Processing a CAPS Application Tutorial

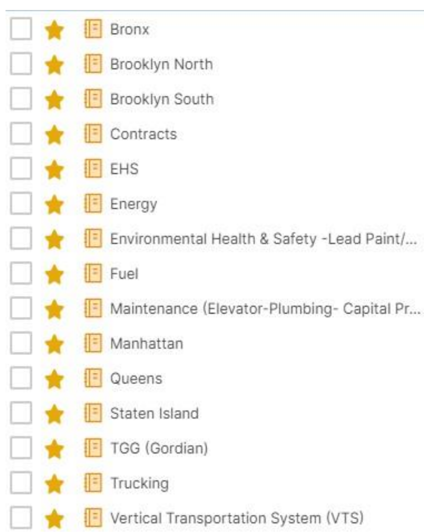
Please note: to open a Smartsheet report, you must create a Smartsheet account with your work email.

For CAPS Processors:

Receiving and Organizing Applications:

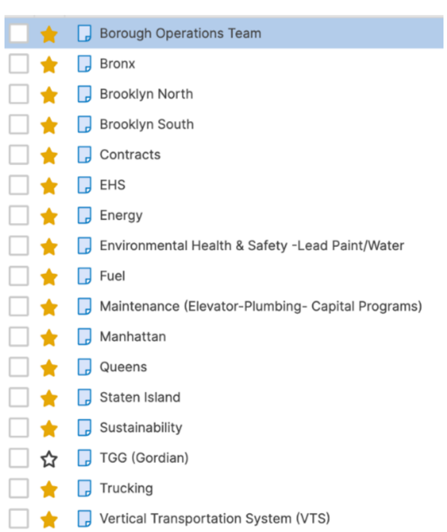
- Applications are received via a Smartsheet Report assigned to your team.

  Example of Folder with Team Reports (You can only see the reports you have access to.)



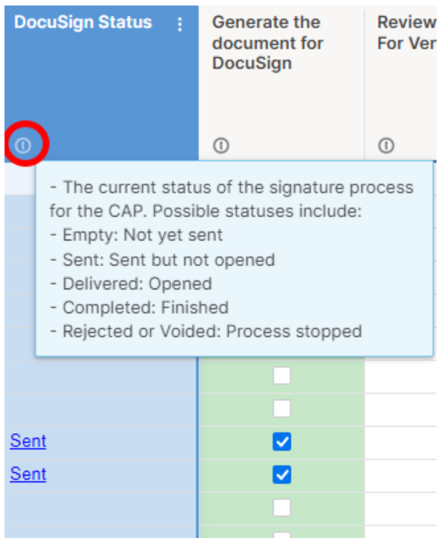
CAPS Team Sheets:

- 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:

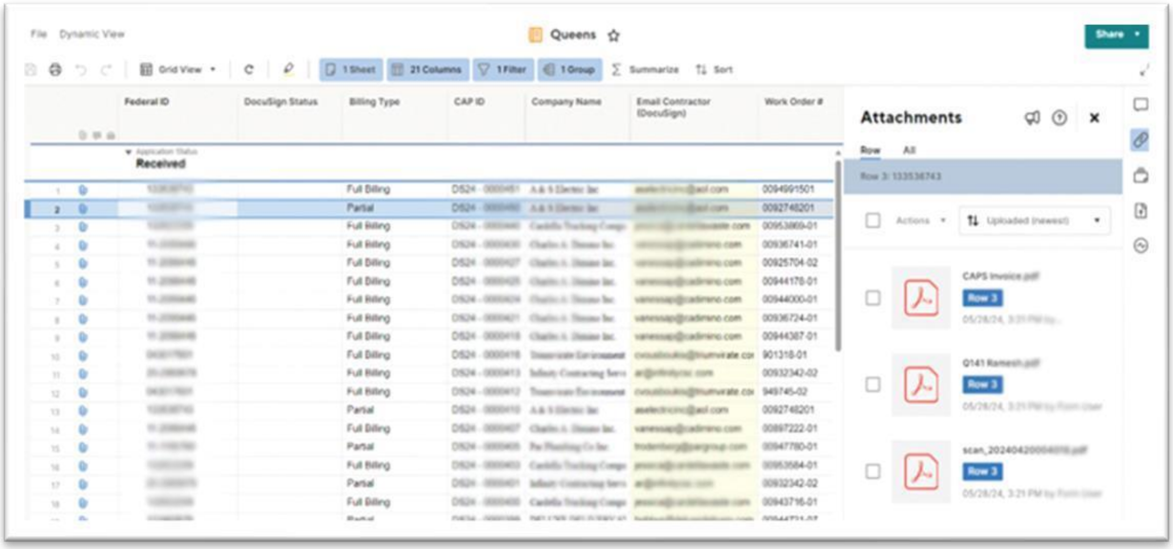
- You may only open the blue team sheets (**NOT** the report) to check column descriptions by hovering over the information icon under each column that has the icon displayed.



