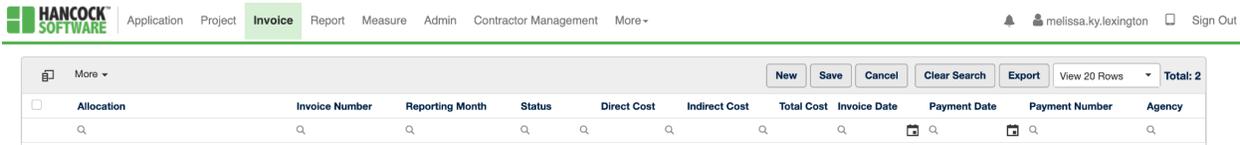
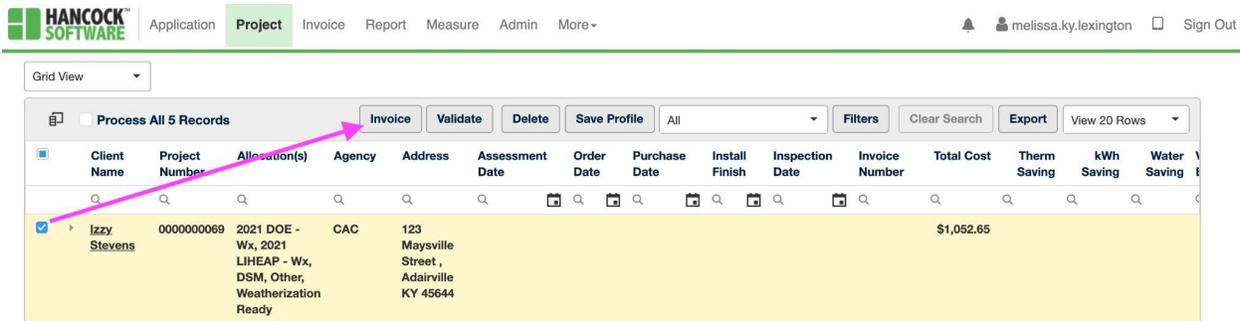


On the Invoice screen you will notice it is set up to mirror that of the Application and Project screens. Here you are able to search for your Invoice. You can use any of the columns to narrow down the list and find your specific Invoice and its status.

