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:

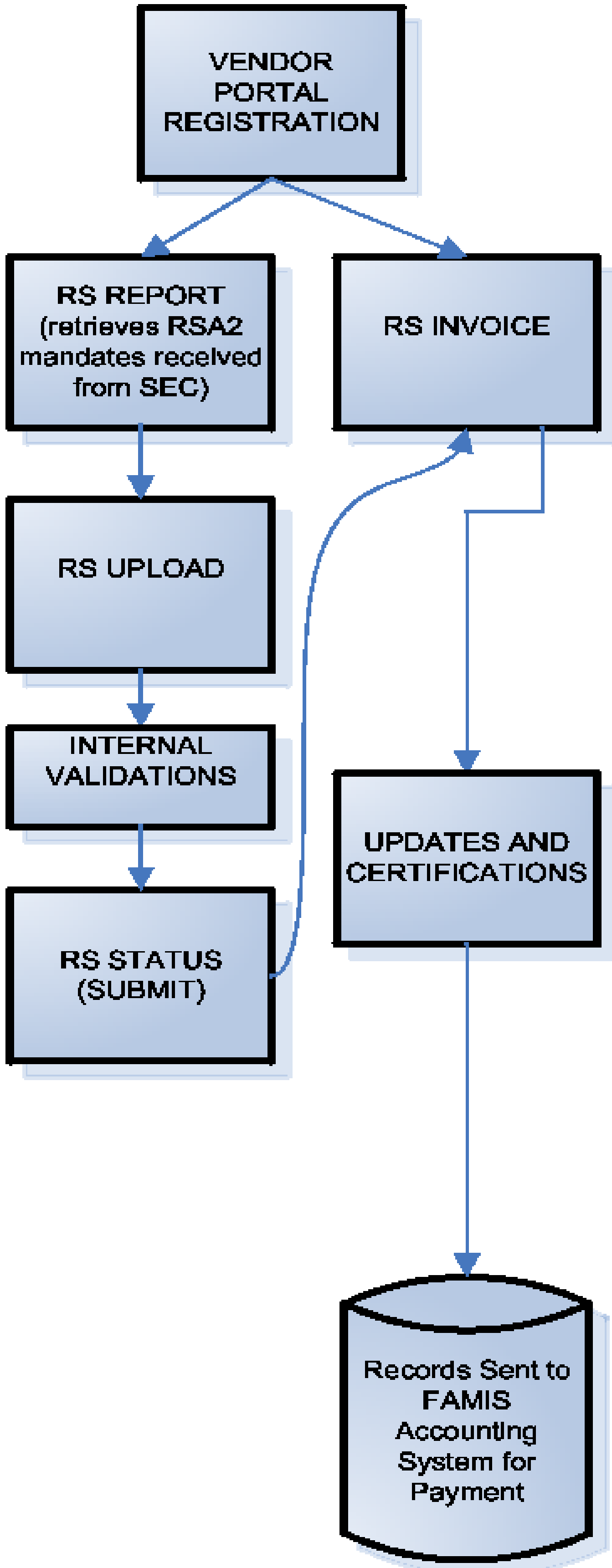
- Report Feature: Retrieve and export your mandates in spreadsheet format.
- Upload Feature: Upload and send completed text tab delimited (.txt) formatted file.
- Status Feature: Review batch submissions, correct any errors and submit for payment processing.
- Invoice Feature: Review student sessions 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.


VENDOR PORTAL REGISTRATION
RS REPORT (retrieves RSA2 mandates received from SEC)
RS INVOICE
RS UPLOAD
INTERNAL VALIDATIONS
RS STATUS (SUBMIT)
UPDATES AND CERTIFICATIONS
Records Sent to FAMIS Accounting System for Payment

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 s*ubmit* 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 v*oucher*.
- 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: http://vendorportal.nycenet.edu/VendorPortal
- 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 *Continu*e 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 C*lose* 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:

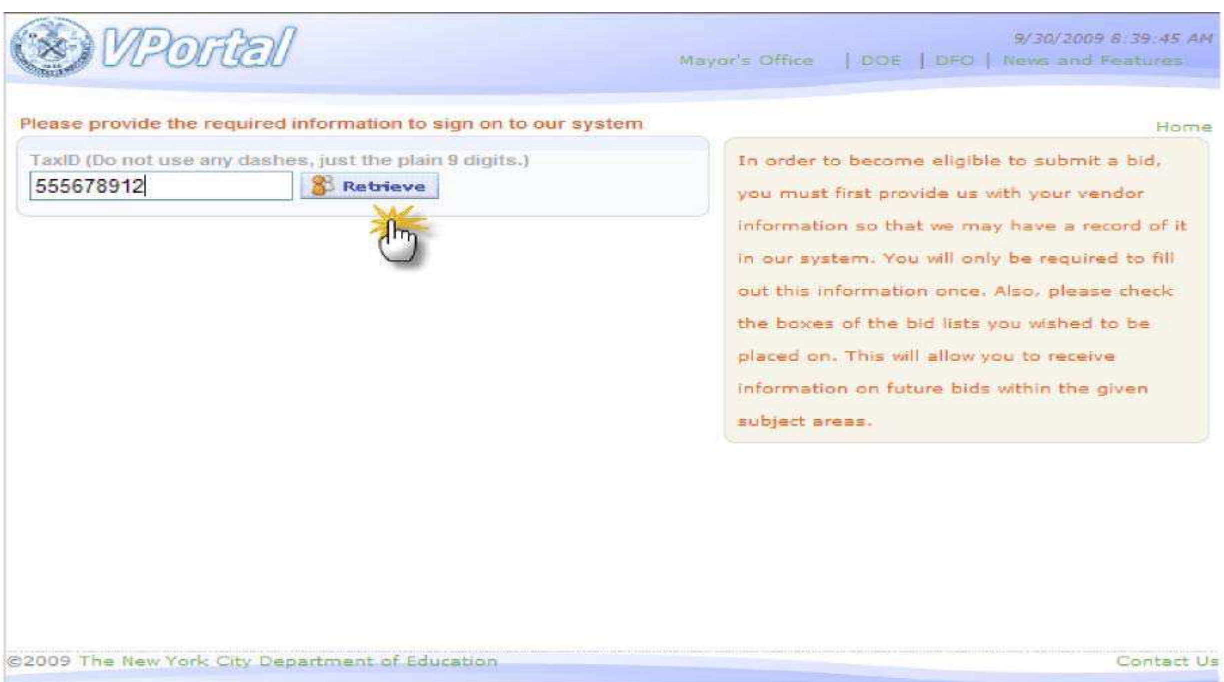
- Preschool Invoicing cmrwebsupport@schools.nyc.gov
- School Age Invoicing for Contracted Agencies and Independent Providers rswebsupport@schools.nyc.gov

CHAPER 2: VENDOR PORTAL REGISTRATION

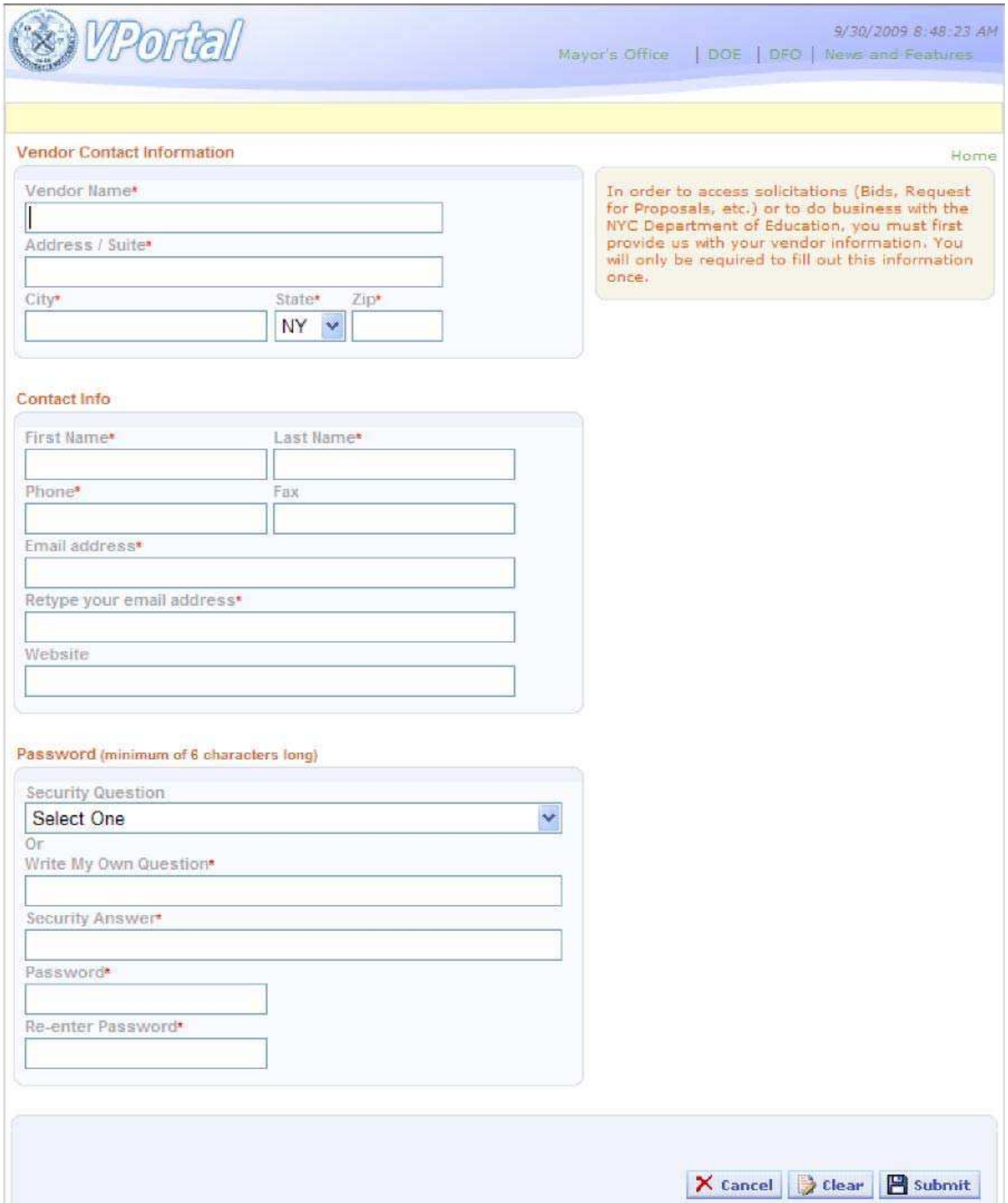
In order to submit an invoice, Providers must be registered as vendors. To register go to the Vendor Portal website: https://vendorportal.nycenet.edu.

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.

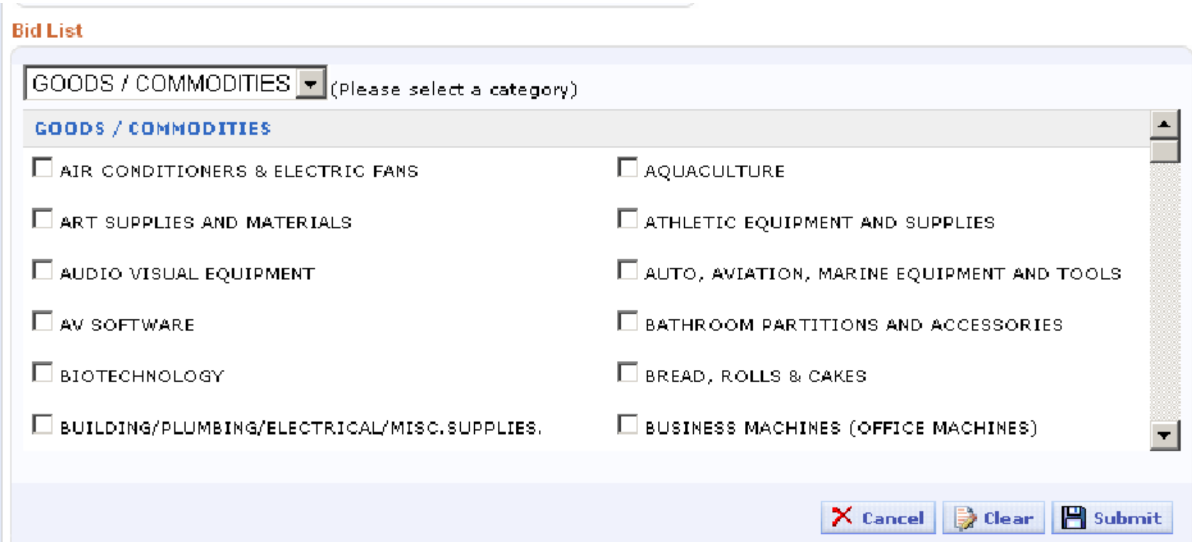
Once you have entered the required information, click *Retrieve*.



The following form will appear requesting vendor information:



- 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.)



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.

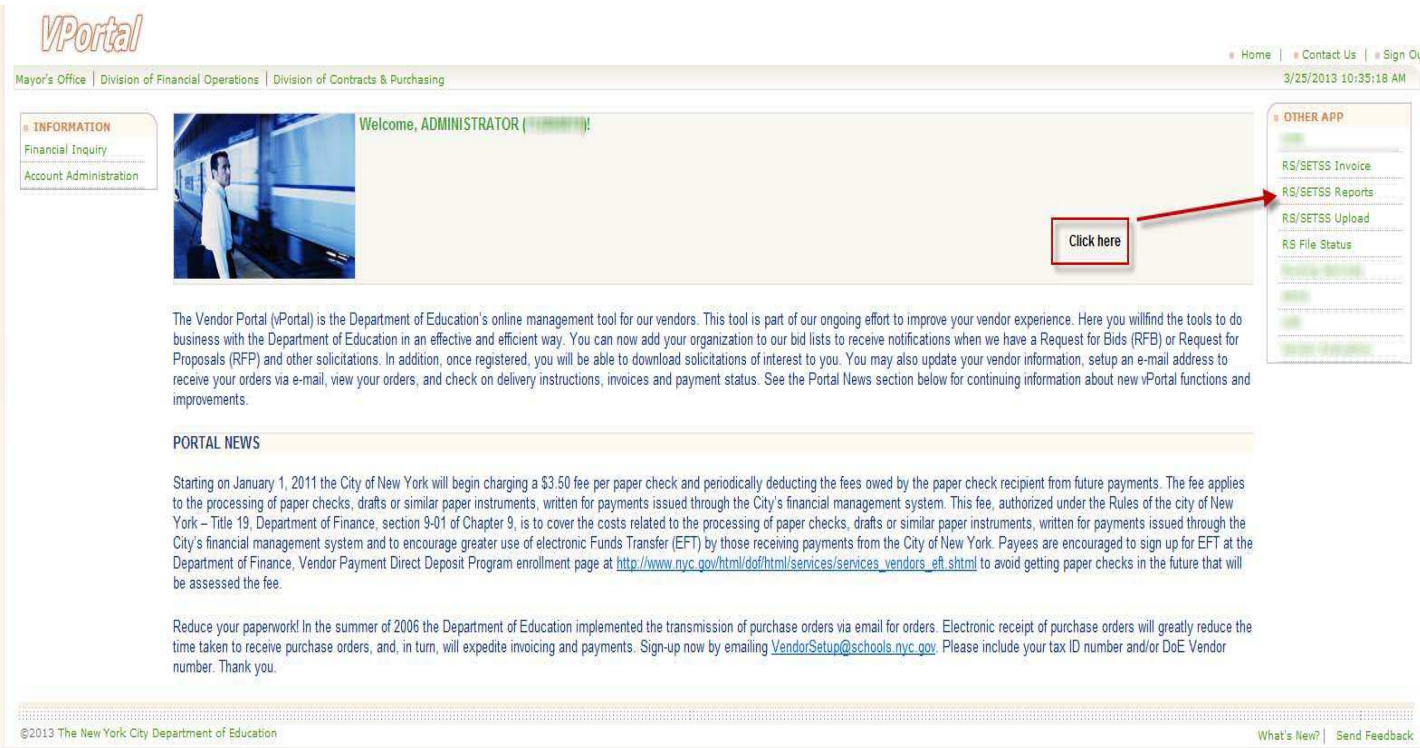
You will receive an e-mail confirming your registration. Once you receive the e-mail you may begin submitting invoices.

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

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*.



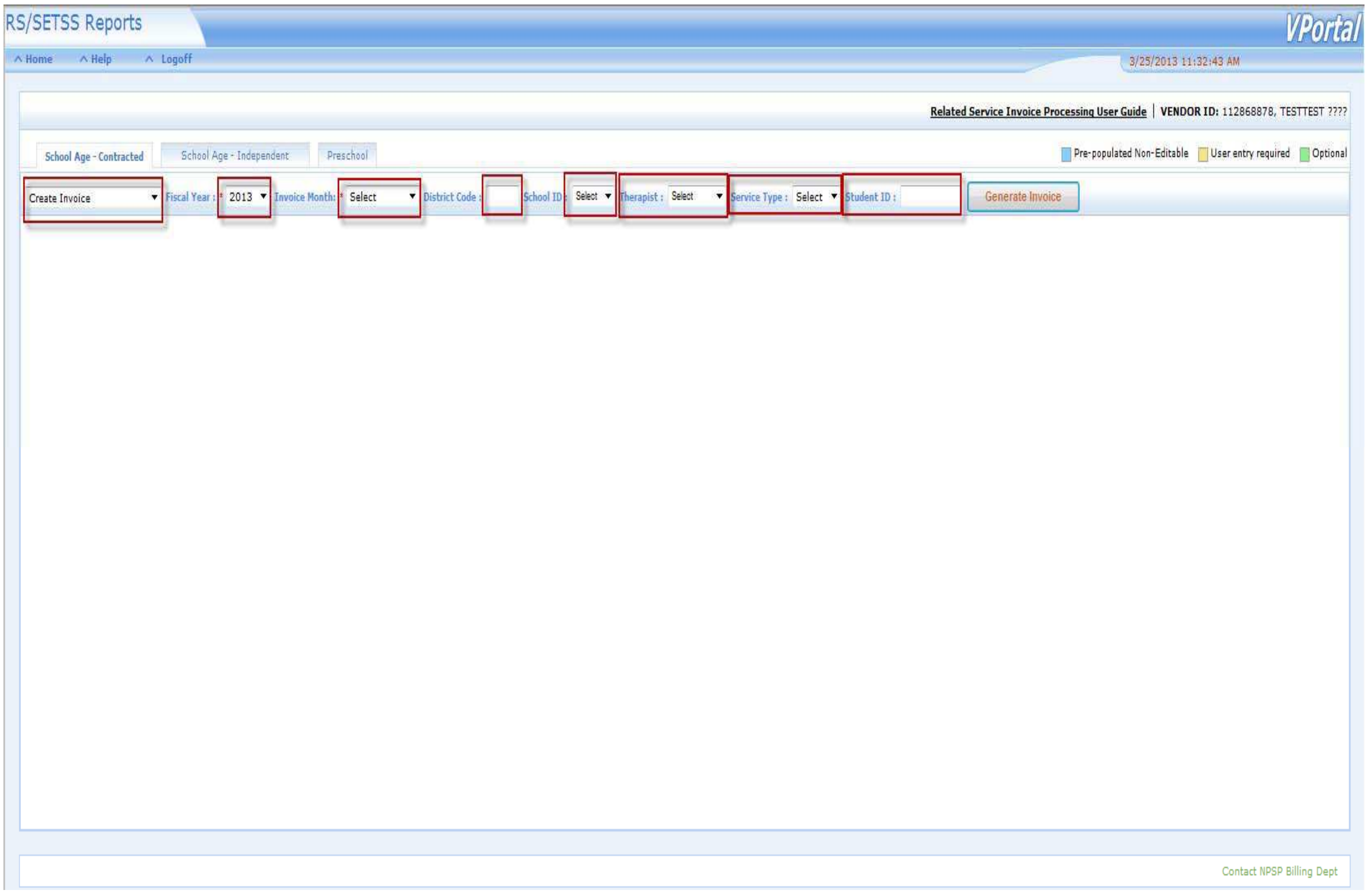
Please note:

- 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.

