How to create, request and approve an Ad Hoc, Episodic, and System Generated (Placement) Invoice

August 19, 2025

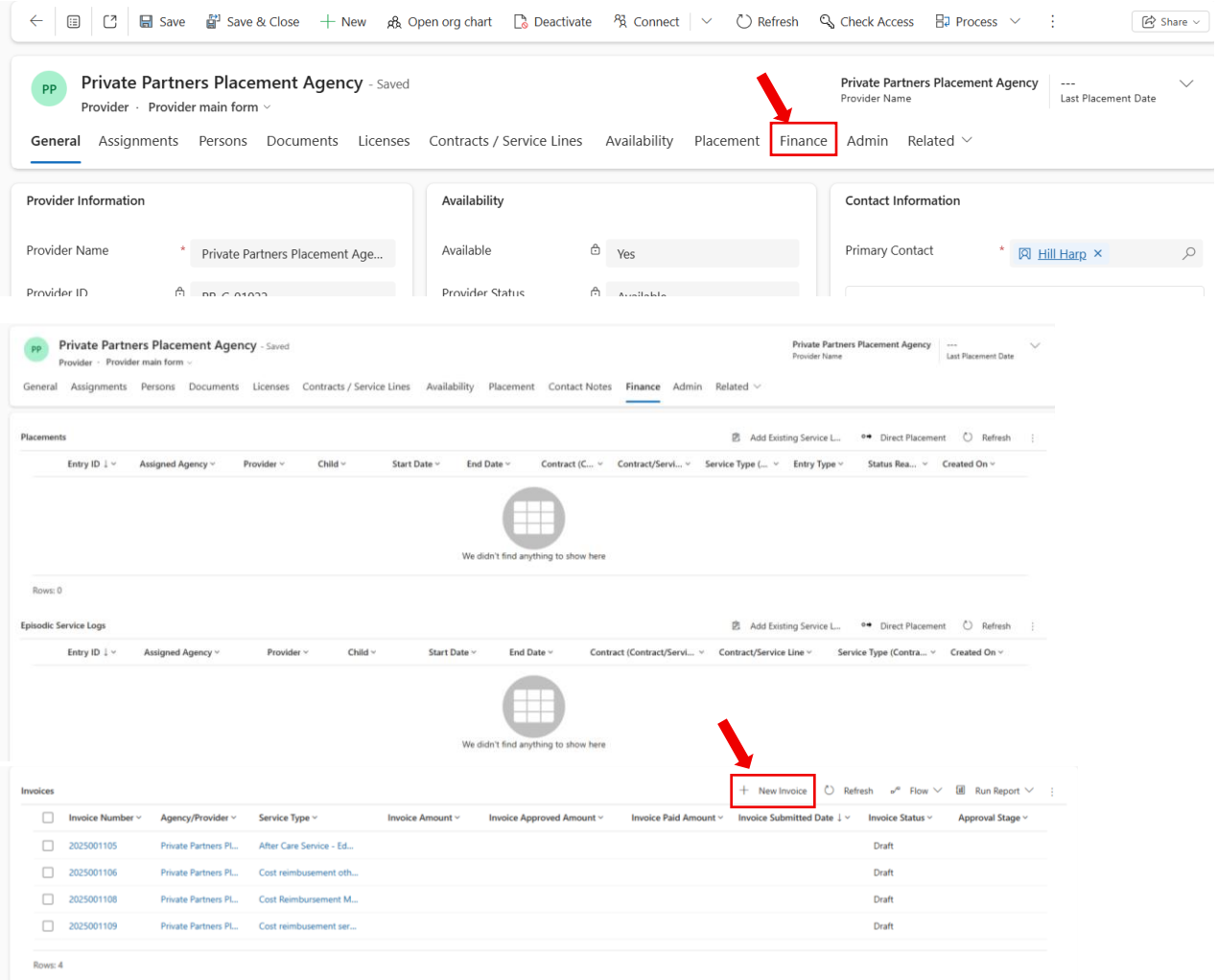
This tip sheet will guide Private Agency users through the process of creating, requesting, and approving Ad Hoc, Episodic and System Generated Invoices.

Section 1: Creating an Ad Hoc Invoice

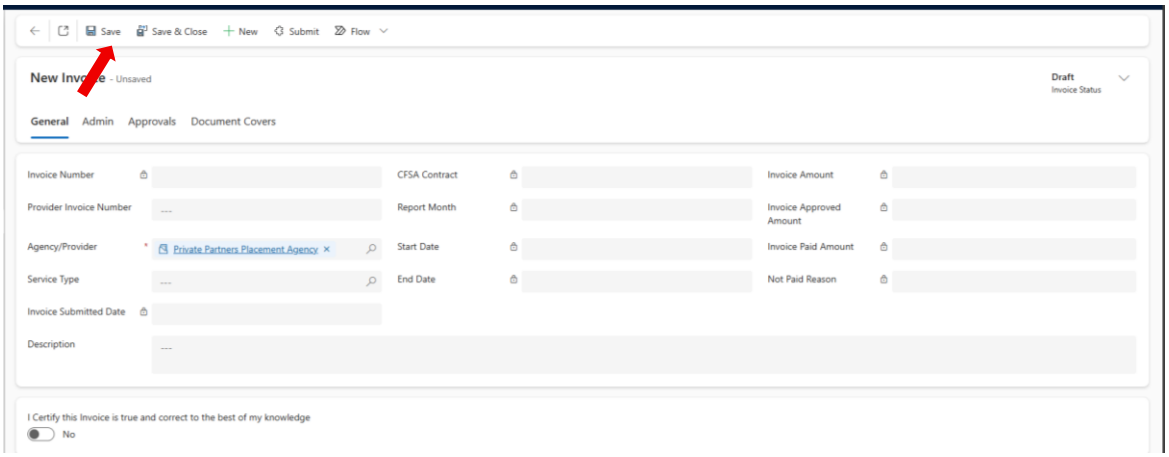
Once the provider has been put into focus, proceed with the following steps:

Step 1: Click on the **Finance** tab.

Step 2: Click on **+ New Invoice**.

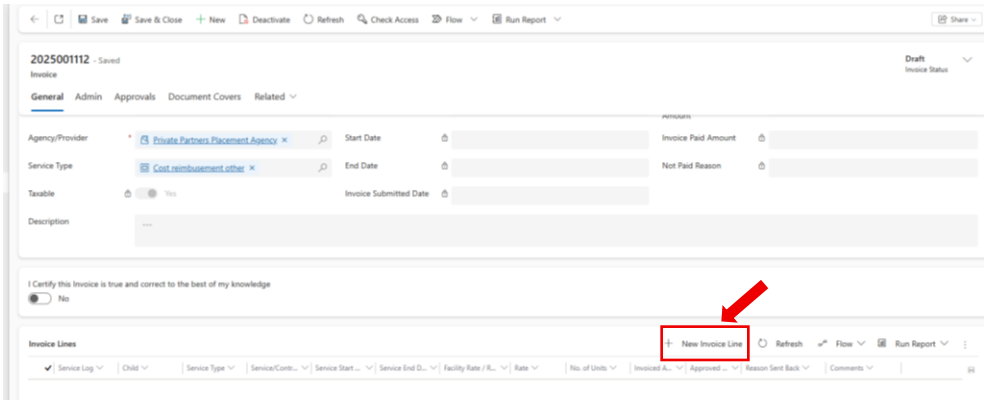


Step 3: Click **Save**.

