NYC HHS Accelerator

Provider Guide to Invoices and Payments

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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.

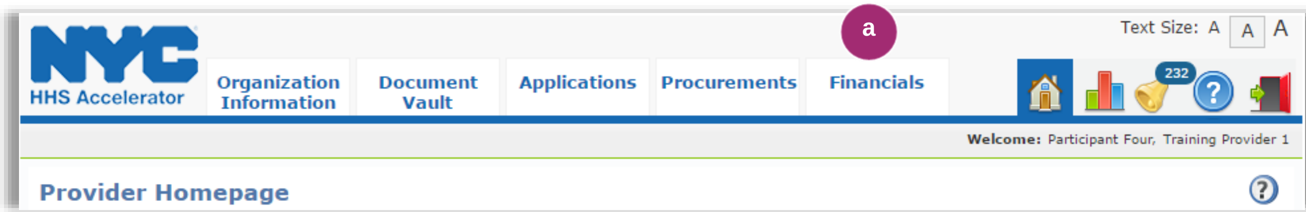
HHS Accelerator Financials standardizes financials for health and human services contracts across the eleven participating Agencies. The system provides:

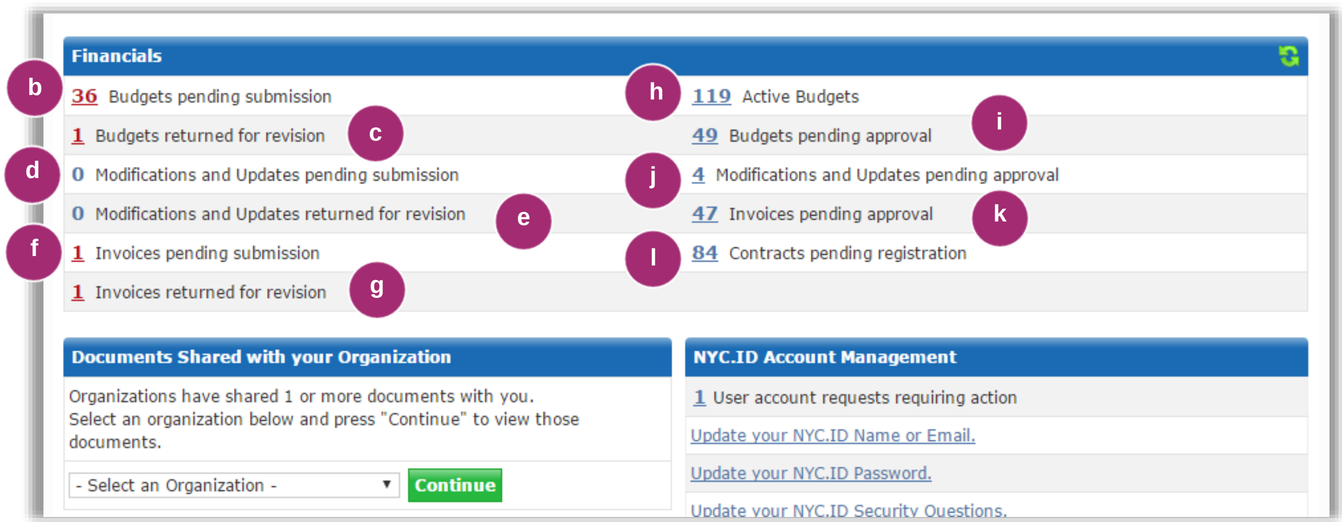
- A standard budget template
- A common interface for City Agencies and Providers to conduct budget transactions
- Agencies use the same process to configure/modify/amend budgets, invoices and payments
- A more holistic picture of contract data and financials for HHS Accelerator Agencies.

Financials on the Provider Homepage

After logging in, you will encounter the Provider Homepage. Below the main tabs and navigation icons are dashboards that give an overview of your Organization's HHS Accelerator Application status, Filings status, Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance.

> 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 bar.





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

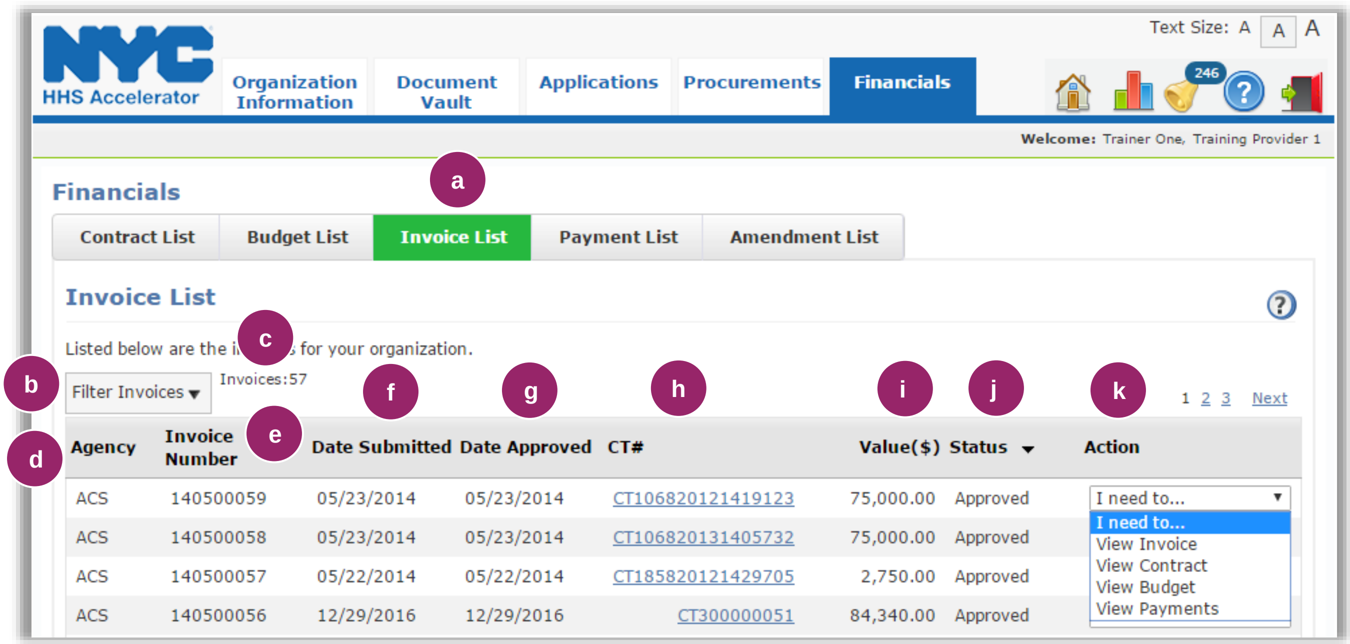
Key financial functions are listed in two columns on the homepage. The left hand column highlights in **red** financial transactions your organization must take action on. The right column are key financial functions your organization can monitor.

HHS Accelerator

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.



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.	Number of invoices displayed based on applied filters.
d.	Funding Agency is listed.
e.	Each Invoice Number is displayed.
f	Date Invoice is Submitted is listed.
g.	Date Invoice Approved is listed.
h.	Click on the CT# to navigate to the Contract Budget
i.	Value ($) of the Invoice is listed.
j.	The Status of the Invoice is displayed. Statuses include Returned for Revision, Pending Submission, Pending Approval, Approved, Withdrawn, Pending Approval, and Suspended.
k.	The Actions that can be taken with the invoice are listed. Depending on the status of the invoice, these include View Invoice, View Contract, View Budget, View Payments.

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.

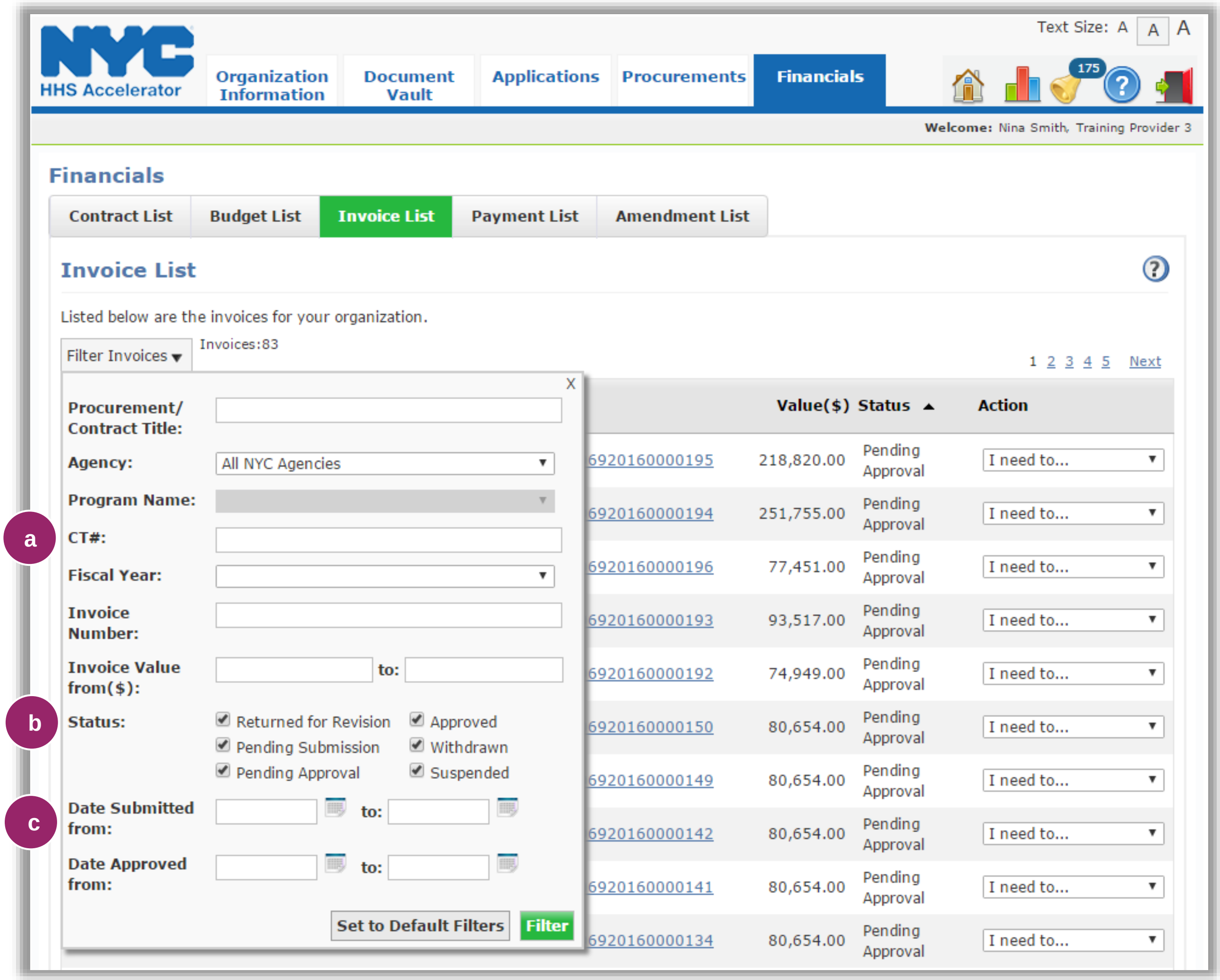
HHS Accelerator

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.

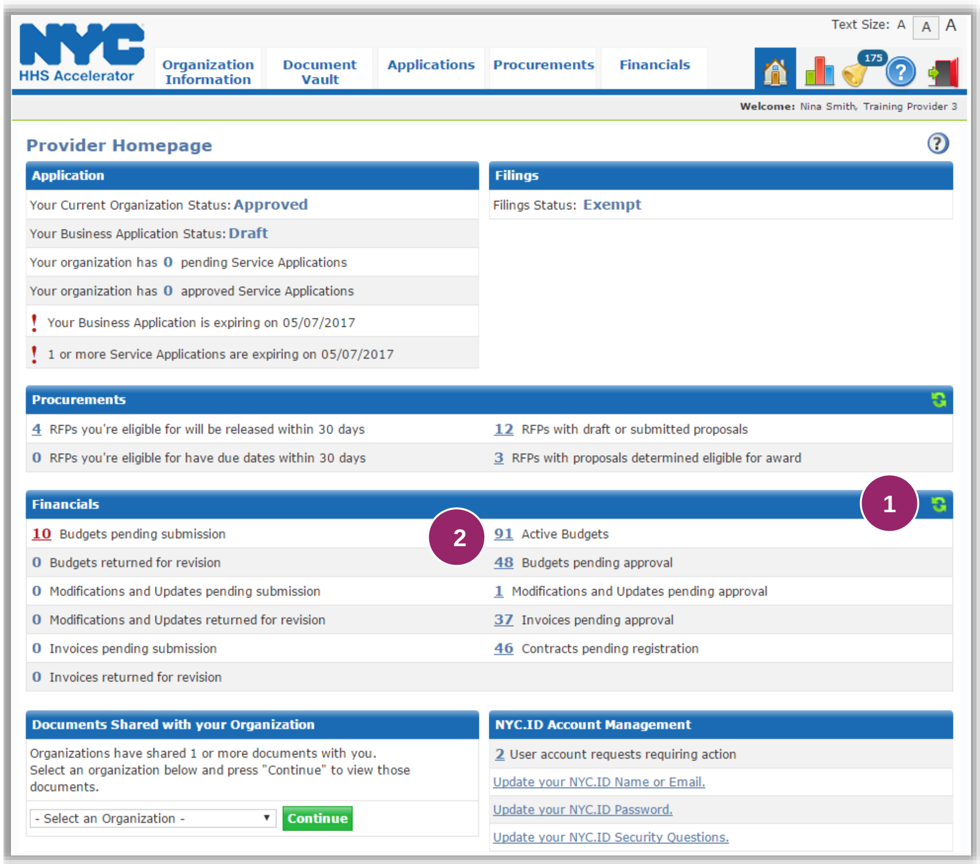
To adjust your filtered options, you must uncheck relevant boxes or input additional information about the invoices you are looking for.



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.

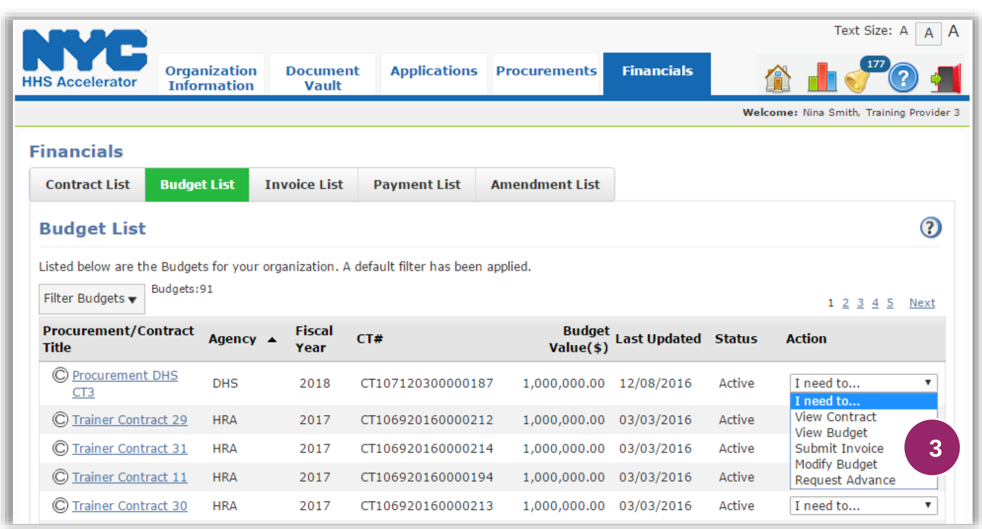
Submit an Invoice

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

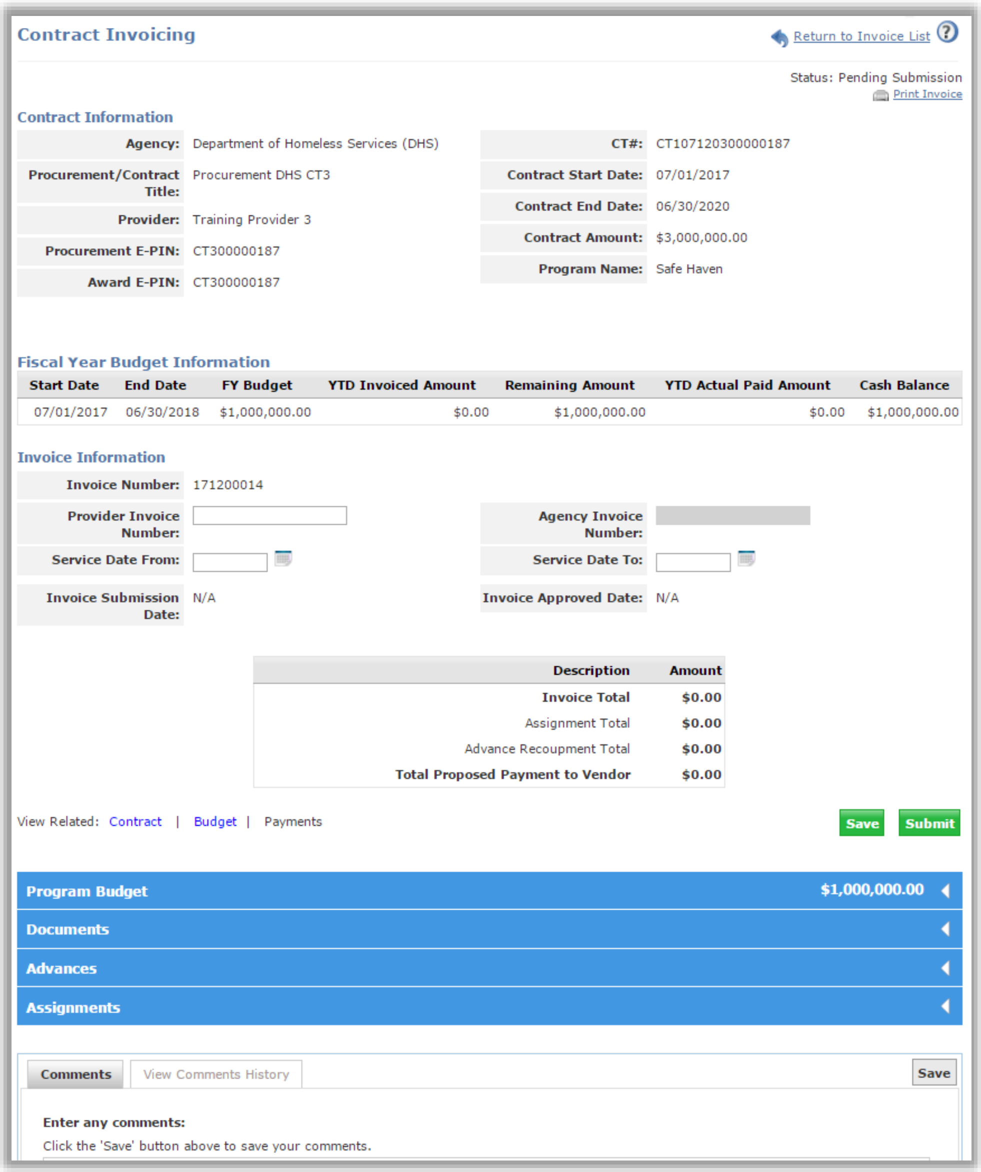


1. Click on the **"Refresh"** icon in the Financials section of the Homepage.
2. Click on the number hyperlink for **"Active Budgets."**

