Checks and Payments Maintenance

Introduction

The Checks and Payments Maintenance page was created to provide you with an area to search out and work with your county financial data. There are several common searches which can be done through this page, as well as a number of very detailed searches that can be executed.
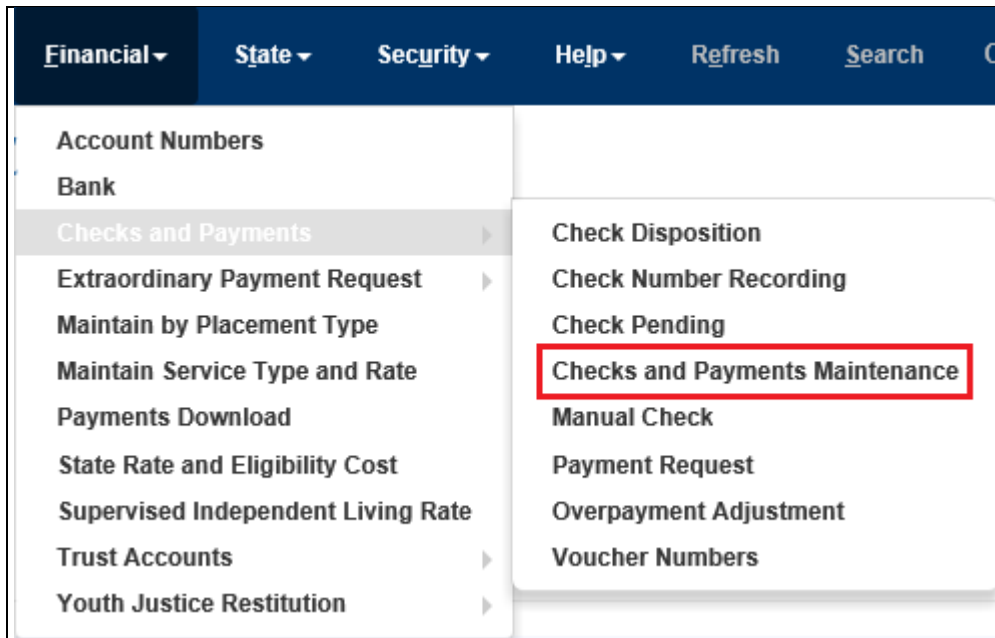
Along with searches, this page provides you the ability to complete several types of actions on one or many checks or payments with a single action.

Lastly, the page provides an export feature, allowing you to export their search results to a .csv file, which can then be opened in a spreadsheet format.

This User Guide outlines the common searches and actions that the page offers, and details how to work with exported results.

Accessing the Checks and Payments Maintenance Page

From the desktop, go up to Financial > Checks and Payments > Checks and Payments Maintenance. This will open the Checks and Payments Maintenance page.

1. **County:** Defaults to your county. For worker without the proper security, the drop-down is disabled.

2. **Site/Office:** Use this to look specifically search for check or payment data for a certain site. This is helpful for larger counties with multiple sites. **Note:** if selecting by checks and if the check includes another site's payments as well as the selected site, the check would display for both sites.

3. **Select By:** Defines what is being searched (Checks, Payments, Overpayments, or Payments & Overpayments).

4. **Check Status:** Use this to look specifically for check or payment data based on a certain check status (Pending, In Process, Outstanding, etc.).

5. **Payee ID:** Use this to look specifically for check or payment data for a single Payee.

6. **Person ID:** Use this to look specifically for check or payment data for a single person (child).

7. **Voucher #:** Use this to look specifically for check or payment data attached to a certain voucher.

8. **Placement Type:** Use this to look specifically for check or payment data for a certain placement type (Foster Home, Group Home, RCC, etc.).

9. **Srvc Cat:** Use this to look specifically for check or payment data for a certain Service Category (Foster Care, Kinship – Court Ordered, Secure Detention – OHP, etc.).

10. **Srvc Type:** _Requires a selection in the Srvc Cat field_. Use this to look specifically for check or payment data for a certain Service Type (Shelter Care – Paid, Respite Care – Paid, etc.).

11. **Payment Type:** Use this to look specifically for check or payment data for certain types of payments (Administrative, Costs > Spending Limit, Extraordinary, Maintenance).

12. **Payment Status:** _Requires that the Select By value is Payments, or Overpayments_. Use this to filter search results by the status of the Payment (Cancelled, Pending Approval, Non-System Disbursed, etc.).

13. **View Records From and To:** Use this to look specifically for check or payment data for a certain date range.

14. **Sort By:** Allows you to define how the data should be initially sorted when returned (defaults to Payee. Can be set to Date, Amount Ascending or Descending, etc.).

<div align="center">

Common Searches

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As mentioned above, the Checks and Payments Maintenance page offers any number of combinations to filter and look at your financial data. Listed below are examples of some common searches you may perform on the Checks and Payments Maintenance page. Those outlined below are just a few of the many possibilities. This being said, it is important to remember that each element selected acts as a filter for the search. So, the more search criteria selected the more specific the search will be, and by contrast, the fewer search criteria selected will result in a more generalized search. In some instances, the search criteria chosen may be too general, resulting in a search that cannot be executed. In this instance, the search will eventually time out. An example of a search like this would be a search for all payments for a county with no date parameters.

Pending Checks:

Pending Release Checks:

In Process Checks:

Payments - for a particular child and date range:

Overpayments - for a particular provider, dating from a particular date to present date:

Payments and Overpayments - for a particular date range, sorted by date:

All Group Home Payments on a particular voucher run:

All Administrative Payments - for a particular provider, for a certain date range:

Working with Checks

As mentioned above, the Checks and Payments Maintenance page allows you to complete several types of actions on one or even a group of checks or payments. These actions vary depending upon whether you are selecting by Checks, Payments, or Overpayments.

The actions that can be completed from this page are:
- Cancel Selected Checks
- Cancel and Reschedule Selected Checks
- Release Selected Checks
- Set Selected Checks to Pending Release
- Cancel Selected Payments
- Link Selected Payments to Pending Checks
- Cancel Selected Overpayments

This section of the guide will walk through a single scenario. The steps outlined within will be very similar for all other possible options.

Canceling a Payment(s):

1. From the Checks and Payments Maintenance page, locate the payment(s) that needs to be cancelled. If you need more information before making your selection, click the payment hyperlink to view the Payment Request page.

2. Select the payment(s) that should be cancelled by selecting the checkbox next to the respective payment.

   Note: In the example below, we are able to identify more than one payment at a time.

3. From the Options drop-down, select the action of "Cancel Selected Payments" and click Go. This will open the Cancel Selected Payments page.

