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.



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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 The application will allow the Vendors to upload their units in the units. 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:

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

🔶 🕘 📀 https://secure.co.palm-bea	ch.fl.us/CommSvcLogin/Main/MLogin.am 🔎 👻 🔒 🗟 🔿 🗙 🚺 Home 🦪 Palm Beach County 🔮 Main Login	× 6 ☆ 8
File Edit View Favorites Tools H	lp	
👍 🚯 Home - Applications Servi 🧏 HP	MSN 🗿 httpwebdev7- 🗿 Microsoft Expression Stud 🗿 Microsoft Expression Stud 👂 Suggested Sites 🔻 🗿 Web Slice Gallery 💌	
Palm I	Beach County Community Services ing People Build Better Communities	
Community Services <u>Mission</u>	Welcome to Community Services	
To enhance and improve the health, welfare and quality of life in Palm Beach County	Please enter your User ID and Password	
by investing in the potentials of families	User ID:* mgomme@commsvc	
and individuals in need	Password:*	
810 Datura Street West Palm Beach, FL 33401 Tel: 561-335-4700 Fax: 561-355-3863	Login	
Director: Channell Wilkins www.pbcgov.com/communityservices	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.

Vendors DOSS User	Home Applications	Margo Gomme Logout
Print Time Sheet	Palm Beach County Community Services	1000
Time Entry	Community Services Vendor Portal	Acres -
Upload Files		
Generate Invoice		
Invoice Status		
Approved Invoices		
Print Center		
	Welcome to the	
	Vendor Portal for Community Services	

• 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.

Print Time Sh	eet									
Time Entry		Palm	Beach	n Coun	tv Coi	mmun	itv S	ervices		
L L L EU	- 2		Com	munity S	ervices	Vendor	Portal			1
Jpioad Files		and the set	Active	Drescriptio	ans For M		SING IN	C		
Generate Invo	ice	Filt	er Client#	Client Nar	ne OStar	t Date OP	rescription	© Service		
nvoice Status	;		Plea	ase type at lea	ist 3 Charac	ters/Number	s to filter	Close		
Approved Invo	ices							Clear		
Print Center	ient#	Client Name		Start Date	Service	Program	Туре	Last Print End Date	Latest Hold Date	Latest Resume Date
	123506	ALGIE KOON	CHB12762	10/01/2013	нмк	OA3B	s	11/16/2014		<u>^</u>
	123506	ALGIE KOON	CPB1095	06/10/2013	PECA	OA3B	s	06/20/2014		
	123506	ALGIE KOON	CHB12761	10/01/2013	нмк	OA3B	s	11/16/2014		=
	93176	CARRIE PRICE	NHB15655	08/04/2003	нмк	OA3B	s	06/20/2014	10/06/2003	
	171153	DAISY BONILLA	MSE1	12/10/2013	SCSM	OA3E-1	P	03/15/2014		
	243195	DARIO PAMPLONA	CRB344	12/13/2013	RESP	OA3B	S	06/20/2014		
	222160	DOROTHY DUNKLIN	CMSE415	12/01/2012	SCSM	OA3E-1	P	03/15/2014		
	134141	EDYTHE PHILLIPS	CMSE423	11/20/2013	SCSM	OA3E-1	P	03/15/2014		
	134141	EDYTHE PHILLIPS	CRE130	10/11/2013	RESP	OA3E-1	s	06/20/2014		
	113616	ELNORA WILLIAMS	WHB11045	02/16/2006	нмк	OA3B	s	06/20/2014		
	113616	ELNORA WILLIAMS	WFB95	06/11/2012	COMP	OA3B	s	06/20/2014		
	113616	ELNORA WILLIAMS	WPB254	11/17/2006	PECA	OA3B	s	06/20/2014		
	161998	EMMA MCALEER	WMSE392	12/01/2012	SCSM	OA3E-1	Р	03/15/2014		
	20751	GISELA BASANTE	WFB129	11/18/2013	СОМР	OA3B	s	06/20/2014		-
									Record	ls: 1 - 50 of 50

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. Start Date
 - d. Prescription
 - e. Service
- 4. 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
 - a. Services "S" are performed by a worker in a client's home as tasks
 - b. Meals "M" are either frozen delivered in bulk to the client weekly, bi-weekly, monthly or hot delivered daily
 - c. Products "P" are multiple prescriptions for products that are delivered to the client monthly
- 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

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

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 Ap	plications		Margo Gomme	Logout
0			Palm	n Beac Com	h (Cou mit	ın y S	ty ervi	Co	mi Ve	mu md	inity S or Portal	ervices			
			Filt	Activ er ® Client# Ple	e Pr e (C) ase	Clien Clien	iptic t Nar it lea	ons F ne (ist 3 (or N Sta Chara	NEG rt Da cters	A N te /Num	OPrescription bers to filter	C. Service Clear			
													Last Print End	Latest Hold	Latest Resume Date	
		123506	ALGIE KOON	CHB12762	10	/01/20	13	нм	<	0	DA3B	s	11/16/2014		*	
		123506	ALGIE KOON	CPB1095	06	6/10/20	13	PEC	A	c	DA3B	s	06/20/2014			
		123506	ALGIE KOON	CHB12761	10	/01/20	13	нм	<	0	DA3B	s	11/16/2014		=	
		93176	CARRIE PRICE	NHB15655	08	/04/20	03	нм	<	(DAGB	S	06/20/2014	10/06/2003		
		171153	DAISY BONILLA	MSE1	12	2/10/20	13	SCS	м	0	DASE-1	Р	03/15/2014			
		243195	DARIO PAMPLONA	CRB344	13	2/13/20	13	RES	p	c	DASB	s	06/20/2014			
		222160	DOROTHY D													
		134141	EDYTHE PHII	se Select Mo	onth	or Ent	er D	ate R	ange				×			
		134141	EDYTHE PHI				_						_			
		113616	ELNORA WIL Star	t Date:	11/17	/2014	_		End	Date	:	11/30/2014				
		113616	ELNORA WIL			Nov		• 20	14							
		113616	ELNORA WIL		Su	Mo	Tu	We	Th	Fr	Sa				_	
		161998	EMMA MCALL								1					
		20751	GISELA BASANTE	WFB129	2	2	4	6	6	7		S	06/20/2014		•	
					4	10		43	42		15			Recor	ds: 1 - 50 of 50	
					40	10	10	12	20	14	15	1				
			Pri	it/Export Gri	16	1/	18	19	20	21	22	Print	Imesheet			
					23	24	20	26	-21	28	29					
					30											

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					ME	GA	NURS	ING I	NC.			Provider/Worker :				
S Time Shee	t#: 722						Prog/Se	rvice: O/	A3B/PEC	A			Serv	ice Peri	od: 11/1	0/2014	to 11/23/2014
Clien	t#: 123506		Prescription #: CPB1094 2x07xWK Contract Period: 12/01/2012 to 11/30/2										11/30/2014				
Client Nar	me: ALGIE KO	NO					CN	1A # 12	087				Gra	ant Peri	od: 01/0	1/2014 to	12/31/2014
						FDU:	1006-1	44-1457-	-3401	3B12-G	Y14						
Day	Date		Time	e In	Tim	e Out		Sian	ature		Time	e In	Time	Out		Total	Signature
Monday	11/10/201	4															
Tuesday	11/11/201	4															
Wednesday	11/12/201	4															
Thursday	11/13/201	4															
Friday	11/14/201	4												_			
Saturday	11/15/201	4															
Sunday	11/16/201	4															
Monday	11/17/201	4															
Tuesday	11/18/201	4													_		
Wednesday	11/19/201	4															
Thursday	11/20/201	4													-		
Friday	11/21/201	4													_		
Saturday	11/22/2014	4													-		
Sunday	11/25/201	4											T	TAL .			
													10	JIAL:			
Provider/V	Vorker Signature	e: .						_						Date:			
			W	eek - 1						Weel	k - 2						
Activity (Tasl	()	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su		Memo
Assist Bathroom Or I	Bedpan										ľ						
Assistance Reading/	Writing																
Bathe Client																	
Clean Bathroom																	
Clean Bedroom																	
Change Incontinent I	Diapers																
Clean Up After Feed	ing Client																
Empty Colostomy Ba	a																
Ling iy concentry De	.9		1	1					-	-					L		

- 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
 - I. 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.

Margo Gomm				Latest Resume Date			3 07/17/2015	щ							3 09/18/2013			,	cords: 1 - 50 of 50	
				Latest Hold Date			06/11/201								09/06/201				Re	
lications	rvices	Service	Clear	Last Print End Date	H102/51/50	03/15/2014	03/15/2014	03/15/2014	03/15/2014	03/15/2014	03/15/2014	×						03/15/2014		
ome App	iity S€ <i>Portal</i>	SING INC prescription rs to filter			r	d	a	a	đ	d	d		ſ	-				٩		
Ŧ	Vendor	TEGA NUR t Date OF ters/Number			UASE-1	OA3E-1	OA3E-1	OA3E-1	OA3E-1	OA3E-1	OA3E-1			p1//2014	F		1	OA3E-1		
	ty Co	ons For M me Ostar ast 3 Charac			SUSIM	SCSM	SCSM	SCSM	SCSM	SCSM	SCSM	late Range	1000	onth:		Print		SCSM		
	Loun Coun	Prescripti O Client Na			11/20/2013	12/01/2012	12/01/2012	12/01/2012	12/01/2012	11/07/2013	12/01/2012	ith or Enter D		ase select m				11/26/2013		
	1 Beach Com	Active er Client#			UM5E423	WMSE392	C@E5	C@E5	C@E16	CMSE421	W@E4	se Select Mon	1	Plea				WMSE426		
	Palm	Filt			ED'NI HE PHILLIPS	EMMA MCALEER	DNNOY YNNHOL	DNNOK KNNHCE	LEMORIA LESTER	LILAH WAYDELIS	LOUISE POWELL	LYDIA DE GL	MARIA ALEM	MARY GRACI	MARY GRACI	MARYALICE :	NOEMA GUEF	RAFAELA CAMPOS		
					141451	161998	182660	182660	114314	85972	144046	242634	191860	117232	117232	116991	243022	243020		
ss user	atte.				1		Þ	Þ	Þ											

Print Time Sheet – Product

-	MEGA0001		MEGA NURSING INC. Provider/Worker:						
P Time Sh	eet #: 27622		Prog/Service: OA3E-1/SCSM Services Period:	07/2014	4				
Cli	ent #: 182660		Prescription #: See below Contract Period:	12/01/2012 to 11/30/2014					
Client N	lame: JOHNNY YOU	JNG FDU	CMA: 12087 Grant Period: 0 J: 1006-144-146134013E12-GY12	01/01/2	014 to 12/3	1/2014			
elivery Date	Rx#	ID#	Product Type and Description	То	tal 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			
horoby occo	et the items listed	ahaya							
hereby accep All items listed All items listed	pt the items listed I were received in I above have bee	above. good condition. n received unless listed below	Customer/Representative:						
hereby accep All items listed All items listed	pt the items listed I were received in I above have bee	above. good condition. n received unless listed below	Customer/Representative: Date:						
hereby acce All items listed All items listed	pt the items listed I were received in I above have bee	above. I good condition. n received unless listed below	Customer/Representative: Date:						
hereby acce _l	pt the items listed d were received in d above have bee	above. I good condition. n received unless listed below	Customer/Representative: Date:		-				
hereby accej All items listed All items listed	pt the items listed d were received in d above have bee	above. I good condition. n received unless listed below	Customer/Representative: Date:						
hereby acce All items listed All items listed	pt the items listed d were received in d above have bee	above. good condition. n received unless listed below	Customer/Representative: Date:						
hereby acce All items listed All items listed	pt the items listed I were received in I above have bee	above. good condition. n received unless listed below	Customer/Representative: Date:						
hereby accep All items listed All items listed	pt the items listed d were received in d above have bee	above. I good condition. n received unless listed below	Customer/Representative: Date:						
hereby accep All items listed All items listed	pt the items listed I were received in I above have bee	above. I good condition. n received unless listed below	Customer/Representative: Date:						

- 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
 - I. 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"									
Vendors DOSS User Pro	oto Type				Home	Applications	1	Kat	hie Brannen Log	out
()	-	Pal	m Beach Com	n County (munity Servio	Commun ces Vendor	nity Ser Portal	vices			Y
		Activ Filte	e Prescripti r © Client# Please	ONS FOR HEALT Client Name type at least 3 Ch	H "E" HOM Start Date	E DELIVER	ED MEALS C Service	5		
	V	131361	CLAUDIA LEE	CNW2296	08/09/2007	HDM	OA3B	м		
		140031	MELVIN LONG	CNW2264	10/16/2007	HDM	OA3B	м		
		140031	MELVIN LONG	CNW2280	10/16/2007	ном	OA3B	м		
		Please	e Select Month	n or Enter Date Rai	nge		1	- 3 of 3		
		Meal	Start Date:	8/4/2014	End Date:	8/17/2014			I	
				P1111						
		Print	/Export Grid to	Excel Cle	ar Selection	Print Ti	imesheet			

- 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: Time Sheet #: Client #: Client Name:	MEGA0001 27397 131361 CLAUDIA LEE	IEALTH "E" HC Prog Presor FDU	OME D /Service: iption #: CMA: :	ELIVERED MEAL: OA3B/HDM CNW2296	Provider/Worker: Services Period: Contract Period: Grant Period:	08/04/2014	to	08/17/2014
Delivery Date	Rx#	ID#	Produ	ct Type and Description		Total Ur	nits	Cost Per Unit
	CNW2296	BKFST	Breakfa	ast		/5		\$7.00
				Customer/Representativ	re: Date:			

- 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.