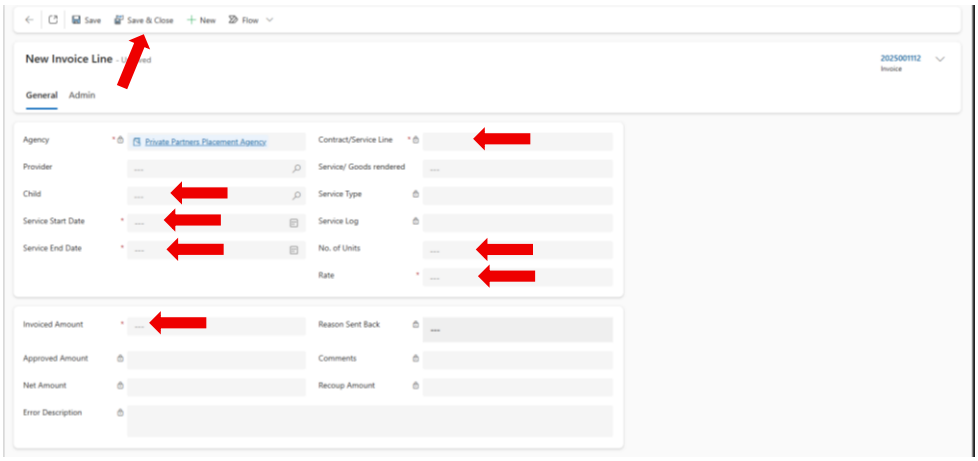


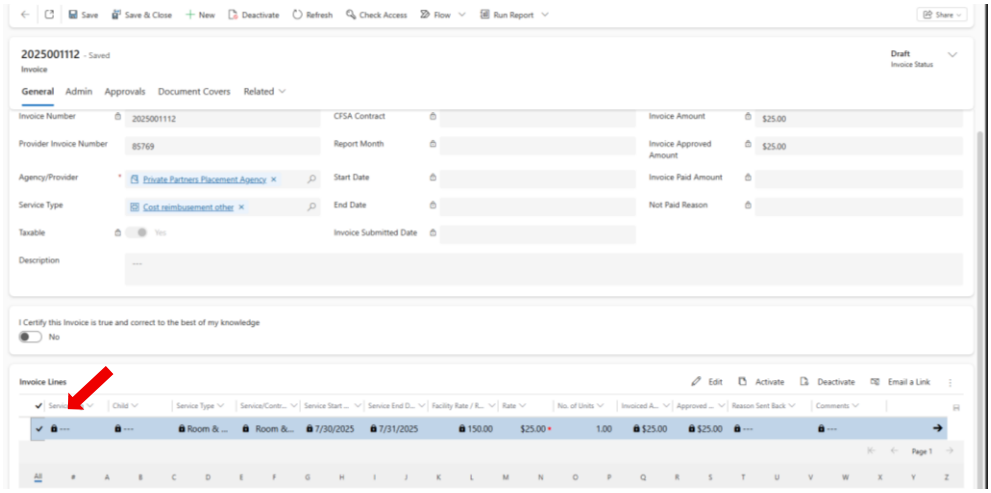
Step 4: Click on **+New Invoice Line**.

Step 5: Select the **Child**, **Service Start Date**, **Service End Date**, **Contract/Service Line**, **No. of Units**, **Rate** and **Invoiced Amount**.

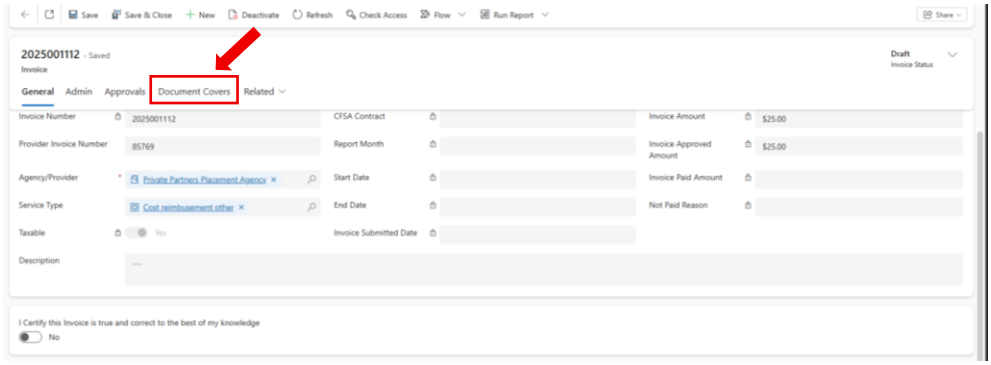


Step 6: Click **Save and Close**. The Invoice line will be created.





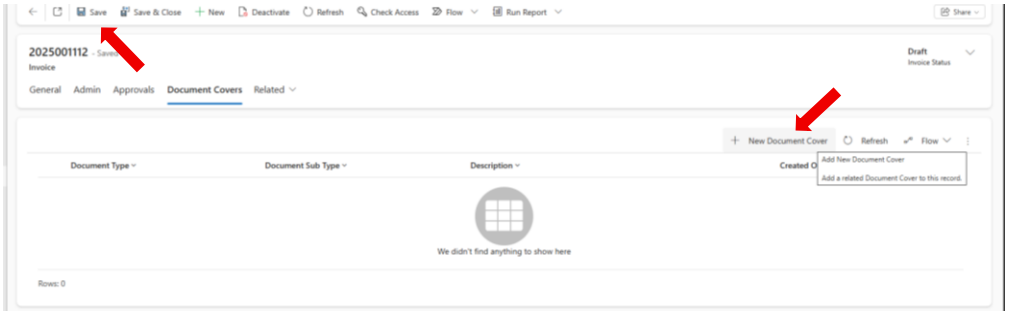
Step 7: Click on **Document Covers** to upload Invoice document.

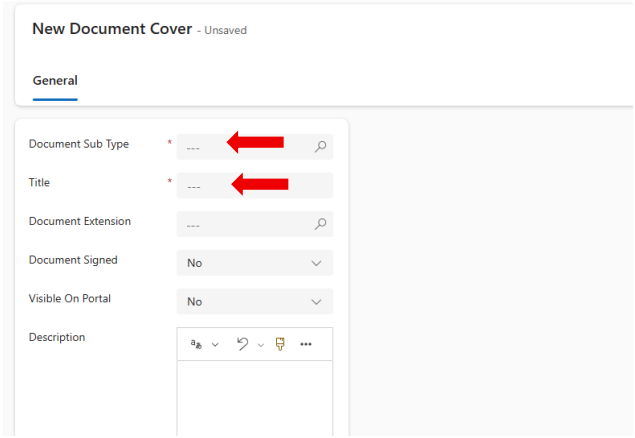


Step 8: Click on **+ New Document Cover**.

Step 9: Select **Document Sub Type**, **Title** and **Description** (if needed).

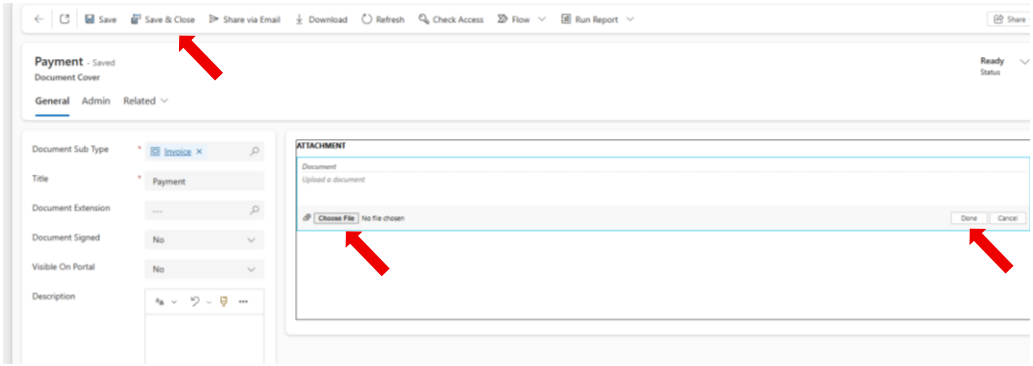
Step 10: Click **Save.**

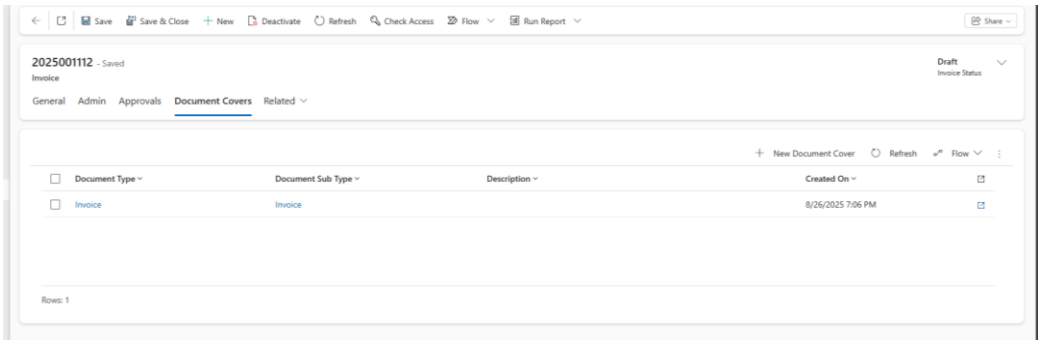




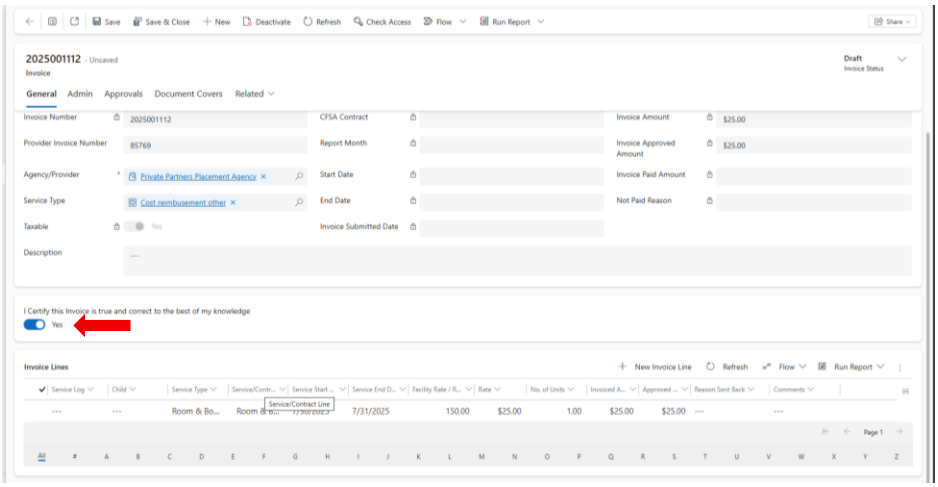
Step 11: Click **Choose File** to select document, then click **Done**.

