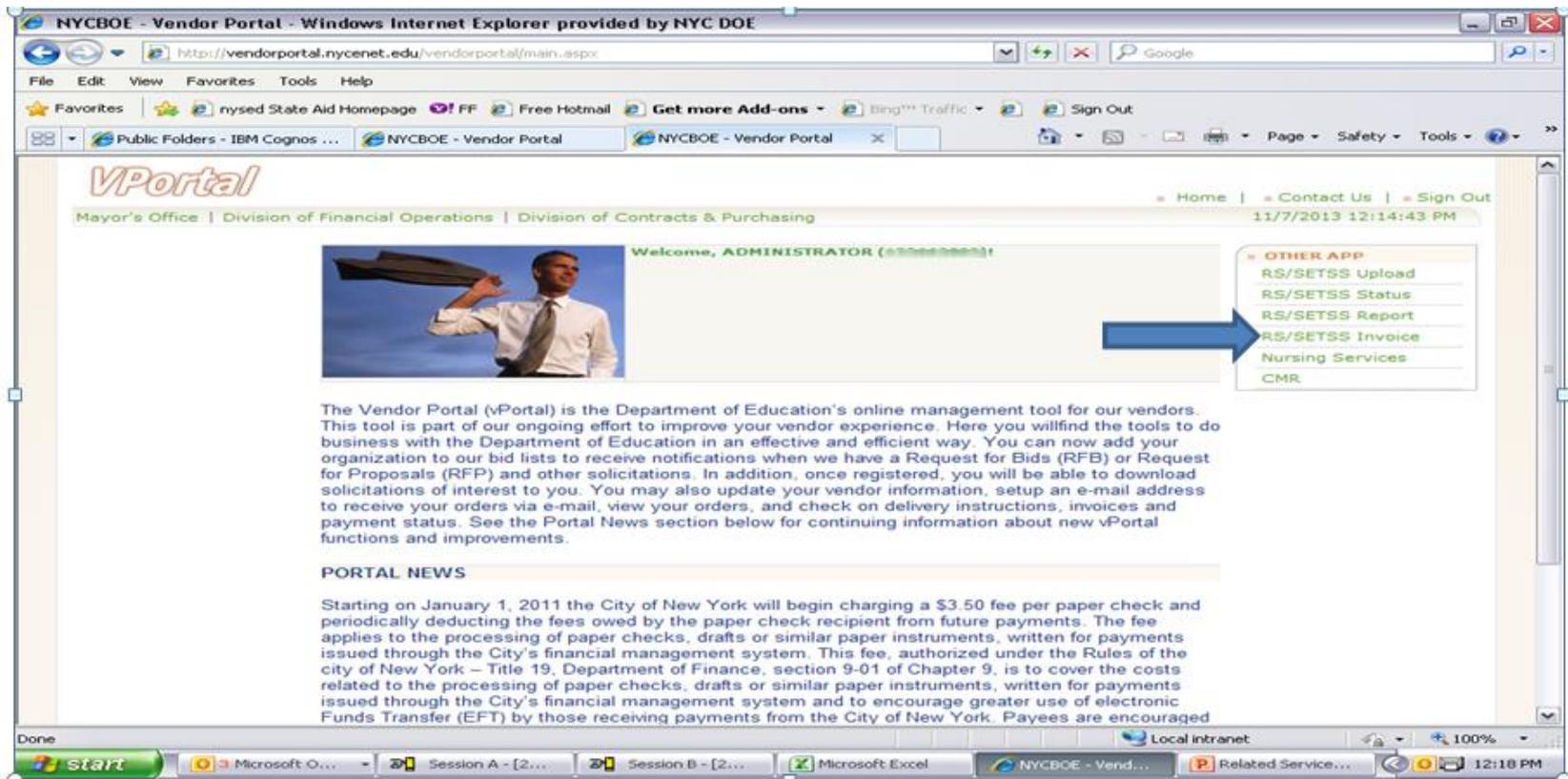
