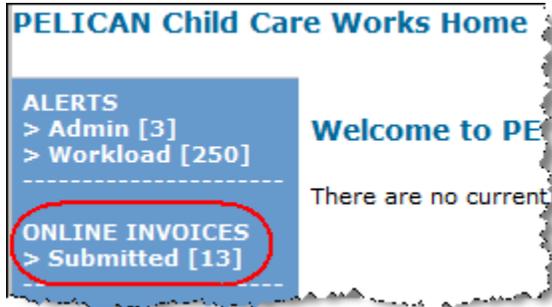


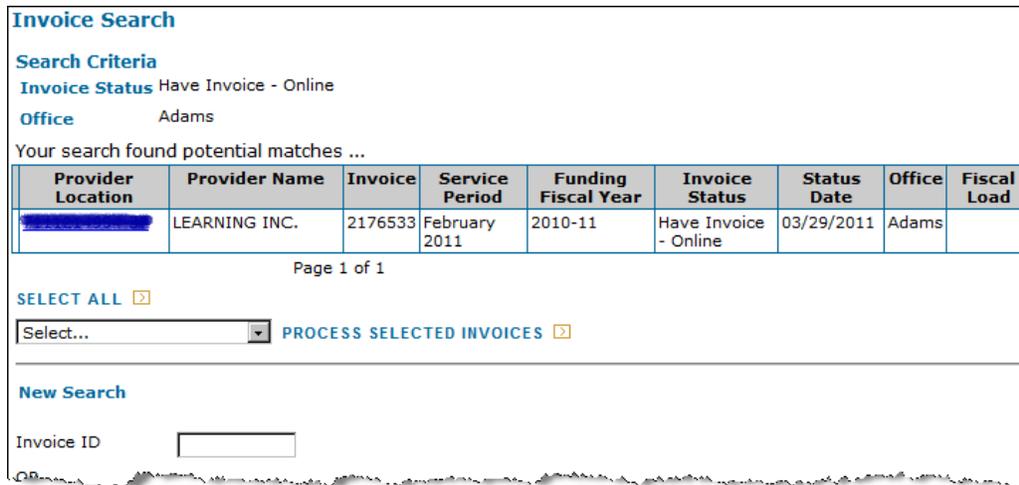
## Performing an Online Invoice Search and Accessing Attendance Detail

1. Click the ONLINE INVOICES Submitted link on the left side of the *Home* page.



2. Select one of the following options:

- To change search options, enter search criteria and select sort options, then click [SEARCH].
- To view invoice details, click a Provider Location link to go to the *Invoice Detail* page for the selected Provider Location.



**Invoice Search**

**Search Criteria**  
Invoice Status Have Invoice - Online  
Office Adams

Your search found potential matches ...

Provider Location	Provider Name	Invoice	Service Period	Funding Fiscal Year	Invoice Status	Status Date	Office	Fiscal Load
<a href="#">LEARNING INC.</a>	LEARNING INC.	2176533	February 2011	2010-11	Have Invoice - Online	03/29/2011	Adams	

Page 1 of 1

SELECT ALL

Select...

**New Search**

Invoice ID

### Notes:

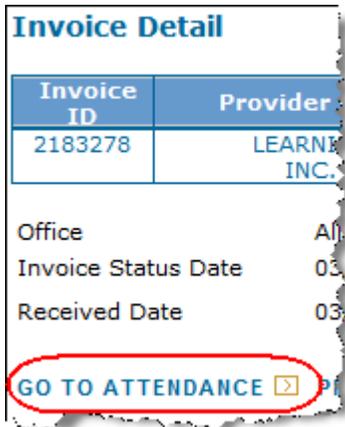
- Online invoices can only be individually processed; therefore, the Select drop-down list cannot be used for online invoices. However, once an online invoice has been calculated it will be the same as a paper invoice and can therefore be authorized in a group.
- Invoices in "Have Invoice - Online" status are displayed by default.

### Processing Provider Added Children for Online Invoices

When an online invoice includes provider added children, follow the steps below to associate the child's attendance information with an enrollment, or to reject the addition.

#### Process Provider Added Children

1. Navigate to the *Invoice Detail* page for the appropriate invoice.
2. Click [GO TO ATTENDANCE].



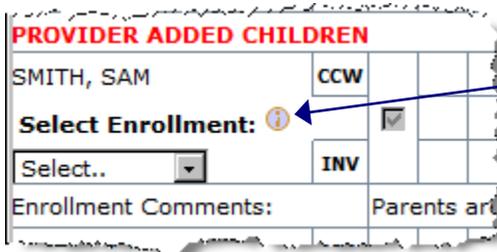
3. Click [VIEW ONLINE ATTENDANCE INVOICE].

