

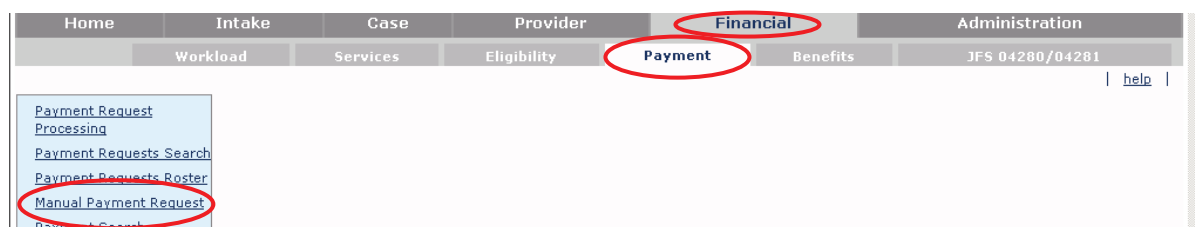
# Processing Manual Payments

The **Processing Manual Payments** Knowledge Base Article (KBA) provides details on processing manual payments by provider, service authorization, and foster parent training session in SACWIS.

**Note:** Additional information can be found in the [Processing FCM Payments](#) KBA.

To create a manual payment, complete the following steps:

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Manual Payment Request** link in the **Navigation** menu.

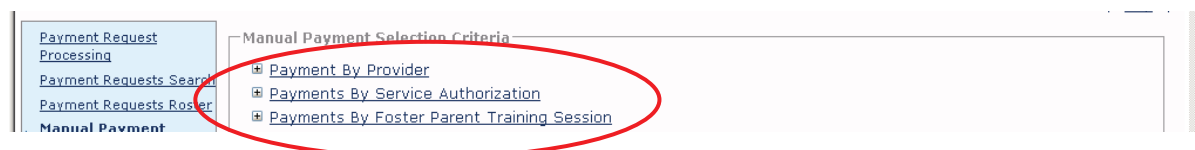


The **Manual Payment Selection Criteria** screen appears.

4. Determine whether the payment being created should be a **Payment by Provider**, **Payment by Service Authorization**, or **Payment by Foster Parent Training Session**. All three are discussed in this document.

## Important:

- **Manual payments for placement** must be created using the **Payment by Service Authorization** option. However, an **approved service authorization** must exist for that service before a payment can be created.
- The **Payment by Provider** option is used to create general manual payments, such as for **Foster Care Miscellaneous** expenses.
- The **Payments by Foster Parent Training Session** is only used to generate payments for foster parent training stipends and/or allowances.



# Processing Manual Payments

## Creating a Manual Payment Request by Provider

To create a manual payment request by provider, complete these steps:

1. On the **Manual Payment Selection Criteria** screen, click the **Payment by Provider** link. The section expands as shown below.

2. In the **Service Category** field drop-down list, choose the appropriate entry.

**Important:** All IV-E reimbursable services are listed under the service category of **Foster Care Miscellaneous**.

3. In the **Service Type** field drop-down list, choose the appropriate entry.

- The four **Service Types** that are IV-E reimbursable are **Employment Related Child Care, Foster Care Miscellaneous Expenses, Graduation, and Clothing**.
- If needed, see section on **Manual Payments for Employment Related Child Care** sub-section.

4. In the **Provider ID** field, type the **Provider ID** number (for whom the payment was made to) and click the **Go** button, or use the **Search Provider** button to locate the provider.

