

**TORQUE**  
SOFTWARE



**FMCS User Guide  
Future Year Commitments & Contingent  
Liabilities**

FMCS Version 5.5 to 5.6

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# FUTURE YEAR COMMITMENTS

Future year commitments are arrangements that involves committing relevant money in years without an appropriation.

The FMCS allows officers to apply for approval for future year commitments and contingent liabilities. It will manage the workflow to relevant supervisors and administrators to complete the approval process. The FMCS will also calculate the effect of the application on the budget.

## The Application Process

Submitted applications following the process as outlined below.

1. Applicant Submission
2. Supervisory Review and Outcome – Often called SES approval
3. Budget & Management Account Review and Outcome \*
4. Administrative Review and Outcome \*
5. Delegate Review and Outcome \*

\* These steps can be turned off by the administrator.

The application may be returned to the applicant for amendment at any stage of the process.

Important: Funds contained in the application are not included in committed funds until the application has been approved by the delegate.

## Creating a Future Year Commitment Application

To create a new application, either click on the New Commitment text on the Future Year Commitment tile on the FMCS Home Page, or select New Menu > Applications and Records > Future Year Commitment.

Read the declaration at the top of the form carefully. By completing and submitting this form you are agreeing with the conditions stated therein.

At any time an applicant can:

1. Print the application – by selecting the Print icon at the top of the screen. This will print the application, but will not save it.
2. Cancel the application – by selecting the Cancel button at the bottom of screen. This will Delete this current application and return to the Home Page. This action can only be done on applications that have not yet been saved. Once an application has been saved and is in Draft format the application may be Deleted by the applicant until it has been submitted.
3. Save Draft – this will Save all data entered into the form without submitting it. However, once the application has been Saved only the Contact Officer will see it in their In Tray.

4. Submit the application – only the contact officer can Submit the application. This will progress the application to the Supervisory Review and Outcome stage of the process.

1. Contact Officer -Usually the Contact Officer is the person completing the application form.

However, administrators are able to create an application on behalf of another officer. If this is the case the administrator will be able to change the contact officer.

To change the Contact Office, if allowed, select the Search icon to find another officer to enter as the Contact Officer.

Search for an alternative contact officer by selecting the Search icon. Type part or all of the officer's name and select the Search button.

Select the appropriate person from the list by clicking on their name.

2. Contact Phone -Enter the phone number of the listed Contact Officer.

3. Responsible Organisational Structure -Select the organisational unit responsible for the application. The FMCS will default to the listed organisational structure for the Contact Officer entered.

To change, use the drop down menu and expand buttons to drill down to the lowest unit applicable.

You can also enter a part name of the organisation unit in this field and select the Return key. A list of matching organisation units will be displayed.

4. Type of Proposal -Select the type of proposal this application represents by clicking on the relevant radio button.

5. Does the proposed agreement include a contingent liability (including indemnities)?

Answering Yes here will expand this form to enter additional information regarding the Contingent Liability. Note: This option may be turned of by the administrator.

6. Is the proposal an arrangement under an existing contact, standing offer or panel?

7. Contract Number

8. Vender

9. For the provision of -Provide a brief description of the goods or services provided under the arrangement proposed in this application.

10. Type of Funds - Select the appropriate option.

11. IT Running Cost/Capital Reference Code -Enter the required information.

12. Efficient, effective, ethical and economical expenditure - This is a mandatory field which requires a brief explanation of the proposed arrangement.

Use the expand/contract arrows to the side of the text box to expand the view for longer answers. This field can be copied and pasted from another document.

13. Is the proposed arrangement and method of procurement in accordance with government policy? Select Yes, or, No.
14. Program - Select the program budgeted funds will be obtained from, by clicking on the relevant option from the drop down menu. Note: This field will be prefilled and not displayed if only one program is used. This field will not be available if there are no programs configured.
15. Arrangement Start Date - Enter when the arrangement is due to start from. You can type the date or use the date selector.
16. Arrangement Ends - Select the financial year from the drop down menu.
17. Last Payment Expected - Select the financial year from the drop down menu.

## Filling out the Expenditure Section of the Application

Quick Tip: The expenditure section will ask for information for each year from the year the arrangement starts to the year when the last payment is expected.

