Processing AA/SAMS Local Payments

Knowledge Base Article

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Overview

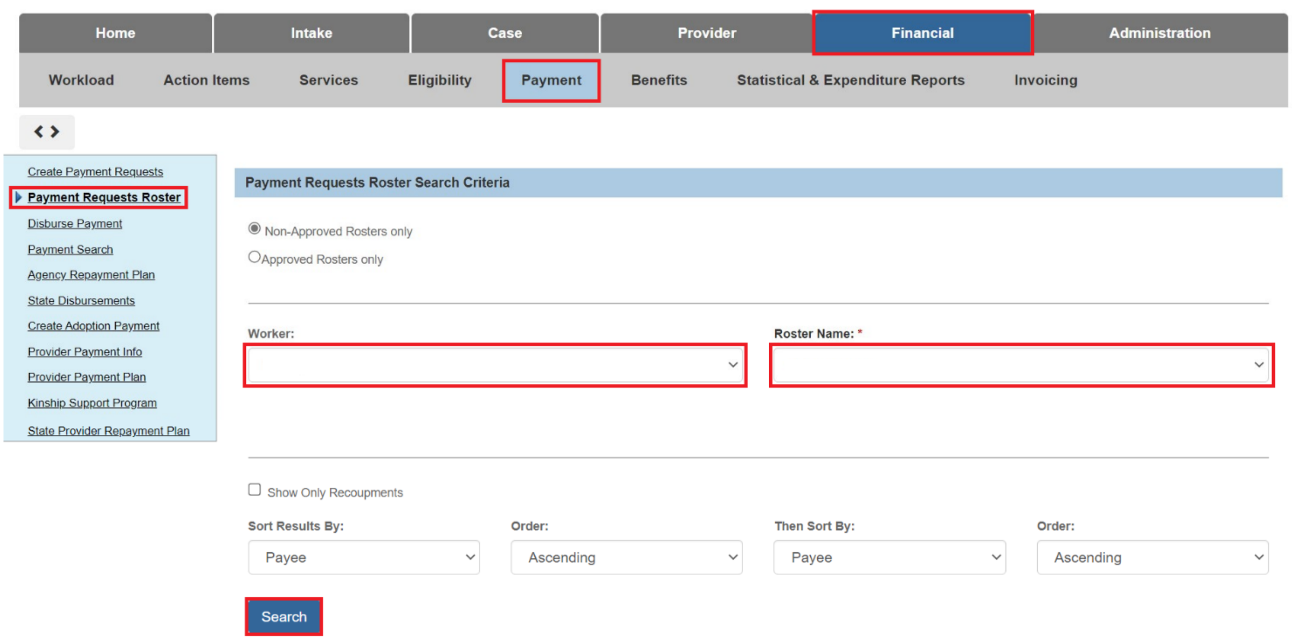
This article describes how to process AA/SAMS Local Share payments in the Ohio SACWIS system.

A **batch job** is a program that runs in Ohio SACWIS on a predetermined schedule to generate data without user intervention. A batch job is also used to create payment request records for the State, Federal, and local share of adoption subsidies (AA / SAMS). The batch job that generates this financial data runs (after close of business) eight business days prior to the end of the month.

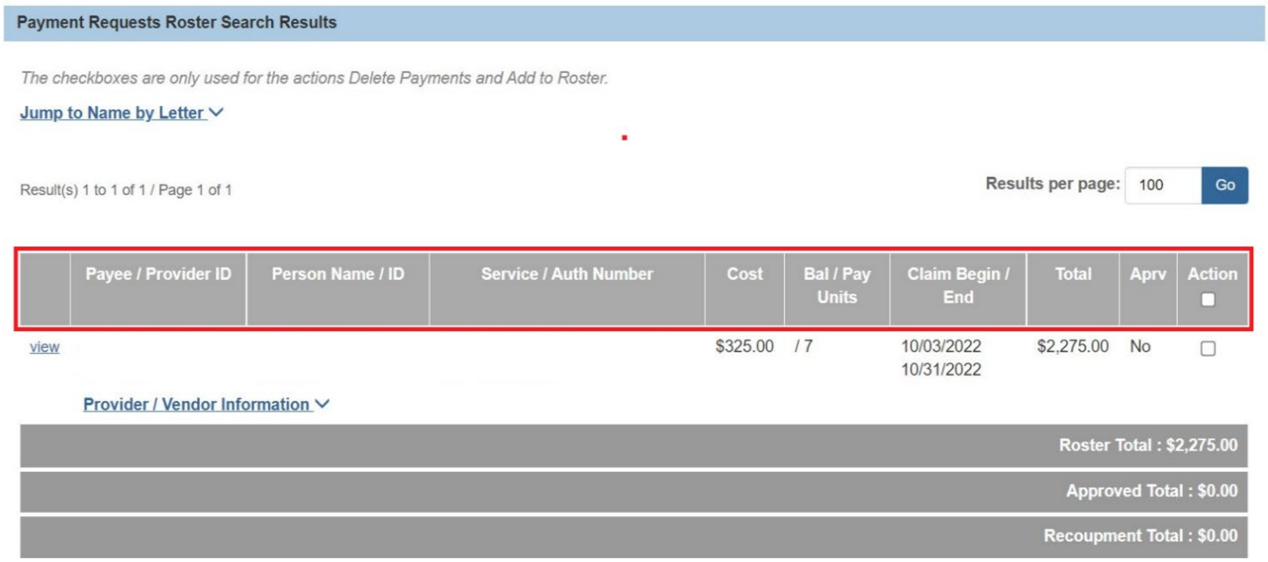
To search for payment requests that were generated for the local share of adoption subsidies, you must first locate the system-generated payment request records. To do so, complete the following steps:

Searching for Payment Requests

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Request Roster** link in the **Navigation** menu. The **Payment Requests Roster Search Criteria** screen appears.
4. In the **Worker** field, select the appropriate worker.
5. In the **Roster Name** field, select the appropriate name.
6. Click the **Search** button.



