

# Make Non-Claim payment Adjustments

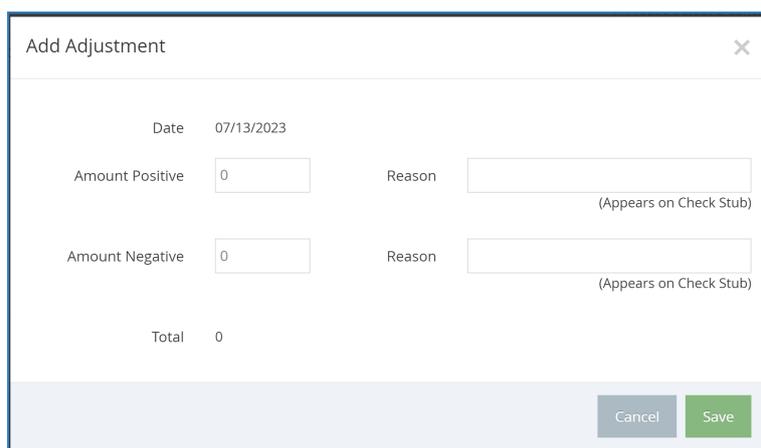
Last Modified on 07/13/2023 1:10 pm  
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The Non-Claim Payments Adjustment feature allows sponsors to make positive and negative adjustments to center payments using a specific dollar amount. This feature should not be used for claim adjustments (where an individual claim is adjusted). For example, you would use this feature if you pay for catering for your centers and want to deduct a specific dollar amount from their payment.

If you use Issue Payments in KidKare, any non-claim payment adjustments you make are automatically included on the original claim.

## Creating a Non-Claim Payment Adjustment

1. From the menu to the left, click **Payments**.
2. Select **Adjust Non Claim Center Payments**. The Adjust Center Payments page opens.
3. Click the **Claim Month** drop-down menu and select the month to which you need to make an adjustment.
4. Click the **Center** drop-down menu and select a center. Only those centers with a claim for the selected month display in this menu.
5. Click **Add Adjustment**. The Add Adjustment pop-up opens.



Date	07/13/2023		
Amount Positive	<input type="text" value="0"/>	Reason	<input type="text"/>
			(Appears on Check Stub)
Amount Negative	<input type="text" value="0"/>	Reason	<input type="text"/>
			(Appears on Check Stub)
Total	0		

Cancel Save

6. Enter the dollar amount adjustments.
  - Enter a dollar amount in the **Amount Positive** box to add money to the center's check.
  - Enter a dollar amount in the **Amount Negative** box to deduct money from the center's check.
7. Click the **Reason** box next to **Amount Positive** and/or **Amount Negative** and enter a specific reason for the adjustment. This reason prints on the check/direct deposit stub.
8. Click **Save**. A row is added to the bottom of the window and displays the adjustment you added.

## Changing Non-Claim Payment Adjustments

1. From the menu to the left, click **Payments**.
2. Select **Adjust Non Claim Center Payments**. The Adjust Center Payments page opens.
3. Click the **Claim Month** drop-down menu and select the month to which you need to make an adjustment.
4. Click the **Center** drop-down menu and select a center. Only those centers with a claim for the selected month display in this menu.
5. Click the link in the **Center Name** column. The Edit Adjustment pop-up opens.

The screenshot shows a web form titled "Edit Adjustment" with a close button in the top right corner. The form contains the following fields and values:

- Date: 07/13/2023
- Amount Positive: 20
- Reason: mistake (with a note "(Appears on Check Stub)" below it)
- Amount Negative: 0
- Reason: (empty) (with a note "(Appears on Check Stub)" below it)
- Total: 20

At the bottom of the form, there are three buttons: "Cancel" (grey), "Delete" (red), and "Save" (green).

6. Update the adjustments as needed.
7. Click **Save**.

## Printing the Non-Claim Payment Adjustment Report

To view a report of all Non-Claim Payment Adjustments within a selected date range:

1. From the menu to the left, click **Reports**.
  2. Click the **Select a Category** drop-down menu and select **Payments**.
  3. Click the **Select a Report** drop-down menu and select **Non Claim Payment Adjustment**.
  4. Click the **From** and **To** boxes and select the date range for which to run this report.
  5. Choose whether to print this report to PDF or Excel.
  6. Click the **Select Center** drop-down menu and select the center for which to run the report. You can also select **All Active Centers** to run this report for all centers at active status.
  7. Click **Run**.
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