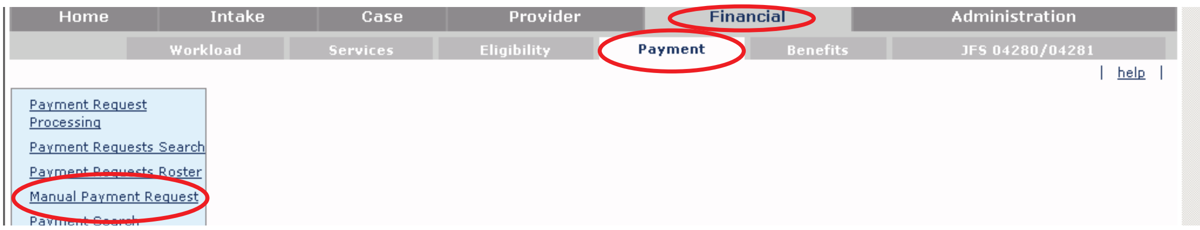
Processing Manual Payments

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.

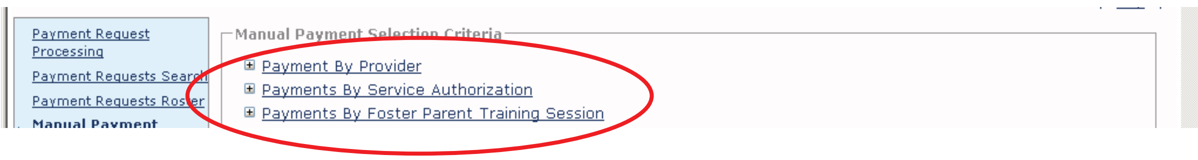


The **Manual Payment Selection Criteria** screen appears.

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.



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Creating a Manual Payment Request by Provider

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

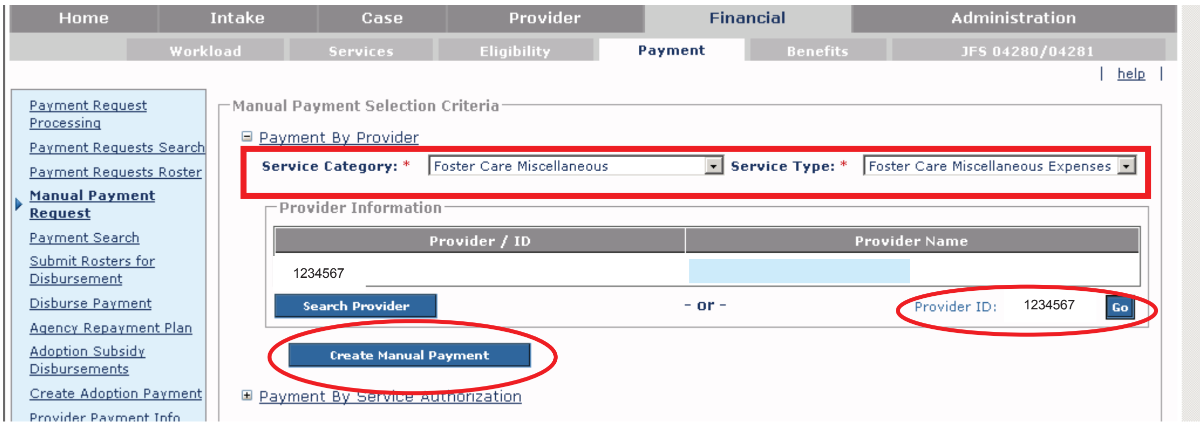
1. On the **Manual Payment Selection Criteria** screen, click the **Payment by Provider** link. The section expands as shown below.