Smartsheet Report by Region/Team:

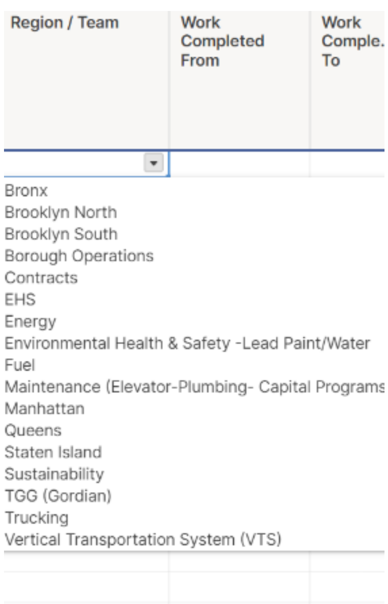
- When you open a Smartsheet report for CAP invoices, you will see all applications specific to your region/team. Here you can access all vendor submitted information by application.

2: Example of Actual Report with Submitted CAPS Application



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.

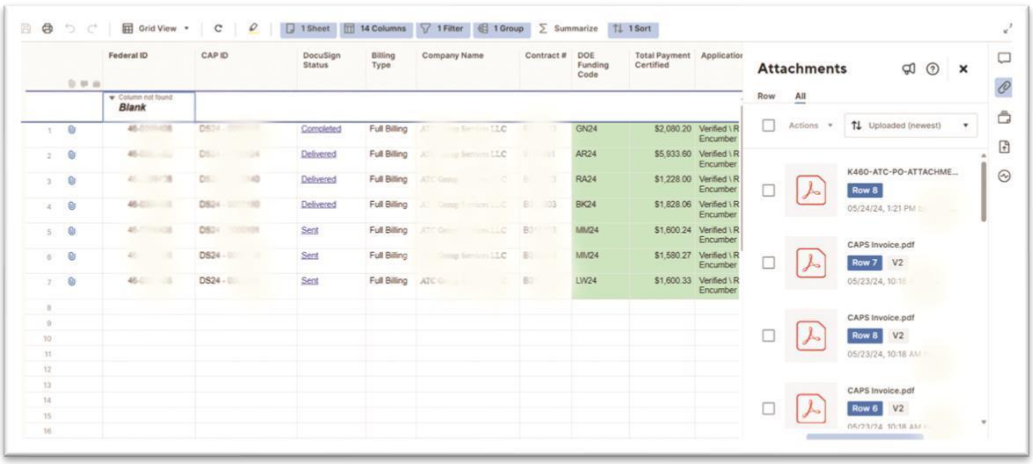


Reviewing / Verifying Applications:

- 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.

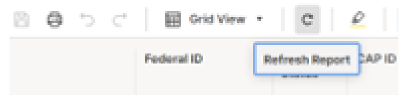
3: Example of Selected row, paperclip icon and supporting Documents.



