

# 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.

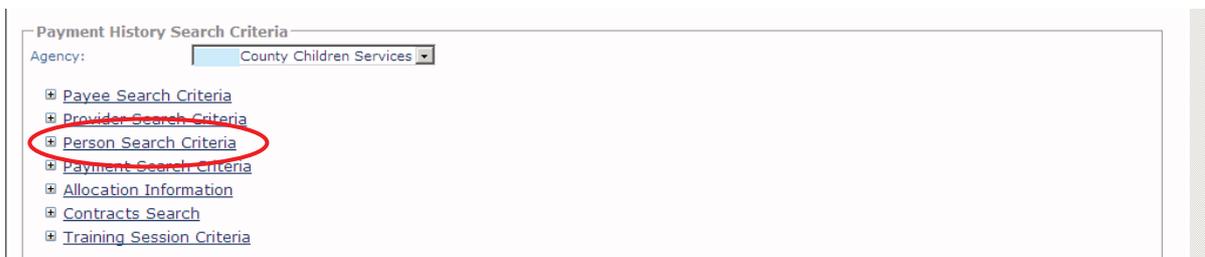
## First Way to Split Allocation Codes (By Search Criteria)

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.

Payment History Search Criteria

Agency: County Children Services

Payee Search Criteria  
 Provider Search Criteria  
 **Person Search Criteria**

Person: \_\_\_\_\_ OR Person ID: 123456

Payment Search Criteria  
 Allocation Information  
 Contracts Search  
 Training Session Criteria

Display 100 Records Per Page

Sort Results By: Claim Begin Date Order: Descending Then Sort By:  Order: Ascending

**Search Payment History**

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

Payment History Search Results

Result(s) 1 - 100 of 127

	Payee / Provider ID	Person	Payment Request ID	Adjust Pay ID	Roster Name	Disbursement Name	Disburse Date	Service	Cost	Units	Net Reim Units	Claim Dates
<a href="#">view action</a>									\$398.00	30	30	09/01/2012 09/30/2012
<a href="#">view action</a>									\$398.00	31	31	08/01/2012 08/31/2012
<a href="#">view</a>									\$398.00	31	31	07/01/2012 07/31/2012
<a href="#">view</a>									\$398.00	30	30	06/01/2012 06/30/2012

# Splitting Allocation Codes

## 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.

Adjust Pay ID	Roster Name	Roster Created By	Roster Approved By / Date	Disbursement Name	Disburse Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total
											\$15.00 <a href="#">delete</a>
											\$11,510.92 <a href="#">delete</a>
											[Split] \$742.64

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.

Payee	Person	Payment Request Id	Adjust Pay ID	Roster Name	Roster Created By	Roster Approved By / Date	Disbursement Name	Disburse Date	Service	Cost
<a href="#">view</a>										
 <a href="#">view</a>										
 <a href="#">view</a>										

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

## Splitting Allocation Codes

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.

Link Service Authorization

**Allocation/Warrant Information**

County Account Number: JFS 02820 Code/Split Amount: 635-518001/\$500.00, 605-518001/\$242.64

Voucher Number: Agency Warrant Number: Agency Warrant Date:

**Service Information**

Service Category: \* Service Type: \* Service Description: \*

User Comments:

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**.

