

CM27: Financial Batch

May 12, 2017

Change History

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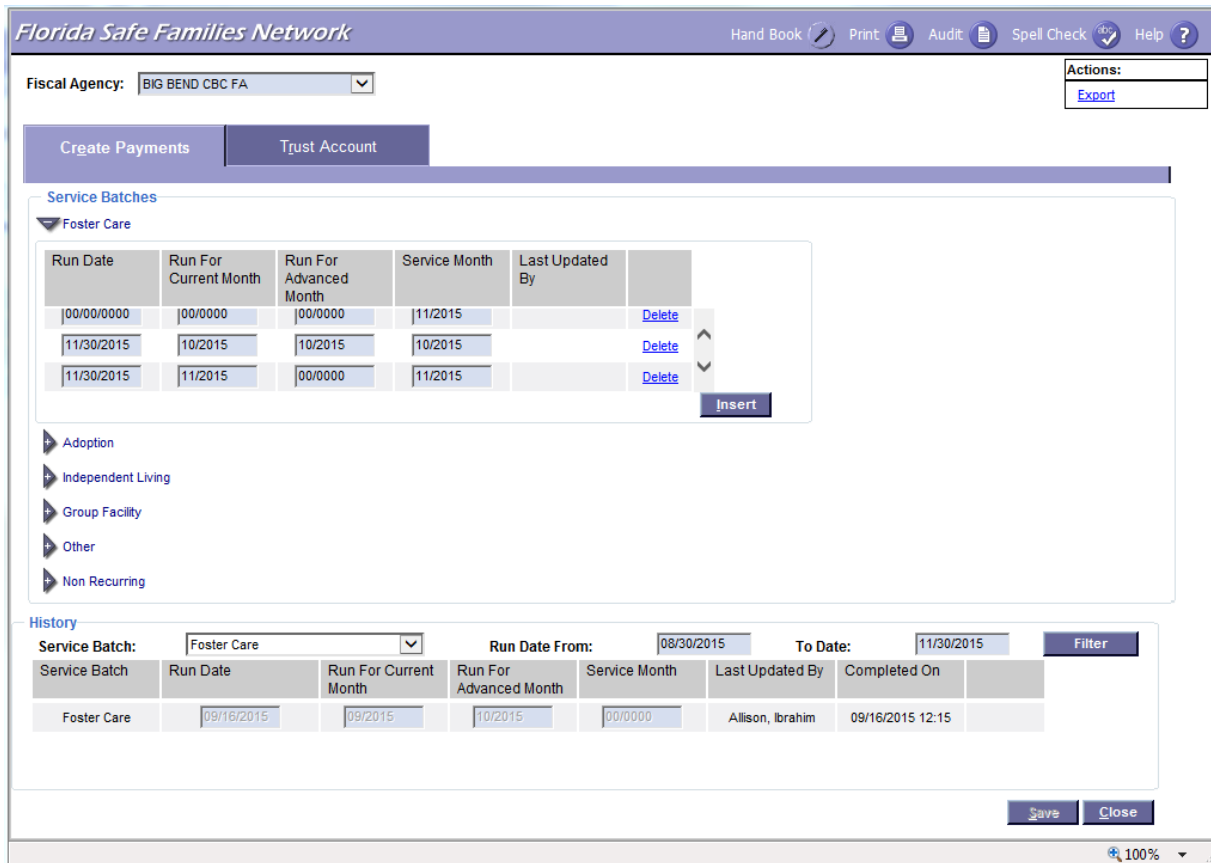
1.1 Introduction

Financial processing in Family Safety Florida Network (FSFN) is a batch driven process. This process has been largely dependent on the Department of Children and Families (DCF) staff to collect each Fiscal Agency's fiscal schedule, and manually input that information for batch processing. This information was used as parameters in the batch processing of the various types of payments needed by the fiscal agencies on a monthly basis. Due to the complexity of the financial processing environment in Florida it became necessary to allow fiscal agencies to assume some responsibility and control over the scheduling and execution of their financial process. Two of the most important portions of the financial process are the execution of the Trust Account Funds Calculator batch and the Calculations Ongoing (Calc Ongoing) batch. The Trust Account Calculator batch produces a replica of the payments that were produced and released to check write file. An email notification is generated to the FSFN worker who releases an invoice batch once the check write file has been generated and is ready for download by that agency. The email address stored in the FSFN worker's user profile will be utilized for this email notification. The Calculations Ongoing batch produces the actual payments for fiscal agencies. Both of these batches can now be controlled by the Financial Batch Schedule page.

