

SHINES PAYMENT APPROVAL VALIDATION GUIDE

A. PAYMENT APPROVAL

1. Required Documents – Foster Care Invoices, Relative Care Listing, Delivered Services Invoices (for random checking)
2. Click on Financial Tab → Payment Approval → Payment Approval Page

Payment Approval - Microsoft Internet Explorer

Address: https://shines.dhr.state.ga.us/financials/PaymentApproval/displayPaymentApproval?taskCD=NULL

SHINES

Log Off ? IDS GHP

My Tasks Case Search **Financial** Reports Resources

Contract Invoice Search **Payment Approval** Payment History County Budget Limit TCM Claims

Payment Approval

Scroll for more information →

A ▼	Resource Name ▼	Contract ID ▼	Invoice ID	Phase	Received Date	Approval Date
<input type="checkbox"/>	PAP Washington, Michael Or Tymecca	8000021	8000273	WVO	10/05/2007	10/05/2007
<input type="checkbox"/>	PAP Smith, Joseph	8000046	8000276	WVO	10/05/2007	10/05/2007
<input type="checkbox"/>	PAP Smith, Joseph	8000046	8000277	WVO	10/05/2007	10/05/2007
<input type="checkbox"/>	PAP Van Den Bosch, Cornelis Or San	8000051	8000268	WVO	10/05/2007	10/05/2007
<input type="checkbox"/>	PAP Van Den Bosch, Cornelis Or San	0000051	0000269	WVO	10/05/2007	10/05/2007
<input type="checkbox"/>	PAP Ellington, Ricky Or Debbie	8000055	8000274	WVO	10/05/2007	10/05/2007
<input type="checkbox"/>	PAP Spivey, Rick Or Debra	8000061	8000271	WVO	10/05/2007	10/05/2007
<input type="checkbox"/>	PAP Spivey, Rick Or Debra	8000061	8000275	WVO	10/05/2007	10/05/2007
<input type="checkbox"/>	PAP Glave, Tammy	8000066	8000264	WVO	10/05/2007	10/05/2007

Approve Disapprove Reset

Your Session Will Time Out In 26:43

Start | Payment Approval - ... | SHINE INVOICE VALIDAT... | 9:03 AM

3. For invoices that have not been approved, the code PAP will show under A (Approval Status). Once it is approved, PAP will change to APV.

SHINES Financial Training Payment Approval Validation Guide

August 2010

Payment Approval

A	Resource Name	Contract ID	Invoice ID	Phase	Received Date	Approval Date
<input type="checkbox"/>	APV Dawn Bishop	7500029	8000081	VWO	10/04/2007	10/05/2007
<input type="checkbox"/>	APV Darren Chappuies	7500030	8000083	VWO	10/04/2007	10/05/2007
<input type="checkbox"/>	APV Darren Chappuies	7500030	8000084	VWO	10/04/2007	10/05/2007
<input type="checkbox"/>	APV Dale Hensley	7500031	8000086	VWO	10/04/2007	10/05/2007
<input type="checkbox"/>	APV Ernest Hamilton	7500040	8000096	VWO	10/04/2007	10/05/2007
<input type="checkbox"/>	APV Ernest Hamilton	7500048	8000097	VWO	10/04/2007	10/05/2007
<input type="checkbox"/>	APV Jana Forrester	7500056	8000100	VWO	10/04/2007	10/05/2007
<input type="checkbox"/>	APV Jana Forrester	7500056	8000101	VWO	10/04/2007	10/05/2007
<input type="checkbox"/>	APV Rebecca Mcburnett	7500075	8000105	VWO	10/04/2007	10/05/2007

Approve Disapprove Reset

4. Scroll across by moving the arrow at the bottom of the page to the right to see the validated amounts.
5. Scroll down to check the PHASE Status.
VWO status means that the invoice has been accepted by Shine.
VWI status, however, means that a line item/s has been rejected, go to Step 8.
6. If everything looks ok, click on the box to the left of the approval status (PAP, APV) for the invoice/s you want to approve
7. Click APPROVE.

SHINES Financial Training
Payment Approval Validation Guide

August 2010

B. Invoices that are showing VWI

Payment Approval

Contract ID: Resource ID: ‡ Client Person ID:
 Type: Approval Status: ‡ Region:
 Invoice Month: ‡ Invoice Year: County:

Scroll for more information -->

<input type="checkbox"/>	PAP 17238528	Kennelly,Matthew L	Templeton, Ryan Or Donna	501	\$ 0.00	VWI	8502416	08/03/201
<input type="checkbox"/>	PAP 17230943	Kopinski,Timothy	Scroggins, Jennifer	502, 252	\$ 606.85	VWI	8502413	08/03/201
<input type="checkbox"/>	PAP 17230466	Lee,Misty	Dills, Ronald Or Ashley	460, 503	\$ 734.93	VWO	8533369	08/06/201
<input type="checkbox"/>	PAP 17224128	Leming,Avalda	Anderson, Dondl Or Davie	450, 501, 252	\$ 457.60	VWO	16801496	08/06/201

1. Click on Invoice ID hyperlink to go to the Invoice Page
2. Under Foster Care List section, you will notice a Rejection Header
3. Click on the Name hyperlink with the R under Rejection → Foster Care Detail.

Invoice ID: 1/230943
 Invoice Phase: VWI

Invoice * required field

Contract Information

* Contract ID:
 Resource Name: Scroggins, Jennifer Resource ID: 8502413
 Vendor ID: 4134
 * Region: * County:

Invoice Information

* Invoice Specific Adjustment: Invoice Ready for Validation
 * Type: * Received Date:
 * Month: * Year: Claimed Amount:
 Submit Date: Valid Amount: \$ 606.85
 Check Date: Check Amount: \$ 0.00
 Invoice Contact: Approval Status: PAP
 Provider Invoice Number:

Foster Care List *Scroll for more information -->*

Rejection	Person ID	Name	Resource ID	Month	Year
<input type="radio"/> <u>R</u>	11579017	Kopinski,Timothy	8502413	7	2010
<input type="radio"/> <u>R</u>	11579017	Kopinski,Timothy	8502413	7	2010

4. Click on the R to view the Rejection Reason

Rejection Reason

RR	Rejection Reason
IC	Invalid Svc Code

5. Correct the information per Placement research you did
6. Click on SAVE.
7. The invoice will go back thru the validation process.
8. Once validate it will appear on the Approval Page as VWO to be

SHINES Financial Training
Payment Approval Validation Guide
approved for payment.

August 2010