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.

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.

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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 Provider
Created By	Ericksonski, Martia
Created At	May 2, 2023, 2:02pm
Submitted At	May 2, 2023, 2:03pm
Billed Amount	$102.00
Note	

Start Date	End Date	Client	Status
mm/dd/yyyy	mm/dd/yyyy		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 1-2 of 2

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

Manage 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	
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.

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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**.

From the *Edit Invoice* screen, click on **Add Claim**.

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.

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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.

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

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Add Claim ✕

Client*

Barr Jr., Charles ✕ ⌄

Date*

03/15/2023 🗓

Select Multiple Dates

Service Code*   Billing Units*   Billing Rate*

[⌄]   [   ]   [   ]

LDF (Adult Day Support - 15 Minute)
LMM (Money Management)
LPY (Payeeship)
LTB (Non Medical Transportation - Per Trip)
OTT (Occupational Therapy-Treatment)

Clear   **Save**

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

Add Claim ✕

Client*

Barr Jr., Charles ✕ ⌄

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**

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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 ✕ ⌄

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: $10380.00

Units Remaining: 6000

Clear **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.

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

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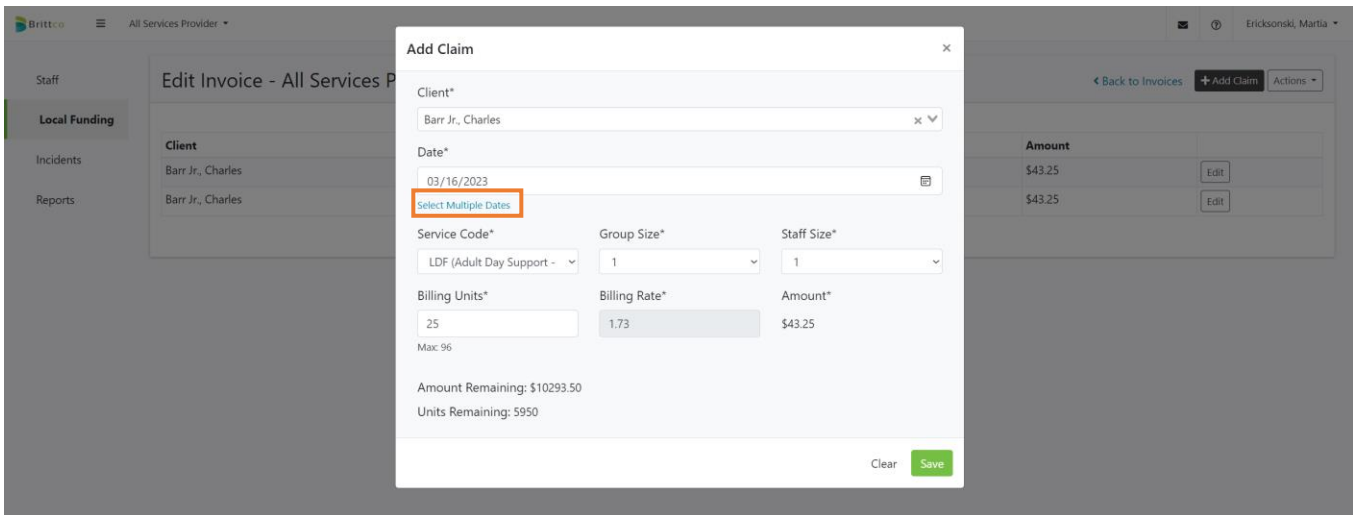
A calendar opens to the current month. You can then scroll to previous months by clicking on the left arrow.

