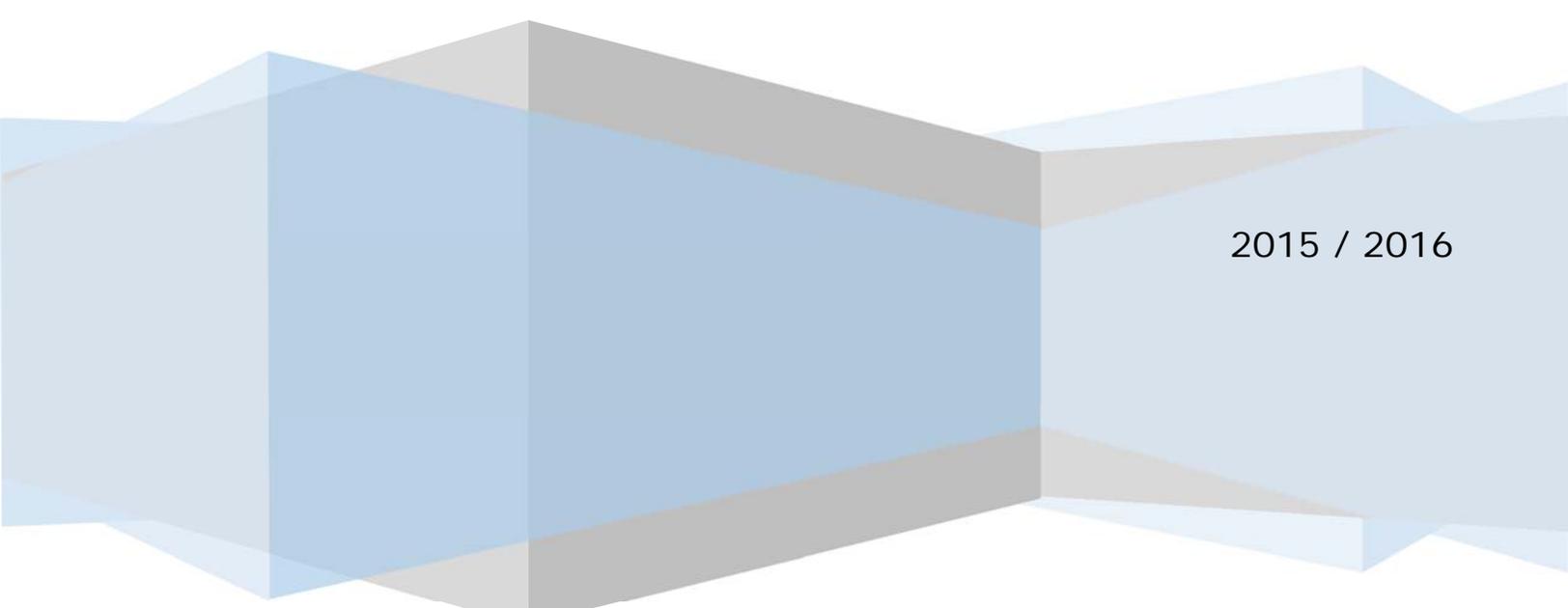


Palm Beach County

Vendor Portal

Community Services Department

The Vendor Portal is an Internet Application that is used by Community Services and all of their prescription Vendors to manage client services.



2015 / 2016

Table of Contents

VENDOR PORTAL FOR COMMUNITY SERVICES.....	4
VENDOR PORTAL APPLICATION OVERVIEW:.....	4
EXTERNAL VENDORS LOGIN	5
<i>Login Details.....</i>	5
<i>CS Portal Landing Page</i>	5
<i>Welcome Screen.....</i>	6
VENDORS – PRINT TIME SHEET	6
<i>Requirements.....</i>	7
<i>Rules.....</i>	7
<i>Type = Service “S”</i>	8
<i>Type = Product “P”</i>	11
<i>Type = Meal “M”</i>	13
VENDORS –TIME ENTRY	15
<i>Requirements.....</i>	15
<i>Rules.....</i>	16
<i>Type = Service “S”</i>	17
<i>Type = Product “P”</i>	22
VENDORS – UPLOAD FILES	26
<i>Requirements.....</i>	27
<i>Rules.....</i>	27
VENDORS – GENERATE INVOICE	27
<i>Requirements.....</i>	28
<i>Rules.....</i>	28
<i>Automated Error Check.....</i>	29
<i>Print Service Invoice</i>	30
<i>Print Product Invoice.....</i>	32
VENDORS – INVOICE STATUS	33
<i>Requirements.....</i>	33
<i>Rules.....</i>	34
<i>Time Sheet List</i>	34
<i>Time Sheet Status.....</i>	35
VENDORS – APPROVED INVOICES	35
<i>Vendors – Print/Export Grid to Excel.....</i>	36
VENDORS – PRINT CENTER.....	36
VENDORS – HDM ACTIVE RX LIST.....	38
<i>Requirements.....</i>	39
<i>Rules.....</i>	39
<i>HDM Define Route</i>	40
<i>HDM Assign Route</i>	40
<i>HDM Print Timesheet.....</i>	41
<i>HDM Printed Timesheet.....</i>	42
<i>HDM Export to Excel the Active Prescriptions.....</i>	42
VENDORS – HDM TIME ENTRY.....	43

VENDORS – HDM GENERATE INVOICES..... 46

DOSS – VERIFY OVERRIDE REQUEST..... 49

Rules..... 49

DOSS – VERIFY INVOICES 50

Rules..... 50

DOSS – FINANCE TRANSMITTAL 52

DOSS – VERIFY MONTHLY INVOICES 53

DOSS – REVIEW INVOICE FISCAL 53

DOSS – REVIEW INVOICE FINAL..... 54

DOSS – CMA COMMODITY DOSS SETUP..... 54

DOSS PRINT CENTER – INVOICES..... 55

DOSS FINALIZED MONTHLY INVOICES..... 56

DOSS FINALIZED INVOICES 56

FINANCE TRANSMITTAL 57

FINANCE PRINT CENTER..... 58

Vendor Portal for Community Services

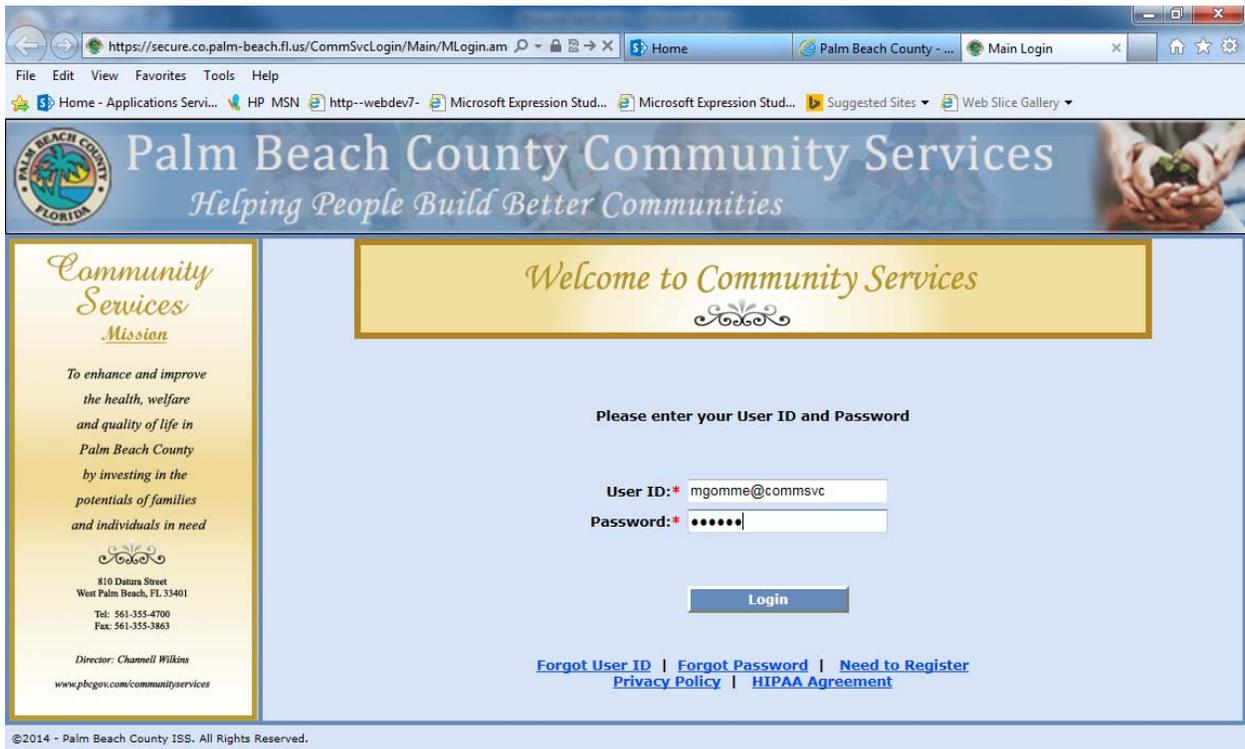
Vendor Portal Application Overview:

The Vendor Portal application is designed to provide the Vendors with an application for printing client In Home Service work Time Sheets and Product Delivery Product Sheets for the active prescriptions provide by Community Services. This application will allow the Vendors to enter the service and product tracking data, upload the filled in Time Sheet for verification and generate invoices for their services. The application will allow the Vendors to request an override for services delivered in a manor other than that prescribed by the prescription. It will not allow the Vendors to provide more than the total units prescribed in the frequency of the prescribed number of units. The application will allow the Vendors to upload their units in the previously used method by Community Services in their screens prior to the invoice generation. The application will provide Community Services' Staff with an interface to review the submitted invoices along with the backup documentation and accept or reject the individual client Time Sheets. Any Time Sheet rejection will cause the entire invoice to be rejected. The Vendors will have a screen to review the rejected invoices and correct and resubmit. They will also be able to hold a rejected Time Sheet to invoice at a later date. The system will provide various reporting as needed and requested by the Vendors and/or Community Services.

External Vendors Login

External Vendors will access the Vendor Portal from the following secure website link on the Internet:

- <https://secure.co.palm-beach.fl.us/CommSvcLogin/Main/MLogin.aspx>



Community Services
Mission

To enhance and improve the health, welfare and quality of life in Palm Beach County by investing in the potentials of families and individuals in need

810 Datura Street
West Palm Beach, FL 33401
Tel: 561-355-4700
Fax: 561-355-3863

Director: Channell Wilkins
www.pb.gov.com/communityservices

Welcome to Community Services

Please enter your User ID and Password

User ID:* mgomme@commsvc
Password:* ●●●●●●

Login

[Forgot User ID](#) | [Forgot Password](#) | [Need to Register](#)
[Privacy Policy](#) | [HIPAA Agreement](#)

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Login Details

If you previously have accessed a Community Services application such as the HIPAA application; you already have login details to access the Community Services Portal. If you have not accessed other Community Services applications, you will be sent login details via your email.

User ID: Email Address

Password: first

CS Portal Landing Page

Once the user's credentials have been validated the user will see the Community Services Landing Page that will display buttons for all of the applications that they have been granted security access to use.



- Click on the Vendor Portal button

Welcome Screen

The Vendor Portal Welcome screen will display. The application menu is located in the upper left-hand corner of the screen.



- Select "Print Time Sheet" from the Menu

Vendors – Print Time Sheet

The Print Time Sheet screen will list all of the Active Prescriptions for the logged in user's vendor. This screen has filters that allow the users to see a select group based on the filter selected.

Vendors DOSS User Home Applications Margo Gomme Logout

Print Time Sheet

Time Entry
Upload Files
Generate Invoice
Invoice Status
Approved Invoices
Print Center

Active Prescriptions For MEGA NURSING INC.

Filter Client# Client Name Start Date Prescription Service
Please type at least 3 Characters/Numbers to filter

Client#	Client Name	Rx	Start Date	Service	Program	Type	Last Print End Date	Latest Hold Date	Latest Resume Date
<input type="checkbox"/>	123506	ALGIE KOON	CHB12762	10/01/2013	HMK	OA3B	S	11/16/2014	
<input type="checkbox"/>	123506	ALGIE KOON	CPB1095	06/10/2013	PECA	OA3B	S	06/20/2014	
<input type="checkbox"/>	123506	ALGIE KOON	CHB12761	10/01/2013	HMK	OA3B	S	11/16/2014	
<input type="checkbox"/>	93176	CARRIE PRICE	NHB15655	08/04/2003	HMK	OA3B	S	06/20/2014	10/06/2003
<input type="checkbox"/>	171153	DAISY BONILLA	MSE1...	12/10/2013	SCSM	OA3E-1	P	03/15/2014	
<input type="checkbox"/>	243195	DARIO PAMPLONA	CRB344	12/13/2013	RESP	OA3B	S	06/20/2014	
<input type="checkbox"/>	222160	DOROTHY DUNKLIN	CMSE415...	12/01/2012	SCSM	OA3E-1	P	03/15/2014	
<input type="checkbox"/>	134141	EDYTHE PHILLIPS	CMSE423...	11/20/2013	SCSM	OA3E-1	P	03/15/2014	
<input type="checkbox"/>	134141	EDYTHE PHILLIPS	CRE130	10/11/2013	RESP	OA3E-1	S	06/20/2014	
<input type="checkbox"/>	113616	ELNORA WILLIAMS	WHB11045	02/16/2006	HMK	OA3B	S	06/20/2014	
<input type="checkbox"/>	113616	ELNORA WILLIAMS	WFB95	06/11/2012	COMP	OA3B	S	06/20/2014	
<input type="checkbox"/>	113616	ELNORA WILLIAMS	WPB254	11/17/2006	PECA	OA3B	S	06/20/2014	
<input type="checkbox"/>	161998	EMMA MCALEER	WMSE392...	12/01/2012	SCSM	OA3E-1	P	03/15/2014	
<input type="checkbox"/>	20751	GISELA BASANTE	WFB129	11/18/2013	COMP	OA3B	S	06/20/2014	

Records: 1 - 50 of 50

[Print/Export Grid to Excel](#) [Clear Selection](#) [Print Timesheet](#)

Requirements

- System will not allow a user to see another Vendor's Client Prescriptions
- System will display all Active Clients Prescriptions based on the Signed In User's Vendor
- System will provide the following filters:
 - Client #
 - Client Name
 - Start Date
 - Prescription
 - Service
- System will provide the ability to Print/Export Client Prescription Grid data to an Excel Spreadsheet
- System will identify the three types of prescriptions; S = Service, M = Meal and P = Product
 - Services "S" are performed by a worker in a client's home as tasks
 - Meals "M" are either frozen delivered in bulk to the client weekly, bi-weekly, monthly or hot delivered daily
 - Products "P" are multiple prescriptions for products that are delivered to the client monthly
- System will provide the ability to select one or more Client Prescriptions to Print
- System will assign a unique Time Sheet # to all printed Time Sheets and keep track of any data that may have been entered and saved via Time Entry

Rules

- System will display the End Date of the last printed Time Sheet
- System will display Client (Rx) Latest On-Hold Date for a prescription

3. System will display Client (Rx) Latest Resume Date of an On-Hold prescription
4. System will control Time Sheet print gaps automatically
 - a. User selects client (Rx); system checks for Rx on Hold
5. System will automatically handle Contract Splits by printing two separate Time Sheets; “End of Contract” will print the days from the start of the service period till the end of the Contract Period and “Start of New Contract” will print the days from the start of New Contract Period till the end of the service period. Each Time Sheet will have a unique Time Sheet #
6. System will automatically handle Grant Splits by printing two separate Time Sheets; “End of Grant” will print the days from the start of the service period till the end of the Grant Period and “Start of New Grant” will print the days from the start of New Grant Period till the end of the service period. Each Time Sheet will have a unique Time Sheet #
7. System will automatically check the print service period for an already Printed Time Sheet or an already Invoiced Time Sheet and recall that Time Sheet with any data that may have been entered previously for that period
8. System will group all Product Prescriptions for the Program/Service on one Product Delivery Sheet for each client
9. System will determine which Time Sheet to print based on the Type
 - a. Type “S” = Service – Two Week; Time In, Time Out
 - b. Type “P” = Product – Line for each prescription for the client
 - c. Type “M” = Meal – Product; Frequency determines the number of lines

Type = Service “S”

Service Time Sheets are noted as a Type of “S”. Service Time Sheets will generally have a list of Tasks that are to be performed by the client’s case worker as defined by the client’s prescription. These Tasks will be printed on the bottom of the Time Sheet with a two-week grid that gives the case worker a place to check what day the service was provided to the client. This time sheet will have two sets of time in and time out that will be filled in by the case worker when they arrive and leave a client’s home. There is also a place for the client to sign acknowledging that the case worker was there on that day. This completed Time Sheet will become the uploaded backup documentation for the case worker to submit billing to Community Services.

Vendors DOSS User Home Applications Margo Gomme Logout

Palm Beach County Community Services
Community Services Vendor Portal

Active Prescriptions For MEGA NURSING INC.

Filter Client# Client Name Start Date Prescription Service
 Please type at least 3 Characters/Numbers to filter

Client#	Client Name	Rx	Start Date	Service	Program	Type	Last Print End Date	Last Hold Date	Last Review Date
123506	ALGIE KOON	CPB12762	10/01/2013	HMK	OA3B	S	11/16/2014		
123506	ALGIE KOON	CPB1095	06/10/2013	PECA	OA3B	S	06/20/2014		
123806	ALGIE KOON	CPB12761	10/01/2013	HMK	OA3B	S	11/16/2014		
93176	CARRIE PRICE	NHB15655	08/04/2003	HMK	OA3B	S	06/20/2014	10/06/2003	
171123	DAISY BONILLA	MSE1...	12/10/2013	SCSM	OA3E-1	P	03/12/2014		
243195	DARIO RAMPLONA	CRB344	12/13/2013	RESP	OA3B	S	06/20/2014		
222160	DOROTHY D								
134141	EDYTHE PHII								
134141	EDYTHE PHII								
113616	ELNORA WIL								
113616	ELNORA WIL								
113616	ELNORA WIL								
161998	EMMA MCALL								
20751	GISELA BASANTE	WFB129				S	06/20/2014		

Please Select Month or Enter Date Range

Start Date: 11/17/2014 End Date: 11/30/2014

NOV 2014

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Records: 1 - 30 of 50

Print/Export Gr Print Timesheet

Rules

1. Provide a Start Date and End Date in two week intervals always starting on a Monday and ending on a Sunday
 - a. If Vendor selects a start date other than a Monday, system will automatically correct the date selected to the previous Monday

Print Time Sheet – Service

A printed Service Time Sheet will have 14 days starting on a Monday with 2 sets of Time In, Time Out and Customer (Client) Signature for each day. The bottom of the Time Sheet will list the assigned Tasks for the client that will allow the caseworker to check each task on the day that the task is completed for the client.

