

Overview

As a provider, you can create and manage invoices for your billing in Brittco from the Local Funding module by clicking on the **Manage Invoices** button.

Brittco = A	II Services Provider 👻			🐱 🍞 Ericksonski, Martia 🕶				
Staff	Local Funding			Manage Invoices				
Local Funding	Client		Year					
Incidents		×	2024 ×	~				
Reports	○ Remaining ● Used		Apply Filters					
	Barr Jr., Charles : Span: 03/15/23 - 03/14/24 Effective: 03/15/23 Version #: 1 Note: MLE - Annual 2023 - JR#: 123456 Sauthorizations S102 (232969 2	Beckham, John : Span: 07/01/23 - 06/30/24 Effective: 07/01/23 Version #: 1 Note: URC LM - Annual 2023 - 2024 CPT 12345	Jackson, Marva : Span: 02/01/23 - 01/31/24 Effective: 02/01/23 Version #: 1 Note: URC: Michele Simmons JR 12345 - initial	Marlowe, Biff : Span: 02/01/23 - 01/31/24 Effective: 02/01/23 Version #: 1 Note: URC-BN-Annual 2023-24. JR#123456 5 authorizations				
	0%	SO / \$2566 0%	S0 / \$43129.2 0%	\$0 / \$33382.8 0%				
	Showing 1-4 of 4							

From the *Manage Invoices* screen, you can view invoices you've already created – including Amounts and Statuses – as well as create new invoices by clicking on the **Create New Invoices** button.

Mana	ge Invoices					< Back to Local Funding	+ Create New In
Start Date	2	End Date	🗯 Status				
mm/dd/yyyy		mm/dd/yyyy	I		~		
							Apply Fi
# 🗸	Date Created \$	Staff \$	Service Dates 🗢	Amount \$	# of Claims ≎	Status	
10036	Sep 17, 2023, 1:11pm	Ericksonski, Martia		\$0.00	0	In Progress	Edit
0035	Sep 17, 2023, 1:10pm	Ericksonski, Martia		\$0.00	0	In Progress	Edit
0003	May 2, 2023, 2:11pm	Ericksonski, Martia	04/18/23 - 04/18/23	\$34.00	1	Approved	View
		Patalacendo Manda	04/22/23 - 05/02/23	\$102.00	2	Paid	View



If you click on the **View** button for an invoice, you can see the details about that invoice. To return to the Manage Invoices screen, click on **Back to the Invoice List**.

Invoice Details									< Back to Invoice List
Invoice #				10002					
Provider				All Services Pro	ovider				
Created By				Ericksonski, Ma	artia				
Created At				May 2, 2023, 2	:02pm				
Submitted At				May 2, 2023, 2	:03pm				
Billed Amount				\$102.00					
Note				ď					
Start Date		End Date			Client			Status	
mm/dd/yyyy	::	mm/dd/yyyy					\sim	All	~
									Apply Filters 🔹
Date *	Client 🗢		Code 🗢	Units 🕈	Rate 🗢	Amount 🗢		Warnings	Status
Apr 22, 2023	Barr Jr., Charles		OTT	4	17.00	\$68.00			Paid
May 2, 2023	Barr Jr., Charles		OTT	2	17.00	\$34.00			Paid
				Showing	g 1-2 of 2				

To create a new invoice, click **Create New Invoice**.

Manag	e Invoices		< Back to Local Funding	+ Create New Invoice			
Start Date		End Date	🗎 Status				
mm/dd/y	ууу Е	mm/dd/yyyy	æ		~		
							Apply Filters
# 🗸	Date Created \$	Staff \$	Service Dates \$	Amount \$	# of Claims ≎	Status	
10036	Sep 17, 2023, 1:11pm	Ericksonski, Martia		\$0.00	0	In Progress	Edit
10035	Sep 17, 2023, 1:10pm	Ericksonski, Martia		\$0.00	0	In Progress	Edit
10003	May 2, 2023, 2:11pm	Ericksonski, Martia	04/18/23 - 04/18/23	\$34.00	1	Approved	View
10002	May 2, 2023, 2:02pm	Ericksonski, Martia	04/22/23 - 05/02/23	\$102.00	2	Paid	View
			Showing 1-4 of 4				

From the *Edit Invoice* screen, you can either click on **Add Claim** to enter in the line items for the invoice or click on Actions to see other available options including to upload a flat file.



Edit Invoice - All Services Provider	+ Add Claim Actions •
You currently have no claims on this invoice. Click the "Add Claim" button above to get started.	Upload Flat File Submit Preview Invoice
	Delete

Creating an Invoice

To submit billing, you will either create an invoice by entering in each line item manually or by uploading a flat file you've created from another billing system (like Quicken or QuickBooks) or any other system you might use to collect your billing data. If you use another billing system, you'll upload a flat file (typically called an M-file). In this document, we'll outline how to create invoices by data entry. In a separate document, we'll cover how to create an M-File.

