



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.

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 HHS Accelerator interface. At the top, there is a navigation bar with tabs for Organization Information, Document Vault, Applications, Procurements, and Financials. The Financials tab is selected. Below the navigation bar, there is a sub-navigation bar with tabs for Contract List, Budget List, Invoice List (highlighted), Payment List, and Amendment List. The Invoice List tab is active, showing a list of invoices. The list has columns for Agency, Invoice Number, Date Submitted, Date Approved, CT#, Value(\$), Status, and Action. There are four rows of invoice data. Callouts a through k point to various elements: 'a' points to the Invoice List tab; 'b' points to the Filter Invoices button; 'c' points to the number of invoices (57); 'd' points to the Agency column; 'e' points to the Invoice Number column; 'f' points to the Date Submitted column; 'g' points to the Date Approved column; 'h' points to the CT# column; 'i' points to the Value(\$ column; 'j' points to the Status column; 'k' points to the Action column.

Agency	Invoice Number	Date Submitted	Date Approved	CT#	Value(\$)	Status	Action
ACS	140500059	05/23/2014	05/23/2014	CT106820121419123	75,000.00	Approved	I need to... I need to... View Invoice View Contract View Budget View Payments
ACS	140500058	05/23/2014	05/23/2014	CT106820131405732	75,000.00	Approved	
ACS	140500057	05/22/2014	05/22/2014	CT185820121429705	2,750.00	Approved	
ACS	140500056	12/29/2016	12/29/2016	CT300000051	84,340.00	Approved	

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.



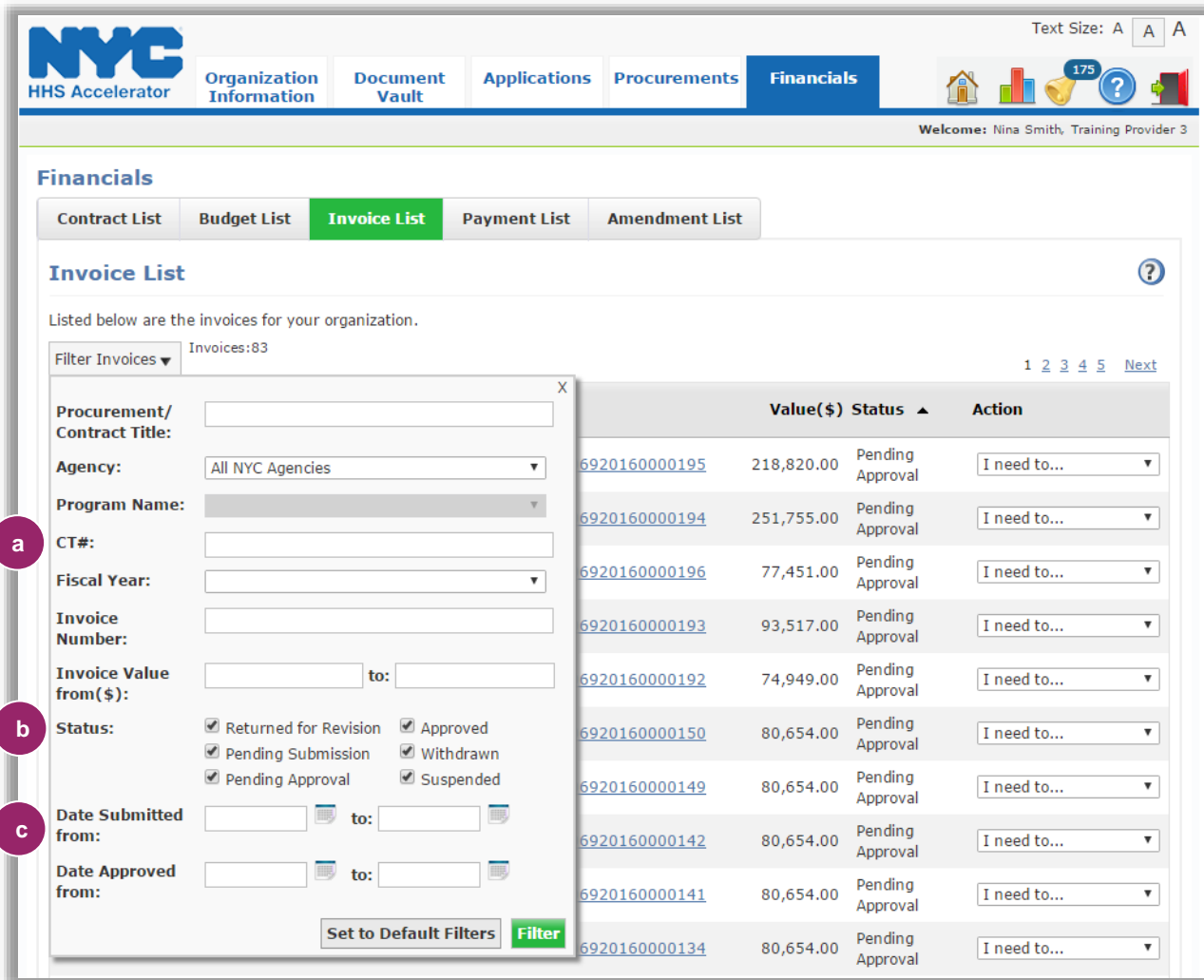
It is at the discretion of the Funding Agency to establish the timing for invoice submission.

