



Medicaid Quarterly Cost Report

Sequel Queries

+ How does the query work?

- Sequel queries have been created for all the counties to use to complete the Medicaid Quarterly Cost Report. The query will select employees salary and benefit totals based on those with the MED category code.
- The first query will contain employee ID, name, total salary for primary jobs, benefits based on the primary job, and salary and benefits charged to federal funds. No extra pay or additional assignment addenda are included.

+ How does the query work?

- The second query will display the employee ID, name, and salary and benefits for each pay code, omitting any federal amounts.
- Once you submit the query, you will be prompted to enter the quarter. It is based on fiscal quarters, so quarter 1 is Jul-Sep, quarter 2 is Oct-Dec etc.
- After a few minutes, the results of the query will be displayed on your screen. You will need to copy and paste the results into Excel.

+ Category Code Setup

```

TMS104  F10  F11  F12  F13  F14  F15  F16  F17  F18  F19  F20  F21  F22  F23  F24  F25  F26  F27  F28  F29  F30  F31  F32  F33  F34  F35  F36  F37  F38  F39  F40  F41  F42  F43  F44  F45  F46  F47  F48  F49  F50  F51  F52  F53  F54  F55  F56  F57  F58  F59  F60  F61  F62  F63  F64  F65  F66  F67  F68  F69  F70  F71  F72  F73  F74  F75  F76  F77  F78  F79  F80  F81  F82  F83  F84  F85  F86  F87  F88  F89  F90  F91  F92  F93  F94  F95  F96  F97  F98  F99  F00
3/08/13  FY 13  PUTNAM COUNTY SCHOOLS  08:50:31  QPADEV003J
ACS      PUTNAM COUNTY SCHOOLS          Ref: ACS.002 .01

MENU PAY100: PAYROLL OPTIONS AND CODES

1. Payroll Options and Defaults . . . . . PAY.100
2. Absence/Leave Codes . . . . . PAY.121
3. Payroll Group Codes . . . . . PAY.122
4. Deduction/Contribution Codes . . . . . PAY.122
5. Pay Table Codes . . . . . PAY.125
6. Addenda Codes . . . . . PAY.127
7. Job Codes . . . . . PAY.124
8. Termination Codes . . . . . PAY.130
9. Category Codes . . . . . EIS.121
10. Payroll Calendar Definition . . . . . PAY.110
11. Location and Job Code Restriction . . . . . PAY.120
12. Payroll Check Header . . . . . PAY.160
13. LOCATION CODES AND CODE LISTINGS . . . . . PAY.130  MENU
14. Tax Information Maintenance--States Required  TAX.100
15. Build EMS Client File Members . . . . . EIS.000  More...

Option or Menu Item 9 | _____

ONLINE 22,24 M

```

+ Category Code Setup

3/08/13 FY 13 KANAWHA COUNTY SCHOOLS 08:52:34 QPADEV003J
EMS Category Code Definitions Ref: EIS.121 .11

Category Code: MED
Description: MEDICAID BILLABLE
Short Title: MEDICAID

Value	Description
AD	ADMINISTRATIVE
CC	CARE COORDINATION
DS	DIRECT SERVICE
PC	PERSONAL CARE

Mode: Change Cancel? N
ONLINE 7,23 M

Add the MED category code. You can use the value field to breakout the categories of medicaid employees, if you wish. Values are optional.

+ Category Code Setup

```
3/08/13  FY 13  KANAWHA COUNTY SCHOOLS      08:54:21  QPADEV003J
ACS      KANAWHA COUNTY WORK AREA -MANAGER    Ref: ACS.002 .01

MENU PAY300: EMPLOYEE RECORDS SYSTEM

1. Employee Basic Information . . . . . EIS.301
2. Employee Payroll Information . . . . . PAY.302
3. Employee Academic Information . . . . . EIS.303H
4. Employee Category Code Information . . . . . EIS.305H
5. Employee Certificate Information . . . . . EIS.309
6. Employee Termination Information . . . . . PAY.305
7. Employee Assignments/Contracts . . . . . PAY.345
8. Employee Voluntary Deductions . . . . . PAY.350
9. Employee Tag Assignment . . . . . EIS.480
10. ADDITIONAL EMPLOYEE INFORMATION . . . . . PAY310      MENU
11. EMPLOYEE RECORDS LISTINGS AND REPORTS . . . . . PAY305      MENU
12. PAYROLL OPTIONS AND CODES LISTINGS . . . . . PAY105      MENU

89. Change Assignment
90. Exit ACS

Option or Menu Item 4
```

```
ONLINE                22,24                M
```

