

HOW TO READ THE DES-CARS 603 REPORT

The DES-CARS 603 report summarizes expenses and payments for all contracts processed through CARS. In addition, the report details the expenses that have been allocated. Please refer to ATTACHMENTS A-1 to A-6 for examples of the various parts comprising the DES-CARS 603.

Each page has a standard two line header (see [Attachment A-2](#)).

The first line includes:

- COMMUNITY AIDS REPORTING SYSTEM (A1) - equals CARS, is both a working unit of people and the computerized payment system.
- 19XX DISTRIBUTION REPORT FOR AGENCIES (A2) - the title of the report
- VOUCHER NUMBER (A3) - The primary reference for finding detail on a given payment. This number is also found on the check and the transmittal letter accompanying the check and DES-CARS-603 report.
- SEPTEMBER EXPS (B) - indicates the expenditure period through which expenses and adjustments are being processed.
- DES-CARS-603 - every form and report the state generates must have its own identification number -- 603 is this report. DES is the Division of Management and Technology.
- PAGE - each agency type has its own page sequence, so if your agency has three agency types, there will be three page ones, three page twos, etc.

The second line of the header contains:

- AGENCY XXXXXXXXXXXX-ZZ (C1) - all digits before the dash are the agency number, the last two digits are the agency type. The agency type is used to distinguish new year contracts using the same profile as used in a prior year. This is the key to agency specific information and should be available whenever an inquiry is made of the CARS Unit staff, Leading zeros are not required for CARS Unit purposes.
- AGENCY NAME (C2) - immediately follows the agency type
- EXPECTED PAYMENT DATE (D1) - date when CARS plans for the checks to arrive in your mailbox if your agency is a non-municipal vendor. Municipalities usually receive their payments on or about the 5th of the month.

- DECEMBER ADVS (D2) - indicates the month for which prepayments on new contracts are being paid.
- ***CONTI (D3) - indicates that this page is a continuation of the report. This will only appear on the second and subsequent page(s) of multiple page reports.
- RUN DATE (D4) - date of CARS system batch processing.
- TIME STAMP (D5) - time of CARS system batch processing.

The report consists of six parts:

■ALLOCATIONS (A-1)**SUMMARY OF ALL ALLOCATED PROFILES
APPLICABLE TO AN AGENCY**

This section reports cost allocations calculated by the CARS system, showing profiles allocated from and those allocated to. The profile numbers and names are on the left side of the page. Refer to your contract to see if allocations apply to your agency.

- NET THIS MONTH - Amounts reported to this profile during the month.
- AMOUNT PRIOR MONTH - Amounts may appear in this column, when a prior month report is received and processed after normal due dates. This column may also include state adjustments.
- EXPENSE - Total of NET THIS MONTH, AMOUNT PRIOR MONTH, plus all allocations to the profile.
- RATIO - The percentage used for the allocation to another profile.
- ALLOCATED - The amount(s) allocated to another profile.

The next four parts, [ATTACHMENTS A-2 through A-5](#), detail the profiles (within profile type, within contract type) an agency had activity in, either contract and/or expense. The columns provide the same information as part A-1.

■NON CONTRACT SPECIFIC (A-2)**INCLUDES ALL NON-CONTRACT SPECIFIC
PROFILES WHICH REQUIRE ALLOCATION
BEFORE PAYMENT.****■IM CONTRACT****INCLUDES ALL PROFILES APPLICABLE TO
INCOME MAINTENANCE
CONTRACTS/ADDENDA.**

This part is further broken down by profile type, which designates how expenses are paid:

- Profile Type A - Adjustment (Contract)
Manual adjustments to payments. Use is restricted to DHFS staff.
- Profile Type D - Non-Reimbursable
Expenses that must be reported but are not to be reimbursed.
- Profile Type E - Sum-Sufficient
Payment will be made for the reimbursable percentage of all reported expenses.
- Profile Type F - Contract Controlled
Payment will be made, up to the contract amount. Includes profiles where expenses are reported but roll to another profile for payment.
- Profile Type G - Allocated

Profiles requiring ratios for proper payment. The expenses entered here are paid on other profiles after allocation.