5. When the provider appears in the grid, click the **Create Manual Payment** button.

The screenshot displays the 'Manual Payment Selection Criteria' interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial, and Administration. Under the 'Financial' tab, there are sub-tabs: Workload, Services, Eligibility, Payment, and Benefits. The 'Payment' sub-tab is active, showing 'JFS 04280/04281' and a 'help' link. On the left, a sidebar contains various links, with 'Manual Payment Request' highlighted. The main content area is titled 'Manual Payment Selection Criteria' and features two radio buttons: 'Payment By Provider' (selected) and 'Payment By Service authorization'. The 'Payment By Provider' section includes two dropdown menus: 'Service Category: \*' set to 'Foster Care Miscellaneous' and 'Service Type: \*' set to 'Foster Care Miscellaneous Expenses'. Below this is the 'Provider Information' section, which contains a table with two columns: 'Provider / ID' and 'Provider Name'. The table has one row with '1234567' in the 'Provider / ID' column and a blank space in the 'Provider Name' column. Below the table is a 'Search Provider' button and a 'Provider ID: 1234567' field with a 'Go' button. A 'Create Manual Payment' button is also visible below the table.

The **Manual Payment** screen appears with many sub-sections and fields displaying. Each section is discussed in descending order.

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6. Enter a date in the **Payment Start Date** field.
7. Enter a date in the **Payment End Date** field.
8. Click the **Select Person** button to search for the child who the payment is for.

The screenshot shows the top section of the Manual Payment screen. At the top, there are two date fields: "Payment Start Date: \*" with the value "01/01/2011" and "Payment End Date: \*" with the value "03/31/2011". To the right is a "Purchase Order:" field. Below these is a section titled "Case Person Information" which contains a table with columns: Person ID, Person, Case ID, Case, Case Worker, Case Service Id, and Service Begin/End Date. A blue button labeled "Select Person" is located below the table and is circled in red. Below that is a section titled "Service Authorization Details" with columns: Person ID, Client Name, Provider Name, Service Description, Status, Begin Date, and End Date.

9. Click the **Search Person** button or enter the child's **Person ID** number to locate the child.

The screenshot shows the "Select Person" search dialog box. At the top, there are two input fields: "Provider Name/ Id:" and "Service Category/ Type:". The "Service Category/ Type:" field contains the text "Foster Care Miscellaneous/ Foster Care Miscellaneous Expenses". Below these fields is a red-bordered box containing a "Search Person" button, a "- or -" separator, a "Person ID:" input field, and a "Go" button. A "Cancel" button is located below the red-bordered box.

10. When the name appears in the **Person Search Results** section, click the **Select** link in the appropriate row. The **Select Person** screen appears displaying the child's name.
11. Click the **Select** link again in the appropriate row.

The screenshot shows the "Select Person" search dialog box with search results. At the top, there are two input fields: "Provider Name/ Id:" and "Service Category/ Type:". The "Service Category/ Type:" field contains the text "Foster Care Miscellaneous/ Foster Care Miscellaneous Expenses". Below these fields is a red-bordered box containing a "Search Person" button, a "- or -" separator, a "Person ID:" input field with the value "1234567", and a "Go" button. Below the red-bordered box is a table with columns: Person Name, Case Service Member Status ID/Status, Service Begin/End Date, Service Description, Case ID, Case Name, Case Category, Case Status, and Case Status Date. The first row of the table has a blue "select" link in the first column, which is circled in red. The rest of the row contains the values: "ONGOING", "OPEN", and "08/06/2009". A "Cancel" button is located below the table.

The child's information appears in the **Case Person Information** section of the **Manual Payment** screen as shown on the next page.

# Processing Manual Payments

The screenshot shows the 'Manual Payment' form with the following sections:

- Manual Payment**: Request Date: [text box]
- Payment Information**: Payment Start Date: \* 10/05/2011, Payment End Date: \* 10/14/2011, Purchase Order: [text box]
- Case Person Information**: A table with the following data:

Person ID	Person	Case ID	Case Name	Case Worker	Case Service Member Status Id	Service Begin/End Date
1234567	[text box]					
- Select Person**: [button]

## Linking a Service Authorization or Contract Cost

1. In the **Service Authorization/Contract Details** section, if the payment has an associated service authorization or if the service is attached to a contract cost, either can be linked by selecting the **Link Service Authorization** button or the **Link Contract Cost** button.

