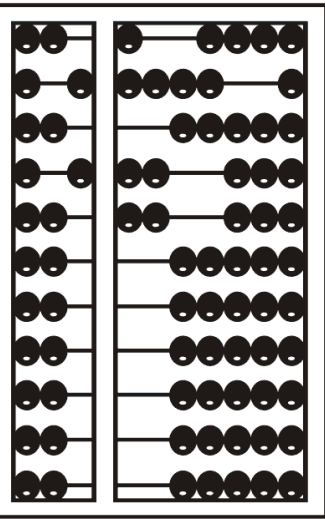


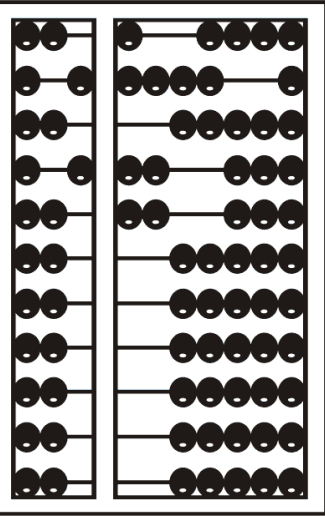
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# Using Go To Webinar

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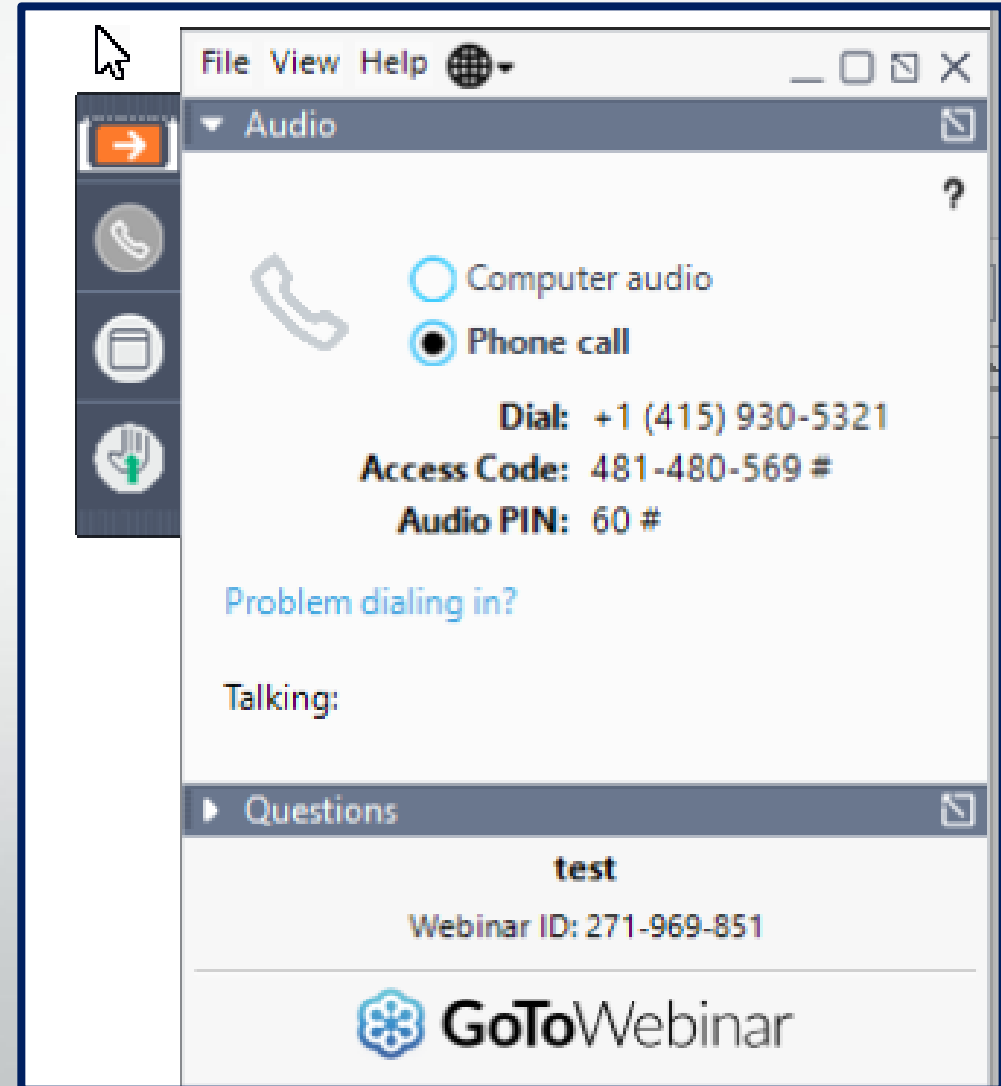
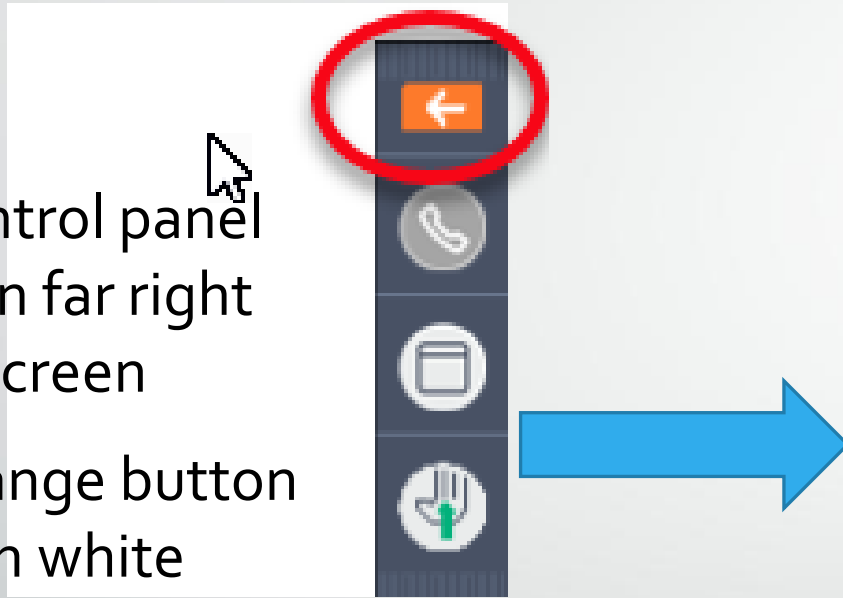


# Using Go To Webinar

Preschoolsupport@CPSEPortal.com

# Go To Webinar Control Panel

- Control panel is on far right of screen
- Orange button with white arrow expands and shrinks control panel

