MACT

(Monthly Account Screen)

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1 - DHS.HEP (DHRMF)                                                    _ 8 X
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SJFS004I   MACT  - JF    SDSD Client Pay-in System      04/26/2005  12:56:16
Fast Path: _____  - JF         Monthly Accounts         Trans Type: I

Bill Stat: __
   Prim ID: XX111X1X       -or-     Br: ____      -or-    Wkr ID: __

       Prim    Date  Bill   Amt      Amt      Tot      Amt      Appl      Bal
Act     ID     Eff   Stat   Bill     Adj      Bill     Paid     Serv      Serv
_     XX111X1X 200504 PD   94.30    0.00     94.30    94.30    94.30     0.00
_     XX111X1X 200503 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200502 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200501 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200412 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200411 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200410 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200409 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200408 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200407 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200406 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200405 PD   82.30    0.00     82.30    82.30    82.30     0.00
_     XX111X1X 200404 PD   82.30    0.00     82.30    82.30    82.30     0.00
Valid Actions: S=Dmac A=Adjb V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
Msg
F2=Menu F3=Exit F8=Forw
4A              1 Sess-1                                              3/34
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Purpose: This screen is used to display client monthly billing/payment information for the Client Pay-In System.

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

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

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

You use the MACT Screen to:

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

Prorated Months:

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

Valid ACT Commands:

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

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

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

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

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

Function Keys:

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

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

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

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

Check Monthly Billing or Payment

Procedure:

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

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

3. Tab to Monthly Account
    *   Type **S**
    *   Press <Enter>

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

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

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

Inquiry on a Receipt from the Monthly Account Screen

Procedure:

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

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

3. Tab to Monthly Account
   - Type **S**
   - Press <Enter>

4. Tab to the first line under "Act"
   - Type **R**
   - Press <Enter>
   - Regardless of which monthly you wish to view, the first receipt to come up will always be the most current view.

5. To move to the next receipt,
   - Press F10 = Next

6. To move to the previous receipts:
   - Press F9 = Prev

You can pull up several different reports on the system.

See Pages E8 through E13 for examples.

Outstanding Pay-In Report

Procedure:

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

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

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

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

Examples of How to Create
Outstanding Clients Report by Branch Report

Select MACT from SFMU:

How to Create Outstanding Clients by Branch Report

Process:

1. Select MACT from SFMU (See page E7).
2. Enter OS in the Bill Stat field.
3. Enter the Branch Number in the BR field.

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SJFS004I   MACT  - JF      SDSD Client Pay-in System    07/15/2005  10:56:59
Fast Path: _____ - JF          Monthly Accounts         Trans Type: I

Bill Stat: OS
  Prim ID: _____      -or-      Br: 1111      -or-     Wkr ID: __

     Prim   Date  Bill   Amt       Amt       Tot       Amt      Appl     Bal
Act   ID    Eff   Stat   Bill      Adj       Bill      Paid     Serv     Serv
 _
 _
 _
 _
 _
 _
 _
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Valid Actions: S=Dmac A=Adjb V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
Msg
F2=Menu F3=Exit
4A                                                               5/68
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Sample of Outstanding Clients by Branch Sample Report

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 SJFS004I   MACT  - JF      SDSD Client Pay-in System      07/15/2005  11:00:32
 Fast Path: _____  - JF          Monthly Accounts          Trans Type: I

