

# Financials Lunch and Learn

- Checks and Payments

June 2024



Wisconsin Department of  
Children and Families



# Overview Summary

## Financial – Checks and Payments Lunch and Learn:

- **Conceptual Overview:**

1. Payments and checks overview
  - What are payments? What are checks (Including types of checks)?
2. Financial Batches and frequency (Financial Batch Calendar)
  - Pre-payment report
  - Financial 1
    - Payment Generation > Checks are generated > pending / pending release status
  - Financial 2
    - Check Write File > Checks are now “In Process” status
      - In process checks disposition cannot be changed
  - SFTP Nightly
    - Checks Printed Interface – this puts in process checks to outstanding where disposition can then be changed

- **eWiSACWIS Overview:**

1. How to track/see in eWiSACWIS - Checks and Payment maintenance
  - How to resolve pending release checks
  - Where pending release checks come from (manually done, vs. done automatically via processing in eWiSACWIS based on provider type)
2. How to resolve In Process checks
  - Check Number Recording (Faux Check No., Check Date) – Manual entry
  - **SFTP Server**
    - Financial Interface
3. How to rectify checks that are in process by changing status to outstanding via check disposition.

### Defining Terms:

- Payment
  - Calculated and based on a service or placement in eWiSACWIS for a single child
  - Payments are generated for each month.
  - These are ongoing payments vs. one-time payments
- Check
  - Checks are made up of payments and are directed to a single provider.
  - They can contain multiple payments and adjustments.
  - They can contain payments for multiple children.
- Financial Cycle
  - A job that runs in eWiSACWIS to process data resulting in an output in eWiSACWIS or a SFTP server
    - Ex.) Financial Cycle 1 - processes placement data generates payment data

# Checks and Payments – Case View

## FinancialDemo, Parent (9226819)

**Case details:**

CPS Family - Initial Assessment

BMCW-Admin

Open OHP exists for associated participant(s)

**Case address:**

 **View case information**

 [Access Reports](#)

 [Assets and Income](#)

 [Payments](#)

 [Placements](#)

 **Payments**

 [Payment \(Pending\)](#)

04/01/2024 - 04/30/2024  
Your Children Our Children CPA  
[Pending Check](#)

 [Payment \(Pending\)](#)

04/01/2024 - 04/30/2024  
Your Children Our Children CPA

 [Payment \(Pending Release\)](#)

04/01/2024 - 04/30/2024  
Madison RCC

## Checks and Payments – Participant View

 View participants



FinancialDemo, Child 02/01/2017  
Biological Child, OHC (CPS) - Active



FinancialDemo, ChildThree 03/30/2012  
Biological Child, OHC (None) - Active

**FinancialDemo, Child (9235442) Case Information:**

 Assets and Income

 Assignment

 Eligibility

 Payments

 [Payment \(Pending\)](#)

04/01/2024 - 04/30/2024  
Your Children Our Children CPA

 [Payment \(Pending\)](#)

04/01/2024 - 04/30/2024  
Your Children Our Children CPA

 [Payment \(Pending\)](#)

03/01/2024 - 03/31/2024  
Your Children Our Children CPA

# Checks and Payments – Provider View

**Madison RCC (9221219)**  
 Provider details: Residential Care Center  
 License status: Active - Regular

Provider address: 123 Main St.  
 Madison, WI 53701 (Dane County)

Primary worker/licensor: Cake, Caitlin C.  
 (123) 456-7890  
 ccake@wisconsin.gov

Actions:

**View provider information**

- Assignments
- Licenses
- Provider
- Basic
- Parent Agency
- Provider Services
- Characteristics
- Payment Requests
- Checks
- Placements

