Hawaii
Web Infrastructure for Treatment Services System

HI-WITS

WITS Invoicing Provider Manual

July 1, 2014

State of Hawaii
Department of Health
Alcohol and Drug Abuse Division
601 Kamokila Blvd, Rm 360
Kapolei, HI 96707

1. <u>Introduction</u>

The WITS invoicing is one of the two billing methods providers can use to receive reimbursements for services provided under a government contract. This method is used when the Contractor has deemed that the fee-for-service method is not feasible or appropriate for either the provider or the contractor. The following are examples when the WITS invoicing can be used.

- If the area served by a provider does not have the population to sustain the provider agency and the contractor needs a provider to serve the area;
- The cost for a service cannot be attributed to a single client;
- Non-client services; or
- The cost to provide a service varies and a rate cannot be determined.

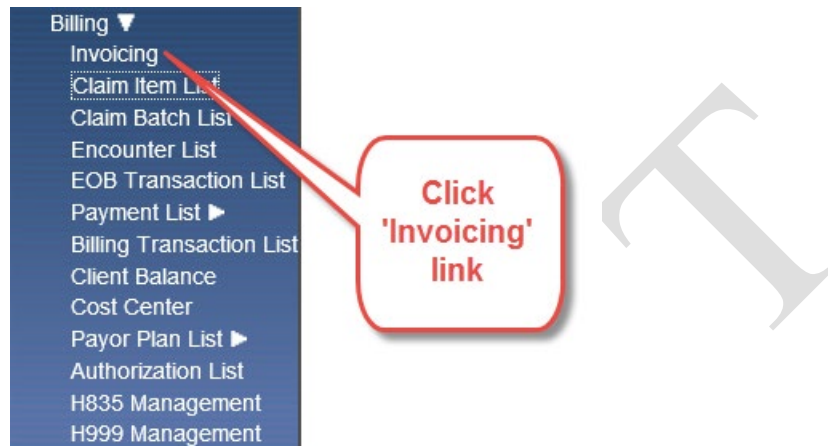When the WITS invoicing billing method is used, you must have the following:

a. An active cost reimbursement tier; and
b. A current budget that is approved by the Contractor and input into WITS;

This document contains the step-by-step instructions on:

- Accessing WITS Invoicing
- Creating an Invoice
- Entering Invoice Line Item Amounts
- Billing an Invoice

Accessing WITS Invoicing

To access the WITS Invoicing functions click on the Agency/Billing/Invoicing menu link.

Billing ▼
Invoicing
Claim Item List
Claim Batch List
Encounter List
EOB Transaction List
Payment List ▶
Billing Transaction List
Client Balance
Cost Center
Payor Plan List ▶
Authorization List
H835 Management
H999 Management

Click 'Invoicing' link

NOTE: If the Invoicing link is not visible, you have not been assigned the Agency Billing and Agency Invoicing roles.

When you click on the Agency/Billing submenu item, WITS will try to first retrieve all claim what have an 'Awaiting Review' status. After the Claim Item Search screen appears, you can then click on the Invoicing submenu link. The Cost Reimbursement Invoice Search screen will be displayed. From this screen, you can create new invoices, update partially completed invoices, and view all other invoices. The search parameters are listed below.

Cost Reimbursement Invoice Search

Contract #	①	Contract Name	⑤	Adjudicated Date	⑧
Authorization Period	②	Contractor	⑥	Invoice MM/YY	⑨
Plan	③	Group	⑦	Status	⑩
Invoice Type	④				

⑪ Clear   ⑫ Go

Invoice List   Tier   ⑬   Add Invoice
(Export) ⑮

Invoice ID	Contract Name (Number)	Plan-Group	Invoice Type	Invoice Period (FY)	Amount Invoiced	Amount Paid	Status	A ⑭ s
				⑯				

Cost Reimbursement Invoice Search Parameters

All dropdown lists will contain selections that pertain to contracts with invoice type billing forms (see item 4 Invoice Type).

> **NOTE: Each selection parameter is mutually exclusive and when multiple selection parameter are used, the search is based on a logical 'AND' relationship. For example, if you select a Contract # and Authorization Period, the filter will be 'Select all the contracts with the selected Contract # and selected Authorization Period.**

1. Contract # dropdown list contains all contracts that have an invoice type tier, e.g. *ADAD-10-092, ADAD 14-065*.

2. Authorization Period dropdown contains all the authorization periods that include invoice type tiers, e.g. *FY2013, FY2014*.