To manually create an invoice, from the *Manage Invoices* screen click on **Create New Invoice**.

Manage	e Invoices		< Back to Local Funding	+ Create New Invoice			
Start Date		End Date	🗰 Status				
mm/dd/yy	yy 🗉	mm/dd/yyyy	Ē		~		
							Apply Filters
# 🗸	Date Created 🗢	Staff ≑	Service Dates 🗢	Amount 🗢	# of Claims ≑	Status	
10036	Sep 17, 2023, 1:11pm	Ericksonski, Martia		\$0.00	0	In Progress	Edit

From the Edit Invoice screen, click on Add Claim.

Edit Invoice - All Services Provider	Back to Invoices Add Claim Actions
You currently have no claims on this invoice. Click the "Add Claim" button above to get started.	

You can now begin entering line items for the invoice. Notice the asterisks next to each field – all fields are required. You can also choose to enter services for a client over multiple dates. We'll begin by looking at a single line item entry.



Add Claim			×
Client*			~
Date*			
mm/dd/yyyy Select Multiple Dates			
Service Code*	Billing Units*✓	Billing Rate*	
Amount*			
		CI	ear Save

To enter a service for a single date, enter the **Client** and set the **Date** by either typing it in or using the date picker.

A	Add Claim											
	Clien	t*										
	Barr	Jr.,	Cha	rles					×Y			
	Date	*										
	03/	15/	202	3								
	Marc	h 20	23 🕶			\uparrow	\downarrow					
	Su	Мо	Tu	We	Th	Fr	Sa	Billing Units* Billing Rate*				
	26	27	28	1	2	3	4					
	5	6	7	8	9	10	11					
	12	13	14	15	16	17	18					
	19	20	21	22	23	24	25					
	26	27	28	29	30	31	1					
	2	3	4	5	6	7	8	Clear	Save			
	Cle	ar				То	day		Save			

When you click on the Service Code dropdown, you'll see the available services for this client.



Add Claim			×
Client*			
Barr Jr., Charles			×V
Date*			
03/15/2023			
Select Multiple Dates			
Service Code*	Billing Units*	Billing Rate*	
	~		
LDF (Adult Day Support LMM (Money Managen LPY (Payeeship) LTB (Non Medical Trans	: - 15 Minute) nent) portation - Per Trip)		
OTT (Occupational The	apy-Treatment)	Clear	Save

Once you select the Service Code, the Group Size, Staff Size and Billing Rate will automatically be updated.

A	dd Claim					×
	Client*					
	Barr Jr., Charles		×V			
	Date*					
	03/15/2023					
	Select Multiple Dates					
	Service Code*	Group Size*		Staff Size*		
	LDF (Adult Day Support - 🗸	1 ~		1		~
	Billing Units*	Billing Rate*		Amount*		
		1.73				
	Max: 96					
	Amount Remaining: \$10380.00					
	Units Remaining: 6000					
					Clear	Save



Enter the number of **Billing Units**. If you're billing for an entire day, the maximum number of units you can enter is 25.

Add Claim			×							
Client*										
Barr Jr., Charles	Barr Jr., Charles									
Date*										
03/15/2023										
Select Multiple Dates	Select Multiple Dates									
Service Code*	Group Size*	Staff Size*								
LDF (Adult Day Support - 🗸	1 ~	1	~							
Billing Units*	Billing Rate*	Amount*								
25	1.73	\$43.25								
Max: 96										
Amount Remaining: \$10380.00 Units Remaining: 6000										
		CI	ear Save							

When you click **Save**, notice that the **Amount Remaining** and **Units Remaining** update so show the new balances. The data remains on the screen so you can enter in another day using the same client and service code. You'll just need to change the **Date** and then click on **Save** again.



Add Claim					×
Client*					
Barr Jr., Charles					×V
Date*					
03/15/2023					
Select Multiple Dates					
Service Code*	Group Size*		Staff Size*		
LDF (Adult Day Support - 🗸	1	~	1		~
Billing Units*	Billing Rate*		Amount*		
25	1.73		\$43.25		
Max: 96					
Amount Remaining: \$10336.75 Units Remaining: 5975					
				Clear	Save

Once you've updated the **Date**, click on **Save**.

Add Claim			×
Client*			
Barr Jr., Charles			×Y
Date*			
03/16/2023			
Select Multiple Dates			
Service Code*	Group Size*	Staff Size*	
LDF (Adult Day Support - 🗸	1	~ 1	~
Billing Units*	Billing Rate*	Amount*	
25	1.73	\$43.25	
Max: 96			
Amount Remaining: \$10336.75 Units Remaining: 5975			
		Cle	ar Save

As you make your additional entries, you can see the line items appear on the invoice in the background. If you want to enter multiple dates for a client and service, you can do so by clicking on the **Select Multiple Dates** link.



