

## SCREEN 642 – Receipt Entry

This screen is used to enter all receipts and adjustments to receipts. Receipt information entered here immediately updates the balances on Screen 118 in the Personnel Database.

This screen is used to cancel the automatic receipt for a bank draft if the draft is returned for insufficient funds. Bank draft adjustments and cash receipts must be entered in separate batches.

A batch number is created on entry to this screen and the batch is “closed” when the screen is exited.

To get help with common billing issues, click on any of the “Help With” topics and press F1 (or right click in BPP Profile) to see a help routine.

```
642 TAMUS B/P/P System - Receipt Entry Screen                                08/30/12  11:48
                                                                              D BPP0040  R006

Screen: A1      Function: A2  (Blank=Inquire, N=New, A=Add, C=Correct, E=End)

UIN A3          Invoice A4      WS A5          Batch Number   Batch Total
Coverage A6                                     A7           A8
Name A9

Check Number      Total      Date      Med Carr   Den Carr
B1              B2      B3      B4       B5

BL      Medical  Dental  Vision  OL      DL      ADD      LTD
C1      C2      C3      C4      C5      C6      C7      C8

Tobacco C9          LTCE: C10      LTCS: C11

Comment: D1

Help with: Bill or | NSF | Credit | Under | New/Add | Correct | Handle
           Receipt? |      |      | Pymt | Receipt | Receipt | Refund

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit  Main      Total
```

See [examples](#) below.

The Totals View (viewed by pressing **F8**) shows the totals for bills, receipts & balances for the selected invoice, separated out by the coverage types. This allows you to view a summary of the invoice quickly and easily.

When you go to the Totals view, the screen values will be reset (including the function). So, make sure to press Enter to save the changes before you click F8.

MORE

UIN: <a href="#">A3</a>	Name: <a href="#">A9</a>	WS: <a href="#">A5</a>
Inv: <a href="#">A4</a>	Status: <a href="#">E2</a>	Total Billed: <a href="#">E3</a>
Coverage: <a href="#">A6</a>	Med Carrier: <a href="#">B4</a>	Total Receipts: <a href="#">E4</a>
Due Date: <a href="#">E1</a>	Den Carrier: <a href="#">B5</a>	Balance Due: <a href="#">E5</a>
Comments: <a href="#">D1</a>		

\*\*\* INVOICE TOTALS \*\*\*

BL	TOB/MED	DEN	VIS	LTCE/OL	LTCS/DL	ADD	LTD
-----	-----	-----	-----	-----	-----	-----	-----
Billed:	<a href="#">F9</a>			<a href="#">F10</a>	<a href="#">F11</a>		
<a href="#">F1</a>	<a href="#">F2</a>	<a href="#">F3</a>	<a href="#">F4</a>	<a href="#">F5</a>	<a href="#">F6</a>	<a href="#">F7</a>	<a href="#">F8</a>
Receipts:	<a href="#">G9</a>			<a href="#">G10</a>	<a href="#">G11</a>		
<a href="#">G1</a>	<a href="#">G2</a>	<a href="#">G3</a>	<a href="#">G4</a>	<a href="#">G5</a>	<a href="#">G6</a>	<a href="#">G7</a>	<a href="#">G8</a>
=====	=====	=====	=====	=====	=====	=====	=====
Balance:	<a href="#">H9</a>			<a href="#">H10</a>	<a href="#">H11</a>		
<a href="#">H1</a>	<a href="#">H2</a>	<a href="#">H3</a>	<a href="#">H4</a>	<a href="#">H5</a>	<a href="#">H6</a>	<a href="#">H7</a>	<a href="#">H8</a>
SGIP:							
<a href="#">I1</a>	<a href="#">I2</a>	<a href="#">I3</a>	<a href="#">I4</a>	<a href="#">I5</a>		<a href="#">I7</a>	<a href="#">I8</a>

Note that a zero in the *total* balance due for the invoice does not necessarily mean that every type of coverage is paid. For example, they could have \$50 due on Medical and a \$50 credit on Dental. The balance due would be zero, but medical coverage would be cancelled because it has an outstanding amount due. This screen allows you to quickly see what the balances are for each insurance type. Zero amounts are hidden.

