

# <u>A Guide to</u>

# **Related Services Invoicing on the**

# Vendor Portal

08/2010 – \*Added NPI Requirement on pages 61 – 63\*

08/2010 – \*Added District 75 Summer Actual Service Location for School Age Contracted Agencies only at the end of User Guide\*

# TABLE OF CONTENTS

<u>Method</u>	<b>Chapter</b>	<u>Topic</u>	Pages
	1	<b>Overview and Checklists</b>	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	7	Invoice	42-53
Direct		(M-F 6am – 8pm; Sat 6am –	
		4pm)	
	8	Invoice – Additional	54-60
		Features	
	9	NPI	61-63
	10	District 75 Summer Actual	64-66
		Service Location	

## **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.

- <u>Upload a spreadsheet</u>. 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
- 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 SPREADSHEETS

## I - RS REPORT

- 1. Login. The website is <a href="https://www.finance360.org/vendor/vendorportal/">https://www.finance360.org/vendor/vendorportal/</a>
- 2. Click on RS Report.
- 3. Confirm Tabs. Select your tab:
  - A. SA Contracted for SA Contracted invoice.
  - B. SA Independent for Independent invoice.
  - C. Preschool for Preschool invoice.
- 4. Select population to be invoiced, by selecting:
  - REQUIRED:
  - A. Fiscal Year
  - B. Fiscal Month
  - OPTIONAL (only if you want to work with a smaller group of records):
  - A. District Code
  - B. School ID
  - C. Service Type
  - D. Student ID
- 5. Click on Generate Invoice.
- 6. Click on "Select a format" and select Excel. Then click on Export.
- 7. Save excel report on your computer by giving it a name and then open that excel file.
- 8. Work with excel copy now, not the website.
- 9. Modify the excel worksheet with session information <u>under the yellow headed columns</u>.
- 10. Click File "Save" to save the report in Excel Format first.
- 11. Click File "Save As" to save the report in Text(tab delimited) format.
- 12. Go back to Vendor Portal website. If it has not logged off yet, click "Home" in RS Report to get back to VP home page. If it has, log back in and click on "RS Upload" to send you excel worksheet back to the website

### **II- RS UPLOAD**

- 13. Click on RS Upload
- 14. Select Invoice Type (SA (School Age) Contracted, SA Independent, or Preschool)
- 15. Click 'Browse...' and open file saved in your computer. Use the Text(tab delimited) format.
- 16. Click 'Upload file'.
- 17. Wait for confirmation message: "File was successfully uploaded. Your Batch ID is: XXXXX"
- 18. Click "Home" in RS Upload to get back to VP home page.

#### III- RS FILE STATUS (To review and submit Invoice)

- 19. Click on RS File Status
- 20. Select Tabs to work with correct Invoice Type
- 21. Locate Batch ID given in the upload process and Review results.
- 22. Click 'Submit' icon under the 'Action' column at far right corner to create invoice
- 23. Note: Submit icon will not be available if any errors exist. All errors must be corrected in order to invoice.
- 24. Confirm invoice submission by clicking 'OK' on Windows pop-up

- 25. Status column will indicate, 'Submitted' and Invoice Number is created and posted on screen
- 26. There is an overnight process at this point. Your newly created invoice number will be processed and posted in RS Invoice the next business day. You can now prepare your next submission by going back to 'Home' or Log Off.

#### IV- RS INVOICE - NEED TO CERTIFY YOUR BATCH ON THE NEXT DAY

- 27. Click on RS invoice (Next day need to certify invoice)
- 28. Select the Tab for your Invoice Type
- 29. Locate your Invoice Number given in the Status Page for your Batch. Click on the Number.
- 30. Review and Verify Student sessions are valid
- 31. Click 'Submit' to go to certification screen
- 32. Enter required information and click 'Continue' to certify invoice.
- 33. Print your certification confirmation page for your records.

### **V- OTHER PRINTING OPTIONS**

- 34. Close the page, click on 'Home'
- 35. Click on RS Report to print your entries.
- 36. Click on Invoice Tab (School Age-Independent or Preschool)
- 37. Choose "Voucher" instead of create invoice.
- 38. Type Voucher number given in certification page. You can also search by Invoice Number.
- 39. Click "Generate Report"
- 40. In "Select Format" box, choose Excel
- 41. Click on "Export"
- 42. Save Excel file in your computer. You can print once you open it from excel or just save it for future reference
- 43. You can go to RS Report anytime of the year to print anything.

## 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 <u>registration process</u>, please contact the vendor hotline at 718-935-2300, email: vendorhotline@schools.nyc.gov.

Please <u>do not</u> 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 <u>cmrwebsupport@schools.nyc.gov</u>
- School Age Invoicing for Contracted Agencies and Independent Providers <u>rswebsupport@schools.nyc.gov</u>

## **GO TO WEBSITE**

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

VPortal	Mayor's Office   Contracts & Pur	chasing   Financial Operations   News and Fe
Click Here		
Userill	ord?   Register Save UserID	
Password	Login	
Version 1.0		
Login Help	New to Vendor Portal?	Take a Guided Tour
<ul> <li>What's New</li> <li>Contact Vendor Hotline</li> <li>Send Feedback</li> </ul>	FAQ's     How to Register?	• View AV file

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## - Already registered on vendor portal?

No need to register again.

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

Click on word, "Register". Please enter a <u>User ID</u> 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.

Help   Forgot your passy	vord?   Register	
User ID		
123456789	Save UserID	1 2
Password		
8	Login	30
	check your taxID or password and try :	again. Error: 5000
		an
Version 1.0		
Version 1.0		
Version 1.0 Login Help • What's New	New to Vendor Portal? • FAQ's	Take a Guided Tour

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#### - 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 User ID Password Bassword Bassword	UserID	
Version 1.0		
Login Help	New to Vendor Portal?	Take a Guided Tour

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Contact Us

- Click on the <u>Register</u> link



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

WPortal		Мау	vor's Office	9/30/2009 8:48:23 AM   DOE   DFO   News and Features
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Vendor Contact Information				Home
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Security Answer*				
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Bid List	
GOODS / COMMODITIES  (Please select a category)	
GOODS / COMMODITIES	<u> </u>
□ AIR CONDITIONERS & ELECTRIC FANS	
$\Box$ art supplies and materials	□ ATHLETIC EQUIPMENT AND SUPPLIES
AUDIO VISUAL EQUIPMENT	$\Box$ auto, aviation, marine equipment and tools
□ AV SOFTWARE	□ BATHROOM PARTITIONS AND ACCESSORIES
	□ BREAD, ROLLS & CAKES
BUILDING/PLUMBING/ELECTRICAL/MISC.SUPPLIES.	BUSINESS MACHINES (OFFICE MACHINES)
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- Enter required information
- NOTE: Do not check ANY Bid List boxes. This area does not apply to related services.
- Fill out fields with red asterisk symbol (\*). These are required.
- Click on Submit on the bottom of the page to process your registration entries



- A confirmation message will appear next.
- No additional action needed
- Vendor portal team will e-mail you
- After you receive the e-mail you may log in to begin invoicing
- Just log onto Vendor Portal with your Federal Tax ID and Password. Password is the one that was defined during the registration entry page.

