eBilling Training

POS

Administration

Role Assignment

A brief overview.

Each user is assigned a role. Each role gives the assigned user a specific set of system privileges. Most Regional Center users will either be analysts or readers.

RC Supervisor: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The RC Supervisor user role is able to transfer spreadsheet data between UFS and the eBilling website, but is not able to transfer any other data between the eBilling website and UFS; manage the regional center calendar; or enable regional center specific options. The RC Supervisor user profile has access to all service provider numbers (SPN's). The Regional Center Analyst is unable to create other user profiles.

RC Analyst: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The RC Analyst user role is able to transfer spreadsheet data between UFS and the eBilling website, but is not able to transfer any other data between the eBilling website and UFS; manage the regional center calendar; or enable regional center specific options. The RC Analyst user profile ***only*** has access to assigned service provider numbers (SPN's). The Regional Center Analyst is unable to create other user profiles.

Reader: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Reader is only able to view information for assigned service provider numbers. The Reader is unable to update, delete, or submit invoices. The Reader is unable to create other user profiles.

Administration
System Values

There are several system value options that your Regional Center may choose to enable. They are:

- Allow billing over the Authorized Units/Dollars Allowing A/O Detail

- Setting Auto E-Mail Notifications for Vendors who receive turnaround invoice (TAI) spreadsheets that are uploaded to the web

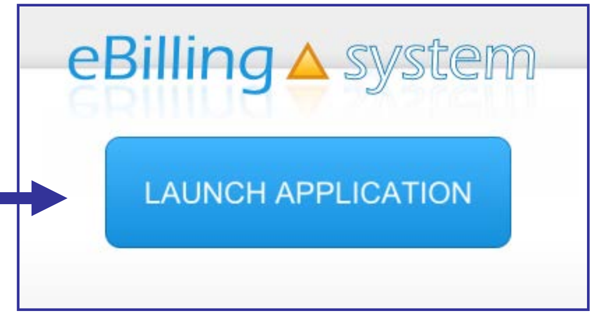
- Setting Regional Center E-Mail Contacts

eBilling system

All Users

Log In

1. Click the LAUNCH APPLICATION button.
2. Enter your User ID and Password
3. Click the LOGIN button.
4. If you do not have a User ID please contact your Regional Center.



REMINDER: Please change your password the first time you log in.

eBilling system

All Users

System Information

Quick Facts

- ✓ You will be prompted to change your password every ninety days.
- ✓ After twenty-five minutes of inactivity, you will be logged out of the system. Make sure to save all updates as you are making changes to avoid being logged out of the system and losing your work.

All Users

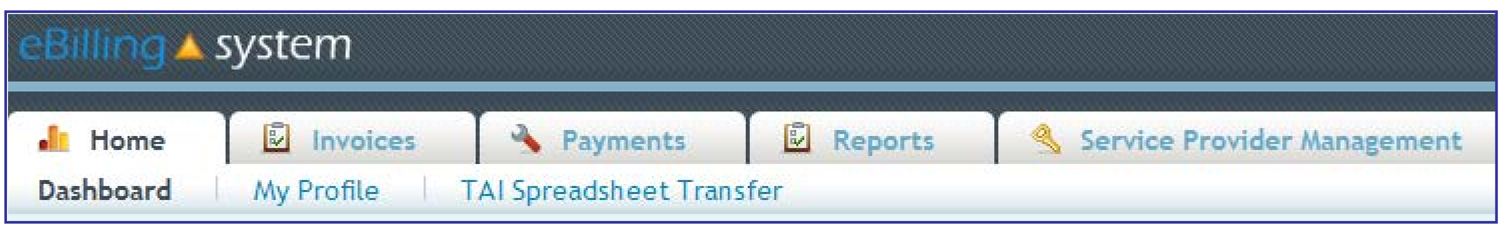
Home Tab

Dashboard

- The eBilling system is arranged in a series of tabs and sub tabs. To move from section to section click on the appropriate tab.

- Functions and tabs are available depending on your user role assignment. If you feel you are not able to access the appropriate areas, please contact your Regional Center and have them update your user role assignment.

- There is a help link in the upper right hand corner of each screen.



eBilling system

<u>All Users</u>

Home Tab

My Profile

How to Update Your User Profile

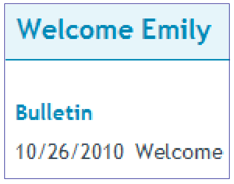
1. Click the <u>My Profile</u> tab.
2. Make the desired changes.
3. Click UPDATE to save the changes.

This is the area where you are able to change your password. ***Please remember to reset your password the first time you log into the eBilling system.***

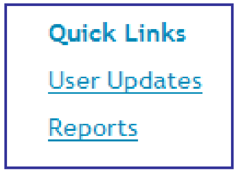
All Users

Home

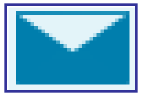
Other Options



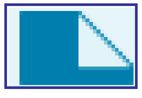
Bulletins are posted by the Regional Centers and will appear on the top left of the home screen.



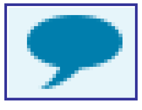
Quick links are available on the home screen and provide one click access to other frequently used areas of the application.



E-Mail icon appears on the upper right corner of the screen and will allow you to send an e-mail to the designated Regional Center contact.



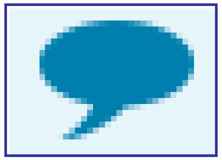
Attach Documents icon appears on the upper right corner of the screen and allows you to upload documents that the Regional Center will then be able to access.



Comments icon appears on the upper right corner of the screen and allows you to enter comments for the Regional Center to read.

All Users

Home



eBilling system

Comments:

• The invoice level comments will be available on the website. Only invoice detail line level comments will be transferred to UFS for Regional Center staff to view.

• Invoice detail line level comments are meant to convey important information to POS staff at the Regional Center (ex. This invoice line was deferred because…).

• Will be seen only by POS Regional Center staff.

• Should be kept brief (two sentences or less).

