

A Guide to Submitting Invoices for Related Services and SETSS via the Vendor Portal

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CHAPTER 1: OVERVIEW

Providers can select from two processes to submit invoices for payment using the Vendor Portal. The processing time for each differs.

Option 1 - Spreadsheet Upload:

Providers can upload spreadsheets with student data and service information. Processing of information uploaded takes 24-48 hours.

The steps involved to upload a spreadsheet are:

- Report Feature: Retrieve and export your mandates in spreadsheet format.
- Upload Feature: Upload and send completed text tab delimited (.txt) formatted file.
- Status Feature: Review batch submissions, correct any errors and submit for payment processing.
- Invoice Feature: Review student sessions to finalize and certify entries. After certification a voucher number is generated and sent to the Division of Financial Operations to process payment.

In addition, Providers must certify entries inside the invoice application once all uploads have been completed. Details on how to certify entries are found in the spreadsheet upload section of this guide.

Option 2 - Directly Submit an Invoice:

This option allows providers to create direct invoices, review student sessions, and certify entries in the Vendor Portal. Please note, the direct invoice feature can only be performed Monday-Friday: 6:00AM- 8:00PM and Saturday: 6:00AM- 4:00PM to allow for the NYCDOE systems to perform updates properly.

The next page features a flow chart outlining the steps for each of the processes above.



OVERVIEW OF INVOICING USING SPREADSHEET UPLOADS

The section provides an overview on invoicing using the spreadsheet upload process. The invoicing process has four steps, including the certification of entries, that much be completed for Providers to submit and receive payments. Chapters 3 thru 6 will provide the print screen details behind every action step outlined below.

Step 1 - Report Feature:

Login into the Vendor Portal: http://vendorportal.nycenet.edu/VendorPortal

- Click Report. The *Confirm Tabs* section will appear.
- Select the appropriate tab for invoicing:
 - School Age Contracted.
 - School Age Independent.
 - Preschool.
 - Select the following required fields for invoicing:
 - Fiscal Year
 - Fiscal Month (only if you want to work with a smaller group of records):
 - District Code
 - School ID
 - Service Type
 - Student ID
- Click on Generate Invoice.
- Then click on Select a Format, and then select Excel. Finally click on Export. This process will generate a report of services provided for your review.
- Save the downloaded Excel report onto your computer.

You can know begin to modify and input the attendance information under the yellow columns on the Excel Spreadsheet. Only yellow columns can be modified.

Once you have completed modifying the Excel spreadsheet you need to save the file in two formats.

- First, click on *File and* then *save*, to save the report in the Excel format.
- Then, click on *File and* then *Save As* to save the report in Text (tab delimited) format. This is the format you will
 need to use to upload information onto the Vendor Portal.
- Go back to Vendor Portal website, click on *Home* in the Report Feature to return to Vendor Portal home page.
- If your session has expired, simply log back on and click on the Report Upload

Step 2 – Upload Feature:

- Click on Upload.
- Select Invoice Type: School Age Contracted, School Age Independent, or Preschool.
- Click on *Browse* look for the Text file saved.
- Click on Upload file.
- Wait for confirmation message: "File was successfully uploaded. Your Batch ID is: XXXXX."
- To get back to the Vendor Portal home page, click on *Home* on the Upload Page.

Step 3 – File Status Feature:

This feature allows providers to review the information uploaded and submit a final invoice.

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

The status column will indicate *submitted*. At this point an invoice number is created and posted. The newly created invoice number will be processed and posted in the Invoice Feature page the next business day. Once the invoice number is posted, you will be able to move to Step 4 – Invoice and Certification.

You can now prepare another submission by going back to the Vendor Portal homepage or you can simply log off.

Step 4 - Invoice and Certification Feature:

- Click on the Invoice.
- Select the Tab for your invoice type.
- Locate your Batch ID number. This number was provided in the status page when the spreadsheet was uploaded.
- Click on your Batch ID Number.
- Carefully review and verify that all students sessions uploaded are correct.
- Once your review is completed, click on *submit* to go to the certification screen.
- Enter all of the required information on the certification page and click on *continue* to certify invoice. A voucher number will be generated.
- Print your certification confirmation page and maintain for your records.

Other Printing Options:

- Go to the Report Feature.
- Click on Invoice Tab (School Age-Independent or Preschool)
- Click on voucher.
- Type in the voucher number generated after certification. You can also search by invoice number.
- Click on Generate Report.
- In the *Select Format* box, choose Excel.
- Click on *Export* to generate an Excel report of your invoices.
- Save file to your computer. You can now print a report or just save it for future reference.

OVERVIEW OF DIRECT INVOICE PROCESSING

This section provides an overview of the Direct Invoice Processing. Chapter 7 will provide the print screen details behind every action step outlined below.

Direct Invoice:

- Login to the Vendor Portal: <u>http://vendorportal.nycenet.edu/VendorPortal</u>
- Click on Invoice.
 - Select the correct invoice type tab.
 - School Age Contracted.
 - School Age Independent.
 - Preschool.
- Click on *New Invoice*.
- Select *Fiscal Year:* this corresponds to the school year in which the services were rendered. For example, 2009-2010 is fiscal year 2010.
- Select *Fiscal Month*: this corresponds to the month of service you are invoicing for.
- Click on Add Student to view list of authorizations to serve students received for the month selected.

Carefully review list of student records displayed. Click on the *Select* column to choose which students you are submitting an invoice for. Once the student records have been selected, click on the *Add* button on the bottom of the page. Review the list again to ensure the students selected are listed. At this point you can add more or delete any student records. Once you have the correct list, you can begin to create invoices.

- Click on the *Create Invoice* button.
- An invoice number will be assigned to the group of student records selected. Click on the invoice number or the Continue button to move to the next step of entering the details of the invoice:
 - Student session time,
 - Frequency, and
 - Group size information.

Entering Invoice Details:

On the right side of the invoicing page there is a column labeled **Options**. Click on the word *Options*, and then click on the word, *Details*. This will open a calendar view page. Please note each row on this calendar page needs to have detailed entries.

- 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. (For example 8:30 am must be entered as 08:30 AM.)
- Once you have completed entering all of the information for the student session selected, click on Submit.
- Click on next date of service and enter session information.
- When Calendar Page is **completely** filled out with the required details for the student, click the Close button.

These steps must be repeated for every student record on the invoice. Once **all** entries are completed, review and confirm everything on the invoice is correct. Click the *Submit* button at the bottom of the page to move to certification.

Certification of Information and Invoices:

One you have submitted the information click on *Continue* to complete the certification. A voucher number will be generated when you click on continue and finalize the certification. Print the confirmation page with the voucher number for your records.

Return to *Invoice Status* page. Your invoice number will now be displayed with under the 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.

Printing invoices:

- Go to the Vendor Portal home page.
- Click on *Report* to print your entries.
- Click on the Invoice Tab (School Age-Independent or Preschool)
- Select *Voucher* instead of create invoice.
- Type in your voucher number provided in the certification page.
- Click Generate Report.
- In the *Select Format* box, choose Excel.
- Click on *Export* to download an Excel file listing your invoices.
- Save Excel file in your computer. You can print the Excel or save it for future reference.

Questions and Support for Invoicing Processes

For questions and/or information regarding invoices please contact:

- Preschool Invoicing <u>cmrwebsupport@schools.nyc.gov</u>
- School Age Invoicing for Contracted Agencies and Independent Providers <u>rswebsupport@schools.nyc.gov</u>

CHAPER 2: VENDOR PORTAL REGISTRATION

In order to submit an invoice, Providers must be registered as vendors. To register go to the Vendor Portal website: https://vendorportal.nycenet.edu.

