YACT

(Yearly Account Screen)

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1 - DHS.HEP (DHRMF)                                                    _ 8 X
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 SJFS010C    YACT  - JF      SDSD Client Pay-in System     04/26/2005  11:49:45
 Fast Path: _____ - JF           Yearly Account           Trans Type: I


 Prim ID: XX123X1X                   Acct Stat:  OP    Stat..... 12/04/2003
 SSN..... 544-38-7495                Yr:         2005   Last Chg. 04/18/2005
 Recip... CLIENT, SAMPLE             Br........  3013             07:13:24
 Address                             Wkr ID..... AB     RACF User HSTRNG4
   Str..... 123 ANYSTREET            Case...... ET5746  Elig End. 12/31/9999
   City.... ANYTOWN        State.. OR Date Enroll 11/25/2003
   Zip..... 97301-
                             Year-To-Date Totals
 ------------------------------------------------------------------------------
   Amt Bill      341.20
 + Amt Adj.        0.00       Ovcol Amt.      1.40       Amt Paid.     341.20
 ----------------------       - Ovcol Rfnd    0.00       - Appl Serv   341.20
   Tot Bill      341.20       ----------------------     - Serv Rfnd     0.00
 - Amt Paid      341.20       Ovcol Bal.      1.40       ----------------------
 ----------------------                                  Serv Bal.       0.00
   Amt Owed        0.00

 Msg
                                                         Ans: _
 F2=Menu F3=Exit F4=Liab       F7=Back
 4A               1 Sess-1                                           7/11
```

Purpose: This screen is used to:

- Update Client Yearly Account Information; and
- Request that Over-Collected Funds be Returned to the Client.

Access: Accessed from the SFMU menu (as a default). Can also be accessed from other screens using function keys.

Yearly Account Screen (YACT)

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

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

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

You can use the YACT Screen to:

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

Function Keys

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

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

F4 = LIAB   Takes you to the Liability (LIAB) Screen with your client's Prime ID number.

F5 = PAY   Creates an over-collection payout request if the OvCol amount is greater than zero.

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

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

Adding a New Yearly Account Screen

Procedure :

1. Type in: SFMU

   - Press <Enter>

2. Type in: Prime Number

   - Press <Enter>

3. Tab to the Yearly Account Screen (YACT)

   - Type S
   - Press <Enter>

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

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

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

   - Press <Enter>

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

   - Type Y
   - Press <Enter>

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

8. The January liability may now be added.

Adding a New Client

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

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

Adding a New Client to the Yearly Account Screen

Procedure:

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

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

2. Type in: Prime Number
    - Press <Enter>

3. Tab to the Yearly Account Screen (YACT)
    - Type **S**
    - Press <Enter>

4. At the YACT Screen, back tab to Trans Type
    - Type **A**
    - Press <Enter>
    - Message reads "Enter Yearly Account"
    - Press <Enter>

5. Read message at the bottom of the screen.   It should read, "Add a new yearly account?
    - Type **Y**
    - Press <Enter>

6. Add Client to the Liability Screen (See Page D3, Step 3B)

Reopen a Yearly Account

Procedure:

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

2. Type in: Prime Number
   - Press <Enter>

3. Tab to the Yearly Account Screen (YACT)
   - Type **S**
   - Press <Enter>

4. At the YACT Screen, back tab to Trans Type
   - Type **C**
   - Press <Enter>

5. At the Account Status (Acct Stat) Field:
   - Type **OP**
   - Press <Enter>
   - Message Reads "Enter Yearly Account"
   - Press <Enter>

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

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

You have successfully reopened the Yearly Account Screen.

Closing an Account (YACT has Zeros)

Procedure:

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

When a client dies, make sure that you take care of everything on the Client Pay-In first:
- All three balances on the YACT Screen show zeros (See page C8).
- End the Liability Screen (See Page D4) BEFORE you decease the client on the CMS side.
- **LAST OF ALL . . . make changes in the CMS file.**

To Close the Account:

1. Type in: SFMU
   - Press <Enter>

2. Type in: Prime Number
   - Press <Enter>

3. Tab to the Yearly Account Screen (YACT)
   - Type **S**
   - Press <Enter>

4. Check the three columns on the bottom half of the screen: "Amt Owed," "OvCol Bal," and "Serv Bal" (See example on Page C8.)

5. <u>If all columns show zeros</u> . . . Back tab to Trans Type field
   - Type **C**
   - Press <Enter>
   - Message Reads "Enter Yearly Account"
   - Press <Enter>

6. At the Account Status (Acct Stat) field
   - Type **CL**
   - Press <Enter>
   - Message Reads "Enter Yearly Account"
   - Press <Enter>

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

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

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

Example of Step #4 from Page C5:

Yearly Account Screen
(Balances Showing Zeros)

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1 - DHS.HEP (DHRMF)                                                  _ 8 ×
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 SJFS010C   YACT  - JF    SDSD Client Pay-in System   07/15/2005  08:11:06
 Fast Path: _____  - JF          Yearly Account       Trans Type: I


 Prim ID: XX111X1X                  Acct Stat:  OP    Stat..... 06/07/2005
 SSN..... 123-45-6789               Yr:         2005  Last Chg. 07/07/2005
 Recip... CLIENT, SAMPLE            Br......... 3013            14:28:10
 Address                            Wkr ID..... GC    RACF User HSDMB04
   Str..... 500 SUMMER ST           Case....... XX111X Elig End. 05/31/2005
   City.... SALEM       State.. OR  Date Enroll 06/15/1999
   Zip..... 97301
                           Year-To-Date Totals
 -----------------------------------------------------------------------------
   Amt Bill        0.00
 + Amt Adj.        0.00     Ovcol Amt.      0.00      Amt Paid.        0.00
 --------------------     - Ovcol Rfnd      0.00    - Appl Serv        0.00
   Tot Bill        0.00     -------------------     - Serv Rfnd        0.00
 - Amt Paid        0.00     Ovcol Bal.      0.00     -------------------
 --------------------                                 Serv Bal.        0.00
   Amt Owed        0.00

 Msg
                                                             Ans: _

 F2=Menu F3=Exit F4=Liab
 4 A                                                             4/21
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Closed Liability Screen

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1 - DHS.HEP (DHRMF)                                                    _ |8| X
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SJFS003C   LIAB  - JF      SDSD Client Pay-in System    07/15/2005  09:15:45
Fast Path: _____ - JF            Liabilities            Trans Type: I


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

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

Msg JF032 Yearly Account exists but is not open for this Prime ID
    LB013 CMS Grant Amt does not exist for Prime ID.                       _
F2=Menu F3=Exit F4=Yact F5=Mact
4A            1 Sess-1    170.104.128.11          HTCP0311         9/3
```

