

Invoice Creation

From the login page, Financial > Service Invoice
Add New Invoice

Service Invoice Reports ▼

Service Invoice List ▼

Region/Contractor Created Between and BFY Status
Invoice Number Contract Number Display deleted Invoices
Apply Reset

Invoice Number	Region/Contractor	Contract Number	Service Period	Invoice Amount	Verified Amount	Status	Type
		Previous	Next				

Add Review Delete

Click **Add** to create a new invoice.

Define Service Dates and Contract

Invoice: ▼

Service Start: BFY: 2014 Contract
Service End:

Submit Save Cancel

Enter Service Start and End date.
Select Contract for the specified service dates.

Define Invoice Type

Invoice: ▼

Service Start: BFY: 2014 Contract Controlling Agency: Western Az Council Of Governments
Service End:

Invoice:
Invoice Type:
Invoice Total: .00

Submit Save Cancel

After the contract is selected, select desired invoice type.
Click **Save**.

Below is a list of invoice types and descriptions:

Original - the first invoice to be created/submitted for a Service Period (month) and a Contract Budget Fiscal Year with an invoice total greater than \$0.

Original Information - the first invoice to be created/submitted for a Service Period (month) and a Contract Budget Fiscal Year with an invoice total equal to \$0.

Supplemental Information – an additional invoice created/submitted for a Service Period (month) and a Contract Budget Fiscal Year in which an Original has previous been submitted, with an invoice total equal to \$0. An invoice number must be referenced that identifies the prior invoice that is being adjusted.

Supplemental Overpayment – an additional invoice created/submitted for a Service Period (month) and a Contract Budget Fiscal Year in which an Original has previous been submitted, with an invoice total less than \$0. An invoice number must be referenced that identifies the prior invoice that is being adjusted.

Supplemental Payable – an additional invoice created/submitted for a Service Period (month) and a Contract Budget Fiscal Year in which an Original has previous been submitted, with an invoice total greater than \$0. An invoice number must be referenced that identifies the prior invoice that is being adjusted.

This is an example of a reference invoice selection for a supplemental invoice type.

The screenshot shows a web-based invoice form. At the top, there is an orange header bar with the word "Invoice:" and a dropdown arrow. Below this, the form contains several fields: "Service Start" with the value "08/01/2014", "Service End" with "08/31/2014", "BFY: 2015", "Contract" with a dropdown showing "E111039", and "Controlling Agency: PINAL-GILA COUNCIL FOR SENIOR CIT". On the right side, there are fields for "Invoice:" (empty), "Invoice Type:" with a dropdown showing "Supplemental Payable", and "Invoice Total: .00". At the bottom right, there is a dropdown menu labeled "Original Invoice Reference Number" which is highlighted with a red rectangular box. This dropdown menu is open, showing three options: "10000007731 (Posted)", "10000007757 (New)", and "10000007813 (New)".

Adding a Service

Invoice: I0000006904

Service Start: 03/01/2014 BFY: 2014 Contract: E111038 Controlling Agency: Western Az Council Of Governments Invoice: I0000006904
Service End: 03/31/2014 Invoice Type: Original
Invoice Total: .00

Submit Save Cancel

Invoice Details

Service	Subcontractor	Type	DAAS Service Sub-Total	DAAS Vouchers	Local Revenue Applied	DAAS Invoice Total	Status
Previous		Next					

Add Edit Review Delete

Author Created Comments

B *I* U [List Icons] [Undo] [Redo] [ABC]

[Text Area]

Save Comment

Submit Save Cancel

Click **Add** to select a service to bill.

Add Invoice Detail

Service:

Subcontractor:

Save Cancel Reset

Select a **Service**.

Select a **Subcontractor** or Contractor (must be defined cannot be "all").

Click **Save**.