Click on the word *Register*. Please enter your Federal Tax ID or Social Security Number (as reported on your W-9.) Please note, vendor codes (9 digit alpha-numeric) are not to be used.



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Contact Us

Once you have entered the required information, click Retrieve.



The following form will appear requesting vendor information:

S) VPortal	9/30/2009 8:48:23 Al Mayor's Office DOE DFO News and Features
endor 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.
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First Name* Last Name*	
Phone* Fax	
Email address*	
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Website	
assword (minimum of 6 characters long)	1
Select One	~
Or Write My Own Question*	
Security Answer*	
Password*	
Re-enter Password*	

- Enter all required information and fields with red asterisk symbol (*).
- Note: **DO NOT** select any of the bid boxes, as they do not apply to Related Services or SETSS Providers. (Please see below for reference.)

Bid List	
GOODS / COMMODITIES (Please select a category)	
GOODS / COMMODITIES	<u> </u>
\Box air conditioners & electric fans	
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.	U BUSINESS MACHINES (OFFICE MACHINES)
	🗙 Cancel 🍃 Clear 💾 Submit

Click *Submit* on the bottom of the page once you have completed the form to process your registration. A confirmation message will appear when your registration is complete. No additional action is needed.

You will receive an e-mail confirming your registration. Once you receive the e-mail you may begin submitting invoices.



If you have trouble with the <u>registration process</u> please contact the vendor support hotline at 718-935-2300 or e-mail the vendor registration support desk at: <u>vendorhotline@schools.nyc.gov</u>.

CHAPTER 3: Report Application for Spreadsheet Upload Process

This chapter will outline how to use the *Report* application, which is the first step to prepare your invoice.

- After you log onto the Vendor Portal, please click on *Reports*.



Please note:

- If you do not see the *Report* link when you log in, it means that your service authorization may not have been received or fully processed. In order to start the invoice process, the vendor portal invoicing system requires the authorization records. Please contact the vendor hotline for additional information and support.
- If you click on the link and receive a message indicating that you do not have access to this application, it means that your first attend date has not yet been reported or has not been received. Please contact the vendor hotline for additional information.

Once you have completed your log on and have received no error message, you will be taken the Invoice Report main page.

- Select the appropriate tab for invoicing:
 - School Age Contracted.
 - School Age Independent.
 - Preschool.

RS/SETSS Reports	VPortal
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Create Invoice Fiscal Year: 2013 Invoice Month Select District Code: School ID Select Therapist: Select Service Type: Select Student ID:	Generate Invoice
	Contact NPSP Billing Dept

- Leave the first box on the dropdown menu on Create Invoice.
- Select population to be invoiced, by selecting the following required fields for invoicing:
 - Fiscal Year
 - Fiscal Month (only if you want to work with a smaller group of records):
 - District Code
 - School ID
 - Therapist
 - Service Type
 - Student ID
- Once you have completed your selection click on *Generate Invoice*. (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, the report above is displayed which will allow for further review. You can retrieve again at any time.
- The next step is to export the report to Excel.

Exporting Report:

- Click on Select a format and choose Excel.

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- Click on *Export* when you want to download the report.

- 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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- At this time you have completed exporting the file to your computer. Using the exported document you can begin to enter your attendance information.
- You can log off the vendor portal at this time or retrieve another group of authorizations.

SPREADSHEET SAMPLE IN EXCEL

Below is an example of the spreadsheet that will be downloaded for your use. Please note that the header COLUMNS will be color coded.

- Blue header columns indicate Authorizations/Mandate information.
- Yellow header columns indicate Attendance information and are required. The Yellow section would be the only columns to enter your attendance information.

- Grey header columns are Optional.

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 file downloaded will feature the yellow columns for inputting information.

	N	0	Р	Q	R	S	Т	U	V	W	Х	Y	Z	AA	AB
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4	Contract of the last	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/03/2013		00	00:00 AM	00:00 AM	
5	Contract of the last	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/04/2013		00	00:00 AM	00:00 AM	
6	CONTRACTOR OF THE OWNER.	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/05/2013		00	00:00 AM	00:00 AM	
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8	COMPLEX PROPERTY AND	ти	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/07/2013		00	00:00 AM	00:00 AM	
9	COMPLEX PROFESSION	ти	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/08/2013		00	00:00 AM	00:00 AM	
10	1000.000.000	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/09/2013		00	00:00 AM	00:00 AM	
11	1000.0001.00	ти	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/10/2013		00	00:00 AM	00:00 AM	
12	1000-0016-001	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/11/2013		00	00:00 AM	00:00 AM	
13	1000-000-000	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/12/2013		00	00:00 AM	00:00 AM	
14	COMPLETE STATE	ти	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/13/2013		00	00:00 AM	00:00 AM	
15	1000	ти	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/14/2013		00	00:00 AM	00:00 AM	
16	1000	ти	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/15/2013		00	00:00 AM	00:00 AM	
17	1000	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/16/2013		00	00:00 AM	00:00 AM	
18	1000-000-00	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/17/2013		00	00:00 AM	00:00 AM	
19	1000-000-000	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/18/2013		00	00:00 AM	00:00 AM	
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32	ALCONG DEL 10	T1	09/06/2012	06/26/2013	50	000	01 101	EN	02/01/2013	02/04/2013		50	00:00 AM	00:00 AM	
3/	COLORE DEL CO	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/05/2013		00	00:00 AM	00:00 AM	
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38	COLORD FREI AV	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/09/2013		00	00:00 AM	00:00 AM	
39	10-1003-000-00	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/10/2013		00	00:00 AM	00:00 AM	
40	10-10-10-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/11/2013		00	00:00 AM	00:00 AM	
41	10-10-10-0-0-1	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/12/2013		00	00:00 AM	00:00 AM	
42		T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/13/2013		00	00:00 AM	00:00 AM	
43	10-101-101-0	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/14/2013		00	00:00 AM	00:00 AM	
44	10-10-120-021-02	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/15/2013		00	00:00 AM	00:00 AM	
45		T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/16/2013		00	00:00 AM	00:00 AM	
					-	-	-					-			

- Fill in attendance rows for every student's mandates to be processed.
- Each student will have a separate row for each day of the entire calendar month selected in the report.
- Locate the day of the month you provided services and enter the following:
 - SCIN Attend Code this has two options: I for Present or *M* for 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/or PM letters
 - SCIN End Time Type in the end time of service. Remember to include the AM and/or PM letters
 - SCIN School Other Type in the location of service. The options available are: S School, H Home, or B Place of Business
- You can enter information in as many rows as you need to complete the invoicing for the entire month. All rows
 that are not completed with required attendance information will be ignored during the upload process.
- **SAVE** the worksheet as you go along so nothing will be lost.
- Once you have completed all of your work, save the sheet one last time and you will have a final Excel spreadsheet for your records.

Please remember that the Vendor Portal billing system will only upload a specific format of your spreadsheet, which is called a <u>text delimited format</u>. Therefore, a second save of the spreadsheet is required to create the file needed for the upload process.

Second Save Option:

- Choose *Save As* from your Excel File menu at the top.
- Change type of file in the "save as" by going to the Save as Type box and select option called, 'text (tab delimited).
- Click Save
- Answer Yes on next message, close file.

