



Submitting Invoices in Agiloft For DCHS Contracted Providers

Welcome!

We will get started in just a few minutes!



Submitting Invoices in Agiloft For DCHS Contracted Providers

Why is DCCHS transitioning invoicing to Agiloft?

- Provide a consistent invoicing process for most DCCHS contracts
- Provide a consistent repository for records about DCCHS contracts
- Reduce manual work and potential for errors on both sides
- Give providers transparency about invoice status
- Enable analytics to drive process improvement

Accessing Agiloft

- <https://kingcountydchs.agiloft.com/gui2/samlssologin.jsp?project=King+County+DCHS>
 - Bookmark the URL for easy access
 - Follow the instructions in the welcome email to log in the first time
- There are no Agiloft-specific passwords
 - Uses the password and authentication process of the email associated with the account



Make sure
your
organization
has at least
one finance
user who can
access invoice
records

Provider Staff Account

- Access executed contract documents
- Apply to funding opportunities
- Access company documents
- *Cannot* see or access invoice tile

Provider Finance Staff Account

- Can see and submit invoices
- Combine with Provider Staff Account group for more access

Provider Account Manager (PAM)

- All the above, plus can:
 - Create and manage other staff accounts
 - Maintain company profile
 - Upload company documents, such as certificates of insurance and W-9s

Some contracts will NOT have invoices processed in Agiloft



Most contracts ending in 2024 will not transition invoicing to Agiloft; these will transition upon re-contracting



DDECS SOWs with invoices currently being processed in the Client Outcomes Reporting Engine (CORE)



BHRD SOWs with payments based solely on encounter data submitted to BHRD's IT systems or coreFTP, unless it is for additional allowable expenses, such as transportation



Agreements for less than \$10,000 without a contract (CPA) number, often LOAs and MOU/As

DCHS Staff will “submit” invoices on behalf of some providers for some SOWs

Examples:

- Hospitals who submit UB04s to BHRD
- Housing developers who submit joint invoices to multiple funders

The invoices and supporting documentation will be visible to the provider in their Agiloft portal.

Submitting Invoices

Via the End User Portal

Provider staff with finance access can manage invoices via the 'Invoices' tile

Invoices

- View My Companies Pending Invoices
- View My Assigned Pending Invoices
- View All My Invoices
- View All Approved/Paid Invoices
- View All Invoices

Clicking 'View My Companies Pending Invoices' will display a list of all invoices that need to be completed and submitted to DCCHS.

To edit an invoice, click on the edit/pencil icon in the invoice's row.

Invoices are divided by SOW.

Edit	ID ↓	Contract ID	Contract Title	CPA Number	Status	Company Name	Total Amount Invoiced	Invoice Period Date
	139	2763	Emergency Telephone Services	6242315	Invoice Created	Crisis Connections	\$0.00	01/29/2024
	136	2763	Emergency Telephone Services	6242315	Invoice Created	Crisis Connections	\$0.00	01/29/2024
	128	6550	Emergency Telephone Services - Invoice Testing	6242315	Invoice Created	Crisis Connections	\$0.00	01/01/2024

An invoice record has the same parts as other Agiloft records

Save Cancel Invoice: 2148

Common Area

ID 148

Provider Invoice Tracking Number

Status Invoice Created Invoice Prepared By Stacy Smith

*Invoice Period Start Date 01/01/2024 *Invoice Period End Date 01/31/2024

Link Quote to Existing Customer

Contract Title CSO Soccer for Success

Invoice Line Item(s) Payment Destination <<> **Tabs**

Collapse All

Quoted Items

All Cost reimbursable/actuals/expenditures Invoice Items

Search + Add filters

2 record(s) found, 1 page(s). Click [here](#) to count records again.

