



Approving an Invoice in PPL@Home

Walk-Me Guide | California SDP



Once a contractor or vendor has submitted an invoice, you can approve the invoice directly through PPL@Home.

1

After logging into PPL@Home, click on the **'Invoice'** tab.



2

You will see several dark green accordion menus. Click on the **dark green title bars** to expand or collapse each accordion menu. Clicking the **'Invoice Summary'** accordion shows two menus:

- **'In Process Invoice'** shows any submitted invoices that need your approval, or that have been approved but not paid.
- **'Processed Invoice'** shows any invoices that have been paid.

Find an invoice that has 'In Process Service Lines' and click the **'View'** button under the Actions column.

A screenshot of the PPL@Home interface showing two sections: 'In-Process Invoices' and 'Processed Invoices'. The 'In-Process Invoices' section has a dark green title bar with a left-pointing arrow. Below it is a table with columns: Provider Name, Provider PPL ID, Invoice Total Amount, In Process Service Lines, Processed Service Lines, and Actions. The table has two rows. The first row has 'Indepprovider', 'PRV-CASDP- 000000', '\$50.70', '1', and '0'. The second row has 'Don Indepprovider', 'PRV-CASDP- 000000', '\$135.20', '0', and '1'. A red box highlights the '1' in the 'In Process Service Lines' column of the first row. A hand cursor is pointing at the 'View' button in the Actions column of the first row. Below the table are filters for Provider Name, Provider PPL ID, Invoice, In Process, and Processed. At the bottom of the table, it says 'Showing 1-2 of 2' and 'Records per page: 10'. Below the 'In-Process Invoices' section is a section for 'Processed Invoices' with a dark green title bar and a left-pointing arrow. Below it is a table with columns: Invoice Date, Invoice Number, Provider Name, Provider PPL ID, Total Cost, Paid Lines, and Den Line. Below the table are filters for Pay Per..., Provider, and Status, along with a Search button and a refresh button.

Review the information on the invoice. You may need to use the grey scroll bar to see all the information.

To approve an invoice, select the checkbox of each line you want to approve, then select the **'Approve'** button.

You will see a pop up stating the invoice was approved successfully.

On the invoice line, the **'In Process Service Lines'** and **'Processed Service Lines'** show the totals for approved/denied statuses.

View Invoice

Participant* Invoice Date* Invoice Number

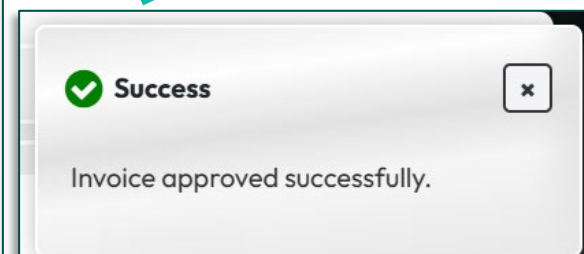
Participant	Participant PPL ID	Provider	Provider PPL ID	Phone
Tim Participant	PRC-CASDP-000000	Don Indeprovider	PRV-CASDP-000000	-

Service Date Submission Date Service Description Units

04/20/2026 04/20/2026 333-INV:Participant Goods and Services Purchasing Goods 3

Total Invoice Submitted: \$50.70
Total Invoice Paid: \$0.00

Receipt Attachments
Invoice Receipt : 20260420150057_image_53.png



In-Process Invoices

Invoice Date	Invoice Number	Provider Name	Provider PPL ID
04/20/2026	235689	Don Indeprovider	PRV-CASDP- 00000
04/10/2026		Don Indeprovider	PRV-CASDP- 00000

Showing 1-2 of 2

Records per page: 10

In Process Service Lines	Processed Service Lines
0	1

Call or email your Support Broker or Enrollment Specialist if you have any questions.



YOUR LIFE
YOUR CARE
YOUR PEOPLE