Step 12: Click **Save and Close**.



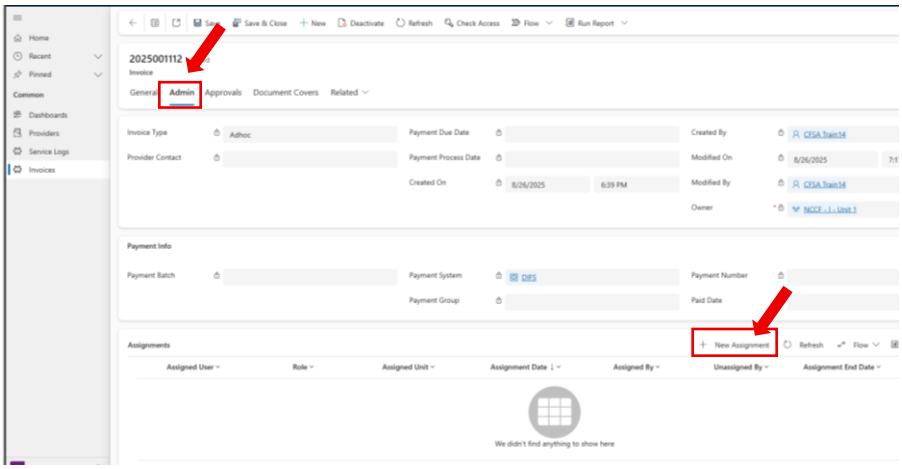


Step 13: On the General Tab, toggle the **Certify** button to **Yes**.

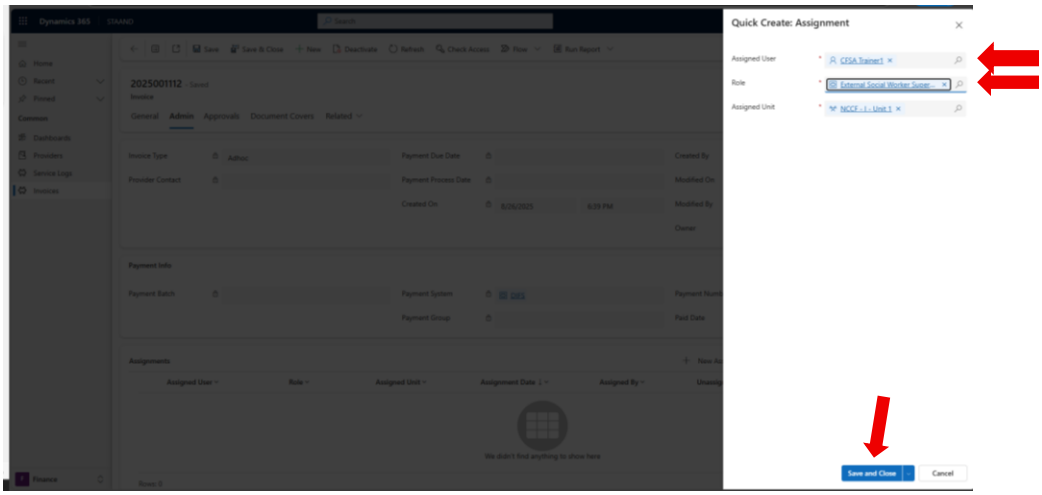


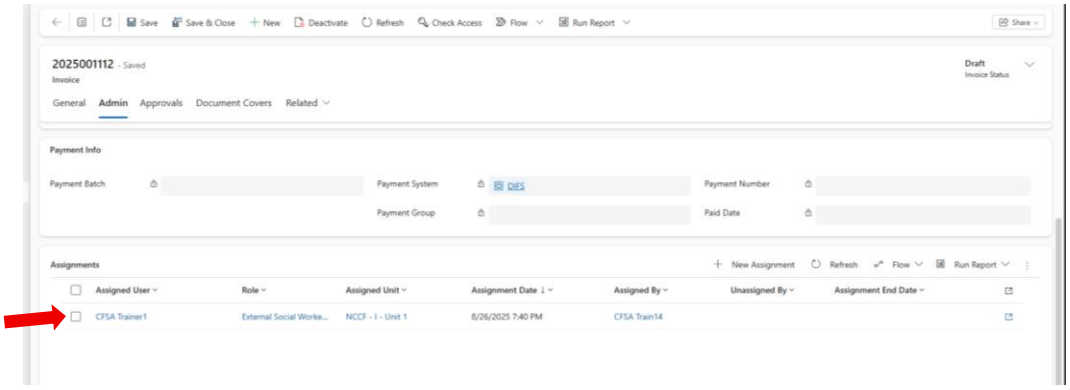
Step 14: Go to **Admin tab** to assign to Supervisor.

Step 15: Click on **+New Assignment**.



Step 16: Select **Assigned User** (External Agency Supervisor), **Role**, then Click **Save and Close**.



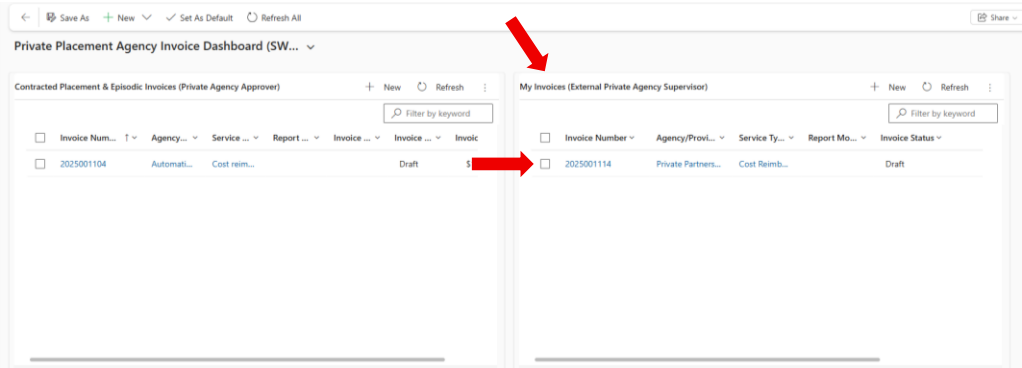


Section 2: Approving Ad Hoc Invoice Requests

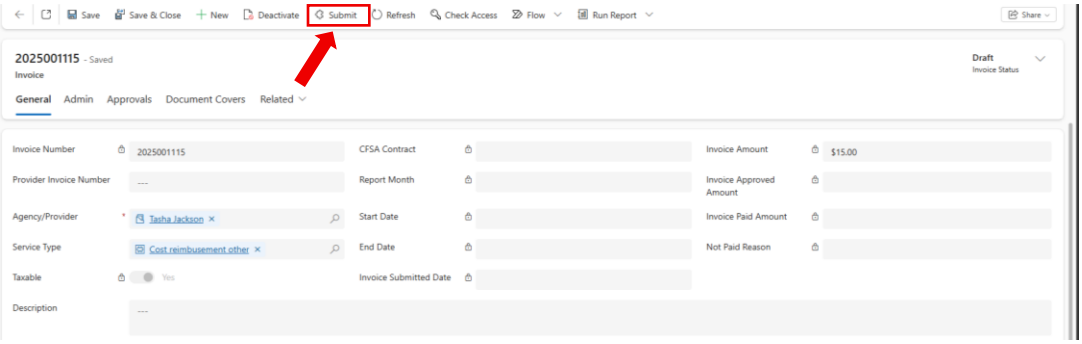
Once the Ad Hoc invoice is assigned to the Approving Supervisor, the Supervisor will retrieve the request from the "**Private Placement Agency Invoice Dashboard**".