**Checks**

Check Status	Request Date	Release Date	Payee	Amount
Pending Release Check	<a href="#">Payment Request</a>	01/01/2019 - 01/31/2019	Milwaukee	\$129,031.46
	<a href="#">Payment Request</a>	01/01/2020 - 01/31/2020	Flintstone, Zakey	\$11,897.18
	<a href="#">Payment Request</a>	02/01/2019 - 02/28/2019	Azul, Rita	\$6,200.00
	<a href="#">Payment Request</a>	02/01/2020 - 02/29/2020	Flintstone, Zakey	\$10,745.84
	<a href="#">Payment Request</a>	02/01/2024 - 02/29/2024	Azul, Rita	\$5,800.00
	<a href="#">Payment Request</a>	03/01/2019 - 03/31/2019	FinancialDemo, ChildThree	\$11,129.62
	<a href="#">Payment Request</a>	03/01/2020 - 03/31/2020	Flintstone, Zakey	\$11,897.18
	<a href="#">Payment Request</a>	03/01/2024 - 03/31/2024	Azul, Rita	\$6,200.00
	<a href="#">Payment Request</a>	04/01/2020 - 04/30/2020	FinancialDemo, ChildThree	\$11,897.18
	<a href="#">Payment Request</a>	04/01/2024 - 04/30/2024	Azul, Rita	\$6,000.00
	<a href="#">Payment Request</a>	05/01/2020 - 05/31/2020	FinancialDemo, ChildThree	\$11,513.40
	<a href="#">Payment Request</a>	10/16/2018 - 10/31/2018	Azul, Rita	\$6,200.00
	In Process Check	<a href="#">Payment Request</a>	01/01/2006 - 01/31/2006	Flintstone, Zakey
<a href="#">Payment Request</a>		11/01/2018 - 11/30/2018	Flintstone, Zakey	\$11,513.40
<a href="#">Payment Request</a>		12/01/2018 - 12/31/2018	Flintstone, Zakey	\$11,897.18
<a href="#">Payment Request</a>		01/01/2006 - 01/31/2006	Milwaukee	\$34,255.36
<a href="#">Payment Request</a>		01/01/2006 - 01/31/2006	Addington, Roger	\$3,100.00
<a href="#">Payment Request</a>		02/18/2005 - 02/28/2005	Addington, Zac	\$3,100.00
<a href="#">Payment Request</a>		02/01/2006 - 02/28/2006	Carb, Chris	\$262.20
<a href="#">Payment Request</a>		02/01/2006 - 02/28/2006	Addington, Zac	\$2,800.00
<a href="#">Payment Request</a>		02/01/2006 - 02/28/2006	Addington, Roger	\$2,800.00
<a href="#">Payment Request</a>		03/01/2005 - 03/15/2005	Carb, Chris	\$493.16
<a href="#">Payment Request</a>		09/15/2005 - 09/30/2005	Addington, Kelly	\$1,600.00
<a href="#">Payment Request</a>		09/15/2005 - 09/30/2005	Addington, Zac	\$1,600.00
<a href="#">Payment Request</a>		10/10/2005 - 10/31/2005	Addington, Roger	\$2,200.00
<a href="#">Payment Request</a>	10/01/2005 - 10/10/2005	Addington, Kelly	\$1,000.00	
<a href="#">Payment Request</a>	10/01/2005 - 10/31/2005	Addington, Zac	\$3,100.00	
<a href="#">Payment Request</a>	11/01/2005 - 11/30/2005	Addington, Roger	\$3,000.00	
<a href="#">Payment Request</a>	11/01/2005 - 11/30/2005	Addington, Zac	\$3,000.00	
<a href="#">Payment Request</a>	12/01/2005 - 12/31/2005	Addington, Roger	\$3,100.00	
<a href="#">Payment Request</a>	12/01/2005 - 12/31/2005	Addington, Zac	\$3,100.00	

- Note: Checks and Payments will appear under the payee and not the placement provider (They may or may not be the same provider in some instances)

## Payments Continued:

- Payments:
  - Maintenance Costs
    - Basic Cost/Rate
    - Supplemental Cost/Rate
    - Exceptional Cost/Rate
  - Additional Costs
    - Costs over spending limit (\$2000) – foster care specific only
  - Admin Costs
    - Note: Separate payments are created in eWiSACWIS for Admin costs and Maintenance Costs
    - Extraordinary costs (GH, RCC, FC)

## Overpayments

- Overpayments are generated by system when placement changes or rates are updated every financial 1 cycle corresponding to changes in placement or rate information.
- Unattended to overpayments will result in inaccurate federal claiming.

# Payment Request Page

## Payment Request Information

County:	Milwaukee	Request Date:	05/29/2024	<input type="checkbox"/> Overpayment Repaid
Payment ID:	9266228	Creator:	Batch Program	

## Case Participant Information

Participant:	<a href="#">FinancialDemo_Child (9235442)</a>	Case:	<a href="#">FinancialDemo_Parent (9226819)</a>
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## Provider Information

Provider:	<a href="#">McGwire_Sally (20193)</a>	Invoice Date:	<input type="text" value="00/00/0000"/>
Payee:	<a href="#">Your Children Our Children CPA (9221599)</a>	Invoice Number:	<input type="text"/>

