

DEPUTY MAYOR FOR EDUCATION'S OFFICE OF OUT  
OF SCHOOL TIME GRANTS AND YOUTH OUTCOMES  
(OST OFFICE)



# DIFS Walkthrough

Coordination & Collaboration. Quality. Sustainability. Results.

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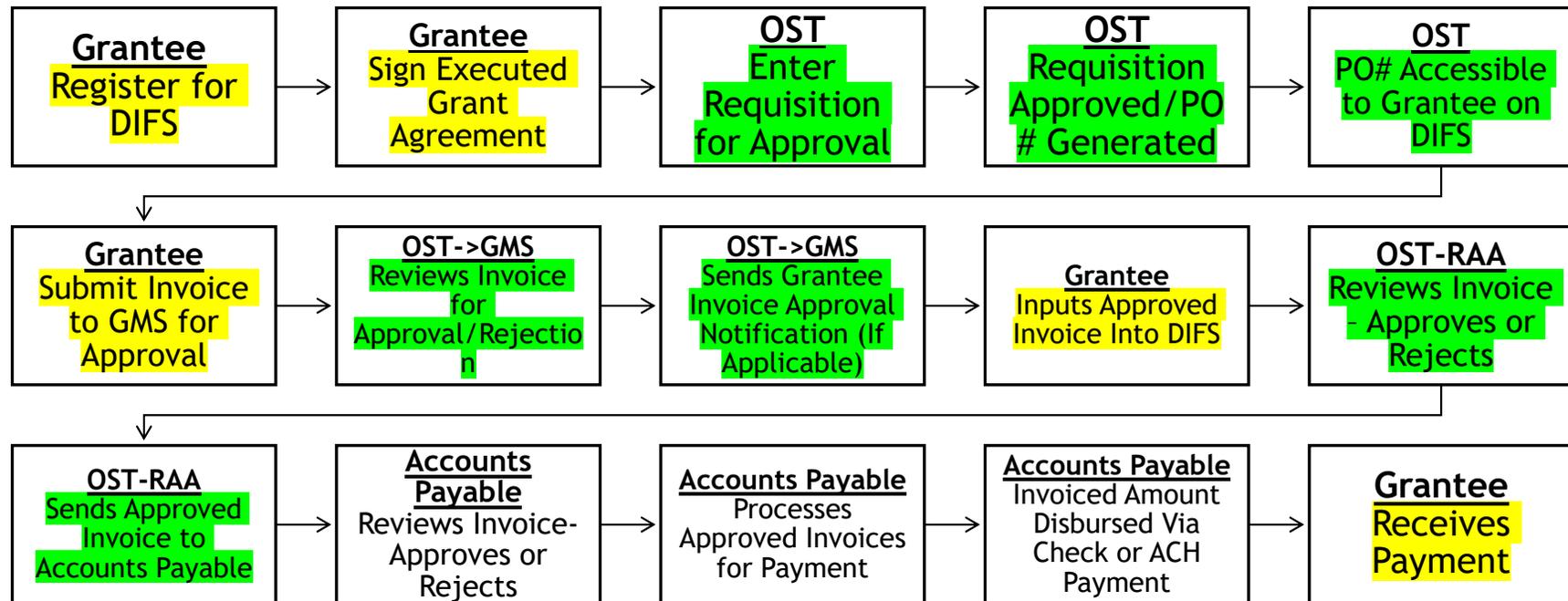


# Agenda

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- Invoicing Process
- Most Common Reasons for Invoicing Delays
- Invoicing walkthrough
- Inputting an Invoice into DIFS (Ways to Minimize Errors)
- Important FY25 Financial Dates