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 'Financials' section of the NYC HHS Accelerator interface. The 'Invoice List' tab is active, showing a table of invoices. A 'Filter Invoices' modal is open, allowing users to refine their search. The filter modal includes fields for Procurement/Contract Title, Agency (set to 'All NYC Agencies'), Program Name, CT#, Fiscal Year, Invoice Number, and Invoice Value range. The 'Status' section has checkboxes for 'Returned for Revision', 'Approved', 'Pending Submission', 'Withdrawn', 'Pending Approval', and 'Suspended'. The 'Date Submitted' and 'Date Approved' sections have date range pickers. A 'Filter' button is at the bottom of the modal. The table in the background lists invoices with columns for ID, Value(\$), Status, and Action.

ID	Value(\$)	Status	Action
6920160000195	218,820.00	Pending Approval	I need to...
6920160000194	251,755.00	Pending Approval	I need to...
6920160000196	77,451.00	Pending Approval	I need to...
6920160000193	93,517.00	Pending Approval	I need to...
6920160000192	74,949.00	Pending Approval	I need to...
6920160000150	80,654.00	Pending Approval	I need to...
6920160000149	80,654.00	Pending Approval	I need to...
6920160000142	80,654.00	Pending Approval	I need to...
6920160000141	80,654.00	Pending Approval	I need to...
6920160000134	80,654.00	Pending Approval	I need to...

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.

Provider Homepage

Application
Your Current Organization Status: **Approved**
Your Business Application Status: **Draft**
Your organization has **0** pending Service Applications
Your organization has **0** approved Service Applications
! Your Business Application is expiring on 05/07/2017
! 1 or more Service Applications are expiring on 05/07/2017

Filings
Filings Status: **Exempt**

Procurements
4 RFPs you're eligible for will be released within 30 days
0 RFPs you're eligible for have due dates within 30 days
12 RFPs with draft or submitted proposals
3 RFPs with proposals determined eligible for award

Financials
10 Budgets pending submission
0 Budgets returned for revision
0 Modifications and Updates pending submission
0 Modifications and Updates returned for revision
0 Invoices pending submission
0 Invoices returned for revision
91 Active Budgets
48 Budgets pending approval
1 Modifications and Updates pending approval
37 Invoices pending approval
46 Contracts pending registration

Documents Shared with your Organization
Organizations have shared 1 or more documents with you. Select an organization below and press "Continue" to view those documents.
- Select an Organization - **Continue**

NYC.ID Account Management
2 User account requests requiring action
[Update your NYC.ID Name or Email.](#)
[Update your NYC.ID Password.](#)
[Update your NYC.ID Security Questions.](#)

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.

Financials

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

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets Budgets:91 1 2 3 4 5 Next

Procurement/Contract Title	Agency	Fiscal Year	CT#	Budget Value(\$)	Last Updated	Status	Action
Procurement DHS CT3	DHS	2018	CT107120300000187	1,000,000.00	12/08/2016	Active	I need to... I need to...
Trainer Contract 29	HRA	2017	CT106920160000212	1,000,000.00	03/03/2016	Active	View Contract View Budget Submit Invoice Modify Budget Request Advance
Trainer Contract 31	HRA	2017	CT106920160000214	1,000,000.00	03/03/2016	Active	I need to...
Trainer Contract 11	HRA	2017	CT106920160000194	1,000,000.00	03/03/2016	Active	I need to...
Trainer Contract 30	HRA	2017	CT106920160000213	1,000,000.00	03/03/2016	Active	I need to...

