

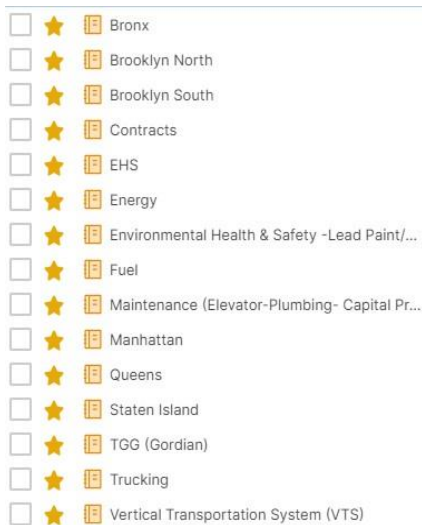
Processing a CAPS Application Tutorial

Please note: to open a Smartsheet report, you must create a Smartsheet account with your work email.

For CAPS Processors:

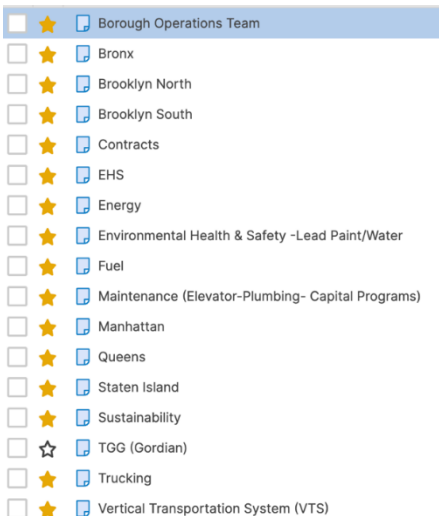
Receiving and Organizing Applications:

- Applications are received via a Smartsheet Report assigned to your team.
Example of Folder with Team Reports (You can only see the reports you have access to.)



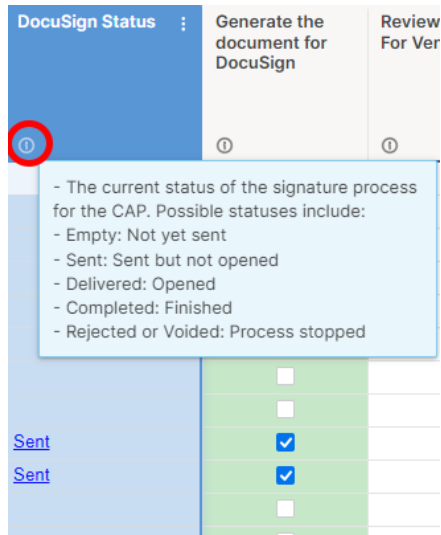
CAPS Team Sheets:

- These blue sheets contain the same data as the reports. Please do not alter the data in these sheets, as doing so may disrupt the Smartsheet automations. You can access these sheets to view column descriptions.



Smartsheet Column Descriptions:

- You may only open the blue team sheets (**NOT** the report) to check column descriptions by hovering over the information icon under each column that has the icon displayed.



Smartsheet Report by Region/Team:

- When you open a Smartsheet report for CAP invoices, you will see all applications specific to your region/team. Here you can access all vendor submitted information by application.