# Grant Payment - Invoicing Process



# Most Common Reasons for Invoicing Delays

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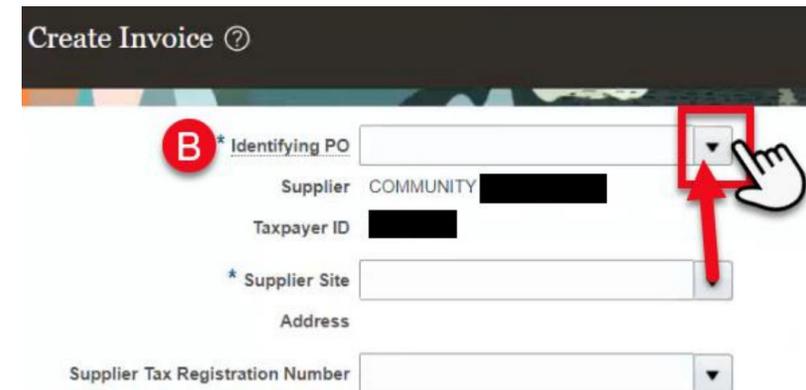
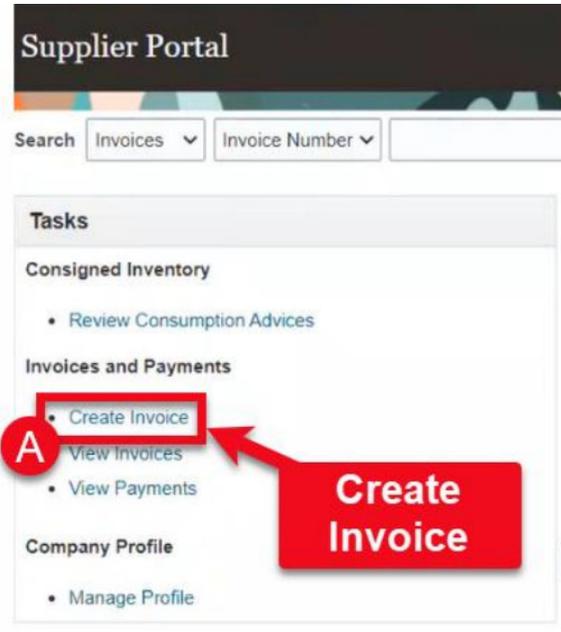
- Lack of alignment for invoicing #
- Wrong service dates/program periods
- Incorrect dollar amounts entered/captured in system
- Monitoring organizational profile in DIFS for updates



## Creating an Invoice

Go to the Supplier Portal page.

- A. Click Create Invoice.
- B. Identify and click on your Purchase Order and the Supplier Site information will default.



## Creating an Invoice (Continued)

C. Verify the Supplier Site is the address for the invoice. Select a different site if needed.

E. Description must include service period dates matching the grant agreement and the Learn24 invoice approved by your GMS that you must attach here.

F. Enter the invoice number (which must match the attached Learn24 invoice #). **IE 03 is different from 3.**

G. Enter the document date (which must match the attached Learn24 invoice date).

H. For type, select Invoice from the dropdown menu.

The screenshot shows the 'Create Invoice' web form. Annotations C through H are placed over various fields:

- C**: Points to the 'Supplier Site' dropdown menu.
- D**: Points to the 'Remit-to Bank Account' dropdown menu.
- E**: Points to the 'Description' text input field.
- F**: Points to the 'Number' text input field.
- G**: Points to the 'Date' dropdown menu.
- H**: Points to the 'Type' dropdown menu.

Other visible fields include: Identifying PO, Supplier, Taxpayer ID, Address, Unique Remittance Identifier, Check Digit, Attachments, Tax Control Amount, Customer Taxpayer ID, Name, and Address.

