



Agency Batch Payments

User Guide

Last Updated March 21, 2019

Contents

1	Introduction	1
2	Subsidy/Parent Credit – Configuration	1
3	Agency Batch Payment Submission – Role Access	3
4	Agency Batch Payment - Submission	4
5	Agency Batch Payments – Approval	6
6	Agency Batch Payments - History	8
7	Post Agency Payments at Family Level	10
8	Apply Payments from Subsidy Credits & Subsidy Refunds	14
9	Subsidy Credit	15
10	Subsidy Credit – History	18
11	Subsidy Refund - Process.....	19
12	Subsidy Refund – History.....	20

1 Introduction

OnCare has introduced a new way of posting agency batch payments which is explained below.

Excel (csv) file upload:

Posting the agency payments for multiple families towards multiple charges makes it complex and time consuming when the transactions are more in a web-based application.

To overcome this, OnCare has come up with the csv file upload method with which the following can be done:

- Agency payments
- Transfers
- Adjustments
- Credits (New)
 - Parent Credit
 - Subsidy Credit

2 Subsidy/Parent Credit – Configuration

Excess payments from the agencies are treated as **credits** and it can be handled in the following two ways:

Subsidy Credit - Credit of the agency which is maintained against the family. This can be applied against future charges from the agency Or can be refunded back to agency.

Parent Credit – Credit to the parent (sponsor) ledger with the billing description 'Subsidy Parent Credit'.

Subsidy credit and Parent credit can be enabled at Center level as follows:

Access Path: System Administration → Administrative Functions → Family Accounting → Agency Payment Automatic Application Rule

The screenshot shows the 'Administrative Functions' menu. Under the 'Family Accounting' section, the link 'Agency Payment Automatic Application Rule' is highlighted with a red rectangle. A yellow callout box points to this link with the text: 'Clicking on this link will navigate to the following screen'.

Administrative Functions

Manage Users

- [Manage Users](#)
- [Manage Centers](#)
- [Manage Parent Account](#)

Family Accounting

- [Search Across Centers](#)
- [Add /Edit School Type](#)
- [Billing Setup - Center Level](#)
- [Program Setup](#)
- [Withdrawal Reason Setup](#)
- [Child Question Setup - Company Level](#)
- [Child Question Setup - Center Level](#)
- [Employer Setup](#)
- [Apply Payment from Payroll](#)
- [Billing Configuration - company level](#)
- [Billing Configuration - center level](#)
- [Agency Payment Automatic Application Rule](#)
- [Agency Batch Payments - Pending for Review](#)
- [Apply Payments from Subsidy Credits & Subsidy Refunds](#)

The screenshot shows the 'Agency Payment Automatic Application Rules' configuration screen. The 'Center Name' is 'Agency Payment Evaluation'. Under 'Underpayment Application Rules', the 'Do Not Apply Automatically' radio button is selected. Under 'Overpayment Application Rules', the 'Do Not Apply Automatically' radio button is also selected. A red rectangle highlights the 'Credits Applicable' section, which has both 'Parent Credit' and 'Subsidy Credit' checked. A yellow callout box points to this section with the text: 'New configuration to turn on/off Parent/Subsidy credits.' At the bottom are 'Save' and 'Cancel' buttons.