1	N	0	P	Q		R	S	T	U	V	W	X	Y	Z	AA	AB	AD	AE	AF
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		SUBTYPE	DT		<u>s</u>	ESSIONS	SESS	GROUP	LANG	INVOICE	INVOICE	ATTEND	ACT GRP	TIME	TIME	SCHOOL	VEND	INVOICE	PROG ID
1	and a state line	TU	00/06/2012	06/06/0012	re-		LEN	SIZE	CD	MONTH	DAYS	CODE	SIZE	00.00 AM	00.00 AM	OTHER	INVOICE	AMT	
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31	101-120-000-000	T1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/02/2013		00	00:00 AM	00:00 AM			0.00	
32	in an in the second second	Τ1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/03/2013		00	00:00 AM	00:00 AM			0.00	
33	10-101-011-01	T1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/04/2013		00	00:00 AM	00:00 AM			0.00	
34	in other lines are	T1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/05/2013		00	00:00 AM	00:00 AM			0.00	
35	Manager and Street of Stre	Τ1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/06/2013		00	00:00 AM	00:00 AM			0.00	
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37	an other states and	Τ1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/08/2013		00	00:00 AM	00:00 AM			0.00	
38	deserve and the second	T1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/09/2013		00	00:00 AM	00:00 AM			0.00	
39		T1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/10/2013		00	00:00 AM	00:00 AM			0.00	
40	the state of the state	T1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/11/2013		00	00:00 AM	00:00 AM			0.00	
41	10-101-11-11	T1	09/06/2012	06/26/2013	10		060	01	EN	02/01/2013	02/12/2013		00	00:00 AM	00:00 AM			0.00	

CHAPTER 4: Uploading Final Report for Invoicing

Now that you have completed inputting the information and have saved the Excel report as a **TXT** file you are ready to upload the information. Go to the Vendor Portal homepage and click on *Upload*.

	Financial Operations Division of Contracts & Purchasing	3/25/2013 10:35:
NEODWATION	Welcome ADMINISTRATOR /	B OTHER APP
ancial Inquiry		1000
count Administration		RS/SETSS Invoice
		RS/SETSS Reports
		RS/SETSS Upload
	Click here	RS File Status
	improvements. PORTAL NEWS	
	Starting on January 1, 2011 the City of New York will begin charging a \$3.50 fee per paper check and periodically deducting the fees owed by the paper check recipient from future payments. The fee applies to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system. This fee, authorized under the Rules of the city of New York — Title 19, Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system. This fee, authorized under the Rules of the city of New York — Title 19, Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management for the News or moneurous grader to use of delater for (FED to the costs) are gradered for the City of News or the costs are contracted for the City of News or the costs of the FED to the cost of the News of News or the costs of the Vork in the FED to the cost or the cost of the City of New York — City of News or the costs of the City of	
	Department of Finance, Vendor Payment Direct Deposit Program enrollment page at http://www.nyc.gov/html/dof/html/services/services-vendors_et.shtml to avoid getting paper checks in the future that will be assessed the fee.	

You will be directed to the page where you must select the *Invoice Type* to begin your upload.

RS/SETSS Upload			VPortal
A Home A Help A Logoff			3/25/2013 12:11:12 PM
Status Page		Related Service Invoice Processing User Guide	VENDOR ID: 112868878, TESTTEST ????
	Select Invoice Type 💌		
	Select Invoice Type to Upload File.		
	Submission Instructions ◆ Open up a xis life from Excel ◆ Under file. click "Save As", ◆ At the bottom of the window, go to the drop down menu labeled "Save as Type", ◆ Scroll down, until you see "TXT (Tab Delimited)(".txt)", ◆ Select this option and click save.		

Once you have selected your invoice type, click on the *Browse* option. A panel with access the computer's directory file will appear.

Locate the <u>text delimited</u> file format. In the example below, the name of file is VendorCafsReportIndependent which was created in the text file format. Highlight the name of the file and click *Open*.

S/SETSS Upload						VPort
iome ^ Help ^ Logoff						3/25/2013 12:13:2
itatus Page				Related S	ervice Invoic	re Processing User Guide VENDOR ID: 112868878. TESTTEST ????
SA Inde	pendent 👻					
	Seler	t File				
		Browse	Upload file			
		California				
Prior t	o uploading your invoice, please make sure	that all of the informa	tion included is corre	ct and		
Choose File to Upload					×	
- + RS			 ✓ +→ Search 	RS	Q	
Organize 👻 New folder			(0)	800 - [1 0	
🔆 Favorites	Name	Date modified	Туре	Size	-	
Desktop	VendorCafsReportIndependent02345	3/25/2013 11:48 AM	Text Document	13 KB		
Downloads	VendorCafsReportIndependent0322	3/22/2013 1:51 PM	Text Document	344 KB		
🔛 Recent Places	VendorCafsReportIndependent0322	3/22/2013 1:46 PM	Microsoft Excel 97	798 KB	-	
	VendorCafsReportContracted01	3/20/2013 2:57 PM	Text Document	8 KB	1	
🔚 Libraries	WendorCafsReportContracted01	3/20/2013 2:55 PM	Microsoft Excel 97	38 KB		
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🚽 Music	VendorCafsReportIndependent1123	3/7/2013 2:27 PM	Microsoft Excel 97	230 KB		
Pictures	VendorCafsReportIndependent1123	3/7/2013 2:21 PM	Text Document	93 KB		
📑 Videos	VendorCafsReportIndependent112	3/7/2013 2:18 PM	Text Document	93 KB		
	VendorCafsReportIndependent112	3/7/2013 2:16 PM	Microsoft Excel 97	230 KB		
I Computer	VendorCafsReportIndependent02	3/5/2013 2:52 PM	Text Document	13 KB		
🚨 Local Disk (C:)	VendorCafsReportIndependent01	3/1/2013 1:04 PM	Text Document	14 KB		
🚱 DVD RW Drive (D:) A	VendorCafsReportIndependent02	3/1/2013 12:23 PM	Microsoft Excel 97	49 KB		
🖵 divfop\$ (\\es00cifs0.	VendorCafsReportIndependent01	2/28/2013 1:53 PM	Microsoft Excel 97	52 KB		
	VendorCafsReportIndependent201244	11/30/2012 5:08 PM	Text Document	90 KB		Contact NPSP Billing De
🗣 Network	VendorCafsReportPreKnew50	11/29/2012 3:29 PM	Text Document	3,213 KB		
	VendorCafsReportContracted2012ext	11/29/2012 12:31	Text Document	262 KB		
VendorCafsRep Text Document File na	INN L C C L L D C L L D C C C C C C C C C C	013 11:48 AM Date	Created: 3/25/2013 11:4 All Files (Open	8 AM		

The text file will now appear in the *Select File* bar. Click the *Upload File* button to submit your file to the Vendor Portal for validation.

RS/SETSS Upload		VPortal
A Home A Help A Logoff		3/25/2013 12:13:25 PM
Status Page	Related Service Invoice Processing User Gu	iide VENDOR ID: , TESTTEST ????
	SA Independent 🔻	
	Select File C:\Users\ODistant\Desktop\RS\VendorCafsRepo Browse Upload file	
	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	

Once the file is successfully uploaded, the Vendor Portal will generate a batch number for your reference and a link to the status page will be displayed.

- 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.