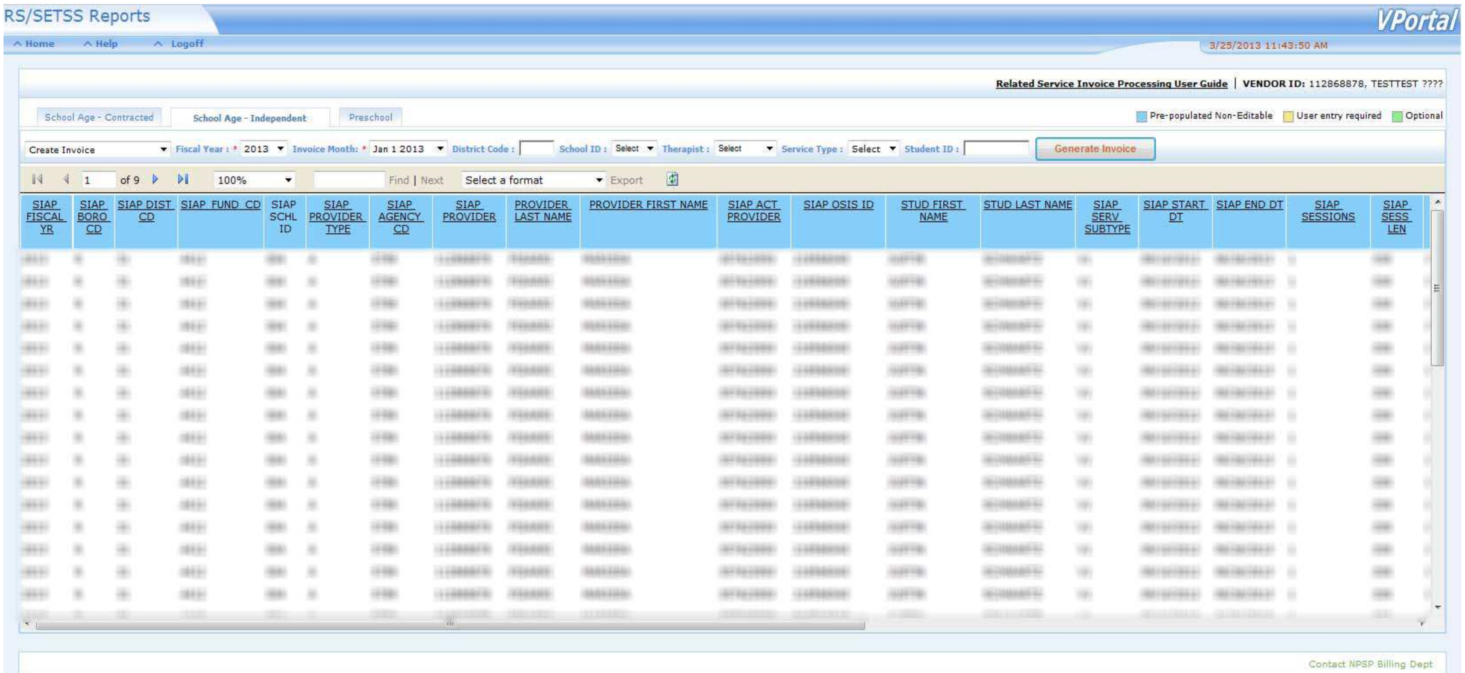
Once you have completed your log on and have received no error message, you will be taken the Invoice Report main page.

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



- 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

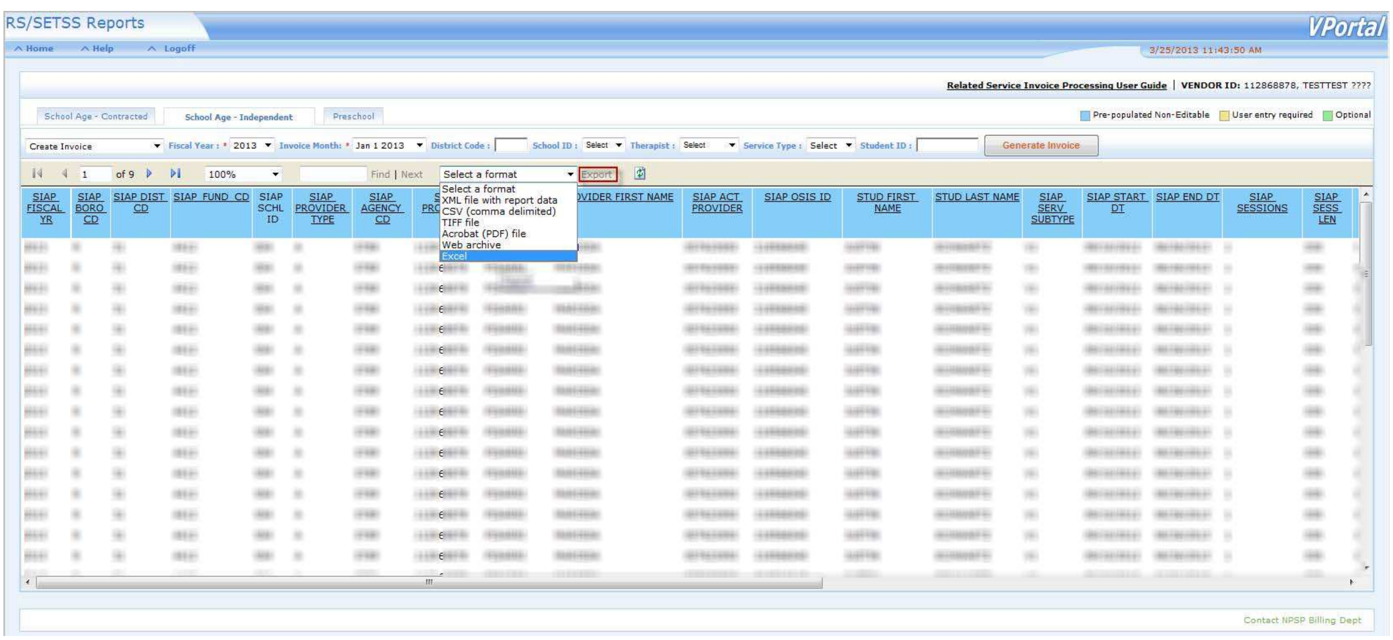
- Once you have completed your selection click on *Generate Invoice***.** (The report created does not constitute official or submitted invoice, it is a template with selected mandate information.)



- After you click on G*enerate 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.

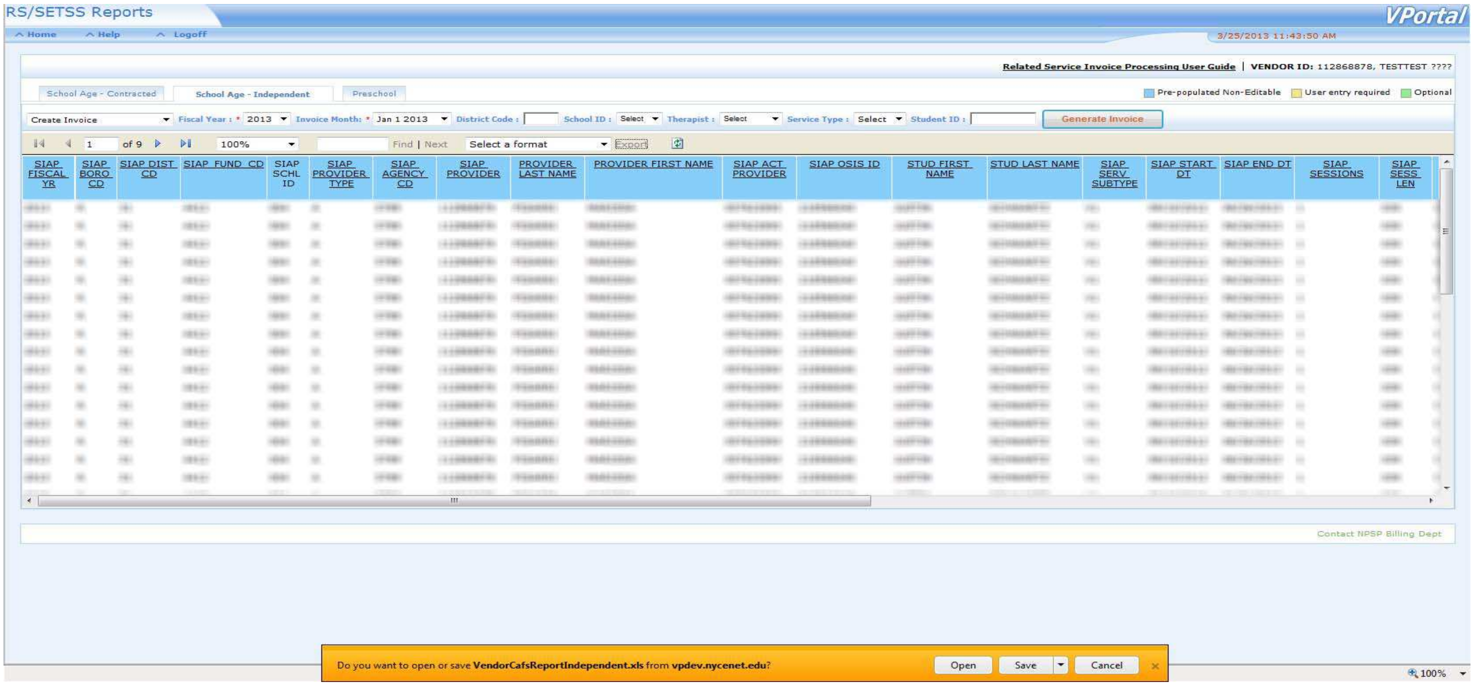
Exporting Report:

- Click on *Select a format* and choose *Excel.*

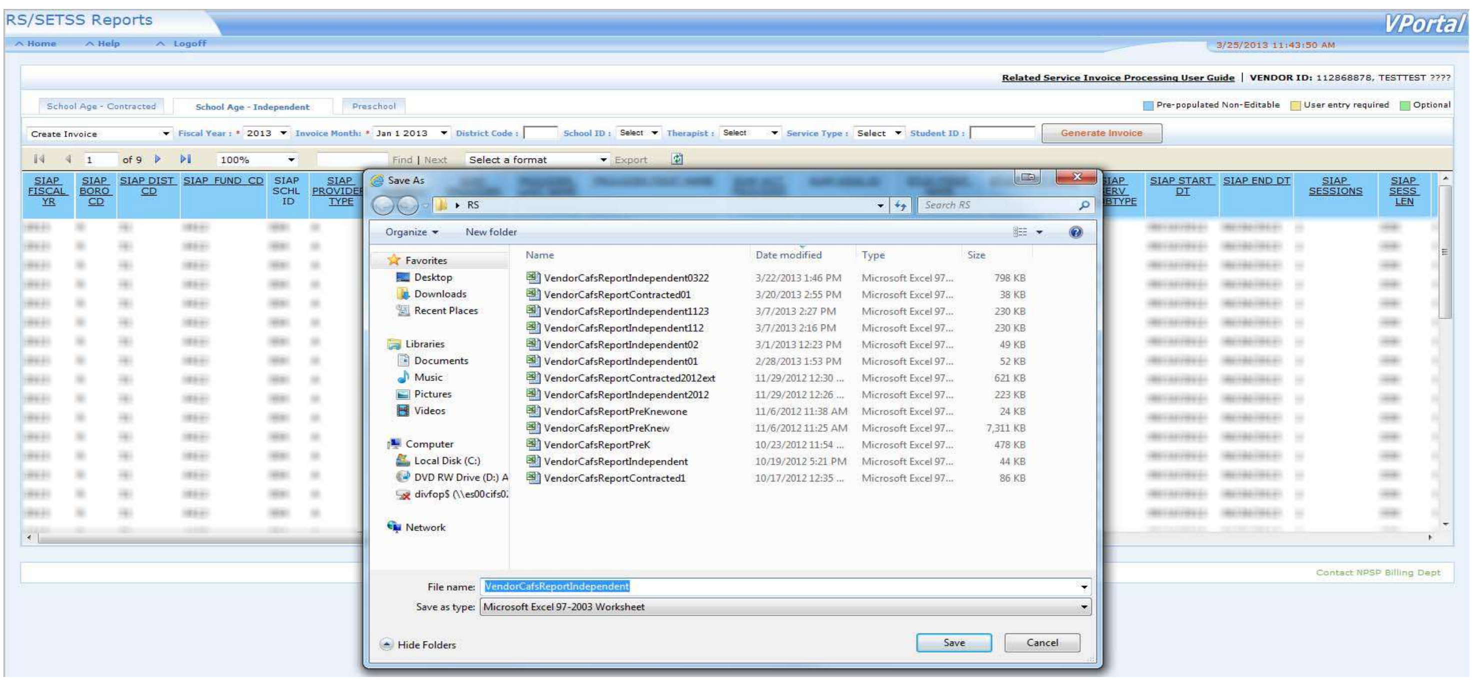


- Click on *Export* when you want to download the report.

- 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.



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



- 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	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1	STUD LAST NAME	SIAP SERV SUBTYPE	SIAP START DT	SIAP END DT	SIAP SESSIONS	SIAP SESS LEN	SIAP GROUP SIZE	SIAP LANG CD	SCIN INVOICE MONTH	SCIN INVOICE DAYS	SCIN ATTEND CODE	SCIN ACT GRP SIZE	SCIN START TIME	SCIN END TIME	SCIN SCHOOL OTHER
2	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/01/2013		00	00:00 AM	00:00 AM	
3	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/02/2013		00	00:00 AM	00:00 AM	
4	[illegible]	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	[illegible]	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	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/05/2013		00	00:00 AM	00:00 AM	
7	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/06/2013		00	00:00 AM	00:00 AM	
8	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/07/2013		00	00:00 AM	00:00 AM	
9	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/08/2013		00	00:00 AM	00:00 AM	
10	[illegible]	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	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/10/2013		00	00:00 AM	00:00 AM	
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22	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/21/2013		00	00:00 AM	00:00 AM	
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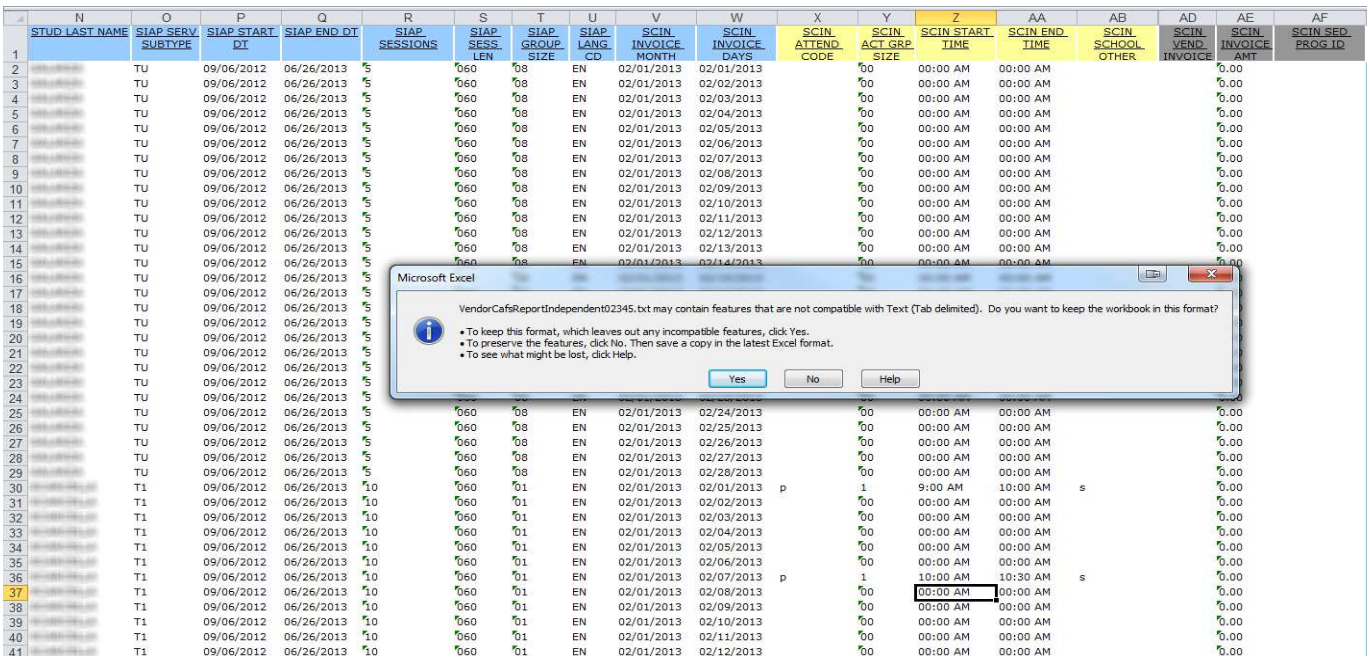
29	[illegible]	TU	09/06/2012	06/26/2013	5	060	08	EN	02/01/2013	02/28/2013		00	00:00 AM	00:00 AM	
30	[illegible]	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/01/2013	p	1	9:00 AM	10:00 AM	s
31	[illegible]	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/02/2013		00	00:00 AM	00:00 AM	
32	[illegible]	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/03/2013		00	00:00 AM	00:00 AM	
33	[illegible]	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/04/2013		00	00:00 AM	00:00 AM	
34	[illegible]	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/05/2013		00	00:00 AM	00:00 AM	
35	[illegible]	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/06/2013		00	00:00 AM	00:00 AM	
36	[illegible]	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/07/2013	p	1	10:00 AM	10:30 AM	s
37	[illegible]	T1	09/06/2012	06/26/2013	10	060	01	EN	02/01/2013	02/08/2013		00	00:00 AM	00:00 AM	
38	[illegible]	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	[illegible]	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	[illegible]	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	[illegible]	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	[illegible]	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	[illegible]	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	[illegible]	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	[illegible]	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.

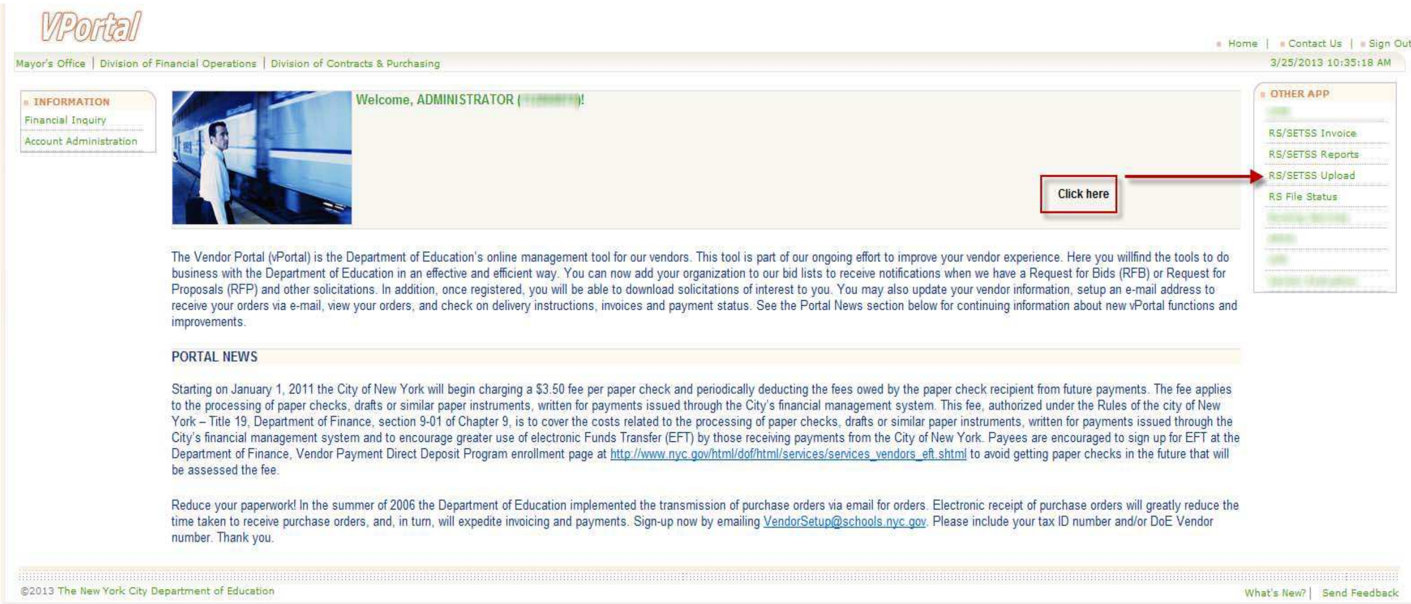
Second Save Option:

- 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.

