

How to Create an Unlinked Payment

Target Audience: Distributors

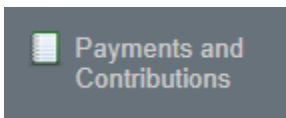
Updated *February 13, 2020*

LINKED VS. UNLINKED PAYMENTS

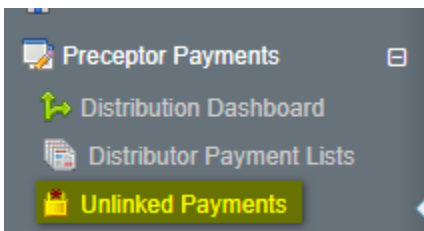
In addition to distributing and approving linked payments (i.e. payments informed by scheduling information), you also have the option of creating unlinked payments for activities outside of the schedule. Unlinked payments can also be used to make corrections if you paid a preceptor in error.

HOW TO CREATE AN UNLINKED PAYMENT

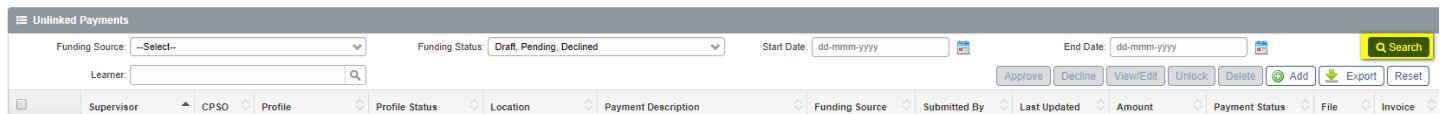
Select “Payments and Contributions” in the left hand menu on the MedSIS homepage:



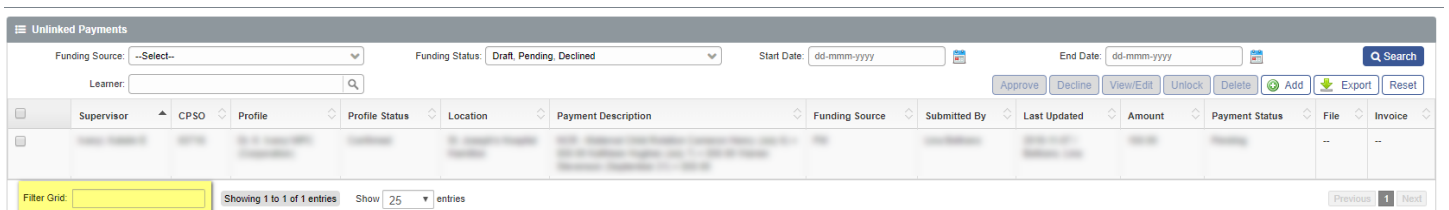
Select “Unlinked Payments” in the left hand menu:



Once you select unlinked payments you will see all “Pending,” “Draft” or “Declined” unlinked payments that you have entered. These funding status’ will always be the default, but you have the option of filtering the information by funding source, learner, status, and date when the payment was entered. Please remember to select “Search” after making changes to your filters or they will not be applied.



If you want to look up specific information outside of the filter options, please use the “Filter Grid” search function at the bottom of the dashboard:



Step 1:

To add an unlinked payment, select the “Add” button:

End Date:

Step 2:

Enter all the required fields (an "*" will signify if the field is required). You will be required to provide:

- **Supervisor:** If you cannot find the supervisor in the search function, please reach out to preceptor.payments@mcmaster.ca to add the preceptor. Please include the preceptors name and email.
- **Funding Source:** Please make sure that you select the correct funding source and that the funding source is eligible to pay this type of unlinked activity.
- **Location:** Location of activity
- **Payment Description:** Please be as detailed as possible in your payment description as this will appear on the preceptor's invoice.
- ****Payment Profile: You only need to provide a payment profile if one exists in the system.** If there is no associated payment profile it means that the preceptor still needs to register. When you submit the unlinked payment and it is approved, the preceptor will receive a prompt to register.
- **Amount:** Amount allocated to activity or refunded from an activity.
- **Invoice: An invoice is only required if the unlinked payment is a correction to a linked payment in the system.** You will be able to choose from all invoices issued to that particular supervisor.

