



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

Introduction

On the Accounting Line of the BP54 contract (CT) document, you can set up multi-year staging to encumber funds across several years.

The process for setting up the staging includes inserting several accounting lines, entering several different fiscal years and selecting two different sets of event types

- PR05 to encumber funds for this year and PR08 to encumber for future years
- PR07 to unencumber funds for this year and PR88 to unencumber for future years

NOTE: Be sure to populate the Budget FY field on the accounting line, instead of the Fiscal Year field.

State of Maine Policy

The following workflow rules apply:

- the Dept/Agency Approver
- the Procurement Services

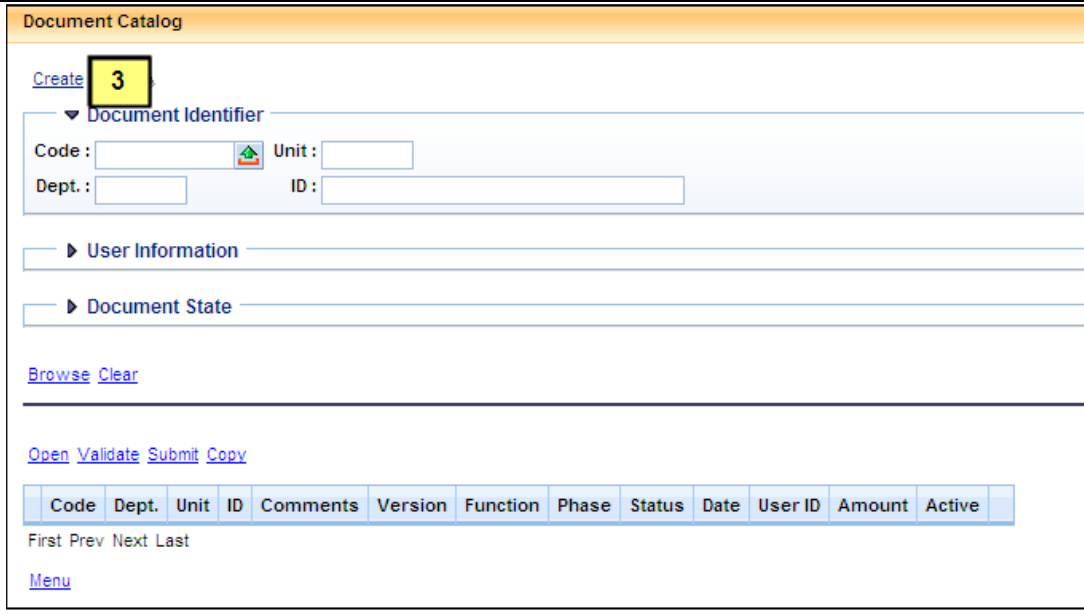
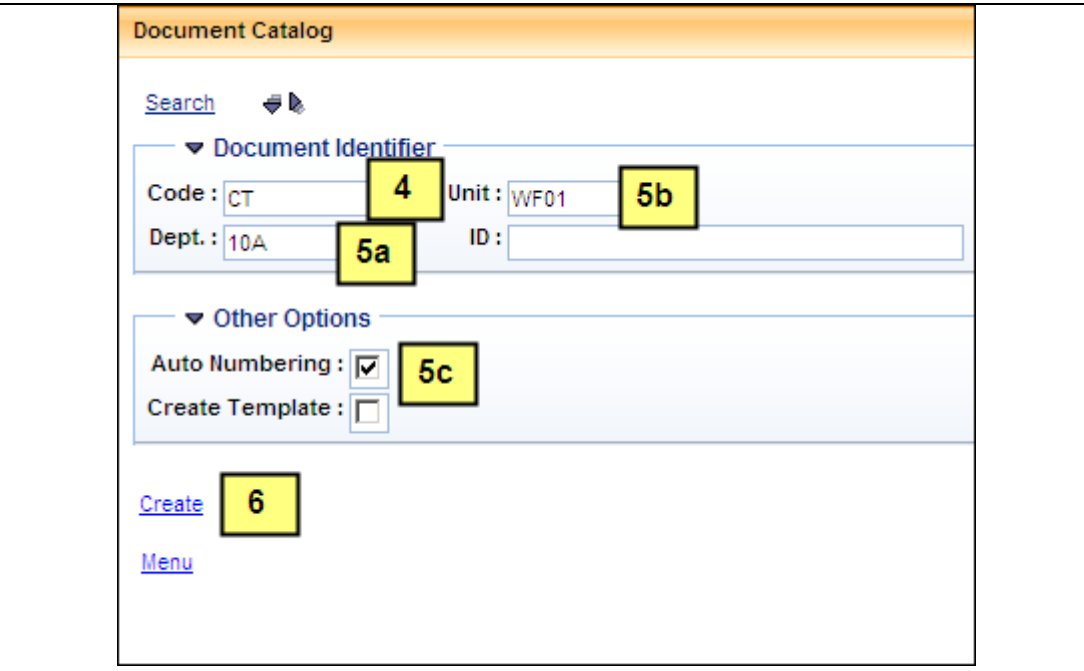
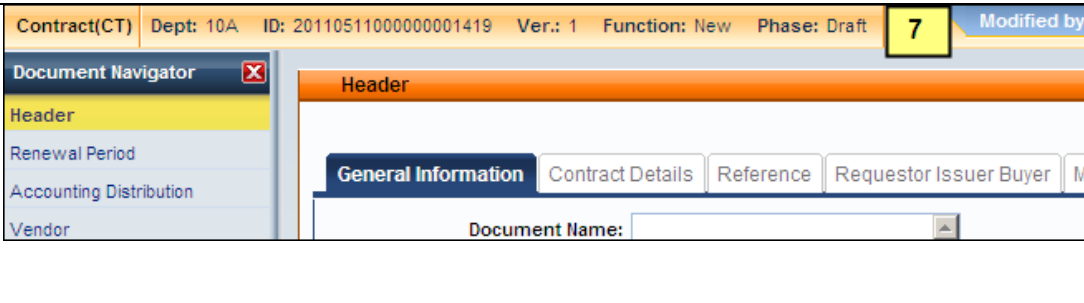
For more information on this topic, please refer to the 303 Procurement Contracts training book on the OSC website.