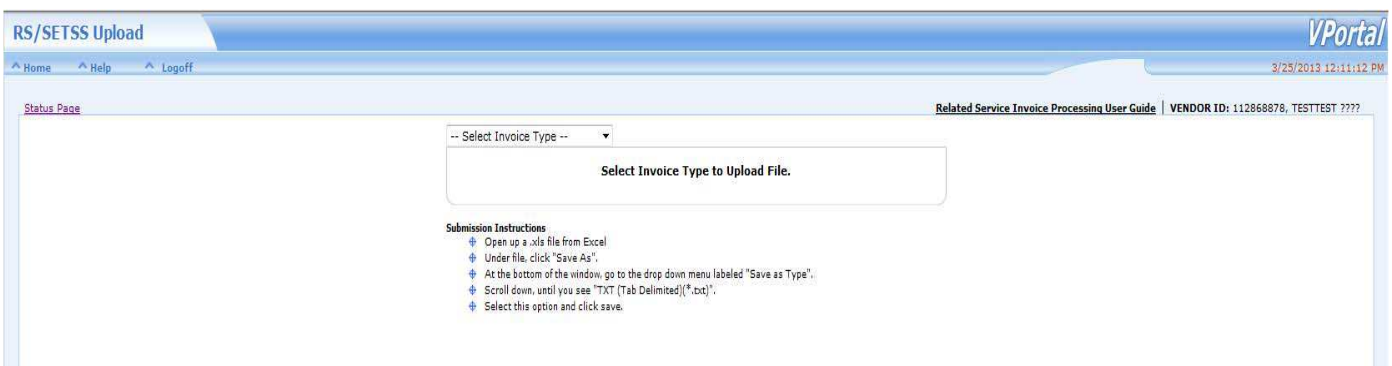


CHAPTER 4: Uploading Final Report for Invoicing

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.*

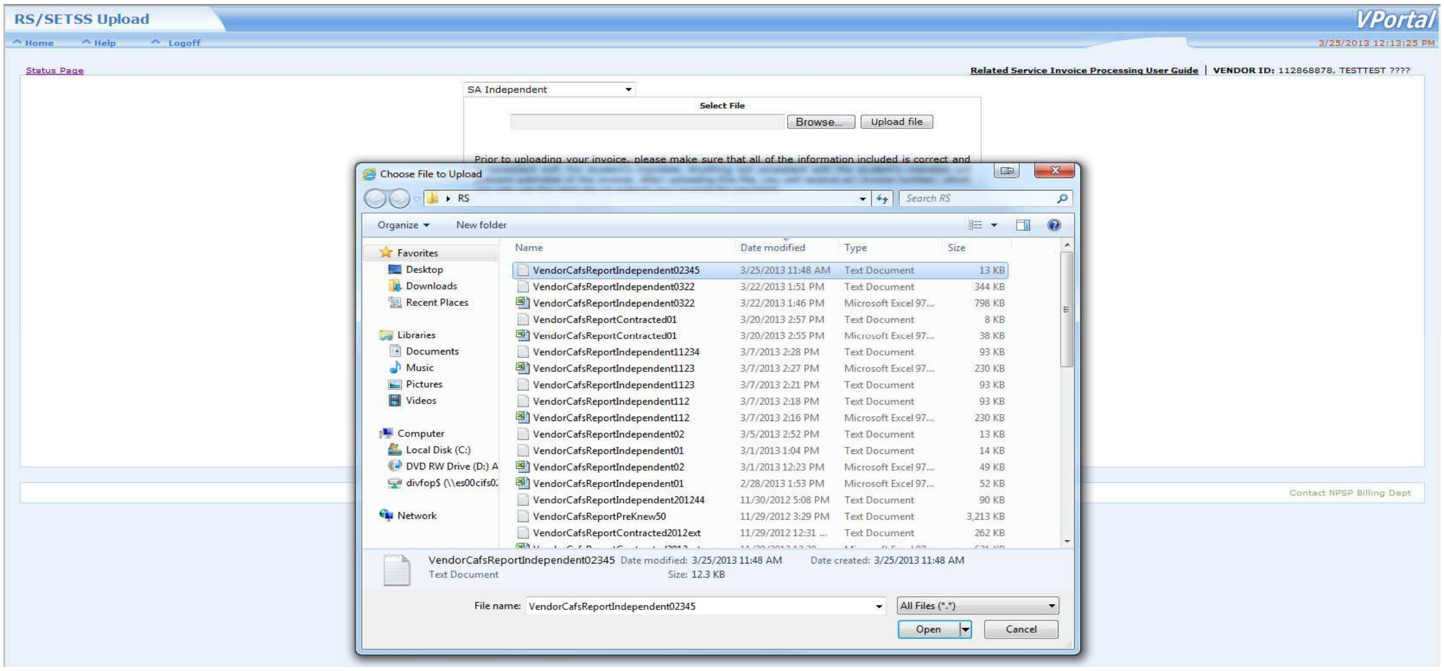


You will be directed to the page where you must select the *Invoice Type* to begin your upload.

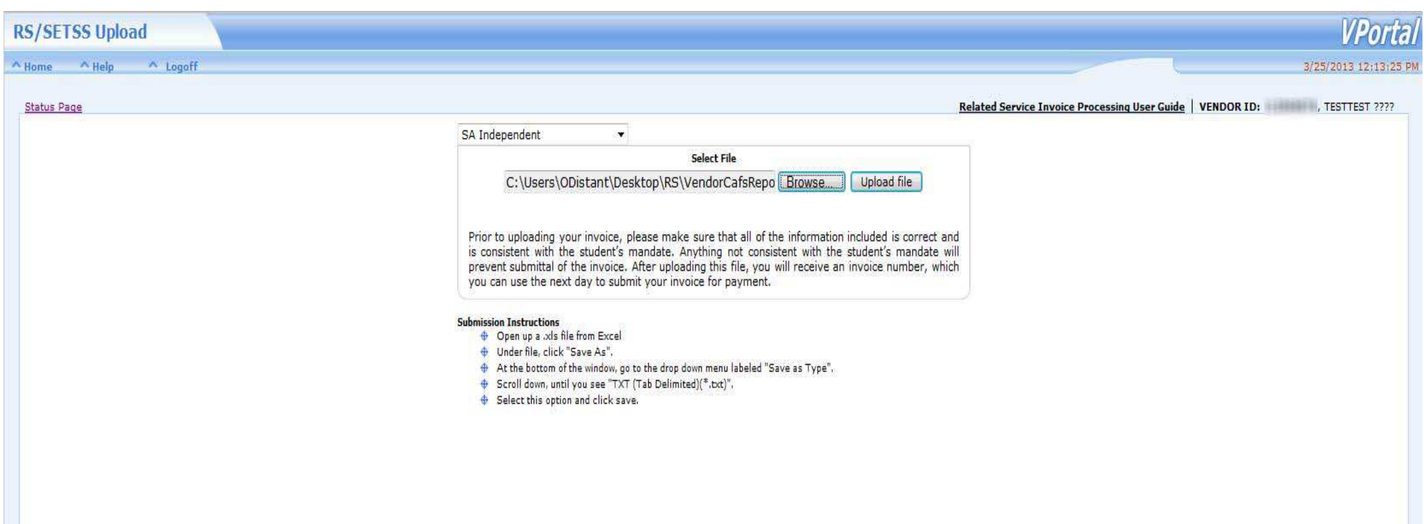


Once you have selected your invoice type, click on the *Browse* option. A panel with access the computer's directory file will appear.

Locate the **text delimited** 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*.

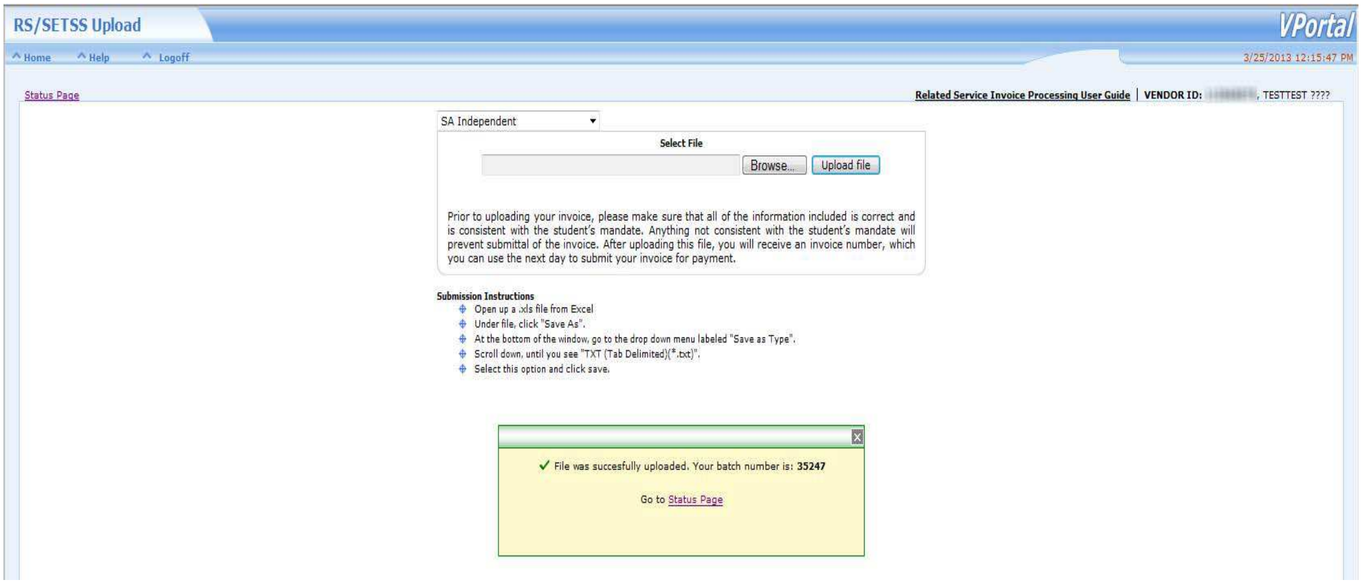


The text file will now appear in the *Select File* bar. Click the *Upload File* button to submit your file to the Vendor Portal for validation.



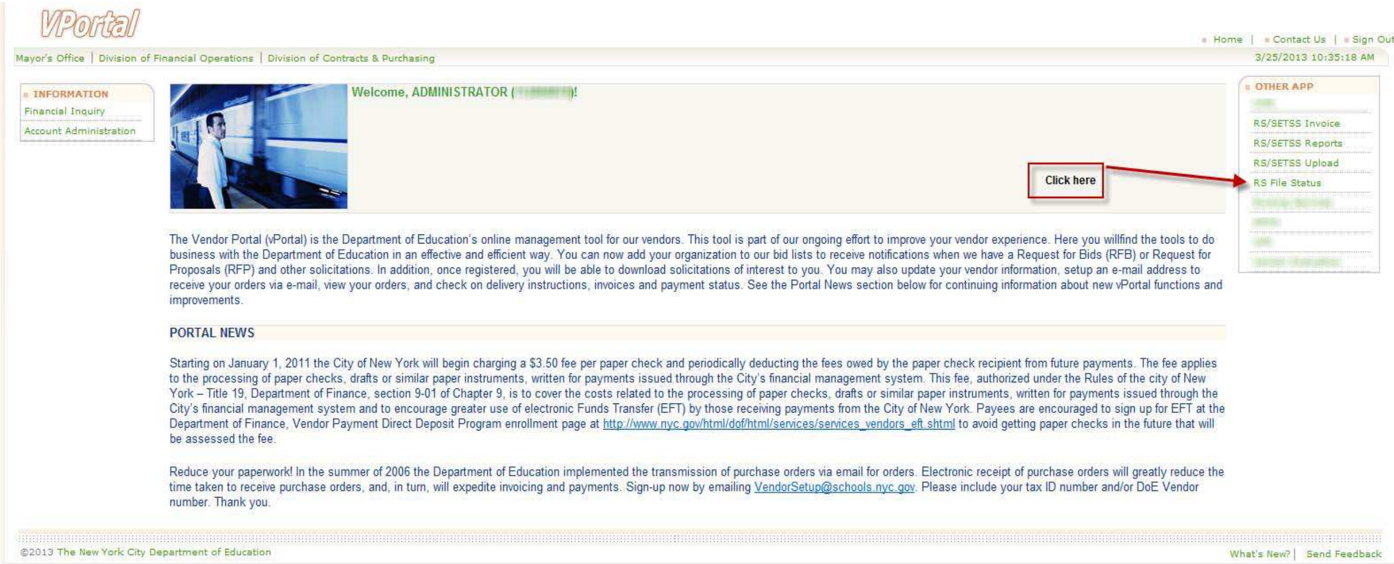
Once the file is successfully uploaded, the Vendor Portal will generate a batch number for your reference and a link to the status page will be displayed.

- 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.



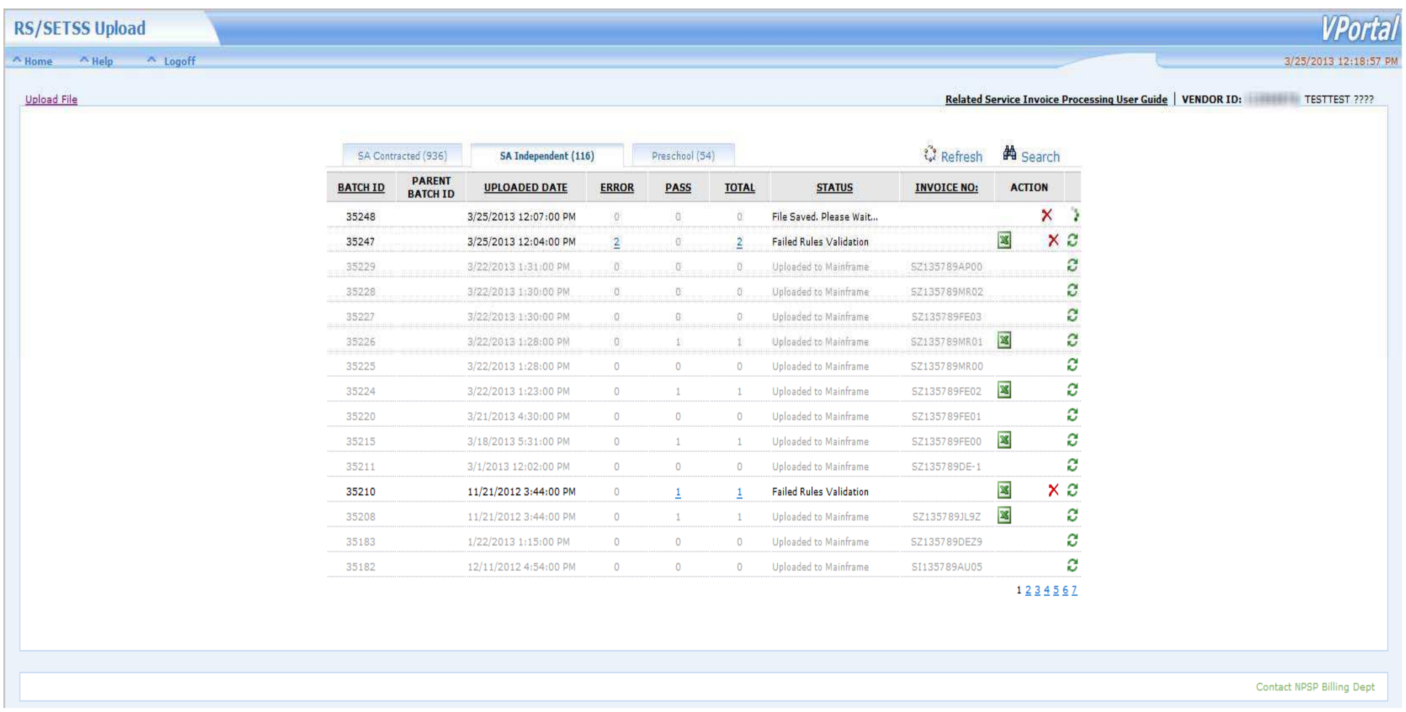
CHAPTER 5: File Status Review

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



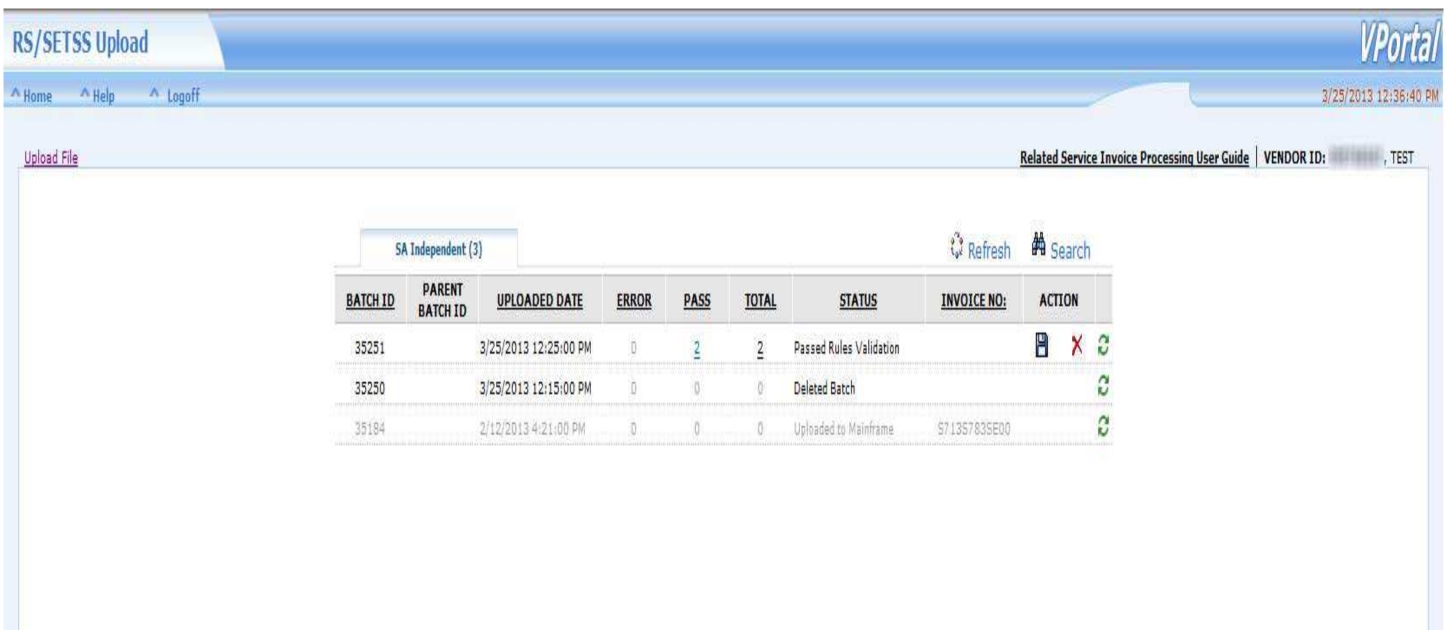
This will take you the main status page where you will see a list of all of your uploaded information. Each upload process receives a unique batch number for tracking purposes.

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



Column Definitions on the Status Page:

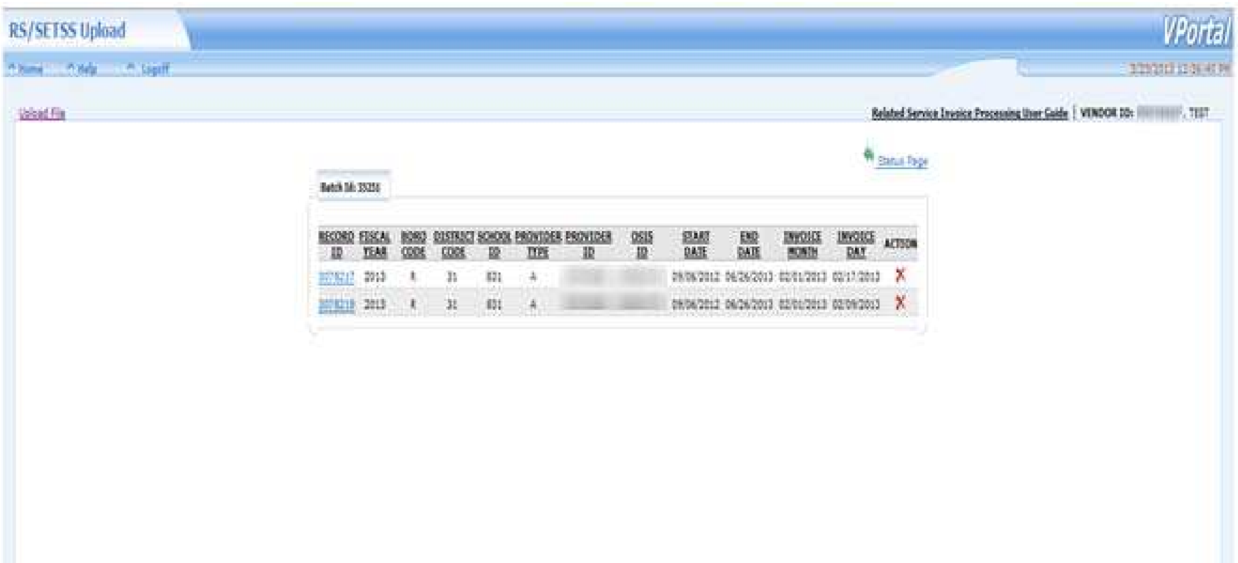
- TOTAL: Total number of records received.
- ERROR: Total number of records that failed validation.
- PASS: Total number of records that passed validation.
- STATUS: This column defines the results of your uploaded file. The status can be any of the following:
    1. New
    2. File Saved. Please Wait...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



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.



