

HOW TO SEARCH FOR FINANCIAL METRICS

Introduction

The Checks and Maintenance page and the Trust Account Maintenance page were created to provide you with an area to search out and work with your county financial data. There are several common searches which can be done through these pages, however this guide will highlight the following:

- In Process Checks
- Outstanding Overpayments
- Over Limit Trust Accounts (Trust Account Maintenance Page)

Accessing the Checks and Payments Maintenance Page

From the desktop, go up to Financial > Checks and Payments > Checks and Payments Maintenance. This will open the Checks and Maintenance Page.

The screenshot displays the eWiSACWIS web application interface. At the top, there is a navigation bar with the eWiSACWIS logo and a 'WAS9 Help Desk' link. The main navigation menu includes 'Home', 'Providers (0)', 'Account Numbers', 'Bank', 'Checks and Payments', 'Extraordinary Payment Request', 'Maintain by Placement Type', 'Maintain Service Type and Rate', 'Payments Download', 'State Rate and Eligibility Cost', 'Supervised Independent Living Rate', and 'Trust Accounts'. A dropdown menu is open under 'Checks and Payments', showing options like 'Check Disposition', 'Check Number Recording', 'Check Pending', 'Checks and Payments Maintenance' (highlighted), 'Manual Check', 'Payment Request', 'Overpayment Adjustment', and 'Voucher Numbers'. Below the navigation, there are sections for 'Statewide messages' and 'County messages'. The main content area is titled 'Upcoming and overdue tasks' and includes a 'Page view' section with 'Task list' selected and a 'Next 10 Days' filter. A 'County view' section has 'My workers' selected. A table with columns 'Date Due', 'Due In', and 'Case/Provider Name' is partially visible. On the right, a window titled 'Checks and Payments Maintenance - Internet Explorer' is open, showing the search criteria page. The search criteria include fields for 'County' (Brown), 'Site/Office', 'Person ID', 'Voucher #', 'Check Status' (All), 'Placement Type', 'Svc Cat', 'Payment Type', 'Payment Status', 'View Records From' (00/00/0000), 'To' (00/00/0000), and 'Sort By' (Payee). There are 'Clear Fields' and 'Search' buttons. Below the search criteria is a 'Search Results' section, which is currently empty. At the bottom of the search window, there is an 'Options' field and a 'Close' button. The browser status bar at the bottom right shows '125%' zoom.

Search for In Process Checks

As mentioned above, the Checks and Payments Maintenance page offers any number of combinations to filter and look at your financial data. However, the first combination this guide will focus on is how to search for checks that are in process. As highlighted in the screenshot below, focus on the following fields:

- **County:** your county will be pre-filled
- **Select By:** this field should be 'Checks'
- **Checks Status:** this field should be 'In process'
- **View Records From:** this field is required and will display the data since that specific date

This search will provide you with the overall number of checks that are in process for your county. If you like, you can select additional fields to make your search more specific.

The screenshot displays the 'Checks and Payments Maintenance - Internet Explorer' window. The interface features a search criteria section with the following fields and values:

- County:** Brown
- Site/Office:** (empty)
- Select By:** Checks
- Check Status:** In Process
- Payee ID:** (empty)
- Person ID:** (empty)
- Voucher #:** (empty)
- Placement Type:** (empty)
- Svc Cat:** (empty)
- Svc Type:** (empty)
- Payment Type:** (empty)
- Payment Status:** (empty)
- View Records From:** 01/01/2018
- To:** 00/00/0000
- Sort By:** Payee

Buttons for 'Clear Fields' and 'Search' are visible, with the 'Search' button circled in red. Below the search criteria is a 'Search Results' section, which is currently empty. At the bottom, there is an 'Options' dropdown menu and a 'Close' button. The browser window title is 'Checks and Payments Maintenance - Internet Explorer' and the page title is 'eWiSACWIS WAS9 Screenshot'. The browser's address bar shows '125%' zoom.

Search for Outstanding Overpayments

The second combination this guide will focus on is how to search for outstanding overpayments. As highlighted in the screenshot below, focus on the following fields:

- **County:** your county will be pre-filled
- **Select By:** this field should be 'overpayments'
- **Payment Status:** this field should be 'Outstanding'
- **View Records From:** this field is required and will display data since that specific date

Again, this is an overall number of Outstanding Overpayments. You are able to create a more specific search by filling in other fields.