Vendor Code: MEGA0001
 S Time Sheet #: 722
 Client #: 123506
 Client Name: ALGIE KOON

MEGA NURSING INC.
 Prog/Service: OA3B/PECA
 Prescription #: CPB1094 2x07xWK
 CMA #: 12087
 FDU: 1006-144-1457- -3401- -3B12-GY14

Provider/Worker : _____
 Service Period: 11/10/2014 to 11/23/2014
 Contract Period: 12/01/2012 to 11/30/2014
 Grant Period: 01/01/2014 to 12/31/2014

Day	Date	Time In	Time Out	Signature	Time In	Time Out	Total	Signature
Monday	11/10/2014							
Tuesday	11/11/2014							
Wednesday	11/12/2014							
Thursday	11/13/2014							
Friday	11/14/2014							
Saturday	11/15/2014							
Sunday	11/16/2014							
Monday	11/17/2014							
Tuesday	11/18/2014							
Wednesday	11/19/2014							
Thursday	11/20/2014							
Friday	11/21/2014							
Saturday	11/22/2014							
Sunday	11/23/2014							
TOTAL :								

Provider/Worker Signature: _____ Date: _____

Activity (Task)	Week - 1							Week - 2							Memo	
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su		
Assist Bathroom Or Bedpan																
Assistance Reading/Writing																
Bathe Client																
Clean Bathroom																
Clean Bedroom																
Change Incontinent Diapers																
Clean Up After Feeding Client																
Empty Colostomy Bag																

11/13/2014

2. Printed Service Time Sheets will show the following information:
 - a. Vendor Code
 - b. Provider/Worker – To be entered
 - c. Time Sheet # - System Generated
 - d. Prog/Service
 - e. Service Period
 - f. Client #
 - g. Prescription # and Frequency
 - h. Contract Period
 - i. Client Name
 - j. CMA #
 - k. Grant Period
 - l. FDU
 - m. Contract and/or Grant Splits will be identified here in Red
3. Printed Time Sheets will have the following information to be filled out as service is provided:
 - a. Day and Date with two sets of Time In, Time Out and Client Signature
 - b. Provider/Worker Signature line and Date
 - c. All Tasks associated with the Prescription with a place to check off when each is provided for each day of the two-week period

Type = Product "p"

Product Delivery Time Sheets are noted as a Type of "P". Product Time Sheets will be printed for a Month and will list each product line. Each product line will be a single prescription for the client.

Vendors DOSS User Home | Applications | Margo Gomme | Logout

Palm Beach County Community Services
Community Services Vendor Portal

Active Prescriptions For MEGA NURSING INC.
Filter: Client# Client Name Start Date Prescription Service
Please type at least 3 Characters/Numbers to filter

Client#	Client Name	Rx	Start Date	Service	Program	Type	Last Print End Date	Latest Hold Date	Latest Reexam Date
<input type="checkbox"/>	134141	BYTHE PHILLIPS	11/20/2013	SCSM	OA3E-1	P	03/15/2014		
<input type="checkbox"/>	161998	EMMA MCLEER	12/01/2012	SCSM	OA3E-1	P	03/15/2014		
<input checked="" type="checkbox"/>	182660	JOHNNY YOUNG	12/01/2012	SCSM	OA3E-1	P	03/15/2014	06/11/2013	07/17/2014
<input checked="" type="checkbox"/>	182660	JOHNNY YOUNG	12/01/2012	SCSM	OA3E-1	P	03/15/2014		
<input checked="" type="checkbox"/>	114314	LENORIA LESTER	12/01/2012	SCSM	OA3E-1	P	03/15/2014		
<input checked="" type="checkbox"/>	89572	LILAH WAYDELIS	11/07/2013	SCSM	OA3E-1	P	03/15/2014		
<input type="checkbox"/>	144046	LOUISE POWELL	12/01/2012	SCSM	OA3E-1	P	03/15/2014		
<input type="checkbox"/>	242634	LYDIA DE GL							
<input type="checkbox"/>	191860	MARIA ALEM							
<input type="checkbox"/>	117232	MARY GRACI							
<input type="checkbox"/>	117232	MARY GRACI							
<input type="checkbox"/>	116991	MARYALICE							
<input type="checkbox"/>	243022	NOEMA GUEE						09/06/2013	09/18/2013
<input type="checkbox"/>	243020	RAFAELA CAMPOS	11/26/2013	SCSM	OA3E-1	P	03/15/2014		

Please Select Month or Enter Date Range: [b7/2014] [Print]

Print/Export Grid to Excel Clear Selection Print Timesheet

Records: 1 - 50 of 50

Print Time Sheet – Product

Vendor Code: MEGA0001	MEGA NURSING INC.	Provider/Worker: _____
P Time Sheet #: 27622	Prog/Service: OA3E-1/SCSM	Services Period: 07/2014
Client #: 182660	Prescription #: See below	Contract Period: 12/01/2012 to 11/30/2014
Client Name: JOHNNY YOUNG	CMA: 12087	Grant Period: 01/01/2014 to 12/31/2014
FDU: 1006-144-1461- -3401- -3E12-GY12		

Delivery Date	Rx#	ID#	Product Type and Description	Total Units	Cost Per Unit
	C@E11	40333100 MINIMUM 23X36	McKesson Underpad With Super Polymer 23 x 36" 150/PK	/1	\$31.50
	C@E5	50464	Ensure Plus/Vanilla 24/CS	/1	\$33.60
	C@E6	50466	Ensure Plus/Chocolate 24/CS	/1	\$33.60
	C@E7	50646	Ensure Plus/Strawberry 24/CS	/1	\$33.60
	C@E8	51894	Ensure Plus/Butter Pecan 24/CS	/1	\$33.60
	CMSE412	PUM-512 M/HEAVY/SM	Prevail Underwear Pull-up Heavy-Loss Men/SM 18/PK	/8	\$15.30
	CMSE413	WW-710	Cleansing Wipes Disp Pre-Moistened Alcohol/Latex Free 48/PK	/4	\$2.88
	CMSE414	14-201 100/BOX	Disposable Latex Gloves, Powder Free, Genesis/MED	/2	\$8.00

I hereby accept the items listed above.
 All items listed were received in good condition.
 All items listed above have been received unless listed below.

Customer/Representative: _____
 Date: _____

2

1. Printed Product Delivery Sheets will show the following information:
 - a. Vendor Code
 - b. Provider/Worker – To be entered
 - c. Time Sheet # - System Generated
 - d. Prog/Service
 - e. Service Period
 - f. Client #
 - g. Prescription: See below
 - h. Contract Period
 - i. Client Name
 - j. CMA #
 - k. Grant Period
 - l. FDU
 - m. Contract and/or Grant Splits will be identified here in Red
2. Printed Delivery Sheets will have the following information to be filled out as service is provided:
 - n. Delivery Date and Total Units for each Product to be delivered

o. Customer/Representative Signature line and Date

Type = Meal "M"

The screenshot shows the 'Active Prescriptions For HEALTH "E" HOME DELIVERED MEALS' page. At the top, there are navigation links for 'Vendors', 'DOSS User', 'Proto Type', 'Home', 'Applications', 'Kathie Brannen', and 'Logout'. The page title is 'Palm Beach County Community Services Community Services Vendor Portal'. Below the title, there are filter options: 'Filter' with radio buttons for 'Client#', 'Client Name', 'Start Date', 'Prescription', and 'Service'. A search box below the filters contains the text 'Please type at least 3 Characters/Numbers to filter'. A table with columns 'Client#', 'Client Name', 'Rx', 'Start Date', 'Service', 'Program', and 'Type' is displayed. The first row is highlighted with a red border and has a checked checkbox. A modal window titled 'Please Select Month or Enter Date Range' is open, showing 'Meal Start Date: 8/4/2014' and 'End Date: 8/17/2014'. Below the date fields are buttons for 'Print', 'Print/Export Grid to Excel', 'Clear Selection', and 'Print Timesheet'.

Client#	Client Name	Rx	Start Date	Service	Program	Type	
<input checked="" type="checkbox"/>	131361	CLAUDIA LEE	CNW2296	08/09/2007	HDM	OA3B	M
<input type="checkbox"/>	140031	MELVIN LONG	CNW2264	10/16/2007	HDM	OA3B	M
<input type="checkbox"/>	140031	MELVIN LONG	CNW2280	10/16/2007	HDM	OA3B	M

1. Provide a Start Date and End Date in two week intervals always starting on a Monday and ending on a Sunday
 - a. If Vendor selects a start date other than a Monday, system will automatically correct the date selected to the previous Monday

Print Time Sheet – Meal

Vendor Code: MEGA0001	HEALTH "E" HOME DELIVERED MEAL!	Provider/Worker: _____
Time Sheet #: 27397	Prog/Service: OA3B/HDM	Services Period: 08/04/2014 to 08/17/2014
Client #: 131361	Prescription #: CNW2296	Contract Period: _____
Client Name: CLAUDIA LEE	CMA: _____	Grant Period: _____
FDU: _____		

Delivery Date	Rx#	ID#	Product Type and Description	Total Units	Cost Per Unit
	CNW2296	BKFST	Breakfast	/5	\$7.00

I hereby accept the items listed above.
 All items listed were received in good condition.
 All items listed above have been received unless listed below.

Customer/Representative: _____
 Date: _____

1

2. Printed Meal Delivery Sheets will show the following information:
 - p. Vendor Code
 - q. Provider/Worker – To be entered
 - r. Time Sheet # - System Generated
 - s. Prog/Service
 - t. Service Period
 - u. Client #
 - v. Prescription
 - w. Contract Period
 - x. Client Name
 - y. CMA #
 - z. Grant Period
 - aa. FDU
 - bb. Contract and/or Grant Splits will be identified here in Red
3. Printed Delivery Sheets will have the following information to be filled out as service is provided:
 - cc. Delivery Date and Total Units for each Meal to be delivered
 - dd. Customer/Representative Signature line and Date

Vendors –Time Entry

The Vendors Time Entry screen will be built from the Printed Time Sheets and will show the various stages of the status of the Time Sheets as they are being entered and prepared for invoicing.

The screenshot shows the 'Vendors' section of the 'Community Services Vendor Portal'. The main heading is 'Active List For Time Entry For MEGA NURSING INC.'. Below this is a search bar with filters for Client Name, Time Sheet #, Prescription, Service, Service Date Range, and Status. A table lists 15 records with columns for Select, TS#, Client#, Client Name, Rx, Service, Program, Units, Service Date, Attach, and Comments. A legend at the bottom identifies the status of each record: Start Time Entry (white circle), Finalized Time Entry (green circle), Draft (yellow circle), Override Requested (blue circle), and Rejected (red circle). A 'Print/Export Grid to Excel' button is also visible.

Select	TS#	Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
<input checked="" type="radio"/>	348	123506	ALGIE KOON	CHB12761	HMK	OA3B	3.00	07/07/2014-07/20/2014	View	View
<input type="radio"/>	382	123506	ALGIE KOON	CPB1094	PECA	OA3B		07/07/2014-07/20/2014		
<input checked="" type="radio"/>	344	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	01/06/2014-01/19/2014	View	View
<input type="radio"/>	374	123506	ALGIE KOON	CHB12761	HMK	OA3B		05/05/2014-05/18/2014		
<input checked="" type="radio"/>	376	243195	DARIO PAMPLONA	CRB344	RESP	OA3B	24.00	07/07/2014-07/20/2014	View	View
<input checked="" type="radio"/>	27158	222160	DOROTHY DUNKLIN	CMSE415	SCSM	OA3E-1	1.00	07/2014		
<input type="radio"/>	27146	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1	9.00	05/2014	View	View
<input type="radio"/>	27160	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1		07/2014		
<input checked="" type="radio"/>	364	113616	ELNORA WILLIAMS	WHB11045	HMK	OA3B	4.00	05/05/2014-05/18/2014	View	View
<input checked="" type="radio"/>	368	118835	GLORIA CHUEY	WPB329	PECA	OA3B	2.00	05/05/2014-05/18/2014	View	
<input checked="" type="radio"/>	360	118835	GLORIA CHUEY	WHB11013	HMK	OA3B	4.00	05/12/2014-05/25/2014	View	View
<input checked="" type="radio"/>	358	118835	GLORIA CHUEY	WHB11013	HMK	OA3B	4.00	06/16/2014-06/29/2014	View	View

Records: 1 - 31 of 31

-- Start Time Entry
 -- Finalized Time Entry
 -- Draft
 -- Override Requested
 -- Rejected

[Print/Export Grid to Excel](#)

Requirements

- System will not allow a user to see another Vendor's Client Time Sheets
- System will display all Printed Clients Time Sheets based on the Signed In User's Vendor
- System will provide the following filters:
 - Client #
 - Client Name
 - Time Sheet #
 - Prescription
 - Service
 - Service Date Range
 - Status
- System will provide the ability to Print/Export Client Prescription Grid data to Excel spreadsheet
- System will identify the data entry status of each Time Sheet as follows:
 - Start Time Entry
 - Finalized Time Entry
 - Draft

- d.  -- Override Requested
 - e.  -- Rejected
6. System will provide the ability to view any attached document for each Time Sheet
 7. System will provide the ability to view any attached comments for each Time Sheet

Rules

10. System will automatically compare the time entered to the prescription frequency and handled as specified below:
 - a. Never allow the time entered to exceed the maximum total hours prescribed per week
 - b. Allow the Vendor to Request an Override if days exceed the prescribed number of days
 - i. Any Override will require a Comment
 - c. A Time Sheet marked "As Needed" will only check for total hours per week maximum
 - d. A Time Sheet with a prescription of Every Other Week will use all 14 days for a total maximum
 - i. If days are exceeded when providing the service an Override must be requested
11. System will check and restrict time entry for a client whose prescription has been placed on hold during the "On Hold Period"
 - a. Days on hold should be disabled and not allow time to be entered
12. System will retrieve each Time Sheet as it was printed; therefore, Contract Splits will restrict time entry for only the days valid for the previously printed Time Sheet for the split
13. System will retrieve each Time Sheet as it was printed; therefore, Grant Splits will restrict time entry for only the days valid for the previously printed Time Sheet for the split
14. System will not allow a Time Sheet/Delivery Sheet to be finalized until the following:
 - a. Provider/Worker has be entered
 - b. Verification Box has been checked
 - c. Backup (Time Sheet) Attachment has been uploaded
15. System will provide the ability to partial deliver a product
 - a. When Product entry is partial, the system will allow the duplication of the product line for a later delivery date
 - b. System will not allow the total number of products to exceed the prescribed number
16. System will automatically populate data entry lines based on the frequency in the Meal Prescriptions and use the Product Delivery style
 - a. 1 x 7 x wkly = "Hot Meals delivered daily"
 - i. 14 data entry lines will be displayed for the two-week period
 - b. 7 x 1 x wkly = "Cold Meals delivered once a week"
 - i. 2 data entry lines will be displayed for the two-week period

Type = Service "S"

Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001	MEGA NURSING INC.	Provider/Worker:* <input type="text"/>
Time Sheet #: 382	Program/Service: OA3B/PECA	Service Period: 07/07/2014 to 07/20/2014
Client #: 123506	Prescription #: CPB1094 2x07xWK	Contract Period: 12/01/2013 to 11/30/2014
Client Name: ALGIE KOON	CMA #: 12046RRA	Grant Period: 01/01/2014 to 12/31/2014
As Needed: <input type="checkbox"/>	FDU: 1006-144-1457- -3401- -3B12-GY	

Day	Date	Time In	Time Out	Time In	Time Out	Total	Reset
MONDAY	07/07/2014	<input type="text"/>	Reset				
TUESDAY	07/08/2014	<input type="text"/>	Reset				
WEDNESDAY	07/09/2014	<input type="text"/>	Reset				
THURSDAY	07/10/2014	<input type="text"/>	Reset				
FRIDAY	07/11/2014	<input type="text"/>	Reset				
SATURDAY	07/12/2014	<input type="text"/>	Reset				
SUNDAY	07/13/2014	<input type="text"/>	Reset				
MONDAY	07/14/2014	<input type="text"/>	Reset				
TUESDAY	07/15/2014	<input type="text"/>	Reset				
WEDNESDAY	07/16/2014	<input type="text"/>	Reset				
THURSDAY	07/17/2014	<input type="text"/>	Reset				
FRIDAY	07/18/2014	<input type="text"/>	Reset				
SATURDAY	07/19/2014	<input type="text"/>	Reset				
SUNDAY	07/20/2014	<input type="text"/>	Reset				

Records: 1 - 14 of 14

Total Days Entered: Total Units Entered:

I have verified and believe the entered time to be correct to the best of my knowledge

Vendors will be entering the time from the printed time sheet that has been filled in by the case worker and signed by the client.

Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001
 Time Sheet #: 382
 Client #: 123506
 Client Name: ALGIE KOON
 As Needed:

MEGA NURSING INC.
 Program/Service: OA3B/PECA
 Prescription #: CPB1094 2x07xWK
 CMA #: 12046RRA
 FDU: 1006-144-1457- -3401- -3B12-GY

Provider/Worker*: Kathie Brannen
 Service Period: 07/07/2014 to 07/20/2014
 Contract Period: 12/01/2013 to 11/30/2014
 Grant Period: 01/01/2014 to 12/31/2014

Day	Date	Time In	Time Out	Time In	Time Out	Total	Reset
MONDAY	07/07/2014	10:00 AM	12:00 PM			2.00	Reset
TUESDAY	07/08/2014	10:00 AM	12:00 PM			2.00	Reset
WEDNESDAY	07/09/2014	10:00 AM	12:00 PM			2.00	Reset
THURSDAY	07/10/2014	10:00 AM	12:00 PM			2.00	Reset
FRIDAY	07/11/2014	10:00 AM	12:00 PM			2.00	Reset
SATURDAY	07/12/2014	10:00 AM	12:00 PM			2.00	Reset
SUNDAY	07/13/2014	10:00 AM	12:00 PM			2.00	Reset
MONDAY	07/14/2014	10:00 AM	12:00 PM			2.00	Reset
TUESDAY	07/15/2014	10:00 AM	12:00 PM			2.00	Reset
WEDNESDAY	07/16/2014	10:00 AM	12:00 PM			2.00	Reset
THURSDAY	07/17/2014	10:00 AM	12:00 PM			2.00	Reset
FRIDAY	07/18/2014	10:00 AM	12:00 PM			2.00	Reset
SATURDAY	07/19/2014	10:00 AM	12:00 PM			2.00	Reset
SUNDAY	07/20/2014	10:00 AM	12:00 PM			2.00	Reset

Total Days Entered: 14 Total Units Entered: 28.00

I have verified and believe the entered time to be correct to the best of my knowledge

Draft Done Attach(0) Cancel

After entering the time sheet information, the printed time sheet must be uploaded to the Time Entry record as backup documentation.

