Indiana Department of Child Services

KidTraks e-Invoicing Guide for Non-Contracted Providers

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Welcome to the DCS KidTraks e-Invoicing Guide for Non-Contracted Vendors!

How do I access KidTraks Vendor Portal?

Please complete and submit a <u>KidTraks Vendor Portal User Agreement</u> (submission instructions are at the bottom of the form's front page).

How do I set up a user?

Upon logging into KidTraks, the vendor will see the Account Home Screen.

For a user to be able to submit an invoice, they first need to be a Portal User for the Vendor. Once they are established as a Portal User, they will be set up as User Admin security role (these roles are discussed below). The Vendor user set up with Admin capability can add users or edit existing users.

Trake							Welcom	e DCS Conducting Test <u>Change Ve</u>	endor Log Out
part of the MaGIK family				Ve	ndor Profile	Account Profile	🖂 Messages	Search	م
Account Home	Invoices	Payments	Contracts -	Referrals -	Cases -	CPI/CPS Portal -	Help		
Account Hor	me -								
Announcements		Welcome	to the KidTraks	System					
0 announcements		The Department of Child Services (DCS) has implemented a new electronic contracting system. This system requires all contracts to be signed electronically. DCS would like for all of our providers to make sure the person that will sign their contracts							
Quick Links		has revi	ewed the instruct	tions on how to	eSign Contract	ts located at http://www.	.in.gov/dcs/2332.ht	m.	
Download Billing Code: Contact Us DCS Home Page	s to Excel	Recent Act	tivity Billing	g Codes					
		Warrant	was issue	d on 09/20/2019)				
		Warrant	was issue	d on 09/18/2019					

- 1. Select Vendor Profile from the top of the Account Home screen.
- 2. You will be taken to the Vendor Profile screen. Click on the profile tab to add new users and enter email addresses for referral notification emails, then click Update.
- 3. At the bottom of the page, click on the "Add User Button" to add a user.

Account Home	Invoices	Payments	Contracts -	Referrals -	Cases -	CPI/CPS Portal -	Help
Vendor Pr	rofile						
Profile	Profile Contact E-Invoicing Subscriptions Attachments						
Preferences		_					
Receive	Warrant	Summary I	Notification	s Electroni	cally		
(When you sign Submit	(When you sign up to receive electronic notifications of warrant summaries, you will no longer receive paper summaries by mail.) Submit						
Referral Noti	fications —						
		Centralized R	eferral MailBox:			.org	
			LCPA MailBox:			org	
		Resid	dential MailBox:				
				Update			-
Authorized U	lsers —						
Add New Us	er 🔶						Vendor Security Roles Summary

- 4. For a new user enter First Name, Last Name, and Email.
- 5. For new/existing users with invoicing capabilities, select either User Admin or Fiscal User as the Role. The <u>Vendor Security Roles Summary</u> is available on the Vendor Profile screen to view system capabilities for all user roles.

Last Name:* Smith Email:* jane.smith@email.com Disabled: Role System Read-Only •	First Name:*	Jai	ne		
Email:* jane.smith@email.com Disabled: Role System Read-Only System Read-Only	Last Name:*	Sn	nith		
Disabled: Role System Read-Only	Email:*	jan	e.smith@email.com		
System Read Only	Disabled: 🔲	Role	System Read-Only	•	
System Read-Only			System Read-Only		
			Fiscal User		
Fiscal User			Clinical Admin		

6. Click Submit at the bottom.

How do I create an invoice?

1. Click on Invoices in the blue menu bar and you will be taken to the Invoice Inquiry screen.

KidTra part of the MaGIK	ks ^{anily}	1		ap	Vendor Profile	Account Profil	e 🖂 Messages
Account Home	Invoices	Payments	Contracts -	Referrals -	Cases -	CPI/CPS Portal -	Help

- 2. Click on the Add New\Submit Pending Invoice tab.
- 3. The Enter Invoice Online tab will open. This is considered the invoice header where data entered here applies to all invoice lines.