4. Once the Go button has been selected a staging page will appear. The staging page gives you one last look at the payment data that will be cancelled. You are able to adjust what you are about to do by unchecking checkboxes, or you can completely back-out of the process by clicking the Close button. Once the Save button is clicked the payments selected will be cancelled.

Note: In the example below, we have chosen to uncheck one of the payments. With this setup we will only be cancelling one payment (the highlighted payment).

Cancel Selected Payments					Print 🖶 Help ❓

Cancel Selected Payments

The selected payments will be cancelled upon Save.

	Payee	Child	Begin Date	End Date	Amount
☐	Apple, Arlene (9221925)	Azul, Finn	02/10/2020	02/29/2020	$655.17
☑	Apple, Arlene (9221925)	Azul, Finn	03/01/2020	03/31/2020	$431.00

Exporting Results from the Checks and Payments Maintenance Page:

The "Export Results" option from the Checks and Payments Maintenance page allows you to generate ad hoc reports of your search results. For example, you can replicate the Pending Checks Report by searching for and returning all checks with a "Pending" status. Or, you can replicate the Pre-Audit Report by searching for and returning all checks with an "In Process" status. Once the search results have been returned, go to the Options drop-down and select "Export Results" and click Go.

In the example below, we are going to generate an export of all checks in an "Outstanding" status for the year.

1. Setup and complete your search.

2. From the Options drop-down, select "Export Results" and click the Go button.

3. A pop-up will appear that asks if you would like to open or save the file.
    a. Clicking on 'Open' will simply open the file. You can choose to save the file to your computer once open.
    b. Clicking on 'Save' will download the file to your computer. You will then be given the options to open the file, open the folder the file is saved to, or view a list of recent downloads.
    c. Clicking on the arrow next to 'Save' displays the following options: Save, Save as, and Save and open. Clicking on 'Save as' allows you to select a location to save the file to on your computer.
    d. Clicking on 'Cancel' will close the message, cancel the export, and returns you to the Checks and Payments Maintenance page.

4. Using one of the open or save options outlined above, open the export file.

Note: This guide assumes that the file will be opened and worked with using Microsoft Excel. The rest of the guide will walk through some basic setup options that will give greater flexibility when working with the export.

5. When the file initially opens it will look similar to the screenshot below.

Case (ID)	Child Nam	County Pe	Payee Nam	County Pr	Payee Add	Plcmnt Ty	Srvc Cat	Srvc Type	Rpt Cat	Pmnt Stat	Pmnt Star	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Tot	Check Sta	Check Dis
Crispies, C	Crispies, C		Ashland C		6932 Nortl	Group Hor	GH - Adult	Adulthood	10	Outstandi	3/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Crispies, C	Crispies, C		Ashland C		6932 Nortl	Group Hor	GH - Adult	Adulthood	10	Outstandi	2/1/2014	########	28	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Crispies, C	Crispies, C		Ashland C		6932 Nortl	Group Hor	GH - Adult	Adulthood	10	Outstandi	1/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	3/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	2/1/2014	########	28	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	########	########	8	Maint	$520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$520.00	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	5/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	4/1/2014	########	30	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Boo-		Changes C		E9490 Chu	Group Hor	GH - Choic	Changes C	22	Outstandi	3/2/2014	########	30	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Crispies, C	Crispies, S		Hubbard,		3656 Leath	Respite	One Time	One Time	null		Outstandi	########	########	3	Maint	$55.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55.00	Outstandi	########
Crispies, C	Crispies, S		Northwes		55 Street,	RCC	RCC - Nort	Residenta	8	Outstandi	3/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bird, Mom	Bird, Hum		Smith, Gra		6472 Nortl	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	2/1/2014	2/2/2014	2	Maint	$26.79	$13.71	$0.00	$0.00	$0.00	$0.00	$0.00	$40.50	Outstandi	########
Bird, Mom	Bird, Hum		Smith, Gra		6472 Nortl	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	1/1/2014	########	31	Maint	$376.13	$185.81	$0.00	$0.00	$0.00	$0.00	$0.00	$561.94	Outstandi	########
Bird, Mom	Bird, Hum		Smith, Gra		6472 Nortl	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	########	########	31	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Mom	Bird, Hum		Smith, Gra		6472 Nortl	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	########	########	30	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Mom	Bird, Hum		Smith, Gra		6472 Nortl	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	########	########	31	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Mom	Bird, Hum		Smith, Gra		6472 Nortl	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	9/1/2013	########	30	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Mom	Bird, Hum		Smith, Gra		6472 Nortl	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	8/1/2013	########	31	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	9/1/2013	########	30	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	1/1/2014	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	########	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	6/1/2013	########	30	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	########	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	8/1/2013	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	########	########	30	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	2/1/2014	########	28	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	3/1/2014	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nortl	Subsidize	Subsidize	Subsidize	31	Outstandi	7/1/2013	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bear, Cinc	Bear, Boo-		Snaggleto	1234	123 Rockb	Treatmen	Foster Car	Foster Hor	8	Outstandi	4/1/2014	########	30	Admin	$0.00	$0.00	$0.00	########	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Boo-		Snaggleto	1234	123 Rockb	Treatmen	Foster Car	Foster Hor	8	Outstandi	4/1/2014	########	30	Maint	$410.00	$128.00	$200.00	$0.00	$0.00	$0.00	$0.00	$738.00	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	3/1/2014	3/1/2014	1	Maint	$13.23	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$13.23	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	2/1/2014	########	28	Maint	$410.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$410.00	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	1/1/2014	########	23	Maint	$304.19	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$304.19	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	########	########	8	Maint	$105.81	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$105.81	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam F	Foster Car	Foster Hor	8	Outstandi	########	########	31	Maint	$400.00	$64.52	$282.26	$0.00	$0.00	$0.00	$0.00	$746.78	Outstandi	########

Total: ########

6. Put your cursor in the first cell of the spreadsheet and select the Format as Table button. There are several different style setups to choose from. Select a format.

7. After you select a table format, a pop-up will present illustrating the rows that will be included in your table as well as a checkbox indicating that your table has headers. Ensure that all rows are included, and that the checkbox is checked and select the OK button.

8. At this point your table will be created. The columns will expand to accommodate the header names. You may notice that the data held within exceeds the column width and is cutoff, or if it is a number, it may be displaying as "#####."

9. To resolve the issue described above, simply select the cell just above the first row (this selects the entire worksheet). Then double-click the line between column A and Column B. This will expand each column in your table to fit the longest content.

