

DPH Business Office
INVOICE GUIDE

Purpose and Use: If you are unsure about the type of invoice to use, when to use it, and/or how to use it. This guide will help DPH contractors better understand the various forms of invoice templates issued by the department's Business Office. There are only three (3) forms of invoice templates dispersed by DPH's Budget Unit, which are: 1) a Fee-For-Service (FFS) Invoice Template, 2) a Cost Reimbursement Invoice Template (CR), and 3) an Adjustment Invoice. However, each variation serves more than one use. This guide will distinguish the differences between each invoices and provide instructions on completing a template.

DPH Invoice Type	Who Uses it?	What is it?	When do you submit it?	Where to find additional info.	How to use it?
Current Year Invoice (CYI)	Both BHS and non-BHS	A current year invoice reflects the current fiscal year funding notification, and represents the following: a) the first set of invoices issued for a NEW/Original contract, or b) a modified budget (i.e. Appendix B), or c) unmodified multi-year contract.	In the case of an existing BHS contract, current monthly invoices will REPLACE THE MYE INVOICE TEMPLATES. Therefore, once the current-year invoice templates are received discontinue the use of any other invoice versions that you may have been issued previously. Submit Invoices to DPH Invoice Analyst by the 15th calendar day of each month for expenses and deliverables from the previous month. For example, submit expenses and deliverables for May on or before June 15th.	Invoice Procedures Manual	Do not change any of the budget/data in the Total Contracted column, as it ties to your contract. The formula is not protected, so please make sure that Amount Due, Expenses To Date, Delivered To Date, Remaining Balance and Remaining Deliverables are correct. If there are any discrepancies contact your Contract Analyst or CDTA PM.
Fee for Service Invoice (FFS)	BHS and Non-BHS Contractors	An FFS Invoice payment is based on the number of units of service delivered multiplied (x) by the contracted unit rate, less initial payment recovery and/or the value of client fees/miscellaneous income incorporated into the unit rate, if applicable.	Unless sent electronically, contractors are to send all original, signed invoices to the address located at the bottom left-hand side of the invoice. To ensure prompt payment, submit monthly invoices on time. For electronic invoice submission, refer to the instructions at the bottom of this table.	Invoice Procedures Manual	Go to the Invoice Procedures Manual The pages in the Manual may change due to the new updates.
Cost Reimbursement Invoice (CR)	BHS and Non-BHS Contractors	CR Invoice and payment is based on actual line-item expenses (salaries and benefits, materials and supplies, general operating, direct costs, etc.) less initial payment recovery, if applicable. Page B, "Detail of Personnel Expenditures", must accompany cost reimbursement invoice submissions.	Refer to the information above in cell D5.	Invoice Procedures Manual	Go to pages 15-17 of the Invoice Procedures Manual The pages in the Manual may change due to the new updates.

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Adjustment Invoice - Fee For Service (FFS) This is a different invoice	Both BHS and non-BHS contracts	An Adjustment Invoice is a separate, one-page form provided to you by the Invoice Analyst. It is created to adjust for any differences in the unit rate between the former and modified contract. This adjustment should show the program deliverables, the value of the units invoiced at the former rate, value of units invoiced at the revised rate, and the difference between the two values.	DPH's Invoice Analyst will prepare and send the contractor an adjustment invoice shortly after the contractor submits a new invoice template that is based on the current fiscal year budget, not based on previous year funding (thus, not an MYE invoice).	For more information go to DPH Invoice Procedure Manual Training-19-20 document, pages 16-18	When you receive invoice adjustment form, please review it, sign it, and then return it to the Invoice Analyst.
Adjustment Invoice - Cost Reimbursement (CR)	BHS and Non-BHS Contractors	An adjustment invoice for a cost reimbursement contract will allow for an adjustment of expenditures from one month to the next.	After the certification of a Cost Reimbursement contract , the contractor must include adjustment expenditures in the next month's invoice.	For more information go to DPH Invoice Procedure Manual Training-19-20 document, pages 16-18	The contractor will simply include the actual costs in the next invoice template on the appropriate line item, to reflect actual total expenses in that category. It is not necessary to resubmit prior month invoices.
Multi-Year Encumbrance (MYE)	BHS Only	"MYE" invoices reflect prior year rates and funding amounts (excluding one-time funding, work orders and any known reductions). The provider will submit these monthly invoices until the current year invoices are developed and issued.	Invoices are due to DPH Invoice Analyst by the 15th calendar day of each month for expenses and deliverables from the previous month.	For more information go to DPH Invoice Procedure Manual Training-19-20 document, page 11	DPH Invoice Analyst will send 12 monthly MYE Invoice Templates to use as a placeholder until your current fiscal year invoices are issued. Do not change any of the information on the invoice. The formula are not protected to make sure that Amount Due, Expenses To Date, Delivered To Date, Remaining Balance and Remaining Deliverables are correct. When you receive your current fiscal year invoices with the current fiscal year information and funding amounts, you no longer need the MYE invoices. Submit next month invoice using the new invoices. In other words, you do not need to resubmit earlier invoices if MYE invoices were previously submitted. You can throw away all remaining MYEs once you receive your current year invoices.