Important: Funds contained in the application are not included in committed funds until the application has been approved by the delegate.

### Function Buttons

The following functions may be available if configured by the module administrator.

**Calculate Budget** - Calculates the current committed funds and available appropriation, excluding the budgeted funds in this current application.

Ensure the budget is calculated prior to submission of application.

A note displays next the Budget heading warning if the Budget has not been calculated. Once the budget has been calculated the note will display the date the calculation was performed.

**Toggle Complete Budget** - Click to show/hide additional information about the current committed funds and available appropriation. To be able to see the complete budget permission must be given by the Module Administrator.

Expenditure <small>Calculated</small>				<a href="#">Calculate Budget</a> <a href="#">Toggle Complete Budget</a>							
	Est. Cost	Indexation	Cont. Liability	Subtotal	GST	Total	Total Funds	Staff Benefits	Supplier Costs	Commitments (ex GST)	Available Appropriation
2016-17	1,000	10,000	100	\$11,100	10	\$11,110	\$130,000,000	\$9,000,000	\$700,000	\$1,388,870	\$118,911,130
2017-18	200,000	200,000	20,000	\$420,000		-	\$140,000,000	\$10,000,000	N/A	\$1,000,110	\$128,999,890
2018-19				-		-	\$160,000,000	\$11,000,000	N/A	\$1,031	\$148,998,969
2019-20				-		-	\$32,000,000	N/A	N/A	50	\$32,000,000
2020-21				-		-	\$32,000,000	N/A	N/A	50	\$32,000,000
2021-22				-		-	\$32,000,000	N/A	N/A	50	\$32,000,000
	\$201,000	\$210,000	\$20,100	\$431,100	\$10	\$431,110					

Once the table has been configured by the dates entered in the application and budgeting data applied, enter the figures specific to this application.

Est Cost – enter the cost in dollar amounts.

Indexation – enter indexation in dollar amounts. If no indexation factor is required enter “0”.

Cont Liability – Enter the Contingent Liability in dollar amounts. If no contingent liability factor is required, enter “0”.

Subtotal = Estimated Cost + Indexation + Contingent Liability

**GST** – Enter GST in dollar amounts. If GST does not apply enter “0”.

**Total** = Estimated Cost + Indexation + Contingent Liability + GST

**Total Funds** - Where the financial year has an appropriation or future estimate: Funds Allocated (from budget setup),  
Where the financial year is beyond the future estimates: 20% of Final Year’s Funds Allocated (from budget setup).

Staff Benefits – From budget set by the Administrator.

Supplier Costs - Supplier Expenses YTD + Supplier Liabilities YTD for the selected Program (from budget set up by the administrator).

**Commitments (Ex GST)** - Total committed funds, **excluding** the budgeted funds for this application.

Available Appropriation - Total Funds less Staff Benefits less Supplier Costs less Commitments.

## Supervisor Review

SES Official -Enter the appropriate Official to approve this application prior to proceeding to the next stage.

The FMCS will default to the SES Official listed in the organisational structure listed in the organisational structure.

Select the Search icon to find another officer to enter as the Contact Officer.

Search for an alternative contact officer by selecting the Search icon. Type part or all of the officer’s name and select the Search button.

Select the appropriate person from the list by clicking on their name.

## Risk Assessment

Has a risk assessment been done? If so upload the relevant document(s) by clicking on the Browse button. Locate the document and Click on the Open button. To remove a document from the application, click on the Remove button.



## CONTINGENT LIABILITIES

Contingent liabilities are commitments that may result in a cost because of a future event. They often occur from indemnities, guarantees, warranties and certain liability caps in contracts. Contingent liabilities are generally used to allocate risk.

Contingent liabilities can be entered as part of the Future Year Commitment process or as a separate application on its own.

### A Contingent Liability as Part of a Future Year Commitment Application

**Note:** If your organisation is only licensed to use Contingent Liabilities and not Future Year Commitments, or if the administrator has turned this function off, you will not be able to enter a Contingent Liability as part of a Future year Commitment. In this case, skip this section.

