

LIAB

(Liability Screen)

1 - DHS.HEP (DHRMF)										
File Edit Transfer Fonts Options Macro View Window Help										
SJF5003C		LIAB	-	JF	SDSD Client Pay-in System			04/26/2005	12:42:02	
Fast Path:		_____	-	JF	Liabilities			Trans Type:	I	
Prim ID:		XX111X1X		Recip CLIENT, SAMPLE			Case AB1234			
					(Current CMS)			Grant	275.30 CR	
Act	Liab Beg	Liab End	Amt Liab	Br	Wkr ID	Last Chg	RACF User			
-	04/01/2005	12/31/9999	94.30	3013	AB	03/17/2005	HSTRNG4			
-	01/01/2004	03/31/2005	82.30	3013	AB	11/25/2003	HSTRNG4			
-	03/01/2003	12/31/2003	263.30	3013	AB	02/10/2003	HSTRNG4			
-	10/01/2002	02/28/2003	258.30	3013	AB	09/11/2002	HSTRNG4			
-	09/01/2002	09/30/2002	180.20	3013	AB	08/16/2002	HSTRNG4			
-										
-										
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-										
-										
Msg										
F2=Menu F3=Exit F4=Yact F5=Mact										
4A		1 Sess-1						5/29		

- Purpose:** This screen is used to review client monthly liability information for the Client Pay-In System
- Access:** Accessed from the SFMU menu. Can also be accessed from other screens using function keys.

When you reach the LIAB Screen, you can enter a Prime ID number to display a client's liabilities.

- You may change the Prime ID at any time in this screen.
- The LIAB screen displays 12 liability segments for the Prime ID entered. If there are more liability segments to view, use the appropriate function key.

Changes to the Liability Screen (see Page D3):

- Add Client
- Change Liability Amount
- Close Liability

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 = YACT	Takes you to the Yearly Accounts (YACT) Screen with the Prime ID number you entered on the LIAB Screen.
F5 = MACT	Takes you to the Monthly Accounts (MACT) Screen with the Prime ID number you entered on the LIAB 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.

Changes to the Liability Screen

Use this system to change the liability amount and/or the liability end date. By ending the liability end date, you prevent future bills from being sent to the client.

Add Client to the Liability Screen

Procedure:

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: **Prime Number**
 - Press <Enter>
3. Tab to Liabilities
 - Type **S**
 - Press <Enter>
4. At the LIAB Screen, back tab to Trans Type
 - Type **A**
 - Press <Enter>
 - "Liab Begin" and "Liab End" dates will be entered automatically.
 - Type liability amount.
 - Press <Enter>
5. Read the message at the bottom of the screen. Message reads: "Do you really want to add this screen?"
 - Type **Y**
 - Press <Enter>
 - Message appears: "Liability has been entered."

Change Liability Amount

Procedure:

1. Type in: **SFMU**
 - Press <Enter>
2. Type in: **Prime Number**
 - Press <Enter>
3. Tab to Liabilities
 - Type **S**
 - Press <Enter>
4. At the LIAB Screen, back tab to the first line under the "Act" column.
 - Type **A**
 - Press <Enter>
5. At the newly added line for liability amount:
 - Type the new liability dollar amount.
 - Press <Enter>
6. Read the message at the bottom of the screen. Message reads: "Do you want to add this liability?"
 - Type **Y**
 - Press <Enter>
 - Message appears: "Liability has been entered."

To Close Liability End Date

Procedure:

4. Type in: **SFMU**
 - Press <Enter>
5. Type in: **Prime Number**
 - Press <Enter>
6. Tab to Liabilities
 - Type **S**
 - Press <Enter>
4. At the LIAB Screen, tab to the first line under the "Act" column.
 - Type **C**
 - Press <Enter>
5. Tab to the "Liability End Date"
 - Type the new liability end date (MM/DD/YYYY)
6. Read the message at the bottom of the screen. Message reads: "Do you want to change the liability?"
 - Type **Y**
 - Press <Enter>
 - Message appears: "Liability record was successfully updated."



After you make these changes, record them on the CMS Screen (Needs/Resource Section).

