

**Overview of Process:**

- Create activity/enrollment/service
- Assign provider and program
- Input costs
- Assign budget
- Add a voucher
- Start activity
- Make payment
- Make final payment

**Create Activity/Enrollment/Service**

1. Click on Create Activity/Enrollment/Service
2. General Information Tab
  - a. Select the appropriate WEX Activity
3. Service Provider Tab
  - a. Select Provider – your organization
  - b. Select the correct WEX code
  - c. Search for the ONET code
  - d. When you click next you will be required to input the worksite location information
  - e. Input all required fields
4. Enrollment Cost Tab
  - a. Input total cost of the WEX in the Service Fee field.
5. Financial Aid Tab
  - a. Not Applicable
6. Enrollment Budget Tab
  - a. Click link to select a budget
  - b. Click on the appropriate budget
  - c. Edit the assigned budget record
  - d. Input the total amount of the WEX in Funded Amount field and Save
7. Budget Planning Tab
  - a. Add a voucher
    - i. Leave Status as Active and Approval Status as Pending Approval
    - ii. Choose Service Provider for Payable To
    - iii. Leave the expiration date of the voucher as the default.
    - iv. Input the service dates
    - v. Input the total amount of the WEX in the Service Fee field.
    - vi. Save the voucher
  - b. Provider management will edit the voucher in CalJOBS and mark approved.
8. Closure Information Tab
  - a. Finish the activity to save

**Make Payments**

1. Edit the activity
  - a. Click on the Budget Planning Tab
  - b. Open the voucher for which a payment is to be made
  - c. Click Add a Payment
  - d. Click Open under Manage Payments
  - e. Input the dates of service for which the payments apply
    - i. Input total cost of the WEX in the Service Fee field
    - ii. If this is the last payment for this voucher, check No further payments will be made against this obligation

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- f. Save the payment
  - g. Provider management must edit the payment and click Approved for Payment to move the payment forward.
  - h. Scan the supporting documentation and send it to [wex-docs@wfc.co](mailto:wex-docs@wfc.co) and add as a document to the payment in CalJOBS.
2. FRWDB Fiscal will make the payment
- a. Fiscal will edit the payment and change the Status to Payment Processed, input the Paid Date, and Check No.