

Invoice FAQs

Q: When do we start using the new invoice?

A: The new invoice and process starts with FFY 2013 billings (i.e., services which began October 1, 2012).

Q: I need to spend more in a budget category than was approved. Will RSC pay my invoice? Will I be required to submit a budget revision?

A: Overspending in a budget category requires a budget revision PRIOR to the expenditure being made. If the expenditure is made prior to the budget revision being approved, RSC may not approve the expenditure. RSC encourages you to keep track of your budget and submit revisions for approval in advance of any change in expenditures.

Q: What is my PO number and how do I find it?

A: Your PO number is your purchase order number and is provided to you after the contract is signed and the contract amount is encumbered. If you did not get your PO number, please call or email your RSC Contact. Or, if you are signed up for *eSupplier* with Ohio Shared Services, you can access it online at www.ohiosharedservices.ohio.gov.

Q: How do I find my OAKS vendor ID?

A: For VRP3 contracts, your OAKS vendor ID should automatically populate on your invoice once you select your Contractor Name from the drop-down list. For all other contracts, you will need to enter your vendor ID, which is listed on your PO (purchase order).

Q: Can I enter the “month/year” as my invoice number?

A: Your invoice number is based on your own accounting naming convention. RSC requires that they be “unique” which means that it is only used once. This allows for easy search references in the state accounting system and on *eSupplier*.

Q: I don't see my organization on the drop down list for contractor names. What do I do?

A: Please notify your RSC Contact.

Q: What is a Personal Activity Report (PAR)? Do I need to submit one?

A: Personal Activity Reports (PARs) are timesheets or time studies that detail **all** of an FTE's work hours, not just those charged to the contract. Such reports should be maintained for any FTE that is not charged 100% to the contract. RSC does not have a template for documenting staff work activity. If you need guidance on what is acceptable documentation, your RSC contact can assist.

Q: How do I calculate the FTE of staff on my invoice?

A: The FTE, or Full Time Equivalency, should match the “FTE Charged to Award” as calculated in your approved budget.

Staff that are charged less than 1.0 FTE to the grant award are required to maintain a PAR (see above).

Q: How do I determine the useful life of equipment?

A: The useful life of equipment is defined by the Ohio Department of Administrative Services (DAS). DAS has published a useful life table on its website at the following address: <http://www.das.ohio.gov/LinkClick.aspx?fileticket=CP9jt-tYH1o%3d&tabid=312>.

While this table offers useful life schedules in months, you are required to budget in years. To convert from months to years, you will need to divide the DAS useful life schedule by 12 and enter the result on the budget worksheet (ex.: 36 months ÷ 12 = 3 years).

Q: I pay my rent annually? How do I reflect that on my invoice?

A: You have two ways to report any occupancy expenditures that are not paid monthly: (1) You can enter the full payment amount on the invoice for the billing period in which the payment was made; or (2) you can spread this cost across the year by dividing your annual cost by 12 and entering that amount on each invoice.

Q: Do I have to enter all my case services on the Consumer Activity Report (CAR)??

A: You only need to submit a CAR if you have an administrative contract. If you are providing case services and entering that information in AWARE, you do NOT need to submit a CAR.

Q: Do I have to use the CAR reports provided, or can I continue to use my own forms?

A: Please use the CAR provided by RSC. RSC has recreated the CAR to facilitate accurate federal reporting. The spreadsheet ensures consistency in how services are reported across the state. The Excel format enables RSC to upload the information into our systems. If the new CAR presents problems or difficulties for you, please discuss this with your RSC contact.

Q: We subcontract consumer activities. Does the subcontract submit the CAR?

A: RSC cannot accept submission from subcontractors. Please have your subcontractor submit the information to you. As the contractor, you should be reviewing the information before submitting to RSC. You are responsible for ensuring the information is accurate and appropriate.

Q: What expenditures require receipts to be submitted with the invoice?

A: The following expenditures require receipts with your invoice submission: Lodging, meals, and equipment purchases. However, you should maintain all supporting documentation for audit purposes.

Q: Can I submit the invoice and receipts as one attachment?

A: We need the invoice in Excel in order to upload the information. Therefore, please submit your receipts as a separate, scanned document.

Q: Where do I send the invoice?

A: Send your invoice to RSC.Invoices@rsc.ohio.gov.

Q: How do I sign my invoice before submitting to RSC??

A: With the new electronic invoice, signature is no longer required. Instead, the email address serves as signature. Therefore, RSC requires that the email be sent from the primary contractor. The email can be from any employee authorized to submit the invoice. The invoice cannot be sent from a subcontractor's email address.

Q: When should I submit my invoice? My contract says within 30 days, but an RSC letter says I have 90 days?

A: RSC encourages you to send your invoice as soon as possible after the end of the billing period (i.e., within 30 days). This will ensure timely payment for your services and facilitate the efficient budgetary tracking of RSC's available funds. Per Ohio Revised Code, RSC is not required to pay invoices that are received after 90 days from the close of a billing period without an approved extension.

Q: I can't submit my invoice within the 90 days. What should I do to ensure payment?

A: Ohio Revised Code requires vendors to submit a written request for an extension to submit invoices beyond 90 days from the close of a billing period. Such written request should be made to RSC's Executive Director and submitted to your RSC contact no later than 60 days after the end of the billing period.

Q: If I'm asked to resubmit my invoice and the corrected version is sent more than 90 days after the billing period, will RSC accept my invoice?

A: As long as the original invoice was submitted within 90 days after the billing period, RSC will honor any adjusted versions submitted after that period.

Q: When can I expect payment?

A: RSC is committed to paying invoices within 30 days from the receipt of a proper invoice. If you do not receive your payment within this timeframe, please contact Jenny D. Jones, Finance Manager, at jenny.jones@rsc.ohio.gov with any questions.

Q: It's been more than 30 days? How do I check on the status of my invoice?

A: Contact Ohio Shared Services (OSS) at 614-338-4781 or 1-877-644-6771 or by email at ohiosharedservices@ohio.gov. It is recommended that you sign up for *eSupplier* at OSS to gain online access to view the status of your invoices and payments. If OSS does not have information on your invoice, please contact Jenny D. Jones, Finance Manager, at jenny.jones@rsc.ohio.gov.