**Note:** If either is selected, the information from the **Service Authorization/Contract Details** fields will populate in the **Payment Details** section at the bottom of the screen.

The screenshot shows the 'Manual Payment' form with the following sections:

- Manual Payment**: Request Date: [text box]
- Payment Information**: Payment Start Date: \* 10/05/2011, Payment End Date: \* 10/14/2011, Purchase Order: [text box]
- Case Person Information**: A table with the following data:

Person ID	Person	Case ID	Case Name	Case Worker	Case Service Member Status Id	Service Begin/End Date
1234567	[text box]					
- Select Person**: [button]
- Service Authorization/Contract Details**: [Link Service Authorization] - or - [Link Contract Costs]

2. In the **Service Information** section, choose an entry from the **Service Description** field drop-down list.

The screenshot shows the 'Service Information' section with the following fields:

- Service Category**: Foster Care Miscellaneous
- Service Type**: Foster Care Miscellaneous Expense
- Service Description**: \* Foster Care Miscellaneous Expenses (highlighted with a red box)
- User Comments**: [text box]
- Pre-Paid**:
- System Generated Comments**: N/A
- Buttons**: [Spell Check], [Clear], [400]

## Processing Manual Payments

3. In the **Payment Details** section, type the appropriate number in the **Basic Cost** field (if this field is not already populated with information from the **Service Authorization** link).
4. In the **Units** field, type the appropriate number.
5. If needed, click the **Calculate** button. As shown below, the grid displays the calculated information.

### Important:

- Basic Cost x Units = Payment Total
- If the Basic Cost is entered, both the **Save** button and **Apply** button stay grayed out (disabled) until the payment is calculated.

6. When complete, click the **Save** button.

Payment Details

Basic Cost:  Units:

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total
08/05/2011 08/10/2011	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
<b>Total \$250.00</b>																

The **Manual Payment Selection Criteria** screen appears displaying a message that your data has been saved.

Payment Request Processing

Your data has been saved.

Manual Payment Selection Criteria

Payment By Provider

Service Category: \*  Service Type: \*

Provider Information

Provider / ID	Provider Name
- or -	

Provider ID:

**Important:** If multiple payments are being created for the same Provider ID, the **Apply** button can be selected (shown in green above). By clicking the **Apply** button, a new provider payment (along with a new child, date, cost, etc.) can be selected without returning to the **Provider Search** screen.

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## Manual Payments for Employment Related Child Care

In the **Service Information** section:

1. If the manual payment is for **Employment Related Child Care** (shown in green below), enter information in the following fields:
  - **Unit of Measure** (Part-Time Weekly, Full-Time Weekly, or Hourly)
  - **Units**
    - **Part-Time Weekly:** The number of days attended for the Payment Period
    - **Full-Time Weekly:** The number of weeks attended during the Payment Period. The units selected cannot exceed the number of weeks included in the payment period.
    - **Hourly:** The number of hours attended
  - **Service Rate**
2. Click the **Select Dates Paid** button to record the days that the agency paid for child care.

The screenshot shows a web form with two main sections: "Service Information" and "Payment Details".

**Service Information:**

- Service Category: Foster Care Miscellaneous
- Service Type: Employment Related Child Care
- Service Description: \* Employment Related Child Care (highlighted in green)
- User Comments: (empty text area)
- Buttons: Spell check, Clear, 400

**Payment Details:** (highlighted in red)

- Unit of Measure: \* (dropdown menu)
- Units: \* (input field with value 0)
- System Service Rate: (input field)
- Service Rate: \* (input field)
- Buttons: Calculate, Select Dates Paid

At the bottom of the form are buttons for Save and Cancel.

The **Select Dates Paid** (calendar) screen appears.