RS/SETSS Upload	VPortal
A Home A Help A Logoff	3/25/2013 12:15:47 PM
Status Pace SA Independent Prior to uploading your invoice is consistent with the student prevent submittal of the invoice you can use the next day to s Submission Instructions • Open up a ski file from Exc • Under Hie, cick "Save As". • At the loctam of the window • Scrift daw, multi you ser • Select this option and click	Related Service Invoice Processing User Guide VENDOR ID: , TESTTEST ??? Select File Browse Upload file e, please make sure that all of the information included is correct and is mandate. Anything not consistent with the student's mandate will ubmit your invoice for payment.

CHAPTER 5: File Status Review

To review the results of an uploaded spreadsheet, please click on the *File Status* as shown below.

s office Division of	Financial Operations Division of Contracts & Purchasing	3/25/2013 10:35:18
FORMATION ncial Inquiry unt Administration	Welcome, ADMINISTRATOR ()!	RS/SETSS Invoice RS/SETSS Reports
	Click here	RS/SETSS Upload
	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 willfind 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 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	
	Starting on January 1, 2011 the City of New York will begin charging a \$3.50 fee per paper check and periodically deducting the fees owed by the paper check recipient from future payments. The fee applies to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system. This fee, authorized under the Rules of the city of New York – Tite 19. Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system. This fee, authorized under the Rules of the city of New York – Tite 19. Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system and to encourage greater use of electronic Funds Transfer (EFT) by those receiving payments from the City of New York. Payees are encouraged to sign up for EFT at the Department of Finance, Vendor Payment Direct Deposit Program enrollment page at http://www.nyc.gov/html/dof/html/services/services.vendors_eft.shtml to avoid getting paper checks in the future that will be assessed the fee.	
	Reduce your papervork! 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 <u>Vendor/Setup@schools.nyc.gov</u> . Please include your tax ID number and/or DoE Vendor	

This will take you the main status page where you will see a list of all of your uploaded information. Each upload process receives a unique batch number for tracking purposes.

RS/SETSS Upload										VPortal
A Home A Help A Logoff									-	3/25/2013 12:18:57 PM
Upload File							Related S	ervice I	Invoice P	Processing User Guide VENDOR ID: TESTTEST ????
	SA Contracted (936)	SA Independent (11	6)	Preschool (54)			🗘 Refresh	#	Search	
	BATCH ID PAREN BATCH I	UPLOADED DATE	ERROR	PASS	TOTAL	STATUS	INVOICE NO:	AC	TION	
	35248	3/25/2013 12:07:00 PM	0	0	0	File Saved. Please Wait			×	2
	35247	3/25/2013 12:04:00 PM	2	0	2	Failed Rules Validation		×	×	3
	35229	3/22/2013 1:31:00 PM	0	0	0	Uploaded to Mainframe	SZ135789AP00			S
	35228	3/22/2013 1:30:00 PM	0	0	0	Uploaded to Mainframe	SZ135789MR02			8
	35227	3/22/2013 1:30:00 PM	0	0	0	Uploaded to Mainframe	SZ135789FE03			8
	35226	3/22/2013 1:28:00 PM	0	1	1	Uploaded to Mainframe	SZ135789MR01	1		8
	35225	3/22/2013 1:28:00 PM	0	0	0	Uploaded to Mainframe	SZ135789MR00			8
	35224	3/22/2013 1:23:00 PM	0	1	1	Uploaded to Mainframe	SZ135789FE02	26		2
	35220	3/21/2013 4:30:00 PM	0	0	0	Uploaded to Mainframe	SZ135789FE01			2
	35215	3/18/2013 5:31:00 PM	0	1	1	Uploaded to Mainframe	SZ135789FE00	26		8
	35211	3/1/2013 12:02:00 PM	0	0	0	Uploaded to Mainframe	SZ135789DE-1			8
	35210	11/21/2012 3:44:00 PM	0	<u>1</u>	<u>1</u>	Failed Rules Validation		1	×	8
	35208	11/21/2012 3:44:00 PM	0	1	1	Uploaded to Mainframe	SZ135789JL9Z	1		2
	35183	1/22/2013 1:15:00 PM	0	0	0	Uploaded to Mainframe	SZ135789DEZ9			3
	35182	12/11/2012 4:54:00 PM	0	0	0	Uploaded to Mainframe	SI135789AU05			g
								1	23456	2
										Contact NPSP Billing Dept

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

Column Definitions on the Status Page:

- TOTAL: Total number of records received.
- ERROR: Total number of records that failed validation.
- PASS: Total number of records that passed validation.
 - STATUS: This column defines the results of your uploaded file. The status can be any of the following:
 - 1. New

-

- 2. File Saved. Please Wait...
- 3. Passed Format Validation
- 4. Failed Format Validation
- 5. Processing...
- 6. Records Failed to be Inserted
- 7. Passed Rules Validation
- 8. Failed Rules Validation
- 9. Submitted
- 10. Uploaded to Mainframe
- 11. Attend Code Required
- 12. Deleted Batch
- 13. File has no records

RS/SETSS Upload											VPorta
^ Home _ ^ Help _ ^ Logoff											3/25/2013 12:36:40
Upload File									<u>Related</u>	Servi	ice Invoice Processing User Guide VENDOR ID: , TEST
	5/	A Independent	(3)					C Refresh	🛱 S	earch	h
	BATCH ID	PARENT BATCH ID	UPLOADED DATE	ERROR	PASS	TOTAL	<u>STATUS</u>	INVOICE NO:	ACT	ION	
	35251	1	3/25/2013 12:25:00 PM	D	2	2	Passed Rules Validation		8	X	3
	35250		3/25/2013 12:15:00 PM	D	0	Q	Deleted Batch				C
	25104		2/12/2013 2/21:00 DM	ñ	0	0	Unloaded to Mainframe	\$71357835E00			0

Assuming the uploaded file processed correctly, you will have *Total* column equal to *Pass* column. However, even under this "correct" submission scenario you are still able to correct any data entry mistakes. You can delete the batch altogether or you can click on the number of the passed entries to review your entries.

Please 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.
- You can also delete unwanted session(s) or correct sessions prior to submission by clicking on the *PASS* column to view the entries.

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These Tasks Tasket														1	5		3292		l
labord film												3	telated Servi	ca Invoice Pro	eccessing Univ	e Gaide VIN	DOR DO:	141	
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	207521	2213		32	831		-	-	0806/2012	06/26/2013	62/01/2013	02:09:203	×						

To correct errors or modify the information:

- 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 the *Invoice Day* column to check each day and click on the Record ID for that row that you wish to edit.
- This will allow you to see the session entry, and to edit if needed.

Session Edit Page:

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.

TO- 25252 T CONTRACT TYPE, SA INDEPENDENT	I RECORD 20- SOTROLT STATUS ABOORD 25 VALIDA	area 1
Run Editatio Proced Vance 2013 Schurd Ref 423 Subaryor 201 Barryles Safe Terpis 7.1 Proceeding Research Language Code Bardeot Front Patrix	Burry Lander R. 29-recorder Tapper (A) Proceeding Tap Billing Captor (CA) (TA) (2012) Carteston (CA) Proceeding Lander (CA) Structure Manthel Structure Manthel Structure Land Names	During Goda, 31 Aquing Goda, (3783) Grie 32 Bod Ories State Ories State Actual Day State (35 Actual Day State (35 Errorite Day (32/1/1012) Funding Coda, 4413
Required Actual Start Time (79-00-555 Attend Code (2	Actual End Tone (10:00 AM Actual Group Size (01	School or Other (s
Optional Vender Januare Ramber	Involve Arrest (5.00	Sed Program 10-

If changes are made to this page, click on "Submit" button to save them and reprocess your request. Confirmation of your submission will appear. You can confirm the change by clicking *OK* or edit by clicking *Cancel*.

NTOP TOP 25231. I CONTRACT TYPES BA INDEPENDEN	ALTONIO ID: 2074237 STATUS RECORD IN VALIDATED		
Non Editable Pack Veger (2012) Schart 16: 533 Ventur 10: 0 Service Ref. Type: T - Pringenity (1) Principle Page Associ Lingung Coldy (Student Pack Neuron	Bern sede (K. Previder Type (A Previder 14) Been Creative root 7010 Are you sure you want to submit this information? OK X Cancel	Oration Code (21 Agency Code (2783 Oran 14) Bol Orac Dir.20(2013 Oracji Lan 03 Actual Oracian (200 Exerce Dir. (27(17)013 Fooding Code (2512	
Required Actual Start Time (09:00 AM Attend Code (p	Actual End Time [10:00 AM Actual Group Size[01	School or Other (
Optional Vendor Invoice Nambar] Invoice Amount (0.00	Sed Program ID.	

If your submission is successful you will receive a message from the Vendor Portal. To return to the list to continue editing, click on *Close* in the message success page.

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Click on *Status Page* to return to main page. The final step on the Status Page is to submit your batch to create an invoice request.

- Click on **Diskette** (or save) icon in the action column to submit the batch for an invoicing request.
- It is then sent to a Nightly Batch process, where further internal validations take place.

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

RS/SETSS Upload										VPortal
A Barrier A Bally A Logoff										3/25/2013 12:36:40 00
Voload File								Related Service I	nvoice Processing User Guide	VENDOR 10: 099768267, TEST
	SA Imb	ependent (3)					17 Rofresh	A Search		
	BATCH ID 7	ARENT UPLOADE	DATE ERROR	EAS	INTOL	STATUS	INVOICE NO:	ACTION		
	39291	3/25/2013 12	5.00 PM 0	×	4	Passed Rules Validation			7	
			Message from v	sebpage		128 23				
			1							
			You	are about to sui	brnit this bat	ch for processing!				
					OK	Cancel				
			. l			- d (

After you click OK, an invoice number 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 your submission the next day.

At this point you can log off or work on another batch upload.

Final Opportunity to Modify of Records:

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

The next day you have another opportunity to make updates 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 for payment.

To modify any information that has been submitted, click on *Invoice* from the home page and search for your invoice number. You will need the **invoice number** to locate your information.

- Click on Invoice Status.
- Click on Search to locate your invoice or scroll through the page to locate your invoice number.
- Search options are available by Fiscal Year, month, OR Invoice number.
- Click on *Retrieve* after typing in or selecting your values.



CHAPTER 6: Certification and Submitting Invoices

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 for payment. If the status indicates "unapproved" submitted information has not been certified and will not be sent for payment.

Unapproved status indicates that the certification action has not yet been completed. You must certify in order to change the status of your invoice from "Unapproved" to "Approved".

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

The certification panel will appear once you hit *submit*. This certification panel will need all the information required to be filled out. You cannot submit a certification, therefore and invoice for payment, without submitting a certification. Once you have filled out the form, click on *Continue*.

Terms an	nd Conditions	3
Vendor ID: 123456789 Invoice #: S1095789MA03 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:		
 (i) The below named individual is a duly authorized re information to the (DoE) and to make certifications ar 	epresentative ("Representative") of " " and is authori nd representations on the Agency's behalf;	zed to submit
(ii) the services for which payment is requested were or credentialing standards required by the New York State	delivered by providers who, at the time of service pro e Education Department Office of Professions; and	vision, met all
(iii) the Representative is aware that this invoice, when of Education (DoE) and that the DoE relies upon the in	n submitted to the DoE, becomes a business record formation contained therein to compute payments t	of the Department o the Agency; and
(iv) is it further understood by the Representative and any form may subject the Agency and the Representa	the Agency that knowingly submitting false informa tive individually to legal action, including criminal pro	tion to the DoE in secution; and
(v) that, based upon the books and records of the Ag accurate and may be relied upon by the DoE to the sa by an authorized representative of the Agency; and	ency, the information in this invoice submitted to the ame extent as an invoice submitted via hardcopy doo	DoE is true and urment and signed
(vi) the Individual providers and Agencies must maint request.	ain and produce for audit all records that support bil	ling the DoE upon
NOTE: Notwithstanding, the foregoing, it is understood record of its invoice submissions and to make them a	d by the Agency that the Agency is required to maint: vailable upon request by the Chancellor or his/her d	ain a hardcopy esignee.
Title:	ast Name: First Ini	tial:
Vendor Portal Password to	certify:	
I agree to the abov	e terms:	
	ĘĴ	Continue X Cancel

A voucher number will be assigned to your invoice after you enter the certification information and click on *Continue*. Print this confirmation screen or make a note of the voucher number.

Once you the certification process and receive a voucher number, **NO** additional changes can be made to the invoice. The status on this invoice will be marked as APPROVED.

Schoolage Related Servi	ce Certification & Invoicing - Network Technologies	[
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Address 🔊 http://vpdev.nycenet	.edu/RSInvoiceProcessing2/SchoolAgeRelatedService.aspx?invnum=G009G093MA01	💽 🛃 Go
RS Invoice Proce	i erms and conditions 🧃 🚇	VPO
Nome Melo Invoice Status	Vendor ID: 123458789 Vendor Name: Test Provider Invoice #: S1095/89MA03 Type of Invoice: AMENDED Invoice Statt Date: 09/01/2008 Invoice End Date: 09/30/2008 Purchase Order Number: Number of Invoice Students: 1 Invoice Total: ¢54.00 Amount Previously Paid: 0.00 Total Amount Due: ¢54.00 Units Previosly Paid: 0.00	2007 6:36 525407, G
LASINAME A SCHNITZLER ISA	INVOICE HEADER APPROVED & VOUCHERED. YOUR VOUCHER NUMBER IS: DN10591 VOUCHER DATE: 2009-08-21 Return to invoice status	a 2 <u>0-STUDE</u> ptions ct (* Report J
<]		×

CHAPTER 7: Direct Invoicing Process

In this chapter you will provide an overview of the Direct Invoices process. This process does not require any spreadsheet uploads. This process allows you to invoice directly by reviewing each student case individually.

To begin invoicing log into the Vendor Portal and click on *Invoice*.

FORMATION	Welcome, ADMINISTRATOR ()	= DTHER APP
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int Administration		REFERENCE Reports
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	The Vendor Portal (Portal) is the Department of Education's online management tool for our vendora. This tool is part of our ongoing effort to improve your vendor experience. Here you willing the tools to do	1996
	business with the Uepartment of Education in an effective and emclent way. You can how add your organization to our de lasts to receive notincations when we have a request to receive notincation with the solid receive notincation of intervation of intervations of	the state of the state of the state
	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	
	Starting on January 1, 2011 the City of New York will begin charging a \$3,50 fee per paper check and periodically deducting the fees owed by the paper check, recipient from future payments. The fee applies to the processing of paper checks, datas or similar paper instruments, written for payments issued through the CXy's financial management system. This fee, authorized under the Rules of the city of New York - Tile 19, Department of Finance, section 9-01 of Chapter 19, is to cover the costs related to the processing of paper checks, datas or similar paper instruments, written for payments issued through the CXy's financial management system and to encourage greater use of electronic Funds Transfer (EFT) by those receiving payments from the CXy of New York. Pagees are encouraged to sign up for EFT at the Department of Finance, Vendor Payment Direct Depart enrollment page at <a href="http://www.nyc.gov/html/dothtml/serices/serice</td> <td></td>	
	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 <u>VendorSetup@schools.nyc.gar</u> . Please include your tax ID number and/or DoE Vendor	

Click on the *Invoice Status* tab, then, click on the invoice type tab and select School Age-Contracted, School Age-Independent or Pre-K. Once you select invoice type, click on *New Invoice*.