System Generated Comments: N/A

Spell Check Clear 400

**Payment Details**

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total
Basic Cost: N/A															

Calculate

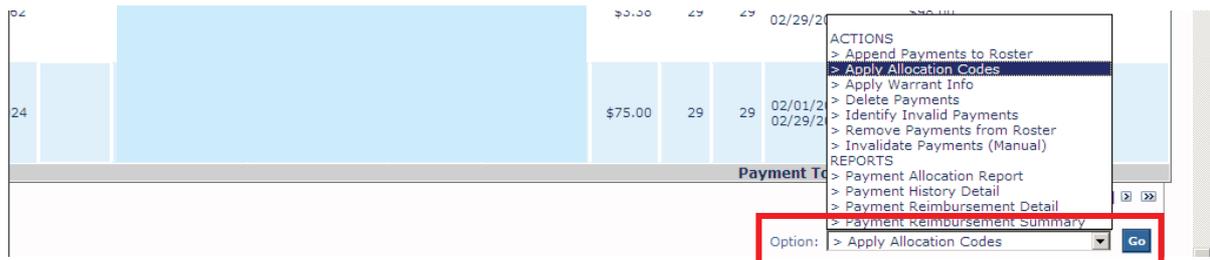
**Close**

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

# Splitting Allocation Codes

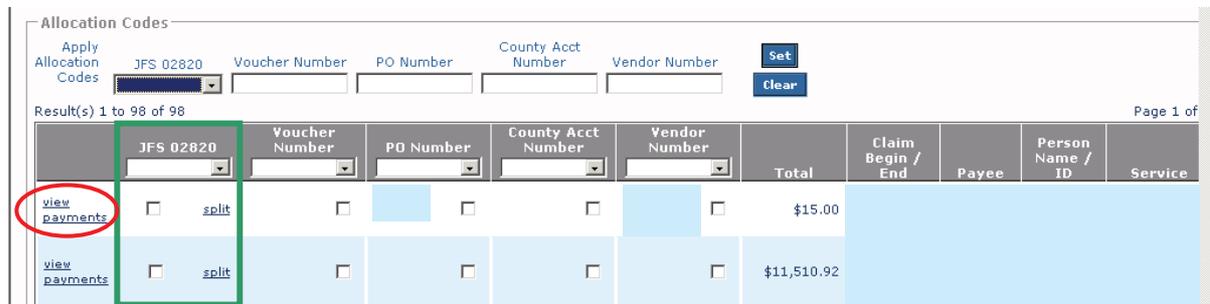
## Splitting Allocation Codes

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.



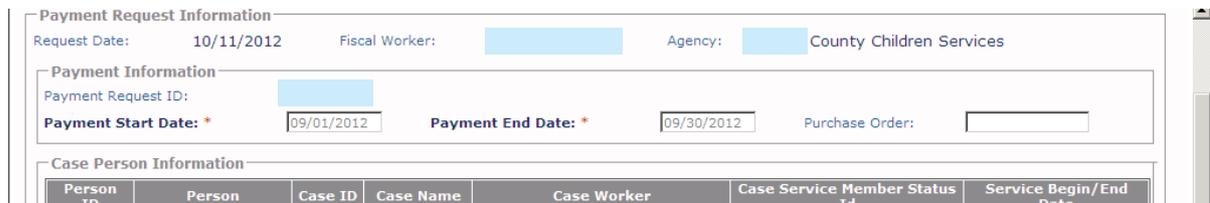
The **Allocation Codes** screen appears showing the filtered results. As shown in green below, the **Split** link appears in the **JFS 02820** column, where applicable.

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.

# Splitting Allocation Codes

## 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.

Allocation Codes

Apply Allocation Codes: JFS 02820, Voucher Number, PO Number, County Acct Number, Vendor Number. Buttons: Set, Clear.

Result(s) 1 to 100 of 127 Page 1 of 1

	JFS 02820	Voucher Number	PO Number	County Acct Number	Vendor Number	Total	Claim Begin / End	Payee	Person Name / ID	Service
<a href="#">view payments</a>	<input checked="" type="checkbox"/> split	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$11,940.00				
<a href="#">view payments</a>	<input type="checkbox"/> split	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$12,338.00				

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.

Allocation Split Payment Request

Agency Name: [ ] Agency ID: [ ]  
Payee: [ ] Person Name/ID: [ ]  
Total Payment: [ ] Claim Dates: [ ]  
Allocation Type: [ ]

Allocations

Allocation Code	Total Allocated Amount	Allocation Amount
		\$0.00
		\$11,940.00

**Add Allocation Value**

# Splitting Allocation Codes

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

Allocation Code	Allocation Amount	
100-518001	0	remove
Total Allocated Amount		\$0.00
Total Unallocated Amount		\$11,940.00

100-518001 Add Allocation Value

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

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

Allocation Code	Allocation Amount	
100-518001	0	remove
800-518001	0	remove
Total Allocated Amount		\$0.00
Total Unallocated Amount		\$11,940.00

800-518001 Add Allocation Value

**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.

Allocation Code	Allocation Amount	
100-518001	10000	remove
800-518001	1940	remove
Total Allocated Amount		\$0.00
Total Unallocated Amount		\$11,940.00

800-518001 Add Allocation Value

Apply Save Cancel

## Splitting Allocation Codes

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

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

Allocation Codes

Apply Allocation Codes: JFS 02820, Voucher Number, PO Number, County Acct Number, Vendor Number. Buttons: Set, Clear.