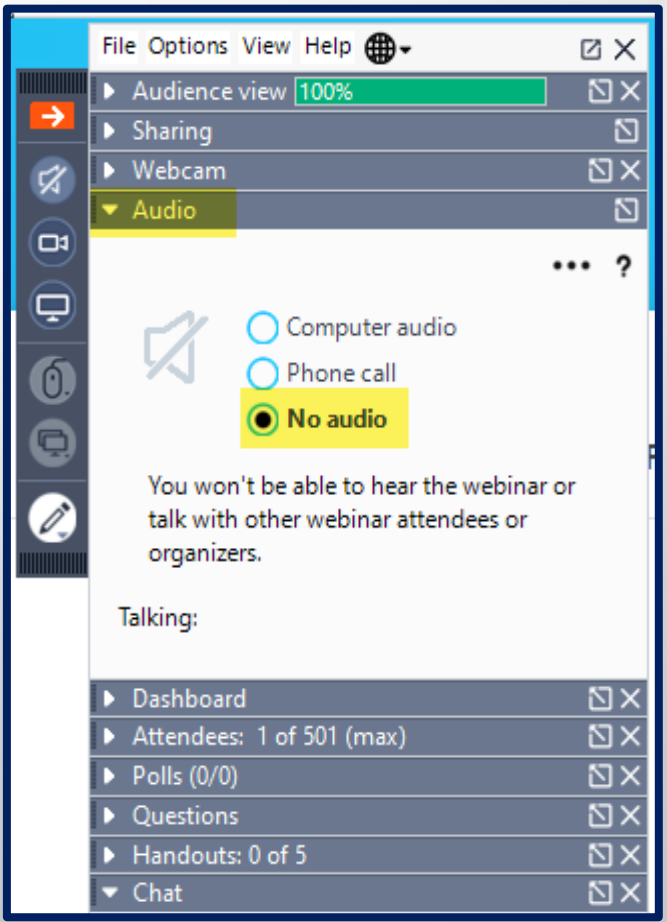
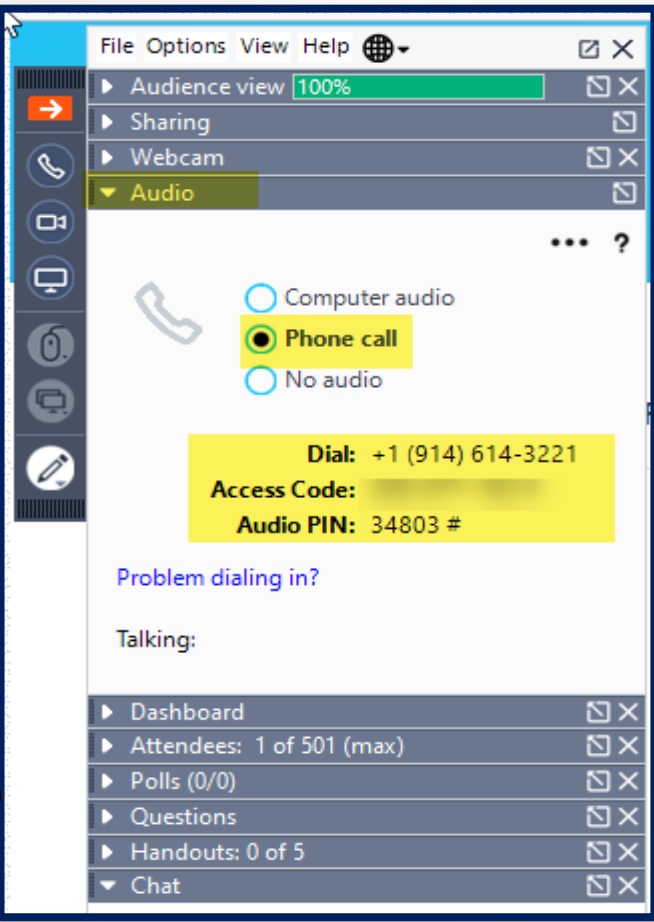
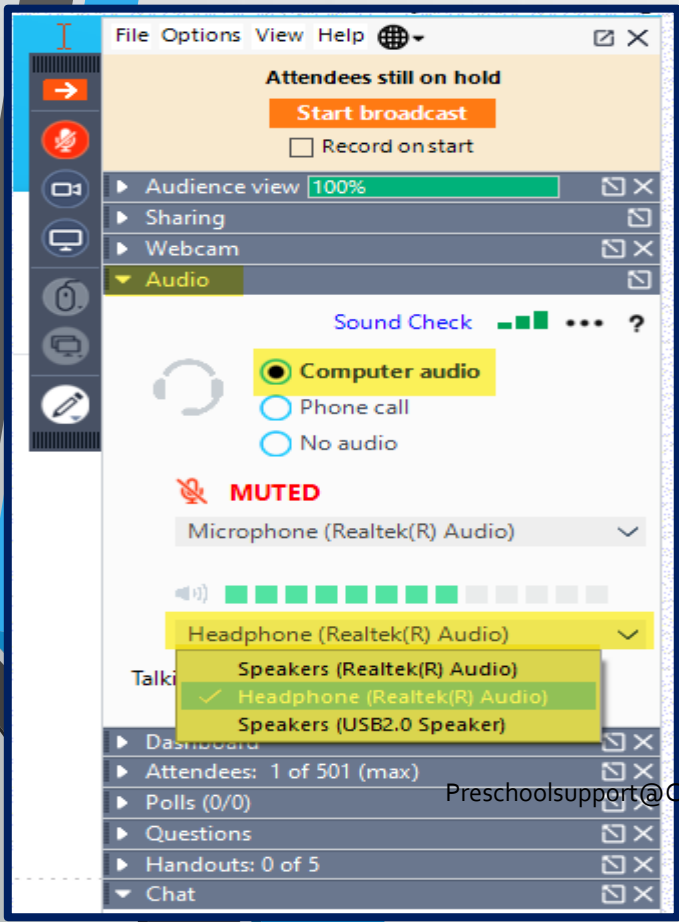


# Communicating with Presenter

- All participants are on mute.
- You can raise your hand in response to a question we ask. Do not raise your hand to ask a question.
- You can type in question in the question box.

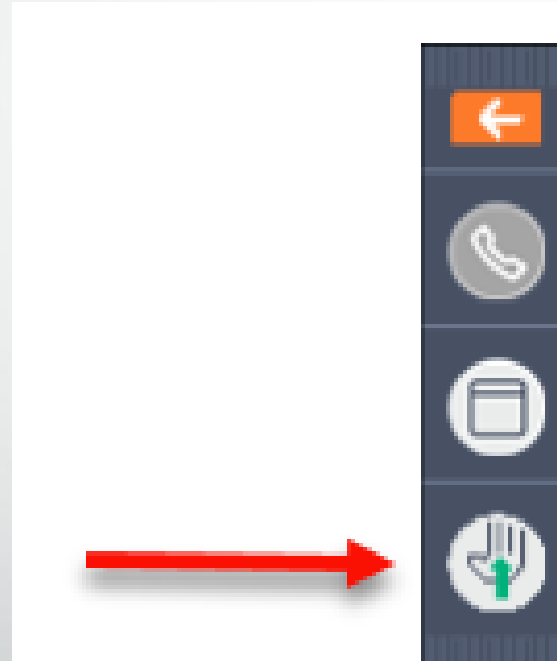
# Can't Hear the Webinar?

- Under the Audio tab, you can choose Computer Audio, Phone Call or No Audio. If you choose **No Audio**, you will not be able to hear the webinar!



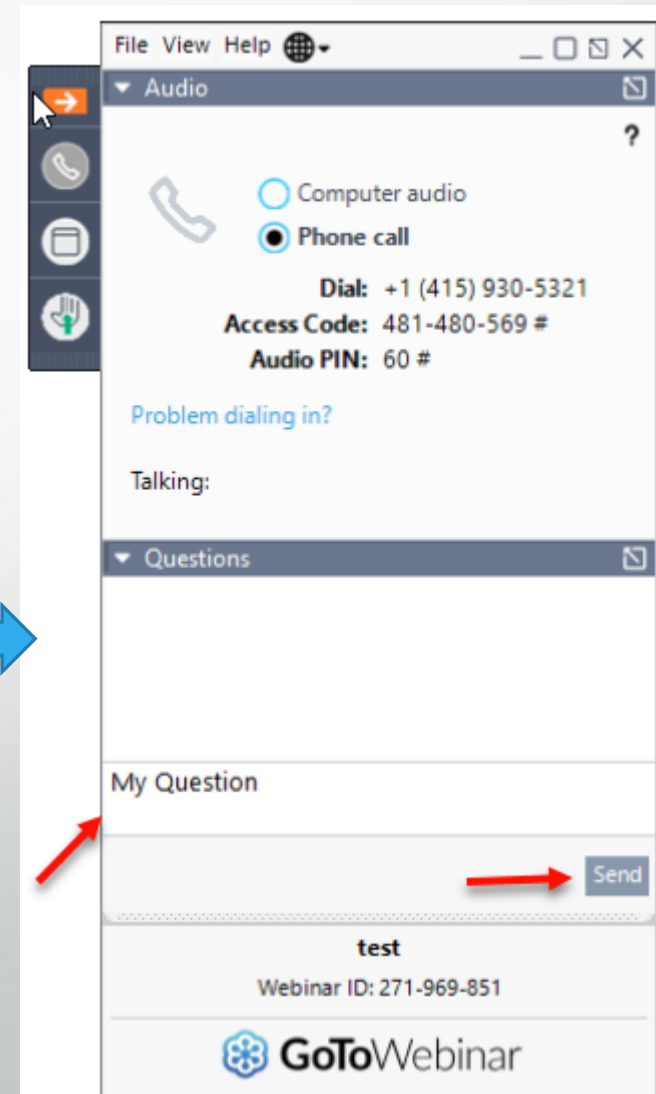
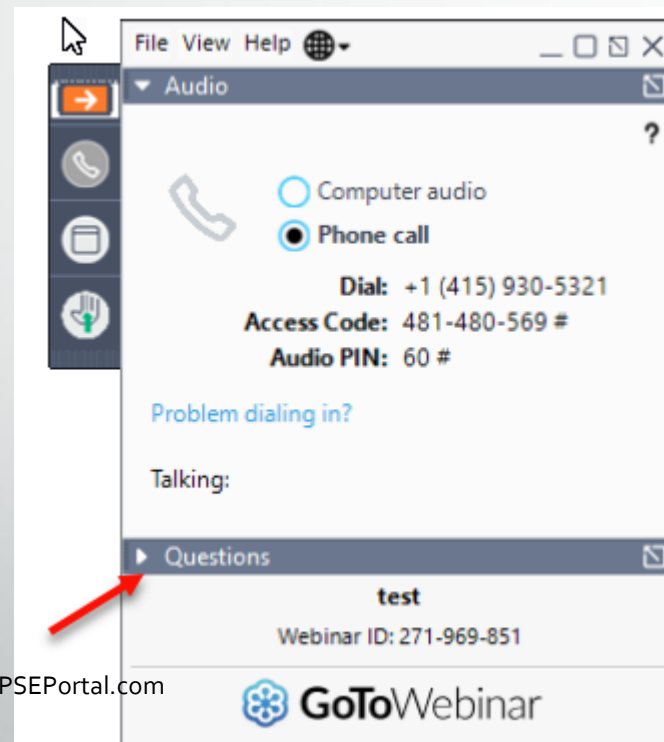
# Raising your hand

