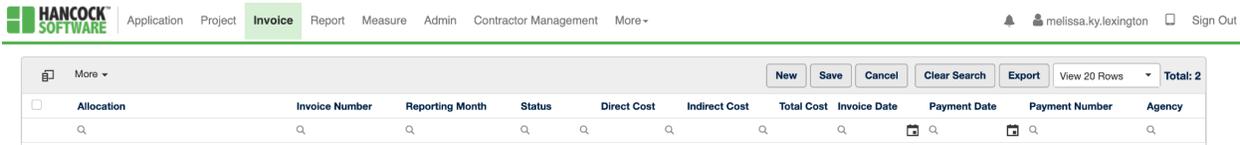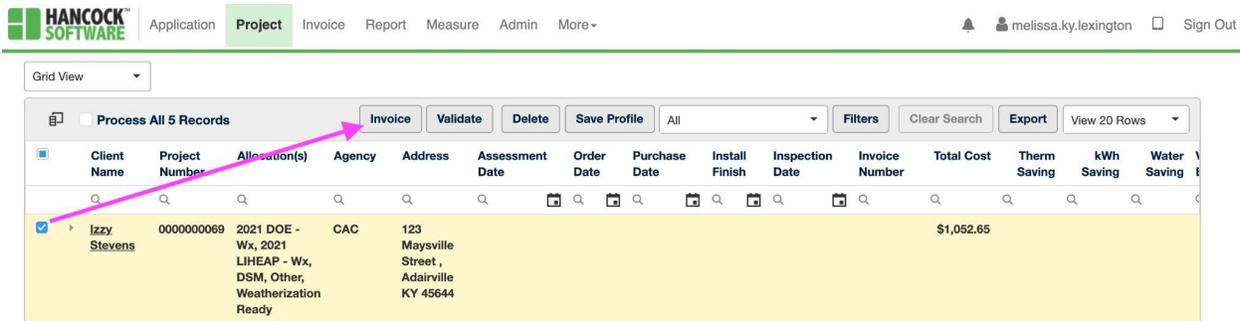**KY User Guide: Invoice**

On the Invoice screen you will notice it is set up to mirror that of the Application and Project screens. Here you are able to search for your Invoice. You can use any of the columns to narrow down the list and find your specific Invoice and its status.
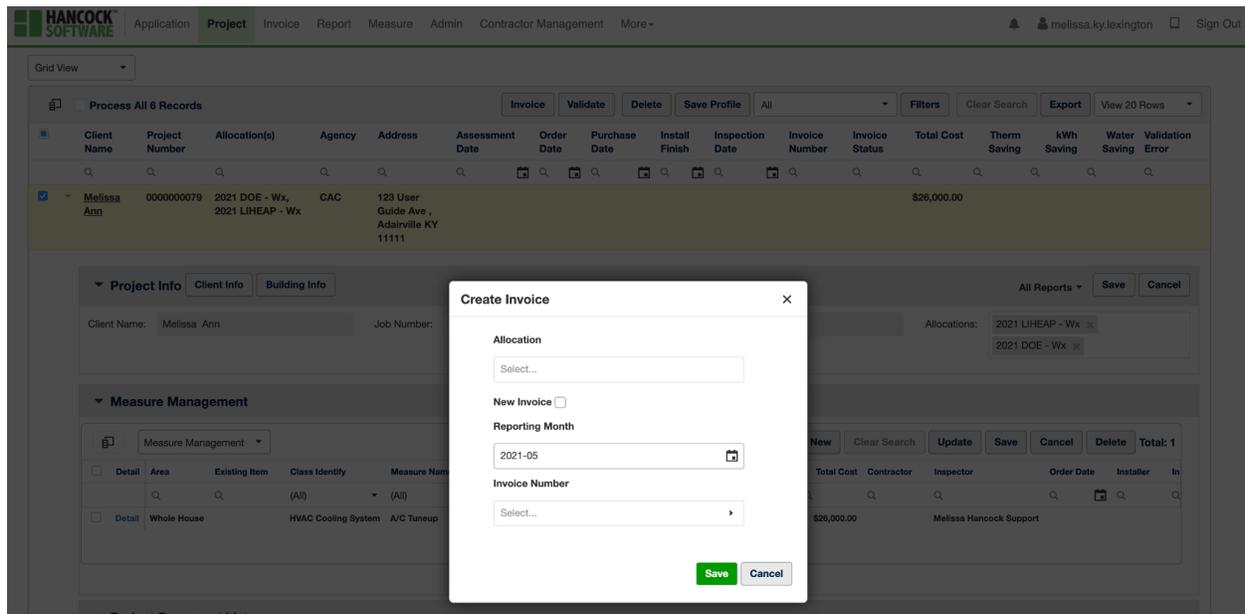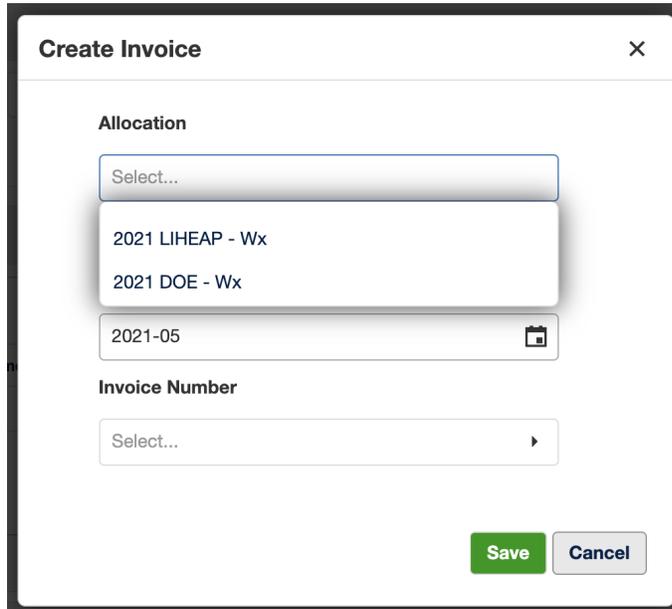

