



# Navigating Gatekeeper Invoice Submission Workflow

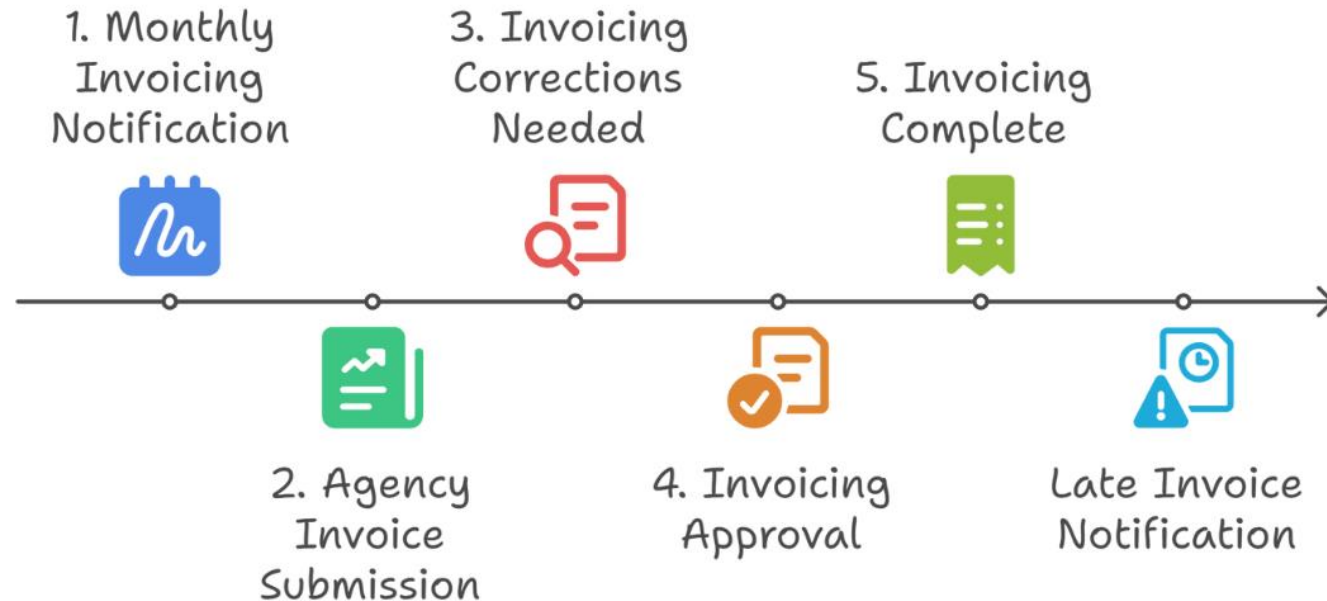
A Step-by-Step Guide to Submitting Invoices in GateKeeper

# Training Purpose

- **Understanding the GateKeeper Invoicing Workflow** - Gain a clear overview of the end-to-end process for submitting invoices through GateKeeper, including system navigation, document uploads, and workflow status tracking.
- **Ensuring Accurate and Compliant Submissions** - Learn how to submit required documentation correctly, avoid common errors, and payment delays.
- **Improving Efficiency and Communication** - Explore best practices for timely submissions, coordination with the Finance Team to streamline approval and resolution of invoice issues.

# Invoice Submission Process Overview

## Monthly Invoicing Process



# Invoice Submission Process Breakdown

Phase #	Phase Name	Responsibility	Description
1	Monthly Invoicing Notification	Partnership	Agencies receive an automated notification from GateKeeper alerting them that the invoicing window is open and prompting them to begin the submission process.
2	Agency Invoice Submission	Agency	The agency logs into GateKeeper, completes the invoicing workflow, and uploads all required documentation for review and processing.
3	Invoicing Corrections Needed	Partnership & Agency	If the submission contains errors or missing information, the agency will be notified via GateKeeper to make corrections. A reviewer will provide comments, and the agency must revise and re-upload the corrected invoice package for re-evaluation.
4	Invoicing Approval	Partnership	Once all submitted materials are accurate and complete, the invoice is approved by the Finance Team. Approval confirms that the invoice meets internal standards and is cleared for payment processing.
5	Invoicing Complete	Partnership	After approval, the invoice moves into the final stage where it is recorded as complete within the system. The agency is notified, and the invoice is queued for payment.