Field Name		Description
A1	Screen	See <a href="#">System Overview</a>
A2	Function	<p>Valid values are:</p> <p>Blank - Inquiry: This will show the total of all receipts and receipt adjustments entered for the designated invoice.</p> <p>C – Correction: SSN and invoice are required. This must follow an inquiry. Enter what the amounts should be, not the amount of the adjustment. This function will update the database.</p> <p>N - New Receipt: Enter the SSN and an invoice number with this code and the corresponding amounts still due from that invoice will be filled in. You may then edit the amounts. You must ADD (A) in order to write to the database.</p> <p>A – Add: ADD to database.</p> <p>E – End: Ends screen use; returns to the Billing System menu (640)</p>
A3	UIN	See <a href="#">System Overview</a>
A4	Invoice	Invoice number already present in the Billing Database.
A5	Workstation	Required for security checking; display only.
A6	Coverage	MM YYYY. Indicates the month and year of coverage from the invoice.
A7	Batch Number	<p>A number (assigned by the system) to help reconcile accounts and deposits.</p> <p>A new batch number is assigned, and the batch “opened”, on entry to this screen and the batch is “closed” when the screen is exited (going to any other screen will close the batch).</p>
A8	Batch Total	The total amount of all receipts and receipt corrections in the batch.
A9	Name	Employee Name, must be greater than four (4) characters in length.
B1	Check Number	Required field.
B2	Total	Total of receipt.
B3	Date	Date of receipt. Will fill in today’s date, but may be edited. Must be a valid date in the format MM DD YYYY.
B4	Med Carr	Valid medical carrier code from the invoice.
B5	Den Carr	Valid dental carrier code from the invoice.
C1	BL Receipt Amount	The amount of the receipt applied towards Basic Life Insurance.
C2	Medical Receipt Amount	The amount of the receipt applied towards Medical Insurance.

Field Name		Description
C3	Dental Receipt Amount	The amount of the receipt applied towards Dental Insurance.
C4	Vision Receipt Amount	The amount of the receipt applied towards Vision Insurance.
C5	OL Receipt Amount	The amount of the receipt applied towards Optional Life Insurance.
C6	DL Receipt Amount	The amount of the receipt applied towards Dependent Life Insurance.
C7	ADD Receipt Amount	The amount of the receipt applied towards Accidental Death & Dismemberment Insurance.
C8	LTD Receipt Amount	The amount of the receipt applied towards Long Term Disability Insurance.
C9	TOB Receipt Amount	The amount of the receipt applied towards the Tobacco Premium.
C10	LTCE Receipt Amount	The amount of the receipt applied towards Long Term Care Employee Insurance.
C11	LTCS Receipt Amount	The amount of the receipt applied towards Long Term Care Spouse Insurance.
D1	Comments	This field is only for the processor's notes. It is stored in the database, but not printed.
E1	Due Date	Due Date of original invoice. MM DD YYYY
E2	Status	<p>Entered Invoice has been entered, but not printed</p> <p>Printed Invoice has been printed and there is a balance still due</p> <p>Re-Print Invoice has been reprinted and there is a balance still due</p> <p>Paid Invoice has an overall zero balance</p> <p>Pd-Prnt Invoice has been printed or reprinted, and has an overall zero balance</p> <p>Credit Invoice has a negative balance due</p>
E3	Total Billed	The total of all bills & bill adjustments on this invoice for all coverage types.
E4	Total Receipts	The total of all receipts & receipt corrections on this invoice for all coverage types.
E5	Balance Due	The total of the entire bill and payments. It does not mean that every type of coverage is paid. A negative number indicates over payment.
F1	BL Total Billed	The total of all bills & bill adjustments on this invoice for Basic Life Insurance Coverage.
F2	MED Total Billed	The total of all bills & bill adjustments on this invoice for Medical Insurance Coverage.
F3	DEN Total Billed	The total of all bills & bill adjustments on this invoice for Dental Insurance Coverage.
F4	VIS Total Billed	The total of all bills & bill adjustments on this invoice for Vision Insurance Coverage.
F5	OL Total Billed	The total of all bills & bill adjustments on this invoice for Optional Life Insurance Coverage.

