

E-rate Program

Invoicing

May 3, 2011 – Los Angeles I May 12, 2011 - Atlanta



Invoicing

AGENDA

- 2010 Statistics
- Online BEAR
- Common Errors
- Invoice Review
- Deadline Extensions
- Post Payment Process



Invoicing

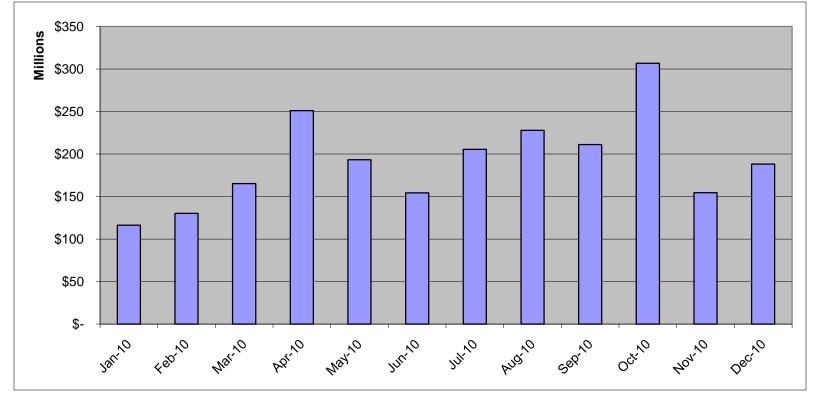
2010 Statistics



2010 Statistics

Dollars Paid Out

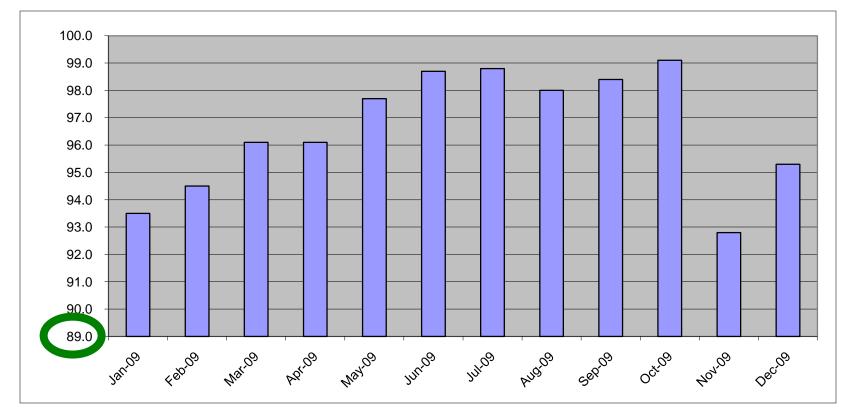
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2010 Statistics

