



SSIS Fiscal Flyer

Winging Toward Integration

Issue 32

Social Services Information System

October 19, 2006

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Use Adjustment Report to complete Q3 SEAGR payments

A SEAGR Adjustment Report was e-mailed Friday, October 13 to Fiscal Coordinators in counties with September payments in SSIS. This report includes expenditures by BRASS code and Unit type. Use it to make adjustments ensuring that all payments are included in your third quarter SEAGR report in CSIS or your legacy system. If you are responsible for

completing the SEAGR report for your county, please contact your Fiscal Coordinator for a copy of the report.

If your county has September payments in SSIS and your Fiscal Coordinator did not receive the e-mail, please contact the SSIS Help Line at 651-431-4801.

SEAGR Report preparation during Payment Interface Quarter (update)

- The SEAGR report processing system at DHS's Financial Operations Division can only accept one report from each county per quarter. If more than one report is sent, in whatever format, it will replace the previous report.
- Counties who have a complete 3rd quarter of payments in their legacy system will submit their SEAGR report using that system.
- For counties with payments in SSIS for the 3rd quarter, SSIS will produce a county-specific report with the dollar amount by BRASS code and SEAGR units to use for entering information into the SEAGR spreadsheet. This can be used as a worksheet to add your adjustments to your report from your legacy system.
- Dave West agreed to go with SEAGR units as is during the 3rd quarter transition period. Counties will not need to convert units that do not automatically convert.

SSIS Help Line: (651) 431-4801

ssishelp@state.mn.us

Custom (Non-IFS) Counties— SSIS recommends steps to handle garnishment problem

SSIS Fiscal is not designed to handle garnishments. We recommend that your payment interface validation routine check for vendors marked in your County Accounting System to accommodate a garnishment.

If a vendor is marked for garnishment:

1. Send an error message on the payment and the batch.
2. Once the error message is received, cancel the submission, remove or cancel approval, and delete the payment from the batch.
3. Resubmit the batch with the remaining payments.
4. Make the payment for the vendor with the garnishment directly from your County Accounting System.

Payments can then be entered as posted payments in SSIS. This records the information needed for state reporting, and accurately reflects the payment details in SSIS.

CountyLink Additions

These documents have been added or updated on CountyLink.

- Fiscal Mentor Meeting agenda
- Service Arrangement Specs
- COA Maximums Specs