Invoice Inquir	у 🏒			
Find Existing Invoice.	Add New \ Submit Pe	ending Invoice		
Enter Inv	voice Online	Import Invoice	Pending \ Not Submitted Invoices	
Voucher Type*: Bill Type*: Invoice Service Type*: Invoice Number*: Period Start*: Period End*: Email Address*: Phone Number*:	First Bill		Vendor Number*: Vendor Name: Vendor Address:	
Comments:	Cancel			ii.

- 4. Begin entering data in to the fields.
 - a. Description of fields and selections in dropdowns:
 - Voucher Type
 - 1. Regular This is used for all invoices entered.
 - Bill Type
 - 1. First Bill Includes expenses being submitted for the first time.
 - 2. Re-Bill Notes that an invoice has been submitted previously and denied.

• Invoice Service Type

- 1. Residential Applies to all non-contracted residential placements.
- 2. FamilyPreservation Applies to all non-contracted services.

• Invoice Number

 Vendor created, unique identifier for each invoice; can be any letters, numbers or characters, up to a total of 8 characters. Can be as simple as 1 for the first invoice, 2 for the 2nd invoice, etc. Or can be something like "June-20."

• Period Start and Period End

- 1. Generally the first day and last day of the month being billed; must include all dates of service on the invoice. Period End cannot be a future date.
- 2. Date fields have date pickers; i.e. calendars to point and click dates; or you can type in the date in MM/DD/YYYY format.
- Email address
 - 1. Auto-populated from the information for each user in the Authorized User screen.

• Comments

- 1. Can generally remain blank, but also is available for any additional information that might help DCS invoicing staff understand anything unusual about the invoice.
- 5. Click "Add" when this screen is complete.

Invoice Inquir	Invoice Inquiry							
Find Existing Invoice.	Add New \ Subm	nit Pending Invoice						
Enter Inv	voice Online	Import Invoice	Pending \ Not Submitted Invoices					
Voucher Type*: Bill Type*: Invoice Service Type*: Invoice Number*: Period Start*: Period End*: Email Address*: Phone Number*:	First Bill		Vendor Number*: Vendor Name: Vendor Address:					
Comments:	Cancel		ж					

- 6. This will bring you to a second screen for adding invoice line detail. Please note that the red "Not Submittable" indicator displays initially since no invoice lines have been added as of yet.
- 7. Click on "Add Invoice Line."

Account Home	Invoices	Payments	Contracts -	Referrals -	Cases -	CPI/CPS Portal -	Help		
Invoice Info	ormation	Invoice Inquiry						Action:	▼ Go
Invoice Number:								Create Date:	5/30/2020
Vendor Name:								Status:	Not Submittable 🔎
Invoice Detail	s Mor	e Information	Invoice Errors	Attachm	ents				
								\rightarrow	Add Invoice Line
Click on the "A	dd Invoice Lir	ne" button to com	nplete your invoice	ə					Line Count: 0
									Total: 0.00

8. The Invoice Details tab will display so that you can add data for the Invoice Line (details below).

Invoice Detai	ils More Information	Invoice Errors Attachments	
Voucher Lin	ne Details - Line: 001		
BURID:	8./		
Service:*	10000 - GENERAL Product		Ψ.
Component:*	11712 - NON-CONTRACTED SER	RVICES	w
Person ID:	S./	Person Name:	
Case ID:	8,/	Case Type: Child in Need of Services	; (CHINS) Case Name:
Start Date:*	7/24/2019	End Date:* 7/24/2019	
Billed Units:*	3.00 ACTUAL COST		Remaining Units: N/A
Billed Rate:*	50.00		
Billed Amount:*	150.00		Remaining Amount: 1650.00
Case County*:	Morgan		
Place of Service:		•	
Comments:	Test Comments		
	L		j::
Save	Apply Save/Add Save/Add	+ Cancel	

