

TABLE OF CONTENTS

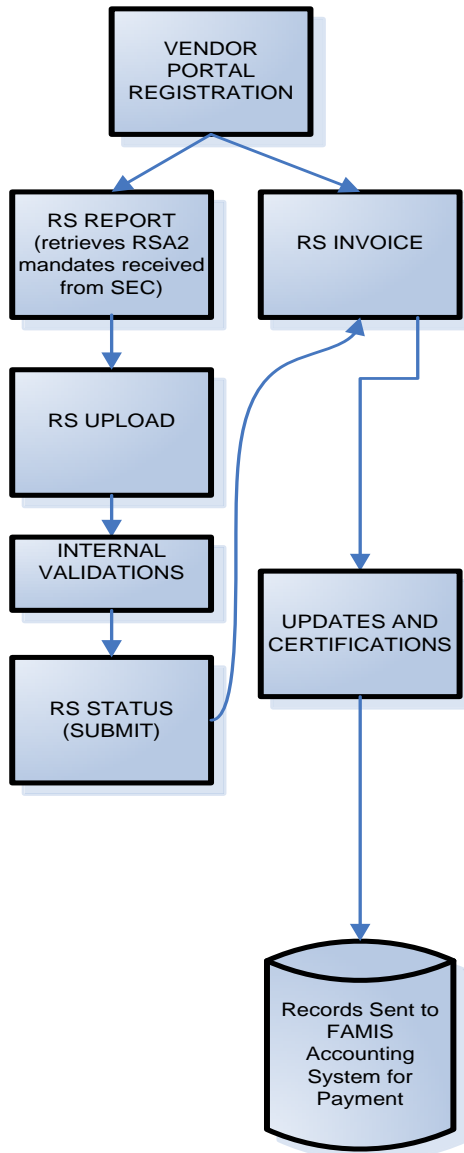
| <u>Method</u> | <u>Chapter</u> | <u>Topic</u> | <u>Pages</u> |
|---------------------------|-----------------------|--|---------------------|
| | 1 | Overview and Checklists | 1-5 |
| | 2 | Registration | 6-13 |
| | | | |
| Spreadsheet | 3 | Report | 14-23 |
| Spreadsheet | 4 | Upload | 24-28 |
| Spreadsheet | 5 | Status | 29-38 |
| Spreadsheet | 6 | Invoice – Certification | 39-41 |
| | | | |
| Invoice Direct | 7 | Invoice (M-F 6am – 8pm; Sat 6am – 4pm) | 42-53 |
| | | | |
| | 8 | Invoice – Additional Features | 54-60 |
| | 9 | NPI | 61-63 |
| | 10 | District 75 Summer Actual Service Location | 64-66 |

CHAPTER 1: OVERVIEW

There are two options available for Invoicing listed below. This is entirely a matter of preference. You decide which works best for you. They both reach the same goal: an invoice submission request for payment.

1. **Upload a spreadsheet.** For uploads the final step will be to certify your entries inside the RS Invoice application. RS Upload does not have a time limit.
Steps involved are:
 - RS Report – to retrieve and export your mandates in spreadsheet format
 - RS Upload – send back your completed text tab delimited (.txt) formatted file
 - RS Status – to review your batch submissions for updates, error corrections and submit for processing
 - RS Invoice – review student sessions to finalize and certify. Voucher number provided at this point and sent to accounting system for final payment

2. **Log on Directly to RS Invoice,** Create the invoices, review student sessions, and certify. RS Invoice does have a time limit. The operation hours are Monday-Friday: 6:00AM- 8:00PM, Saturday: 6:00AM- 4:00PM, Sunday-Closed.



CHECKLIST FOR INVOICING USING RS INVOICE DIRECTLY

I - RS INVOICE

1. Login. The website is <https://www.finance360.org/vendor/vendorportal/>
2. Click on "RS Invoice"
3. Select the correct invoice type tab (Example: Preschool tab or RS Independent)
4. Click on "New Invoice"
5. Select fiscal year (this is year of service school year, 2009-2010 is 2010 fiscal year)
6. Select Fiscal Month (this is month of service you are invoicing for)
7. Click "Add Student" to view list of authorizations received for the month selected
8. Review list displayed and place a checkmark in the Select column to choose which students are going to be invoiced for month selected.
9. Once you checkmark which student records you are working with, click on "ADD" button on bottom of page.
10. Review the list again. At this point you can add more students or delete any if mistakes are made.
11. Once everything is confirmed, Click on 'Create Invoice' button
12. An invoice number will be assigned to this group of entries. Click on the invoice number itself or the 'Continue' button to start next process of entering the student session time, frequency, group size information.
13. On the right side in column called Options, click on the word, select. Then click on word, Details. This will open a calendar view page. Each row on the page needs to have detail entries.
14. On calendar page, click on date of actual service and enter the Student Session information for each day. (Note: time format must be in: HH:MM AM/PM)
15. Click on submit
16. Click on next date of service and enter session information. Repeat for all days of month student received service.
17. When Calendar Page is completely done, Click close button.
18. Repeat steps 13 through 17 for every student record selected in same invoice.
19. Once all entries are made, confirm everything and Click on "Submit" at bottom of page
20. Certification is Next. Enter all required information and click "Continue" to complete your certification.
21. A voucher number will be assigned. Print the confirmation page for your records.
22. Return to Invoice Status Page. Your invoice number will now be displayed with a status of "Approved". This is the indication that it will be processed and sent to FAMIS accounting system for payment. All approved invoices will go to FAMIS accounting system in the evening.
23. Close the page, click on 'Home'.
24. Click on RS Report to print your entries.
25. Click on Invoice Tab (School Age-Independent or Preschool)
26. Choose "Voucher" instead of create invoice.
27. Type Voucher number given in certification page. You can also search by Invoice Number.
28. Click "Generate Report"
29. In "Select Format" box, choose Excel
30. Click on "Export"
31. Save Excel file in your computer. You can print once you open it from excel or just save it for future reference.
32. You can go to RS Report anytime of the year to print anything

CHAPER 2: RELATED SERVICES – VENDOR PORTAL REGISTRATION

If you have trouble with the **registration process**, please contact the vendor hotline at 718-935-2300, email: vendorhotline@schools.nyc.gov.

Please **do not** contact the vendor hotline for invoicing questions. Send invoice questions to the following email addresses. The Non Public School Payable department will get back to you.

- Preschool Invoicing - cmrwebsupport@schools.nyc.gov
- School Age Invoicing for Contracted Agencies and Independent Providers – rwebsupport@schools.nyc.gov

GO TO WEBSITE

- <https://www.finance360.org/vendor/vendorportal/>

Click Here

Forgot your password? | Register

User ID

Save UserID

Password

Login

Version 1.0

Login Help

- What's New
- Contact Vendor Hotline
- Send Feedback

New to Vendor Portal?

- FAQ's
- How to Register?

Take a Guided Tour

- View AV file

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Privacy Policy | Disclaimer | Legal | Contact Us

- **Already registered on vendor portal?**

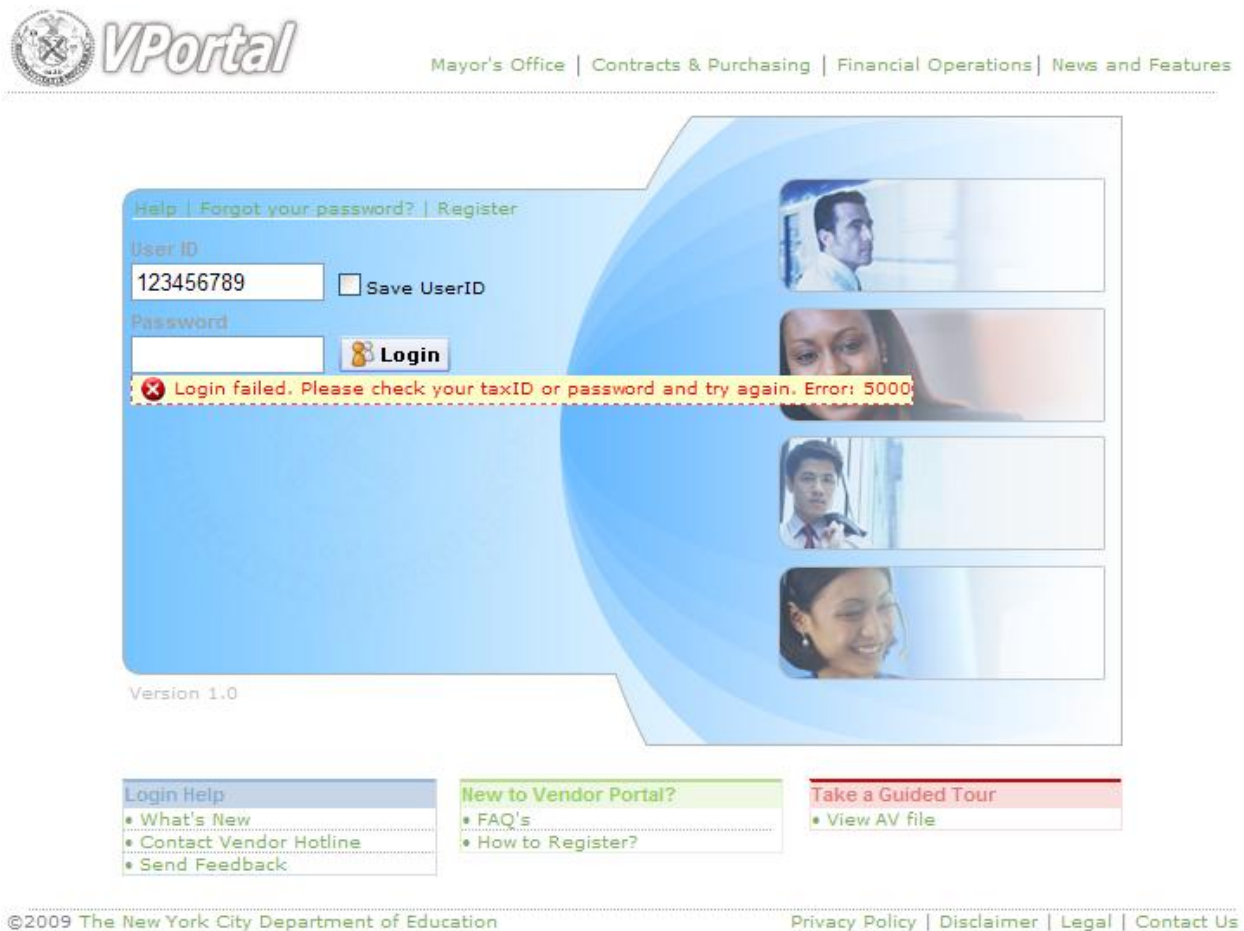
No need to register again.