Vendors DO	SS User	Proto Type				Но	me Apr	olications	1	Kat	hie Brannen	Logout
Prescription Tin Generate Invoi Invoice Status	ne Sheet ice	2	Pal	m Beach C	ounty aity Servi	Comi ces Ve	nunit ndor Pc	y Sei ortal	vices			0
Prescriptic	on Time	e Entry	nt# ^O Cli	Active List For ent Name C Time S Please typ	Time Entr Sheet # O p e at least 3 C	y For M Prescription Tharacters	EGA NU on OSer s/Numbers	RSING vice C to filter	INC. Service Date F	Range C	Status	
	Selec		Client#	Client Name		Service	Program	Units	Service Date	Attach	Comments	
		348	123506	ALGIE KOON	CHB12761	нмк	OA3B	3.00	07/07/2014- 07/20/2014	<u>View</u>	<u>View</u>	
	0	382	123506	ALGIE KOON	CPB1094	PECA	OA3B		07/07/2014- 07/20/2014			
		344	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	01/06/2014- 01/19/2014	View	View	
	0	374	123506	ALGIE KOON	CHB12761	нмк	OA3B		05/05/2014- 05/18/2014			
		376	243195	DARIO PAMPLONA	CRB344	RESP	OA3B	24.00	07/07/2014- 07/20/2014	View	View	
	0	27158	222160	DOROTHY DUNKLIN	CMSE415	SCSM	OA3E-1	1.00	07/2014			
	0	27146	134141	EDYTHE PHILLIPS	CMSE423	SCSM	OA3E-1	9.00	05/2014	View	<u>View</u>	
	0	27160	134141	EDYTHE PHILLIPS	CMSE423	SCSM	OA3E-1		07/2014			
		364	113616	ELNORA WILLIAMS	WHB11045	нмк	OA3B	4.00	05/05/2014- 05/18/2014	View	<u>View</u>	
	0	368	118835	GLORIA CHUEY	WPB329	PECA	OA3B	2.00	05/05/2014- 05/18/2014	View		
		360	118835	GLORIA CHUEY	WHB11013	нмк	OA3B	4.00	05/12/2014- 05/25/2014	View	View	
		358	118835	GLORIA CHUEY	WHB11013	нмк	OA3B	4.00	06/16/2014- 06/29/2014	View	<u>View</u>	
										Records: 3	1 - 31 of 31	
	с	- Start TI	me Entry	Finalized TIme	e Entry 0 - Print/Export	- Draft Grid to E	Content Over	ride Requ	ested 🚺 I	Rejected		

Requirements

- 1. 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
- 3. System will provide the following filters:
 - a. Client #
 - b. Client Name
 - c. Time Sheet #
 - d. Prescription
 - e. Service
 - f. Service Date Range
 - g. Status
- 4. System will provide the ability to Print/Export Client Prescription Grid data to Excel spreadsheet
- 5. System will identify the data entry status of each Time Sheet as follows:
 - a. 🔍 -- Start TIme Entry
 - b. 🖸 -- Finalized TIme Entry
 - c. 🖸 -- 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

Reset
Reset
<u>Reset</u>
Reset

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.

Vendor C Time Shee Clien Client Na As Nee	Vendor Code: MEGA NURSING INC. Provider/Worker: Time Sheet #: 382 Program/Service: OA3B/PECA Service Period Client #: 123506 Prescription #: CPB1094 2x07xWK Contract Period Client Name: ALGIE KOON CMA #: 12046RRA Grant Period As Needed: FDU: 1006-144-145734013B12-GY Service				 Kathie Brannen i: 07/07/2014 to 07/20/2014 i: 12/01/2013 to 11/30/2014 i: 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 fied and believe th	Units Entered:	28.00 be correct	to the best of r	ny knov	Records	s: 1 - 14 of 1

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 - Wi	ndows Internet Explorer			_ 🗆 🗙
http://webdevi	1/CSDVendorPortal/Main/AttachFile	eUpload.aspx		
	Time Sh	eet Attachment #	±382	
	Attachment(s):*	Attach	(PDF Only)	
	File Name	Doc Туре	Delete	
	The	re are no records available.		
			Records: 0 - 0 of 0	
		Close		

Page 18 of 58

Select file(s) to uploa	ad by webdev11	×
Look in: 🔒 V	endor Portal Requirements	- G 🗊 📂 🛄-
Nam	e 🔺	▼ Date modified ▼ Type
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Recent Places 🔁	S # 27160 Edythe Phillips.pdf	7/15/2014 12:04 PM Adobe Ac
Desktop		
Libraries		
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Computer Network		
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File na	me: TS # 382 Algie Koon.pdf	Open
Files o	f type: PDF Files	Cancel

🥃 Attach File - W	indows Internet Explorer			_ 🗆 🗙
Mttp://webdev	11/CSDVendorPortal/Main/AttachFileUp	iload.aspx		
	Time Shee	t Attachment :	#382	
	Attachment(s):*	Attach	(PDF Only)	
	File Name	Doc Type	Delete	
	TS#382 Algie Koon.pdf	PDF	<u>Delete</u>	
			Records: 1 - 1 of 1	
T]	Close		

Automated	Verification	Process
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Vendor C Time Shee Clier Client Na As Nee	ode: MEGA0001 et #: 382 it #: 123506 ime: ALGIE KOON ded:	MEGA I Program/Se Prescripti Cl FDU: 1006-14	NURSING IN rvice: OA3B/PECA on #: CPB1094 2x0 MA #: 12046RRA 4-145734013	C. Provider, Servi D7xWK Contra Gra B12-GY	/Worker:* Kathi ce Period: 07/07 act Period: 12/03 nt Period: 01/01	Kathie Brannen 07/07/2014 to 07/20/2014 12/01/2013 to 11/30/2014 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	<u>Reset</u>	
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	<u>Reset</u>	
Total I	Days Entered:	14 Tota	Units Entered:	28.00	View: <u>TS#</u>	Record 382 Algie Koor	ls: 1 - 14 of 1 <u>n.</u>	
	I have veri	fied and believe th Draft	e entered time to	be correct to th	e best of my kno Cancel	owledge		

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

Day Date Time In Time Out Time In Time Out MONDAY 07/07/2014 10:00 AM • 12:00 PM • • •	
MONDAY 07/07/2014 10:00 AM 👻 12:00 PM 👻	Total Res
	▼ 2.00 <u>Res</u>
TUESDAY 07/08/2014 10:00 AM 💌 12:00 PM 💌	▼ 2.00 <u>Res</u>
WEDNESDAY 07/09/2014 10:00 AM 💌 12:00 PM 💌	▼ 2.00 Res
THURSDAY 07/10/2014 10:00 AM 💌 12:00 PM 💌	▼ 2.00 Res
FRIDAY 07/11/2014 10:00 AM 💌 12:00 PM 💌	▼ 2.00 Res
SATURDAY 07/12/2014 10:00 AM 💌 12:00 PM 💌	▼ 2.00 <u>Res</u>
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SATURDAY 07/19/2014 10:00 AM 🔹 12:00 PM 💌	▼ 2.00 Res
SUNDAY 07/20/2014 10:00 AM 🔹 12:00 PM 💌	▼ 2.00 <u>Res</u>

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

adors DOSS	Filte	roto Type r • Clier	Pal	m Beach C Commun Active List For ent Name C Time : Please typ	ounty nity Servi Time Entr Sheet # C F e at least 3 C	Ho Comi ices Ve Y For M Prescriptio characters	me App munit ndor Po IEGA NU on Ser s/Numbers	vice C to filter	Vices INC. Service Date F	Kat Range C	thie Brannen Log
	Selec	TS#	Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
ľ		348	123506	ALGIE KOON	CHB12761	нмк	OA3B	3.00	07/07/2014- 07/20/2014	<u>View</u>	<u>View</u>
		382	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	07/07/2014- 07/20/2014	<u>View</u>	
		344	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	01/06/2014- 01/19/2014	View	View
	0	374	123506	ALGIE KOON	CHB12761	нмк	OA3B		05/05/2014- 05/18/2014		
		376	243195	DARIO PAMPLONA	CRB344	RESP	OA3B	24.00	07/07/2014- 07/20/2014	View	View
	0	27158	222160	DOROTHY DUNKLIN	CMSE415	SCSM	OA3E-1	1.00	07/2014		
	0	27146	134141	EDYTHE PHILLIPS	CMSE423	SCSM	OA3E-1	9.00	05/2014	View	View
	0	27160	134141	EDYTHE PHILLIPS	CMSE423	SCSM	OA3E-1		07/2014		
		364	113616	ELNORA WILLIAMS	WHB11045	нмк	OA3B	4.00	05/05/2014- 05/18/2014	View	View
	0	368	118835	GLORIA CHUEY	WPB329	PECA	OA3B	2.00	05/05/2014- 05/18/2014	View	
		360	118835	GLORIA CHUEY	WHB11013	нмк	OA3B	4.00	05/12/2014- 05/25/2014	View	View
		358	118835	GLORIA CHUEY	WHB11013	нмк	OA3B	4.00	06/16/2014- 06/29/2014	View	<u>View</u>
										Records: :	1 - 31 of 31
l	o	Start TI	me Entry	Finalized TIme	e Entry 🚺 - Print/Export	- Draft Grid to E	Over	ride Requ	ested 🚺 F	Records: : Rejected	1 - 31 of 31

The Time Entry is now ready to invoice.

Type = Product "P"

Vendor Code: MEGA Time Sheet #: 27160 Program/S Client #: 134141 Prescrip Client Name: EDYTHE PHILLIPS FDU: 1006-1			bgram/Service: OA3E-1/SCSM Prescription #: See below CMA #: 12087 J: 1006-144-146134013E12-	A NUKSING INC. Provide the second secon			07/2014 12/01/2012 to 11/30/2014 01/01/2014 to 12/31/2014		
Service Date	Rx#	ID#	Service Type & Description	Units	Rx To	Cost Per Unit	Total	Delivery	
	CMSE423	NU-514 W/	Prevail Underwear Pull-up Moderate-Lo		2	\$51.00	\$102.00	Add Delete Re	
	CMSE424	40333100 /	McKesson Underpad With Super Polyme		1	\$31.50	\$31.50	Add Delete Re	
	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Al		1	\$2.88	\$2.88	Add Delete Re	
	CMSE426	752440091	Body Wash and Shampoo, 16 OZ		1	\$7.20	\$7.20	Add Delete Re	
	CMSE427	00205	Barrier Cream For Incontinence, Peri G		1	\$4.55	\$4.55	Add Delete Re	
	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS		2	\$50.40	\$100.80	Add Delete Re	
	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS		1	\$50.40	\$50.40	Add Delete Re	
								Records: 1 - 7 (
Total F	Products Enter	ed: r erified and	0 Total Units E believe the entered time to be	ntered: correc	t to the	best of m	0 by knowled	ge	

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.

Time Sheet Client Client Nar	#: 27160 #: 134141 ne: EDYTHE P	Pro HILLIPS FDL	ogram/Service: OA3E-1/SCSM Prescription #: See below CMA #: 12087 I: 1006-144-146134013E12-	GY	Servic Contrac Gran	e Period: t Period: t Period:	07/2014 12/01/2012 01/01/2014	2 to 11/30/2014 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 Rese
07/01/2014	CMSE424	40333100 /	McKesson Underpad With Super Polyme	1	1	\$31.50	\$31.50	Add Delete Rese
07/01/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Al	1	1	\$2.88	\$2.88	Add Delete Rese
07/01/2014	CMSE426	752440091	Body Wash and Shampoo, 16 OZ	1	1	\$7.20	\$7.20	Add Delete Rese
07/01/2014	CMSE427	00205	Barrier Cream For Incontinence, Peri G	1	1	\$4.55	\$4.55	Add Delete Rese
07/01/2014	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS	2	2	\$50.40	\$100.80	Add Delete Rese
07/01/2014	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS	1	1	\$50.40	\$50.40	Add Delete Rese
								Records: 1 - 7 of 7
Total P	roducts Enter	ed: verified and	7 Total Units Er believe the entered time to be	ntered: correct	to the	best of m	9 ny knowled	ge

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



Look in:	Vendor Port	al Requirements	- 🕝 🤌 📂 🖽 -	
dia	Name 🔺		▼ Date modified ▼ 1	Гуре
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cent Places	TS # 27160	Edythe Phillips.pdf	7/15/2014 12:04 PM	Adobe
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🦪 Attach File - W	findows Internet Explorer			_ 🗆 🗙
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	TS # 27160 Edythe Phillips.pdf	PDF	Delete	
			Records: 1 - 1 of 1	
	C	lose 🔓		

Vendor Coo Time Sheet Client Client Nan	ie: MEGA0001 #: 27160 #: 134141 ne: EDYTHE PI	Program/Service: 0.43E-1/SCSM 1 Prescription #: See below E PHILLIPS CMA #: 12087 FDU: 1006-144-146134013E12-0			vider/N Servic Contrac Gran	Worker:* e Period: t Period: t Period:	07/2014 12/01/2012 to 11/30/2014 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 Rese		
07/01/2014	CMSE424	40333100 1	McKesson Underpad With Super Polyme	1	1	\$31.50	\$31.50	Add Delete Rese		
07/01/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Al	1	1	\$2.88	\$2.88	Add Delete Rese		
07/01/2014	CMSE426	752440091	Body Wash and Shampoo, 16 OZ	1	1	\$7.20	\$7.20	Add Delete Rese		
07/01/2014	CMSE427	00205	Barrier Cream For Incontinence, Peri G	1	1	\$4.55	\$4.55	Add Delete Rese		
07/01/2014	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS	2	2	\$50.40	\$100.80	Add Delete Rese		
07/01/2014	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS	1	1	\$50.40	\$50.40	Add Delete Rese		
								Records: 1 - 7 of		
Total P	oducts Enter	ed: erified and	7 Total Units Entered: believe the entered time to be	9 correct	to the	View: best of m	View TS # 2 y knowledg	<u>7160 Edy</u> ge		
		Draft	Done . Att	ach(1)		Cancel				

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

Entry Webpage Dialo Vendor Co	g de: MEGA0001		MEGA NURSING INC.	Pro	vider/V	Vorker:*	Kathie Bran	nen		
Time Sheet Client Client Nar	#: 27160 #: 134141 ne: EDYTHE PH	Program/Service: 0A3E-1/SCSM Prescription #: See below HILLIPS CMA #: 12087 FDU: 1006-144-146134013E12-C			Service Contrac Gran	Period: t Period: t Period:	: 12/01/2012 to 11/30/2014 : 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 /	McKesson Underpad With Super Polyme	1	1	\$31.50	\$31.50	Add Delete Reset		
07/01/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Ale	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 G	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 P	roducts Entere	ed: erified and	7 Total Units Entered: believe the entered time to be	9 correct	to the	View: best of n	<u>View TS # 2</u> ny knowledg	<u>7160 Edy</u> ge		
	1	Draft	Finalize Att	tach(1)		Cancel				