The Financial Batch Schedule page will contain two tabs Trust Account and Create Payments. These tabs will allow users to input the necessary information to control the Trust Account Funds Calculator batch and the Calculations Ongoing batch. The Financial Batch Schedule page will be security controlled and exist for each fiscal agency. This page will be accessed from the Financial Work page, under the Utilities drop down. Users can select the 'View Financial Batch Schedule' or 'Update Financial Batch Schedule' option. This will open the page in view or update mode respectively. Access to Update or View mode of this page will be restricted by security profile. Only users with the appropriate security will be able to access either or both pages.

1.2 Pages

1.2.1 Page – Financial Batch Schedule – Create Payments Tab



Florida Safe Families Network Hand Book Print Audit Spell Check Help ?

Fiscal Agency: Actions: [Export](#)

Create Payments Trust Account

Service Batches

▼ Foster Care

Run Date	Run For Current Month	Run For Advanced Month	Service Month	Last Updated By	
00/00/0000	00/0000	00/0000	11/2015		Delete
11/30/2015	10/2015	10/2015	10/2015		Delete
11/30/2015	11/2015	00/0000	11/2015		Delete

Insert

▶ Adoption
▶ Independent Living
▶ Group Facility
▶ Other
▶ Non Recurring

History

Service Batch: Run Date From: To Date: Filter

Service Batch	Run Date	Run For Current Month	Run For Advanced Month	Service Month	Last Updated By	Completed On
Foster Care	09/16/2015	09/2015	10/2015	00/0000	Allison, Ibrahim	09/16/2015 12:15

Save Close

100%

1.2.1.1 Create Payments Tab Navigation and Overview

The purpose of the Create Payments tab is to allow users to document the day they would like their payments to be generated and for which months and service batches those payments should be generated. This tab allows for the scheduling of catch up runs as needed. The Trust Account tab and the Create Payments tab allows users to schedule when and for what months and service batches payments are generated for and schedule for what months and service batches an agency would like their payments to be generated.

After the fiscal agency is selected and the page has refreshed to display the agency's information the Financial Batch Schedule page defaults to the Create Payments tab. The user will see two



group boxes - “Service Batches” and “History.” Within the Service Batches group box, the system will also display six expandos representing the six service batches; “Foster Care,” “Adoption,” “Independent Living,” Group Facility,” “Other,” and “Non-Recurring.” The user will need to expand the appropriate service batch expando to display the existing rows that represent run dates that have not been processed or canceled. To add a new run, the user will click the insert button. This will insert a single row into the expanded service batch group box. The inserted row will have 5 columns; “Run Date”, “Run For Current Month”, “Run For Advanced Month”, “Service Month”, “Last Updated By”, and an untitled column.

Once a row is inserted into the “Service Batch” group box it will remain user editable. If there is any error on the row, the user could modify the error or use the “Cancel” hyperlink to remove the incorrect row and insert a new row if necessary. This ensures that the history is preserved. An unsaved row may still be deleted if the “Delete” hyperlink is selected before the page is saved.

The History group box is a view only group box sorted in reverse chronological order by Run Date. This group box will contain 8 columns; Service Batch, Run Date, Run For Current Month, Run For Advanced Month, Service Month, Last Updated By, Completed On, and an untitled column. It will contain a rolling 12 months of records that have been processed by the Financial Parameter Update batch or have been canceled by a user. The non-canceled records will be moved to this group box after the Financial Parameter Update batch has processed them.

1.2.1.2 Page Information

Group Box	Service Batches	
Fields	Run Date	User-entered field that designates the date (mm/dd/yyyy) that the user specifies to create payments. Required; User entered; No default value.
	Run For Current Month	User-entered field that designates the month and year (mm/yyyy) for which the batch should generate payments for non-advance payment services. These payment records will be generated on the date specified in the Run Date field; Required; User entered; No default value. Note: If the Fiscal Agency does not have any non-Advance services, non-advance payments will not be created by the batch
	Run For Advanced Month	User- entered field that designates the month and year (mm/yyyy) for which the batch should generate payments for advance payment services. These advance payments will



