

Contract Management System

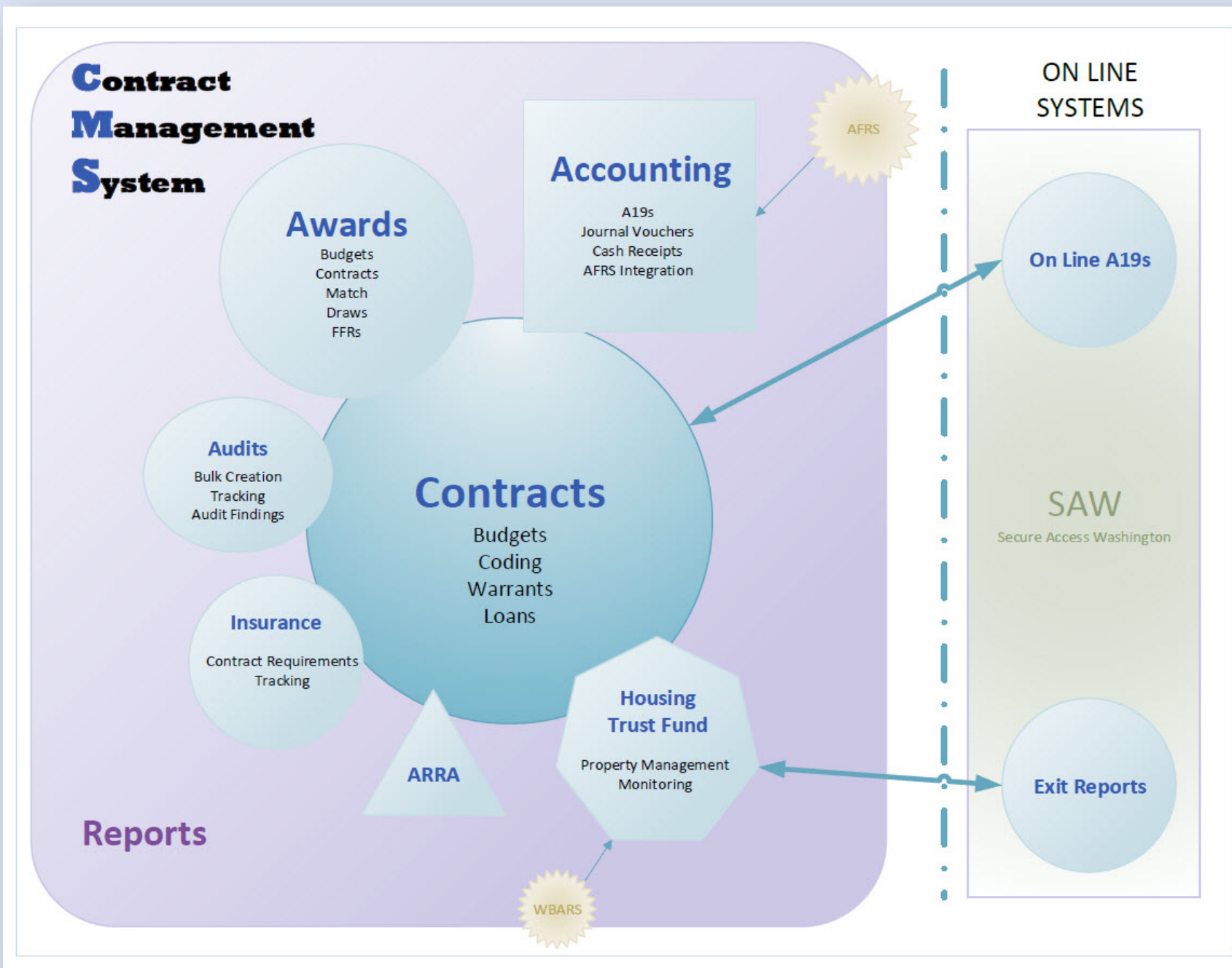
(CMS)



CMS History

- Started as a Contract Submission Tool (CST) – Early 2009
- Expanded with ARRA and Loan Management (CMS) – Mid 2009
- CMS Portal – 2012
- Housing Trust Fund Property Management (HCMS) – 2013
 - Exit Reports
- Awards – 2016
- Diverse Spending – 2017





Contracts

- Vendors
 - Account Coding
 - Commerce Contacts
 - Vendor Contacts
 - Location
 - Insurance
 - Budgets
 - Invoices
 - Requested at Budget level
 - Attachments
 - Disbursement Transactions
 - Loan Receivable Transactions
 - Attachments
- AFRS Transactions
 - Loan Amortization Schedules
 - Loan Invoices
 - Repayments



Contract Basics

- Basic Contract Info
- Required Fields in Yellow
- Vendor Details

New Copy to New Coding/Admin Edit Action

Basics Coding/Benefiting Contact/Other Program Data Site Location Insurance Expenditures/Draws AFRS Trans Notes Attachments Milestones

Contract Basics

Contract#	Test-002	Commerce Pgm Rep	Linda Alongi	Audit...	
Contract Id	33221	Phone#	(360) 725-4031 ext	Start Date	07/01/2017
Amendment#		Acct/CAU Staff Name	Philamer Adams	End Date	06/30/2018
Status	Executed	Phone#	(360) 725-2744 ext	Doc Date	
Contract Type	Loan	OFM Purpose		Amend Eff Date	
Division	Administrative Services Division	Other Contract#		Historic CFDA#	
COM Unit	Administrative Services				
Program	Database Development			Match Amt Required	
ARRA Project				Hard	<input type="checkbox"/>
AG Billing Code				Soft	<input type="checkbox"/>
Contract / Amendment Description	Test Loan				

Vendor

[View / Edit Vendor Details](#) ☐ Blocked

Vendor#/Suffix	SWV0008653	00	Is a Performance Based Contract?	Yes
Vendor Type	Local Government		Performance Based Contract	
FY End (mm/dd)	12 / 31		Vendor Contact	Stan Biles
AFRS Legal Name	Olympia City of		Vendor Phone	(360) 753-8482 ext
COM Vendor Name	OLYMPIA CITY OF		Vendor Fax	() - ext
TIN	XXXXXXXXXXXXXX		Vendor Email	
UBI#/Suffix	342-000-433		Vendor Address	PO BOX 1967
DUNS#			Vendor City/State/Zip	OLYMPIA WA 98507-1967



Account Coding

- Master Index Codes
- Jurisdictions
- Legislative Districts
- Congressional Districts

Contract Management System (QA) - [Contract# Test-002; Vendor Name: OLYMPIA CITY OF]

Elizabeth Saylor you are currently in the QA environment

File Window Help Contract Accounting Funding Src Audit ARRA Insurance HCMS Reports Maintenance Security

New Copy to New Coding/Admin Edit Action

Basics Coding/Benefiting Contact/Other Program Data Site Location Insurance Expenditures/Draws AFRS Trans Notes Attachments Milestones

Contract Expenditure Coding

Original Total \$1,000,000.00 Current Total \$1,000,000.00 New Total \$1,500,000.00 Available Balance \$924,754.00

