

# Maintaining Outstanding 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 Outstanding check. During the Outstanding 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 Outstanding status for 48 hours before being picked up by the check write batch.

The check write batch moves the check from a Outstanding 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 and maintaining Outstanding checks.

## **Working with an Outstanding Check:**

In most instances Outstanding Checks will remain in this final status. However, in some instances one may need to change the disposition of an existing Outstanding Check. Given this, the application provides several methods for retrieving and working with an Outstanding Check. They are as follows:

### ***Viewing an Outstanding Check (Background):***


Depending upon preference, one can view payment and check data from either a Case view or a Provider view perspective.

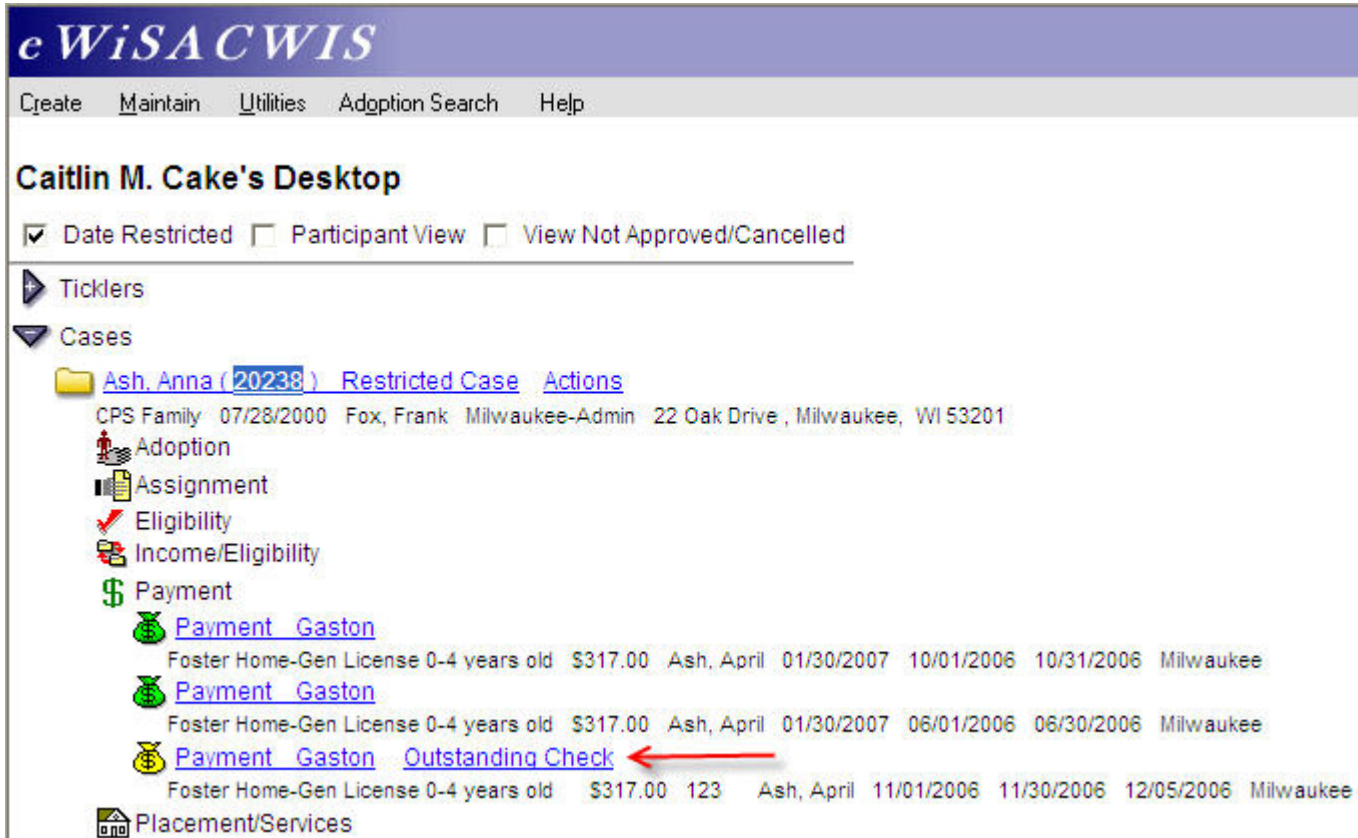
When viewing information from a Case view you will only see the payments associated with that case. Green money bags indicate payments that are not linked to a check. Yellow money bags designate a payment that is associated with a check. The status of the check (Outstanding, In-Process, Outstanding etc.)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

