

## **FM02: Issue Reconcile Checks**

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May 12, 2017

## Change History

<b>Release # or Date</b>	<b>CR# or Incident #</b>	<b>Change Description</b>	<b>Author(s)</b>	<b>Section Modified</b>
12/15/2013	Reimbursements Functional Specification Q2	Additional columns on the Check Write File	A Pallme	1.4.2
2/11/2014 2014-Q3	Service Authorization Functional Specification	Populate additional columns in the Check Write file and change the batch process to run multiple times a day to pick up invoices released during the day	A Pallme	1.2.1 1.4.2
8/8/2014	CR-505	Added language for the email notification for the check write file	Scott Mildenberger	1.3.7
4/10/15	2015 Q1	Added detail related to grouping invoice batches by service month.	Thomas Erskine	1.1
10/23/2015		Updates resulting from Supported Platforms review	Ibrahim Allison	Throughout
11/03/2015		Supported Platforms peer review	Robert Thornton	Throughout
2/09/2016		Final Review for Supported Platforms	Nancy Weglinski	Throughout



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## 1.1 Introduction

The *FM02a: Issue/Reconcile Checks* topic covers those activities related to the issuance of invoices and checks as payments to providers for the provision of services to children and adults under the care of the Department of Children and Family. Checks are issued to providers for care and support activities such as foster care, adoption care, transportation, clothing allowances, and other expenditures allowed by DCF policy.

This topic incorporates the activities required to periodically reconcile a single invoice and support the checking accounts used for making these payments. In the case where checks are issued outside of Florida Safe Family Network (FSFN), check reconciliation will be performed manually through the Manual Checks page. These payments will not be sent though the Check Write file because the payments have already been documented in the Community Based Care (CBC) Fiscal Agency's financial accounting system; however, they will still go through the OCA Reimbursement Allocation batch process to determine the OCA and will be included on the OCA Reconciliation and Roll-up reports (additional detail available in the FM04a Reimbursement/Claiming topic).

The activities described in this topic occur after the payments have been created and approved, which is outlined in the FM01: Process Payment topic. Once approved, payment requests are eligible to be disbursed in the next appropriate invoice issuance cycle.

Once a payment cycle is initiated, FSFN is instructed to select the payments that are eligible for disbursement during that cycle. The payment types include one-time payments, and ongoing/recurring payments. Payments are selected based on the combination of one or more of the following selection criteria:

- Service Types (current criterion)
- Payment Request Date (to select Payment records that have a Payment Request Date that is prior to or equal to the run date)
- Service Month (to group Payments into separate Invoice Batches based on the Service Month for which they are being paid).
- Payment Types (One-Time, Ongoing, Episode-Driven, Fixed Price Contract)
- Service Batch (Foster Care, Group Home, Adoption, Independent Living, Non-Recurring, Other)

The Create Pending Invoice batch program selects payments and overpayment adjustments eligible for an invoice run and generates pending invoice entries. The pending invoice entries will contain all the information necessary for the check, except the check number and check date.



These entries are then placed on the Checks Table and an invoice batch number is assigned to these checks. “Release” is specified on the Create Pending Invoice batch program parameter, which generates an entry on the Invoice Batch Release page that matches the invoice batch number assigned to the checks. The Invoice Batch Numbers can be maintained through the Invoice Batch Number page.

The Invoice Batch Release page is used to review invoice batch records. Once the worker has released the invoice batch, it will then release to the FSFN to CBC - Check Write File Extract batch program which will send the information to the CBC Fiscal Agency Accounting System from FSFN. 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.

Once the Pending Invoice entries are created, the invoice information can be reviewed using the Financial Activity page, Review Pending Invoice page, and the Pending Invoice report.

Another batch program, FSFN to CBC - Check Write File Extract, generates a file that includes the details of the payments for the specified disbursement cycle. The FSFN to CBC - Check Write File Extract batch program changes the invoices disposition from “Pending” to “In Process” or “Outstanding” and changes the status of the invoice batch record from In Progress to Outstanding. The FSFN to CBC – Check Write File Extract program defaults invoice disposition to “In Process” for CBC Fiscal Agencies who provide check number feedback via the CBC to FSFN – Checks Printed program. CBC Fiscal Agencies may override this default using the “Outstanding” parameter in the FSFN to CBC Check Write File Extract program to set the invoice disposition to “Outstanding.”

At the time the FSFN to CBC Check Write File Extract batch program updates the invoice disposition, it also updates the disposition of the payment ledger entries that were created by the OCA Reimbursement Allocation batch program (FM04a) so that they can be selected for the reporting period by the OCA Reconciliation and Roll-up reports.

The CBC Fiscal Agencies will use this file to print the provider’s checks and the associated check stubs through their accounting system.

The check numbers and check dates can be recorded in FSFN in one of two ways depending on the CBC Fiscal Agencies’ preference and structure. A CBC Fiscal Agency can provide a file for the CBC to FSFN – Checks Printed Web Service to supply the check numbers and check dates in order to have accurate records. The CBC to FSFN – Check Printed program updates the Checks, Payment and Payment Adjustment tables with the Check Number and Check Date, along with



changing the invoice disposition from “In Progress” to “Outstanding.” A manual process is also available for CBCs through the Check Number Recording Page which provides functionality for the workers to record the Check Number and Check Date.

Changes to the status of an invoice can be made on the Invoice Disposition page. FSN allows changes to be made to the status of an invoice after it has been printed, but not yet cleared the bank. Invoice dispositions include Void - Do Not Pay, Void - Reschedule, and Cleared.

Finally, the Manual Checks page allows authorized Agency users to capture information in FSN regarding a check that has been issued outside the normal payroll cycle. Each Agency will have the ability to issue a manual check to support a provider’s request.



## 1.2 Pages

### 1.2.1 Review Pending Invoices Page

**Florida Safe Families Network** | Print | Audit | Spell Check | Help

**Invoice Information**

Payee Name: Smith, Eva [Search](#) | Payee ID: 1234567788 | Agency: Sarasota YMCA  
Invoice Status: OK | Reschedule Date: 00/00/0000 | Disposition: Pending  
Invoice Amount: \$1298.90 | Invoice Number: 123743 | Invoice Batch: 1276835

**Payment Lines**

Case Participant	Service Type	Payment Service Begin Date	Payment Service End Date	Total	Payment Status
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[View](#)

**OverPayment Adjustment Lines**

Case Participant	Service Type	Payment Service Begin Date	Payment Service End Date	Total	Adjustment Status
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[View](#)

Save | Close

Done | Local intranet





### 1.2.1.1 Page Overview

#### *Navigation*

This page is accessed through the Financial Work Icon located on the banner bar, and selecting the Review Pending Invoice value under the Invoice/Checks drop down. The Review Pending Invoice page can also be accessed using the Navigational Search page or Desktop outliner, by selecting the hyperlink for Invoice row with an invoice batch disposition of “Pending” or “Released.” If the invoice batch disposition value is “Released” the invoice will be view-only and cannot be updated by the user. Access via Navigational Search is view-only for “Pending” invoices; however access via Desktop may be either view-only or update mode depending on whether the user’s associated Fiscal Agency matches the Invoice Fiscal Agency, and the user’s security profile includes update access to the page. The user can also access this page from the Financial Activity page and the Payment Activity page in view or edit mode depending on their security profile. When accessed from one of these pages, the Payee Name and ID are pre-populated. The Review Pending Invoices page will be refreshed after each save or when a new invoice is selected to be reviewed. Any changes in the invoice amount will be reflected in the invoice batch total amount. Only invoices that are in pending status can be modified from this page. Once invoices are processed by the FSFN to CBC – Check Write File Extract batch program, they become available on the Invoice Disposition page and the users receive an error message that the invoice information needs to be viewed from the Invoice Disposition page when the user clicks Continue from the Search.

Note that during the period between the release of an invoice batch and the processing of those invoices by the FSFN to CBC - Check Write File Extract program, the invoices are available in view-only mode on the Review Pending Invoice page and are not yet accessible on the Invoice Disposition page. This restriction is in place to maintain data integrity between the invoices and the associated invoice batch record.

#### *Page Summary*

After the Pending Invoices are created for a disbursement cycle, authorized Agency users can review the Invoice entries to make any final changes before the Invoice batch is completed. This can be performed by looking at the Pending Invoice report or through the Review Pending Invoice page.

The Payee search hyperlink is used to access the Search Provider page. The user enters the name of the Payee or Payee ID and click Search. If a match is found, the user expands the Payee record by selecting the adjacent icon. Under the Invoice icon, the user selects the Invoice they want to review. Once the invoice selection is made, the user clicks the Continue button and is returned to the Review Pending Invoices page. At the point the user



clicks “Continue”; the system verifies that the Fiscal Agency(s) match the one associated with the pending invoice. If there is no match, an error message appears.

The Review Pending Invoices page displays the selected Pending Invoice information. A list of all payments included in the invoice appears in the Payment Lines group box. A list of all overpayment adjustments included in the invoice appears in the Overpayment Adjustment Lines group box. If a worker determines that there is a problem with an invoice before the invoice has been issued, users may:

- Reschedule the entire invoice by setting the Invoice Status drop down to Reschedule and indicating a new date (the Rescheduled Date in the Invoice Information group box) on which the entire invoice will be rescheduled.
- Reschedule a specific payment line or lines by setting the Payment Status drop down to “Reschedule” in Payment Lines group box, and indicating a new date (the Rescheduled Date in the Invoice Information group box) on which the payment is rescheduled.
- Reschedule a specific overpayment adjustment line or lines by setting the Adjustment Status drop down to “Reschedule” in Overpayment Adjustment Lines group box, and indicating a new date (the Rescheduled Date in the Invoice Information group box) on which the overpayment is rescheduled.
- Cancel - Do Not Pay the entire invoice by setting the Invoice Status to “Cancel - Do Not Pay”, and correcting the payment through the Payment Request page (*FM01: Process Payments*). The payments can be incorporated with different invoices.
- Cancel- Do Not Pay a specific payment line or lines by setting the Payment Status to “Cancel- Do Not Pay,” and correcting the payment information through the Payment Request window (*FM01: Process Payments*). The payment can then be incorporated with a different invoice.
- Cancel - Do Not Pay a specific overpayment adjustment line or lines by setting the Overpayment Adjustment Status to “Cancel - Do Not Pay.”

**1.2.1.2 Page Information**

Group Box	Invoice Information	
Fields	Payee Name	Last, First Name of the Payee; populated based on the Payee ID; System derived; not user editable.
	Payee ID	Unique ID that is associated to the Payee that the invoice has been issued for. System derived from provider search when accessed via Financial Work, otherwise, passed in from the originating page; not user editable.



	Agency	Fiscal Agency that is associated to the Pending Invoice which populates when the Invoice information are returned from the search; not user editable.
	Invoice Status	Displays the status of the Invoice (Cancel - Do Not Pay, Reschedule, and OK). It allows the user to either cancel or reschedule all the payments scheduled for the Invoice; User-selected drop down; defaults to OK. User editable field; not required.
	Rescheduled Date	The rescheduled date for the payment; enabled only if the Reschedule item is selected from the Invoice Status drop down field in the Invoice Information group box; or if a Reschedule item is selected in any of the Payment Status drop down list fields in the Payment Lines group box; or if the Reschedule value is selected in any of the Adjustment Status drop down list fields in the Overpayment Adjustment Lines group box; user entered; no default value. Required if "Reschedule" is selected from the Invoice Status or Payment Status or Adjustment Status drop downs.
	Disposition	Displays the disposition of the Invoice (Pending or Released): System derived from the Check and Invoice Batch Release tables; not user editable.
	Invoice Amount	The invoice amount is the total dollar amount of the invoice. Defaults to all payment lines from the Payment table minus all Overpayment Adjustment Lines from the Payment Adjustment table; amount will be recalculated based on each line Payment/Adjustment Status; System Derived; not user editable.  <b>Note:</b> If any of the overpayments associated with the invoice (status is "OK") are set to "Reduce by Total Overpayment Amount - Allow Negative Invoice," the invoice amount may be zero or a negative amount.
	Invoice Number	The invoice number is an internal unique ID; from the ID_Checks table. System derived; not user editable.
	Invoice Batch	The invoice batch number that is associated with the invoice run. System generated; not user editable.
<b>Group Box</b>	<b>Payment Lines</b>	



<b>Fields</b>	Case Participant	Name of the case participant on whose behalf the payment will be issued; data will be retrieved from the Person table based on person ID in the Payment table; system derived; not user editable.
	Service Type	The service type for the payment; data will be retrieved from the Service Type table based on the service code in the Payment table; system derived; not user editable.
	Payment Service Begin Date	Payment Service Begin Date is the first day that the service is being paid for; data will be retrieved from the Payment table; system derived; not user editable.
	Payment Service End Date	Payment Service End Date is the last day that the service is being paid for; data will be retrieved from the Payment Table; system derived; not user editable.
	Total	Total dollar amount for the payment; data will be retrieved from the Payment table; system derived; not user editable.
	Payment Status	Displays the status of the payment (Cancel - Do Not Pay, Reschedule, and OK). It allows the user to either cancel or reschedule the payment line; the system automatically recalculates the Invoice Amount in the header if any of the items is selected from the list box. Disabled when either the Cancel - Do Not Pay or Reschedule value is selected from the Invoice Status drop down in the Invoice Information group box; user selected; defaults to OK.
<b>Group Box</b>	<b>Overpayment Adjustment Lines</b>	
<b>Fields</b>	Case Participant	Name of the case participant on whose behalf the payment will be issued; data will be retrieved from the Person table based on person ID in the Payment Adjustment table; system derived; not user editable.
	Service Type	The service type for the payment; data will be retrieved from the Service Type table based on the service code in the Payment Adjustment table; system derived; not user editable.
	Payment Service Begin Date	Payment Service Begin Date is the first day that the service is being paid for; data will be retrieved from the Payment Adjustment table; system derived; not user editable.



	Payment Service End Date	Payment Service End Date is the last day that the service is being paid for; data will be retrieved from the Payment Adjustment table; system derived; not user editable.
	Total	Dollar amount for the payment adjustment; data will be retrieved from the Payment Adjustment table; data is displayed as a negative amount; system derived; not user editable.
	Adjustment Status	Displays the status of the payment adjustment (Cancel - Do Not Pay, Reschedule, and OK). It allows the user to either cancel or reschedule the payment adjustment line, recalculates the invoice amount in the header if any one of the items is selected from the list box. Disabled when either the Cancel - Do Not Pay or Reschedule value is selected from the Invoice Status drop down in the Invoice Information group box; user selected; defaults to OK.
<b>Links</b>	Search	Hyperlink used to search out a Payee record from the Provider Organization page. Results will be filtered based on the user's fiscal agency.
	View	View hyperlink is used to access the Payment Request Page. The Payment Request Page allows users to view more information on the payment line. The page is launched in view-only mode from the Payment Line; user selected.
	View	View hyperlink is used to access the Overpayment Adjustment Page to allow users to view more information on the Overpayment Adjustment line; the page is launched in view-only mode from the Overpayment Line; user selected.
<b>Buttons</b>	Save	Standard save processing.
	Close	Standard close processing.

### 1.2.1.3 Background Processing

- The Payee Name will be populated after the worker completes the Provider Search. When a user clicks the Search hyperlink, he or she is taken to the Search Provider Organization window (refer to *CM10: Search* topic paper). Once the search is completed, and an Invoice entry is selected, FSFN returns the invoice information along with the associated payment and overpayment adjustment information back to the Review Pending Invoice page.
- If the Invoice entry (selected on the Search Provider window) has a disposition other than "P" (pending), then the record will not be displayed. Only Invoices table records



with a disposition (CD\_CHK\_DISP) = "P" (pending) are displayed and selectable on the Review Pending Invoice search page.

