

## Modifications Process Steps for SSIS Fiscal COA Code Change Example




### **Create a duplicate of Original Service Arrangement:**

1. Record the original **Payment Request #** and the original **Service Arrangement #**.
2. From the original Service Arrangement access **Action** and select **Create Duplicate** and record the duplicate **Service Arrangement #**.



### **Change COA Code on duplicate Service Arrangement:**

1. Select correct **Start** and **End** dates that apply to the Correcting Entry.
  - For example: Dates of 4/16 (when the new COA code becomes in effect) to 9/29 (the original end date on the original SA).
2. Click on **Units** calculator button.
3. Highlight and press **Delete** in the **Amount** field, **tab** to the next field, then click the **Calc** button to recalculate the **Amount**.
4. Change **Chart of Accounts** field to new COA Code.
5. Access **Action** menu and select **Approve for Payment**.
6. Add new **Comment** to record the reason for the COA Code change, e.g., "Change is due to IV-E elig mid-month."
7. Click the **back arrow**  to get back to the original Service Arrangement.
  - Verify by comparing the # you recorded earlier.
8. Select the **Payments** tab on the original Service Arrangement and select the **original Payment Request**.
  - Verify by comparing the # you recorded earlier.



*Hint: Scroll down on the Original Payment Request as to see the Warrant Date before you Create Adjustment Reversal.*



### **Create Adjustment Reversal and first Correcting Entry Adjustment on Original Payment Request:**

1. Access the **Action** menu and select **Create Adjustment Reversal**.
2. Complete the Adjustment Reversal window and **Save**.
3. Click on the **Modifications** tab, access the **Action** menu and select **New Correcting Entry Adjustment**.
4. Change the **Service start date** and **Service end date** to reflect the reason for the Correcting Entry, e.g., New COA code becomes effective on 4/16.
5. Click on **Units** calculator button or enter the **Units**.
6. Highlight and press **Delete** in the **Amount** field, **tab** to the next field, click the **Calc** button to recalculate the **Amount** and click **OK**.

**Create the second Correcting Entry Adjustment:**

1. Access the **Action** menu and select **New Correcting Entry Adjustment**.
2. Delete the original Service Arrangement # and enter the duplicate Service Arrangement #.
3. Change the **Service start date** and **Service end date** to reflect the reason for the Correcting Entry, e.g., Dates of 4/16 (when the new COA code becomes in effect) to 9/30.
4. Click on **Units** calculator button or enter the **Units**.
5. Highlight and press **Delete** in the **Amount** field, **tab** to the next field, then click the **Calc** button to recalculate the **Amount**.
6. Click **OK**.

**Update the original Service Arrangement with End Date for original COA Code:**

1. Click the **Service Arrangement** tab and enter the new **End date** that reflects the COA code change, e.g., 4/15/06.
2. **Save**.



*Hint: Unencumbering steps can be used even if your agency is not an encumbering agency.*

**To Unencumber Funds:**

1. Access **Action** and select **Unencumber** funds.
  - This action zeros out the original amount and the units. The Correcting Entries on the Payment reallocate those funds appropriately.
2. **Save**.



*Best Practice: Enter Journal Entries into your County Accounting System to reflect the payment modifications you just entered in SSIS. This ensures accurate reporting.*