SD – Brevity Plan Management – Invoices

Content

Entering Invoices

Invoices can be entered into Brevity in three different ways:

1. Manually – by opening up the relevant plan and adding the invoice directly
2. Bulk importing using the import widget
    a. Uploading multiple files from the computer
    b. Sending emails with PDF attachments to the **pm invoices** email address

Manually entering the invoices is slower, but ensures higher accuracy in data captured.

The Import Widget meanwhile uses Optical Character Recognition (OCR) to read the invoice and assist in entering as much data as possible. However, Brevity can often fail to read the correct data and or fail to read any data, and the accuracy in data captured can be lower if the plan-manager misses the incorrect data.

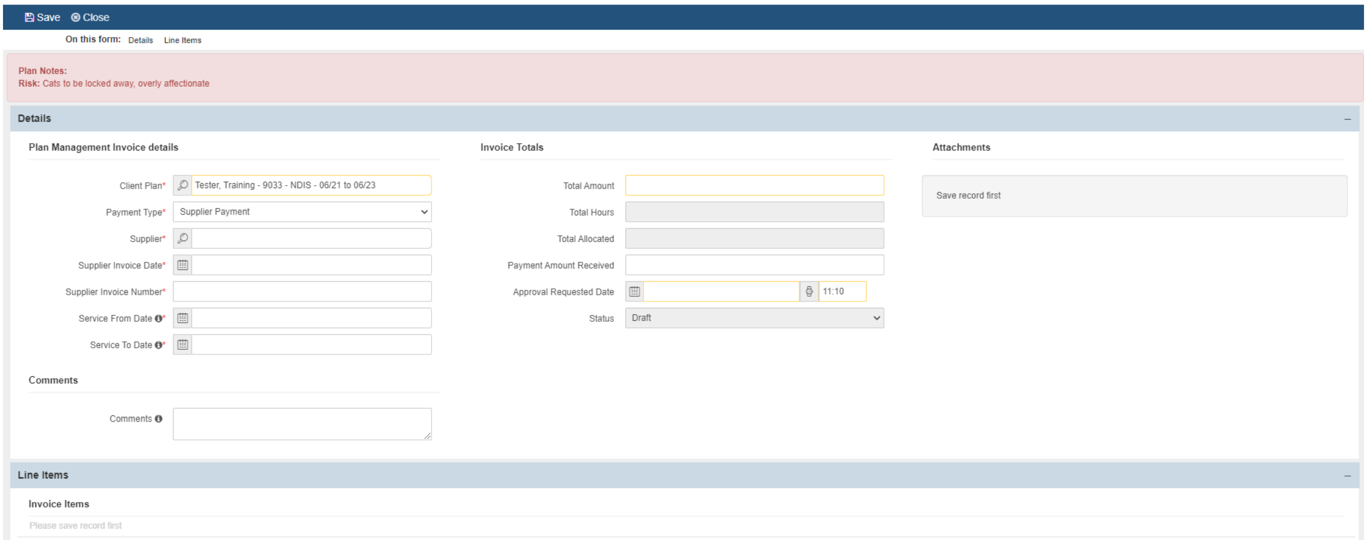
Entering Invoices Manually

1. Navigate to Care Management - Plan Management

2. Find the participant's plan and open it by double-clicking.
   (There should only be one active plan per participant, though sometimes old plans may be active for the purpose of processing invoices using a previous plans funding.)

3. Scroll to the bottom of the page and click the **+** button in the invoices section

4. You will then be presented with the following screen



a. **Plan Management Invoice details**

This is the data concerning the payment type, suppler (provider), invoice date, invoice number, and the service dates (these should be the earliest and latest dates of service detailed on the invoice, if there are multiple lines and date ranges). The service dates must be within the range of the plan. This section must be completed first. Save when you are done.

b. **Invoice Totals**

Here we only need to enter the **Total Amount**. This should be the amount owing on the invoice. The two fields below – **Total Hours** & **Total Allocated** – are populated by the line items which will be entered later. **Payment Amount Received** is populated after the results file/remittance from PRODA has been processed. **Status** will be Draft while the invoice is being entered, but it will need to be **Awaiting Approval** before we can close the invoice.

c. **Attachments**

This is where the invoice itself is attached to the invoice record. PDF is the best format, but JPGs and other filetypes can be used. The record must be saved after completing the Invoice details before a file can be attached. It also advisable to upload supporting letters here, for example, for low-cost AT invoices.

d. **Comments**

Any relevant information should be entered here with your initials and date of writing.

e. **Line items**

The individual line items are entered here. Plan-management should endeavor to summaries each line-item used – for example, if an invoice details 4 hours of house-cleaning on one day and 2 hours the next, we should enter 6 hours of the appropriate line item.

