



# **ARKANSAS DEPARTMENT OF HUMAN SERVICES**

## Division of Children and Family Services Provider Invoice Entry (PIE) Website User Guide



### **DCFS Provider Invoice Entry**



Last revised December 8, 2017, for PIE 4.0

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## Introduction

This guide describes how to use the Arkansas Department of Human Services Provider Invoice Entry (PIE) website. PIE enables service providers with Division of Children and Family Services (DCFS) contracts to create, review and print invoices and perform other related activities.

This guide is for two groups of people who use PIE: Provider users and provider administrators. These terms also describe levels of access to the site. Provider administrators create new user accounts on behalf of a provider and help other users regain access to PIE when needed.

The guide is organized into three sections:

- User functions, which include activities such as logging in, changing your contact information and updating your password and security questions. These functions are available to all authorized users.
- Provider management functions, which include tasks such as invoicing, viewing placements and subproviders and reviewing board payments. These functions are also available to all authorized users.
- Administrator functions, which include adding other PIE users and helping them regain access to PIE. These functions are available only to provider administrators.

DCFS encourages providers to finalize and submit invoices for services provided during any calendar month by no later than the 10<sup>th</sup> day of the following month. For example, an invoice for November services should be submitted by December 10.

If you still have questions after reviewing this guide, please log in to PIE and click **Help/FAQ** to see related information. You can also click **Contact DCFS** on any PIE panel and complete the online form to ask questions, report issues and so forth. DCFS staff will respond as soon as possible.





## Section 1: User Functions

This section describes processes that all PIE users follow to activate their accounts, log in and manage their user profiles.



## Activating Your PIE Account

New PIE users receive an email to activate their user accounts from their provider administrator, a person who works for the same service provider and manages PIE access.

1. In the email from the provider administrator, click the **Activate New User Link**. PIE's Activate User Account panel displays in your Web browser.

### Activate User Account

**UserName\***

**New password\***

**Confirm new password\***

\* Indicates required field

#### Password Rules

- 1) Must be at least eight (8) characters in length.
- 2) Must contain at least one character from each of the following groups:
  - Upper Case Alphabetic Characters -  
A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z
  - Lower Case Alphabetic Characters -  
a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,w,x,y,z
  - Numeric Characters -  
0,1,2,3,4,5,6,7,8,9
- 3) Cannot be the same as any previous 5 passwords.

2. Enter the User Name noted in the email.
3. Create, enter and confirm a password that conforms to the rules on the panel.
4. Click **Set Password**. The Set Security Question and Answers panel displays.

### Set Security Question and Answers

You need to enter your security questions and answers before you can access your account. All fields must be filled out.

Please note these Questions and Answers are required to reset your password. Please keep them in a safe place.

Check to hide/unhide your answers

**Question 1\*** What is the name of the hospital in which you were born?

**Answer 1\***

**Question 2\*** In what city or town was your first job?

**Answer 2\***

**Question 3\*** What is the name of your best childhood friend?

**Answer 3\***

\* Indicates required field





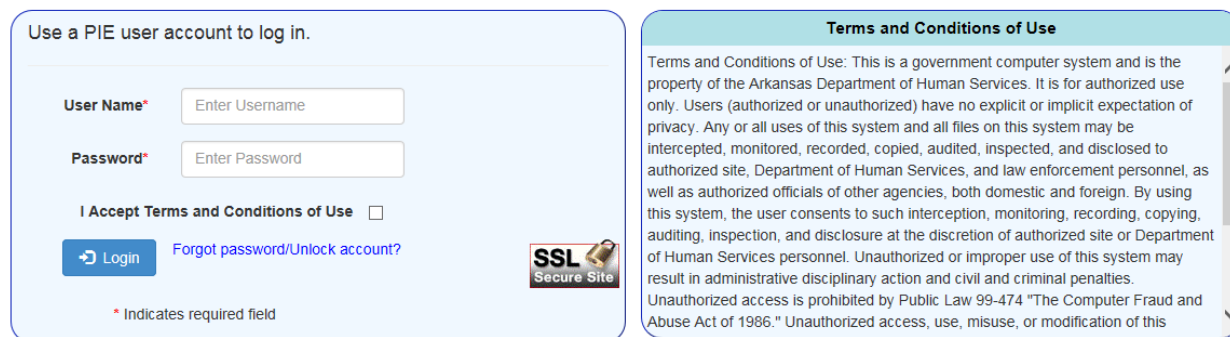
5. For each of the three questions, click the dropdown list to select a question. Choose questions with answers you'll remember without making notes.
6. Enter an answer to each question.
7. Click **Submit** or press **Enter**. A *Security Questions and Answers Saved Successfully!* message displays.

## Logging in

Only authorized users may access PIE by entering information the on PIE Account Login panel. If you need access to PIE, contact your provider administrator—a person who manages PIE user access—or click Contact DCFS and complete the online form.

1. If needed, click **Login** to display the PIE Account Login panel.

### PIE Account Login



2. Enter your User Name, which was provided in your account activation email.
3. Enter your password or create one when you log in for the first time. PIE passwords must:
  - Be at least eight characters long
  - Contain at least one upper case letter, one lower case letter and one numeral
  - Differ from your five previous passwords if you're an established user
4. Read the Terms and Conditions of Use and click the checkbox for **I Accept Terms and Conditions of Use**.
5. Click **Login** or press **Enter** to display the Current User and Activity panels.

**NOTE:** As a security measure, PIE automatically logs out users after 25 minutes of inactivity. During the final minute, a warning message enables you to extend or cancel your session.

If you do get logged out, re-enter your User Name and Password to resume your work.

## Managing Your User Profile

1. To display the User Profile panel, click **Home**, then **User Profile**.



## User Profile

User Profile		Manage Profile	
DisplayName	*** Administrator ***	<a href="#">Edit My Personal Details</a>	
UserName	[Redacted]	<a href="#">Change Password</a>	
AASIS	0	<a href="#">Change Security Questions/Answers</a>	
UserType	Administrator		
UserStatus	Ready		
PasswordDate	11/13/17		
FirstName	[Redacted]		
MI	[Redacted]		
LastName	[Redacted]		
AddedDate	11/7/2017 3:29:40 PM		
AddedBy	[Redacted]		
LastUpdatedDate	11/13/2017 6:59:15 AM		
LastUpdatedBy	[Redacted]		
Email	[Redacted]		
InActive	False		
Telephone	[Redacted]		
TelephoneExtension	2		
Last Accessed	11/13/2017 8:22:47 AM		

From this panel, you may change your:

- Email address, telephone number and extension, also known as your personal details
- PIE password
- Security questions and answers

## Editing Your Personal Details

From the Manage Profile menu, click **Edit My Personal Details**. The Edit user panel displays.

[Edit user](#)      [Go Back](#)

AddedDate	11/7/2017 3:29:40 PM	AddedBy	dkpatel	Last Accessed	11/13/2017 9:14:50 AM
-----------	----------------------	---------	---------	---------------	-----------------------

**FirstName**   
**MI**   
**LastName**   
**UserType** Administrator  
**Email\***   
**Telephone\***   
**TelephoneExtension**

     \* Indicates required field

1. Enter or update:
  - Email (required)
  - Telephone (required)
  - Telephone extension (optional)
2. Click **Save** or press **Enter**. A *User Updated Successfully!* message displays.
3. To redisplay the Manage Profile menu, click **Go Back**.





## Changing Your Password

1. From the Manage Profile menu, click **Change Password** to display the Change Password panel.

Change Password [Go Back to User Profile](#)

Current password\*

New password\*

Confirm new password\*

[Change Password](#) \* Indicates required field

### Password Rules

- 1) Must be at least eight (8) characters in length.
- 2) Must contain at least one character from each of the following groups:
  - Upper Case Alphabetic Characters -  
A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z
  - Lower Case Alphabetic Characters -  
a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,w,x,y,z
  - Numeric Characters -  
0,1,2,3,4,5,6,7,8,9
- 3) Cannot be the same as any previous 5 passwords.

2. Enter your current password.
3. Enter and confirm your new password, ensuring it conforms to the rules on the panel.
4. Click **Change Password** or press **Enter**. A *Password Changed Successfully!* message displays.

## Changing Your Security Questions and Answers

1. From the Manage Profile menu, click **Change Security Questions/Answers**. The Change User Security Questions and Answers panel displays.

Change User Security Questions and Answers [Go Back to User Profile](#)

Check to hide/unhide your answers

Question 1\*

Answer 1\*

Question 2\*

Answer 2\*

Question 3\*

Answer 3\*

[Save](#) \* Indicates required field

2. For each of the three questions, click the dropdown list to select a question. Choose questions with answers you'll remember without making notes.
3. Enter an answer for each question.
4. Click **Save** or press **Enter**. A *Security Questions and Answers Saved Successfully!* message displays.



