

A new report entitled "EA Report 12: Emergency Assistance Details by Payment Date" has been published in WebI in the following location: DCF | WISDOM | Employment Programs | Emergency Assistance

**Background:** Check and Voucher reconciliation with Central Office Reporting System (COrE) data has been problematic with the reports that are organized by Emergency Assistance (EA) Application Date. A report by Payment Date would allow for better reconciliation of payments.

**Purpose:** To allow staff to better reconcile EA payments and COrE data on a monthly or daily basis, or by a range of month (inclusive).

**Description of Report:** This report contains three tabs: a monthly summary, daily summary, and all of the detail records, sorted by payment date.

**How to use this report:** This multi-purpose report can be used to reconcile monthly, or daily, EA payments with COrE data. It can also be used to see how many payments are late. The prompts are used to select the W-2 Contract Agency and a date range by month. To select a single month choose the same month for both the start and end month prompts. There are three tabs in this report: a monthly summary, daily summary, and all of the detail records sorted by payment date. Highlighting and colored text are used to call attention to late payments, payments that are less than the full amount, and second or subsequent payments for a single EA Request.