

Payment Processing of Non-Adoption Payments



**Department of
Children & Youth**

Knowledge Base Article

Payment Processing of Non-Adoption Payments

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Payment Processing of Non-Adoption Payments

Overview

This article provides step-by-step instructions for creating and disbursing non-adoption payments within Ohio SACWIS and how to identify invalid payments.

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

Requesting a Process Exceptions Report

- **Important:**
 - The Process Exceptions Reports will identify any payment exceptions that will occur if payments are created.
 - Because there are so many potential payments, the Exceptions report process must be run as an overnight batch job. When you return the next day, you will have either a **payment exceptions report** and/or a **reimbursement exceptions report**. You can complete this process for each payment type once per day.
 - ***It is not necessary to process the Exception reports as the first step in the payment process, but it is highly recommended.***

From the Ohio SACWIS Home Page:

1. Select the **Financial** tab.
2. Select the **Payment** tab.
3. Select **Create Payment Requests** from the left navigation pane.



The first screen in Create Payment Requests is the **Process Exceptions Reports** tab.

1. Choose a **Payment Type** by placing a checkmark in the relevant check box in the **Select** column.
2. Enter the **Claim Month**. The Claim Month is defaulted to the prior month; however, you can change it. The Claim Month cannot be the current or a future month.

Note: If necessary, enter a **Retroactive Claim Month**. Ohio SACWIS will then look for all payments that can be generated starting with the first of the month of the Retroactive Claim Month through the end of the Claim Month.

3. Click, **Process**.

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[Process Exceptions Reports](#)
[Create Payment Requests](#)
[Manual Payment Requests](#)

Process Exceptions Reports

Select	Payment Type	Claim Month	Retroactive Claim Month	Date & Time Last Processed	Status	Report
<input type="checkbox"/>	Adoption Subsidies	09/2023		Claim Month: 05/2023 Completed: 04/26/2023 1:55 AM	Completed	
<input type="checkbox"/>	Ancillary	07/2023		Claim Month: 03/2022 Completed: 04/14/2022 1:51 AM	Completed	
<input type="checkbox"/>	Own Foster	07/2023		Claim Month: 06/2023 Completed: 07/19/2023 2:33 PM	Completed with Errors	payment exceptions reimbursement exceptions
<input type="checkbox"/>	Purchased Care	07/2023		Claim Month: 06/2023 Completed: 07/19/2023 2:35 PM	Completed with Errors	payment exceptions reimbursement exceptions
<input type="checkbox"/>	Training	08/2023		Claim Month: 07/2023 Completed: 07/19/2023 2:35 PM	Completed with Errors	payment exceptions

[Process](#)
[Refresh](#)

Note: Once you click process, the page will refresh, and the Status column will show Process Requested until the batch runs. When you come in the next day, the Status column should update to either **Completed** or **Completed with Errors**.

The graphic below displays the result of the Exceptions report.

4. Click the **payment exceptions** or **reimbursement exceptions** link. The reports display the results as shown in the examples below.
 - a. The reports are generated as an Excel file that can be viewed or saved.
 - b. For any person listed on the reports, a payment could not be generated for the time period requested.
 - c. For **payment exceptions**, the Error Message column identifies why the payment could not be generated.
 - d. For **reimbursement exceptions**, the Columns regarding IV-E Eligibility and Reimbursability identify the status of the child's Eligibility/Reimbursability and why a payment could not be created for that child.
5. Correct any errors and/or Eligibility/Reimbursability records.

Payment Processing of Non-Adoption Payments

[Process Exceptions Reports](#)
[Create Payment Requests](#)
[Manual Payment Requests](#)

Process Exceptions Reports

Select	Payment Type	Claim Month	Retroactive Claim Month	Date & Time Last Processed	Status	Report
<input type="checkbox"/>	Adoption Subsidies	09/2023		Claim Month: 05/2023 Completed: 04/26/2023 1:55 AM	Completed	
<input type="checkbox"/>	Ancillary	07/2023		Claim Month: 03/2022 Completed: 04/14/2022 1:51 AM	Completed	
<input type="checkbox"/>	Own Foster	07/2023		Claim Month: 06/2023 Completed: 07/19/2023 2:33 PM	Completed with Errors	payment exceptions reimbursement exceptions
<input checked="" type="checkbox"/>	Purchased Care	07/2023		Claim Month: 06/2023 Completed: 07/19/2023 2:35 PM	Completed with Errors	payment exceptions reimbursement exceptions
	Training	08/2023		Claim Month: 08/2023 Requested: 08/28/2023	Process Requested	

Example of payment exceptions report:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	Payment Exception Report [Agency - County Children Services] [Service Authorization Type - Purchased Care]													
3	Run Date: 08/28/2023 10:46:55 AM													
4														
5	Error Mes:	Person Id	Person Na	Provider I	Provider I	Recomme	Service Au	Training S	Service Id	Service De	Subsidy Ic	Payment I	Payment End Date	
6	Provider F									Group Home		6/1/2023	#####	
7	Contract c									The Highlands Teen		6/1/2023	#####	
8	Contract c									Safe Landing Youth S		6/1/2023	#####	
9	Paid amou									Safe Landing Youth S		6/1/2023	6/2/2023	
10	Provider F									Group Home		6/1/2023	#####	
11	Paid amou									Treatment Foster Ca		6/1/2023	6/1/2023	
12	Paid amou									Exceptional Foster C		6/1/2023	6/3/2023	
13	Contract c									Intensive Residentie		6/1/2023	#####	
14	Paid amou									Young Star Academy		6/1/2023	6/1/2023	
15														

Payment Processing of Non-Adoption Payments

Creating Payment Requests

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

1. Click the **Create Payment Requests** tab.

Process Exceptions Reports **Create Payment Requests** Manual Payment Requests

Create Payment Requests

Select	Payment Type	Claim Month	Retroactive Claim Month	Date & Time Last Processed	Status	Roster Grouping	Report
	Adoption Subsidies			Claim Month: 09/2023 Completed: 08/02/2023 7:06 AM	Completed		
<input type="checkbox"/>	Ancillary	07/2023		Claim Month: 10/2021 Completed: 11/10/2021 1:11 AM	Completed	Payment Type/Claim Month	
<input type="checkbox"/>	Own Foster	07/2023		Claim Month: 06/2023 Completed: 07/19/2023 12:16 PM	Completed with Errors	Payment Type/Claim Month	payment exceptions
<input type="checkbox"/>	Purchased Care	07/2023		Claim Month: 06/2023 Completed: 07/19/2023 12:19 PM	Completed with Errors	Payment Type/Claim Month	payment exceptions
<input type="checkbox"/>	Training	08/2023		Claim Month: 07/2023 Completed: 07/19/2023 12:19 PM	Completed with Errors	Payment Type/Claim Month	payment exceptions

The **Create Payment Requests** tab screen appears.

2. In the **Select** column, place a checkmark in the check box beside the **Payment Type** you would like the system to create payments.
3. The **Claim Month** will populate with the prior month, but you have the option to modify the month/year as long as it's not the current or a future month. The system will search for any payments that can be created up until the end of the **Claim Month**.
4. Optional: if you would like to limit the search to a span, you can enter a **Retroactive Claim Month**. By doing so, the system will search for any

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payments that can be created between the start of the **Retroactive Claim Month** through the end of the **Claim Month**.

5. Make a selection from the drop-down menu in the **Roster Grouping** column.
 - **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

Note: By selecting a **Roster Grouping** style, the system will create rosters according to the selected **Roster Grouping** style which can be found in **Payment Requests Rosters** the following day.

For example:

- If you select Roster Grouping style of Payment Type/Claim Month, the system will add all payments for the selected Payment Type to one roster for each month (OWN 03/2019, OWN 02/2019, etc.)
 - If you selected the Payment Type of Purchased Care and the Roster Grouping Style of Contract Provider, the system will create a roster for each Contract Provider and each month that a payment was created (PURCH BuckeyeRanchInc 03/2019, PURCH TheBairFoundation 03/2019, etc.)
6. Click, **Process**.
 - Note:** Creating a payment is an overnight batch job.

Payment Processing of Non-Adoption Payments

Process Exceptions Reports **Create Payment Requests** Manual Payment Requests

Create Payment Requests

Select	Payment Type	Claim Month	Retroactive Claim Month	Date & Time Last Processed	Status	Roster Grouping	Report
	Adoption Subsidies			Claim Month: 09/2023 Completed: 08/02/2023 7:06 AM	Completed		
<input type="checkbox"/>	Ancillary	07/2023		Claim Month: 10/2021 Completed: 11/10/2021 1:11 AM	Completed	Payment Type/Claim Month	
<input type="checkbox"/>	Own Foster	07/2023		Claim Month: 06/2023 Completed: 07/19/2023 12:16 PM	Completed with Errors	Payment Type/Claim Month	payment exceptions
<input checked="" type="checkbox"/>	Purchased Care	07/2023		Claim Month: 06/2023 Completed: 07/19/2023 12:19 PM	Completed with Errors	Payment Type/Claim Month	payment exceptions
<input type="checkbox"/>	Training	08/2023		Claim Month: 07/2023 Completed: 07/19/2023 12:19 PM	Completed with Errors	Payment Type/Claim Month	payment exceptions

Process Refresh

The **Create Payment Requests** screen appears, displaying a status of **Process Requested** for the Payment Type you requested.

Processing Manual Payment Requests

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

1. Click the **Manual Payment Requests** tab.

Process Exceptions Reports Create Payment Requests **Manual Payment Requests**

Manual Payment Selection Criteria

[Payment by Provider](#) ▾

[Payments by Service Authorization](#) ▾

[Payments by Foster Parent Training Session](#) ▾

[Payments by PASSS Subsidy](#) ▾

Payment Processing of Non-Adoption Payments

The **Manual Payment Requests** tab screen appears.

