



eBilling Training For the Vendor Invoicing



Invoices

How to Search for an Invoice

1. Select or enter the appropriate service provider number on the home screen.
2. Select the Invoices tab. *TIP: If you would like to search for an invoice that has been submitted select the Invoice History subtab.*
3. Enter the search criteria. If you would like to pull up all available invoices then leave the search criteria blank.
4. Click the SEARCH button.
5. The search summary results will appear on the bottom half of the screen.



#2 Click the SEARCH button.

#1 Enter search criteria.

Invoice #: Service Code: Invoice Date:
 Service M/Y: UCI #:

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Invoice Date	Updated Date-Time	Updated By
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Invoices

How to View an Invoice

1. After you've searched for the invoice you would like to view,
2. Click the invoice.
3. You will now be able to view the invoice detail lines in VIEW ONLY mode.
4. To view an invoice in EDIT/UPDATE mode you will need to click the EDIT button on the right side of the invoice line.

Click anywhere on the invoice line to view in VIEW ONLY MODE.

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Invoice Date
0606066	896	08/2010	0000000	XXXX, ANGELINE	2010-08-16



Click the EDIT button to view in EDIT/UPDATE mode. The EDIT button is on the right side of the invoice line.

- Home
- Invoices
- Payments
- Reports

Invoice | Invoice History | Invoice XML Upload

User: mholland

Invoice Search

Invoice #: Service Code: Invoice Date:
Service M/Y: UCI #:

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Invoice Date	Updated Date-Time	Updated By
0601541	915	10/2010			2010-10-28		

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/Invoices/Invoiceview

eBilling system | Your selected service provider is: FHAR-HAMLET STREET HOUSE (H12145) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Service Provider Billing Details

Invoice Number: 0601267 Service Code: 915 - RES FAC ADULTS-50 Service Month/Year: 09/2010
 Invoice Date: 2010-09-29 Total Units Billed: 3.00 Total Amount Billed: 7284.43

Consumer Billing Details Filter All

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Code	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De	Updated Date/Time
<input type="checkbox"/>	1	E JOSEPH	6103063	915	L4B	11301265	08/01/10 - 07/31/13	M	1.00	6	3068.81	3068.81			2010-10-13 03:11:14
<input type="checkbox"/>	2	BC MARIANNE	6140792	915	L4B	11293962	07/01/10 - 01/31/13	M		0					
<input type="checkbox"/>	3	DU CHERYL	6109110	915	L4B	11268737	07/01/10 - 09/30/11	M		0					
<input type="checkbox"/>	4	CHRISTINE	6110696	915	L4B	11293849	07/01/10 - 01/31/13	M	1.00	30	3068.81	2107.81			2010-10-13 03:22:10
<input type="checkbox"/>	5	T BROCK	6136378	915	L4B	11299488	07/01/10 - 05/31/13	M	1.00	30	3068.81	2107.81			2010-10-13 03:24:47
<input type="checkbox"/>	6	V DEMETRIUS	5738430	915	L4B	11297089	07/01/10 - 03/31/13	M	0.00	13	0.00	0.00			2010-10-13 03:25:45

No Service | Defer | Calendar Template | Add Invoice Line | Submit | Print Invoice Details



Invoices

How to Filter Invoice Lines

1. Select the invoice you would like to view or update/edit.
2. Choose FILTER ALL or FILTER UNPROCESSED from the drop down in the top middle of the screen.
3. FILTER ALL will allow you to see all the invoice lines.
4. FILTER UNPROCESSED will allow you to only see the unprocessed invoice lines.

[Service Provider Billing Details](#)

Member: 0606066 Service Code: 896 - SUPPORTED LIVING SRV
 Date: 2010-08-16 Total Units Billed: 253.00

Select FILTER ALL or FILTER UNPROCESSED from the dropdown.