>> Agency Payment Automatic Application Rules

Select a Center

Center Name Agency Payment Evaluation

Underpayment Application Rules

☐ Transfer to Parent Ledger

☐ Write-Off

☒ Do Not Apply Automatically

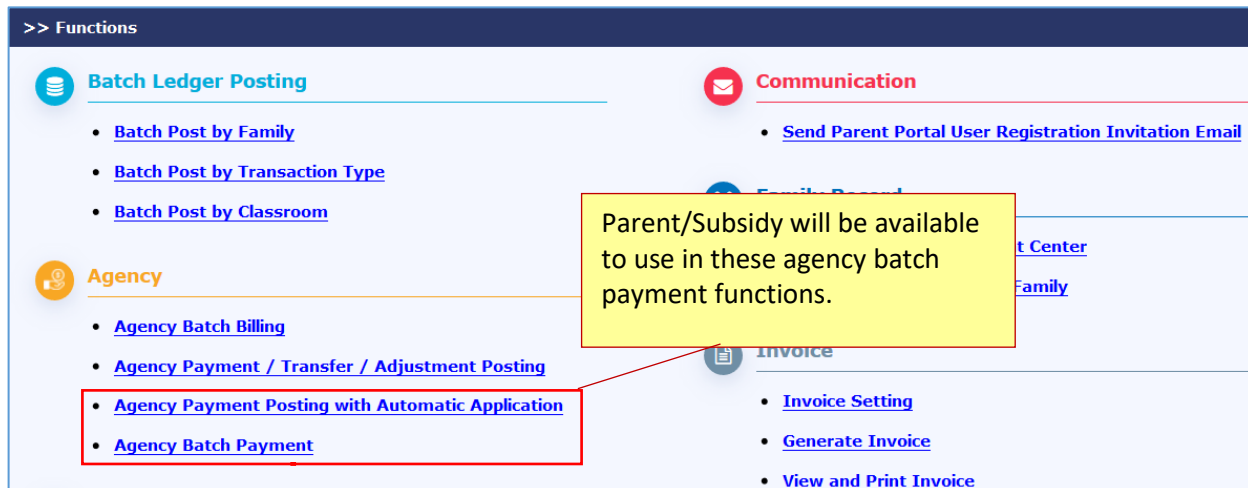
Overpayment Application Rules

☐ True-Up

☒ Do Not Apply Automatically

Credits Applicable ☒ Parent Credit ☒ Subsidy Credit

Save **Cancel**



3 Agency Batch Payment Submission – Role Access

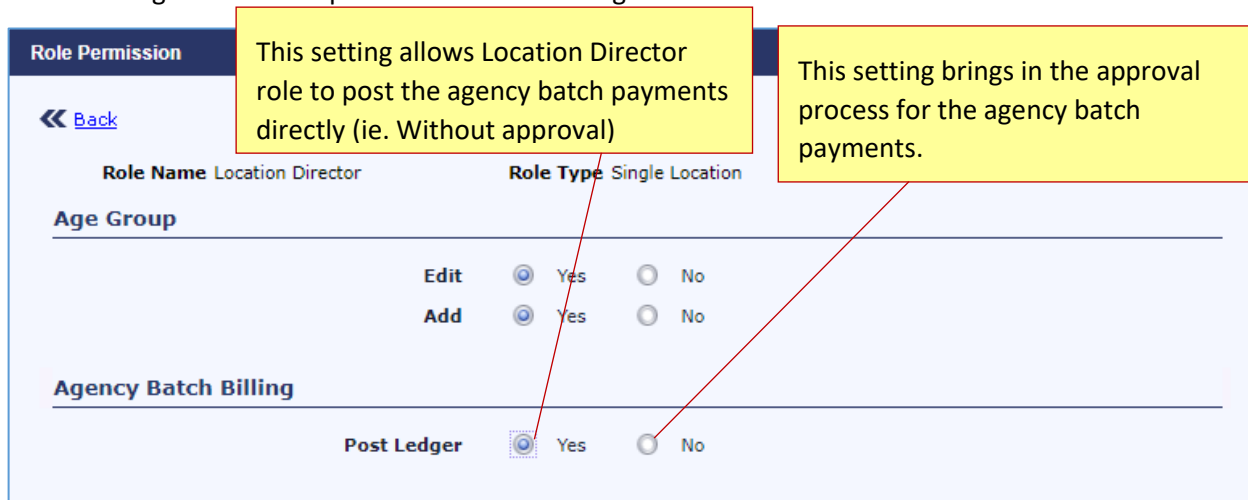
Access Path: System Administration → Role Management → Feature Permission (Edit) → Role Permission

Earlier ways of agency postings allowed direct ledger postings by location director role.

Now, OnCare has provided a review and approval process which gives more control over agency payment postings.

Company Super Admin and Company Admin roles can post the agency batch payments without approval process.

Screen shot given below explains the related settings



Admin Approval:

- Location Director uploads the agency payments via excel and submit it to the admins for the review
- Admin reviews and approves the agency payment postings.

4 Agency Batch Payment - Submission

A new link namely “Agency Batch Payment” has been added as below:

Access Path: Family Accounting → Functions → Agency Batch Payment

OnCare DEMO Family Accounting

1 - Subsidy location

Home Feedback Help Logout

Main Menu Setup Reports Functions

>> Functions

- Batch Ledger Posting
 - Batch Post by Family
 - Batch Post by Transaction Type
 - Batch Post by Classroom
- Agency
 - Agency Batch Billing
 - Agency Payment / Transfer / Adjustment Posting
 - Agency Payment Posting with Automatic Application
 - Agency Batch Payment**
- Communication
 - Send Parent Portal User Registration Invitation Email
- Family Record
 - Enroll Families into Different Center
- Download

STEP 1:

>> Agency Payment / Transfer / Credit / Adjustment Posting

STEP 1: Select Filter Criteria, Download Excel

STEP 2: Fill Check Details, Upload Excel

STEP 3: Review, Submit

* Agency: KCR

Select Billing Posting Period: Current Month

From: 12/01/2018 To: 12/31/2018

Download Excel

Back Step 2

CSV sample file:

NO	ID	POSTINGDATE	FAMACCK	CHILDNAME	CHARGES	APPLIED	DUE	PAYMENT	TRANSFER	ADJUSTMENT	SUBSIDY	CREDIT	PARENTCREDIT	COMMENTS
1	168505-20	12/10/2018	ALEXIS	Saiya Sahi	5	0	5	5	0	0	10	5		
2	168504-20	12/17/2018	AJAH	Madalyn \	5	0	5	0	0	0	0	0		

On the downloaded CSV file, the values of PAYMENT, TRANSFER, ADJUSTMENT, CREDIT/SUBSIDY CREDIT/PARENTCREDIT AND COMMENTS can be inputted as appropriately.

Note: On the csv file, following should not be done:

- Column header values should not be altered.
- New columns should not be added, and existing columns should not be removed.
- Values of Columns “NO, ID, POSTINGDATE, FAMACCKEY, CHILDNAME, CHARGES, APPLIED, DUE” are for reference purposes only and should not be changed.

STEP 2:

>> Upload Agency Payment / Transfer / Credit / Adjustment Posting

STEP 1
 • Select Filter Criteria
 • Download Excel

STEP 2
 • Fill Check Details
 • Upload Excel

STEP 3
 • Review
 • Submit

Agency Name A1
 Agency Abbreviation KCR

* Check Amount \$20.00
 * Check Number CHK -002
 * Payment Posting Date 12/17/2018

* Upload Excel AgencyBatchPayment1: Browse...

Back Step 3

Upload the filled csv file along with check amount, check number, posting date

If no errors found on the uploaded csv, the confirmation screen will be shown as in STEP 3.