+ Category Code Setup

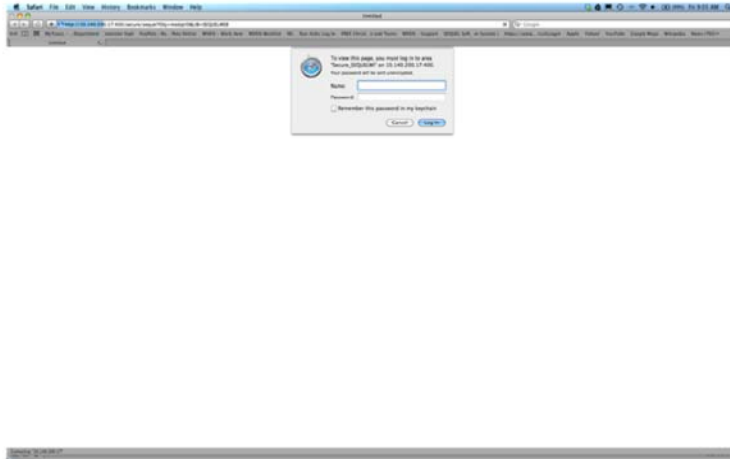
3/08/13 FY 13 KANAWHA COUNTY SCHOOLS 08:55:07 QPADEV003J
EHS Employee Category Code Information Ref: EIS.305 .11
Employee: 939-01-2641 AAB, GREG
Category Code: MED
Value: AD
Mode: Add Cancel? N
ONLINE 7,21 M

Enter the MED code and any value, if desired for each person that should be included in the Quarterly Cost Report. You may need to add or delete this category for employees each quarter.

+ Running the Queries

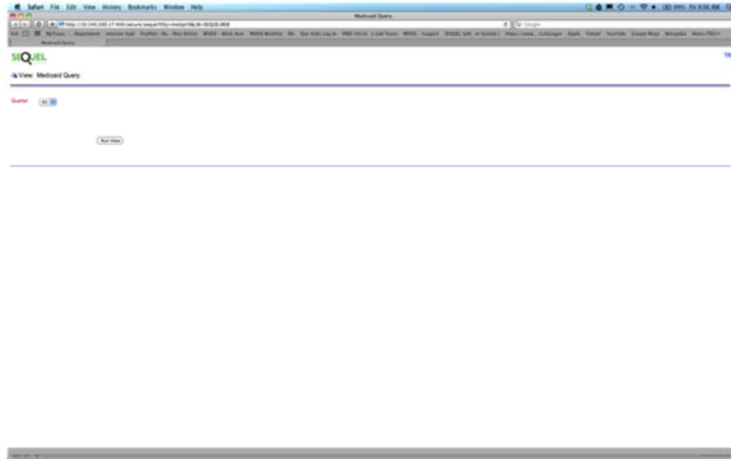
- Both queries will be run from your internet browser. The treasurers will be sent an email with a link to these queries. Don't try to manually type this yourself.
- First query:
<http://10.140.200.17:400/secure/sequel?Obj=medqtr0&LIB=SEQUELWEB>
- Second query:
<http://10.140.200.17:400/secure/sequel?Obj=medqtr0t&LIB=SEQUELWEB>
- For Sequel Viewpoint users, the queries are MEDQTR0 and MEDQTR0T in SEQUELWEB.

+ Running the Queries



You will be prompted to enter your WVEIS User ID and password. You do have to be pre-authorized to run these queries. Check with your RESA to make sure you are authorized.

+ Running the Queries



Select the quarter. Quarters are based on fiscal years. Quarter 1 is Jul-Sept. Click on Run View to submit the query. The query will take a few minutes to process. Both queries are processed the same. Only the results will be different.

