

Super Quick Guide for Correcting Services in BHSDSTAR

Please see the User Guides for detailed description of all functionality.

From Home Screen Click on Either the Orange Banner or the teal 'Take Action' button under the Corrections Tile

The screenshot shows a dashboard titled "Workbooks Tracking" with a sidebar on the left containing "Programs" and "Workbooks". The main content area is divided into three sections: "Corrections Required" (with a teal "Take Action" button), "Pending Invoices" (with a teal "View" button), and "Invoice History" (with a teal "View" button). A red arrow points from the orange banner to the "Corrections Required" tile. Another red arrow points from the orange banner to the "Take Action" button. A third red arrow points from the orange banner to the "View" button under "Pending Invoices".

Welcome to Workbooks: Marvels Division 2

You have pending corrections. Click here to take action.

If this is not you, you are not permitted to view or modify any data inside this system.

Programs

Workbooks

Workbooks Tracking

Corrections Required

Pending Invoices

Take Action

View

Invoice History

View

Fiscal Summary

Fiscal Summary

Paid

Outstanding

Remaining

Highcharts.com

Click on the teal link for the invoice you wish to correct under the 'Invoice Detail' Column

Program Workbooks	Project All	Site All	Payor All	Fiscal Year All	Status Corrections Requ	Fund All	Invoice Number
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AWAITING ACTION (2)

INVOICE COUNT

2

TOTAL AMOUNT

\$8,333.32

Program	Project	Invoice Details	Invoice	Fund	Fiscal Year	Payor	Activity Dates	Amount	Last Action Taken
Workbooks	Workbooks 3	Marvels Division 2 Rebecca Leppala	STAR- 001 766	MA - - Federal	FY 16	Marvels Agents - DNR	Mar, 2016	\$7,777.77 on 10/14/2016	Provider corrections Required Rebecca Leppala 10/16/2016
Workbooks	Workbooks 3	Marvels Division 2 Rebecca Leppala	STAR- 001 768	MA - - Federal	FY 16	Marvels Agents - DNR	Jun, 2016	\$555.55 on 10/14/2016	Provider corrections Required Rebecca Leppala 10/16/2016

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Click on the highlighted service Item – often ‘Workbook Upload’ or ‘Invoice Upload

STAR- 001 766 **\$7,777.77**

Action
-- Select --

Submit Action

Provider Site
Marvels Division 2

Invoice Date / Period / Fiscal Year
10/14/2016; Mar, 2016; FY16

Project Manager
Rebecca Leppala

Fund Source
MA - : 4000: SGF:Substance Abuse

Provider Uploaded Files
[test workbook sig.pdf](#)
[test workbook.xlsx](#)


Comments: **Add Comment**

10/16/2016 at 09:20 AM
Rebecca Leppala:
please check dates

PDF **Activity Report** **Add a New Service**

Service Date(s)	Service	Staff	Created	Total
03/08/2016 - 03/11/2016	Workbook Upload	Rebecca Leppala (Audit)	10/14/2016	\$7,777.77

Return to Invoice List



Make corrections as Indicated in comments and click “Save” button at bottom of screen

Workbook Upload

Transaction ID 1407224566VND	
Specify Date of Activity 3/8/2016	<small>If applicable specify the end date, otherwise leave blank</small> 03/15/2016
Specify Cost of Activity (all costs associated with delivery of activity) 7777.77	
Signed PDF test workbook sig.pdf	
Excel Workbook (must be of type .xls or .xlsx) test workbook.xlsx	
Are you required to provide supporting documentation <input type="radio"/> Yes <input checked="" type="radio"/> No	
Acknowledgment <input checked="" type="checkbox"/> I acknowledge that I have verified dates, amount and signature in attached files.	
Electronic Signature Agreement <p>By selecting the 'I Agree' button, you are signing this Billing electronically. You agree your electronic signature is the legal equivalent of your manual signature and that all actions conducted inside BHSDDSTAR as part of this billing are valid and enforceable based on your E-Signature. By selecting the 'I Accept' button, you agree to the following terms and conditions:</p> <ol style="list-style-type: none">1. Documentation exists on site for the service(s) for which you are billing/invoicing and said documentation is available on demand for onsite audits;2. The service(s) for which you are billing/invoicing was/were provided during the date(s) entered;3. If the service(s) for which you are billing/invoicing was/were provided to an individual and being billed against that individual's available funds, that individual was present for the date(s) entered;4. You are authorized to submit billing/invoicing records on behalf of the organization for which you are billing/invoicing;5. The billing/invoicing record will be included on the standardized electronic invoice generated automatically by BHSDDSTAR following the rules set forth for the associated project;6. Entry of a billing record/invoice is not a guarantee of payment. Approval of billing records/invoices is at the discretion of the funding agency and may require clarification;7. If during the course of an onsite audit or desk audit, it is determined a billing record/invoice is not valid, your organization may be responsible for returning the funds which were paid. <input checked="" type="checkbox"/> Agree	
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

Select 'Corrections Completed' in drop down Action menu and then click teal 'Submit Action' button

bhsdstar Training PROGRAMS Logged in as: Rebecca Leppala (Audit)

STAR- 001 766 **\$7,777.77**

Action:
-- Select --
Corrections completed

Submit Action

Provider Site
Marvels Division 2

Invoice Date / Period / Fiscal Year
10/14/2016; Mar, 2016; FY16

Project Manager
Rebecca Leppala

Fund Source
MA - : 4000: SGF:Substance Abuse

Provider Uploaded Files
[test workbook sig.pdf](#)
[test workbook.xlsx](#)

Comments:

10/16/2016 at 09:20 AM
Rebecca Leppala:
please check dates

Add Comment

PDF **Activity Report**

Add a New Service

Service Date(s)	Service	Staff	Created	Total
03/08/2016 - 03/15/2016	Workbook Upload	Rebecca Leppala (Audit)	10/14/2016	\$7,777.77


Return to Invoice List

Under Pending Invoices, you can now see the invoice – the green ‘Thumbs Up’ sign indicates you have successfully submitted your corrections

Program	Project	Site	Payor	Fiscal Year	Status	Fund	Invoice Number
Workbooks	All	All	All	All	All Pending (Appr)	All	

AWAITING ACTION (1) **IN REVIEW (0)** **ADMINISTRATIVE HOLD (0)**

INVOICE COUNT	TOTAL AMOUNT
1	\$7,777.77

Program	Project	Invoice Details	Invoice	Fund	Fiscal Year	Payor	Activity Dates	Amount	Last Action Taken
Workbooks	Workbooks 3	Marvels Division 2 Rebecca Leppala	STAR- 001 766	MA -- Federal	FY 16	Marvels Agents - DNR	Mar, 2016	\$7,777.77 on 10/14/2016	 Rebecca Leppala (Audit) 10/16/2016

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