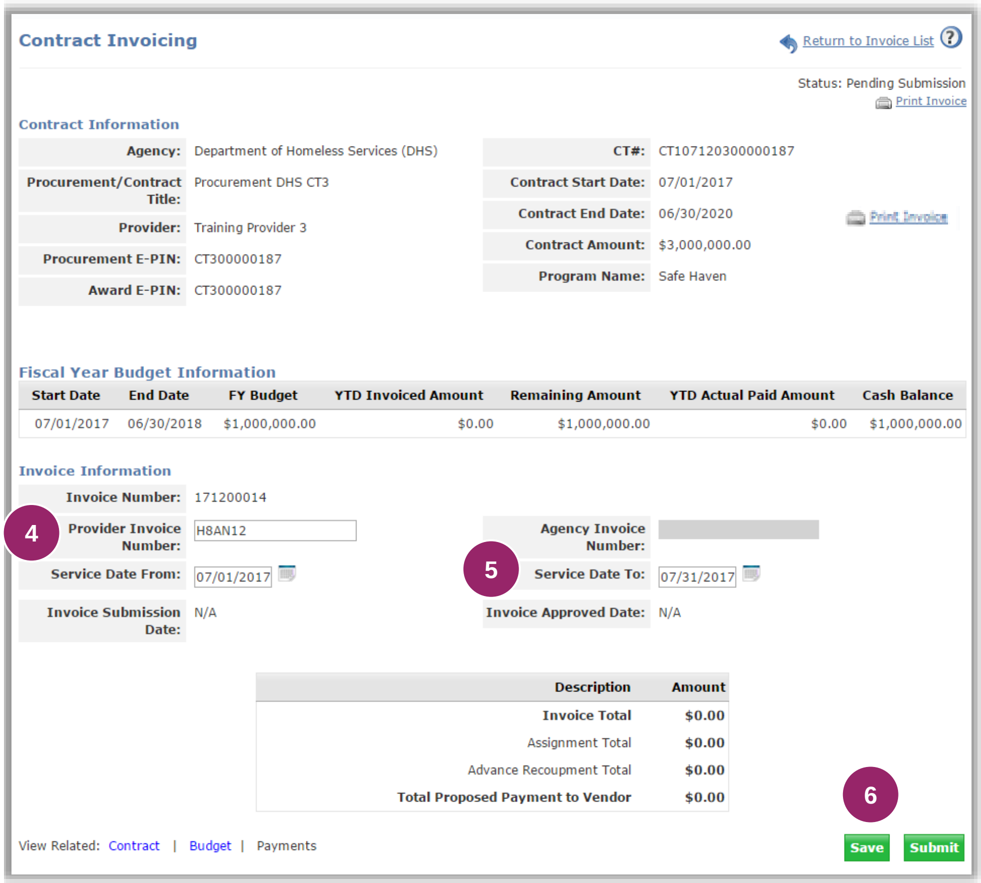
A budget must be Approved and the contract must be Registered, to be in Active Status. Invoices can only be submitted against Active Budgets.



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



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.



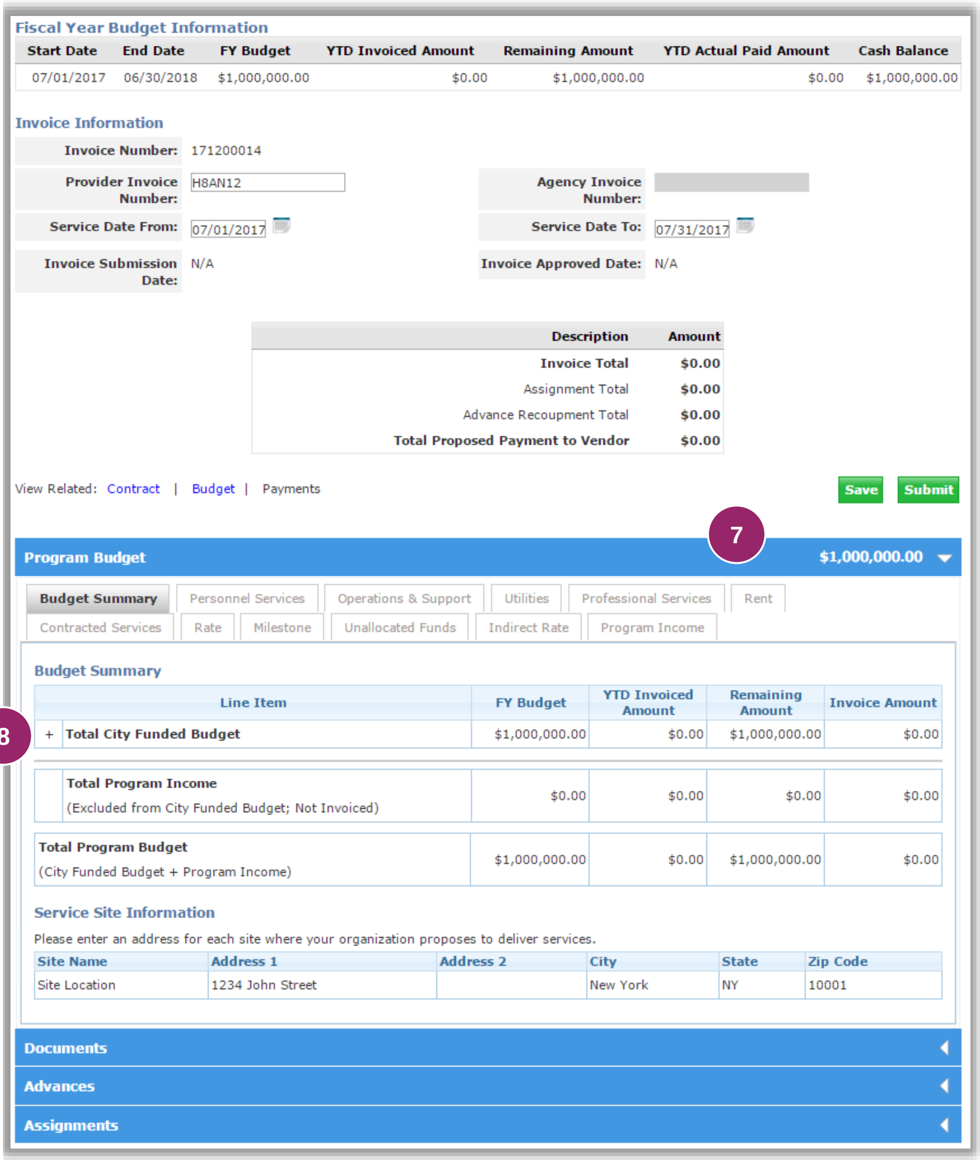
4. Enter your organization's **"Provider Invoice Number."**

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."**



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 budget lines that have been approved by the Agency, and where funds remain.

8. Click the **"+"** symbol to expand the Budget Summary.

Program Budget 9 $1,000,000.00

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	$1,000,000.00	$0.00	$1,000,000.00	$0.00
Total Direct Costs	$980,000.00	$0.00	$980,000.00	$0.00
- Total Salary and Fringe	$215,000.00	$0.00	$215,000.00	$0.00
Total Salary	$195,000.00	$0.00	$195,000.00	$0.00
Total Fringe	$20,000.00	$0.00	$20,000.00	$0.00
+ Total OTPS	$490,000.00	$0.00	$490,000.00	$0.00
Total Rate Based	$125,000.00	$0.00	$125,000.00	$0.00
Total Milestone Based	$150,000.00	$0.00	$150,000.00	$0.00
Unallocated Funds	$0.00	$0.00	$0.00	$0.00

Total Indirect Costs

Indirect Rate 2.04 %

Total Indirect Costs	$20,000.00	$0.00	$20,000.00	$0.00
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)	$1,000,000.00	$0.00	$1,000,000.00	$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
Program Office	123 William Street		Brooklyn	NY	11201

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.

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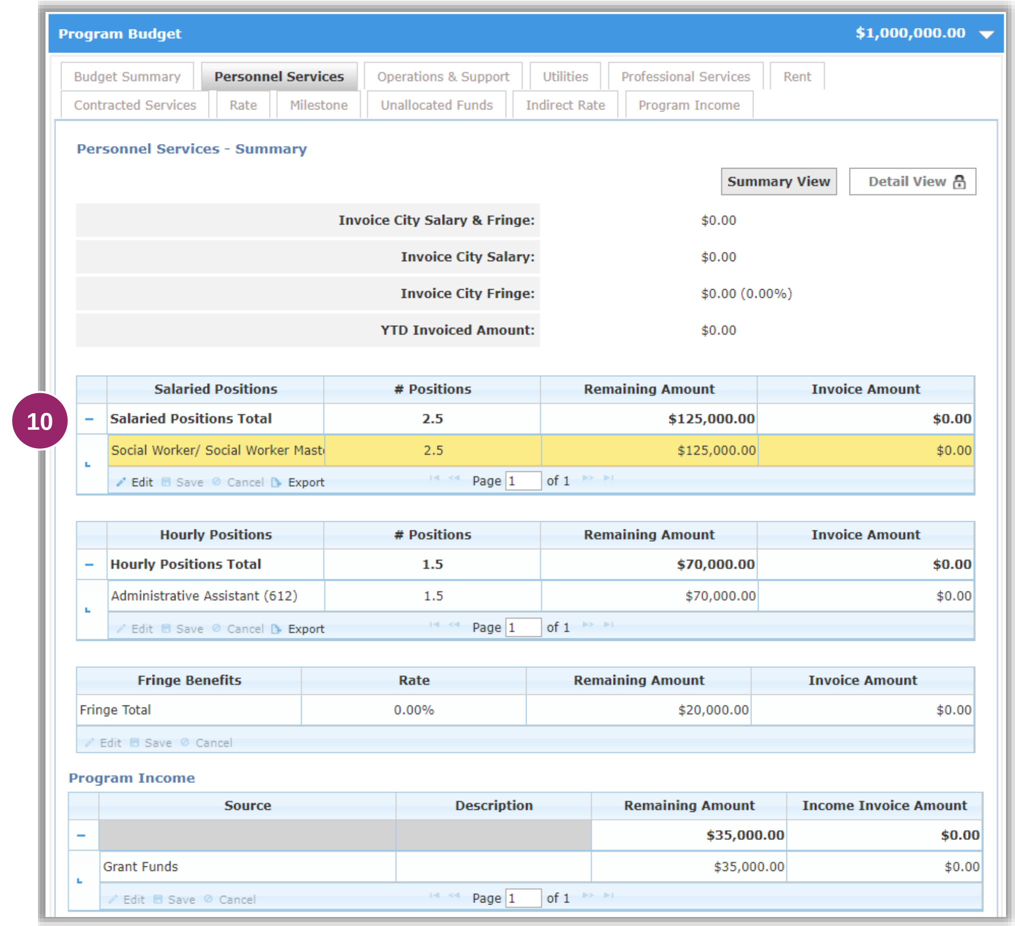
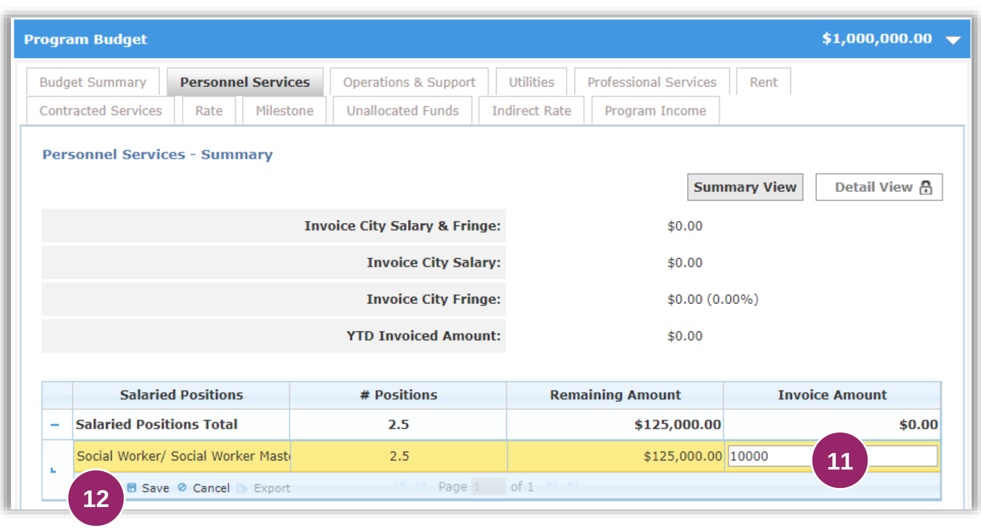


*The default view is the **"Summary View"** tab, this is where Invoice Amounts can be entered. The **"Detail View"** tab is locked and cannot be edited. Your organization is invoicing from the summary level.*

10. Click on the **"+"** symbol (it has already been clicked in this example and changed to a **"-"** symbol) next to the Salaried Positions Total row to expand the grid.

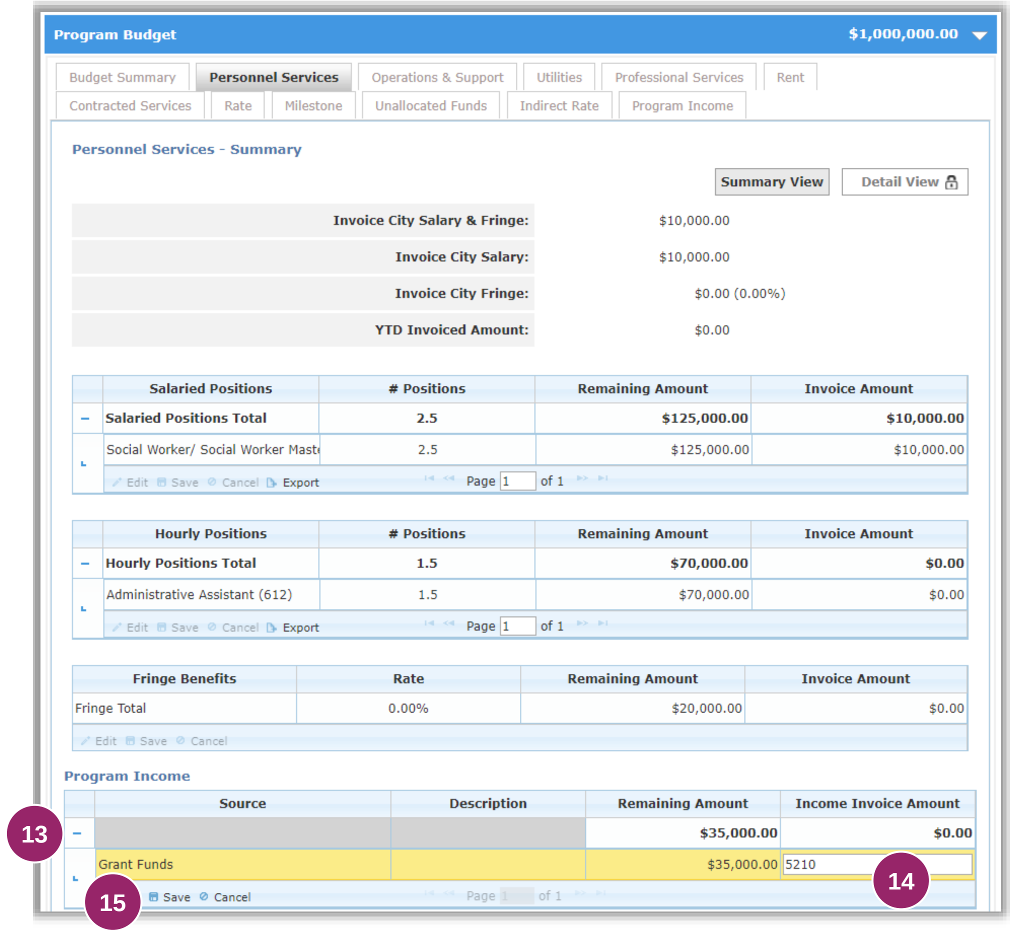


11. For the lines your organization would like to invoice for, double click and enter a value in the **"Invoice Amount"** box.

