



# SSIS Fiscal Flyer

## Winging Toward Integration

Issue 28

Social Services Information System

August 25, 2006

[Click here for the SSIS Fiscal home page on CountyLink](#)

## — Payment Interface Reminders/Updates —

### Payment Interface tips for IFS counties

Here are some tips to keep in mind for your Payment Interface Test day.

- ◆ Enter the County Accounting System User Id in upper case letters on the County Accounting System Batch Owners screen. If upper case letters are not used, the validation process in IFS will fail the batch and display the following error message: *"Batch # error: Owner of batch is not valid."*

Note: All of the payments under the batch also fail with the following error message: *"Payment # error: Invalid or Unauthorized Account Number."*

Trimin Systems is working on changing their validation process for a future release so that the error message will only display on the Payment Batch when the Owner of the batch is invalid in IFS.

- ◆ The relationship between the Payee and the Service vendor needs to be set up in IFS. The Payee/Service vendor relationship imports to SSIS from IFS during the Vendor Import. Setting the relationship between the vendors in CSIS does not cause the relationship to import to SSIS.
- ◆ The payment interface from SSIS supports using Check (Warrant) Type code 3 (IFS 7" with free-form remittance). Counties having the structured remittance can still use those checks, but the headings will not line up. The remittance advice information will print according to the Type code 3 format. Please see the Fiscal mentor meeting handout, [Sample of IFS Remittance Advice](#).

### Test batch status

As of 8/24/2006, 20 counties have successfully completed their payment interface test batch.

*SSIS thanks Herb Dingmann,  
TriMinn Systems,  
for his valuable support  
to IFS counties.*

His expertise helped them set up in IFS and on the AS/400 for the Payment Interface Test.

### Counties can use CSIS for 3Q SEAGR

CSIS counties who have third quarter payments in both SSIS and CSIS will be allowed to use CSIS to submit their SEAGR report. These counties should run their CSIS SEAGR report, adding in the amounts of their payments from SSIS as adjustments. CSIS counties will use CSIS to submit their SEAGR report.

SSIS will send a report to each county that includes the total amount paid in SSIS for the third quarter of 2006. The report will be sorted by BRASS service codes and include the SEAGR Units when applicable.

### Payment Interface VPC Questions & Answers

**Q. If there are 100 vouchers in a batch, are they sorted in the order that they were entered? Is there a default sort order? If so, what is it?**

A. The default sort order of the Payments grid in a Payment Batch is in Ascending order by Create date and time. The payments grid can be sorted by any column by clicking on the column heading.

**Q. Can we combine batches in IFS?**

A. Yes. You are able to submit small batches from SSIS and combine in IFS.

**Q. Do I need to disable the Payment Interface when I am finished?**

A. No. Leave it enabled.

**Q. Are payment interface test dates negotiable for the counties?**

A. Yes. If the dates that are set for you do not work, contact your buddy to work out a different date.

**Reminder:**

***Fiscal Mentor Meeting***

Holiday Inn, St. Cloud  
**Wednesday, August 30**  
 9 a.m.—3 p.m.

Agenda and handouts are posted.  
 RSVP to [mary.klinghage@state.mn.us](mailto:mary.klinghage@state.mn.us)

**SSIS enables MMIS interface scheduler**

The MMIS Interface Schedule is set up by SSIS. The interface will also be enabled by SSIS once the initial load of MMIS data has been completed. Please do not click on the **Enable Current Interface Job** menu option from the MMIS Interface Settings tab in SSIS Admin. Also, please do not edit the Daily MMIS Eligibility Scheduled Daily Schedule on the MMIS Interface Settings tab.

The fields that each county needs to complete on the MMIS Interface Settings tab are:

- ◆ MN-ITS User Name, and
- ◆ MN-ITS User Password.

Please follow the MMIS Eligibility Setup Instructions for completing the MN-ITS User Name and Password information

**MMIS advance request reminder**

Please submit your completed *Confirmation of MMIS Monthly Advance Option* form if your county has not already done so. The form needs to be completed and returned even if your county is not requesting an advance. Please fax your completed form to the attention of Sue Marinkov at 651-431-7521. Please contact the SSIS Help Desk at 651-431-4801 if you have questions.

The link to the instructions and Confirmation of MMIS Monthly Advance Option form for Custom and Paper counties:

[http://www.dhs.state.mn.us/main/groups/county\\_access/documents/pub/dhs\\_id\\_059497.pdf](http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_059497.pdf)

The link to the instructions and Confirmation of MMIS Monthly Advance Option form for CSIS counties:

[http://www.dhs.state.mn.us/main/groups/county\\_access/documents/pub/dhs\\_id\\_059371.pdf](http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_059371.pdf)

**Changes to interface schedules**

Changing the schedule for the payment request, payment batch status, payment confirmation, or vendor import interfaces has two steps:

1. Make the appropriate change on the Interface Settings tab.
2. Select **Schedule Interface** from the **Action** menu.

The schedule information change is transferred to the server when the menu option Schedule Interface is selected. If the Schedule Interface menu option is not selected, the old schedule remains in effect.

**Payment interface instructions updated**

An additional step was added for each of the Payment Interface Settings tabs. The new step is to select the menu option Schedule Interface. A revised Attachment H of the *Payment Interface Checklist* is on **page 3**. Already-completed payment interface tests were checked; those counties' schedules are correct.

