

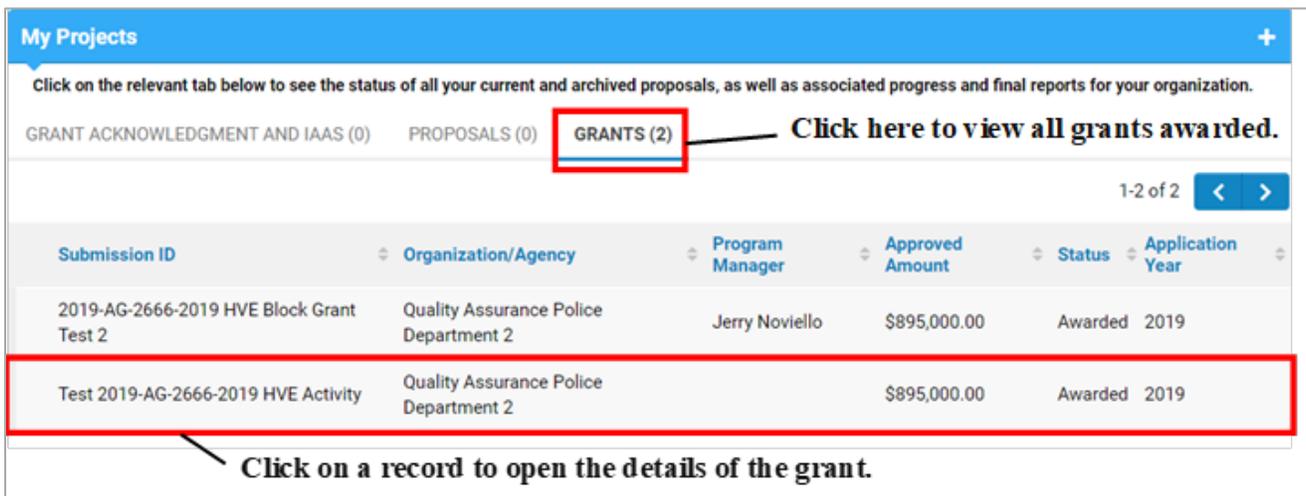
## How to create an invoice for HVE grants

**Step 1:** Go to <https://wtsc.smartsimple.com> and log in. Contact your TZM if you have not already registered.

**Step 2:** Make sure that you are in the Home portal. Click on the Home button at the top of the screen if your screen does not look like the image below.



**Step 3:** Go to the My Projects section and click the **Grants** tab to view all grants awarded to your agency (you will see all grants that you are a contact of). Click anywhere on the grant to open it.



Click on the relevant tab below to see the status of all your current and archived proposals, as well as associated progress and final reports for your organization.

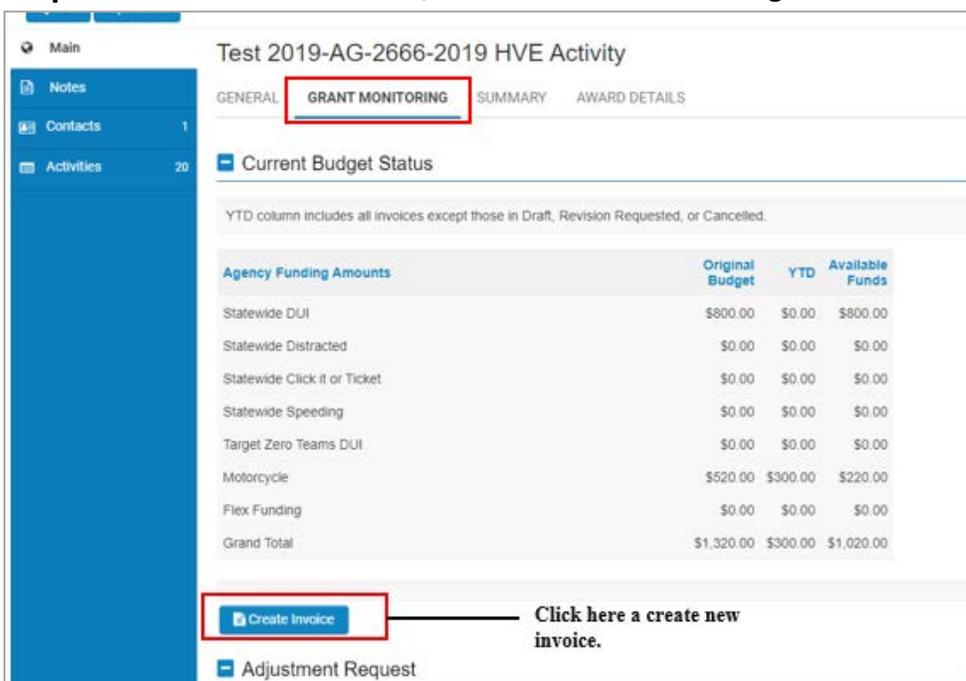
GRANT ACKNOWLEDGMENT AND IAAS (0) PROPOSALS (0) **GRANTS (2)** Click here to view all grants awarded.

