

### LIHEAP Cloud Login

Login Name should not be empty

Password should not be empty

Login

[Inquire Application Status](#)

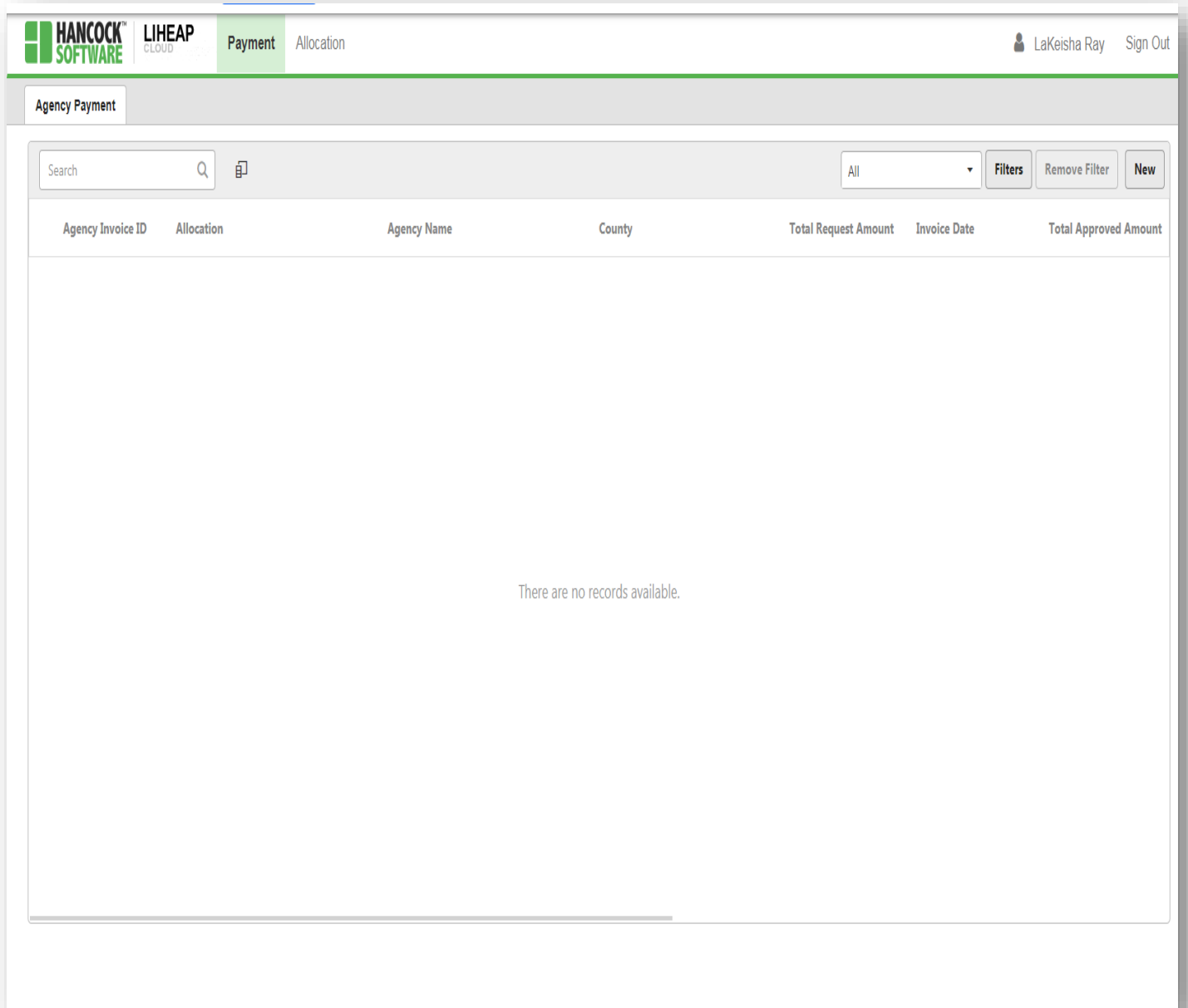
[Forgot Password?](#)

[Change Password](#)

# HANCOCK SOFTWARE

## LIHEAP CLOUD

### INVOICING QUICK REFERENCE GUIDE



After entering Login Name & Password, you will arrive at your Agency's home screen.