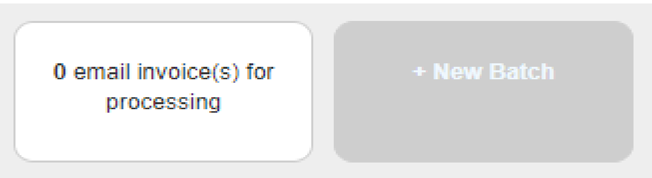
5. When all the line items are entered, click **Save**. Brevity will update the Total Hours and Total Allocated under Invoice Totals using the information from the line items. Total Allocated will need to equal Total Amount before continuing. If these two figures do not match, the invoice will not proceed to Awaiting Approval, and will not be Approved and proceed to claiming. You will need to amend the line items and try saving again.

6. If Total Allocated and Total Amount match, and the invoice Status still says Draft, save again and the status should update to Awaiting Approval**.** At this stage, the invoice is complete, and you can move on to the next one.

Using The Import Widget

1. Navigate to Care Management - Plan Management Import Invoices

2. There are two different ways to proceed from this point:



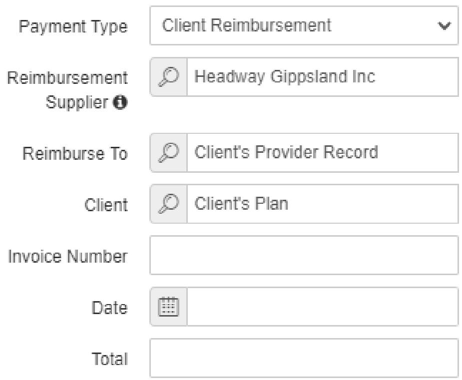
a. The button on the left represents the **pm invoices** email inbox. Emails with invoices attached as a PDF file can be forwarded to this address, and the user can click this button to assemble a batch of invoices from this inbox.

b. The button on the right (+ New Batch) allows the user to upload files directly from the computer

Client Reimbursements

When processing invoices that are related with a client reimbursement you will need to ensure that the participant to which the reimbursement relates has been established as a service provider and that their banking details have been provided as part of the provider record profile.

When processing an invoice that is a client reimbursement, Headway Gippsland Inc must be selected in the supplier's name from the Reimbursement Supplier field.



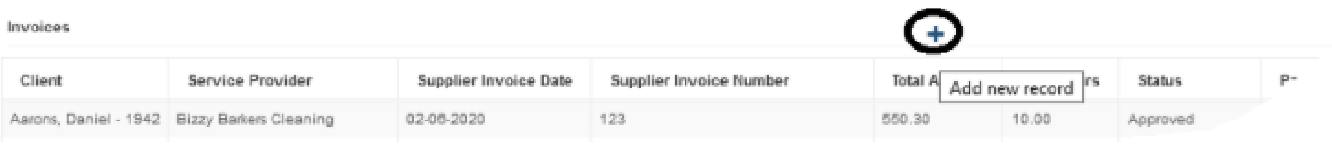
Payment Type	Client Reimbursement
Reimbursement Supplier	Headway Gippsland Inc
Reimburse To	Client's Provider Record
Client	Client's Plan
Invoice Number	
Date	
Total	

Creating a New Invoice

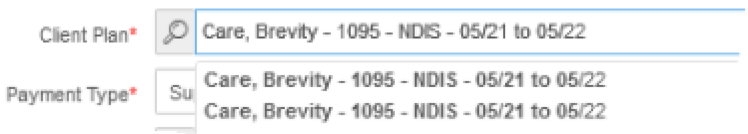
The following steps outlined relate with creating an invoice record including the invoice line items via the Participants Plan Management record

1. Select the Care Management - Plan Management sub menu to open the Plan Management Plan List page within the browser.
2. Highlight the Plan Management applicable with the invoice to be created, select the **Edit** button to open the Participants Plan Management record

