Add a New Invoice

Add a New Invoice:

1. Select the **Billing** module.
2. Click **Invoice Search** from the navigation bar.
3. Click [Add Invoice].
4. Select a contract and click [Select Contract].

(Note: If you manage a large number of contracts, you might find the **Filter** helpful. It restricts the **Contract** listing to only those that meet your filter criteria. For example, you could use "%DMH% if you wanted to show only DMH contracts.)

5. Enter **Billing Period** dates.
6. The **Invoice Reference Number** field is available for providers who want to enter a reference number for internal tracking purposes. It may be used later within a PRC search to learn payment status.
7. Click [Save New Invoice].

Tips:

- Invoices **must be submitted sequentially;** if there are no expenses during a billing period, the provider must submit a zero balance invoice.
- If an organization needs to submit more than one invoice a month, a *supplemental* invoice must be created.

Create a Personnel Summary Report

Create a Personnel Summary Report (PSR):

Depending on the program, you may need to enter a Personnel Summary for Category 1 line items.
Note: If you do not need to enter a PSR, see "Updating Line Items."

To add a PSR for a Category 1 Line Items:

1. Access the **Invoice Summary** page.
2. Select **Personnel Summary** from the navigation bar.
3. Click [Add Personnel Summary].
4. Select a Budget Number and click [Select].

*The **Personnel Summary Add** page appears.*

5. Enter all required information.

Note: The **Employee Amount** field is a total for all wages for the employee for the billing period.

6. Click [Add Personnel Summary].

Note: If a PSR exists in **draft** status and needs to be edited, click [Edit Personnel Summary] not [Add Personnel Summary] in step 3.

8. Update as needed and click [Save Changes].

Update Line Items

Update a Line Item (Category 1 or non-Category 1):

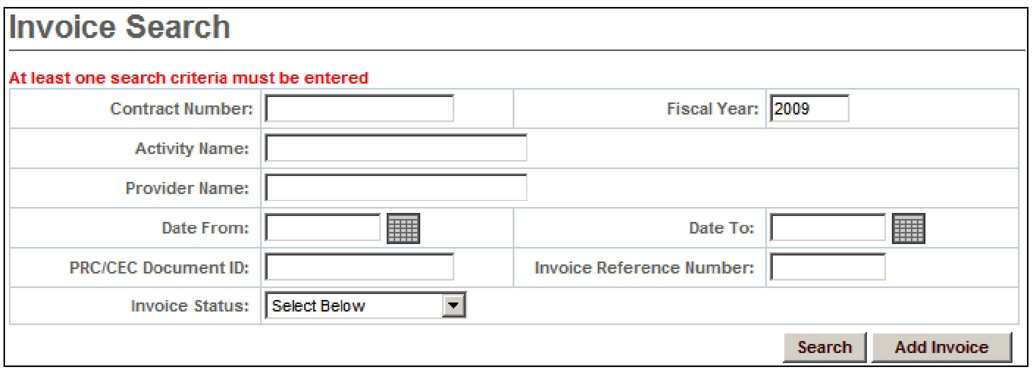
1. Repeat step 1 from above to access an invoice.
2. Click Edit Invoice to enter "edit" mode.
3. Enter new Invoice Amount(s), as needed.
4. Click Save Invoice . This returns you to "read only" mode.

Search for an Invoice

Searching for an Invoice:

1. Select the **Billing** module and **Invoice Search** from the navigation bar.

*The **Invoice Search** page appears.*



2. Enter your search criteria in one of the following fields:
   - Contract Number
   - Activity Name
   - Fiscal Year
   - Provider Name
   - Date From
   - Date To
   - PRC/CEC Document ID
   - Invoice Reference Number
   - Invoice Status

Tip: Use the wildcard **%** to search for records beginning with or ending with a text string. Or use partial criteria by entering the beginning letters or text string.

3. Click Search.

The search results appear.

Search Results

Activity Name	Contract Number	Date From	Date To	Invoice Reference Number	Invoice Amount	Status	Date Paid
Training Service Activity	CRB1009B - 2009 - RPO	07/01/2008	07/31/2008		$32,250.00	PRC Ready	
Training Service Activity	CRB1002Z - 2009 - RPO	09/01/2008	09/30/2008	SeptSup2008	$2,000.00	Draft	
Training Service Activity	CRB1002Z - 2009 - RPO	02/01/2009	03/01/2009		$500.00	Draft	
Training Service Activity	CRB1008Z - 2009 - RPO	08/01/2008	08/31/2008		($3,200.00)	Passed	
Training Service Activity	CRB1002Z - 2009 - RPO	12/17/2008	02/04/2009		$0.00	Draft	
Training Service Activity	CRB1008Z - 2009 - RPO	07/01/2008	07/31/2008		$32,250.00	PRC Ready	
Training Service Activity	CRB1011B - 2009 - RPO	07/01/2008	07/31/2008		$32,250.00	PRC Ready	
Training Service Activity	CRB1009B - 2009 - RPO	08/01/2008	08/31/2008		$32,250.00	Passed	
Training Service Activity	CRB1002Z - 2009 - RPO	12/01/2008	12/31/2008	DecReg2008	$2,350.00	Passed	
Training Service Activity	CRB1002Z - 2009 - RPO	01/01/2009	02/01/2009		$0.00	Draft	

4. Click an Activity Name link.

*The **Invoice Summary** page appears including information about the invoice you selected.*