If the Contingent Liability is part of a Future Year Commitment application, the user will have answered Yes to the question "*Does the proposed agreement include a contingent liability (including indemnities)?*" This will trigger the FMCS to display the relevant Contingent Liability questions within the Future Year Commitment Application form. Complete the required responses for the Contingent Liability and upload any supporting documents.

When the application is complete, Submit it. If any fields have not been completed, an error message will be displayed with information to assist in correcting the error.

### Contingent Liabilities as a separate Application

**Note:** If your organisation is only licensed to use Future Year Commitments and not Contingent Liabilities, you will not be able to enter a Contingent Liability as a separate application. In this case, skip this section.

To create a new Contingent Liability as a separate application, either click on the New Liability text on the Contingent Liabilities tile on the FMCS Home Page, or select New Menu > Applications and Applications >Contingent Liability.

Read the declaration at the top of the form carefully. By completing and submitting this form you are agreeing with the conditions stated therein.

At any time an applicant can:

1. Print the application – by selecting the Print icon at the top of the screen. This will print the application, but will not save it.
2. Cancel the application – by selecting the Cancel button at the bottom of screen. This will Delete this current application and return to the Home Page. This action can only be done on applications that have not yet been saved. Once an application has been saved and is in Draft format the application may be Deleted by the applicant until it has been submitted.

3. Save Draft – this will Save all data entered into the form without submitting it. However, once the application has been Saved only the Contact Officer will see it in their In Tray.
4. Submit the application – only the contact officer can Submit the application. This will progress the application to the Supervisory Review and Outcome stage of the process.

Complete the required responses. Ensure the Contingent Liability Delegate is the appropriate person to approve the Contingent Liability.

## APPROVAL PROCESS OF FUTURE YEAR COMMITMENTS AND CONTINGENT LIABILITIES

### Supervisor Review and Outcome - SES Approval

When a Supervisor or SES Officer has received an application, an email will appear in their inbox with a link to the application. The application can also be accessed by clicking on the Future Year or Contingent Liability tile or going to the In-Tray and selecting the relevant application.

Click on the Calculate Budget text to see the complete figures of this application.

Click on the Toggle Complete Budget text to see the Available Appropriation.

Note: These figures do not include the current application until it has been finally approved by the Financial Delegate.

Once in the application, the reviewing officer will see the details of the application. The officer has the following options.

1. Print the application by clicking on the Print button.
2. Return for Amendment – sending the application back to the applicant for further work.
3. Save the application for further editing later.
4. Submit the application decision.

#### Return for Amendment

If the reviewing officer requires an amendment or an alteration to the application, they can return the application to the Applicant for amendment.

Select the Return for Amendment button. A dialog box will appear where a message can be entered from the reviewing officer back to the Applicant. Select the Return for Amendment button in the dialog box, and the application is returned to the Applicant with the message.

#### Rejecting an Application

If the decision is made to reject the application, select the Rejected option. If rejected, a comment must be entered in the text box below. Click on the Submit button.

The decision with the message will be returned to the Applicant.

## Approving an Application

If the decision is made to approve the application, select the Approved option. A comment may be made in the Comments text box below. Click on the Submit button.

The application will then be forwarded to the Budget & Management Account Review Team if this step is used. If the Budget & Management Account review step is turned off, the application will then be sent to the Administrator for review. The Administrator will then allocate a Delegate for the application to be forwarded to for final review and approval.

## Budget & Management Account Review and Outcome

The Budget & Management Account Review step of the approval process is optional. It can be turned on/off in the [Future Year Commitment Settings – Workflow options](#).

When the Budget and Management Account Review team has received an application, an email will appear in their inbox with a link to the application.

The application can also be accessed by clicking on the Future Year or Contingent Liability tile or going to the In-Tray and selecting the relevant application.

Click on the Calculate Budget text to see the complete figures of this application.

Click on the Toggle Complete Budget text to see the Available Appropriation.

Note: These figures do not include the current application until it has been finally approved by the Financial Delegate.

Once in the application, the reviewing officer will see the details of the application. The Officer has the following options.

5. Print the application by clicking on the Print button.
6. Return for Amendment – sending the application back to the applicant for further work.
7. Save the application for further editing later.
8. Submit the application decision.

## Return for Amendment

If the reviewing officer requires an amendment or an alteration to the application, they can return the application to the Applicant for amendment.