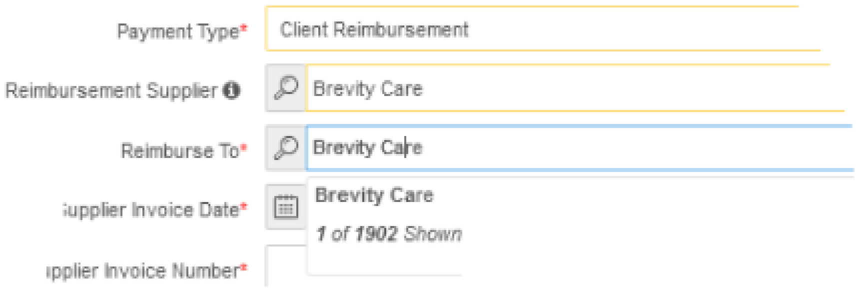
3. Scroll down the page to the invoice panel
4. Select the **+** Add new record to open the New Plan Management Invoice record page.



5. For invoice records that aren't being registered through the invoice panel of the plan management record, you will need to specify the client. Within the Client field either input the client’s name or search and select from the drop-down list



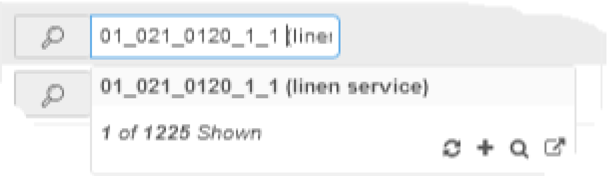
6. Within the Payment Type field select from the drop down list a value that will classify the invoice either as a Supplier Payment or Client Reimbursement.
7. For an Invoice that is related to a Supplier payment, within the supplier field either input the service provider or click into the field to select the required record from the drop-down list
8. For an Invoice that is related to a Client Reimbursement make the appropriate selections from the Reimbursement Supplier and Reimburse To field(s)



9. Within Supplier Invoice Date input the date of the invoice. The date can be specified as free text or by using the calendar picker. This date will also determine which plan Brevity will refer to for this invoice i.e., return relevant codes for budgets in that plan. If the date is old and refers to an older, deactivated plan, that plan will need to be activated so that the invoice can be recorded. The plan should be deactivated as soon as the invoice is entered.

10. Within the Supplier Invoice Number field input the unique reference number associated with the invoice.
11. If invoice is for a reimbursement, then ensure provider & item are listed after the invoice number e.g., 0001Coles-Nappies
12. Within the Service from Date input the date that the provision of the service or support commenced. The date can be specified as free text or by using the calendar picker. Refer to comments @ step 8.
13. Within the Service to Date input the date that the provision of the service or support ceased. The date can be specified as free text or by using the calendar picker. Refer to comments @ step 8.
14. Within the Total Amount field input the invoice amount.
15. Select the **Save** button to create the invoice record and set the invoice status as DRAFT, and to open the Line Items to the entry of Invoice Item lines.
16. Attaching the Invoice pdf file to the invoice record
    a. Invoice details (Supplier/Dates etc.)
    b. Invoice PDF
    c. Line items as necessary

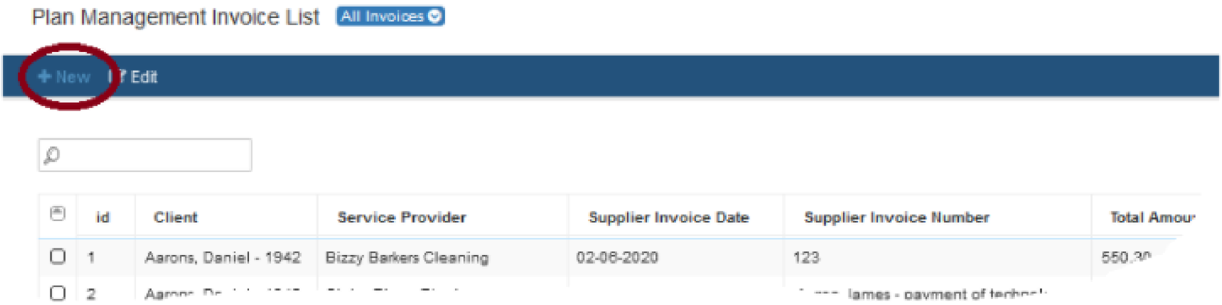
17. Select the **+** Add new record to open an invoice item line.
18. Within the Name field either input the service code *(example 01_021_0120_1_1)* or service name *(example linen service)*. Or you can also browse the library of available codes in the participant's plan by clicking on the magnifying glass.