## Resetting Your Password

1. If your account becomes locked after you make three unsuccessful login attempts or forget your password, click **Forgot password/Unlock account?**. The Forgot Password/Unlock Account panel displays.

### Forgot Password/Unlock Account

2. Enter your user name and click the **I Accept Terms and Conditions of Use** checkbox.
3. Click **Submit** or press **Enter**. The Answer Security Questions panel displays.

### Answer Security Questions

4. Enter an answer to each question, which you chose and answered in the past. By default, PIE masks the characters you type with dots. To display the actual characters, click the **Check to hide/unhide your answers** checkbox.
5. Enter an answer for each question, which you chose and answered in the past.
6. Click **Save** or press **Enter**. The Reset Password panel displays when all three answers are correct.



## Reset Password

**New password\***

**Confirm new password\***

\* Indicates required field

### Password Rules

- 1) Must be at least eight (8) characters in length.
- 2) Must contain at least one character from each of the following groups:
  - Upper Case Alphabetic Characters -  
A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z
  - Lower Case Alphabetic Characters -  
a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,w,x,y,z
  - Numeric Characters -  
0,1,2,3,4,5,6,7,8,9
- 3) Cannot be the same as any previous 5 passwords.

7. Create, enter and confirm a password that conforms to the rules on the panel.
8. Click **Reset Password** or press **Enter**. The Activity Panel for your service provider displays.

## Contacting DCFS

The **Contact DCFS** link is available from every panel. It displays an online form for sending emails to a monitored inbox.

### Contact DCFS

Please complete this form to send an email message to the DCFS Contract Management Unit.

**Name\***

**Email\***

**Phone\***

**Reason\***  ▼

**Message\***

\* Indicates required field

The form includes your contact information, a text box for your message and a dropdown list to describe the communication:

- Comments
- Concerns/Problems
- Encumbrance Issues
- Logon Issues
- Placement Corrections
- Suggestions
- Web Application Issues
- Other

All fields are required. Click **Send Email** to complete the process.



## Accessing Help/FAQ Information

A Help/FAQ link is available from every panel. It displays:

- A link to this user guide
- Tabs that overview PIE and list frequently-asked questions and answers about logging in, invoicing and general PIE usage.

## PIE Notice Board

When you access PIE, a welcome panel that includes the Notice Board displays. DCFS encourages users to check the Notice Board daily for important information, such as announcements about upcoming and new versions of PIE, from the Contracts Management team.

To check it after you've already logged in, click on the **PIE version number/Notice Board** link in the upper left area of any panel.





## Section 2: Provider Management Functions

This section describes common processes in PIE performed by provider users and administrators, including:

- Invoicing – creating new invoices and viewing, editing and deleting invoices
- Viewing placements and board payments
- Viewing information about subproviders (for master providers only)



## Invoicing and Using the Program List Panel

PIE users can create, edit, view, delete, verify, approve and print invoices from the Invoice Management Panel.

The exact path you take to that panel depends on factors that include the range of contracted services and whether your provider is a master provider. The following outlines show the first steps you'll take in one of two paths to the Invoice Management Panel.

### If your provider offers fewer services or only non-placement services:

- Log in in to display the Activity Panel.
- Click **Invoice Management** to display the Program List Panel.
- Select a program to display the Invoice Management Panel.

### If your provider offers multiple services, including certain types of placements:

- Log in to display the Activity Panel.
- Click **Invoice Management** to display the Provider Management Panel.
- Click **Invoicing** to display the Program List Panel.
- Select a program to display the Invoice Management Panel.

### How to use the Program List Panel

Select the Contract year and Program for Invoicing

Select the Contract Year

Select Program by clicking on the select link:

Program	Contract	Purchase Order #
Psych Evaluations	4600037094	4501732227

1. On the Program List Panel, select a contract year from the **Select the Contract Year** dropdown list. PIE defaults to the current state fiscal year. Your provider's programs (services), contracts and purchase orders display.
2. Click on a program, contract or purchase order to display the Invoice Management Panel and encumbrance status information.


Program: Psych Evaluations      Provider:        Contract Number: 4600037094

**Contract Encumbrance Financial Status**


Contract Amount: \$42,500.00	QTR1 Limit: \$10,712.33	QTR1 Used: \$12,600.00
Encumbered not Invoiced: \$12,075.00	QTR2 Limit: \$10,712.33	QTR2 Used: \$0.00
Invoiced Amount: \$12,600.00	QTR3 Limit: \$10,479.45	QTR3 Used: \$0.00
Remaining Amount: \$17,825.00	QTR4 Limit: \$10,595.89	QTR4 Used: \$0.00

[Back to Program List](#)


**Invoice Management Panel**



Create New Invoice



View In-Process Invoices



View Paid Invoices

The Contract Encumbrance Financial Status includes the total amount of the contract, amount encumbered but not yet invoiced and the dollar amounts invoiced and remaining. It also breaks down quarterly limits and amounts used.



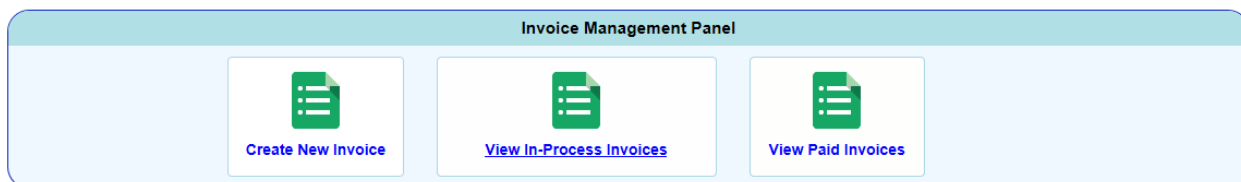
From the Invoice Management Panel, you can:

- Create a new invoice
- View in-process invoices and edit or delete invoices that haven't yet been approved
- View paid invoices

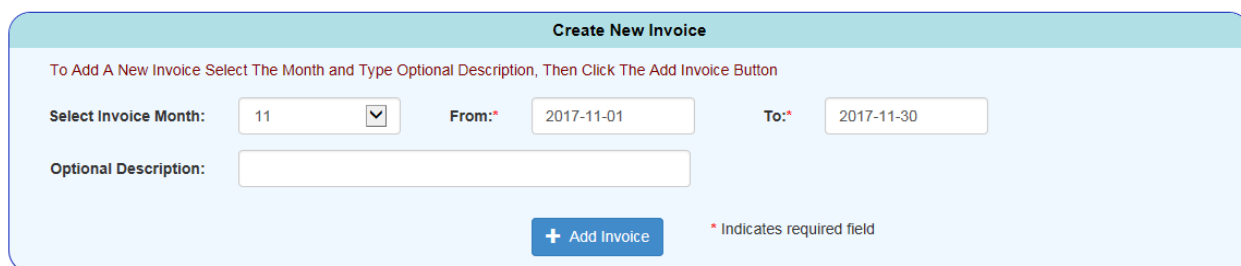
The steps for each of those processes appear, respectively, in the following sections.

## Creating a New Invoice

The following steps describe how to create a new invoice and assume you're starting from the Invoice Management Panel.



1. Click **Create New Invoice** to display the Create New Invoice panel.



2. Select an invoice month from the dropdown list, which automatically enters the first and last days of the selected month. You can modify the dates to cover any period of days within the selected month.

A user-defined description of up to 80 characters is optional.

3. Click **Add Invoice**. A message that includes a system-generated invoice name displays to confirm a successful transaction.

Even if you don't add a description, the invoice naming convention, **CFMMYYaaaannn**, describes it:

- **CF** = A constant for Children and Family
- **MM** = Two-character month
- **YY** = State fiscal year; for example, 17 for 2017
- **aaaa** = Program abbreviation (EMRS for emergency shelter, for example)
- **nnn** = System-assigned sequence number

**NOTE:** The next panel that displays depends on the service associated with your new invoice:

- PIE automatically populates the invoice with the names of clients who have been keyed in CHRIS to a specific program service with a specific provider. Those clients' names display on the List of Invoiced Client Charges.





- For CRT and DDS services, you manually add clients to the invoice. See subsection B for those steps.

## A – Invoicing for CHRIS Placements

If the invoice is for CHRIS placements, such as emergency shelter or SRP residential treatment, the List of Invoiced Client Charges panel displays after you click Add Invoice.

PIE automatically populates the invoice with the names of clients who have been keyed in CHRIS to a specific program service with a specific provider. Those clients' names display on the List of Invoiced Client Charges.

