

Idaho Supreme Court Monthly Invoice Billing (Cost Reimbursement)

Monthly Flat Rate Invoicing:

Under your contract in WITS, the Contractor (Idaho Supreme Court) is able to establish your budget for the year. You may now submit your monthly invoices through WITS for approval and eventual payment by the Contractor.

Each month, you will submit one invoice per Tier in your contract.

To create and manage invoices, a user must have the Agency Invoicing role.

1. **Getting here:** Login, select Facility, select **Agency** from left menu, select **Billing**, then select **Invoicing**.

The screenshot shows the WITS Idaho Training web application interface. At the top, the user is logged in as 'Proctor, Lynn' at the 'Provider Training Agency, Treatment Location 1'. The date is December 2013, Rev 2. The left navigation menu includes 'Home Page', 'Agency', 'Agency List', 'GPRA Discharge Due', 'Tx Team Groups', 'Billing', 'Invoicing', 'Claim Item List', 'Claim Batch List', 'Encounter List', 'EOB Transaction List', 'Payment List', 'Billing Transaction List', 'Client Balance', 'Cost Center', 'Payor Plan List', 'Authorization List', and 'Contract Management'. The 'Agency' and 'Invoicing' items are circled in red. The main content area is titled 'Cost Reimbursement Invoice Search' and contains several search criteria: Contract #, Contract Name, Adjudicated Date, Authorization Period, Contractor, Invoice MM/YY, Plan, Group, Invoice Type, and Status. There are 'Clear' and 'Go' buttons. Below this is the 'Invoice List' section, which includes a 'Tier' dropdown and an 'Add Invoice' button. The table below has columns for Invoice ID, Contract Name (Number), Plan-Group, Invoice Type, Invoice Period (FY), Amount Invoiced, Amount Paid, Status, and Actions.

Invoice ID	Contract Name (Number)	Plan-Group	Invoice Type	Invoice Period (FY)	Amount Invoiced	Amount Paid	Status	Actions

Cost Reimbursement Invoice Search:

You may search for any invoices you have previously created.

1. Input **Contract Name**
2. Click **Go**
3. The status is displayed, and if the invoice has been marked for payment by the Contractor, you may click **View Paid Invoice**.

Idaho WITS Training

User: Proctor, Lynn
Loc: Provider Training Agency, Treatment Location 1
Client:

December 2013 Rev 2

Printable View

MedlinePlus

Logout

Cost Reimbursement Invoice Search

Contract # Contract Name **ISC-Provider Training** Adjudicated Date

Authorization Period Contractor Invoice MM/YY

Plan Group Status

Invoice Type

Clear Go

Invoice ID	Contract Name (Number)	Plan Group	Invoice Type	Invoice Period (FY)	Amount Invoiced	Amount Paid	Status	Actions
17	ISC-Provider Training (1.22.2014)	Idaho Court Funding-Problem Solving Court	Cost Reimbursement	10/2013 (SFY2014)	\$5,555.56	\$5,555.56	Paid	Profile View Paid Invoice
22	ISC-Provider Training (1.22.2014)	Idaho Court Funding-Problem Solving Court	Cost Reimbursement	11/2013 (SFY2014)	\$5,555.56	\$5,555.56	Paid	Profile View Paid Invoice
23	ISC-Provider Training (1.22.2014)	Idaho Court Funding-Problem Solving Court	Cost Reimbursement	12/2013 (SFY2014)	\$5,555.56	\$5,555.56	Paid	Profile View Paid Invoice
24	ISC-Provider Training (1.22.2014)	Idaho Court Funding-Problem Solving Court	Cost Reimbursement	1/2014 (SFY2014)	\$5,555.56	\$5,555.56	Paid	Profile View Paid Invoice

Creating a New Invoice:

1. Choose a **Tier** from the dropdown list.
2. Click **Add Invoice**.

The screenshot shows the 'Cost Reimbursement Invoice Search' interface. The search form includes the following fields:

- Contract #
- Contract Name
- Adjudicated Date
- Authorization Period
- Contractor
- Invoice MM/YY
- Plan
- Group
- Status
- Invoice Type

Below the search form is the 'Invoice List' table. The table has the following columns: Invoice ID, Contract Name (Number), Paid, Status, and Actions. A red arrow points to the 'Add Invoice' button, which is circled in red. The 'Tier' dropdown menu is also visible.

3. Click **Save**. Budget amounts will be displayed.

4. Click **Edit** next to line item.
5. Enter the amount to be invoiced in the **Current Month** box (you should be invoicing for 1/12 of your annual budget amount).
6. Click **Update Invoice**.

Idaho WITS Training

User: Proctor, Lynn
Loc: Provider Training Agency, Treatment Location 1
Client:

December 2013 Rev 2

Printable View

MedlinePlus Logout

Home Page
Agency List
GPRA Discharge Due
Tx Team Groups
Billing
Invoicing
Claim Item List
Claim Batch List
Encounter List
EOB Transaction List
Payment List
Billing Transaction List
Client Balance
Cost Center
Payor Plan List
Authorization List
Contract Management
Group List
Clinical Dashboard
Client List
System Administration
My Settings
Reports

Invoice Profile

Contract Name: ISC-Provider Training FY: SFY2014 Plan-Group: Idaho Court Funding-Problem Solving C
 Contract #: 1.22.2014 MMY: 2/2014 Invoice Type: Cost Reimbursement
 Prepared By: Prepared: Adjudicated: Status: Awaiting Review
 Created By: Proctor, Lynn Created On: 1/31/2014 12:55 PM
 Updated By: Proctor, Lynn Updated On: 1/31/2014 12:55 PM

Cancel Save Finish

Line Item	Category	Line Item	Prior Period to Date - Paid	Current Month - Invoice	Current Month - Budget	Period to Date - Paid Estimate	Period to Date - Budget	Total Budget	Actions
Idaho PSC Services	Idaho PSC Services		\$22,222.22	\$0.00	\$5,555.56	\$22,222.22	\$27,777.78	\$50,000.00	Edit

Current Month Invoice-Total: \$0.00

Administrative Actions: Bill It

Bill the Contractor:

7. Under **Administrative Actions** at the bottom of the screen, click **Bill It**.

8. This will make the invoice read only and the status will be **Billed**.

The screenshot shows the 'Invoice Profile' page in the Idaho WITS Training system. The user is Lynn Proctor, located at the Provider Training Agency, Treatment Location 1. The system date is December 2013, Rev 2. The invoice details are as follows:

Contract Name	ISC-Provider Training	FY	SFY2014	Plan-Group	Idaho Court Funding-Problem Solving C
Contract #	1.22.2014	MM/YY	2/2014	Invoice Type	Cost Reimbursement
Prepared By	Proctor, Lynn	Prepared	1/31/2014	Adjudicated	
Created By	Proctor, Lynn	Created On	1/31/2014 12:55 PM	Status	Billed
Updated By	Proctor, Lynn	Updated On	1/31/2014 1:02 PM		

Buttons: Cancel, Save, Finish

Line Item		Current Month					
Category	Line Item	Prior Period to Date - Paid	Current Month - Invoice	Current Month - Budget	Period to Date - Paid Estimate	Period to Date - Budget	Total Budget
Idaho PSC Services	Idaho PSC Services	\$22,222.22	\$5,555.56	\$5,555.56	\$27,777.78	\$27,777.78	\$50,000.00

Administrative Actions: Current Month Invoice-Total \$5,555.56

9. The Contractor may accept or reject the invoice. You will receive an email either way. If your invoice is rejected, you may need to resubmit it with changes.