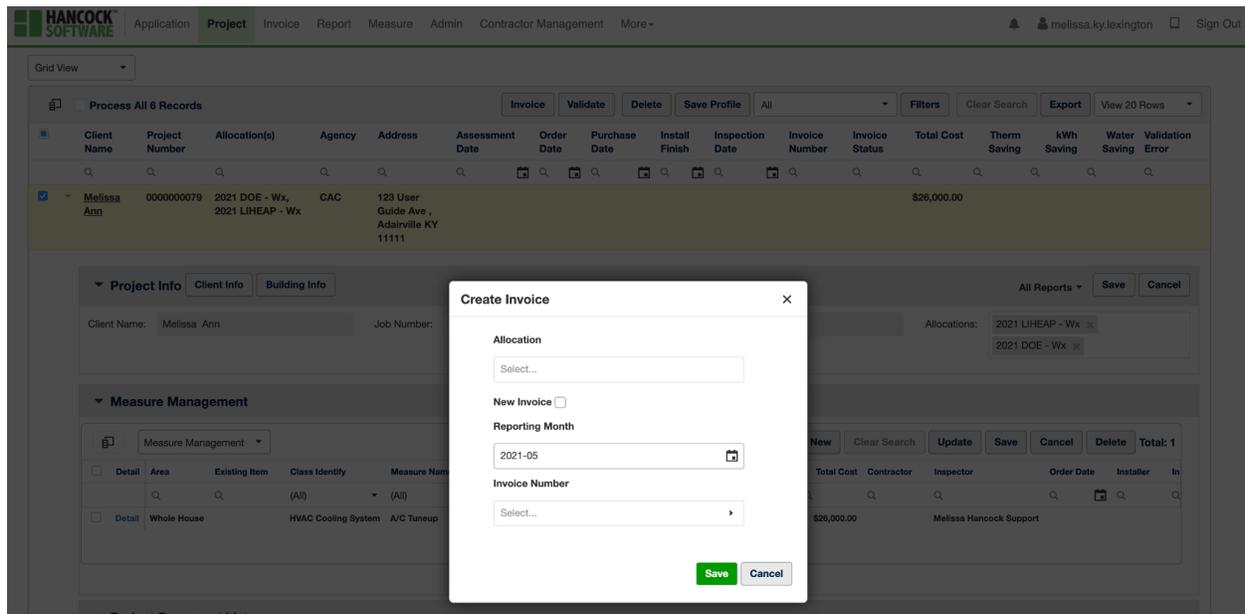


Invoicing

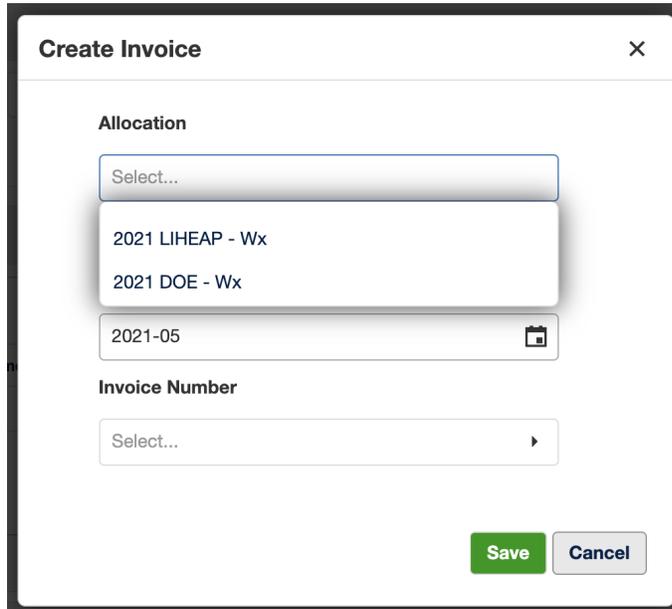
1. Once your Project ready to Invoice, you will select the row and then 'Invoice':



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:



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



Create Invoice [X]

Allocation

Select...

2021 LIHEAP - Wx

2021 DOE - Wx

2021-05 [Calendar Icon]

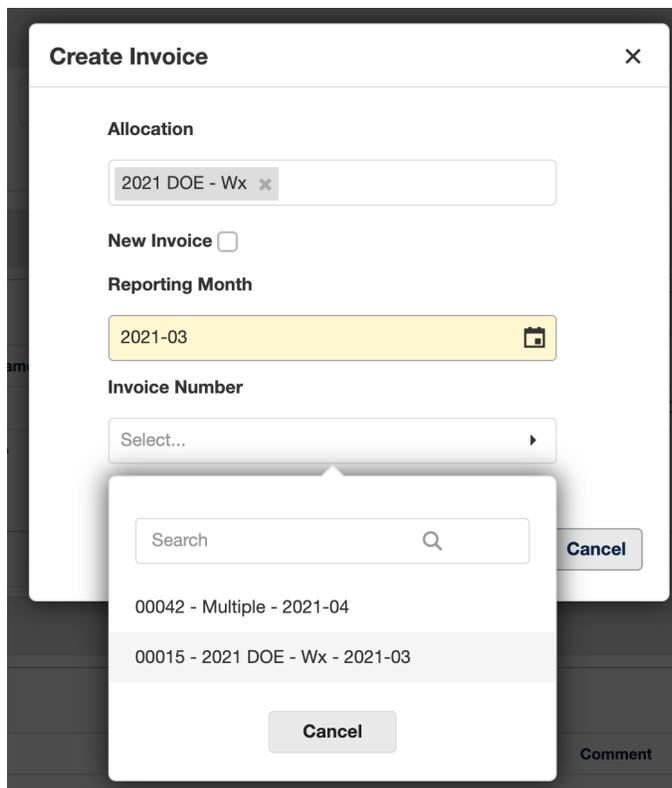
Invoice Number

Select... [Arrow]

Save **Cancel**

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



Create Invoice [X]

Allocation

2021 DOE - Wx [X]

New Invoice

Reporting Month

2021-03 [Calendar Icon]

Invoice Number

Select... [Arrow]

Search [Magnifying Glass]

