

How do I . . .Issue/Reconcile Checks

UPDATE INVOICE BATCH NUMBERS..... 2
REVIEW PENDING INVOICES.....2
RELEASE PENDING INVOICES..... 3
UPDATE CHECK NUMBERS..... 3
CHANGE THE INVOICE DISPOSITION 4
CREATE MANUAL CHECK..... 4
PRINT INVOICE - 188 5

How Do I...?	Selections	Tips & Guidelines
<p>Update Invoice Batch Numbers</p>	<ul style="list-style-type: none"> ▪ From the Financial Work page, click the Utilities drop down. ▪ Select Maintain Invoice Batch Number, and then click Continue. ▪ The Maintain Batch Invoice Number Selection page displays. ▪ From the Maintain Invoice Batch Number Selection page/Fiscal Year dropdown, select the appropriate Fiscal Year. ▪ From the Agency dropdown, select appropriate Fiscal Agency. ▪ Click Continue. The Maintain Invoice Batch Numbers page displays. ▪ Complete the required fields ▪ Click Save. 	<p><i>Issue/Reconcile Checks topic covers those activities related to the issuance of invoices and checks to providers for the provision of services to children and adults under the care of the Department of Children and Family.</i></p> <p><i>Checks are issued to providers for care and support activities such as foster care, adoption care, transportation, clothing allowances and other expenditures allowed by DCF policy.</i></p> <p><i>The numbers entered will be stored and the system will check to see if they overlap another year's values. From and To numbers must be unique between years within the fiscal agency.</i></p> <p><i>Note: The Fiscal Agency and Fiscal Year, selected on the Maintain Invoice Batch Number Selection page, are used to view the current and enter new invoice batch numbers. Each July 1 new Invoice Batch numbers must be set for each Fiscal Agency. No new batches will be processed until the numbers are entered.</i></p>
<p>Review Pending Invoices</p>	<ul style="list-style-type: none"> ▪ From the Financial Work page, click the Invoice/Check dropdown. ▪ Select Review Pending Invoice. ▪ Click Continue. The Review Pending Invoice page displays. ▪ Select the search hyperlink by the Payee name. ▪ Search the desired Payee. Results are returned ▪ Expand the Payee to the Invoice level. ▪ Select the radio button next to desired Invoice ▪ Click Continue. The user is returned to Review Pending Invoice page. 	<p><i>All Invoice information is returned to the Review Pending Invoice page.</i></p> <p><i>The Review Pending Invoices page is broken into Payment Lines and Overpayment Adjustment Lines.</i></p> <p><i>Invoices can be rescheduled or cancelled from this page.</i></p>

How Do I...?	Selections	Tips & Guidelines
<p>Release Pending Invoices</p>	<ul style="list-style-type: none"> ▪ From the Financial Work page, click Invoice/Check dropdown. ▪ Select Invoice Batch Release. ▪ Click Continue. The Invoice Batch Release page displays. 	<p><i>The Invoice Batch Release page is used to identify the Invoice batches that are ready to be sent through the Check Write File extract to the CBC Accounting system</i></p> <p><i>The only required field is the Agency will allow the Fiscal Workers to view the history of the Release process.</i></p> <p><i>When results are returned the Release check box will be enabled and unchecked if the batch has not already been released. If the batch has been released the checkbox will be marked and disabled.</i></p> <p><i>The Check Write File Extract Batch is the process that sends invoices within FSFN to each Fiscal Agency's Accounting System.</i></p> <p><i>The Check Write File Extract Batch is scheduled the run every day for those Fiscal Agencies using the Release Functionality. Only the batches that have been released will be included in the extract.</i></p>
<p>Update Check Numbers</p>	<ul style="list-style-type: none"> ▪ From the Financial page, click Invoice/Check. ▪ Select Check Number Recording. ▪ Click Continue. The Check Number Recording page displays. ▪ From the Search Criteria group box, user must enter either a valid Invoice Batch Number or Payee ID. ▪ From the Agency dropdown, select appropriate Fiscal Agency. ▪ Click Search. ▪ The results are returned to the Results group box 	<p><i>The Check Number Recording page is used to capture the Check Numbers and Check Dates. This functionality is not required.</i></p> <p><i>If the CBC is using the Checks Printed Web Service the check numbers and check dates will be entered through an automated process</i></p>

How Do I...?	Selections	Tips & Guidelines
<p>Change the Invoice Disposition</p>	<ul style="list-style-type: none"> ▪ From the Financial page, click Invoice/Check. ▪ Select Invoice Disposition. ▪ Click Continue. The Invoice Disposition page displays. ▪ From the Invoice Information group box, enter Invoice number. ▪ Click the Search button and results are returned ▪ The user is returned to Invoice Disposition page with the invoice information. Expand the Invoice Details expando. ▪ Click Save, then Close. 	<p><i>The Invoice Disposition page is used to document a change in the disposition and to review the invoice after it has been through Check Write File Extract Process.</i></p> <p><i>The Invoice Disposition page can also be accessed from the desktop for users with an assignment to the Provider or Case and a security profile that allows them to view and/or update the page. By expanding the Check icon the user will be able to access the check by clicking on the hyperlink for a check with a disposition other then 'Pending'</i></p> <p><i>If the user does not know the invoice number they can use the search hyperlink to search an Invoice through the Provider Search</i> <i>Click the Search hyperlink, Search page displays:</i></p> <ul style="list-style-type: none"> ▪ <i>Enter the Provider information and Search and return</i> ▪ <i>Expand the desired Provider to the Invoice level</i> ▪ <i>Radio buttons will be enabled next the Invoices that are not in 'Pending' status.</i> ▪ <i>Select Desired Invoice and Click Continue</i>
<p>Create Manual Check</p>	<ul style="list-style-type: none"> ▪ From the Financial Work page, click Invoice/Check. ▪ Select Manual Checks. ▪ Click Continue. The Manual Checks page displays. ▪ Select the Agency ▪ If known, the Fiscal Worker can enter Payee ID enter the ID ▪ Click Search. ▪ Search and return results ▪ Select the desired Payee radio button ▪ Click continue. Results are returned to the Manual Checks page ▪ Enter the check number and check date of the check issues outside of the system ▪ Select the Include checkbox next to payment and overpayment adjustment lines that are included on the check. 	<p><i>The Manual Check page is used to document checks generated outside of FSFN. This allows the user to document all financial information about a Provider and Child within the system.</i></p> <p><i>Alternative to clicking the Search button:</i></p> <ul style="list-style-type: none"> ▪ <i>Select the Search Hyperlink:</i> ▪ <i>Enter Payee information and Search.</i> ▪ <i>Results returned</i> ▪ <i>Select the desired Payee radio button</i> ▪ <i>Click continue</i> ▪ <i>Results are returned to the Manual Checks page</i> <p><i>Note: Manual Checks will not be a part of the Check Write file because they have already been documented in the Fiscal Agency's Accounting System.</i></p> <p><i>Upon Save, the page is now frozen</i></p>

How Do I...?	Selections	Tips & Guidelines
Print Invoice - 188	<ul style="list-style-type: none"> ▪ From the Manual Check page, click Options dropdown. ▪ Select Invoice-188 form. ▪ Click Go. The Invoice -188 template launches as a WORD document. ▪ Print the Invoice -188 for your files. ▪ Close and Return to the Manual Checks page ▪ Close page. 	<p><i>Invoice-188 is a printable invoice for all manual checks must be launched prior to the page being closed. After 'Save' is selected the invoice is frozen but the 188 Form can still be launched. Once the page is closed the Invoice-188 is no longer accessible.</i></p>

This page left intentionally blank