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

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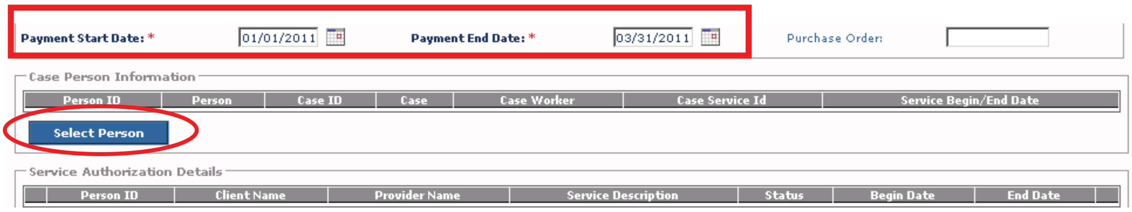
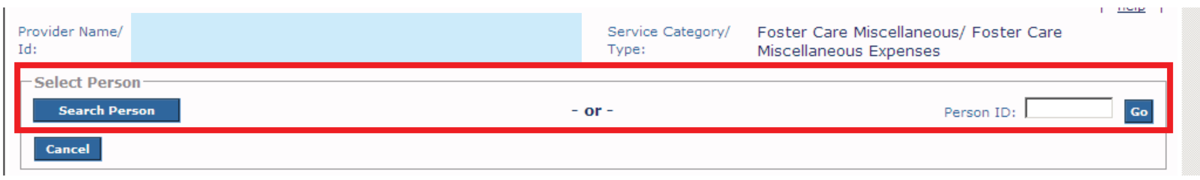
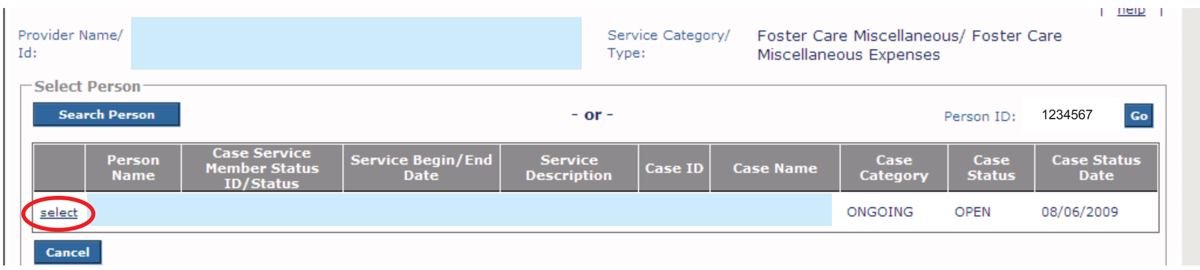
6. Enter a date in the **Payment Start Date** field.
7. Enter a date in the **Payment End Date** field.
8. Click the **Select Person** button to search for the child who the payment is for.



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



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

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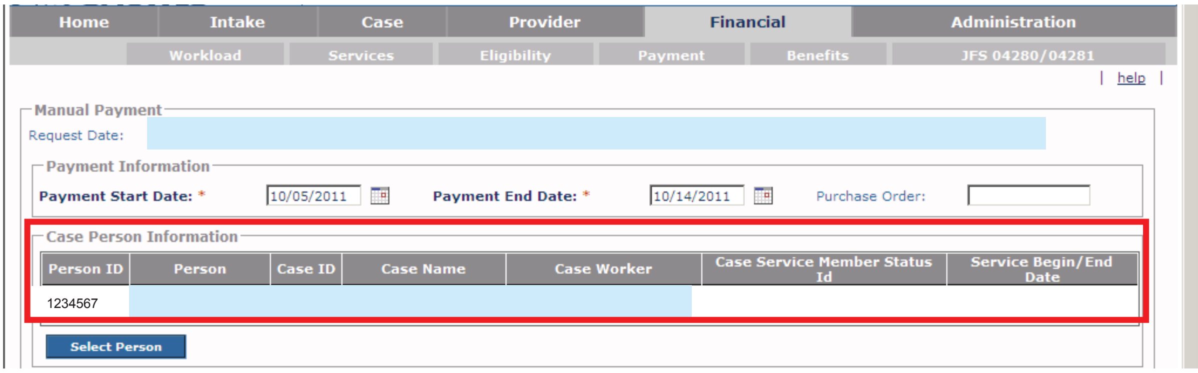
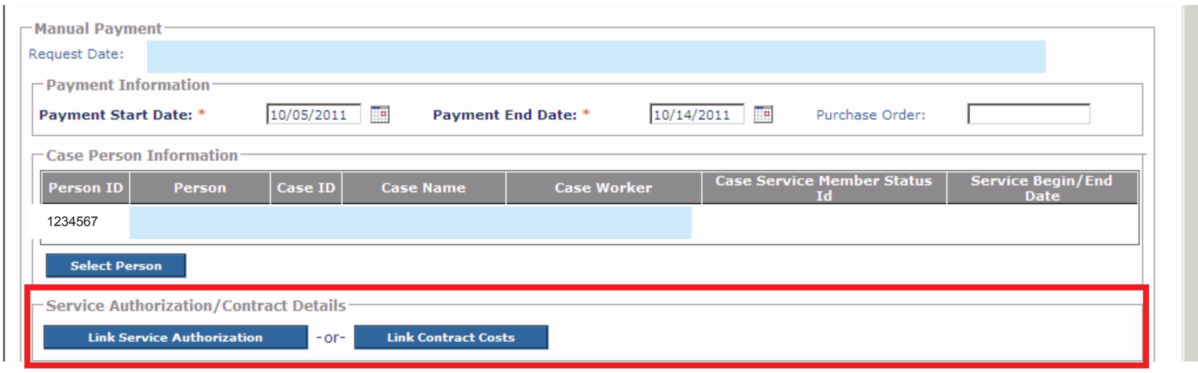


