

Client Pay-In System Cookbook



Updated: July 2005

Introduction:

This cookbook is designed for SPD field staff who use the pay-in system. Case Managers, Eligibility Specialists and Clerks will find step-by-step instructions for adding a case or recording changes in client payment liability. Also, the manual will assist you with situations that may not be a part of day-to-day process. This manual is a training aid, as well as a reference source.

Key Definitions:

- Client Pay-Ins and T&A accounts are not the same.
 - ◆ Client Pay-Ins deal with client liability for services provided by a home care worker.
 - ◆ T&A's are money management cases only.
- The Pay-In System includes "working screens" and "viewing screens."
 - ◆ Working Screens are used to enter or change data in a client file.
 - ◆ Viewing Screens are used to look up information.

Working Screens

YACT Yearly Accounts
LIAB Liabilities
MACT Monthly Accounts
ADJB Adjustments
DPST Deposits
RCPT Receipts

Viewing Screens

RFND Refund Detail
SERV Service Pmt Inquiry
DMAC Detail Monthly Accts
PMNT Payments
NOTC Notices
RCPT Receipts

- If you have questions beyond this manual, see the online resources and worker guide.

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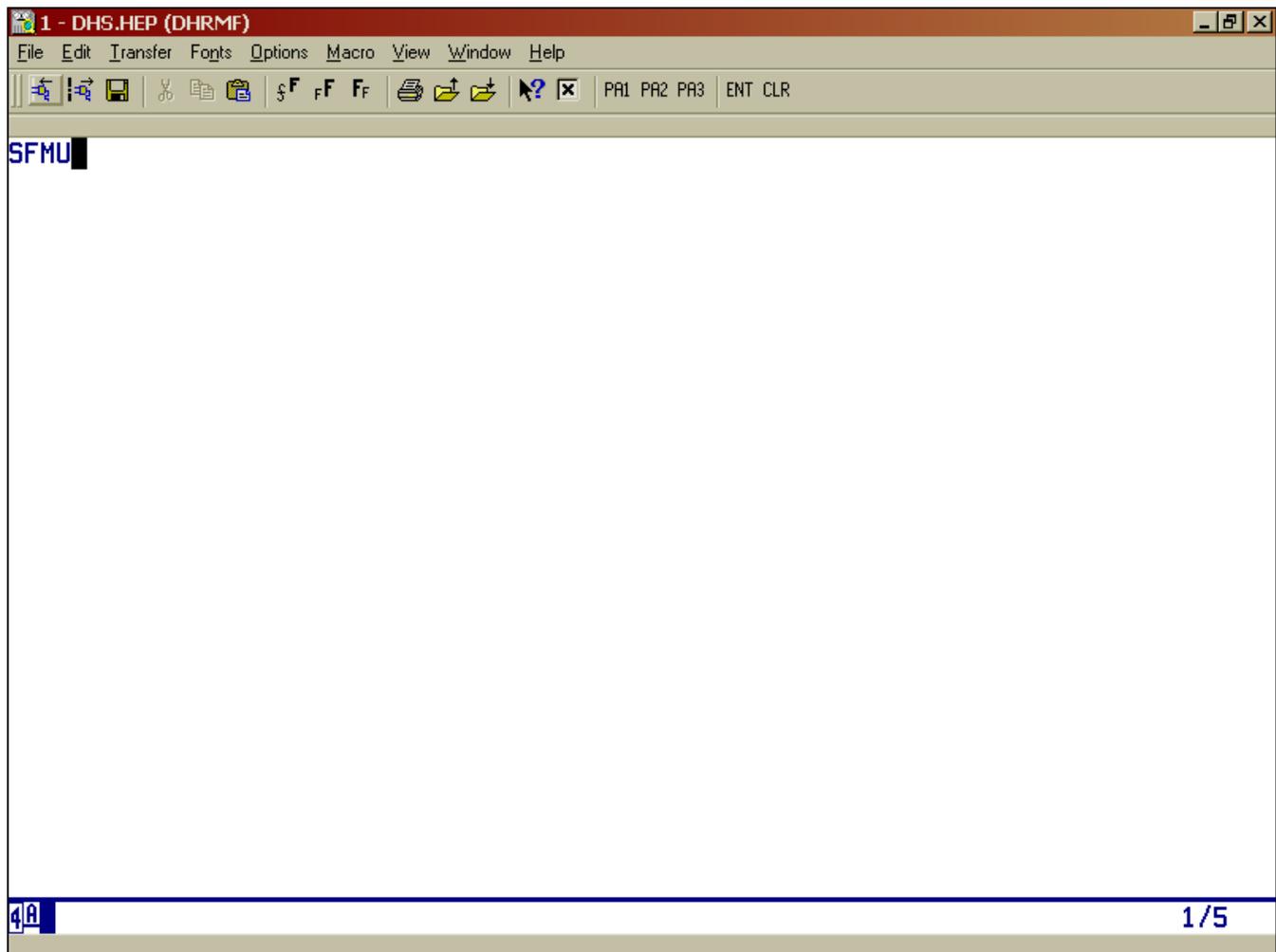
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How The Pay-In System Works

Getting Started

Information is recorded in the Client Pay-In System when:

- Adding a Case to the Pay-In System
- The Client has been Over-billed or Under-billed.
- There is an Increase or Decrease in the Cost of Service due to:
 - Change in Care Plan
 - Change in Income
 - Change in Deductions
- The In-Home Service Plan Ends, the Case Closes or the Client Dies



How to Sign In

Access the Client Pay-In System from a blank mainframe screen. Type: **SFMU** <Enter>. You will see the Main Menu, which looks like this:

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
SJFSFMUI MENU - JF S0SD Client Pay-in System 04/26/2005 11:30:24
Fast Path: _____ - JF Main Menu Trans Type: I

Prim ID: _____ Recip

Sel
_ Yearly Account (YACT)
_ Liabilities (LIAB)
_ Receipt (RCPT)
_ Monthly Accounts (MACT)
_ Payments (PMNT)
_ Provider Services (SERV)
_ Deposit (DPST)

Msg
F3=Exit
4A 1 Sess-1 5/20
```

The cursor will be located at the "Prim ID" field.

After you have entered the Prime Number, the cursor will move to the "Yearly Account (YACT)" line. If you want a different screen, tab down to the line you want and type an "S" for "select" and press <Enter>.

Valid Action Keys

Some screens list one or more "Valid Action" symbols across the bottom.

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS004I MACT - JF SDDSD Client Pay-in System 04/26/2005 12:56:16
 Fast Path: _____ - JF Monthly Accounts Trans Type: I

Bill Stat: _____
 Prim ID: XX111X1X -or- Br: _____ -or- Wkr ID: _____

Act	Prim ID	Date Eff	Bill Stat	Amt Bill	Amt Adj	Tot Bill	Amt Paid	Appl Serv	Bal Serv
_	XX111X1X	200504	PD	94.30	0.00	94.30	94.30	94.30	0.00
_	XX111X1X	200503	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200502	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200501	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200412	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200411	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200410	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200409	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200408	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200407	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200406	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200405	PD	82.30	0.00	82.30	82.30	82.30	0.00
_	XX111X1X	200404	PD	82.30	0.00	82.30	82.30	82.30	0.00

Valid Actions: S=Dmac A=AdjB V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
 Msg

F2=Menu F3=Exit F8=Forw

4A 1 Sess-1 3/34

Using these keys, you can switch back and forth among menu groups without exiting back to the Main Menu. In the example above, you can select one of the following choices:

- "S" takes you to the Detailed Monthly Account Screen (DMAC)
- "A" takes you to the Adjustment Screen (ADJB)
- "V" takes you to the Provider Services Group of Screens
- "N" takes you to the Notices Screens (NOTC)
- "R" takes you to the Receipts Screen (RCPT)
- "F" takes you to the Refunds Screen (RFND)
- "L" takes you to the Liability Screen (LIAB)



If you need to make several different kinds of entries, select MACT from the Main Menu. MACT offers more "valid action" options than any other menu category. This means you can move among the various screens without returning to the Main Menu.

Screen Messages

When recording client information on the Client Pay-In screens, watch closely for system messages. They appear on the bottom half of the screen after the word **Msg**. Be sure to read the entire message.

Generally, the messages begin in one of two ways:

- **“Do you want to . . .”** asks you to verify that you have entered correct data and are ready for the system to accept it. When you get this type of message, type Y (for yes) or N (for no).
- **“_____ has been entered/changed/opened/closed etc.”** means that the system has recorded the information you entered. This type of message does not require a response from you.

Monthly Billing Information

The system has been designed to generate a monthly billing. This billing is sent to the Distribution Center and is mailed to the client with a postage-paid return envelope.

All payments should be sent to the following address:

**Department of Human Services
Seniors and People with Disabilities
PO Box 4509
Portland OR 97208-9925**

Field offices are to send receipts and/or deposit slips to:

**Client Pay-In Technician
Receipting and Trust Unit
2575 Bittern St NE
Salem OR 97301-4521**

SFMU

(Main Menu Screen)

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
[Icons] PA1 PA2 PA3 ENT CLR
SDSD Client Pay-in System 04/26/2005 11:30:24
Fast Path: _____ - JF Main Menu Trans Type: I

Prim ID: _____ Recip

Sel
- Yearly Account (YACT)
- Liabilities (LIAB)
- Receipt (RCPT)
- Monthly Accounts (MACT)
- Payments (PMNT)
- Provider Services (SERV)
- Deposit (DPST)

Msg
F3=Exit
1 Sess-1 5/20
```

How to Use the Screen

This screen is used to access the various screens within the Client Pay-In System.

The SFMU Screen can be access from a blank mainframe screen. Type **SFMU** <Enter>.

The cursor will be at the "Prim ID" field. When you have entered the Prime Number, the cursor moves to the "Yearly Account" line. If you want a different screen, tab down to the category you want, and type an "S" (for select) and press <Enter>.

SFMU ERROR MESSAGES

<u>Error #</u>	<u>Error Message</u>	<u>Data Items</u>
JF001	PRIM ID NOT FOUND ON ELGR FILE. The Prime ID entered was not found on the ELGR File.	PrimeID
JF003	INVALID SCREEN IDENTIFIER IN FAST PATH The Fast Path entered was not found on the Fast Path file.	Fast Path
JF008	ELGR FILE CLOSED The ELGR file is NOT available at this time. Try again later.	Prime ID
JF014	KEY PRESSED INACTIVE FOR THIS SCREEN The function key pressed currently does nothing.	Fast Path
JF015	FAST PATH FILE NOT OPEN The Fast Path file is NOT available at this time. Try again later.	Fast Path
JF025	SYS ID INVALID FOR THE FAST PATH ENTERED The Fast Path entered is used in multiple systems, but not in the one specified. Please qualify Fast Path with the correct system identifier.	Sys ID

YACT

(Yearly Account Screen)

```

1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
|-----|
| [Icons] | $ F F F | [Icons] | PA1 PA2 PA3 | ENT CLR |
|-----|
SJFS010C  YACT  - JF      SDDS Client Pay-in System      04/26/2005  11:49:45
Fast Path:  _____ - JF      Yearly Account                      Trans Type: I

Prim ID:  XX123X1X          Acct Stat:  OP          Stat..... 12/04/2003
SSN..... 544-38-7495      Yr:         2005       Last Chg. 04/18/2005
Recip... CLIENT, SAMPLE   Br.....    3013          07:13:24
Address                                     Wkr ID.... AB          RACF User  HSTRNG4
  Str..... 123 ANYSTREET   Case..... ET5746      Elig End. 12/31/9999
  City.... ANYTOWN        State.. OR   Date Enroll 11/25/2003
  Zip..... 97301-

                          Year-To-Date Totals
-----
  Amt Bill      341.20
+ Amt Adj.      0.00
-----
  Tot Bill      341.20
- Amt Paid      341.20
-----
  Amt Owed      0.00

  Ovcol Amt.    1.40          Amt Paid.      341.20
- Ovcol Rfnd    0.00          - Appl Serv    341.20
-----
  Ovcol Bal.    1.40          - Serv Rfnd    0.00
-----
                          Serv Bal.      0.00

Msg
Ans: _

F2=Menu F3=Exit F4=Liab      F7=Back
4A | 1 Sess-1 | 7/11
  
```

- Purpose:** This screen is used to:
- Update Client Yearly Account Information; and
 - Request that Over-Collected Funds be Returned to the Client.
- Access:** Accessed from the SFMU menu (as a default). Can also be accessed from other screens using function keys.

Yearly Account Screen (YACT)

This screen displays one year's account record at a time. You can access additional years by using a function key.

When you reach the YACT Screen, you can enter any Prime ID number. If you enter just the Prime ID, it will show you the current yearly account record information.

At any time, you can change the command you have entered. Just change the Prime ID or Year date, and press <Enter>.

You can use the YACT Screen to:

- Add a New Account
- Change an Existing Account
- Request Payout for Refund

Function Keys

F2 = MENU	Returns you to the Main Menu (SFMU) Screen without a Prime ID number.
F3 = EXIT	Returns you to the previous screen you were using, bringing the data along from the current screen.
F4 = LIAB	Takes you to the Liability (LIAB) Screen with your client's Prime ID number.
F5 = PAY	Creates an over-collection payout request if the OvCol amount is greater than zero.
F7 = BACK	Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen.
F8 = FORW	Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen.

Adding a New Yearly Account Screen

Procedure :

1. Type in: SFMU

- Press <Enter>

2. Type in: Prime Number

- Press <Enter>

3. Tab to the Yearly Account Screen (YACT)

- Type S
- Press <Enter>

4. At the YACT Screen, back tab to Trans Type

- Type A
- Change the YR (year) to 20XX
- Press <Enter>

5. Ignore message at the bottom of the screen. It should read, "EN001 Enter yearly account data"

- Press <Enter>

6. A message that says "Add new yearly account?" will come up

- Type Y
- Press <Enter>

7. A message that says "Yearly account has been added" will come up.

8. The January liability may now be added.

Adding a New Client

This process adds a new case to the Client Pay-In System, with information recorded in the Yearly and Liability screens. Adding cases “mid-month” is a branch decision. Check with your branch manager. If the client needs to pay for the current month, see Notes on Receipts (Page J13).



When you add a COUPLE, open an account for EACH SPOUSE.
Use each person’s own individual Prime ID.

Adding a New Client to the Yearly Account Screen

Procedure:

To enter a new client to the Client Pay-In System, the client must have a CMS file in VP status with an HK need code and an APD case descriptor.

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: Prime Number
 - Press <Enter>
3. Tab to the Yearly Account Screen (YACT)
 - Type **S**
 - Press <Enter>
4. At the YACT Screen, back tab to Trans Type
 - Type **A**
 - Press <Enter>
 - Message reads “Enter Yearly Account”
 - Press <Enter>
5. Read message at the bottom of the screen. It should read, “Add a new yearly account?”
 - Type **Y**
 - Press <Enter>
6. Add Client to the Liability Screen (See Page D3, Step 3B)

Reopen a Yearly Account

Procedure:

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: Prime Number
 - Press <Enter>
3. Tab to the Yearly Account Screen (YACT)
 - Type **S**
 - Press <Enter>
4. At the YACT Screen, back tab to Trans Type
 - Type **C**
 - Press <Enter>
5. At the Account Status (Acct Stat) Field:
 - Type **OP**
 - Press <Enter>
 - Message Reads "Enter Yearly Account"
 - Press <Enter>
6. Message reads, "Do you really want to change yearly account?"
 - Type **Y**
 - Press <Enter>
 - Message Reads "Yearly account has been changed."
7. Press F4 = Liab for Liability Screen (see Page D3, Step 3b)

You have successfully reopened the Yearly Account Screen.

Closing an Account (YACT has Zeros)

Procedure:

Even though closing notices are sent automatically for non-payment, the case manager/eligibility specialist must track the payments and actually close the case on the computer.

When a client dies, make sure that you take care of everything on the Client Pay-In first:

- All three balances on the YACT Screen show zeros (See page C8).
- End the Liability Screen (See Page D4) BEFORE you decessate the client on the CMS side.
- **LAST OF ALL . . . make changes in the CMS file.**

To Close the Account:

1. Type in: SFMU
 - Press <Enter>
2. Type in: Prime Number
 - Press <Enter>
3. Tab to the Yearly Account Screen (YACT)
 - Type **S**
 - Press <Enter>
4. Check the three columns on the bottom half of the screen: "Amt Owed," "OvCol Bal," and "Serv Bal" (See example on Page C8.)
5. If all columns show zeros . . . Back tab to Trans Type field
 - Type **C**
 - Press <Enter>
 - Message Reads "Enter Yearly Account"
 - Press <Enter>
6. At the Account Status (Acct Stat) field
 - Type **CL**
 - Press <Enter>
 - Message Reads "Enter Yearly Account"
 - Press <Enter>

7. Message reads, "Do you really want to change yearly account?"
 - Type **Y**
 - Press <Enter>
 - Message Reads "Yearly account has been changed."

8. Press F4 = Liab for Liability Screen (see Page D3, Step 3b)

To close the Liability Screen, see Page D4, Step 5

Example of Step #4 from Page C5:

**Yearly Account Screen
(Balances Showing Zeros)**

```

1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
$F F F ? PA1 PA2 PA3 ENT CLR

SJFS010C  YACT  - JF      SOSO Client Pay-in System      07/15/2005  08:11:06
Fast Path:  _____ - JF      Yearly Account                  Trans Type: I

Prim ID: XX111X1X          Acct Stat:  OP          Stat..... 06/07/2005
SSN..... 123-45-6789      Yr:           2005         Last Chg. 07/07/2005
Recip... CLIENT, SAMPLE   Br.....      3013          14:28:10
Address                    Wkr ID..... GC          RACF User  HSDMB04
  Str..... 500 SUMMER ST   Case.....     XX111X  Elig End. 05/31/2005
  City.... SALEM          State.. OR   Date Enroll 06/15/1999
  Zip..... 97301

                          Year-To-Date Totals
-----
  Amt Bill                0.00
+ Amt Adj.                0.00
-----
  Tot Bill                0.00
- Amt Paid                0.00
-----
  Amt Owed                0.00

  Ovcol Amt.              0.00
- Ovcol Rfnd              0.00
-----
  Ovcol Bal.              0.00

  Amt Paid.              0.00
- Appl Serv              0.00
- Serv Rfnd              0.00
-----
  Serv Bal.              0.00

Msg
Ans: _

F2=Menu F3=Exit F4=Liab
4/21
  
```

Closed Liability Screen

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS003C LIAB - JF S0SD Client Pay-in System 07/15/2005 09:15:45
 Fast Path: _____ - JF Liabilities Trans Type: I

Prim ID: XXX111X1 Recip CLIENT, SAMPLE Case XXX111
 (Current CMS) Grant 0.00 CR

Act	Liab Beg	Liab End	Amt Liab	Br	Wkr ID	Last Chg	RACF User
-	04/01/2005	04/31/2005	223.30	3013	PH	04/01/2005	HSPGH00
-	02/01/2005	03/30/2005	217.30	3013	PH	09/03/2004	HSPGH00
-	10/01/2004	01/31/2005	217.30	3013	PH	09/03/2004	HSPGH00
-	02/01/2004	09/30/2004	217.30	3013	PH	12/31/2003	HSPGH00
-	03/01/2003	01/31/2004	213.30	3013	PH	02/10/2003	HSPGH00
-	02/01/2002	02/28/2003	209.30	3013	PH	01/14/2002	HSPGH00
-	02/01/2001	01/31/2002	204.30	3013	PH	01/08/2001	HSPGH00
-							
-							
-							
-							
-							

Msg JF032 Yearly Account exists but is not open for this Prime ID
 LB013 CMS Grant Amt does not exist for Prime ID.