10. The end results should look something like this:

Case (ID)	Child Name(ID)	County Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmnt Type	Srvc Cat
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Changes Group Home (9221966)		E9490 Church Rd., New London, WI 54961	Group Home	GH - Choices to Change
Crispies, Gina (9223421)	Crispies, Snap (9228145)		Hubbard, Old Mother (9221626)		3656 Leather Shoe Avenue, Ashland, WI 54806	Respite	One Time Payment - Respite
Crispies, Gina (9223421)	Crispies, Snap (9228145)		Northwest Passage Child and Ad (9221503)		55 Street, Madison, WI 53701	RCC	RCC - Northwest Passage
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care

11. To hide a column or columns that you do not wish to see, select the column letter, right click, and choose Hide.

12. Since the data is in a Table format, we are able to filter the results for specific information by selecting the header drop-down(s) that we wish to filter, and choosing the value(s) to filter by. In our example below we are going to look at just our Group Home payment data.

13. The end results should look something like the following:

Note: The results displayed are only our Group Home payments. However, the total that displays is the total for our entire exported results. If you wish to see a "Subtotal" based on our filtered results, a new formula must be added to the worksheet.

14. To add a Subtotal formula to your worksheet, type the following highlighted text, exactly as it is written, in the field directly above the Payment Total. See the following page as an example of where to put the Subtotal. ==**=SUBTOTAL(9,Table1[Pmnt Total])**==

Note: If the above formula does not work then type: ==**=SUBTOTAL(9,S1:S??)**==

Do not type the "??" in your formula. These are representing an unknown number. Select all your data in column S to get your full string.

15. The end results should look something like the following:

	D	G	L	M	N	P	Q	R	S	T	U	V	W	X
1	Payee Name(ID)	Plcmnt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status
2	Ashland County Group Home (9221647)	Group Home	3/1/2014	3/31/2014	31	$1,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,395.00	Outstanding
3	Ashland County Group Home (9221647)	Group Home	2/1/2014	2/28/2014	28	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,260.00	Outstanding
4	Ashland County Group Home (9221647)	Group Home	1/1/2014	1/31/2014	31	$1,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,395.00	Outstanding
5	Bellas Group Home (9221946)	Group Home	3/1/2014	3/31/2014	31	$2,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,015.00	Outstanding
6	Bellas Group Home (9221946)	Group Home	2/1/2014	2/28/2014	28	$1,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,820.00	Outstanding
7	Bellas Group Home (9221946)	Group Home	1/24/2014	1/31/2014	8	$520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$520.00	Outstanding
8	Bellas Group Home (9221946)	Group Home	5/1/2014	5/31/2014	31	$2,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,015.00	Outstanding
9	Bellas Group Home (9221946)	Group Home	4/1/2014	4/30/2014	30	$1,950.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,950.00	Outstanding
10	Changes Group Home (9221966)	Group Home	3/2/2014	3/31/2014	30	$5,708.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,708.40	Outstanding
37														
38													Subtotal:	$18,078.40
39													Total:	$32,023.35

16. Notice that as the filter changes so does the Subtotal value:

|	D	G	L	M	N	P	Q	R	S	T	U	V	W	X
1	Payee Name(ID)	Plcmnt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status
13	Smith, Granny (9221665)	Fstr Fam Hm (Relative)	2/1/2014	2/2/2014	2	$26.79	$13.71	$0.00	$0.00	$0.00	$0.00	$0.00	$40.50	Outstanding
14	Smith, Granny (9221665)	Fstr Fam Hm (Relative)	1/1/2014	1/31/2014	31	$376.13	$185.81	$0.00	$0.00	$0.00	$0.00	$0.00	$561.94	Outstanding
15	Smith, Granny (9221665)	Fstr Fam Hm (Relative)	12/1/2013	12/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
16	Smith, Granny (9221665)	Fstr Fam Hm (Relative)	11/1/2013	11/30/2013	30	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
17	Smith, Granny (9221665)	Fstr Fam Hm (Relative)	10/1/2013	10/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
18	Smith, Granny (9221665)	Fstr Fam Hm (Relative)	9/1/2013	9/30/2013	30	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
19	Smith, Granny (9221665)	Fstr Fam Hm (Relative)	8/1/2013	8/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
30	Snaggletooth Provider Care (9221523)	Treatment Foster Home - Non-Relative	4/1/2014	4/30/2014	30	$0.00	$0.00	$0.00	$2,020.50	$0.00	$0.00	$0.00	$2,020.50	Outstanding
31	Snaggletooth Provider Care (9221523)	Treatment Foster Home - Non-Relative	4/1/2014	4/30/2014	30	$410.00	$128.00	$200.00	$0.00	$0.00	$0.00	$0.00	$738.00	Outstanding
32	White (9221646)	Fstr Fam Hm (Non-Rel)	3/1/2014	3/1/2014	1	$13.23	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$13.23	Outstanding
33	White (9221646)	Fstr Fam Hm (Non-Rel)	2/1/2014	2/28/2014	28	$410.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$410.00	Outstanding
34	White (9221646)	Fstr Fam Hm (Non-Rel)	1/1/2014	1/23/2014	23	$304.19	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$304.19	Outstanding
35	White (9221646)	Fstr Fam Hm (Non-Rel)	1/24/2014	1/31/2014	8	$105.81	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$105.81	Outstanding
36	White (9221646)	Fstr Fam Hm (Non-Rel)	12/1/2013	12/31/2013	31	$400.00	$64.52	$282.26	$0.00	$0.00	$0.00	$0.00	$746.78	Outstanding
37														
38													Subtotal:	$6,940.95
39													Total:	$32,023.35
40														

Using a Pivot Table to Work with Your Data

Pivot tables offer another great option for working with and presenting your data in an easy-to-read report. The next several pages will walk through how to create a Pivot Table from your exported results.

It's easiest if you already have your data in a Table format. If you've followed the steps above (**Exporting Results from the Checks and Payments Maintenance Page)** then you are all set and ready for the next steps.