# Invoice Submission Prerequisites

- **Complete All Required Fields** - Fill out all highlighted sections in the Grantee Info and Approved Budget tabs of the Voucher Excel form.
- **Sign & Save As PDF** - Ensure the form is signed and dated, and convert it to PDF format before submission.
- **Allocate Grant Percentages Correctly** - Enter percentages in columns H-W. Ensure Column Z totals 100% and Column Y reflects Non-Partnership Funding.
- **Do Not Edit Formulas** - Avoid hard entries or modifications in calculated columns (AA-AH); the template will auto-calculate.
- **Use The Correct Tab For Your Grant** - Review cumulative tabs after "SEPT 2025" to track expenses and remaining budgets.

# Invoice Submission Best Practices

- To Ensure A Smooth & Successful Submission
  - **Label All Supporting Documents** - Match the naming in Column AR of the voucher to your uploaded supporting files—improper labeling leads to rejection.
  - **Check The Variance Column** - Column AW should have no values—numbers or negatives indicate incorrect allocations.
- Prepare Grant Specific Documents
  - **ALL Grants** - Must Include The Voucher Excel Form
  - **ARPA** - Include 100% Documentation
  - **Construction Works** - Ensure Timesheets Are Completed
  - **WIOA** - **Submit Supporting Documents For ALL Participant Cost**
  - **Include Final Voucher For Closeouts** - Final Vouchers For Closed Grants Must Be Submitted in Gatekeeper