Brittco Local Funding Invoices

Brittco = All	Services Provider *						🛛 🕥 Ericksonski, Martia 🔹
		Add Claim			×		
Staff	Edit Invoice - All Services P	Client*				< Back to	Invoices + Add Gaim Actions •
Local Funding		Barr Jr., Charles			×Y		
Incidents	Client	Date*				Amount	
incidents	Barr Jr., Charles	03/16/2023				\$43.25	Edit
Reports	Barr Jr., Charles	Select Multiple Dates				\$43.25	Edit
		Service Code*	Group Size*	Staff Size*			
		LDF (Adult Day Support - 💙	1 ~	1			
		Billing Units*	Billing Rate*	Amount*			
		25	1.73	\$43.25			
		Max: 96					
		Amount Remaining: \$10293.50					
		Units Remaining: 5950					
					-		
					Clear Save		

A calendar opens to the current month. You can then scroll to previous months by clicking on the left arrow.

Add Claim							×			
Client*										
Barr Jr., Charles	5					3	×			
Select Multiple Dates*										
<				>						
s	м	т	w	т	F	S				
					1	2				
3	4	5	6	7	8	9				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				
			Select Single Date	e						
Service Code*		Group S	Size*		Staff Size*					
LDF (Adult Da	y Support - 🗸	1		~	1		~			
Billing Units*		Billing F	Rate*		Amount*					
25		1.73			\$43.25					
Max: 96										
Amount Rema Units Remainir	ining: \$10293.50 ng: 5950									
						Clear	Save			



In our example, the client's span dates run from 3/15 2023 through 3/14/2024. Notice that calendar dates are grayed out before the 15th – these dates cannot be chosen for billing because they don't fall within the authorization period.

dd Claim											
Client*											
Barr Jr., Charle	S					×¥					
		Sele	ct Multiple Da	ates*							
< March 2023 >											
s	М	т	w	т	F	s					
			1	2	3	4					
5	6	7	8	9	10	11					
12	13	14	15	16	17	18					
19	20	21	22	23	24	25					
26	27	28	29	30	31						
		:	Select Single Dat	e		J					
Service Code*		Group S	ize*		Staff Size*						
	av Support -	v 1		~	1	~					

You can select multiple dates by simply clicking on the day you want to include in the billing. When finished, click **Save** to save your changes and then click on the **X** button to close the window.



A	dd Claim						×		
	Client*								
	Barr Jr., Charles						× ¥		
			Selec	t Multiple Da	ates*				
	< March 2023								
	s	м	т	w	т	F	s		
				1	2	3	4		
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31			
			-						
			5	elect Single Date	5				
	Service Code*		Group S	ize*		Staff Size*			
	LDF (Adult Day S	Support - 🗸 🗸	1		~	1	~		
	Billing Units*		Billing R	ate*		Amount*			
	25		1.73			\$43.25			
	Max: 96								
	Amount Remaini	ng: \$10293.50							
	Units Remaining:	: 5950							
							Clear Save		

You can now review all the billing you've created. If needed, you can click **Edit** on any line to make adjustments.

Edit Invoice - All Serv	ices Provider				< Back	to Invoices + Add Claim Ad
Client	Date	Code	Units	Rate	Amount	
Barr Jr., Charles	2023-03-15	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-16	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-17	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-20	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-21	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-22	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-23	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-24	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-27	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-28	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-29	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-30	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-31	LDF	25	1.73	\$43.25	Edit

When the line item opens, you can make your changes or even delete the record if needed.



Edit Claim		×
Client*		
Barr Jr., Charles		× ¥
Date*		
03/15/2023		
Service Code*	Group Size*	Staff Size*
LDF (Adult Day Support - 🗸	1 ~	1 ~
Billing Units*	Billing Rate*	Amount*
25	1.73	\$43.25
Max: 96		
Amount Remaining: \$9861.00		
Units Remaining: 5700		
		Clear Save Delete

Once you completed entering all of your billing, click on **Actions** for more options.

						Upload Flat File
Client	Date	Code	Units	Rate	Amount	Submit
Barr Jr., Charles	2023-03-15	LDF	25	1.73	\$43.25	Delete
Barr Jr., Charles	2023-03-16	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-17	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-20	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-21	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-22	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-23	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-24	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-27	LDF	25	1.73	\$43.25	Edit
arr Jr., Charles	2023-03-28	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-29	LDF	25	1.73	\$43.25	Edit
arr Jr., Charles	2023-03-30	LDF	25	1.73	\$43.25	Edit
Barr Jr., Charles	2023-03-31	LDF	25	1.73	\$43.25	Edit



If you choose **Preview Invoice**, another tab is opened in your web browser so you can view the invoice. If you want to print the invoice, click the **Print** button.