1. Start by inserting a new Worksheet. Click just to the right of the current Tab that you are on.
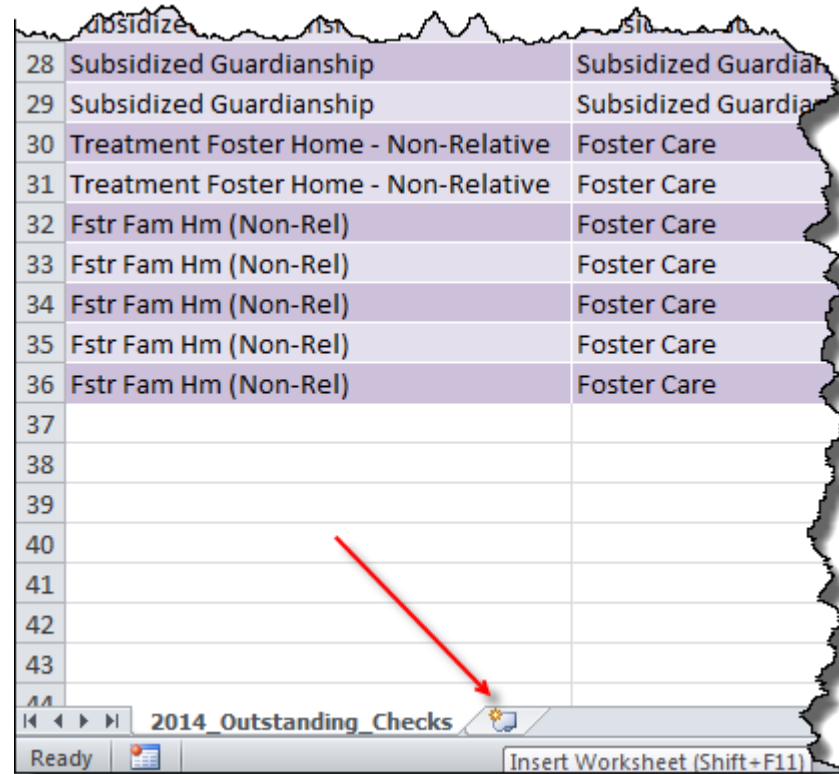
2. Right Click on the newly inserted tab and select "Rename". Then name the new tab.
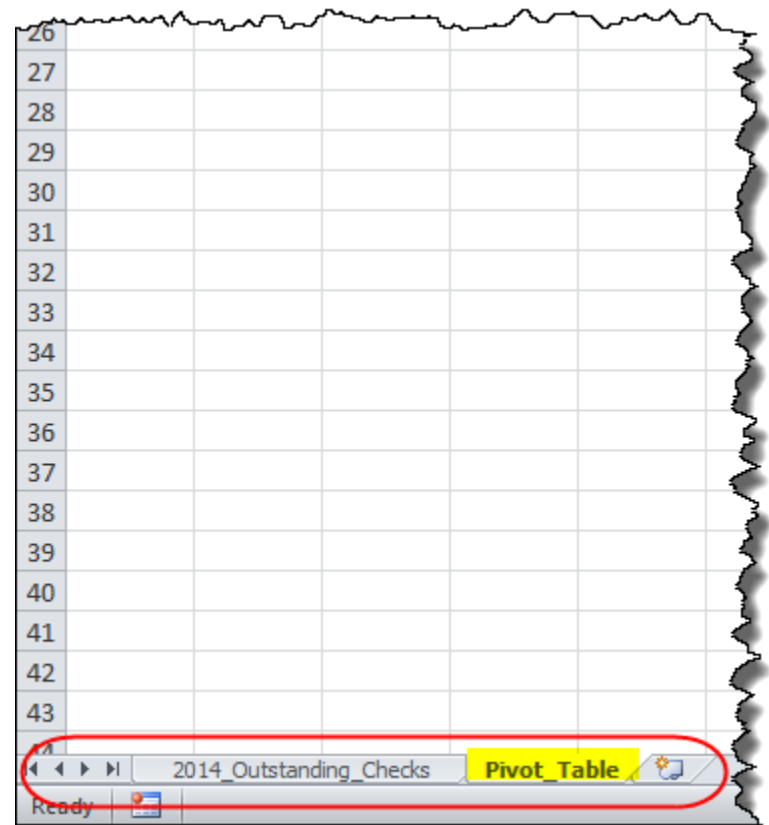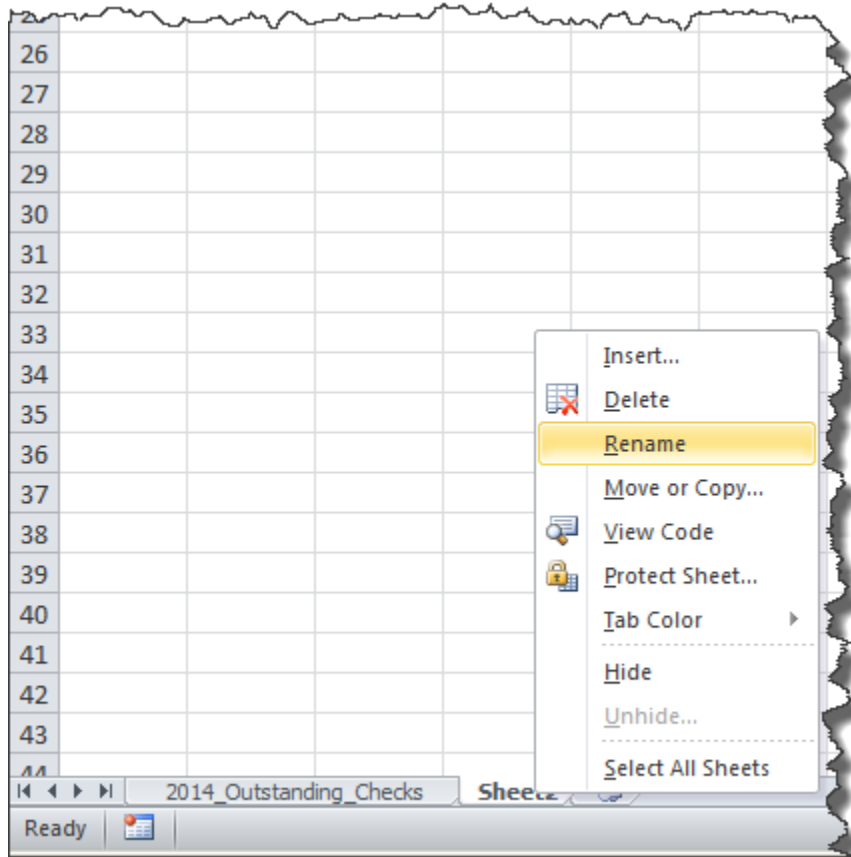
3. Click on the first cell of your data, choose the Design Tab, and from there select "Summarize with PivotTable".

4. Select Summarize with PivotTable will bring up a Create PivotTable dialog box. Choose "Select a table or range" your table should already populate that box.