+ Results of 1st Query

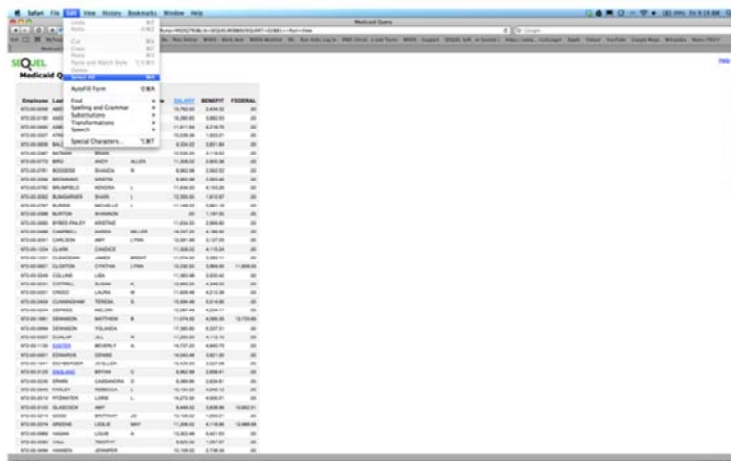
The screenshot shows a Microsoft Access window with a query named 'Medicaid Query'. The query results are displayed in a table with the following columns: Employee, Last Name, First Name, Middle Name, SALARY, BONUS, and FEDERAL. The data is sorted by Employee ID in ascending order.

