
A Guide to
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***

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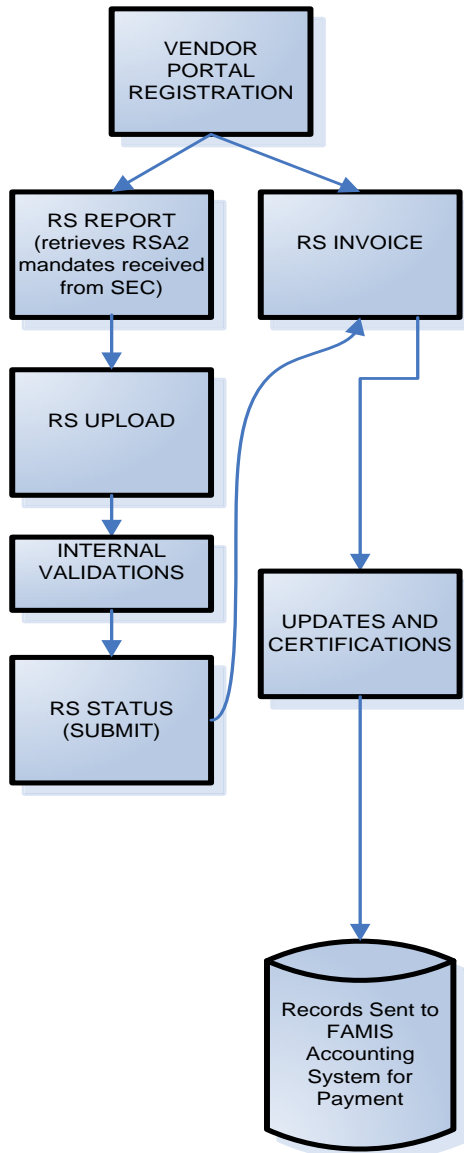
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CHAPTER 1: OVERVIEW

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 SPREADSHEETS

I - RS REPORT

1. Login. The website is <https://www.finance360.org/vendor/vendorportal/>
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 under the yellow headed columns.
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 **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

Home | [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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- **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?

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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**.

Vendor Contact Information

[Home](#)

Vendor Name*

Address / Suite*

City* State* Zip*
 NY

In order to access solicitations (Bids, Request for Proposals, etc.) or to do business with the NYC Department of Education, you must first provide us with your vendor information. You will only be required to fill out this information once.

Contact Info

First Name* Last Name*

Phone* Fax

Email address*

Retype your email address*

Website

Password (minimum of 6 characters long)

Security Question
Select One

Or
Write My Own Question*

Security Answer*

Password*

Re-enter Password*

Bid List

GOODS / COMMODITIES (Please select a category)

GOODS / COMMODITIES

<input type="checkbox"/> AIR CONDITIONERS & ELECTRIC FANS	<input type="checkbox"/> AQUACULTURE
<input type="checkbox"/> ART SUPPLIES AND MATERIALS	<input type="checkbox"/> ATHLETIC EQUIPMENT AND SUPPLIES
<input type="checkbox"/> AUDIO VISUAL EQUIPMENT	<input type="checkbox"/> AUTO, AVIATION, MARINE EQUIPMENT AND TOOLS
<input type="checkbox"/> AV SOFTWARE	<input type="checkbox"/> BATHROOM PARTITIONS AND ACCESSORIES
<input type="checkbox"/> BIOTECHNOLOGY	<input type="checkbox"/> BREAD, ROLLS & CAKES
<input type="checkbox"/> BUILDING/PLUMBING/ELECTRICAL/MISC.SUPPLIES.	<input type="checkbox"/> BUSINESS MACHINES (OFFICE MACHINES)

- **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**

The screenshot shows the VPortal website interface. At the top left is the VPortal logo with the NYC seal. To the right, the date and time are 9/30/2009 8:53:35 AM, and navigation links for Mayor's Office, DOE, DFO, and News and Features are visible. A yellow horizontal bar is below the header. On the right side, there is a 'Home' link. The main content area features two message boxes: a blue one on the left titled 'Registration complete' with a green checkmark icon, and an orange one on the right with a warning icon. Below these is a yellow 'Subscribe' banner with a mouse cursor pointing to a link. At the bottom, a footer contains copyright information for 2009 The New York City Department of Education and links for Privacy Policy, Disclaimer, Legal, and Contact Us.

9/30/2009 8:53:35 AM
Mayor's Office | DOE | DFO | News and Features

Home

Registration complete
✓ We have received your request to be added to our new Vendor Portal (V-Portal) System. Please allow 24 hours to validate your vendor information. You will receive an e-mail when the validation is complete. If you have any questions, please call our Vendor Hotline at 718-935-2300.

In order to access solicitations (Bids, Request for Proposals, etc.) or to do business with the NYC Department of Education, you must first provide us with your vendor information. You will only be required to fill out this information once.

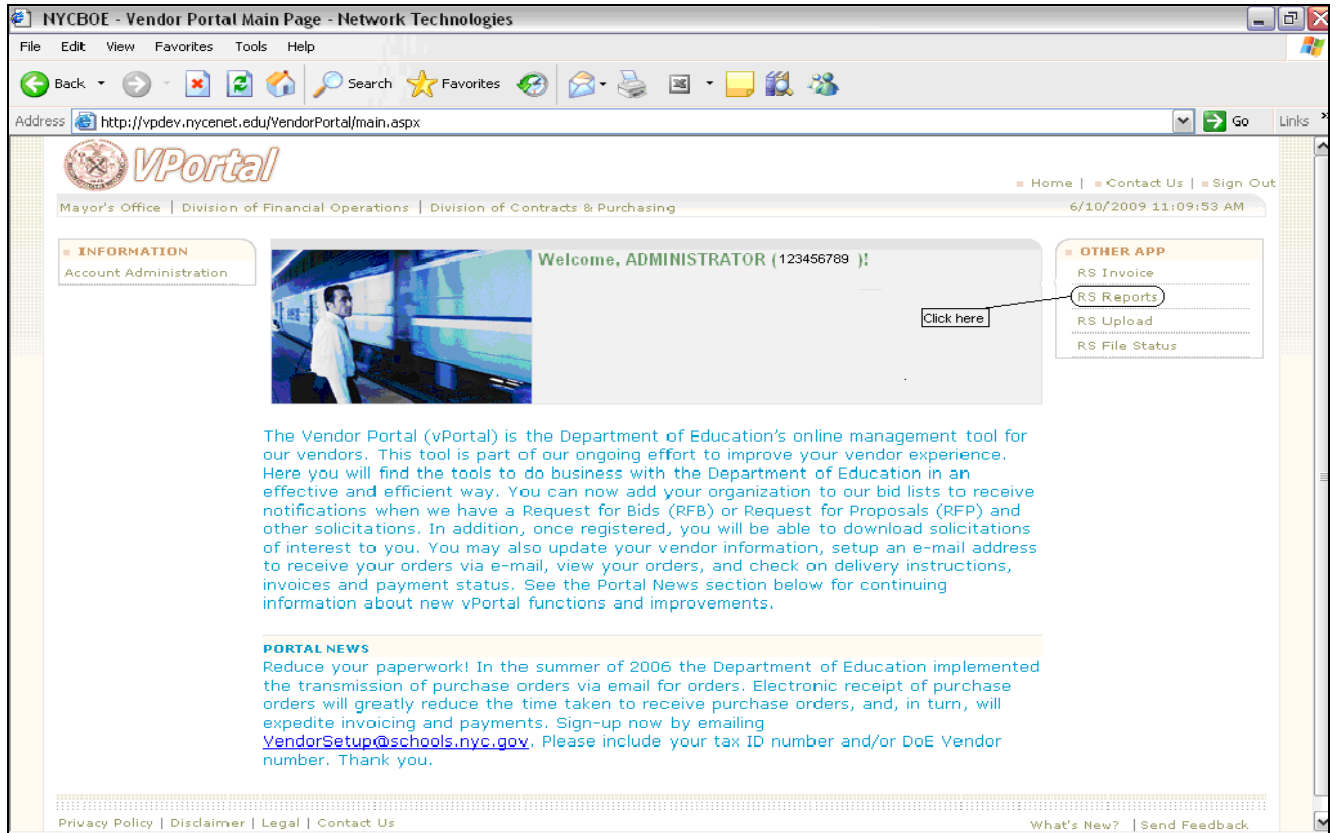
Subscribe
Now that you are registered, would you like to be added to our Letter of Interest mailing list.
[Click here for more information.](#)

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- **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.**

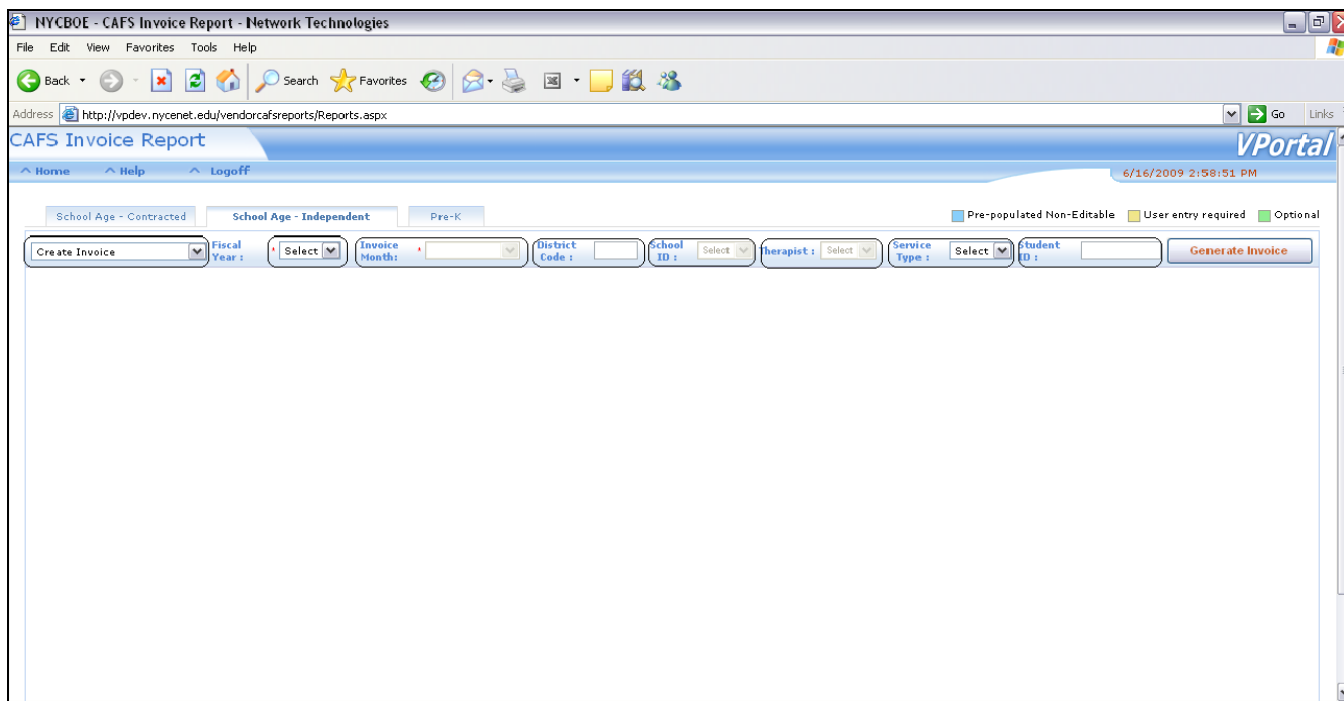
CHAPTER 3: RELATED SERVICES - REPORT

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



- 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

RS Invoice Report

VPortal

7/14/2009 11:42:39 AM

Home Help Logoff

School Age - Contracted School Age - Independent Preschool

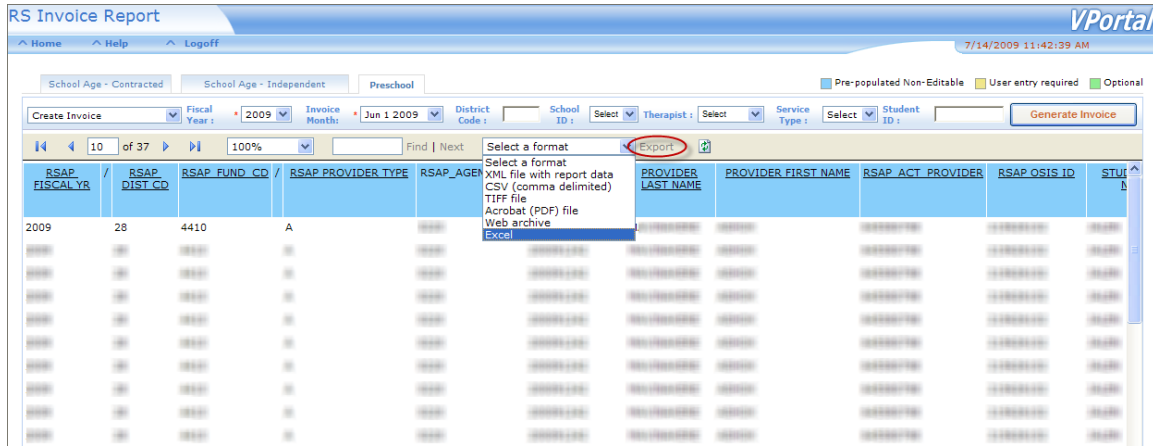
Pre-populated Non-Editable User entry required Optional

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

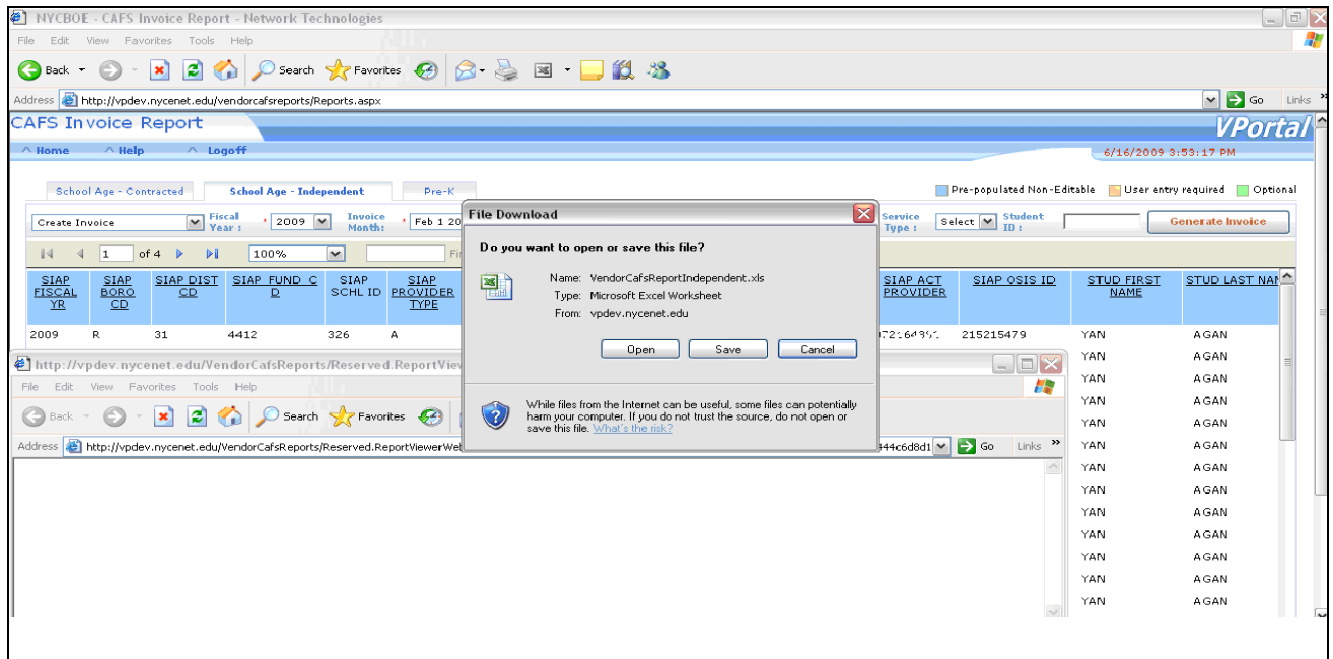
10 of 37 100% Find | Next Select a format Export

