



CMS DATA ENTRY INSTRUCTIONS

How to Submit a Monthly Invoice

Invoices for program expenses must be submitted for approval on a monthly basis.

WHAT YOU'LL NEED

Staffing and program expenses

Attendance data entered into CMS

Signatory password

"Doing Business with DCYF" document

START HERE



Log into CMS.
www.contracts.dcyf.org

Select the contract you would like to complete an invoice for by clicking on the program name.



The **Invoices Overview** page shows the status of the approval process; contains a PDF of the full invoice report; and has a list of past invoices and the status of each.



Complete and submit the Narrative page with descriptions of program activities from the past month.

Click on Invoices, which is in the left hand menu. This will take you to the Invoices Overview page.



Refer to the **"Doing Business with DCYF"** guide when filling out the Invoice page.



Review and submit the Progress Report page (year-to-date data auto-filled).

Complete and submit the Invoice page with monthly staffing costs and program expenses.



You can **save** your work and continue at a later time by clicking a Save button before logging out. CMS will log you out automatically after 20 minutes of inactivity, so save frequently!



Your invoice has been approved!

Wait for DCYF Program Specialist to approve. View approval status on the Invoices Overview page.

Enter signatory password and submit invoice.