SHINES Financial Training Manual Invoice Validation Guide

August 2010

SHINES MANUAL INVOICE VALIDATION GUIDE

A. Manual Invoices

- 1. Requirements Resource ID#, Contract ID#, and Person ID#
- 2. Click on Financial Tab \rightarrow Invoice Search Tab \rightarrow Invoice Search Page

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- 3. Enter Resource ID# (if looking for 1 resource at a time) or Person ID
- 4. Click Type drop down menu
- 5. Choose Foster Care, Relative Care or Delivered Services
- 6. Click Phase drop down menu
- 7. Choose Pre-Bills
- 8. Select Region Your Region
- 9. Enter service month
- 10. Enter service year
- Click on SEARCH button and scroll down for Search Results 11.

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- 12. Search Results
- 13. Click the ADD button to go to the invoice page.
- 14. Enter the Contract ID#
- 15. Click the Validate Button. Make sure the resource name and vendor ID is correct

Invoice ID: Invoice Phase:		I	nvoice		* required field
Contract Information					
* Contract ID: Resource Name: Vendor ID: * Region:	8502396 Hitch, Jared Or Misty 5572	~	Validate Resource ID: * County:	8502519	*
Invoice Information					
* Invoice Specific Adjustm * Type: * Month: Submit Date: Check Date: Check Number: Invoice Contact: Provider Invoice Number:		* Year:	v	 Invoice Ready fo Received Date: Claimed Amount: Valid Amount: Check Amount: Approval Status: 	r Validation
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- 16. Click on the Region drop down menu and pick the correct Region.
- 17. Click on the County drop down menu and pick the correct County, if applicable.

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- 18. Click on Invoice Specific Adjustments and Select "NO".
- 19. Click on Type drop down box and pick "Foster Care".
- 20. Enter Service Month from statement/paper invoice.
- 21. Enter Service Year.
- 22. Enter Received Date.
- 23. Enter MANUAL in the Provider Invoice Number Field

Invoice ID: Invoice Phase:		Invoice				
Contract Information						
* Contract ID: Resource Name: Vendor ID: * Region:	8502396 Hitch, Jared Or Misty 5572 Region 1	~	Validate Resource ID: * County:	8502519 Catoosa	~	
Invoice Information						
* Invoice Specific Adjustn	nent:	Not Adjustr	nent 💌	Invoice Ready fo	r Validation	
* Type:	Foster Care		*	* Received Date:	8/13/2010	
* Month:	08	* Year:	2010	Claimed Amount:	\$ 0.00	
Submit Date: Check Date: Check Number: Invoice Contact: Provider Invoice Number;	Manual			Valid Amount: Check Amount: Approval Status:	\$ 0.00 \$ 0.00	
					Save	

- 24. Click on SAVE.
- 25. Scroll down to the bottom of the page to the Foster Care List Section.
- 26. Click the ADD button under Foster Care →Foster Care Detail Page

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- a. Enter the Person ID
- b. Enter Resource ID
- c. Click on Validate and verify the child's name
- d. Enter Service Month
- e. Enter Service Year
- f. Select Service Type from the pull down menu.
- g. Do not enter # of days = (From 1 To 31)
- h. Enter rate and check Total Amount

Invoice ID: Invoice Phase:	17239570 VLP		Foster Care Detail		* required field
Foster Care					
* Person ID: Name: * Month: * Service:	8	9432393 Broom,Cynthia H * Year. 2010 50201 - Per Diem Regular	* Resource ID: Facility Number: ‡ From: 1	8502396 ‡ To: 31	Validate
* Rate: Income:		\$ 0.00	‡ Units: Item Total:	31.00 \$ 511.50	
Reversal					Save

- i. Click on SAVE button.
- 29. Enter Received Date
- 30. Enter Claimed Amount.
- 31. Click "Ready for Validation"

* Contract ID: Resource Name: Vendor ID: * Region:	8502396 Hitch, Jared Or Misty 5572 Region 1	>	Resource ID:	8502519 Catoosa		*	
Invoice Information							
* Invoice Specific Adjustm * Type: * Month: Submit Date: Check Date: Check Number: Invoice Contact: Provider Invoice Number:	Foster Care	Not Adjustm * Year:	ent 💌 2010	☐ Invoice Ready f * Received Date: Claimed Amount: Valid Amount: Check Amount: Approval Status:	or Validation 08/13/2011 \$ 0.00 \$ 0.00 \$ 0.00	Save	9
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Rejection	Person ID	Name 🔻	Resourc	eID 🔻	Month	Year	F
0	9432393	<u>Broom.Cvnthia H</u>	8502396		8	2010	1

32. Click SAVE

33. Repeat step 14 to 32 if there are other invoices for the same Resource ID#.

NOTE: WHEN ENTERING A MANUAL INVOICE TYPE MANUAL IN THE PROVIDER INVOICE NUMBER FIELD, UNLESS THE PROVIDER HAS

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SHINES Financial Training Manual Invoice Validation Guide LISTED THEIR INVOICE NUMBER ON THE INVOICE.

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