## **CHAPTER 3: RELATED SERVICES - REPORT**

If you choose to work with spreadsheets, this chapter will show how to use the RS Report application, which is the first step to prepare your invoice.



- After log in, please click on RS Report Invoice as shown above.
- If you do not see the RS Report link, it means that your authorization has not yet been electronically received. In order to start the invoice process, the vendor portal invoicing system requires the authorization records.
- If you do have the link and after you click on it, it gives you a message that you do not have access to this application, it means that your first attend date is not yet reported or it has not been received.

#### **RS Report main page**

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- Click on tab for the invoice type you are going to work with
- Not all providers have 2-3 tabs; depends on the authorizations received for each provider
- For those who worked on ETO the invoicing will be processed using the tab called School Age Independent.
- Then select on the fields to retrieve your authorizations in report format.
  - Leave first input box dropdown on "Create Invoice".
    - Select "Fiscal Year".
    - Select "Invoice Month".
    - Select "District Code" optional.
    - Select "School ID" optional.
    - Select "Service type' optional.
    - Select 'Student ID" optional.
  - The optional areas are used to further narrow the retrieve process by specific values.
  - Click on "Generate Invoice" button.
- The report created does not constitute official or submitted invoice
- It is a template with selected mandate information

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- After you click on "generate invoice" button, the report is displayed for further review. You can retrieve again at any time.
- The next step is to export the report to Excel.

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181	-	18531		10201	-80091125	101100-005	100000000	164556776	121000100	11,121
101	-	18531		10201	-80091125	101100-004	10000000	164556776	121000100	11,121
101	-	1853		10201	-80001125	101100-004	10000000	1645307781	121020100	11.120
181		18531		10201	-88891125	101100-004	100000000	164536776	1210202101	11,581
181		18531		10201	-00001+25-	10110-004	1004003000	104536776	1210202101	11,120
101	-	18531		10201	-80091125	101100-006	10000000	164556776	131000100	11,120
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Click on <u>Select a format</u> and choose <u>Excel</u> and click <u>Export</u> when ready.

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I of 4 ▶ ▶ 100% ■ Fir Do you want to open or save this file?	Type: ID.		
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- 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.

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- You can modify the file name, if needed.
- Be aware and make a note of the folder / location you are saving the file to.

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- You have completed exporting the file to your computer.
- Click <u>Open</u> and the spreadsheet will open for the location where you saved the report.
- All of your attendance entries will be done on the spreadsheet in Excel format. You can log off the vendor portal at this point or retrieve another group of authorizations.

#### SPREADSHEET EXAMPLE IN EXCEL

FIELD NAME	DEFINITION	RESTRICTION
SIAP FISCAL YR	FISCAL YEAR.	DO NOT EDIT.
SIAP BORO CD	SCHOOL BOROUGH CODE.	DO NOT EDIT.
SIAP DIST CD	SCHOOL DISTRICT CODE.	DO NOT EDIT.
SIAP_FUND_CD	FUNDING CODE.	DO NOT EDIT.
SIAP SCHL ID	SCHOOL LOCATION CODE.	DO NOT EDIT.
SIAP PROVIDER TYPE	PROVIDER TYPE.	DO NOT EDIT.
SIAP AGENCY CD	AGENCY CODE.	DO NOT EDIT.
SIAP PROVIDER	VENDOR ID/TAX ID OR SSN.	DO NOT EDIT.
PROVIDER LAST NAME	PROVIDER LAST NAME.	DO NOT EDIT.
PROVIDER FIRST NAME	PROVIDER FIRST NAME.	DO NOT EDIT.
SIAP ACT PROVIDER	PROVIDER SSN/TAX ID.	DO NOT EDIT.
SIAP OSIS ID	STUDENT OSIS.	DO NOT EDIT.
STUD LAST NAME	STUDENT FIRST NAME.	DO NOT EDIT.
STUD FIRST NAME	STUDENT LAST NAME.	DO NOT EDIT.
SIAP SERV SUBTYPE	MANDATED SERVICE TYPE.	DO NOT EDIT.
SIAP START DT	MANDATED START DATE.	DO NOT EDIT.
SIAP END DT	MANDATED END DATE.	DO NOT EDIT.
SIAP SESSIONS	MANDATED FREQUENCY OF SESSIONS.	DO NOT EDIT.
SIAP SESS LEN	MANDATED SESSION LEGNTH.	DO NOT EDIT.
SIAP GROUP SIZE	MANDATED GROUP SIZE.	DO NOT EDIT.
SIAP LANG CD	MANDATED TWO DIGIT LANGUAGE CODE.	DO NOT EDIT.
SCIN INVOICE MONTH	INVOICE MONTH IN DATE FORMAT.	DO NOT EDIT.
SCIN INVOICE DAYS	INVOICE DAYS IN DATE FORMAT.	DO NOT EDIT.
SCIN ATTEND CODE	ATTENDANCE CODE.	EDITING ALLOWED.
SCIN ACT GRP SIZE	GROUP SIZE RECORDED AT SESSION.	EDITING ALLOWED.
SCIN START TIME	SEESION START TIME.	EDITING ALLOWED.
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SCIN INVOICE AMT		DO NOT EDIT.
SCIN SED PROG ID		DO NOT EDIT.

- The spreadsheet's header COLUMNS will be color coded.
- Blue header columns are for the Authorizations/Mandate information
- Yellow header columns are for the Attendance information and are required
- Grey header columns are Optional.
- The Yellow section would be the only columns to enter your attendance information.

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Fill your attendance rows for every child's mandates to be processed. Every child will have a separate row for each day of the entire calendar month selected in the RS Report.