#### Invoice Attendance Detail

Invoice ID	Provider Name	Pro
2183278	LEARNING INC.	941:

**VIEW ONLINE ATTENDANCE INVOICE** [X]

4. Scroll down to the *Provider Added Children* section of the invoice.



**Note:**  
Click the *i* icon to see child information, such as date of birth.

#### Notes:

- To print the provider added children, click [PRINT PROVIDER ADDED CHILDREN] and follow normal print procedures.
  - To print the invoice, click [PRINT INVOICE] and follow normal print procedures.
5. If you determine that the provider added child legitimately belongs on the invoice, you must now associate the proper enrollment in PELICAN. If the child is not already enrolled, use the *Main Navigation* bar to access the child's individual case to update the enrollment accordingly. If the child does not belong on the invoice, skip to the second bullet of step 11.

**Note:**

All provider added children must be associated to an enrollment or in a "Rejected" status in order to calculate the invoice.

6. Navigate to the *Home* page and click the ONLINE INVOICES Submitted link on the left side of the page.
7. Select the Provider Location link associated with the invoice.
8. Click [GO TO ATTENDANCE].
9. Click [VIEW ONLINE ATTENDANCE INVOICE].
10. Click [REFRESH] if the enrollment was updated; otherwise, continue with step 11.

The child is now listed in the *Select Enrollment* drop-down list and can be associated with the enrollment.

11. Select one of the following options:
  - Select the child's name from the *Select Enrollment* drop-down list to associate the child with the attendance.
  - Select **Reject** from the *Select Enrollment* drop-down list if the child was not associated to the enrollment and should not be added to the invoice.
12. Click [SAVE].

**Notes:**

- Click the *View Client History icon (i)* to view client history, such as the child's date of birth and enrollment date (as shown on the previous page). Click the X in the upper right of the box to close the client history.
- Click [CCIS INVOICE COMMENTS] to add a comment regarding this invoice, if desired. Select the checkbox, then click [NEW]. Type a Subject and Comment Text, then click [SAVE].

### View Provider Added Children History

1. Navigate to the *Invoice Detail* page for the appropriate invoice.
2. Click [GO TO ATTENDANCE].
3. Click [VIEW ONLINE ATTENDANCE INVOICE].
4. Click the *View Client History icon (i)* associated with the added child's history to view. The history is displayed at the bottom of the pop-up window. It includes the history of all enrollment selections for that child for the specific invoice.
5. Click the Close button (**X**) to close the pop-up window.

### View Invoice Status History

1. Navigate to any invoice page for the appropriate invoice.
2. Select **View Invoice Status History** from the *Select* drop-down list.
3. Click [PREVIOUS] or select an option from the *Select* drop-down list, then click [GO].

## Updating Online Attendance Invoices

If discrepancies exist between the current PELICAN CCW enrollment schedule and the information the provider submitted, the discrepancies must be investigated.

Schedule changes require verification, but the invoice can still be saved and calculated. In these circumstances, investigate the reason, then proceed with the steps in the **Update Attendance – No Changes or Closures** topic below.

The following discrepancies must be resolved in order to calculate the invoice. In these circumstances, investigate and resolve the reason, then proceed with the steps in the **Update Attendance – Changes Exist** or **Overriding Attendance or Paid Closures – Supervisors and Directors Only** topics, as appropriate.

- Change in closure
- Child terminated
- 10 day absence
- Late start date

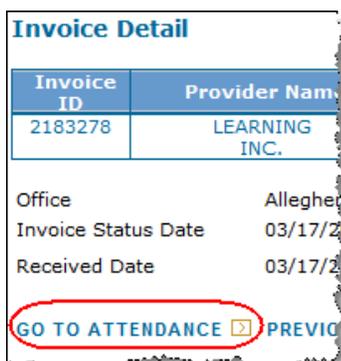
### Update Attendance – No Changes or Closures

1. Navigate to the *Invoice Detail* page for the appropriate invoice.
2. Click [SAVE-GO TO CALCULATION] to save the data and calculate the invoice.

### Update Attendance – Changes Exist

If discrepancies exist between the current PELICAN CCW enrollment schedule and the information the provider entered, they must be resolved. To do so, make enrollment updates if appropriate.