Edit	View	ID ↓	Service	Invoice Service Item	Invoice Payment Model
		434	Other service type	Subcontracts/Consultants	Cost Reimbursable/Actuals/Expenditure
		433	Other service type	Subcontracts Pass-through	Cost Reimbursable/Actuals/Expenditure

Budget Amount for Cost Reimbursable(s) \$50,000.00 Budget Amount Remaining for Cost Reimbursable(s) \$48,500.00

The 'Invoice Line Item(s)' tab breaks down the invoice by payment method and allowable expenses

- **Cost Reimbursables** (aka: actuals or expenditures): payments made based on allowable expenses incurred
 - Broken down by invoice line item categories, such as 'Wages and Salaries with Benefits,' 'Transportation,' etc.
- **Fee for Service**: payments made based on units of service provided
 - Broken down by unit rate
- **Allocated**: payments made in equal installments over time

Which payment models and allowable expenses an invoice contains depends on the contract agreement.

Cost Reimbursable Payment Model

All Cost reimbursable/actuals/expenditures Invoice Items

Search

Invoice Line Item #434 successfully updated. 2 record(s) found, 1 page(s). Click [here](#) to count records again.

Edit	View	ID ↓	Service	Invoice Service Item	Invoice Payment Model	Requested Amount
		434	Other service...	Subcontracts/Consultants	Cost Reimbursable/Actuals/Expenditures	\$10,000.00
		433	Other service...	Subcontracts Pass-through	Cost Reimbursable/Actuals/Expenditures	\$ 0.00

Budget Amount for Cost Reimbursable(s) \$50,000.00

Budget Amount Remaining for Cost Reimbursable(s) \$48,500.00

Cost reimbursable/actuals/expenditures \$10,000.00

Previous Next

Invoice line item (service) categories or allowable expenses types.

Can also open and edit invoice line item record by clicking the edit/pencil icon.

OR

Click in the Requested Amount column and enter the amount needing to be reimbursed for that invoice line item (Service) category. Save.

Fee for Service Payment Model

Do not directly enter a requested amount. It will auto-calculate based on the number of units entered and the unit rate.

Unit Rate is provided by DCHS per contract terms.

All Fee for Service Invoice Line Items

Search



+ Add filters

1 record(s) found, 1 page(s). Click [here](#) to count records again.

Edit	View	ID ↓	Service	Invoice Service Item	Number of Units	Unit Rate	Requested Amount
		430	Organizational technical assistance...	Technical Assistance & Capacity Buildi...	<input type="text" value="0"/>	50.00	\$0.00

Budget Amount for Fee for Service: \$40,000.00

Budget Amount remaining for Fee for Service: \$38,500.00

Can also open and edit invoice line item record by clicking the edit/pencil icon.

OR

Click in the Number of Units column and enter the number provided for the invoice line item (service) category. Save.

Allocated Payment Model

All Allocated Model Invoice Line Items

Search



+ Add filters

2 record(s) found, 1 page(s). Click [here](#) to count records again.

Edit	View	ID ↓	Service	Invoice Service Item	Frequency of Invoice	Requested Amount
		432	Organizational technical assistance and...	Supportive Services (non-CoC)	4	\$1,250.00
		431	Organizational technical assistance and...	Technical Assistance & Capacity Building (half...	4	\$1,250.00

Budget Amount for Allocated Model \$10,000.00

Budget Amount Remaining for Allocated Model \$10,000.00

Allocated Model Total Amount \$2,500.00

If the allocated amount needs to be changed, open and edit invoice line item record by clicking the edit/pencil icon.

Typically, this number is static and does not need editing.

Add notes and attach supporting documentation

Total Amount Invoiced \$67,500.00

Provider Notes

Provider can enter notes about the invoice for DCHS to see.

Invoice Details for Providers

Please review invoice line item and submit the payment request.

Invoice Notes

Invoice Document(s)

[Attach/Manage](#)



Drag and drop files

Upload required supporting documentation for the invoice. Be thoughtful about file names.

Notes about any modifications to the invoice record as DCHS is processing it.

Notes from DCHS about the SOW's invoice

Agiloft and DCHS are HIPAA compliant.

Read and acknowledge the attestation statement, then submit

I, the undersigned, do hereby certify under penalty of perjury, that this is a true and correct claim of contract and may result in returning funds to King County. I understand that complete reporting of the contract. This certification includes any attachments that serve as supporting documentation.

1

2

Submitted By *The user that clicked "Submit" will be recorded, as will the date and*

Submitted On *time of submission.*

Once an invoice is submitted, it CANNOT be edited by the provider.