When viewing information from a Provider view, payments and checks are separated from one another (this is due to the specific association that payments and checks have with the provider record). Unlike the Case view (where the payments only specific to that case are displayed) the Provider view allows for display of the checks and payments separately. Note that checks may be comprised of multiple payments from several different cases within the county, similarly, multiple payments from several different cases may display under the payment icon.

The samples below illustrate accessing an Outstanding check from the Payments icon of a case and from the Checks icon of a Provider.

*From a Case (Steps):*

1. From your expanded Case, expand the Payments icon .



**eWiSACWIS**


Create Maintain Utilities Adoption Search Help

**Caitlin M. Cake's Desktop**


Date Restricted  Participant View  View Not Approved/Cancelled


Ticklers


Cases


 [Ash, Anna \(20238\)](#) [Restricted Case](#) [Actions](#)


CPS Family 07/28/2000 Fox, Frank Milwaukee-Admin 22 Oak Drive , Milwaukee, WI 53201


 Adoption

 Assignment


 Eligibility

 Income/Eligibility


 Payment

 [Payment Gaston](#)


Foster Home-Gen License 0-4 years old \$317.00 Ash, April 01/30/2007 10/01/2006 10/31/2006 Milwaukee

 [Payment Gaston](#)

Foster Home-Gen License 0-4 years old \$317.00 Ash, April 01/30/2007 06/01/2006 06/30/2006 Milwaukee

 [Payment Gaston Outstanding Check](#) ←

Foster Home-Gen License 0-4 years old \$317.00 123 Ash, April 11/01/2006 11/30/2006 12/05/2006 Milwaukee



 Placement/Services

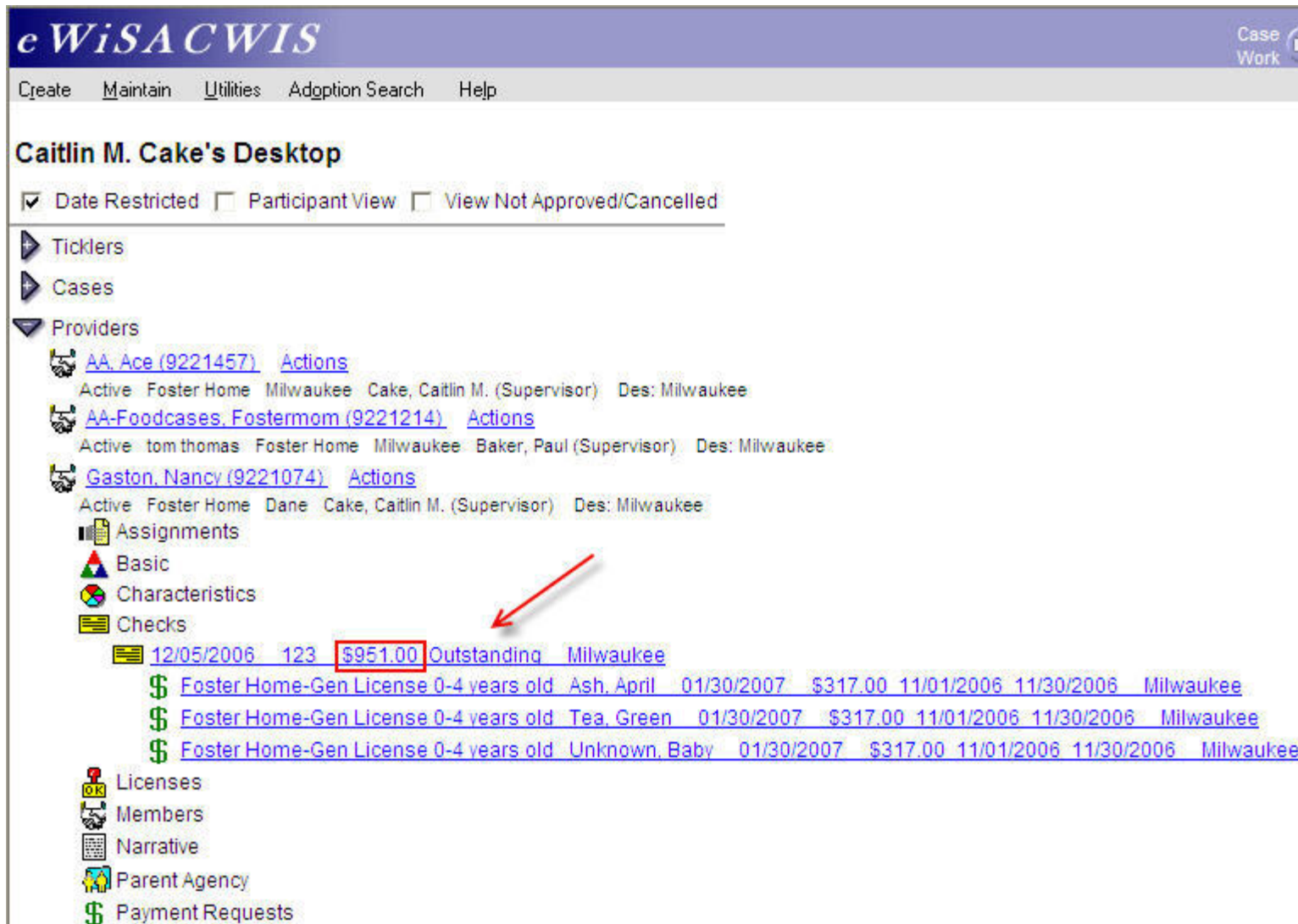
2. Click on the Outstanding Check hyperlink and the Review Outstanding Checks Page will open with the associated payment details listed below.

