



**HHS Accelerator:
Invoices and Payments**

Table of Contents

Introduction to HHS Accelerator and Financials	3
Monitoring the Status of an Invoice	5
View Invoices Listed in HHS Accelerator	5
Stages of an Invoice	6
Filter Invoices	7
Submit an Invoice	8
Using Credits in an Invoice.....	30
Print an Invoice.....	31
Revise an Invoice.....	34
Monitoring the Status of a Payment	38
View your Organization's Payment List	40
Filter Payments	41

Introduction to HHS Accelerator and Financials

The Health and Human Services (HHS) Accelerator System is the City’s online system to simplify and speed the contract process for health and human services providers that deliver services directly to clients and communities. Through a collaborative process with providers, redundant paper-based requirements were removed, processes reengineered, and contract documents standardized – freeing up resources for mission-focused activities.

Agencies now release all Health and Human Services Request for Proposals (RFP) through the HHS Accelerator System. Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit proposals after procurements are released.

The HHS Accelerator System also has the functionality to manage financials electronically. Providers can manage budgets, invoices and payments in the system. HHS Accelerator Financials enables a paperless process and facilitates increased accuracy in accounting.

The City of New York is phasing in the use of this module and participating organizations will receive notification when it is time to use HHS Accelerator Financials.

HHS Accelerator Financials standardizes financials for health and human services contracts across the eleven participating Agencies. The system provides:


- A standard budget template
- A common interface for City Agencies and Providers to conduct budget transactions
- Agencies use the same process to configure/modify/amend budgets, invoices and payments
- A more holistic picture of contract data and financials for HHS Accelerator Agencies.

Financials on the Provider Homepage

After logging in, the first page that you will encounter is the Provider Homepage.

Below the main buttons and navigation icons is a dashboard that gives an overview of the Document Vault, Alerts, Application (status), Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance. From the homepage, your organizations can use the financial links on the dashboard to access key financial functions, or can use the main Financials tab at the top of the page.



When you log into the HHS Accelerator System, at first it will appear as if procurement and financial statistics are unavailable. In order to see the tasks and statistics, you must press the refresh  icon, located on the solid blue band.

a.	Select the “Financials” tab to access the HHS Accelerator Financials.
b.	Contracts pending registration for your organization are listed.
c.	Active budgets for your organization are listed.
d.	Budgets pending submission for your organization are listed.
e.	Budgets pending approval by the funding Agency.
f.	Budgets returned for revision that your organization needs to address.
g.	Modifications and Updates pending submission by your organization.
h.	Modifications and Updates pending approval by the funding Agency.
i.	Modifications and Updates returned for revision by the funding Agency.
j.	Invoices pending submission by your organization.
k.	Invoices pending approval by the funding Agency.
l.	Invoices returned for revisions by an Agency.

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.

The screenshot shows the NYC HHS Accelerator interface. The 'Financials' tab is active, and the 'Invoice List' sub-tab is selected. A table lists several invoices with their respective details and actions.

Agency	Invoice Number	Date Submitted	Date Approved	CT#	Value(\$)	Status	Action
ACS	140500005	05/16/2014	N/A	CT300000046	92,221.00	Returned for Revision	View Withdraw
DHS	150300002	Not Submitted	N/A	CT300000135	14,150.00	Pending Submission	View Delete
DHS	150300001	Not Submitted	N/A	CT300000135	0.00	Pending Submission	View Delete
ACS	140500056	05/21/2014	N/A	CT300000051	88,340.00	Pending Approval	View
ACS	140500053	05/16/2014	N/A	CT300000112	75,001.00	Pending Approval	View
ACS	140500052	05/16/2014	N/A	CT300000111	75,000.00	Pending Approval	View
DOP	140500051	05/16/2014	N/A	CT300000148	83,173.00	Pending Approval	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 Invoice is Submitted is listed.
e.	Date Invoice Approved is listed.
f.	Click on the CT# to navigate to the Contract Budget
g.	Value (\$) of the Invoice is listed.
h.	The Status of the Invoice is displayed. Statuses include Returned for Revision, Pending Submission, Pending Approval, Approved, Withdrawn, Pending Approval, and Suspended.

i. 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. Once withdrawn the invoice cannot be resubmitted.