Attach Hard Copy of Time Sheet

Attach File - Windows Internet Explorer

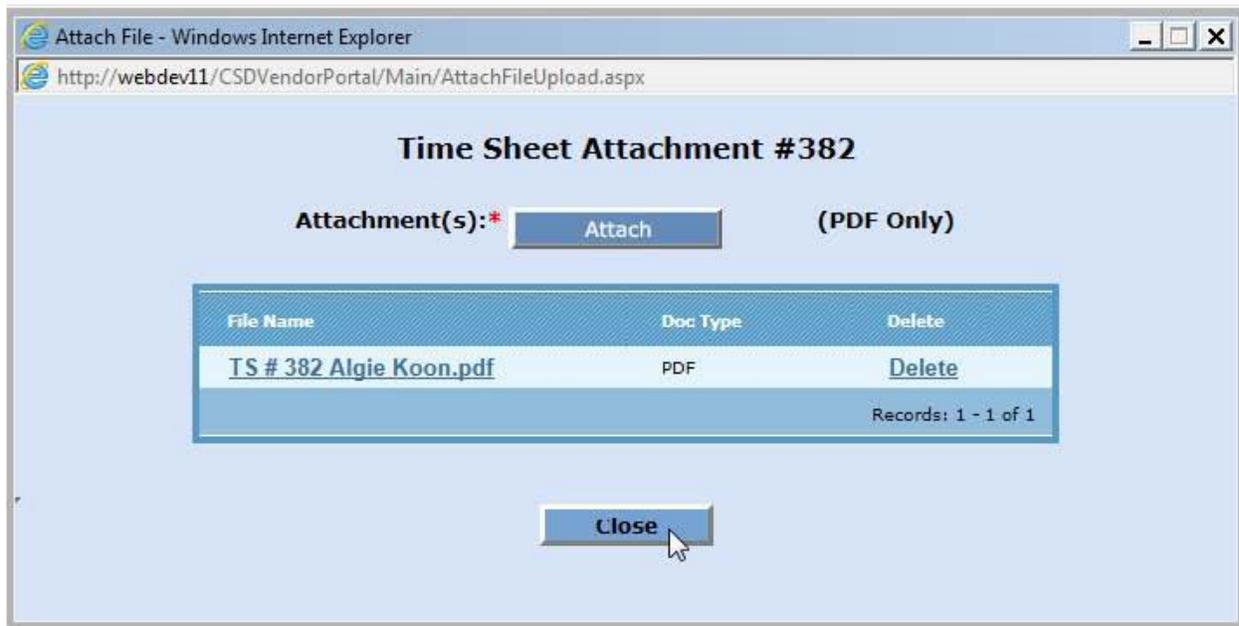
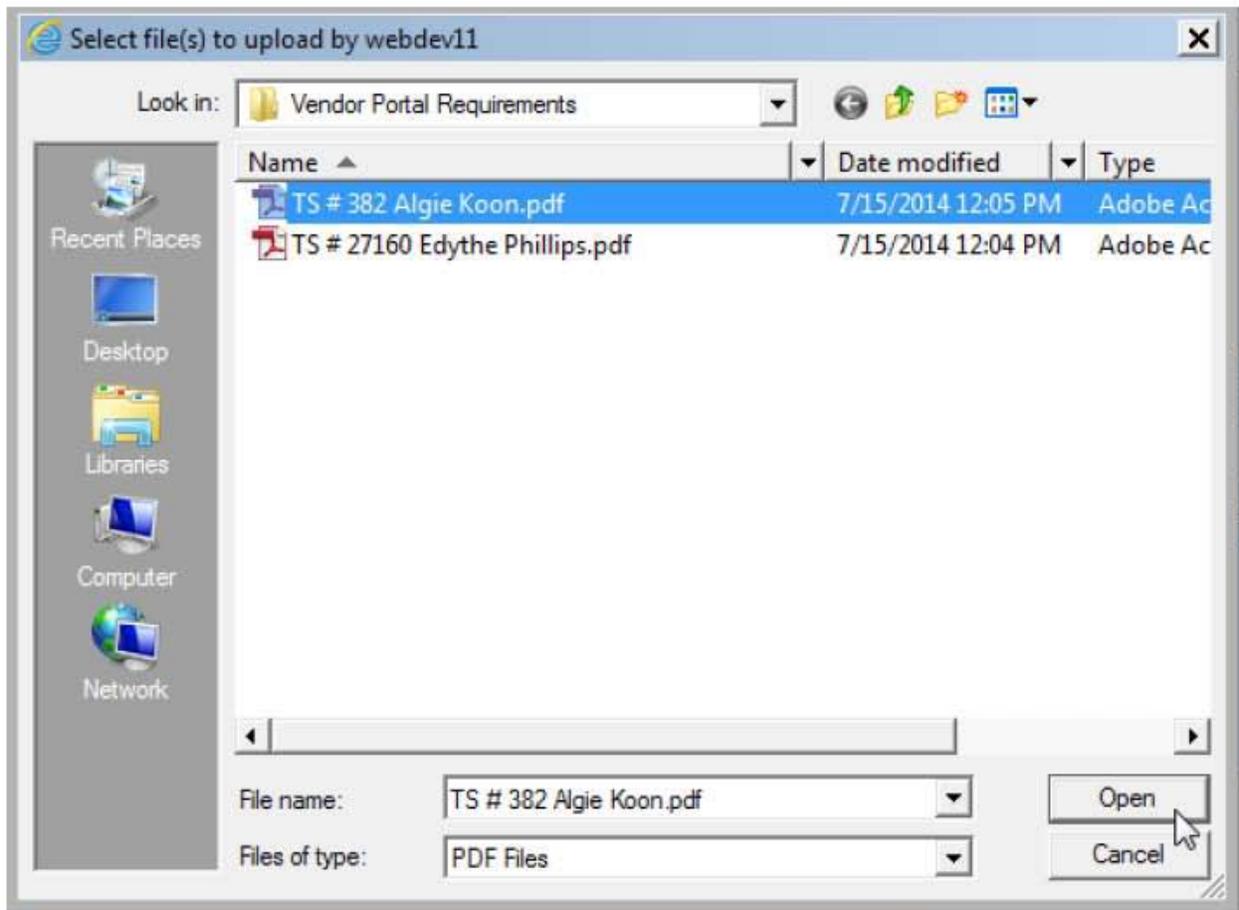
http://webdev11/CSDVendorPortal/Main/AttachFileUpload.aspx

Time Sheet Attachment #382

Attachment(s):* (PDF Only)

File Name	Doc Type	Delete
There are no records available.		

Records: 0 - 0 of 0



Automated Verification Process

Unit Entry -- Webpage Dialog
✕

Vendor Code: MEGA0001	MEGA NURSING INC.	Provider/Worker:* Kathie Brannen
Time Sheet #: 382	Program/Service: OA3B/PECA	Service Period: 07/07/2014 to 07/20/2014
Client #: 123506	Prescription #: CPB1094 2x07xWK	Contract Period: 12/01/2013 to 11/30/2014
Client Name: ALGIE KOON	CMA #: 12046RRA	Grant Period: 01/01/2014 to 12/31/2014
As Needed: <input type="checkbox"/>	FDU: 1006-144-1457- -3401- -3B12-GY	

Day	Date	Time In	Time Out	Time In	Time Out	Total	Reset
MONDAY	07/07/2014	10:00 AM	12:00 PM			2.00	Reset
TUESDAY	07/08/2014	10:00 AM	12:00 PM			2.00	Reset
WEDNESDAY	07/09/2014	10:00 AM	12:00 PM			2.00	Reset
THURSDAY	07/10/2014	10:00 AM	12:00 PM			2.00	Reset
FRIDAY	07/11/2014	10:00 AM	12:00 PM			2.00	Reset
SATURDAY	07/12/2014	10:00 AM	12:00 PM			2.00	Reset
SUNDAY	07/13/2014	10:00 AM	12:00 PM			2.00	Reset
MONDAY	07/14/2014	10:00 AM	12:00 PM			2.00	Reset
TUESDAY	07/15/2014	10:00 AM	12:00 PM			2.00	Reset
WEDNESDAY	07/16/2014	10:00 AM	12:00 PM			2.00	Reset
THURSDAY	07/17/2014	10:00 AM	12:00 PM			2.00	Reset
FRIDAY	07/18/2014	10:00 AM	12:00 PM			2.00	Reset
SATURDAY	07/19/2014	10:00 AM	12:00 PM			2.00	Reset
SUNDAY	07/20/2014	10:00 AM	12:00 PM			2.00	Reset

Records: 1 - 14 of 14

Total Days Entered: **14** Total Units Entered: **28.00** View: [TS # 382 Algje Koon.](#)

I have verified and believe the entered time to be correct to the best of my knowledge

Clicking the Done button will run a verification check to make sure requirements and rules are met.

Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001
Time Sheet #: 382
Client #: 123506
Client Name: ALGIE KOON
As Needed:

MEGA NURSING INC.
Program/Service: OA3B/PECA
Prescription #: CPB1094 2x07xWK
CMA #: 12046RRA
FDU: 1006-144-1457- -3401- -3B12-GY

Provider/Worker:* Kathie Brannen
Service Period: 07/07/2014 to 07/20/2014
Contract Period: 12/01/2013 to 11/30/2014
Grant Period: 01/01/2014 to 12/31/2014

Day	Date	Time In	Time Out	Time In	Time Out	Total	Reset
MONDAY	07/07/2014	10:00 AM	12:00 PM			2.00	Reset
TUESDAY	07/08/2014	10:00 AM	12:00 PM			2.00	Reset
WEDNESDAY	07/09/2014	10:00 AM	12:00 PM			2.00	Reset
THURSDAY	07/10/2014	10:00 AM	12:00 PM			2.00	Reset
FRIDAY	07/11/2014	10:00 AM	12:00 PM			2.00	Reset
SATURDAY	07/12/2014	10:00 AM	12:00 PM			2.00	Reset
SUNDAY	07/13/2014	10:00 AM	12:00 PM			2.00	Reset
MONDAY	07/14/2014	10:00 AM	12:00 PM			2.00	Reset
TUESDAY	07/15/2014	10:00 AM	12:00 PM			2.00	Reset
WEDNESDAY	07/16/2014	10:00 AM	12:00 PM			2.00	Reset
THURSDAY	07/17/2014	10:00 AM	12:00 PM			2.00	Reset
FRIDAY	07/18/2014	10:00 AM	12:00 PM			2.00	Reset
SATURDAY	07/19/2014	10:00 AM	12:00 PM			2.00	Reset
SUNDAY	07/20/2014	10:00 AM	12:00 PM			2.00	Reset

Records: 1 - 14 of 14

Total Days Entered: **14** Total Units Entered: **28.00** View: [TS # 382 Algie Koon.](#)

I have verified and believe the entered time to be correct to the best of my knowledge

Once the verification is acceptable the Finalize button will make the Time Entry record available to be invoiced.

Vendors DOSS User Proto Type Home Applications Kathie Brannen Logout

Palm Beach County Community Services Community Services Vendor Portal

Active List For Time Entry For MEGA NURSING INC.

Filter Client# Client Name Time Sheet # Prescription Service Service Date Range Status
Please type at least 3 Characters/Numbers to filter

Selec	TS#	Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
<input type="radio"/>	348	123506	ALGIE KOON	CHB12761	HMK	OA3B	3.00	07/07/2014-07/20/2014	View	View
<input checked="" type="radio"/>	382	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	07/07/2014-07/20/2014	View	
<input checked="" type="radio"/>	344	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	01/06/2014-01/19/2014	View	View
<input type="radio"/>	374	123506	ALGIE KOON	CHB12761	HMK	OA3B		05/05/2014-05/18/2014		
<input checked="" type="radio"/>	376	243195	DARIO PAMPLONA	CRB344	RESP	OA3B	24.00	07/07/2014-07/20/2014	View	View
<input checked="" type="radio"/>	27158	222160	DOROTHY DUNKLIN	CMSE415	SCSM	OA3E-1	1.00	07/2014		
<input type="radio"/>	27146	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1	9.00	05/2014	View	View
<input type="radio"/>	27160	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1		07/2014		
<input checked="" type="radio"/>	364	113616	ELNORA WILLIAMS	WHB11045	HMK	OA3B	4.00	05/05/2014-05/18/2014	View	View
<input checked="" type="radio"/>	368	118835	GLORIA CHUEY	WPB329	PECA	OA3B	2.00	05/05/2014-05/18/2014	View	
<input checked="" type="radio"/>	360	118835	GLORIA CHUEY	WHB11013	HMK	OA3B	4.00	05/12/2014-05/25/2014	View	View
<input checked="" type="radio"/>	358	118835	GLORIA CHUEY	WHB11013	HMK	OA3B	4.00	06/16/2014-06/29/2014	View	View

Records: 1 - 31 of 31

-- Start Time Entry -- Finalized Time Entry -- Draft -- Override Requested -- Rejected

[Print/Export Grid to Excel](#)

The Time Entry is now ready to invoice.

Type = Product "P"

Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001 **MEGA NURSING INC.** **Provider/Worker:***

Time Sheet #: 27160 **Program/Service:** OA3E-1/SCSM **Service Period:** 07/2014

Client #: 134141 **Prescription #:** See below **Contract Period:** 12/01/2012 to 11/30/2014

Client Name: EDYTHE PHILLIPS **CMA #:** 12087 **Grant Period:** 01/01/2014 to 12/31/2014

FDU: 1006-144-1461- -3401- -3E12-GY

Service Date	Rx#	ID#	Service Type & Description	Units	Rx To	Cost Per Unit	Total	Delivery
<input type="text"/>	CMSE423	NU-514 W/	Prevail Underwear Pull-up Moderate-Lo	<input type="text"/>	2	\$51.00	\$102.00	Add Delete Reset
<input type="text"/>	CMSE424	40333100 I	McKesson Underpad With Super Polym	<input type="text"/>	1	\$31.50	\$31.50	Add Delete Reset
<input type="text"/>	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Al	<input type="text"/>	1	\$2.88	\$2.88	Add Delete Reset
<input type="text"/>	CMSE426	752440091	Body Wash and Shampoo, 16 OZ	<input type="text"/>	1	\$7.20	\$7.20	Add Delete Reset
<input type="text"/>	CMSE427	00205	Barrier Cream For Incontinence, Peri Gi	<input type="text"/>	1	\$4.55	\$4.55	Add Delete Reset
<input type="text"/>	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS	<input type="text"/>	2	\$50.40	\$100.80	Add Delete Reset
<input type="text"/>	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS	<input type="text"/>	1	\$50.40	\$50.40	Add Delete Reset

Records: 1 - 7 of 7

Total Products Entered: Total Units Entered:

I have verified and believe the entered time to be correct to the best of my knowledge

Vendors will be entering the time from the printed time sheet that has been filled in by the case worker and signed by the client.

Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001
Time Sheet #: 27160
Client #: 134141
Client Name: EDYTHE PHILLIPS

MEGA NURSING INC.
Program/Service: OA3E-1/SCSM
Prescription #: See below
CMA #: 12087
FDU: 1006-144-1461- -3401- -3E12-GY

Provider/Worker: Kathie Brannen
Service Period: 07/2014
Contract Period: 12/01/2012 to 11/30/2014
Grant Period: 01/01/2014 to 12/31/2014

Service Date	Rx#	ID#	Service Type & Description	Units	Rx To	Cost Per Unit	Total	Delivery
07/01/2014	CMSE423	NU-514 W/	Prevail Underwear Pull-up Moderate-Lo	2	2	\$51.00	\$102.00	Add Delete Reset
07/01/2014	CMSE424	40333100 I	McKesson Underpad With Super Polym	1	1	\$31.50	\$31.50	Add Delete Reset
07/01/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Al	1	1	\$2.88	\$2.88	Add Delete Reset
07/01/2014	CMSE426	752440091	Body Wash and Shampoo, 16 OZ	1	1	\$7.20	\$7.20	Add Delete Reset
07/01/2014	CMSE427	00205	Barrier Cream For Incontinence, Peri Gi	1	1	\$4.55	\$4.55	Add Delete Reset
07/01/2014	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS	2	2	\$50.40	\$100.80	Add Delete Reset
07/01/2014	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS	1	1	\$50.40	\$50.40	Add Delete Reset

Records: 1 - 7 of 7

Total Products Entered: Total Units Entered:

I have verified and believe the entered time to be correct to the best of my knowledge

After entering the time sheet information, the printed time sheet must be uploaded to the Time Entry record as backup documentation.

