



ISSUE/RECONCILE CHECKS

USER GUIDE

ISSUE/RECONCILE CHECKS – USER GUIDE

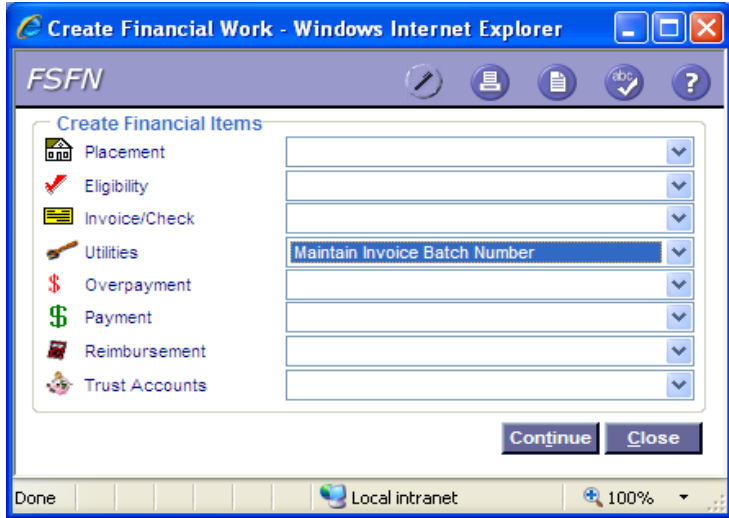
FUNCTIONALITY ADDRESSED:

This guide outlines the steps to perform key tasks related to documenting Invoices with in FSFN and generating a Check Write Extract so that each Fiscal Agency can Issue Checks from their own Accounting Systems.

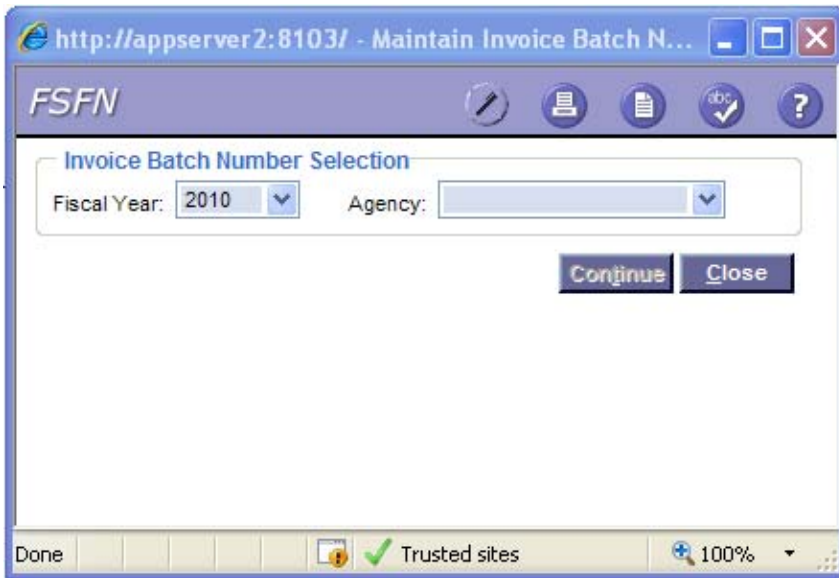
LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

- Update Invoice Batch Numbers that will be used in the Create Pending Invoice Batch as well as to Release the invoices to the Check Write File Extract.
- Review Invoice Generated by FSFN on the Review Pending Invoices Page
- Release the pending invoices when they are ready for them to be included in the Check Write File Extract
- Update Check Numbers
- Change the Invoice Disposition based on activity outside of the system
- Create a Manual Check within FSFN that has already been issued outside of the system.