00042 - Multiple - 2021-04

00015 - 2021 DOE - Wx - 2021-03

Cancel

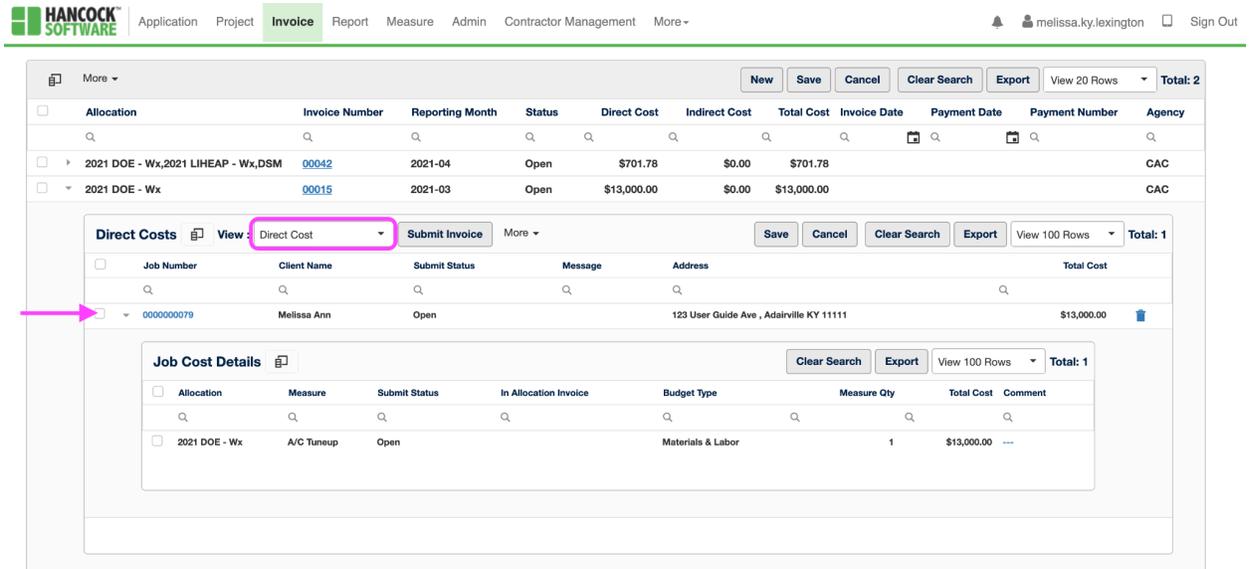
Cancel

Comment

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



The screenshot shows the Hancock Software interface with the 'Invoice' tab selected. The main table lists allocations with columns for Allocation, Invoice Number, Reporting Month, Status, Direct Cost, Indirect Cost, Total Cost, Invoice Date, Payment Date, Payment Number, and Agency. One row is expanded to show 'Direct Costs'.

Allocation	Invoice Number	Reporting Month	Status	Direct Cost	Indirect Cost	Total Cost	Invoice Date	Payment Date	Payment Number	Agency
2021 DOE - Wx, 2021 LIHEAP - Wx, DSM	00042	2021-04	Open	\$701.78	\$0.00	\$701.78				CAC
2021 DOE - Wx	00015	2021-03	Open	\$13,000.00	\$0.00	\$13,000.00				CAC

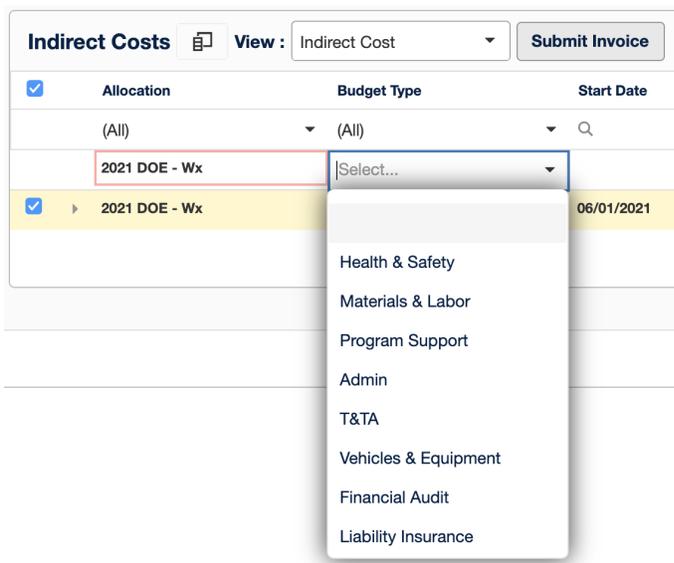
The expanded 'Direct Costs' section shows a table with columns: Job Number, Client Name, Submit Status, Message, Address, and Total Cost. A row is highlighted with a pink arrow pointing to a triangle icon on the left.

