

Running a Reimbursement Reconciliation (313) Report

Follow the steps below to run the **Reimbursement Reconciliation** report which displays all of the reimbursement details received from each state payment. This report is also called the 313 Report.

1. On the SACWIS **Home** page, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Search Criteria** screen appears.
3. For the **RPT313- Reimbursement Reconciliation Report**, click the **Report** link on the right.

The screenshot shows the SACWIS Reports Search Criteria screen. At the top, there are navigation tabs: Home, Provider, Financial, Administration, and Reports. The 'Administration' and 'Reports' tabs are circled in red. Below the tabs, there is a 'Report Filter Criteria' section with two dropdown menus: 'Report Category:' and 'Report Type:'. A 'Filter' button is located below these menus. The main section is titled 'Reports' and shows 'Result(s) 1 to 4 of 4' and 'Page 1 of 1'. A table lists the reports:

Title	Category	Type	
Foster Parent Training Report	Provider	Worker	report
Provider Directory Report	Provider	Unit	report
Provider Participants Report	Provider	Agency	report
RPT313- Reimbursement Reconciliation Report	Fiscal	Agency	report

* Report is offline.

The **Report Search Criteria** screen appears.

Searching by Voucher ID / Date of State Payment

1. In the **Generate by Voucher ID** section, enter the appropriate year in the **Voucher Year** field (shown in the next screen shot).

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

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

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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" with two main sections. The left section, "Generate by Voucher ID", includes a "Voucher Year" field with "2012" entered, a "Get Voucher Id(s)" button, a "Voucher ID" dropdown menu, and radio buttons for "Details with subtotals" (selected) and "Subtotals Only". Below this section is a "Generate Report" button circled in red. The right section, "Generate by Person ID", includes a "Person ID" text field, a "Person Search" button, "Person Name" text field, "Begin Date" and "End Date" date pickers, and a "Generate Report" button circled in red.

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

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

The screenshot shows a "File Download" dialog box with the question "Do you want to open or save this file?". It displays a file icon, the name "temp.csv", the type "Microsoft Office Excel 97-2003 Worksheet, 1.04KB", and the source "From: sacwisuat.odjfs.state.oh.us". At the bottom, there are three buttons: "Open", "Save", and "Cancel". The "Open" and "Save" buttons are circled in red.

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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	I	J	K	L	M	N	O
1															
2	REIMBURSEMENT RECONCILIATION DETAIL REPORT														
3															
4	Person Id:	[Redacted]													
5															
6	Run Date:	11/08/2011 02:22:32 PM													
7															
8	Program	Invalid Da	Invalid Re	Invalid Re	Invalid Re	Payment	Person Id	Name	Title IV-E	Claim Beg	Claim End	Session D	Session N	Session Id	Training T

6. If needed, save the report.