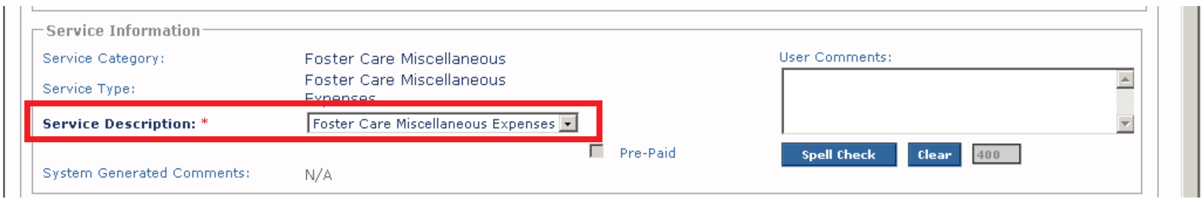
Linking a Service Authorization or Contract Cost

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.



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

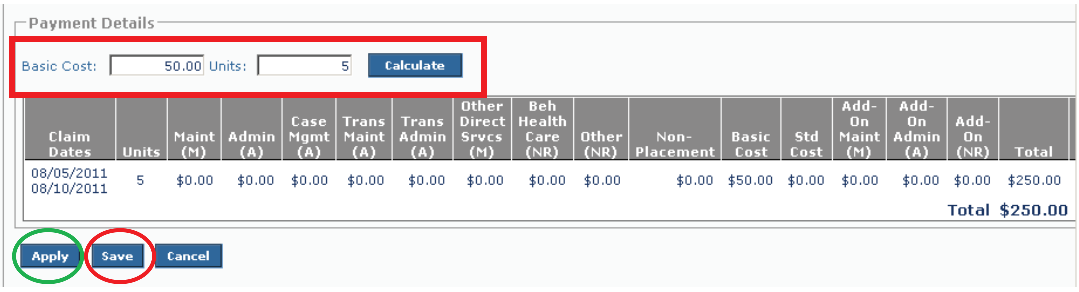


3. In the **Payment Details** section, type the appropriate number in the **Basic Cost** field (if this field is not already populated with information from the **Service Authorization** link).
4. In the **Units** field, type the appropriate number.
5. If needed, click the **Calculate** button. As shown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

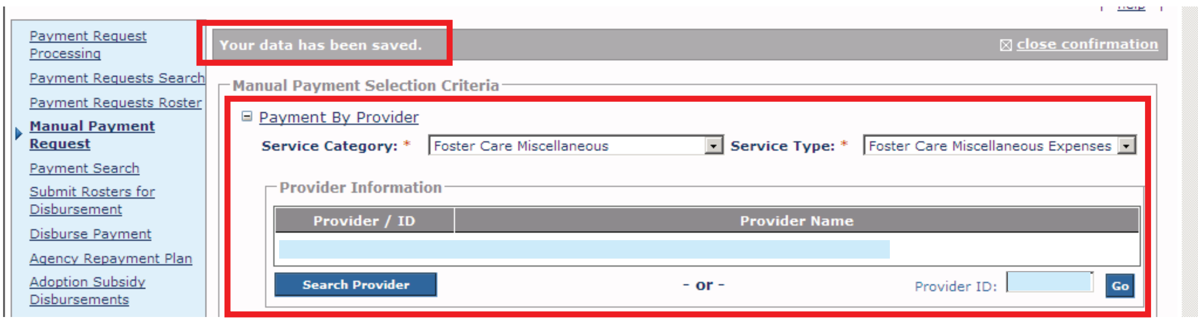
Important:

- 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.



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



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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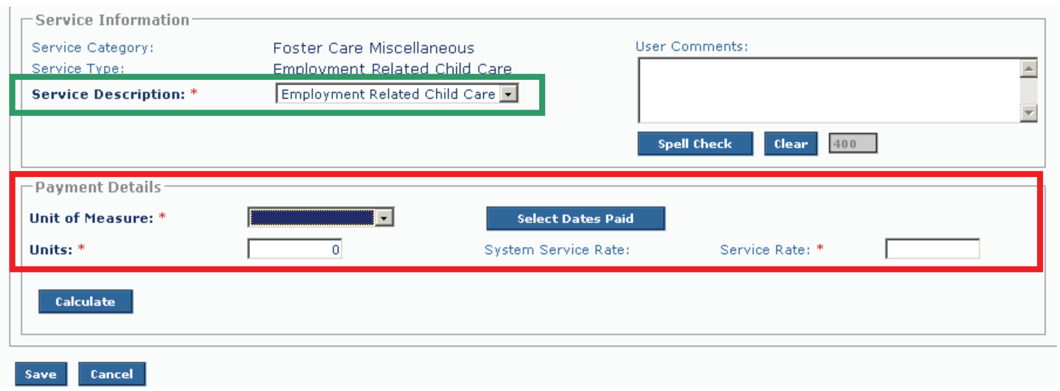
Manual Payments for Employment Related Child Care