📸 🗖 🛛 🕅 MSN Outlo 🗙 🗎 M Inbe	ox - marc 🗙 📔 🔟 Google Cale 🗙 📔 M Inbox - ma	🛛 🗙 📔 Gravitvie LL 🗙 📔 🛅	MyChart - 🗉 🗙 📔 MyC	ihart - L 🗙 🔋	Edit Invoice 🗙	👂 Printable Int 🗙	🌉 Mail - Erick	🛛 🗙 📔 🗋 Log-in Britt 🗙 🛛	+	- 0 ×
← C ⋒ ⊡ https://summ	mitdd-test.brittcosoftware.com/local-funding/inv	oices/10040/print					A® Q	🖄 🍭 🗘 I	D @ 4	s 🜔
🎦 Creative Housing R 🍃 Dashboard Bri	ittco 🍃 Dashboard Brittco 🍃 Dashboard B	rittco 🍃 Dashboard Brittco	Clients Brittco Soft	💶 Brittco Trello	o 🚏 Marcia Eric	kson - Br 溸 Santa	Fe Payment S	AWARDS Login	>	Other favorites
Billed To:			Invoice Deta	ile					All Serv	ices Provider
Summit DD - Test			Invoice #10040	115						
			Grand Total: \$562.2	5						
			09/17/2023							
Service Date	Client	Service				Code	Units	Rate	Amount	
Mar 15, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 16, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 17, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 20, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ıte			LDF	25	1.73	\$43.25	
Mar 21, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 22, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 23, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 24, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 27, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 28, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 29, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 30, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
Mar 31, 2023	Barr Jr., Charles	Adult Day Support - 15 Minu	ite			LDF	25	1.73	\$43.25	
									\$562.25	
Total Billed for Barr Jr., Charles									\$562.25	
Grand Total									\$562.25	



If you choose **Delete Invoice** from the **Actions** dropdown list, you'll be prompted to confirm deleting the invoice. If you delete an invoice, this action cannot be undone so proceed with caution.

All S	ervices Provider 💌									2	?	Ericksonski, Martia 🔻
			Delete Invoice			×						
	Edit Invoice - All Services Provid	er	Are you sure you want to per cannot be undone.	manently del	ete this invoice? Th	nis	ł			< Back to Invoices	+ Add	Claim Actions •
	Client	Date				_		Rate	Amount			
	Barr Jr., Charles	2023-03-1			Delete Car	ncel		1.73	\$43.25		Edit	
	Barr Jr., Charles	2023-03-1	6	LDF	25			1.73	\$43.25		Edit	

If you choose **Submit** from the **Actions** dropdown list, you'll be prompted to confirm sending the billing to the County. You also have an opportunity to attach any supporting documentation if desired.

All Services Provider 🔹						🗳 🎯 Ericksonski, Martia 🔹		
		Submit Invoice to County Bo	oard ×					
Edit Invoice - All Servio	ces Provider	Are you sure you want to submit this invoice to the county board?		< Back to Invoices + Add Claim Actions				
		Use the "Attachment(s)" area below	to attach any additional					
Client	Date	supporting documentation.		Rate	Amount			
Barr Jr., Charles	2023-03-1	Attachment(s):		1.73	\$43.25	Edit		
Barr Jr., Charles	2023-03-1	Choose file	Browse	1.73	\$43.25	Edit		
Barr Jr., Charles	2023-03-1			1.73	\$43.25	Edit		
Barr Jr., Charles	2023-03-2		Submit Cancel	1.73	\$43.25	Edit		
Barr Jr., Charles	2023-03-2		25	1.73	\$43.25	Edit		

If you confirm submitting the billing, you're returned to the **Manage Invoices** screen. You'll see the submitted invoice listed along with any other invoices you've previously submitted. You'll also see the invoice number that has been assigned by the system to the invoice. If you want to review the invoice, click on the **View** button.



Brittco Local Funding Invoices

Manag	e Invoices								< Back to Local Funding	+ Create New Invoice
Successfu	illy submitted!									
Start Date		End Date 📋 Status								
mm/dd/y	ууу	 mm/dd/yyyy		F				~		
										Apply Filters
# 🗸	Date Created \$	Staff \$		Service Dates 🖨		Amount \$	# of	Claims \$	Status	
10040	Sep 17, 2023, 1:52pm	Ericksonski, Martia		03/15/23 - 03/31/23		\$562.25	13		Submitted	View
10039	Sep 17, 2023, 1:47pm	Ericksonski, Martia				\$0.00	0		In Progress	Edit
10038	Sep 17, 2023, 1:27pm	Ericksonski, Martia				\$0.00	0		In Progress	Edit
10037	Sep 17, 2023, 1:26pm	Ericksonski, Martia				\$0.00	0		In Progress	Edit
10036	Sep 17, 2023, 1:11pm	Ericksonski, Martia				\$0.00	0		In Progress	Edit
10035	Sep 17, 2023, 1:10pm	Ericksonski, Martia				\$0.00	0		In Progress	Edit
10003	May 2, 2023, 2:11pm	Ericksonski, Martia		04/18/23 - 04/18/23		\$34.00	1		Approved	View
10002	May 2, 2023, 2:02pm	Ericksonski, Martia		04/22/23 - 05/02/23		\$102.00	2		Paid	View
				Showing	1-8 of 8					