[Consumer Billing Details](#)

<input type="checkbox"/>	Lir #	Consumer Name	UCI #	Code	Subcode	Unit #	Auth Date	Unit Type	Unit Bill
<input type="checkbox"/>	1	XXXX	0000000	896	18H	11291130	07/01/10 -	HD	10.0

Home Invoices Payments Reports

Invoice Invoice History Invoice XML Upload

User: mholland

Service Provider Billing Details



Invoice Number: 0601267 Service Code: 915 - RES FAC ADULTS-50 Service Month/Year: 09/2010

Invoice Date: 2010-09-29 Total Units Billed: 3.00 Total Amount Billed: 7284.43

Consumer Billing Details

Filter Unprocessed

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Code	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De	Updated Date/Time
<input type="checkbox"/>	2	BC MARIANNE	6140792	915	L4B	11293962	07/01/10 - 01/31/13	M		0					
<input type="checkbox"/>	3	DL CHERYL	6109110	915	L4B	11268737	07/01/10 - 09/30/11	M		0					

No Service Defer Calendar Template Add Invoice Line Submit Print Invoice Details



Invoices

Calendar Type Differences

There are now four calendar types. If you think your calendar type is incorrect, please contact your Ebilling contact.

Type of Calendar	Service Type
Check Box	Monthly (B & C homes)
Units Calendar	Non-Monthly or Daily
Units with In and Out Times and Worker Name	Hourly, Session, or Visit
Purchase Reimbursement	Per Item or Variable



Invoices

Monthly Check Box Calendar

The check box calendar type has boxes that are selected with a cursor and are filled with a check mark.

1. Place your cursor in the check box.
2. Click on the check box.
3. A check mark will appear selecting the appropriate day.
4. To populate all days of the month click SELECT ALL button.
5. To unselect all days of the month, click the DE-SELECT ALL button.
6. Click the UPDATE or UPDATE NEXT button to save your changes.

TIP: On the right side of the screen you can mark an invoice line as Full Month of Service, No Service, Defer, or Last Month of Service.

Invoice Details

Full Month Service

No Service Defer (Regenerate Invoice Line)

Last Month of Service ? Exit Date:



Invoices

Monthly Check Box Calendar

August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	4 	5 <input type="checkbox"/>	6 <input type="checkbox"/>
7 	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>
14 	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>
21 	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>
28 	29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>			

Click the checkbox to select a day and populate the box with a check mark.

TIP: Click the blue circle icon above this box to select an absence reason for the entire month.

Click the select all or de-select all buttons to select or de-select all days.



Invoices

Monthly Checkbox Calendar Absences and Absence Reasons

On the Checkbox type calendar you have the option of entering an absence for consumers. You must be viewing the invoice detail line in the EDIT/UPDATE mode.

1. Click on the Blue Circle “i” icon. TIP: To apply an absence reason to the entire month make sure you select the icon at the top of the calendar. To apply an absence reason to individual day make sure to choose the icon on the day you would like to report the absence.
2. Select an absence reason from the drop down menu. Click OK.
3. The Blue Circle “i” icons will turn into blue stars for all days with reported absences. Click the UPDATE button to save changes.

Click this icon to report a consumer absence.



After the absence is reported the circle will change into a star.



eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/attendancecalendar

eBilling system | Your selected service provider is: FHAR-HAMLET STREET HOUSE (H12145) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Consumer Name: B J, JOSEPH | UCI #: 6103063 | Invoice #/Line #: 0601810 / 1

Authorization #: 11301265 | Service Code: 915 - RES FAC ADULTS-50 | Service Subcode: L4B

Auth Dates: 08/01/10 - 07/31/13 | Units Type: MONTHLY | Invoice Date: 2010-10-28

November 2010

Select All | De-Select All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
7	8	9				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
14	15	16				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
21	22	23	24	25		27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	29	30				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Additional Information

Select an option and click ok to populate the entire calendar.

Absence Reason:

- Absent
- Facility Closed
- Hospitalized
- Jail
- Paid Holiday
- Vacation

Ok

Invoice Details

Full Month Service

No Service

Last Month of Service?