Result(s) 1 to 100 of 127 Page 1 of 1

	JFS 02820	Voucher Number	PO Number	County Acct Number	Vendor Number	Total	Claim Begin / End	Payee	Person Name / ID	Service
<a href="#">view payments</a>	100-518001, 800-518001 split	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$11,940.00				

A message appears that your data has been saved.

## Second Way to Split Allocation Codes (by Roster)

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

Home | Intake | Case | Provider | **Financial** | Administration

Workload | Services | Eligibility | **Payment** | Benefits | JFS 04280/04281 | [help](#) |

- Payment Request Processing
- Payment Requests Search
- Payment Requests Roster**
- Manual Payment Request
- Payment Search

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

# Splitting Allocation Codes

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.

Agency: [Redacted] | [help](#)

Payment Requests Roster Search Criteria

Non-Approved Rosters only

Approved Rosters only Roster Approval Date (MM/YYYY): [ ]

**Filter Worker**

Worker: \* [ ] Roster Name: \* [ ]

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.

Payment Requests Roster Search Criteria

Non-Approved Rosters only

Approved Rosters only Roster Approval Date (MM/YYYY): [ ]

**Filter Worker**

**Worker: \*** [ ] **Roster Name: \*** [ ]

Display  Records Per Page

Sort Results By: [Payee] Order: [Ascending] Then Sort By: [ ] Order: [Ascending]

**Search**

## Splitting Allocation Codes

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

	Payee	Person	Service / Auth #	Cost	Units Bal/ Pay	Pay Begin / End	Total	Aprv	Remove	Delete
<a href="#">view</a>									<input type="checkbox"/>	<input type="checkbox"/>

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).

# Splitting Allocation Codes

## Correcting a Split Payment that Should Not Have Been Split

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

JFS 02820	Voucher Number	PO Number	County Acct Number	Vendor Number	Total	Claim Begin / End	Payee	Person Name / ID	Service
<a href="#">view payments</a>	635-518001, 872-518001	<a href="#">split</a>	<input type="checkbox"/>						
<a href="#">view payments</a>	<input type="checkbox"/>	<a href="#">split</a>	<input type="checkbox"/>						

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

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

Allocation Code	Allocation Amount	
421-515003	19.62	<a href="#">remove</a>
606-518001	50	<a href="#">remove</a>
873-515003	50	<a href="#">remove</a>
<b>Total Allocated Amount</b>		<b>\$119.62</b>
<b>Total Unallocated Amount</b>		<b>\$0.00</b>

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.

Allocation Split Payment Request

Agency Name:  Agency ID:   
Payee:  Person Name/ID:   
Total Payment:  Claim Dates:   
Allocation Type:

Allocation Code	Allocation Amount	
421-515003	119.62	<a href="#">remove</a>
<b>Total Allocated Amount</b>		<b>\$119.62</b>
<b>Total Unallocated Amount</b>		<b>\$0.00</b>

# Splitting Allocation Codes

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

The screenshot shows the 'Allocation Codes' interface. At the top, there are input fields for 'Apply Allocation Codes' (JFS 02820), 'Voucher Number', 'PO Number', 'County Acct Number', and 'Vendor Number', with 'Set' and 'Clear' buttons. Below this, a table displays allocation codes. The table has columns for 'JFS 02820', 'Voucher Number', 'PO Number', 'County Acct Number', 'Vendor Number', 'Total', 'Claim Begin / End', 'Payee', 'Person Name / ID', and 'Service'. The table contains four rows of data. The first row shows codes 635-518001 and 872-518001 with a 'split' checkbox. The second row shows a single code 635-518001 with an unchecked 'split' checkbox. The third row shows codes 635-518001 and 605-518001 with a 'split' checkbox. The fourth row shows codes 878-518001 with a 'split' checkbox highlighted by a red circle.

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.

This screenshot is similar to the first one, but with the 'Clear' button in the top right corner highlighted by a red circle. Additionally, the 'split' checkbox in the fourth row of the table (878-518001) is now checked and also highlighted by a red circle.

## Splitting Allocation Codes

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.



<a href="#">view payments</a>	635-518001, 605-518001	<input checked="" type="checkbox"/> split	1235	<input type="checkbox"/>
<a href="#">view payments</a>		<input type="checkbox"/> split	1235	<input type="checkbox"/>