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Submission ID	Organization/Agency	Program Manager	Approved Amount	Status	Application Year
2019-AG-2666-2019 HVE Block Grant Test 2	Quality Assurance Police Department 2	Jerry Noviello	\$895,000.00	Awarded	2019
Test 2019-AG-2666-2019 HVE Activity	Quality Assurance Police Department 2		\$895,000.00	Awarded	2019

Click on a record to open the details of the grant.

**Step 4:** To create a new invoice, click the **Grant Monitoring** tab and click the **Create Invoice** button.



Test 2019-AG-2666-2019 HVE Activity

GENERAL **GRANT MONITORING** SUMMARY AWARD DETAILS

**Current Budget Status**

YTD column includes all invoices except those in Draft, Revision Requested, or Cancelled.

Agency Funding Amounts	Original Budget	YTD	Available Funds
Statewide DUI	\$800.00	\$0.00	\$800.00
Statewide Distracted	\$0.00	\$0.00	\$0.00
Statewide Click it or Ticket	\$0.00	\$0.00	\$0.00
Statewide Speeding	\$0.00	\$0.00	\$0.00
Target Zero Teams DUI	\$0.00	\$0.00	\$0.00
Motorcycle	\$520.00	\$300.00	\$220.00
Flex Funding	\$0.00	\$0.00	\$0.00
Grand Total	\$1,320.00	\$300.00	\$1,020.00

**Create Invoice** Click here a create new invoice.

Adjustment Request



**Step 5:** When the new invoice form opens, click **Save Draft** at the bottom to generate the invoice number. Read the instructions at the top of the page before completing the invoice.

- a. All fields marked as “\*” are mandatory.
- b. Please note the invoice number in case you exit and need to finish later.

The screenshot shows the 'New Activity' form. At the top, there are tabs for 'Grant' and 'Activity'. Below that, there are fields for 'Updated By:', 'Status:', 'Billing Start Date:', and 'Billing End Date:'. A section titled 'HVE Invoice Instructions' contains a list of 8 steps. Below the instructions, there are fields for 'Total Grant/Contract Amount:', 'Invoice Description:', and 'Type of Invoicing'. The 'Type of Invoicing' dropdown is set to 'Manually Entered Invoice'. At the bottom, there are three buttons: 'Save Draft', 'Cancel', and 'Return to Proposal'. The 'Save Draft' button is highlighted with a red box, and an arrow points to it with the text 'Click here first to generate invoice number.'

**Step 6:** Enter billing start and end dates, Invoice Description (i.e. XYZ Police Department DUI Enforcement Dec 2020), the Claimant name, and make sure the Statewide Vendor Number is correct. Click **Save Draft**.

**Step 7:** In the **Type of Agency Invoicing** section, change the selected field to “Linked to WEMS Activity Log”. Click the **ACTIVITY LOGS** tab to view the list of the available activity logs that can be attached to the invoice (those that have been approved by a supervisor and have an hourly rate inputted). Check the box next to the activity log(s) you would like to attach and click **Attach Activity Logs to Invoice** button at the bottom.