   For the second Radio Button option choose "Existing Worksheet" and then select the PivotTable Tab that you just previously created. You can do this by simply clicking on that new Tab and then clicking on the upper left most cell within that Tab.
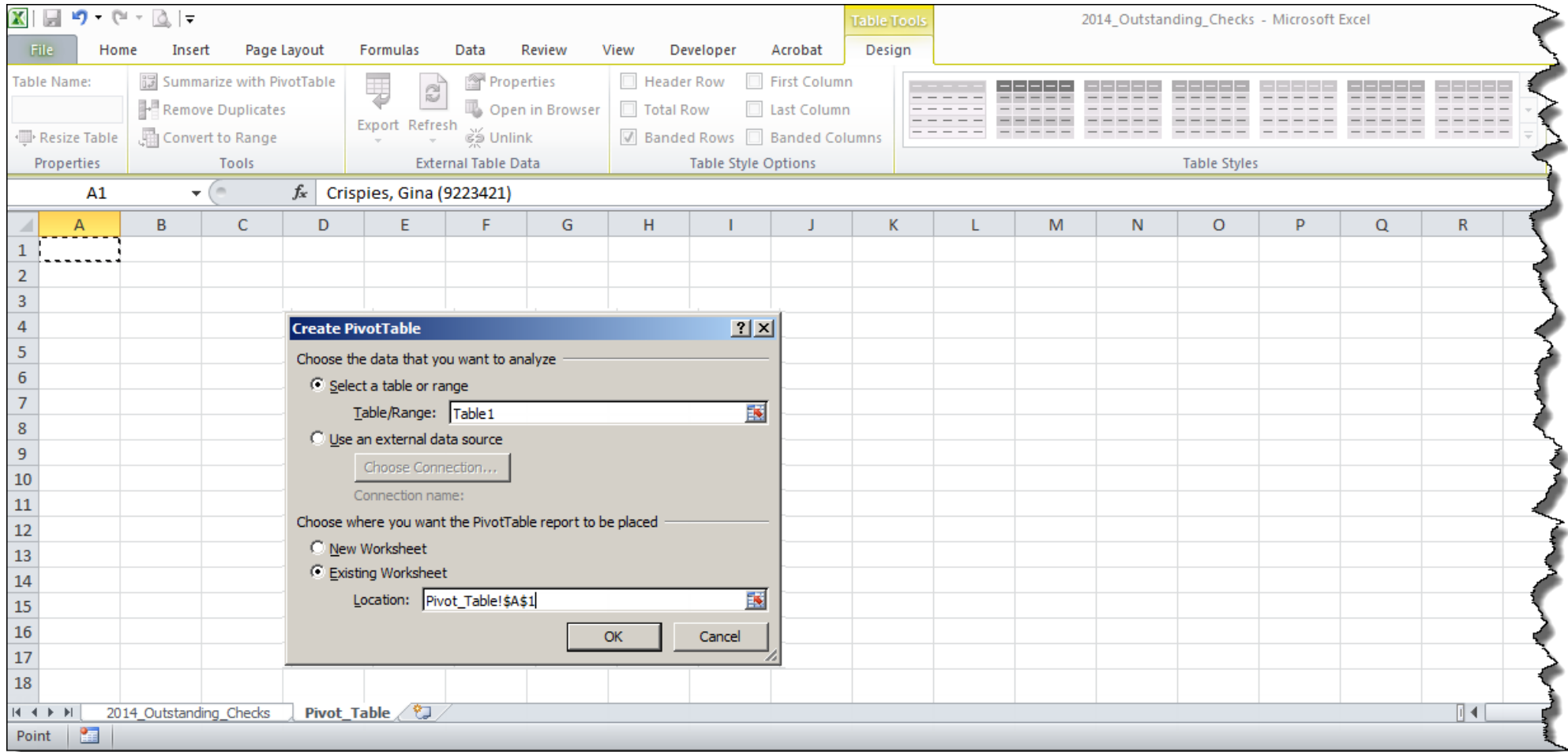
5. Upon selecting OK on the dialog box, the PivotTable will display
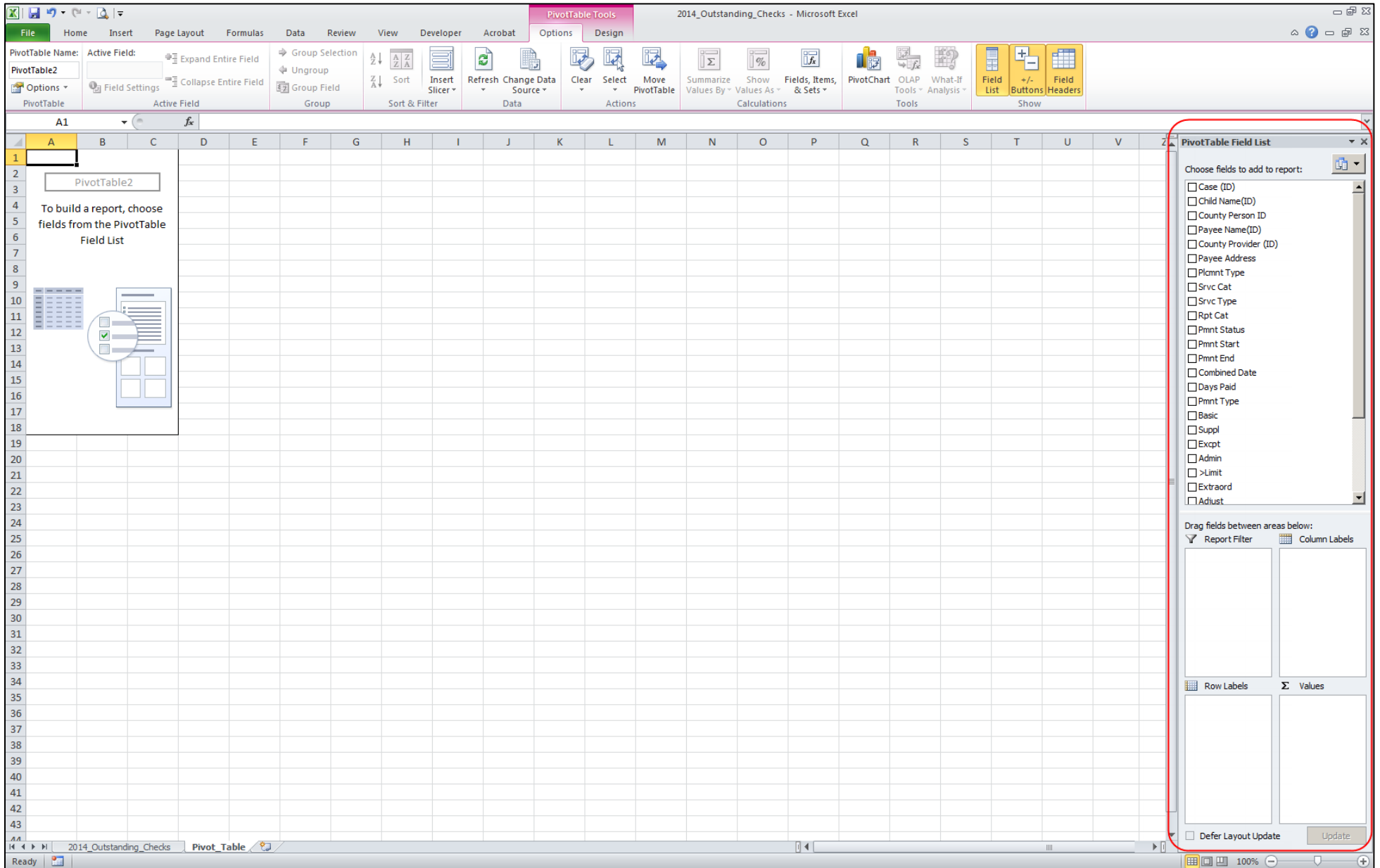
6. Now you can start creating your PivotTable. Drag items from the "fields to add to report" to your "Row Labels" box and "Values" box.