- On bottom left of control panel is a button with a hand icon.
- Click that button to raise your hand.



# Typing in a Question

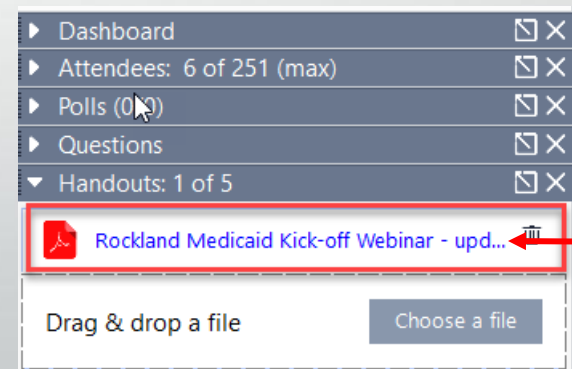
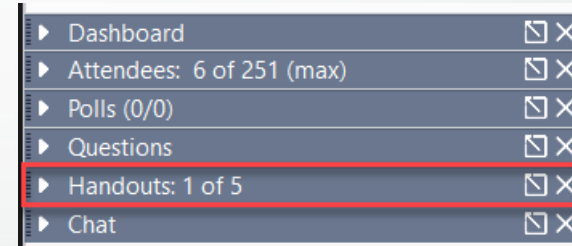
- Click the question bar to expand questions section.
- Type in your question and click send.



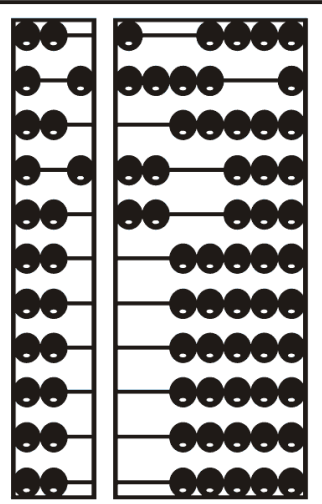
# Handouts

If you would like to download the handout:

- Click the “Handouts” icon on the control panel.
- Click the link for the handout that you would like to download.




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# Payments – For Counties use The CPSE Portal

[Preschoolsupport@CPSEPortal.com](mailto:Preschoolsupport@CPSEPortal.com)



# **Processing Vouchers from the CPSE Portal For Paying RS, SEIT, and CB Enrollments**

Preschoolsupport@CPSEPortal.com

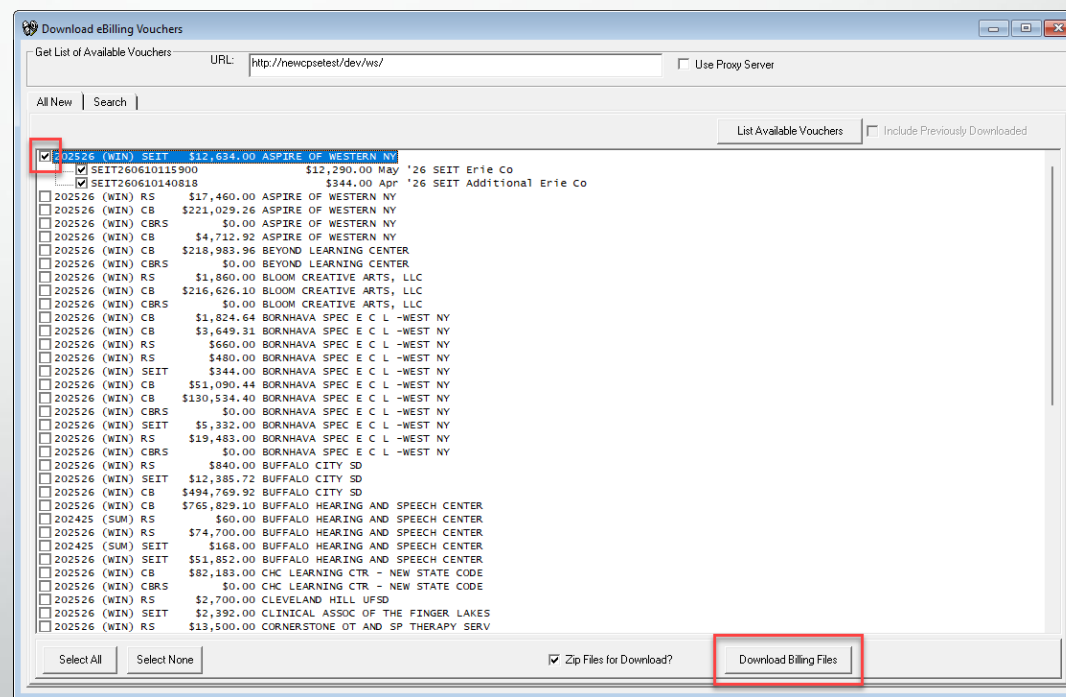
# Downloading Vouchers

- Submitted vouchers are available under CPSE Portal >> Download Vouchers
- This will display all submitted vouchers that have not yet been processed.
- You can also search for vouchers by service type, provider, and voucher number under "Search."

The screenshot displays the 'Download eBilling Vouchers' application window. On the left, a navigation menu lists various system functions, with 'Download Vouchers' highlighted. The main window features a search interface with a 'Search' button highlighted by a red arrow. Below the search bar, there are fields for 'Provider', 'Voucher#', and 'Sess: 25-26 2 Month'. At the bottom, there are checkboxes for 'Include Previously Downloaded', 'Include Not Submitted Yet', and 'Service type' (CB, SEIT, RS, CBRS). A 'Download Billing Files' button is visible at the bottom right.

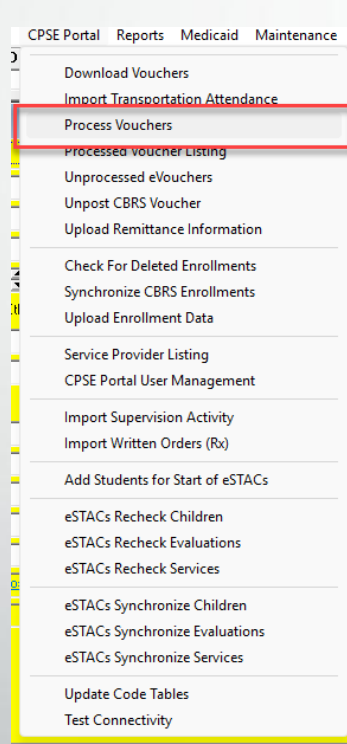
# Downloading Vouchers Cont.

- Once vouchers populate, you can select all vouchers you wish to download
- If there is a previously downloaded voucher you wish to redownload, select the “Include Previously Downloaded” check box under the search option.



