

Revision History

This section will contain details of changes to the document.

Date	Version	Description of Updates	Author
2/14/2013	1.1	Technical Bulletin 450A	DDS

New Program to Reset Authorization Invoice Prep Flag For Deferred Invoice Lines

A new program is available on Uniform Fiscal Systems (UFS) Menu PSEB01 Option 9. *Reset Auth Invoice Prep Flags for Deferred Invoice Lines* will automate the resetting of Purchase of Service (POS) authorization invoice prep flags when the invoice line was “deferred” on the eBilling website. This new program was requested by regional centers as part of the Association of Regional Center Agencies (ARCA) Enhancement process.

Background

The eBilling application provided to the regional centers by the Department of Developmental Services requires that POS providers update every line of an invoice before an invoice can be submitted to the regional center for payment. Regional centers requested that providers be able to mark an invoice line as “defer” when the consumer has received a service, but the provider cannot bill on the invoice line provided. The defer feature allows the provider to complete their invoice and submit it for payment in a timely manner. Reasons to defer an invoice line vary: a time card may be late or an authorization change may be in process. It is recommended that the provider include the reason for the deferral in the comments field of the invoice line. When an invoice line is deferred, the regional center understands the vendor still needs to bill for the deferred service. The regional center must reissue the invoice line on a new invoice so the provider can bill for the “deferred” service. To regenerate an invoice line, regional center staff must update the authorization invoice prep flag and rerun invoices for the period. The process is currently being accomplished manually. The enhancement includes a new program to automatically reset invoice prep flags for deferred invoice lines so that invoices may be generated. This program will only reset invoice lines for invoices submitted through eBilling. The defer flag is stored on the UFS attendance record and can only be set using eBilling.

How to Use the New Program

Go to UFS menu, PSEB01 and select Option 9. *Reset Auth Invoice Prep Flags for Deferred Invoice Lines*.

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Menu: PSEB01           Accounts Payable Services           User ID:
2/04/13 11:18:24           Electronic Billing

1. Select EB Invoices for Batch
2. Print EB Invoices from Web

3. Enter/Update Invoices
4. Edit Invoices
5. Accrue Invoices
6. Accrual Batch Control reports menu

7. Attendance History Report for selected Consumer
8. Attendance History Report for selected Vendor

9. Reset Auth Invoice Prep_Flags for Deferred Invoice Lines

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Figure 1 UFS Menu PSEB01 Option 9

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2/04/13 10:19:57  RESET AUTH INVOICE PREP FLAGS  BGOLTERM
PS630P           FOR DEFERRED INVOICE LINES    HQR400

Batch Initials:  __
(Enter initials, if blank all initials)

Service Month and Year Range (MM/YYYY):
Beginning Service Month/Year: 00 / 0000
Ending Service Month/Year: 00 / 0000
(If zeros all service months)

Invoice Submitted Date Range (MHDDYY):
Beginning Invoice Submit Date: 0/00/00
Ending Invoice Submit Date: 0/00/00
(If zeros all invoice submit dates)

Set Invoice Prep fields to:  _
(Enter an On Demand code or leave blank, if blank, set to blank)

F3=Exit  F6=Process  F12=Cancel

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Figure 2 Option 9 Reset Auth Invoice Prep Flags for Deferred Invoice Lines – selection screen

There are no required fields on the selection screen; however, the following fields will narrow the results:

- Batch Initials – these are the initials assigned to the invoice when the invoice was processed using eBilling Batch (PSEB01 Option 1. *Select EB Invoices for Batch*). These initials are only used as selection criteria.
- Service Month and Year Range – Enter only if you wish to narrow the results.
- Invoice Submitted Date Range – this is the date the provider submitted the invoice on the eBilling website. This is **not** the date the invoice was transferred to UFS.