7. Your Row Labels represent the specific "unique" elements that you look at your data across.   In our example we are going to look at our payment data across Payee and Child. In other words, we want to create a display of all payments (within our data) broken down by Payee and Child.

8. Now you can start setting up the specific values that you want to look at. In this instance we are going to look at Cost "buckets".

9. Your desired data values might look something like the following:

Row Labels	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
⊟ Ashland County Group Home (9221647)	4050	0	0	0	4050
Crispies, Crackle (9228146)	4050	0	0	0	4050
⊟ Bellas Group Home (9221946)	8320	0	0	0	8320
Bear, Care (9228196)	8320	0	0	0	8320
⊟ Changes Group Home (9221966)	5708.4	0	0	0	5708.4
Bear, Boo-boo (9228141)	5708.4	0	0	0	5708.4
⊟ Hubbard, Old Mother (9221626)	55	0	0	0	55
Crispies, Snap (9228145)	55	0	0	0	55
⊟ Northwest Passage Child and Ad (9221503)	3069	0	0	0	3069
Crispies, Snap (9228145)	3069	0	0	0	3069
⊟ Smith, Granny (9221665)	6282.92	199.52	0	0	6482.44
Bird, Humming B. (9228471)	2402.92	199.52	0	0	2602.44
Bird, Kid (9228217)	3880	0	0	0	3880
⊟ Snaggletooth Provider Care (9221523)	410	128	200	2020.5	2758.5
Bear, Boo-boo (9228141)	410	128	200	2020.5	2758.5
⊟ White (9221646)	1233.23	64.52	282.26	0	1580.01
Bear, Boo-boo (9228141)	1233.23	64.52	282.26	0	1580.01
Grand Total	29128.55	392.04	482.26	2020.5	32023.35

10. The default display is a "compact" view, not necessarily the easiest to look at. So, let's change how things look. Click anywhere on your report and then click on the "Design" tab. Then choose "Report Layout" and select "Show in Tabular Form".

11. Notice that the children are no longer nested under the Payee and that they now have their own column. Also notice that we added Payment Begin and End Dates to our Row Labels.

12. The problem with adding Payment Start and End is that the Pivot Table wants to "Subtotal" these. If we were to select one or the other, it will not do this. If you select both as is in the screenshot above, you will notice the Total value below each. If we want to see both values, we can simply add a column in our data worksheet that combines the two. Here's a sample of how to do that. Note: The formula can be typed in the first cell and then simply fill down the rest of your data.

The formula shown in the formula bar: `=TEXT(L2,"mm/dd/yyyy")&" - "&TEXT(M2,"mm/dd/yyyy")`

	Plcmnt Type	Srvc Cat	Srvc Type	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Combined Date	Days Paid
2	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31
3	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	2/1/2014	2/28/2014	02/01/2014 - 02/28/2014	28
4	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	1/1/2014	1/31/2014	01/01/2014 - 01/31/2014	31
5	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31
6	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	2/1/2014	2/28/2014	02/01/2014 - 02/28/2014	28
7	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	1/24/2014	1/31/2014	01/24/2014 - 01/31/2014	8
8	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	5/1/2014	5/31/2014	05/01/2014 - 05/31/2014	31
9	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	4/1/2014	4/30/2014	04/01/2014 - 04/30/2014	30
10	Group Home	GH - Choices to Change	Changes Group Home	22	Outstanding	3/2/2014	3/31/2014	03/02/2014 - 03/31/2014	30
11	Respite	One Time Payment - Respite	One Time Respite Payment	null	Outstanding	7/13/2012	7/15/2012	07/13/2012 - 07/15/2012	3
12	RCC	RCC - Northwest Passage	Residental Program (Boys) (RCC)	8	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31
13	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	2/1/2014	2/2/2014	02/01/2014 - 02/02/2014	2
14	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	1/1/2014	1/31/2014	01/01/2014 - 01/31/2014	31
15	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	12/1/2013	12/31/2013	12/01/2013 - 12/31/2013	31

13. If we add our new column to our Row Labels, we will have something that looks like the following:

14. Let's take a little more specific look at things. Select the filter option for Payee Name(ID) and we will choose Granny Smith.

15. You will notice that there were two sets of payment data. One for Humming Bird, and one for Kid Bird. The Combined Date represents each month's payments. At the bottom of child's payments is a Subtotal for each of our Cost "Buckets", and at the very bottom is a Grand Total for Granny Smith.

	Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
2	⊟Smith, Granny (9221665)	⊟Bird, Humming B. (9228471	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94
3			02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5
4			08/01/2013 - 08/31/2013	400	0	0	0	400
5			09/01/2013 - 09/30/2013	400	0	0	0	400
6			10/01/2013 - 10/31/2013	400	0	0	0	400
7			11/01/2013 - 11/30/2013	400	0	0	0	400
8			12/01/2013 - 12/31/2013	400	0	0	0	400
9		Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44
10		⊟Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388
11			02/01/2014 - 02/28/2014	388	0	0	0	388
12			03/01/2014 - 03/31/2014	388	0	0	0	388
13			06/01/2013 - 06/30/2013	388	0	0	0	388
14			07/01/2013 - 07/31/2013	388	0	0	0	388
15			08/01/2013 - 08/31/2013	388	0	0	0	388
16			09/01/2013 - 09/30/2013	388	0	0	0	388
17			10/01/2013 - 10/31/2013	388	0	0	0	388
18			11/01/2013 - 11/30/2013	388	0	0	0	388
19			12/01/2013 - 12/31/2013	388	0	0	0	388
20		Bird, Kid (9228217) Total		3880	0	0	0	3880
21	Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44
22	Grand Total			6282.92	199.52	0	0	6482.44

16. Remember that the PivotTable looks for "unique" values for items entered in the Row Labels. This can change the way your data presents as is illustrated in the screenshot below. Here we've removed Combined Date and are now looking at things across Days Paid. In this instance it has summed all the Cost "buckets" based on Days Paid. For Humming Bird there was one month where it only paid for 2 days. There were two (2) months where it paid for 30 days, and there were four (4) months where it paid for 31 days. In the Basic column it summed the basic amounts paid for the 30-day months, which totaled $800.00. It summed the basic amounts paid for the 31-day months, which totaled $1576.13, etc. Not quite the display we were looking for here.