RSAP_FISCAL_YR	RSAP_DIST_CD	RSAP_FUND_CD	RSAP_PROVIDER_TYPE	RSAP_AGENCY_CD	RSAP_PROVIDER	PROVIDER_LAST_NAME	PROVIDER_FIRST_NAME	RSAP_ACT_PROVIDER	RSAP_OSIS_ID	STU...
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000
2009	00	0000	0	0000	0000000000	0000000000	0000000000	0000000000	0000000000	000000

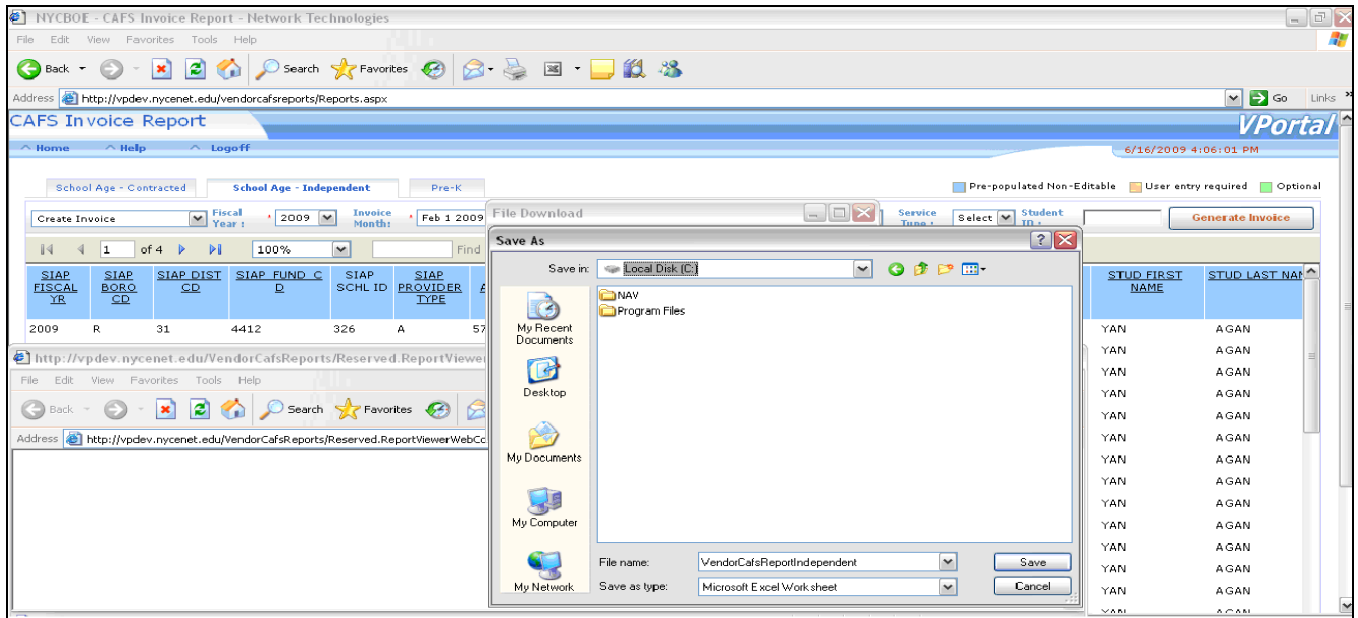
- After you click on “generate invoice” button, the report is displayed for further review. You can retrieve again at any time.
- The next step is to export the report to Excel.



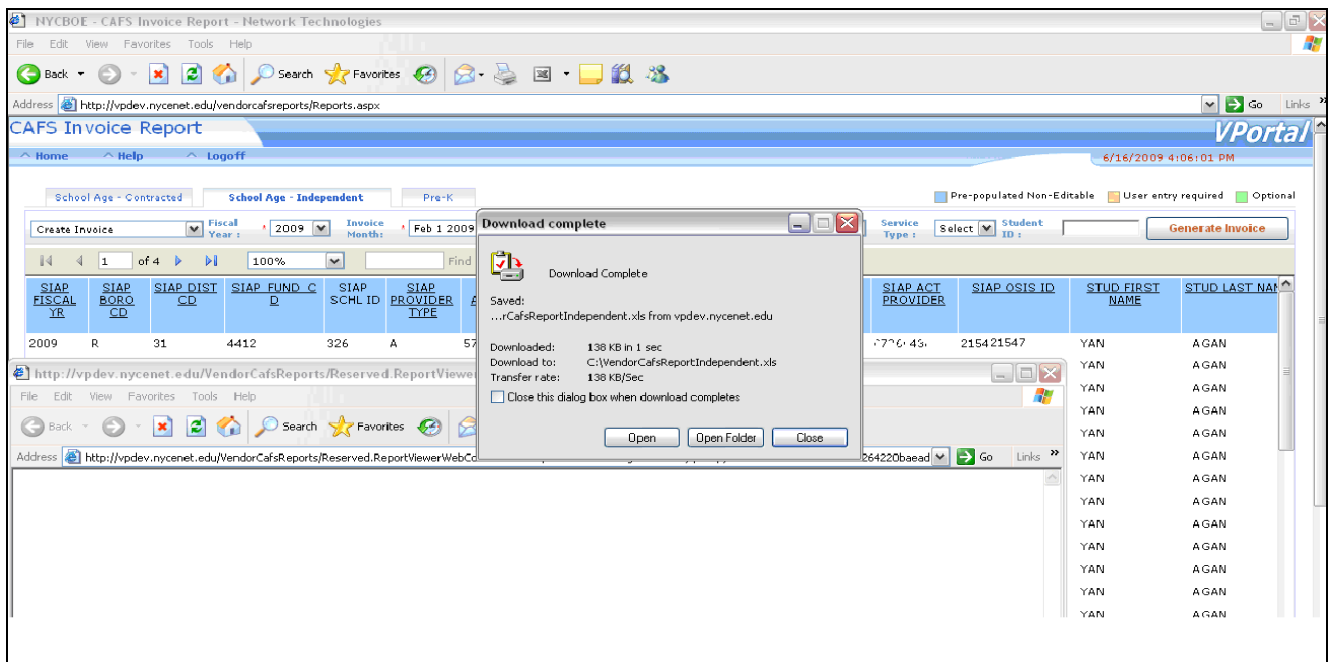
Click on **Select a format** and choose **Excel** and click **Export** when ready.



- **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.**



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



- You have completed exporting the file to your computer.
- Click Open 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.
SCIN END TIME	SESSION END TIME.	EDITING ALLOWED.
SCIN SCHOOL OTHER	SESSION LOCATION.	EDITING ALLOWED.
SCIN VEND INVOICE		DO NOT EDIT.
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.**

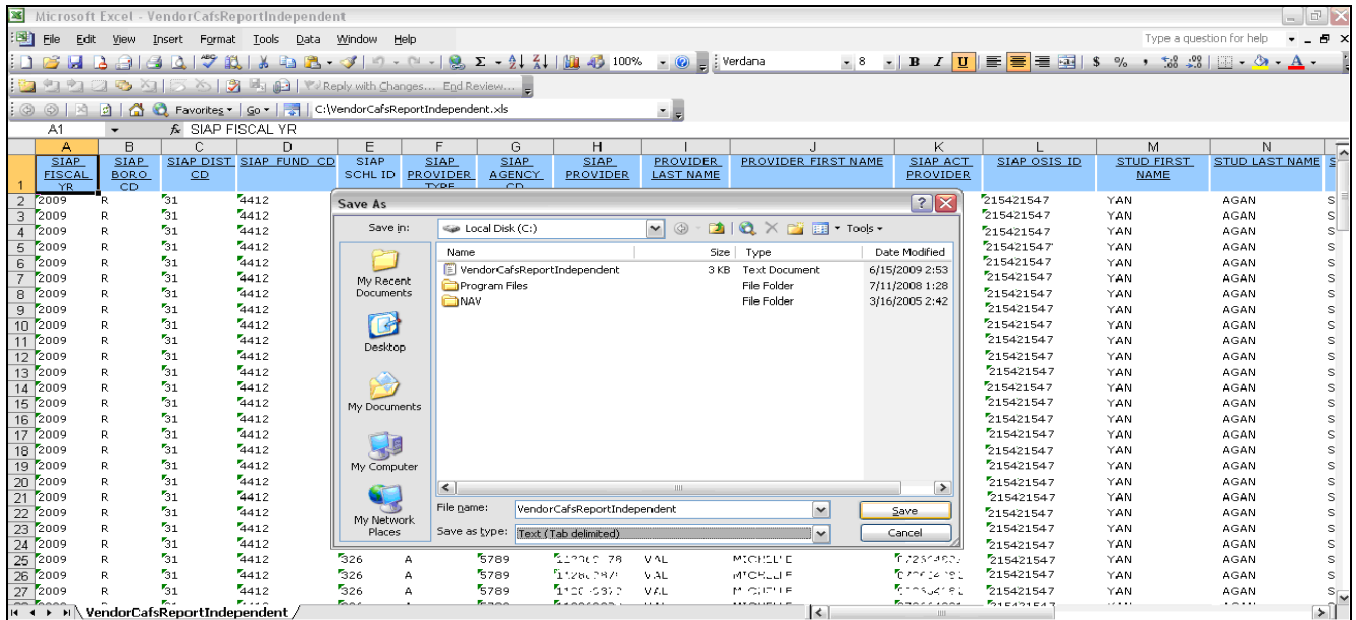
	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
	SCIN ATTEND CODE	SCIN ACT GRP SIZE	SCIN START TIME	SCIN END TIME	SCIN SCHOOL OTHER	SCIN VEND INVOICE	SCIN INVOICE AMT	SCIN SED PROG ID						
1														
2		00	00:00 AM	00:00 AM	S		0.00							
3	P	00	9:00 AM	9:30 AM	S		0.00							
4	P	00	9:00 AM	9:30 AM	S		0.00							
5		00	00:00 AM	00:00 AM	S		0.00							
6		00	00:00 AM	00:00 AM	S		0.00							
7		00	00:00 AM	00:00 AM	S		0.00							
8		00	00:00 AM	00:00 AM	S		0.00							
9		00	00:00 AM	00:00 AM	S		0.00							
10	P	00	9:00 AM	9:30 AM	S		0.00							
11	P	00	9:00 AM	9:30 AM	S		0.00							
12		00	00:00 AM	00:00 AM	S		0.00							
13		00	00:00 AM	00:00 AM	S		0.00							
14		00	00:00 AM	00:00 AM	S		0.00							
15		00	00:00 AM	00:00 AM	S		0.00							
16		00	00:00 AM	00:00 AM	S		0.00							
17	P	00	9:00 AM	9:30 AM	S		0.00							
18	P	00	9:00 AM	9:30 AM	S		0.00							
19		00	00:00 AM	00:00 AM	S		0.00							
20		00	00:00 AM	00:00 AM	S		0.00							
21		00	00:00 AM	00:00 AM	S		0.00							
22		00	00:00 AM	00:00 AM	S		0.00							
23		00	00:00 AM	00:00 AM	S		0.00							
24	P	00	9:00 AM	9:30 AM	S		0.00							
25	P	00	9:00 AM	9:30 AM	S		0.00							
26		00	00:00 AM	00:00 AM	S		0.00							
27		00	00:00 AM	00:00 AM	S		0.00							

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.**

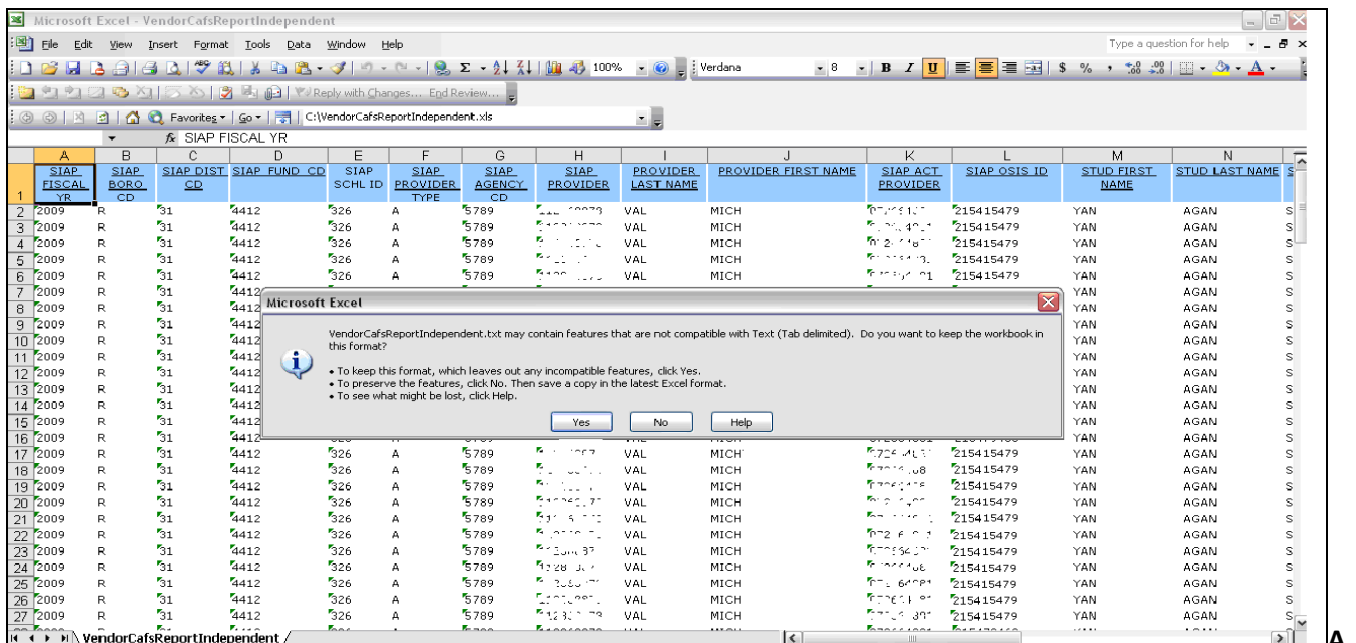
- **SAVE as you go along on the worksheet so nothing will be lost if you close the spreadsheet.**



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



Answer Yes on next message. Close File.