Step 1: Go to the **"My Invoices (External Private Agency Supervisor)"** subgrid to retrieve the draft invoice.

Step 2: Select the **draft invoice**.



Step 3: Review the invoice details, then click **Submit**.



Note: Once an Ad Hoc invoice is submitted by the Private Agency Supervisor, the request will be sent to the CMD worker for review. Once reviewed and approved by CMD staff, the invoice request will be sent to Program's for approval then to the AP unit for review and finalization.

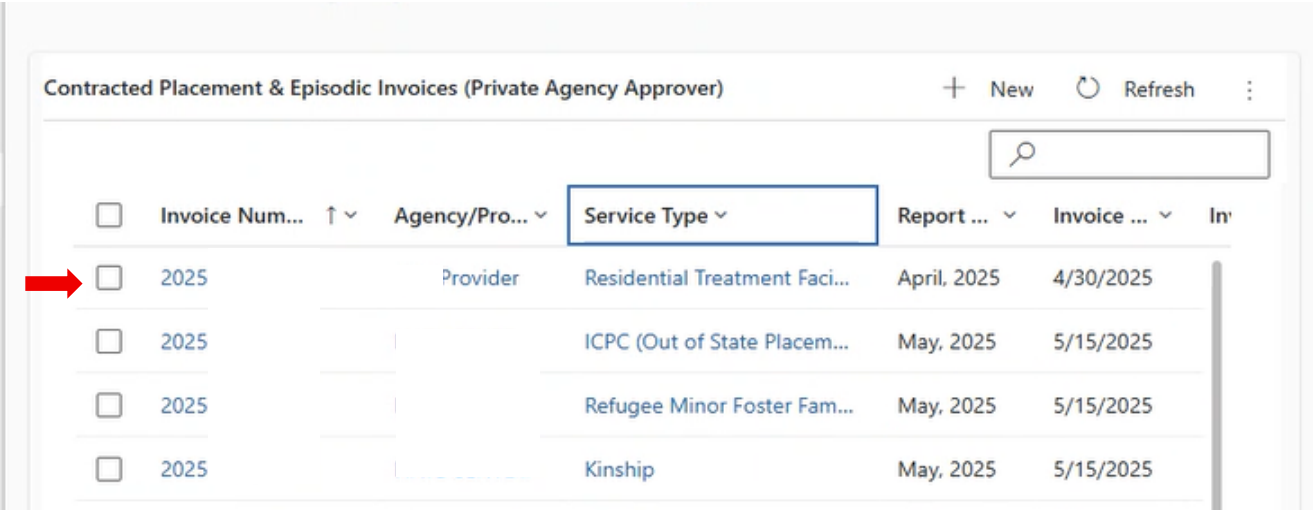
Section 3a: Creating an Episodic Invoice via Private Agency Dashboard

This section will guide users through the process of completing an Episodic invoice.

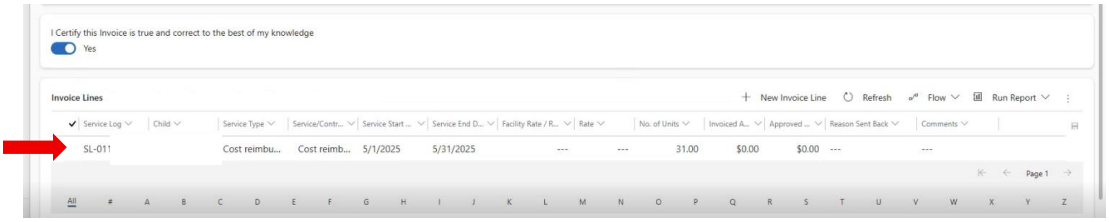
Note:

- This process can be completed by navigating to your dashboard or going directly to the provider's record, to view and or submit invoices.
- Contracted Providers service lines will be displayed based on Private Agency contracts.
- Episodic Invoice lines are automatically generated monthly.
- Workers can submit episodic invoices once reviewed.
- Documents are required for all invoice types.
- Once the invoice is submitted it will go to the Contract Monitoring Division (CMD) Unit for approval.
- The Episodic Service Logs will show all services that have been created for this provider record.
- The Invoices section will show all invoices submitted monthly for this provider.

Step 1: (Dashboard View) From the "**Contracted Placement * Episodic Invoices**" subgrid, select the Invoice to view.

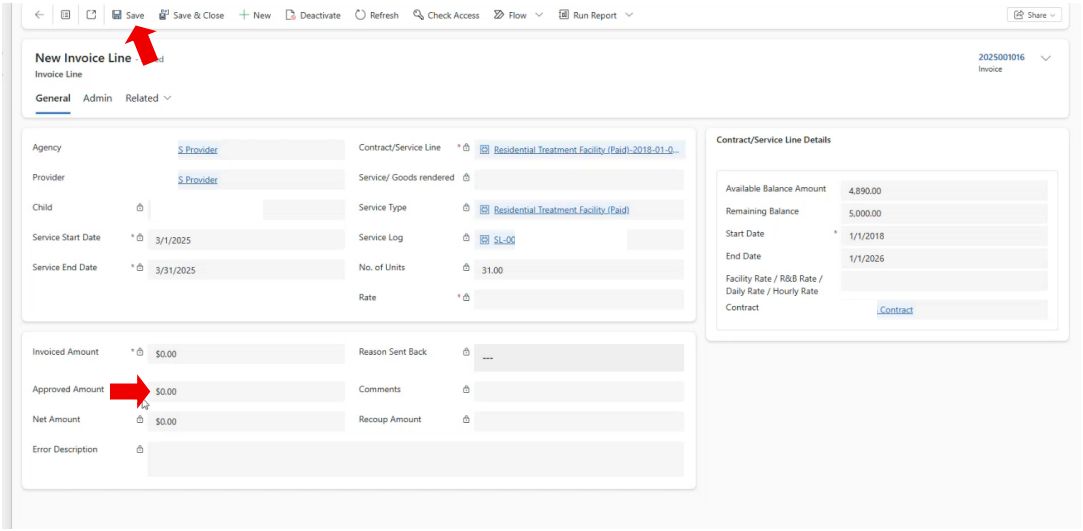


Step 2: Review Invoice details in the Invoice Line Subgrid.



Step 3: If there are any changes needed for the invoice lines, the Approved Amount field will be editable.

Step 4: Click Save if changes are made.



Step 5: Click on the **Document Covers** tab to upload documentation.

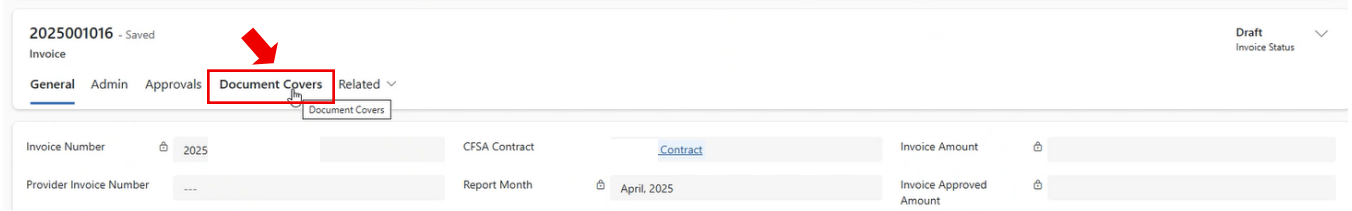
Step 6: Click on **+New Document Cover**.

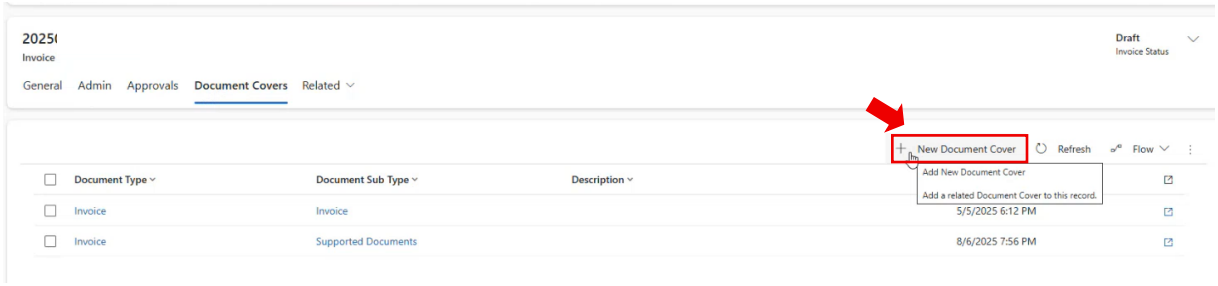
Step 7: Select **Document Sub Type**, **Title** and **Description** (if needed).