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Credit Invoice	BHS Only	A credit invoice is needed when a contract has been modified or changed due to a Revised Program Budget (RPB) or Amendment.	Submit a credit invoice when a contract modification involves a change to: <ul style="list-style-type: none"> •The Program •The Funding source •The Method of payment (change from cost reimbursement to fee-for-service invoice or vice versa) 	For more information go to DPH Invoice Procedure Manual Training-19-21 document, pages 12-13	<ul style="list-style-type: none"> •All units of services and expenditure amounts need to be zeroed out from the previous invoice template(s) and transferred to the new invoice template(s). There should be a lump sum credit from the old invoice to transfer the previously billed to the new invoice. •Indicate on both (old and new) invoices the transfer of changes in the "Note" section of the invoice. Example: Transfer 5,000 units and \$10,000 from Invoice M01 to Invoice M02.
Reconciliation Invoice	Only HIV Health Services (HHS) and HIV Prevention Services (CHEP) contractors with Fee-For-Service contracts are required to submit an RI.	An annual reconciliation invoice is submitted by the contractor to compare revenue/payments received to actual costs incurred. Invoice payment received by the contractor in excess of actual costs incurred for delivery of services must be returned to the Department of Public Health.	The reconciliation invoice is due with the final invoice, 45 calendar days after the end of the contract appendix term. For Example: If the end of the contract term is June 30, 2021, the Reconciliation Invoice from the contractor will be due on August 15, 2021.	Invoice Procedures Manual	Compare the payment received with the actual costs incurred for delivery of services.
Final Closing Invoice	BHS and non-BHS Contractors with Fee-For-Service contracts	Unless otherwise indicated by grant provisions or other funding requirements, the contract stipulates that a "Final" invoice must be submitted at the end of the funding term. A "Final" invoice should include only those expenses and services incurred during the contractual period of performance. Submission of the "Final" invoice indicates that the contractor has reconciled its books and is ready to close out the account. Repeated delayed or problematic invoices may constitute non-compliance with the contract and may affect the contractor's monitoring reports. The delay may also impact payment if the service is funded by a grant or work order.	When the final invoice should be submitted may vary depending on the guidelines of the funding source or if otherwise instructed by an Invoice Analyst. In most cases, the final invoice is due on or before the 45th calendar day after the end of funding term. Please note, DPH Fiscal Unit is not obligated to pay invoices that are received after the 45-day period following the closing date of the funding term.		Contractors are to check the Final Invoice box if this is the final invoice of the contracted period. Otherwise, leave blank. Non-BHS contractors with Fee-For-Service contracts are required to submit an annual reconciliation comparing revenues received to actual costs incurred. This reconciliation is due with the final invoice.

INVOICES MUST BE SUBMITTED AS FOLLOWS:

1. **Electronic Invoices:** Excel or PDF formats are accepted. DPH accepts electronic invoices with typed name of authorized signatory. Moreover, when submitting invoices, format the file name as: contractor-invoice#-PO#-CID#. For example, Contractor's Name-MO4AU20-472035-1000007166. Each file can only contain one invoice. If there is supporting documentation for subcontract expenses, it should be scanned together with the DPH invoice. The file name should be Contractor's Name-MO4AU20-472035-1000007166&Subcontractor Invoices.

All Providers/Contractors should sign up for electronic invoice. DPH is not processing hard copies due to COVID-19.