Payee Name(ID)	Child Name(ID)	Days Paid	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Smith, Granny (9221665)	Bird, Humming B. (9228471)	2	26.79	13.71	0	0	40.5
		30	800	0	0	0	800
		31	1576.13	185.81	0	0	1761.94
	Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44
	Bird, Kid (9228217)	28	388	0	0	0	388
		30	1164	0	0	0	1164
		31	2328	0	0	0	2328
	Bird, Kid (9228217) Total		3880	0	0	0	3880
Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44
Grand Total			6282.92	199.52	0	0	6482.44

17. Once you have your PivotTable setup you can further refine the way it looks with some simple formatting. Select the Design Tab on the PivotTable Tools and then choose a PivotTable Style. If you select the down arrow in the bottom right of that group box it will open up to display a number or other options.

18. Choose an option that fits your liking or define a new PivotTable Style.
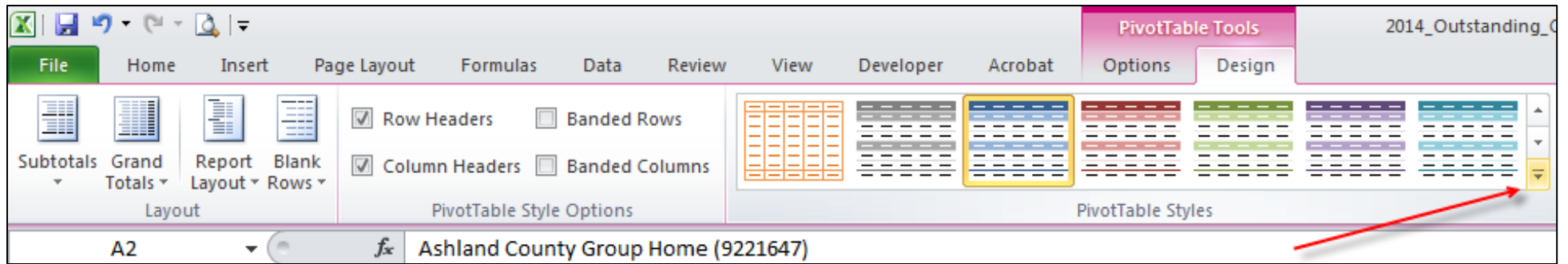
19. After formatting your report might look something like the following:

Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
⊟ Smith, Granny (9221665)	⊟ Bird, Humming B. (9228471	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94
		02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5
		08/01/2013 - 08/31/2013	400	0	0	0	400
		09/01/2013 - 09/30/2013	400	0	0	0	400
		10/01/2013 - 10/31/2013	400	0	0	0	400
		11/01/2013 - 11/30/2013	400	0	0	0	400
		12/01/2013 - 12/31/2013	400	0	0	0	400
	Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44
	⊟ Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388
		02/01/2014 - 02/28/2014	388	0	0	0	388
		03/01/2014 - 03/31/2014	388	0	0	0	388
		06/01/2013 - 06/30/2013	388	0	0	0	388
		07/01/2013 - 07/31/2013	388	0	0	0	388
		08/01/2013 - 08/31/2013	388	0	0	0	388
		09/01/2013 - 09/30/2013	388	0	0	0	388
		10/01/2013 - 10/31/2013	388	0	0	0	388
		11/01/2013 - 11/30/2013	388	0	0	0	388
		12/01/2013 - 12/31/2013	388	0	0	0	388
	Bird, Kid (9228217) Total		3880	0	0	0	3880
Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44
Grand Total			6282.92	199.52	0	0	6482.44

20. You can further refine your report by adding spaces, Subtotals, and Grand Totals.
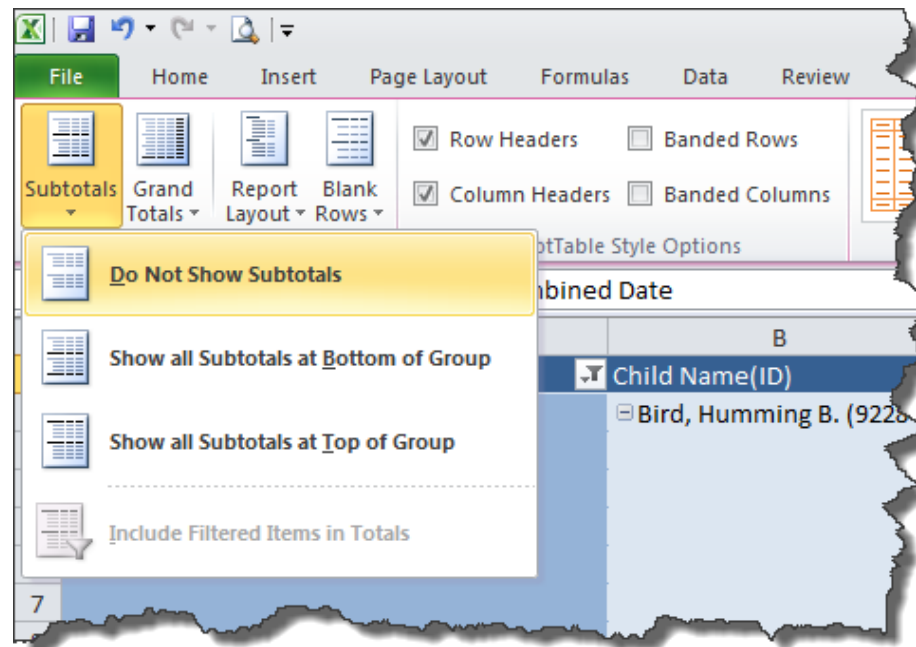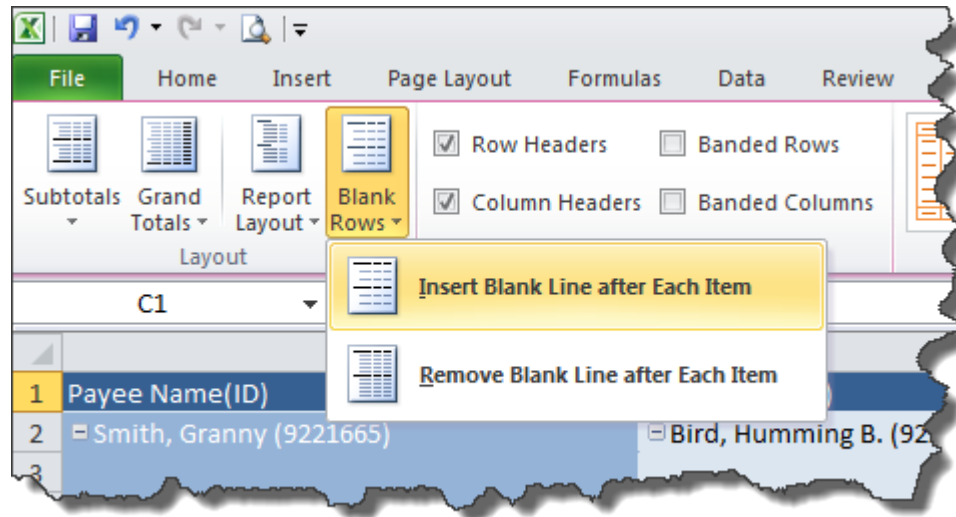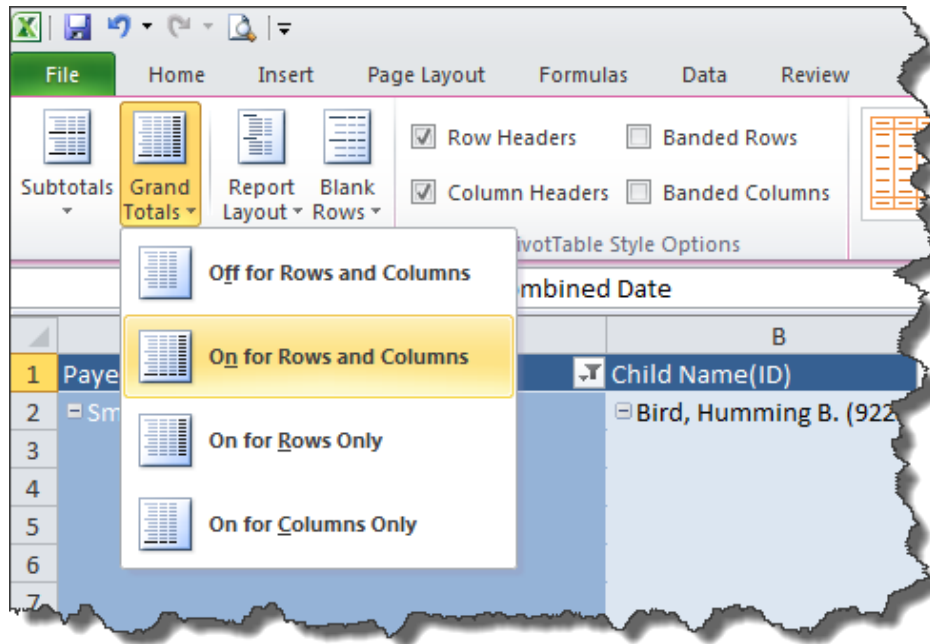
21. Your final results might look something like the following:

Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	Crispies, Crackle (9228146)	01/01/2014 - 01/31/2014	$1,395.00	$0.00	$0.00	$0.00	$1,395.00
		02/01/2014 - 02/28/2014	$1,260.00	$0.00	$0.00	$0.00	$1,260.00
		03/01/2014 - 03/31/2014	$1,395.00	$0.00	$0.00	$0.00	$1,395.00
	Crispies, Crackle (9228146) Total		**$4,050.00**	**$0.00**	**$0.00**	**$0.00**	**$4,050.00**
Ashland County Group Home (9221647) Total			**$4,050.00**	**$0.00**	**$0.00**	**$0.00**	**$4,050.00**
Bellas Group Home (9221946)	Bear, Care (9228196)	01/24/2014 - 01/31/2014	$520.00	$0.00	$0.00	$0.00	$520.00
		02/01/2014 - 02/28/2014	$1,820.00	$0.00	$0.00	$0.00	$1,820.00
		03/01/2014 - 03/31/2014	$2,015.00	$0.00	$0.00	$0.00	$2,015.00
		04/01/2014 - 04/30/2014	$1,950.00	$0.00	$0.00	$0.00	$1,950.00
		05/01/2014 - 05/31/2014	$2,015.00	$0.00	$0.00	$0.00	$2,015.00
	Bear, Care (9228196) Total		**$8,320.00**	**$0.00**	**$0.00**	**$0.00**	**$8,320.00**
Bellas Group Home (9221946) Total			**$8,320.00**	**$0.00**	**$0.00**	**$0.00**	**$8,320.00**
...age Ch...(...21...)	...pies, ...p (922...)	...2014 - 0.../31/2014	$3,069.00		$0.00		$3,0...
	Crispies, Snap (9228145) Total		**$3,069.00**	**$0.00**	**$0.00**	**$0.00**	**$3,069.00**
Northwest Passage Child and Ad (9221503) Total			**$3,069.00**	**$0.00**	**$0.00**	**$0.00**	**$3,069.00**
Smith, Granny (9221665)	Bird, Humming B. (9228471)	01/01/2014 - 01/31/2014	$376.13	$185.81	$0.00	$0.00	$561.94
		02/01/2014 - 02/02/2014	$26.79	$13.71	$0.00	$0.00	$40.50
		08/01/2013 - 08/31/2013	$400.00	$0.00	$0.00	$0.00	$400.00
		09/01/2013 - 09/30/2013	$400.00	$0.00	$0.00	$0.00	$400.00
		10/01/2013 - 10/31/2013	$400.00	$0.00	$0.00	$0.00	$400.00
		11/01/2013 - 11/30/2013	$400.00	$0.00	$0.00	$0.00	$400.00
		12/01/2013 - 12/31/2013	$400.00	$0.00	$0.00	$0.00	$400.00
	Bird, Humming B. (9228471) Total		**$2,402.92**	**$199.52**	**$0.00**	**$0.00**	**$2,602.44**
	Bird, Kid (9228217)	01/01/2014 - 01/31/2014	$388.00	$0.00	$0.00	$0.00	$388.00
		02/01/2014 - 02/28/2014	$388.00	$0.00	$0.00	$0.00	$388.00
		03/01/2014 - 03/31/2014	$388.00	$0.00	$0.00	$0.00	$388.00
		06/01/2013 - 06/30/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		07/01/2013 - 07/31/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		08/01/2013 - 08/31/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		09/01/2013 - 09/30/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		10/01/2013 - 10/31/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		11/01/2013 - 11/30/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		12/01/2013 - 12/31/2013	$388.00	$0.00	$0.00	$0.00	$388.00
	Bird, Kid (9228217) Total		**$3,880.00**	**$0.00**	**$0.00**	**$0.00**	**$3,880.00**
Smith, Granny (9221665) Total			**$6,282.92**	**$199.52**	**$0.00**	**$0.00**	**$6,482.44**
Grand Total			**$29,128.55**	**$392.04**	**$482.26**	**$2,020.50**	**$32,023.35**