



Provider Guide 303
HHS Accelerator Invoices and Payments

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Monitoring the Status of an Invoice

View Invoices Listed in HHS Accelerator

The Invoice List displays the Health and Human Services invoices that have been generated by your organization. The Invoice List is located in the Financials section of the HHS Accelerator System. From the Invoice List, your organization can complete an invoice that is in progress, delete a draft invoice, withdraw an invoice, and view past invoices. By clicking into an invoice your organization can view the balance of funds for the contract budget.

NYC HHS Accelerator

Organization Information Document Vault Applications Procurements Financials

Welcome: John A Doe, Training Provider 1

Financials

Contract List Budget List **Invoice List** Payment List

Invoice List

Listed below are the invoices for your organization.

Filter Invoices Invoices: 10

Invoice Number	Date Submitted	Date Approved	Value(\$)	Status	Action
140200032	02/20/2014	N/A	150,000	Returned for Revision	View Withdraw
140400036	Not Submitted	N/A	60,900	Pending Submission	View Delete
140400020	Not Submitted	N/A	57,500	Pending Submission	View Delete
140400012	Not Submitted	N/A	100,000	Pending Submission	View Delete
140400008	04/14/2014	N/A	25,000	Pending Approval	View
140400006	04/14/2014	N/A	25,000	Pending Approval	View
140200001	02/11/2014	N/A	1,070	Pending Approval	View
141200008	12/10/2013	01/02/2014	1,000	Approved	View

a.	Click on the Invoice List tab to access the Invoice List.
b.	Click on the Filter Invoices button to change which invoices are displayed.
c.	Each Invoice Number is displayed.
d.	Date of Invoice is Submitted is listed.
e.	Date of Invoice Approved is listed.
f.	Value (\$) of the Invoice is listed.
g.	The Status of the Invoice is displayed. Statuses include Returned for Revision, Pending Submission, Pending Approval, Approved, Withdrawn, Pending Approval, and Suspended.
h.	The Actions that can be taken with the invoice are listed. Depending on the status of the invoice, these include View, Withdraw and Delete.

Stages of an Invoice

All invoices with a status of Pending Submission, Pending Approval, Returned for Revisions and Approved, are visible on the Invoice List. The following descriptions define the life cycle of invoices in the system.

Status Type	Status	Definition
Invoice Status	Pending Submission	A Provider user has selected the value "Submit Invoice" for an Active Budget in the Budget List. An invoice is generated for the specific budget to be completed.
	Pending Approval	A Provider user has submitted the Invoice by clicking on the 'Submit' button on the Invoice screen. The invoice is awaiting approval by Agency.
	Returned for Revision	The first level Agency user has returned the Invoice review task back to the Provider for revisions.
	Approved	The Agency has approved the Invoice.
	Withdrawn	The Provider has submitted an Invoice, the Invoice has been Returned for Revisions, and the Provider selects "Withdraw Invoice" from the Actions drop down. The Provider could do this in order to be able to submit a different invoice.



It is at the discretion of the Funding Agency to establish the timing for invoice submission.

Only one invoice can be under review per Active Budget. Under review occurs when the invoice is Pending Approval by the Agency.

Filter Invoices

Filtering allows you to target your search and quickly modify invoices displayed on the Invoice List.

After you click the “Filter Invoices” button, the filter menu displays with a number of options for modifying displayed invoices. By default, all Active Invoice Statuses are checked.

To adjust your filtered options, you must uncheck relevant boxes or input additional information about the invoices you are looking for.

The screenshot shows the NYC HHS Accelerator interface. The 'Financials' tab is active, and the 'Invoice List' sub-tab is selected. A filter modal is open, allowing users to refine their search. The modal includes fields for Procurement/Contract Title, Agency (set to 'All NYC Agencies'), Program Name, CT#, Fiscal Year, Invoice Number, and Invoice Value range. The Status section has checkboxes for 'Returned for Revision', 'Approved', 'Pending Submission', 'Withdrawn', 'Pending Approval', and 'Suspended'. Date filters for 'Date Submitted from:' and 'Date Approved from:' are also available. A 'Filter' button is at the bottom right of the modal. In the background, an invoice table is visible with columns for Value(\$), Status, and Action.

Value(\$)	Status	Action
150,000	Returned for Revision	View Withdraw
60,900	Pending Submission	View Delete
57,500	Pending Submission	View Delete
100,000	Pending Submission	View Delete
25,000	Pending Approval	View
25,000	Pending Approval	View
1,070	Pending Approval	View
1,000	Approved	View
3,000	Approved	View
3,000	Approved	View

a.	The Contract Number allows your organization to filter invoices by Contract Number.
b.	Status indicates the current status of the invoices. Your organization can select any status. Withdrawn and Suspended status can only be selected from this filter options section.
c.	Invoice Date Filters allows your organization to view invoices that fall into a defined date range.

Submit an Invoice

Invoices are started from the Budget List tab in the system. Your organization can create an invoice following the steps below.

1. Click on the **“Refresh”** icon in the Financials section of the homepage.
2. Click on the number hyperlink for **“Active Budgets.”**

A budget must be Approved and the contract Registered, to be in Active Status. Invoices can only be submitted against Active Budgets.

The screenshot shows the Provider Homepage with the following sections:

- Document Vault:** 22 Documents in your Document Vault
- Alerts:** 131 Alerts remaining in your Alerts inbox; 0 User account requests requiring action
- Application:** Your Current Organization Status: **Approved**; Your Business Application Status: **Approved**; 0 pending Service Applications; 2 approved Service Applications
- Procurements:** 0 RFPs you're eligible for will be released within 30 days; 0 RFPs you're eligible for have due dates within 30 days; 2 RFPs with draft or submitted proposals; 0 RFPs with proposals determined eligible for award
- Financials:** 43 Contracts pending registration; 50 Active Budgets; 43 Budgets pending submission; 2 Budgets pending approval; 1 Budgets returned for revision; 5 Modifications and Updates pending submission; 1 Modifications and Updates pending approval; 0 Modifications and Updates returned for revision; 3 Invoices pending submission; 3 Invoices pending approval; 1 Invoices returned for revision
- Documents Shared with your Organization:** No providers have shared documents with you at this time.
- NYC.ID Account Management:** Update your NYC.ID Name or Email; Update your NYC.ID Password; Update your NYC.ID Security Questions.