RS REPORT RECAP:

1 – Login.

2 - Click on RS Report.

3 – Confirm Tabs (School Age – Independent 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 Generate Invoice.

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



The screenshot shows a web browser window titled "NYCBOE - Vendor Portal Main Page - Network Technologies". The address bar shows "http://vpdev.nycenet.edu/VendorPortal/main.aspx". The page features the "VPortal" logo and navigation links for "Home", "Contact Us", and "Sign Out". The date and time "6/15/2009 2:25:38 PM" are displayed. The main content area includes a "Welcome, ADMINISTRATOR (123456789) !" message with a profile picture. Below this is a paragraph explaining the Vendor Portal's purpose. A "PORTAL NEWS" section mentions a 2006 update regarding electronic purchase orders. On the right side, under the "OTHER APP" section, the "RS Upload" link is highlighted with a red box, and a "Click here." button is positioned below it.

INFORMATION
Account Administration

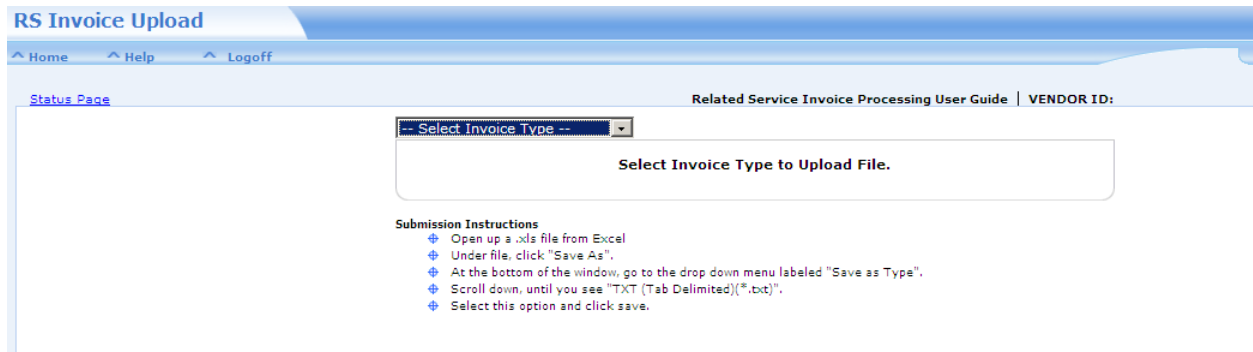
OTHER APP
RS Invoice
RS Reports
RS Upload
RS File Status
Click here.

Welcome, ADMINISTRATOR (123456789) !

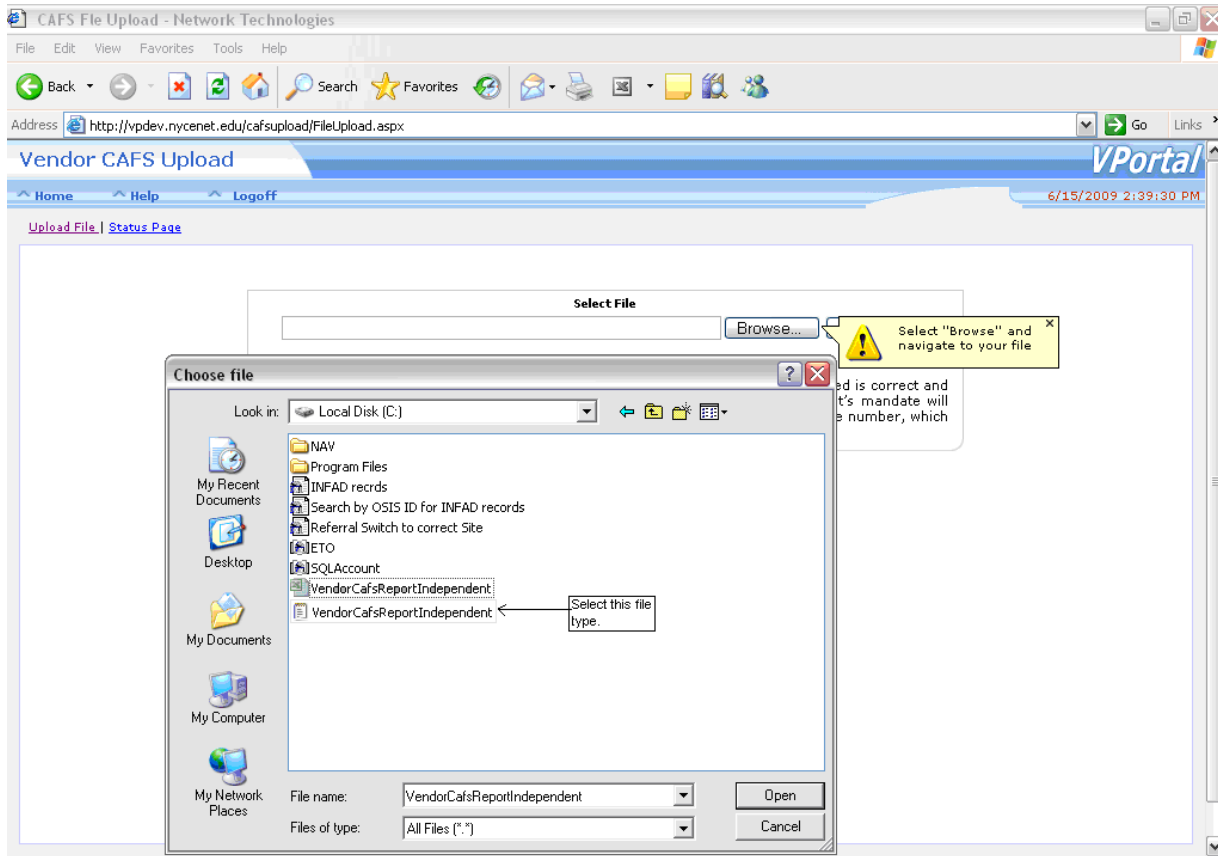
The Vendor Portal (vPortal) is the Department of Education's online management tool for our vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with the Department of Education in an effective and efficient way. You can now add 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.

PORTAL NEWS
Reduce your paperwork! In the summer of 2006 the Department of Education implemented the transmission of purchase orders via email for orders. Electronic receipt of purchase orders will greatly reduce the time taken to receive purchase orders, and, in turn, will expedite invoicing and payments. Sign-up now by emailing VendorSetup@schools.nyc.gov. Please include your tax ID number and/or DoE Vendor number. Thank you.

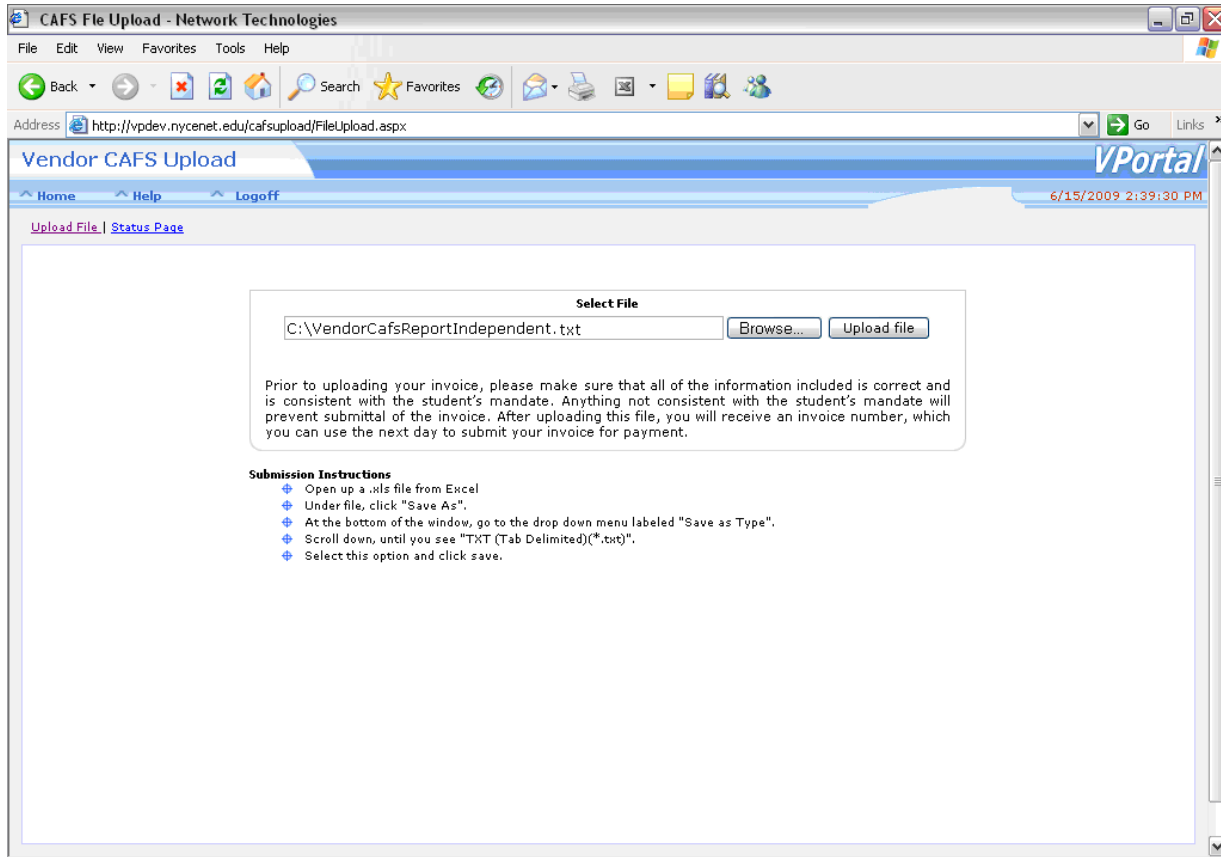
Click RS Upload.



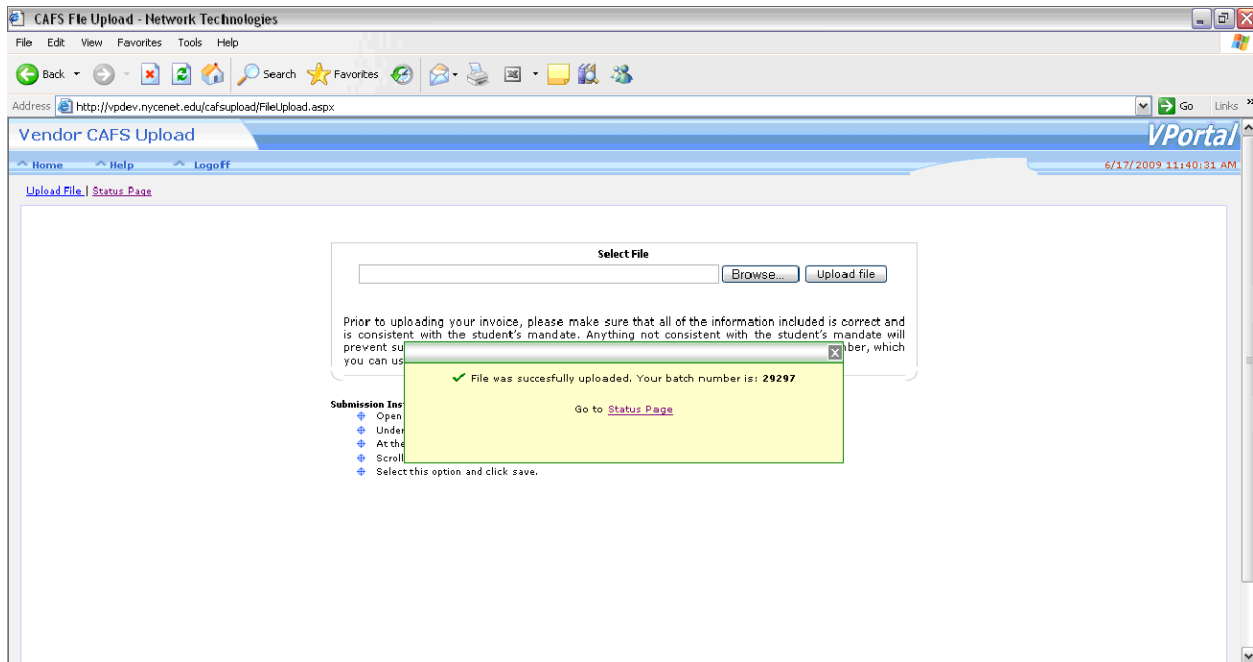
- **This screen is for uploading back into the system the worksheets of invoice attendance information**
- **Select Invoice type to begin.**
- **Click on browse to locate your worksheet**



- 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.