		<p>be generated on the date specified in the Run Date field; Required; User entered; No default value.</p> <p>Note: If the user does not want to create advance payment for a service batch the Run For Current Month and the Run For Advanced Month fields should be the same month. In addition, if the Fiscal Agency does not have any Advance services, no advance payments will be created by the batch.</p>
	Service Month	User- entered field that designates the month and year (mm/yyyy).
	Last Updated By	System-generated field that will display the worker that last updated a specific row; Not User editable; No default value.
	Untitled:	Displays a “Delete” hyperlink for newly inserted rows prior to the page being saved. After the page is saved it will display a “Cancel” hyperlink. Note: The cancel hyperlink designates that this row will not be used in processing by the Calc Ongoing batch and will be moved to the Processed/Canceled group box after the page is saved.
Group Box	History	
Fields	Service Batch	Designates the service batch for a processed or canceled record.
	Run Date From	Optional user entered date for filtering the results for a period of time. Cannot be a future date; Format is mm/dd/yyyy or mmdyyy; Defaults to 3 months ago
	To Date	Optional user entered date for filtering the results for a period of time <i>Defaults to the current date</i>
	Run Date	View only field that designates the date (mm/dd/yyyy) that the user specifies to create payments; Not user entered; No default value
	Run For Current	View only field that designates the month and year (mm/yyyy) for which the batch should generate payments for non-advance payment services. These payment records will be generated on the date specified in the Run Date field; Not user editable; No default value.
	Run For Advanced Month	View only field that designates the month and year (mm/yyyy) for which the batch should generate payments for advance payment services. These advance payments will be generated on the date specified in the Run Date field; Not user editable; No



		default value.
	Service Month	User- entered field that designates the month and year (mm/yyyy).
	Last updated By	System-generated field that will display the worker that last updated a specific row; Not user editable; No default value.
	Completed On	This field will contain the date and time that the Calc-Ongoing batch completed processing payments for an agency and service batch on a particular day; Not user editable; No default value.
	Untitled:	Displays a blank if the row was processed and not canceled or 'Cancel' if the row was canceled.
Option	Export to Excel	This export will contain ten columns; Service Batch, Run Date, Run Current Month, Run For Advanced Month, Bank, Service Month, Updated By – Last Name, Updated By – First Name, Completed On, and Status. It will contain the rolling 12 months of Pending/Processed/Canceled records and all records that have not been processed by the Financial Parameter Update batch.
Links	Delete:	When the 'Delete' hyperlink is selected the user will receive the following message: "Are you sure you want to delete this row?" followed by Yes or No buttons. If the user selects 'Yes' the row will be deleted and the user will be returned to the Financial Batch Schedule page. If the user selects 'No' the row will not be deleted and they will returned to the Financial Batch Schedule page.
	Cancel	When the 'Cancel' hyperlink is selected the user will receive the following message: "Are you sure you want to cancel this row? This will move the row to the History group box and will not be used in the financial batch process." Followed by Yes or No buttons. If the user selects 'Yes' the row will be 'Canceled' and the user will be returned to the Financial Batch Schedule page. The canceled row will remain in the Service Batch group box until the page is saved. Once the page is saved it will be moved to the History group box. If the user selects 'No' the row will not be 'Canceled' and they will returned to the Financial Batch Schedule page.
Buttons	Insert	This will insert a single row into the expanded service batch

		group box. The inserted row will have 5 columns; “Run Date”, “Run For Current Month”, “Run For Advanced Month”, “Last Updated By”, and an untitled column.
	Filter	User selected button that applies the criteria to the results
	Save	Saves all changes made to the template.
	Close	Closes the page and returns the user back to the desktop. (If changes are made, a message is launched asking user to save changes before closing).

1.2.1.3 Background Processing

A flag will also be added to the Batch Job Schedule table that will be updated by the Calc-Ongoing batch once it has been completed for the agencies’ parameters that are scheduled to run that day. Once complete it will mark the row as completed successfully in the background and include the date and time the batch completed for that agency. The date and time the batch completed will be available in the Processed/Canceled Records group box.