When you view an invoice, you can see the basic details of when the invoice was created, who submitted it and when it was submitted as well as the individual line items included in the invoice.



Brittco Local Funding Invoices

Invoice Details							< Back to Invoice List
Invoice #			10040				
Provider			All Services Prov	ider			
Created By			Ericksonski, Mar	tia			
Created At			Sep 17, 2023, 1:	52pm			
Submitted At			Sep 17, 2023, 3:	34pm			
Billed Amount			\$562.25				
Note			ď				
Start Date		End Date		Client		Status	
mm/dd/yyyy		mm/dd/yyyy	=			✓ All	~
Date ^	Client ≑	Code ≎	Units 🕈	Rate ≑	Amount≑	Warnings	Apply Filters 🔹
Mar 15, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 16, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 17, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 20, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 21, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 22, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 23, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 24, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 27, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending

A Few Things to Note

• You can use the filter bar to search the invoice line items by date range, client or status and then click **Apply Filters**. This can be helpful with large invoices.

Start Date	End Date	Client	Status
03/27/2023	03/31/2023	×	All ~
			Apply Filters 👻

• Each line item on the invoice has a **Status**. The initial status is *Pending* until the County processes the record.

Date 🕈	Client 🗢	Code \$	Units 🕈	Rate 🖨	Amount \$	Warnings	Status
Mar 15, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 16, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 17, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 20, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending
Mar 21, 2023	Barr Jr., Charles	LDF	25	1.73	\$43.25		Pending



Invoice Status

Once the invoice has been sent, Summit County will then process the invoice on their end to be submitted for payment. From the **Manage Invoices** screen, you can see where the invoice is in that process by looking at the **Status**.

itt <mark>co</mark> ≡ A	II Services Provide	er ▼							② Ericksonski, Martia
Staff	Mana	ge Invoices						< Back to Local Funding	+ Create New Invoice
Local Funding	Start Dat	e		End Date	🗰 Status				
ncidents	mm/dd/yyyy		mm/dd/yyyy	8		~			
Reports									Apply Filters
	# 🗸	Date Created \$		Staff \$	Service Dates 🖨	Amount \$	# of Claims \$	Status	
	10046	Sep 21, 2023, 10:29am		Ericksonski, Martia	02/01/23 - 07/28/23	\$13,800.07	192	Paid	View
	10044	Sep 21, 2023, 9:35am		Ericksonski, Martia	03/15/23 - 04/28/23	\$4,092.66	66	Paid	View
	10043	Sep 17, 2023, 4:28pm		Ericksonski, Martia	07/03/23 - 08/31/23	\$578.24	48	Paid	View
	10041	Sep 17, 2023, 4:08pm		Ericksonski, Martia		\$0.00	0	In Progress	Edit
	10040	Sep 17, 2023, 1:52pm		Ericksonski, Martia	03/15/23 - 03/31/23	\$562.25	13	In Progress	Edit
	10039	Sep 17, 2023, 1:47pm		Ericksonski, Martia		\$0.00	0	In Progress	Edit
	10038	Sep 17, 2023, 1:27pm		Ericksonski, Martia		\$0.00	0	In Progress	Edit
	10037	Sep 17, 2023, 1:26pm		Ericksonski, Martia		\$0.00	0	In Progress	Edit
	10036	Sep 17, 2023, 1:11pm		Ericksonski, Martia		\$0.00	0	In Progress	Edit
	10035	Sep 17, 2023, 1:10pm		Ericksonski, Martia		\$0.00	0	In Progress	Edit
	10003	May 2, 2023, 2:11pm		Ericksonski, Martia	04/18/23 - 04/18/23	\$34.00	1	Approved	View
	10002	May 2, 2023, 2:02pm		Ericksonski, Martia	04/22/23 - 05/02/23	\$102.00	2	Paid	View

Status	Description
In Progress	Means you have created an invoice but have not yet submitted it to the County. If an invoice is missing the Services Dates , Amount and # of Claims , it means there are no line items currently on that invoice; if those fields have data, it means you begun the process of creating the line items but have not yet submitted the final invoice.
Approved	Means either the County has marked the invoice line items are approved or there may be some line items that have been rejected and you'll be notified by email.
Paid	Means the County has sent your invoice in for payment. It does not mean that you have already been paid but that the invoice has been marked to be paid.