The results appear in the **Payment Requests Search Results** section. This section displays payments that have been created, but not yet been put on a roster.

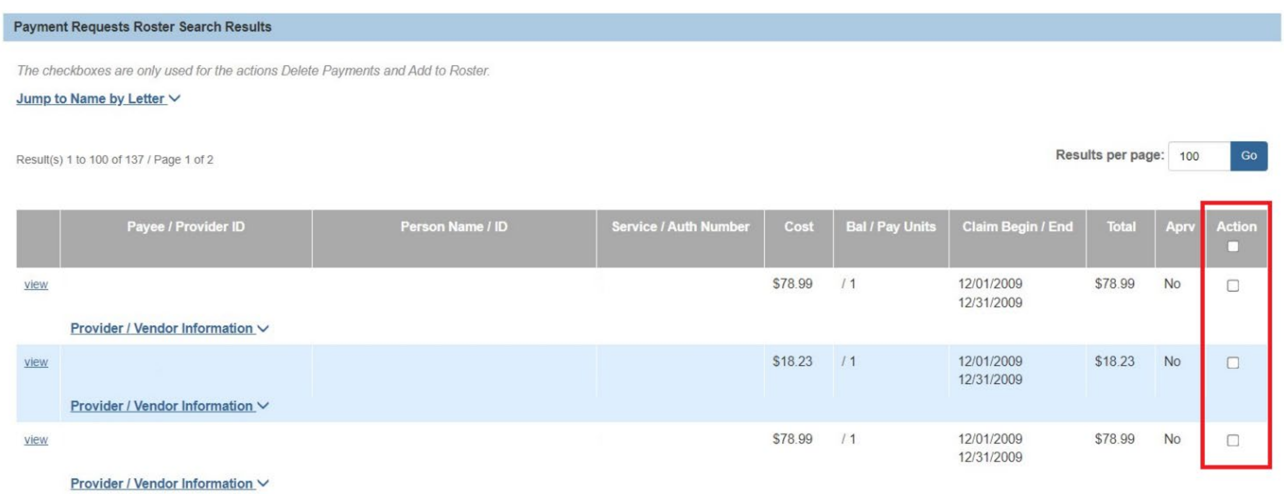


Approving Payment Requests

A roster is a way to group payments, such as by provider or network. To approve and disburse payments, the payment request records must first be attached to a roster.

The steps in the next two sub-sections discuss **Approve Payments** and **Approve Roster**. To do so, complete the following steps:

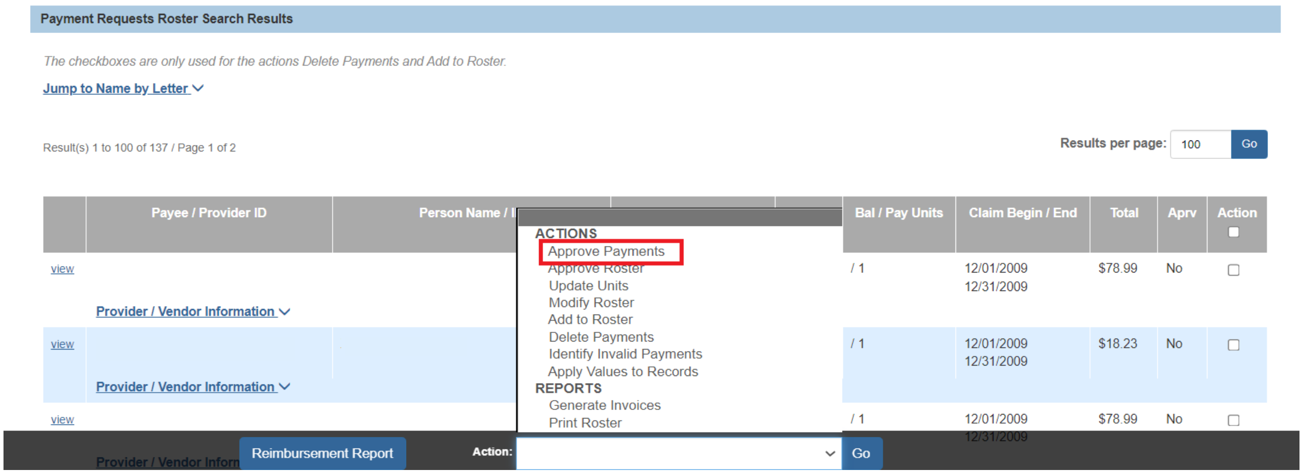
1. In the **Actions** column (**Payment Requests Roster Search Results** screen), select the check box for any payment record(s) that need to be approved.



Important:

- To approve all of the payments in the column, click the checkbox in the grid header.

2. After selecting the payments to be approved, select **Approve Payments** in the **Options** field drop-down list.
3. Click the **Go** button.

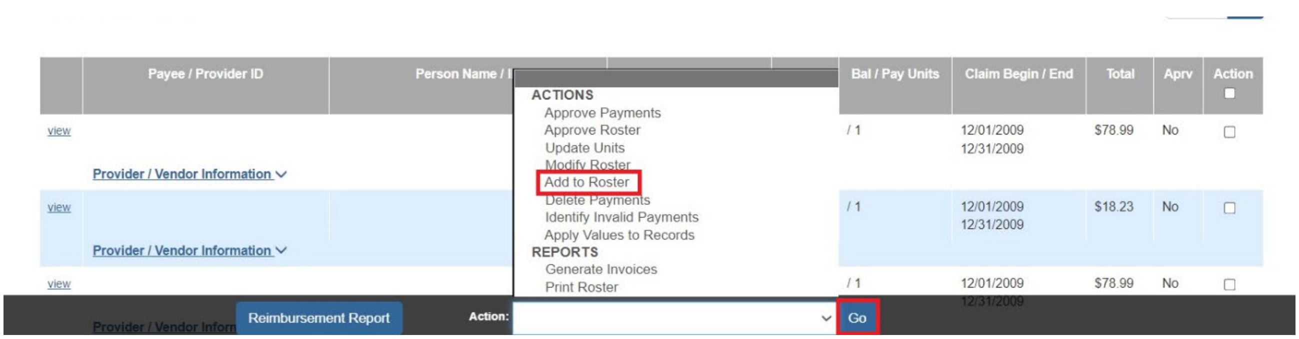


The selected payment requests are approved.