## Service Information

Placement:	<input type="text" value="Foster Home (Level 2+) - 02/01/24"/>	Basic Costs:	<input type="text" value="\$460.00"/>				
Service Category:	<input type="text" value="Foster Care"/>	Supplemental Costs:	<input type="text" value="\$128.00"/>				
Service Type:	<input type="text" value="Foster Home (Level 2+)"/>	Exceptional Costs:	<input type="text" value="\$100.00"/>				
Setting/Detail:	<input type="text" value="Fstr Fam Hm (Non-Rel)"/>	Admin Costs:	<input type="text" value="\$0.00"/>				
Begin Date:	<input type="text" value="03/01/2024"/>	End Date:	<input type="text" value="03/31/2024"/>	Units:	<input type="text" value="0"/>	Costs > Spending Limit:	<input type="text" value="\$0.00"/>
<a href="#">Payment Details</a>		Extraordinary Costs:	<input type="text" value="\$0.00"/>				
Overpayment Source #:	<input type="text"/>	Total Amount:	<input type="text" value="\$688.00"/>				
Description:	<input type="text" value="Payment Created By FM01-Payment-Generation"/> <a href="#">Payment Type Definitions</a>						

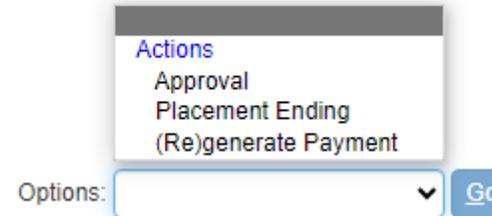
# Payment Details

Payment Information			
Payment Month:	04/2024	Provider:	<a href="#">McGwire_Sally (20193)</a>
Child:	<a href="#">FinancialDemo_Child (9235442)</a>	Payee:	<a href="#">Your Children Our Children CPA (9221599)</a>
Placement/Service:	<a href="#">Foster Home (Level 2+) - 02/01/2024 - Present</a>		

Payment Summary				
	Basic	Supplemental	Exceptional	Total
Expected Payment:	\$460.00	\$128.00	\$100.00	\$688.00
Previous Payment(s):	\$0.00	\$0.00	\$0.00	\$0.00
Difference:	\$460.00	\$128.00	\$100.00	\$688.00
▼ Formula $\$688.00 = (((460 / 30) * 30)) + (((128 / 30) * 30)) + (((100 / 30) * 30))$				

Expected Payment for Month	
Payment Period	Payment Description
<a href="#">04/01/2024 - 04/30/2024</a>	\$460.00 Basic (full month at a \$460.00 monthly 5-11 age-based rate)
<a href="#">04/01/2024 - 04/30/2024</a>	\$128.00 Supplemental (full month at a \$128.00 monthly rate)
<a href="#">04/01/2024 - 04/30/2024</a>	\$100.00 Exceptional (full month at a \$100.00 monthly rate)

## eWiSACWIS: (Re)generating Payments on Request



- Important to know, if trying to rectify documentation errors.
  - Example – the Foster Care Rate setting was not completed at time of placement.
- Can regenerate payments as necessary and associate them with pending/pending release checks.

### Check Statuses:

- Pending
    - Generated by Financial 1 Cycle
    - Payments within check can be altered/rectified
    - Automatically processed by Financial 2 Cycle
  - Pending Release
    - Generated by Financial 1 Cycle
    - WILL NOT be processed by Financial 2 Cycle automatically
    - Must be “Released” to be processed by Financial 2 Cycle
    - Payments within check can be altered/rectified
    - Released checks can be reverted to pending release
- 
- In Process
    - Updated by Financial 2 Cycle
    - Check information is written into check-write file and delivered to county folder (SFTP Server)
    - Information on check cannot be altered in eWiSACWIS
    - Can be updated to outstanding manually via Check Number Recording
    - Can be updated by Checks-Printed file via a nightly process
  - Outstanding
    - Disposition of check can be altered
    - Available for other financial processes (ex. Title IV-E Claiming, KIDS interface, Trust Accounts, etc...)