# Processing Vouchers

- To process any downloaded vouchers, navigate to CPSE Portal >> Process Vouchers
- Select the provider and voucher you would like to process and confirm the information
- For CB, the "Rate Override" option will be automatically selected.
- Click "Process."



The image shows a screenshot of the "Select Voucher To Process" window. The window has a title bar with a close button. Below the title bar, there are two dropdown menus: "Choose a Provider..." and "Select a Voucher...". The "Choose a Provider..." dropdown is set to "BORNHAVA SPEC E C L -WEST NY". The "Select a Voucher..." dropdown is set to "12312025-EC-9135-SEIT". To the right of these dropdowns is a checkbox labeled "Rate Override" which is checked, and a "Process" button. Below the dropdowns, there are several input fields: "Description" (12312025-EC-9135-SEIT), "Bill Date" (1/7/2026), "#Enrollments" (3), "Voucher Number" (12312025-EC-9135-SEIT), "School Year" (202526), "Amount" (\$2,322.00), "Service Type" (SEIT), and "Thru Service Month" (December 2025). At the bottom of the window, there is a table with the following data:

ESID	Last Name	First Name	STACID	From Date	To Date	Service Month	Paymt Type	Amount
SE2526W0019420	HASELEY	DANIEL	L73813	0/20/2025	6/25/2026	122025	R	\$602.00
SE2526W0019273	LAGODA	HARPER	L50714	9/3/2025	6/17/2026	122025	R	\$1,290.00
SE2526W0019204	MCKENNAMCNIFF	CHRISTIAN	L89472	9/4/2025	6/26/2026	112025	R	\$43.00
SE2526W0019204	MCKENNAMCNIFF	CHRISTIAN	L89472	9/4/2025	6/26/2026	122025	R	\$387.00

# Processing Vouchers Cont.

- Review the items on the voucher for any warnings or failures: use the key at the bottom.
  - Any warnings or failures will display in the middle panel for review
  - The right panel will display the details for the items being billed
- Once ready, click "Process Voucher."

Processing 12312025-EC-9135-SEIT for BORNHAVA SPEC E C L - WEST NY

Child	Type	Month	From Date	To Date	Freq.	Units	Amount to Pay
▶ CUMMINGS, JOHNNIE		112025	9/4/25	6/26/26	3x30	1	\$43.00
CUMMINGS, JOHNNIE		122025	9/4/25	6/26/26	3x30	9	\$387.00
EDWARDS, DIXIE		122025	9/3/25	6/17/26	5x60	15	\$1,290.00
FITZGERALD, TYLER		122025	10/20/25	6/25/26	2x60	7	\$602.00

Total To Pay: \$2,322.00

Warnings for ESID

- ▶ Service month already paid

Details for ESID SE2526W0019204:

Child Name: CUMMINGS, JOHNNIE  
Enrollment From: 9/4/2025 To: 6/26/2026  
Frequency: 3x30  
Estimated Monthly Units: 12  
Units Rate: \$43.00  
Total Units Authorized: 129  
Amount On Enrollment: \$5,547.00  
Units Paid: 38  
Amount Paid: \$1,634.00  
Units Claimed: 1  
Amount Claimed: \$43.00  
Units Remaining: 90

View Attendance

Service Dates For:

Date	Time In	Time Out
11/06/25	09:00 AM	09:30 AM

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Key

- Audit successful
- Audit failed
- Audit successful with warnings
- Payment On Hold

Your Comments for Provider:

Requirements Comments for Provider:

Print Report?

Standard

Process Voucher



# Processing Rate Adjustment Vouchers from the CPSE Portal

[Preschoolsupport@CPSEPortal.com](mailto:Preschoolsupport@CPSEPortal.com)

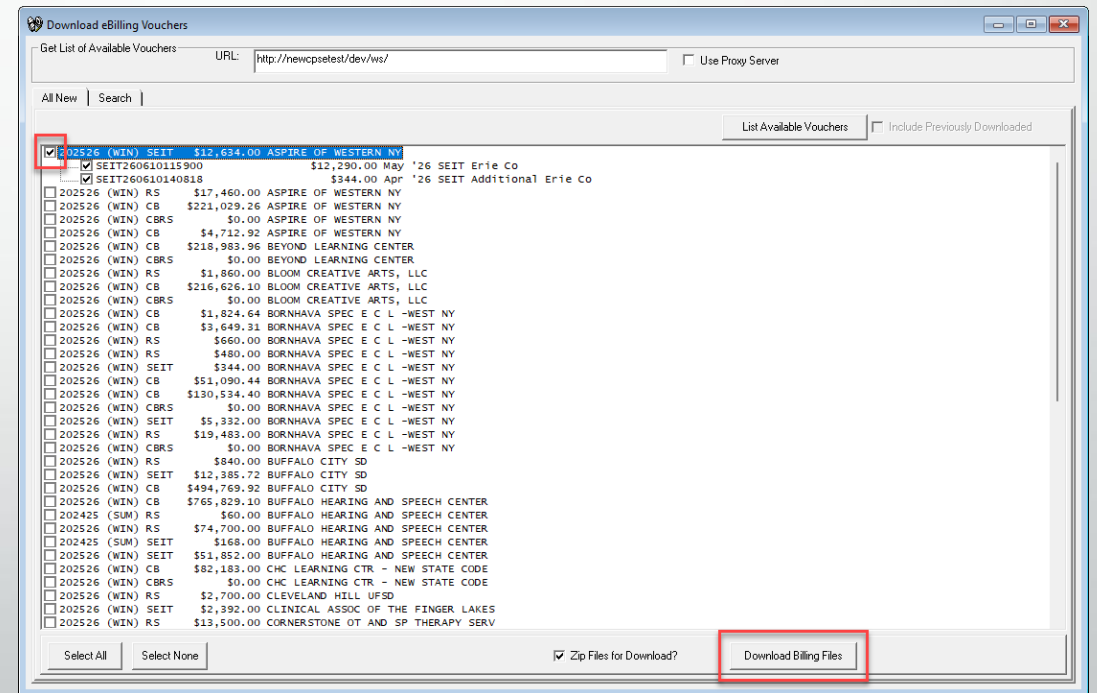
# Downloading CB Rate Adj. Vouchers

If you allow your providers to submit Rate Change vouchers you will download them the same way as any other voucher CPSE Portal >> Download Vouchers

The image shows a screenshot of the CPSE Portal interface. On the left, a vertical menu is visible with the following items: CPSE Portal, Reports, Medicaid, Maintenance, Download Vouchers (highlighted with a red box), Import Transportation Attendance, Process Vouchers, Processed Voucher Listing, Unprocessed eVouchers, Unpost CBRS Voucher, Upload Remittance Information, Check For Deleted Enrollments, Synchronize CBRS Enrollments, Upload Enrollment Data, Service Provider Listing, CPSE Portal User Management, Import Supervision Activity, Import Written Orders (Rx), Add Students for Start of eSTACs, eSTACs Recheck Children, eSTACs Recheck Evaluations, eSTACs Recheck Services, eSTACs Synchronize Children, eSTACs Synchronize Evaluations, eSTACs Synchronize Services, Update Code Tables, and Test Connectivity. On the right, the 'Download eBilling Vouchers' window is open. The window title is 'Download eBilling Vouchers'. It contains a 'Get List of Available Vouchers' section with a URL field set to 'http://newcpstest/dev/ws/' and a 'Use Proxy Server' checkbox. Below this is a 'Search' button and a 'List Available Vouchers' button. A red arrow points from the 'Search' button in the top window to a smaller, detailed view of the search section in the bottom window. This detailed view shows a 'Provider' dropdown menu, a 'Voucher#' text input field, and a 'Search' button. Below these are a 'Sess:' dropdown menu set to '25-26 2 Month', checkboxes for 'Include Previously Downloaded' and 'Include Not Submitted Yet', and a 'Service type:' section with checkboxes for 'CB', 'SEIT', 'RS', and 'CBRS'. At the bottom of the window are 'Select All' and 'Select None' buttons, a 'Zip Files for Download?' checkbox, and a 'Download Billing Files' button.

# Downloading CB Rate Adjustment Vouchers Cont.

- Just find the correct voucher and download it, you can match the \$ amount or the Voucher Number.