Historical Funding

Amend#	Bien	Master Index	Sub Object	Grant/Loan	Amount	Fund Source	Fund	Appn	Project	Sub Project	CFDA Num	Create Date	Created By	Last U
	2019	12619M10 - ASD IS MAINTENANCE	NR - Loan Disbursements	L01-Loan	\$1,000,000.00	GENERAL FUN...	001	01*	1261	9M		10/26/2017	CTED\elizabeths	10/26/2017

Totals 1 record \$1,000,000.00

Editable Funding

Amend#	Bien	Master Index	Sub Object	Grant/Loan	Amount	Fund Source	Fund	Appn	Project	Sub Project	CFDA Num
	2019	961A0150 - PWB CONSTRUCTION LOANS '12 K07	NR - Loan Disbursements	L01-Loan	\$500,000.00						
	2019	963D0250 - CERB PASS-THRU T49									

Totals 1 record \$500,000.00

Jurisdiction Benefiting

Amend#	Jurisdiction	Old Amount	New Amount	%
	Thurston-County of	\$750,000.00	\$750,000.00	75%
	Olympia-Town of	\$250,000.00	\$250,000.00	25%

Totals 3 records \$1,000,000.00 \$1,000,000.00 100%

Leg/Cong Districts Benefiting

Legislative Congressional

Leg District	%	Cong District	%
Leg Dist 2	18.8	Cong Dist 3	37.5
Leg Dist 20	18.8	Cong Dist 10	62.5
Leg Dist 22	31.3		
Leg Dist 35	31.3		

Count=1 elizabeths QA 3.1.274

Budget

- Spending Authority
- Budgets
 - Categories
 - Activities
- Budget History

Contract Accounting Funding Src Audit ARRA Insurance HCMS Re

Contract Totals

Original Total	\$1,000,000.00	Current Total	\$1,000,000.00	New Total	\$1,000,000.00	Available Balance	\$576,667.00
Spending Authority	\$1,000,000.00	Spending Authority Balance	\$576,667.00	Spending Authority Set By	CTED\velizab	Spending Authority Set Date	10/05/2017

Details Budget Warrant Coding/Benefiting Budget Detail/Exp Detail AFRS Trans

Contract Budget (Current)

Setup Budget Budget Memo

Show MI Over Budget Warning When Submitting Warrants ☒

** Total line does not include match dollars

Category	Grays Harbor	Ocean Shores	Total
Unassigned		\$0.00	\$0.00
Pass-through	\$200,000.00	\$50,000.00	\$250,000.00
Contracted Services	\$400,000.00	\$50,000.00	\$450,000.00
Web Hosting	\$100,000.00	\$100,000.00	\$200,000.00
Admin	\$75,000.00	\$25,000.00	\$100,000.00
Total	\$775,000.00	\$225,000.00	\$1,000,000.00

Contract Budget (Historical Snapshots)

Select a budget snapshot to view 10/20/2017 - Total Budget = \$1000000.00

Category	Ocean Shores	Grays Harbor	Total
Unassigned	\$0.00		\$0.00
Pass-through	\$50,000.00	\$200,000.00	\$250,000.00
Contracted Services	\$50,000.00	\$400,000.00	\$450,000.00
Web Hosting	\$100,000.00	\$100,000.00	\$200,000.00
Admin	\$25,000.00	\$75,000.00	\$100,000.00
Total	\$225,000.00	\$775,000.00	\$1,000,000.00




Attachments

- Attachment Details
- Drag and Drop Files
- Export Files
- Email Files

Basics Coding/Benefiting Contact/Other Program Data Site Location Insurance Expenditures/Draws AFRS Trans Notes Attachments Milestones												
Contract Attachment List												
Select All <input type="checkbox"/> Export Email Replace												
x	Attachment ID	Attachment Type	Title	File Name	File Type	File Size	Document Date	Start Date	End Date	Uploaded By	Upload Date	Replace
<input checked="" type="checkbox"/>	135768	Correspondence	Award Letter	15-94110-021 Second Step Housin...	Adobe PDF	308,279	12/23/2015			Randi Duprey	12/31/2015	
<input type="checkbox"/>	158604	Application	Application	M15U28 E-Copy.pdf	Adobe PDF	77,589,031				Randi Duprey	03/23/2017	
<input type="checkbox"/>	158605	Application	Application - FY 2...	Meadows - FY 2011-2012 Financial...	Adobe PDF	827,619				Randi Duprey	03/23/2017	
<input type="checkbox"/>	158606	Application	Application - FY 2...	Meadows - FY 2012-2013 Financial...	Adobe PDF	791,523				Randi Duprey	03/23/2017	
<input type="checkbox"/>	158607	Application	Application - FY 2...	Meadows - FY 2013-2014 Financial...	Adobe PDF	700,067				Randi Duprey	03/23/2017	
<input type="checkbox"/>	163884	Correspondence	Signed Final Escr...	15-94110-021 - Signed Final Escrow...	Adobe PDF	120,124	06/28/2017			Randi Duprey	06/28/2017	
<input type="checkbox"/>	163997	Correspondence	Suspension Letter	201706291409.pdf	Adobe PDF	723,483				Jennifer Lane	06/30/2017	
<input type="checkbox"/>	164180	Contract	Original Contract	15-94110-021 Contract.pdf	Adobe PDF	2,123,509	06/30/2017			Randi Duprey	07/05/2017	
<input type="checkbox"/>	164181	Promissory Note	Promissory Note	15-94110-021 Prom Note.pdf	Adobe PDF	74,844	06/30/2017			Randi Duprey	07/05/2017	
<input type="checkbox"/>	164405	Assignment/Assumption Agree...	Assignment, Assu...	15-94110-021 Assignment, Assumpti...	Adobe PDF	390,327	06/29/2017			Randi Duprey	07/10/2017	
<input type="checkbox"/>	164406	Correspondence	7/6/2017 - 3/27/...	15-94110-021 Corr.pdf	Adobe PDF	3,889,415				Randi Duprey	07/10/2017	
<input type="checkbox"/>	164407	Project Information	CSHD Routing F...	15-94110-021 CSHD Routing Form -...	Adobe PDF	62,253	06/29/2017			Randi Duprey	07/10/2017	
<input type="checkbox"/>	164408	Priority/Subordination Agree...	Priority & Subordi...	15-94110-021 P&S Aqm't - Unrecord...	Adobe PDF	602,875	06/29/2017			Randi Duprey	07/10/2017	
<input type="checkbox"/>	164409	Project Information	PDS	15-94110-021 PDS.pdf	Adobe PDF	410,348				Randi Duprey	07/10/2017	
<input type="checkbox"/>	164446	Project Information	Signing Authority ...	15-94110-021 Signing Authority Bo...	Adobe PDF	311,360				Randi Duprey	07/10/2017	
<input type="checkbox"/>	165103	Project Information	Checklist - New ...	15-94110-021 Checklist - New Contr...	Adobe PDF	209,654	07/18/2017			Randi Duprey	07/18/2017	
<input type="checkbox"/>	165107	Correspondence	Escrow Correspo...	RE: 15-94110-021 - The Meadows -...	Outlook Message	631,296				Randi Duprey	07/18/2017	
<input type="checkbox"/>	165112	Contract Information Sheet	CMS-Execute ori...	15-94110-021.pdf	Adobe PDF	23,156				Tami Clark	07/18/2017	
<input type="checkbox"/>	165317	Deed	Deed of Trust	15-94110-021 Deed of Trust.pdf	Adobe PDF	314,208	06/30/2017			Randi Duprey	07/25/2017	
<input type="checkbox"/>	165318	Covenant	Low Income Hou...	15-94110-021 Low Income Housing...	Adobe PDF	303,738	06/30/2017			Randi Duprey	07/25/2017	
<input type="checkbox"/>	165434	Insurance - Title	Loan Policy of Tr...	LoanPolicy.pdf	Adobe PDF	1,141,807	06/30/2017			Randi Duprey	07/26/2017	
<input type="checkbox"/>	165435	Priority/Subordination Agree...	Priority & Subordi...	Priority & Subordination Agreement.pdf	Adobe PDF	625,631	06/30/2017			Randi Duprey	07/26/2017	
< <div style="width: 500px; height: 10px; background: linear-gradient(to right, #ccc, #ccc);"></div> >												
Totals 22 records												