- **Want to register on vendor portal?**

Click on word, "Register". Please enter a User ID that is either your Federal Tax ID or Social Security Number (as reported on your W-9.) Vendor Codes (9 digit alpha-numeric) are not used.

- **Need help with Registration Process?**

The “Help” link will provide further instructions regarding the registration process.



- **PASSWORD**

Do not use the same password as the one used in the ETO billing system. If you are a new Vendor Portal user you need to register to create a password. This will establish your login credentials. The Help link will give you additional information on the registration process.

- **LOGIN FAILED:**

If you try to log in with your current password the logon process will fail (result shown). The reason is that although you do have a Federal Tax ID or Social Security Number registered with the DOE, it is not registered on the VendorPortal website.

TO REGISTER

Help | Forgot your password? **Register**

User ID Save UserID

Password **Login**

Version 1.0

Login Help
• What's New
• Contact Vendor Hotline
• Send Feedback

New to Vendor Portal?
• FAQ's
• How to Register?

Take a Guided Tour
• View AV file

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- **Click on the Register link**

VPortal 9/30/2009 8:39:45 AM
Mayor's Office | DOE | DFO | News and Features

Please provide the required information to sign on to our system [Home](#)

TaxID (Do not use any dashes, just the plain 9 digits.)
555678912 [Retrieve](#)

In order to become eligible to submit a bid, you must first provide us with your vendor information so that we may have a record of it in our system. You will only be required to fill out this information once. Also, please check the boxes of the bid lists you wished to be placed on. This will allow you to receive information on future bids within the given subject areas.

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- Enter **Federal Tax ID** as reported on your W9 (not alpha-numeric vendor code)
- Click **Retrieve**.

RS Invoice Processing

CREATE NEW INVOICE

FISCAL YEAR: 2010 FISCAL MONTH: SEP Add Student

| OSIS ID | STUDENT NAME | SERV STVP | DOB | SCHOOL ID | ACTUAL PROVIDER | START DATE | END DATE | DURATION | FREQUENCY | GROUP SIZE | |
|-----------|---------------------|-----------|-----|-----------|-----------------|------------|-----------|----------|-----------|------------|--------|
| 623486234 | CARDONA , LILANIE | O1 | | | 118527646 | 7/1/2009 | 6/30/2010 | 30 | 2 | 01 | Delete |
| 219702197 | CORTESE , NICOLETTE | O1 | | | 118527646 | 7/6/2009 | 6/30/2010 | 30 | 2 | 01 | Delete |

Note: Verify Student(s) list and press Create Invoice.

Create Invoice Cancel

- After Add is clicked, you are returned back to the Create Invoice Page. You can again add another student(s) to this invoice or delete the entries you selected before.
- If you are ready to invoice with your student selections, then click **'CREATE INVOICE'** at the bottom of the page. Please use the down scroll bars to navigate to bottom if button is not visible immediately.
- If you are not ready to invoice, you can click **Cancel**

The invoice number will be assigned when you click on 'Create Invoice' button.

Invoice Created Successfully

Invoice #: Y010Y018SE03 has been successfully created.
Click on Continue or the Invoice Number to start entering student's session.

Continue Close

Click "Continue" to go to next step.

DATA ENTRY OF SESSION INFORMATION FOR EACH CHILD

RS Invoice Processing

Home Help Logoff

Invoice Status Payments Related Service Invoice Processing User Guide Vendor ID:

Invoice Status | Preschool

| | |
|---|---|
| Vendor ID: Y010Y018SE03 | Vendor Name: NEW |
| Invoice #: Y010Y018SE03 | Type of Invoice: NEW |
| Invoice Start Date: 09/01/2009 | Invoice End Date: 09/30/2009 |
| Purchase Order Number: RS44102010 | Number of Invoice Students: 2 |
| Invoice Total: \$0.00 | Amount Previously Paid: 0.00 |
| Total Amount Due: \$0.00 | Number Of Sessions: 0.00 |
| Total Payment Due: \$0.00 | Units Previously Paid: 0.00 |

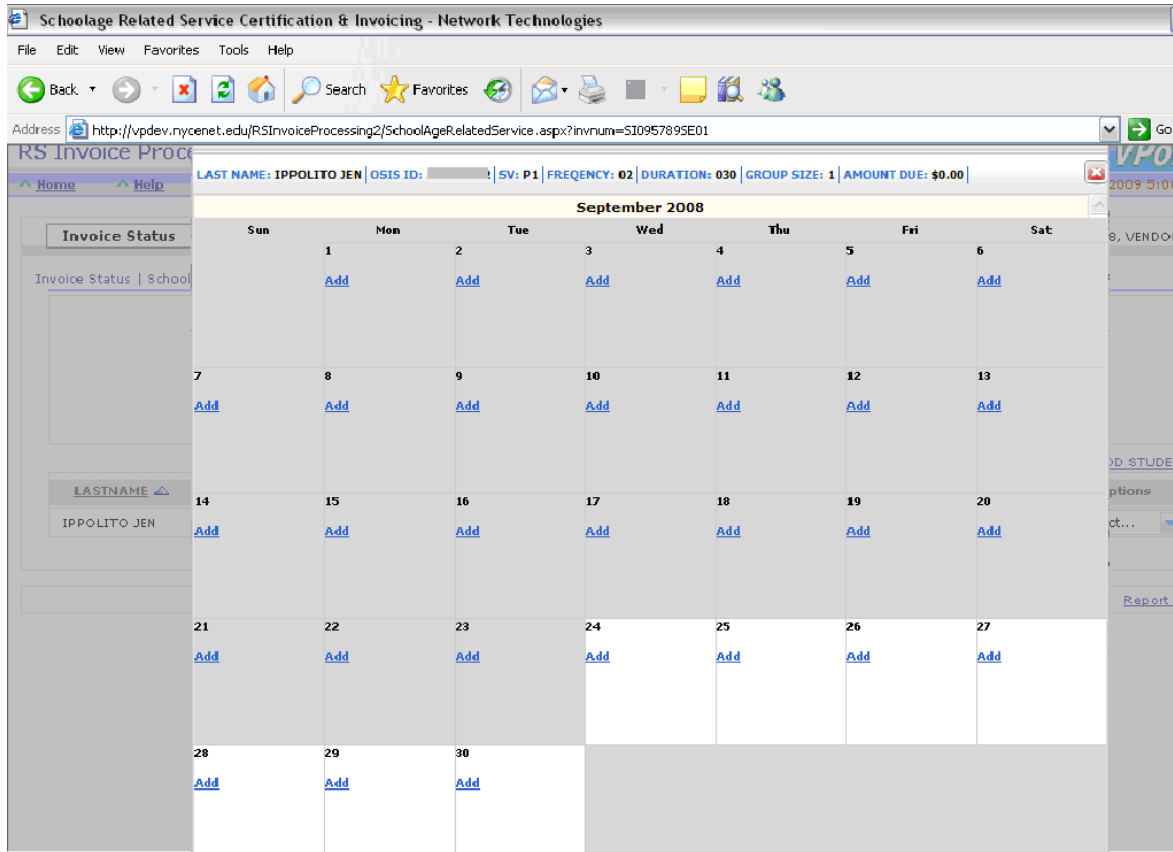
ADD STUDENT

| LASTNAME | OSIS ID | SV | PROVIDER | FREQ | DURATION | GRP SZ | LN | DIST CD | NO DAYS | NO OF SESS | ADJ CODES | AMOUNT DUE | Options |
|-------------|---------|----|-----------|------|----------|--------|----|---------|---------|------------|-----------|------------|-----------|
| CARDONA LIL | | 01 | 118527646 | 02 | 030 | 01 | EN | 31 | 00 | 0.00 | Z | \$0.00 | Select... |
| CORTESE NIC | | 01 | 118527646 | 02 | 030 | 01 | EN | 31 | 00 | 0.00 | Z | \$0.00 | Select... |