Note: If a complete invoice is rejected by the County, you'll receive an email notification of the rejection. The invoice will be listed as In Progress. If you are unsure where the error is, please reach out to providersupport@summitdd.org for assistance. If you see the error, please correct it and resubmit the entire invoice.



Dealing with Rejections

When the County receives your billing, the invoices are reviewed and then, typically, paid. If there are issues with an invoice, the County can reject specific line items or reject the entire invoice. Let's step through both scenarios.

Rejecting Line Items

When you submit an invoice you've created – in this example Invoice # 10041 – you'll click **Edit** to open the invoice.

# 🗸	Date Created ≎	Staff ≑	Service Dates ≑	Amount 🗢	# of Claims ≑	Status	
10046	Sep 21, 2023, 10:29am	Ericksonski, Martia	02/01/23 - 07/28/23	\$13,800.07	192	Paid	View
10044	Sep 21, 2023, 9:35am	Ericksonski, Martia	03/15/23 - 04/28/23	\$4,092.66	66	Paid	View
10043	Sep 17, 2023, 4:28pm	Ericksonski, Martia	07/03/23 - 08/31/23	\$578.24	48	Paid	View
10041	Sep 17, 2023, 4:08pm	Ericksonski, Martia	02/03/23 - 02/28/23	\$430.20	11	In Progress	Edit
10040	Sep 17, 2023, 1:52pm	Ericksonski, Martia	03/15/23 - 03/31/23	\$562.25	13	In Progress	Edit

From the *Edit Invoice* screen, you'll click on the dropdown arrow for **Actions** and choose **Submit**.

Edit Invoice - All Services Provider Back to Invoices										
Client	Date	Code	Units	Rate	Amount	Submit				
Marlowe, Biff	2023-02-03	LMM	4	5.10	\$20.40	Preview Invoice Delete				
Marlowe, Biff	2023-02-06	LTB	2	20.49	\$40.98	Edit				
Marlowe, Biff	2023-02-07	LTB	2	20.49	\$40.98	Edit				
Marlowe, Biff	2023-02-09	LTB	2	20.49	\$40.98	Edit				
Marlowe, Biff	2023-02-10	LTB	2	20.49	\$40.98	Edit				
Marlowe, Biff	2023-02-14	LTB	2	20.49	\$40.98	Edit				

When you're returned to the *Manage Invoices* screen, you'll that the invoice is marked as **Submitted**.

Manag	ge Invoices					< Back to Local Funding	+ Create New Invoice
Success	fully submitted!						
Start Date	2	End Date	🗯 Status				
mm/dd/	′уууу 📼	mm/dd/yyyy	Ē		~		
							Apply Filters
# •	Date Created 🗢	Staff \$	Service Dates 🗢	Amount 🗢	# of Claims ≑	Status	
10046	Sep 21, 2023, 10:29am	Ericksonski, Martia	02/01/23 - 07/28/23	\$13,800.07	192	Paid	View
10044	Sep 21, 2023, 9:35am	Ericksonski, Martia	03/15/23 - 04/28/23	\$4,092.66	66	Paid	View
10043	Sep 17, 2023, 4:28pm	Ericksonski, Martia	07/03/23 - 08/31/23	\$578.24	48	Paid	View
10041	Sep 17, 2023, 4:08pm	Ericksonski, Martia	02/03/23 - 02/28/23	\$430.20	11	Submitted	View
10040	Sep 17, 2023, 1:52pm	Ericksonski, Martia	03/15/23 - 03/31/23	\$562.25	13	In Progress	Edit
10039	Sep 17, 2023, 1:47pm	Ericksonski, Martia	05/02/23 - 05/11/23	\$204.72	8	In Progress	Edit



Once the County processes the invoice and marks it as paid, click on **View** to see the disposition of each line item.

Manag	e Invoices		< Back to Local Funding	+ Create New Invoice			
Start Date		End Date	🗎 Status				
mm/dd/y	yyy 🖻	mm/dd/yyyy	E.		~		
							Apply Filters
# 🗸	Date Created 🖨	Staff ≎	Service Dates 🖨	Amount \$	# of Claims \$	Status	
10046	Sep 21, 2023, 10:29am	Ericksonski, Martia	02/01/23 - 07/28/23	\$13,800.07	192	Paid	View
10044	Sep 21, 2023, 9:35am	Ericksonski, Martia	03/15/23 - 04/28/23	\$4,092.66	66	Paid	View
10043	Sep 17, 2023, 4:28pm	Ericksonski, Martia	07/03/23 - 08/31/23	\$578.24	48	Paid	View
10041	Sep 17, 2023, 4:08pm	Ericksonski, Martia	02/03/23 - 02/28/23	\$430.20	11	Paid	View
10040	Sep 17, 2023, 1:52pm	Ericksonski, Martia	03/15/23 - 03/31/23	\$562.25	13	In Progress	Edit

