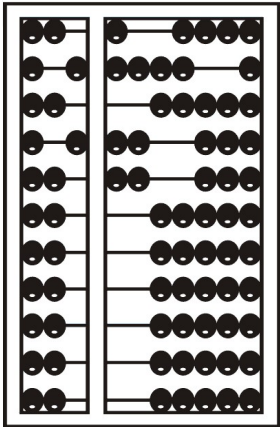


JAMES MCGUINNESS
& ASSOCIATES INC.
Consultants



Payments – For Counties that Do Not use The CPSE Portal

Preschoolsupport@CPSEPortal.com



Weekly Rate Calculation Methods

Preschoolsupport@CPSEPortal.com

Weekly Rate Calculation Methods

- Preschool now supports 3 different ways of calculating the weekly tuition rate
 - CHILDWEEKS
 - Total enrollment cost / # of weeks on enrollment
 - PROGRAMWEEKS
 - Total program cost / # of weeks on program
 - SESSIONWEEKS
 - Total program cost / 40 weeks or Total Program Cost / 6 weeks

Weekly Rates

- For each different method, the total enrollment cost will always be the same
- At the end of the enrollment, the total amount paid is the same
- The difference is how the monthly bills are calculated
- In all cases, Preschool calculations CB enrollment monthly bills as
 - First month = # weeks in month x weekly rate
 - Middle months = 4 x weekly rate
 - Last month = Total enrollment amount – all previous amounts (the remainder)
- This is true both for children that attend the full year, or enrollments that either start or end late

CHILDWEEKS

- Total enrollment cost / # of weeks on enrollment
- This is the method that Preschool has historically used
- Pros
 - It's the way it has always been done
- Cons
 - When a child starts late, their rates are different than other children in the same program
 - When a child ends early, the weekly rate changes and thus system goes back and makes lots of small adjustments on the month previously paid months that in the end, all net to zero, just making things messy

PROGRAMWEEKS

- Total program cost / # of weeks on program
- Pros
 - Every child in the same program will have the same weekly rate regardless of when the child starts or ends
 - When a child ends early, the weekly rate does not change, and thus no retroactive adjustments for prior paid months
- Cons
 - ???

SESSIONWEEKS

- Total program cost / 40 weeks or Total Program Cost / 6 weeks
- Pros
 - Every child in the same program will have the same weekly rate regardless of when the child starts or ends
 - When a child ends early, the weekly rate does not change, and thus no retroactive adjustments for prior paid months
 - For Sep-Jun months where there are 4 weeks, the monthly amount billed is $1/10^{\text{th}}$ of the tuition, so it looks clean
- Cons
 - ???

PROGRAMWEEKS vs SESSIONWEEKS

- Either one works fine
- For programs that are 40 weeks, they are identical
- SESSIONWEEKS is more likely to have “clean” weekly rates without rounding issues

Example Comparison #1

- Assume a 39 week CB program
 - 9/7/22 – 6/23/23
 - 5 hours per day / 5 days per week
 - Tuition = 37124
- Assume 4 different children attend this program (all at 5hrs/5days)
 - Child 1 9/7/22 – 6/23/23 (39 weeks / FTE=1.000)
 - Child 2 9/14/22 – 6/23/23 (38 weeks / FTE=.974)
 - Child 3 9/28/22 – 6/23/23 (36 weeks / FTE=.923)
 - Child 4 11/7/22 – 6/02/23 (28 weeks / FTE = .717)

Comparison of Weekly Rate

Assume a 39 week CB program

9/7/22 – 6/23/23

5 hours per day / 5 days per week

Tuition = 37124

	Start	End	Weeks	FTE	CHILDWEEKS		PROGRAMWEEKS		SESSIONWEEKS	
					Total Cost	Weekly Rate	Total Cost	Weekly Rate	Total Cost	Weekly Rate
Child 1	09/07/22	06/23/23	39	1.000	\$ 37,124.00	\$ 951.90	\$ 37,124.00	\$ 951.89	\$ 37,124.00	\$ 928.10
Child 2	09/14/22	06/23/23	38	0.974	\$ 36,158.77	\$ 951.55	\$ 36,158.77	\$ 951.89	\$ 36,158.77	\$ 928.10
Child 3	09/28/22	06/23/23	36	0.923	\$ 34,265.45	\$ 951.82	\$ 34,265.45	\$ 951.89	\$ 34,265.45	\$ 928.10
Child 4	11/07/22	06/02/23	28	0.717	\$ 26,617.90	\$ 950.64	\$ 26,617.90	\$ 951.89	\$ 26,617.90	\$ 928.10

CHILDWEEKS Payments by Month

- Two different children
 - Child 1 9/7/22 – 6/23/23 (39 weeks / FTE=1.000) Weekly Rate = 951.90
 - Child 2 9/21/22 – 6/23/23 (37 weeks / FTE=.948) Weekly Rate = 951.18

Payment List

Payments | Stat Summary

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST	\$37,124.00	\$37,124.00	\$0.00	X1
B	09/21/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST	\$35,193.95	\$35,193.95	\$0.00	X1

Show Payments for Selected Enrollment
 Show Payments for All Enrollments

Include Pending Payments
 Show only Processed

Re-Align

Label	Month	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceTy
A	09/2022	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	10/2022	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	11/2022	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	12/2022	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	01/2023	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	02/2023	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	03/2023	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	04/2023	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	05/2023	\$3,807.60	PAID	23-0005	10/19/22					X1	EDUC
A	06/2023	\$2,855.60	PAID	23-0005	10/19/22					X1	EDUC

Refresh

Total of Selected Payments | Payment: 0.00 | Paid: 0.00 | Claimed: 0.00

Payment List

Payments | Stat Summary

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST	\$37,124.00	\$37,124.00	\$0.00	X1
B	09/21/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST	\$35,193.95	\$35,193.95	\$0.00	X1

Show Payments for Selected Enrollment
 Show Payments for All Enrollments

Include Pending Payments
 Show only Processed

Re-Align

Label	Month	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceTy
B	09/2022	\$1,902.36	PAID	23-0005	10/19/22					X1	EDUC
B	10/2022	\$3,804.72	PAID	23-0005	10/19/22					X1	EDUC
B	11/2022	\$3,804.72	PAID	23-0005	10/19/22					X1	EDUC
B	12/2022	\$3,804.72	PAID	23-0005	10/19/22					X1	EDUC
B	01/2023	\$3,804.72	PAID	23-0005	10/19/22					X1	EDUC
B	02/2023	\$3,804.72	PAID	23-0005	10/19/22					X1	EDUC
B	03/2023	\$3,804.72	PAID	23-0005	10/19/22					X1	EDUC
B	04/2023	\$3,804.72	PAID	23-0005	10/19/22					X1	EDUC
B	05/2023	\$3,804.72	PAID	23-0005	10/19/22					X1	EDUC
B	06/2023	\$2,853.43	PAID	23-0005	10/19/22					X1	EDUC

Refresh

Total of Selected Payments | Payment: 0.00 | Paid: 0.00 | Claimed: 0.00

PROGRAMWEEKS Payments by Month

- Two different children
 - Child 1 9/7/22 – 6/23/23 (39 weeks / FTE=1.000) Weekly Rate = 951.89
 - Child 2 9/21/22 – 6/23/23 (37 weeks / FTE=.948) Weekly Rate = 951.89

Payment List

Payments | [Stack Summary](#)

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST	\$37,124.00	\$37,124.00	\$0.00	X1
B	09/21/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST	\$35,193.55	\$35,193.55	\$0.00	X1

Show Payments for Selected Enrollment
 Show Payments for All Enrollments

Include Pending Payments
 Show only Processed

Re-Align

Label	Month	Ad	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceTy
A	09/2022	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	10/2022	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	11/2022	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	12/2022	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	01/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	02/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	03/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	04/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	05/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
A	06/2023	R	\$2,855.96	PAID	23-0006	10/19/22					X1	EDUC

Refresh

Total of Selected Payments: Payment 0.00 Paid 0.00 Claimed 0.00

Payment List

Payments | [Stack Summary](#)

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST	\$37,124.00	\$37,124.00	\$0.00	X1
B	09/21/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST	\$35,193.55	\$35,193.55	\$0.00	X1

Show Payments for Selected Enrollment
 Show Payments for All Enrollments

Include Pending Payments
 Show only Processed

Re-Align

Label	Month	Ad	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceTy
B	09/2022	R	\$1,903.78	PAID	23-0006	10/19/22					X1	EDUC
B	10/2022	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
B	11/2022	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
B	12/2022	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
B	01/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
B	02/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
B	03/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
B	04/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
B	05/2023	R	\$3,807.56	PAID	23-0006	10/19/22					X1	EDUC
B	06/2023	R	\$2,829.29	PAID	23-0006	10/19/22					X1	EDUC

Refresh

Total of Selected Payments: Payment 0.00 Paid 0.00 Claimed 0.00

SESSIONWEEKS Payments by Month

- Two different children
 - Child 1 9/7/22 – 6/23/23 (39 weeks / FTE=1.000) Weekly Rate = 928.10
 - Child 2 9/21/22 – 6/23/23 (37 weeks / FTE=.948) Weekly Rate = 928.10

Payment List

Payments | Stac Summary |

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST.	\$37,124.00	\$37,124.00	\$0.00	X1

Show Payments for Selected Enrollment
 Show Payments for All Enrollments

Include Pending Payments
 Show only Processed

Re-Align

Label	Month	Adj	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClassServiceTy
A	09/2022		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	10/2022		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	11/2022		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	12/2022		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	01/2023		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	02/2023		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	03/2023		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	04/2023		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	05/2023		\$3,712.40	PAY	23-0001	10/19/22					X1	EDUC
A	06/2023		\$3,712.40	PAY	23-0002	10/19/22					X1	EDUC

Payment Paid Claimed

Refresh Total of Selected Payments 0.00 0.00 0.00

Payment List

Payments | Stac Summary |

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	06/23/23	9160J	5 hrs /5 days	N	ARC JEFFERSON - ST.	\$37,124.00	\$37,124.00	\$0.00	X1
B	09/21/22	06/23/23	9160J	5 hrs /2 days	N	ARC JEFFERSON - ST.	\$26,193.59	\$26,193.59	\$0.00	X1

Show Payments for Selected Enrollment
 Show Payments for All Enrollments

Include Pending Payments
 Show only Processed

Re-Align

Label	Month	Adj	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClassServiceTy
B	09/2022	R	\$1,856.20	PAY	23-0003	10/19/22					X1	EDUC
B	10/2022	R	\$3,712.40	PAY	23-0003	10/19/22					X1	EDUC
B	11/2022	R	\$3,712.40	PAY	23-0003	10/19/22					X1	EDUC
B	12/2022	R	\$3,712.40	PAY	23-0003	10/19/22					X1	EDUC
B	01/2023	R	\$3,712.40	PAY	23-0003	10/19/22					X1	EDUC
B	02/2023	R	\$3,712.40	PAY	23-0003	10/19/22					X1	EDUC
B	03/2023	R	\$3,712.40	PAY	23-0003	10/19/22					X1	EDUC
B	04/2023	R	\$3,712.40	PAY	23-0003	10/19/22					X1	EDUC
B	05/2023	R	\$3,712.40	PAY	23-0003	10/19/22					X1	EDUC
B	06/2023	R	\$3,638.15	PAY	23-0003	10/19/22					X1	EDUC

Payment Paid Claimed

Refresh Total of Selected Payments 0.00 0.00 0.00

Comparison for Child leaving program early

- Originally, child is enrolled from 9/7/22 – 6/23/23
- Payments are made through February 2023
- Mid-march, child moves out of state, so March is partial month
- From left to right, CHILDWEEKS / PROGRAMWEEKS / SESSIONWEEKS
- In all scenarios, total paid is 25,689.80
- CHILDWEEKS requires adjustments to original paid months
- PROGRAMWEEKS & SESSIONWEEKS do not need to adjust prior months

Payment List

Payments: Stac Summary

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	03/17/23	9160-J	5 hrs /5 days	N	ARC.JEFFERSON - ST.	\$25,689.80	\$25,689.80	\$0.00	X1

Show Payments for Selected Enrollment Include Pending Payments
 Show Payments for All Enrollments Show only Processed

Label	Month	Adj	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceTy
A	09/2022	R	\$3,807.60	PAID	23-0007	10/20/22					X1	EDUC
A	09/2022	A 1	(\$1.72)	PAID	23-0008	10/20/22					X1	EDUC
A	10/2022	R	\$3,807.60	PAID	23-0007	10/20/22					X1	EDUC
A	10/2022	A 1	(\$1.72)	PAID	23-0008	10/20/22					X1	EDUC
A	11/2022	R	\$3,807.60	PAID	23-0007	10/20/22					X1	EDUC
A	11/2022	A 1	(\$1.72)	PAID	23-0008	10/20/22					X1	EDUC
A	12/2022	R	\$3,807.60	PAID	23-0007	10/20/22					X1	EDUC
A	12/2022	A 1	(\$1.72)	PAID	23-0008	10/20/22					X1	EDUC
A	01/2023	R	\$3,807.60	PAID	23-0007	10/20/22					X1	EDUC
A	01/2023	A 1	(\$1.72)	PAID	23-0008	10/20/22					X1	EDUC
A	02/2023	R	\$3,807.60	PAID	23-0007	10/20/22					X1	EDUC
A	02/2023	A 1	(\$1.72)	PAID	23-0008	10/20/22					X1	EDUC
A	03/2023	R	\$2,954.52	PAID	23-0008	10/20/22					X1	EDUC