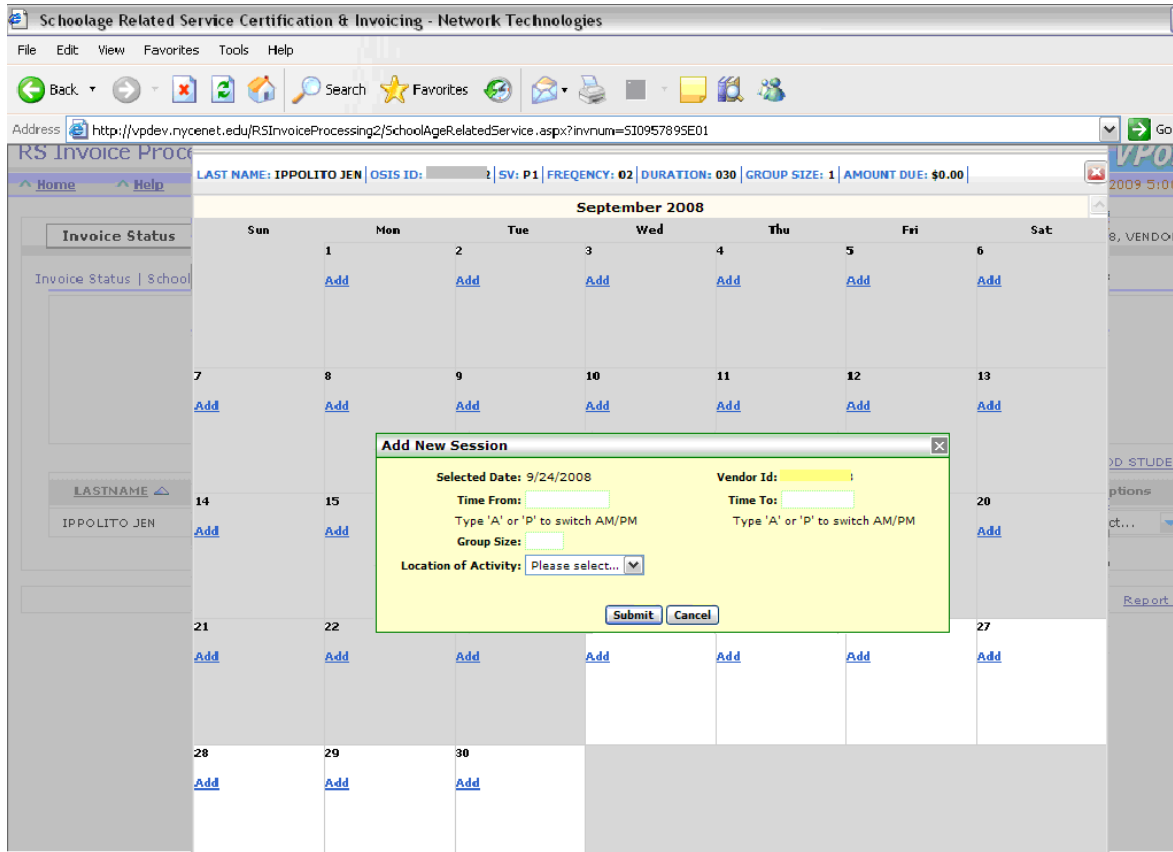
Back

At this point you can "Add Student" to your list or begin to enter each day of service.

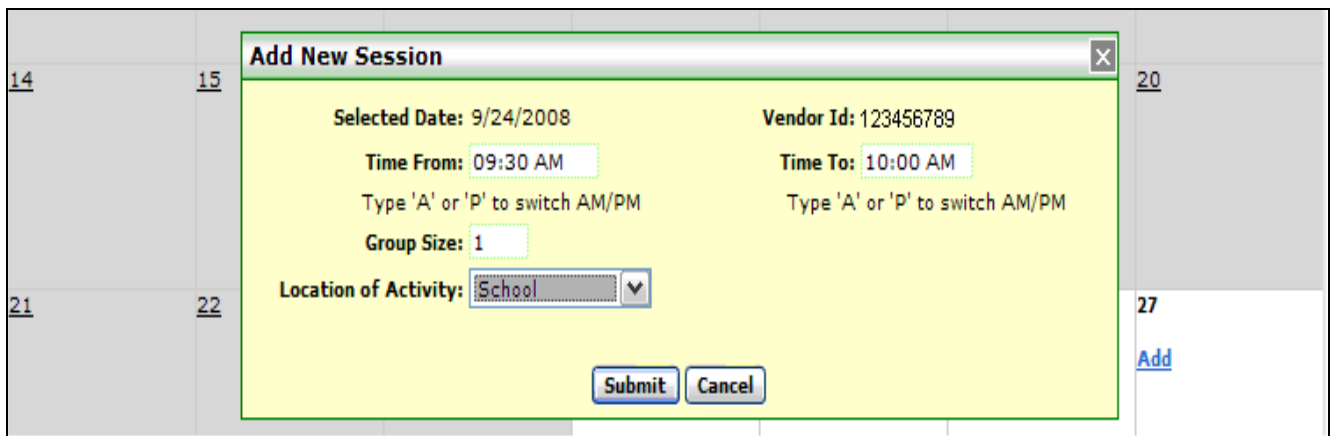
- Click on Select in the Options Column
- Click on Details. A calendar view will appear next.
- You can also delete the row if you made a mistake and added the wrong child to the list. Go to Options column and select "Delete".



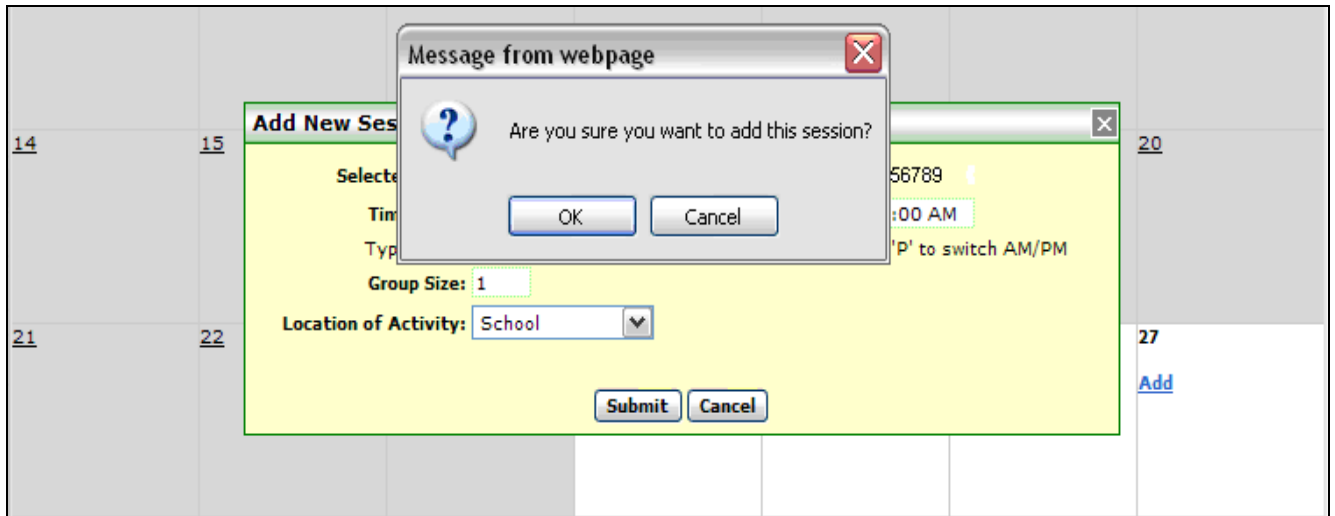
- Select day of actual service to begin and click on “add”.
- If the day is in grey color, it means the authorization did not have these dates of service. You cannot invoice for days outside of approved service dates.



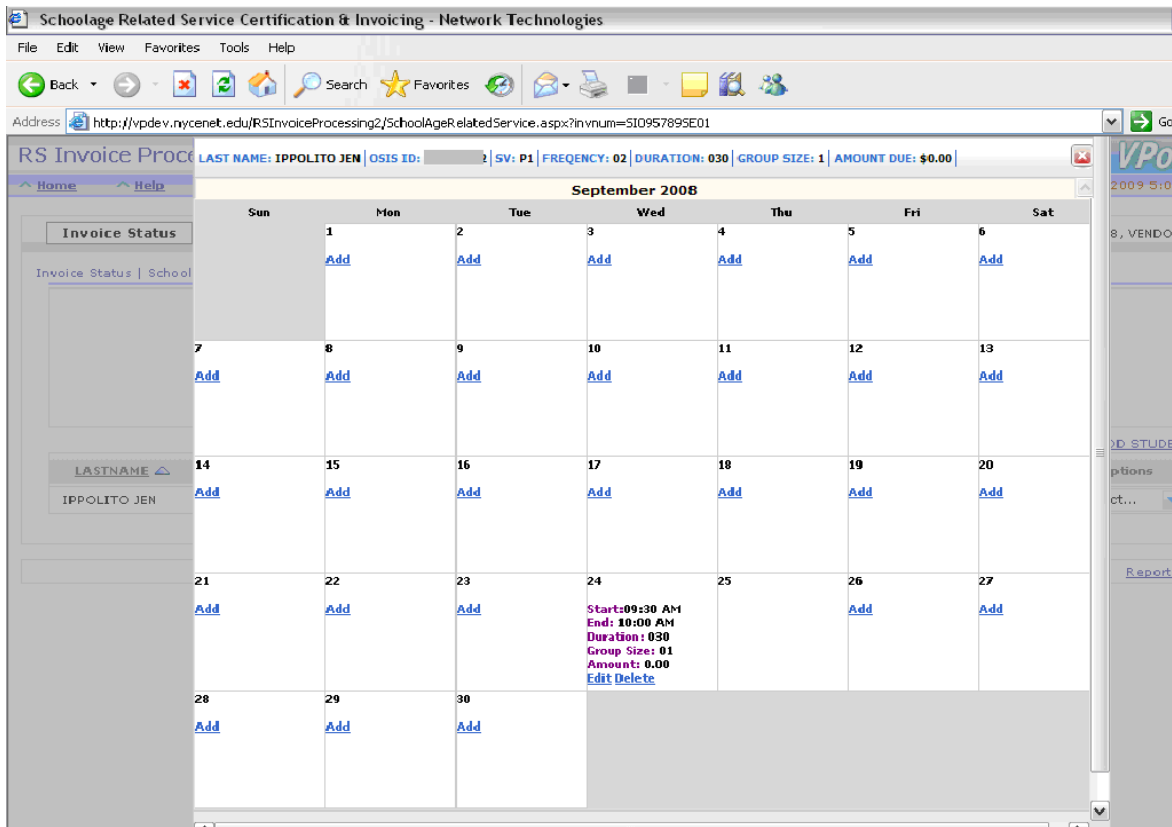
- This is only for one session per day per student. You will get the same **Add New Session** panel for each day you make an entry.
- The **Add New Session** panel will appear next after you select a day from the calendar.