- Service Month is required for any new entries created using this new functionality, but is blank for past entries.
- Completed On field Calc Ongoing batch run date and time of, when the agency and service batch specific run is completed, will be updated in the DB2 database. This date and timestamp will be stored in the DB tables and the date and time field will also available in the Data warehouse region and will be exposed through business objects financial universe for the users create ad-hoc reports with the Calc Ongoing schedule data.
- When the ‘Delete’ hyperlink is selected the user will receive the following message:
 - “Are you sure you want to delete this row?” <Yes><No>.
 - If the user selects <Yes> the row will be deleted and the user will be returned to the Financial Batch Schedule page.
 - If the user selects <No> the row will not be deleted and they will returned to the Financial Batch Schedule page.
 - The existing validation message which indicates the row will be moved to the Processed/Canceled group box will be modified to state the following: “Are you sure you want to cancel this row? This will move the row to the History group box and will not be used in the financial batch process.” <Yes><No>.
- When the ‘Cancel’ hyperlink is selected the user will receive the following message:
 - “Are you sure you want to cancel this row? This will move the row to the History group box and will not be used in the financial batch process.” <Yes><No>.



- If the user selects ‘Yes’ the row will be ‘Canceled’ the user will be returned to the Financial Batch Schedule page. The canceled row will remain in the Service Batch group box until the page is saved. Once the page is saved it will be moved to the History group box.
- If the user selects ‘No’ the row will not be ‘Canceled’ and they will returned to the Financial Batch Schedule page.

