

## VTDE: College Coordinator Guide to Invoicing

### Sections in this Guide

Part 1: Invoice Management

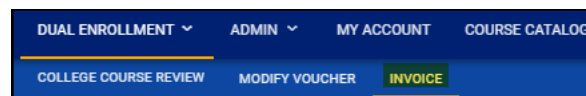
Part 2: Vouchers Eligible for Invoicing

Part 3: Vouchers Ineligible for Invoicing

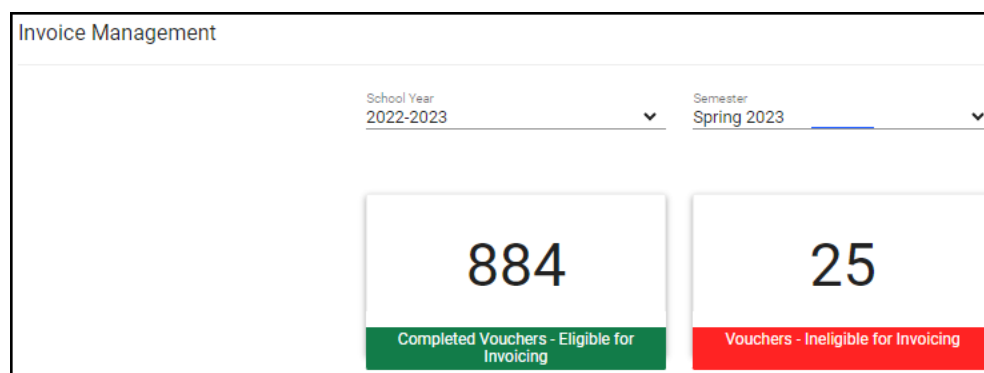
Part 4: Historical Voucher Data

### Part 1: Invoice Management

1. Navigate to the Dual Enrollment website (<https://dualenrollment.vermont.gov/vtde>) and enter your login credentials.
2. Select the **DUAL ENROLLMENT** tab in the main navigation bar.
3. Click **INVOICE**.



4. Select the specific college/university in the *Select School* panel.
5. In the *Warnings* panel, warnings specific to voucher registration/cancellation, course corrections, grades, and invoicing will populate with due dates.
6. In the *Invoice Management* panel, select the School Year and Semester using the dropdown menu choices.
7. Two boxes will populate indicating vouchers that are eligible for invoicing (completed vouchers) and vouchers that are ineligible for invoicing based on the School Year and Semester selected.



The screenshot shows the 'Invoice Management' interface. At the top, there are two dropdown menus: 'School Year' set to '2022-2023' and 'Semester' set to 'Spring 2023'. Below these are two large boxes. The left box is green and contains the number '884' with the text 'Completed Vouchers - Eligible for Invoicing' below it. The right box is red and contains the number '25' with the text 'Vouchers - Ineligible for Invoicing' below it.

### Part 2: Vouchers Eligible for Invoicing



1. Within the *Invoice Management* panel of the **INVOICE** tab, select the box for “Completed Vouchers- Eligible for Invoicing”.

**NOTE:** *Vouchers eligible for invoicing include courses that are approved and have actual courses listed in the Courses column.*

2. In the first panel, the *Eligible Vouchers* will populate with specific details.
  - a. The *Reviewed By* column indicates the name of the user who finalized the voucher. If the voucher was finalized via import, the value will show “null”.
  - b. The *Projected Amount* is calculated based on a variety of details (i.e. voucher type, course section instruction type, course section location type).
3. Click the paper icon under the *Details* column to review voucher details for a student. X out to return to the window.

