



Financial How Do I Guide

Assignment			
How Do I...?	Selections	Tips & Guidelines	
Assignment Self assign existing case/provider	<ul style="list-style-type: none"> Click Utilities > Search. On the Search page, select the Case or Provider Organization tab as applicable. Enter applicable Search Criteria data/values. Click the Search button. Click the appropriate Case/Provider record icon. Click the Assignment icon. Click the Actions link for an existing assignment. Click the Create Assignment radio button. Click Continue. On the Create Worker Assignment page, enter the applicable data/values. Click the Select link for the worker receiving this assignment. Click the Assign button and click Close. 	<i>You can only assign yourself to an existing case/provider if you have appropriate security access.</i>	
Overpayments			
How Do I...?	Selections	Tips & Guidelines	
Payment Generation Review payment information for Out of Home Placements	<ul style="list-style-type: none"> On the Cases or Provider outliner, click the case or provider icon. Click the Placement/Services icon. Click the applicable Out of Home Placement link. On the Out of Home Placement page/Service tab, review the applicable data/values. Click the Close button 	<i>The following fields contain payment related information on the Out of Home Placement page:</i> Placement Begin Date Placement End Date Service Type Current Basic Rate Child Specific Rate <i>The following amounts require Foster Care Rate:</i> Administrative Fee Exceptional Amount Supplemental Points Costs > Spending Limit <i>Only approved placements will generate payments.</i>	
	Review payment information for In Home Services	<ul style="list-style-type: none"> On the Cases or Provider outliner, click the case or provider icon. Click the Placement/Services icon. Click the applicable In Home Service link. On the In Home Service page/Service tab, review the applicable data/values. Click the Close button 	<i>The following fields contain payment related information on the In Home Service page:</i> Service Begin Date Service End Date Service Type Child Specific Rate Administrative Fee Exceptional Amount Supplemental Points Amount
	Review payment information for Service Types	<ul style="list-style-type: none"> Click Maintain > Service Types > View. On the View Service Types page, select the Service Category and Description of the service. Click the Continue button. 	<i>The following fields contain payment related information on the Maintain Service Type and Rate page:</i> Service Group Service Category Payments group box Rate Type Rate button



Financial How Do I Guide

Payment Generation (continued)

Review payment settings for Home Providers	<ul style="list-style-type: none"> On the Providers outliner, click on the appropriate provider name link. On the Home Provider page/Home tab, review the applicable data/values. Click the Close button. 	<p><i>The following fields contain payment related information on the Home Provider page/Home tab:</i></p> <p><i>Parent Agency</i></p>
Review/update provider repayment method for Home Providers	<ul style="list-style-type: none"> On the Home Provider page/Home tab, select Provider Repayment Method from the Options list. Click Go. On the Provider Repayment Method page, view/enter applicable data/values. 	
Review payment information for Private Providers	<ul style="list-style-type: none"> On the Providers outliner, click on the appropriate provider name link. On the Private Provider page/Provider tab, review the applicable data/values. Click the Close button. 	<p><i>The following fields contain payment related information on the Private Provider page/Provider tab:</i></p> <p><i>HQ</i></p> <p><i>Tax ID# (requires SSN or FEIN)</i></p> <p><i>Not for Profit Agency checkbox</i></p>
Review/update provider repayment method for Private Providers	<ul style="list-style-type: none"> On the Private Provider page/Provider tab, select Provider Repayment Method from the Options list. Click Go. On the Provider Repayment Method page, view/enter applicable data/values. 	
Review payment rate information for Home or Private Providers	<ul style="list-style-type: none"> On the Providers outliner, click on the appropriate provider name link. On the Provider page/Services tab, select the radio button for a service in the Service Specifics group box. Select Service Rate or Provider Service Rate from the Options list. Click Go. 	<p><i>The following fields contain payment related information on the Provider page/Services/Options:</i></p> <p><i>Effective Date</i></p> <p><i>Rate Period</i></p> <p><i>Rate</i></p>



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Financial How Do I Guide

Episode-Driven Pending Payments			
How Do I...?	Selections	Tips & Guidelines	
Episode Driven Payments	Update a \$0.00 pending payment with an open assignment to either case or provider	<ul style="list-style-type: none"> On the Provider or Cases outliner, click the appropriate provider or case icon. Click the Payment icon. Click the applicable Payment item. On the Payment Request page, enter a value in the Units field as appropriate. Select Approval from the Options list. Click Go. 	<p><i>The Units field is used to enter the number of days of care actually provided. The payment to the provider is generated by multiplying the days of care by the appropriate service rate.</i></p> <p><i>This transaction requires supervisor approval to be complete.</i></p>
	Update a \$0.00 pending payment without an open assignment to either case or provider	<ul style="list-style-type: none"> Select Maintain>Financial > Checks and Payments Maintenance Select Payments from Select By and Pending Approval from Payment Status. (Enter Payee ID and date parameters as appropriate.) Select Search button. Click the applicable Payment item in the Search Results group box. On the Payment Request page, enter a value in the Units field as appropriate. Select Approval from the Options list. Click Go. 	
One Time Payments			
How Do I...?	Selections	Tips & Guidelines	
One Time Payments	Create One-Time Payments	<ul style="list-style-type: none"> Click Create > Financial Work > Payment Request. On the Payment Request page, click the Search link in the Provider Information group box. On the Provider Search page, enter the applicable data/values and click the Search button. Select the radio button for the provider. Click Continue. On the Payment Request page, click the Search link in the Case Participant Information group box. On the Person Search page, enter the applicable data/values and click the Search button. Select the radio button for the Case. Click Continue. On the Payment Request page, enter the applicable data/values. Select Approval from the Options list. Click Go. 	<p><i>Choose the Service Category and Service Type that reflects the service or goods for which the payment request is made.</i></p> <p><i>Enter the End Date when the service type spans multiple days.</i></p> <p><i>This transaction requires supervisor approval to be complete.</i></p>
	Create One-Time Payments via Copy-over	<ul style="list-style-type: none"> Click Maintain > Financial > Checks and Payments Maintenance Select Payments from Select By and enter appropriate search criteria > Select Search button. Click Copy hyperlink for the applicable Payment item On the Copy Payment Request page, enter applicable service category and type and modify the applicable data/values. Select Save button Select Approval from the Options list. Click Go. 	



Financial How Do I Guide

Overpayments

Overpayments

How Do I...?	Selections	Tips & Guidelines
Create a manual overpayment	<ul style="list-style-type: none"> Click Create > Financial Work > Payment Request. On the Payment Request page, click the Search link in the Provider Information group box. On the Provider Search page, enter the applicable data/values and click the Search button. Select the radio button for the provider. Click Continue. On the Payment Request page, click the Search link in the Case Participant Information group box. On the Person Search page, enter the applicable data/values and click the Search button. Select the radio button for the Case. Click Continue. On the Payment Request page, enter the applicable data/values. Select Approval from the Options list. Click Go. 	<p><i>The Overpayment Source Number is a cross-reference (usually the check number) for the overpayment recorded.</i></p> <p><i>Enter a negative amount (e.g., -\$30.00) in the Basic, Admin, Exceptional, Supplemental field(s) to record an overpayment.</i></p> <p><i>The date range on the overpayment should match the date range for which the overpayment is applicable.</i></p>
Create a manual overpayment via Copy-over	<ul style="list-style-type: none"> Click Maintain > Financial > Checks and Payments Maintenance Select Overpayments from Select By and enter appropriate search criteria > Search. Click Copy hyperlink for the applicable Payment item On the Copy Payment Request page, enter applicable service category and type and modify the applicable data/values. Select Save button Select Approval from the Options list. Click Go. 	
Change status (e.g. to cancelled) of an overpayment with an assignment to either case or provider	<ul style="list-style-type: none"> Click on the Payment icon to expand. Click on the appropriate approved overpayment. Click Options > Overpayment Status Maintenance > Go Click Insert on the Overpayment Status Maintenance page. Enter applicable information Click Save and Close buttons. 	<p><i>An overpayment cannot be cancelled if it is associated with non-cancelled overpayment adjustments.</i></p> <p><i>An overpayment's status can be modified until the remaining balance on the overpayment reaches \$0.00.</i></p>
Change status (e.g. to cancelled) of an overpayment without an assignment	<ul style="list-style-type: none"> Select Maintain > Financial > Checks and Payments Maintenance page. Set the Select By to Overpayment and other applicable search criteria > Search Click on the appropriate approved overpayment. Click Options > Overpayment Status Maintenance > Go Click Insert on the Overpayment Status Maintenance page. Enter applicable information Click Save and Close buttons. 	
Create Provider Notes for recoupment agreement	<ul style="list-style-type: none"> Click Create > Provider Work > Narrative > Adoption, Correspondence or OHCU. Select the appropriate Provider. Click the Create button. On the Provider Note page, enter the applicable data/values. Click the Save button. Click Close. 	<p><i>Click the Spell Check icon on the banner to spell check text on provider note.</i></p>
Establish automatic overpayment adjustments settings	<ul style="list-style-type: none"> On the Providers outliner, click on the appropriate provider name link. On the Home Provider page/Home tab, select Provider Repayment Method from the Options list. Click Go. On the Provider Repayment Method page, view/enter applicable data/values. 	<p><i>The Repayment Method page is accessible from the Options button on the Provider tab of the Private Provider page. The page is accessible from the Options button on the Home tab of the Home Provider page.</i></p>



Financial How Do I Guide

Overpayments (continued)

<p>Create a manual overpayment adjustment without assignment</p>	<ul style="list-style-type: none"> Click Create > Financial Work > Overpayment Adjustment. Click the Search link to search for a payee on the Provider search page Search for and select the appropriate provider/payee Click Continue button to return to the Provider Overpayment page. Select the radio button for the specific overpayment in the Overpayment Information group box. Click the Adjust link for that specific overpayment. On the Overpayment Adjustment page, enter the applicable data/values. Select Approval from the Options list. Click Go. 	<p><i>Overpayment adjustments display under related overpayments under the Payment icon on both Case and Provider outliners.</i></p>
<p>Create a manual overpayment adjustment with assignment</p>	<ul style="list-style-type: none"> Click Create > Provider Work > Payment > Overpayment Adjustment. Select the appropriate Provider. Click the Create button. Select the radio button for the specific overpayment in the Overpayment Information group box. Click the Adjust link for that specific overpayment. On the Overpayment Adjustment page, enter the applicable data/values. Select Approval from the Options list. Click Go. 	<p><i>Overpayment adjustments display under related overpayments under the Payment icon on both Case and Provider outliners.</i></p>
<p>Cancelling an overpayment adjustment with an open assignment to either case or provider</p>	<ul style="list-style-type: none"> Click on the Payment icon > expand Overpayment icon. Click on the appropriate approved Overpayment Adjustment link. Click Cancelled checkbox Click Save and Close buttons 	
<p>Cancelling an overpayment adjustment without an open assignment to either case or provider</p>	<ul style="list-style-type: none"> Click Maintain > Financial > Checks and Payments Maintenance Select Overpayments from Select By and enter appropriate search criteria > Search. Expand applicable Overpayment icon. Click on the appropriate approved Overpayment Adjustment link. Click Cancelled checkbox. Click Save and Close buttons. 	



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Financial How Do I Guide

Update Check Information

Checks

How Do I...?	Selections	Tips & Guidelines
Document a manual check	<ul style="list-style-type: none"> Click Create > Financial Work > Manual Check On the Manual Check page, click the Search link in the Provider Information group box to search for and select the provider. On the Manual Check page, click the Include checkbox to include the payment lines in the manual check. Enter check number and date. Click the Save button. Click Close. 	<p><i>The provider must have outstanding payments or pending checks in WISACWIS to document a manual check.</i></p>
Review a pending check	<ul style="list-style-type: none"> Click Maintain > Financial > Pending Checks On the Review Pending Checks page, click the Search link in the Check Information group box to search for the provider. Click on the appropriate provider icon. Click on the Checks icon. Select the radio button for the appropriate Pending check and click Continue. On the Review Pending Check page, enter the applicable data/values. Click the Save button. Click Close. 	<p><i>To cancel or reschedule a check, it must be in a Pending status.</i></p> <p><i>The Check Status field is used to cancel or reschedule the entire pending check.</i></p> <p><i>The Payment Status field, in the Payment Lines group box, is used to cancel or reschedule individual payments.</i></p>
Review a pending check via Checks and Payments Maintenance page	<ul style="list-style-type: none"> Click Maintain > Financial > Checks and Payments Maintenance Set Select By to Checks and Check Status to Pending > Search Click the appropriate Pending Check item On the Review Pending Check page, enter the applicable data/values. Click the Save button. Click Close. 	
Cancel or reschedule a pending check	<ul style="list-style-type: none"> On the Providers outliner, click on the applicable provider icon. Click the Checks icon. Click on the appropriate Pending check. Click on the appropriate check line. On the Review Pending Check page, enter the applicable data/values. Click the Save button. Click Close. 	<p><i>To cancel or reschedule a check, it must be in a Pending status.</i></p> <p><i>The Check Status field is used to cancel or reschedule the entire pending check.</i></p> <p><i>The Payment Status field, in the Payment Lines group box, is used to cancel or reschedule individual payments.</i></p> <p><i>If you are not assigned to the provider, please see steps for Review a Pending Check.</i></p>
Cancel or reschedule several pending checks at once	<ul style="list-style-type: none"> Click Maintain > Financial > Checks and Payments Maintenance Set Select By to Checks and Check Status to Pending > Search Select the checkboxes for several check records Select Options > Cancel Selected Checks or Cancel-Reschedule Selected Checks On the Cancel Selected Checks page or Reschedule Selected checks page select Save, then Close 	<p><i>Deselect the selected checkboxes on the Cancel Selected Checks or Reschedule Selected Checks pages to exclude records from processing</i></p>



Financial How Do I Guide

<p>Record a check number</p>	<ul style="list-style-type: none"> ▪ Click Maintain > Financial > Check Number Recording. ▪ Enter the applicable data/values and click the Search button. ▪ On the Check Number Recording page, enter the applicable data/values. ▪ Click the Save button. Click Close. 	<p><i>Once the check number and check date are entered, the check status is updated from 'In Process' to 'Outstanding'.</i></p>
<p>Record a stop payment for an outstanding check</p>	<ul style="list-style-type: none"> ▪ Click Maintain > Financial > Check Disposition ▪ On the Check Disposition page, click the Search link in the Check Information group box to search for the provider. ▪ Click on the appropriate provider icon. ▪ Click on the Checks icon. ▪ Select the radio button for the appropriate check and click Continue. ▪ On the Check Disposition page, enter the New Disposition value. ▪ Click the Save button. Click Close. 	<p><i>The Details... button is used to review payment and payment adjustments.</i></p> <p><i>The Reschedule Date and Cleared/Expired Date fields are enabled based the selection from the New Disposition list.</i></p> <p><i>The Status is changed from 'Outstanding' to 'Stop Payment'.</i></p>
<p>Cancel several outstanding checks at once</p>	<ul style="list-style-type: none"> ▪ Click Maintain > Financial > Checks and Payments Maintenance ▪ Set Select By to Checks and Check Status to Outstanding, set other applicable search criteria > Search ▪ Select the checkboxes for several applicable check records ▪ Select Options > Cancel Selected Checks ▪ On the Cancel Selected Checks page select Save, then Close 	<p><i>Deselect the selected checkboxes on the Cancel Selected Checks page to exclude records from processing.</i></p>



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Financial How Do I Guide

Title IV-E Eligibility

Eligibility

How Do I...?	Selections	Tips & Guidelines
Refer case to eligibility specialist	<ul style="list-style-type: none"> ▪ Click Create > Case Work > Placement > Out of Home Placement. Make appropriate case and child selection > Create ▪ On the Out of Home Placement page, document child's removal date and removal reasons. ▪ Fill out all other appropriate information. ▪ Select Approval from Options list and click Go. ▪ Select Approve radio button on Approval History page > Save > Close. 	<p><i>The system generates the Title IV-E Eligibility Determination record from an approved Out of Home Placement constituting a removal from home.</i></p> <p><i>Assignment and automated message to SEU Manager are generated upon approval of the Out of Home Placement by supervisor.</i></p>
Document Title IV-E Initial Eligibility	<ul style="list-style-type: none"> ▪ On the Cases outliner, click on the appropriate case icon. ▪ Click the Eligibility icon. ▪ Click the Title IV-E Eligibility Determination link. ▪ On the Eligibility page/Initial Determination tab. ▪ Verify the Legal Documents and Background Checks applicable for proper data/values. ▪ Select Update Elig Status from the Options list. Click Go. If the Elig Status notification is correct, Click Yes. ▪ Select Refer to TA and/or Refer to State from the Options list. Click Go. Referring to State will freeze the questions and send the recommendation to the State approver. ▪ The designated State approver may select Complete Determination from the Options list. Click Go. If the Elig Status notification is correct, Click Yes. ▪ Click the Save button. Click Close. 	<p><i>Initial Determination recommendations can only be completed by workers with a FAST unit job class.</i></p> <p><i>Determinations can only be Completed by designated State approvers with Title IV-E sign-off security.</i></p> <p><i>The eligibility status may only be altered by creating an eligibility redetermination.</i></p>
Complete Title IV-E Eligibility Redeterminations	<ul style="list-style-type: none"> ▪ On the Cases outliner, click on the appropriate case icon. ▪ Click the Eligibility icon. ▪ Click the Title IV-E Eligibility Determination link. ▪ On the Eligibility page/Redeterminations tab, enter the Review Period Begin and Review Period End date ▪ Select Legal Document selection page from the options dropdown. Select the proper Court/VPA dates. ▪ Select Background Check Verification from the options dropdown. Verify the Background checks. ▪ Select Potential Status Changes from the options drop down. Verify the Status Change events returned, click continue. ▪ On the Multiple Eligibility Status page, select Update Redet Status from the Options dropdown. Click Go. ▪ Select Refer to TA and/or Refer to State from the Options list. Click Go. Referring to State will freeze the questions and send the recommendation to the State approver. ▪ The designated State approver may select Complete Redetermination from the Options list. Click Go. ▪ Click the Save button. Click Close. 	<p><i>A Title IV-E Eligibility Redetermination is completed one year after the initial placement and initial eligibility determination.</i></p> <p><i>Redetermination recommendations can only be completed by workers with a FAST unit job class.</i></p> <p><i>Redeterminations can only be Completed by designated State approvers with Title IV-E sign-off security.</i></p>



Financial How Do I Guide

Eligibility	Void an unneeded Title IV-E Eligibility Determination record	<ul style="list-style-type: none"> On the Cases outliner, click on the appropriate case icon. Click the Eligibility icon. Click the Title IV-E Eligibility Determination link. Select Void Determination from the Options list. Click Yes to the void confirmation message pop-up. Click Yes or No to message pop-up asking if a replacement record should be created. 	<i>The security to void an Eligibility Determination is restricted to Maximus staff only.</i>
	Maintain a child's eligibility records, including a record in a closed case	<ul style="list-style-type: none"> Click Maintain > Eligibility > Eligibility History On the Maintain Eligibility History page click the Search link in the Child Information group box to search for the child. Click on the appropriate child record. In the Eligibility History group box select the Edit link for the record to be maintained and/or updated. 	<i>The Maintain Eligibility History page will show all Title IV-E Eligibility records for a child, across all their cases.</i>

Medicaid Eligibility		
How Do I...?	Selections	Tips & Guidelines
Medicaid Eligibility	<p>Create Medicaid Certification</p> <ul style="list-style-type: none"> Click Create > Case Work > Eligibility > Medicaid Eligibility. Click the appropriate case and case participant. Click the Create button. On the Medicaid Eligibility Determination page, click the Insert button. On the Medicaid Certification page, enter the applicable data/values. Click the Save button. Click Close. On the Medicaid Eligibility Determination page, click Close. 	<p><i>Be sure that the State Approval Status is set to 'Approved' before selecting the Save button.</i></p> <p><i>After the MMIS Interface, the status for Medicaid Eligibility Determination is 'Sent to MMIS'. MMIS produces the Medicaid cards.</i></p> <p><i>Regardless of the Certification type, the dates of certification, as well as the Med Stat code fields are always required.</i></p>
	<p>Complete Medicaid Certification</p> <ul style="list-style-type: none"> On the Cases outliner, click on the appropriate case icon. Click the Eligibility icon. Click the Medicaid Eligibility Determination link for the applicable case participant. On the Medicaid Eligibility Determination page, click the Edit link for the applicable certification action line. On the Medicaid Certification page, enter the applicable data/values. Click the Close button. 	<p><i>After the MMIS Interface, the status for Medicaid Eligibility Determination is 'Sent to MMIS'. MMIS produces the Medicaid cards.</i></p> <p><i>You can cancel or alter Medicaid Certifications through creating an Amended (3), Cancel (4) or ID# Number (5) Certification.</i></p> <p><i>Regardless of the Certification type, the dates of certification, as well as the Med Stat code fields are always required.</i></p>



Financial How Do I Guide

Trust Accounts

Trust Account

How Do I...?	Selections	Tips & Guidelines
Create bank account record	<ul style="list-style-type: none"> Click Maintain > Financial > Bank. On the Select bank pop-up page, select the appropriate bank and click Continue. On the Bank page, enter applicable data/values. Select Interest from the Options list and click Go. On the Interest page, enter applicable data/values then click the Save button and Close. On the Bank page, select Check Update from the Options list. Click Go. On the Check Update page, enter applicable data/values. Click the Save button and Close. On the Bank page, click Close. 	<p><i>Two separate bank accounts can be created to record and track trust account information.</i></p>
View trust account limits	<ul style="list-style-type: none"> Click Maintain > Eligibility > Maximum Balance. Click the Close button. 	<p><i>The State maximum balance is set to \$1,500. Do not alter this value.</i></p>
Create trust accounts	<ul style="list-style-type: none"> On the Trust Account Maintenance page, select Options > Create General TA (or Create Dedicated TA) > Go On the Person Search page enter the search criterion to specify the child for whom the record needs to be created and click the Search button Select the radio button associated with the returned record and select the Continue button On the Trust Account page/Benefit Record tab, select the Insert button to document a benefit record Enter the applicable data/values and select the Continue button Select Save button on the Trust Account page /Benefit Record tab. 	<p><i>Multiple benefit records can be created by selecting Insert and completing the Maintain Benefit Record page.</i></p> <p><i>A General TA record will be created for the child automatically when a qualifying Out-of Home placement created for the child is approved by the supervisor.</i></p>
Maintain trust account transaction history (from the Cases outliner)	<ul style="list-style-type: none"> On the Cases outliner, click on the appropriate case icon. Click the Eligibility icon. Click the applicable Trust Account link for the case participant. On the Trust Account page/Ledger tab, enter the applicable data/values. Click the Save button and click Close. 	<p><i>Trust Account draw down entries are automatically generated by batch programs, against outstanding payments.</i></p> <p><i>All deposits (both user-entered and system-generated) will be associated with a unique Trans Group ID.</i></p>
Maintain trust account transaction history (from the Trust Account Maintenance page)	<ul style="list-style-type: none"> Click Maintain > Trust Accounts > Trust Account Maintenance On the Trust Account Maintenance page, click the Edit hyperlink associated with the Trust Account requiring an update On the Trust Account page/Ledger tab, enter the applicable data/values. 	<p><i>Trust Account draw down entries are automatically generated by batch programs, against outstanding payments.</i></p> <p><i>All deposits (both user-entered and system-generated) will be associated with a unique Trans Group ID.</i></p>



Financial How Do I Guide

Trust Accounts

	<p>Review payment reimbursement history (from the Payment Download page)</p>	<ul style="list-style-type: none"> Click Maintain > Financial > Payments Download. On the Payment Download page, enter the applicable data/values. Click the Search button. On the Payment Download page, click the History link for the applicable payment line to see the Payment Reimbursement History page. Click the Close button. 	<p><i>The data on the Payment Download page can be printed. This page also may be exported to a Microsoft Excel spreadsheet by selecting Export Payment List from the Options list and clicking Go.</i></p>
	<p>Review payment reimbursement history (from the Trust Account page)</p>	<ul style="list-style-type: none"> On the Trust Account page/Ledger tab, select the Pmt Download hyperlink to see the Payment Reimbursement History page. Click the Close button. 	<p><i>The data on the Payment Download page can be printed. This page also may be exported to a Microsoft Excel spreadsheet by selecting Export Payment List from the Options list and clicking Go.</i></p>
	<p>View the Analysis page</p>	<ul style="list-style-type: none"> Access the Trust Account page Options > Analysis > Go On the Analysis page, select a Deposit - Payment radio button in the View By: field >select Search. The system will return the deposits information as the top level detail, with reimbursed payments as the second level detail On the Analysis page, select a Payment - Drawdown radio button > select Search. The system returns all reimbursed payment as the top level detail, with trust account system-generated withdrawals as the second level detail. 	
	<p>View all trust accounts for the county</p>	<ul style="list-style-type: none"> Click Maintain > Trust Account > Trust Account Maintenance On the Trust Account Maintenance page select Search button 	<p><i>Trust Account records identified as On Hold are the trust account associated with the benefit records placed 'On Hold'. The transactions tied to such benefits are excluded from draw-down batch processing.</i></p> <p><i>The Trust Accounts identified as Over Limit are the accounts with the current balance exceeding the allowable maximum.</i></p>
	<p>Record Non-eWiSACWIS Benefits</p>	<ul style="list-style-type: none"> Click Maintain > Trust Account > Non-WiSACWIS Benefits On the Non-WiSACWIS Benefits View page, click Create to add a new Reference ID record. Or Click an Edit hyperlink associated with an existing Reference ID record. On the Non-WiSACWIS Benefits page, click Insert button and enter the applicable data/values. Click the Save button and click Close. 	<p><i>The Non-WiSACWIS Benefits functionality is used to record refunds received by the County for children who have zero cost of care in eWiSACWIS.</i></p>
	<p>Group Non-eWiSACWIS Benefits</p>	<ul style="list-style-type: none"> Click Maintain > Trust Account > Non-WiSACWIS Benefits > Options > Group Non-WiSACWIS Benefits > Go On the Group Non-WiSACWIS Benefits page, enter the value into the Reference ID to Group by field > click Search button Check the checkboxes for the appropriate records Click Save button 	