

Training Handout: Set Ending Service Date Method

Overview: Ending Service Date refers to the different methods used by Providers to manage their billing cycles. Some Providers bill in arrears, for example. Others bill for the current month. These instructions will show you how to change the "Ending Service Date" to reflect your company's billing process.

Step	Action
1.	Login: https://occ.decisions.com/
	USERNAME OR EMAIL
	user@provider.com
	PASSWORD
	Register
2.	Provider Dashboard/Home will automatically open upon login.
	S OKLAHOMA UNIVERSAL SERVICE FUND
	Manage V All V
	Actions Special Service Provider X Monu
	Fund Year 2023 (7/1/2022 - 6/30/2023) Cumulative Funding Of Special Service Provider
	Total Approved Funding From All Sources Current Approved Causes Current Monthly Payment Request Status Change Requests Submitted
	\$5,582.20 4 ^{Constant} (19 %) ^{Analder Payment (19 %)} ^{Analder Payment (19 %)}
	Special Funding Primary Funding School Library Telemedicine Lifeline K Case G Case
	Total FY Funding \$2,996.40 \$92.00 \$2,493.80 \$0.00 \$0.00 \$0.00
	Current Approved Gauses 2 Current Approved Gauses 1 Current Approved Gauses 1 Current Approved Gauses 0 Current Approved Causes 0 Current Approved Causes 0
	Number Of Beneficiaries Z Number Of Beneficiaries 1 Number Of Beneficiaries 1 Number Of Active Circuits 4 Number Of Active Circuits 3





Step	Action
3.	Navigate to "Actions"
	Actions
4.	Select "Set Ending Service Date Method"
5	Actions Choose an option: New Monthly Payment Request Technology Upgrade Set Ending Service Date Method Update Contact Info Select Ending Service Date Method Preference This will allow you to choose the ending
5.	billing date that will be automatically generated on your MPRs.
	 For billing dates ending the month prior to disbursement month. For example, with the disbursement month of August, all ending service dates would be in July. (Examples: 7/1-7/31, 6/25-7/24, 6/5-7/4)
	Set Ending Service Date Method: \Box ×
	Month prior to disbursement month With a disbursement month of August, all ending service dates would be in July. Month of dis Examples) 7/1 - 7/31 6/25 - 7/24 6/5 - 7/4





Step	Action
	• For billing dates ending the same month as the disbursement month. For example, with the disbursement month of August, all ending service dates would be in August. (Examples: 8/1-8/31, 7/25-8/24, 7/5-8/4)
	Set Ending Service Date Method:
	Month prior to disbursement month
	Month of disbursement month With a disbursement month of August, all ending service dates would be in August. Examples) 8/1-8/31 7/25-8/24 7/5 8/4
6	Library Library
6.	Select "UPDATE," after the billing method has been chosen.
	Set Ending Service Date Method: $\Box \times c$
	Month prior to disbursement month
	Month of disbursement month
	CANCEL UPDATE
	NOTE: The billing method can be changed/updated at any time, however, it will be effective on the next MPR submission. It will not alter any previously submitted MPRs, including the current month's MPR if it has already been submitted.