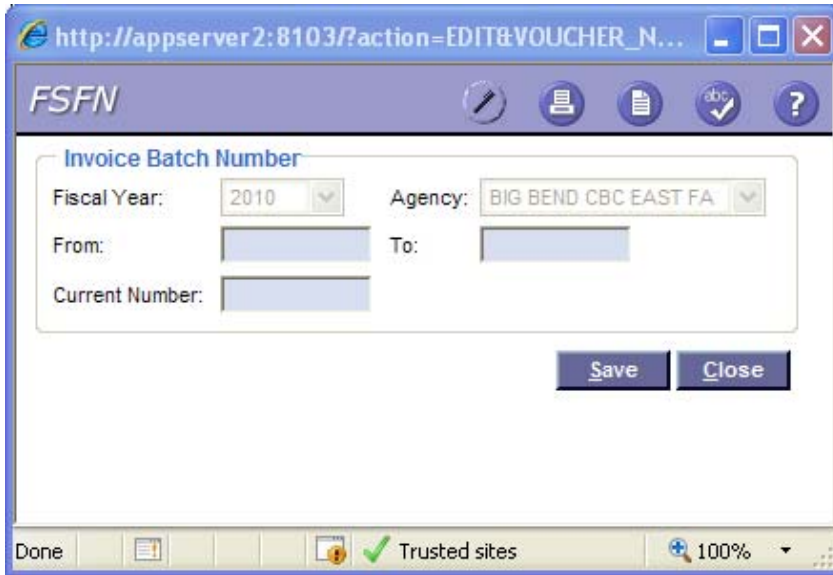
FINANCIAL WORK PAGE - UTILITIES DROP DOWN



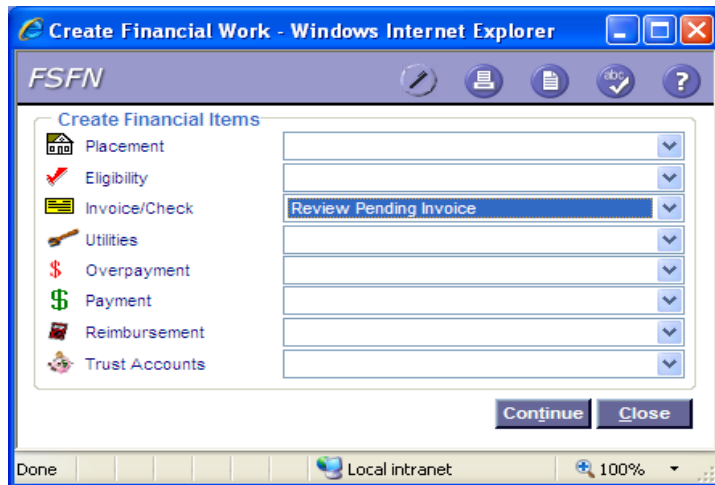
MAINTAIN INVOICE BATCH NUMBER SELECTION PAGE

1. Select the **Financial Work** icon from the banner bar
2. From the **Financial Work** page, click the **Utilities** dropdown.
3. Select **Maintain Invoice Batch Number**, then click **Continue**. The **Maintain Invoice Batch Number Selection** page displays.

4. From the **Maintain Invoice Batch Number Selection** group box select appropriate Fiscal Year.
5. From the **Agency** dropdown, select appropriate Fiscal Agency (if it has not defaulted).
6. Click Continue. **Maintain Invoice Batch Numbers** page displays.
7. Complete the required fields: (From, To, and Current)
8. Click **Save**.
 - The numbers entered will be stored and the system will check to see if they overlap



MAINTAIN INVOICE BATCH NUMBERS PAGE



FINANCIAL WORK PAGE - INVOICE/CHECK DROP DOWN

another year's values. The From and To numbers must be unique between Fiscal years within the fiscal agency.

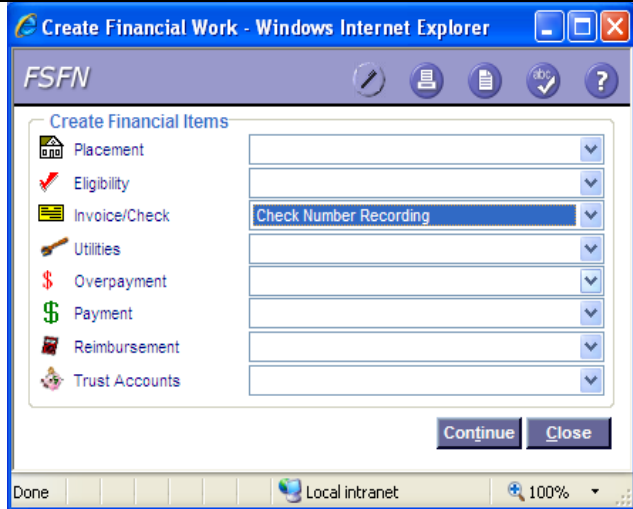
9. Click **Close**. Desktop displays

- 10. From the **Financial Work** page, click the **Invoice/Check** dropdown.
- 11. Select **Review Pending Invoice**.
- 12. Click **Continue**.
- 13. The **Review Pending Invoice** page displays.