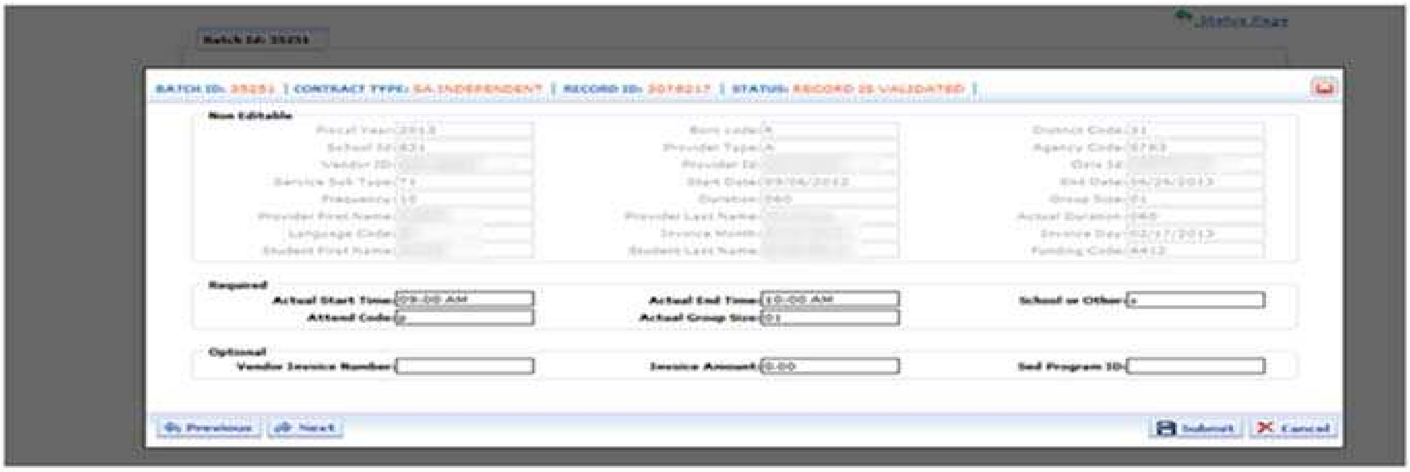
To correct errors or modify the information:

- 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.

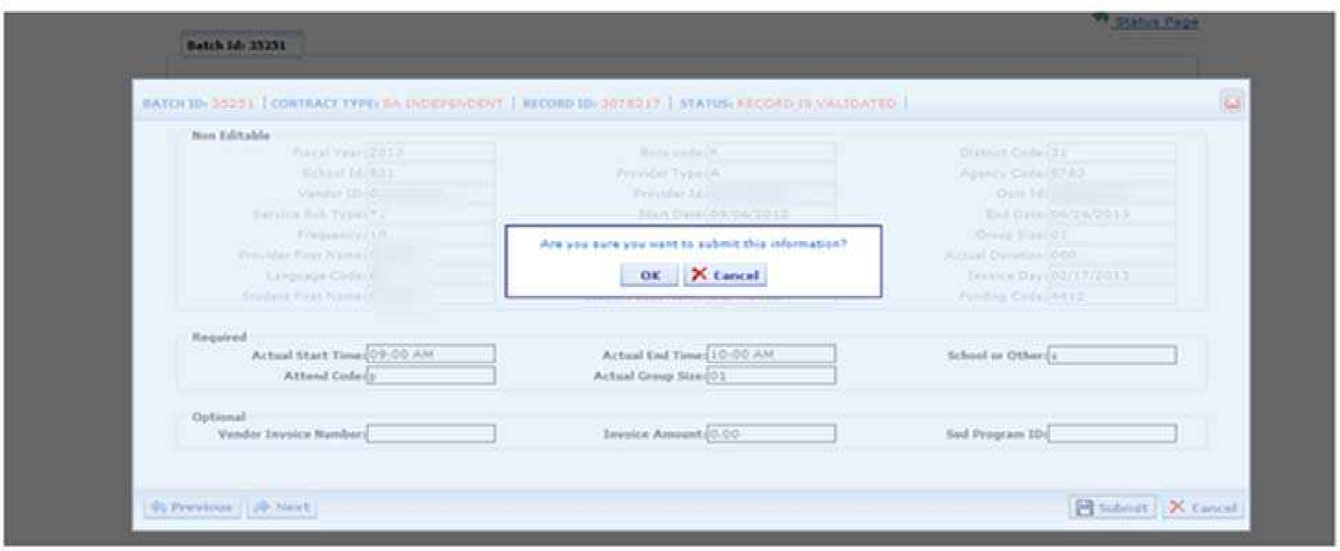
Session Edit Page:

The edit page is divided into 3 sections:

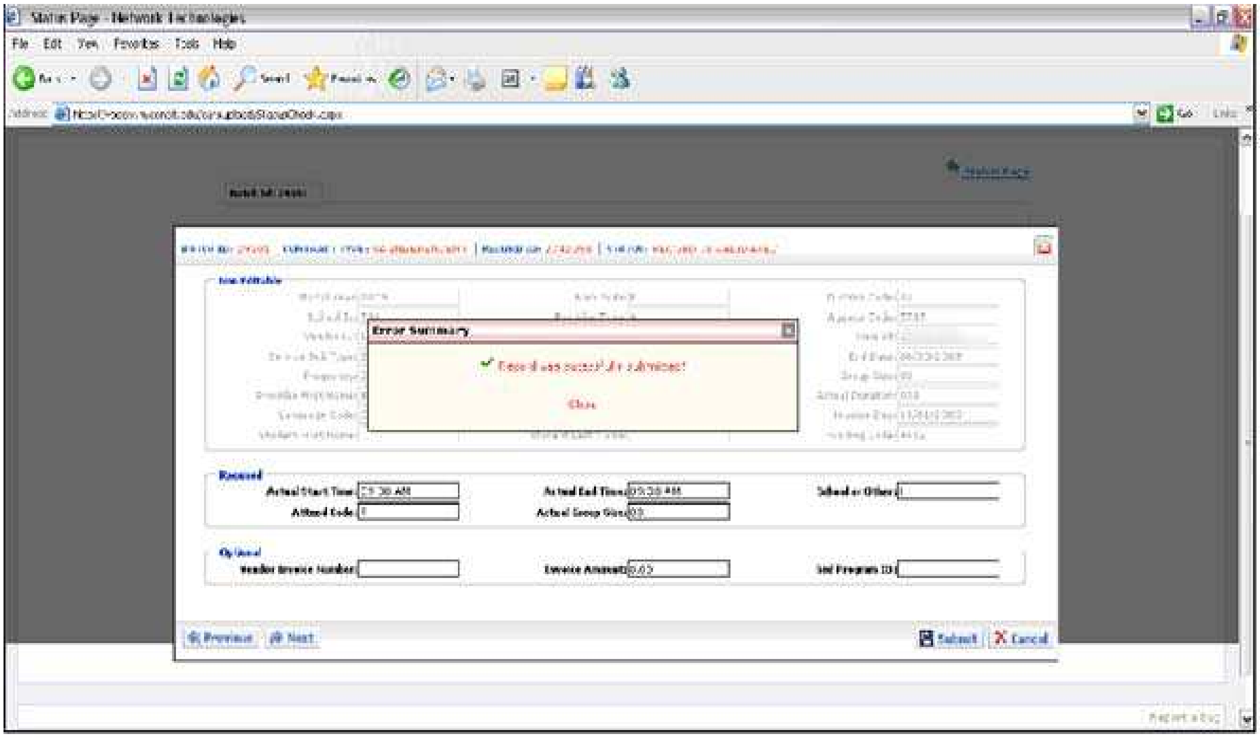
- Non Editable: located at the top. This displays the authorization information only as reference. This area cannot be changed.
- Required: Displays actual session information entered in spreadsheet. If errors are found here, the box will be shown in red color. If there are no errors, you can review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

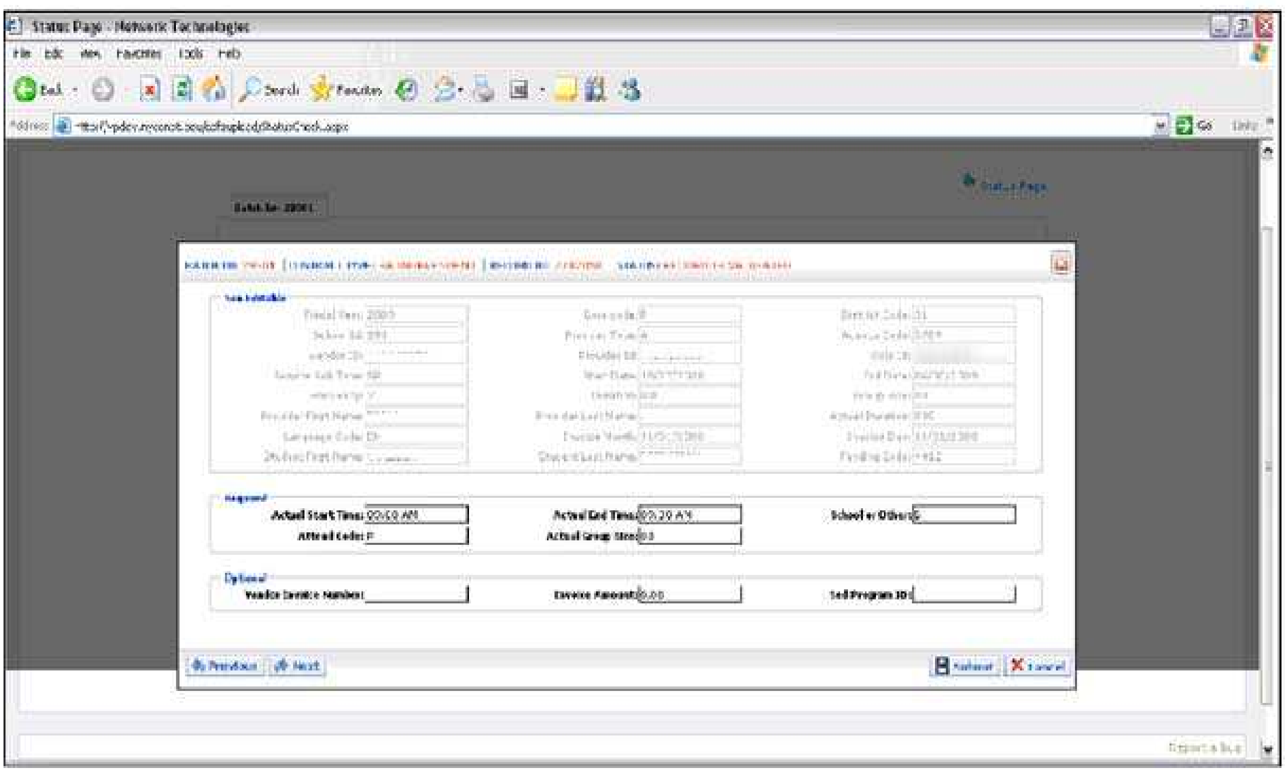


If changes are made to this page, click on "Submit" button to save them and reprocess your request. Confirmation of your submission will appear. You can confirm the change by clicking *OK* or edit by clicking *Cancel.*



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.

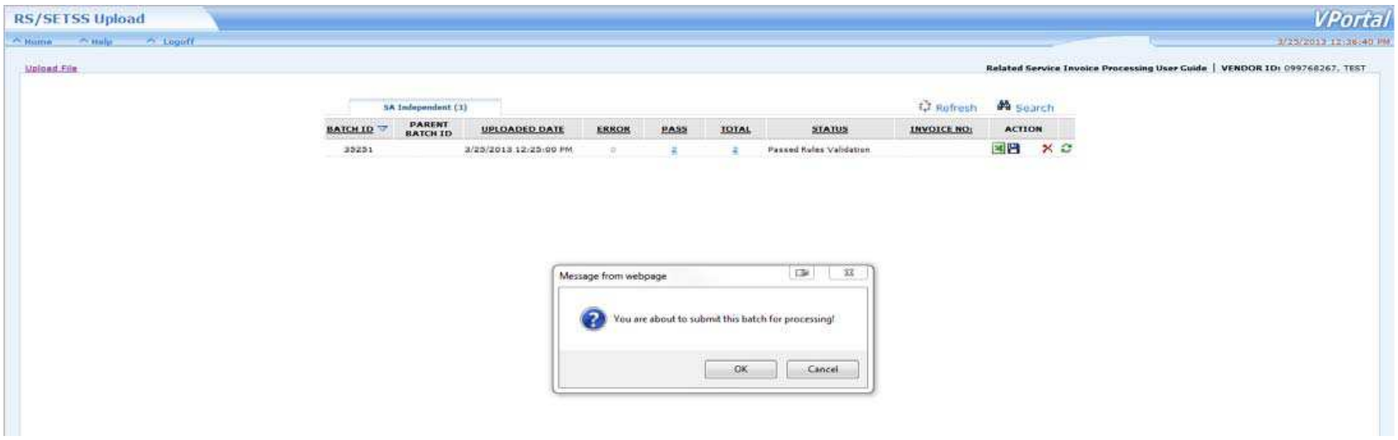




Click on *Status Page* to return to main page. The final step on the Status Page is to submit your batch to create an invoice request.

- Click on **<u>Diskette</u>** (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.



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

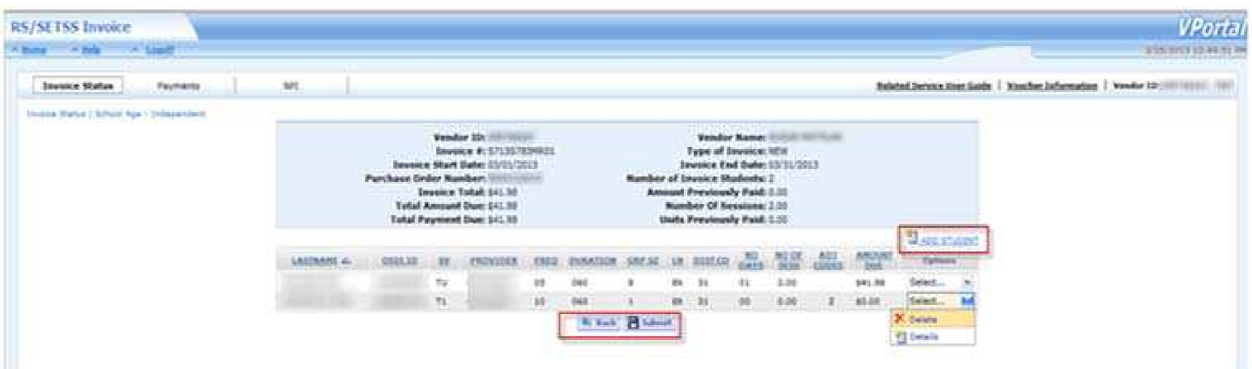
The status column on this page is very important at this stage. Your invoice must say that it is "**Approved**" in order to be sent for payment. If the status indicates "**unapproved**" submitted information has not been certified and will not be sent for payment.

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:

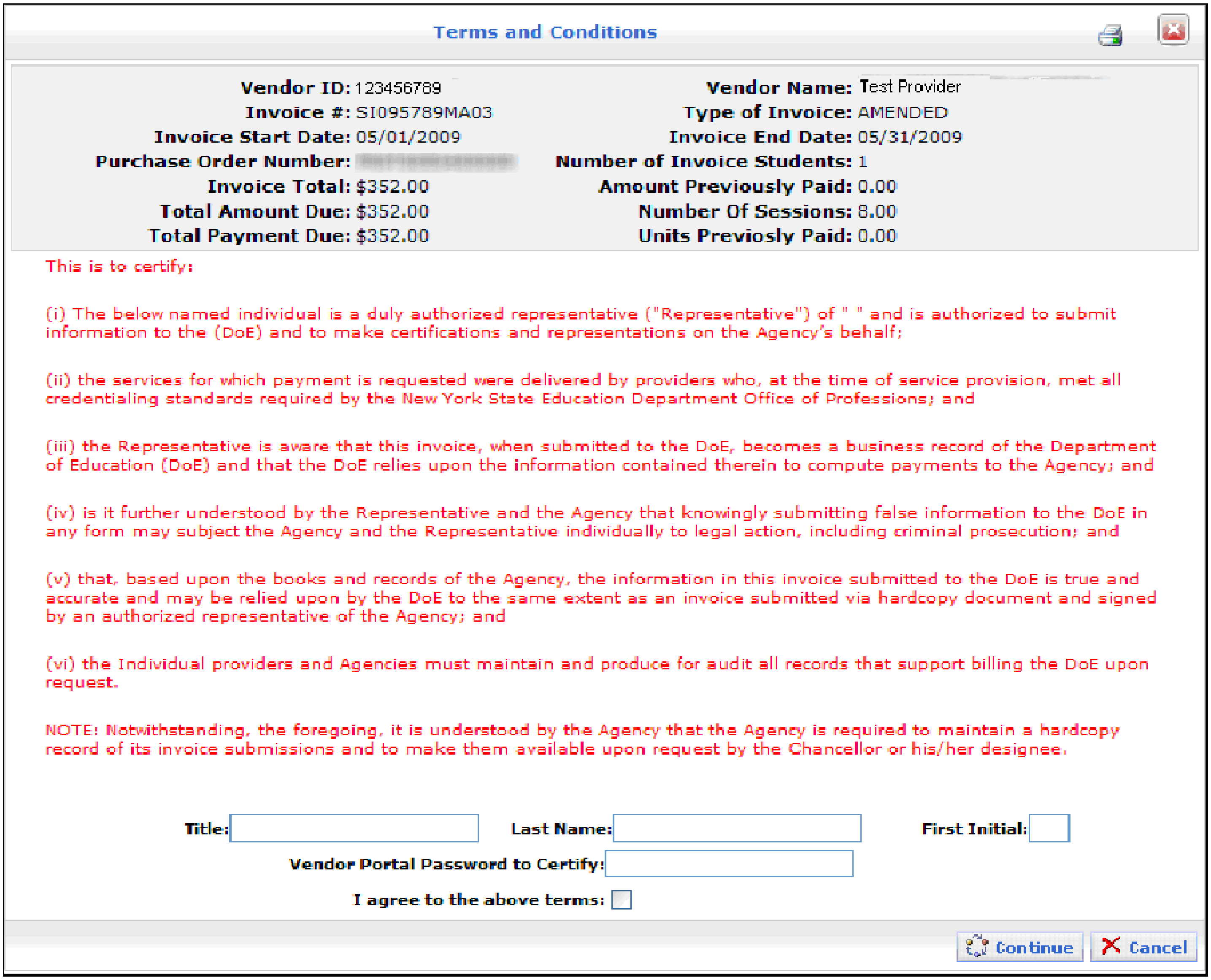
- Click "Invoice Number"
- Review the details of your entries once again by going to *Options* column and selecting the *Details* option.
- Verify if details are correct; then click *Submit* to go to next page.