## Processing Manual Payments

- For **Hourly** payments, enter a number in the calendar for each day that was paid by the agency during the payment period.

**Important:** The total number of hours entered will need to equal the number of units.

- Click the **OK** button.

Note: Please enter the hours for each day paid for by the agency.

August 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text" value="2"/>	5 <input type="text"/>	6 <input type="text"/>
7 <input type="text"/>	8 <input type="text"/>	9 <input type="text" value="5"/>	10 <input type="text"/>	11 <input type="text"/>	12 <input type="text"/>	13 <input type="text"/>
14 <input type="text"/>	15 <input type="text"/>	16 <input type="text"/>	17 <input type="text"/>	18 <input type="text"/>	19 <input type="text"/>	20 <input type="text"/>
21 <input type="text"/>	22 <input type="text" value="1"/>	23 <input type="text"/>	24 <input type="text"/>	25 <input type="text" value="1"/>	26 <input type="text"/>	27 <input type="text"/>
28 <input type="text"/>	29 <input type="text"/>	30 <input type="text" value="1"/>	31 <input type="text"/>			

- For **Part-Time Weekly** or **Full-Time Weekly**, click the check box for each day that your agency paid for child care.

- Click the **OK** button.

Note: Please select the days paid for by the agency.

January 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1 <input type="checkbox"/>
2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	8 <input type="checkbox"/>
9 <input type="checkbox"/>	10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input checked="" type="checkbox"/>	14 <input checked="" type="checkbox"/>	15 <input type="checkbox"/>
16 <input type="checkbox"/>	17 <input checked="" type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input checked="" type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input checked="" type="checkbox"/>	22 <input type="checkbox"/>
23 <input type="checkbox"/>	24 <input checked="" type="checkbox"/>	25 <input checked="" type="checkbox"/>	26 <input checked="" type="checkbox"/>	27 <input checked="" type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>
30 <input type="checkbox"/>	31 <input checked="" type="checkbox"/>					

The **Employment Related Daycare** screen appears.

## Processing Manual Payments

7. In the **Payment Details** section, verify that all of the information is correct.
8. Click **Calculate** to check the total of the payment to be created. The payment calculates to display the breakdowns in the grid and total amount for the payment as shown below.
9. When complete, click the **Save** button to create the payment.

Payment Details

Unit of Measure: \*

Units: \*  System Service Rate: Service Rate: \*

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Con
08/01/2011 08/31/2011	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	

10. If you do not have additional payments to create, proceed to **Section 3** of the [Processing FCM Payments](#) KBA.



# Processing Manual Payments

## Creating a Manual Payment Request by Service Authorization

Manual payments for placement must be created using the **Payment by Service Authorization** option. **However, an approved service authorization must exist for a service before a payment can be created.**

Manual Payments by Service Authorization can be completed for any service that has an approved Service Authorization in SACWIS, not just for placements.

By completing these steps, you can create all of your monthly placement payments through the **Manual Payments by Service Authorizations** option, rather than requesting them through the **Payment Request Processing** link. (As long as the total number of payments created is less than 500 records because SACWIS only returns the first 500 records.)

To create manual payments by service authorization, complete the following steps:

1. From the **Manual Payment Selection Criteria** screen (discussed at the beginning of this article), click the **Payment by Service Authorization** link.

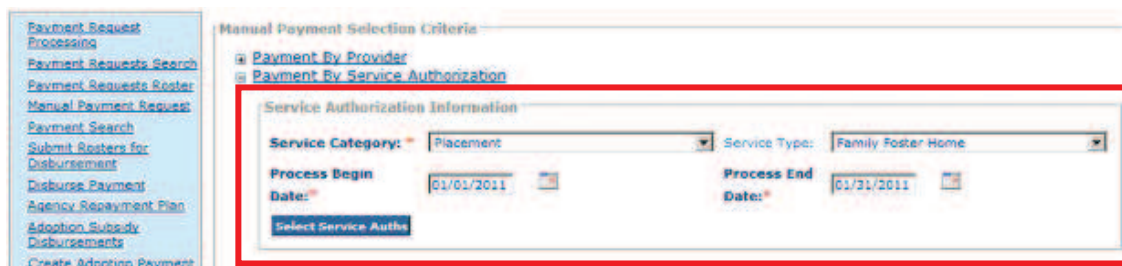


The **Service Authorization Information** screen appears.