■SOCIAL SERVICES/51 BOARD (A-4) INCLUDES ALL PROFILES APPLICABLE TO COMMUNITY SERVICES CONTRACTS.

This part is further broken down by profile type (see IM Contract).

■NON-STATE/COUNTY CONTRACT (A-5) INCLUDES ALL PROFILES APPLICABLE TO CONTRACTS WITH AGENCIES WHICH ARE OUTSIDE THE CONSOLIDATED CONTRACT.

This part is further broken down by profile type (see IM Contract).

The final part, ATTACHMENT A-6, is broken down into the three contract types where payments are made; IM CONTRACT, SOCIAL SERVICES/51 BOARD AND NON-STATE/COUNTY.

■DETAIL BREAKDOWN AND SUMMARY OF ALL PROFILES AN AGENCY HAD ACTIVITY IN, EITHER CONTRACT AND/OR EXPENSES (see Attachments A-6-1 to A-6-4).

- NET EXPENSES THIS MONTH (E) - Net expenditures reported or allocated for the current month. The amounts can be positive or negative.
- REPORTED CTD EXPENSES (F) - Summary of all expenses reported or allocated to this profile.
- EXPNS ROLLED +IN/-OUT (G) - The net of all expenditures rolling in or out. The net of all "rolls" will be zero. The amount reflected on the DES-CARS 603 report represents the contract to date amount and not the current month's roll amount.

- ACTUAL CTD EXPENSES (H) - Total of the contract-to-date expenses which are allowable. This column will not include expenses reported outside of the contract period nor expenses without a contract. When these situations occur the amounts become 100% agency costs.
 - CONTRACT/ADDENDUM (I) - Federal and/or state contract amounts.
 - PAYMENT/ADVANCE (J) - The amount of payment/advance made this report month.
THE TOTAL OF THIS COLUMN IS EQUAL TO YOUR CHECK.
 - CTD PAYMENTS/ADVANCES (K) - Total of all payments made on a contract, but will not exceed the contract amount.
 - DIFFERENCE K - H (L) - Mathematical calculation of Column K (CTD PAYMENTS/ADVANCES) less Column H (ACTUAL CTD EXPENSES).
 - UNEXPENDED CONTRACT (M) - Mathematical calculation of CONTRACT/ADDENDUM (Column I) less CTD PAYMENTS/ADVANCES (Column K).
 - 999999 DUE DHSS FROM PREV PERIOD (N) - Amount due to DHSS at the end of the prior months report. (See Attachment A-6-4). This profile and page appear only if there was an amount due to DHSS at the end of the last processing cycle.
 - PROFILES (O) - includes: Profile Number (O1); Profile Name (O2); and Contract Start and End Dates (O3). If there are no contract start or end dates, the system defaults to NO CONTRACT, ADJUSTMENT or NONREIMBURSABLE depending on the situation.
 - TOTALS FOR AGENCY (P) - For the present, do not use these totals because they include duplicate amounts for Accounts Receivable. To calculate the total for the agency subtract profile 99999 from this line to get the actual agency total.
 - DUE DHSS FROM "Agency Name"
DO NOT SEND CASH UNLESS DIRECTED BY AN ATTACHMENT (Q) - Amount your agency owes the State
- OR
- CUR AGENCY CHECK AMOUNT (Q) - Amount your agency will receive (net of all contracts).

SAMPLE 603 OUTPUT REPORT

COMMUNITY AIDS REPORTING SYSTEM 1992 DISTRIBUTION REPORT FOR AGENCIES VOUCHER 54234 SEPTEMBER EXPS DMS-CARS 603 PAGE 1
 AGENCY 99-99 AGENCY NAME EXPECTED PMT DT 12/01/1992 DECEMBER ADVS 11/11/92 14:14:47