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

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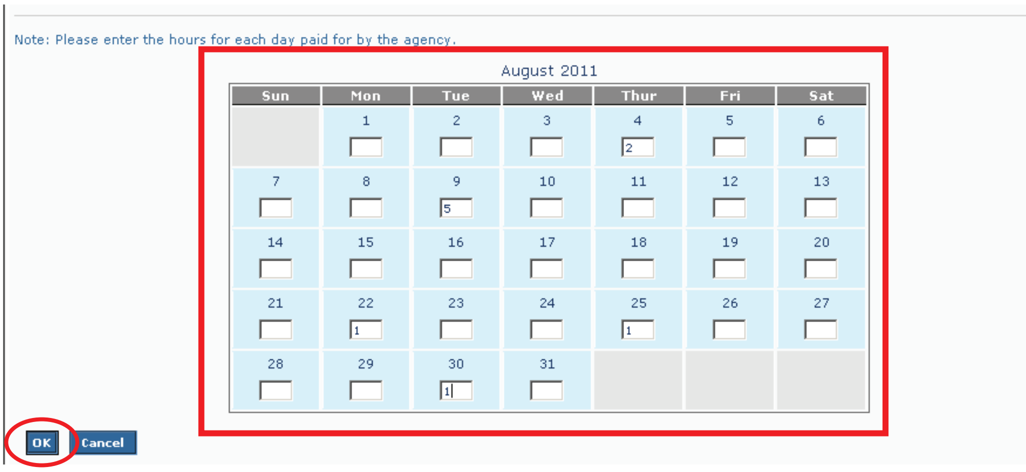
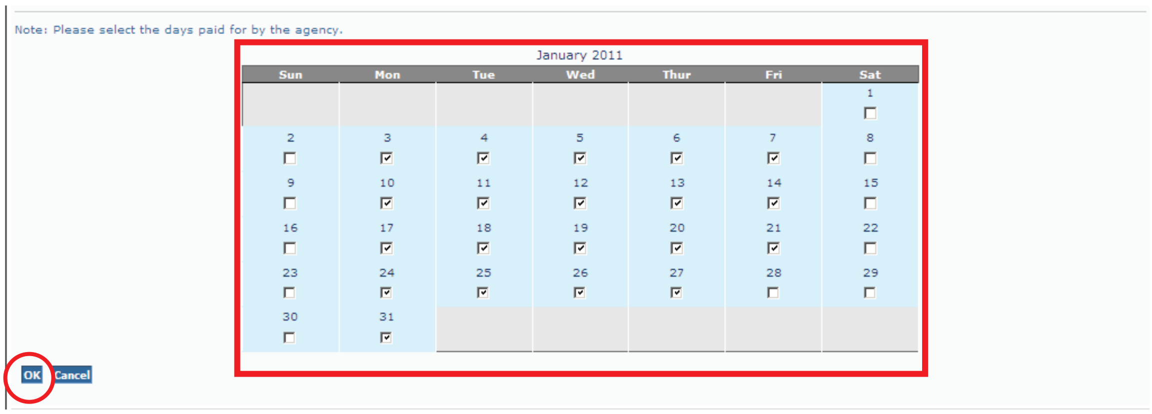
3. For **Hourly** payments, enter a number in the calendar for each day that was paid by the agency during the payment period.

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

4. Click the **OK** button.



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



The **Employment Related Daycare** screen appears.

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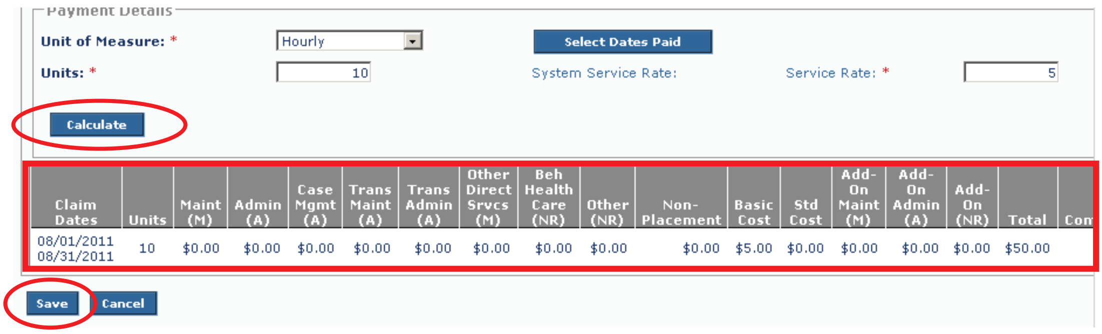
7. In the **Payment Details** section, verify that all of the information is correct.