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

ndors DOSS	User Pr	oto Type				Но	me Ap	plications		Kat	thie Brannen L
			Pal	m Beach C	ounty nity Servi	Com ices Ve	nunit ndor Pa	y Sei ortal	vices		
	Filte	r 🦲 Clier	nt# ^O Cli	Active List For ent Name C Time S Please typ	Sheet # Or e at least 3 C	Y For M Prescription Characters	IEGA NU on ^C Ser s/Numbers	RSING vice ^O to filter	INC. Service Date F	Range C	Status
	Selec		Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
		348	123506	ALGIE KOON	CHB12761	нмк	OA3B	3.00	07/07/2014- 07/20/2014	<u>View</u>	<u>View</u>
		382	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	07/07/2014- 07/20/2014	View	
		344	123506	ALGIE KOON	CPB1094	PECA	OA3B	28.00	01/06/2014- 01/19/2014	View	View
	0	374	123506	ALGIE KOON	CHB12761	нмк	OA3B		05/05/2014- 05/18/2014		
		376	243195	DARIO PAMPLONA	CRB344	RESP	OA3B	24.00	07/07/2014- 07/20/2014	View	View
	0	27158	222160	DOROTHY DUNKLIN	CMSE415	SCSM	OA3E-1	1.00	07/2014		
	0	27146	134141	EDYTHE PHILLIPS	CMSE423	SCSM	OA3E-1	9.00	05/2014	<u>View</u>	View
		27160	134141	EDYTHE PHILLIPS	CMSE423	SCSM	OA3E-1	9.00	07/2014	View	
		364	113616	ELNORA WILLIAMS	WHB11045	нмк	OA3B	4.00	05/05/2014- 05/18/2014	View	<u>View</u>
	0	368	118835	GLORIA CHUEY	WPB329	PECA	OA3B	2.00	05/05/2014- 05/18/2014	View	
		360	118835	GLORIA CHUEY	WHB11013	нмк	OA3B	4.00	05/12/2014- 05/25/2014	View	<u>View</u>
		358	118835	GLORIA CHUEY	WHB11013	нмк	OA3B	4.00	06/16/2014- 06/29/2014	View	<u>View</u>
										Records:	1 - 31 of 31
l	o	Start TI	me Entry	Finalized TIme	e Entry 🧕 - Print/Export	- Draft Grid to E	Over	ride Requ	ested 🖸 F	Rejected	1 - 51 07 31

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	s
Print Time Sheet	Palm Beac	h County Com	munity	Servi	ces
Time Entry	Cor	nmunity Services V	lendor Port	al	
Upload Files		and the sources of	chiller 10m		
Generate Invoice	Te	xt File Upload For MEGA	A NURSING II	IC.	
Invoice Status					
Approved Invoices	Attachr	nent(s):* Attach	(T X T)	Dnly)	
Print Center					
	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_01071408
	MEG_01071408.txt	11/05/2014 13:55:48	KBRANNEN	Delete	MEG_01071408
					Records: 1 - 10 of 10
			Time Fature 1	. 1	
	Pr	Int/Export Grid to Excel	Time Entry Li		

- 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
- 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	о Туре				н	lome	Applications	s	Ka	athie Brannei
Prescription Time	e Sheet	728	Pali	m Beach C	ounty	Com	mur	nity Se	rvices		
Generate Ir	nvoice	1000	32.	Commu	iity Ser	vices V	endor	Portal	2421		
nvoice Status	0		100 -1	Generate I	nvoices	For MEG		DSTNG TN	C		
rescription Time	e Entry	_	Filt	er Client#	Client Name	Date	Range	^O Service	C Program		
rint Center Vend	dor			Please type	e at least 3	3 Characte	rs/Numb	ers to filter			
			Client#	Client Name	Service	Program	Units	Total	Date Range	Attach	Comments
	– 3	358	118835	GLORIA CHUEY	нмк	OA3B	4.00	\$59.80	06/16/2014- 06/29/2014	<u>View</u>	<u>View</u>
	– 3	344	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	01/06/2014- 01/19/2014	<u>View</u>	<u>View</u>
	– :	382	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	07/07/2014- 07/20/2014	View	
	– 3	376	243195	DARIO PAMPLONA	RESP	OA3B	24.00	\$358.80	07/07/2014- 07/20/2014	View	View
		27160	134141	EDYTHE PHILLIPS	SCSM	OA3E-1	9.00	\$299.33	07/2014	View	
		Total 1	Items S	elected:	Total Un	its:		Total Amo	ount Selected	:	
				Export To E	xcel	General	e/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

)	8	Pal	m Beach C Commun Generate I	ounty nity Ser	r Com vices V For MEG	mun lendor GA NUR	ity Se Portal SING IN	rvices		
		Filt	er Client# C (Please type	Client Name e at least :	e ODate 3 Characte	Range rs/Numbe	© Service ers to filter	C Program		
		Client#	Client Name	Service	Program	Units	Total	Date Range	Attach	Comments
	358	118835	GLORIA CHUEY	нмк	OA3B	4.00	\$59.80	06/16/2014- 06/29/2014	View	View
	344	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	01/06/2014- 01/19/2014	View	View
	382	123506	ALGIE KOON	PECA	OA3B	28.00	\$418.60	07/07/2014- 07/20/2014	<u>View</u>	
	376	243195	DARIO PAMPLONA	RESP	OA3B	24.00	\$358.80	07/07/2014- 07/20/2014	<u>View</u>	<u>View</u>
	27160	134141	EDYTHE PHILLIPS	SCSM	OA3E-1	9.00	\$299.33	07/2014	View	
	Tota	al Itoms S	elected 5	Total Un	ite: 03	00	Total Am	ount Selected	•¢1 555 1	
	100	ai itemis a	elected. J	Total on	11.5. 35.	00		Juint Selected	.,91,555.1	•
					(
			Export To E	xcel	Generat	e/Print I	nvoice N			

Vendors DOSS	lser Pr	oto Type					F	lome	Application	s		Ka	athie Branner	Logout
			Pal	m	Beach C	ounty nity Ser	7 Com vices V	mun lendor	ity Se Portal	rvi	ces			(C)
			Filt	er	Generate I Client# C (Please type	I nvoices Client Name e at least 3	For MEC Date Characte	GA NUR Range ers/Numbe	SING IN Service ors to filter	C Pr	ogram			
	V												Comments	
	V	358	118835	GL	DRIA CHUEY	нмк	OA3B	4.00	\$59.80	06/1 06/2	6/2014- 9/2014	<u>View</u>	<u>View</u>	
	V	344	123506	AL	SIE KOON	PECA	OA3B	28.00	\$418.60	01/0 01/1	6/2014- 9/2014	<u>View</u>	<u>View</u>	
	V	382	123506	AL	SIE KOON	PECA	OA3B	28.00	\$418.60	07/0	7/2014- 0/2014	View		
		376	243195	D/	Confirm					× 0	7/2014- 0/2014	View	<u>View</u>	
	\checkmark	27160	134141	EC	You are going	to generate	e Vendor In	voice.		2	014	<u>View</u>		
					Do you want to	continue?								
		Tat	al Itama C	ala							Coloctod	A1 EEE 1		
		TOL	a nems s	eie			Generat	ОК	Cancel		serected	. ⊅1, 333.1		

Automated Error Check

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

	358	118835	GLORIA CH			1.00	+===	10	06/16/2014- 06/29/2014	View	<u>View</u>
	344	123506	ALGIE KOO				×	0	01/06/2014-01/19/2014	View	View
~	382	123506	ALGIE KOO	ERROR: WEEKL	Y TIMESHE	ET 382 HA	AS	0	07/07/2014- 07/20/2014	View	
	376	243195	DARIO PAN	CLIENT: ALGIE K	COON HAS	LAST		0	07/07/2014- 07/20/2014	View	View
~	27160	134141	EDYTHE PH	TILL 07/07/2014	IS NOT FIN	4 IALIZED YE	ET.	з	07/2014	View	
s	27160 134141 EDYTHE PH		MONTHLY TIMES	SHEET 271	ORE 60 HAS DA	ATE	ma	ount Selected	: \$717.93	1	
			Ex	CLIENT: EDYTHE INVOICED MONT TILL 07/2014 IS I PLEASE FINALIZ INVOICING	E PHILLIPS 'H 05/2014 NOT FINAL ED IT BEF	HAS LAST IZED YET. ORE					

Print Service Invoice

D P 8 W	Bill To: ivision Of Sen alm Beach Co 10 Datura Stre lest Palm Bear	ior Services Fisc: unty Community et ch, FL 33401	al Staff Service Depa	rtment				Make Checks MEGA NURSI 4910 ,DYER RIVIERA BEA	Payable to: ING INC. Blvd , R ICH, FL- 33407	MEG		112014
#	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	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	\$119.60
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
0	07/10/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
1	07/11/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
2	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
4	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
6	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
8	07/18/2014	Algie Koon	123506	Kathie Branne	CPB1094	10:00 AM	12:00 PM			2.00	\$14.95	\$29.90
9	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
							7/17/201	14	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 NUR\$ING 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	CPD1094	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 FM			8.00	\$14.95	\$119.60
6	01/14/2014	Algie Koon	123506	Willie	CPB1094	8:00 AM	2:00 FM			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
0	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
9	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	Sector states	2014 C 400 C 400 C 400 C	Composition of the second seco	a teacoene en	10.1722/0010.1019			56.00	2411319122	\$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
							7/17/201	4	4			

Print Product Invoice

Date Client # Client Name RX# ID# Product Type and Description Unit Rate Total 07/01/2014 134141 Edythe Phillips CMSE428 7524400910 NO Body Wash and Shampoo. 16 OZ 1 \$7.20 \$7.20 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 07/01/2014 134141 Edythe Phillips CMSE424 40333100 MININ McKesson Underpad With Super Polymer 23 x 36° 150/PK 1 \$31.50 \$31.50 07/01/2014 134141 Edythe Phillips CMSE425 WW-710 Cleansing Wipes Disp Pre-Molstened Alcohol/Latex Free 41 \$2.88 \$2.88 07/01/2014 134141 Edythe Phillips CMSE427 00205 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55 07/01/2014 134141 Edythe Phillips CMSE427 00205 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55 07/01/2014 134141 Edythe Phillips		Bill To : Division Of Palm Beach 810 Datura West Palm /	Senior Servi County Cor Street Beach, FL 33	ices Fiscal Staff nmunity Service De 1401	epartment		Make Checks Payab MEGA NURSING IN 4910 .DYER Blvd RIVIERA BEACH, F	ile to: C. , R L- 3340	7	
07/01/2014 134141 Edythe Phillips CMSE426 7524400910 NO. Body Wash and Shampoo. 16 OZ 1 \$7.20 \$7.20 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 07/01/2014 134141 Edythe Phillips CMSE424 40333100 MININ McKesson Underpad With Super Polymer 23 x 36° 150/PK 1 \$31.50 \$31.50 07/01/2014 134141 Edythe Phillips CMSE428 54328 Glucema Drink Diabetic/Vanilla 24/CS 2 \$50.40 \$100.80 07/01/2014 134141 Edythe Phillips CMSE425 WW-710 Cleansing Wipes Disp Pre-Moistened Alcohol/Latex Free 4i 1 \$2.88 \$2.88 07/01/2014 134141 Edythe Phillips CMSE430 54328 Glucema Drink Diabetic/Vanilla 24/CS 1 \$50.40 \$50.40 07/01/2014 134141 Edythe Phillips CMSE427 00205 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55 07/01/2014 134141 Edythe Phillips <td< th=""><th>ŧ</th><th>Date</th><th>Client#</th><th>Client Name</th><th>RX#</th><th>ID#</th><th>Product Type and Description</th><th>Unit</th><th>Rate</th><th>Total</th></td<>	ŧ	Date	Client#	Client Name	RX#	ID#	Product Type and Description	Unit	Rate	Total
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 07/01/2014 134141 Edythe Phillips CMSE424 40333100 MINIM McKesson Underpad With Super Polymer 23 x 36° 150/PK 1 \$31.50 \$31.50 07/01/2014 134141 Edythe Phillips CMSE428 54328 Glucerna Drink Diabetio/Vanilla 24/CS 2 \$50.40 \$100.80 07/01/2014 134141 Edythe Phillips CMSE425 WW-710 Cleansing Wipes Disp Pre-Moistened Alcohol/Latex Free 4i 1 \$2.88 \$2.88 07/01/2014 134141 Edythe Phillips CMSE430 54328 Glucerna Drink Diabetio/Vanilla 24/CS 1 \$50.40 \$50.40 07/01/2014 134141 Edythe Phillips CMSE427 00205 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55 07/01/2014 134141 Edythe Phillips CMSE427 00205 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55	n.	07/01/2014	134141	Edythe Phillips	CMSE426	7524400910 NO	Body Wash and Shampoo, 16 OZ	1	\$7.20	\$7.20
07/01/2014 134141 Edythe Phillips CMSE424 40333100 MININ McKesson Underpad With Super Polymer 23 x 36° 150/PK 1 \$31.60 \$31.60 07/01/2014 134141 Edythe Phillips CMSE428 54328 Glucerna Drink Diabetic/Vanilla 24/CS 2 \$50.40 \$100.80 07/01/2014 134141 Edythe Phillips CMSE428 54328 Glucerna Drink Diabetic/Vanilla 24/CS 1 \$2.88 \$2.88 07/01/2014 134141 Edythe Phillips CMSE430 54328 Glucerna Drink Diabetic/Vanilla 24/CS 1 \$50.40 \$50.40 07/01/2014 134141 Edythe Phillips CMSE430 54328 Glucerna Drink Diabetic/Vanilla 24/CS 1 \$50.40 \$50.40 07/01/2014 134141 Edythe Phillips CMSE427 002D5 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55 07/01/2014 134141 Edythe Phillips CMSE427 002D5 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4299.33		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
07/01/2014 134141 Edythe Phillips CMSE428 54328 Glucerna Drink Diabetic/Vanilla 24/CS 2 \$50.40 \$100.80 07/01/2014 134141 Edythe Phillips CMSE425 WW-710 Cleansing Wipes Disp Pre-Moistened Alcohol/Latex Free 4i 1 \$2.88 \$2.88 07/01/2014 134141 Edythe Phillips CMSE425 WW-710 Cleansing Wipes Disp Pre-Moistened Alcohol/Latex Free 4i 1 \$2.88 \$2.88 07/01/2014 134141 Edythe Phillips CMSE427 00205 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55 07/01/2014 134141 Edythe Phillips CMSE427 00205 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55 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 \$299.33 \$299.33 \$100.80 \$100.80	i.	07/01/2014	134141	Edythe Phillips	CMSE424	40333100 MININ	McKesson Underpad With Super Polymer 23 x 36" 150/PK	1	\$31.50	\$31.50
5 07/01/2014 134141 Edythe Phillips CMSE425 WW-710 Cleansing Wipes Disp Pre-Moistened Alcohol/Latex Free 4: 1 \$2.88 \$2.88 1 07/01/2014 134141 Edythe Phillips CMSE430 54328 Glucerna Drink Diabetic/Vanilla 24/CS 1 \$50.40 \$50.40 1 7/01/2014 134141 Edythe Phillips CMSE427 00205 Barrier Cream For Incontinence, Peri Guard 7 OZ 1 \$4.55 \$4.55		07/01/2014	134141	Edythe Phillips	CMSE428	54328	Glucerna Drink Diabetic/Vanilla 24/CS	2	\$50.40	\$100.80
0 07/01/2014 134141 Edythe Phillips CMSE430 54328 Glucerna Drink Diabetic/Vanilla 24/CS 1 \$50.40 \$50.40 ' 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	5	07/01/2014	134141	Edythe Phillips	CMSE425	WW-710	Cleansing Wipes Disp Pre-Moistened Alcohol/Latex Free 4	1	\$2.88	\$2.88
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		07/01/2014	134141	Edythe Phillips	CMSE430	54328	Glucerna Drink Diabetic/Vanilla 24/CS	1	\$50.40	\$50.40
Total : 9 \$299.33	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 U	ser Proto	Туре				Home	Applica	tions	к	athie Branne
Prescription Time S	heet	100	Palm B	each (County	Comm	unity	Service	S	
Generate Invoice		and.	i unin D	Commu	nity Servi	ces Vend	for Port.	al		
Invoice Statu	IS _{IL}	100	and and the R	Commu	Tawa	ico List	01 2010	**		
rescription Time E	ntry		Filter 🖲 Inv	oice# Ve	ndor Name	ICE LISU Invoice Dat	te O Serv	vice C Progr	am	
rint Center Vendo	,			Please typ	pe at least 3 C	haracters/N	umbers to f	ilter		
	Selec	Vendor	Units	Amount	Invoice Date	Service	Program	Status	Process Date	Process By
		MEG	9	\$7.00	07/15/2014	SCSM	OA3E-1	APPROVED	07/15/2014	kbrar 🔺
		MEG	18	\$6.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkom
		MEG	6	\$2.00	07/09/2014	нмк	OA3B	APPROVED	07/09/2014	dkom
	0	MEG	0	\$0.00	07/09/2014	SCSM	OA3E-1	SUBMITTED	07/09/2014	dkom
		MEG	24	\$8.00	07/09/2014	PECA	OA3B	APPROVED	07/09/2014	dkom
		MEG	з	\$2.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkom
		MEG	2	\$2.00	07/09/2014	нмк	OA3B	REJECTED		
	0	MEG	11	\$7.00	07/09/2014	SCSM	OA3E-1	SUBMITTED		
		MEG	9	\$7.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkom
		MEG	4	\$2.00	07/09/2014	нмк	OA3B	REJECTED	07/09/2014	RNIU
		MEG	56	\$15.00	07/09/2014	нмк	OA3B	REJECTED	07/09/2014	RNIU
		MEG	16	\$5.00	07/08/2014	SCSM	OA3E-1	APPROVED	07/08/2014	dkom
		MEC	<u></u>	÷12.00	07/00/2014	DECA	0430		07/00/2014	-
									Records: 1 -	15 of 15
	0	Start Pro	cess 🖸 Ap	proved 🤇	🖸 Draft 🧕	Rejected	t			
					Print/Expo	rt Grid to Exc	el			

