

Billing Deadlines for Workbook and/or Invoice Users

**Please see User Manual or How-To Guide for
detailed description of all functionality**

Billing Deadlines for Workbooks and Invoices

Vendors have until end of the day (midnight 12:00 a.m.) the last day of the month to submit billing for all workbook and invoice services provided in the previous month.

Examples:

Service Date July 1

Billing Window closes August 31 at midnight

Service Date July 15

Billing Window closes August 31 at midnight

Service Date July 31

Billing Window closes August 31 at midnight

Billing Deadlines for Corrections

- **Vendors have 30 days from the day an invoice is marked for corrections to make and submit required corrections**
- **If required corrections are not submitted within 30 days, the invoice marked for corrections will be automatically denied**