Invoice Creation - Budget Based Service (Client Supported)
 (Cost of Service (SPO3) in AIMS)

Invoice Units Service: Home Delivered Meals - Home and Community Based Services - {None}

Dates: 03/01/2014 to: 03/31/2014

Subcontractor/Provider: Town Of Parker (866000255: BL)

	Total Amount		Total Service
	Budgeted	Remaining	
Personnel	77,420.00	77,420.00	.00
ERE	22,768.00	22,768.00	.00
Pro and Outside Svcs	1,100.00	1,100.00	.00
Direct	1,100.00	1,100.00	.00
Travel	75.00	75.00	.00
Equipment	5,900.00	5,900.00	.00
One Time	5,900.00	5,900.00	.00
Materials and Supplies	93,244.00	93,244.00	.00
Operating Services	31,715.00	31,715.00	.00
Sub-Total	232,222.00	232,222.00	.00
Vouchers	.00	.00	.00
Total	232,222.00	232,222.00	.00

Voucher Split: N/A

Local Revenue Applied

	Budgeted	Remaining	Amount
ALTCS	8,000.00	8,000.00	.00
Project Income	25,000.00	25,000.00	.00
Other Fed	40,000.00	40,000.00	.00
Non-Fed In-Kind	12,688.00	12,688.00	.00
Non-Fed Cash	32,338.00	32,338.00	.00
Local Revenue Applied total	118,026.00	118,026.00	.00

	YTD	Amount
Maintenance of Effort	.00	.00

Admin Total	\$.00
Service Total	\$.00
Sub-Total Amount	\$.00
Local Revenues Applied	\$.00
DAAS Invoice Total	\$.00

Units	Recorded Units	Non-Reg Units	Manually Entered
18-59	28.00		.00
60-64	5.00		.00
65+	80.00		.00
Other	0.00	.00	.00
Age Breakdown Total	113.00	.00	.00

Enter Expenses for each budget category to be billed.

Enter Local Revenues, if needed.

To review client units click on the Units link in the age breakdown box.

Client Unit Count X					
Client	Age	Authorized	Delivered	Invoiced	
ANDERSON, NORITA	37	23.0	10.00	10.00	
ARMENTA, THELMA	83	31.0	25.00	25.00	
BAUNACH, MICHAEL	61	23.0	5.00	5.00	
BECKETT, MARILYN	71	23.0	12.00	12.00	
BERGINE, HOWARD	88	23.0	23.00	23.00	
JENKINS, DIANE	68	10.0	5.00	5.00	
SMITH, MILLIE	58	23.0	18.00	18.00	
ZIPSE, DELILAH	84	23.0	15.00	15.00	
		Authorized	Delivered	Invoiced	
18-59		46.00	28.00	28.00	
60-64		23.00	5.00	5.00	
65+		110.00	80.00	80.00	
Other		.00	.00	.00	
Total		179.00	113.00	113.00	
			Previous	An - Zi	Next

After review, close popup box to return to invoice.
Once complete. Click **Save**.

Invoice Creation - Rate Based Service (Client Supported)
 (Cost of Service (SP03) in AIMS)

Invoice Units Service: Attendant Care - Home and Community Based Services - {None}

Dates: to:

Subcontractor/Provider: Accentcare At Home, Inc - Cochise (860839181: BL)

Units

DAAS		Amount	Units	From	Thru	Units	Non-Reg. Units	Adj Units	Rate	Total
Attendant Care - Home and Community Based Services - {None}	Other Budgeted	55,546.00	3,032.00			<u>0.00</u>		<input type="text" value=".00"/>		.00
	Remaining	55,546.00	3,032.00							
60-64	Budgeted	.00	.00			<u>6.00</u>		<input type="text" value=".00"/>		109.92
	Remaining	.00	.00							
18-59	Budgeted	.00	.00			<u>0.00</u>		<input type="text" value=".00"/>		.00
	Remaining	.00	.00							
65+	Budgeted	.00	.00			<u>18.00</u>		<input type="text" value=".00"/>		329.76
	Remaining	.00	.00							
Total Budgeted		55,546.00	3,032.00	<input type="text" value="03/01/2014"/>	<input type="text" value="03/31/2014"/>	<u>24.00</u>	.00	<input type="text" value=".00"/>	18.32	439.68
Remaining		55,546.00	3,032.00							
Sub-Total							Budgeted	Remaining		439.68
Vouchers							<input type="text" value=".00"/>	<input type="text" value=".00"/>		.00
Totals										439.68

Voucher Split: N/A

Local Revenue Applied

	Budgeted	Remaining	Amount
Non-Fed In-Kind	5,546.00	5,546.00	<input type="text" value=".00"/>
Local Revenue Applied total	5,546.00	5,546.00	.00
		YTD	Amount
Maintenance of Effort		<input type="text" value=".00"/>	<input type="text" value=".00"/>

Admin Total

Service Total **\$ 439.68**

Sub-Total Amount **\$ 439.68**

Local Revenues Applied **\$.00**

DAAS Invoice Total \$ 439.68

Enter Local Revenues, if needed.
 Units can be reviewed by clicking on the Units link.
 Once complete, click **Save**.