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 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:	[illegible]	**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 Previosly 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:**

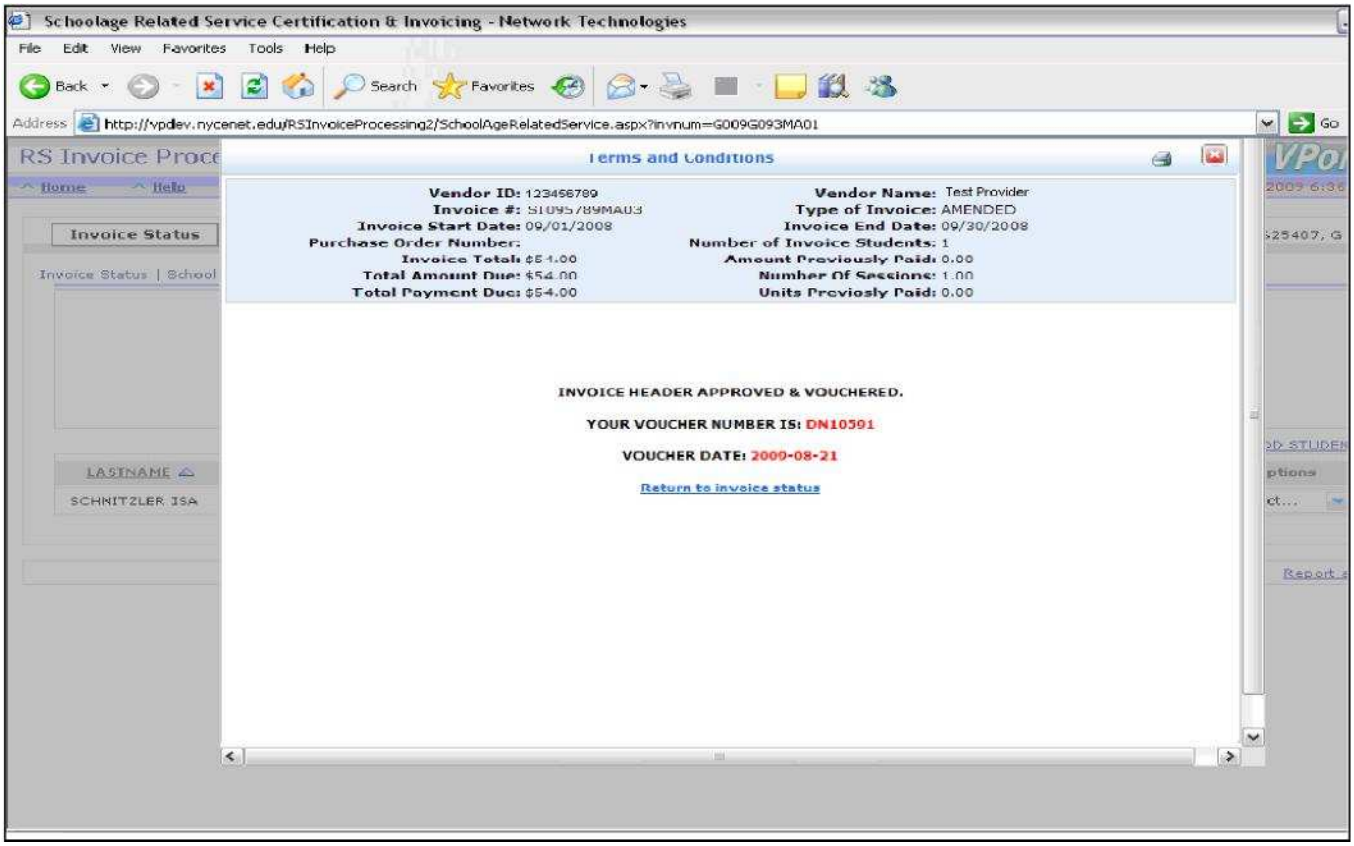
Vendor Portal Password to Certify:

I agree to the above terms:

Continue 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.

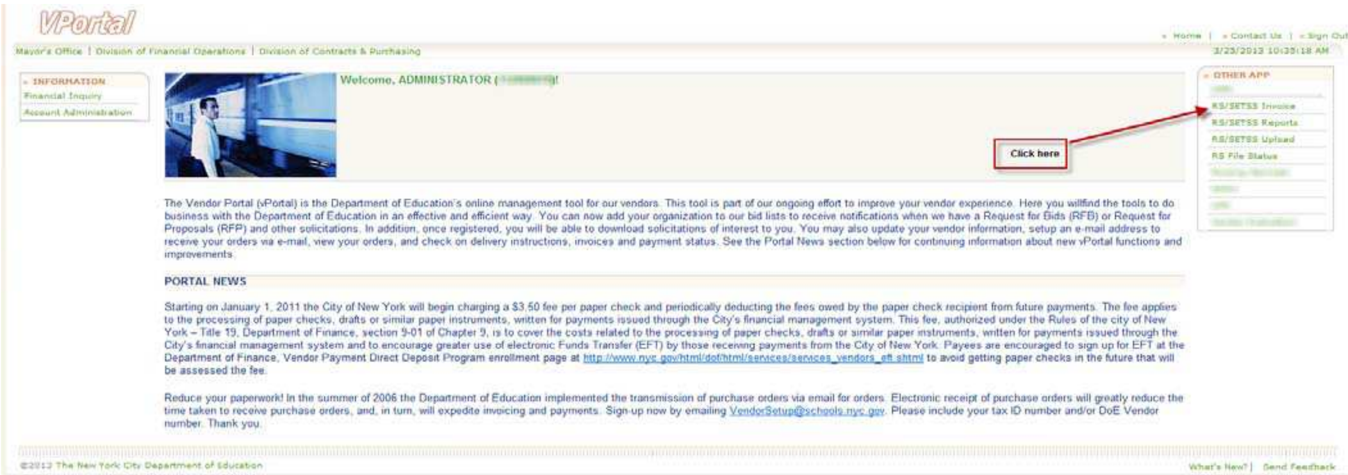
Once you the certification process and receive a voucher number, **NO** additional changes can be made to the invoice. The status on this invoice will be marked as APPROVED.



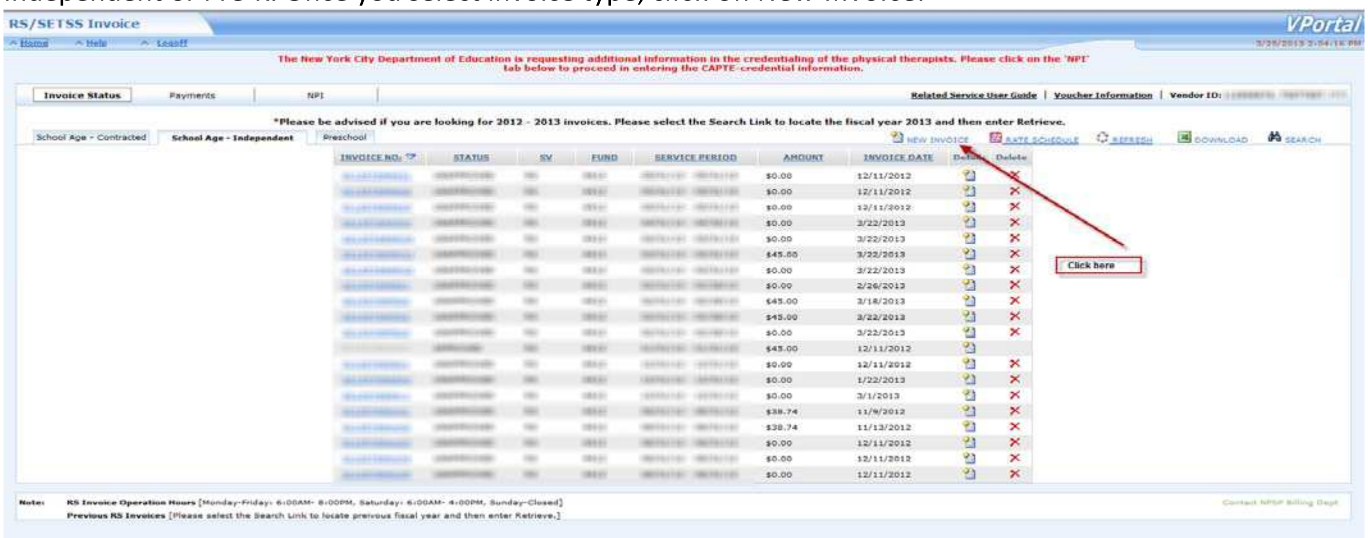
CHAPTER 7: Direct Invoicing Process

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*.



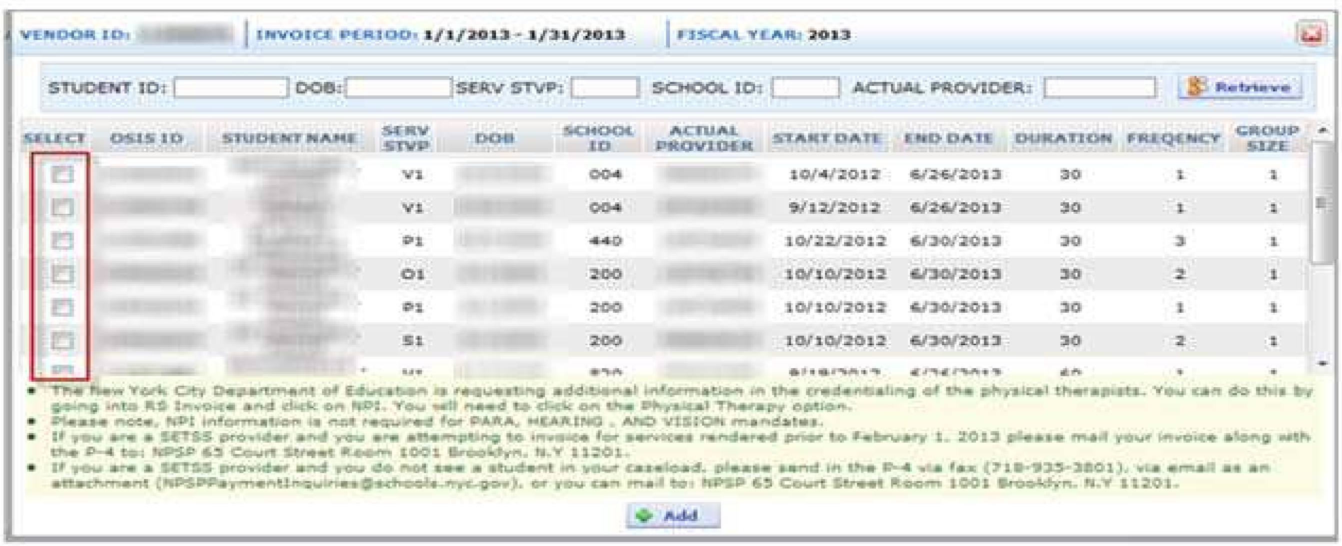
Click on the *Invoice Status* tab, then, click on the invoice type tab and select School Age-Contracted, School Age-Independent or Pre-K. Once you select invoice type, click on *New Invoice.*



- 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.

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 Add button to continue to go to next page.



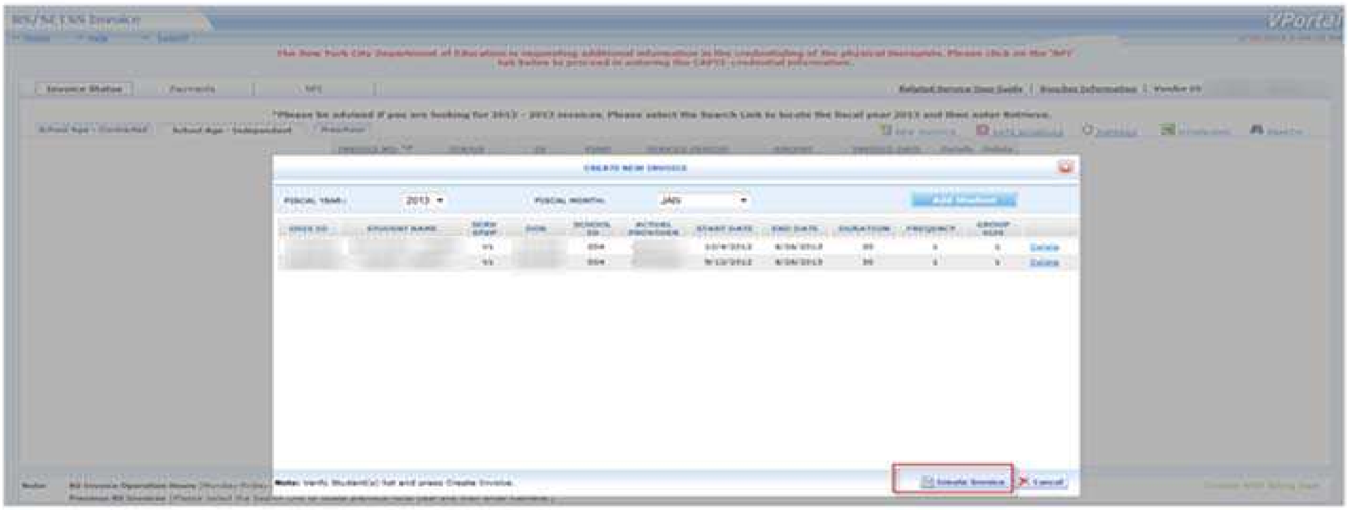
NOTE:

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.



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

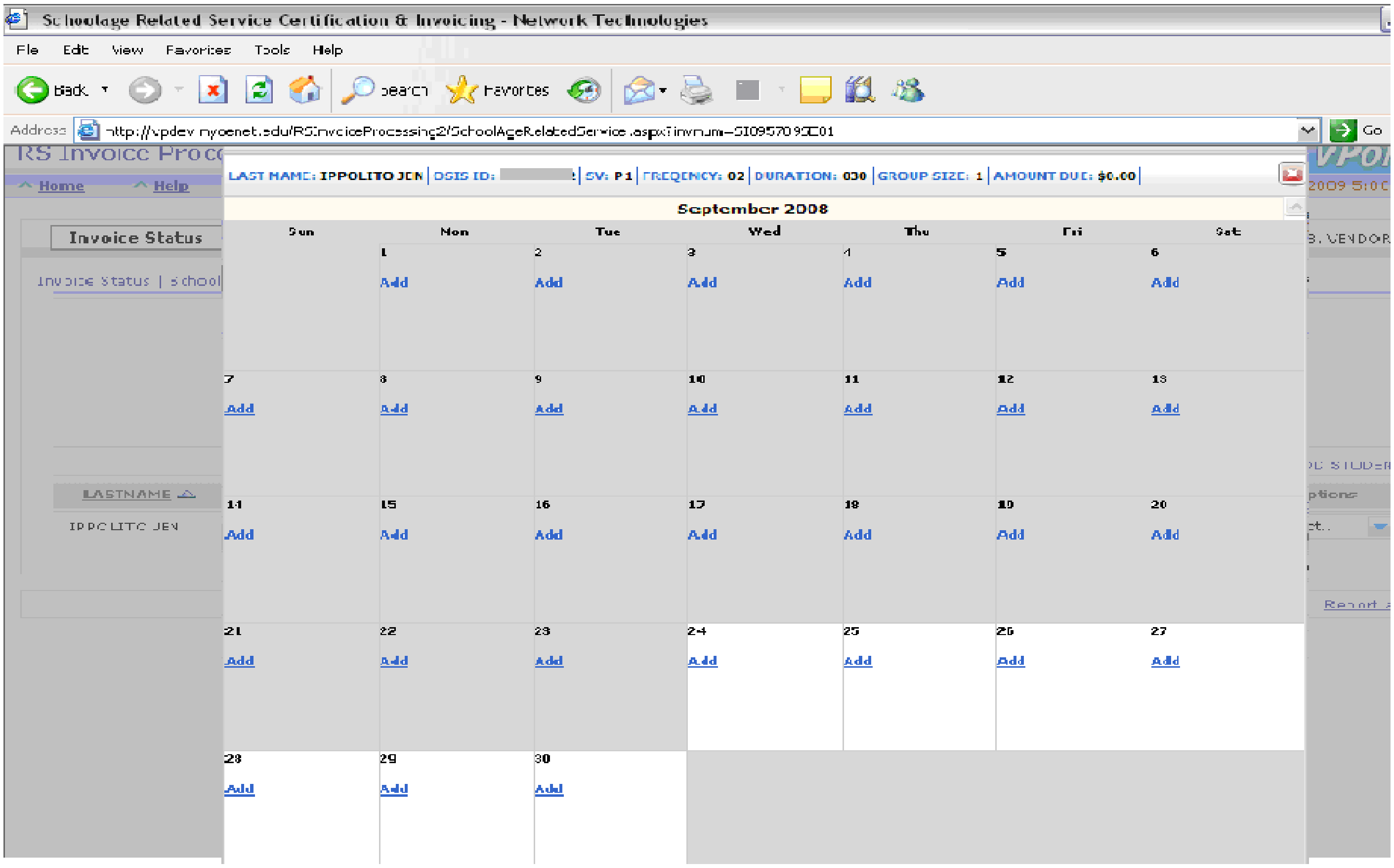
Data Entry of Session Information

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*.

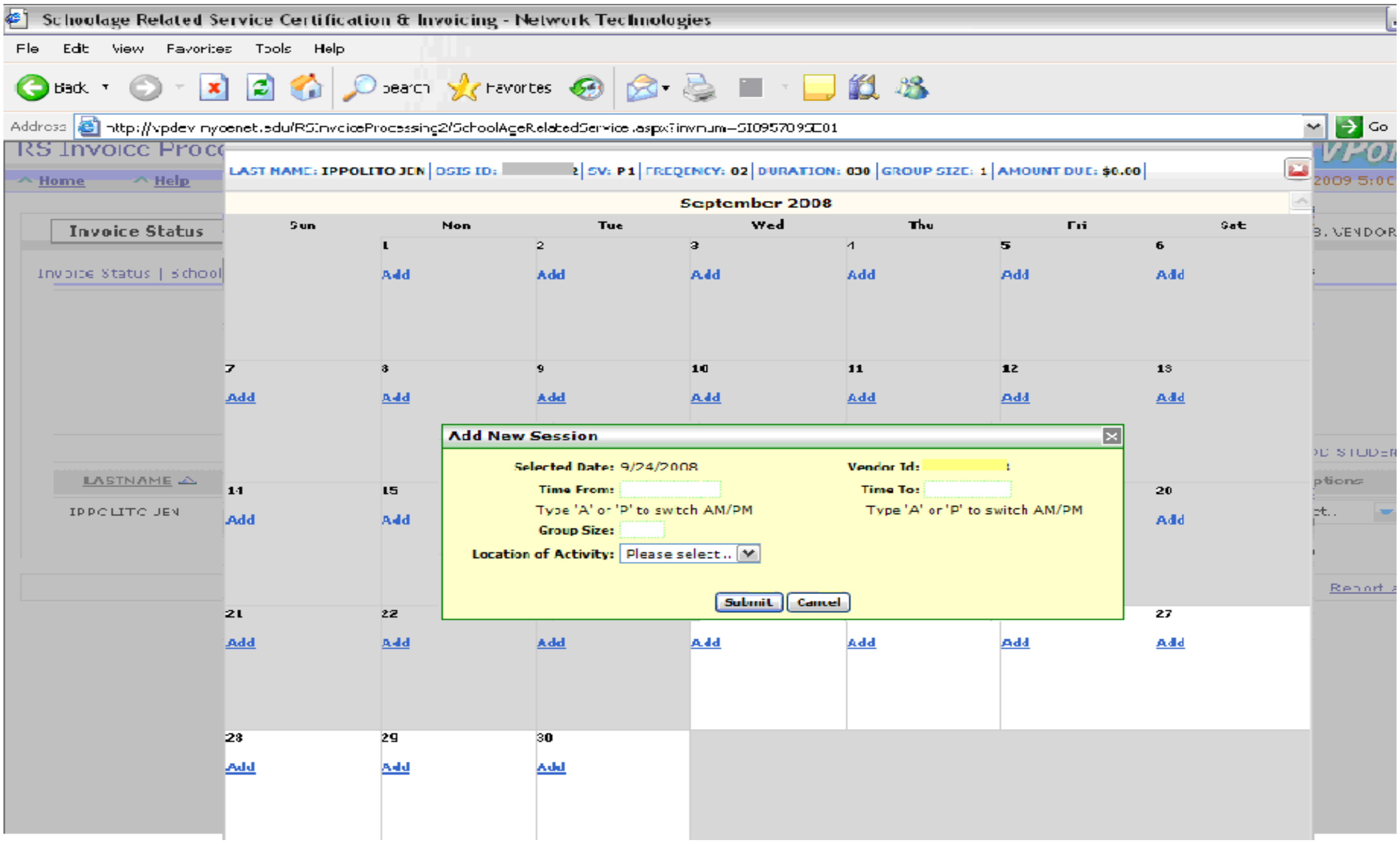
In the calendar view, select the day of actual service and click on add to begin to add session information. If the day is in grey, it means the authorization did not have these dates of service. You cannot invoice for days outside of approved dates of service.