Requirements

- 1. System will not allow a user to see another Vendor's Invoices
- 2. System will display all Invoices based on the Signed In User's Vendor
- 3. System will provide the following filters:
 - a. Invoice #
 - b. Invoice Date
 - c. Service
 - d. Program
 - e. Status
- 4. System will provide the ability to Print/Export Client Prescription Grid data to Excel spreadsheet
- 5. System will identify the data entry status of each Time Sheet as follows:
 - a. O -- Start Process
 - b. 🔍 -- Approved
 - c. 🖸 -- Draft
 - d. 🖸 -- Rejected
- 6. System will show the invoice status in real time as they are being processed by DOSS
- 7. 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

ivoice TS I	list Web	page Dialog									
	Filt	er Clie	ent# C(Time Sh Client Name C Tim Please ty	eet List For e Sheet # O ype at least 3 O	r Invoic Prescripti haracters	ceNumb on © Ser /Numbers	er: 622 vice O to filter	Service Date F	Range Os	Status
	Selec	TS#	Client#	Client Name	Rx	Service	Program	Units	Service Date	Attach	Comments
	0	27146	134141	EDYTHE PHILLIPS	CMSE423	SCSM	OA3E-1	9.00	05/2014	View	<u>View</u>
										Recor	rds: 1 - 1 of 1
	o	Start Revi	iew <mark>C</mark> -	Draft 🚺 Accept	ted 🚺 Reje	ected					

- 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

					Cock Dee			
Service Date	Rx#	ID#	Service Type & Description	Ut.	Unit	Total	STATUS	REASON
05/05/2014	CMSE423	NU-514 W/	Prevail Underwear Pull-up M	2	\$51.00	\$102.00	APPROVED	ACCEPT
05/05/2014	CMSE424	40333100 /	McKesson Underpad With S	1	\$31.50	\$31.50	APPROVED	ACCEPT
05/05/2014	CMSE425	WW-710	Cleansing Wipes Disp Pre-N	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 Incontine	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

Vendors – Approved Invoices

endors DOSS User	r Proto	Туре				Home	Applica	ations	К	athie Bra
escription Time She	et	2000	Palm B	leach (County (Comm	unity	Service	S	
anerate Invoice		-		Commu	nity Corni	cos Vond	for Port	al		
escription Time Entr	у	100	Mail and	Commu	any Servi	CES VEILL	101 2010			
ndor Invoice Status	;		© Ir	voice# Ve	ndor Name C	ICE LIST	te O Sen	vice ^O Progr	am	
endor Invoice	Statu	us - App	proved	Please ty	pe at least 3 C	haracters/N	umbers to	filter		
ndor Print Center		<u>d</u>)								
	Selec	Vendor	Units	Amount	Invoice Date	Service	Program	Status	Process Date	Process By
		MEG	68	\$12.00	07/08/2014	PECA	OA3B	APPROVED	07/08/2014	dkomal
		MEG	16	\$5.00	07/08/2014	SCSM	OA3E-1	APPROVED	07/08/2014	dkomal
		MEG	3	\$2.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkomal
		MEG	24	\$8.00	07/09/2014	PECA	OA3B	APPROVED	07/09/2014	dkomal
		MEG	18	\$6.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkomal
		MEG	6	\$2.00	07/09/2014	нмк	OA3B	APPROVED	07/09/2014	dkomal
		MEG	9	\$7.00	07/09/2014	SCSM	OA3E-1	APPROVED	07/09/2014	dkomal
		MEG	9	\$7.00	07/15/2014	SCSM	OA3E-1	APPROVED	07/15/2014	kbranne
									Records: 1	l - 8 of 8

Vendors – Print/Export Grid to Excel

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

nvoice#	Units	Amount	Invoice Dt	Service	Program	Status	Process Dt	Process By	User Id Ent By	User Id Chg By	Date Ent	Date Chg
P201701130013511	1		1/13/2017	HDM	CCE	REJECTED	1/24/2017	dtscott	kborders@gafoods.net	dtscott	1/13/2017	1/24/2017
201701110013361	3	\$39.80	1/11/2017	HDM	O3C2	APPROVED	1/18/2017	rkeliner	kborders@gafoods.net	rkeliner	1/11/2017	1/18/2017
201701110013355	13	\$558.17	1/11/2017	HDM	O3C2	APPROVED	1/18/2017	rkeliner	kborders@gafoods.net	rkeliner	1/11/2017	1/18/2017
P201701110013354	16	\$537.44	1/11/2017	HDM	O3C2	APPROVED	1/20/2017	rmauricio	kborders@gafoods.net	rmauricio	1/11/2017	1/20/2017
P201701100013333	111	\$3,343.30	1/10/2017	HDM	O3C2	APPROVED	1/20/2017	rmauricio	kborders@gafoods.net	rmauricio	1/10/2017	1/20/2017
P201701100013327	2		1/10/2017	HDM	CCE	REJECTED	1/11/2017	dtscott	kborders@gafoods.net	dtscott	1/10/2017	1/11/2017
P201612130012689	36	\$1,023.00	12/13/2016	HDM	O3C2	APPROVED	12/16/2016	Inew some	kborders@gafoods.net	Inewsome	12/13/2016	12/16/2016
P201612130012664	177	\$5,327.65	12/13/2016	HDM	O3C2	APPROVED	12/16/2016	Inew some	kborders@gafoods.net	Inewsome	12/13/2016	12/16/2016
P201612120012661	143	\$4,301.95	12/12/2016	HDM	O3C2	APPROVED	12/16/2016	Inew some	kborders@gafoods.net	Inewsome	12/12/2016	12/16/2016
P201612120012650	167	\$5,171.65	12/12/2016	HDM	O3C2	APPROVED	12/16/2016	Inew some	kborders@gafoods.net	Inewsome	12/12/2016	12/16/2016
P201611300012373	218	\$6,642.00	11/30/2016	HDM	O3C2	APPROVED	12/7/2016	hbui	kborders@gafoods.net	hbui	11/30/2016	12/7/2016
P201611180012227	3	\$57.00	11/18/2016	HDM	O3C2	APPROVED	11/23/2016	hbui	rn iu	hbui	11/18/2016	11/23/2016
P201611020011800	69	\$2,453.28	11/2/2016	HDM	O3C2	APPROVED	11/4/2016	nguthrie	kborders@gafoods.net	nguthrie	11/2/2016	11/4/2016
P201610180011557	32	\$949.16	10/18/2016	HDM	O3C2	APPROVED	10/19/2016	hbui	kborders@gafoods.net	hbui	10/18/2016	10/19/2016
P201610180011530	154	\$5,265.69	10/18/2016	HDM	O3C2	APPROVED	10/26/2016	tsampedro	kborders@gafoods.net	tsampedro	10/18/2016	10/26/2016
/P201610180011525	141	\$5,050.20	10/18/2016	HDM	O3C2	APPROVED	10/19/2016	hbui	kborders@gafoods.net	hbui	10/18/2016	10/19/2016
/P201610040011315	86	\$3,093.96	10/4/2016	HDM	O3C2	APPROVED	10/11/2016	nguthrie	kborders@gafoods.net	nguthrie	10/4/2016	10/11/2016
/P201609200011045	8	\$214.32	9/20/2016	HDM	O3C2	APPROVED	9/22/2016	nguthrie	kborders@gafoods.net	nguthrie	9/20/2016	9/22/2016
/P201609200011037	18	\$592.80	9/20/2016	HDM	O3C2	APPROVED	9/22/2016	vyo uyoute	kborders@gafoods.net	vyouyoute	9/20/2016	9/22/2016
/P201609200011036	154	\$5,287.38	9/20/2016	HDM	O3C2	APPROVED	9/26/2016	ajpierce	kborders@gafoods.net	ajpierce	9/20/2016	9/26/2016
/P201609200011033	155	\$5,348.94	9/20/2016	HDM	03C2	APPROVED	9/26/2016	sfenton	kborders@gafoods.net	sfenton	9/20/2016	9/26/2016
/P201609200011027	99	\$3,540.84	9/20/2016	HDM	O3C2	APPROVED	9/21/2016	rkellner	kborders@gafoods.net	rkeliner	9/20/2016	9/21/2016
/P201609070010790	86	\$2,831.76	9/7/2016	HDM	03C2	APPROVED	9/15/2016	tsampedro	kborders@gafoods.net	tsampedro	9/7/2016	9/15/2016
/P201609070010789	142	\$4,676.34	9/7/2016	HDM	O3C2	APPROVED	9/15/2016	Inewsome	kborders@gafoods.net	Inewsome	9/7/2016	9/15/2016
P201609070010784	145	\$4,947.66	9/7/2016	HDM	03C2	APPROVED	9/15/2016	Inewsome	kborders@gafoods.net	Inewsome	9/7/2016	9/15/2016
/P201609060010776	84	\$2,938.92	9/6/2016	HDM	03C2	APPROVED	9/15/2016	tsampedro	kborders@gafoods.net	tsampedro	9/6/2016	9/15/2016
/P201608250010492	7	\$143.64	8/25/2016	HDM	03C2	APPROVED	8/26/2016	hbui	kborders@gafoods.net	hbui	8/25/2016	8/26/2016
/P201608230010446	136	\$4,548.60	8/23/2016	HDM	03C2	APPROVED	8/26/2016	hbui	kborders@gafoods.net	hbui	8/23/2016	8/26/2016
/P201608230010432	85	\$2,845.44	8/23/2016	HDM	03C2	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	Но	ie / A	Applications	1	Kathle Brannen Logout
Print Time Sheet	Dalm Roach County Community Service				
Time Entry	Faim Deach County Community Service	2			1.98.2
Generate Involce	Community Services Vendor Portal				Vices.
Invoice Status	Report Selection Screen for GA FOOD SERVICE INC				
Approved Invoices					
Print Center	Please select the report:				
	Timesheets Invoices				
	Timesheets by Period Gap Report				

Vendors DOS	S User									Home	Applications	l	Kathie Brannen Logou
Print Time She	et	1000	Dela	m Do	ach	Con	and we f		ter C.	miana			
Time Entry		2003	Pall	п ве	acn	Cou	inty (.ommun	ity Se	rvices			1 662
Generate Mont	hly Invoice	1000		7 2	Comm	unity	Servio	es Vendor (Portal				
Generate Invoi	ce	1000	Ball and	Concession of the local division of the loca	Contin	رىسى		ies render					actor of
Upload Files						Invoid	ce List For GA	FOOD SERVICE INC					
Monthly Invoid	e Status	_				Filter Cinvo	vice# OInvoic	e Date OService OProgra	m				
Invoice Status		_	ſ			Please	type at least 3 C	haracters/Numbers to filter					
Monthly Appro	wed Invoid	es	L						GO	Clear			
Approved Inv	oices											Process	
Print Center		nice#	Units	Amount	Invoice D1	Service	Program	Status	View	Comments	Rejected Reason	DI	Process By
HDM Time En	ter.	01702150014092	15	\$395.60	02/15/17	HDM	0302	REJECTED	Invoice	Add		02/15/17	mgomme A
III)/C		20120110013361		\$39.00	01/11/17	HOM	0302	ASSECUED	Invalue	0.00		01/18/17	ducott
HDM Generate	Invoices	01201110013355	13	\$558.17	01/11/17	HOM	0302	ADDROVED	Invoice	Add		01/18/17	rializar
HDM Active R	x List	v=201701110013354	16	\$537,44	01/11/17	HDM	0302	APPROVED	Invoice	Add		01/20/17	rmauricio
	D D	V#201701100013333	111	\$3,343.30	01/10/17	ном	OBCZ	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	0302	APPROVED	Invoice	Add		12/16/16	Inevsome
		VP201612130012664	177	\$5,327.65	12/13/16	HDM	03C2	APPROVED	Invoice	Add		12/16/16	Inevisione
		VP201612120012661	143	\$4,301.95	12/12/16	HDM	0302	APPROVED	Invoice	Add		12/16/16	Inevsome
		VP201612120012650	167	\$5,171.65	12/12/16	HDM	0302	APPROVED	Invoice	Add		12/16/16	Inevsome
		VP201611300012373	218	\$6,642.00	11/30/16	HDM	03C2	APPROVED	Invoice	Add		12/07/16	hbui 🗸
		10001011100010007	-	483.00			0000	10000170				Records: 1	1 - 400 of 400
 Start Pre 	xess 📮	Approved 🔐 – Draft 🔐 –	Rejected				Print/Export	I Grid to Excel					