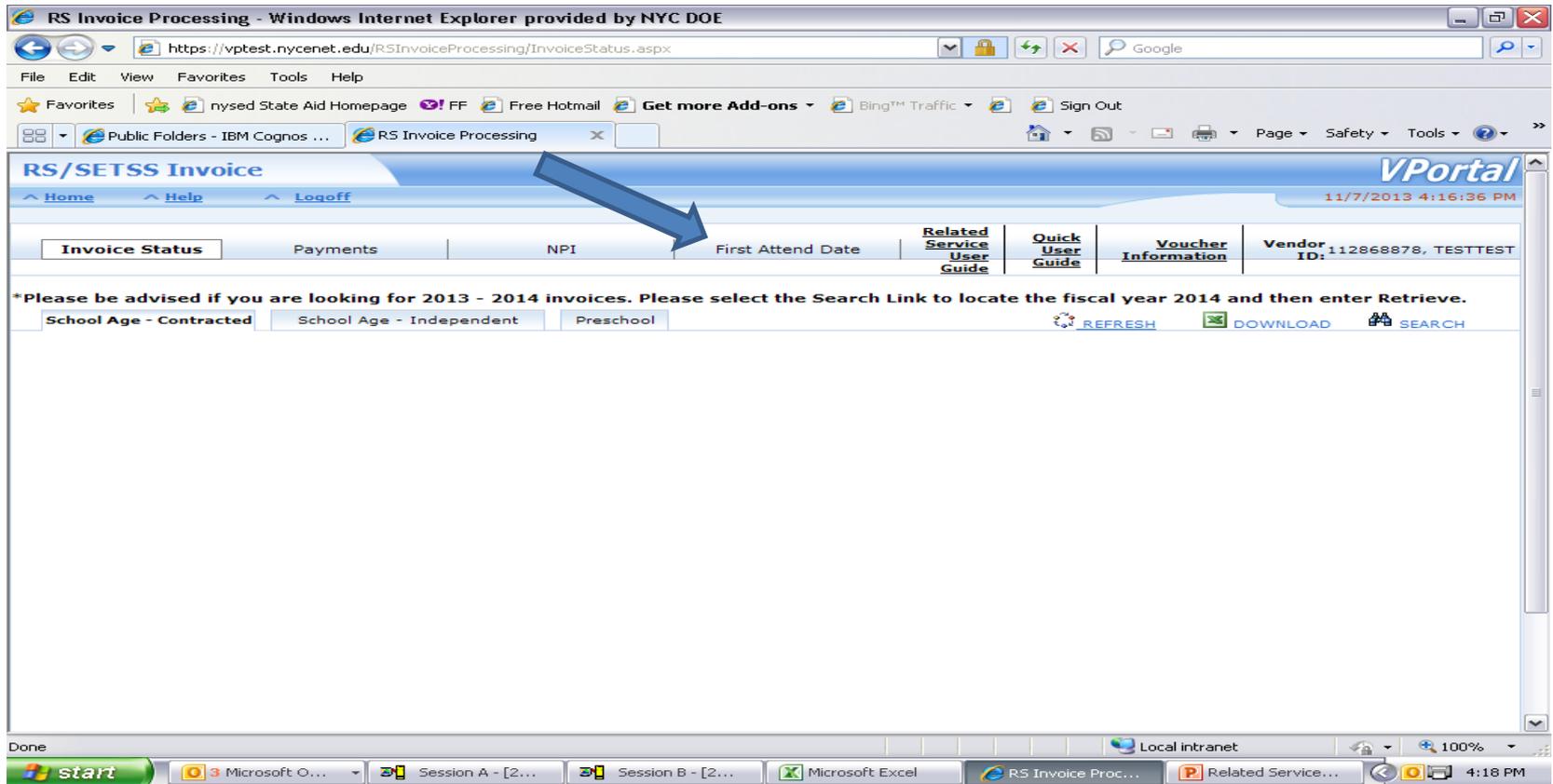