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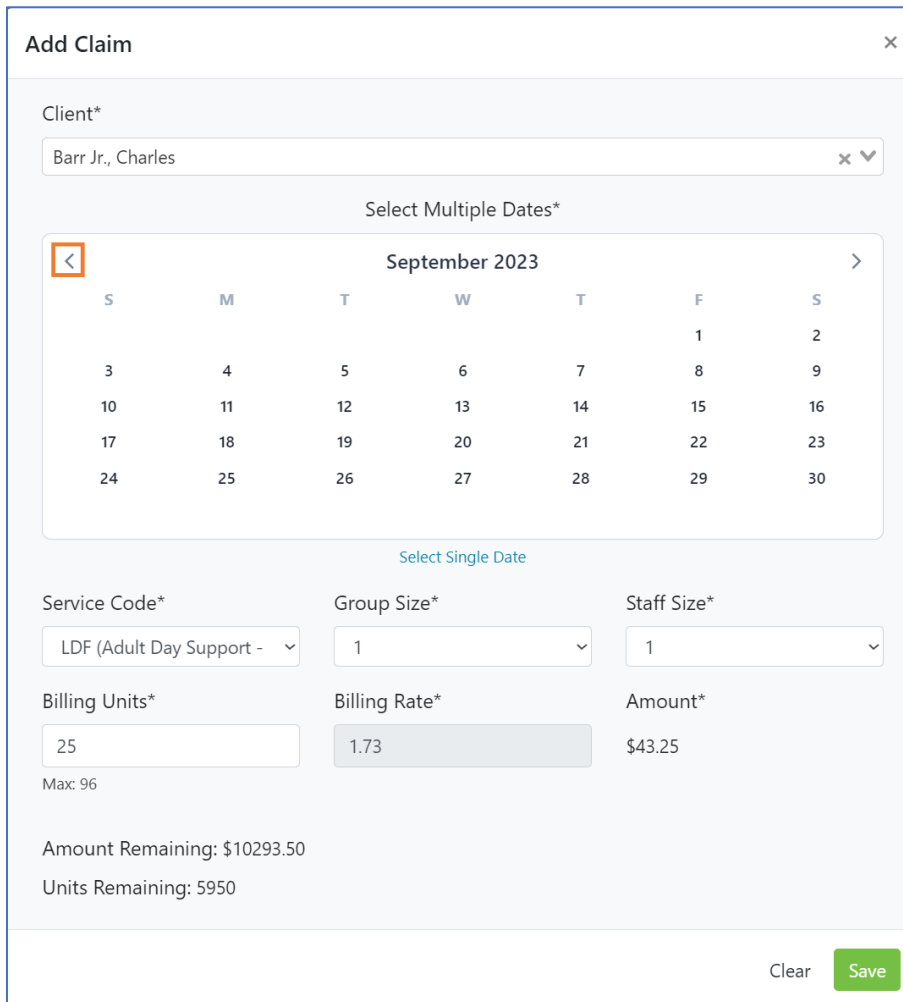
In our example, the client's span dates run from 3/15 2023 through 3/14/2024. Notice that calendar dates are grayed out before the 15th – these dates cannot be chosen for billing because they don't fall within the authorization period.

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.

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Add Claim

Client*

Barr Jr., Charles

Select Multiple Dates*

			March 2023			
S	M	T	W	T	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 Date

Service Code*
LDF (Adult Day Support -

Group Size*
1

Staff Size*
1

Billing Units*
25
Max: 96

Billing Rate*
1.73

Amount*
$43.25

Amount Remaining: $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 Services Provider

‹ Back to Invoices   + 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

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

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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.