Invoicing

1. Once your Project ready to Invoice, you will select the row and then 'Invoice':

2. The pop-up will allowing you to add the Project to an existing Invoice, or to select 'New Invoice' to create a new one:

1

Allocation: Here you will select which allocation you would like to Invoice

Reporting Month: Here you will select the year and month to invoice
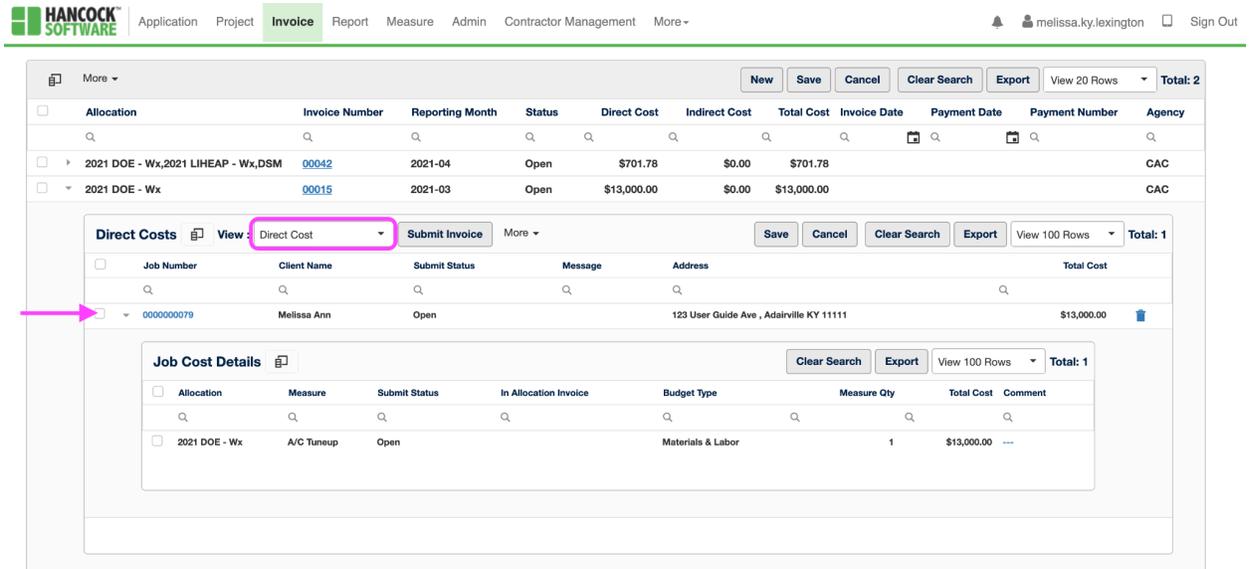**Invoice Number:** Here you will see a list of eligible invoices to add you Project to