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.



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:

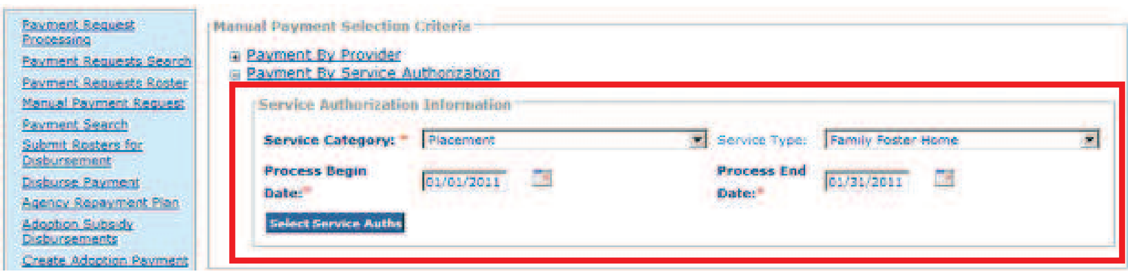
1. From the **Manual Payment Selection Criteria** screen (discussed at the beginning of this article), click the **Payment by Service Authorization** link.

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.



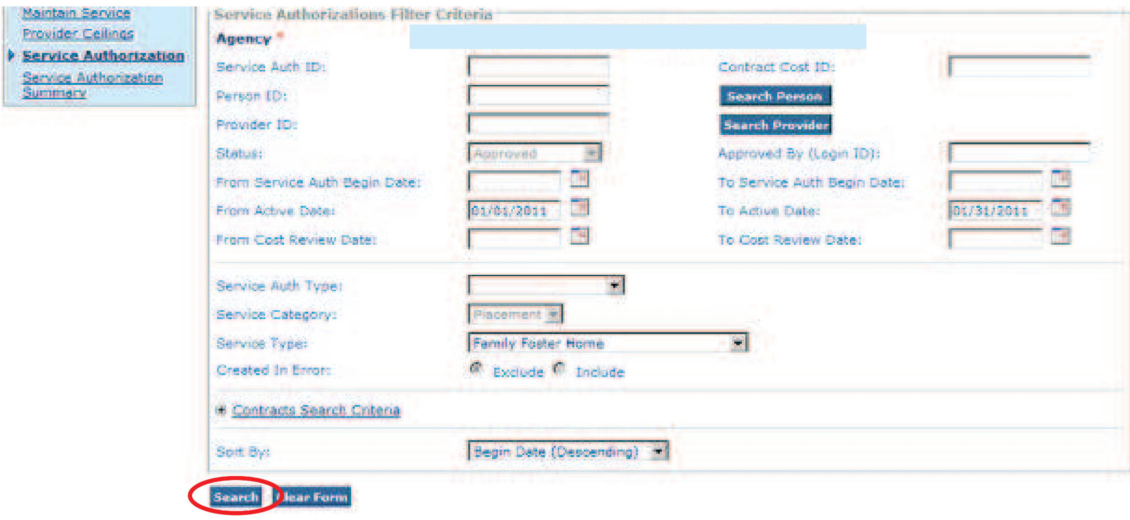
The **Service Authorizations Filter Criteria** screen appears.

Processing Manual Payments

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

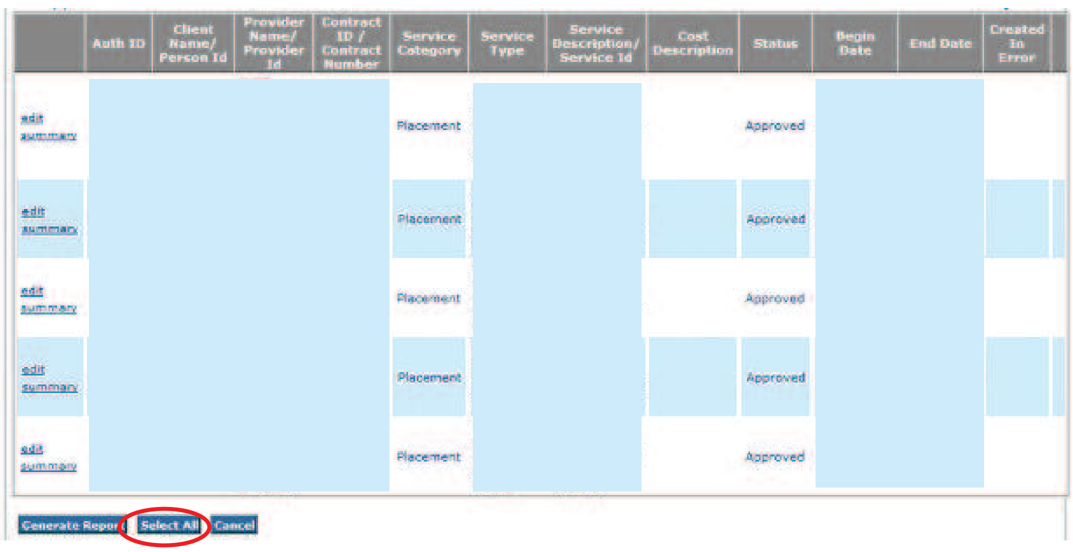
Note: Based on the information entered on the previous screen, some service auths will already appear in the **Service Authorizations** section.