3. To start a new invoice, select **“Submit Invoice”** from the Action drop down menu for a specific contract.

The screenshot shows the Financials page with the Budget List tab selected. The table below lists active budgets:

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
ACS Test Award EPIN # 27	ACS	2014	20,000.00	02/11/2014	Active	I need to...
AGN - Finance ACS #16	ACS	2015	300,000.00	02/20/2014	Active	I need to...
AGN - Finance ACS #17	ACS	2015	300,000.00	02/20/2014	Active	I need to...
AGN - Finance ACS #18	ACS	2015	300,000.00	02/20/2014	Active	I need to...
AGN - Finance ACS #31	ACS	2015	300,000.00	02/20/2014	Active	I need to...
PROV - Finance ACS #10	ACS	2015	300,000.00	02/20/2014	Active	I need to...
PROV - Finance ACS #11	ACS	2015	300,000.00	02/20/2014	Active	I need to...
PROV - Finance ACS #12	ACS	2015	300,000.00	02/20/2014	Active	I need to...
PROV - Finance ACS #13	ACS	2015	300,000.00	02/20/2014	Active	I need to...
PROV - Finance ACS #14b	ACS	2015	300,000.00	02/20/2014	Active	I need to...

Contract Invoicing

[Return to Invoice List](#)

Status: Pending Submission

Contract Information

Agency:	Administration for Children's Services (ACS)	CT#:	CT10220201407
Procurement/Contract Title:	PROV - Finance ACS #11	Contract Start Date:	07/01/2014
Provider:	Training Provider 1	Contract End Date:	06/30/2017
Procurement E-PIN:	UAT1000	Contract Amount:	\$1,000,000.00
Award E-PIN:	UAT1000	Program Name:	Universal Pre-Kindergarten Services (UPK): Child Care

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2014	06/30/2015	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00

Invoice Information

Invoice Number:	140400040	Agency Invoice Number:	
Provider Invoice Number:	<input type="text"/>	Service Date To:	<input type="text"/>
Service Date From:	<input type="text"/>	Invoice Approved Date:	N/A
Invoice Submission Date:	N/A		

Description	Amount
Invoice Total	\$0.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$0.00

[Save](#) [Submit](#)

Fy2015	\$300,000.00
Documents	
Advances	
Assignments	

Comments [View Comments History](#) [Save](#)

Enter any comments:
Click the 'Save' button above to save your comments.

Review the details in the Contract Information and Fiscal Year Budget Information sections. The Fiscal Year Budget Information lists Start Date, End Date, FY Budget, YTD Invoiced Amount, Remaining Amount, YTD Actual Paid Amount, and Cash Balance.

NYC HHS Accelerator | Organization Information | Document Vault | Applications | Procurements | Financials | Text Size: A A A | Welcome: John A Doe, Training Provider 1

Contract Invoicing

[Return to Invoice List](#) | Status: Pending Submission

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10220201407
Procurement/Contract Title: PROV - Finance ACS #11	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: UAT1000	Contract Amount: \$1,000,000.00
Award E-PIN: UAT1000	Program Name: Universal Pre-Kindergarten Services (UPK): Child Care

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2014	06/30/2015	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00

Invoice Information

Invoice Number: 140400040

4 Provider Invoice Number:

Agency Invoice Number:

Service Date From:

5 Service Date To:

Invoice Submission Date: N/A

Invoice Approved Date: N/A

Description	Amount
Invoice Total	\$0.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$0.00

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4. Enter your organization's **“Provider Invoice Number.”**

The Provider Invoice Number allows your organization to enter any internal invoice number your organization uses. If your organization does not have one, just enter NA.

5. Enter the **“Service Date From”** and **“Service Date To”** for the invoice.

The dates entered must fall within the fiscal year contract term dates.

6. Click **“Save,”**

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2014	06/30/2015	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00

Invoice Information

Invoice Number: 140400040
 Provider Invoice Number: HFJS29S
 Service Date From: 07/01/2014
 Invoice Submission Date: N/A

Agency Invoice Number:
 Service Date To: 07/31/2014
 Invoice Approved Date: N/A

Description	Amount
Invoice Total	\$0.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$0.00

Save Submit

- Next, click on the first blue header just below the Fiscal Year Budget information grid.

Each tab on the Invoice is accessible and may be completed at any time.

Budget information is entered in each tab. The Budget Summary summarizes the total of all direct and indirect costs. Tabs for all budget sections are visible at the top of the budget summary section.

Your organization can only invoice on budgets lines that have been approved by the Agency, and where funds remain.

- Click the “+” Symbol to expand the Budget Summary.

Fy2015 7 \$300,000.00

Budget Summary
Personnel Services
Operations & Support
Utilities
Professional Services
Rent

Contracted Services
Rate
Milestone
Unallocated Funds
Indirect Rate
Program Income

Budget Summary

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	Invoice Amount
+ Total City Funded Budget	\$300,000.00	\$0.00	\$300,000.00	\$0.00
Total Program Income <small>(Excluded from City Funded Budget; Not Invoiced)</small>	\$40,000.00	\$0.00	\$40,000.00	\$0.00
Total Program Budget <small>(City Funded Budget + Program Income)</small>	\$340,000.00	\$0.00	\$340,000.00	\$0.00

Documents ▶

Advances ▶

Assignments ▶

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- Budget Summary
- Personnel Services
- Operations & Support
- Utilities
- Professional Services
- Rent
- Contracted Services
- Rate
- Milestone
- Unallocated Funds
- Indirect Rate
- Program Income

Budget Summary

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	Invoice Amount
- Total City Funded Budget	\$300,000.00	\$0.00	\$300,000.00	\$0.00
Total Direct Costs	\$280,000.00	\$0.00	\$280,000.00	\$0.00
- Total Salary and Fringe	\$163,000.00	\$0.00	\$163,000.00	\$0.00
Total Salary	\$157,000.00	\$0.00	\$157,000.00	\$0.00
Total Fringe	\$6,000.00	\$0.00	\$6,000.00	\$0.00
- Total OTPS	\$62,000.00	\$0.00	\$62,000.00	\$0.00
Operations, Support and Equipment	\$4,900.00	\$0.00	\$4,900.00	\$0.00
Utilities	\$4,000.00	\$0.00	\$4,000.00	\$0.00
Professional Services	\$2,100.00	\$0.00	\$2,100.00	\$0.00
Rent and Occupancy	\$30,000.00	\$0.00	\$30,000.00	\$0.00
Contracted Services	\$21,000.00	\$0.00	\$21,000.00	\$0.00
Total Rate Based	\$25,000.00	\$0.00	\$25,000.00	\$0.00
Total Milestone Based	\$30,000.00	\$0.00	\$30,000.00	\$0.00
Unallocated Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total Indirect Costs				
Indirect Rate 7.14 %				
Total Indirect Costs	\$20,000.00	\$0.00	\$20,000.00	\$0.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$40,000.00	\$0.00	\$40,000.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$340,000.00	\$0.00	\$340,000.00	\$0.00

The Budget Summary lists the approved FY Budget, YTD Invoiced Amount, Remaining Amount and Invoice Amount.

