

# Reviewing Invoice Line Items



**Knowledge Base Article**

# Reviewing Invoice Line Items

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# Reviewing Invoice Line Items

## Overview

This Knowledge Base Article discusses the **Review Invoices** functionality, detailing the steps for the Title IV-E Agency to approve Invoice Line Items, and allow the associated payments to be created, rostered and disbursed.

## Navigating to the Review Invoices Screen

From the SACWIS Home Page:

1. Click the **Financial** Tab.



2. Click the **Provider Invoicing** tab.



The left navigation pane appears.

3. Click **Review Invoices** in the navigation pane.



The **Review Invoices** screen appears, displaying the **Invoicing Agency** dropdown.

4. Make a selection from the **Invoicing Agency** drop-down menu.
5. Click, **Filter**.



## Reviewing Invoice Line Items

The **Review Invoices** screen appears, displaying the **Review Invoices List** grid (items that are awaiting review from the selected Invoicing Agency).

6. Select the **review** hyperlink next to the desired Invoice Line Item.

[Invoicing](#)  
[Review Invoices](#)  
[Search Invoices](#)

**Review Invoices Filter Criteria**  
 Invoicing Agency:

**Review Invoices List**

	Invoice Number Invoice Date	Line Item Number	Provider Name / ID	Person Name / ID	Service Service Date	Cost Total	Prevention Amount	Status
<a href="#">review</a>	00000000 MM/DD/YYYY	0000000	<Provider Name> / 00000000	Lastname, Firstname / 00000000	<Service> MM/DD/YYYY	\$0.00	\$0.00	<Status>
<a href="#">review</a>	00000000 MM/DD/YYYY	0000000	<Provider Name> / 00000000	Lastname, Firstname / 00000000	<Service> MM/DD/YYYY	\$0.00	\$0.00	<Status>
<a href="#">review</a>	00000000 MM/DD/YYYY	0000000	<Provider Name> / 00000000	Lastname, Firstname / 00000000	<Service> MM/DD/YYYY	\$0.00	\$0.00	<Status>
<a href="#">review</a>	00000000 MM/DD/YYYY	0000000	<Provider Name> / 00000000	Lastname, Firstname / 00000000	<Service> MM/DD/YYYY	\$0.00	\$0.00	<Status>
<a href="#">review</a>	00000000 MM/DD/YYYY	0000000	<Provider Name> / 00000000	Lastname, Firstname / 00000000	<Service> MM/DD/YYYY	\$0.00	\$0.00	<Status>

The **Review Line Item** screen appears.

### Reviewing a Line Item

1. The **Review Line Item** screen will display the specific **Service Details** for the Line Item as well as a payment breakdown for all the funding sources related to the payment that will be created. Please ensure the Service Details are accurate.

**Review Line Item**

INVOICE NUMBER: 00000000

PROVIDER NAME / ID: ProviderName / 00000000

INVOICE LINE NUMBER: 00000000

PERSON NAME / ID: Lastname, Firstname / 00000000

**Service Details**

Service Provider / ID: <Service Provider Name> / ID	Agency Name / ID: AgencyName / 00000000
Service: <Service>	Date of Service: MM/DD/YYYY

## Reviewing Invoice Line Items

Payment Breakdown				
Unit of Measure:		Units:		Service Rate:
15 Minutes		3		\$0.00
	Service Cost (Maintenance):	Operating Cost (Administration):	Cost Total:	
	\$0.00	\$0.00	\$0.00	
Medicaid Covered Amount:	\$0.00	\$0.00	\$0.00	
Private Insurance Covered Amount:	\$0.00	\$0.00	\$0.00	
Other State Funding Covered Amount:	\$0.00	\$0.00	\$0.00	State Funding Source: <Funding Source>
Other Federal Funding Covered Amount:	\$0.00	\$0.00	\$0.00	Federal Funding Source: <Funding Source>
Other Funding Covered Amount:	\$0.00	\$0.00	\$0.00	Other Funding Source: <Funding Source>
Prevention Services Line Item Amount:	\$0.00	\$0.00	\$0.00	

2. From the **Status** drop-down menu, select the desired status:

- **Approved:** This status will approve the Line Item and allow the payment to be issued. Enter comments if desired.
- **Declined:** This status will return the Invoice Line Item to the Invoicing Agency for corrections. For this status, comments will be required to detail why the line item is being declined. These comments will also be available to the Invoicing Agency.
- **Denied:** This status will deny the Line Item and prevent any payments from being created and notify the Invoicing Agency that the Line Item has been denied. For this status, comments will be required to detail why the line item is being denied. These comments will also be available to the Invoicing Agency.

**Note:** Any comments that were previously entered, by either the Invoicing Agency or the Reviewing Agency, will display below the status drop-down menu in descending order.

3. Click **Save**. If the status is approved, payments will be created and issued the first of the following month to the invoicing agency.

# Reviewing Invoice Line Items

Status:

Comments:

✓ ABC

2000

Status:

Submitted for Approval

Date:

MM/DD/YYYY

Comments:

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Apply

Save

Cancel

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.