The screenshot shows a web browser window titled "Checks and Payments Maintenance - Internet Explorer". The page header includes the logo "eWiSACWIS WAS9 Screenshot" and navigation links for "Print", "Spell Check", and "Help".

The main section is titled "Search Criteria" and contains the following fields:

- County: **Brown** (dropdown menu)
- Site/Office: (dropdown menu)
- Select By: **Overpayments** (dropdown menu)
- Check Status: (dropdown menu)
- Payee ID: (text input)
- Person ID: (text input)
- Voucher #: (text input)
- Placement Type: (dropdown menu)
- Svc Cat: (dropdown menu)
- Svc Type: (dropdown menu)
- Payment Type: (dropdown menu)
- Payment Status: **Outstanding** (dropdown menu)
- View Records From: **01/01/2018** (text input)
- To: **00/00/0000** (text input)
- Sort By: **Payee** (dropdown menu)

At the bottom right of the search criteria section, there are two buttons: "Clear Fields" and "Search". The "Search" button is circled in red.

Below the search criteria is a large empty box labeled "Search Results".

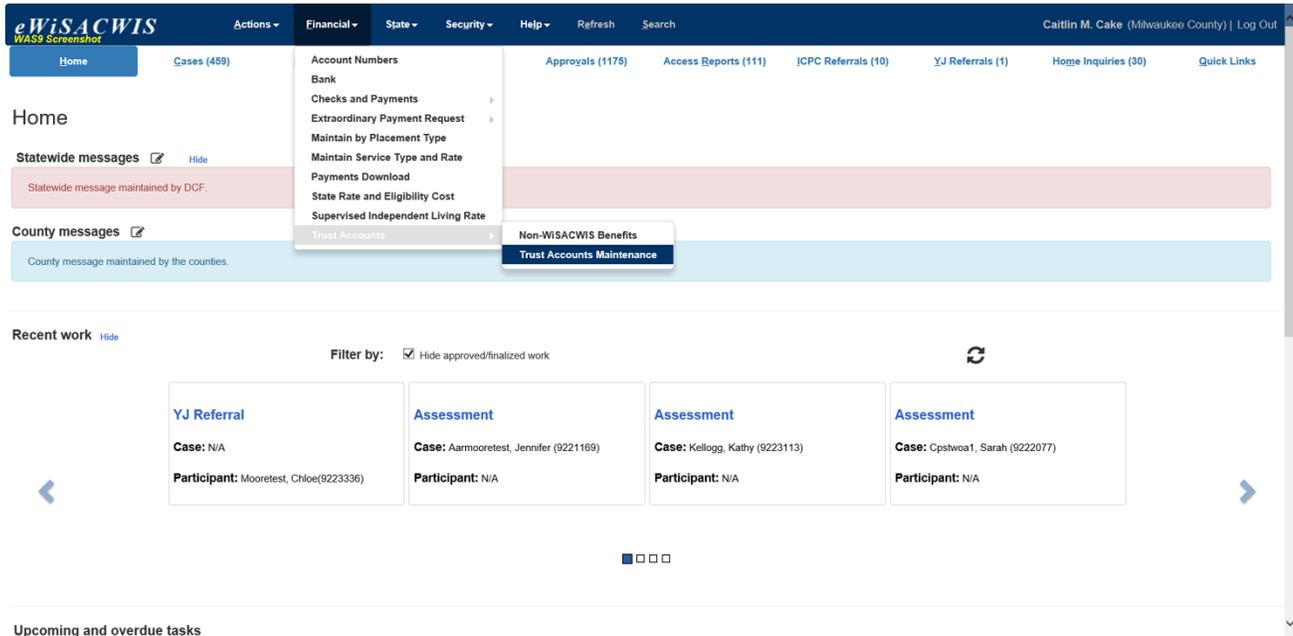
At the bottom of the page, there is an "Options:" dropdown menu, a "Go" button, and a "Close" button.

The browser status bar at the bottom right shows a magnification level of 125%.

Search for Over Limit Trust Accounts

The third combination this guide will focus on is how to search for Over Limit Trust Accounts. However, prior to that search, you will have to access the Trust Accounts Maintenance page.

From the desktop, go up to Financial > Trust Accounts > Trust Accounts Maintenance.



Upcoming and overdue tasks

As highlighted in the screenshot below, focus on the following fields:

- **County:** your county will be pre-filled
- **Over Limit:** this field should be 'over limit'