Defer (Regenerate invoice Line)

Exit Date:

Received Revenue Details

1 / 4 Days

3068.810

\$ 3068.81

0.00

0.00

0.00

Total Received Revenue: \$0.00

Net Amount: \$ 3068.81

Overage Reason:

Update | Update-Next | Close

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/attendancecalendar?invoiceid=36893&invoiceid=24398&updateMode=Y&status=0&errmsg=

eBilling system | Your selected service provider is: FHAR-HAMLET STREET HOUSE (H12145) Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload User: mholland

Authorization #: 11301265 Service Code: 915 - RES FAC ADULTS-50 Service Subcode: L4B
 Auth Dates: 08/01/10 - 07/31/13 Units Type: MONTHLY Invoice Date: 2010-10-28

November 2010

Select All De-Select All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<input checked="" type="checkbox"/> ★					
★	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Invoice Details

Full Month Service

No Service Defer (Regenerate Invoice Line)

Last Month of Service? Exit Date:

Invoice Line Summary

Total Units: / Days
**Pro-ration will occur if full month checkbox and sufficient days not selected.*

Unit Rate: 3068.810

Gross Amount: \$

Received Revenue Details

-: 0.00
 -: 0.00
 -: 0.00

Total Received Revenue: \$0.00

Net Amount: \$
**Pro-ration will occur if full month checkbox and sufficient days not selected.*

Overage Reason:

Update Update-Next Close



Invoices

Monthly Check Box Calendar

In the following cases the payment will need to be prorated:

- ✓ The authorization starts or stops mid-month
- ✓ The last exit date is prior to the last day of the month
- ✓ The consumer is absent from the facility greater than fourteen days during the month.

NOTE: For residential services, if a consumer exits the facility during the month, please enter the last night of service as the exit date.

A prorated payment will show as zero and Alta Regional Center will calculate the payment based on attendance.

Invoice Details

Full Month Service

No Service Defer (Regenerate Invoice Line)

Last Month of Service? Exit Date:

Invoice Line Summary

Total Units: / Days

*Pro-ration will occur if full month checkbox and sufficient days not selected.

Unit Rate: 5033.060

Gross Amount: \$

Received Revenue Details

:- 0.00

:- 0.00

:- 0.00

Total Received Revenue: \$0.00

Net Amount: \$

*Pro-ration will occur if full month checkbox and sufficient days not selected.

Overage Reason: ▾



Invoices

Units Calendar

The unit type calendar has boxes that will accept unit of service entries to record attendance.

1. Place your cursor in the unit box.
2. Enter the number of units. You may enter a number with up to two decimal points. **TIP: Break hours into quarter increments (ex. .25, .50, and .75)**
3. To populate all days of the month click the POPULATE ALL button.
4. Select the weekday's only check box if you would like to populate only weekdays (Monday through Friday).
5. Enter the appropriate number of units.
6. Click OK.
7. The calendar will be populated.
8. You can use the mouse or the tab key to move to each unit entry box on the calendar.
9. Enter or edit units directly in the units calendar entry box.
10. Click the UPDATE or UPDATE NEXT button to save your changes.



Invoices Units Calendar

TIP: Use the TAB key to move from day to day on the calendar.

July 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	4	5	6	7	8	9
0.00	5.25	5.75	0.00	0.00	0.00	0.00
10	11	12	13	14	15	16
0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	18	19	20	21	22	23
0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	25	26	27	28	29	30
0.00	0.00	0.00	0.00	0.00	0.00	0.00
31						
0.00	0.00	0.00	0.00	0.00	0.00	0.00

Populate All ▾

Weekdays Only

Units:

Ok

Place your cursor in the box to directly enter units.

Click the populate all button to populate all days with attendance. Click the Weekdays Only checkbox to populate all days Monday-Friday.

TIP: You can use quarter hour increments to report attendance. 5.25 would be 5 and ¼ hours.



Invoices

Units Calendar with In and Out Times and Worker Name

The In and Out calendar type has a date and day for each day of the month, fields to enter the in time, out time, and the worker name. If the unit type is hourly, the units and amounts are automatically calculated; they will populate based on in and out times entered.

TIP: If the units are not hourly, but per session, visit, etc. the units will not automatically calculate, but will need to be manually entered.

1. Click in the In Time field and enter the time in four digit military time format. (ex. 1:15 PM would be 13:15, 9:45 AM would be 09:45, 8:00 AM would be entered as 08:00)
2. Tab or click in the Out Time field and enter the time in military time format.
3. Tab or click in the worker name field and enter the worker's name.
4. Click the UPDATE or UPDATE NEXT button after entering each client's billing information to save your changes.



