



# Submitting Invoices in Agiloft For DCCHS Contracted Providers

 King County

**DCCHS**

Department of Community  
and Human Services

# Accessing Agiloft

URL to login to Agiloft: [Accessing Agiloft to apply for and manage contracts with DCHS - King County, Washington](#)

- Bookmark the URL for easy access
- Click on **Login** button to get started
- For first-time users, follow the instructions in your **welcome email**
- Step-by-step guides and video tutorials are available on the external website

Note: there are **no** Agiloft-specific passwords

- Use your registered Agiloft email as your username, and enter your email's password to log in.



# Before You Begin: What You Need to Check

- Ensure your organization has at least one **Finance user** assigned to manage invoice records
- Only users in the **Provider Finance Staff** group have full access to the invoice tile, including **edit** and **submission** permissions
- If you need invoice access, please contact your organization's designated PAM, who can add you to the appropriate group

*Don't forget to be  
in "Edit" mode!*

# 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)



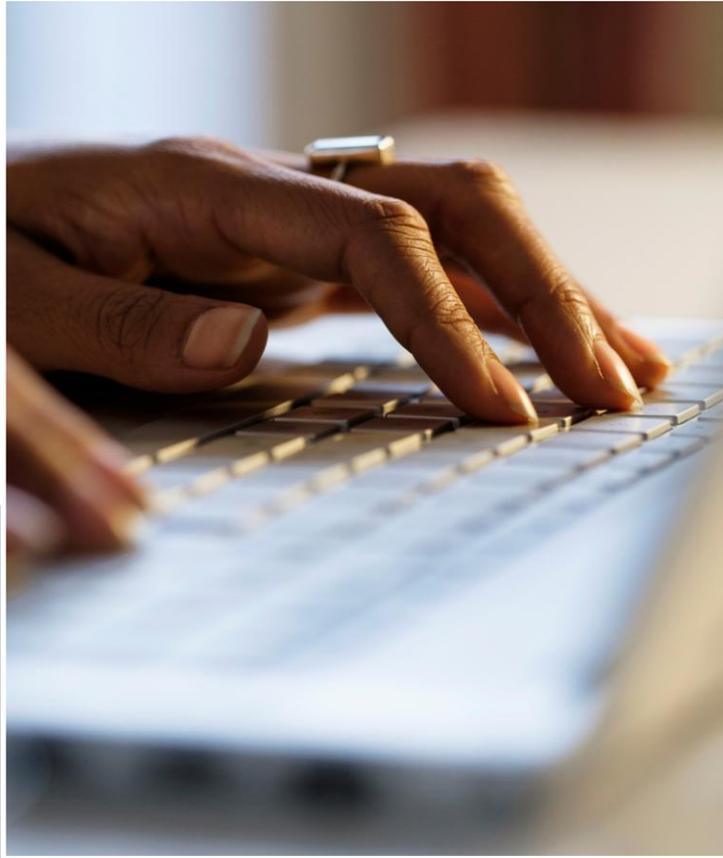
BHRD SOWs with payments based solely on encounter data submitted to BHRD's IT systems or coreFTP, unless it is for additional allowable expenses, such as transportation



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

# What's New in This Version

- Updated layout: **Edit** and **Save** buttons are now in **the top-right corner**
- **Single Invoice ID** displayed to minimize confusion
- New field: **Invoice Title**
  - Auto-generated: **Contract Title + Invoice Start Date + \*Location** (\*if applicable)
  - Location is included only for invoices using **Invoice by Location**
- Older invoices may show a **blank Invoice Title**
- This will auto-populate after the invoice is **edited** and **saved**
- New section for uploading **invoice supporting documents**



# Submitting Invoices

Via the End User Portal

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

The screenshot shows the 'Invoices' tile interface. On the left, a menu lists options: 'View All Invoices', 'View My Companies Pending Invoices', 'View My Assigned Pending Invoices', 'View All My Invoices', and 'View All Approved/Paid Invoices'. The 'View All Invoices' option is highlighted with a pink box. A callout box points to this option, stating: 'Selecting "View All Invoices" will show a complete list of your organization's invoices.'

The main content area shows the 'All Invoices' view. At the top right, it says 'Saved'. Below the title, there is a filter dropdown set to 'All Invoices'. A search bar and a '+ Add filters' button are also present. A callout box points to these elements, stating: 'Use the filter options to search for and access a specific invoice.'

Below the search bar, it says 'More than 100 record(s) found [Click for details...](#) | [Clear All Filters](#)'. A table of invoices is displayed with columns: Edit, ID, Invoice Title, Contract ID, Contract Title, CPA Number, Status, Company Name, Total Amount Invoiced, Invoice Period Start Date, and Invoice Period End Date. The first row has ID 473 and the second row has ID 472. A callout box points to the pencil icon in the 'Edit' column of the first row, stating: 'To edit an invoice, click on the edit (pencil icon) in the invoice's row'.