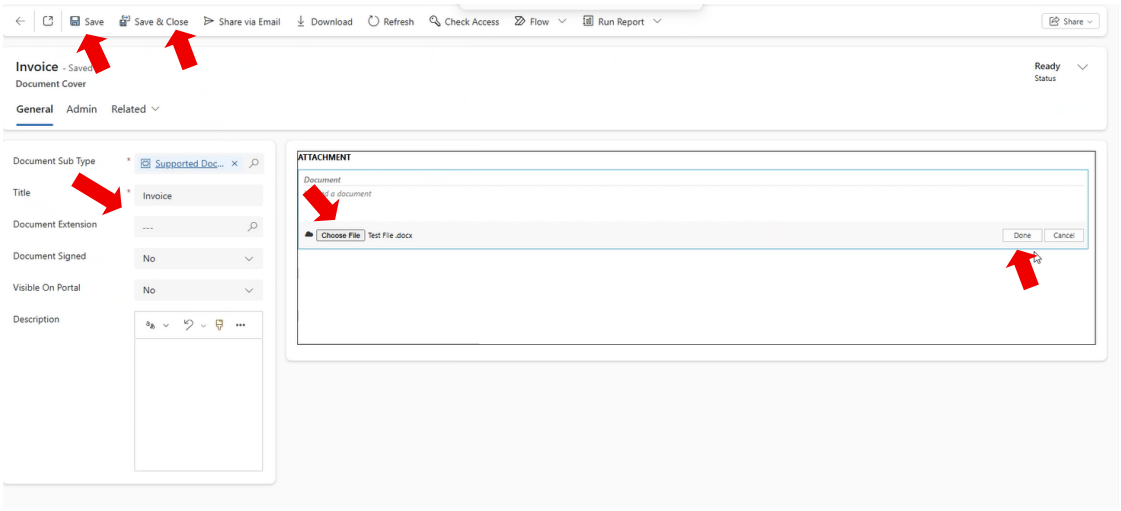
Step 8: Click **Save.** (Once click on save, the upload documents should be available).

Step 9: Click **Choose File** to select document, then click **Done**.

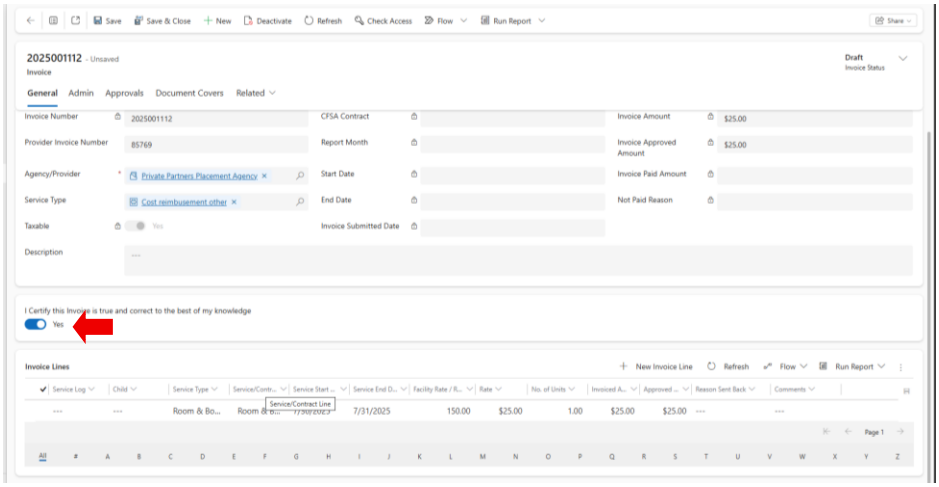
Step 10: Click **Save and Close**.





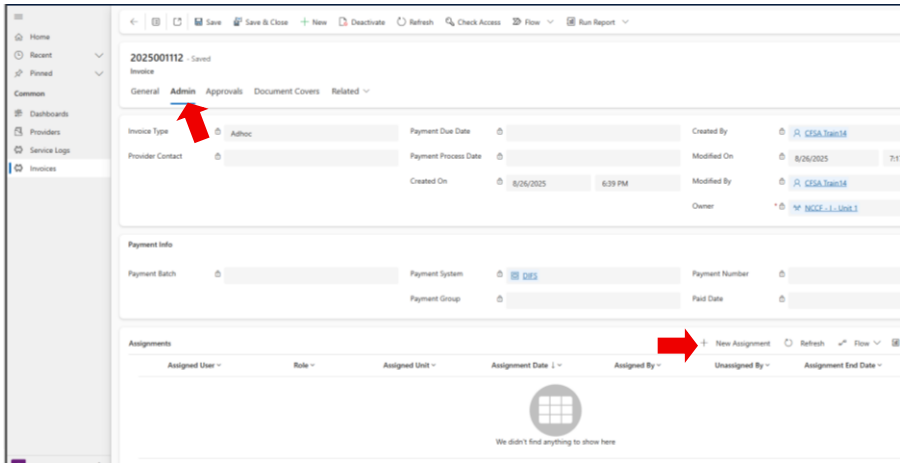


Step 11: On the General tab **Certify** the invoice. Toggle the button to "**yes**".

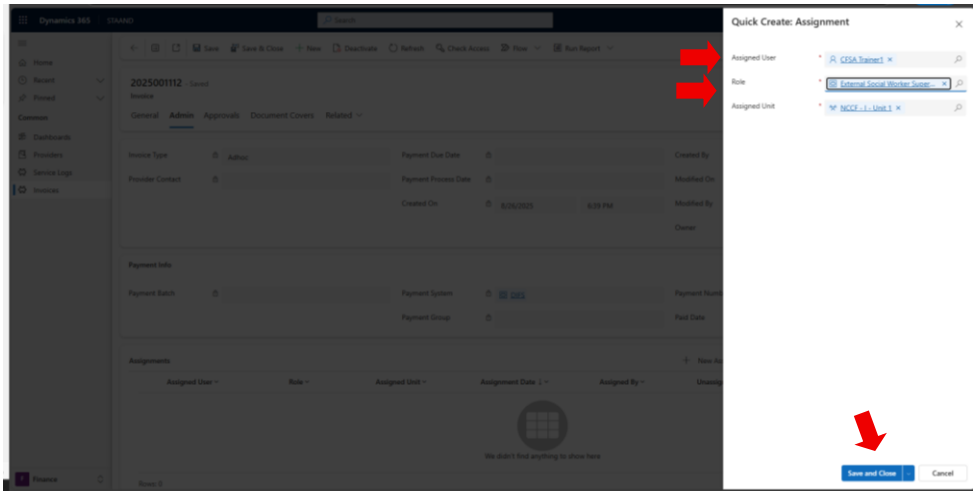


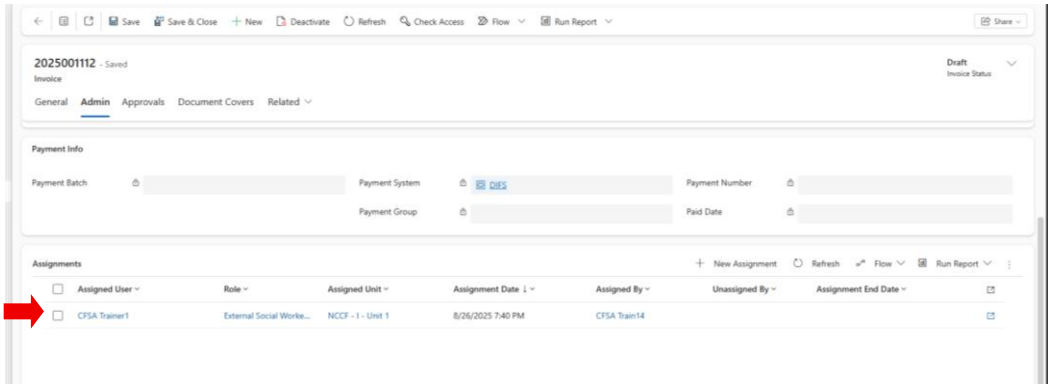
Step 12: Go to **Admin tab** to assign Supervisor.

Step 13: Click on **+New Assignment**.



Step 14: Select **Assigned User** (External Agency Supervisor), **Role**, then Click **Save and Close**.