Invoices

Units Calendar with In and Out Times and Worker Name

Auth Dates: 07/01/10 - 08/20/10

Units Type: HRS-DIR F/F ONLY/MO

TIP: Check Unit Type. If it is hourly, the Units will automatically calculate when the time is entered on the calendar.

July 2010

TIP: You can use quarter hour increments to report attendance. 9:15 AM would be entered as 09:15.

			In Time	Out Time	Amount	Worker Name
			9:15 AM	11:30 AM	43.65	Wendy Worker
			1:00 PM	3:00 PM	38.80	Busy Bee
			9:00 AM	11:00 AM	38.80	Wendy Worker
			9:00 AM	11:00 AM	38.80	Wendy Worker
2010-07-05	Mon	2.00	9:00 AM	11:00 AM	38.80	
2010-07-06	Tue	0	3:30 PM	1845	0.00	
2010-07-07	Wed	2.00	1:00 PM	3:00 PM	38.80	
2010-07-08	Thu	0.00	12:00 AM	12:00 AM	0.00	
2010-07-09	Fri	0.00	12:00 AM	12:00 AM	0.00	
2010-07-10	Sat	0.00	12:00 AM	12:00 AM	0.00	
2010-07-11	Sun	0.00	12:00 AM	12:00 AM	0.00	

Use the tab key to move from the In Time, Out Time, and Worker Name fields. Time needs to be entered in four digit military time (ex. 6:45 PM would be entered as 18:45).

Tip: The Units and Amount fields are automatically calculating.

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/gridcalendar

eBilling system | Your selected service provider is: MAXIM HEALTHCARE SERVICES (HB0018) | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Grid Calendar Data Entry

Consumer Name: P, JEFFREY | UCI #: 5031242 | Invoice #/Line #: 0601517 / 1
 Authorization #: 11299367 | Service Code: 742 - LICENSED VOC NURSE | Service Subcode: R706
 Auth Dates: 07/01/10 - 04/30/11 | Units Type: HRS-DIR F/F ONLY/MO | Invoice Date: 2010-10-28

October 2010

Date	Day	Units	In Time	Out Time	Amount	Worker Name
2010-10-01	Fri	3.50	9:45 AM	1:15 PM	99.88	Matt Stone
2010-10-02	Sat	0.00			0.00	
2010-10-03	Sun	0.00			0.00	
2010-10-04	Mon	6.50	8:00 AM	2:30 PM	185.45	Karen Ross
2010-10-05	Tue	0.00	8:15 AM	1545	0.00	
2010-10-06	Wed	0.00			0.00	
2010-10-07	Thu	0.00			0.00	
2010-10-08	Fri	0.00			0.00	
2010-10-09	Sat	0.00			0.00	
2010-10-10	Sun	0.00			0.00	
2010-10-11	Mon	0.00			0.00	
2010-10-12	Tue	0.00			0.00	
2010-10-13	Wed	0.00			0.00	
2010-10-14	Thu	0.00			0.00	
2010-10-15	Fri	0.00			0.00	
2010-10-16	Sat	0.00			0.00	
2010-10-17	Sun	0.00			0.00	
2010-10-18	Mon	0.00			0.00	
2010-10-19	Tue	0.00			0.00	

Invoice Details

No Service Defer (Regenerate Invoice Line)

Last Month of Service? Exit Date:

Invoice Line Summary

Total Units:

Unit Rate: 28.530

Net Amount: \$

Overage Reason:

Update | Update-Next | Close

Invoices

ALTA CALIFORNIA
REGIONAL CENTER



Units Purchase Reimbursement calendar type

The one time purchase calendar type allows the entry of purchases.

1. Click on the ADD ROW button.
2. Click in the date field and select the appropriate date of purchase.
3. Tab or click in the units field and enter the appropriate units.
4. Tab or click in the amount field to enter the total amount.
5. Click the UPDATE or UPDATE NEXT button to save your changes.
6. Please be sure to attach your supporting documentation at the invoice detail line level. Attached documents will only be flagged on Alta California Regional Center reports if they are attached to specific invoice detail lines.