Job Number	Client Name	Submit Status	Message	Address	Total Cost
000000079	Melissa Ann	Open		123 User Guide Ave , Adairville KY 11111	\$13,000.00

Below the Direct Costs table is a 'Job Cost Details' section with columns: Allocation, Measure, Submit Status, In Allocation Invoice, Budget Type, Measure Qty, Total Cost, and Comment.

Allocation	Measure	Submit Status	In Allocation Invoice	Budget Type	Measure Qty	Total Cost	Comment
2021 DOE - Wx	A/C Tuneup	Open		Materials & Labor	1	\$13,000.00	---

2. Indirect Costs: By selecting 'New' you can add a variety of Budget Type options costs to your Invoice:



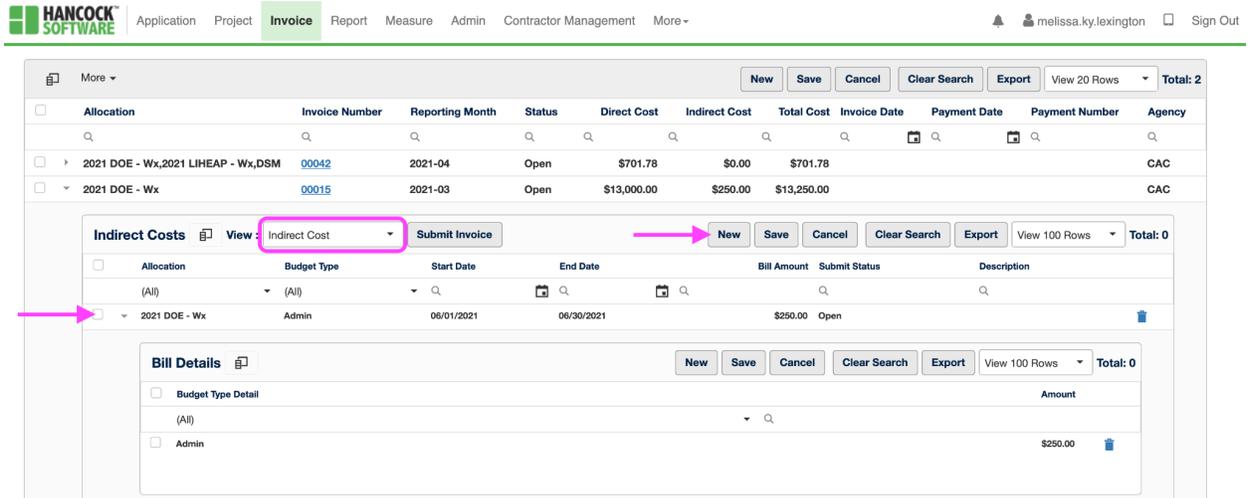
The screenshot shows the 'Indirect Costs' section of the Hancock Software interface. It features a table with columns for Allocation, Budget Type, and Start Date. A dropdown menu is open for the 'Budget Type' column of the selected row.

Allocation	Budget Type	Start Date
(All)	(All)	
2021 DOE - Wx	Select...	
2021 DOE - Wx		06/01/2021

The dropdown menu for 'Budget Type' contains the following options:

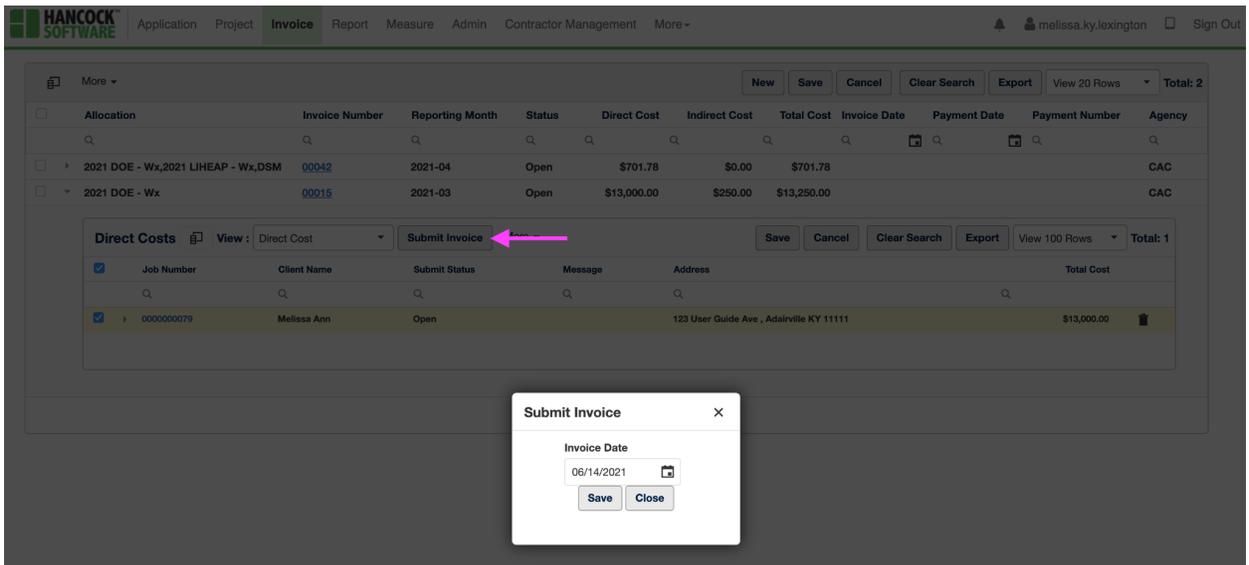
- Health & Safety
- Materials & Labor
- Program Support
- Admin
- T&TA
- Vehicles & Equipment
- Financial Audit
- Liability Insurance

Once you have selected your Budget Type continue with the necessary fields and select 'Save'



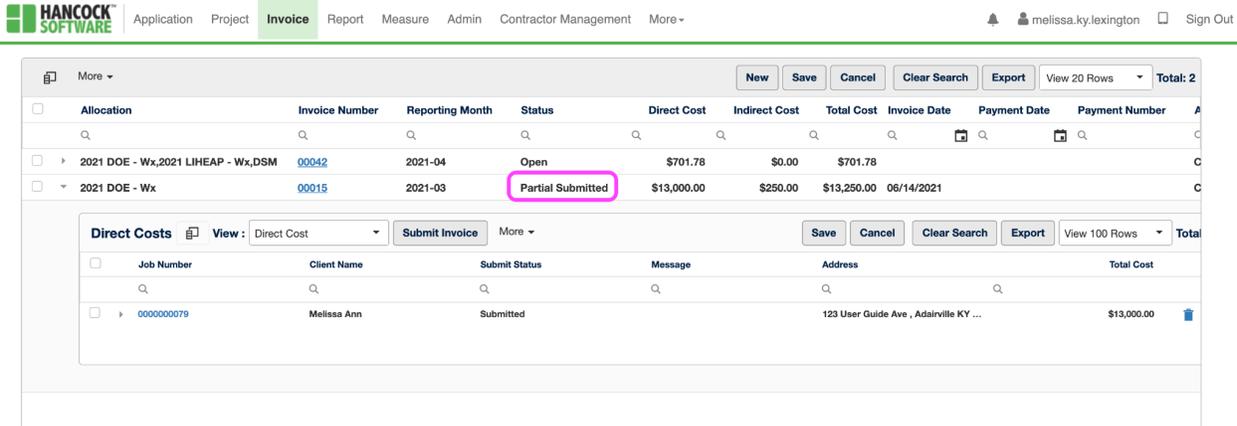
The screenshot shows the Hancock Software interface for an invoice. The 'Indirect Costs' section is active, displaying a table with columns: Allocation, Budget Type, Start Date, End Date, Bill Amount, Submit Status, and Description. A row is visible for '2021 DOE - Wx' with a budget type of 'Admin' and a bill amount of \$250.00. The 'Submit Invoice' button is highlighted with a pink box, and a pink arrow points to the 'New' button. Another pink arrow points to the 'Admin' budget type in the table row.

3. When the Invoice is completed you will select 'Submit Invoice' where you will then be asked to verify the Invoice Date:



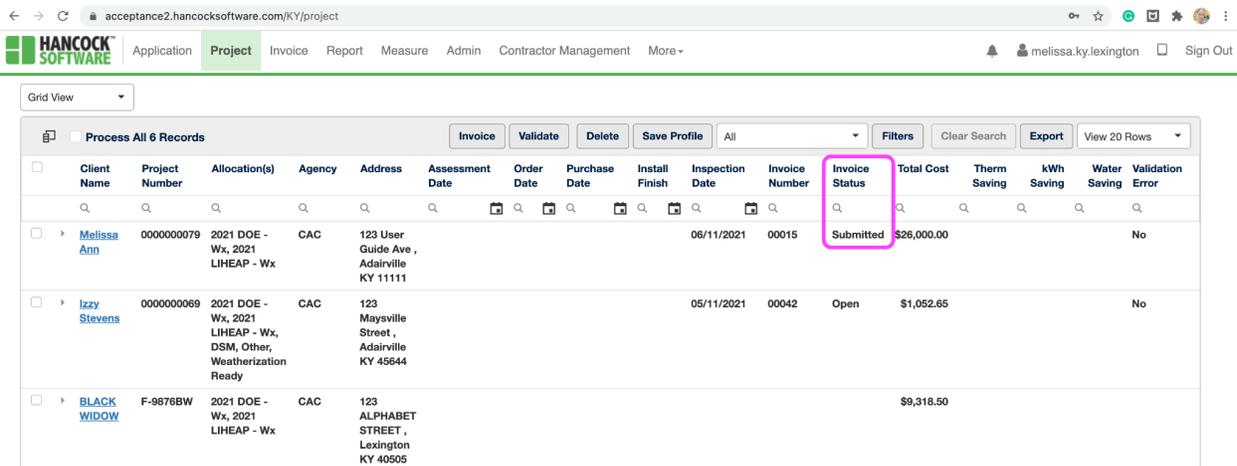
The screenshot shows the Hancock Software interface for an invoice. The 'Direct Costs' section is active, displaying a table with columns: Job Number, Client Name, Submit Status, Message, Address, and Total Cost. A row is visible for '000000079' with a client name of 'Melissa Ann' and a total cost of \$13,000.00. The 'Submit Invoice' button is highlighted with a pink arrow. A dialog box titled 'Submit Invoice' is open, showing the 'Invoice Date' as '06/14/2021' and buttons for 'Save' and 'Close'.

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.



The screenshot shows the 'Invoice' screen in Hancock Software. The main table lists allocations with columns for Invoice Number, Reporting Month, Status, Direct Cost, Indirect Cost, Total Cost, Invoice Date, Payment Date, and Payment Number. One row is highlighted with a pink box, showing '2021 DOE - Wx' with an invoice number of 00015, a reporting month of 2021-03, and a status of 'Partially Submitted'. Below this, a 'Direct Costs' sub-table is visible, showing a job number 0000000079 for client 'Melissa Ann' with a 'Submitted' status and a total cost of \$13,000.00.

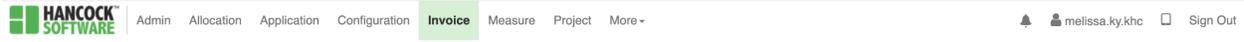
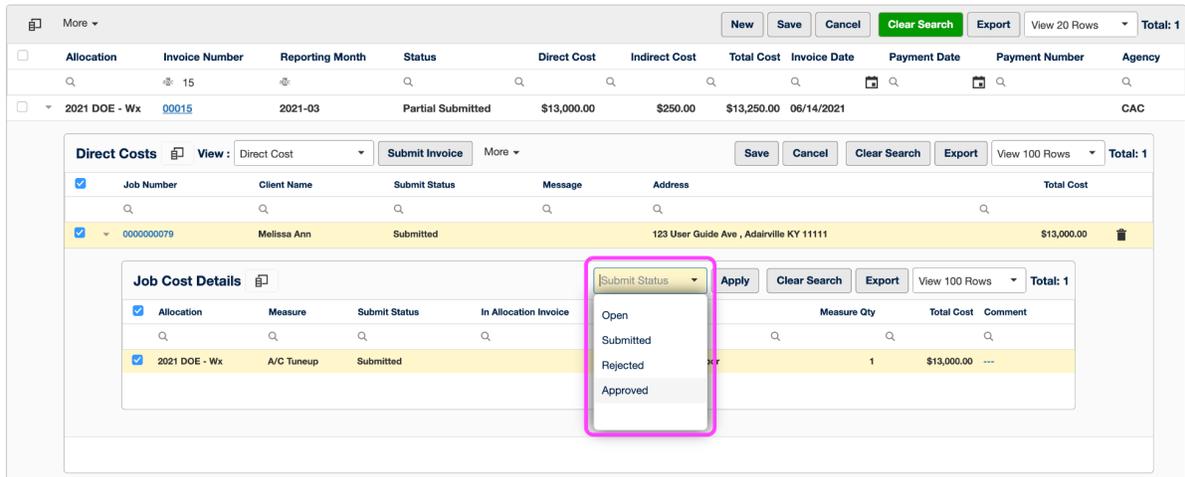
Additionally on the Project screen you will see the updated status.