Add Payments to an Existing Roster

To add a payment to an existing roster, complete the following steps:

1. In the **Options** field drop-down list (**Payment Request Search Results** section, discussed above), select **Add to Roster**.
2. Click the **Go** button.

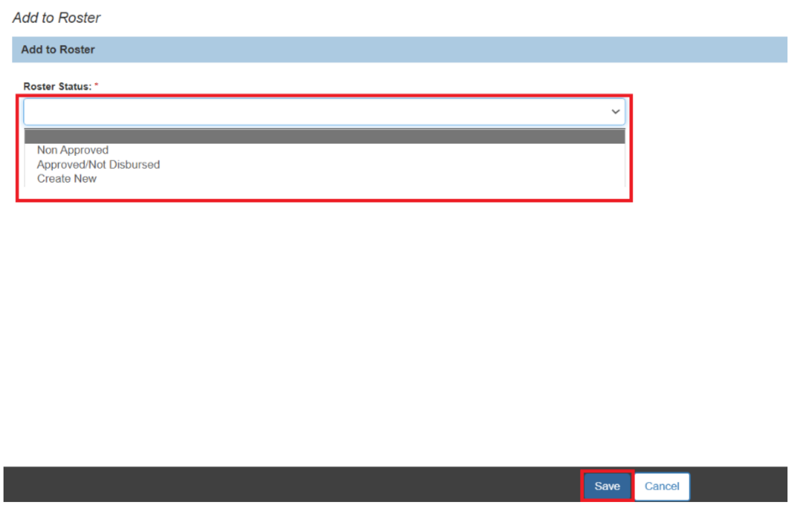


The **Add to Roster** screen appears.

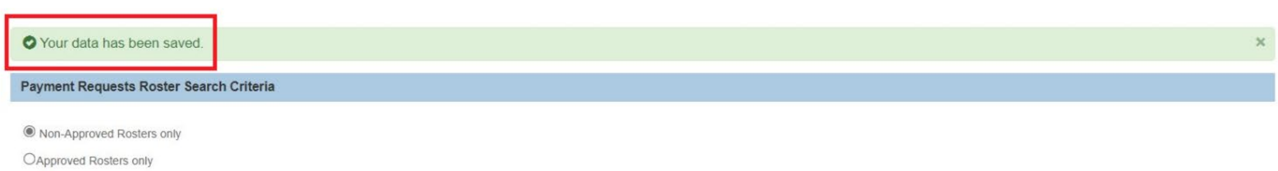
Important:

- Some screen fields may auto-populate with information but can be changed.
- If a roster was previously approved and you append a payment to that roster, it will “unapprove” the roster.

3. In the **Roster Name** field, select the appropriate name from the drop-down list.
4. Click the **Save** button.



The **Payment Request Search Criteria** screen appears. A message displays showing that your data has been saved.



Using the Payment Request Roster

Payment requests on a roster can be viewed, approved, deleted, or updated. The steps to do so can be found within this Knowledge Base Article, as well as the **Processing Foster Case Maintenance (FCM) Payments** Knowledge Base Article.

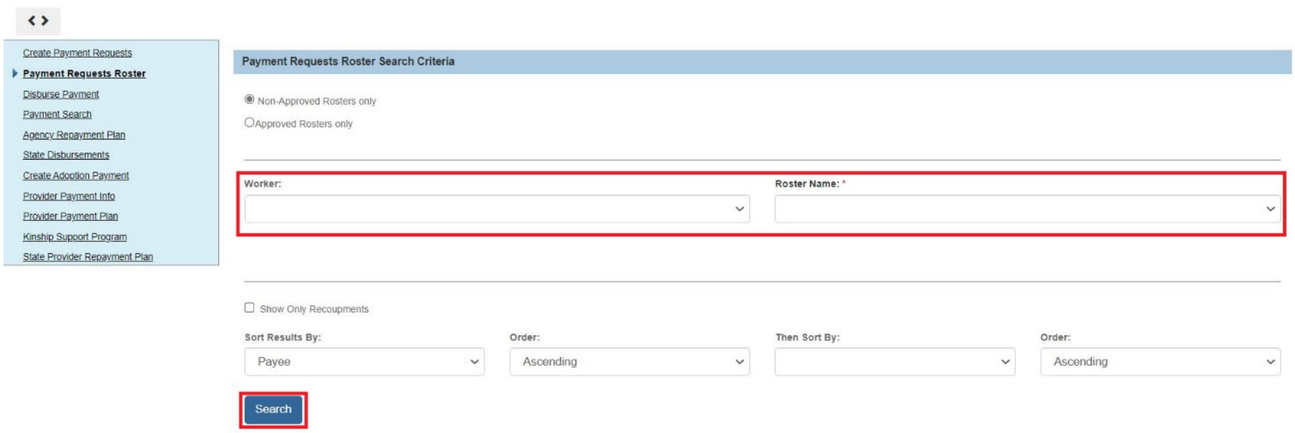
Viewing Payment Detail and Roster Total

Once payment requests are attached to a roster, the payment detail and roster total can be found on the **Payment Requests Roster** screen. To view details and totals, complete the following steps:

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Request Roster** link.