9. Next, click on the “Personnel Services” tab.

To view details on how the budget is broken down, and to invoice by line, view each individual tab.

Fy2015 \$300,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent
 Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$0.00
Total Salary:	\$0.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	Remaining Amount	Invoice Amount
- Salaried Employees Total		\$155,000.00	\$0.00
Administrator	1	\$40,000.00	\$0.00
Case Planner/Worker	3	\$90,000.00	\$0.00
Case Manager Supervisor	.3	\$25,000.00	\$0.00
Outreach Specialist	13	\$0.00	\$0.00
Coordinator	1	\$0.00	\$0.00

Page 1 of 2

Hourly Employees	Hours/Year	Remaining Amount	Invoice Amount
- Hourly Employees Total		\$2,000.00	\$0.00
Actor	200	\$2,000.00	\$0.00

Page 1 of 1

Seasonal Employees	Hours/Year	Remaining Amount	Invoice Amount
+ Seasonal Employees Total		\$0.00	\$0.00

Fringe Benefits	Remaining Amount	Invoice Amount
Fringe Total	\$6,000.00	\$0.00

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10. Click on the “+” symbol next to the Salaried Employees Total row to expand the grid.

Fy2015 \$300,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent
 Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$0.00
Total Salary:	\$0.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	Remaining Amount	Invoice Amount
- Salaried Employees Total		\$155,000.00	\$0.00
Administrator	1	\$40,000.00	4000.00
Case Planner/Worker	3	\$90,000.00	\$0.00
Case Manager Supervisor	.3	\$25,000.00	\$0.00
Outreach Specialist	13	\$0.00	\$0.00
Coordinator	1	\$0.00	\$0.00

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11. For the lines your organization would like to invoice for, double click and enter a value in the “Invoice Amount” box.

12. Click “Save”.

Repeat steps to invoice for additional Salaried Employees, Hourly Employees, Seasonal Employees and Fringe.

- Budget Summary
- Personnel Services**
- Operations & Support
- Utilities
- Professional Services
- Rent
- Contracted Services
- Rate
- Milestone
- Unallocated Funds
- Indirect Rate
- Program Income

Personnel Services

Total Salary & Fringe:	\$16,600.00
Total Salary:	\$16,400.00
Total Fringe:	\$200.00 (1.22%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	Remaining Amount	Invoice Amount
- Salaried Employees Total		\$155,000.00	\$16,000.00
Administrator	1	\$40,000.00	\$4,000.00
Case Planner/Worker	3	\$90,000.00	\$9,000.00
Case Manager Supervisor	.3	\$25,000.00	\$3,000.00
Outreach Specialist	13	\$0.00	\$0.00
Coordinator	1	\$0.00	\$0.00

Page 1 of 2

Hourly Employees	Hours/Year	Remaining Amount	Invoice Amount
- Hourly Employees Total		\$2,000.00	\$400.00
Actor	200	\$2,000.00	\$400.00

Page 1 of 1

Seasonal Employees	Hours/Year	Remaining Amount	Invoice Amount
+ Seasonal Employees Total		\$0.00	\$0.00

Fringe Benefits	Remaining Amount	Invoice Amount
Fringe Total	\$6,000.00	\$200.00

13. Next, click on the “Operations & Support” tab.

Budget Summary Personnel Services **Operations & Support** Utilities Professional Services Rent
 Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Operations and Support

Invoice Total Operations, Support and Equipment : \$0.00
 Total YTD Invoiced Amount : \$0.00

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Operations and Support	Remaining Amount	Invoice Amount
- Operations and Support	\$4,900.00	\$0.00
Office Supplies	\$200.00	\$0.00
Facilities Repairs & Maintenance	\$300.00	\$0.00
Safety and Health	\$400.00	\$0.00
Waste & Recycling Removal	\$500.00	\$0.00
Staff Transportation	\$500.00	\$0.00
Staff Training	\$0.00	\$0.00
Postage	\$0.00	\$0.00
Recruitment and Advertising (Client)	\$0.00	\$0.00
Liability, Property, and Other Insurance	\$0.00	\$0.00
Vehicle Insurance	\$1,000.00	\$0.00
Vehicle Operations and Maintenance	\$0.00	\$0.00
Real Estate Tax	\$0.00	\$0.00
Bank Charges	\$0.00	\$0.00
Printing	\$0.00	\$0.00
Client Transportation	\$0.00	\$0.00
Client Supplies & Activities	\$0.00	\$0.00
Client Stipends	\$0.00	\$0.00
Incentive Payments/Bonus	\$0.00	\$0.00
Prepared Meals	\$2,000.00	\$0.00
Raw Food	\$0.00	\$0.00
Other	\$0.00	\$0.00

Operations & Support and Equipment includes Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies and the rental, lease, repair and maintenance of office/programmatic equipment utilized in the program's operation. Also include any other operating costs that cannot be classified in any other category.

14. Click on the “+” symbol next to the Operations and Support row to expand the grid.

- Budget Summary
- Personnel Services
- Operations & Support
- Utilities
- Professional Services
- Rent
- Contracted Services
- Rate
- Milestone
- Unallocated Funds
- Indirect Rate
- Program Income

OTPS - Operations and Support

Invoice Total Operations, Support and Equipment : \$130.00
Total YTD Invoiced Amount : \$0.00

Operations and Support	Remaining Amount	Invoice Amount
Operations and Support	\$4,900.00	\$130.00
Office Supplies	\$200.00	\$100.00
Facilities Repairs & Maintenance	\$300.00	\$30.00
Safety and Health	\$400.00	40.00
Waste & Recycling Removal	\$500.00	\$0.00
Staff Transportation	\$500.00	\$0.00
Staff Training	\$0.00	\$0.00
Postage	\$0.00	\$0.00
Recruitment and Advertising (Client)	\$0.00	\$0.00
Liability, Property, and Other Insurance	\$0.00	\$0.00
Vehicle Insurance	\$1,000.00	\$0.00
Vehicle Operations and Maintenance	\$0.00	\$0.00
Real Estate Tax	\$0.00	\$0.00
Bank Charges	\$0.00	\$0.00
Printing	\$0.00	\$0.00
Client Transportation	\$0.00	\$0.00
Client Supplies & Activities	\$0.00	\$0.00
Client Stipends	\$0.00	\$0.00
Incentive Payments/Bonus	\$0.00	\$0.00
Prepared Meals	\$2,000.00	\$0.00
Raw Food	\$0.00	\$0.00
Other	\$0.00	\$0.00

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15. For the lines your organization would like to invoice for, double click and enter a value in the **“Invoice Amount”** box and click **“Save”** at the bottom left of the grid.