Edit	ID	Invoice Title	Contract ID	Contract Title	CPA Number	Status	Company Name	Total Amount Invoiced	Invoice Period Start Date	Invoice Period End Date
	473	Contract Title Standardization Example Record 01/01/2026	7305	Contract Title Standardization Example...		Invoice Created	DCHS Provider Training Account	\$0.00	01/01/2026	01/31/2026
	472	Contract Title Standardization Example Record 02/02/2026	7305	Contract Title Standardization Example...		Invoice Created	DCHS Provider Training Account	\$0.00	02/02/2026	02/28/2026
	468	Test Invoices 03/11/2026	6978	Test Invoices		Invoice Created	DCHS Provider Training Account	\$0.00	03/11/2026	03/11/2026

\*Invoices are divided by SOW.

# An invoice record has the same parts as other Agiloft records

Edit Record 

Don't forget to be in "Edit" mode!

All Invoices Saved Searches: Show all records Text:  Go

Invoice  
Contract Title Standardization Example Record 01/01/2026 ↔ Save ✓ X

ID 473

Provider Invoice Tracking Number

Status Invoice Created Invoice Prepared By Test Employee DCHS Provider

\*Invoice Period Start Date 01/01/2026 \*Invoice Period End Date 01/31/2026

Link Quote to Existing Customer

Contract Title [Contract Title Standardization Example Record](#)

Common Area

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

## Tabs

[Collapse All](#)

Quoted Items

All Cost reimbursable/actuals/expenditures Invoice Items

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 
		1520	Other service type	Infrastructure	Cost Reimbursable/Actuals/Expenditures	\$0.00
		1519	Organizational technical assistance and capacity building	Supportive Services (non-CoC)	Cost Reimbursable/Actuals/Expenditures	\$0.00

Budget Amount for Cost Reimbursable(s) \$100,000.00 Budget Amount Remaining for Cost Reimbursable(s) \$100,000.00

Cost reimbursable/actuals/expenditures Total Amount \$0.00

# Invoice Line-Items Breakdown

- **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

Don't forget to be in "Edit" mode!

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	<input type="text" value="\$ 0.00"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

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

Use the **Edit** (pencil) icon to access and modify the invoice line item.

— OR —

Click the **Requested Amount** field and enter the amount needing to be reimburse for that line item, then click **Save**.

Don't forget to be in "Edit" mode!

# Fee for Service Payment Model

3 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
		21584	Other Service Type	Program Costs	0	\$1.25	\$0.00
		21583	Other service type	Bed days	0	\$57.50	\$0.00
		21582	Other service type	Bed Day	<input type="text" value="10"/> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Save</a> <a href="#">Cancel</a>	\$334.60	\$0.00

Use the **Edit** (pencil) icon to access and modify the invoice line item.

— OR —

Click the **Number of Units** field and **enter the value** per invoice line item, then click **Save**.

**Note:** Do not enter a requested amount directly. It is automatically calculated based on the number of units and the unit rate.

Unit Rate is provided by DCHS per contract terms.

Don't forget to be in "Edit" mode!

# Allocated Payment Model

All Allocated Model Invoice Line Items

Search

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.

*Don't forget to be in "Edit" mode!*

# Add Notes

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

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

*Notes from DCHS about the invoice*

# Attach Supporting Documentation – New section

Edit Record 

*Don't forget to be  
in "Edit" mode!*

Under **Invoice Attachments** section

Step 1: Select the appropriate **Invoice Attachment Type** from the dropdown

Step 2: Upload your file or **drag and drop**

Step 3: Click **Add Invoice Attachment**

Once added, the attachment will appear below in the **Invoice Attachments** sub-section

Invoice  
Contract Title Standardization Example Record 01/01/2026

Invoice Line Item(s) Payment Destination

Submit

Submitted By

Submitted On

Invoice Attachments

**Instructions:** Select the appropriate **Invoice Attachment Type**, upload your file, and click **Add Invoice Attachment**. To upload multiple files at one attachment types: **CVC/FFA/Stipend/Incentive Log**, **Invoice Backup Documentation (Other)**, or **Receipts**. The system will create a separate record

For best accuracy, upload **one document at a time** and select the correct attachment type for each. Repeat as needed to add more documents.

Invoice Attachment Type

Invoice Document(s) Attach/Manage

Drag and drop files

Add Invoice Attachment

Invoice Attachments

No records.