TIP: Accidentally add a row? Click the DELETE button to remove it from the list.

Invoices

Units Purchase Reimbursement



#3 Attach supporting documentation to the invoice detail line.

August 2010			
Date	Units	Amount	
08/02/10	20.00	\$100.00	
08/26/10	10.00	\$100.00	

#2 Enter the Date, Units, and Amount

Invoice Details

No Service

Defer (Regenerate Invoice Line)

Last Month of Service ?

Exit Date:

Invoice Line Summary

Total Units:

Total Amount:

The total Units and Amount will automatically populate.

#1 Click the ADD ROW button.



Invoices

How to save time by using buttons!
No Service, Defer, Calendar Template, Add Invoice Lines

Defer

The **DEFER** button will allow you to mark a consumer record as defer. This will indicate that the consumer did receive a service, but the authorization needs to be updated. Accounting will then resend the invoice the following the month. If **DEFER** is applied to the whole invoice, then the whole invoice will be reissued.

No Service

The **NO SERVICE** button allows you to mark a consumer records as having had no service/billable time for the month.

Add Invoice Line

The **ADD INVOICE LINE** button will allow you to add an attendance only (A/O) detail line under a contract. This button will only work for certain service codes if Accounting has enabled this option.

Calendar Template

The **CALENDAR TEMPLATE** button will allow you to apply a calendar template with attendance information to one or more consumer records.

Home Invoices Payments Reports

Invoice Invoice History Invoice XML Upload

User: mholland

Service Provider Billing Details

Invoice Number: 0601902 Service Code: 805 - INFANT DEV PROGRAM Service Month/Year: 11/2010
Invoice Date: 2010-10-28 Total Units Billed: 58.00 Total Amount Billed: 6313.30

Consumer Billing Details

Filter All

Table with 14 columns: Line #, Consumer Name, UCI #, SVC Cod, SVC Subco, Auth #, Auth Date, Unit Type, Units Billed, Days Attend, Gross Amount, Net Amount, No De, Updated Date/Time. Contains 8 rows of consumer billing data.

No Service Defer Calendar Template Add Invoice Line Submit Print Invoice Details

Defer

No Service

Invoices

eBilling system

ALTA CALIFORNIA
REGIONAL CENTER



Using the No Service or Defer Buttons

1. Click on an invoice EDIT button. You must be in invoice edit/update mode.
2. Select lines you would like to apply the button to by clicking in the check boxes on the left. **TIP: To apply a mass update button to all invoice lines select the top left checkbox that is on the header line. This will mark all the invoice lines for update.**
3. Click on the button (NO SERVICE or DEFER) you would like to use.
4. A flag will appear in the appropriate column.

<input type="checkbox"/>	Lir #	Consumer Name	UCI #	SVC Code	SVC Subc	Auth #	Auth Date	Unit Type	Unit Bill	Days Attend	Gross Amount	Net Amount	No Ser	Def
<input type="checkbox"/>							05/31/12							
<input type="checkbox"/>				35H		11296795	07/01/10 - 09/30/10	H						Y
<input type="checkbox"/>				5H		11301224	07/01/10 - 09/30/10	H					Y	

Click this checkbox to select all invoice lines for update. Otherwise select the checkboxes on the individual consumer lines.

After the records have been updated, they will be marked with the appropriate flags.



Calendar Template

Invoices

Using the Calendar Template Checkbox and Units Calendars Only

1. Click on an invoice EDIT button. You must be in edit/update mode.
2. Select lines you would like to apply the button to by clicking in the check boxes on the left.
3. Click on the CALENDAR TEMPLATE button. A window will pop up.
4. Fill out the appropriate calendar with attendance information.
5. Click on APPLY TO ALL to apply the template to all invoices lines.
Select the APPLY TO SELECTED button to update only selected invoice lines. The invoice will be updated.
6. Click the SAVE button to save changes.
7. Click the CLOSE button.
8. All updated invoice lines will have an updated date and time stamp.
9. Individual lines must be updated with absences.