9. Following is guidance for the Invoice Details tab:

- a. Billable Unit Referral ID (BURID)
 - BURID is generally required for all non-contracted placements and services and is a key element within the invoicing process. The BURID is generally in the form of an RF number for non-contracted placement and service referrals.
 - Exceptions where the BURID field is to remain blank include medical/dental expenses for youth in placement, for which there are no referrals in place.
 - <u>IMPORTANT</u>: After entry of the BURID, please be sure to click on the icon with to the right of that field to auto-fill information from the referral, which will auto-fill Service, Component, Person, Case and County. Note: If there is more than one referred person on the referral, then the Person ID will be blank since more than 1 person cannot be displayed on the screen.

b. Start Date and End Date

For placements – For the first invoice for a placement, **Start Date** will be the actual date of placement; and for months that follow, **Start Date** will be the first day of the month. For months billed during which the child remained in placement, **End Date** will be the last day of the month. If the placement ended during the month being billed, **End Date** will be the day before the child left, as DCS pays for the day a child arrives but not the day the child leaves.

For Services - Start Date and End Date will always be the same day; i.e. each invoice line will include services provided during a single day; billing via date range is not acceptable and will result in denial, even if services were provided consecutive days.

c. Billed Units

- For placements, Billed Units will auto-fill based on the Start Date and End Date.
- For hourly services, enter the number of units that equates to the hours of services performed that day, rounded to the nearest 15 minutes. For example, 1 hour and 7 minutes would be rounded down to 1.00 units; 1 hour and 8 minutes would be rounded up to 1.25 units.

d. Unit of Measure (UOM)

• Auto-fills to Actual Cost for all non-contracted placements and services.

e. Billed Rate

• Please enter the hourly (services) or per diem (placement) rate.

f. Billed Amount

• System calculates as Billed Units times Billed Rate

g. Remaining Amount

• Amount remaining on the referral

h. County

• System defaults from the case

i. Place of Service

• Optional and selected from a dropdown

j. Comments

• Optional; please feel free to include any additional information that might help DCS staff have a better understanding of anything unusual about the invoice.

Invoice Deta	ils More Information Ir	voice Errors Attachments		
Voucher Lin	e Details - Line: 001			
BURID:	RF0004951869			
Service:*	10000 - GENERAL Product		w.	
Component:*	11712 - NON-CONTRACTED SER	VICES	Ŧ	
Person ID:	807252149 &	Person Name:		
Case ID:	100000654074 🌯	Case Type: Child in Need of Services	(CHINS) Case Name:	
Start Date:*	7/24/2019	End Date:* 7/24/2019		
Billed Units:*	3.00 ACTUAL COST		Remaining Units: N/A	
Billed Rate:*	50.00			
Billed Amount:*	150.00		Remaining Amount: 1650.00	
Case County*:	Morgan			
Place of Service:		•		
Comments:	Test Comments			
Save	Apply Save/Add Save/Add	+ Cancel		

10. Note: There is a limit of 48 lines for each invoice.

- 11. There are 5 options when entry on this screen is complete:
 - Save Will save the invoice line and navigate to the Invoice line list.

- Apply Will save the new data but stays on the same screen.
- **Save/Add** Saves the current invoice line detail and allows the user to add another line of detail by bringing up a blank line entry screen.
- **Save/Add+** Saves the current invoice line detail and generates another line detail screen with the same referral information pre-filled.
- You may click **Cancel** to abort the creation of invoice details.
- To summarize, if you have more lines to enter on an invoice, use **Save/Add** or **Save/Add+**. Once you've entered your final invoice line on an invoice, click **Save**.
- 12. After the details have been saved on the Invoice Line screen, a summary screen of invoice line details will display.
- 13. Invoice Lines may be edited or removed by clicking on the blue action links at the far left of each invoice line.
- 14. Additional invoice lines may be added by clicking "Add Invoice Line" on the far right.