• Select a timesheet to review

Vendors DOSS User												Home Appli	cations	1	Kathie Branne	n Logout
	Pa Pinvoice TS list	iller © C	Bea Dialog	Last Name	Col Time Sl O First r Pleas	Intv heet List vame Otie e type at lead	For Inv me Sheet st 3 Chara	oiceNur # O Pres	num nber: 1 scription bers to fil	0044 O Service (ter Go	Servi OService Date	Ostatus	-		K	
]		15# 22496 22496	Climit# 251980 251980	L. Name Sacerio Sacerio	F. Nome Bismark Bismark	Rx WN214259 WN214259	Service HDM HDM	Program 03C2 03C2	Units 10:00 10.00	Service Date 08/07/2016 07/25/2016- 08/07/2016	Attach	Comments				
Sel Invoice#		22518	72036	Sampson	Charles	CN218682	HDM	03C2	14.00	07/25/2016- 08/07/2016				eason Dt	Process By	
VP201702150014092		22510	72036	Sampson	Charles	CN218682	HDM	0302	14.00	07/25/2016- 08/07/2016			- 1	02/15/17	mgomme 🗸	
VP201701130013511		22526	15017	Sanchez	Concept	CN218640	HDM	0302	10.00	07/25/2016- 08/07/2016			- 8	01/24/17	dtscott	
V#201701110013361		22526	15817	Sanchez	Concepc	CN218640	HDM	0302	10.00	07/25/2016- 08/07/2016			- 1	01/18/17	rkellner	
VP201701110013354		22533	183426	Sicherma	Daniel	CN218889	HDM	03C2	7.00	07/25/2016-		View	- 11	01/20/17	rmauricio	
VP201701100013333		22553	103426	Sicherma	Daniel	CN210007	NOM	0362	7.00	07/25/2016-		View	- 1	01/20/17	rmauricity	
VP201701100013327		22557	145884	Silva	Eduardo	CN218802	ном	0302	14.00	07/25/2016-				01/11/17	dtscott	
VP201612130012689		22557	145884	Silva	Eduardo	CN218802	HDM	03C2	14.00	07/25/2016			- 1	12/16/16	Inevisione	
VP201612130012664		22492	263915	Smith	Bernita	CN218905	ном	0302	5.00	07/25/2016-			- 1	12/16/16	Inevisione	
VP201612120012661		22492	263915	Smith	Bernita	CN218905	HOM	0302	5.00	08/07/2016				12/16/16	Inevisione	
VP201612120012650										08/07/2016			- 1	12/16/16	Inevisorie	
Start Process Approved Draft	·	Start Re	view 🔽 -	Draft 🚺	Accept	ed 🚺 Ri	ejected to Excel		Close					Records	1 - 400 ef 400	

(Ven	Palm Rea dor) Unit Entry for Monthly Product	Webpage Dialog	v Comm	unity	Services	
	Vendor Code: GAFO00 Time Sheet #: 2253 Client #: 183426 Client Name: DANIEL	01 GA FOOD 13 Program/Servi Prescription SICHERM, CMA FDU: 1006-144-1 Note:" Thi	SERVICE INC Pr ice: 03C2/HDM #: CN218889 7x1xE0V #: 130608 14593419C212-GY is RX is cancelled on 8/26/	rovider/Worker: Service Period Contract Period Grant Period 2016.	<pre>kborders 7/25/2016 TO 8/7/2016 11/01/2015 to 10/31/2016 01/01/2016 to 12/31/2016</pre>	
	Service Date Rx#	ID# Service Type & D	Description Ut. Cost Per Unit	Total Action		
	07/26/2016 CN218889	BKFST Breakfast	7 \$6.84	\$47.88	Records: 1 - 1	Reas
t 🖸 -	Total Products Entered:	1	Total Units Entered		7	

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.

Vendors DOSS User										Home Applications	1	Kat
Print Time Sheet	100	-	Dalm D	angh Cou	m trr l	Com			Comi	000		
Time Entry			Faim B	each cou	nty	Com	mu	nty	Servi	ces		
Generate Monthly Invoice				Community	Servi	ces V	endor	Port	al			
Generate Invoice	1.000	1000	head and the little						100			
Upload Files				Active Presc	TIPTION LIST	For GA FO		E INC				
Monthly Invoice Status				Please N	vpe at least 3 (Characters/N	umbers to filte	f				
Invoice Status									Go			
Monthly Approved Invoices												
Approved Invoices		Client#	Name	Address	Phone			Route#	Seq#	Delivery Day		
Print Center	1	266255	Abelenda Martinez, Georç	13578 Greentree Trail	561-601-	7x1xWK	CN219214		× 🗌	OMOTOwOThOP	~	
HDM Time Entry	2	266233	Abelenda Martinez, Georg	13578 Greentree Trail	561-601-	7x1xWK	CN219216					
HDM Generate Invoices	3	266620	Abreu, Michelle	S251 Fountains Drive S	9671 861-278-	5×1×EOW	WN214828					
HDM Active Rx List	4	266620	Abreu, Michelle	5254 Fountains Drive S	3900	5x1xEOW	WN214827					
			Ideas Barba D	Lake Worth , FI 33467 428 Jupiter Lakes Blvd	3955 561-339-	10-1-500	~~~~~					
	Å	233729	Adams, everyn D	Jupiter , Fl 33458 3146 Via Poinciana	3660 561-701-	TOXINEOW	Ch218793			OMOTOWOTHOP		
	•	266517	Ageste-Ruiz, Salvador	Lake Worth , Fl 33467	3980	5x1xWK	WN214807		×	OMOTOWOTHOP		
	7	266517	Agosto-Ruiz, Salvador	Lake Worth , FI 33467	3980	5×1×WK	WN214808		× _	CMOTOWOTHOR		
		116658	Akagi, John	30 Easthampton 8 8 West Palm Beach , Fl 33417	561-616- 8197	14×1×EOW	CN218819		× 🗆	OMOTOWOTHOP		
	9	189688	Albritton, Clara R.	530 W 27th St Riviera Beach , FI 33404	561-842- 9047	5x01xWK	CN218921		×	OMOTOWOTHOP		
	10	189688	Albritton, Clara R	530 W 27th St Riviera Beach , Fl 33404	561-842- 9547	5x01xWK	CN218922		v 🗌	OMOTOWOTHOP	4	
										Records: 1 - 503 of 503		
											-	
			Define i	Route Save		Print Times	heet	Print/Expo	t Grid to Excel	J		

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
- 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.

/endors DOSS User						Home Applications	Kathle	Brannen Lo
Print Time Sheet	Dalm D	anch Coun	tur Com	munite	Comi	000		1.742
lime Entry	Failli De	each coun	ity com	munity	Servi	ces		1.96
Generate Monthly Invoice		Community S	Services Ve	ndor Por	tal			740
Generate Invoice	and the set	000			-			-
Jpload Files		Active Prescrip	OCtion List For GA FOC	D SERVICE INC				
Monthly Invoice Status		Please type	at least 3 Characters/Nur	nbers to filter				
nvoice Status					Go			
donthly Approved Invoices				,				
Approved Invoices	# Client# Name					Delivery Day		
rint Center	1 266253 Abelenda Martinez, Georg	13578 Greentree Trail	561-601- 7x1xWK	CN219214		MOTOWOTS OF	~	
DM Time Entry	2 266255 Abelenda Martinez, Georg	13578 Greentree Trail	561-601- 7x1xWK	CN219216				
DM Generate Invoices	1 266620 Abrau Michalla	Wellington , FI 33414	9671					
DM Active Rx List		Please Add Routes			×			
	 Zeeszo Abreu, Hichele 					CHOTOWOTNOF		
	5 255729 Adams, Evelyn D	Please Add Route Code:	* Route - 03			CMCYCWCThC#		
	6 266517 Agosto-Ruiz, Salvador		lund.			ONOTOWOTHOP		
	7 266517 Agosto-Ruiz, Salvador	Please Add Route Descrip	ption: [Juno]	×		ONOTOWOTHOP		
	8 116658 Akagi, John	SEQVendorRoute Code	Description	Action				
		1 GAF Route - 01	Tequesta	Modify Delete				
	9 189688 Albritton, Clara R	2 GAF Route - 02	lupiter	Modify Delete		ONOTOWOTHOP		
	10 189688 Albritton, Clara R		r ·		-		Ĭ.	
			Add Route			Records: 1 - 583 of 583	3	
						1		
	Define R	save	Print Timesh	Print/Ex	port Grid to Excel	J		

HDM Assign Route

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

/endors DOSS User										Home Applications	1	Kathle Brannen Logout
			Palm B	each Cou Community	nty (Servi	Com ces V	mur endor	iity Se Portal	ervi	ces		
				Active Press	ription List	For GA FO	OD SERVIC	E INC				
				Filter ©Clien Please t	it# OClient N vpe at least 3 (ame OAddre Characters/Nu	iss OPrescr Imbers to filter	iption				
								Go				
	_										_	
	•	Client#	Name	Address	Phone	Frequency		Route#	Seq#	Delivery Day		
	1	266255	Abelenda Martinez, Georg	13378 Greentree Trail Wellington , Fl 33414	561-601- 9671	7x1xWK	CN219214	Route - 01 💙		● MOTOWOThO #	^	
	2	266255	Abelenda Martinez, Georg	13578 Greentree Trail Wellington , FI 33414	561-601- 9671	7x1xWK	CN219216	Route - 02 🗸 🗸		Om®tOwOthOp	-	
	0	200520	Abrev, Michelle	5254 Fountains Drive S Lake Worth , FI 33467	561-275- 3955	5×1×00W	WN214027	Route 03 💙		OmOr®wOrnO⊭		
		266620	Abrev, Michelle	5254 Fountains Drive S Lake Worth , FL 33467	561-275- 3955	5×1×EOW	WN214828	Route - 01 💙		● M O TO W O TH O F		
	5	255729	Adams, Evelyn D	428 Jupiter Lakes Blvd Jupiter , Fl 33458	561-339- 3660	10x1xEOW	CN218793	Route + 02 💙		OM®TOwOThOP		
	6	266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth , Fl 33467	561-701- 3980	5×1×WK	WN214807	Route - 03 💙		ONOT®WOTHOF		
	7	266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth , Fl 33467	561-701- 3980	5x1xWK	WN214808	Route - 01 💙		● MOTOWOTHOP		
		116658	Akagi, John	30 Easthampton B B West Palm Beach , Fl 33417	561-616- 8197	14x1xEOW	CN218819	Route - 02 💙		™ ®⊤®w®тн®≠		
	9	189688	Albritton, Clara R	530 W 27th St Riviera Beach , FI 33404	561-842- 9047	5x01xWK	CN218921	Route - 03 💙				
	10	189688	Albritton, Clara R	530 W 27th St Riviera Beach , Fl 33404	561-842- 9047	5x01xWK	CN218922			ONCTOWOTHOP	Y	
										Records: 1 - 503 of 50	0	
										,	_	
			Define R	soute Save		Print Times	heet	Print/Export Grid	to Excel			

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

							Delivery Day	
266255	Abelenda Martinez, Geor <u>c</u>	13578 Greentree Trail Wellington , Fl 33414	561-601- 9671	7x1xWK	CN219214	Route - 01 💙	● M O T O W O T h O F	
266255	Abelenda Martinez, Georç	13578 Greentree Trail Wellington , Fl 33414	561-601- 9671	7×1×WK	CN219216	Route - 02 💙	OM®TOWOThOF	
266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth , Fl 33467	561-275- 3955	5x1xEOW	WN214827	Route - 03 💙	OMOT®WOThOF	
266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth , Fl 33467	561-275	SetaEOW	M/NO1 4000	Route - 01 💙	• MOTOWOTHOF	
255729	Adams, Evelyn D	428 Jupiter Lakes Blvd Jupiter , Fl 33458			×	Route - 02 🗸	M®TOWOThOF	
266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth , Fl 33467	New client(s) ad	lded to the	daily	Route - 03 🗸	OMOT®WOTHOF	
266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth , Fl 33467	Please reprint t	he timeshe	et(s) to	Route - 01 💙	• MOTOWOTHOF	
116658	Akagi, John	30 Easthampton B B West Palm Beach , Fl 3341	reflect the chan	ge(s).		Route - 02 💙	OM®TOW OThOF	
189688	Albritton, Clara R	530 W 27th St Riviera Beach , Fl 33404	561-842- 9047	5x01xWK	CN218921	Route - 03 💙	MOT WOTH F	
189688	Albritton, Clara R	530 W 27th St Riviera Beach , Fl 33404	561-842- 9047	5x01xWK	CN218922	~	OMOTOWOThOF	
							Records: 1 - 583 of	

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.

ors DOSS User							-	Home Applications	Кі	thie Brannen
۲		Palm B	each Cou Community	inty Co <i>Service</i>	ommu s Vendo	nity S r Porta	Servi l	ces		Ŷ
			Active Pres	scription List For	GA FOOD SERV	CE INC				
			Please	e type at least 3 Char.	acters/Numbers to fil	cription ler				
		[Go			
	• C	lient# Name	Address	Phone Fr	equency Rx	Route#	Seq#	Delivery Day		
	574 1	86051 Zuniga, Alba O	3843 42nd Ave S Lake Worth , Fl 33461	766-251- 3124 5x	1xWK WN214801		✓	OMOTOWOTHOP	^	
	575 2	66255 Abelenda Martinez, Geor	13578 Greentree Trail	561-601- 7×	1VIIK CN210214	Route + 01		Image: Comparison of the second se		
	37e 2	66620 Abreu, Michelle	Please Enter Date I				≅	@MOTOWOThOP		
	577 2	66517 Agosto-Ruiz, Salvador						®MOTOWOTNOF		
	576 2	66255 Abelenda Martinez, Geor	Please Select Route	NO: Route - 01	~			Om®tOwOthOr		
	575 2	55729 Adams, Evelyn D	Please Select Print:	Bi-Weekly O Dr	ate			OM®TOWOThOF		
		CCER Alasi Jaka						0.000		
	500 1	19930 Akapi John	Start Date - End Date	a: 01/23/2017 -	- 02/05/2017	~		CMETOWOTNOF		
	581 2	66620 Abreu, Michelle						ONOT®WOTHOF		
	582 2	66517 Agosto-Ruiz, Salvador						OMOTEWOTNOF		
	503 1	89688 Albritton, Clara R		Print				OmOr®wOthOp	Y	
								Records: 1 - 583 of 583	1	
		Define	Route Save	e Pri	nt Timesheet	Print/Export	Grid to Excel)	-	

- 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.

