The Working Capital Fund and Invoice Procedures

In an effort to ensure efficient use and effective management of agency funds, the Office of Administration implemented various system solutions for FY2000 and beyond to manage the Working Capital Fund portfolio. Those systems enable HUD to track all Information Technology (IT) initiatives, henceforth called projects. Each project is assigned a unique 8-digit job number that will aide in tracking and reporting using the Project Cost Accounting System (PCAS). PCAS captures and provides cost information for projects and sub-projects.

A project is defined as a planned undertaking of something to be accomplished, produced, or constructed, having a finite beginning and a finite end. A project can be further defined as a sub-project which is a component of a project divided into the life-cycle cost elements defined in ITIPS (Information Technology Investment Portfolio System.) The life cycle cost elements are as follows:

- A - Project Initiation
- B - Requirements Definition
- C - System Design
- D - Infrastructure & Software Acquisition
- E - Hardware Acquisition
- F - Perfective Maintenance & New Development
- G - System Integration & Testing
- H - Installation and Deployment
- I - System Operations
- J - Corrective and Adaptive Maintenance

Beginning with fiscal year 2000, all budgeted projects are being tracked at the project and sub-project levels. As a result, all task orders must be invoiced at the sub-project job number level.

The HUD Procurement System will generate an Accounting and Appropriation Data sheet, or funding page, that will be issued by the Office of Procurement and Contracts with FY2000 task orders. The funding page will include information such as: sub-project job number, obligation number, obligation line number, budget fiscal year and fund. This information is required for FY2000 invoicing.

In addition to the HPS Accounting and Appropriation Data sheet, an Invoice Summary Sheet has been developed to facilitate invoice submission and timely payment. Contractors are instructed to submit the Invoice Summary Sheet with their invoices. This summary sheet is not designed to replace the actual invoice or supporting documentation. Information provided on the Invoice Summary sheet and the contractor's invoice details will be reconciled with Project Office data by the Government Technical Monitor (GTM). A blank and a sample invoice summary sheet are available at : http://www.hud.gov/cts/ktr/it/instruct.html Also available is a sample invoice that supports the completed sample invoice summary sheet. The sample invoice format is not required, however, the details within the sample invoice are required when submitting invoices. Fixed price contracts do not require the invoice details.

Following are instructions that will assist you in completing the Invoice Summary Sheet.

- For invoice lines against FY2000 and future obligations, the contractor will complete fields A - D, 1, 2, 6 - 8, and 11 - 19 of the Invoice Summary Sheet.
- For invoice lines against FY1999 and prior obligations, the contractor will complete fields A - D, 1, 2, and 11, and 15 - 19.

Invoice Summary Sheet Instructions

A. Contract Number	B. Contractor Name	C. Task Order Number	D. Period of Invoice
Enter the contract number.	Enter the contractor name.	Enter the task order number.	Enter the from and to date of the invoice period. This time period will be used to reconcile hours, if applicable, to Project Office. If separate groups are being invoiced for more than one time period, separate Invoice Summary Sheets are required for each time period.
1. Invoice Number	**2. Invoice Date**	**3. Date Invoice Received**	**4. Check here for Discount**
Enter contractor invoice number.	Enter the date of the invoice.	Leave field blank.	Leave field blank.
5. N/A	**6. Reference Obligation Transaction Code**	**7. Obligation No. Document No.**	**8. Obligation Line No.**
Leave field blank.	– For FY 2000 IT WCF funding enter MH – For FY1999 and prior year funding, leave field blank, the GTR will enter the obligation transaction code.	– For FY2000 IT WCF funding, enter the obligation number from the HPS Accounting and Appropriation Data sheet attached to the contractual document. – For FY1999 and prior year funding, enter the obligation number from the contractual document. If the contractor does not know the obligation number leave field blank and the GTR will complete.	– For FY2000 IT WCF funding, enter the obligation line number from the HPS Accounting and Appropriation Data sheet attached to the contractual document. – For FY1999 and prior year funding, enter the obligation number from the contractual document. If the contractor does not know the obligation number, leave the field blank and the GTR will complete.
9. Amount Approved for Payment	**10. Date Goods/Services Accepted**	**11. Invoice Line**	**12. Work Request Task Specification**
Leave field blank.	Leave field blank.	The contractor will sequentially number invoice lines (for tracking purposes).	The contractor will enter the work request or task specification number being invoiced.
13A. BFY	**13B. Fund**	**14. Job No./Sub-project**	**15. Total Hours**
– For FY2000 obligations the contractor shall enter the budget fiscal year from the HPS Task Order Funding Page attached to the contractual document. – For FY1999 and prior year obligations, leave field blank, the GTR will enter the budget fiscal year and fund.	– For FY2000 obligations the contractor shall enter the fund from the HPS Task Order Funding Page attached to the contractual document – For FY1999 and prior year obligations, leave field blank, the GTR will enter the budget fiscal year and fund.	– For FY2000 obligations the contractor shall enter the Job Number from the HPS Task Order Funding Page attached to the contractual document. The contractor shall also enter a brief job/project description. – For FY1999 and prior obligations enter N/A.	The contractor shall enter the total number of hours being invoiced. These hours will be verified by the GTM against contractor hours recorded in Project Office. If the contract is a fixed price contract, the field will be left blank.
16. Total Labor Costs or Fixed Costs	**17. Travel/ODC**	**18. Other Indirect Costs**	**19. Total Amount Invoiced**
The contractor shall enter the total labor or fixed costs being invoiced. For non-fixed-cost invoices, the GTM will verify the invoiced costs against costs calculated in Project Office.	The contractor shall enter the total travel and other direct costs.	The contractor shall enter the total amount of all other indirect costs.	The contractor shall enter the total invoice amount. This amount represents the total of fields 16, 17 and 18.
20. Date Vendor Notified of Disputed Invoice			
Leave field blank, to be completed by the GTR if applicable.			