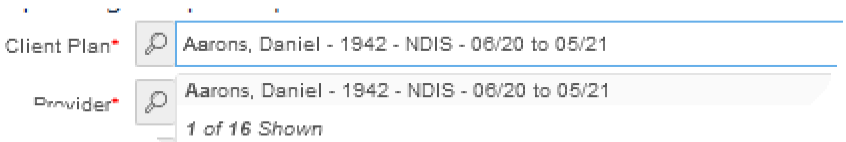
19. Within the Qty field input the quantity as listed on the invoice.
20. Within the Rate field, a value will be returned from the selected provider pricelist record, if a rate is not returned input the rate as listed on the invoice.
21. Within the GST field select the relevant value from the drop down to define whether GST is applicable to the invoice line item.
22. Within the Claim Type field select the applicable claim type from the drop-down list.
23. To attach additional line items, select the **+** Add new record to open a new invoice item line.
24. Repeat steps 14 - 20
25. If the status is not being retained as draft, then make sure the total amount matches total allocation. Fix this or any other error and try saving again.
    The reject button can be used if the invoice shouldn't be paid.
    The approval button should only be used if an invoice has already been approved by Operations Manager and an error is being fixed.
26. Select the **Save** button to create the invoice record, and to open the Line Items to the entry of Invoice Item lines.

Creating an Invoice Record

1. Select the Plan Management - Plan Management Invoice sub menu to open the Plan Management Invoice List.
2. Select the New button to open the New Plan Management Invoice record page within the browser.



3. Within the Client Plan field either select the name of the participant either from the drop-down list or by inputting the participant's name into the field.

