



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

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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.

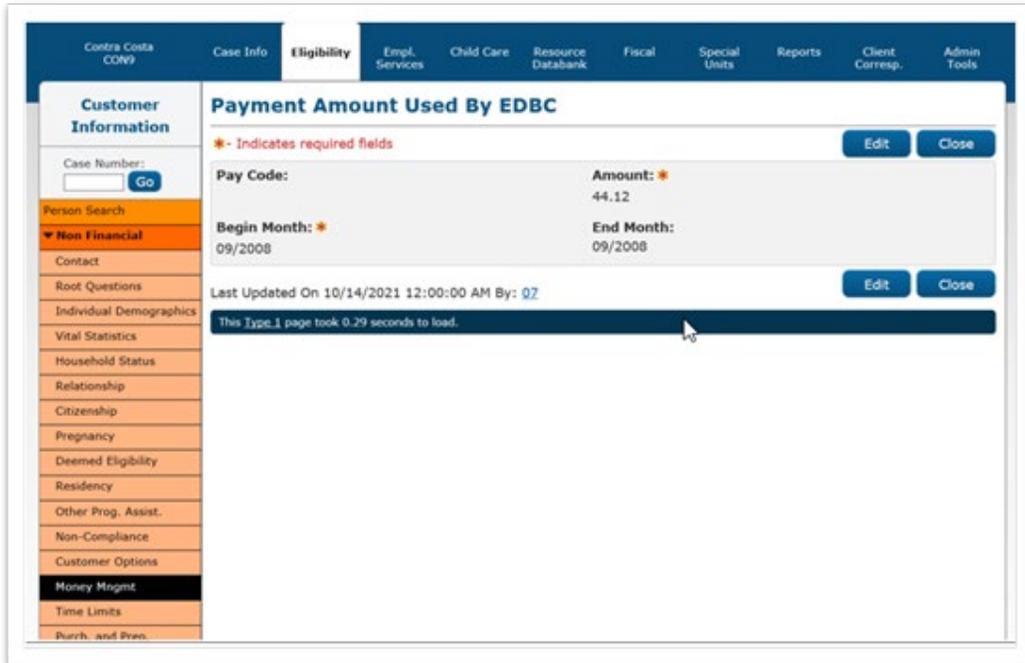


Figure 2-1 – Payment Amount Used By EDBC Page

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.