3. Plan dropdown list contains all tier plans of contracts with invoice type tiers, e.g. *ADAD Block Grant, ADAD State Funds, ADAD Federal Funds*.

4. Invoice Type dropdown list contain the three invoice types:

    a. *Cost Reimbursement*
    b. *Budgeted Expenditure*
    c. *Actual*

5. Contract Name dropdown list contains all contract name whose contracts contain invoice type tiers.

6. Contractor dropdown list contains all the contractors (payors) whose contracts contain invoice type tiers, e.g. *Alcohol and Drug Abuse Division*.

7. Group dropdown list contains all tier groups whose contracts contain invoice type tiers, e.g. *ADAD Adult-Oahu, ADAD PPWC-Molokai, ADAD Dual Diagnosis-Kauai*.

8. Adjudication Date

9. Invoice MM/YY. All invoices are identified by a two (2) digit month and a two (2) digit year. Invoice MM/YY is assigned by WITS starting with 07/YY invoice.

10. Status dropdown list the following invoice status:

    a. *Paid* – the invoice has been adjudicated by the payer.
    b. *Pended by Payer* – the payer is holding the invoice.
    c. *Awaiting Review* – the invoice in awaiting review by the payer.
    d. *Released* – the invoice has been released by the agency.
    e. *Billed* – the agency has billed the payer.
    f. *Accepted by Payer* – the payer has accepted the invoice.
    g. *Rejected by Payer* – the payer has rejected the invoice.

11. Clear **Clear** button is used to clear all filters and the invoice list table.

12. Go **Go** button is used to execute the cost reimbursement search. Clicking the Go **Go** button with no search parameters will list all – paid, awaiting review, rejected, etc. - invoices for the agency.

13. Tier dropdown list of all active invoice type tiers. This dropdown list is used to identify the Invoice Tiers that are available to create an invoice. An invoice will be created when an active invoice tier is select and the Add Invoice link is pressed.

14. <u>Add Invoice</u> link is used to create the next month's invoice for the tier selected in the Tier dropdown list (item 13 above).

> **NOTE: WITS will assign the invoice month and year sequentially, starting with the tier starting month and year**.

15. <u>Export</u> link. This link will create an excel spreadsheet of the Invoice List table.

16. Invoice List table lists the results of cost reimbursement search.

Creating an Invoice

1. To create a new invoice

    a. Select a tier from the Tier dropdown list (find and click the selected tier).

    b. Click on the <u>Add Invoice</u> link.

2. The shell of the newly created invoice, Invoice Profile, will be displayed. To view the invoice lines, you must create the invoice:

    a. Verify that the invoice month (MM/YY) is 'correct'; and

    b. If 'correct', click the Save button. If it is 'incorrect', click the Cancel button.

> **NOTE: You <u>must</u> create an invoice for every month of the fiscal period, even if the invoice amount is zero.   When you click the <u>Add Invoice</u> link, WITS will create an invoice template with the next month (the MM/YY field) of the fiscal period. Invoice templates are created sequentially.**

For example, when you add an invoice for the fiscal year 2014 tier, the first invoice (template) that will be created is 7/13. The next time you add another invoice, the invoice (template) will be 8/13, then 9/13, 10/13, 11/13/, 12/13, 1/14, etc.

3. When you click the Save **Save** button, the invoice line items, which are exactly the same as the budget line items, will be displayed.