 Total of Selected Payments Payment Paid Claimed
 0.00 0.00 0.00

Payment List

Payments: Stac Summary

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	03/17/23	9160-J	5 hrs /5 days	N	ARC.JEFFERSON - ST.	\$25,689.80	\$25,689.80	\$0.00	X1

Show Payments for Selected Enrollment Include Pending Payments
 Show Payments for All Enrollments Show only Processed

Label	Month	Adj	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceTy
A	09/2022	R	\$3,807.56	PAID	23-0010	10/20/22					X1	EDUC
A	10/2022	R	\$3,807.56	PAID	23-0010	10/20/22					X1	EDUC
A	11/2022	R	\$3,807.56	PAID	23-0010	10/20/22					X1	EDUC
A	12/2022	R	\$3,807.56	PAID	23-0010	10/20/22					X1	EDUC
A	01/2023	R	\$3,807.56	PAID	23-0010	10/20/22					X1	EDUC
A	02/2023	R	\$3,807.56	PAID	23-0010	10/20/22					X1	EDUC
A	03/2023	R	\$2,844.44	PAID	23-0011	10/20/22					X1	EDUC

 Total of Selected Payments Payment Paid Claimed
 0.00 0.00 0.00

Payment List


Payments: Stac Summary

Label	FromDate	ToDate	Program	Frequency	Aide	Provider	Total	Paid	Claimed	Rec#
A	09/07/22	03/17/23	9160-J	5 hrs /5 days	N	ARC.JEFFERSON - ST.	\$25,689.80	\$25,689.80	\$0.00	X1

Show Payments for Selected Enrollment Include Pending Payments
 Show Payments for All Enrollments Show only Processed

Label	Month	Adj	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceTy
A	09/2022	R	\$3,712.40	PAID	23-0012	10/20/22					X1	EDUC
A	10/2022	R	\$3,712.40	PAID	23-0012	10/20/22					X1	EDUC
A	11/2022	R	\$3,712.40	PAID	23-0012	10/20/22					X1	EDUC
A	12/2022	R	\$3,712.40	PAID	23-0012	10/20/22					X1	EDUC
A	01/2023	R	\$3,712.40	PAID	23-0012	10/20/22					X1	EDUC
A	02/2023	R	\$3,712.40	PAID	23-0012	10/20/22					X1	EDUC
A	03/2023	R	\$3,415.40	PAID	23-0013	10/20/22					X1	EDUC

 Total of Selected Payments Payment Paid Claimed
 0.00 0.00 0.00



Enter Invoices

For Paying RS/SEIT, CB, Evals, and Transportation

Preschoolsupport@CPSEPortal.com



Live Demo

Preschoolsupport@CPSEPortal.com

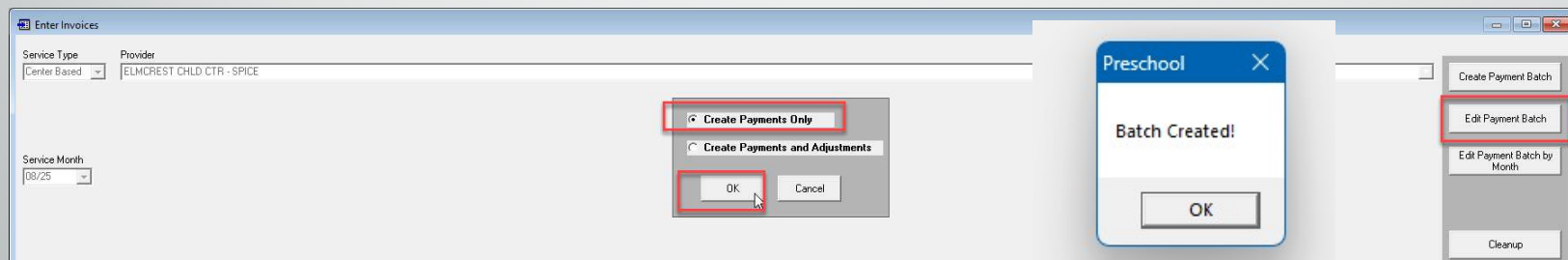
CB Payments

- To create a payment batch for Center Based Services go to Payments > Enter Invoices.
- Make sure you are in the correct school year.
- Then select the service type and the Provider
- Then select Create Payment Batch

The screenshot shows the 'Enter Invoices' form in the CPSE Portal. The 'Current Sess.' dropdown is highlighted with a red box and set to '25-26 10 Month'. The 'Service Type' dropdown is set to 'Center Based' and the 'Provider' field is empty, both highlighted with red boxes. The 'Service Month' dropdown is set to '04/26' and highlighted with a red box. A dropdown menu is open over the 'Enter Invoices' option, showing options: 'New Enter Invoices', 'Enter Invoices', 'Agency Rate Adj.', 'Check Log', and 'AP Import / Export'. The 'Enter Invoices' option is highlighted. The 'Current Child' is 'JACOBIE, JOHN' with DOB '6/21/2021' and Eligibility '01/01/24 - 08/31/26'. The 'Current Sess.' is '25-26 10 Month'. The 'Service Type' is 'Center Based' and the 'Provider' field is empty. The 'Service Month' is '04/26'. The 'Show all Enrollments' radio button is selected. The 'Hours / Day' and 'Days / Week' fields are both set to '5'.

CB Payments

- Make sure you select the top option 'Create Payments Only' then click OK
- Preschool will create the batch then when the batch is created a pop up will display. Click **ok**
- Once the batch is created you can click Edit Payment batch to view the batch.



CB Payments

- Once you click edit payment batch you will see the enrollments.
- To enter payments, enter a number in the Att Colum.
- Preschool will generate the total amount based on the rate and the FTE.

Show Types: Regular Adjustments Rate Changes All Months Service Month Only Provider: Service Month: 08/31/2025

Non-Payment Code: Add Child Not Enrolled Total Paid: \$0.00 Order By: Child Name

Notes	ChildName	PCoc	From	To	Term	R/A	mmyy	FTE	Att	NoPay	AmtPaid	Calculate	Rate/Sess	SS#	DOB	Hrs/Day	Days/W	1:1 Amt	ClassRatio
	SMITH,JOHN	9165	07/07/21	08/15/21		R	07/25	1			\$0.00	\$0.00	\$782.00		06/12/21	2.5	5	\$0.00	12:01:01
	SMITH,JOHN	9165	07/07/21	08/15/21		R	07/25	1			\$0.00	\$0.00	\$158.33		06/12/21	2.5	5	\$633.33	12:01:01
	SMITH,JOHN	9165	07/07/21	08/15/21		R	08/25	1			\$0.00	\$0.00	\$782.00		06/12/21	2.5	5	\$0.00	12:01:01
	SMITH,JOHN	9165	07/07/21	08/15/21		R	08/25	1			\$0.00	\$0.00	\$158.33		06/12/21	2.5	5	\$316.67	12:01:01

Show Types: Regular Adjustments Rate Changes All Months Service Month Only Provider: Service Month: 08/31/2025

Non-Payment Code: Add Child Not Enrolled Total Paid: \$5,642.00 Order By: Child Name

Notes	ChildName	PCoc	From	To	Term	R/A	mmyy	FTE	Att	NoPay	AmtPaid	Calculate	Rate/Sess	SS#	DOB	Hrs/Day	Days/W	1:1 Amt	ClassRatio
	SMITH,JOHN	9165	07/07/21	08/15/21		R	07/25	1	0		\$3,128.00	\$3,128.00	\$782.00		06/12/21	2.5	5	\$0.00	12:01:01
	SMITH,JOHN	9165	07/07/21	08/15/21		R	07/25	1	0		\$633.32	\$633.32	\$158.33		06/12/21	2.5	5	\$633.33	12:01:01
	SMITH,JOHN	9165	07/07/21	08/15/21		R	08/25	1	0		\$1,564.00	\$1,564.00	\$782.00		06/12/21	2.5	5	\$0.00	12:01:01
	SMITH,JOHN	9165	07/07/21	08/15/21		R	08/25	1	0		\$316.68	\$316.68	\$158.33		06/12/21	2.5	5	\$316.67	12:01:01

CB Payments

- To finalize, click Process Invoice to process the payment batch.

Payment Edit Screen (CB) - ELMCREST CHLD CTR - SPICE

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: Add Child Not Enrolled Total Paid: \$5,642.00

Provider: Service Month: 08/31/2025

Order By: Child Name:

Notes	ChildName	PCoc	From	To	Term	R/A	mm/yy	FTE	Alt	NoPay	AmtPaid	Calculate	Rate/Sess	SS#	DOB	Hrs/Day	Days/W	1:1 Amt	ClassRatio
	SMITH.JOHN	9165	07/07/21	08/15/21		R	07/25	1	0		\$3,128.00	\$3,128.00	\$782.00		06/12/21	2.5	5	\$0.00	12:01:01
	SMITH.JOHN	9165	07/07/21	08/15/21		R	07/25	1	0		\$633.32	\$633.32	\$158.33		06/12/21	2.5	5	\$633.33	12:01:01
	SMITH.JOHN	9165	07/07/21	08/15/21		R	08/25	1	0		\$1,564.00	\$1,564.00	\$782.00		06/12/21	2.5	5	\$0.00	12:01:01
	SMITH.JOHN	9165	07/07/21	08/15/21		R	08/25	1	0		\$316.68	\$316.68	\$158.33		06/12/21	2.5	5	\$316.67	12:01:01

Key?

Delete Add Payments Search Letters **Process Invoice** Apply Cancel

CB Payments

- On the Process batch screen, the only Requirement is a batch number
- You can also add a description, comments, as well as a County Voucher Number, Vendor Invoice Number, and Vendor Invoice Date. You can click Auto Generate Batch number and Preschool will generate a batch number for you.

Payment Edit Screen (CB)- ELMCREST CHLD CTR - SPICE

Show Types: Regular Adjustments Rate Changes All Months Service Month Only

Non-Payment Code: Add Child Not Enrolled Total Paid: \$5,642.00 Order By: Child Name

Fiscal Year	Batch Number	County Voucher Number	Vendor Invoice #	Vendor Invoice Date
2025	<input type="text"/>	<input type="text"/>	<input type="text"/>	MM/DD/YYYY

Description: CB payments for service months thru Aug 2025

Comments:

Buttons:

CB Payments

- When you are ready click OK to process the batch, you can click one of the “OK + Report” options to generate a payment detail report.
- Print by Child will print a report by Child
- Print by Provider will list items by provider.

Payment Edit Screen (CB)- ELMCREST CHLD CTR - SPICE

Show Types: Regular Adjustments Rate Changes All Months Service Month Only

Non-Payment Code: Add Child Not Enrolled Total Paid: \$5,642.00 Order By: Child Name

Fiscal Year: 2025 Batch Number: County Voucher Number: Vendor Invoice #: Vendor Invoice Date: MM/DD/YYYY

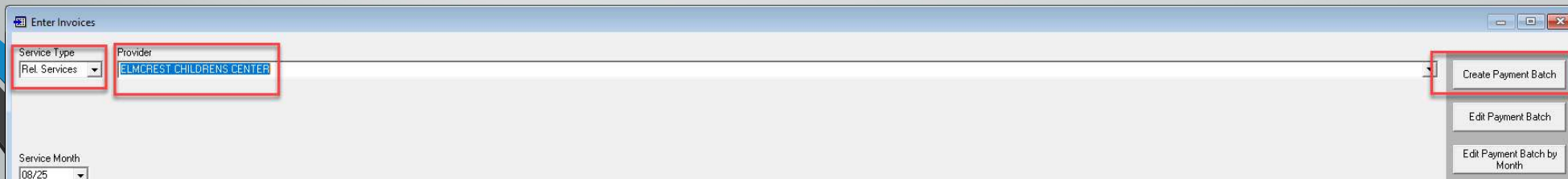
Description: CB payments for service months thru Aug 2025

Comments:

Buttons: OK, OK + Print Payment Detail By Child, OK + Print Payment Detail By Provider, Auto Generate Batch Number, Cancel

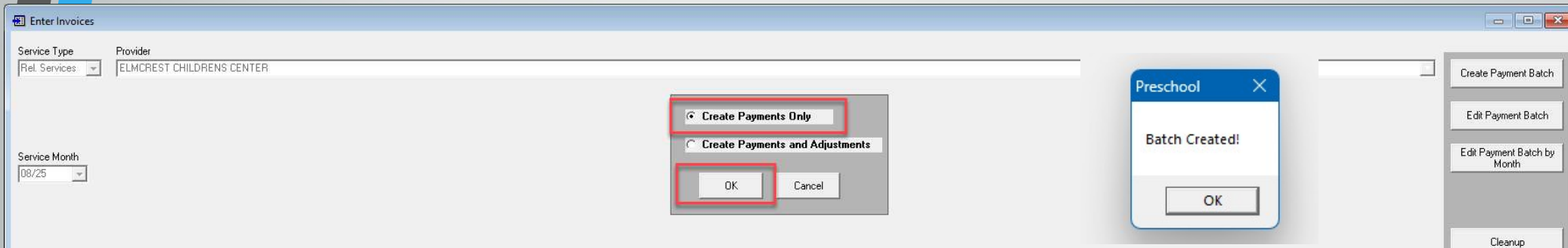
SEIT/RS Payments

- To create a payment batch for SEIT or RS Payments go to Payments > Enter Invoices.
- Make sure you are in the correct school year.
- Then select the service type and the Provider
- Then select Create Payment Batch



SEIT/RS Payments

- Make sure you select the top option 'Create Payments Only' then click OK
- Preschool will create the batch then when the batch is created a pop up will display. Click **ok**



SEIT/RS Payments

- Once the batch is created, click Edit Payment batch to view the items on the batch.