Employee	Last Name	First Name	Middle Name	SALARY	BONUS	FEDERAL
100000000	ADAMS	JAMES		4200.00	960.00	20
100000001	ALLEN	LEWIS		5100.00	1224.00	30
100000002	ANDERSON	SCOTT		6200.00	1488.00	40
100000003	BAKER	FRANK		7300.00	1716.00	50
100000004	BALLOU	DAVID		8400.00	1944.00	60
100000005	BANDERET	ANDREW		9500.00	2172.00	70
100000006	BANKS	ANDREW		10600.00	2400.00	80
100000007	BARTON	ANDREW		11700.00	2628.00	90
100000008	BELMONT	ANDREW		12800.00	2856.00	100
100000009	BELMONT	ANDREW		13900.00	3084.00	110
100000010	BENNETT	ANDREW		15000.00	3312.00	120
100000011	BENTLEY	ANDREW		16100.00	3540.00	130
100000012	BENTLEY	ANDREW		17200.00	3768.00	140
100000013	BENTLEY	ANDREW		18300.00	3996.00	150
100000014	BENTLEY	ANDREW		19400.00	4224.00	160
100000015	BENTLEY	ANDREW		20500.00	4452.00	170
100000016	BENTLEY	ANDREW		21600.00	4680.00	180
100000017	BENTLEY	ANDREW		22700.00	4908.00	190
100000018	BENTLEY	ANDREW		23800.00	5136.00	200
100000019	BENTLEY	ANDREW		24900.00	5364.00	210
100000020	BENTLEY	ANDREW		26000.00	5592.00	220
100000021	BENTLEY	ANDREW		27100.00	5820.00	230
100000022	BENTLEY	ANDREW		28200.00	6048.00	240
100000023	BENTLEY	ANDREW		29300.00	6276.00	250
100000024	BENTLEY	ANDREW		30400.00	6504.00	260
100000025	BENTLEY	ANDREW		31500.00	6732.00	270
100000026	BENTLEY	ANDREW		32600.00	6960.00	280
100000027	BENTLEY	ANDREW		33700.00	7188.00	290
100000028	BENTLEY	ANDREW		34800.00	7416.00	300
100000029	BENTLEY	ANDREW		35900.00	7644.00	310
100000030	BENTLEY	ANDREW		37000.00	7872.00	320
100000031	BENTLEY	ANDREW		38100.00	8100.00	330
100000032	BENTLEY	ANDREW		39200.00	8328.00	340
100000033	BENTLEY	ANDREW		40300.00	8556.00	350
100000034	BENTLEY	ANDREW		41400.00	8784.00	360
100000035	BENTLEY	ANDREW		42500.00	9012.00	370
100000036	BENTLEY	ANDREW		43600.00	9240.00	380
100000037	BENTLEY	ANDREW		44700.00	9468.00	390
100000038	BENTLEY	ANDREW		45800.00	9696.00	400
100000039	BENTLEY	ANDREW		46900.00	9924.00	410
100000040	BENTLEY	ANDREW		48000.00	10152.00	420
100000041	BENTLEY	ANDREW		49100.00	10380.00	430
100000042	BENTLEY	ANDREW		50200.00	10608.00	440
100000043	BENTLEY	ANDREW		51300.00	10836.00	450
100000044	BENTLEY	ANDREW		52400.00	11064.00	460
100000045	BENTLEY	ANDREW		53500.00	11292.00	470
100000046	BENTLEY	ANDREW		54600.00	11520.00	480
100000047	BENTLEY	ANDREW		55700.00	11748.00	490
100000048	BENTLEY	ANDREW		56800.00	11976.00	500
100000049	BENTLEY	ANDREW		57900.00	12204.00	510
100000050	BENTLEY	ANDREW		59000.00	12432.00	520
100000051	BENTLEY	ANDREW		60100.00	12660.00	530
100000052	BENTLEY	ANDREW		61200.00	12888.00	540
100000053	BENTLEY	ANDREW		62300.00	13116.00	550
100000054	BENTLEY	ANDREW		63400.00	13344.00	560
100000055	BENTLEY	ANDREW		64500.00	13572.00	570
100000056	BENTLEY	ANDREW		65600.00	13800.00	580
100000057	BENTLEY	ANDREW		66700.00	14028.00	590
100000058	BENTLEY	ANDREW		67800.00	14256.00	600
100000059	BENTLEY	ANDREW		68900.00	14484.00	610
100000060	BENTLEY	ANDREW		70000.00	14712.00	620
100000061	BENTLEY	ANDREW		71100.00	14940.00	630
100000062	BENTLEY	ANDREW		72200.00	15168.00	640
100000063	BENTLEY	ANDREW		73300.00	15396.00	650
100000064	BENTLEY	ANDREW		74400.00	15624.00	660
100000065	BENTLEY	ANDREW		75500.00	15852.00	670
100000066	BENTLEY	ANDREW		76600.00	16080.00	680
100000067	BENTLEY	ANDREW		77700.00	16308.00	690
100000068	BENTLEY	ANDREW		78800.00	16536.00	700
100000069	BENTLEY	ANDREW		79900.00	16764.00	710
100000070	BENTLEY	ANDREW		81000.00	16992.00	720
100000071	BENTLEY	ANDREW		82100.00	17220.00	730
100000072	BENTLEY	ANDREW		83200.00	17448.00	740
100000073	BENTLEY	ANDREW		84300.00	17676.00	750
100000074	BENTLEY	ANDREW		85400.00	17904.00	760
100000075	BENTLEY	ANDREW		86500.00	18132.00	770
100000076	BENTLEY	ANDREW		87600.00	18360.00	780
100000077	BENTLEY	ANDREW		88700.00	18588.00	790
100000078	BENTLEY	ANDREW		89800.00	18816.00	800
100000079	BENTLEY	ANDREW		90900.00	19044.00	810
100000080	BENTLEY	ANDREW		92000.00	19272.00	820
100000081	BENTLEY	ANDREW		93100.00	19500.00	830
100000082	BENTLEY	ANDREW		94200.00	19728.00	840
100000083	BENTLEY	ANDREW		95300.00	19956.00	850
100000084	BENTLEY	ANDREW		96400.00	20184.00	860
100000085	BENTLEY	ANDREW		97500.00	20412.00	870
100000086	BENTLEY	ANDREW		98600.00	20640.00	880
100000087	BENTLEY	ANDREW		99700.00	20868.00	890
100000088	BENTLEY	ANDREW		100800.00	21096.00	900
100000089	BENTLEY	ANDREW		101900.00	21324.00	910
100000090	BENTLEY	ANDREW		103000.00	21552.00	920
100000091	BENTLEY	ANDREW		104100.00	21780.00	930
100000092	BENTLEY	ANDREW		105200.00	22008.00	940
100000093	BENTLEY	ANDREW		106300.00	22236.00	950
100000094	BENTLEY	ANDREW		107400.00	22464.00	960
100000095	BENTLEY	ANDREW		108500.00	22692.00	970
100000096	BENTLEY	ANDREW		109600.00	22920.00	980
100000097	BENTLEY	ANDREW		110700.00	23148.00	990
100000098	BENTLEY	ANDREW		111800.00	23376.00	1000
100000099	BENTLEY	ANDREW		112900.00	23604.00	1010