Invoice Profile

Contract Name	Sample Provider Adult	FY	FY2014	Plan-Group	ADAD Block Grant-ADAD Adults-Mc
Contract #	ADAD 14-051	MM/YY	8/2013	Invoice Type	Cost Reimbursement
Prepared By		Prepared		Adjudicated	
Created By	Okano, Stephen, MBA,MSW,MS	Created On	4/30/2014 1:47 PM	Status	Awaiting Review
Updated By	Okano, Stephen, MBA,MSW,MS	Updated On	4/30/2014 1:47 PM		

Cancel **Save** **Finish**

Line Item			Current Month				Update Invoice
Category	Line Item	Prior Period to Date - Paid	Current Month - Invoice	Current Month - Budget	Period to Date - Paid Estimate	Period to Date - Budget	Total Budget Actions
PERSONNEL COST	Salaries	$7,475.00	$0.00		$7,475.00		$80,704.00 Edit
PERSONNEL COST	Payroll Taxes & Assessments	$572.00	$0.00		$572.00		$8,530.43 Edit
PERSONNEL COST	Fringe Benefits	$1,500.00	$0.00		$1,500.00		$16,440.57 Edit
OTHER CURRENT EXPENSES	Airfare, Inter-Island	$0.00	$0.00		$0.00		$1,820.00 Edit
OTHER CURRENT EXPENSES	Audit Services	$0.00	$0.00		$0.00		$2,500.00 Edit
OTHER CURRENT EXPENSES	Contractual Services - Administrative	$885.00	$0.00		$885.00		$10,800.00 Edit
OTHER CURRENT	Contractual Services -	$300.00	$0.00		$300.00		$7,000.00 Edit
			Current Month Invoice-Total		$0.00		

Administrative Actions
Bill It

> **NOTE: If you need a new invoice line item, a revised budget with the new budget/invoice line item <u>must</u> be entered into WITS before you create the invoice. Once the budget is updated, the revised budget with the new line item(s) will be in the invoice template.**

4. Click the Finish **Finish** button to exit the invoice and return to the Cost Reimbursement Search and Invoice List screen. The Invoice will be displayed in the Invoice List with the Invoice Period (a) month/year and Authorization Period in parenthesis; the Amount Invoiced (b) (the Amount Invoice in the example is zero because no invoice line item amounts were entered); and a Status of Awaiting Review (c).

There are three (3) possible Actions **d** that can be performed on an Invoice from Invoice List table by clicking on one of the following links:

a. *Profile* - this link will display the Invoice Profile screen and invoice line items. If the invoice has an 'Awaiting Review' status, you will be able to add or change the amounts for each invoice line item; or bill the invoice to the Contractor.

b. *Delete* – this link will delete the invoice. This link will be displayed only when an invoice has an 'Awaiting Review' status. When there are multiple invoices with an 'Awaiting Review' status, the invoices must be deleted in a descending Invoice Period order, e.g. the latest invoice with an 'Awaiting Review' status must be deleted first.

c. *View Paid Invoice* – this link will display a print view of the Provider Invoice Profile. Click on the Print Invoice **a** link. A copy of the invoice will be displayed in a PDF format. See sample invoice.

Entering Invoice Line Item Amounts

To enter an invoice line item amount:

1. Locate the invoice line item and click the Edit link **a** under the Actions column.
2. The invoice line item description will be displayed in the Line Item field **b**.
3. Enter the invoice line item amount in the Current Month text box **c**. The cursor is already positioned in the text box so you just have to the dollar amount.
4. After you have entered the invoice line item amount, click on Update Invoice link **d**. If the Current Month field changes to a blank, the invoice amount entered will be displayed in the Current Month Invoice column. As you enter invoice amounts, it will automatically be accumulated in the Current Month Invoice Total field. **f**

> **NOTE: You can modify an invoice line item amount by re-entering a new amount for the invoice line item.**

5. Repeat steps 1 through 4 until you are done, then click the Finish button **e**. The Invoice List will be displayed with the updated invoice amount.

> **NOTE: You can always return to the invoice and enter or modify invoice line item amounts.**

Invoice Profile

Contract Name	Sample Provider Adult	FY	FY2014	Plan-Group	ADAD Block Grant-ADAD Adults-Mc
Contract #	ADAD 14-051	MM/YY	7/2013	Invoice Type	Cost Reimbursement
Prepared By		Prepared		Adjudicated	
Created By	Okano, Stephen, MBA,MSW,MS	Created On	4/23/2014 1:32 PM	Status	Awaiting Review
Updated By	Okano, Stephen, MBA,MSW,MS	Updated On	4/23/2014 1:32 PM		