Attach Hard Copy of Time Sheet

Attach File - Windows Internet Explorer

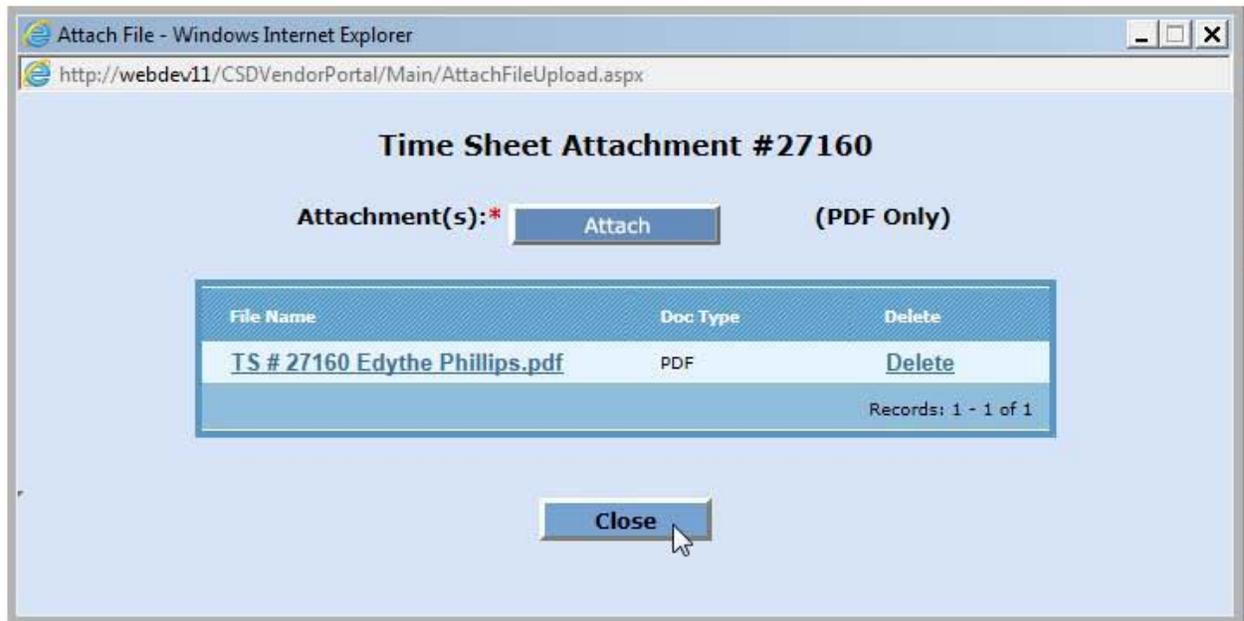
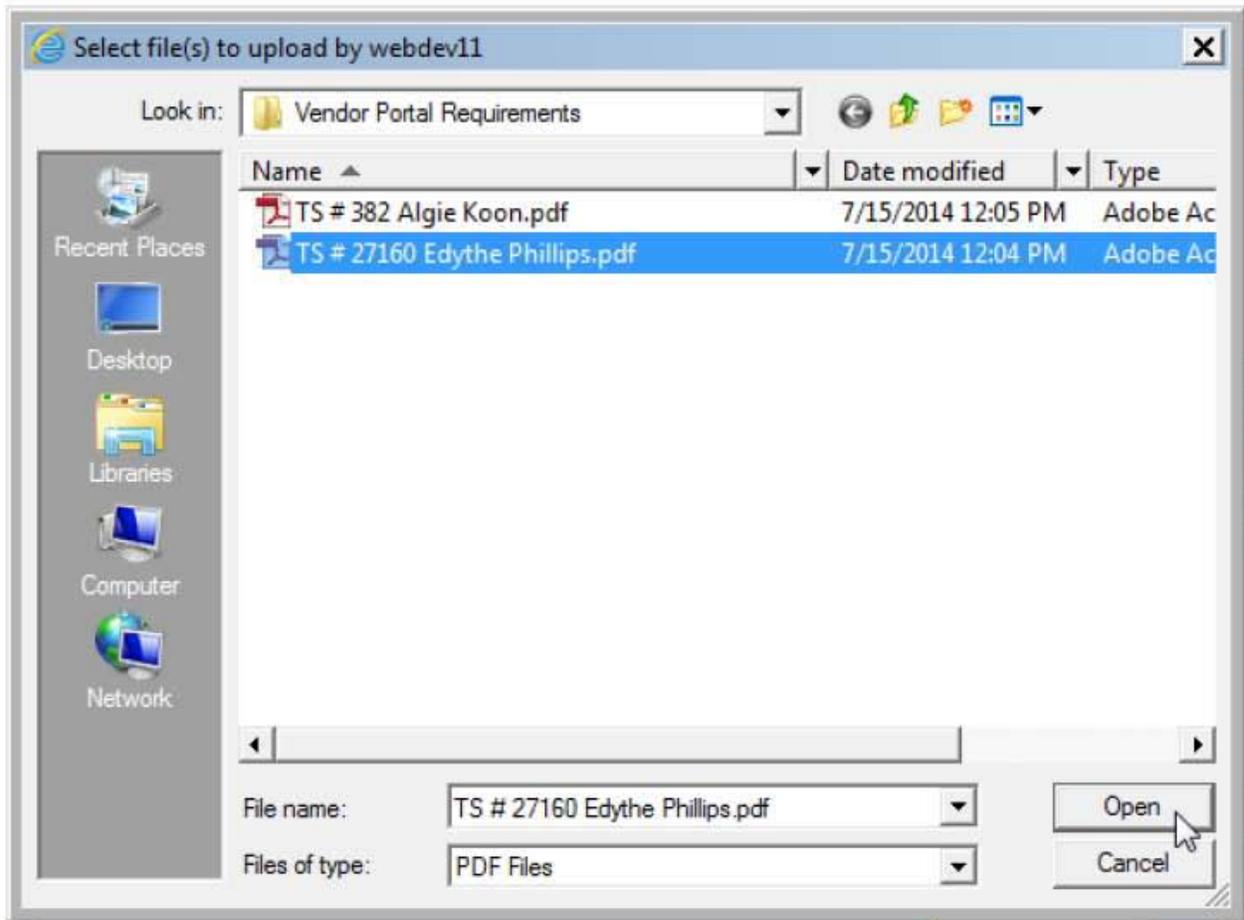
http://webdev11/CSDVendorPortal/Main/AttachFileUpload.aspx

Time Sheet Attachment #27160

Attachment(s):* (PDF Only)

File Name	Doc Type	Delete
There are no records available.		

Records: 0 - 0 of 0



Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001 **MEGA NURSING INC.** Provider/Worker: * Kathie Brannen
Time Sheet #: 27160 Program/Service: OA3E-1/SCSM Service Period: 07/2014
Client #: 134141 Prescription #: See below Contract Period: 12/01/2012 to 11/30/2014
Client Name: EDYTHE PHILLIPS CMA #: 12087 Grant Period: 01/01/2014 to 12/31/2014
FDU: 1006-144-1461--3401--3E12-GY

Service Date	Rx#	ID#	Service Type & Description	Units	Rx To	Cost Per Unit	Total	Delivery
07/01/2014	CMSE423	NU-514 W/	Prevail Underwear Pull-up Moderate-Lo	2	2	\$51.00	\$102.00	Add Delete Reset
07/01/2014	CMSE424	40333100 I	McKesson Underpad With Super Polymr	1	1	\$31.50	\$31.50	Add Delete Reset
07/01/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Al	1	1	\$2.88	\$2.88	Add Delete Reset
07/01/2014	CMSE426	752440091	Body Wash and Shampoo, 16 OZ	1	1	\$7.20	\$7.20	Add Delete Reset
07/01/2014	CMSE427	00205	Barrier Cream For Incontinence, Peri Gi	1	1	\$4.55	\$4.55	Add Delete Reset
07/01/2014	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS	2	2	\$50.40	\$100.80	Add Delete Reset
07/01/2014	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS	1	1	\$50.40	\$50.40	Add Delete Reset

Records: 1 - 7 of 7

Total Products Entered: Total Units Entered: View: [View TS # 27160 Edy](#)

I have verified and believe the entered time to be correct to the best of my knowledge

Clicking the Done button will run a verification check to make sure requirements and rules are met.

Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001 **MEGA NURSING INC.** Provider/Worker: * Kathie Brannen
Time Sheet #: 27160 Program/Service: OA3E-1/SCSM Service Period: 07/2014
Client #: 134141 Prescription #: See below Contract Period: 12/01/2012 to 11/30/2014
Client Name: EDYTHE PHILLIPS CMA #: 12087 Grant Period: 01/01/2014 to 12/31/2014
FDU: 1006-144-1461--3401--3E12-GY

Service Date	Rx#	ID#	Service Type & Description	Units	Rx To	Cost Per Unit	Total	Delivery
07/01/2014	CMSE423	NU-514 W/	Prevail Underwear Pull-up Moderate-Lo	2	2	\$51.00	\$102.00	Add Delete Reset
07/01/2014	CMSE424	40333100 I	McKesson Underpad With Super Polymr	1	1	\$31.50	\$31.50	Add Delete Reset
07/01/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Al	1	1	\$2.88	\$2.88	Add Delete Reset
07/01/2014	CMSE426	752440091	Body Wash and Shampoo, 16 OZ	1	1	\$7.20	\$7.20	Add Delete Reset
07/01/2014	CMSE427	00205	Barrier Cream For Incontinence, Peri Gi	1	1	\$4.55	\$4.55	Add Delete Reset
07/01/2014	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS	2	2	\$50.40	\$100.80	Add Delete Reset
07/01/2014	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS	1	1	\$50.40	\$50.40	Add Delete Reset

Records: 1 - 7 of 7

Total Products Entered: Total Units Entered: View: [View TS # 27160 Edy](#)

I have verified and believe the entered time to be correct to the best of my knowledge

Once the verification is acceptable the Finalize button will make the Time Entry record available to be invoiced.

Vendors DOSS User Proto Type Home Applications Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

Active List For Time Entry For MEGA NURSING INC.

Filter Client# Client Name Time Sheet # Prescription Service Service Date Range Status
Please type at least 3 Characters/Numbers to filter

Selec	TS#	Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
<input type="radio"/>	348	123506	ALGIE KOON	CHB12761	HMK	OA3B	3.00	07/07/2014-07/20/2014	View	View
<input checked="" type="radio"/>	382	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	07/07/2014-07/20/2014	View	
<input checked="" type="radio"/>	344	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	01/06/2014-01/19/2014	View	View
<input type="radio"/>	374	123506	ALGIE KOON	CHB12761	HMK	OA3B		05/05/2014-05/18/2014		
<input checked="" type="radio"/>	376	243195	DARIO PAMPLONA	CRB344	RESP	OA3B	24.00	07/07/2014-07/20/2014	View	View
<input type="radio"/>	27158	222160	DOROTHY DUNKLIN	CMSE415	SCSM	OA3E-1	1.00	07/2014		
<input type="radio"/>	27146	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1	9.00	05/2014	View	View
<input checked="" type="radio"/>	27160	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1	9.00	07/2014	View	
<input type="radio"/>	364	113616	ELNORA WILLIAMS	WHB11045	HMK	OA3B	4.00	05/05/2014-05/18/2014	View	View
<input type="radio"/>	368	118835	GLORIA CHUEY	WPB329	PECA	OA3B	2.00	05/05/2014-05/18/2014	View	
<input type="radio"/>	360	118835	GLORIA CHUEY	WHB11013	HMK	OA3B	4.00	05/12/2014-05/25/2014	View	View
<input checked="" type="radio"/>	358	118835	GLORIA CHUEY	WHB11013	HMK	OA3B	4.00	06/16/2014-06/29/2014	View	View

Records: 1 - 31 of 31

-- Start Time Entry -- Finalized Time Entry -- Draft -- Override Requested -- Rejected

[Print/Export Grid to Excel](#)

The Time Entry is now ready to invoice.

Vendors – Upload Files

Upload Files has been added to the Vendor Portal to accommodate the vendors who use other service tracking and billing systems for all of their clients. This will help the Vendors to avoid double entry of the data after they have provided the services and help prepare them for the invoicing. The client's time sheet must be attached to the Time Entry for the clients in order to create the Invoice for payment reimbursements.

Vendors DOSS User Home Applications Margo Gomme Logout

Print Time Sheet
Time Entry
Upload Files
Generate Invoice
Invoice Status
Approved Invoices
Print Center

Palm Beach County Community Services
Community Services Vendor Portal

Text File Upload For MEGA NURSING INC.

Attachment(s):* (TXT Only)

File Name	Uploaded Time	Uploaded By	Delete	FileName
Primrose123_MEG_01071408.txt	11/13/2014 15:10:05	KBRANNEN	Delete	Primrose123_M
Primrose_MEG_01071408.txt	11/07/2014 14:33:16	KBRANNEN	Delete	Primrose_MEG_
Primrose_MEG_01071408.txt	11/06/2014 09:37:37	PWILLIAM	Delete	Primrose_MEG_
MEG_01071408.txt	11/06/2014 09:31:25	PWILLIAM	Delete	MEG_0107140E
MEG_01071408.txt	11/05/2014 13:55:48	KBRANNEN	Delete	MEG_0107140E

Records: 1 - 10 of 10

- Select “Upload Files” from the Vendors menu
- Click the Attach button
 - Prior to this step; the Vendor will export the data from their existing system like they have always done in the past
 - This data file will be saved on their computer so that it can be located for upload

Requirements

1. System must have a matching Printed Time Sheet for the client data that is being uploaded
2. System will locate the Printed Time Sheet and load the Time In and Time Out from the uploaded file
3. System will load the uploaded file in txt format in a Grid
 - a. The file Name will be a link to allow the user to view the uploaded data
 - b. The file will have a Delete to allow the user to delete if incorrect
4. System will overwrite the Time Entry of all matching Time Entry forms if there is already an entry existing for that time sheet
5. System will identify this Time Entry with an Uploaded type as “U” in order to identify to the user that this Time Entry must be verified and the Signed Time Sheet must be attached prior to invoicing
6. System will insert the data if the time sheet is available or else give an error message for the missing times sheets

Rules

1. System must find the matching Printed Time Sheet for the client data that is being uploaded
 - a. As soon as one does
2. System will not validate against the prescription during the upload

Vendors – Generate Invoice

Vendors DOSS User Proto Type Home Applications Kathie Brannen Logout

Prescription Time Sheet
Generate Invoice
 Invoice Status
 Prescription Time Entry
 Print Center Vendor

Palm Beach County Community Services
Community Services Vendor Portal

Generate Invoices For MEGA NURSING INC.

Filter Client# Client Name DateRange Service Program
 Please type at least 3 Characters/Numbers to filter

#	Client#	Client Name	Service	Program	Units	Total	Date Range	Attach	Comments	
<input type="checkbox"/>	358	118835	GLORIA CHUEY	HMK	OA3B	4.00	\$59.80	06/16/2014-06/29/2014	View	View
<input type="checkbox"/>	344	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	01/06/2014-01/19/2014	View	View
<input type="checkbox"/>	382	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	07/07/2014-07/20/2014	View	View
<input type="checkbox"/>	376	243195	DARIO PAMPLONA	RESP	OA3B	24.00	\$358.80	07/07/2014-07/20/2014	View	View
<input type="checkbox"/>	27160	134141	EDYTHE PHILLIPS	SCSM	OA3E-1	9.00	\$299.33	07/2014	View	

Total Items Selected: Total Units: Total Amount Selected:

[Export To Excel](#) [Generate/Print Invoice](#)

Requirements

1. System will allow invoicing for all Time Sheets/Delivery Sheets that have been finalized
2. System will allow the Vendors to select from the finalized Time Sheets/Delivery Sheets
3. System will allow one or more Time Sheets/Delivery Sheets to be Invoiced at once
4. System will provide the following filters:
 - a. Client #
 - b. Client Name
 - c. Date Range
 - d. Service
 - e. Program
5. System will provide the ability to Print/Export Client Time Sheet/Delivery Sheet Grid data to Excel spreadsheet
6. System will generate a unique Invoice # for each invoice generated

Rules

1. System will automatically separate Service Time Sheets from Product Delivery Sheets on the Invoices
2. System will automatically separate Program/Service on the invoices
3. System will not allow a skip in service provided or product delivery unless the client prescription is "On Hold" for the entire period
4. System will automatically separate Contract Splits on invoices
5. System will automatically separate Grant Splits on invoices

Vendors DOSS User Proto Type Home Applications Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

Generate Invoices For MEGA NURSING INC.

Filter Client# Client Name DateRange Service Program
Please type at least 3 Characters/Numbers to filter

<input checked="" type="checkbox"/>	#	Client#	Client Name	Service	Program	Units	Total	Date Range	Attach	Comments
<input checked="" type="checkbox"/>	358	118835	GLORIA CHUEY	HMK	OA3B	4.00	\$59.80	06/16/2014-06/29/2014	View	View
<input checked="" type="checkbox"/>	344	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	01/06/2014-01/19/2014	View	View
<input checked="" type="checkbox"/>	382	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	07/07/2014-07/20/2014	View	View
<input checked="" type="checkbox"/>	376	243195	DARIO PAMPLONA	RESP	OA3B	24.00	\$358.80	07/07/2014-07/20/2014	View	View
<input checked="" type="checkbox"/>	27160	134141	EDYTHE PHILLIPS	SCSM	OA3E-1	9.00	\$299.33	07/2014	View	

Total Items Selected: 5 Total Units: 93.00 Total Amount Selected: \$1,555.1

[Export To Excel](#) [Generate/Print Invoice](#)

Vendors DOSS User Proto Type Home Applications Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

Generate Invoices For MEGA NURSING INC.

Filter Client# Client Name DateRange Service Program
Please type at least 3 Characters/Numbers to filter

<input checked="" type="checkbox"/>	#	Client#	Client Name	Service	Program	Units	Total	Date Range	Attach	Comments
<input checked="" type="checkbox"/>	358	118835	GLORIA CHUEY	HMK	OA3B	4.00	\$59.80	06/16/2014-06/29/2014	View	View
<input checked="" type="checkbox"/>	344	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	01/06/2014-01/19/2014	View	View
<input checked="" type="checkbox"/>	382	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	07/07/2014-07/20/2014	View	View
<input checked="" type="checkbox"/>	376	243195	DARIO PAMPLONA	RESP	OA3B	24.00	\$358.80	07/07/2014-07/20/2014	View	View
<input checked="" type="checkbox"/>	27160	134141	EDYTHE PHILLIPS	SCSM	OA3E-1	9.00	\$299.33	07/2014	View	

Total Items Selected: 5 Total Units: 93.00 Total Amount Selected: \$1,555.1

[Export To Excel](#) [Generate/Print Invoice](#)

Confirm

You are going to generate Vendor Invoice.

Do you want to continue?

Automated Error Check

The system will automatically check for requirement and rule validation errors during the invoice process.