- Locate the day of the month you serviced the child and enter
  - SCIN Attend Code this has two options:
    - P Present
    - M Make Up
  - SCIN ACT Grp Size Type in the Group Size
  - SCIN Start Time Type in the start time of service. Remember to include the AM and PM letters
  - SCIN End Time Type in the end time of service. Remember to include the AM and PM letters
  - SCIN School Other Type in the location of service. Options are:
    - S School
    - H Home
    - B Place of Business
- You can enter information in as many rows as you need to invoice for the entire month. All rows that are not completed with required attendance information will be ignored during the upload process.
- SAVE as you go along on the worksheet so nothing will be lost if you close the spreadsheet.

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The vendor portal billing system will only accept a specific format for your spreadsheet, which is called a text delimited format. Therefore, a second save is required to create the file needed for the upload process.

Now save again as "Text" (tab delimited).

- Choose Save As from your excel File menu at the top
- Change type of file in the "save as" window that appears next. To do this, go to bottom next to Save as Type box and select option called, 'text (tab delimited)
- Click Save

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Answer <u>Yes on next message</u>. Close File.

**RS REPORT RECAP:** 

1 – Login.

2 - Click on <u>RS Report</u>.

3 – Confirm Tabs (<u>School Age – Independent</u> tab).

4 – Select population to be invoiced, by selecting Fiscal Year, Fiscal Month, District Code, School ID, Service Type or Student ID. Then click on <u>Generate Invoice</u>.

- 5 Export the report into Excel.
- 6 Modify the report with invoice information and save after reviewing.
- 7 Save the report in Excel Format first
- 8 Save the report in Text (tab delimited) format second
- 9 Log back into Vendor Portal
- 9 Click on RS Upload to send your worksheet back into the system

## **CHAPTER 4. RELATED SERVICES - UPLOADING**

Continuation of Working with Spreadsheets – Uploading Step



Click RS Upload.

RS Invoice Upload	
∧ Home ∧ Help ∧ Logoff	
Status Page	Related Service Invoice Processing User Guide   VENDOR ID:
	Select Invoice Type
	Select Invoice Type to Upload File.
	Submission Instructions               Open up a .xls file from Excel            Under file, click "Save As".          At the bottom of the window, go to the drop down menu labeled "Save as Type".          At the bottom of the window, go to the drop down menu labeled "Save as Type".

- This screen is for uploading back into the system the worksheets of invoice attendance information
- Select Invoice type to begin.
- Click on browse to locate your worksheet

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- After clicking "Browse" button, you will see a panel that will access the computer's directory file.
- Locate your saved file that is in the text delimited format. In above example, the name of file is VendorCafsReportIndependent which was created in the RS Report as a text file
- Highlight the name of the file and click Open.

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Select File	
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Prior to uploading your invoice, please make sure that all of the information included is correct and is consistent with the student's mandate. Anything not consistent with the student's mandate will prevent submittal of the invoice. After uploading this file, you will receive an invoice number, which you can use the next day to submit your invoice for payment.	
Submission Instructions	
	~

- When the text file appears in the text box, click the Upload file button
- This sends the file to the DOE server for validation

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- Once the file is uploaded, a batch number is provided for your reference
- Also, a link to the status page is displayed. Click on name, Status Page
- The status page will display the results of your upload to indicate if your batch was successfully loaded or has errors.
- You can correct errors in the batch directly on the status page or delete the batch. If you delete the batch, go back to the excel worksheet, correct the errors on excel and re-upload another file.
- How you correct errors will depend on how many records are in your uploaded file. If you
  have a small number of errors, you can just correct them directly in status page. If you have a
  large number of errors, it is recommended that you delete the batch and correct the errors on
  your excel worksheet.

You can upload your file and check status page at any time!

## CHAPTER 5: RELATED SERVICES – FILE STATUS

Continuation of Working with Spreadsheets – File Status Step



To review the results of an uploaded spreadsheet, please click on "RS File Status" as shown above.

#### **Main Status Page**

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This status page displays all uploaded submissions done through the RS Upload. Each upload process receives a unique batch number for tracking purposes.

After uploading the file, click on the link to RS Status to view the results of your batch submission

#### **Column Definitions**

- TOTAL- Total # of records received
- ERROR- Total # of records that failed validation
- PASS- Total # of records that passed validation
- STATUS This column defines the results of your uploaded file; status can be:
  - New
  - File Saved. Please Wait...
  - Passed Format Validation
  - Failed Format Validation
  - Processing...
  - Records Failed to be Inserted
  - Passed Rules Validation
  - Failed Rules Validation
  - Submitted
  - Uploaded to Mainframe
  - Attend Code Required
  - Deleted Batch
  - File has no records

#### **Main Status Page**

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- Assuming the uploaded file processed correctly, you will have Total column equal to Pass column.
- However, even under this "correct" submission scenario you can still correct any data entry mistakes.
- You can delete the batch altogether or you can click on the number of the passed entries (<u>10</u> as shown in this example) to review your entries.

#### NOTE:

- You do not have to upload the same file if errors appear on the status page
- You can correct your errors directly on the status page by clicking on the ERROR column to open your entries.
- Or, you can delete unwanted session(s) or correct sessions prior to submission by clicking on the PASS column to view the entries.

#### **Detail Status Page**

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	2742066	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/29/2008	×	
	2742067	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/30/2008	*	

To correct errors or modify,

- Click on "ERROR" or "PASS" columns of the status page
- Each line represents one entry made for the session recorded and is assigned a Record ID
- Review "Invoice Day" column to check each day and click on the Record ID for that row
- This will allow you to see the session entry, and to edit if needed

#### Session Entry Page

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		426196	Status P	age
	Batch Id: 29301			
BATCH II	D: 29301 CONTRACT TYPE: SA INDEPENDE	NT   RECORD ID: 2742058   STATUS: RECORD IS VALID	ATED	🗳 .
	on Editable			
	Fiscal Year: 2009	Boro code: R	District Code: 31	
	School Id: 391	Provider Type: A	Agency Code: 5789	
	Vendor ID:	Provider Id:	Osis Id: 209422009	
	Service Sub Type: SP	Start Date: 10/27/2008	End Date: 06/30/2009	
	Frequency: 2	Duration: 030	Group Size: 03	
	Provider First Name:	Provider Last Name: .	Actual Duration: 030	
	Language Code: EN	Invoice Month: 11/01/2008	Invoice Day: 11/01/2008	
	Student First Name:	Student Last Name: Porto or the	Funding Code: 4412	
_ P	Required			
	Actual Start Time: 09:00 AM	Actual End Time: 09:30 AM	School or Other: B	
	Attend Code: P	Actual Group Size: 03		
	Vendor Invoice Number:	Invoice Amount: 0.00	Sed Program ID :	
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The edit page is divided into 3 sections:

- <u>Non Editable</u> located at the top. This displays the authorization information only as reference. This area cannot be changed.
- <u>Required</u> Displays actual session information entered in spreadsheet. If errors are found here, the box will be shown in red color. If there are no errors, you can review and change your entries to make adjustments if necessary.
- <u>Optional</u> displays additional data that was entered in the grey columns of the spreadsheet.