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

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

Contract Information

Agency: Department of Homeless Services (DHS)	CT#: CT107120300000187
Procurement/Contract Title: Procurement DHS CT3	Contract Start Date: 07/01/2017
Provider: Training Provider 3	Contract End Date: 06/30/2020
Procurement E-PIN: CT300000187	Contract Amount: \$3,000,000.00
Award E-PIN: CT300000187	Program Name: Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number: 171200014	Agency Invoice Number: <input type="text"/>
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

View Related: [Contract](#) | [Budget](#) | [Payments](#) [Save](#) [Submit](#)

Program Budget \$1,000,000.00

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

Contract Information

Agency: Department of Homeless Services (DHS)	CT#: CT107120300000187
Procurement/Contract Title: Procurement DHS CT3	Contract Start Date: 07/01/2017
Provider: Training Provider 3	Contract End Date: 06/30/2020 Print Invoice
Procurement E-PIN: CT300000187	Contract Amount: \$3,000,000.00
Award E-PIN: CT300000187	Program Name: Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number: 171200014	Agency Invoice Number: <input type="text"/>
4 Provider Invoice Number: <input type="text" value="H8AN12"/>	5 Service Date To: <input type="text" value="07/31/2017"/>
Service Date From: <input type="text" value="07/01/2017"/>	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

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

View Related: [Contract](#) | [Budget](#) | [Payments](#)

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."**

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number: 171200014

Provider Invoice Number: H8AN12

Service Date From: 07/01/2017

Invoice Submission Date: N/A

Agency Invoice Number: [Redacted]

Service Date To: 07/31/2017

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

View Related: [Contract](#) | [Budget](#) | [Payments](#) [Save](#) [Submit](#)

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
+ Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00	\$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
Site Location	1234 John Street		New York	NY	10001

Documents | **Advances** | **Assignments**

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						
- 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.

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

Personnel Services - Summary

Summary View Detail View

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

Salaried Positions	# Positions	Remaining Amount	Invoice Amount
- Salaried Positions Total	2.5	\$125,000.00	\$0.00
Social Worker/ Social Worker Mast	2.5	\$125,000.00	\$0.00

Edit Save Cancel Export Page 1 of 1

Hourly Positions	# Positions	Remaining Amount	Invoice Amount
- Hourly Positions Total	1.5	\$70,000.00	\$0.00
Administrative Assistant (612)	1.5	\$70,000.00	\$0.00

Edit Save Cancel Export Page 1 of 1

Fringe Benefits	Rate	Remaining Amount	Invoice Amount
Fringe Total	0.00%	\$20,000.00	\$0.00

Edit Save Cancel

Program Income

Source	Description	Remaining Amount	Income Invoice Amount
-		\$35,000.00	\$0.00
Grant Funds		\$35,000.00	\$0.00

Edit Save Cancel Page 1 of 1

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.

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

Personnel Services - Summary

Summary View Detail View

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

Salaried Positions	# Positions	Remaining Amount	Invoice Amount
- Salaried Positions Total	2.5	\$125,000.00	\$0.00
Social Worker/ Social Worker Mast	2.5	\$125,000.00	10000

Save Cancel Export Page 1 of 1

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.

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

Personnel Services - Summary

Summary View | Detail View

Invoice City Salary & Fringe:	\$10,000.00
Invoice City Salary:	\$10,000.00
Invoice City Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Positions	# Positions	Remaining Amount	Invoice Amount
- Salaried Positions Total	2.5	\$125,000.00	\$10,000.00
Social Worker/ Social Worker Mast	2.5	\$125,000.00	\$10,000.00

Edit Save Cancel Export Page 1 of 1

Hourly Positions	# Positions	Remaining Amount	Invoice Amount
- Hourly Positions Total	1.5	\$70,000.00	\$0.00
Administrative Assistant (612)	1.5	\$70,000.00	\$0.00

Edit Save Cancel Export Page 1 of 1

Fringe Benefits	Rate	Remaining Amount	Invoice Amount
Fringe Total	0.00%	\$20,000.00	\$0.00

Edit Save Cancel

Program Income

Source	Description	Remaining Amount	Income Invoice Amount
-		\$35,000.00	\$0.00
Grant Funds		\$35,000.00	5210

Save Cancel Page 1 of 1

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.