Summary Tax Lines table:

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display								

## Creating an Invoice (Continued)

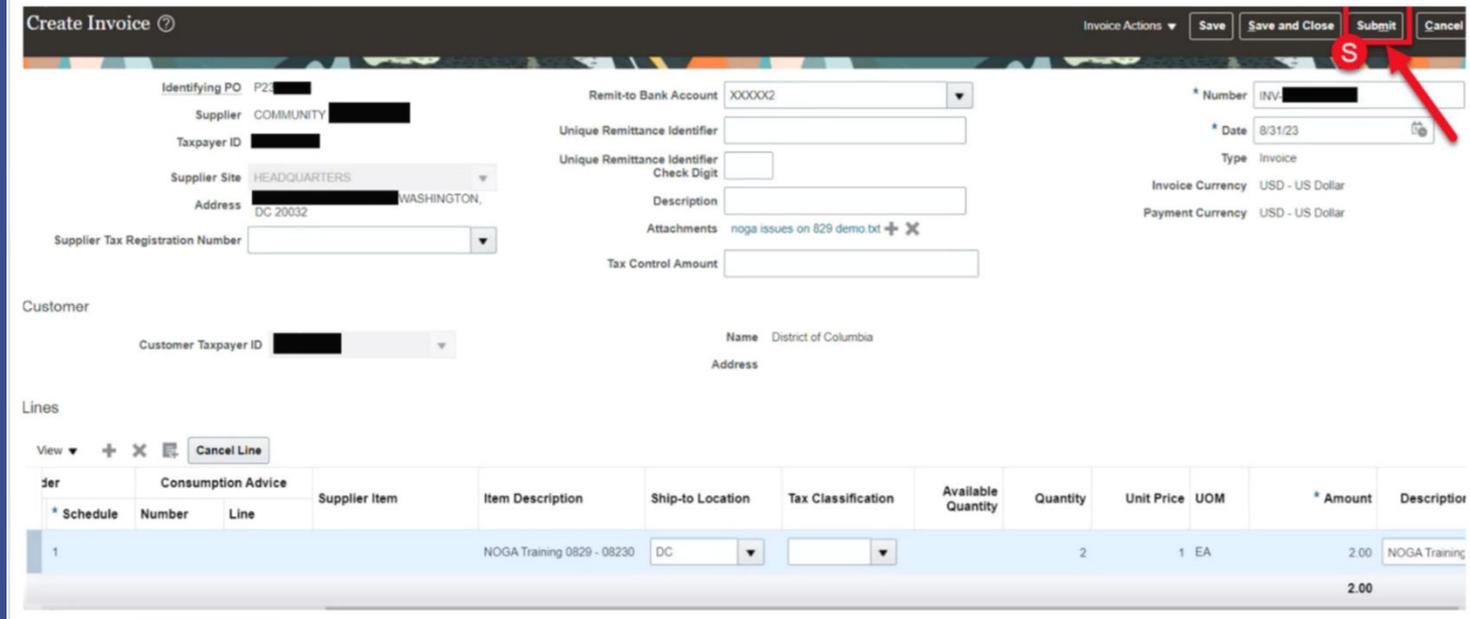
S. Click the **Submit** button to submit the invoice for approval.

*\*If you need to come back and complete the invoice later, click the **Save and Close** button. The invoices will save, and the **Create Invoice** page will close.\**

T. Click on the **X** on the message window to close the message.

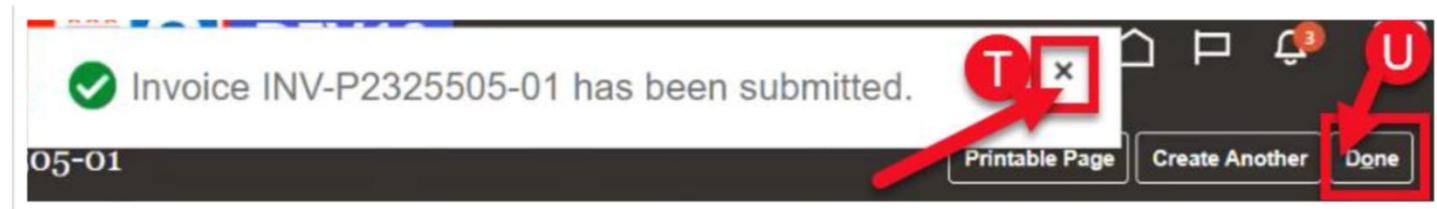
U. Click on the **Done** button.