The screenshot shows a software window titled "Enter Invoices". The window contains the following elements:

- Service Type:** A dropdown menu with "Rel. Services" selected.
- Provider:** A text field containing "ELMCREST CHILDRENS CENTER".
- Service Month:** A dropdown menu with "08/25" selected.
- Radio Buttons:** Two radio buttons are present: "Create Payments Only" (which is selected) and "Create Payments and Adjustments".
- Buttons:** "OK" and "Cancel" buttons are located below the radio buttons.
- Right Panel:** A vertical stack of buttons: "Create Payment Batch", "Edit Payment Batch" (highlighted with a red box), "Edit Payment Batch by Month", and "Cleanup".

SEIT/RS Payments

- Once you click edit payment batch you will see the enrollments.
- To enter payments, enter the number of SEIT/RS Sessions provided for the month.
- Preschool will generate the total amount based on the rate and the number of sessions

Payment Edit Screen (RS) - BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes | All Services | All Months Service Month Only

Provider:

Non-Payment Code: Total Paid: Order By:

Notes	ChildName	ST	From	To	Rx Exp	Term	R/A	mmyy	Sess	NoPay	AmtPaid	CalcAmt	\$/Sess	EnrolledSessions	RSDescription	SS#	DOB	ClassRatio	Total	Prior Paid
	JACOBIE JOHN	DT	09/01/25	01/15/26	6/30/2026		R	09/25			\$0.00	\$0.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	DT	09/01/25	01/15/26	6/30/2026		R	10/25			\$0.00	\$0.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	DT	09/01/25	01/15/26	6/30/2026		R	11/25			\$0.00	\$0.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	DT	09/01/25	01/15/26	6/30/2026		R	12/25			\$0.00	\$0.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	DT	09/01/25	01/15/26	6/30/2026		R	01/26			\$0.00	\$0.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	DT	09/01/25	01/15/26	6/30/2026		R	02/26			\$0.00	\$0.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	DT	09/01/25	01/15/26	6/30/2026		R	03/26			\$0.00	\$0.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0

SEIT/RS Payments

- If you exceed the sessions per month Preschool will warn you.
- If the number you entered is correct you can click ok and proceed.

Payment Edit Screen (RS)- BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes All Services All Months Service Month Only

Provider: _____ Service Month: 04/30/2026

Non-Payment Code: Add Child Not Enrolled Total Paid: \$594.00 Order By: _____ Child Name: _____

Notes	ChildName	ST	From	To	Rx Exp	Term	R/A	mmyy	Sess	NoPay	AmtPaid	CalcAmt	\$/Sess	EnrolledSessions	RSDescription	SS#	DOB	ClassRatio	Total	Prior Paid
	JACOBIE,JOHN	DT	09/01/25	01/15/26	6/30/2026		R	09/25	9		\$594.00	\$594.00	\$66.00	2 / WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE,JOHN	DT	09/01/25	01/15/26	6/30/2026		R	10/25			\$0.00	\$0.00	\$66.00	2 / WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE,JOHN	DT	09/01/25	01/15/26	6/30/2026		R	11/25			\$0.00	\$0.00	\$66.00	2 / WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE,JOHN	DT	09/01/25	01/15/26	6/30/2026		R	12/25			\$0.00	\$0.00	\$66.00	2 / WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE,JOHN	DT	09/01/25	01/15/26	6/30/2026		R	01/26			\$0.00	\$0.00	\$66.00	2 / WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE,JOHN	DT	09/01/25	01/15/26	6/30/2026		R	02/26			\$0.00	\$0.00	\$66.00	2 / WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE,JOHN	DT	09/01/25	01/15/26	6/30/2026		R	03/26			\$0.00	\$0.00	\$66.00	2 / WEEK	Occupational Ther.		06/21/21	1	36	0

Preschool

Warning! This child was only enrolled for 8 sessions per month!

You are exceeding that number!

SEIT/RS Payments

- To finalize, click Process Invoice to process the payment batch.

Payment Edit Screen (RS)- BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes | All Services All Months Service Month Only

Provider: Service Month: 04/30/2026

Non-Payment Code: Add Child Not Enrolled Total Paid: \$3,498.00 Order By: Child Name:

Notes	ChildName	ST	From	To	Rx Exp	Term	R/#	mmyy	Sess	NoPay	AmtPaid	CalcAmt	\$/Sess	EnrolledSessions	RSDDescription	SS#	DOB	ClassRatio	Total	Prior Paid
	JACOBIE JOHN	OT	09/01/25	01/15/26	6/30/2026		R	09/25	9		\$594.00	\$594.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	OT	09/01/25	01/15/26	6/30/2026		R	10/25	8		\$528.00	\$528.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	OT	09/01/25	01/15/26	6/30/2026		R	11/25	5		\$330.00	\$330.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	OT	09/01/25	01/15/26	6/30/2026		R	12/25	10		\$660.00	\$660.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	OT	09/01/25	01/15/26	6/30/2026		R	01/26	6		\$396.00	\$396.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	OT	09/01/25	01/15/26	6/30/2026		R	02/26	7		\$462.00	\$462.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0
	JACOBIE JOHN	OT	09/01/25	01/15/26	6/30/2026		R	03/26	8		\$528.00	\$528.00	\$66.00	2 /WEEK	Occupational Ther.		06/21/21	1	36	0

Key? Delete Add Payments Search Letters **Process Invoice** Apply Cancel

SEIT/RS Payments

- On the Process batch screen, the only Requirement is a batch number
- You can also add a description, comments, as well as a County Voucher Number, Vendor Invoice Number, and Vendor Invoice Date. You can click Auto Generate Batch number and Preschool will generate a batch number for you.

Payment Edit Screen (RS) - BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes | All Services | All Months Service Month Only

Non-Payment Code: Add Child Not Enrolled | Total Paid: (\$132.00) | Order By: Child Name

Fiscal Year	Batch Number	County Voucher Number	Vendor Invoice #	Vendor Invoice Date
2025	<input type="text"/>	<input type="text"/>	<input type="text"/>	MM/DD/YYYY

Description: RS payments for service months thru Dec 2025

Comments:

Buttons:

SEIT/RS Payments

- When you are ready click OK to process the batch, you can click one of the “OK + Report” options to generate a payment detail report.
- Print by Child will print a report by Child
- Print by Provider will list items by provider.

Payment Edit Screen (RS)- BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes | All Services | All Months Service Month Only

Non-Payment Code: [] Add Child Not Enrolled | Total Paid: [(\$132.00)] | Order By: [Child Name]

Fiscal Year	Batch Number	County Voucher Number	Vendor Invoice #	Vendor Invoice Date
2025	[]	[]	[]	MM/DD/YYYY

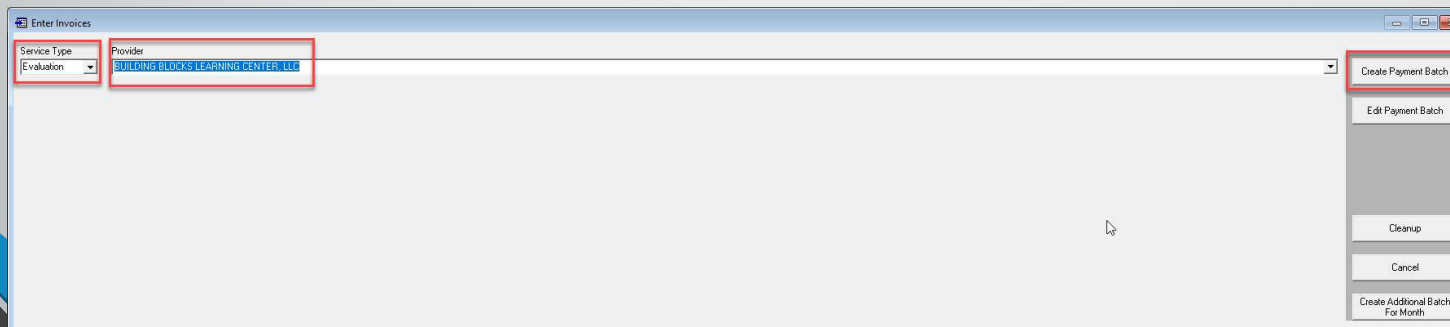
Description: RS payments for service months thru Dec 2025

Comments: []

Buttons: **OK** | **OK + Print Payment Detail By Child** | **OK + Print Payment Detail By Provider** | Auto Generate Batch Number | Cancel

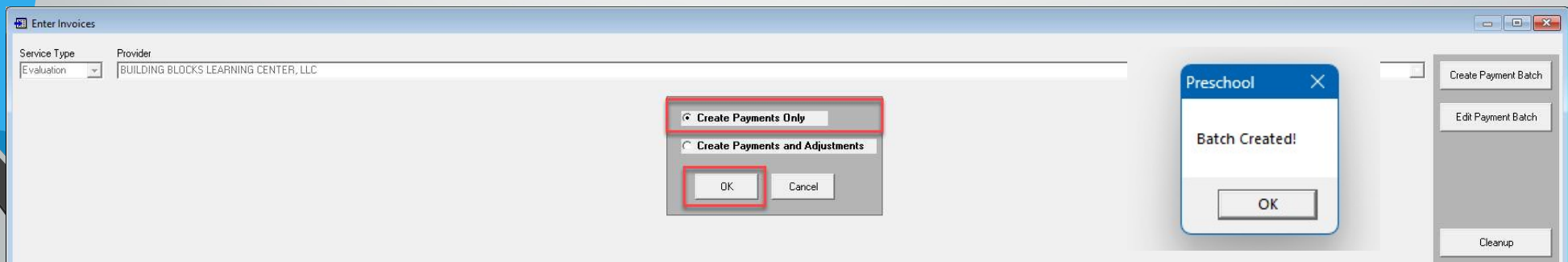
Eval Payments

- To create a payment batch for Evaluations, go to Payments > Enter Invoices.
- Make sure the correct school year is selected
- Then select the service type and the Provider
- Then select Create Payment Batch



Eval Payments

- Make sure you select the top option 'Create Payments Only' then click OK
- Preschool will create the batch then when the batch is created a pop up will display. Click **ok**



Eval Payments

- Once the batch is created, click Edit Payment batch to view the items on the batch.



Eval Payments

- Once you click edit payment batch you will see the evaluations.
- All of the evaluations will have a NoPay code attached. To enter a payment, remove the NoPay code.
- Preschool will generate the total amount based on the evaluation rate and evaluation date.

Payment Edit Screen (EVAL)- BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: No Invoice. Total Paid: \$0.00

All Months Service Month Only

Order By: Child Name

Notes	ChildName	DOB	EVAL	mmyy	Bilingual	NoPay	AmtPaid	Calculated	R/A	CPSEdate	SS#
	JACOBIE JOHN	06/21/21	SPL	03/26	<input type="checkbox"/>	12	\$0.00	\$0.00	R		

Payment Edit Screen (EVAL)- BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: Total Paid: \$0.00

All Months Service Month Only

Order By: Child Name

Notes	ChildName	DOB	EVAL	mmyy	Bilingual	NoPay	AmtPaid	Calculated	R/A	CPSEdate	SS#
	JACOBIE JOHN	06/21/21	SPL	03/26	<input type="checkbox"/>		\$168.00	\$168.00	R		

Eval Payments

- To finalize, click Process Invoice to process the payment batch.

Payment Edit Screen (EVAL) - BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes All Months Service Month Only

Provider: [Service Month] 04/01/2026

Non-Payment Code: [Add Child Not Enrolled] Total Paid: \$0.00 Order By: [Child Name]

Notes	ChildName	DOB	EVAL	mmyy	Bilingual	NoPay	AmtPaid	Calculate	R/A	CPSEdate	SS#
	JACOBIE,JOHN	08/21/21	SPL	03/26			\$168.00	\$168.00	R		

Key? [Delete] [Add Payments] [Search] [Process Invoice] [Apply] [Cancel]

Eval Payments

- On the Process batch screen, the only Requirement is a batch number
- You can also add a description, comments, as well as a County Voucher Number, Vendor Invoice Number, and Vendor Invoice Date. You can click Auto Generate Batch number and Preschool will generate a batch number for you.

Payment Edit Screen (EVAL) - BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: Add Child Not Enrolled Total Paid: \$0.00

All Months Service Month Only

Order By: Child Name

Fiscal Year	Batch Number	County Voucher Number	Vendor Invoice #	Vendor Invoice Date
2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	MM/DD/YYYY

Description: EVAL payments for service months thru Mar 2026

Comments:

Buttons: OK, OK + Print Payment Detail By Child, OK + Print Payment Detail By Provider, Auto Generate Batch Number, Cancel

Eval Payments

- When you are ready click OK to process the batch, you can click one of the “OK + Report” options to generate a payment detail report.
- Print by Child will print a report by Child
- Print by Provider will list items by provider.