The user, also has the option to set the invoice prep field to an “on demand” code. “On demand” codes are used when generating turnaround invoices to indicate which

authorizations should be included in the invoice batch. If this field is left blank, the invoice prep flag on the authorization will be cleared; otherwise, it will set the invoice prep flag to the “on demand” code indicated. Valid “on demand” codes include any alphabetical character except N or P.

Once the user has entered the optional selection criteria and/or “on-demand” code, press F6 to move to the invoice selection screen. The system will present the user with all eBilling invoice lines that meet the selection criteria entered as well as the following:

- The invoice line has been set as “deferred’ on the eBilling website.
- The invoice has been processed through eBilling Batch (PSEB01 Option 1. Select EB Invoices for Batch).
- The invoice number in the authorization “B” record for the service month matches the invoice number of the deferred invoice. (This can be verified on PSME51 Option 13 *Authorization file “B” record.*) This criterion ensures that the authorization invoice prep flag is not reset again if the invoice was manually reset and a new invoice generated.

Invoice lines will include the vendor name, vendor number, invoice number, invoice line number, service month and year, batch initials, unique consumer identifier (UCI), consumer name, authorization number, service code, sub-code, and the first line of the comments entered on the eBilling website that is attached to the invoice line. Invoice lines will be sorted in vendor name order. A search function is available to search by a partial or full vendor name. Page up and page down will move the user through records when they span multiple pages.

Select an invoice line to reset the invoice prep flags by entering a “1” on the Opt (option) line preceding each invoice line and press ENTER or press F10 to set all invoice lines to process. A selected invoice line will display with a “Y” in the column Opt1. To deselect an already selected invoice line, enter a “1” on the Opt line and press ENTER, the “Y” in the column Opt1 will be removed.

Invoice lines can be permanently removed from display if the user does not want to automatically reset the invoice prep flag. Enter a “4” on the Opt (option) line preceding each invoice line you wish to permanently remove from display and press ENTER. A selected invoice line to remove from display will display with a “Y” in the column Opt4. The option to remove an invoice line from display can be used if it is determined that an invoice line should not be reissued, or further research is required prior to reissuing the invoice. The displayed comments can be used to determine if an invoice line should be reissued. This feature will keep the invoice line from showing up each time the user accesses the program. The invoice can still be reissued if the invoice prep flag is updated manually. Invoice lines that have been removed from display can be reset manually using either PSME22 Option 1 Enter/Update Service Authorizations or PSME22 Option 5 Maintain Non-Fiscal Authorization data. To deselect an already selected invoice line to remove from display, enter a “4” on the Opt line and press ENTER, the “Y” in the column Opt4 will be removed.

Once invoice lines have been selected to either reset the invoice prep flag or remove from display, press F6 to process. Records will be updated, the user will be returned to the menu and two reports will be generated.

- The report, *Reset Auth Invoice Prep Flags for Deferred Invoice Lines – Reset Invoice Prep Flags* report includes a list of all invoice lines processed to reset the invoice prep flags. This report also includes a summary intended to help the user enter the required criteria for reissuing turnaround invoices. Printer defaults have been enabled for this report; use report id PS630R01.
- *Reset Auth Invoice Prep Flags for Deferred Invoice Lines – Remove from Display* includes a list of all invoice lines processed to remove the invoice line from display. This report is intended for use in following up on invoice lines that need further research. Printer defaults have also been enabled for this report; use report id PS630R02.

Reissuing Turnaround Invoices

Once the authorization invoice prep flags have been reset, turnaround invoices can be reissued according to your regional center schedule. Please be aware, there is one invoice prep flag for an authorization. If your regional center creates authorizations with multiple service headers, and invoices do not need to be reissued for all service headers, care should be taken while generating turnaround invoices so that only the appropriate invoices are created. This is true even when “on demand” codes are used. The summary provided on the report, *Reset Auth Invoice Prep Flags for Deferred Invoice lines – Reset Invoice Prep Flags*, will be helpful in entering selection criteria to generate turnaround invoices only for the intended service headers. It may be necessary to generate invoices in multiple batches.