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

Personnel Services - Summary

Summary View | Detail View

Invoice City Salary & Fringe:	\$10,000.00
Invoice City Salary:	\$10,000.00
Invoice City Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Positions	# Positions	Remaining Amount	Invoice Amount
- Salaried Positions Total	2.50	\$125,000.00	\$10,000.00
Social Worker/ Social Worker Mast	2.5	\$125,000.00	\$10,000.00

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

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

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	\$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	\$0.00
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

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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.

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

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	\$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

Edit Save Cancel

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.

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

OTPS - Operations and Support

Invoice Total Operations, Support and Equipment : \$1,675.00
Total YTD Invoiced Amount : \$0.00

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

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

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.

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

OTPS - Utilities

Utilities	Remaining Amount	Invoice Amount
Operations and Support	\$14,000.00	\$0.00
Telephone - Land lines	\$0.00	\$0.00
Electric	\$2,000.00	\$0.00
Water/Sewer	\$0.00	\$0.00
Oil - Heating	\$0.00	\$0.00
Gas - Heating	\$0.00	\$0.00
Security Systems	\$5,000.00	<input type="text" value="850.00"/>
Internet Connectivity	\$2,000.00	\$0.00
Mobile Phones	\$5,000.00	\$0.00
Bundled Communications	\$0.00	\$0.00

Edit Save Cancel

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.

OTPS Professional Services		Remaining Amount	Invoice Amount
-	Professional Services	\$198,000.00	\$15,000.00
	Accounting Costs	\$0.00	\$0.00
	Legal Costs	\$100,000.00	15000.00
	Audit Expense	\$98,000.00	\$0.00
	Other	\$0.00	\$0.00

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.

Program Budget						
0,000.00						
Budget Summary		Personnel Services	Operations & Support	Utilities	Professional Services	Contracted Services
Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income		
OTPS - Rent						
Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Remaining Amount	Invoice Amount
- Rent					\$100,000.00	\$0.00
1234 John Street	ABC Management	Jane Doe	Yes	100.00%	\$100,000.00	15000.00
<input type="checkbox"/> Edit <input type="checkbox"/> Save <input type="checkbox"/> Cancel Page 1 of 1						

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

OTPS - Contracted Services

Total Contracted Services Budget: \$8,000.00
YTD Invoiced Amount: \$0.00

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Consultants		\$3,000.00	\$0.00
l Dr. Russell	Psychiatric Services	\$3,000.00	750.00
Edit Save Cancel Page 1 of 1			
+ Sub-Contractors		\$0.00	\$0.00
- Vendors		\$5,000.00	\$0.00
l Security Services	Provide Security	\$5,000.00	\$0.00
Edit Save Cancel Page 1 of 1			

Program Income

Source	Description	Remaining Amount	Income Invoice Amount
+		\$0.00	\$0.00

Tab Comments | **View Comments History**

Comment History:

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

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.”

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

OTPS - Contracted Services

Total Contracted Services Budget: \$8,000.00

YTD Invoiced Amount: \$0.00

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Consultants		\$3,000.00	\$750.00
Dr. Russell	Psychiatric Services	\$3,000.00	\$750.00

Page 1 of 1

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

OTPS Contracted Services	Description of Service	Remaining Amount	Invoice Amount
- Vendors		\$5,000.00	\$0.00
Security Services	Provide Security	\$5,000.00	\$0.00

Page 1 of 1

Program Income

Source	Description	Remaining Amount	Income Invoice Amount
+		\$0.00	\$0.00

Tab Comments | View Comments History | Save

32

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

Please see contract service expenses attached to this budget in the Documents section.

2914 characters left

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.

Rate	#Units	Remaining # Units	Invoice Units	Remaining Amount	Invoice Amount
- Unit Description				\$125,000.00	\$0.00
Trials	50	50	5	\$100,000.00	15000.00
# of Children Served	100	100	0	\$25,000.00	\$0.00

34

35

Milestone	Remaining Amount	Invoice Amount
- Milestone	\$75,000.00	\$0.00
Housing Placement	\$75,000.00	3500.00

36

38

37

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.