2. In the **Service Category** field, select the appropriate category.
3. If needed, in the **Service Type** field, select a type. This field is not required.
4. In the **Process Begin Date** field, enter the claim begin date.
5. In the **Process End Date** field, enter the claim end date.

**Note:** The process begin date and end date must fall within the same month.

6. Click the **Select Service Auths** button.



The **Service Authorizations Filter Criteria** screen appears.

## Processing Manual Payments

7. Enter content in the fields to filter for the service authorizations that you want to create payments for.

**Note:** Based on the information entered on the previous screen, some service auths will already appear in the **Service Authorizations** section.

8. If additional filter criteria are selected in the fields, click the **Search** button.

Service Authorizations Filter Criteria

Agency: [Text Field]

Service Auth ID: [Text Field] Contract Cost ID: [Text Field]

Person ID: [Text Field] Search Person: [Button]

Provider ID: [Text Field] Search Provider: [Button]

Status: [Dropdown: Approved] Approved By (Login ID): [Text Field]

From Service Auth Begin Date: [Text Field] To Service Auth Begin Date: [Text Field]

From Active Date: [Text Field: 01/01/2011] To Active Date: [Text Field: 01/31/2011]

From Cost Review Date: [Text Field] To Cost Review Date: [Text Field]

Service Auth Type: [Dropdown]

Service Category: [Dropdown: Placement]

Service Type: [Dropdown: Family Foster Home]

Created In Error:  Exclude  Include

Contracts Search Criteria

Sort By: [Dropdown: Begin Date (Descending)]

Search [Button] Clear Form [Button]

The **Service Authorization** section displays the filtered results as shown below.

9. Click the **Select All** button.

Auth ID	Client Name/Person ID	Provider Name/Provider ID	Contract ID / Contract Number	Service Category	Service Type	Service Description / Service ID	Cost Description	Status	Begin Date	End Date	Created In Error
[edit] [summary]				Placement				Approved			
[edit] [summary]				Placement				Approved			
[edit] [summary]				Placement				Approved			
[edit] [summary]				Placement				Approved			
[edit] [summary]				Placement				Approved			

Generate Report [Button] Select All [Button] Cancel [Button]

The **Service Auths** screen appears with all of the checkboxes selected.

## Processing Manual Payments

10. Uncheck the box next to any service authorizations for which you do not want to create payments.
11. Click the **Generate Payments** button.

The screenshot shows a web application window titled "Service Auths" with "Result(s) 1 - 5 of 5" and "Page 1 of 1". The table has the following columns: Select, Auth ID, Client Name / Person Id, Provider Name / Provider Id, Contract ID / Contract Number, Service Category, Service Type, Service Description / Service Id, Cost Description, Begin Date, and End Date. The "Select" column contains five checked checkboxes, which are highlighted by a red rectangle. The "Service Category" column contains the word "Placement" repeated five times. At the bottom of the window, there are two buttons: "Generate Payments" (circled in red) and "Cancel".

The system displays the payments that will be created.

12. Click one of the following, the:

- **Save** button to save the payments
- **Cancel** button to return to the **Service Auth** selection screen
- **Export** button to create a **Payments Created** report in Excel that details the payments which were created

The screenshot shows a web application window titled "Exceptions" with a table that has the following columns: Service Auth ID, Person Name / ID, Provider Name / ID, Service, Claim Dates, and Error Messages. Below the table, there are three buttons: "Save" (circled in red), "Cancel", and "Export".