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



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

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



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

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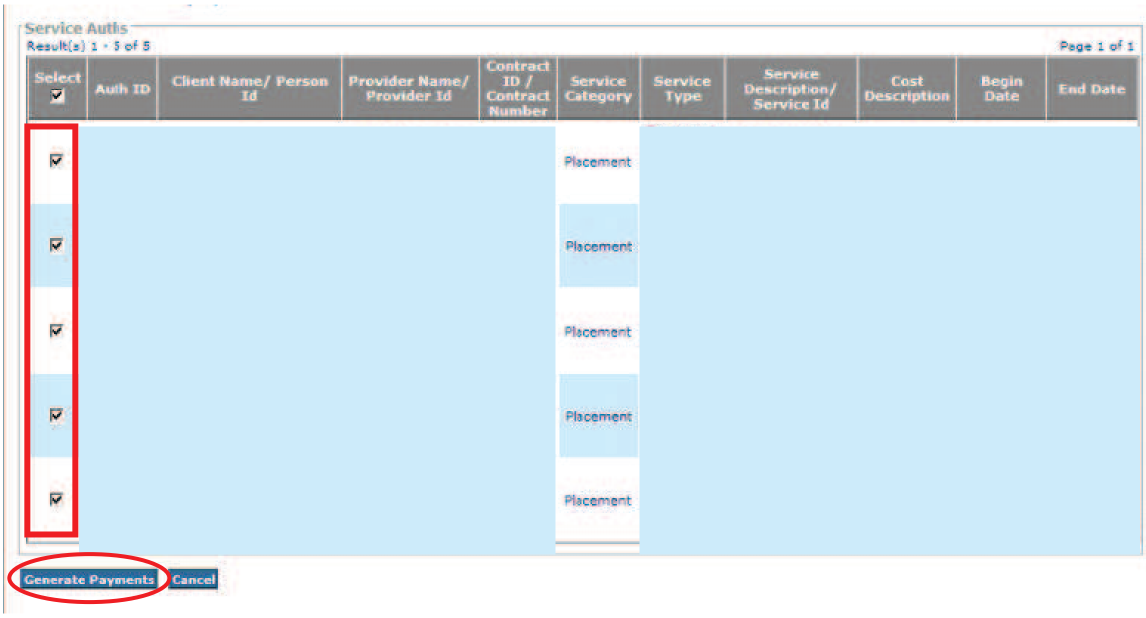
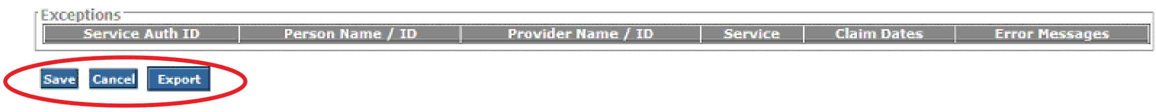
10. Uncheck the box next to any service authorizations for which you do not want to create payments.
11. Click the **Generate Payments** button.



The 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



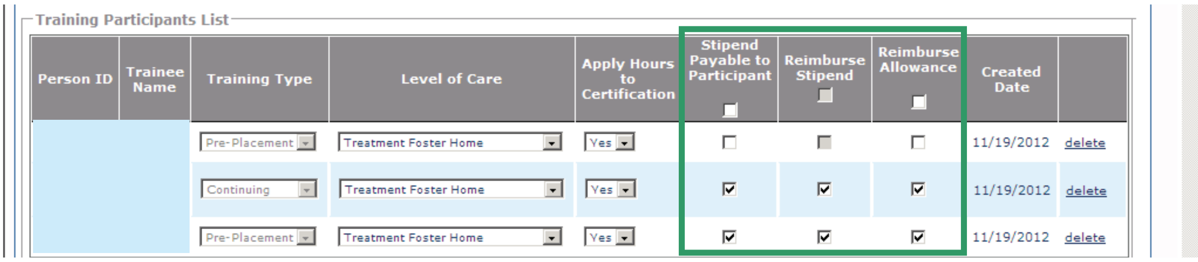
13. Proceed to **Section 3** of the [Processing FCM Payments] KBA to attach the payment(s) to a roster or to get more information about payment processing.

