## Third Party Payment Allocations Import

Last Modified on 04/01/2019 10:18 am EDT

After a third party payment has been posted in the system, exports and imports can be used to reconcile balances to specific children's third party totals. This process should only be done for one center, and one payment at a time.

Once a payment is posted through the deposit process , follow the steps below.

## Allocations Export/Import Process

1. Click Payments, then select Third Party Journal

S	Search			•				
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals
(	Home	Informatio	Journal					
	9 Informati		Deposit					
	Informatio	on	Third Part	y Journal				
	Monthly r	elease co	Add/Edit 7	Third Party Re	s enhanc	ements. Ple	ease see relea	
			Third Part	y Refund Alloc	ation			
	(i)		Payments,	/Adjustments	ssroom	List		
	Informatio	on s	Mass Char	nge		r		

 In the Agency Allocations section, use the drop-down menus to select the Agency and Deposit

Age	ncy Allocation			
Agenc	к*			
۲	DHS	-	Refresh	
Select	Deposit:			
8	DHS - 12345 @ 03/29/2019-500.00			-

3. Ensure the information in the Criteria section is correct, if not, update as

## needed

Criteria	
Center: DCW Transactional- CENTER 1	*
Invoice Period:	•
Post From Date 01/01/2019	Post To Date 12/31/2019
First Name:	Last Name:
Outstanding Balance Greater Than:	Cutstanding Balance Less Than:
~	Search

- Center choose the correct section
- Invoice Period choose the invoice period, if applicable
- Post From Date choose the post from date
- Post To Date choose the post to date
- First Name enter the student's first name
- Last Name enter the student's last name
- Outstanding Balance Greater Than enter a greater than amount to search for balances
- Outstanding Balance Less Than enter a less than amount to search for balances
- 4. Click Search
- 5. Click Actions, then select Export Journal

Actions -	
View Posted Allocations	
Import	
Alternate Allocation Journal	
Create Recon	
Export Recon	
Export Journal	
Auto Allocate	

6. Enter the payment totals for each student if multiple students match the search criteria used, then save the file to the computer

Third Party Journal Exp	port											
Agency Payment Info:	jency Payment Info: DCW Transactional- CENTER 1 // DHS for 03/29/2019 - \$500.00 - 12345											
Allocation ID:	105318											
Status:	Open											
Date of Report:	03/29/2019											
Search Criteria:	Post From Date: 01/01/2019, P	Post To Date: 12/31/2	2019									
			Original			Current		Remaining	Family	Sponsor	Statement	Allocation
Family Name	Child	Billing Period	Original Balance	Payments	Adjustments	Current Payment	Comments	Remaining Balance	Family ID	Sponsor ID	Statement Detail ID	Allocation Detail ID
Family Name Giant	Child Jolly Green Giant	Billing Period 01/01/19-01/31/19	Original Balance 100.00	Payments 400.00	Adjustments 0.00	Current Payment 500	Comments	Remaining Balance -800.00	Family ID 323498	Sponsor ID 859768	Statement Detail ID 19074719	Allocation Detail ID
Family Name Giant	Child Jolly Green Giant	Billing Period 01/01/19-01/31/19	Original Balance 100.00	Payments 400.00	Adjustments 0.00	Current Payment 500	Comments	Remaining Balance -800.00	Family ID 323498	Sponsor ID 859768	Statement Detail ID 19074719	Allocation Detail ID
Family Name Giant Total	Child Jolly Green Giant	Billing Period 01/01/19-01/31/19	Original Balance 100.00 100.00	Payments 400.00 400.00	Adjustments 0.00 0.00	Current Payment 500 500.00	Comments	Remaining Balance -800.00 -800.00	Family ID 323498	Sponsor ID 859768	Statement Detail ID 19074719	Allocation Detail ID
Family Name Giant Total	Child Jolly Green Giant	Billing Period 01/01/19-01/31/19	Original Balance 100.00 100.00	Payments 400.00 400.00	Adjustments 0.00 0.00	Current Payment 500	Comments	Remaining Balance -800.00 -800.00	Family ID 323498	Sponsor ID 859768	Statement Detail ID 19074719	Allocation Detail ID
<mark>Family Name</mark> Giant Total	Child Jolly Green Giant	Billing Period 01/01/19-01/31/19	Original Balance 100.00 100.00	Payments 400.00 400.00	Adjustments 0.00 0.00	Current Payment 500	Comments	Remaining Balance -800.00 -800.00	Family ID 323498	Sponsor ID 859768	Statement Detail ID 19074719	Allocation Detail ID