The top has two tabs: "Payment" and "Allocation"

The "Payment" tab lists all Agency Invoices requested/paid to date. Data entry of invoices are also performed here.

The "Allocation" tab lists Agency's Heating/Cooling and Crisis allocation amounts by Plan Year

# ENTERING AGENCY INVOICES

The screenshot shows the 'Agency Invoice' entry screen in the Hancock Software LIHEAP Cloud interface. The screen is titled 'Agency Invoice' and has a close button in the top right corner. It contains the following fields and sections:

- Agency \***: A dropdown menu.
- Allocation \***: A dropdown menu.
- County**: A dropdown menu with 'none' selected.
- Budget Details**: A section with a 'Remove' button and a 'New' button. Below it is a table with the following columns: Budget Type, Budget Type Detail, Request Amount, and Approved Amount. The table is currently empty, with the text 'There are no records available.' displayed in the center.
- Attached Invoice :** A section with the following fields:
  - Invoice Status**: A dropdown menu with 'New' selected.
  - Invoice Date \***: A date field with '5/2/2019' and a calendar icon.
  - Total Request Amount**: A text input field.
  - Credit**: A checkbox.
- Comment**: A large text area for entering a comment.
- Buttons**: At the bottom right, there are four buttons: 'Attach Invoice' (blue), 'Cancel' (grey), 'Save' (grey), and 'Submit' (grey).

Press “NEW” button in upper far right corner to begin new Invoice

This brings up the “Agency Invoice” entry screen above

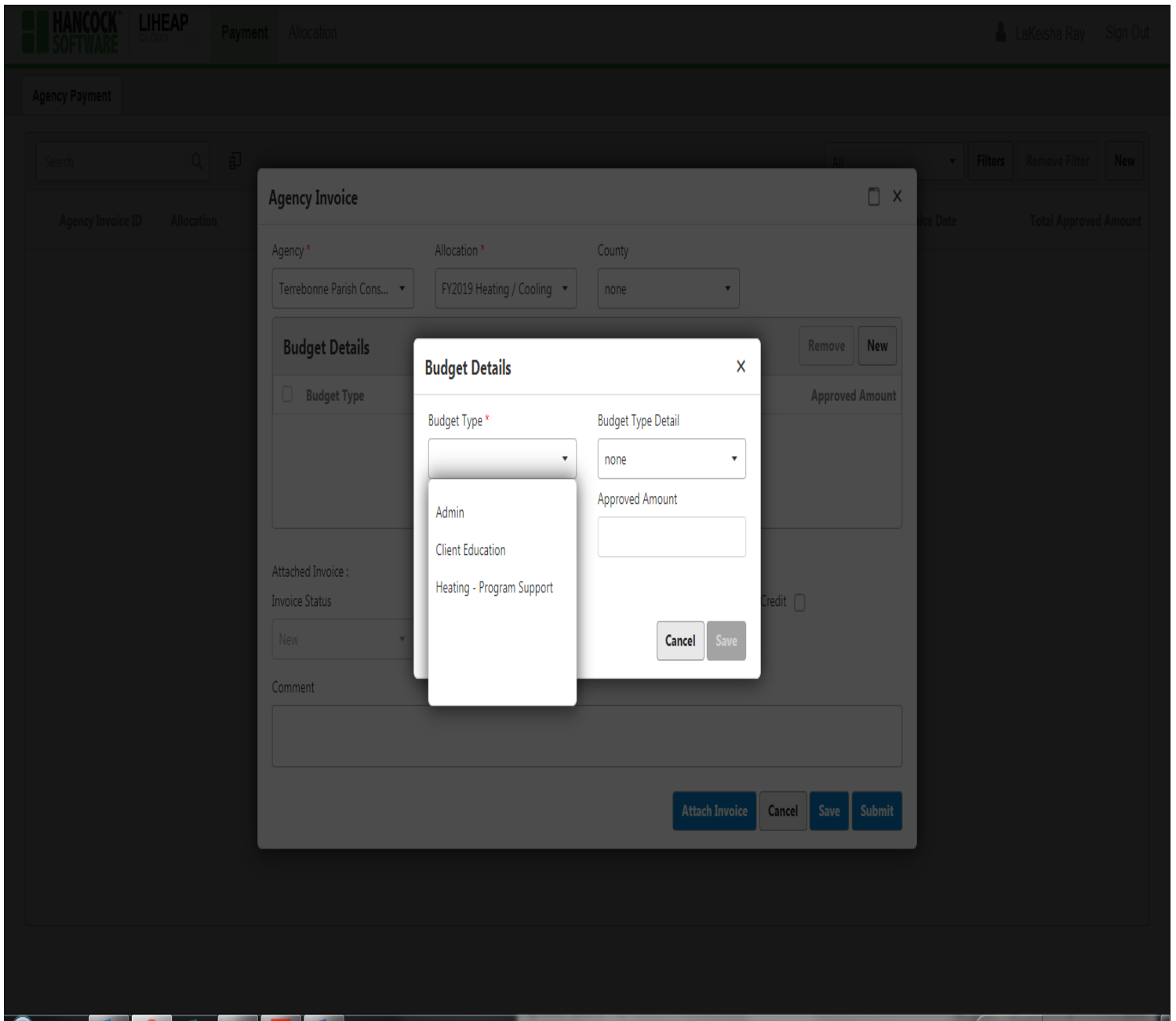
Required Fields:

“Agency” – automatically populates

“Allocation” – select allocation plan year from drop down menu (Heating/Cooling or Crisis)

“County” – select your parish from drop down menu

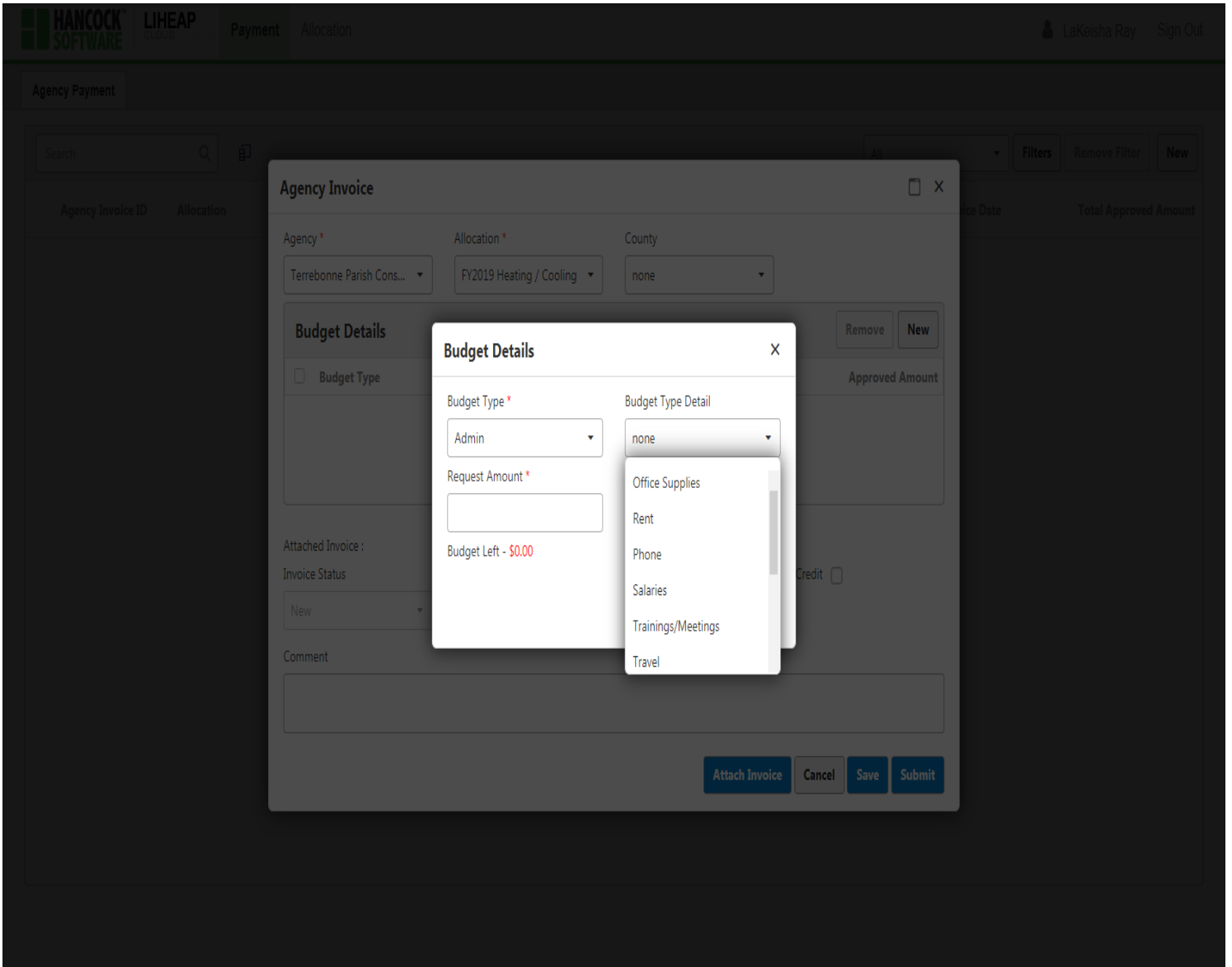
Press “NEW” button in upper far right corner of “Budget Details” heading to begin entering expenses