F2=Menu F3=Exit F4=Yact F5=Mact

4A 1 Sess-1 170.104.128.11 HTCP0311 9/3

Closing an Account (YACT has a Balance)

Procedure:

Even though closing notices are sent automatically for non-payment, the case manager/eligibility specialist must track the payments and actually close the case on the computer.

When a client dies, make sure that you take care of everything on the Client Pay-In first:

All three balances on the YACT Screen show zeros (See Page C8)

End the Liability Screen (See Page D4) BEFORE you decessate the client on the CMS side.

LAST OF ALL . . . make changes in the CMS file.

1. Type in: SFMU
 - Press <Enter>
2. Type in: Prime Number
 - Press <Enter>
2. Tab to the Yearly Account Screen (YACT)
 - Type **S**
 - Press <Enter>
3. At the Yearly Account Screen (YACT)
 - Press the F4=Liab Key
4. At the Liability Screen (LIAB)
 - Press the F5=MACT Key
5. At the Monthly Account Screen (MACT), Check the "Serv Bal" column (right side of the screen . . . see Page C14). Find the first month that has a "Bal Serv" amount greater than zero.

6. Tab to the appropriate line under the "Act" column with a dollar amount in the "Bal Serv"
 - Type **A**press
 - <Enter>
7. At the Adjustment Screen (ADJ)
 - Tab to the "ACT" column
 - Type **A**press
 - <Enter>
8. At the "Amt Adjust" column
 - Type the dollar amount with the minus sign before or after the amount. Use a decimal point followed by zeros.
 - Tab to "Type Adj." See "Value Code" list below.
 - Tab to "Comment" and type in a brief explanation.
9. See message at the bottom of the page. It reads, "Do you want to make this adjustment?"
 - Type **Y**
 - Press <Enter>
10. Return to the Monthly Account Screen (MACT). You may need to press F7=Back to bring all lines back to the screen. For each month showing a "Bal Serv" greater than zero:
 - Repeat steps 6 through 9
11. When all "Bal Serv" lines show zero amounts on the Monthly Account (MACT) Screen:
 - Tab to the first line under the "Act" column
 - Type **C**
 - Press <Enter>
12. At the Liability Screen (LIAB)
 - Tab to the first line under the "Act" column
 - Type **C**
 - Press <Enter>

13. At the "End Liab Date" column
 - Type Current Billing Month – Last Day (___/___/20___)
 - Press <Enter>
14. Read the message at the boom of the screen. It reads: "Do you want to change Liability?"
 - Type **Y**
 - Press <Enter>
 - Press the F4=YACT Key
15. At the Yearly Account (YACT) Screen, Find the "OvCol Bal" account column
 - Press the F5=Pay Key
16. If there is an over collected balance, it will be automatically refunded with the automated Pay-In refund process. See IM-02-052.
17. Back tab to Trans Type
 - Type **C**
 - Press <Enter>
18. At Acct Stat field
 - Type **CL**
 - Press <Enter>
 - Message reads: "Enter Yearly Account"
 - Press <Enter>
19. Message reads: "Do you really want to change yearly account?"
 - Type **Y**
 - Press <Enter>
 - Message reads: "Yearly account has been changed."

Yearly Account Screen (Balances Showing)

```

1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
$F F F ? PA1 PA2 PA3 ENT CLR

SJFS010C YACT - JF S0SD Client Pay-in System 07/15/2005 08:56:00
Fast Path: _____ - JF Yearly Account Trans Type: I

Prim ID: XXX111X1 Acct Stat: OP Stat..... 07/12/2005
SSN..... 123-45-6789 Yr: 2005 Last Chg. 07/12/2005
Recip... CLIENT, SAMPLE Br..... 3013 15:22:03
Address Wkr ID..... PH RACF User HSBJL00
Str..... 500 SUMMER ST Case..... XXX111 Elig End. 12/31/9999
City.... SALEM State.. OR Date Enroll 01/08/2001
Zip..... 97301 -

Year-To-Date Totals
-----
Amt Bill 1557.10
+ Amt Adj. 0.00 Ovcol Amt. 0.00 Amt Paid. 1333.80
----- - Ovcol Rfnd 0.00 - Appl Serv 1110.50
Tot Bill 1557.10 ----- - Serv Rfnd 0.00
- Amt Paid 1333.80 Ovcol Bal. 0.00 -----
----- Serv Bal. 223.30
Amt Owed 223.30

Msg Ans: _
F2=Menu F3=Exit F4=Liab F7=Back
4/24
  
```

Monthly Account Screen (Balances in Bal Serv Column)

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS004I MACT - JF S0SD Client Pay-in System 07/15/2005 09:04:50
 Fast Path: _____ - JF Monthly Accounts Trans Type: I

Bill Stat: _____
 Prim ID: XXX111X1 -or- Br: _____ -or- Wkr ID: _____

Act	Prim ID	Date Eff	Bill Stat	Amt Bill	Amt Adj	Tot Bill	Amt Paid	Appl Serv	Bal Serv
-	XXX111X1	200507	OS	223.30	0.00	223.30	0.00	0.00	0.00
-	XXX111X1	200506	PD	223.30	0.00	223.30	223.30	0.00	223.30
-	XXX111X1	200505	PD	223.30	0.00	223.30	223.30	223.30	0.00
-	XXX111X1	200504	PD	223.30	0.00	223.30	223.30	223.30	0.00
-	XXX111X1	200503	PD	223.30	0.00	223.30	223.30	223.30	0.00
-	XXX111X1	200502	PD	223.30	0.00	223.30	223.30	223.30	0.00
-	XXX111X1	200501	PD	217.30	0.00	217.30	217.30	217.30	0.00
-	XXX111X1	200412	PD	217.30	0.00	217.30	217.30	217.30	0.00
-	XXX111X1	200411	PD	217.30	0.00	217.30	217.30	217.30	0.00
-	XXX111X1	200410	PD	217.30	0.08-	217.22	217.22	217.22	0.00
-	XXX111X1	200409	PD	217.30	0.00	217.30	217.30	217.30	0.00
-	XXX111X1	200408	PD	217.30	0.00	217.30	217.30	217.30	0.00
-	XXX111X1	200407	PD	217.30	0.00	217.30	217.30	217.30	0.00

Valid Actions: S=Dmac A=AdjB V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
 Msg
 F2=Menu F3=Exit F8=Forw

40 3/38

Refunds

Complete the following steps to issue a request for a refund to be sent to the client.

1. Type: **SFMU**
 - Press <Enter>
2. Type: Prime Number
 - Press <Enter>
3. Tab to the Yearly Account (YACT) Screen
 - Press <Enter>
4. Check to make sure that there are zeros in the "Serv Bal" column. If there is a balance, do the following:
 - Press F4=LIAB
 - Press F5=MACT
 - See pages F4 to F5 for Adjustments to Pay-In Accounts
 - Complete Steps 4 to 7
5. At Yearly Account (YACT) Screen
 - Press F5=Pay
6. Read message at the bottom of the screen. It reads: "Add payout request?"
 - Type **Y** <Enter>
 - Press <Enter>
 - Message reads: "Payout request has been set up."
7. If you have more than one year, you need to do the following:
 - Press F7=Back
 - Repeat Steps 5 and 6

Checks are processed every Friday. The Pay-In Technician in the Provider Payments Unit sends out check the following week.

YACT ERROR MESSAGES

Error #	Error Message	Data Items
END01	ENTER YEARLY ACCOUNT DATA Enter a new account status or press enter to accept the default.	ACCT STAT
END02	INVALID ACCT STAT – CAN ENTER CL, HR or DP Only. “CL”, “HR” and “DP” are the only account statuses that can be entered by the user.	ACCT STAT
END03	YEARLY ACCOUNT NOT CHANGED The account record was not updated.	
END04	CHANGE YEARLY ACCOUNT? Enter a “Y” to save the changes or “N” to cancel them.	ANS
END05	INVALID TRANS TYPE – MUST BE I, A, C OR D The transaction type must be: I = Inquire Existing Account Records A = Add New Account C = Change Existing Account D = Delete Existing Account	TRANS TYPE
END06	YEARLY ACCOUNT HAS BEEN ADDED New account record has been added.	
END07	YEARLY ACCOUNT HAS BEEN CHANGED The changes to the account record have been saved.	
END08	YEARLY ACCOUNT HAS BEEN DELETED The account record has been deleted.	

Error #	Error Message	Data Items
END09	AFS CMS NON-SSD DIVISION CODE The CMS case record has a division code other than SSD.	
END10	PAYOUT REQUEST HAS BEEN SETUP The request for an overnight payout of over collected money has been created.	
END11	ADD PAYOUT REQUEST? Enter a "Y" to save the other collection payout request, a "N" to cancel.	ANS
END12	ADD NEW YEARLY ACCOUNT? Enter a "Y" to save the new account, a "N" to cancel.	ANS
END13	DELETE YEARLY ACCOUNT? Enter a "Y" to delete the account, a "N" to cancel.	ANS
END14	AFS CMS INVALID CASE STATUS The CMS case record has a case status other than "CP" (cash pay) or "VP" (vendor pay).	
END15	AFS CMS NSS CASE DESCRIPTOR FOUND The CMS case record has a "N" case descriptor.	
END16	AFS CMS NO AD IN-GRANT CODE FOUND The CMS case record does not have a person on the case with an "AD" in-grant code.	

Error #	Error Message	Data Items
END17	YEARLY ACCOUNT ALREADY EXISTS A new account record cannot be added, one already exists for that prime and year.	
END18	CHANGE YEARLY ACCOUNT DATA Key in changes and press enter to save them.	ACCT STAT
END19	TRANS TYPE MUST BE A OR I (TO CANCEL ADD) Must stay an "A" to continue add action, or "I" to cancel the action.	TRANS TYPE
END20	TRANS TYPE MUST BE C OR I (TO CANCEL CHANGE) Must stay a "C" to continue change action, or "I" to cancel the action.	TRANS TYPE
END21	CHANGE NOT ALLOWED ON ACCT STAT DE, IL and SU The change action is not allowed on account records with an account status of "DE," "IL" or "SU."	TRANS TYPE
END22	UPDATE ACTION CANCELLED The add/change action was cancelled and the accounts remain unchanged.	
END23	DELETE NOT ALLOWED – BILLED AMOUNT > ZERO An account cannot be deleted if the billed amount is greater than zero.	AMT BILL
END24	PAYOUT NOT ALLOWED ON AFS CMS NO ACTION/CLOSED A payout request for over collected monies cannot be created if the CMS case record has an action of "NA" (no action) or "CL" (closed).	

Error #	Error Message	Data Items
JF002	CASE NMBR NOT FOUND ON CMS FILE A CMS case record does not exist for the prime number entered.	PRIM ID
JF003	INVALID SCREEN IDENTIFIER IN FAST PATH The Fast Path entered could not be found.	FAST PATH
JF007	AFS CMS FILE CLOSED THE AFS CMS file is NOT available at this time. Try again later.	
JF010	PRIME ID/DATE EFF NOT FOUND Yearly account record not found for prime and year entered.	Prime ID YR
JF014	KEY PRESSED INACTIVE FOR THIS SCREEN The function key pressed currently does nothing.	
JF020	YEARLY ACCOUNT FILE CLOSED The yearly account file is NOT available at this time. Try again later.	Fast Path
JF023	INVALID ANS – MUST BE Y OR N Must be a "Y" or a "N."	ANS

LIAB

(Liability Screen)

1 - DHS.HEP (DHRMF)										
File Edit Transfer Fonts Options Macro View Window Help										
SJF5003C		LIAB	-	JF	SDSD Client Pay-in System			04/26/2005	12:42:02	
Fast Path:		_____	-	JF	Liabilities			Trans Type:	I	
Prim ID:		XX111X1X	Recip CLIENT, SAMPLE		Case AB1234					
					(Current CMS)			Grant	275.30	CR
Act	Liab Beg	Liab End	Amt Liab	Br	Wkr ID	Last Chg	RACF	User		
-	04/01/2005	12/31/9999	94.30	3013	AB	03/17/2005	HSTRNG4			
-	01/01/2004	03/31/2005	82.30	3013	AB	11/25/2003	HSTRNG4			
-	03/01/2003	12/31/2003	263.30	3013	AB	02/10/2003	HSTRNG4			
-	10/01/2002	02/28/2003	258.30	3013	AB	09/11/2002	HSTRNG4			
-	09/01/2002	09/30/2002	180.20	3013	AB	08/16/2002	HSTRNG4			
-										
-										
-										
-										
-										
-										
Msg										
F2=Menu F3=Exit F4=Yact F5=Mact										
4A		1 Sess-1						5/29		

- Purpose:** This screen is used to review client monthly liability information for the Client Pay-In System
- Access:** Accessed from the SFMU menu. Can also be accessed from other screens using function keys.

When you reach the LIAB Screen, you can enter a Prime ID number to display a client's liabilities.

- You may change the Prime ID at any time in this screen.
- The LIAB screen displays 12 liability segments for the Prime ID entered. If there are more liability segments to view, use the appropriate function key.

Changes to the Liability Screen (see Page D3):

- Add Client
- Change Liability Amount
- Close Liability

Function Keys:

F2 = MENU	Returns you to the Main Menu (SFMU) Screen without a Prime ID number.
F3 = EXIT	Returns you to the previous screen you were using, bringing the data along from the current screen.
F4 = YACT	Takes you to the Yearly Accounts (YACT) Screen with the Prime ID number you entered on the LIAB Screen.
F5 = MACT	Takes you to the Monthly Accounts (MACT) Screen with the Prime ID number you entered on the LIAB Screen.
F7 = BACK	Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen.
F8 = FORW	Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen.

Changes to the Liability Screen

Use this system to change the liability amount and/or the liability end date. By ending the liability end date, you prevent future bills from being sent to the client.

Add Client to the Liability Screen

Procedure:

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: **Prime Number**
 - Press <Enter>
3. Tab to Liabilities
 - Type **S**
 - Press <Enter>
4. At the LIAB Screen, back tab to Trans Type
 - Type **A**
 - Press <Enter>
 - "Liab Begin" and "Liab End" dates will be entered automatically.
 - Type liability amount.
 - Press <Enter>
5. Read the message at the bottom of the screen. Message reads: "Do you really want to add this screen?"
 - Type **Y**
 - Press <Enter>
 - Message appears: "Liability has been entered."

Change Liability Amount

Procedure:

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: **Prime Number**
 - Press <Enter>
3. Tab to Liabilities
 - Type **S**
 - Press <Enter>
4. At the LIAB Screen, back tab to the first line under the "Act" column.
 - Type **A**
 - Press <Enter>
5. At the newly added line for liability amount:
 - Type the new liability dollar amount.
 - Press <Enter>
6. Read the message at the bottom of the screen. Message reads: "Do you want to add this liability?"
 - Type **Y**
 - Press <Enter>
 - Message appears: "Liability has been entered."

To Close Liability End Date

Procedure:

4. Type in: **SFMU**
 - Press <Enter>
5. Type in: **Prime Number**
 - Press <Enter>
6. Tab to Liabilities
 - Type **S**
 - Press <Enter>
4. At the LIAB Screen, tab to the first line under the "Act" column.
 - Type **C**
 - Press <Enter>
5. Tab to the "Liability End Date"
 - Type the new liability end date (MM/DD/YYYY)
6. Read the message at the bottom of the screen. Message reads: "Do you want to change the liability?"
 - Type **Y**
 - Press <Enter>
 - Message appears: "Liability record was successfully updated."



After you make these changes, record them on the CMS Screen (Needs/Resource Section).