Repeat steps to invoice for additional Operations and Support items.

Your organization can only enter an Invoice Amount on a line that is less than or equal to the Remaining Amount.

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\$300,000.00

Budget Summary	Personnel Services	Operations & Support	Utilities	Professional Services	Rent
Contracted Services	Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income

OTPS - Operations and Support

Invoice Total Operations, Support and Equipment :	\$870.00
Total YTD Invoiced Amount :	\$0.00

	Operations and Support	Remaining Amount	Invoice Amount
-	Operations and Support	\$4,900.00	\$870.00
	Office Supplies	\$200.00	\$100.00
	Facilities Repairs & Maintenance	\$300.00	\$30.00
	Safety and Health	\$400.00	\$40.00
	Waste & Recycling Removal	\$500.00	\$0.00
	Staff Transportation	\$500.00	\$0.00
	Staff Training	\$0.00	\$0.00
	Postage	\$0.00	\$0.00
	Recruitment and Advertising (Client)	\$0.00	\$0.00
	Liability, Property, and Other Insurance	\$0.00	\$0.00
	Vehicle Insurance	\$1,000.00	\$400.00

The Invoice Total Operations, Support and Equipment will appear in the top section of the tab.

16. Next, click the **“Utilities”** tab.

The remaining steps are for demonstration purposes. Your organization can only invoice on the lines already budgeted. The invoice content has been filled in for this example. In the real world, when you double click, the box will turn yellow.

Utilities relate to costs such as electricity, water, gas and telecommunications.

17. Click on the **“+”** symbol next to the Utilities row to expand the grid.

18. Double click and (if applicable) enter a value in the **“Invoice Amount”** box, and then click **“Save.”**

For example purposes, the screens going forward will have the content filled in. In the real world, when you double click, the box will turn yellow.

19. Next, click the **“Professional Services”** tab.

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\$300,000.00

Budget Summary	Personnel Services	Operations & Support	Utilities	Professional Services	Rent
Contracted Services	Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income

OTPS - Utilities

	Utilities	Remaining Amount	Invoice Amount
-	Operations and Support	\$4,000.00	\$1,300.00
	Telephone - Land lines	\$500.00	\$100.00
	Electric	\$1,000.00	\$300.00
	Water/Sewer	\$200.00	\$80.00
	Oil - Heating	\$1,900.00	\$800.00
	Gas - Heating	\$300.00	\$0.00
	Security Systems	\$0.00	\$0.00
	Internet Connectivity	\$100.00	\$20.00
	Mobile Phones	\$0.00	\$0.00
	Bundled Communications	\$0.00	\$0.00

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Edit Save Cancel

Professional Services costs are associated with independent entities with professional or technical skills.

20. Click on the “+” symbol next to the Professional Services row to expand the grid.

21. Double click and enter a value in the “Invoice Amount” box, and then click “Save” at the bottom left of the screen.

Repeat steps to invoice for additional Professional Services items.

22. Next, click the “Rent” tab.

Rent and Occupancy includes all rent paid by a program for all sites utilized by that program.

23. Click on the “+” symbol next to the Rent row to expand the grid.

24. Double click and enter a value in the “Invoice Amount” box, and then click “Enter.”

25. Next, click on the “Contracted Services” tab.

Fy2015 \$300,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Professional Services

OTPS Professional Services	Remaining Amount	Invoice Amount
- Professional Services	\$2,100.00	\$530.00
Accounting Costs	\$1,000.00	\$200.00
Legal Costs	\$100.00	\$30.00
Audit Expense	\$1,000.00	\$300.00
Other	\$0.00	\$0.00

Edit Save Cancel

Fy2015 \$300,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Remaining Amount	Invoice Amount
- Rent					\$30,000.00	\$3,000.00
140 Hoyt, BK	ABC Company	Jane Smith	No	100.00%	\$30,000.00	\$3,000.00

26. Click on the “+” symbol next to the Contracted Services row to expand the grid.

27. Double click and enter a value in the “Invoice Amount” box, and “Save” at the bottom left of the grid.

Repeat steps to invoice for additional Contracted Services items.

28. Next, click on the “Rate” tab.

Rate based cost indicate the unit rate and number of units of service associated with the program.

29. Click on the “+” symbol next to the Rate row to expand the grid.

30. Double click and enter a value in the “Invoice Amount” box, and then click “Save” at the bottom left of the grid.

31. Next, click on the “Milestone” tab.

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Consultants		\$15,000.00	\$3,000.00
Security Company	Provides security	\$15,000.00	\$3,000.00
- Sub-Contractors		\$6,000.00	\$200.00
Fictional Provider	Front-Line Counseling	\$6,000.00	\$200.00
+ Vendors		\$0.00	\$0.00

Rate	#Units	Remaining Amount	Invoice Amount
- Unit Description		\$25,000.00	\$15,000.00
# of Children Served	100	\$25,000.00	\$15,000.00

Milestone costs are typically an achievement set forth in the Request for Proposals (RFP). When a milestone is complete, and an invoice is submitted, the Agency will make a payment.

32. Click on the “+” symbol next to the Milestone row to expand the grid.

33. Double click and enter a value in the “Invoice Amount” box, and then click “Enter.”

34. Click on the “Unallocated Funds” tab.

Unallocated Funds are infrequently used, and usually at the request of the Agency. This tab would be used to budget funds that cannot be allocated elsewhere in the budget.

In this example, there are no Unallocated Funds budgeted.

35. Click on the “Indirect Rate” tab.

Milestone	Remaining Amount	Invoice Amount
- Milestone	\$30,000.00	\$20,000.00
Make Housing Placements	\$30,000.00	\$20,000.00

Unallocated Funds	Remaining Amount	Invoice Amount
- Unallocated Funds Total	\$0.00	
Unallocated Funds	\$0.00	

Indirect Rate costs are related to administrative overhead incurred by a provider operating several programs. Please review Agency fiscal manuals for guidance on maximum allowable indirect rates.