- Enter required areas such as time From, time to, group size and location of service.
- When you complete the page, click **Submit** on that window.



- Confirmation message will appear next. You get an OK prompt asking you if you are sure you want to add this session. Click OK to continue.



- When you click "OK", the Add New Session panel will disappear and the view of the calendar will return with the information entered on the specific day you were working with.
- Repeat the same process to enter the next days of service on the calendar
- You can close the calendar view at any time and return back to it whenever you need to. If you are done with the calendar also click "close" to return back to main page invoice page.

Main Invoice Page

RS Invoice Processing VPortal

Home Help Logoff 6/11/2009 6:32:47 PM

Invoice Status Payments Vendor ID: 123456789, VEND ORTEST

Invoice Status | School Age - Independent

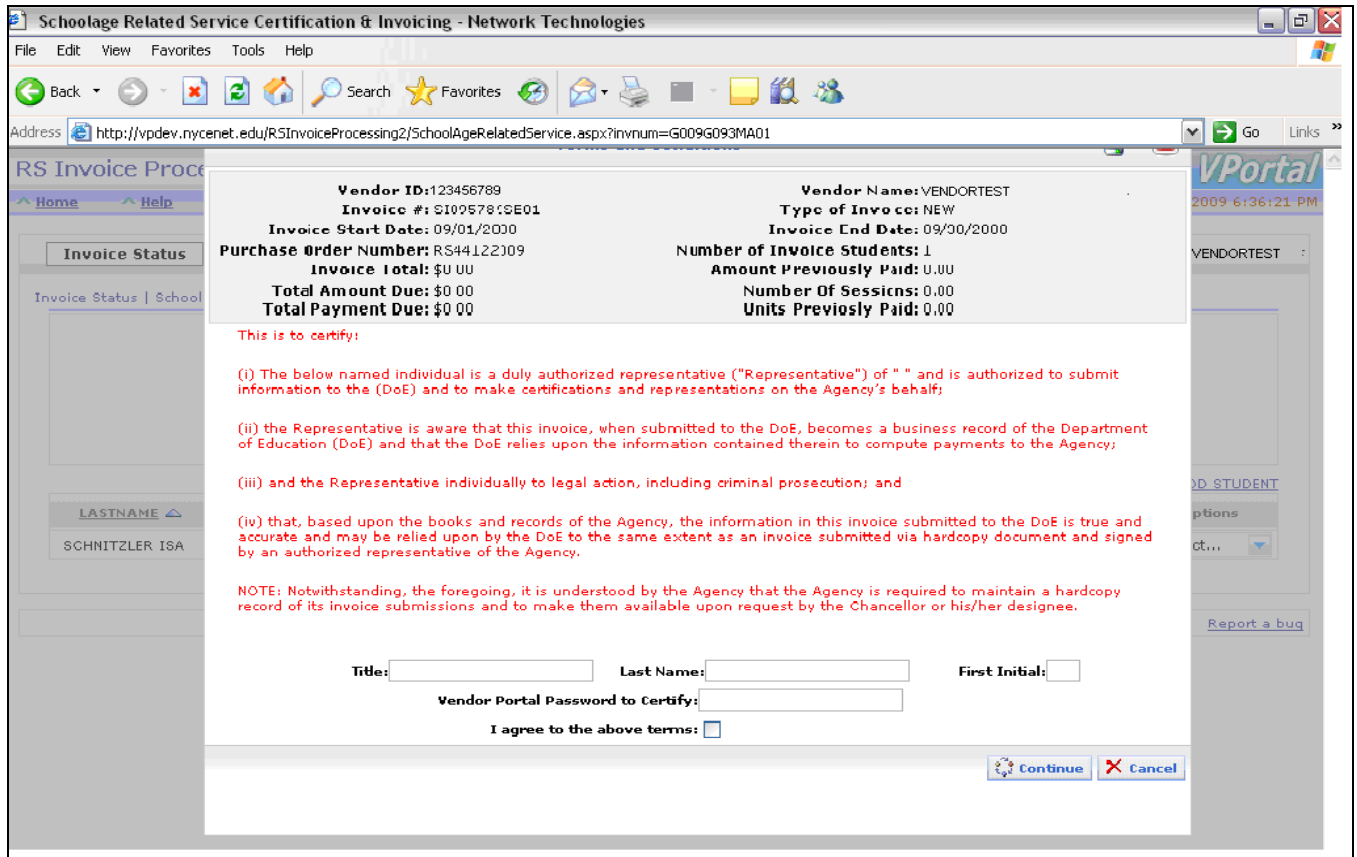
| | |
|--|---|
| <p>Vendor ID: 123456789 Invoice #: S1095789SE01 Invoice Start Date: 09/01/2008 Purchase Order Number: RS44122009 Invoice Total: \$0.00 Total Amount Due: \$0.00 Total Payment Due: \$0.00</p> | <p>Vendor Name: VENDORTEST Type of Invoice: NEW Invoice End Date: 09/30/2008 Number of Invoice Students: 1 Amount Previously Paid: 0.00 Number Of Sessions: 0.00 Units Previously Paid: 0.00</p> |
|--|---|

[ADD STUDENT](#)

| LASTNAME | OSIS ID | SV | PROVIDER | FREQ | DURATION | GRP SZ | LN | DIST CD | NO DAYS | NO OF SESS | ADJ CODES | AMOUNT DUE | Options |
|--------------|---------|----|----------|------|----------|--------|----|---------|---------|------------|-----------|------------|-----------|
| IPPOLITO JEN | | P1 | | 02 | 030 | 1 | EN | 31 | 01 | 1.00 | | \$45.00 | Select... |

[Back](#) [Submit](#)

- The main invoice page will return with all of your session information for all the children selected and the amount due.
- You can still click on "Add Student", Delete the record, or change the session details on the current records, if necessary.
- After your final review, click on "Submit" to certify your entries.
- Adjustment Code column values are defined as follows:
 - Z – zero units payable-No entries have been made yet in the calendar. You cannot continue if 0.00 amount due appears on page
 - X – sessions exceed max allowed for the month or max allowed to date
 - N – applicable rate not found
 - M – more than one rate found
 - V – another provider has been paid for the same child, RS type and month



- This certification panel will need all its entry filled out as required. When you click on Continue you will not be able to make any further changes to the invoice.
- Click Continue to submit your certification entries.

| | |
|--|---|
| Vendor ID: Invoice #: I010I011SE01 | Vendor Name: Type of Invoice: NEW |
| Invoice Start Date: 09/01/2009 | Invoice End Date: 09/30/2009 |
| Purchase Order Number: RS44102010 | Number of Invoice Students: 1 |
| Invoice Total: \$54.00 | Amount Previously Paid: 0.00 |
| Total Amount Due: \$54.00 | Number Of Sessions: 1.00 |
| Total Payment Due: \$1.00 | Units Previously Paid: 0.00 |

INVOICE HEADER APPROVED & VOUCHERED.

