

SCREEN 118 – BILLING INFORMATION

Screen 118 is the coordination screen for participant’s billing information (employee/retiree). This information assists the billing processes such as: past due notices, cancellation, and money sent to the carriers. Although this screen is the heart of the billing system, it also shows personnel information from Personal Data screen 101 and Benefit Maintenance screens 106/115. This combination is reflected in the screen being numbered 118 with the other 100-series screens.

Remember that the billing system is used to bill retirees, employees during the summer, surviving spouses, and sometimes employees on leave without pay and those on military leave.

This screen is comprised of three sections:

Header information about this person’s billing accounts, mostly from screen 101. Workstation and adloc should reflect the information at time of retirement.	
Insurance coverage lines, like screen 106, showing the participant and system costs.	Billing activity amounts and past due days where the monies requested in bills and the monies received in receipts are shown for each coverage. This reflects the activity shown in the 640 screen series of bills and receipts.

The billing information can be swapped to show either ‘total owed to carrier’ or ‘monthly bill amounts’ using the PF10 and/or PF11 keys.

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118 TAMUS B/P/P - Billing Info - Inquiry                                08/30/12  11:07
Screen: A1  UIN: A2          Name: A3                            D BPP0040  R014

  Bill Status B1 Bill Addr B2 Med Carr B3   Den Carr B4  Percent Local B5
  Bank Draft C1 C2           Acct C3           Change Date C4
  Retired From: Wrk StnD1 ADLOC D2           Emp-Loc D3       Chk-Distr D4
    Employer  Retiree      Days      FYTD      Available      Total
    Amt Due   Amt Due     Due      Past     FYTD      Paid     To Pay     Owed
    Carrier   Carrier     Date    Due    Received  Carrier  Carrier   Carrier
BL      E       F       G       H       I       J       K       L
MED     ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
TOB     ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
DEN     ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
VIS     ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
OL      ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
ADD     ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
LTD     ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
DL      ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
LTCE    ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
LTCS    ↓       ↓       ↓       ↓       ↓       ↓       ↓       ↓
Total   E       F       G       H       I       J       K       L
      ADDL-MED N1  N2      N3      ADDL-DEN O1  O2      O3
Comment P1
PF1=Help, PF3=Exit, PF4=Main, PF5=Prev, PF6=Next, PF11=Right
    
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See [examples](#) below.

Field Name		Description
A1	Screen	See System Overview
A2	UIN	See System Overview
A3	Name	Employee Name
B1	Billing Status	A Annual bill (created in September) B or Blank Monthly bill D Bank draft (monthly only) P Participation in prepayment plan (no longer used) Q Quarterly bill (created for Sep, Dec, Mar, Jun) S Semi-annual (created for Sep, Mar)
B2	Bill Addr	Billing address; send to: H Home (residence) address M or blank Mailing address
B3	Med Carr	Medical carrier code – carrier for this month’s coverage; updated from screen 106 at BPP month-end (not Billing month-end)
B4	Den Carr	Dental carrier code – carrier for this month’s coverage; updated from screen 106 at BPP month-end (not Billing month-end)
B5	Percent Local	Percent of participant’s employer contribution (SGIP) to be paid from local funds. It is used for those participants who were paid partially or completely from local funds as employees. It is used only on the month-end SGIP report to provide sub-totals for state and local funds and does not automatically effect accounting entries.
C1	Bank Draft	Bank draft (ACH) account type C Checking Account S Savings Account N (or Blank) Not participating
C2	Bank Draft (Routing Transit Code)	Bank draft (ACH) routing transit code; Blank or Valid bank code – numeric. Required if Bank Draft Account Type is not blank. The best practice is to clear out this field if we are no longer drafting the account.
C3	Acct (Bank Draft)	Bank draft (ACH) account number. Blank or participant’s bank account number for drafting. Required if bank draft account type is not blank. The best practice is to clear out this field if we are no longer drafting the account.
C4	Change Date	Date the bank information on this screen was last changed. Value is set automatically by the screen processing when any of the three bank draft items are updated.
D1	Retired From: Wrk Stn	Retired from workstation; blank or valid workstation code. This indicates which workstation has control over the participant’s bills and reporting. If blank, the PIN workstation is used. Required when the employee has a retirement date (on screen 101) or if any one of the other retired from items are present. All of the “Retired From” items are automatically filled in when either a retirement budget action is processed OR a retirement