4. Follow your normal workflow to verify the online application as you would when verifying a paper application.

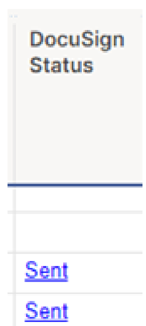
5. After verifying that the submitted information is correct and has all supporting documents, complete the following columns in your Smartsheet report:
   - DOE funding code
   - LLW Code (if applicable)
   - PO #
   - PO Amount
   - Total amount Certified
   - Inspector/ Contract Manager Full Name: Inspector email:
   - Supervisor Name
   - Supervisor Email

6. Check off the “Generate the document for DocuSign” box. Save and refresh the report.

<table>
<tr><td>1: Example of check off Box</td><td></td><td>2: Example of the Save button on the top right of your screen</td><td>3: Example of the “Refresh Report” button.</td></tr>
<tr><td>
</td><td></td><td>
</td><td>
</td></tr>
</table>

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

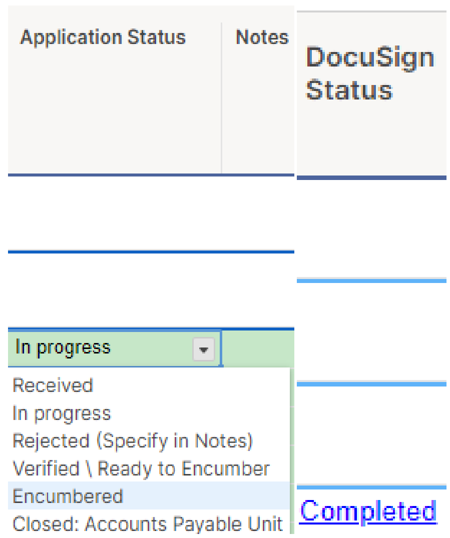
4: Example of the DocuSign Status



*__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.

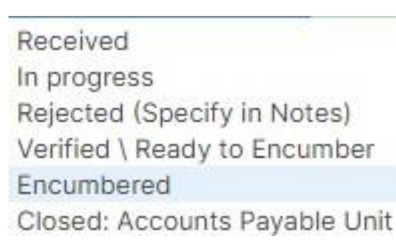
If the email is accurate and the DocuSign status still does not change to '**Sent**,' undo step 6, save the report, and follow step 6 again. *

8. Update the “Application Status” to “Encumbered” when DocuSign status is completed.
    - Examples of application Status:



        - **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.

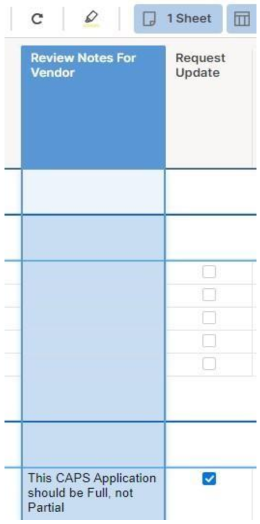
5: Example of Application Status: Note - “Encumbered” and “Closed: Account Payable Unit” is only for Encumbrance and Accounts Payable Team



Updating Vendor’s Incorrect Information

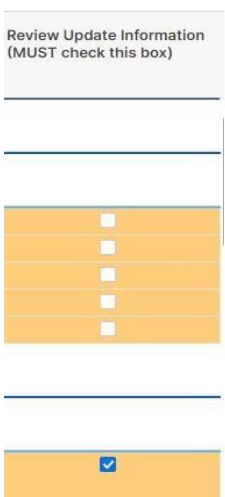
If there is an error in the CAP invoice from the vendor:

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



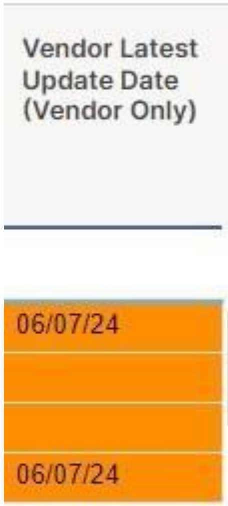
2. Once you have made note of the changes, check the "***Request Update***" box.

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.



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:



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.