Payment Edit Screen (EVAL)- BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: Add Child Not Enrolled

Total Paid: \$0.00

Order By: Child Name

Fiscal Year: 2026

Batch Number:

County Voucher Number:

Vendor Invoice #:

Vendor Invoice Date: MM/DD/YYYY

Description: EVAL payments for service months thru Mar 2026

Comments:

Buttons: OK, OK + Print Payment Detail By Child, OK + Print Payment Detail By Provider, Auto Generate Batch Number, Cancel

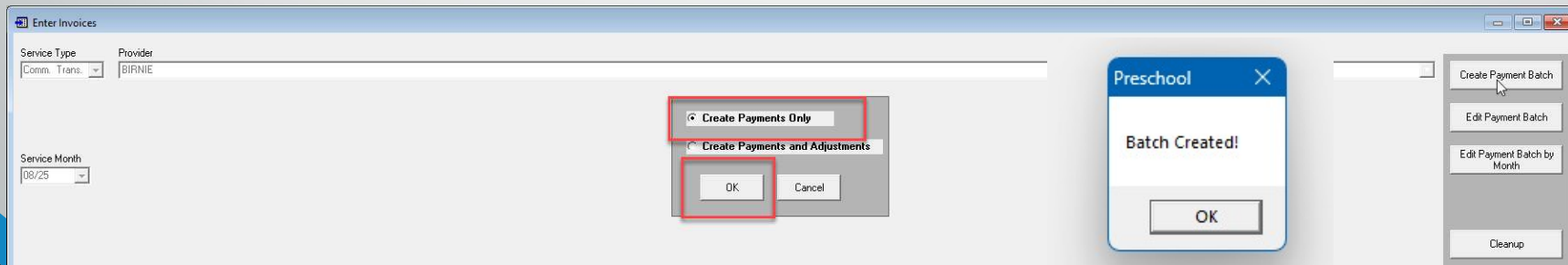
Transportation Payments

- To create a payment batch for Transportation Payments, go to Payments > Enter Invoices.
- Make sure you are in the correct school year.
- Then select the service type and the Provider (For Parent transport select All Parents)
- Then select Create Payment Batch



Transportation Payments

- Make sure you select the top option 'Create Payments Only' then click OK
- Preschool will create the batch then when the batch is created a pop up will display. Click **ok**



Transportation Payments

- Once the batch is created, click Edit Payment batch to view the items on the batch.



The screenshot shows a software window titled "Enter Invoices". It contains several input fields and buttons. The "Service Type" dropdown is set to "Comm. Trans." and the "Provider" dropdown is set to "BIRNIE". The "Service Month" dropdown is set to "08/25". On the right side of the window, there are three buttons: "Create Payment Batch", "Edit Payment Batch" (which is highlighted with a red rectangular box), and "Edit Payment Batch by Month".

Transportation Payments

- Once you click edit payment batch you will see the enrollments.
- There are three options
 1. Number of Trips One way or Both Ways.
 2. Amount Paid
 3. Or split transportation

Transportation Payments

- Number of trips, if you pay transportation by trips, you will enter the number of trips and Preschool calculate the amount due based on the rate and number of trips.

Payment Edit Screen (CTRANS) - BIRNIE

Show Types: Regular Adjustments Rate Changes

Provider: All

Service Month: 08/31/2025

Total Paid: \$5,625.00

Notes	ChildName	mmsy	Serv.	OW	BW	AmrPaid	NoPay	Calculate	OW Rate	BW Rate	R/A	From	To	Term	SS#	DOB
	JACOBIE JOHN	07/25	BAS	5		\$125.00		\$125.00	\$25.00	\$50.00	R	07/07/21	08/15/21			06/21/21
	JACOBIE JOHN	08/25	BAS	10		\$500.00		\$500.00	\$25.00	\$50.00	R	07/07/21	08/15/21			06/21/21
	SMITH JOHN	07/25	BAS			\$5,000.00		\$0.00	\$0.00	\$0.00	R	07/07/21	07/25/21			06/12/21

Transportation Split Method

Divide amount equally among listed children

Allocate child amount based on # of trips taken

Transportation Amount: 0.00

Split Trans Delete Add Payments Search Process Invoice Apply Cancel

Transportation Payments

- Amount Paid, if you pay transportation by simply entering the amount paid, enter the amount paid in the AmtPaid column.

Payment Edit Screen (CTRANS) - BIRNIE

Show Types: Regular Adjustments Rate Changes

Provider: All

Non-Payment Code: Add Child Not Enrolled Total Paid: \$5,625.00

Order By: Service Month 08/31/2025 Refresh

Notes	ChildName	mmsy	Serv	OW	BW	AmtPaid	NoPay	Calculate	OW Rate	BW Rate	R/A	From	To	Term	SS#	DOB
	JACOBIE JOHN	07/25	BAS	5		\$125.00		\$125.00	\$25.00	\$50.00	R	07/07/21	08/15/21			06/21/21
	JACOBIE JOHN	08/25	BAS	10		\$500.00		\$500.00	\$25.00	\$50.00	R	07/07/21	08/15/21			06/21/21
	SMITH JOHN	07/25	BAS			\$5,000.00		\$0.00	\$0.00	\$0.00	R	07/07/21	07/25/21			06/12/21

Transportation Split Method

Divide amount equally among listed children

Allocate child amount based on # of tips taken

Transportation Amount: 0.00

Key? Split Trans Delete Add Payments Search Process Invoice Apply Cancel

Transportation Payments

- Split Transportation, clicking the Split Trans button will allow you to enter the total amount of the transportation invoice and provide you with two options for splitting the payments.
 - Divide equally among the children on the batch.
 - Allocate payments for children based on the number of trips taken.

Payment Edit Screen (CTRANS) - BIRNIE

Show Types: Regular Adjustments Rate Changes

Provider: All

Service Month: 08/31/2025

Refresh

Non-Payment Code: Add Child Not Enrolled Total Paid: \$5,625.00

Order By: Child Name

Notes	ChildName	mmsy	Serv.	OW	BW	AmtPaid	NoPay	Calculate	OW Rate	BW Rate	R/A	From	To	Term	SS#	DOB
	JACOBIE JOHN	07/25	BAS	5		\$125.00		\$125.00	\$25.00	\$50.00	R	07/07/21	08/15/21			06/21/21
	JACOBIE JOHN	08/25	BAS	10		\$500.00		\$500.00	\$25.00	\$50.00	R	07/07/21	08/15/21			06/21/21
	SMITH JOHN	07/25	BAS			\$5,000.00		\$0.00	\$0.00	\$0.00	R	07/07/21	07/25/21			06/12/21

Transportation Split Method

Divide amount equally among listed children

Allocate child amount based on # of trips taken

Transportation Amount: 0.00

Key? Split Trans Delete Add Payments Search Process Invoice Apply Cancel

Transportation Payments

- To finalize, click Process Invoice to process the payment batch.

Notes	ChildName	mmyy	Serv	D/W	B/W	AmtPaid	NoPay	Calculate	D/W Rate	B/W Rate	R/A	From	To	Term	SS#	DOB
	JACOBIE JOHN	07/25	BAS	5		\$125.00		\$125.00	\$25.00	\$50.00	R	07/07/21	08/15/21			06/21/21
	JACOBIE JOHN	08/25	BAS	10		\$500.00		\$500.00	\$25.00	\$50.00	R	07/07/21	08/15/21			06/21/21
	SMITH JOHN	07/25	BAS			\$5,000.00		\$0.00	\$0.00	\$0.00	R	07/07/21	07/25/21			06/12/21

Transportation Payments

- On the Process batch screen, the only Requirement is a batch number
- You can also add a description, comments, as well as a County Voucher Number, Vendor Invoice Number, and Vendor Invoice Date. You can click Auto Generate Batch number and Preschool will generate a batch number for you.

The screenshot shows the 'Payment Edit Screen (CTRANS) - BIRNIE' window. At the top, there are checkboxes for 'Show Types: Regular' (checked), 'Adjustments', and 'Rate Changes'. To the right, there are radio buttons for 'All Months' (selected) and 'Service Month Only'. Below this, there is a 'Non-Payment Code:' dropdown menu with 'Add Child Not Enrolled' selected, a 'Total Paid:' field showing '\$5,625.00', and an 'Order By:' dropdown menu with 'Child Name' selected. The main form area has several fields: 'Fiscal Year' (2025), 'Batch Number' (highlighted with a green box), 'County Voucher Number', 'Vendor Invoice #' (highlighted with a red box), and 'Vendor Invoice Date' (MM/DD/YYYY, highlighted with a red box). Below these are 'Description' and 'Comments' text areas. The 'Description' field contains the text 'CTRANS payments for service months thru Aug 2025'. At the bottom, there are five buttons: 'OK', 'OK + Print Payment Detail By Child', 'OK + Print Payment Detail By Provider', 'Auto Generate Batch Number', and 'Cancel'.

Transportation Payments

- When you are ready click OK to process the batch, you can click one of the “OK + Report” options to generate a payment detail report.
- Print by Child will print a report by Child
- Print by Provider will list items by provider.

The screenshot shows the 'Payment Edit Screen (CTTRANS) - BIRNIE' window. At the top, there are checkboxes for 'Show Types: Regular' (checked), 'Adjustments', and 'Rate Changes'. To the right, there are radio buttons for 'All Months' (selected) and 'Service Month Only'. Below this, there is a 'Non-Payment Code:' dropdown menu with 'Add Child Not Enrolled' selected, a 'Total Paid:' field showing '\$5,625.00', and an 'Order By:' dropdown menu with 'Child Name' selected. The main form area has fields for 'Fiscal Year' (2025), 'Batch Number', 'County Voucher Number', 'Vendor Invoice #', and 'Vendor Invoice Date' (MM/DD/YYYY). The 'Description' field contains 'CTTRANS payments for service months thru Aug 2025'. There is a large 'Comments' text area below the description. At the bottom, there are five buttons: 'OK' (highlighted with a red box), 'OK + Print Payment Detail By Child' (highlighted with a green box), 'OK + Print Payment Detail By Provider' (highlighted with a green box), 'Auto Generate Batch Number', and 'Cancel'.



Adjustments Using Enter Invoices

Preschoolsupport@CPSEPortal.com



Live Demo

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Adjusting the number of RS/SEIT Sessions

Enrollment RS / SEIT

STAC: 09/01/25-06/30/26 DT 9200-BUILDING BLOCKS LEARNING CENTER, Agency30 \$66.00 (171420)

Program: BUILDING BLOCKS LEARNING CENTER, Agency30 \$66.00 - 9200 (28912)

Svc Type: Occupational Therapy Setting: Classroom

Start Date: 09/01/2025 End Date: 01/15/2026 Term Date: [MM/DD/YYYY]

Rx Start Date: 09/01/2025 Rx End Date: 06/30/2026 Rx Signature Date: 08/20/2025 ICD 9 Diagnosis: [REDACTED] ICD 10 Diagnosis: R62 Ordering Provider: [REDACTED]

Type	Program	Service	From	To	X/WK	Sessions	Rate	Total	Term	ClassRatio	MinutesPerSession	Rx Start Date	Rx End Date	Rx Sign Date	LocationCode	Service #	IndividualOrGroup
RS	BUILDING	Occupational	9/1/2025	1/15/2026	2	43	\$66.00	\$2,376.00	1		30	9/1/2025	6/30/2026	8/20/2025		RS2526w0112972	I
SEIT	LIBERTY		9/1/2025	6/30/2026	2	80	\$176.00	14,080.00	0		120					SE2526w0024322	I

Buttons: OK, Apply, New, \$ Summary, Require, Delete, Cancel

- To adjust the number of RS/SEIT Sessions, start by looking up the child, then click on the \$ Summary Button at the bottom of the screen.

Adjusting the number of RS/SEIT Sessions

JACOBIE, JOHN 25-26 10 Month

Payment Summary												
Type	Month	Provider	PCode	Type	Att	Rate	Amount	Status	Batch Date	Batch #	Reason	ClaimDate
R	09/25	BUILDING BLOCKS	9200	OT	6	\$66.00	\$396.00	PAID	3/31/2026	26-0004		
R	10/25	BUILDING BLOCKS	9200	OT	5	\$66.00	\$330.00	PAID	3/31/2026	26-0004		
R	11/25	BUILDING BLOCKS	9200	OT	8	\$66.00	\$528.00	PAID	3/31/2026	26-0004		
R	12/25	BUILDING BLOCKS	9200	OT	10	\$66.00	\$660.00	PAID	3/31/2026	26-0004		
R	01/26	BUILDING BLOCKS	9200	OT	8	\$66.00	\$528.00	PAID	3/31/2026	26-0004		
R	02/26	BUILDING BLOCKS	9200	OT	9	\$66.00	\$594.00	PAID	3/31/2026	26-0004		
R	03/26	BUILDING BLOCKS	9200	OT	8	\$66.00	\$528.00	PAID	3/31/2026	26-0004		

- The \$ Summary Screen will show all the payments made across enrollments and service types.
- (This is not the best place to review a child’s payment history, see the “Reports” section later in the slides.)
- To create the adjustment, right-click on the payment that needs to be adjusted, then click ‘Create Adjustment.’

Adjusting the number of RS/SEIT Sessions

- After you click “Create Adjustment”, the adjustment window will open.
- At the bottom left of the window is the number of sessions that were paid in the selected payment batch.
- Enter the correct number of sessions there (**NOT** the adjustment number).
So, if we need to take back 2 sessions in this example, we enter 8, instead of -2.
- Preschool will automatically give you a negative \$132 adjustment.
- If you need to recoup everything, enter an adjustment session of zero.