Invoice Screen

Once you have located your Invoice you can expand the view by selecting the triangle to the left of the row

1. Direct Costs: This area will be populated with the information pertaining to each measure assigned to that Allocation

2. Indirect Costs: By selecting 'New' you can add a variety of Budget Type options costs to your Invoice:
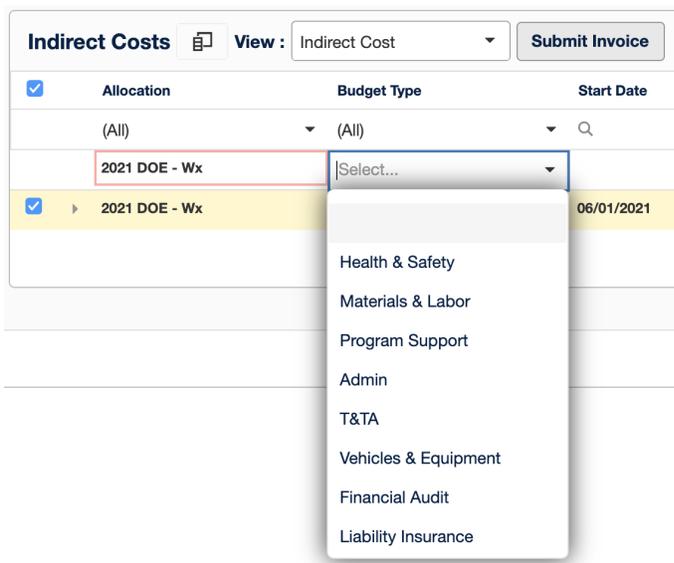
Once you have selected your Budget Type continue with the necessary fields and select 'Save'
