

# Running an Allocation Report

The **Allocation Report (322 Report)** is used to view the allocation codes, but the information used to create the report can be filtered in many ways.

For example, you can filter payments by a specific:

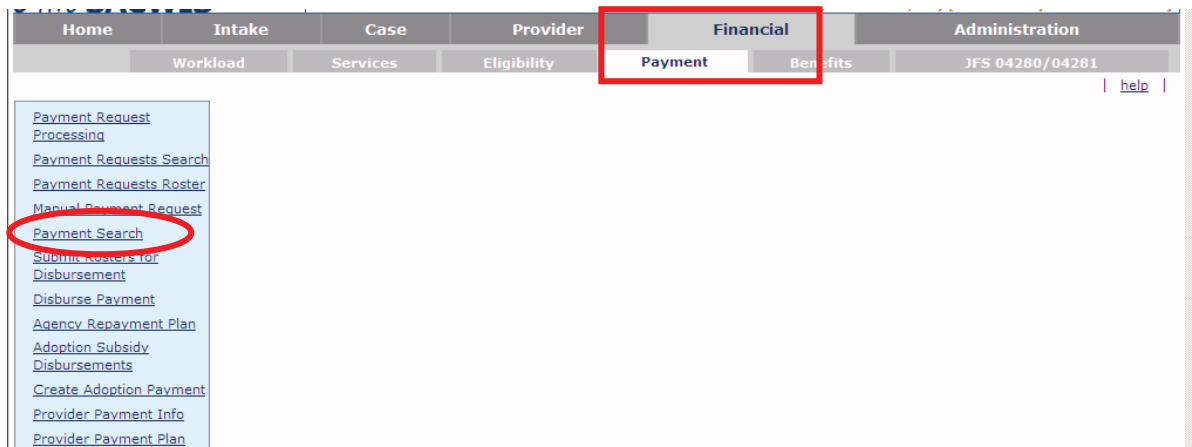
- Disbursement month to see all of the allocation codes for that time frame
- Allocation code to see all of the payments associated to that code

## Important:

- To split a payment request between allocation codes, refer to the **Splitting Allocation Codes** Knowledge Base Article.
- To apply allocation codes, refer to the **Applying Allocation Codes** Knowledge Base Article.

## Navigating to the Screen

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



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

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

The screenshot shows the 'Payment History Search Criteria' form. The 'Agency' dropdown is set to 'County Children Services'. A list of search criteria links is displayed: 'Payee Search Criteria', 'Provider Search Criteria', 'Person Search Criteria', 'Payment Search Criteria' (highlighted with a red circle), 'Allocation Information', 'Contracts Search', and 'Training Session Criteria'. Below the links, there are fields for 'Display' (set to 100) and 'Records Per Page'. The 'Sort Results By' dropdown is set to 'Claim Begin Date', and the 'Order' dropdown is set to 'Descending'. There are also fields for 'Then Sort By' and 'Order' (set to 'Ascending'). A blue 'Search Payment History' button is at the bottom.

The **Payment Search Criteria** fields expand.

5. Enter filter criteria into the fields.

**Important:** If needed, you can filter (search) using more than one link at a time.

6. When complete, click the **Search Payment History** button.

The screenshot shows the expanded 'Payment History Search Criteria' form. The 'Agency' dropdown is set to 'County Children Services'. The 'Payment Search Criteria' section is expanded, showing various filter fields: 'Service Category' (set to 'Placement'), 'Service Type', 'Service Description', 'Case ID', 'Claim Begin Date', 'Disburse From Date', 'Disburse Name', 'Payment action code', 'Service Auth #', 'Service Authorization Type', 'Invalid Indicator', 'Claim End Date', 'Disburse To Date', and 'Disbursement Status'. Below the filters, there are fields for 'Display' (set to 100) and 'Records Per Page'. The 'Sort Results By' dropdown is set to 'Claim Begin Date', and the 'Order' dropdown is set to 'Descending'. There are also fields for 'Then Sort By' and 'Order' (set to 'Ascending'). A blue 'Search Payment History' button is at the bottom, highlighted with a red circle.

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As shown in gold, the **Payment History Search Results** section appears at the bottom of the screen displaying the filtered search results.

Display  Records Per Page

Sort Results By:  Order:  Then Sort By:  Order:

[Search Payment History](#)

**Payment History Search Results**

Result(s) 1 - 100 of 2055

	Payee / Provider ID	Person	Payment Request ID	Adjust Pay ID	Roster Name	Disbursement Name	Disburse Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total
<a href="#">view</a>							05/25/2012	Level One Foster Care - Tier II	\$23.00	1	1		\$2
<a href="#">view</a>							05/18/2012	Level One Foster Care	\$19.00	1	1		\$1

## Generating the Allocation Report

1. To run the report, scroll to the bottom of the **Payment History Search Results** screen.
2. In the **Option** field, choose **Payment Allocation Report**.
3. Click the **Go** button.

			05/25/2012	Level Four Special	\$50.00	2	2						
			05/25/2012	Level One Foster Care - Tier I	\$15.00	14							

Payment To:

Results Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#)

Option:

[Go](#)

The **Document Details** screen appears.

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4. In the **Document History** section, click the radio button for **PDF** or **Excel** to select the report output format.
5. Click the **Generate Report** button.

Document Details

Document Category:  Document Title:

Work-Item ID:  Work-Item Reference:

Task ID:  Task Reference:

Document History

ID	Date Created	Employee ID	Name
Document History			

Select Report Output Format

☐ PDF

☒ Excel

**Generate Report**

A message appears saying the report is being created.

Your report is being created

Please wait ...

Report Requested: 10:38:01 AM  
Last Checked: 10:38:01 AM

Cancel

The **Allocation Report** appears as shown below.

### Example of Report in Excel Format

**Note:** The **Allocation Report** column names are discussed in more detail at the end of this Knowledge Base article.

Payment Request ID	Payee	Provider ID	Person ID	Person Name	Claim Begin Date	Claim End Date	Units	Payment Amount	Split Amount	JFS 02820 Code	Voucher Number	Purchase Order Number	County Account Number	Vendor Number	Agency Warrant Date	Agency Warrant Number
					05/22/2012	05/22/2012	9	\$90.00							05/18/2012	
					05/19/2012	05/19/2012	3	\$30.00							05/18/2012	
					05/19/2012	05/19/2012	3	\$30.00							05/18/2012	
					05/19/2012	05/19/2012	3	\$30.00							05/18/2012	
					05/19/2012	05/19/2012	3	\$30.00							05/18/2012	
					05/19/2012	05/19/2012	6	\$60.00							05/18/2012	
					05/19/2012	05/19/2012	6	\$60.00							05/18/2012	

6. View or save the report, as needed.

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### Report Column Names and Descriptions

Column names are shown in the order they appear on the report.

Report Column Name	Description
Payment Request ID	Displays the Payment Request ID
Payee	Displays name of payee associated to the payment request
Provider ID	Displays the Provider ID
Person ID	Displays the Person ID
Person Name	Displays the last and first name of the person on the payment request
Claim Begin Date	Displays the claim begin date
Claim End Date	Displays the claim end date
Units	Displays the number of units
Payment Amount	Displays the total payment amount
Split Amount	Displays the amount of the payment split
JFS 02820 Codes	Displays the JFS 2820 code(s) associated to the payment request
Voucher Number	Displays the voucher number
Purchase Order Number	Displays the purchase order number
County Account Number	Displays the county account number
Vendor Number	Displays the vendor number
Agency Warrant Date	Displays the agency warrant date
Agency Warrant Number	Displays the agency warrant number