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

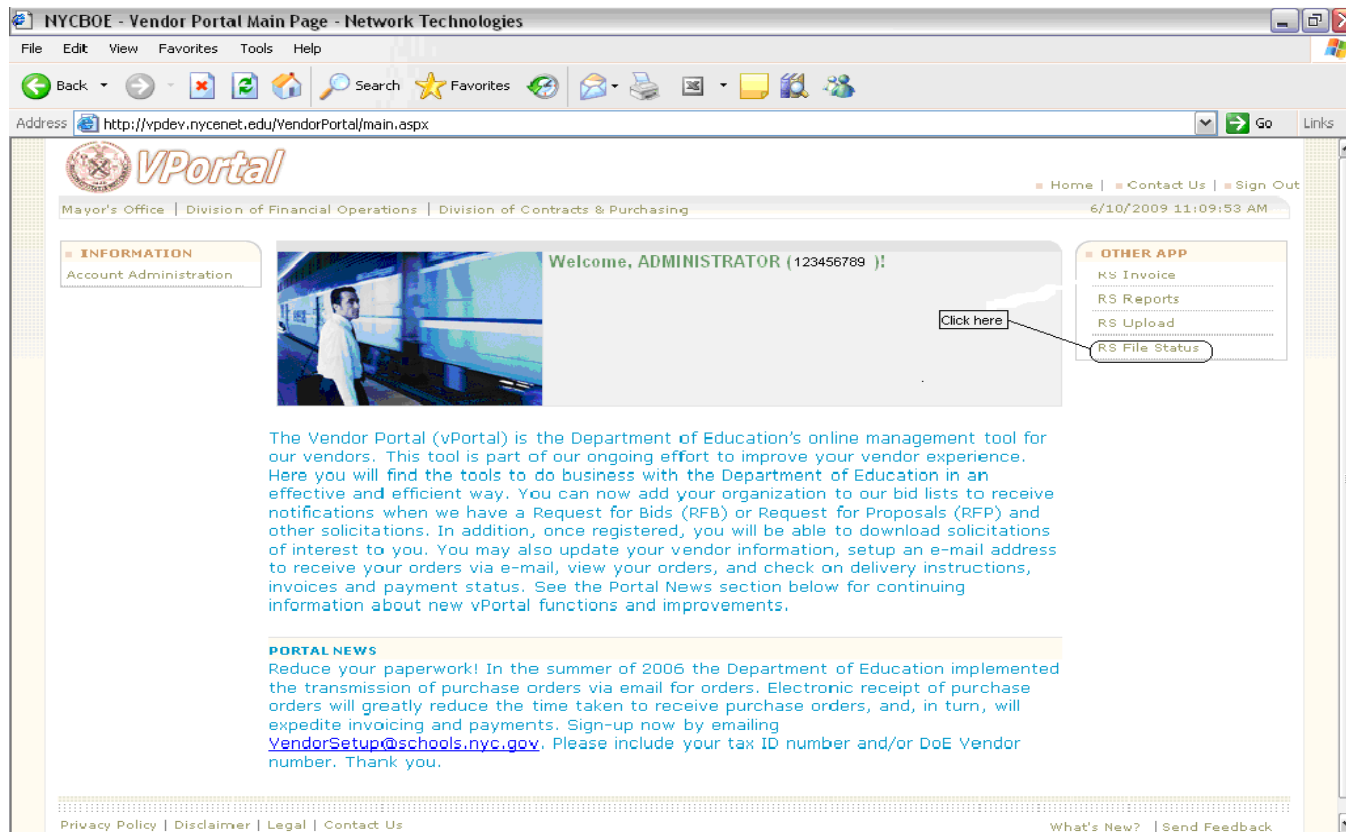


- **Once the file is uploaded, a batch number is provided for your reference**
- **Also, a link to the status page is displayed. Click on name, Status Page**
- **The status page will display the results of your upload to indicate if your batch was successfully loaded or has errors.**
- **You can correct 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

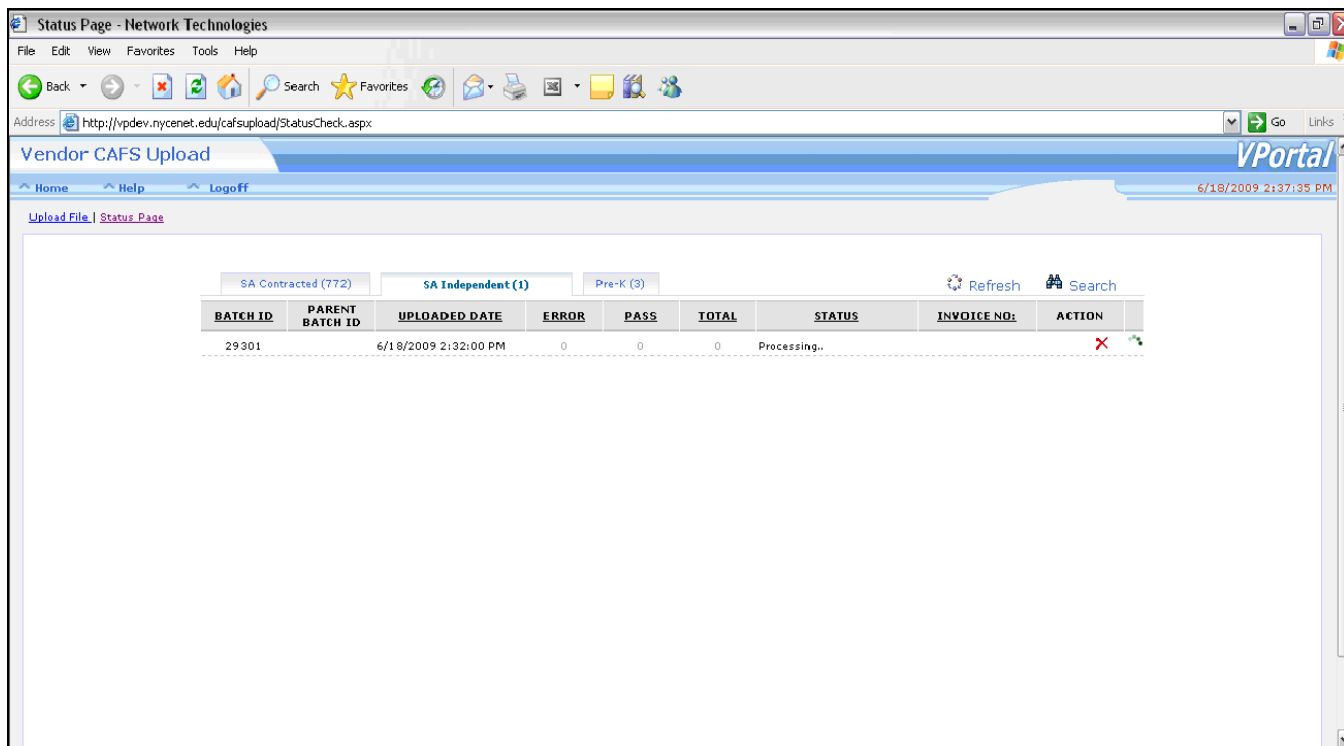
Continuation of Working with Spreadsheets – File Status Step



The screenshot shows a web browser window titled "NYCBOE - Vendor Portal Main Page - Network Technologies". The address bar shows "http://vpdev.nycenet.edu/VendorPortal/main.aspx". The page content includes a navigation bar with "Home", "Contact Us", and "Sign Out" links, and a timestamp of "6/10/2009 11:09:53 AM". The main content area features a "VPortal" logo, a "Welcome, ADMINISTRATOR (123456789)!" message, and a "Click here" callout pointing to the "RS File Status" link in the "OTHER APP" menu. The "OTHER APP" menu also includes "RS Invoice", "RS Reports", and "RS Upload". Below the welcome message, there is a paragraph of text describing the Vendor Portal and a "PORTAL NEWS" section with a link to "VendorSetup@schools.nyc.gov". The footer contains "Privacy Policy | Disclaimer | Legal | Contact Us" and "What's New? | Send Feedback".

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

Main Status Page



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

BATCH ID	PARENT BATCH ID	UPLOADED DATE	ERROR	PASS	TOTAL	STATUS	INVOICE NO.	ACTION
29301		6/18/2009 2:32:00 PM	0	10	10	Passed Rules Validation		

- 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 ([10](#) 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

RECORD ID	FISCAL YEAR	BORO CODE	DISTRICT CODE	SCHOOL ID	PROVIDER TYPE	PROVIDER ID	OSIS ID	START DATE	END DATE	INVOICE MONTH	INVOICE DAY	ACTION
2742058	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/01/2008	X
2742059	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/02/2008	X
2742060	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/08/2008	X
2742061	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/09/2008	X
2742062	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/15/2008	X
2742063	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/16/2008	X
2742064	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/22/2008	X
2742065	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/23/2008	X
2742066	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/29/2008	X
2742067	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/30/2008	X

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

The screenshot shows a web browser window titled "Status Page - Network Technologies" with the address bar displaying "http://vpdev.nycenet.edu/cafsupload/StatusCheck.aspx". The main content area displays a form for "Batch Id: 29301". The form header indicates "BATCH ID: 29301 | CONTRACT TYPE: SA INDEPENDENT | RECORD ID: 2742058 | STATUS: RECORD IS VALIDATED". The form is divided into three sections:

- Non Editable:** Contains fields for Fiscal Year (2009), School Id (391), Vendor Id, Service Sub Type (SP), Frequency (2), Provider First Name, Language Code (EN), Student First Name, Boro code (R), Provider Type (A), Start Date (10/27/2008), Duration (030), Provider Last Name, Invoice Month (11/01/2008), Student Last Name, District Code (31), Agency Code (5789), Osis Id (209422009), End Date (06/30/2009), Group Size (03), Actual Duration (030), Invoice Day (11/01/2008), and Funding Code (4412).
- Required:** Contains fields for Actual Start Time (09:00 AM), Actual End Time (09:30 AM), School or Other (B), Attend Code (P), and Actual Group Size (03).
- Optional:** Contains fields for Vendor Invoice Number, Invoice Amount (0.00), and Sed Program ID.

Navigation buttons include "Previous", "Next", "Submit", and "Cancel". A "Report a bug" link is visible at the bottom right.

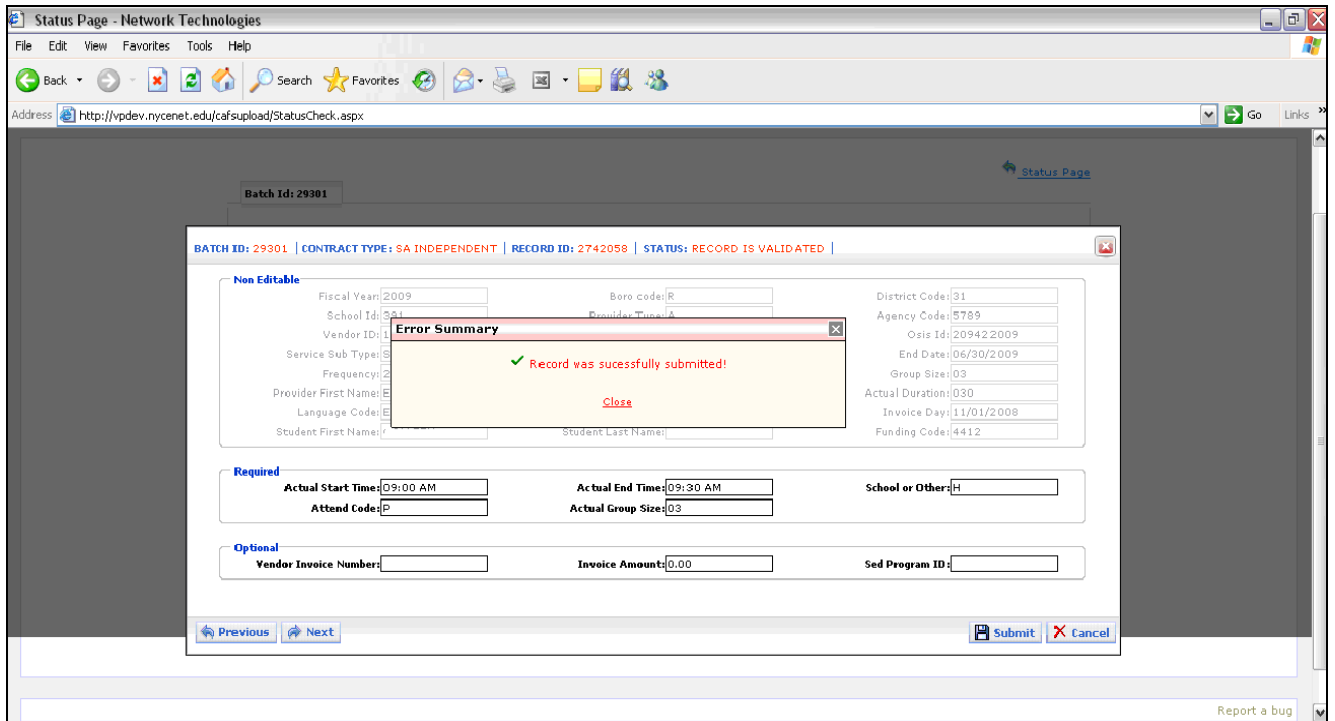
The edit page is divided into 3 sections:

- **Non Editable** – located at the top. This displays the authorization information only as reference. This area cannot be changed.
- **Required** – 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.
- **Optional** – displays additional data that was entered in the grey columns of the spreadsheet.

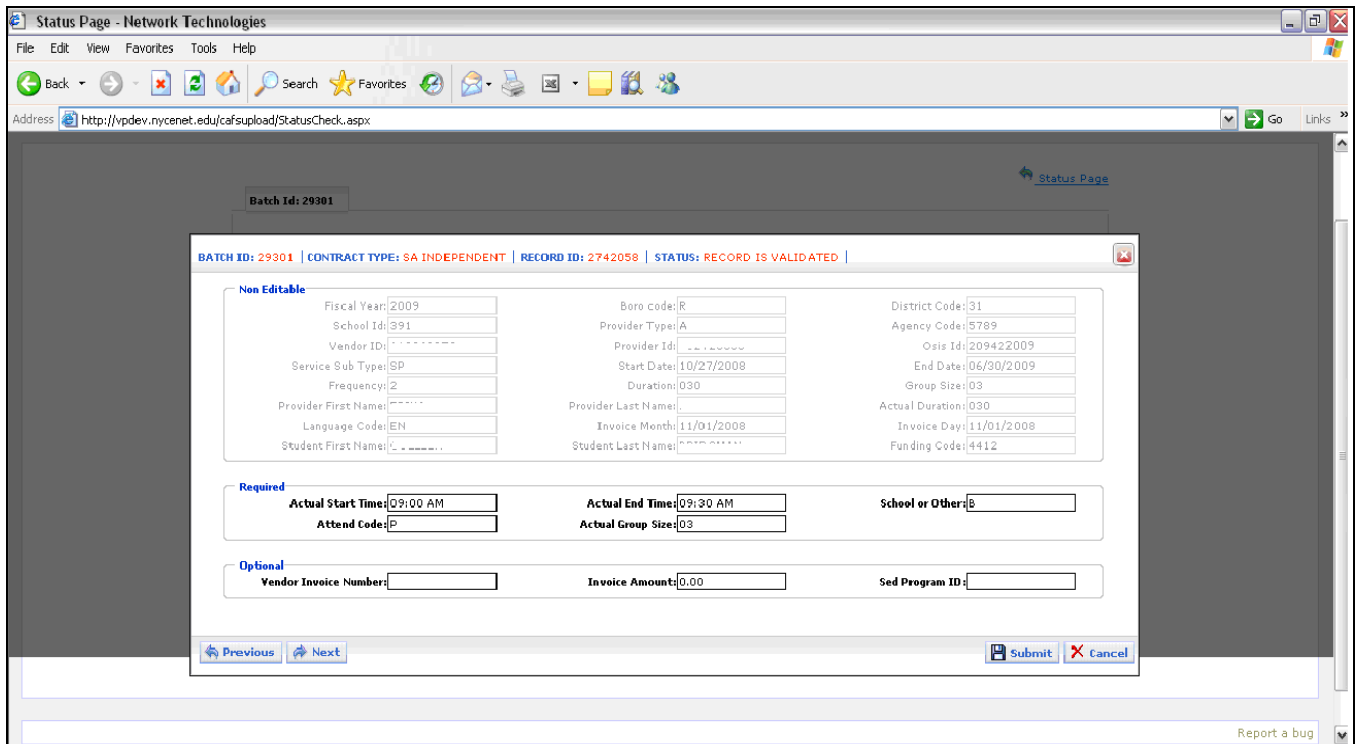
If changes are made to this page, click on “Submit” button to save them and reprocess your request.