Program: Residential Treatment      Provider: [REDACTED]      [REDACTED]

Status: **PROVIDER-WORKING**      Description: CF0418REST-001 Created on 11/27/2017      Invoiced Total: \$32,574.00

Optional Description:      Comment:      Invoice ID: 52725, 5579

[Click here to view/hide Contract Encumbrance Financial Status](#)

**Contract Encumbrance Financial Status**

Contract Amount: \$118,895.10	QTR1 Limit: \$29,968.08	QTR1 Used: \$125,735.64
Encumbered not Invoiced: \$0.00	QTR2 Limit: \$29,968.08	QTR2 Used: \$90,447.14
Invoiced Amount: \$248,756.78	QTR3 Limit: \$29,316.60	QTR3 Used: \$0.00
Remaining Amount: (\$129,861.68)	QTR4 Limit: \$29,642.34	QTR4 Used: \$32,574.00

Export to Excel     
 Select Report Format:     
 Alphabetic Invoice ▾     
 Print Report     
 Verify/Approve

Back to Invoice List |     
 + Add Bed Holds

List of Invoiced Client Charges (10)

Client Name	Client ID	Client SSN	Type	Start Date	End Date	Units	Amount	Provider	Action
[REDACTED]	[REDACTED]	[REDACTED]	1	04/01/2018	04/30/2018	30.00	\$3,257.40	[REDACTED]	Edit   Delete
[REDACTED]	[REDACTED]	[REDACTED]	1	04/01/2018	04/30/2018	30.00	\$3,257.40	[REDACTED]	Edit   Delete
[REDACTED]	[REDACTED]	[REDACTED]	1	04/01/2018	04/30/2018	30.00	\$3,257.40	[REDACTED]	Edit   Delete

- You can complete the following tasks from this multi-function panel:
  - View or hide the **Contract Encumbrance Financial Status**, which shows the contract amount, encumbered amount not yet invoiced, invoiced amount, remaining encumbrance and a breakdown of quarterly limits and amounts used.
  - To sort the list by any column, click on its name and then click the arrow that displays to the right of the column name.
  - Select a format in the dropdown list for **Select Report Format**:
    - Alphabetic Invoice
    - Area/County Invoice
    - Service Group Invoice
  - Click **Print Report** to print the list. See *Printing Reports* for details.
  - Click **Export to Excel** to render the list to an Excel (.xls) file.
  - Click **Add Bed Holds** to add a bed hold for one or more selected clients. See *Adding Bed Holds* for details.
- To edit or delete charges on the invoice for a client selected from the list:
  - Click **Edit**, change the selected client's start and/or end dates for the service and click **Edit Charge** to complete the process. The updated List of invoiced Client Charges displays.



- Click **Delete** to remove a charge from the invoice for a selected client. A confirmation message displays to ensure you want to complete the process.
3. Once all charges are adjusted and verified, click **Verify/Approve** to display the Verify and Approve Invoice panel. See *Verifying and Approving Invoices* for details.

## B – Invoicing for Encumbered and Non-placement Services

When your new invoice is for encumbered services, the List of Available Clients to Add into this Invoice panel displays.

Program: Counseling Services      Provider:        Invoice ID: 52646

**Search Client By Encumbrance**

Client ID	<input type="text"/>	Client Name	<input type="text"/>	Client_SSN	<input type="text"/>
Client DOB	<input type="text"/>	Status	OPEN <span style="font-size: 0.8em;">▼</span>	<input type="button" value="Search Client"/> <input type="button" value="Clear Search"/>	

List of Available Client to Add into this Invoice (126)      [Go Back to Invoice Charges](#)

Client Name	<input type="checkbox"/>	Client ID	Client DOB	Client SSN	County	Area	Approved Date	Status	Encumber Unit	Used Units	Service	Unit Rate	Action
					Washington (Fayetteville)	1	07/30/2017	OPEN	10.00	0.00	Counseling (Individual)	\$21.25	<a href="#">Details</a>   <a href="#">Add</a>
					Faulkner (Conway)	5	07/30/2017	OPEN	10.00	0.00	Counseling (Individual)	\$21.25	<a href="#">Details</a>   <a href="#">Add</a>
					Perry (Perryville)	3	08/08/2017	OPEN	17.00	16.00	Counseling (Individual)	\$21.25	<a href="#">Details</a>   <a href="#">Add</a>

The two parts of this panel interact. To use the Search Client By Encumbrance function:

1. Find a specific client by entering a search parameter: Client ID, name, Social Security number or date of birth.
2. Find clients with available encumbrances in a specific status. In the dropdown list for **Status**, select one of the following values:
  - All
  - Open
  - Used
  - Closed
3. Click **Search Client** to apply your search parameter or filter to the List of Available Client to Add into this Invoice. The list redisplay.

If needed, you can now:

- Sort the list by any column. Click on its name and then click the arrow that displays to the right of the column name.
  - Click **Details** to view past charges for an encumbrance for a selected client.
4. To add charges for a selected client, click **Add** under the Action column. The Add Charges panel displays.



## Provider Invoice Entry (PIE) User Guide

Invoice: CF1118PSYE-001      Provider:       Invoice ID: 52666

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Service\* Psych Evaluation      Service Date:\*\* 2017-11-01

Encumbered Units 1.00      Used Units 0.00      Remain Units 1.00

Units\* 1      Unit Rate\* \$525.00

[+ Add Charge](#)      \* Indicates required field

- If the service date isn't the same date you add the charge, click into the **Service Date** box to display a calendar tool. Select a date to populate the box.
- After reviewing the remaining units, enter a number in **Units**.
- Click **Add Charge**. A List of Invoiced Client Charges for the client displays.
- As needed, click **Back to Available Client List** to select more clients and charges to add to the new invoice.

### [Back to Available Client List](#)

List of Invoiced Client Charges (3)

Client Name	Client ID	Client SSN	Type	Service	Start Date	Units	Unit Rate	Amount	Action
			5	Psych Evaluation	12/01/2017	1.00	\$525.00	\$525.00	<a href="#">Delete</a>
			5	Psych Evaluation	12/01/2017	1.00	\$525.00	\$525.00	<a href="#">Delete</a>
			5	Psych Evaluation	12/01/2017	1.00	\$525.00	\$525.00	<a href="#">Delete</a>

**NOTE:** To remove a charge, click **Delete**. A message displays to verify you want to continue with the action. Click **OK** to delete the charge. When the List of Invoiced Client Charges redisplay, the charge you just deleted is no longer on the invoice.

- To review all the added charges and clients, follow the **Back to Available Client List** and **Go Back to Invoice Charges** links to display the List of Invoiced Client Charges panel.

[Click here to view/hide Contract Encumbrance Financial Status](#)

[Export to Excel](#)     
 Select Report Format:      
 [Print Report](#)     
 [Approve](#)

### [Back to Invoice List](#)

[+ Add Additional Clients](#)

List of Invoiced Client Charges (5)

Client Name	<input type="checkbox"/> Client ID	Client SSN	Type	Service	Start Date	Units	Amount	Action
			5	Psych Evaluation	12/01/2017	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
			5	Psych Evaluation	12/01/2017	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
			5	Psych Evaluation	12/01/2017	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
			5	Psych Evaluation	12/01/2017	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
			5	Psych Evaluation	12/01/2017	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>

From this panel, you can perform multiple functions:

- View the status of this invoice. Statuses are:
  - Provider-Working – The invoice has been created, but it hasn't been approved yet.
  - Provider-Approved – The provider has approved the invoice.



- Provider-Returned – DCFS has rejected or denied the invoice in the CFM system and sent it back to the provider for corrections.
- Supervisor Approved – The invoice has been approved by DCFS supervisors for the encumbered services.
- OCS Approved – The Office of Community Support (OCS) has approved the invoice. (This status doesn't apply to all contract services.)
- OFA Approved – The office of Finance and Administration has approved the invoice. (This status doesn't apply to all contract services.)
- Paid – The invoice has gone through all approvals and has been paid. It can no longer be edited.

**NOTE:** Once an invoice has been approved at any level, it can no longer be edited.

- Click **Add Additional Clients** to add more clients and their charges to this invoice.
  - View or hide the **Contract Encumbrance Financial Status**, which shows the contract amount, encumbered amount not yet invoiced, invoiced amount, remaining encumbrance and a breakdown of quarterly limits and amounts used.
  - Sort the list by any column. Click on its name and then click the arrow that displays to the right of the column name.
  - Select a format in the dropdown list for **Select Report Format**:
    - Alphanumeric Invoice
    - Area/County Invoice
    - Service Group Invoice
  - Click **Export to Excel** to render the list to an Excel (.xls) file.
  - Click **Print Report** to print the list. See Printing Reports for details.
10. If you're authorized to approve invoices, click **Approve**. An Invoice Approved successfully message displays to complete the process.

## Viewing, Editing or Deleting In-Process Invoices

The following steps describe how to view, edit or delete invoices before they've been paid. The available functions depend on an invoice's status.

1. From the Invoice Management Panel, click **View in-Process Invoices** to display the List of in Process invoices panel for the year and program you selected on the Program List panel.