Calendar View:

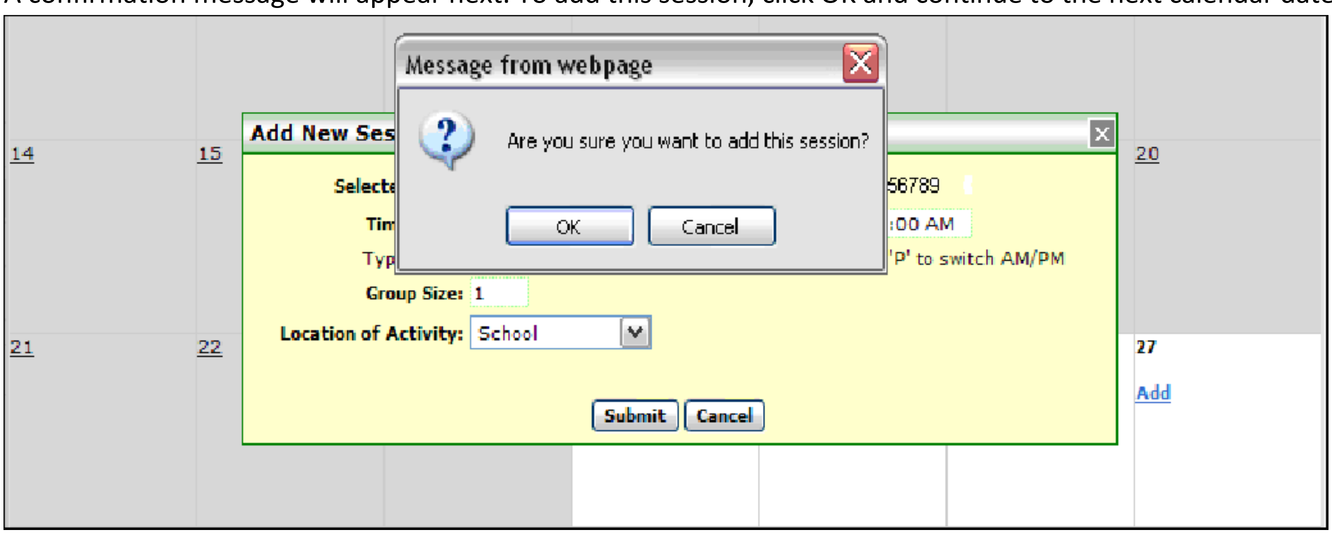

Schoolage Related Service Certification & Invoicing - Network Technologies
File Edit View Favorites Tools Help
Back
Search
Favorites
Address
Go
RS Invoice Proce
Home
Help
Invoice Status
LASTNAME
LAST NAME: IPPOLITO JEN
DSIS ID:
SV: P1
FREQENCY: 02
DURATION: 030
GROUP SIZE: 1
AMOUNT DUE: $0.00
September 2008
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Add

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.



- 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

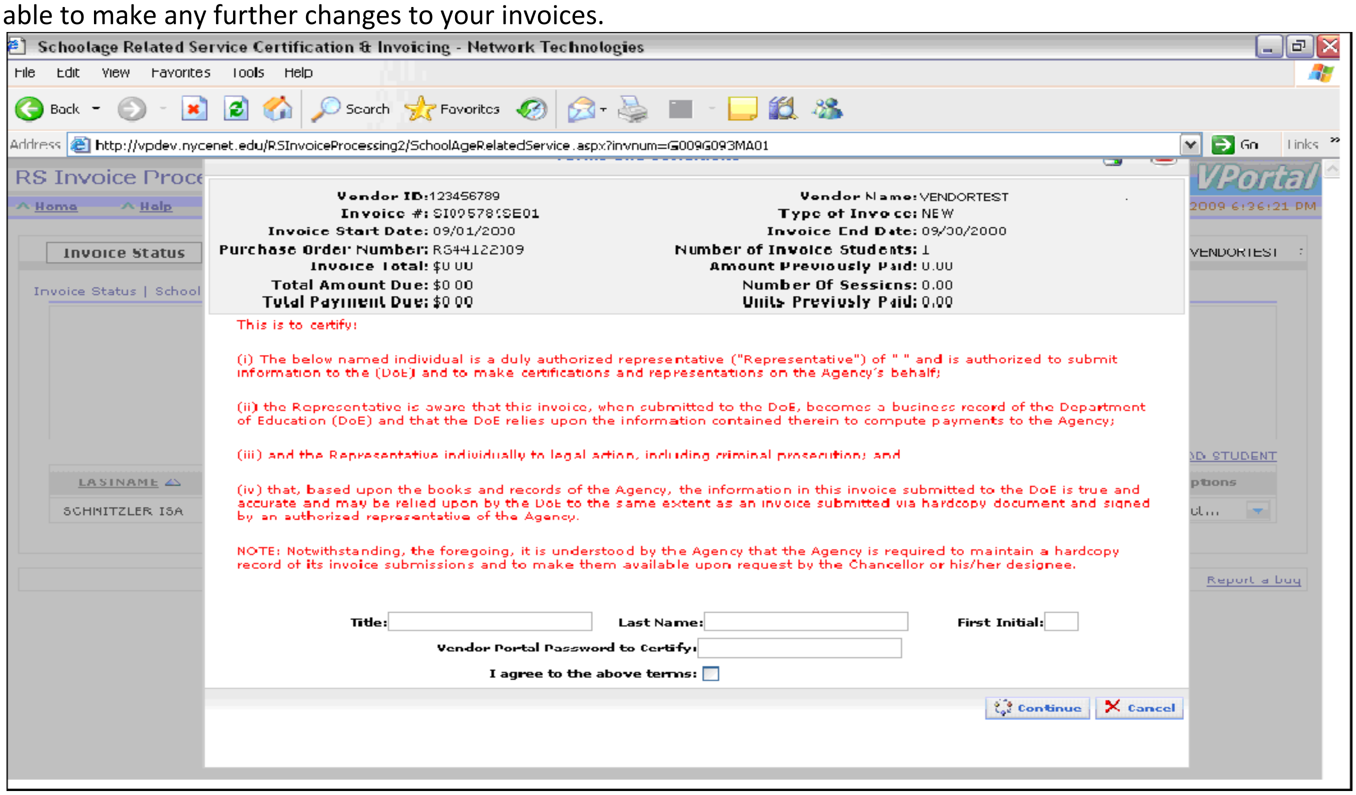
The main invoice page will list all of the session information you have entered and the total amount of the invoice. You can still click on *Add Student*, delete the record, or change the session details, if necessary.

- 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:

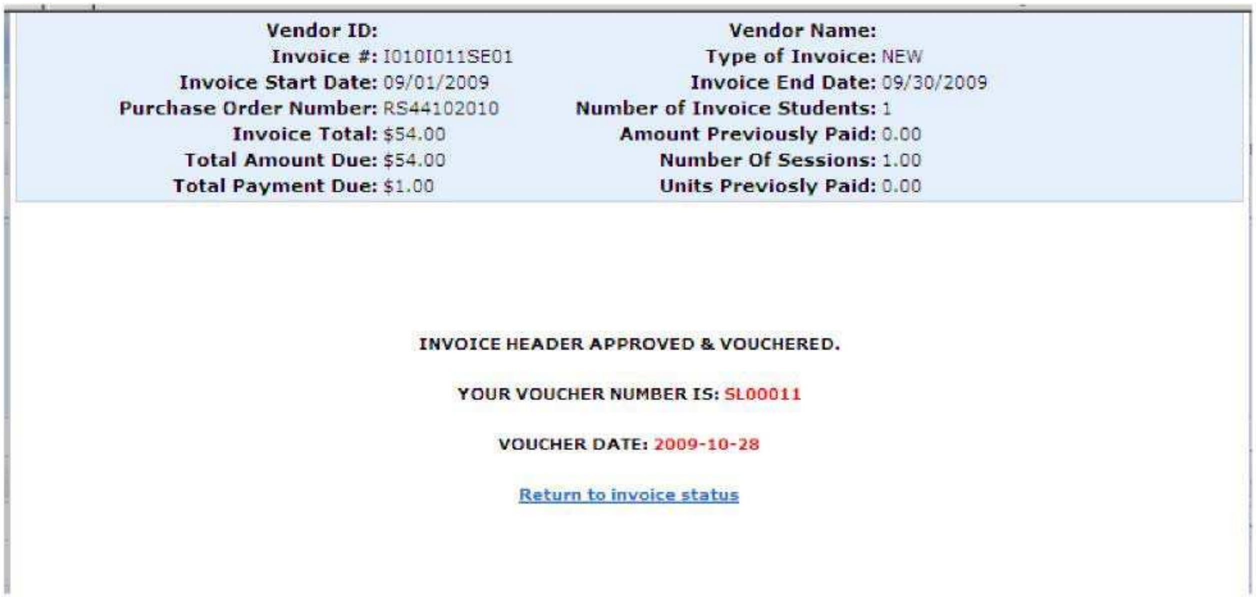
- **Z:** Zero units payable. No entries have been made on the calendar. You cannot continue if 0.00 amount due appears on page.
- **X:** Sessions exceed max allowed for the month or max allowed to date.
- **N:** Applicable rate not found.
- **M:** More than one rate found.
- **V:** Another provider has been paid for the same child, type, and month.

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.



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.



This concludes our direct invoicing process.

CHAPTER 8: ADDITIONAL FEATURES

Detail View

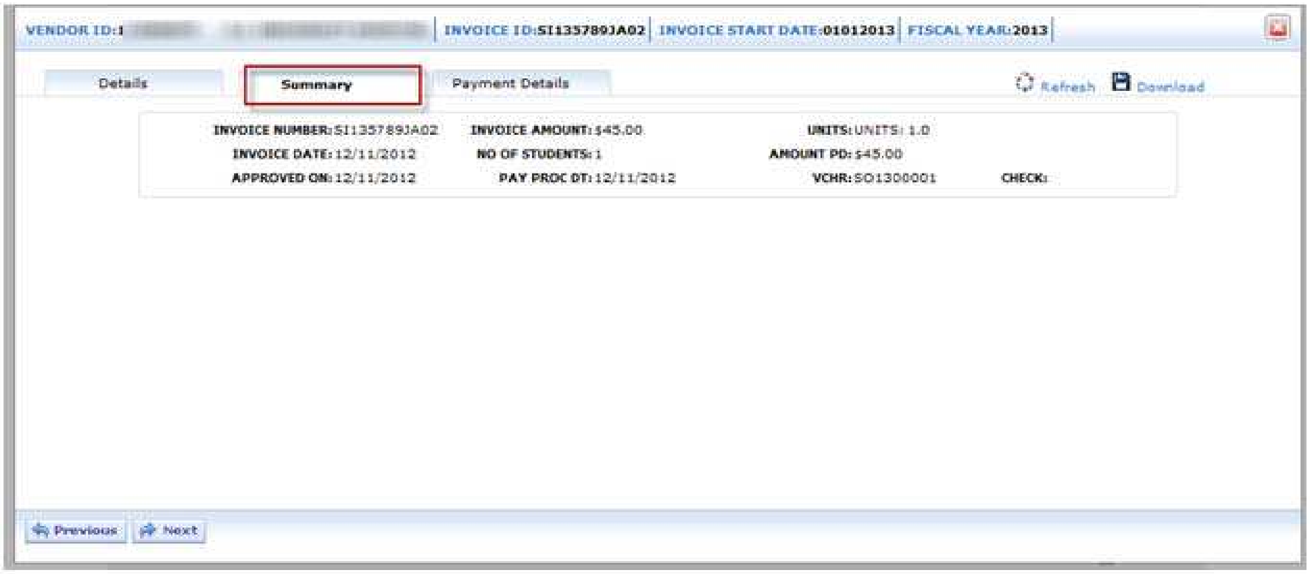
To review your invoice certification information, click on *Details* icon. The invoice detail panel will appear, defaulted to the *Details* tab for review. It will show some basic authorization information and the amount that was invoiced.

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

Summary View

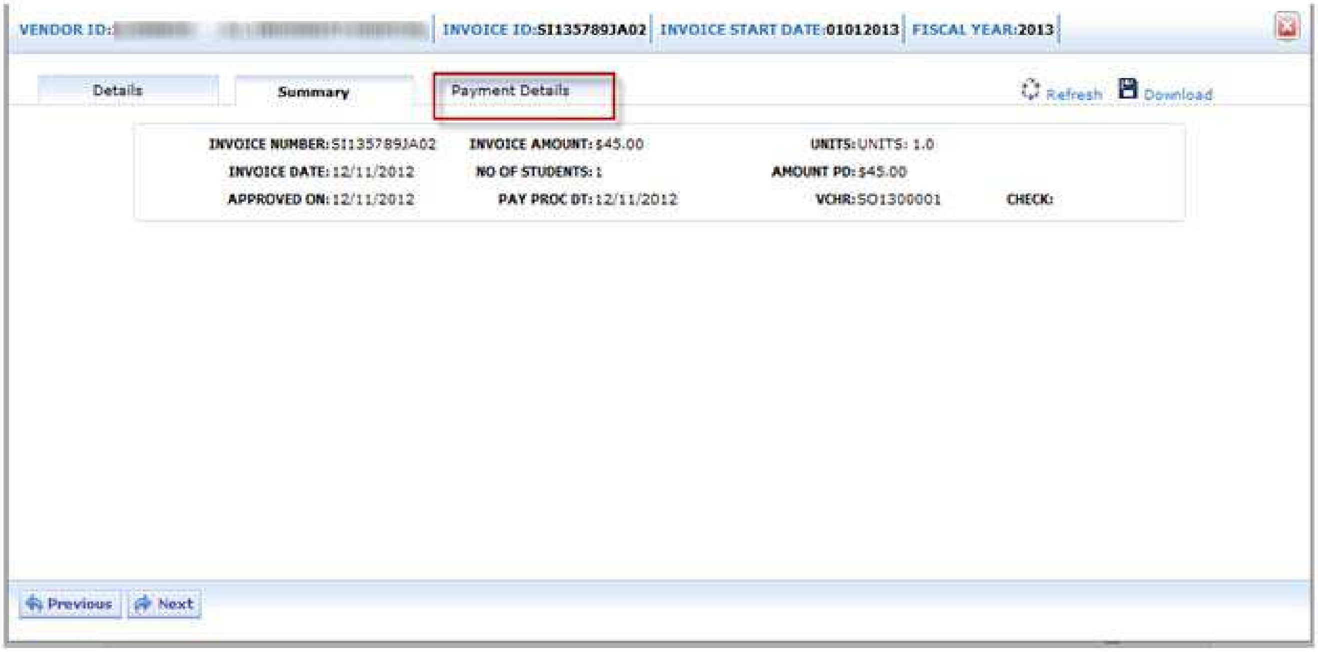
You can click on the *Summary* tab to see an overview of the invoices submitted. Empty fields will be populated once the invoice gets processed and additional data is retrieved from our accounting system.

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



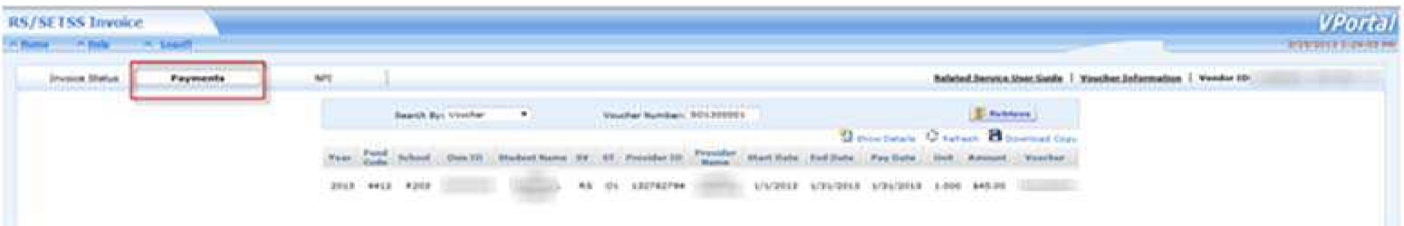
Payment Details View

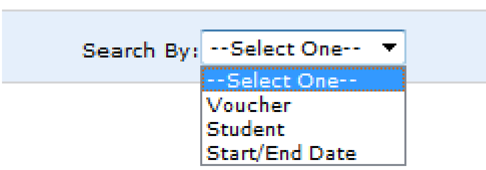
You can click on the *Payment Details* tab to view the amount that was invoiced and voucher number.



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.

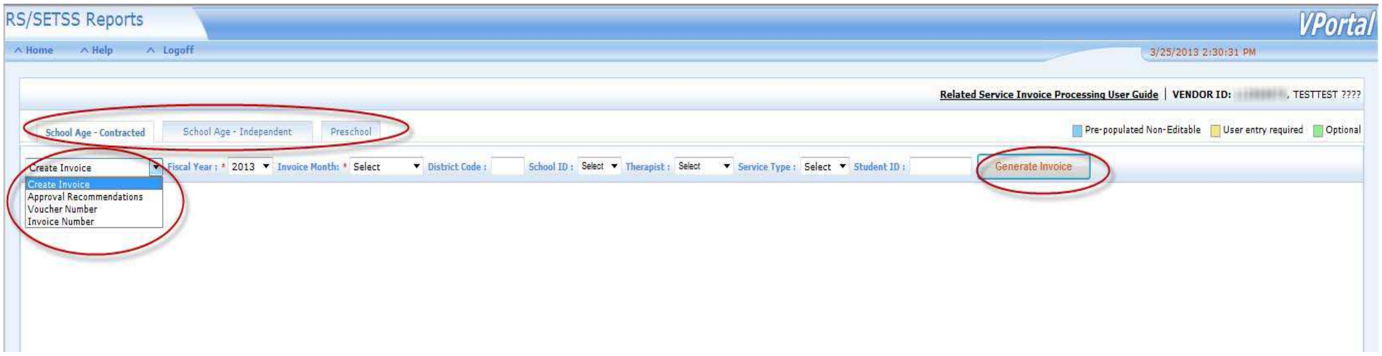




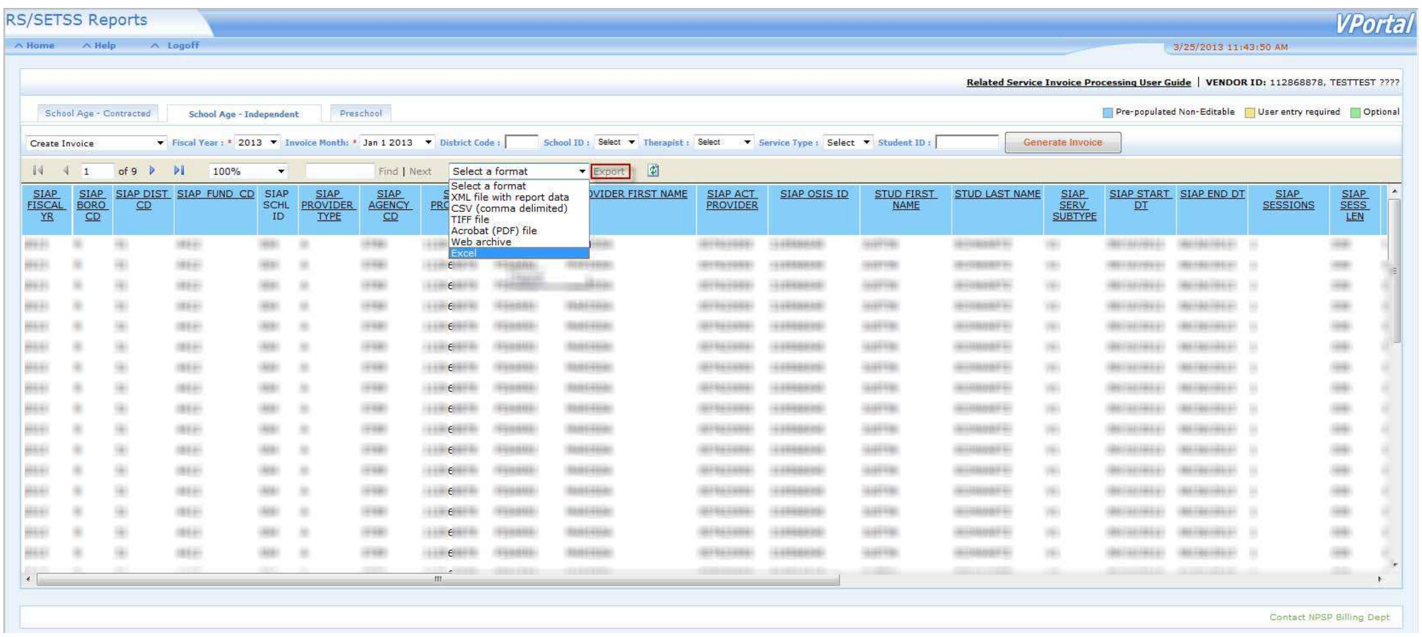
The page will return with invoice information based on your search selection. You can download a copy of what is shown on this page for your records.