Invoice Creation - Budget Based Service (Non Client Supported)
 (Provider Billing Data (SP01) in AIMS)

Invoice Units Service: Legal Assistance - Legal Services Assistance Program - (None)
 Dates: 03/01/2014 to: 03/31/2014
 Subcontractor/Provider: Pinal-gila Council For Senior Cit (860289725: BA)

Voucher Split:N/A
 Local Revenue Applied

	Total Amount		Total Service
	Budgeted	Remaining	
Personnel	49,000.00	49,000.00	.00
ERE	16,200.00	16,200.00	.00
Pro and Outside Svcs	13,345.00	13,345.00	.00
Direct	13,345.00	13,345.00	.00
Sub-Contracted	.00	.00	.00
Travel	2,650.00	2,650.00	.00
Space	8,500.00	8,500.00	.00
Equipment	.00	.00	.00
One Time	.00	.00	.00
Ongoing	.00	.00	.00
Materials and Supplies	2,300.00	2,300.00	.00
Operating Services	2,500.00	2,500.00	.00
Indirect Costs	.00	.00	.00
Sub-Total	94,495.00	94,495.00	.00
Vouchers	.00	.00	.00
Total	94,495.00	94,495.00	.00

	Budgeted	Remaining	Amount
Project Income	50.00	50.00	.00
Non-Fed In-Kind	9,445.00	9,445.00	.00
Local Revenue Applied total	9,495.00	9,495.00	.00
		YTD	Amount
Maintenance of Effort		.00	.00

Admin Total \$.00
 Service Total \$.00
 Sub-Total Amount \$.00
 Local Revenues Applied \$.00
 DAAS Invoice Total \$.00

	Recorded Units	Non-Reg Units	Manually Entered
Units			
18-59	0.00		.00
60-64	0.00		.00
65+	0.00		.00
Other	0.00	.00	.00
Age Breakdown Total	0.00	.00	.00
Total	.00		
Effective Rate	\$.00		

Enter Expenses for each budget category to be billed.
 Enter Local Revenues, if needed.
 Enter Other Units, as required.
 Click **Save**.

Invoice Creation - Rate Based Service (Non Client Supported)
 (Provider Billing Data (SP01) in AIMS)

Invoice Units Service: State Health Insurance Information, Education and Fraud Program - State Health Insurance Assistance Program - MIPPA/AAA/Outreach

Dates: to:

Subcontractor/Provider: Western Az Council Of Governments

Units

DAAS		Amount	Units	From	Thru	Units	Non-Reg. Units	Adj Units	Rate	Total
State Health Insurance Information, Education and Fraud Program - State Health Insurance Assistance Program - MIPPA/AAA/Outreach	Budgeted	2,000.00	2.00	03/01/2014	03/31/2014	0.00	.00	<input type="text" value="0.00"/>	1,000.00	.00
	Remaining	2,000.00	2.00							
						Sub-Total	Budgeted	Remaining		.00
						Vouchers	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		.00
						Totals				.00

Voucher Split:N/A

Local Revenue Applied:N/A

Admin Total \$

Service Total **\$.00**

Sub-Total Amount **\$.00**

DAAS Invoice Total \$.00

Enter units in the Adj Units column to be invoiced.
 Click **Save**.

Submit an Invoice

Service Start: 03/01/2014 BFY: 2014 Contract: E111038
Service End: 03/31/2014

Controlling Agency: Western Az Council Of Governments

Invoice: I0000006905
Invoice Type: Original
Invoice Total: .00

[Submit](#) [Save](#) [Cancel](#) [Print](#)

When all services have been saved and ready for payment, click **Submit**.

Service Invoice List

Region/Contractor Created Between and BFY Status

Invoice Number Contract Number Display deleted Invoices

[Apply](#) [Reset](#)

Invoice Number	Region/Contractor	Contract Number	Service Period	Invoice Amount	Verified Amount	Status
I0000006905	Western Az Council Of Governments	E111038	03/01/2014 -03/31/2014	.00	.00	Submitted

[Previous](#) 1 [Next](#)

[Add](#) [Review](#) [Delete](#)

After the invoice has been submitted, the invoice status should change from "New" to "Submitted".