**Entering Budget Details into Heating/Cooling Allocation Invoice:**

**Select Budget Type:**

- Admin
- Client Education
- Cooling – Program Support
- Heating – Program Support



## Heating/Cooling Allocation Budget Type Detail Selections

### Select Budget Type Detail

#### Admin Budget Types

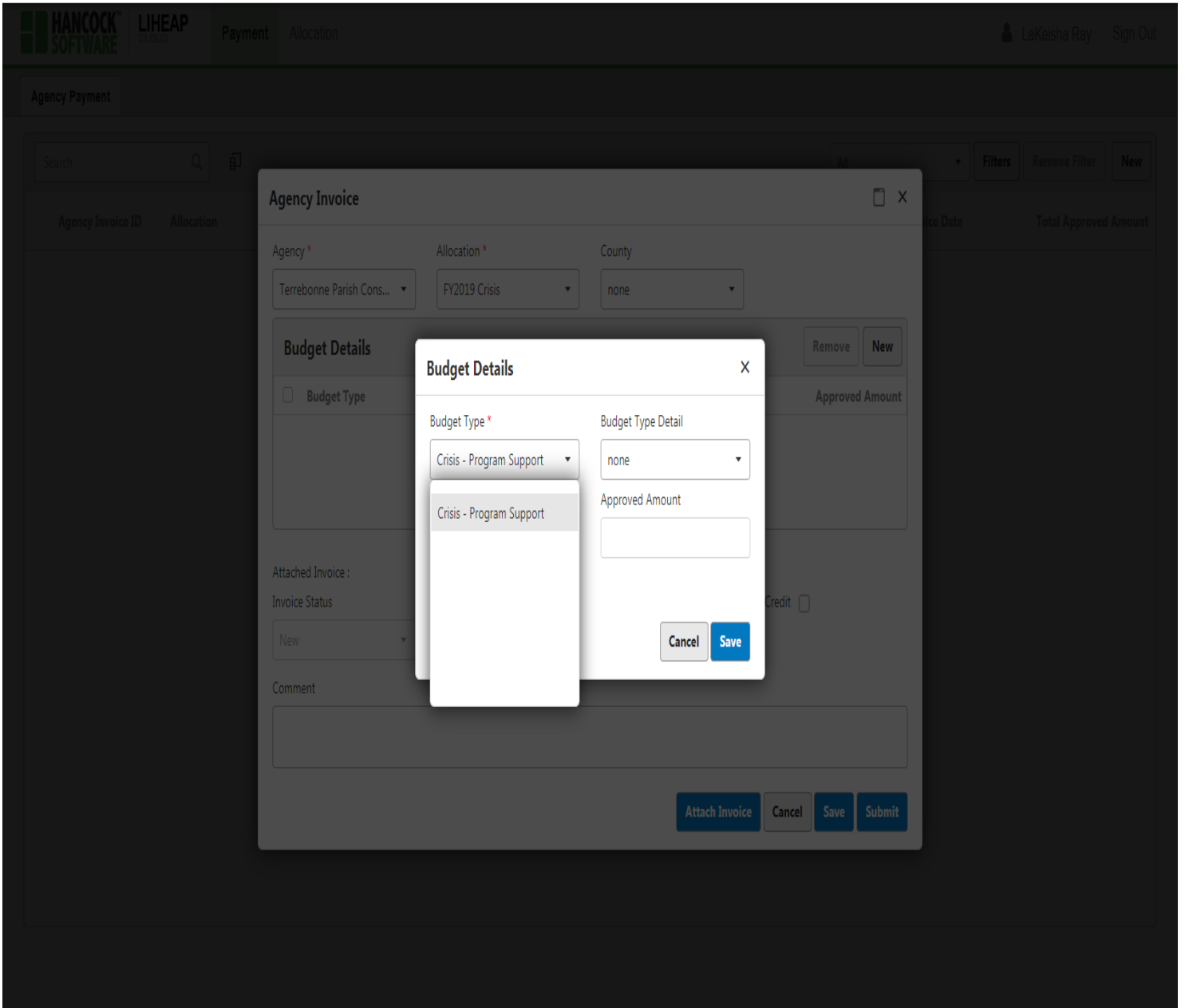
Office Supplies  
Rent  
Phone  
Salaries  
Trainings/Meetings  
Travel  
Utilities  
Postage  
Office Equipment  
Technology  
Advertisements  
Audit Expenses