	For 01/23/2017 M	onday			Time Sheet # H2
Client Details		Prog/Srv	Rx	Freq	Client Signatures
Abelenda Mar 13578 Greent	tinez,Georç 266255 ee Trail Wellington , Fl	O3C2/HDM 33414	CN219214	7x1xWK	Non Kosher Frozen Meal Route - 01
Abreu,Michell 5254 Fountair	e 266620 s Drive S Lake Worth ,	O3C2/HDM FI 33467	WN214828	5x1xEOW	Kosher Meal Route - 01
Agosto-Ruiz,S 3146 Via Poin	alvador 266517 ciana Lake Worth , FI 3	O3C2/HDM 33467	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.

⊟	5-0-	;		ActiveTir	neSheet.xls [Pr	otected View] - Exe	el					Ī] -	-		×
File	Home	Insert Page Layout	Formulas Data Review	View TE	AM 🛛 Tell	me what you wan	it to do					Kath	ie Brann	ien S.	₽ Shar	re
A1	•	× √ <i>f</i> × #														۲
A	В	С	D	E	F	I	J	К	L	м	N	0		Р	Q	
1 #	Client#	Name	Address	Phone	Frequen cy	Rx										
2 3 1	189688	Albritton, Clara R	530 W 27th St Riviera Beach , Fl 33404	561-842- 9047	5x01xWK	CN218922										
4 5 2	202299	Allen, Ronnie P	5795 La Paseos Dr Greenacres , Fl 33463	561-855- 2495	7x1xWK	CN219247										
6 7 3	202299	Allen, Ronnie P	5795 La Paseos Dr Greenacres , Fl 33463	561-855- 2495	7x1xWK	CN219248										
8 9 4	180422	Alonso, Laura	1060 Camprock Road West Palm Beach , Fl 33417	561-683- 1764	5x1xWK	CN218577										
10 11 5	180422	Alonso, Laura	1060 Camprock Road West Palm Beach , Fl 33417	561-683- 1764	5x1xWK	CN218597										
12 13 6	153584	Alonso, Pedro	1060 Camprock Road West Palm Beach , Fl 33417	561-683- 1764	5x1xWK	CN218598										
14 15 7	153584	Alonso, Pedro	1060 Camprock Road West Palm Beach , Fl 33417	561-683- 1764	5x1xWK	CN218650										
16 17 8	265614	Ambroise, Felicia	4740 Portofino Way West Palm Beach , Fl 33409	561-506- 4702	7x1xEOW	CN219160										
18 19 9	99265	Ambrosio, Jean	331 Toney Penna Jupiter , Fl 33458	561-747- 7711	5x01xEOW	CN218875										
20 21 10	99265	Ambrosio, Jean	331 Toney Penna Jupiter , Fl 33458	561-747- 7711	5x1xEOW	CN218874										
22 23 24 11	136443	Anaya, Luis	313 Norwich N Century Village West Palm Beach , Fl 33417	561-682- 9093	14x1xEOW	CN218786										
25 26 12	53293	Anderson, Jimmy L	1316 Sw Avenue D Belle Glade , Fl 33430	561-983- 1944	7x01xWK	WN214322										Ŧ
4	Ac	tiveTimeSheet 🕘					÷ •									Þ
Ready												– –	- 1		+ 100	0%

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	Applications
Print Time Sheet	Do Do	1	Dor	ah Cor	unter Co	manite	Comicor			
Time Entry	Fa	IIII	Dea	ich co	unty Ct	minumity	Services			
Generate Monthly Invoice			C	ommunit	v Services	Vendor Por	tal			
Generate Invoice	and the second second	-10	-				1000			
Upload Files				Active List	For Time Entry For	GA FOOD SERVICE INC	aaa/)			
Monthly Invoice Status				Please	type at least 3 Charact	ers/Numbers to Search	333)			
Invoice Status						Go	Clear			
Monthly Approved Invoices									_	_
Approved Invoices					Route	Attachment				
Print Center		0	2	02/06/2017	Route - 01			1.	1	
HDM Time Entry			4	02/13/2017	Route - 01					
HDM Generate Invoices							Records: 1 - 2 of 2			
HDM Active Rx List				O Start Time I	Entry 🔲 Election Th	a Entar 🔲 Draft 🛄 Dalar	ad			
				U - Start Time f	Print/Export Grid to	Excel	eu			

• Select to enter Delivery Information

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

цу							
Ven	dor Code: GAF e Sheet #: 2	GA FOOD ROUTE: Route	- 01	L	Service Period: 02/06/20	Brannen 01702/06/2017	
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	●y○n○d	8:00 AM	Reset
266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth , Fl 33467	WN214808	5×1 ×WK	●yONOD	8:45 AM	Reset
266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth , Fl 33467	WN214827	5×1 ×EOW	●y○N○D	9:15 AM	Reset
						Re	cords: 1 - 3

• Click the Attach button

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

🧉 Select file(s) to	upload by web	dev11				×								
Look in:	HDM_Modul	e	-	G 🕫 🛙	୭▼		JTjhvSyo7DwMwh54pzIV	JlbMtjieDw2VN 🔎	👻 🖒 Hon	ne	HRIS HRIS	6	🗿 Menu	× b
C.	Name	*		Date mod	lified	Туре 🔺	Microsoft Expression	instruct	tions htm					
Recent Places	16-8.pdf			8/1/2016	4:23 PM	Adobe	Wilcrosoft Expression		uonsatun					
	Sign Sheet	for Palm Beach (County DOSS (O	0 8/1/2016	4:23 PM	Adobe							Home Applicatio	ons
	Sign Sheet 1	for Palm Beach (County DOSS (C	0 8/1/2016 :	3:41 PM	Adobe =			· C					
Desktop	Sign Sheet	for Palm Beach (County DOSS (C	0 8/1/2010 0	4:24 PIVI 2:55 DM	Adobe	ach Co	untv	COL		inity Sei	VIC	es	
	Sign Sheet 1	for Palm Beach (County DOSS (C	0 8/1/2016	3:55 PM	Adobe	100 1 100 Los							
Libraries	Sign Sheet	for Palm Beach (County DOSS (C	0 8/1/2016	4:23 PM	Adobe	ommuni	ty Serv	vices '	Vendo	or Portal			
	Sign Sheet	for Palm Beach (County DOSS (O	0 8/1/2016	4:23 PM	Adobe	A COMPANY		C ANNO C			1.00		
	🔁 Sign Sheet f	for Palm Beach (County DOSS (O	0 8/1/2016	4:24 PM	Adobe								
Computer	🔁 Sign Sheet 1	for Palm Beach (County DOSS (O	0 8/1/2016	3:41 PM	Adobe								
	Sign Sheet	for Palm Beach (County DOSS (C	0 8/1/2016	3:55 PM	Adobe	6				rovider/Merker* Kethie	Irannon		
Network	Sign Sheet f	for Palm Beach (County DOSS (C	0 8/1/2016	3:58 PM	Adobe				r.	Service Devied an (ac (ac		017	
	 Sian Sheet f 	for Palm Beach (County DOSS (C	0 8/1/2016 :	3:41 PM	Adobe	RU	UTE: Route - 01			Service Period: 02/06/2	01702/06/2	017	
Г	File name:	Sign Sheet for I	Palm Beach Couri	ty DOSS (C001	-	Open	Address		Ry#	RX	Home?/Double Delivery	Time	Reset	
	Files of type:	PDF Files			•	Cancel	520 W 27th St			Frequency				
		,		_			Riviera Beach , Fl	33404	CN218922	5x01xWK	●YONOD	8:00 AM	Reset	
	_	_		266517	Agosto-Ru	iz, Salvador	3146 Via Poinciana Lake Worth , FL 33	467	WN214808	5x1 xWK	●yONOD	8:45 AM	Reset	
				266620	Abasis Mir		5254 Fountains Dri	ve S	WN014007	Eut - EOW		0.15 AM	- Proved	
				200020	Abred, Mic	inene	Lake Worth , Fl 33	467	WN214027	JXI XEOW	WYONOD	3:13 AM	Keset	
													Records: 1 - 3 of 3	
							_	То	tal Client Ente	red: 3				
							I have verified a	nd believe the e	entered time t	o be correct	to the best of my knowle	dge		
							Attachmer	1					×	
									Time S	Sheet Atta	achment #H2			
								Atta	chment(s):*	Attach	(PDF Only)			
										No Record(s	s) Found.			
								File Name			Doc Type Delet	e		
									т	here are no reco	rds available.			
											Record	s: 0 - 0 of 0		
										Clos	e			

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

			Canod	Attach/4V		Done	- Dra#	Chark A			
			my knowledge	ct to the best of I	o be corre	he entered time t	verified and believe the	I have v			
					red: 3	Total Client Ente					
ω	rdst 1 - 3 of	Reco									
_	Reset	9:15 AM	D	ONOA@	5x1 xEOW	WN214827	ountains Drive S orth , Fl 33467	5254 Fi Lake W	Abreu, Michelle	266620	
	Reset	8:45 AM	0	ONO40	5x1 xWK	WN214808	'ia Poinciana 'orth , Fl 33467	3146 V Lake W	Agosto-Ruíz, Salvador	266517	
_	Reset	8:00 AM	D	ONONO	5x01xWK	CN218922	27th St Beach , Fl 33404	530 W Riviera	Albritton, Clara R	189688	
	Reset	Time	e Delivery	Home?/Doubl	RX Frequency	Rut	9	Address	Client Name	Client#	
		-02/06/2017	r:* Kathie Brani id: 02/06/2017-	Provider/Worke Service Perio		- 01	GA FOOD S ROUTE: Route		idor Code: GAF ie Sheet #: 2	Ven Tim	
×										muy	TimeE
				ose	ę			+			
		1 of 1	Delete Pelete Records: 1 -	Davie Typpe PDF	th Cou	veet for Palm Beac	File Nam <mark>Sign Si</mark>				
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×							tachment	CI AL			
			my knowledge	ct to the best of I	red: 3 o be corre	Total Client Ente	verified and believe t	I have			
64	rds: 1 - 3 of	Kecor									
	Reset	9:15 AM	D	ONOA®	5x1 xEOW	WN214827	Fountains Drive S Vorth , Fi 33467	5254 F Lake V	Abreu, Michelle	266620	
	Reset	8:45 AM	O	ONOA®	5x1 xWK	WN214808	Via Poinciana Vorth , Fl 33467	3146 V Lake V	Agosto-Ruiz, Salvador	266517	
	Reset	8:00 AM	U	ONOA®	5x01xWK	CN218922	1 27th St 1 Beach , Fl 33404	530 W Riviera	Albritton, Clara R	189688	
	Reset	Time	e Delivery	Home?/Doub!	Assembly J	2	8	Addres	Gient Name	dient#	
		-02/06/2017	r:* Kathie Branı Id: 02/06/2017-	Provider/Worke Service Perio		- 01	GA FOOD (ROUTE: Route		ndor Code: _{GAF} ne Sheet#: 2	Ver Tim	
×										Entry	Time
		vices	Serv	unity for Port	n m Vend	y Cor	Count unity Se	Comm	alm Be	P	
			-					5		-	

Ven Tim	dor Code: GAF e Sheet #: 2	GA FOOD ROUTE: Route	SERVICE INC	Pr	rovider/Worker:* Kathie B Service Period: 02/06/20	Brannen 01702/06/2017	
Client#	Client Name	Address	Rx#	RX Frequency	Home?/Double Delivery	Time Re	eset
189688	Albritton, Clara R	530 W 27th St Riviera Beach , Fl 33404	CN218922	5×01×WK	● Y ○ N ○ D	8:00 AM	<u>eset</u>
266517	Agosto-Ruiz, Salvador	3146 Via Poinciana Lake Worth , Fl 33467	WN214808	5x1 xWK	● y ○ N ○ D	8:45 AM	<u>eset</u>
266620	Abreu, Michelle	5254 Fountains Drive S Lake Worth , Fl 33467	WN214827	5×1 ×EOW	● y ○ N ○ D	9:15 AM	<u>eset</u>
						Records:	1 - 3 of
		✓ I have verified and believe	Total Client Enter the entered time to	ed: 3 be correct t	to the best of my knowled	dge	



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
Print Time Sheet	Dala		200	ah Country C		anniter C.	amiana		
Time Entry	Pall	n I	sea	ch county c	omn	numity Se	ervices		1.000
Generate Monthly Invoice			Co	mmunity Servic	es Vei	ndor Portal			Alter-
Generate Invoice	and all	-					1.1		
Upload Files			ilter @Cik	Generate Invoices For (SA FOOD SE	RVICE INC	Program		
Monthly Invoice Status			inter O'Cito	Please type at least 3 Ch	aracters/Numb	ers to filter	riogram		
Invoice Status						Ğo	Clear		
Monthly Approved Invoices									
Approved Invoices							Comments		
Print Center			4	02/13/2017-02/13/2017	Route - 01	Sign Sheet for Palm Beach			
HDM Time Entry			2	02/06/2017-02/06/2017	Route - 01	Sign Sheet for Palm Beach			
HDM Generate Invoices									
HDM Active Rx List			Tot	al Items Selected: 0	т	tal Amount Selected:	\$0.00		
				Export To Excel	Senerate/Print	Invoice			

• Select the row/s to invoice

Pal	m l	Beac Com	h County (umunity Servi	Comn ces Ver	nunity S ndor Portal	ervices
			Generate Invoices For	GA FOOD SE		
	1	Filter Client	# OLast Name OFirst Name O	Date Range	Time Sheet# OService O	Program
	r		Please type at least 3 C	characters/Numb	ers to filter	
					GO	Clear
	-					
		TS #	DateRange	Route#	Attach	Comments
		4	02/13/2017-02/13/2017	Route - 01	Sign Sheet for Palm Beach	
		2	02/06/2017-02/06/2017	Route - 01	Sign Sheet for Palm Beach	
		Total	Items Selected: 2	т	otal Amount Selected:	\$138.50
			Export To Excel	Generate/Print	Invoice	

• Click the Generate/Print Invoice button

	Filter Client	Generate Invoices Fo OLast Name OFirst Name (Please type at least 3	OF GA FOOD S	ERVICE INC	Oservice O	Program
			Grandeteroritaria		Go	Clear
	TS #	DateRange	Route#	Attach		Comment
V	4	02/13/2017-02/13/2017	Route - 01	Sign Sheet fo	<u>r Palm Beach</u>	
	2	02/06/2017-02/06/2017	Route - 01	Sign Sheet fo	<u>r Palm Beach</u>	
	Total	Items Selected			Selected	\$138.50
	Total	Confirm		5		¢130.30
		Do you want to genera	ate a vendor in	voice?		

