
CONTRACTS MODULE END USER CHECKLIST: CAL - EXPENDITURE AGREEMENTS

1. STATUS TO DATE – AUDITOR AND PURCHASING

- Auditor has loaded Continuing Agreements into OneSolution (CMUPCM) with Status “AS.”
- Purchasing pushed contracts to PO (POUPPR).
- Purchasing approved and printed PO's.
- Purchasing encumbered funds.
- You may now invoice against the contract/PO.

2. NEXT STEPS IN CMUPCM – CONTRACT ORIGINATOR (NO CONTRACT CHANGES FROM CAL AS APPROVED BY BOS)

- Edit** your contract in CMUPCM: enter the end date of the contract, make a change to the description field, and select CAL in the User 2 field.
- Save** your changes.
- As a result of the edit and save, **Workflow will now be Initiated**, which is the approval process. This is the electronic signature process that is replacing the paper ADM-29.
- Ensure that you have required signatures** on the original of the contract.
- Review for completeness and correctness** of contract.
- Scan and Attach** the contract and exhibits.
- Check off completed tasks** in Contract Tracking CMUPTK.
- Self-Approve** your contract when it is ready for Departmental Approval.
- If Section III Requiring BOS Approval:** Route signed paper contract and attachments to **CAO**.
- If BOS Approval not required:** Route signed paper contract and attachments to **CAO**.
- You may **review** the workflow status of your contract by either viewing the Pending Approvals tab in CMUPCM OR running the report **SCZCM1000 ADM-29 Workflow Report** for your Contract #.
- Do not send **SCZCM1000 ADM-29 Workflow Report** to CAO or Clerk of the Board (COB).
 - ❖ CAO will print ADM-29 after CAO approval.
 - ❖ COB will print ADM-29 after workflow is complete for all other contracts.
 - ❖ Once approval is final System will generate an email and certified copy of ADM29 to originator, Auditor and Purchasing Mgr for encumbrance.

3. DEPARTMENTAL APPROVER

- Verify that appropriations are available. Verify that the contract and exhibits are attached, required signatures are on the contract. Review for completeness and correctness of contract.
- Approve Contract** either from Pending Tasks in OneSolution Desktop or on the Pending Approvals tab of the contract.

4. CAO AND OTHER APPROVALS

- Depending on the type of contract, different levels of approvals will be required. You can refer to the document "Contracts End User Guide: Attachment I" for the different CALSEC types and the required approvals for each.
- You may *review* the workflow status of your contract by either viewing the Pending Approvals tab in CMUPCM OR running the report *SCZCM1000 ADM-29 Workflow Report* for your Contract #.
- Clerk of the Board will continue to be the repository for all original contracts and will print and file a final paper copy of the fully approved ADM-29 (*SCZCM1000 ADM-29 Workflow Report*) with the contract.

When workflow within Contracts Module is complete, the Purchasing Manager will (A) push the contract to the Purchasing Module; (B) Approve the PO; and (C) Print the PO. At this point you may invoice against the PO.

If you have questions or problems, first refer to the Contracts Module End User Guide and End User Checklists. If you still cannot resolve the problem, send an e-mail to AudOneSolution@santacruzcounty.us.