Typically an overhead rate must be substantiated by an organization's Audited Financial Statement.

36. Click on the “+” symbol next to the Indirect Rate row to expand the grid.

37. Double click and enter a value in the “Invoice Amount” box, and then click “Save” at the bottom left of the grid.

38. Next, click on the “Program Income” tab.

36

38

37

Total Indirect Costs	Remaining Amount	Invoice Amount
- Indirect Costs Total	\$20,000.00	\$3,000.00
Indirect Costs	\$20,000.00	\$3,000.00

Edit Save Cancel

Program Income is used to list income the program receives. This could be client fees or contributions, earned revenue, In-Kind contribution, private match, or grant funds to support the program.

In the budget, your organization anticipated what the Program Income would be. For each invoice that your organization submits, input the actual amount of funds raised.

39. Click on the “+” symbol next to the Program Income row to expand the grid.

40. Double click and enter a value in the “Invoice Amount” box, and then click “Save” at the bottom left of the grid.

41. Next, click on the “Budget Summary” tab.

Program Title	Remaining Amount	Income
- Program Income	\$40,000.00	\$4,000.00
Program Fees/Earned Revenue	\$0.00	\$0.00
Provider Contribution	\$0.00	\$0.00
Client Contribution	\$0.00	\$0.00
In-Kind Contribution	\$0.00	\$0.00
Private Match	\$40,000.00	\$4,000.00
Grant Funds	\$0.00	\$0.00
Other	\$0.00	\$0.00

Fy2015 \$300,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent |
 Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	Invoice Amount
- Total City Funded Budget	\$300,000.00	\$0.00	\$300,000.00	\$63,500.00
Total Direct Costs	\$280,000.00	\$0.00	\$280,000.00	\$60,500.00
- Total Salary and Fringe	\$163,000.00	\$0.00	\$163,000.00	\$16,600.00
Total Salary	\$157,000.00	\$0.00	\$157,000.00	\$16,400.00
Total Fringe	\$6,000.00	\$0.00	\$6,000.00	\$200.00
- Total OTPS	\$62,000.00	\$0.00	\$62,000.00	\$8,900.00
Operations, Support and Equipment	\$4,900.00	\$0.00	\$4,900.00	\$870.00
Utilities	\$4,000.00	\$0.00	\$4,000.00	\$1,300.00
Professional Services	\$2,100.00	\$0.00	\$2,100.00	\$530.00
Rent and Occupancy	\$30,000.00	\$0.00	\$30,000.00	\$3,000.00
Contracted Services	\$21,000.00	\$0.00	\$21,000.00	\$3,200.00
Total Rate Based	\$25,000.00	\$0.00	\$25,000.00	\$15,000.00
Total Milestone Based	\$30,000.00	\$0.00	\$30,000.00	\$20,000.00
Unallocated Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total Indirect Costs	\$20,000.00	\$0.00	\$20,000.00	\$3,000.00
Indirect Rate 7.14 %				
Total Program Income (Excluded from City Funded Budget: Not Invoiced)	\$40,000.00	\$0.00	\$40,000.00	\$4,000.00
Total Program Budget (City Funded Budget + Program Income)	\$340,000.00	\$0.00	\$340,000.00	\$67,500.00

42

From the Budget Summary tab, the overall budget and invoice is displayed.

42. To review additional details about the budget breakdown, click on the “+” symbol next to the Total City Funded Budget row to expand the grid.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2014	06/30/2015	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00

Invoice Information

Invoice Number: 140400040
 Provider Invoice Number: HFJS29S
 Service Date From: 07/01/2014
 Invoice Submission Date: N/A

Agency Invoice Number:
 Service Date To: 07/31/2014
 Invoice Approved Date: N/A

Description	Amount
Invoice Total	\$63,500.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$63,500.00

Fy2015 \$300,000.00

Documents 43

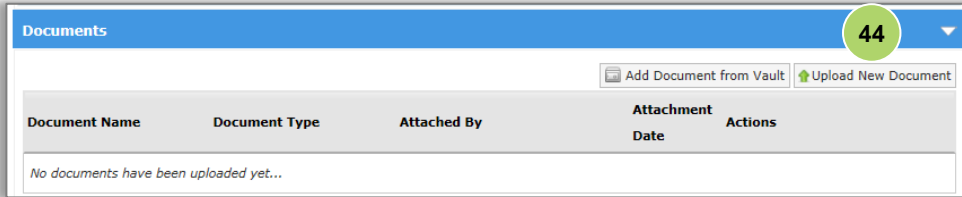
Advances

Assignments

Comments | View Comments History |

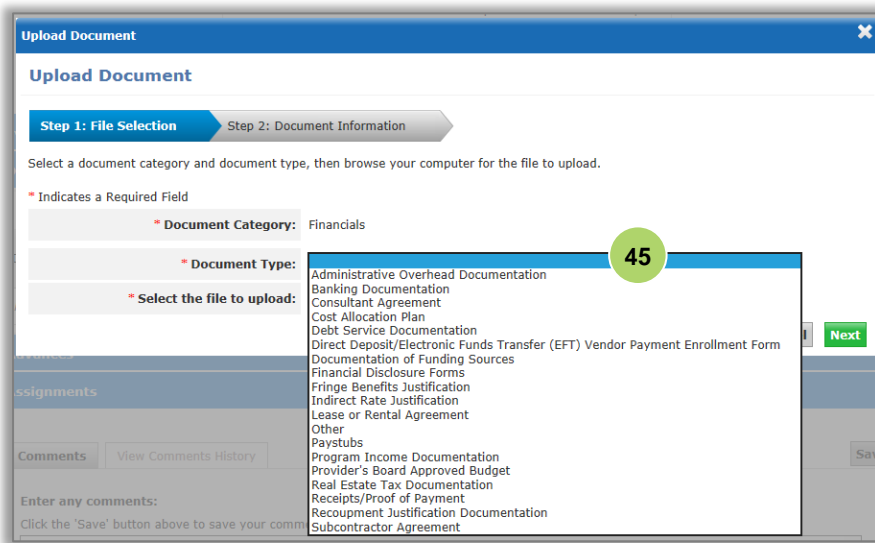
Enter any comments:
 Click the 'Save' button above to save your comments.

