

Invoices  
 Invoice  
 Calendar Types (Differences)

Type of Calendar	Service Type	Attendance Requirement	Functionality	UFS Set-Up
Check Box	Monthly	Residential service 14 day rule	Units authorized X rate	YY
Check Box	Monthly	Minimum 1 day *	Units authorized X rate	YN
Units	Non-Monthly	enter units/day	Payment = Units X Rate	NN
Units with In & Out Times & Worker	Hourly, Session, or Visit	Hourly unit type enter in and out times, units will self calculate; other unit types enter units and in and out times, also enter worker name	Payment = Units X Rate	NI
Purchase Reimbursement	Per Item or Variable	enter day of purchase, units, dollars paid	Payment = total dollars paid	NP

\* do not use for residential services

Please make sure to set up all your vendors on UFS menus PSMEN1 option #1, PSME81 options #1 and #8.

## Invoices

### Invoice XML Upload

How to Transfer TAI and DS1964 spreadsheet data from the Web to UFS

1. Log on to the system.
2. Select a SPN.
3. Select the Invoices tab.
4. Select the Invoices XML Upload sub tab.
5. Click on the TRANSFER SPREADSHEET DATA button.
6. All XML documents will be sent to UFS and run through option #30 on the ATMENU.
7. To view your Option #30 report click on the VIEW SPREADSHEET DATA TRANSFER SPOOL FILE.