*Only the **"Summary View"** tab is editable.*

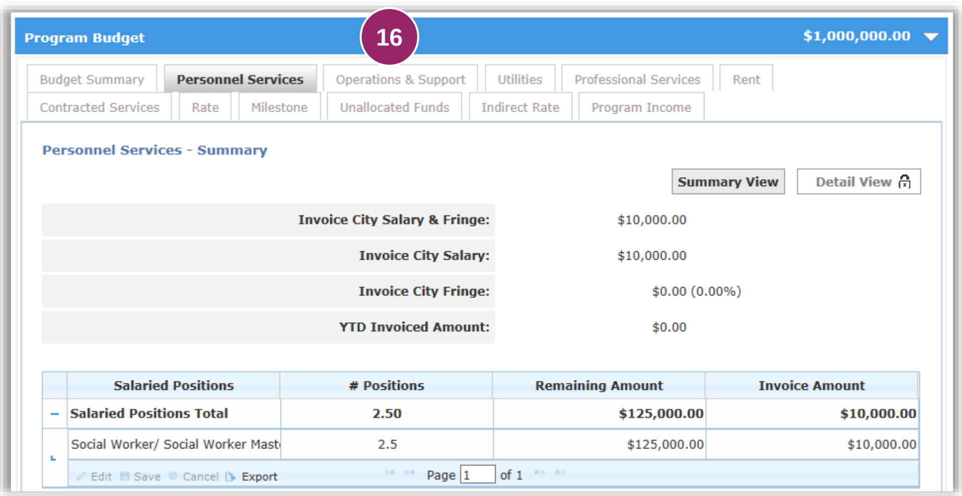
12. Click **"Save."**

If the funding City Agency has configured the budget to include the Program Income tab, a Program Income grid will appear at the bottom of all other invoice tabs. Enter program income that has already been earned. Income Invoice Amounts entered into these grids will be summarized in the Program Income tab. Edits cannot be made in the Program Income tab, only in the tabs other budget tabs.

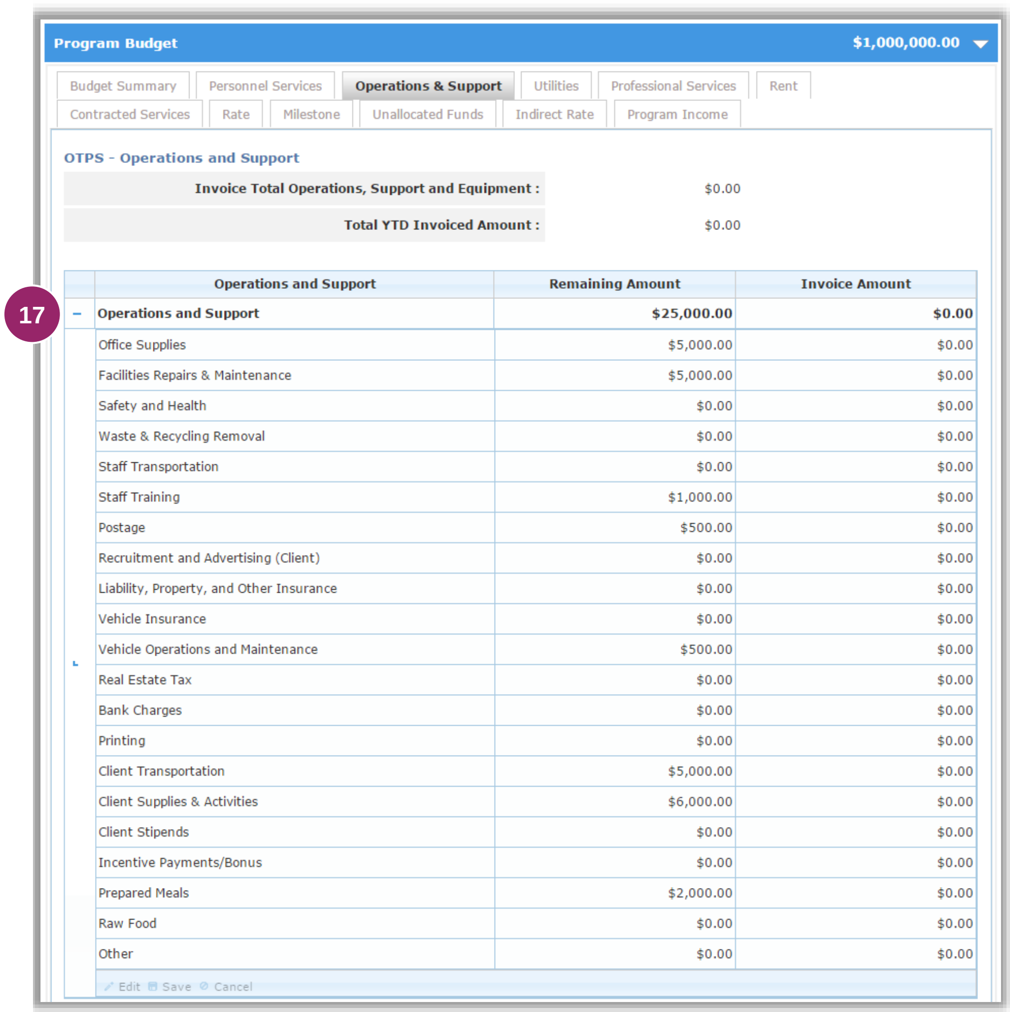


13. Click on the **"+"** symbol (it has already been clicked in this example and changed to a **"-"** symbol) next to the Program Income grid to expand.
14. Double click and enter the value earned in the **"Income Invoice Amount"** field.
15. Click **"Save."**

Repeat steps to invoice for additional Salaried Positions, Hourly Positions, Fringe and Program Income.

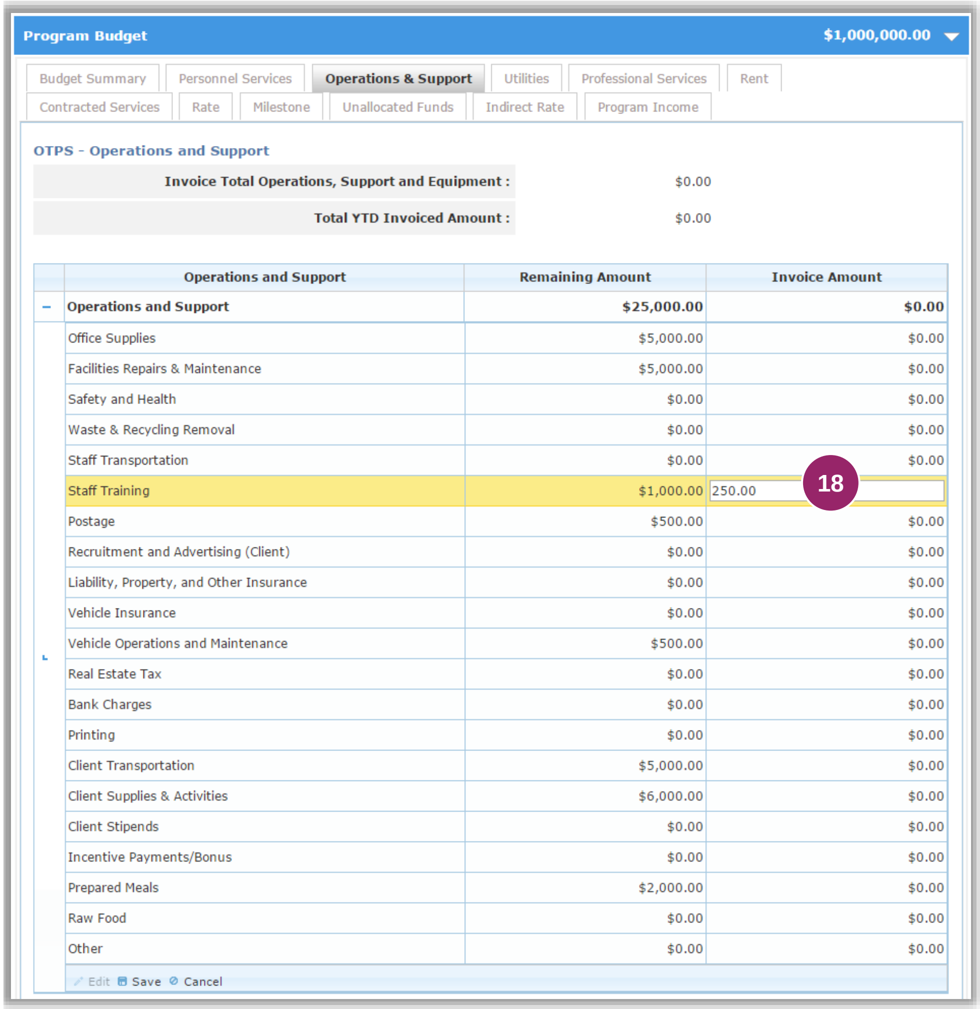


16. Next, click on the **"Operations & Support"** tab.



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.

17. Click on the **"+"** symbol next to the Operations and Support row to expand the grid.



Operations and Support	Remaining Amount	Invoice Amount
Operations and Support	**$25,000.00**	**$0.00**
Office Supplies	$5,000.00	$0.00
Facilities Repairs & Maintenance	$5,000.00	$0.00
Safety and Health	$0.00	$0.00
Waste & Recycling Removal	$0.00	$0.00
Staff Transportation	$0.00	$0.00
Staff Training	$1,000.00	250.00
Postage	$500.00	$0.00
Recruitment and Advertising (Client)	$0.00	$0.00
Liability, Property, and Other Insurance	$0.00	$0.00
Vehicle Insurance	$0.00	$0.00
Vehicle Operations and Maintenance	$500.00	$0.00
Real Estate Tax	$0.00	$0.00
Bank Charges	$0.00	$0.00
Printing	$0.00	$0.00
Client Transportation	$5,000.00	$0.00
Client Supplies & Activities	$6,000.00	$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

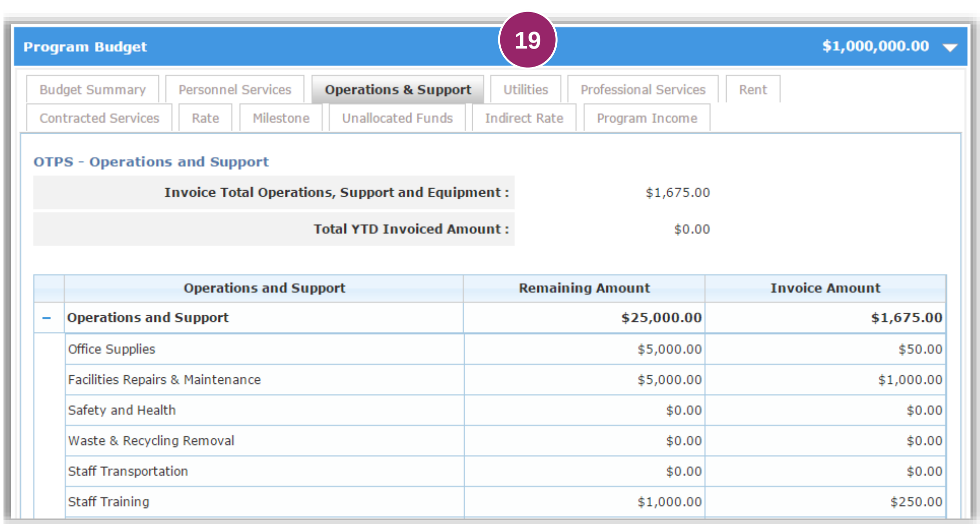
18. For the lines your organization would like to invoice for, double click and enter a value in the **"Invoice Amount"** box and click **"Save"** at the bottom left of the grid.

Repeat steps to invoice for additional Operations and Support items.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Operations and Support tab. For instructions on completing this grid, see the Personnel Services tab section.

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

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

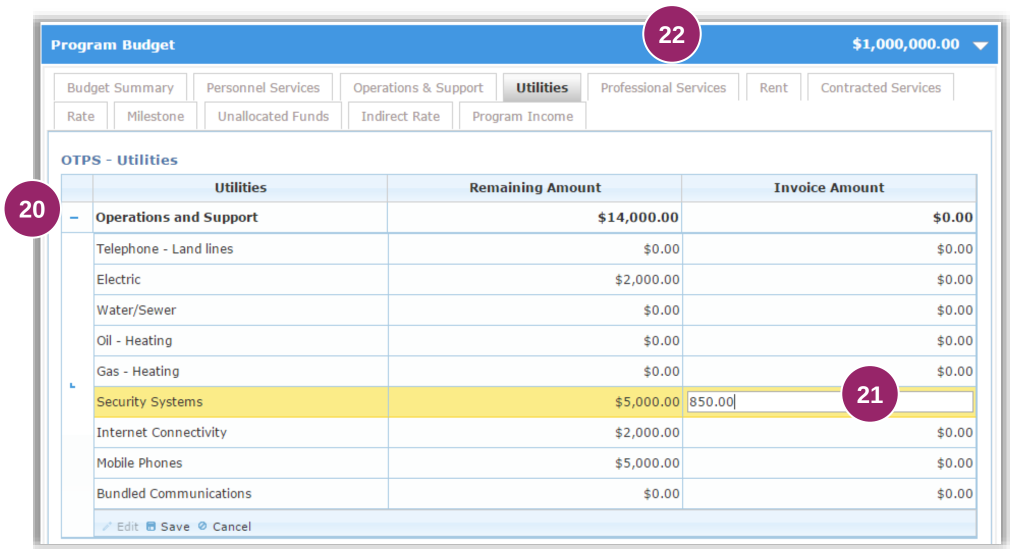


Operations and Support	Remaining Amount	Invoice Amount
Operations and Support	**$25,000.00**	**$1,675.00**
Office Supplies	$5,000.00	$50.00
Facilities Repairs & Maintenance	$5,000.00	$1,000.00
Safety and Health	$0.00	$0.00
Waste & Recycling Removal	$0.00	$0.00
Staff Transportation	$0.00	$0.00
Staff Training	$1,000.00	$250.00

19. 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.



20. Click on the **"+"** symbol next to the Utilities row to expand the grid.

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

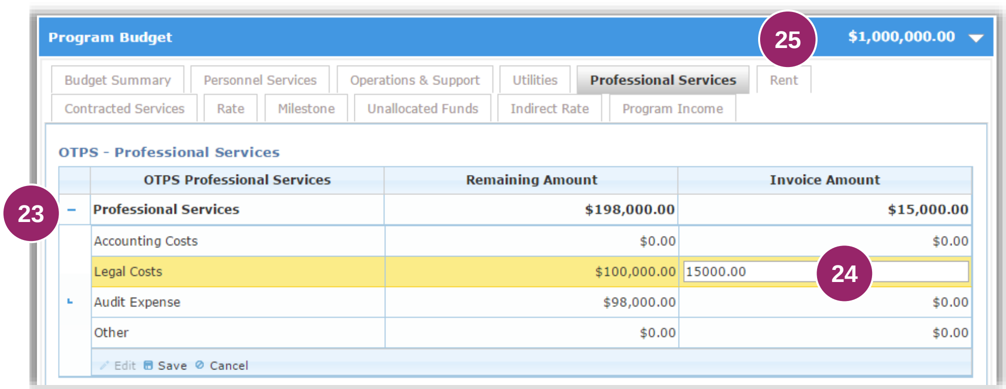
If the budget was configured to include Program Income, a Program Income grid will be displayed on the Utilities tab. For instructions on completing this grid, see the Personnel Services tab section.

For example purposes, the screens going forward will have the content filled in.

22. Next, click the **"Professional Services"** tab.

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

23. Click on the **"+"** symbol next to the Professional Services row to expand the grid.



24. Double click and enter a value in the **"Invoice Amount"** box, and then click **"Save"** at the bottom left of the screen.