LIAB ERROR MESSAGES

<u>Error #</u>	<u>Error Message</u>	<u>Data Items</u>
LB001	<p>ADD ACTION: PLEASE ETNER LIABILITY DATES AND AMOUNT</p> <p>Operator has entered an "A" in either Trans or in one of the Act fields, and screen liability dates and amount fields are open for operator entry.</p>	ACT TRANS
LB002	<p>CHANGE ACTION: UPDATE LIAB BEG AND/OR LIABILITY END DATES</p> <p>Operator has entered a "C" in one of the Act fields, and screen liability dates are open for update on the line selected.</p>	ACT TRANS
LB003	<p>LIAB BEG YEAR DOES NOT EXIST ON YEARLY ACCT FOR PRIME ID</p> <p>There is a Yearly Account record for the Prime ID entered, but the Yearly account year is not the same as the year entered in the Liab Beg date. Set up another Yearly account for the next year.</p>	PRIME ID
LB004	<p>LIAB BEG DATE MUST BE AFTER LAST MONTHLY BILLING DATE</p> <p>A bill for the liability has been sent to the client on or after the Liab Beg date. Enter a date which falls after the monthly billing date.</p>	LIAB BEG
LB005	<p>LIAB END DATE CANNOT BE BEFORE LAST MONTHLY BILLING DATE</p> <p>A bill for the liability has been sent to the client after the Liab End date. Enter a date which is the same as or is after the monthly billing date.</p>	LIAB END

LB006	<p>LIAB BEG DATE INVALID. ENTER VALID MM/O1/CCYY DATE</p> <p>Date must be in MM/01/YYYY format with month, day and year numeric, and day as FIRST day of month.</p>	LIAB BEG
LB007	<p>LIAB END DATE INVALID. ENTER VALID MM/O1/CCYY DATE</p> <p>Date must be in MM/##/YYYY format with month, day and year numeric, and day as LAST day of month.</p>	LIAB END
LB008	<p>LIAB AMT INVALID. ENTER A NUMERIC AMOUNT GREATER THAN 0</p> <p>The liability amount must be numeric and greater than zero.</p>	LIAB AMT
LB009	<p>LIAB BEG DATE CHANGED TO FIRST DAY OF MONTH</p> <p>A warning message to notify the data entry person of an automatic change made to the Liab Beg date. The Liab Beg date must always be the first day of the month.</p>	LIAB BEG
LB010	<p>LIAB BEG DATE MUST BE BEFORE ITS RELATED LIAB END DATE</p> <p>The Liab Beg and Liab End dates for the same liability overlap. Change the Liab Beg date to an earlier date and/or change the Liab End date to a later date.</p>	LIAB BEG LIAB END
LB011	<p>LIAB BEG DATE MUST BE AFTER THE NEXT LIAB END DATE</p> <p>The Liab Beg and Liab End dates for different liability segments overlap. The dates specified will be highlighted on the screen. Change the Liab Beg date to a later date.</p>	LIAB BEG

LB012	LIAB END DATE CHANGED TO THE END OF MONTH A warning message to notify the data entry person of an automatic change made to the Liab End date. The Liab End date must always be the last day of the month.	LIAB END
LB014	UPDT CANCELED. CLIENT HAS BEEN BILLED FOR LIABILITY The Liab End date is earlier than the monthly billing date. The client has been billed for the liability and no changes or deletions are allowed for this liability.	LIAB END
LB015	DO YOU WANT TO ADD THIS LIABILITY? ANS Y OR N The record is ready for updating to the liability file. Verify the information in the Liab Beg, Liab End and Amt Liab fields. Enter "Y" to complete the add action or "N" to reopen add fields for entry.	ANS
LB016	DO YOU WANT TO CHANGE THIS LIABILITY? The record is ready for updating to the liability file. Verify the information in the Liab Beg, Liab End and Amt Liab fields. Enter "Y" to complete the change action or "N" to reopen change fields for entry.	ANS

LB017	<p>DO YOU WANT TO DELTE THIS LIABILITY? ANS Y OR N.</p> <p>The record is ready for deleting from the liability file. Verify the record selected for deletion. Enter "Y" to complete the delete action or "N" to cancel the deletion.</p>	ANS
LB018	<p>LIABILITY RECORD HAS BEEN SUCCESSFULLY UPDATED</p> <p>The liability record has been added to, changed, or deleted from the liability file.</p>	
LB019	<p>UPDT CANCELED TO REFRESH SCREEN WITH CURRENT LIAB DATA</p> <p>The liability record has been changed after the update action began and before the update action was completed. The update has been canceled to allow the data entry person to review the most current liability information before updating the liability record. Start update action again.</p>	
LB020	<p>ENTER LIAB BEG AND END DATES IN MM/DD/CCYY DATE FORMAT.</p> <p>The prompt displays at start of update action or when an error is detected in the date. Review and re-enter date.</p>	LIAB BEG LIAB END
LB021	<p>LIAB END DATE MUST BE AFTER ITS RELATED LIAB BEG DATE</p> <p>The Liab Beg and Liab End dates for the same liability overlap. Change the Liab End date to a later date.</p>	LIAB END