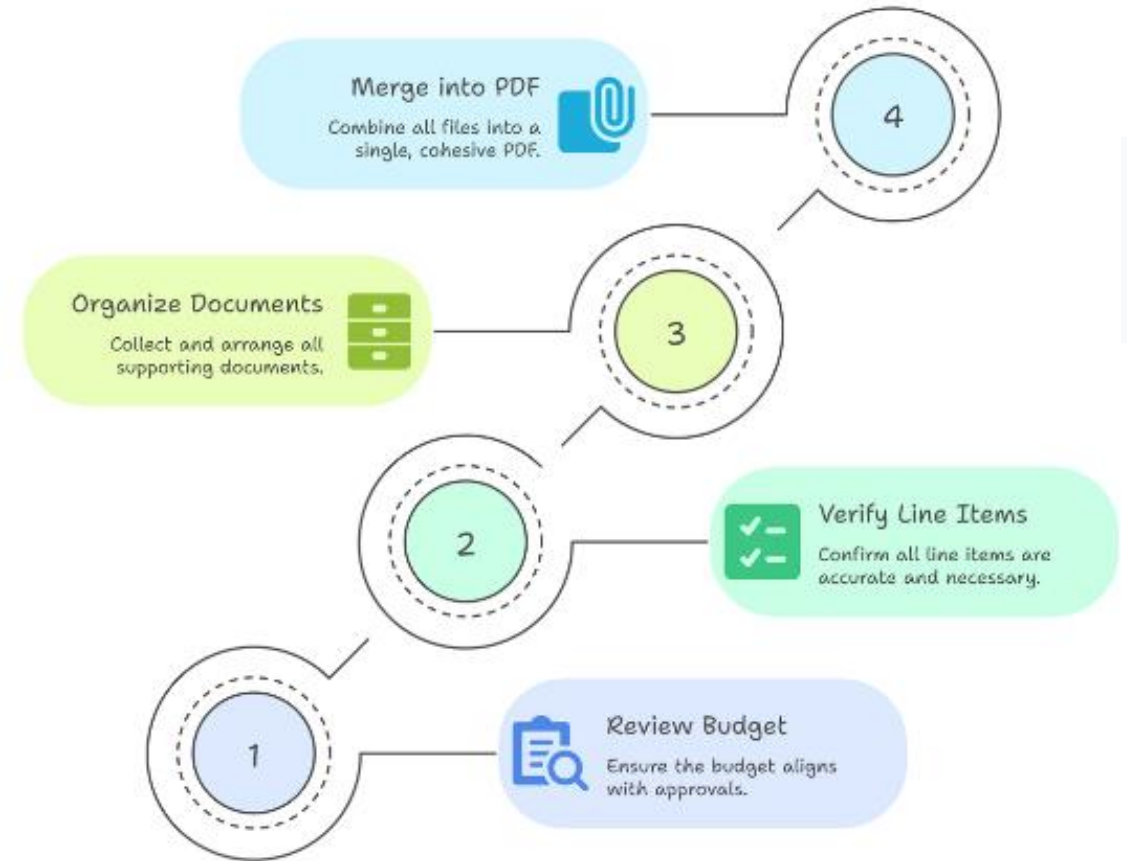
# Invoice Submission Preparation



This section covers the key steps agencies should take to prepare for invoice submission in GateKeeper. It includes guidance on reviewing your final approved budget, gathering required documentation, verifying invoice periods, and ensuring all supporting materials are accurate and complete before initiating the submission process.

# Submission Prep Steps


- **Review Your Final Approved Budget** - Ensure you're referencing the final approved version of your budget in GateKeeper. This helps prevent discrepancies and ensures all submitted charges are pre-approved and correctly allocated.
- **Verify You Are Using the Correct Line Items** - Double-check that each cost is entered under the appropriate budget line item in GateKeeper. Accurate categorization prevents processing delays and ensures proper budget tracking and reporting.
- **Gather and Organize Supporting Documentation**- Collect all necessary documentation—such as receipts, time logs, reports, or service confirmations—that justify the amounts being invoiced. These documents provide essential backup for your invoice.
- **Merge All Files Into a Single PDF**- Before uploading, combine all your supporting documents into one clear, easy-to-navigate PDF. This streamlines the review process and ensures nothing is overlooked.



# Agency Invoice Submission Task Schedule

Phase #	Task Name	Description	Estimated Time
1	Reconcile Internal Financial Records	Ensure all expenditures align with approved budget line items	1 – 2 Days
2	Collect Primary Invoice & Backup Documentation	Gather timesheets, receipts, service logs, or other source documentation supporting the invoice.	2- 3 Days
3	Complete Monthly Voucher Template	Accurately enter line items using the FINAL approved budget format.	1 Day
4	Merge Supporting Files into Single PDF	Combine all required documentation into one PDF for upload.	<1 Day
5	Conduct Internal Review & QA Check	Verify all documentation, math, formatting, and compliance before upload.	1 – 2 Days (If Needed)
6	Upload Files to GateKeeper	Submit invoice and documentation through GateKeeper workflow.	<1 Day
7	Respond to Any Requested Corrections Promptly	Make adjustments if notified of errors or omissions in submission.	1–2 days (if needed)
8	Confirm Submission Status in System	Review status and confirm that invoice has been accepted for approval.	<1 day

# GateKeeper Notifications



All GateKeeper notifications will be sent from either [no-reply@gatekeeperhq.com](mailto:no-reply@gatekeeperhq.com) or [reply@gatekeeperhq.com](mailto:reply@gatekeeperhq.com). We recommend creating a dedicated email folder and setting up a rule to automatically route these messages for easy access and a timely response.