2: Example of Actual Report with Submitted CAPS Application

Federal ID	DocuSign Status	Billing Type	CAP ID	Company Name	Email Contractor (DocuSign)	Work Order #
133536743	Received	Full Billing	DS24-000045	A & S Electric Inc	awelektron@ad.com	0094991501
133536743	Received	Partial	DS24-000045	A & S Electric Inc	awelektron@ad.com	0092748201
133536743	Received	Full Billing	DS24-000045	Cadillo Trucking Corp	garcia@cadillotrucking.com	00953869-01
133536743	Received	Full Billing	DS24-000045	Charles S. Steiner Inc	varmesoa@cadmno.com	00936741-01
133536743	Received	Full Billing	DS24-000045	Charles S. Steiner Inc	varmesoa@cadmno.com	00925704-02
133536743	Received	Full Billing	DS24-000045	Charles S. Steiner Inc	varmesoa@cadmno.com	00944178-01
133536743	Received	Full Billing	DS24-000045	Charles S. Steiner Inc	varmesoa@cadmno.com	00944000-01
133536743	Received	Full Billing	DS24-000045	Charles S. Steiner Inc	varmesoa@cadmno.com	00936724-01
133536743	Received	Full Billing	DS24-000045	Charles S. Steiner Inc	varmesoa@cadmno.com	00944387-01
133536743	Received	Full Billing	DS24-000045	Stannard Contracting	csouth@stannard.com	901318-01
133536743	Received	Full Billing	DS24-000045	Subcity Contracting	ar@subcity.com	00932342-02
133536743	Received	Full Billing	DS24-000045	Stannard Contracting	csouth@stannard.com	948745-02
133536743	Received	Partial	DS24-000045	A & S Electric Inc	awelektron@ad.com	0092748201
133536743	Received	Full Billing	DS24-000045	Charles S. Steiner Inc	varmesoa@cadmno.com	00897222-01
133536743	Received	Partial	DS24-000045	Bo Building Co Inc	bo@bo-building.com	00947780-01
133536743	Received	Full Billing	DS24-000045	Cadillo Trucking Corp	garcia@cadillotrucking.com	00953869-01
133536743	Received	Partial	DS24-000045	Subcity Contracting	ar@subcity.com	00932342-02
133536743	Received	Full Billing	DS24-000045	Cadillo Trucking Corp	garcia@cadillotrucking.com	00943716-01

Attachments

Row 3: 133536743

Actions: Uploaded (Inwest)

- CAPS Invoice.pdf (Row 3) 05/28/24, 3:21 PM by...
- Q141 Ramesh.pdf (Row 3) 05/28/24, 3:21 PM by...
- scan_20240420064018.pdf (Row 3) 05/28/24, 3:21 PM by...

Vendor Submission to Wrong Team:

- If the vendor submitted the CAP to the wrong team, please change the team name by going to region/team and selecting the correct team so that the CAP will be routed to them.

Region / Team	Work Completed From	Work Comple. To
<ul style="list-style-type: none"> Bronx Brooklyn North Brooklyn South Borough Operations Contracts EHS Energy Environmental Health & Safety -Lead Paint/Water Fuel Maintenance (Elevator-Plumbing- Capital Programs Manhattan Queens Staten Island Sustainability TGG (Gordian) Trucking Vertical Transportation System (VTS) 		

Reviewing / Verifying Applications:

- To review or process an application:

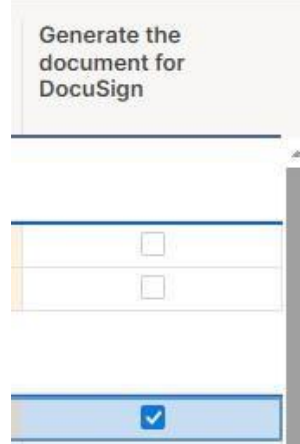
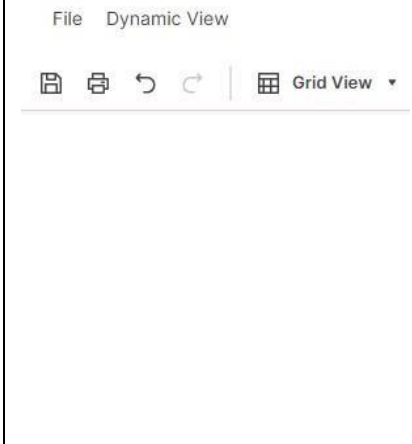

1. Select the row with the application you want to verify.
2. Change the status of the row by selecting the drop down in the **“Application Status”** column to **“In Progress”**.
3. Select the paperclip icon as shown below to access all documents associated with this application.

3: Example of Selected row, paperclip icon and supporting Documents.

The screenshot shows a Smartsheet report with the following columns: Federal ID, CAP ID, DocuSign Status, Billing Type, Company Name, Contract #, DOE Funding Code, Total Payment Certified, and Application. The table contains 7 rows of data. The right-hand side of the interface shows an 'Attachments' panel for the selected row (Row 7), displaying a list of documents including 'K460-ATC-PO-ATTACHE...', 'CAPS Invoice.pdf', and 'CAPS Invoice.pdf V2'.