## Provider Invoice Entry (PIE) User Guide

Program: Psych Evaluations Provider:   Contract Number: 4600037094

Contract Encumbrance Financial Status					
Contract Amount:	\$42,500.00	QTR1 Limit:	\$10,712.33	QTR1 Used:	\$12,600.00
Encumbered not Invoiced:	\$9,450.00	QTR2 Limit:	\$10,712.33	QTR2 Used:	\$2,625.00
Invoiced Amount:	\$15,225.00	QTR3 Limit:	\$10,479.45	QTR3 Used:	\$0.00
Remaining Amount:	\$17,825.00	QTR4 Limit:	\$10,595.89	QTR4 Used:	\$0.00

Select Invoice Status to Filter the Invoice List by Status: ALL ▼

List of In Process Invoices (4)

[Back to Invoice Management](#)

Invoice	<input checked="" type="checkbox"/> Invoice Period	Contract	Created Date	Status	Invoiced Total	Action
CF0718PSYE-002	JULY 2017	4600037094	11/1/2017	PROVIDER-WORKING	\$525.00	<a href="#">View/Edit</a>   <a href="#">Delete</a>
CF0818PSYE-001	AUGUST 2017	4600037094	8/30/2017	PROVIDER-APPROVED	\$4,200.00	<a href="#">View</a>
CF0918PSYE-001	SEPTEMBER 2017	4600037094	11/15/2017	PROVIDER-WORKING	\$1,050.00	<a href="#">View/Edit</a>   <a href="#">Delete</a>
CF1218PSYE-001	DECEMBER 2017	4600037094	11/21/2017	PROVIDER-WORKING	\$2,625.00	<a href="#">View/Edit</a>   <a href="#">Delete</a>

From this panel, you can:

- View the status of the encumbrance for the contract you selected.
- View, edit or delete invoices in any status other than Approved.
- View invoices in various states of approval.

**NOTE:** The links in the Action column for each invoice indicate the available actions.

### Viewing or Editing an In-process Invoice

2. Click **View/Edit** to display the List of Invoiced Client Charges panel. If all you need to do is view the client charges on this invoice, you can navigate away from this panel with **Home** links or click **Back to Invoice List** when you're through.

Program: Psych Evaluations Provider:   Contract Number: 4600037094

Status: **PROVIDER-WORKING** Description: CF0318PSYE-001 Created on 11/22/2017 Invoiced Total: \$1,050.00

Optional Description: Comment: Invoice ID: 52685, 5668

[Click here to view/hide Contract Encumbrance Financial Status](#)

Export to Excel
 Select Report Format: Alphabetic Invoice ▼
Print Report
Approve

[Back to Invoice List](#)

[+ Add Additional Clients](#)

List of Invoiced Client Charges (2)

Client Name	<input checked="" type="checkbox"/> Client ID	Client SSN	Type	Service	Start Date	Units	Amount	Action
			5	Psych Evaluation	03/01/2018	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
			5	Psych Evaluation	03/01/2018	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>

3. To edit the invoice, you can:

- Click **Add Additional Clients** to display the List of Available Clients to Add to this Invoice panel. See details for using this panel in *Creating a New Invoice*, section B.
- Click **Delete** in the Action column to delete a charge for a specific client. A message displays to confirm the action, and the List of Invoiced Client Charges panel redisplay to show the charge has been deleted.



- You can also edit the invoice by editing individual charges. Click **Edit** in the Action column for a selected client to display the Edit Charges panel.

**Edit Charges for** [Redacted Client Name]

**Service:\*** Psych Evaluation      **Service Date:\*** 2018-03-01

**Encumbered Units:** 1.00      **Used Units:** 1.00      **Remaining Units:** 0.00

**Units:\*** 1.0      **Unit Rate:\*** \$525.00

**Edit Charge**      \* Indicates required field

4. Change the **Service Date** and/or number of **Units** fields and click **Edit Charge** to complete the process. The List of Invoiced Client Charges panel redisplay to show your change.

**NOTE:** The List of Invoiced Client Charges panel offers the following functions in addition to viewing and editing an invoice:

- Click **Export to Excel** to render the list to an Excel (.xls) file.
- Format the list for review by selecting one of the following options from the **Select Report Format** dropdown list:
  - Alphabetic invoice
  - Area/County Invoice
  - Service Group Invoice
  - Encumbrance List
- Sort the list by any column. Click on its name and then click the arrow that displays to the right of the column name.
- Click **Print Report** before or after formatting. See *Printing Reports* for details.
- Click **Approve** to approve the invoice.

## Approving Invoices

The process for approving invoices is straightforward, but the steps differ slightly between invoices for CHRIS placements vs. invoices for encumbered and non-placement services. CHRIS placements involve an additional panel.

### A – Approving Invoices for CHRIS Placements

1. Navigate to the List of Invoiced Client Charges panel for a CHRIS placements invoice you need to verify and approve.



## Provider Invoice Entry (PIE) User Guide

Program: Emergency Shelter      Provider: [REDACTED]      Contract Number: 4600040350  
 Status: **PROVIDER-WORKING**      Description: CF1118EMRS-001 Created on 11/20/2017      Invoiced Total: \$5,940.00  
 Optional Description:      Comment:      Invoice ID: 52644 5641

[Click here to view/hide Contract Encumbrance Financial Status](#)

[Export to Excel](#)

Select Report Format:

Alphabetic Invoice

[Print Report](#)

[Verify/Approve](#)

[Back to Invoice List](#)

**Note: Please Contact DCFS Contract Management Unit to add a Bedhold.**

List of Invoiced Client Charges (3)

Client Name	Client ID	Client SSN	Type	Start Date	End Date	Units	Amount	Provider	Action
[REDACTED]			1	11/01/2017	11/30/2017	30.00	\$1,980.00	56496	<a href="#">Edit</a>   <a href="#">Delete</a>
[REDACTED]			1	11/01/2017	11/30/2017	30.00	\$1,980.00	56496	<a href="#">Edit</a>   <a href="#">Delete</a>
[REDACTED]			1	11/01/2017	11/30/2017	30.00	\$1,980.00	56496	<a href="#">Edit</a>   <a href="#">Delete</a>

2. Click **Verify/Approve** to display the Verify and Approve Invoice panel.

Program: Emergency Shelter      Provider: [REDACTED]      Contract Number: 4600040335  
 Status: **PROVIDER-WORKING**      Invoice ID: 52515      Invoiced Total: \$28,404.00

Invoice Total is less than or equal to Placement Charges Total. [It is ready to Approve.](#)

[Approve](#)

[Go Back to Invoice Details](#)

Verify and Approve Invoice											
DCFS Current Placements (16)						Currently Invoiced Charges (17)					
Total Invoice Amount based on CHRIS Placements: (\$27,540.00)						Total Invoiced Amount except Bedholds:(\$27,540.00)					
Client Name	Start Date	End Date	Units	Amount		Client Name	Type	Start Date	End Date	Units	Amount
[REDACTED]	08/24/2017	08/31/2017	8.00	\$864.00		[REDACTED]	1	08/01/2017	08/29/2017	28.00	\$3,024.00
[REDACTED]	08/16/2017	08/31/2017	16.00	\$1,728.00		[REDACTED]	1	08/08/2017	08/29/2017	21.00	\$2,268.00
[REDACTED]	08/04/2017	08/31/2017	28.00	\$3,024.00		[REDACTED]	1	08/11/2017	08/24/2017	13.00	\$1,404.00

3. Review the placements and charges. To sort the list by any column, click on its name and then click the arrow that displays to the right of the column name.

If your review results in needed changes, click **Go Back to Invoice Details** to edit or delete charges or add bed holds.

**NOTE:** When Currently Invoiced Charges exceed the allowable DCFS Current Placements charges, the Approve button doesn't display. PIE highlights the clients and charges that differ on both sides of the panel to help you find the differences, which you can reconcile by editing the invoice.

For related information, see the Invoicing tab on PIE's Help/FAQ panel. It includes a question about using the Verify and Approve Invoice panel to add a new placement services client to an invoice after it was first created.

4. When you've verified the invoice and reconciled any differences so that the Approve button displays, click **Approve**. An *Invoice Approved successfully* message displays, and the invoice's status changes to PROVIDER-APPROVED.





## B – Approving Invoices for Encumbered and Non-placement Services

1. Navigate to the List of Invoiced Client Charges panel for a CRT or DDS services invoice you need to verify and approve.

Program: Psych Evaluations      Provider:        Contract Number: 4600037094  
 Status: **PROVIDER-WORKING**      Description: CF0718PSYE-002 Created on 11/01/2017      Invoiced Total: \$1,575.00  
 Optional Description:      Comment:      Invoice ID: 52489, 5668

[Click here to view/hide Contract Encumbrance Financial Status](#)

Export to Excel      Select Report Format: Alphabetic Invoice      Print Report      Approve

[Back to Invoice List](#) | + Add Additional Clients

List of Invoiced Client Charges (3)

Client Name	Client ID	Client SSN	Type	Service	Start Date	Units	Amount	Action
<span style="background-color: #4a86e8; color: white; padding: 2px 10px;"> </span>			5	Psych Evaluation	07/01/2017	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
<span style="background-color: #4a86e8; color: white; padding: 2px 10px;"> </span>			5	Psych Evaluation	07/01/2017	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
<span style="background-color: #4a86e8; color: white; padding: 2px 10px;"> </span>			5	Psych Evaluation	07/01/2017	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>

2. Review the charges. If needed, click **Add Additional Clients** or use the **Edit** function to edit charges for selected clients.
3. When you've verified the invoice, click **Approve**. An *Invoice Approved successfully* message displays, and the invoice's status changes to PROVIDER-APPROVED.