•Are not for communication with Service Coordinators.

<u>All Users</u>

Home

Documents:

✓ Attached documents will only be flagged on Regional Center reports if they are attached to specific invoice detail lines.

✓Regional Center staff will have to log onto the eBilling system to access the attached documents.

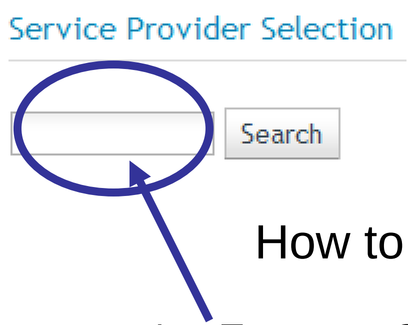
✓Documents attached at the invoice level will not appear on Regional Center reports.

eBilling system

All Users

Home

Dashboard



How to Select a Service Provider Number (SPN)

1. Type your SPN number in the Service Provider Selection search box.
2. Click SELECT.
3. A pop up box will appear. Click OK to approve your selection.

OR

1. Select the appropriate SPN number (by clicking on it once) from the SPN list located under the SPN search box.
2. A pop up box will appear. Click OK to approve your selection.

After selecting an SPN the selected service provider information will appear at the top of the screen.

You will be unable to view any information available under the invoices, payments, and reports tabs unless you first select an SPN number.

eBilling system

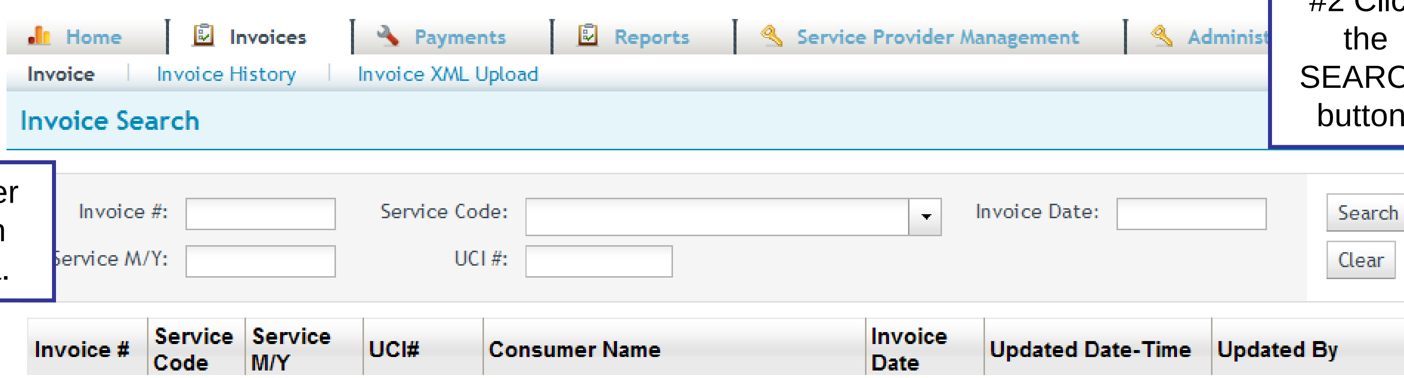
Invoices

Invoice

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 tab.***
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.

eBilling system

Invoices

Invoice

How to View an Invoice

1. Search 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.

eBilling system

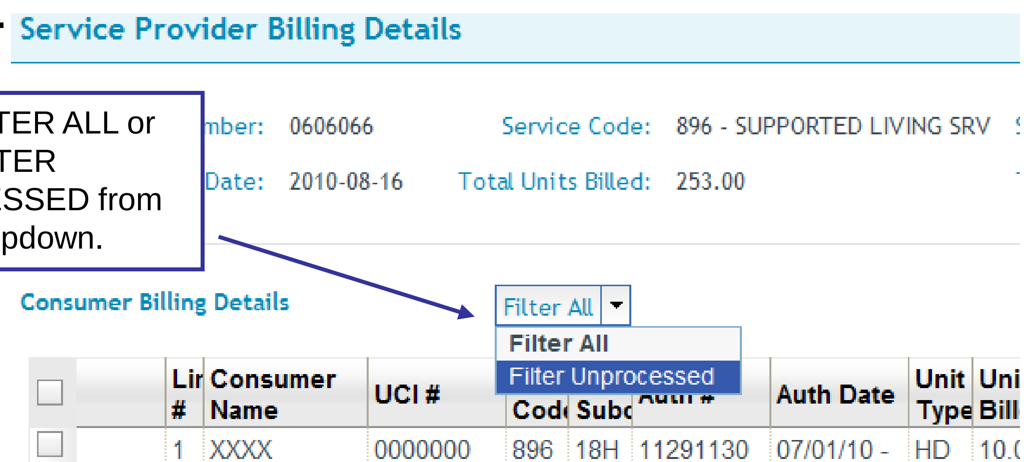
Invoices

Invoice

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.

Select FILTER ALL or FILTER UNPROCESSED from the dropdown.



Invoices

Invoice

Calendar Types

Type of Calendar	Service Type	Attendance Requirement	Functionality	Set-Up
Monthly Check Box For Residential Services	Monthly	Residential service 14 day rule	Units authorized X rate	YY
Check Box	Monthly	Minimum 1 Day **(Do not use for residential services).**	Units authorized X rate	YN
Units Calendar	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; worker name entered for both unit types	Payment = Units X Rate	NI
Purchase Reimbursement	Per Item or Variable	Enter day of purchase, units, dollars paid	Payment = total dollars paid	NP