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

4. In the **Worker** field, select the appropriate name from the drop-down list.
5. In the **Roster Name** field, select the appropriate roster.
6. Click the **Search** button.

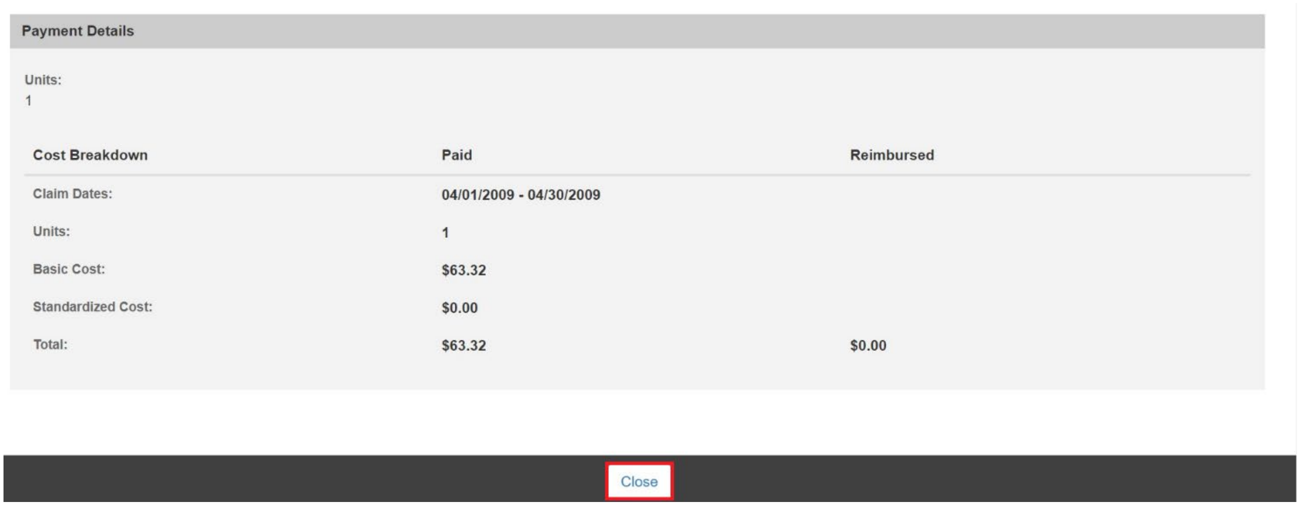


The **Payment Requests Roster Search Results** appears displaying the payment request records attached to the selected roster.

7. To view the payment record details, click the **View** link in the appropriate row.

The **Payment Request Information** screen appears.

8. After viewing the information, click the **Close** button.



The **Payment Requests Roster Search Results** section appears.

9. To view the total, scroll to the bottom of the screen.

The total amount included on the roster appears in the **Roster Total** section.

Payment Requests Roster Screen Functions

As shown in the chart, the following functions can be performed from the **Payment Requests Roster Search Results** screen.

Important: Approve Payments and **Approve Roster** are discussed in this document. However, the other functions are discussed in **Appendix A** of this Knowledge Base Article.

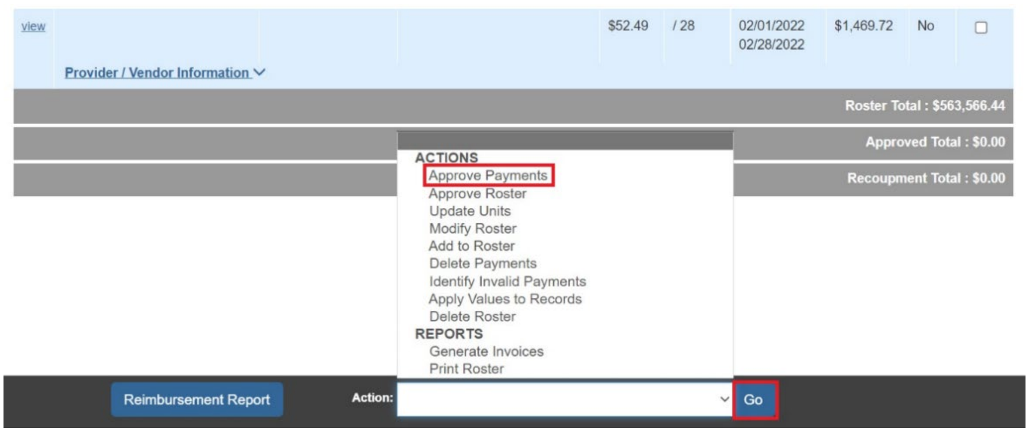
Function	Description
Approve Payments	Approves individual payment requests
Approve Roster	Forwards the roster as a whole for approval
Update Units	
Modify Roster	Makes changes to the roster.
Add to Roster	Add additional information to the roster.
Delete Payments	Removes payment requests from a roster
Identify Invalid Payments	Displays payments made in error.
Apply Values to Records	
Delete Roster	Removes all payment requests from a roster to allow them to be attached to another roster
Generating Invoices	Generates a printable invoice per distinct payee
Printing Roster	Generates a printable report that contains all payment requests attached to the roster

Approving Payments

(Payment Requests Roster Screen Function)

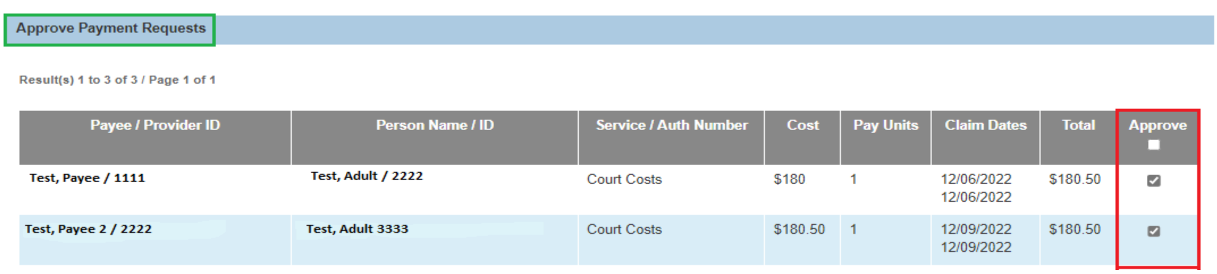
Each payment request must be approved before the roster can be forwarded for approval. After filtering on the **Payment Requests Roster Search Results** screen (discussed previously), scroll to the bottom of the screen.