Select the Return for Amendment button. A dialog box will appear where a message can be entered from the reviewing officer back to the Applicant. Select the Return for Amendment button in the dialog box, and the application is returned to the Applicant with the message.

## Rejecting an Application

If the decision is made to reject the application, select the Rejected option. If rejected, a comment must be entered in the text box below. Click on the Submit button.

The decision with the message will be returned to the Applicant.

## Approving an Application

If the decision is made to approve the application, select the Approved option. A comment may be made in the Comments text box below. Click on the Submit button.

The application will then be forwarded to the Administrator for review. The Administrator will then allocate a Delegate for the application to be forwarded to for final review and approval.

## Administrator Review and Outcome

When a Reviewing Officer has approved an application, the Administrator may receive an email in their inbox with a link to the application.

The application can also be accessed by clicking on the Future Year or Contingent Liability tile or going to the In-Tray and selecting the relevant application.

An Administrator has the following options:

1. Print the application.
2. Delete the application.
3. Return the application to the original Applicant for Amendment.
4. Save the Application for completion later.
5. Submit the Application to the relevant Delegate for final review and outcome. Note: the administrator must select a delegate before submitting the application.

The Administrator does not have the authority to change the status of the application from Approved to Rejected.

## Deleting an Application

Applications that have been entered in error may be deleted by selecting the Delete button.

## Return an Application for Amendment

An Administrator may Return an Application for Amendment. The application will be returned to draft status and returned to the original Applicant.

Select the Return for Amendment button. Enter a message in the comments text box, and select the Return for Amendment button on the dialog box.

## Submitting the Application to the Delegate for final review and outcome

Before submitting the application to the Delegate for Final Review the administrator must calculate the budget and select a delegate.

Important: Funds contained in the application are not applied to the budget until the application has been approved.

Calculate Budget - Calculates the current committed funds and available appropriation, excluding the budgeted funds in this current application.

Toggle Complete Budget - Click to show/hide addition information about the current committed funds and available appropriation.

Search for the appropriate delegate in the Delegate field in the application. Click on the Search icon. Type part or all of the delegate's name and click on the Search button. Find the appropriate delegate from the list and click on their name.

Click on the Submit button.

## Delegate Review and Outcome

The Delegate will receive an email once the Administrator assigns the application to them.

The application can also be accessed by clicking on the Future Year or Contingent Liability tile or going to the In-Tray and selecting the relevant application.

A Delegate has the following options:

1. Print the application.
2. Return the application to the original Applicant for Amendment.
3. Save the Application for completion later.
4. Submit the Application recording the final decision.

### Return an Application for Amendment

An Administrator may Return an Application for Amendment. The application will be returned to draft status and returned to the original Applicant.

Select the Return for Amendment button. Enter a message in the comments text box, and select the Return for Amendment button on the dialog box.

### Submit the Application recording the Final Decision

Before recording a final decision is highly recommended that budget be calculated to ensure current figures are viewed.

Important: Funds contained in the application are not included in committed funds until the application has been approved by the delegate.

Calculate Budget - Calculates the current committed funds and available appropriation, excluding the budgeted funds in this current application.

Toggle Complete Budget - Click to show/hide addition information about the current committed funds and available appropriation.

### Rejecting an Application

If the decision is made to reject the application, select the Rejected option. If rejected, a comment must be entered in the text Delegate Outcome box. Click on the Submit button.

The decision with the message will be returned to the Applicant.