Invoices

eBilling system

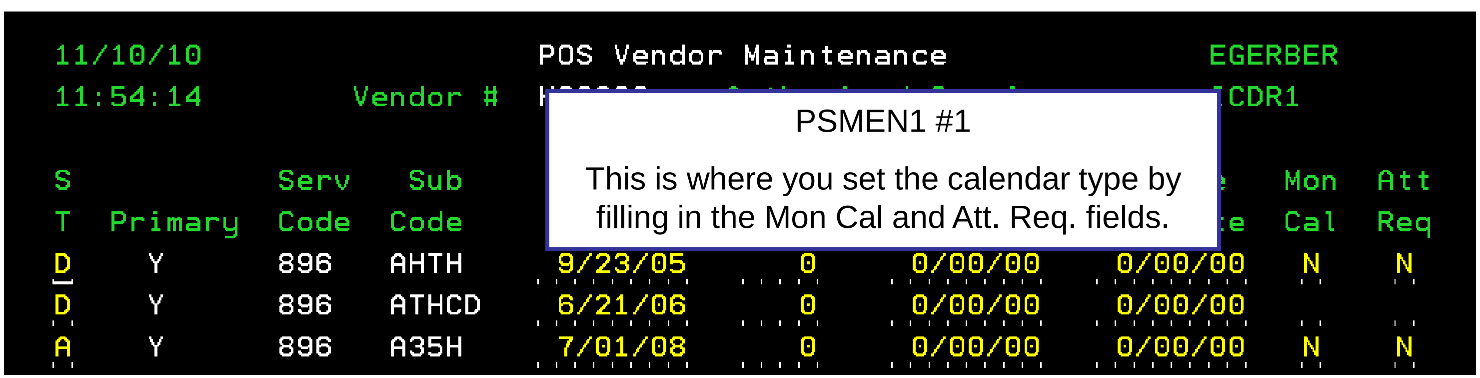
Invoice

UFS Changes

It is very important that all vendors are set up correctly in UFS.

- Make sure to set the correct calendar type on PSMEN1 #1 by filling out the Monthly Calendar (Mon Cal) and Attendance Required (Att Req) fields.

- Make sure all vendor information is updated on PSME81 options #1 and #8



<u>Invoices</u>

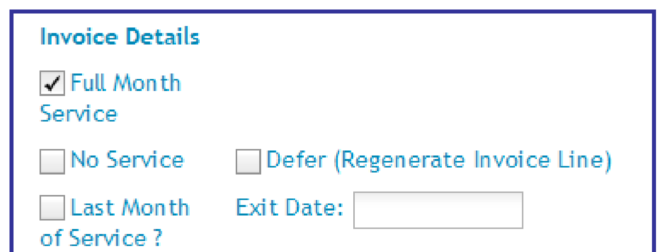
Invoice

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.

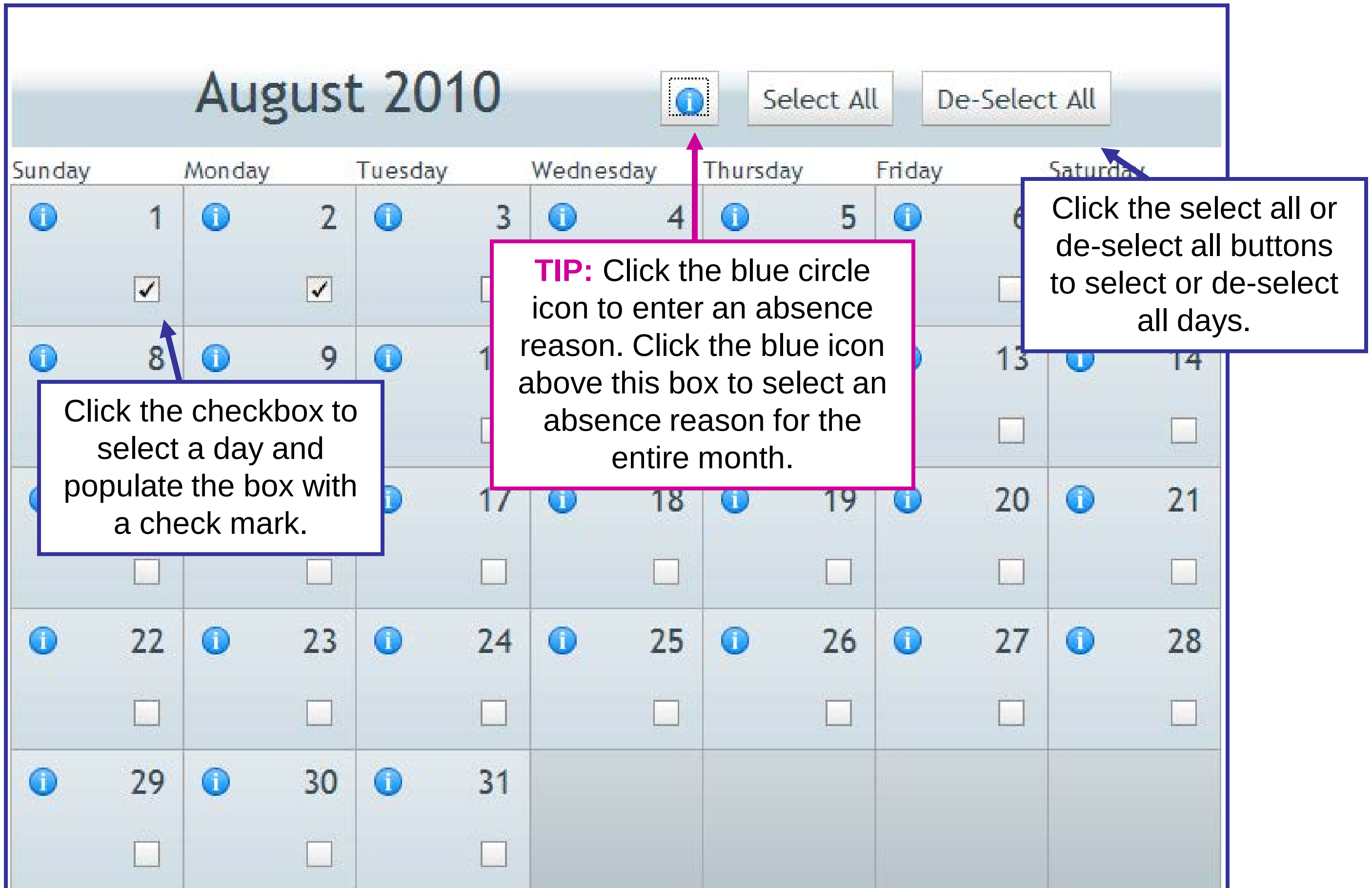
TIP: On the right side of the screen you can mark an invoice line as Full Month of Service, No Service, Defer, or Last Month of Service.



