

Knowledge Base Article

Table of Contents

Overview	3
Navigating to the Review Invoices Screen	3
gg	
Reviewing a Line Item	2

Overview

This Knowledge Base Article discusses the **Review Invoices** functionality for Person Invoices, detailing the steps for the Agency to approve Invoice Line Items.

Navigating to the Review Invoices Screen

From the Ohio SACWIS Home Page:

1. Click the Financial Tab.



- 2. Click the **Invoicing** tab.
- 3. Click the Review Invoices link on the side navigation menu.



The **Review Invoices** screen appears, displaying the **Review Invoices List** grid.

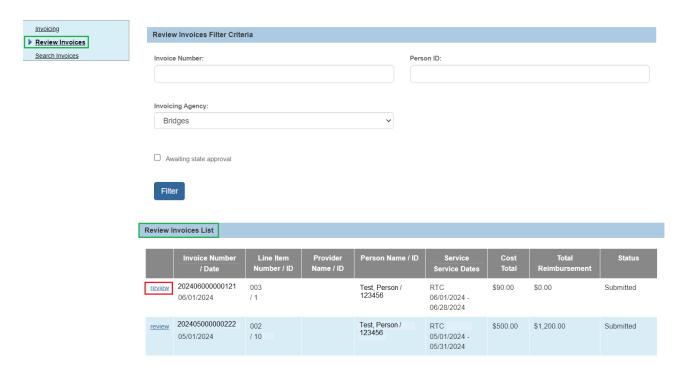
Note: The screen will default results to any Invoice Line Items that are awaiting approval for the Logged in Agency. The User can enter Search Criteria to filter down to a specific item.

- Make a selection from the **Invoicing Agency** drop-down menu.
 OR
- 5. Provide the Invoice Number or Person ID.
- 6. Click, Filter.



The **Review Invoices** screen appears, displaying the **Review Invoices List** grid.

7. Select the **Review** hyperlink next to the desired Invoice Line Item.



The **Line Item Details** screen appears.

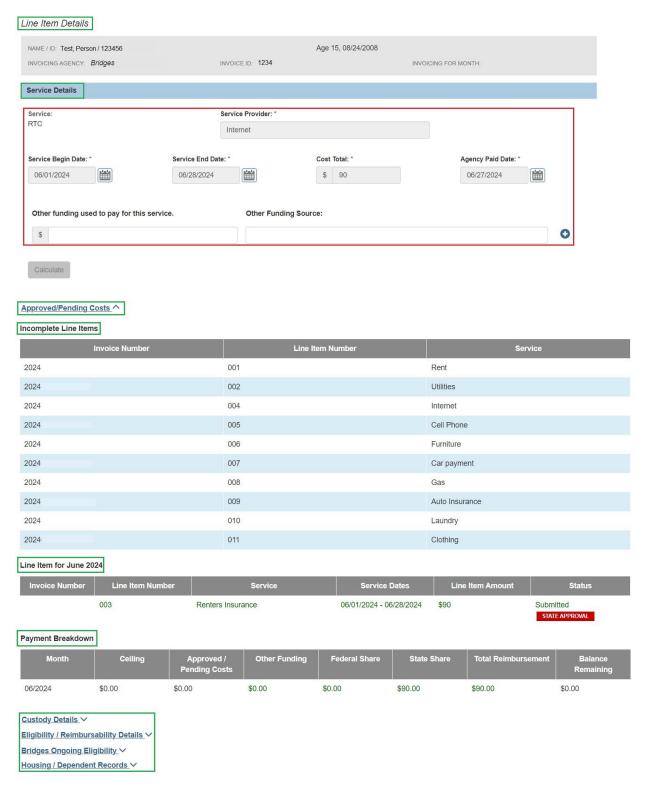
Reviewing a Line Item

 The Line Item Details screen will display in View Mode to allow the reviewer the ability to see all the Service Details for the Line Item. Please ensure the Service Details are accurate.

Page 4 of 6

Department of Children & Youth Last Revised: 07/18/2024

2. If the reviewer wants to view, Approved/Pending Costs, Custody Details, Eligibility/Reimbursability Details, Bridges Ongoing Eligibility and Housing/Dependent Records, click the Dropdown button to expand each section.



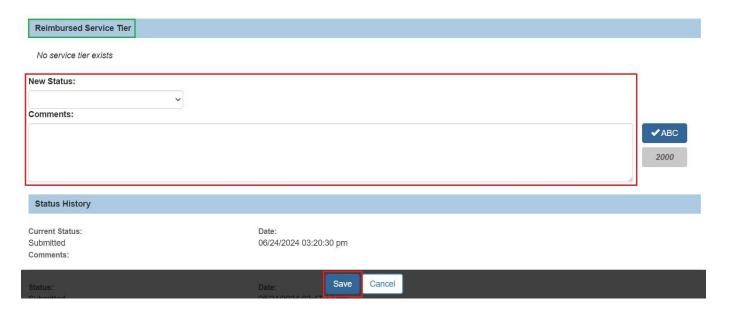


Last Revised: 07/18/2024

- 3. From the **Status** drop-down menu, select the desire status:
- **Approved:** This status will approve the Line Item and allow the payment to be issued. Enter comments if desired. If the Line Item requires State Approval, once approved by Bridges Fiscal Supervisor, the Line Item will be sent to the State for Approval.
- **Declined for Rework:** This status will return the Invoice Line Item for corrections. For this status, comments will be required to detail why the line item is being declined. The Invoice will now display on the Declined Invoices page.
- **Denied:** This status will deny the Line Item and prevent any payments from being created and notify the Worker 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 will display below the Status History section in descending order.

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



If you have additional questions pertaining to this Deployment Communication, please contact the <u>Customer Care Center</u>.

Page 6 of 6

Department of Children & Youth

Last Revised: 07/18/2024