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/calendartemplate/invoiceid/2531/selected/

eBilling system Help

NOTE: You may only update the Calendar Template relevant to the Unit Type for this specific invoice. Templates will not be applied to: 1. Updated invoices lines; 2. Invoice lines requiring review due to overage; 3. Invoices for one-time and in-and-out calendars

Attendance Calendar Template

November 2010 Full Service Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	<input type="checkbox"/>					
7	8	9	10	11	12	13
<input type="checkbox"/>						
14	15	16	17	18	19	20
<input type="checkbox"/>						
21	22	23	24	25	26	27
<input type="checkbox"/>						
28	29	30				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Unit Calendar Template

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	0.00	0.00	1.00	0.00	0.00	0.00
7	8	9	10	11	12	13
0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	15	16	17	18	19	20
0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	22	23	24	25	26	27
0.00	0.00	0.00	1.00	0.00	0.00	0.00
28	29	30				
0.00	0.00	0.00				

Done Internet 100%

Invoices

Add Invoice Line

Adding Attendance Only (A/O) Lines Under a Contract Authorization

1. Click on an invoice EDIT button. You must be in edit/update mode.
2. Click the ADD INVOICE LINE button.
3. Select the appropriate calendar type. Click SELECT.
4. Fill out the consumer information.
5. Fill out the calendar attendance information.
6. Click ADD to add the A/O line and save changes.

Consumer Last, First Name:	<input type="text"/>	<input type="text"/>	UCI #:	<input type="text"/>
Authorization #:	<input type="text" value="11304024"/>	SVC Code - Description:	896 - SUPPORTED LIVING SRV	
Authorization Dates:	07/01/10 - 06/30/11		Units Type:	<input type="text" value="M-MONTHLY"/>

You must fill out the consumer name and UCI #. You may also edit the authorization number and sub code.



Invoices

Printing Invoice Details

You can print invoice details from the view only or edit/update modes.
Select the invoice you would like to print.

1. Click the PRINT INVOICE DETAILS button. It is located in the bottom right area of the screen.
2. A pop up window will appear.
3. You are able to view, save, or print the INVOICE DETAIL REPORT
4. You are also able to print invoice details for submitted invoices by searching under the Invoice History tab.



eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/invoices/invoiceview

eBilling system | Your selected service provider is: **EASTER SEALS BAY AREA (H88833)** | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

Service Provider Billing Details

Invoice Number: 0601902 Service Code: 805 - INFANT DEV PROGRAM Service Month/Year: 11/2010
 Invoice Date: 2010-10-28 Total Units Billed: 58.00 Total Amount Billed: 6313.30

Consumer Billing Details Filter All

<input type="checkbox"/>	Line #	Consumer Name	UCI #	SVC Cod	SVC Subco	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De	Updated Date/Time
<input type="checkbox"/>	1	A	6157433	805	H1:1	11299290	07/01/10 - 11/30/10	HD	4.00	2	435.40	435.40			2010-11-24 13:23:26
<input type="checkbox"/>	2	A ADAIR	6155766	805	H1:1	11299037	07/01/10 - 03/31/11	HD		0			Y		2010-11-24 01:22:29
<input type="checkbox"/>	3	C LUKE	6156688	805	H1:1	11299945	07/01/10 - 04/15/11	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	4	C JUAN	6156081	805	H1:1	11300046	07/01/10 - 11/15/10	HD	0.00	0	0.00	0.00	Y		2010-10-28 11:33:54
<input type="checkbox"/>	5	C MARLYN	6153445	805	H1:1	11294899	07/01/10 - 12/14/10	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	6	C EMANUEL	6156767	805	H1:1	11300149	07/01/10 - 03/31/11	HD		0			Y		2010-10-28 11:35:04
<input type="checkbox"/>	7	C AARON	6157189	805	H1:1	11298933	07/01/10 - 12/31/10	HD		0			Y		2010-11-24 01:22:29
<input type="checkbox"/>	8	D GAEL	6154732	805	H1:1	11300926	07/01/10 - 11/30/10	HD	4.00	2	435.40	435.40			2010-11-24 13:23:26



Inland Regional Center
Invoice Detail Report

Run Time: 21
 Page : 1

Provider #: H88833 Name: EASTER SEALS BAY AREA
 Address: EARLY INTERVENTION 1:1 HM
 180 GRAND AVENUE, STE 300
 OAKLAND
 CA 94105