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

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 a number of options for filtering 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 Financials interface. The 'Invoice List' tab is active. A filter menu is open, showing various search criteria. The table below lists several invoices with their respective values and statuses.

CT#	Value(\$)	Status	Action
CT300000046	92,221.00	Returned for Revision	View Withdraw
CT300000135	0.00	Pending Submission	View Delete
CT300000135	14,150.00	Pending Submission	View Delete
CT300000135	0.00	Pending Submission	View Delete
CT300000051	88,340.00	Pending Approval	View
CT300000112	75,001.00	Pending Approval	View
CT300000111	75,000.00	Pending Approval	View
CT300000148	83,173.00	Pending Approval	View
CT300000147	82,818.00	Pending Approval	View
CT300000110	75,000.00	Pending Approval	View
CT300000146	83,138.00	Pending Approval	View
CT300000109	74,999.00	Pending Approval	View
CT300000145	82,591.00	Pending Approval	View
CT300000144	83,165.00	Pending Approval	View

a.	The Contract (CT) 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 statuses can only be selected from the 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.

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

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
© PROV- Finance ACS CT52	ACS	2015	300,000.00	03/18/2014	Active	I need to... I need to... View Budget Submit Invoice Modify Budget Request Advance I need to...
© PROV- Finance ACS CT53	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT55	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT54	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT56	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT57	ACS	2015	300,000.00	03/18/2014	Active	I need to...

Contract Invoicing

[Return to Invoice List](#)

Status: Pending Submission

[Print Invoice](#)

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.

Contract Invoicing

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:** HFJS29S

5 **Service Date From:** 07/01/2014

5 **Service Date To:** 07/31/2014

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

6 **Save** **Submit**

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.

Your work will not save until a Service Date range that falls within current Budget FY is entered.

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: HFJS295

Service Date From: 07/01/2014

Invoice Submission Date: N/A

Agency Invoice Number: [Greyed out]

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

7. 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.

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

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	\$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

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

Site Name	Address 1	Address 2	City	State	Zip Code
Budget Fund Program	000 Water Street		New York	NY	10038

Documents | Advances | Assignments

8

7

- 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	\$20,000.00	\$0.00	\$20,000.00	\$0.00
Indirect Rate 7.14 %				
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

✓ Edit Save Cancel 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

✓ Edit Save Cancel 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

✓ Edit Save Cancel

10

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

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.

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

✓ Edit Save Cancel Page 1 of 2

12

11

- 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

Page 1 of 1

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

Invoice Total Operations, Support and Equipment : \$0.00

Total YTD Invoiced Amount : \$0.00

	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

✓ Edit Save Cancel

14

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.

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

15

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.

16

\$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.

19

\$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

18

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.

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

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

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 - Contracted Services

Total Contracted Services Budget: \$50,000.00

YTD Invoiced Amount: \$0.00

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Consultants		\$50,000.00	\$32,000.00
Fundraising	Grants	\$50,000.00	\$32,000.00

Page 1 of 1

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Sub-Contractors		\$0.00	\$0.00

Page 1 of 0

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Vendors		\$0.00	\$0.00

Page 1 of 0

Tab Comments | **View Comments History**

Comment History:

Type	Detail	User	Date/Time
No Records Found...			

26

27

28

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.

There are two types of comments your organization can submit with the invoice: Tab Level Comment, and General Overall Comments.

Each Budget tab has a Tab Level comment field.

28. To leave a Contracted Services tab level comment, click “**Tab Comments.**”

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 - Contracted Services

Total Contracted Services Budget: \$50,000.00

YTD Invoiced Amount: \$0.00

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Consultants		\$50,000.00	\$32,000.00
Fundraising	Grants	\$50,000.00	\$32,000.00

Page 1 of 1

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Sub-Contractors		\$0.00	\$0.00

Page 1 of 0

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Vendors		\$0.00	\$0.00

Page 1 of 0

Tab Comments | View Comments History

29 Save

Enter any comments:

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

The majority of the contracted services was utilized this month. Please review the detailed Contracted Services justification for additional detail.