13. Proceed to **Section 3** of the [Processing FCM Payments](#) KBA to attach the payment(s) to a roster or to get more information about payment processing.

# Processing Manual Payments

## Creating a Manual Payment Request by Foster Parent Training Session

Manual payments for foster parent training sessions can be created using the **Payment by Foster Parent Training Session** link in SACWIS, rather than requesting them through the **Payment Request Processing** link.

**Reminder:** When Foster Parent Training Sessions are created, if you do not check the box to make the participant payable, no payment will generate for that training session. In other words, Provider Training Sessions must be entered with the **Stipend Payable to Participant** check box checked in order to create your payment. Also, if you are creating a stipend reimbursement payment, the **Reimburse Stipend** check box must be checked on the training session to receive reimbursement for the payment.

Training Participants List									
Person ID	Trainee Name	Training Type	Level of Care	Apply Hours to Certification	Stipend Payable to Participant	Reimburse Stipend	Reimburse Allowance	Created Date	
		Pre-Placement	Treatment Foster Home	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/19/2012	<a href="#">delete</a>
		Continuing	Treatment Foster Home	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/19/2012	<a href="#">delete</a>
		Pre-Placement	Treatment Foster Home	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/19/2012	<a href="#">delete</a>

To create manual payments by foster parent training session, complete the following steps:

1. From the **Manual Payment Selection Criteria** screen (discussed at the beginning of this article), click the **Payments By Foster Parent Training Session** link.



The **Foster Parent Training Session Information** screen expands.

## Processing Manual Payments

2. In the **Process Begin Date** field, select the training session payment began date.
3. In the **Process End Date** field, select the training session payment end date.
4. Click the **Select Training Sessions** button.

Manual Payment Selection Criteria

- Payment By Provider
- Payments By Service Authorization
- Payments By Foster Parent Training Session

Foster Parent Training Session Information

Process Begin Date:\*   Process End Date:\*

The **Training Session Search Criteria** screen appears and (depending on the information entered on the previous screen) all training sessions that meet the criteria will populate in the **Training Session Results** section at the bottom of the screen.

5. If needed, enter any additional filter searches for payments in the fields.
6. If additional criteria are entered, click the **Search** button.

Training Session Search Criteria

From Session Date:\*   To Session Date:

Session Name:

Delivery Method:

Session ID:

Status:

Person ID:  OR

Person:

Recommending Agency:

Training Session Results

Result(s) 1 to 15 of 17 Page 1 of 2

Session ID	Session Name	Session Date	Delivery Method	Status	Recommending Agency
<input type="button" value="edit"/>			Classroom	Completed	
<input type="button" value="edit"/>			Classroom	Completed	

The **Training Session Results** section displays the filtered results.

## Processing Manual Payments

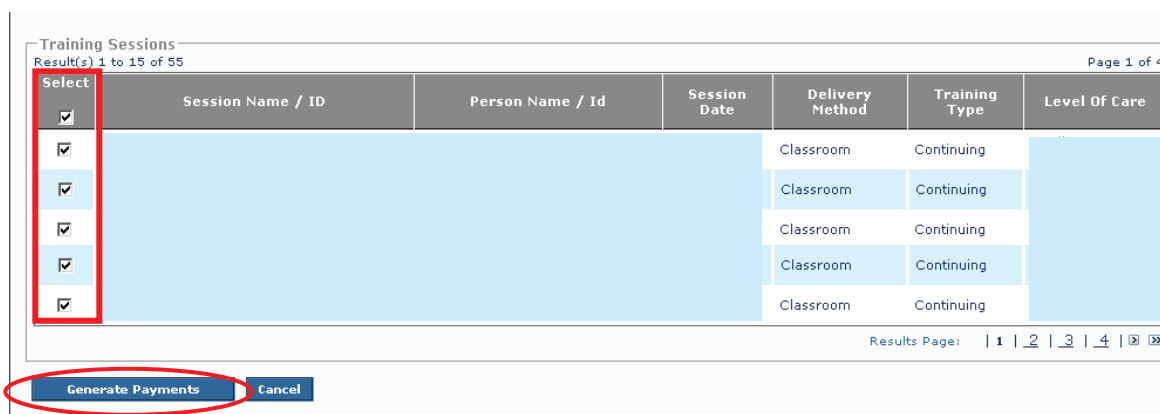
7. Click the **Select All** button.