	The fit	w York City Departm	ent of Education	ab below to	proceed in	entering the CAPTE or	edentialing of the	be physical therapists. dion.	Please click on	the 'NPT'		
voice Status Payments	1 1	PI I						Related S	ervice User Guide	Voucher Information	Vendor ID:	
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oof Age - Contracted School Age -	Independent	Preschool	88900000 80 004080					CA HEW INVOI		DIEDULE O REFRESH	B DOVINLOAD	Astato
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- Select the *Fiscal Year* for invoicing. This is the school year of the service month you are invoicing for. Example: The school year is from Sept. 2009 to June 2010. Therefore, select Fiscal Year 2010.
- Select *Fiscal Month*, this is the month you are invoicing for.
- Click on the Add Student button. This will pull up the student information for the month of services.

		CREATE NET	W INVOICE	×
FISCAL YEAR:	2009 👻	FISCAL MONTH:	Select Month	Add Student

Student information:

- Click on the box next to each student you wish to submit and invoice for. You can select one, or more, or all students.
- You can also use the search function to narrow the list of students further. You can search for a particular student by OSIS number, by Service Type, or by School ID. Type in the information next to one or more search boxes and click on *Retrieve* button.
- Click on the <u>Add</u> button to continue to go to next page.

	NT ID:	008:		SERV STVP	:	SCHOOL ID:	ACTI	JAL PROVIDE	ER:	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	etrieve
LECT (051510	STUDENT NAME	SERV	DOB	SCHOOL	ACTUAL PROVIDER	START DATE	END DATE	DURATION	FREQENCY	GROUP SIZE
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NOTE:

Not all authorizations will appear on the **add student** page. The information depends the month selected 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.

⁻ 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.

- If you are ready to invoice click *Create Invoice* at the bottom of the page.
- The invoice number will be assigned when you click on *Create Invoice* button.

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Click Continue to go to next step to proceed to the data entry screen.

Data Entry of Session Information

In this section, you can still Add a Student, if necessary, to your list or begin to enter information for each day of service.

- To enter session information, click on *Select* in the options column.
- Then click on *Details*, a calendar view will appear next.
- If necessary, you can also delete the row if you made a mistake and/or added the wrong student to the list. Go to Options column and select *Delete*.

Invoic Purchase Or In Total Total P	Vend Invo e Start der Nu nvoice Amouni aymen	or ID: fice #: Y010Y0: Date: 09/01/2 mber: RS4410 Total: \$0.00 t Due: \$0.00 t Due: \$0.00	185E03 009 2010		Number Am	l ount Num Unit	Vendor Type of L nvaice En nvaice Str Previous ber Of Se s Previos	Name: nvoice: d Date: adents: y Paid: ssions: y Paid:	NEW 99/30/20 2 0.00 0.00 0.00	09			
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In the calendar view, select the day of actual service and click on add to begin to add session information. If the day is in grey, it means the authorization did not have these dates of service. You cannot invoice for days outside of approved dates of service.

Calendar View:

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You can only add one session per day per student. You will get the same *Add New Session* panel for each day you select to enter session information.

- Enter required information such as start and end time (Time From, Time to), group size and location of service.
- When you complete your entries, click on *Submit*.



A confirmation message will appear next. To add this session, click OK and continue to the next calendar date.

			Message from webpage 🛛 🔀		
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		Grou	p Size: 1		
21	22	Location of Ac	tivity: School		27
_			Submit Cancel		Add

- When you click on *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 entered information.
- Repeat the same process to enter the next days of service.
- When you have completed all of your entries in the calendar, click *Close* to return back to main page invoice page.

Please note, you can close the calendar view at any time and return back to it when necessary.

Main Invoice Page

The main invoice page will list all of the session information you have entered and the total amount of the invoice. You can still click on *Add Student*, delete the record, or change the session details, if necessary.

- After your final review, click on *Submit* to certify your entries.

Adjustment codes may appear if any issues arise. Column values are defined as follows:

- **Z:** Zero units payable. No entries have been made on 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, type, and month.

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Once all of your entries have been successfully completed and submitted you will need to certify your records. All required fields need to be filled out in the certification panel. Please note, once you click on Continue, you will **not** be able to make any further changes to your invoices.

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Invoice Status School	Total Amount Due: \$0.00 Number Of Sessions: 0.00 Total Payment Due: \$0.00 Units Previously Paid: 0.00	
LASINAME A	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 minimal presentition; and (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 UoE to the same extent as an invoice submitted via hardcopy document and signed by an authorized representative of the Agency. 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.	ND STUDENT ptons cl
	Title: Last Name First Initial:	
	Vendor Portal Paszword to Certifyi	
	I agree to the above terms:	-
	💱 Continue 🛛 🗙 Cancel	1

Once your certification has been submitted a voucher number will be assigned to your invoice. Print this confirmation screen or make a note of the voucher number for your records.

- Once you certify and receive a Voucher number, NO additional 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 Division of Financial Operations for payment.

Vendor ID:	Vendor Name:	
Invoice #: I010I011SE01	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 Previosly Paid: 0.00	
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This concludes our direct invoicing process.

CHAPTER 8: ADDITIONAL FEATURES

Detail View

To review your invoice certification information, click on *Details* icon. 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 is needed. You can refresh the screen or to download the information for your files.

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		STATUS	<u>sv</u>	FUND	SERVICE PERIOD	AMOUNT	INVOICE DATE	Details Del	iete
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Summary View

You can click on the *Summary* tab to see an overview of the invoices submitted. Empty fields will be populated once the invoice gets processed and additional data is retrieved from our accounting system.

No further action is needed. You can refresh the screen or download the information for your files.

VENDOR ID:1	R. Secultarian constitute	INVOICE ID:511357893A02 INVOIC	E START DATE:01012013 FISCAL	YEAR-2013	
Details	Summary	Payment Details		Q Refresh	Download
	INVOICE NUMBER:511357893A02 INVOICE DATE:12/11/2012 APPROVED ON: 12/11/2012	INVOICE AMOUNT: \$45.00. NO OF STUDENTS: 1 PAY PROC DT: 12/11/2012	UNITS: UNITS: 1.0 ANOUNT PD: 545.00 VCHR: SO1300001	CHECKI	
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Payment Details View

You can click on the *Payment Details* tab to view the amount that was invoiced and voucher number.

Details	Summary	Payment Details		🗘 Refresh 📲 Downloa
	INVOICE NUMBER: S1135789JA02	INVOICE AMOUNT: \$45.00	UNITS: UNITS: 1.0	
	APPROVED ON: 12/11/2012	PAY PROC DT: 12/11/2012	VCHR:501300001	CHECK

Payment Information on the Main Screen in the Vendor Portal

To review payment details on the main screen, click on the *Payments* tab. Select your search option and click on the *Retrieve* button.

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RS/SETSS Invoic	-					VPorta
Home ^ Help	~ Logoff					3/25/2013 2:26:24 P
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	Selec	t One				
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	Student	:				
	Start/Er	nd Date				

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 records.

Other Report View Options

- Go to the home page and click on *REPORT* in the column on the right.
- Click on *Invoice Tab.* Select search an option from the *Create Invoice* box. Enter information required then click on *Generate Invoice*.