29. Complete the “**Tab Comments**” box and click “**Save.**”

30. Next, click on the “**Rate**” 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

Rate

Unit Description	Rate	#Units	Remaining # Units	Invoice Units	Remaining Amount	Invoice Amount
-					\$0.00	\$0.00

31 Page 1 of 0

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

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

32. Next, click on the “**Milestone**” tab.

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.

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

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

35. 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.

36. 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.

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

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

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

Fy2015 \$300,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent | **39**

Contracted Services | Rate | Milestone | Unallocated Funds | **Indirect Rate** | Program Income

Indirect Rate

Indirect Rate: 7.14%

Total Indirect Costs	Remaining Amount	Invoice Amount
- Indirect Costs Total	\$20,000.00	\$3,000.00 38
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 contributions, 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.

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

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

42. 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

43

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

43. 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 44

Advances

Assignments

Comments | View Comments History |

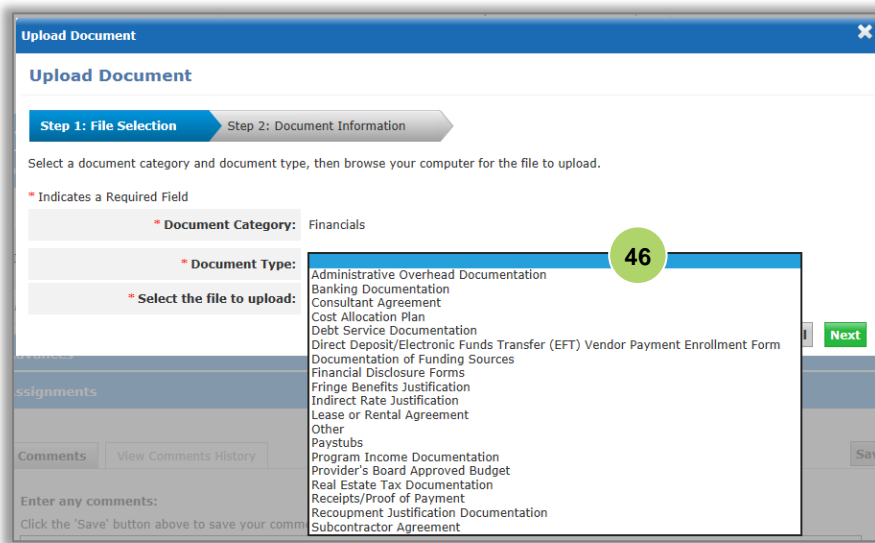
Enter any comments:
 Click the 'Save' button above to save your comments.

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



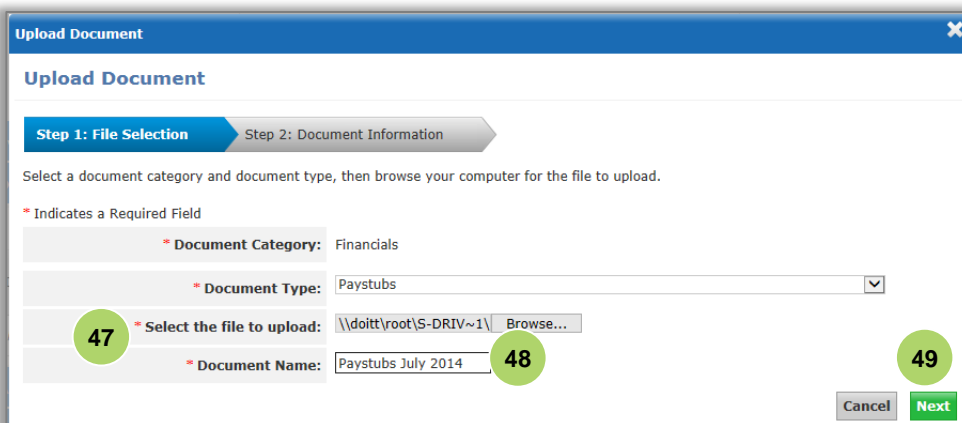
For this example, you will upload a document. The Documents feature allows Providers to attach and submit supplementary and supporting information with the invoices.