## Financial Cycles

- Financial 1 (Weekly or Monthly)
  - Generates payments
  - Generates checks
- Financial 2 (Weekly or Monthly)
  - Generates Check Write file
  - Sets checks to in process
- Nightly Checks-Printed Process
  - Looks for Check Print file
  - Sets checks to outstanding
- Pre-Payment

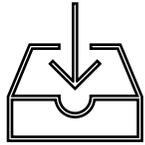
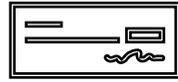
June 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Monthly Financial 1	4	5 Monthly Financial 2 EFTDT=06/11/24	6	7 Weekly Financial 1-1	8
9	10 Weekly Financial 2 EFTDT=06/14/24	11	12 Monthly Financial 3	13	14 Weekly Financial 1-2	15
16	17 Weekly Financial 2 EFTDT=06/21/24	18	19	20	21 Weekly Financial 1-3L	22
23	24 Weekly Financial 2 EFTDT=06/28/24	25	26 Pre-Payment	27 Pre-Payment	28 Pre-Payment	29
30					No Weekly Financials	

## Setting in Process Checks to Outstanding via Financial Interface

Guides that provide information on interface and file information:

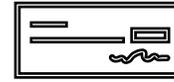
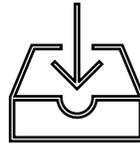
- Financial-Interface.pdf
  - Provides information on the check write file and its contents to county specific folder
- eWiSACWIS Financial Interface
  - Provides information on how to set up interface with SFTP server
- Nightly cycle runs to check if a Checks-Printed file is uploaded, if/when uploaded it will process that information and appropriately set corresponding In-Process checks in eWiSACWIS to Outstanding

- Generates payments and pending / pending release checks



- Financial Cycle 1

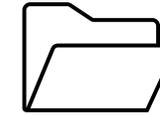
- Financial Cycle 2



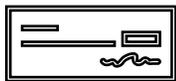
- Pending and/or Released Checks move to In Process status



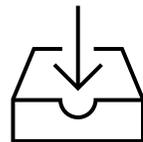
- Check Write File is generated on SFTP server in county specific folder



### New Month/Week



- Check statuses are now outstanding



- Nightly Cycle processes Check Print file

- Check Print file is uploaded to SFTP server by county



- Check Write File is ingested by county system/processes

## **eWiSACWIS: High-level Financial Checks and Payments Overview**

- Cancelling Payments / Checks
- Checks and Payments Maintenance
- Setting Checks to Released from Pending Release
- Reviewing how to set release functionality
- Manually setting In Process check to Outstanding

## eWiSACWIS: Cancelling Payments

### Payment Request Information

County:	La Crosse	Request Date:	06/03/2024	<input type="checkbox"/> Overpayment Repaid
Payment ID:	9266295	Creator:	Batch Program	<input type="checkbox"/> Cancelled

- Payment Request Page (Top)
- Pending Check (Right)
- After cancelling a payment, it will become locked (will not be processed by system), unless there is manual intervention

Total	Payment Status
\$6,200.00	OK 
\$5,800.00	OK 

# eWiSACWIS: Maintaining Check

**Check Information**

Provider Name: Your Children Our Children CPA [Search](#) First Name: Disposition: Pending

Check Status:  Reschedule Date:  Check Amount: \$161,491.64

County:

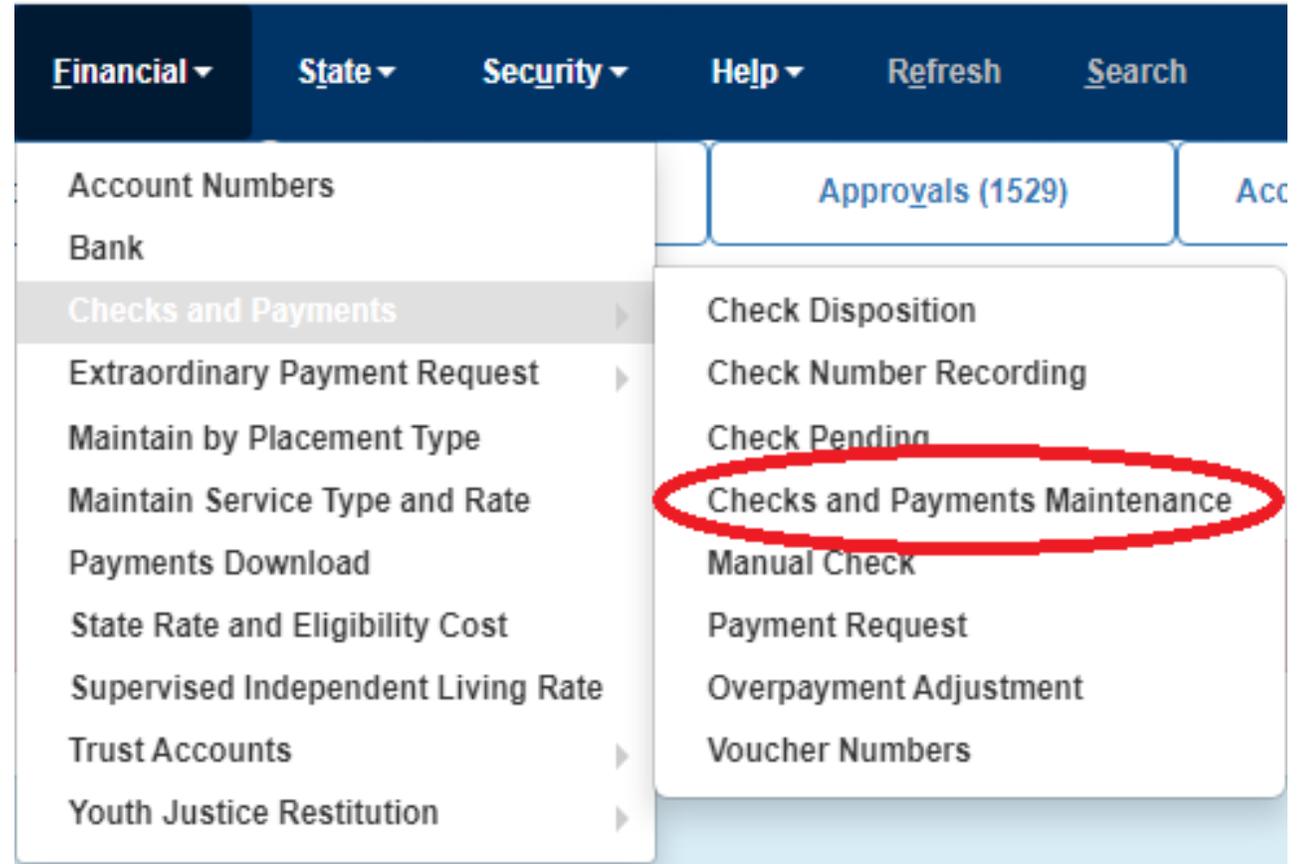
**Payment Lines**

Case Participant	Service Type	Payment Begin Date	Payment End Date	Basic Costs	Supplemental Costs	Exceptional Costs	Admin Costs	Costs > Spending Limit	Extraordinary Costs	Total	Payment Status
Abby, Allie	Foster Home (Level 2+)	05/01/2018	05/31/2018	\$490.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490.00	<input type="button" value="OK"/>
Abby, Allie	FH: Foster Parent Training (EP)	05/01/2018	05/31/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	<input type="button" value="OK"/>
Abby, Allie	Foster Home (Level 2+)	06/01/2018	06/30/2018	\$490.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490.00	<input type="button" value="OK"/>

- Can maintain pending/pending release check via check status dropdown

## eWiSACWIS: Checks and Payments Maintenance

- Financial Dropdown in eWiSACWIS
  - Security will dictate if this is accessible for you



## eWiSACWIS: Managing Checks and Payments

**Search Criteria**

County:	La Crosse	Site/Office:		Select By:	Checks
Check Status:	All	Payee ID:		Voucher #:	
Placement Type:		Srv Cat:		Srv Type:	
Payment Type:		Payment Status:		Sort By:	Payee
View Records From:	00/00/0000	To:	00/00/0000		

[Clear Fields](#) [Search](#)

**Search Results**

- Search Criteria allows a person to search for payments and checks using different information

## eWiSACWIS: Filtering Checks by Check Status

**Search Criteria**

County:	Wood	Site/Office:		Select By:	Checks
Check Status:	All	Payee ID:		Voucher #:	
Placement Type:	All	Srvc Cat:		Srvc Type:	
Payment Type:	Cancelled	Payment Status:		Sort By:	Payee
View Records From:	Cleared	To:	00/00/0000		
	Expired				
	In Process				
	Outstanding				
	Pending				
	Pending Release				
	Redeposited				
	Released				
	Stop Payment				

[Clear Fields](#) [Search](#)

**Search Results**

- Use check status field to search for checks based on check status for example Pending Release or In Process

## eWiSACWIS: Filtering Checks by Check Status

**Search Criteria**

County:	<input type="text" value="La Crosse"/>	Site/Office:	<input type="text"/>
Check Status:	<input type="text" value="Pending Release"/>	Payee ID:	<input type="text"/>
Placement Type:	<input type="text"/>	Person ID:	<input type="text"/>
Payment Type:	<input type="text"/>	Srv Cat:	<input type="text"/>
View Records From:	<input type="text" value="01/01/2000"/>	Payment Status:	<input type="text"/>
		To:	<input type="text" value="00/00/0000"/>

**Search Results**

- Using the earliest possible date, use the “View Records From:” field to retrieve all pertinent i