If changes are made to this page, click on "Submit" button to save them and reprocess your request.

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		Status P	age
Batch Id: 29301			
BATCH ID: 29301 CONTRACT TYPE: SA INDEPEND	DENT RECORD ID: 2742058 STATUS: RECORD IS VALIDATE		
Non Editable			_
Fiscal Vean 2009	Boro code: R		
	Provider Type: A		
	Start Date: 10/27/2008		
	Are you sure you want to submit this information?		
	OK X Cancel		
C Required			
Actual Start Time: 09:00 AM	Actual End Time: 09:30 AM	School or Other: H	
Attend Code: P	Actual Group Size: 03		
C Optional			
Vendor Invoice Number:	Invoice Amount: 0.00	Sed Program ID:	
next		💾 Submit 🛛 🔀	Cancel

Confirmation of your submit will appear next. You can confirm the change by clicking (OK) or Cancel.

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	NT   RECORD ID: 2742058   STATUS: RECORD IS VALIE	DATED	
Non Editable Fiscal Yean/2009 School Idi <mark>321</mark>	Boro code: R	District Code: 31 Agency Code: 5789	
Vendor ID 1 Error Summa Service Sub Type S Frequency 2	✓ Record was sucessfully submitted!	Osis Id: 209422009 End Date: 06/30/2009 Group Site: 03	
Provider First Name: E Language Code: E Student First Name: (	<u>Close</u> Student Last Name:	Actual Duration: 030 Invoice Day: 11/01/2008 Funding Code: 4412	
Required Actual Start Time:[09:00 AM	Actual End Time:	School or Other:H	
Attend Code:	Actual Group Size: 03		
Optional Vendor Invoice Number:	Invoice Amount:0.00	Sed Program ID :	
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			Report a bug

Successful message is returned last. Click on Close.

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	School Id: 391	Provider Type: A	Agency Code: 5789	
	Vendor ID:	Provider Id:	Osis Id: 209422009	
	Service Sub Type: SP	Start Date: 10/27/2008	End Date: 06/30/2009	
	Frequency: 2	Duration: 030	Group Size: 03	
	Provider First Name:	Provider Last Name: .	Actual Duration: 030	
	Language Code: EN	Invoice Month: 11/01/2008	Invoice Day: 11/01/2008	
	Student First Name: 🗠	Student Last Name:	Funding Code: 4412	=
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Click on <u>Cancel</u> to exit the edit screen.
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	RECORD	FISCAL YEAR	BORO CODE	DISTRICT		PROVIDER Type	PROVIDER	<u>0\$15</u> <u>1D</u>	START DATE	END DATE	INVOICE MONTH	INVOICE DAY	ACTION	
	2742058	2009	R	31	391	А	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/01/2008	×	
	2742059	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/02/2008	*	
	2742060	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008		*	
	2742061	2009	R	31	391	А	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/09/2008	× .	
	2742062	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/15/2008	×	
	2742063	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	1 <b>1/</b> 01/2008	11/16/2008		
	2742064	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/22/2008		
	2742065	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/23/2008		
	2742066	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/29/2008		
	2742067	2009	R	31	391	А	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/30/2008	×	

- This page appears when the correction(s) are completed. More edits can be made, if needed.
- Click on <u>Status Page</u> to return to main page.

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#### FINAL STEP ON STATUS PAGE:

- If the data is satisfactory then click on **Diskette** icon in the action column to submit the batch for your invoicing request.
- It is then sent to a Nightly Batch process, where more stringent validations take place.
- At this point you either log off or work with another batch.

After the Diskette icon is clicked, it will give you a confirmation message. You can cancel to go back or hit OK to continue.

SA Contra	acted (772)	SA Independent (1)	) (	Pre-K (3)			🗘 Refresh	🋱 Se	arch	
BATCH ID 🔻	PARENT BATCH ID	UPLOADED DATE	ERROR	PASS	TOTAL	<u>STATUS</u>	INVOICE NO:	ACTIO	DN	
29301		6/18/2009 2:32:00 PM	0	<u>10</u>	<u>10</u>	Passed Rules Validation		<b>X</b>	×	C
			Microsof	it Internet Fr	mlanar					
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			2	You are about	to submit this	batch for processing!				
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	29301		6/18/2009 2:32:00 PM	0	10	10	Submitted	\$1095789NO29	×	C	
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After you click OK, the Invoice No. will be assigned to the batch and the status description will change to "Submitted". Please make a note of the invoice number. You will need the invoice number to certify the next day.

- Click <u>Home</u>, <u>Log Off</u> or stay on status page to work with another batch.

There is an overnight process that transfers your batch records to the certification process.

The next day you have another opportunity to make updates again before the final certification is done. Once you certify your entries, you will not be able to make further adjustments or corrections. Final certification will send your invoice request to the financial system for payment.

To Certify the following day after a batch is submitted, click on RS Invoice from the home page and search for your invoice number. You will need the invoice number to search in RS Invoice, not the batch number.

# Check Invoice status in RS Invoice – Following Day

Invoice Processing	9									VPorta
ime <u>A Help</u> <u>A L</u>	oqoff								- 7	/14/2009 1:26:47
Invoice Status	Payments								Vendor ID: 12345	56789, Test Provider
School Age - Contracted	School Age - Independe	ent Preschoo	bl		New IN	VOICE 🔀 RATE	SCHEDULE 🗘 REF	RESH		A SEARCH
	INVOICE NO:	STATUS	<u>sv</u>	FUND	INVOICE PERIOD	AMOUNT	INVOICE DATE	Details		
	AM090220JU09	UNAPPROVED	RS	4410	06/01/09 - 06/30/09	\$450.00	7/10/2009	2		
	AM090220MA64	UNAPPROVED	RS	4410	05/01/09 - 05/31/09	\$0.00	7/8/2009	2		
	AM090220MA66	UNAPPROVED	RS	4410	05/01/09 - 05/31/09	\$0.00	7/9/2009	쉅		
	RP04090611	APPROVED	RS	4410	04/01/09 - 04/30/09	\$0.00	5/1/2009	2		
	RP03090611	APPROVED	RS	4410	03/01/09 - 03/31/09	\$0.00	4/1/2009	쇱		
	RP02090330	APPROVED	RS	4410	02/01/09 - 02/28/09	\$0.00	3/1/2009	2		
	RP02090611	APPROVED	RS	4410	02/01/09 - 02/28/09	\$0.00	3/1/2009	쇱		
	RP02090612	APPROVED	RS	4410	02/01/09 - 02/28/09	\$0.00	3/1/2009	2		
	AM090220FEB2	APPROVED	RS	4410	02/01/09 - 02/28/09	\$135.00	6/23/2009	2		
	RP01090330	APPROVED	RS	4410	01/01/09 - 01/31/09	\$0.00	2/1/2009	2		