#### Client Education Budget Types

Educational Equipment Purchases  
Outreach Material (Printed)  
Outreach Labor/Salaries  
Advertisements  
Handouts (LEDs, Energy Kits, etc.)  
Outreach Material (Production/DVD, etc.)

#### Heating or Cooling – Prog Supp Budget Types

Office Supplies  
Case Management  
Travel  
Trainings/Meetings  
Offsite Rent  
Offsite Utilities  
Office Equipment



## Crisis Allocation Budget Type Detail Selections

### Select Budget Type Detail

**Crisis – Prog Supp**  
**Budget Types**

Office Supplies  
Case Management

# COMPLETING AGENCY INVOICES

The screenshot shows the Hancock Software LIHEAP Cloud interface. At the top, there are navigation tabs for "Payment", "Admin", "Allocation", and "User". The user is identified as "Collette Oglesby" with a "Sign Out" option. The main content area is titled "Agency Payment" and contains a table of agency invoices. A modal window titled "Agency Invoice" is open, showing the following details:

**Agency Invoice**

Agency Invoice ID: 2078  
Agency: [Dropdown]  
Allocation: FY2019 Heating / Cooling  
County: [Dropdown]

**Budget Details**

Budget Type	Budget Type Detail	Request Amount	Approved Amount
Heating - Program Support	Case Management	\$713.76	
Admin	Salaries	\$1,505.55	
Client Education	Outreach Labor/Salaries	\$118.96	
Admin	Rent	\$39.84	
Admin	Postage	\$3.20	
Heating - Program Support	Offsite Rent	\$91.43	
Admin	Phone	\$29.79	
Admin	Advertisements	\$15.75	
Admin	Trainings/Meetings	\$19.72	
Admin	Travel	\$59.20	

Buttons: Approved, Cancel, Save

Enter all expenses attributed to selected Allocation (Heating/Cooling or Crisis) by entering the following:

Budget Type

Budget Type Detail

Requested Amount

Attach backup documentation to invoice by pressing "Attach Invoice", then "Save" and "Submit".





## REQUIRED DOCUMENTATION TO ATTACH TO INVOICE SUBMISSION REQUESTS

LHC's Attachment A – LA LIHEAP Invoice Detail Workbook

Timesheets

Invoices (advertisements, supplies, client education, etc.)

Training Registrations

Hotel Receipts

Travel Reimbursement Requests (Training, Per Diem for business related travel for outreach, satellite locations, etc.)

Utility Bills

Telephone/Internet Bills