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Manual Adjustment for JACOBIE,JOHN

BUILDING BLOCKS LEARNING CENTER, Service Month: 12/2025
RS OT

Reason:
 Change In RS/SEIT Sessions:
 Other: []

Current Payable	
Sess	Total
10	660.00

Adjustment	
Sess	New Total
10	660.00

Adjust Amt: 0.00

OK Cancel

Manual Adjustment for JACOBIE,JOHN

BUILDING BLOCKS LEARNING CENTER, Service Month: 12/2025
RS OT

Reason:
 Change In RS/SEIT Sessions:
 Other: []

Current Payable	
Sess	Total
10	660.00

Adjustment	
Sess	New Total
8	528.00

Adjust Amt: -132.00

OK Cancel

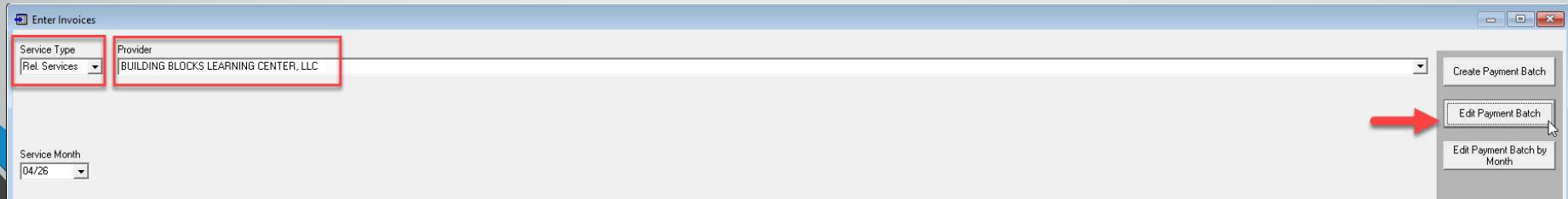
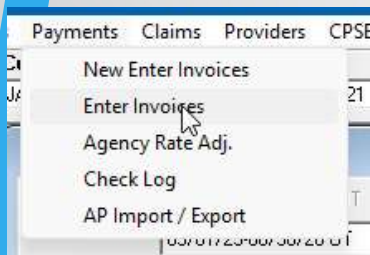
Adjusting the number of RS/SEIT Sessions

Payment Summary												
Type	Month	Provider	PCode	Type	Att	Rate	Amount	Status	Batch Date	Batch #	Reason	ClaimDate
R	09/25	BUILDING BLOCKS	9200	OT	6	\$66.00	\$396.00	PAID	3/31/2026	26-0004		
R	10/25	BUILDING BLOCKS	9200	OT	5	\$66.00	\$330.00	PAID	3/31/2026	26-0004		
R	11/25	BUILDING BLOCKS	9200	OT	8	\$66.00	\$528.00	PAID	3/31/2026	26-0004		
R	12/25	BUILDING BLOCKS	9200	OT	10	\$66.00	\$660.00	PAID	3/31/2026	26-0004		
A	12/25	BUILDING BLOCKS	9200	OT	-2	\$66.00	(\$132.00)				Change in	
R	01/26	BUILDING BLOCKS	9200	OT	8	\$66.00	\$528.00	PAID	3/31/2026	26-0004		
R	02/26	BUILDING BLOCKS	9200	OT	9	\$66.00	\$594.00	PAID	3/31/2026	26-0004		
R	03/26	BUILDING BLOCKS	9200	OT	8	\$66.00	\$528.00	PAID	3/31/2026	26-0004		

- Clicking OK will save the Pending payment to the child, and you will see it on the \$ Summary Screen in Red text.

Adjusting the number of RS/SEIT Sessions

- All that is left to do is process the adjustment batch.
- To do this, go to Payments > Enter Invoices.
- On the Enter Invoices screen, select the Service type and the provider, and click 'Edit Payment Batch'.



Adjusting the number of RS/SEIT Sessions

Payment Edit Screen (RS) - BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: Total Paid: Order By:

- On the payment batch, uncheck Regular at the top and check Adjustments.

Payment Edit Screen (RS) - BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: Total Paid: Order By:

Notes	ChildName	ST	From	To	Rx Exp	Term	R/A	mnyy	Sess	NoPay	AmtPaid	CalcAmt	\$/Sess	EnrolledSessions	RSDDescription	SS#	DOB	ClassRatio	Total	Prior Paid
	JACOBIE,JOHN	OT	09/01/25	01/15/26	6/30/2026	A	12/25	-2			(\$132.00)	(\$132.00)	\$66.00	2 / WEEK	Occupational Ther.		06/21/21		36	19

- This will display the adjustment(s) that you created.

Adjusting the number of RS/SEIT Sessions

Payment Edit Screen (RS) - BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes | All Services | All Months Service Month Only

Non-Payment Code: Add Child Not Enrolled | Total Paid: (\$132.00) | Order By: Child Name:

Provider: Service Month: 04/30/2026

Notes	ChildName	ST	From	To	Rx Exp	Term	R/A	mmyy	Sess	NoPay	AmtPaid	CalcAmt	\$/Sess	EnrolledSessions	RSDescription	SS#	DOB	ClassRatio	Total	Prior Paid
	JACOBIE JOHN	OT	09/01/25	01/15/26	6/30/2026	A	12/25	-2			(\$132.00)	(\$132.00)	\$66.00	2 / WEEK	Occupational Ther.		06/21/21	36	19	

Key? | Delete | Add Payments | Search | Letters | **Process Invoice** | Apply | Cancel

- To finalize, click Process Invoice to process the payment batch.

Adjusting the number of RS/SEIT Sessions

- On the Process batch screen, the only Requirement is a batch number
- You can also add a description, comments, as well as a County Voucher Number, Vendor Invoice Number, and Vendor Invoice Date, if you use those systems.
- You can click "Auto-Generate Batch Number," and Preschool will generate a batch number for you.

Payment Edit Screen (RS) - BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes All Services All Months
 Service Month Only

Non-Payment Code: Add Child Not Enrolled Total Paid: (\$132.00) Order By: Child Name

Fiscal Year	Batch Number	County Voucher Number	Vendor Invoice #	Vendor Invoice Date
2025				MM/DD/YYYY

Description: RS payments for service months thru Dec 2025

Comments:

Buttons: OK, OK + Print Payment Detail By Child, OK + Print Payment Detail By Provider, **Auto Generate Batch Number**, Cancel

Adjusting the number of RS/SEIT Sessions

- When you are ready, click “OK” to process the batch. You can click one of the “OK + Report” options to generate a payment detail report.
- Print by Child will print a report by Child
- Print by Provider will list items by provider.
- If you need a report, but didn't click the button to give you one here, you can go to the Check Log to get it later.

Payment Edit Screen (RS)- BUILDING BLOCKS LEARNING CENTER, LLC

Show Types: Regular Adjustments Rate Changes All Services All Months Service Month Only

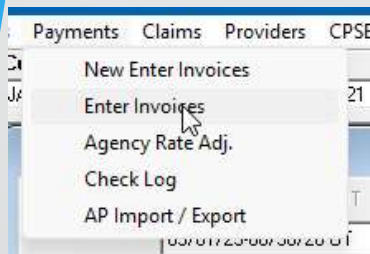
Non-Payment Code: Add Child Not Enrolled Total Paid: Order By:

Fiscal Year: Batch Number: County Voucher Number: Vendor Invoice #: Vendor Invoice Date:

Description:

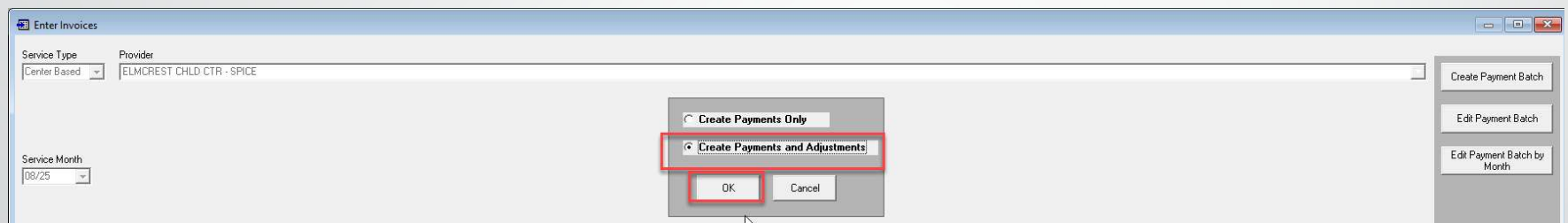
Comments:

Center-Based Rate Adjustments



- If a Center-Based program has a rate change (covered in a previous webinar), you can create an adjustment batch to apply the rate change to the existing payments.
- Do this **AFTER** you've brought in and applied the rate change.
- To do this, go to "Payments" => "Enter Invoices".
- On the Enter Invoices screen, select the Service type and the provider, and click Create Payment Batch.
- Center-based adjustments should **NEVER** be created manually on the \$ Summary screen.

Center-Based Rate Adjustments



- Make sure that "Create Payments and Adjustments" is selected, then click OK.
- Preschool will create the batch, then when the batch is created, a pop-up will display. Click **OK**.
- After the batch is created, click Edit Payment Batch to view the items on the batch



Center-Based Rate Adjustments

Payment Edit Screen (CB)- ELMCREST CHLD CTR - SPICE

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: _____ Total Paid: _____

All Months
 Service Month Only

Order By: _____

- On the payment batch, uncheck Regular at the top and check Adjustments and Rate Changes.

Payment Edit Screen (CB)- ELMCREST CHLD CTR - SPICE

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: _____ Total Paid: \$8,570.00

All Months
 Service Month Only

Provider: _____ Service Month: 08/31/2025

Order By: _____ Child Name: _____

Notes	ChildName	PCoc	From	To	Term	R/A	mmyy	FTE	Att	NoPay	AmtPaid	Calculator	Rate/Sess	SS#	DOB	Hrs/Day	Days/W	1:1 Amt	ClassRatio
	JACOBIE, JOHN	9165	07/07/21	08/15/21		A	07/25	0.857	0		\$5,713.36	\$5,713.36	\$2,856.67		06/21/21	2.5	5	\$0.00	12.01:01
	JACOBIE, JOHN	9165	07/07/21	08/15/21		A	08/25	0.857	0		\$2,856.64	\$2,856.64	\$2,856.67		06/21/21	2.5	5	\$0.00	12.01:01

- This will display the adjustment(s) that Preschool created.

Center-Based Rate Adjustments

Payment Edit Screen (CB) - ELMCREST CHLD CTR - SPICE

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: Add Child Not Enrolled

Total Paid: \$8,570.00

Provider: Service Month: 08/31/2025

Order By: Child Name:

Notes	ChildName	PCoc	From	To	Term	R/A	mmyy	FTE	Alt	NoPay	AmPaid	Calculate	Rate/Sess	SS#	DOB	Hrs/Day	Days/Av	1:1 Amt	ClassRatio
	JACOBIE,JOHN	9165	07/07/21	08/15/21	A	07/25	0.857	0			\$5,713.36	\$5,713.36	\$2,856.67		06/21/21	2.5	5	\$0.00	12:01:01
	JACOBIE,JOHN	9165	07/07/21	08/15/21	A	08/25	0.857	0			\$2,856.64	\$2,856.64	\$2,856.67		06/21/21	2.5	5	\$0.00	12:01:01

Key?

Delete Add Payments Search Letters **Process Invoice** Apply Cancel

- To finalize, click Process Invoice to process the payment batch.

Center-Based Rate Adjustments

- On the Process batch screen, the only Requirement is a batch number
- You can also add a description, comments, as well as a County Voucher Number, Vendor Invoice Number, and Vendor Invoice Date. You can click "Auto Generate Batch Number," and Preschool will generate a batch number for you.

Payment Edit Screen (CB)- ELMCREST CHLD CTR - SPICE

Show Types: Regular Adjustments Rate Changes

Non-Payment Code: Add Child Not Enrolled Total Paid: \$8,570.00 Order By: Child Name

Fiscal Year: 2025 Batch Number: County Voucher Number: Vendor Invoice #: Vendor Invoice Date: MM/DD/YYYY

Description: CB payments for service months thru Aug 2025

Comments:

Buttons: OK, OK + Print Payment Detail By Child, OK + Print Payment Detail By Provider, **Auto Generate Batch Number**, Cancel

Center-Based Rate Adjustments

- When you are ready, click OK to process the batch. You can click one of the “OK + Report” options to generate a payment detail report.
- Print by Child will print a report by Child
- Print by Provider will list items by provider.

Payment Edit Screen (CB)- ELMCREST CHLD CTR - SPICE

Show Types: Regular Adjustments Rate Changes All Months Service Month Only

Non-Payment Code: Add Child Not Enrolled Total Paid: \$8,570.00 Order By: Child Name

Fiscal Year: 2025 Batch Number: County Voucher Number: Vendor Invoice #: Vendor Invoice Date: MM/DD/YYYY

Description: CB payments for service months thru Aug 2025

Comments:

Buttons: OK, OK + Print Payment Detail By Child, OK + Print Payment Detail By Provider, Auto Generate Batch Number, Cancel

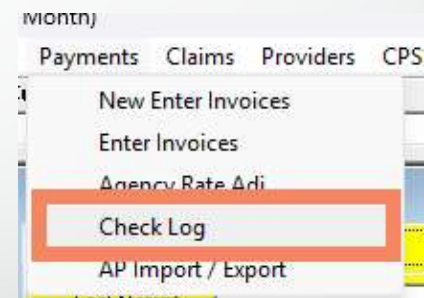


Reports

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Check Log

- The check log is where you'd look to pull past processed payment batches.
- It allows you to re-print those payment reports.
- It allows you to undo (delete) a payment batch (as long as it's not claimed on an AVL).
- To open it, go to "Payments" -> "Check Log".