Field Name		Description
		status code is entered on the Personnel Maintenance Screen 101.
D2	ADLOC (Retired From)	Retired from ADLOC; Blank or valid ADLOC. Required when the employee has a retirement date (on screen 101) or if any one of the other retired from items are present.
D3	Emp-Loc (Retired From)	Retired from location Blank or valid Location. Required when the employee has a retirement date (on screen 101) or if any one of the other retired from items are present.
D4	Chk-Distr (Retired From)	Retired from check distribution; blank or valid Check Distribution Code. Required when the employee has a retirement date (on screen 101) or if any one of the other retired from items are present.
E	Employer Amt Due Carrier	Employer amount due carrier. This is the total amount of SGIP to be paid to the carrier. Created by monthly billing and requested bills. Adjusted when corrections are made to bills. Zeroed when the Billing month-end employer contribution report is run, unless there are past due amounts for the coverage.
F	Retiree Amt Due Carrier	Retiree amount due carrier. Participant amount due to carrier at the next Billing month-end. Set when bills are created or requested and adjusted when corrections are made to bills. Reduced at Billing month-end by the amount paid to the carriers.
G	Due Date	Possibly oldest due date for amounts in the current charges column. Same as due date on Benefit Maintenance screen 106.
H	Days Past Due	Number of days past due based on due date shown.
I	FYTD received	Total amount received this fiscal year. Increased by bank drafts and daily receipts. Adjusted by corrections to receipts. A fiscal year-end job reduces this amount (usually to zero) to prepare for the new FY. If a credit remains from prior FY, that credit amount is used rather than zero.
J	FYTD paid carrier	Total amount paid to the carrier this fiscal year. Adjusted by the Billing month-end program that produces the reports used to pay the carriers. A fiscal year-end job zeros this amount to prepare for the new FY.
K	Available to pay carrier	FYTD received amounts less FYTD paid amounts. The Billing month-end process uses these balances to determine how much is available to pay the carrier.
L	Total owed carrier (PF10 View)	Retiree amount due carrier less the available to pay carrier amount; this amount is still due from the participant, if invoices and receipts are correct.
M	Monthly Bill (PF11 View)	The amount due each month as reflected on the Benefit Maintenance screen (106).
N1	Addl-Med (Carrier)	Additional medical carrier - This carrier code is filled in when a bill is entered or adjusted for a medical carrier different than the medical carrier on this screen (118).

Field Name		Description
N2	Addl-Med (Billed)	Additional Medical Billed Amount - Total of billed amounts still due for the additional medical carrier. The Billing month-end process zeroes this amount when the available to pay carrier amount is enough to pay both retiree amount due carrier and this amount.
N3	Addl-Med (Employer Contribution)	Additional Medical Employer Contribution - Total of employer contribution (SGIP) amounts from the bills for the additional medical carrier. The Billing month-end process zeroes this amount when the available to pay carrier amount is enough to pay both retiree amount due carrier and additional medical billed amount.
O1	Addl-Den (Carrier)	Additional dental carrier - This carrier code is filled in when a bill is entered or adjusted for a dental carrier different than the dental carrier on this screen (118).
O2	Addl-Den (Billed)	Additional Dental Billed Amount - Total of billed amounts still due for the additional dental carrier. The Billing month-end process zeroes this amount when the available to pay carrier amount is enough to pay both retiree amount due carrier and this amount.
O3	Addl-Den (Employer Contribution)	Additional Dental Employer Contribution - Total of employer contribution (SGIP) amounts from the bills for the additional dental carrier. The Billing month-end process zeroes this amount when the available to pay carrier amount is enough to pay both retiree amount due carrier and additional dental billed amount.
P1	Comments	See Using the Commenting Feature

Example:

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118 TAMUS B/P/P - Billing Info - Inquiry                                08/22/11 10:48
Screen: ___ UIN: 111002222 Name: BARBARIAN CONAN T                 D BPP0040 R006

  Bill Status D  Bill Addr H  Med Carr 01  Den Carr 03  Percent Local
  Bank Draft  C 123456789      Acct 123456789      Change Date 04 08 2009
  Retired From: Wrk Stn M ADLOC 12345678  Emp-Loc 12345678  Chk-Distr 12345678
    Employer  Retiree
    Amt Due  Amt Due  Due
    Carrier  Carrier  Date
  BL          3.97          07012011
  MED        502.89       214.37 07012011          428.74  214.37  214.37
  TOB                30.00          60.00  30.00  30.00
  DEN                61.76 07012011          123.52  61.76  61.76
  VIS                10.49 07012011          20.98  10.49  10.49
  OL                20.76 07012011          41.52  20.76  20.76
  ADD                15.60 07012011          31.20  15.60  15.60
  LTD                15.17 07012011          30.34  15.17  15.17
  DL                 2.08 07012011           4.16   2.08   2.08
  LTCE              24.80 07012011          49.60  24.80  24.80
  LTCS
  Total      506.86      395.03          790.06  395.03  395.03
    ADDL-MED
    ADDL-DEN
  Comment
  PF1=Help, PF2=Comm, PF3=Exit, PF4=Main, PF5=Prev, PF6=Next, PF11=Right

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