Cancel   Save   Finish   **e**

Line Item **b**   Current Month **c**   **d** Update Invoice

Category	Line Item	Prior Period to Date - Paid	Current Month - Invoice	Current Month - Budget	Period to Date - Paid Estimate	Period to Date - Budget	Total Budget	Actions
PERSONNEL COST	Salaries	$0.00	$0.00		$0.00		$80,7 **a**	Edit
PERSONNEL COST	Payroll Taxes & Assessments	$0.00	$0.00		$0.00		$8,530.43	Edit
PERSONNEL COST	Fringe Benefits	$0.00	$0.00		$0.00		$16,440.57	Edit
OTHER CURRENT EXPENSES	Airfare, Inter-Island	$0.00	$0.00		$0.00		$1,820.00	Edit
OTHER CURRENT EXPENSES	Audit Services	$0.00	$0.00		$0.00		$2,500.00	Edit
OTHER CURRENT EXPENSES	Contractual Services - Administrative	$0.00	$0.00		$0.00		$10,800.00	Edit
OTHER CURRENT	Contractual Services -	$0.00	$0.00		$0.00		$7,000.00	Edit

Current Month Invoice-Total   **f** $0.00

Administrative Actions
Bill It

> **NOTE: A negative amount may be entered, but the negative amount must be equal to or less than the invoice line item adjudicated (Prior Period to Date – Paid) amount.**

Billing the Invoice

Only one invoice can be billed to the Contractor at a time and invoices must be billed in ascending invoice date (MM/YY) order.

To bill the Contractor:

1. Click the **Profile** link in the Invoice List of the invoice to be billed.

> **TIP: An invoice can be billed if the invoice can be Deleted (there is a Delete link) under the Action column of the invoice.**

2. When the Invoice Profile is displayed, click on the **Bill It** link.

An attestation statement will be required to be signed by a responsible person in the agency before the invoice can be billed to the Contractor. There is a role where only the individual authorized to attest to the invoice will be able to bill an invoice.

"**I,** *first name-last name-title today's date,* **am verifying the information in this invoice is correct and accurate to the best of my knowledge.**"

Printing an Invoice

After the invoice has been adjudicated, the invoice (see Sample Invoice) can be printed. With you cursor, mouse over the pencil icon and click on the <u>View Paid Invoice</u> link.

A popup window with detail line items of the invoice will be displayed. Click on the Print Invoice link. This will display another window with the invoice in a PDF format.

Click on the PDF Print icon to print the invoice.

NOTE: The invoice will be printed on an 8 ½ x 11 paper in a portrait orientation (see Sample Invoice).

Invoice

Alcohol and Drug Abuse Division 601 Kamokila Blvd, Room 360B Kapolei, HI 96707 Telephone: (808) 692-7506 Fax: (808) 692-7521	**Remit To:** Test Provider 123 Street Address Honolulu, HI 96816 Telephone: (808) 956-7890	**Invoice #:** 31 **Contract #:** ADAD 14-555 **Date:** Nov 13, 2014

Contract Period: FY 2015	**Invoice Period:** 7/2014	**Invoice Type:** Cost Reimbursement
Prepared By: Okano, Stephen, MBA,MSW,MS	**Prepared On:** 11/13/2014	**Plan-Group:** ADAD Block Grant - ADAD Adults-Lanai
Adjudicated By: Okano, Stephen, MBA,MSW,MS	**Adjudicated On:** 11/13/2014	