## eWiSACWIS: Setting Pending Release Checks to Released

**Search Results**

Select All

-  [In Process Check - A-link, Boby \(9221486\) - \\$8,075.00](#)
-  [Outstanding Check \(M1001\) 11/11/2009 - AA, Ace \(9221457\) - \\$1,481.30](#)
-  [Outstanding Check \(Financials 1234\) 08/04/2020 - Aardvark, A'ndre \(9221905\) - \\$1,518.00](#)
-  [Pending Release Check - Adams, Cheryl \(9221382\) - \\$160.00](#)
-  [Stop Payment Check \(M1000\) 11/12/2009 - Agency, AAA \(20170\) - \\$198,968.05](#)
-  [In Process Check - Annie's House Group Home \(9221217\) - \\$13,857.95](#)
-  [Outstanding Check \(3456\) 03/21/2022 - Apple, Arlene \(9221925\) - \\$2,364.00](#)
-  [Outstanding Check \(6677\) 03/21/2022 - Apple, Arlene \(9221925\) - \\$232.00](#)
-  [Outstanding Check \(2345\) 03/15/2022 - Apple, Arlene \(9221925\) - \\$696.00](#)
-  [Outstanding Check \(1234\) 03/08/2022 - Apple, Arlene \(9221925\) - \\$226.00](#)
-  [Outstanding Check \(123\) 04/30/2020 - Apple, Arlene \(9221925\) - \\$431.00](#)
-  [In Process Check - Barbie, Fannaa \(9221351\) - \\$8,428.00](#)
-  [In Process Check - Barbie, Midge \(9221348\) - \\$268,639.39](#)
-  [In Process Check - Barry Bonds \(9221012\) - \\$3,800.00](#)
-  [Outstanding Check \(AM123\) 11/06/2019 - Bed, Head \(9221748\) - \\$1,200.00](#)
-  [Cancelled Check \(654891498\) 04/08/2006 - Bird, Larry \(9221016\) - \\$2,134.34](#)
-  [In Process Check - Bird, Larry \(9221016\) - \\$3,943.50](#)
-  [In Process Check - Dumbledore, Albus \(9221118\) - \\$100.00](#)
-  [Cancel Selected Checks - Dumbledore, Albus \(9221118\) - \\$79,881.13](#)
-  [Cancel-Reschedule Selected Checks - Dumbledore, Albus \(9221118\) - \\$79,881.13](#)
-  [Export Results - Dumbledore, Albus \(9221118\) - \\$79,881.13](#)
-  [Release Selected Checks - Dumbledore, Albus \(9221118\) - \\$79,881.13](#)
-  [Set Selected Checks to Pending Release - Dumbledore, Albus \(9221118\) - \\$79,881.13](#)

Options:

- Note: You can export search results into an Excel file

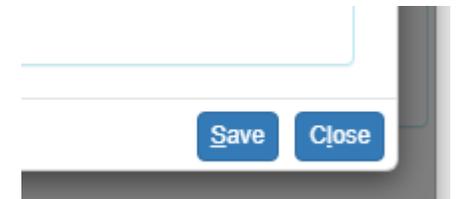
## eWiSACWIS: Setting Pending Release Checks to Released

