

Charter Schools Office
Online Invoicing Application- Payment Cycles 1-2

Introduction

In an effort to create systems that are sustainable and efficient for charter schools, the Charter Schools Office (CSO) has created an Online Invoicing Application. This online application will eliminate the need to submit spreadsheets every other month as invoices. Charter Schools started using this new online application to submit invoices in June of 2011. This guide covers payment cycles 1 and 2 (June 1 for July 9 payment and August 1 for September 1 payment). Payments 3 through 6 will not be addressed in this guide.

There are several modules in the Online Invoicing Application, including Invoicing, Reconciliation, Contact Management (detailed below), Payments Summary, and Miscellaneous.

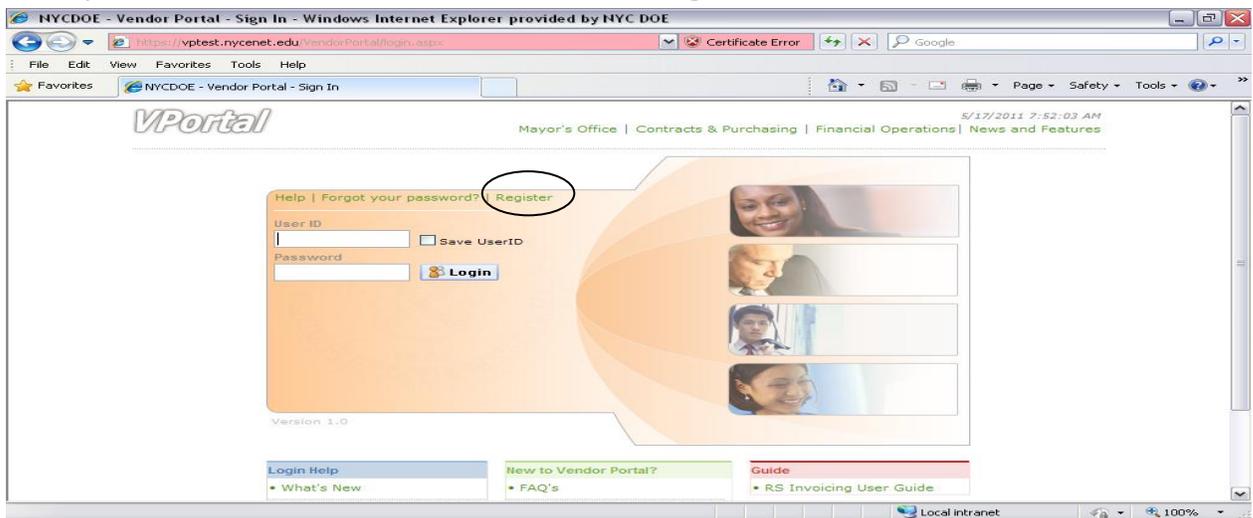
This guide will cover the Invoicing and Contact Management modules only, along with initial registration on Vendor Portal (VPortal), and creation of additional user accounts.

The Online Invoicing Application sits on the VPortal website. VPortal is the website used DOE-wide to pay vendors who provide services to public schools. Charter Schools register as vendors in this system to receive per pupil payment. Because VPortal is used by vendors to district schools, there may be times when content on this website is not applicable to Charter Schools. The portions that are applicable are the “Charter Schools” link on the right hand side of the page, and the “Account Administration” link on the left.

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Initial Registration on VPortal

In order to submit the online per pupil invoice, all schools must register on the Vendor Portal. Please use the following link to register: <https://vendorportal.nycenet.edu/vendorportal/Login.aspx> . This should only be done by a charter school **once**. This means that all schools in year 2 of operations and beyond do NOT need to re-do this. To register on the Vendor Portal, you will need your School's Tax ID. On the website, please click on "Register" to begin the registration process. If you have questions about the registration process, please visit the home page and click on "how to register" or "FAQ's" link. The registration process takes about 10-15 minutes to complete and it takes about 24 hours to confirm registration.



While creating the account,

- Vendor Name, Address, etc should be that of the Charter School
- Contact information should be that of the primary user at the Charter School
- Create your own password
- Bid List- do not select anything from these lists.

Please make sure to remember and/or record your password; the Charter Schools Office is not able to reset this for you. To reset your password, call the Vendor Hotline at 718-935-2300 or send an email to vendorhotline@schools.nyc.gov .

NYCDOE - Register - Windows Internet Explorer provided by NYC DOE

https://vptest.nycenet.edu/vendorPortal/public/register.aspx

Vendor Contact Information

Vendor Name*
Charter School

Address / Suite*
52 Chambers Street

City* NY State* NY Zip* 10007

Contact Info

First Name* Maris Last Name* Santos

Phone* 212-212-2121 Fax

Email address* marissantos@gmail.com

Retype your email address* marissantos@gmail.com

Website

In order to become eligible to submit a bid, you must first provide us with your vendor information so that we may have a record of it in our system. You will only be required to fill out this information once. Also, please check the boxes of the bid lists you wished to be placed on. This will allow you to receive information on future bids within the given subject areas.