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

In this example, there are no Unallocated Funds budgeted.

39. Click on the “Indirect Rate” tab.

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.

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.

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
Program Income					
Please note that all changes to Program Income must be made in the grids located in the corresponding budget category tab					
	Source	Budget Category	Description	Remaining Amount	Income Invoice Amount
-				\$55,000.00	\$5,210.00
	In-Kind Contribution	Professional Services	Legal Services	\$20,000.00	\$0.00
	Grant Funds	Personnel Services		\$35,000.00	\$5,210.00
Export Page 1 of 1					

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.

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		
- 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.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number:	171200014	Agency Invoice Number:	
Provider Invoice Number:	H8AN12	Service Date To:	07/31/2017
Service Date From:	07/01/2017	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

View Related: [Contract](#) | [Budget](#) | [Payments](#) [Save](#) [Submit](#)

Program Budget \$1,000,000.00

- Documents** 44
- Advances
- Assignments

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

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

1000 characters left

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

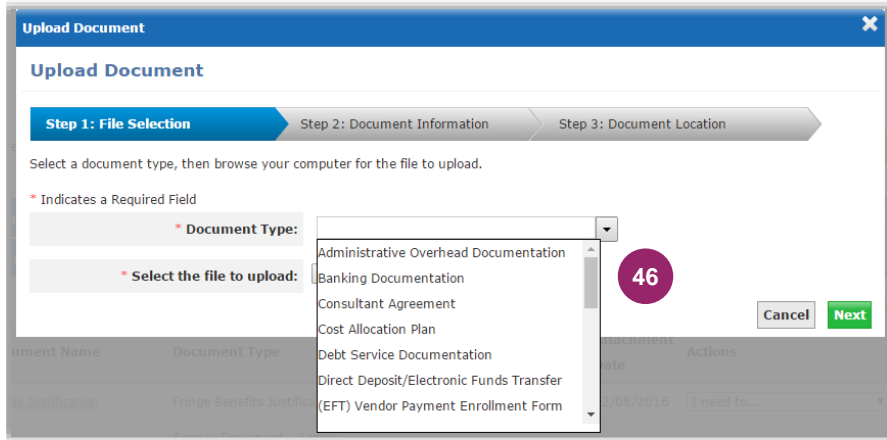
Documents 45

[Add Document from Vault](#) [Upload New Document](#)

Document Name	Document Type	Attached By	Attachment Date	Actions
Fringe Justification	Fringe Benefits Justification	Nina Smith	12/08/2016	I need to...
Budget Instructions	Agency Document - Agency Document	DHS CFO	12/06/2016	I need to...

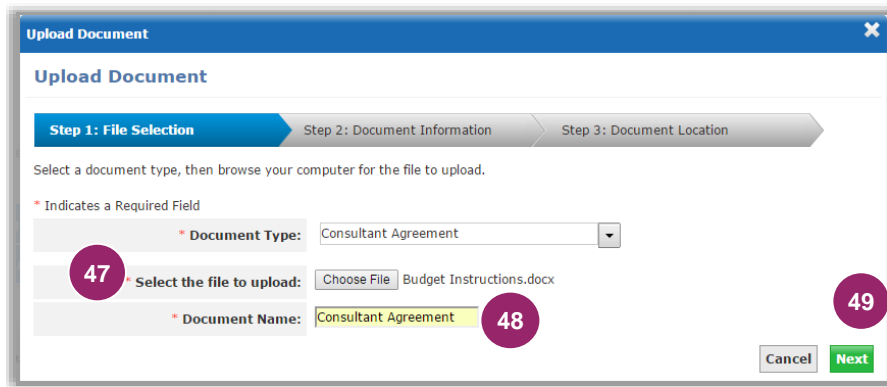
For this example, you will upload a document. The Documents feature allows your organization to attach and submit supplementary and supporting information with the invoices.

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.”**

Document Name	Document Type	Attached By	Attachment Date	Actions
Consultant Agreement	Consultant Agreement	Nina Smith	12/08/2016	I need to...
Fringe Justification	Fringe Benefits Justification	Nina Smith	12/08/2016	I need to...
Budget Instructions	Agency Document - Agency Document	DHS CFO	12/06/2016	I need to...