Creating a CT document

<ol style="list-style-type: none"> 1. Login to Advantage. (step not shown) 2. Navigate to the Document Catalog. 		
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Multi-Year Staging Encumbrance (CT) Quick Reference Guide

<p>3. Select <u>Create</u>.</p>	
<p>4. Enter Document Code.</p> <p>5. Enter/select the following information:</p> <ol style="list-style-type: none"> Dept Unit Auto Numbering <p>6. Select <u>Create</u>.</p>	
<p>7. A new CT document should open.</p> <p>NOTE: The CT document can also be created through the Procurement workspace.</p>	



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

8. Enter a brief description of the contract in the **Document Description** field.

You can use the **Document Name** field to put additional information regarding the contract, if desired.

9. Enter **15 [SC]** in the **Procurement Type ID** field or click the Pick list; this is a required field.

10. Click the **Requestor Issuer Buyer** tab.

The screenshot shows the 'Document Information' tab. The 'Header' bar is highlighted with a yellow box containing the number 10. The 'Document Description' field is highlighted with a yellow box containing the number 8. The 'Procurement Type ID' field is highlighted with a yellow box containing the number 9. The form includes fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, Document Description, Actual Amount, Closed Amount, Closed Date, Supplier Received Date, Open Amount, Open Accrual Amount, Not to Exceed Amount, Amendment Number, Award Status, PCard ID, PCard Exp, Procurement Folder, Procurement Type, Procurement Type ID, Effective Begin Date, Expiration Date, Hearing Date, Authorization Date, Procurement Initiation Date, Cited Authority, Escrow ID, Accounting Profile, Terms Template, and Confirmation Order.

