



# Redwood Coast Regional Center

*e-Billing Newsletter - February Edition*



Here is some sun to brighten your day!

## *E-Billing Invoices*

**DO NOT SUBMIT** February invoices prior to March 1<sup>st</sup>, 2017.

## *Vendors Billing via E-Attendance*

- Your invoices will be on the right side of the e-Billing screen, once you have logged in.
- An XLS file is an excel file and a XML file is a web file.
- Make sure you email the excel file containing the DS2087. It is the signature page of the billing. Your billing will not be processed without it.

Want to know when invoices are due? Curious when payment will be issued? Click the link below to find out.

[Billing/Payment schedule](#)

Did someone turn in a late time sheet? Did you accidentally bill the wrong amount? Don't worry we have a way to help you fix it. Just review the Billing Adjustment Procedure and complete the Billing Adjustment Request (BAR) form and send it to our fiscal department. You can find both of these on the e-Billing website below the "LAUNCH APPLICATION" button or by using the links below.

[Billing Adjustment Procedure](#)

[Billing Adjustment Request \(BAR\) Form](#)

## *Important Reminders*

- ❖ **Do not give out your user information. You are able to create user profiles if you are a Vendor Administrator.**
- ❖ **Always review your Authorization to Purchase services documents.**
- ❖ **All invoices must be submitted**, even if no services were provided.
- ❖ **We have links to help**. Review the guides and other links on the e-Billing website before contacting the Fiscal Department. 90% of questions are answered in the information already provided with the links on the website.
- ❖ **Bill during non-peak hours**. Peak billing time is within the first 10 days of the month. We recommend you use the e-Billing system during non peak hours such as early morning or later in the evening between the 1<sup>st</sup> through the 10<sup>th</sup>.
- ❖ **Documents, Documents, Documents**. Parent Verification Forms are required for specific vendors (see more information below). When using the One-Time calendar you must submit receipts and word documents may be required. It is the vendor's responsibility to ensure all documents have been submitted. Billings will not be processed without any required document.
- ❖ **Complete your invoice monthly**. Always log in to see if you have any invoices issued from RCRC. Sometimes you may have more than one invoice issued to you. Invoices with an "Issued Date" over 90 will be removed and considered no payment owed. If you find you provided authorized services, have not been paid, and there is no invoice to bill for the authorized service, please contact one of the fiscal staff.
- ❖ **Notify RCRC immediately if you have any of the following changes in:** Address, Email, Phone number, Banking information (only if you receive payments via Direct Deposit)

*"It is the Vision of Redwood Coast Regional Center that all people in our community, including individuals with developmental disabilities, will live, learn, work, travel, and play in the best, most inclusive environments..."*