



New Changes to the LRS Vendor Portal

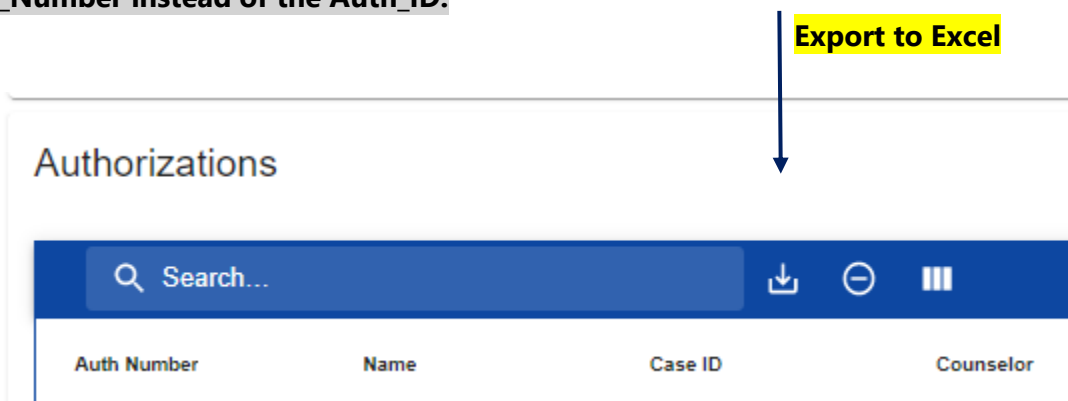
Please clear your history first and then log back in.

Use this clean link.

<https://lalwcvendorportal.awareportals.com>

When users exported Authorization Search Results in the Aware Vendor Portal, the Auth_Number, which allows alphabetic characters, was replaced with Auth_ID, which only allows numeric characters.

To address this issue, we updated the Vendor Portal to display and export the Auth_Number instead of the Auth_ID.



	Auth Number	Name	Case ID	Counselor	Status	Balance	Begin Date	End Date
4								
5	910611458	Reader, Belle	184529	Verret, Brooke	Open	1500	8/24/2021	6/30/2022
6	910611604	Charming, Prince	188348	Dossey, James	Open	1000	5/6/2021	6/30/2021
7	910611608	Mills, Regina	159067	Dossey, James	Open	2000	1/6/2021	6/30/2021
8	910611648	Swan, Emma	173709	Clark, Cynthia	Open	750	7/1/2021	6/30/2022
9	910611931	Jones, Killian	185750	Duplantis, Tiffany	Open	500	7/1/2021	6/30/2022
10	910611969	Hood, Robin	146357	Dossey, James	Open	2000	6/28/2021	6/30/2021

Agency vendors needed the ability to search for specific authorizations in the Vendor Portal when that vendor has more than 1,000 open authorizations.

To address this issue, Alliance added new search criteria to the Authorizations Search in the Vendor Portal. These criteria include Last Name, First Name, Begin Date, and End Date. Additionally, we increased the search results display limit from 1,000 to 2,000 records.

See below:

The screenshot shows the 'Authorizations Search' form. At the top, there is a blue navigation bar with 'Authorizations' and 'Requested Payments' links. Below it, the breadcrumb 'Home / Authorization Search' is visible. The form contains the following fields:

- Select Status:** A dropdown menu currently showing 'Open'.
- Authorization Number:** A text input field.
- Last Name:** A text input field, highlighted by a green arrow.
- First Name:** A text input field, highlighted by a red arrow.
- Begin Date:** A date range selector with two input boxes (format mm/dd/yyyy) and a calendar icon, highlighted by a blue arrow.
- End Date:** A date range selector with two input boxes (format mm/dd/yyyy) and a calendar icon, highlighted by a yellow arrow.

A blue button labeled 'FIND AUTHORIZATIONS' is located at the bottom of the form.

This close-up shows the 'Select Status' dropdown menu. The menu is open, displaying the following options:

- (All)
- Open (highlighted)
- Closed
- Cancelled

Agencies requested that vendors not be able to resubmit a Vendor Requested Payment on an Authorization that has been cancelled. You need to click the **Authorization Search** first.

