

*** This Billing Review option below will only show all in process if this action is done on the same day the billing is completed.**

The Billing Review option, located just under Billing Entry, performs two functions. First, if you click on the box just to the right of the phrase **“All in Process”**, it will show you each billed day for each child that will be included on the next payroll. It will show the total number of days in Process, as well as the total amount you have billed.

BILLING REVIEW

Logged In Facility Number: 01197
Selected Facility Number: 01197

Select an Authorization to review All In Process

Select a Child or Auth Number

Billed Days Billed Amount

Days In Process Amount In Process

Period

Auth #	Service Date	Status	Billing Type	Rate	Billed Date
641026	06/27/2014	Billed	Regular	\$21.10	8/1/2014 4:29:47 PM
641026	06/30/2014	Billed	Regular	\$21.10	8/1/2014 4:29:47 PM
648408	07/30/2014	Billed	Regular	\$24.50	8/1/2014 2:52:42 PM
648408	07/31/2014	Billed	Absentee	\$24.50	8/1/2014 2:52:42 PM

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Second Option to view after billing have been submitted: **REPORTS**

- When you click on Reports in the menu options, you will call up the following screen.
- Under Select Report/Notice Type the options are Authorization Worksheet, Closure Notice and **Remittance Form**. A date range of the past one year is auto populated in the Date Posted fields (Start Date and End Date). Some of the other fields can be used to filter results
- A Report Type of Remittance is a record of each time your facility has received voucher compensation. By choosing Remittance in the Report Type, then clicking Search, you will retrieve each instance of payment that we have on record.
- You are presented with the Warrant Date, which is the date your payment was calculated by the system. The check number is also listed, followed by a column containing both of those pieces of information displayed together. The column to the far right is the amount that was paid to your facility on that particular dispensation. At the bottom of the page under View/Print you will see a number of additional tabs; clicking on these numerical boxes will take you further back in time for as long as you have been a voucher provider. See example on the following page:

REPORTS

Report Search / Viewer

Select Report/Notice Type: ▼

Authorization Number:

Child Name:

Case Name:

Case Number:

Date Posted - Start Date:

Date Posted - End Date:

Only view notices Not Read: ▼

Check Number:

Check Date:

Please select parameter value(s) then press

	WarrantDate	CheckNumber	DateAndNumber	
View / Print	04/24/2014	1420778658	04/24/2014 - 1420778658	20
View / Print	04/15/2014	1420729140	04/15/2014 - 1420729140	20
View / Print	03/31/2014	1420657227	03/31/2014 - 1420657227	28
View / Print	03/17/2014	1420588630	03/17/2014 - 1420588630	10
View / Print	03/12/2014	1420574846	03/12/2014 - 1420574846	25
View / Print	02/27/2014	1420509669	02/27/2014 - 1420509669	10
View / Print	02/20/2014	1420453981	02/20/2014 - 1420453981	20
View / Print	02/06/2014	1420341185	02/06/2014 - 1420341185	28
View / Print	01/23/2014	1420251844	01/23/2014 - 1420251844	18
View / Print	01/13/2014	1420241107	01/13/2014 - 1420241107	28
View / Print	12/29/2013	1420225055	12/29/2013 - 1420225055	30
View / Print	12/11/2013	1420205366	12/11/2013 - 1420205366	30
View / Print	11/25/2013	1420186792	11/25/2013 - 1420186792	30
View / Print	11/17/2013	1420172140	11/17/2013 - 1420172140	18
View / Print	11/14/2013	1420171497	11/14/2013 - 1420171497	30
View / Print	11/13/2013	1420170579	11/13/2013 - 1420170579	10
View / Print	10/31/2013	1420153697	10/31/2013 - 1420153697	22
View / Print	10/17/2013	1420132749	10/17/2013 - 1420132749	18
View / Print	10/07/2013	1420116338	10/07/2013 - 1420116338	10
View / Print	09/25/2013	1420103336	09/25/2013 - 1420103336	10

1 2 3 4 5 6 7 8 9 10 ... >>