NYCDOE - Register - Windows Internet Explorer provided by NYC DOE

https://vptest.nycenet.edu/vendorPortal/public/register.aspx

Password (minimum of 6 characters long)

Write My Own Question

Best childhood friend

Write My Own Question*

Security Answer* Maria

Password* ●●●●●●

Re-enter Password* ●●●●●●

Bid List

GOODS / COMMODITIES (Please select a category)

GOODS / COMMODITIES

<input type="checkbox"/> AQUACULTURE	<input type="checkbox"/> ART SUPPLIES AND MATERIALS
<input type="checkbox"/> ATHLETIC EQUIPMENT AND SUPPLIES	<input type="checkbox"/> AUDIO VISUAL EQUIPMENT
<input type="checkbox"/> AUTO, AVIATION, MARINE EQUIPMENT AND TOOLS	<input type="checkbox"/> BATHROOM PARTITIONS AND ACCESSORIES
<input type="checkbox"/> BIOTECHNOLOGY	<input type="checkbox"/> BREAD, ROLLS & CAKES
<input type="checkbox"/> BUILDING/PLUMBING/ELECTRICAL/MISC.SUPPLIES	<input type="checkbox"/> BUSINESS MACHINES (OFFICE MACHINES)
<input type="checkbox"/> CHALKBOARDS,CORKBOARDS & ACCESSORIES	<input type="checkbox"/> CHEMICALS AND METALS AND RELATED SUPPLIES

Creating Invoices: Payments 1-2

Schools should log on to create and submit their invoices on the first day of the Billing Cycle (for payments 1 and 2- June 1 and August 1). Schools will have 4 days to submit invoices. This application will not allow schools to create invoices prior to 1st day of the billing cycle (June 1, August 1, October 1, etc).

To log on, go to : <https://vendorportal.nycenet.edu/vendorportal/Login.aspx> . Once logged on, and in the invoicing module, select Fiscal Year 2012 and for payment one, select “July (Projected).”

At the top of the page, you will enter summary information about

- Your total general education AND special education enrollment projections
- Your total special education enrollment projections

Summary Information

Detailed Information

The screenshot shows the 'Charter Schools Billing' application in Internet Explorer. The page title is 'Charter Schools Billing - Windows Internet Explorer provided by NYC DOE'. The URL is 'https://vpctest.nycenet.edu/charter/CreateInvoice.aspx?InvoiceId=4'. The page has a navigation menu with 'Invoicing', 'Reconciliation', 'Contact Management', 'Payments Summary', and 'Miscellaneous'. The 'Invoicing' section is active, showing 'Invoice Id - 4'. Below this, there are dropdown menus for 'Fiscal year : 2012' and 'Payment Cycle : July (Projected)'. There are two text input fields for 'Total Gen-Ed and Sp-Ed projected enrollment headcount of NYC resident students:' (value: 20.00) and 'Total Sp-Ed projected enrollment headcount of NYC resident students:' (value: 2.00). A section titled 'Please enter detailed information:' contains a table for 'Sp-Ed Projected Headcount'.

Grade	Gen-Ed + Sp-Ed Projected Headcount	Sp-Ed Projected Headcount					Sp-Ed Headcount Total
		< 20%	20-60%	> 60%	High Cost	NYCACS Only ⁴	
OK	10.00	1.00	0	0	0	0	1
1	10.00	1.00	0	0	0	0	1
2	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0

These projections should be based on the enrollment authorized by your school’s charter. Special education projections should be based on the IEP information from current students, and current knowledge of IEPs for incoming students. Adjustments up or down in actual student FTE (full time equivalency) will be made in the reconciliation statement (to be discussed in Phase II).

Please note that your Special Education projections should consider who will provide the service for the child. If your school will provide the services, include that student in the Special Education enrollment headcount projection. **If all services will be provided by the NYC Department of Education through an RSA (Related Services Authorization), DO NOT include this child in the Special Education projected enrollment headcount.**

Below the summary information, fill in the total general education and special education enrollment projections, broken out by both grade and category of service. At the bottom of the page, find links to more information about categories of Special Education service. If the totals in your rows and columns do not sum to the total entered in the Summary Information, the application will not allow you to submit the invoice.

At the bottom of the invoice, you will see the total annual tuition as of the current cycle, along with the estimated payment for the current cycle.

If you press “Save” at this point, the invoice will be saved as a draft. Pressing “Next” will both save the invoice and advance you to the next screen.