Eligible Vouchers										EXPORT TO EXCEL
Voucher # ↑	Voucher Status ↑	Last Name ↑	First Name ↑	Reviewed By ↑	Course ↑	Course Number ↑	Section ↑	Projected Amount ↑	Details ↑	
35144	Completed	Bamford	felicity	Dee Test	English Composition	ENG-1061	S18	\$363.00		
35420	Completed	Abair	Hazen	Dee Test	Calculus I	MAT-1531	S01	\$484.00		

Previous 1 Next

4. In the *Semester Summary Data* panel, details of the eligible voucher details for the college or university will populate.
  - a. Click **EXPORT TO EXCEL** to view the details in an excel spreadsheet.
  - b. Click **GENERATE INVOICE** once all vouchers are completed and the invoice details are ready to be finalized.
    - i. In the pop-up window, confirm the information presented is accurate.
    - ii. Click **CANCEL** to return to the invoicing page without completing the submission.
    - iii. Click **GENERATE INVOICE** to submit the invoice.

✕

**Confirm Invoice Generation**

You are about to submit an invoice for Spring 2024 for Vermont State University. Please review the totals below to ensure an invoice is being submitted for the appropriate amount. Once an invoice is submitted, you will not be able to undo this action or submit another invoice for Spring 2024.

If you have any policy/program-related questions, please reach out to AOE.DualEnrollment@vermont.gov before generating the invoice.

If you have any technical questions about the Dual Enrollment system, please reach out to vtdualenroll@pcgus.com before generating an invoice.

Providing Organization Vermont State University	Semester Spring 2024
Number of Students 2	Number of Vouchers 2
	Projected Invoice Amount \$847.00

CANCEL
GENERATE INVOICE

- iv. The VT Dual Enrollment Invoice will populate, as well as a PDF displaying the Invoice Backup Documentation. The window will show **PENDING** until review by the AOE is completed.
- v. X out to return to the **INVOICE** window.

**NOTE:** *Only one invoice per semester should be created unless there are errors that need to be fixed.*

- c. The previously generated invoice will appear in the panel that appears after submission at the bottom of the **INVOICE** tab.
5. The completed invoice will be sent to the AOE to review and to input reimbursement information.
6. Upon completion, an email will be sent to the college coordinator(s)/admin(s) associated with the university.

### **Part 3: Vouchers Ineligible for Invoicing**

**NOTE:** *Vouchers that are approved and have Course Not Listed in the Course column will appear as ineligible.*

1. Within the *Invoice Management* panel of the **INVOICE** tab, select the box for “Vouchers- Ineligible for Invoicing”
2. The vouchers that are ineligible will populate in the *Vouchers Not Eligible* panel.
3. Click the paper icon in the *Details* column to view the voucher information and identify the missing requirements for the voucher to become eligible.

**NOTE:** *Only vouchers that are still “open” can be updated through the **MODIFY VOUCHER** button.*

4. To update the voucher details to make a voucher or multiple vouchers eligible for invoicing, complete the Voucher Data import stub and submit as an sFTP to the AOE to update the voucher details.

### **Part 4: Historical Voucher Data**

1. Navigate to the **HISTORICAL VOUCHERS DATA** tab under the **DUAL ENROLLMENT** main navigation tab.
2. The “Voucher Data” and “Prior Invoices” tiles appear for selection.
3. Select the “Voucher Data” tile.
  - a. Select the desired school from the *Select School* panel using the dropdown menu choices.
  - b. In the *Voucher Management-Previous Invoicing Semester* panel, the vouchers that have been completed for prior semesters will populate.
  - c. To filter the results, if desired, select a School Year and Semester from the applicable dropdowns.
  - d. To filter by Voucher Complete Status, if desired, select the status from the dropdown menu choices.

- e. Click **FILTER RESULTS** to view the results from the entered filters. The results populate within a table.
  - f. Click **CLEAR FILTER** to remove the selected filters, if desired.
4. Select the “Prior Invoice” tile to be automatically moved to the Invoicing Documents page.
- a. Select the desired school from the *Select School* panel using the dropdown menu choices.
  - b. Select the School Year within the *Previously Generated Invoices* panel.
  - c. The previously generated invoices will populate. The *Document* column is hyperlinked to view the specific invoice.