- Defaulted Information
- Attachment Type
- Document Dates
- Notes
- Keywords

 **Department of Commerce**

CMS Portal


- Log in via SAW
- Internal User Setup
- User Access Form
- Registration Code



The screenshot shows the SecureAccess Washington ISAM2 login portal. At the top left is the SAW logo (a blue cube with 'S', 'A', 'W' on its faces) and the text 'SecureAccess WASHINGTON'. To the right are three green buttons: 'News', 'Video', and 'Help'. The main heading is 'Log in to SecureAccess Washington ISAM2'. Below this are two white input fields: 'User ID:' and 'Password:'. An orange 'LOGIN' button is positioned below the password field. To the right of the login fields are four icons with question marks: a person icon, a padlock icon, a person with a checkmark icon, and an envelope icon. Below these icons are the labels 'Retrieve User ID', 'Reset Password', 'Activate Account', and 'Missing Email?'. At the bottom left, it says 'Do not have an account? [Create one](#)'. At the bottom right, a blue box contains the text 'Get **cyber security news and alerts** by following our Security Operations Center' with a Twitter bird icon.

CMS Portal – Home Page

- In-process A19s
- Help links






 **Department of Commerce**

Home Contracts Review All A19s Create New A19 ?

Welcome Liz Saylor test to the Commerce Contract Management System! (Logout)

Hello Liz Saylor test, and welcome to the CMS vendor access tool! For details about the Washington State Department of Commerce please visit the [Department of Commerce website](#) . You can also visit the [Commerce CMS Portal](#) to help you get the most out of CMS.

Below is a Summary of your In Process A19s

View	CMS Invoice ID	Contract#	Program	Service Dates	Current Status	Current Status Date	Requested Amt
 	277270	17-36601-002	Office of DD OMBUS	07/01/2017 - 07/01/2017	Submitted	11-03-2017	\$45.00
	277275	S18-31108-015	Domestic Violence Legal Advocacy	09/02/2017 - 09/02/2017	Draft	11-03-2017	\$45,000.00
	277273	17-36601-002	Office of DD OMBUS	11/01/2017 - 11/15/2017	Draft	11-01-2017	\$1,000.00
	277274	S18-31108-015	Domestic Violence Legal Advocacy	09/01/2017 - 09/01/2017	Program Approved	09-01-2017	

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CMS Portal – Contracts Page

- Active Contracts

- Create A19s

- View Contract Summary



Department of Commerce

Home

Contracts

Review All A19s

Create New A19



























?

Welcome Liz Saylor test to the Commerce Contract Management System!

(Logout)


Contracts.

Below are the Contracts you have access to.

View New Contract# A19	COM Program	COM Manager	Start Date	Status	Contract Amount	Remaining Balance
  17-36601-002	Office of DD OMBUS	Christina Gagnon	07-01-2017	Executed	\$610,850.00	\$609,805.00
  00-49300-543	Housing Trust Fund	Richard Penton	02-28-2000	Executed	\$479,975.00	\$0.00
  01-49300-332	Housing Trust Fund	Cheryl Bayle	11-06-2000	Executed	\$504,781.00	\$16.16
  02-49300-084	Housing Trust Fund	Angela Sarvinski	04-16-2002	Executed	\$921,157.00	\$0.00
  04-49300-023	Housing Trust Fund	Bonnie Scott	10-16-2003	Executed	\$958,750.00	\$0.00
  04-49300-102	Housing Trust Fund	Deanna Tabor	09-14-2004	Executed	\$1,421,690.00	\$0.00
  06-94100-029	Housing Trust Fund	Dan Schilling	12-16-2005	Executed	\$1,047,239.00	\$0.00
  5-94-491-10A	Housing Trust Fund	Craig Mar Chun	08-30-1994	Executed	\$2,667,548.00	\$0.00
  08-94100-015	Housing Trust Fund	Pam Denham	10-27-2008	Executed	\$500,000.00	\$0.00
  07-94100-078	Housing Trust Fund	Carol Olson	08-26-2008	Executed	\$1,713,380.00	\$0.00
  5-94-418-B4	Home Investment Partnership Program	Jason Davidson	11-22-1996	Executed	\$663,404.00	\$9.89
  5-95-491-11A	Housing Trust Fund	Jason Davidson	03-28-1995	Executed	\$240,077.00	\$0.00
  98-493-416	Housing Trust Fund	Gary Hunter	08-31-1997	Executed	\$58,500.00	\$0.00

CMS Portal – Contract Summary

- Contract Basics
- Contacts
- A19s
- Print
Amortization
Schedules

**Department of Commerce**

[Home](#) [Contracts](#) [Review All A19s](#) [Create New A19](#) [?](#)

Welcome **Liz Saylor** test to the Commerce Contract Management System! [Logout](#)

[Return to Contract List](#)

Contract Details







Contract#	5-92-410-12A	Commerce Pgm Rep	Jason Davidson	Start Date	7/13/1994
Contract Id	657	Phone#	(360) 725-2660	End Date	12/31/2044
Amendment#	A	Other Contact#		Doc Date	7/13/1994
Status	Executed	Current Contract Amt	\$703,440.26	Amend Eff Date	5/10/2011
Contract Type	Grant/Loan Combination	Current Budget Amt	\$703,440.26		
Division	Community Services & Housing Division	Expenditure To Date	\$703,440.26		
COM Unit	Housing Finance	Remaining Balance	\$0.00		
Program	Housing Trust Fund				
Project Name	Arion Court				
Contract Description	05/10/11 D Gowen: 1st Contract Amendment - reduced original award by \$25,114.74 for a new original award of \$530,440.26 and added \$173,000.00 as a grant for rehabilitation costs for a new award total = \$703,440.26 and replaced the original contract with updated Specific Terms and Conditions and General Terms and Conditions.				