Creating Payments by Provider

1. Click **Payment by Provider**.

Process Exceptions Reports Create Payment Requests **Manual Payment Requests**

Manual Payment Selection Criteria

Payment by Provider ▾

[Payments by Service Authorization](#) ▾

[Payments by Foster Parent Training Session](#) ▾

[Payments by PASSS Subsidy](#) ▾

The **Payment by Provider** drawer expands, requesting further information.

1. Make a selection from the **Service Category** drop-down menu.
2. Make a selection from the **Service Type** drop-down menu.
3. Enter the **Provider ID**.

Note: If you do not know the Provider ID, click on the **Search Provider** button to conduct a Provider Search and select the Provider from the search results.

4. Click, **Retrieve**.

Process Exceptions Reports Create Payment Requests **Manual Payment Requests**

Manual Payment Selection Criteria

[Payment by Provider](#) ^

Payment by Provider

Service Category: * Service Type: *

Foster Care Miscellaneous Clothing

Search Provider OR Provider ID: **Retrieve**

Create Manual Payment Clear Filter Criteria

Payment Processing of Non-Adoption Payments

The **Manual Payment Requests** tab screen appears, displaying the **Provider Name/ID**.

1. Click, **Create Manual Payment**.

Process Exceptions Reports Create Payment Requests **Manual Payment Requests**

Manual Payment Selection Criteria

[Payment by Provider](#) ^

Payment by Provider

Service Category: *
Foster Care Miscellaneous

Service Type: *
Clothing

Provider Name / ID:
Test, Provide / 12345

OR

Provider ID:
12345 Retrieve

Change Provider

Create Manual Payment Clear Filter Criteria

The **Create Manual Payment** screen appears.

2. Enter the **Payment Start Date**.
3. Enter the **Payment End Date**.
4. Click, **Select Person**.

Create Manual Payment

Request Date: 08/28/2023 Created By: Test, Provide / 12345 Agency: Test County Children Services

Payment Information

Payment Start Date: * Payment End Date: * Purchase Order:

Case Person Information

Please select a case person for this payment request.

Select Person

The **Select Person** screen appears.

Payment Processing of Non-Adoption Payments

Select Person

Search Person OR Person ID: Go

If you know the individual's **Person ID**, enter that in the Person ID box.

5. Click, **Go**.

Note: If you do not know the individual's Person ID, click on the **Search Person** button to conduct a person search and make a selection from the search results.

The **Select Person** screen appears, displaying the selected individual.

6. Click the **select** link.

Select Person

Search Person OR Person ID: Go

	Person Name	Case Name / ID	Case Category	Case Status / Status Date	Case Service Member Status ID / Status	Service Dates	Service Description
select	Test, Child	Test / 123456	ADOPT	Open / 11/21/2022			

The **Create Manual Payment** screen appears, displaying the selected person in the **Case Person Information** grid.

7. In the **Service Authorization/Contract Details** grid, link a Service Authorization or Contract Cost (optional).
8. In the Provider Information grid:
 1. Enter the **Invoice Number** (optional).
 2. Enter the **Invoice Date** (optional).
 3. Enter the **Vendor Number** (optional).

Provider Information

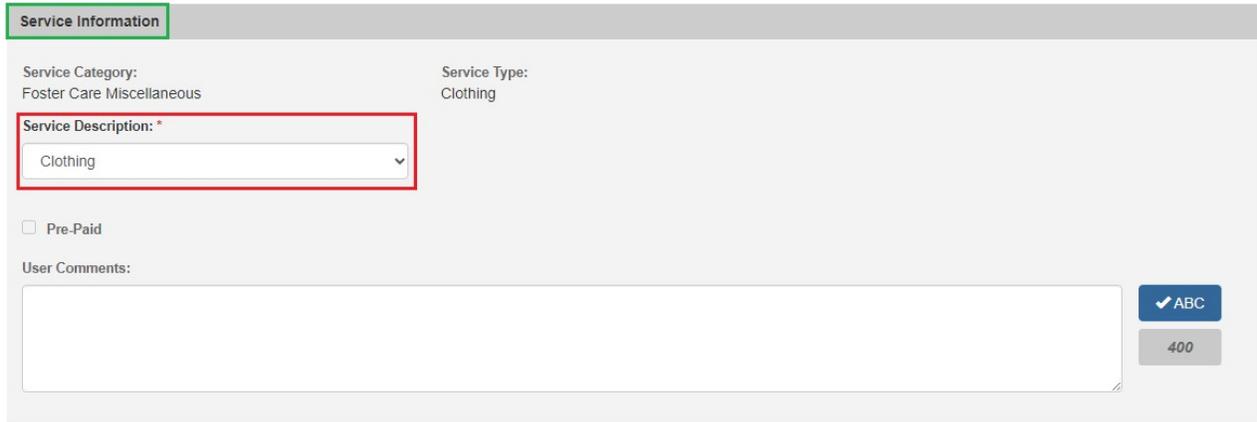
Invoice Number: Invoice Date:  Vendor Number:

Payee / Provider ID	Network Provider / ID	Service Provider / ID
Test, Payee / 123456		Service Provider

Payment Processing of Non-Adoption Payments

9. In the Service Information grid, make a selection from the Service Description drop-down menu.

Note: This dropdown is only available if the person does not have a linked **Case Service**.



Service Information

Service Category: Foster Care Miscellaneous Service Type: Clothing

Service Description: *
Clothing

Pre-Paid

User Comments:

✓ ABC
400

10. In the Payment Details grid, enter the number of Units.



Payment Details

Units:
1

Calculate

Note: If you are creating a payment for Foster Care Miscellaneous, Employment or Non-Employment Related Child Care, if you select Full Time or Part Time Care, Units equals the number of weeks. If payment is for hourly care, Units equals the number of hours.

11. In the Payment Details grid, click, Calculate.



Payment Details

Units:
1

Calculate

The **Payment Details** grid expands.

12. If your agency does not have a Standard Cost set up for the service, you will see an Error Message stating, "Standard cost has not been defined for the service." If this is the case, please enter an amount in the Update Cost field and click Calculate again.

Payment Processing of Non-Adoption Payments

Payment Details

Update Units:

Update Cost: \$

Exceptions

Claim Dates	Error Messages
08/28/2023 - 08/28/2023	Standard cost has not been defined for the service.

The **Payment Details** screen expands, displaying a **Cost Breakdown**.

13. Click, Save and Add to Roster.

Note: If you would like to create another payment with the same **Service Category, Service Type** and **Provider**, you can click Apply and create another payment. Once you have created your final payment, click **Save and Add to Roster**. The payments that you clicked **Apply** for can be found in **Payment Search** by selecting the checkbox **Show Only Non-Rostered Payments**.

Payment Details

Update Units:

Update Cost: \$

Cost Breakdown

	Paid
Claim Dates:	08/28/2023 - 08/28/2023
Units:	1
Basic Cost:	\$100.00
Total:	\$100.00

The **Add to Roster** screen appears.

1. Make a selection from the Roster Status drop-down menu.

Note: Depending on your selection, the Add to Roster screen will expand to request further information.

Add to Roster

Roster Status: *

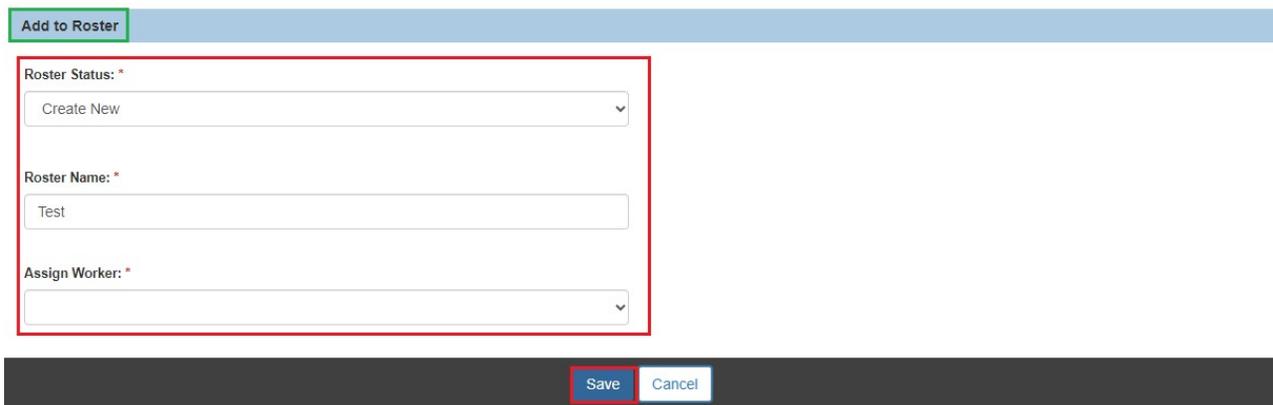
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The example below is the expanded screen when the **Create New** option is selected from the Roster Status menu.

2. Enter a **Roster Name** and if you would like to assign the roster to a different worker, select that worker's name from the **Assign Worker** dropdown.

Note: This dropdown contains all workers within your agency who have the User Group Agency Fiscal Worker or Agency Fiscal Supervisor.

3. Click, **Save**.



The screenshot shows a web form titled "Add to Roster" in a light blue header. The form is enclosed in a red border and contains three fields: "Roster Status: *" with a dropdown menu showing "Create New"; "Roster Name: *" with a text input field containing "Test"; and "Assign Worker: *" with a dropdown menu. Below the form is a dark grey bar with two buttons: "Save" (highlighted with a red border) and "Cancel".

The **Create Payment Requests** screen appears, defaulted to the **Manual Payment Requests** tab. The screen displays the following message: **Your data has been saved.**

Payment Processing of Non-Adoption Payments

Creating Payments by Service Authorization

1. From the Manual Payment Requests tab screen, click the **Payment by Service Authorization** drawer.

✓ Your data has been saved.