- If (CD\_CHK\_DISP) = "P" and if there is an associated Invoice Release Batch record, the status is pending and Invoice Status, Payment Status, and Adjustment Status drop downs are enabled. The Disposition field displays "Pending."
- In the Payment Lines group box, using the Person ID (ID\_PRSN) from the Payment table, read the Person table and retrieve the First Name (NM\_FRST) and Last Name (NM\_LST) displaying them in the Case Participant field of the page.
- In the Overpayment Adjustment Lines group box, using the Person ID (ID\_PRSN) from the Payment Adjustment table, read the Person table and retrieve the First Name (NM\_FRST) and Last Name (NM\_LST) displaying them in the Case Participant field of the page.
- In the Payment Lines group box, using the service code (CD\_SRVC) from the Payment table, read the Service Types table and retrieve the service description and display it in the Service Type field of the page.
- In the Overpayment Adjustment Lines group box, using the service code (CD\_SRVC) from the Payment Adjustment table, read the Service Types table and retrieve the service description and display it in the Service Type field of the page.
- In the Overpayment Adjustment Lines group box, the Total field amount is displayed as a negative amount.
- In the Payment Lines Group Box, the Total field amount is displayed as a positive number greater than 0.00.
- If the fiscal agency associated with the Invoice entry does not match one of the agencies of the worker accessing the window, the Invoice will not display on the search page. A worker from a differing agency cannot retrieve nor modify the status of the invoice.

#### 1.2.1.4 Save Processing

- Save processing is initiated by clicking the Save command button. Save processing is also initiated when clicking the Close button, and then answering "Yes" when the system asks the user if they would like to "Save changes before closing the page."
- When the user saves, the system recalculates the Invoice Information group box Invoice Amount field by subtracting the payment line total for all payment lines that were canceled or rescheduled, adding the payment line total for all payment lines that were included, subtracting the overpayment adjustment lines that were included, and adding the overpayment adjustment line amount for all overpayment adjustment lines that were removed.



- If there is a change in the batch total the updated information will be retrieved and updated on the page when a worker clicks the Save button or the Payment status.  
If the “Cancel - Do Not Pay” value is selected from the Invoice Status drop down in the Invoice Information group box:
  - Change the Invoice ID Invoice Number, Invoice Date to null in the Payment table for each of the associated payments.
  - Change the Invoice ID, Invoice Number, Invoice Date, and Payee ID to null in the Payment Adjustment table for each of the associated overpayment adjustments.
  - Update the payment status i.e., CD\_PMNT\_STAT, with a value of “C” on the Payment table on each of the payment lines associated with the Invoice.
  - Update the payment adjustment status i.e., CD\_PMNT\_STAT, with a value of “C” on the Payment Adjustment table on each of the Overpayment Adjustment Lines associated with the Invoice.
  - If PAYMENT.CD\_RECOUP=“R” and PAYMENT.FL\_REPAID=“Y” for the payment table row where  
PAYMENT.ID\_PMNT=PAYMENT\_ADJUST.ID\_OVP\_PMNT (of the canceled Overpayment adjustment), then set PAYMENT.CD\_RECOUP=“O” and  
PAYMENT.FL\_REPAID=“N.”
  - If an Invoice is canceled and the PAYMENT.fl\_ffp\_calc is “Y” then  
PAYMENT.fl\_ffp\_calc is set to “N” or PAYMENT\_ADJUST.fl\_ffp\_calc is “Y”  
then PAYMENT\_ADJUST.fl\_ffp\_calc is set to “N” for all payment and payment adjustments.
  - If an Invoice is canceled and the PAYMENT.fl\_ffp\_calc is “N” then  
PAYMENT.fl\_ffp\_calc is set to “Y” or PAYMENT\_ADJUST.fl\_ffp\_calc is “N”  
then PAYMENT\_ADJUST.fl\_ffp\_calc is set to “Y” for all payment and payment adjustments.
- If the “Reschedule” value is selected from the Invoice Status drop down in the Invoice Information group box:
  - The user is prompted by the system to fill in the Reschedule Date upon saving if not already filled in.
  - Change the Invoice ID, Invoice Number, and Invoice Date to null in the Payment table for each of the associated payments.
  - Change the Invoice ID, Invoice Number, and Invoice Date to null in the Payment Adjustment table for each of the associated payment adjustments.
  - Update the payment status i.e., CD\_PMNT\_STAT, to null in the Payment table for each of the payment lines associated with the Invoice.



- Update the payment status i.e., CD\_PMNT\_STAT, to null in the Payment Adjustment table for each of the Overpayment Adjustment Lines associated with the Invoice.
- For all the payment lines, change the Date Requested on the Payment table to the Reschedule Date.
- For all the Overpayment Adjustment Lines, change the Date Requested on the Payment Adjustment table to the Reschedule Date.
- If the “Cancel - Do Not Pay” value is selected from the Payment Status drop down in the Payment Lines group box:
  - Change the Invoice ID, Invoice Number, Invoice Date to null on the Payment table.
  - Update the Payment Status i.e., CD\_PMNT\_STAT, with a value of “C” on the payment table.
  - If “Cancel - Do Not Pay” is selected from all the Payment lines and Overpayment Adjustment Lines, then the same item is being set in the Invoice status drop down and disables the reschedule date in the Invoice information group box.
  - If an Invoice is canceled and the PAYMENT.fl\_ffp\_calc is “Y” then PAYMENT.fl\_ffp\_calc is set to “N” for the payment.
  - If an Invoice is canceled and the PAYMENT.fl\_ffp\_calc is “N” then PAYMENT.fl\_ffp\_calc is set to “Y” for the payment.
- If the “Reschedule” value is selected from the Payment Status drop down in the Payment Lines group box:
  - Change the Invoice ID, Invoice Number, and Invoice Date to null on the Payment table.
  - The user will be prompted by the system to fill in the Reschedule Date upon saving if not already filled in.
  - Change the Date Requested on the Payment table to the Reschedule Date in the Invoice information group box.
  - Update the payment status i.e., CD\_PMNT\_STAT, to null on the Payment table.
  - If any but not all payment line(s) is/are selected as “Reschedule,” then the Reschedule Date is enabled in the Invoice Information group box, but does not affect the “Invoice Status.
  - If all payment lines and overpayment lines have the same status, then the invoice status will automatically pre-fill to that status in the information group box.
- If the “Cancel - Do Not Pay” value is selected from the Adjustment Status drop down in the Overpayment Adjustment Lines group box:





- Change the Invoice ID, Invoice Number, and Invoice Date to null on the Payment Adjustment table.
- Update the Payment Status i.e., CD\_PMNT\_STAT, with a value of “C” on the Payment Adjustment table.
- If PAYMENT.CD\_RECOUP=“R” and PAYMENT.FL\_REPAID=“Y” for the payment table row where PAYMENT.ID\_PMNT=PAYMENT\_ADJUST.ID\_OVP\_PMNT (of the canceled Overpayment adjustment), then set PAYMENT.CD\_RECOUP=“O” and PAYMENT.FL\_REPAID=“N.”
- If “Cancel - Do Not Pay” is selected from all the Payment and Overpayment Adjustment Lines, then the same value is being set in the Invoice status drop down.
- If a payment adjustment line is canceled and the PAYMENT\_ADJUST.fl\_ffp\_calc is “Y” then PAYMENT\_ADJUST.fl\_ffp\_calc is set to “N” for the payment adjustment.
- If a payment adjustment line is canceled and the PAYMENT\_ADJUST.fl\_ffp\_calc is “N” then PAYMENT\_ADJUST.fl\_ffp\_calc is set to “Y” for the payment adjustment.
- If the “Reschedule” value is selected from the Adjustment Status drop down in the Overpayment Adjustment Lines group box:
  - Change the Invoice ID, Invoice Number, and Invoice Date to null on the Payment Adjustment table.
  - The user will be prompted by the system to fill in the Reschedule Date upon saving if not already filled in.
  - Change the Date Requested on the Payment Adjustment table to the Reschedule Date in the Invoice Information group box.
  - Update the payment status i.e., CD\_PMNT\_STAT, to null on the Payment Adjustment table.
  - If any but not all payment line(s) is/are selected as “Reschedule,” then the Reschedule Date is enabled in the Invoice Information group box, but does not affect the “Invoice Status.”

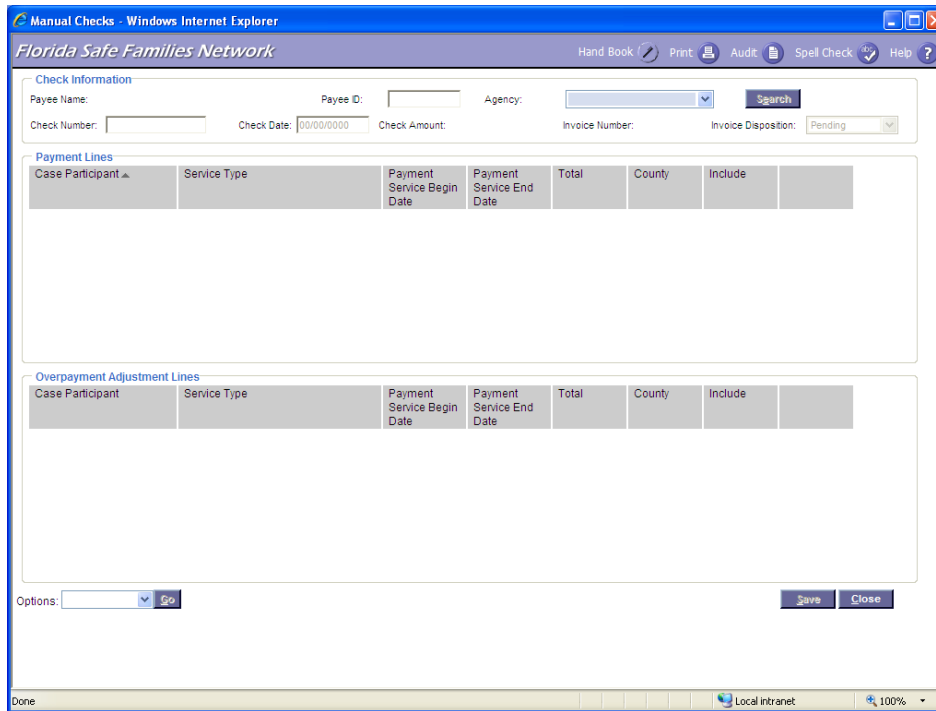
**1.2.1.5 CRUD Matrix**

Table Name	Create	Read	Update	Delete
Checks		X	X	X



Table Name	Create	Read	Update	Delete
Payment		X	X	
Payment Adjustment		X	X	
Service Type		X		
Person		X		
Provider Org		X		
Worker		X		
Invoice Batch Release		X	X	
Agency		X		

## 1.2.2 Manual Checks Page



Manual Checks - Windows Internet Explorer

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Check Information

Payee Name: Payee ID: Agency: Search

Check Number: Check Date: 00/00/0000 Check Amount: Invoice Number: Invoice Disposition: Pending

Payment Lines

Case Participant	Service Type	Payment Service Begin Date	Payment Service End Date	Total	County	Include

Overpayment Adjustment Lines

Case Participant	Service Type	Payment Service Begin Date	Payment Service End Date	Total	County	Include

Options: Save Close

Done Local Intranet 100%

### 1.2.2.1 Page Overview

#### *Navigation*

The Manual Checks page is accessed by clicking the Financial Work icon from the banner and then selecting Manual Checks from the Invoice/Checks drop down.

#### *Page Summary*

The Manual Checks page allows authorized users to capture information regarding a check that has been generated manually outside FSFN. In order to create a manual check in FSFN that has been issued outside of the system, the user must associate any existing payments through the manual checks page to prevent any duplication of payments created by FSFN. For emergency services payments, the user creates a payment through the Payment Request Page (FM01: Process Payment Topic Paper) before continuing with this process. Using the Manual Checks page, the user specifies the check number used, the date the check was issued, and the approved payments and overpayment adjustments to be included in the check. Payments and overpayment



adjustments included in a manual check will not be included in any subsequent checks issued to that payee.

Once the Fiscal Agency is identified, the search hyperlink and Payee ID text field are enabled. The Search hyperlink is used to access the Search Provider page. On the Search Provider page, the user enters the name of the payee or the payee ID, and clicks the Search button. If a match is returned, the user clicks the payee record, and then clicks Continue to return to the Manual Checks page. The user may also enter the Payee ID directly on the Manual Checks page and Click the Search button. If payment requests for the payee are associated to the same Agency selected in the Check Information group box, the associated payment and overpayment adjustment information is retrieved. Payments or overpayments information associated with a different Agency is never displayed.

On the Manual Checks page, the selected payee information is displayed in the Check Information group box. The Payment Lines group box will list all the payee’s payments that are not associated with a check or an invoice. The Overpayment Adjustment group box lists all overpayment adjustments that are not associated with a check.

When the column headings in the Payment Lines group box are selected the repeating group will be re-sorted in ascending order by the column clicked. A Triangle icon is displayed to indicate ascending or descending order (pointing up = ascending order, pointing down = descending order).

The user is able to print the Invoice – 188 form through the Options drop down. The user will be able to view and print the Invoice – 188 prior to the page being closed. Once the page is closed the Invoice – 188 cannot be printed.

**1.2.2.2 Page Information**

Group Box	Check Information	
<b>Fields</b>	Payee Name	First and last name of the Payee; returned from provider search; system derived; not user editable.
	Payee ID	System Generated number that is associated to the payee that was selected from the Provider Search. System Derived when search hyperlink is clicked or user entered before the Search button is clicked.
	Check Number	The check number; conditionally required when the disposition is “Outstanding”; not required; user editable.
	Check	The check date; conditionally required when the disposition is



	Date	“Outstanding”; not required; user editable.
	Check Amount	Total dollar amount of payment; defaults to zero, calculated from all payment lines minus all overpayment adjustments included in the manual check; system derived; not user editable. Can be negative. The Check Amount changes or recalculates when user checks the “Include” box under the Payment Lines Group Box.
	Invoice Number	An internal unique ID from the Checks table; System Derived upon return of the provider after the search has been executed; not user editable.
	Agency	Defaults to the Fiscal Agency associated with the user; if the user has multiple fiscal agencies only those fiscal agencies are available in the drop down and the user must select one. Agency selection enables the payee search. If a new agency is selected the user must complete the payee search in order to process. If a new payee is needed a new search will need to be completed.
	Invoice Disposition	The disposition will default to Pending when the page is opened. Once the page is saved the disposition will be changed to Outstanding. System derived, not user editable.
<b>Group Box</b>	<b>Payment Lines</b>	
<b>Fields</b>	Case Participant	Name of the case participant on whose behalf the payment will be issued; data will be retrieved from the Payment table and the Person table based on the person ID; system derived; not user editable.
	Service Type	The type of service scheduled for payment; data will be retrieved from the Payment table and Service Types table based on service code; system derived; not user editable.
	Payment Service Begin Date	Payment Service Begin Date is the first day that the service is being paid for; data will be retrieved from the Payment table; system derived; not user editable.
	Payment Service End Date	Payment Service End Date is the last day that the service is being paid for; data will be retrieved from the Payment table; system derived; not user editable.
	Total	Total dollar amount for the payment; data will be retrieved from the Payment table; system derived; not user editable.
	County	The County associated with the payment.



	Include	Check box which allows the user to include the payment line in the check; when checked, the check amount is recalculated in the header; defaults to not checked; user selected; not required.
<b>Group Box</b>	<b>Overpayment Adjustment Lines</b>	
Fields	Case Participant	Name of the case participant on whose behalf the payment adjustment will be issued; data will be retrieved from the Payment Adjustment table and the Person table based on the person ID; system derived; not user editable.
	Service Type	The type of service for payment adjustment; data will be retrieved from the Payment Adjustment table and Service Type table based on service code; system derived; not user editable.
	Payment Service Begin Date	Payment Service Begin Date is the first day that the service is being paid for; data will be retrieved from the Payment Adjustment table; system derived; not user editable.
	Payment Service End Date	Payment Service End Date is the last day that the service is being paid for; data will be retrieved from the Payment Adjustment table; System Derived; not user editable.
	Total	Dollar amount for the payment adjustment; data will be retrieved from the Payment Adjustment table; System Derived; not user editable.
	County	The County associated with the payments.
	Include	Check box which allows the user to include the payment adjustment line in the check; when checked, the check amount is recalculated in the header; defaults to not checked; user selected; not required.
<b>Options</b>	Invoice – 188	Printable invoice for all manual checks must be launched prior to the page being closed. After “Save” is selected the invoice is frozen and the invoice can be launched. Once the page is closed the invoice is not accessible on this page.
<b>Links</b>	Search	Hyperlink used to search out a Payee by using the Payee Name or Payee ID record from the Provider Search page.
	View	View hyperlink is used to access the Payment Request page in order to view more information for the payment. The page is launched in view-only mode from the Payment Line; user selected.