## Adding Bed Holds

If your provider's contracts include certain types of CHRIS placements, you can add bed holds to client charges.

1. Navigate to the List of Invoiced Client Charges panel for a selected invoice.

Program: Residential Treatment      Provider:        Contract Number: 4600034286  
 Status: **PROVIDER-WORKING**      Description: CF0418REST-001 Created on 11/21/2017      Invoiced Total: \$15,840.00  
 Optional Description:      Comment:      Invoice ID: 52672, 5583

[Click here to view/hide Contract Encumbrance Financial Status](#)

Export to Excel      Select Report Format: Alphabetic Invoice      Print Report      Verify/Approve

[Back to Invoice List](#) | + Add Bed Holds

List of Invoiced Client Charges (8)

Client Name	Client ID	Client SSN	Type	Start Date	End Date	Units	Amount	Provider	Action
<span style="background-color: #4a86e8; color: white; padding: 2px 10px;"> </span>			1	04/01/2018	04/30/2018	30.00	\$1,980.00	640	<a href="#">Edit</a>   <a href="#">Delete</a>
<span style="background-color: #4a86e8; color: white; padding: 2px 10px;"> </span>			1	04/01/2018	04/30/2018	30.00	\$1,980.00	640	<a href="#">Edit</a>   <a href="#">Delete</a>
<span style="background-color: #4a86e8; color: white; padding: 2px 10px;"> </span>			1	04/01/2018	04/30/2018	30.00	\$1,980.00	640	<a href="#">Edit</a>   <a href="#">Delete</a>

2. Click **Add Bed Holds** to display the List of Available Client to Add into this Invoice panel.



## Provider Invoice Entry (PIE) User Guide

Program: Residential Treatment      Provider:       Invoice ID: 52639

**Search Client By Placement**

Client ID	<input type="text"/>	Client Name	<input type="text"/>	Client SSN	<input type="text"/>
Client DOB	<input type="text"/>	<input type="button" value="Search Client"/> <input type="button" value="Clear Search"/>			

List of Available Client to Add into this Invoice (8)

[Go Back to Invoice Charges](#)

Client Name	Client ID	Client DOB	Client SSN	County	Area	Unit Rate	Provider	Placement Entry Date	Placement Exit Date	Action
<input type="text"/>				Faulkner (Conway)	5	\$66.00	640	2/1/2017		<a href="#">Add</a>
<input type="text"/>				Faulkner (Conway)	5	\$66.00	640	5/25/2017		<a href="#">Add</a>
<input type="text"/>				Conway (Morrilton)	5	\$66.00	640	7/12/2017		<a href="#">Add</a>

- If needed, enter a **Client ID**, **Name**, **SSN** or **DOB** and click **Search Client**. You can also scroll through the listed clients.
- Click **Add** in the Action column for the selected client. The Add Charges panel displays.

Invoice:      Provider:       Invoice ID: 51274

**Add Charges for**

Service* Residential Treatment Care	Start Date* <input type="text" value="2017-08-01"/>	End Date* <input type="text" value="2017-08-05"/>
<input type="button" value="+ Add Charge"/>		* Indicates required field

[Back to Available Client List](#)

List of Invoiced Client Charges (2)

Client Name	Client ID	Client SSN	Type	Start Date	End Date	Units	Amount	Provider	Action
<input type="text"/>			1	08/01/2017	08/03/2017	2.00	\$132.00	640	<a href="#">Delete</a>

- Click into the **Start Date** and **End Date** text boxes to display a calendar tool and select start and end dates for the bed hold. DCFS policy limits bed holds to no more than 10 days.
- Click **Add Charge** to add the bed hold. The List of Invoiced Client Charges panel displays to show the charge for the added bed hold.

Invoice:      Provider:       Invoice ID: 51274

**Add Charges for**

Service* Residential Treatment Care	Start Date* <input type="text" value="2017-08-01"/>	End Date* <input type="text" value="2017-08-05"/>
<input type="button" value="+ Add Charge"/>		* Indicates required field

[Back to Available Client List](#)

List of Invoiced Client Charges (1)

Client Name	Client ID	Client SSN	Type	Service	Start Date	End Date	Units	Amount	Provider	Action
<input type="text"/>			B	Residential Treatment	08/01/2017	08/05/2017	5.00	\$330.00	640	<a href="#">Delete</a>


## Viewing Paid Invoices

The following steps describe how to view paid invoices. You cannot edit or delete an invoice after it's been paid or is in any status other than Provider-Working or Provider-Returned.




1. Navigate to your provider's Program List Panel and select a contract year and program to display the Invoice Management Panel.


**Invoice Management Panel**



[Create New Invoice](#)



[View In-Process Invoices](#)



[View Paid Invoices](#)

2. Click **View Paid Invoices** to display the List of Paid Invoices panel for the year and program you selected on the Program List panel.

Program: Residential Treatment      Provider:        Contract Number: 4600034292

**Contract Encumbrance Financial Status**

Contract Amount: \$308,497.99	QTR1 Limit: \$77,758.40	QTR1 Used: \$79,480.56
Encumbered not Invoiced: \$0.00	QTR2 Limit: \$77,758.40	QTR2 Used: \$52,009.82
Invoiced Amount: \$258,094.66	QTR3 Limit: \$76,068.00	QTR3 Used: \$54,290.00
Remaining Amount: \$50,403.33	QTR4 Limit: \$76,913.19	QTR4 Used: \$72,314.28

List of Paid Invoices (14)

[Back to Invoice Management](#)

Invoice	<input checked="" type="checkbox"/> Invoice Period	Created Date	Paid Date	Invoiced Total	Paid Amount	AASIS Warrent	AASIS Document
CF0117REST-001	JANUARY 2017	2/3/2017	2/27/2017	\$23,236.12	\$23,236.12	1720439073	0051823147
CF0217REST-001	FEBRUARY 2017	3/2/2017	3/23/2017	\$17,155.64	\$17,155.64	1720609629	0051837245
CF0317REST-001	MARCH 2017	4/3/2017	4/25/2017	\$13,898.24	\$13,898.24	1720767511	0051853928

3. To sort the list by any column, click on its name and then click the arrow that displays to the right of the column name.
4. Click on any field for an invoice to display the invoiced charges.

Program: Residential Treatment      Provider:        Contract Number: 4600034292

Status: **PAID** Date: 02/27/2017      Description: CF0117REST-001 Created on 02/03/2017      Invoiced Total: \$23,236.12

Optional Description:      Comment:      Invoice ID: 45990, 5487

[Click here to view/hide Contract Encumbrance Financial Status](#)

Select Report Format:
 

Alphanumeric Invoice

[Back to Invoice List](#)

List of Clients in this Invoice (7)

Client Name	<input checked="" type="checkbox"/> Client ID	Client SSN	Type	Start Date	End Date	Units	Amount	Provider
			1	01/01/2017	01/31/2017	31.00	\$3,365.98	124965
			1	01/01/2017	01/31/2017	31.00	\$3,365.98	59044
			1	01/01/2017	01/31/2017	31.00	\$3,365.98	59044

5. You can complete the following tasks from this multi-function panel:
  - View or hide the **Contract Encumbrance Financial Status**, which shows the contract amount, encumbered amount not yet invoiced, invoiced amount, remaining encumbrance and a breakdown of quarterly limits and amounts used.
  - Click **Export to Excel** to render the list to an Excel (.xls) file.
  - Select a format in the dropdown list for **Select Report Format**:
    - Alphanumeric Invoice



- Area/County Invoice
  - Service Group Invoice
6. To sort the list by any column, click on its name and then click the arrow that displays to the right of the column name.
  7. Click **Print Report** to print the list. See *Printing Reports* for details.

## Viewing Placements

If your provider's contracts include placement services, you can view placements and print reports.

1. Navigate to the Provider Management Panel and click **View Placement**. The List of Placements panel displays.

**Search Provider Placement**

Place From:  Placed To:  Service:  ▼

🔍 Search Placement

List of Placements (33)

[Back to Provider Management Panel](#)

🖨️ Print report

Client ID	☑ Client Name	Entry Date	Exit Date	Provider ID	Provider Name	Service
[REDACTED]	[REDACTED]	10/07/2016		[REDACTED]	[REDACTED]	Residential Treatment Care
[REDACTED]	[REDACTED]	03/27/2017		[REDACTED]	[REDACTED]	Residential Treatment Care
[REDACTED]	[REDACTED]	03/27/2017		[REDACTED]	[REDACTED]	Therapeutic Foster Care

2. To narrow the list with the Search Provider Placement panel, enter a range of dates and select a specific service or the default value of *All*.
3. Click **Search Placement** to filter the list according to your entries.