STEP 3:

>> Agency Payment / Transfer / Credit / Adjustment Posting

STEP 1
 • Select Filter Criteria
 • Download Excel

STEP 2
 • Fill Check Details
 • Upload Excel

STEP 3
 • Review
 • Submit

Agency Name A1
 Payment Posting Date 12/17/2018
 Check Amount \$20.00

Agency Abbreviation KCR
 Check Number CHK -002

No	Posting Date	Family Acct Key	Child Name	Charges	Applied	Due	Payment	Transfer	Adjustment	Subsidy Credit	Parent Credit	Comments
1	12/10/2018	ALEXIS	Saiya Sahi	\$ 5.00	\$ 0.00	\$ 5.00	\$ 5.00	\$ 0.00	\$ 0.00	\$ 10.00	\$ 5.00	
2	12/17/2018	AJAH	Madalyn Wong	\$ 5.00	\$ 0.00	\$ 5.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Total							\$5.00	\$0.00	\$0.00	\$10.00	\$5.00	

Back Next

Click on "Next" to submit for admin's review.

>> Agency Payment / Transfer / Credit / Adjustment Posting

STEP 1
 • Select Filter Criteria
 • Download Excel

STEP 2
 • Fill Check Details
 • Upload Excel

STEP 3
 • Review
 • Submit

Agency Name A1
 Payment Posting Date 12/17/2018
 Check Amount \$20.00

Agency Abbreviation KCR
 Check Number CHK -002

No	Posting Date	Family Acct Key	Child Name	Charges	Applied	Due	Payment	Transfer	Adjustment	Subsidy Credit	Parent Credit	Comments
1	12/10/2018	ALEXIS	Saiya Sahi	\$ 5.00	\$ 0.00	\$ 5.00	\$ 5.00	\$ 0.00	\$ 0.00	\$ 10.00	\$ 5.00	
Total							\$5.00	\$0.00	\$0.00	\$10.00	\$5.00	

Back Submit for Review

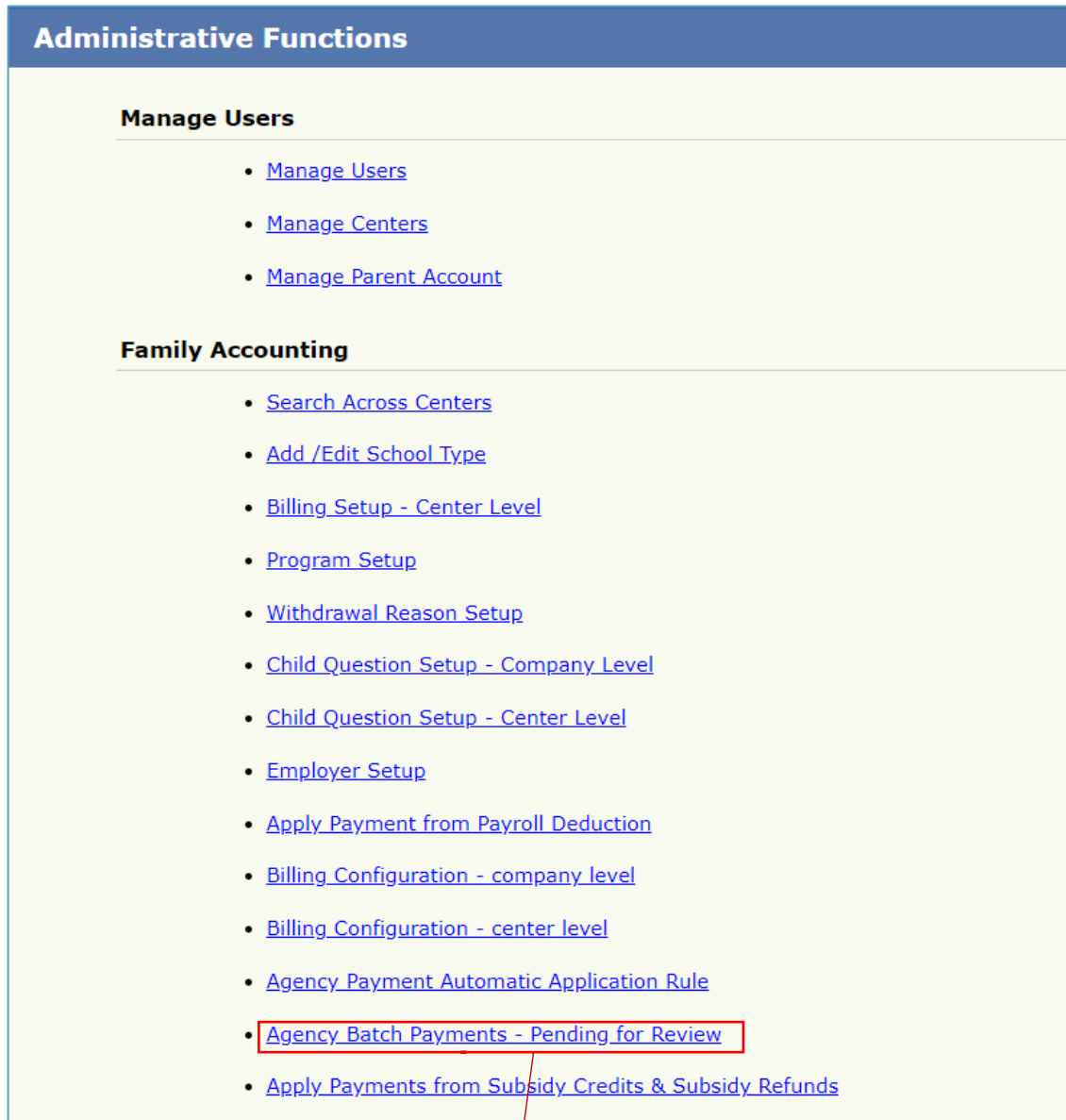
This will submit the agency payments to admins for their review and approval

5 Agency Batch Payments – Approval

Company Super Admin and Company Admin roles can review and approve the agency payments.