+ Results of 2nd Query

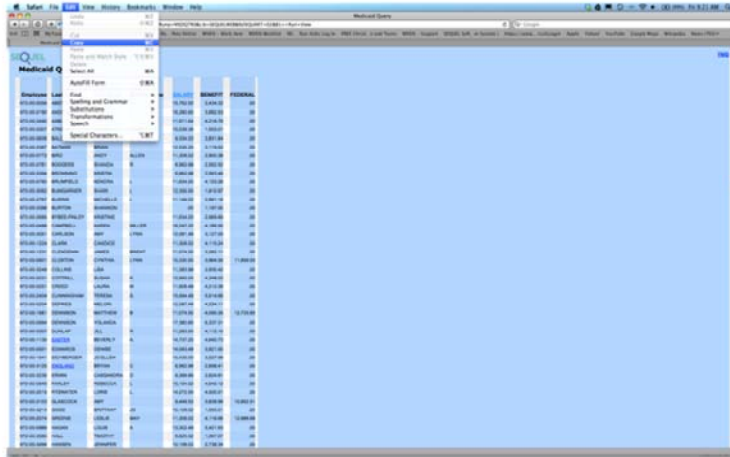
The screenshot shows a window titled 'SQL' with a menu bar (File, Edit, View, History, Bookmarks, Window, Help) and a toolbar. The main content area displays the text 'Medicaid detail by job Table' above a large grid of data. The grid has 34 columns: Employee, Last Name, First Name, Middle Name, SEC SALARY, SEC BENEFIT, EMP SALARY, EMP BENEFIT, UNO SALARY, UNO BENEFIT, EXSTY1 SALARY, EXSTY1 BENEFIT, JOB SALARY, JOB BENEFIT, PRG1 SALARY, PRG1 BENEFIT, PFT SALARY, PFT BENEFIT, SAT SALARY, SAT BENEFIT, SEC SALARY, and SEC BENEFIT. The data rows list various employees with their corresponding salary and benefit values across these categories.

+ Copy and Paste to Excel



Click Edit at the top and select Select All. This will highlight the entire query result.

+ Copy and Paste to Excel



The screenshot shows a web browser window displaying a table of data. The table has several columns, including a primary key column, and rows of data. The data appears to be a list of items with associated numerical values and categories.

Item ID	Item Name	Category	Value 1	Value 2	Value 3
01000000	April 01 Item	0100	1,000.00	1,000.00	1,000.00
01000001	April 02 Item	0100	1,000.00	1,000.00	1,000.00
01000002	April 03 Item	0100	1,000.00	1,000.00	1,000.00
01000003	April 04 Item	0100	1,000.00	1,000.00	1,000.00
01000004	April 05 Item	0100	1,000.00	1,000.00	1,000.00
01000005	April 06 Item	0100	1,000.00	1,000.00	1,000.00
01000006	April 07 Item	0100	1,000.00	1,000.00	1,000.00
01000007	April 08 Item	0100	1,000.00	1,000.00	1,000.00
01000008	April 09 Item	0100	1,000.00	1,000.00	1,000.00
01000009	April 10 Item	0100	1,000.00	1,000.00	1,000.00
01000010	April 11 Item	0100	1,000.00	1,000.00	1,000.00
01000011	April 12 Item	0100	1,000.00	1,000.00	1,000.00
01000012	April 13 Item	0100	1,000.00	1,000.00	1,000.00
01000013	April 14 Item	0100	1,000.00	1,000.00	1,000.00
01000014	April 15 Item	0100	1,000.00	1,000.00	1,000.00
01000015	April 16 Item	0100	1,000.00	1,000.00	1,000.00
01000016	April 17 Item	0100	1,000.00	1,000.00	1,000.00
01000017	April 18 Item	0100	1,000.00	1,000.00	1,000.00
01000018	April 19 Item	0100	1,000.00	1,000.00	1,000.00
01000019	April 20 Item	0100	1,000.00	1,000.00	1,000.00
01000020	April 21 Item	0100	1,000.00	1,000.00	1,000.00
01000021	April 22 Item	0100	1,000.00	1,000.00	1,000.00
01000022	April 23 Item	0100	1,000.00	1,000.00	1,000.00
01000023	April 24 Item	0100	1,000.00	1,000.00	1,000.00
01000024	April 25 Item	0100	1,000.00	1,000.00	1,000.00
01000025	April 26 Item	0100	1,000.00	1,000.00	1,000.00
01000026	April 27 Item	0100	1,000.00	1,000.00	1,000.00
01000027	April 28 Item	0100	1,000.00	1,000.00	1,000.00
01000028	April 29 Item	0100	1,000.00	1,000.00	1,000.00
01000029	April 30 Item	0100	1,000.00	1,000.00	1,000.00

Then click on Edit at the top and select Copy. Go to Excel and Paste the query results into your worksheet.