CalSAWS

CalWIN ISS

Implementation Support Services

Case Review Report and Guide (CRG)

Go-Live Packet (GLP) – Appendix G06 – Guide #06: Update Missing Pay Codes

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CalSAWS Implementation Support Services

Go-Live Packet (GLP) – Appendix G06 – Guide #06: Update Missing Pay Codes

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1 INTRODUCTION

Missing pay codes on Payment Amount used by screen will need to be cleaned up by users.

2 BACKGROUND

User will see missing mandatory entry in the Pay Code field on the **Payment Amount Used By EDBC** page.

CON9	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Customer	Payment Amount Used By EDBC									
Information	*- Indicates required fields							Edit	Close	
Case Number:	Pay Code					Amount: *				
rson Search						44.12				
Non Financial	Begin Mc	onth: *				End Month:				
Contact	09/2008					09/2006				
Root Questions	Last Updat	ed On 10/14	/2021 12:0	0:00 AM By:	97				Edit	Close
Individual Demographics	This Type 1	name took 0.2	9 seconds to 1	bed						
Vital Statistics							15			
Household Status										
Relationship										
Citizenship										
Pregnancy										
Deemed Eligibility										
Residency										
Other Prog. Assist.										
Non-Compliance										
Customer Options										
Honey Mngmt										
Time Limits										

Figure 2-1 – Payment Amount Used By EDBC Page

3 IMPACT ANALYSIS

If the pay code is not populated, the source of historical issuances cannot be tracked if they were supposed to be for a certain pay type. For ongoing money management records pay codes would be required; or else payments would get created without pay code under regular funding.

4 CLEAN-UP INSTRUCTIONS

Pay codes can be edited from the front-end pages.

If the pay code does not need to be edited, then no action is required.

If pay code needs to be updated

- 1. Place your cursor over the Eligibility tab on the **Global** navigation bar and select *Customer Information* from the **Local** navigator.
- 2. Click the Money Mgmt link in the **Task** navigation bar.
- 3. On the **Money Management List** page, click the *Edit* button for the record you need.
- 4. On the **Money Management Detail** page under the Payment Amount used by EBDC, click the *Edit* button for the record you need.
- 5. On the **Payment Amount used by EBDC** page, you can edit the Pay Code field to update the appropriate pay code type as applicable.
- 6. Click the Save and Return button.

Note: For ongoing money management entries, the pay code will be required.

5 ADDITIONAL INFORMATION

Not applicable.