

Maintaining In-Process Checks

Introduction:

Checks go through several stages during the various financial batch processes. The payment processing begins at the **Pre-Payment stage**. Pre-payment allows the user to view (from the Pre-payment report) what the payment amount will be **before any payment batches have actually run**. If a payment amount is incorrect at the Pre-payment stage modifications can be made to the placement or the rate setting allowing the payment to process correctly when the payment batches run.

The **Pending Check Status** is the first status achieved once a check is created by Calc Ongoing. During this stage all payments are swept up for a particular provider (and county) and pulled together to form a Pending check. During the Pending status, a user has the ability to cancel that check or cancel individual line items within that check. A check will only stay in a Pending status for 48 hours before being picked up by the check write batch.

The check write batch moves the check from a Pending Status to an **In-Process Status**. Once a check has reached the In-Process Status there is an expectation (for the purpose of IV-E claiming) that the check amounts are accurate, and that check numbers and dates will be applied to the In-Process check.

Note: One can not cancel an In-Process check. In fact, once a check reaches the In-Process Status nothing can be done to maintain the disposition of that check. If the check is incorrect then the user must move that check to an Outstanding Status in order to maintain the disposition of that check.

Once a check sits in an **Outstanding Status** the payment amounts associated with the check will be available for IV-E claiming.

This guide will describe the various methods for viewing In-Process checks, and the method for accessing and using the Check Number Recording Page, which is used to manually add check numbers and dates to the In-Process check.

Viewing An In-Process Check:

Each In-Process check is part of a "voucher" (batch). The voucher number can be found on the Pre-Audit Report (FM0202 or FM0222). It is the county's responsibility to apply the appropriate check numbers and dates that correspond with the actual checks that were sent out through the county system.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Crystal Output	2/12/2007					Wisconsin Dept. of Health and Family Services								Report Id: FM0202W
2	Time:	8:16:25PM					Division of Children and Family Services								Page: 1
3															
4	MONTHLY PRE_AUDIT PAYEE LISTING FOR VOUCHER #			3192			DATED	2/12/2007	For Some County						
5	County:														
6	PAYEE/PAYEE ID/														
7	PAYEE CNTY ID/			PERIOD	PERIOD	# OF	BASIC	SUPP	EXCEPT	ADMIN	ADJUST	TOTAL	TARGET	PERSON	PERSON
8	CHILD/SRVC DESC			START	END	DAYS	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	POP	ID	COUNTY ID
9															
10	Anna Provider			8222295											
11	6325 Prentice Ave														
12	Walla Walla, WI 54806														
13															
14	Child, Gail C														
15	FH Clothing Allwnc 5-11	2/5/2007		2/5/2007	1	\$150.00		\$0.00	\$0.00	\$0.00	\$0.00	\$150.00		8637640	
16					1	\$150.00		\$0.00	\$0.00	\$0.00	\$0.00	\$150.00			
17					1	\$150.00		\$0.00	\$0.00	\$0.00	\$0.00	\$150.00			
18						\$150.00		\$0.00		\$0.00	\$0.00	\$0.00		\$150.00	
19															

From a Case (Background):

Unlike viewing financial information from a provider, you will only see the payments associated with the case. Green money bags indicate payments that are not linked to a check. Yellow money bags designate a payment that is associated with a check. The status of the check (Pending, In-Process, Outstanding etc.) is described in the associated hyperlink located just to the right of the payment hyperlink.

The samples below illustrates accessing an In-Process check from both a case and a provider perspective.

From a Case (Steps):


