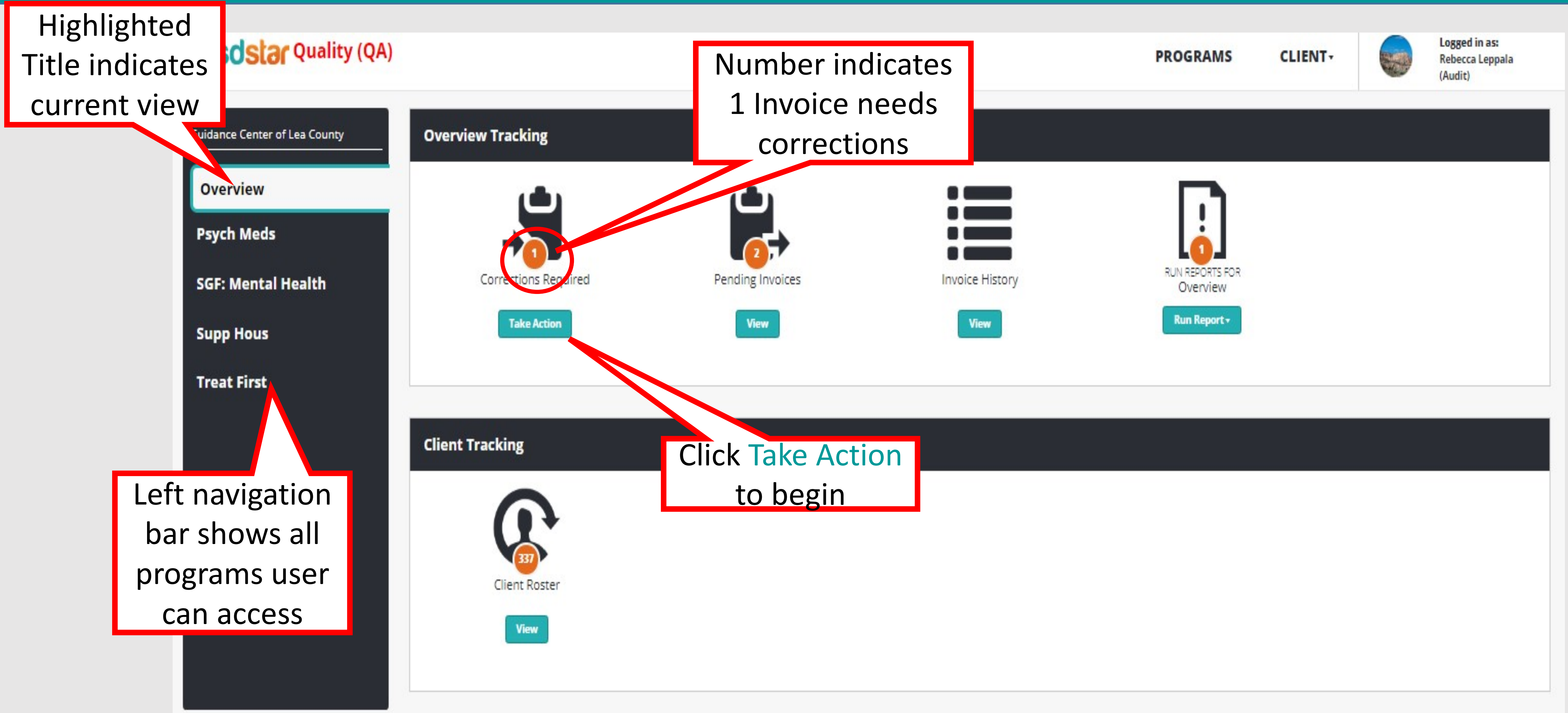
Making Corrections To Invoices and Workbooks

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

Billing Icon Definitions

Icon	Decision	Description	Impact	Can Provider make changes?
	Generated by Process	Invoice has been created	Invoice is waiting for a decision	No
	Corrections Completed	Invoice has been corrected by the Provider after approval decision was set to 'Provider Corrections Required' (see below)	Invoice is waiting for a decision	No
	In Review	Invoice is being reviewed by individual who placed it in this state	Lets provider know invoice is being reviewed	No
	Administrative Hold	There is administrative action that needs to be taken to approve the invoice. For example, the agency needs to create a CRF or needs clarification from Provider.	Lets provider know invoice is being reviewed	No
	Provider Corrections Required	Provider needs to make changes to the transaction(s) associated with the invoice	Corrections must be made and the invoice reprocessed	Yes
	Approved	Approved by Lead Agency	Invoice approved and ready for payment review	No
	Paid	Invoice is approved for payment	Payment made	No
	Denied	This decision made only if the invoice cannot be corrected or remedied. For example, the Provider submitted activities or workbook(s) under the wrong fund source	The invoice cannot be approved; a new invoice is required	No