### Release Selected Checks

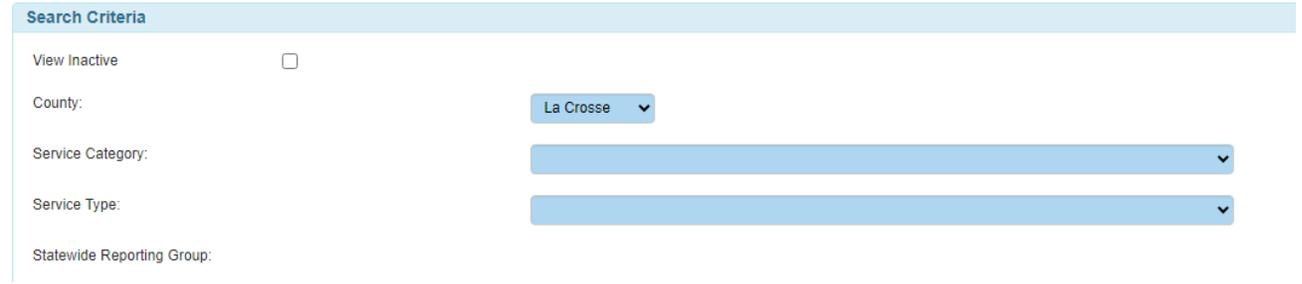
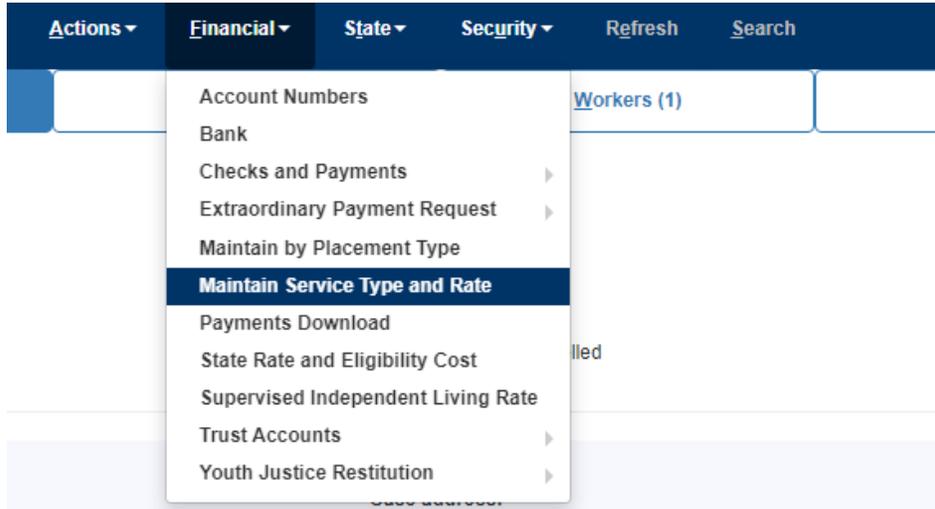
The following checks, and all associated payments, will be Released (upon Save):

	Payee	Amount	Current Check Status	Released On
<input checked="" type="checkbox"/>	Adams, Cheryl (9221382)	\$160.00	Pending Release	05/08/2024
<input checked="" type="checkbox"/>	PTD Group Home (20221)	\$2,128.00	Pending Release	05/08/2024

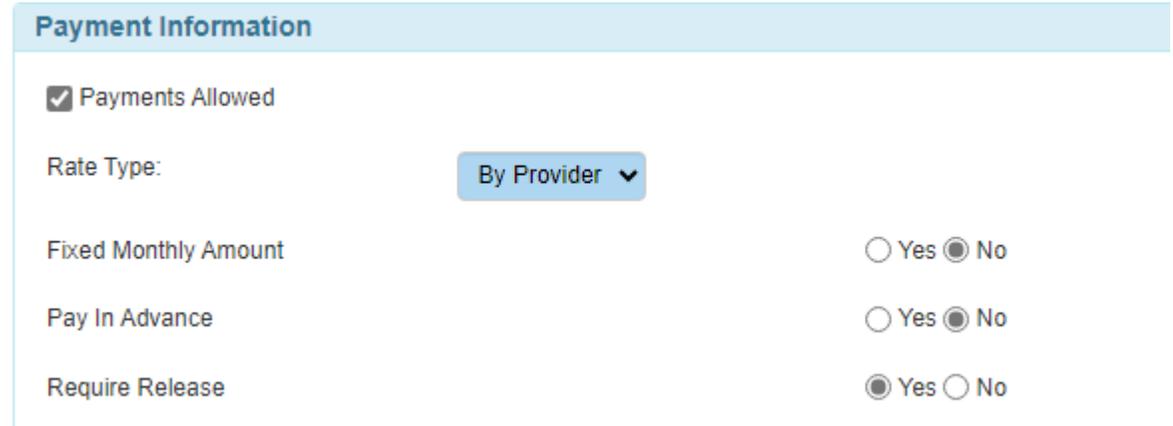
- Saving page will set the selected checks to released for further processing
- Up to 50 checks can be released at a time



# eWiSACWIS: Understanding How Checks are Set to Pending Release via Maintain Service Type and Rate



- Through Financial Dropdown – Maintain Service Type and Rate
- Search out Service Category and Type
- In payment information group box, there is a required release radio button
- Newly created service category and service types are set to not requiring release



# eWiSACWIS: Understanding How Checks are Set to Pending Release via Maintain Placement

**Search**

County:  Placement Type:

---

**Service Information by Placement Type**

Created on: \_\_\_\_\_ By: \_\_\_\_\_ [Delete](#)

**Recurring Payments**

Fixed Monthly Amount	<input type="radio"/> Yes	<input type="radio"/> No	Reporting Category:	<input type="text"/>
Pay in Advance	<input type="radio"/> Yes	<input type="radio"/> No	SPC Code:	<input type="text"/>
Require Release	<input type="radio"/> Yes	<input type="radio"/> No		

