

APDRS


THE APD RECEIPTING SOLUTION



APDRS

The APD Receipting Solution (APDRS) is a web-based interface developed to replace the paper DHS 0029 General Receipt Book. Monies received by AAA/APD field offices and by the Office of Financial Services (OFS) that need to be receipted will be entered into this system. Payments received at the centralized lockbox, through the online credit card payment website, by mail or in person at a local field office, will be recorded into the receipting system by local office staff or by the Office of Financial Services (OFS). Regardless of where the payment originated, all monies receipted statewide in APDRS will be visible to all system users.

This training is meant to help familiarize users with the basic functions of the web-based interface.



Accessing the System

<https://obiapps.dhs.sdc.pvt/APDRS/>



APDRS

APD Receipting Solution

Add Receipts

Enter new receipt.

Add

View Receipts

View receipts currently in the system.

Search

Links

[User Manual](#)

[Administrative User Manual](#)

[Report Bugs](#)



Roles in the System

Staff

Manager

OFS Receipting

Admin

“Staff” Role

When assigned the Staff role you can:

- Add new receipts and/or deposits
- Edit receipts and/or deposits that are in open or unlocked status
- Print receipts

“Manager” Role

- Can perform all Branch-level functions available to the Staff role.
- Authorize users in the Staff role to work with receipts and/or deposits.
- Unlock receipts and deposits.
- Void receipts and deposits.

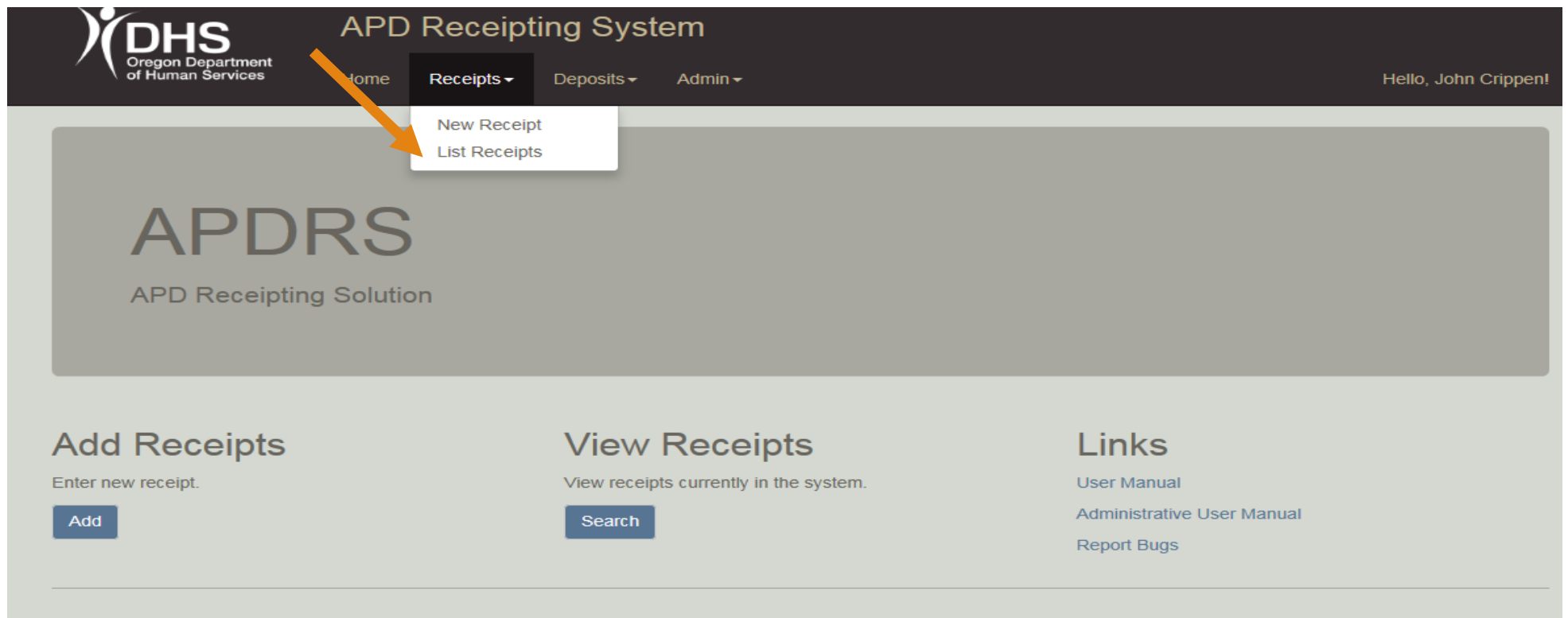
“Admin” Role

- Set up and grant Roles to all other users.
- To request an addition or deletion in APDRS, send an email to:
APDRS.UserRequest@dhsoha.state.or.us

“OFS Receipting” Role

- Office of Financial Services staff in Central Office are the only users who will have this role.