On this level, you can see any line items that were rejected and the reason why they were rejected. These line items can be re-submitted in a new invoice once corrected.

monee #				100)41			
Provider				All	Services Provider			
Created By				Eric	ksonski, Martia			
Created At				Sep	o 17, 2023, 4:08pm			
Submitted At				Sep	o 22, 2023, 5:47am			
Billed Amount				\$43	30.20			
Note				ď	•			
Charle Date		E. J.D.	- 1 -		Clinet			Chathar
Start Date			ate		Client			Status
mm/dd/yyyy		E mm/	(dd/yyyy				Ý	All
Date [▲]	Client 🗢	Code \$	Units \$	Rate 🕏	Amount \$	Warnings	Status	
Feb 3, 2023	Marlowe, Biff	LMM	4	5.10	\$20.40		Rejected - Please check t	he dates on this authorization.
Feb 6, 2023	Marlowe, Biff	LTB	2	20.49	\$40.98		Paid	
Feb 6, 2023 Feb 7, 2023	Marlowe, Biff Marlowe, Biff	LTB	2	20.49 20.49	\$40.98 \$40.98		Paid Paid	
Feb 6, 2023 Feb 7, 2023 Feb 9, 2023	Marlowe, Biff Marlowe, Biff Marlowe, Biff	LTB LTB LTB	2 2 2	20.49 20.49 20.49	\$40.98 \$40.98 \$40.98		Paid Paid Paid	
Feb 6, 2023 Feb 7, 2023 Feb 9, 2023 Feb 10, 2023	Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff	LTB LTB LTB LTB	2 2 2 2	20.49 20.49 20.49 20.49 20.49	\$40.98 \$40.98 \$40.98 \$40.98		Paid Paid Paid Paid	
Feb 6, 2023 Feb 7, 2023 Feb 9, 2023 Feb 10, 2023 Feb 14, 2023	Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff	LTB LTB LTB LTB LTB	2 2 2 2 2	20.49 20.49 20.49 20.49 20.49 20.49	\$40.98 \$40.98 \$40.98 \$40.98 \$40.98		Paid Paid Paid Paid Paid	
Feb 6, 2023 Feb 7, 2023 Feb 9, 2023 Feb 10, 2023 Feb 14, 2023 Feb 16, 2023	Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff	LTB LTB LTB LTB LTB LTB	2 2 2 2 2 2 2	20.49 20.49 20.49 20.49 20.49 20.49 20.49	\$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98		Paid Paid Paid Paid Paid Paid	
Feb 6, 2023 Feb 7, 2023 Feb 9, 2023 Feb 10, 2023 Feb 14, 2023 Feb 16, 2023 Feb 16, 2023	Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff	LTB LTB LTB LTB LTB LTB LTB	2 2 2 2 2 2 2 2 2 2	20.49 20.49 20.49 20.49 20.49 20.49 20.49	\$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98		Paid Paid Paid Paid Paid Paid Paid	
Feb 6, 2023 Feb 7, 2023 Feb 9, 2023 Feb 10, 2023 Feb 14, 2023 Feb 16, 2023 Feb 21, 2023 Feb 22, 2023	Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff	LTB LTB LTB LTB LTB LTB LTB LTB	2 2 2 2 2 2 2 2 2 2 2 2	20.49 20.49 20.49 20.49 20.49 20.49 20.49 20.49	\$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98		Paid Paid Paid Paid Paid Paid Paid Paid	
Feb 6, 2023 Feb 7, 2023 Feb 9, 2023 Feb 10, 2023 Feb 14, 2023 Feb 16, 2023 Feb 21, 2023 Feb 22, 2023 Feb 23, 2023	Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff Marlowe, Biff	LTB LTB LTB LTB LTB LTB LTB LTB LTB	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	20.49 20.49 20.49 20.49 20.49 20.49 20.49 20.49 20.49	\$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98 \$40.98		Paid Paid Paid Paid Paid Paid Paid Paid	



If you **Preview** the invoice, you'll see that the rejected line item does not appear on the invoice.

Billed To: Summit DD - Test		Invoice Details Invoice #10041 Grand Tota: \$409.80 09/22/2023 B				All Services Provider 4200 Juniper Lane Tallmadge, OH 44278
Service Date	Client	Service	Code	Units	Rate	Amount
Feb 6, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 7, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 9, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 10, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 14, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 16, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 21, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 22, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 23, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
Feb 28, 2023	Marlowe, Biff	Non Medical Transportation - Per Trip	LTB	2	20.49	\$40.98
						\$409.80
Total Billed for Marlowe, Biff						\$409.80
Grand Total						\$409.80

To better capture this information, you can run the *Local Funding Claims History* report and filter by the **Claim Status** of *Rejected* to get a full listing of rejections for whatever date range you designate.