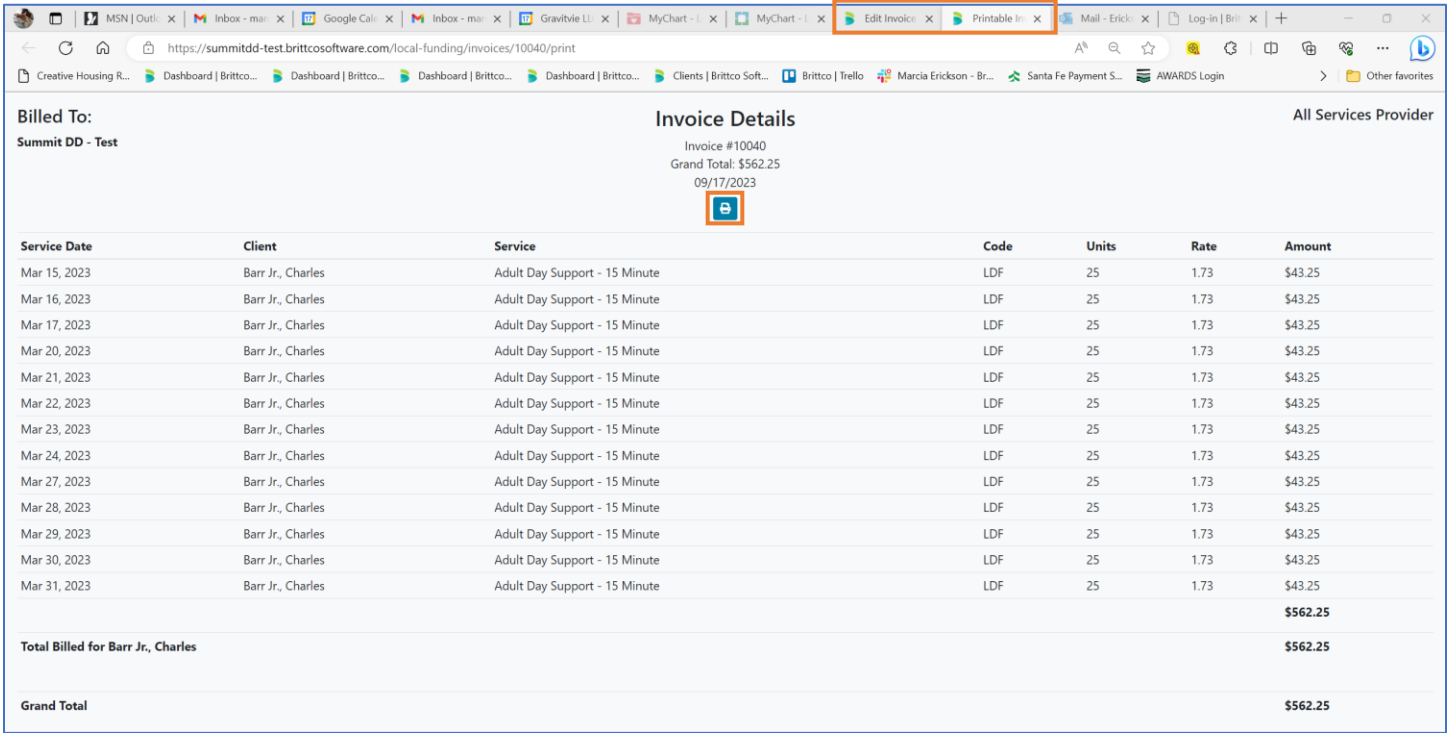Edit Invoice - All Services Provider   ‹ Back to Invoices   ➕ Add Claim   Actions ▾

Upload Flat File
Submit
Preview Invoice
Delete

Client	Date	Code	Units	Rate	Amount	
Barr Jr., Charles	2023-03-15	LDF	25	1.73	$43.25	
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

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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.
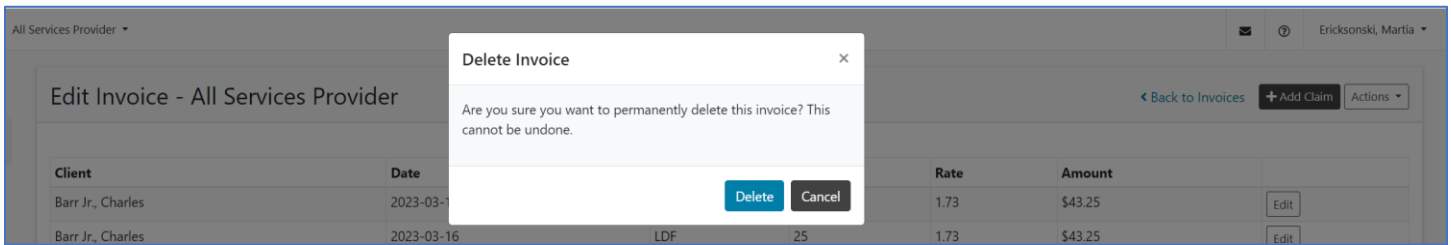

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If you choose **Delete Invoice** from the **Actions** dropdown list, you'll be prompted to confirm deleting the invoice. If you delete an invoice, this action cannot be undone so proceed with caution.