Finding Existing Records



The screenshot displays the APD Receipting System web interface. At the top left is the DHS logo (Oregon Department of Human Services). The main header is 'APD Receipting System'. A navigation bar contains 'Home', 'Receipts', 'Deposits', and 'Admin'. An orange arrow points to the 'Receipts' dropdown menu, which is open and shows 'New Receipt' and 'List Receipts'. The user is logged in as 'John Crippen'. The main content area features a large 'APDRS' title and 'APD Receipting Solution' subtitle. Below this are three sections: 'Add Receipts' with an 'Add' button, 'View Receipts' with a 'Search' button, and 'Links' with links to 'User Manual', 'Administrative User Manual', and 'Report Bugs'.

DHS
Oregon Department
of Human Services

APD Receipting System

Home Receipts Deposits Admin

Hello, John Crippen!

New Receipt
List Receipts

APDRS

APD Receipting Solution

Add Receipts

Enter new receipt.

Add

View Receipts

View receipts currently in the system.

Search

Links

- User Manual
- Administrative User Manual
- Report Bugs

Finding Existing Records

DHS Oregon Department of Human Services

APD Receipting System

Home Receipts Deposits Admin

Hello, John Crippen!

Receipts

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	Status	Deposit Status
0311 - OR CITY SPD	15382	ABC1234D	ABC123	CLOONEY, GEORGE D	308 - PACE / Elderplace	321	\$648.44	11/8/2017	Locked	
0314 - ESTACADA SPD	15381	ABC1234D	ABC123	FONDA, HENRY	CEP - Client Pay-In/SFMU	349	\$218.50	11/8/2017	Locked	
3411 - HILLSBORO	15380	ABC1234D	ABC123	JOHN, ELTON	181 - EPD		\$100.00	11/8/2017	Exported	Exported
1911 - WOODBURN AG	15379	ABC1234D	ABC123	PITT, BRAD	181 - EPD		\$100.00	11/8/2017	Exported	Exported
0311 - OR CITY SPD	15378	ABC1234D	ABC123	MOUSE, MICKEY	181 - EPD		\$100.00	11/8/2017	Exported	Exported
3515 - MID MULT ADS	15377	ABC1234D	ABC123	WINFREY, OPRAH	181 - EPD		\$100.00	11/8/2017	Exported	Exported
0311 - OR CITY SPD	15376	ABC1234D	ABC123	MIRREN, HELEN J	181 - EPD		\$100.00	11/8/2017	Exported	Exported

Finding Existing Records

DHS
Oregon Department
of Human Services

APD Receipting System

Home Receipts Deposits Admin

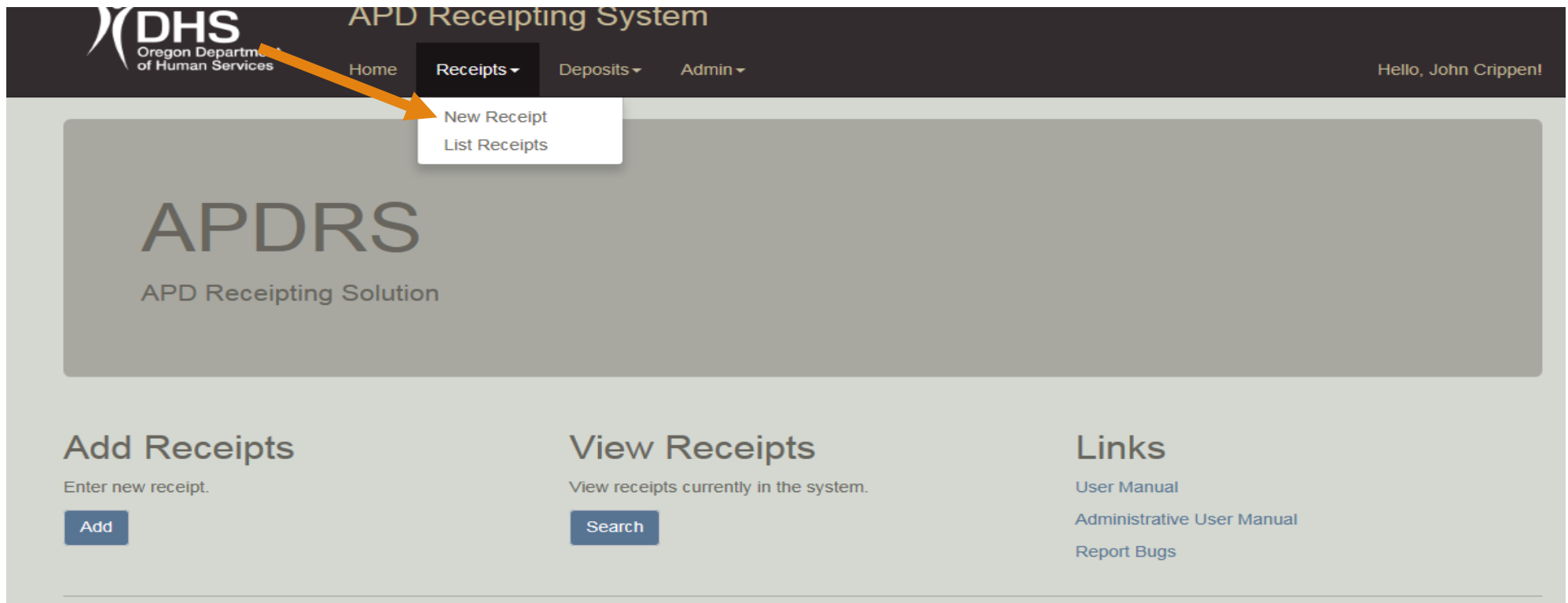
Hello, John Crippen!

