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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

3. For invoices that have note been approved, the code PAP will show under A (Approval Status). Once it is approve, PAP will change to APV.

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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.

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B. Invoices that are showing VWI

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.

4. Click on the R to view the Rejection Reason

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

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                    approved for payment.

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