Process Exceptions Reports Create Payment Requests Manual Payment Requests

Manual Payment Selection Criteria

Payment by Provider ▾

Payments by Service Authorization ▾

Payments by Foster Parent Training Session ▾

Payments by PASSS Subsidy ▾

The screen expands, requesting further information.

2. Make a selection from the **Service Auth Type** drop-down menu.
3. Enter the **Process Begin Date**.
4. Enter the **Process End Date**.
5. Click, **Select Service Auths**.
6. To filter by the Person or Provider, enter the Person ID or Provider ID in the appropriate field, or conduct a Person Search or Provider Search and make your selection from the search results.

Payments by Service Authorization

Service Auth Type: *

Process Begin Date: * Process End Date: *

Search Person OR Person ID: Retrieve

Search Provider OR Provider ID: Retrieve

Select Service Auths Clear Filter Criteria

Payment Processing of Non-Adoption Payments

The **Select Service Authorizations** screen appears.

- In the **Select** column, place a checkmark in the check box beside the relevant Service Auth ID.

Note: The checkboxes will only appear for Service Authorizations where a payment has not yet been created.

- Click, **Generate Payments**.

Select Service Authorizations

Select Service Authorizations

Process Begin Date: 08/21/2023 Process End Date: 08/21/2023

The checkbox for selection will only display for Service Authorizations where a payment has not yet been created.

Result(s) 1 to 15 of 126 / Page 1 of 9

Select	Service Auth ID	Child Name / ID	Provider Name / ID	Contract ID / Contract Number	Service Category	Service Type	Service Description	Contract Cost Description	Service Auth Dates
<input checked="" type="checkbox"/>	11111	Test, Child / 123456	Test, Provider		Placement	Family Foster Home	Family Foster Home		06/17/2020
<input type="checkbox"/>	22222	Test, Child / 456789	Test, Provider		Placement	Family Foster Home	Family Foster Home		05/06/2021

The **Payment by Service Authorization Generate Payments** screen appears. Showing all payments that can be created as well as any payments that could not be created. If payments could not be created, the system will display an **Error Message** stating why the payment could not be created.

- Click, **Save and Add to Roster**.
- Follow steps previously discussed for adding a payment to a Roster.

Payments Created

Payee / Provider ID	Person Name / ID	Provider Name / ID	Service	Cost	Units	Claim Dates	Total
Test, Payee / 123456	Test, Child / 456789	Test, Provider / 789	Family Foster Home	\$26.05	1	08/28/2023 08/28/2023	\$26.05

Exceptions

No exceptions exist for the selected Service Authorization(s).

Payment Processing of Non-Adoption Payments

Note: If you click, **Export**, the following report will download in Excel format: **Service Auth Payments Generated Results Export Information**. If you would like to correct any errors listed, you have the option to click **Cancel**, correct the exceptions, and then try creating the payments again.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Service Auth Payments Generated Results Export Information													
2	Run Date: 08/28/2023													
3	Agency: County Children Services													
4	Payments Generated Results:													
5														
6	Payee Id	Person No	Provider No	Service	Cost	Units	Claim Date	Total						
7														
8														
9	Service Auth Payments Exceptions Export Information													
10	Run Date: 08/28/2023													
11	Agency: County Children Services													
12	Payments Exception Results:													
13														
14	Service Auth	Person No	Provider No	Service	Claim Date	Error Messages								
15				Intensive	08/28/202	Contract cost has not been defined for the service.								
16														

Creating Payments by Foster Parent Training Session

1. From the Manual Payment Requests tab screen, click the **Payments by Foster Parent Training Session** drawer.

The screenshot shows the 'Manual Payment Requests' interface. On the left, there is a sidebar with a 'Create Payment Requests' menu. The main area has three tabs: 'Process Exceptions Reports', 'Create Payment Requests', and 'Manual Payment Requests' (which is active and highlighted with a green box). Below the tabs is a 'Manual Payment Selection Criteria' section with a blue header. It contains several dropdown menus: 'Payment by Provider', 'Payments by Service Authorization', 'Payments by Foster Parent Training Session' (which is selected and highlighted with a red box), and 'Payments by PASSS Subsidy'.

The drawer expands, requesting further information.

2. Enter the **Process Begin Date**.
3. Enter the **Process End Date**.
4. Enter any other available relevant information.
5. Click, **Select Training Sessions**.

Payment Processing of Non-Adoption Payments

Payments by Foster Parent Training Session ^

Payments by Foster Parent Training Session

Process Begin Date: *  Process End Date: * 

Session Name: Session ID:

Delivery Method: Location:

Training Type:

OR Person ID:

OR Provider ID:

The **Select Training Sessions** screen appears.

6. Place a checkmark in the check box beside the relevant **Session Name/ID**.

Note: The checkboxes will only appear for Training Sessions where a payment has not yet been created.

7. Click, **Generate Payments**.

Payment Processing of Non-Adoption Payments

Select Training Sessions

Process Begin Date: 01/01/2023
 Process End Date: 08/28/2023

The checkbox for selection will only display for Training Sessions where a payment has not yet been created.

Result(s) 1 to 15 of 150 / Page 1 of 10

Select	Session Name / ID	Person Name / ID	Session Date	Delivery Method	Training Type	Level of Care
<input type="checkbox"/>	Child Development		08/23/2023	Live Synchronous Training	Pre-Placement	Family Foster Home
<input type="checkbox"/>				Classroom	Pre-Placement	Family Foster Home

The **Foster Parent Training Session Generate Payments** screen appears.

- Click, **Save and Add to Roster**.
- Follow instructions previously provided for adding a payment to a Roster.
- As mentioned in Payments by Service Auths, you can also click the **Export** button to generate the exceptions report and **Cancel** if you would like to correct the errors prior to creating the payments.

Foster Parent Training Session Generate Payments

Payments Created

Payee / Provider ID	Session Name / ID	Person Name / ID	Service Type	Cost	Session Hours	Session Date	Total	Training Type
Test, Payee / 12345	The Broken Bond: An Overview of Attachment Issues	Test, Child / 123456	Training Stipend	\$15.00	3	08/21/2023	\$45.00	Continuing

Exceptions

Save and Add to Roster Export Cancel

Creating Payments by PASSS Subsidy

- From the Manual Payment Requests tab screen, click the **Payments by PASSS Subsidy** drawer.

Process Exceptions Reports Create Payment Requests **Manual Payment Requests**

Manual Payment Selection Criteria

- Payment by Provider
- Payments by Service Authorization
- Payments by Foster Parent Training Session
- Payments by PASSS Subsidy**

The drawer expands allowing you to conduct a person search.

Payment Processing of Non-Adoption Payments

2. Enter the **Person ID**.
3. Click, **Retrieve**.

Note: If you do not know the Person ID, use the **Search Person** option and make a selection from the results.

Payment Processing of Non-Adoption Payments

Process Exceptions Reports Create Payment Requests **Manual Payment Requests**

Manual Payment Selection Criteria

Payment by Provider ▾

Payments by Service Authorization ▾

Payments by Foster Parent Training Session ▾

Payments by PASSS Subsidy ^

Payments by PASSS Subsidy

Search Person OR Person ID: Retrieve

The screen further expands, displaying the **Service Summary** grid.

4. Select the radio button beside the relevant **Service**.
5. Click, **Generate Payment**.

Payments by PASSS Subsidy

Person Name / ID: Test, Child / 123456 OR Person ID: 123456 Retrieve

Change Person

Service Summary

	Agency Name	Service	Requested	Approved	Paid	Balance	Reimbursed
SFY: 2021 Service Summary							
<input checked="" type="radio"/>	Test County Children Services Board	Psychological Counseling	\$5,900.00	\$5,900.00	\$1,482.96	\$4,417.04	\$1,408.80
<input type="radio"/>	Test County Children Services Board	Respite Mental Health	\$2,400.00	\$2,400.00	\$1,484.00	\$916.00	\$1,409.80

Generate Payment Clear Filter Criteria

The **Provider Information** screen appears.

6. Complete the requested information in the **Provider Information** grid.
7. Enter the **Claim Begin Date** and **Claim End Date** in the **Service Information** grid.
8. Click, **Create Payment**.

Payment Processing of Non-Adoption Payments

Provider Information

Adoptive Parent(s):

Provider Search

Pay Adoptive Parent(s)

Provider ID:	Payee ID:
Provider Name:	Payee Name:
Invoice Number: <input type="text"/>	Invoice Date: <input type="text"/>
Vendor Number: <input type="text"/>	Purchase Order Number: <input type="text"/>

Service Information

Service Category: PASSS
 Service Type: Psychological Counseling

Claim Begin Date: Claim End Date:

Units:

User Comments:

Approved Amount: \$5,900.00

Paid Amount: \$1,482.96

Balance: \$4,417.04

Claimed Amount:

The **Payment Created** grid appears, displaying the payment made.

9. Click, **Save** or **Save and Add to Roster**.

Note: If you click **Save**, the payments can be found in **Payment Search**. From here you can add the payments to a Roster.

Payment Created

Payee Name / ID	Person Name / ID	Service Type	Claim Dates	Claimed Amount	Paid Amount
Test, Payee / 123456	Test, Child / 456	Psychological Counseling	01/01/2023-08/28/2023	\$100.00	\$100.00

The **Create Payment Requests** screen appears.

Payment Requests Roster

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

This is the next step in the Payment Processing functionality. From here you have many Actions available:

- Approve Payments
- Approve Roster
- Update Units
- Modify Roster
- Add to Roster
- Delete Payments

Payment Processing of Non-Adoption Payments

- Identify Invalid Payments
- Apply Values to Records
- Delete Roster

Approving Payments

1. In the navigation pane, click, **Payment Requests Roster**.

The screenshot shows a navigation pane with a top bar containing 'Home', 'Intake', 'Case', 'Provider', 'Financial', and 'Administration'. Below this is a secondary bar with 'Services', 'Eligibility', 'Payment', and 'Benefits'. A dropdown menu is open under 'Payment', listing 'Create Payment Requests', 'Payment Requests Roster' (highlighted with a red box), 'Disburse Payment', and 'Payment Search'.

The **Payment Requests Roster** screen appears.

2. Select the **Roster Name** drop-down menu.

Note: The Roster Name drop-down contains every roster for your agency. If you would like to filter the rosters by worker, select the worker's name from the **Worker** dropdown.

3. If you would like to sort your results in a specific order:
 - a. Make a selection from the **Sort Results By** drop-down menu.
 - b. Make a selection from the **Order** drop-down menu.
 - c. Make a selection from the **Then Sort By** drop-down menu.
 - d. Make a selection from **Order** menu.

4. Click, **Search**.

The screenshot shows the 'Payment Requests Roster Search Criteria' form. It includes two radio buttons: 'Non-Approved Rosters only' (selected) and 'Approved Rosters only'. Below are two dropdown menus: 'Worker:' and 'Roster Name: *'. A checkbox 'Show Only Recoupments' is present. At the bottom, there are four dropdown menus for sorting: 'Sort Results By:' (Payee), 'Order:' (Ascending), 'Then Sort By:' (empty), and 'Order:' (Ascending). A 'Search' button is located at the bottom left.

Payment Processing of Non-Adoption Payments

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

5. Select, **Approve Payments** from the **Action** drop-down menu.
6. Click, **Go**.

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 7 of 7 / Page 1 of 1 Results per page: **Go**

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	XXXXXXXX	IV-E AA /	\$168.88	/ 1	07/01/2016 07/31/2016	\$168.88	No	<input type="checkbox"/>
Provider / Vendor Information ▾									
view	JUDD 13866	Reimbursement Report	Wynn, Mar	Action: Approve Payments ▾ Go			\$37.53	No	<input type="checkbox"/>

The **Approve Payments** screen appears, displaying all payments on that roster.

7. Place a checkmark in the check box (**Approve** column) beside the payment that needs to be approved.
8. Click, **Save**.

Approve Payment Requests

Result(s) 1 to 7 of 7 / Page 1 of 1

Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Pay Units	Claim Dates	Total	Approve
Test, Payee / 123456	Test, Child / 456789	IV-E AA	\$168.88	1	07/01/2016 07/31/2016	\$168.88	<input checked="" type="checkbox"/>

Apply Save Cancel

The **Payment Requests Roster Search Results** grid appears, displaying the following message: **Your data has been saved.** The system will update the Approved Total to reflect the total amount of payments that have been approved.

Approving a Roster

1. Once the **Approved Total** matches the **Roster Total**, in the Action drop-down menu, select, **Approve Roster**.
2. Click, **Go**.

Payment Processing of Non-Adoption Payments

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 7 of 7 / Page 1 of 1

Results per page:

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	XXXXXXXX	IV-E AA /	\$168.88	/ 1	07/01/2016 07/31/2016	\$168.88	Yes	<input checked="" type="checkbox"/>

[Provider / Vendor Information](#) ▾

view	JUDD 13866	Reimbursement Report	Wynn, Mar B	Action: Approve Roster	<input type="button" value="Go"/>	\$37.53	No	<input type="checkbox"/>
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The **Process Approval** screen appears.

3. Make a selection from the **Action** drop-down menu.

Note: If necessary, make a selection from the **Reviewers/Approvers** drop-down menu.

4. Click, **Save**.

Process Approval

Work Item

ID: _____ Type: PAYMENTROSTER Reference: Additional July Share
Task ID: _____ Task Type: Payment Roster Task Reference: _____
Task Status: _____

Routing/Approval Action

Action: *

Comments:

Agency:

Reviewers/ Approvers:

The **Payment Requests Roster** screen appears.

Updating Units

1. Make a selection from the **Roster Name** drop-down menu.
2. Click, **Search**.

Payment Processing of Non-Adoption Payments

Your data has been changed.

Payment Requests Roster Search Criteria

Non-Approved Rosters only
 Approved Rosters only

Worker: Roster Name: *

Show Only Recoupments

Sort Results By: Order: Then Sort By: Order:

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

3. Select, **Update Units** from the **Action** drop-down menu.
4. Click, **Go**.

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 7 of 7 / Page 1 of 1 Results per page:

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	XXXXXXXX	IV-E AA /	\$168.88	/ 1	07/01/2016 07/31/2016	\$168.88	Yes	<input checked="" type="checkbox"/>
	Provider / Vendor Information ▾								
view	JUDD 13866	Reimbursement Report	Wynn, Mar	Action:	Update Units	<input type="button" value="Go"/>	\$37.53	No	<input type="checkbox"/>

The **Update Units** screen appears.

1. For Ancillary and Foster Parent Training Session payments, you can make a change to the **Pay Units** by changing the number in the Pay Units column for that payment request.
Note: When updating the units, the amount cannot be greater than the balance or a negative number.
2. When you are finished, click, **Save**.

Payment Processing of Non-Adoption Payments

Update Units

Result(s) 1 to 59 of 59 / Page 1 of 1

Payment Request ID	Payee / Provider ID	Person / ID	Service	Cost	Bal Units	Pay Units	Claim Dates	Total
11111	Test, Payee / 123456	Test, Child / 456789	IV-E AA	\$78.42	1		04/01/2008 04/30/2008	\$78.42

Apply

Save

Cancel

The **Payment Requests Roster** screen appears.

Modifying a Roster

1. Select, **Modify Roster** from the **Action** drop-down menu.
2. Click, **Go**.

✔ Your data has been saved.

Payment Requests Roster Search Criteria

Non-Approved Rosters only

Approved Rosters only

Worker:

Roster Name: *

Show Only Recoupments

Sort Results By:

Order:

Then Sort By:

Order:

Search

Payment Req.

Reimbursement Report

Action: Modify Roster

Go

The **Modify Roster** screen appears.

Here, you can rename the Roster by typing in the **New Roster Name** field.

You also have the ability to assign a new worker by selecting a different name from the **Assign Worker** drop-down menu.

Note: The **Assign Worker** drop-down menu will display all workers for your agency that have the Agency Fiscal Worker or Agency Fiscal Supervisor user group.

3. When finished, click, **Save**.

Payment Processing of Non-Adoption Payments

Modify Roster

Category Name:

Current Roster Name:
April 2008 Adoption Subsidies - County

New Roster Name: *
April 2008 Adoption Subsidies - County

Current Worker:

Assign Worker:

Save

Cancel

The **Payment Requests Roster** screen appears.

Add to Roster

1. To move payments to a different roster, place a checkmark(s) in the check box(es) next to the payment request you wish to add to a different Roster.
2. From the Action drop-down menu, select, **Add to Roster**.
3. Click, **Go**.

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 59 of 59 / Page 1 of 1

Results per page: 100

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	XXXXXXXX	IV-E AA /	\$78.42	/ 1	04/01/2008 04/30/2008	\$78.42	No	<input checked="" type="checkbox"/>

[Provider / Vendor Information](#) ▾

view	ARME 54885	Reimbursement Report	XXXXX / 5	Action: Add to Roster	<input type="button" value="Go"/>	\$78.42	No	<input checked="" type="checkbox"/>
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The **Add to Roster** screen appears.

4. Make a selection from the **Roster Status** drop-down menu.

The screen will expand.

5. Make a selection from the **Worker** drop-down menu (optional).
6. Make a selection from the **Roster Name** drop-down menu.
7. Click, **Save**.

Note: If adding payments to a new Roster, this is where you can name the Roster and assign it to yourself or a worker within your agency.

Payment Processing of Non-Adoption Payments

Add to Roster

Roster Status: *
Create New

Roster Name: *

Assign Worker: *

Save Cancel

The **Payment Requests Roster** screen appears.

Deleting Payments

1. Select the payment(s) you want to delete by placing a checkmark(s) in the check box(es) in the row beside the relevant **Payment Requests**.
2. From the **Action** drop-down menu, select, **Delete Payments**.
3. Click, **Go**.

Note: This will delete the payments from the system.

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 7 of 7 / Page 1 of 1 Results per page: 100

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	XXXXXXXX	IV-E AA /	\$168.88	/ 1	07/01/2016 07/31/2016	\$168.88	Yes	<input checked="" type="checkbox"/>
	Provider / Vendor Information ▾								
view	JUDD 13866	Reimbursement Report	Wynn, Mar	Action: Delete Payments	<input type="button" value="Go"/>	\$37.53	No	<input type="checkbox"/>	

The **Payment Requests Roster** screen appears, displaying the following message:
Your requested delete has been confirmed.

Identify Invalid Payments

If any changes have been made to a placement, service authorization, leave or add-on cost and a payment already exists, the system will mark that payment for review. To address these changes, the system's invalid payment process automatically reviews all payment requests and sorts them into two categories:

Payment Processing of Non-Adoption Payments

Valid: Valid payments are those where source data exists to support the payment request.

Invalid: Invalid payments are those where source data does NOT exist to support the payment request.

Note: Source data is defined as the data used to create the payment, such as from the placement setting, service authorization, or leave information.

1. From the Action drop-down menu, select, **Identify Invalid Payments**.
2. Click, **Go**.

Payment Requests Roster Search Results

Roster contains payments that are marked for review. To view these payments, please use the Identify Invalid Payments process.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 100 of 200 / Page 1 of 2 Results per page:

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	Test, Child / 123	Special Needs	\$70.30	/ 31	01/01/2023 01/31/2023	\$2,179.30	Yes	<input type="checkbox"/>
Provider / Vendor Information ▾									
view	Athena Service	Reimbursement Report	Clarens	Action: Identify Invalid Payments ▾ <input type="button" value="Go"/>			\$60.00	Yes	

The **Identify Invalid Payments** screen appears, displaying the **Valid Payments** tab page. If there are Valid Payments, they will be displayed on this screen.