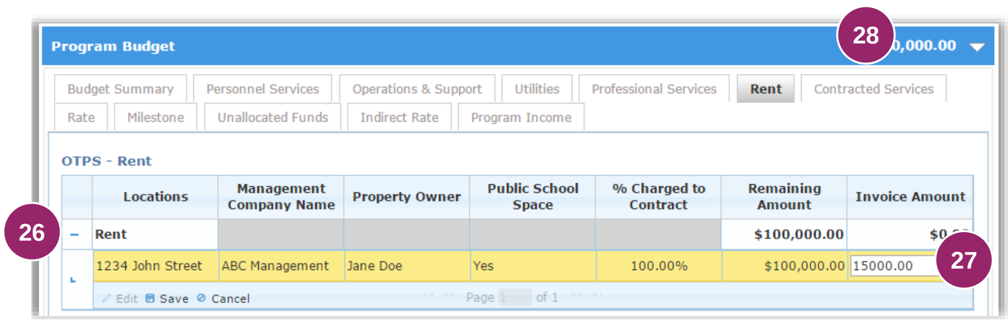
Repeat steps to invoice for additional Professional Services items.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Professional Services tab. For instructions on completing this grid, see the Personnel Services tab section.

25. Next, click the **"Rent"** tab.

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

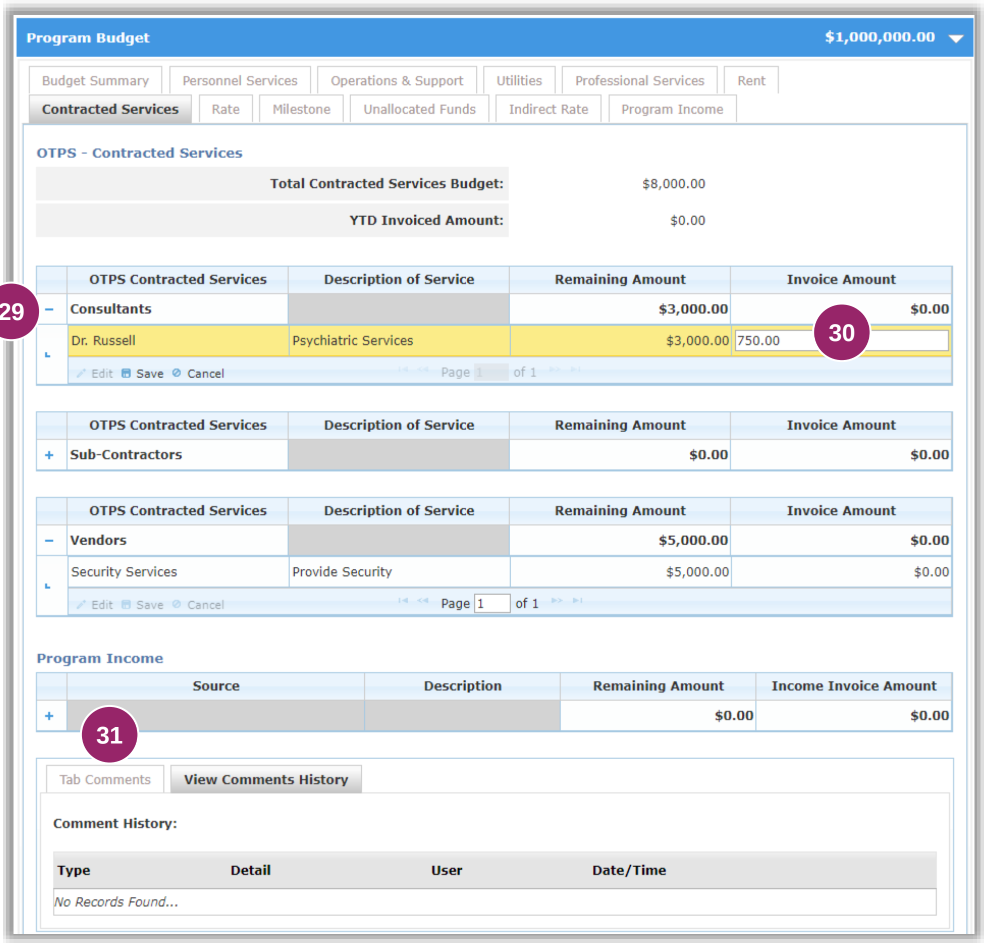
26. Click on the **"+"** symbol next to the Rent row to expand the grid.



27. Double click and enter a value in the **"Invoice Amount"** box, and then click **"Enter."**

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Rent tab. For instructions on completing this grid, see the Personnel Services tab section.

28. Next, click on the **"Contracted Services"** tab.



29. Click on the **"+"** symbol next to the Contracted Services row to expand the grid.

30. 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.

31. To leave a Contracted Services tab level comment, click **"Tab Comments."**

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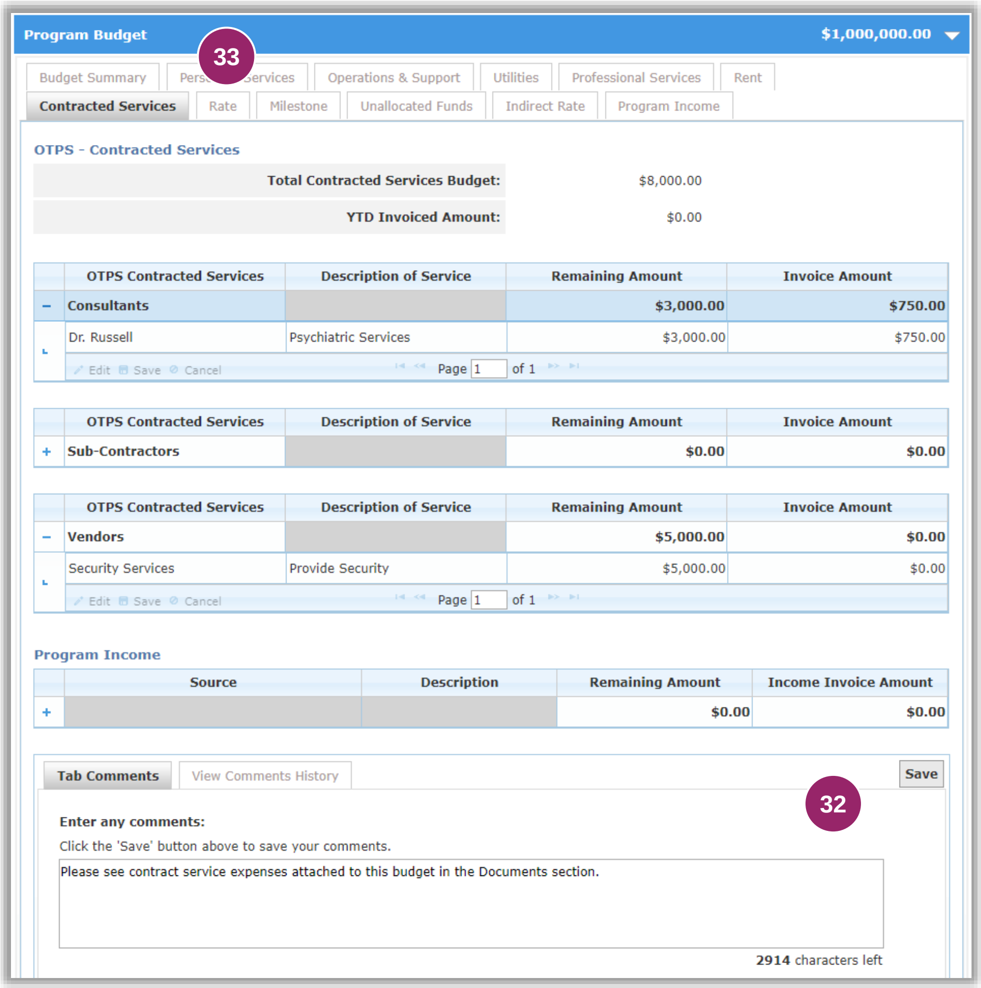
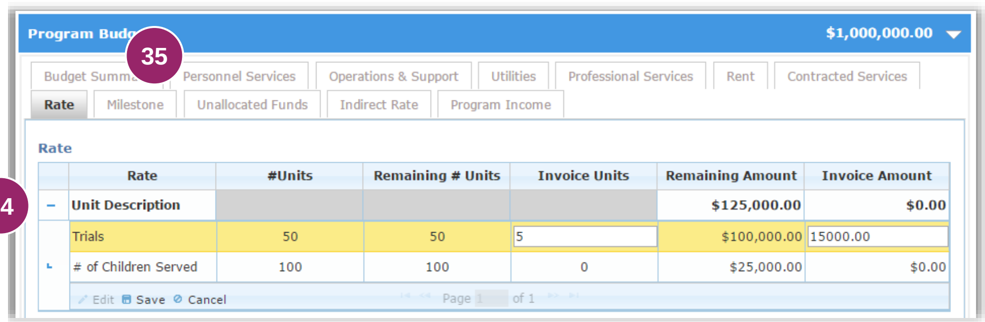


32. Complete the **"Tab Comments"** box and click **"Save."**

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Contracted Services tab. For instructions on completing this grid, see the Personnel Services tab section.

33. Next, click on the **"Rate"** tab.

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

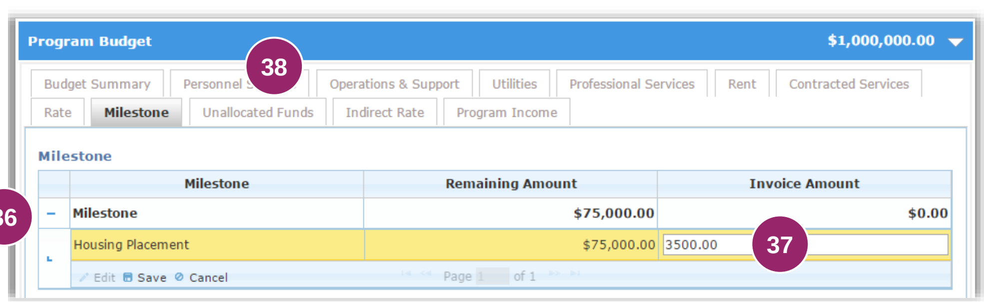


34. Click on the **"+"** symbol next to the Rate row to expand the grid.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Rate tab. For instructions on completing this grid, see the Personnel Services tab section.

35. 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.



36. Click on the **"+"** symbol next to the Milestone row to expand the grid.

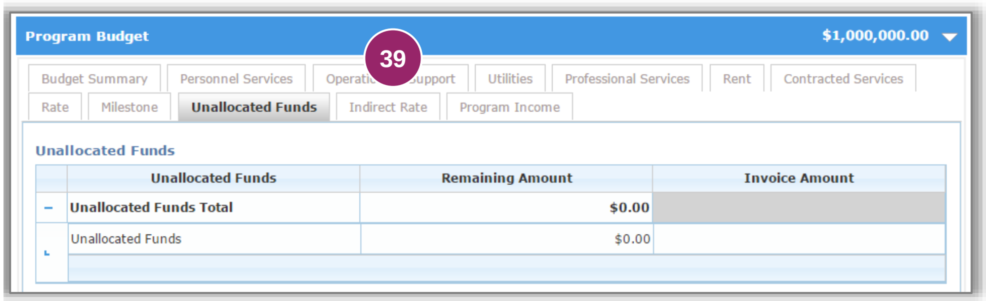
37. Double click and enter a value in the **"Invoice Amount"** field, and click **"Enter."**

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Milestone tab. For instructions on completing this grid, see the Personnel Services tab section.

38. 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.



39. Click on the **“Indirect Rate”** tab.

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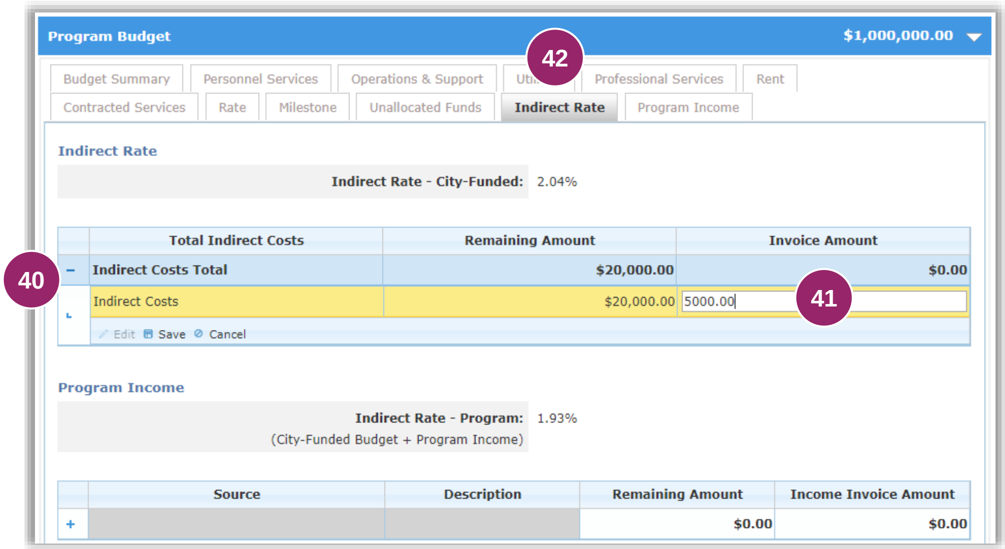

Indirect Rate costs are related to administrative overhead incurred by a provider operating several programs. Please review Agency fiscal manuals for guidance on maximum allowable indirect rates.

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

40. Click on the **"+"** symbol next to the Indirect Rate 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.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Indirect Rate tab. For instructions on completing this grid, see the Personnel Services tab section.

42. Next, click on the **"Program Income"** tab.

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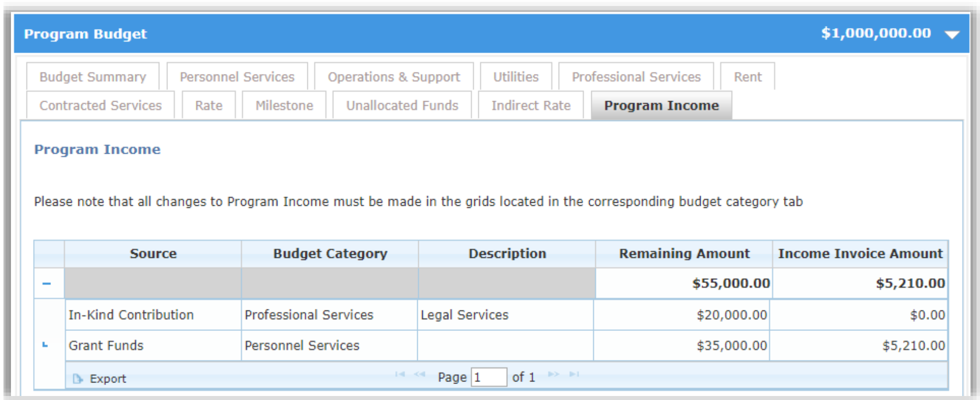

Program Income is used to list income the program receives. This could be client fees or contributions, earned revenue, In-Kind contributions, private match, or grant funds to support the program.

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. The invoice amounts are entered in the grids located in corresponding budget category tabs. The sum of program income entered in those tabs will be reflected in the Program Income tab.