SEPTEMBER EXPENSES
 ALLOCATIONS

EXPENSES	ADJUSTMENTS	NET	AMOUNT	EXPENSE	RATIO	ALLOCATED
EXPENSE DESCRIPTION		THIS MONTH	PRIOR MONTH			
000002	SUPPORT OVERHEAD	83,973	0	83,973		
000076	IM SUB-ALLOCATED				41.737 %	35,048
000077	ALLOCATED FRAUD/FEV				5.389 %	4,525
000683	SS ALLOCATION				52.874 %	44,400
000076	IM SUB-ALLOCATED	132,830	0	167,878		
000081	IM - DAY CARE				2.582 %	4,335
000086	IM - ALL OTHER				97.418 %	163,543
0000077	ALLOCTED FRAUD/FEV	13,248	0	17,773		
000260	IM FRAUD				55.556 %	9,874
000270	F E V ALLOCATED				44.444 %	7,899
000081	IM - DAY CARE	0	0	4,335		
000228	IV-A DC				40.700 %	1,764
000342	AT RISK CHILD CARE				59.300 %	2,571
00086	IM - ALL OTHER	0	0	163,543		
000117	IM GEN RELIEF ALLOC				3.113 %	5,091
000256	IM REIMBURSE. ALLOC.				96.887 %	158,452
000256	IM REIMBURSE. ALLOC.	0	0	158,452		
000281	IM AVAILABLE ALLOCAT				100.000 %	158,452
000260	IM FRAUD	74-	0	9,800		
000261	FRAUD AFDC AT 75%				46.000 %	4,508
000262	FRAUD MA AT 50 %				6.000 %	589
000263	FRAUD FS AT 75%				48.000 %	4,703

ATTACHMENT A-2

AMPLE 603 OUTPUT REPORT
COMMUNITY AIDS REPORTING SYSTEM
AGENCY 99-99 AGENCY NAME

1992 DISTRIBUTION REPORT FOR AGENCIES VOUCHER 54234 SEPTEMBER EXPS DMS-CARS 603 PAGE 2
EXPECTED PMT DT 12/01/1992 DECEMBER ADVS ***CONTI 11/11/92 14:14:47

EXPENSE DESCRIPTION
** NON CONTRACT SPECIFIC

EXPENSE DESCRIPTION	EXPENSES THIS MONTH	ADJUSTMENTS PRIOR MONTH	NET EXPENSE
*** ALLOCATED			
000002 SUPORT OVERHEAD	83,973	0	83,973
000076 IM SUB-ALLOCATED	132,830	0	167,878
000260 IM FRAUD	74-	0	9,800

ATTACHMENT A-3

SAMPLE 603 OUTPUT REPORT

COMMUNITY AIDS REPORTING SYSTEM 1992 DISTRIBUTION REPORT FOR AGENCIES VOUCHER 54234 SEPTEMBER EXPS DMS-CARS 603 PAGE 3
 AGENCY 99-99 AGENCY NAME EXPECTED PMT DT 12/01/1992 DECEMBER ADVS ***CONTI 11/11/92 14:14:47

EXPENSE DESCRIPTION	EXPENSES THIS MONTH	ADJUSTMENTS PRIOR MONTH	NET EXPENSE
** DWD CONTRACT			
*** ADJUSTMENT (CONTRACT)			
000903 TPL MA REFUND	683-	0	683-
000914 AFDC RECOUPMENTS	6	0	6
*** NON-REIMBURSABLE			
000117 IM GEN RELIEF ALLOC	0	0	98
*** SUM-SUFFICIENT			
000131 MA TRANSPORTATION	605	0	605
000261 FRAUD AFDC AT 75%	4,508	0	4,508
000262 FRAUD MA AT 50%	589	0	589
000263 FRAUD FS AT 75 %	4,703	0	4,703
*** CONTRACT CONTROLLED			
000161 ENERGY ASS'T OPERAT	625	0	625
000281 IM AVAILABLE ALLOCAT	4,080	0	4,080
000711 JOBS ADMINISTRATION 50/50	0	0	0
*** ALLOCATED			
000077 ALLOCATED FRAUD/FEV	13,248	0	17,773
000081 IM - DAY CARE	0	0	4,335
000086 IM - ALL OTHER	0	0	163,543
0256 IM REIMBURSE. ALLOC.	0	0	158,452

