



Adding a Reference Number to Your Invoice or SDR

You can enter provider-specific reference numbers to the bills you create:

- ⇒ Add one to an invoice if you are doing cost reimbursement (CR) or accommodation rate (AR) billing.
- ⇒ Add one to a Service Delivery Report (SDR) if you are using unit rate (UR) billing.

Reference numbers may be used later to search for a PRC (Payment Request for Commodity), as shown on page two.

Adding a Reference Number to a New CR Invoice

1. Access the **Billing** module.
2. Access **Invoice Search** and click **Add Invoice**.
3. Select a contract and click **Select Contract**.
4. Complete required fields.
5. Enter the internal tracking number you wish to use in the **Invoice Reference Number** field.

The screenshot shows the 'Add Invoice' form with the following fields and values:

- *Contract: CRB1002Z - 2009 - RPO
- Corporate Name: Provider 2
- Vendor Customer Code: HHS1002
- Service Contract Number: CRB1002Z
- *Billing Period From: [calendar icon]
- Supporting Documentation Reference Number: [text field]
- Supporting Documentation Type: Select Below
- State Agency Name: VG Training Org
- Invoice Reference Number: [red box]
- Service Contract Amendment Number: [text field]
- *Billing Period To: [calendar icon]
- Supporting Documentation Description: [text field]
- Invoice Type: Regular Supplemental
- Service Delivery Report: [dropdown menu]

6. Click **Save New Invoice**.
- The Invoice Summary page appears.*
7. Complete data entry and click **Save Invoice**.

Note: The flow for adding an Invoice Reference Number to a new AR invoice would be the same.

Adding a Reference Number to a New SDR

1. Access the **Billing** module.
 2. Access **Service Delivery Report Search** from the menu.
 3. Click **Add/Edit SDR**.
 4. Select a contract and click **Select Contract**.
 5. Select an activity code and click **Select Activity**.
 6. Select service period and click **View Service Period**.
- The Service Delivery Report Summary page appears.*
7. Click an [SDR link](#) in the Status column.
- The Service Delivery Summary page appears.*
8. Enter the internal tracking number you wish to use in the **SDR Reference Number** field.

The screenshot shows the 'Service Delivery Summary' form with the following fields and values:

- Month: May
- Year: 2009
- Submission Date: [text field]
- Status: Draft
- SDR Type: Regular
- SDR Reference Number: [red box]
- SDR Mode: Select Below
- Save Changes

9. Click **Save Changes**. This saves only changes to the SDR Reference Number and/or the SDR Mode.

Tip: A reference number may be added to an existing invoice or SDR, but only if it is in “Draft” status. To do so, access the relevant Invoice Summary or SDR Summary screen.

Tip: Once a reference number has been added to an invoice or SDR, a user may search for it using the number assigned.



Using Your Reference Number to Find a PRC

Invoice/SDR Reference Number may be used to conduct a PRC search and determine payment status.

1. Access the **Billing** module.
2. Select **PRC Search** from the menu.

The **PRC Search** page appears.

3. Enter the **Invoice/SDR Reference Number** to search against.
4. Within the **Select Below** field, choose the billing document your reference number pertains to: AR invoice, CR invoice, or UR SDR.

PRC Search
At least one search criteria must be entered

Contract Number:	<input type="text"/>	Fiscal Year:	2009
Activity Name:	Select Below	Vendor Customer Code:	<input type="text"/>
Agency Name:	Select Below	Service Date From:	<input type="text"/>
PRC/CEC Document ID:	<input type="text"/>	Service Date To:	<input type="text"/>
Unit Code:	<input type="text"/>	Invoice/SDR Reference Number:	Select Below

5. Click .

The **Search Results** table appears.

Search Results

PRC Document ID	Contract Number	Provider Name	Activity Code	Service Date From	Service Date To	PRC Create Date	Status	Amount
JEFFSCONTRACT1	Contract123456789	ABC Provider	1234	07/01/2007	07/15/2007	07/01/2007	Paid	\$2,950.00
JEFFSCONTRACT2	Contract234567891	ABC Provider	1234	07/15/2007	07/31/2007	07/01/2007	Paid	\$2,950.00
JEFFSCONTRACT3	Contract345678912	ABC Provider	1234	12/01/2006	12/31/2006	12/01/2006	Paid	\$162,642.37
JEFFSCONTRACT4	Contract456789123	ABC Provider	1234	01/01/2007	01/26/2007	01/01/2007	Paid	\$53,612.27
JEFFSCONTRACT5	Contract567891234	ABC Provider	1234	01/22/2007	01/31/2007	01/01/2007	Paid	\$62,076.38
JEFFSCONTRACT6	Contract678912345	ABC Provider	1234	01/01/2007	01/31/2007	01/01/2007	Paid	\$53,013.27
JEFFSCONTRACT7	Contract789123456	ABC Provider	1234	03/01/2007	03/09/2007	03/01/2007	Paid	\$65,064.22
JEFFSCONTRACT8	Contract891234567	ABC Provider	1234	03/17/2007	03/31/2007	03/01/2007	Paid	\$59,099.11
JEFFSCONTRACT9	Contract912345678	ABC Provider	1234	04/28/2007	04/31/2007	04/01/2007	Paid	\$62,858.20

Note: Results will include any PRCs via which partial or complete payment was made for the Invoice/SDR Reference Number entered. If no results are returned, PRC processing is probably still underway.

6. Click the [PRC Document ID](#) link within the Search Results that you wish to view.

The **PRC Update** page appears.

7. Available information includes the status of the PRC, the MMARS EFT/Check Number, and the Document Total Amount (total reimbursable amount).

Status:	Paid
MMARS EFT/Check Number:	1234567890
Document Total Amount:	\$2,950.00

8. Report Links are also available on the page, which allow you to view the original invoice or SDR for which you are checking payment status.
9. Click the [Commodity Link](#) within the Commodity Accounting Line Information for additional information (including Ready Pay reconciliation details, if it is a Ready Pay contract).

Note: If multiple Reference Numbers are associated with the PRC, they will appear in the Invoice/SDR Reference field on the PRC Update page, separated by commas.

Refer to the [Payment Tracking Report Job Aid](#) for instructions on how to run and use the Payment Tracking Report.

Refer to EIM/ESM CBT #158 for more information.

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