**NOTE:** Sort the list by any column. Click on its name and then click the arrow that displays to the right of the column name.

4. To print the list, click **Print Report**. A Print Placement Report window opens in your browser. See *Printing Reports* for details.

## Viewing Board Payments

If your provider's contracts include placement services, you can view board payments and print reports:

1. Navigate to the Provider Management Panel and click **Board Payment**. The List of Placements panel displays.



**Search Provider Board Payment Data**

**Note: Select the Board Period first, and then select the Payment Type and Service to filter**

Board Period

2017-09
▼

Payment Type

All
▼

Service

All
▼

🔍 Search Payment

List of Placements (35) - Total: **\$705.00**

[Back to Provider Management Panel](#)

[Print report](#)

Client Name	Client ID	Board Period	Fund	Rate	Days	Payment	Service	Payment Type
		2017-09	FFC	\$0.00	17	\$0.00	Emergency Shelter for Children	Board
		2017-09	SFC	\$90.00	30	\$90.00	Residential Treatment Care	Board
		2017-09	SFC	\$0.00	9	\$0.00	Emergency Shelter for Children	Board

2. To narrow the list with the Search Provider Board Payment Data panel, select a year and month in the Board Period dropdown list.
3. To further refine your search, you can optionally select values in the Payment Type and Service dropdown lists.
4. Click **Search Payment** to filter the list according to your entries.

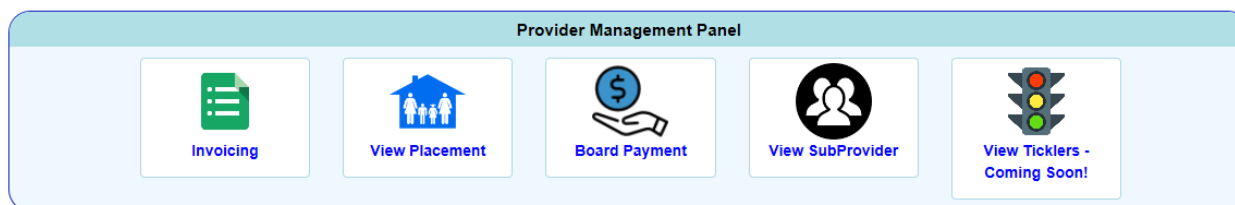
**NOTE:** Sort the list by any column. Click on its name and then click the arrow that displays to the right of the column name.

5. To print the list, click **Print Report**. A Print Board Payment Report window opens in your browser. See *Printing Reports* for details.

## Viewing Subproviders

If you're a provider administrator for a master provider that provides certain placement services, you can view subprovider screens and edit some subprovider information.

1. To view subproviders, navigate to the Provider Management Panel. (The following screen sample shows all possible functions; your provider's panel may display fewer options, depending on its contracts with DCFS).



2. Click **View SubProvider** to display the Master Provider's Sub Provider's List.



### Master Provider's Sub Providers List (19)

Master Provider Name:  Master Provider ID:  [Back to Provider Management Panel](#)

Agency/Person Name	Provider ID	Service	County	Eligibility	AASIS Vendor ID
<input type="text"/>	<input type="text"/>	Therapeutic Foster Care	Pope (Russellville)	Eligible	<input type="text"/>
<input type="text"/>	<input type="text"/>	Therapeutic Foster Care	Faulkner (Conway)	Eligible	<input type="text"/>
<input type="text"/>	<input type="text"/>	Therapeutic Foster Care	Pope (Russellville)	Eligible	<input type="text"/>


3. Click on any field in an entry to view the Sub Provider Management Panel.


### Sub Provider Details


Provider ID  Master Provider ID   
 Agency/Person Name  MasterProviderName   
 AASIS Vendor ID


[Back to List](#)

**Sub Provider Management Panel**

  
[View Address](#)

  
[View Members - Coming Soon](#)

  
[View Required Checks - Coming Soon](#)

  
[View SubProvider Ticklers - Coming Soon](#)

4. From the Sub Provider Management Panel, click **View Address** to display the Sub Provider Address Details panel. Other functions will become available in future PIE releases.

Master Provider ID: 16244 Master Provider Name:   
 Sub Provider ID: 242258 Sub Provider Agency \ Person Name:

[Back to SubProvider Management Panel](#)

Address Type	Address	Start Date	End Date	Phone Number
Physical Location	<input type="text"/>	09/20/2016		<input type="text"/> <a href="#">Edit   Details</a>

**Sub Provider Address Details**

Format: Street Address Address Type: Physical Location Start Date: 09/20/2016 End Date:

County:  Additional Header:

Street Number:  Street Pre Dir: Street Name:

Street Suffix: Road Street Post Dir: Unit Type:  Unit No:

City:  State: Arkansas Zip:

Comment:

School District of Provider:

Phone:  Phone Extension: 0 Fax: () -

## Printing Reports

You can apply the following steps to print invoices, placements, board payments or lists—any time you see a **Print Report** button in PIE.

1. Display the information you want to print.
2. As needed, select any available formatting options, such as Area/County Invoice format.



3. Click **Print Report**. An image of the information displays in a new browser window. The following example uses a placement report.

## Print Placement Report

Placements						From: 10/1/2017	To: 10/31/2017	Service: All
Client	CL_ID	Entry	Exit	ID Provider	Service			
		09/14/2017			Emergency Shelter for Children			
		02/01/2017			Residential Treatment Care			
		09/22/2017			Emergency Shelter for Children			

Controls at the top of the report enable you to:

- Navigate through the report, adjust the image size and search the data.
- Render the output in Word (.doc), Excel (.xls) or as a .PDF file.

**NOTE:** For invoices, .PDF is the preferred format.

- Print it as it displays online without rendering to another format.

## Viewing or Printing a List of Encumbrances

A list of encumbrances can be helpful for creating, editing or verifying an invoice. The path to the panel you use to view or print encumbrances depends on the choice you make on the Invoice Management Panel: Create New Invoice, View In-Process Invoices or View Paid Invoices.

The following three sections describe those steps.

### A – Printing a List of Encumbrances for a New Invoice

When you're creating a new invoice, you may want to add clients and charges to the invoice first, then print a list of encumbrances. Or you can print encumbrances before you add any charges. The following steps account for either option.

1. Navigate to the Invoice Management Panel and click **Create New Invoice**. The Create New Invoice panel displays.

See *Invoicing and Using the Program List Panel* for details. It contains steps for displaying the Invoice Management Panel, which depend on the type of program associated with an invoice.

2. Select an **Invoice Month** from the dropdown list, which automatically enters the first and last days of the selected month. You can modify the dates to cover any period of days within the selected month.





A user-defined description of up to 80 characters is optional.

3. Click **Add Invoice**. A message that includes a system-generated invoice name displays to confirm a successful transaction. The List of Available Client to Add into this Invoice panel displays.

**NOTE:** At this point in the process, you're not required to add clients to the new invoice. If your goal is to just print a list of encumbrances without adding clients and charges, skip the next step.

Program: Psych Evaluations      Provider: [REDACTED]      Invoice ID: 53756

**Search Client By Encumbrance**

Client ID	<input type="text"/>	Client Name	<input type="text"/>	Client_SSN	<input type="text"/>
Client DOB	<input type="text"/>	Status	OPEN <input type="button" value="v"/>	<input type="button" value="Q Search Client"/> <input type="button" value="x Clear Search"/>	

List of Available Client to Add into this Invoice (12)      [Go Back to Invoice Charges](#)

Client Name	<input checked="" type="checkbox"/>	Client ID	Client DOB	Client SSN	County	Area	Approved Date	Status	Encumber Unit	Used Units	Service	Unit Rate	Action
[REDACTED]					Ouachita (Camden)	4	08/30/2017	OPEN	1.00	0.00	Psych Evaluation	\$525.00	<a href="#">Details</a>   <a href="#">Add</a>
[REDACTED]					Ouachita (Camden)	4	08/30/2017	OPEN	1.00	0.00	Psych Evaluation	\$525.00	<a href="#">Details</a>   <a href="#">Add</a>
[REDACTED]					Miller (Texarkana)	4	08/31/2017	OPEN	1.00	0.00	Psych Evaluation	\$525.00	<a href="#">Details</a>   <a href="#">Add</a>

4. If needed, you can search for clients by ID, name, Social Security number or date of birth. You can also filter the list according to encumbrance status: All, Open, Used or Closed. See *Creating a New Invoice* for details.
5. Click **Go Back to Invoice Charges**. The List of Invoiced Client Charges displays.