43. Next, click on the “Documents” blue header to open the documents section.



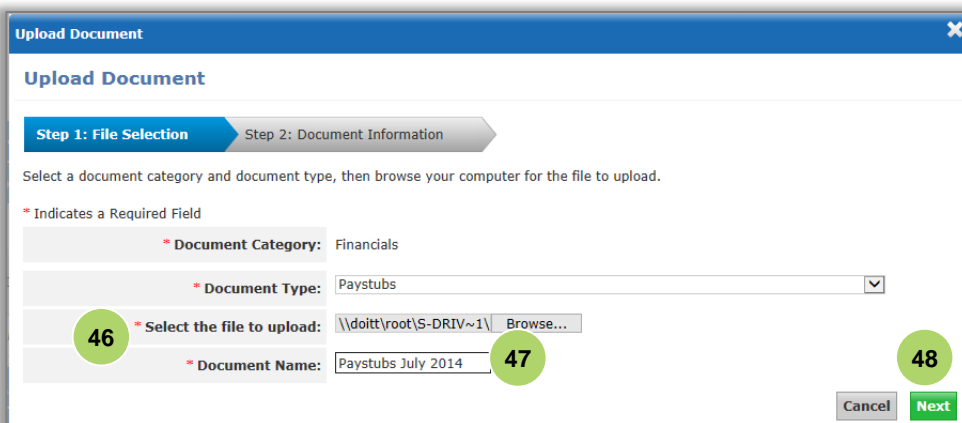
For this example, you will upload a document. The Documents feature allows Providers to attach and submit supplementary and supporting information with the invoices.

44. Click on the “**Upload New Document**” button.



45. Select the “**Document Type.**”

Potential documents requested for invoices include, but are not limited to, expense justifications, receipts, Consultant invoice, and subcontractor agreements.



46. Click the “**Browse**” button and select the document.

47. Enter the “**Document Name.**”

The document name can't be the same as previous documents.

48. Click “**Next.**”

Upload Document

Upload Document

Step 1: File Selection **Step 2: Document Information**

Please enter required Document Information, if applicable, and confirm the existing information. Note: if this is replacing an existing document, any sharing privileges will be applied to this document.

Document Category: Financials

Document Type: Paystubs

Document Name: Paystubs July 2014

File Type: PDF

49

Cancel Back **Upload Document**

49. Click **“Upload Document.”**

Documents

✓ Document uploaded successfully

Add Document from Vault Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Paystubs July 2014	Paystubs	John Doe	04/16/2014	I need to...

A green message bar will appear stating that the **“Document uploaded successfully.”**

Fy2015 \$300,000.00

Documents

Add Document from Vault Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Attendees-10875818867	Lease or Rental Agreement	John Doe	04/16/2014	I need to...
Paystubs July 2014	Paystubs	John Doe	04/16/2014	I need to...

50

Advances

Assignments

Upload any remaining documents to the invoices.

50. Next, click on the **“Advances”** blue header to open the advances widget.

Advances

Advances	Advance Request Date	Status	Amount	YTD Recoupment Amount	YTD Recoupment %	Invoice Recoupment Amount
Overall			\$30,000.00	\$0.00	0.00%	\$0.00
Start Up Funds	04/16/2014	Pending Approval	\$30,000.00	\$0.00	0.00%	\$0.00

Page 1 of 1

If your organization has an approved Advance, it can be tracked from this section of the invoice.

When the Agency reviews the invoice, they will recoup Advances based on the agreed to recoupment schedule. This is established by the Agency.

Advances						
Advances	Advance Request Date	Status	Amount	YTD Recoupment Amount	YTD Recoupment %	Invoice Recoupment Amount
- Overall			\$30,000.00	\$0.00	0.00%	\$0.00
Start Up Funds	04/16/2014	Pending Approval	\$30,000.00	\$0.00	0.00%	\$0.00

Page 1 of 1

51. Next, click on the **“Assignments”** blue header to open the assignments widget.

Assignments		
Assignments	YTD Assignment Amount	Invoice Amount
+ Assignments	\$0.00	\$0.00

[Add Assignee](#)

Comments [View Comments History](#) 53 [Save](#)

Enter any comments:
Click the 'Save' button above to save your comments.

When reviewing the invoice, the Agency will add any Assignments for the funds they have previously agreed to.

52. Next, enter **“Comments”** that you would like the Agency to receive with your invoice submission.

53. Click **“Save.”**

Contract Invoicing [Return to Invoice List](#) Status: Pending Submission

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10220201407
Procurement/Contract Title: PROV - Finance ACS #11	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: UAT1000	Contract Amount: \$1,000,000.00
Award E-PIN: UAT1000	Program Name: Universal Pre-Kindergarten Services (UPK): Child Care

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2014	06/30/2015	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00

Invoice Information

Invoice Number: 140400040	Agency Invoice Number: <input type="text"/>
Provider Invoice Number: <input type="text" value="HFJS29S"/>	Service Date From: <input type="text" value="07/01/2014"/>
Service Date To: <input type="text" value="07/31/2014"/>	Invoice Approved Date: N/A
Invoice Submission Date: N/A	

Description	Amount
Invoice Total	\$63,500.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$63,500.00

54
Save
Submit

54. Once your invoice is complete, click **“Submit.”**

Confirm Submission ✕

Submit Invoice

Are you sure you want to submit this Invoice?

I agree to submit this Invoice to the Agency for review.

55 * User Name: 56

55 * Password: 57

No, do NOT submit this Invoice
Yes, submit this Invoice

55. Select the box to indicate that you agree to submit the Invoice to the Agency for review.

56. Enter your **“User Name”** and **“Password”** as your signature.

57. Click **“Yes, submit this Invoice”** at the bottom of the screen.

The screenshot shows the NYC HHS Accelerator interface. At the top, there are navigation tabs for Organization Information, Document Vault, Applications, Procurements, and Financials. A green message bar at the top states: "Contract Invoice has been successfully submitted and will be reviewed by the Agency." Below this, the "Contract Invoicing" section is active, showing a "Return to Invoice List" link and a status of "Pending Approval".

Contract Information	
Agency:	Administration for Children's Services (ACS)
CT#:	CT10220201407
Procurement/Contract Title:	PROV - Finance ACS #11
Contract Start Date:	07/01/2014
Provider:	Training Provider 1
Contract End Date:	06/30/2017
Procurement E-PIN:	UAT1000
Contract Amount:	\$1,000,000.00
Award E-PIN:	UAT1000
Program Name:	Universal Pre-Kindergarten Services (UPK): Child Care

A green message bar will confirm that your invoice was successfully submitted and will be reviewed by the Agency.

