

# Invoice Tracker Spreadsheet Sample

Federal Financial and Contract laws and regulations prohibit government agencies from operating "In the Red". In all contract and GCPC actions, it is important to track, analyze and forecast expenditures.

Units shall develop their own spreadsheet tailored to track the individual services authorized to be ordered under their ESA. Below is a sample of one.

**Order Section** contains the information of the original order and all mods:

- N00210-23-F-0001 is the original order
- Mod P00001 increases the tuition and fees for a student who received scholarship MLOA eligibility benefits reinstated before the term started.
- Mod P00002 is a unilateral mod to correct an admin error

**Invoice Number Section** contains all of the previously submitted invoices. Note the university only partially billed under the two submitted invoices.

The totals take our order amounts (to include the modifications) minus what was invoiced leaving the remaining amount of funds available on the order to cover the future invoice.

In analyzing the data for line item 001, the university invoiced for 50% of the original order amount under first invoice and the other 50% of the original order under the second invoice. This leaves the amount of mod P00001 remaining which is the exact amount needed to pay for the final invoice.

Continue analyzing the data for all line items to ensure that there is proper funding on the order to pay for the services. If a modification is needed to add additional funding, it has to be issued prior to the government receiving the service.

ORDERS	Line Item		
	AA1		
	QTY	U/P	AMOUNT
N00210-23-F-0001	1	\$1,657,749.00	\$1,657,749.00
P00001	1	\$9,659.00	\$9,659.00
P00002	0	\$0.00	\$0.00
<b>Order Grand Total</b>	<b>1</b>		<b>\$1,667,408.00</b>
INVOICES	Line Item		
	AA1		
	QTY	U/P	AMOUNT
22EXU0001	1	\$828,874.50	\$828,874.50
22EXU0002	1	\$828,874.50	\$828,874.50
<b>Invoice Grand Total</b>			
<b>Total</b>	<b>1</b>	<b>\$1,657,749.00</b>	<b>\$1,657,749.00</b>
<b>Order Totals</b>	<b>1</b>	<b>\$1,667,408.00</b>	<b>\$1,667,408.00</b>
<b>Invoice Grand Total</b>	<b>1</b>	<b>(\$1,657,749.00)</b>	<b>(\$1,657,749.00)</b>
<b>Remaining</b>	<b>1</b>	<b>\$9,659.00</b>	<b>\$9,659.00</b>

The most challenging service to track is anticipated to be tutoring services. For these services, the government has to track the usage rate and calculate the anticipated the amount needed. In the event the usage rate is anticipated to exceed the anticipated amounts, the NROTC unit Ordering Officer will modify the order PRIOR to receiving the service.

The unit certifier shall compare the government tracked services used quantity to the university's invoiced usage rate to ensure the properness of the invoice.