## Approving and Application

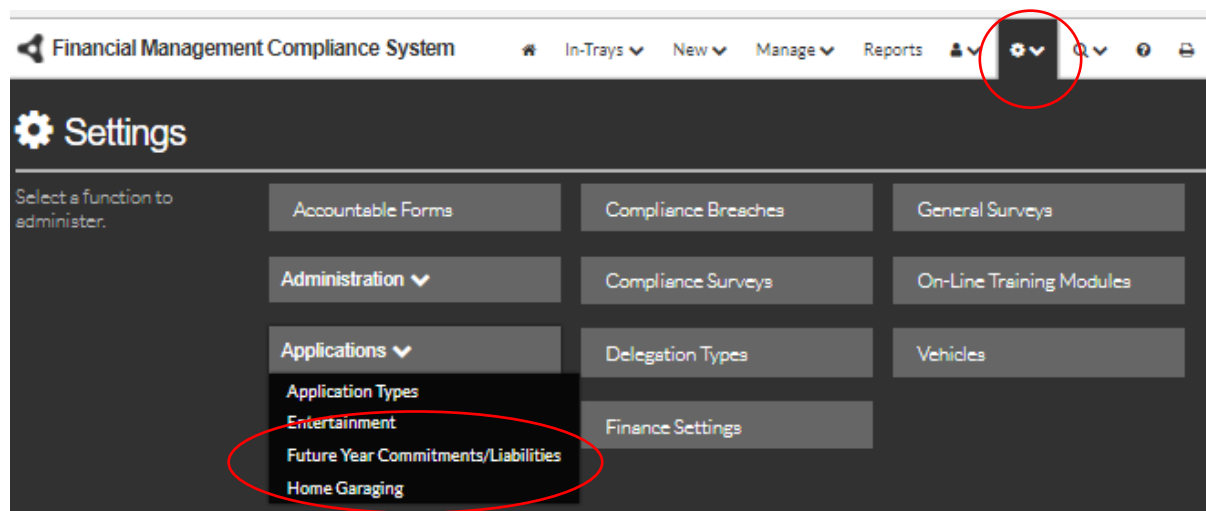
If the decision is made to approve the application, select the Approved option. A comment may be made in the Delegate Comments text box below. Click on the Submit button.

Once the decision has been recorded the committed funds will be updated and recorded in budget and Available Appropriation will reflect the changes.

# GLOBAL SETTINGS FUTURE YEAR COMMITMENT & CONTINGENT LIABILITY SETTINGS

Module Administrators can modify the behaviour of Future Year Commitment & Contingent Liability application forms by going to the Settings Menu > Applications > Future Year Commitments/Liabilities Option as shown below.

**Note:** If your organisation is not licensed for Future Year Commitments, ignore the settings related to Future Year Commitments. If your organisation is not licensed for Contingent Liabilities, ignore the settings related to Contingent Liabilities.



## Settings Tab

**Default Branch:** If this option is selected the system will always default to the current user's Branch in the Organisational Structure.

### Future Year Commitments

**Prompt for IT Running Cost:** Turn on or off the requirement to enter IT Running Cost / Capital Reference Code in Future Year Commitments.

**Minimum Budget:** Specify the minimum amount required to lodge a Future Year Commitment application. Applications for total amounts below this amount will not be allowed.

**Calculate Commitments:** If selected, total commitments and available appropriation will be calculated from the appropriation recorded in the budget figures. If not selected these fields will not display. **Note:** an application will behave based on the value of this setting when the application was created.

**Users can calculate budget:** Allow applicants and supervisors to view and calculate budgets. Untick to restrict visibility to only Administrators, Budget & Management Accounting and Delegates.

Number of financial years to show: Define the number of financial years shown in the drop-down selectors on the Future Year Commitment & Contingent Liability form.

Hide Indexation: Turn on or off the requirement to enter indexation factors in Future Year Commitments.

Budget includes GST: Turn on or off the requirement to enter GST components in Future Year Commitments.

Allow contingent liabilities in future year commitments: Uncheck to prevent contingent liabilities from being entered as part of a future year commitment application.

Approver Title: Enter the title your agency uses for Future Year Commitments.

Can Allocate Approver: Allows applicants to over-ride the system-derived approver and select any approver in Future Year Commitments.

Allow Any Approver: Allows applicants to over-ride the system-derived approver and select any user in Future Year Commitments.

### Contingent Liabilities

Prompt for IT Running Cost: Turn on or off the requirement to enter IT Running Cost / Capital Reference Code in Contingent Liabilities.

Approver Title: Enter the title your agency uses for approving Contingent Liabilities.

Can Allocate Approver: Allows applicants to over-ride the system-derived approver and select any approver in Contingent Liabilities.

Prompt for justification of relevant money: Shows or hides the relevant money justification question.

Restrict by delegation: Forces the selected Contingent Liability Delegate to be recorded as having the required delegation. If turned on, the required delegation must also be selected.

Impact Threshold: Allows the amount of the impact threshold to be configured.