- 45. Click on the “**Upload New Document**” button.



- 46. Select the “**Document Type.**”

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



- 47. Click the “**Browse**” button and select the document.

- 48. Enter the “**Document Name.**”

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

- 49. Click “**Next.**”

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

50

Cancel Back **Upload Document**

50. 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...

Advances

Assignments

51

Upload any remaining documents to the invoices.

51. 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

52

52. 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](#) 54 [Save](#)

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

53

54

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

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

54. 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

[Print Invoice](#)

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: HFJS29S	Service Date To: 07/31/2014
Service Date From: 07/01/2014	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

55

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

55. 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.

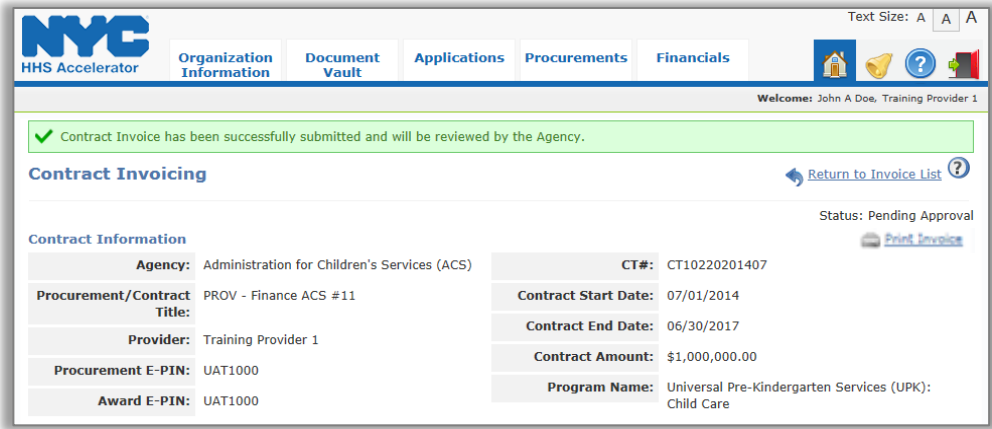
56 57 58

[No, do NOT submit this Invoice](#) [Yes, submit this Invoice](#)

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

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

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



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.

When an invoice is in Pending Approval status, you will not be able to make changes to the invoice. If an agency needs you to modify an invoice they will return the invoice for revisions. See page 31 for details.

Using Credits in an Invoice

Your organization can now more accurately reflect spending. Negative adjustments, commonly called Credits, can be included in your invoices. Requested credits will become available when the associated Invoice and Payment has been Approved.

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 - 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	-50.00
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

Save Cancel

The process to initiate an invoice is the same.

From a new invoice, in addition to invoicing for new items, you can enter credits.

1. For the lines your organization previously invoiced for, double click and enter a negative value in the **“Invoice Amount”** box.

2. Click **“Save.”**

The Invoice total must be greater than \$0 to be able to submit to the Agency.

Print an Invoice

You have the ability to print an invoice in any status. To print an invoice, navigate to the invoice you would like to print and follow the steps below.

Contract Invoicing
[Return to Invoice List](#) ?

1 :: Pending Submission
Print Invoice

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: HFJS29S	Service Date To: 07/31/2014
Service Date From: 07/01/2014	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

Save
Submit

1. Click the **“Print Invoice”** icon on the top right of the screen.

Contract Invoicing Status: Pending Approval

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT300000051
Procurement/Contract Title: AGN - Finance ACS CT21	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: 8061419164	Contract Amount: \$2,500,000.00
Award E-PIN: TRNR300000051	Program Name: Respite

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	\$1,000,000.00	\$0.00	\$911,660.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number: 140500056	Agency Invoice Number: bandfaljif
Provider Invoice Number: 234784237	Service Date To: 07/31/2014
Service Date From: 07/01/2014	Invoice Approved Date: N/A
Invoice Submission Date: 05/21/2014	

Description	Amount
Invoice Total	\$88,340.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$88,340.00

FY2015	2	\$1,000,000.00
Advances		
Assignments		

2. A new tab will open in your browser. Next, click on the blue headers just below the Fiscal Year Budget information grid to expand the display.