LIAB ERROR MESSAGES

Error #	Error Message	Data Items
LB001	<p>ADD ACTION: PLEASE ETNER LIABILITY DATES AND AMOUNT</p> <p>Operator has entered an "A" in either Trans or in one of the Act fields, and screen liability dates and amount fields are open for operator entry.</p>	ACT TRANS
LB002	<p>CHANGE ACTION: UPDATE LIAB BEG AND/OR LIABILITY END DATES</p> <p>Operator has entered a "C" in one of the Act fields, and screen liability dates are open for update on the line selected.</p>	ACT TRANS
LB003	<p>LIAB BEG YEAR DOES NOT EXIST ON YEARLY ACCT FOR PRIME ID</p> <p>There is a Yearly Account record for the Prime ID entered, but the Yearly account year is not the same as the year entered in the Liab Beg date. Set up another Yearly account for the next year.</p>	PRIME ID
LB004	<p>LIAB BEG DATE MUST BE AFTER LAST MONTHLY BILLING DATE</p> <p>A bill for the liability has been sent to the client on or after the Liab Beg date. Enter a date which falls after the monthly billing date.</p>	LIAB BEG
LB005	<p>LIAB END DATE CANNOT BE BEFORE LAST MONTHLY BILLING DATE</p> <p>A bill for the liability has been sent to the client after the Liab End date. Enter a date which is the same as or is after the monthly billing date.</p>	LIAB END

LB006	<p>LIAB BEG DATE INVALID. ENTER VALID MM/O1/CCYY DATE</p> <p>Date must be in MM/01/YYYY format with month, day and year numeric, and day as FIRST day of month.</p>	LIAB BEG
LB007	<p>LIAB END DATE INVALID. ENTER VALID MM/O1/CCYY DATE</p> <p>Date must be in MM/##/YYYY format with month, day and year numeric, and day as LAST day of month.</p>	LIAB END
LB008	<p>LIAB AMT INVALID. ENTER A NUMERIC AMOUNT GREATER THAN 0</p> <p>The liability amount must be numeric and greater than zero.</p>	LIAB AMT
LB009	<p>LIAB BEG DATE CHANGED TO FIRST DAY OF MONTH</p> <p>A warning message to notify the data entry person of an automatic change made to the Liab Beg date. The Liab Beg date must always be the first day of the month.</p>	LIAB BEG
LB010	<p>LIAB BEG DATE MUST BE BEFORE ITS RELATED LIAB END DATE</p> <p>The Liab Beg and Liab End dates for the same liability overlap. Change the Liab Beg date to an earlier date and/or change the Liab End date to a later date.</p>	LIAB BEG LIAB END
LB011	<p>LIAB BEG DATE MUST BE AFTER THE NEXT LIAB END DATE</p> <p>The Liab Beg and Liab End dates for different liability segments overlap. The dates specified will be highlighted on the screen. Change the Liab Beg date to a later date.</p>	LIAB BEG

LB012	LIAB END DATE CHANGED TO THE END OF MONTH A warning message to notify the data entry person of an automatic change made to the Liab End date. The Liab End date must always be the last day of the month.	LIAB END
LB014	UPDT CANCELED. CLIENT HAS BEEN BILLED FOR LIABILITY The Liab End date is earlier than the monthly billing date. The client has been billed for the liability and no changes or deletions are allowed for this liability.	LIAB END
LB015	DO YOU WANT TO ADD THIS LIABILITY? ANS Y OR N The record is ready for updating to the liability file. Verify the information in the Liab Beg, Liab End and Amt Liab fields. Enter "Y" to complete the add action or "N" to reopen add fields for entry.	ANS
LB016	DO YOU WANT TO CHANGE THIS LIABILITY? The record is ready for updating to the liability file. Verify the information in the Liab Beg, Liab End and Amt Liab fields. Enter "Y" to complete the change action or "N" to reopen change fields for entry.	ANS

LB017	<p>DO YOU WANT TO DELTE THIS LIABILITY? ANS Y OR N.</p> <p>The record is ready for deleting from the liability file. Verify the record selected for deletion. Enter "Y" to complete the delete action or "N" to cancel the deletion.</p>	ANS
LB018	<p>LIABILITY RECORD HAS BEEN SUCCESSFULLY UPDATED</p> <p>The liability record has been added to, changed, or deleted from the liability file.</p>	
LB019	<p>UPDT CANCELED TO REFRESH SCREEN WITH CURRENT LIAB DATA</p> <p>The liability record has been changed after the update action began and before the update action was completed. The update has been canceled to allow the data entry person to review the most current liability information before updating the liability record. Start update action again.</p>	
LB020	<p>ENTER LIAB BEG AND END DATES IN MM/DD/CCYY DATE FORMAT.</p> <p>The prompt displays at start of update action or when an error is detected in the date. Review and re-enter date.</p>	LIAB BEG LIAB END
LB021	<p>LIAB END DATE MUST BE AFTER ITS RELATED LIAB BEG DATE</p> <p>The Liab Beg and Liab End dates for the same liability overlap. Change the Liab End date to a later date.</p>	LIAB END

LB022	<p>DEL ACTION INVALID. MUST DELETE MOST CURRENT LIABILITY FIRST</p> <p>The first record on the file for the prime entered may be deleted. The message will display if the second or later records are selected for deletion. Select the first record for the prime on the file for deletion.</p>	ACT
LB023	<p>LIAB END DATE MUST BE BEFORE PREVIOUS LIAB BEG DATE</p> <p>The Liab Beg and Liab End dates for different liability segments overlap. The dates specified will be highlighted on the screen. Change the Liab End date to an earlier date.</p>	LIAB END
JF002	<p>CASE NMBR NOT FOUND ON CMS FILE</p> <p>A CMS case record does not exist for the prime number entered.</p>	PRIM ID
JF003	<p>INVALID SCREEN IDENTIFIER IN FAST PATH</p> <p>The Fast Path entered in the Fast Path field was not found on the Fast Path file. Re-enter correct screen ID in Fast Path or enter screen ID from a clear screen.</p>	FAST PATH
JF007	<p>AFS CMS FILE CLOSED</p> <p>THE AFS CMS file is NOT available at this time. Try again later.</p>	
JF014	<p>KEY PRESSED INACTIVE FOR THIS SCREEN</p> <p>The function key pressed is not used on this screen.</p>	
JF015	<p>FAST PATH FILE NOT OPEN</p> <p>The Fast Path file is NOT available at this time. Try again later.</p>	FAST PATH

JF016	UNKNOWN ERROR ON FAST PATH FILE The Fast Path file has an error. Call the HelpDesk.	FAST PATH
JF017	NO COMMAND ENTERED. ENTER A COMMAND No command was entered to view records or to go to another screen. Please enter valid command.	
JF023	INVALID ANS – MUST BE Y OR N The character entered in the Answer field is invalid. Re-enter a “Y” or an “N” in the answer field.	ANS
JF024	END OF RECORDS Either F7 was pressed and there are no previous records to view on the screen or F8 was pressed and there are no more records to view on the screen.	
JF025	SYS ID INVALID FOR THE FAST PATH ENTERED The two-characters following the Fast Path entry field contains the system ID of the screen. Enter the correct system ID for the screen to uniquely identify the screen.	FAST PATH
JF027	INVALID TRANS TYPE – MUST BE I OR A The Trans Type must be I for Inquiry or A for add.	TRANS TYPE
JF028	LIABILITY FILE CLOSED The liability file is NOT available at this time. Try again later.	

JF029	<p>PRIM ID NOT FOUND ON LIABILITY FILE There is no liability record for the prime ID entered. Type an "A" in Trans Type to add a liability.</p>	
JF030	<p>ACT INVALID – MUST BE A (ADD) OR C (CHG) OR D (DEL) A letter entered in the Act column is invalid. Re-enter an "A" to add a record, "C" to change a record or a "D" to delete a record.</p>	ACT
JF031	<p>PRIM ID NOT FOUND ON YEARLY ACCOUNT FILE The prime entered is not on the Yearly Accounting file. Re-enter the correct prime or add the new prime to the yearly accounting file.</p>	PRIM ID
JF032	<p>YEARLY ACCOUNT EXISTS BUT IS NOT OPEN FOR THIS PRIM ID The prime entered is on the Yearly Accounting file, but the yearly account shows a status other than open. This is a warning message to let the data entry person know that no billings will be sent unless the Yearly Account is open for this prime ID.</p>	PRIM ID
JF033	<p>UNKNOWN RACF ERROR. CONTACT SDS SYSTEMS An error occurred with RACF. Contact your RACF administrator or contact SPD Information Systems.</p>	
JF034	<p>PAY-IN CONTROL FILE CLOSED The Pay-In System Control File is closed. Try again later.</p>	

JF035	<p>PAY-IN CONTROL FILE ERROR. UPDATE CANCELED.</p> <p>The Pay-In System Control File is having problems. You may continue to inquire, but no update is possible. Contact SPD Information Systems to notify them that a file error occurs when LIAB reads the Pay-In Control File.</p>	
JF040	<p>USER NOT AUTHORIZED FOR UPDATE ACTION REQUESTED</p> <p>The RACF security has determined that no update authorization exists for your RACF ID. Contact your RACF administrator for update authorization.</p>	
JF041	<p>USER NOT IN SAME DISTRICT AS CLIENT. UPDT NOT AUTHORIZED</p> <p>The RACF security has determined that no update authorization exists because the user is not in the same district as the branch belonging to the client.</p>	
JF043	<p>UNKNOWN RACF USERS</p> <p>The RACF security did not find your RACF ID. Sign on to the RACF security system using CESN USER ID and password.</p>	

MACT

(Monthly Account Screen)

1 - DHS.HEP (DHRMF)											
File Edit Transfer Fonts Options Macro View Window Help											
PA1 PA2 PA3 ENT CLR											
SJF5004I		MACT - JF		SDSD Client Pay-in System			04/26/2005		12:56:16		
Fast Path: _____		- JF		Monthly Accounts			Trans Type: I				
Bill Stat: _____											
Prim ID: XX111X1X		-or-		Br: _____		-or-		Wkr ID: _____			
Act	Prim ID	Date Eff	Bill Stat	Amt Bill	Amt Adj	Tot Bill	Amt Paid	Appl Serv	Bal Serv		
-	XX111X1X	200504	PD	94.30	0.00	94.30	94.30	94.30	0.00		
-	XX111X1X	200503	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200502	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200501	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200412	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200411	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200410	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200409	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200408	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200407	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200406	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200405	PD	82.30	0.00	82.30	82.30	82.30	0.00		
-	XX111X1X	200404	PD	82.30	0.00	82.30	82.30	82.30	0.00		
Valid Actions: S=Dmac A=Adjb V=Serv N=Notc R=Rcpt F=Rfnd L=Liab											
Msg											
F2=Menu F3=Exit F8=Forw											
4A		1 Sess-1						3/34			

Purpose: This screen is used to display client monthly billing/payment information for the Client Pay-In System.

Access: Accessed from the SFMU menu. Can also be accessed from other screens using function keys.

You may change the prime ID at any time when viewing or scrolling through the Monthly Account (MACT) screen.

The MACT screen displays 12 monthly accounts records per screen, with the most current month showing first. To display additional monthly account records, use the appropriate function key.

You use the MACT Screen to:

- Check monthly billing or payment;
- Adjust monthly billing or payment; or
- To Inquire into a Receipt.

Prorated Months:

If the client has funds available to make the payment, it is up to the worker or the Branch Manager to collect for a pro-rated month. To receipt payment in, you need to fill out an AFS 29. (See Page J16)

Valid ACT Commands:

By entering one of the Valid action letters (see below) under the ACT column for the appropriate month billing, you may access seven other screens from MACT, to view more detailed information for a particular payment date.

Valid Actions:

- A = ADJB
- F = RFND
- L = LIAB
- N = NOTC
- R = RCPT
- S = DMAC
- V = SERV

If you enter action letters other than the valid action letters provided, you will see an "Invalid Action" message. If you enter more than one valid action letter on multiple lines, the system will respond to the FIRST valid action letter you entered.

If you switch from MACT to one of the seven screens listed above, choose the appropriate function key to return to MACT. If there is no function key available, press F3 to exit and it will return you to the MACT Screen.

If you want to run a report on your paid or outstanding clients, see examples on pages E7 to E13.

Function Keys:

F2 = MENU Returns you to the Main Menu (SFMU) Screen without a Prime ID number.

F3 = EXIT Returns you to the previous screen you were using, bringing the data along from the current screen.

F7 = BACK Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen.

F8 = FORW Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen.

Check Monthly Billing or Payment

Procedure:

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: **Prime Number**
 - Press <Enter>
3. Tab to Monthly Account
 - Type **S**
 - Press <Enter>

At the Monthly Account (MACT) screen, if you wish to see whether the client has paid, you need to check the column "Bill Stat." This will show either OS (outstanding) or PD (paid).

If it shows PD, this means the client has paid the bill.

If it shows OS, check the column "Amt Paid." This will tell you if the client did not pay the bill in full. If you know the client has paid this bill, and the "Bill Stat" is outstanding, then check the receipt screen (see page E5).

Inquiry on a Receipt from the Monthly Account Screen

Procedure:

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: **Prime Number**
 - Press <Enter>
3. Tab to Monthly Account
 - Type **S**
 - Press <Enter>
4. Tab to the first line under "Act"
 - Type **R**
 - Press <Enter>
 - Regardless of which monthly you wish to view, the first receipt to come up will always be the most current view.
5. To move to the next receipt,
 - Press F10 = Next
6. To move to the previous receipts:
 - Press F9 = Prev



You can pull up several different reports on the system.

See Pages E8 through E13 for examples.

Outstanding Pay-In Report

Procedure:

This procedure allows you to call up a list of "Outstanding Pay-Ins" by Branch and by Case Worker.

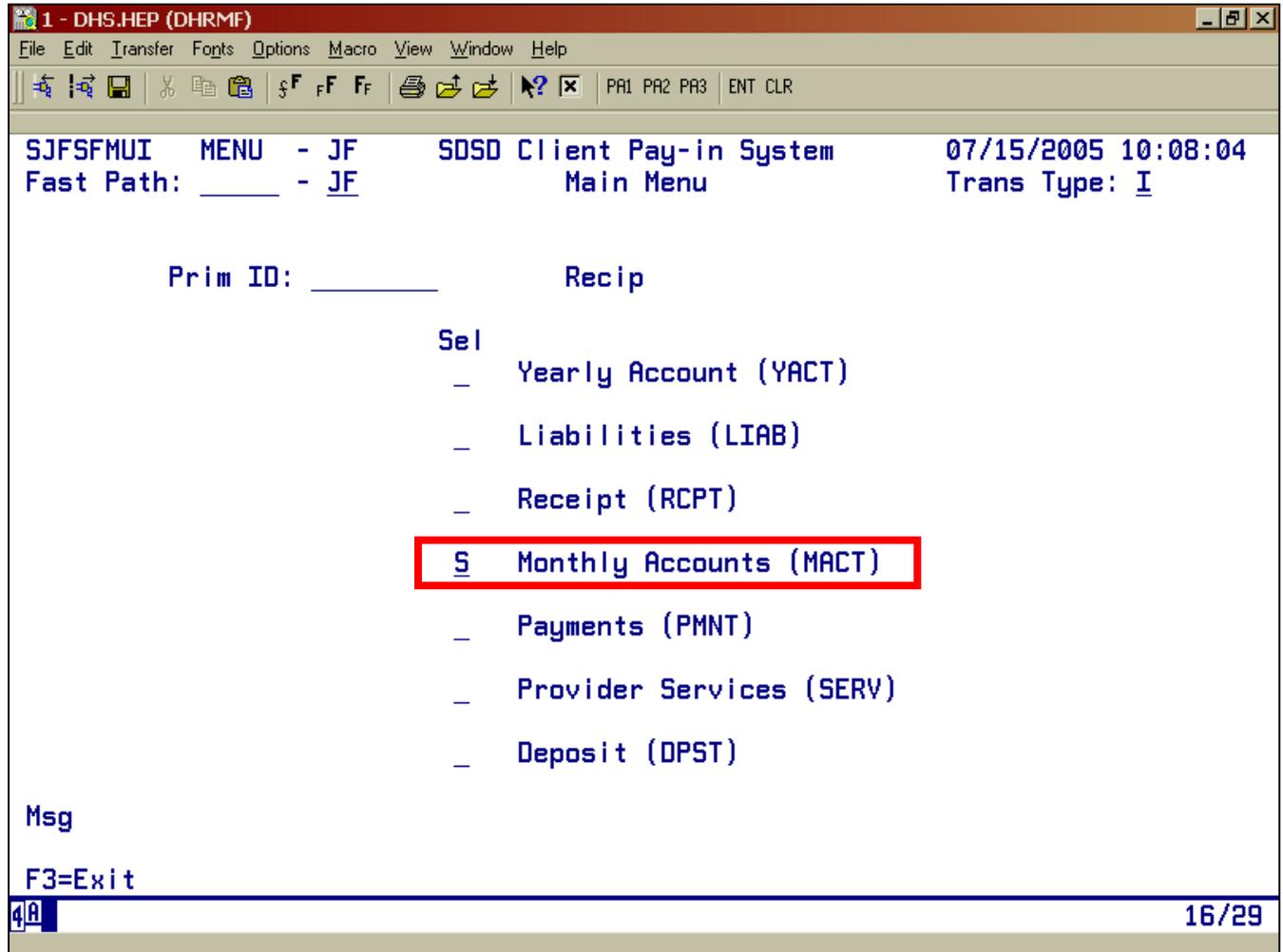
1. Type in: **SFMU**
 - Press <Enter>

2. Tab to Monthly Account (MACT)
 - Type **S**
 - Press <Enter>

3. Back tab to Bill Stat (See examples on pages E8 through E9)
 - Type OS
 - Tab to "Br"
 - Type the Branch Number (####)
 - Press <Enter>

Examples of How to Create Outstanding Clients Report by Branch Report

Select MACT from SFMU:



Sample of Outstanding Clients by Branch Sample Report

1 - DHS.HEP (DHRMF)										
File Edit Transfer Fonts Options Macro View Window Help										
PR1 PR2 PR3 ENT CLR										
SJFS004I		MACT	- JF	SOSD Client Pay-in System			07/15/2005		11:00:32	
Fast Path:		_____	- JF	Monthly Accounts			Trans Type:		I	
Bill Stat:		OS								
Prim ID:		_____	-or-	Br: 1111		-or-	Wkr ID: _____			
Act	Prim ID	Date Eff	Bill Stat	Amt Bill	Amt Adj	Tot Bill	Amt Paid	Appl Serv	Bal Serv	
-	AA12345A	200507	OS	38.95	0.00	38.95	0.00	0.00	0.00	
-	BB12345B	200507	OS	141.30	0.00	141.30	0.00	0.00	0.00	
-	CC12345C	200507	OS	90.30	0.00	90.30	6.60	0.00	6.60	
-	DD12345D	200507	OS	97.38	0.00	97.38	0.00	0.00	0.00	
-	EE12345E	200507	OS	47.30	0.00	47.30	0.00	0.00	0.00	
-	FF12345F	200507	OS	260.30	0.00	260.30	0.00	0.00	0.00	
-	GG12345G	200507	OS	122.30	0.00	122.30	0.00	0.00	0.00	
-	HH12345H	200507	OS	97.38	0.00	97.38	0.00	0.00	0.00	
-	II12345I	200507	OS	355.30	0.00	355.30	0.00	0.00	0.00	
-	JJ12345J	200507	OS	38.94	0.00	38.94	0.00	0.00	0.00	
-	KK12345K	200507	OS	38.95	0.00	38.95	0.00	0.00	0.00	
-	LL12345L	200507	OS	97.30	0.00	97.30	0.00	0.00	0.00	
-	MM12345M	200507	OS	402.30	0.00	402.30	0.00	0.00	0.00	
Valid Actions: S=Dmac A=Adj V=Serv N=Notc R=Rcpt F=Rfnd L=Liab										
Msg										
F2=Menu F3=Exit F8=Forw										
40								7/12		