Receipts

0313 epd

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	Status	Deposit Status
0313 - MILWAUK SPD	15370	ABC1234D	ABC123	HOLT, LESTER	181 - EPD		\$100.00	11/8/2017	Exported	Exported
0313 - MILWAUK SPD	15338	ABC1234D	ABC123	GLOR, JEFFREY C	181 - EPD		\$100.00	11/8/2017	Exported	Exported
0313 - MILWAUK SPD	15322	ABC1234D	ABC123	WOODRUFF, JUDY	181 - EPD		\$100.00	11/8/2017	Exported	Exported
0313 - MILWAUK SPD	15080	ABC1234D	ABC123	DUCK, DONALD	181 - EPD	2293	\$100.00	11/7/2017	Exported	Exported
0313 - MILWAUK SPD	15063	ABC1234D	ABC123	SKYWALKER, LUKE	181 - EPD	254	\$100.00	11/7/2017	Exported	Exported
0313 - MILWAUK SPD	15023	ABC1234D	ABC123	ROGERS, MR. FRED	181 - EPD	148	\$50.00	11/7/2017	Exported	Exported
0313 - MILWAUK	15007	ABC1234D	ABC123	BIRD, BIG	181 - EPD	2388	\$100.00	11/7/2017	Exported	Exported

Adding a New Receipt



The screenshot displays the APD Receiving System interface. At the top left is the DHS logo (Oregon Department of Human Services). The main header is 'APD Receiving System'. A navigation bar contains 'Home', 'Receipts', 'Deposits', and 'Admin'. An orange arrow points to the 'Receipts' dropdown menu, which is open, showing 'New Receipt' and 'List Receipts'. The user is logged in as 'John Crippen'. The main content area features a large 'APDRS' title and 'APD Receiving Solution' subtitle. Below this are three sections: 'Add Receipts' with an 'Add' button, 'View Receipts' with a 'Search' button, and 'Links' with links to 'User Manual', 'Administrative User Manual', and 'Report Bugs'.

DHS Oregon Department of Human Services

APD Receiving System

Home Receipts Deposits Admin

Hello, John Crippen!

New Receipt
List Receipts

APDRS

APD Receiving Solution

Add Receipts

Enter new receipt.

Add

View Receipts

View receipts currently in the system.

Search

Links

- User Manual
- Administrative User Manual
- Report Bugs

Adding a New Receipt

Create

Receipt Branch
0313 - MILWAUK SPD

Prime
ABC1234D

Case Name
ROGERS, MR FRED

Delivery Method
Mail

Amount
293.77

Received From
MARY ROGERS

Description

Case Number
ABC123

Program
A1

Payment Type
Check

Provider?

Receipt Code
308 - PACE / Elderplace

Load Code
DR

Check Number
0000005002

Case Branch
0311 - OR CITY SPD

Save Cancel

Adding a New Receipt

Create

Receipt Branch
0313 - MILWAUK SPD

Prime
ABC1234D

Case Name
ROGERS, MR FRED

Delivery Method
Mail

Amount
293.77

Received From
MARY ROGERS

Description

Case Number
ABC123

Program
A1

Payment Type
Check

Provider?