Corrections Required – Dashboard View



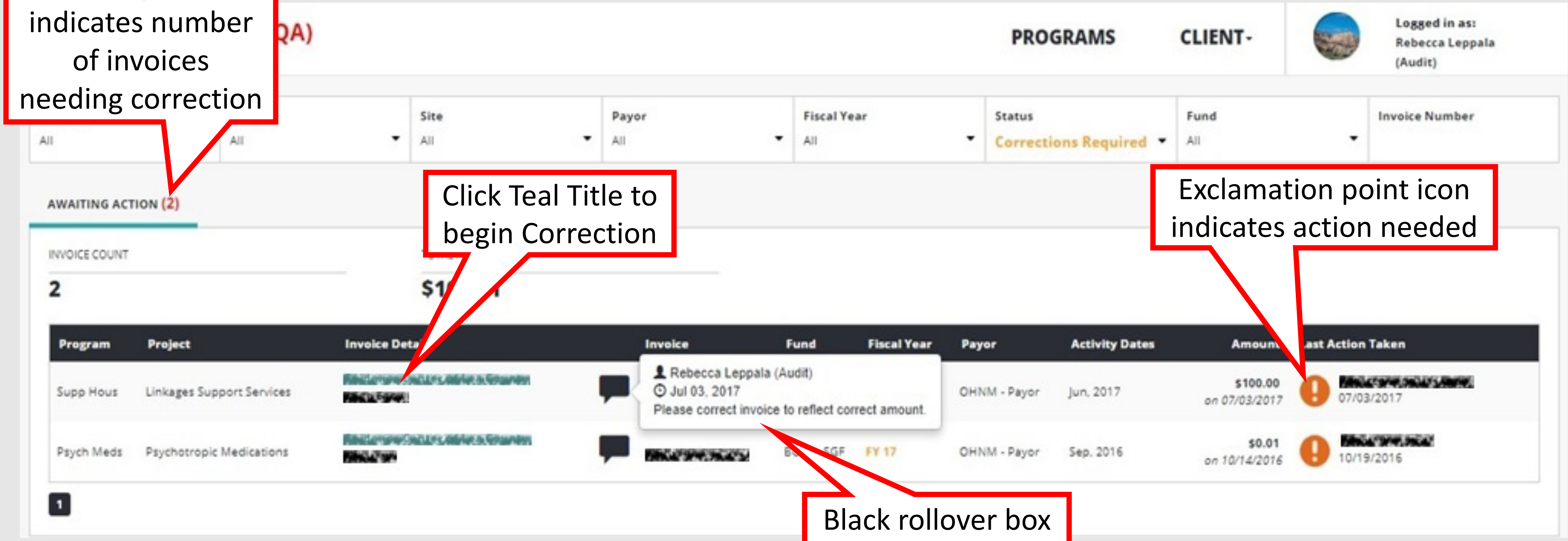
Note: Vendors have 30 days from the date a correction is required to submit the correction. If not corrected in 30 days, invoice will be automatically denied.