YOUR VOUCHER NUMBER IS: SL00011

VOUCHER DATE: 2009-10-28

[Return to invoice status](#)

- A voucher number will be assigned to your invoice after you enter the certification required information and click on continue. Print this confirmation screen or make a note of the voucher number.
- Once you certify and receive a Voucher number, **NO** changes can be made to the invoice
- Click on “return to invoice status” to verify that the status column description has changed to “Approved”.
- All approved invoices are sent to the accounting system in the evening for payment

| INVOICE NO: | STATUS | SV | FUND | SERVICE PERIOD | AMOUNT | INVOICE DATE | Details | Delete |
|--------------|----------|----|------|---------------------|---------|--------------|---------|--------|
| I010I011SE01 | APPROVED | RS | 4410 | 09/01/09 - 09/30/09 | \$54.00 | 10/28/2009 | | |

END OF INVOICING DIRECT METHOD

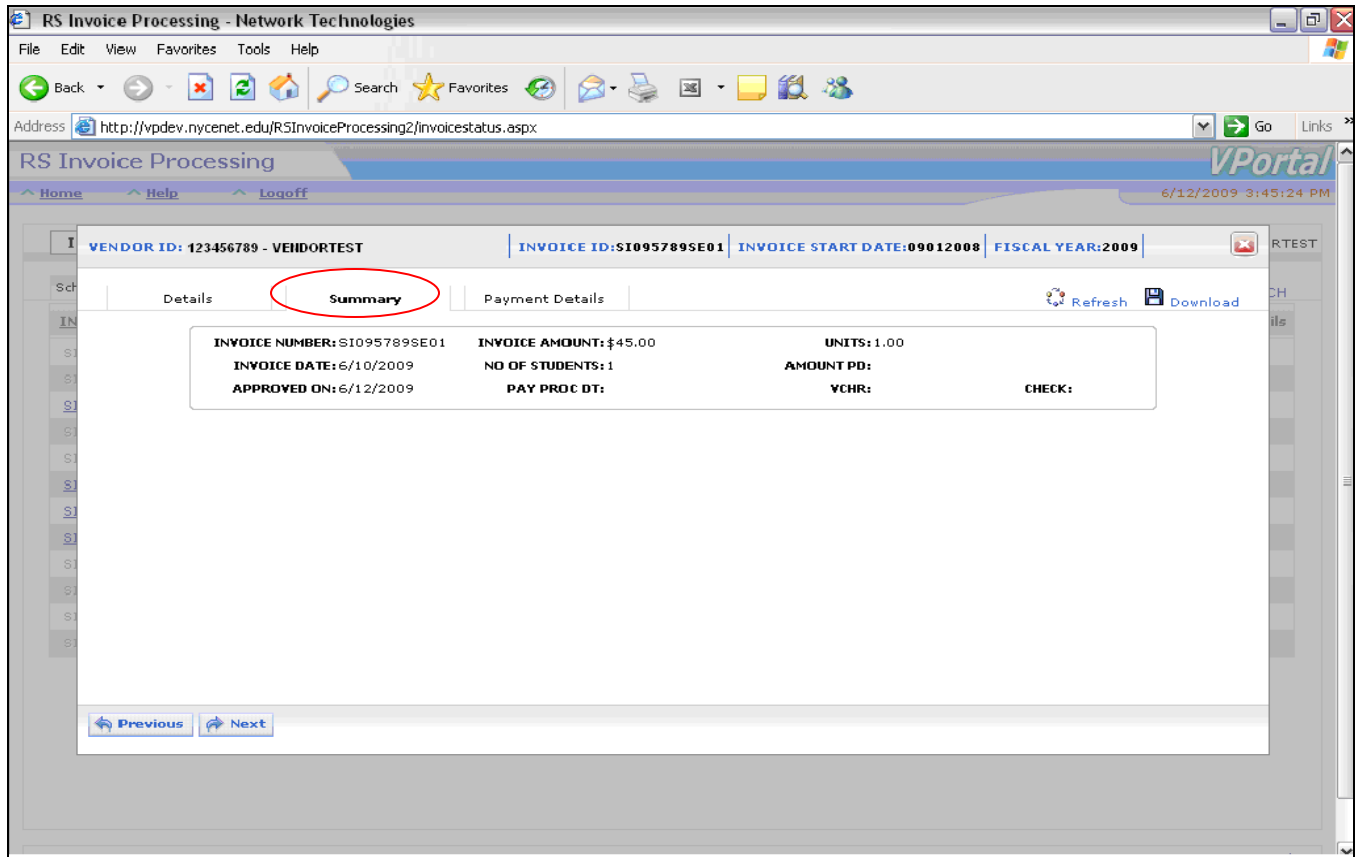
RS INVOICE – ADDITIONAL FEATURES

The screenshot shows the 'RS Invoice Processing' application interface. At the top, there are navigation links for 'Home', 'Help', and 'Logout'. Below this, there are tabs for 'Invoice Status' and 'Payments'. A 'Vendor ID' field is visible. The main content area shows a table of invoices with columns: INVOICE NO., STATUS, SV, FUND, SERVICE PERIOD, AMOUNT, INVOICE DATE, and a 'Details' icon. The first row of data is: I0101011SE01, APPROVED, RS, 4410, 09/01/09 - 09/30/09, \$54.00, 10/28/2009. The 'Details' icon for this row is circled in red.

- To review your invoice certification information, click on “details” icon

The screenshot shows the 'RS Invoice Processing' application in a browser window. The address bar shows the URL: http://vpdev.nycenet.edu/RSInvoiceProcessing2/invoicestatus.aspx. The application interface shows the 'Details' view for an invoice. At the top, there are fields for 'VENDOR ID: 123456789 - VEIDORTEST', 'INVOICE ID: SI095789SE01', 'INVOICE START DATE: 09/12/08', and 'FISCAL YEAR: 2009'. Below these fields, there are tabs for 'Details', 'Summary', and 'Payment Details'. The 'Details' tab is selected and circled in red. Below the tabs, there is a table with columns: OSIS ID, STUDENT NAME, SERVICE DATES, PGM CD/ STYP, UNITS, RATE, AMOUNT, STATUS, and ENTRY DATE. The first row of data is: IPPOLITO, 09/01/08 - 09/30/08, P1, 1.0, \$45.00, \$45.00, A, 06/12/09. At the bottom of the table, there are 'Previous' and 'Next' navigation buttons.

- When Details (from previous page) is clicked, the invoice detail panel will appear, defaulted to the Details tab, for review. It will show some basic authorization information and the amount that was invoiced.
- No further action to take, except to Refresh the screen or to Download the information.



- Next you can click on Summary tab.
- When Summary is clicked, the details in this panel will appear, partially filled. The empty fields will be populated once it gets return data from FAMIS (THE ACCOUNTING SYSTEM THAT PROCESS PAYMENTS).
- No further action to take, except to Refresh the screen or to Download the information.

RS Invoice Processing - Network Technologies

File Edit View Favorites Tools Help

Address http://vpdev.nycenet.edu/RSInvoiceProcessing2/invoicestatus.aspx

RS Invoice Processing VPortal

Home Help Logoff 6/12/2009 3:45:24 PM

VENDOR ID: 123456789 - VEHDORTEST | INVOICE ID: SI0957895E01 | INVOICE START DATE: 09012008 | FISCAL YEAR: 2009

Details Summary **Payment Details** Refresh Download

| YR | SCHL | NAME | SY | PR | START | END | PAY | UNIT | AMOUNT | VOUCHER |
|------|------|-------|----|----|----------|----------|--------|------|---------|---------|
| 2090 | R326 | HAGAN | RS | SP | 01/01/09 | 01/31/09 | 061209 | 2.00 | \$90.00 | DN90012 |

Previous Next

- Next you can click on Payment Details tab.
- When Payment Details is clicked, it will show some basic invoice information and the amount that was invoiced as well as the voucher number.
- No further action to take, except to Refresh the screen or to Download the information.
- Click on the "X" at top of window to close the page and return to main page.

PAYMENTS TAB ON MAIN INVOICE PAGE

RS Invoice Processing VPC
10/28/2009 6:00 AM

Invoice Status: **Payments** Related Service Invoice Processing User Guide | Vendor ID:

Search By: --Select One-- Retrieve

Note: RS Invoice Operation Hours [Monday-Friday: 6:00AM- 8:00PM, Saturday: 6:00AM- 4:00PM, Sunday-Closed] Contact NPSP Billing

- To check the payment details, click on “Payments” tab.

Search By: --Select One--
--Select One--
Voucher
Student

- Select your search option and hit “retrieve” button.

RS Invoice Processing VPC
10/28/2009 6:00 AM

Invoice Status: **Payments** Related Service Invoice Processing User Guide | Vendor ID:

Search By: Voucher Voucher Number: SL00011 Retrieve

Show Details Refresh Download Copy

| Year | Fund Code | School | Osis ID | Student Name | SV | ST | Provider ID | Provider Name | Start Date | End Date | Pay Date | Unit | Amount | Voucher |
|------|-----------|--------|-----------|--------------|----|----|-------------|---------------|------------|-----------|------------|-------|---------|---------|
| 2010 | 4410 | | 220157697 | CAO, CINDY | RS | S1 | 085767042 | CAI, YAN-YAN | 9/1/2009 | 9/30/2009 | 10/28/2009 | 1,000 | \$54.00 | SL00011 |

Note: RS Invoice Operation Hours [Monday-Friday: 6:00AM- 8:00PM, Saturday: 6:00AM- 4:00PM, Sunday-Closed] Contact NPSP Billing

- The page will return with invoice information based on your search selection. You can download a copy of what is shown on this page for your reference.

OTHER REPORT OPTIONS

Home | Contact Us | Sign Out
10/28/2009 7:01:37 PM

Office | Division of Financial Operations | Division of Contracts & Purchasing

Welcome, ADMINISTRATOR (043349993)!

The Vendor Portal (vPortal) is the Department of Education's online management tool for our vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with the Department of Education in an effective and efficient way. You can now add your organization to our bid lists to receive notifications when we have a Request for Bids (RFB) or Request for Proposals (RFP) and other solicitations. In addition, once registered, you will be able to download solicitations of interest to you. You may also update your vendor information, setup an e-mail address to receive your orders via e-mail, view your orders, and check on delivery instructions, invoices and payment status. See the Portal News section below for continuing information about new vPortal functions and improvements.