Vendor Contract Contacts



First Name	Middle Name	Last Name	Contact Type	Contact Title	Work Phone#	Cell Phone#	Fax Phone#	Email
Sharon		Lee	Loan Invoice Contact(repayments)	Executive Director	(206) 443-9935	149	(206) 443-9851	sharonl@lihi.org
Sharon		Lee	Vendor Contact	Executive Director	(206) 443-9935	149	(206) 443-9851	sharonl@lihi.org

[Create New A19](#) [Return to Contract List](#)

A19 History

View CMS Invoice ID	Account#	Status	Service Dates	Submitted By	Submitted date	Requested Amt	Paid Amt
 27422		Migrated	09/23/1994 - 09/23/1994		09-23-1994	\$0.00	\$48,202.92
 27423		Migrated	05/23/1995 - 05/23/1995		05-23-1995	\$0.00	\$54,838.76
 27424		Migrated	09/08/1995 - 09/08/1995		09-08-1995	\$0.00	\$31,602.92
 27425		Migrated	05/23/2011 - 05/23/2011		06-06-2011	\$0.00	\$173,000.00
 27426		Migrated	07/07/1994 - 07/07/1994		07-07-1994	\$0.00	\$242,125.84
 27427		Migrated	08/01/1994 - 08/01/1994		08-01-1994	\$0.00	\$153,669.82

Loan List

View Loan#	Loan Type	Interest Type	Loan Source	Payment Frequency	Loan Amount	Rate	Term	Status	Start Date	First Payment Date	End Date
 1	No Interest Loan	None	HTF	Quarterly	\$530,440.26	0.00 %	50	Active	01-01-1995	03-31-1995	12-31-2044
 2	Grant	None	HTF		\$173,000.00	0.00 %	33	Grant	12-31-2011	12-30-2012	12-30-2044

[Print Combined Amort Schedules](#)

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 **Department of Commerce**

CMS Portal – A-19 Invoices

- Invoice Details
- Request Amount
- Attachments
- Reportable Expenses
- Submit

A19 Details For: CMS Invoice ID: 277279

*Required Fields

Your A19 has been saved.

Project Name

Test Loan

COM Program

Database Development

Contract #

Liz-002

The Account # field is for your use. It will be added to your EFT Notification.

Account #

Deposit in Acct # 1234

*From Date

9/1/2017

*Thru Date

9/30/2017

Notes to Commerce

Back up documentation attached.

Commerce Contact

Linda Alongi

Contact Phone

(360) 725-4031

Contact Email

linda.alongi@commerce.wa.gov

Submit Date

Program Approved Date

Paid Date

Rejected Date

Vendor Message

Vendor Name

OLYMPIA CITY OF

Vendor #

SWV0008653-00

A19 Reimbursement Request

Budget Item	Current Budget Amt	Expenditure To Date	Request Amt	Remaining Bal	Budget %
Unassigned - Unassigned	\$0.00	\$66.00	\$0.00	\$0.00	0%
UCD Consulting - Unassigned	\$750,000.00	\$76,180.00	\$50,000.00	\$574,820.00	77%
Content Strategy - Unassigned	\$250,000.00	\$0.00	\$250.00	\$249,750.00	100%
Total:	\$1,000,000.00	\$76,246.00	\$50,250.00	\$824,570.00	

Attachments

Browse...

Attach

Delete	Edit	View	Attachment Title	Attachment Desc	Attached By
			Inv #30lyCity		Liz Saylor test
			Invoice Backup		Liz Saylor test
			Loan Detail Extract-20170914(1)		Liz Saylor test

Expenses over \$1,000

☐ All Expenses under \$1,000

Select file

Browse...

Upload

[Download Template](#)

*Paid By UBI	*Paid by Organization Name	*Paid to Contractor Type	Paid to UBI	*Paid to Organization Name	Paid to Org Type	Expense Type	*Amount
342-000-433	City of Olympia	Subcontract	060-412-421	10 Star Construction	For Profit	Construction	\$2,500.00
060-412-421	10 Star Construction	Sub Subcont	603-152-968	A THRU Z WINDOWS AND S	For Profit	Construction	\$350.00
060-412-421	10 Star Construction	Sub Subcont	604-110-246	Unique Concrete & Masonry	For Profit	Construction	\$205.00
342-000-433	City of Olympia	Subcontract	603-343-895	Pippin Construction	For Profit	Construction	\$7,500.00
603-343-895	Pippin Construction	Sub Subcont	601-728-582	Ace Hardware	For Profit	Construction	\$320.00
603-343-895	Pippin Construction	Sub Subcont	601-614-677	Maben Trucking and Excavati	For Profit	Construction	\$905.00
603-343-895	Pippin Construction	Sub Subcont	602-386-931	Prime Time Paint Co.	For Profit	Construction	\$850.00
342-000-433	City of Olympia	Subcontract	603-579-701	Senior Housing Consulting, Li	For Profit	Services	\$1,500.00
342-000-433	City of Olympia	Subcontract	603-255-607	DESC Interbay Supportive Hk	For Profit	Services	\$1,000.00
Total:							\$15,130.00

Subcontractor Total:

\$12,500.00

Sub Subcontractor Total:

\$2,630.00

** The Contract Expense spreadsheet was Last Uploaded FROM Inv #30lyCity.xlsx @ Nov 9 2017 12:07PM BY liz. There were 9 rows in total and 0 rows with errors. 9 contract expenses have been uploaded.

Submit

Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity identified in the Vendor/Claimant section. The individual signing below certifies under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that

☐ Check this to certify that the above statment is true.

** Note: If you do not check the box above your A19 will not be submitted to Commerce.

Save

Save and Submit

Print A19

Print Budget Matrix

Cancel

Delete

Paid Amount

\$0.00

Submitted By

Submitted Date

Warrant Details

- Invoice Details
- Request Amount
- Attachments
- Reportable Expenses
- AFRS Transactions

Warrant Details Contractor Expenses Attachments CMS Invoice ID: 277279 Ready To Batch Date Ready To Batch Void Audit...

Warrant General
Contract ID: 33221 Contract#: Liz-002 Is Final Invoice ☐
Loan#: 1 - Amortizing Loan, 400000.00, Not Draw Based
Payee: Olympia City of: SWV0008653-00
Payee Type: Local Government Blocked ☐ Allow EFT ☒ Batch#
Bien: 2019 Doc Num: Doc Date: Sfx:
Why Type: Accounts Payable Status: 6-Digit Agy #:
Notes:
Budget Memo:

Warrant Amount: \$300,000.00 Warrant Type: Contract Warrant
Vendor Msg: IDIS Award #:
Acct #: Deposit in Acct #: IDIS Voucher#:
Service From Date: 09/01/2017 Service Thru Date: 09/30/2017
Agency Received Date: 11/09/2017 Reject Date:
Program Approved Date: Sent To ASD Date:
ASD Received Date: Effective Date:
Vendor Notes: Back up documentation attached.