Related Services - How to Enter the First Attend Date in the Vendor Portal

- After logging into the vendor portal, select the RS/SETSS Invoice link.



- Select First Attend Date

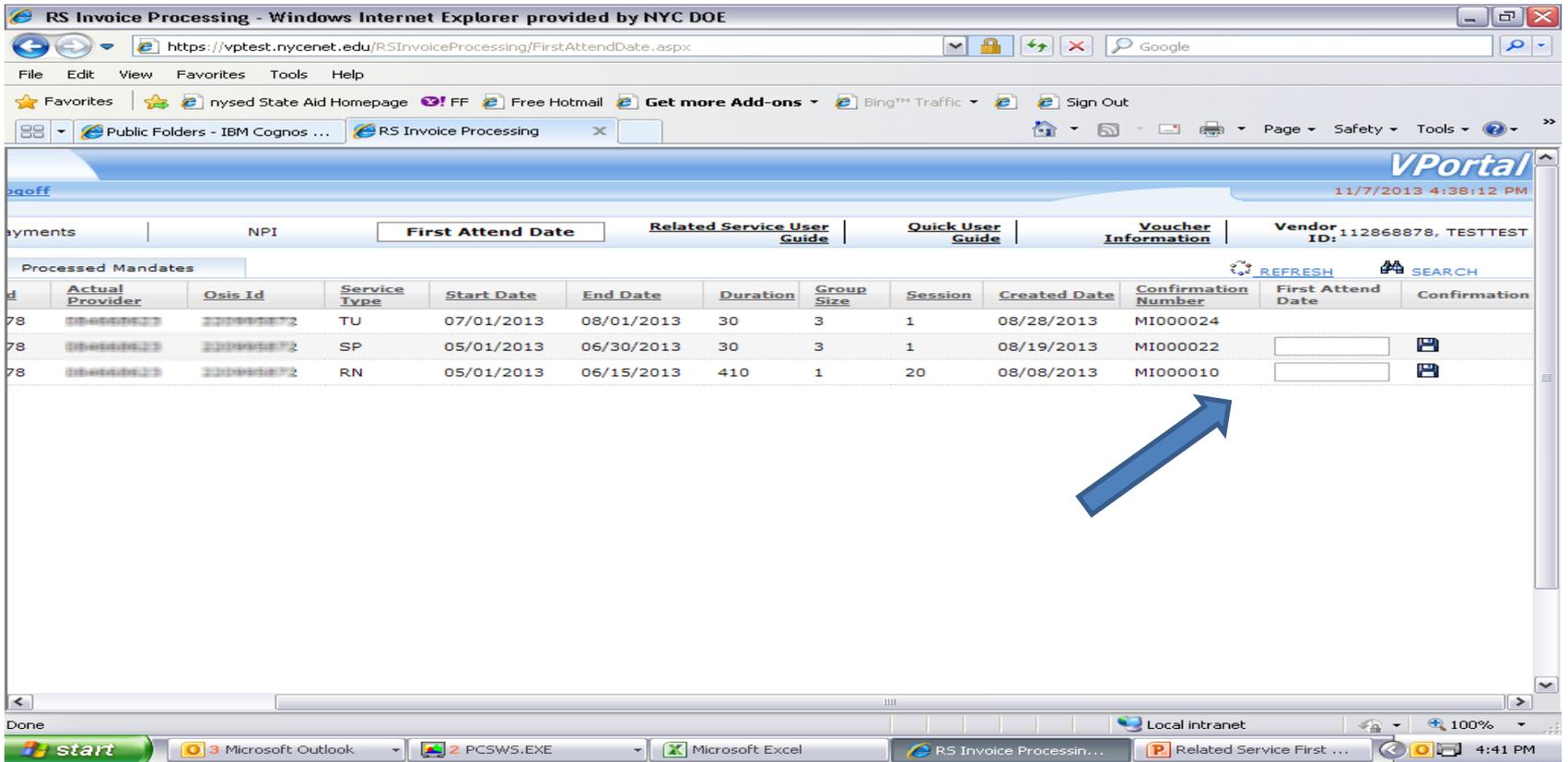


- Select the Mandates to Process tab.

The screenshot shows the 'RS Invoice Processing' application in Internet Explorer. The browser address bar displays 'https://vptest.nycenet.edu/RSInvoiceProcessing/FirstAttendDate.aspx'. The application interface includes a navigation menu with 'Home', 'Help', and 'Logoff'. Below the menu, there are several tabs: 'Invoice Status', 'Payments', 'NPI', 'First Attend Date', 'Related Service User Guide', 'Quick User Guide', and 'Voucher Information'. The 'Mandates to Process' tab is selected, and a blue arrow points to it. The main content area displays a table with the following data:

Fiscal Year	Agency Code	Vendor Id	Actual Provider	Osis Id	Service Type	Start Date	End Date	Duration	Group Size	Session	Created Date	Confirmation Number
2014	5789	112848878	084648423	220995872	TU	07/01/2013	08/01/2013	30	3	1	08/28/2013	MI000024
2013	5789	112848878	084648423	220995872	SP	05/01/2013	06/30/2013	30	3	1	08/19/2013	MI000022
2013	5789	112848878	084648423	220995872	RN	05/01/2013	06/15/2013	410	1	20	08/08/2013	MI000010

- In the Mandates to Process tab enter the first attend date and click the  icon. Once saved the mandate will move to the Processed Mandates tab.



The screenshot shows the VPortal interface in Internet Explorer. The browser address bar displays <https://vptest.nycenet.edu/RSInvoiceProcessing/FirstAttendDate.aspx>. The page title is "RS Invoice Processing - Windows Internet Explorer provided by NYC DOE". The VPortal header shows the date and time as 11/7/2013 4:38:12 PM. Below the header, there are several tabs: "Payments", "NPI", "First Attend Date", "Related Service User Guide", "Quick User Guide", "Voucher Information", and "Vendor ID: 112868878, TESTTEST". The "Processed Mandates" tab is active, displaying a table with the following columns: Mandate ID, Actual Provider, Osis Id, Service Type, Start Date, End Date, Duration, Group Size, Session, Created Date, Confirmation Number, First Attend Date, and Confirmation. The table contains three rows of data. A blue arrow points to the "First Attend Date" column of the second row.

Mandate ID	Actual Provider	Osis Id	Service Type	Start Date	End Date	Duration	Group Size	Session	Created Date	Confirmation Number	First Attend Date	Confirmation
78	08468623	22098872	TU	07/01/2013	08/01/2013	30	3	1	08/28/2013	MI000024		
78	08468623	22098872	SP	05/01/2013	06/30/2013	30	3	1	08/19/2013	MI000022	<input type="text"/>	
78	08468623	22098872	RN	05/01/2013	06/15/2013	410	1	20	08/08/2013	MI000010	<input type="text"/>	