The screenshot shows the 'Type of Agency Invoicing' section. The dropdown menu is set to 'Linked to WEMS Activity Log'. Below it, there are three tabs: 'ACTIVITY LOGS', 'ENTER EXPENDITURES', and 'SUMMARY OF BUDGET'. The 'ACTIVITY LOGS' tab is highlighted with a red box. Below the tabs, there is a section titled '\* Select Activity Logs to Invoice with this Financial Report' containing a list of activity logs with checkboxes. The 'Attach Activity Logs to Invoice' button is highlighted with a red box. An arrow points to the button with the text 'Select the activity log(s), then click Attach Activity Logs to Invoice button.'

A popup will appear to confirm the activity logs have been attached. Click **Ok** to close it and then click **Save Draft**.

**We request that you group activity logs by time period or enforcement focus. Be sure to add activity logs that have an hourly rate of \$0.00 as well. This step connects the activity to the grant, helping the local task force to analyze performance.**



**Step 8:** Click Save Draft and the list of the attached logs will now be displayed under the tab ACTIVITY LOGS. You can view the details of each attached log by clicking the Open button on the right side.

ACTIVITY LOGS										
#	HVE Activity Log ID	Law Enforcement Agency	Law Enforcement Officer	Emphasis Focus	Date	Hours Worked	Rate	Total Amount	Date Submitted	Status
1	AL - 1226 - Test 3 (Quality Assurance Police Department 2)	Quality Assurance Police Department 2	QA Officer 3 Test 3	Seat Belt	10/16/2019 08:00 AM 10/16/2019 05:00 PM	8.000	\$150.000	\$1,200.000	09/00/0000	Attached to Invoice <a href="#">Open</a>
								\$150.000	\$1,200.000	

If an activity log was attached by mistake, you can detach it by opening the activity log and clicking **Detach from Invoice** button at the bottom of the screen.

*Note: If you need to attach an activity log from a different agency, save the invoice in Draft, and contact WEMS Help at 360-725-9860 or [wemshelp@wtsc.wa.gov](mailto:wemshelp@wtsc.wa.gov). Provide the officer name, date of patrol, emphasis type, and invoice number. They will attach the log for you.*

**Step 9:** When all activity logs have been added to the invoice, it is now time to enter the expenditures. Click on the Expenditures tab. To calculate the total invoiced amount per category, click on the blue button for that category in the middle column titled "Auto-Calculate buttons". If there are billable hours associated with this category, the amount will be calculated based on the total hours and rates entered in the attached activity logs. If there are no billable hours, the popup message will display as "Amount to Calculate is 0." After populating the expenditures, click Save Draft to calculate the grand total of all expenditures.

- a. NOTE: You can manually overwrite the calculated amounts to a lesser value when funding is not available. When making manual adjustments to the expenditure fields, click **Save Draft** button every time you make a change to recalculate the grand total.

Invoice-13225

ACTIVITY LOGS **EXPENDITURES** SUMMARY OF BUDGET

Click the buttons below to auto-calculate the expenditures claimed on this invoice.

Emphasis Focus	Auto-calculate buttons	Expenditures Claimed this Invoice
DUI	<a href="#">Calculate DUI</a>	<input type="text"/>
Distracted	<a href="#">Calculate Distracted</a>	<input type="text"/>
Seatbelt	<a href="#">Calculate Seatbelt</a>	<input type="text"/>
Speeding	<a href="#">Calculate Speeding</a>	<input type="text"/>
Target Zero Teams DUI	<a href="#">Calculate Target Zero Team DUI</a>	<input type="text"/>
Motorcycle	<a href="#">Calculate Motorcycle</a>	<input type="text"/>
Flex Funding	<a href="#">Calculate Flex Funding</a>	<input type="text"/>
Grand Total		\$0.00

[Save Draft](#) [Cancel](#) [Submit to T2M](#) [Return to Proposal](#)

**Step 10:** When the invoice is ready, Click **Submit to T2M** to send the completed invoice to the T2M for final review.

[Save Draft](#) [Cancel](#) **[Submit to T2M](#)** [Return to Proposal](#)