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	Related Service Invoice Processing User Guide VENDOR ID: , TESTTEST ????
School Age - Contracted School Age - Independent Preschool	Pre-populated Non-Editable 📒 User entry required 📒 Optional
Create Invoice Create Invoice Create Invoice Monthh * Select	Cenerate Invoice

- A report will be generated with your invoice information. Click on *Select a Format* and choose *Excel* to download your report.

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- Click on *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.

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CHAPTER 9: ENTERING NATIONAL PROVIDER INDENTIFIER (NPI)

If you do not have or do not know your NPI, click on the following link to obtain a National Provider Identifier: <u>https://nppes.cms.hhs.gov/NPPES/Welcome.do</u> to retrieve or obtain an NPI.

- To enter your NPI, click on the NPI tab under Invoice.
- Click on *Create NPI* and a popup window will appear.

S/SETSS Invoice	VPorta according to the second
Invoice Status Payments NPI National Provider Identifier	Click Bere Related Sensise User Colds Vender Loformation Vender 10r; 1000 (1000), TESTTEST 7777
National Provider Identifier	
Vendor ID:	
Provider ID:	P Submit
SLP - Speech and Language Pathologist	TSSLD/TSHH - Teacher of Students w. Speech & Lang.
CF - Clinical Fellowship	Disabilities/Teacher of Speech & Hearing Handicapped

- Enter your Provider ID information and click on *Submit*. Enter the provider type and click on *Save*. If the correct Provider Type does not appear, click on *Other* and enter your provider type.

Providers that are Physical Therapist (PT) are required to enter their NPI number. Additional fields will appear that are not required, but are important for the Provider to enter the information requested..

endor ID:						
Provider ID:	++*******			B Submit		
Please indicate if this	is a provider fo	er:				
O Speech O Phys	sical Therapy	Other (Counse	eling	, Occupational Ther	apy, etc)	
Please enter your Na	ational Provider	Identifier:				
Graduating School:	State:	Select a State	•	City:	Select a City	Y
	School:	Select a School				
	Degree type:	Select a Degree		Graduation Date:		
	School is r	iot on the list.				
					8	Save 📄 😥 Clea
If you don't have https://nppes.cms.h	NPI ID, please (hs.gov/NPPES/V	visit the following Velcome.do	site	to retrieve or reque	st your NPI ID -	
SLP - Speech and La CF - Clinical Fellowsh	nguage Patholo ip	gist	C	TSSLD/TSHH - Ter Disabilities/Teacher	acher of Students w. of Speech & Hearing	. Speech & Lang 9 Handicapped

If the PT Provider is CAPTE accredited, their graduating university should be filled in. If the PT Provider has not obtained their CAPTE credentials, the graduating schools information can also be entered.

tional Provider Iden	tifier ^{, 780995738}					
endor ID:						
Provider ID:	1115000710			💾 Submit		
Please indicate if th	iis is a provider fo	or:				
Speech O Ph	ysical Therapy	Other (C	ounseling	, Occupational Ther	apy, etc)	
Please enter your	National Provide	dentifier:		161		
Graduating School	State:	GA		City:	Augusta	
	School	Georgia H	ealth Scier	nces University		
	Degree type:	Certificate	•	Graduation Date:	March, 2010	
	School is r	not on the lis	st.			
					B	Save 🔵 Clea
• If you don't have https://nppes.cms	e NPI ID, please .hhs.gov/NPPES/V	visit the follo Velcome.do	owing site	to retrieve or reque	st your NPI ID -	
	annuage Patholo	gist		TSSLD/TSHH - Te	acher of Students w	Speech & Lang.

If the school does not appear in the school dropdown once the State and City is selected, the Provider can enter the school manually. By clicking on the checkbox (School is not on the list) the fields will become editable.

endor ID:						
Provider ID:				💾 Submit		
Please indicate if this	is a provider fo	or:				
Speech Phys	ical Therapy	Other (Coun	seling	, Occupational Ther	apy, etc)	
Please enter your Na	tional Provide	r Identiner: 100	13120	145	-	1470
Graduating School:	State:	GA		City:	Augusta	(*
	School:	Georgia Health	n Scie	nces University		
	Degree type:	Certificate		Graduation Date:	March, 2010	
	School is r	not on the list.				
	the second s		đ.			Save 🌖 Cle
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If you don't have ! https://nppes.cms.hl	NPI ID, please ns.qov/NPPES/V	visit the followin <u>Velcome.do</u>	g site	to retrieve or reque	st your NPI ID -	

The provider will now be able to enter their graduating school information.

Provider ID:	1112000151]	💾 Submit		
Please indicate if th	is is a provider fo	or:				
🖱 Speech 🛛 💿 Ph	ysical Therapy	Other (Cou	inseling.	Occupational The	rapy, etc)	
Please enter your	National Provider	r Identifier: 10	0031261	45		
Graduating School	State:	FL	870	City:	Miami	
	School:	Provider's G	Graduat	ing College		
	Degree Type:	Certificate	*	Graduation Date:	March, 2010	I
						diat_36
	Find schoo	ol from the list				
	Find schoo	ol from the list				💾 Save 🛛 🍑 Clea
If you don't have	Find school	ol from the list	ing site	to retrieve or reque	est your NPI ID -	💾 Save 📄 📦 Clea

NPI FOR SPEECH PROVIDERS

Speech Providers are required to answer additional questions by clicking 'Yes or 'No' as the questions appear (see below).

ational Provider Identif	ier 760995736 IN/A					*
Vendor ID:						
Provider ID:	11114000101		B Submit			
Please indicate if this	is a provider for:					
Speech O Physics	ical Therapy 🛛 🔘 Oth	er (Counselin	ig, Occupationa	al Therapy	, etc)	
Indicate if this provid	ler is a Speech and Lan	guage Patho	logist			
• Yes O No						
Please enter your Na	ational Provider Identi	fier:	4.14			
3						ava Aclas
▶ If you don't have https://nppes.cms.h	NPI ID, please visit the hs.gov/NPPES/Welcom	following sit <u>e.do</u>	e to retrieve or	request y	our NPI ID -	Ave Vies
 SLP - Speech and La CF - Clinical Fellowshi 	nguage Pathologíst P		TSSLD/TSH Disabilities/Te	H - Teach	er of Students w. S Speech & Hearing I	Speech & Lang. Handicapped
MANUTARY CONTRACTO	1200000000 11	NO		11/13	Lermernen	

itional Provider Identifier						
(endor ID:)						
Provider ID:	8		💾 Submit			
Please indicate if this is a provider	for:					
Speech O Physical Therapy	Other	(Counselin	g, Occupational The	erapy, etc)	
Indicate if this provider is a Speec	h and Langu	age Patho	logist			
Yes ONO						
Plazza indicata if this provider is a	CE - Clinical	Followshi	-2			
Yes No	i ci cinicai	renowsing				
This Provider does not require a N	PI ID but th	eir Superv	isor Name and NPI	must be	entered.	
Supervisor Name :		1	Supervisor NF	I I		B Save
SLP – Speech and Language Patho CF - Clinical Fellowship	ologist		TSSLD/TSHH - T Disabilities/Teache	eacher of r of Spee	f Students w. S ch & Hearing F	peech & Lang landicapped
AND THE TANK IN THE TANK	16 101	100			terrenterrite	

Additional questions for Speech Providers

If Speech was selected, Vendor will have to specify what type of Speech Provider.