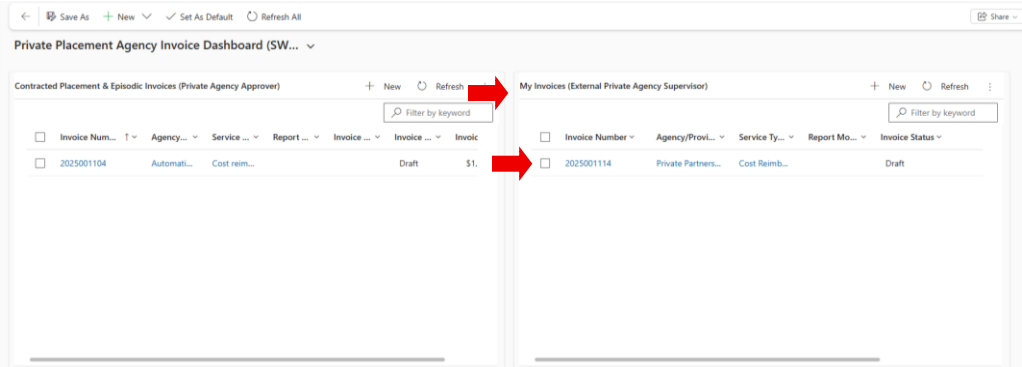


Section 3b: Approving Episodic Invoice Requests

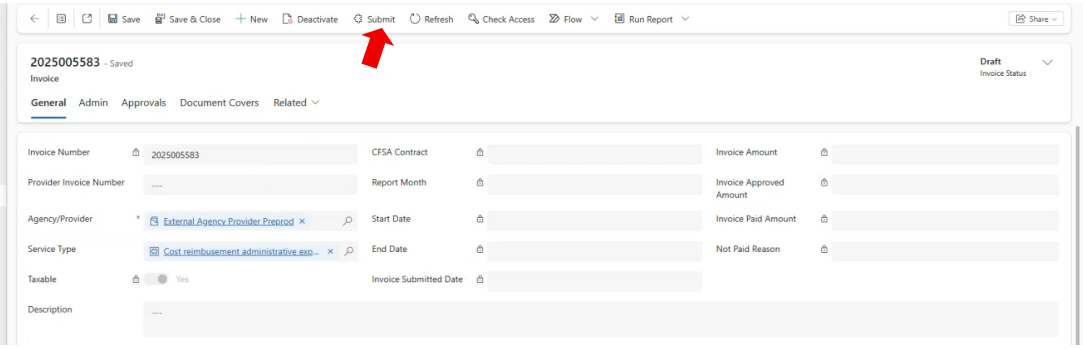
Once the Episodic invoice is assigned to the Approving Supervisor, the Supervisor will retrieve the request from the **"Private Placement Agency Invoice Dashboard"**.

Step 1: Go to the **"My Invoices (External Private Agency Supervisor)"** subgrid to retrieve the draft invoice.

Step 2: Select the **draft invoice**.



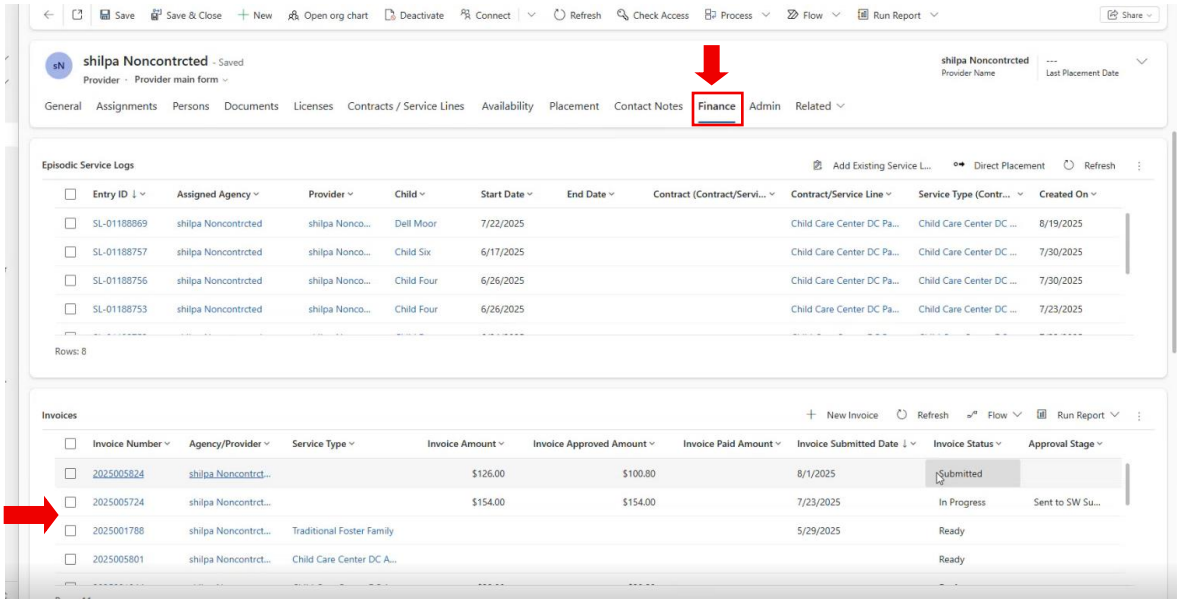
Step 3: Review the invoice details, then click **Submit**.



Section 3c: Creating an Episodic Invoice from the Provider Record.

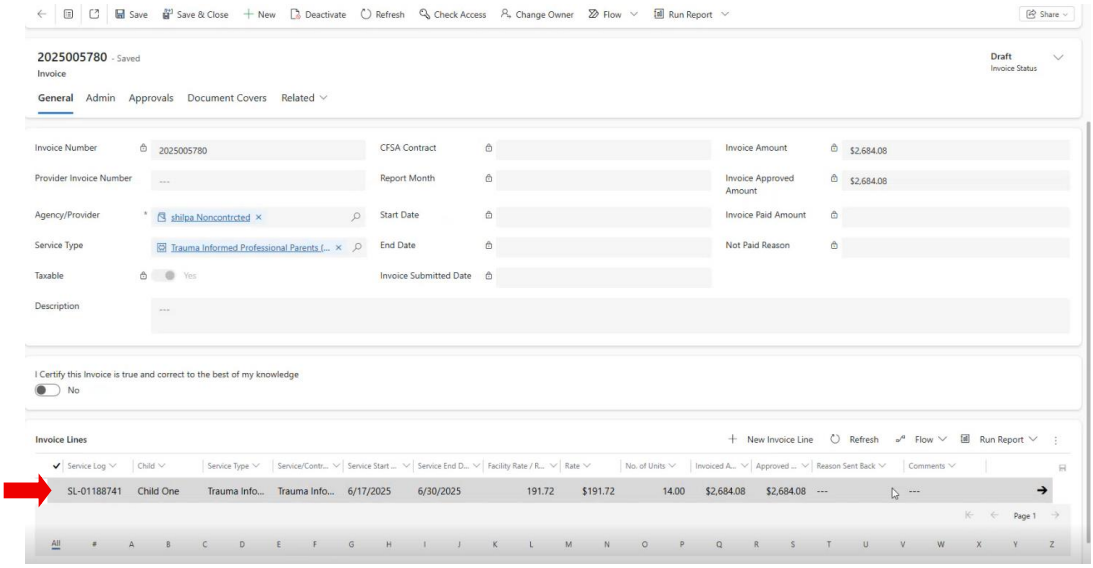
Step 1: After placing the Provider record into focus, Click on the **Finance tab**.

Step 2: Review Invoice details in the **Invoices Subgrid**.

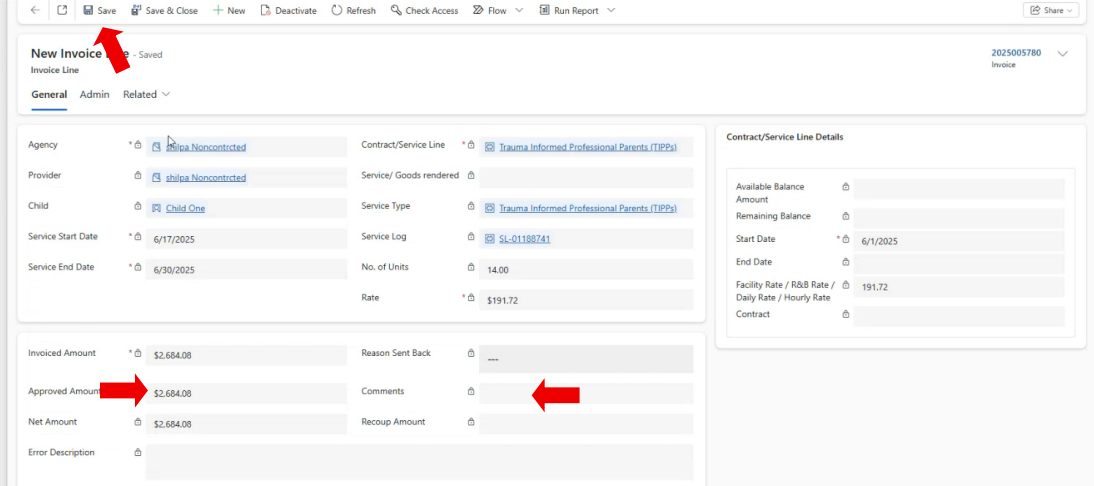


Step 3: Click on Invoice to see details regarding that invoice line to see invoice line details. Validate the information regarding No. Of Unit and rate and approved amount.