Closing an Account (YACT has a Balance)

Procedure:

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

When a client dies, make sure that you take care of everything on the Client Pay-In first:
All three balances on the YACT Screen show zeros (See Page C8)
End the Liability Screen (See Page D4) BEFORE you decease the client on the CMS side.
LAST OF ALL . . . make changes in the CMS file.

1. Type in: SFMU
    - Press <Enter>

2. Type in: Prime Number
    - Press <Enter>

2. Tab to the Yearly Account Screen (YACT)
    - Type **S**
    - Press <Enter>

3. At the Yearly Account Screen (YACT)
    - Press the F4=Liab Key

4. At the Liability Screen (LIAB)
    - Press the F5=MACT Key

5. At the Monthly Account Screen (MACT), Check the "Serv Bal" column (right side of the screen . . . see Page C14). Find the first month that has a "Bal Serv" amount greater than zero.

6. Tab to the appropriate line under the "Act" column with a dollar amount in the "Bal Serv"

   - Type **A**press
   - <Enter>

7. At the Adjustment Screen (ADJ)

   - Tab to the "ACT" column
   - Type **A**Press
   - <Enter>

8. At the "Amt Adjust" column

   - Type the dollar amount with the minus sign before or after the amount. Use a decimal point followed by zeros.
   - Tab to "Type Adj." See "Value Code" list below.
   - Tab to "Comment" and type in a brief explanation.

9. See message at the bottom of the page. It reads, "Do you want to make this adjustment?"

   - Type **Y**
   - Press <Enter>

10. Return to the Monthly Account Screen (MACT). You may need to press F7=Back to bring all lines back to the screen. For each month showing a "Bal Serv" greater than zero:

    - Repeat steps 6 though 9

11. When all "Bal Serv" lines show zero amounts on the Monthly Account (MACT) Screen:

    - Tab to the first line under the "Act" column
    - Type **C**
    - Press <Enter>

12. At the Liability Screen (LIAB)

    - Tab to the first line under the "Act" column
    - Type **C**
    - Press <Enter>

13. At the "End Liab Date" column
   - Type Current Billing Month – Last Day (__/__/20__)
   - Press <Enter>

14. Read the message at the boom of the screen. It reads: "Do you want to change Liability?"
   - Type **Y**
   - Press <Enter>
   - Press the F4=YACT Key

15. At the Yearly Account (YACT) Screen, Find the "OvCol Bal" account column
   - Press the F5=Pay Key

16. If there is an over collected balance, it will be automatically refunded with the automated Pay-In refund process. See IM-02-052.