11. Select a **Requestor ID** from the pick list.

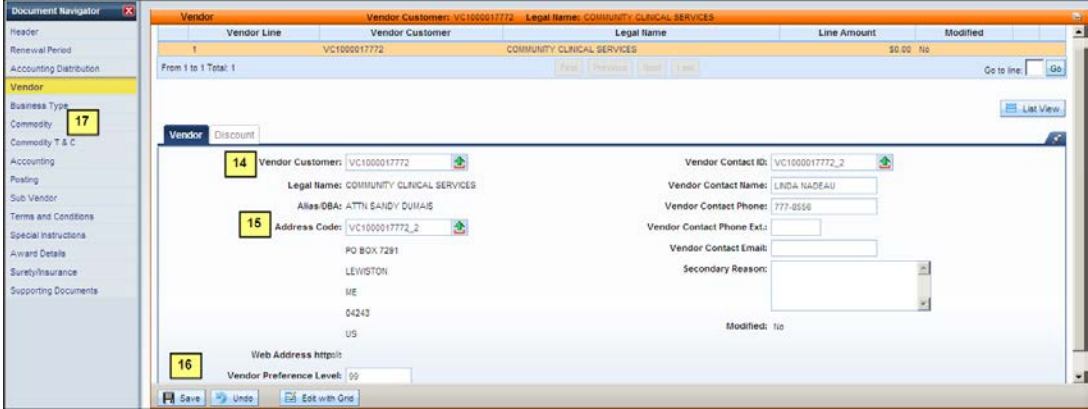
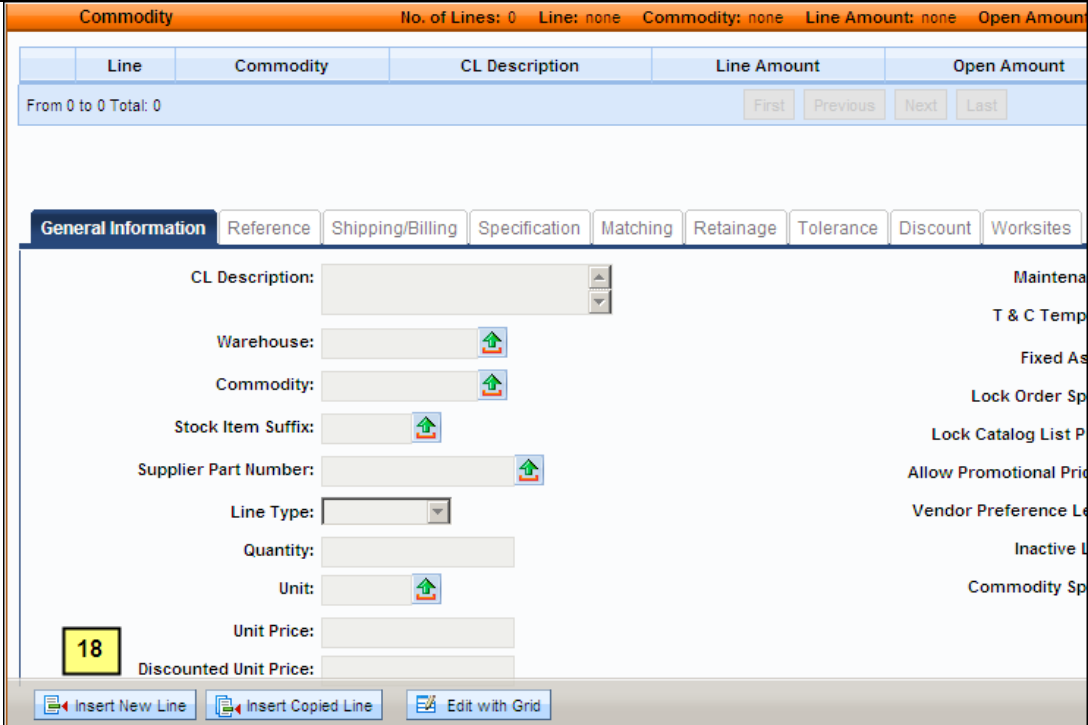
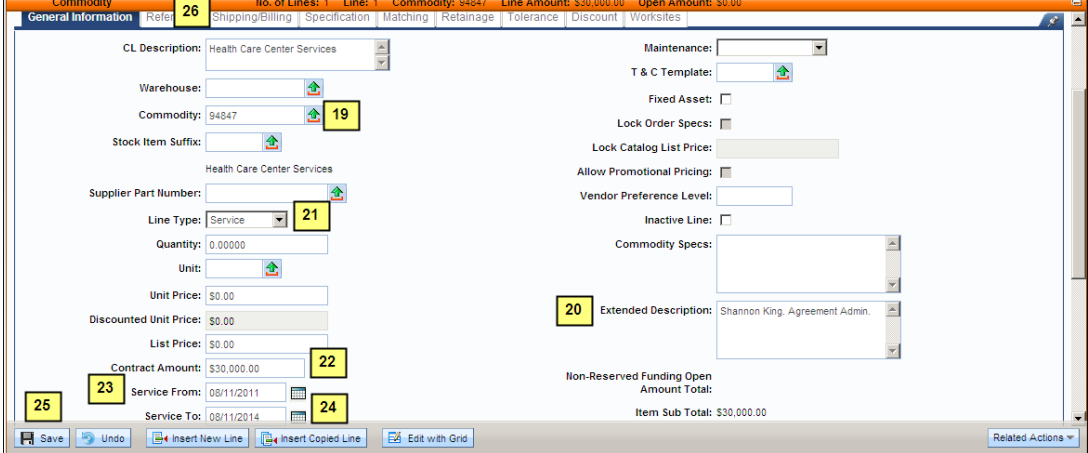
12. Click **Save**.