Invoice li	nformation Invoice	Inquiry				Action:	✓ Go
Invoice Numb	er:					Create Date:	6/24/2020
Vendor Name	e:					Status:	Submittable 😑
Invoice De	tails More Inform	ation Invoice Errors	Attachments				
Line #	Case Name	Service				Status	Add Invoice Line
001		10000-G	ENERAL Product				Line Count: 2
<u>Edit</u>	BURID #:	RF0004951869	Billed Units:	3.00	Auth Units:	3.00	Total: 362.50
Remove	Start Date:	07/24/2019	Billed Rate:	50.00	Auth Rate:	50.00	
	End Date:	07/24/2019	Billed Amount:	150.00	Auth Amount:	150.00	
Line #	Case Name	Service				Status	
002		10000-G	ENERAL Product				
<u>Edit</u>	BURID #:	RF0004951869	Billed Units:	4.25	Auth Units:	4.25	
Remove	Start Date:	07/26/2019	Billed Rate:	50.00	Auth Rate:	50.00	
	End Date:	07/26/2019	Billed Amount:	212.50	Auth Amount:	212.50	

15. To attach supportive documentation to an invoice, click on the "Attachments" tab visible from either the Invoice Detail screen or the Voucher Summary screen.

Invoice Information Invoice Inquiry		Denial Summary (PDF) - Go
Voucher Summary Attachments	-	
Basic Information		Status: DCS In Process
Vendor Address:	Invoice Number:	Invoice Date:
	Voucher ID:	Invoice Amount:
	Period Start:	Period End:
	Warrant Number:	Warrant Date:

- 16. Click on the 'Add' button and a pop-up screen will display.
- 17. Browse for the file to be attached to the invoice.
- 18. After the file is selected, click 'Submit' to continue.

	🖉 Attachment Upload Webpage Dialog	
Invoice Information Invoice Inquiry	Attachment Upload	tion:
Invoice Number: 208059-C Vendor Name: XYZ Services Invoice Details More Information I	Filename: Browse Description: Submit Cancel	reate Date: 1/2/2013 Status: Not Submittable 单
Attachments		Add

19. When invoice line entry is complete and attachments have been added (if needed), click the drop down menu at the "Action" field and select "Validate Invoice" and click on the "Go" button.

Invoice In	formation Invoice In	iquiry				Action:	Go
Invoice Numbe Vendor Name	er: :					Create Date: St.ads: \	Submit Invoice /2020 /alidate Invoice e
Invoice Det	ails More Informati	ion Invoice Errors	Attachments				+
Line #	Case Name	Service				Status	Add Invoice Line
001		10000-G	ENERAL Product				Line Count: 2
Edit	BURID #:	RF0004951869	Billed Units:	3.00	Auth Units:	3.00	Total: 362.50
Remove	Start Date:	07/24/2019	Billed Rate:	50.00	Auth Rate:	50.00	
	End Date:	07/24/2019	Billed Amount:	150.00	Auth Amount:	150.00	
Line #	Case Name	Service				Status	-
002		10000-G	ENERAL Product				
Edit	BURID #:	RF0004951869	Billed Units:	4.25	Auth Units:	4.25	
Remove	Start Date:	07/26/2019	Billed Rate:	50.00	Auth Rate:	50.00	
	End Date:	07/26/2019	Billed Amount:	212.50	Auth Amount:	212.50	

- 20. After the validation has been performed, the color indicators determine next steps as follows:
 - The status color will indicate if the error must be corrected prior to submission.
 - Statuses displayed in green indicate no errors; the invoice line is ready for submission with no additional edits required.
 - A yellow status indicates the invoice line may be submitted but will require DCS review.
 - A red status indicator requires that the error(s) be corrected prior to submission.
- 21. If the color indicators are yellow or red, then click on the Invoice Errors tab.
- 22. Review errors (red) and alerts (yellow), and take any needed action on items displayed.
- 23. Please note the following regarding referral units:
 - Units of non-contracted referrals equate to dollars. The "Remaining Amount" of a referral is displayed on each Invoice Line Details screen to provide a running balance for the referral.