A new link namely “Agency Batch Payments - Pending for Review” is added as shown below:

Access Path: Administrative → Agency Batch Payments - Pending for Review



Clicking on this link will navigate to the following screen

This screen displays the agency payments by the agency. Agencies can be listed by a center or by all centers.

>> Agency Batch Payments - Pending for Review

[Back](#)
[Agency Batch Payments History](#)

Select Center

Oncare

Agency Name	Payment Posting Date	Check Number	Check Amount	Submitted By	Submitted On	Action
KCR	12/17/2018	CHK -002	\$ 20.00	Location Dir	12/17/2018 04:26:21	View and Post Payments
CCR	12/17/2018	CHK -001	\$ 17.00	Location Dir	12/17/2018 04:14:55	View and Post Payments

Clicking on this link will navigate to the following screen where admin can edit the payments or post to ledger

>> Agency Batch Payments - Pending for Review

[Back](#)

Center Name: TAP Payment Evaluation_ED
 Agency Name: A1
 Check Number: CHK -002

Agency Abbreviation: KCR
 Check Amount: \$20.00

Posting Date	Family Acct Key	Parent Last Name	Child Name	Charges	Applied	Due	Payment	Transfer	Adjustment	Subsidy Credit	Parent Credit	Comments
12/10/2018	ALEXIS	Swanson	Saiya Sahi	\$ 5.00	\$ 0.00	\$ 5.00	\$ 5.00	\$ 0.00	\$ 0.00	\$ 10.00	\$ 5.00	
Total							\$5.00	\$0.00	\$0.00	\$10.00	\$5.00	

(OR)

Clicking on **Edit Payments** will facilitate the admin to make changes to the payment / transfer / adjustment / credit entries as shown in the edit screen below:

Clicking on **Post to Ledger** will post the payment / transfer / adjustment / credit entries to the ledger as appropriately.

>> Agency Batch Payments - Pending for Review

[Back](#)

Center Name: TAP Payment Evaluation_ED
 Agency Name: A1
 Check Number: CHK -002

Agency Abbreviation: KCR
 Check Amount: \$20.00

Posting Date	Family Acct Key	Parent Last Name	Child Name	Charges	Applied	Due	Payment	Transfer	Adjustment	Subsidy Credit	Parent Credit	Comments
12/10/2018	ALEXIS	Swanson	Saiya Sahi	\$ 5.00	\$ 0.00	\$ 5.00	\$5.00	\$0.00	\$0.00	\$10.00	\$5.00	

On the “Family Ledger Card Details”, a new column “Credit” has been introduced to show the agency credits of the family as shown in the screenshot below:

Family Account Key : ALEXIS [Prev](#) [Next](#)

Sponsor : Alexis Swanson

Child First Name : Saiya

Show Ledger ☒ Hide Void Post Ledger Item ?

Payor	Today's Bal.	Pending Bal.	Deposit	Payment	Credit
Sponsor	\$ -3.60	\$ 16.40	\$ 40.00	TAP(ACH)	N/A
KCR	\$ 0.00	\$ 0.00	N/A	N/A	\$ 10.00

Ledger	Posting Date	Check #	Description	Billing Period	Comments	Child Name	Charges	Credit	Balance	Action
Sponsor	12/16/2018		Issue Credit - ACH		IC00000127		\$ 1.00		\$ 6.40	
KCR	12/17/2018	CHK -002	Payment - Check			Saiya		\$ 5.00	\$ 1.40	Void
Sponsor	12/17/2018	CHK -002	Subsidy Parent Credit			Saiya		\$ 5.00	\$ -3.60	Void
Today's Bal.									\$ -3.60	

6 Agency Batch Payments - History

Company Admins can view the history of Agency Batch Payments made.

Access Path: Administrative → Agency Batch Payments - Pending for Review → Agency Batch Payments History

>> Agency Batch Payments - Pending for Review

[Back](#) [Agency Batch Payments History](#)

Select Center

Agency Payment Evaluation

Agency Name	Payment Posting Date	Check Number	Check Amount	Submitted By	Submitted On	Action
CCR	12/17/2018	CHK -001	\$ 17.00	Location Dir	12/17/2018 04:14:55	View and Post Payments

Oncare

Agency Name	Payment Posting Date	Check Number	Check Amount	Submitted By	Submitted On	Action
A1	12/04/2018	CN - 111	\$ 70.00	Company SA	12/04/2018 08:00:37	View and Post Payments
A1	12/05/2018	2452452	\$ 0.40	Location		

Clicking on “Agency Batch Payments History” will navigate to the filter selection screen

>> Agency Batch Payments History

[Back](#)

Select Center

Select Payment Posting Period

From To

Clicking on “Submit” will navigate to the “Agency Batch Payments History” screen.

>> Agency Batch Payments History

<< Back

Select Center: Agency Payment Evaluation

Select Payment Posting Period: Current Date

From: 12/17/2018 To: 12/17/2018

Submit

Agency 1

Payment Posting Date	Check Number	Check Amount	Submitted By	Submitted On	Approved By	Approved On	Status	Action
12/17/2018	CKN -001	\$ 17.00	Company SA	12/17/2018 04:00:55	Company SA	12/17/2018 04:00:55	Completed	View Payments
12/17/2018	CHK -001	\$ 17.00	Location Dir	12/17/2018 04:14:55			Processing	View Payments

Clicking on **View Payments** link will open **Agency Batch Payments** pop-up window.

Completed status means that the agency batch payments are posted successfully to the respective ledgers.