This screenshot shows the same Session Entry Page as above, but with a confirmation dialog box overlaid in the center. The dialog box contains the text "Are you sure you want to submit this information?" and two buttons: "OK" and "Cancel". The background form is dimmed, and the "Submit" button at the bottom right of the form is highlighted.

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



Successful message is returned last. Click on **Close**.



Click on **Cancel** to exit the edit screen.

Browser window: Status Page - Network Technologies
 Address: http://vpdev.nycenet.edu/cafsupload/StatusCheck.aspx

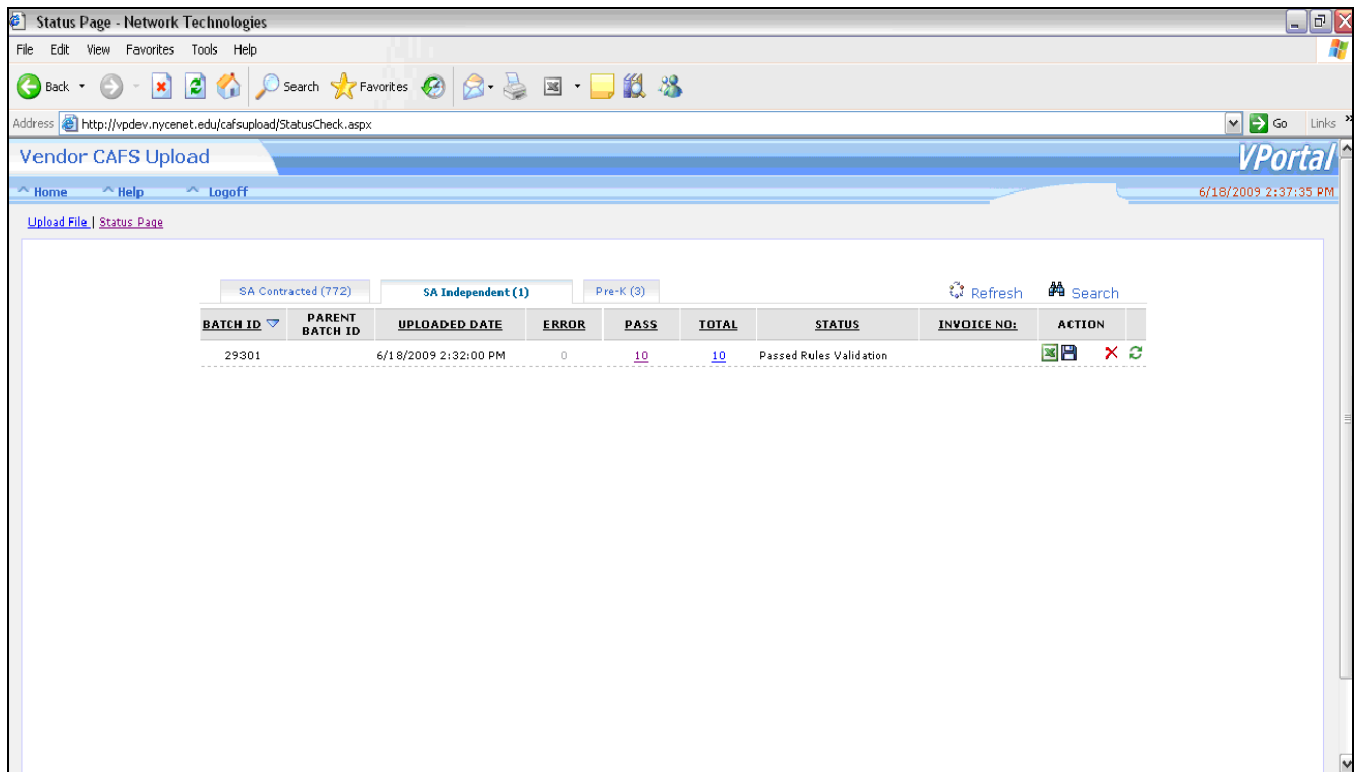
Batch Id: 29301

RECORD ID	FISCAL YEAR	BORD CODE	DISTRICT CODE	SCHOOL ID	PROVIDER TYPE	PROVIDER ID	OSIS ID	START DATE	END DATE	INVOICE MONTH	INVOICE DAY	ACTION
2742058	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/01/2008	X
2742059	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/02/2008	X
2742060	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/08/2008	X
2742061	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/09/2008	X
2742062	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/15/2008	X
2742063	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/16/2008	X
2742064	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/22/2008	X
2742065	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/23/2008	X
2742066	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/29/2008	X
2742067	2009	R	31	391	A	112723503	209426196	10/27/2008	06/30/2009	11/01/2008	11/30/2008	X

[Status Page](#)

Report a bug





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

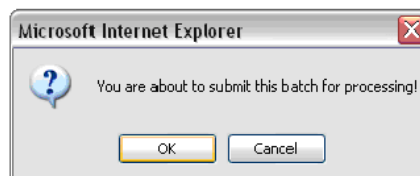


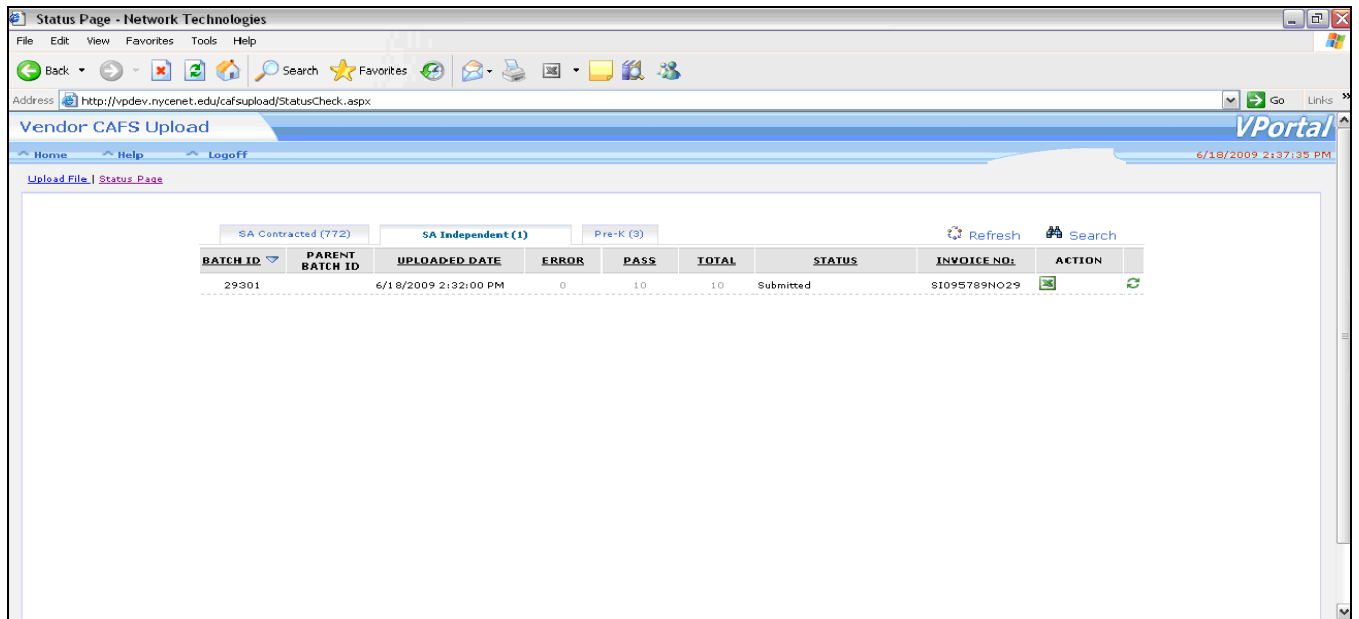
FINAL STEP ON STATUS PAGE:

- 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.

BATCH ID	PARENT BATCH ID	UPLOADED DATE	ERROR	PASS	TOTAL	STATUS	INVOICE NO.	ACTION
29301		6/18/2009 2:32:00 PM	0	10	10	Passed Rules Validation		   





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 **Home** , **Log Off** 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 NO.	STATUS	SV	FUND	INVOICE PERIOD	AMOUNT	INVOICE DATE	Details
AM090220JU09	UNAPPROVED	RS	4410	06/01/09 - 06/30/09	\$450.00	7/10/2009	
AM090220MA64	UNAPPROVED	RS	4410	05/01/09 - 05/31/09	\$0.00	7/8/2009	
AM090220MA66	UNAPPROVED	RS	4410	05/01/09 - 05/31/09	\$0.00	7/9/2009	
RP04090611	APPROVED	RS	4410	04/01/09 - 04/30/09	\$0.00	5/1/2009	
RP03090611	APPROVED	RS	4410	03/01/09 - 03/31/09	\$0.00	4/1/2009	
RP02090330	APPROVED	RS	4410	02/01/09 - 02/28/09	\$0.00	3/1/2009	
RP02090611	APPROVED	RS	4410	02/01/09 - 02/28/09	\$0.00	3/1/2009	
RP02090612	APPROVED	RS	4410	02/01/09 - 02/28/09	\$0.00	3/1/2009	
AM090220FEB2	APPROVED	RS	4410	02/01/09 - 02/28/09	\$135.00	6/23/2009	
RP01090330	APPROVED	RS	4410	01/01/09 - 01/31/09	\$0.00	2/1/2009	

- 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

REFRESH DOWNLOAD SEARCH

Please select

Fiscal Year: 2008 Month: ALL

OR

Invoice No:

Clear Retrieve

\$38.00	06/09/08	
\$44.00	06/09/08	

- 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

The screenshot displays the 'RS Invoice Processing' VPortal interface. At the top, there are navigation links for 'Home', 'Help', and 'Logoff', along with the date and time '7/2/2009 11:59:15 AM'. The main content area is titled 'Invoice Status' and shows details for 'Vendor ID: 123456789, Test Provider'. The invoice information includes:

- Vendor ID: 123456789
- Invoice #: SI095789MA03
- Invoice Start Date: 05/01/2009
- Purchase Order Number: [REDACTED]
- 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 Previously Paid: 0.00

Below the details is a table with the following columns: LASTNAME, OSIS ID, SV, PROVIDER, FREQ, DURATION, GRP.SZ, LN, DIST CD, NO DAYS, NO OF SESS, ADJ CODES, AMOUNT DUE, and Options. A single row is visible with the following data:

LASTNAME	OSIS ID	SV	PROVIDER	FREQ	DURATION	GRP.SZ	LN	DIST CD	NO DAYS	NO OF SESS	ADJ CODES	AMOUNT DUE	Options
GALLO MIC	205858319	O1	074384355	02	030	1	EN	31	08	8.00		\$352.00	Select... Delete Details

At the bottom of the table, there are 'Back' and 'Submit' buttons. To the right of the table, there is an 'ADD STUDENT' button and an 'Options' dropdown menu.

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 and Conditions	
Vendor ID: 123456789	Vendor Name: Test Provider
Invoice #: SI095789MA03	Type of Invoice: AMENDED
Invoice Start Date: 05/01/2009	Invoice End Date: 05/31/2009
Purchase Order Number: [REDACTED]	Number of Invoice Students: 1
Invoice Total: \$352.00	Amount Previously Paid: 0.00
Total Amount Due: \$352.00	Number Of Sessions: 8.00
Total Payment Due: \$352.00	Units Previously 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 services for which payment is requested were delivered by providers who, at the time of service provision, met all credentialing standards required by the New York State Education Department Office of Professions; and

(iii) 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; and

(iv) is it further understood by the Representative and the Agency that knowingly submitting false information to the DoE in any form may subject the Agency and the Representative individually to legal action, including criminal prosecution; and

(v) 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; and

(vi) the Individual providers and Agencies must maintain and produce for audit all records that support billing the DoE upon request.

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.

Title: **Last Name:** **First Initial:**

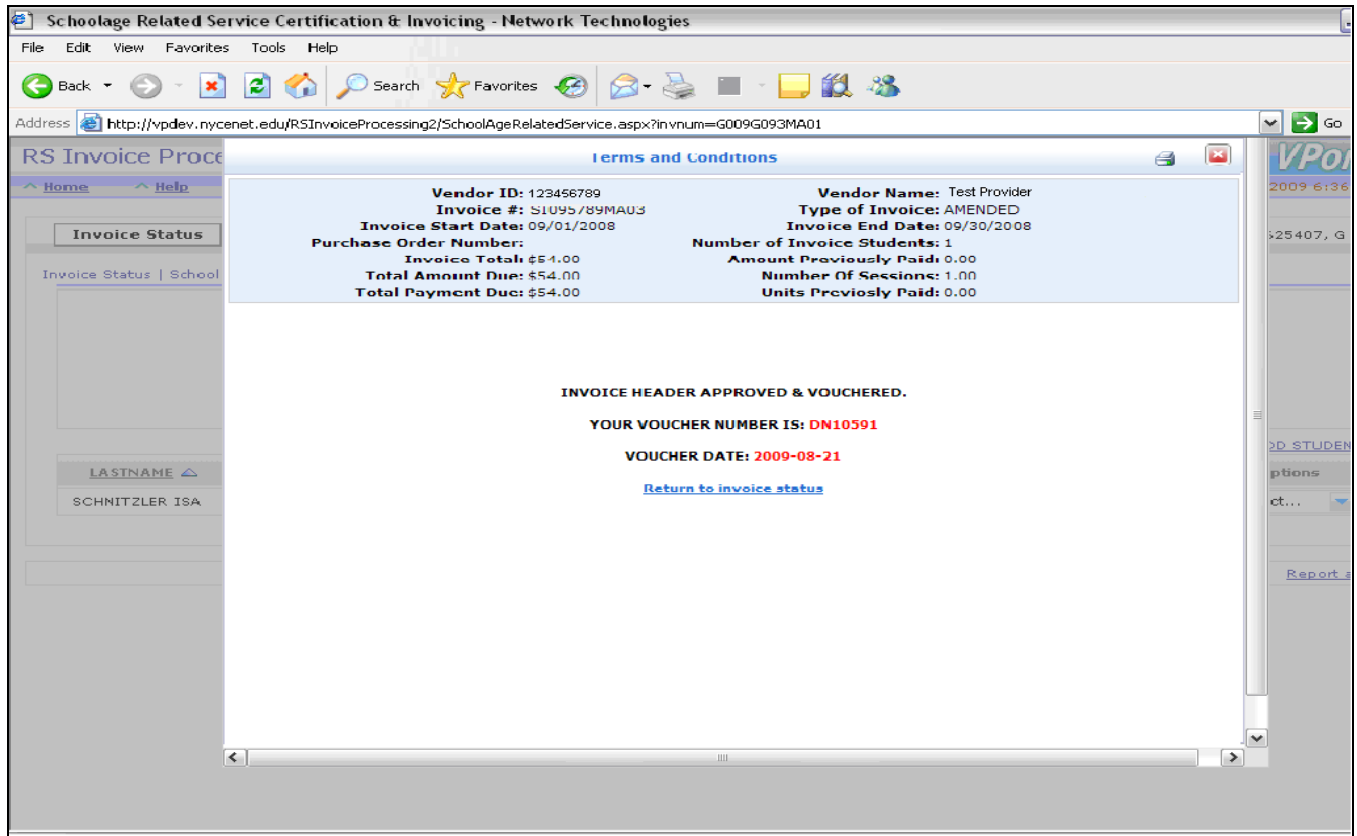
Vendor Portal Password to Certify:

I agree to the above terms:

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.