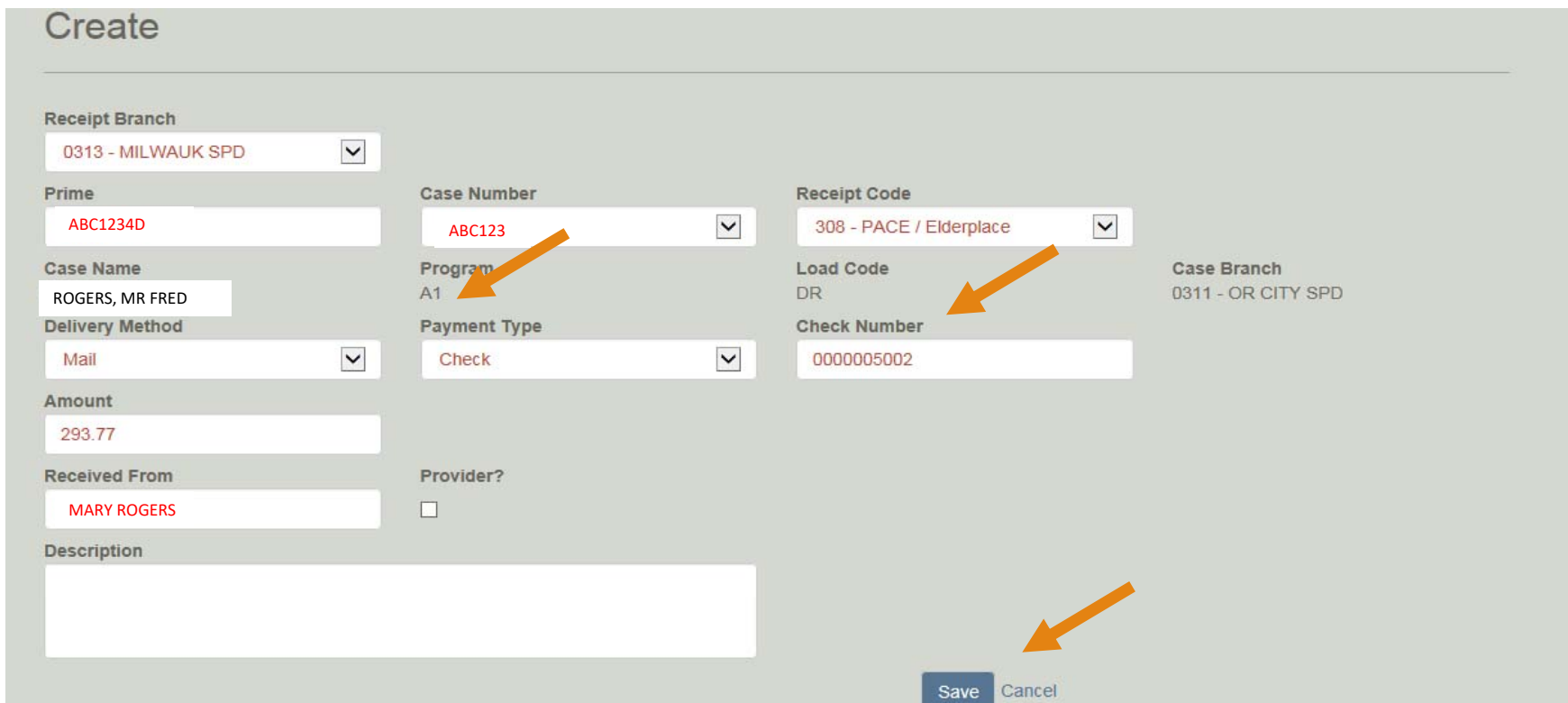
Receipt Code
308 - PACE / Elderplace

Load Code
DR

Check Number
0000005002

Case Branch
0311 - OR CITY SPD

Save Cancel

The image shows a web-based form for creating a receipt. The form is titled 'Create' and contains several input fields and dropdown menus. The fields are organized into columns. The first column contains 'Receipt Branch', 'Prime', 'Case Name', 'Delivery Method', 'Amount', 'Received From', and 'Description'. The second column contains 'Case Number', 'Program', 'Payment Type', and 'Provider?'. The third column contains 'Receipt Code', 'Load Code', and 'Check Number'. The fourth column contains 'Case Branch'. At the bottom right, there are 'Save' and 'Cancel' buttons. Three orange arrows point to the 'Case Number' dropdown, the 'Program' dropdown, and the 'Receipt Code' dropdown. A fourth orange arrow points to the 'Save' button.

Adding a New Receipt

Received From: BROKAW, TOM

Provider?

Provider Number: [Look Up](#)

Provider Name:

Street Address:

Street Address 2:

City:

State: Oregon

Zip Code:

Description:

[Save](#)

Adding a New Receipt

Create

Receipt Branch
0313 - MILWAUK SPD

Prime
ABC1234D

Case Name
ROGERS, MR FRED

Delivery Method
Mail

Amount
293.77

Received From
MARY ROGERS

Description

Case Number
| ABC123

Program
A1

Payment Type
Check

Provider?


Receipt Code
308 - PACE / Elderplace

Load Code
DR

Check Number
0000005002

Case Branch
0311 - OR CITY SPD

Save Cancel




Adding a New Receipt

Receipt Number 8898 [Open](#)
0313 - MILWAUK SPD

Receipt Number 8898	Receipt Branch 0313 - MILWAUK SPD	Date Created 11/8/2017 03:43 PM	Created By John Crippen
Receipt Code 308 - PACE / Elderplace	Prime ABC1234D	Case Number ABC123	Case Name ROGERS, MR FRED
Program A1	Load Code DR	Case Branch 0311 - OR CITY SPD	
Delivery Method Mail	Payment Type Check	Check Number 0000005002	Non-Sufficient Funds <input type="checkbox"/>
Amount \$293.77	Special Amount <input type="checkbox"/>	Maintenance <input type="checkbox"/>	
Received From MARY ROGERS			
Description			


[Edit](#) [Void](#) [Print & Lock Receipt](#) [Back to List](#)



Confirm

Are you sure you want to print this receipt? The receipt will be locked and no longer available for editing.