Warrant Expenditure Detail
Order By Category Sequence Order By Activity Sequence Award MI Balance Show MI Over Budget Warning Category Activity View

Budget Category - Activity	Budget	Budget	Exp To Date	This Exp	Bgt Avail%	Bgt Avail	Rqst Amt	12619M10
Unassigned - Unassigned	Non - Match	\$0.00	\$66.00	\$0.00	0.0	(\$66.00)	\$0.00	
UCD Consulting - Unassigned	Non - Match	\$750,000.00	\$126,180.00	\$50,000.00	83.2	\$623,820.00	\$50,000.00	\$50,000.00
Content Strategy - Unassigned	Non - Match	\$250,000.00	\$250,000.00	\$250,000.00	0.0	\$0.00	\$250.00	\$250,000.00
Non - Match Total		\$1,000,000.00	\$376,246.00	\$300,000.00	62.4	\$623,754.00	\$50,250.00	\$300,000.00

Warrant Transaction Lines
Detail Fill Amount From Expenditure

Status	MI Remaining	Trans Type	Master Index	Amount	Tran Code	Rev	Sub Obj	SS Obj	Major Group	Major Source	Var	Tran Code	Amount
Pending	\$924,820.00	Contract Invoice	12619M10 - ASD IS MAINTENANCE	\$300,000.00	237		NR - Loan Disburse...					031	\$300,000.00
Pending	\$924,820.00	Loan Receivable	12619M10 - ASD IS MAINTENANCE	\$300,000.00	031		NR - Loan Disburse...				1614	237	\$300,000.00
Pending	\$924,820.00	Loan Receivable	12619M10 - ASD IS MAINTENANCE	\$300,000.00	473		NR - Loan Disburse...				932	473	\$300,000.00

Totals 4 records \$900,000.00 \$900,000.00

Count=1 elizabeths QA 3.1.274

Warrant Detail – Attachments

Warrant Details		Contractor Expenses	Attachments	CMS Invoice ID: 277279		Ready To Batch Date		Ready to Batch	Void	<input type="checkbox"/>	Audit...
Select All <input type="checkbox"/>		Export	Email	Replace							
x	Attachment ID	Title	Attachment Category	File Name	File Type	File Size	Attachment Type	Uploaded By	Upload Date	Replaced	RequestId
<input checked="" type="checkbox"/>	169846	Inv #30lyCity	Supporting Docs	Inv #30lyCity.xlsx	Excel Spreadsheet	63,386	Backup Documentation	Liz Saylor test	11/09/2017		
<input type="checkbox"/>	169847	Invoice Backup	Supporting Docs	Invoice Backup.docx	Word document	19,847	Backup Documentation	Liz Saylor test	11/09/2017		
<input type="checkbox"/>	169848	Loan Detail Extract-20170914(1)	Supporting Docs	Loan Detail Extract-20170914(1).xlsx	Excel Spreadsheet	1,331,667	Backup Documentation	Liz Saylor test	11/09/2017		



Printed A19



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Pike Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

Form 19-1A	VOUCHER DISTRIBUTION	AGENCY NUMBER	Short Code	Commerce Contract Number					
CMS Invoice ID: 277279	DEPARTMENT OF COMMERCE	1030		Liz-002					
VENDOR OR CLAIMANT (Warrant payable to): Olympia City of PO BOX 1967 OLYMPIA, WA 98507-1967		INSTRUCTION TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.							
Stan Biles (Vendor Contact Person)		Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity identified in the Vendor/Claimant section. The individual signing below certifies under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veterans status.							
(360) 753-ext8 ext 482 (Vendor Contact Phone)									
(Vendor Contact Email)									
07/01/17 - 06/30/18 (Contract Period)									
09/01/17 - 09/30/17 (REPORT PERIOD)									
		11/9/2017 12:00:00 AM (SUBMIT DATE)							
DESCRIPTION	BUDGET	REQUESTED AMOUNT	EXPENDED TO DATE	AMOUNT THIS INVOICE	AWARD REMAINING				
Unassigned - Unassigned	\$0.00	\$0.00	\$66.00	\$0.00	-\$66.00				
UCD Consulting - Unassigned	\$750,000.00	\$50,000.00	\$126,180.00	\$50,000.00	\$623,820.00				
Content Strategy - Unassigned	\$250,000.00	\$250.00	\$250,000.00	\$250,000.00	\$0.00				
Non - Match Total:	\$1,000,000.00	\$50,250.00	\$376,246.00	\$300,000.00	\$623,754.00				
PROGRAM APPROVAL (The individual signing this voucher warrants they have the authority to sign this voucher.)					Date				
SECONDARY PROGRAM APPROVAL (The individual signing this voucher warrants they have the authority to sign this voucher.)					Date				
DOC DATE		CURRENT DOC. NO.	REFERENCE DOC NO.	VENDOR NUMBER and SUFFIX					
				SWV0008653 00					
ACCOUNT NO.		ASD NUMBER		VENDOR MESSAGE					
Deposit in Acct # 1234		33221							
TRANS CODE	REV CODE	MASTER INDEX	SUB OBJ	SUB SUB OBJ	MG MS GL ACCT SUB SID AMOUNT INVOICE				
237		12619M10	NR					\$300,000.00	
031		12619M10	NR			1614		\$300,000.00	
473		12619M10	NR			9323		\$300,000.00	
SIGNATURE OF ACCOUNTING PREPARER FOR PAYMENT							DATE	WARRANT TOTAL	
								\$300,000.00	
CREATED BY Liz Saylor test							DATE	11/9/2017 12:06:08 PM	



Loan Amortization

- Multiple Loan Types
 - Draw Based Loans
 - Compound Interest
- Loan Invoicing
- Loan Fees
- Payoff Quotes
- Write-offs
- Terminations
- Principal and/or Interest Deferrals
- Short Term Receivables Reclassification

Basics Loan/Fees Setup

Loan Selection List

New Loan <-- Click the button before entering new loan information Admin Edit Combo Amort

Loan#	Loan Type	Interest Type	Loan Source	Payment	Loan Amount	Rate	Term	Status	Start Date	First Payment	End Date	Forgiveness Pct	Created By	Create Date	Last Up
1	Amortizing Loan	None	HTF	Quarterly	\$229,882.00	.0000%	50.00	Active	09/02/2002	12/01/2002	09/01/2051		>> HDMIS Conversion	07/30/2010	07/30/2010
2	Amortizing Loan	Compound	HTF	Quarterly	\$595,877.00	1.0000%	50.00	Active	09/02/2002	12/01/2002	09/01/2051		>> HDMIS Conversion	07/30/2010	07/30/2010
3	Recoverable Grant	None	HTF		\$595,876.00		50.00	Grant			12/01/2051		>> HDMIS Conversion	07/30/2010	07/30/2010

Totals 3 records \$1,421,635.00 Contract Total \$1,421,635.00

Loan Terms AFRS Coding Conditions/Other Loan Fees/Other Paid/Reclassified Loan Notes Loan Events