To address this issue, we updated the Vendor Requested Payments page in the Aware Vendor Portal, so that the "Resubmit" button is not available once an Authorization has been cancelled. Additionally, we updated the Authorizations Search to allow vendor users to look for all cancelled Authorizations, which will make it easier to identify when an Authorization has been cancelled. Finally, we updated the Vendor Requested Payment datapage in Aware, so that the "Create Payment Request" button is only available when the associated Authorization has a status of open.

Line Number	Service	Description	Amount Paid	Current Amount	Status	Begin Date	End Date	Actions
1	Job Support Services - SE or On - Site	SE MS1 Job Development/... 10/1/2012	\$0.00	\$0.00	Cancelled	5/2/2013		REQUEST PAYMENT

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The **Request Payment** option is no longer available to any **cancelled** authorization.

In the Aware Vendor Portal, the **Service** and **Unit** columns needed to be removed from the grid display on the Authorizations datapage to more accurately present information about Authorizations.

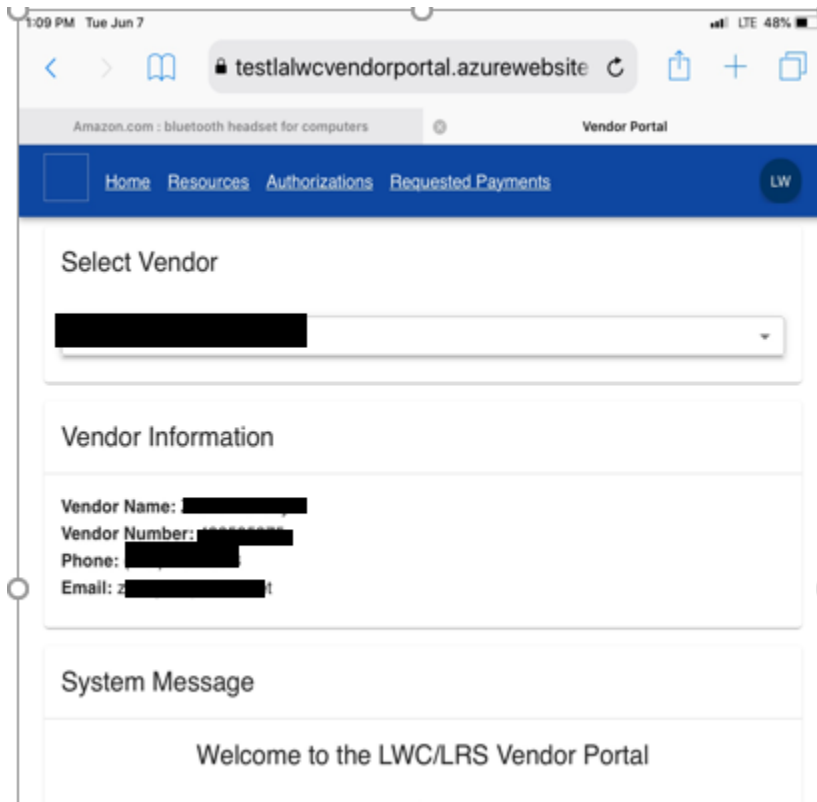
To address this issue, we have removed the columns "Service" and "Units" from the search results grid displays for Authorizations, Open Authorizations, and Closed Authorizations.

You will now only see these columns below.

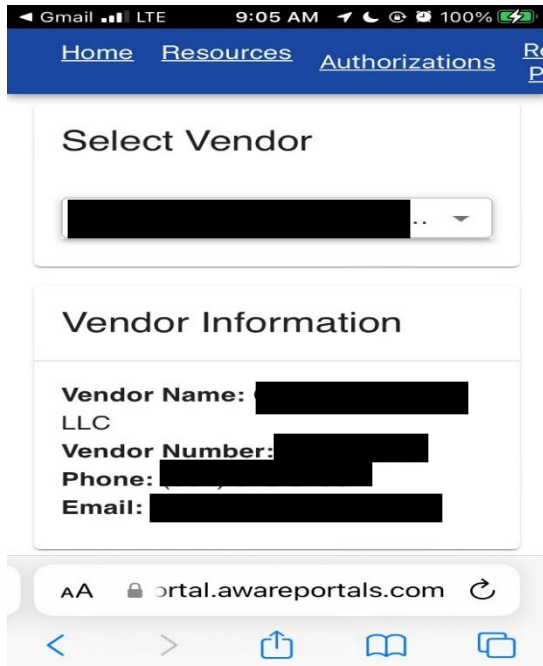
Line Number	Service	Description	Amount Paid	Current Amount	Status	Begin Date	End Date	Actions
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Previously, when a user was using the Vendor Portal with a **mobile device**, the link on Requested Payment ID from the Processed Requested Payments page did not open the linked page as expected.