Prior to submission, invoices can be saved and returned to later.

Tracking Invoice Status

You can check the status of an invoice in Agiloft.

There are Five status:

Invoice Created

- An invoice needing completion and submission by the provider

Invoice Attested To

- A submitted invoice that is under review by DCHS

Invoice Pending Approval

- An invoice that has been approved by the DCHS Contract Manager and is awaiting BFO review

Invoice Approved

- An invoice that has been approved by both the contract manager and BFO and is being allocated across the available fund sources

Sent to EBS

- A request for payment has been made to King County's Accounts Payable*

*Being "Sent to EBS" is *not* the same as being paid. Some requests are sent back to DCHS for rework. The contract's payment terms and pay site may also impact time to payment. Please monitor whether you receive payment.

You can see whether/how DCHS staff modified your invoice or documents

Provider Notes

Invoice Details for Providers

Please review invoice line item and submit the payment request.

Invoice Notes

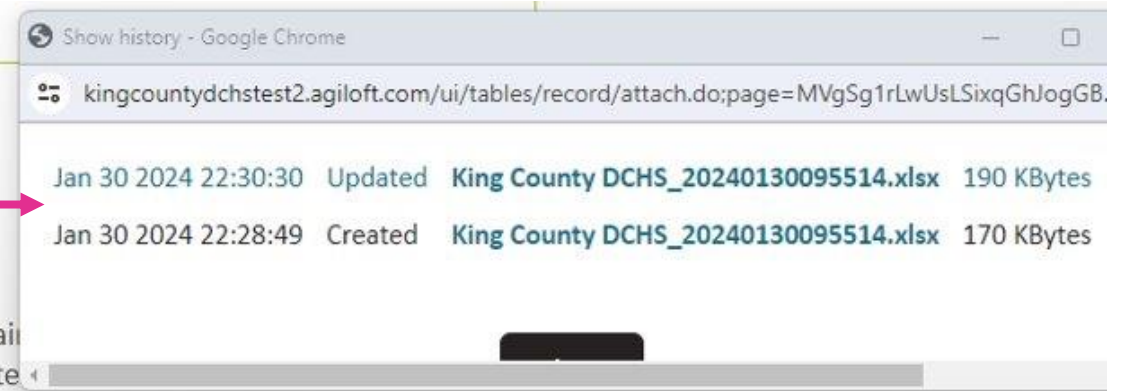
[Jennifer Schurer Coldiron 01/30/2024 10:45 PM]
Had to change number of units because fewer clients were eligible.

Invoice Document(s)

Attach/Manage

1  King County DCHS_20240130095514.xlsx

I, the undersigned, do hereby certify under penalty of perjury, that this is a true and correct claim and that there is no breach of contract and may result in returning funds to King County. I understand that complete



Clicking the blue plus box will open a version history window where all the versions of the document can be accessed.

If an invoice is returned to you for changes



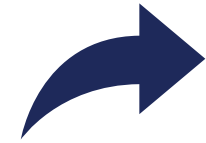
The invoice's status will revert to "Invoice Created" and appear in your pending invoices



There will likely be a note on the invoice about what needs to be addressed



Make the necessary changes



Resubmit

Double check: Which invoice are we talking about? With DCHS, use the Record “ID” number.

- Agiloft adds a two (2) to the front of the record ID to make an invoice number—disregard this number
 - This is out of the box functionality. We may alter this at a later date.
- Providers may also have their own invoice number they’re tracking.



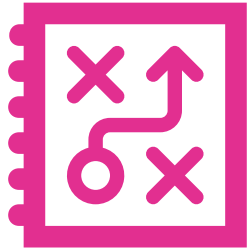
Save Cancel Invoice: 2148

ID 148

Provider Invoice Tracking Number

IT IS THIS NUMBER YOU’LL USE TO SEARCH FOR AN INVOICE RECORD IN AGILOFT. THIS WILL APPEAR ON THE INVOICE TABLES.

There is also a field for providers to enter their own invoice tracking number, if needed.



Questions about your invoice?

Reach out to your DCHS program contact.



Questions about Agiloft?

<https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/agiloft>



or DCHSAgiloft@kingcounty.gov