Receipt Number 8898	Receipt Branch 0313 - MILWAUK SPD	Date Created 11/8/2017
Receipt Code 308 - PACE / Elderplace	Prime ABC1234D	Case Number ABC123
Program A1	Load Code DR	Case Branch 0311 - OR
Delivery Method Mail	Payment Type Check	Check Number 000000500
Amount \$293.77	Special Amount <input type="checkbox"/>	Maintenance <input type="checkbox"/>
Received From MARY ROGERS		
Description		



APD Receipting System

Home Receipts Deposits Admin

Receipt

Receipt Number 8898	Receipt Branch 0313 - MILWAUK SPD	
Receipt Code 308 - PACE / Elderplace	Prime ABC1234D	
Program A1	Load Code DR	
Delivery Method Mail	Payment Type Check	
Amount \$293.77	Special Amount <input type="checkbox"/>	Maintenance <input type="checkbox"/>

Print

General Options

Select Printer

- MLWK2-NS1-IP11 on wpdhsmpr552.dhs.sdc.pvt
- MLWK2-NS1-IP12 on wpdhsmpr552
- MLWK2-NS1-IP12 on wpdhsmpr552.dhs.sdc.pvt
- MLWK2-NS1-IP1
- MLWK2-NS1-IP1
- ORC01-002 on w

Status: Ready Print to file

Location: Milwaukie APD

Comment: RICOH Aficio MP 2553 Outside APS Area

Page Range

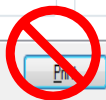
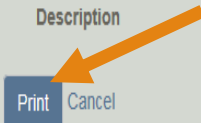
All Selection Current Page

Pages:

Number of copies:

Collate

Enter either a single page number or a single page range. For example, 5-12



Creating a New Deposit

The screenshot shows the APD Receipting System web application. The header includes the DHS logo (Oregon Department of Human Services), the title "APD Receipting System", and navigation links for Home, Receipts, Deposits, and Admin. A user greeting "Hello, Caryn Whatley!" is visible in the top right. A dropdown menu is open under "Deposits", showing "New Deposit" and "List Deposits" options, with an orange arrow pointing to "New Deposit". The main content area features a large "APDRS" title and "APD Receipting Solution" subtitle. Below this are three sections: "Add Receipts" with an "Add" button, "View Receipts" with a "Search" button, and "Links" with links to "User Manual", "Administrative User Manual", and "Report Bugs". A zoom level of 100% is shown in the bottom right corner.

DHS
Oregon Department
of Human Services

APD Receipting System

Home Receipts **Deposits** Admin

Hello, Caryn Whatley!

New Deposit
List Deposits

APDRS

APD Receipting Solution

Add Receipts

Enter new receipt.

Add

View Receipts

View receipts currently in the system.

Search

Links

User Manual
Administrative User Manual
Report Bugs

100%

Creating a New Deposit

DHS
Oregon Department
of Human Services

APD Receipting System

Home Receipts Deposits Admin

Hello, Caryn Whatley!

Create Deposit

Receipt Branch

Deposit Number
Deposit number should exactly match deposit slip.

Date Deposited

Deposit Number 87929 - Open

Receipt Branch: 3518 - E MULT ADS

Deposit Total: \$50.00

Created By: Mariz Rivera
Date Created: 1/4/2018 09:13 AM

[Edit](#) [Lock](#) [Void](#) [Mark Exported](#) [Print](#) [Back to List](#)

Receipts for this Deposit [Remove All](#)

[Search](#)

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
3518 - E MULT ADS	22061	ABC1234D	ABC123	CLOONEY, GEORGE D	181 - EPD	1007	\$50.00	1/3/2018	Remove View Receipt

Page 1 of 1

Page Size 10

1

Open Receipts [Add All](#)

[Search](#)

ReceiptBranch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
3518 - E MULT ADS	21996	ABC1234D	ABC123	BROKAW, TOM	CEP - Client Pay-In/SFMU	5037	\$150.00	1/2/2018	Add View Receipt
3518 - E MULT ADS	18516	ABD1234D	ABC123	MOUSE, MICKEY	308 - PACE / Elderplace	1884541	\$592.55	12/11/2017	Add View Receipt

Creating a New Deposit

Deposit Number 88008 - Open Created By: Dixie Kraft
Date Created: 1/12/2018 08:25 AM

Receipt Branch: 0311 - OR CITY SPD

Deposit Total: \$0.00

[Edit](#) [Lock](#) [Void](#) [Print](#) [Back to List](#)

Receipts for this Deposit [Remove All](#)

[Search](#)

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created
Page 0 of 0 Page Size 10								

Open Receipts [Add All](#)

[Search](#)

ReceiptBranch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
0311 - OR CITY SPD	23254	ABC1234D	ABC123	DUCK, DONALD	181 - EPD	0246	\$100.00	1/11/2018	Add View Receipt

Page 1 of 1 Page Size 10

[1](#)

[Add Note](#)

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View Receipt- payment view

Receipt Number 23254 - Locked
0311 - OR CITY SPD

Receipt Number	Receipt Branch	Date Created	Created By
23254	0311 - OR CITY SPD	1/11/2018 07:37 AM	Dixie Kraft
Receipt Code	Prime	Case Number	Case Name
181 - EPD	ABC1234D	ABC123	DUCK, DONALD
Program	ET	0311 - OR CITY SPD	
D4			
Delivery Method	Payment Type	Check Number	Non-Sufficient Funds
Mail	Check	0246	<input type="checkbox"/>
Amount	Special Amount	Maintenance	
\$100.00	<input type="checkbox"/>	<input type="checkbox"/>	
Received From			
Donald Duck			
Description			
Unlock Void Print & Lock Receipt Back to List			
Add Note			