- OTHER APP
 - RS Invoice
 - RS Reports
 - RS Upload
 - MTAC
 - RS File Status
 - NCLB Vendor Admin
 - NCLB Upload
 - NCLB Reports
 - NCLB On-line Attendance

- CLICK ON "HOME"
- CLICK ON "RS REPORT"

RS Invoice Report VPortal
10/28/2009 6:58:06 PM

Related Service Invoice Processing User Guide | VENDOR ID: : V

School Age - Independent 1 Preschool

Pre-populated Non-Editable User entry required Opt

Create Invoice 2 Fiscal Year: 2009 Invoice Month: Select District Code: School ID: Select Therapist: Select Service Type: Select Student ID: Generate Invoice 3

Create Invoice
Approval Recommendations
Voucher Number
Invoice Number

1. Click on Invoice Tab
2. Select search option from "Create Invoice" box. Enter information required
3. Click on Generate Invoice

NYCBOE - CAFS Invoice Report - Network Technologies

Address: http://vpdev.nycenet.edu/vendorcfsreports/Reports.aspx

NYCBOE - CAFS Invoice Report - Network Technologies

Address: http://vpdev.nycenet.edu/vendorcfsreports/Reports.aspx

CAFS Invoice Report

VPortal

6/16/2009 3:53:17 PM

School Age - Contracted School Age - Independent Pre-K

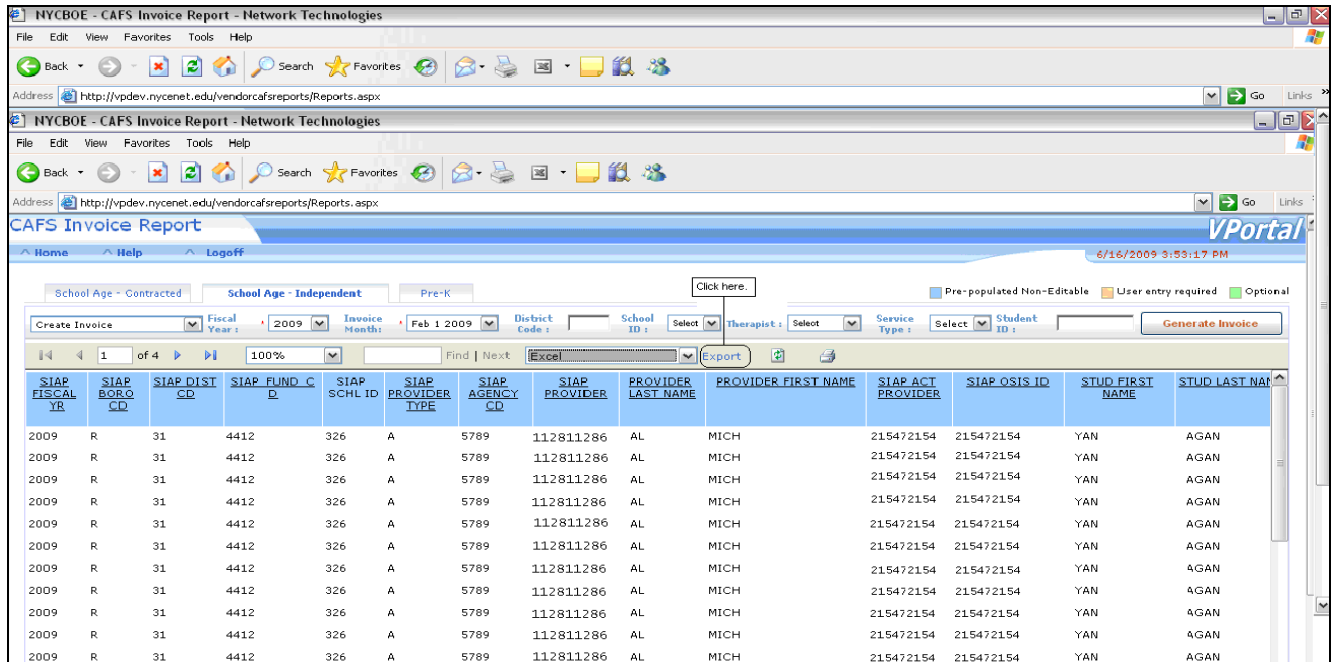
Pre-populated Non-Editable User entry required Optional

Create Invoice Fiscal Year: 2009 Invoice Month: Feb 1 2009 District: School: Therapist: Service Type: Student ID: Generate Invoice

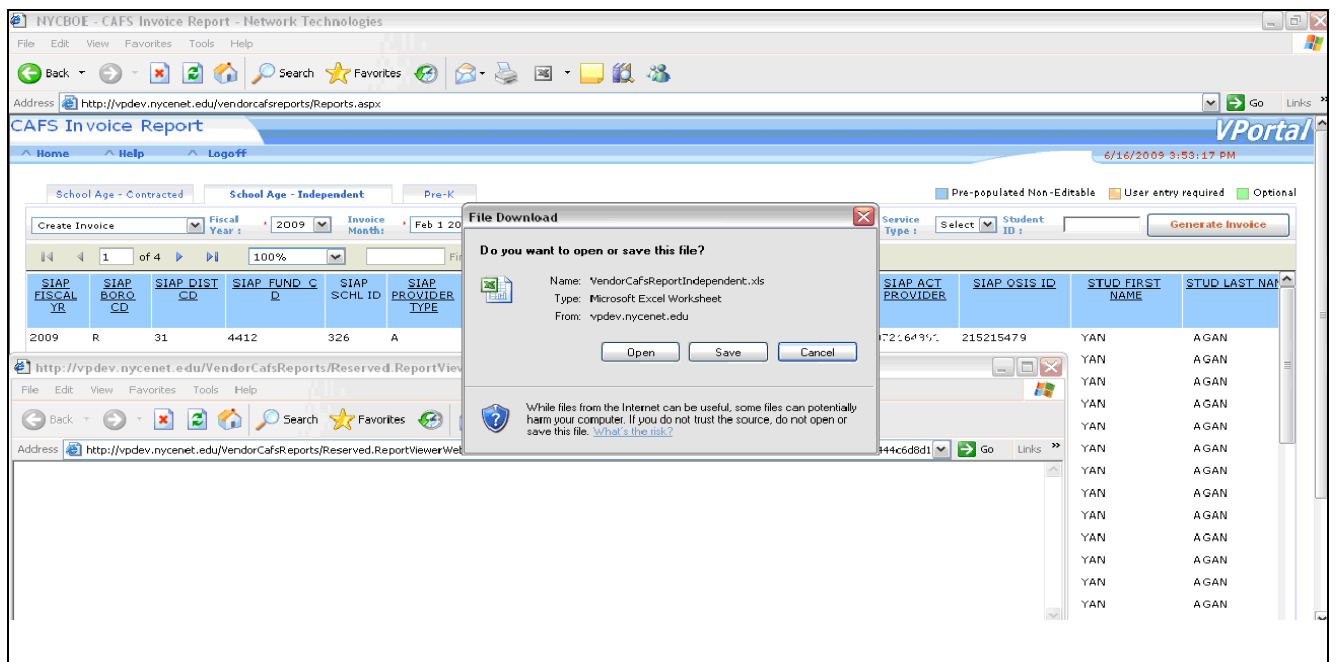
1 of 4 100% Find | Next Select a format Export

| SIAP FISCAL YR | SIAP BORO CD | SIAP DIST CD | SIAP FUND CD | SIAP SCHL ID | SIAP PROVIDER TYPE | SIAP AGENCY CD | PROVIDER FIRST NAME | SIAP ACT PROVIDER | SIAP OSIS ID | STUD. FIRST NAME | STUD. LAST NAME |
|----------------|--------------|--------------|--------------|--------------|--------------------|----------------|---------------------|-------------------|--------------|------------------|-----------------|
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |
| 2009 | R | 31 | 4412 | 326 | A | 5789 | MICH | 215472154 | 215472154 | YAN | AGAN |

- The report will return with information on the screen
- Click on **Select a format** and choose **Excel**.

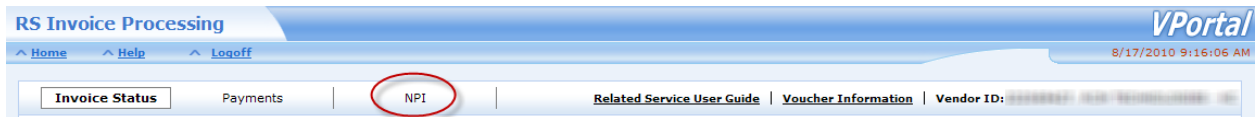


- Click **Export** when ready.

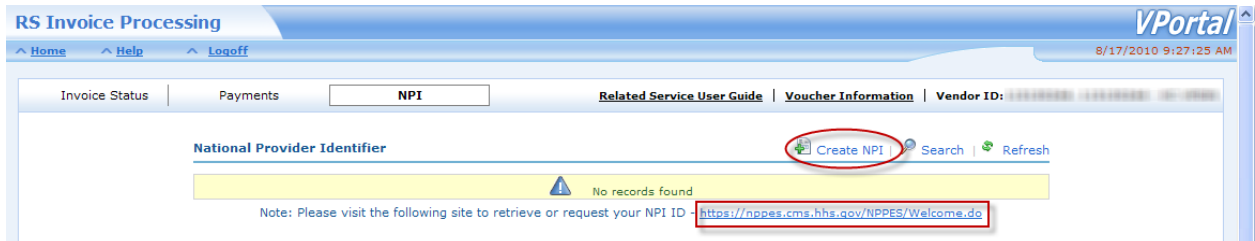


- The save prompt will appear with a default name.
- You can save the report anywhere on your computer. The records are transferred from vendor portal to excel format to your computer.

