Process Payments
How Do I … Guide

May 10, 2014

The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us) for additional resources.

How Do I…

Create Payment Activity for an Out of Home Placement or Service		
How Do I…?	**Selections**	**Tips & Guidelines**
Create Payment Activity	▪ From the Desktop, click **Financial Activity** icon on the banner bar. ▪ The **Financial Activity** page displays. ▪ Enter minimum Search Criteria: Fiscal Agency, Page is Out of Home Placement or Service, Status is Action Required, Approved, Episode Driven, Not Approved or Pending, and Begin Date To and From are before and after the Placement Begin Date and return Results. ▪ Click **Edit** for the Out of Home Placement or Service. ▪ The **Out of Home Placement** or **Service** page displays. ▪ Click **Payment Activity**. ▪ The **Payment Activity** page displays pre-filled with the information from the Out of Home Placement or Service. ▪ Enter **Service Begin Date** in order to get list of Service Types with an Effective Date on or before the Service Begin Date. ▪ Select the Service Type, Amount, Frequency, and Service End Date in order to enable the **Insert** button in the **Payment Request** group box. ▪ Click the **Insert** button to create the payment. ▪ Click **Save**. ▪ Approve the Payment Activity to approve the payment and include it on a Pending Invoice.	*Payment Activity is used to calculate payments online for new and newly ended Out of Home Placements and Services. It is also used to calculate one-time payments such as clothing allowances for an Out of Home Placement, or to associate an ongoing Service such as a bed hold to an Out of Home Placement. Ongoing monthly payments for Out of Home Placements and Services continue to be created by the batch Calculation Ongoing Payments batch process that is scheduled using the Financial Batch Schedule page, Create Payments tab. See Financial Batch Schedule Topic Paper for details.*

Create Payment Activity for a Service Authorization		
How Do I…?	**Selections**	**Tips & Guidelines**
Create Payment Activity	▪ From the Desktop, **click Financial Activity** icon on the banner bar. ▪ The **Financial Activity** page displays. ▪ On the **Financial Activity** page, enter minimum Search Criteria: Fiscal Agency, Page is Service Authorization, Status is Authorization Needed, Authorized, or Pending, and Begin Date To and From are before and after the Service Authorization Request Date. ▪ Click **Edit** for the Service Authorization. ▪ The **Service Authorization** page displays. ▪ Click **Payment Activity** ▪ The **Payment Activity** page displays pre-filled with the information from the Service Authorization. ▪ Enter **Service Begin Date** in order to get list of Service Types with an Effective Date on or before the Service Begin Date. ▪ Select the Service Type, Amount, Frequency, and Service End Date in order to enable the **Insert** button in the **Payment Request** group box. ▪ Click the **Insert** button to create the payment. ▪ Click **Save**. ▪ Approve the Payment Activity to approve the payment and include it on a Pending Invoice	*Payment Activity is used to make payments for a service authorized using the Service Authorization page. See Service Authorization UG/HDI.*

Create One-Time Payment Requests		
How Do I…?	**Selections**	**Tips & Guidelines**
Create One-Time Payment Requests	▪ From the Desktop click **Financial Work** icon on the banner bar. ▪ From the **Financial Work** page, click the **Payment** drop down. ▪ Select ***Create Payment Request***. ▪ Click **Continue**. ▪ The Payment Request page displays. ▪ Enter values in the appropriate fields. ▪ Submit the payment request for approval. • Click **Save**. • Click **Close**.	*The Payment Request page allows the user to link the case participant and service information to the dollar amount and the provider of the goods or services.* *The page is used as a record of payment and service provision for paid services and allows the user to see the details of the service provision such as the type of service, payment service begin date, payment service end date, and the number of units of service.* *Once on this page, the user completes the case participant and provider information by means of the Search hyperlinks which launch the Person and Provider Search pages.* *When the Create Payment Request page is saved, the record remains in 'create' mode until the page is closed. From then on the record can be launched from the Update Payment Request page.*

View Monthly Payment Requests		
How Do I…?	**Selections**	**Tips & Guidelines**
View Monthly Payment Requests	▪ From the Desktop, click **Financial Work** icon on the banner bar. ▪ The **Financial Work** page displays. ▪ Click the **Payment** drop down. ▪ Select ***Update Payment Request***. ▪ Click **Continue**. ▪ The **Update Payment Request** page displays. ▪ The payment to be updated/viewed can be retrieved by entering the payment ID and clicking **Search**. OR, ▪ Select the ***Provider Search*** hyperlink. ▪ Drill down to select the appropriate payment.	*The Payment Request page is essentially one page.* *In order to clearly document the different rules for accessing and processing the page, there are two sections:* *(1)The first for the Create function (Create Payment Request), and* *(2) The second for the Update function (Update Payment Request).* *The Update Payment Request page is used to update one-time payment requests for expenses such as clothing, as well as to allow the users to view the payments generated monthly by the Calculate Ongoing Amounts batch process described in, for ongoing services such as foster care.* *The Update Payment Request page is pre-filled with child, provider, and service information and that was created by the batch process. The user can then enter the number of days the child was actually in the facility (units), and change the Payment Service Begin and End dates if needed. Upon final approval of this payment request, it becomes ready to be included in the next Invoice run.*