Outstanding Clients Report by Branch and Worker ID Sample

1 - DHS.HEP (DHRMF)										
File Edit Transfer Fonts Options Macro View Window Help										
PR1 PR2 PR3 ENT CLR										
SJF5004I		MACT	-	JF	SDSD Client Pay-in System			07/15/2005 11:00:32		
Fast Path:		_____	-	JF	Monthly Accounts			Trans Type: <u>I</u>		
Bill Stat: <u>OS</u>										
Prim ID: _____		-or-			Br: <u>1111</u>		-or-			Wkr ID: <u>A1</u>
Act	Prim ID	Date Eff	Bill Stat	Amt Bill	Amt Adj	Tot Bill	Amt Paid	Appl Serv	Bal Serv	
-	AA12345A	200507	OS	38.95	0.00	38.95	0.00	0.00	0.00	
-	BB12345B	200507	OS	141.30	0.00	141.30	0.00	0.00	0.00	
-	CC12345C	200507	OS	90.30	0.00	90.30	6.60	0.00	6.60	
-	DD12345D	200507	OS	97.38	0.00	97.38	0.00	0.00	0.00	
-	EE12345E	200507	OS	47.30	0.00	47.30	0.00	0.00	0.00	
-	FF12345F	200507	OS	260.30	0.00	260.30	0.00	0.00	0.00	
-	GG12345G	200507	OS	122.30	0.00	122.30	0.00	0.00	0.00	
-	HH12345H	200507	OS	97.38	0.00	97.38	0.00	0.00	0.00	
-	II12345I	200507	OS	355.30	0.00	355.30	0.00	0.00	0.00	
-	JJ12345J	200507	OS	38.94	0.00	38.94	0.00	0.00	0.00	
-	KK12345K	200507	OS	38.95	0.00	38.95	0.00	0.00	0.00	
-	LL12345L	200507	OS	97.30	0.00	97.30	0.00	0.00	0.00	
-	MM12345M	200507	OS	402.30	0.00	402.30	0.00	0.00	0.00	
Valid Actions: S=Dmac A=Adj V=Serv N=Notc R=Rcpt F=Rfnd L=Liab										
Msg										
F2=Menu F3=Exit F8=Forw										
4A								7/12		

MACT ERROR MESSAGES

<u>Error #</u>	<u>Error Message</u>	<u>Data Items</u>
BL002	NO RECORDS FOUND FOR COMMAND ENTERED No monthly billing payment records were found to match the selection commands entered on the screen.	
BL003	ENTER A BRANCH NUMBER WITH THE WORKER ID A branch number is required when the worker ID field is filled. Enter a valid branch code.	BR
BL005	PRIM ID CANNOT BE ENTERED WHEN BR The branch and prime ID may not be used together. Enter either the branch or the prime, not both.	PRIME ID
BL006	BILLING FILE NOT AVAILIABLE, TRY LATER. The Monthly Payment Account file is closed. Wait until the file is opened again.	
BL007	INVALID ACTION, MUST BE A, F, L, N, R S OR V The character entered in the Act Column is invalid. Re-enter the valid character identifier listed after the Valid Actions: prompt at the bottom of the screen.	ACT
BL008	ENTER BRANCH – NOT PRIME ID – WITH The worker ID must be used with the branch code NOT the prime ID. Clear the Prime ID field and enter a branch number when using the Worker ID to select data.	PRIM ID THE WORKER ID

BL009	<p>CANNOT GO TO ANOTHER SCREEN IF A NEW COMMAND IS ENTERED</p> <p>If a screen identifier is entered in the Act Column at the same time the selection command is changed to select different data records, the new data will display in MACT. The screen will not change to the screen selection in Act.</p>	ACT
JF003	<p>INVALID SCREEN IDENTIFIER IN FAST PATH</p> <p>The Fast Path entered in the Fast Path field and was not found on the Fast Path file. Re-enter correct screen ID in Fast Path or enter screen ID from a clear screen.</p>	FAST PATH
JF014	<p>KEY PRESSED INACTIVE FOR THIS SCREEN</p> <p>The function key pressed is not used on this screen.</p>	
JF015	<p>FAST PATH FILE NOT OPEN</p> <p>The Fast Path file is NOT available at this time. Try again later.</p>	FAST PATH
JF016	<p>UNKNOWN ERROR ON FAST PATH FILE</p> <p>The Fast Path file has an error. Call the Service Desk.</p>	FAST PATH
JF017	<p>NO COMMAND ENTERED. ENTER A COMMAND</p> <p>No command was entered to view records or to go to another screen. Please enter valid command.</p>	
JF024	<p>END OF RECORDS</p> <p>Either F7 was pressed and there are no previous records to view on the screen or F8 was pressed and there are no more records to view on the screen.</p>	

JF025	SYS ID INVALID FOR THE FAST PATH ENTERED The two-characters following the Fast Path entry field contains the system ID of the screen. Enter the correct system ID for the screen to uniquely identify the screen.	FAST PATH
--------------	---	------------------

ADJB

(Adjustments Screen)

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
SJFS001C ADJB - JF S0SD Client Pay-in System 05/27/2005 15:37:44
Fast Path: _____ - JF Adjustments Trans Type: I

Prim ID: XX123X1X Mail Name CLIENT, SAMPLE
Date Eff: 200506 Br..... 3013
Amt Bill. 21.42 Appl Serv 0.00
Tot Bill. 21.42 Bill Stat OS - OUTSTANDING

Adjustments For Monthly Account
Act Last Chg Amt Adj Type Adj Br RACF User
-
-
-
-

Amt Adj 0.00 (Total for Monthly Account)
Adjustment Detail
Amt Adj: _____
Type Adj: __ -
Adjust Reas: _____

Msg
Ans: __

F2=Menu F3=Exit F4=Mact F5=Dmac
1 Sess-1 4/32
```

Purpose: This screen is used to display and update client monthly account adjustment records for the Client Pay-In System.

Access: Accessed through the Monthly Account (MACT) Screen. On the MACT Screen, place an "A" on the monthly account detail line. This screen displays up to four adjustment records at a time. Use a function key to display additional records.



If a payment was made and receipted in at another branch, that branch will need to process the adjustment. You can make any other changes or pay-out requests.

To View an Adjustment:

To view the details of an adjustment, place an "S" on the detail line under the Act column and press <Enter>. The information for that adjustment will be displayed in the bottom third of the screen.

To Add an Adjustment:

Tab to the first line under the "Act" column, Type A and press <Enter>. Next you can enter all of the following (see page F4):

- A Positive or Negative Adjustment (Amt Adj)
- A Valid Adjustment Type (Type Adj)
- A Free-Form Text Reason (Adjust Reas)

The system will not let you adjust the monthly account (Total Bill) for greater than the amount in the "Bal Serv."

The screen displays an error message if it cannot create the new record (see pages F6 and F7).

You can cancel the add action at any time by returning to the Monthly Account (MACT) screen.

If there are no edit errors, the system will ask whether you want to confirm the record creation with a "Y" or an "N."

To Delete an Existing Adjustment:

You can only delete a monthly account adjustment record *on the same day that you add the record*. If it is too late to delete an adjustment, you must add an offsetting adjustment.

Under the Act Column, enter a D. The screen prompts you to confirm the record delete with a "Y" or "N."



If an added or deleted adjustment does not pay off the monthly account (Bill Stat = OS), a supplemental system-generated bill will be sent to the client.

You will need to complete a payout request, if an added or deleted adjustment causes the billed amount (Tot Bill) to be less than the amount collected from the client.

Function Keys:

- F2 = MENU Returns you to the Main Menu (SFMU) Screen without a Prime ID number.
- F3 = EXIT Returns you to the previous screen you were using, bringing the data along from the current screen.
- F4 = MACT Takes you to the Monthly Accounts (MACT) Screen for the client you are currently processing, to review the monthly account records.
- F5 = DMAC Takes you to the Detail Monthly Accounts (DMAC) Screen for the client you are currently processing, to review monthly account details.
- F7 = BACK Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen.
- F8 = FORW Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen.

Adjustments to Pay-In Accounts

Procedure:

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: **Prime Number**
 - Press <Enter>
3. Tab to **Monthly Account Screen**
 - Type **S**
 - Press <Enter>
4. Tab to the appropriate line to be adjusted under the Act column
 - Type **A**
 - Press <Enter>
5. You are now at the ADJB Screen,
 - Tab to the first line under the ACT column
 - Type **A**
 - Press <Enter>
6. The cursor is at the "Amt Adj" Field.
 - Type a dollar amt of adjustment (minus sign before or after amt if a deduction).
 - Tab to Type Adj and enter the appropriate code

Valid Codes:

UB = Under-billed

OB = Over-billed

OM = Other Incurred Medical

NS = No Services

CI = Change in Income

CS = Change in Special Services

RS = Reduction of Services

IS = Increase in Services

OT = Other

7. Tab to Adjust Reason field
 - Enter a reason for adjustment in the free-form text box
 - Press <Enter>
 - Message reads: "Do you want to add the Adjustment Record?"
 - Type **Y** or **N**
 - Press <Enter>
8. Return to the Monthly Account (MACT) Screen by pressing F4. (You may need to press F7 to bring back all payment lines.)
9. If you need to process another adjustment, repeat steps 4 through 7.
10. When completed with all adjustments, you will need to be at the MACT screen (use function keys to get there).
11. Tab to the first line under the Act Column
 - Type **L**
 - Press <Enter>
12. Go to Yearly Account (YACT) Screen by pressing F4.
13. At the YACT
 - Press **F5** = Pay
 - Type **Y**
 - Press <Enter>

Checks are processed every Friday. The Pay-In Technician in the Provider Payments Unit sends out checks every Monday.

ADJB ERROR MESSAGES

<u>Error #</u>	<u>Error Message</u>	<u>Data Items</u>
AD001	ADD ADJUSTMENT RECORD? Enter "Y" to add the new adjustment, "N" to go back into input mode.	ANS
AD002	DELETE ADJUSTMENT RECORD? Enter a "Y" to delete the adjustment, "N" to go back into input mode.	ANS
AD004	ENTER ADJUSTMENT DATE Enter the information for the adjustment in the Adjustment Detail area.	
AD005	INVALID ACT, MUST BE S, A OR D The action type must be: S = Display the Adjustment Detail A = Add New Adjustment D = Delete Adjustment	ACT
AD006	ADJUSTMENT ADDED SUCCESSFULLY New adjustment was added to the file.	
AD007	ADJUSTMENT DELETED SUCCESSFULLY Adjustment deleted from file.	
AD008	INVALID AMT ADJ – MUST NOT BE ZERO A non-zero amount (positive or negative) must be entered.	AMT ADJ
AD009	INVALID TYPE ADJ – SEE VALID CODES A valid adjustment type code must be entered. See code list for the item "Type Adj."	TYPE ADJ

AD010	CAN ONLY DELETE ADJUSTMENT SAME DAY IT IS CREATED To "delete" an adjustment after the day it is created, you must add an offsetting adjustment with an amount that cancels the previous one.	
AD011	INVALID AMT ADJ – TOT BILL CANNOT BE < APPL SERV The adjustment amount (Amt Adj) entered has reduced the monthly bill amount (Tot Bill) below the amount applied to services (Appl Serv). The bill amount can only be reduced to equal the amount applied to services.	AMT ADJ TOT BILL APPL SERV
AD012	DELETE NO ALLOWED – TOT BILL WOULD BE < APPL SERV Deleting the adjustment record would reduce the monthly bill amount (Tot Bill) below the amount applied to services (Appl Serv).	AMT ADJ TOT BILL APPL SERV
JF009	MONTHLY ACCOUNT FILE CLOSED The Monthly Account file is NOT available at this time. Try again later.	
JF010	PRIM ID/DATE EFF NOT FOUND Account record not found for the prime number and effective date entered.	PRIM ID DATE EFF
JF011	NOTICE NUMBER NOT FOUND The notice for this account could not be found. Updates not allowed and Mail Name not filled.	MAIL NAME
JF013	NOTICE FILE CLOSED The Notice file is NOT available at this time. Try again later.	

JF014	KEY PRESSED INACTIVE FOR THIS SCREEN The function key pressed is not used on this screen.	
JF023	INVALID ANS – MUST BE Y OR N Must be a "Y" or an "N."	ANS
JF024	END OF RECORDS No more records exist in the requested direction of browse.	
JF025	SYS ID INVALID FOR THE FAST PATH ENTERED The two-characters following the Fast Path entry field contains the system ID of the screen. Enter the correct system ID for the screen to uniquely identify the screen.	FAST PATH
JF027	INVALID TRANS TYPE – MUST BE I Trans Type can only be an "I." Updates are started by entering "A" or "D" in the Act column.	TRANS TYPE
JF040	USER NOT AUTHORIZED FOR UPDATE ACTION REQUESTED An update action (i.e. Act = A or D) has been entered for which you have not been authorized. Change the Act to spaces and press enter to return to inquiry mode. Contact your RACF sub-administrator for questions on authorization.	
JF041	USER NOT IN SAME DISTRICT AS CLIENT. UPDT NOT AUTHORIZED. Your branch must be in the same district as the monthly account you wish to adjust.	

RFND

(Refund Detail Screen)

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
[Icons] PAL PA2 PA3 ENT CLR

SJFS008I RFND - JF S0SD Client Pay-in System 07/15/2005 11:52:12
Fast Path: _____ - JF Refund Detail Trans Type: I

Rfnd Nmbr: X12345
Chk Nmbr.. 00123456 Rfnd Reas OC - Overcollection refund
Date Trans 07/18/2003 Br..... 3013 Wkr ID PH
Prim ID... XX111XX1 Recip.... CLIENT, SAMPLE

Sel Date Eff Rfnd Amt
- 200303 213.30
- 200302 209.30

Msg JF024 End of records
F2=Menu F3=Exit F4=Pmnt F5=Notc
4A 10/23
```

Purpose: This screen is a viewing screen. It displays detail information of refunds made to a client enrolled in the Client Pay-In System.

Access: Accessed through the Main Menu Screen by EITHER MATC, PMNT or NOTC.

Reasons a Client would receive a Refund

- **Overcollection (OC):** The client paid more than he/she was billed for services. A refund can be requested through the Yearly Account (YACT) Screen.
- **Services (SR):** The amount billed and paid for services was more than what was actually used for services performed.

To Use

You access the Refund Detail (RFND) Screen via the Main Menu by selecting one of the following:

Monthly Account (MACT) Screen:

- Select a detail line by tabbing to the first line under the "ACT" column.
- Type **F** = Rfnd
- Press <Enter>

Payment (PMTS) Screen:

- Tab to the line that has the "Pmnt Type" coded "DS" (disbursement)
- Type **S**
- Press <Enter>
- Payment information is displayed in the middle of the RFND Screen.

Notice (NOTC) Screen:

- On the Monthly Account (MACT) Screen
- Type **F** = Rfnd
- Press <Enter>

If you enter "S" under "SEL" on a refund line item, you will switch to the MACT Screen, where the client's monthly account information for the effective month (Date Eff) is displayed on the first detail line of MACT.

Function Keys:

- F2 = MENU Returns you to the Main Menu (SFMU) Screen without a Prime ID number.
- F3 = EXIT Returns you to the previous screen you were using, bringing the data along from the current screen.
- F4 = PMNT Takes you to the Payments (PMTS) Screen and carries forward the refund number (Rfnd Nmbr). This shows as the Trans ID. This refund transaction appears on the first detail line of PMNT.
- F5 = NOTC Takes you to the Notice (NOTC) Screen and carries forward the refund number (Rfnd Nmbr). This number shows as the "Note Nmbr."

RFND ERROR MESSAGES

<u>Error #</u>	<u>Error Message</u>	<u>Data Items</u>
JF003	INVALID SCREEN IDENTIFIER IN FAST PATH The Fast Path identifier was not found on the Fast Path file.	FAST PATH
JF014	KEY PRESSED INACTIVE FOR THIS SCREEN The function key pressed is not used on this screen.	
JF015	FAST PATH FILE NOT OPEN The Fast Path file is NOT available at this time. Try again later.	FAST PATH
JF019	PAYMENT FILE CLOSED The Payment file is NOT available at this time. Try again later.	
JF020	YEARLY ACCOUNT FILE CLOSED The Yearly Account file is NOT available at this time. Thus, the recipient name will not be shown on the screen.	
JF024	END OF RECORDS There are no more Refund Line Items to display for this refund number.	
JF025	SYS ID INVALID FOR THE FAST PATH ENTERED The Fast Path entered is used in multiple systems but not in the one specified. Please qualify Fast Path with the correct system identifier.	SYS ID

JF026	PAYMENT RECORD NOT FOUND There is no Payment Disbursement record for the Prim ID shown.	PRIM ID
JF039	REFUND LINE ITEM FILE CLOSED The Refund Line Item file is NOT available at this time. Thus, Refund Line Items will not be shown on the screen.	
RF001	PLEASE ENTER RFND NMBR Enter a refund number to display Refund Line Items.	RFND NMBR
RF002	SELECT A RFND LINE ITEM TO GO TO MACT SCREEN Enter a non-blank character in the selection column on the line of a Refund Line Item to go to the Monthly Accounts (MACT) screen.	SEL
RF003	PAYMENT RECORD NOT FOUND FOR THE RFND NMBR ENTERED There is no Payment record for the refund number shown.	RFND NMBR

SERV

(Service Payment Inquiry Screen)

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS009I SERV - JF S0SD Client Pay-in System 07/15/2005 13:24:44
Fast Path: _____ - JF Provider Services Trans Type: I

Prim ID: XXX11X1 -and/or- Eff Date: _____
Recip... CLIENT, SAMPLE

Sel	ICN	Prcs Trans	Prov Type	Prov Nmbr	Serv Beg	Serv End	Bill Tot	S/F Fund	Clnt Paid
_	1005153219631	36	HK	123456	050501	050531	1222.60	999.30	223.30
_	1005132214275	36	HK	123456	050401	050430	1222.60	999.30	223.30
_	1005096214905	27	HK	123456	050301	050331	1128.41	1128.41	0.00
_	1005096214905	36	HK	123456	050301	050331	1128.41	1128.41	0.00
_	5005133789006	46	HK	123456	050301	050331	1128.41	905.11	223.30
_	1005068214444	36	HK	123456	050201	050228	1128.41	905.11	223.30
_	1005036214728	36	HK	123456	050101	050131	1128.41	911.11	217.30
_	1005006215049	36	HK	123456	041201	041231	1088.04	870.74	217.30
_	1004338215768	36	HK	123456	041101	041130	1088.04	870.74	217.30
_	1004316214296	36	HK	123456	041001	041031	1088.04	870.82	217.22
_	1004276219760	27	HK	123456	040901	040930	1088.04	870.82	217.22
_	1004276219760	36	HK	123456	040901	040930	1088.04	870.82	217.22

Msg

F2=Menu F3=Exit F4=Mact F5=Dmac F8=FORW

4/20

Purpose: This screen is a viewing screen. It displays client service payment information for ALL clients enrolled in the Client Pay-In System.

