



Redwood Coast Regional Center

e-Billing Newsletter - February Edition

E-Billing Invoices

DO NOT SUBMIT February invoices prior to March 1st, 2018.

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.

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 1st through the 10th.
- ❖ **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)