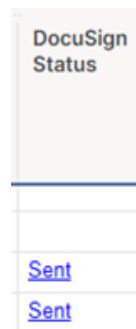
	Federal ID	CAP ID	DocuSign Status	Billing Type	Company Name	Contract #	DOE Funding Code	Total Payment Certified	Application
1	46-000008	DS24-000008	Completed	Full Billing	ATC Group Services LLC	81-103	GN24	\$2,090.20	Verified I R Encumber
2	46-000008	DS24-000008	Delivered	Full Billing	ATC Group Services LLC	81-103	AR24	\$5,933.00	Verified I R Encumber
3	46-000008	DS24-000008	Delivered	Full Billing	ATC Group Services LLC	81-103	RA24	\$1,228.00	Verified I R Encumber
4	46-000008	DS24-000008	Delivered	Full Billing	ATC Group Services LLC	81-103	BK24	\$1,828.06	Verified I R Encumber
5	46-000008	DS24-000008	Sent	Full Billing	ATC Group Services LLC	81-103	MM24	\$1,600.24	Verified I R Encumber
6	46-000008	DS24-000008	Sent	Full Billing	ATC Group Services LLC	81-103	MM24	\$1,590.27	Verified I R Encumber
7	46-000008	DS24-000008	Sent	Full Billing	ATC Group Services LLC	81-103	LV24	\$1,600.33	Verified I R Encumber

4. Follow your normal workflow to verify the online application as you would when verifying a paper application.
5. After verifying that the submitted information is correct and has all supporting documents, complete the following columns in your Smartsheet report:
 - DOE funding code
 - LLW Code (if applicable)
 - PO #
 - PO Amount
 - Total amount Certified
 - Inspector/ Contract Manager Full Name: Inspector email:
 - Supervisor Name
 - Supervisor Email
6. Check off the **“Generate the document for DocuSign”** box. Save and refresh the report.

1: Example of check off Box	2: Example of the Save button on the top right of your screen	3: Example of the "Refresh Report" button.
		

- Once the information is saved and the URL refreshed, the DocuSign status will change to "Sent".

4: Example of the DocuSign Status



***Note:** Once all receipts have signed, the CAPS Invoice DocuSign status will change to **"Completed."** If the status doesn't change within 1-2 minutes after refreshing the report, check the emails and names of the contractor, inspector and supervisor. Ensure that **all fields for email and name are filled out with accurate information**, as incomplete information can disable DocuSign automation.

If the email is accurate and the DocuSign status still does not change to 'Sent,' undo step 6, save the report, and follow step 6 again. *

8. Update the “Application Status” to “Encumbered” when DocuSign status is completed.

○ Examples of application Status:

Application Status	Notes	DocuSign Status
In progress		
Received		
In progress		
Rejected (Specify in Notes)		
Verified \ Ready to Encumber		
Encumbered		Completed
Closed: Accounts Payable Unit		

- **Received:** The CAPS application status automatically updates to "Received" once the application is submitted.
- **In Progress:** Change to this status while reviewing the application.
- **Rejected (Specify in Notes):** If rejecting, provide reasons in the “Notes” column.

5: Example of Application Status: Note - “Encumbered” and “Closed: Account Payable Unit” is only for Encumbrance and Accounts Payable Team

Received
In progress
Rejected (Specify in Notes)
Verified \ Ready to Encumber
Encumbered
Closed: Accounts Payable Unit

Updating Vendor’s Incorrect Information

If there is an error in the CAP invoice from the vendor:

1. The contract manager will give clear instructions on the next steps for the vendor. **“Review Notes for Vendor”** column.

Review Notes For Vendor	Request Update
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
This CAPS Application should be Full, not Partial	<input checked="" type="checkbox"/>

2. Once you have made note of the changes, check the **“Request Update”** box.
3. The vendor will get an email from Smartsheet automation to make the corrections.
4. Once the vendor makes the corrections, they must check the **“Review Update Information (MUST check this box)”** box to confirm.

Review Update Information
(MUST check this box)

Note: If the vendor makes corrections but forgets to check this box, the CAP invoice PDF will not get updated.

5. The date of the correction made by the vendor will be recorded in the column titled:

Vendor Latest
Update Date
(Vendor Only)

06/07/24

06/07/24

What if the vendor forgets to check the box?

- The contract manager will uncheck the "Request Update" box.
- The vendor will then receive another email reminding them to make the corrections.
- If any additional errors occur, please uncheck the "Review Update Information" column (this box must remain unchecked), as well as "Request Update," and update the notes in "Review Notes for Vendor." Then proceed to restart the process from the beginning.