Delete

*Upload required supporting documentation for the invoice. Be thoughtful about file names.  
Agiloft and DCHS are HIPAA compliant.*

 King County

**DCHS**

Department of Community  
and Human Services

# Attach Supporting Documentation – New section

Edit Record 

Don't forget to be  
in "**Edit**" mode!

## Note:

- Multiple files can be uploaded at once only for the following types:
  - CVC / FFA / Stipend / Incentive Log
  - Invoice Backup Documentation (Other)
  - Receipt
- Each file is saved as a separate record with the same attachment type
- To remove an incorrect attachment, select the checkbox next to the record ID and click **Delete** (top right), then re-upload the correct file

Invoice Attachment Type

Invoice Document(s) [Attach/Manage](#)

  
Drag and drop files

[Add Invoice Attachment](#)

Invoice Attachments

Search

[Delete](#)

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

<input type="checkbox"/>	Edit	ID ↓	Title	Attached File	Attachment Type
<input type="checkbox"/>		6786	Test Attachment	<a href="#">Test Attachment.docx</a>	Invoice backup documentation...
<input checked="" type="checkbox"/>		6785	Test insurance sample	<a href="#">Test insurance...</a>	Invoice backup documentation...
<input type="checkbox"/>		6784	Test Attachment	<a href="#">Test Attachment.xlsx</a>	CVC/FFA/Stipend/Incentive Log

*Don't forget to be  
in "Edit" mode!*

# 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 is required for the contract. This certification includes any attachments that serve as supporting documentation.

1

2

Submitted By

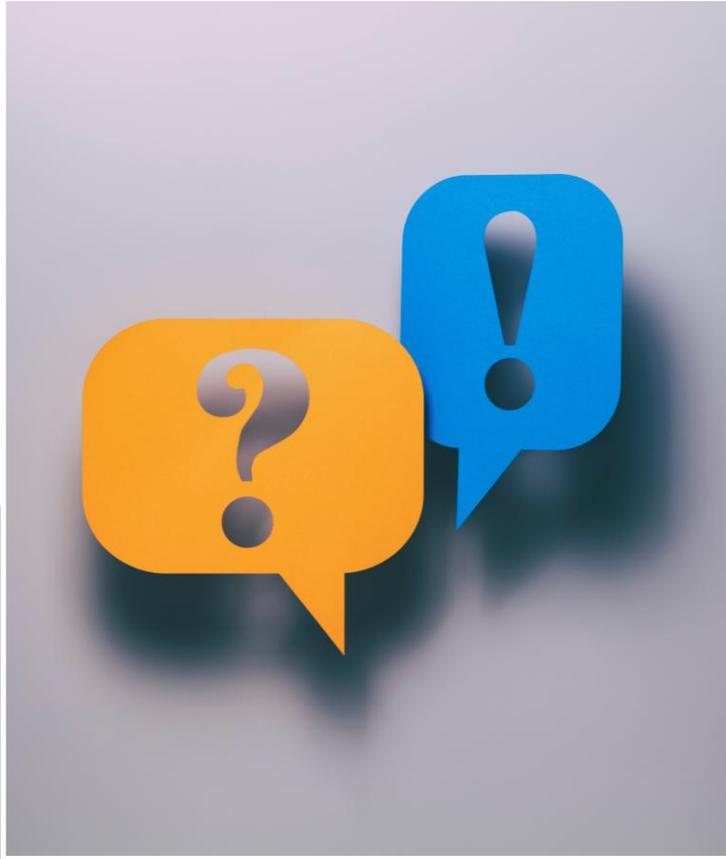
*The user who clicks "Submit" will be recorded,  
and the Submitted By and Submitted On fields will*

Submitted On

*be automatically populated*

*Note: 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

Via the End User Portal

**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.

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## After Invoice Submission

- Once submitted, the invoice becomes **read-only** (no edit access)
- If updates are needed, contact your **Contract Manager** to revert the status to **Invoice Created**
- Editing access will be restored once the status is reverted
- Your **Contract Manager** may also reach out if updates or additional supporting documents are

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.

# What to Do When an Invoice Is Sent Back



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



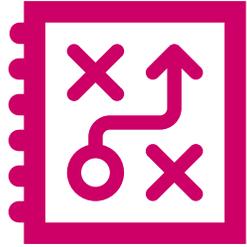
There will likely be a note on the invoice about what needs to be addressed



Make the necessary changes



Resubmit



## Questions about your invoice?

Reach out to your DCHS program contact.



## Find support at

[Accessing Agiloft to apply for and manage contracts with DCHS - King County, Washington](#)



## Questions about Agiloft?

Reach out to DCHS Agiloft Support Team  
or [DCHSAgiloft@kingcounty.gov](mailto:DCHSAgiloft@kingcounty.gov)



Department of Community  
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