# Processing Vouchers

- To process the rate change voucher, navigate to CPSE Portal >> Process Vouchers
- Select the provider and voucher you would like to process and confirm the information
- Click "Process."

The screenshot displays the CPSE Portal interface for processing vouchers. At the top, there are navigation links for 'CPSE Portal', 'Reports', 'Medicaid', and 'Maintenance'. Below this, there are two dropdown menus: 'Choose a Provider...' (set to 'ACHIEVEMENTS') and 'Select a Voucher...' (set to 'CB250508141436').

Form fields include:
 

- Description: CB Summer 24/25 Adjustments 9165
- Voucher Number: CB250508141436
- Service Type: CB
- Bill Date: 5/8/2025
- School Year: 202425
- Thru Service Month: August 2024
- #Enrollments: 10
- Amount: \$412.99
- Rate Override

A table of voucher details is shown below the form:

ESID	Last Name	First Name	STACID	From Date	To Date	Service Month	Paymt Type	Amount
CB242550012080	ANDERSON	BLESSING	K85412	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012080	ANDERSON	BLESSING	K85412	7/1/2024	8/9/2024	082024	A	\$7.00
CB242550012554	CARDENAS	EMILIO	L34338	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012554	CARDENAS	EMILIO	L34338	7/1/2024	8/9/2024	082024	A	\$7.00
CB242550012548	DRAYTON	DEANDRE	L01446	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012548	DRAYTON	DEANDRE	L01446	7/1/2024	8/9/2024	082024	A	\$7.00
CB242550012201	DYAL	ARON	K46513	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012201	DYAL	ARON	K46513	7/1/2024	8/9/2024	082024	A	\$7.00
CB242550012223	KELLY	JAKOBIE	K63611	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012223	KELLY	JAKOBIE	K63611	7/1/2024	8/9/2024	082024	A	\$7.00
CB242550012126	MOORE	IAN	K66405	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012126	MOORE	IAN	K66405	7/1/2024	8/9/2024	082024	A	\$7.00
CB242550012278	PESTUGLICCI	MASON	K65225	7/1/2024	7/31/2024	072024	A	\$34.99
CB242550012278	PESTUGLICCI	MASON	K65225	7/1/2024	7/31/2024	082024	A	\$0.00
CB242550012405	SAVASTIO	GABRIEL	K34150	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012405	SAVASTIO	GABRIEL	K34150	7/1/2024	8/9/2024	082024	A	\$7.00
CB242550012378	SMITH	JAYDEN	L10121	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012378	SMITH	JAYDEN	L10121	7/1/2024	8/9/2024	082024	A	\$7.00
CB242550012480	WISE	KINGSTON	K80269	7/1/2024	8/9/2024	072024	A	\$35.00
CB242550012480	WISE	KINGSTON	K80269	7/1/2024	8/9/2024	082024	A	\$7.00

On the right side, a sidebar menu is visible with the following options:
 

- Download Vouchers
- Import Transportation Attendance
- Process Vouchers** (highlighted with a red box)
- Processed voucher Listing
- Unprocessed eVouchers
- Unpost CBRS Voucher
- Upload Remittance Information
- Check For Deleted Enrollments
- Synchronize CBRS Enrollments
- Upload Enrollment Data
- Service Provider Listing
- CPSE Portal User Management
- Import Supervision Activity
- Import Written Orders (Rx)
- Add Students for Start of eSTACs
- eSTACs Recheck Children
- eSTACs Recheck Evaluations
- eSTACs Recheck Services
- eSTACs Synchronize Children
- eSTACs Synchronize Evaluations
- eSTACs Synchronize Services
- Update Code Tables
- Test Connectivity

# Processing CB Rate Adjustment Vouchers Cont.

- Review the items on the voucher for any warnings or failures: use the key at the bottom.
- Any warnings or failures will display in the middle panel for review
- The right panel will display the details for the items being billed
- Once ready, click "Process Voucher."

DK	Child	Program	Month	Paym	From Date	To Date	Freq	Units	Amount to Pay	Calc. Amount	Orig Amount	ESID	Failure Reason
PF	DIAZ, PERCY	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012223	
PF	DIAZ, PERCY	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012223	
PF	DOUGLAS, HUGH	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012554	
PF	DOUGLAS, HUGH	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012554	
PF	FOK, ROGELIO	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012378	
PF	FOK, ROGELIO	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012378	
PF	GUTIERREZ, TERRY	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012405	
PF	GUTIERREZ, TERRY	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012405	
PF	HARVEY, SANTIAGO	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012201	
PF	HARVEY, SANTIAGO	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012201	
PF	HODGES, LLOYD	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012480	
PF	HODGES, LLOYD	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012480	
PF	HUBBARD, WINIFRED	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012080	
PF	HUBBARD, WINIFRED	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012080	
PF	LEE, RENE	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012126	
PF	LEE, RENE	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012126	
PF	RHODES, PETER	9165 A	072024	A	7/1/24	7/31/24	2.5	0	\$0.00	\$0.00	\$34.99	CB242550012278	
PF	RHODES, PETER	9165 A	082024	A	7/1/24	7/31/24	2.5	0	\$0.00	\$0.00	\$0.00	CB242550012278	Service month outside
PF	RYAN, BRANDON	9165 A	072024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$35.00	CB242550012548	
PF	RYAN, BRANDON	9165 A	082024	A	7/1/24	8/9/24	2.5	0	\$0.00	\$0.00	\$7.00	CB242550012548	

**Total To Pay:** \$0.00

**Warnings for ESID CB242550012223:**

Amount billed does not match calculated monthly amount.

**Details for ESID CB242550012223:**

Child Name: DIAZ, PERCY  
 Enrollment From: 7/1/2024 To: 8/9/2024  
 Frequency: 2.5 hrs/day  
 Estimated Monthly Units: 0  
 Units Rate: \$0.00  
 Total Units Authorized: 0  
 Amount On Enrollment: \$0.00  
 Units Paid: 0  
 Amount Paid: \$0.00  
 Units Claimed: 0  
 Amount Claimed: \$0.00  
 Units Remaining: N/A

[View Attendance](#)

**Service Dates For:**

ServiceDate	eletherapy

**Requirements Comments for Provider:**


Print Report?

**Key:**  
Audit successful Audit Failed  
Audit successful with warnings  
Payment On Hold

**Your Comments for Provider:**

**Requirements Comments for Provider:**

6/15/2025 10:19 AM

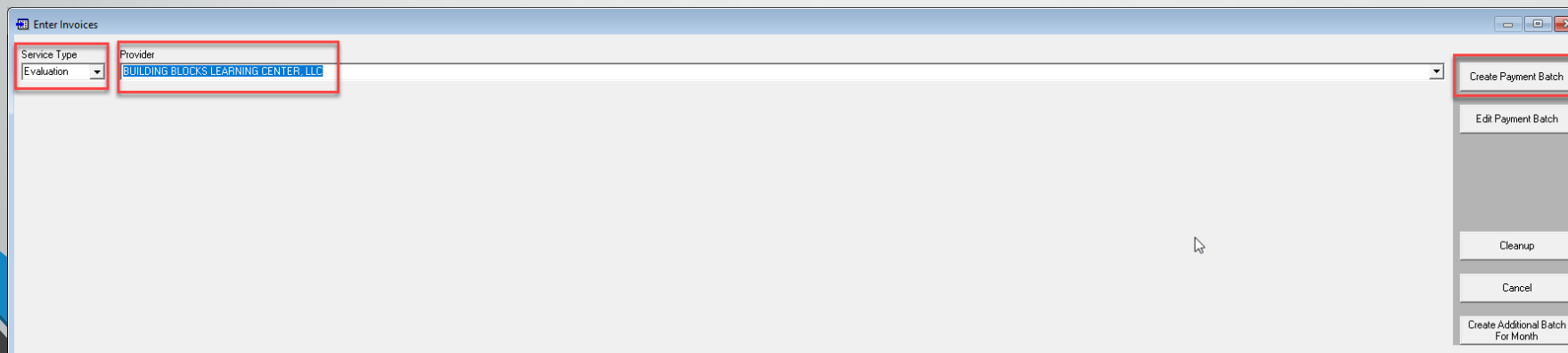
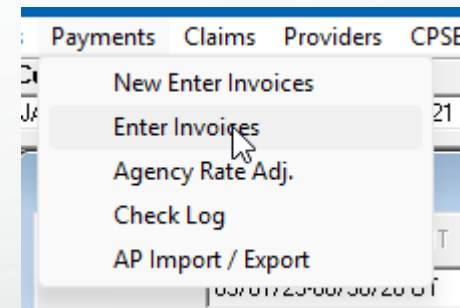