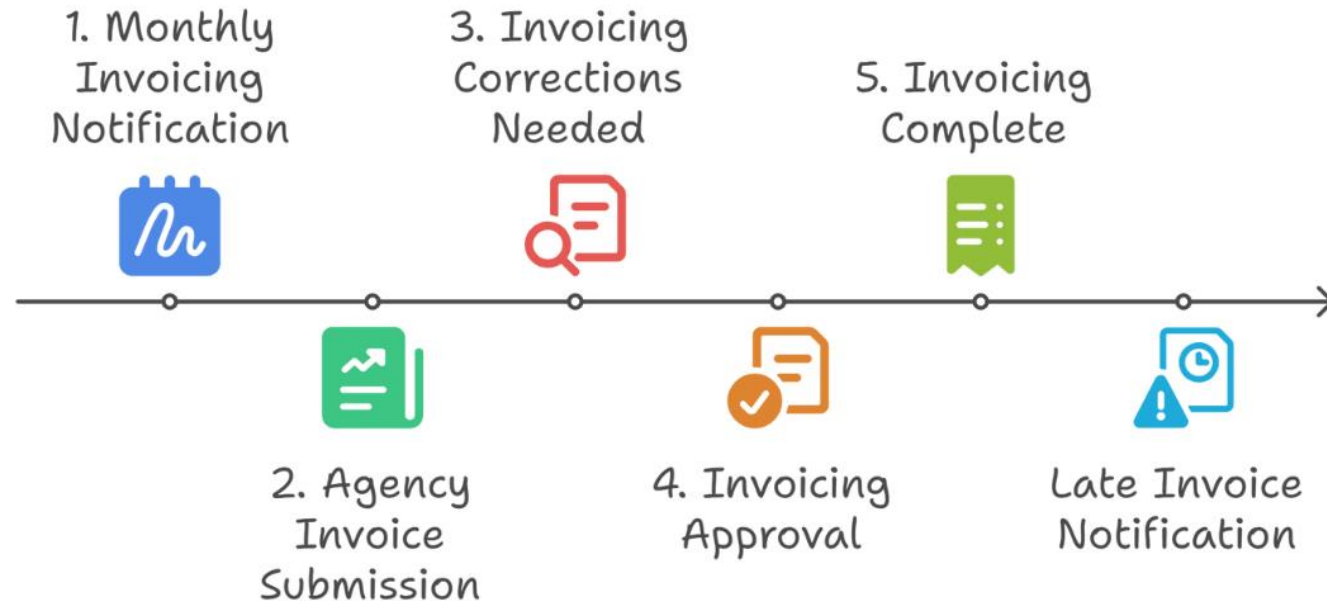
# How To Submit An Invoice In GateKeeper



This section provides a clear, step-by-step walkthrough for submitting invoices through GateKeeper. Participants will learn how to access the invoicing workflow, upload all required documentation, reference the correct budget, and track their submission status.

# Invoice Submission Process Overview


## Monthly Invoicing Process



# Invoice Submission Process Breakdown

Phase #	Phase Name	Responsibility	Description
1	Monthly Invoicing Notification	Partnership	Agencies receive an automated notification from GateKeeper at the beginning of each month, alerting them that the invoicing window is open and prompting them to begin the submission process for eligible services rendered.
2	Agency Invoice Submission	Agency	The agency logs into GateKeeper, completes the invoicing workflow, and uploads all required documentation, including the budget reference, supporting materials, and expenditure details, for review and processing.
3	Invoicing Corrections Needed	Partnership & Agency	If the submission contains errors or missing information, the agency will be notified via GateKeeper to make corrections. A reviewer will provide comments, and the agency must revise and re-upload the corrected invoice package for re-evaluation.
4	Invoicing Approval	Partnership	Once all submitted materials are accurate and complete, the invoice is approved by the Finance Team. Approval confirms that the invoice meets internal standards and is cleared for payment processing.
5	Invoicing Complete	Partnership	After approval, the invoice moves into the final stage where it is recorded as complete within the system. The agency is notified, and the invoice is queued for payment according to the organization's financial schedule.

# Responding To Invoicing Corrections



This section guides users through the process of reviewing and resolving correction requests in GateKeeper. Participants will learn how to identify required changes, update their invoice submissions, and resubmit documentation efficiently to avoid delays in payment.



# Thank You & Next Steps