Pleas	se indi	cate	if th	is is a provider for:
Ο	Speech	1	3	Other (Counseling, Occupational Therapy, Physical Therapy, etc)
l m al i a				
inaid	ate II	this	prov	nder is a Speech and Language Pathologist
Ο	Yes	D	No	

If Provider is a Speech and Language Pathologist, select 'Yes' and enter the NPI Information and click the 'Save' button.

Plea	se indicat	e if t	his is a provider for:
0	Speech	C	Other (Counseling, Occupational Therapy, Physical Therapy, etc)
Indi	cate if thi	s pro	vider is a Speech and Language Pathologist
	Yes	No	
Nat Wo	tional Prov uld you lil	/ider ke to	I dentifier does not exist. create one?

Otherwise, select 'No' to go to the next question:





If Provider is a Clinical Fellowship [CF], select 'Yes' and enter their Supervisor Name and Supervisor NPI information and click the 'Save' button.

Please indicate	if this provider is a CF - Clinical Fello	wship?	
O _{Yes} O	No		
This Provider d	oes not require a NPI ID but their Su	pervisor Name and NPI must be en	tered.
Supervisor Nam	e :	Supervisor NPI :	Bave Save

If Provider is a NOT Clinical Fellowship [CF], select 'No' to go to the next question:

Plea	se ind	icate	e if this provider is a TSSLD/ TSHH - Teacher of Students w. Speech & Lang. Disabilities/ Teacher
of S	peech	& He	earing Handicapped
	Yes		No

If Provider is a Teacher of Students w. Speech & Lang. Disabilities/Teacher of Speech & Hearing Handicapped [TSSLD/TSHH], select 'Yes' and enter their Supervisor Name and Supervisor NPI information and click the 'Save' button.

Please in of Speec	ndicate if t h & Heari	his provider is a Ig Handicapped	TSSLD/ TSHH -	Teacher of Stude	ents w. Speech &	Lang. Disabilities/ Teache	er
O Yes	C No						
This Pro	vider does	not require a NP	IID but their	Supervisor Name	and NPI must be	e entered.	
Supervis	sor Name :			Supervisor NPI	:	B Save	

If Provider is also NOT a [TSSLD/TSHH], then "This Provider is not eligible for Related Service invoicing. Should you have any questions, please contact the Office of Related & Contracted services for Schoolage and Central Based Support team for Preschool."

Once all required information has been entered and saved successfully have below screen will appear.

National Provider Identifier	1285643466 IN/A				× X
Vendor ID:					~~
Provider ID:	1110000111	💾 s	ubmit		
	National Pro	vider Identifier h	as been submitted.		
					1
 SLP - Speech and Lang CF - Clinical Fellowship 	uage Pathologist	▶ TSS Disabi	LD/TSHH - Teacher lities/Teacher of Sp	of Students w. Speec eech & Hearing Hand	h & Lang. capped

The providers will now be able to invoice for any record that requires an NPI number. Please note, this information will only be required to be entered once.

NPI Validations

NPI numbers are required in order to invoice through the Vendor Portal for the below list of *related services:*

- 1. Speech Therapy
- 2. Physical Therapy
- 3. Occupational Therapy
- 4. Counseling

If the NPI does not exist, Providers will not be able to create an invoice.

- Upload Process will not pass validations

Non Editable		
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 'SETSS/RS Invoice' and enter the NPI information in order for the record to pass validation.

Providers will not be able to select Student approval if the NPI information does not exist for Provider.

Example: VENDOR ID: INVOICE PERIOD: 6/1/2010 - 6/30/2010 FISCAL YEAR: 2010 DOB: SERV STVP: SCHOOL ID: ACTUAL PROVIDER: SERV STVP: SCHOOL ID: ACTUAL PROVIDER: STUDENT ID: SELECT OSIS ID STUDENT NAME SERV DOB SCHOOL ACTUAL PROVIDER START DATE END DATE DURATION FREQENCY GROUP SIZE 01 1/5/2010 6/30/2010 30 2

Г

			01				1/5/2010	6/30/2010	30	2	1	
			S1				1/24/2010	6/30/2010	30	5	1	
			ΗP				9/9/2009	6/30/2010	100	5	1	
	Sector State	and the second second	OT	3	1004		2/4/2010	6/30/2010	60	2	3	Ĩ
		AND	01	+	1941	1. Opinist	3/2/2010	6/30/2010	30	2	1	
		designers considers	01	101012-0080	1841	117700488	6/20/2010	6/30/2010	30	2	1	
		Colorador de la colorador	HP	11111		110111100	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	-
Note: 1	Please advise	that Student appro	val wit	hout NPI infor	mation a	re not selectal	ble. Please crea	ate a NPI recor	d 1st and tr	y again.		1
						Add						

×

CHAPTER 10: District 75 Summer Actual Service Location for School Age Contracted Agencies only

For all contracted agencies using the RS Reports feature in 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 (July and August) invoices only.

Some District 75 locations were merged during the summer, and the transmittals may not reflect the actual location where the student is attending summer school. 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 should be left blank.

RS Report Examples:

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

<u>SCIN</u> INVOICE MONTH	<u>SCIN</u> INVOICE DAYS	<u>SCIN</u> ATTEND CODE	<u>SCIN</u> ACT GRP SIZE	<u>SCIN START</u> <u>TIME</u>	<u>SCIN END</u> <u>TIME</u>	<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
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</u> INVOICE MONTH	<u>SCIN</u> INVOICE DAYS	<u>SCIN</u> ATTEND CODE	<u>SCIN</u> ACT <u>GRP</u> <u>SIZE</u>	<u>SCIN START</u> <u>TIME</u>	SCIN END TIME	<u>SCIN</u> SCHOOL OTHER	/ <u>SCIN</u> <u>VEND</u> INVOICE	<u>SCIN</u> INVOICE AMT	SCIN SED 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, modifications need to be made to your in-house application that generates the invoice file to be uploaded. A new column that will contain the actual service location for the summer services needs to be added in a particular section. Please refer to the above screenshots for the correct position of the new column. If this new column is not added, all invoices will be invalid. Please note that the actual service location may or may not be the same as the physical school DBN.

RS File Status Examples:

Fiscal Vear 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: 07/06/2010
Student First Name:	Student Last Name:	Funding Code: 4411
Actual Start Time: 08:00 AM	Actual End Time: 08:30 AM	School or Other: S
Attend Code:	Actual Group Size: 01	
Optional Vendor Invoice Number: Actual Service Location: 02M420	Invoice Amount:0.00	Sed Program ID:

- 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: 2	2011	Boro code: M	District Code: 75
School Id: 2	226	Provider Type: A	Agency Code: 0120
Vendor ID:		Provider Id:	Osis Id:
Service Sub Type:	D1	Start Date: 07/06/2010	End Date: 08/13/2010
Frequency: 2	2	Duration: 030	Group Size: 01
Provider First Name:		Provider Last Name:	Actual Duration: 030
Language Code: E	N	Invoice Month: 07/01/2010	Invoice Day: 07/07/2010
Student First Name:		Student Last Name:	Funding Code: 4411
Actual Start Time: Attend Code:	08:00 AM	Actual End Time: 08:30 AM Actual Group Size: 01	School or Other:S
Dptional Vendor Invoice Number: Actual Service Location: C	03M076	Invoice Amount:0.00	Sed Program ID:

- 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 A	M/PM
Group Size:				
Location of Activity:	Please select 💙			
Actual Location:	02M535			
	Subn	it Cancel		