Invoices

Invoice

Monthly Check Box Calendar



Invoices

Invoice

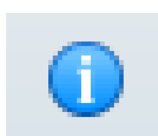
eBilling system

Absences and Absence Reasons

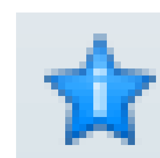
On the Checkbox type calendar you have the option of entering an absence for consumers. You must be viewing the invoice detail line in the EDIT/UPDATE mode.

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 system

Invoices

Invoice

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 the 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:	0 / 0 Days *Pro-ration will occur if full month checkbox and sufficient days not selected.
Unit Rate:	5033.060
Gross Amount:	$ 0.00

Received Revenue Details

-:	0.00
-:	0.00
-:	0.00
Total Received Revenue:	$0.00
Net Amount:	$ 0.00 *Pro-ration will occur if full month checkbox and sufficient days not selected.
Overage Reason:	

<u>Invoices</u>

eBilling system

Invoice

Units Calendar

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

1. Place you 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 attendance calendar entry box.
10. Click the UPDATE or UPDATE NEXT button to save your changes.

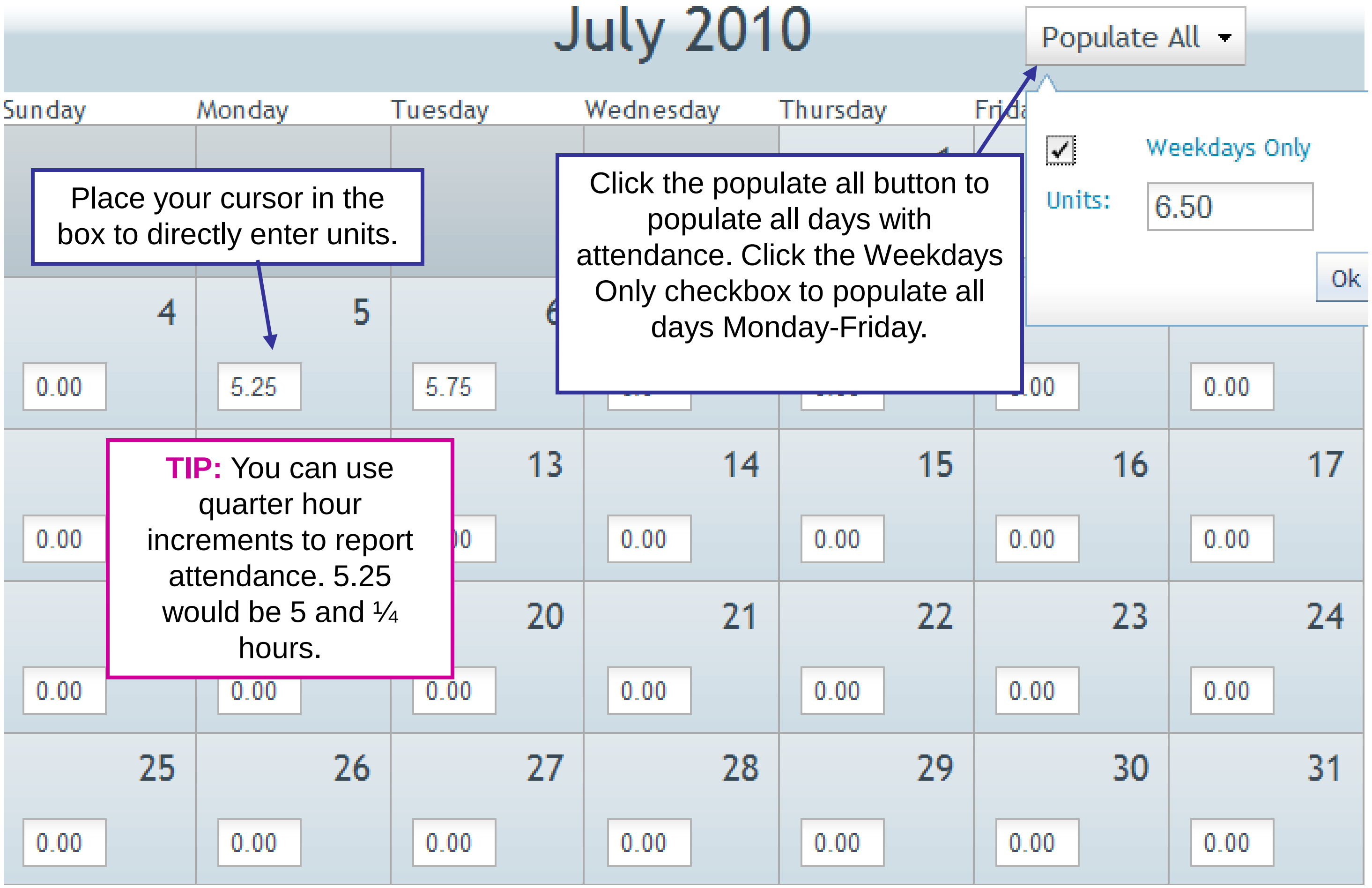
eBilling system

Invoices

Invoice

Units Calendar

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



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

eBilling system

Invoice

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 <u>will not</u> automatically calculate, but will need to be manually entered.

1. Click in the <u>In Time</u> 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 <u>Out Time</u> 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 to save your changes.

Invoices

eBilling system

Invoice

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.

Invoices

Invoice

Units Purchase Reimbursement

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 Regional Center reports if they are attached to specific invoice detail lines.