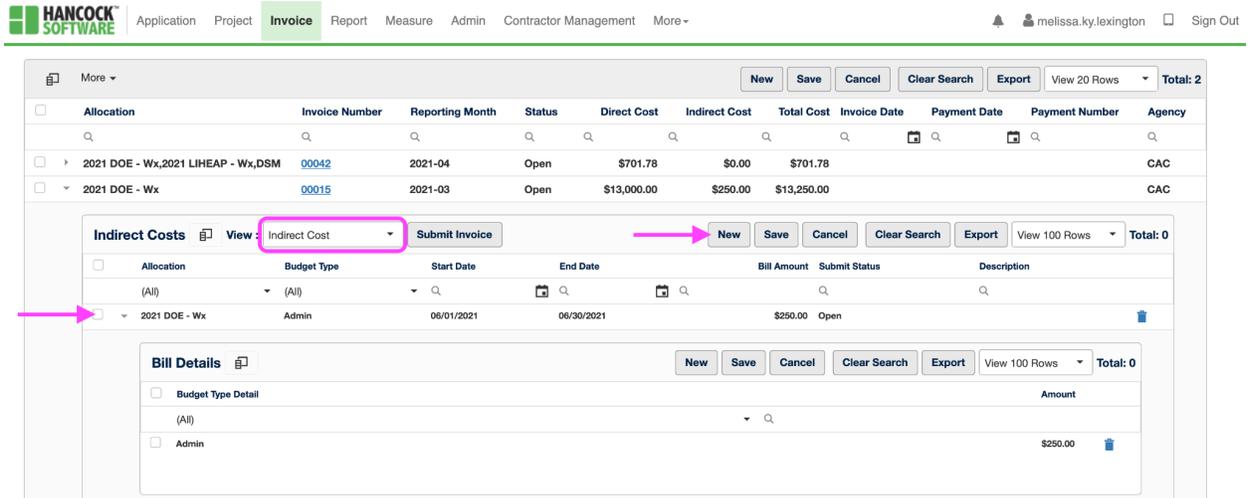
3. When the Invoice is completed you will select 'Submit Invoice' where you will then be asked to verify the Invoice Date:
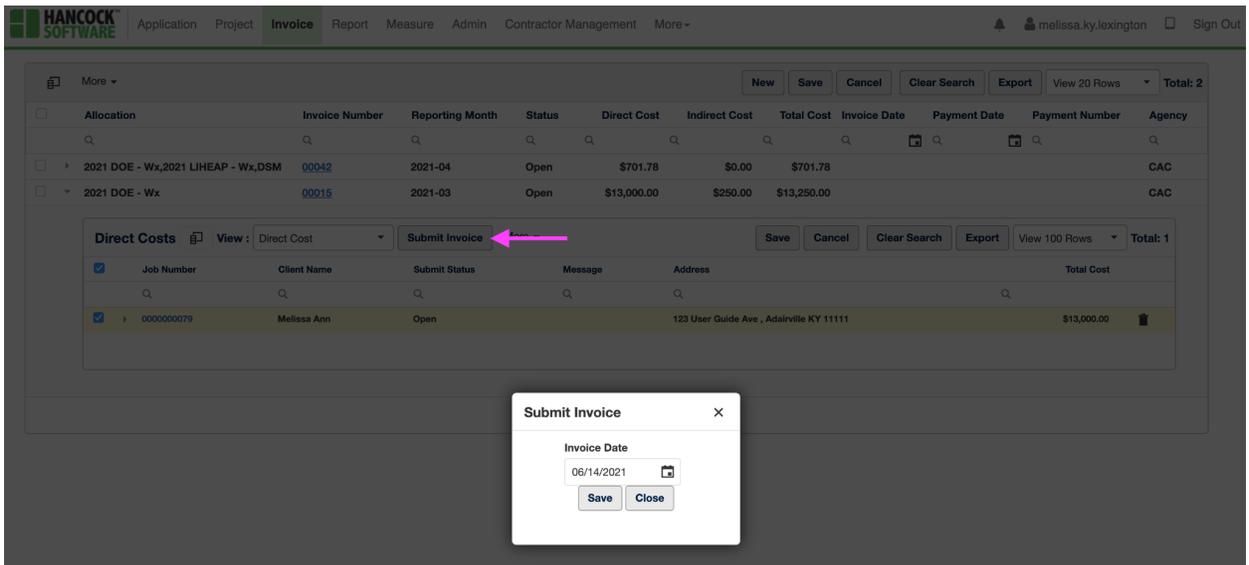
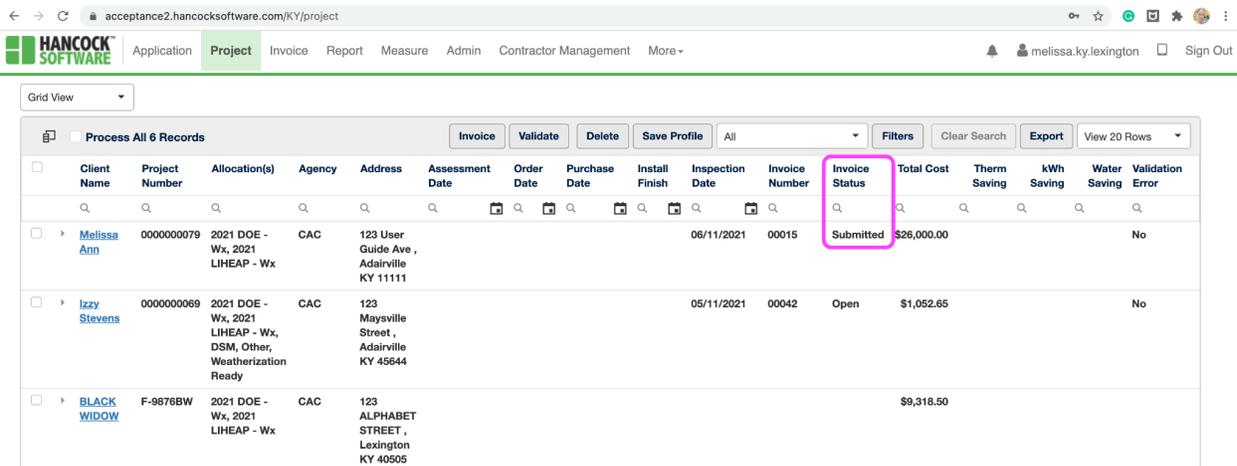4. You will then note the job will move to a 'Submitted' or 'Partially Submitted' status:
For this example we have not yet submitted our Indirect Costs, thus the Partially Submitted.
