

Running a Reimbursement Reconciliation Report (RPT 313)



Knowledge Base Article

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Table of Contents

Overview.....	3
Navigating to the Reimbursement Reconciliation Reports	3
Searching by Voucher ID / Date of State Payment.....	4
Searching by Person ID / Date for an Individual Child	5

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Overview

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 'Report Filter Criteria' section with 'Report Category' set to 'Fiscal' and 'Report Type' set to 'Agency'. A 'Filter' button is present. Below this is a table titled 'Reports' showing a list of reports. The 'Reimbursement Reconciliation Report' is highlighted with a red box.

	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.

Running a Reimbursement Reconciliation Report (RPT 313)

Searching by Voucher ID / Date of State Payment

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

The screenshot shows the 'Report Details' section of the application. It includes the following information:

- Report Category:** FISCAL
- Report Title:** Reimbursement Reconciliation Report
- Report Type:** AGENCY

Below this is a 'Report History' table with columns: ID, Date Created, Employee ID, and Name. The table is currently empty.

Underneath is a 'Document History' section with a 'Select Report Output Format' area. Two radio buttons are present: 'PDF' (unselected) and 'Excel' (selected).

At the bottom of the form is a blue button labeled '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.

The screenshot shows the 'Report Search Criteria' screen. At the top, there is a dropdown menu for 'Agency:' with 'Test County Children Services' selected.

The main section is titled 'Generate by Voucher ID'. It contains the following fields and controls:

- Voucher Year:** A text input field containing '2023'.
- Get Voucher Id's:** A blue button next to the Voucher Year field.
- Voucher Id:** A dropdown menu.
- Details with subtotals:** A radio button that is selected.
- Subtotals Only:** An unselected radio button.

At the bottom of the form is a blue button labeled 'Generate Report'.

Running a Reimbursement Reconciliation Report (RPT 313)

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 and 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.

Running a Reimbursement Reconciliation Report (RPT 313)

Ohio SACWIS / Log off
 County Children Services Board
 UAT1 / 4.30.1j
 Last Login:

[If New Window Does not Open in a few seconds - Click here](#) [See more](#)

Report Rpt313 has successfully run and the results displayed in a separate EXCEL window.

If you would like this report saved in the Report History, click the Save Button

Save **Cancel** **Review Parameters**

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.