Processing status means that the agency batch payments are yet to be approved by the Admins

>> Agency Batch Payments History

<< Back

Agency Batch Payments

Center Name: Agency Payment Evaluation

Agency Name: A1

Check Number: CHK -002

Agency Abbreviation: KCR

Check Amount: \$20.00

Posting Date	Family Acct Key	Parent Last Name	Child Name	Charges	Payment	Transfer	Adjustment	Subsidy Credit	Parent Credit	Comments
12/10/2018	ALEXIS	Swanson	Saiya Sahi	\$ 5.00	\$ 5.00	\$ 0.00	\$ 0.00	\$ 10.00	\$ 5.00	
Total					\$5.00	\$0.00				

'Agency Batch Payments' pop-up windows that displays the transaction details of the selected batch

7 Post Agency Payments at Family Level

Now, Agency Payments can be posted at Family Level in addition to batch postings.

Configuration:

Company Super Admin and Company Admin roles have the provision to enable the agency payment posting at family level.

Access Path: Administrative Functions → Manage Centers → Center Setup → Configuration

Configuration

Agency Payment Posting at Family level ☒ Yes ☐ No

Save

Post Subsidy Payment in Ledger Card page will be enabled when both these options are selected.

Family Info

Family Status: Active

Family Type: ☒ Subsidized ☐ Summer camp ☐ Drop-in

Ledger Type: ☒ Single ☐ Multiple

☐ Full time ☐ Part time

Email Preference: Email Parent 1

Access Path: Family Accounting → Family Record → Family Ledger Card Details

Family Account Key : ELLEN

Sponsor : Ellen Connolly

Co-Sponsor : William Connolly

Child First Name : Rebecca, Cedric

Show Ledger: All ☒ Hide Void

This button click will open the following pop-up window

Payor

Payor	Today's Bal.	Pending Bal.	Credit
Sponsor	\$ 250.00	\$ 250.00	N/A
Co-Sponsor	\$ 0.00	\$ 0.00	N/A
WSS	\$ 60.00	\$ 60.00	N/A
TT-CCMS	\$ 100.00	\$ 100.00	N/A

Post Subsidy Payment Post Ledger Item ?

Ledger	Posting Date	Check #	Description	Billing Period	Comments	Child Name	Charges	Credit	Balance	Action
WSS	02/06/2017		3Days / Bi-Monthly	01/01/2019 - 01/15/2019	Rebecca Connolly	Rebecca	\$ 50.00		\$ 50.00	Void
Sponsor	01/25/2019		5Days Fee / Bi-Monthly	01/01/2019 - 01/15/2019	Rebecca Connolly	Rebecca	\$ 75.00		\$ 175.00	Void
Sponsor	01/27/2019		3Days / Bi-Monthly	01/01/2019 - 01/31/2019	Rebecca Connolly	Rebecca	\$ 50.00		\$ 225.00	Void
Sponsor	01/27/2019		5Days Fee / Bi-Monthly	01/16/2019 - 01/31/2019	Rebecca Connolly	Rebecca	\$ 75.00		\$ 300.00	Void
TT-CCMS	02/06/2019		3Days / Bi-Monthly			Rebecca	\$ 50.00		\$ 350.00	Void
WSS	02/06/2019		Annual Day Fee			Rebecca	\$ 10.00		\$ 360.00	Void
TT-CCMS	02/06/2019		3Days / Bi-Monthly			Cedric	\$ 50.00		\$ 410.00	Void
Today's Bal.									\$ 410.00	

Post Subsidy Payment

Agency Name Agency Abbreviation

Payment Posting Date MM/dd/YYYY Check Amount \$0.00

Check Number

Based on the selected agency and filter criteria, open charges will be listed as shown in the screen below

Sponsor	01/25/2019		3Days / Bi-Monthly	01/15/2019	Rebecca Connolly	Rebecca	\$	50.00		\$	100.00	Void
Sponsor	01/25/2019		5Days Fee / Bi-Monthly	01/01/2019 - 01/15/2019	Rebecca Connolly	Rebecca	\$	75.00		\$	175.00	Void

Post Subsidy Payment

Agency Name County CCMS Agency Abbreviation TT-CCMS

Payment Posting Date 02/06/2019 Check Amount \$105.00

Check Number WSS01072019

No.	Posting Date	Child Name	Charges	Applied	Due	Payment	Underpayment		Overpayment			Comments
							Transfer	Write-off	True-up	Subsidy Credit	Parent Credit	
1	02/06/2019	Rebecca Connolly	\$ 50.00	\$ 0.00	\$ 50.00	\$30.00	\$4.00	\$6.00	\$0.00	\$0.00	\$0.00	
2	02/06/2019	Cedric Connolly	\$ 50.00	\$ 0.00	\$ 50.00	\$75.00	\$0.00	\$0.00	\$5.00	\$10.00	\$10.00	

Next Reset Cancel

Next will navigate to the below screen for confirmation

Today's Bal. \$ 410.00

Note: Subsidy Credit and Parent Credit columns will be displayed only if it enabled for the center.