- Click on "Invoice Status"
- Click on "Search" to locate your invoice or look directly on page for your invoice number.
- Search options are available to search by either Fiscal Year, month OR Invoice number

Fiscal Year:	DOWNLOAD Please select 2008 Month:	ALL
\$ Invoice No:	OR	8 Retrieve
\$38.00	06/09/08	1
\$44.00	06/09/08	<u></u>

- Click on "Retrieve" after typing in the values you are searching for.

**NOTE**: The status column on this page is very important at this stage. Your invoice must say that it is "Approved" in order to be sent to the accounting system for payment. If it is "unapproved", it is not going to be sent to the accounting system. Certification action has not yet been completed. You must certify in order to change the status of your invoice from "Unapproved" to "Approved".

## **CHAPTER 6: RELATED SERVICES – INVOICE CERTIFICATION**

<b>RS Invoice Proces</b>	ssing															-VPortal
∧ <u>Home</u> ∧ <u>Help</u>	∧ <u>Loqoff</u>														7/	2/2009 11:59:16 AM
Invoice Status	Payments													Vendor ID: :	123458	789, Test Provider
Invoice Status   School A	ge - Contracted															
		Purchase Ord In Total A	Invo Start er Nu voice mount	or ID: 123456789 ice #: SI095789 Date: 05/01/20 mber: Total: \$352.00 t Due: \$352.00 t Due: \$352.00	MA03			II r of II ount Num	Vendor Type of I nvoice En nvoice St Previous ber Of Se s Previos	invoice: d Date: udents: ly Paid: ssions:	05/31/20 1 0.00 8.00	D	h			
	LASTNAME	<u>OSIS ID</u> 205858319	<u>sv</u> 01	PROVIDER 074384355	<u>FREQ</u> 02	DURATION 030	<u>GRP SZ</u>	LN EN	DIST CD	NO DAYS 08	NO OF SESS 8.00	ADJ CODES	AMOUNT DUE \$352.00	Options	>	
						Reck	💾 Subm	it						X Delete		
																Report a Bug

Reminder: Certification is done the following day after a batch spreadsheet file has been submitted through the RS Upload process.

To certify:

- Click "Invoice Number"
- Review the details of your entries once again by going to Options column and selecting the "Details" option.
- Verify if details are correct; then click "Submit" to go to next page.

Also, you may add more students before certification to this invoice, by clicking on "Add Student" button.

#### **CERTIFICATION SAMPLE**

Terms an	d Conditions	3
Vendor ID: 123456789 Invoice #: SI095789MA03 Invoice Start Date: 05/01/2009 Purchase Order Number: Invoice Total: \$352.00 Total Amount Due: \$352.00 Total Payment Due: \$352.00	Vendor Name: Test Provider Type of Invoice: AMENDED Invoice End Date: 05/31/2009 Number of Invoice Students: 1 Amount Previously Paid: 0.00 Number Of Sessions: 8.00 Units Previosly Paid: 0.00	
This is to certify:		
information to the (DoE) and to make certifications an (ii) the services for which payment is requested were d	lelivered by providers who, at the time of service provision,	
credentialing standards required by the New York State	e Education Department Office of Professions; and	
	n submitted to the DoE, becomes a business record of the I formation contained therein to compute payments to the A	
	the Agency that knowingly submitting false information to tive individually to legal action, including criminal prosecution	
	ency, the information in this invoice submitted to the DoE is me extent as an invoice submitted via hardcopy document	
(vi) the Individual providers and Agencies must maint request.	ain and produce for audit all records that support billing the	DoE upon
	I by the Agency that the Agency is required to maintain a have a second to be added a second to be a second to a second to be added a second a s	
		_
	st Name: First Initial:	
Vendor Portal Password to I agree to the abov		
	t <sub>o</sub> ? Contin	ue 🗙 Cancel

## NOTE:

This certification panel will need all the bottom entries filled out as required. Click on "Continue" when you enter what is required.

You control when you send the invoice.



- 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
- The status on this invoice will be marked as APPROVED.

## **END OF WORKING WITH SPREADSHEET METHOD**

## **CHAPTER 7: RELATED SERVICES – INVOICE DIRECT**

This chapter begins the second option of invoicing using the application directly and no worksheets.



- To begin invoicing after log in, please click on <u>RS Invoice</u> as shown above.

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Address 🕘 http://vpdev.nycen	et.edu/RSInvoiceProcessing2/InvoiceStatus.aspx	💌 🄁 Go 🛛 Links 🎽
RS Invoice Proces	sing	VPorta/ ^
<u>Home</u> <u>Help</u>	^ Logoff	6/10/2009 11:00:04 AM
Invoice Status	Payments	Vendor ID:123456789, VEND OR TEST
School Age - Contracted	School Age - Independent Pre-K	Countoad 🏘 Search
	INVOICE NO: V STATUS SV FUND INVOICE PERIOD AMOUNT	INVOICE DATE Details
	Click here)	- 

- Click on "Invoice Status" tab
- Click on invoice type tab for School Age-Contracted, School Age-Independent or Pre-K.
- Click on New Invoice.