Access: Accessed through the Main Menu Screen.

Display Views

- All Services: - If you enter a Prim ID at the Main Menus Screen and then select the SERV screen, it will display ALL provider services related to the Prime ID.
- Service by Date: – If you enter a Prim ID AND an Eff Date, the screen displays all services for the enrolled client for the requested year/month (YYYY/MM) only.

The Payment screen displays 12 services per screen in a “New to Old” sequence. Use a function key to display additional service records.



Once you select a service claim in the HINQ system, you must go through the Main Menu Screen to return to the Payment Screen again.

Function Keys:

- | | |
|-----------|--|
| F2 = MENU | Returns you to the Main Menu (SFMU) Screen without a Prime ID number. |
| F3 = EXIT | Returns you to the previous screen you were using, bringing the data along from the current screen. |
| F4 = MACT | Takes you to the Monthly Accounts (MACT) Screen with the client you are currently processing, to view the client's monthly account. |
| F5 = DMAC | Takes you to the Detail Monthly Accounts (DMAC) Screen with the client you are currently processing, to view the client's detail monthly accounts. |
| F7 = BACK | Allows you to view the next set of records. This key is only functional with it is shown at the bottom of the screen. |
| F8 = FORW | Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen. |

Viewing a Housekeeping Voucher

Procedure:

To view the client's Housekeeper (HK) voucher for more detailed information, use the following steps.

1. At the Provider Services Screen (See example A Page H4)
 - Tab to the appropriate line under "Sel"
 - Type **S** (see page H5)
 - Press <Enter>
2. HINQ, R,PRIME#,D,YYMMDD (See example B Page H5)
 - Press <Enter>
3. HINQ (See example C Page H6)
 - Tab to the appropriate line
 - Type **S** (see page H5)
 - Press <Enter>



REMEMBER:

You will need to return to the Main Menu and start over to return to the Payment Screen again.

Example A

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS009I SERV - JF SDSO Client Pay-in System 07/15/2005 13:39:59
 Fast Path: _____ - JF Provider Services Trans Type: I

Prim ID: XXX11X1X -and/or- Eff Date: _____
 Recip... CLIENT, SAMPLE

Sel	ICN	Prcs Trans	Prov Type	Prov Nmbr	Serv Beg	Serv End	Bill Tot	S/F Fund	Clnt Paid
S	005153219631	36	HK	123456	050501	050531	1222.60	999.30	223.30
-	1005132214275	36	HK	123456	050401	050430	1222.60	999.30	223.30
-	1005096214905	27	HK	123456	050301	050331	1128.41	1128.41	0.00
-	1005096214905	36	HK	123456	050301	050331	1128.41	1128.41	0.00
-	5005133789006	46	HK	123456	050301	050331	1128.41	905.11	223.30
-	1005068214444	36	HK	123456	050201	050228	1128.41	905.11	223.30
-	1005036214728	36	HK	123456	050101	050131	1128.41	911.11	217.30
-	1005006215049	36	HK	123456	041201	041231	1088.04	870.74	217.30
-	1004338215768	36	HK	123456	041101	041130	1088.04	870.74	217.30
-	1004316214296	36	HK	123456	041001	041031	1088.04	870.82	217.22
-	1004276219760	27	HK	123456	040901	040930	1088.04	870.82	217.22
-	1004276219760	36	HK	123456	040901	040930	1088.04	870.82	217.22

Msg

F2=Menu F3=Exit F4=Mact F5=Dmac F8=FORW

4A # 4/53

Example B

VCH	PRCS	PRIM	RECIP	PR	PROV	SERV	SERV	CHK	PAID	
NMBR	TRANS	ID	NAME	NMBR	NAME	BEG	END	DATE		
S	12345678	36	XXX111X1	SAMPLE,	123456	SMITH, J	050601	050630	050713	914.69
	23456789	36	XXX111X1	SAMPLE,	123456	SMITH, J	050501	050531	050602	1044.90

MSG 101 TOP OF DISPLAY.
F3=EXIT F11=HINV

1/30

SERV ERROR MESSAGES

Error #	Error Message	Data Items
JF003	<p>INVALID SCREEN IDENTIFIER IN FAST PATH</p> <p>The Fast Path identifier was not found on the Fast Path file.</p>	FAST PATH
JF014	<p>KEY PRESSED INACTIVE FOR THIS SCREEN</p> <p>The function key pressed is not used on this screen.</p>	
JF015	<p>FAST PATH FILE NOT OPEN</p> <p>The Fast Path file is NOT available at this time. Try again later.</p>	FAST PATH
JF019	<p>PAYMENT FILE CLOSED</p> <p>The Payment file is NOT available at this time. Try again later.</p>	
JF020	<p>YEARLY ACCOUNT FILE CLOSED</p> <p>The Yearly Account file is NOT available at this time. Thus, the recipient name will not be shown on the screen.</p>	
JF024	<p>END OF RECORDS</p> <p>There are no more Refund Line Items to display for this refund number.</p>	
JF025	<p>SYS ID INVALID FOR THE FAST PATH ENTERED</p> <p>The Fast Path entered is used in multiple systems but not in the one specified. Please qualify Fast Path with the correct system identifier.</p>	SYS ID

JF026	PAYMENT RECORD NOT FOUND There is no Payment Disbursement record for the Prim ID shown.	PRIM ID
JF039	REFUND LINE ITEM FILE CLOSED The Refund Line Item file is NOT available at this time. Thus, Refund Line Items will not be shown on the screen.	
RF001	PLEASE ENTER RFND NMBR Enter a refund number to display Refund Line Items.	RFND NMBR
RF002	SELECT A RFND LINE ITEM TO GO TO MACT SCREEN Enter a non-blank character in the selection column on the line of a Refund Line Item to go to the Monthly Accounts (MACT) screen.	SEL
RF003	PAYMENT RECORD NOT FOUND FOR THE RFND NMBR ENTERED There is no Payment record for the refund number shown.	RFND NMBR

DMAC

(Detail Monthly Account Screen)

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SDFS002I DMAC - JF SDSD Client Pay-in System 07/19/2005 07:59:36
Fast Path: _____ - JF Detail Monthly Account Trans Type: I

Prim ID: XXX111X1 Recip... CLIENT, SAMPLE
Date Eff: 200505 Br..... 3013 Wkr ID PH

Bill Nbr A12345 Bill Stat PD - PAID

Month-To-Date Totals

Amt Bill	223.30	Ovcol Amt.	0.00	Amt Paid.	223.30
+ Amt Adj.	0.00	- Ovcol Rfnd	0.00	- Appl Serv	223.30
-----		-----		- Serv Rfnd	0.00
Tot Bill	223.30	Ovcol Bal.	0.00	-----	
- Amt Paid	223.30			Serv Bal.	0.00

Amt Owed	0.00				

Msg

F2=Menu F3=Exit F4=Mact F5=Serv F6=AdjB F9=Notc

4 # 6/13

Purpose: This is a viewing screen. It displays the detail monthly account information for ALL clients enrolled in the Client Pay-In system.

Access: Accessed through the Main Menu Screen via the Monthly Account (MACT), Provider Services (SERV) or through ADJB or NOTC.

Once you are in DMAC, you may enter any Prime ID or Effective Date. The screen displays the Detail Monthly Account Information for that Prime ID and Effective date. You can also enter another Prime ID and Effective Date from this screen.



Read the bottom of the screen for different options.

Function Keys:

- | | |
|------------|--|
| F2 = MENU | Returns you to the Main Menu screen without a prime number. |
| F3 = EXIT | Returns you to the previous screen you were using. |
| F4 =MACT | Takes to the Monthly Accounts (MACT) screen for the client you are currently processing. |
| F9 = SERV | Takes you to the Provider Services (SERV) screen for the client you are currently processing, to view the client's services. |
| F10 = ADJB | Takes you to the Adjustment screen for the client you are currently processing, to view the client's monthly account adjustments. |
| F8 = NOTC | Takes you to the Notice screen for the client you are currently processing, to view all notices for the client's monthly account screen. |

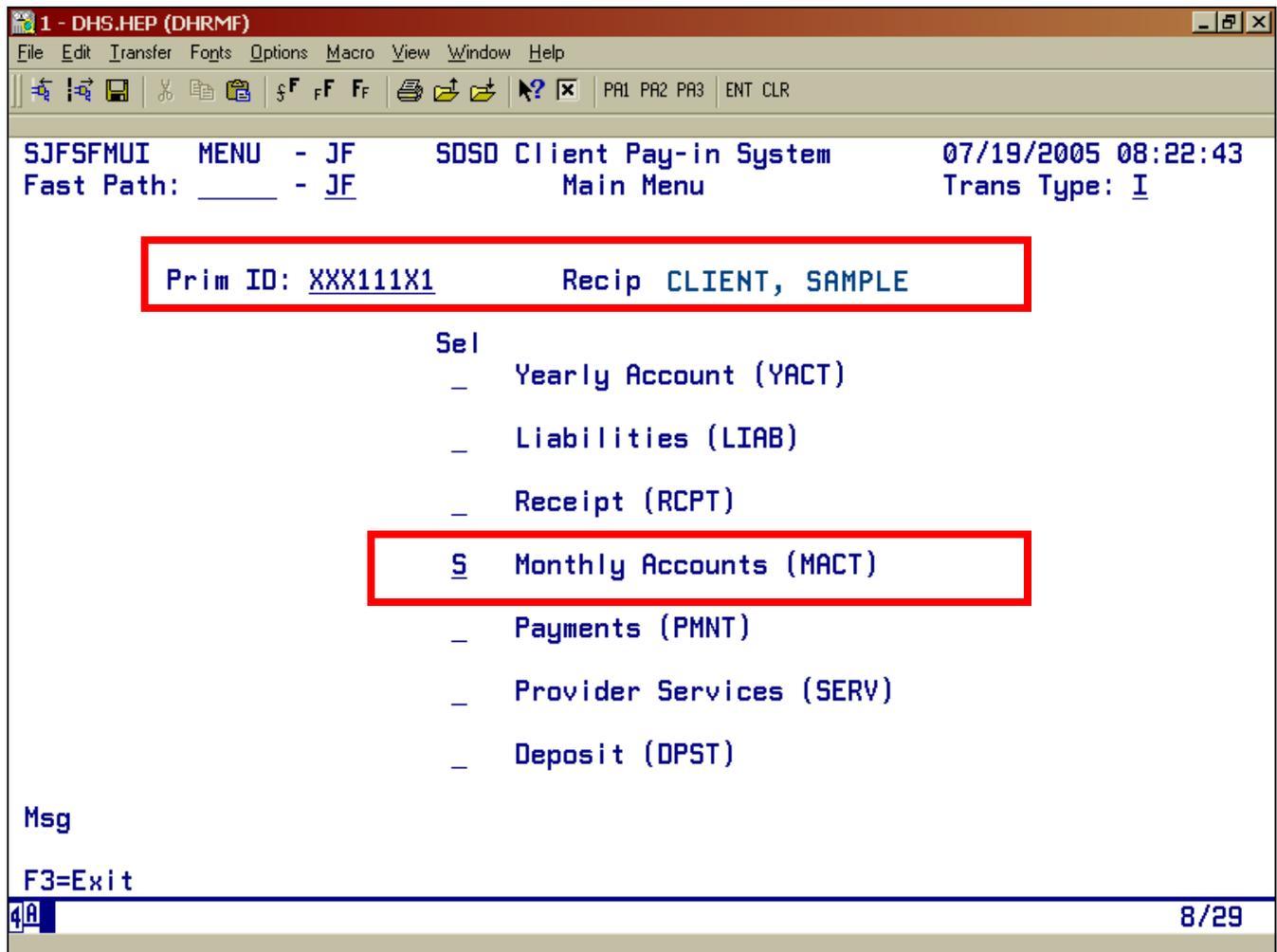
Viewing DMAC from the Monthly Account Screen (MACT)

Procedure:

To view the client's DMAC screen for more detailed information, use the following steps.

1. Type SFMU (Example A)
 - Press <Enter>
2. Type the Prime Number (Example A)
 - Press <Enter>
3. Tab to Receipt (MACT) (Example A)
 - Type **S**
 - Press <Enter>
4. Tab to the Monthly Account (MACT) (Example B)
 - Tab to the particular month under the ACT line
 - Type S
 - Press <Enter>

Example A (Steps 1 -3)



Example B (Step 4)

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS004I MACT - JF S0SD Client Pay-in System 07/19/2005 08:43:47
 Fast Path: _____ - JF Monthly Accounts Trans Type: I

Bill Stat: _____
 Prim ID: XXX111X1 -or- Br: _____ -or- Wkr ID: _____

Act	Prim ID	Date Eff	Bill Stat	Amt Bill	Amt Adj	Tot Bill	Amt Paid	Appl Serv	Bal Serv
	XXX111X1	200507	OS	223.30	0.00	223.30	0.00	0.00	0.00
S	XXX111X1	200506	PD	223.30	0.00	223.30	223.30	223.30	0.00
	XXX111X1	200505	PD	223.30	0.00	223.30	223.30	223.30	0.00
	XXX111X1	200504	PD	223.30	0.00	223.30	223.30	223.30	0.00
	XXX111X1	200503	PD	223.30	0.00	223.30	223.30	223.30	0.00
	XXX111X1	200502	PD	223.30	0.00	223.30	223.30	223.30	0.00
	XXX111X1	200501	PD	217.30	0.00	217.30	217.30	217.30	0.00
	XXX111X1	200412	PD	217.30	0.00	217.30	217.30	217.30	0.00
	XXX111X1	200411	PD	217.30	0.00	217.30	217.30	217.30	0.00
	XXX111X1	200410	PD	217.30	0.08-	217.22	217.22	217.22	0.00
	XXX111X1	200409	PD	217.30	0.00	217.30	217.30	217.30	0.00
	XXX111X1	200408	PD	217.30	0.00	217.30	217.30	217.30	0.00
	XXX111X1	200407	PD	217.30	0.00	217.30	217.30	217.30	0.00

Valid Actions S=Dmac A=AdjB V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
 Msg
 F2=Menu F3=Exit F8=Forw

4A 11/5

Viewing DMAC from the Provider Services Screen (SERV)

Procedure:

To view the client's DMAC screen for more detailed information, use the following steps.

1. Type in SFMU (Example A)
 - Press <Enter>
2. Type in Prime ID (Example A)
 - Press<Enter>
3. Tab to the Provider Services (SERV) (Example A)
 - Type S
 - Press <Enter>
4. At the Provider Services Screen
 - Type the effective date (20YYMM) (Example B)
 - Press <Enter> (See example B)
 - Press F5=DMAC (See example C)

Example A (Steps1-3)

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

SJFSFMUI MENU - JF SDDS Client Pay-in System 07/19/2005 08:53:19
Fast Path: _____ - JF Main Menu Trans Type: I

Prim ID: XXX111X1 Recip CLIENT, SAMPLE

Sel

- Yearly Account (YACT)
- Liabilities (LIAB)
- Receipt (RCPT)
- Monthly Accounts (MACT)
- Payments (PMNT)
- S Provider Services (SERV)
- Deposit (DPST)

Msg

F3=Exit

40 20/29

Example B (Step 4)

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS009I SERV - JF SDDS Client Pay-in System 07/19/2005 08:55:43
 Fast Path: _____ - JF Provider Services Trans Type: I

Prim ID: XXX111X1 -and/or- Eff Date: 200505

Recip

Sel	ICN	Prcs Trans	Prov Type	Prov Nmbr	Serv Beg	Serv End	Bill Tot	S/F Fund	Clnt Paid
_	123456478901	36	HK	123456	050601	050630	1222.60	999.30	223.30
_	123456478901	36	HK	123456	050501	050531	1222.60	999.30	223.30
_	123456478901	36	HK	123456	050401	050430	1222.60	999.30	223.30
_	123456478901	27	HK	123456	050301	050331	1128.41	1128.41	0.00
_	123456478901	36	HK	123456	050301	050331	1128.41	1128.41	0.00
_	123456478901	46	HK	123456	050301	050331	1128.41	905.11	223.30
_	123456478901	36	HK	123456	050201	050228	1128.41	905.11	223.30
_	123456478901	36	HK	123456	050101	050131	1128.41	911.11	217.30
_	123456478901	36	HK	123456	041201	041231	1088.04	870.74	217.30
_	123456478901	36	HK	123456	041101	041130	1088.04	870.74	217.30
_	123456478901	36	HK	123456	041001	041031	1088.04	870.82	217.22
_	123456478901	27	HK	123456	040901	040930	1088.04	870.82	217.22

Msg

F2=Menu F3=Exit F4=Mact F5=Dmac F8=FORW

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DMAC ERROR MESSAGES

Error #	Error Message	Data Items
DM001	PLEASE ENTER PRIME ID AND EFF DATE Enter a prime ID and an effective date.	PRIM ID DATE EFF
DM002	PLEASE ENTER PRIME ID A Prime ID must be entered for the request to be processed.	PRIME ID
DM003	PLEAES ENTER EFF DATE An effective date must be entered for the request to be processed.	DATE EFF
JF003	INVALID SCREEN IDENTIFIER IN FASTPATH The Fastpath entered could not be found.	FAST PATH
JF009	MONTHLY ACCT FILE CLOSED The Monthly Account file is not available at this time. Try again later.	
JF010	PRIME ID/DATE EFF NOT FOUND Monthly account record not found for the Prime ID and date entered.	PRIME ID DATE EFF
JF013	NOTICE FILE CLOSED The Notice file is not available at this time. Try again later.	
JF014	KEY PRESSED INACTIVE FOR THIS SCREEN The key pressed currently does nothing.	
JF015	FASTPATH FILE NOT OPEN The Fastpath file is not available at this time. Try again later.	
JF025	SYS ID INVALID FOR THE FASTPATH ENTERED The two-characters following the Fastpath entry field contains the system ID of the screen. Enter the correct system ID for the screen to uniquely identify the screen.	SYS ID