13. Select **Vendor** from the **Secondary Navigation** panel.

The screenshot shows the 'Requestor Issuer Buyer' tab. The 'Document Navigator' on the left shows 'Vendor' highlighted with a yellow box containing the number 13. The 'Requestor ID' field is highlighted with a yellow box containing the number 11. The 'Save' button is highlighted with a yellow box containing the number 12. The form includes fields for Issuer ID, Requestor ID, Name, Phone Number, Email, Requesting Dept, Buyer, Award Officer Name, Award Officer Phone Number, Award Officer Phone Extension, and Award Officer Email.



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

<p>14. Select or enter a Vendor Customer.</p> <p>15. Select or enter an Address Code (or let the default infer).</p> <p>16. Click Save</p> <p>17. Select Commodity from the Secondary Navigation panel.</p>	 <p>The screenshot shows the 'Vendor Customer' form in a software application. The 'Vendor Customer' field is highlighted with a yellow box and the number 14. The 'Address Code' field is highlighted with a yellow box and the number 15. The 'Save' button is highlighted with a yellow box and the number 16. The 'Commodity' field is highlighted with a yellow box and the number 17. The form includes fields for Vendor Customer, Vendor Contact Name, Vendor Contact Phone, Vendor Contact Phone Ext., Vendor Contact Email, and Secondary Reason. The Vendor Customer is 'VC100017772' and the Vendor Contact Name is 'LINDA MADEAU'.</p>
<p>18. Select Insert New Line.</p>	 <p>The screenshot shows the 'Commodity' form in a software application. The 'Insert New Line' button is highlighted with a yellow box and the number 18. The form includes fields for CL Description, Warehouse, Commodity, Stock Item Suffix, Supplier Part Number, Line Type, Quantity, Unit, Unit Price, and Discounted Unit Price. The Commodity field is highlighted with a yellow box and the number 19. The 'Insert New Line' button is highlighted with a yellow box and the number 18. The form includes tabs for General Information, Reference, Shipping/Billing, Specification, Matching, Retainage, Tolerance, Discount, and Worksites.</p>
<p>19. Select or enter a Commodity Code.</p> <p>20. Enter Extended Description of service to be performed (Scope).</p> <p>21. Set Line Type of Service.</p> <p>22. Enter Contract Amount.</p> <p>23. Enter Service From.</p> <p>24. Enter Service To.</p> <p>25. Enter Contract Amount.</p>	 <p>The screenshot shows the 'Commodity' form in a software application. The 'Commodity' field is highlighted with a yellow box and the number 19. The 'Line Type' field is highlighted with a yellow box and the number 21. The 'Contract Amount' field is highlighted with a yellow box and the number 22. The 'Service From' field is highlighted with a yellow box and the number 23. The 'Service To' field is highlighted with a yellow box and the number 24. The 'Extended Description' field is highlighted with a yellow box and the number 20. The form includes fields for CL Description, Warehouse, Commodity, Stock Item Suffix, Supplier Part Number, Line Type, Quantity, Unit, Unit Price, Discounted Unit Price, List Price, Contract Amount, Service From, Service To, Maintenance, T & C Template, Fixed Asset, Lock Order Specs, Lock Catalog List Price, Allow Promotional Pricing, Vendor Preference Level, Inactive Line, Commodity Specs, Non-Reserved Funding Open Amount Total, and Item Sub Total. The 'Save' button is highlighted with a yellow box and the number 25.</p>