7. Navigate back to the Payments > Third Party Journal screen. Click Actions, then Import

Actions -
View Posted Allocations
Import
Alternate Allocation Journal
Create Recon
Export Recon
Export Journal
Auto Allocate

8. Click Browse to select the exported file

Allocation/Reconciliation Import - Spreadsheet										
Third_Party_Journal_Export.xls	Browse									
Journal Type: Allocation Reconciliation										
IMPORT										

9. Select Allocation under the Journal Type

Allocation/Reconciliation Import - Spreadsheet	
Third_Party_Journal_Export.xls	Browse
Journal Type: Allocation Reconciliation	
IMPORT	

- 10. Click Import
- 11. A confirmation file (tp\_journal\_import\_response.xls) will download,

confirm if the allocations processed successfully

## **Reconciliation Process**

1. Select the Third Party Journal link from the breadcrumb area

S	earch			•					
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports
(	Payments	Third	Party Journal	Allocatio	n/Reconcilia	ation Impo	ort		
	Alloca	tion/Re	conciliatio	n Import - S	Spreads	heet			

2. To create a recon, click Actions, then select Export Recon

	Actions -
	View Posted Allocations
	Import
	Alternate Allocation Journal
	Create Recon
	Export Recon
	Export Journal
-	Auto Allocate

3. In the export file, make reconciling entries, as needed

1	A	в	C	0	E	-	G	н		J	ĸ	L	M	N	0
1	Reconciliation Report														
2	Agency Payment Info	DCW Transactional- CENTER	1 // DHS for 03/29/	2019 - \$500.0	0 - 12345										
3	Allocation ID:	105318													
4	Status:	Open													
5															
6	Search Criteria:	Post From Date: 01/01/2019,	Post To Date: 12/3	1/2019											
7															
				Original	Allocated	Remaining	Charge	Re	Transfer To	(Reduce			Sponsor	Allocation	Statement
8	Family Name	Child	Billing Period	Balance	Amount	Balance	Revenue	c	Family	Revenue)	V/O	Comments	ID	Detail ID	Detail ID
9	Giant	Jolly Green Giant	01/01/19-01/31/19	100.00	0.00	-300.00		N			N		859768		19074719
10															

- Charge Revenue balance out over payments from the Third Party
- Transfer to Family move a balance to the family ledger (parent 1)
- (Reduce Revenue) write off balances
- 4. Save the file to the computer. Navigate back to Payments > Third Party Journal and click Actions

☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	٩	
	Payments	Third	Party Journal										
													Actions <del>-</del>
	Agency	Alloca	tion										
	Agency: *											✓ Refresh	

5. Select Import

Actions -	
View Posted Allocations	
Import	
Alternate Allocation Journal	
Create Recon	
Export Recon	
Export Journal	
Auto Allocate	

6. Click in the Browse area to select the reconciliation file from the

computer

Allocation/Reconciliation Import - Spreadsheet	
Le Reconciliation_Report.xls	Browse
Journal Type: Allocation Reconciliation	

7. Select Reconciliation for the Journal Type

Allocation/Reconciliation Import - Spreadsheet	
Reconciliation_Report.xls	Browse
Journal Type: Allocation Reconciliation	
IMPORT	

8. Click Import. The screen will refresh and the Third Party payment will be allocated and reconciled within the system