How to Submit Monthly Invoices During the FY20 Interim Period

OVERVIEW

In efforts to streamline, simplify and increase efficiency in CMS processes and lessen administrative burden on grantees and DCYF, several updates have been made to the invoicing module in CMS. This document provides guidance on how to submit monthly invoices in CMS during the FY20 Interim Period between July 1 and September 30, 2020.

CHANGE TO INVOICING DEADLINE

In accordance with Citywide policy, invoices for the Interim Period are due <u>30 days</u> after the close of the month, not forty-five.

STEPS

1. Access the FY20 Interim Cycle in CMS.

1A. <u>Log into CMS using an Agency level CMS account.</u> Typically, executive directors, program directors and program managers have these account types.

1B. <u>Select "FY20 Interim" in the Fiscal Year filter.</u> This filter can be found at the top of the Agency Programs page.

1C. <u>Click on the program you want to invoice for.</u>

2. Access the FY20-21 Interim Invoice You Would Like to Submit.

2A. <u>Click on the Invoices tab in the left-hand menu bar.</u> NOTE: If you are unable to access invoices, it is probably because your Workplan is not approved. Please submit your workplan asap if this is the case or contact your Program Specialist.

2B. <u>Select the current month's invoice.</u> Future months will not be available until the current month has been submitted and approved. For more information on how to add and/or delete invoicing months, please see page 3.

3. Complete and Submit the Narrative.

3A. <u>Click on the Narrative form.</u>

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3B. Complete by responding to the questions. You may save your progress and return at a later date by clicking on the Save button, located at the top and side of the form.

3C. Submit after verifying the information is correct and complete.

4. Review and Submit the Progress Report.

4A. Click on the Progress Report form.

4B. Review the Progress Report. The Progress Report is populated by activity data that has been entered into the CMS and not through manual data entry. NOTE: Because DCYF performance measures are waived during this time, projections are not displayed in the Progress Report. Instead, actual number of participants being served and unique service dates for each activity type are displayed at the top. Participant numbers by activity type and participant demographics are still shown in the Progress Report.

4C. Submit the Progress Report.

5. Complete and Submit the Invoice.

5A. Click on the Invoice form. The expense categories that appear on your invoice are drawn from your current Workplan Budget. If you do not see an expense category that you need to invoice for, please contact your Program Specialist.

5B. Enter staffing information under Adult Staff. Unlike the 19-20 CMS, Employee Names and Roles/Titles are now editable in the monthly invoice. So, to complete this part of the invoice, enter the Employee Name, Role/Title and wage information of each adult staff you would like to invoice for. You may add or delete employees by clicking on the Add button or the trashcan icon. NOTE: CMS will generate an error message if the total monthly expense for Adult Staff is greater than the category total in your Workplan Budget and you will be unable to submit your invoice. Please contact your Program Specialist if you feel you need to revise your Workplan Budget.

5C. Enter staffing information under Youth Staff (if relevant). This section is unchanged from the 19-20 CMS. Complete as necessary. NOTE: CMS will generate an error message if the total monthly expense for Youth Staff is greater than the category total in your Workplan Budget.

5D. Complete the Expenses by Category section. Unlike the 19-20 CMS, invoicing for all other expenses will be at the category-level, not the line item level. Please enter explanations for each expense as well as the total monthly expense. NOTE: CMS will generate an error message if category expenses are greater than the category totals in your Workplan Budget and you will be unable to submit your invoice. Please contact your Program Specialist if you feel you need to revise your Workplan Budget.

5E. Submit after verifying information entered is accurate and complete.

6. **Sign and Submit the Monthly Invoice.**

6A. Submit the invoice by submitting the Sign & Submit form. You can review the full invoice by downloading the PDF copy.

HOW TO ADD and REMOVE INVOICING MONTHS

The invoicing months that are available to you come from your Workplan Budget. While many things in the Workplan Budget can be revised, invoicing months has some limitations:

- There is no way to remove invoicing months in CMS, so for months you do not need to invoice for simply submit a $0 invoice. This ensures access to subsequent invoicing months.
- To add invoicing months, contact your Program Specialist who will then work with the Data and Evaluation Team to add invoicing months. PLEASE NOTE: there is no way to add individual months, so **all** remaining invoicing months will be added to your Workplan Budget. For months you do not need to invoice for, you will have to submit $0 invoices to ensure access to subsequent invoicing months.

HOW TO EDIT SUBMITTED INVOICES

There are different ways to edit submitted invoices depending on where they are in the approval process:

- If your Program Specialist is still reviewing the invoice, ask them to disapprove. Disapproving will send the invoice back to you and you will then be able to make the necessary edits and resubmit for approval.
1. If your Program Specialist has already approved your invoice, contact them. Depending on the situation, your Program Specialist might recommend an Adjustment be made on your next month's invoice. Adjustments are entered by DCYF staff and they are made at the budget category-level. They can either be positive or negative dollar amounts depending on the invoicing error. Positive values are usually added when grantees under-bill DCYF for monthly expenses. Negative values are usually added when grantees over-bill DCYF.