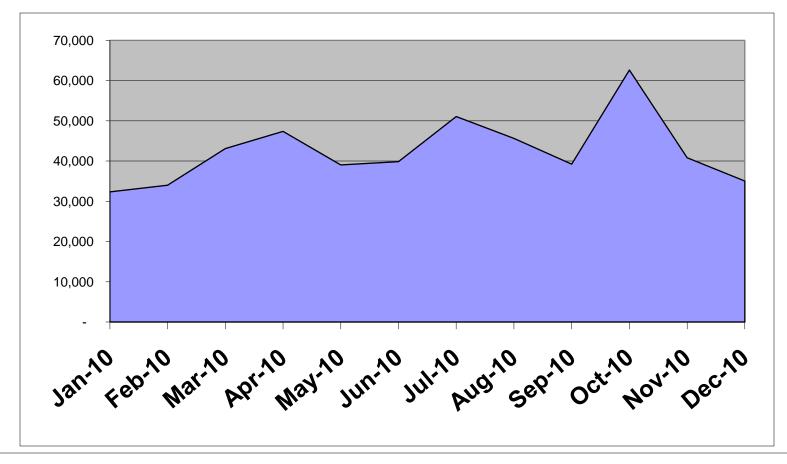
% Paid Within 30 Days





2010 Statistics

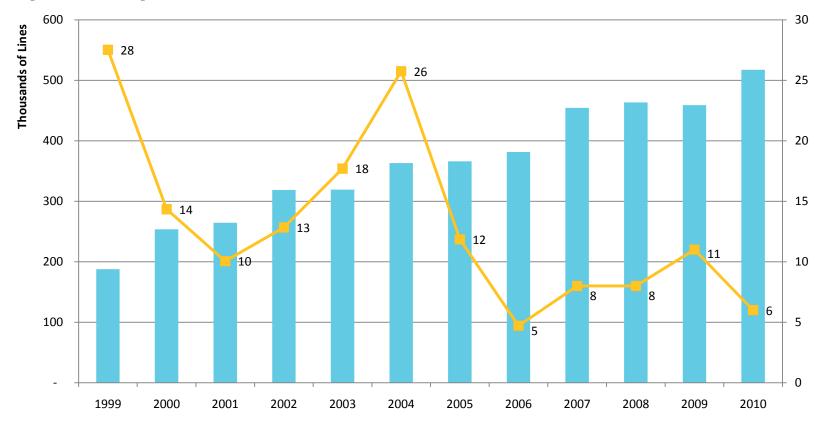
Invoice Lines Processed





2010 Statistics

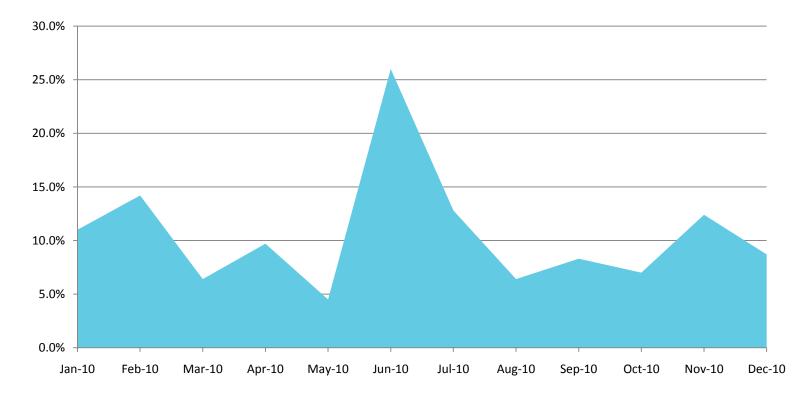
Days to Payment





2010 Statistics

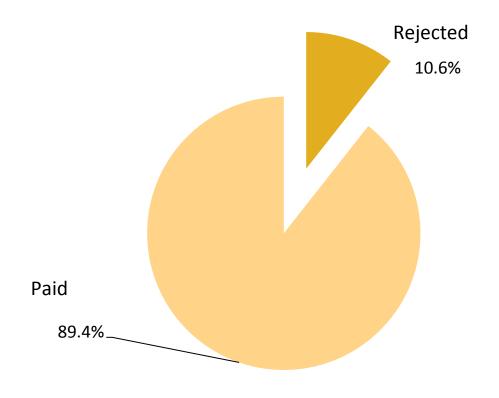
Rejection Rates





2010 Statistics

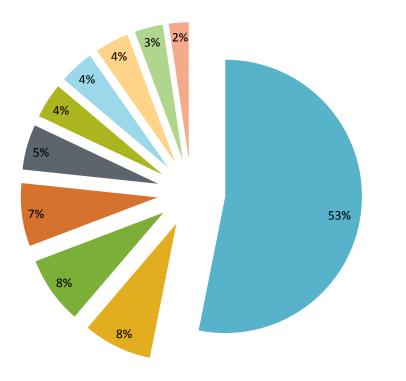






2010 Statistics

Top 10 Reasons for Rejection

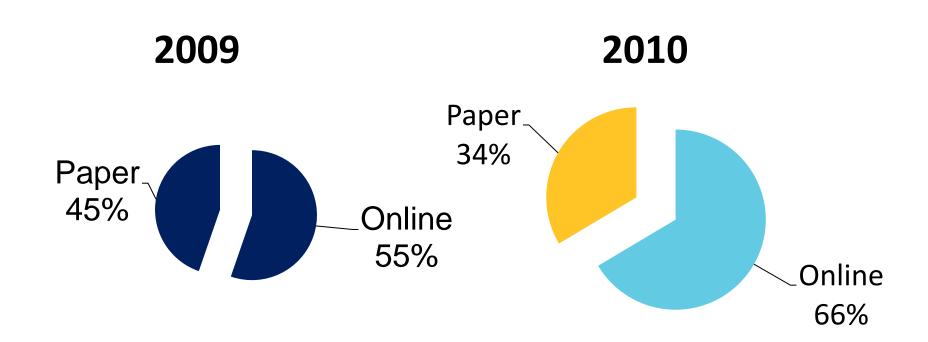


- Duplicate Invoicing of Line Item
- Total Commitment Paid
- No Form 486 Filed
- Discount Amount Invalid
- SPIN Not Registered
- Billing Outside Fund Year
- Cancelled on Submitter's Request
- Invoice Received After Invoice deadline
- Service Provider Not Certified
- Billed Before Form 486 Service Start Date



