mn DEPARTMENT OF HUMAN SERVICES

SSIS Payment Batch Edit Report
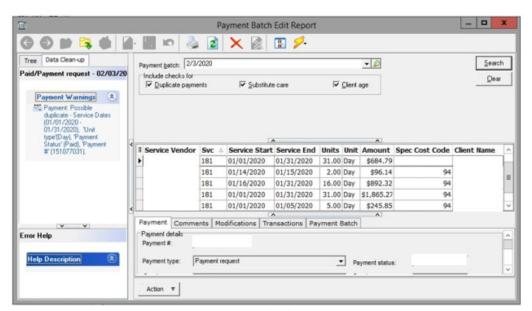
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The SSIS Payment Batch Edit Report allows users to review a payment batch for errors and make corrections prior to submitting payment entries for processing. Best practice is to run this report before submitting a batch in SSIS to reduce the need for having to make corrections at a later time. An SSIS user must have the Create Payment Request or Manage Payments function assigned to their role in SSIS Admin to access the Payment Batch Edit Report.

All payments in a specified payment batch appear on the Payment Batch Edit Report. Each payment within the batch is checked for warnings based upon criteria selected by the user. The batch owner is the only person who can edit payments in a batch. The Manage Payments security function must be assigned to a user's role in SSIS Admin to change the owner of a batch.

To Access the Payment Batch Edit Report:
1. From a batch, access the **Action** menu and select **Payment Batch Edit Report**. The report can also be located from the Task Panel by selecting **Payment Batch Edit Report** and selecting a batch.
2. Check the type of warnings to display:
    a. **Duplicate payments** – checks for possible duplicate payments
    b. **Substitute care** – checks for issues related to substitute care services
    c. **Client age** – checks for issues related to the client's age based on the selected service
3. Click the **Search** button.

Payment Batch Edit Report

To review warnings:
1. Click on **Payment Warnings** displayed on the left side of the screen. Clicking on the warning will bring the SSIS user to the screen where the correction can be made.
2. Reasons for the proofing message(s) can be found under **Error Help** on the left side of the screen.
3. Review and make necessary changes.
4. Click the **Back** button on the Tree View toolbar to return to the Payment Batch Edit Report and select the next Payment in the grid.
5. After all proofing messages are reviewed, the user can return to the Payment Batch by selecting the **X** in the upper right hand corner.