END OF PROCESS.



The screenshot shows the 'Create Invoice' form with various fields for supplier and customer information. The 'Submit' button is highlighted with a red arrow and a red 'S' in a circle. The form includes fields for Identifying PO, Supplier, Taxpayer ID, Supplier Site, Address, Supplier Tax Registration Number, Remit-to Bank Account, Unique Remittance Identifier, Description, Attachments, Tax Control Amount, Invoice Number, Date, Type, Invoice Currency, and Payment Currency. A table of invoice lines is also visible at the bottom.

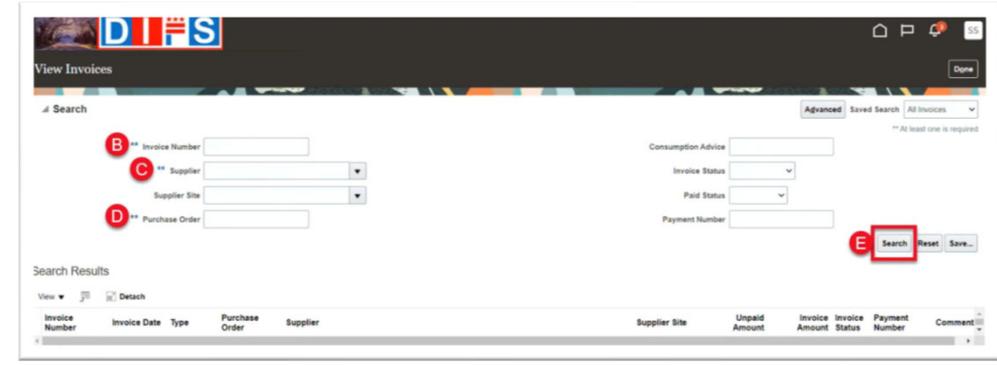
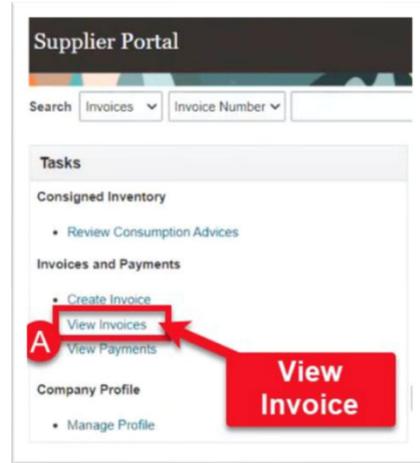
Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
1			NOGA Training 0829 - 08230	DC			2	1	EA	2.00	NOGA Training
										2.00	



The screenshot shows a confirmation message: "Invoice INV-P2325505-01 has been submitted." with a green checkmark icon. Below the message are three buttons: "Printable Page", "Create Another", and "Done". A red arrow points to the "Done" button, and a red 'U' in a circle is next to it. There is also a red 'T' in a circle next to a close button (X) on the message window.

