RCPT

(Receipting Account Screen)

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

 ⇤ ⇥ 🖫  ✂ 📋 📋  ₅F FF FF  🖨 📂 📂  ▶? ☒  PA1 PA2 PA3  ENT CLR

 SJFS007C   RCPT  - JF       SDSD Client Billing System      07/15/2005  15:02:45
 Fast Path: _____ - JF                Receipt                Trans Type: I

 Prim ID:   XXX111X1    Recip. CLIENT, SAMPLE              Stat Rcpt. VA
 Rcpt Type: PC          Br.... 3013                        Rcpt Nmbr. M86233
 Rcpt Id:      3188     Wkr ID PH                           Bank Dep.. U38921
                                                            RACF User. HSBJL00
 Trans Amt:     223.30  Appl Bill      223.30               Date Trans 07/12/2005
                                                            Last Chg.. 07/12/2005
                                                                       15:22:03
                            Receipt Application
 -----------------------------------------------------------------------------
             Sel          Date Eff          Appl Bill
              _            200506             223.30




 Msg

 F2=Menu F3=Exit F4=Pmnt F10=NEXT
 4 A                                                                    14/23
```

Purpose: This screen allows you to display and update client receipting account information from the Client Pay-In system.

Access: Accessed through the Main Menu Screen via the Receipt (RCPT) or via the MACT screen. The system displays the most current receipt information for the Prime ID entered.

Once you are at RCPT, you can enter any Prime ID, and the system displays the most recent receipt records.

While you are in the inquire mode (Trans Type =1), you can change the Prime ID at any time.

The screen displays one receipt record at a time. To view additional receipts use the appropriate function keys.

 Read the bottom of the screen for different options.

Function Keys:

F2 = MENU   Returns you to the Main Menu screen without a prime number.

F3 = EXIT   Returns you to the previous screen you were using.

F4 =PMNT   Takes you to the Payment screen for the client you are currently processing.

F9 = Prev   Retrieves the previous receipt record for the Prime ID you have entered. This key is only functional when it is shown at the bottom of the screen.

F10 = Next   Retrieves the next receipt record for the Prime ID you have entered. This key is only functional when it is shown at the bottom of the screen.
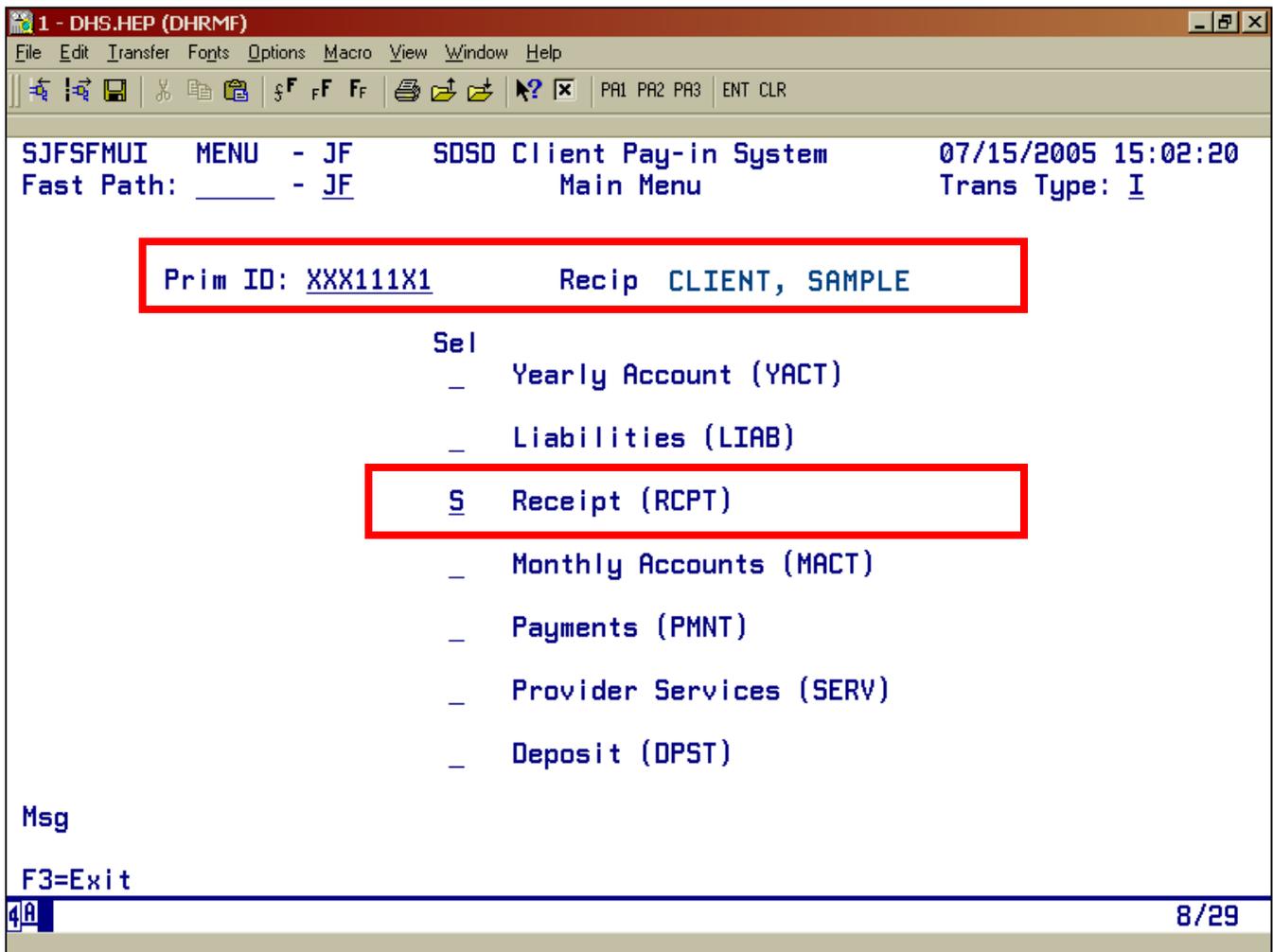
Inquiry on a Receipt

Procedure:

To view the client's RCPT screen for more detailed information, use the following steps.

1. Type SFMU (Example A)
    * Press <Enter>

2. Type the Prime Number (Example A)
    * Press <Enter>

3. Tab to Receipt (RCPT) (Example A)
    * Type **S**
    * Press <Enter>

4. To move to the next receipt (Example B)
    * Press F10=Next

5. To move to the previous receipt (Example B)
    * Press F9=Previous

Once you have viewed this receipt, if you would like to view others, tab to the "Sel" line and type S and <Enter>. This will take you to the MACT screen where you may select another line in MACT and type in R for RCPT.

Example A (Steps 1 -3)

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

SJFSFMUI   MENU  - JF      SDSD Client Pay-in System     07/15/2005 15:02:20
Fast Path: _____ - JF            Main Menu               Trans Type: I


         Prim ID: XXX111X1          Recip  CLIENT, SAMPLE

                           Sel
                           _    Yearly Account (YACT)

                           _    Liabilities (LIAB)

                           S    Receipt (RCPT)

                           _    Monthly Accounts (MACT)

                           _    Payments (PMNT)

                           _    Provider Services (SERV)

                           _    Deposit (DPST)

Msg

F3=Exit

4A                                                                    8/29
```