Program: Psych Evaluations      Provider: [REDACTED]      Contract Number: 4600037094  
 Status: **PROVIDER-WORKING**      Description: CF0618PSYE-001 Created on 12/05/2017      Invoiced Total: \$1,575.00  
 Optional Description:      Comment:      Invoice ID: 53758, 5668

[Click here to view/hide Contract Encumbrance Financial Status](#)

Select Report Format:  
 Encumbrance Status:

[Back to Invoice List](#) |

List of Invoiced Client Charges (3)

Client Name	<input checked="" type="checkbox"/>	Client ID	Client SSN	Type	Service	Start Date	Units	Amount	Action
[REDACTED]				5	Psych Evaluation	06/01/2018	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
[REDACTED]				5	Psych Evaluation	06/01/2018	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>
[REDACTED]				5	Psych Evaluation	06/01/2018	1.00	\$525.00	<a href="#">Edit</a>   <a href="#">Delete</a>

6. In the **Select Report Format** dropdown list, select **Encumbrance List**.
7. In the **Encumbrance Status** dropdown list, select a value:
  - All
  - Open
  - Used



- Closed
- 8. Click **Print Report**. The encumbrance list displays in a new Web browser tab. See *Printing Reports* for related information.

## Print Invoice Report

Client	CL_ID SSN	DOB	County	Area Service	Approved Status	Units	Amount	Used
			Miller (Texarkana)	4 Psych Evaluation	08/30/2017 USED	1.0	525.00	1.0
			Ouachita (Camden)	4 Psych Evaluation	08/08/2017 USED	1.0	525.00	1.0
			Ouachita (Camden)	4 Psych Evaluation	08/30/2017 USED	1.0	525.00	1.0
			Ouachita (Camden)	4 Psych Evaluation	08/31/2017 USED	1.0	525.00	1.0
			Union (El Dorado)	4 Psych Evaluation	08/08/2017 USED	1.0	525.00	1.0
			Union (El Dorado)	4 Psych Evaluation	08/31/2017 USED	1.0	525.00	1.0

## B – Printing a List of Encumbrances for an In-Process Invoice

1. Navigate to the Invoice Management Panel and click **View In-Process Invoices** to display the List of In Process Invoices panel.

See *Invoicing and Using the Program List Panel* for details. It contains steps for displaying the Invoice Management Panel, which depend on the type of program associated with an invoice.

Program: Psych Evaluations      Provider: [Redacted]      Contract Number: 4600037094

**Contract Encumbrance Financial Status**

Contract Amount: \$42,500.00	QTR1 Limit: \$10,712.33	QTR1 Used: \$13,650.00
Encumbered not Invoiced: \$6,300.00	QTR2 Limit: \$10,712.33	QTR2 Used: \$4,200.00
Invoiced Amount: \$18,375.00	QTR3 Limit: \$10,479.45	QTR3 Used: \$525.00
Remaining Amount: \$17,825.00	QTR4 Limit: \$10,595.89	QTR4 Used: \$0.00

Select Invoice Status to Filter the Invoice List by Status:  ▼

List of In Process Invoices (6) [Back to Invoice Management](#)

Invoice	Invoice Period	Contract	Created Date	Status	Invoiced Total	Action
CF0318PSYE-001	MARCH 2018	4600037094	11/22/2017	PROVIDER-APPROVED	\$525.00	<a href="#">View</a>
CF0718PSYE-002	JULY 2017	4600037094	11/1/2017	PROVIDER-APPROVED	\$1,575.00	<a href="#">View</a>
CF0818PSYE-001	AUGUST 2017	4600037094	8/30/2017	PROVIDER-APPROVED	\$4,200.00	<a href="#">View</a>
CF0918PSYE-001	SEPTEMBER 2017	4600037094	11/15/2017	PROVIDER-WORKING	\$1,050.00	<a href="#">View/Edit</a>   <a href="#">Delete</a>

2. Click **View** or **View/Edit** to display the List of Invoiced Changes panel.



# Provider Invoice Entry (PIE) User Guide

Program: Psych Evaluations      Provider: [REDACTED]      Contract Number: 4600037094  
 Status: **PROVIDER-APPROVED** Date: 11/22/2017      Description: CF0718PSYE-002 Created on 11/01/2017      Invoiced Total: \$1,575.00  
 Optional Description:      Comment:      Invoice ID: 52489 5668

[Click here to view/hide Contract Encumbrance Financial Status](#)

[Export to Excel](#)      Select Report Format:            [Print Report](#)

[Back to Invoice List](#)

List of Invoiced Client Charges (3)

Client Name	<input checked="" type="checkbox"/> Client ID	Client SSN	Type	Service	Start Date	Units	Amount
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00

- In the **Select Report Format** dropdown list, select **Encumbrance List**.
- In the **Encumbrance Status** dropdown list, select a value:
  - All
  - Open
  - Used
  - Closed

Program: Psych Evaluations      Provider: [REDACTED]      Contract Number: 4600037094  
 Status: **PROVIDER-APPROVED** Date: 11/22/2017      Description: CF0718PSYE-002 Created on 11/01/2017      Invoiced Total: \$1,575.00  
 Optional Description:      Comment:      Invoice ID: 52489 5668

[Click here to view/hide Contract Encumbrance Financial Status](#)

[Export to Excel](#)      Select Report Format:            Encumbrance Status:            [Print Report](#)

[Back to Invoice List](#)

List of Invoiced Client Charges (3)

Client Name	<input checked="" type="checkbox"/> Client ID	Client SSN	Type	Service	Start Date	Units	Amount
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00

- Click **Print Report**. The encumbrance list displays in a new Web browser tab. See *Printing Reports* for related information.

Client	CL ID	SSN	DOB	County	Area	Service	Approved	Status	Units	Amount	Used
[REDACTED]				Miller (Texarkana)	4	Psych Evaluation	08/30/2017	USED	1.0	525.00	1.0
[REDACTED]				Ouchita (Camden)	4	Psych Evaluation	08/08/2017	USED	1.0	525.00	1.0
[REDACTED]				Ouchita (Camden)	4	Psych Evaluation	08/30/2017	USED	1.0	525.00	1.0
[REDACTED]				Ouchita (Camden)	4	Psych Evaluation	08/31/2017	USED	1.0	525.00	1.0
[REDACTED]				Union (El Dorado)	4	Psych Evaluation	08/08/2017	USED	1.0	525.00	1.0
[REDACTED]				Union (El Dorado)	4	Psych Evaluation	08/31/2017	USED	1.0	525.00	1.0



## C – Printing a List of Encumbrances for a Paid Invoices

1. Navigate to the Invoice Management Panel and click **View Paid Invoices** to display the List of Paid Invoices panel.

See *Invoicing and Using the Program List Panel* for details. It contains steps for displaying the Invoice Management Panel, which depend on the type of program associated with an invoice.

Program: Psych Evaluations	Provider: <input type="text"/>	Contract Number: 4600037094
Contract Encumbrance Financial Status		
Contract Amount: \$42,500.00	QTR1 Limit: \$10,712.33	QTR1 Used: \$13,650.00
Encumbered not Invoiced: \$6,300.00	QTR2 Limit: \$10,712.33	QTR2 Used: \$4,200.00
Invoiced Amount: \$18,375.00	QTR3 Limit: \$10,479.45	QTR3 Used: \$525.00
Remaining Amount: \$17,825.00	QTR4 Limit: \$10,595.89	QTR4 Used: \$0.00

List of Paid Invoices (1)

[Back to Invoice Management](#)

Invoice	Invoice Period	Created Date	Paid Date	Invoiced Total	Paid Amount	AASIS Warrent	AASIS Document
CF0718PSYE-001	JULY 2017	8/9/2017	8/20/2017	\$6,825.00	\$6,825.00	1810080868	0051910089

2. If needed, click any column heading to sort the list, then click any field for a selected invoice. The List of Clients in this Invoice panel displays.

Program: Psych Evaluations	Provider: <input type="text"/>	Contract Number: 4600037094
Status: <b>PAID</b> Date: 08/20/2017	Description: CF0718PSYE-001 Created on 08/09/2017	Invoiced Total: \$6,825.00
Optional Description:	Comment:	Invoice ID: 50137 5668

[Click here to view/hide Contract Encumbrance Financial Status](#)

Select Report Format: 
 Encumbrance Status:

[Back to Invoice List](#)

List of Clients in this Invoice (13)

Client Name	Client ID	Client SSN	Type	Service	Start Date	Units	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	5	Psych Evaluation	07/01/2017	1.00	\$525.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	5	Psych Evaluation	07/01/2017	1.00	\$525.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	5	Psych Evaluation	07/01/2017	1.00	\$525.00

3. In the **Select Report Format** dropdown list, select **Encumbrance List**.
4. In the **Encumbrance Status** dropdown list, select a value:
  - All
  - Open
  - Used
  - Closed



# Provider Invoice Entry (PIE) User Guide

**Program:** Psych Evaluations      **Provider:** [REDACTED]      **Contract Number:** 4600037094  
**Status:** PAID Date: 08/20/2017      **Description:** CF0718PSYE-001 Created on 08/09/2017      **Invoiced Total:** \$6,825.00  
**Optional Description:**      **Comment:**      **Invoice ID:** 50137 , 5668

[Click here to view/hide Contract Encumbrance Financial Status](#)

[Export to Excel](#)

Select Report Format:

Encumbrance List

Encumbrance Status:

OPEN

[Print Report](#)

[Back to Invoice List](#)

List of Clients in this Invoice (13)

Client Name	Client ID	Client SSN	Type	Service	Start Date	Units	Amount
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00
[REDACTED]			5	Psych Evaluation	07/01/2017	1.00	\$525.00

- Click **Print Report**. The encumbrance list displays in a new Web browser tab. See *Printing Reports* for related information.