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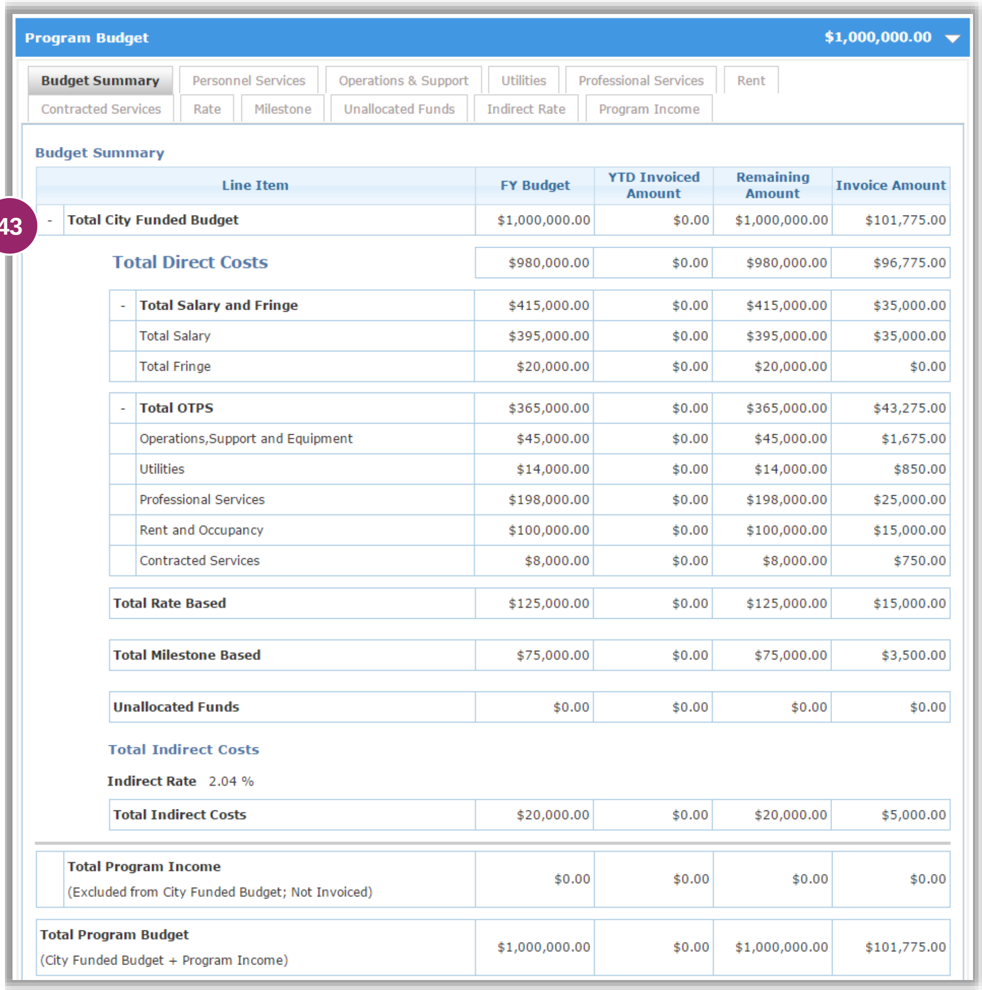

Program Budget $1,000,000.00

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

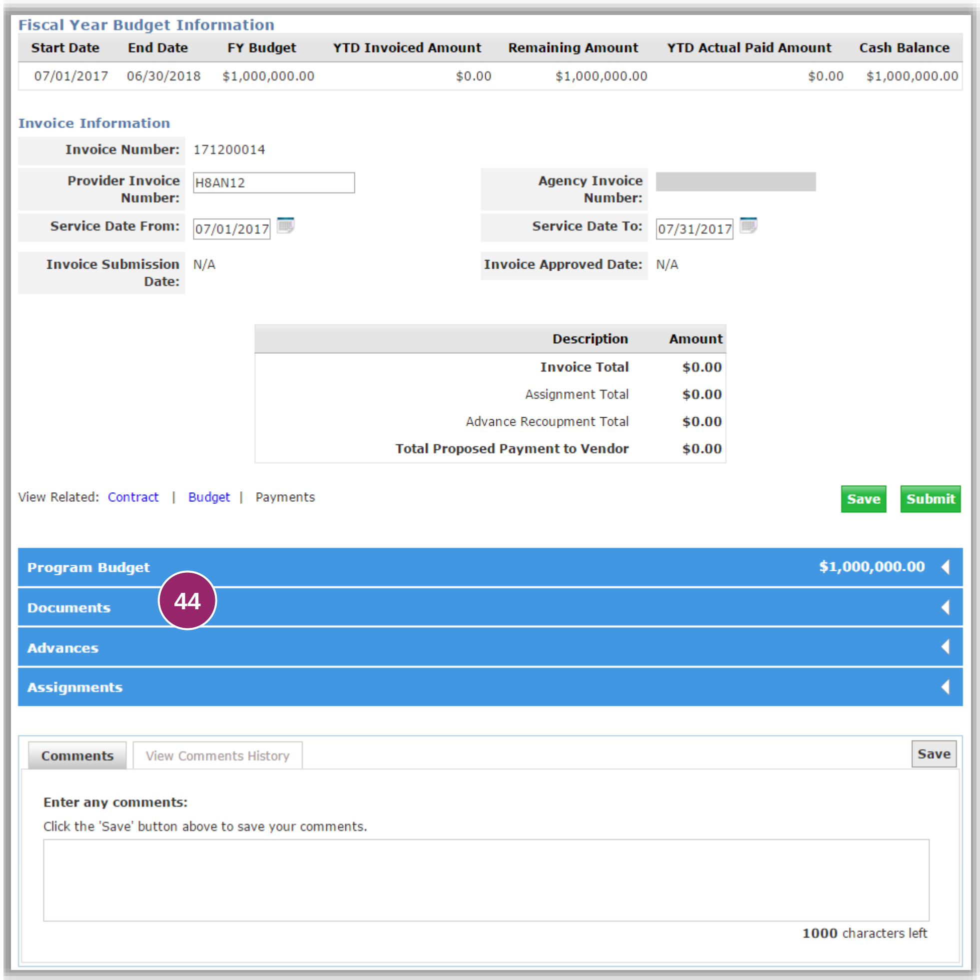
Budget Summary

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	Invoice Amount
43 - Total City Funded Budget	$1,000,000.00	$0.00	$1,000,000.00	$101,775.00
Total Direct Costs	$980,000.00	$0.00	$980,000.00	$96,775.00
- Total Salary and Fringe	$415,000.00	$0.00	$415,000.00	$35,000.00
Total Salary	$395,000.00	$0.00	$395,000.00	$35,000.00
Total Fringe	$20,000.00	$0.00	$20,000.00	$0.00
- Total OTPS	$365,000.00	$0.00	$365,000.00	$43,275.00
Operations,Support and Equipment	$45,000.00	$0.00	$45,000.00	$1,675.00
Utilities	$14,000.00	$0.00	$14,000.00	$850.00
Professional Services	$198,000.00	$0.00	$198,000.00	$25,000.00
Rent and Occupancy	$100,000.00	$0.00	$100,000.00	$15,000.00
Contracted Services	$8,000.00	$0.00	$8,000.00	$750.00
Total Rate Based	$125,000.00	$0.00	$125,000.00	$15,000.00
Total Milestone Based	$75,000.00	$0.00	$75,000.00	$3,500.00
Unallocated Funds	$0.00	$0.00	$0.00	$0.00
Total Indirect Costs				
Indirect Rate 2.04 %				
Total Indirect Costs	$20,000.00	$0.00	$20,000.00	$5,000.00
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)	$1,000,000.00	$0.00	$1,000,000.00	$101,775.00

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

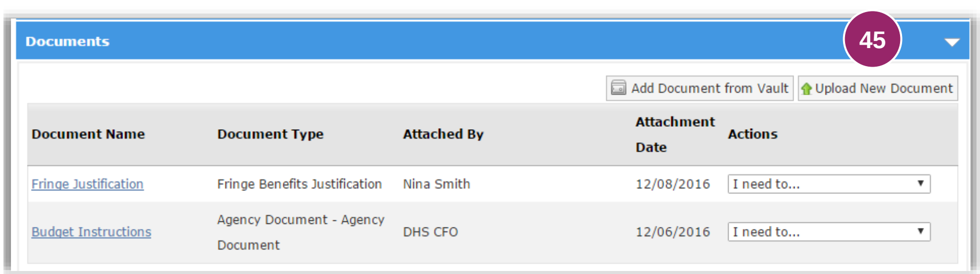
43. To review additional details about the budget breakdown, click on the **"+"** symbol next to the Total City Funded Budget row to expand the grid.

HHS Accelerator

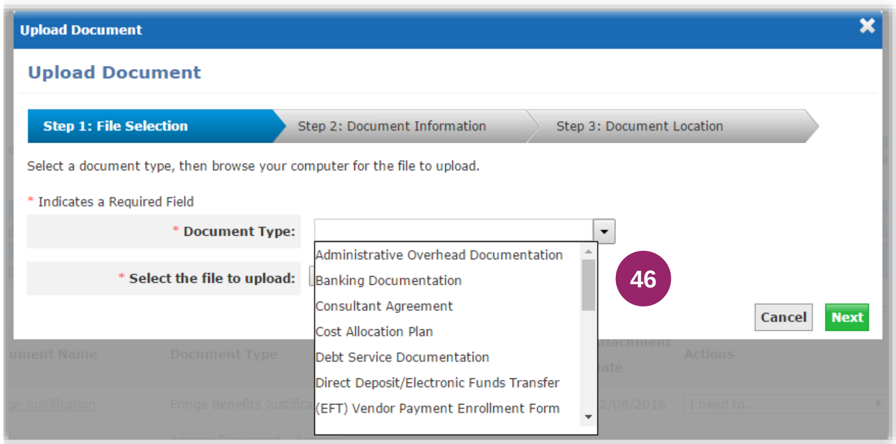


44. Next, click on the **"Documents"** blue header to open the documents section.

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

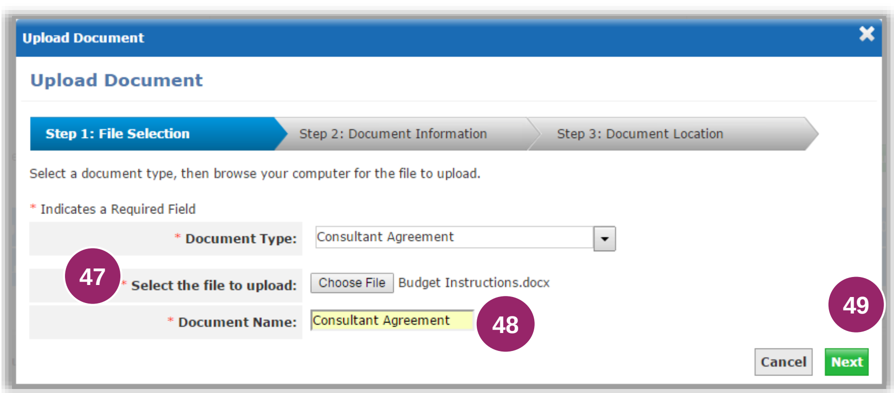


45. Click on the **"Upload New Document"** button.



46. Select the **"Document Type."**

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

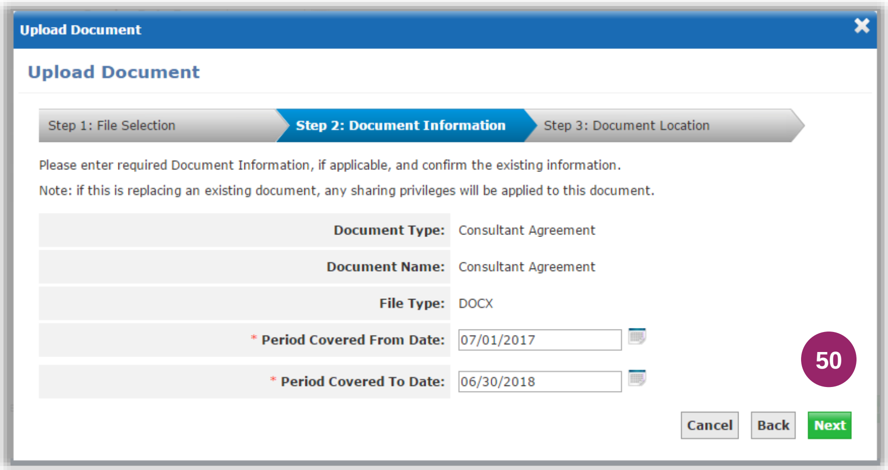


47. Click the **"Choose File"** button and select the document.

48. Enter the **"Document Name."**

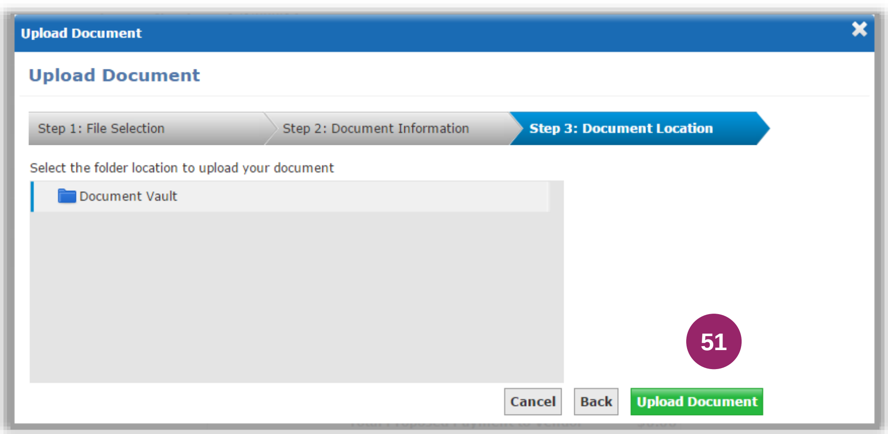
The document name can't be the same as previous documents.

49. Click **"Next."**

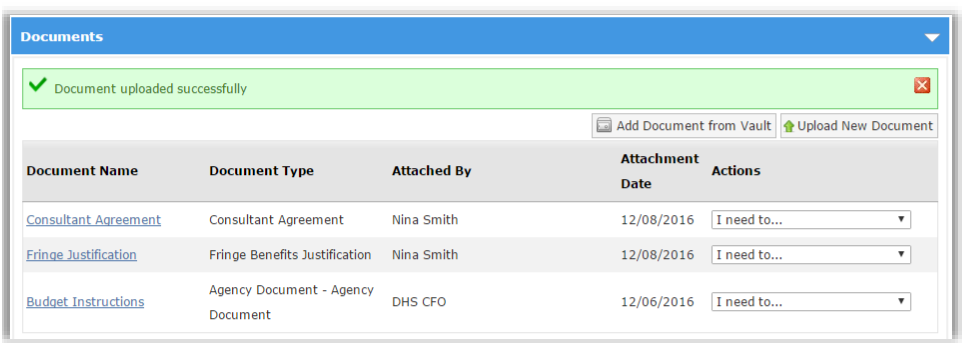


Review document information and enter a date range (if required).

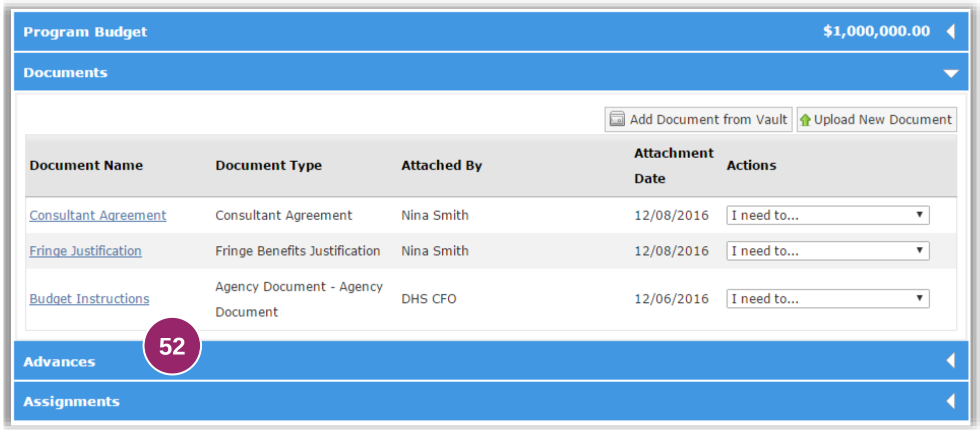
50. Click **"Next."**



51. Select where in the Document Vault you want a copy of this file uploaded and click **"Upload Document."**

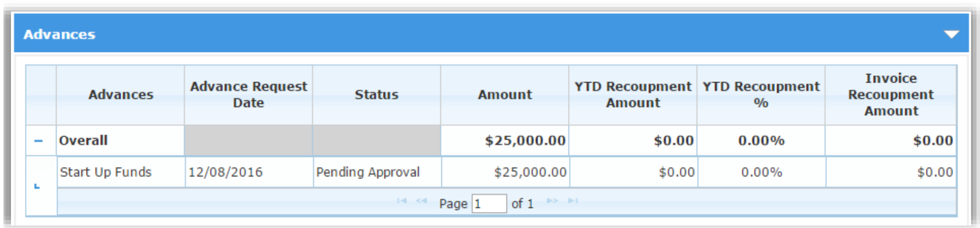


A green message bar will appear stating that the "Document uploaded successfully."



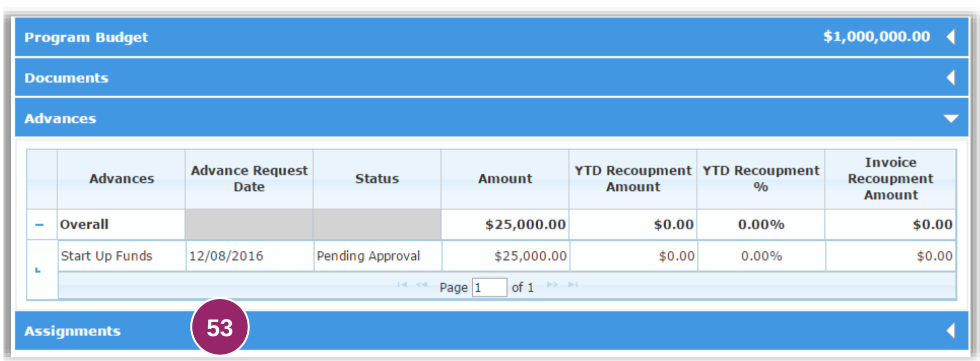
Upload any remaining documents to the invoice.

52. Next, click on the **"Advances"** blue header to open the Advances section.

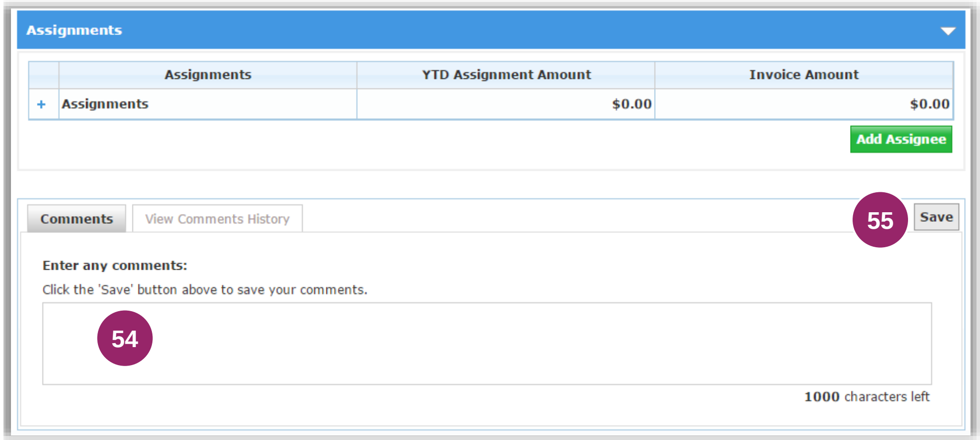


If your organization has an approved Advance, it can be tracked from this section of the invoice.