3. Click, **Next Step**.

[Identify Invalid Payments](#)

Valid Payments: 1 Invalid Payments: 0 Review Total: 1

[Review Valid Payments](#)

Sort By: ▾

Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Disbursement Name / Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Roster Name	Roster Created By
11111	Test, Child / 456789			MARCH 2023	The Snyder House	\$385.00	31	31	01/01/2023 01/31/2023	\$11,935.00	MARCH 2023	

Payment Processing of Non-Adoption Payments

The **Invalid Payments** tab screen appears.

1. Make a selection from the Action drop-down menu.
2. Click, **Next Step**.

Identify Invalid Payments

Valid Payments: 1 Invalid Payments: 0 Review Total: 1

Review Invalid Payments

Resolve All Payment Request Actions: Sort By:

Action	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Disbursement Name / Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Roster Name	Roster Created By	Roster Approved By / Date
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Previous Step **Next Step** Cancel

The **Review Total** tab page appears, displaying all payments with the selection made on the previous tab.

5. Click, **Save**.

Identify Invalid Payments

Valid Payments: 1 Invalid Payments: 0 **Review Total: 1**

Review Invalid Payments

Sort By:

Action	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Disbursement Name / Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Roste
Valid	11111	Test, Child / 456789			MARCH 2023	The Snyder House (20884)	\$385.00	31	31	01/01/2023 01/31/2023	\$11,935.00	MARCH

Previous Step Generate Report **Save** Cancel

Payment Processing of Non-Adoption Payments

Deleting Roster

The **Payment Requests Roster** screen appears.

1. Make a selection from the **Roster Name** drop-down menu.
2. Click, **Search**.

Important: When you delete a Roster, you will be deleting all of the payments that are associated to that Roster.

The screenshot shows the 'Payment Requests Roster Search Criteria' interface. On the left is a navigation menu with options like 'Create Payment Requests', 'Payment Requests Roster', 'Disburse Payment', etc. The main area has a green notification bar at the top stating 'Your data has been saved.' Below it, there are radio buttons for 'Non-Approved Rosters only' (selected) and 'Approved Rosters only'. There are two dropdown menus: 'Worker:' and 'Roster Name: *'. The 'Roster Name' dropdown is highlighted with a red box. Below these are sorting options: 'Show Only Recoupments' (checkbox), 'Sort Results By:' (Payee), 'Order:' (Ascending), 'Then Sort By:', and 'Order:' (Ascending). A 'Search' button is highlighted with a red box.

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

6. Select, **Delete Roster** from the Actions drop-down menu.
7. Click, **Go**.

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

8. Select, **Delete Roster** from the Actions drop-down menu.
9. Click, **Go**.

Payment Processing of Non-Adoption Payments

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 59 of 59 / Page 1 of 1

Results per page:

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	XXXXXXXX	IV-E AA /	\$78.42	/ 1	04/01/2008 04/30/2008	\$78.42	No	<input checked="" type="checkbox"/>

[Provider / Vendor Information](#) ▾

view	ARME 54885	Reimbursement Report	XXXXXXXX / 59	Action: Delete Roster	<input type="button" value="Go"/>	\$78.42	No	<input checked="" type="checkbox"/>
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The system will delete the roster and all associated payments and return you to the **Payment Requests Roster** screen.

Applying Values to Records

1. From the **Action** drop-down menu, select, **Apply Values to Records**.
2. Click, **Go**.

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 59 of 59 / Page 1 of 1

Results per page:

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	XXXXXXXX	IV-E AA /	\$78.42	/ 1	04/01/2008 04/30/2008	\$78.42	No	<input checked="" type="checkbox"/>

[Provider / Vendor Information](#) ▾

view	ARME 54885	Reimbursement Report	XXXXXXXX / 59	Action: Apply Values to Records	<input type="button" value="Go"/>	\$78.42	No	<input checked="" type="checkbox"/>
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The **Apply Values to Records** screen appears, defaulted to the **Allocation Codes** tab.

Within Apply Values to Records, you have the option to apply **Allocation Codes**, **Accounting Values** (Voucher Number, PO Number, Agency Account Number and Vendor Number), **Invoice Number & Date**, and **Agency Warrant Number & Date**.

Ohio SACWIS will save your data as you move between tabs.

Applying Allocation Codes

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.
1. Make a selection from the **Select Records By** drop-down menu.
 2. Click, **Select**.

Apply Values To Records

Allocation Codes Accounting Values Invoice Number & Date Agency Warrant Number & Date

Apply JFS 02820 Codes

To apply Allocation Codes, first select the desired records, then choose the Allocation Codes below.

Select Records By: [Jump to Allocation Code values](#)

The **Results** grid returns with checkmarks in the checkboxes of the records that match your selection request.

1. Make a selection from the **Available JFS 02820 Codes** drop-down menu.
2. Click, **Set**.

Result(s) 1 to 25 of 63 / Page 1 of 3

Select		Payee / Provider ID	Person Name / ID	Service	Claim Dates	Paid Amount	JFS 02820
<input type="checkbox"/>	view split	Test, Payee / 123456	XXXXXXXX	IV-E AA	04/01/2009 04/30/2009	\$63.32	
<input type="checkbox"/>	view split	Test, Payee 2	XXXXXXXX /	IV-E AA	04/01/2009 04/30/2009	\$63.32	

Available JFS 02820 Codes:
Setting a JFS 02820 will override any existing value(s).

Deleting existing values will remove the JFS02820 codes previously set for the selected records.

Payment Processing of Non-Adoption Payments

Note: The change you make (in this case, selecting the JFS 02820 code) will apply to all selected (check marked) records.

Important: You must click, **Set**, or your selection will not apply to the record(s).

Note: If you want to apply multiple allocation codes to one payment request, Click, **split**, in the second column of the results grid.

Splitting Payments

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

Result(s) 1 to 25 of 63 / Page 1 of 3

Select		Payee / Provider ID	Person Name / ID	Service	Claim Dates	Paid Amount	JFS 02820
<input type="checkbox"/>	view split	Test, Payee / 123456	XXXXXXXX	IV-E AA	04/01/2009 04/30/2009	\$63.32	806-510050 \$63.32
<input type="checkbox"/>	view split	Test, Payee 2	XXXXXXXX	IV-E AA	04/01/2009 04/30/2009	\$63.32	

The **Split Payment** screen appears.

1. Select your *first* Allocation Code from the **Allocation Codes** drop-down menu.
2. Click, **Add Allocation Value**.

Split Payment

Multiple Allocation Codes

Agency Name: Test County Children Services Board Agency ID:

Payee: Person Name / ID: XXXXXXXX

Total Payment: \$63.32 Claim Dates: 04/01/2009 - 04/30/2009

Allocation Type: JFS02820

Allocations

Allocation Code	Allocation Amount	
806-510050 - FC/Purch Svcs	\$ 63.32	remove
Total Allocated Amount : \$63.32		
Total Unallocated Amount : \$0.00		

Allocation Codes: Add Allocation Value

Payment Processing of Non-Adoption Payments

The **Allocations** grid expands, displaying the added code.

3. Enter an **Allocation Amount**.
4. Continue to add Allocation Amounts until your Total Unallocated Amount is zero.
5. When finished, click, **Save**.

Allocations

Allocation Code	Allocation Amount	
806-510050 - FC/Purch Svcs	\$ 63.32	remove
823-510051 - IV-B Adpt/Maint, Med	\$ 0	remove
Total Allocated Amount : \$63.32		
Total Unallocated Amount : \$0.00		

Allocation Codes: [Add Allocation Value](#)

[Apply](#) [Save](#) [Cancel](#)

The **Apply Values To Records** screen appears.

Applying Accounting Values

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

1. Click the **Accounting Values** tab.

Allocation Codes **Accounting Values** Invoice Number & Date Agency Warrant Number & Date

Apply Accounting Values

To apply Accounting Values, first select the desired records, then choose the Accounting Values below.

Select Records By:

 [Select](#) [Jump to Accounting Values](#)

Payment Processing of Non-Adoption Payments

The **Accounting Values** tab page appears.

2. Make a selection from the **Select Records By** drop-down menu.
3. Click, **Select**.

Allocation Codes **Accounting Values** Invoice Number & Date Agency Warrant Number & Date

Apply Accounting Values

To apply Accounting Values, first select the desired records, then choose the Accounting Values below.

Select Records By:

[Jump to Accounting Values](#)

The **Results** grid will return records based on your search option.

4. Make a selection from the **What do you want to change?** drop-down menu.

What do you want to change?

A new field will display, asking what the value should be.

5. Enter the information.
6. Click, **Set**.

What do you want to change?

Voucher Number

What should the Voucher Number be?

Setting a Voucher Number will override any existing value(s).

Deleting existing values will remove the Voucher Number(s) previously set for the selected records.

Applying Invoice Number & Date

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

Payment Processing of Non-Adoption Payments

The **Agency Warrant Number & Date** tab page appears.

2. Make a selection from the **Select Records By** drop-down menu.
3. Click, **Select**.
4. Enter information at the bottom of the screen (information requested is based on your record selection criteria).
5. Click, **Set**.
6. Click, **Save**.

Allocation Codes Accounting Values Invoice Number & Date **Agency Warrant Number & Date**

Apply Agency Warrant Number & Date

To apply Agency Warrant Number and Dates, first select the desired records, then enter the Agency Warrant Number and Date values below.

Select Records By: [Jump to Agency Warrant Number & Date values](#)

Result(s) 1 to 25 of 63 / Page 1 of 3

Select	Payee / Provider ID	Person Name / ID	Service	Claim Dates	Paid Amount	Agency Warrant Number Warrant Date
<input type="checkbox"/> view	Test, Payee / 123456	XXXXXXXX	IV-E AA	04/01/2009 04/30/2009	\$63.32	

What should the Agency Warrant Information be?
Setting an Agency Warrant Number and/or Date will override any existing value(s). Warrant Date defaults to Disbursed Date.

Agency Warrant Number Warrant Date

What do you want to delete?

The **Payment Requests Roster** screen appears with a message stating, “**Your data has been saved.**”

Disbursing Payments

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.
1. Click, **Disburse Payment** in the navigation pane.

Payment Processing of Non-Adoption Payments



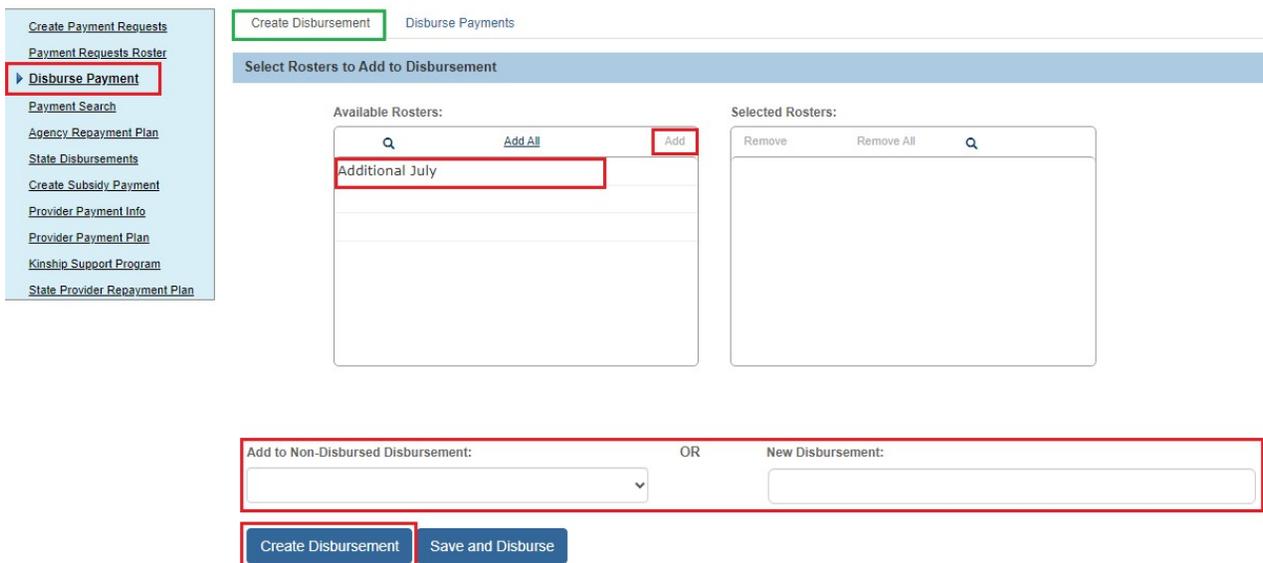
The **Create Disbursement** screen appears.

3. Make a selection from the **Available Rosters** list (this will activate the **Add** button).
4. Click, **Add**.

Note: If you would like to add a Roster to a Non-Disbursed Disbursement, you can make a selection from the Add to Non-Disbursed Disbursement drop-down menu.

Note: The system will automatically name a **New Disbursement** based on the first roster listed in the **Selected Rosters** box. You do have the option to modify the disbursement name prior to creating the disbursement.

5. Click, **Create Disbursement** if you would like to remain on the screen and create additional disbursements. If you would like to create the disbursement and disburse it, click, **Save and Disburse** which will navigate you to the **Disburse Payments** tab.



Payment Processing of Non-Adoption Payments

The **Disburse Payment** screen appears, displaying the following message: **Your data has been saved.**

6. Make a selection from the **Disbursement Name** drop-down menu.
7. Click, **Search**.

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

8. Select Disburse Payments from the Action drop-down menu.

Create Disbursement Disburse Payments

Disburse Payment Search Criteria

Non-Disbursed Only
 Disbursed Only

Disbursement Name:

The screen will expand.

9. Enter the **Disburse Date**.
10. Click, **Go**.

Disburse Payment Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Worker	Roster Name	Roster Approval Date	
Test, Worker	Additional July	08/28/2023	remove

Action: Disburse Date: *

The **Disburse Payment** screen appears, displaying the following message: **The final payment was processed successfully.**

Payment Processing of Non-Adoption Payments

The screenshot shows a sidebar on the left with navigation links: Create Payment Requests, Payment Requests Roster, Disburse Payment (highlighted), Payment Search, Agency Recayment Plan, State Disbursements, Create Subsidy Payment, Provider Payment Info, Provider Payment Plan, Kinship Support Program, and State Provider Recayment Plan. At the top, a green notification bar states 'The final payment was processed successfully.' Below this are two tabs: 'Create Disbursement' and 'Disburse Payments'. The 'Disburse Payments' tab is active, showing a 'Disburse Payment Search Criteria' section with two radio buttons: 'Non-Disbursed Only' (selected) and 'Disbursed Only'. A 'Disbursement Name:' label is visible at the bottom.

Note: If an incorrect disbursement date was entered, you have until the end of that business day to modify the disbursement date.

Modifying the Disbursement Date

From the **Disburse Payments** tab page:

1. Click, **Disbursed Only**.
2. Enter the **Disbursement Month/Year**
3. Click, **Retrieve**.
4. Select the **Disbursement Name**.
5. Click, **Search**.

This detailed screenshot shows the 'Disburse Payments' tab selected. The 'Disburse Payment Search Criteria' section has the 'Disbursed Only' radio button selected. A text input field for 'Disbursement Month/Year:' is shown next to a 'Retrieve' button. Below this, a 'Disbursement Name:' dropdown menu is shown with a 'Search' button.

The **Disburse Payment Search Results** grid appears

Payment Processing of Non-Adoption Payments

6. In the **Action** drop-down menu, select, **Modify Disbursement Date**.

Disburse Payment Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Worker	Roster Name	Roster Approval Date
Test, Worker	April 2011	05/26/2011

Action:

Go

The screen expands, requesting the **Disburse Date**.

1. Enter the new **Disburse Date**.
2. Click, **Go**.

Disburse Payment Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Worker	Roster Name	Roster Approval Date	
Test, Worker	February 2012	02/19/2015	remove

Action:

Disburse Date: *

Modify Disbursement Date  Go

Payment Processing of Non-Adoption Payments

Searching Payments

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

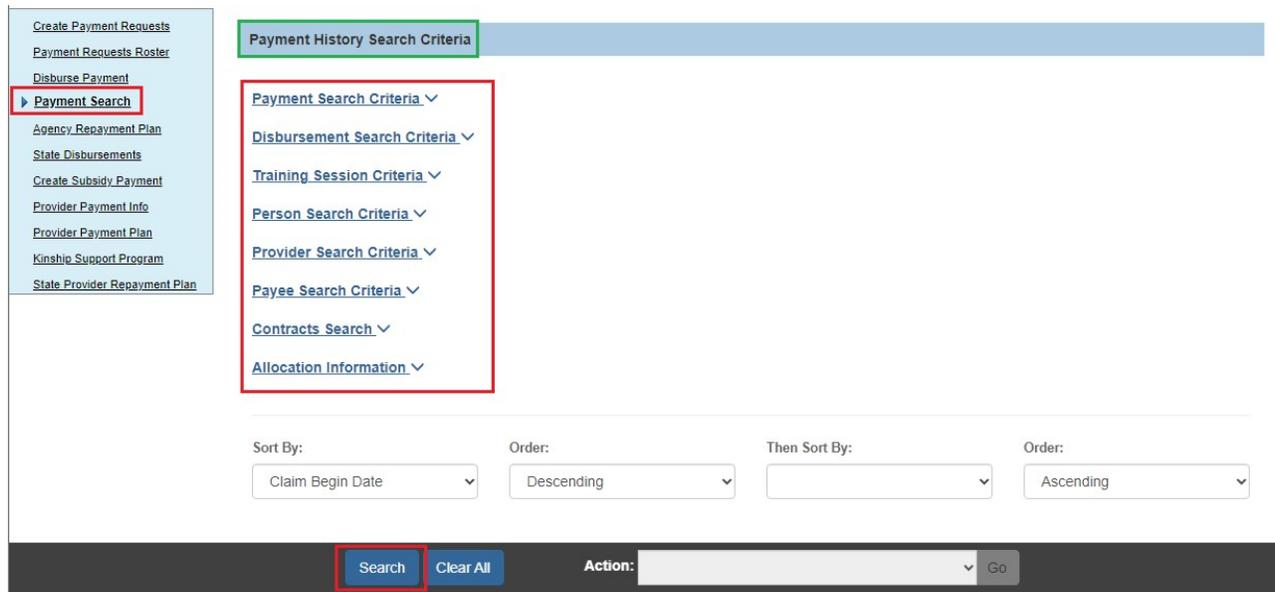
1. Click, **Payment Search** in the navigation pane.



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

Note: When you click on any drawer, it will expand allowing you to enter as much filter criteria as you would like.

2. Once you have entered your search parameters, click, **Search**.



The **Payment History Search Results** grid appears, displaying the results based on your search parameters. From here you can complete many of the Actions listed above in **Payment Requests Roster** depending on the status of the payment.

Invalidating Payments (Manual)

- **Important:** If generating more than 500 payment requests at a time, please use the **Create Payment Request** functionality. The manual payment request process should not be used to create large quantities of payments.

1. In the **Action** drop-down menu, select, **Invalidate Payments (Manual)**.

Important: The Payment Search screen is the only place you can use the **Invalidate Payments (Manual)**.

2. Click, **Go**.

Payment History Search Results

Result(s) 1 to 100 of 348 / Page 1 of 4 Results per page: 100

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
view adjust	Test, Payee	Test, Child			Family Foster Home	\$32.00	1	0	01/17/2023 01/17/2023	\$32.00	<input type="checkbox"/>
											INVALID

Roster Name: [MARCH 2023](#) [APPROVED]
 Disbursement Name: MARCH 2023 Disbursed Date: 02/24/2023

The **Invalidate Payments (Manual)** screen appears.

1. Enter the reason(s) for invalidation in the **Enter Invalidation Comments for payments selected**.
2. Place a checkmark(s) in the check box(es) in next to the payment(s) you wish to invalidate.
3. Click, **Save**.

Payment Processing of Non-Adoption Payments

Invalidate Payments (Manual)

Enter Invalidation Comments for payments selected:

✓ ABC

4000

Once payments have been invalidated any associated reimbursements will be reversed.

Result(s) 1 to 6 of 6 / Page 1 of 1

	Select	Invalidation Comments	Payee / Provider ID	Person Name / ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total
view	<input type="checkbox"/>		Test, Payee / 123456	Test, Child	Family Foster Home	\$34.00	11		12/01/2021 12/29/2021	\$374.00
REVIEW										

Apply Save Cancel

The **Payment History Search Results** grid appears, displaying the payments you invalidated by using a **red** invalid badge.

Payment History Search Results

Result(s) 1 to 100 of 354 / Page 1 of 4

Results per page: 100 [Go](#)

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
view adjust	Test, Payee	Test, Child			Family Foster Home	\$34.00	11	0	01/17/2023 01/17/2023	\$34.00	INVALID

Roster Name: [MARCH 2023](#)

[APPROVED]

Disbursement Name: MARCH 2023

Disbursed Date: 02/24/2023

Payment Processing of Non-Adoption Payments

Invalid Payments.

After the Ohio SACWIS data has been used to create payment requests, the information on **Placements, Service Authorizations, Leaves, and Add-On Costs** can change. To address these changes, the system's invalid payment process **automatically reviews** all payment requests and sorts them into two categories – valid and invalid.

Valid payments are those where source data exists to support the payment request.

Invalid payments are those where source data does **NOT** exist to support the payment request.

Source data is defined as the data used to create the payment, such as from the placement setting, service authorization, or leave information.

Important Payment Process Information

Users can “fix” any invalid payments by updating the source data in Ohio SACWIS. However, if the source data is not updated properly and in a timely manner, any invalid payments remaining in the system are marked as invalid. Each month, Ohio SACWIS automatically searches for payments that were marked for review two (2) months prior.

Example: Payments marked for review during October are reviewed at the end of December. If the payments marked for review no longer have source data to support them, the system marks them as invalid. **If a payment is determined to be invalid, any reimbursement previously issued for that payment request will be reversed.**

You can identify (or view) payments that have been marked for review from each of these screens and all are discussed in detail below:

- Payment Search
- Payment Request Search
- Payment Request Roster

Viewing Payments Marked for Review Using Payment Search

To view payments marked for review from Payment Search:

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Search** link in the **Navigation** menu.



Payment Processing of Non-Adoption Payments

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

4. Click the **Payment Search Criteria** link to expand the screen.



The **Payment Search Criteria** fields appear to filter the information.

5. Enter search criteria into the fields (shown below), as needed.
6. In the **Invalid Indicator** field, choose sort criteria from the drop-down list. To see all payments that are:
 - Marked for Review (**REVIEW**), choose **Review Only**.
 - Invalid (**INVALID**), choose **Invalid Only**.
 - Invalid and marked for review, choose **Include Both**.
 - Valid, choose **Exclude Invalid**.

Notes:

- In the **Invalid Indicator** field, if no drop-down list selection is made, the indicators still appear if they apply to the row(s) with your search criteria.
- The **Invalid Indicator** field is helpful to use if you are searching for all payments that have been marked for review.

7. Click the **Search Payment History** button.

Payment Processing of Non-Adoption Payments

Payment History Search Criteria

[Payment Search Criteria](#) ^

Payment Search Criteria

Payment Type: <input type="text"/>	Payment Request ID: <input type="text"/>
Service Category: <input type="text" value="Placement"/>	
Service Type: <input type="text"/>	Service Description: <input type="text"/>
Service Auth Type: <input type="text"/>	Service Auth #: <input type="text"/>
Claim Begin Date: <input type="text"/>	Claim End Date: <input type="text"/>
Voucher Related ID: <input type="text"/>	<input type="checkbox"/> Show Only Non-Rostered Payments
Payment Action Code: <input type="text"/>	Invalid Indicator: <input type="text"/>

Action:

The filtered search results appear in the **Payment History Search Results** section at the bottom of the screen.

Payment Processing of Non-Adoption Payments

Important Information on Payments Marked for Review

A review icon () displays on the left next to any payment that Ohio SACWIS has marked for review.

Payment History Search Results

Result(s) 1 to 100 of 272 / Page 1 of 3 Results per page:

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
view adjust	Test, Payee / 123456	Test, Child	121212		Family Foster Home	\$32.00	1	0	01/17/2023 01/17/2023	\$32.00	
	Roster Name: <u>MARCH 2023</u>				[APPROVED]						
	Disbursement Name: MARCH 2023							Disbursed Date: 02/24/2023			
view	Test, Payee / 1234567	Test, Child	232323		Family Foster Home	\$34.00	16		11/01/2021 11/30/2021	\$544.00	
	Roster Name: <u>JANUARY 2022</u>				[APPROVED]						
	Disbursement Name: JANUARY 2022							Disbursed Date: 12/17/2021			

As shown below, if you **hover your cursor** over the , a beige box displays showing the change in source data that occurred and caused the payment to be marked for review. **The date in brackets represents the date the change was made to the source data.** If more than one item displays in the box, the entries are listed from the most recent date a change was made to the source data.

view	Test, Payee / 1234567	Test, Child	232323		Family Foster Home	\$34.00	16		11/01/2021 11/30/2021	\$544.00	
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>[06/21/2023 11:57 AM]-Add on Rate for Other of 10 has been deleted.</p> <p>15521152</p> </div>											

- At the bottom of the **Payment History Search Results** screen, select **Identify Invalid Payments** from the **Option** field drop-down list.
- Click the **Go** button.

Payment Processing of Non-Adoption Payments

Payment History Search Results

Result(s) 1 to 100 of 272 / Page 1 of 3 Results per page:

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
view adjust	Test, Payee / 123456	Test, Child / 456789	121212		Family Foster Home	\$32.00	1	0	01/17/2023 01/17/2023	\$32.00	<input type="button" value="INVALID"/>
Roster Name:		MARCH 2023		[APPROVED]		Disbursement Name:		MARCH 2023		Disbursed Date: 02/24/2023	

Action:

The **Review Valid Payments** screen displays. Based on the filter criteria, the validity of payments can be determined through the **Identifying Invalid Payments Process** discussed below.

Defining “Valid” and “Invalid” Payments

Source data is defined as the data used to create payments, such as information from placement setting, service authorization, or leave. **Payments are found to be valid if the source data supports the existing payment to the same provider, for the same child, for the same total number of units paid, and for the same total paid amount.** Payments found to remain valid are reviewed for reimbursability changes. Any reimbursement adjustments that are needed are made in the next State payment to the County agency.

Examples of a payment being marked as VALID

Valid Example 1: The existing payment was for 10 units at \$50 per unit (\$25 maintenance and \$25 admin). The service authorization now indicates that the 10 units should be paid at \$50 per unit (but for \$40 maintenance and \$10 admin). The payment remains valid, but the reimbursement is adjusted to reflect the new cost breakdowns in the next State payment.

Valid Example 2: The original payment is for 30 paid placement days. The placement setting now reflects that child was on leave for 5 of those days and all 5 leave days should be paid leave days. The payment remains valid and the system reviews and adjusts the reimbursements appropriately for the 5 leave days in the next State payment.

Examples of a payment being marked as INVALID

Invalid Example 1: The existing payment reflects 30 days paid at \$50 per day. The service authorization was changed so that the per diem cost for 20 days is \$50 per day,

Payment Processing of Non-Adoption Payments

and \$40 per day for the remaining 10 days. This payment is marked as invalid, and the reimbursement are reversed in the next State payment. You need to create and distribute a new payment request to reflect the appropriate per diem cost. Any reimbursement is calculated for the newly disbursed payment request and added to the next State payment.

Invalid Example 2: The existing payment is for 30 placement days, but the placement setting end date changed and reflects that the child was only in placement for 20 of the 30 days. This payment is marked as invalid, and the reimbursement is reversed in the next State payment. You need to create and distribute a new payment request to accurately reflect the cost for 20 units (days). Any reimbursement is calculated for the newly disbursed payment request and added to the next State payment.

Question: Why are some “Marked for Review” payments already valid?

Answer: If your **Payment History Search Criteria** screen filter criteria included choosing **Review Only** from the **Invalid Indicator** field drop-down list, you may see valid payment entries that appear on the **Review Valid Payments** screen, along with their corresponding total number in the **Valid Payments** (blue arrow) shown below. In Ohio SACWIS, some payments that are marked for review are already valid due to changes made in the source data. Once you complete the steps in this **Identify Invalid Payments Process** section, the system automatically removes the “Marked for Review” status of these payments.

Identifying Invalid Payments Process

The **Identifying Invalid Payments Process** is divided into three steps as shown below:

- Valid Payments
- Invalid Payments
- Review Total

The step that you are on is highlighted in a blue arrow above the filtered results.

Review Valid Payments Screen

After filtering on **Identify Invalid Payments** in the **Options** field (discussed above), the **Review Valid Payments** screen displays first. Of the payments marked for review, this screen identifies all the payments in the grid that are valid.

Payment Processing of Non-Adoption Payments

Identify Invalid Payments

Valid Payments: 1 Invalid Payments: 0 Review Total: 1

Review Valid Payments

Sort By:
Claim Begin Date - Descending

Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Disbursement Name / Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Roster Name	Roster Created By
11111	Test, Child / 456789			MARCH 2023	The Snyder House	\$385.00	31	31	01/01/2023 01/31/2023	\$11,935.00	MARCH 2023	

Next Step Cancel

1. Click the **Next Step** button at the bottom of the screen.

The **Invalid Payments** search results appear and the blue arrow moves to the second step of the **Review Invalid Payments**.