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

NOTE: This amount must equal the sum of all accounting lines.

23. Enter **Service From**.

24. Enter **Service To**.

NOTE: This date will determine how many future fiscal years you need to create accounting lines for.

25. Click **Save** to infer fields, including the **CL Description**.

26. Click the **Shipping/Billing** tab.

27. Enter the **Shipping Location** and **Billing Location** fields.

28. Select **Accounting** from the Secondary Navigation panel.

The screenshot displays the 'Commodity' configuration screen. At the top, it shows 'No. of Lines: 1', 'Line: 1', 'Commodity: 94847', 'Line Amount: \$30,000.00', and 'Open Amount: \$0.00'. Below this is a table with columns: Line, Commodity, CL Description, Line Amount, Open Amount, Closed Amount, and Modified. The table contains one row for Line 1 with Commodity 94847 and CL Description 'Health Care Center Services'. Below the table are navigation buttons: 'From 1 to 1 Total: 1', 'First', 'Previous', 'Next', and 'Last'. The 'Shipping/Billing' tab is selected, showing 'Shipping Location' (10A117) and 'Billing Location' (10A21). The 'Accounting' field in the left sidebar is highlighted with a yellow box labeled '28'. The 'Shipping Location' and 'Billing Location' fields in the main area are also highlighted with yellow boxes labeled '27'.



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

29. Select **Insert New Line**.

The screenshot shows the 'Accounting' window with the following elements:

- Header: Accounting, Total Lines: 0, Line: none, Line Amount
- Table Headers: Line, Line Amount, Line Open Amount
- Summary: From 0 to 0 Total: 0, with navigation buttons (First, Previous, Next, Last)
- Tabbed Interface: General Information (selected), Reference, Fund Accounting, Detail Accounting, Fixed Asset
- Fields: Event Type (with up arrow icon), Accounting Template (with up arrow icon), Line Description (text area), Line Amount (input field), Reserved Funding (dropdown), Line Closed Amount (input field), and the Closed Date (input field).
- Buttons: Insert New Line (highlighted with box 29), Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, View PDF.