	View	View hyperlink is used to access the Overpayment Adjustment Window in order to view more information for the overpayment the page is launched in view-only mode from the Overpayment Line; user selected.
<b>Buttons</b>	Search	If the Payee ID is entered in the text field rather than searching through the hyperlink the user must initiate the search for associated payments and overpayments. Button will be enabled when the Agency and Payee ID are both populated.
	Save	Standard save processing.
	Close	Standard close processing.

### 1.2.2.3 Background Processing

- The Payee Name and Payee ID will be filled in after the worker completes the Provider search. When the worker clicks the Search hyperlink, they are taken to the Search Provider page (Refer to *CM10: Search* topic paper). Once the search is completed, and a payee entry is selected, FSFN brings the payee information along with associated payment and overpayment adjustment information back to the Manual Checks page.
- When the Include check boxes are checked, the Check number and check date are required.
- The Agency field must be populated before the Payee and Payee ID are searched or the Payee ID text field is enabled.
- Selection of a different agency, after the payee information was retrieved through search, will cause the page to be cleared. The user will receive a message stating “The page has been cleared because the Agency has been changed.” The user is required to search for the desired payee to populate the page.
- Show Payment table rows based on the following selection criteria:
  - PAYMENT.ID\_PAYEE = PROVIDER\_ORG.ID\_PRVD\_ORG for the provider specified in the search.
  - PAYMENT.CD\_AGENCY= code associated with agency selected from Agency drop down.
  - For the Payment table rows retrieved:
    - If PAYMENT.AM\_RQST is a negative amount, do not select the record.
    - If PAYMENT.CD\_PMNT\_STAT is =“C,” do not select the record.



- The system determines if the appropriate approvals have been applied to the Payment table entry by reading the Approvals table using the Payment ID (ID\_PMNT) and checking the approval status. If the Action Code (CD\_ACTN) = "A" and Status Code (CD\_STAT) = "A" then continue processing, else do not select record.
- Check ID (PAYMENT.ID\_CHK) is Null. Note: ID\_CHK represent the system generated Invoice Number
- Non-system disbursed payments will be excluded for the search and will not be returned.
- Show Payment Adjustment table rows based on the following selection criteria:
  - PAYMENT\_ADJUST.ID\_PAYEE = PROVIDER\_ORG.ID\_PRVD\_ORG for the provider specified in the search.
  - PAYMENT\_ADJUST.CD\_AGENCY = code associated with agency selected from Agency drop down.
  - For the Payment Adjust table rows retrieved:
    - If PAYMENT\_ADJUST.CD\_PMNT\_STAT is = "C," do not select the record.
    - If PAYMENT\_ADJUST.CD\_ADJST\_TYPE is <> "B," do not select the record.
    - The system determines if the appropriate approvals have been applied to the Payment Adjustment table entry by reading the Approvals table using the Payment Adjustment ID (ID\_PMNT) and checking the approval status. If the Action Code (CD\_ACTN) = "A" and Status Code (CD\_STAT) = "A" then continue processing, else do not select record.
    - Check ID (PAYMENT\_ADJUSTMENT.ID\_CHK) is Null.
- Using the Person ID (ID\_PRSN) from the Payment table, read the Person table and retrieve the First Name (NM\_FRST) and Last Name (NM\_LST) and display them in the Case Participant field of the window.
- Using the Person ID (ID\_PRSN) from the Payment Adjustment table, read the Person table and retrieve the First Name (NM\_FRST) and Last Name (NM\_LST) and display them in the Case Participant field of the window.
- Sorting of the Payment Lines group box:
  - Default sort order (ascending): (1) Case Participant (2) Service Type (3) Service Payment Begin Date.
  - When the Case Participant column heading is clicked the sort order is (1) Case Participant (2) Service Type (3) Service Payment Begin Date.
  - When the Service Type column heading is clicked the sort order is (1) Service Type (2) Case Participant (3) Service Payment Begin Date.
  - When the Payment Begin Date column heading is clicked the sort order is (1) Payment Begin Date (2) Case Participant (3) Service Type.





- When the Total column heading is clicked the sort order is (1) <Total (2) Case Participant (3) Service Type (4) Service Payment Begin Date.
- When sorting the Case Participant field, sort by last name. The field should still display as "First Name Last Name."

#### 1.2.2.4 Save Processing

- Save is enabled when the one or more Include check boxes are checked. Then the Check number and check date are required.
- Save Processing is initiated by clicking the Save command button. Save processing is also initiated when clicking the Close button, and then answering “Yes” when the system asks the user if they would like to “Save changes before closing the page.”
- When Close is clicked the user will receive a warning message “Before the page is closed launch and print the Invoice -188. You will not have another opportunity to complete this task after the page is closed. Do you wish to continue and close the page?”
- When the user clicks on the Save button, the system performs the following processes:
  - Calculates the Check Amount in the Check Information group box by adding the Payment Line amounts for those rows with “Include” selected and subtracting the Overpayment Adjustment Line amounts for those rows with “Include” selected. If the Check Amount is negative, then a message, “Check Amount is entered as a negative amount. Would you like to continue?” is displayed.
  - Once the Check Amount calculation is completed, then a record is added to the Checks table with the fields set accordingly:

Check Table Column	Value
Check ID (ID_CHCK)	System generated number
Check Number (ID_CHCK_NMBR)	Assigned check number
Date of Check (DT_CHCK)	Date check issued
Provider ID (ID_PRVD_ORG)	Set to the Provider ID from the Provider Data Retrieval Search
Check Method (CD_CHCK METH)	Set to “M” for Manual
Check Amount (AM_CHCK)	Calculated summary amount
Check Disposition Status	CD_CHCK_DISP is set to “O”
Check Disposition Date (DT_DISP)	Check Disposition Date
Flag Posted (FL_POSTED)	Check posting flag set to “Y”



Payee Name (TX_PAYEE)	Payee Name is displayed in the Payee Name field on the Manual Checks page.
Agency (CD_AGENCY)	Agency is set to the agency of the agency displayed in the agency field on the Manual Checks page.

- o Updates the Payment (Payment\_Adjust) table records as follows:

Payment Adjust Table Column	Value
Check ID (ID_CHCK)	Set to the ID_CHCK from the Check table
Check Number (ID_CHCK_NMBR)	Assigned check number
Date of Check (DT_CHCK)	Date check was issued

- For each payment or overpayment adjustment included on the Manual Check, populate the associated payment ledger record(s) disposition date with the Manual Check ID and disposition date, as follows:
  - a. For each payment, loop through all payment ledger entries for that payment (PAYMENT\_LEDGER.ID\_PMNT = PAYMENT.ID\_PMNT) and set values as follows.
    - i. PAYMENT\_LEDGER.DT\_DISP = CHECKS.DT\_DISP
    - ii. PAYMENT\_LEDGER.ID\_CHCK = CHECKS.ID\_CHCK.
  - b. For each overpayment adjustment, loop through all payment ledger entries for that overpayment adjustment (PAYMENT\_LEDGER.ID\_PMNT = PAYMENT\_ADJUST.ID\_PMNT\_ADJUST) and set values as follows:
    - i. PAYMENT\_LEDGER.DT\_DISP = CHECKS.DT\_DISP
    - ii. PAYMENT\_LEDGER.ID\_CHCK = CHECKS.ID\_CHCK.
  - c. **Note:** The above processing is not very likely because at the point the Manual Check is created, the OCA Reimbursement Allocation batch program probably has not run against the payment request, but it could happen and must be accounted for. Normally, the Manual Check is created immediately after the user creates a manual payment request and the OCA Reimbursement Allocation batch program has not already run. In that scenario, the OCA Reimbursement Allocation batch program will pick up the Payment Request and generate the payment ledger entries, and then the Check Write batch will pick up the payment ledger entries and stamp them with the check disposition and check number. When the payment request and manual check are created on different days, the

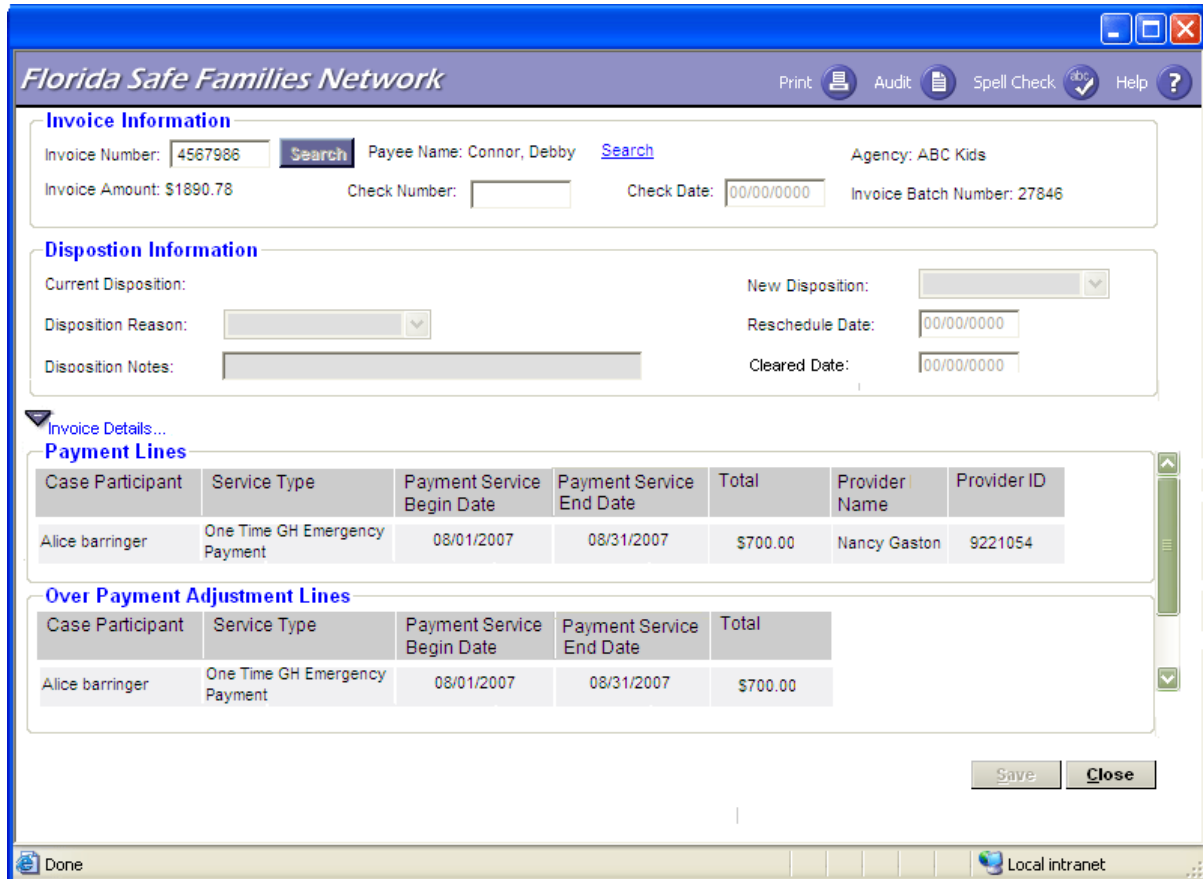


OCA Reimbursement Allocation batch program has run and the payment ledger entries exist and must be updated as described above.

**1.2.2.5 CRUD Matrix**

Table Name	Create	Read	Update	Delete
Checks	X			
Payment		X	X	
Payment Adjustment		X	X	
Service Type		X		
Person		X		
Provider Org		X		
Worker		X		
Agency		X		
Payment Ledger		X	X	

### 1.2.3 Invoice Disposition Page



The screenshot shows a web application window titled "Florida Safe Families Network". The interface includes a navigation bar with "Print", "Audit", "Spell Check", and "Help" options. The main content area is divided into several sections:

- Invoice Information:** Contains fields for Invoice Number (4567986), Payee Name (Connor, Debby), Agency (ABC Kids), Invoice Amount (\$1890.78), Check Number, Check Date (00/00/0000), and Invoice Batch Number (27846).
- Disposition Information:** Includes Current Disposition, Disposition Reason, Disposition Notes, New Disposition (dropdown), Reschedule Date (00/00/0000), and Cleared Date (00/00/0000).
- Payment Lines:** A table listing payment details for "Alice barringer".
- Over Payment Adjustment Lines:** A table listing overpayment adjustments for "Alice barringer".

Buttons for "Save" and "Close" are located at the bottom right of the form area. The Windows taskbar at the bottom shows "Done" and "Local intranet".

Case Participant	Service Type	Payment Service Begin Date	Payment Service End Date	Total	Provider Name	Provider ID
Alice barringer	One Time GH Emergency Payment	08/01/2007	08/31/2007	\$700.00	Nancy Gaston	9221054

Case Participant	Service Type	Payment Service Begin Date	Payment Service End Date	Total
Alice barringer	One Time GH Emergency Payment	08/01/2007	08/31/2007	\$700.00

#### 1.2.3.1 Page Overview

##### *Navigation*

This Invoice Disposition page is accessed through the Create Financial Work Icon located on the Banner Bar and then by selecting the Invoice Disposition value from the Invoice/Checks drop down. The Invoice Disposition page can also be accessed from the desktop for users with an assignment to the Provider or Case and a security profile that allows them to view and/or update the page. Users can also access the page in view-only mode using Navigational Search. By expanding the Invoice icon the user will be able to access the check by clicking the hyperlink for a check with a disposition other than "Pending."

##### *Page Summary*



For Invoices with an “In Process” or “Outstanding” status, the Invoice Disposition page is used to document the disposition of a check after it has been printed, but has not cleared the bank. A check/invoice may be assigned a new disposition for a number of reasons including:

- Errors, such as a wrong address or vendor on the check. The check can be canceled or rescheduled for issuance in order to correct the problem. Similarly, if a check is damaged or lost, it can be rescheduled. Generally, a disposition of “Void” is issued before the check has been disbursed from the agency.
- An authorized user may stop payment on a check. A reason can be entered for the stop payment in the Disposition Notes text box. Generally, a stop payment disposition is issued after the check has been disbursed from agency.

The Search hyperlink is used to access the Search Provider page. On the Search provider page, the user enters the Payee’s information and conducts the search by clicking the Search button. If a match is found, the user expands the information and selects the desired invoice (listed under the Invoice/Checks icon for the provider). Once the selection is made the user clicks the Continue button and returns the information to the Invoice Disposition page. In order for a worker to view an invoice on the Search page the invoice must have been created from the same Agency(s) as the worker accessing the page. All invoices that do not have a status of “Pending” and match the Agency(s) of the worker will be retrieved by the search functionality.

The user may also retrieve an invoice by entering a unique Invoice Number directly on the Invoice Disposition page and clicking the Search button. The user’s agency(s) are verified against the agency associated with the invoice they identified and if they do not match, the user is prompted with an error message and will not be permitted to view that invoice on this page. The intent is to expedite retrieving Invoices when the user is working from a report that lists the invoice number.

The Invoice Details expando is used to view the included payment and overpayment adjustment details for the invoice selected on the Invoice Disposition page. A list of all payments included in the invoice appears in the Payment Lines group box. A list of all overpayment adjustments included in the invoice appears in the Overpayment Adjustment Lines group box. This section is always view only.