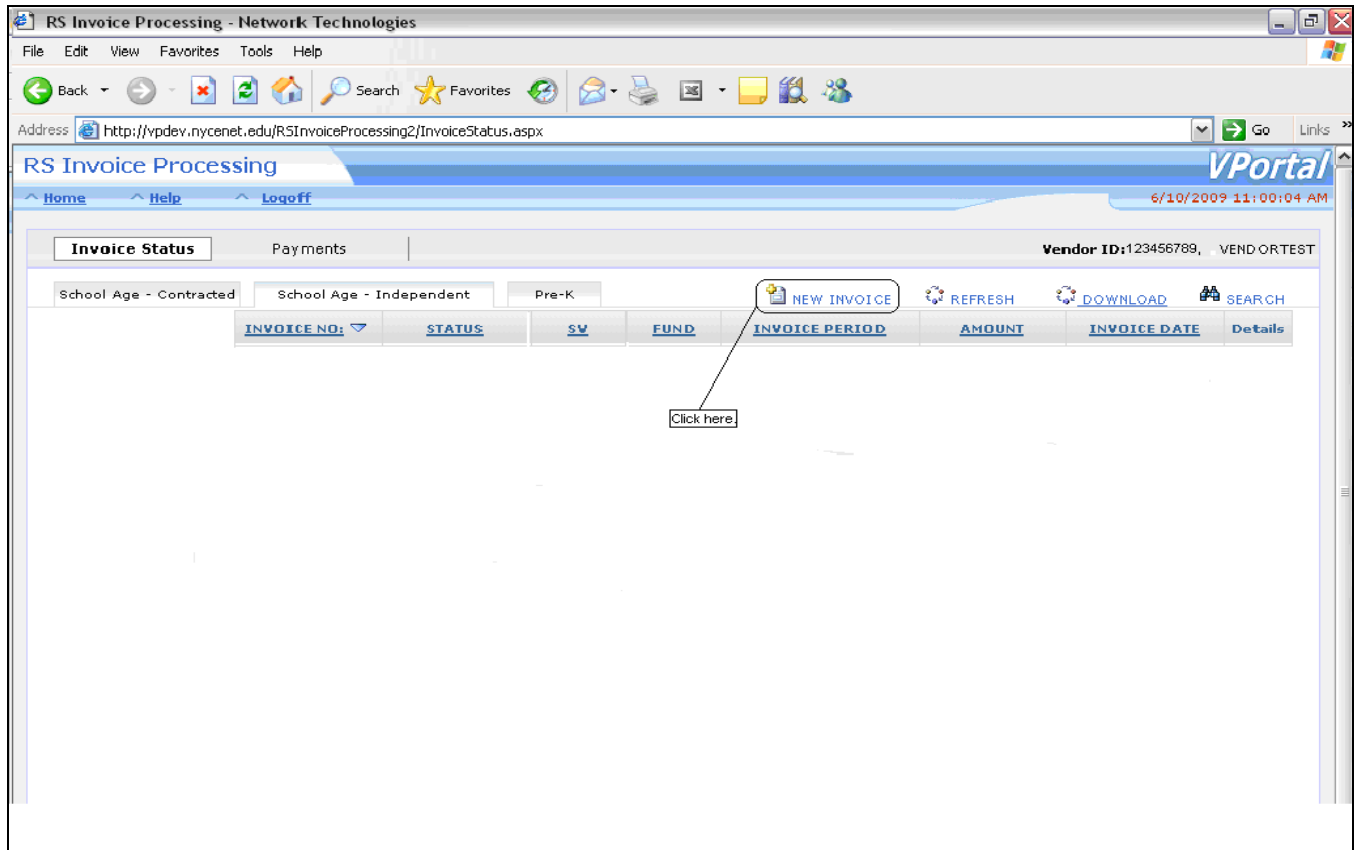
END OF WORKING WITH SPREADSHEET METHOD

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 RS Invoice as shown above.



- 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 INVOICE ✕

FISCAL YEAR: FISCAL MONTH:

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

- **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 Fiscal Month. 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: ACTUAL PROVIDER:

<input type="checkbox"/>	ABREU , EDUARDO	O1	128743336	9/8/2009	6/30/2010	30	2	01
<input type="checkbox"/>	AHUATL , NICOLE	O1	128743336	7/7/2009	6/30/2010	30	2	01
<input type="checkbox"/>	AHUATL , NICOLE	P1	121969608	9/12/2009	6/30/2010	30	1	01
<input type="checkbox"/>	ALI , NASRIN JAHAN	O1	124648884	7/10/2009	6/30/2010	30	2	01
<input type="checkbox"/>	ALI , NASRIN JAHAN	S1	118709082	7/9/2009	6/30/2010	30	2	01
<input type="checkbox"/>	AMIKER , ROY LEE	O1	055947258	7/6/2009	6/30/2010	60	2	01
<input type="checkbox"/>	AMIKER , ROY LEE	S1	118709082	7/6/2009	6/30/2010	60	2	01
<input type="checkbox"/>	ARRON , ANGELA	S1	103687605	7/1/2009	6/30/2010	30	3	01
<input type="checkbox"/>	ARTEAGA , ADONIS	S1	058643993	7/8/2009	6/30/2010	30	2	01
<input type="checkbox"/>	ASTUDILLO , JACQUELINE	S1	058643993	9/9/2009	6/30/2010	30	2	01
<input type="checkbox"/>	BARRETT , ANGELINA	S1	103687605	7/7/2009	6/30/2010	60	2	01
<input type="checkbox"/>	BARRETT , ANGELINA	SP	058643993	9/8/2009	6/30/2010	60	2	01
<input type="checkbox"/>	BARRETT , CONNOR	S1	118709082	7/6/2009	6/30/2010	60	2	01

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 Add button to continue to go to next page.

RS Invoice Processing

CREATE NEW INVOICE

FISCAL YEAR: 2010 FISCAL MONTH: SEP Add Student

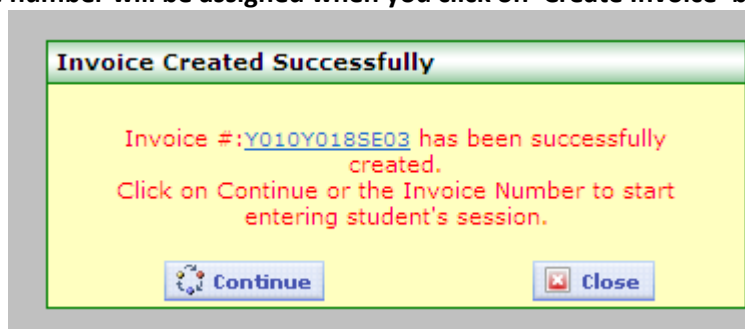
OSIS ID	STUDENT NAME	SERV STVP	DOB	SCHOOL ID	ACTUAL PROVIDER	START DATE	END DATE	DURATION	FREQUENCY	GROUP SIZE	
623486234	CARDONA , LILANIE	O1			118527646	7/1/2009	6/30/2010	30	2	01	Delete
219702197	CORTESE , NICOLETTE	O1			118527646	7/6/2009	6/30/2010	30	2	01	Delete

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.



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

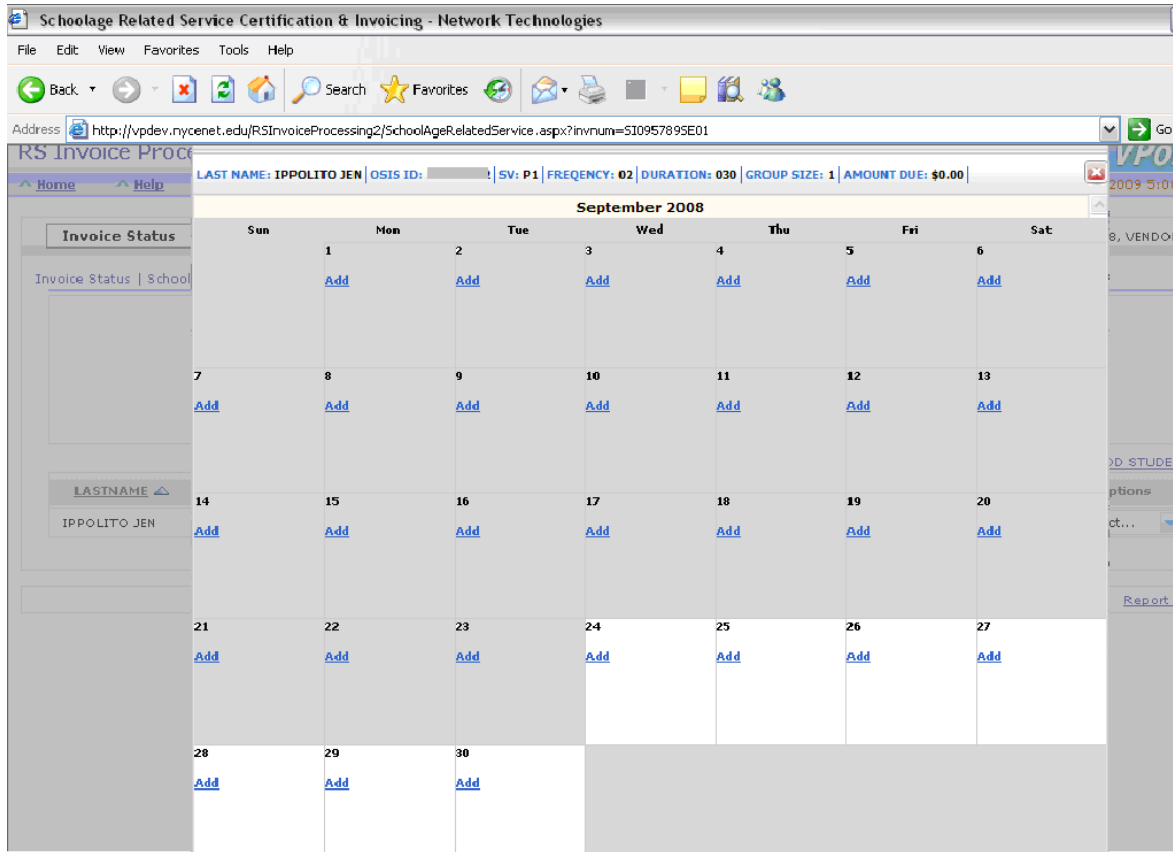
ADD STUDENT

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...

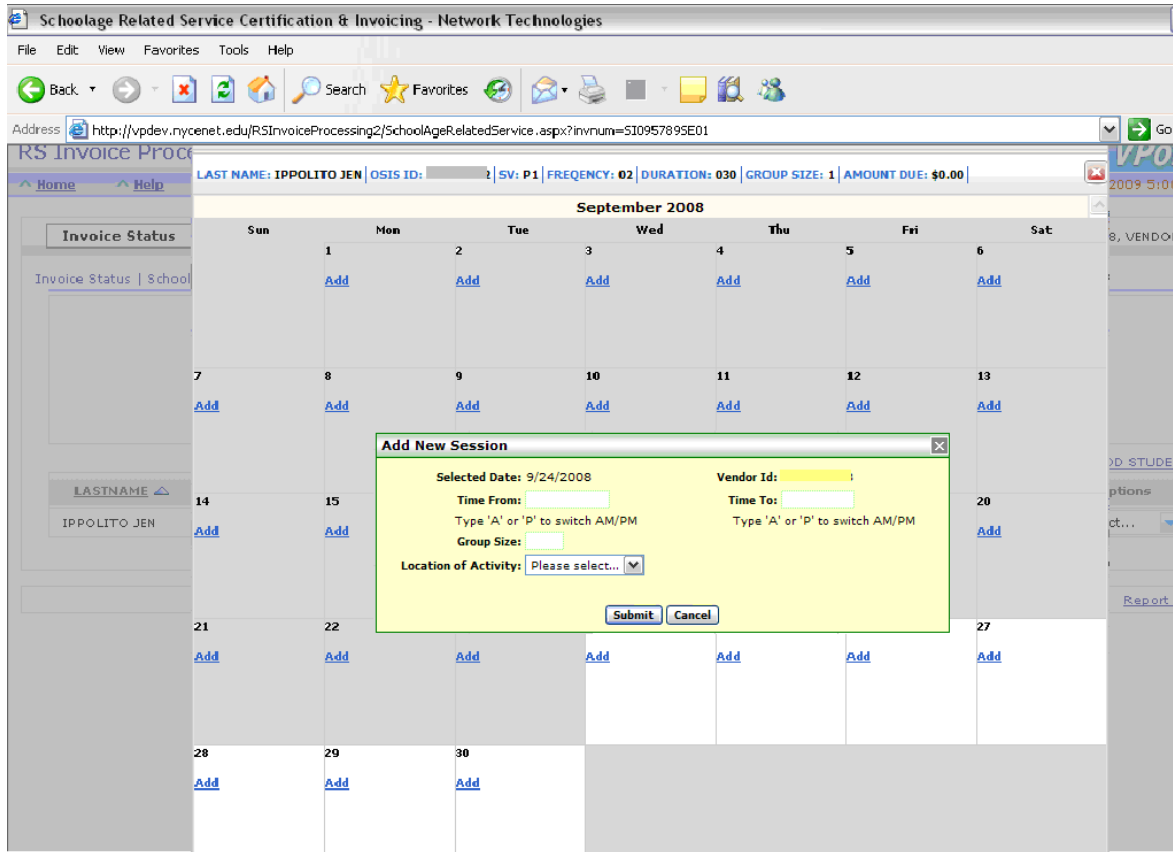
Back

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

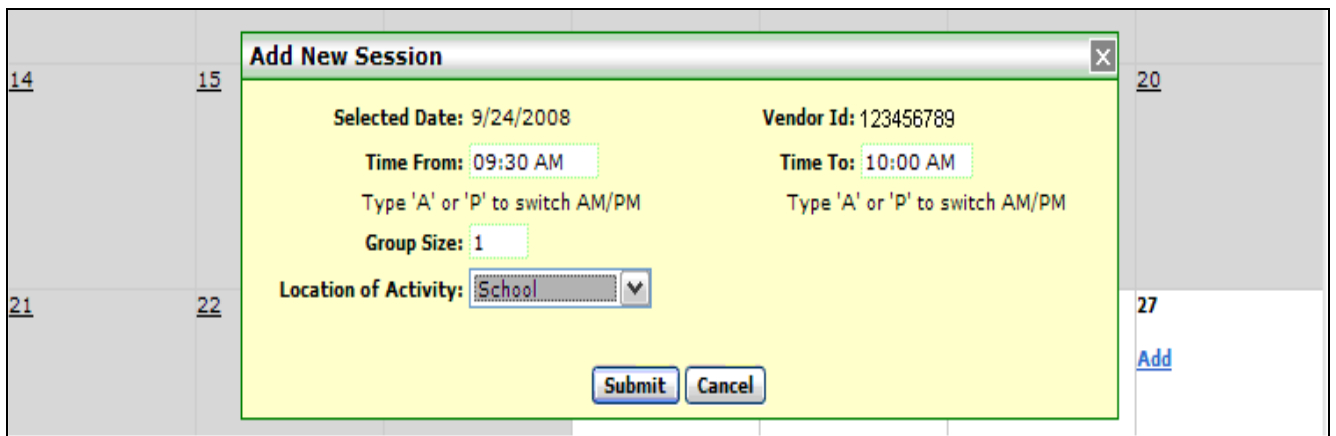
- Click on Select in the Options Column
- Click on Details. A calendar view will appear next.
- You can also delete the row if you made a mistake and added the wrong child to the list. Go to Options column and select “Delete”.