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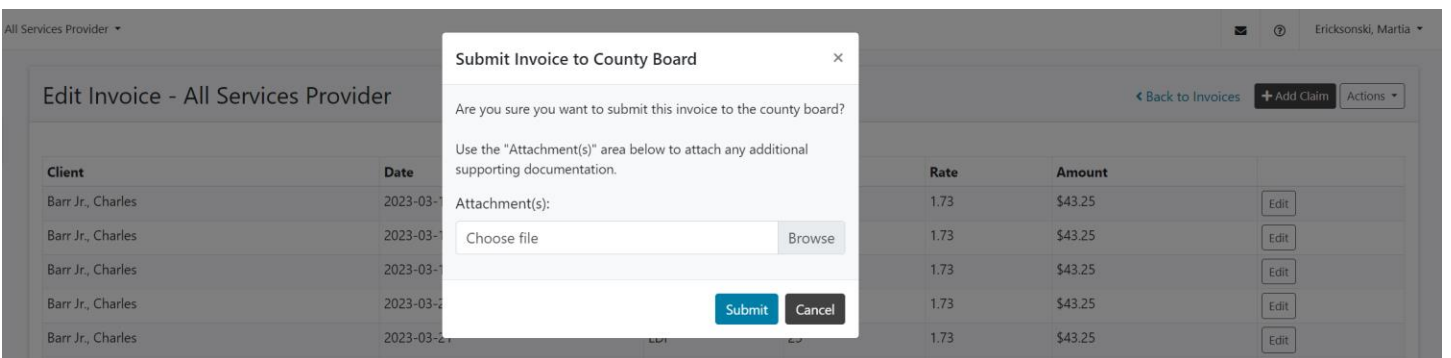
If you confirm submitting the billing, you're returned to the **Manage Invoices** screen. You'll see the submitted invoice listed along with any other invoices you've previously submitted. You'll also see the invoice number that has been assigned by the system to the invoice. If you want to review the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

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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.

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Invoice Details

 ‹ Back to Invoice List

Invoice #	10040
Provider	All Services Provider
Created By	Ericksonski, Martia
Created At	Sep 17, 2023, 1:52pm
Submitted At	Sep 17, 2023, 3:34pm
Billed Amount	$562.25
Note	