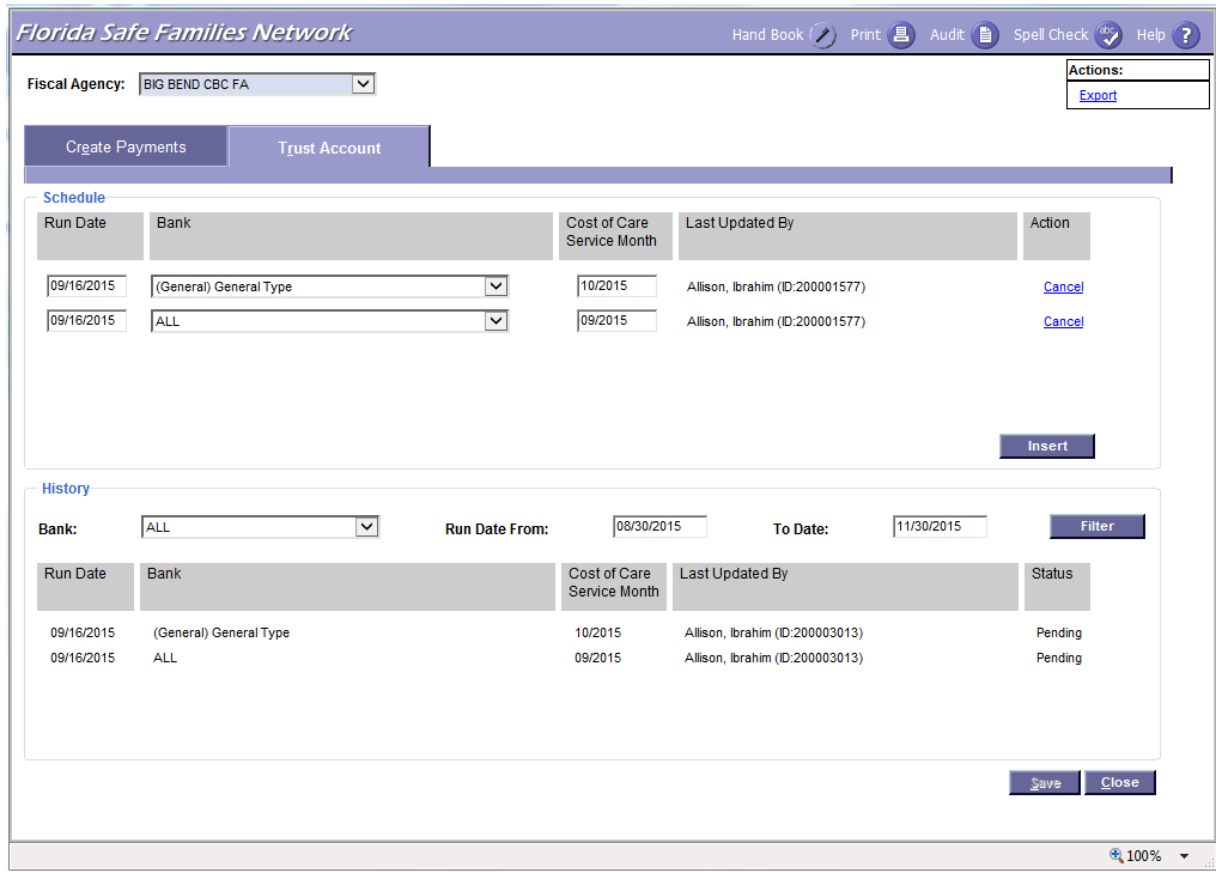
1.2.1.4 Save Processing

- The Run Date for any row cannot be less than the current date. Upon Save if the user has a Run Date that is less than the current date the user will receive the following message: “The Run Date cannot be less than the current date.” <Close>
- The Run Date for any row cannot utilize the current date if the current time is past 6:30PM ET. Upon Save if the user has a Run Date that is the current date and the time is after 6:30PM ET, the user will receive the following message: “The run date for today has already been processed, please select a future date.” <Close>
- There can only be one non-canceled ‘Run Date’ for any day per Service Batch. If the user has two Run Dates that are the same the user will receive the following message: “There can only be one Run Date per day for each service batch.” <Close>
- The “Run For Current Month” and the “Run For Advanced Month” cannot be more than one month apart. Upon save if the “Run For Current Month” and the “Run For Advanced Month” are not consecutive months the user will receive the following message: “Are You sure you want to enter future dates for the following Advanced Month – (2 or More Months in future) Service Month.” <Yes> <No>
- Run Dates cannot be greater than one year from current date. Upon save if the user has entered a Run Date that is more than one year in the future the user will receive the following message: “Are You sure you want to enter future dates for the following Service Month?.” <Yes> <No>. If a user clicks “No” then click on the Insert button to add a new row with a future run date; the user will get another validation error “Financial batch Date of Parameter Month Change cannot be greater than one year from the current date”. <Close>

1.2.1.5 CRUD Matrix:

Table Name	Create	Read	Update	Delete
PAYMENT_BATCH_JOBS_SCHEDULE	X	X	X	
ORG_WORKER_ROLE		X		
PERSON		X		

1.2.2 Page – Trust Account Tab



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Fiscal Agency: Actions: [Export](#)

Create Payments **Trust Account**

Schedule

Run Date	Bank	Cost of Care Service Month	Last Updated By	Action
<input type="text" value="09/16/2015"/>	<input type="text" value="(General) General Type"/>	<input type="text" value="10/2015"/>	Allison, Ibrahim (ID:200001577)	Cancel
<input type="text" value="09/16/2015"/>	<input type="text" value="ALL"/>	<input type="text" value="09/2015"/>	Allison, Ibrahim (ID:200001577)	Cancel

History

Bank: Run Date From: To Date:

Run Date	Bank	Cost of Care Service Month	Last Updated By	Status
09/16/2015	(General) General Type	10/2015	Allison, Ibrahim (ID:200003013)	Pending
09/16/2015	ALL	09/2015	Allison, Ibrahim (ID:200003013)	Pending

100%

1.2.2.1 Trust Account Tab Navigation and Overview

The Trust Account tab on the Financial Batch Schedule page is a new tab that supports the need for Fiscal Agency fiscal staff to initiate the request to run the Trust Account Funds Calculator batch program. **NOTE:** This is a real-time process which runs daily. The parameters are the Fiscal Agency, Bank, and the Service Month for which the batch is running. Once the user saves the page, after adding the schedule information; the batch is automatically run for the parameters selected, and an email is sent to the worker who created the batch schedule request. The page captures the user who entered the run request and maintains a history of previous runs. Filters by status and run date are available with a default of the last three months' worth of runs.

1.2.2.2 Tab Information

Group Box	Field Name	Description
Schedule	Run Date	Required user entered date indicating the date when the batch program runs; Cannot be a past date Format is mm/dd/yyyy or mmddyyyy Cannot be more than one month in the future
	Bank	Required user selected drop down identifying the bank for the Fiscal Agency The drop down defaults to All, which indicates the batch will run for all banks associated with the Fiscal Agency Values are from the Bank page for the Fiscal Agency
	Cost of Care Service Month	Required user entered month and year indicating the through service month for which cost of care is calculated by the batch program. Can be a past, current or future date Format is mm/yyyy or mmyyyy (Month and year only, no days)
	Last Updated By	System generated field that will display the worker that last updated a specific row; Not User editable; No default value.
	Action	Delete – conditionally visible hyperlink deletes the row before saved Cancel – hyperlink cancels the batch run after the row is saved but before the batch has run. Once the batch processes have been executed, the row no longer appears in the Schedule group box, it only appears in the History group box
Button	Insert	Creates a new row
History	Bank	Optional user selected value for filtering the results for a particular bank; defaults to All.
	Run From Date	Optional user entered date for filtering the results for a period of time. Cannot be a future date; Format is mm/dd/yyyy or mmddyyyy; Defaults to 3 months ago
	To Date	Optional user entered date for filtering the results for a period of time <i>Defaults to the current date</i>
	Filter	User selected button that applies the criteria to the results