<b>Field Name</b>	<b>Description</b>
F6	DL Total Billed The total of all bills & bill adjustments on this invoice for Dependent Life Coverage.
F7	ADD Total Billed The total of all bills & bill adjustments on this invoice for Accidental Death & Dismemberment Coverage.
F8	LTD Total Billed The total of all bills & bill adjustments on this invoice for Long Term Disability Coverage.
F9	TOB Total Billed The total of all bills & bill adjustments on this invoice for the Tobacco Premium.
F10	LTCE Total Billed The total of all bills & bill adjustments on this invoice for LTCE Coverage.
F11	LTCS Total Billed The total of all bills & bill adjustments on this invoice for LTCS Coverage.
G1	BL Total Receipts The total of all receipts & receipt corrections on this invoice for Basic Life Insurance Coverage.
G2	MED Total Receipts The total of all receipts & receipt corrections on this invoice for Medical Insurance Coverage.
G3	DEN Total Receipts The total of all receipts & receipt corrections on this invoice for Dental Insurance Coverage.
G4	VIS Total Receipts The total of all receipts & receipt corrections on this invoice for Vision Insurance Coverage.
G5	OL Total Receipts The total of all receipts & receipt corrections on this invoice for Optional Life Insurance Coverage.
G6	DL Total Receipts The total of all receipts & receipt corrections on this invoice for Dependent Life Insurance Coverage.
G7	ADD Total Receipts The total of all receipts & receipt corrections on this invoice for Accidental Death & Dismemberment Coverage.
G8	LTD Total Receipts The total of all receipts & receipt corrections on this invoice for Long Term Disability Coverage.
G9	TOB Total Receipts The total of all receipts & receipt corrections on this invoice for the tobacco premium.
G10	LTCE Total Receipts The total of all receipts & receipt corrections on this invoice for LTCE Coverage.
G11	LTCS Total Receipts The total of all receipts & receipt corrections on this invoice for LTCS Coverage.
H1	BL Invoice Balance The total balance due (or credit) on this invoice for Basic Life Insurance Coverage.
H2	MED Invoice Balance The total balance due (or credit) on this invoice for Medical Insurance Coverage.
H3	DEN Invoice Balance The total balance due (or credit) on this invoice for Dental Insurance Coverage.
H4	VIS Invoice Balance The total balance due (or credit) on this invoice for Vision Insurance Coverage.
H5	OL Invoice Balance The total balance due (or credit) on this invoice for Optional Life Insurance Coverage.

Field Name	Description
H6	DL Invoice Balance The total balance due (or credit) on this invoice for Dependent Life Insurance Coverage.
H7	ADD Invoice Balance The total balance due (or credit) on this invoice for Accidental Death & Dismemberment Coverage.
H8	LTD Invoice Balance The total balance due (or credit) on this invoice for Long Term Disability Coverage.
H9	TOB Invoice Balance The total balance due (or credit) on this invoice for the Tobacco Premium.
H10	LTCE Invoice Balance The total balance due (or credit) on this invoice for LTCE Coverage.
H11	LTCS Invoice Balance The total balance due (or credit) on this invoice for LTCS Coverage.
I1	BL SGIP Total The total SGIP on this invoice for Basic Life Insurance Coverage.
I2	MED SGIP Total The total SGIP on this invoice for Medical Insurance Coverage.
I3	DEN SGIP Total The total SGIP on this invoice for Dental Insurance Coverage.
I4	VIS SGIP Total The total SGIP on this invoice for Vision Insurance Coverage.
I5	OL SGIP Total The total SGIP on this invoice for Optional Life Insurance Coverage.
I7	ADD SGIP Total The total SGIP on this invoice for Accidental Death & Dismemberment Coverage.
I8	LTD SGIP Total The total SGIP on this invoice for Long Term Disability Coverage.

On Screen Help (“Help With”):

Bill or Receipt?	<p>Use Receipt Screen 642 for anything to do with payments, including:</p> <ul style="list-style-type: none"> <li>- Handling an NSF</li> <li>- Making a correction after a refund is issued</li> </ul> <p>* Note: You must wait until after a billing month-end to correct the receipt)</p> <ul style="list-style-type: none"> <li>- Entering a payment</li> <li>- Applying a Credit</li> </ul> <p>Use Bill (Invoice) screen 641 for:</p> <ul style="list-style-type: none"> <li>- Requesting a refund</li> <li>- Changing a carrier</li> <li>- Requesting a new bill</li> </ul>
NSF	<p>If an NSF notice has been received:</p> <ol style="list-style-type: none"> <li>1. Find the invoice for which the receipt shows the check or draft was paid.</li> <li>2. Use C(Correct) function but DO NOT press Enter.</li> <li>3. For Check Number put something like 'NSF'.</li> <li>4. Zero or blank all amounts (remember you can hold the Control</li> </ol>