Example B (Steps 4 & 5)

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

SJFS007C   RCPT  - JF      SDSD Client Billing System    07/19/2005  09:33:31
Fast Path: _____ - JF             Receipt               Trans Type: I

Prim ID:   XXX111X1    Recip. CLIENT, SAMPLE          Stat Rcpt. VA
Rcpt Type: PC          Br.... 3013                    Rcpt Nmbr. M86233
Rcpt Id:      3188     Wkr ID PH                      Bank Dep.. U38921
                                                      RACF User. HSBJL00
Trans Amt:    223.30  Appl Bill     223.30            Date Trans 07/12/2005
                                                      Last Chg.. 07/12/2005
                                                                 15:22:03
                           Receipt Application
---------------------------------------------------------------------------
                Sel         Date Eff         Appl Bill
                 _           200506            223.30




Msg

F2=Menu F3=Exit  F4=Pmnt F10=NEXT
4 A                                                                    14/23
```

Adding a Receipt

 Procedure:

1. Type in SFMU
    - Press <Enter>

2. Tab to Receipt (RCPT)
    - Type S
    - Press<Enter>

3. Tab to Trans Type
    - Type A
    - Type Prime ID
    - Press <Enter>

4. To receipt payments for the following types of deposits:
    - PC-Personal Check
        - With check number (see example A)
        - Without check number (see example B)
    - MO-Money Order (See example C)
    - OT-Other (See example D)
    - CU-Cash (See example E)

5. Press <Enter>

6. Message will ask, Do you want to add this receipt?
    - If correct type Y, If incorrect type N
    - Press <Enter>

7. Check that message reads Successfully added.

8. Curser moves back to Trans Type. Follow steps 3 through 6 until completed.

9. Balance checks and run a tape.

Example A (PC-Personal Check with a check number)

Use this when receipting a personal check with a check number. The Rcpt ID is the check number.

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

[toolbar]  PA1 PA2 PA3  ENT CLR

SJFS007C   RCPT  - JF        SDSD Client Billing System    07/15/2005  15:46:06
Fast Path: _____  - JF              Receipt                Trans Type: A

Prim ID:   XXX111X1      Recip. CLIENT, SAMPLE          Stat Rcpt. VA
Rcpt Type: PC            Br.... 3013                    Rcpt Nmbr. M86233
Rcpt Id:       3188      Wkr ID PH                      Bank Dep.. U38921
                                                        RACF User. HSBJL00
Trans Amt:     223.30    Appl Bill     223.30           Date Trans 07/12/2005
                                                        Last Chg.. 07/12/2005
                                                                   15:22:03
                         Receipt Application
------------------------------------------------------------------------
              Sel          Date Eff        Appl Bill
              _            200506           223.30
```