Check Log

Check Log

Education/Service Provider Name:

CB RS SEIT EVAL Commercial Transporters Parent Transporters

Vendor #:

All Logged UnLogged Not Processed

Retrieve Clear Print Voucher

From: Batch # Vend Inv # Batch Date Voucher # Check Date Process Date

To:

Provider	Batch Type	Batch	Batch Date	Total	Check #	Check Amt	Vendor Invoice #	Vendor Inv Date	County Voucher #	Check Date	Electronically Submitted	Vendor #	Processed Date	Processed Batch	OK to Process	Updated Date	Updated By	Contract #	No Pay	Contract Line	Description	CreatedDateTim
----------	------------	-------	------------	-------	---------	-----------	------------------	-----------------	------------------	------------	--------------------------	----------	----------------	-----------------	---------------	--------------	------------	------------	--------	---------------	-------------	----------------

Edit Batch Edit with Attendance Delete Payment Batch Mark As Processed Excel Recalc Print Report - By Child Print Report - By Program Print Batch Report

Check Log

Provider	Batch Type	Batch	Batch Date	Total	Check #	Check Amt	Vendor Invoice #	Vendor Inv Date	County Voucher #	Check Date	Electronically Submitted	Vendor #	Processed Date	Processed Batch	OK to Process	Updated Date	Updated By	Contract #	No Pay	Contract Line	Description	dDate	Time	Cre
ARC ERIE	CB	21-4099	1/19/2022	\$50,988.99			CB22011814					109989						mcguinness				EC JULY 2021 CB 9160	1/19/2022	mc

- The orange section is the general filter for service types and providers.
- The yellow section is the specific filter for specific IDs like batch #, voucher #, batch date, etc.
- If you know exactly which batch to look for, or on which date it was processed, enter the same batch # or the same batch date in both the "From" and the "To" boxes.
- Click "Retrieve" to search for it.

Check Log



- At the bottom of the Check Log are buttons that manage the selected payment batch.
- Most commonly used are the highlighted ones that print different reports for the batch.
- The “Excel” button exports the whole list of batches to Excel (not the details inside the selected batch).
- Other buttons like “Edit Batch”, “Edit with Attendance”, or “Delete Payment Batch” should not be used unless directed by your support CRM. They are for special circumstances and specific situations only.

- ABA Children Costs
- Accrual Tool
- Agency Rate Changes
- AVL / Claiming >
- Budget Tool
- Child Activity Note Listing
- Child Age Out Report
- Child AKA Report
- Child Diagnosis Report
- CPSE Meeting Forms
- District Analysis
- Enrollment Reports >
- Evaluation Reports >
- FTE Totals By Provider
- Labels
- Mailing Labels >
- Management
- Medicaid Billable Reports
- Medicaid Consent Received
- Medicaid Reports
- Missing Requirements
- On Hold Children
- Overlapping STACs
- Over Payment Listing
- Paper STACs
- Paper STAC Listing
- Paper STAC Summary
- Payment
- Payment Batch Reports
- Payments By Check Date
- Payment / Claiming Details
- Payment Listing
- Payment Forecasts**
- Payment Override
- Payment Summary
- Payment Totals By Month
- Prescription Reports >
- Provider Payment Reconciliation
- Provider Payments

Payment Forecast Report

- It is in the middle-lower section of the menu list for “Reports”.
- It will look like this when you open it:

The screenshot shows the 'Payment and Attendance Forecasts' report generation window. It includes the following fields and options:

- Session:** Radio button selected.
- Sch. Yr.:** Text input field.
- Other:** Radio button selected, with 'From' and 'To' date pickers (both set to 04/28/26).
- Report type:** Radio buttons for 'Payments' (selected), 'Attendance', and 'Incl. Prnts.'.
- Service type:** Checkboxes for 'CB', 'RS', 'SEIT', and 'TRANS'.
- Use Projected Rates:** Checkbox.
- Edt Rates:** Link.
- Sort by:** Radio buttons for 'Child name' (selected), 'Provider', and 'District'.
- Buttons:** Run, Export, and Cancel.
- Provider:** Dropdown menu set to 'All Providers'.
- Export To:** Text field containing 'C:\Users\benny\Documents\PreSchoolForecast28Apr2026.xls'.
- Change:** Button next to the 'Export To' field.

Payment Forecast Report

The screenshot shows the 'Payment and Attendance Forecasts' window. It features several sections: a top section with radio buttons for 'Session', 'Sch. Yr.', and 'Other', each with associated date or selection fields; a middle section with 'Report type' (Payments, Attendance), 'Service type' (CB, RS, SEIT, TRANS), and 'Sort by' (Child name, Provider, District) options; and a bottom section with a 'Provider' dropdown and an 'Export To' text field containing a file path. A 'Change' button is located to the right of the 'Export To' field.

- **Date filters** (blue box): Specifies the date range to run the report. If the date range is too big, the report may take a while to load.
- **Type filters** (orange box): Specifies different forecast types, which service types to run, and the sorting method.
- The **“Provider”** dropdown filters which provider to run the report on.
- The **“Change”** button changes the folder location you want to export the Excel to.

Payment Forecast Report

Payment and Attendance Forecasts

Session: 24-25 2 Month
 Sch. Yr.:
 Other: From: 07/01/24 To: 08/31/24

Report type: Payments
 Attendance
 Incl. Pmts.
 Use Projected Rates

Service type: CB
 RS
 SEIT
 TRANS

Sort by: Child name
 Provider
 District

Provider: All Providers

Export To: C:\Users\benny\Documents\PreSchoolForecast28Apr2026.xls

Change

PAYMENTS: CB - 7/1/2024 to 8/31/2024																	
Last Name	First Name	MI	DOB	Sex	CIN #	MA Y/N	MA Y/N Entry Date	School District	Start Date	End Date	Provider	Service Type	Service Sub-Type	Frequency Type	Frequency	Session Duration	Rate
ADAMS	MARTIN		12/17/2015	M	GJ604910			Williamsville	7/8/2024	8/16/2024	BLOOM CREATIVE	CB	Self-Contained	Weekly	5	5	\$6,263.00
ADKINS	DEXTER		12/18/2016	M				Lancaster	7/15/2024	8/16/2024	BUFFALO HEARING	CB	Self-Contained	Weekly	5	5	\$6,511.56
ADKINS	JAMIE		4/4/2020	M	GT69849W			Buffalo	7/8/2024	8/16/2024	BUFFALO HEARING	CB	Self-Contained	Weekly	5	5	\$7,817.00
ADKINS	LAWRENCE		1/19/2020	M	GK62081Z			Buffalo	7/8/2024	8/16/2024	BUFFALO HEARING	CB	Self-Contained	Weekly	5	5	\$7,817.00
AGUILAR	SAMUEL		7/24/2020	M	GN36292W			Buffalo	7/8/2024	8/16/2024	BAKER VICTORY	CB	Integrated	Weekly	5	5	\$7,493.00
ALEXANDER	NETTIE		9/4/2020	F	GN73824H			Buffalo	7/8/2024	8/16/2024	BUFFALO HEARING	CB	Self-Contained	Weekly	5	5	\$7,817.00
ALLEN	JULIAN		4/3/2019	M	GG79582S			Buffalo	7/8/2024	8/16/2024	BAKER VICTORY	CB	Self-Contained	Weekly	5	5	\$7,062.00
ALVARADO	AL		8/15/2020	M	GV28864S			Cheektowaga-Sloan	7/11/2024	8/16/2024	BUFFALO HEARING	CB	Self-Contained	Weekly	5	5	\$6,511.56
ALVARADO	LAURENCE		6/7/2020	M	GK57470U			Buffalo	7/8/2024	8/16/2024	LEAGUE FOR THE	CB	Self-Contained	Weekly	5	5	\$5,798.00
ALVARADO	LORRAINE		3/18/2020	F				Springville-Griffith	7/8/2024	8/16/2024	LEAGUE FOR THE	CB	Integrated	Weekly	5	5	\$4,460.00
ALVAREZ	BRANDON		8/28/2020	M	GK69766D			Buffalo	7/8/2024	8/16/2024	BAKER VICTORY	CB	Self-Contained	Weekly	5	5	\$7,062.00
ALVAREZ	DORA		11/22/2015	F	GH40063U			Sweet Home	7/8/2024	8/16/2024	BUFFALO HEARING	CB	Self-Contained	Weekly	5	5	\$7,817.00
ALVAREZ	IRMA		6/12/2020	F	GN79277C			Buffalo	7/8/2024	8/16/2024	BAKER VICTORY	CB	Self-Contained	Weekly	5	5	\$7,062.00
ANDERSON	CHRISTOPHER		5/27/2020	M	GM88085X			Tonawanda City	7/8/2024	8/16/2024	BEYOND LEARNING	CB	Self-Contained	Weekly	5	5	\$5,909.00
ANDERSON	KRISTINA		5/7/2020	F	GM39881T			Buffalo	7/10/2024	8/16/2024	BAKER VICTORY	CB	Self-Contained	Weekly	5	5	\$7,062.00
ANDERSON	RDN		10/18/2015	M	GG70045S			Cleveland Hill	7/8/2024	8/16/2024	BORNHAVA SPEC E C	CB	Integrated	Weekly	5	5	\$5,784.00
ANDREWS	ENRIQUE		6/24/2019	M	GM99213N			Sweet Home	7/8/2024	8/16/2024	BORNHAVA SPEC E C	CB	Self-Contained	Weekly	5	5	\$6,506.00
ANDREWS	MARLENE		7/10/2020	F	GM17182M			Buffalo	7/8/2024	8/16/2024	BAKER VICTORY	CB	Self-Contained	Weekly	5	5	\$7,062.00
ARMSTRONG	ALTON	H	1/1/2021	M				Orchard Park	7/8/2024	8/16/2024	WEE CAN	CB	Integrated	Weekly	5	5	\$9,565.00
ARMSTRONG	DARRYL		9/9/2020	M	GV24634B			Sweet Home	7/8/2024	8/16/2024	ARC ERIE COUNTY	CB	Self-Contained	Weekly	5	5	\$7,337.00
ARMSTRONG	JIMMIE		9/10/2019	M	GJ61314J			Frontier	7/8/2024	8/16/2024	BUFFALO HEARING	CB	Self-Contained	Weekly	5	5	\$7,817.00

- For example:
- Report Type – “Payment.”
Shows the \$ amount forecasted and actually paid.
- Service Type – “CB.”
Shows only CB services for the 24-25 2-month session.

Payment Forecast Report

7/2024 to 8/31/2024

Rate	Jul 2024 Forecast	Jul 2024 Actual	Aug 2024 Forecast	Aug 2024 Actual	Total Forecast	Total Actual
\$6,263.00	\$4,175.32	\$4,175.32	\$2,087.68	\$2,087.68	\$6,263.00	\$6,263.00
\$6,511.56	\$3,906.93	\$3,906.93	\$2,604.63	\$2,604.63	\$6,511.56	\$6,511.56
\$7,817.00	\$5,211.32	\$5,211.32	\$2,605.68	\$2,605.68	\$7,817.00	\$7,817.00
\$7,817.00	\$5,211.32	\$5,211.32	\$2,605.68	\$2,605.68	\$7,817.00	\$7,817.00
\$7,493.00	\$4,995.32	\$4,995.32	\$2,497.68	\$2,497.68	\$7,493.00	\$7,493.00
\$7,817.00	\$5,211.32	\$5,211.32	\$2,605.68	\$2,605.68	\$7,817.00	\$7,817.00
\$7,062.00	\$4,708.00	\$4,708.00	\$2,354.00	\$2,354.00	\$7,062.00	\$7,062.00
\$6,511.56	\$3,906.93	\$3,906.93	\$2,604.63	\$2,604.63	\$6,511.56	\$6,511.56
\$5,788.00	\$3,858.68	\$3,858.68	\$1,929.32	\$1,929.32	\$5,788.00	\$5,788.00
\$4,460.00	\$2,973.32	\$2,973.32	\$1,486.68	\$1,486.68	\$4,460.00	\$4,460.00
\$7,062.00	\$4,708.00	\$4,708.00	\$2,354.00	\$2,354.00	\$7,062.00	\$7,062.00
\$7,817.00	\$5,211.32	\$5,211.32	\$2,605.68	\$2,605.68	\$7,817.00	\$7,817.00
\$7,062.00	\$4,708.00	\$4,708.00	\$2,354.00	\$2,354.00	\$7,062.00	\$7,062.00
\$5,909.00	\$3,939.32	\$3,939.32	\$1,969.68	\$1,969.68	\$5,909.00	\$5,909.00
\$7,062.00	\$4,708.00	\$4,708.00	\$2,354.00	\$2,354.00	\$7,062.00	\$7,062.00
\$5,784.00	\$3,856.00	\$3,856.00	\$1,928.00	\$1,928.00	\$5,784.00	\$5,784.00
\$6,506.00	\$4,337.32	\$4,337.32	\$2,168.68	\$2,168.68	\$6,506.00	\$6,506.00
\$7,062.00	\$4,708.00	\$4,708.00	\$2,354.00	\$2,354.00	\$7,062.00	\$7,062.00
\$8,565.00	\$5,710.00	\$5,710.00	\$2,855.00	\$2,855.00	\$8,565.00	\$8,565.00
\$7,337.00	\$4,891.32	\$4,891.32	\$2,445.68	\$2,445.68	\$7,337.00	\$7,337.00
\$7,817.00	\$5,211.32	\$5,211.32	\$2,605.68	\$2,605.68	\$7,817.00	\$7,817.00
\$8,565.00	\$5,710.00	\$5,710.00	\$2,855.00	\$2,855.00	\$8,565.00	\$8,565.00
\$5,059.80	\$3,373.20	\$3,373.20	\$1,686.60	\$1,686.60	\$5,059.80	\$5,059.80
\$7,817.00	\$5,211.32	\$5,211.32	\$2,605.68	\$2,605.68	\$7,817.00	\$7,817.00

- You would need to scroll to the right side of the resulting table to see the detailed forecast vs. actual amount breakdown by month.