			CREATE NEW IN	VOICE		×
F	ISCAL YEAR:	2009 🔻	FISCAL MONTH:	Select Month 💌	Add Student	
						× Cancel
Not	e: Verity Student(s) list	and press Create Invoice.			Create Invoice	<ul> <li>Cancel</li> </ul>

- Select the Fiscal Year. This is the school year of your service month that you are invoicing for. Example: The school year goes from Sept. 2009 to June 2010. Therefore, select Fiscal Year 2010.
- Select <u>Fiscal Month</u>. This is the service month you are invoicing for.
- Click on "Add Student" button

VENDOR ID:	INVOICE PERIOD:	9/1/2009 - 9/30/2009	FISCAL YEAR	: 2010				×
STUDENT ID:	DOB:	SERV STVP:	SCHOOL ID:	ACTUA	AL PROVIDER:		🌋 Re	trieve
A	ABREU , EDUARDO	01	128743336	9/8/2009	6/30/2010	30	2	01
	AHUATL , NICOLE	01	128743336	7/7/2009	6/30/2010	30	2	01
	AHUATL , NICOLE	P1	121969608	9/12/2009	6/30/2010	30	1	01
	ALI , NASRIN JAHAN	01	124648884	7/10/2009	6/30/2010	30	2	01
	ALI , NASRIN JAHAN	S1	118709082	7/9/2009	6/30/2010	30	2	01
	AMIKER , ROY LEE	01	055947258	7/6/2009	6/30/2010	60	2	01
	AMIKER , ROY LEE	S1	118709082	7/6/2009	6/30/2010	60	2	01
	ARRON , ANGELA	S1	103687605	7/1/2009	6/30/2010	30	3	01
	ARTEAGA , ADONIS	S1	058643993	7/8/2009	6/30/2010	30	2	01
	ASTUDILLO , JACQUELINE	S1	058643993	9/9/2009	6/30/2010	30	2	01
	BARRETT , ANGELINA	S1	103687605	7/7/2009	6/30/2010	60	2	01
	BARRETT , ANGELINA	SP	058643993	9/8/2009	6/30/2010	60	2	01
\□ /	BARRETT , CONNOR	S1	118709082	7/6/2009	6/30/2010	60	2	01
V			🕈 Add					

#### NOTE:

Not all authorizations will show on the "add student" page. It will depend on your month selection and the service start and end date of each child's authorization

If no records appear for any months, then the authorization does not exist in our files for the month selected.

- On the page, click on the box next to every row for the students you are selecting to invoice. You can select one, or more, or all students for your invoice.
- Search is available to narrow the list further. You can search for a particular student by OSIS, search students by Service Type, or by School ID if you wish to group them. Type in the information next to one or more search box and click on "Retrieve" button.
- Click on the <u>Add</u> button to continue to go to next page.

RS Invoice Pro	cessing										
∧ <u>Home</u> ∧ <u>Help</u>				CR	EATE NEW INVOIC	E					×
Invoice Statu	FISCAL YEAR:	2010 -		FISCAL MON	TH: SE	P 💌			Add	Student	
School Age -	OSIS ID	STUDENT NAME	SERV STVP	DOB SCHOO	DL ACTUAL PROVIDER	START DATE	END DATE	DURATION	FREQENCY	GROUP	
	623486234	CARDONA , LILANIE	01		118527646	7/1/2009	6/30/2010	30	2	01	Delete
	219702197	CORTESE , NICOLETTE	01		118527646	7/6/2009	6/30/2010	30	2	01	Delete
1	Note: Verify Stu	dent(s) list and press Cre	ate Invoice.						Creat	e 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 <u>ready</u> to invoice with your student selections, then click <u>'CREATE INVOICE'</u> 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 Successful	y
Invoice #: <u>Y010Y018SE03</u>	has been successfully
create Click on Continue or the Ir	d.
entering studen	
🕄 Continue	🔛 Close

Click "Continue" to go to next step.

## DATA ENTRY OF SESSION INFORMATION FOR EACH CHILD

<b>RS Invoice Proces</b>	ssing														
∧ <u>Home</u> ∧ <u>Help</u>	∧ Logoff														
Invoice Status	Payments					B	elated Ser	vice I	nvoice Pro	cessing	User Guid	<u>e</u>   Venc	lor ID:		
Invoice Status   Prescho	ol														
		Purchase Or Ir Total	Invo e Start der Nu ivoice Amoun	lor ID: bice #: Y010Y01 : Date: 09/01/20 imber: RS44102 Total: \$0.00 it Due: \$0.00 it Due: \$0.00	009		Amo	II of II ount Num	Vendor Type of In tvoice En tvoice Stu tvoice Stu Previous ber Of Se Previos	nvoice: d Date: udents: y Paid: ssions:	09/30/20 2 0.00 0.00	09			
														ADD STU	
		OSIS ID	<u>sv</u>	PROVIDER	FREQ	DURATION	<u>GRP SZ</u>	LN	DIST CD	NO DAYS	NO OF SESS	ADJ CODES	AMOUNT DUE	Options	5
	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".

Schoolage Related Set File Edit View Favorite		tion & Invoicing -	Network Techno	logies				
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- 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.

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

		Add New Session	X	-
<u>14</u>	<u>15</u>	Selected Date: 9/24/2008 Vendor Id: 123456789		20
		Time From: 09:30 AM Time To: 10:00 AM		
		Type 'A' or 'P' to switch AM/PM Type 'A' or 'P' to switch AM/PM		
		Group Size: 1		
21	22	Location of Activity: School		27
		Submit Cancel		Add

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

		Add New Ses	Message from webpage	
<u>14</u>	<u>15</u>	Selecte Tim	Are you sure you want to add this session?     Are you sure you want to add this session?     S6789     OK Cancel     'P' to switch AM/PM	<u>20</u>
21	<u>22</u>		up Size: 1 ctivity: School Y Submit Cancel	27 <u>Add</u>

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

ess intp://vpdev.nycenet.edu/RSInvoiceProcessing2/5choolAgeRelatedService.aspx?invnum=SI0957895E01  S Invoice Proce LAST NAME: IPPOLITO JEN   OSIS ID:   SV: P1   FREQENCY: 02   DURATION: 030   GROUP SIZE: 1   AMOUNT DUE: \$0.00   Come in the laborary interval in the laborary interval interva	Edit View Favorite								
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- When you click "OK", the <u>Add New Session</u> 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**

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RS Invoice Prod	essing												l	/Porta	9
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					\$	Back	Subm	<b>it</b> )	$\bigcirc$	$\bigcirc$		$\bigcirc$			

