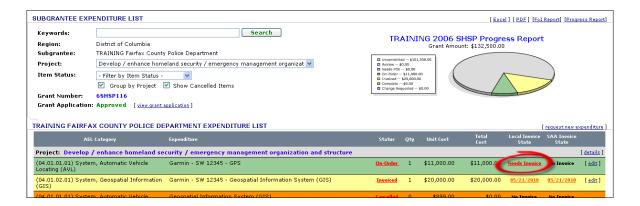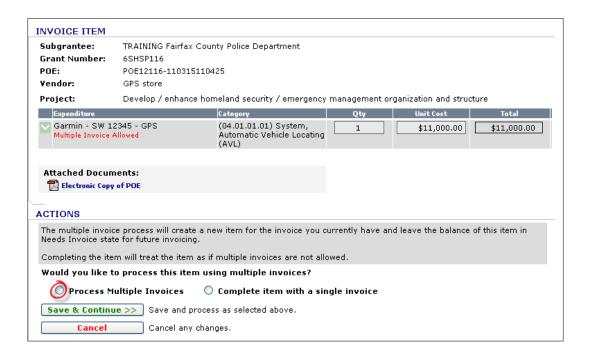# Multiple Invoicing

*The multiple invoice functionality allows the subgrantee to draw down on a line item to submit an invoice for a partial amount. This feature is automatically allowed under certain Authorized Equipment List (AEL) categories and may be requested for those that are not by contacting the SAA. **This is the SAAs preferred method for processing items on the expenditure list.** This slick sheet serves to provide instruction on how to complete this process.*

Step 1 | From the Subgrantee Expenditure List screen, click the **Needs Invoice** hyperlink for the appropriate item.

Step 2 | On the Invoice Item screen under the Actions section, select the **Process Multiple Invoices** option then click the **Save & Continue** button.

Step 3 | On the Multiple Invoice – Step One screen, update the **Unit Cost** to reflect the total amount of the invoice being processed. Next, enter a **Reason for Multiple Invoice**; if this invoice is for services, provide the date range covered and the invoice number. If the invoice is for goods, provide the invoice number. Click the **Save & Continue** button in the Actions section.
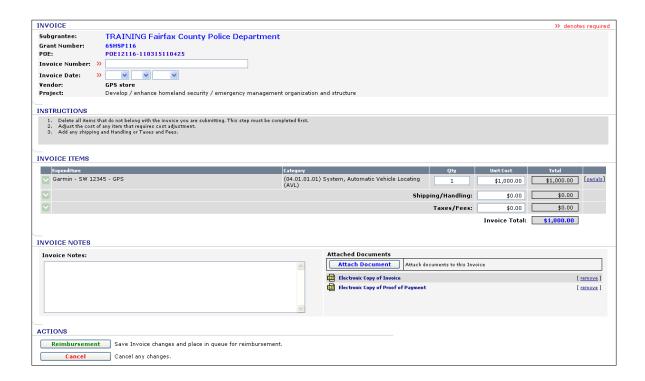

Step 4 | A pop-up prompt will confirm that you want to continue with splitting the original invoice. Click **OK**.

Step 5 | On the Multiple Invoice – Final Step screen, attach the appropriate **Invoice** and **Proof of Payment (POP)** documents.

Step 6 | After the documentation has been uploaded, the Invoice screen will appear, enter the **Invoice Number** and **Date** in the required fields. Verify that the Invoice Total matches the invoice being submitted and that any additional documentation in uploaded. Click the **Reimbursement** button in the Actions section to place it in the reimbursement queue.

INVOICE	» denotes required

Subgrantee:	TRAINING Fairfax County Police Department
Grant Number:	6SHSP116
POE:	POE12116-110315110425
Invoice Number: »	
Invoice Date: »	
Vendor:	GPS store
Project:	Develop / enhance homeland security / emergency management organization and structure

INSTRUCTIONS

1. Delete all items that do not belong with the invoice you are submitting. This step must be completed first.
2. Adjust the cost of any item that requires cost adjustment.
3. Add any shipping and Handling or Taxes and Fees.

INVOICE ITEMS

Expenditure	Category	Qty	Unit Cost	Total	
Garmin - SW 12345 - GPS	(04.01.01.01) System, Automatic Vehicle Locating (AVL)	1	$1,000.00	$1,000.00	[serials]
		Shipping/Handling:	$0.00	$0.00	
		Taxes/Fees:	$0.00	$0.00	
		Invoice Total:		$1,000.00	

INVOICE NOTES

Invoice Notes:

Attached Documents

[Attach Document] Attach documents to this Invoice

Electronic Copy of Invoice [remove]
Electronic Copy of Proof of Payment [remove]

ACTIONS

[Reimbursement] Save Invoice changes and place in queue for reimbursement.
[Cancel] Cancel any changes.

Step 7 | A pop-up prompt will confirm that you want to save the invoice and place it in the reimbursement queue. Click **OK**.

Microsoft Internet Explorer

? Save this invoice and place in reimbursement queue?

[OK] [Cancel]

Step 8 | On the Reimbursement page, the items in the queue will be listed under the Reimbursement Items section. Here, you may click the **More Invoices** button to process additional invoices or the **Submit** button to send the items currently listed to the SAA for review and approval.

REIMBURSEMENT - TRAINING 2006 SHSP - RR04255

Subgrantee Remittance Address		Contact Information	
Organization:	TRAINING Fairfax County Police Department	Name:	Vermecia Alsop
		Agency:	HSEMA
Street:		City/State/Zip:	, DC
City/State/Zip:	, DC	Phone:	
Federal ID#:		Fax:	
E-mail:	vermecia.alsop@dc.gov		
Fax:			
Grant Number:	6SHSP116		
Sub-Grant Num:	6SHSP116-01		

GRANT STATUS

Project ID	Project	Grant Award	Review	On Order	Invoiced	Complete	Commited	Uncommitted
2029	Develop / enhance homeland security / emergency management organization and structure	$132,500.00	$0.00	$10,000.00	$21,000.00	$0.00	$31,000.00	$101,500.00

REIMBURSEMENT ITEMS

☑	Detail		Project ID	Status	Invoice No.	Item	Inv. Amount	Reimb. Amount	
☑	⌄	1	2029	Bui	392084	Garmin - SW 12345 - GPS	$1,000.00	$1,000.00	[print]
☑	⌄	2	2029	Bui	87878787878787	Garmin - SW 12345 - Geospatial Information System (GIS)	$20,000.00	$20,000.00	[print]
						Total Requested:	$21,000.00	$21,000.00	

ACTIONS

Submit	Submit all checked items on this reimbursement to the SAA for review.
More Invoices	Return to your expenditure list to enter more invoices for this reimbursement.
Return	Return to the Reimbursement Manager.

Attached Documents

Electronic Copy of Invoice	[remove]
Electronic Copy of Invoice	[remove]
Electronic Copy of Proof of Payment	[remove]
Electronic Copy of Invoice	[remove]
Electronic Copy of Proof of Payment	[remove]

Attach Document Attach documents to this reimbursement request.

This request will display in the SAA's queue for approval. The subgrantee can be notified via email if the request is denied. If approved, the request will move through the SAA's approval process.