LB022	<p>DEL ACTION INVALID. MUST DELETE MOST CURRENT LIABILITY FIRST</p> <p>The first record on the file for the prime entered may be deleted. The message will display if the second or later records are selected for deletion. Select the first record for the prime on the file for deletion.</p>	ACT
LB023	<p>LIAB END DATE MUST BE BEFORE PREVIOUS LIAB BEG DATE</p> <p>The Liab Beg and Liab End dates for different liability segments overlap. The dates specified will be highlighted on the screen. Change the Liab End date to an earlier date.</p>	LIAB END
JF002	<p>CASE NMBR NOT FOUND ON CMS FILE</p> <p>A CMS case record does not exist for the prime number entered.</p>	PRIM ID
JF003	<p>INVALID SCREEN IDENTIFIER IN FAST PATH</p> <p>The Fast Path entered in the Fast Path field was not found on the Fast Path file. Re-enter correct screen ID in Fast Path or enter screen ID from a clear screen.</p>	FAST PATH
JF007	<p>AFS CMS FILE CLOSED</p> <p>THE AFS CMS file is NOT available at this time. Try again later.</p>	
JF014	<p>KEY PRESSED INACTIVE FOR THIS SCREEN</p> <p>The function key pressed is not used on this screen.</p>	
JF015	<p>FAST PATH FILE NOT OPEN</p> <p>The Fast Path file is NOT available at this time. Try again later.</p>	FAST PATH

JF016	UNKNOWN ERROR ON FAST PATH FILE The Fast Path file has an error. Call the HelpDesk.	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.	
JF023	INVALID ANS – MUST BE Y OR N The character entered in the Answer field is invalid. Re-enter a “Y” or an “N” in the answer field.	ANS
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
JF027	INVALID TRANS TYPE – MUST BE I OR A The Trans Type must be I for Inquiry or A for add.	TRANS TYPE
JF028	LIABILITY FILE CLOSED The liability file is NOT available at this time. Try again later.	

JF029	<p>PRIM ID NOT FOUND ON LIABILITY FILE</p> <p>There is no liability record for the prime ID entered. Type an "A" in Trans Type to add a liability.</p>	
JF030	<p>ACT INVALID – MUST BE A (ADD) OR C (CHG) OR D (DEL)</p> <p>A letter entered in the Act column is invalid. Re-enter an "A" to add a record, "C" to change a record or a "D" to delete a record.</p>	ACT
JF031	<p>PRIM ID NOT FOUND ON YEARLY ACCOUNT FILE</p> <p>The prime entered is not on the Yearly Accounting file. Re-enter the correct prime or add the new prime to the yearly accounting file.</p>	PRIM ID
JF032	<p>YEARLY ACCOUNT EXISTS BUT IS NOT OPEN FOR THIS PRIM ID</p> <p>The prime entered is on the Yearly Accounting file, but the yearly account shows a status other than open. This is a warning message to let the data entry person know that no billings will be sent unless the Yearly Account is open for this prime ID.</p>	PRIM ID
JF033	<p>UNKNOWN RACF ERROR. CONTACT SDS SYSTEMS</p> <p>An error occurred with RACF. Contact your RACF administrator or contact SPD Information Systems.</p>	
JF034	<p>PAY-IN CONTROL FILE CLOSED</p> <p>The Pay-In System Control File is closed. Try again later.</p>	

JF035	<p>PAY-IN CONTROL FILE ERROR. UPDATE CANCELED.</p> <p>The Pay-In System Control File is having problems. You may continue to inquire, but no update is possible. Contact SPD Information Systems to notify them that a file error occurs when LIAB reads the Pay-In Control File.</p>	
JF040	<p>USER NOT AUTHORIZED FOR UPDATE ACTION REQUESTED</p> <p>The RACF security has determined that no update authorization exists for your RACF ID. Contact your RACF administrator for update authorization.</p>	
JF041	<p>USER NOT IN SAME DISTRICT AS CLIENT. UPDT NOT AUTHORIZED</p> <p>The RACF security has determined that no update authorization exists because the user is not in the same district as the branch belonging to the client.</p>	
JF043	<p>UNKNOWN RACF USERS</p> <p>The RACF security did not find your RACF ID. Sign on to the RACF security system using CESN USER ID and password.</p>	