30. Enter the **Event Type**—use default PR05, since this accounting line is for the current year.

31. If you have an **Accounting Template**, please enter it here. If not, you can skip this field.

32. Enter **Line Amount**.

33. Enter the fiscal year in the **Budget FY** field.

34. Click the **Fund Accounting** tab.

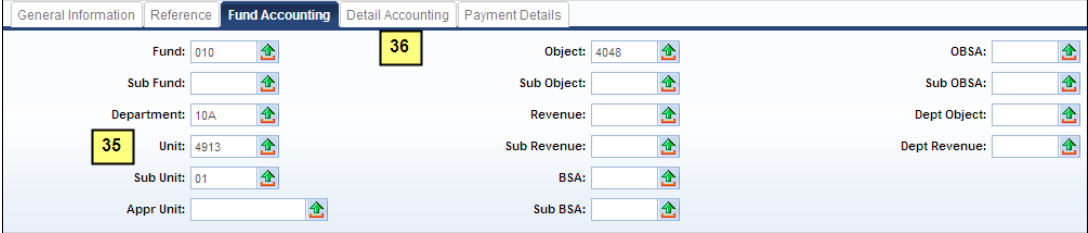

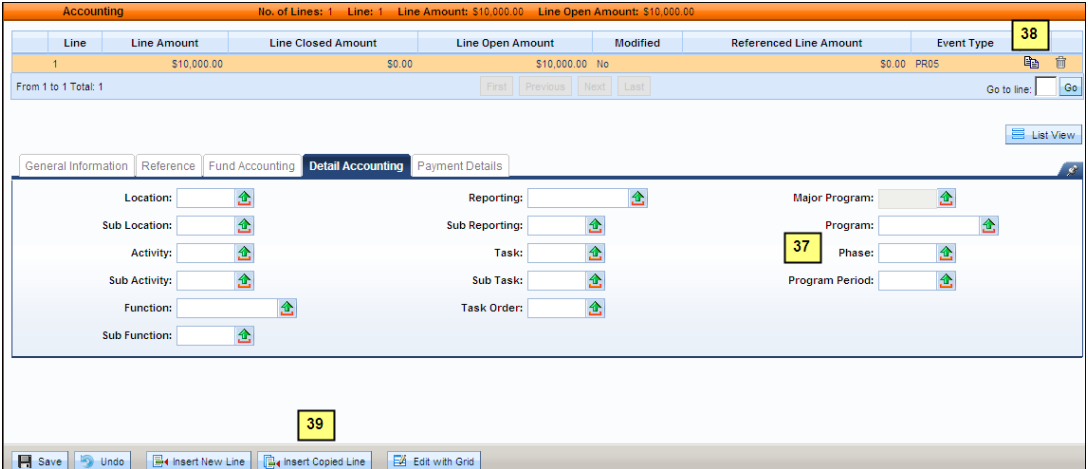
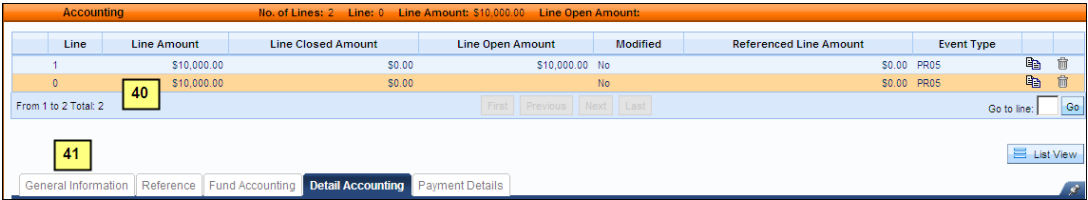
The screenshot shows the 'Accounting' window with the 'Fund Accounting' tab selected. The following fields are highlighted with yellow boxes and numbered:

- 34**: The 'Fund Accounting' tab.
- 30**: The 'Event Type' field, containing 'PR05'.
- 31**: The 'Accounting Template' field.
- 32**: The 'Line Amount' field, containing '10000'.
- 33**: The 'Budget FY' field, containing '2020'.

Other visible fields include: Accounting Template, Line Description, Line Amount, Reserved Funding, Line Closed Amount, Budget FY, Fiscal Year, Period, Freight %, Modified (No), and Number of Attachments (0). Buttons at the bottom include Save, Undo, Insert New Line, Insert Copied Line, and Edit with Grid.



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

<p>35. Populate the following fields:</p> <ul style="list-style-type: none"> • Fund • Department • Unit • Sub Unit • Object • Appr Unit <p>36. Click the Detail Accounting tab.</p>	
<p>37. Populate the below fields, if applicable:</p> <ul style="list-style-type: none"> • Location (for Fixed Assets) • Program • Phase (for Projects) • Program Period (system will infer default value) <p>Creating Future Fiscal Year Accounting Lines</p> <p>38. Click the copy icon  to create the 2nd accounting line.</p> <p>39. Click Insert Copied Line.</p>	
<p>40. A new line is added.</p> <p>41. Click the General Information tab.</p>	




Multi-Year Staging Encumbrance (CT) Quick Reference Guide

42. Since this 2nd accounting line is for a future fiscal year, replace the value in the **Event Type** field with the future event type [PR08 or PR88 if funds are to be unencumbered].