Example B (PC-Personal Check without a check number)

Use this when you are receipting a personal check without a check number. Use Eight 9's as the Rcpt ID to identify this type of transaction.

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

[toolbar]  PA1 PA2 PA3  ENT CLR

SJFS007C   RCPT  - JF        SDSD Client Billing System    07/15/2005  15:46:06
Fast Path: _____  - JF              Receipt                Trans Type: A

Prim ID:   XXX111X1      Recip. CLIENT, SAMPLE          Stat Rcpt. VA
Rcpt Type: PC            Br.... 3013                    Rcpt Nmbr. M86233
Rcpt Id:   99999999      Wkr ID PH                      Bank Dep.. U38921
                                                        RACF User. HSBJL00
Trans Amt:     223.30    Appl Bill     223.30           Date Trans 07/12/2005
                                                        Last Chg.. 07/12/2005
                                                                   15:22:03
                         Receipt Application
------------------------------------------------------------------------
              Sel          Date Eff        Appl Bill
              _            200506           223.30
```

Example C (MO-Money Order)

Use this when receipting a money order. The Rcpt ID is the money order number.

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

SJFS007C   RCPT  - JF       SDSD Client Billing System    07/15/2005  15:46:06
Fast Path: _____ - JF                Receipt              Trans Type: A

Prim ID:    XXX111X1     Recip. CLIENT, SAMPLE         Stat Rcpt. VA
Rcpt Type: MO            Br.... 3013                   Rcpt Nmbr. M86233
Rcpt Id:   12345678      Wkr ID PH                     Bank Dep.. U38921
                                                       RACF User. HSBJL00
Trans Amt:     223.30    Appl Bill    223.30           Date Trans 07/12/2005
                                                       Last Chg.. 07/12/2005
                                                                  15:22:03
                          Receipt Application
-------------------------------------------------------------------------------
            Sel          Date Eff         Appl Bill
                         200506            223.30
             _
```

Example D (OT-Other)

Use this when receipting any "other" type of transaction, including a check written on behalf of a client. Important: If the person that is writing the check is not our client, write the client's name and the client's Prime ID on the check. This is so we can credit the correct account and locate the appropriate account if the check is returned from the bank NSF-Non Sufficient Funds.

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

SJFS007C   RCPT  - JF       SDSD Client Billing System    07/15/2005  15:46:06
Fast Path: _____ - JF                Receipt              Trans Type: A

Prim ID:    XXX111X1     Recip. CLIENT, SAMPLE         Stat Rcpt. VA
Rcpt Type: OT            Br.... 3013                   Rcpt Nmbr. M86233
Rcpt Id:   123           Wkr ID PH                     Bank Dep.. U38921
                                                       RACF User. HSBJL00
Trans Amt:     223.30    Appl Bill    223.30           Date Trans 07/12/2005
                                                       Last Chg.. 07/12/2005
                                                                  15:22:03
                          Receipt Application
-------------------------------------------------------------------------------
            Sel          Date Eff         Appl Bill
                         200506            223.30
             _
```

Example E (CU-Cash)

Use this when receipting in cash.