RCPT

(Receipting Account Screen)

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
[Icons] $F F F [Icons] PA1 PA2 PA3 ENT CLR

SDFS007C RCPT - JF      SOSO Client Billing System      07/15/2005 15:02:45
Fast Path: ____ - JF      Receipt                          Trans Type: I

Prim ID:  XXX111X1      Recip. CLIENT, SAMPLE          Stat Rcpt. VA
Rcpt Type: PC          Br.... 3013                   Rcpt Nnbr. M86233
Rcpt Id:   3188        Wkr ID PH                      Bank Dep.. U38921
                                           RACF User. HSBJL00
Trans Amt:  223.30    Appl Bill      223.30          Date Trans 07/12/2005
                                           Last Chg.. 07/12/2005
                                           15:22:03

-----
                        Receipt Application
-----
                Sel          Date Eff          Appl Bill
                -           200506           223.30

Msg

F2=Menu F3=Exit F4=Pmnt F10=NEXT
4 | 14/23
```

Purpose: This screen allows you to display and update client receipting account information from the Client Pay-In system.

Access: Accessed through the Main Menu Screen via the Receipt (RCPT) or via the MACT screen. The system displays the most current receipt information for the Prime ID entered.

Once you are at RCPT, you can enter any Prime ID, and the system displays the most recent receipt records.

While you are in the inquire mode (Trans Type =1), you can change the Prime ID at any time.

The screen displays one receipt record at a time. To view additional receipts use the appropriate function keys.



Read the bottom of the screen for different options.

Function Keys:

- | | |
|------------|--|
| F2 = MENU | Returns you to the Main Menu screen without a prime number. |
| F3 = EXIT | Returns you to the previous screen you were using. |
| F4 =PMNT | Takes you to the Payment screen for the client you are currently processing. |
| F9 = Prev | Retrieves the previous receipt record for the Prime ID you have entered. This key is only functional when it is shown at the bottom of the screen. |
| F10 = Next | Retrieves the next receipt record for the Prime ID you have entered. This key is only functional when it is shown at the bottom of the screen. |

Inquiry on a Receipt

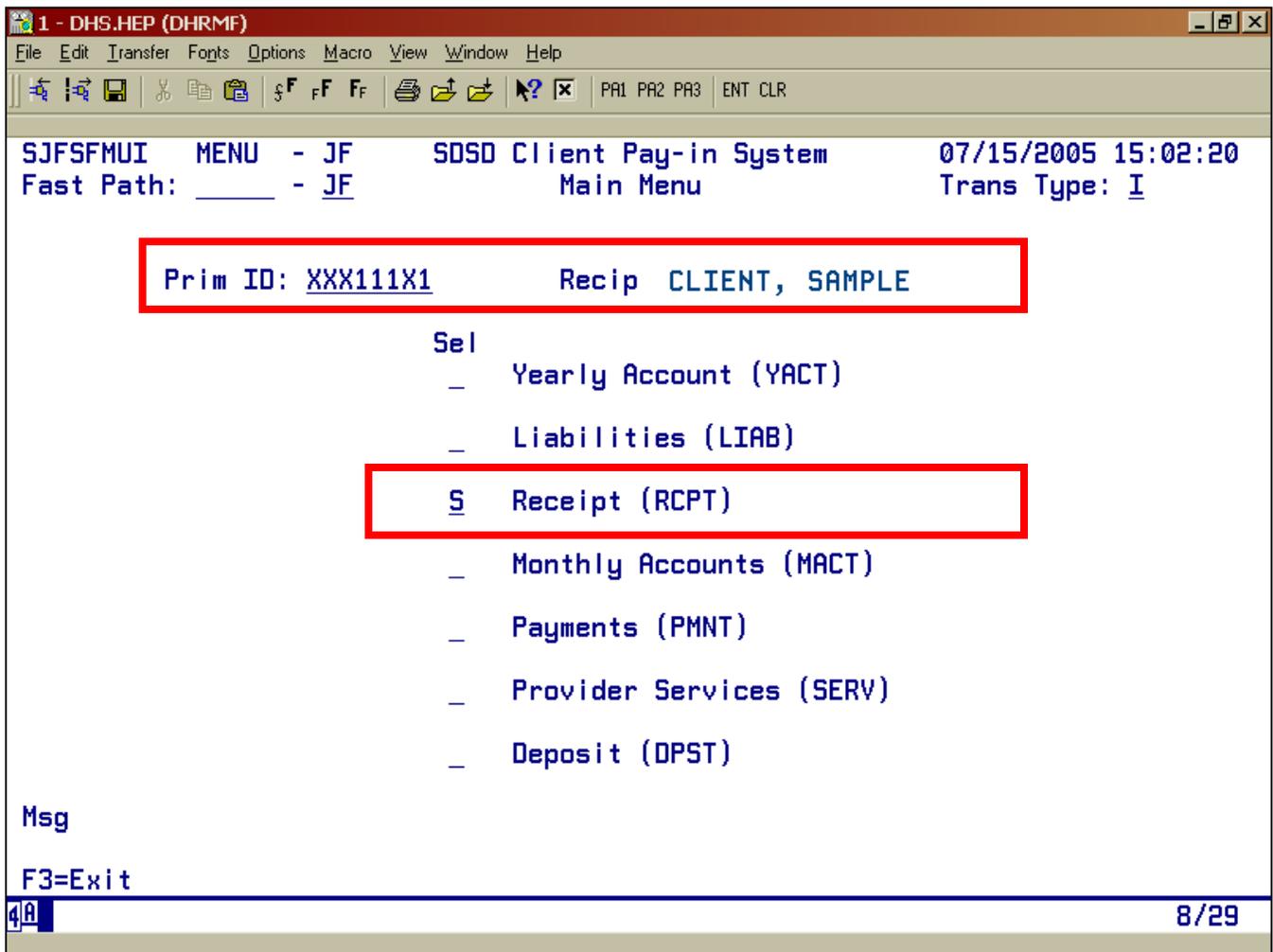
Procedure:

To view the client's RCPT screen for more detailed information, use the following steps.

1. Type SFMU (Example A)
 - Press <Enter>
2. Type the Prime Number (Example A)
 - Press <Enter>
3. Tab to Receipt (RCPT) (Example A)
 - Type **S**
 - Press <Enter>
4. To move to the next receipt (Example B)
 - Press F10=Next
5. To move to the previous receipt (Example B)
 - Press F9=Previous

Once you have viewed this receipt, if you would like to view others, tab to the "Sel" line and type S and <Enter>. This will take you to the MACT screen where you may select another line in MACT and type in R for RCPT.

Example A (Steps 1 -3)



Example B (Steps 4 & 5)

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SDFS007C RCPT - JF SDFS Client Billing System 07/19/2005 09:33:31
Fast Path: _____ - JF Receipt Trans Type: I

Prim ID: XXX111X1 Recip. CLIENT, SAMPLE Stat Rcpt. VA
Rcpt Type: PC Br.... 3013 Rcpt Nbr. M86233
Rcpt Id: 3188 Wkr ID PH Bank Dep.. U38921
RACF User. HSBJL00
Trans Amt: 223.30 Appl Bill 223.30 Date Trans 07/12/2005
Last Chg.. 07/12/2005
15:22:03

Receipt Application

Sel	Date Eff	Appl Bill
-	200506	223.30

Msg

F2=Menu F3=Exit F4=Pmnt F10=NEXT

4A 14/23

Adding a Receipt

Procedure:

1. Type in SFMU
 - Press <Enter>
2. Tab to Receipt (RCPT)
 - Type S
 - Press<Enter>
3. Tab to Trans Type
 - Type A
 - Type Prime ID
 - Press <Enter>
4. To receipt payments for the following types of deposits:
 - PC-Personal Check
 - With check number (see example A)
 - Without check number (see example B)
 - MO-Money Order (See example C)
 - OT-Other (See example D)
 - CU-Cash (See example E)
5. Press <Enter>
6. Message will ask, Do you want to add this receipt?
 - If correct type Y, If incorrect type N
 - Press <Enter>
7. Check that message reads Successfully added.
8. Curser moves back to Trans Type. Follow steps 3 through 6 until completed.
9. Balance checks and run a tape.

Example A (PC-Personal Check with a check number)

Use this when receipting a personal check with a check number. The Rcpt ID is the check number.

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS007C RCPT - JF S0SD Client Billing System 07/15/2005 15:46:06
 Fast Path: _____ - JF Receipt Trans Type: A

Prim ID: XXX111X1 Recip. CLIENT, SAMPLE Stat Rcpt. VA
 Rcpt Type: PC Br.... 3013 Rcpt Nmbr. M86233
 Rcpt Id: 3188 Wkr ID PH Bank Dep.. U38921
 RACF User. HSBJL00
 Trans Amt: 223.30 Appl Bill 223.30 Date Trans 07/12/2005
 Last Chg.. 07/12/2005
 15:22:03

Receipt Application

Sel Date Eff Appl Bill
 - 200506 223.30

Example B (PC-Personal Check without a check number)

Use this when you are receipting a personal check without a check number. Use Eight 9's as the Rcpt ID to identify this type of transaction.

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS007C RCPT - JF S0SD Client Billing System 07/15/2005 15:46:06
 Fast Path: _____ - JF Receipt Trans Type: A

Prim ID: XXX111X1 Recip. CLIENT, SAMPLE Stat Rcpt. VA
 Rcpt Type: PC Br.... 3013 Rcpt Nmbr. M86233
 Rcpt Id: 99999999 Wkr ID PH Bank Dep.. U38921
 RACF User. HSBJL00
 Trans Amt: 223.30 Appl Bill 223.30 Date Trans 07/12/2005
 Last Chg.. 07/12/2005
 15:22:03

Receipt Application

Sel Date Eff Appl Bill
 - 200506 223.30

Example C (MO-Money Order)

Use this when receipting a money order. The Rcpt ID is the money order number.

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
[Paste] [Print] [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [PA1] [PA2] [PA3] [ENT] [CLR]

SJFS007C RCPT - JF      S0SD Client Billing System      07/15/2005 15:46:06
Fast Path: _____ - JF      Receipt                          Trans Type: A

Prim ID: XXX111X1      Recip. CLIENT, SAMPLE          Stat Rcpt. VA
Rcpt Type: MO          Br.... 3013                   Rcpt Nbr. M86233
Rcpt Id: 12345678     Wkr ID PH                      Bank Dep.. U38921
Trans Amt: 223.30     Appl Bill 223.30              RACF User. HSBJL00
                                           Date Trans 07/12/2005
                                           Last Chg.. 07/12/2005
                                           15:22:03

Receipt Application
-----
Sel      Date Eff      Appl Bill
-        200506      223.30
```

Example D (OT-Other)

Use this when receipting any "other" type of transaction, including a check written on behalf of a client. Important: If the person that is writing the check is not our client, write the client's name and the client's Prime ID on the check. This is so we can credit the correct account and locate the appropriate account if the check is returned from the bank NSF-Non Sufficient Funds.

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
[Paste] [Print] [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [PA1] [PA2] [PA3] [ENT] [CLR]

SJFS007C RCPT - JF      S0SD Client Billing System      07/15/2005 15:46:06
Fast Path: _____ - JF      Receipt                          Trans Type: A

Prim ID: XXX111X1      Recip. CLIENT, SAMPLE          Stat Rcpt. VA
Rcpt Type: OT          Br.... 3013                   Rcpt Nbr. M86233
Rcpt Id: 123          Wkr ID PH                      Bank Dep.. U38921
Trans Amt: 223.30     Appl Bill 223.30              RACF User. HSBJL00
                                           Date Trans 07/12/2005
                                           Last Chg.. 07/12/2005
                                           15:22:03