### 1.2.3.2 Page Information

<b>Group Box</b>	<b>Invoice Information</b>
------------------	----------------------------



<b>Fields</b>	Invoice Number	User-entered field that can be used to retrieve invoice without going through Payee search. Otherwise, System Derived; not user editable.
	Payee Name	First and last name of the payee; returned Provider Search or from the invoice identified in Invoice number; system derived; not user editable.
	Agency	The Agency that is associated to the Invoice. System derived; not user editable.
	Invoice Amount	Total dollar amount of the invoice which is the sum of all payment lines from the Payment table minus all overpayment adjustments from Payment Adjustment table; system derived; not user editable.
	Check Number	The check number that is assigned by the agency and that appears on the payee's check; system derived; user editable; not required.
	Check Date	The check date that is assigned by the agency and that appears on the payee's check. System derived; user editable. Required.
	Invoice Batch Number	The batch Number of the invoice; System Derived; not user editable.
<b>Group Box</b>	<b>Disposition Information</b>	
<b>Fields</b>	Current Disposition	The current disposition of the invoice from the Checks table; system derived; not user editable.
	New Disposition	The new disposition for an invoice; user-selected drop down. User editable, required.
	Disposition Reason	The reason for new disposition; user-selected drop down.
	Reschedule Date	The reschedule date for an invoice that has been rescheduled; defaults to current system date; enabled and required if "Void - Reschedule" value is selected in the New Disposition drop down; user entered.
	Disposition Notes	Brief explanation of the disposition; user-entered text field; not required.



	Cleared Date	User editable and required date field if “Cleared” is selected under the “New Disposition” drop down. Defaults to current system date.
<b>Group Box</b>	<b>Payment Lines (Invoice Details expando)</b>	
<b>Fields</b>	Case Participant	Name of the case participant on whose behalf the payment will be issued; data will be retrieved from the Person table based on person ID in the Payment table; System Derived; not user editable.
	Service Type	The service type for the payment; data will be retrieved from the Service Type table based on the service code in the Payment table; System Derived; not user editable.
	Payment Service Begin Date	Payment Service Begin Date is the first day that the service is being paid for; data will be retrieved from the Payment table; System Derived; not user editable.
	Payment Service End Date	Payment Service End Date is the last day that the service is being paid for; data will be retrieved from the Payment table; System Derived; not user editable.
	Total	Total dollar amount for the payment; data will be retrieved from the Payment table; System Derived; not user editable.
	Provider Name	Name of the provider; data is retrieved from the PAYMENT.id_prvd_org field and Provider Organization tables; System Derived; not user editable.
	Provider ID	Unique ID of the provider; data is retrieved from the Payment Table; System Derived; not user editable.
<b>Group Box</b>	<b>Overpayment Adjustment Lines (Invoice Details expando)</b>	
<b>Fields</b>	Case Participant	Name of the case participant on whose behalf the payment adjustment will be issued; data will be retrieved from the Person table based on person ID in the Payment Adjustment table; system derived; not user editable.



	Service Type	The service type for the payment adjustment; data will be retrieved from the Service Type table based on the service code in the Payment Adjustment table; system derived; not user editable.
	Payment Service Begin Date	Payment Service Begin Date is the first day that the service is being paid for.; data will be retrieved from the Payment Adjustment table; system derived; not user editable.
	Payment Service End Date	Payment Service End Date is the last day that the service is being paid for; data will be retrieved from the Payment Adjustment table; system derived; not user editable.
	Total	Dollar amount for the overpayment adjustment; data will be retrieved from the Payment Adjustment table; data is displayed as a negative amount; system derived; not user editable.
<b>Links</b>	Search	Hyperlink used to search out a payee record from the Provider Search page.
<b>Buttons</b>	Search	Retrieves the invoice based on the user-entered Invoice Number. If the Search hyperlink is used to retrieve Payee information the Search button is disabled.
	Save	Standard Save processing.
	Close	Standard Close processing.

### 1.2.3.3 Background Processing

- If the fiscal agency associated with the invoice entry does not match one of the agencies of the worker accessing the window, the Invoice will not display on the search page. A worker from a different agency cannot retrieve nor modify the status of the invoice.
- For invoice with a disposition of Pending, the search page will not display. For checks with a disposition of Canceled, Cleared the Invoice Disposition page is view only.
- If the New Disposition = Void - Reschedule, then Reschedule Date is enabled, required and defaults to current system date, but is user editable.
- If the New Disposition = Cleared, then Cleared Date is enabled, required and defaults to current system date, but is user editable.





- For the Invoice Details expando, the Payment and Payment\_Adjust table rows are retrieved based on ID\_CHCK for the selected invoice on the Invoice Disposition page.

#### 1.2.3.4 Save Processing

- Save Processing is initiated by clicking the Save command button. Save processing is also initiated when selecting the Close button, and then answering “Yes” when the system asks the user if they would like to “Save changes before closing the page.”
- For checks with a disposition of Void - Do Not Pay: The online page processing will not break the link between the payments and invoice row or between the overpayment adjustments and check row. On Payment and Payment Adjustment tables:

CD\_PMNT\_TYPE = “D” (Do Not Pay)

CD\_PMNT\_STAT = “C” (Canceled)

If a check is canceled and the PAYMENT.fl\_ffp\_calc is “Y” then  
PAYMENT.fl\_ffp\_calc is set to “N” or PAYMENT\_ADJUST.fl\_ffp\_calc is “Y” then  
PAYMENT\_ADJUST.fl\_ffp\_calc is set to “N” for all payment and payment  
adjustments.

If a check is canceled and the PAYMENT.fl\_ffp\_calc is “N” then  
PAYMENT.fl\_ffp\_calc is set to “Y” or PAYMENT\_ADJUST.fl\_ffp\_calc is “N” then  
PAYMENT\_ADJUST.fl\_ffp\_calc is set to “Y” for all payment and payment  
adjustments

- For checks with a disposition of Void - Reschedule: The online page processing will break the link between the payments and check row, and overpayment adjustments and invoice row, in order to allow the payment and overpayment adjustment rows to be picked up in a subsequent invoice run. On the Payment and Payment Adjustment table:

DT\_CHCK= Null

ID\_CHCK= Null

ID\_CHCK\_NMBR= Null

DT\_RQST= Reschedule Date

CD\_PMNT\_STAT= “R” (Rescheduled)

ID\_VCHR\_NO=NULL

On Checks table:

CD\_CHCK\_DISP= “C” (Canceled)

For those payments and overpayment adjustments that make up a canceled and re-scheduled check, however, in the next check run, the payments and overpayment adjustments



information will be re-included as new payments and overpayment adjustments in the “FSFN to the Check Write File Extract” interfaces.

- For checks with a disposition of Cleared: The online page processing will not break the link between the payments and check row or between the overpayment adjustments and check row.

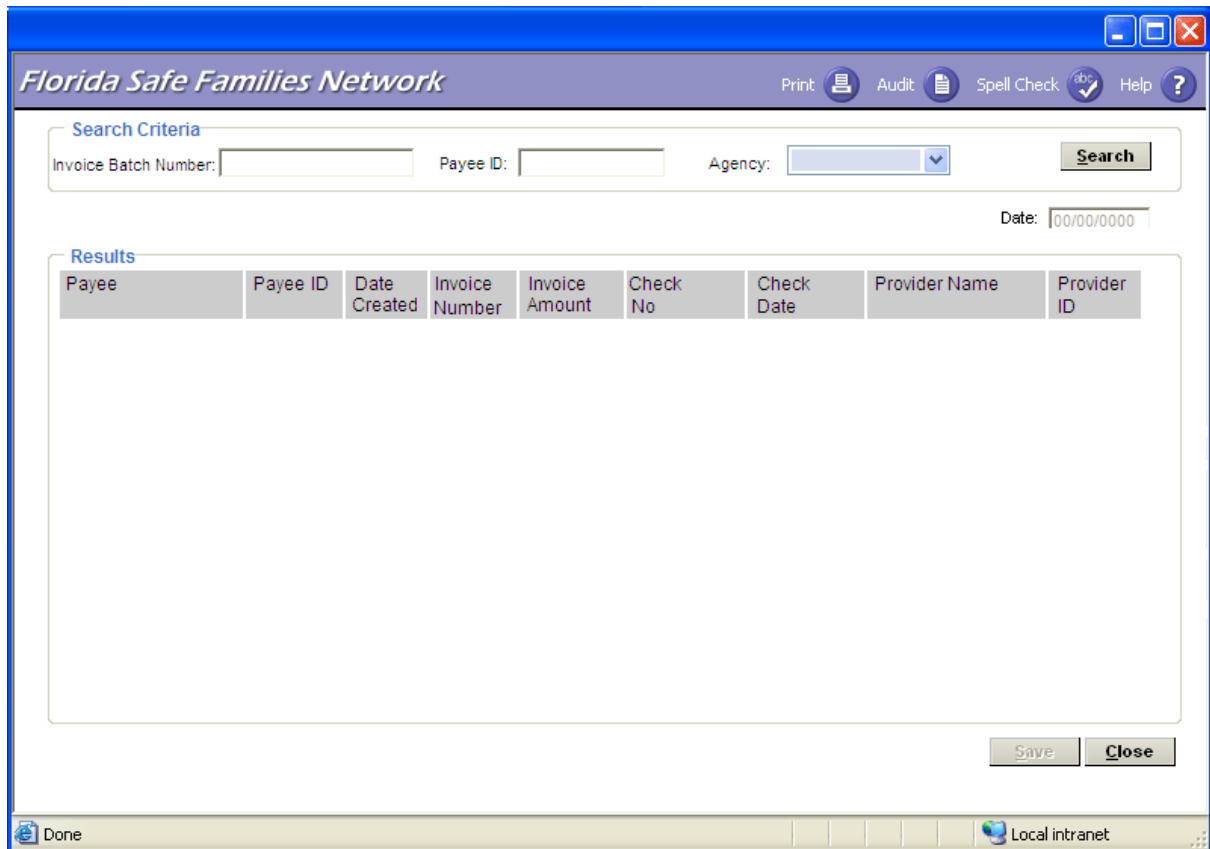
On Checks table:

CD\_CHCK\_DISP=“L” (Cleared)

### 1.2.3.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
Checks		X	X	
Payment		X	X	
Payment Adjustment		X	X	
Service Type		X		
Person		X		
Provider Org		X		
Worker		X		
Agency		X		

## 1.2.4 Check Number Recording Page



**Search Criteria**

Invoice Batch Number:  Payee ID:  Agency:

Date:

**Results**

Payee	Payee ID	Date Created	Invoice Number	Invoice Amount	Check No	Check Date	Provider Name	Provider ID

### 1.2.4.1 Page Overview

#### *Navigation*

The Check Number Recording page is accessed from the Financial Work icon on the desktop when the user selects the Check Number Recording value in the Invoice/Check drop down.

#### *Page Summary*

The user is able to enter Check Number and Check Date after an invoice is “In Process” or “Outstanding” on the Check Number Recording page. Once a check number and check date are entered the invoice disposition will be set to “Outstanding.” If an agency does not use the CBC to FSFN Check Printed interface, users can manually enter the check number and check date under the results group box. If a CBC does not choose to use the check number feedback process, the FSFN to CBC Check Write File Extract batch program will allow the



agency to set status to “outstanding” for all checks and associated payments. The CBC to FSFN Check Printed interface sends the check numbers and check dates from the CBC Accounting System to FSFN. The Check Number and Check Date will be updated on the Payment, Payment Adjustment, and the associated Checks Table. Once the Check Number and Check Date are received, via the interface, the invoice disposition of check will change to “Outstanding.”

A check is searchable by Payee ID, Invoice Batch Number, or both once an Agency is identified. Once the user enters the information, they conduct a search by clicking the Search button. In order for a worker to select an invoice from the Search criteria the invoice must be created from the same Agency as agency from the drop down. All invoices that have an “In Process” or “Outstanding” status and match the Agency from the drop down are retrieved by the search functionality.

When the column headings in the Results group box are clicked the information will be re-sorted in ascending order by the column clicked. A triangle icon is displayed to indicate ascending or descending order (pointing up = ascending order, pointing down = descending order).

**1.2.4.2 Page Information**

Group Box	Search Criteria	
<b>Fields</b>	Invoice Batch Number	Search by the number that is associated to the invoice batch. User editable, required if Payee ID is not entered.
	Payee ID	Search by the Payee ID that is associated to the invoice payments. User editable. Required if Invoice Batch Number is not entered.
	Agency	Defaults to the user’s fiscal agency. If the user is assigned to multiple fiscal agencies, only those fiscal agencies associated with that user are available in the drop down and the user must select one. Required; user editable
	(Below Search Criteria Group Box)	



	Date	The Date field is enabled once a search for an invoice batch number has been performed and results returned. If a check date is filled in this field, this date will be used as the check date for all checks listing in the search. The value will not display on each line but will be stored in the data base as the check date if a check number is entered and no other check date is recorded.
<b>Group Box</b>	<b>Results</b>	
<b>Fields</b>	Payee	Name of the payee to whom the check was; written CHECKS.tx_Payee; System Derived; not user editable.
	Payee ID	Unique ID of the payee to whom the check was issued; data will be retrieved from CHECKS.id_PROVIDER_ORG system derived; not user editable.
	Date Created	The date the invoice was generated; data will be retrieved from CHECKS.ts_cr; system derived; not user editable.
	Invoice Number	This is a system generated field with the invoice number from the Checks table; system derived; not user editable.
	Invoice Amount	Total dollar amount for the invoice; data will be retrieved from CHECKS.am_chck; system derived; not user editable.
	Check No	The check number associated with this check; data will be saved to CHECKS.id_chck_nmbr; user editable.
	Check Date	The date the check was issued; data will be saved to CHECKS.dt_chck; user editable.  <b>Note:</b> The date entered overrides the date entered above the results. If there is a date entered for the page that date will be the date stored in the system.
	Provider Name	Name of the first payment found where the provider associated with the payment for the child is different than the payee; data will be retrieved from PROVIDER_ORG.nm_prvd_lst, nm_prvd_frst where PROVIDER_ORG.id_prvd_org = CHECKS.id_prvd_org; system derived; not user editable.
	Provider ID:	Unique ID of the first payment found where the provider associated with the payment for the child is different than the payee; data will be retrieved from CHECKS.id_prvd_org; system derived; not user editable.



<b>Buttons</b>	Search	Searches out a check records matching entered criteria either by payee ID or Invoice Batch Number combined with Agency.
	Save	Standard save processing.
	Close	Standard close processing.

**1.2.4.3 Background Processing**

- Search is available both by the payee ID and the Invoice Batch Number and will retrieve only those rows with the same Agency ID as the select agency from the Agency drop down. This will select all checks that are In Process (CHECKS.cd\_chck\_disp = I) or (CHECKS.cd\_chck\_disp= “O”) for that Invoice Batch Number and Payee ID.
- Once a check number and check date have been entered and the save is complete those rows will no longer be seen on the page.
- When the column headings in the Results group box are clicked the repeating group will be re-sorted in ascending order by the column clicked. A triangle icon is displayed to indicate ascending or descending order (pointing up = ascending order, pointing down = descending order).

**1.2.4.4 Save Processing**

- Save Processing is initiated by clicking the Save command button. Save processing is also initiated when clicking the Close button, and then answering “Yes” when the system asks the user if they would like to “Save changes before closing the page.”
- Once saved, only rows with Check Number (id\_chck\_nmbr) and with Check Date (dt\_chck) populated will be saved to the database. If a check number is entered and there is no check date entered either on the row on for the page an error will display for that record stating “For [payee name] a check date must be entered.”