Risk Assessment: Turn off risk assessment in contingent liabilities, allow upload from a file or allow entry of a text reference.

### Budget Tab

Here you can add, edit and delete Programs and the financial year budget lines below them.

Enter the Current Financial Year and the Appropriation Year. The appropriation year is the latest year that has an appropriation.

### Annual Budgets

Manage your individual financial year budgets, export and import budgets.



Export Budget to CSV: manage the budget in Excel, by exporting the current data, updating it accordingly, then importing it back in.

To export your budget structure to a .CSV file, click Export Budget. This gives you a live template of the budget file for import.

Import Budget from CSV: Once you have made your changes to your .CSV file, click Import Budget.

If you have left the column headers in the .CSV file, ensure that First row contains headers is checked to ignore these.

Browse, find your .CSV file and click Open. Click on the Upload button. The system will validate the file and report any errors, or show you a sample of the update on-screen.

If you are happy to go ahead, click the Import button to update the system.

Quick Tip: Only the rows present in your import will be affected, so if you only want to update a subset of your budget, simply delete all irrelevant data from your import file before uploading.

## Managing Programs

Add, Delete and Edit programs by using the icons .

Note: You cannot delete a program if it has financial years identified - you must delete all the financial years first.

Whenever there is only one program, it will automatically be selected within Future Year Commitment Applications. Users will only be prompted to select a program when there is more than one available.

To enter a program, select the click on the Add icon . Enter the Program Name and Supplier Expenses (Year to Date) and Supplier Liabilities (Year to Date):

Enter a Sort Order – this is the order that the Program will appear in the drop-down list for applicants to select from.

The Archive column allows you to “Archive” programs so that they will no longer appear in the applicants drop down list. This means that this item will no longer be able to be selected, but all linked data to the program will maintain integrity.

Supplier Costs - Supplier Expenses YTD + Supplier Liabilities YTD for the selected Program (from budget set up by the administrator).

Supplier Expenses YTD: Supplier expenses for the current financial year

Supplier Liabilities YTD: Supplier liabilities for the current financial year

Financial Year Ending: The calendar year for the financial year

Funds Allocated: For a years with an appropriation this will be the appropriation amount. For years without an appropriation this will be the future estimate.

Staff Benefits/Other: Funds allocated to Staff Benefits and other expenses for the financial year.

Total Committed Funds: If an amount and a date are entered here this amount will be taken as the most correct committed funds total and the system will not include any applications approved on or before this date when calculating committed funds. Instead the system will use the amount entered here. Only applications approved after the as at date will be included in the calculation for committed funds.,

Funds Committed As At:

Standing Balance: The current committed funds for the financial prior to implementing the Future Year Commitment.

## Lookup Lists Tab

The Module Administrator can set the values for the various lookup lists under this Tab.

Standard grid functions apply for editing, adding and deleting items. Clicking on a column heading will sort the list of items by that column criteria.

### Outcomes

Outcomes provide the list of available options for each stage of Future Year Commitment and Contingent Liability review.

The standard outcomes are "Approved" and "Rejected".

To enter a new outcome, select the click on the Add icon .

Checking the Approved, Rejected, Not Required boxes denote whether this application is approved (will move on to the next stage), rejected (is stopped at that point), or not required (also stopped at that point).

Enter a Sort Order – this is the order that the Outcome will appear in the drop-down list for applicants to select from.

The Archive column allows you to "Archive" Outcomes so that they will no longer appear in the applicants drop down list. This means that this item will no longer be able to be selected, but all linked data to the Outcome will maintain integrity.

### Proposal Types

These are the values available in the Type of Proposal option list for Future Year Commitment Applications and Contingent Liabilities.

To enter a new Proposal Type, select the click on the Add icon .

Enter a Sort Order – this is the order that the Proposal Type will appear in the drop-down list for applicants to select from.

The Archive column allows you to “Archive” Proposal Type so that they will no longer appear in the applicants drop down list. This means that this item will no longer be able to be selected, but all linked data to the Proposal Type will maintain integrity.

### C/Liability Types

These are the values available in the What is the Contingent Liability? option list for Future Year Commitment Applications and Contingent Liabilities.