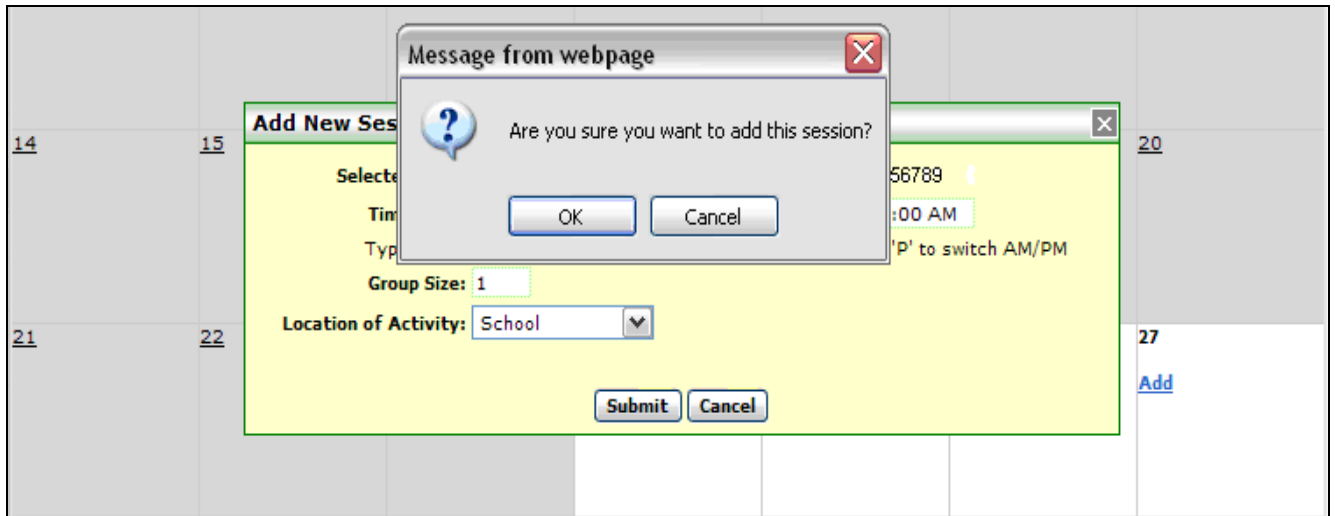
- Select day of actual service to begin and click on "add".
- If the day is in grey color, it means the authorization did not have these dates of service. You cannot invoice for days outside of approved service dates.



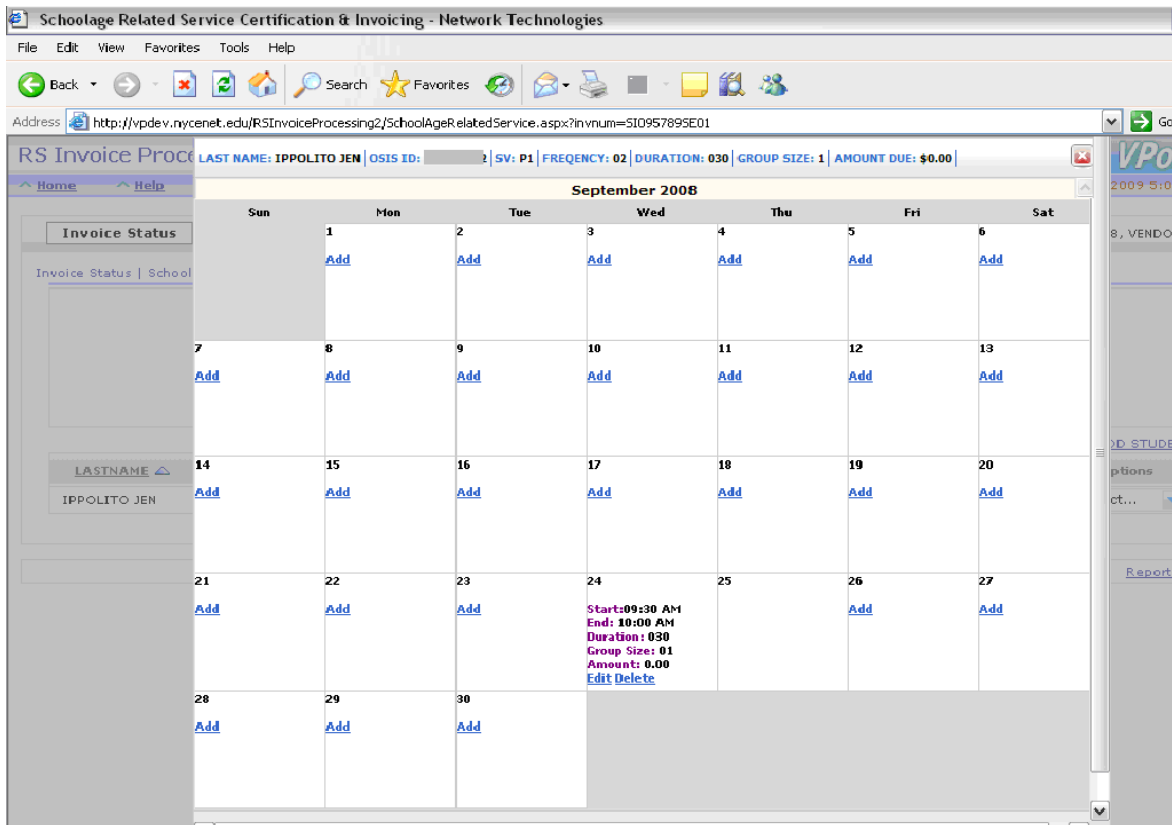
- This is only for one session per day per student. You will get the same **Add New Session** panel for each day you make an entry.
- The **Add New Session** panel will appear next after you select a day from the calendar.



- 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

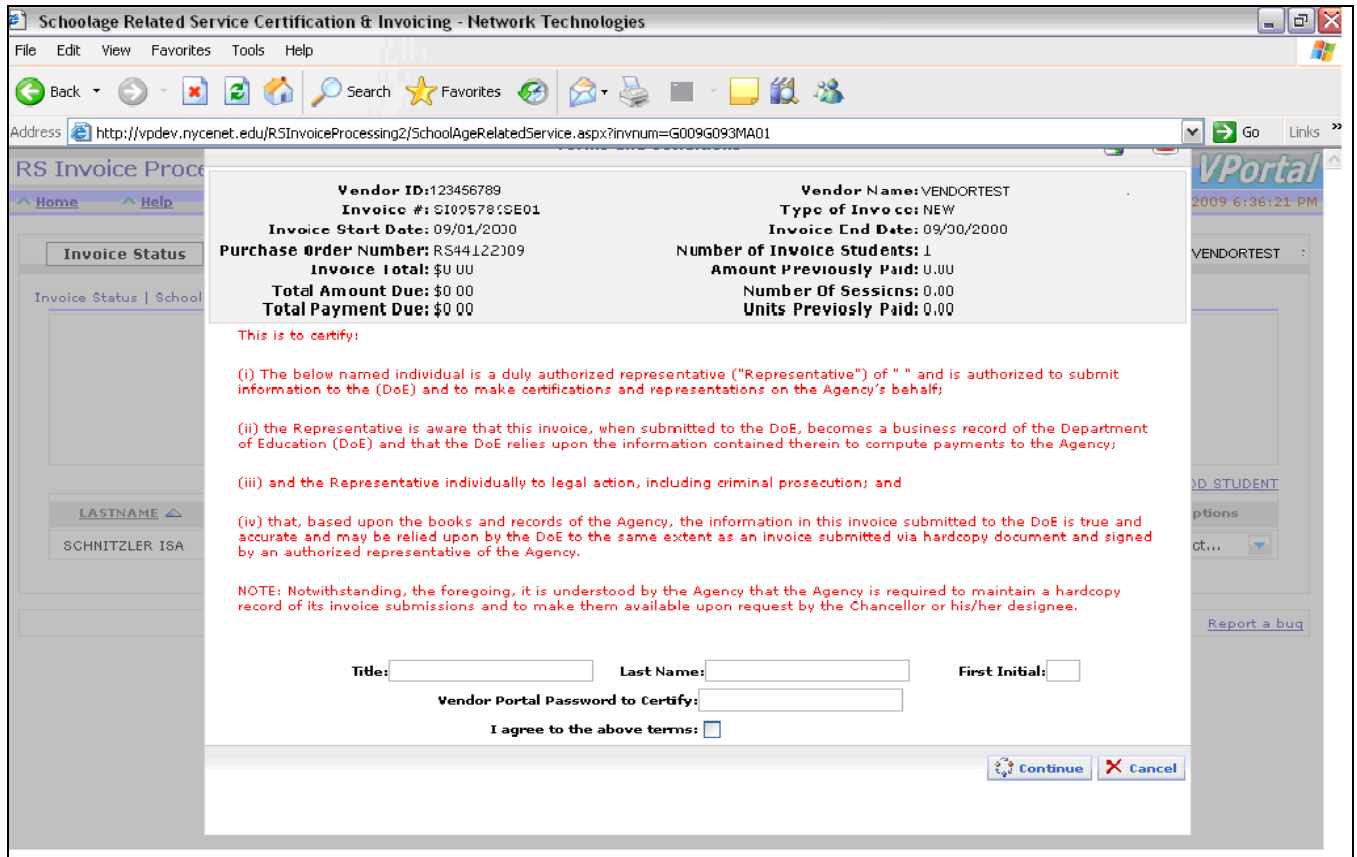
<p>Vendor ID: 123456789 Invoice #: S1095789SE01 Invoice Start Date: 09/01/2008 Purchase Order Number: RS44122009 Invoice Total: \$0.00 Total Amount Due: \$0.00 Total Payment Due: \$0.00</p>	<p>Vendor Name: VENDORTEST Type of Invoice: NEW Invoice End Date: 09/30/2008 Number of Invoice Students: 1 Amount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

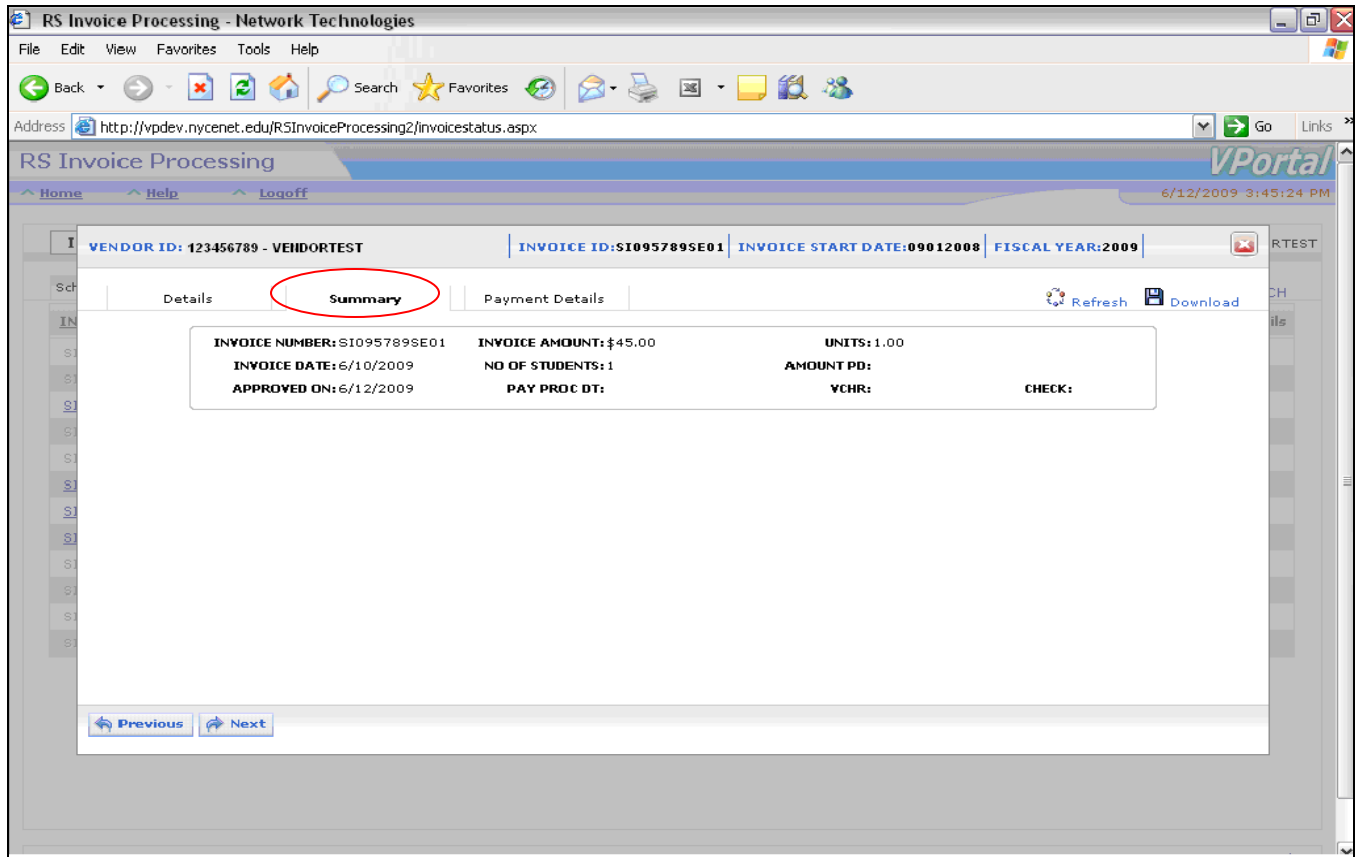
RS INVOICE – ADDITIONAL FEATURES

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 table contains one row of data: 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.

- 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

Home Help Logoff

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

Home Help Logoff

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)!

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

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.