- 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

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Address 🕘 http://vpdev.nyd	enet.edu/RSInvoiceProcessing2/SchoolAgeRelatedService.aspx?invnum=G009G093MA01	🔽 🔁 Go 🛛 Links 🎽
RS Invoice Proce	Vendor ID:123456789         Vendor Name: VENDORTEST           Invoice #: 050957810501         Type of Invoice: NEW           Invoice Start Date: 09/01/2000         Invoice End Date: 09/02/2000	VPortal *
Invoice Status	Purchase Order Number: R\$44122309         Number of Invoice Students: 1           Invoice Lotal: \$0.00         Amount Previously Paid: 0.00           Total Amount Due: \$0.00         Number Of Sessions: 0.00	VENDORTEST :
	Total Payment Due: \$0 00         Units Previoally Paid: 0.00           This is to certify:         (i) The below named individual is a duly authorized representative ("Representative") of " " and is authorized to submit information to the (DoE) and to make certifications and representations on the Agency's behalf;           (ii) the Representative is aware that this invoice, when submitted to the DoE, becomes a business record of the Department of Education (DoE) and that the DoE relies upon the information contained therein to compute payments to the Agency;           (iii) and the Representative individually to legal action, including criminal prosecution; and	D STUDENT
LASTNAME &	(iv) that, based upon the books and records of the Agency, the information in this invoice submitted to the DoE is true and accurate and may be relied upon by the DoE to the same extent as an invoice submitted via hardcopy document and signed by an authorized representative of the Agency.	ptions ct
	NOTE: Notwithstanding, the foregoing, it is understood by the Agency that the Agency is required to maintain a hardcopy record of its invoice submissions and to make them available upon request by the Chancellor or his/her designee.	Report a buq
	Title: Last Name: First Initial:	
	Vendor Portal Password to Certify:	
	I agree to the above terms:	
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- This certification panel will need all its entry filled out as required. When you click on <u>Continue</u> you will not be able to make any further changes to the invoice.
- Click <u>Continue</u> to submit your certification entries.



- 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

RS Invoice Processing	-									VP
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IO	010I011SE01	APPROVED	RS	4410	09/01/09 - 09/30/09	\$54.00	10/28/2009	1		

# **END OF INVOICING DIRECT METHOD**

### **RS INVOICE – ADDITIONAL FEATURES**

RS Invoice Processing									
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- To review your invoice certification information, click on "details" icon

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

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- Next you can click on <u>Summary</u> tab.
- When <u>Summary</u> 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 <u>Refresh</u> the screen or to <u>Download</u> the information.

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- Next you can click on <u>Payment Details</u> tab.
- When <u>Payment Details</u> 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 <u>Refresh</u> the screen or to <u>Download</u> 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			VPa
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Invoice Status Payments	<u>Related Servic</u>	e Invoice Processing User Guide   Vendor ID:	
	Search By:Select One 💌	8 Retrieve	
Note: RS Invoice Operation Hours [Monday-Friday: 6:00AM- 8:0	DPM, 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.

Invoice Status Payments Related Service Invoice Processing User Guide   Vendor ID: Search By: Voucher V Voucher Number: [SL00011   SRetrieve	10/28/2
Search By: Voucher Voucher Number: 5500011	
🔛 Show Details - 🗘 Refresh 💾 Download Copy	
Year         Fund Code         School         Osis ID         Student Name         SV         SI         Provider ID         Provider Name         Start Date         End Date         Pay Date         Unit         Amount         Youcher	
2010 4410 220157697 CAO, RS S1 085767042 CAI, YAN• 9/1/2009 9/30/2009 10/28/2009 1.000 \$54.00 SL00011	

- 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**



- CLICK ON "RS REPORT"

RS Invoice Report		VPoi
A Home A Help A Logoff	10	0/28/2009 6:58:06 PM
	Related Service Invoice Processing User Guide VENDOR ID:	: VF
School Age - Independer Preschool	Pre-populated Non-Editable	User entry required Opt
Create Invoice 2 Fiscal 2009 Invoice Select Vear: 2009 Select Approval Recommendations Voucher Number	District         School         Select         Therapist:         Select         Service         Select         Student           ID:         ID:         Therapist:         Select         Type:         Select         ID:	Generate Invoice

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

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

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- Click Export when ready.

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- 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**

RS Invoice Processing	VPorta	]
<u>A Home</u> <u>A Help</u> <u>A Logoff</u>	8/17/2010 9:16:06 A	м
Invoice Status Payment	NPI         Related Service User Guide         Voucher Information         Vendor ID:	

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

RS Invoice Processing		VPortal ^					
<u>A Home</u> <u>A Help</u> <u>A Logoff</u>		8/17/2010 9:27:25 AM					
Invoice Status Payments	NPI	Related Service User Guide   Youcher Information   Vendor ID:					
National Provider	Identifier	Create NPI 🤌 Search   🍣 Refresh					
	No records found						
Note: Ple	ase visit the following site to retrieve or req	uest your NPI ID - https://nppes.cms.hhs.gov/NPPES/Welcome.do					

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

National Provider Identifier	×
Vendor ID:	~
Vendor/Provider ID:	

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

National Provider Identifier
Vendor ID:
Vendor/Provider ID:
National Provider Identifier does not exist. Would you like to create one?

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

National Provider Identifier
Vendor ID:
Vendor/Provider ID:
National Provider Identifier has been submitted.
Close

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

National Provider Identif	ier	🖥 Create NPI   🏓 Search   🍣 Refresh
Provider ID	Provider Name	National Provider ID
		1111111

Note: Please visit the following site to retrieve or request your NPI ID - https://nppes.cms.hhs.gov/NPPES/Welcome.do

#### **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:

Fiscal Year: 2011	Boro code: National Provider	ID is missing
School Id: 811	Provider Type: for Provider Id	Agency Code:
Vendor ID:	Provider Id:	Osis 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
Actual Start Time: 08:00 AM	Actual End Time: 08:30 AM	School or Other:
Attend Code: P	Actual Group Size: 01	
Optional		
Vendor Invoice Number:	Invoice Amount: 0.00	Sed Program ID:

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	
---------	--

STUD	ENT ID:	DOB:		SERV STVP	:	SCHOOL ID:	ACTI	JAL PROVIDE	ER:	<sub>8</sub> R	etrieve
ELECT	OSIS ID	STUDENT NAME	SERV STVP	DOB	SCHOOL ID	ACTUAL PROVIDER	START DATE	END DATE	DURATION	FREQENCY	GROUP SIZE
			01				1/5/2010	6/30/2010	30	2	1
			S1				1/24/2010	6/30/2010	30	5	1
			HP				9/9/2009	6/30/2010	100	5	1
			от				2/4/2010	6/30/2010	60	2	з
	+1000111	10100-00	01	11211000	1141	1/700050	3/2/2010	6/30/2010	30	2	1
		HALFFORD FRAME	01	167613981	1841	1177850881	6/20/2010	6/30/2010	30	2	1
		111111	нр	1111-111	177	11111111	9/4/2009	6/30/2010	100	5	1
			01				11/12/2009	6/30/2010	30	1	1
			01				11/23/2009	6/30/2010	30	3	1
			01				3/26/2010	6/30/2010	30	1	1
			HP				9/9/2009	6/30/2010	100	5	1