Invoice Date	Invoice #	Service Code	Service Description	Service Mnth/Yr	Total Units	Total Amount
2010-10-28	0601902	805	INFANT DEV PROGRAM	11/2010	58.00	6313.30

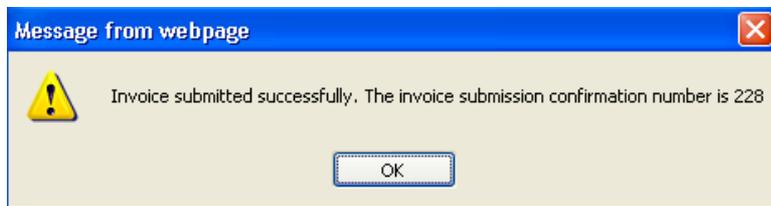
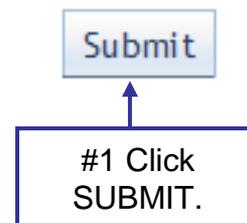
Client Name	UCI#	Auth #	Auth Dates	Total Units	Sub-Code	Unit Type	Total Amount
AE __, ELI	6157433	11299290	07/01/10-11/30/10	4.00	H1:1	HD	435.40
AF _____, ADAIR	6155766	11299037	07/01/10-03/31/11		H1:1	HD	
Ci _____, LUKE	6156688	11299945	07/01/10-04/15/11		H1:1	HD	
Ci _____, JUAN	6156081	11300046	07/01/10-11/15/10	0.00	H1:1	HD	0.00
Ci _____, MARLYN	6153445	11294899	07/01/10-12/14/10		H1:1	HD	
Ci _____, EMANUEL	6156767	11300149	07/01/10-03/31/11		H1:1	HD	
Ci _____, AARON	6157189	11298933	07/01/10-12/31/10		H1:1	HD	
DL __, GAEL	6154732	11300926	07/01/10-11/30/10	4.00	H1:1	HD	435.40
EDUARDO, CHARLES	6155087	11299415	07/01/10-12/31/10	4.00	H1:1	HD	435.40



Invoices

How To Submit an Invoice

1. View the invoice you would like to submit in EDIT/UPDATE mode.
2. Check each invoice line to make sure that it has been updated with the correct information.
3. Scroll down to the bottom of the screen
4. Click the SUBMIT button.
5. A pop up window will appear. Click OK.
6. Your invoice has been submitted.



eBilling Redesign - Windows Internet Explorer

http://158.96.177.125/invoices/invoiceview?invoiceid=2531&updateMode=N&status=0&errmsg=Invoice%20submitted%20successfully.%20The%20invoice%20submission%20confirmation%20number%20is%202531

eBilling system | Your selected service provider is: **EASTER SEALS BAY AREA (H88833)** | Help | Logout

Home | Invoices | Payments | Reports

Invoice | Invoice History | Invoice XML Upload | User: mholland

LOADING

Windows Internet Explorer

! Invoice submitted successfully. The invoice submission confirmation number is 2531

OK

Waiting for http://158.96.177.125/invoices/invoiceview?invoiceid=2531&updateMode=N&status=0&errmsg=Invoice%20submitted%20succes

Internet 100%



Invoices

Invoice History

Brief Description of Invoice History



- ✓ Once your invoice has been submitted you will be able to search for it under the Invoice History sub tab.
- ✓ You must choose an SPN number on the Home tab to view the Invoice History sub tab.
- ✓ You are able to print invoice details from the Invoice History sub tab.