**Bug affects purging vendors**

A Version 4.1 vendor import bug prevents vendors from being purged from SSIS after they have been purged from the County Accounting System. The error message that display is: "You can not delete an imported vendor."

The problem will be fixed in Version 4.1B. **Please do not purge vendors in your County Accounting System until your county receives Version 4.1B.**

**CountyLink Additions**

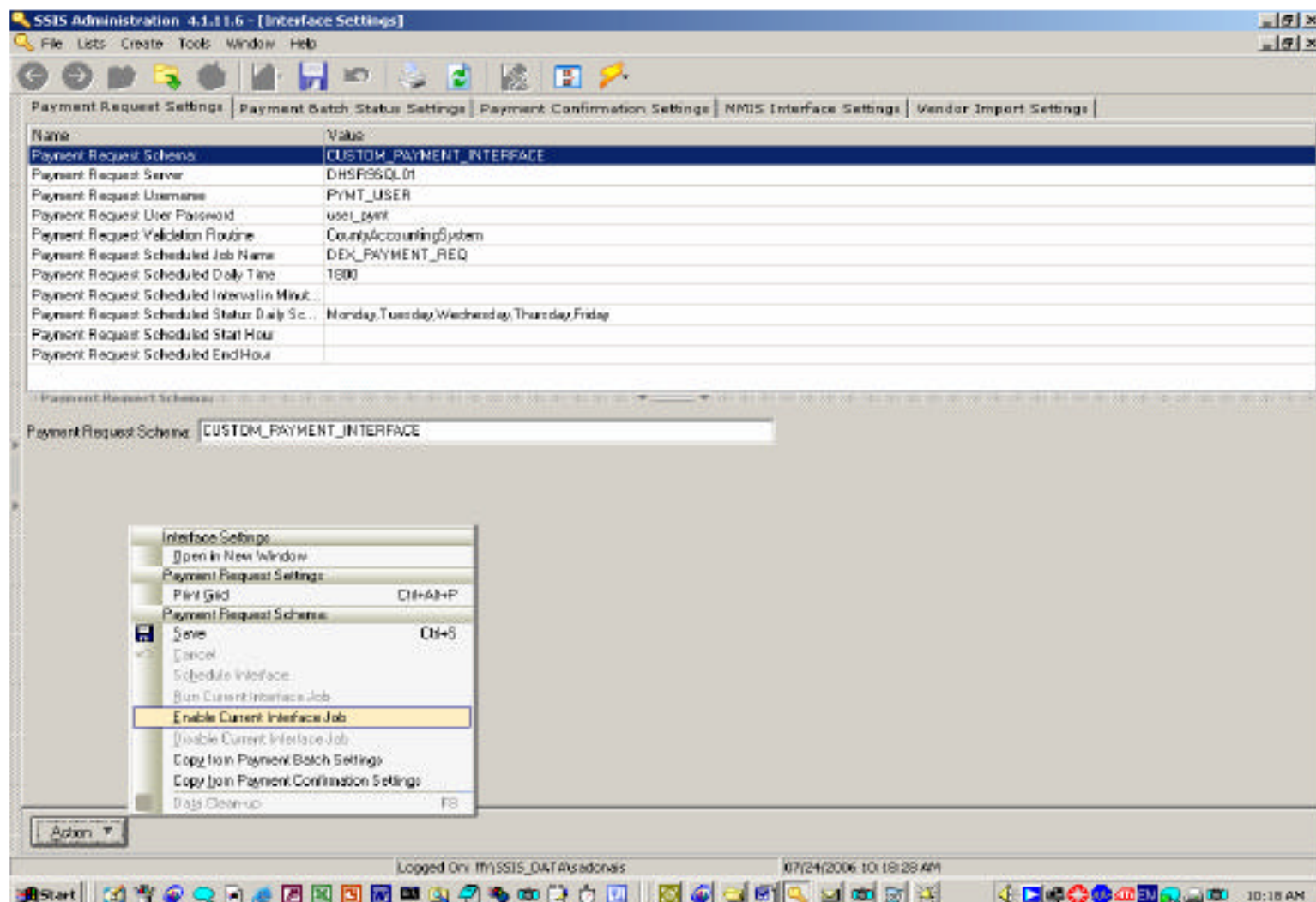
These documents have been added or updated on CountyLink. Click on the document name for a link.

- ◆ Payment Interface FAQ, 8/10/06.
- ◆ Payment Spec, Part 2-Design, 8/18/06
- ◆ Fiscal Mentor Meeting handouts for 8/30/06
- ◆ Worker Mentor Meeting handouts for 8/29/06

**SSIS Help Line: (651) 431-4801**  
**SSIS Main Line: (651) 431-4800**  
[ssishelp@state.mn.us](mailto:ssishelp@state.mn.us)

## Attachment H Enabling Payment Interface

1. Sign into SSIS Admin.
2. Select Tools on the Menu Bar.
3. Select **Interface Settings**.
4. Select Payment Request Settings tab.
5. Click on **Action** button.
6. Select **Enable Current Interface Job**.
7. Click on **Action** button.
8. Select **Schedule Interface**.



9. Select Payment Batch Status Settings tab.
10. Click on the **Action** button.
11. Select **Enable Current Interface Job**.
12. Click on the **Action** button.
13. Select **Schedule Interface**.
14. Select Payment Confirmation Settings tab.
15. Click on the **Action** button.
16. Select **Enable Current Interface Job**.
17. Click on **Action** button.
18. Select **Schedule Interface**.