Note: The check amount may differ from the payment detail line. Remember that checks may be comprised of more than one payment, or payments and payment adjustments. So in our example below the payment equals \$317.00; However, we will see as we look at the check from the Provider view that the associated check totals \$951.00 because there are actually 3 payments that make up the entire check.

**From a Provider (Steps):**

Providers display both payments and checks.

1. In order to work with the Outstanding Check expand the provider and expand the checks icon . Click on the associated hyperlink for the check you wish to maintain. **Note:** If you click on the checks icon again  the check will expand and display all associated payments with the check.



The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo "eWiSACWIS" and a "Case Work" button. Below the navigation bar, there are menu items: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Caitlin M. Cake's Desktop" and includes several checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). Below these are expandable sections for "Ticklers", "Cases", and "Providers". Under "Providers", three providers are listed: "AA Ace (9221457)", "AA-Foodcases, Fostermom (9221214)", and "Gaston, Nancy (9221074)". Each provider entry includes a "Actions" link and details about their status, location, and supervisor. Under "Gaston, Nancy (9221074)", there is a "Checks" section. A red arrow points to the "Checks" icon. The "Checks" section displays a table of checks. The first row is highlighted and has a red box around the amount "\$951.00".

Check Date	Check Number	Amount	Status	Location	Description	Effective Date	Amount	Expiration Date	Location
12/05/2006	123	\$951.00	Outstanding	Milwaukee					
		\$			Foster Home-Gen License 0-4 years old	Ash, April	01/30/2007	\$317.00	11/01/2006 11/30/2006 Milwaukee
		\$			Foster Home-Gen License 0-4 years old	Tea, Green	01/30/2007	\$317.00	11/01/2006 11/30/2006 Milwaukee
		\$			Foster Home-Gen License 0-4 years old	Unknown, Baby	01/30/2007	\$317.00	11/01/2006 11/30/2006 Milwaukee

2. Clicking on the hyperlink will open the Review Outstanding Checks Page with the associated payment details listed below.

### eWiSACWIS

**Check Information**

Trace/ Check Number:	123	Transmission/Check Date:	12/05/2006	Voucher Number:	
Provider Name:	Gaston	First Name:	Nancy	<a href="#">Search</a>	
Payable To:	Gaston	Check Amount:	\$951.00	County:	Milwaukee

**Disposition Information**

Current Disposition:	Outstanding	New Disposition:	<input type="text"/>
Disposition Reason:	<input type="text"/>	Reschedule Date:	00/00/0000
Disposition Notes:	<input type="text"/>	Cleared/Expired Date:	00/00/0000

**Payment Lines**

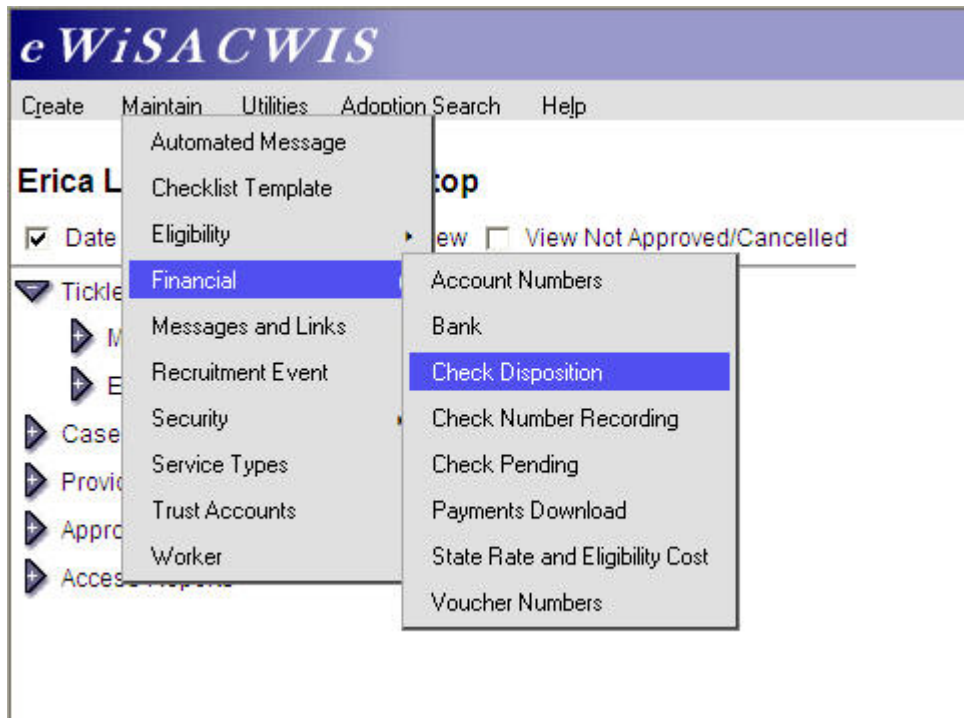
Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.
Ash, April	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00
Tea, Green	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00
Unknown, Baby	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00

**Payment Adjust Lines**

There are no Payment Adjust lines for this check.

*Without Having an assignment to either the case or the provider (Steps):*

1. This method requires that you search out the payee of the check you wish to maintain. Access the search page from Maintain > Financial > Check Disposition.



2. A blank Check Disposition page will return with a "Search" hyperlink. Click the Search hyperlink and search out the Provider (Payee) for the check you wish to maintain.

**eWiSACWIS**

**Check Information**

Trace/ Check Number:	Transmission/Check Date:	Voucher Number:
Provider Name:	First Name:	<a href="#">Search</a>
Payable To:	Check Amount:	County:

**Disposition Information**

Current Disposition:	New Disposition:	<input type="text"/>
Disposition Reason:	Reschedule Date:	<input type="text" value="00/00/0000"/>
Disposition Notes:	Cleared/Expired Date:	<input type="text" value="00/00/0000"/>

**Payment Lines**

There are no Payment lines for this check.

**Payment Adjust Lines**

There are no Payment Adjust lines for this check.

3. Once you have returned the appropriate provider (payee) expand the checks icon and select the radio button next to the "Outstanding Check" that you wish to maintain.

**Search Criteria**

Provider Name:  First Name:  Provider ID:


Parent Agency ID:  Provider Type:   Search Providers of Parent Agency








Site #:  County:  ZIP Code:

Date Restricted  View Not Approved/Cancelled Search Precision:

Record 1 to 5 of 5

**Providers Returned**

 Gaston, Nancy (9221074)  
Active Foster Home Dane Cake, Caitlin M. (Supervisor) Des: Milwaukee

-  Assignments
-  Basic
-  Characteristics
-  Checks
  -  12/05/2006 123 \$951.00 Outstanding Milwaukee
-  Licenses
-  Members

4. The Check Disposition Page will open with the associated payment details listed below.

## eWiSACWIS

**Check Information**

Trace/ Check Number:	123	Transmission/Check Date:	12/05/2006	Voucher Number:	
Provider Name:	Gaston	First Name:	Nancy	<a href="#">Search</a>	
Payable To:	Gaston	Check Amount:	\$951.00	County:	Milwaukee

**Disposition Information**

Current Disposition:	Outstanding	New Disposition:	<input type="text" value=""/>
Disposition Reason:	<input type="text" value=""/>	Reschedule Date:	<input type="text" value="00/00/0000"/>
Disposition Notes:	<input style="width: 100%;" type="text"/>		
		Cleared/Expired Date:	<input type="text" value="00/00/0000"/>

**Payment Lines**

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.
Ash, April	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00
Tea, Green	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00
Unknown, Baby	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00

**Payment Adjust Lines**

There are no Payment Adjust lines for this check.

Save
Close

### Maintaining the Outstanding Check (Background):

There are several options one has to maintain an Outstanding Check. However, unlike a Pending Check, the Outstanding Check will not allow you to cancel single payment lines with the check. When you maintain an Outstanding Check you are maintaining the entire check and all associated payments.

### Canceling the Entire Outstanding Check (Steps):

1. Select the check that you wish to maintain through one of the methods outlined above. The Review Outstanding Checks Page lists the entire check and the associate payments that make up that check.
2. To cancel the entire check select from the Check Information group box "Cancel - Do Not Pay". This will cancel the entire check and all associated payments.

Note: You may need to recreate the correct check in eWiSACWIS for claiming purposes.

## eWiSACWIS

### Check Information

Trace/ Check Number:	123	Transmission/Check Date:	08/10/2004	Voucher Number:	
Provider Name:	Test	First Name:	Honorable	<a href="#">Search</a>	
Payable To:	Test	Check Amount:	\$19.86	County:	Milwaukee

### Disposition Information

Current Disposition:	Outstanding	New Disposition:	Cancel - Do Not Pay	
Disposition Reason:	Lost	Reschedule Date:	00/00/0000	
Disposition Notes:	I can write a note here ...		Cleared/Expired Date:	00/00/0000

### Payment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.	Tot
Mooretest, Maddie M.	Foster/Adoptive Home - Contracted 0-4	08/01/2004	08/02/2004	\$19.86	\$0.00	\$0.00	\$0.00	

### Payment Adjust Lines

There are no Payment Adjust lines for this check.

***Canceling and Rescheduling the Entire Outstanding Check (Background):***

The "reschedule" function will take the attached payments that are a part of a check and disassociate those payment lines from the existing check. If you are canceling and rescheduling the entire check then the associated check will be canceled and all of the payments will be detached from the canceled check. Once the payments have been detached from the check the fiscal worker can work with the payments individually (this may include canceling single payment lines etc.).

Note: The reschedule method is most helpful when rebuilding payment or check data. One should make every effort to have eWiSACWIS match whatever processed on the County ledger system. Therefore, if on the County side the check contained two payments then the check on eWiSACWIS should match not only in amount, it should also consist of two payments. Thus, if the original eWiSACWIS check contained three payments (one of which was for a different date) then using the cancel reschedule method would allow a user to detach the incorrect payment line and associate it through the Manual Checks Process to the correct check (See Manual Checks for more details).

Please also refer to the Guide: [Reconciling Payment and Check Data](#) for other examples of working with Check and payment data.

### Canceling and Rescheduling an Entire Outstanding Check (Steps):

1. Select the check that you wish to maintain through one of the methods outlined above. The Check Disposition Page lists the entire check and the associate payments that make up that check.
2. To cancel the entire check select the New Disposition from the Disposition Information group box "Cancel - Reschedule".
3. Enter the reschedule date in the appropriate field. As a general rule the reschedule date will be the date the piece of work is being done. The reschedule date is a flag for the fiscal batches to enable the payment to be picked up once that date has been reached.

## eWiSACWIS

### Check Information

Trace/ Check Number: 123      Transmission/Check Date: 12/05/2006      Voucher Number:  
Provider Name: Gaston      First Name: Nancy      [Search](#)  
Payable To: Gaston      Check Amount: \$951.00      County: Milwaukee

### Disposition Information

Current Disposition: Outstanding      New Disposition: **Cancel - Reschedule** ▼  
Disposition Reason: **Incorrect Rate** ▼      Reschedule Date: **04/12/2007**  
Disposition Notes:       Cleared/Expired Date: 00/00/0000

### Payment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.
Ash, April	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00
Tea, Green	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00
Unknown, Baby	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	\$317.00	\$0.00	\$0.00	\$0.00

### Payment Adjust Lines

There are no Payment Adjust lines for this check.

**Viewing The Newly Rescheduled Payments (Steps):**

**Note:** Once "Cancel - Reschedule" has been selected with an appropriate reschedule date the entire check will be canceled and all of the associated payments will detach from that check. The newly detached payments can be found under the placement provider (this may be different from the payee in Treatment Foster Home scenarios).

**eWiSACWIS**

Create Maintain Utilities Adoption Search Help

**Caitlin M. Cake's Desktop**

Date Restricted  Participant View  View Not Approved/Cancelled

Ticklers

Cases

Providers

[Gaston, Nancy \(9221074\)](#) [Actions](#)

Active Foster Home Dane Cake, Caitlin M. (Supervisor) Des: Milwaukee

Assignments

Basic

Characteristics

Checks

12/05/2006 123 \$951.00 Canceled, Incorrect Rate Milwaukee

No rows found

Licenses

Members

Parent Agency

Payment Requests

Foster Home-Gen License 0-4 years old

Ash, April	04/13/2007	\$317.00	11/01/2006	11/30/2006	Milwaukee
Tea, Green	04/13/2007	\$317.00	11/01/2006	11/30/2006	Milwaukee
Unknown, Baby	04/13/2007	\$317.00	11/01/2006	11/30/2006	Milwaukee

Foster Home-Gen License 0-4 years old

Ash, April	01/30/2007	\$317.00	10/01/2006	10/31/2006	Milwaukee
Tea, Green	01/30/2007	\$317.00	10/01/2006	10/31/2006	Milwaukee

**Note:**

Cancelled and Rescheduled payments are dis-associated from the check and placed back under the Payment Requests icon.

***Bullet Points Regarding Outstanding Checks:***

- ✓ The "Outstanding" status is the final Status of a check. The amounts recorded and held within eWiSACWIS (as part of an "Outstanding" check) are the exact amounts the State uses when calculating the Federal IV-E claim. Please be accurate in your recordings.
  - Do not move a check to the "Outstanding" status unless it accurately represents the check amount that went out on the County side.
- ✓ There are several other dispositions a check can have (for example, "Cleared", "Expired", "Redeposited"). These are optional dispositions, available to the county should they wish to be more descriptive as to the status of the check. There is no requirement that a county maintain the disposition of any check beyond "Outstanding".
- ✓ In most instances, if a check's total is incorrect, it's easiest to simply cancel the original check and recreate the check by doing one-time payments and then pulling the one-time payments together through the Manual Check Process. See the How Do I titled *Recreating Checks*.
  - Do not create supplementary one-time payments unless this is how the check went out the door on the county side. In other words, if the actual county check was for \$200.00 and the check in eWiSACWIS totaled \$150.00. Do not create a one-time payment for \$50.00 and then attach it to the original check. It's much cleaner (from an auditing/claiming perspective) to cancel the original \$150.00 check and create a new check for \$200.00.
- ✓ If a check contains multiple payment lines and some of the payment lines are accurate and others are off use the Cancel-Reschedule Method to detach the payment lines from the check. Then cancel the payments that are incorrect. Then recreate those payments accurately reflecting the correct payment amount. Then pull all the payments together through the Manual Checks Process. (See the How Do I titled *Recreating Checks*).