```
1 - DHS.HEP (DHRMF)                                                  _ |₽| X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help
  ⇥  ⇤  🖫   ✂  📋  📋   ₅F  ₅F  F₆   🖨  📂  📂  ▶?  ☒   PA1 PA2 PA3   ENT CLR

SJFS007C   RCPT  - JF      SDSD Client Billing System    07/15/2005  15:46:06
Fast Path: _____ - JF              Receipt               Trans Type: A

Prim ID:   XXX111X1   Recip. CLIENT, SAMPLE          Stat Rcpt. VA
Rcpt Type: CU         Br.... 3013                    Rcpt Nmbr. M86233
Rcpt Id:              Wkr ID PH                      Bank Dep.. U38921
                                                     RACF User. HSBJL00
Trans Amt:    223.30  Appl Bill     223.30           Date Trans 07/12/2005
                                                     Last Chg.. 07/12/2005
                                                                15:22:03
                         Receipt Application
------------------------------------------------------------------------
            Sel           Date Eff         Appl Bill
             _             200506            223.30
```

Voiding an existing receipt record

Procedure to void a receipt that *does not* have a bank deposit number:

(If you have a receipt that needs to be voided, and the receipt has a deposit number, call: Financial Services Receipting & Trust at 503-947-1090.)

1. Type in SFMU
    - Press <Enter>

2. Tab to Receipt
    - Type S
    - Press <Enter>

3. Trans Type
    - Tab to Trans Type in the RCPT screen
    - Type V
    - Press <Enter>

The receipt must have a STAT RCPT = VA for you to be able to void.

If this record cannot be voided, the screen displays an error message. Otherwise, the screen will ask you to confirm the void with a Y or N.

- Y-will void the receipt, and back out the amounts on MACT and YACT. A screen message confirms that the record has been voided.

- N-cancels the void and returns you to the inquire mode. You can also change the void by changing the Trans Type to an I and pressing <Enter>.

Receipts and Deposits

- Per ORS rules, the payments must be deposited the same day as received, or the next business day.
- Deposits must ABSOLUTELY be entered into SFMU on the same day that the receipts are entered.
- If the workday ends before a bank deposit can physically be made, the delivery may be made the following day.
- Under NO circumstances should a deposit be delivered before all entries have been made into SFMU and it has been verified that the receipts balance to the deposit.

NSF Checks

- NSF checks will go to the Pay-In Technician. If necessary, the tech will void the check on SFMU and mail it to the branch for collection. When the payment is collected, it will need to be reentered into SFMU.
- If the check is not on SFMU, the Pay-In Technician will take care of the bookkeeping end. When the branch receives the payment for the NSF, it will be receipted with a new receipt and deposit it just like the original payment. However, the receipt must indicate that the payment is for an NSF check.

DHS29 General Receipt (Replacing the AFS29)

- Fill out the AFS29 or the DHS29 for the client if they are paying for the current month.
- Use one receipt for each check/person.
- When one check for multiple clients is received, there must be one receipt made for each client.
    - If there is not individual receipt numbers, the payments will not be posted correctly.
    - For this situation, indicate on the receipt that this is payment 1 of 12 with check number XXXX, so that it may be tracked.
- When multiple checks are received for one client, there needs to be multiple receipts made.
    - Entry into SFMU must be made separately as well with different check and numbers for each entry. This is especially important with NSF checks.

Canada Checks

If a Canada check is received, it must be deposited the same day.

Procedure

Deposit the check as is. Do not call the bank for exchange rates.
Fill out a DHS29 General Receipt.
Indicate that the amount of the check was Canadian$ or USD
Fill out a deposit slip.

If the check is in Canadian dollars, the Department will get a Transaction Advice from Treasury indicating the amount of the discount. Receipting will them make any corrections necessary.

Elderplace Client

You must identify all Elderplace clients in the description of the DHS29 receipt. Use the receipt code of 308 for these Elderplace clients.

RCPT ERROR MESSAGES

Error #	Error Message	Data Items
JF003	**INVALID SCREEN IDENTIFIER IN FASTPATH** The Fastpath entered could not be found.	**FAST PATH**
JF009	**MONTHLY ACCT FILE CLOSED** The monthly account file is not available at this time. Try again later.	
JF014	**KEY PRESSED INACTIVE FOR THIS SCREEN** Key pressed currently does nothing.	
JF015	**FASTPATH FILE NOT OPEN** The Fastpath file is not available at this time. Try again later.	
JF018	**APPLIED RECEIPTS FILE CLOSED** The applied receipts file is not available at this time. Try again later.	
JF019	**PAYMENT FILE CLOSED** The payment file is not available at this time. Try again later.	