#	Client#	Client Name	Service	Program	Units	Total	Date Range	Attach	Comments
<input type="checkbox"/>	358	118835	GLORIA CH...	06/16/2014-06/29/2014	View	View
<input type="checkbox"/>	344	123506	ALGIE KOO...	01/06/2014-01/19/2014	View	View
<input checked="" type="checkbox"/>	382	123506	ALGIE KOO...	07/07/2014-07/20/2014	View	View
<input type="checkbox"/>	376	243195	DARIO PAM...	07/07/2014-07/20/2014	View	View
<input checked="" type="checkbox"/>	27160	134141	EDYTHE PH...	07/2014	View	View

Total Items Selected: **Amount Selected:** \$717.93

**ERROR: WEEKLY TIMESHEET 382 HAS DATE GAP;
CLIENT: ALGIE KOON HAS LAST INVOICED DATE 01/20/2014
TILL 07/07/2014 IS NOT FINALIZED YET. PLEASE FINALIZED IT BEFORE INVOICING**

**MONTHLY TIMESHEET 27160 HAS DATE GAP;
CLIENT: EDYTHE PHILLIPS HAS LAST INVOICED MONTH 05/2014
TILL 07/2014 IS NOT FINALIZED YET. PLEASE FINALIZED IT BEFORE INVOICING**

Print Service Invoice

Program/Service : OA3B / PECA		Invoice Number : 624										
		Billing Date : 07/17/2014										
Bill To: Division Of Senior Services Fiscal Staff Palm Beach County Community Service Department 810 Datura Street West Palm Beach, FL 33401		Make Checks Payable to: MEG MEGA NURSING INC. 4910 ,DYER Blvd , R RIVIERA BEACH, FL- 33407										
#	Date	Client Name	Client#	Worker Name	Prescription	Time In 1	Time out 1	Time In 2	Time Out 2	Unit	Rate	Total
1	01/08/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	12:00 PM			4.00	\$14.95	\$59.80
2	01/07/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	12:00 PM			4.00	\$14.95	\$59.80
3	01/08/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	12:00 PM			4.00	\$14.95	\$59.80
4	01/09/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	10:00 AM			2.00	\$14.95	\$29.90
5	01/13/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	4:00 PM			8.00	\$14.95	\$119.80
6	01/14/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	2:00 PM			6.00	\$14.95	\$89.70
7	07/07/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
8	07/08/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
9	07/09/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
10	07/10/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
11	07/11/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
12	07/12/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
13	07/13/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
14	07/14/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
15	07/15/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
16	07/16/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
17	07/17/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
18	07/18/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
19	07/19/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
20	07/20/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
Algie Koon										56.00		\$837.20
21	07/07/2014	Dario Pamplona	243195	Tom Jones	CRB344	8:00 AM	11:00 AM			3.00	\$14.95	\$44.85
22	07/08/2014	Dario Pamplona	243195	Tom Jones	CRB344	8:00 AM	11:00 AM			3.00	\$14.95	\$44.85
23	07/09/2014	Dario Pamplona	243195	Tom Jones	CRB344	8:00 AM	11:00 AM			3.00	\$14.95	\$44.85
						7/17/2014			1			

Program/Service : OA3B / PECA

Invoice Number : 624

Billing Date : 07/17/2014

Bill To:
 Division Of Senior Services Fiscal Staff
 Palm Beach County Community Service Department
 810 Datura Street
 West Palm Beach, FL 33401

Make Checks Payable to: MEG
 MEGA NURSING INC.
 4910 ,DYER Blvd , R
 RIVIERA BEACH, FL- 33407

#	Date	Client Name	Client#	Worker Name	Prescription	Time In 1	Time out 1	Time In 2	Time Out 2	Unit	Rate	Total
1	01/06/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	12:00 PM			4.00	\$14.95	\$59.80
2	01/07/2014	Algie Koon	123506	Willie	CPB1094	0:00 AM	12:00 PM			4.00	\$14.95	\$59.00
3	01/08/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	12:00 PM			4.00	\$14.95	\$59.80
4	01/09/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	10:00 AM			2.00	\$14.95	\$29.90
5	01/13/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	4:00 PM			8.00	\$14.95	\$119.60
6	01/14/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	2:00 PM			6.00	\$14.95	\$89.70
7	07/07/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
8	07/08/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
9	07/09/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
10	07/10/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
11	07/11/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
12	07/12/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
13	07/13/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
14	07/14/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
15	07/15/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
16	07/16/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
17	07/17/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
18	07/18/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
19	07/19/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
20	07/20/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
Algie Koon										56.00		\$837.20
21	07/07/2014	Dario Pamplona	243195	Tom Jones	CRB344	8:00 AM	11:00 AM			3.00	\$14.95	\$44.85
22	07/08/2014	Dario Pamplona	243195	Tom Jones	CRB344	8:00 AM	11:00 AM			3.00	\$14.95	\$44.85
23	07/09/2014	Dario Pamplona	243195	Tom Jones	CRB344	8:00 AM	11:00 AM			3.00	\$14.95	\$44.85

7/17/2014

1

Print Product Invoice

Program/Service : OA3E-1 / SCSM

Invoice Number : 626
Billing Date : 07/17/2014

Bill To :
Division Of Senior Services Fiscal Staff
Palm Beach County Community Service Department
810 Datura Street
West Palm Beach, FL 33401

Make Checks Payable to:
MEGA NURSING INC.
4910 ,DYER Blvd , R
RIVIERA BEACH, FL- 33407

#	Date	Client#	Client Name	RX#	ID#	Product Type and Description	Unit	Rate	Total
1	07/01/2014	134141	Edythe Phillips	CMSE426	7524400910 NO	Body Wash and Shampoo, 16 OZ	1	\$7.20	\$7.20
2	07/01/2014	134141	Edythe Phillips	CMSE423	NU-514 W/MODI	Prevail Underwear Pull-up Moderate-Loss Women/X-LG 50	2	\$51.00	\$102.00
3	07/01/2014	134141	Edythe Phillips	CMSE424	40333100 MINIM	McKesson Underpad With Super Polymer 23 x 36" 150/PK	1	\$31.50	\$31.50
4	07/01/2014	134141	Edythe Phillips	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS	2	\$50.40	\$100.80
5	07/01/2014	134141	Edythe Phillips	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Alcohol/Latex Free 4l	1	\$2.88	\$2.88
6	07/01/2014	134141	Edythe Phillips	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS	1	\$50.40	\$50.40
7	07/01/2014	134141	Edythe Phillips	CMSE427	00205	Barrier Cream For Incontinence, Peri Guard 7 OZ	1	\$4.55	\$4.55
Total :							9	\$299.33	

Vendors – Invoice Status

Vendors DOSS User Proto Type Home Applications Kathie Brannen Logout

Prescription Time Sheet
Generate Invoice
Invoice Status
Prescription Time Entry
Print Center Vendor

Palm Beach County Community Services
Community Services Vendor Portal

Invoice List

Filter Invoice# Vendor Name Invoice Date Service Program
Please type at least 3 Characters/Numbers to filter

Select	Vendor	Units	Amount	Invoice Date	Service	Program	Status	Process Date	Process By
<input checked="" type="checkbox"/>	MEG	9	\$7.00	07/15/2014	SCSM	OA3E-1	APPROVED	07/15/2014	kbrann
<input checked="" type="checkbox"/>	MEG	18	\$6.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkom
<input checked="" type="checkbox"/>	MEG	6	\$2.00	07/09/2014	HMK	OA3B	APPROVED	07/09/2014	dkom
<input type="checkbox"/>	MEG	0	\$0.00	07/09/2014	SCSM	OA3E-1	SUBMITTED	07/09/2014	dkom
<input checked="" type="checkbox"/>	MEG	24	\$8.00	07/09/2014	PECA	OA3B	APPROVED	07/09/2014	dkom
<input checked="" type="checkbox"/>	MEG	3	\$2.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkom
<input checked="" type="checkbox"/>	MEG	2	\$2.00	07/09/2014	HMK	OA3B	REJECTED		
<input type="checkbox"/>	MEG	11	\$7.00	07/09/2014	SCSM	OA3E-1	SUBMITTED		
<input checked="" type="checkbox"/>	MEG	9	\$7.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkom
<input checked="" type="checkbox"/>	MEG	4	\$2.00	07/09/2014	HMK	OA3B	REJECTED	07/09/2014	RNIU
<input checked="" type="checkbox"/>	MEG	56	\$15.00	07/09/2014	HMK	OA3B	REJECTED	07/09/2014	RNIU
<input checked="" type="checkbox"/>	MEG	16	\$5.00	07/08/2014	SCSM	OA3E-1	APPROVED	07/08/2014	dkom
<input checked="" type="checkbox"/>	MEG	60	\$12.00	07/08/2014	PECA	OA3B	APPROVED	07/08/2014	dkom

Records: 1 - 15 of 15

-- Start Process -- Approved -- Draft -- Rejected

Print/Export Grid to Excel

Requirements

- System will not allow a user to see another Vendor's Invoices
- System will display all Invoices based on the Signed In User's Vendor
- System will provide the following filters:
 - Invoice #
 - Invoice Date
 - Service
 - Program
 - Status
- System will provide the ability to Print/Export Client Prescription Grid data to Excel spreadsheet
- System will identify the data entry status of each Time Sheet as follows:
 - Start Process
 - Approved
 - Draft
 - Rejected
- System will show the invoice status in real time as they are being processed by DOSS
- System will provide the ability to Print/Export Client Time Sheet/Delivery Sheet Grid data to Excel spreadsheet

Rules

1. Invoice Status will show all Rejected and Submitted Invoices
 - a. Rejected Invoice will display first in Ascending Order by Process Date
 - b. Submitted Invoices will display under all Rejected Invoices in Ascending Order by Process Date
 - c. Approved Invoice will be displayed on a separate screen called "Vendor Approved Invoices"

Time Sheet List

Invoice TS list -- Webpage Dialog

Time Sheet List For InvoiceNumber: 622

Filter Client# Client Name Time Sheet # Prescription Service Service Date Range Status

Please type at least 3 Characters/Numbers to filter

Select	TS#	Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
<input checked="" type="checkbox"/>	27146	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1	9.00	05/2014	View	View

Records: 1 - 1 of 1

-- Start Review -- Draft -- Accepted -- Rejected

[Print/Export Grid to Excel](#) [ReGenerate Invoice](#) [Close](#)

1. System will provide the ability to view any attached document for each Time Sheet on each invoice
2. System will provide the ability to view any attached comments for each Time Sheet on each invoice
3. System will identify the data entry status of each Time Sheet as follows:
 - a. -- Submitted
 - b. -- Draft
 - c. -- Accepted
 - d. -- Rejected
4. System will provide the ability to Regenerate an Invoice excluding a rejected Time Sheet
5. System will provide the ability to Print/Export Client Time Sheet/Delivery Sheet Grid data to Excel spreadsheet

Time Sheet Status

Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001 **MEGA NURSING INC.** **Provider/Worker:*** eddie george
Time Sheet #: 27146 **Program/Service:** OA3E-1/SCSM **Service Period:** 05/2014
Client #: 134141 **Prescription #:** See below **Contract Period:** 12/01/2012 to 11/30/2014
Client Name: EDYTHE PHILLIPS **CMA #:** 12087 **Grant Period:** 01/01/2014 to 12/31/2014
FDU: 1006-144-1461- -3401- -3E12-GY

Service Date	Rx#	ID#	Service Type & Description	Ut.	Cost Per Unit	Total	STATUS	REASON
05/05/2014	CMSE423	NU-514 W/	Prevail Underwear Pull-up f	2	\$51.00	\$102.00	APPROVED	ACCEPT
05/05/2014	CMSE424	40333100 f	McKesson Underpad With S	1	\$31.50	\$31.50	APPROVED	ACCEPT
05/05/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-l	1	\$2.88	\$2.88	APPROVED	ACCEPT
05/05/2014	CMSE426	752440091	Body Wash and Shampoo,	1	\$7.20	\$7.20	APPROVED	ACCEPT
05/05/2014	CMSE427	00205	Barrier Cream For Incontin	1	\$4.55	\$4.55	APPROVED	ACCEPT
05/05/2014	CMSE428	54328	Glucerna Drink Diabetic/Va	2	\$50.40	\$100.80	APPROVED	ACCEPT
05/12/2014	CMSE430	54328	Glucerna Drink Diabetic/Va	1	\$50.40	\$50.40	APPROVED	ACCEPT

Records: 1 - 7 of 7

Total Products Entered: Total Units Entered: View: [View 1.pdf](#)

Vendors – Approved Invoices

Vendors DOSS User Proto Type Home | Applications | Kathie Brannen | Logout

Prescription Time Sheet
Generate Invoice
Prescription Time Entry
Vendor Invoice Status
Vendor Invoice Status - Approved
Vendor Print Center

Palm Beach County Community Services
Community Services Vendor Portal

Invoice List
 Invoice# Vendor Name Invoice Date Service Program
Please type at least 3 Characters/Numbers to filter

Selec	Vendor	Units	Amount	Invoice Date	Service	Program	Status	Process Date	Process By
<input checked="" type="checkbox"/>	MEG	68	\$12.00	07/08/2014	PECA	OA3B	APPROVED	07/08/2014	dkomale
<input checked="" type="checkbox"/>	MEG	16	\$5.00	07/08/2014	SCSM	OA3E-1	APPROVED	07/08/2014	dkomale
<input checked="" type="checkbox"/>	MEG	3	\$2.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkomale
<input checked="" type="checkbox"/>	MEG	24	\$8.00	07/09/2014	PECA	OA3B	APPROVED	07/09/2014	dkomale
<input checked="" type="checkbox"/>	MEG	18	\$6.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkomale
<input checked="" type="checkbox"/>	MEG	6	\$2.00	07/09/2014	HMK	OA3B	APPROVED	07/09/2014	dkomale
<input checked="" type="checkbox"/>	MEG	9	\$7.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkomale
<input checked="" type="checkbox"/>	MEG	9	\$7.00	07/15/2014	SCSM	OA3E-1	APPROVED	07/15/2014	kbranne

Records: 1 - 8 of 8

-- Start Process -- Approved -- Draft -- Rejected

Vendors – Print/Export Grid to Excel

The Vendors can see the status of their invoices and export and print to an excel spreadsheet.

Invoice#	Units	Amount	Invoice Dt	Service	Program	Status	Process Dt	Process By	User Id Ent By	User Id Chg By	Date Ent	Date Chg
VP201701130013511	1		1/13/2017	HDM	CCE	REJECTED	1/24/2017	dtscott	kborders@gafoods.net	dtscott	1/13/2017	1/24/2017
VP201701110013361	3	539.80	1/11/2017	HDM	O3C2	APPROVED	1/18/2017	rkellner	kborders@gafoods.net	rkellner	1/11/2017	1/18/2017
VP201701110013355	13	5558.17	1/11/2017	HDM	O3C2	APPROVED	1/18/2017	rkellner	kborders@gafoods.net	rkellner	1/11/2017	1/18/2017
VP201701110013354	16	5537.44	1/11/2017	HDM	O3C2	APPROVED	1/20/2017	rmauricio	kborders@gafoods.net	rmauricio	1/11/2017	1/20/2017
VP201701100013333	111	\$3,343.30	1/10/2017	HDM	O3C2	APPROVED	1/20/2017	rmauricio	kborders@gafoods.net	rmauricio	1/10/2017	1/20/2017
VP201701100013327	2		1/10/2017	HDM	CCE	REJECTED	1/11/2017	dtscott	kborders@gafoods.net	dtscott	1/10/2017	1/11/2017
VP201612130012689	36	\$1,023.00	12/13/2016	HDM	O3C2	APPROVED	12/16/2016	inewsome	kborders@gafoods.net	inewsome	12/13/2016	12/16/2016
VP201612130012664	177	\$5,327.65	12/13/2016	HDM	O3C2	APPROVED	12/16/2016	inewsome	kborders@gafoods.net	inewsome	12/13/2016	12/16/2016
VP201612120012661	143	\$4,301.95	12/12/2016	HDM	O3C2	APPROVED	12/16/2016	inewsome	kborders@gafoods.net	inewsome	12/12/2016	12/16/2016
VP201612120012650	167	\$5,171.65	12/12/2016	HDM	O3C2	APPROVED	12/16/2016	inewsome	kborders@gafoods.net	inewsome	12/12/2016	12/16/2016
VP20161300012373	218	\$6,642.00	11/30/2016	HDM	O3C2	APPROVED	12/7/2016	hbui	kborders@gafoods.net	hbui	11/30/2016	12/7/2016
VP20161180012227	3	\$57.00	11/18/2016	HDM	O3C2	APPROVED	11/23/2016	hbui	rmlu	hbui	11/18/2016	11/23/2016
VP201611020011800	69	\$2,453.28	11/2/2016	HDM	O3C2	APPROVED	11/4/2016	nguthrie	kborders@gafoods.net	nguthrie	11/2/2016	11/4/2016
VP201610180011557	32	\$949.16	10/18/2016	HDM	O3C2	APPROVED	10/19/2016	hbui	kborders@gafoods.net	hbui	10/18/2016	10/19/2016
VP201610180011530	154	\$5,265.69	10/18/2016	HDM	O3C2	APPROVED	10/26/2016	tsampedro	kborders@gafoods.net	tsampedro	10/18/2016	10/26/2016
VP201610180011525	141	\$5,050.20	10/18/2016	HDM	O3C2	APPROVED	10/19/2016	hbui	kborders@gafoods.net	hbui	10/18/2016	10/19/2016
VP201610040011315	86	\$3,093.96	10/4/2016	HDM	O3C2	APPROVED	10/11/2016	nguthrie	kborders@gafoods.net	nguthrie	10/4/2016	10/11/2016
VP201609200011045	8	\$214.32	9/20/2016	HDM	O3C2	APPROVED	9/22/2016	nguthrie	kborders@gafoods.net	nguthrie	9/20/2016	9/22/2016
VP201609200011037	18	\$592.80	9/20/2016	HDM	O3C2	APPROVED	9/22/2016	vyouyoute	kborders@gafoods.net	vyouyoute	9/20/2016	9/22/2016
VP201609200011036	154	\$5,287.38	9/20/2016	HDM	O3C2	APPROVED	9/26/2016	ajpierce	kborders@gafoods.net	ajpierce	9/20/2016	9/26/2016
VP201609200011033	155	\$5,348.94	9/20/2016	HDM	O3C2	APPROVED	9/26/2016	sfenton	kborders@gafoods.net	sfenton	9/20/2016	9/26/2016
VP201609200011027	99	\$3,540.84	9/20/2016	HDM	O3C2	APPROVED	9/21/2016	rkellner	kborders@gafoods.net	rkellner	9/20/2016	9/21/2016
VP201609070010790	86	\$2,831.76	9/7/2016	HDM	O3C2	APPROVED	9/15/2016	tsampedro	kborders@gafoods.net	tsampedro	9/7/2016	9/15/2016
VP201609070010789	142	\$4,676.34	9/7/2016	HDM	O3C2	APPROVED	9/15/2016	inewsome	kborders@gafoods.net	inewsome	9/7/2016	9/15/2016
VP201609070010784	145	\$4,947.66	9/7/2016	HDM	O3C2	APPROVED	9/15/2016	inewsome	kborders@gafoods.net	inewsome	9/7/2016	9/15/2016
VP201609060010776	84	\$2,938.92	9/6/2016	HDM	O3C2	APPROVED	9/15/2016	tsampedro	kborders@gafoods.net	tsampedro	9/6/2016	9/15/2016
VP201608250010492	7	\$143.64	8/25/2016	HDM	O3C2	APPROVED	8/26/2016	hbui	kborders@gafoods.net	hbui	8/25/2016	8/26/2016
VP201608230010446	136	\$4,548.60	8/23/2016	HDM	O3C2	APPROVED	8/26/2016	hbui	kborders@gafoods.net	hbui	8/23/2016	8/26/2016
VP201608230010432	85	\$2,846.44	8/23/2016	HDM	O3C2	APPROVED	8/26/2016	hbui	kborders@gafoods.net	hbui	8/23/2016	8/26/2016

Vendors – Print Center

The Vendors have the following Reports:

- Timesheets
- Invoices
- Timesheets by Period
- Gap Report

Vendors DOSS User Home Applications Kathie Brannen Logout

Print Time Sheet
Time Entry
Generate Invoice
Invoice Status
Approved Invoices
Print Center

Palm Beach County Community Services
Community Services Vendor Portal

Report Selection Screen for GA FOOD SERVICE INC

Please select the report: Timesheets, Invoices, Timesheets by Period, Gap Report Go

Vendors: DOSS User | Home | Applications | Kathie Brannen | Logout

Palm Beach County Community Services Community Services Vendor Portal

Invoice List For GA FOOD SERVICE INC

Filter: Invoice# Invoice Date Service Program
Please type at least 3 Characters/Numbers to filter

