

## **CHECKLIST FOR INVOICING USING SPREADSHEETS**

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### **I-RS REPORT**

1. Login. The website is <http://vendorportal.nycenet.edu/VendorPortal>
2. Click on RS Report.
3. Confirm Tabs. Select your tab:
  - A. SA Contracted for SA Contracted invoice.
  - B. SA Independent for Independent invoice.
  - C. Preschool for Preschool invoice.
4. Select population to be invoiced, by selecting:
  - REQUIRED:**
    - A. Fiscal Year
    - B. Fiscal Month
  - OPTIONAL** ( only if you want to work with a smaller group of records):
    - A. District Code
    - B. School ID
    - C. Service Type
    - D. Student ID
5. Click on Generate Invoice.
6. Click on "Select a format" and select Excel. Then click on Export.
7. Save and open excel file.
8. Modify the excel worksheet with session information under the yellow headed columns.
9. Click File "Save" to save the report in Excel Format first.
10. Click File "Save As" to save the report in Text (tab delimited) format.
11. Click "Home" in RS Report to get back to VP home page.
12. Go back to Vendor Portal website. If it has not logged off yet, click "Home: in RS Report to get back to VP home page. If it has, log back in and click on "RS Upload" to send you excel worksheet back to the website

### **II - RS UPLOAD**

13. Click on RS Upload
14. Confirm Tabs/Contract type.
15. Click 'Browse...' and open file save in Text(tab delimited) format.
16. Click 'Upload file'.
17. Wait for confirmation message: "File was successfully uploaded. Your Batch ID is: XXXXX"
18. Click "Home" in RS Upload to get back to VP home page.

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### **III - RS FILE STATUS (To review and submit Invoice)**

19. Click on RS File Status
20. Select Tabs to work with correct Invoice Type
21. Locate Batch Id given in the upload process and Review results.
22. Click 'Submit' icon under 'Action' column at far right corner to create invoice
23. Note: Submit icon will not be available if any errors exist. All errors must be corrected in order to invoice.
24. Confirm invoice submission by clicking 'OK' on Windows pop-up
25. Status column will indicate, 'Submitted' and Invoice Number is created and posted on screen.
26. There is an oversight process at this point. Your newly created invoice number will be processed and posted in RS Invoice the next business day. You can now prepare your next submission by going back to 'Home' or Log Off.

### **IV - RS INVOICE- NEED- TO CERTIFY YOUR BATCH ON THE NEXT DAY**

27. Click on RS invoice (Next day need to certify invoice)
28. Select the Tabs for your Invoice Type
29. Locate your invoice Number given in the Status Page for your Batch. Click on the Number.
30. Review and Verify Student sessions are valid
31. Click 'Submit' to go to certify screen
32. Enter required information and click 'Continue' to certify invoice.
33. Print your certification confirmation page for your records.

### **V. OTHER PRINTING OPTIONS**

34. Close the page, click on 'Home'
35. Click on RS Report to print your entries.
36. Click on Invoice Tab( School Age-Independent or Preschool)
37. Choose "Voucher" instead of create invoice.
38. Type Voucher number given in certification page. You can also search by invoice Number.
39. Click "Generate Report"
40. In "Select Format" box, choose Excel
41. Click on "Export"
42. Save Excel file in your computer. You can print once you open it from excel or just save it for future reference.
43. You can go to RS Report anytime of the year to print anything.

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1. Login. The website is <http://vendorportal.nycenet.edu/VendorPortal>
2. Click on “RS invoice”
3. Select the correct contract type (Example: Preschool tab)
4. Click on “New Invoice”
5. Select invoice month
6. Click ADD to select list of available Students and then submit
7. Submit again to create invoice
8. After creating invoice, click on the invoice number itself
9. ON the right side, click on select and details to open up calendar mode
10. Enter Student session (Note: time format must be in: HH:MM AM/PM)
11. Click close button when done with entering Student session
12. Enter all the other student sessions and click submit to go to certification page
13. Fill out the required information and click “Continue” to complete invoice submission ( Your voucher number appears the last page)