17. Back tab to Trans Type
   - Type **C**
   - Press <Enter>

18. At Acct Stat field
   - Type **CL**
   - Press <Enter>
   - Message reads: "Enter Yearly Account"
   - Press <Enter>

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

Yearly Account Screen
(Balances Showing)

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1 - DHS.HEP (DHRMF)                                                    _ 回 X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

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


  Prim ID: XXX111X1                  Acct Stat:  OP    Stat..... 07/12/2005
  SSN..... 123-45-6789               Yr:         2005  Last Chg. 07/12/2005
  Recip... CLIENT, SAMPLE            Br......... 3013            15:22:03
  Address                            Wkr ID..... PH    RACF User HSBJL00
    Str..... 500 SUMMER ST           Case....... XXX111 Elig End. 12/31/9999
    City.... SALEM        State.. OR Date Enroll 01/08/2001
    Zip..... 97301 -
                            Year-To-Date Totals
  -------------------------------------------------------------------------
    Amt Bill    1557.10
  + Amt Adj.       0.00   Ovcol Amt.      0.00      Amt Paid.    1333.80
  --------------------    - Ovcol Rfnd    0.00    - Appl Serv    1110.50
    Tot Bill    1557.10   --------------------    - Serv Rfnd       0.00
  - Amt Paid    1333.80   Ovcol Bal.      0.00    --------------------
  --------------------                              Serv Bal.     223.30
    Amt Owed     223.30

  Msg
                                                    Ans: _

  F2=Menu F3=Exit F4=Liab        F7=Back
  4A                                                              4/24
```

Monthly Account Screen
(Balances in Bal Serv Column)

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1 - DHS.HEP (DHRMF)                                                    _ 8 X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

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


 Bill Stat: __
   Prim ID: XXX111X1      -or-      Br: ____      -or-      Wkr ID: __

       Prim    Date   Bill   Amt     Amt     Tot    Amt    Appl    Bal
 Act    ID     Eff    Stat   Bill    Adj     Bill   Paid   Serv    Serv
 _ XXX111X1  200507   OS    223.30   0.00   223.30   0.00   0.00    0.00
 _ XXX111X1  200506   PD    223.30   0.00   223.30  223.30   0.00  223.30
 _ XXX111X1  200505   PD    223.30   0.00   223.30  223.30  223.30   0.00
 _ XXX111X1  200504   PD    223.30   0.00   223.30  223.30  223.30   0.00
 _ XXX111X1  200503   PD    223.30   0.00   223.30  223.30  223.30   0.00
 _ XXX111X1  200502   PD    223.30   0.00   223.30  223.30  223.30   0.00
 _ XXX111X1  200501   PD    217.30   0.00   217.30  217.30  217.30   0.00
 _ XXX111X1  200412   PD    217.30   0.00   217.30  217.30  217.30   0.00
 _ XXX111X1  200411   PD    217.30   0.00   217.30  217.30  217.30   0.00
 _ XXX111X1  200410   PD    217.30   0.08-  217.22  217.22  217.22   0.00
 _ XXX111X1  200409   PD    217.30   0.00   217.30  217.30  217.30   0.00
 _ XXX111X1  200408   PD    217.30   0.00   217.30  217.30  217.30   0.00
 _ XXX111X1  200407   PD    217.30   0.00   217.30  217.30  217.30   0.00
 Valid Actions: S=Dmac A=Adjb V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
 Msg
 F2=Menu F3=Exit F8=Forw

4A                                                                   3/38
```

Refunds

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

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

2. Type: Prime Number
    - Press <Enter>

3. Tab to the Yearly Account (YACT) Screen
    - Press <Enter>

4. Check to make sure that there are zeros in the "Serv Bal" column. If there is a balance, do the following:
    - PressF4=LIAB
    - Press F5=MACT
    - See pages F4 to F5 for Adjustments to Pay-In Accounts
    - Complete Steps 4 to 7

5. At Yearly Account (YACT) Screen
    - Press F5=Pay

6. Read message at the bottom of the screen. It reads: "Add payout request?"
    - Type **Y** <Enter>
    - Press <Enter>
    - Message reads: "Payout request has been set up."

7. If you have more than one year, you need to do the following:
    - Press F7=Back
    - Repeat Steps 5 and 6

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

YACT ERROR MESSAGES

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

Error #	Error Message	Data Items

END09   **AFS CMS NON-SSD DIVISION CODE**
The CMS case record has a division code other than SSD.

END10   **PAYOUT REQUEST HAS BEEN SETUP**
The request for an overnight payout of over collected money has been created.

END11   **ADD PAYOUT REQUEST?**   **ANS**
Enter a "Y" to save the other collection payout request, a "N" to cancel.

END12   **ADD NEW YEARLY ACCOUNT?**   **ANS**
Enter a "Y" to save the new account, a "N" to cancel.

END13   **DELETE YEARLY ACCOUNT?**   **ANS**
Enter a "Y" to delete the account, a "N" to cancel.

END14   **AFS CMS INVALID CASE STATUS**
The CMS case record has a case status other than "CP" (cash pay) or "VP" (vendor pay).

END15   **AFS CMS NSS CASE DESCRIPTOR FOUND**
The CMS case record has a "N" case descriptor.

END16   **AFS CMS NO AD IN-GRANT CODE FOUND**
The CMS case record does not have a person on the case with an "AD" in-grant code.

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

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