You also have the option of entering the following information (although it is not required):

- **Comments/Explanation:** This information is helpful to the approver of the unlinked payment.
- **File Attachment:** If you have a file you wish to use to substantiate the unlinked payment you have the option of uploading it.
- **Learner:** This is applicable to those preceptors who taught one learner and is normally in the context of a clinical rotation.

Unlinked Payment

*Supervisor:

*Funding Source:

*Location:

*Payment Description: (will appear on invoice)

Comments/Explanation: (please explain the reason for this unlinked payment)

File Attachment

Payment Profile:

*Amount: \$ Correction/Reversal:

Learner:

Payment Correction

*Invoice:

Step 3:

Once you have entered all the required information, you can either save the payment as a draft or submit it for approval.

If you save the unlinked payment as a draft the payment status will show up as “Draft.”

If you save the unlinked payment to draft, you still have the option of deleting it or editing it. You would select the payment and then either select “View/Edit” or “Delete.”

Supervisor	CPSO	Profile	Profile Status	Location	Payment Description	Funding Source	Submitted By	Last Updated	Amount	Payment Status	File	Invoice
[Name]	[Name]	[Name]	[Status]	[Location]	[Description]	[Source]	[User]	[Date]	[Amount]	Draft	[File]	[Invoice]

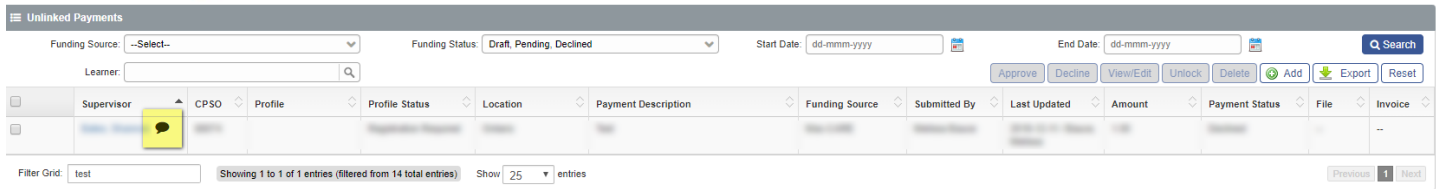
If you submit the unlinked payment for approval the status will show up as “Pending.”

Once you submit an unlinked payment for approval you can no longer edit or delete the record. However, you do have the option of unlocking the payment. If you unlock an approved payment it will change its status to draft. You would select the payment and then select “Unlock.”

Supervisor	CPSO	Profile	Profile Status	Location	Payment Description	Funding Source	Submitted By	Last Updated	Amount	Payment Status	File	Invoice
[Name]	[Name]	[Name]	[Status]	[Location]	[Description]	[Source]	[User]	[Date]	[Amount]	Draft, Pending, Declined	[File]	[Invoice]

Step 4:

You will need to monitor the unlinked dashboard for declined payments. If a payment has the status of declined it means that the approver declined the payment. Please refer to the comments as these will indicate if there is further action needed on your part. You can find the comments in the word bubble beside the supervisor’s name.



Once an unlinked payment is declined you have the option of editing it and resubmitting it for approval.

FUNDING STATUS LEGEND

You can filter on the Funding Status in order to see all unlinked payments you have entered. If you are unsure of what the status means, please refer below:

Draft – The unlinked payment has not been submitted for approval and can continue to be edited until submitted.

Approved – The unlinked payment has been approved by your associated verifier.

Pending – The unlinked payment is awaiting approval by your associated verifier.

Declined – The unlinked payment has been declined by your associated verifier.

Invoice Queued – Invoice is scheduled to be created.

Invoiced – Invoice has been created.

Posted – The payment has been processed by McMaster Accounts Payable and will be deposited into the preceptors account.

QUESTIONS?

If you have any questions or difficulties with this process, please contact Preceptor Payments at preceptor.payments@mcmaster.ca