Once the invoice is approved by the Agency, review the invoice to see which advances and assignments will be recouped and what funds will be paid to your organization.

Once your invoice has been submitted, the Invoice Status will change to Pending Approval.

The issuing Agency will approve the invoice or return it for revision. You will receive notifications and alerts in the system and in your email inbox, if actions are required by your organization.

To print the invoice, expand the items on each budget/invoice tab. Use the printing option for your Internet Browser and print each tab.

Revise an Invoice

If your invoice is returned for revisions, your organization must make the appropriate revisions and resubmit the invoice.

1. Please note that each time you sign in, click on the **“Refresh”** icon in the Financials section of the homepage.
2. Click on the number hyperlink for **“Invoices Returned for Revision.”**
3. Select **“View”** from the Action menu for the invoice you would like to view.

The screenshot shows the Provider Homepage with the following data:

Section	Count / Status																								
Document Vault	23 Documents in your Document Vault																								
Alerts	133 Alerts remaining in your Alerts inbox 0 User account requests requiring action																								
Application	Your Current Organization Status: Approved Your Business Application Status: Approved Your organization has 0 pending Service Applications Your organization has 2 approved Service Applications																								
Procurements	0 RFPs you're eligible for will be released within 30 days 0 RFPs you're eligible for have due dates within 30 days 2 RFPs with draft or submitted proposals 0 RFPs with proposals determined eligible for award																								
Financials	<table border="1"> <thead> <tr> <th>Count</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>43</td> <td>Contracts pending registration</td> </tr> <tr> <td>50</td> <td>Active Budgets</td> </tr> <tr> <td>43</td> <td>Budgets pending submission</td> </tr> <tr> <td>2</td> <td>Budgets pending approval</td> </tr> <tr> <td>1</td> <td>Budgets returned for revision</td> </tr> <tr> <td>5</td> <td>Modifications and Updates pending submission</td> </tr> <tr> <td>1</td> <td>Modifications and Updates pending approval</td> </tr> <tr> <td>0</td> <td>Modifications and Updates returned for revision</td> </tr> <tr> <td>3</td> <td>Invoices pending submission</td> </tr> <tr> <td>4</td> <td>Invoices pending approval</td> </tr> <tr> <td>1</td> <td>Invoices returned for revision</td> </tr> </tbody> </table>	Count	Description	43	Contracts pending registration	50	Active Budgets	43	Budgets pending submission	2	Budgets pending approval	1	Budgets returned for revision	5	Modifications and Updates pending submission	1	Modifications and Updates pending approval	0	Modifications and Updates returned for revision	3	Invoices pending submission	4	Invoices pending approval	1	Invoices returned for revision
Count	Description																								
43	Contracts pending registration																								
50	Active Budgets																								
43	Budgets pending submission																								
2	Budgets pending approval																								
1	Budgets returned for revision																								
5	Modifications and Updates pending submission																								
1	Modifications and Updates pending approval																								
0	Modifications and Updates returned for revision																								
3	Invoices pending submission																								
4	Invoices pending approval																								
1	Invoices returned for revision																								

The screenshot shows the Financials page with the following data:

Contract List	Budget List	Invoice List	Payment List												
<p>Invoice List</p> <p>Listed below are the invoices for your organization.</p> <p>Filter Invoices <input type="text"/> Invoices: 1</p> <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Date Submitted</th> <th>Date Approved</th> <th>Value(\$)</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>140200032</td> <td>02/20/2014</td> <td>N/A</td> <td>150,000</td> <td>Returned for Revision</td> <td>View Withdraw</td> </tr> </tbody> </table> <p>Invoices: 1</p>				Invoice Number	Date Submitted	Date Approved	Value(\$)	Status	Action	140200032	02/20/2014	N/A	150,000	Returned for Revision	View Withdraw
Invoice Number	Date Submitted	Date Approved	Value(\$)	Status	Action										
140200032	02/20/2014	N/A	150,000	Returned for Revision	View Withdraw										

Contract Invoicing

[Return to Invoice List](#) ?

Status: Returned for Revision

Contract Information

Agency:	Administration for Children's Services (ACS)	CT#:	CT10220201410
Procurement/Contract Title:	PROV - Finance ACS #14b	Contract Start Date:	07/01/2014
Provider:	Training Provider 1	Contract End Date:	06/30/2017
Procurement E-PIN:	UAT1113	Contract Amount:	\$1,000,000.00
Award E-PIN:	UAT1113	Program Name:	Universal Pre-Kindergarten Services (UPK): Head Start

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2014	06/30/2015	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00

Invoice Information

Invoice Number:	140200032	Agency Invoice Number:	
Provider Invoice Number:	ATHD20202	Service Date To:	07/31/2014
Service Date From:	07/01/2014	Invoice Approved Date:	N/A
Invoice Submission Date:	02/20/2014		

Description	Amount
Invoice Total	\$150,000.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$150,000.00

[Save](#) [Submit](#)

FY2015	\$300,000.00	◀
Documents		◀
Advances		◀
Assignments		◀

4

Comments

[View Comments History](#)

[Save](#)

Enter any comments:

Click the 'Save' button above to save your comments.

- Click **“View Comments History”** tab to see why the Agency returned the invoice for revisions.

- Review the Agency comments on the invoice.

In this example, Agency comments request revisions for “Personnel Services.” Review comments thoroughly and then proceed to edit invoice details in the appropriate tab(s).

Comments		View Comments History	
Comment History:			
Type	Detail	User	Date/Time
Status Change	Status Changed from 'Pending Approval' to 'Returned for Revision'	ACS FINANCIALSTAFF	02/20/2014 15:27 EST
Agency Comment	5 You should not expense your entire salary budget for one invoice period (month). It should be paid out in increments throughout the year.	ACS FINANCIALSTAFF	02/20/2014 15:27 EST
Status Change	Status Changed from 'Pending Submission' To 'Pending Approval'	John A Doe	02/20/2014 15:05 EST

- Click on the first blue bar to expand the “Budget Summary” section.

- Then, click on the “Personnel Services” tab.