• Click the Ok button to Confirm

Proc	ram/Service:	/HDM	Λ				Reimbu	rsement Id: VP2017021600	14144	Billir	ng Date:02/16	/2017
	Bill To :						Make Check	s Payable to:				
	Division	Of Senior	Services Fi	scal Staff			Legal Name	G A Food Service Of Pinel	las County I	nc		
	Palm Bea	ich Coun	ty Communi	ty Service Departm	nent		Alias Name	Ga Food Service Inc				
	West Pali	n Beach,	FL 33401				Address:	12200 32nd Court St Petersburg Fl				
								33716 Status:	Submitted			
¥	Date	TS#	Client#	Client Name	RX#	ID#	Produc	t Type and Description	Submitted	Unit	Rate	Tota
1	02/06/2017	H2	266620	Abreu, Michelle	WN214827	BKFST-FROZEN	Pre-pla	ed frozen breakfast		10.00	\$4.55	\$45.5
2 Abre	02/13/2017 eu, Michelle	H4	266620	Abreu, Michelle	WN214827	BKFST-FROZEN	Pre-pla	ed frozen breakfast	Total:	10.00 20.00	\$4.55	\$45.5 \$91.0
#	Date	TS#	Client#	Client Name	RX#	ID#	Produ	ct Type and Description		Unit	Rate	Tota
3	02/06/2017	H2	266517	Agosto-Ruiz, Salvador	WN214808	FROZEN	Non Ko	sher Frozen Meal		10.00	\$4.65	\$46.5
4	02/13/2017	H4	266517	Agosto-Ruiz, Salvador	WN214808	FROZEN	Non Ko	sher Frozen Meal		10.00	\$4.65	\$46.5
Ago	sto-Ruiz, Sa	lvador		Galvador					Total:	20.00		\$93.0
#	Date	TS#	Client#	Client Name	RX#	ID#	Produ	ct Type and Description		Unit	Rate	Tota
5	02/06/2017	H2	189688	Albritton, Clara R	CN218922	FROZEN	Non Ko	sher Frozen Meal		10.00	\$4.65	\$46.5
6 Albr	02/13/2017 itton, Clara	H4 R	189688	Albritton, Clara R	CN218922	FROZEN	Non Ko	sher Frozen Meal	Total:	10.00 20.00	\$4.65	\$46.5 \$93.0
								Grand	Fotal :	60.00		\$277.0

• Print the Generated Invoice

DOSS – Verify Override Request

Vendors	DOSS U	ser Proto	Туре					Home	Applicat	tions		Kathie B	rannen Lo	gout
	Print Ce Verify In	nter Doss voices	e Reque	Palm B	Beach Comm	Cou nunity	nty Co Service.	ommu s Vendo	nity S or Porta	Servi را	ces			Y
	Filte	r Client	t# Cli	ent Name	All Vendor Please	l vendo Name (type at l	Time Entr ast 3 Char	de Reque y # O Pro racters/Nur	est List escription nbers to fi	C Serv Iter	ice ^O Servic	e Date ု O	Status	
	Selec		Client#	Client Name		Vendor	Rx	Service	Program	Units	Service Date	Attach	Comments	
	0	386	123506	ALGIE KOON		MEG	CPB1094	PECA	OA3B	27.00	02/03/2014- 02/16/2014	View	View	
												Record	s: 1 - 1 of 1	
	•	Start Rev	iew 🖸 -	- Override Ap	oproval 【	Ove	rride Reject t/Export Gr	ted id 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
 - 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

	Vorify	Invoices
0055-	veniy	IIIVUICES

endors	DOSS User	Proto Type					Home A	pplications	I	Kathie E	Brannen Lo
and the second second	Print Center Verify In Verify Overri	Doss VOICES	Pal	m Beacl Com	h Cou ^{munity}	nty Con Services	nmuni Vendor I	ty Ser Portal	vices		
			Filter	Invoice# Please	All Vo Vendor e type at l	endor's Inv Name C Inv east 3 Charac	voice List oice Date ters/Numbers	C Service s to filter	C Program		
	Selec	Invoice#	Vendor	Units	Amount	Invoice Date	Service	Program	Status	Process Date	Process By
		600	MEG	4	\$2.00	07/09/2014	нмк	OA3B	REJECTED	07/09/2014	RNIU 📥
		598	MEG	56	\$15.00	07/09/2014	нмк	OA3B	REJECTED	07/09/2014	RNIU
		606	MEG	2	\$2.00	07/09/2014	нмк	OA3B	REJECTED		
	0	628	MEG	28	\$14.00	07/17/2014	PECA	OA3B	SUBMITTED		
	0	586	MEG	2	\$2.00	07/09/2014	RESP	OA3B	SUBMITTED	07/09/2014	dkon
	0	612	MEG	0	\$0.00	07/09/2014	SCSM	OA3E-1	SUBMITTED	07/09/2014	dkom
	0	634	MEG	4	\$2.00	07/17/2014	нмк	OA3B	SUBMITTED	07/17/2014	kbran
	0	588	MEG	16	\$8.00	07/08/2014	SCSM	OA3E-1	SUBMITTED		
	0	604	MEG	11	\$7.00	07/09/2014	SCSM	OA3E-1	SUBMITTED		
	0	624	MEG	84	\$30.00	07/17/2014	PECA	OA3B	SUBMITTED		
	0	626	MEG	9	\$7.00	07/17/2014	SCSM	OA3E-1	SUBMITTED		
	0	632	MEG	1	\$1.00	07/17/2014	SCSM	OA3E-1	SUBMITTED		
		626	MEG	2	£2.00	07/17/2014	0000	0435.4	CURNITTER		-
	0	Start Proce	ss 🖸	Approved C	Draft Pri	Rejecte nt/Export Grid	d to Excel			Kecords: 1 -	23 of 23

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

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 Service Service Date Range Status Selec: TS# Client # Client Name Rx Service Program Units Service Date Attach Comments C 27146 134141 EDYTHE PHILLIPS CMSE423 SCSM OA3E-1 9.00 05/2014 View View
Selec: TS# Client# Client Name Rz Service Program Units Service Date Attach Comments C 27146 134141 EDYTHE PHILLIPS CMSE423 SCSM OA3E-1 9.00 05/2014 <u>View</u> <u>View</u>
C 27146 134141 EDYTHE PHILLIPS CMSE423 SCSM OA3E-1 9.00 05/2014 View View
Records: 1 - 1 of 1

View and track your downloads	Search	a downloads
Name	Location	Actions
1.pdf webdev11	Do you want to open or save this file?	Open Save 🔻

Time Sheet Review

🕘 Unit Entry	Webpage Dial	og									×
	Vendor Co Time Shee Clien Client Na	ode: MEGA00 t #: 27146 t #: 134141 me: EDYTHE	01 PHILLIPS FI	MEGA NURSIN Program/Service: OA31 Prescription #: See b CMA #: 1208 DU: 1006-144-146134	G IN E-1/SCS eelow 87 0131	С. М	Provider/W Service Contract Grant	Vorker:* eddie Period: 05/20 Period: 12/01 Period: 01/01	george)14 ./2012 to 11 /2014 to 12/	/30/2014 /31/2014	
	Samira Data	D#	1D#	Constan Tung & Decembring	118	Cost Per	Total	Action			
	05/05/2014	CHEE402	NUL ET A W/	Denvil Heden see Pull of t		Unit	t102.00	Accort for pa	mont	_	
	05/05/2014	CMSE423	40333100 /	McKesson Underpad with S	2	\$31.00	\$102.00	Accept for pa	vment		
	05/05/2014	CMSE425	WW-710	Cleansing Wines Disp Pre-N	1	\$2.88	\$2.88	Accept for pa	vment		
	05/05/2014	CMSE426	752440091	Body Wash and Shampoo.	1	\$7.20	\$7.20	Accept for pa	vment	•	
	05/05/2014	CMSE427	00205	Barrier Cream For Incontine	1	\$4.55	\$4.55	Accept for pa	vment		
	05/05/2014	CMSE428	54328	Glucerna Drink Diabetic/Va	2	\$50.40	\$100.80	Accept for par	yment	-	
	05/12/2014	CMSE430	54328	Glucerna Drink Diabetic/Va	1	\$50.40	\$50.40	Accept for pa	yment	•	
									Reco	ords: 1 - 7 of 7	
	Total I	Products Ente	ered:	7 Total Units Enter	ed:		9	View: <u>View</u>	<u>1.pdf</u>		
			Dra	aft S	ave		Can	el			
					5	, ,					
_											
Invoice TS	list Webpage	Dialog	т		. .	:N		2			×
	Filter	Client#	Client Nam	e C Time Sheet # C	Prescrir	otion C	Service	Service Date R	ange Os	tatus	
	The			Please type at least 3 C	haracte	rs/Numb	ers to filter		lange e	latab	
	Selec TS#	# Client#	Client Nam	ie Rx	Service	e Progr	am Units	Service Date	Attach	Comments	
	271	46 134141	EDYTHE PH	HILLIPS CMSE423	SCSM	OA3E	-1 9.00	05/2014	View	View	
									Record	ds: 1 - 1 of 1	
		_	_	_							
	O Start	t Review ု 🖸	Draft 💟	Accepted 🛛 Reje	ected						
		Def	nt/Export-C	rid to Excel	ish Rev	iew/Fin	alize	Close			
			ne, Export d		.Shi kev			ciose			

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 D	OSS Us	er Finar	nce Menu							Home	Applic	ations	1		Dicky Komala	n Logout
				Pal	m E	Beacl Com	h Count munity Se	y Co rvices	mm Vena	unit lor Pc	y Sei ortal	rvice	es			C
							Finan	cial Trai	nsmitt	al						
	P	Please S P	Please s elect the lease Inp	Select Ve Invoice out DO/D	ndor: * Date: * PO #: *	144-	•		Sea	▼ rch	Clear					
			4	pproved	invoice	25		_			Invoi	ces to b	e trans	mitted		_
		Invoice	Vendor	Service		Amt.	Date			Invoice	Vendor	Service		Am	Date	
			Ther	e are no rec	ords avai	ilable.					Ther	e are no re	ecords ava	ailable.		
								>>								
								<								
	т	fotal Un	its:	Tota	l Amou	nt:	Select	ed Service	es: (-	

DOSS – Verify Monthly Invoices

Vendors	DOSS User	Home	Applications	K	Cathie Brannen Logout
1	Verify Override Request	Dalm Boach County Community Community			
THE .	Verify Invoices	Faim beach county community services			1 942 2
	Verify Monthly Invoices	Community Services Vendor Portal			A Cart
	Review Invoice - Fiscal				
	Review Invoice - Final	Verify Monthly Invoices			
	Finance Transmittal				
	CMA Commodity DOSS Setup	P No Record(s) Found			
	Print Center -Invoices				
	Finalized Monthly Invoices	nice Number - Invision Date Vendor Code Status Service Program Amount Units Approve Date		Comments	
	Finalized Invoices	There are no records available.			
				Records: 0 = 0 of 0	
		Print/Export Grid to Excel Approve			

DOSS – Review Invoice Fiscal

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

	enty Overnde erify Invoices erify Monthly	nvoices		Palm	Bea	ch C	ount aity Se	ty C ervice	omm 2s Ven	iunit dor Po	y Ser Irtal	vices	
R	eview Invoice	Fiscal			-		Review Invo	ices Approv	ed by Doss Pr	e Fiscal			
F	inance Transmi	ttal				Filter Cinvo	ice # Ovend	lor Name C	Invoice Date	OService OPro	gram		
-	MA Commodia	v DOSS Satur									Clear		
D	in Contra Tas	, DOGG Setup										·	
-	rint Center - inv	osces	Vend	or Units	Amount	Invoice Ot	Service	Program	Invoice	Attachment	Commenta	Approve/Reject	Process Dt
1	inalized Month	y invoices	s PRI	65	\$812.50	02/09/2017			Invoice	View	Add	OApprove OReject	02/14/2017 02:25:38 pm
F	inalized Invoic	15 ¥00.	1 FRI	4	\$50.00	02/09/2017			Invoice	View	Add	OApprove OReject	02/14/2017 01:17:45 pm
		VP20170209001400	D FRI	4	\$52.00	02/09/2017			Invoice	View	Add	OApprove OReject	02/14/2017 01:19:02 pm
		VP20170209001398	6 FR1	4	\$52.00	02/09/2017			Invoice	View	Add	Okoprove OReject	02/14/2017 01:20:07 pm
		v920170209001401	2 692	6	\$75.00	02/09/2017			Invoice	View	Add	Oxpprove Offeject	02/14/2017 01:21:39 pm
		VP20170209001401	1 991	6	\$75.00	02/09/2017			Invoice	View	Add	CApprove OReject	02/14/2017 01:22:29 pm
		VP20170209001400	7 PRI	6	\$75.00	02/09/2017			Invoice	Wase	Add	CApprove Offeject	02/14/2017 01:23:33 pm
		VP20170209001399	L PRI	6	\$75.00	02/09/2017			Involce	View	Add	OApprove OReject	02/14/2017 01:24:36 pm
		VP201702140014064	4 PRI	4	\$50.00	02/14/2017			Invoice	Water	Add	OApprove Offeject	02/14/2017 01:25:29 pm
		VP20170209001400	5 1963	δ	\$104.00	02/09/2017			Invoice	View	Add	CApprove Offerent	02/14/2017 01:26:43 pm
		VF20170209001399	4 783	12	\$150.00	02/09/2017			Invoice	View	Add	Capprove Offeject	02/14/2017 01:26:29 pm
		VP20170209001398	4 /71	12	\$156.00	02/09/2017			Invoice	View	Add	Capprove Offeject	02/14/2017 01:37:00 pm
		VP20170209001400	8 PR2	18	\$225.00	02/09/2017			Invoice	View	Add	Capprove OReject	02/14/2017 01:38:26 pm
		VP20170209001400	4 PR3	18	\$225.00	02/09/2017			Involue	View	Add	CApprove CReject	02/14/2017 01:41:08 pm 🗸
					4554.65				Te ales	11.4		0 0	Records: 1 + 47 of 47