Payment Forecast Report

Payment and Attendance Forecasts

Session: 24-25 2 Month
 Sch. Yr.:
 Other: From: 07/01/24 To: 08/31/24

Report type: Payments Attendance Attendance
 Service type: CB RS SEIT TRANS
 Incl. Pmts. Use Projected Rates Edit Rates

Sort by: Child name Provider District

Buttons: Run, Export, Cancel

Provider: All Providers

Export To: C:\Users\benny\Documents\PreSchoolForecast28Apr2026.xls

ATTENDANCE: RS - 7/1/2024 to 8/31/2024

Start Date	End Date	Provider	Service Type	Service Sub-Type	Frequency Type	Frequency	Session Duration	Rate	Jul 2024 Forecast	Jul 2024 Actual	Aug 2024 Forecast	Aug 2024 Actual	Percent Attended	Total Forecast	Total Actual
7/8/2024	8/16/2024	HEARING AND THERAPEUTIC LINK	RS	ST	WEEKLY	2	30	\$60.00	8	7	4	2	75.00%	12	9
7/8/2024	8/16/2024	HEARING AND THERAPEUTIC LINK	RS	DT	WEEKLY	2	30	\$60.00	8	9	4	2	91.67%	12	11
7/8/2024	8/16/2024	HEARING AND THERAPEUTIC LINK	RS	MUS	WEEKLY	1	45	\$90.00	4	3	2	3	100.00%	6	6
7/8/2024	8/16/2024	HEARING AND THERAPEUTIC LINK	RS	ST	WEEKLY	2	45	\$90.00	8	7	4	5	100.00%	12	12
7/8/2024	8/16/2024	ASSOCIATED	RS	DT	WEEKLY	2	30	\$60.00	8	7	4	1	66.67%	12	8
7/1/2024	8/31/2024	HEARING AND THERAPEUTIC LINK	RS	ST	WEEKLY	2	30	\$60.00	10	4	8	1	27.78%	18	5
7/8/2024	8/16/2024	ECMC	RS	ST	WEEKLY	2	30	\$60.00	8	6	4	4	83.33%	12	10
7/1/2024	8/31/2024	BAKER VICTORY	RS	ST	WEEKLY	1	30	\$60.00	5	3	4	3	66.67%	9	6
7/1/2024	8/31/2024	HEARING AND THERAPEUTIC LINK	RS	ST	WEEKLY	1	30	\$60.00	5	4	4	2	66.67%	9	6
7/8/2024	8/16/2024	BEYOND	RS	DT	WEEKLY	2	30	\$60.00	8	8	4	4	100.00%	12	12
7/8/2024	8/16/2024	LIBERTY	RS	ST	WEEKLY	2	30	\$60.00	8	7	4	5	100.00%	12	12
7/8/2024	8/16/2024	LIBERTY	RS	CDR	MONTHLY	1	30	\$60.00	1	0	1	1	50.00%	2	1

- Another example:
- Report Type – “Attendance.”
Shows the number of sessions forecasted and actually provided.
- Service Type – “RS.”
Shows only RS services for the 24-25 2-month session.

Payment Forecast Report

Projected Rates

Report type: Payments Attendance Incl. Pmts. Use Projected Rates

Service type: CB RS SEIT TRANS

Sort by: Child name Provider District

ProviderName	Prov. Code	Year	Prog. CD	ST CD	Current	Last Rate	Lst Rate Yr	Estimated Rate	Estimation Method
BUFFALO CITY SD	140600010000	202526	9100	I	\$34,711.00	\$34,711.00	202526	\$34,711.00	Actual
BUFFALO CITY SD	140600010000	202526	9135	T	\$43.00	\$43.00	202526	\$43.00	Actual
BUFFALO HEARING	140701996432	202526	9100	I	\$48,264.00	\$48,264.00	202526	\$48,264.00	Actual
BUFFALO HEARING	140701996432	202526	9135	T	\$43.00	\$43.00	202526	\$43.00	Actual
CHC LEARNING CTR	140201998069	202526	9101	I	\$68,800.00	\$68,800.00	202526	\$68,800.00	Actual
CLINICAL ASSOC OF	431701880007	202526	9135	T	\$46.00	\$46.00	202526	\$46.00	Actual
EAST AURORA UFSD	140301030000	202526	9160	I	\$43,898.00	\$43,898.00	202526	\$43,898.00	Actual
ECMC	140600880012	202526	9135	T	\$0.00	\$42.00	202425	\$42.00	LastRate
GATEWAY	140203997682	202526	9100	T	\$54,219.00	\$54,219.00	202526	\$54,219.00	Actual
HAMBURG CSD	141601060000	202526	9135	T	\$0.00	\$42.00	202425	\$42.00	LastRate
HEARING AND	800000066951	202526	9135	T	\$43.00	\$43.00	202526	\$43.00	Actual
HOLLAND CSD	141701040000	202526	9135	T	\$43.00	\$43.00	202526	\$43.00	Actual
IROQUOIS CSD	141301060000	202526	9160	I	\$36,698.00	\$36,698.00	202526	\$36,698.00	Actual
KENMORE-TONAWAN	142601030000	202526	9160	I	\$32,157.00	\$32,157.00	202526	\$32,157.00	Actual
LEAGUE FOR THE	800000052286	202526	9101	I	\$35,733.00	\$35,733.00	202526	\$35,733.00	Actual
LEAGUE FOR THE	800000052286	202526	9135	T	\$43.00	\$43.00	202526	\$43.00	Actual
LEAGUE FOR THE	800000052286	202526	9160	I	\$27,533.00	\$27,533.00	202526	\$27,533.00	Actual
LIBERTY	800000070122	202526	9135	T	\$44.00	\$44.00	202526	\$44.00	Actual
PIONEER CSD	043501060000	202526	9160	I	\$34,808.00	\$34,808.00	202526	\$34,808.00	Actual
SUMMIT	140203998223	202526	9100	I	\$64,573.00	\$64,573.00	202526	\$64,573.00	Actual
SUMMIT	140203998223	202526	9115	I	\$32,759.00	\$32,759.00	202526	\$32,759.00	Actual
SUMMIT	140203998223	202526	9135	T	\$43.00	\$43.00	202526	\$43.00	Actual
SUMMIT	140203998223	202526	9160	J	\$52,450.00	\$52,450.00	202526	\$52,450.00	Actual
SWEET HOME CSD	140207060000	202526	9160	I	\$0.00	\$0.00	202526	\$0.00	LastRate
WEE CAN	800000058305	202526	9135	T	\$43.00	\$43.00	202526	\$43.00	Actual
WEE CAN	800000058305	202526	9160	I	\$52,878.00	\$52,878.00	202526	\$52,878.00	Actual

Actual Default Inflate 3% Close

- The “Use Projected Rates” checkbox allows you to run the report based on rates you configure.
- The “Edit Rates” button opens a window for you to see the rates that you’re going to use to run the report.
- You can manually edit a rate in the “Estimated Rate” column.

Evals

STAC ID: K49222 [New]

SSN: [Apply]

eSTACs Student #: 1400068290 [Lookup Child]

CIN #: [Delete]

Add Child to CIN Lookup [Summary]

Medicaid Consent and Eligibility Has Assistive Tech Device

Upload to CPSE Portal Has AB [Add]

[View Full Log](#)

Activity	AddedBy	Added
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Payment Summary

- First, look up the child you want to run the report on, and go to their yellow child screen.
- Then, click the “Summary” button.
- The report will look like this:

Child Summary - Payment History

Provider: **DIVERSIFIED SERVICES LLC**

ServiceDate	Amount	NoPay	Batch #	BatchDate	ClaimDate	AVL	Check #	Check Date	Voucher #	Invoice #
1/19/2023	\$158.00		23-0433	3/22/2023	5/9/2023	Z201				23-0433

TYPE: **EVAL - Edu** [Select All Payments]

Claim Selected Payments

Select All Enrollments Claim Date: [04/28/2026]

Select All Evals

Claim Enrollments

Run Payment Report From: 1/19/2026

Run Enrollment Report To: 1/19/2026

Cancel Paid Amt: **\$158.00**

FromDate	ToDate	Type	Service Type	ProgDispName	Code	Session	TotalPayments	FTE	ProviderName
1/19/2023	1/19/2023	EVAL	Edu	Occupational Therapy	EVAL	22-23 10	\$158.00		DIVERSIFIED
1/16/2023	1/16/2023	EVAL	OT	Occupational Therapy	EVAL	22-23 10	\$158.00		DIVERSIFIED
2/3/2023	2/3/2023	EVAL	Psy	Psychological	EVAL	22-23 10	\$240.00		DIVERSIFIED
2/3/2023	2/3/2023	EVAL	Soc	Social	EVAL	22-23 10	\$138.00		DIVERSIFIED
1/31/2023	1/31/2023	EVAL	SFL	Speech/Language	EVAL	22-23 10	\$158.00		DIVERSIFIED
12/6/2023	12/6/2023	EVAL	MUS	Music	EVAL	23-24 10	\$150.00		BUFFALO
9/5/2023	8/21/2024	CB		BUFFALO HEARING	9100	23-24 10	\$44,788.00	1	BUFFALO
7/8/2024	8/16/2024	CB		BUFFALO HEARING	9100	24-25 2 Month	\$7,817.00	1	BUFFALO
9/3/2024	6/20/2025	CB		BUFFALO HEARING	9100	24-25 10	\$46,904.00	1	BUFFALO
7/7/2025	8/15/2025	CB		BUFFALO HEARING	9100	25-26 2 Month	\$8,044.00	1	BUFFALO
9/5/2023	8/21/2024	TRAN	BASIC	COMMERCIAL	TRAN	23-24 10	\$0.00		FIRST STUDENT
9/5/2023	8/21/2024	TRAN	BASIC	PARENT	TRAN	23-24 10	\$5,040.00		FRANCESCA
7/8/2024	8/16/2024	TRAN	BASIC	COMMERCIAL	TRAN	24-25 2 Month	\$0.00		FIRST STUDENT
9/3/2024	6/20/2025	TRAN	BASIC	COMMERCIAL	TRAN	24-25 10	\$0.00		FIRST STUDENT
7/8/2024	8/16/2024	TRAN	BASIC	PARENT	TRAN	24-25 2 Month	\$660.00		FRANCESCA
9/3/2024	6/20/2025	TRAN	BASIC	PARENT	TRAN	24-25 10	\$4,320.00		FRANCESCA
7/7/2025	8/15/2025	TRAN	BASIC	COMMERCIAL	TRAN	25-26 2 Month	\$0.00		FIRST STUDENT
7/7/2025	8/15/2025	TRAN	BASIC	PARENT	TRAN	25-26 2 Month	\$900.00		FRANCESCA

Payment Summary

- The top list is your payments for the selected enrollments.
- The bottom list is your enrollments (like folders of payments).