Local Funding Claims History	< Back to Report List
Start Date* 02/01/2023 Clients Marlowe, Biff (9/22/66) × Codes	End Date* O9/22/2023 Services Select option Claim Status
Select option 👻	Rejected ~
Image:	Prepared for: Summit DD - Tost 2023 Amount Adjusted Anoust Status Paid Date 520.40 Rejected Total Amount \$20.40



Rejecting the Entire Invoice

If the County decides to reject the entire invoice – in this example Invoice # 10040 – your initial actions are the same – you'll submit the invoice.

Manag	e Invoices					< Back to Local Funding	+ Create New Invoice	
Successfu	Successfully submitted!							
Start Date	ууу @	End Date mm/dd/yyyy	💼 Status		~		Apply Filters	
# 🗸	Date Created 🗢	Staff \$	Service Dates 🖨	Amount 🗢	# of Claims 🖨	Status		
10047	Sep 22, 2023, 6:06am	Ericksonski, Martia		\$0.00	0	In Progress	Edit	
10046	Sep 21, 2023, 10:29am	Ericksonski, Martia	02/01/23 - 07/28/23	\$13,800.07	192	Paid	View	
10044	Sep 21, 2023, 9:35am	Ericksonski, Martia	03/15/23 - 04/28/23	\$4,092.66	66	Paid	View	
10043	Sep 17, 2023, 4:28pm	Ericksonski, Martia	07/03/23 - 08/31/23	\$578.24	48	Paid	View	
10041	Sep 17, 2023, 4:08pm	Ericksonski, Martia	02/03/23 - 02/28/23	\$430.20	11	Paid	View	
10040	Sep 17, 2023, 1:52pm	Ericksonski, Martia	03/15/23 - 03/31/23	\$562.25	13	Submitted	View	
10039	Sep 17, 2023, 1:47pm	Ericksonski, Martia	05/02/23 - 05/11/23	\$204.72	8	In Progress	Edit	

When the County rejects the invoice, you'll receive an email notification that the invoice has been rejected and by whom along with a **View the Invoice** button so you can open and correct the invoice. You may need to contact the County to get any details about why the invoice was rejected.

÷		:	1 of 231 < 🔸 🔳 🗸
	Local Funding Invoice Rejected External	Inbox ×	8 C
е	erickson@datsmarts.com via mg.brittcosoftware.com to me ▼		6:29AM (1 minute ago) 📩 🕤 🚦
		Brittco Software	
		Hello	
		A local funding invoice has been rejected by Erickson, Marcia.	
		Thanks, Brittco Software	
		© 2023 Brittoo Software. All rights reserved.	



When you click on the button, you can then edit the invoice line items to make any needed corrections.

Edit Invoice - All Services Provider						+ Add Claim Actions •	
Client	Date	Code	Units	Rate	Amount		
Barr Jr., Charles	2023-03-15	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-16	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-17	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-20	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-21	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-22	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-23	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-24	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-27	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-28	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-29	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-30	LDF	25	1.73	\$43.25	Edit	
Barr Jr., Charles	2023-03-31	LDF	25	1.73	\$43.25	Edit	

On the Manage Invoices screen, you'll note that the Status has reverted to In Progress instead of Submitted.

Manag	je Invoices					< Back to Local Funding	+ Create New Invoice
Start Date		End Date	💼 Status				
mm/dd/yyyy		mm/dd/yyyy			~		
							Apply Filters
# 🗸	Date Created \$	Staff \$	Service Dates 🗢	Amount \$	# of Claims \$	Status	
10047	Sep 22, 2023, 6:06am	Ericksonski, Martia		\$0.00	0	In Progress	Edit
10046	Sep 21, 2023, 10:29am	Ericksonski, Martia	02/01/23 - 07/28/23	\$13,800.07	192	Paid	View
10044	Sep 21, 2023, 9:35am	Ericksonski, Martia	03/15/23 - 04/28/23	\$4,092.66	66	Paid	View
10043	Sep 17, 2023, 4:28pm	Ericksonski, Martia	07/03/23 - 08/31/23	\$578.24	48	Paid	View
10041	Sep 17, 2023, 4:08pm	Ericksonski, Martia	02/03/23 - 02/28/23	\$430.20	11	Paid	View
10040	Sep 17, 2023, 1:52pm	Ericksonski, Martia	03/15/23 - 03/31/23	\$562.25	13	In Progress	Edit
10039	Sep 17, 2023, 1:47pm	Ericksonski, Martia	05/02/23 - 05/11/23	\$204.72	8	In Progress	Edit

To get more information about managing and reviewing invoice information, please refer to the Brittco Reports training document to get an overview on the available reports.