# **Enter Invoices For Paying Evals, and Transportation**

Preschoolsupport@CPSEPortal.com

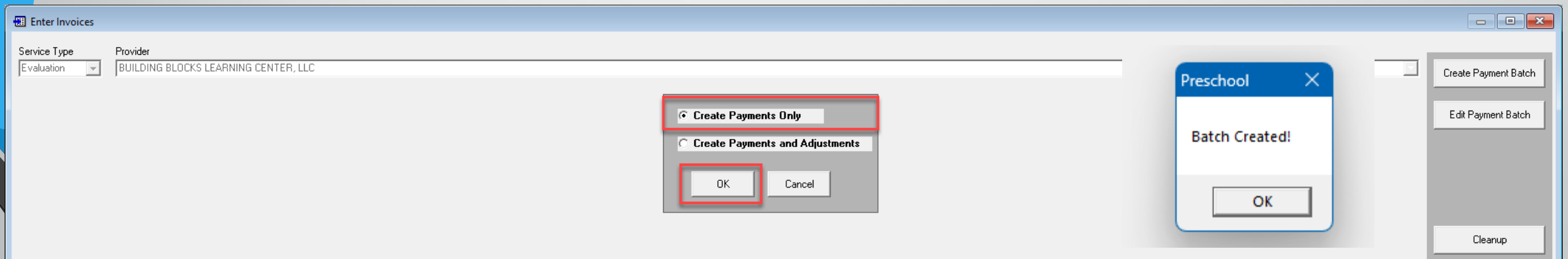
# Eval Payments

- 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



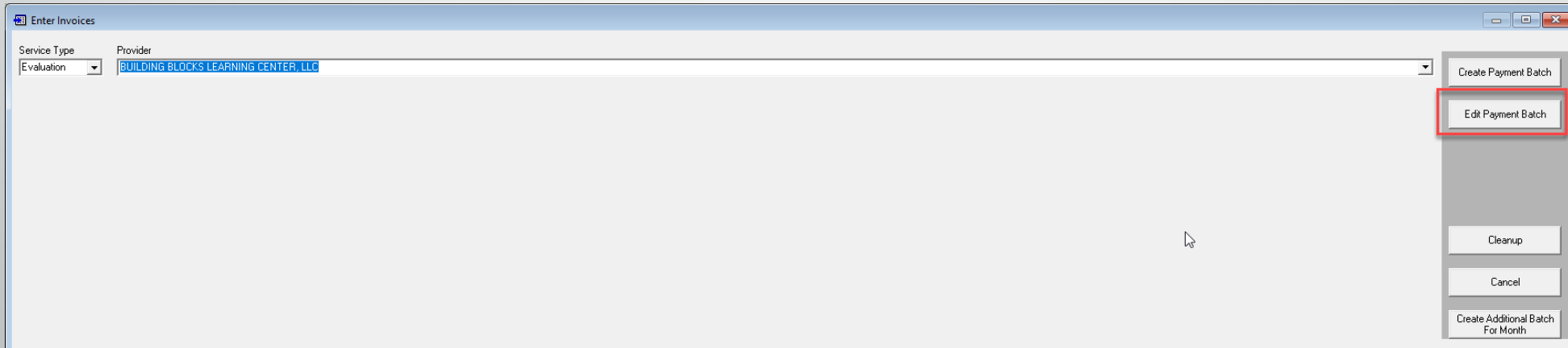
# Eval Payments

- 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  All Months  Service Month Only

Non-Payment Code:   Total Paid:  Order By:

Notes	ChildName	DOB	EVAL	mmyy	Bilingual	NoPay	AmtPaid	Calculate	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  All Months  Service Month Only

Non-Payment Code:   Total Paid:  Order By:

Notes	ChildName	DOB	EVAL	mmyy	Bilingual	NoPay	AmtPaid	Calculate	R/A	CPSEdate	SS#
<input type="button" value="edit"/>	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

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

Provider: Service Month: 04/01/2026

Notes	ChildName	DOB	EVAL	mmyy	Bilingual	NoPay	AmtPaid	Calculate	R/A	CPSEdate	SS#
	JACOBIE, JOHN	06/21/21	SPL	03/26	<input type="checkbox"/>		\$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  All Months  Service Month Only

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

# 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:  Total Paid:   All Months  Service Month Only

Order By:

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

Description:

Comments:

Buttons:

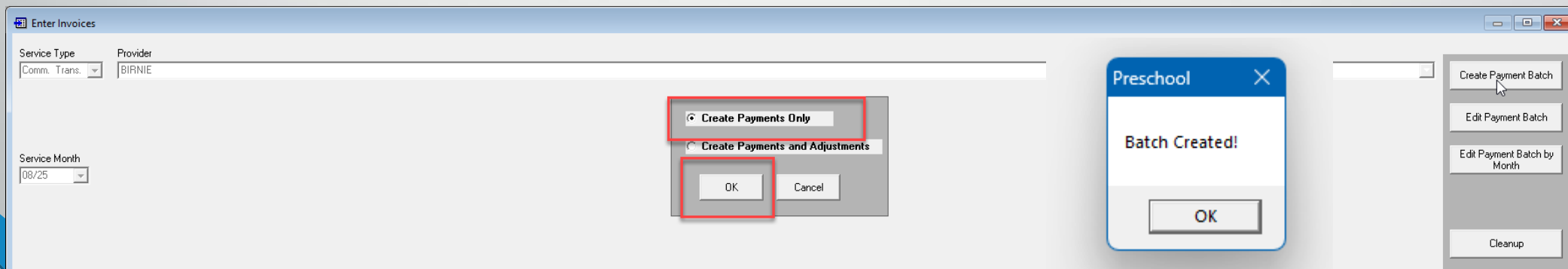
# Transportation Payments

- 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 (For Parent transport select All Parents)
- Then select Create Payment Batch



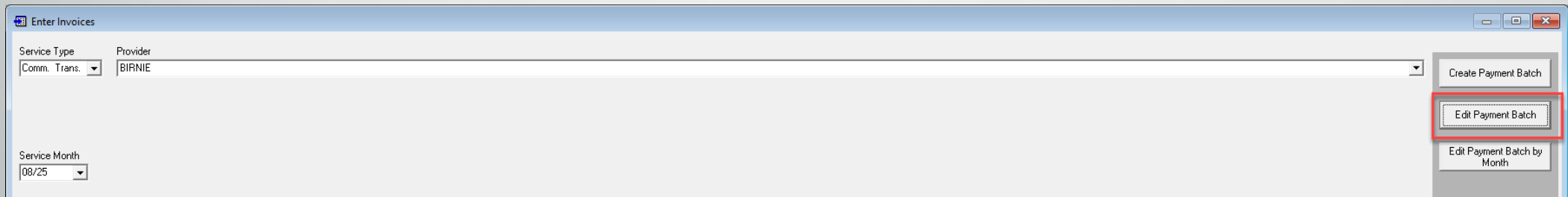
# Transportation Payments

- 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 a form with the following fields:

- Service Type:** A dropdown menu with "Comm. Trans." selected.
- Provider:** A text field containing "BIRNIE".
- Service Month:** A dropdown menu with "08/25" selected.

On the right side of the window, there are three buttons:

- "Create Payment Batch"
- "Edit Payment Batch" (highlighted with a red box)
- "Edit Payment Batch by Month"

# Transportation Payments

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

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

Provider: All Service Month: 08/31/2025

Order By: Child Name

Notes	ChildName	mmyy	Serv.	DW	BW	AmtPaid	NoPay	Calculate	DW 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

OK Cancel

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

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

Provider: All Service Month: 08/31/2025

Notes	ChildName	mmyy	Serv.	DW	BW	AmtPaid	NoPay	Calculate	DW 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

- 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

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

Provider: All Service Month: 08/31/2025

Notes	ChildName	mmyy	Serv.	DW	BW	AmtPaid	NoPay	Calculate	DW 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

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

Payment Edit Screen (CTrans) - BIRNIE

Show Types:  Regular  Adjustments  Rate Changes

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

Order By:  Child Name:

Provider: All Service Month: 08/31/2025 Refresh

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

Key?