Processing Manual Payments

Creating a Manual Payment Request by Foster Parent Training Session

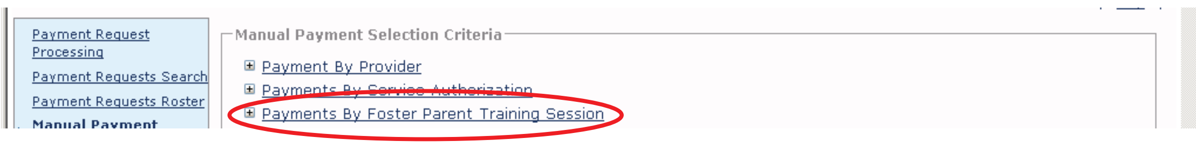
Manual payments for foster parent training sessions can be created using the **Payment by Foster Parent Training Session** link in SACWIS, rather than requesting them through the **Payment Request Processing** link.

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 check on the training session to receive reimbursement for the payment.



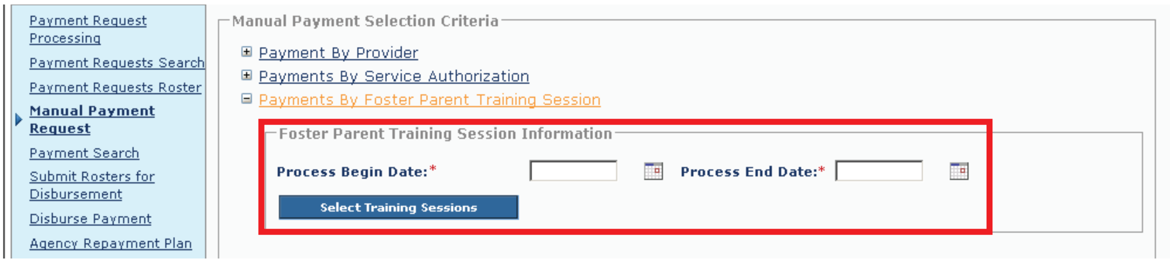
To create manual payments by foster parent training session, complete the following steps:

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



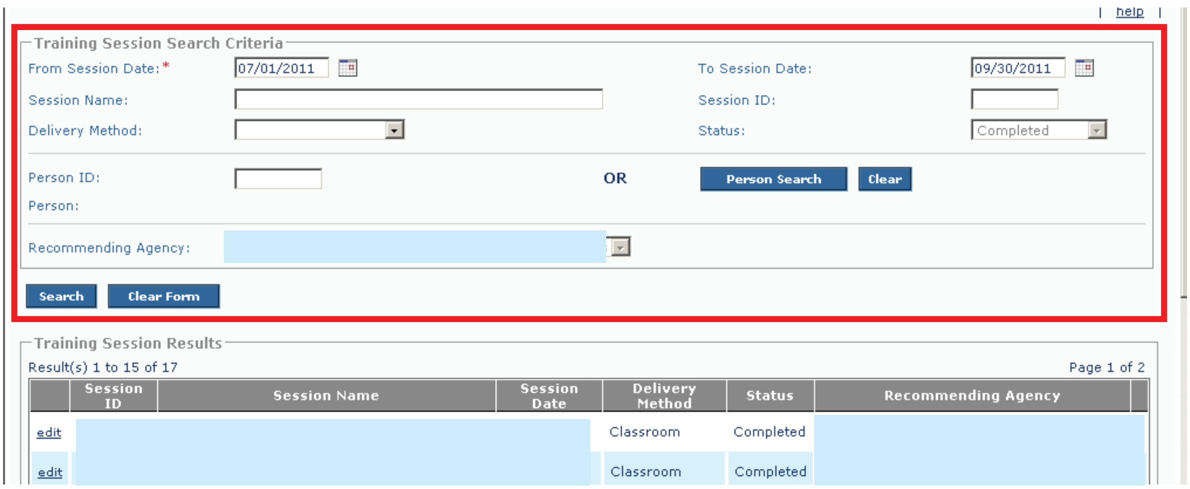
The **Foster Parent Training Session Information** screen expands.

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.



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.