Deposit Number 87929 - Open

Receipt Branch: 3518 - E MULT ADS

Deposit Total: \$50.00

Created By: Mariz Rivera
Date Created: 1/4/2018 09:13 AM

[Edit](#) [Lock](#) [Void](#) [Mark Exported](#) [Print](#) [Back to List](#)

Receipts for this Deposit [Remove All](#)

[Search](#)

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
3518 - E MULT ADS	22061	ABC1234D	ABC123	Duck, Donald	181 - EPD	1007	\$50.00	1/3/2018	Remove View Receipt

Page 1 of 1

Page Size

1

Open Receipts [Add All](#)

[Search](#)

ReceiptBranch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
3518 - E MULT ADS	21996	ABC1234D	ABC123	WINFREY, OPRAH	CEP - Client Pay-In/SFMU	5037	\$150.00	1/2/2018	Add View Receipt
3518 - E MULT ADS	18516	ABC1234D	ABC123	JOHN, ELTON	308 - PACE / Elderplace	1884541	\$592.55	12/11/2017	Add View Receipt

Creating a New Deposit

Deposit Number 88008 - Open

Created By: Dixie Kraft

Receipt Branch: 0311 - OR CITY SPD

Date Created: 1/12/2018 08:25 AM

Deposit Total: \$100.00

[Edit](#) [Lock](#) [Void](#) [Print](#) [Back to List](#)

Receipts for this Deposit

[Remove All](#)

[Search](#)

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
0311 - OR CITY SPD	23254	ABC1234D	ABC123	WINFREY, OPRAH	31 - EPD	0246	\$100.00	1/11/2018	Remove View Receipt

Page 1 of 1

Page Size

1

Open Receipts

[Add All](#)

[Search](#)

ReceiptBranch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created
---------------	----------------	-------	-------------	-----------	--------------	--------------	--------	--------------

Page 0 of 0

Page Size

[Add Note](#)

Creating a New Deposit

Deposit Number 88008 - Open Created By: Dixie Kraft
Date Created: 1/12/2018 08:25 AM

Receipt Branch: 0311 - OR CITY SPD

Deposit Total: 100.00

[Edit](#) [Lock](#) [Void](#) [Print](#) [Back to List](#)

Receipts for this Deposit [Remove All](#) [Search](#)

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
0311 - OR CITY SPD	23254	ABC1234D	ABC123	WINFREY, OPRAH	181 - EPD	0246	\$100.00	1/11/2018	Remove View Receipt

Page 1 of 1 Page Size

[1](#)

Open Receipts [Add All](#) [Search](#)

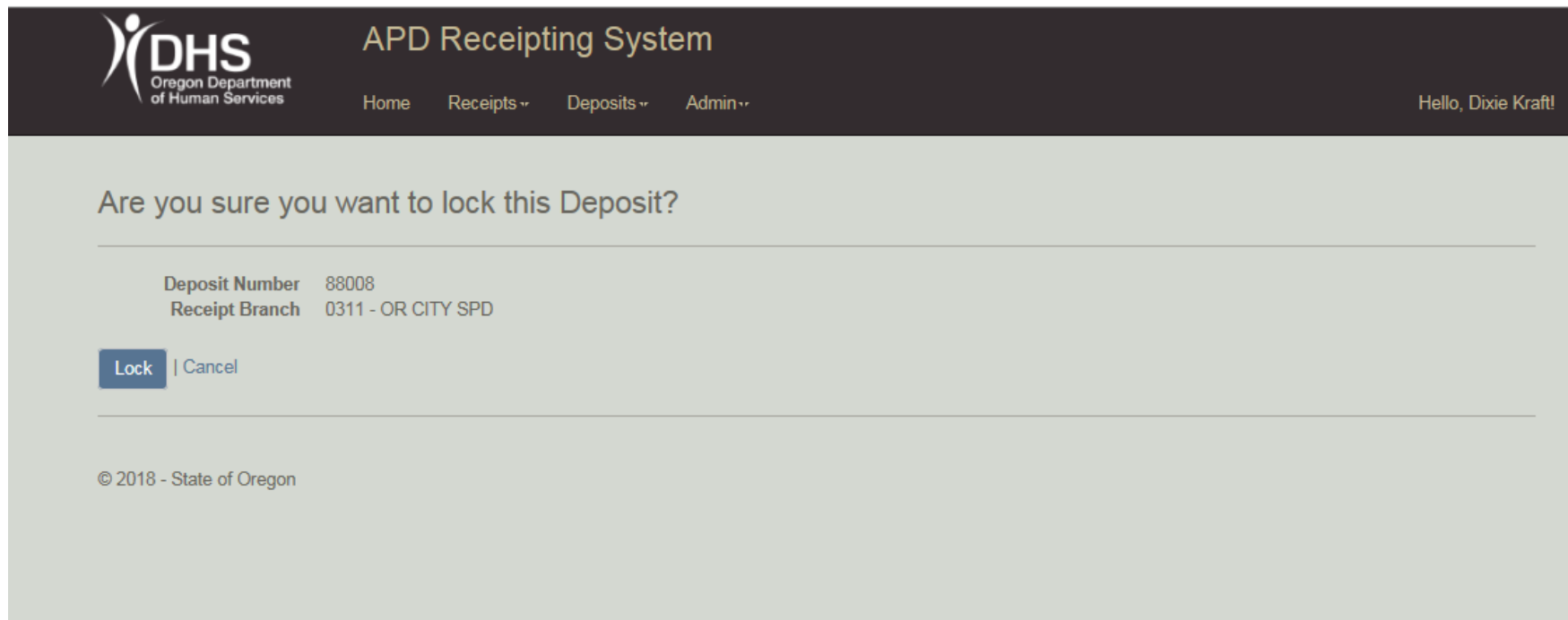
ReceiptBranch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created
---------------	----------------	-------	-------------	-----------	--------------	--------------	--------	--------------