43. Replace the value in the **Budget FY** field with the 2nd fiscal year.

44. If any of the accounting structure changes for this year, then navigate to the Fund Accounting or Detail Accounting tabs to update a value. (step not shown)

45. Click the copy icon  to create the 3rd accounting line.

46. Click **Insert Copied Line**.

The screenshot shows the Accounting software interface. At the top, a summary bar indicates 'Accounting' with 'Total Lines: 2', 'Line: 2', 'Line Amount: \$10,000.00', and 'Line Open Amount: \$10,000.00'. Below this is a table with columns: Line, Line Amount, Line Open Amount, Line Closed Amount, and Modified. Line 2 is highlighted in orange and has a callout box labeled '45' pointing to the 'Modified' column. Below the table are navigation buttons: 'From 1 to 2 Total: 2', 'First', 'Previous', 'Next', 'Last', 'Show Lines: 10', 'Go to line: []', 'Go', and 'Export to CSV'. A 'List View' button is also present.

The main form area has several tabs: 'General Information', 'Reference', 'Fund Accounting', 'Detail Accounting', 'Fixed Asset Intent Reference', and 'Payment Details'. The 'General Information' tab is active. Fields include: 'Event Type: PR05' with a callout box labeled '42' pointing to the dropdown arrow; 'Budget FY: 2021' with a callout box labeled '43' pointing to the text; 'Line Amount: \$10,000.00'; 'Reserved Funding: No'; 'Line Closed Amount: \$0.00'; 'Line Closed Date: []'; 'Line Open Amount: \$10,000.00' with a callout box labeled '46' pointing to the text; and 'Referenced Line Amount: \$0.00'. On the right side, there are fields for 'Fiscal Year: []', 'Period: []', 'Freight %: 0.0000', 'Modified: No', 'Number of Attachments: 0', 'Outyear Adjustments Amount: []', 'Obligation Amt Adjusted for Outyear: \$10,000.00', and 'Related Accounting Line: []'. At the bottom of the form are buttons: 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'. Below the form are additional buttons: 'Copy', 'Validate', 'Submit', 'Discard', 'View PDF', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

47. A new line is added.
48. Since this 3rd accounting line is for a future fiscal year, ensure the **Event Type** field reflects the future event type [PR08 or PR88 if funds are to be unencumbered].
49. Replace the value in the **Budget FY** field with the 3rd fiscal year.
50. If any of the accounting structure changes for this year, then navigate to the Fund Accounting or Detail Accounting tabs to update a value. (step not shown)
51. Repeat Steps 38 to 50 for any additional future fiscal year accounting lines.

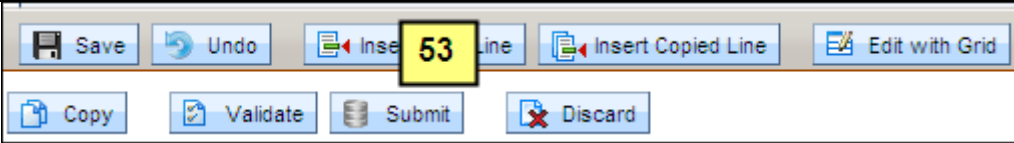
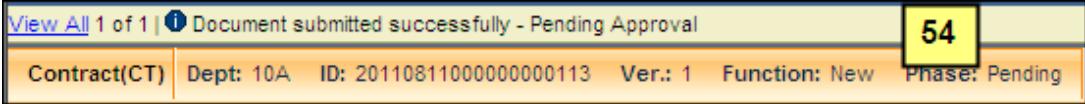

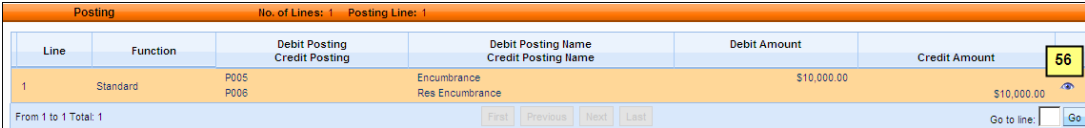

NOTE: Accounting lines should not be created for fiscal years beyond the end date of the commodity line.