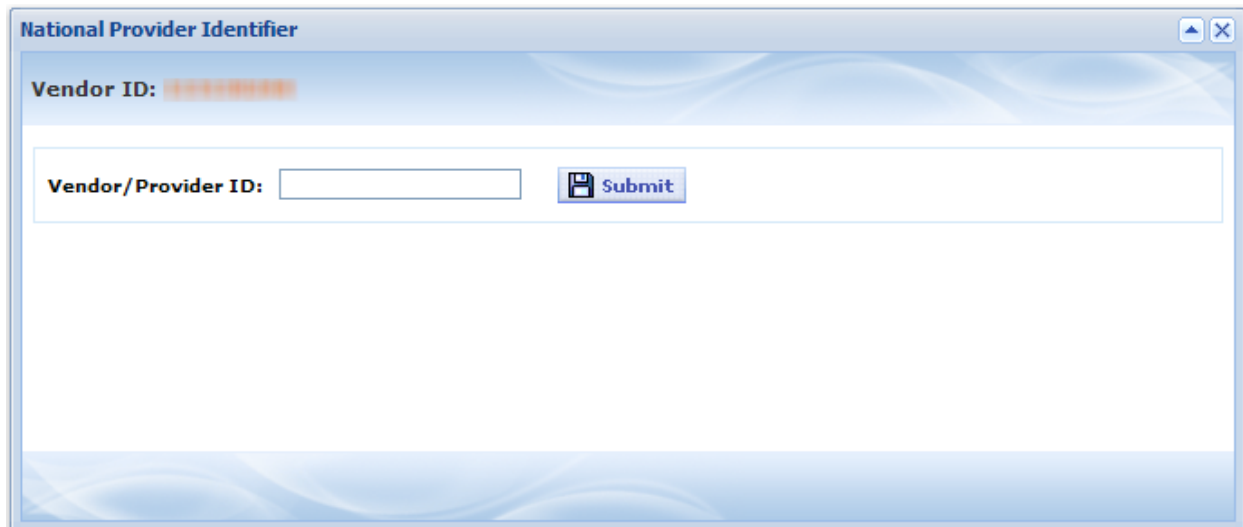
Entering Provider's NPI



- To enter the NPI's, click on the "NPI" tab in RS Invoice

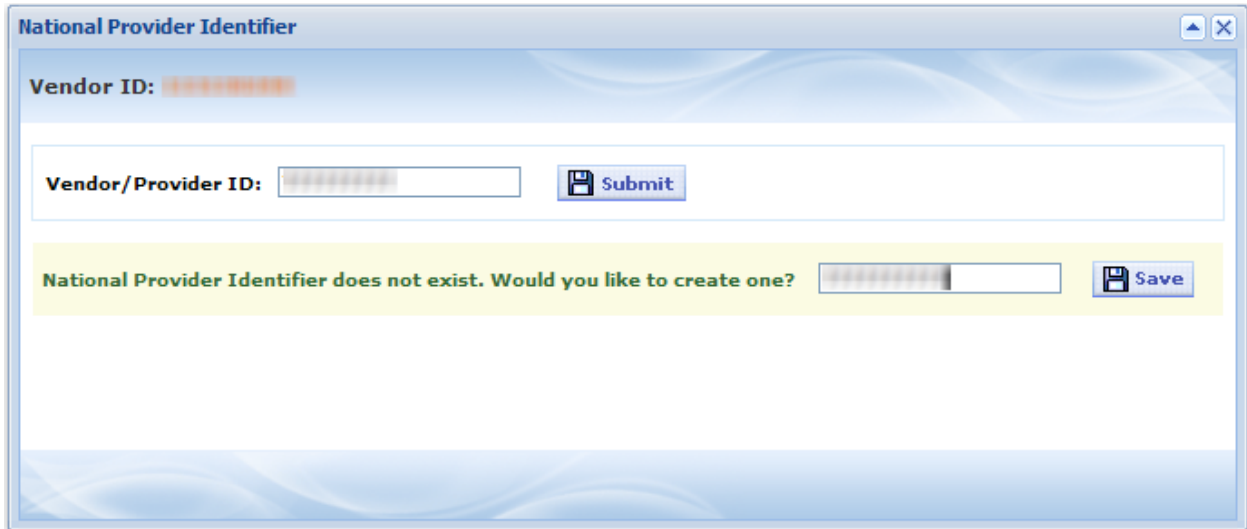


- Click on the <https://nppes.cms.hhs.gov/NPPES/Welcome.do> link to retrieve or request for a NPI ID
- Click on 'Create NPI' to add NPI and a popup will appear

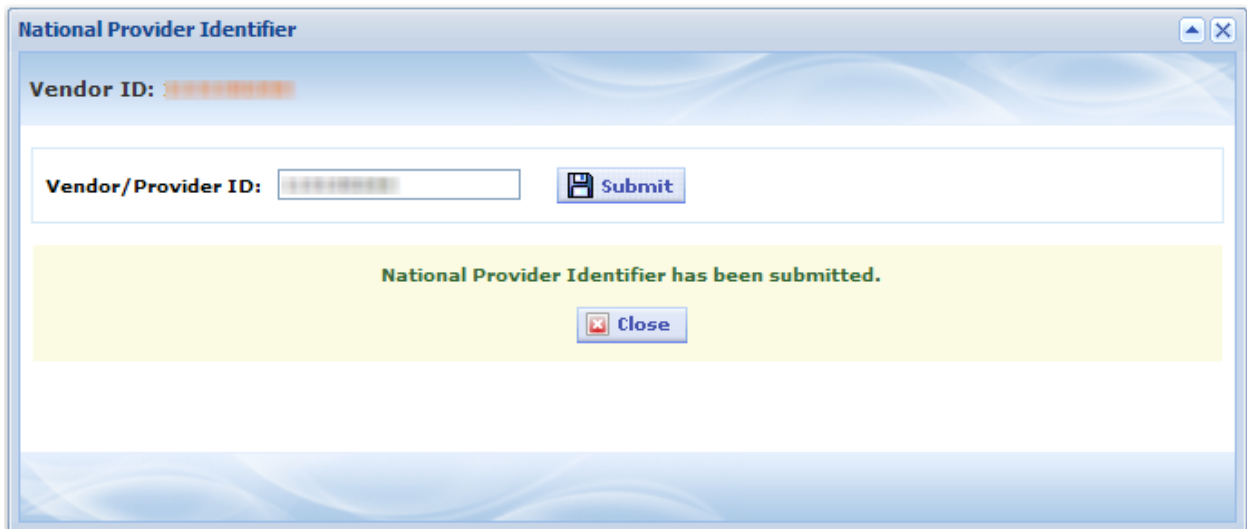


Note: Both the Vendor ID and Provider ID is required in order to submit an invoice. If the Vendor ID and Provider ID is the same, only one NPI ID record is required.

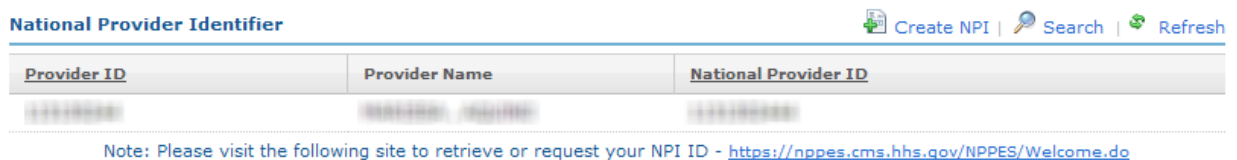
- Enter your Vendor/Provider ID and click the 'Submit' button



- Enter the NPI ID for the Vendor/Provider ID and click the 'Save' button



- Click the 'Close' button to go back to the NPI Homepage



NPI Validations

If the Vendor/Provider's NPI does not exist, Vendor will not be able to create an invoice.

- Upload Process will not pass validations

Example:

BATCH ID: 34909 | CONTRACT TYPE: SA CONTRACTED | RECORD ID: 3075477 | STATUS: RECORD FAILED VALIDATION | SHOW ERROR SUMMARY

Non Editable

| | | |
|----------------------|---------------------------|-------------------------|
| Fiscal Year: 2011 | Boro code: | District Code: 75 |
| School Id: 811 | Provider Type: | Agency Code: |
| Vendor ID: | Provider Id: | Os is Id: |
| Service Sub Type: O1 | Start Date: 07/06/2010 | End Date: 08/13/2010 |
| Frequency: 1 | Duration: 030 | Group Size: 01 |
| Provider First Name: | Provider Last Name: | Actual Duration: 030 |
| Language Code: EN | Invoice Month: 07/01/2010 | Invoice Day: 07/06/2010 |
| Student First Name: | Student Last Name: | Funding Code: 4411 |

Required

| | | |
|-----------------------------|---------------------------|--------------------|
| Actual Start Time: 08:00 AM | Actual End Time: 08:30 AM | School or Other: 5 |
| Attend Code: P | Actual Group Size: 01 | |

Optional

| | | |
|------------------------|----------------------|-----------------|
| Vendor Invoice Number: | Invoice Amount: 0.00 | Sed Program ID: |
|------------------------|----------------------|-----------------|

Previous Next Submit Cancel

Note: Vendor must go back to 'RS Invoice' and enter the NPI information for the Provider in order for the record to pass validation.