	Run Date	Read-only date that the batch ran; formatted as mm/dd/yyyy
	Bank	Read-only bank name for which the batch ran; Optional user selected drop down for filtering the History for a particular bank.
	Cost of Care Service Month	Read-only month and year indicating the through service month for which cost of care was calculated by the batch program
	Last Updated By	Read-only name of the user who requested the batch run
	Status	Read-only status of the batch ran. Values are "Completed" and "Cancelled"
Button	Save	Standard Save Processing.
	Close	Closes the page and returns the user back to the desktop. (If changes are made, a message is launched asking user to save changes before closing).

1.2.2.3 Background Processing

N/A

1.2.2.4 Save Processing

- Save the Trust Account parameter information
- Upon selecting Save, the batch is automatically run for the parameters selected, and an email is sent to the worker who created the batch schedule request.

1.2.2.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
PAYMENT_BATCH_JOBS_SCHEDULE	X	X	X	
ORG_WORKER_ROLE		X		
PERSON		X		
BANK		X		



1.2.3 Inventories

Table Description

Table Name	Description
PAYMENT_BATCH_SCHEDULE	This table maintains all the user entered parameters for the Financial Batch Schedule page.

1.2.3.1 Reference Data

1.2.3.2 Drop Downs

FSFN Page: Financial Batch Schedule
Tab Name: N/A
Field Name: Fiscal Agency_(Drop Down Box)
Table Name: ORG_ENTITY
Group Id: N/A

1.2.3.3 Automated Messages

None

1.2.3.4 Checklists

None

1.2.3.5 My Tasks

None

1.2.3.6 Notifications

E-mail Message Format:

To: E-mail address for worker who created the batch schedule request on the Financial Batch Schedule page Trust Account tab

Subject: FSFN Trust Account Batch Completed [Status] [Datetime]

Body: The Trust Account Batch scheduled by you completed [Status] on [Datetime]

Status is “successfully” or “unsuccessfully”

Datetime is date the batch completed as mm/dd/yyyy and time as hh:mm



Generate a separate e-mail for each request

1.2.3.7 Text Templates

None

1.2.3.8 Reports

None

1.2.3.9 Triggers

None

1.2.3.10 Batch Process Changes

A batch process will run at 6:30 PM ET every day. This batch, Job Control Language (JCL), will read the Fiscal Agency, Bank, and Service Month parameters from the Trust Account tab, and Run Date from the Create Payments tab and update the Trust Account Funds Calculator batch and Calculations Ongoing batch parameters. For each agency, Trust Account will run upon request with the current designated parameters. The Trust Account Funds Calculator batch will then continue to update in JCL daily using the updated parameters designated on the Trust Account tab. Calculations Ongoing batch will run on each specified Run Date with the designated parameters contained on the Create Payment tab.

1.2.3.11 Trust Account Funds Calculator Batch Program

The Trust Account Funds Calculator Batch will run in real time as it is not a scheduled batch, and the batch program will continue to update daily for all banks and for all service batches for the specified months on the Financial Batch Schedule page – Trust Accounts tab.