Loan Terms

Loan Number 2

Loan Type Amortizing Loan

Interest Type Compound

Payment Frequency Quarterly

Loan Amount \$595,877.00

Interest Rate 1

Loan Fee Percent

Loan Term 50

Loan Start Date 09/02/2002

Interest Accrual Start Date 09/02/2002

Periods Principal Deferred

Amortization Term 50

First Payment Date 12/01/2002

Last Payment Date 09/01/2051

Anticipated Amortization Schedule

☐ Draw Based ☐ Custom Action GO

Pmt#	Pmt Due Date	Principal	Accrued Interest	Interest	Payment Due	Loan Balance	Inv Date	Inv#	Last Paid Date	Paid Amt	Extra Principal Paid Date	Extra Principal Paid Amt
40	09/01/2012	\$2,535.61	\$1,254.39	\$1,254.39	\$3,790.00	\$499,221.87	08/06/2012	6220	08/23/2012	\$3,790.00		
41	12/01/2012	\$2,541.95	\$1,248.05	\$1,248.05	\$3,790.00	\$496,679.92	11/06/2012	6221	12/03/2012	\$3,790.00		
42	03/01/2013	\$2,548.30	\$1,241.70	\$1,241.70	\$3,790.00	\$494,131.62	02/04/2013	6222	02/28/2013	\$3,790.00		
43	06/01/2013	\$2,554.67	\$1,235.33	\$1,235.33	\$3,790.00	\$491,576.95	05/01/2013	6223	05/15/2013	\$3,790.00		
44	09/01/2013	\$2,561.06	\$1,228.94	\$1,228.94	\$3,790.00	\$489,015.89	08/01/2013	6224	08/12/2013	\$3,790.00		
45	12/01/2013	\$2,567.46	\$1,222.54	\$1,222.54	\$3,790.00	\$486,448.43	11/04/2013	6225	11/25/2013	\$3,790.00		
46	03/01/2014	\$2,573.88	\$1,216.12	\$1,216.12	\$3,790.00	\$483,874.55	02/03/2014	6226	02/26/2014	\$3,790.00		
47	06/01/2014	\$2,580.31	\$1,209.69	\$1,209.69	\$3,790.00	\$481,294.24	05/05/2014	6227	05/22/2014	\$3,790.00		
48	09/01/2014	\$2,586.76	\$1,203.24	\$1,203.24	\$3,790.00	\$478,707.48	08/04/2014	6228	09/02/2014	\$3,790.00		
49	12/01/2014	\$2,593.23	\$1,196.77	\$1,196.77	\$3,790.00	\$476,114.25	11/03/2014	6229	11/14/2014	\$3,790.00		
50	03/01/2015	\$2,599.71	\$1,190.29	\$1,190.29	\$3,790.00	\$473,514.54	02/02/2015	6230	02/17/2015	\$3,790.00		
51	06/01/2015	\$2,606.21	\$1,183.79	\$1,183.79	\$3,790.00	\$470,908.33	04/30/2015	6231	05/12/2015	\$3,790.00		
52	09/01/2015	\$2,612.73	\$1,177.27	\$1,177.27	\$3,790.00	\$468,295.60	08/03/2015	6232	09/04/2015	\$3,790.00		
53	12/01/2015	\$2,619.26	\$1,170.74	\$1,170.74	\$3,790.00	\$465,676.34	11/02/2015	6233	11/25/2015	\$3,790.00		
54	03/01/2016	\$2,625.81	\$1,164.19	\$1,164.19	\$3,790.00	\$463,050.53	02/01/2016	6234	02/18/2016	\$3,790.00		
55	06/01/2016	\$2,632.37	\$1,157.63	\$1,157.63	\$3,790.00	\$460,418.16	05/02/2016	6235	05/16/2016	\$3,790.00		
56	09/01/2016	\$2,638.95	\$1,151.05	\$1,151.05	\$3,790.00	\$457,779.21	08/01/2016	6236	08/15/2016	\$3,790.00		
57	12/01/2016	\$2,645.55	\$1,144.45	\$1,144.45	\$3,790.00	\$455,133.66	11/01/2016	6237	11/15/2016	\$3,790.00		
58	03/01/2017	\$2,652.17	\$1,137.83	\$1,137.83	\$3,790.00	\$452,481.49	02/01/2017	6238	02/16/2017	\$3,790.00		
59	06/01/2017	\$2,658.80	\$1,131.20	\$1,131.20	\$3,790.00	\$449,822.69	05/01/2017	6239	05/17/2017	\$3,790.00		
60	09/01/2017	\$2,665.44	\$1,124.56	\$1,124.56	\$3,790.00	\$447,157.25	08/01/2017	6240	08/11/2017	\$3,790.00		
61	12/01/2017	\$2,672.11	\$1,117.89	\$1,117.89	\$3,790.00	\$444,485.14						
62	03/01/2018	\$2,678.79	\$1,111.21	\$1,111.21	\$3,790.00	\$441,806.35						

Totals 196 records \$595,878.00 \$161,942.71 \$161,942.71 \$757,820.71 \$227,410.75 \$0.00

AFRS Batches

- Multiple Batch Types
- Auto Generates Batch Number
- Two person approval process
- Toolbox text file
- Batch Header

Batch Header

Batch# 493 Bien 2019 Batch Hash Total \$900,000.00 Validate/Preview Finalize/Print Open for Edit

Batch Date 11/09/2017 Fiscal Month 5 Batch Total \$900,000.00

Batch Type CW Number of Transaction Lines 3 Status Open Void ☐

Note

Search Available Documents

Select All ☒ Add Selected

Select?	Bien	Document Type	Document Num	Sfx	Document Date	Total	Hash Total	Transaction	Status	Last Updated	Last Updated	Created By	Create Date	Create Year	Create Month
True															
<input checked="" type="checkbox"/>	2019	Contract Warrant				\$333,333.00	\$333,333.00	1	Ready	CTED\elizabeths	Nov 9 2017 3:4...	nobody	10/12/2017	2017	10
<input checked="" type="checkbox"/>	2019	Contract Warrant				\$500.00	\$500.00	1	Ready	CTED\elizabeths	Nov 9 2017 3:4...	CTED\cindy	10/24/2017	2017	10

Totals 2 records \$333,833.00 \$333,833.00 2

Documents in the Batch


Select All ☒ Remove Selected

Select?	Bien	Document Type	Document Num	Sfx	Document Date	Total	Hash Total	Transaction	Status	AFRS Legal Name	COM Vendor Name	Vendor DBA	Last Updated	Last Updated
<input checked="" type="checkbox"/>	2019	Contract Warrant				\$900,000.00	\$900,000.00	3	Ready	Olympia City of	OLYMPIA CITY OF		CTED\elizabeths	Nov 9 2017 3:4...