ATTACHMENT A-4

AMPLE 603 OUTPUT REPORT

COMMUNITY AIDS REPORTING SYSTEM
AGENCY 99-99 AGENCY NAME

1992 DISTRIBUTION REPORT FOR AGENCIES
EXPECTED PMT DT 12/01/1992

VOUCHER 54234 SEPTEMBER EXPS DMS-CARS 603 PAGE 4
DECEMBER ADVS ***CONTI 11/11/92 14:14:47

EXPENSE DESCRIPTION	EXPENSES THIS MONTH	ADJUSTMENTS PRIOR MONTH	NET EXPENSE
** SOCIAL SERVICES/51 BOARD			
*** NON-REIMBURSABLE			
000301 SOC SER PROGRAM COST POOL	0	146,627	146,627
*** CONTRACT CONTROLLED			
000103 YA STATE CHARGES	0	0	0

ATTACHMENT A-5

AMPLE 603 OUTPUT REPORT

COMMUNITY AIDS REPORTING SYSTEM
AGENCY 99-99 AGENCY NAME

1992 DISTRIBUTION REPORT FOR AGENCIES
EXPECTED PMT DT 12/01/1992

VOUCHER 54234 SEPTEMBER EXPS DMS-CARS 603 PAGE 5
DECEMBER ADVS ***CONTI 11/11/92 14:14:47

EXPENSE DESCRIPTION	EXPENSES THIS MONTH	ADJUSTMENTS PRIOR MONTH	NET EXPENSE
** NON STATE/COUNTY CONTRACT			
*** CONTRACT CONTROLLED			
060010 DOMESTIC ABUSE	2,710	0	2,710

EXPENSE DESCRIPTION	F	G	H	I	J	K	DIFFERENCE	UNEXPENDED	
NET EXPENSES THIS MONTH	REPORTED CTD EXPENSES	EXPNS ROLLED +IN/-OUT	ACTUAL CTD EXPENSES	CONTRACT/ADDENDUM	PAYMENT/ADVANCE	CTD PAYMENTS /ADVANCES	K - H	CONTRACT	
DISTRIBUTION OF EXPENDITURES									
*** DWD CONTRACT ***									

000117 IM GENERAL RELIEF ALLOC		***NOT REIMBURSEABLE							
5,091	33,582	0+	33,582		0	0	33,582-	0	

000131 MA TRANSPORTATION		01/01/1992 12/31/1992							
5,470	43,841	0+	43,841	47,800	5,470	55,791	11,950	7,991	

000161 ENERGY ASS'T OPERAT		01/01/1992 12/31/1992							
0	43,412	0+	43,412	49,334	0	49,334	5,922	0	

000261 FRAUD AFDC AT 75%		01/01/1992 12/31/1992							
4,508	62,900	0+	62,900	64,398	3,381	63,275	375	1,123	

000262 FRAUD MA AT 50%		01/01/1992 12/31/1992							
589	6,137	0+	6,137	1,715	294	3,497	2,640-	1,782	

000263 FRAUD FS AT 75%		01/01/1992 12/31/1992							
4,703	68,637	0+	68,637	90,342	3,527	74,063	5,426	16,279	

***	20,361	258,509	0+	258,509	253,589	12,672	245,960	9,909-	7,629

ATTACHMENT A-6-2

AMPLE 603 OUTPUT REPORT
 COMMUNITY AIDS REPORTING SYSTEM 1992 DISTRIBUTION REPORT FOR AGENCIES VOUCHER 54234 SEPTEMBER EXPS DMS-CARS 603 PAGE 7
 AGENCY 99-99 AGENCY NAME EXPECTED PMT DT 12/01/1992 DECEMBER ADVS ***CONTI 11/11/92 14:14:47

EXPENSE DESCRIPTION	F	G	H	I	J	K	DIFFERENCE	UNEXPENDED
NET EXPENSES	REPORTED CTD	EXPNS ROLLED	ACTUAL CTD	CONTRACT/	PAYMENT/	CTD PAYMENTS	K - H	CONTRACT
THIS MONTH	EXPENSES	+IN/-OUT	EXPENSES	ADDENDUM	ADVANCE	/ADVANCES		
DISTRIBUTION OF EXPENDITURES							("CTD" = "CONTRACT-TO-DATE")	
***SOCIAL SERVICES/51 BOARD ***								
000103	YA STATE CHARGES	01/01/1992	12/31/1992					
	24,459	255,258	0+	255,258	371,112	0	0	255,258- 371,112
000301	SOC SER PROGRAM COST POOL	***NOT REIMBURSABLE						
	146,627	1,335,684	0+	1,335,684		0	0	1,335,684- 0
***	171,086	1,590,942	0+	1,590,942	371,112	0	0	1,590,942- 371,112

