

[Online Invoice Application Updates- Action by 11/28 and 12/6](#)  
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**Online Invoice Application Updates- Action by 11/28 and 12/6**

The Online Invoice Application will be open for submissions starting on December 1. The ATS data pull will happen on November 29; **please make sure that your ATS data is accurate and up to date by 4 PM on November 28. Invoices will be due by Close of Business on December 6.**

Thank you to those that sent feedback on the application. You will find the following additional features and functionality for Invoice 4:

- Users can now search by student name and OSIS number
- View 50 students per page instead of only 15
- Services in the drop down menu for SpEd services have been alphabetized
- Student names have been added to the SpEd Detail windows
- The Start Date of school (in the calendar management) will now be editable. If this date is changed, you will not lose other changes, but will be prompted to view the impact the change has on SpEd Category start dates.
- The amount of inactive time before logging a user off has been increased to 30 minutes. Please make sure that pop-ups are enabled for this website so that you can view the warning prompts.
- New students that were added manually by schools in Payment 3 WILL NOT need to be reentered for Invoice 4 (this is different than what was explained during training).
- Reconciliation dollars (from FY11) will be viewable through the portal on the Payment 3 Invoice on the Main page as the Invoice Summary.
  - The Net invoice amount equals the GenEd amount plus the SpEd amount *plus* the Reconciliation amount ( only if the reconciliation amount is *negative*, meaning that the DOE owed the school)
  - Net invoice amount equals the GenEd amount plus the SpEd Amount *minus* the Reconciliation amount (if the reconciliation amount is *positive*, meaning that the school owed the DOE)

**Send ELL Questions to the CSO**

In an effort to ensure that charter school operators are provided with the most accurate information about services for English Language Learners, our office has reached out to representatives in the Division of Students with Disabilities & English Language Learners at the New York State Education Department. At this time, we are asking charter school operators to send us any questions they may have about services for their English Language Learner populations. Please send questions to Keisha Womack at KWomack3@schools.nyc.gov by Friday, November 16th.