FY2015		6		7		\$300,000.00	
Budget Summary		Personnel Services	Operations & Support	Utilities	Professional Services	Rent	
Contracted Services	Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income		
Budget Summary							
Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	Invoice Amount			
+ Total City Funded Budget	\$300,000.00	\$0.00	\$300,000.00	\$150,000.00			
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00			
Total Program Budget (City Funded Budget + Program Income)	\$300,000.00	\$0.00	\$300,000.00	\$150,000.00			

FY2015 \$300,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$150,000.00
Total Salary:	\$150,000.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	Remaining Amount	Invoice Amount
+ Salaried Employees Total		\$200,000.00	\$150,000.00

Hourly Employees	Hours/Year	Remaining Amount	Invoice Amount
+ Hourly Employees Total		\$2,000.00	\$0.00

Seasonal Employees	Hours/Year	Remaining Amount	Invoice Amount
+ Seasonal Employees Total		\$0.00	\$0.00

Fringe Benefits	Remaining Amount	Invoice Amount
Fringe Total	\$0.00	\$0.00

✓ Edit Save Cancel

8. Click on the “+” symbol next to Salaried Employees Total.

FY2015 \$300,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$150,000.00
Total Salary:	\$150,000.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	Remaining Amount	Invoice Amount
- Salaried Employees Total		\$200,000.00	\$150,000.00
Child Care Provider	10	\$150,000.00	12000.00 x
After School Program Director	1	\$50,000.00	\$0.00

10 Save Cancel Page 1 of 1

9. Double click on the existing row Salaried Employee to activate it and enter the adjusted value in the “Invoice Amount” box.

10. Click “Save.”

FY2015 **11** \$300,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent
 Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$12,000.00
Total Salary:	\$12,000.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	Remaining Amount	Invoice Amount
Salaried Employees Total		\$200,000.00	\$12,000.00
Child Care Provider	10	\$150,000.00	\$12,000.00
After School Program Director	1	\$50,000.00	\$0.00

Page 1 of 1

11. Once you have made your change. Click **“Budget Summary”** to confirm.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2014	06/30/2015	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00

Invoice Information

Invoice Number: 140200032
 Provider Invoice Number: ATHD20202
 Service Date From: 07/01/2014
 Invoice Submission Date: 02/20/2014

Agency Invoice Number:
 Service Date To: 07/31/2014
 Invoice Approved Date: N/A

Description	Amount
Invoice Total	\$12,000.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$12,000.00

12 **13**
 Save Submit

12. Click **“Save.”**
 13. Next, click **“Submit.”**

FY2015 \$300,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent
 Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Budget Summary

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	Invoice Amount
+ Total City Funded Budget	\$300,000.00	\$0.00	\$300,000.00	\$12,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$300,000.00	\$0.00	\$300,000.00	\$12,000.00

14. Select the box to indicate that you agree to submit the Invoice to the Agency for review.

15. Enter your “**User Name**” and “**Password**” as your signature.

16. Click “**Yes, submit this Invoice**” at the bottom of the screen.

Confirm Submission

Submit Invoice

Are you sure you want to submit this Invoice?

I agree to submit this Invoice to the Agency for review.

* User Name:

* Password:

A green message bar will confirm that your invoice was successfully submitted and will be reviewed by the Agency.

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | Financials

Welcome: John A Doe, Training Provider 1

✓ Contract Invoice has been successfully submitted and will be reviewed by the Agency.

[Return to Invoice List](#)

Status: Pending Approval

Contract Invoicing

Agency: Administration for Children's Services (ACS)	CT#: CT10220201410
Procurement/Contract Title: PROV - Finance ACS #14b	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: UAT1113	Contract Amount: \$1,000,000.00
Award E-PIN: UAT1113	Program Name: Universal Pre-Kindergarten Services (UPK): Head Start



Your organization can delete invoices that are Pending Submission and can withdraw invoices that have been Returned for Revisions. This can be managed from the Invoice List in the Financials tab.

Monitoring the Status of a Payment

View your Organization's Payment List

The Payment List displays your organization's Health and Human Services payments that have been generated in the system. The Payment List is located in the Financials section of the HHS Accelerator System. To access the Payment List, click the Financials tab, then click the Payment List tab. The Payment List reflects current information from New York City's financial management system, FMS. Information is updated nightly.

The screenshot shows the NYC HHS Accelerator interface. At the top, there is a navigation bar with tabs for Organization Information, Document Vault, Applications, Procurements, and Financials. The 'Financials' tab is active. Below the navigation bar, there is a sub-menu with tabs for Contract List, Budget List, Invoice List, and Payment List. The 'Payment List' tab is selected. Below the sub-menu, there is a 'Filter Payments' dropdown and a 'Payments: 1' indicator. A table lists payment details with columns: Procurement/Contract Title, Payee Name, CT#, Payment Voucher Number, Value(\$), Disbursement Number, and Date Disbursed. A single payment entry is shown for 'Prov Demo - ACS Residential Care 5'.

a.	Click on the Payment List tab to access the Payment List.
b.	Click on the Filter Payment button to change which payments are displayed.
c.	Number of payments displayed based on applied filters.
d.	Procurement/Contract Title is listed.
e.	Agency Payee Name is listed.
f.	Contract Number (CT#) for each payment is listed.
g.	Payment Voucher Number is listed.
h.	Value (\$) of each payment is listed.
i.	Disbursement Number of each payment.
j.	Date Disbursed for each payment.

Filter Payments

Filtering allows you to target your search and quickly modify payments displayed on the Payment List. After you click the “Filter Payments” button, the filter menu displays with a number of options for modifying displayed payments. To adjust your filtered options, you must uncheck relevant boxes.

The screenshot shows the NYC HHS Accelerator Financials interface. The 'Financials' tab is active, and the 'Payment List' sub-tab is selected. A filter menu is open, allowing users to refine their search. The filter menu includes fields for Procurement/Contract Title, Agency (set to 'All NYC Agencies'), Program Name, CT#, Fiscal Year, Payment Voucher Number, Disbursement Number, Payment Value From(\$), and Date Disbursed From. The Payment List table displays one payment with a value of 1,000.00.

Payment Voucher Number	Value(\$)	Disbursement Number	Date Disbursed
141200006A1	1,000.00	201309250831063	12/10/2013

- a. Payment Value From (\$) allows your organization to filter payments by value range.
- b. Date Disbursed From allows your organization to view payments that fall into a defined date range.



To see which payment is related to which invoice, look at the Payment Voucher Number. It is based off the Invoice Number, with an additional letter and number added to the end. Remove those final two digits, and you have the Invoice Number. For example, if the Payment Voucher Number is “141200006A1,” then the invoice number would be “141200006.”