52. Select **Validate**. If the system returns error messages, make the appropriate corrections and Validate again.

The screenshot displays the Accounting system interface. At the top, a summary bar shows 'Accounting' with 'Total Lines: 3', 'Line: 0', 'Line Amount: \$10,000.00', and 'Line Open Amount:'. Below this is a table with columns: Line, Line Amount, Line Open Amount, Line Closed Amount, and Modified. The table contains three rows, with the third row (Line 0) highlighted in orange and labeled with a yellow box containing the number 47. Below the table are navigation buttons: 'From 1 to 3 Tot', 'First', 'Previous', 'Next', 'Last', 'Show Lines: 10', 'Go to line:', 'Go', and 'Export to CSV'. Below the table is a 'List View' button. The main form area has tabs: 'General Information', 'Reference', 'Fund Accounting', 'Detail Accounting', 'Fixed Asset Intent Reference', and 'Payment Details'. The 'General Information' tab is active, showing fields for 'Event Type: PR08' (labeled 48), 'Accounting Template', 'Line Description', 'Line Amount: \$10,000.00', 'Reserved Funding: No', 'Line Closed Amount', 'Line Closed Date', 'Line Open Amount', 'Budget FY: 2022' (labeled 49), 'Fiscal Year', 'Period', 'Freight %: 0.0000', 'Modified: No', 'Number of Attachments: 0', 'Outyear Adjustments Amount', 'Obligation Amt Adjusted for Outyear', and 'Related Accounting Line'. At the bottom of the form are buttons: 'Save', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Copy', 'Validate', 'Submit', 'Discard', 'View PDF', 'Print', 'Processing', 'Workflow', 'File', and 'Close'. A yellow box with the number 52 is placed over the 'Validate' button.



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

<p>53. Click Submit.</p>	
<p>54. The document has been submitted but is pending approval.</p>	
<p>55. Click Posting from Secondary Navigation panel.</p>	
<p>56. To view the posting lines, click the eye icon to view posting details.</p>	
<p>57. Review the information in the General Information tab.</p> <p>58. Click the Fund Accounting tab.</p>	



Multi-Year Staging Encumbrance (CT) Quick Reference Guide

59. Review the accounting string.
60. If you populated values in the Detail Accounting tab, then click the tab.
(step not shown)
61. Click **Accounting** to switch accounting lines and view the corresponding Posting line.
(step not shown)
62. Click **Close** to return to the Document Catalog.

The screenshot displays the Accounting software interface. On the left is a Document Navigator with a tree view including Header, Renewal Period, Accounting Distribution, Vendor, Business Type, Commodity, Commodity T & C, Accounting, Posting, Sub Vendor, Terms and Conditions, Special Instructions, Award Details, Surety/Insurance, and Supporting Documents. The 'Posting' item is selected. The main window shows a 'Posting' document with 'No. of Lines: 1' and 'Posting Line: 1'. A table lists the posting line details:

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standards	P005 P006	Encumbrance Rea Encumbrance	\$10,000.00	\$10,000.00

Below the table are tabs for 'General Information', 'Fund Accounting', and 'Detail Accounting'. The 'Fund Accounting' tab is active, showing the following details:

Fund: 010	69	Cabinet: 05	BSA:
Sub Fund:		Department: 104	Sub BSA:
Object: 4048		Unit: 4913	OBSA: 0313
Sub Object:		Sub Unit: 01	Sub OBSA:
Object Category: SCAP		Appr Unit: 202001	Dept Object:
Revenue:		Appr Category: 1448	Dept Revenue:
Sub Revenue:		Internal Fund:	
Revenue Category:		Internal Sub Fund:	
		Internal Dept:	

At the bottom of the window, there are buttons for 'Copy', 'Discard', 'Approve', and 'Reject'. A 'Show Lines' button is also visible. The number '62' is highlighted in a yellow box in the bottom right corner of the window.

Verification Tables

To locate the contract, you can navigate to the Contract Catalog (CNTCATLG).