Invoices

Invoice Tab Options

- Invoice
  - How to Search for an Invoice
  - Define invoice search criteria
  - How to view an un-submitted invoice
  - How to edit/update and un-submitted invoice
  - How to fill out a unit calendar
  - How to fill out a check box calendar
  - How to fill out an in and out box calendar
  - How to fill out a one time purchase
  - How to Use the Mass Invoice Update Option (Calendar Templates, Defer, No Service)
  - How to Submit your invoice
  - How to report an absence
  - Definitions for the invoice buttons (defer, no service, add invoice line, calendar template, submit, print invoice details)
- Invoice History
  - How to Search Invoice History
  - Define Invoice history search criteria
- How to Print Invoice Details and Submit an Invoice
- Invoice Calendar Types

Invoices: Invoice Tab Options

1. To view the Invoices tab you will need to select a service provider number (SPN).
2. On the home screen enter or select the appropriate SPN.
3. Select the Invoices tab from the dashboard.

INVOICE: The invoice search is the default screen. This is the screen where you can search for and access (to view or edit) unsubmitted invoices.

INVOICE HISTORY: Click the Invoice History tab. This is the screen where you can search for and view submitted invoices.

INVOICE UPLOAD: Click the Invoice Upload tab. This is the screen where you are able to upload (to the web), download (from the web), check the status, and delete eAttendance invoices.

Invoices: Invoice - How to Search For an Invoice That <u>Has Not Been</u> Submitted

1. Select or enter the appropriate service provider number on the home screen.
2. Select the Invoices tab.
3. Enter the search criteria. If you would like to pull up all available invoices then leave the search criteria blank.
4. Click the <u>search</u> button.
5. The search summary results will appear on the bottom half of the screen.

Invoices: Invoice - Invoice Search Criteria

Invoice Number: The seven digit number generated by the turn around invoice (TAI) process.

Service M/Y: The month and year the service was provided (MM/YYYY).

Service Code: The three digit service code for the services provided.

UCI Number: The seven digit unique consumer identifier.

Invoice Date: The date the invoice was generated.

Invoices: Invoice - How to View an Invoice That <u>Has Not Been</u> Submitted

1. Select or enter the appropriate service provider number on the home screen.
2. Select the Invoices tab.
3. Enter the search criteria. If you would like to pull up all available invoices then leave the search criteria blank.
4. Click the <u>search</u> button.
5. Click on the invoice line to view the invoice detail screen in view only mode.

Invoices: Invoice - How to Edit/Update an Invoice That <u>Has Not Been Submitted</u>

1. Select or enter the appropriate service provider number on the home screen.
2. Select the Invoices tab.
3. Enter the search criteria. If you would like to pull up all available invoices then leave the search criteria blank.
4. Click the <u>search</u> button.
5. Click on the <u>edit</u> button on the invoice line you would like to edit/update.
6. You will be taken to the invoice detail screen in edit/update mode. You are now able to edit, update, and save changes to the invoice.

Invoices: Invoice - How to Fill Out a Unit Type Calendar

1. The unit type calendar has boxes that will accept unit of service entries.
2. Place you cursor in the unit box.
3. Enter the number of units. You may enter a number with up to two decimal points.
4. To populate all days of the month click the <u>populate all</u> button.
5. Select the weekday's only check box if you would like to populate only weekdays (Monday through Friday).
6. Enter the appropriate number of units.
7. Click OK.
8. The calendar will be populated.
9. You can use the mouse or the tab key to move to each unit entry box on the calendar.
10. Enter or edit units directly in the attendance calendar entry box.
11. Click the <u>update</u> or <u>update next</u> button to save your changes.

Invoices: Invoice - How to Fill Out a Check Box Calendar

1. The check box calendar type has boxes that are selected with a cursor and are filled with a check mark.
2. Place your cursor in the check box.
3. Click on the check box.
4. A check mark will appear selecting the appropriate day.
5. To populate all days of the month click <u>select all</u> button.
6. To unselect all days of the month, click the <u>De-select all</u> button.
7. Click the <u>update</u> or <u>update next</u> button to save your changes.