Receipt Application
-----
Sel      Date Eff      Appl Bill
-        200506      223.30
```

Example E (CU-Cash)

Use this when receipting in cash.

SJFS007C RCPT - JF SDSA Client Billing System 07/15/2005 15:46:06
Fast Path: _____ - JF Receipt Trans Type: A

Prim ID: XXX111X1 Recip. CLIENT, SAMPLE Stat Rcpt. VA
Rcpt Type: CU Br.... 3013 Rcpt Nmbr. M86233
Rcpt Id: Wkr ID PH Bank Dep.. U38921
RACF User. HSBJL00
Trans Amt: 223.30 Appl Bill 223.30 Date Trans 07/12/2005
Last Chg.. 07/12/2005
15:22:03

Receipt Application

Sel	Date Eff	Appl Bill
-	200506	223.30

Voiding an existing receipt record

Procedure to void a receipt that *does not* have a bank deposit number:

(If you have a receipt that needs to be voided, and the receipt has a deposit number, call: Financial Services Receipting & Trust at 503-947-1090.)

1. Type in SFMU
 - Press <Enter>
2. Tab to Receipt
 - Type S
 - Press <Enter>
3. Trans Type
 - Tab to Trans Type in the RCPT screen
 - Type V
 - Press <Enter>

The receipt must have a STAT RCPT = VA for you to be able to void.

If this record cannot be voided, the screen displays an error message. Otherwise, the screen will ask you to confirm the void with a Y or N.

- Y-will void the receipt, and back out the amounts on MACT and YACT. A screen message confirms that the record has been voided.
- N-cancels the void and returns you to the inquire mode. You can also change the void by changing the Trans Type to an I and pressing <Enter>.

Receipts and Deposits

- Per ORS rules, the payments must be deposited the same day as received, or the next business day.
- Deposits must ABSOLUTELY be entered into SFMU on the same day that the receipts are entered.
- If the workday ends before a bank deposit can physically be made, the delivery may be made the following day.
- Under NO circumstances should a deposit be delivered before all entries have been made into SFMU and it has been verified that the receipts balance to the deposit.

NSF Checks

- NSF checks will go to the Pay-In Technician. If necessary, the tech will void the check on SFMU and mail it to the branch for collection. When the payment is collected, it will need to be reentered into SFMU.
- If the check is not on SFMU, the Pay-In Technician will take care of the bookkeeping end. When the branch receives the payment for the NSF, it will be receipted with a new receipt and deposit it just like the original payment. However, the receipt must indicate that the payment is for an NSF check.

DHS29 General Receipt (Replacing the AFS29)

- Fill out the AFS29 or the DHS29 for the client if they are paying for the current month.
- Use one receipt for each check/person.
- When one check for multiple clients is received, there must be one receipt made for each client.
 - If there is not individual receipt numbers, the payments will not be posted correctly.
 - For this situation, indicate on the receipt that this is payment 1 of 12 with check number XXXX, so that it may be tracked.
- When multiple checks are received for one client, there needs to be multiple receipts made.
 - Entry into SFMU must be made separately as well with different check and numbers for each entry. This is especially important with NSF checks.

Canada Checks

If a Canada check is received, it must be deposited the same day.

Procedure

Deposit the check as is. Do not call the bank for exchange rates.

Fill out a DHS29 General Receipt.

Indicate that the amount of the check was Canadian\$ or USD

Fill out a deposit slip.

If the check is in Canadian dollars, the Department will get a Transaction Advice from Treasury indicating the amount of the discount. Receipting will then make any corrections necessary.

Elderplace Client

You must identify all Elderplace clients in the description of the DHS29 receipt. Use the receipt code of 308 for these Elderplace clients.

RCPT ERROR MESSAGES

Error #	Error Message	Data Items
JF003	INVALID SCREEN IDENTIFIER IN FASTPATH The Fastpath entered could not be found.	FAST PATH
JF009	MONTHLY ACCT FILE CLOSED The monthly account file is not available at this time. Try again later.	
JF014	KEY PRESSED INACTIVE FOR THIS SCREEN Key pressed currently does nothing.	
JF015	FASTPATH FILE NOT OPEN The Fastpath file is not available at this time. Try again later.	
JF018	APPLIED RECEIPTS FILE CLOSED The applied receipts file is not available at this time. Try again later.	
JF019	PAYMENT FILE CLOSED The payment file is not available at this time. Try again later.	
JF020	YEARLY ACCUNT FILE CLOSED The yearly account file is not available at this time. Try again later.	
JF021	PROVIDER SERVICE FILE CLOSED The provider service file is not available at this time.	

Error #	Error Message	Data Items
	Try again later.	
JF025	SYS ID INVALID FOR THE FASTPATH ENTERED The two-characters following the Fastpath entry field contains the System ID of the screen. Enter the correct system ID for the screen to uniquely identify the screen.	SYS ID
JF040	USER NOT AUTHORIZED OR UPDATE ACTION REQUESTED An update action (i.e. Trans Type A, V or N) has been entered for which you have not been authorized. Contact your RACF Sub Administrator for questions on authorization.	
JF041	USER NOT IN SAME DISTRICT AS CLIENT UPDT NOT AUTHORIZED Your branch is not in the same district as the client you are trying to update. Contact your RACF Sub Administrator for questions on authorization.	
RC001	DO YOU REALLY WANT TO ADD THIS RECEIPT? A request to add a receipt has been entered. If the information entered is correct, reply Y to add the receipt. If the information entered is not correct, reply N to open fields for change. To cancel, add and return to inquire mode, change Trans Type to I and press enter.	
RC002	RECEIPT SUCCESSFULLY ADDED The receipt being displayed has just been added to the payment file.	
RC005	RECEIPT MARKED AS NON SUFFICIENT FUND The receipt being displayed has just been marked as NSF (non sufficient funds). The Stat Rcpt on the	

Error #	Error Message	Data Items
	screen will display NS to indicate the receipt has been marked as NSF.	
RC006	DO YOU REALLY WANT TO VOID THIS RECEIPT? A request to void a receipt has been entered. If this is the correct receipt to void, reply Y. To cancel the request reply N or change the Trans Type to I and press enter.	
RC007	RECEIPT DISPLAYED IS MARKED AS NSF The receipt being displayed was previously marked as NSF.	
RC008	CANNOT DO VOID PENDING ADJ FOUND FOR PRIM ID ENTERED A request to void a receipt was entered. However, one or more pending adjustments were found for the Prime ID entered and the request was cancelled. The pending adjustments for the Prime ID entered must be processed before voiding the receipt.	
RC009	NO RECEIPTS FOUND FOR PRIM ID ENTERED There were no receipts found on the payment file for the Prime ID entered.	PRIME ID
RC010	INVALID TRANS TYPE MUST BE A, V, N OR I Something other than an A, V, N or I was entered in the Trans Type. Please correct and press enter.	TRANS TYPE
RC011	CLIENT WAS REFUNDED ON THE RECEIPT \$99,999.99 A request to void a receipt or mark it as NSF was completed, but the amount displayed was not recovered. The client overpaid and was refunded the amount shown.	
RC012	MONTHLY ACCT RECORD NOT FOUND FOR	PRIME ID

Error #	Error Message	Data Items
	<p>PRIM ID ENTERED A monthly account record was not found for the Prime ID entered. Contact SPD Information Systems.</p>	
RC013	<p>PLEASE ENTER PRIME ID Enter was pressed but there was no Prime ID to process.</p>	PRIME ID
RC014	<p>PLEASE ENTER Y OR N A request was entered (Add, Void or NSF) which requires a Y or N reply to complete. To cancel request and return to inquire mode, change trans type to I and press enter.</p>	ANS
RC015	<p>INVALID ANS, ENTER Y OR N Something other than a Y or N was entered. Correct and press enter to continue processing.</p>	ANS
RC016	<p>RECEIPT SUCCESSFULLY VOIDED The receipt being displayed has just been voided. The Stat Rcpt on the screen will display VD to indicate the receipt has been voided.</p>	
RC017	<p>CANNOT DO NSF. PENDING ADJ FOUND FOR RECEIPT A request to NSF a receipt was entered. However, one or more pending adjustments are found for the Prime ID entered and the request was cancelled. The pending adjustments for the Prim ID entered must be processed before marking the receipt as NSF.</p>	
RC018	<p>DO YOU REALLY WANT TO MARK THIS RECEIPT NSF? A request to mark a receipt as NSF has been entered. If it is the correct receipt to mark as NSF, reply with Y.</p>	

Error #	Error Message	Data Items
	To cancel the request reply N or change the Trans Type to I and press enter.	
RC019	RECEIPT ALREADY VOIDED A request has been entered to void the receipt or mark it as NSF. However, the receipt has already been voided and cannot be voided or marked NSF again.	
RC020	RECEIPT ALREADY MARKED NSF A request has been entered to void the receipt or mark it as NSF. However, the receipt has already been marked NSF and cannot be voided or marked NSF again.	
RC022	INVALID RECEIPT TYPE Valid Receipt types are CU-Currency, MO-Money Order, PC-Personal Check or OT-Other. Please correct and press enter.	RCPT TYPE
RC023	REFERENCE NMBR REQUIRED WITH RECEIPT TYPE PC When a receipt type or PC has been entered, the reference number is also required. Please correct and press enter.	REF NMBR
RC024	AMT OF RECEIPT MUST BE GREATER THAN ZERO The Amt Rcpt must be greater than zero. Please correct and press enter.	AMT RCPT
RC025	RECEIPT DISPLAYED IS VOID The receipt being displayed was previously voided.	

Once you are at DPST you may enter any deposit number and press <Enter>. If you leave it blank, the system will bring back the last deposit that was made in your branch.

The screen displays up to 11 receipt records at a time. You can display additional records with one of the function keys shown at the bottom of the screen.

Reminder:

- Per ORS rules, the payments must be deposited the same day as received, or the next business day.
- Deposits must ABSOLUTELY be entered into SFMU on the same day that the receipts are entered.
- If the workday ends before a bank deposit can physically be made, the delivery may be made the following day.
- Under NO circumstances should a deposit be delivered before all entries have been made into SFMU and it has been verified that the receipts balance to the deposit.

Function Keys:

F2 = MENU	Returns you to the Main Menu screen without a prime number.
F3 = EXIT	Returns you to the previous screen you were using, bringing the data along from the current screen.
F7 =Back	Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen.
F8 = Forw	Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen.
F9 = Prev Dep	Displays the previous (older) deposits, if they exist.
F10= Next Dep	Displays the next deposit if one exists.

To Enter Deposits

Procedure:

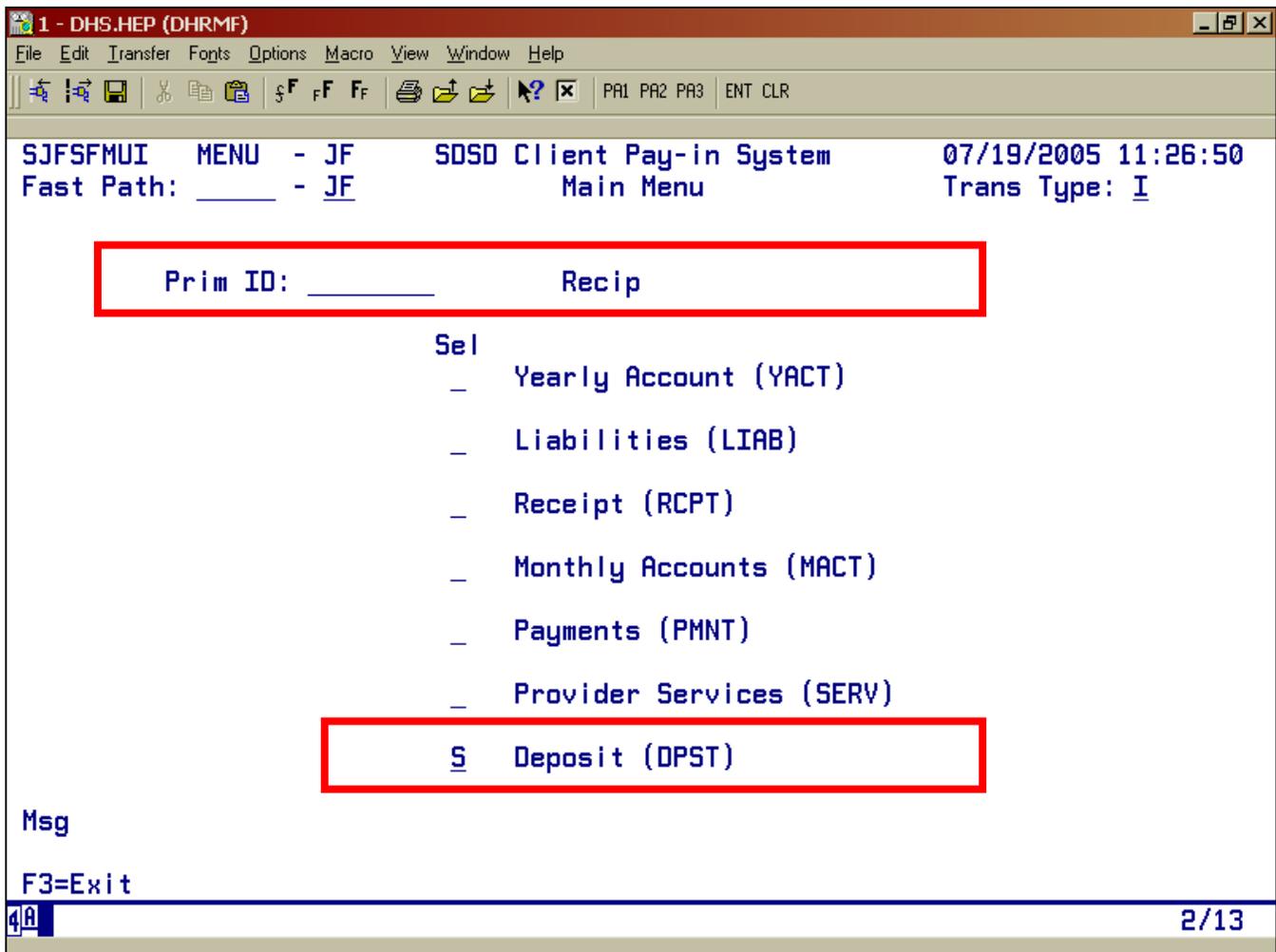
1. Type SFMU (Example A)
 - Press <Enter>
2. Tab to Deposit (DPST) (Example A)
 - Type **S**
 - Press <Enter>
3. Press Shift+Tab (back tab) to move to the Trans Type
 - Type A
 - Press <Enter>
4. Type the deposit number
 - Use the following letters for the appropriate bank for your branch:
 - US Bank - U+Number
 - Bank of America - A+Number
 - Klamath First Federal - K+Number
 - Community Bank - W+Number
 - Press <Enter>
5. Message reads: Mark all receipts for this branch?
 - Tab to N at the bottom half of the screen
 - Type Y
 - Press <Enter>

To reconcile out-of balance batch

- Match checks to tape
 - Match tape to deposit screen
 - Match checks to deposit screen
6. Compare the dollar amount in the Amt Dpst on the screen, with the dollar amount on your tape. Make sure the amounts match.
 7. Back tab to the Amt
 - Type the dollar amount (with decimal) from the tape.
 - Press <Enter>

8. Message reads: Add this deposit?
 - Type Y
 - Press <Enter>
9. Print the deposit screen
10. Make the deposit
11. Send the following to the Pay-In Technician, Financial Management Unit:
 - Pink copy of deposit slip after it has been taken to the bank
 - The deposit print screens showing the deposit total, and that all the entries have been updated.
 - A separate deposit slip for all non SFMU receipts
 - Yellow copy of the DHS 029

Example A (Steps 1 -3)



Filling out the Deposit Slip

Procedure:

Deposit slips should always be completed before going to the bank. Include the following information:

- Field office name (may be pre-printed)
- Date
- Account number (should be pre-printed)
- Coin and currency listed separately in area provided
- Checks listed by amount and ABA number (if listing checks on tape, attach tape to deposit slip and stamp tape with endorsement stamp)
- Total of deposit on deposit slip

Things to do

- Place all cash in front of checks. The cash should be faced and in order by denomination
- Have all copies of the deposit slip validated by the bank
- Send controller's (pink) copy of all deposit slips for the bank to:

**Client Pay-In Technician
DHS Receipting and Trust Unit
2575 Bittern St NE
Salem, OR 97301-4521**

Remember that the validation of the deposit slip of a receipt does nothing more than confirm that the deposit was made, and when. It does not confirm the accuracy of the information presented on the deposit slip.

That confirmation is done by the bank's proof department later the same day, and by the agency upon notification of Treasury of credit for the deposit.

Agency verification is the only way to detect that the amount credited from Treasury is the same as the amount that was validated on the receipt.

Things NOT to do

- Do Not list coin or currency in check area of deposit slip
- Do Not include Traveler's Checks with cash; list as checks
- Do Not send copies of voided deposit slips to Treasury
- Do Not cash personal checks out of cash receipts

Endorsements

All checks must be properly and clearly endorsed, preferably with a rubber endorsement stamp. The approved format for endorsement stamps is:

FOR DEPOSIT ONLY
Treasurer, State of Oregon
(Agency Name) – (Agency Account No.)
(Bank Name)
(Bank Account No.)

Important points

- All you will send in is a print screen of DPST, and the deposit slip after you have been to the bank. The bank stamp should be on the deposit slip and the dollars will match to SFMU and your deposit.
- Do not send the payment receipt in with the deposit.
- Do not mix the deposits for the client pay-in and reimbursement of past assistance.
- Do one deposit for the Client Pay-In.
- Do one deposit for reimbursement of past assistance or other receipt code.
- Do one deposit for Trust & Agency.

DPST ERROR MESSAGES

Error #	Error Message	Data Items
DP001	BANK DEPOSIT NOT FOUND Deposit record does not exist for number entered.	BANK DEP
DP002	ADD DEPOSIT? Y to add the new deposit, N to go back into input mode.	ANS
DP003	SAVE CHANGES TO THIS DEPOSIT? Y to save the changes to this deposit, N to go back to input mode.	ANS
DP004	NO DEPOSIT FOUND FOR BRANCH You pressed enter with the Bank Dep number blank, the screen searches for the most recent deposit. None were found for your branch.	DEP BR
DP005	MUST ENTER DEPOSIT NUMBER Deposit number is blank, must be filled to add a new deposit.	BANK DEP
DP006	DEPOSIT ALREADY EXISTS A deposit already exists with the same Bank Dep number you are trying to add. The Bank Dep number must be unique statewide.	BANK DEP
DP007	MARK/UNMARK RECEIPTS FOR DEPOSIT Place any character in the Act column to change the Rcpt Dep flag (Y=deposit, N=do not include in deposit)	ACT RCPT DEP
DP008	DEPOSIT CURRENTLY BEING DONE IN BRANCH Only one deposit per branch can be updated at a time.	DEP BR
DP009	DEPOSIT DATE GREATER THAN CURRENT DATE Deposit date must be less than or equal to the current date.	DEPOSIT (DATE)
DP010	DEPOSIT UPDATED SUCESSFULLY Deposit record was added/changed successfully.	

Error #	Error Message	Data Items
EN022	UPDATE ACTION CANCELLED You changed the Trans Type back to an I which cancelled the update action.	TRANS TYPE
JF014	KEY PRESSED INACTIVE FOR THIS SCREEN Key pressed currently does nothing.	
JF023	INVALID ANS- MUST BE Y OR N Must be a Y or an N.	ANS
JF024	END OF RECORDS No more records exist in the requested direction of browse.	
JF025	SYS ID INVALID FOR THE FASTPATH ENTERED The second group of two characters in the Fastpath must be a valid System ID.	FAST PATH
JF040	USER NOT AUTHORIZED FOR UPDATE ACTION REQUESTED An update action (i.e. Trans Type + A or C) has been entered for which you have not been authorized. Change the Trans Type to I and press enter to return to inquire mode. Contact your RACF Sub Administrator for questions on authorization.	
JF041	USER NOT IN SAME DISTRICT AS CLIENT. UPDATE NOT AUTHORIZED Your branch must be in the same district as the deposit you wish to update.	
JF044	INVALID TRANS TYPE 0 MUST BE I, A OR C The transaction type must be: I= inquire existing deposit records A= add new deposit C= change existing deposit	TRANS TYPE

NOTC

(Notice Screen)

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
SJFS005I NOTC - JF S0SD Client Pay-in System 07/19/2005 14:51:57
Fast Path: _____ - JF Notice Trans Type: I
Note Nmbr: A12345 Type Not BL - BILLING NOTICE Rec Crte 06/27/2005
+-----+
| Sent To:                                     |
| Prim ID   XXX111X1                          |
| Mail Name CLIENT, SAMPLE                    |
| Mail Str. 500 SUMMER ST                     |
| Mail City SALEM                             |
| Mail St.. OR Mail Zip 97301 - 0000          |
+-----+
Prov Nmbr
Br..... 3013
Wkr ID... PH
Msg
F2=Menu F3=Exit F4=Mact F5=Dmac F8=Forw
4A 5/13
```

Purpose: This screen displays the notice information for all clients enrolled in the SPD Client Pay-In system. It displays a snapshot of where each notice was mailed.

Access: Accessed through the Main Menu Screen via the Monthly Account (MACT).

All notices/bills are sent to the mailing address that appears on the CMS file. You may not generate a duplicate notice.

Function Keys:

- F2 = MENU Returns you to the Main Menu screen without a prime number.
- F3 = EXIT Returns you to the previous screen you were using, bringing the data along from the current screen.
- F7 =Back Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen.
- F8 = Forw Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen.
- F9 = Prev Dep Displays the previous (older) deposits, if they exist.
- F10= Next Dep Displays the next deposit if one exists.

Notice Screen

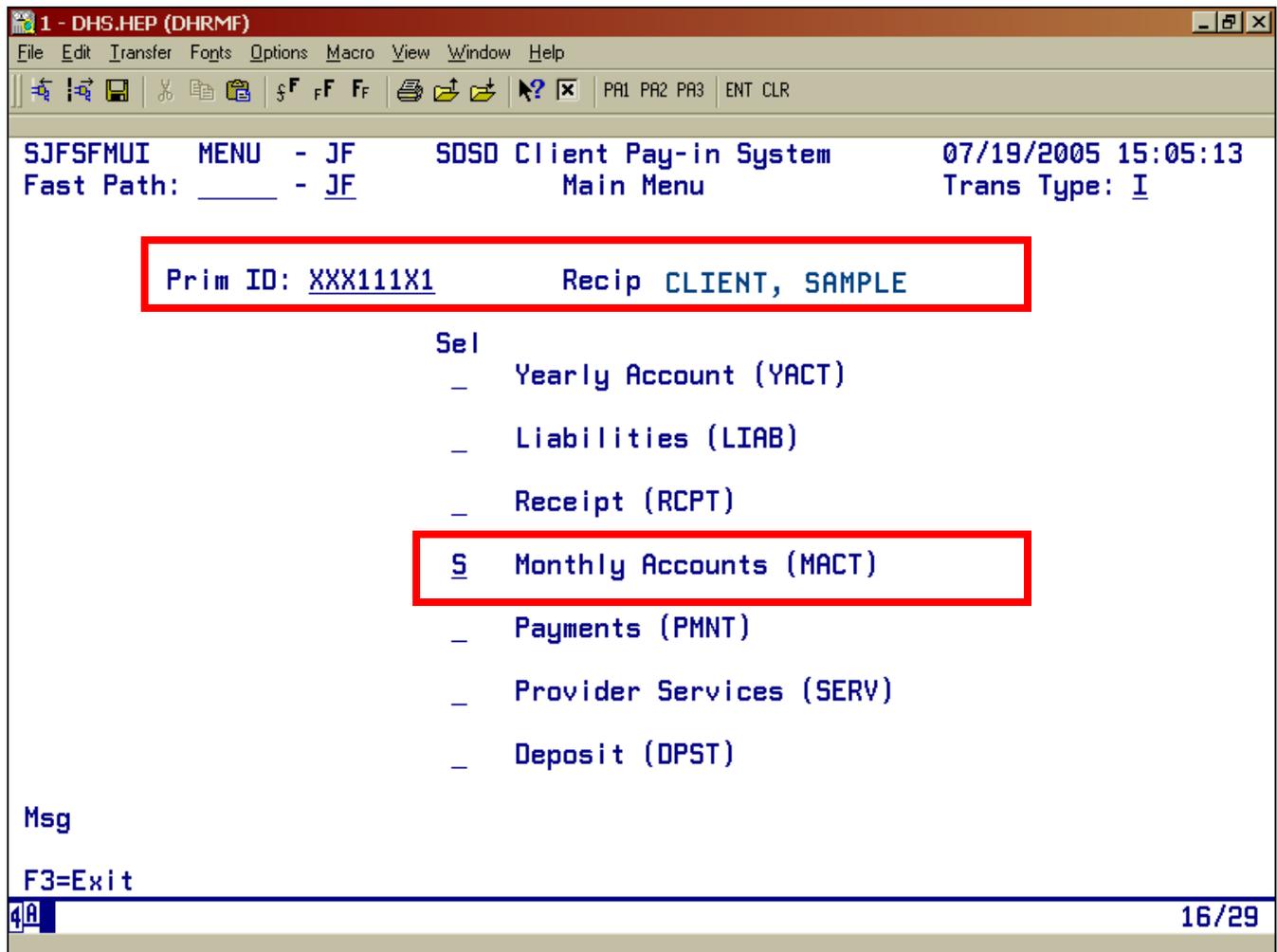
Procedure:

1. Type SFMU (Example A)
 - Press <Enter>
2. Type in the Prime ID (Example A)
 - Press <Enter>
3. Tab to the Monthly Account (MACT)
 - Type S
 - Press <Enter>
4. Tab to the ACT line you wish and type N
 - Press <Enter>

To view all notices for the month, look at the bottom of the screen and check for the appropriate function keys.