Page 0 of 0 Page Size

[Add Note](#)

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Creating a New Deposit



The screenshot displays the APD Receipting System interface. At the top left is the DHS logo (Oregon Department of Human Services). The page title is "APD Receipting System". The navigation menu includes "Home", "Receipts", "Deposits", and "Admin". The user is identified as "Hello, Dixie Kraft!". The main content area shows a confirmation dialog: "Are you sure you want to lock this Deposit?". Below this, the deposit details are listed: "Deposit Number 88008" and "Receipt Branch 0311 - OR CITY SPD". At the bottom of the dialog are two buttons: "Lock" and "Cancel". The footer of the page reads "© 2018 - State of Oregon".

DHS
Oregon Department
of Human Services

APD Receipting System

Home Receipts Deposits Admin

Hello, Dixie Kraft!


Are you sure you want to lock this Deposit?


Deposit Number 88008
Receipt Branch 0311 - OR CITY SPD

Lock | Cancel

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Creating a New Deposit

 **APD Receipting System** Home Receipts Deposits Admin Hello, Dixie Kraft!

Deposit Number 88008 - Locked  Created By: Dixie Kraft
Date Created: 1/12/2018 08:25 AM

Receipt Branch: 0311 - OR CITY SPD
Deposit Total: \$100.00

[Unlock](#) [Void](#) [Print](#) [Back to List](#)

Receipts for this Deposit [Search](#)

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
0311 - OR CITY SPD	23254	ABC1234D	ABC123	WINFREY, OPRAH	181 - EPD	0246	\$100.00	1/11/2018	View Receipt

Page 1 of 1 Page Size 10

[Add Note](#)

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Creating a New Deposit

The screenshot displays the APD Receipting System interface. At the top left is the DHS logo (Oregon Department of Human Services). The main header is 'APD Receipting System'. Below the header is a navigation bar with links for 'Home', 'Receipts', 'Deposits', and 'Admin'. The 'Deposits' dropdown menu is open, showing 'New Deposit' and 'List Deposits'. An orange arrow points to the 'New Deposit' option. Below the navigation bar is a large grey box with the text 'APDRS APD Receipting Solution'. At the bottom, there are three main sections: 'Add Receipts' with an 'Add' button, 'View Receipts' with a 'Search' button, and 'Links' with links to 'User Manual', 'Administrative User Manual', and 'Report Bugs'. The footer contains the copyright notice '© 2018 - State of Oregon'.

DHS
Oregon Department
of Human Services

APD Receipting System

Home Receipts Deposits Admin

New Deposit
List Deposits

APDRS
APD Receipting Solution

Add Receipts
Enter new receipt.
Add

View Receipts
View receipts currently in the system.
Search

Links
User Manual
Administrative User Manual
Report Bugs

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Creating a New Deposit

Deposits

Deposit Number	Receipt Branch	Date Created	Status	Total
011118-SFMU-LB		1/12/2018 11:30 AM	Exported	\$32,587.73
011018-SFMU-LB		1/12/2018 11:21 AM	Exported	\$22,102.57
011118-EPD-LB		1/12/2018 11:06 AM	Exported	\$12,600.00
87218	0313 - MILWAUK SPD	1/12/2018 10:07 AM	Locked	\$3,708.96
01108M		1/12/2018 10:02 AM	Exported	\$15.00
88008	0311 - OR CITY SPD	1/12/2018 08:25 AM	Unlocked	\$0.00
0105-0108-SFMU-NIC		1/12/2018 07:26 AM	Exported	\$5,516.35
0110-PACE-NIC		1/12/2018 07:11 AM	Exported	\$1,620.26
0109-PACE-NIC		1/12/2018 07:06 AM	Exported	\$2,889.76
0110-EPD-NIC		1/12/2018 07:04 AM	Exported	\$3,400.00

Page 1 of 121

1 2 3 4 5 6 7 8 9 10 ... » »»



APD Receiving System

Home Receipts Deposits Admin

Hello, Shanae Graham-Flory!