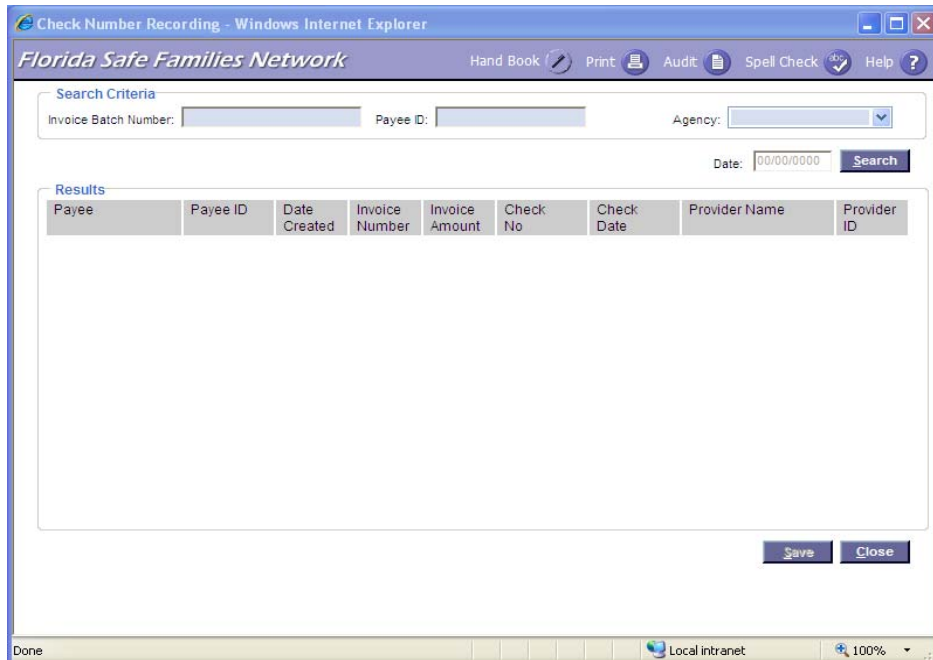
Review Pending Invoice

Search

14. Select the **Search** hyperlink by the Payee name.
15. Search the desired Payee. Results are returned
16. Expand the Payee to the Invoice level.
17. Select the radio button next to desired Invoice
18. Click **Continue**. The user is returned to **Review Pending Invoice** page.
 - All Invoice information is returned to the **Review Pending Invoice** page
19. Change the Invoice Status in the **Invoice Information** group box to **Cancel – Do Not Pay**
 - All the status fields in the Payment and Overpayment Adjustment group boxes will be set to the same value.
20. Change Invoice Status to **Reschedule**
 - All the status fields in the Payment and Overpayment Adjustment group boxes will be set to the same value.
21. The **Reschedule Date** is enabled.
22. Change the Invoice Status to **OK**
23. Change one of the Payment rows to **Reschedule** in the **Payment Status** dropdown.
 - The invoice amount will no longer include this payment
 - The Reschedule date in the header is enabled.
24. Enter a **Reschedule Date**
25. Click **Save**.
 - The payment row will no longer be available in the group box.



