



FY26 Center Invoice Template Training

December 5, 2025



THE UNIVERSITY OF ARIZONA
Arizona AHEC
Area Health Education Centers



AGENDA

- What to gather before you begin
- Invoice tabs/GL Download Tabs: completing and reconciling both the State and Federal invoice tabs
- GL Account Listings Tab: what information is needed
- Notes/Adjustments: when they are required and how to document them
- Common errors to avoid
- Final Quality Check and submission steps



Before entering data into the template, gather your materials... just like a craft project, but with fewer glitter explosions. 😊



Before You Start

- Confirm the invoice period (start and end dates).
- Pull General Ledger (GL) detail for your State and Federal invoice tabs for the period.
- Verify expenses are allowable, allocable, reasonable, and in line with the approved budget.
- Have any required notes and support documents ready.
- Open the workbook and read the Instructions tab.

INSTRUCTIONS TAB

- Center specific instructions for monthly invoicing are located on the 'Instructions' tab.
- Special considerations for completing each tab are noted here.

Federal Invoice Tab: Input Your Data

1. Open the 'FEDERAL INVOICE' tab.
2. Enter amounts by category in column D and corresponding month, only in unlocked input cells (do not edit formulas).
3. **NOTE:** Input exactly what is shown on your GL detail. The invoice template will automatically round your figures to the nearest whole dollar to align with the flat award amount.
4. Enter any adjustments in columns E and F. Credit adjustments should be entered as a **negative** number and debit adjustments should be entered as a **positive** number. Enter in only unlocked input cells.
5. If a category is not applicable, leave it blank (do not force zeros unless noted).
6. Review the calculated subtotals and totals at the bottom of the sheet, they should match your GL detail.
7. If you spot issues, note them and plan to document on the 'Notes_Adjustments' tab.

Federal GL Download Tab: Paste & Reconcile

1. Open the 'FEDERAL GL DOWNLOAD' tab.
2. Paste the full GL detail for the invoice period (no summaries).
3. **To paste into excel:** Highlight all information from your GL download in excel, then click **Ctrl + C**. Then click on your "Federal GL Download tab" in your invoice template, select cell "A1", then right click and choose paste or click **Ctrl + V**.
4. Confirm the GL totals equal the invoice totals by category and that expenses listed are allowable, allocable and reasonable.
5. If there is a variance or mistake, resolve it now or record on the 'Notes_Adjustments' tab with an explanation.
6. Cross check dates and account codes to ensure the charges belong to the period.

State Invoice Tab: Input Your Data

1. Open the 'STATE INVOICE' tab.
2. Enter amounts by category in column D and corresponding month, only in unlocked input cells (do not edit formulas).
3. **NOTE:** Input exactly what is shown on your GL detail. The invoice template will automatically round your figures to the nearest whole dollar to align with the flat award amount.
4. Enter any adjustments in columns E and F. Credit adjustments should be entered as a **negative** number and debit adjustments should be entered as a **positive** number. Enter in only unlocked input cells.
5. If a category is not applicable, leave it blank (do not force zeros unless noted).
6. Review the calculated subtotals and totals at the bottom of the sheet, they should match your GL detail.
7. If you spot issues, note them and plan to document on the 'Notes_Adjustments' tab.

State GL Download Tab: Paste & Reconcile

1. Open the 'STATE GL DOWNLOAD' tab.
2. Paste the full GL detail for the invoice period (no summaries).
3. **To paste into excel:** Highlight all information from your GL download in excel, then click **Ctrl + C**. Then click on your "State GL Download tab" in your invoice template, select only cell "A1", then right click and choose paste or click **Ctrl + V**.
4. Confirm the GL totals equal the invoice totals by category and that expenses listed are allowable, allocable and reasonable.
5. If there is a variance or mistake, resolve it now or record on the 'Notes_Adjustments' tab with an explanation.
6. Cross check dates and account codes to ensure the charges belong to the period.

Using the Notes & Adjustments Tabs

- Use the Notes/Adjustments tabs to explain corrections, late postings, or journal entries.
- Reference specific GL lines (date, doc #, amount) so reviewers can trace the change.
- Keep explanations concise and complete to avoid back-and-forth.
- If you corrected a formula input error, describe what changed.

Common Errors to Avoid

- Editing protected cells or formulas.
- Summarizing GL detail instead of pasting full transaction lines.
- Forgetting to align the invoice period with GL dates.
- Using the wrong funding source for a cost category.
- Submitting without Notes/Adjustments when variances exist.

Final Quality Check

1. Make sure the totals on the invoice tab match the GL Download tab.
2. Notes/adjustments should fully explain any discrepancies or unusual postings.
3. All required attachments (GL, coversheet, receipts if requested) should be included.
4. File should be named with Center name and period: **EX: AIH AHEC_SEPT_2025 (example only)**

Submitting Invoices



- Invoices must be submitted in Excel format
- Please submit invoices and coversheets to the FY26 Center Electronic Repository here:
https://uarizona.co1.qualtrics.com/jfe/form/SV_e3XBC07qEWw0A50

QUESTIONS?