To enter a new Contingent Liability Type, select the click on the Add icon.

Help text for each contingent liability type may be configured. Help is displayed under the contingent liability type on the form.

Enter a Sort Order – this is the order that the Contingent Liability Type will appear in the drop-down list for applicants to select from.

The Archive column allows you to “Archive” Contingent Liability Type so that they will no longer appear in the applicants drop down list. This means that this item will no longer be able to be selected, but all linked data to the Contingent Liability Type will maintain integrity.

### Funds Type

These are the values available in the Type of Funds option list for Future Year Commitment Applications and Contingent Liabilities.

To enter a new Funds Type, select the click on the Add icon .

Enter a Sort Order – this is the order that the Funds Type will appear in the drop-down list for applicants to select from.

The Archive column allows you to “Archive” Funds Type so that they will no longer appear in the applicants drop down list. This means that this item will no longer be able to be selected, but all linked data to the Funds Type will maintain integrity.

### Wording Tab

All preambles are able to edited with standard Word for Windows commands as per the tool bar displayed on the screen. Hyperlinks to external sources may be added.

Preambles may be edited and displayed in three different formats:

Design – View of the text to allow editing,

HTML – View the text in HTML format. Text in HTML format can be copied into this view.

Preview – View the text as it will appear on screen for the applicant.

## FY Commits

The preamble that appears at the top of the Future Year Commitment Application form and provides instruction on how to proceed.

## Contingent Liability

The preamble that appears at the top of the Contingent Liability form and provides instruction on how to proceed.

## Approver

Approver Certification - this preamble precedes the certification options offered to Approvers on the Future Year Commitment and Contingent Liability application screen.

## Budget & Management

This preamble precedes the certification options offered to the Budget & Management on the Future Year Commitment and Contingent Liability application screen.

## Delegate

This preamble precedes the certification options offered to the Delegate on the Future Year Commitment and Contingent Liability application screen.

## CL Likelihood Help

Help text displayed under the contingent liability likelihood question.

## CL Impact Help

Help text displayed under the contingent liability impact question.

## Accept CL Help

Help text displayed under the contingent liability reason for acceptance question.


## Permissions and Workflows

The permissions / workflow tab controls both user permissions and workflow notification setup for the Future Year Commitments and Contingent Liability module.

### Permissions

In this section permissions are assigned to allow groups of to perform three important sets of tasks.

1. Module configuration allows the group of users to administer and configure the module.
2. Delegates permissions allows the nominated group to act as delegates in the approval process in the module.
3. Processing Team. Allows a group to be given permission to administer the module.

Once the groups have been selected, select the  icon at the end of the field to display the users that make up the selected group.

To configure and edit groups see the System Administration and Global Settings Guide.

## Managing Automatic Emails and Notifications

FMCS can be configured to send automatic emails and provide various work flow options.

Notification emails can be turned off. To do this, uncheck the relevant box and click **Save**. To edit the template for an email, click the (**edit**) link next to its description.

Update the subject and body (remembering that the generic **Email signature**, specified above, will be appended to the bottom of all emails); put the cursor in the email body box and select a merge field from the drop-down list to insert it at that location. When you're done, click **Save**. To cancel, click the X in the top right hand corner.

**Send receipt to applicant on submission**

**Notify applicant when reset to draft.**

**Include admin review workflow in contingent liabilities**

**Approver notification when pending review or re-allocated**

**Notify processing team if supervisor notification fails –**

**Include future year commitment review workflow –** includes or excludes the following workflow steps in Future Year Commitments only

- Budget & Management Account Review and Outcome
- Administrative Review and Outcome
- Delegate Review and Outcome

**Note:** an application will behave based on the value of this setting when the application was created.

**Include Budget & Management Accounting** - turns on, or off, the Budget & Management Accounting approval workflow step. This workflow step can be allocated

to a group by selecting that group from the drop down menu. This option is only available if the Include review workflow option is turned on.

**Notify processing team when pending their review** – An email will be sent to the group email when action is required by the team.

**Notify to delegate when pending their review or re-delegated.** -.

**Notify applicant of outcome** – email sent to the applicant when the outcome has been finalised.

**Notify processing team of outcome** – Processing team (as defined above) will be sent this notification when the application is finalised.

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