Budget Categories	Prior Period to Date Actual	Current Month Actual	Current Month Budget	Current Month Paid	Period to Date Actual	Period to Date Budget	Period to Date Paid
PERSONNEL COST							
Salaries	$0.00	$2,673.74		$2,673.74	$2,673.74		$2,673.74
Payroll Taxes & Assessments	$0.00	$273.04		$273.04	$273.04		$273.04
Fringe Benefits	$0.00	$250.00		$250.00	$250.00		$250.00
Subtotal	$0.00	$3,196.78	$0.00	$3,196.78	$3,196.78	$0.00	$3,196.78
OTHER CURRENT EXPENSES							
Airfare, Inter-Island	$0.00	$120.00		$120.00	$120.00		$120.00
Airfare, Out-of-State	$0.00	$0.00		$0.00	$0.00		$0.00
Audit Services	$0.00	$85.00		$85.00	$85.00		$85.00
Contractual Services - Administrative	$0.00	$128.00		$128.00	$128.00		$128.00
Insurance	$0.00	$42.00		$42.00	$42.00		$42.00
Lease/Rental of Equipment	$0.00	$0.00		$0.00	$0.00		$0.00
Lease/Rental of Space	$0.00	$129.00		$129.00	$129.00		$129.00
Mileage	$0.00	$46.00		$46.00	$46.00		$46.00
Postage, Freight & Delivery	$0.00	$8.46		$8.46	$8.46		$8.46
Publication & Printing	$0.00	$3.00		$3.00	$3.00		$3.00
Repair & Maintenance	$0.00	$286.00		$286.00	$286.00		$286.00
Software	$0.00	$0.00		$0.00	$0.00		$0.00
Staff Training	$0.00	$0.00		$0.00	$0.00		$0.00
Subsistence/Per Diem	$0.00	$75.00		$75.00	$75.00		$75.00
Supplies	$0.00	$92.00		$92.00	$92.00		$92.00
Telecommunications	$0.00	$150.00		$150.00	$150.00		$150.00
Transportation	$0.00	$207.00		$207.00	$207.00		$207.00
Utilities	$0.00	$235.00		$235.00	$235.00		$235.00
Program Activities	$0.00	$576.00		$576.00	$576.00		$576.00
Subtotal	$0.00	$2,182.46	$0.00	$2,182.46	$2,182.46	$0.00	$2,182.46
Grand Total	$0.00	$5,379.24	$0.00	$5,379.24	$5,379.24	$0.00	$5,379.24

I, Stephen Okano, Chief Financial Officer, on 11/13/2014, am verifying the information in this invoice is correct and accurate to the best of my knowledge.

Page 1 of 1 on 11/13/2014 11:26:34 AM

Sample Invoice

SSRS Reports

To support the WITS invoicing functions, cost reimbursement reports are located in the Provider Reports/Billing Reports/02. Invoice/Cost Reimbursement folder.

Hawaii - WITS SSRS 2008
Home > Provider Reports > Billing Reports > 02. Invoice Reports >
Cost Reimbursment Reports

Contents | Properties

📁 New Folder   📄 Upload File   📄 Report Builder   ▦ Show Details

📄 Cost Reimbursement Monthly Clients' Services List   📄 Cost Reimbursement Monthly Services Summary List
This report lists the clients services and service units by service month   This report lists the cost reimbursement services, # of clients served and
and modality. Option: Service Date Range-Default July 2013   service units by contract, contract tier, service month, and modality.
                                                                   Option: Service Date Range.
📄 Cost Reimbursement Monthly Invoices Report
Displays the cost reimbursement monthly invoices submitted to ADAD in a
spreadsheet format.

Cost Reimbursement Monthly Clients' Services List

This report lists by invoicing month all clients served, their services and total contact billing units, e.g., hours, that were billed (Released to Billing) and adjudicated by the contracting agency, e.g. ADAD. The report is sorted in ascending order by:

- Contract Number
- Contract Tier
- Invoice Service Month
- Client Name
- Unique Client ID
- Modality
- Service

The filters available for this report are the service date ranges – Service Start Date is the earliest service date and Service Start Date1 is the latest service date. Only claims that inclusively fall within the service date range and were adjudicated and 'paid' will be selected for this report.

Hawaii - WITS SSRS 2008
Home > Provider Reports > Billing Reports > 02. Invoice Reports > Cost Reimbursment Reports >
Cost Reimbursement Monthly Clients' Services List

View | Properties | History | Subscriptions

📄 New Subscription   ⟰

Service Start Date 7/1/2013   ▦ ☐ NULL   Service Start Date1 7/31/2013   ▦ ☐ NULL | View Report |

◁◁ ◁ [   ] of 0 ▷ ▷▷   100% ▽   [   ]   Find | Next   Select a format ▽ Export ↻ 🖶   ⟰

