

Overview of New SACWIS Functionality: Payment Processing of Non-Adoption Payments

Questions and Answers

April 25, 2019

This new functionality includes many enhancements to the Payment Processing functionality in SACWIS. Some key features include Automated Rostering as well as a cleaner, more simplified left-hand navigation. The release of this functionality is tentatively scheduled to be deployed on May 9, 2019.

Question: What do I do for ancillary payments for the current month that have been paid in the same month?

Answer: You can still process these using the Manual Payment Requests functionality.

Question: I currently group my roster by month and the date the payment was made since there can be different payment dates for the same month's services. Can I remove payments from the automated roster and create a separate roster?

Answer: You are able to move payments to different rosters, including a new roster, using the Add to Roster functionality which can be found in the Action dropdown within Payment Requests Roster and Payment Search.

Question: When assigning roster to a worker, do we have to use the State "Agency Fiscal Worker" or "Agency Fiscal Supervisor", or can we use our agency-specific profile that we use for these features?

Answer: You can still use your agency's defined user group, but you will want to make sure that the person also has the State User Group of Agency Fiscal Worker or Agency Fiscal Supervisor.

Question: Is there a way to look at the payment type/service category before we choose a category to see what it will look like, so we know what we want?

Answer: With Automated Rostering, if you choose the Roster Grouping style of Service Category, the system will create a roster for each Service Category within that Payment Type for each month. You will not be able to create rosters for specific Service Categories prior to processing the request for the batch to run, but when you come in the next day, you will be able to modify the rosters or move payments to different rosters.

For example: If you checked Own Foster and chose the Roster Grouping pattern of Service Category with the Claim Month of 03/2019, the system will create rosters as following:

OWN FCMisc 03/2019
OWN FinSpt 03/2019
OWN CaseMgmt 03/2019

Question: I used the generate invoices to give to my Fiscal Unit is that gone now?

Answer: We have not made any changes to reports. You can still generate this report from Payment Requests Roster.

Question: Are we still able to Exclude Payments?

Answer: You will no longer be able to exclude payments from a roster; however, you will be able to move the payments to a different roster using the Add to Roster functionality.

Question: Is this the balance of how many training units that has already been paid out to that specific family for that certification period or is this regarding something else?

Answer: For training sessions, the Balance is the Actual Hours listed on the Training Session.

Question: Where can we add apply allocation codes?

Answer: This can be done using the Apply Values to Records functionality from the Actions dropdown within Payment Requests Roster or Payment Search.

Question: Where can we add a Vendor Number to a Payment Request?

Answer: This can be found on the Accounting Values tab within Apply Values to Records which can be found in the Action dropdown within Payment Requests Roster and Payment Search

Question: Can you edit the warrant date after the roster is approved? Lynne.Smith@jfs.ohio.gov

Answer: Yes, you can add/edit a Warrant Date at any time. We moved all restrictions from this functionality.

Question: If we have non-rostered payments on the date of the release, will be assigned to a roster? If not, where can we find them?

Answer: All non-rostered payments can be found in Payment Search. The best way to search for them is under Payment Search Criteria and selecting the "Show Only Non-Rostered Payments".

Question: If you accidentally put in a future disbursement date, when will the system pick it up for reimbursement?

Answer: The payment will not get marked as final until the disbursement date. So, if you put in a date a year from now, the system will not mark it as final or pick it up for reimbursement until that date next year. You will have the option to Modify Disbursement Date up until that date.

Question: Are we still able to remove a roster from a disbursement?

Answer: Yes, you can still remove a roster from a disbursement. Once removing it, you can find the roster in the Available Rosters box on the Create Disbursement tab.