Invoid	e Inform	nation Invoi	ice Inquiry								Actio	on:	Validate	Invoice 🕤	Go	
Invoice Vendor	Number: Name:			1							Cre	eate St	Date: tatus:	Not	Submitta	able 🔴
Invoi	ce Details	More Info	rmation	Invoice Error	s	Attachments	\								2	
Invoice	Error:															
Error ID	Voucher I	D Line Number	System	Туре	Severi	ty Message										
10048	1000810	001	E-Invoicing	E-Invoicing Lin	e Alert	Duplicate Se	rvice Billed	OverLap	Voucher	ID: 10008	08 And Ove	erLap	Vouche	r Line: 0	01	
10041	1000810	002	E-Invoicing	E-Invoicing Lin	e Error	Lines must o	ccur during	the sam	e month.	Please se	eparate diff	feren	t months	s in to ne	w vouch	er lines
10048	1000810	002	E-Invoicing	E-Invoicing Lin	e Alert	Duplicate Ser	rvice Billed	OverLap	Voucher	ID: 10008	08 And Ove	erLap	Vouche	r Line: 0	01	

- 24. Once all of the errors have been addressed, re-run the validation.
- 25. If there are no invoice lines displaying a red status code and it appears that any remaining yellow status alerts have been addressed or are not applicable (indicating a fix is not required), then the invoice is ready to be submitted.

Tip: Prior to invoice submission, providers have the option of either fixing or removing any invoice lines that are inaccurate or incomplete. If the correction or update may be handled quickly, it may be easier to keep the invoice in pending status until the necessary updates and/or additions are made to the invoice. However, if the updates and/or additions will take longer to complete, the vendor may wish to remove the affected invoice line(s) and submit them at a later date, in order to expedite submission of the valid lines. The "Remove" button displayed at the end of each invoice line may be used for such instances. Invoice lines left in pending status remain there indefinitely, until submitted or deleted.

26. To submit an invoice, click the drop down Action menu and choose "Submit Invoice." Click "Go."

Invoice Inf	ormation Invoice Inquir	у				Action:	▼ Go
Invoice Number Vendor Name:	•					Status: V	ubmit Invoice /2020 alidate Invoice e
Invoice Deta	ils More Information	Invoice Errors	Attachments				↑
Line #	Case Name	Service				Status	Add Invoice Line
001		10000-G	ENERAL Product			•	Line Count: 2
<u>Edit</u>	BURID #:	RF0004951869	Billed Units:	3.00	Auth Units:	3.00	Total: 362.50
Remove	Start Date:	07/24/2019	Billed Rate:	50.00	Auth Rate:	50.00	
	End Date:	07/24/2019	Billed Amount:	150.00	Auth Amount:	150.00	
Line #	Case Name	Service				Status	
002		10000-G	ENERAL Product				+
Edit	BURID #:	RF0004951869	Billed Units:	4.25	Auth Units:	4.25	
Remove	Start Date:	07/26/2019	Billed Rate:	50.00	Auth Rate:	50.00	
	End Date:	07/26/2019	Billed Amount:	212.50	Auth Amount:	212.50	

- 27. You will be taken to a final review screen to ensure the items are correct.
- 28. Mark the box indicating that you agree to the terms of submission. This screen constitutes the electronic signature portion of KidTraks e-Invoicing.
- 29. As the final step, click "Submit and Continue."

nvoice E-Signature				
Staged Basic Information				Status: Submitted
Vendor Address:		Invoice	Number:	Invoice Date:
		Trans	action ID:	Invoice Amount:
		Per	iod Start:	Period End:
Staged Invoice Lines				
Line # Case Name	Service Desc.	Start Date End Date	Amount	
001				
002				
I Agree to the Terms o	fUse			
Pursuant to the provisions allowing all just credits, and	and penalties of Indiana Code 5- d that no part of the same has be	11-10-1, I hereby certify tha een paid.	t the foregoing invoice is just	and correct, that the amount claimed is legally due, after
I hereby swear and affirm und units of time and costs for plac understand that these services	er the penalties of perjury the attach sement or service are true and accur s may be independently audited and t	ed bill contains the actual place ate. I understand that in submit hat any discrpancy may be ref	ment and/or service costs provid ting this that I am under oath statin ferred to a local prosecutor for cr	ed for the individual listed on such bill. The dates, days, hours and g and affirming that these services were provided and fully iminal prosecu
I understand that additiona expense.	l audits following invoice submit	ssion could result in denial	or reduction of payment whi	ch could require subsequent rebilling for any valid unpaid
		Submit an	d Continue	