1. In the **Options** field, choose **Approve Payments**.
2. Click the **Go** button.



The **Approve Payment Requests** screen appears.

3. In the **Approve** column, select the appropriate check box(es):
   - To select individual payment requests, click the box next to a record.
   - To approve or unapprove all payment requests, click the box in the grid header.



4. Click the **Apply**, **Save,** or **Cancel** button.

If you click:

- **Save**, the data is saved and you are returned to the previous screen.
- **Apply**, the data is saved and you remain on the screen.
- **Cancel**, you remain on the screen and your changes are not saved.

Approving a Roster

(Payment Requests Roster Screen Function)

The **Approve Roster** option allows the roster to be approved. All of the individual payment requests attached to the roster **must be approved** before the roster can be submitted for approval (shown in green).

Note: See **Appendix A** of this Knowledge Base Article for additional information about the **Payment Requests Roster** screen functionality.

After filtering on the **Payment Requests Roster Search Results** screen (discussed previously), scroll to the bottom of the screen.

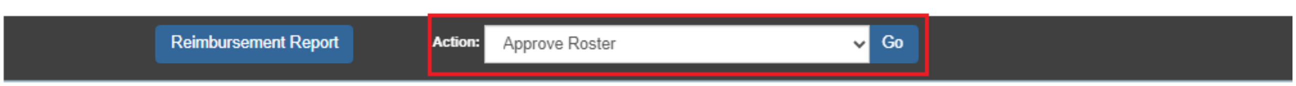
1. In the **Options** field drop-down list, choose **Approve Roster**.
2. Click the **Go** button.

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Provider / 1111 Provider / Vendor Information	Test, Adult / 1111	Court Costs /	$180.50	/ 1	12/06/2022 12/06/2022	$180.50	Yes	☑
view	Test, Provider / 2222 Provider / Vendor Information	Test, Adult / 2222	Court Costs /	$180.50	/ 1	12/09/2022 12/09/2022	$180.50	Yes	☑

Roster Total : $541.50

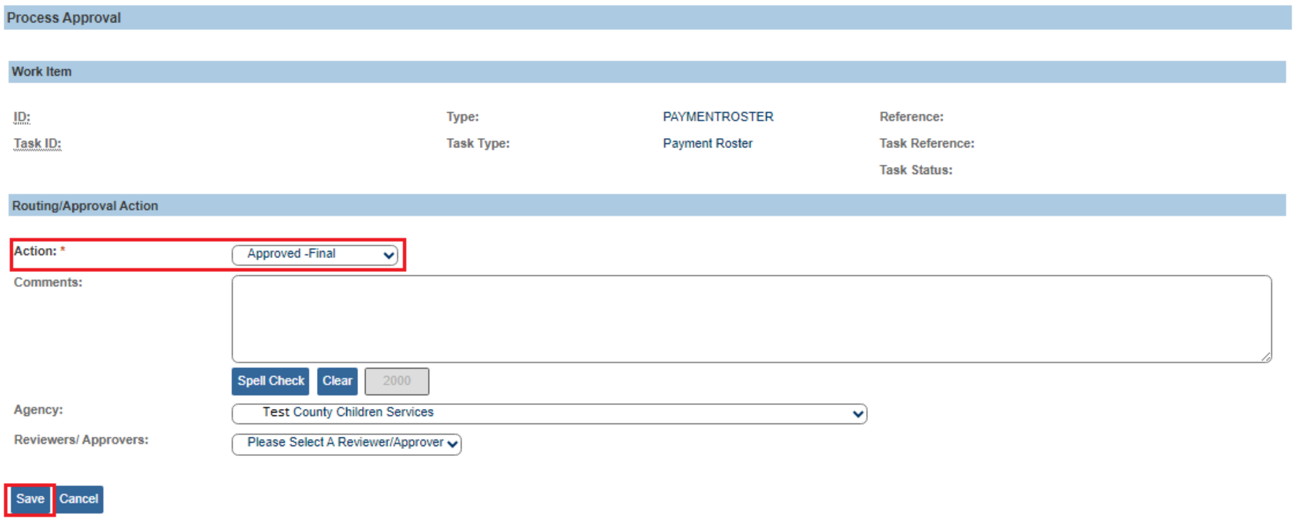
Approved Total : $541.50

Recoupment Total : $0.00



3. The **Process Approval** screen appears.

4. Select **Approved – Final**, from the dropdown menu
5. Complete **Comment's box**.
6. The **Agency** dropdown menu will auto populate.
7. Click the **Save** button.