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

Invoices

eBilling system

Invoice

Units Purchase Reimbursement

#3 Attach supporting documentation to the invoice detail line.

August 2010

Date	Units	Amount	
08/02/10	20.00	$100.00	DELETE
08/26/10	10.00	$100.00	DELETE

#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: 30

Total Amount: 200.00

The total Units and Amount will automatically populate.

#1 Click the ADD ROW button.

Add Row | Update | Update-Next

Invoices

Invoice

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 vendor could not submit their bill at this time. The Regional Center will then resend the invoice line 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 the Regional Center 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.

Defer

No Service

Invoices

eBilling system

Invoice

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.

☐		Lir #	Consumer Name	UCI #	SVC Cod	SVC Subc	Auth #	Auth Date	Unit Type	Unit Bill	Days Attend	Gross Amount	Net Amoun	No Ser	Def
			JOSEPHINE					05/31/12							
☐		5	XXXX, AMY	0000000	896	35H	11296795	07/01/10 - 09/30/10	HD		0				Y
☐		6	XXXX, AMY	0000000	896	5H	11301224	07/01/10 - 09/30/10	HD		0			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.

Invoices

eBilling system

Calendar Template

Invoice

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 <u>must be</u> updated with absences.

Invoices

eBilling system

Add Invoice Line

Invoice

Adding Attendance Only (A/0) 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:		UCI #:	
Authorization #:	11304024	SVC Code - Description:	896 - SUPPORTED LIVING SRV
Authorization Dates:	07/01/10 - 06/30/11	Units Type:	M-MONTHLY

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

eBilling system

Invoices

Invoice

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.

Click this icon to print the report.

Click this icon to save the report to your computer.

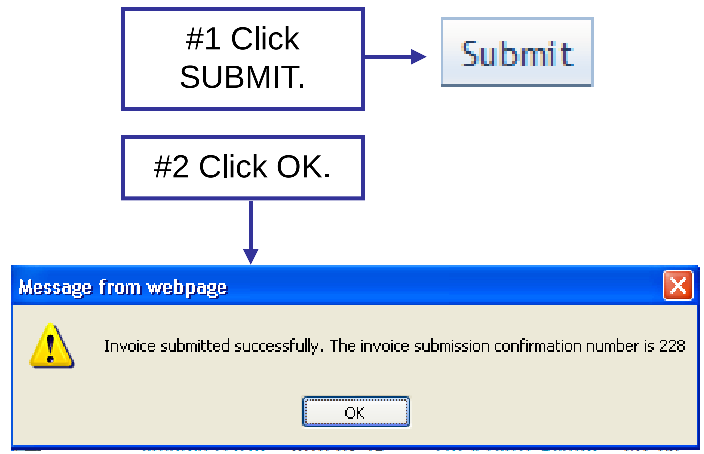
eBilling system

Invoices

Invoice

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.

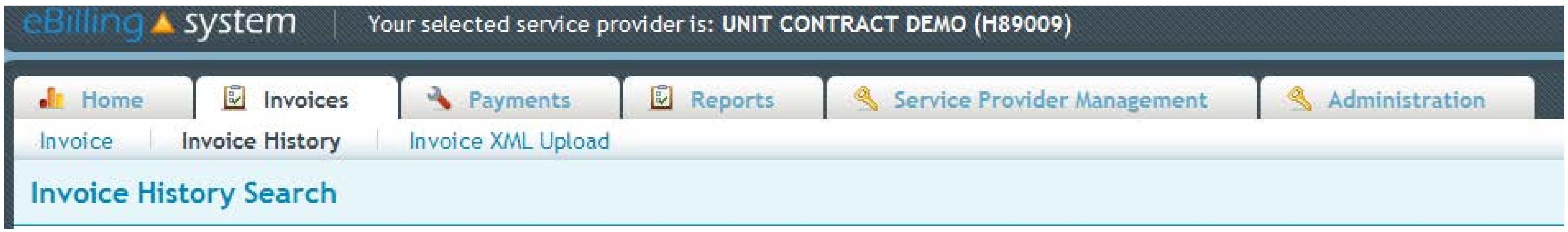


Reminder: If the service month of the invoice is the current month, it can not be submitted until a certain date. The date is usually near the 27th or the 28th. This date is determined by each Regional Center. An invoice can not be submitted prior to that date for the month of service. For example, if the service month is November and the Regional Center set the submit date to the 27th, the first date the invoice can be submitted is 11/27. A previous month of service would not be affected.

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.

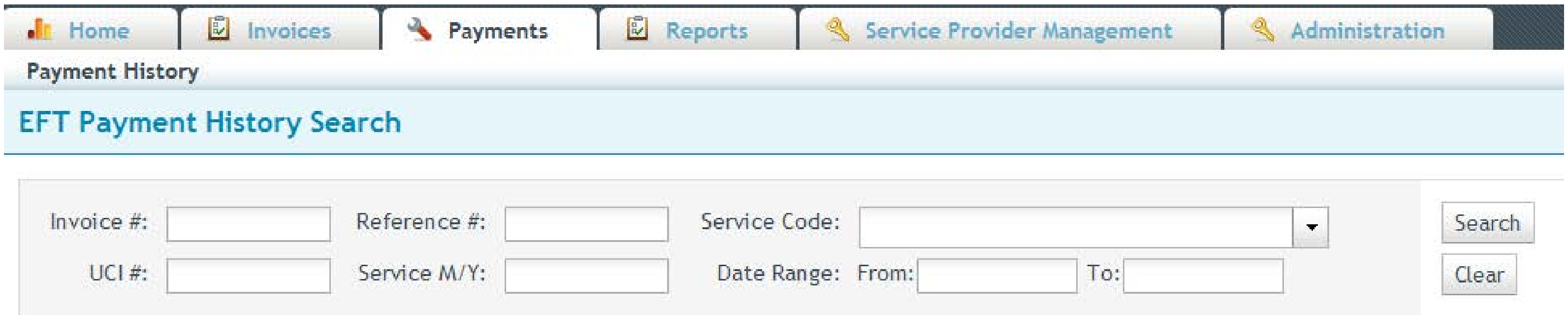
✓You must choose an SPN number on the Home tab to view the Invoice History sub tab.

✓You are able to print invoice details from the Invoice History sub tab.

Payments

Payment History

EFT Payment History Search



✓ 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.

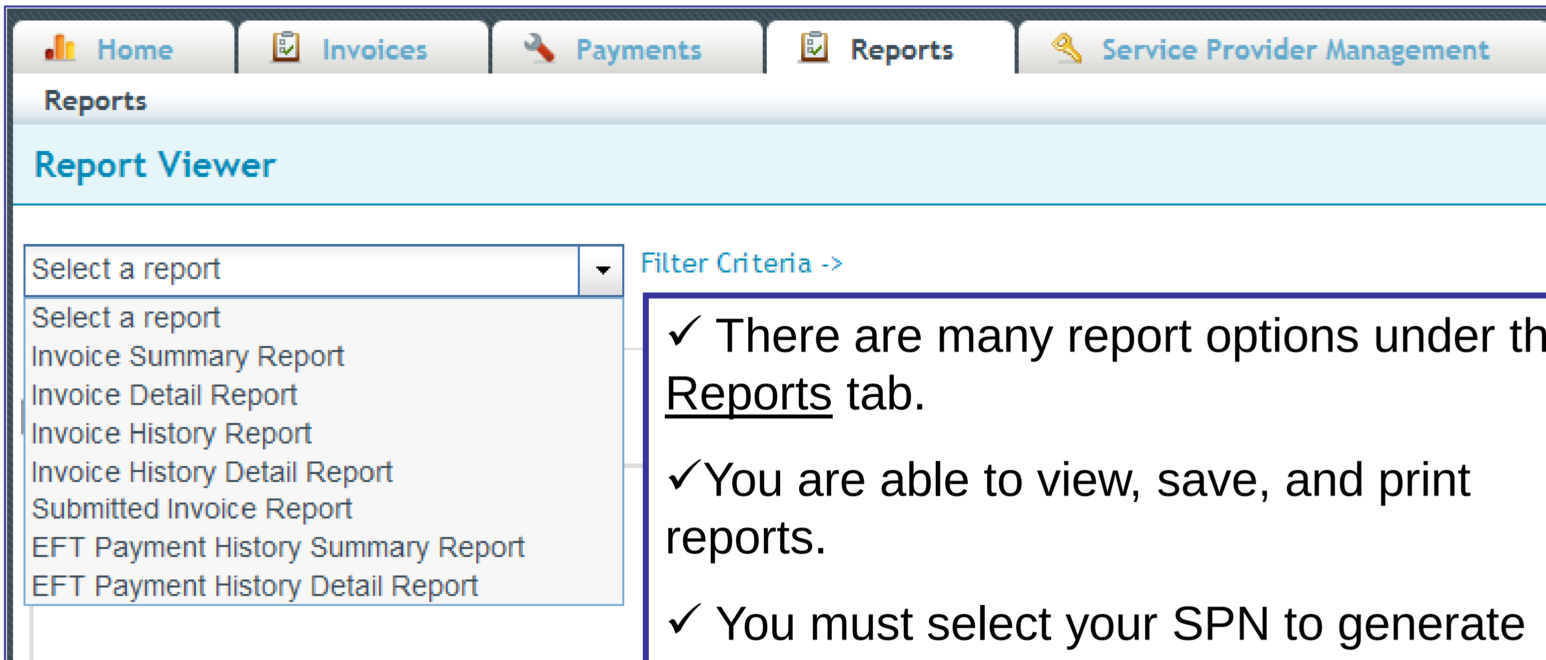
✓To view a selected EFT Payment History for an invoice, click anywhere on the invoice line.

✓ 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.

Reports

Reports

Overview



- ✓ There are many report options under the <u>Reports</u> tab.
- ✓You are able to view, save, and print reports.
- ✓ You must select your SPN to generate and view reports.

Reports

Reports

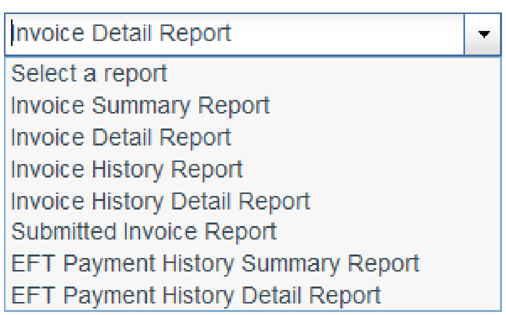
How to Generate a Report

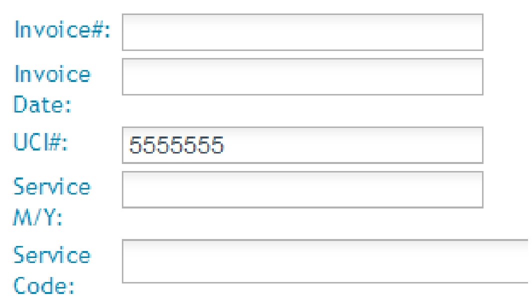
1. Click the Reports tab. (Make sure you have selected the appropriate SPN).

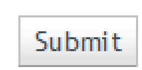
2. Choose a report from the drop down menu on the left.

3. Enter the appropriate search criteria on the right hand side of the screen. (The search criteria will changed depending upon the report you've selected).

4. Click SUBMIT.







#1 Choose Report.

#2 Enter Search Criteria.

#3 Click Submit.

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.

Click this icon to print the report.