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



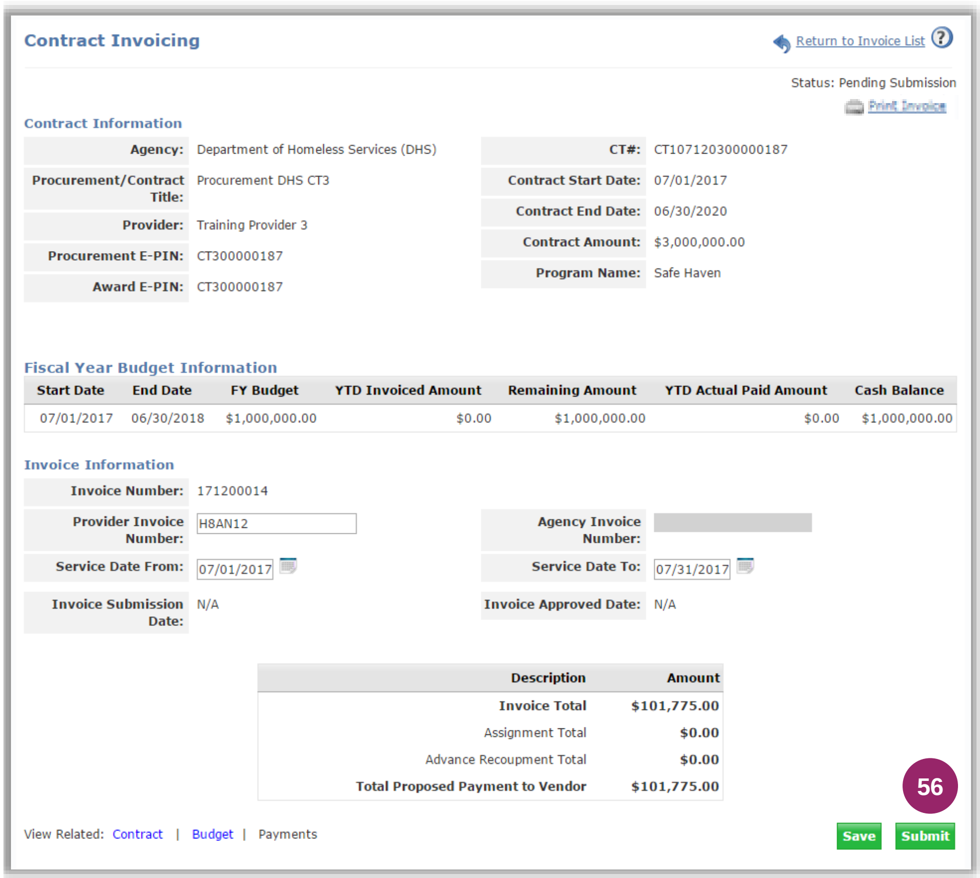
53. Next, click on the **"Assignments"** blue header to open the Assignments section.



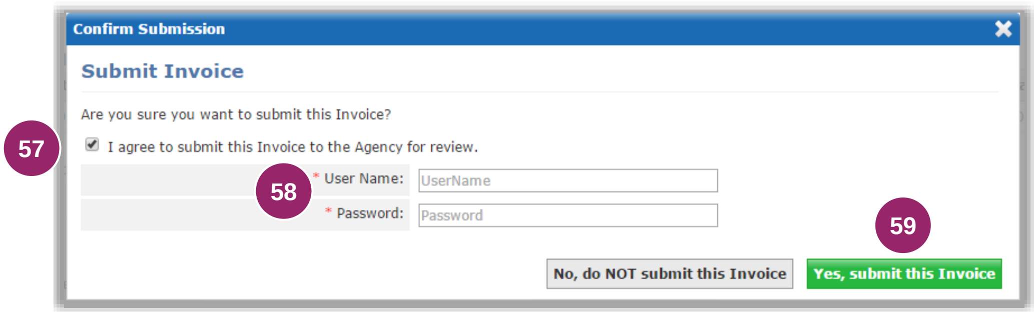
When reviewing the invoice, the Agency will add any Assignments for the funds they have previously agreed to.

54. Next, enter **"Comments"** that you would like the Agency to receive with your invoice submission.

55. Click **"Save."**



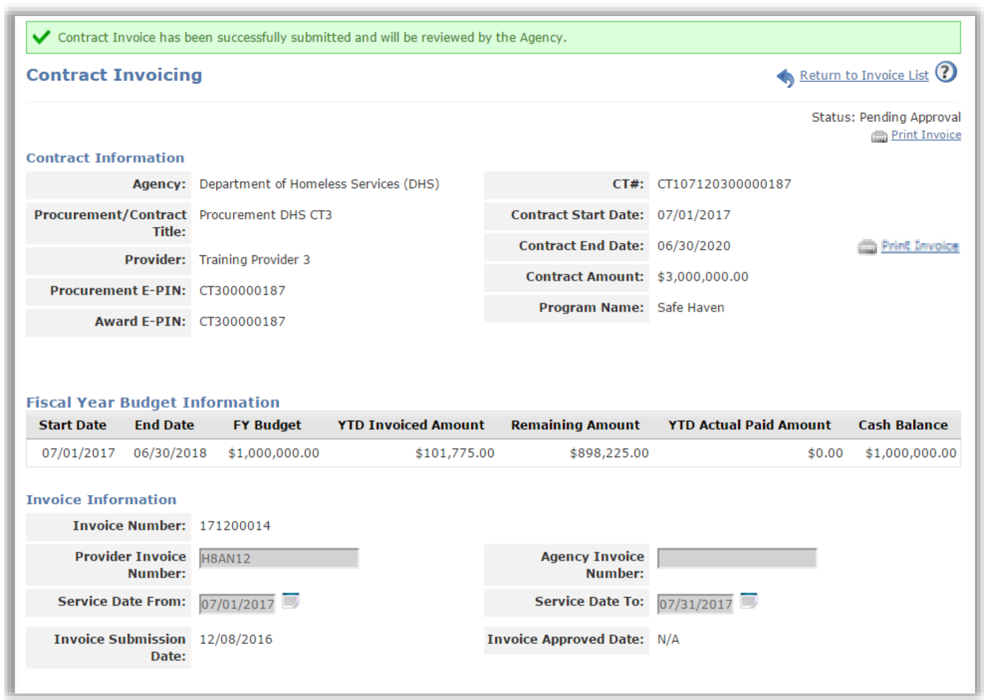
56. Once your invoice is complete, click **"Submit."**



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

58. Enter your **"User Name"** and **"Password"** as your signature.

59. 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.

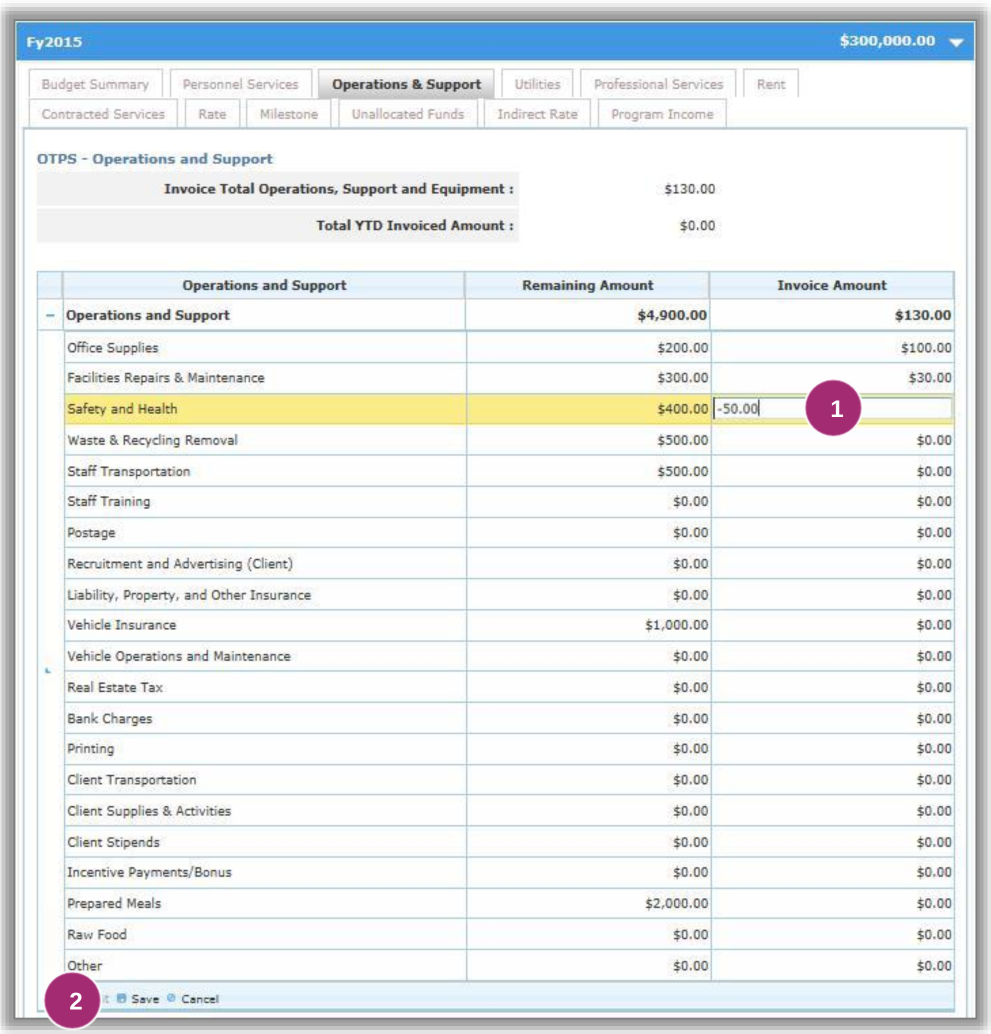
The issuing Agency will approve the invoice or return it for revision. If actions are required by your organization, you will receive notifications and alerts in the system and Financial Level 2 users will receive an email.

When an invoice is in Pending Approval status, you will not be able to make changes to the invoice. If an Agency requires you to modify an invoice they will return the invoice for revisions. See page 35 for details.

HHS Accelerator

Applying Credits to 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

1

2

The process to initiate an invoice is the same.

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

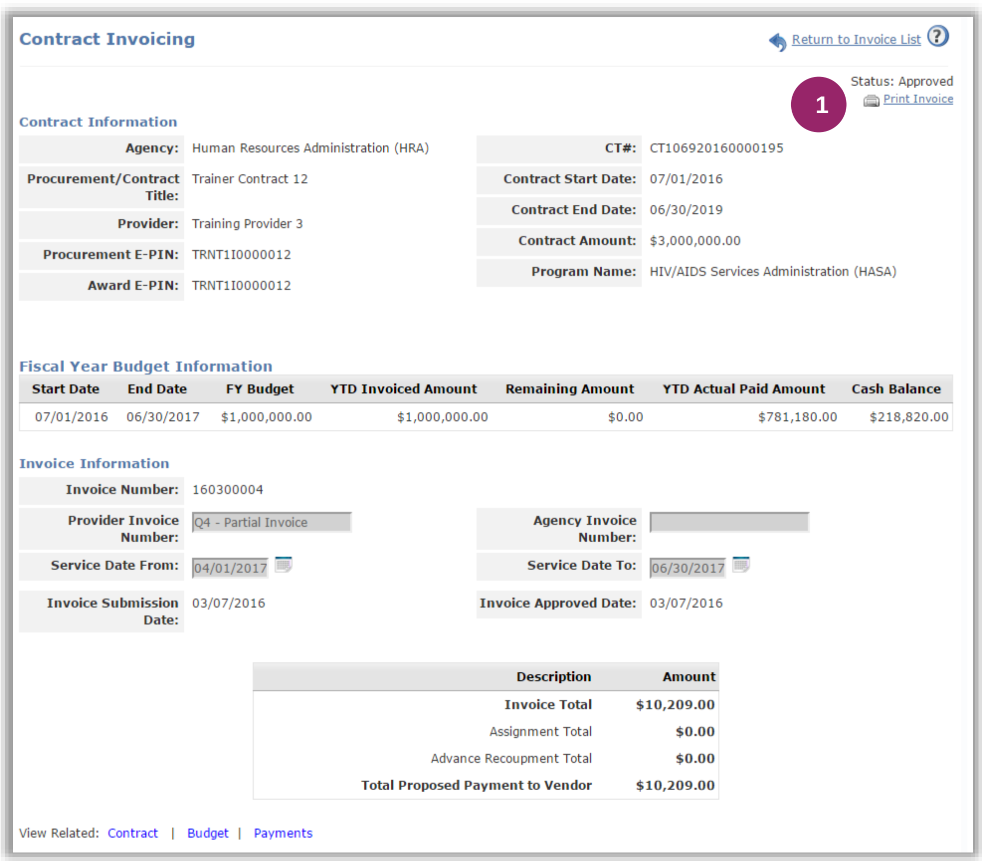
1. For the lines your organization previously invoiced for, double click and enter a negative value in the **"Invoice Amount"** box.

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

Status: Approved
Print Invoice

1

Contract Information

Agency:	Human Resources Administration (HRA)	**CT#:**	CT106920160000195
Procurement/Contract Title:	Trainer Contract 12	**Contract Start Date:**	07/01/2016
Provider:	Training Provider 3	**Contract End Date:**	06/30/2019
Procurement E-PIN:	TRNT1I0000012	**Contract Amount:**	$3,000,000.00
Award E-PIN:	TRNT1I0000012	**Program Name:**	HIV/AIDS Services Administration (HASA)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2016	06/30/2017	$1,000,000.00	$1,000,000.00	$0.00	$781,180.00	$218,820.00

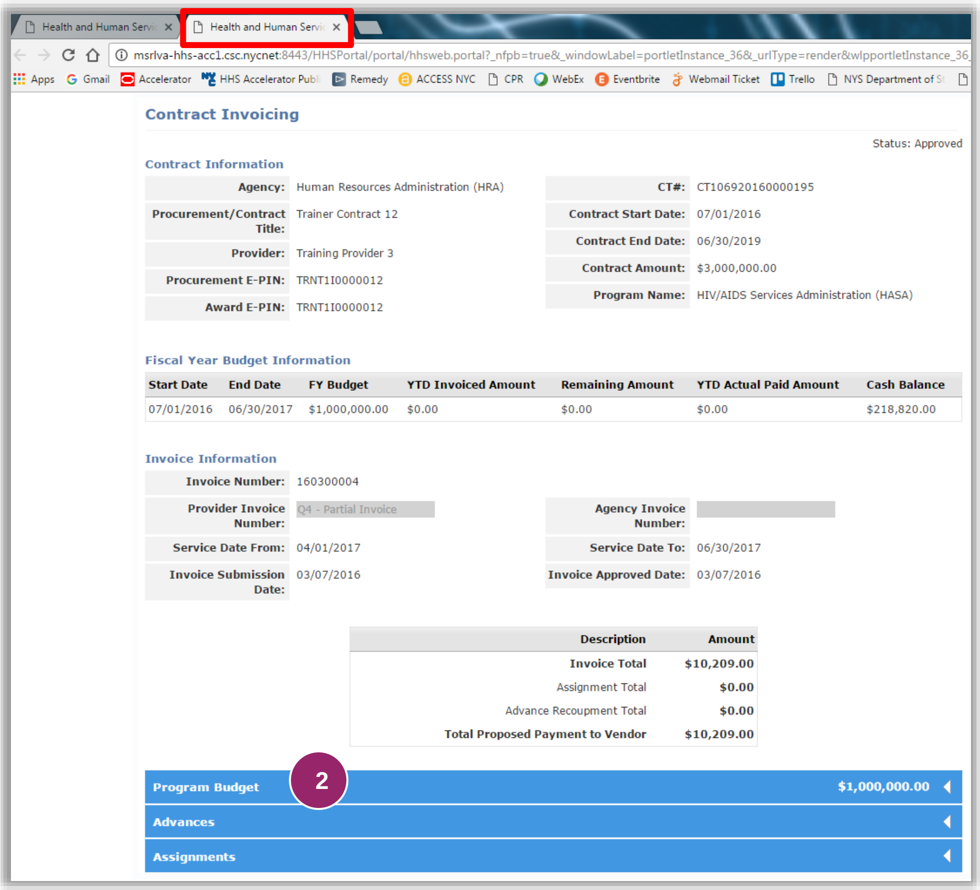
Invoice Information

Invoice Number:	160300004		
Provider Invoice Number:	Q4 - Partial Invoice	**Agency Invoice Number:**	
Service Date From:	04/01/2017	**Service Date To:**	06/30/2017
Invoice Submission Date:	03/07/2016	**Invoice Approved Date:**	03/07/2016