Step 4: If there are any changes needed for the invoice, the Approved Amount field will be editable and if changes are made to the approved amount “comments” will be mandatory in the invoice = line.



Step 5: Click Save if changes are made.

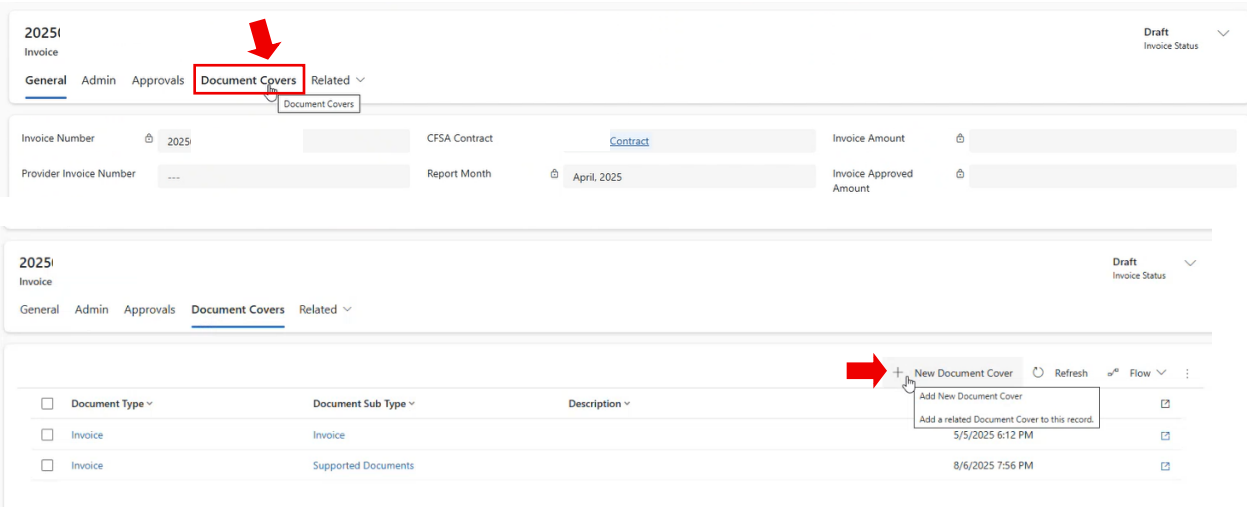


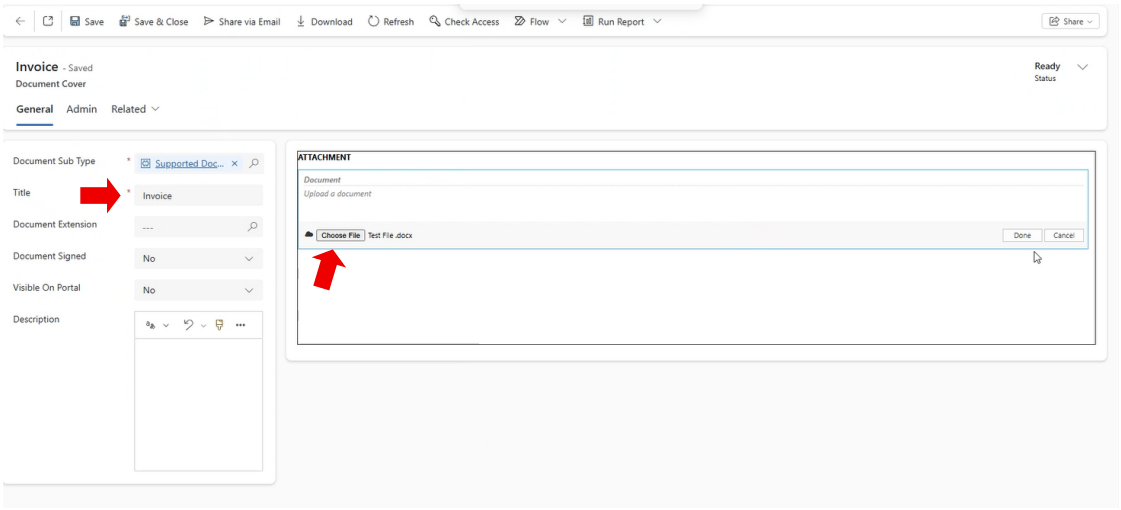
Step 6: Click on the **Document Covers** tab to upload documentation.

Step 7: Click on **+New Document Cover**.

Step 8: Enter **details** and **upload documents**.

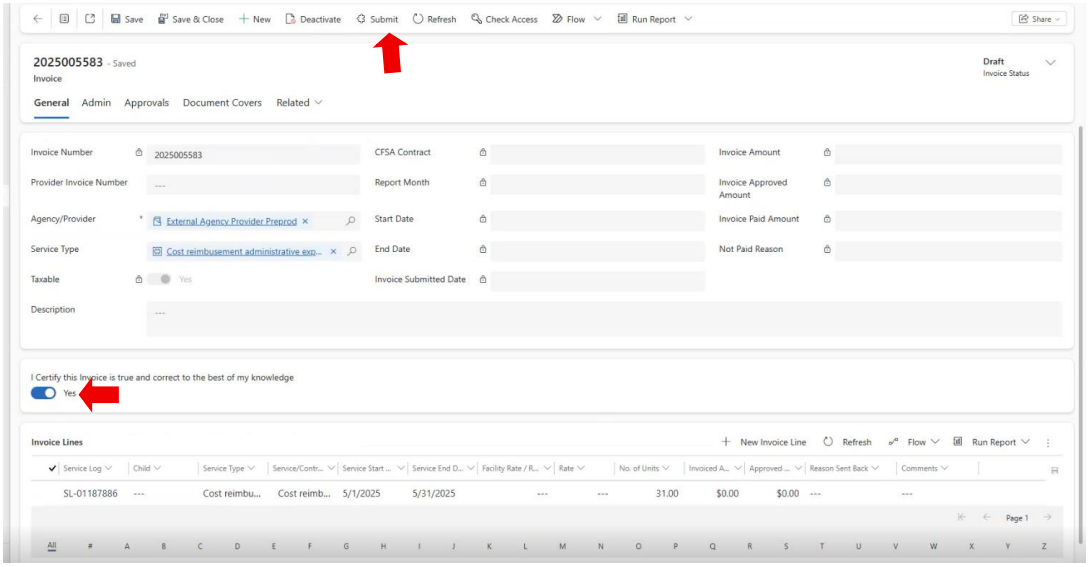
Step 9: Click **Save & Close**.





Step 10: **Certify** the invoice. Toggle the button to "**yes**".

Step 11: Click **Submit**.



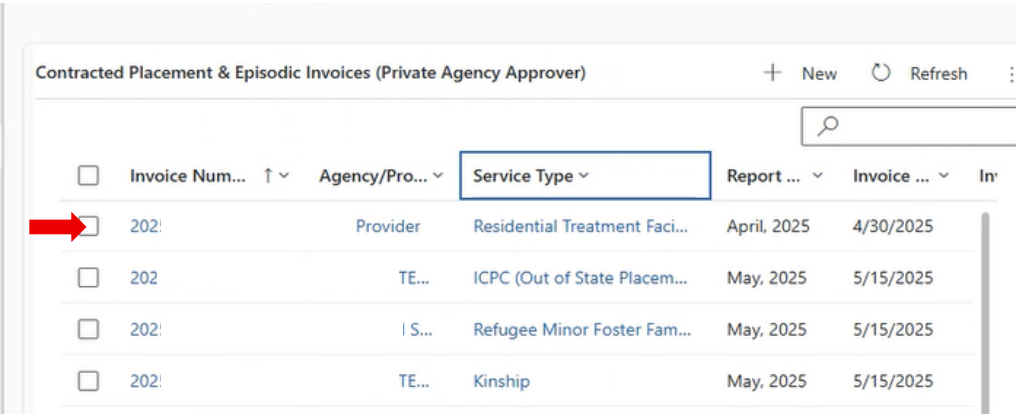
Section 4: Creating a System Generated (Placement) Invoice

This section will guide users through the process of submitting a System Generated (Placement) invoice.

