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SHINES RBWO INVOICE VALIDATION GUIDE

A. Room Board & Watchful Oversight Invoices

- 1. Required Documents RBWO Pre-bills from Vendor
- 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)
- 4. Click Type drop down menu
- 5. Choose Foster Care
- 6. Click Phase drop down menu
- 7. Choose Pre-Bills
- 8. Select Region "Statewide"
- 9. Enter service month
- 10. Enter service year
- 11. Click County drop down menu (if looking for 1 county at a time)
- 12. Click on SEARCH button and scroll down for Search Results

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13. Click on the Invoice ID hyperlink and verify Client/Child Name, and resource on the invoice page.

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- 14. Under Foster Care List Section scroll across by moving the arrow at the bottom of the page to the right and check the UAS code, daily rate, # of days and total dollar amount against Pre-bills.
- 15. If everything is correct and no additional costs need to be added, go to Step 18.

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- 16. If there are additional costs to be paid, continue on with the next step.
- 17. Click the ADD button listed under Foster Care List→Foster Care Detail
 - a. Enter the Person ID from your list or Invoice header
 - *b.* Enter Resource ID (*Note: If CPA enter Resource id of Non-DFCS Foster Home*)
 - 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. Enter # of days = (From 1 To 31) The system only moves you to this field if applicable to the Service Type chosen
 - h. Enter Rate and check Total Amount
 - i. Click on SAVE button.
- 18. Enter Received Date
- 19. Enter Claimed Amount.
- 20. Click "Ready for Validation"
- 21. Click SAVE
- 22. Follow the same process for all pre-bills.

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B. RBWO Invoices with Restricted Funds

- 1. Follow Step 1 to Step 15 under RBWO Invoice
- Divide amount of Restricted Fund by # of days Example: 178 / 30 = \$5.93 (Day rate)
- Subtract day rate from RF calculated in Step 2.
 \$101.80 \$5.93 = \$95.87
- 4. Click on Name hyperlink for State Per Diem line item.
- 5. Change rate to adjusted amount
- 6. Go back to the Invoice Header Page and check under FC List Section for adjusted amount.
- 7. Click the ADD button listed under Foster Care List \rightarrow Foster Care Detail
 - a. Enter the Person ID from your list or Invoice header
 - *b.* Enter Resource ID (*Note: If CPA enter the resource id for Non-DFCS Foster Home*)
 - c. Click on Validate and verify the child's name
 - d. Enter Service Month
 - e. Enter Service Year
 - f. Select The Restricted Fund Service Type from the pull down menu.
 - g. Enter # of days = (From 1 To 31) The system only moves you to this field if applicable to the Service Type chosen
 - h. Enter rate and check Total Amount
 - i. Click on SAVE button.
- 8. Go back to the Invoice Header Page and check under FC List Section for info entered.
- 9. Add Amounts to reconcile to the paper invoice:

 $5.93 \times 30 =$ 177.90 $95.87 \times 30 =$ 2876.10Total 3,053.00

- 10. Enter Received Date
- 11. Enter Claimed Amount.
- 12. Click "Ready for Validation"
- 13. Click SAVE

NOTE: A STATE PROGRAM CODE IS REQUIRED WHEN USING RESTRICTED FUNDS.

SHINES Financial Training RBWO Invoice Validation Guide **C. Invoices with Duplicate Line Items**

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- 1. Required Documents
- 2. Click on Financial Tab \rightarrow Invoice Search Tab \rightarrow Invoice Search Page

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- 1. Enter Resource ID#
- 2. Click Type drop down menu
- 3. Choose Foster Care or Delivered Services
- 4. Click Phase drop down menu
- 5. Choose Pre-Bills
- 6. Select Region "Statewide"
- 7. Enter service month
- 8. Enter service year
- 9. Click County drop down menu (if looking for 1 county at a time)
- 10. Click on SEARCH button and scroll down for Search Results
- 11. Click on the Invoice ID hyperlink and verify the child's name and vendor, program and amount.
- 12. Invoice shows 2 line items for the same program, entitlement code, and amount.

* Invoice Specific Adjustment		Not Adjustm	ent 🗸	Invoice Ready	for Validation		
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* Month:	7	* Year:	2010	Claimed Amount:	\$ 0.00		
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- 13. Click on radio button on 2^{nd} line item and click on delete.
- 14. Click Save
- 15. Enter Received Date
- 16. Enter Claimed Amount.
- 17. Click "Ready for Validation"
- 18. Click SAVE
- 19. Follow the same process for all invoices on the list.

NOTE: WE CAN NOT PAY A NON-DFCS FOSTER HOME DIRECTLY PAYMENTS MUST GO TO THE CPA RESOURCE.