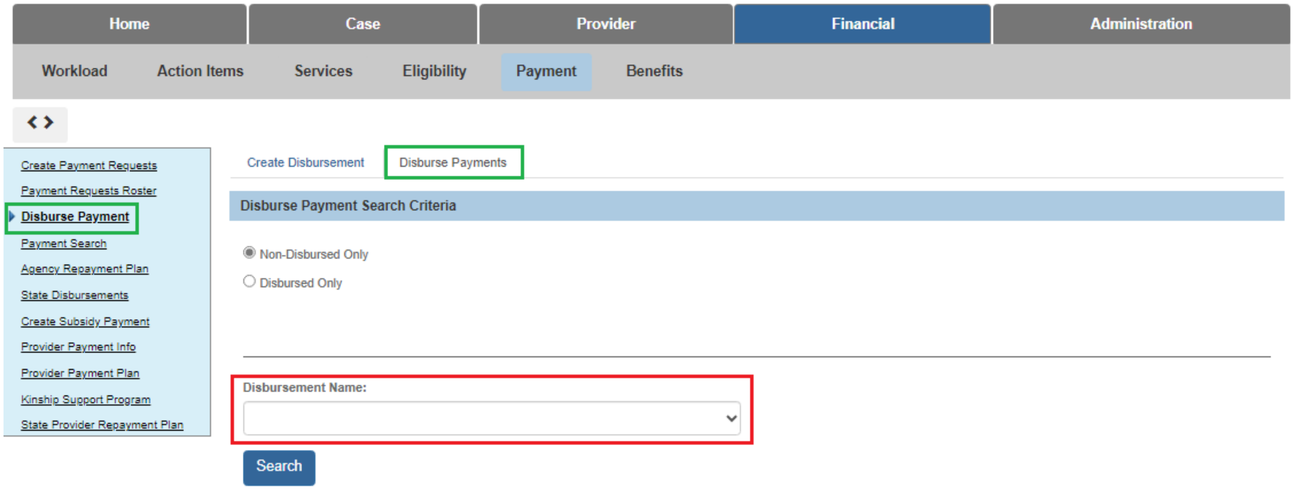


The **Payment Requests Roster Search Criteria** screen appears displaying a message that your data has been saved.

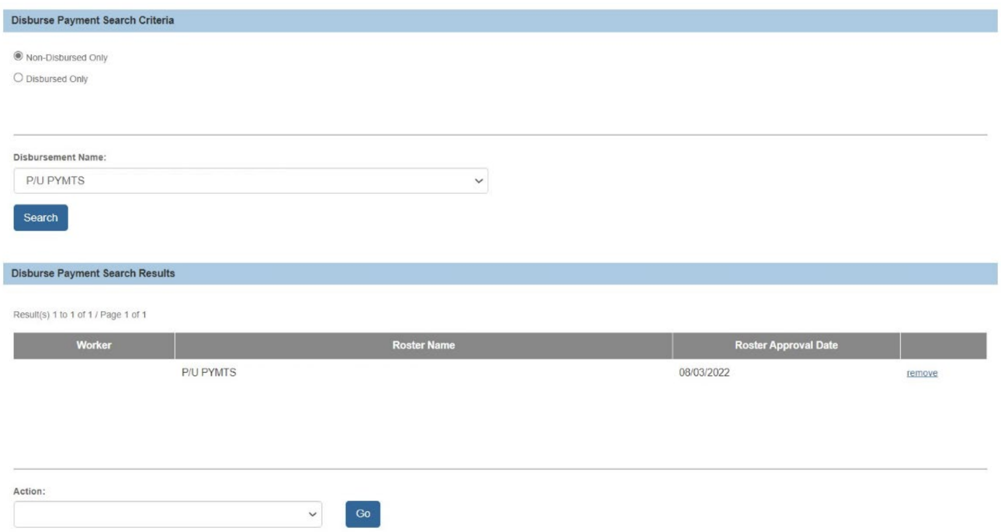
When both the payments and roster have been approved, the roster appears in the listing on the **Submit Rosters for Disbursement** screen as shown in the **Disbursing a Payment** section.

Disbursing a Payment

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Disburse Payment** link on the left navigator.
4. Click the Disburse Payments tab. The **Disburse Payment Search Criteria** screen appears.



5. Choose the appropriate name in the **Disburse Name** field.
6. Click the **Search** button.
7. The **Disburse Payment Search Results** appear.



8. In the **Action/Reports** field at the bottom, choose **Disburse Payment** or **Payment Reports**. Both options are discussed below.
9. Click the **Go** button.

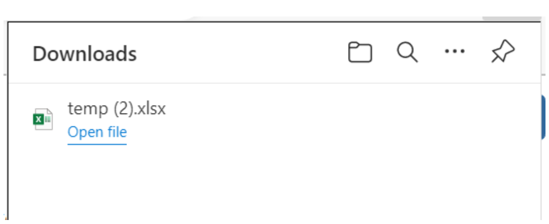
Choosing the Payment Report Option

If you choose **Payment Report**, the **Document Details / Document History** screen appears allowing you to generate a report (in PDF or Excel format) that contains payment details for every payment request attached to the disbursement.

1. Select either the **PDF** or **Excel** radio button.
2. Click the **Generate Payment** button.

A message box appears.

3. Click the **Open** or **Save** button.



The report appears as shown below.

Run Date: 01/18/2023 06:34 PM

Invalid Date	Invalid Comment	Invalid Review Indicator	Invalid Review Reason	Provider ID	Payee Name And Address	Payment Method	Vendor Number	Referen
		No		111__		Check		
		No				Check		
Total For Summary								

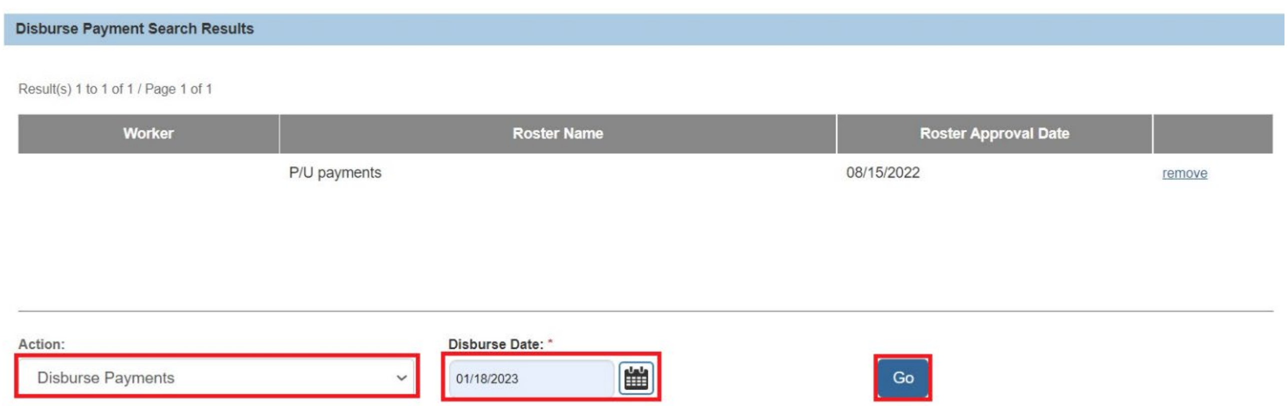
Choosing the Disburse Payment Option

The **Disburse Payment** option will complete the payment processing and submit the claim for reimbursement.