Start Date	End Date	Client	Status
mm/dd/yyyy	mm/dd/yyyy		All

Apply Filters ▾

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
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
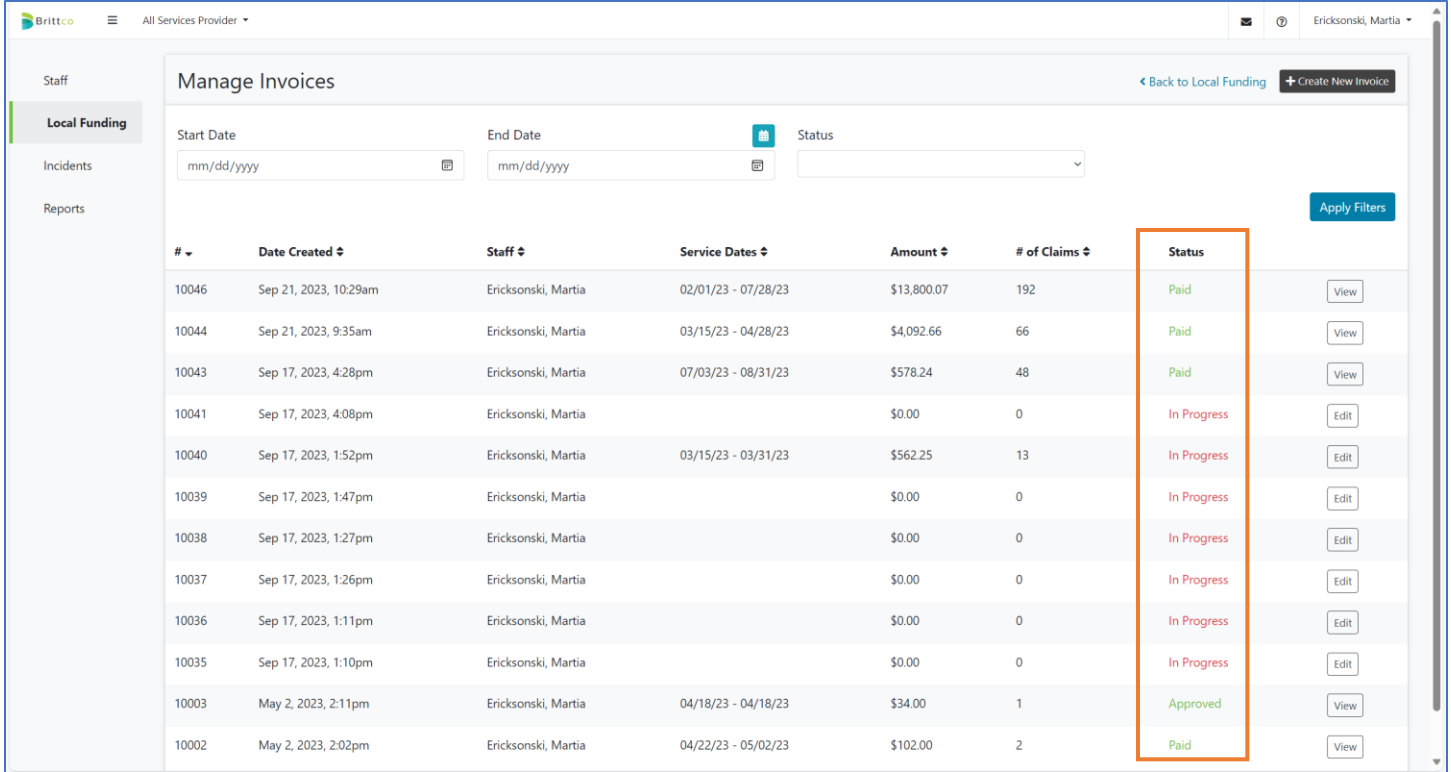
Apply Filters ▾

- 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

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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**.

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.

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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   + Add Claim   Actions ▾

Upload Flat File
Submit
Preview Invoice
Delete

Client	Date	Code	Units	Rate	Amount	
Marlowe, Biff	2023-02-03	LMM	4	5.10	$20.40	
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**.

Manage Invoices   ‹ Back to Local Funding   + Create New Invoice

Successfully submitted!

Start Date   mm/dd/yyyy   **End Date**   mm/dd/yyyy 📅   **Status** ⌄

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

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

| Manage Invoices | | | | | | | | ‹ Back to Local Funding | + Create New Invoice |

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Status

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.

Invoice #	10041
Provider	All Services Provider
Created By	Ericksonski, Martia
Created At	Sep 17, 2023, 4:08pm
Submitted At	Sep 22, 2023, 5:47am
Billed Amount	$430.20
Note	✎

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Client

Status
All

Apply Filters ▾

Date ▲	Client ⇕	Code ⇕	Units ⇕	Rate ⇕	Amount ⇕	Warnings	Status
Feb 3, 2023	Marlowe, Biff	LMM	4	5.10	$20.40		Rejected - Please check the dates on this authorization.
Feb 6, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 7, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 9, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 10, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 14, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 16, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 21, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 22, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 23, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid
Feb 28, 2023	Marlowe, Biff	LTB	2	20.49	$40.98		Paid

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

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

Billed To:
Summit DD - Test

Invoice Details
Invoice #10041
Grand Total: $409.80
09/22/2023

All Services Provider
4200 Juniper Lane
Tallmadge, OH 44278

$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.

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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.

# ▾	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.

Brittco Software

Hello

A local funding invoice has been rejected by Erickson, Marcia.

[View the Invoice]

Thanks,
Brittco Software

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

Edit Invoice - All Services Provider							
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**.

Manage Invoices — ‹ Back to Local Funding — + Create New Invoice

Start Date: mm/dd/yyyy
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
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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.

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