- 30. After submitting the invoice you will be taken to a confirmation page. The status will indicate that the invoice has been submitted to DCS.
- 31. Invoices may also be submitted from the "Add New/Submit Pending" tab. The confirmation and signature page is slightly different when using this form of submission.

Invoice E-Signature									
Stage ID	Invoice Number	Invoice Date	Vendor ID	Lines	Start Date	End Date	Amount	Status	
1000667		A construction of the second sec		17			\$0.00	Open	
1000600				48			\$4,552.92	Open	•
1000599				9			\$9.00	Open	٠
Pursuant to allowing all ju	to the Terms of Use the provisions and penalti ust credits, and that no pa	ies of Indiana Code 5-11- Int of the same has beer	10-1, I hereby certif n paid.	y that the for	egoing invoice is	just and correct, t	hat the amount clain	ned is legally	due, af
Dursuant to the allowing all jubereby sweat units of time at understand the understand the expense.	to the Terms of Use the provisions and penalti ust credits, and that no pa ur and affirm under the penalti nd costs for placement or sen at these services may be inde I that additional audits follo	ies of Indiana Code 5-11- irt of the same has been ies of perjury the attached I vrice are true and accurate ependently audited and that owing invoice submissi	10-1, I hereby certif n paid. bill contains the actual . lunderstand that in s any discrpancy may on could result in d	y that the ford placement and ubmitting this th be referred to a enial or reduc	egoing invoice is /or service costs pr nat I am under oath a local prosecutor fr ction of payment	just and correct, the rovided for the individ stating and affirming or criminal prosecu which could requin	hat the amount clain (ual listed on such bill. that these services we re subsequent rebill	ned is legally of the dates, days are provided and ling for any va	due, af , hours d fully lid unp

What happens after submission?

The invoice will be processed for payment by DCS. You may check the status of a submitted invoice by clicking on "Invoices" from the blue menu bar on any screen. The recently submitted invoice will display a short time after it has been submitted.

- 1. The status of the invoice will display in the right hand column.
- 2. Possible statuses are:
 - a. Submitted to DCS
 - b. DCS in Process
 - c. Paid in Full
 - d. DCS Short Paid
 - e. DCS Denied
 - f. DCS Returned
- 3. The status will display "Submitted to DCS" until the invoice has been initiated for processing by the KidTraks Invoicing staff, at which time the status will change to "DCS In Process."
- 4. To view details of the submitted invoice, click on the invoice number.
- 5. Invoices with attachments will display a paperclip icon in the "Invoice Summary."
- 6. By hovering over the attachment icon, the number of attachments will display.

Invoicě Inqu	iry						
Find Existing Invoi	ce Add New	v∖Submit Pending Inv	oice				
						Last 10 Tran	sactions 🗸 G
Invoice Number	Voucher ID	Invoice Date	Amount	Warrant Number	Warrant Date	Status	Invoice Summary
			80.0	0		DCS In Process	📥 ، 🔶
			203.3	17		Submitted to DCS	1 Attachment(s)