7	<input type="text" value="0"/>							
8	<input type="text" value="0"/>							
9	<input type="text" value="0"/>							
10	<input type="text" value="0"/>							
11	<input type="text" value="0"/>							
12	<input type="text" value="0"/>							
Total Headcount	20	2	0	0	0	0	0	2
Rate	\$13,105.00	\$0.00	\$10,390.00	\$19,049.00	\$0.00	\$90,000.00		-
Total Annual Tuition as of this Payment Cycle	\$262,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payment for this cycle	\$43,683.33							\$0.00
Total Gen-Ed + Sp-Ed Payment for this cycle								\$43,683.33

Notes:

- Please refer to the Commissioner's Regulations Part 119.1 which define enrollment for charter school students <http://www.p12.nysed.gov/psc/csregs119.1.html>.
- For instructions on Special Education Categorization, please refer to: http://www.oms.nysed.gov/stac/schoolage/policy/school-age_reporting.html
- High Cost Calculation: Please refer to New York State Education Department Office of Management Services STAC and Special Aids Unit for Annualized Cost Calculation Instructions, http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports/annualized_cost_calculation.html
- As per NYCDOE policy, this category only applies to the New York Center for Autism Charter School.

The following page, Invoice Summary, will give you a summary and allow you to enter information for the person who will certify the invoice. In the case that the Charter

Schools Office must make an adjustment to the payment, this will be shown on this page, along with a reason for the adjustment. Press “Next” to advance to the last screen. The last screen will ask that you certify the information that you are submitting.

For the first payment of the fiscal year, schools should expect to receive payment by July 9. For payment cycles 2-6, schools should expect to receive payment on the first of the next month (September 1, November 1, etc).

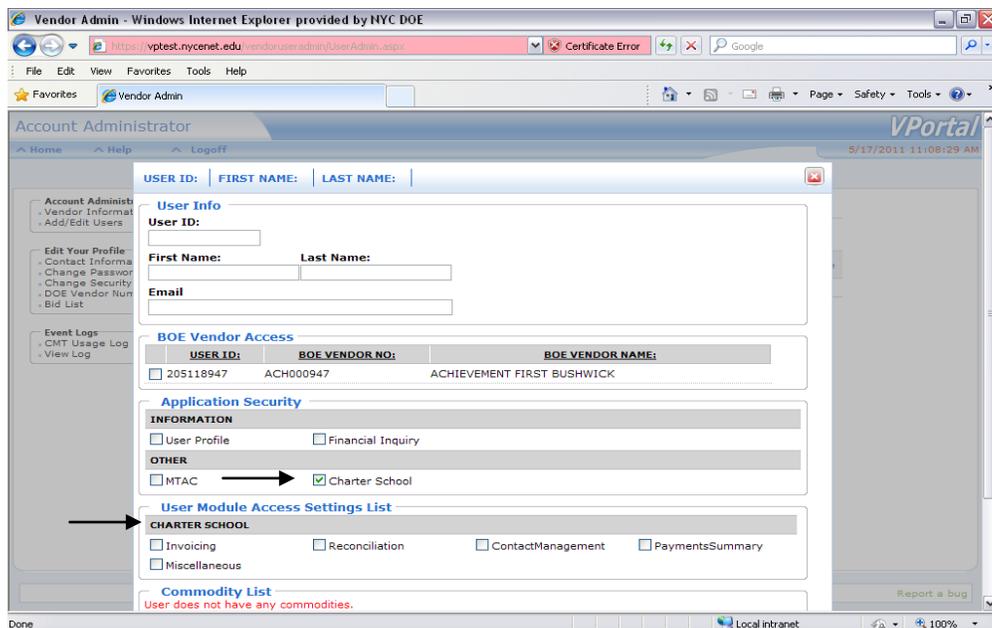
Contact Management

This module allows users to build a contact list. This contact list will be used by the Charter Schools Office in the case that there is a question about your school’s submitted invoice. Adding a staff member to the Contact Management module does not give that person an account or access to VPortal, it simply lists them as a staff person the CSO can contact with any questions about the invoice. Please see section below “Creating Additional User Accounts” for more details on allowing addition users access. To add a staff member to the contact list, simply fill in the required fields and click “Add Contact.” This staff member should now appear in the “Contact Details” list.

Creating Additional User Accounts

The account that uses the TAX ID as the login information, or the “parent” account, can create “child” accounts for other users. The parent account grants rights to others users for certain areas of the application.