Cost Reimbursement Monthly Clients Services as of 11/12/2014

Contract No	Tier	Invoice Service Month	Client Name	Client ID	Modality	Service Name	Total Contract Billing Units
ADAD 14-555	ADAD Block Grant/ADAD Adults	2014-07	Abadaba, Richard	RXAB0103891	Pre-Admission	Assessment (H0001)	4.00
						Motivational Enhancement (H0047/ME) eff 7/1/2013	6.00
						Transportation of Client (A0160)	12.00
						CLIENT TOTAL	22.00
			Allsquare, Cube	CXAL1212851	Pre-Admission	Assessment (H0001)	4.00
						CLIENT TOTAL	4.00
			Azbakward, Rend	RXAZ0401881	Pre-Admission	Assessment (H0001)	4.00
						CLIENT TOTAL	4.00
			Donot, Noel	NXD00331931	Outpatient Treatment	Assessment (H0001)	4.00
						Individual Counseling (H0004)	1.00
						CLIENT TOTAL	5.00
			Inapinch, Ima	IXIN0229751	Pre-Admission	Assessment (H0001)	4.00
						CLIENT TOTAL	4.00
			Juiced, Oran G.E.	OGJU0707841	Pre-Admission	Motivational Enhancement (H0047/ME) eff 7/1/2013	28.00
						Transportation of Client (A0160)	13.00
						CLIENT TOTAL	41.00
			Kalltoduty, Veteran	VXKA0808882	Pre-Admission	Motivational Enhancement (H0047/ME) eff 7/1/2013	38.00
						Transportation of Client (A0160)	22.00
						CLIENT TOTAL	60.00
			Krashed, Before	BXKR0401752	Pre-Admission	Motivational Enhancement (H0047/ME) eff 7/1/2013	31.00
						CLIENT TOTAL	31.00
			Lucky, Lucy	LXLU0909802	Pre-Admission	Assessment (H0001)	8.00
						Motivational Enhancement (H0047/ME) eff 7/1/2013	10.00
						Transportation of Client (A0160)	3.00
						CLIENT TOTAL	21.00
			Needles, Pricissila	PXNE0606662	Pre-Admission	Motivational Enhancement (H0047/ME) eff 7/1/2013	21.00
						Transportation of Client (A0160)	6.00
						CLIENT TOTAL	27.00
			Wanabe, Sober	SXWA0401881	Pre-Admission	Assessment (H0001)	2.00
						Motivational Enhancement (H0047/ME) eff 7/1/2013	.25
						CLIENT TOTAL	2.25
						INVOICE SERVICE MONTH TOTAL	221.25
						CONTRACT TIER TOTAL	221.25
						CONTRACT TOTAL	221.25
ADAD 14-888	ADAD Block Grant/ADAD PPWC	2014-07	Mouse, Minnie	MXMO1225922	Pre-Admission	Motivational Enhancement (H0047/ME) eff 7/1/2013	13.00
						Transportation of Client (A0160)	7.00
						CLIENT TOTAL	20.00
			Goofy, Gloria	GXGO0101892	Intensive Outpatient Treatment	Group Counseling - Cultural Group (H2021) eff 7/1/2013	3.00
						Group Counseling - Education Group (H0025)	2.00
						Group Counseling - Process Group (H0005)	2.00
						Individual Counseling (H0004)	6.00
						Transportation of Client (A0160)	6.00
						CLIENT TOTAL	19.00
						INVOICE SERVICE MONTH TOTAL	39.00
						CONTRACT TIER TOTAL	39.00
						CONTRACT TOTAL	39.00
						REPORT TOTAL	260.25

Cost Reimbursement Contract Services Summary List

This report lists by invoicing month all services, number of clients that used the service and total contact billing units, e.g., hours, that were billed (Released to Billing) and adjudicated by the contracting agency, e.g. ADAD. The report is sorted in ascending order by:

- Contract Number
- Contract Tier
- Invoice Service Month
- Modality
- Service

The filters available for this report are the service date ranges – Service Start Date is the earliest service date and Service Start Date1 is the latest service date. Only claims that inclusively fall within the service date range and were adjudicated and 'paid' will be selected for this report.