---

Created on: 06/14/2013 By: Conversion, Release 4.8

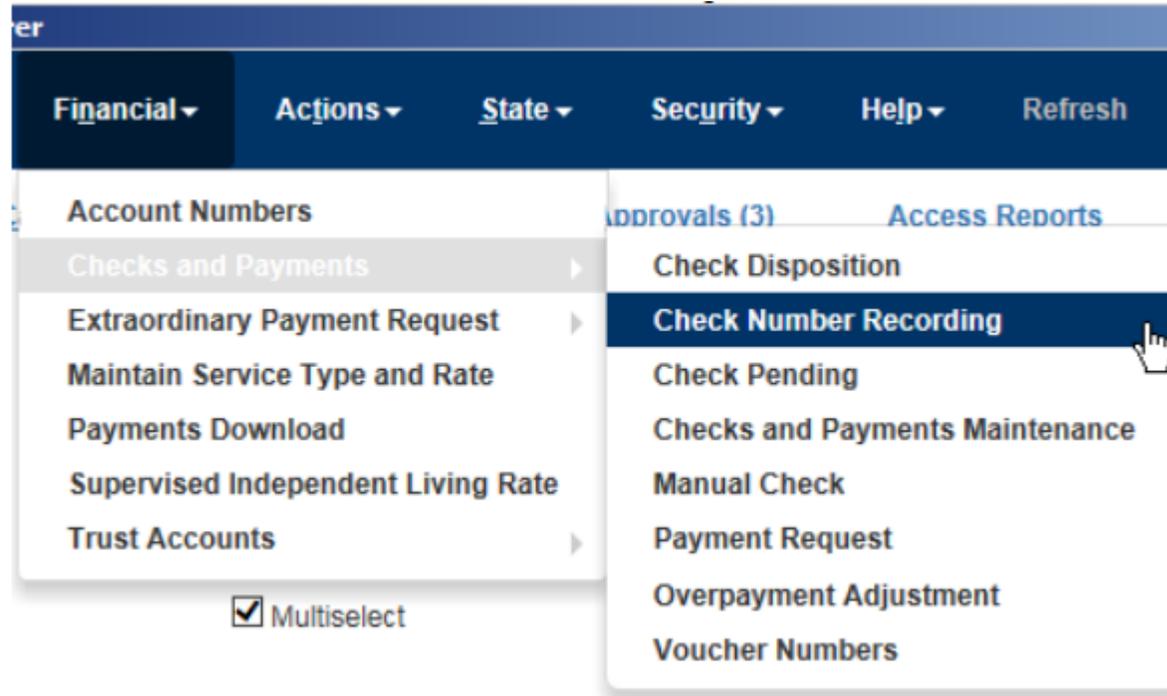
**Recurring Payments**

Fixed Monthly Amount	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Reporting Category:	<input type="text" value="Reporting Category 8"/>
Pay in Advance	<input type="radio"/> Yes	<input checked="" type="radio"/> No	SPC Code:	<input type="text" value="204"/>
Require Release	<input type="radio"/> Yes	<input checked="" type="radio"/> No		

[Insert](#)

- This will set all checks from this provider type to pending release

## eWiSACWIS: Setting In-Process Checks to Outstanding Manually



## eWiSACWIS: Setting In-Process Checks to Outstanding Manually

**Search Criteria**

Voucher Number:  Provider ID:

**Results**

Provider Name	Provider ID	Payee	ID Payee	Date Created	Voucher No	Amount	Check No	Check Date
A-link, Bobby	9221486	Ginney A-link	9221486	11/12/2009	22224	\$8,075.00	<input type="text"/>	<input type="text" value="00/00/0000"/>

- Search out relevant in process checks by Provider ID (Payee) or voucher number
  - Voucher Number can be found on the In Process check in eWiSACWIS (downloaded via export feature on the checks and payments maintenance page)

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Provider Name	Provider ID	Payee	ID Payee	Date Created	Voucher No	Amount	Check No	Check Date
A-link, Bobby	9221486	Ginney A-link	9221486	11/12/2009	22224	\$8,075.00	<input type="text" value="C1234"/>	<input type="text" value="05/09/2024"/>

- Enter a check no. and check date > Save Page > Check is now outstanding
- For In Process checks that are not cut/used please also enter check no. and check date

# eWiSACWIS: Changing the Disposition of an Outstanding Check

**Disposition Information**

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

- Cancel - Do Not Pay
- Cancel - Reschedule
- Cleared
- Expired
- Redeposited
- Stop - Do Not Pay