Family Account Key : ELLEN

Post Subsidy Payment

Agency Name County CCMS Agency Abbreviation TT-CCMS

Payment Posting Date 02/06/2019 Check Amount \$105.00

Check Number WSS01072019

No.	Posting Date	Child Name	Charges	Applied	Due	Payment	Underpayment		Overpayment			Comments
							Transfer	Write-off	True-up	Subsidy Credit	Parent Credit	
1	02/06/2019	Rebecca Connolly	\$ 50.00	\$ 0.00	\$ 50.00	\$ 30.00	\$ 4.00	\$ 6.00	\$ 0.00	\$ 0.00	\$ 0.00	
2	02/06/2019	Cedric Connolly	\$ 50.00	\$ 0.00	\$ 50.00	\$ 75.00	\$ 0.00	\$ 0.00	\$ 5.00	\$ 10.00	\$ 10.00	

Back Post to Ledger

Post to Ledger will post the payment / transfer / adjustment / True-Up / credit entries to the respective ledger

Post Subsidy Payment

Agency Name County CCMS Agency Abbreviation TT-CCMS

Payment Posting Date 02/06/2019 Check Amount \$105.00

Check Number WSS01072019

No.	Posting Date	Child Name	Charges	Applied	Due	Payment	Underpayment		Overpayment			Comments
							Transfer	Write-off	True-up	Subsidy Credit	Parent Credit	
1	02/06/2019	Rebecca Connolly	\$ 50.00	\$					\$ 0.00	\$ 0.00	\$ 0.00	
2	02/06/2019	Cedric Connolly	\$ 50.00	\$					\$ 5.00	\$ 10.00	\$ 10.00	

Message

Agency payment(s) are successfully posted.

Ok

Today's Bal. \$ 410.00

Family Account Key : ELLEN

[Prev](#)
[Next](#)

Sponsor : Ellen Connolly
Co-Sponsor : William Connolly
Child First Name : Rebecca, Cedric

Payor	Today's Bal.	Pending Bal.	Credit
Sponsor	\$ 244.00	\$ 244.00	N/A
Co-Sponsor	\$ 0.00	\$ 0.00	N/A
WSS	\$ 60.00	\$ 50.00	N/A
TT-CCMS	\$ 10.00	\$ 10.00	\$ 10.00

Show Ledger

All

☒ Hide Void

Post Subsidy Payment

Post Ledger Item

?

Ledger	Posting Date	Check #	Description	Billing Period	Comments	Child Name	Charges	Credit	Balance	Action
WSS	02/06/2017		3Days / Bi-Monthly			Rebecca	\$ 50.00		\$ 50.00	Void
Sponsor	01/25/2019		3Days / Bi-Monthly	01/01/2019 - 01/15/2019	Rebecca Connolly	Rebecca	\$ 50.00		\$ 100.00	Void
Sponsor	01/25/2019		5Days Fee / Bi-Monthly	01/01/2019 - 01/15/2019	Rebecca Connolly	Rebecca	\$ 75.00		\$ 175.00	Void
Sponsor	01/27/2019		3Days / Bi-Monthly	01/16/2019 - 01/31/2019	Rebecca Connolly	Rebecca	\$ 50.00		\$ 225.00	Void
Sponsor	01/27/2019		5Days Fee / Bi-Monthly	01/16/2019 - 01/31/2019	Rebecca Connolly	Rebecca	\$ 75.00		\$ 300.00	Void
TT-CCMS	02/06/2019		3Days / Bi-Monthly			Rebecca	\$ 50.00		\$ 350.00	Void
WSS	02/06/2019		Annual Day Fee			Rebecca	\$ 10.00		\$ 360.00	Void
TT-CCMS	02/06/2019		3Days / Bi-Monthly			Cedric	\$ 50.00		\$ 410.00	Void
TT-CCMS	02/06/2019	WSS01072019	Payment - Check			Rebecca		\$ 30.00	\$ 380.00	Void
TT-CCMS	02/06/2019	WSS01072019	Agency Transfer Credit			Rebecca		\$ 4.00	\$ 376.00	Void
Sponsor	02/06/2019	WSS01072019	Agency Transfer Charge			Rebecca	\$ 4.00		\$ 380.00	Void
TT-CCMS	02/06/2019	WSS01072019	Agency Adjustment Credit			Rebecca		\$ 6.00	\$ 374.00	Void
TT-CCMS	02/06/2019	WSS01072019	3Days / Bi-Monthly		Agency Trueup Charge	Cedric	\$ 5.00		\$ 379.00	Void
TT-CCMS	02/06/2019	WSS01072019	Payment - Check			Cedric		\$ 55.00	\$ 324.00	Void
Sponsor	02/06/2019	WSS01072019	Subsidy Parent Credit			Cedric		\$ 10.00	\$ 314.00	
Today's Bal.									\$ 314.00	

8 Apply Payments from Subsidy Credits & Subsidy Refunds

Company Super Admin and Company Admin roles can adjust the open agency charges from available agency credit **or** refund the money back to the agency itself.

Access Path: Administrative Functions → Apply Payments from Subsidy credits and subsidy Refunds

Family Accounting

- [Search Across Centers](#)
- [Add /Edit School Type](#)
- [Billing Setup - Center Level](#)
- [Program Setup](#)
- [Withdrawal Reason Setup](#)
- [Child Question Setup - Company Level](#)
- [Child Question Setup - Center Level](#)
- [Employer Setup](#)
- [Apply Payment from Payroll Deduction](#)
- [Apply Payment from Payroll Deduction - Batch](#)
- [Billing Configuration - company level](#)
- [Billing Configuration - center level](#)
- [Agency Payment Automatic Application Rule](#)
- [Agency Batch Payments - Pending for Review](#)
- [Apply Payments from Subsidy Credits & Subsidy Refunds](#)

9 Subsidy Credit

Agency charges can be adjusted using the Subsidy Credits.