If you choose **Disburse Payment**, a **Disburse Date** field appears below the **Option** field.

- The **Disburse Date** field is mandatory and defaults to the current date.
- The **Disburse Date** should show either the date the auditor sent the actual payment to the provider or, if that information is not known, the date the information to create the payments was sent to the auditors.
- Individual rosters can be removed from the disbursement prior to final payment processing.

1. Enter the **Disburse Date** to the date your agency actually paid the provider.
2. Click the **Go** button.



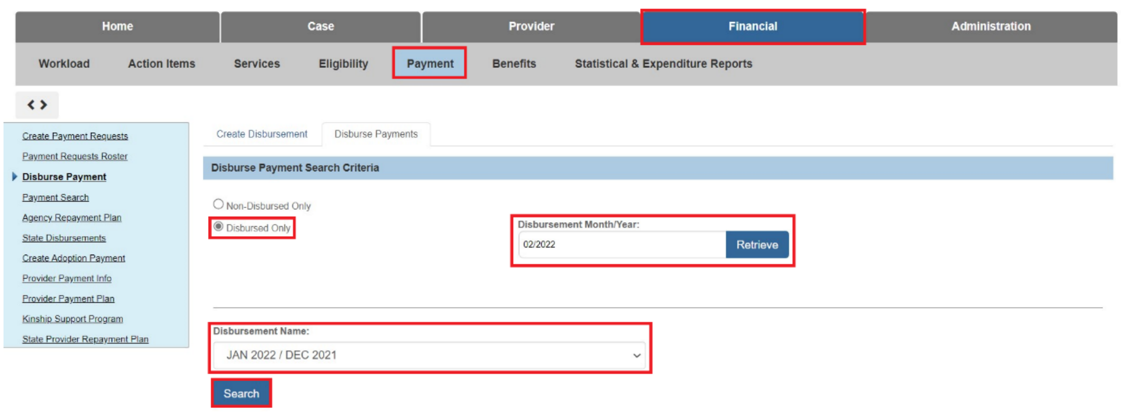
A validation message appears showing that the final payment was processed successfully.
The final payment was processed successfully

Generating a Final Payment Report

Once final payment processing has been completed, a **Final Payment Report** can be generated. This report generates a text file that can be edited and sent to your county auditor's office.

A **Final Payment Report** in PDF format can continue to be generated even after final payment processing. To generate a final payment report, complete these steps:

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Disburse Payment** link in the **Navigation** menu. The **Disburse Payment Search Criteria** screen appears.
4. Click the **Disburse Payments** tab.
5. Click the **Disbursed Only** radio button.
6. In the **Disbursement Date** field, enter the appropriate date.
7. Select a **Disbursement Name**.

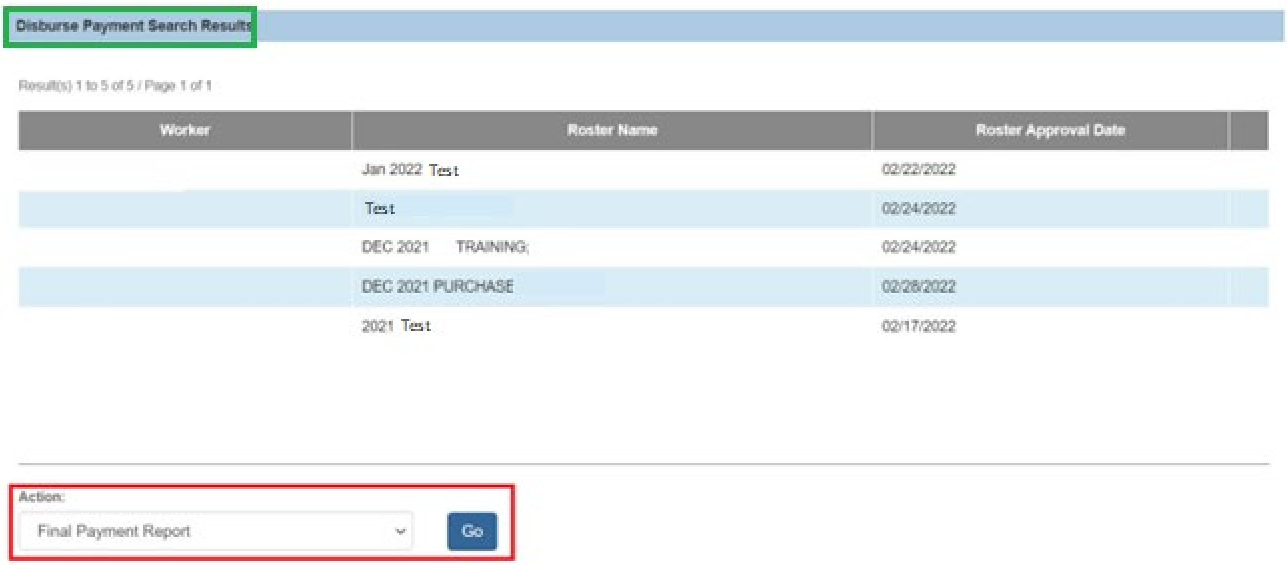


In the field, a list of disbursements displays (shown in green).