What is displayed on the screen is what will print.

Contract Invoicing

Status: Pending Approval

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT300000051
Procurement/Contract Title: AGN - Finance ACS CT21	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: 8061419164	Contract Amount: \$2,500,000.00
Award E-PIN: TRNR300000051	Program Name: Respite

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	\$1,000,000.00	\$0.00	\$911,660.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number: 140500056	Agency Invoice Number: Jendfaljhf
Provider Invoice Number: 224784237	Service Date To: 07/31/2014
Service Date From: 07/01/2014	Invoice Approved Date: N/A
Invoice Submission Date: 05/21/2014	

Description	Amount
Invoice Total	\$88,340.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$88,340.00

All sections of the Invoice will appear on the page. Select the keyboard command "Ctrl+P" to print the budget.

You have the option of collapsing sections of the invoice that you don't want to print. Click the (-) next to the Bolded Text.

FY2015

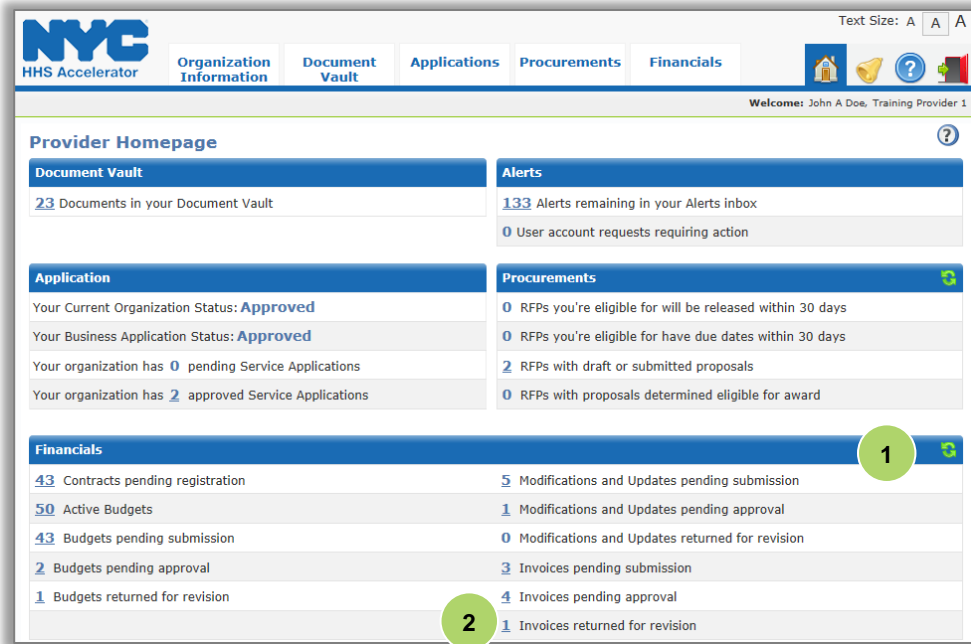
\$1,000,000.00

Budget Summary

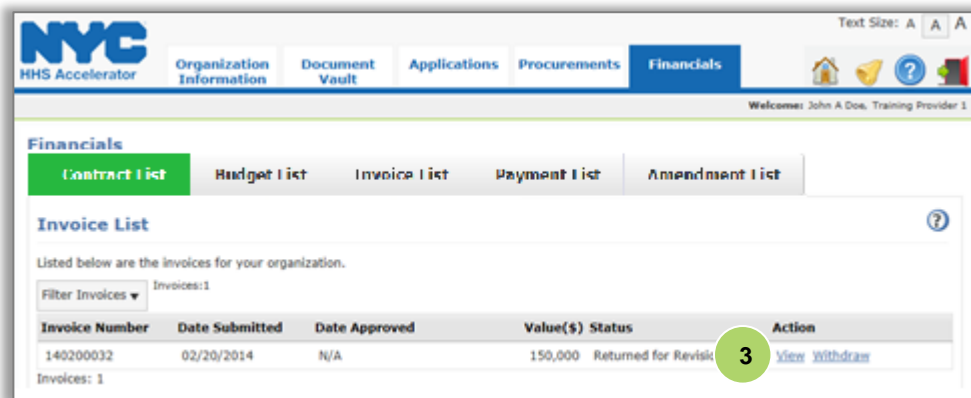
Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	Invoice Amount
Total City Funded Budget	\$1,000,000.00	\$88,340.00	\$911,660.00	\$88,340.00
Total Direct Costs	\$899,400.00	\$82,340.00	\$817,060.00	\$82,340.00
- Total Salary and Fringe	\$448,000.00	\$48,000.00	\$400,000.00	\$48,000.00
Total Salary	\$373,000.00	\$41,000.00	\$332,000.00	\$41,000.00
Total Fringe	\$75,000.00	\$7,000.00	\$68,000.00	\$7,000.00
- Total OTPS	\$351,400.00	\$30,340.00	\$321,060.00	\$30,340.00
Operations, Support and Equipment	\$68,800.00	\$10,590.00	\$58,210.00	\$10,590.00
Utilities	\$13,900.00	\$1,200.00	\$12,700.00	\$1,200.00
Professional Services	\$1,700.00	\$550.00	\$1,150.00	\$550.00
Rent and Occupancy	\$180,000.00	\$9,000.00	\$171,000.00	\$9,000.00
Contracted Services	\$87,000.00	\$9,000.00	\$78,000.00	\$9,000.00
Total Rate Based	\$0.00	\$0.00	\$0.00	\$0.00

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, remember to 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.

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

[Print Invoice](#)

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.

In each tab, also check to see if the Agency left Tab Level Comments.

- 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
Age Com	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

- 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

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

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 9
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 \$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

11 Edit Save Cancel 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

Agency Invoice Number: [Redacted]

Service Date From: 07/01/2014

Service Date To: 07/31/2014

Invoice Submission Date: 02/20/2014

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 Save 13 Submit

12. Click **“Save.”**

13. Next, click **“Submit.”**

FY2015 \$300,000.00

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: trnorg1mgr@mailinator.com

* Password: [Redacted]

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

14

15

16

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | Financials

Text Size: A A A

Welcome: John A. Doe, Training Provider 1

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

Contract Invoicing [Return to Invoice List](#) ?

Status: Pending Approval [Print Invoice](#)

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

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



Your organization can delete invoices that are Pending Submission and can withdraw invoices that have been Returned for Revision. 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. The top navigation bar includes tabs for Organization Information, Document Vault, Applications, Procurements, and Financials. The Financials tab is active, and the Payment List sub-tab is selected. Below the tabs, there is a 'Filter Payments' dropdown menu and a 'Payments: 2' indicator. The main content area displays a table with the following columns: Agency, Procurement/Contract Title, Payee Name, CT#, Payment Voucher Number, Value(\$), Disbursement Number, and Date Disbursed. A single payment record is shown for ACS with a value of 75,000.00 and a date of 05/23/2014. Callout letters a through j are placed over the interface to identify key features.

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.	Payee Name is listed (for recoupments).
f.	Contract Number (CT#) for each payment is listed. (You can click on contract number to access Contract Budget.)
g.	Payment Voucher Number is listed. (You can click on Payment Voucher Number to access Invoice.)
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 'Payment List' tab is active. A modal window titled 'Filter Payments' is open, showing various search criteria. Callout 'a' points to the 'Payment Value From(\$):' field, and callout 'b' points to the 'Date Disbursed From:' field. The background table shows two payment entries:

Payment Voucher Number	Value(\$)	Disbursement Number	Date Disbursed
20121419123 140500059P1	75,000.00	12345658	05/23/2014
20131405732 140500058P1	75,000.00	12345659	05/23/2014

- 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.”