Note:

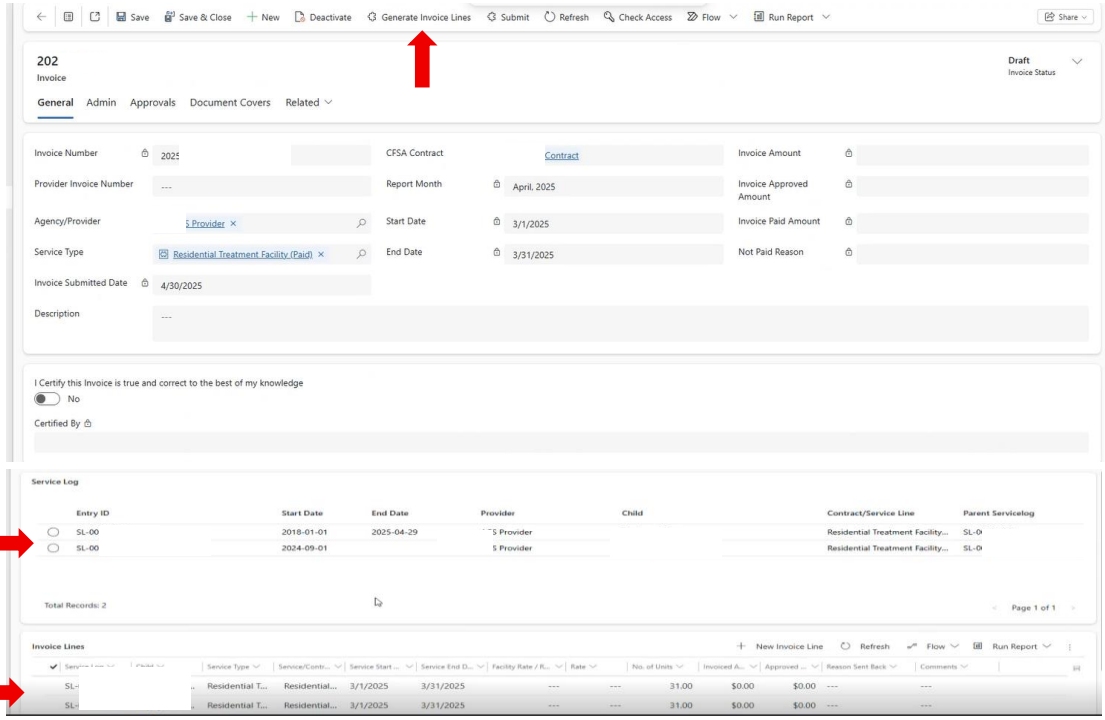
- This process can be completed by navigating to your dashboard to view and or submit invoices.
- Contracted Providers service lines will be displayed based on Private Agency contracts.
- Invoice lines are automatically generated monthly.
- +New Invoice is for creating Ad Hoc Invoices
- Documents are required for all invoice types.
- Once the invoice is submitted it will go to the Contract Monitoring Division (CMD) Unit for approval.
- The Service Logs will show all services that have been created for this provider record.
- Only service log details will be viewable until the worker generates the invoice by clicking Generate Invoice line.

Step 1: (Dashboard View) From the "**Contracted Placement * Episodic Invoices**" subgrid, select the Invoice to view.

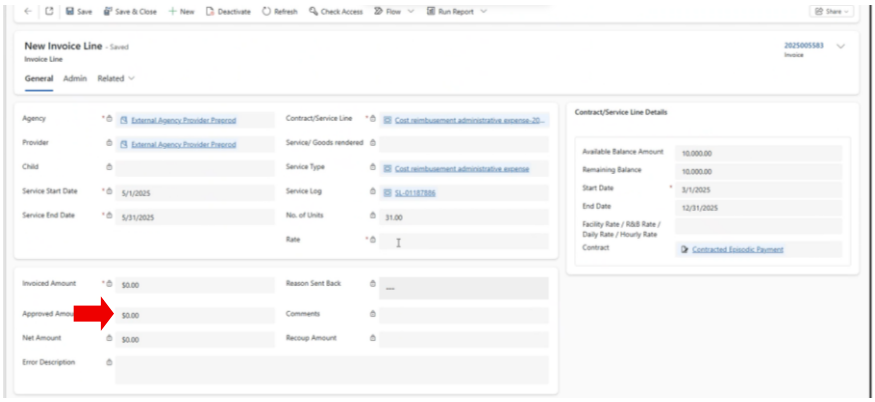


Step 2: Review Service Log details.

Step 3: Click on **Generate Invoice Lines**. Once completed the Invoice lines will be displayed.

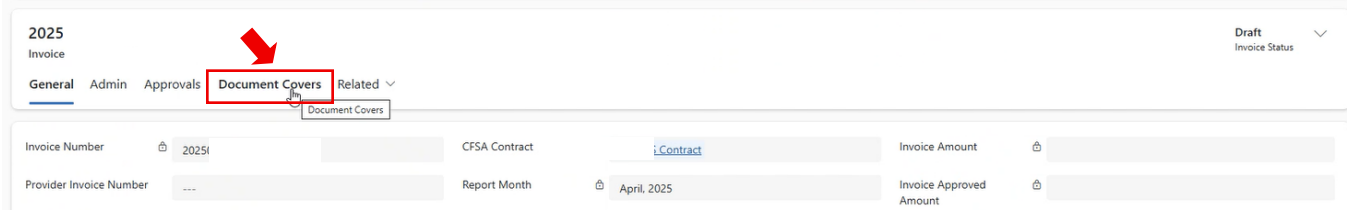


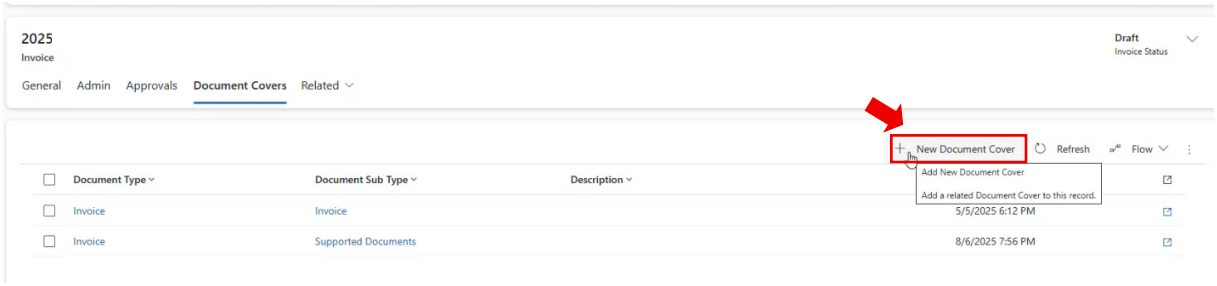
Step 4: If there are any changes needed for the invoice lines, the Approved Amount field will be editable.



Step 5: Click on the **Document Covers** tab to upload documentation.

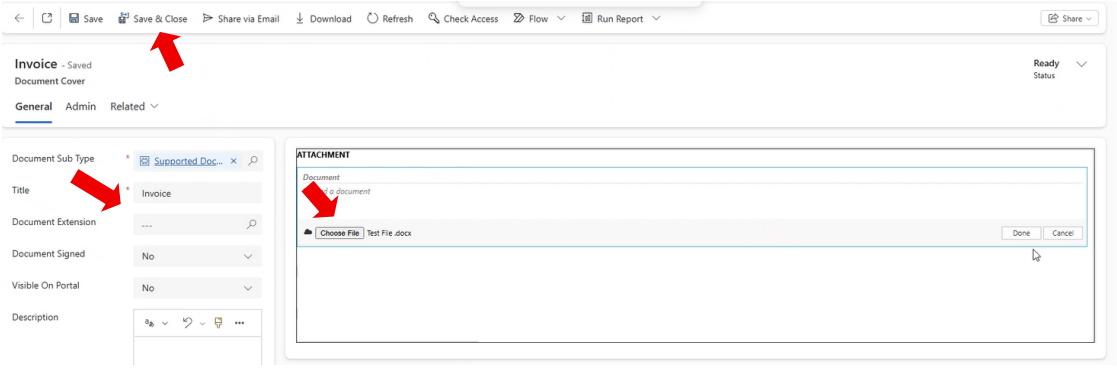
Step 6: Click on **+New Document Cover**.





Step 7: Enter **details** and **upload documents**.

Step 8: Click **Save & Close**.



Step 9: **Certify** the invoice. Toggle the button to "**yes**".

Step 10: Click **Submit**.