Go Clear

Invoice#	Units	Amount	Invoice Dt	Service	Program	Status	View	Comments	Rejected Reason	Process Dt	Process By
Print Center 101702150014092	15	\$355.60	02/15/17	HDM	03C2	REJECTED	Invoice	Add		02/15/17	mgemma
HDM Time Entry 101701130013511	1		01/13/17	HDM	CCE	REJECTED	Invoice	Add		01/24/17	dtscott
HDM Generate Invoices 101701110013261	3	\$29.80	01/11/17	HDM	03C2	APPROVED	Invoice	Add		01/18/17	rkfallner
HDM Active Rx List 101701110013355	13	\$556.17	01/11/17	HDM	03C2	APPROVED	Invoice	Add		01/18/17	rkfallner
VP201701100013354	16	\$537.44	01/11/17	HDM	03C2	APPROVED	Invoice	Add		01/20/17	rmauricio
VP201701100013327	111	\$2,343.20	01/10/17	HDM	UJG2	APPROVED	Invoice	Add		01/20/17	rmauricio
VP201701100013327	2		01/10/17	HDM	CCE	REJECTED	Invoice	Add		01/11/17	dtscott
VP201612130012689	36	\$1,023.00	12/13/16	HDM	03C2	APPROVED	Invoice	Add		12/16/16	ineussme
VP201612130012664	177	\$5,327.65	12/13/16	HDM	03C2	APPROVED	Invoice	Add		12/16/16	ineussme
VP201612130012661	143	\$4,301.95	12/12/16	HDM	03C2	APPROVED	Invoice	Add		12/16/16	ineussme
VP201612130012650	167	\$5,171.45	12/12/16	HDM	03C2	APPROVED	Invoice	Add		12/16/16	ineussme
VP201611300012373	218	\$6,642.00	11/30/16	HDM	03C2	APPROVED	Invoice	Add		12/07/16	nbui

Start Process Approved Draft Rejected

Print/Export Grid to Excel

Records: 1 - 400 of 400

- Select a **timesheet** to review

Vendors: DOSS User | Home | Applications | Kathie Brannen | Logout

Palm Beach County Community Services

Time Sheet List For InvoiceNumber: 10044

Filter: Client# Last Name First Name Time Sheet # Prescription Service Service Date Status
Please type at least 3 Characters/Numbers to filter

Go Clear

Invoice#	Client#	L. Name	F. Name	Rx	Service	Program	Units	Service Date	Attach	Comments
22496	25190	Sacero	Bismark	WN214259	HDM	03C2	10.00	08/07/2016		
22496	25190	Eacero	Bismark	WN214259	HDM	03C2	10.00	07/25/2016		
22518	72036	Sampson	Charles	CN218682	HDM	03C2	14.00	07/25/2016		
22518	72036	Sampson	Charles	CN218682	HDM	03C2	14.00	08/07/2016		
22526	15817	Sanchez	Concepc	CN218640	HDM	03C2	10.00	07/25/2016		
22526	15817	Sanchez	Concepc	CN218640	HDM	03C2	10.00	08/07/2016		
22533	183426	Sieherma	Daniel	CN218889	HDM	03C2	7.00	07/25/2016		View
22533	183426	Sieherma	Daniel	CN218889	HDM	03C2	7.00	08/07/2016		View
22557	145884	Silva	Eduardo	CN218802	HDM	03C2	14.00	07/25/2016		
22557	145884	Silva	Eduardo	CN218802	HDM	03C2	14.00	08/07/2016		
22492	263915	Smith	Berita	CN218905	HDM	03C2	5.00	07/25/2016		
22492	263915	Smith	Berita	CN218905	HDM	03C2	5.00	08/07/2016		

Start Review Draft Accepted Rejected

Print/Export Grid to Excel Close

Records: 1 - 400 of 400

Palm Beach County Community Services

(Vendor) Unit Entry for Monthly Product -- Webpage Dialog

Vendor Code: GAF00001 **GA FOOD SERVICE INC** **Provider/Worker:*** Kborders
Time Sheet #: 22533 **Program/Service:** 03C2/HDM **Service Period:** 7/25/2016 TO 8/7/2016
Client #: 183426 **Prescription #:** CN218889 7x1xEOV **Contract Period:** 11/01/2015 to 10/31/2016
Client Name: DANIEL SICHERM, **CMA #:** 13060B **Grant Period:** 01/01/2016 to 12/31/2016
FDU: 1006-144-1459 --3419 --C212-GY
 Note:™ This RX is cancelled on 8/26/2016.

Service Date	Rx#	ID#	Service Type & Description	UL	Cost Per Unit	Total	Action
07/26/2016	CN218889	BKFST	Breakfast	7	\$6.84	\$47.88	

Records: 1 - 1 of 1

Total Products Entered: Total Units Entered:

Vendors – HDM Active Rx List

The HDM Active Rx List screen will list all of the Active Prescriptions for the logged in user's vendor. This screen has filters that allow the users to see a select group based on the filter selected.

Palm Beach County Community Services
Community Services Vendor Portal

Active Prescription List For GA FOOD SERVICE INC

Filter: Client Client Name Address Prescription

Please type at least 3 Characters/Numbers to filter

#	Client#	Name	Address	Phone	Frequency	Rx	Route#	Stop#	Delivery Day
1	266255	Abelenda Martinez, Georg	13578 Greentree Trail Wilmington, FL 33414	561-601-9671	7x1xWK	CN219214	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	266255	Abelenda Martinez, Georg	13578 Greentree Trail Wilmington, FL 33414	561-601-9671	7x1xWK	CN219216	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	266620	Abreu, Michelle	8284 Fountains Blvd B Lake Worth, FL 33467	861-278-2955	5x1xEOW	WN214828	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	266620	Abreu, Michelle	8254 Fountains Drive S Lake Worth, FL 33467	561-275-3935	5x1xEOW	WN214827	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	255729	Adams, Evelyn D	428 Jupiter Lakes Blvd Jupiter, FL 33488	561-339-3660	10x1xEOW	CN218793	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	266517	Agostor-Ruiz, Salvador	3146 Via Poinciana Lake Worth, FL 33467	561-701-3980	5x1xWK	WN214807	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	266517	Agostor-Ruiz, Salvador	3146 Via Poinciana Lake Worth, FL 33467	561-701-3980	5x1xWK	WN214008	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	116658	Akagi, John	30 Easthampton B West Palm Beach, FL 33417	561-616-8197	14x1xEOW	CN218819	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	189688	Albritton, Clara R	530 W 27th St Riviera Beach, FL 33404	561-842-9047	5x01xWK	CN218921	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	189688	Albritton, Clara R	530 W 27th St Riviera Beach, FL 33404	561-842-9047	5x01xWK	CN218922	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Records: 1 - 593 of 593

Requirements

1. System will not allow a user to see another Vendor's Client Prescriptions
2. System will display all Active Clients Prescriptions based on the Signed In User's Vendor
3. System will provide the following filters:
 - a. Client #
 - b. Client Name
 - c. Address
 - d. Prescription
4. System will provide the ability to Print/Export Client Prescription Grid data to an Excel Spreadsheet
5. System will have the ability to assign Routes for delivery of the prescribed Home Delivered Meals
6. System will provide the ability to select one or more Client Prescriptions to Print
7. System will assign a unique Time Sheet # to all printed Time Sheets and keep track of any data that may have been entered and saved via Time Entry
8. System will allow the user to print a Daily Time Sheet or Print for a Two-Week Period

Rules

1. System will display the End Date of the last printed Time Sheet
2. System will display Client (Rx) Latest On-Hold Date for a prescription
3. System will display Client (Rx) Latest Resume Date of an On-Hold prescription
4. System will control Time Sheet print gaps automatically
 - a. User selects client (Rx); system checks for Rx on Hold
5. System will automatically handle Contract Splits by printing two separate Time Sheets; "End of Contract" will print the days from the start of the service period till the end of the Contract Period and "Start of New Contract" will print the days from the start of New Contract Period till the end of the service period. Each Time Sheet will have a unique Time Sheet #
6. System will automatically handle Grant Splits by printing two separate Time Sheets; "End of Grant" will print the days from the start of the service period till the end of the Grant Period and "Start of New Grant" will print the days from the start of New Grant Period till the end of the service period. Each Time Sheet will have a unique Time Sheet #
7. System will automatically check the print service period for an already Printed Time Sheet or an already Invoiced Time Sheet and recall that Time Sheet with any data that may have been entered previously for that period
8. System will group all Product Prescriptions for the Program/Service on one Product Delivery Sheet for each client
9. System will determine which Time Sheet to print based on the Type
 - a. Type "S" = Service – Two Week; Time In, Time Out
 - b. Type "P" = Product – Line for each prescription for the client
 - c. Type "M" = Meal – Product; Frequency determines the number of lines

HDM Define Route

Prior to printing the Time Sheets, the routes must be assigned to the prescriptions for the clients. If a Route is not available for selection, the user can define a new route from the HDM Active Rx List.

Active Prescription List For GA FOOD SERVICE INC

Filter: Client Client Name Address Prescription

Please type at least 3 Characters/Numbers to filter

Go

#	Client #	Name	Address	Phone	Frequency	Rx	Route #	Seq #	Delivery Day
1	264255	Abelanda Martinez, Georj	13378 Greentree Trail Wellington, FL 33414	561-601-9671	7x1WK	CH219214			
2	264255	Abelanda Martinez, Georj	13378 Greentree Trail Wellington, FL 33414	561-601-9671	7x1WK	CH219216			
3	266620	Abreu, Michelle							
4	266620	Abreu, Michelle							
5	255729	Adams, Evelyn D							
6	264517	Agosto-Ruiz, Salvador							
7	264517	Agosto-Ruiz, Salvador							
8	116658	Akagi, John							
9	189688	Albritton, Clara R							
10	189688	Albritton, Clara R							

Records: 1 - 583 of 583

Add Route

Define Route Save Print Timesheet Print/Export Grid to Excel

HDM Assign Route

Prior to printing the Time Sheets, the routes must be assigned to the prescriptions for the clients.

Active Prescription List For GA FOOD SERVICE INC

Filter: Client Client Name Address Prescription

Please type at least 3 Characters/Numbers to filter

Go

#	Client #	Name	Address	Phone	Frequency	Rx	Route #	Seq #	Delivery Day
1	264255	Abelanda Martinez, Georj	13378 Greentree Trail Wellington, FL 33414	561-601-9671	7x1WK	CH219214	Route - 01		
2	264255	Abelanda Martinez, Georj	13378 Greentree Trail Wellington, FL 33414	561-601-9671	7x1WK	CH219216	Route - 02		
3	266620	Abreu, Michelle	5234 Fountain Drive S Lake Worth, FL 33467	561-275-2955	5x1COV	WN214927	Route - 03		
4	266620	Abreu, Michelle	5234 Fountain Drive S Lake Worth, FL 33467	561-275-2955	5x1COV	WN214928	Route - 01		
5	255729	Adams, Evelyn D	428 Jupiter Lakes Blvd Jupiter, FL 33458	561-339-3660	10x1BOW	CH218793	Route - 02		
6	264517	Agosto-Ruiz, Salvador	3146 Via Poiciana Lake Worth, FL 33467	561-701-3980	5x1WK	WN214807	Route - 03		
7	264517	Agosto-Ruiz, Salvador	3146 Via Poiciana Lake Worth, FL 33467	561-701-3980	5x1WK	WN214808	Route - 01		
8	116658	Akagi, John	30 Easthampton B West Palm Beach, FL 33417	561-616-8197	14x1BOW	CH218819	Route - 02		
9	189688	Albritton, Clara R	550 W 27th St Riviera Beach, FL 33404	561-842-9047	5x01WK	CH218921	Route - 03		
10	189688	Albritton, Clara R	520 W 27th St Riviera Beach, FL 33404	561-842-9047	5x01WK	CH218922			

Records: 1 - 583 of 583

Define Route Save Print Timesheet Print/Export Grid to Excel

- Select the **Route #** from dropdown
- Select the **Delivery Day**
- Click the **Save** button

#	Client#	Name	Address	Phone	Frequency	Rx	Route#	Seq#	Delivery Day
1	266255	Abelenda Martinez, Georg	13578 Greentree Trail Wellington , Fl 33414	561-601- 9671	7x1xWK	CN219214	Route - 01		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
2	266255	Abelenda Martinez, Georg	13578 Greentree Trail Wellington , Fl 33414	561-601- 9671	7x1xWK	CN219216	Route - 02		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
3	266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth , Fl 33467	561-275- 3955	5x1xEOW	WN214827	Route - 03		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
4	266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth , Fl 33467	561-275- 3955	5x1xEOW	WN214827	Route - 01		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
5	255729	Adams, Evelyn D	428 Jupiter Lakes Blvd Jupiter , Fl 33458				Route - 02		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
6	266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth , Fl 33467				Route - 03		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
7	266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth , Fl 33467				Route - 01		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
8	116658	Akagi, John	30 Easthampton B West Palm Beach , Fl 33411				Route - 02		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
9	189688	Albritton, Clara R	530 W 27th St Riviera Beach , Fl 33404	561-842- 9047	5x01xWK	CN218921	Route - 03		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
10	189688	Albritton, Clara R	530 W 27th St Riviera Beach , Fl 33404	561-842- 9047	5x01xWK	CN218922			<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F

Records: 1 - 583 of 583

The above message displays telling the user to reprint the time sheets because more clients have been added to the routes.

HDM Print Timesheet

After the Routes have been assigned to the clients, the Timesheets can be printed for delivery signatures.

Vendors DOSS User Home Applications Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

Active Prescription List For GA FOOD SERVICE INC
Filter Client# Client Name Address Prescription
Please type at least 3 Characters/Numbers to filter

#	Client#	Name	Address	Phone	Frequency	Rx	Route#	Seq#	Delivery Day
574	186051	Zuniga, Alba O	3843 42nd Ave S Lake Worth, Fl 33461	786-251- 2324	5x1xWK	WN214801			<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
575	266255	Abelenda Martinez, Georg	13578 Greentree Trail	561-601-	5x1xWK	CN219214	Route - 01		<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
576	266920	Abreu, Michelle							<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
577	266517	Agosto-Ruiz, Salvador							<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
578	266255	Abelenda Martinez, Georg							<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
579	230729	Adams, Evelyn D							<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
580	116658	Akagi, John							<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
581	266620	Abreu, Michelle							<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
582	266517	Agosto-Ruiz, Salvador							<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F
583	189688	Albritton, Clara R							<input type="radio"/> M <input type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F

Records: 1 - 583 of 583

- Click the Print Timesheet button
- Select the Route No
- Select the Print Type
- Click

HDM Printed Timesheet

Printed Timesheets are assigned a Time Sheet Number once for a given date. If you reprint a Time Sheet you will see that the Original Time Sheet Number is retained as to not print a duplicate Time Sheet.

Sign Sheet for GA FOOD SERVICE INC						
For 01/23/2017 Monday				Time Sheet # H2		
No.	Client Details	Prog/Srv	Rx	Freq	Client Signatures	
1	Abelenda Martinez,Georç 13578 Greentree Trail Wellington , FI 33414	266255	O3C2/HDM	CN219214	7x1xWK	Non Kosher Frozen Meal Route - 01
2	Abreu,Michelle 5254 Fountains Drive S Lake Worth , FI 33467	266620	O3C2/HDM	WN214828	5x1xEOW	Kosher Meal Route - 01
3	Agosto-Ruiz,Salvador 3146 Via Poinciana Lake Worth , FI 33467	266517	O3C2/HDM	WN214808	5x1xWK	Non Kosher Frozen Meal Route - 01

HDM Export to Excel the Active Prescriptions

All active prescriptions can be exported to excel via the "Print/Export Grid to Excel" button.

ActiveTimeSheet.xls [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View TEAM Tell me what you want to do... Kathie Brannen S. Share

#	Client#	Name	Address	Phone	Frequen cy	Rx
1	189688	Albritton, Clara R	530 W 27th St Riviera Beach, Fl 33404	561-842-9047	5x01xWK	CN218922
2	202299	Allen, Ronnie P	5795 La Paseos Dr Greenacres, Fl 33463	561-855-2495	7x1xWK	CN219247
3	202299	Allen, Ronnie P	5795 La Paseos Dr Greenacres, Fl 33463	561-855-2495	7x1xWK	CN219248
4	180422	Alonso, Laura	1060 Camprock Road West Palm Beach, Fl 33417	561-683-1764	5x1xWK	CN218577
5	180422	Alonso, Laura	1060 Camprock Road West Palm Beach, Fl 33417	561-683-1764	5x1xWK	CN218597
6	153584	Alonso, Pedro	1060 Camprock Road West Palm Beach, Fl 33417	561-683-1764	5x1xWK	CN218598
7	153584	Alonso, Pedro	1060 Camprock Road West Palm Beach, Fl 33417	561-683-1764	5x1xWK	CN218650
8	265614	Ambroise, Felicia	4740 Portofino Way West Palm Beach, Fl 33409	561-506-4702	7x1xEOW	CN219160
9	99265	Ambrosio, Jean	331 Toney Penna Jupiter, Fl 33458	561-747-7711	5x01xEOW	CN218875
10	99265	Ambrosio, Jean	331 Toney Penna Jupiter, Fl 33458	561-747-7711	5x1xEOW	CN218874
11	136443	Anaya, Luis	313 Norwich N Century Village West Palm Beach, Fl 33417	561-682-9093	14x1xEOW	CN218786
12	53293	Anderson, Jimmy L	1316 Sw Avenue D Belle Glade, Fl 33430	561-983-1944	7x01xWK	WN214322

ActiveTimeSheet

Ready 100%

Vendors – HDM Time Entry

After the Deliveries have been completed and the clients have signed the time sheets, the delivery information must be entered in the Time Entry screen.