****To resolve this, Alliance has corrected the issue so that the functionality of the Requested Payment ID link is the same whether the user is using the standard portal view or the mobile view. See below as the portal is available on an iPad.**

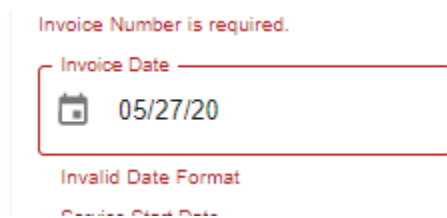


You may now use the Vendor Portal on your cell phone as well.



Previously, vendor portal users received an error when attempting to submit the payment request with a date other than the full year.

To address this, Alliance updated date format validation logic in the vendor portal. A validation error is display when the date entered does not satisfy the format 'MM-DD-YYYY'



Agencies requested the ability to see more detailed information regarding warrants in the Aware Vendor Portal. Specifically, they wanted to have access to all warrants that have been paid as well as the authorizations and payments covered by each warrant.

To address this issue, we added a new Warrant Detail datapage, which provides information on the warrant number, when the warrant was paid, the amount of the warrant, and the individual payment IDs the warrant covers. The Warrant Detail datapage grid display includes hyperlinks to related Vendor Requested Payment Details datapages and Authorization Details datapages.

Below is not a real warrant. It was created by the Aware Team. In reality, you will have an actual Warrant amount above the grid instead of \$0.00.

Home / Authorization Search / Authorizations / Authorization Detail [Auth #910619590] / Vendor Requested Payments / Warrant Details [Warrant #567356]

Warrant Details [Warrant #567356]

Warrant Number: 7100000
Warrant Paid: 05/16/2022
Warrant Amt: \$0.00

Payment Request ID	Authorization Number	Participant Name	Case ID	Invoice Number	Invoice Date	Invoice Amount
1065478	910619590	Charming, Prince	188708	1234 test	05/13/2022	300

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Agencies needed the ability to access the new Warrant Detail datapage in the Aware Vendor Portal through the Processed Requested Payments Search Results datapage and the Vendor Requested Payments datapage.

To address this issue, we added links to the Warrant Detail datapage to the display grids in the Processed Requested Payments Search Results datapage and the Vendor Requested Payments datapage.

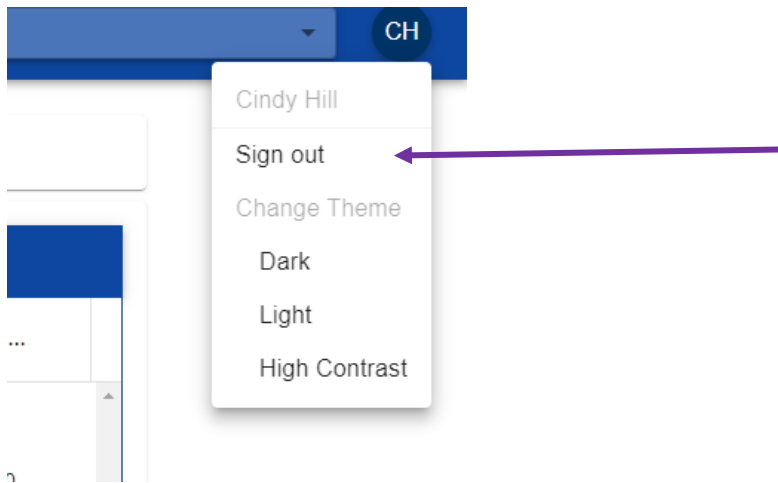
Home / Processed Requested Payments

Request ID	Authorization Number	Warrant Number	Invoice N...	Invoice D...	Invoice S...	Participa...	Service	Service S...	Service E...	Amount ...
7710	910619590	7100000	1234 test	5/13/2022	5/13/2022	Charming, Prince	Pre-Employment Transition Services	1/1/2022	6/30/2022	\$300.00

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Agencies requested a more accessible logout button for the Vendor Portal.