Other Report View Options

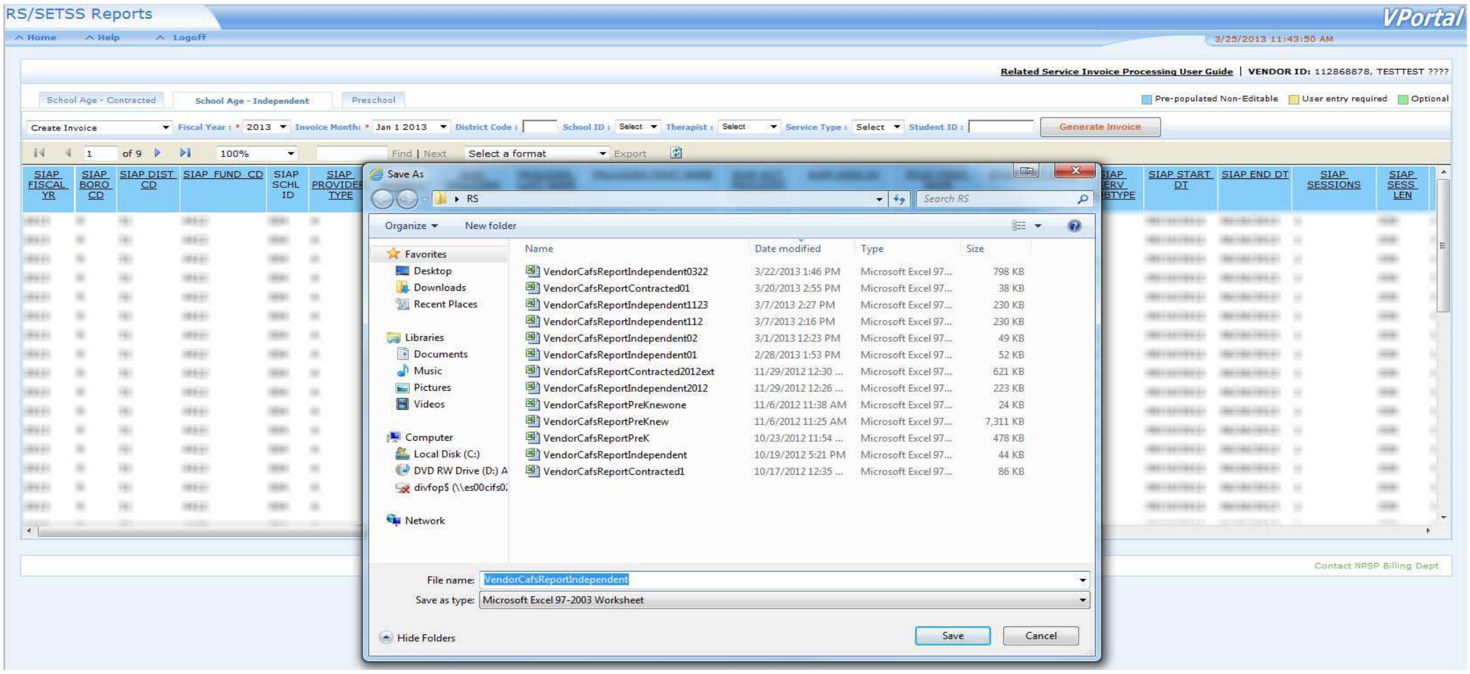
- Go to the home page and click on *REPORT* in the column on the right.
- Click on *Invoice Tab.* Select search an option from the *Create Invoice* box. Enter information required then click on *Generate Invoice.*



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



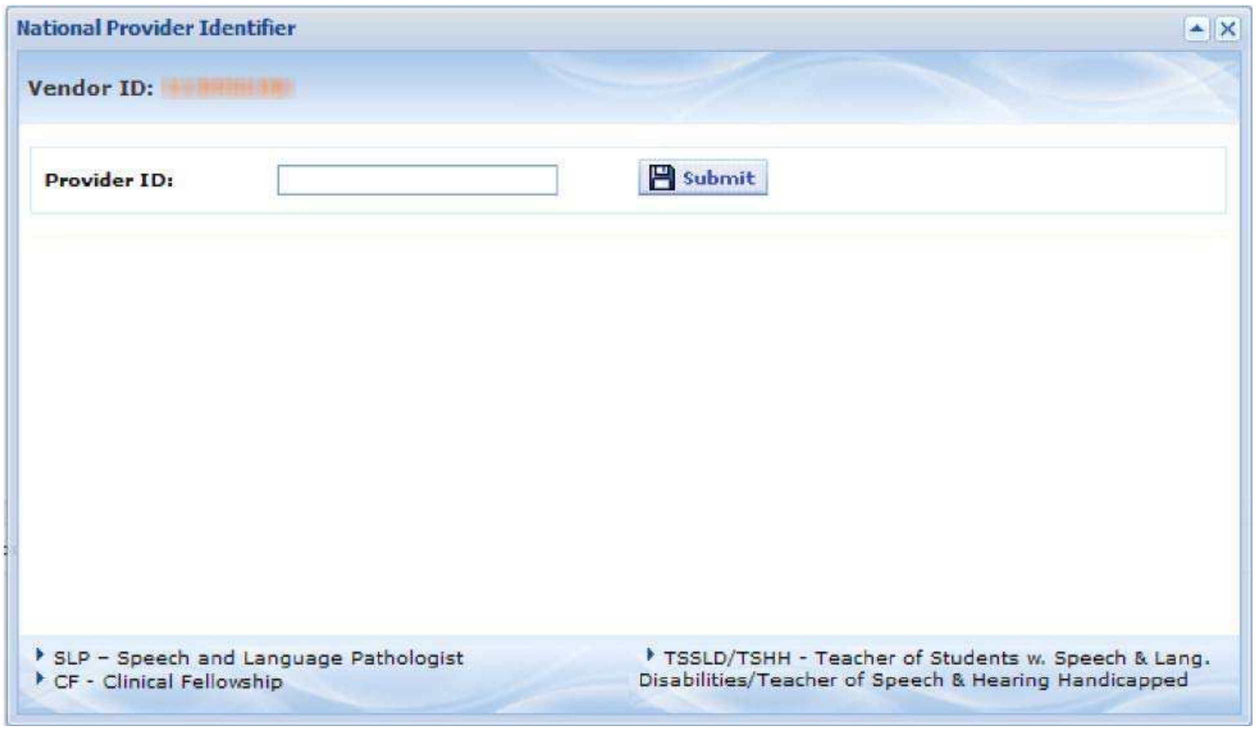
- Click on *Export* when ready.
- The *Save* prompt will appear with a default name.
- You can save the report anywhere on your computer. The records are transferred from vendor portal to excel format to your computer**.**



CHAPTER 9: ENTERING NATIONAL PROVIDER INDENTIFIER (NPI)

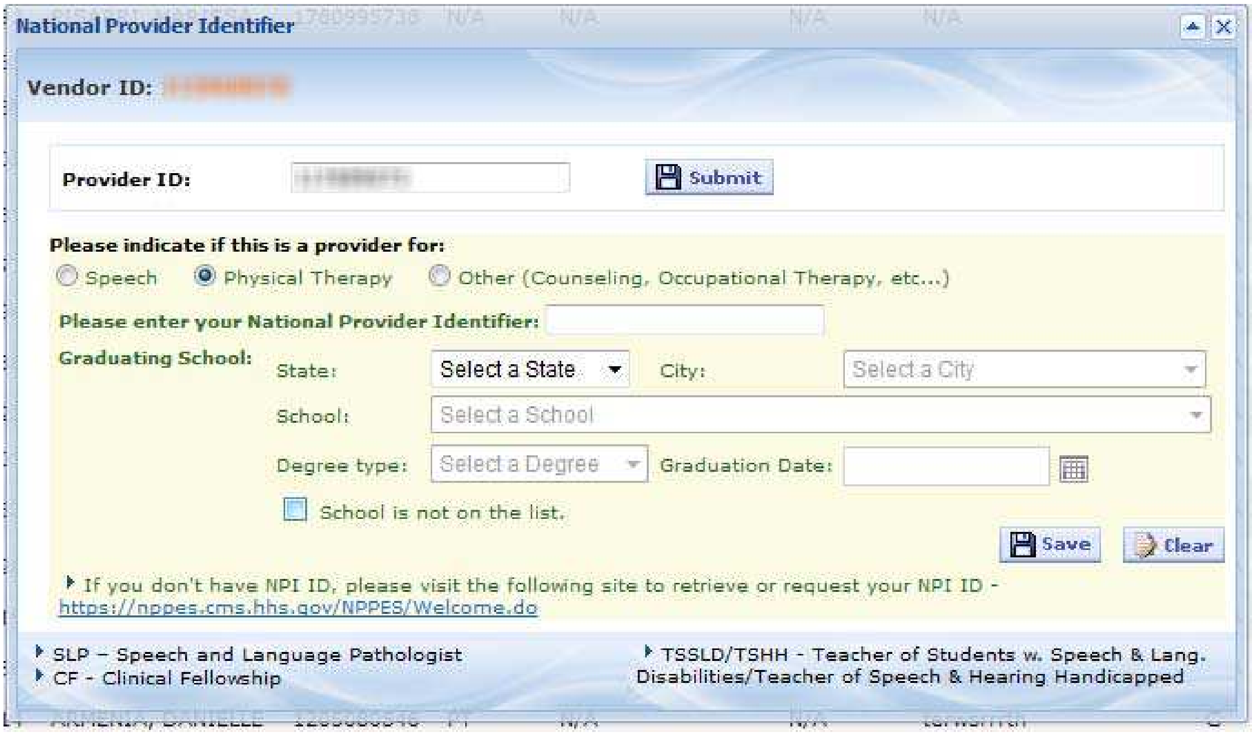
If you do not have or do not know your NPI, click on the following link to obtain a National Provider Identifier: https://nppes.cms.hhs.gov/NPPES/Welcome.do to retrieve or obtain an NPI.

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

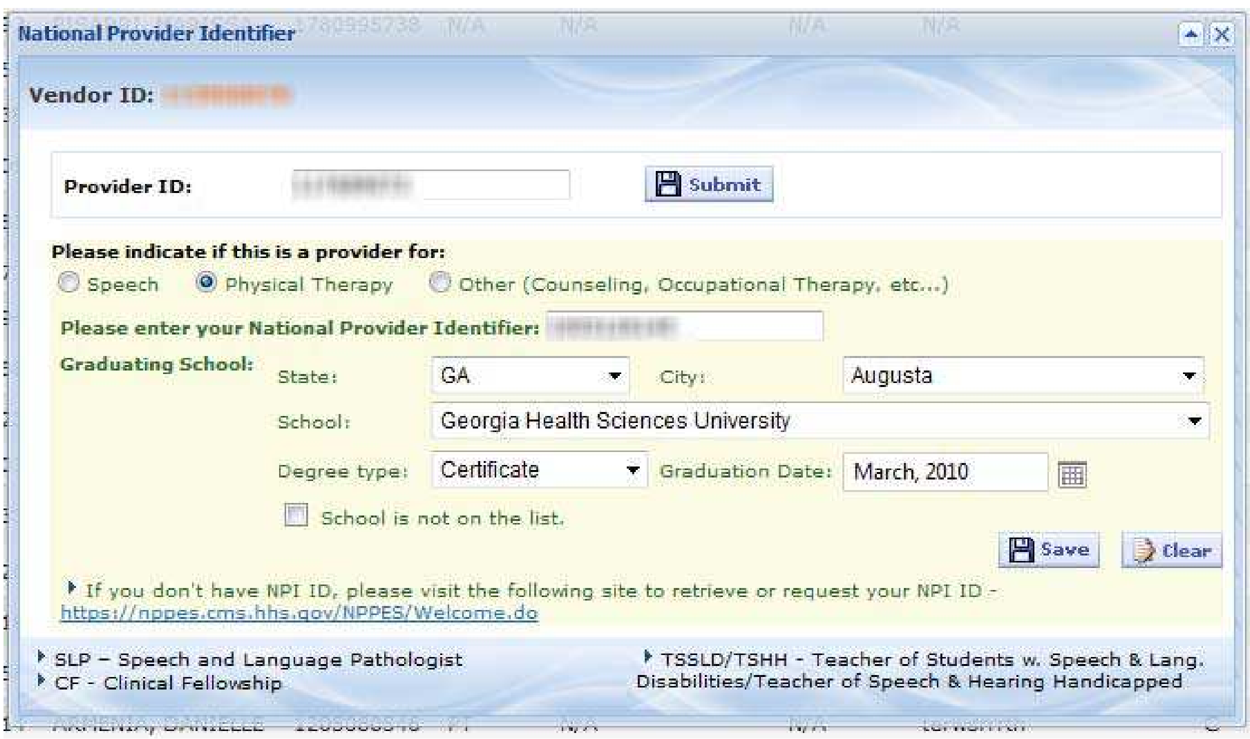


- Enter your Provider ID information and click on *Submit*. Enter the provider type and click on *Save*. If the correct Provider Type does not appear, click on *Other* and enter your provider type.

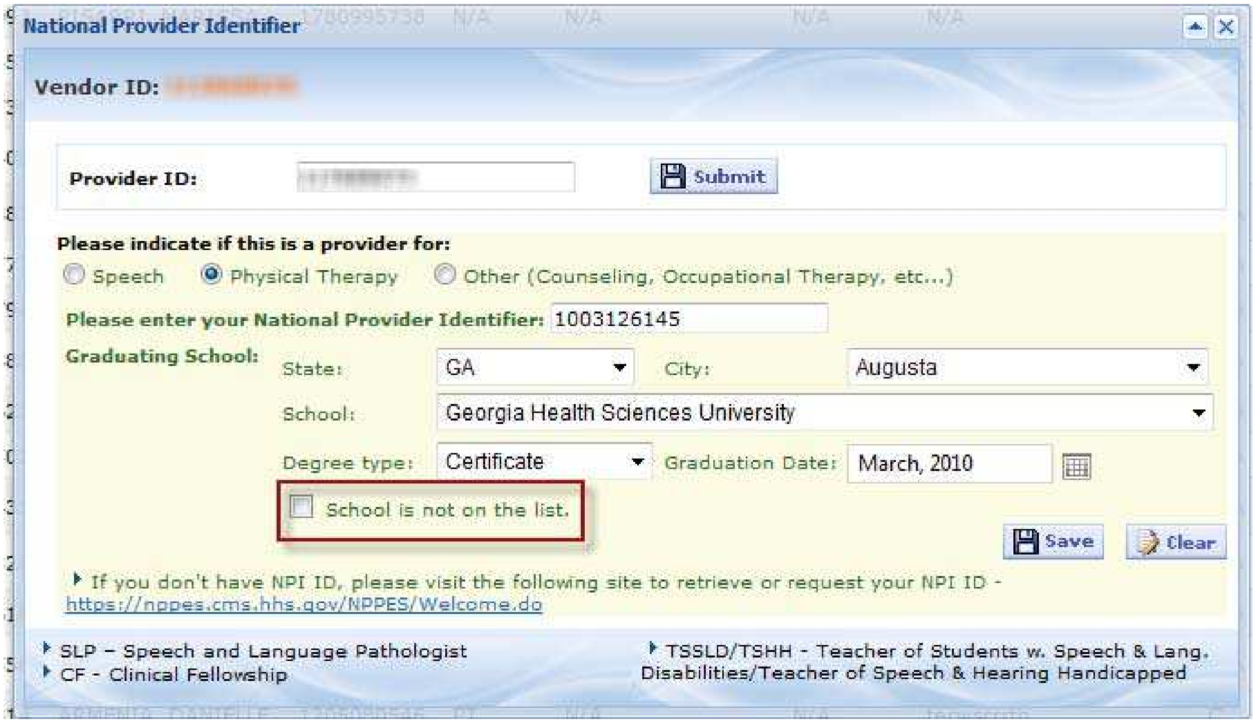
Providers that are Physical Therapist (PT) are required to enter their NPI number. Additional fields will appear that are not required, but are important for the Provider to enter the information requested..



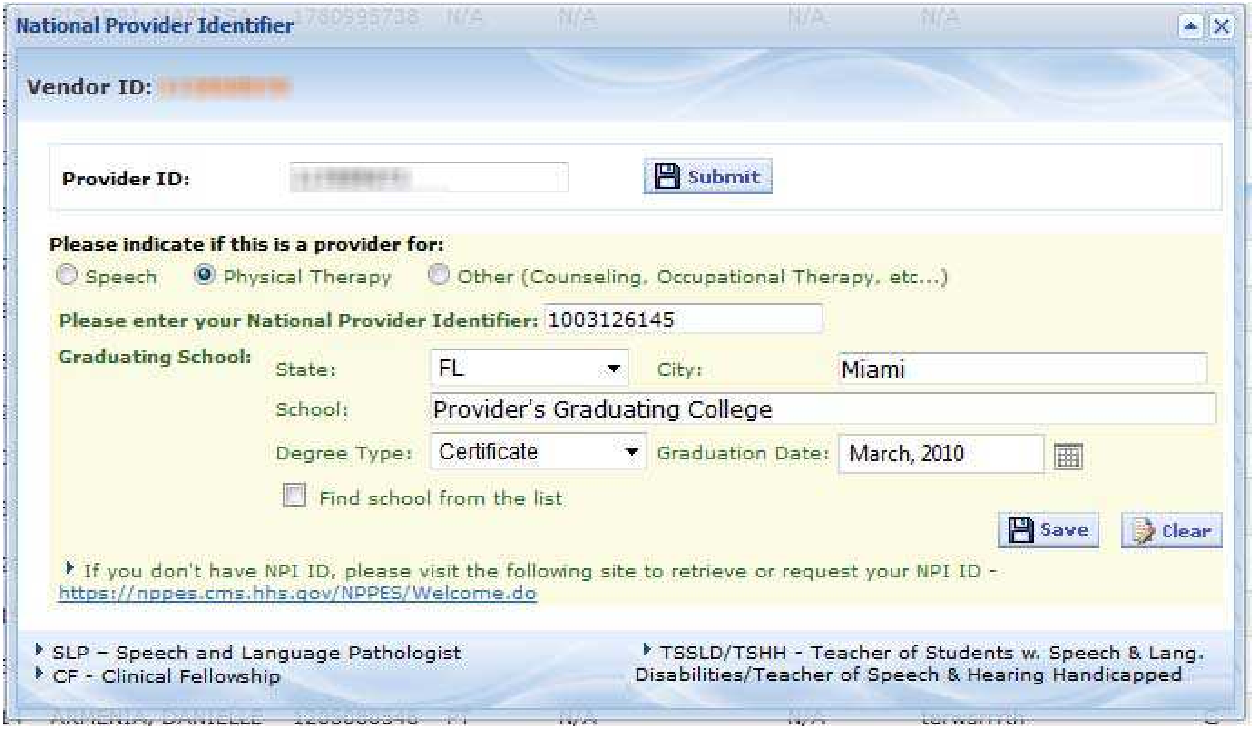
If the PT Provider is CAPTE accredited, their graduating university should be filled in. If the PT Provider has not obtained their CAPTE credentials, the graduating schools information can also be entered.



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.