DOSS – Review Invoice Final

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

idors	DOSS User												н	me Applications	Kathi	e Brannen
1	Verify Override	Request		CO.	Delma	Daa	-h C		A					_		
1	Verify Invoices				Paim	Bea	cn C	oun	τyι	Jommu	inity	Ser	vice	S		11.
6	Verify Monthly I	Invoices				Co		ita (erni	es Vendi	ar Par	tal				
	Review Invoice	Fiscal		in the second	had not been		ine ine se h	y 3	iei vii	es venue	01 2 01					
- 1	Review Invoice	- Final					Get Approv	ed Invoices	Approved	by DOSS Fiscal For	Final to Revie	W				
	Einance Transmi	Tral					Filter Invo	ice # OVer	ndor Name	Olnvoice Date OSe	rvice OProgr	am				
	Phance Hansin	man										Clear				
	CMA Commodit	y DOSS	Setup													
	Print Center -Inv	oices			Vendor	Units	Amount	Invoice Dt	Service	Program	Invoice	Attachmen	Comments	Process Dt	Process By	
	Finalized Month	ly Invoic	es 17	02090013957	CFS	30	\$398.10	02/09/201	ник	PBS	Invoice	View	Add	2/14/2017 12:22:24 PM	egaskins	
	Finalized Invoice	18	17	02090013973	CFS	40	\$530.80	02/09/201	RESP	CCE	Invoice	View	Add	2/14/2017 12:23:59 PM	egaskins	
			VP2017	02090013971	CFS	42	\$557.34	02/09/201	RESP	ADI	Invoice	View	Add	2/14/2017 12:25:01 PM	egaskins	
		•	VP2017	02090013961	CFS	317.75	\$4,216.54	02/09/201	PECA	CCE	Invoice	View	Add	2/10/2017 2:06:13 PM	egaskins	
		✓	VP2017	02090013970	CFS	83	\$1,101.41	02/09/201	PECA	CCE	Invoice	View	Add	2/10/2017 2:11:45 PM	egaskins	
		✓	VP2017	02090013958	CFS	171	\$2,269.17	02/09/201	нмк	CCE	Invoice	View	Add	2/10/2017 2:51:04 PM	egaskins	
		V	VP2017	02090013953	CFS	464	\$6,157.28	02/09/201	RESP	CCE	Invoice	View	Add	2/10/2017 3:04:03 PM	egaskins	
			VP2017	02090013956	CFS	419	\$5,560.13	02/09/201	RESP	ADI	Invoice	View	Add	2/10/2017 3:18:07 PM	egaskins	
			VP2017	02090013949	CFS	104	\$1,380.08	02/09/201	PECA	PBCC	Invoice	View	Add	2/14/2017 1:00:40 PM	egaskins	
			VP2017	02090013954	CFS	66	\$875.82	02/09/201	RESP	QA3E-1	Invoice	View	Add	2/14/2017 12:30:03 PM	egaskins	
			VP2017	02090013962	CFS	63	\$836.01	02/09/201	PECA	QA3B	Invoice	View	Add	2/14/2017 12:37:06 PM	egaskins	
			VP2017	02090013972	CFS	101	\$1,340.27	02/09/201	COMP	QA3B	Invoice	View	Add	2/14/2017 12:47:36 PM	egaskins	
			VP2017	02090013968	CFS	98	\$1,300.46	02/09/201	PEGA	PBCC	Invoice	View	Add	2/14/2017 12:50:19 PM	egaskins	
			VP2017	02090013964	CFS	88	\$1,167.76	02/09/201	HMK	QA38	Invoice	View	Add	2/14/2017 12:54:57 PM	egaskins 🗸	
			VP2017	102090013955	CF8	116	\$1,539.32	02/09/201	RESP	OA38	Invoice	View	A.64	2/14/2017 12:58:15 PM	enaskins	
															Records: 1 - 40 of 40	

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 U	lser Financ	ce Menu		_		Home	Applications	1	Dicky Komalan L	.ogout
			Palr	n Beach Commi	Cour unity S	ity Cor Services	nmunity Vendor Port	Servic	es		Ì
			С	MA Advantage	/ Com	munity Ser	vice Crosswall	k Associatio	n		
	Select		Effective Start Date	Effective End Date	Sel		Legal Name		DOSS Ven	dor	
	0	11036C	06/20/2014	06/19/2015			There	are no records ava	ailable.		
	\bigcirc	12087	12/01/2014	11/30/2015				Records: 0	0 of 0 - Pages: ««	< 1 > >> (out of 0)	,
	\bigcirc	14010	05/04/2014	05/03/2015							- 1
				Records: 1 - 3 of 3							
	Adv. COMM	I. Adva	ntage CL_Desc	Advantage	Advantag	je COMM DESC	Price		DQSS Product		
	Ln#				There	e are no records	available.				
								Records: 0 - 0	of 0 - Pages: «« «	$1 \gg \gg$ (out of 0)	

Vendors DOSS User				_			Home Applications	Kathie Brannen Logout
	F	Palm Bea <i>Co</i>	ch Cou mmunity	nty Ser	7 Co1 vices	nmun Vendor	ity Services Portal	
		ci	A Advantage	/ Comn	unity Ser	vice Crosswal	k Association	
	Select	CHA Effective Start Date	Effective End Date	54	она	Legal Name	DOSS Vendor	
	۲	12046RRD 12/01/2016	11/30/2017	۲	MEGA0001	MEGA NURSING SERVICES INC	MEGA NURSING SERVICES, INC.	1
	0	12087C 12/01/2016	11/30/2017				Records: 1 - 1 of 1 - Pages: 44 4 1 > >> (out of 1)	1
	0	16028 06/07/2016	06/06/2017					
	0	16059 11/01/2016	10/31/2017]				
			Records: 1 - 7 of 7					
				-				
	Adv. COMH.	Advantage CL. Desc	Advantage COHIH CD	Advantas	e COMH DESC	Price	DOSS Product	
	1	PROTECTIVE UNDERWEAR FO WOMEN, ELASTIC TO BE PULL UP &	R ED 47564	Paper Go Blister Ca	ods: Diapers, Med rds, Pillovr Cases	fication \$17.00	Prevail Underwear Pull-Up Mode -> PWC-512 W/MC	
	2	MEN. ELASTIC TO BE PULLED	47564 UP & 47564	Paper Go Blister Ca	rds: Diapers, Med rds, Pillour Cases	sitation \$15.30		
	(a.)	PROTECTIVE UNDERWEAR PO WOMEN, ELASTIC TO BE PULL UP &	R ED 47564	Paper Go Blister Ga	ods: Diapers, Med rds, Pillow Cases	lication \$42.50	Prevail Underwear Pull-Up Mode -> NU-512 W/MOD	
	4	PROTECTIVE UNDERWEAR FO MEN, ELASTIC TO BE PULLED	R 47564	Paper Go Blister Ca	ods: Diapers, Med rds, Pillour Cases	fication \$42.50	Prevail Underwear Pull-Up Mode -> NU-512 M/MOD	
	3	PROTECTIVE UNDERWEAR PO WOMEN, ELASTIC TO BE PULL UP &	R ED 47564	Paper Go Blister Ca	ods: Diapers, Med rds, Pillow Cases	lication \$47.00	Prevail Underwear Pull-Up Mode -> NU-513 W/MOD	
	6	PROTECTIVE UNDERWEAR FO MEN, ELASTIC TO BE PULLED	47564	Paper Go Blister Ca	ods: Diapers, Med rds. Dillour Cases	lication \$47.00	Prevail Underwear Pull-Up Mode -> NU-513 M/MOD	
	2	PROTECTIVE UNDERWEAR FO WOMEN, ELASTIC TO BE PULL UP &	K ED 47564	Paper Go Blister Ca	ods: Diapers, Med rds, Pillow Cases	fication \$51.00	Prevail Underwear Pull-Up Mode -> NU-514 W/MOD	
		PROTECTIVE UNDERWEAR FO MEN, ELASTIC TO BE PULLED	47564 UD & 47564	Faper Go Blister Ca	oda: Diapera, Med rds. Dilour Cases	lication \$51.00	Prevail Underwear Pull-Up Mode -> NU-514 M/MOD	
		PROTECTIVE UNDERWEAR FO	R ED 47564	Paper Go	ods: Diapers, Med	fication #17.00	×	
				The Local D	on and the second second		Records: 1 - 77 of 77 - Pages: Control 1 Control (out of 1)	
	<u>.</u>							

DOSS Print Center – Invoices

An Invoice can be printed from this screen.

DOSS	Jser Finan	ce Menu						Home	Applicati	ons		Dicky Komala
			Palr	n Bea <i>Co</i>	ch Co mmunit	unty ty Serv	Com vices Ve	munit ndor Pc	y Serv	vices		
	Filter @	Time Shee	t NO ©	Ple Client #	Prin ase Choos O Last Nam Please type	e Form T e © Firs at least 3	r For All \ ype © Time t Name ○ Range Characters	/endors esheet ◎ I Prescription /Numbers to	nvoice Service filter Clear	code 🔘 P	rogram Code	O Date
		Vendor	T5#	Client#	L. Name	F. Name	Rx	Service	Program	Units	Date Range	
		MEG	981	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	06/15/2015- 06/28/2015	×
		MEG	986	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	01/26/2015-02/08/2015	
		MEG	985	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	12.00	09/21/2015- 10/04/2015	
		MEG	984	242010	Hashim	Abdul	CRE133	RESP	OA3E-1		07/27/2015-08/09/2015	
		MEG	983	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	08/24/2015- 09/06/2015	
		MEG	982	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	06/01/2015- 06/14/2015	
		MEG	980	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	11.75	08/10/2015- 08/23/2015	
		MEG	979	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	6.00	05/18/2015- 05/31/2015	
		MEG	987	242010	Hashim	Abdul	CRE133	RESP	OA3E-1		05/04/2015- 05/17/2015	
		MEG	843	242010	Hashim	Abdul	CRE133	RESP	OA3E-1	12.00	09/08/2014-	*
												4 200

DOSS Finalized Monthly Invoices

Vendors	DOSS User									Home	Applications		Kathie Brannen Logout
	Verify Override	Request	Dolm	Dood	Con	mtrr (ommi	iter	Com	iaaa			
1	Verify Invoices		Palm	Deac	a cou	nty t	Johnmo	unity	Serv	ices			1 MR /
	Verify Monthly	Invoices		Com	munity	Servio	es Vend	or Port	al				Alter -
	Review Invoice	- Fiscal	the set	0.000	Junio								and the second second
	Review Invoice	- Final		Elliner (#	Involte il Ovland	Monthly	/ Invoices	ada Obrara	o Code				
	Finance Transmittal			ritter @									
	CMA Commod	ity DOSS Setup		L					Clear				
	Print Center -In	voices											
	Finalized Mon	thly Invoices	Invuice Date	Vendor Code	Status	Service	Program	Amount	Units	Approve Date	View	Comments	
	Finalized Invoid	2906	02/07/2017	GUA	APPROVED	EAR	CCE	110.36	124	PM	Invoice	Add.	
		VP201701110013346	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	COE	106.80	120	12/12/2016 3:30:41 PM	Invoice	Add	
		VP201611110012024	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	COE	133.50	150	10/14/2016 12:10:19 PM	Invoice	Add	
		VP201609150010969	09/15/2016	GUA	APPROVED	EAR	CCE	165.54	186	9/16/2016 9:10:32 AM	Invoice	Add	
		VP201702010013844	02/01/2017	LIFE	APPROVED	EAR	CCE	764.80	936	2/3/2017 8:41:39 AM	Invoice	<u>Add</u>	
		VP201701030013205	01/03/2017	LIFE	APPROVED	EAR	CCE	868	1085	1/3/2017 3:45:38 PM	Invoice	Add	
		VP201612050012524	12/05/2016	LIFE	APPROVED	EAR	cce	000	1110	12/6/2016 8:23:29 AM	Invoice	Add	
		VP201611070011946	11/07/2016	LIFE	APPROVED	EAR	CCE	799.20	999	11/7/2016 1:01:36 PM	Invoice	Add	
		VP201611070011945	11/07/2016	LIFE	APPROVED	EAR	CCE	799.20	999	11/7/2016	Invoice	Add	
												Records: 1 - 13 of 13	
					(Print/Export	Grid to Excel						

DOSS Finalized Invoices

This is the finalized invoices for all vendors.

dors DOSS User									Home	Applications	- I	(athie Brannen L	
Verify Override	Request	Dolm	Dood	Con	m ter C		and tree	Com	iana			1.74	
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Print Center -Inv	voices	Invoice Date	Vendor Cade	Status	Service	Program	Amount	Units	Approve Date	View	Comments		
Finalized Mont	hly Invoices	02/07/2017	GUA	APPROVED	EAR	CCE	110.36	124	2/7/2017 1:23:48 PM	Invoice	Add A		
T IIIIIICO IIITOIC	VP201701110013346	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	CCE	106.80	120	12/12/2016 3:30:41 PM	Invoice	Add		
	VP201611110012024	11/11/2016	GUA	APPROVED	EAR	COR	110.36	124	11/14/2016 9:01:13 AM	Invoice	Add		
	VP201610130011491	10/13/2016	GUA	APPROVED	EAR	CCE	133.50	150	10/14/2016 12:10:19 PM	Invoice	Add		
	VP201609150010969	09/15/2016	GUA	APPROVED	EAR	CCE	165.54	186	9/16/2016 9:10:32 AM	Invoice	Add		
	VP201702010013844	02/01/2017	LIFE	APPROVED	EAR	COE	764.80	956	2/3/2017 6:41:39	Invoice	Add		
	VP201701030013205	01/03/2017	LIFE	APPROVED	EAR	CCE	868	1085	1/3/2017 3:45:38	Invoice	Add		
	VP201612050012524	12/05/2016	LIFE	APPROVED	EAR	COE	000	1110	12/6/2016 8:23:29 AM	Invoice	644		
	VP201611070011946	11/07/2016	LIFE	APPROVED	EAR	CCE	799.20	999	11/7/2016	Invoice	644		
	VP201611070011945	11/07/2016	LIFE	APPROVED	EAR	CCE	799.20	999	11/7/2016	Invoice	Add		
											Records: 1 - 13 of 13		

Finance Transmittal

Dologogie Date Total Aunt Invoice Number Old Plate Vendor Status 5137 01/20/2015 248.05 011215-5137 MEG Submitted View Approve 4010 01/25/2015 960.00 012515-4010 MEG Processed View Approve 4020 01/27/2015 1960.00 012715-4020 MEG Rejected View Approve
Submitted Invoice List Filter Invoice Number Date Total Amount DO/DPO# Vendor Status D0/DP0# Date Total Am Invoice Number Vendor Status Action D0/DP0# Date Total Am Invoice Number Vendor Status View Action 5137 01/20/2015 248.05 011215-5137 MEG Submitted View Pending Reject 4010 01/25/2015 960.00 012515-4010 MEG Processed View Approve Pending 4020 01/27/2015 1960.00 012715-4020 MEG Rejected View Opponing 4020 01/27/2015 1960.00
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5137 01/20/2015 248.05 011215-5137 MEG Submitted View Pending 4010 01/25/2015 960.00 012515-4010 MEG Processed View Pending 4020 01/27/2015 1960.00 012715-4020 MEG Rejected View Pending 6 Approve Pending Reject Pending Reject
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Records: 1 - 3 of 3

Finance Print Center

Vendors DOSS User Finance Menu					Home	Applications	1	Dicky Komalan Logout
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	012515-4010	01/25/2015	960.00	4010		Processed	View	
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