Split Trans Delete Add Payments Search Process Invoice Apply Cancel

# 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', 'Adjustments', and 'Rate Changes'. To the right, there are radio buttons for 'All Months' and 'Service Month Only', and a label 'Order By: Child Name'. 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 a 'Child Name' field. The main form area has several input 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.

Payment Edit Screen (CTTRANS)- BIRNIE

Show Types:  Regular  Adjustments  Rate Changes

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

All Months  Service Month Only

Order By: Child Name

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

Description: CTRANS payments for service months thru Aug 2025

Comments:

Buttons: **OK** (red box), OK + Print Payment Detail By Child (green box), OK + Print Payment Detail By Provider (green box), Auto Generate Batch Number, Cancel



# Adjustments Using Enter Invoices

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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

Group Size: 1 Location: [ ]

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

Rx Start Date: 09/01/2025 Rx End Date: 06/30/2026 Rx Signature Date: 08/20/2025 ICD 9 Diagnosis: R62 ICD 10 Diagnosis: [ ] Ordering Provider: Al-Mutawalli, Wisam (7300)

Type	Program	Service	From	To	X/Wk	Sessions	Rate	Total	Term	ClassRatio	MinutesPerSession	Rx Start Date	Rx Exp Date	Rx Sign Date	LocationCode	Service #	IndividualOrGroup
RS	BUILDING	Occupational	9/1/2025	1/15/2026	2	36	\$66.00	\$2,376.00	1	1	30	9/1/2025	6/30/2026	8/20/2025		RS2526W0112373	
SEIT	LIBERTY		9/1/2025	6/30/2026	2	80	\$176.00	\$14,080.00		0	120					SE2526W0024322	

Buttons: eSTACs Profile, 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:

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:

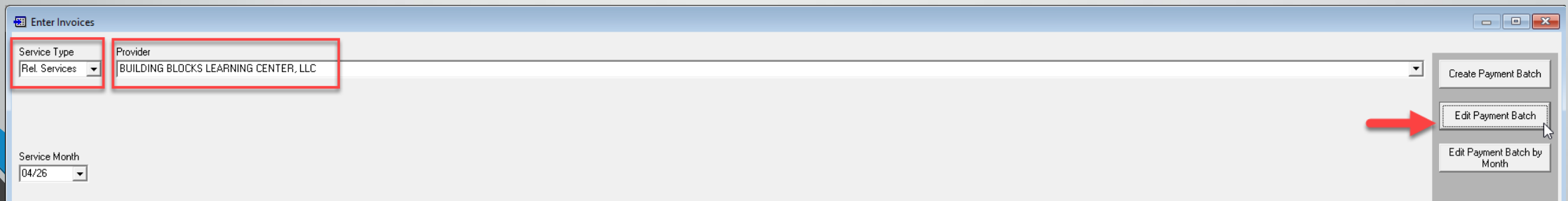
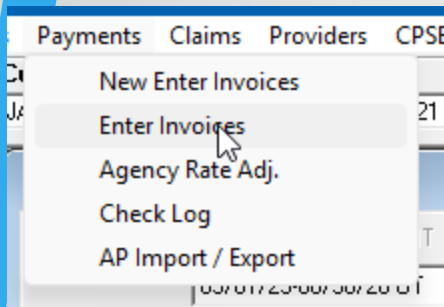
# Adjusting the number of RS/SEIT Sessions

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 All Services All Months  
 Service Month Only

Non-Payment Code: Add Child Not Enrolled 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 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

- 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	Rtx Exp	Term	R/A	mmyy	Sess	NoPay	AmtPaid	CalcAmt	\$/Sess	EnrolledSessions	RSDDescription	SS#	DOB	ClassRatio	Total	Prior Paid
	JACOBIE,JOHN	DT	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: 2025 Batch Number:  County Voucher Number:  Vendor Invoice #:  Vendor Invoice Date: 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

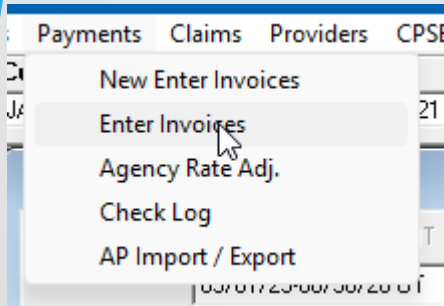
Show Types:  Regular  Adjustments  Rate Changes | All Services |  All Months  Service Month Only

Non-Payment Code:  Total Paid:  Order By:

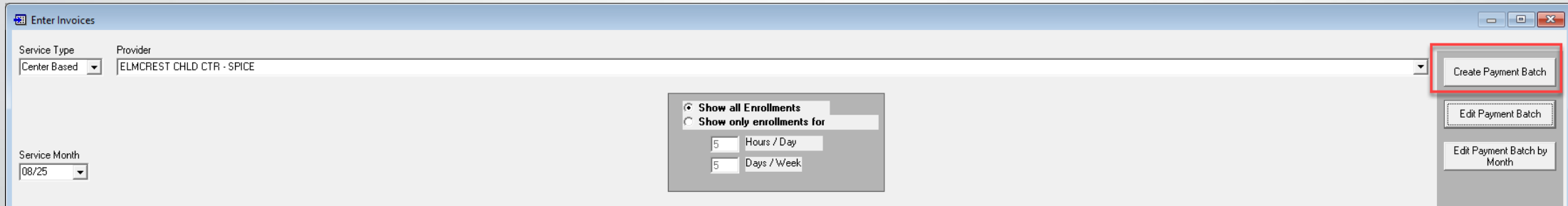
Fiscal Year:  Batch Number:  County Voucher Number:  Vendor Invoice #:  Vendor Invoice Date:

Description:

Comments:

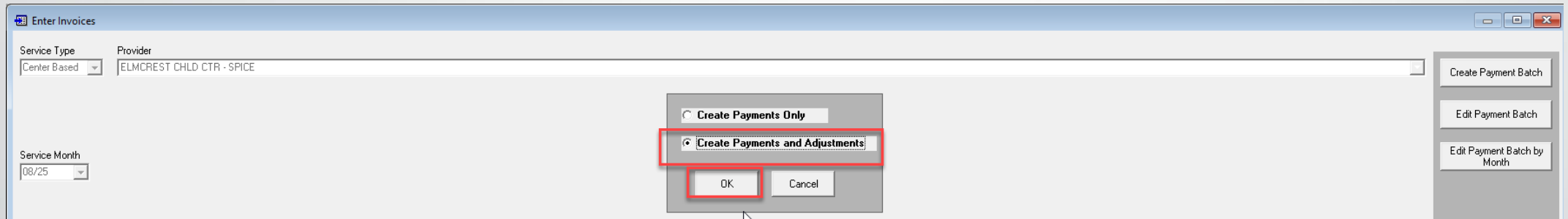


# Center-Based Rate Adjustments



- 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



The screenshot shows the 'Enter Invoices' window with the following details:

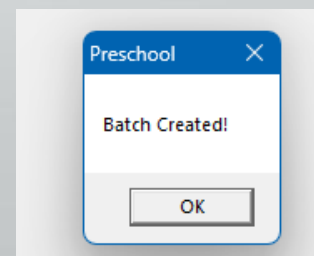
- Service Type:** Center Based
- Provider:** ELMCREST CHLD CTR - SPICE
- Service Month:** 08/25

A dialog box is open in the center with the following options:

- Create Payments Only
- Create Payments and Adjustments
- 
- 

On the right side of the 'Enter Invoices' window, there are three buttons: 'Create Payment Batch', 'Edit Payment Batch', and 'Edit Payment Batch by Month'.

- 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	Calculate	Rate/Sess	SS#	DOB	Hrs/Day	Days/W	1:1 Amt	ClassRatio
	JACOBIE,JOHN	9165	07/07/25	08/15/25		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	07/07/25	08/15/25		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:  Total Paid: \$8,570.00

Provider:  Service Month:

Order By:

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
	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?