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

Program Budget \$1,000,000.00

Documents

Add Document from Vault Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Consultant Agreement	Consultant Agreement	Nina Smith	12/08/2016	I need to...
Fringe Justification	Fringe Benefits Justification	Nina Smith	12/08/2016	I need to...
Budget Instructions	Agency Document - Agency Document	DHS CFO	12/06/2016	I need to...

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Advances

Assignments

Upload any remaining documents to the invoice.

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

Advances

Advances	Advance Request Date	Status	Amount	YTD Recoupment Amount	YTD Recoupment %	Invoice Recoupment Amount
- Overall			\$25,000.00	\$0.00	0.00%	\$0.00
Start Up Funds	12/08/2016	Pending Approval	\$25,000.00	\$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.

Program Budget \$1,000,000.00

Documents

Advances

Advances	Advance Request Date	Status	Amount	YTD Recoupment Amount	YTD Recoupment %	Invoice Recoupment Amount
- Overall			\$25,000.00	\$0.00	0.00%	\$0.00
Start Up Funds	12/08/2016	Pending Approval	\$25,000.00	\$0.00	0.00%	\$0.00

Page 1 of 1

53

Assignments

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

Assignments

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

[Add Assignee](#)

Comments [View Comments History](#) 55 [Save](#)

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

1000 characters left

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.**”

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

Status: Pending Submission [Print Invoice](#)

Contract Information

Agency: Department of Homeless Services (DHS)	CT#: CT107120300000187
Procurement/Contract Title: Procurement DHS CT3	Contract Start Date: 07/01/2017
Provider: Training Provider 3	Contract End Date: 06/30/2020
Procurement E-PIN: CT300000187	Contract Amount: \$3,000,000.00
Award E-PIN: CT300000187	Program Name: Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number: 171200014	Agency Invoice Number: <input type="text"/>
Provider Invoice Number: <input type="text" value="H8AN12"/>	Service Date To: <input type="text" value="07/31/2017"/>
Service Date From: <input type="text" value="07/01/2017"/>	Invoice Approved Date: N/A
Invoice Submission Date: N/A	

Description	Amount
Invoice Total	\$101,775.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$101,775.00

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

View Related: [Contract](#) | [Budget](#) | [Payments](#)

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.

Confirm Submission

Submit Invoice

Are you sure you want to submit this Invoice?

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

* User Name:

* Password:

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

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

Contract Invoicing

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

Status: Pending Approval

[Return to Invoice List](#) [Print Invoice](#)

Contract Information

Agency:	Department of Homeless Services (DHS)	CT#:	CT107120300000187
Procurement/Contract Title:	Procurement DHS CT3	Contract Start Date:	07/01/2017
Provider:	Training Provider 3	Contract End Date:	06/30/2020
Procurement E-PIN:	CT300000187	Contract Amount:	\$3,000,000.00
Award E-PIN:	CT300000187	Program Name:	Safe Haven

[Print Invoice](#)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2017	06/30/2018	\$1,000,000.00	\$101,775.00	\$898,225.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number:	171200014	Agency Invoice Number:	
Provider Invoice Number:	H8AN12	Service Date From:	07/01/2017
Service Date To:	07/31/2017	Invoice Approved Date:	N/A
Invoice Submission Date:	12/08/2016		

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.

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

2 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](#) ?

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: TRNT110000012	Contract Amount: \$3,000,000.00
Award E-PIN: TRNT110000012	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	Agency Invoice Number: <input type="text"/>
Provider Invoice Number: Q4 - Partial Invoice	Service Date To: 06/30/2017
Service Date From: 04/01/2017	Invoice Approved Date: 03/07/2016
Invoice Submission 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.

Contract Invoicing Status: Approved

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: TRNT110000012	Contract Amount: \$3,000,000.00
Award E-PIN: TRNT110000012	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	\$0.00	\$0.00	\$0.00	\$218,820.00

Invoice Information

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

Program Budget 2 \$1,000,000.00

Advances

Assignments

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: 8061419164	Contract Amount: \$2,500,000.00
Award E-PIN: TRNR3000000051	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: Jendfajjrf
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

\$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.

