

Running a Reimbursement Reconciliation Report (RPT 313)



Knowledge Base Article

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Overview

Running a Reimbursement Reconciliation Report (RPT 313)

This article describes how to run the Reimbursement Reconciliation report within the Ohio SACWIS system.

Navigating to the Reimbursement Reconciliation Reports

Follow the steps below to run the **Reimbursement Reconciliation** report which displays all the reimbursement details received from each state payment, also known as **RPT 313**.

1. On the Ohio SACWIS **Home** page, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Search Criteria** screen appears.
3. Select **Fiscal** from the **Report Category** dropdown list.
4. Select **Agency** from the **Report Type** dropdown list.
5. Click the **Reimbursement Reconciliation Report** link.

The screenshot shows the Ohio SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial, and Administration (highlighted in red). Below these are sub-tabs: Staff, Maintenance, Reports (highlighted in red), Training, and Utilities. A 'Report Filter Criteria' section contains two dropdown menus: 'Report Category' set to 'Fiscal' and 'Report Type' set to 'Agency'. A blue 'Filter' button is located below the filter section. The main area displays a table of reports with the following data:

	Title	Category	Type
	Receivables Report - Agency Summary	Fiscal	Agency
	Receivables Report - Provider Detail	Fiscal	Agency
	Reimbursement Reconciliation Report	Fiscal	Agency
	SAMS Report	Fiscal	Agency

The **Report Details** screen appears.

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Searching by Voucher ID / Date of State Payment

1. Click the **Generate Report** button.

Report Details

Report Category: FISCAL Report Title: Reimbursement Reconciliation Report

Report Type: AGENCY

Report History

ID	Date Created	Employee ID	Name
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Document History

Select Report Output Format

PDF

Excel

Generate Report

The **Report Search Criteria** screen appears.

2. In the **Generate by Voucher ID** section, enter the appropriate year in the **Voucher Year** field.

Note: If needed, click the **Get Voucher ID(s)** button to locate the voucher.

3. In the **Voucher ID** field, select the appropriate **Voucher ID / Date** from the drop-down list.
4. Click the **Generate Report** button.

Report Search Criteria

Agency: * Test County Children Services

Generate by Voucher ID

Voucher Year: 2023 **Get Voucher Id's**

Voucher Id: [Drop-down menu]

Details with subtotals

Subtotals Only

Generate Report

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Searching by Person ID / Date for an Individual Child

1. In the **Generate by Person ID** section, enter the appropriate number in the **Person ID** field.

Note: If needed, use the **Person Search** button to locate the child.

2. Enter a date in the **Begin Date** field.
3. Enter a date in the **End Date** field.
4. Click the **Generate Report** button.

The screenshot shows a web form titled "Report Search Criteria". At the top, there is a dropdown menu for "Agency:" set to "Test County Children Services". Below this, there are two main sections: "Generate by Voucher ID" and "Generate by Person ID". The "Generate by Person ID" section is highlighted with a red box. It contains the following fields: "Person ID:" with a text input field and a "Person Search" button; "Person Name:" with a text input field; "Start Date:" with a text input field and a calendar icon; and "End Date:" with a text input field and a calendar icon. A "Generate Report" button is located at the bottom of this section. The "Generate by Voucher ID" section above it includes a "Voucher Year:" field with "2023" entered, a "Get Voucher Id's" button, a "Voucher Id:" dropdown menu, radio buttons for "Details with subtotals" (selected) and "Subtotals Only", and a "Generate Report" button.

A **File Download** screen appears asking if you want to open or save the report.

5. Click the **Open File** link.

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As shown in this example, the report appears displaying all of the details for the child's reimbursement received from each state payment.

	A	B	C	D	E	F	G	H
1	Reimbursement Reconciliation Report							
2	Agency: Test County Children Services Board							
3	Voucher Id Related:							
4	Run Date: 11/13/2023							
5								
6	Program Name	Person Id	Name	Title IV-E Num	Payment Start Date	Payment End Date	State Payment Id	State Warrant Date
7	Child Support			089	08/01/2023	08/31/2023		10/30/2023
8	Child Support			089	08/01/2023	08/31/2023		10/30/2023
9	Child Support			089	08/01/2023	08/31/2023		10/30/2023

6. If needed, save the report.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov.