

Running a Reimbursement Reconciliation (313) Report

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

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

The screenshot shows the SACWIS Reports Search Criteria screen. At the top, there are navigation tabs: Home, Provider, Financial, Administration (circled in red), and Reports (circled in red). Below the tabs is a 'Report Filter Criteria' section with 'Report Category' set to 'Fiscal' and 'Report Type' set to an empty dropdown. A 'Filter' button is located below the filter criteria. The 'Reports' section shows 'Result(s) 1 to 3 of 3' and 'Page 1 of 1'. A table lists three reports:

Title	Category	Type	
Foster Parent Training Report	Provider	Worker	report
Provider Directory Report	Provider	Unit	report
RPT313- Reimbursement Reconciliation Report	Fiscal	Agency	report (circled in red)

* Report is offline.

The **Report Search Criteria** screen appears.

Searching by Voucher ID / Date of State Payment

4. In the **Generate by Voucher ID** section, enter the appropriate year in the **Voucher Year** field (shown below).

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

5. Select the appropriate **Voucher ID / Date** of the state payment from the **Voucher ID** field drop-down list.
6. Click the **Generate Report** button.

Running a Reimbursement Reconciliation (313) Report

Searching by Person ID / Date for an Individual Child

7. 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.

8. Enter a date in the **Begin Date** field.
9. Enter a date in the **End Date** field.
10. Click the **Generate Report** button.

Report Search Criteria

Generate by Voucher ID

Voucher Year: 2011 **Get Voucher Id(s)**

Voucher ID: [v]

Details with subtotals Subtotals Only

Generate Report

Generate by Person ID

Person ID: [] **Person Search**

Person Name: []

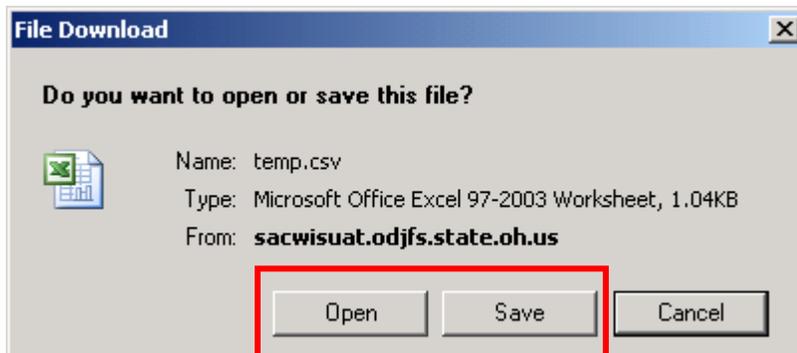
Begin Date: [] End Date: []

Generate Report

Cancel

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

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



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As shown in this example, the report appears displaying all of the details for the child's reimbursement received from each state payment.

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

12. If needed, save the report.