Click this icon to save the report 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.

eAttendance

Web vs. Spreadsheet

eBilling ▲ system

eBilling Website		Updated EAProcessing.xls Spreadsheet	
1.	Run Option #20 on UFS.	1.	Run Option #20 on UFS.
2.	Open the EAProcessing.xls file. Click the CREATE INVOICES button.	2.	Open the EAProcessing.xls file. Click the CREATE INVOICES button.
3.	Upload the electronic turn around invoices to the eBilling website.	3.	E-mail the electronic turn around invoices to vendors.
4.	Vendors fill out the invoices, create the XML, and upload them to the eBilling website.	4.	Vendors fill out the invoices and e-mail them back to the Regional Center.
5.	RC Analyst logs onto the eBilling website and transfers the spreadsheet data to UFS. Option #30 is generated automatically.	5.	Regional Center personnel clicks the upload received files button on the EA_Processing.xls spreadsheet.

eBilling system

eAttendance

Computer Set Up and Required Files

✓All eAttendance files needed for processing will now be kept in a folder called EA-XML.

✓This folder can be saved anywhere on your computer.

✓Electronic Attendance files must be processed on a computer with Microsoft Excel 2003 or 2007.

✓DDS will supply each Regional Center with their Regional Center specific EA-XML folder.

✓Whether you choose to use the web or e-mail invoices your, Regional Center must use the updated files.

These are the files you will need to have in your EA-XML folder. You can save your EA-XML folder anywhere on your computer, but do not rename the folder. You must have a new version of the DS1964 and EA Processing file to process turn around invoices.

New Files	File Folder
ATTVND.csv	Microsoft Office Excel Comma Separated Values File
atvnd.bat	MS-DOS Batch File
Atvnd.csv	Microsoft Office Excel Comma Separated Values File
ATVND.dtt	Data Transfer To iSeries Server
atvnd.fdf	Adobe Acrobat Forms Document
ATVND.txt	Text Document
Atvndold.fdf	Adobe Acrobat Forms Document
atvndqryf	File
atvndqryf.bat	MS-DOS Batch File
atvndqryf.dtf	Data Transfer From iSeries Server
atvndqryf.FDF	Adobe Acrobat Forms Document
atvndqryfold.FDF	Adobe Acrobat Forms Document
ATVNDtodd.csv	Microsoft Office Excel Comma Separated Values File
DS1964.xls	Microsoft Excel Worksheet
EA_Processing.xls	Microsoft Excel Worksheet

Home Dashboard

eBilling system

TAI and DS1964 Spreadsheet Files
Available Files for Download

✓For Vendors using the web to access their eAttenandce spreadsheets, the Regional Center will upload the electronic TAI to the eBilling website.

✓Vendors would then be able to log onto eBilling, download their invoice, fill in the attendance information, and upload it to the web.

✓Regional Center staff would then be able to transfer the data to UFS.

✓You can choose to continue to e-mail the files, utilizing the current eAttendance process.

Vendors will see files available for download on the right side of the Home Dashboard. There will be a blue DOWNLOAD button on the right side of each available invoice.

Available Files for Download

Service Provider #	File Name	Posted Date	Download
H88855	H88855 9-2004 883.xml	2010-10-28 09:07:04	DOWNLOAD
H88954	H88954 Group .xls	2010-10-31 12:49:18	DOWNLOAD
H88954	H88954 Group .xls	2010-11-03 02:10:35	DOWNLOAD
H88954	H88954 Group .xls	2010-11-03 02:10:53	DOWNLOAD
H88957	H88957 Group .xls	2010-10-31 12:49:18	DOWNLOAD

eAttendance

TAI and DS1964 Spreadsheet Files Compatibility

✓The new TAI and DS1964 spreadsheets are different than the old TAI and DS1964 spreadsheets.

✓Please make sure you use the new spreadsheets.

✓Please make sure that your Vendors are all using new spreadsheets.

✓The old TAI and DS1964 spreadsheets are not compatible with the new eBilling system or new eAttendance processing file.

✓If a Vendor provides 950 services to consumers served by multiple Regional Centers, they will need to copy the information in the old DS1964 to the new DS1964 (for your Regional Center) until all Regional Centers have switched to the new eBilling system.