Update CHECKS table record where CHECKS.ID\_CHK= Invoice Number in Results group box

- CHECKS.ID\_CHK\_NMBR = Check No in Results group box.
- CHECKS.DT\_CHK\_DATE = Check Date in Results group box. If null, use Date above Results group box.
- CHECKS.CD\_CHK\_DISP = “O” if old CHECKS.CD\_CHK\_DISP= “I”
- CHECKS.DT\_DISP = current date if old CHECKS.CD\_CHK\_DISP= “I”
- CHECKS.TS\_UP = current date
- CHECKS.ID\_UP = User ID



For each updated CHECKS table row, select associated Payments (PAYMENT.ID\_CHK = CHECKS.ID\_CHK). Update each PAYMENT table record:

- PAYMENT.ID\_CHK\_NMBR = Check No in Results group box.
- PAYMENT.DT\_CHK = Check Date in Results group box. If null, use Date above Results group box.
- PAYMENT.TS\_UP = current date
- PAYMENT.ID\_UP = ID of user

For each updated CHECKS table row, select associated Payment Adjustments (PAYMENT\_ADJUST.ID\_CHK = CHECKS.ID\_CHK). Update each PAYMENT\_ADJUST table record:

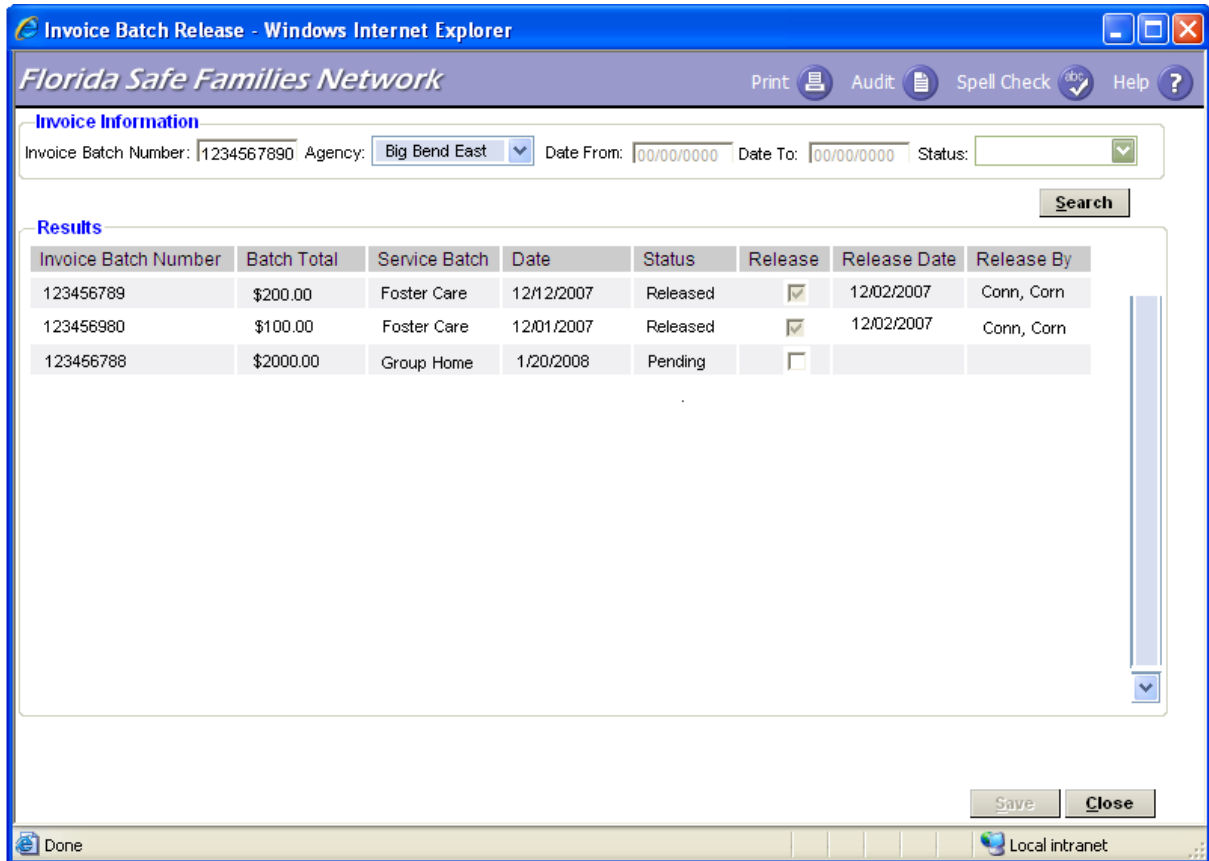
- PAYMENT\_ADJUST.ID\_CHK\_NMBR = Check No in Results group box.
- PAYMENT\_ADJUST.DT\_CHK = Check Date column in Results group box. If null, use Date above Results group box.
- PAYMENT\_ADJUST.TS\_UP = current date
- PAYMENT\_ADJUST.ID\_UP = ID of user

#### 1.2.4.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
Checks		X	X	
Payment		X	X	
Payment Adjustment		X	X	
Worker		X		
Agency		X		
Provider Org		X		



### 1.2.5 Invoice Batch Release Page



#### 1.2.5.1 Page Overview

##### *Navigation*

The Invoice Batch Release page is accessed from the Financial Work icon on the desktop and by selecting the Invoice Batch Release value in the Invoice/Check drop down.

##### *Page Summary*

The Invoice Batch Release page is used to review the invoices that are associated with batches that will be released on the next batch run. An Invoice Batch is searched by one or more of the following criteria: Invoice Batch Number, Agency, Date Range, or Status. Each invoice batch on this page needs to be released in order for FSFN to generate the associated invoices via the Check Write File to the CBC accounting system. Positive, Negative and \$0.00 invoices can be released. If an invoice that no longer has any payments is released i.e.





the payments were canceled or rescheduled, this will not be reflected on the Check Write File. Users can use the Pending Invoice report to find out the invoice batch number.

If dates are not entered in the Invoice Information group box then the Results will only return Invoice Batches created within the past 30 days.

### 1.2.5.2 Page Information

Group Box	Invoice Information	
Fields	Invoice Batch Number	Search by the number that is associated with the invoice batch. User entered, not required.
	Agency	Defaults to the user's fiscal agency. If the user is assigned to multiple fiscal agencies, only those fiscal agencies associated with that user are available in the drop down and the user must select one. Required; user editable
	Date From	Begin Date that the invoice went through the batch process. User entered, not required. The value must be <u>less than</u> 365 days from the current system date. If date not entered will return results from the past 30 days.
	Date To	End Date that the invoice went through the batch process. User entered, not required. The value must be <u>less than</u> 365 days from the current system date. If date not entered will return results from the past 30 days.
	Status	The status of the invoice batch number. Pending, released; not required; user selected.
Group Box	Results	
Fields	Invoice Batch Number	This is a system generated field with the invoice number from the Invoice Batch table. System derived; not user editable.
	Batch Total	The total of the batch run. System derived; not user editable.
	Service Batch	The type of service batch. (Foster Care, Adoption, Independent Living, Residential Group Care, Non-Recurring Payments, Other). System derived; not user editable. This also can be sorted by ascending or descending order.
	Date	The date the batch was generated. System derived; not user editable.



	Status	The status of the invoice batch. System derived; not user editable.
	Release	Check box that when selected, indicates that the batch is ready to be released. User selected and editable until the save process. Once an invoice batch has been released and saved, field is no longer editable. This field will be checked and not editable for all invoices that are in “Released” status.
	Release Date	Date that the invoice was released. Populated when the Release check box is checked and the page is saved. Not required, system derived, not user editable.
	Release By	Displays the worker’s name who released the batch. System generated; not required.
<b>Buttons</b>	Search	Searches out an Invoice Batch record matching any of the following criteria: From and To Date, Agency, Status, and the Invoice Batch Number.
	Save	Standard Save processing.
	Close	Standard Close processing.

**1.2.5.3 Background Processing**

- If the user selects “Pending” from the Status drop down in the Invoice Information group box then the system will only bring back invoices that have not been released yet and the Release Date will be blank. The Release check box will be enabled but not checked.
- If the user selects “Released” from the Status drop down in the Invoice Information group box then the system will only bring back the invoices that have been released in the Results Group box. This will be in view-only mode and will populate all information including the release check box and the release date.
- When the release check box is checked the release date will be filled in and the status of an invoice batch is marked as released
- When the invoice is marked to be released and the page is saved in the invoice status will be changed to “Released.”
- Once the release check box has been selected the status of the invoice batch is “Released” and the release date and Release By name will be populated.

**1.2.5.4 Save Processing**

- When the user clicks the Save button, all the selected “Release” check boxes will be marked



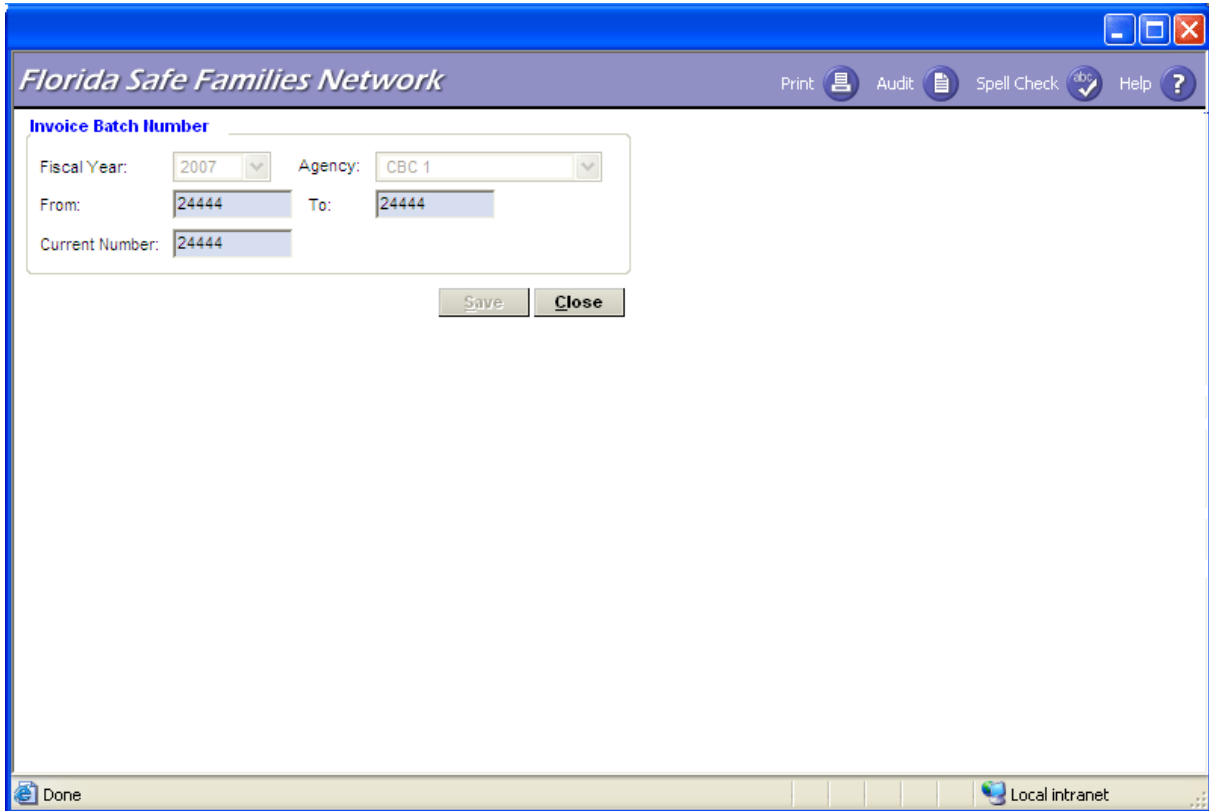
for the FSFN to CBC Check Write Extract batch to process. The Invoice Batch Status will change to “Released.”

- Upon a successful batch run the status of the each invoice will be “Outstanding.”

#### 1.2.5.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
Invoice Batch Release		X	X	

## 1.2.6 Maintain Invoice Batch Number



The screenshot shows a web application window titled "Florida Safe Families Network". The window has a blue header bar with the title and navigation icons for Print, Audit, Spell Check, and Help. Below the header, the main content area is titled "Invoice Batch Number". It contains a form with the following fields: "Fiscal Year" (dropdown menu set to 2007), "Agency" (dropdown menu set to CBC 1), "From:" (text input field set to 24444), "To:" (text input field set to 24444), and "Current Number:" (text input field set to 24444). At the bottom of the form are two buttons: "Save" and "Close". The window's taskbar at the bottom shows "Done" on the left and "Local intranet" on the right.

### 1.2.6.1 Page Overview

#### *Navigation*

The Maintain Invoice Batch Number page is accessed from the Create Financial Work icon on the desktop and by selecting the Maintain Invoice Batch Number value in the Utilities drop down.

#### *Page Summary*

The Maintain Invoice Batch Number Selection page is used to access the Maintain Invoice Batch Numbers page by selecting the fiscal year and fiscal agency and clicking Continue. The Invoice Batch Numbers designated are associated with batches that will be released on the next batch run. Agencies are informed that the invoice batch number have all been used for the year by a report that is generated for the Operations Department's Information Systems team when a batch fails (see processing for batch program: Create Pending



Invoices). The fiscal agency and fiscal year are used to view the current invoice batch numbers. Each fiscal agency is able to set up the invoice batch numbers in advance.

**1.2.6.2 Page Information**

Group Box	Invoice Batch Number	
<b>Fields</b>	Fiscal Year	The fiscal year in which the invoice batch numbers need to be maintained. Required and user selected on the Select Invoice Batch Number page. System derived; not user editable on the Maintain Invoice Batch Number page.
	Agency	Defaults to the user’s fiscal agency. If the user is assigned to multiple fiscal agencies, only those fiscal agencies associated with that user are available in the drop down and the user must select one. Required; user editable on the Select Invoice Batch Number page. System derived; not user editable on the Maintain Invoice Batch Number page.
	From	The “From” number that is associated to the invoice batch; User entered; required, 10 characters.
	To	The “To” number that is associated to the invoice batch; User entered; required, 10 characters.
	Current Number	The current invoice batch number. System derived; user editable; required.
<b>Buttons</b>	Continue	Navigates the user to the Invoice Batch Number page from the Select Agency page.
	Save	Standard save processing.
	Close	Standard close processing.

**1.2.6.3 Background Processing**

- The system pre-fills the “From,” “To,” and “Current Number” from the invoice batch number record.
- If a user edits the current number, the current number must be greater than the highest number used by the Create Pending Invoice Batch for that agency in that fiscal year.
- The “Fiscal Year” drop down box on the Invoice Batch Number Maintenance Selection page is populated with the fiscal year values from the CODE\_DESC table with id\_grp = “FSCLYEAR.”



- After selecting the “Continue” button on the Select Invoice Batch Number Maintenance page, retrieve the INVOICE\_BATCH\_NUMBER table row that is associated with the Agency displayed in the Agency field, and also the Fiscal Year value selected from the drop down (i.e., select on INVOICE\_BATCH\_NUMBER.dt\_fscl\_yr).
  - If there is no row in the INVOICE\_BATCH\_NUMBER table associated with the selected row, then display a notification message “No invoice batch numbers are specified for the fiscal year selected.” Then allow the user to enter numbers in the “From,” “To,” and Current Number fields.
  - If there is already an INVOICE\_BATCH\_NUMBER row for the selected fiscal year, then populate the fields on the page and display a notification message “There are invoice batch numbers already assigned for the fiscal year selected.”
- The Current Number field is incremented by one when the check write run batch completes its operation successfully. This allows the next check run batch to pick up the current invoice batch number and process the payment records for each Fiscal Agency accordingly.
- Each Fiscal Agency must have unique values for Invoice Batch Number throughout the fiscal years. If they enter a range of numbers that their fiscal agency has already used they will receive a message “Invoice Batch Numbers have already been used. Please select new “From” and “To” values.”

#### 1.2.6.4 Save Processing

- When the Save button is clicked, the system will update the Invoice Batch Numbers for that Agency.
- If there is no row in the INVOICE\_BATCH\_NUMBER table associated with the fiscal year selected, then insert a new row in the table and
  - Set INVOICE\_BATCH\_NUMBER.dt\_fscl\_yr = the value selected in the drop down.
  - Set INVOICE\_BATCH\_NUMBER.cd\_agency = code that matches the agency of the worker logged in.
  - Set INVOICE\_BATCH\_NUMBER.id\_vchr\_no\_from = the value entered in the “From” field.
  - Set INVOICE\_BATCH\_NUMBER.id\_vchr\_no\_to = the value entered in the “To” field.
  - Set INVOICE\_BATCH\_NUMBER.id\_vchr\_no\_crnt = Set INVOICE\_BATCH\_NUMBER.id\_vchr\_no\_from.
- If there is already a row in the INVOICE\_BATCH\_NUMBER table associated with the fiscal year selected, then overwrite the data that was already in the database with the information possibly changed on the page (e.g., the user may choose to modify the Current Number field manually).
- The number entered in the “From” field cannot be greater than the number entered in the “To” field.