Provider Homepage

Application
Your Current Organization Status: **Approved**
Your Business Application Status: **Draft**
Your organization has **0** pending Service Applications
Your organization has **0** approved Service Applications
! Your Business Application is expiring on 05/07/2017
! 1 or more Service Applications are expiring on 05/07/2017

Filings
Filings Status: **Exempt**

Procurements

4 RFPs you're eligible for will be released within 30 days	12 RFPs with draft or submitted proposals
0 RFPs you're eligible for have due dates within 30 days	3 RFPs with proposals determined eligible for award

Financials

18 Budgets pending submission	91 Active Budgets
0 Budgets returned for revision	48 Budgets pending approval
0 Modifications and Updates pending submission	1 Modifications and Updates pending approval
0 Modifications and Updates returned for revision	38 Invoices pending approval
0 Invoices pending submission	47 Contracts pending registration
2 Invoices returned for revision	

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.”**

Financials

Contract List | Budget List | **Invoice List** | Payment List | Amendment List

Invoice List

Listed below are the invoices for your organization.

Filter Invoices Invoices: 2

Agency	Invoice Number	Date Submitted	Date Approved	CT#	Value(\$)	Status	Action
DHS	171200014	12/08/2016	N/A	CT107120300000187	101,775.00	Returned for Revision	I need to... I need to... View Withdraw View Contract View Budget
HRA	171200015	12/09/2016	N/A	CT1069TRNR5000014	50.00	Returned for Revision	

Invoices: 2

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
[Print Invoice](#)
[Print Invoice](#)

Contract Information

Agency: Department of Homeless Services (DHS)	CT#: CT107120300000187
Procurement/Contract Title: Procurement DHS CT3	Contract Start Date: 07/01/2017
Provider: Training Provider 3	Contract End Date: 06/30/2020
Procurement E-PIN: CT300000187	Contract Amount: \$3,000,000.00
Award E-PIN: CT300000187	Program Name: Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number: 171200014	Agency Invoice Number:
Provider Invoice Number: H8AN12	Service Date To: 07/31/2017
Service Date From: 07/01/2017	Invoice Approved Date: N/A
Invoice Submission Date: 12/08/2016	

Description	Amount
Invoice Total	\$101,775.00
Assignment Total	\$3,000.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$98,775.00

View Related: [Contract](#) | [Budget](#) | [Payments](#)

Save
Submit

Program Budget \$1,000,000.00
Documents
Advances
Assignments 4

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

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

1000 characters left

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.

- 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'	DHS FINANCEMANAGERTWO	12/09/2016 11:53 EST
Agency Comments	Do not expense a position's entire salary budget for one invoice period. It should be paid out in increments throughout the year.	DHS FINANCEMANAGERTWO	12/09/2016 11:53 EST
Status Change	Status Changed from 'Pending Submission' To 'Pending Approval'	Nina Smith	12/08/2016 17:17 EST

5

Program Budget						\$1,000,000.00
Budget Summary						
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	\$10,000.00		
Total Program Income (Excluded from City Funded Budget; Not Invoiced)						\$0.00
Total Program Budget (City Funded Budget + Program Income)						\$1,000,000.00
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	

- Click on the “Personnel Services” tab.

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

Personnel Services - Summary

Summary View [Detail View](#)

Invoice City Salary & Fringe:	\$10,000.00
Invoice City Salary:	\$10,000.00
Invoice City Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Positions	# Positions	Remaining Amount	Invoice Amount
+ Salaried Positions Total	3	\$150,000.00	\$10,000.00

Hourly Positions	# Positions	Remaining Amount	Invoice Amount
+ Hourly Positions Total	1	\$45,000.00	\$0.00

Fringe Benefits	Rate	Remaining Amount	Invoice Amount
Fringe Total	0.00%	\$500.00	\$0.00

[Edit](#) [Save](#) [Cancel](#)

Program Income

Source	Description	Remaining Amount	Income Invoice Amount
+		\$35,000.00	\$5,210.00

7. Click on the “+” symbol next to Salaried Positions Total.

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

Personnel Services - Summary

Summary View [Detail View](#)

Invoice City Salary & Fringe:	\$10,000.00
Invoice City Salary:	\$10,000.00
Invoice City Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Positions	# Positions	Remaining Amount	Invoice Amount
- Salaried Positions Total	2.50	\$125,000.00	\$10,000.00
Social Worker/ Social Worker Mast	2.5	\$125,000.00	<input type="text" value="5000.00"/>

[Save](#) [Cancel](#) [Export](#) Page 1 of 1

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.”