	<p>key down and press the End key to blank out a field).</p> <ol style="list-style-type: none"><li>5. You might comment when NSF notice received</li><li>6. Press Enter.</li></ol> <p>** Policies for notifying the participant, cancelling coverage and disallowing future drafts/checks vary by agency.</p>
Credit	<p>Remove credit from invoice and apply to another:</p> <ol style="list-style-type: none"><li>1. Print screen 118 so you can compare it after making changes.</li><li>2. Bring up invoice that has the credit.</li><li>3. Use N (New) function and press Enter.</li><li>4. This screen assumes you want to remove the credit, so it shows the amounts of the credit as negative amounts. Use the A(Add) function and press Enter to remove the credit.</li><li>5. On the invoice where money is due, use the N(New) function and press Enter.</li><li>6. The amounts shown are the amounts that are due. Change the amounts to be those from the credit you removed from the other invoice.</li><li>7. Use Add(Add) function and press enter to save the changes to the database.</li><li>8. Check screen 118 with what you printed earlier to see if changes are reflected properly.</li></ol>

Under Payment	Use N (New) function and enter to see what is still due on this one invoice. (DO NOT use Add here since no payment is being made – you do not want to add a receipt.)
New/Add Receipt	<ol style="list-style-type: none"> <li>1. Use N (New) function and press enter.</li> <li>2. This screen assumes you want to pay the whole amount due, so it fills the amounts in for what is still due on this invoice.</li> <li>3. Enter a check number or Cash or C Card; something to indicate the payment type.</li> <li>4. Change the amounts as needed to match the payment you're handling.</li> <li>5. Use the A (Add) function and press Enter to save the changes to the database.</li> </ol> <p>* If negative amounts are shown when the N (New) function is used, it indicates a credit exists for this invoice. See the help topic 'Credit' for more information.</p>
Correct Receipt	<p>Correct a receipt only when an entry was wrong (wrong amount entered or wrong check number) or to zero the receipt for an NSF. Ex: I entered \$100 for medical when it should have been \$10.</p> <ol style="list-style-type: none"> <li>1. Use C (Correct) function.</li> <li>2. Enter something for Check Number. (Ex. 'Adjust' or 'Adj')</li> <li>3. Blank the Total, since this is calculated for you.</li> <li>4. Change the amounts to what the receipt should have been. Ex. Medical should be \$10 so enter \$10.</li> <li>5. Press Enter to save the changes to the database.</li> </ol>
Handle Refund	<p>After billing month-end has passed and the refund has been issued:</p> <ol style="list-style-type: none"> <li>1. Print screen 118 so you can compare it after making changes.</li> <li>2. Bring up the invoice number with the credit; you can use the help key (F1) to find it.</li> <li>3. Use N(New) function and press Enter.</li> <li>4. This screen assumes you want to remove the credit, so it shows the amounts of the credit as negative amounts, ready to remove them. If not issuing a full refund of the credit, change the amounts to be that of the refund, leaving the '-'. </li> <li>5. Use the A (Add) function and press enter to save the changes to the database.</li> <li>6. Check screen 118 against what you printed before to confirm changes are correct.</li> </ol>

Examples:

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642 TAMUS B/P/P System - Receipt Entry Screen                                08/30/12  11:48
                                                                              D BPP0040  R005

Screen:  ___  Function:  _  (Blank=Inquire, N=New, A=Add, C=Correct, E=End)

UIN  111002222  Invoice 0123456  WS M  Batch Number  Batch Total
      Coverage 04 2008
Name  WEASLEY RONALD B

Check Number          Total          Date          Med Carr  Den Carr
_____          _____          _____          _____  _____
                196.22          08 29 2011          01          03

BL      Medical  Dental  Vision  OL      DL      ADD      LTD
_____  _____  _____  _____  _____  _____  _____  _____
                61.29  28.77          104.48          1.68

Tobacco: _____          LTCE: _____          LTCS: _____

Comment: _____

Help with: Bill or  | NSF | Credit | Under | New/Add | Correct | Handle
            Receipt? |   |       |      | Pymt  | Receipt | Receipt | Refund
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Help      Exit  Main
```

```
Page      1                                12-08-30  11:48:1

MORE
UIN: 222002222  Name: GRANGER HERMIONE J  WS: E
INV: 0123456    Status: PAID              Total Billed: 80.56
Coverage: 02 2008  Med Carrier: 01        Total Receipts: 80.56
Due Date: 02 01 2008  Den Carrier: 04    Balance Due: 0.00
Comments:

***  INVOICE TOTALS  ***

      BL      MED      DEN      VIS      OL      DL      ADD      LTD
-----  -----  -----  -----  -----  -----  -----  -----
BILLED:
                29.74      19.52          28.50          2.80
RECEIPTS:
                29.74      19.52          28.50          2.80
=====  =====  =====  =====  =====  =====  =====  =====
BALANCE:
                0.00      0.00          0.00          0.00

SGIP:
  3.97      502.89
```