

VI. Contract Payment

A. Create a Contract Payment

Things to Know:

- Enter the actual extents completed for the practice.
- If a contract payment is started and a change order is required, delete the contract payment, and then enter the change order.
 - All worksheets entered for the contract payment will remain.
- Once a contract payment is submitted/scanned to the program office for payment, it is locked and cannot be modified unless the program office returns the contract payment to the district.

Enter Information:

1. From the main menu, select “Cost-Share,” and then “Contract.”
2. The “Contract Event Lookup” screen will open.
3. Use the search features at the top of the grid to locate the desired event.
4. Click the pencil icon next to the contract for which the district would like to create a contract payment.
5. Click the “Create Contract Payment” button.
6. Access to worksheets appears on the Contract Payment screen. This is covered further in the “Worksheets” section of this manual.
7. Select the “Documents” button to upload PDF files of all Necessary documentation.
 - a. Click on the “Add File” button.
 - b. Select the “Document Type” from the dropdown menu.
 - c. Navigate to the file location for that document.
 - d. Click on “Add” to add the file. The successfully uploaded document appears in the grid above.
 - e. Upload all associated contract and change order documentation, and then the information for the contract payment.

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- f. When all supporting documentation has been uploaded, select the “Return to Previous Page” button.
- g. See “Documents and Scanning” in Section IX under the “Additional Functions” part for more information.
8. Select the “Actual Extents” button to enter the extents installed for each component, and click on the “Update” button at the bottom of the screen.
 - a. Enter “0” to indicate that a component was not installed.
 - b. Return to the contract main page.
9. Optional: Enter tracking data by clicking the “Tracking Data” button.
10. Under the “Other Information” section, enter the “Practice Completed” date, and then click “Update.”
 - a. This is the date that NRCS or a certified Technician II actually certifies that the practice meets NRCS Standards and Specifications and commission policy.
11. Once the necessary data is entered for the contract payment, click the “Print Contract Payment” button located at the top right side of the screen to print the contract payment for signatures.
 - a. After the contract payment is printed, the district needs to obtain cooperator, technician, and board member signatures.
12. When the contract payment has been printed and signed, enter the board approval date on the “Contract Event” screen.
13. After the date(s) have been entered, click the “Update” button to save the information.

B. Contract Payment Documents and Scanning

Things to Know:

- All signed cost share contracts, change orders, and contract payments must be scanned and associated with the appropriate contract payment in MoSWIMS before OA can issue a payment.
- Refer to “Documents and Scanning” in section “IX. Additional Functions” for detailed information about setting up your scanner and how to scan.

Cost Share Documents Return to Previous Page

Contract #:	SA 001-10-0055 CO1	Status:	PENDING SCAN
FY:	2010	Obligated:	\$3,004.81
District:	1 - DISTRICT	Extent CS:	\$3,004.81
Project:	SA - SENSITIVE AREAS		

Document List

Document Type	Date Attached	User	Description

Add File

Enter Information:

1. On the “Contract Event” screen, select the “Documents” button.
2. Click the “Add File” button.
 - a. Choose the desired document from the “Document Type” dropdown menu.
 - b. Upload individual documents in this order:
 - i. Add the “Contract” (original signed contract).

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- ii. Add “Change Order” contracts (CO1, CO2, CO3... upload individual change orders).
 - iii. Return to the “Contract Event Lookup” screen and click the “Submit Contract Payment” button.
 - iv. Add the “Contract Payment” (signed contract payment).
 - v. Add any other documents.
3. Next to “File Location,” click the “Browse...” button.
 - a. Navigate to the “Cost Share Docs” folder on the computer desktop.
 - b. Choose the appropriate document to upload.
 - c. Click “Open.”

4. Type a description in the “Description” text box for document types that allow multiple documents of the same type.

- a. “Change Orders,” “Invoices,” and “Supporting Documentation” document types require descriptions.
 - b. Specify the change order number for “Change Order” descriptions (i.e. CO1).
5. Click “Add” to the lower, left side of the “Description” text box.

Note: Only the user who added a file can delete it. To delete a mistakenly added file, click the red “X” to the right of that file’s “Description” on the “Cost Share Documents” screen.

6. **Note:** The district must upload the “Contract Payment” document before OA can issue payment.
7. The contract is sent for payment approval.
8. Click the “Return to Previous Page” button.

C. Submit the Contract Payment

1. To complete the contract payment process, click on the “Submit” button located at the top, right side of the “Contract Event” screen.
2. Scan and upload the “Contract Payment.” (This option only appears after the “Submit” button has been chosen.)

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D. Payment Letter and Survey

Things to Know:

- A payment letter is issued to notify the cooperator of direct deposit.
- An optional, anonymous survey for the landowner to complete and submit back to the program office is attached to the payment notification.