Vendors: DOSS User Home Applications Kathie Brannen | Logout

Print Time Sheet
Time Entry
Generate Monthly Invoice
Generate Invoice
Upload Files
Monthly Invoice Status
Invoice Status
Monthly Approved Invoices
Approved Invoices
Print Center
HDM Time Entry
HDM Generate Invoices
HDM Active Rx List

Palm Beach County Community Services Community Services Vendor Portal

Active List For Time Entry For GA FOOD SERVICE INC

Search Time Sheet # Status Route No Timesheet Date (mm/dd/yyyy)

Please type at least 3 Characters/Numbers to Search

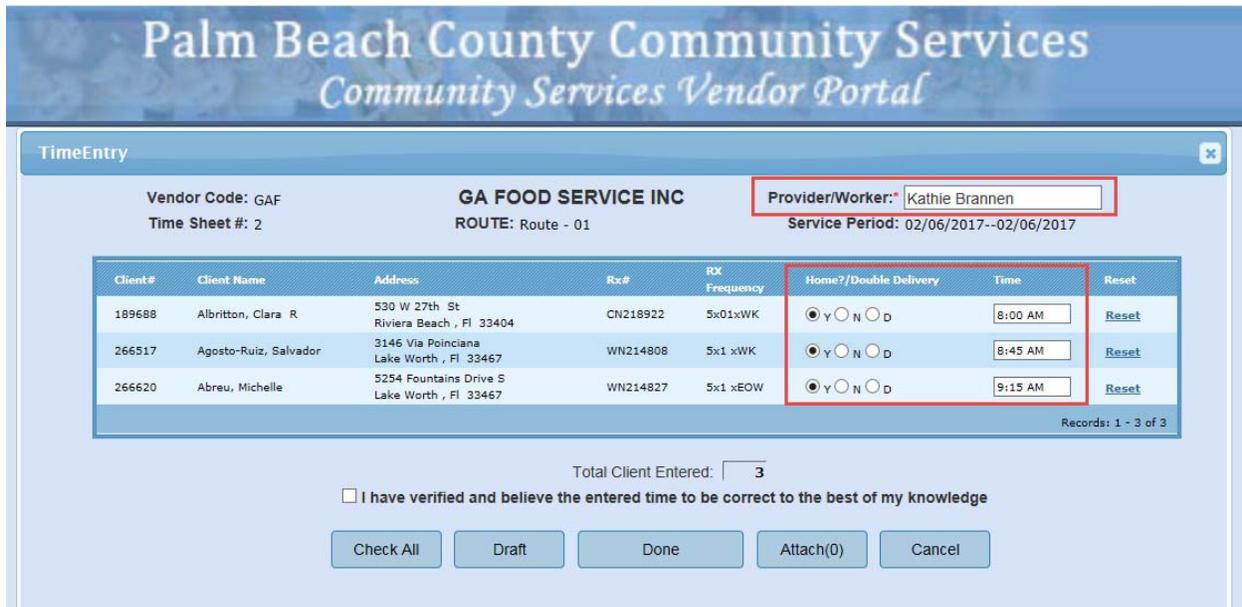
Set	TSP	Date	Route	Attachment
<input type="radio"/>	2	02/06/2017	Route - 01	
<input type="radio"/>	4	02/13/2017	Route - 01	

Records: 1 - 2 of 2

-- Start Time Entry -- Finalized Time Entry -- Draft -- Rejected

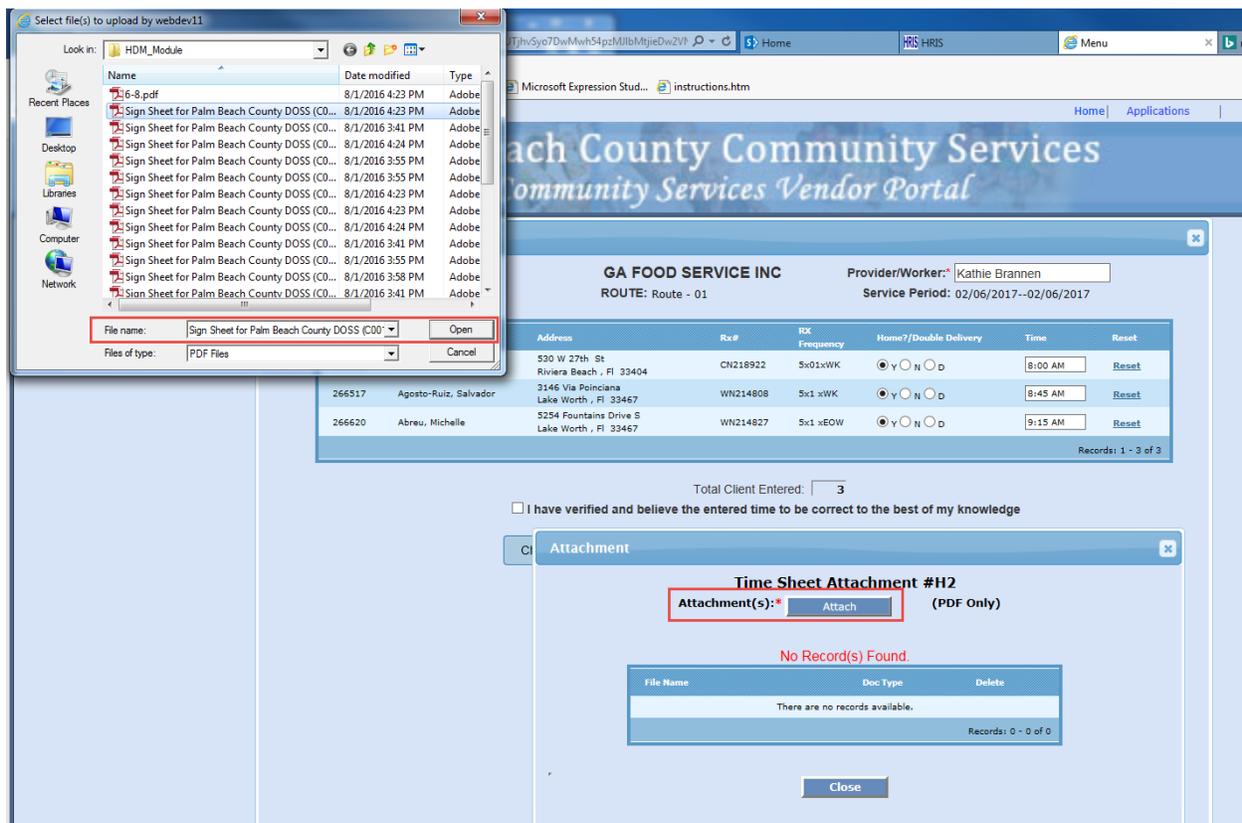
- Select to enter Delivery Information

Enter the delivery information and attach the signed Time Sheet for the backup documentation.



- Click the Attach button

Locate and find your delivery time sheet for your backup documentation .



- Click the **Attach** button
- Locate and double click on the document

Palm Beach County Community Services Community Services Vendor Portal

TimeEntry

Vendor Code: GAF
Time Sheet #: 2

GA FOOD SERVICE INC
ROUTE: Route - 01

Provider/Worker: Kathie Brammen
Service Period: 02/06/2017--02/06/2017

Client #	Client Name	Address	Ref #	BX Frequency	Home?/Double-Delivery	Time	Reset
189688	Albritton, Clara R	530 W 27th St Riviera Beach, FL 33404	CH218922	5x01xWK	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	8:00 AM	Reset
266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth, FL 33467	WN214808	5x1 xWK	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	8:45 AM	Reset
266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth, FL 33467	WN214827	5x1 xEDW	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	9:15 AM	Reset

Records: 1 - 3 of 3

Total Client Entered:
 I have verified and believe the entered time to be correct to the best of my knowledge

Attachment

Time Sheet Attachment #H2
Attachment(s): Attach (PDF Only)

File Name	Doc Type	Delete
Sign Sheet For Palm Beach Cou	PDF	Delete

Records: 1 - 1 of 1

Close

TimeEntry

Vendor Code: GAF
Time Sheet #: 2

GA FOOD SERVICE INC
ROUTE: Route - 01

Provider/Worker: Kathie Brammen
Service Period: 02/06/2017--02/06/2017

Client #	Client Name	Address	Ref #	BX Frequency	Home?/Double-Delivery	Time	Reset
189688	Albritton, Clara R	530 W 27th St Riviera Beach, FL 33404	CH218922	5x01xWK	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	8:00 AM	Reset
266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth, FL 33467	WN214808	5x1 xWK	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	8:45 AM	Reset
266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth, FL 33467	WN214827	5x1 xEDW	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	9:15 AM	Reset

Records: 1 - 3 of 3

Total Client Entered:
 I have verified and believe the entered time to be correct to the best of my knowledge

Check All Draft Done Attach(1) Cancel

TimeEntry

Vendor Code: GAF **GA FOOD SERVICE INC** Provider/Worker: Kathie Brannen
 Time Sheet #: 2 ROUTE: Route - 01 Service Period: 02/06/2017--02/06/2017

Client#	Client Name	Address	Rx#	RX Frequency	Home?/Double Delivery	Time	Reset
189688	Albritton, Clara R	530 W 27th St Riviera Beach, FL 33404	CN218922	5x01xWK	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	8:00 AM	Reset
266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth, FL 33467	WN214808	5x1 xWK	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	8:45 AM	Reset
266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth, FL 33467	WN214827	5x1 xEOW	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> D	9:15 AM	Reset

Records: 1 - 3 of 3

Total Client Entered: 3

I have verified and believe the entered time to be correct to the best of my knowledge

Vendors DOSS User Home Applications Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

Active List For Time Entry For GA FOOD SERVICE INC

Search Time Sheet # Status Route No Timesheet Date (mm/dd/yyyy)

Please type at least 3 Characters/Numbers to Search

TS#	Date	Route	Attachment
2	02/06/2017	Route - 01	Sign Sheet for Palm Beach
4	02/13/2017	Route - 01	Sign Sheet for Palm Beach

Records: 1 - 2 of 2

-- Start Time Entry
 -- Finalized Time Entry
 -- Draft
 -- Rejected

Vendors – HDM Generate Invoices

After the time has been entered it's time to generate the invoices.

- Click the **HDM Generate Invoices**

Vendors DOSS User Home Applications Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

Generate Invoices For GA FOOD SERVICE INC

Filter Client# Last Name First Name Date Range Time Sheet# Service Program

Please type at least 3 Characters/Numbers to filter

TS #	Date Range	Route#	Attach	Comments
<input type="checkbox"/> 4	02/13/2017-02/13/2017	Route - 01	Sign Sheet for Palm Beach	
<input type="checkbox"/> 2	02/06/2017-02/06/2017	Route - 01	Sign Sheet for Palm Beach	

Total Items Selected: 0 Total Amount Selected: \$0.00

- Select the row/s to invoice

Palm Beach County Community Services Community Services Vendor Portal

Generate Invoices For GA FOOD SERVICE INC

Filter Client# Last Name First Name Date Range Time Sheet# Service Program

Please type at least 3 Characters/Numbers to filter

Go

Clear

<input checked="" type="checkbox"/>	TS #	DateRange	Route#	Attach	Comments
<input checked="" type="checkbox"/>	4	02/13/2017-02/13/2017	Route - 01	Sign Sheet for Palm Beach	
<input checked="" type="checkbox"/>	2	02/06/2017-02/06/2017	Route - 01	Sign Sheet for Palm Beach	

Total Items Selected: 2

Total Amount Selected: \$138.50

Export To Excel

Generate/Print Invoice

- Click the **Generate/Print Invoice** button

Palm Beach County Community Services Community Services Vendor Portal

Generate Invoices For GA FOOD SERVICE INC

Filter Client# Last Name First Name Date Range Time Sheet# Service Program

Please type at least 3 Characters/Numbers to filter

Go

Clear

<input checked="" type="checkbox"/>	TS #	DateRange	Route#	Attach	Comments
<input checked="" type="checkbox"/>	4	02/13/2017-02/13/2017	Route - 01	Sign Sheet for Palm Beach	
<input checked="" type="checkbox"/>	2	02/06/2017-02/06/2017	Route - 01	Sign Sheet for Palm Beach	

Total Items Selected: 2

Total Amount Selected: \$138.50

Confirm

Do you want to generate a vendor invoice?

OK

Cancel

- Click the Ok button to **Confirm**

Invoice for Ga Food Service Inc

Program/Service: /HDM Reimbursement Id: VP201702160014144 Billing Date:02/16/2017

Bill To :

Division Of Senior Services Fiscal Staff
 Palm Beach County Community Service Department
 810 Datura Street
 West Palm Beach, FL 33401

Make Checks Payable to:

Legal Name G A Food Service Of Pinellas County Inc
 Alias Name Ga Food Service Inc
 Address: 12200 32nd Court
 St Petersburg
 Fl
 33716

Status: Submitted

#	Date	TS#	Client#	Client Name	RX#	ID#	Product Type and Description	Unit	Rate	Total
1	02/06/2017	H2	266620	Abreu, Michelle	WN214827	BKFST-FROZEN	Pre-plated frozen breakfast	10.00	\$4.55	\$45.50
2	02/13/2017	H4	266620	Abreu, Michelle	WN214827	BKFST-FROZEN	Pre-plated frozen breakfast	10.00	\$4.55	\$45.50
								Total:	20.00	\$91.00
#	Date	TS#	Client#	Client Name	RX#	ID#	Product Type and Description	Unit	Rate	Total
3	02/06/2017	H2	266517	Agosto-Ruiz, Salvador	WN214808	FROZEN	Non Kosher Frozen Meal	10.00	\$4.65	\$46.50
4	02/13/2017	H4	266517	Agosto-Ruiz, Salvador	WN214808	FROZEN	Non Kosher Frozen Meal	10.00	\$4.65	\$46.50
								Total:	20.00	\$93.00
#	Date	TS#	Client#	Client Name	RX#	ID#	Product Type and Description	Unit	Rate	Total
5	02/06/2017	H2	189688	Albritton, Clara R	CN218922	FROZEN	Non Kosher Frozen Meal	10.00	\$4.65	\$46.50
6	02/13/2017	H4	189688	Albritton, Clara R	CN218922	FROZEN	Non Kosher Frozen Meal	10.00	\$4.65	\$46.50
								Total:	20.00	\$93.00
Grand Total :								60.00	\$277.00	

The submitter of this reimbursement request certifies the information contained in this request is a true and accurate representation of the use of Palm Beach County funds as of the date of this request.
 Page 1 of 2 for Reimbursement Id VP201702160014144

- **Print the Generated Invoice**

DOSS – Verify Override Request

Palm Beach County Community Services
Community Services Vendor Portal

All vendor Override Request List

Filter Client# Client Name Vendor Name Time Entry # Prescription Service Service Date Status
Please type at least 3 Characters/Numbers to filter

Selec	#	Client#	Client Name	Vendor	Rx	Service	Program	Units	Service Date	Attach	Comments
<input checked="" type="checkbox"/>	386	123506	ALGIE KOON	MEG	CPB1094	PECA	OA3B	27.00	02/03/2014-02/16/2014	View	View

Records: 1 - 1 of 1

-- Start Review -- Override Approval -- Override Rejected

[Print/Export Grid to Excel](#)

Rules

1. All Time Sheets/Delivery Sheets must be reviewed and verified prior to Rejecting or Approving
2. If One Time Sheet/Delivery Sheet is Rejected the Invoice will be Rejected
 - a. The Vendor will have the ability to exclude the rejected Time Sheet(s)/Delivery Sheet(s) and immediately Regenerate the Invoice for Approval of all other Time Sheets/Delivery Sheets within that Invoice
3. All Approved Time Sheets will be locked to prevent Vendors from changing an already approved Time Sheet/Delivery Sheet
4. System will be able to identify the Time Sheets/Delivery Sheets that have already been approved in order to prevent duplicate work

DOSS – Verify Invoices

Vendors | **DOSS User** | **Proto Type** | [Home](#) | [Applications](#) | [Kathie Brannen](#) | [Logout](#)

[Print Center Doss](#)
[Verify Invoices](#)
[Verify Override Request](#)

Palm Beach County Community Services Community Services Vendor Portal

All Vendor's Invoice List

Filter Invoice# Vendor Name Invoice Date Service Program
Please type at least 3 Characters/Numbers to filter

Selec	Invoice#	Vendor	Units	Amount	Invoice Date	Service	Program	Status	Process Date	Process By
<input checked="" type="radio"/>	600	MEG	4	\$2.00	07/09/2014	HMK	OA3B	REJECTED	07/09/2014	
<input checked="" type="radio"/>	598	MEG	56	\$15.00	07/09/2014	HMK	OA3B	REJECTED	07/09/2014	RNIU
<input checked="" type="radio"/>	606	MEG	2	\$2.00	07/09/2014	HMK	OA3B	REJECTED		
<input checked="" type="radio"/>	628	MEG	28	\$14.00	07/17/2014	PECA	OA3B	SUBMITTED		
<input type="radio"/>	586	MEG	2	\$2.00	07/09/2014	RESP	OA3B	SUBMITTED	07/09/2014	dkom
<input type="radio"/>	612	MEG	0	\$0.00	07/09/2014	SCSM	OA3E-1	SUBMITTED	07/09/2014	dkom
<input type="radio"/>	634	MEG	4	\$2.00	07/17/2014	HMK	OA3B	SUBMITTED	07/17/2014	kbran
<input type="radio"/>	588	MEG	16	\$8.00	07/08/2014	SCSM	OA3E-1	SUBMITTED		
<input type="radio"/>	604	MEG	11	\$7.00	07/09/2014	SCSM	OA3E-1	SUBMITTED		
<input type="radio"/>	624	MEG	84	\$30.00	07/17/2014	PECA	OA3B	SUBMITTED		
<input type="radio"/>	626	MEG	9	\$7.00	07/17/2014	SCSM	OA3E-1	SUBMITTED		
<input type="radio"/>	632	MEG	1	\$1.00	07/17/2014	SCSM	OA3E-1	SUBMITTED		
<input type="radio"/>	636	MEG	2	\$2.00	07/17/2014	SCSM	OA3E-1	SUBMITTED		

Records: 1 - 23 of 23

-- Start Process -- Approved -- Draft -- Rejected

[Print/Export Grid to Excel](#)

Rules

1. All Time Sheets/Delivery Sheets must be reviewed and verified prior to Rejecting or Approving
2. If One Time Sheet/Delivery Sheet is Rejected the Invoice will be Rejected
 - a. The Vendor will have the ability to exclude the rejected Time Sheet(s)/Delivery Sheet(s) and immediately Regenerate the Invoice for Approval of all other Time Sheets/Delivery Sheets within that Invoice
3. All Approved Time Sheets will be locked to prevent Vendors from changing an already approved Time Sheet/Delivery Sheet
4. System will be able to identify the Time Sheets/Delivery Sheets that have already been approved in order to prevent duplicate work

Time Sheet List

Invoice TS list -- Webpage Dialog

Time Sheet List For InvoiceNumber: 622

Filter Client# Client Name Time Sheet # Prescription Service Service Date Range Status
Please type at least 3 Characters/Numbers to filter

Select	TS#	Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
<input type="checkbox"/>	27146	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1	9.00	05/2014	View	View

Records: 1 - 1 of 1

-- Start Review -- Draft -- Accepted -- Rejected

[Print/Export Grid to Excel](#) [Finish Review/Finalize](#) [Close](#)

View Downloads - Windows Internet Explorer

View and track your downloads

Name	Location	Actions
1.pdf webdev11	Do you want to open or save this file?	Open Save <input type="button" value="v"/>

[Open this file](#)

Time Sheet Review

Unit Entry -- Webpage Dialog

Vendor Code: MEGA0001 **MEGA NURSING INC.** **Provider/Worker:*** eddie george
Time Sheet #: 27146 **Program/Service:** OA3E-1/SCSM **Service Period:** 05/2014
Client #: 134141 **Prescription #:** See below **Contract Period:** 12/01/2012 to 11/30/2014
Client Name: EDYTHE PHILLIPS **CMA #:** 12087 **Grant Period:** 01/01/2014 to 12/31/2014
FDU: 1006-144-1461- -3401- -3E12-GY

Service Date	Rx#	ID#	Service Type & Description	Ut.	Cost Per Unit	Total	Action
05/05/2014	CMSE423	NU-514 W/	Prevail Underwear Pull-up I	2	\$51.00	\$102.00	Accept for payment
05/05/2014	CMSE424	40333100 I	McKesson Underpad With S	1	\$31.50	\$31.50	Accept for payment
05/05/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-I	1	\$2.88	\$2.88	Accept for payment
05/05/2014	CMSE426	752440091	Body Wash and Shampoo,	1	\$7.20	\$7.20	Accept for payment
05/05/2014	CMSE427	00205	Barrier Cream For Incontin	1	\$4.55	\$4.55	Accept for payment
05/05/2014	CMSE428	54328	Glucerna Drink Diabetic/Va	2	\$50.40	\$100.80	Accept for payment
05/12/2014	CMSE430	54328	Glucerna Drink Diabetic/Va	1	\$50.40	\$50.40	Accept for payment

Records: 1 - 7 of 7

Total Products Entered: Total Units Entered: View: [View 1.pdf](#)

Invoice TS list -- Webpage Dialog

Time Sheet List For InvoiceNumber: 622

Filter Client# Client Name Time Sheet # Prescription Service Service Date Range Status
Please type at least 3 Characters/Numbers to filter

Selec	TS#	Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
<input checked="" type="checkbox"/>	27146	134141	EDYTHE PHILLIPS	CMSE423...	SCSM	OA3E-1	9.00	05/2014	View	View

Records: 1 - 1 of 1

-- Start Review -- Draft -- Accepted -- Rejected

DOSS – Finance Transmittal

DOSS must first set up Transmittal data prior to sending the invoice to the County's Finance Department. The Transmittal setup is done here by the Fiscal Staff of Community Services.