- Student approval will not be selectable if the NPI information does not exist for Provider

Example:

VENDOR ID: | INVOICE PERIOD: 6/1/2010 - 6/30/2010 | FISCAL YEAR: 2010

STUDENT ID: | DOB: | SERV STVP: | SCHOOL ID: | ACTUAL PROVIDER: | Retrieve

| SELECT | OSIS ID | STUDENT NAME | SERV STVP | DOB | SCHOOL ID | ACTUAL PROVIDER | START DATE | END DATE | DURATION | FREQUENCY | GROUP SIZE |
|--------------------------|---------|--------------|-----------|-----|-----------|-----------------|------------|-----------|----------|-----------|------------|
| <input type="checkbox"/> | | | O1 | | | | 1/5/2010 | 6/30/2010 | 30 | 2 | 1 |
| <input type="checkbox"/> | | | S1 | | | | 1/24/2010 | 6/30/2010 | 30 | 5 | 1 |
| <input type="checkbox"/> | | | HP | | | | 9/9/2009 | 6/30/2010 | 100 | 5 | 1 |
| <input type="checkbox"/> | | | OT | | | | 2/4/2010 | 6/30/2010 | 60 | 2 | 3 |
| <input type="checkbox"/> | | | O1 | | | | 3/2/2010 | 6/30/2010 | 30 | 2 | 1 |
| <input type="checkbox"/> | | | O1 | | | | 6/20/2010 | 6/30/2010 | 30 | 2 | 1 |
| <input type="checkbox"/> | | | HP | | | | 9/4/2009 | 6/30/2010 | 100 | 5 | 1 |
| <input type="checkbox"/> | | | O1 | | | | 11/12/2009 | 6/30/2010 | 30 | 1 | 1 |
| <input type="checkbox"/> | | | O1 | | | | 11/23/2009 | 6/30/2010 | 30 | 3 | 1 |
| <input type="checkbox"/> | | | O1 | | | | 3/26/2010 | 6/30/2010 | 30 | 1 | 1 |
| <input type="checkbox"/> | | | HP | | | | 9/9/2009 | 6/30/2010 | 100 | 5 | 1 |

Note: Please advise that Student approval without NPI information are not selectable. Please create a NPI record 1st and try again.

Add

- In the example above, only two Student approval are available for invoicing and the rest is not selectable because NPI information does not exist. Student approval will be selectable once NPI information is entered.

District 75 Summer Actual Service Location for School Age Contracted Agencies only

For all contracted agencies using the RS Reports feature of the Vendor Portal, you will notice that there will be one extra column which will contain the actual service location. This will be applicable and will be required for all summer invoices (July and August).

As you all know, some of the district 75 locations were being merged during the summer, and the transmittals may not reflect the actual location where the child is attending for the summer. This change of actual service location may result into incorrect rate being paid in the system. Thus, an enhancement in the RS Invoicing application is necessary to allow the providers to indicate the actual service location for the summer services.

Please be advised that for other type of services such as preschool or school age independent related service, this new field will not be applicable but still required when the tab delimited file is uploaded. Additionally, this will only be applicable for the summer services.

RS Report Examples:

1.) RS Reports for School Age – Contracted for the months of July and August:

| <u>SCIN INVOICE MONTH</u> | <u>SCIN INVOICE DAYS</u> | <u>SCIN ATTEND CODE</u> | <u>SCIN ACT GRP SIZE</u> | <u>SCIN START TIME</u> | <u>SCIN END TIME</u> | <u>SCIN SCHOOL OTHER</u> | <u>SCIN SERVICE LOCATION</u> | <u>SCIN VEND INVOICE</u> | <u>SCIN INVOICE AMT</u> | <u>SCIN SED PROG ID</u> |
|---------------------------|--------------------------|-------------------------|--------------------------|------------------------|----------------------|--------------------------|------------------------------|--------------------------|-------------------------|-------------------------|
| 07/01/2010 | 07/06/2010 | | 00 | 00:00 AM | 00:00 AM | S | 03M149 | | 0.00 | |
| 07/01/2010 | 07/07/2010 | | 00 | 00:00 AM | 00:00 AM | S | 03M149 | | 0.00 | |
| 07/01/2010 | 07/08/2010 | | 00 | 00:00 AM | 00:00 AM | S | 03M149 | | 0.00 | |
| 07/01/2010 | 07/09/2010 | | 00 | 00:00 AM | 00:00 AM | S | 03M149 | | 0.00 | |
| 07/01/2010 | 07/10/2010 | | 00 | 00:00 AM | 00:00 AM | S | 03M149 | | 0.00 | |

2.) RS Reports for all other contract types and months:

| <u>SCIN INVOICE MONTH</u> | <u>SCIN INVOICE DAYS</u> | <u>SCIN ATTEND CODE</u> | <u>SCIN ACT GRP SIZE</u> | <u>SCIN START TIME</u> | <u>SCIN END TIME</u> | <u>SCIN SCHOOL OTHER</u> | <u>SCIN VEND INVOICE</u> | <u>SCIN INVOICE AMT</u> | <u>SCIN SED PROG ID</u> |
|---------------------------|--------------------------|-------------------------|--------------------------|------------------------|----------------------|--------------------------|--------------------------|-------------------------|-------------------------|
| 06/01/2010 | 06/01/2010 | | 00 | 00:00 AM | 00:00 AM | | | 0.00 | |
| 06/01/2010 | 06/02/2010 | | 00 | 00:00 AM | 00:00 AM | | | 0.00 | |
| 06/01/2010 | 06/03/2010 | | 00 | 00:00 AM | 00:00 AM | | | 0.00 | |
| 06/01/2010 | 06/04/2010 | | 00 | 00:00 AM | 00:00 AM | | | 0.00 | |
| 06/01/2010 | 06/05/2010 | | 00 | 00:00 AM | 00:00 AM | | | 0.00 | |

For some of the contracted agencies who do not use the RS Reports feature of the Vendor Portal, you need to make some modifications to your in-house application that generates the invoice file to be uploaded to add a new column that will contain the actual service location for the summer services. Please refer to the above screenshots for the correct position of the new column. If this new column is not added, all your invoices will be invalid. Please note that the actual service location may or may not be the same as the physical school DBN for the citywide location where the student is attending.

RS File Status Examples:

BATCH ID: 34923 | CONTRACT TYPE: SA CONTRACTED | RECORD ID: 3075560 | STATUS: RECORD IS VALIDATED

Non Editable

| | | |
|---------------------------------|--------------------------------|-------------------------|
| Fiscal Year: 2011 | Boro code: M | District Code: 75 |
| School Id: 226 | Provider Type: A | Agency Code: 0120 |
| Vendor ID: [REDACTED] | Provider Id: [REDACTED] | Osis Id: [REDACTED] |
| Service Sub Type: 01 | Start Date: 07/06/2010 | End Date: 08/13/2010 |
| Frequency: 2 | Duration: 030 | Group Size: 01 |
| Provider First Name: [REDACTED] | Provider Last Name: [REDACTED] | Actual Duration: 030 |
| Language Code: EN | Invoice Month: 07/01/2010 | Invoice Day: 07/06/2010 |
| Student First Name: [REDACTED] | Student Last Name: [REDACTED] | Funding Code: 4411 |

Required

| | | |
|-----------------------------|---------------------------|--------------------|
| Actual Start Time: 08:00 AM | Actual End Time: 08:30 AM | School or Other: S |
| Attend Code: P | Actual Group Size: 01 | |

Optional

| | | |
|-----------------------------------|----------------------|----------------------------|
| Vendor Invoice Number: [REDACTED] | Invoice Amount: 0.00 | Sed Program ID: [REDACTED] |
| Actual Service Location: 02M420 | | |

Previous Next Submit Cancel

- By Default, the Actual Service Location from excel is either from the Office of Pupil Transportation database or the physical school DBN in the Student approval.

BATCH ID: 34923 | CONTRACT TYPE: SA CONTRACTED | RECORD ID: 3075561 | STATUS: RECORD FAILED VALIDATION | SHOW ERROR SUMMARY

Non Editable

| | | |
|---------------------------------|--------------------------------|-------------------------|
| Fiscal Year: 2011 | Boro code: M | District Code: 75 |
| School Id: 226 | Provider Type: A | Agency Code: 0120 |
| Vendor ID: [REDACTED] | Provider Id: [REDACTED] | Osis Id: [REDACTED] |
| Service Sub Type: 01 | Start Date: 07/06/2010 | End Date: 08/13/2010 |
| Frequency: 2 | Duration: 030 | Group Size: 01 |
| Provider First Name: [REDACTED] | Provider Last Name: [REDACTED] | Actual Duration: 030 |
| Language Code: EN | Invoice Month: 07/01/2010 | Invoice Day: 07/07/2010 |
| Student First Name: [REDACTED] | Student Last Name: [REDACTED] | Funding Code: 4411 |

Required

| | | |
|-----------------------------|---------------------------|--------------------|
| Actual Start Time: 08:00 AM | Actual End Time: 08:30 AM | School or Other: S |
| Attend Code: P | Actual Group Size: 01 | |

Optional

| | | |
|-----------------------------------|----------------------|----------------------------|
| Vendor Invoice Number: [REDACTED] | Invoice Amount: 0.00 | Sed Program ID: [REDACTED] |
| Actual Service Location: 03M076 | | |

Previous Next Submit Cancel

- If this Student is on the Office of Pupil Transportation, the submitted Actual Service Location has to match otherwise it will error off. Only if the Student is not on the Office of Pupil Transportation list can be edited.

In the event that the Actual Service Location change is necessary, it can also be edited in the calendar in RS Invoice (if the Student is not on the Office of Pupil Transportation database).

Add New Session [Close]

Selected Date: 7/15/2010 **Vendor Id:** [REDACTED]

Time From: [] **Time To:** []

Type 'A' or 'P' to switch AM/PM Type 'A' or 'P' to switch AM/PM

Group Size: []

Location of Activity: Please select... [v]

Actual Location: 02M535

[Submit] [Cancel]