ATTACHMENT A-6-3

EXAMPLE 603 OUTPUT REPORT
 COMMUNITY AIDS REPORTING SYSTEM 1992 DISTRIBUTION REPORT FOR AGENCIES VOUCHER 54234 SEPTEMBER EXPS DMS-CARS 603 PAGE 8
 AGENCY 99-99 AGENCY NAME EXPECTED PMT DT 12/01/1992 DECEMBER ADVS ***CONT1 11/11/92 14:14:47

EXPENSE DESCRIPTION	F (r)	G (o)	H (n)	I (i)	J (j)	K (x)	L (l)	M (m)
NET EXPENSES THIS MONTH (k)	REPORTED CTD EXPENSES	EXPNS ROLLED +IN/-OUT	ACTUAL CTD EXPENSES	CONTRACT/ADDENDUM	PAYMENT/ADVANCE	CTD PAYMENTS /ADVANCES	DIFFERENCE K - H	UNEXPENDED CONTRACT

DISTRIBUTION OF EXPENDITURES ("CTD" = "CONTRACT-TO-DATE")
 NON STATE/COUNTY CONTRACT

060010 DOMESTIC ABUSE (o2)	2,710	2,710	0+	0	0	0	0	0
(o1) ***	2,710	2,710	0+	0	0	0	0	0

**** TOTALS FOR AGENCY ****	194,157 (r)	1,853,161	0+	1,849,4511	624,701	12,672	245,960	1,600,851-	378,741
*** CUR AGENCY CHECK AMOUNT: (q)						12,672			

Note: If the amount the TOTALS FOR AGENCY line in COL J had been a negative number, the message CUR AGENCY CHECK AMOUNT would be replaced with the following message:

(o) DUE DHSS FROM "AGENCY NAME"
 DO NOT SEND CASH UNLESS DIRECTED BY AN ATTACHMENT

NOTE: COL F INCLUDES ALL REPORTED EXPENSES; COL H EXCLUDES EXPENSES OUTSIDE CONTRACT AND EXPENSES W/O CONTRACTS.

ATTACHMENT A-6-4

AMPLE 603 OUTPUT REPORT
 COMMUNITY AIDS REPORTING SYSTEM 1992 DISTRIBUTION REPORT FOR AGENCIES VOUCHER 54234 SEPTEMBER EXPS DHS-CARS 603 PAGE 9
 AGENCY 24-25 ACOUNTY EXPECTED PMT DT 12/01/1992 DECEMBER ADVS ***CONTI 11/11/92 14:14:47

EXPENSE DESCRIPTION	F	G	H	I	J	K	DIFFERENCE	UNEXPENDED
NET EXPENSES THIS MONTH	REPORTED CTD EXPENSES	EXPNS ROLLED +IN/-OUT	ACTUAL CTD EXPENSES	CONTRACT/ ADDENDUM	PAYMENT/ ADVANCE	CTD PAYMENTS /ADVANCES	K - H	CONTRACT
DISTRIBUTION OF EXPENDITURES							("CTD" = "CONTRACT-TO-DATE")	
***NON CONTRACT SPECIFIC								
999999	DUE DHSS FROM PREV PERIOD	(M)						
	35,413-	35,413-	0+	35,413-	0	35,413-	35,413-	0 35,413-
***	35,413-	35,413-	0+	35,413-	0	35,413-	35,413-	0 35,413-

NOTE: This page is an example only. It is not intended to be included with the other pages in this sample. Please do not try to sum this number in with the rest of the pages to calculate the total on Attachment A-6-4. A different agency number (24-25) and agency name (ACOUNTY) have been used from the other attachments..