Corrections Required List

Awaiting Action indicates number of invoices needing correction

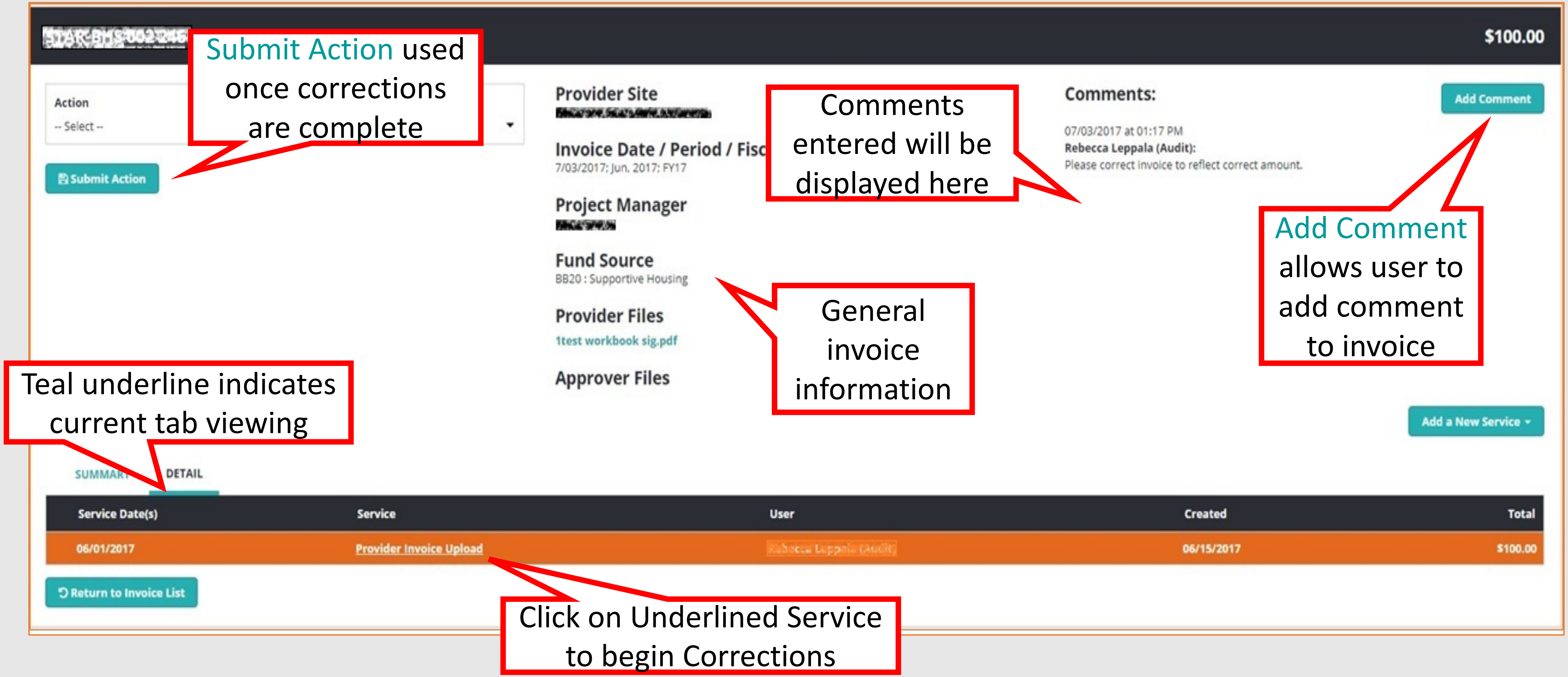
Click Teal Title to begin Correction

Exclamation point icon indicates action needed

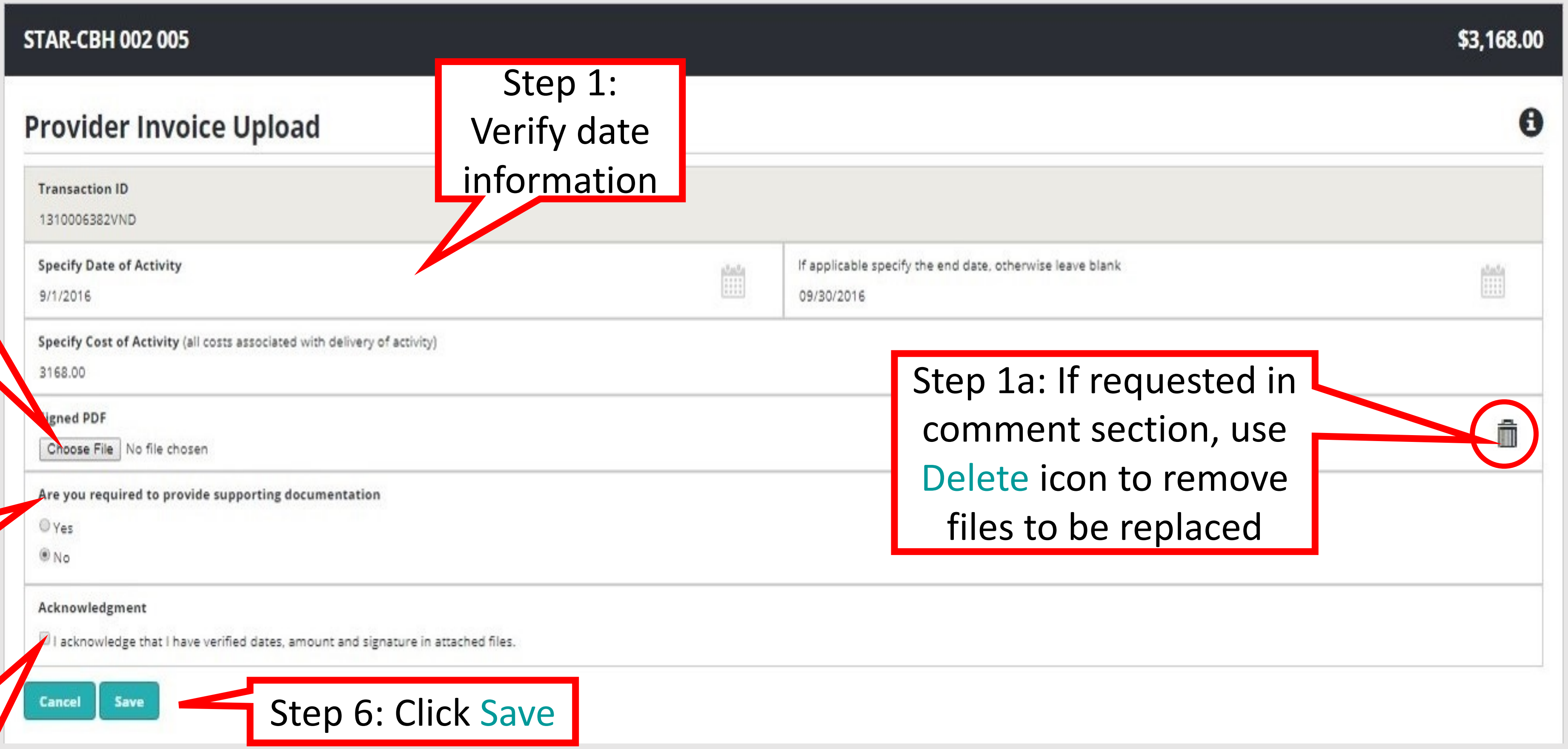


Black rollover box shows comment

Detail of Invoice Needing Correction



Making Corrections


STAR-CBH 002 005 $3,168.00

Provider Invoice Upload

Transaction ID

1310006382VND

Specify Date of Activity

9/1/2016

If applicable specify the end date, otherwise leave blank

09/30/2016

Specify Cost of Activity (all costs associated with delivery of activity)

3168.00

Signed PDF

Choose File No file chosen

Are you required to provide supporting documentation

Yes

No

Acknowledgment

I acknowledge that I have verified dates, amount and signature in attached files.

Cancel Save

Step 1: Verify date information

Step 1a: If requested in comment section, use Delete icon to remove files to be replaced