- 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  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

# 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:  Total Paid: \$8,570.00 Order By:

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

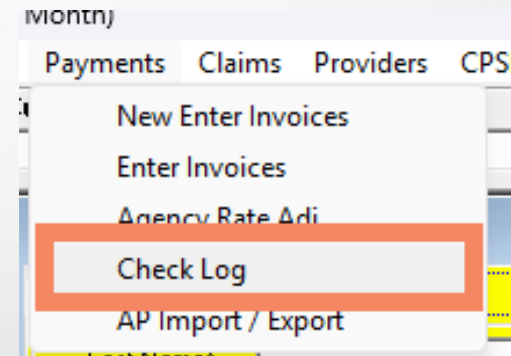


# Reports

[Preschoolsupport@CPSEPortal.com](mailto:Preschoolsupport@CPSEPortal.com)

# 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 Vendor #   
 Commercial Transporters   
 Parent Transporters

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	dDateTime	Cre
ARC ERIE	CB	21-4099	1/19/2022	\$50,988.99			CB22011814				<input checked="" type="checkbox"/>	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 a software window titled "Payment and Attendance Forecasts". It contains several sections for configuring the report:

- Session:** A dropdown menu.
- Sch. Yr.:** A dropdown menu.
- Other:** Includes "From" and "To" date pickers, both set to 04/28/26.
- Report type:** Radio buttons for "Payments" (selected), "Attendance", and "Other".
- Service type:** Checkboxes for "CB", "RS", "SEIT", and "TRANS".
- Sort by:** A dropdown menu with "Child name" selected.
- Buttons:** "Run", "Export", and "Cancel".
- Provider:** A dropdown menu set to "All Providers".
- Export To:** A text field containing the file path "C:\Users\benny\Documents\PreSchoolForecast28Apr2026.xls".
- Buttons:** "Edit Rates" and "Change".

# 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  Other

Service type:  CB  RS  SEIT  TRANS

Sort by:  Child name  Provider  District

Buttons: Run, Export, Cancel, Edit Rates

Provider: All Providers

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

Change

- **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  Edit Rates  
 Service type:  CB  RS  SEIT  TRANS

Sort by:  Child name  Provider  District

Provider: All Providers

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

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		12/17/2019	M	GJ60491Q			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	GT63949W			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	GG79682S			Buffalo	7/8/2024	8/16/2024	BAKER VICTORY	CB	Self-Contained	Weekly	5	5	\$7,062.00
ALVARADO	AL		6/15/2020	M	GK28864S			Cheektowaga-Sloan	7/11/2024	8/16/2024	BUFFALO HEARING	CB	Self-Contained	Weekly	5	5	\$6,511.56
ALVARADO	LAURENCE		6/1/2020	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	GK69766Q			Buffalo	7/8/2024	8/16/2024	BAKER VICTORY	CB	Self-Contained	Weekly	5	5	\$7,062.00
ALVAREZ	DORA		11/22/2019	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	GM88089K			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	RON		10/18/2019	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	GN17182M			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	\$8,565.00
ARMSTRONG	DARRYL		9/9/2020	M	GK24634B			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

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	RS	ST	WEEKLY	2	30	\$60.00	8	7	4	2	75.00%	12	9
7/8/2024	8/16/2024	THERAPEUTIC LINK	RS	OT	WEEKLY	2	30	\$60.00	8	9	4	2	91.67%	12	11
7/8/2024	8/16/2024	HEARING AND	RS	MUS	WEEKLY	1	45	\$90.00	4	3	2	3	100.00%	6	6
7/8/2024	8/16/2024	HEARING AND	RS	ST	WEEKLY	2	45	\$90.00	8	7	4	5	100.00%	12	12
7/8/2024	8/16/2024	ASSOCIATED	RS	OT	WEEKLY	2	30	\$60.00	8	7	4	1	66.67%	12	8
7/1/2024	8/31/2024	HEARING AND	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	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	OT	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	COR	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

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

Service type:  CB  RS  SEIT  TRANS

Sort by:  Child name  Provider  District

Projected Rates

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	I	\$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

- 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

[View Full Log](#) [Add]

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 #	Payments Invoice #
1/19/2023	\$158.00		23-0433	3/22/2023	5/9/2023	2201				23-0433

Program: Education

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: 1/19/20 To: 1/19/20

Run Enrollment Report

Cancel Paid Amt: \$158.00

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
11/31/2023	1/31/2023	EVAL	SPL	Speech/Language	EVAL	22-23 10	\$158.00		DIVERSIFIED
12/8/2023	12/8/2023	EVAL	MUS	Music	EVAL	23-24 10	\$160.00		BUFFALO
9/5/2023	8/21/2024	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	8/20/2025	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

- 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

Claim Date: 04/28/2026

FTE: 1

From: 9/5/2023

To: 6/21/2025

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

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 Enrols

Claim Enrollment

Run Payment Report

Run Enrollment Report

Cancel

FTE: 1

From: 9/5/2020

To: 6/21/2021

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

Claim Selected Payments

Select All Enrollments    Claim Date: 04/28/2026

Select All Evals

Claim Enrollments    FTE: 1

**Run Payment Report**    From: 9/5/2021

Run Enrollment Report    To: 6/21/2022

Cancel    Paid Amt: \$44,766.

pschool - Child Payment History

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

Preview

- childs.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	Reg/Adjust	Non Pav Code	1:1 Aisle (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

The screenshot shows a software interface for a 'Child Enrollment Report'. On the left, there is a control panel with several buttons: 'Select All Enrollments', 'Select All Evals', 'Claim Enrollments', 'Run Payment Report', 'Run Enrollment Report' (highlighted with an orange border), and 'Cancel'. To the right of these buttons are input fields for 'Claim Date' (04/28/2026), 'FTE' (1), 'From' (9/5/2021), 'To' (6/21/2022), and 'Paid Amt' (\$44,766). The main area displays a preview of a report titled 'Erie County Health Department Preschool Program Child Enrollment Report' for child 'FOX, DOMINICK' (DOB: 03/27/20). The report is printed on 04/28/26 and is page 1 of 1. It contains two tables of enrollment data, each with columns for STAC, Type, Session, District, Rejected, Last Sent, Last Appr'd, Provider/Program, RS, Eval/Service, CPSE/FrmDate, EVAL/LoDate, Trin/N/Wk, Trin/Sess, Rate, Total, District/Withdraw, TermDate, Dis/Grp, FFE, Hrs/Day, and Days/Wk. The first table shows enrollments for sessions 25-26 and 24-25, with rates ranging from \$3,800.00 to \$46,904.00. The second table shows enrollments for sessions 24-25 and 23-24, with rates ranging from \$28,000.00 to \$46,904.00.

- 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  
 Show Payments for All Enrollments

Include Pending Payments  
 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.**

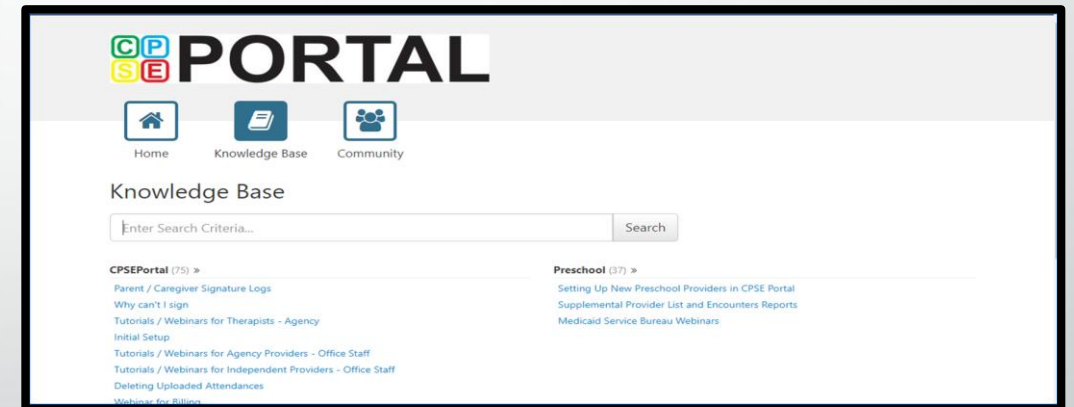


# Closing

[Preschoolsupport@CPSEPortal.com](mailto: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](mailto: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