Deposits

86642

Search

Deposit Number	Receipt Branch	Date Created	Status	Total
86642	3518 - E MULT ADS	9/12/2017 09:52 AM	Exported	\$20,211.32

Page 1 of 1

CREDIT ACCOUNT OF
TREASURER, STATE OF OREGON
DEPARTMENT OF HUMAN SERVICES

EAST 3518

DIVISION

12 SEP 17

BUSINESS DATE

Misc Pay Ins

REVENUE SOURCE

10008

ACCOUNT NUMBER

CLIENT TRUST ACCOUNT

ACCOUNT TITLE

CURRENCY

SILVER

CHECKS: PLEASE
LIST BY BANK
NUMBER

1	<i>2076</i>	<i>48 67</i>
2	<i>1079</i>	<i>100</i>
3	<i>2294</i>	<i>100</i>
4	<i>0265</i>	<i>312 45</i>
5	<i>0263</i>	<i>312 45</i>
6	<i>3283</i>	<i>580</i>
7	<i>0164</i>	<i>48</i>
8	<i>1250</i>	<i>664</i>
9	<i>1255</i>	<i>957</i>
10	<i>1103</i>	<i>2745 61</i>
11	<i>1344</i>	<i>555 07</i>
12	<i>1058</i>	<i>2113</i>
13	<i>80</i>	<i>513</i>
14	<i>1015</i>	<i>145 21</i>
15	<i>299</i>	<i>491</i>
16	<i>602</i>	<i>507</i>
17	<i>1058</i>	<i>1429 78</i>
18	<i>1405</i>	<i>156</i>
19	<i>7000</i>	<i>100</i>
20	<i>540</i>	<i>14 85</i>
21	<i>1091 772</i>	<i>218 74</i>
22	<i>772</i>	<i>150</i>
23	<i>2005</i>	<i>484 90</i>
24	<i>117</i>	<i>300</i>

R-9 S OF 3-08

BANK COPY

86642



TOTAL NUMBER OF
CHECKS DEPOSITED

35

TOTAL DEPOSIT
DOLLARS CENTS

20211

32

⑈ 100088664 2⑈ ⑆ 54 1 2 1003 2⑆ ⑆ 53600334 160⑈

Creating a New Deposit

The screenshot displays the APD Receipting System interface. At the top, the DHS logo (Oregon Department of Human Services) and the system name 'APD Receipting System' are visible. The user is logged in as 'Caryn Whatley'. The main content area shows details for a deposit with number 87929, which is currently 'Open'. The receipt branch is '3518 - E MULT ADS' and the total amount is '\$50.00'. An arrow points to the 'Edit' button in the action menu. Below this, a table lists the receipts for this deposit, with one entry for a \$50.00 receipt from 'WINFREY, OPRAH'. The interface includes search bars, pagination controls, and a 'Page Size' dropdown set to 10.

Deposit Number 87929 - Open
Receipt Branch: 3518 - E MULT ADS
Deposit Total: \$50.00

Created By: Mariz Rivera
Date Created: 1/4/2018 09:13 AM

[Edit](#) [Lock](#) [Void](#) [Mark Exported](#) [Print](#) [Back to List](#)

Receipts for this Deposit [Remove All](#)

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
3518 - E MULT ADS	22061	ABC1234D	ABC123	WINFREY, OPRAH	181 - EPD	1007	\$50.00	1/3/2018	Remove View Receipt

Page 1 of 1
Page Size: 10

Open Receipts [Add All](#)

Creating a New Deposit

Deposit Number 88003 - Locked

Receipt Branch: 0311 - OR CITY SPD

Deposit Total: \$2,415.75

[Unlock](#) [Void](#) [Mark Exported](#) [Print](#) [Back to List](#)

Created By: Kathleen James

Date Created: 1/3/2018 03:26 PM

Receipts for this Deposit

[Search](#)

Receipt Branch	Receipt Number	Prime	Case Number	Case Name	Receipt Code	Check Number	Amount	Date Created	
0311 - OR CITY SPD	22052				526 - AFH Licensing	4142	\$100.00	1/3/2018	View Receipt
0311 - OR CITY SPD	22051	ABC1234D	ABC123	TULL, JETHRO M	308 - PACE / Elderplace	20137	\$512.90	1/3/2018	View Receipt
0311 - OR CITY SPD	22030	ABC1234D	ABC123	PRESLEY, ELVIS	CEP - Client Pay-In/SFMU	1001063600	\$639.91	1/3/2018	View Receipt

Adding a New Receipt

Available Receipt Code Descriptions

121 Reimbursement of Past Assistance, Client Over Resources, LTC (Long Term Care) Insurance, these are the main ones. These are repayment of medical services. Same receipt requirements as 113.

172 ICP Tax Refunds / Returns of Overpayments/ Independent Choices Program

181 EPD Employed Persons with Disabilities Participant Fee

308 Elderplace/PAC. These are monthly pay-ins by consumers receiving PACE services.

317 Trust and Agency. Benefits (monies) received on the client's behalf, usually from Social Security, Pensions and Royalties.

526 Adult Foster Home Licensing Fees.

CEP Monthly pay-in for In-Home Services/Payments must be entered in SFMU.

PAY In-home pay-in for the first month of services (prior to record created in SFMU).

113 Repayment of Past Assistance for Deceased Clients. Use this code for monies from the client's accounts, sale of home, etc.

216 Repayment of Trust and Agency monies.