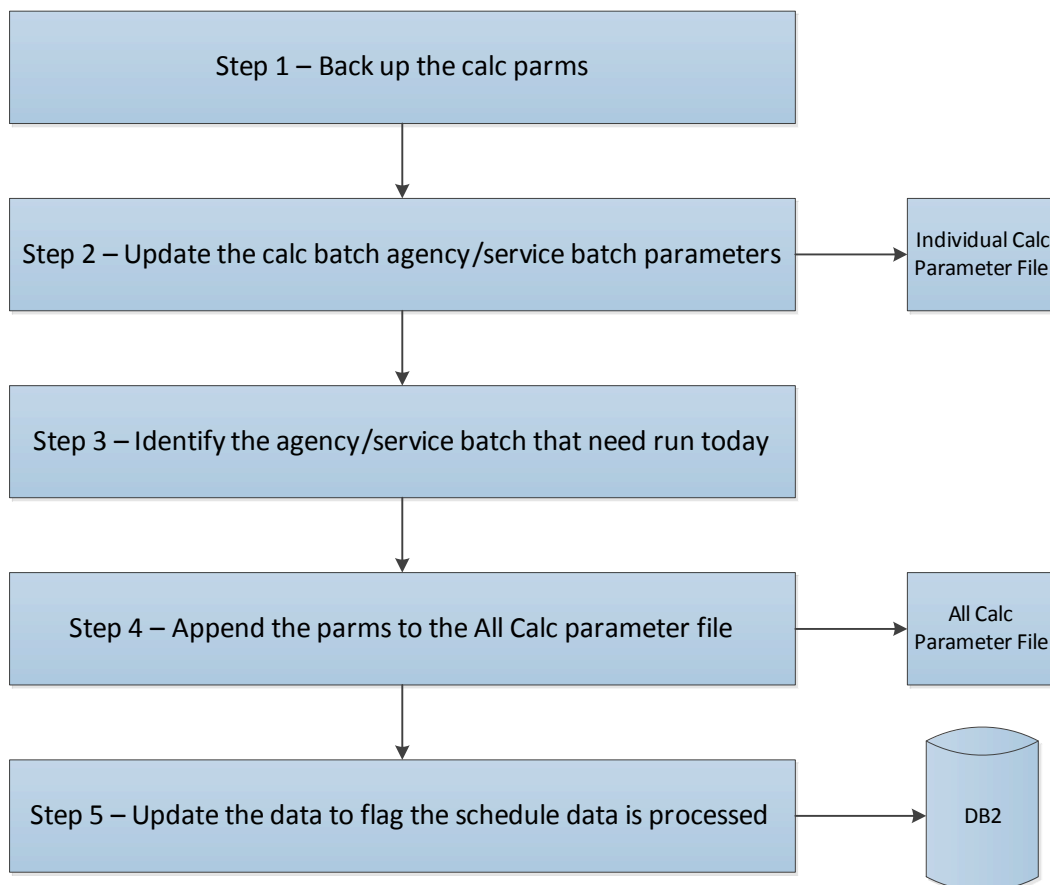
1.2.3.12 Calculations Ongoing Batch Schedule

There will be a change to the way Calculations Ongoing batch is scheduled in production. After implementing the Financial Batch Schedule page changes there will be one batch schedule (JCL) that will run every night on the schedule. The JCL will have different parameters for different fiscal agencies for different service batches that run on any particular day. These parameters will be updated by the parameter update batch process.

From a scheduling perspective there will be one JCL job that will be scheduled and it will be scheduled to run daily. The batch process, on daily basis will automatically add the agency and service batch parameters that are scheduled to run on that day to the JCL. It will be incorporated into a single job to read and update parameters and then consecutively process from beginning to end for all agencies and services.

Updates will be made to the Calculations Ongoing batch to capture the run date and time of when the agency and service batch specific run is completed.

This will be the last step of the calculations-ongoing batch process.



1.2.3.13 Financial Parameter Update Batch Process

Calculations Ongoing Batch parameter update process: The Financial Parameter Update Batch process will run every day and will read the data that the user entered on the Create



Payments tab from the Create Payment Parameter table (the values selected in the Service Batch group box expand). This batch process will update the parameter for the agency for the service batch on the day it is supposed to change. The updated parameters will be moved to the Job (JCL) that runs every day and will have different parameters for different fiscal agencies for different service batches that run on any particular day.

Calculations Ongoing Batch parameter update process: The Financial Parameter Update Batch process will run every day and will read the data that the user entered on the Create Payments tab of the Financial Batch Schedule page.

Agency: Big Bend East

Service Batch: Adoption

Run Date	Run for Current Month	Run for Advanced Month
05/16/2010	042010	052010
05/17/2010	052010	062010
05/23/2010	052010	062010
06/18/2010	062010	072010

Agency: Big Bend East

Service Batch: IL

Run Date	Run for Current Month	Run for Advanced Month
05/16/2010	042010	052010
05/19/2010	052010	062010
05/23/2010	052010	062010
06/18/2010	062010	072010



This batch process will update the parameter for the agency for the service batch on the day it is supposed to change. Since the Calculations Ongoing batch does not run every day for all agencies, this batch process for Calculations Ongoing will have an additional step where the updated parameters will be moved to the Job (JCL) that runs every day and will have different parameters for different fiscal agencies for different service batches that run on any particular day.