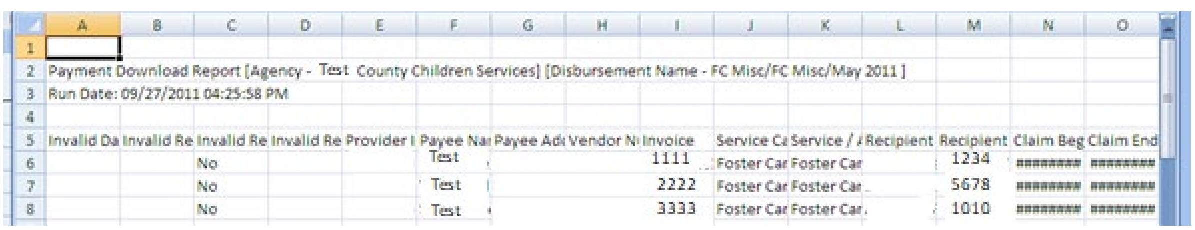
8. Select the appropriate disbursement in the **Disbursement Name** field.
9. Click the **Search** button.

The **Disburse Payment Search Results** section appears.

10. Click the **Final Payment Report** button to generate the final payment report.



The report appears in Excel format.



Appendix A: Additional Payment Requests Roster Screen Functions

Updating Units and Dates

(Payment Requests Roster Screen Function)

The steps to update units and dates are the same as the steps in the **Applying Allocation Codes** Knowledge Base Article, except choose "**Units and Dates**" instead of "**Apply Allocation Codes**."

Note: Units can only be changed on non-placement services.

Applying Allocation Codes

(Payment Requests Roster Screen Function)

Refer to the **Applying Allocation Codes** Knowledge Base Article for more information.

Adding a Payment Request

(Payment Requests Roster Screen Function)

The steps for adding a payment request are basically the same as attaching payments to a roster (as discussed in this Knowledge Base Article), except it is done from this function.

Deleting Payments

(Payment Requests Roster Screen Function)

This topic was discussed earlier in this Knowledge Base Article.

Appending Payments to a Roster

(Payment Requests Roster Screen Function)

This topic was discussed earlier in this Knowledge Base Article.

Removing Payments from a Roster

(Payment Requests Roster Screen Function)

This topic was discussed earlier in this Knowledge Base Article.

Identifying Invalid Payments

(Payment Requests Roster Screen Function)

Refer to the **Identifying Invalid Payments** Knowledge Base Article for more information.

Generating a Reimbursement Detail Report

(Payment Requests Roster Screen Function)

For more information and specific report field names, also refer to the Knowledge Base Article titled **Running a Payment Reimbursement History Report**.

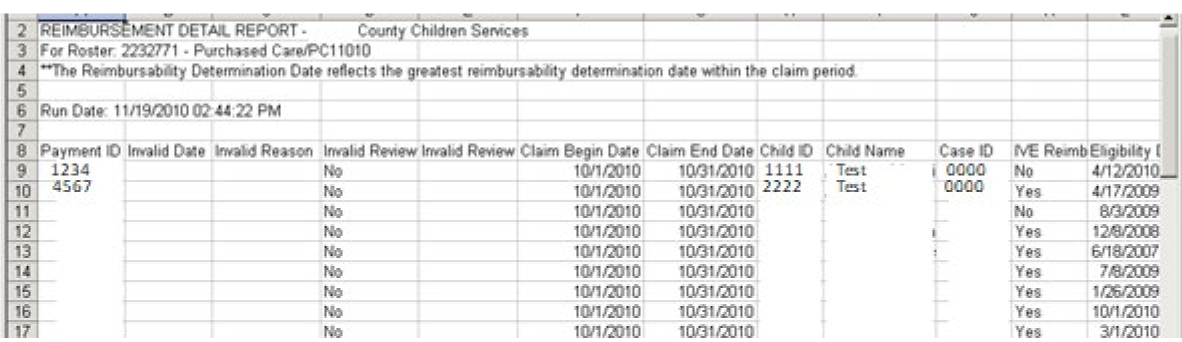
A **Reimbursement Detail** report can be generated from the **Payment Requests Roster Search** screen. The report identifies whether or not each payment that is attached to the roster is reimbursable. It also provides details related to why the payment would not be reimbursable.

After filtering on the **Payment Requests Roster Search Results** screen, scroll to the bottom of the screen.

1. Click the **Reimbursement Report** button.

The report appears in Excel and can be viewed or saved.

Example of the Reimbursement Detail Report



2	REIMBURSEMENT DETAIL REPORT - County Children Services											
3	For Roster: 2232771 - Purchased Care/PC11010											
4	**The Reimbursability Determination Date reflects the greatest reimbursability determination date within the claim period.											
5												
6	Run Date: 11/19/2010 02:44:22 PM											
7												
8	Payment ID	Invalid Date	Invalid Reason	Invalid Review	Invalid Review	Claim Begin Date	Claim End Date	Child ID	Child Name	Case ID	IVE Reimb	Eligibility I
9	1234			No		10/1/2010	10/31/2010	1111	Test	0000	No	4/12/2010
10	4567			No		10/1/2010	10/31/2010	2222	Test	0000	Yes	4/17/2009
11				No		10/1/2010	10/31/2010				No	8/3/2009
12				No		10/1/2010	10/31/2010				Yes	12/8/2008
13				No		10/1/2010	10/31/2010				Yes	6/18/2007
14				No		10/1/2010	10/31/2010				Yes	7/8/2009
15				No		10/1/2010	10/31/2010				Yes	1/26/2009
16				No		10/1/2010	10/31/2010				Yes	10/1/2010
17				No		10/1/2010	10/31/2010				Yes	3/1/2010

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