To address this, Alliance moved the Sign Out link to the top of the profile dropdown list and updated the announcements for the profile dropdown in JAWS.



Agencies requested that participant name be added to the Authorization Details Eligible for Payment page in the Aware Vendor Portal.

To address this issue, Alliance added a column called Name to the Authorization Details Eligible for Payment page in the Aware Vendor Portal. This column displays the participant name associated to the detail line number of an Authorization.

Home / Authorization Details Eligible For Payment

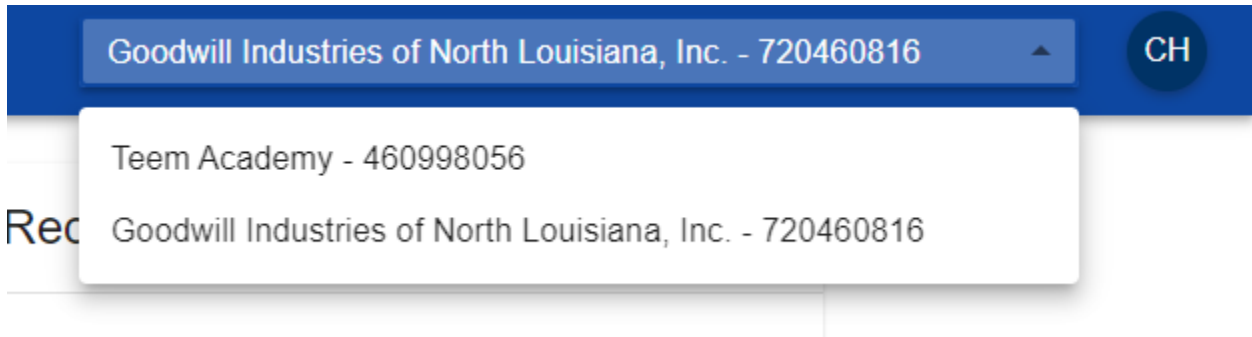
Auth Nu...	Detail Lin...	Name	Service	Description	Amount ...	Current A...	Status	Begin Date	End Date	Actions
910628431	1	Jones, Killian	Job Readiness Training	Personal and Vocational Adjustment	\$0.00	\$1,500.00	Open	3/7/2022		REQUEST PAYMENT

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Vendor Portal Users Associated to More Than One Vendor

Previously, a vendor portal user could only be active on one vendor in the vendor portal at a time. To resolve this, Alliance has added the ability for a vendor once logged into the vendor portal, to select from a list of vendors located in a header bar menu, in which their login email has been added to the portal user grid on the Vendor Information datapage.



Check Number Field Added to the Vendor Portal-

To address this, Alliance has added the check number field to the following Datapages:

- Vendor Requested Payments
- Pending Requested Payments Search Results
- Processed Requested Payments Search Results
- Warrant Detail

There will be a warrant number here in reality.

A screenshot of a web application showing a table of processed requested payments. The table has columns for Requested..., Contra..., Authori..., Invoice..., Invoice..., Invoice..., Particip..., Service, Service..., Service..., Amoun..., and Warran... The first row contains the value 10905 in the Requested... column, 9106319... in the Authori... column, 9874 in the Invoice... column, 6/3/2022 in the Invoice... column, 6/3/2022 in the Invoice... column, Fowler, David A. in the Particip... column, Assess... in the Service column, 6/3/2022 in the Service... column, 6/30/2022 in the Service... column, \$500.00 in the Amoun... column, and a blank space in the Warran... column. A red arrow points to the Warran... column. The page number 1 is circled in the pagination area, and the text "1 - 1 of 1 items" is visible at the bottom right.

Please email LRSAware@lwc.la.gov if you have any questions in regards to these updates.