1. From your expanded Case, expand the Payments icon **\$**.

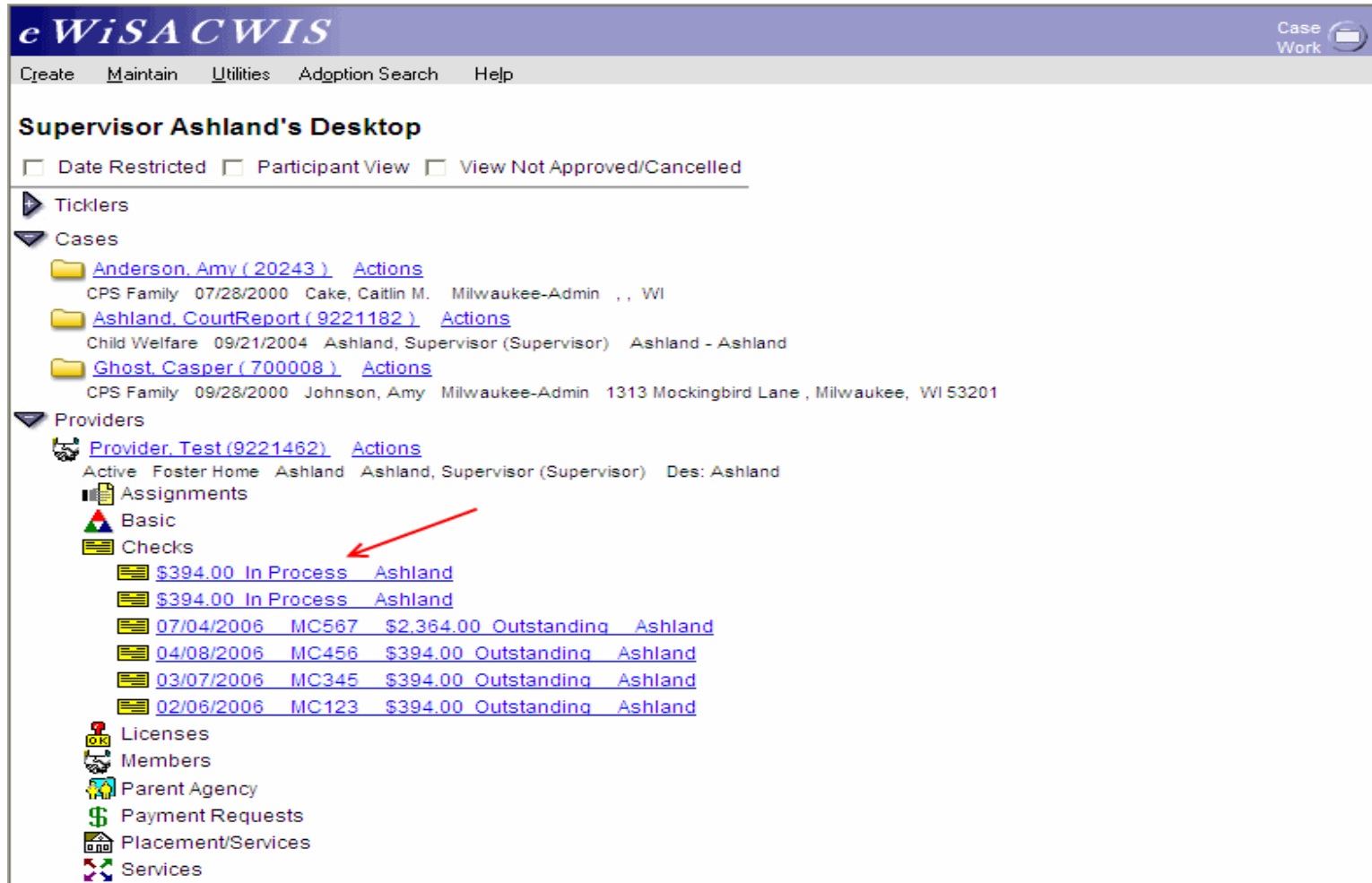
The screenshot shows the eWiSACWIS web application interface. The top navigation bar includes 'Create', 'Maintain', 'Utilities', 'Adoption Search', and 'Help'. The main content area displays a case for 'Ghost, Casper (700008)' with various menu options like 'Access Reports', 'Assignment', 'Education', 'Eligibility', 'Narrative', 'Ongoing Services', and 'Payment'. The 'Payment' section is expanded, showing a list of payment records. A red arrow points to the 'In Process Check' status of one of the records.

Payment Provider	Amount	Client	Start Date	End Date	Location
Payment Provider	\$394.00	Ghost D. LittleKid	02/06/2007	11/01/2006	Ashland
Payment Provider	\$394.00	Ghost D. LittleKid	02/06/2007	10/01/2006	Ashland
Payment Provider	\$394.00	Ghost D. LittleKid	02/06/2007	09/01/2006	Ashland
Payment Provider	\$394.00	Ghost D. LittleKid	02/06/2007	08/01/2006	Ashland
Payment Provider	\$394.00	Ghost D. LittleKid	02/06/2007	07/01/2006	Ashland
Payment Provider Pending Check	\$394.00	Ghost D. LittleKid	06/01/2006	06/30/2006	Ashland
Payment Provider In Process Check	\$394.00	Ghost D. LittleKid	05/01/2006	05/31/2006	Ashland
Payment Provider In Process Check	\$394.00	Ghost D. LittleKid	04/01/2006	04/30/2006	Ashland
Payment Provider Outstanding Check	\$394.00	MC456	03/01/2006	03/31/2006	Ashland
Payment Provider Outstanding Check	\$394.00	MC345	02/01/2006	02/28/2006	Ashland
Payment Provider Outstanding Check	\$394.00	MC123	01/01/2006	01/31/2006	Ashland

2. From the expanded payments click on the hyperlink associated with the In-Process check that you wish to view.

From a Provider (Steps):

1. Providers display both payments and checks. To access the In-Process Check from a Provider click on the Checks icon .



2. From the expanded Checks click on the hyperlink associated with the In-Process check that you wish to view.

Note: When you view check information on an In-Process Check everything is in view only mode. You do not have the ability to maintain or work with any part of the In-Process Check from this page.