1. Navigate to the *Invoice Detail* page for the appropriate invoice.
2. Click [GO TO ATTENDANCE].



# Processing Online Attendance Invoices

## Tip Sheet

3. Click [VIEW ONLINE ATTENDANCE INVOICE].

VIEW ONLINE ATTENDANCE INVOICE [X]

Individual Number	CO/Record #	Child Name	Care Level	Units of Care				**Prior Absences	**Current Absences	Total Attended Days	Reason for Highlight
				FT	PT	NFT	NPT				
<a href="#">230172384</a>	02/1147882	<b>BROWN, JADE</b>	YSA	0	23	0	0	0	<input type="text" value="0"/>	<input type="text" value="23"/>	Schedule Change
<a href="#">840311526</a>	02/1283387	<b>MORGAN, ELLI</b>	YSA	0	23	0	0	0	<input type="text" value="0"/>	<input type="text" value="10"/>	Child Terminated
<a href="#">218455676</a>	02/1214345	<b>WILKSON, TIFF</b>	OSA	0	23	0	0	0	<input type="text" value="0"/>	<input type="text" value="12"/>	10 Day Absence Schedule Change

\*\*end of month consecutive absences only

SAVE [X] SAVE GO TO CALCULATION [X] PREVIOUS [X] REFRESH [X]

**Notes:**

- Click the Information (i) icon to advance to the Invoice Child Calculation page.
- Click the Individual Number link to view the Case Enrollment page for the selected child.
- The Prior Absences column represents the previous month's end of month consecutive absences only.
- The Total Attended Days field will not always equal the sum of the Units of Care. This is due to schedule changes or absences. To verify the numbers are correct, click [VIEW ONLINE ATTENDANCE INVOICE] and investigate the cause, if needed.
- Take note of the reasons listed in the Reason for Highlight column and proceed accordingly.

4. Select the Name link associated with the record to be reviewed.

**YOUNG SCHOOL-AGE**

	CCW	<input type="checkbox"/>	PT	PT	PT	PT		PT	PT	PT	PT	PT		PT	PT	PT	PT	PT
<a href="#">BROWN, JADE</a>		<input type="checkbox"/>												FT	FT			
	INV		PT	PT	PT	PT		PT	PT	PT	PT	PT		PT	PT	PT	PT	PT

**Note:**

There are three rows associated with each attendance record as follows:

- CCW Row – Represents the child's current enrollment schedule as it exists in CCW.
- Center Row – Represents the changes to attendance information entered by the provider.
- INV Row – Represents the CCW enrollment schedule at the time the invoice was submitted.

5. Update the enrollment or schedule, if needed.

6. Close the Case Enrollment Summary pop-up window to return to the Online Attendance Invoice page.

7. Click [REFRESH] to clear the highlighted items.

# Processing Online Attendance Invoices

## Tip Sheet

**Notes:**

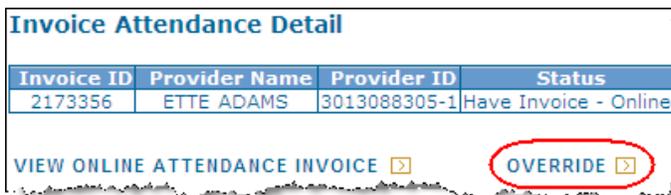
- Click [CCIS INVOICE COMMENTS] to add a comment regarding this invoice, if desired. Select the checkbox, then click [NEW]. Type a Subject and Comment Text, then click [SAVE].
- Click [PRINT INVOICE], if desired, to print a copy of the invoice following normal print procedures.

8. Close the *Online Attendance Invoice* page pop-up window.
9. Click [SAVE] to save the data, or [SAVE-GO TO CALCULATION] to save the data and calculate the invoice.

### Overriding Attendance or Paid Closures – Supervisors and Directors Only

If legitimate discrepancies exist between the current PELICAN CCW enrollment schedule and the information the provider entered, with the exception of schedule changes, they must be overridden in order to calculate the invoice. Perform an override as follows:

1. Navigate to the *Invoice Attendance Detail* page associated with the invoice.
2. Click [OVERRIDE].



3. Select **Yes** from the *Invalid Entry* drop-down list to reject the change, then type a reason in the associated *Reason* field.

#### Invoice Attendance Override

Invoice ID	Provider Name	Provider ID	Status	Service Period	Funding	Funding Fiscal Year
2173356	ADAM ADAMS	2113568305-1	Have Invoice - Online	January 2011	State	2010-11

Invoice Exception	Invalid Entry	Invalid Entry Reason
Change in Closure	Select... [v]	[ ] [v]

Individual Number	CO/Record #	Child Name	Reason for Highlight	Invalid Entry	Reason
<a href="#">937956579</a>	21/2398223	ARIS, BRAN	10 Day Absence	Select... [v]	[ ] [v]

SAVE [X]    SAVE & CLOSE [X]    CANCEL [X]

**Note:**

*If a change in closure exists, enter the reason for override in the Invalid Entry Reason field.*

4. Click [SAVE & CLOSE] to save the information and close the pop-up window.
5. Click [REFRESH] to clear the highlighted items.
6. Click [SAVE-GO TO CALCULATION] to save the data and calculate the invoice normally.