>> Apply Payments from Subsidy Credits & Subsidy Refunds

<< [Back](#) [Subsidy Credit History](#) [Subsidy Refund History](#)

Select Center:

Agency Payment Evaluation

Agency Name	Family Acct Key	Parent Name	Child Name	Credit	Action
KCR	ALEXIS	Alexis Swanson	Saiya Sahi	\$ 10.00	View Summary Post Payment Subsidy Refund
KCR	ALEXIS	Alexis Swanson	John Smith	\$ 6.00	View Summary Post Payment Subsidy Refund
KCR	LILLIAN	Lillian Addison	Sofia LILLIAN	\$ 1.01	View Summary Post Payment Subsidy Refund
CCR	AHMAD	Faiza Ahmad	Ibraheem Ahmad	\$ 2.75	View Summary Post Payment Subsidy Refund
CCR	AJAH	Ajah White	Madalyn Wong	\$ 14.00	View Summary Post Payment Subsidy Refund

All the open credits will be summed and shown by the child and agency.

Clicking on **View Summary** link will show the open credit details of the selected child in a pop-up window given below:

Clicking on **Post Payment** link will navigate to **Apply Payments from Subsidy Credits** screen.

>> Apply Payments from Subsidy Credits & Subsidy Refunds

<< [Back](#) [Subsidy Credit History](#) [Subsidy Refund History](#)

Select Center:

Agency Payment Evaluation

Agency Name	Family Acct Key	Parent Name	Child Name	Credit	Action
KCR	ALEXIS	Alexis Swanson	Saiya Sahi	\$ 10.00	View Summary Post Payment Subsidy Refund
KCR	ALEXIS	Alexis Swanson	John Smith	\$ 6.00	View Summary Post Payment Subsidy Refund
KCR	LILLIAN	Lillian Addison	Sofia LILLIAN	\$ 1.01	View Summary Post Payment Subsidy Refund
CCR	AHMAD	Faiza Ahmad	Ibraheem Ahmad	\$ 2.75	View Summary Post Payment Subsidy Refund
CCR	AJAH	Ajah White	Madalyn Wong	\$ 14.00	View Summary Post Payment Subsidy Refund

Credit Summary

Posting Date	Check Number	Agency Name	Family Acct Key	Parent Name	Child Name	Credit
12/17/2018	chn-0016	CCR	AJAH	Ajah White	Madalyn Wong	\$ 4.00
12/17/2018	CKN -001	CCR	AJAH	Ajah White	Madalyn Wong	\$ 10.00

Ok

Post Payment:

This page will list the open agency charges against the child.

STEP 1:

Input the payment amount and posting date against the charges and then click on **Next** button

Center Name: Agency Payment Evaluation				Agency Abbreviation: CCR			
Agency Name: Agency 1				Available Credit: \$14.00			
Parent Name: Ajah White				Family Acct Key: AJAH			
Child Name: Madalyn Wong							

Posting Date	Comments	Charges	Applied	Due	Payment	Payment Posting Date	Comments
12/12/2017		\$ 12.00	\$ 0.00	\$ 12.00	\$2.00	12/17/2018	
12/10/2018		\$ 2.00	\$ 0.00	\$ 2.00	\$0.00	12/17/2018	

Back **Next**

STEP 2:

Verify the details and then click on **Post to Ledger** to confirm the posting.

Center Name: Agency Payment Evaluation				Agency Abbreviation: CCR			
Agency Name: Agency 1				Available Credit: \$14.00			
Parent Name: Ajah White				Family Acct Key: AJAH			
Child Name: Madalyn Wong							

Posting Date	Comments	Charges	Applied	Due	Payment	Payment Posting Date	Comments
12/12/2017		\$ 12.00	\$ 0.00	\$ 12.00	\$ 2.00	12/17/2018	
Total		\$12.00	\$0.00	\$12.00	\$2.00		

Back **Post to Ledger**

10 Subsidy Credit – History

Company Admins can view the history of subsidy credits.

Access Path: Administrative Functions → Apply Payments from Subsidy credits and subsidy Refunds → Subsidy Credit History

Clicking on **Subsidy Credit History** will navigate to the filter selection screen.

>> Apply Payments from Subsidy Credits & Subsidy Refunds

<< [Back](#)

Select Center:

[Subsidy Credit History](#) [Subsidy Refund History](#)

Agency Payment Evaluation

Agency Name	Family Acct Key	Parent Name	Child Name	Credit	Action
KCR	ALEXIS	Alexis Swanson	Saiya Sahi	\$ 8.00	View Summary Post Payment Subsidy Refund
KCR	ALEXIS	Alexis Swanson	John Smith	\$ 6.00	View Summary Post Payment Subsidy Refund
KCR	LILLIAN	Lillian Addison	Sofia LILLIAN	\$ 1.01	View Summary Post Payment Subsidy Refund
CCR	AHMAD	Faiza Ahmad	Ibraheem Ahmad	\$ 2.75	View Summary Post Payment Subsidy Refund
CCR	AJAH	Ajah White	Madalyn Wong	\$ 12.00	View Summary Post Payment Subsidy Refund

Oncare

Agency Name	Family Acct Key	Parent Name	Child Name	Credit	Action
A1	LILLIAN	Lillian Addison	Sofia LILLIAN	\$ 6.17	View Summary Post Payment Subsidy Refund

>> Subsidy Credit History

<< [Back](#)

Select Center:

Select Payment Posting Period:

From: To:

Agency Payment Evaluation

Posting Date	Agency Name	Family Acct Key	Parent Name	Child Name	Check Number	Credit Amount	Available Credit	Status
12/03/2018	KCR	LILLIAN	Lillian Addison	Sofia LILLIAN	1234	\$ 1.01	\$ 1.01	Open
12/16/2018	CCR	AHMAD	Faiza Ahmad	Ibraheem Ahmad	CHK -10	\$ 2.75	\$ 2.75	Open
12/17/2018	CCR	AJAH	Ajah White	Madalyn Wong	CKN -001	\$ 10.00	\$ 0.00	Closed
12/17/2018	KCR	ALEXIS	Alexis Swanson	Saiya Sahi	CHK -002	\$ 10.00	\$ 8.00	Open
12/17/2018	KCR	ALEXIS	Alexis Swanson	John Smith	CHK -003	\$ 6.00	\$ 6.00	Open
12/17/2018	CCR	AJAH	Ajah White	Madalyn Wong	chn-0016	\$ 4.00	\$ 0.00	Closed

Status **Open** indicates that the transaction has open credit

Status **Closed** indicates that the transaction does not have open credit

11 Subsidy Refund - Process

Company Admins can refund the subsidy amount to the respective agencies.