Invoice #4089

Update Invoice

Corporate Name:	Provider 2	State Agency Name:	VG Training Org
Vendor Customer Code:	HHS1002	Invoice Status:	Draft
Service Contract Number:	CRB1002Z	Service Contract Amendment Number:	
Billing Period:	02/01/2009 - 03/01/2009	Invoice Reference Number:	
Supporting Documentation Reference Number:		Supporting Documentation Description:	
Supporting Documentation Type:		Invoice Type:	Supplemental
Monthly Service Narrative:			

Activity:3153 Training Service Activity Budget:1

Line Item Budget Component	Category	FTE	Reimbursable Cost	Balance to Date	Invoice Amount	Current Balance
104 Supervising Professional	1-Direct Care / Program Staff	1	$41,000.00	$34,200.00	$500.00	$33,700.00
108 Registered Nurse	1-Direct Care / Program Staff	3	$114,000.00	$103,100.00	$0.00	$103,100.00
114 Dietitian/Nutritionist	1-Direct Care / Program Staff	0.5	$20,000.00	$18,350.00	$0.00	$18,350.00
151 Fringe Benefits	1-Direct Care / Program Staff	1	$35,000.00	$31,550.00	$0.00	$31,550.00
215 Program Supplies, Materials and Expendable Items of Equipment and Furnishings	2-Other Direct Care/Program Resources		$80,000.00	$72,500.00	$0.00	$72,500.00
301 Program Facilities	3-Occupancy		$35,000.00	$29,900.00	$0.00	$29,900.00
390 Facilities Operation, Maintenance, Equipment and Furnishing	3-Occupancy		$45,000.00	$39,400.00	$0.00	$39,400.00
410 Agency and Program Administration and Support	4-Administrative Support		$30,000.00	$25,000.00	$0.00	$25,000.00
Total		5.50	$400,000.00	$354,000.00	$500.00	$353,500.00

☐ By checking this box, you hereby confirm that by clicking the "Authorize" or "Release" button below, you are providing data that is complete and accurate in all respects, and that you have been given authority by your organization to submit such data through EIM.If after submission of this record you determine that it is incorrect,you can submit a supplemental transaction to correct it. Please see the user guide for instructions on submitting supplemental transactions.

Edit Invoice | Release Invoice | Delete Invoice

Run CR Invoice Report

Edit, Release or Disapprove an Invoice

Edit an Invoice:

If you need to edit an invoice in **draft** status:

1. Access the **Invoice Summary** page.
2. Click Edit Invoice to enter "edit" mode.

3. Enter changes in either Header Level data (under Update Invoice) or at the Activity level, as needed.
4. Click Save Invoice. This returns you to "read only" mode.

Release an Invoice:

If the invoice is ready to be released:

1. Access the **Invoice Summary** page.
2. Click the **checkbox** to confirm data is complete and accurate.

By clicking the check box you are complying with legal requirements on releasing an invoice.

3. Click Release Invoice.

Disapprove an Invoice:

To change the status of an invoice with an error from **released** to **draft**:

1. Access the **Invoice Summary** page of a released invoice.
2. Click Disapprove Invoice.

Authorize or Copy an Invoice

Authorize an Invoice:

If the invoice is ready to be authorized and submitted:

1. Access the **Invoice Summary** page of a released invoice.
2. Click the **checkbox** to confirm data is complete and accurate.

By clicking the check box you are complying with legal requirements on authorizing an invoice.

3. Click Authorize Invoice.

Copy an Invoice Forward:

To copy an invoice forward:

1. Access the **Invoice Summary** page of an invoice from a previous month.
2. Click Copy Invoice.
3. Enter the new **Billing Period Dates** and any additional information.
4. Click Save New Invoice.

Print an Invoice

Print an Invoice (User must have reports role for both)

There are two ways that an invoice can be printed:

⇒ From the **Invoice Summary** page

⇒ From the **Reports** module

To print an invoice from the Invoice Summary screen:

1. Access the **Invoice Summary** page.
2. Click Run CR Invoice Report.

Note: The report will generate a report in PDF format for the particular invoice shown on the screen. If a PSR or a CR-Service Delivery Report in reported status exists for the invoice, it will be printed as well.

To print an invoice from the **Reports** module:

1. Access the **Report** module.
2. Select the Cost Reimbursement Invoice report link within "EIM Reports."
3. Enter required criteria and click Run Report.

Note: Printing in this way allows you to select an Excel format. It also allows you to omit the PSR Report, as desired.

Search for Payment Request for Commodity

Search for a Payment Request for Commodity (PRC)

1. Select the **Billing** module and select **Search for PRC** from the navigation bar.
2. Enter search criteria and click Search.
3. Click an Activity Name link.
   *The **Update PRC** page appears.*

Tip: Providers can use the Invoice/SDR Reference Number field to search against a particular Invoice Reference Number, which must be entered prior to invoice authorization.

View Adjudication Data for a Paid Invoice

View Adjudication Information for a Paid Invoice

1. Access the **Invoice Summary** page.
2. Select a Payment Date link.

The Invoice Adjudication Summary lists the adjudications, amounts, and status for the line item selected.

Questions or need assistance?
Call Virtual Gateway Customer Service: 1-800-421-0938
(617-847-6578 - TTY for the deaf and hard of hearing)
8:30 am to 5:00 pm Monday through Friday