7. You will now see only two tabs – Voucher Summary and Attachments.

	ice Inquiry	Action:	Denial Summary (PDF) 🔹
Voucher Summary Attachme	ints		
asic Information			Status: DCS In Proce
endor Address:	Invoice Number:		Invoice Date:
	Voucher ID:		Invoice Amount:
	Period Start:		Period End:
	Warrant Number:		Warrant Date:
ivoice Lines			
Line# Case Name	Service		Sta
Line # Case Name 001	Service HOME-BASED FAMILY CENTERED THERAPY SERVICES - F	FACE TO FACE	Sta Oj
Line # Case Name 001	Service HOME-BASED FAMILY CENTERED THERAPY SERVICES - F	FACE TO FACE	Sta O;
Line # Case Name 001 BUID #:	Service HOME-BASED FAMILY CENTERED THERAPY SERVICES - F Auth Units: 2.50 Auth Rate: 78.00	FACE TO FACE Submitted Units: 2.50 Submitted Rate: 78.6	Sta Of 6

- 8. The Submitted Units/Rate/Amount fields are populated at the time the invoice is submitted.
- 9. If DCS adjusts the Units/Rate/Amount based on their review, the adjusted amounts will be reflected in Authorized Units/Rate/Amount.

10. Attachments may still be added after the invoice has been submitted, as long as the invoice is in submitted status. Once status changes to DCS In Process, attachments may no longer be added to an invoice.

Invoice Information Invoice Inquiry	Invoice Summary 🗸 G
Voucher Summary Attachments	
Attachments	Add

How do I recall an invoice/voucher?

If it is discovered that an invoice should not have been submitted, the Vendor has the ability to recall it. Any invoice displaying a "Submitted to DCS" status may be recalled. NOTE: A recalled invoice is not usable for resubmission. The invoice will have to be completely re-entered.

- 1. From the Invoice Information screen, select the invoice you wish to recall by clicking on the invoice number.
- 2. Click on the Recall Invoice button.

NVOICE Information Invoice	te Inquiry	Recall Invoice Action: Denial Summary (PDF)
Basic Information	X.	Status: Submitted to DCS
/endor Address:	Invoice Number: Voucher ID: Period Start: Warrant Number:	Invoice Date: Invoice Amount: Period End: Warrant Date:
nvoice Lines		
Line # Case Name 001	Service	Status Open
BUID #: Start Date: End Date: 1	Auth Units: Auth Rate: Auth Amount:	Submitted Units: Submitted Rate: Submitted Amount:

3. A confirmation pop-up window will appear.

	Recall Invoice Confirmation	
Are you sure you If you recall this process it, and with a different I	want to recall this invoice? nvoice, it will clear from the system, DCS will n will not be editable. You will need to submit it voice Number.	not again
	Yes Recall Cancel	

- 4. If you wish to recall the invoice, click "Yes Recall."
- 5. If not, click "Cancel."
- 6. You will then be returned to the Invoice Information screen.

nvoice Information Invo	ice Inquiry	Action:	Denial Summary (PDF)	•	Go
Voucher Summary Attachme	nts		Status: Ven	dor Recall	lled
/endor Address:	Invoice Number: Voucher ID: Period Start: Warrant Number:		Invoice Date: Invoice Amount: Period End: Warrant Date:		
Invoice Lines					
Line # Case Name 001 BUID #: Start Date End Date:	Auth Units: Auth Rate: Auth Rate:	Submitted Units: Submitted Rate: 6 Submitted Amount 1		Sta Reca	atus alled

7. The status for the recalled invoice will now display "Vendor Recalled." The status also changes on the "Find Existing Invoice" tab.

Invoice Inqu	iiry								
Find Existing Invo	ice Add New	Add New \ Submit Pending Invoice							
							Last 90 Days	-	Go
Invoice Number	Voucher ID	Invoice Date	Amount	Warrant Number	Warrant Date	Status		Invoice Summary	
			191.	70	-	Vendor I	Recalled	<u></u>	
			406.	75		Submitte	ed to DCS		

How do I re-bill an expense?

- 1. To re-bill an expense, ensure all corrections have been made and then re-submit as an e-Invoice, using the steps above, or by importing via CSV or XML format; either way, then please select Re-Bill as the Bill Type.
- 2. Be sure to use a new Invoice Number and attach the most recent Invoice Denial Notification.

Where do I find Help?

1. For invoicing questions and concerns, please email <u>DCSPaymentResearchUnit@dcs.in.gov</u>