To create an additional user, click on “Home,” go to “Account Administration.” From there, click “Add/Edit User.” Click “Add User.” You will select a user ID (up to 7 characters), check off your school under “BOE Vendor Access.” UNCLICK “User Profile,” “Financial Inquiry,” and “MTAC”—these are not applicable to Charter Schools. Make sure to check “Charter.” Once “Charter” is checked, you can give this account user rights



to invoicing (creating, editing, viewing, submitting invoices), reconciliation (creating, editing, viewing, submitting only the reconciliation invoice), Contact Management (only updating the list of contacts listed for the school), or Payments Summary (access only to view past payments and invoices, no ability to edit or submit). Please ensure that you enter an accurate email while creating accounts; users will be notified of their user name and password via email. The parent account holder may also reset the password of any child account.

Miscellaneous

This module of the application is still under construction. Please do not enter any information at this time.

Frequently Asked Questions

Q. How do I reset my password?

A. If you have the “parent account” (where the user name is the TAX ID), click on “Forget your password?” link on the VPortal homepage.

If you have a “child account” (username other than the TAX ID), you can click on “Forget your password?” link on the VPortal homepage or ask the owner of the parent account to reset your password for you through the “Account Administration” link.

Q. What if I am having trouble logging on or with the site itself?

A. Contact the Vendor Portal Hotline: vendorhotline@schools.nyc.gov or 718-935-2300.

Q. When should I submit the first 2 invoices for my school?

A. The portal will open on June 1 and close on June 6 for Payment 1. The portal will open on August 1 and close on August 6 for Payment 2.

Q. When should my school expect payment?

A. Schools should expect to receive funds through automatic transfer by July 9. For all other payments during the year, expect payments on the first of the month (September 1, November 1, etc).

Q. Do schools have to wait until June 1 / August 1/ October 1, etc to submit the invoice?

A. Yes.

Q. The first of the month when invoices are due is a Saturday/Sunday/ other holiday. When should I logon to complete?

A. The CSO will publish due dates in advance.

Q. Can more than 1 person have access to this site and our school’s account?

A. Yes, you can create additional accounts through the “Account Administration” link, where you can assign different users different rights.

Q. Can schools print a report to send to other parties e.g. accountants, etc?

A. For payments 1 and 2, schools can print pages and provide screen shots. For payments 3-3, schools will be able to download information to excel. To give additional staff access to the account, consider creating new accounts through “Account Administration.”

Q. If I list a staff person under the “Contact Management” module, does this give them access to the account?

A. No, it only lists them as a person the CSO can call with questions.

Q. Does a network of schools have to have a different administrator for every school?

A. Each school with a different TAX ID number must have a different account. Who the actual administrator will be is a decision that rests with the school.

Q. Should I include Special Education students in the count for Sp-Ed headcount if their services will be completely provided for by the DOE?

A. No. This is an invoicing application. If the services will be provided by the DOE, you should not bill for these students. They should be in the total "Gen-Ed + Sp-Ed Headcount," but not in the "Sp-Ed Total Headcount" portion.

Q. What if our school provides a portion of a student's services, and the DOE provides another portion? Where would I categorize this student?

A. Categorize this student according to the services your school provides. For example, if your school only provides Occupational Therapy, and this level of service equates to a >20% categorization, the student should be billed for at the >20% category.

Q. Should we list students in the <20% category, even though there is no different rate for those students?

A. Yes, students with an IEP that require < 20% services should still be entered even though the school does not receive additional dollars for these children.

Q. What should we base our total projections on?

A. Projections should be based on the authorized enrollment as specified by the school's charter.

Q. What should we base our Sp-Ed projections on?

A. Sp-Ed projections should come from current IEP's (for current students), and knowledge of IEP's from conversations with incoming parents (for incoming students). Projections that are higher or lower than actuals will be reconciled for in the July 31 reconciliation process.

Q. I'm not sure if my school or the DOE will provide services for a Sp-Ed student, what should I do?

A. It is at your school's discretion to list the child or not; remember that the per pupil formula is rolling and corrects for errors from payment to payment. Errors are also reconciled for in the July 31, 2013 reconciliation process.

Q. During the initial registration, do charter schools check off any services in the bid list?

A. No, nothing needs to be checked off on the Bid List.

Q. Will VPortal auto correct itself if you enter an error?

A. VPortal will not allow you to submit an invoice if the details do not match the summary information entered.

Q. Will schools receive a confirmation saying that their invoices have been processed?

A. No. After the administrator clicks certified, the invoice status will change from “Draft” to “Pending.” After approval by the CSO office, the invoice status will change to “Approved.”

Q. What will happen for payments 3 through 6 when actual student data is needed?

A. Phase II of the launch of this application will start in September with trainings about how to submit invoices for payments 3 through 6. As a preview, payments 3-6 will reflect data entered in ATS and CAP and eventually SESIS.

Q. Will reconciliation for Fiscal Year 2012 be completed in the Online Invoicing Application?

A. Yes. A separate