Press F4=MACT to return to the Monthly Account screen. If you wish to view the notices for a different month, repeat the procedure described above.

Example A



ANY BRANCH - SENIOR SERVICES
PO BOX 1111
ANYWHERE, OR 99999-9999

STATE OF OREGON
DEPARTMENT OF
HUMAN SERVICES

SENIORS AND
PEOPLE WITH
DISABILITIES

SMITH, JOHN
PO BOX 111
ANYWHERE, OR 99999

Payment Notice

Date: Nov 26, 2004
Account Number: AAA0000A
Bill Notice: I00000

To get In-Home services, you must make a payment each month to the Department of Human Services, Seniors and People with Disabilities. You must pay the full amount. Payment is due upon receipt. Payment is past due if not received by the 10th.

***See next page for amount owing.**

NOTE: If your account has a previous billing amount and you were sent a Services Termination Notice your account will remain closed until payments or other adjustments are made.

Use the enclosed envelope to send payment. **Do NOT send cash.** Make checks or money orders payable to Seniors and People with Disabilities. If you have any questions, contact your case manager at the [ANYBRANCH] office, phone number [999-1111].

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/26/2004	Previous Billing	\$114.30
11/26/2004	Current Billing for Dec 2004	\$114.30 +
12/4/2004	Payment Received	<u>\$114.30</u> -
		\$114.30

Keep this part for your records

Return this part with your payment

Department of Human Services
 Client Pay-In For Services Payment
 PO Box 14175
 Salem, OR 97309-9937

Branch: 0001
 Account: AAA0000A
 Bill Notice: I00000
 Amount Due: **\$114.30**
 Amount Enclosed: _____

(Amount payable to Seniors and People with
 Disabilities)

SDS 1400 (03/05) SC001

ANY BRANCH - SENIOR SERVICES
PO BOX 1111
ANYWHERE, OR 99999-9999

STATE OF OREGON
DEPARTMENT OF
HUMAN SERVICES

SENIORS AND
PEOPLE WITH
DISABILITIES

SMITH, JOHN
PO BOX 111
ANYWHERE, OR 99999

Supplemental Billing Notice

Date: 12/16/2004
Account Number: AAA0000A
Bill Notice: I00000
Supp Bill Notice Nmbr: AA0045

There is a change to your billing for services. This notice explains the change.

***See next page for change.**

Use the enclosed envelope to send payment. **Do NOT send cash.** Make checks or money orders payable to Seniors and People with Disabilities.

If you have any questions, contact your case manager at the [ANYBRANCH] office, phone number [999-1111].

<u>Reason</u>	<u>Bill Reference</u>	<u>Change in Amount</u>
Under billing	AA0001	\$50.00+

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/26/2004	Billing for Nov 2004	\$114.30 +
12/4/2004	Payment Received	<u>\$114.30-</u>
	Current Change	\$50.00+
	Amount Due	\$50.00

Keep this part for your records

Return this part with your payment

Department of Human Services
Client Pay-In For Services Payment
PO Box 14175
Salem, OR 97309-9937

Account: AAA0000A - Williams, John Branch: 0001

Bill Notice: I00000

Supp Bill Notice Nmbr: AA0045

Amount Due: **\$50.00**

Amount Enclosed: _____

(Amount payable to Seniors and People with
Disabilities)

ANY BRANCH - SENIOR SERVICES
PO BOX 1111
ANYWHERE, OR 99999-9999

STATE OF OREGON
DEPARTMENT OF
HUMAN SERVICES

SENIORS AND
PEOPLE WITH
DISABILITIES

SMITH, JOHN
PO BOX 111
ANYWHERE, OR 99999

Services Termination Notice

Date: Dec 15, 2004
Account Number: AAA0000A
Bill Notice: AA0001
10-Day Notice Number: AA0045

You are paying in to the State for the cost of your in-home care services. Our records show we have not received your monthly service payment for [Dec 2004]. You must make your monthly pay-in to remain eligible for the in-home services program. Since we have not received your payment, your services will end [December 31, 2004].

***See next page for your hearing rights.**

Rule 461-160-0620, 461-185-0050 and Rule 461-180-0040
--

Use the enclosed envelope to send payment. **Do NOT send cash.** Make checks or money orders payable to Seniors and People with Disabilities.

<u>Description</u>	<u>Amount</u>
Total Payment Overdue	\$200.00+

Keep this part for your records

Return this part with your payment

Department of Human Services
Client Pay-In For Services Payment
PO Box 14175
Salem, OR 97309-9937

Account: AAA0000A - Williams, John Branch: 0001

Bill Notice: AA0001

10-Day Notice Number: AA0177

Amount Due: \$200.00

Amount Enclosed: _____

(Amount payable to Seniors and People with Disabilities)

SDS ? (01/05)?

ANY BRANCH - SENIOR SERVICES
PO BOX 1111
ANYWHERE, OR 99999-9999

STATE OF OREGON
DEPARTMENT OF
HUMAN SERVICES

SENIORS AND
PEOPLE WITH
DISABILITIES

SMITH, JOHN
PO BOX 111
ANYWHERE, OR 99999

Payment Authorization Termination Notice

Date:	Dec 15, 2004
Account Number:	AAA0000A
Provider Number:	123456
Provider Notice Number:	AA0199

The person you provide services to, [Williams, John D], may not be eligible to receive in-home services after [December 31, 2004].

Please contact the [ANYBRANCH] office, phone number [999-1111], to find out if this person is eligible to receive in-home care, before you provide any services after the above date.

The payment voucher is your authorization to work. The Department is not obligated to pay for work that you do without a payment voucher.

Thank you for your cooperation in this matter.

NOTC ERROR MESSAGES

Error #	Error Message	Data Items
NT001	PLEASE ENTER NOT NUMBER Enter a notice number	NOTE NMBR
JF011	NOTICE NUMBER NOT FOUND Notice number entered was not found on file.	NOTE NMBR
JF013	NOTICE FILE CLOSED The notice file is not available at this time. Try again later.	
JF014	KEY PRESSED INACTIVE FOR THIS SCREEN Key pressed currently does nothing.	
JF015	FASTPATH FILE NOT OPEN The Fastpath file is not available t this time. Try again later.	
JF016	UNKNOWN ERROR ON FAST PATH FILE The Fastpath file has an error. Call SPD systems.	FAST PATH
JF025	SYS ID INVALID FOR THE FAST PATH ENTERED The two-characters following the Fastpath entry field contains the system Id of the screen. Enter the correct system ID for the screen to uniquely identify the screen.	FAST PATH

Once in PMNT, you may enter combinations of selection criteria to display specific records.

- Prime ID: displays all payment records for the enrolled client
- PMT Type, Prime ID: displays all payment records associated with a Prime ID, plus either disbursement (DS) or credit (CR) payment types
- BR: displays all payment records associated with a particular branch
- PMNT Type, BR: displays all payment records associated with a particular branch, plus either disbursement (DS) or credit (CR) payment types

Once you identify which of the commands you want to use, you can narrow the range of records you call up by entering a DATE TRANS (Beg) and DATE TRANS (end).

As you view the new data, you may inquire details of a certain Trans ID by entering S in the space below SEL.

Function Keys:

- | | |
|-----------|---|
| F2 = MENU | Returns you to the Main Menu screen without a prime number. |
| F3 = EXIT | Returns you to the previous screen you were using, bringing the data along from the current screen. |
| F7 = Back | Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen. |
| F8 = Forw | Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen. |

Payment screen via Main Menu and to select a Receipt

Procedure:

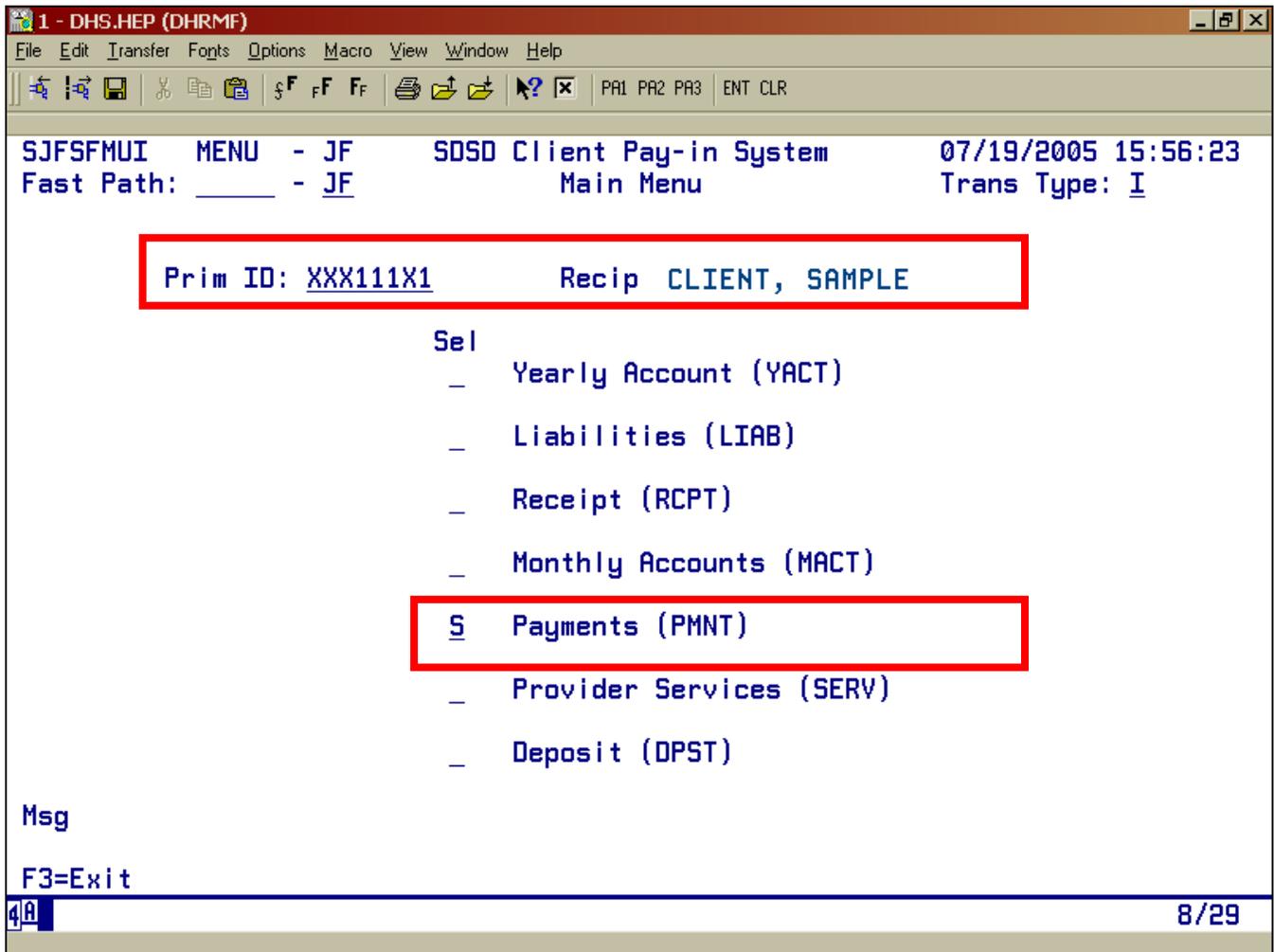
1. Type SFMU (Example A)
 - Press <Enter>
2. Type in the Prime ID (Example A)
 - Press <Enter>
3. Tab to the Payments (PMNT) (Example B)
 - Type S
 - Press <Enter>

To verify which month this payment has been applied to, you will need to view the appropriate receipt.

To select a receipt

1. Tab to the line under SEL you wish to view (Example C)
 - Type S
 - Press <Enter>
2. At Receipt Screen (Example C)
 - Press F4=PMNT to return to PMNT screen

Example A



Example B

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SJFS006C PMNT - JF S0SD Client Pay-in System 07/19/2005 15:58:17
 Fast Path: _____ - JF Payments Trans Type: I

Pmnt Type: _____
 Br: _____ -or- Prim ID: XXX111X1
 Date Trans (Beg): 01-01-1994 Date Trans (End): 12-31-9999

Sel	Pmnt Type	Trans ID	Prim ID	Date Trans	Last Chg	Br	Wkr ID	Trans Amt
S	CR	M12345	XXX111X1	07-12-2005	07/12/2005	3013	PH	223.30
	CR	M12345	XXX111X1	05-09-2005	05/09/2005	3013	PH	223.30
	CR	M12345	XXX111X1	05-09-2005	05/09/2005	3013	PH	446.60
	CR	M12345	XXX111X1	03-04-2005	03/04/2005	3013	PH	223.30
	CR	M12345	XXX111X1	02-04-2005	02/04/2005	3013	PH	217.30
	CR	M12345	XXX111X1	01-06-2005	01/06/2005	3013	PH	217.30
	CR	M12345	XXX111X1	12-06-2004	12/06/2004	3013	PH	217.30
	CR	M12345	XXX111X1	11-04-2004	11/04/2004	3013	PH	217.30
	CR	M12345	XXX111X1	10-04-2004	10/04/2004	3013	PH	100.21
	CR	M12345	XXX111X1	09-14-2004	09/14/2004	3013	PH	331.31
	CR	M12345	XXX111X1	09-03-2004	09/03/2004	3013	PH	217.30

Msg

F2=Menu F3=Exit F8=FORW

Ans: _

4A 10/3

Example C

1 - DHS.HEP (DHRMF)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

SDFS007C RCPT - JF SDFS Client Billing System 07/19/2005 16:02:46
Fast Path: _____ - JF Receipt Trans Type: I

Prim ID: XPC3991A Recip. CLIENT, SAMPLE Stat Rcpt. VA
Rcpt Type: PC Br.... 3013 Rcpt Nbr. M86233
Rcpt Id: 3188 Wkr ID PH Bank Dep.. U38921
RACF User. HSBJL00
Trans Amt: 223.30 Appl Bill 223.30 Date Trans 07/12/2005
Last Chg.. 07/12/2005
15:22:03

Receipt Application

Sel	Date Eff	Appl Bill
-	200506	223.30

Msg

F2=Menu F3=Exit F4=Pmnt F10=NEXT

4A 2/72

Payment via Receipt Screen

Procedure:

1. Type SFMU
 - Press <Enter>
2. Type Prime ID
 - Press <Enter>
3. Tab to Receipt (RCPT)
 - Type S
 - Press<Enter>
4. At RCPT
 - Press F10=Next until you reach the appropriate receipt
5. At appropriate receipt
 - Press F4=PMNT

The date that is in the Date Trans on the receipt screen is the date for the first line on the payment screen.

Payment screen via MACT

Procedure:

1. Type SFMU
 - Press <Enter>
2. Type Prime ID
 - Press <Enter>
3. Tab to Monthly Accounts (MACT)
 - Type S
 - Press<Enter>
4. At MACT
 - Tab to the first line under ACT
 - Type F=Rfnd
 - Press<Enter>
- a. At Refund Detail screen
 - Press F4=PMNT

PMNT ERROR MESSAGES

Error #	Error Message	Data Items
JF003	INVALID SCREEN IDENTIFIER IN FASTPATH The Fastpath entered could not be found.	FAST PATH
JF014	KEY PRESSED INACTIVE FOR THIS SCREEN Key pressed currently does nothing.	
JF015	FASTPATH FILE NOT OPEN The Fastpath file is not available t this time. Try again later.	
JF017	NO COMMAND ENTERED, ENTER A COMMAND No command has been entered to determine what records are to be inquired.	
JF019	PAYMENT FILE CLOSED The payment file is not available at this time. Try again later.	
JF024	END OF RECORDS There are no more records to display for the request entered.	
JF025	SYS ID INVALID FOR THE FAST PATH ENTERED The two-characters following the Fastpath entry field contains the system Id of the screen. Enter the correct system ID for the screen to uniquely identify the screen.	
PM002	PAYMENT RECORD NOT FOUND A payment record has not been found for the request.	
PM003	INVALID TRANS BEG DATE The requested transaction begin date is not a valid date.	DATE TRANS BEG
PM004	INVALID TRANS END DATE The requested transaction end date is not a valid date.	DATE TRANS END

Error #	Error Message	Data Items
PM005	PRIM ID NOT FOUND ON PAYMENT FILE The requested prime id was not found on the payment file.	PRIM ID
PM006	PAYMENT RECORD NOT FOUND IN TRANS DATE RANGE The record(s) requested in the specific date range were not found.	DATE TRANS
PM007	PRIM ID AND BR CANNOT BE ENTERED TOGETHER Prim ID and BR cannot be requested together, eliminate either one to continue with request.	BR
PM008	INVALID PMNT TYPE MUST BE CR, DS, OR SPACES The payment type entered must be CR or DS or spaces. Something other than that has been entered. Enter a valid payment type to complete the command.	PMT TYPE