- 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
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/vendorcafreports/Reports.aspx

NYCBOE - CAFS Invoice Report - Network Technologies

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

CAFS Invoice Report

VPortal

6/16/2009 3:53:17 PM

School Age - Contracted School Age - Independent Pre-K

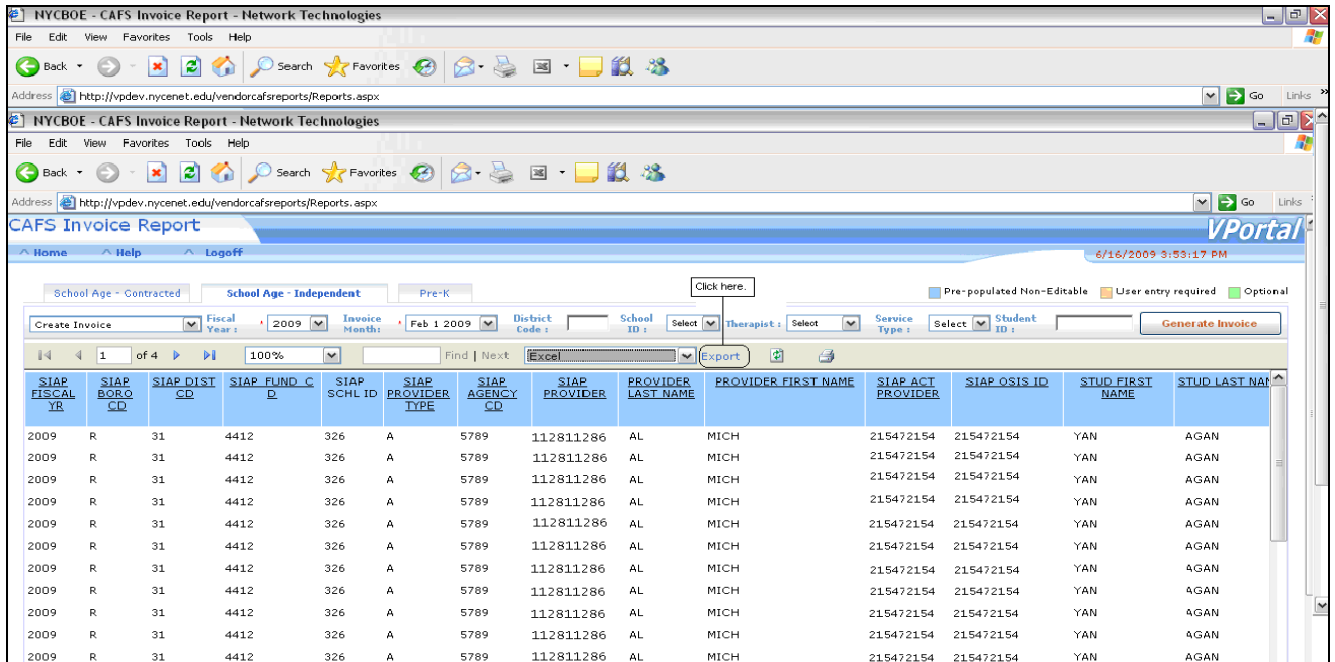
Pre-populated Non-Editable User entry required Optional

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

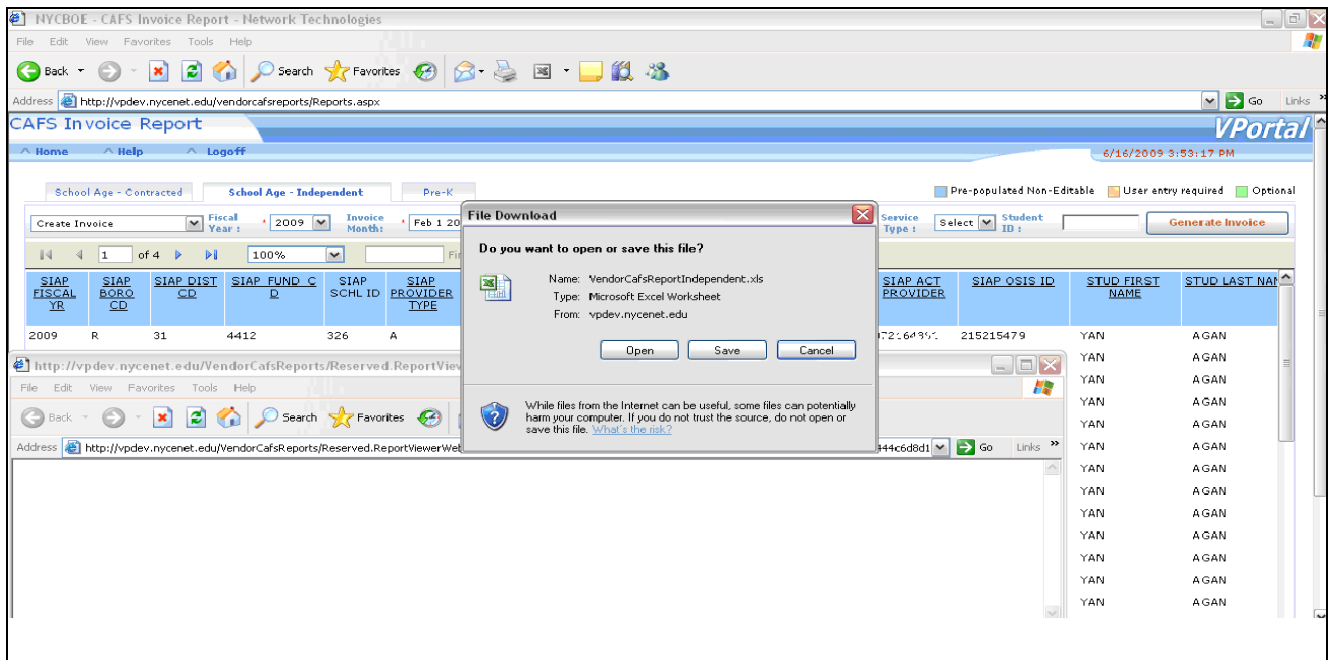
1 of 4 100% Find | Next Select a format Export

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

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

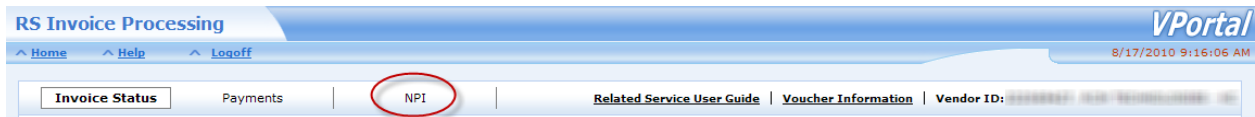


- Click **Export** when ready.

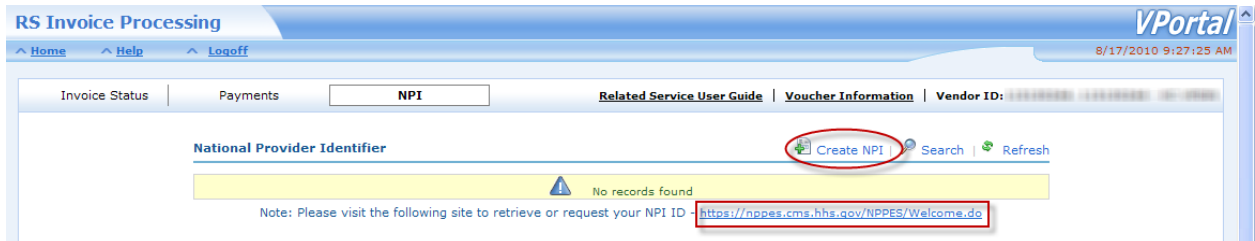


- The save prompt will appear with a default name.
- You can save the report anywhere on your computer. The records are transferred from vendor portal to excel format to your computer.

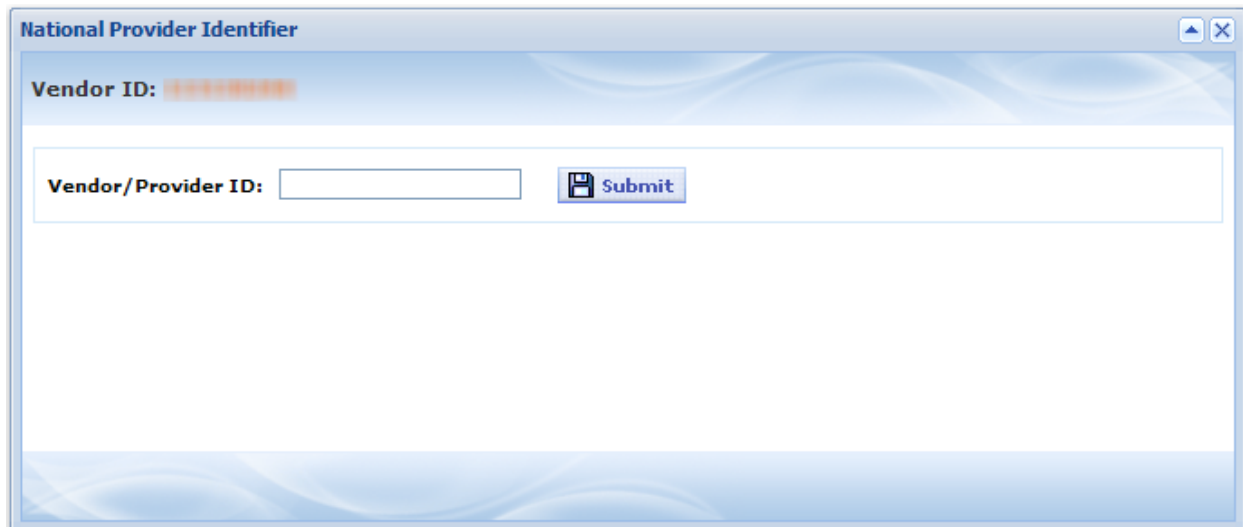
Entering Provider's NPI



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

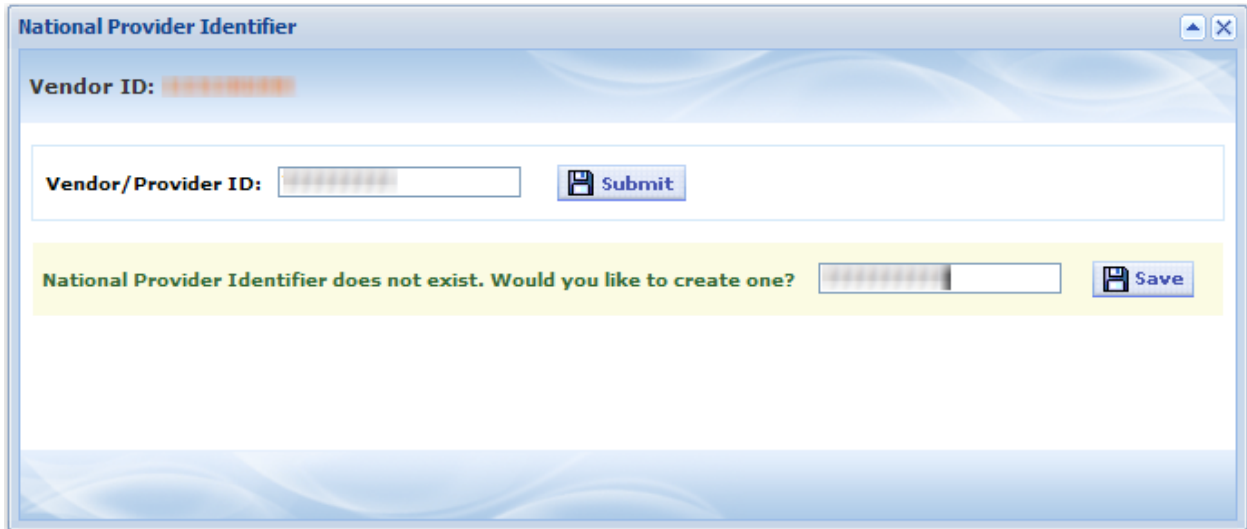


- Click on the <https://nppes.cms.hhs.gov/NPPES/Welcome.do> link to retrieve or request for a NPI ID
- Click on 'Create NPI' to add NPI and a popup will appear

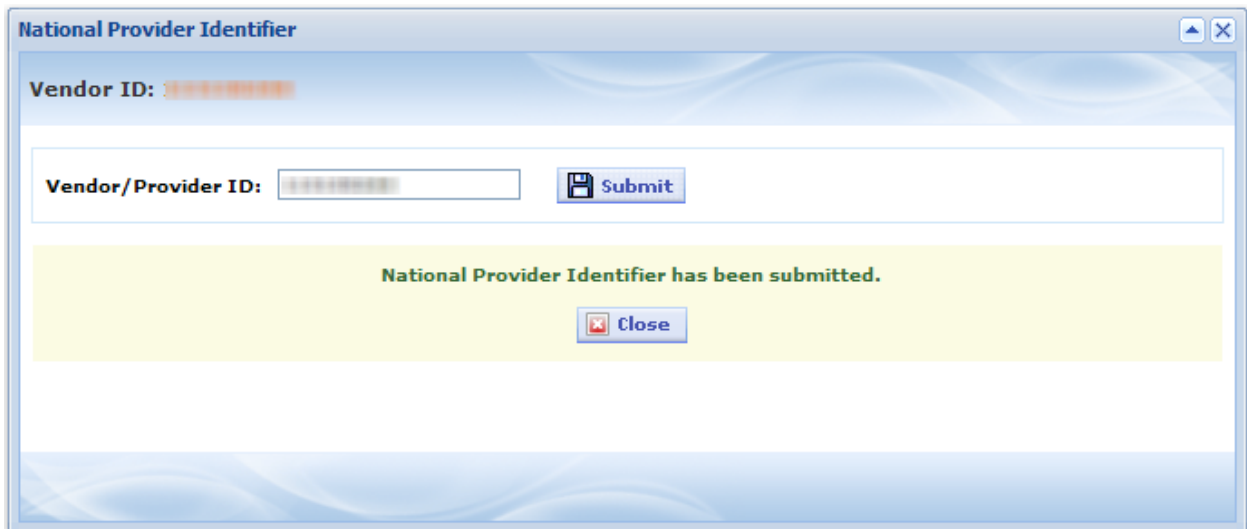


Note: Both the Vendor ID and Provider ID is required in order to submit an invoice. If the Vendor ID and Provider ID is the same, only one NPI ID record is required.

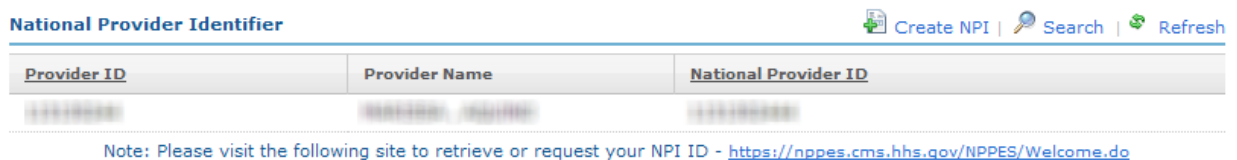
- Enter your Vendor/Provider ID and click the 'Submit' button



- 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:	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

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

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