Access Path: Administrative Functions → Apply Payments from Subsidy credits and subsidy Refunds

>> Apply Payments from Subsidy Credits & Subsidy Refunds

← Back

Select Center All

Agency Payment Evaluation

Agency Name	Family Acct Key	Parent Name	Child Name	Credit	Action
KCR	ALEXIS	Alexis Swanson	Saiya Sahi	\$ 8.00	View Summary Post Payment Subsidy Refund
KCR	ALEXIS	Alexis Swanson	John Smith	\$ 6.00	View Summary Post Payment Subsidy Refund
KCR	LILLIAN	Lillian Addison	Sofia LILLIAN	\$ 1.01	View Summary Post Payment Subsidy Refund
CCR	AHMAD	Faiza Ahmad	Ibraheem Ahmad	\$ 2.75	View Summary Post Payment Subsidy Refund

Subsidy Refund History

Clicking on **Subsidy Refund** link will navigate to the **Subsidy Refund** screen

>> Subsidy Refund

Center Name: Agency Payment Evaluation Agency Name: Agency 1
Agency Abbreviation: CCR Parent Name: Faiza Ahmad
Family Acct Key: AHMAD Total Available Credit: \$2.75

Posting Date	Check No	Child Name	Available Credit	Refund Date	Refund Amount	Comments
12/16/2018	CHK -10	Ibraheem Ahmad	\$ 2.75	12/17/2018	\$ 1.00	

Back Confirm Refund

Input the Refund Date and Refund amount then click on the **Next** button

>> Subsidy Refund

Center Name: Agency Payment Evaluation Agency Name: Agency 1
Agency Abbreviation: CCR Parent Name: Faiza Ahmad
Family Acct Key: AHMAD Total Available Credit: \$2.75

Posting Date	Check No	Child Name	Available Credit	Refund Date	Refund Amount	Comments
12/16/2018	CHK -10	Ibraheem Ahmad	\$ 2.75	12/17/2018	\$ 1.00	

Back Confirm Refund

Verify the refund transaction details then click on the **Confirm Refund** button

Clicking on **Yes** will refund the specified amount to the agency at OnCare records. *Refunding the actual money to agencies will be done by the centers which is not in the scope of OnCare*

Clicking on **No** will cancel the refund process

Agency Name: Agency 1
Parent Name: Faiza Ahmad
Total Available Credit: \$2.75

Posting Date	Check No	Child Name	Available Credit	Refund Date	Refund Amount	Comments
12/16/2018	CHK -10	Ibraheem				

Confirmation

Are you sure you want to process the Refund?

Upon the successful refund process, credit balance will be updated.

12 Subsidy Refund – History

Company Admins can view the history of Subsidy Refunds.

Note: Refunded transactions can be tracked only via ‘Subsidy Refund History’

Access Path: Administrative Functions → Apply Payments from Subsidy credits and subsidy Refunds → Subsidy Refund History

>> Apply Payments from Subsidy

Clicking on **Subsidy Refund History** will navigate to the filter selection screen

[Subsidy Credit History](#) [Subsidy Refund History](#)

Back

Select Center: All

Agency Payment Evaluation

Agency Name	Family Acct Key	Parent Name	Child Name	Credit	Action
KCR	ALEXIS	Alexis Swanson	Saiya Sahi	\$ 8.00	View Summary Post Payment Subsidy Refund
KCR	ALEXIS	Alexis Swanson	John Smith	\$ 6.00	View Summary Post Payment Subsidy Refund
KCR	LILLIAN	Lillian Addison	Sofia LILLIAN	\$ 1.01	View Summary Post Payment Subsidy Refund
CCR	AHMAD	Faiza Ahmad	Ibraheem Ahmad	\$ 1.75	View Summary Post Payment Subsidy Refund

‘Subsidy Refund History’ page will list all the refunded transactions for the selected period.

> Subsidy Refund History

Back

Select Center: All

Select Refund Posting Period: Current Month

From: 12/01/2018 To: 12/31/2018

Submit

Agency Payment Evaluation

Posting Date	Agency Name	Family Acct Key	Parent Name	Child Name	Refund Date	Refund Amount	Refund Recorded Date	Refunded By	Comments
12/16/2018	CCR	AHMAD	Faiza Ahmad	Ibraheem Ahmad	12/17/2018	\$ 1.00	12/17/2018	Company SA	

OnCare

Posting Date	Agency Name	Family Acct Key	Parent Name	Child Name	Refund Date	Refund Amount	Refund Recorded Date	Refunded By	Comments
12/03/2018	A1	LILLIAN	Lillian Addison	Sofia LILLIAN	12/04/2018	\$ 0.02	12/04/2018	Company SA	
12/03/2018	A1	LILLIAN	Lillian Addison	Sofia LILLIAN	12/04/2018	\$ 0.30	12/04/2018	Company SA	Subsidy Refund