BEAR (Form 472)

Statistics





Invoicing

Online BEAR





Sign In

- How to Log In
- <u>https://forms.universalservice.org/usaclogin/login.asp</u>



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Sign In

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Invoicing

Common Errors



Why Are There Errors

- Too soon (No FCDL, No Form 486, Too Early)
- Bad Data (Wrong SPIN, Wrong 471, Wrong FRN, Wrong Fund Year, Wrong Date)
- Bureaucracy (SPIN not registered, Update Form 498, No SPAC)
- Status Issues (Total Commitment Paid, Invoice received after deadline)



What Happened

- Review process
- Bad Documentation (Missing or No information provided to reviewer)
- Bad Discount calculation
- Bad Billing (Duplicate billing, Ineligible items, Items not on Item 21)



Common Errors

Where Do I Find The Reasons



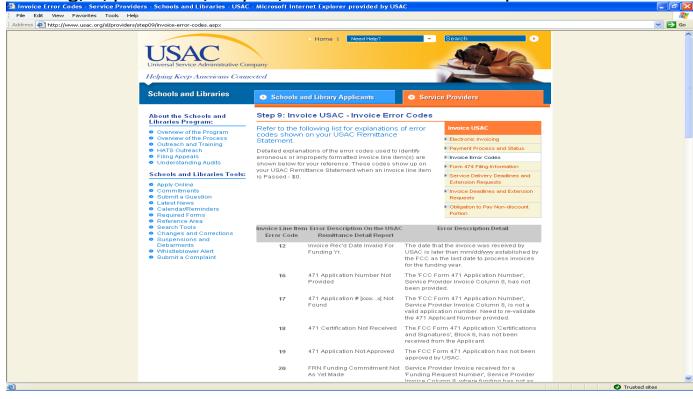




Common Errors

Where Do I Find The Reasons

http://www.usac.org/sl/providers/step09/invoice-error-codes.aspx





Common Errors

Who Can Help Me

- Resubmit
 - First Recourse
 - Beware of Invoice Deadline
- Appeal
 - USAC
 - -FCC
 - 60 Days from event



Common Errors

What Can I Do Now

- Customer Service Bureau
 - 1-(888) 203-8100
 - Program Questions
 - Invoice Questions
 - Submit a Question via Website
- Billing Collection and Disbursements
 - 1-(888)641-8722
 - Remittance Statements
 - Form 498 and payment status



Invoicing

Invoice Review



Service Delivery

- Service providers and applicants should work together to facilitate delivery of service
- Monitoring receipt of service
 - Both parties (SP and applicant) should monitor delivery of service
 - Don't rely on the other party's records
 - Keep documentation of service delivery and any service interruptions
 - Applicants get Quarterly Disbursement Report
 - Applicants may request <u>Invoice Check</u>



Invoice Review

- SP/App must review BEAR/SPI to ensure:
 - Only eligible services are being billed
 - Only services that were approved on the Form 471 are being billed
 - Services were delivered consistent with the FCDL and any agreements
 - Any service interruptions are accounted for
- Credits or discounts are apportioned to both USAC and the applicant



Invoicing

Deadline Extensions



Deadline Extensions

Helping Keep Americans Connected

Why File

- Missed Deadline
 - Invoice
 - FCDL
 - Form 486
 - Service Delivery
 - Form 500
- Need More Time To Provide Services

Non-recurring services



Deadline Extensions

When To File

- Invoice Deadline Extensions
 - Within 120 days of invoice deadline
- Service Delivery Extensions
 - Automatic
 - Late FCDL, SPIN Changes, Service Substitutions
 - March 1 key date
 - By September 30 for non-recurring services



Deadline Extensions

Helping Keep Americans Connected

What To File

- Documentation requirements that necessitate thirdparty contact or certification
- Natural or man-made disasters that prevent timely filing of invoices
- Circumstances beyond the service provider's control



Deadline Extensions

What To File

- What is being extended — 471, FRN, SPIN
- Who
 - Contact Person
- Why
 - Not too little
 - Not too much



Invoicing

Post Payment Process



Post Payment Process

Post Payment Review

- GAO Recommended Action
- Review of invoices on random basis
- Request for copy of invoice
- Must respond
- Success lessens scope



Post Payment Process



- Pay the Applicant
 - 20 days from receipt of funds
- Respond to assistance
- FCC Enforcement



Post Payment Process

Good Samaritan

Bankruptcy – Chapter 11
 BEAR Agreement

- Out of Business
- Bankruptcy Chapter 7





Comments or Questions?



Thank you!