Description	Amount
Invoice Total	**$10,209.00**
Assignment Total	**$0.00**
Advance Recoupment Total	**$0.00**
Total Proposed Payment to Vendor	**$10,209.00**

View Related: Contract | Budget | Payments

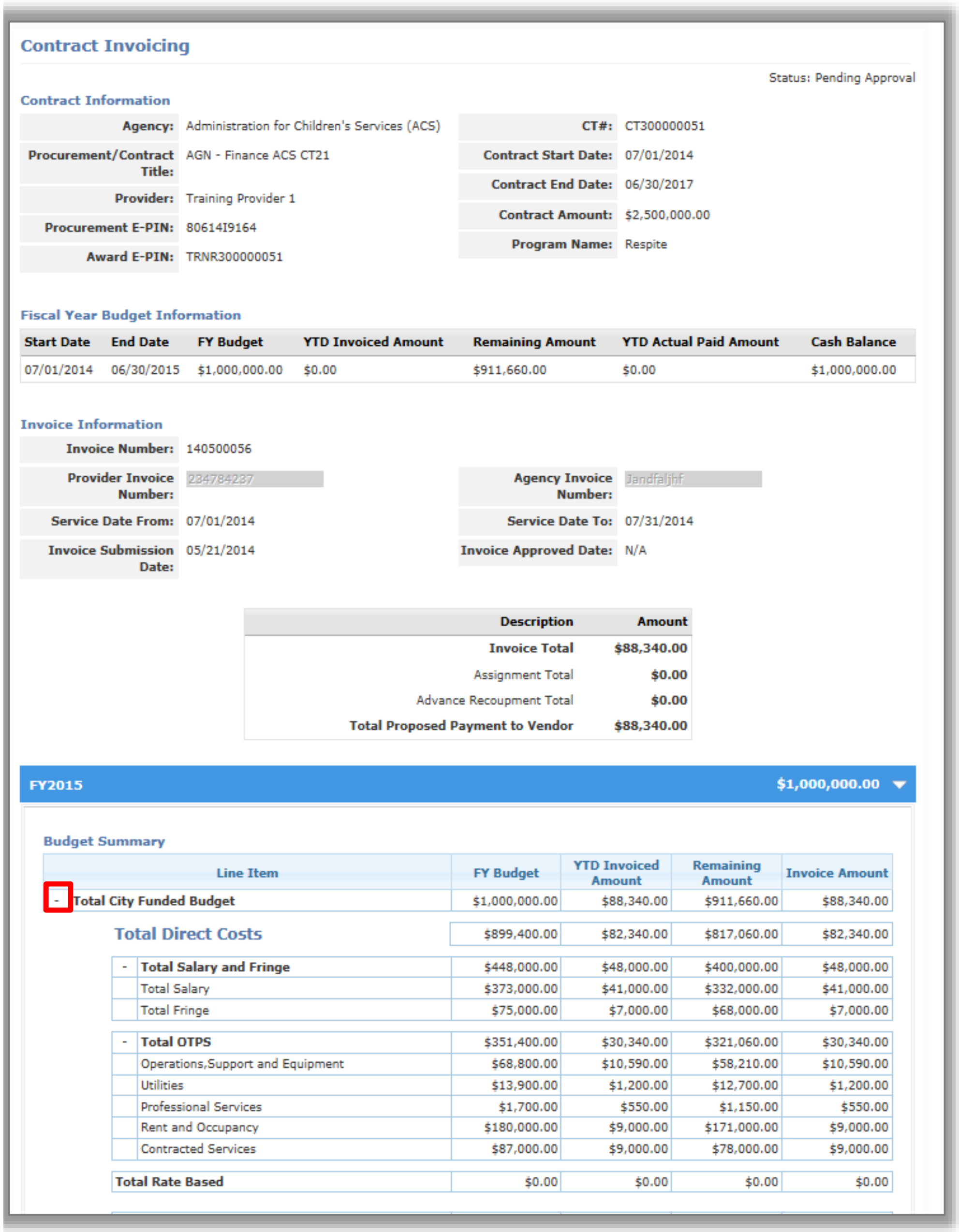
1. Click the **"Print Invoice"** hyperlink on the top right of the screen.



A new tab will open in your browser.

2. Next, click on the desired blue header(s) just below the Invoice Information section to expand each section 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:	80614I9164	**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		
Provider Invoice Number:	234784237	**Agency Invoice Number:**	Jandfaljhf
Service Date From:	07/01/2014	**Service Date To:**	07/31/2014
Invoice Submission Date:	05/21/2014	**Invoice Approved Date:**	N/A

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 **$1,000,000.00**

Budget Summary

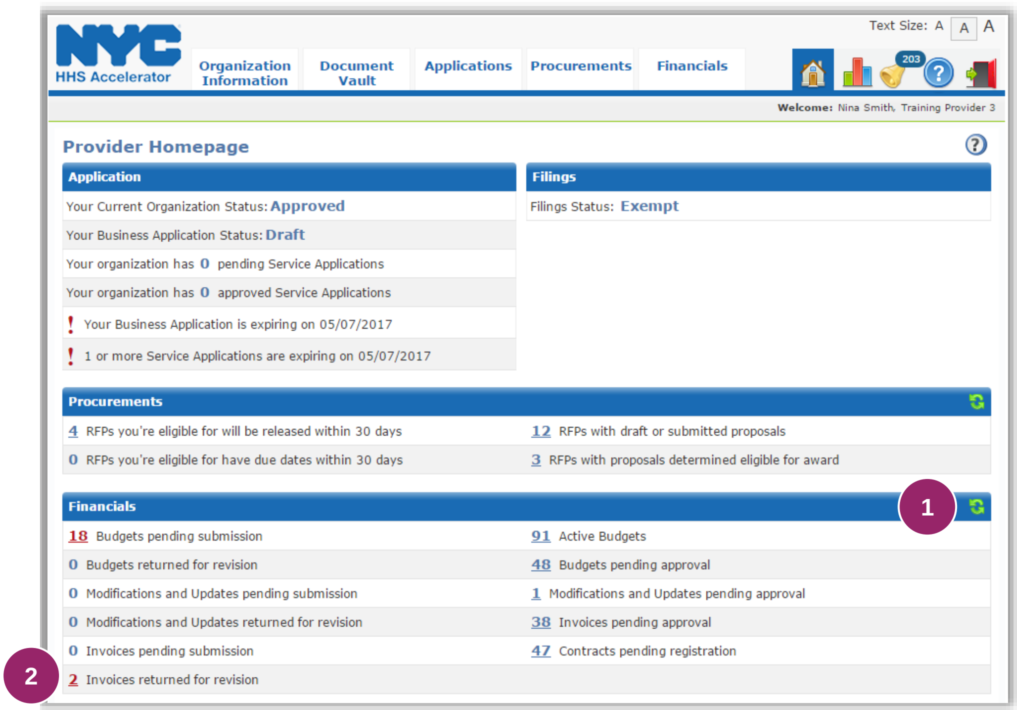
Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	Invoice Amount
- **Total City Funded Budget**	$1,000,000.00	$88,340.00	$911,660.00	$88,340.00
Total Direct Costs	$899,400.00	$82,340.00	$817,060.00	$82,340.00
- **Total Salary and Fringe**	$448,000.00	$48,000.00	$400,000.00	$48,000.00
Total Salary	$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

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

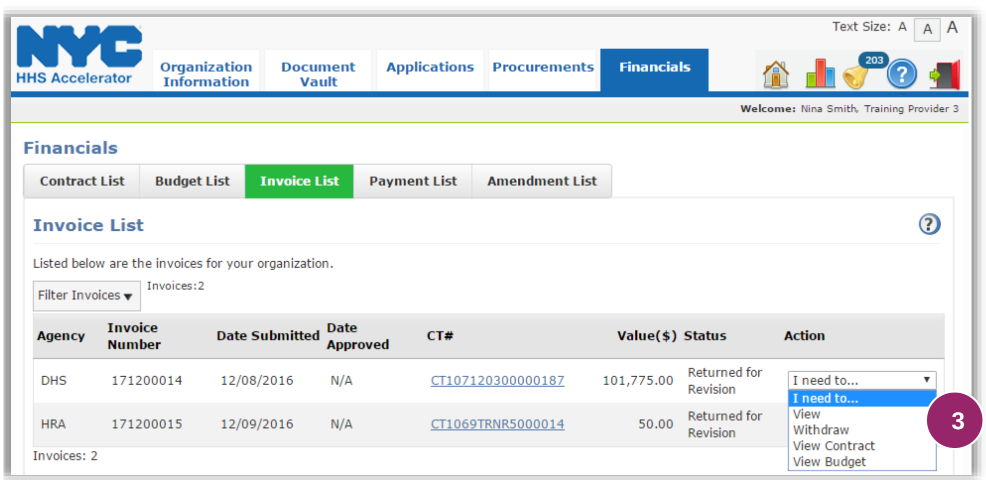
You have the option of collapsing sections of the invoice that you don't want to print. Click the (-) next to the Bolded Text.

Revise an Invoice

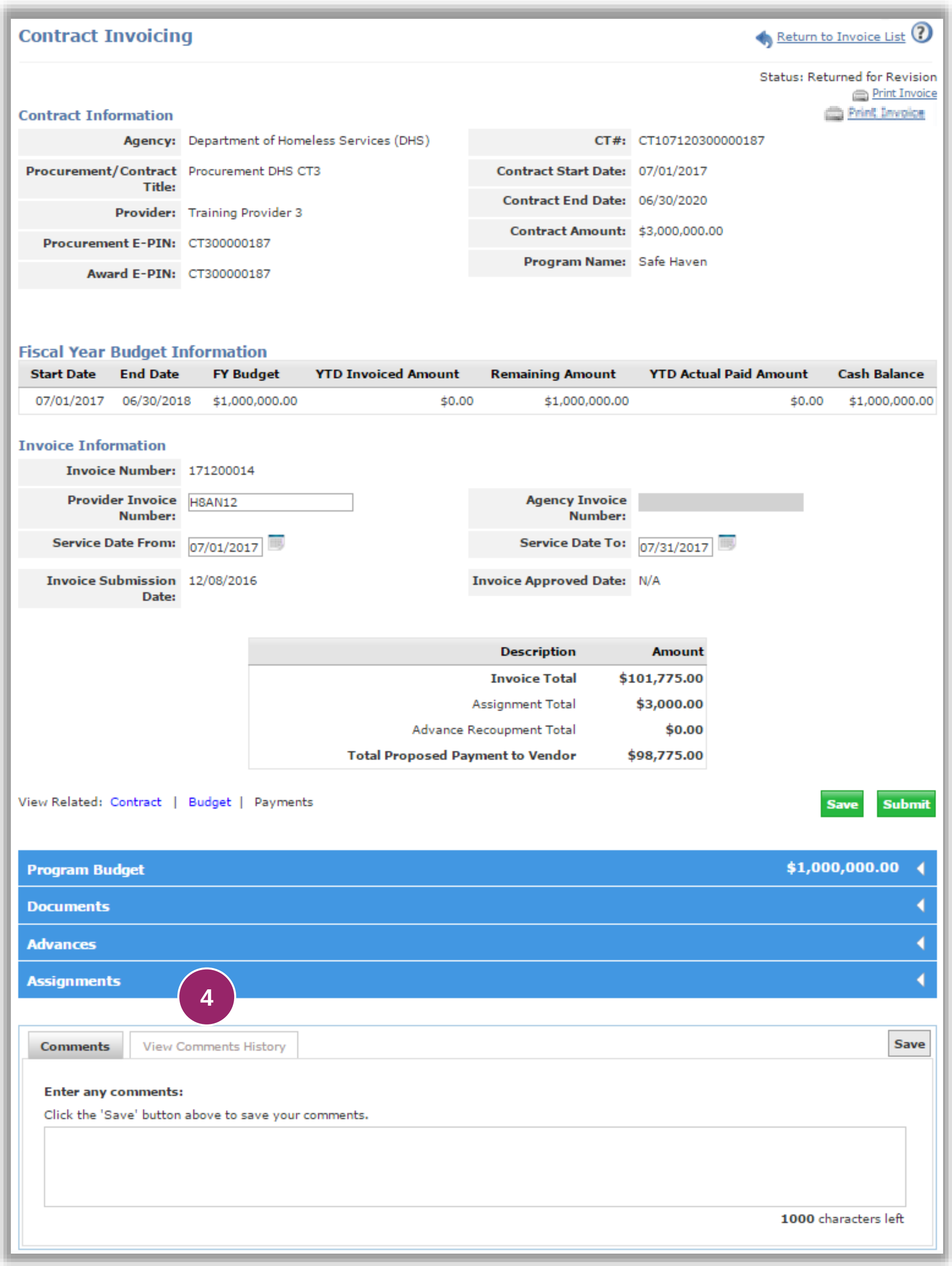
If your invoice is returned for revisions, your organization must make the appropriate revisions and resubmit the invoice.



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."**

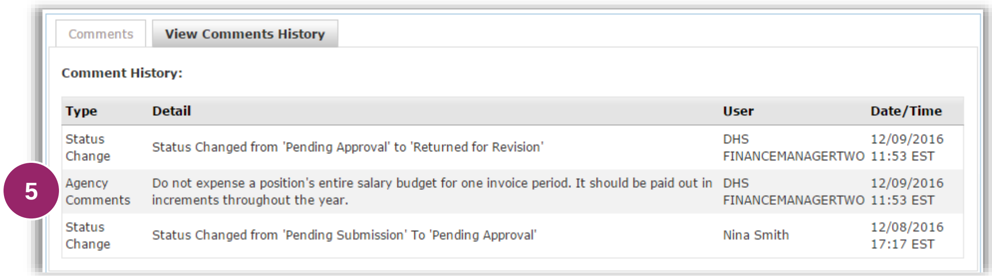


3. Select **"View"** from the Action menu for the invoice you would like to view.



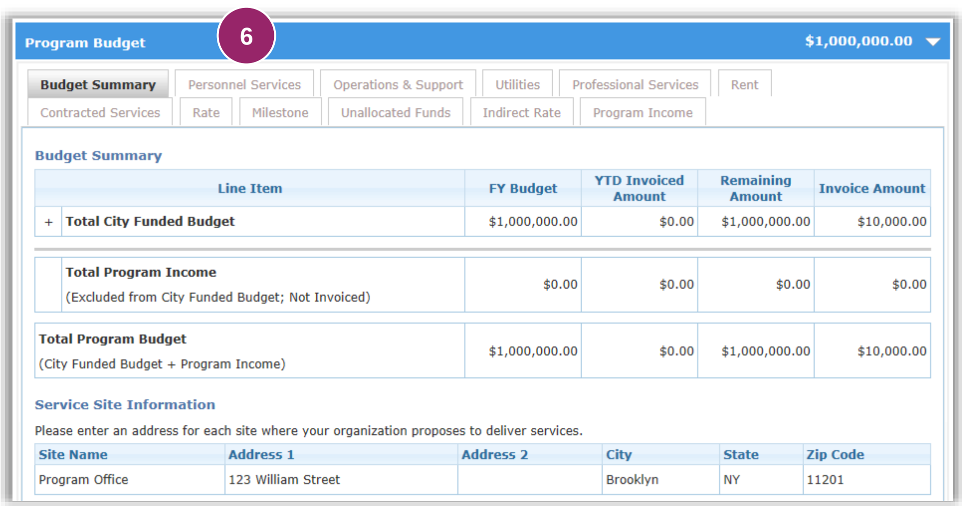
4. Click **"View Comments History"** tab to see why the Agency returned the invoice for revisions.

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



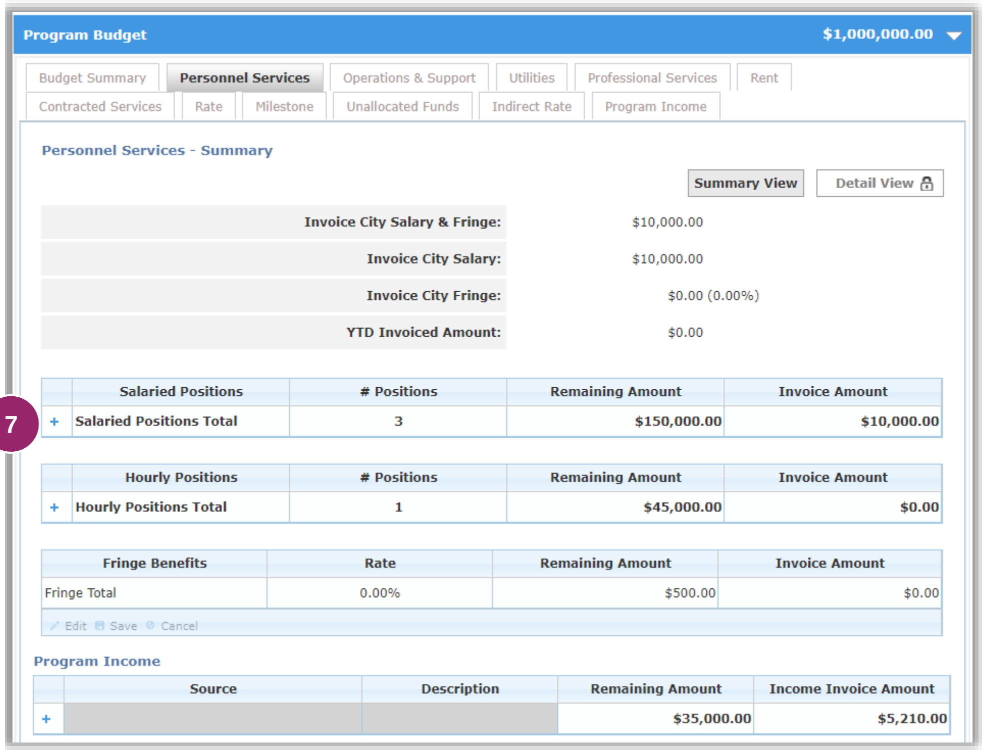
5. Review the Agency comments on the invoice.