Hawaii - WITS SSRS 2008
Home > Provider Reports > Billing Reports > 02. Invoice Reports > Cost Reimbursment Reports >
Cost Reimbursement Monthly Services Summary List

View | Properties | History | Subscriptions

New Subscription

Service Start Date 7/1/2013 ☐ NULL   Service Start Date1 11/12/2014 ☐ NULL   View Report

|◄ ◄   of 0 ► ►| 100%   Find | Next Select a format ▾ Export

Cost Reimbursement Contract Services List as of 11/12/2014

Contract No	Tier	Invoice Service Month	Modality	Service Name	# of Clients	Total Contract Billing Units
ADAD 14-555	ADAD Block Grant/ADAD Adults	2014-07	Outpatient Treatment	Assessment (H0001)	1	4.00
				Individual Counseling (H0004)	1	1.00
				MODALITY TOTAL	1	5.00
			Pre-Admission	Assessment (H0001)	6	26.00
				Motivational Enhancement (H0047/ME) eff 7/1/2013	7	134.25
				Transportation of Client (A0160)	5	56.00
				MODALITY TOTAL	10	216.25
				SERVICE MONTH TOTAL	11	221.25
				CONTRACT TIER TOTAL	11	221.25
				CONTRACT TOTAL	11	221.25

Cost Reimbursement Monthly Invoice Report

This report will list all the Cost Reimbursement invoices that were adjudicated by the contracting agency, e.g., ADAD. This report can be downloaded into an Excel format.

Hawaii - WITS SSRS 2008
Home > Provider Reports > Billing Reports > 02. Invoice Reports > Cost Reimbursment Reports >
Cost Reimbursement Monthly Invoices Report

View | Properties | History | Subscriptions

⭐New Subscription ⏫

Invoice Period Date `7/1/2013` 📅 ☐NULL   Invoice Period Date1 `6/30/2014` 📅 ☐NULL   [View Report]

⏮ ◀ `1` of 2 ? ▶ ⏭ `100%` ▼ `_____` Find | Next `Select a format` ▼ Export 🔄 🖨 ⏫

Monthly Invoice Line Item Details as of 11/12/2014

Contract No	Contract Tier	State Fiscal Year	Total Authorized Amount	Total Budgeted Amount	Invoice Category	Invoice Line Item	Budget Amount	Over %	2014-07	2014-08	2014-09	Total
									Invoice Month (Total Paid Amount)			
ADAD 14-555	ADAD Block Grant-ADAD Adults	2015			A. PERSONNEL COST	01. Salaries	$74,846.00		$6,383.74	$5,673.74	$8,178.63	$20,236.11
						02. Payroll Taxes & Assessments	$6,970.28		$1,227.37	$1,173.04	$625.68	$3,026.09
						03. Fringe Benefits	$16,007.13		$1,046.55	$1,046.55	$772.42	$2,865.52
						INVOICE CATEGORY TOTAL			$8,657.66	$7,893.33	$9,576.73	$26,127.72
					B. OTHER CURRENT EXPENSES	01. Airfare, Inter-Island	$1,120.00		$0.00	$0.00	$593.11	$593.11
						03. Audit Services	$2,500.00		$0.00	$0.00	$0.00	$0.00
						04. Contractual Services - Administrative	$12,048.00		$1,004.00	$1,004.00	$1,004.00	$3,012.00
						05. Contractual Services - Subcontracts	$7,000.00		$168.00	$370.83	$559.92	$1,098.75
						06. Insurance	$2,500.00		$0.00	$865.00	$558.50	$1,423.50
						09. Lease/Rental of Space	$500.00		$0.00	$0.00	$0.00	$0.00
						11. Postage, Freight & Delivery	$190.00		$5.80	$8.46	$15.37	$29.63
						13. Repair & Maintenance	$400.00		$0.00	$0.00	$0.00	$0.00
						14. Staff Training	$150.00		$0.00	$0.00	$25.00	$25.00
						15. Subsistence/Per Diem	$270.00		$0.00	$0.00	$118.92	$118.92
						16. Supplies	$2,450.86		$0.00	$60.80	$0.00	$60.80
						18. Transportation	$600.00		$0.00	$0.00	$295.51	$295.51
						19. Utilities	$1,412.73		$78.23	$78.23	$78.23	$234.69
						30. Auto Expenses	$7,040.00		$205.70	$0.00	$0.00	$205.70
						INVOICE CATEGORY TOTAL			$1,461.73	$2,387.32	$3,248.56	$7,097.61
						FISCAL YEAR TOTAL			$10,119.39	$10,280.65	$12,825.29	$33,225.33
						CONTRACT TIER TOTAL			$10,119.39	$10,280.65	$12,825.29	$33,225.33