Prog 10 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

Personnel Services - Summary

Summary View Detail View

Invoice City Salary & Fringe:	\$5,000.00
Invoice City Salary:	\$5,000.00
Invoice City Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Positions	# Positions	Remaining Amount	Invoice Amount
Salaried Positions Total	2.50	\$125,000.00	\$5,000.00
Social Worker/ Social Worker Mast	2.5	\$125,000.00	\$5,000.00

Edit Save Cancel Export Page 1 of 1

10. 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
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Invoice Information

Invoice Number: 171200014

Provider Invoice Number: H8AN12

Agency Invoice Number:

Service Date From: 07/01/2017

Service Date To: 07/31/2017

Invoice Submission Date: 12/08/2016

Invoice Approved Date: N/A

Description	Amount
Invoice Total	\$101,775.00
Assignment Total	\$3,000.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$98,775.00

View Related: Contract | Budget | Payments

11 Save 12 Submit

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
+ Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00	\$96,775.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00

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.

Agency:	Department of Homeless Services (DHS)	CT#:	CT107120300000187
Procurement/Contract Title:	Procurement DHS CT3	Contract Start Date:	07/01/2017
Provider:	Training Provider 3	Contract End Date:	06/30/2020
Procurement E-PIN:	CT300000187	Contract Amount:	\$3,000,000.00
Award E-PIN:	CT300000187	Program Name:	Safe Haven

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.

The screenshot shows the NYC HHS Accelerator interface. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Financials' tab is active. Below it, the 'Payment List' sub-tab is selected. The page displays a table of payments with columns for Agency, Procurement/Contract Title, Payee Name, CT#, Payment Voucher Number, Value(\$), Disbursement Number, Date Disbursed, and Action. Callouts a-l point to specific UI elements: a (Payment List tab), b (Filter Payment button), c (Payments: 3), d (Agency), e (Procurement/Contract Title), f (Payee Name), g (CT#), h (Payment Voucher Number), i (Value(\$)), j (Disbursement Number), k (Date Disbursed), and l (Action dropdown menu).

Agency	Procurement/Contract Title:	Payee Name	CT#	Payment Voucher Number	Value(\$)	Disbursement Number	Date Disbursed	Action
ACS	PROV - Finance ACS CT57		CT185020131409558	140500022P1	89,935.00	Pending EFT		I need to...
ACS	PROV - Finance ACS CT59		CT106820121419123	140500059P1	75,000.00	12345658	05/23/2014	I need to... View Contract View Budget View Invoice
ACS	PROV - Finance ACS CT58		CT106820131405732	140500058P1	75,000.00	12345659	05/23/2014	

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.

The screenshot shows the NYC HHS Accelerator Financials interface. The 'Payment List' tab is selected. A filter menu is open, showing various filtering options. The main table displays a list of payments with columns for Payment Voucher Number, Value(\$), Disbursement Number, Date Disbursed, and Action. The filter menu includes fields for Procurement/Contract Title, Agency, Program Name, CT#, Fiscal Year, Payment Voucher Number, Disbursement Number, Payment Value From(\$), Status (Pending EFT, Disbursed), and Date Disbursed From. Three callouts (a, b, c) point to the 'Payment Value From(\$)', 'Status', and 'Date Disbursed From' fields respectively.

Payment Voucher Number	Value(\$)	Disbursement Number	Date Disbursed	Action
171200011P2	3.00	Pending EFT		I need to...
171200011P1	782.50	Pending EFT		I need to...
160200092P1	251,108.00	Pending EFT		I need to...
160300004P1	10,209.00	201703022044848	08/01/2016	I need to...
160200098P1	250,000.00	201703022044838	08/01/2016	I need to...
160200097P1	250,000.00	201703022044837	08/01/2016	I need to...
160200096P1	250,000.00	201703022044836	08/01/2016	I need to...
160200083P1	252,562.00	201703022044846	08/01/2016	I need to...
160200082P1	265,252.00	201703022044845	08/01/2016	I need to...
160200081P1	253,157.00	201703022044847	08/01/2016	I need to...
160200080P1	228,167.00	201703022044844	08/01/2016	I need to...

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.”