Splitting Allocation Codes

Each payment request can be split so that it applies to more than one JFS 02820 code. **If you split the payment, you must allocate the whole payment amount within the selected allocation codes.**

There are two ways to split allocation codes – by **Search Criteria** or **Roster**. Both ways are discussed in this Knowledge Base Article.

Important:

- To allocate a payment request, refer to the **Applying Allocation Codes** Knowledge Base Article.

- To run an **Allocation Report**, refer to the **Running an Allocation Report** Knowledge Base Article.
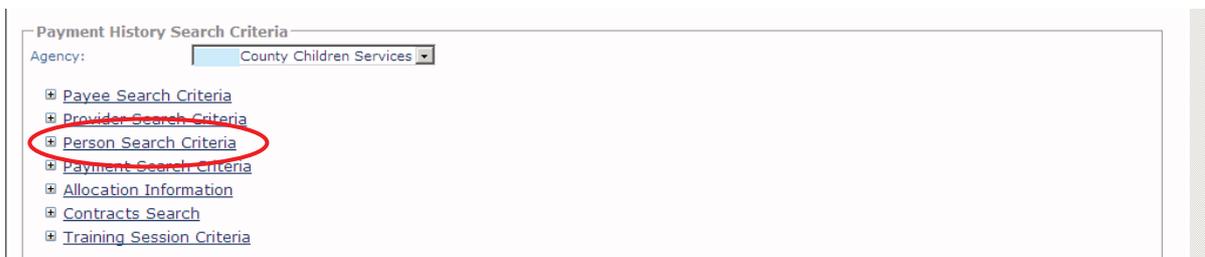
First Way to Split Allocation Codes (By Search Criteria)

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Search** link in the **Navigation** menu.

The **Payment History Search Criteria** screen appears.

4. Click the **Person Search Criteria** link to expand the screen.

The **Person Search Criteria** fields appear to filter the information.

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5. In the **Person ID** field, enter the appropriate **Person ID** number.
6. Or, click the **Search Person** button to search for a specific person.
7. Enter filter criteria in the other sections (links), as needed.

    Note: You can search using more than one link at a time.

8. Click the **Search Payment History** button.

The **Payment History Search Results** section appears at the bottom of the screen showing the filtered results.

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Viewing Split Allocation Codes

1. To view any existing payment requests that already have an allocation code split in your filtered results, scroll to the **Total** column (on the right) and look for the word "**Split**" in the **Payment History Search Results** section.

The word "**Split**" appears in red letters above any existing payment request that has already been split between allocation codes.

2. To view specifics about that allocation code split, scroll to the left (in that same row) and click the **View** link.

The **Payment Request Information** screen for that split payment appears.

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3. Scroll down to the **Allocation/Warrant Information** section and view specifics about the allocation code split including the specific allocation codes and the amount of each split.

Important: If the payment request has been **split into more than four allocation codes**, the word "**Exception**" appears instead of the specific allocation codes.

The split allocation codes and amounts appear in this section.

4. When done viewing the information, click the **Close** button at the bottom of the **Payment Request Information**.

The **Payment History Search Criteria** screen appears.

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1. In the **Payment History Search Results** section (showing the filtered information), scroll to the bottom of the screen.

2. In the **Option** field, choose **Apply Allocation Codes** from the drop-down list.

3. Click the **Go** button.
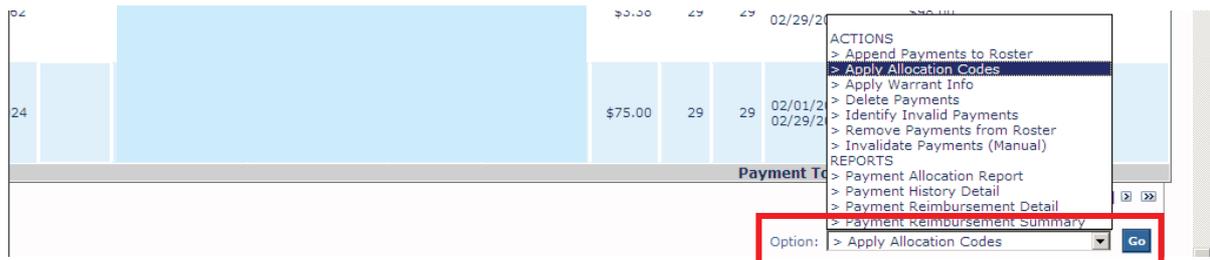
The **Allocation Codes** screen appears showing the filtered results. As shown in green below, the **Split** link appears in the **JFS 02820** column, where applicable.

4. To view more details about a particular payment request within the search results, click the **View Payments** link.
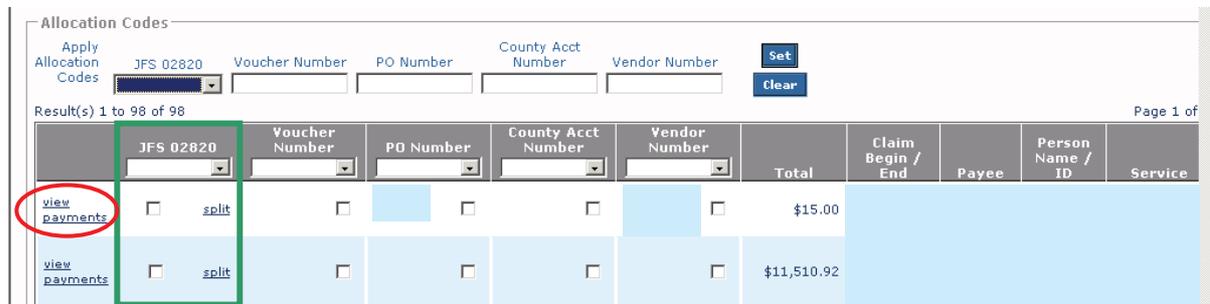
The **Payment Request Information (Payment Detail)** screen appears.