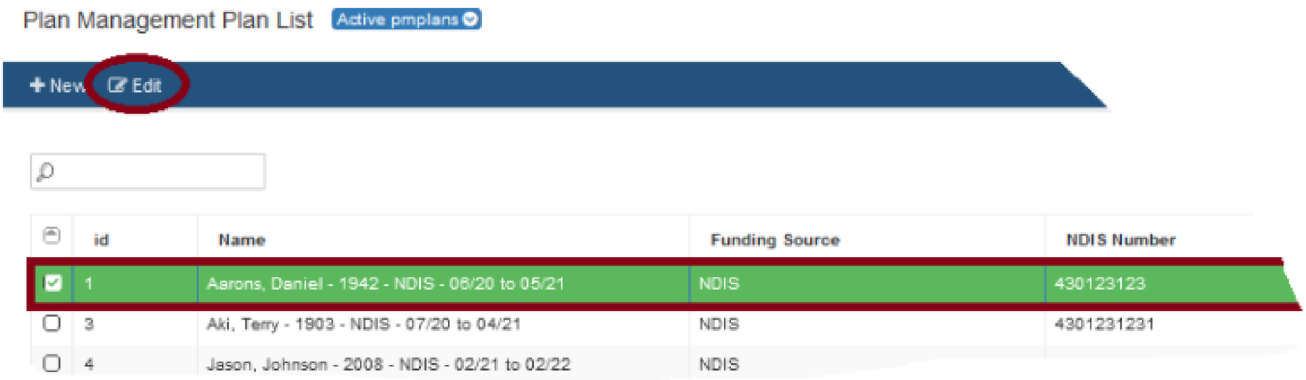


4. To create the invoice and line items observe steps 4 - 20 as listed above

Editing an Invoice or Invoice Line Item

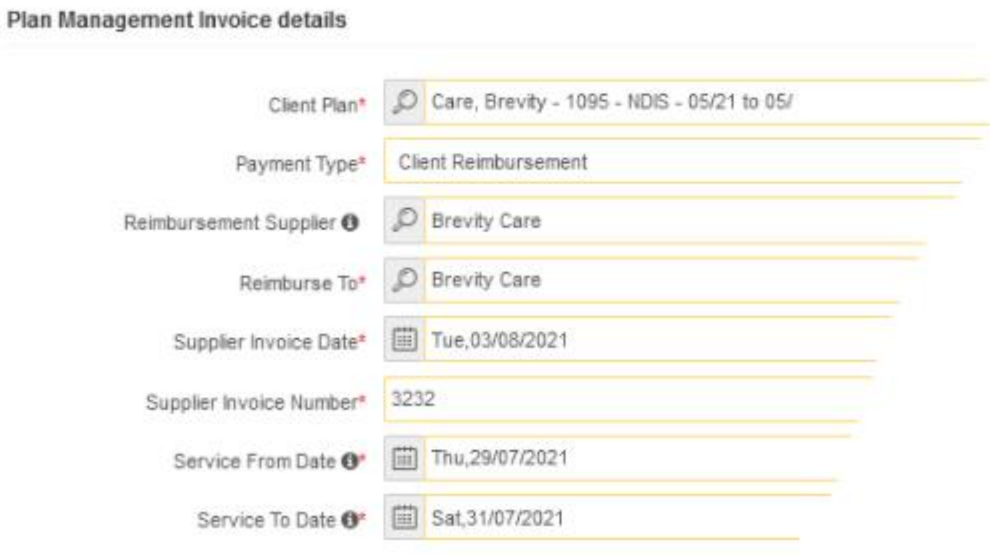
Editing an invoice record including the invoice line items via the Participants Plan Management record.

1. Select the Care Management - Plan Management sub menu to open the Plan Management Plan List page within the browser.
2. Highlight the Plan Management applicable with the invoice that is to be updated, select the **Edit** button to open the Participants Plan Management record.



3. Scroll down to the Invoice panel and highlight and double click the selected invoice to open the Edit Plan Management Invoice record page into the browser.

4. If the status of the invoice is not set as draft, then select the unlock button from the ribbon bar to open the invoice to editing.
5. Edit your changes to the Invoice.



6. To edit Invoice line items, select the edit record icon to open the Edit Plan Management Invoice Item record page within the browser.
7. Set the status, either to Approved, Awaiting Approval, cancelled or rejected.
8. Select the **Close** button to exit back to the plan record.

Editing an invoice record including the invoice line items via the Plan Management Invoice List:

1. Select the Plan Management-Plan Management Invoice sub menu to open the Plan Management Invoice List.
2. Search for the Invoice record that is to be updated.
3. Highlight the invoice and either select the **Edit** button or double click the record to open the Invoice Record into the browser.
4. To edit the invoice and line items observe steps 4 - 7 as listed above.
5. Select the **Close** button to exit back to the Plan Management Invoice List page with the browser.

Deleting an Invoice

Deleting an invoice record including the invoice line items via the Participants Plan Management record.

1. Select the Care Management - Plan Management sub menu to open the Plan Management Plan List page within the browser.
2. Highlight the Plan Management applicable with the invoice that is to be deleted, select the **Edit** button to open the Participants Plan Management record.
3. Scroll down to the Invoice panel and highlight invoice and line items that are to be deleted.
4. Select the **Delete Record** icon located within the far-right column.

Deleting an invoice record including the invoice line items via the Plan Management Invoice List:

1. Select the Plan Management-Plan Management Invoice sub menu to open the Plan Management Invoice List.
2. Search for the Invoice record that is to be deleted.
3. Highlight the invoice and select the **delete** button

Deleting an Invoice Line

Deleting an invoice line item via the Participants Plan Management record.

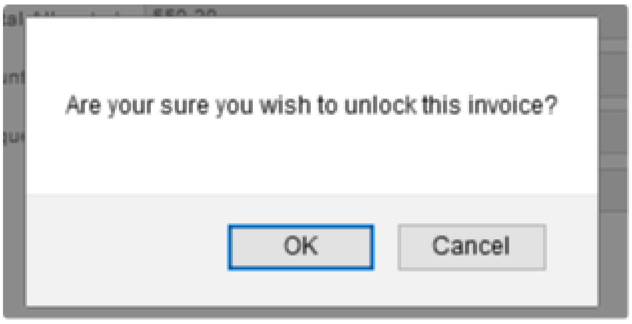
1. Refer to steps 1 - 4 under the Edit an Invoice topic.

2. Select the **Delete** icon opposite the invoice line item that is to be removed from the invoice.

Deleting an invoice line item via the Plan Management Invoice List:

1. Select the Plan Management - Plan Management Invoice sub menu to open the Plan Management Invoice List.
2. Search for the Invoice record that will be updated.
3. Highlight the invoice and select the **Edit** button to open the Invoice Record into the browser.
4. If the status of the invoice is not set as draft, then select the unlock button from the ribbon bar to open the invoice to editing.

`confirm OK to unlock the invoice`



5.Select the **Delete** icon opposite the invoice line item that is to be removed from the invoice.