

# Invoice Processing - recommended approach

Direct Service Provider

Plan Manager

NDIA

Deliver Direct Services to Client



Generate AR invoice for Plan Manager

Accounts Receivable



Export AR Invoices to Finance System



AR Invoice

AP Invoice



Enter AP Invoice as External Invoice



Generate External Invoice Batch

Accounts Payable

Accounts Receivable



*Optional:* Export AR Invoices for NDIA to Finance System (option 1)



Generate NDIS Bulk Payment Request



Bulk Payment Request



Upload NDIS Bulk Payment Request to the myplace provider portal



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Process AR Payment from NDIA

Process in Finance System by either:  
 • marking AR Invoices as paid if already imported (option 1), or  
 • creating a manual journal entry to account for the funds received (option 2)

Export AP Invoices to Finance System

Process in Finance System by:  
 • paying AP invoices



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Process AR Payment from PM

Process in Finance System by:  
 • marking AR invoices as paid

SupportAbility

Finance System

SupportAbility

Finance System

myplace provider portal