- 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:**

							<i>a</i>			
<u>SCIN</u> INVOICE MONTH	SCIN INVOICE DAYS	<u>SCIN</u> ATTEND CODE	<u>SCIN</u> <u>ACT</u> <u>GRP</u> <u>SIZE</u>	<u>SCIN START</u> <u>TIME</u>	SCIN END TIME	<u>SCIN</u> SCHOOL OTHER	<u>SCIN</u> SERVICE LOCATION	<u>SCIN</u> <u>VEND</u> INVOICE	<u>SCIN</u> INVOICE AMT	<u>SCIN SED</u> PROG ID
7/01/2010	07/06/2010		00	00:00 AM	00:00 AM	S	03M149		0.00	
7/01/2010	07/07/2010		00	00:00 AM	00:00 AM	s	03M149		0.00	
7/01/2010	07/08/2010		00	00:00 AM	00:00 AM	s	03M149		0.00	
7/01/2010	07/09/2010		00	00:00 AM	00:00 AM	s	03M149		0.00	
7/01/2010	07/10/2010		00	00:00 AM	00:00 AM	s	03M149		0.00	
	INVOICE	INVOICE MONTH         INVOICE DAYS           07/01/2010         07/06/2010           07/01/2010         07/07/2010           07/01/2010         07/08/2010           07/01/2010         07/09/2010	INVOICE MONTH         INVOICE DAYS         ATTEND CODE           07/01/2010         07/06/2010         CODE           07/01/2010         07/07/2010         CODE           07/01/2010         07/08/2010         CODE           07/01/2010         07/09/2010         CODE	INVOICE MONTH         INVOICE DAYS         ATTEND CODE         ACT GRP SIZE           07/01/2010         07/06/2010         00           07/01/2010         07/07/2010         00           07/01/2010         07/08/2010         00           07/01/2010         07/08/2010         00           07/01/2010         07/09/2010         00	INVOICE MONTH         INVOICE DAYS         ATTEND CODE         ACT GRP SIZE         TIME           07/01/2010         07/06/2010         00         00:00 AM           07/01/2010         07/07/2010         00         00:00 AM           07/01/2010         07/08/2010         00         00:00 AM           07/01/2010         07/09/2010         00         00:00 AM	INVOICE MONTH         INVOICE DAYS         ATTEND CODE         ACT GRP SIZE         TIME         TIME           07/01/2010         07/06/2010         00         00:00 AM         00:00 AM           07/01/2010         07/07/2010         00         00:00 AM         00:00 AM           07/01/2010         07/08/2010         00         00:00 AM         00:00 AM           07/01/2010         07/09/2010         00         00:00 AM         00:00 AM	INVOICE MONTH         INVOICE DAYS         ATTEND CODE         ACT GRP SIZE         TIME         TIME         SCHOOL OTHER           07/01/2010         07/06/2010         00         00:00 AM         00:00 AM         S           07/01/2010         07/07/2010         00         00:00 AM         00:00 AM         S           07/01/2010         07/08/2010         00         00:00 AM         00:00 AM         S           07/01/2010         07/09/2010         00         00:00 AM         S         S	INVOICE MONTH         INVOICE DAYS         ATTEND CODE         ACT GRP SIZE         TIME         TIME         SCHOOL OTHER         SERVICE LOCATION           07/01/2010         07/06/2010         00         00:00 AM         00:00 AM         S         03M149           07/01/2010         07/07/2010         00         00:00 AM         00:00 AM         S         03M149           07/01/2010         07/08/2010         00         00:00 AM         00:00 AM         S         03M149           07/01/2010         07/09/2010         00         00:00 AM         00:00 AM         S         03M149           07/01/2010         07/09/2010         00         00:00 AM         00:00 AM         S         03M149	INVOICE MONTH         INVOICE DAYS         ATTEND CODE         ACT GRP SIZE         TIME         TIME         SCHOOL OTHER         SERVICE LOCATION         VEND INVOICE           07/01/2010         07/06/2010         00         00:00 AM         00:00 AM         S         03M149           07/01/2010         07/07/2010         00         00:00 AM         00:00 AM         S         03M149           07/01/2010         07/08/2010         00         00:00 AM         00:00 AM         S         03M149           07/01/2010         07/09/2010         00         00:00 AM         00:00 AM         S         03M149	INVOICE MONTH         INVOICE DAYS         ATTEND CODE         ACT GRP SIZE         TIME         TIME         SCHOOL OTHER         SERVICE LOCATION         VEND INVOICE         INVOICE AMT           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         07/08/2010         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

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

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

<u>SCIN</u> INVOICE MONTH	SCIN INVOICE DAYS	<u>SCIN</u> ATTEND CODE	SCIN ACT GRP SIZE	<u>SCIN START</u> <u>TIME</u>	SCIN END TIME	<u>SCIN</u> SCHOOL OTHER	/ <u>SCIN</u> <u>VEND</u> <u>INVOICE</u>	<u>SCIN</u> INVOICE AMT	<u>SCIN SED</u> PROG ID
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 where the student is attending.

## RS File Status Examples:

Fiscal Year: 2011	Boro code: M	District Order 75
		District Code: 75
School Id: 226	Provider Type: A	Agency Code: 0120
Vendor ID:	Provider Id:	Osis Id:
Service Sub Type: O1	Start Date: 07/06/2010	End Date: 08/13/2010
Frequency: 2	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: 100000	Funding Code: 4411
Actual Start Time: 08:00 AM Attend Code: P	Actual End Time: 08:30 AM Actual Group Size: 01	School or Other: S
Optional	Invoice Amount: 0.00	Sed Program ID:
Vendor Invoice Number: Actual Service Location: 02M420		

- 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.

Fiscal Year: 2011	Boro code: M	District Code: 75
School Id: 226	Provider Type: A	Agency Code: 0120
Vendor ID:	Provider Id:	Osis Id:
Service Sub Type: 01	Start Date: 07/06/2010	End Date: 08/13/2010
Frequency: 2	Duration: 030	Group Size: 01
Provider First Name:	Provider Last Name:	Actual Duration: 030
Language Code: EN	Invoice Month: 07/01/2010	Invoice Day: 07/07/2010
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: S
Attend Code: P	Actual Group Size: 01	
Optional		
Vendor Invoice Number:	Invoice Amount: 0.00	Sed Program ID:
Actual Service Location: 03M076		
Actual Service Location: 03M076		

- 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 necessry, 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				×
Selected Date:	7/15/2010	Vendor Id:		
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 💙			
Actual Location:	02M535			
	Subr	nit Cancel		