- The number entered in the Current Number field cannot be greater than the number entered in the “To” field. If Current Number is greater than the “To” field the user receives the following error message “Current Number must to be Greater than “From” and less than “To” field.”
- The number entered in the Current Number field cannot be less than the number entered in the “From” field. If Current Number is less than the “From” field the user receives the following error message “Current number must be greater than or equal to “From” and less than “To” fields.”

### 1.2.6.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
Voucher Number	X	X	X	



## 1.3 Inventories

### 1.3.1 Table Descriptions

Table Name	Description
CHECKS	The CHECKS table maintains detailed information about all checks (physical and electronic) issued including the check number, check date, disposition, Payee, and Invoice Batch Number. Processes of FM02 (Issue/Reconcile Checks) maintain and update this information.
PAYMENT	The PAYMENT table stores detailed information about payments made to providers including but not limited to Payment Service Begin Date, Payment Service End Date, payment amount, provider, child, case, and Payee. Processes of FM01 (Process Payments) maintain and update this information.
PAYMENT_ADJUST	The PAYMENT_ADJUST table stores detailed information about adjustments made against provider Overpayments. Processes of FM01 (Process Payments) maintain and update this information.
PAYMENT_LEDGER	The PAYMENT_LEDGER table maintains a complete history of OCA values associated to a payment.
PERSON	This PERSON table maintains information that identifies an individual known to DCF such as name, date of birth, social security number, race, gender, etc. A PERSON can be a WORKER, REPORT PART, REFERRAL PART, CASE PART, or PROVIDER PART. Primary search processing is centered on this data. Process of CM01 (Manage Person) build and maintain this information.
PROVIDER_ORG	This table maintains information pertaining to a PROVIDER ORG, facility, or vendor. Data includes name and address information, placement preferences and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Home/Private Provider) and updated in PM04a (License Home Provider).





ORG_ENTITY	ORG_ENTITY table maintains information to the association of users and the agency(s) of a worker as well has the relationship to any fiscal or parent agencies.
VOUCHER NUMBER	The VOUCHER_NUMBER table stores detailed information about the unique ID for each Invoice Batch.
INVOICE BATCH RELEASE	The INVOICE BATCH_RELEASE table stores detailed information about the Invoice Batch including the Release date, and the person who released the batch.
EPISODE	The EPISODE table maintains information pertaining to the occurrence of the delivery of one or more out-of-home SERVICES involving one PROVIDER and one or more CASE PARTICIPANTS. Placement out of home and removal from home are other types of Episodes stored in this table. Processes of SM10a (Out of Home Placement) build and maintain this information.

### 1.3.2 Reference Data

#### 1.3.2.1 Drop downs

Field Name Invoice Status  
 Values OK  
 Reschedule  
 Cancel – Do Not Pay

Field Name Invoice Batch Release  
 Values Pending  
 Released

Field Name Payment Status  
 Values OK  
 Reschedule  
 Cancel – Do Not Pay

Field Name Adjustment Status



---

Values	OK Reschedule Cancel – Do Not Pay
Field Name	New Invoice Disposition
Values	Void – Do Not Pay Void – Reschedule Cleared
Field Name	Disposition Reason
Table Name	Code_Desc
Group ID	CKDISPRS

### 1.3.3 List Boxes

- None

### 1.3.4 Automated Messages

- None

### 1.3.5 Checklists

- None

### 1.3.6 Ticklers

- None

### 1.3.7 Notifications

E-mail Message Format:

To: E-mail address for the FSFN worker who releases an invoice batch  
Subject: FSFN Check Write Batch Completed [Datetime]  
Body: The Invoice Batch scheduled by you completed on [Datetime]

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



### **1.3.8 Text Templates**

#### **1.3.8.1 Invoice**

The invoice is a printable form that will list all of the separate payments for a certain provider. The total of the invoice will only appear on the last page of the document and will be CBC specific. The System will first look for the Child's SSN, then the Pseudo number. If this is not found, then the system will list the person ID in the Child's ID field.

### **1.3.9 Reports**

- Pending Invoice Listing
- Void Report
- 188 report

### **1.3.10 Triggers**

None



## 1.4 Batch Programs

### 1.4.1 Create Pending Invoice

**Program Name:** b-fm02-chk-pend.cbl

**Process Summary:** This batch program selects Payment and Overpayment Adjustments eligible to be disbursed during this invoice run cycle. Each time the Create Pending Invoice batch runs, it creates a new pending invoice with a unique ID on the Checks table and updates the Payment and Payment Adjustment table with the Invoice IDs.

Overpayment Adjustments are applied against Payment Requests based on the instructions on the Overpayment Request Repayment Method. Options include allowing invoices to be negative, or that invoices must be positive, and an option specifying whether the Service Batch must match. If the overpayment is specified as allow negative invoices then it is captured in a separate invoice.

A parameter for Service Batch is available to process like payments in a batch run – for example, pick up only payments that have a service type with a service batch of foster care to create pending invoices.

Include a payment in a check only if the service batch of payment matches service batch value(s) on parameter file.

- Include a payment adjustment in a check only if:

- a) Service batch of payment adjustment matches service batch value(s) on parameter file AND overpayment method = I
- b) Service batch of payment adjustment matches service batch value(s) on parameter file AND overpayment method <> I AND service batch applicable flag for agency is No.
- c) Service batch of payment adjustment matches service batch value(s) on parameter file AND overpayment method <> I AND service batch applicable flag for agency is Yes AND there is at least one payment to be included on a check with the same service batch as overpayment.



The Release parameter makes it possible for a CBC to choose to hold an invoice batch until a user goes to the Invoice Batch Release page to release the batch. If the parameter is “Yes,” this program will create a Release record for this Fiscal Agency and Invoice batch number. To support this, the Invoice Batch Number processing from the Invoice Extract Program will be performed in this process instead of in the Check Write File Extract Batch.

**Frequency:** Daily

**Dependencies:** None

**Input Parameters:** fm02-01-parameter

Job Name

Create Date

Sequence Number

Invoice Run Type

Service Type (Mutually exclusive from Service Batch – up to 5 can be listed on a single parameter entry.)

Payment Type (On-Going, One Time, Episode Driven, Fixed Price – up to 4 can be listed on a single parameter entry.)

Payment Schedule Date

Sort By Code

Agency Code

Service Batch (Mutually exclusive from Service Type – up to 5 can be listed on a single parameter entry.)

Release

**Input Files:** None

**Output Files:** None



**Database Tables:**

APPROVAL	R
EPISODE	R
CHECKS	R, I, U
NEXT_NUM	R, U
PAYMENT	R, U
PAYMENT_ADJUSTMENT	R, U
PROVIDER_ORG	R
SERVICE_TYPE	R
VOUCHER_NUMBER – for the Invoice Batch Number,	R,U
INVOICE_BATCH_RELEASE for the new table for the Invoice Batch Release page record.	I
ORG_ENTITY	R

**Process Description:**

**Control Card Record Layout**

Description	Type	Length
CC-JOB-NAME	Character	7
CC-FIELD-SEPARATOR ( * )	Character	1
CC-CREATE-DATE (MMDDYYYY)	Numeric	8
CC-FIELD-SEPARATOR ( * )	Character	1
CC-SEQUENCE-NUMBER	Numeric	5
CC-FIELD-SEPARATOR ( * )	Character	1
CC-CHECK-RUN-TYPE	Character	1
CC-FIELD-SEPARATOR ( * )	Character	1
CC-SERVICE-TYPES	Character	25
CC-FIELD-SEPARATOR ( * )	Character	1



CC-PAYMENT-TYPES	Character	5
CC-FIELD-SEPARATOR ( * )	Character	1
CC-PAYMENT-REQUEST-DATE	Character	8
CC-FIELD-SEPARATOR ( * )	Character	1
CC-SORT-BY-CODE	Character	1
CC-FIELD-SEPARATOR ( * )	Character	1
CC-AGENCY-CODE	Character	15
CC-FIELD-SEPARATOR ( * )	Character	1
Service Batch	Character	15
CC-FIELD-SEPARATOR ( * )	Character	1
Release IND	Character	1

### Control Card Specifics

b-fm02-chk-pend can be run for one Agency, several Agency's at a time (multiple parameter lines)

#### Step One: Determine Current Invoice Batch Number

Select VOUCHER\_NUMBER.ID\_VCHR\_NO\_CRNT where [VOUCHER\_NUMBER.DT\_FSCL\_YR =Current fiscal year as determined by the current date in the control card (if the current date < July 1<sup>st</sup> then fiscal year = current year, if the current date >= July 1<sup>st</sup> then fiscal year = current year+1)] and [CD\_AGENCY = Fiscal Agency Code indicated in the Control Card]

If no record is selected then generate error message to error report "Invoice Batch Number not found for Fiscal Agency ([CD\_AGENCY]) and Fiscal Year ([DT\_FSCL\_YR]). Please create and Invoice Batch Number on the Maintain Invoice Batch Number page" Stop Processing

If VOUCHER\_NUMBER.ID\_VCHR\_NO\_CRNT > VOUCHER\_NUMBER.ID\_VCHR\_NO\_TO then generate error message to error report "Current Invoice Batch Number exceeds Invoice Batch Number To limit for Fiscal Agency ([CD\_AGENCY]) and Fiscal Year ([DT\_FSCL\_YR]). Please update and Invoice Batch Number To on the Maintain Invoice Batch Number page." Stop Processing

Initialize total amount for batch: AM\_BATCH\_TOTAL=zero

Determine Service Batch description for Invoice Batch Release record: If parameter has only one Service Batch specified, set CD\_SRVC\_BATCH\_RPT to that Service Batch. If multiple



specified, set CD\_SRVC\_BATCH\_RPT to "M" (Mixed)

Determine whether Fiscal Agency requires that Service Batch must match when processing overpayment recoupments:

Set WS\_FL\_SRVC\_BATCH = ORG\_ENTITY.FL\_SRVC\_BATCH for  
ORG\_ENTITY.CD\_AGENCY = Parameter.CD\_AGENCY

#### Step Two Select Payments for Pending Invoice

Read the Payment table to select [ID\_PMNT, ID\_PAYEE, AM\_RQST, CD\_SRVC, CD\_PMNT\_TYPE, ID\_BSNS, ID\_PRVD\_ORG, DT\_RQST, ID\_VCHR\_NO] from all rows where [ID\_CHK = Null] and [DT\_RQST <= Payment Request Date as indicated by the Control Card] and [CD\_AGENCY= Fiscal Agency code indicated in the Control Card]

#### Step Two A: Select Payment Adjustment for Pending Invoice

Read the Payment Adjustment table to select [ID\_PMNT, ID\_PAYEE, AM\_RQST, CD\_SRVC, CD\_PMNT\_TYPE, ID\_BSNS, ID\_PRVD\_ORG, DT\_RQST, ID\_VCHR\_NO] from all rows where [ID\_CHK = Null] and [DT\_RQST <= Payment Request Date as indicated by the Control Card] and [CD\_ADJST\_TYPE = "B" payment adjustments that are generated by the Adjust Overpayments Based on Repayment Plan batch process] and [CD\_AGENCY = Fiscal Agency code indicated in the Control Card]

#### Step Three: Apply Additional Selection Criteria and Calculate Invoice Amount

In order to group any payment adjustments with negative invoice allowed in a separate invoice for the payee, for each payment adjustment record, if the cd\_ovp\_mthd is "I" negative invoices allowed, mark the record in the hold area with a Flag WS\_FL\_NEGATIVE\_INVOICE = "Y". All other all payment and payment adjustment records with CD\_OVP\_MTHD not = "I" records in the hold area must set flag WS\_FL\_NEGATIVE\_INVOICE = space

Sort Payment and Payment Adjustment records by [PAYMENT.CD\_AGENCY and PAYMENT\_ADJUST.CD\_AGENCY, and WS\_FL\_NEGATIVE\_INVOICE] and ID\_PAYEE  
Save ID\_PAYEE (Payee ID) and WS\_FL\_NEGATIVE\_INVOICE in a hold area and perform control break processing (see below) when all the Payment records for a single Payee have been processed and the next payment record has a different ID\_PAYEE,  
WS\_FL\_NEGATIVE\_INVOICE and CD\_AGENCY





For each Payment or Payment Adjustment row with a matching ID\_PAYEE, WS\_FL\_NEGATIVE\_INVOICE and cd\_agency, apply the following conditions. As each condition is met, continue processing with the next condition, otherwise stop processing for this payment and get next row:

- Compare the CD\_PMNT\_TYPE on Payment to the list of Payment Types on the Control Card. If the Wildcard value was used, or if a match is found on the list, continue.
- Compare the CD\_SRVC on Payment or Payment Adjustment to the list of Service Types on the Control Card. If the wildcard value was used, or if a match is found on the list, continue.
- Compare the Service Batch for the Payment/Payment Adjustment Service Type to the list of Service Batches on the Control Card. If the wildcard value was used, or if a match is found, continue. Store the Service Batch for each entry in the hold area for in matching Payment Adjustment and Payment Service Batches below.
- IF WS\_FL\_SRVC\_BATCH is “Y” (indicates that for this Fiscal Agency the Service Batch on a Payment Adjustment must match the Service Batch for a Payment in order for them to be included together within an Invoice), then
  - IF Payment Adjustment.CD\_OVP\_MTHD not “I”, then
    - Perform a sub loop through hold area looking for a Payment that has a Service Batch that matches the Payment Adjustment Service Batch.
    - If at least one matching entry found, continue processing this Payment Adjustment; otherwise, ignore this row
- If CD\_PMNT\_STAT <> “C” Indicating payment status is not canceled,” then continue. Else, ignore this row.
- Verify CD\_SRVC on Payment or Payment Adjustment to CD\_SRVC on Service Type, If FL\_NON\_SYS\_DISB on Service Type is “N,” continue. Else, ignore this row. (If the flag is “Y,” the row indicates a disbursement outside of FSN such as an Emergency payment).
- If AM\_RQST is a negative amount, ignore this row.
- If the Payment or Payment Adjustment has a CD\_PMNT\_TYPE = “O” or “C,” check to see if authorization for a check has been given. Select ID\_PRSN from the Approval table where CD\_WRK\_TYPE = “1” (Payment) or “33” (Payment Adjustment), ID\_WRK\_TYPE = ID\_PMNT from Payment or Payment Adjustment and CD\_STAT = “A” (Approved). If found, continue.
- For a Payment table record, add the AM\_RQST from this Payment row to an Invoice Amount Accumulator for this Payee.



- For a Payment Adjustment table record, subtract the AM\_RQST from this Payment Adjustment row from Invoice Amount Accumulator for this Payee.
- Store the Payment or Payment Adjustment row information in a Working Storage Table entry:

Step Five: Control Break Processing- Table Updates

Update Checks table row:

If WS\_FL\_NEGATIVE\_INVOICE = "Y," skip to section 5a.

Select ID\_CHCK where CHECKS.ID\_PRVD\_ORG = ID\_PAYEE,  
CHECKS.CD\_CHCK\_DISP = "P" and CHECKS.AM\_CHCK > 0

Set AM\_CHCK = AM\_CHCK + amount stored in invoice amount accumulator

IF AM\_CHCK is less than or equal to zero, then delete the existing check row and ignore the following processing.

If the check is not found, then

If the Invoice Amount Accumulator is less than or equal to zero ignore the following processing; else insert a new row.