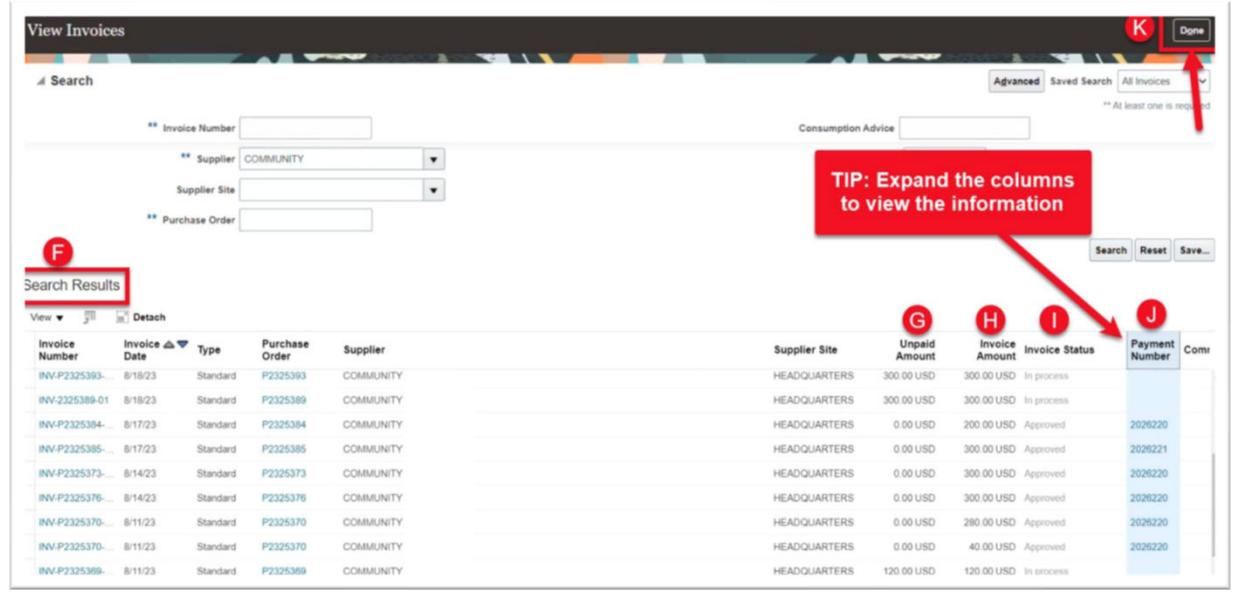
# View Invoice Status

- A. In the Supplier Portal, click on View Invoice.
- B-D. Select one of multiple of the fields and input the required information.
- E. Click Search.



I. The Invoice Status field displays the following possible statuses:

- **Approved** - Approved for payment
- **Canceled** - Must be resubmitted
- **In process** - Being reviewed for approval
- **Rejected** - Will be cancelled by the District's Accounts Payable Dept. Once cancelled, submit a **BRAND-NEW** invoice that is correct.



# Important FY25 Financial Dates

Date	Task
October 1, 2024	Beginning of fiscal year 2025 (OST puts in requisitions )
November 1, 2024	Estimated date for PO#s to be generated
November 22, 2024	Deadline for Invoice #1 Approval by GMS → Grantee DIFS submission
February 14, 2025	Deadline for Invoice #2 Approval by GMS → Grantee DIFS submission
June 4, 2025	Submit updated Insurance Review Document (IRD) and Certificate of Insurance to OST for FY26
July 11, 2025	Deadline for Invoice #3 Approval by GMS → Grantee DIFS submission
August 29, 2025	Deadline for insurance to be deemed compliant by the Office of Risk Management
September 30, 2025	End of fiscal year

\*Allow 30 days for payments to be processed  
and 3-5 days for payments to hit bank account.

# FAQ

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- **What do I do if my invoice status is ‘rejected’?**
  - Email [suppliers@dc.gov](mailto:suppliers@dc.gov), or call 202-442-6870 (M-F 8am-5pm) and request for the invoice to be cancelled.
- **What should I do if my invoice is ‘cancelled’?**
  - Reach out to Resource Allocation Analyst to find out why it was cancelled and resubmit without errors.
- **How long will it take for me to get paid?**
  - Payments take up to 30 days to process and up to 5 days to hit a bank account. If there is an error, which causes the invoice to be rejected or cancelled, the 30-day “clock” begins again, and payment will be delayed.



# Important Contacts

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**Tara Lynch, Special Assistant/Office Manager**  
tara.lynch@dc.gov

*\*Mondays-Fridays 8:00 am - 5:00 pm\**

## **Supplier Support Line Hours of Operation:**

Mondays-Fridays 8:00 am - 5:00 pm  
(202) 442-6870  
Suppliers@dc.gov

## **DIFS Line Hours of Operation:**

Mondays-Fridays 7:30 am - 5:00 pm  
(202) 671-DIFS (3437)  
Support@difssupport.zendesk.com