

# CPSE Portal

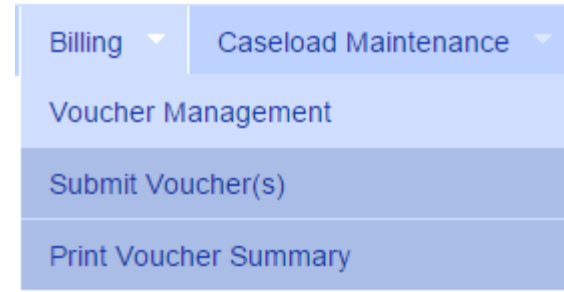
Independent Providers And Office Staff

# Topics

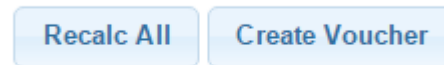
- ▶ Creating a Voucher
- ▶ Assigning Children to the Voucher
- ▶ Submitting Billing to County

# Creating a Voucher

- ▶ Go to Voucher Management



- ▶ Click “Create Voucher”



# Creating a Voucher (cont'd)

- ▶ Fill out the information required

## Create/Edit Voucher

### Parameters

Albany ▼

RS ▼

(School Year Session) ▼

### Info

Voucher #

Billing Date

Authorized Claimant

Description

Claimant Title

Cancel

Save

# Assigning Children to Voucher

## Voucher Details

**Info**

Voucher #: RS150826033731

Billing Date: 8/26/2015

Authorized Claimant:

Description:  
Claimant  
Title:

(From Month)  August 2015

Program (Service)

9200

**Unassigned**

<input type="checkbox"/>	Last Name	First Name	Month	Sessions	Amount	Svc	ESID
<input checked="" type="checkbox"/>	KOPACK	JUMA	August 2015	2	\$110.00 (R)	ST	RS1516S0018140

A=Adjustment R=Regular

**Assigned**

Amount Billed: \$0.00

# Submitting Billing to County

- ▶ Go to the “Submit Voucher” screen
- ▶ Select your vouchers
- ▶ Enter your PIN
- ▶ Congratulations, your voucher has been submitted!