JF020	**YEARLY ACCUNT FILE CLOSED** The yearly account file is not available at this time. Try again later.	
JF021	**PROVIDER SERVICE FILE CLOSED** The provider service file is not available at this time.	

Try again later.

JF025 **SYS ID INVALID FOR THE FASTPATH ENTERED**   SYS ID
The two-characters following the Fastpath entry field contains the System ID of the screen. Enter the correct system ID for the screen to uniquely identify the screen.

JF040 **USER NOT AUTHORIZED OR UPDATE ACTION REQUESTED**
An update action (i.e. Trans Type A, V or N) has been entered for which you have not been authorized. Contact your RACF Sub Administrator for questions on authorization.

JF041 **USER NOT IN SAME DISTRICT AS CLIENT UPDT NOT AUTHORIZED**
Your branch is not in the same district as the client you are trying to update. Contact your RACF Sub Administrator for questions on authorization.

RC001 **DO YOU REALLY WANT TO ADD THIS RECEIPT?**
A request to add a receipt has been entered. If the information entered is correct, reply Y to add the receipt. If the information entered is not correct, reply N to open fields for change. To cancel, add and return to inquire mode, change Trans Type to I and press enter.

RC002 **RECEIPT SUCCESSFULLY ADDED**
The receipt being displayed has just been added to the payment file.

RC005 **RECEIPT MARKED AS NON SUFFICIENT FUND**
The receipt being displayed has just been marked as NSF (non sufficient funds). The Stat Rcpt on the

screen will display NS to indicate the receipt has been marked as NSF.

RC006 **DO YOU REALLY WANT TO VOID THIS RECEIPT?**
A request to void a receipt has been entered. If this is the correct receipt to void, reply Y. To cancel the request reply N or change the Trans Type to I and press enter.

RC007 **RECEIPT DISPLAYED IS MARKED AS NSF**
The receipt being displayed was previously marked as NSF.

RC008 **CANNOT DO VOID PENDING ADJ FOUND FOR PRIM ID ENTERED**
A request to void a receipt was entered.   However, on or more pending adjustments were found for the Prime ID entered and the request was cancelled. The pending adjustments for the Prime ID entered must be processed before voiding the receipt.

RC009 **NO RECEIPTS FOUND FOR PRIM ID ENTERED**   **PRIME ID**
There were no receipts found on the payment file for the Prime ID entered.

RC010 **INVALID TRANS TYPE MUST BE A, V, N OR I**   **TRANS TYPE**
Something other than an A, V N or I was entered in the Trans Type. Please correct and press enter.

RC011 **CLIENT WAS REFUNDED ON THE RECEIPT $99,999.99**
A request to void a receipt or mark it as NSF was completed, but the amount displayed was not recovered. The client overpaid and was refunded the amount shown.

RC012 **MONTHLY ACCT RECORD NOT FOUND FOR**   **PRIME ID**

PRIM ID ENTERED

A monthly account record was not found for the Prime ID entered. Contact SPD Information Systems.

RC013 PLEASE ENTER PRIME ID   PRIME ID

Enter was pressed but there was no Prime ID to process.

RC014 PLEASE ENTER Y OR N   ANS

A request was entered (Add, Void or NSF) which requires a Y or N reply to complete. To cancel request and return to inquire mode, change trans type to I and press enter.

RC015 INVALID ANS, ENTER Y OR N   ANS

Something other than a Y or N was entered. Correct and press enter to continue processing.

RC016 RECEIPT SUCCESSFULLY VOIDED

The receipt being displayed has just been voided. The Stat Rcpt on the screen will display VD to indicate the receipt has been voided.

RC017 CANNOT DO NSF. PENDING ADJ FOUND FOR RECEIPT

A request to NSF a receipt was entered. However, one or more pending adjustments are found for the Prime ID entered and the request was cancelled. The pending adjustments for the Prim ID entered must be processed before marking the receipt as NSF.

RC018 DO YOU REALLY WANT TO MARK THIS RECEIPT NSF?

A request to mark a receipt as NSF has been entered. If it is the correct receipt to mark as NSF, reply with Y.

To cancel the request reply N or change the Trans Type to I and press enter.

RC019 **RECEIPT ALREADY VOIDED**

A request has been entered to void the receipt or mark it as NSF. However, the receipt has already been voided and cannot be voided or marked NSF again.

RC020 **RECEIPT ALREADY MARKED NSF**

A request has been entered to void the receipt or mark it as NSF. However, the receipt has already been marked NSF and cannot be voided or marked NSF again.

RC022 **INVALID RECEIPT TYPE**   **RCPT TYPE**

Valid Receipt types are CU-Currency, MO-Money Order, PC-Personal Check or OT-Other. Please correct and press enter.

RC023 **REFERENCE NMBR REQUIRED WITH RECEIPT**   **REF NMBR**
TYPE PC

When a receipt type or PC has been entered, the reference number is also required. Please correct and press enter.

RC024 **AMT OF RECEIPT MUST BE GREATER THAN**   **AMT RCPT**
ZERO

The Amt Rcpt must be greater than zero. Please correct and press enter.

RC025 **RECEIPT DISPLAYED IS VOID**

The receipt being displayed was previously voided.