Child Summary - Payment History

Provider: **BUFFALO HEARING AND SPEECH CENTER**
 Program: **BUFFALO HEARING AND SPEECH CENTER**
 TYPE: **CB**

 Select All Enrollments
 Select All Evals

 Claim Date: 04/28/2026
 FTE: 1
 From: 9/5/2022
 To: 6/21/2024
 Paid Amt: **\$44,766.**

ServiceDate	Amount	NoPay	Batch #	BatchDate	ClaimDate	AVL	Check #	Check Date	Voucher #	Invoice #	Paymer
9/30/2023	\$4,008.20		23-3506	10/25/2023	4/3/2024	2301				23-3506	
9/30/2023	\$114.36		24-5135	5/28/2025	7/14/2025	2306				24-5135	
9/30/2023	\$468.84		23-4880	1/26/2024	4/3/2024	2301				23-4880	
10/31/2023	\$4,008.20		23-3973	11/30/2023	4/3/2024	2301				23-3973	
10/31/2023	\$468.84		23-4880	1/26/2024	4/3/2024	2301				23-4880	
10/31/2023	\$114.36		24-5135	5/28/2025	7/14/2025	2306				24-5135	
11/30/2023	\$4,008.20		23-4354	12/20/2023	4/3/2024	2301				23-4354	
11/30/2023	\$468.84		23-4880	1/26/2024	4/3/2024	2301				23-4880	
11/30/2023	\$114.36		24-5135	5/28/2025	7/14/2025	2306				24-5135	
12/31/2023	\$468.84		23-4880	1/26/2024	4/3/2024	2301				23-4880	
12/31/2023	\$114.36		24-5135	5/28/2025	7/14/2025	2306				24-5135	
12/31/2023	\$4,008.20		23-4765	1/10/2024	4/3/2024	2301				23-4765	
1/31/2024	\$4,477.04		24-0034	2/23/2024	4/3/2024	2301				24-0034	
1/31/2024	\$114.36		24-5135	5/28/2025	7/14/2025	2306				24-5135	
2/29/2024	\$114.36		24-5135	5/28/2025	7/14/2025	2306				24-5135	
2/29/2024	\$4,477.04		24-0451	3/18/2024	6/27/2024	2302				24-0451	
3/31/2024	\$114.36		24-5135	5/28/2025	7/14/2025	2306				24-5135	
3/31/2024	\$4,477.04		24-0865	4/15/2024	9/16/2024	2303				24-0865	
4/30/2024	\$4,477.04		24-1278	5/14/2024	6/27/2024	2302				24-1278	

Enrollments

FromDate	ToDate	Type	ServiceType	ProgDispName	Code	Session	TotalPayments	FTE	ProviderName
1/19/2023	1/19/2023	EVAl	Edu	Education	EVAl	22-23 10	\$158.00		DIVERSIFIED
1/16/2023	1/16/2023	EVAl	OT	Occupational Therapy	EVAl	22-23 10	\$158.00		DIVERSIFIED
2/3/2023	2/3/2023	EVAl	Psyc	Psychological	EVAl	22-23 10	\$240.00		DIVERSIFIED
2/3/2023	2/3/2023	EVAl	Soc	Social	EVAl	22-23 10	\$138.00		DIVERSIFIED
1/31/2023	1/31/2023	EVAl	SPL	Speech/Language	EVAl	22-23 10	\$158.00		DIVERSIFIED
12/6/2023	12/6/2023	EVAl	MUS	Music	EVAl	23-24 10	\$160.00		BUFFALO
9/5/2023	6/21/2024	CB		BUFFALO HEARING	9100	23-24 10	\$44,766.00	1	BUFFALO
7/8/2024	8/16/2024	CB		BUFFALO HEARING	9100	24-25 2 Month	\$7,817.00	1	BUFFALO
9/3/2024	6/20/2025	CB		BUFFALO HEARING	9100	24-25 10	\$46,904.00	1	BUFFALO
7/7/2025	8/15/2025	CB		BUFFALO HEARING	9100	25-26 2 Month	\$8,044.00	1	BUFFALO
9/5/2023	6/21/2024	TRAN	BASIC	COMMERCIAL	TRAN	23-24 10	\$0.00		FIRST STUDENT
9/5/2023	6/21/2024	TRAN	BASIC	PARENT	TRAN	23-24 10	\$5,040.00		FRANCESCA
7/8/2024	8/16/2024	TRAN	BASIC	COMMERCIAL	TRAN	24-25 2 Month	\$0.00		FIRST STUDENT
9/3/2024	6/20/2025	TRAN	BASIC	COMMERCIAL	TRAN	24-25 10	\$0.00		FIRST STUDENT
7/8/2024	8/16/2024	TRAN	BASIC	PARENT	TRAN	24-25 2 Month	\$660.00		FRANCESCA
9/3/2024	6/20/2025	TRAN	BASIC	PARENT	TRAN	24-25 10	\$4,920.00		FRANCESCA
7/7/2025	8/15/2025	TRAN	BASIC	COMMERCIAL	TRAN	25-26 2 Month	\$0.00		FIRST STUDENT
7/7/2025	8/15/2025	TRAN	BASIC	PARENT	TRAN	25-26 2 Month	\$900.00		FRANCESCA

Payment Summary

Child Summary - Payment History

Provider:
BUFFALO HEARING AND SPEECH CENTER

Program:
BUFFALO HEARING AND SPEECH CENTER

TYPE:
CB

Select All Payments

Claim Selected Payments

Select All Enrollments

Claim Date: 04/28/2026

Select All Enrollments

Claim Enrollments

FTE: 1

From: 9/5/2020

To: 6/21/2021

Run Payment Report

Run Enrollment Report

Cancel

Paid Amt: \$44,766

- The top-right section gives you several options
- **DO NOT** use the claim functions here. These are for special circumstances like eval AVL adjustments, and clicking them won't actually claim the payment.
- The two useful buttons are:
 - Run Payment Report
 - Run Enrollment Report

Payment Summary

pschool - Child Payment History

1 of 1+ 100% Total 79 100% 79 of 79

Preview

chldsu.rpt

- CB
 - BUFFALO HEARING AND SPEECH CENTER 7,409.00
- PTRANS
 - FRANCESCA NICHOLSON 8,106.00
- EVAL
 - BUFFALO HEARING AND SPEECH CENTER 7,409.00
 - DIVERSIFIED SERVICES LLC 4,312.00

Printed On: 04/28/26 Page Number: 1

Erie County Health Department
PreSchool Program
Child Payment History
Child: FOX, DOMINICK DOB: 03/27/20

Service Type: CB

Provider Display Name: BUFFALO HEARING AND SPEECH CENT Vendor Number: 109950

Invoice No	Invoice Date	Service Date	Rev/Adjust	Non Pay Code	Li.Aide (Included)	Paymt Amt
23-3506	10/25/23	09/30/23	R		\$0.00	\$4,008.20
23-4880	01/26/24	09/30/23	A		\$0.00	\$468.84
24-5135	05/28/25	09/30/23	A		\$0.00	\$114.36
23-3973	11/30/23	10/31/23	R		\$0.00	\$4,008.20
23-4880	01/26/24	10/31/23	A		\$0.00	\$468.84
24-5135	05/28/25	10/31/23	A		\$0.00	\$114.36
23-4354	12/20/23	11/30/23	R		\$0.00	\$4,008.20
23-4880	01/26/24	11/30/23	A		\$0.00	\$468.84
24-5135	05/28/25	11/30/23	A		\$0.00	\$114.36
23-4765	01/10/24	12/31/23	R		\$0.00	\$4,008.20
23-4880	01/26/24	12/31/23	A		\$0.00	\$468.84
24-5135	05/28/25	12/31/23	A		\$0.00	\$114.36
24-0034	02/23/24	01/31/24	R		\$0.00	\$4,477.04
24-5135	05/28/25	01/31/24	A		\$0.00	\$114.36
24-0451	03/18/24	02/29/24	R		\$0.00	\$4,477.04

- The “Run Payment Report” button will give you a multi-page printable report that shows **ALL** the child’s processed payments grouped by service types and then providers.

Payment Summary

childserv.rpt

Printed On: 04/28/26

Erie County Health Department
Preschool Program
Child Enrollment Report

Child: **FOX, DOMINICK** DOB: **03/27/20**

STAC	Type	Session	District	Revised	Last Sent	Last Appr'd
SED	CB	25-26 2 Month	Williamsville		10/27/25	10/28/25
SED	CB	BUFFALO HEA		07/07/25	08/15/25	
CNTY	CB	BUFFALO HEA		07/07/25	08/15/25	
SED	TRAN	FIRST STUDEN		0	0	\$3,800.00
CNTY	CB	FIRST STUDEN	BASIC	07/07/25	08/15/25	\$3,546.30
SED	TRAN	FRANCESCA N		0	0	\$3,800.00
CNTY	PA	FRANCESCA N		07/07/25	08/15/25	\$0.00

STAC	Type	Session	District	Revised	Last Sent	Last Appr'd
SED	CB	24-25 10 Month	Williamsville		11/01/24	11/04/24
SED	CB	BUFFALO HEA		09/03/24	06/20/25	
CNTY	CB	BUFFALO HEA		09/03/24	06/20/25	
SED	TRAN	FIRST STUDEN		0	0	\$28,000.00
CNTY	CB	FIRST STUDEN	BASIC	09/03/24	06/20/25	\$23,050.95
SED	TRAN	FRANCESCA N		0	0	\$28,000.00
CNTY	PA	FRANCESCA N		09/03/24	06/20/25	\$0.00

Claim Selected Summary

Select All Enrollments Claim Date: 04/28/2026

Select All Evals FTE: 1

Claim Enrollments From: 9/5/2025

Run Payment Report To: 6/21/2026

Run Enrollment Report Paid Amt: \$44,766.

Cancel

- The "Run Enrollment Report" button will give you a multi-page printable report that shows **ALL** the child's STACs and enrollments.
- Each row has two lines: "SED" and "CNTY".
 - "SED" shows what is approved.
 - "CNTY" shows what is in Preschool as an enrollment.

Payment List

- To view the payment list, start by looking up the child. Then go to the Grey Enrollment screen.
- Once on the enrollment screen, double click on the Enrollment.
- All enrollments of the same type will display.
- Can filter by Enrollment.

Payment List

- This will show all processed payments.
- Will show batch number, and check info if entered.
- Displays what STAC record it is attached to
- Displays if the payments were claimed to SED on an AVL.

Payment List

Payments | Stac Summary

Label	ESID	From	To	Program	Frequency	Aide	Provider	Total	Paid	UnPaid	Claimed	UnClaimed	STACID	Rec#
▶ A	CB2526S0049858	07/07/25	08/15/25	9165-H	2.5 hrs /5 days	Y	ELMCREST CHLD CTR - SPICE	\$7,713.00	\$0.00	\$7,713.00	\$0.00	\$0.00		01
B	CB2526S0049857	07/07/25	08/15/25	9165-H	2.5 hrs /5 days	N	ELMCREST CHLD CTR - SPICE	\$17,140.00	\$17,140.00	\$0.00	\$0.00	\$17,140.00		01

Show Payments for Selected Enrollment
 Include Pending Payments
 Show Payments for All Enrollments
 Show only Processed

Total of Selected Enrollments

Enrolled	Paid	UnPaid	Claimed	UnClaimed
0.00	0.00	0.00	0.00	0.00

Label	Month	Adj	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceType	Payee
▶ B	07/2025	R	\$5,713.32	PAID	25-1170	04/28/26					01	EDUC	ELMCREST CHLD
B	07/2025	A 0	\$5,713.36	PAID	25-1171	04/28/26					01	EDUC	ELMCREST CHLD
B	08/2025	R	\$2,856.68	PAID	25-1170	04/28/26					01	EDUC	ELMCREST CHLD
B	08/2025	A 0	\$2,856.64	PAID	25-1171	04/28/26					01	EDUC	ELMCREST CHLD

Refresh Re-Align

Total of Selected Payments

Payment	Paid	Claimed
0.00	0.00	0.00

\$ Summary

- The \$ Summary will show you all payments for entered for a child
- To view the \$ Summary screen, look up the child and go to the Grey Enrollment screen, then click the \$ Summary Button.
- The report will show all payments for the given service type
 - If on the SEIT/RS Screen, all SEIT or RS payments will display.
 - Can create adjustments on using this screen.
 - If on the CB Screen all CB Tuition and CB Aide payments will display

Do not make manual adjustments on CB payments.

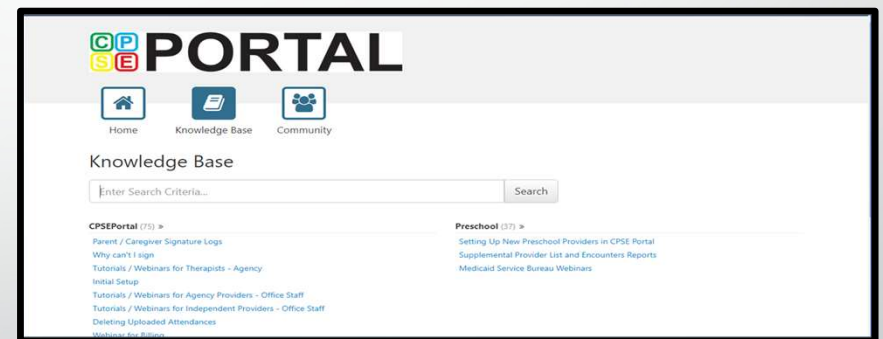


Closing

Preschoolsupport@CPSEPortal.com

Preschool Knowledge Base

- The Knowledge Base provides numerous articles, trainings, webinars and other pertinent information that will help answer your questions before having to contact Preschool support.
- You can simply click the Knowledge Base tab in the CPSE Portal or you can go to:
- <http://support.cpseportal.com/kb>



Knowledge Base Articles

- Enter Invoices (RS, CB, Eval, Transportation)
 - <http://support.cpseportal.com/kb/a634/creating-payment-batches-in-preschool.aspx>
- CB Rate Adjustments
 - <http://support.cpseportal.com/kb/a728/automatic-payment-adjustments-in-preschool.aspx>
- Adjusting the number of RS/SEIT Sessions
 - <http://support.cpseportal.com/kb/a808/adjusting-the-number-of-rs-seit-sessions.aspx>
- Creating an additional Payment batch for the month
 - <http://support.cpseportal.com/kb/a807/creating-an-additional-payment-batch-for-month-non-cpse-portal-users-only.aspx>

Survey

- At the end of this webinar there will be a 5 questions survey
- If you have time, please complete the survey as it will help us to improve our future webinars

Closing Remarks

- If you need assistance with Preschool the Preschool Helpdesk is available through email at preschoolsupport@cpseportal.com
 - When you send us an email:
 - Do **not** use child's name
 - Use ESID #, Child # or STAC ID #
 - Include any error or warning messages you received