Invoices: Invoice - How to Fill Out an In and Out Calendar

1. The in and out calendar type has a date and day for each day of the month, fields to enter the in time, out time, and the worker name. Units and amounts are calculated and will populate based on in and out times entered.
2. Click in the in time field and enter the time in military time format.
3. Tab or click in the out time field and enter the time in military time format.
4. Tab or click in the worker name field and enter the worker's name.
5. Click the <u>update</u> or <u>update next</u> button to save your changes.

Invoices: Invoice - How to Fill Out a One Time Purchase Calendar

1. The one time purchase calendar type allows the entry of purchases.
2. Click on the add row button.
3. Click in the date field and select the appropriate date of purchase.
4. Tab or click in the units field and enter the appropriate units.
5. Tab or click in the amount field to enter the total amount.
6. Click the delete button on the row to delete the entry.
7. Click the update or update next button to save your changes.

Invoices: Invoice - How to Use the Mass Invoice Update Option (Calendar Templates, Defer, No Service)

1. Select or enter the appropriate service provider number on the home screen.
2. Select the Invoices tab.
3. Search for an invoice with multiple lines for check box or units calendar.
4. Click on an invoice edit button.
5. Select lines to defer by clicking in the check box on the left then click the defer button.
6. Select lines for no service by clicking in the check box on the left then click the no service button.
7. Select lines for completing the calendar and click on calendar template button.
8. Select the appropriate calendar (checkbox/units) and complete it using checks in the check boxes or entering units in the boxes.
9. Click on apply to all or apply to selected button. Invoice will be updated.

Invoices: Invoice - Definitions of Invoice Buttons

Defer: This button will allow the vendor to mark a consumer record as defer. This will indicate that the consumer did receive a service, but the authorization needs to be updated. The Regional Center will then resend the invoice the following the month. If defer is applied to the whole invoice, then the whole invoice will be reissued.

No Service: This button allows the vendor to mark a consumer records as having had no service/billable time for the month.

Add Invoice Line: This button will allow you to add an attendance only (A/O) detail line under a contract. This button will only work for certain service codes if the Regional Center has enabled the option.

Calendar Template: This button will allow the vendor to apply a calendar template (with or without) attendance information to one or more consumer records.

Submit: This button allows the vendor to submit their filled out invoice for processing.

Print Invoice Details: This button allows the user to print out invoice details.

Invoices: Invoice History - How to Search For an Invoice That Has Been Submitted

1. Select or enter the appropriate service provider number on the home screen.
2. Select the Invoices tab.
3. Select the Invoice History tab.
4. Enter the search criteria. If you would like to pull up all invoices in history then leave the search criteria blank.
5. Click the search button.
6. The search summary results will appear on the bottom half of the screen.
7. Click on an invoice line to view the invoice details.

Invoices: Invoice History - Invoice History Search Criteria

Invoice #: The seven digit number generated by the turn around invoice (TAI) process.

UCI #: The seven digit unique consumer identifier.

Service Code: The service code of the service provided.

Date Range – Service M/Y: The date range of the service month and year when the service was provided.

Date Range – Invoice Generation Date: The date range of when the invoice was generated on UFS.

Date Range – Invoice Submission Date: The date range of when the invoice was submitted for processing on the eBilling system.

Invoices: Invoice - How to Print Invoice Details and Submit an Invoice

1. Select or enter the appropriate service provider number on the home screen.
2. Select the invoices tab.
3. Select an invoice that has been completed.
4. Click the <u>edit</u> button.
5. Click the <u>print invoice details</u> button and print or save it.
6. Click the <u>close</u> button.
7. Click the <u>submit</u> button.

Invoices: Invoice - Calendar Types (Differences)

Type of Calendar	Service Type	Attendance Requirement	Functionality	UFS Set-Up
Check Box	Monthly	Residential service 14 day rule	Units authorized X rate	YY
Check Box	Monthly	Minimum 1 day *	Units authorized X rate	YN
Units	Non-Monthly	enter units/day	Payment = Units X Rate	NN
Units with In & Out Times & Worker	Hourly, Session, or Visit	Hourly unit type enter in and out times, units will self calculate; other unit types enter units and in and out times, also enter worker name	Payment = Units X Rate	NI
Purchase Reimbursement	Per Item or Variable	enter day of purchase, units, dollars paid	Payment = total dollars paid	NP

* do not use for residential services

Please make sure to set up all your vendors on UFS menus PSMEN1 option #1, PSME81 options #1 and #8.