Vendors DOSS User Finance Menu Home Applications | Dicky Komalan Logout

Palm Beach County Community Services
Community Services Vendor Portal

Financial Transmittal

Please Select Vendor: *

Please Select the Invoice Date: * -

Please Input DO/DPO #: * 144-

Approved invoices

Invoice	Vendor	Service	Uts	Amnt.	Date
There are no records available.					

Invoices to be transmitted

Invoice	Vendor	Service	Uts	Am	Date
There are no records available.					

Total Units: Total Amount: Selected Services:

DOSS – Verify Monthly Invoices

Vendors DOSS User Home Applications | Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

Verify Monthly Invoices

Filter Invoice # Vendor Code Invoice Date Service Code Program Code

No Record(s) Found.

Invoice Number	Invoice Date	Vendor Code	Status	Service	Program	Amount	Units	Approve Date	View	Comments
There are no records available.										

Records: 0 of 0

DOSS – Review Invoice Fiscal

DOSS has multiple levels of approval for invoices. This is the pre-approval screen.

Vendors DOSS User Home Applications Kathie Brannen Logout

Verify Override Request
 Verify Invoices
 Verify Monthly Invoices
Review Invoice - Fiscal
 Review Invoice - Final
 Finance Transmittal
 CMA Commodity DOSS Setup
 Print Center -Invoices
 Finalized Monthly Invoices
 Finalized Invoices

Palm Beach County Community Services Community Services Vendor Portal

Review Invoices Approved by Doss Pre Fiscal

Filter Invoice # Vendor Name Invoice Date Service Program Clear

Vendor	Units	Amount	Invoice Dt	Service	Program	Invoice	Attachment	Comments	Approve/Reject	Process Dt
3955	FRI 65	\$812.50	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 02:25:38 pm
4001	FRI 4	\$50.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:17:45 pm
VP201702090014003	FRI 4	\$52.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:19:02 pm
VP201702090013986	FRI 4	\$52.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:20:07 pm
VP201702090014012	FRI 6	\$75.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:21:39 pm
VP201702090014011	FRI 6	\$75.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:22:29 pm
VP201702090014007	FRI 6	\$75.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:23:33 pm
VP201702090013991	FRI 6	\$75.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:24:36 pm
VP201702140014064	FRI 4	\$50.00	02/14/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:29:29 pm
VP201702090014005	FRI 8	\$104.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:26:43 pm
VP201702090013994	FRI 12	\$150.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:26:29 pm
VP201702090013984	FRI 12	\$156.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:37:00 pm
VP201702090014008	FRI 18	\$225.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:38:26 pm
VP201702090014004	FRI 18	\$225.00	02/09/2017			Invoice	View	Add	<input type="radio"/> Approve <input type="radio"/> Reject	02/14/2017 01:41:08 pm

Records: 1 - 47 of 47

Print/Export Grid to Excel

DOSS – Review Invoice Final

DOSS has multiple levels of approval for invoices. This is the final approval screen.

Vendors DOSS User Home Applications Kathie Brannen Logout

Verify Override Request
 Verify Invoices
 Verify Monthly Invoices
 Review Invoice - Fiscal
Review Invoice - Final
 Finance Transmittal
 CMA Commodity DOSS Setup
 Print Center -Invoices
 Finalized Monthly Invoices
 Finalized Invoices

Palm Beach County Community Services Community Services Vendor Portal

Get Approved Invoices Approved by DOSS Fiscal For Final to Review

Filter Invoice # Vendor Name Invoice Date Service Program Clear

Vendor	Units	Amount	Invoice Dt	Service	Program	Invoice	Attachment	Comments	Process Dt	Process By
VP201702090013957	CFS 30	\$798.10	02/09/2017	HMC	PBS	Invoice	View	Add	2/14/2017 12:22:24 PM	egaskins
VP201702090013973	CFS 40	\$530.80	02/09/2017	RESP	CCE	Invoice	View	Add	2/14/2017 12:23:59 PM	egaskins
VP201702090013971	CFS 42	\$557.34	02/09/2017	RESP	ADI	Invoice	View	Add	2/14/2017 12:25:01 PM	egaskins
<input checked="" type="checkbox"/> VP201702090013961	CFS 317.75	\$4,216.54	02/09/2017	PECA	CCE	Invoice	View	Add	2/10/2017 2:06:13 PM	egaskins
<input checked="" type="checkbox"/> VP201702090013970	CFS 83	\$1,101.41	02/09/2017	PECA	CCE	Invoice	View	Add	2/10/2017 2:11:45 PM	egaskins
<input checked="" type="checkbox"/> VP201702090013958	CFS 171	\$2,249.17	02/09/2017	HMC	CCE	Invoice	View	Add	2/10/2017 2:31:04 PM	egaskins
<input checked="" type="checkbox"/> VP201702090013953	CFS 194	\$6,137.28	02/09/2017	RESP	CCE	Invoice	View	Add	2/10/2017 2:04:02 PM	egaskins
<input type="checkbox"/> VP201702090013956	CFS 419	\$5,560.13	02/09/2017	RESP	ADI	Invoice	View	Add	2/10/2017 3:18:07 PM	egaskins
<input type="checkbox"/> VP201702090013949	CFS 104	\$1,380.08	02/09/2017	PECA	PBCC	Invoice	View	Add	2/14/2017 1:00:40 PM	egaskins
<input type="checkbox"/> VP201702090013954	CFS 66	\$875.82	02/09/2017	RESP	GA3B-1	Invoice	View	Add	2/14/2017 12:30:03 PM	egaskins
<input type="checkbox"/> VP201702090013962	CFS 63	\$836.01	02/09/2017	PECA	GA3B	Invoice	View	Add	2/14/2017 12:37:06 PM	egaskins
<input type="checkbox"/> VP201702090013972	CFS 101	\$1,340.27	02/09/2017	GDMP	GA3B	Invoice	View	Add	2/14/2017 12:47:36 PM	egaskins
<input type="checkbox"/> VP201702090013968	CFS 98	\$1,300.46	02/09/2017	PECA	PBCC	Invoice	View	Add	2/14/2017 12:50:19 PM	egaskins
<input type="checkbox"/> VP201702090013964	CFS 88	\$1,147.76	02/09/2017	HMC	GA3B	Invoice	View	Add	2/14/2017 12:54:37 PM	egaskins
<input type="checkbox"/> VP201702090013955	CFS 116	\$1,534.37	02/09/2017	RESP	GA3B	Invoice	View	Add	2/14/2017 1:06:15 PM	egaskins

Records: 1 - 40 of 40

Print/Export Grid to Excel

DOSS – CMA Commodity DOSS Setup

DOSS must first set up CMA Commodity data prior to sending the invoice to the County's Finance Department. The CMA Commodity setup is done here by the Fiscal Staff of Community Services.

Vendors DOSS User Finance Menu Home Applications Dicky Komalan Logout

Palm Beach County Community Services
Community Services Vendor Portal

CMA Advantage / Community Service Crosswalk Association

Select	CMA	Effective Start Date	Effective End Date
<input type="radio"/>	11036C	06/20/2014	06/19/2015
<input type="radio"/>	12087	12/01/2014	11/30/2015
<input type="radio"/>	14010	05/04/2014	05/03/2015

Records: 1 - 3 of 3

Sel	CMA	Legal Name	DOSS Vendor
There are no records available.			

Records: 0 - 0 of 0 - Pages: << < 1 > >> (out of 0)

Adv. COHM. Ln#	Advantage CL_Desc	Advantage COHM CD	Advantage COHM DESC	Price	DOSS Product
There are no records available.					

Records: 0 - 0 of 0 - Pages: << < 1 > >> (out of 0)

Vendors DOSS User Home Applications Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

CMA Advantage / Community Service Crosswalk Association

Select	CMA	Effective Start Date	Effective End Date
<input checked="" type="radio"/>	12046RRD	12/01/2016	11/30/2017
<input type="radio"/>	12087C	12/01/2016	11/30/2017
<input type="radio"/>	16028	06/07/2016	06/06/2017
<input type="radio"/>	16059	11/01/2016	10/31/2017

Records: 1 - 7 of 7

Sel	CMA	Legal Name	DOSS Vendor
<input checked="" type="radio"/>	MEGA0001	MEGA NURSING SERVICES INC	MEGA NURSING SERVICES, INC

Records: 1 - 1 of 1 - Pages: << < 1 > >> (out of 1)

Adv. COHM. Ln#	Advantage CL_Desc	Advantage COHM CD	Advantage COHM DESC	Price	DOSS Product
1	PROTECTIVE UNDERWEAR FOR WOMEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$17.00	Prevail Underwear Pull-Up Mode -> PWC-512 W/MC
2	PROTECTIVE UNDERWEAR FOR MEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$15.30	
3	PROTECTIVE UNDERWEAR FOR WOMEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$42.50	Prevail Underwear Pull-Up Mode -> NU-512 W/MOD
4	PROTECTIVE UNDERWEAR FOR MEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$42.50	Prevail Underwear Pull-Up Mode -> NU-512 M/MOD
5	PROTECTIVE UNDERWEAR FOR WOMEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$47.00	Prevail Underwear Pull-Up Mode -> NU-513 W/MOD
6	PROTECTIVE UNDERWEAR FOR MEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$47.00	Prevail Underwear Pull-Up Mode -> NU-513 M/MOD
7	PROTECTIVE UNDERWEAR FOR WOMEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$51.00	Prevail Underwear Pull-Up Mode -> NU-514 W/MOD
8	PROTECTIVE UNDERWEAR FOR MEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$51.00	Prevail Underwear Pull-Up Mode -> NU-514 M/MOD
9	PROTECTIVE UNDERWEAR FOR WOMEN, ELASTIC TO BE PULLED UP &	47564	Paper Goods: Diapers, Medication Blister Cards, Pillow Cases	\$17.00	

Records: 1 - 77 of 77 - Pages: << < 1 > >> (out of 1)

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DOSS Print Center – Invoices

An Invoice can be printed from this screen.

Vendors DOSS User Finance Menu Home Applications | Dicky Komalan Logout

Palm Beach County Community Services
Community Services Vendor Portal

Print Center For All Vendors

Please Choose Form Type Timesheet Invoice

Filter Time Sheet NO Client # Last Name First Name Prescription Service code Program Code Date Range

Please type at least 3 Characters/Numbers to filter

<input type="checkbox"/>	Vendor	TS#	Client#	L. Name	F. Name	Rx	Service	Program	Units	Date Range
<input type="checkbox"/>	MEG	981	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	06/15/2015-06/28/2015
<input type="checkbox"/>	MEG	986	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	01/26/2015-02/08/2015
<input type="checkbox"/>	MEG	985	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	12.00	09/21/2015-10/04/2015
<input type="checkbox"/>	MEG	984	242010	Hashim	Abdul	CRE133	RESP	OA3E-1		07/27/2015-08/09/2015
<input type="checkbox"/>	MEG	983	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	08/24/2015-09/06/2015
<input type="checkbox"/>	MEG	982	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	06/01/2015-06/14/2015
<input type="checkbox"/>	MEG	980	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	11.75	08/10/2015-08/23/2015
<input type="checkbox"/>	MEG	979	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	05/18/2015-05/31/2015
<input type="checkbox"/>	MEG	987	242010	Hashim	Abdul	CRE133	RESP	OA3E-1		05/04/2015-05/17/2015
<input type="checkbox"/>	MEG	843	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	12.00	09/08/2014-10/01/2014

Records: 1 - 200 of 200

DOSS Finalized Monthly Invoices

Vendors DOSS User Home Applications | Kathie Brannen Logout

Palm Beach County Community Services
Community Services Vendor Portal

Monthly Invoices

Filter Invoice # Vendor Code Invoice Date Service Code Program Code

	Invoice Date	Vendor Code	Status	Service	Program	Amount	Units	Approved Date	View	Comments
9906	02/07/2017	GUA	APPROVED	EAR	CCE	110.36	124	2/7/2017 1:23:48 PM	Invoice	Add
VP20170110013246	01/11/2017	GUA	APPROVED	EAR	CCE	110.36	124	1/12/2017 2:36:48 PM	Invoice	Add
VP201612090012632	12/09/2016	GUA	APPROVED	EAR	CCB	106.80	120	12/14/2016 3:20:41 PM	Invoice	Add
VP20161110012024	11/11/2016	GUA	APPROVED	EAR	CCE	110.36	124	11/14/2016 9:01:13 AM	Invoice	Add
VP201610130011491	10/13/2016	GUA	APPROVED	EAR	CCB	133.50	150	10/14/2016 12:10:19 PM	Invoice	Add
VP201609120010989	09/12/2016	GUA	APPROVED	EAR	CCB	163.54	186	9/16/2016 9:10:32 AM	Invoice	Add
VP201702010013844	02/01/2017	LIFE	APPROVED	EAR	CCB	764.80	996	2/3/2017 8:41:39 AM	Invoice	Add
VP201701030013205	01/03/2017	LIFE	APPROVED	EAR	CCB	868	1085	1/3/2017 3:45:38 PM	Invoice	Add
VP201612050012524	12/05/2016	LIFE	APPROVED	EAR	CCE	868	1110	12/6/2016 8:25:29 AM	Invoice	Add
VP201611070011946	11/07/2016	LIFE	APPROVED	EAR	CCB	799.20	999	11/7/2016 1:01:56 PM	Invoice	Add
VP201611070011945	11/07/2016	LIFE	APPROVED	EAR	CCB	799.20	999	11/7/2016 1:01:56 PM	Invoice	Add

Records: 1 - 13 of 13

DOSS Finalized Invoices

This is the finalized invoices for all vendors.

Vendors DOSS User Home Applications Kathie Brannen Logout

Palm Beach County Community Services Community Services Vendor Portal

Monthly Invoices

Filter Invoice # Vendor Code Invoice Date Service Code Program Code

Invoice Date	Vendor Code	Status	Service	Program	Amount	Units	Approve Date	View	Comments
02/07/2017	GUA	APPROVED	EAR	CCE	110.36	124	2/7/2017 1:23:48 PM	Invoice	Add
01/11/2017	GUA	APPROVED	EAR	CCE	110.36	124	1/12/2017 2:36:48 PM	Invoice	Add
12/08/2016	GUA	APPROVED	EAR	CCE	106.80	120	12/12/2016 3:30:41 PM	Invoice	Add
11/11/2016	GUA	APPROVED	EAR	CCE	110.36	124	11/14/2016 9:01:13 AM	Invoice	Add
10/13/2016	GUA	APPROVED	EAR	CCE	133.50	150	10/14/2016 12:10:19 PM	Invoice	Add
09/15/2016	GUA	APPROVED	EAR	CCE	165.54	186	9/16/2016 9:10:32 AM	Invoice	Add
02/01/2017	LIFE	APPROVED	EAR	CCE	764.80	956	2/3/2017 8:41:39 AM	Invoice	Add
01/03/2017	LIFE	APPROVED	EAR	CCE	868	1089	1/3/2017 3:43:38 PM	Invoice	Add
12/05/2016	LIFE	APPROVED	EAR	CCE	880	1110	12/6/2016 8:23:29 AM	Invoice	Add
11/07/2016	LIFE	APPROVED	EAR	CCE	799.20	999	11/7/2016 1:01:56 PM	Invoice	Add
11/07/2016	LIFE	APPROVED	EAR	CCE	799.20	999	11/7/2016 1:01:56 PM	Invoice	Add

Records: 1 - 13 of 13

Finance Transmittal

Vendors DOSS User Finance Menu Home Applications Dicky Komalan Logout

Palm Beach County Community Services Community Services Vendor Portal

Submitted Invoice List

Filter Invoice Number Date Total Amount DO/DPO# Vendor Status

Please type at least 3 Characters/Numbers to filter

DO/DPO#	Date	Total Amt	Invoice Number	Vendor	Status	View	Action
5137	01/20/2015	248.05	011215-5137	MEG	Submitted	View	<input type="radio"/> Approve <input type="radio"/> Pending <input type="radio"/> Reject
4010	01/25/2015	960.00	012515-4010	MEG	Processed	View	<input type="radio"/> Approve <input type="radio"/> Pending <input type="radio"/> Reject
4020	01/27/2015	1960.00	012715-4020	MEG	Rejected	View	<input type="radio"/> Approve <input type="radio"/> Pending <input type="radio"/> Reject

Records: 1 - 3 of 3

Finance Print Center

Vendors DOSS User Finance Menu Home Applications Dicky Komalan Logout

 **Palm Beach County Community Services**
Community Services Vendor Portal 

All Voucher List For MEGA NURSING INC.

Filter Voucher Number Date Total Amount DO/DPO# RC# Status
Please type at least 3 Characters/Numbers to filter

<input type="checkbox"/>	Voucher Numbe	Date	Total Amt	DO/DPO#	RC#	Status	View
<input type="checkbox"/>	011215-5137	01/20/2015	248.05	5137		Submitted	View
<input type="checkbox"/>	012515-4010	01/25/2015	960.00	4010		Processed	View
<input type="checkbox"/>	012715-4020	01/27/2015	1960.00	4020		Rejected	View

Records: 1 - 3 of 3

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