Insert Check table row using the following data:

ID\_CHCK: Use next number for "Check" from Next Num table

ID\_PRVD\_ORG: Set to the Payee ID (ID\_PAYEE) from the hold area

ID\_CHCK\_NMBR: Set to *Null*

DT\_CHCK: Set to *Null*

ID\_VCHR\_NO: Set to Invoice Batch Number determined in step 1 for this Agency

AM\_CHCK: Invoice Amount Accumulator

CD\_CHCK\_DISP: Set to "P" (for Pending)

DT\_DISP: System date

CD\_CHCK\_METH: Set to "S" (System generated)

CD\_RUN\_TYPE: Set to CC-CHECK-RUN-TYPE



FL\_POSTED: Set to "N"

CD\_AGENCY: Set to the Agency of the Payments and Payment Adjustments from the hold area

AM\_BATCH TOTAL

AM\_BATCH TOTAL + AM\_CHK

Determine Payee Name for the Invoice

Select TX\_PAYEE from PROVIDER\_ORG where the PROVIDER\_ORG.ID\_PRVD\_ORG=CHECKS.ID\_PRVD\_ORG

If TX\_PAYEE is Null then

CHECKS.TX\_PAYEE: Set to PROVIDER\_ORG.TX\_PRVD\_NM

If TX\_PAYEE <> Null then

CHECKS.TX\_PAYEE: Set to PROVIDER\_ORG.TX\_PAYEE

Update the Payment and Payment Adjustment table for each payment or payment adjustment included in the check amount:

ID\_CHK: Set to ID\_CHK from the Check table

ID\_UP: Set to program identifier (6200)

TS\_UP: Set to timestamp date

ID\_Invoice Batch Set to ID\_VCHR\_NO from checks table

Step 5a – Negative Invoice Processing

Update Checks table row:

Set AM\_CHK = AM\_CHK + amount stored in invoice amount accumulator

Select ID\_CHK where CHECKS.ID\_PRVD\_ORG = ID\_PAYEE,  
CHECKS.CD\_CHK\_DISP = "P" and CHECKS.AM\_RQST < 0

Set AM\_CHK = AM\_CHK + amount stored in invoice amount accumulator

If the check is not found, then



Insert Check table row using the following data:

ID\_CHK: Use next number for "Check" from Next Num table

ID\_PRVD\_ORG: Set to the Payee ID (ID\_PAYEE) from the hold area

ID\_CHK\_NMBR: Set to *Null*

DT\_CHK: Set to *Null*

ID\_VCHR\_NO: Set to Invoice Batch Number determined in step 1 for this Agency

AM\_CHK: Invoice Amount Accumulator

CD\_CHK\_DISP: Set to "P" (for Pending)

DT\_DISP: System date

CD\_CHK\_METH: Set to "S" (System generated)

CD\_RUN\_TYPE: Set to CC-CHECK-RUN-TYPE

FL\_POSTED: Set to "N"

CD\_AGENCY: Set to the Agency of the Payment Adjustments from the hold area

AM\_BATCH\_TOTAL

AM\_BATCH\_TOTAL + AM\_CHK

Determine Payee Name for the Invoice

Select TX\_PAYEE from PROVIDER\_ORG where the PROVIDER\_ORG.ID\_PRVD\_ORG=CHECKS.ID\_PRVD\_ORG

If TX\_PAYEE is Null then

CHECKS.TX\_PAYEE: Set to PROVIDER\_ORG.TX\_PRVD\_NM

If TX\_PAYEE <> Null then

CHECKS.TX\_PAYEE: Set to PROVIDER\_ORG.TX\_PAYEE

Update the Payment Adjustment table for each payment adjustment included in the check amount:



ID\_CHK: Set to ID\_CHK from the Check table  
ID\_UP: Set to program identifier (6200)  
TS\_UP: Set to timestamp date  
ID\_Invoice Batch Set to ID\_VCHR\_NO from checks table

**Step Six: Create Invoice Batch Release Record**

If parameter specifies that this Invoice Batch uses the “Release” feature (IND\_RELEASE= “Y”), Create a pending Invoice Release Batch record as follows:

ID\_BATCH\_RELEASE = Unique Next Number  
CD\_AGENCY = CD\_AGENCY  
CD STATUS = “P” (Pending)  
ID\_VCHR\_NO = ID\_VCHR\_NO  
DT\_BATCH = current system date  
FL\_RELEASE = “N”  
DT\_RELEASE = Null  
AM\_TOTAL = AM\_BATCH\_TOTAL  
CD\_SRVC\_BATCH = CD\_SRVC\_BATCH\_RPT

**Step Seven: Increment the current Invoice Batch Number by one**

Select ID\_VCHR\_NO\_CRNT from VOUCHER\_NUMBER table where  
[VOUCHER\_NUMBER.DT\_FSCL\_YR = This Year as indicated by the current date on  
the control card] and [VOUCHER\_NUMBER.CD\_CNTY = The AGENCY code as  
indicated on the control card]

ID\_VCHR\_NO\_CRNT= ID\_VCHR\_NO\_CRNT+1

Update VOUCHER\_NUMBER table with new ID\_VCHR\_NO\_CRNT



## 1.4.2 FSFN to CBC-Check Write File Extract

**Program Name:** b-fm02-chk-write-file

**Process Summary:** This interface collects all FSFN payments and payment adjustments that will be included in the next check run and sends them to the CBC Accounting System via the interface.

The Check Write File Extract run generates “fm02-chk-file” file that contains payments for providers. Each CBC Accounting System receives a separate file.

For ease of separate postage processing all providers with foreign mailing addresses are appended at the end of the check write file.

Q2 2013 Reimbursement Enhancements:

Objective of Enhancements: Support multiple rate categories, non-disbursed system payments, and additional details.

Processing changes: Update payment ledger disposition date for non-disbursed payment associated with the released service batch so that they appear on the OCA Reports. This change to the processing does NOT change the rule that these payments are NOT included on the Check Write File.

Layout changes: the following fields are added to the end of the file: Provider FEIN/SSN, Child Birth Date, Payment Ledger ID, Provider Invoice/POS Number, Provider Invoice/POS Date, and Service Authorization ID. See layout table below for complete definitions for each added field.

Q4 2014 Process Payments:

Batch is scheduled to run multiple times during the day in order to process released invoices without having to wait until the next day. Support this by creating multiple files per Fiscal Agency on the same day, and always create a "next" pending invoice for that service batch within the current service month

Populate the Provider Invoice/POS Number and Provider Invoice/POS Date with the values on the Payment Activity page.



Populate the Service Authorization ID with the value on the Payment Activity page.

**Frequency:** Monthly/Weekly/Daily

**Dependencies:** OCA Batch program must have run successfully

**Input Parameters:** fm02-03-parameter

Job Name

Create Date (Cycle-Date-Override)

Sequence Number

Agency Code

Outstanding (This will set the invoices to outstanding for the CBC's who does not want to use the check printed file)

**Input Files:** None

**Output Files:** fm02-chk-file-Agency [includes timestamp to separate multiple files per day]

<b>Database Tables:</b>	ADDRESS	R
	PAYMENT LEDGER	R,
	CHECKS	R, U
	PAYMENT	R,
	PAYMENT_ADJUSTMENT	R,
	PERSON	R
	PROVIDER_ORG	R
	SERVICE_TYPE	R
	INVOICE BATCH RELEASE	R
	PROVIDER_SERVICE	R



PAYMENT\_ACTIVITY R

**Process Description:**

**Control Card Record Layout**

Description	Type	Length
CC-JOB-NAME	Character	7
CC-FIELD-SEPARATOR ( * )	Character	1
CC-CREATE-DATE (MMDDYYYY)	Numeric	8
CC-FIELD-SEPARATOR ( * )	Character	1
CC-SEQUENCE-NUMBER	Numeric	5
CC-FIELD-SEPARATOR ( * )	Character	1
CC-AGENCY-CODE	Character	10
CC_FIELD_SEPARATOR (*)	Character	1
CC_FL_OUTSTANDING	Character	1
CC_FIELD_SEPARATOR (*)	Character	1

**Control Card Specifics**

- b-fm02-chk-write-file can be run for one Agency and for several Agencies at a time (multiple parameter lines)
- The Agency Code inserted in the Control Card is appended to the end of the output filename.

Step 1: Update Pending with In Process Status

*Select all records from the Checks table where (CHECKS.CD\_CHK\_DISP= "P" check for Release) and (for the Agency (CD\_AGENCY) and Invoice Batch Number on the Check record – there either is no Invoice Batch Release record, or the status on the Invoice Batch Release Record indicates released) and CHECKS.CD\_CHK\_METH= "S" and CHECKS.DT\_DISP <= (Current system date-1)*

If CC FL Outstanding is "N" then





Set CHECKS.CD\_CHCK\_DISP to "I" (In Process)  
Else set CHECKS.CD\_CHCK\_DISP to "O" (outstanding)  
Set CHECKS.DT\_DISP= Current date and time  
Set CHECKS.TS\_UP= Current date and time  
Set CHECKS.ID\_UP=6600 (Program Identifier)

Step 2: For Payment table records, determine the payment types and amounts

Select [ID\_PMNT, ID\_PAYEE, ID\_PRSN, DT\_PMNT\_BEGIN, DT\_PMNT\_END, AM\_UNITS, CD\_SERVICE, ID\_VCHR\_NO, AM\_BASIC, AM\_SUPPL, AM\_EXCPT, AM\_ADMIN, AM\_RQST] from Payment table where  
PAYMENT.ID\_CHCK=CHECKS.ID\_CHCK

Step 3: For Payment and Payment Ledger table records, determine the interface record variables

IFC\_AGENCY\_CODE = CC\_AGENCY\_CODE

IFC\_INVOICE\_BATCH\_NUMBER=ID\_VCHR\_NO  
IFC\_INVOICE\_BATCH\_DATE= CC\_CREATE\_DATE (current date as indicated in the control card)

Determine the name of the Payee:

Select TX\_PAYEE from CHECKS where  
CHECKS.ID\_CHCK=PAYMENT.ID\_CHCK  
IFC\_PAYEE\_NAME= CHECKS.TX\_PAYEE  
IFC\_PAYEE\_ID = CHECKS.ID\_PRVD\_ORG  
IFC\_COUNTY\_CODE = PAYMENT.CD\_CNTY

Determine the name of the child:

Select [NM\_FRST, NM\_LST, MDL\_INIT, NM\_SFX] from PERSON table  
WHERE PERSON.ID\_PRSN=PAYMENT.ID\_PRSN

IFC\_CHILD\_LAST\_NAME= NM\_LST  
IFC\_CHILD\_FIRST\_NAME=NM\_FRST  
IFC\_CHILD\_MIDDLE\_INIT= NM\_MDL\_INTL  
IFC\_CHILD\_SUFFIX\_NAME= NM\_SFX  
IFC\_CHILD\_IDENTIFIER= PAYMENT.ID\_PRSN



Determine Contract ID of Provider Service:

Select TX\_CONTRACT from the PROVIDER\_SERVICE table where  
PROVIDER\_SERVICE.CD\_SRVC = PAYMENT.CD\_SRVC and  
PROVIDER\_SERVICE.ID\_PRVD\_ORG = PAYMENT.ID\_PRVD\_ORG  
IFC\_CONTRACT\_ID = TX\_CONTRACT

Select TX\_CONTRACT from the PROVIDER\_SERVICE table where  
PROVIDER\_SERVICE.CD\_SRVC = PAYMENT\_ADJUST.CD\_SRVC and  
PROVIDER\_SERVICE.ID\_PRVD\_ORG = PAYMENT\_ADJUST.ID\_PRVD\_ORG  
IFC\_CONTRACT\_ID = TX\_CONTRACT

If IFC CONTRACT ID = Null

Select TX\_CONTRACT from the PROVIDER\_SERVICE table where  
PROVIDER\_SERVICE.CD\_SRVC = PAYMENT.CD\_SRVC and  
PROVIDER\_SERVICE.ID\_PRVD\_ORG = CHECK.ID\_PAYEE  
IFC\_CONTRACT\_ID = TX\_CONTRACT

Select TX\_CONTRACT from the PROVIDER\_SERVICE table where  
PROVIDER\_SERVICE.CD\_SRVC = PAYMENT\_ADJUST.CD\_SRVC and  
PROVIDER\_SERVICE.ID\_PRVD\_ORG = CHECK\_ID\_PAYEE  
IFC\_CONTRACT\_ID = TX\_CONTRACT

Determine the mailing address for the Payee:

Select [AD\_STRT\_NBR, AD\_STRT\_NME, AD\_APT, AD\_LN\_2, AD\_LN\_3,  
TX\_TOWN, CD\_STATE, CD\_ZIP] from ADDRESS table  
where ADDRESS.ID\_ADRSS\_GRP=ID\_PAYEE and  
ADDRESS.CD\_GRP = 5 (Provider Address Group) and  
ADDRESS.CD\_GRP\_TYPE = 2 (Mailing Address) and  
DT\_EFCT\_START <= Current Date and  
DT\_EFCT\_START is the most recent effective start date

If no row is selected, then use the provider's primary address

Select [AD\_STRT\_NBR, AD\_STRT\_NME, AD\_APT, AD\_LN\_2, AD\_LN\_3,  
TX\_TOWN, CD\_STATE, CD\_ZIP] from ADDRESS table  
where ADDRESS.ID\_ADRSS\_GRP=ID\_PAYEE and  
ADDRESS.CD\_GRP = 5 (Provider Address Group) and  
ADDRESS.CD\_GRP\_TYPE = 1 (Physical Address) and  
DT\_EFCT\_START <= Current Date and



DT\_EFCT\_START is the most recent effective start date

IFC\_MAIL\_FIRST\_STREET\_ADDR="ADDRESS.AD\_STRT\_NBR"&  
"ADDRESS.AD\_STRT\_NME"& "ADDRESS.AD\_APT"  
IFC\_MAIL\_SECOND\_STREET\_ADDR=ADDRESS.AD\_LN\_3  
IFC\_MAIL\_IN\_CARE\_OF\_NAME=ADDRESS.AD\_LN\_2  
IFC\_MAIL\_CITY\_NAME=ADDRESS.TX\_TOWN  
IFC\_MAIL\_STATE\_NAME=ADDRESS.CD\_STATE  
IFC\_MAIL\_ZIP\_CODE= five leftmost characters in ADDRESS.CD\_ZIP  
IFC\_MAIL\_ZIP\_CODE\_PLUS\_4= four rightmost characters in ADDRESS.CD\_ZIP

IFC\_REM\_FIRST\_STREET\_ADDR= IFC\_MAIL\_FIRST\_STREET\_ADDR  
IFC\_REM\_SECOND\_STREET\_ADDR= IFC\_MAIL\_SECOND\_STREET\_ADDR  
IFC\_REM\_IN\_CARE\_OF\_NAME= IFC\_MAIL\_IN\_CARE\_OF\_NAME  
IFC\_REM\_CITY\_NAME= IFC\_MAIL\_CITY\_NAME  
IFC\_REM\_STATE\_NAME= IFC\_MAIL\_STATE\_NAME  
IFC\_REM\_ZIP\_CODE= IFC\_MAIL\_ZIP\_CODE  
IFC\_REM\_ZIP\_CODE\_PLUS\_4= IFC\_MAIL\_ZIP\_CODE\_PLUS\_4

IFC\_PAYMENT\_START\_DATE=DT\_PMNT\_BEGIN  
IFC\_PAYMENT\_END\_DATE = DT\_PMNT\_END  
IFC\_INVOICE BATCH\_NUMBER=ID\_VCHR\_NO  
IFC\_INVOICE BATCH\_DATE= current date as indicated in the control card  
IFC\_PROVIDER\_ID=ID\_PRVD\_ORG

IFC\_AMOUNT = PAYMENT\_AM\_TOTAL, IFC\_BASIC\_AMOUNT =  
PAYMENT\_AM\_BASIC, and ADMIN=ADMIN, EXCPT=EXCPT, SUPPL=SUPPL

Determine the number of days of service:

For Payment Records:

Select FL\_CCI from SERVICE TYPE table where  
SERVICE\_TYPE.CD\_SRVC=PAYMENT.CD\_SRVC

If FL\_CCI= "N" then

IFC\_NUMBER\_OF\_DAYS= PAYMENT.DT\_PMNT END – PAYMENT.DT\_PMNT  
BEGIN +1



If SERVICE\_TYPE.FL\_CCI= "Y" then  
IFC\_NUMBER\_OF\_DAYS= PAYMENT.AM\_UNITS

For Payment Adjustment Records:  
IFC\_NUMBER\_OF\_DAYS= 2 spaces

Determine the service description:

IFC\_SERVICE\_DESCRIPTION= SERVICE\_TYPE.TX\_SRVC\_MED where  
SERVICE\_TYPE.CD\_SRVC= PAYMENT.CD\_SRVC  
IFC\_SRVC\_DESC\_SML = SERVICE\_TYPE.TX\_SRVC\_SML  
IFC\_SERVICE\_TYPE = PAYMENT.CD\_SRVC

For each Payment Ledger entry for the Payment (PAYMENT\_LEDGER.ID\_PMNT =  
PAYMENT.ID\_PMNT) and PAYMENT\_LEDGER.FL\_CURRENT = "Y," set OCA  
fields. For a Payment Adjustment, retrieve the Payment Ledger entry using  
ID\_PMNT\_ADJUST (PAYMENT\_LEDGER.ID\_PMNT\_ADJUST =  
PAYMENT\_ADJUST.ID\_PMNT):

IFC\_OCA\_CODE = PAYMENT\_LEDGER.TX\_OCA\_NO  
IFC\_OCA\_START\_DATE = PAYMENT\_LEDGER.DT\_OCA\_BGN  
IFC\_OCA\_END\_DATE = PAYMENT\_LEDGER.DT\_OCA\_END  
IFC\_OCA\_AMOUNT = PAYMENT\_LEDGER.AM\_TOTAL  
IFC\_TRANS\_AMOUNT = PAYMENT\_LEDGER.AM\_TOTAL

For each Payment Ledger entry found:

Write out the Check Write file entry

- Populate the payment ledger with the Invoice ID and disposition date when the payment ledger is written to the Check Write File, as follows:
  1. PAYMENT\_LEDGER.ID\_CHCK = CHECKS.ID\_CHCK
  2. PAYMENT\_LEDGER.DT\_DISP = CHECKS.DT\_DISP

Step 4: For Payment Adjustment table records, determine the interface record variables

Select [ID\_PMNT, ID\_PAYEE, ID\_PRSN, DT\_PMNT\_BEGIN, DT\_PMNT\_END,  
AM\_UNITS, CD\_SERVICE, VCHR\_NO, AM\_RQST] from Payment Adjustment table  
where  
PAYMENT\_ADJUSTMENT.ID\_CHCK=CHECKS.ID\_CHCK



For each payment adjustment row do the following:

```
IFC_PAYMENT_TYPE="02"
IFC_SIGN="-"
IFC_AMOUNT=PAYMENT_ADJUSTMENT.AM_RQST
```

Set the interface variables as described in Step 3. In Step 3, replace references to PAYMENT table with PAYMENT\_ADJUSTMENT table.

Step 5: Set Payment/Payment Adjustment Check Date if Fiscal Agency opts to set Check Disposition to Outstanding

If CC FL Outstanding is "Y" then

If processing a Payment:

```
Set PAYMENT.DT_CHCK = CHECKS.DT_DISP
```

Else processing a Payment Adjustment:

```
Set PAYMENT_ADJUST.DT_CHCK = CHECKS.DT_DISP
```

FSFN Mapping	Column Size	Description
IFC_PROVIDER_ID	Int	Provider ID
IFC_PAYEE_ID	Int	Payee ID
IFC_PAYEE_NAME	Varchar(120)	Payee Name
IFC_CHILD_SSN	Varchar(9)	Child's SSN
IFC_CHILD_IDENTIFIER	Int	Child's unique FSFN id.
IFC_CHILD_LAST_NAME	Varchar(40)	Child's Last Name
IFC_CHILD_FIRST_NAME	Varchar(40)	Child's First Name
IFC_CHILD_MIDDLE_INIT	Varchar(20)	Child's Middle Initial
IFC_CHILD_SUFFIX_NAME	Varchar(4)	Suffix for Child's Name
IFC_AGENCY_CODE	Int	Fiscal Agency for which the invoice is generated
IFC_CONTRACT_ID	Varchar(10)	Contact ID associated with the Provider
IFC_MAIL_FIRST_STREET_ADDRESS	Varchar(78)	First line of the Provider's mailing address, or if the provider does not have



FSFN Mapping	Column Size	Description
		a mailing address their primary address
IFC_MAIL_SECOND_STREET_ADDRESS	Varchar(12)	Second line of the Provider's Mailing address
IFC_MAIL_IN_CARE_OF_NAME	Varchar(36)	The "In Care of" Name for the Provider's mailing address
IFC_MAIL_CITY_NAME	Varchar(40)	City on the Provider's mailing address
IFC_MAIL_STATE_NAME	Varchar(2)	State on the Provider's mailing address
IFC_MAIL_ZIP_CODE	Varchar(5)	Provider's mailing address Zip Code
IFC_MAIL_ZIP_CODE_PLUS_4	Varchar(4)	Additional numbers on the Zip Code
IFC_MAIL_FOREIGN_ADDRESS	Varchar(60)	Country of Mailing address
IFC_REM_FIRST_STREET_ADDRESS	Varchar(78)	First line of the Provider's billing address
IFC_REM_SECOND_STREET_ADDRESS	Varchar(12)	Second line of the Provider's billing address
IFC_REM_IN_CARE_OF_NAME	Varchar(36)	The "In Care of" Name for the Provider's billing address
IFC_REM_CITY_NAME	Varchar(40)	City of the Provider's billing address
IFC_REM_STATE_NAME	Varchar(2)	State of the Provider's billing address
IFC_REM_ZIP_CODE	Varchar(5)	Zip Code for the Provider's billing address
IFC_REM_ZIP_CODE_PLUS_4	Varchar(4)	Additional numbers on Zip Code for the Provider's billing address
IFC_REM_FOREIGN_ADDRESS	Varchar(60)	Country for the Provider's billing address
IFC_PAYMENT_ID	Int	FSFN unique identifier for the payment or payment adjustment
IFC_PAYMENT_TYPE	Varchar(2)	Identifies the entry as a payment or an overpayment adjustment (Values of 02 for adjustment and 01 for payment)
IFC_PAYMENT_START_DATE	Date	The Payment Service Start Date
IFC_PAYMENT_END_DATE	Date	The Payment Service End Date
IFC_NUMBER_OF_DAYS	Int	Number of days the child is in service



FSFN Mapping	Column Size	Description
		and receiving payment.
IFC_INVOICE_ID	Int	FSFN unique identifier for the invoice
IFC_SIGN	Char(1)	Defines the Invoice as positive or negative with “+” or “-”
IFC_INVOICE_AMOUNT	Decimal(9, 2)	The Amount for the entire Invoice.
IFC_SIGN	Char(1)	Defines the Payment as positive or negative with “+” or “-”
IFC_AMOUNT	Decimal(9, 2)	Payment Amount
IFC_BASIC_AMOUNT	Decimal(9, 2)	The basic amount of the payment
IFC_ADMIN_AMOUNT	Decimal(9, 2)	The Administrative amount of the payment
IFC_EXCEPT_AMOUNT	Decimal(9, 2)	The exceptional amount of the payment
IFC_SUPPL_AMOUNT	Decimal(9, 2)	The supplemental amount of the payment
IFC_SERVICE_TYPE	Int	The service code associated to the service provided for the child
IFC_TRANS_AMOUNT	Decimal(9, 2)	The amount associated with this Check Write file transaction. For Payments this is the same as the OCA amount. For Payment Adjustments this may be a lower amount if the Payment Adjustment is for a portion of the Overpayment.
IFC_OCA_CODE	Varchar(10)	OCA value associated to the payment
IFC_OCA_AMOUNT	Decimal(9, 2)	The amount allocated to the OCA for the month period.
IFC_OCA_START_DATE	Date	The date the OCA begins for the payment period.
IFC_OCA_END_DATE	Date	The date the OCA ends for the payment period.



FSFN Mapping	Column Size	Description
IFC_INVOICE_BATCH_NUMBER	Decimal(16, 2)	The Invoice Batch Number
IFC_INVOICE_BATCH_DATE	Date	The date of the Invoice Batch run as specified on the control card
IFC_SERVICE_DESCRIPTION	Varchar(25)	A description of the service provided.
IFC_COUNTY_CODE	Int	The county with jurisdiction over the child at the time the payment was generated
IFC_SRVC_DESC_SML	Varchar(15)	A short description of the service provided
IFC_VENDOR ID	Varchar(20)	The vendor ID associated with the Provider. Will populate with FSFN Provider ID if there is not a vendor ID specified

Q2 2013 Reimbursement Enhancement Layout Changes:

All fields are added to the end of the current file layout.

FSFN Mapping	Column Size	Description
IFC_PROVIDER_FEIN_SSN	Varchar (9)	SSN or FEIN for the Provider Allow for blanks
IFC_CHILD_BIRTH_DATE	Date	Date of Birth for the Child Allow for blank, but should have a value most of the time
IFC_PAYMENT_LEDGER_ID	Int	FSFN Unique Identifier associated with the Payment Ledger used to generate this Check Write File row. Provides a unique identifier for each row in the file Must always have a value





IFC_PROVIDER_INVOICE_NUMBER	Varchar (40)	Provider submitted invoice number Derive from the Payment Activity page – Provider Invoice/POS Number Allow for blanks
IFC_PROVIDER_INVOICE_DATE	Date	Date the provider submitted their invoice for payment Derive from the Payment Activity page – Provider Invoice/POS Date Allow for blanks
IFC_SERVICE_AUTHORIZATION_ID	Int	FSFN generated unique identifier for the Service Authorization Derive from the Payment Activity page – Service Authorization ID

Step 6

1. Once payment ledgers that are written to the Check Write File are all processed for a Service Batch, look for other payment ledger transactions for the same Service Batch with a blank disposition date in the following order:

- a. Manual Check - if the payment ledger with the blank disposition date is associated with a manual check, use the check's check id (ID\_CHCK) and disposition date (DT\_DISP) to update the payment ledger's check id (ID\_CHCK) and disposition date (DT\_DISP).

For the following, Check Write File Date = the date the check write file is created which is the same as the Invoice Release Date unless there is a delay in batch processing by a day or so.

- b. Overpayments - if the payment ledger is associated with an overpayment, look up the associated payment to see if it is included on a released invoice, and if so, use the Check Write File Date as the payment ledger disposition date (DT\_DISP), check id (ID\_CHCK) remains blank.
- c. Previously Released Invoices - if the payment ledger is associated with a payment or payment adjustment that is included on a released invoice, use the Check Write File Date as the payment ledger disposition date (DT\_DISP), check id (ID\_CHCK) remains blank. This includes any payment that was previously on a released invoice, then later canceled.
- d. No Disposition Date - Payment ledgers associated with payments or payment adjustments that are NOT yet part of a released invoice, either no invoice at all, or the invoice is pending, will NOT have the disposition date updated. These will be picked up once they are part of an invoice that is released.



### 1.4.3 CBC to FSFN - Checks Printed

**Process Summary:** This interface provides information on checks that have been printed by the CBC accounting system and loads it into FSFN. The process updates the Checks table with information of the check number and check date. It also updates Payment and Payment Adjustment tables with the check number and check date.

A CBC may send the check number back multiple times for the same invoice. When this occurs, this process will look at the existing check number on the invoice and only update it if it is different. If the check number is different, the process will provide a message that specifies the invoice number and both the original and new check number.

This interface will be a web service for each CBC. Refer to IN10 CBC Fiscal Agency Accounting System Interface topic paper for a detail interface approach.

**Frequency:** On Demand

**Dependencies:** FSFN to CBC - Check Write File Extract program has been run successfully.

**Input Parameters:** None

**Input:** CBC Extract Record (See IN10 CBC Fiscal Agency Accounting System Interface topic paper for format)

**Output:** None

**Database Tables:**

CHECKS	R, U
PAYMENT	R, U
PAYMENT_ADJUSTMENT	R, U

**Process Description:**

For each record, the program will retrieve Check Number (PP-CHECK NUMBER), Check Date (PP-CHECK-DATE), Invoice Number (PP-INVOICE-NUMBER), and Agency (PP-Agency - CODE).



If (ID\_CHK not null and ID\_CHK <> PP\_INVOICE\_NUMBER) AND (CD\_AGENCY not null and CD\_AGENCY = PP\_AGENCY\_CODE) then provide a message “INVALID INVOICE ID NUMBER. Invoice #[\_] does not match any invoice number for Agency [\_] in FSFN”

If (ID\_CHK is null) then provide a message “NO INVOICE ID NUMBER Invoice ID number is null”

If (CD\_AGENCY is null) then provide a message “NO AGENCY the fiscal agency code is null”

If (ID\_CHK not null and ID\_CHK = PP\_INVOICE\_NUMBER) AND (CD\_AGENCY not null and CD\_AGENCY <> PP\_AGENCY\_CODE) then provide a message “INVALID AGENCY\_CODE Agency code [\_] does not match any agency number in FSFN”

Error Code	Error	Error Description
100	Invoice Id Number is Null	NO INVOICE ID NUMBER Invoice ID number is null
101	Agency is Null	NO AGENCY the fiscal agency code is null
102	Check Number is Null	NO CHECK NUMBER the Check Number is null
103	Check Date is Null	NO CHECK DATE the Check Date is null
104	Agency Code is not valid	Agency code [_] does not match any agency number in FSFN
105	Invalid Invoice Number	Invoice #[_] does not match any invoice number for Agency [_] in FSFN

For each record, do the following:

Select [ID\_CHK\_NMBR, DT\_CHK, ID\_CHK] from PAYMENT table where  
PAYMENT.ID\_CHK= PP-INVOICE NUMBER

Update each PAYMENT table record:

PAYMENT.ID\_CHK\_NMBR = PP-CHECK-NUMBER  
 PAYMENT.DT\_CHK = PP-CHECK-DATE  
 PAYMENT.TS\_UP= current date  
 PAYMENT.ID\_UP=6300 (Program Identifier)

Select [ID\_CHK\_NMBR, DT\_CHK, ID\_CHK] from PAYMENT\_ADJUSTMENT table where  
PAYMENT\_ADJUSTMENT.ID\_CHK=PP-INVOICE -NUMBER Update each  
PAYMENT ADJUST table record:



PAYMENT\_ADJUST.ID\_CHK\_NMBR = PP-CHECK-NUMBER  
PAYMENT\_ADJUST.DT\_CHK= PP-CHECK-DATE  
PAYMENT\_ADJUST.TS\_UP= current date  
PAYMENT\_ADJUST.ID\_UP=6300 (Program Identifier)

Select [ID\_CHK\_NMBR, DT\_CHK, ID\_CHK] from CHECKS table where  
CHECKS.ID\_CHK = PP-INVOICE-NUMBER

If (CHECKS.dt\_chk not null and CHECKS.DT\_CHK <> PP-CHECK-DATE) OR  
(CHECKS.id\_chk\_nmb not null and CHECKS.ID\_CHK\_NMBR <> PP-  
CHECK\_NUMBER), then provide a message “ROW ALREADY UPDATED FOR CHECK.  
Check # does not match check number # [ ] old check # [ ] new check # [ ] or Check Date [ ]  
does not match date [ ] in FSFN”

CHECKS.ID\_CHK\_NMBR = PP-CHECK-NUMBER  
CHECKS.DT\_CHK\_DATE = PP-CHECK-DATE  
CHECKS.CD\_CHK\_DISP = “O”  
CHECKS.DT\_DISP = current date  
CHECKS.TS\_UP= current date  
CHECKS.ID\_UP=6300 (Program Identifier)

IF CHECKS.CD\_CHK\_DISP = “I” (In progress), set CHECK.CD\_CHK\_DISP = “O”  
(outstanding), Else do not reset disposition (to account for CBC’s who send updated check  
date/number for the same invoice so we do not overlay any statuses users may have entered  
online.)



## 1.5 Requirements covered in this Topic Paper

- FMP-007
- FMP-008
- FMP-022
- FMP-032
- FMP-033
- FMP-035
- FMP-036
- FMP-037
- FMP-038
- FMP-040
- FMP-041
- FMP-042
- FMP-043
- FMP-045
- FMP-048
- FMP-049
- FMP-050
- BAFO-009
- RFM-002
- RFM-003
- RFM-004
- RFM-005
- RFM-006
- RFM-007
- CR-334