FINANCIAL WORK PAGE - INVOICE/CHECK DROP DOWN



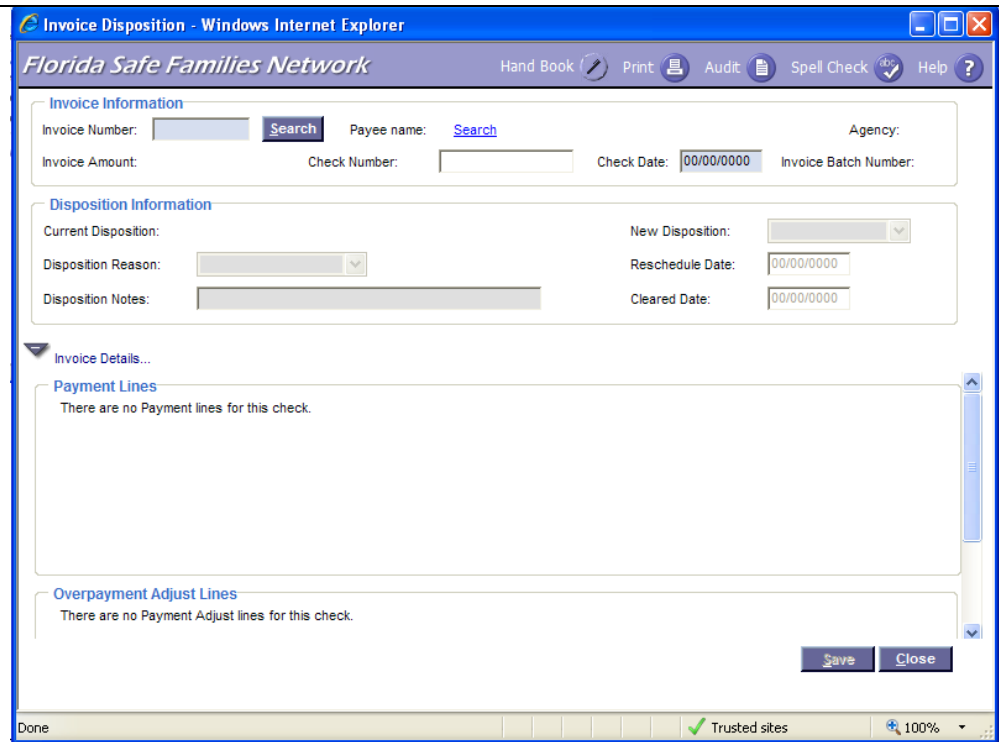
CHECK NUMBER RECORDING PAGE

- 38. From the **Financial Work** page, click **Invoice/Check** dropdown.
- 39. Select **Check Number Recording**.
- 40. Click **Continue**. **Check Number Recording** page displays.
- 41. From the **Search Criteria** group box, user must enter either a valid **Invoice Batch Number** or **Payee ID**.
- 42. From the **Agency** dropdown, select appropriate Agency.
- 43. Click **Search**.

- The results are returned to the Results group box
 - **Note: Search** is available both by the **Payee ID** and the **Invoice Batch Number** and will retrieve only those rows with the same Agency ID as the select agency from the Agency dropdown. This will select all checks that do not have a check number and date that **Invoice Batch Number** and **Payee ID**

- 44. From the **Financial Work** page, click **Invoice/Check** dropdown.
- 45. Select **Invoice Disposition**.
- 46. Click **Continue**. **Invoice Disposition** page displays.
- 47. From Invoice Information group box, enter an Invoice Number.
- 48. Click the **Search** button and results are returned

- Note:**
- If the user does not know the Invoice Number they can use



INVOICE DISPOSITION PAGE - INVOICE DETAILS EXPANDED



Search Results

A large grid area with two columns and multiple rows, intended for user input or explanation. The grid is empty.

Invoice Details ->						
Payment Lines						
Case Participant	Service Type	Payment Service Begin Date	Payment Service End Date	Total	Provider Name	Provider ID
Alice barringer	One Time GH Emergency Payment	08/01/2007	08/31/2007	\$700.00		9221054

Over Payment Adjustment Lines					
Case Participant	Service Type	Payment Service Begin Date	Payment Service End Date	Total	
Alice barringer	One Time GH Emergency Payment	08/01/2007	08/31/2007	\$700.00	

**INVOICE DISPOSITION PAGE
PAYMENT LINES AND OVER PAYMENT ADJUSTMENT LINES**

MANUAL CHECKS PAGE

- From the **Create Financial Work page**, click **Invoice/Check** dropdown.
- Select **Manual Checks**.
- Click **Continue**. **Manual Checks** page displays.

- Select the **Agency**
- If known, the Fiscal Worker can enter **Payee ID** enter the ID
- Click **Search**.

OR

- Select the **Search** Hyperlink
- Enter **Payee information** and **Search**.
- Results returned
- 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.
- Click **Save**. The page is now frozen

- Click **Close** – receive error message “Before the page is closed, launch and print the Invoice – 188. You will not have another opportunity to complete this task after the page is closed. Do you wish continue closing the page?” and decide **not** to continue to close.
- From the **Options** dropdown, select **Invoice-188** template.
- Click **Go**. The **Invoice -188** template launches as a WORD

PAGE

DO THIS...

EXPLAIN...

	document. 62. Print the Invoice -188 for your files. Close and Return to the Manual Checks page and Close page.	
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