Totals 1 record \$900,000.00 \$900,000.00 3

Count=1 elizabeths QA 3.1.274

Batch Header

FORM		STATE OF WASHINGTON
A62		AFRS ACCOUNTING TRANSACTION -BATCH
REV		HEADER
1/91		COMPUTER GENERATED

PREPARED BY	DATE
Saylor, Elizabeth	11/09/17
APPROVED BY	DATE
RELEASED IN AFRS	DATE

DOCUMENT CV001284
RANGE
DOC SUFFIX

1030	BATCH AGENCY
11/09/17	BATCH DATE (MM/DD/YY)
CW	BATCH TYPE
493	BATCH NUMBER
2019	BIENNIUM
05	FISCAL MONTH

NUMBER OF TRANSACTIONS IN BATCH:	3
BATCH HASH AMOUNT:	900,000.00
BATCH AMOUNT:	900,000.00
WARRANT AMOUNT:	300,000.00

My signature on this batch header certifies I have reviewed and approved each document in this batch.

Signed _____

Journal Vouchers

- Multiple Types
- Search for AFRS Transactions
- Retrieves selected transactions plus adds a copy

Document

Bien: 2019
 Document Num:
 Sfx:
 Ready To Batch Date:
 Ready to Batch:

Document Date: 11/09/2017
 Status:
 Batch#:
 Void: ☐

Why Type: Correction-Accounting
 Notes:

Detail Lines

AFRS Input: Get from AFRS

Status	Ref Doc	Account	Contract ID	Amount	Tran	Rev	Variable GL	Program Index	Master Index	Fund	Appropriation	Proj	Sub Proj	Major Group	Major Source	Sub Obj
		01-49300-591	9072	\$1,150.00	090		1352	42101 - HOUSING TRU...	409C0150 - ...	532		409C	01	04	44	
		01-49300-591		(\$1,150.00)			1352	42101 - HOUSING TRU...	409C0150 - ...	532		409C	01	04	44	
		01-49300-591	9072	\$2,665.44	090		1352	42101 - HOUSING TRU...	409C0150 - ...	532		409C	01	04	44	
		01-49300-591		(\$2,665.44)			1352	42101 - HOUSING TRU...	409C0150 - ...	532		409C	01	04	44	

Totals 1 record \$0.00

Count=1 elizabeths QA 3.1.274

AFRS Transaction Searches

- Multiple Biennia Search

- Exports to Excel

Contract	Date	Doc#	Doc#	Vendor Name	Vendor#	Vendor	Fund	AI	Post FM	Adj FM	Bien	GL	Tran	Rev	Invoice#	Tran Amount	PI	MI	Proj	Sub Proj	SubObj	SSObj	M
				blue mountain							2019	6505	237										
30411	08/09/2017	CV000073		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	01	00	2019	6505	237		F15-43104-402 ...	\$337.85	53104	43460220	4346	02	NZ		
30411	08/09/2017	CV000073		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	01	00	2019	6505	237		F15-43104-402 ...	\$2,486.60	53104	43460320	4346	03	NZ		
30411	08/09/2017	CV000073		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	01	00	2019	6505	237		F15-43104-402 ...	\$110.49	53104	43460420	4346	04	NZ		
30687	08/09/2017	CV000072		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	01	00	2019	6505	237		F16-43101-402 ...	\$8,643.75	53101	43160320	4316	03	NZ		
30687	08/09/2017	CV000072		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	01	00	2019	6505	237		F16-43101-402 ...	\$1,126.16	53101	53170220	5317	02	NZ		
30847	08/17/2017	CV000247		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	02	00	2019	6505	237		F16-32101-002 ...	\$32,108.49	32101	321C0220	321C	02	NZ		
32368	08/23/2017	CV000377		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	10B	1P0	02	00	2019	6505	237		17-46108-07 ...	\$2,597.75	46108	463D0250	463D	02	NZ		
32368	08/23/2017	CV000377		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	10B	1P0	02	00	2019	6505	237		17-46108-07 ...	\$2,656.00	46108	463D4650	463D	46	NZ		
32368	08/23/2017	CV000377		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	12C	1T0	02	00	2019	6505	237		17-46108-07 ...	\$684.36	46105	463T0250	463T	02	NZ		
31409	08/29/2017	CV000474		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	057	T64	02	00	2019	6505	237		16-93213-027 ...	\$68,280.79	96602	93610250	9361	02	NZ		
32968	08/29/2017	CV000449		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	300	1E0	02	00	2019	6505	237		S18-32010-002 ...	\$880.35	32010	32M801...	32M8	01	NZ		
32917	09/01/2017	CV000550		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	02	00	2019	6505	237		S18-32710-001 ...	\$6,500.00	32710	32W802...	32W8	02	NB	PYPT	
32917	09/01/2017	CV000550		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	02	00	2019	6505	237		S18-32710-001 ...	\$253.49	32710	32W802...	32W8	02	NB	TRAN	
32917	09/01/2017	CV000550		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	02	00	2019	6505	237		S18-32710-001 ...	\$840.32	32710	32W802...	32W8	02	NB	SUPP	
32917	09/01/2017	CV000550		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	02	00	2019	6505	237		S18-32710-001 ...	\$5,835.40	32710	32W802...	32W8	02	NB	WAGE	
32917	09/01/2017	CV000548		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	02	00	2019	6505	237		S18-32710-001 ...	\$4,850.00	32710	32W803...	32W8	03	NB	PYPT	
32917	09/01/2017	CV000548		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	02	00	2019	6505	237		S18-32710-001 ...	\$100.00	32710	32W803...	32W8	03	NB	TRAN	
32917	09/01/2017	CV000548		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	02	00	2019	6505	237		S18-32710-001 ...	\$499.99	32710	32W803...	32W8	03	NB	SUPP	
32917	09/01/2017	CV000548		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	02	00	2019	6505	237		S18-32710-001 ...	\$85.03	32710	32W803...	32W8	03	NB	WAGE	
30411	09/12/2017	CV000743		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	02	00	2019	6505	237		F15-43104-402 ...	\$331.95	53104	43460220	4346	02	NZ		
30411	09/12/2017	CV000743		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	02	00	2019	6505	237		F15-43104-402 ...	\$1,886.30	53104	43460320	4346	03	NZ		
30687	09/12/2017	CV000722		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	02	00	2019	6505	237		F16-43101-402 ...	\$12,554.39	53101	43160320	4316	03	NZ		
30687	09/12/2017	CV000722		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	02	00	2019	6505	237		F16-43101-402 ...	\$1,479.80	53101	53170220	5317	02	NZ		
32368	09/15/2017	CV000862		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	10B	1P0	02	00	2019	6505	237		17-46108-07 ...	\$1,396.99	46108	463D0250	463D	02	NZ		
32368	09/15/2017	CV000862		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	10B	1P0	02	00	2019	6505	237		17-46108-07 ...	\$3,192.50	46108	463D4650	463D	46	NZ		
32368	09/15/2017	CV000862		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	12C	1T0	02	00	2019	6505	237		17-46108-07 ...	\$543.51	46105	463T0250	463T	02	NZ		
30847	09/26/2017	CV001123		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	020	03	00	2019	6505	237		F16-32101-002 ...	\$10,998.03	32101	321C0220	321C	02	NZ		
31409	09/26/2017	CV001121		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	057	T64	03	00	2019	6505	237		16-93213-027 ...	\$28,702.36	96602	93610250	9361	02	NZ		
32917	09/29/2017	CV001180		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	03	00	2019	6505	237		S18-32710-001 ...	\$3,150.00	32710	32W802...	32W8	02	NB	PYPT	
32917	09/29/2017	CV001180		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	03	00	2019	6505	237		S18-32710-001 ...	\$180.28	32710	32W802...	32W8	02	NB	TRAN	
32917	09/29/2017	CV001180		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	03	00	2019	6505	237		S18-32710-001 ...	\$950.40	32710	32W802...	32W8	02	NB	SUPP	
32917	09/29/2017	CV001180		BLUE MOUNTAIN ACTION COUN...	SWV0007206	00	001	Z30	03	00	2019	6505	237		S18-32710-001 ...	\$4,747.70	32710	32W802...	32W8	02	NB	WAGE	
																Totals 37 records							\$216,519.71