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).

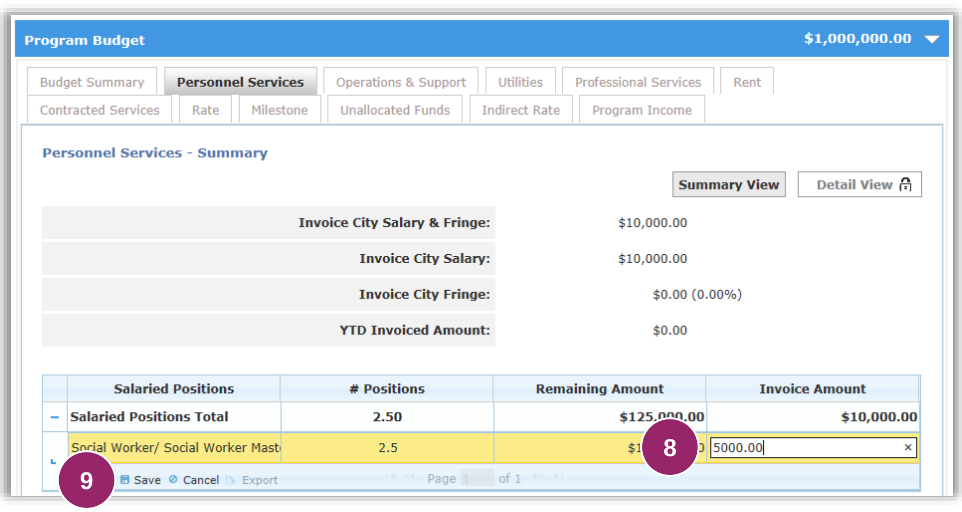


6. Click on the **"Personnel Services"** tab.

HHS Accelerator

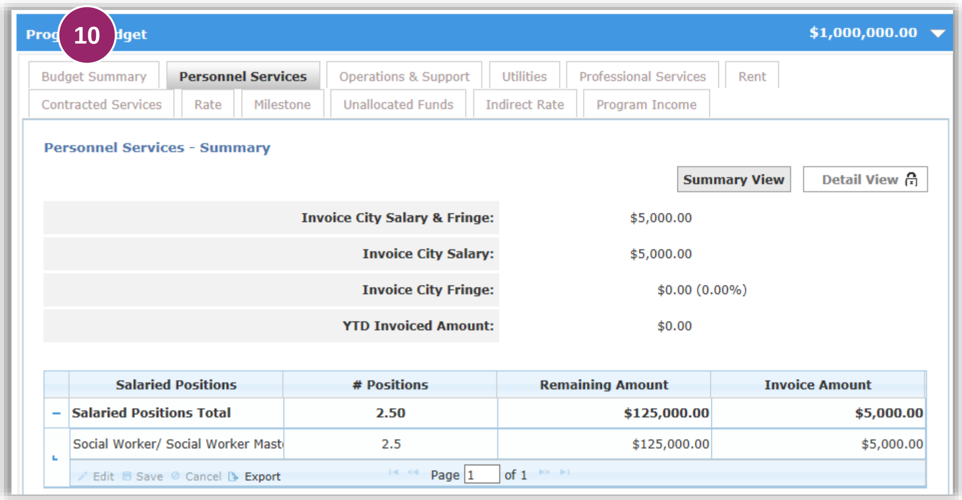


7. Click on the **"+"** symbol next to Salaried Positions Total.

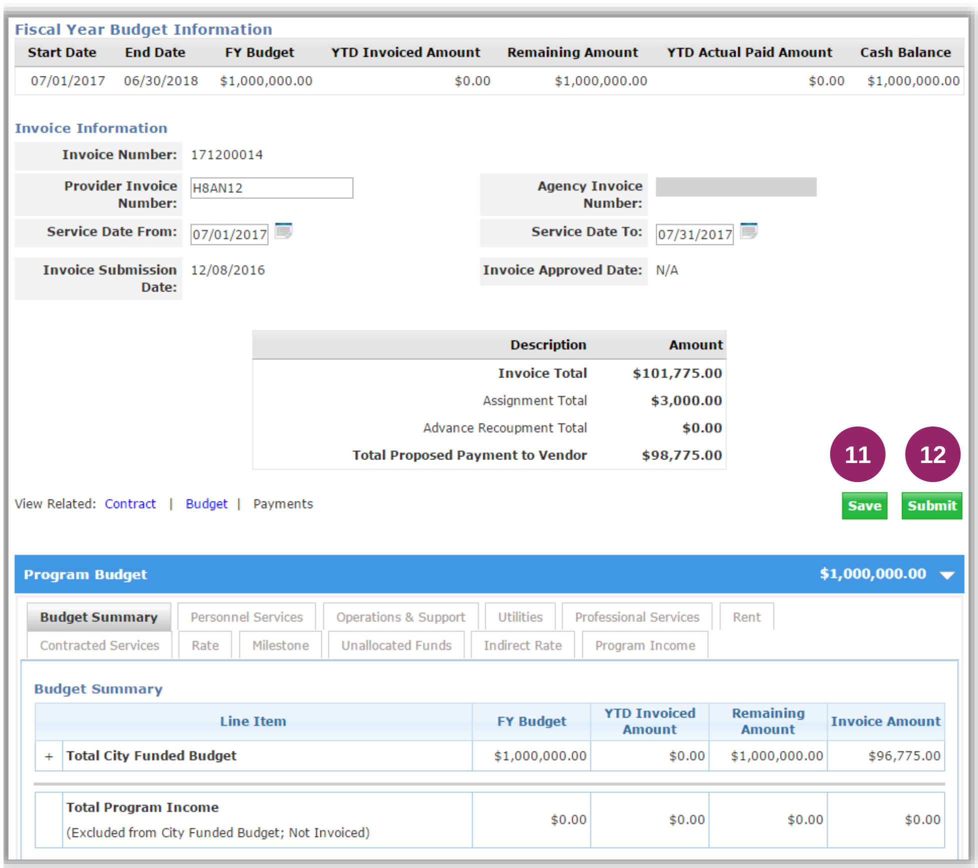


8. Double click on the existing row Salaried Positions to activate it and enter the adjusted value in the **"Invoice Amount"** box.

9. Click **"Save."**

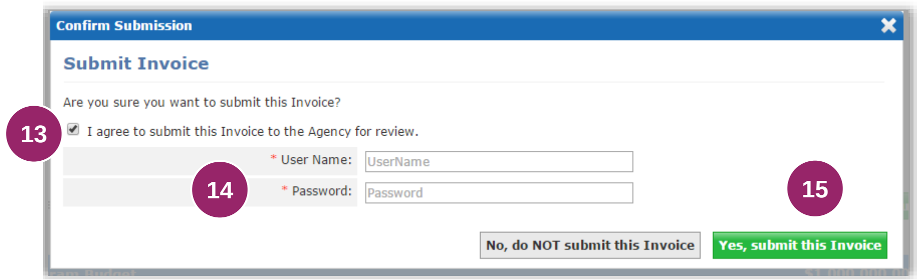


10. Once you have made your change, click **"Budget Summary"** to confirm.



11. Click **"Save."**

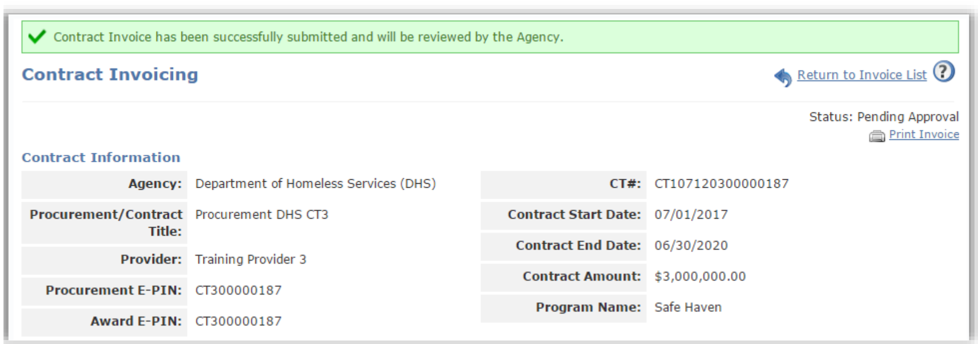
12. Next, click **"Submit."**



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

14. Enter your **"User Name"** and **"Password"** as your signature.

15. Click **"Yes, submit this Invoice"** at the bottom of the screen.



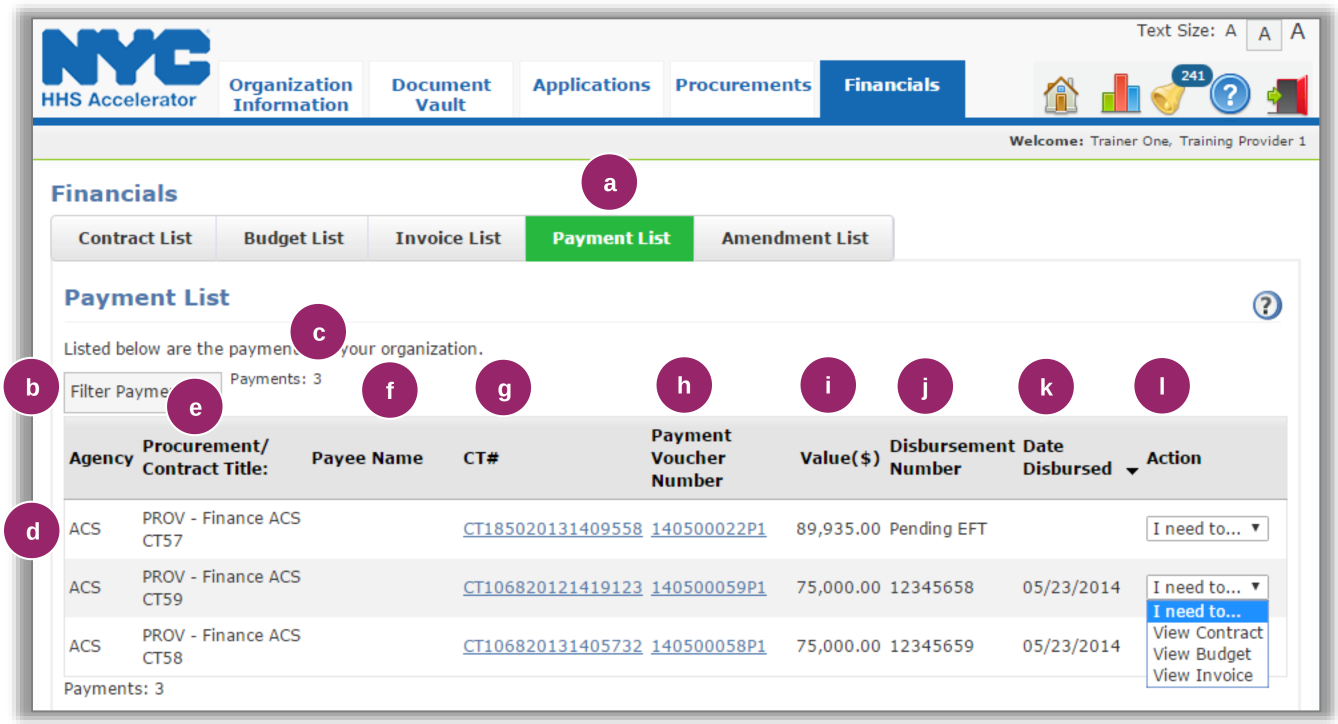
A green message bar will confirm that your invoice was successfully submitted and will be reviewed by the Agency.

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 will display payments once they have been approved by the City Agency. If the approved payment has not yet disbursed, its status will reflect that it is "Pending EFT" (pending electronic funds transfer). The list reflects current information from New York City's financial management system, FMS. Information is updated nightly.

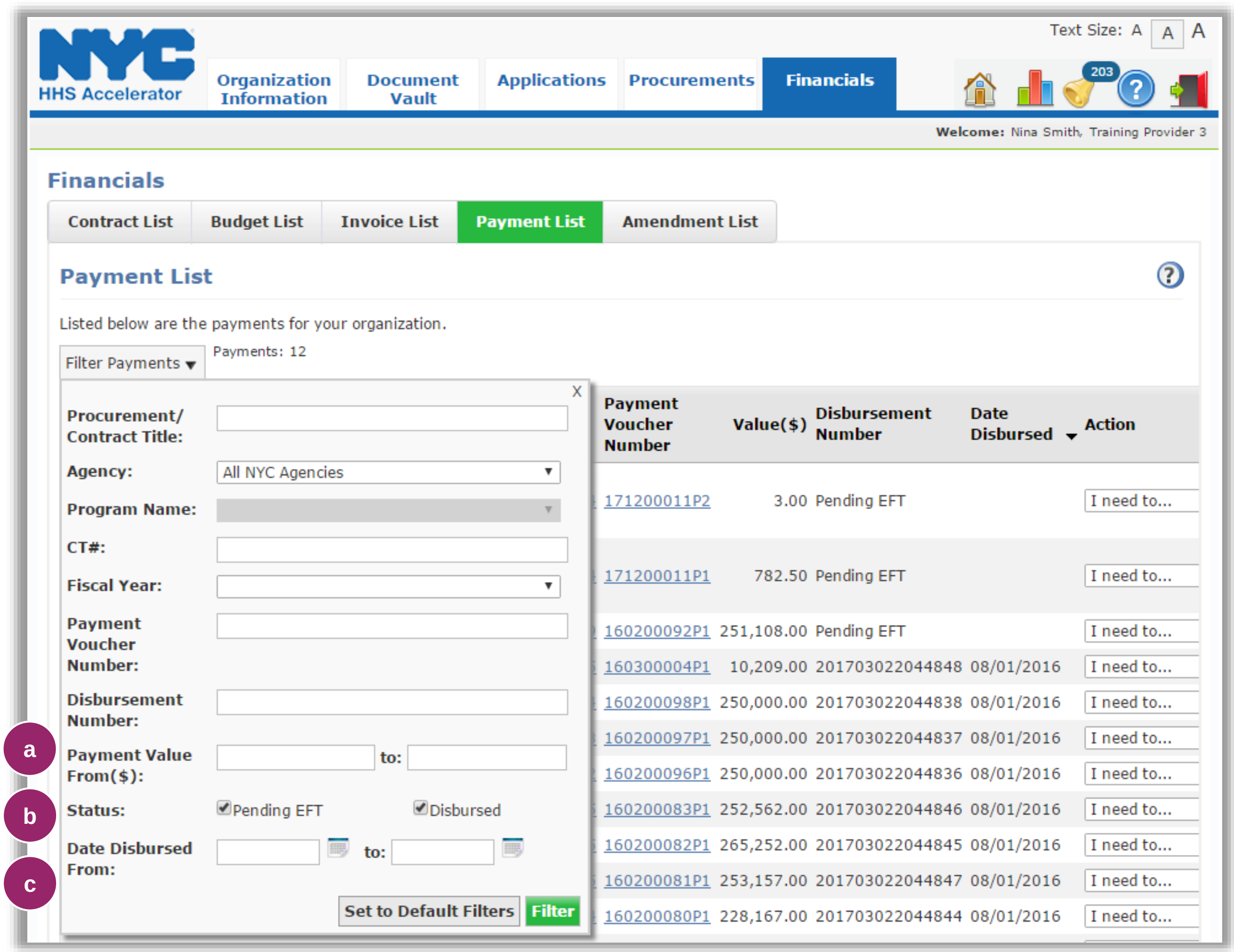


a.	Click on the Payment List tab to access the Payment List.
b.	Click on the Filter Payment button to change which payments are displayed.
c.	Number of payments displayed based on applied filters.
d.	Funding Agency is listed.
e.	Procurement/Contract Title is listed.
f.	Payee Name is listed (for recoupments).
g.	Contract Number (CT#) for each payment is listed. (You can click on contract number to access Contract Budget.)
h.	Payment Voucher Number is listed. (You can click on Payment Voucher Number to access Invoice.)
i.	Value ($) of each payment is listed.

j.	Disbursement Number of each payment.
k.	Date Disbursed for each payment.
l.	Action column provides menu of possible actions to take. For the payment, you can view the contract, view the Budget, or view the invoice.

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.



a.	Payment Value From ($) allows your organization to filter payments by value range.
b.	Status indicates the current status of the payment.
c.	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 “141200006P1,” then the invoice number would be “141200006.”