eBilling system

eAttendance

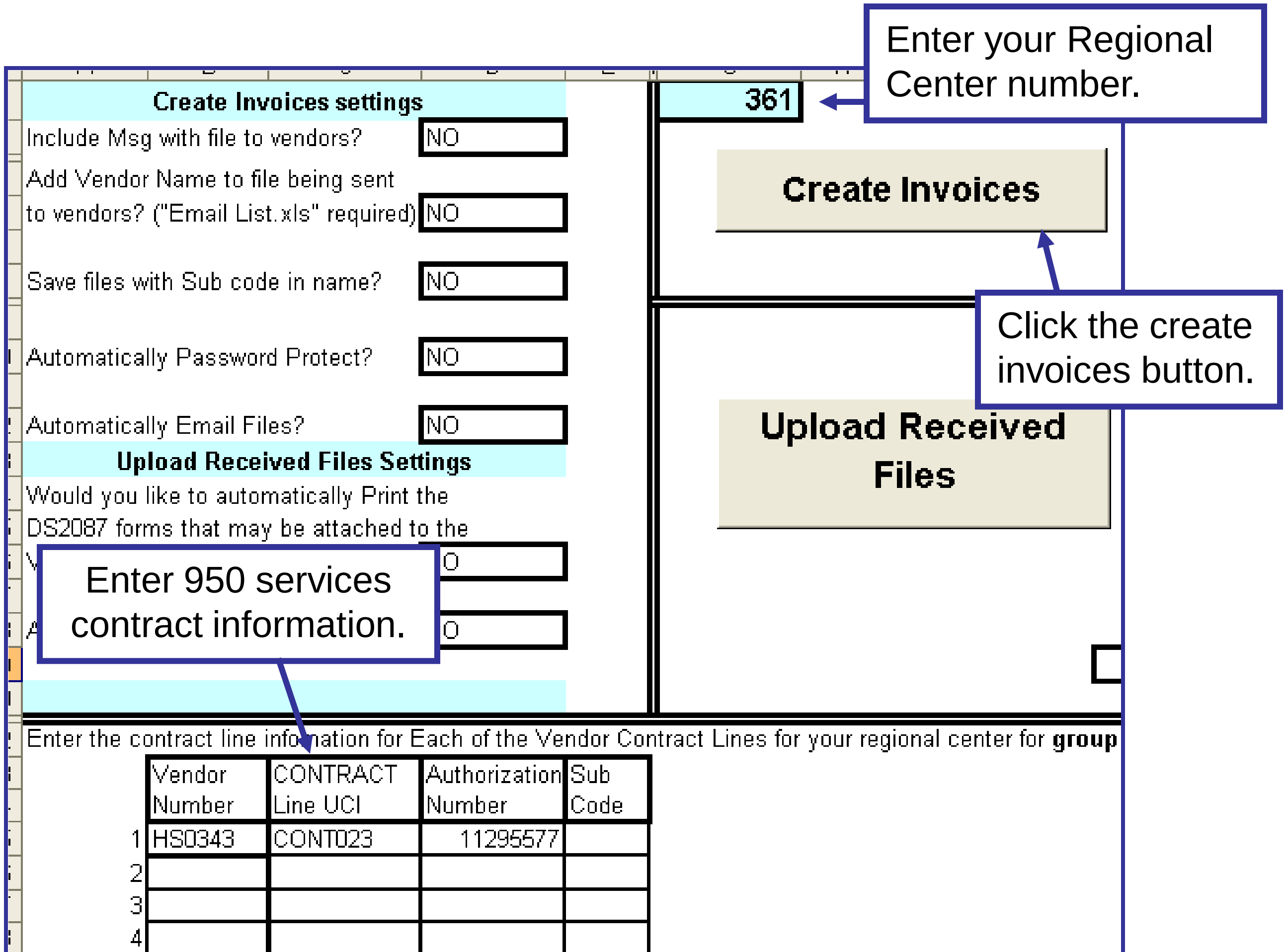
Creating TAIs

1. Open the EA_Processing.xls file.
2. Make sure your Regional Center number is in cell G1.
3. Fill out the group service contract box with Vendor number, contract UCI, authorization number, and sub code if applicable.
4. Log onto UFS and run Option #20 on the ATMENU.
5. Click the CREATE INVOICES button.
6. After the transfer is done click ENTER.
7. The Microsoft Excel TAIs will either be saved to your New Files or My Documents folders.

eBilling system

eAttendance

Creating TAIs



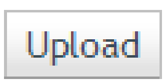
Home

TAI Spreadsheet Transfer

How to Upload Files to the eBilling Website

1. Log on with a user profile authority of RC analyst or above.
2. Click the TAI Spreadsheet Transfer tab.
3. Click the SELECT button.

4. A pop up will appear.
5. Choose the file you would like to upload for the vendor. Click OPEN.
6. Click the UPLOAD button.



7. The file should be uploaded. It will now be available for the vendor to download. If the incorrect file is uploaded, just use the DELETE button and start over.

TIP: Please do not change the file name. The eBilling system will not recognize the file if the name is changed.

eAttendance

eBilling system

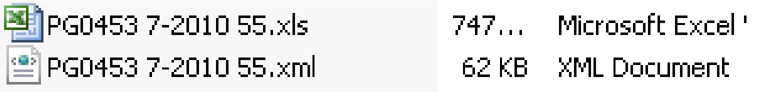
TAI and DS1964 Spreadsheet Files- XML

If your vendor will be uploading their turn around invoices to the eBilling website then they will need to convert it to a XML document.

1. The vendor will fill out the invoice as they normally would.
2. Click the EXPORT XML button.

3. The XML file will be created in the same folder as your original file. It will contain the same name, but be a .XML document. This is the file the Vendor needs to upload to the eBilling site.

The top file is the original Excel TAI. The bottom file is the .XML file that is ready to be posted to the eBilling website.



Invoices

XML Upload (From the WEB to UFS)

Available Files

You will be able to transfer invoices into UFS and run option #30 from the eBilling website with a single button click.

1. Log on with a user profile authority of RC analyst or above.
2. Under the Invoices Tab click on the Invoice XML Upload Sub Tab.
3. Click the TRANSFER SPREADSHEET DATA button.

4. All attached documents with a U-Uploaded status will be transferred to UFS and run through Option #30.
5. Please note the batch number that is displayed on the invoice list.

•U Status indicates the file has been uploaded to UFS.

•S Status indicates the file has been uploaded to eBilling by the vendor, but has not yet been uploaded to UFS.

Administration

Data Transfer

View Spreadsheet Data Transfer Spool File
Option #30

After transferring the data to UFS from eBilling, option #30 will run automatically. You will be able to view the report without ever logging onto UFS. You are also still able to view the #30 report on UFS.

1. You must be logged in as at least a Regional Center analyst.
2. Under the Invoices Tab click on the Invoice XML Upload Sub Tab.
3. Click the VIEW SPREADSHEET DATA TRANSFER SPOOL FILE button. View Spreadsheet Data Transfer Spool File
4. A pop up window will appear. Click on the report you would like to view.

TIP: To print the report from the eBilling website, right click on the report and select print from the menu.

eBilling system

Administration

Data Transfer

Multiple User Upload Processing on UFS

- ✓ More than one Regional Center accounting staff will be able to upload files to UFS at the same time.
- ✓ When processing files uploaded using the updated spreadsheet, you will be asked to enter your initials. Please do so. You will need to enter the initials when running options 30, 40, or 50 on the UFS ATMENU.
- ✓ When processing files transferred from eBilling, you will need to enter the batch number to run options 40 or 50 on the UFS ATMENU. The batch number can be found in the upper left corner of the Spreadsheet Data Transfer Spool File (Option #30 Report).

This would be batch M10V1. This batch number would be entered on UFS when prompted prior to running 40 or 50.

```
BATCH INITIALS(MEMBER NAME): M10V1
```

If you still have questions please contact the AST help desk.

AST@dds.ca.gov

916.654.1466