The **Training Sessions** screen appears with all of the checkboxes selected.

8. To exclude any payment(s) from being created, uncheck the check box next to that training session.

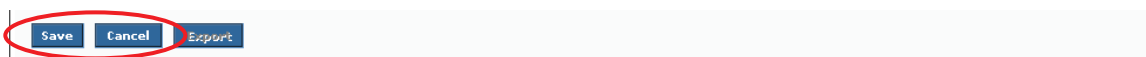
9. Click the **Generate Payments** button.



The system displays the payments that will be created.

10. Click one of the following, the:

- **Save** button to save the payments
- **Cancel** button to return to the previous screen without saving



**Note:** Proceed to Section 3 of the [Processing FCM Payments](#) KBA for information on how to attach the payment(s) to a roster or to get more information about payment processing.

# Processing Manual Payments

## Updating the Number of Units on Payment Requests

To change the number of hours to be paid to a specific participant(s), update the units and date function by completing the following steps:

1. In the **Payment Requests Roster Search Results** section, select **Update Units & Dates** from the **Option** field drop-down list.
2. Click the **Go** button.

view view No    
view view No    
Roster Total: \$  
Approved Total: \$0.00  
Recoupment Total: \$0.00  
Reimbursement Report  
Option: > Update Units & Dates Go

The **Payment Roster Units and Dates** screen appears.

3. In the **Pay Units** column, change the number of units for the appropriate participant(s) as needed.

**Important:** The number entered cannot exceed the original number of units on the payment request. In this example, the number could not be greater than 6 nor less than 1.

4. Click the **Save** button.

Payment Roster Units and Dates  
Result(s) 1 - 6 of 6 Page 1 of 1

Payee	Person	Service	Cost	Bal Units	Pay Units	Pay Begin / End	Total
		Training Stipend	\$10.00	0	6	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	6	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	6	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	6	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	2	12/17/2011 12/17/2011	\$60.00
		Training Stipend	\$10.00	0	2	12/17/2011 12/17/2011	\$60.00

Apply Save Cancel

# Processing Manual Payments

The **Payment Requests Roster Search Results** screen appears displaying the newly updated units.

Payment Requests Roster Search Results

ABCDEF GHI JKLMNOPQRSTUVWXYZ

Result(s) 1 - 6 of 6 Page 1 of 1

		Payee	Person	Service / Auth #	Cost	Units Bal / Pay	Pay Begin / End	Total	Aprv	Remove	Delete
<a href="#">+ view</a>				Training Stipend /	\$10.00	30 6	12/17/2011 12/17/2011	\$60.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">+ view</a>				Training Stipend /	\$10.00	30 6	12/17/2011 12/17/2011	\$60.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">+ view</a>				Training Stipend /	\$10.00	30 6	12/17/2011 12/17/2011	\$60.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">+ view</a>				Training Stipend /	\$10.00	30 6	12/17/2011 12/17/2011	\$60.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">+ view</a>				Training Stipend /	\$10.00	30 2	12/17/2011 12/17/2011	\$20.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">+ view</a>				Training Stipend /	\$10.00	30 2	12/17/2011 12/17/2011	\$20.00	No	<input type="checkbox"/>	<input type="checkbox"/>
<b>Roster Total:</b>											
<b>Approved Total:</b>								<b>\$0.00</b>			
<b>Recoupment Total:</b>								<b>\$0.00</b>			