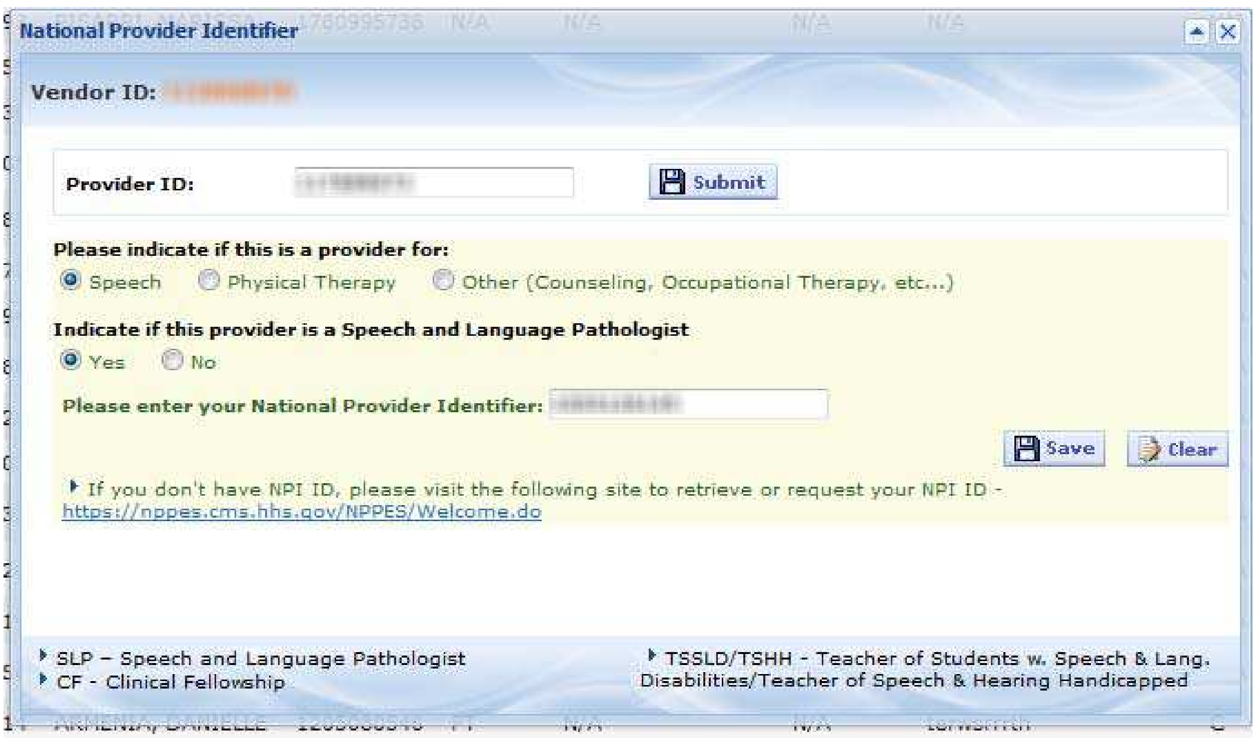


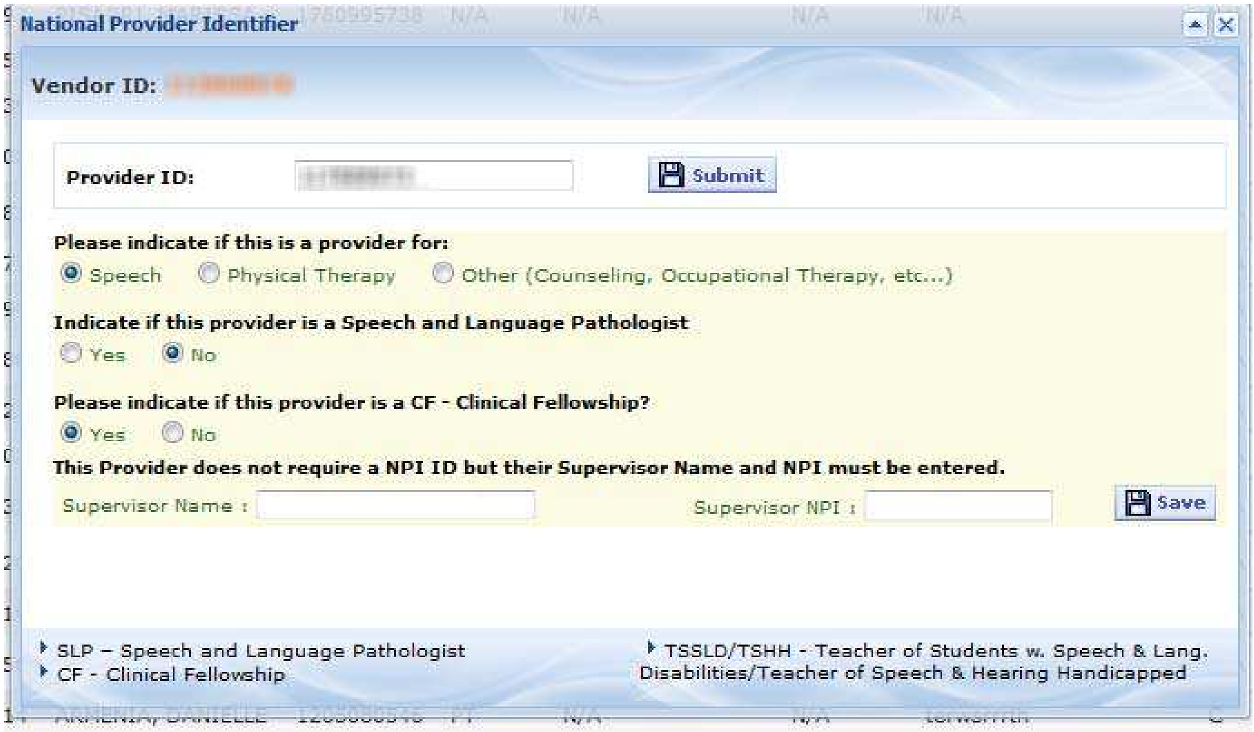
The provider will now be able to enter their graduating school information.



NPI FOR SPEECH PROVIDERS

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





Additional questions for Speech Providers

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

Please indicate if this is a provider for:

Speech Other (Counseling, Occupational Therapy, Physical Therapy, etc...)

Indicate if this provider is a Speech and Language Pathologist

Yes No

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

Please indicate if this is a provider for:

Speech Other (Counseling, Occupational Therapy, Physical Therapy, etc...)

Indicate if this provider is a Speech and Language Pathologist

Yes No

National Provider Identifier does not exist. Would you like to create one? Save

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

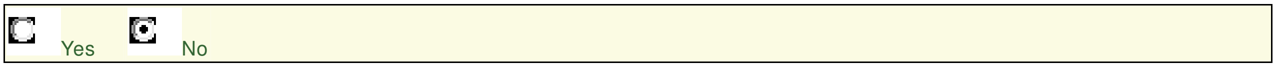
Please indicate if this is a provider for:

Speech Other (Counseling, Occupational Therapy, Physical Therapy, etc...)

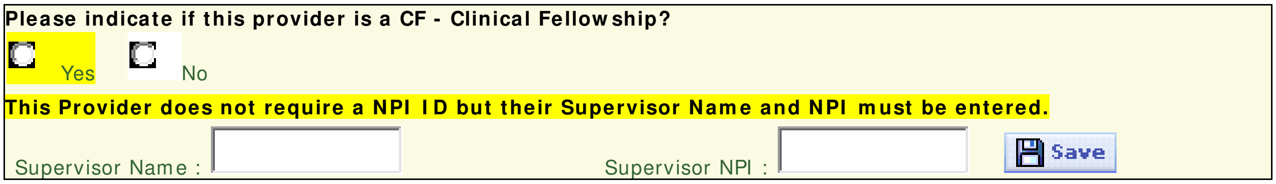
Indicate if this provider is a Speech and Language Pathologist

Yes No

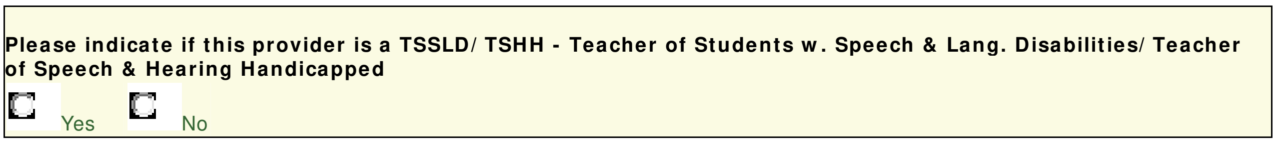
Please indicate if this provider is a CF - Clinical Fellowship?



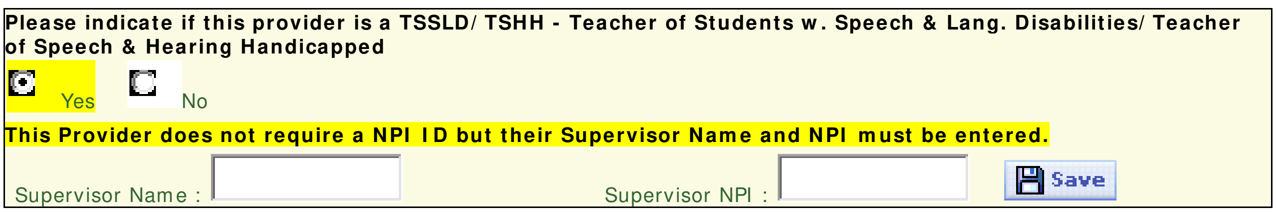
If Provider is a Clinical Fellowship [CF] , select 'Yes' and enter their Supervisor Name and Supervisor NPI information and click the 'Save' button.



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

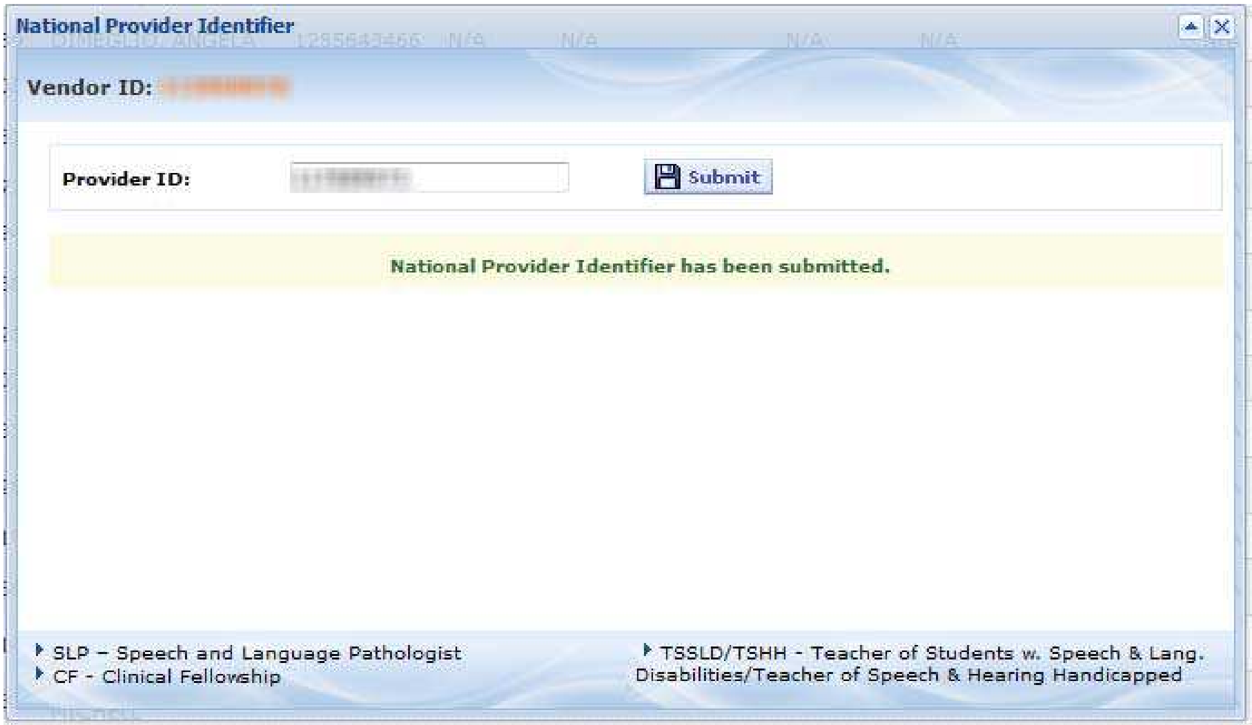


If Provider is a Teacher of Students w. Speech & Lang. Disabilities/Teacher of Speech & Hearing Handicapped [TSSLD/TSHH], select 'Yes' and enter their Supervisor Name and Supervisor NPI information and click the 'Save' button.



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.



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

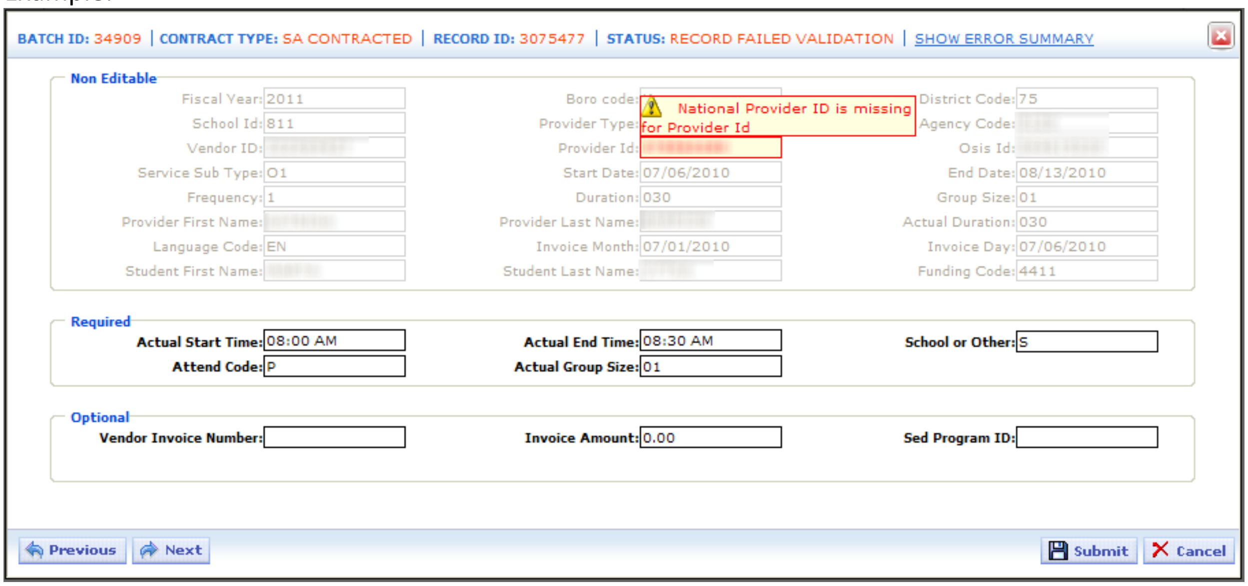
NPI numbers are required in order to invoice through the Vendor Portal for the below list of ***related services:***

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

Example:



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
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
FREQENCY
GROUP SIZE
O1 1/5/2010 6/30/2010 30 2 1
S1 1/24/2010 6/30/2010 30 5 1
HP 9/9/2009 6/30/2010 100 5 1
OT 2/4/2010 6/30/2010 60 2 3
O1 3/2/2010 6/30/2010 30 2 1
O1 6/20/2010 6/30/2010 30 2 1
HP 9/4/2009 6/30/2010 100 5 1
O1 11/12/2009 6/30/2010 30 1 1
O1 11/23/2009 6/30/2010 30 3 1
O1 3/26/2010 6/30/2010 30 1 1
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

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:

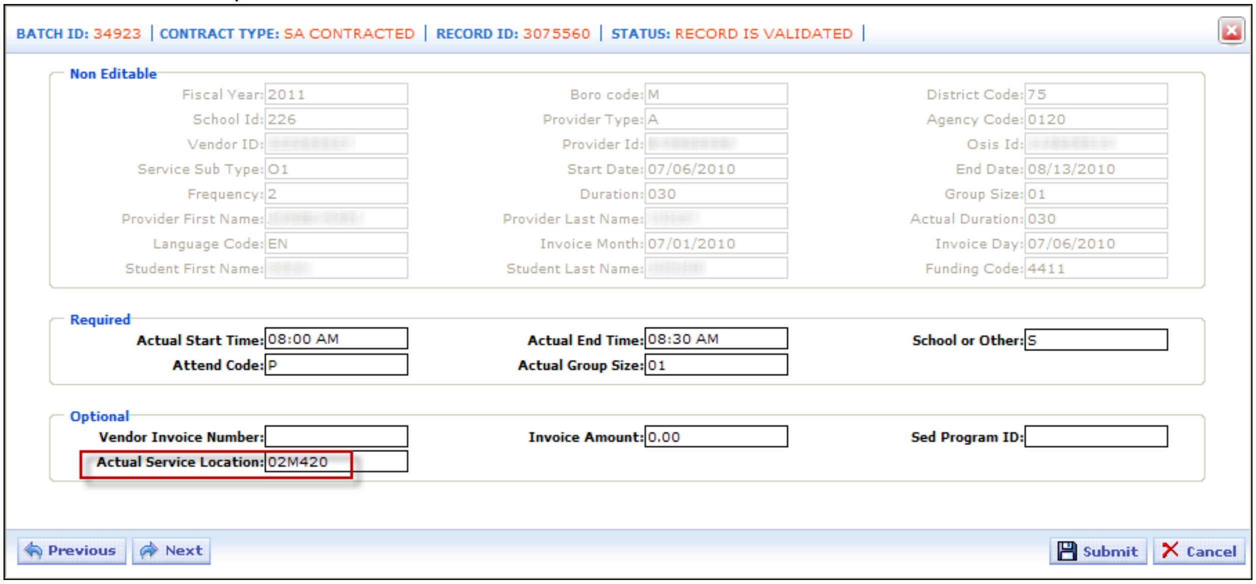
SCIN INVOICE MONTH	SCIN INVOICE DAYS	SCIN ATTEND CODE	SCIN ACT GRP SIZE	SCIN START TIME	SCIN END TIME	SCIN SCHOOL OTHER	SCIN SERVICE LOCATION	SCIN VEND INVOICE	SCIN INVOICE AMT	SCIN SED PROG ID
07/01/2010	07/06/2010		00	00:00 AM	00:00 AM	S	03M149		0.00	
07/01/2010	07/07/2010		00	00:00 AM	00:00 AM	S	03M149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

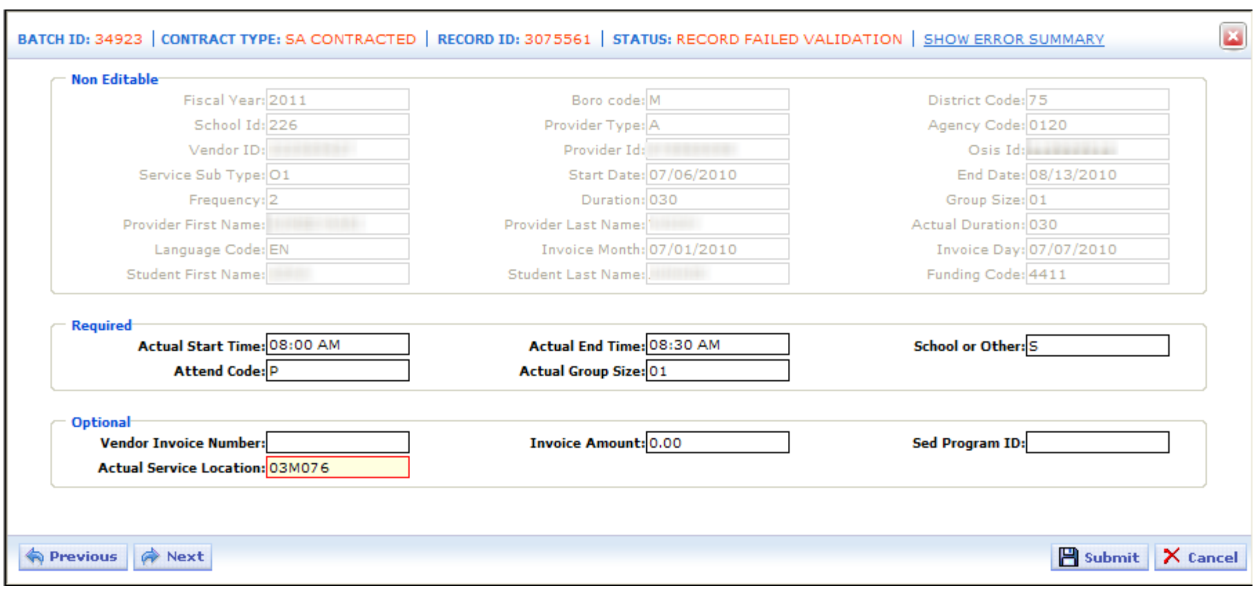
SCIN INVOICE MONTH	SCIN INVOICE DAYS	SCIN ATTEND CODE	SCIN ACT GRP SIZE	SCIN START TIME	SCIN END TIME	SCIN SCHOOL OTHER	/	SCIN VEND INVOICE	SCIN INVOICE AMT	SCIN SED PROG ID
06/01/2010	06/01/2010		00	00:00 AM	00:00 AM				0.00	
06/01/2010	06/02/2010		00	00:00 AM	00:00 AM				0.00	
06/01/2010	06/03/2010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

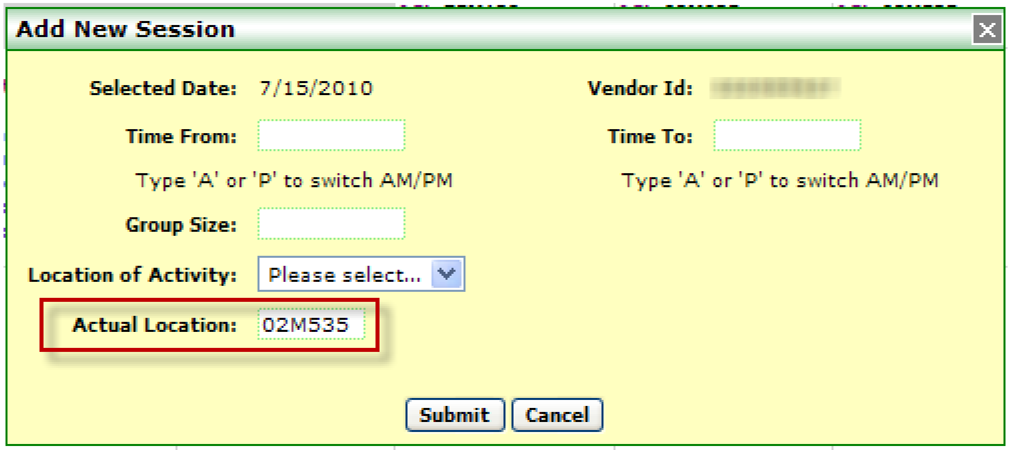


- By Default, the Actual Service Location from excel is either from the Office of Pupil Transportation database or the physical school DBN in the Student approval.



- 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:
Time From:
Time To:
Type 'A' or 'P' to switch AM/PM
Type 'A' or 'P' to switch AM/PM
Group Size:
Location of Activity:
Please select...
Actual Location:
02M535
Submit
Cancel