Below is how the Calc Ongoing job (JCL) will look on 5/16/2010:

Agency	Service Batch	Month	Current Month (I)/Advanced Month (A)
Big Bend E	Adoption	052010	A
Big Bend E	Adoption	042010	I
Big Bend E	IL	052010	A
Big Bend E	IL	042010	I

Below is how the Calc Ongoing job (JCL) will look on 5/17/2010:

Agency	Service Batch	Month	Current Month (I)/Advanced Month (A)
Big Bend E	Adoption	062010	A
Big Bend E	Adoption	052010	I

**Note IL does not have a run schedule on 5/17/2010*

Below is how the Calc Ongoing job (JCL) will look on 5/19/2010:

Agency	Service Batch	Month	Current Month (I)/Advanced Month (A)
Big Bend E	IL	062010	A
Big Bend E	IL	052010	I

**Note Adoption does not have a run schedule on 5/19/2010*

Below is how the Calc Ongoing job (JCL) will look on 5/23/2010:

Agency	Service Batch Month	Current Month (I)/Advanced Month (A)
Big Bend E	Adoption	062010 A
Big Bend E	Adoption	052010 I
Big Bend E	IL	062010 A
Big Bend E	IL	052010 I

1.2.3.14 Technical Information related to the Financial Parameter Update Batch Process:

Backup the exiting parameters

The library PFSFNAN.PROD.SYSIN contains the parameter for all agencies. It is a patrician dataset (PDS). Based upon the request(s) made by the agencies, we need to update the month for the requested agencies. Before updating the parameters, this step archives all the members of the library PFSFNAN.PROD.SYSIN to the archive library PFSFNAN.PROD.SYSIN.ARCHIVE. This is a GDG and we keep 15 generations.

Update the parameter(s)

Upon successful completion of the above step, for all requests made on that day this process updates the parameters in the library PFSFNAN.PROD.SYSIN. This is going to be a REXX routine. This routine reads the requests from the table. For every request, it gets the corresponding parameter file name from the repository table. Then it allocates the member of the library PFSFNAN.PROD.SYSIN and then it updates the month and year of the parameter.

Build the parameter for calculations ongoing

Upon successful completion of the above step, this process builds the parameter for the day. For all requests made for that day, it reads the parameters from the library PFSFNAN.PROD.SYSIN and stores the parameter in a temporary member in same library. Here we may merge more than one parameter into a temporary parameter. This



process will be written in REXX for the same reason: dynamic allocation of the members of a PDS.

Replace the calculations on going parameter used in the JCL.

Upon successful completion of the above step, this process replaces the actual Calc Ongoing parameter RUNDT001 in the PDS PFSFNAN.PROD.SYSIN. This member RUNDT001 is the production parameter and is used in the production JCL PDFS001S.

1.2.4 Requirements Covered in This Paper

SGT-019

REQ Number	Requirement Description
REQT3.5	FSFN must support the management of meet Trust Funds per SACWIS requirements
REQT3.5.1	1. Change the Trust Funds Calculator Batch Program so it excludes deposits of type Beginning Balance from the cost of care calculation. Currently transaction detail types of Conserved Funds (1354) and Interest (1355) are excluded from the calculation; the transaction detail type of Beginning Balance (1884) must also be excluded. In addition, the user must have the ability to indicate which General Bank Account if more than 1 exists.
REQT3.5.2.1	The system must provide the ability to generate the "Inventory Transfer Form" from the proposed Trust Fund Inventory page and then also include the ability to scan this form back into FSFN within a file cabinet drawer for Trust Funds. Form must include the Person ID and SSN.
REQT3.5.3	3. Cost of Care:
REQT3.5.3.1	a. Change the logic for the Trust Funds Calculator Batch Program to read the effective date so the cost of care is deducted for the correct month. - Currently, the Trust Funds Calculator Batch uses the transaction date as the Effective Date which is incorrect.
REQT3.5.3.2	The system must allow the user to enter an Effective Date for the Trust Funds Calculator Batch.
REQT3.5.3.4	b. Set the Trust Funds Calculator Batch Program to function like the other batches which the CBCs are able to schedule. Also change the criteria for the batch to process deductions only at the time the associated payments' invoice batch is marked "released" not "calculated". The batch use of benefit type and deposit type will be reviewed to ensure that only the correct deposits are included in the calculation. The batch needs to function like the others in that it can read what deposits were not accounted for from the last batch and be sure to deduct cost of care accordingly. NOTE: This is to ensure that the CBCs have entered all transactions needed to correctly run the batch for all previous month's calculations.