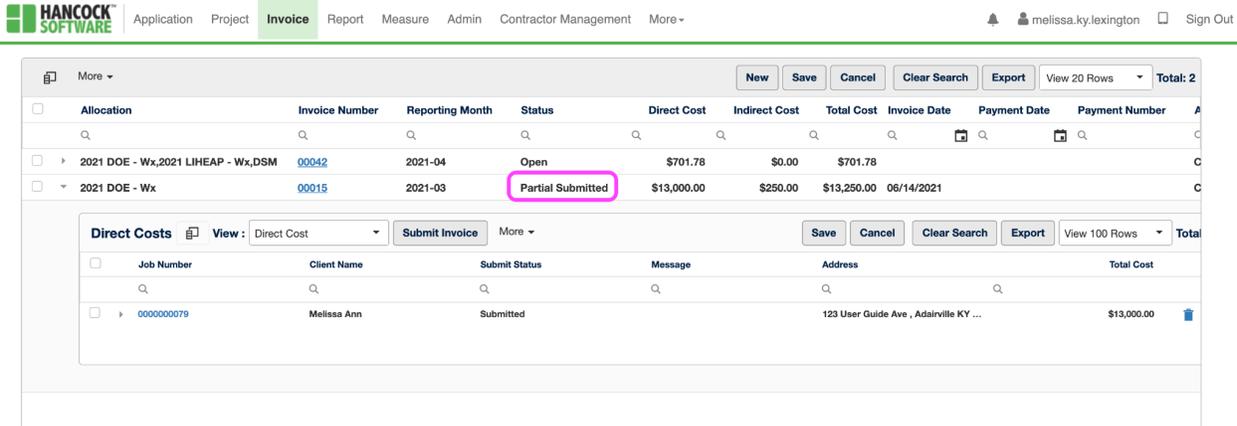
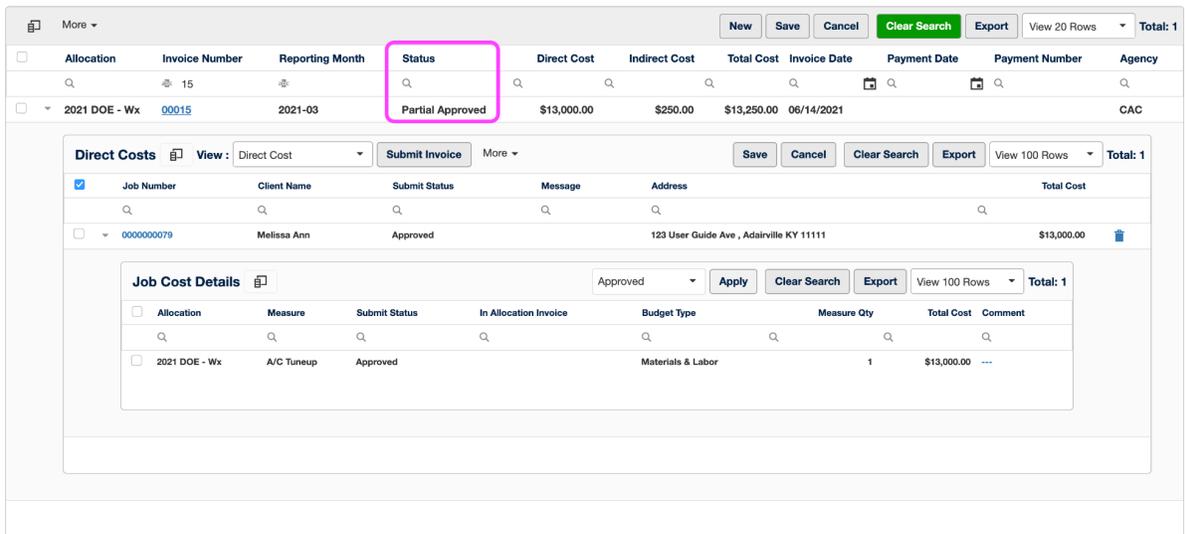Additionally on the Project screen you will see the updated status.

State Review

Once Submitted on your end KHC will review the status of the Invoice. They have the option to 'Approve' or 'Reject' the Invoice. If rejected, it will be sent back to the Agency to make any changes needed. If approved you will see the status change from 'Submitted' or 'Partial Submitted' to 'Approved' or 'Partial Approved':