

### **Local Agency Invoice Instructions**

In an effort to try and simplify the billing process, we have made changes to our invoice process. We will look to make other changes in the future to simplify the process for the Local and State agency. We have not made any changes to the individual line items on the invoice. The major change is the consolidation all four orgs into one sheet for each month's billing. Here are some basic instructions for the new invoice format.

1. You will first need to enter your budget numbers on the **budget form WV-26**. These numbers should be based on the dollar amounts awarded for each org in the grant agreement. These amounts will need to be adjusted periodically for any increase or decrease in the grant agreement.

2. The invoice workbook contains a sheet for each billing month. You will enter your expenses for each org in the proper month. The worksheet will only allow you to enter amounts under "**current expenses.**" All other cells are locked and will fill from the previous billing month, with the exception of October which will have no previous expenses.

3. The other area that you will need to enter information will be the **cover sheet** and you should do this just as you have done it in the past.

4. The last sheet in the workbook will be the **totals page**. This page will total automatically and will not allow changes to be made in any cell. This page should be submitted along with the "**current month**" sheet and the **cover sheet**.