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Check Information

Provider Name: Provider [Search](#) First Name: Test Disposition: In Process
 Check Status: OK Reschedule Date: 00/00/0000 Check Amount: \$2,364.00
 County: Ashland

Payment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	St
Ghost, LittleKid D. III	Foster Home-Gen License 12-14 years old	06/01/2006	06/30/2006	\$394.00	\$0.00	\$0.00
Ghost, LittleKid D. III	Foster Home-Gen License 12-14 years old	07/01/2006	07/31/2006	\$394.00	\$0.00	\$0.00
Ghost, LittleKid D. III	Foster Home-Gen License 12-14 years old	08/01/2006	08/31/2006	\$394.00	\$0.00	\$0.00
Ghost, LittleKid D. III	Foster Home-Gen License 12-14 years old	09/01/2006	09/30/2006	\$394.00	\$0.00	\$0.00

Payment Adjustment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
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[Save](#) [Close](#)

Moving an In-Process Check to an "Outstanding" Status:

As noted above, the In-Process status is an interim status between Pending and Outstanding. It is important to note that In-Process checks **can not** be canceled. In order to cancel an In-Process check one must move that check to an Outstanding Status. As mentioned above, once a check has reached the In-Process Status there is an expectation (because of IV-E claiming processes) that the check will have check numbers and dates applied to it that are representative of the actual check that went out on the County side. Every check must move from the "In-Process" status to the "Outstanding" status. There are two methods used by counties currently to accomplish this.

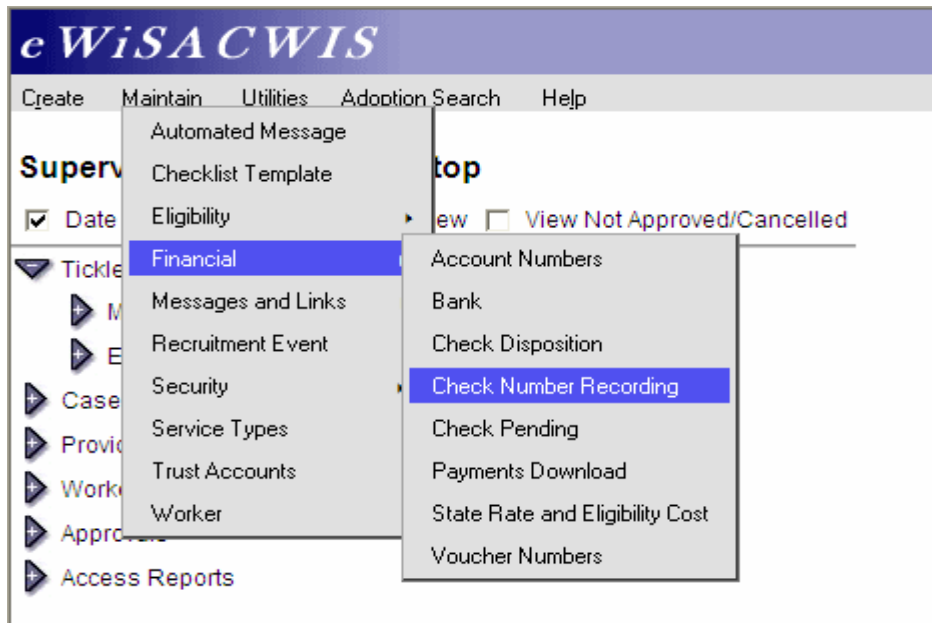
In most counties, the checks are not cut through eWiSACWIS, rather they are cut by a county specific financial system. The county can either develop a financial interface which will automatically update the In-Process checks with check numbers and check dates, or the county can manually input the check numbers and dates individually through the *Check Number Recording Page*.

The following steps will outline the process for moving an In-Process Check to an Outstanding Check through the Check Number Recording Page.

Note: We will not describe in this guide the process for developing and moving check data across a Financial Interface.

Using the Check Number Recording Page (Steps):

1. From the main menu choose Maintain > Financial > Check Number Recording.



1. The Check Number Recording Page will open. Search out your In-Process Checks by either Voucher Number or Provider ID. If you search by Voucher Number than you will return all In-Process Checks that exist for that Voucher Number. If you search by Provider ID then you will return a filtered result set of just those In-Process checks that are specific to that provider. Your results may span multiple voucher numbers.
2. Your search results will return with the last two columns being blank next to each check. You will need to enter the check number and check date for each individual check. Saving the page will result in the check number and check date being saved for that check. It will also move the check from In-Process to an Outstanding Status.

Search Criteria

Voucher Number: ↔ Provider ID:

Search

Results

Provider Name	Provider ID	Payee ▲	ID Payee	Date Created	Voucher No	Amount	Check No	Check Date
Provider, Test	9221462	Test Provider	9221462	02/06/2007	103	\$2,364.00	MC567	07042006

The *Check No.* field and the *Check Date* field will be empty. Enter the check number and check date in the corresponding field for each individual check.

Save

Close