 Bill Stat: OS
   Prim ID: _____      -or-      Br: 1111     -or-      Wkr ID: __

       Prim    Date  Bill   Amt       Amt       Tot       Amt      Appl      Bal
 Act    ID     Eff   Stat   Bill      Adj       Bill      Paid     Serv      Serv
 _  AA12345A 200507   OS    38.95     0.00      38.95     0.00     0.00      0.00
 _  BB12345B 200507   OS   141.30     0.00     141.30     0.00     0.00      0.00
 _  CC12345C 200507   OS    90.30     0.00      90.30     6.60     0.00      6.60
 _  DD12345D 200507   OS    97.38     0.00      97.38     0.00     0.00      0.00
 _  EE12345E 200507   OS    47.30     0.00      47.30     0.00     0.00      0.00
 _  FF12345F 200507   OS   260.30     0.00     260.30     0.00     0.00      0.00
 _  GG12345G 200507   OS   122.30     0.00     122.30     0.00     0.00      0.00
 _  HH12345H 200507   OS    97.38     0.00      97.38     0.00     0.00      0.00
 _  II12345I 200507   OS   355.30     0.00     355.30     0.00     0.00      0.00
 _  JJ12345J 200507   OS    38.94     0.00      38.94     0.00     0.00      0.00
 _  KK12345k 200507   OS    38.95     0.00      38.95     0.00     0.00      0.00
 _  LL12345L 200507   OS    97.30     0.00      97.30     0.00     0.00      0.00
 _  MM12345M 200507   OS   402.30     0.00     402.30     0.00     0.00      0.00
 Valid Actions: S=Dmac A=Adjb V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
 Msg
 F2=Menu F3=Exit F8=Forw
 4 A                                                                       7/12
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How to Create Outstanding Clients Report by Branch and Worker ID

Process:

1. Select MACT from SFMU (See page E7).
2. Enter OS in the Bill Stat field.
3. Enter the Branch Number in the BR field.
4. Enter the Worker ID in the Wkr ID field.

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File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

SJFS004I   MACT  - JF      SDSD Client Pay-in System    07/15/2005  11:00:32
Fast Path: _____ - JF          Monthly Accounts         Trans Type: I

Bill Stat: OS
  Prim ID: _____      -or-      Br: 1111    -or-    Wkr ID: A1

       Prim   Date  Bill   Amt       Amt       Tot      Amt     Appl      Bal
 Act    ID    Eff   Stat   Bill      Adj       Bill     Paid    Serv      Serv
  _                                                                       0.00
  _                                                                       0.00
  _                                                                       6.60
  _                                                                       0.00
  _                                                                       0.00
  _                                                                       0.00
  _                                                                       0.00
  _                                                                       0.00
  _                                                                       0.00
  _                                                                       0.00
  _                                                                       0.00
  _                                                                       0.00
  _|                                                                      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                                                                       7/12
```

Outstanding Clients Report by Branch and Worker ID Sample

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 SJFS004I   MACT  - JF     SDSD Client Pay-in System    07/15/2005  11:00:32
 Fast Path: _____  - JF         Monthly Accounts        Trans Type: I

 Bill Stat: OS
   Prim ID: _____       -or-     Br: 1111    -or-     Wkr ID: A1

       Prim   Date   Bill   Amt      Amt      Tot      Amt     Appl     Bal
 Act    ID    Eff    Stat   Bill     Adj      Bill     Paid    Serv     Serv
  _  AA12345A 200507  OS     38.95    0.00     38.95    0.00    0.00     0.00
  _  BB12345B 200507  OS    141.30    0.00    141.30    0.00    0.00     0.00
  _  CC12345C 200507  OS     90.30    0.00     90.30    6.60    0.00     6.60
  _  DD12345D 200507  OS     97.38    0.00     97.38    0.00    0.00     0.00
  _  EE12345E 200507  OS     47.30    0.00     47.30    0.00    0.00     0.00
  _  FF12345F 200507  OS    260.30    0.00    260.30    0.00    0.00     0.00
  _  GG12345G 200507  OS    122.30    0.00    122.30    0.00    0.00     0.00
  _  HH12345H 200507  OS     97.38    0.00     97.38    0.00    0.00     0.00
  _  II12345I 200507  OS    355.30    0.00    355.30    0.00    0.00     0.00
  _  JJ12345J 200507  OS     38.94    0.00     38.94    0.00    0.00     0.00
  _  KK12345k 200507  OS     38.95    0.00     38.95    0.00    0.00     0.00
  _  LL12345L 200507  OS     97.30    0.00     97.30    0.00    0.00     0.00
  _  MM12345M 200507  OS    402.30    0.00    402.30    0.00    0.00     0.00
 Valid Actions: S=Dmac A=Adjb V=Serv N=Notc R=Rcpt F=Rfnd L=Liab
 Msg
 F2=Menu F3=Exit F8=Forw
 4A                                                                      7/12
```

MACT ERROR MESSAGES

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

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

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