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

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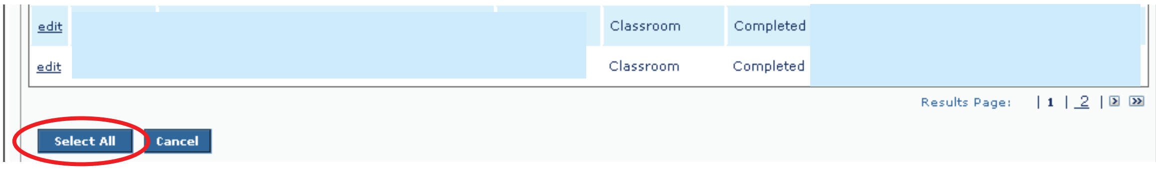
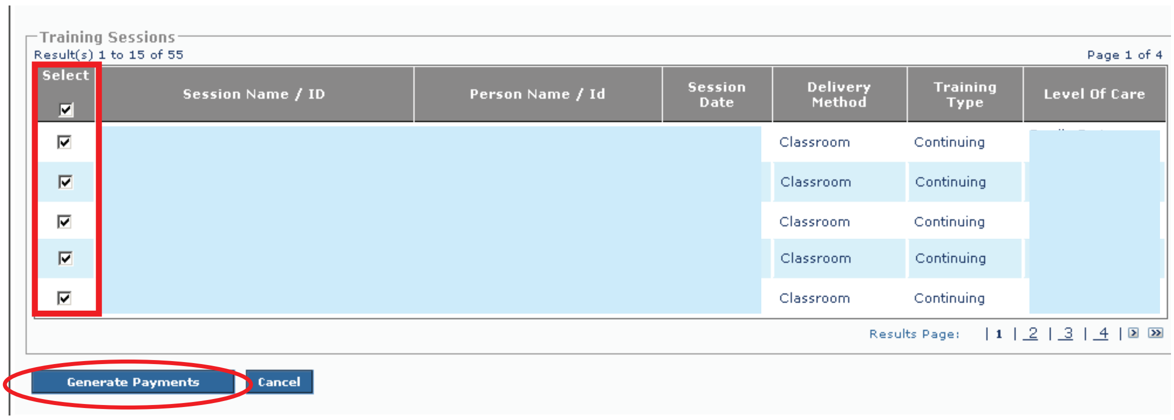
7. Click the **Select All** button.



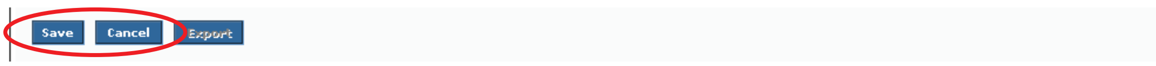
The **Training Sessions** screen appears with all of the checkboxes selected.

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



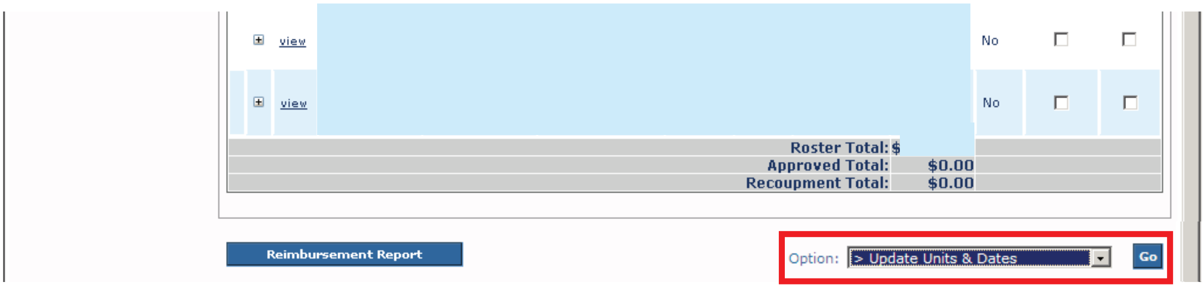
Note: Proceed to Section 3 of the [Processing FCM Payments] KBA for information on how to attach the payment(s) to a roster or to get more information about payment processing.

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.



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

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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
⊞	view			Training Stipend /	$10.00	30 6	12/17/2011 12/17/2011	$60.00	No	☐	☐
⊞	view			Training Stipend /	$10.00	30 6	12/17/2011 12/17/2011	$60.00	No	☐	☐
⊞	view			Training Stipend /	$10.00	30 6	12/17/2011 12/17/2011	$60.00	No	☐	☐
⊞	view			Training Stipend /	$10.00	30 6	12/17/2011 12/17/2011	$60.00	No	☐	☐
⊞	view			Training Stipend /	$10.00	30 2	12/17/2011 12/17/2011	$20.00	No	☐	☐
⊞	view			Training Stipend /	$10.00	30 2	12/17/2011 12/17/2011	$20.00	No	☐	☐

Roster Total:
Approved Total: $0.00
Recoupment Total: $0.00