Reimbursement Claiming How Do I … Guide

December 15, 2013

The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us) for additional resources.

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View Reporting Category and Other Cost Accumulator (OCA) Information		
How Do I…?	**Selections**	**Tips & Guidelines**
View Reporting Category and Other Cost Accumulator (OCA) Information	• From Desktop, click **Financial Work** icon on banner bar. • **Financial Work** page displays. • From **Utilities** drop down, select ***Reporting Category/OCA***. • Click **Continue**. • **Reporting Category** page displays • Within **Actions** column, click **View** hyperlink to access **Other Cost Accumulator** page. • Click **Close** button on Other Cost Accumulator page to return to Reporting Category page. • Click **Close** on Reporting Category page to return to Desktop.	*This page will be only be accessed by the user(s) with the appropriate security in order to protect the fiscal information involved in the processing. The OCA information will be maintained at a statewide level by a Statewide Fiscal Worker.* *Once the OCA Reimbursement Allocation Batch has been run, users can review payments through the Payment Download and Payment Reimbursement History pages.* *Statewide Fiscal Workers who maintain the Reporting Categories and associated OCAs have Edit and Copy hyperlinks in the Actions column and an Insert button to create new entries.*

Review FSFN Reimbursement/Claiming Information		
How Do I…?	**Selections**	**Tips & Guidelines**
Review FSFN Reimbursement/Claiming Information	• From Desktop, click **Financial Work** icon on banner bar. • **Financial Work** page displays. • From **Reimbursement** drop down, select ***Payment Download***. • Click **Continue**. • **Payment Download** page displays. • From **Selection** group box, select **Fiscal Agency** along with other desired search criteria. • Click **Search** button. • Review returned data. • From **Options** drop down, select ***Export Ledger***. • Click **Go** button. • From **Results** group box, use horizontal scroll bar to click **History** hyperlink. • **Payment Reimbursement History** page displays. • Review information displayed. • Click **Close**. User is returned to Payment Download page. • Click **Close**. User is returned to Desktop.	*The Payment Download page is used to search for payments within a Fiscal Agency. This page is used to see comprehensive information about the payments including the information generated by the OCA Reimbursement Allocation Batch, Trust Account Calculation Batch along with the Payment Reimbursement History page.*