Client	CL ID	SSN	DOB	County	Area	Service	Approved	Status	Units	Amount	Used
[REDACTED]				Miller (Texarkana)	4	Psych Evaluation	08/30/2017	USED	1.0	525.00	1.0
[REDACTED]				Ouachita (Camden)	4	Psych Evaluation	08/08/2017	USED	1.0	525.00	1.0
[REDACTED]				Ouachita (Camden)	4	Psych Evaluation	08/30/2017	USED	1.0	525.00	1.0
[REDACTED]				Ouachita (Camden)	4	Psych Evaluation	08/31/2017	USED	1.0	525.00	1.0
[REDACTED]				Union (El Dorado)	4	Psych Evaluation	08/08/2017	USED	1.0	525.00	1.0
[REDACTED]				Union (El Dorado)	4	Psych Evaluation	08/31/2017	USED	1.0	525.00	1.0





### **Section 3: Administrator Functions**

This section describes processes that provider administrators follow to help other users. These functions aren't available to provider users.



## Activating New PIE Users

To add new PIE users for your service provider:

1. Log in to PIE to display the Activity Panel.


### Current User

DisplayName   
 AASIS  
 UserType Provider Admin  
 Last Accessed 11/15/2017 10:33:13 AM


**Activity Panel**



Invoice Management



User Maintenance



User profile

2. Click **User Maintenance**. The List of Users panel displays.

- List of Users

[Create New User](#)

Action	UserName	AASIS	UserType	FirstName	MI	LastName	Email	InActive
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Reset Password</a>	<input type="text" value="AASIS"/>	<input type="text" value="AASIS"/>	Provider Admin	<input type="text" value="AASIS"/>		<input type="text" value="AASIS"/>	<input type="text" value="AASIS"/>	False
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Activate User Account</a>	<input type="text" value="AASIS"/>	<input type="text" value="AASIS"/>	Provider User	<input type="text" value="AASIS"/>		<input type="text" value="AASIS"/>	<input type="text" value="AASIS"/>	False

3. Click **Create New User** to display the Create New User panel.

### Create New User [Go Back to List](#)

AASIS

DisplayName

UserType\*

FirstName\*

MI

LastName\*

Email\*

Telephone\*

TelephoneExtension

\* Indicates required field

4. Select a **User Type** to determine the new user's level of access to PIE. The options are:
  - Provider Admin – A person who performs user maintenance functions in addition to provider management functions.
  - Provider User – A person who performs provider management functions.
5. Enter the user's name, email address and telephone number.





- Click **Create**. The *User Added Successfully!* message displays and PIE automatically sends an account activation email to the new user. It contains a link to PIE, a user name and instructions.
- Click **OK** to clear the message. The List of Users panel displays with your new user listed.

List of Users

[Create New User](#)

Action	UserName	AASIS	UserType	FirstName	MI	LastName	Email	InActive
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Reset Password</a>			Provider Admin					False
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Activate User Account</a>			Provider User					False

**NOTE:** An Activate User Account link displays for your new user. It remains available ~~list~~ until the user activates the account. That enables you to send activation emails more than once to the same user if, for example, the link isn't used within 72 hours or the original email is delayed.

Once a user's account is activated, a Reset Password link replaces the Activate User Account link on the list. You can use it to send emails that enable users to reset their passwords if they forget them or are locked out of PIE.

## Deactivating PIE User Accounts

In addition to adding new users, provider administrators are responsible for deactivating PIE accounts when employees leave or no longer require access. To deactivate user accounts:

- Log in to PIE to display the Activity Panel.

### Current User

DisplayName [Redacted]  
 AASIS [Redacted]  
 UserType Provider Admin  
 Last Accessed 11/15/2017 10:33:13 AM

Activity Panel

  
[Invoice Management](#)

  
[User Maintenance](#)

  
[User profile](#)

- Click **User Maintenance**. The List of Users panel displays.

- List of Users

[Create New User](#)

Action	UserName	AASIS	UserType	FirstName	MI	LastName	Email	InActive
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Reset Password</a>			Provider Admin					False
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Activate User Account</a>			Provider User					False

- Click **Edit** to display the Edit user panel and check the **InActive** checkbox.



## Edit user

[Go Back to List](#)

AddedDate	AddedBy	Last Accessed
		11/17/2017 11:18:41 AM

**FirstName**

**MI**

**LastName**

**UserType**

**Email\***

**InActive**

**Telephone\***

**TelephoneExtension**

\* Indicates required field

- Click **Save**. A *User Updated Successfully!* message displays, and the List of Users panel redispays. A Reset Password link is no longer available for the deactivated user, and the InActive indicator changes to *True*.

Action	UserName	AASIS	UserType	FirstName	MI	LastName	Email	InActive
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Reset Password</a>	<input type="text"/>		Provider	<input type="text"/>		<input type="text"/>	<input type="text"/>	False
<a href="#">Edit</a>   <a href="#">Details</a>	<input type="text"/>		Provider User	<input type="text"/>		<input type="text"/>	<input type="text"/>	True

## Editing PIE User Accounts

Provider users can edit their own email addresses, telephone numbers and extensions, but provider administrators can also edit that information and change a user’s access level. To edit user accounts:

- Log in to PIE to display the Activity Panel.

### Current User


**DisplayName**

**AASIS**


**UserType** Provider Admin

**Last Accessed** 11/15/2017 10:33:13 AM


**Activity Panel**



Invoice Management



User Maintenance



User profile

- Click **User Maintenance**. The List of Users panel displays.



[Redacted] - List of Users

[Create New User](#)

Action	UserName	AASIS	UserType	FirstName	MI	LastName	Email	InActive
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Reset Password</a>	[Redacted]		Provider Admin	[Redacted]		[Redacted]	[Redacted]	False
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Activate User Account</a>	[Redacted]		Provider User	[Redacted]		[Redacted]	[Redacted]	False

3. Click **Edit** for the selected user to display the Edit user panel.

Edit user [Go Back to List](#)

AddedDate AddedBy Last Accessed 11/17/2017 11:18:41 AM

**FirstName**   
**MI**   
**LastName**   
**UserType**    
**Email\***   
**InActive**   
**Telephone\***   
**TelephoneExtension**   
 \* Indicates required field

4. Update information as needed. You can also deactivate the account from this panel. See *Deactivating PIE User Accounts* for details.
5. **Click Save.** A *User Updated Successfully!* message displays.
6. To confirm the changes, click **Go Back to List**, which redisplay the List of Users panel. Click **Details** to display the updated User Details panel.

User Details [Go Back to List](#)

**DisplayName** [Redacted]  
**UserName** [Redacted]  
**AASIS** [Redacted]  
**UserType** [Redacted]  
**UserStatus** [Redacted]  
**PasswordDate** [Redacted]  
**FirstName** [Redacted]  
**MI** [Redacted]  
**LastName** [Redacted]  
**AddedDate** [Redacted]  
**AddedBy** [Redacted]  
**LastUpdatedDate** 11/29/2017 10:19:55 AM  
**LastUpdatedBy** [Redacted]  
**Email** [Redacted]  
**InActive** False  
**Telephone** [Redacted]  
**TelephoneExtension** [Redacted]  
**Last Accessed** 11/17/2017 11:18:41 AM



## Helping Users Reset Their Passwords


When users forget their passwords or get locked out of PIE after three unsuccessful attempts to log in, they contact Provider Administrators to request a password reset. When you receive such a request:

1. Log in to PIE to display the Activity panel.


### Current User

DisplayName [REDACTED]  
 AASIS  
 UserType Provider Admin  
 Last Accessed 11/15/2017 10:33:13 AM


**Activity Panel**



Invoice Management



User Maintenance



User profile

2. Click **User Maintenance**. The List of Users panel displays.

Create New User
List of Users

Action	UserName	AASIS	UserType	FirstName	MI	LastName	Email	InActive
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Reset Password</a>	[REDACTED]		Provider Admin	[REDACTED]		[REDACTED]		False
<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Activate User Account</a>	[REDACTED]		Provider User	[REDACTED]		[REDACTED]		False

3. Click **Reset Password** to send the selected user an email. The *Reset Password email been sent successfully!* message displays. The user follows instructions in the email to complete the activation.