Reports

- Multiple search types
- Exports to Excel
- Navigation links in Grid view
- Save favorite reports

The screenshot displays the 'Reports' application interface. At the top, a navigation bar includes links for Contract, Accounting, Funding Src, Audit, ARRA, Insurance, HCMS, Reports, and Maintenance. Below this, the 'Reporting Options' section features a 'Report List Options' dropdown set to 'Standard', and buttons for 'Save Report', 'Clear Criteria', 'Excel', 'PDF', 'CSV', and 'Grid'. The main area is divided into three columns. The left column, 'Report List', contains a scrollable list of report names, with 'AFRS Transaction Extract' selected. The middle column, 'Criteria', shows search filters for 'Bien*' (Between 2015 and 2019), 'Fiscal Month', 'Contract ID', 'Vendor #', 'Contract # begins with', and 'Document Create Date'. The right column, 'General Ledger', shows a hierarchy of filters for 'Fund', 'Appn', 'Program Index', and 'Project', with a list of project codes (1090-1115) and '1090' selected. At the bottom, three summary boxes are visible: 'Report Description' (AFRS Transaction Extract.), 'My Report Description' (empty), and 'Criteria Summary' (Bien*: 2015 - 2019, General Ledger: 6505, 6510, Project: 4346, 5317). The status bar at the bottom right shows 'Count=1' and 'elizabeths QA 3.1.274'.

Reporting Options

Report List Options: Standard

Save Report Clear Criteria Excel PDF CSV Grid

Report List

Report Name
Advance Master Index Extract
AFRS Transaction Extract
Aging Batch Extract
Cash Receipt Batch Listing
CMS Transaction Extract
IAG Report
IDIS Vouchers by Program - Contract Extract
Top 15 Contractors Principal Balance Extract
Transactions Reconciliation Report

Criteria

Bien* Between 2015 And 2019

Fiscal Month

Contract ID

Vendor #

Contract # begins with

Document Create Date

General Ledger

Fund

Appn

Program Index

Project

Project
<input checked="" type="checkbox"/> 1090
<input type="checkbox"/> 1091
<input type="checkbox"/> 1100
<input type="checkbox"/> 1101
<input type="checkbox"/> 1102
<input type="checkbox"/> 1110
<input type="checkbox"/> 1111
<input type="checkbox"/> 1112
<input type="checkbox"/> 1113
<input type="checkbox"/> 1115

Report Description

AFRS Transaction Extract.

My Report Description

Criteria Summary

Bien*: 2015 - 2019
General Ledger: 6505, 6510
Project: 4346, 5317

Count=1 elizabeths QA 3.1.274

Reports

- Add to Home Page
- Create Email Schedule

The screenshot displays the 'Reports' application interface. The main window has a menu bar with options like Contract, Accounting, Funding Src, Audit, ARRA, Insurance, HCMS, Reports, Maintenance, and Security. Below the menu bar is a 'Reporting Options' section with a 'Report List Options' dropdown set to 'Standard'. A 'Save Report' button is highlighted. The 'Report List' on the left includes reports such as 'Advance Master Index Extract', 'AFRS Transaction Extract' (selected), 'Aging Batch Extract', 'Cash Receipt Batch Listing', 'CMS Transaction Extract', 'IAG Report', 'IDIS Vouchers by Program - Contract Extract', 'Top 15 Contractors Principal Balance Extract', and 'Transactions Reconciliation Report'. The 'Criteria' section shows filters for 'Bien*' (Between 2015 and 2019), 'Fiscal Month', 'Contract ID', 'Vendor #', 'Contract # begins with', and 'Document Create Date'. The 'General Ledger' section shows filters for 'Fund', 'Appn', 'Program Index', 'Project', and 'Sub Project'. A list of project numbers (1090-1123) is visible. The 'Save Report' dialog box is open, showing the 'Save Report Name' as 'AFRS Transaction Extract', the 'Original Report Name' as 'AFRS Transaction Extract', and a checkbox for 'Show on Welcome Screen'. The 'Schedule Report' section has a 'Recurrence Pattern' dropdown set to 'Weekdays', a 'Start Date' of '11/14/2017', an 'End Date' field, and an 'Email' field with the address 'elizabeth.saylor@commerce.wa.gov'. The 'Report Criteria' section lists the selected filters. The dialog box has 'Save', 'Save Report As', and 'Cancel' buttons. The bottom status bar shows 'Count=1' and 'elizabeths QA 3.1.274'.

Reporting Options

Report List Options: Standard

Save Report

Clear Criteria

Excel PDF CSV Grid

Report List

Report Name

- Advance Master Index Extract
- AFRS Transaction Extract
- Aging Batch Extract
- Cash Receipt Batch Listing
- CMS Transaction Extract
- IAG Report
- IDIS Vouchers by Program - Contract Extract
- Top 15 Contractors Principal Balance Extract
- Transactions Reconciliation Report

Criteria

Bien*

Between 2015 And 2019

Fiscal Month

Contract ID

Vendor #

Contract # begins with

Document Create Date

General Ledger

Fund

Appn

Program Index

Project

Sub Project

1090

1091

1100

1101

1102

1110

1111

1112

1113

1115

1120

1121

1122

1123

Save Report

Save Report Name: AFRS Transaction Extract

Original Report Name: AFRS Transaction Extract

☐ Show on Welcome Screen

Saved Report Description

Schedule Report (*Select a Recurrence Pattern to Schedule)

Recurrence Pattern: Weekdays

Start Date: 11/14/2017

End Date:

Email: elizabeth.saylor@commerce.wa.gov

Report Criteria

Bien*: 2015 - 2019

General Ledger: 6505, 6510

Project: 4346, 5317

Save Save Report As Cancel

Report Description

AFRS Transaction Extract.

My Report Description

Criteria Summary

Bien*: 2015 - 2019

General Ledger: 6505, 6510

Project: 4346, 5317

Count=1

elizabeths QA 3.1.274

Questions??