The screenshot shows the 'Project' screen in Hancock Software. The main table lists projects with columns for Client Name, Project Number, Allocation(s), Agency, Address, Assessment Date, Order Date, Purchase Date, Install Finish, Inspection Date, Invoice Number, Invoice Status, Total Cost, Therm Saving, kWh Saving, Water Saving, and Validation Error. The 'Invoice Status' column for the first row is highlighted with a pink box, showing 'Submitted'.

State Review

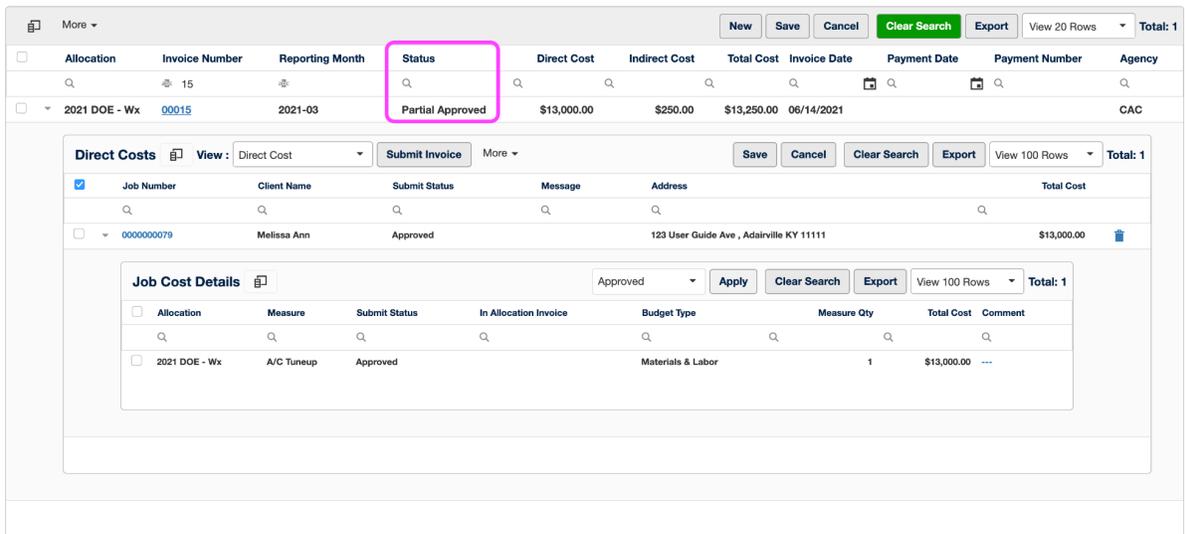
Once Submitted on your end KHC will review the status of the Invoice. They have the option to 'Approve' or 'Reject' the Invoice. If rejected, it will be sent back to the Agency to make any changes needed. If approved you will see the status change from 'Submitted' or 'Partial Submitted' to 'Approved'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

The screenshot shows the Hancock Software interface for an invoice. The main table lists an invoice with the following details:

Allocation	Invoice Number	Reporting Month	Status	Direct Cost	Indirect Cost	Total Cost	Invoice Date	Payment Date	Payment Number	Agency
2021 DOE - Wx	00015	2021-03	Partial Submitted	\$13,000.00	\$250.00	\$13,250.00	06/14/2021			CAC

Below the main table, the 'Direct Costs' section is expanded, showing a table with columns: Job Number, Client Name, Submit Status, Message, Address, and Total Cost. A dropdown menu for 'Submit Status' is open, showing options: Open, Submitted, Rejected, and Approved. The 'Submitted' option is currently selected.

The screenshot shows the Hancock Software interface for the same invoice, but the status has changed to 'Partial Approved'. The main table now shows:

Allocation	Invoice Number	Reporting Month	Status	Direct Cost	Indirect Cost	Total Cost	Invoice Date	Payment Date	Payment Number	Agency
2021 DOE - Wx	00015	2021-03	Partial Approved	\$13,000.00	\$250.00	\$13,250.00	06/14/2021			CAC

The 'Direct Costs' section is also updated, showing the 'Submit Status' as 'Approved' for the job cost details.