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## SSIS Fiscal

SEAGR Tips for Problem Issues: Missing Revenue Lines

August 2023

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For accessible formats of this information or assistance with additional equal access to human services, write to [DHS.ssishelp@state.mn.us](mailto:DHS.ssishelp@state.mn.us), call 651-431-4801, or use your preferred relay service.

After generating the SEAGR, Revenue lines are missing on the Revenues Tab:

Revenue Code	Revenue Description	Amount
S07	State Revenue for Child Welfare	\$209.79
S01	MA Waivers / Case Management (BI/CAC/CADI/LTCC/RSC)	\$209.79
S16	State Revenue for Child Care	\$4,486.00
S08	Basic Sliding Fee Admin	\$1,270.00
S09	Basic Sliding Fee Child Care	
S11	MFIP Employment	\$2,465.00
S65	MFIP Child Care	
S66	MFIP Admin	\$751.00
S12	Other (DHS Approved)	

**Missing Lines: S03 and S05**

The following steps may need to be completed more than one time for Revenue lines to appear:

1. Print or export the grids for any Adjustments and Revenues that have already been entered so that they can be re-entered.
  - Printing the Adjustment tab on the submitted report that you are revising:
    1. Select the SEAGR Adjustments tab.
    2. Right-click on the tab.
    3. Select Print grid. A grid of all your adjustments displays.
    4. Print and use to re-enter any adjustments on the revised report.
  - Printing the Revenues tab on the submitted report that you are revising:
    1. Select the Revenues tab.
    2. Right-click on the State Revenues tab.
    3. Select Print grid. A grid of all the State revenues entered displays.
    4. Print and use to re-enter any state Revenues on the revised REPORT.
    5. Repeat for the Federal Revenues and Misc. Revenues tabs
2. Delete the Current Draft Report
3. Empty Data Cache, Clear User Settings, and Restart SSIS:
  - Go to File > Utilities > Empty Data Cache
  - Go to File > Utilities > Clear User Settings
  - Log off SSIS
  - Exit SSIS and associated programs (Citrix, Horizon, Azure)
  - Wait 5-10 minutes
  - Log into a new SSIS session
4. Regenerate a new report for the reporting quarter.