Note: If you scroll down on this screen, the **Allocation / Warrant Information** section can also be viewed.
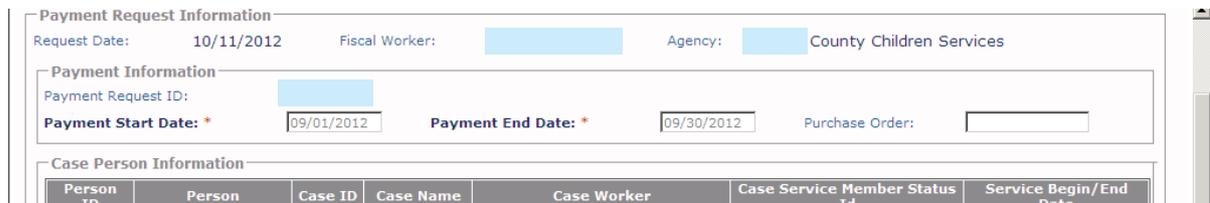
5. When finished, click the **Close** button at the bottom to return to the **Allocation Codes** screen.

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Splitting a Payment Request Between Allocation Codes

Each payment request can be split so that it applies to more than one JFS 02820 code. **If you split the payment, you must allocate the whole payment amount.**

If you split the payment between several allocation codes and later determine that the payment should only be allocated to one code, you will find the checkbox is no longer available to select and clear the coding.

To correct this situation, follow the steps in the **Correcting a Split Payment that Should Not Have Been Split** section later in this Knowledge Base Article.

1. On the **Allocation Codes** screen (**JFS 02820** column), check-mark the payment(s) that need to be split.
2. Click the **Split** link in that row.

The **Allocation Split Payment Request** screen appears.

3. Select the appropriate allocation code from the drop-down list.
4. Click the **Add Allocation Value** button.

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The selected allocation code appears in the **Allocations** grid.

5. To add additional allocation codes, repeat the previous steps.

Example: This shows a payment going to be split between two allocation codes

Note: Again, if you split the payment, you must allocate the whole payment amount.

6. In the **Allocation Amount** field, enter the appropriate value(s) of how the amount will be split.
7. At the bottom of the screen, click the:

    - **Apply** button if you want to save the changes and remain on the screen.
    - **Save** button if you want to save the changes and return to the previous screen (**Allocation Codes** screen).
    - **Cancel** button if you want to cancel the changes (without saving) and return to the previous screen.

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If the **Save** button is clicked, the selected allocation code(s) appear in the appropriate grid row in the **JFS 02820** column.

8. When complete, click the **Save** button (again) at the bottom of the **Allocation Codes** screen.

A message appears that your data has been saved.

Second Way to Split Allocation Codes (by Roster)

1. On the SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Requests Roster** link in the **Navigation** menu.

The **Payment Requests Roster Search Criteria** screen appears.

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4. Click either the **Non-Approved Rosters Only** or the **Approved Rosters Only** radio button, as needed.

Important:

- This filter feature currently only works for **Non-Approved Rosters**. However, it is anticipated that in the near future it will work for both **Approved** and **Non-Approved Rosters**.

- If you choose the **Approved Rosters** radio button, you will need to enter a date in the **Roster Approval Date** field.

5. Click the **Filter Worker** button to filter the appropriate worker information.

The **Worker** field may populate automatically.

6. If no name appears, choose the name from the **Worker** field drop-down list.
7. In the **Roster Name** field, choose the appropriate selection.
8. Click the **Search** button.

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The filtered results appear in the **Payment Request Roster Search Results** section.

9. From the **Payment Requests Roster Search Results** section, scroll to the bottom of the screen (showing the filtered information) and then to the right.

10. In the **Option** field, choose **Apply Allocation Codes** from the drop down list.

Important: If the roster is approved, the **Option** field may be unavailable.

11. Click the **Go** button.

The **Apply Allocation Codes** screen displays the results.

12. Complete the steps in the **Splitting a Payment Request Between Allocation Codes** section (earlier in this Knowledge Base Article).

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Correcting a Split Payment that Should Not Have Been Split

1. On the **Allocation Codes** screen, click the **Split** link in the appropriate row.

The **Allocation Split Payment Request** screen appears.

2. Click the **Remove** link(s) to remove (delete) **all but one** of the allocation codes.

The removed rows automatically disappear as each **Remove** link is clicked.

3. With the one remaining allocation code, **enter the entire payment** (total allocated amount) into that field.
4. Click the **Save** button at the bottom of the screen.

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The **Allocation Codes** screen appears, and on it the **Split** checkbox re-appears (along with one allocation code) in the row.

5. To remove the one remaining allocation code, click the **Split** check box for that row.

6. Click the **Clear** button on the right side of the screen above the chart.

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The row appears with the **Split** check box, but the remaining allocation code has been removed (deleted).

7. Click the **Save** button at the bottom of the screen.

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