Step 2: Use to Choose File to Replace File if necessary

Step 3: Verify documentation information

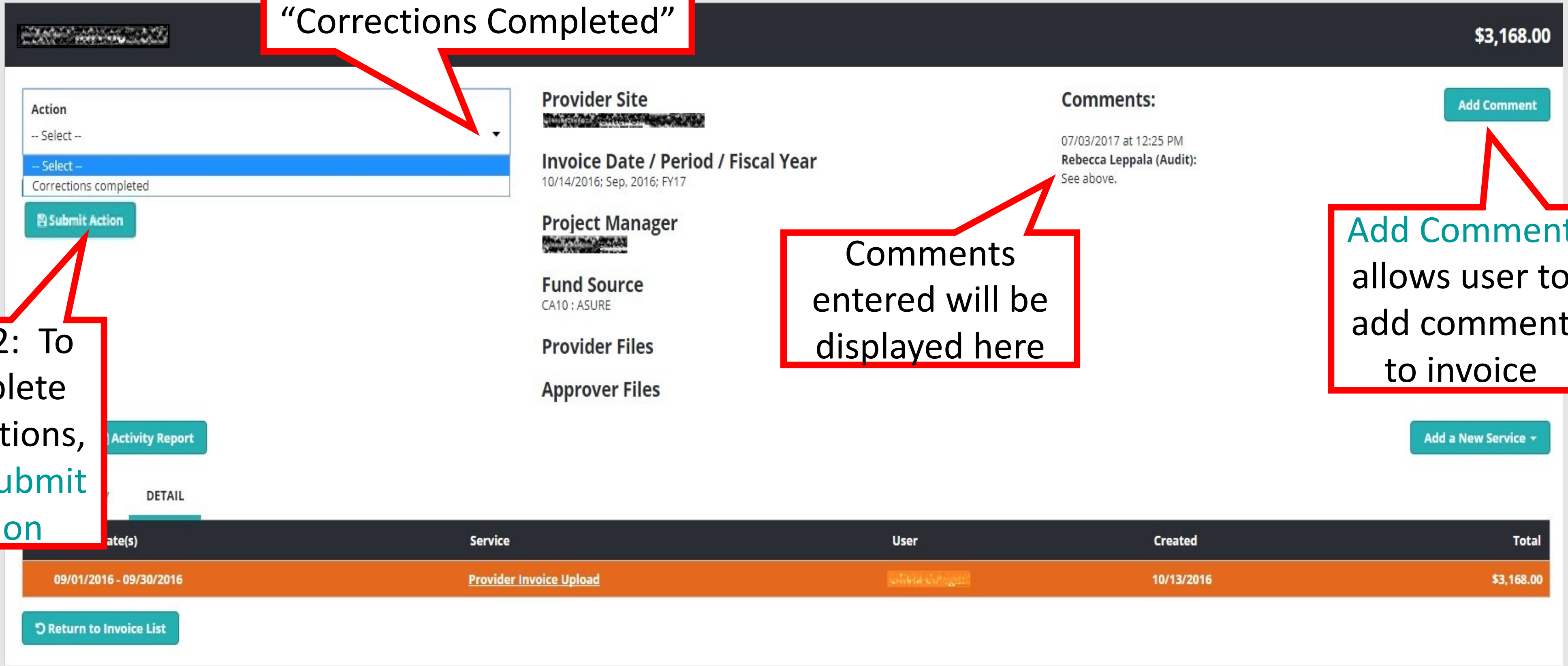
Step 5: Check Acknowledgement

Step 6: Click Save

Note: All fields can be edited in this view

Submit Corrections

Step 1: Use drop down menu to select "Corrections Completed"



Step 2: To complete corrections, click Submit Action

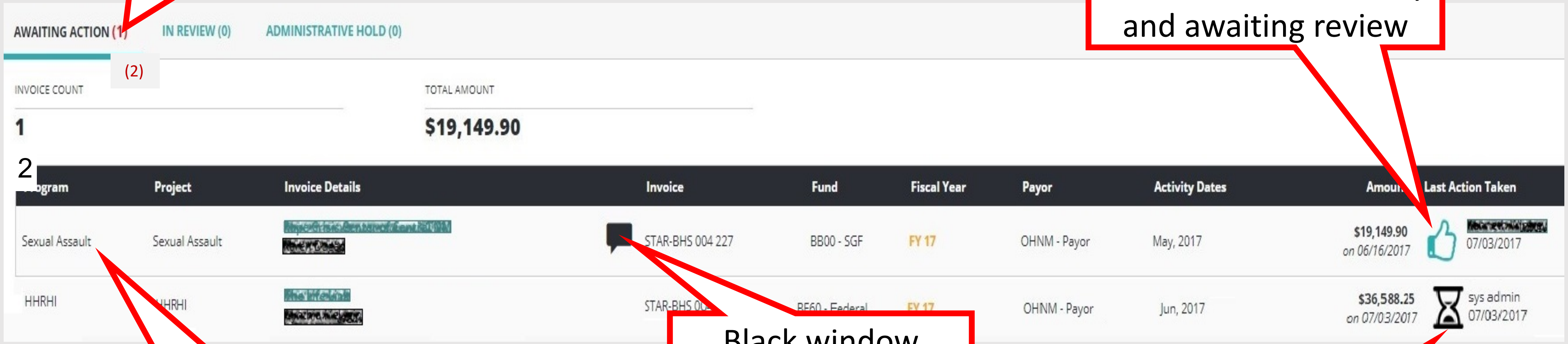
Comments entered will be displayed here

Add Comment allows user to add comment to invoice

Corrected Invoice in Pending Invoices List

Awaiting Action indicates number of invoices needing correction

Thumbs Up icon indicates Corrections Submitted successfully and awaiting review



Black window indicates comment

Corrected invoice is now displayed in pending invoices list

Other invoice action icons may be displayed

Note: Vendors have 30 days from the date a correction is required to submit the correction. If not corrected in 30 days, invoice will be automatically denied.