Invoice History Search

Invoice #:

UCI #:

Service Code:

Date Range: Service M/Y Invoice Generation Date Invoice Submission Date

From:

To:

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Generated Date	Submitted Date-Time
0606175	805	07/2010			2010-08-16	2010-09-14 00:00:00
0606176	805	08/2010			2010-08-16	2010-09-14 00:00:00
0606390	805	05/2010	6155520	Z , NOE	2010-08-16	2010-09-14 00:00:00
0606391	805	06/2010			2010-08-16	2010-09-14 00:00:00
0600853	805	07/2010			2010-09-27	2010-11-24 11:05:29
0600854	805	08/2010			2010-09-27	2010-11-24 12:51:14
0601352	805	09/2010			2010-09-29	2010-11-24 12:44:44
0601635	805	10/2010			2010-10-28	2010-11-24 01:18:41
0601902	805	11/2010			2010-10-28	2010-12-21 12:09:50
0602132	805	07/2010			2010-11-05	2010-11-05 03:08:16
0602189	805	08/2010			2010-11-15	2010-11-15 03:49:58
0603293	805	09/2010			2010-11-16	2010-11-18 01:13:45



Payments

Payment History

EFT Payment History Search

Navigation tabs: Home, Invoices, **Payments**, Reports, Service Provider Management, Administration

Payment History

EFT Payment History Search

Invoice #:	<input type="text"/>	Reference #:	<input type="text"/>	Service Code:	<input type="text"/>	<input type="button" value="Search"/>	
UCI #:	<input type="text"/>	Service M/Y:	<input type="text"/>	Date Range: From:	<input type="text"/>	To: <input type="text"/>	<input type="button" value="Clear"/>

- ✓ You are able to search EFT Payment History in the same way that you search for available invoices under the Invoices tab. Just choose the Payments tab, enter search criteria, and click the SEARCH button.
- ✓ To view a selected EFT Payment History for an invoice, click anywhere on the invoice line.
- ✓ To create a .CSV file of the Payment History, select the invoice, and click the CREATE CSV button. You can either view the file or save it to your computer.

eBilling Redesign - Windows Internet Explorer
 http://158.96.177.125/payments/paymenthistory

eBilling system | Your selected service provider is: EASTER SEALS BAY AREA (H88833) | Help | Logout

Home | Invoices | Payments | Reports

Payment History | User: mholland

EFT Payment History Search

Invoice #: Reference #: Service Code:
 UCI #: Service M/Y: Date Range: From: To:

Reference #	Invoice #	Payment Date	UCI#	Consumer Name	Service Code	Service M/Y	Total Reference Amount
101019965	0618793	2010-12-13	6154241	"P , JASMIN'	805	10/2010	60166.86
101019965	0618793	2010-12-13	6155307	"P , JABARI'	805	10/2010	60166.86
101019965	0618793	2010-12-13	6156500	"T , BARRIN'	805	10/2010	60166.86
101019965	0618793	2010-12-13	6157265	"S , XAVIER'	805	10/2010	60166.86
101019965	0618793	2010-12-13	6157302	"C , ISABELLA'	805	10/2010	60166.86
101019965	0618793	2010-12-13	6157921	"C , ISABELLA'	805	10/2010	60166.86
101019965	0618793	2010-12-13	6158164	"C., ISABELLA'	805	10/2010	60166.86

Reports

Reports

Viewing and Printing Options

There are several options for viewing your report.

1. You can either print the report or save it to your computer.



2. You can open the report in a new window by clicking the Open in a New Window link that is located on the left side of the screen.



3. You can also use the scrollbar to view the report in the browser window.

Print [X]

Printer:
Name: Properties
Status: Ready
Type: HP LaserJet 9000 PCL 6
Comments and Forms: Document and Markups

Print Range:
 All
 Current view
 Current page
Pages:
Subset:
 Reverse pages

Page Handling:
Copies: Collate
Page Scaling:
 Auto-Rotate and Center
 Choose paper source by PDF page size
 Use custom paper size when needed

Print to file

Preview: Composite
8.5
11
Units: Inches Zoom : 96%
1/1

Printing Tips Advanced OK Cancel

Save a Copy...

Save in: [Navigation icons]

- emails
- NEW ebilling emails
- OLD EB docs
- Training emails
- Training tally
- TRAINING vendor lists
- Traning powerpoints
- NEW Enrollment form.pdf

File name: Save
Save as type: Cancel



Please contact your Alta Regional Center with any additional questions.

Alta Regional Center contact:

Shannon Xiong (916) 978-6223 or Robin LeMay (916) 978-6348

Alta Regional Center contact email:

sxiong@altaregional.org or rlemay@altaregional.org