Review Invalid Payments Screen

1. View the reason why the payment is invalid at the bottom of each row.

Identify Invalid Payments

Valid Payments: 0 Invalid Payments: 5 Review Total: 5

Review Invalid Payments

Resolve All Payment Request Actions: Keep Review Sort By: Claim Begin Date - Descending

Action	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Disbursement Name / Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Roster Name
Keep Review	Test Payee/ 123456	Test, Child / 456789	121212		JANUARY 2022 OWN HOME/NETWORK	Family Foster Home	\$34.00	16		11/01/2021 11/30/2021	\$544.00	JANUARY 20 OWN HOME/NETW

Invalid Reason: Calculated Paid Amt 384.00 based on current info does not match Paid Amt 544.00 on Payment Request.

Keep Review Previous Step Next Step Cancel

2. For each invalid payment, select the action to be taken from the in the **Action** field drop-down list. (To change multiple records at once, see the next step.)

Payment Processing of Non-Adoption Payments

Action	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Disbursement Name / Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Roster Name
<div style="border: 1px solid red; padding: 2px;"> Keep Review ▾ Invalidate Keep Review </div>	Test Payee/ 123456	Test, Child / 456789	121212		JANUARY 2022 OWN HOME/NETWORK	Family Foster Home	\$34.00	16		11/01/2021 11/30/2021	\$544.00	JANUARY 20 OWN HOME/NETW
Invalid Reason: Calculated Paid Amt 384.00 based on current info does not match Paid Amt 544.00 on Payment Request.												

The **Action** drop-down list choices are:

Keep Review – Select this action if you want to review a payment’s source data and make any necessary changes so the payment will not be marked as invalid by the Ohio SACWIS system when the invalid payment process is run again for that payment.

Invalidate – Select this action if you want to mark a payment as invalid to adjust any reimbursements previously received for that payment.

Once marked as invalid that payment status will remain. You must create and disburse a replacement payment request to record the actual payment amount made to the provider. The system allows a payment request to be created via the payment request process (or the manual payment process) for the same time period after the original payment request is confirmed to be invalid. An invalid payment is not required to be adjusted, but only valid payments that have not been marked for review are considered for reimbursement.

- To change all the **Actions** at once, select a filter criterion from the **Resolve All Payment Request Actions** field.

Note:

- The **Action** status can be changed “globally” or “individually.”
 - After the **Action** status for all the records has changed, you can still modify the status for individual records by selecting different criteria in the **Actions** column drop-down list for each row.
- If needed, select criteria from the **Sort By** field drop down list to sort the information in the chart.
 - When complete, click the **Next Step** button at the bottom of the screen.

Payment Processing of Non-Adoption Payments

Identify Invalid Payments

Valid Payments: 0 Invalid Payments: 5 Review Total: 5

Review Invalid Payments

Resolve All Payment Request Actions: Sort By:

Action	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Disbursement Name / Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Roster Name
<input type="text" value="Keep Review"/>	Test, Payee/ 123456	Test, Child / 456789	121212		JANUARY 2022 OWN HOME/NETWORK	Family Foster Home	\$34.00	16		11/01/2021 11/30/2021	\$544.00	JANUARY 2021 OWN HOME/NET
Invalid Reason: Calculated Paid Amt 384.00 based on current info does not match Paid Amt 544.00 on Payment Request.												
<input type="text" value="Keep Review"/>	GRIMM, BOYD OR ROBERT /	Kyle, Joseph Duane / 7 / 10444	121212		JANUARY 2022 OWN HOME/NETWORK	Family Foster Home	\$34.00	30		09/01/2021 09/30/2021	\$1,020.00	NOVEMBER 2021 OWN HOME/NET

Previous Step Next Step Cancel

The **Invalid Payment Action Confirmation** screen displays. The **Review Total** search results (shown below) display both **Valid** and **Invalid** payments in the grid. This is like a confirmation screen that shows the **Actions** which were entered.

Review Invalid Total Screen

Identify Invalid Payments

Valid Payments: 0 Invalid Payments: 5 Review Total: 5

Review Invalid Payments

Sort By:

Action	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Disbursement Name / Date	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Roster Name
Review	Test, Payee/ 123456	Test, Child / 456789	121212		JANUARY 2022 OWN HOME/NETWORK	Family Foster Home	\$34.00	16		11/01/2021 11/30/2021	\$544.00	JANUARY 2021 OWN HOME/NET
Invalid Reason: Calculated Paid Amt 384.00 based on current info does not match Paid Amt 544.00 on Payment Request.												
Review	GRIMM, BOYD OR ROBERT /	Kyle, Joseph Duane / 7 / 10444	121212		JANUARY 2022 OWN HOME/NETWORK	Family Foster Home	\$34.00	30		09/01/2021 09/30/2021	\$1,020.00	NOVEMBER 2021 OWN HOME/NET

Previous Step Generate Report Save Cancel

1. Scroll to the bottom of the screen and click one of the following buttons:
 - **Previous Step** button – Returns you to the previous step.
 - **Save** button – Saves your changes. When a message displays, click the **OK** button.
 - **Cancel** button – Cancels your changes.
 - **Generate Report** – Exports your filtered results to an Excel spreadsheet.

Payment Processing of Non-Adoption Payments

Note: If you are generating multiple payment requests, exporting information to the Excel spreadsheet report can be helpful as the spreadsheet can serve as a “to do” list.

If you click the **Save** button, the following message displays:
 You are returned to the **Payment History Search Results** screen. As shown below, an Invalid icon (**INVALID**) displays in the left column on the chart if the payment is invalid.

Payment History Search Results

Result(s) 1 to 100 of 272 / Page 1 of 3 Results per page:

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
view adjust	Test, Payee / 123456	Test, Child / 456789	121212		Family Foster Home	\$32.00	1	0	01/17/2023 01/17/2023	\$32.00	INVALID

Roster Name: [MARCH 2023](#) [APPROVED]

Disbursement Name: MARCH 2023 Disbursed Date: 02/24/2023

Payment Processing of Non-Adoption Payments

View Payments Marked for Review Using Payment Request Roster

To view payments marked for review from the Payment Request Roster:

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Requests Roster** link in the **Navigation** menu.

The screenshot shows the top navigation bar with tabs: Home, Intake, Case, Provider, **Financial**, and Administration. Under the 'Financial' tab, there are sub-tabs: Services, Eligibility, **Payment**, and Benefits. Below this, a dropdown menu is visible with the following options: Create Payment Requests, **Payment Requests Roster**, Disburse Payment, and Payment Search.

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

4. Choose the **Non-Approved Roster only** or **Approved Roster only** radio button.
5. If you choose the **Approved Roster only** radio button, you must enter a date in the **Roster Approval Date** field.
6. Click the **Filter Worker** button.

The top screenshot shows the 'Payment Requests Roster Search Criteria' form. On the left is a navigation menu with 'Payment Requests Roster' selected. The main form has two radio buttons: 'Non-Approved Rosters only' (selected) and 'Approved Rosters only'. Below are two dropdown menus: 'Worker:' and 'Roster Name: *'. The bottom screenshot shows the same form with the 'Approved Rosters only' radio button selected. It includes a 'Roster Approval Month:' field (highlighted in red), an 'OR' separator, and another 'Roster Name:' field. A 'Retrieve' button is at the bottom.

Data may auto-populate in the fields.

7. In the **Worker** field, select the appropriate worker from the drop-down list.
8. In the **Roster Name** field, select the appropriate roster.
9. Click the **Search** button.

Payment Processing of Non-Adoption Payments

Payment Requests Roster Search Criteria

Non-Approved Rosters only
 Approved Rosters only

Worker: Roster Name: *

Show Only Recoupments

Sort Results By: Order: Then Sort By: Order:

The results appear in the **Payment Requests Roster Search Results** at the bottom of the screen.

10. In the **Options** field at the bottom of the screen, choose **Identify Invalid Payments**.

11. Click the **Go** button.

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 63 of 63 / Page 1 of 1 Results per page:

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
view	Test, Payee / 123456	XXXXXXXX	IV-E AA /	\$63.32	/ 1	04/01/2009 04/30/2009	\$63.32	No	<input type="checkbox"/>
	Provider / Vendor Information ▾								
view	ARME 54885	XXXXXXXX	Action: <input type="text" value="Identify Invalid Payments"/>	<input type="button" value="Go"/>			\$63.32	No	<input type="checkbox"/>

12. Follow the steps in the **Identifying Invalid Payments Process** section in this Knowledge Base Article.

Payment Processing of Non-Adoption Payments

Report Column Names and Descriptions

Invalid Payment Export Report

Report Column Name	Description
Action	Action that was requested for the payment request, such as Delete, Invalidate, or Review
Invalid Reason	Reason the payment was invalid
Payee	Payee name for the payment request
Provider ID	Provider ID that the payment request was generated for
Person Last Name	Last name of the person on the payment request
Person First Name	First name of the person on the payment request
Person ID	Person ID on the payment request
Payment Request ID	System generated ID when the payment request is created
Adjust Pay ID	Shows the original payment ID and only on payments that are reversals or replacements or on an original payment that has been adjusted.
Disbursement Name	Disbursement name for payment roster that the payment request is on
Disbursement Date	Disbursement date for payment roster that the payment request is on
Service	Type of service
Cost	Total per diem rate for payment request
Units	Shows the number of units paid. Since there are different types of service, there are different types of units. For example, placement units are measured in days.
Net Reimbursed Units	Shows the number of reimbursable units for the payment request. This calculation is only available following an overnight batch process after the payment is disbursed.
Claim Begin Date	Date claim began
Claim End Date	Date claim ended
Total	Total payment amount
Roster Name	Name of the roster
Roster Created By	Name of person who created roster
Roster Approved By	Name of person who approved roster
Roster Approved Date	Date roster was approved