

Hot Off The Press

Revisions to Billing System Screens

Background

Minor enhancements have been made to the BPP Billing System over the last few months to aid data input and improve help functions. A more comprehensive request was forwarded to BPP recently and most of the requested changes have been made to the Billing System screens (640 series).

BPP changes

Effective immediately, the following enhancements have been implemented:

<u>Screen</u>	<u>Description</u>	<u>Samples on Page</u>
640	Now has optional fields UIN (SSN) and Invoice. Values entered here will be carried forward for use on subsequent screens.	3
641	Help is now available on the Invoice field on Screen 641. With the cursor located in the Invoice field, press F1 to request a pop-up of the Invoices associated with the person indicated in the UIN field.	4
642	Underlines have been added to Screen 642 to better indicate the data entry fields. This should make it easier to determine where to enter data for a particular coverage type (like BL, MED, etc.).	5
643	Screen 643 has been modified to list the invoices in descending sequence by Due Date, causing the most recent invoices to be listed first on the screen. Other changes include the addition of a 'select line nbr' field at the top of the screen to minimize cursor movement. Typing 1 - 9 will select that invoice for detail display on Screen 644. Leaving 0(zero) in this field will bring up the next screen of data. Pressing F6 on Screen 644 for 'Hist' will return back to the Screen 643 list with the previously selected invoice as the first line. Fewer detail lines are displayed on each screen, but more descriptive headings are being used. To find the invoice associated with a certain billing month, type the desired date in the 'Start next with' field. To get to the top of data, enter a future date, such as 01 01 2099. Also added Dental Carrier column.	6

644 The Invoice Detail Screen (644) has been modified to allow 7
help on the Invoice field. The Med and Den field names were
also changed to Med Carrier and Den Carrier, respectively.

644 The List function key (F7) will now produce an online report 8
List with more information and a slightly different layout.

All the Billing screens (64x) will now save the UIN and Invoice number for use on subsequent Billing screens. The Invoice number Help function will read the invoices for that UIN in numerical order by invoice number. For persons with a long history of invoices, there may be some wrapping of invoice numbers.

Please report any concerns or questions to bpphelp@tamu.edu.

OLD SCREEN

640 TAMUS Budget/Payroll/Personnel Billing System

12/14/07 09:04
P BPP0017 R111

Screen: ____

- 641 Bill Request
- 642 Receipt Entry
- 643 Invoice History
- 644 Invoice Detail
- 645 Batch Total
- 646 Batch Insurance Totals
- 000 Exit to Menu

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

NEW SCREEN

640 TAMUS Budget/Payroll/Personnel Billing System

12/14/07 09:03
D BPP0017 R004

Screen: ____

Optional--> UIN: ?????????? Invoice: _____

- 641 Bill Request
- 642 Receipt Entry
- 643 Invoice History
- 644 Invoice Detail
- 645 Batch Total
- 646 Batch Insurance Totals
- 000 Exit to Menu

Screen 640 now has optional fields UIN (SSN) and Invoice. Values entered here will be carried forward for use on subsequent screens.

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

OLD SCREEN

```

641 TAMUS B/P/P System - Bill Request Screen                               12/14/07 09:13
                                                                           P BPP0017 R111
INMP0641 0057 NAT1148 No help available for this data field.
Screen: ____ Function: _ (Blank=Inquire N=New A=Add C=Correct E=End)

UIN: 111002222 Invoice: _____ WS:

Name:
Due Date      Invoice      Coverage   Medical    Dental
MM DD YYYY    Total          MM YYYY   carrier   carrier   Status
_____

Bill Amounts
BL      Medical  Dental  Vision  OL      DL      ADD      LTD
_____

Employer Amounts (SGIP)
_____

Comment: _____ Re-Print: _____

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

```

NEW SCREEN WITH HELP ON INVOICE

```

641 TAMUS B/P/P System - Bill Re
Screen: ____ Function: _ (Bl
UIN: 111002222 Invoice:
Name:
Due Date      Invoice
MM DD YYYY    Total
_____
Bill Amounts
BL      Medical  Dental  Vi
_____
Employer Amounts (SGIP)
_____
Comment: _____ Re-Print: _____

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

```

Invoice Number Lookup			
Invoice	Due Date	Cov Date	
0003019	09 01 2005	09	2005
0010043	10 01 2005	10	2005
0017108	11 01 2005	11	2005
0024187	12 01 2005	12	2005
0031259	01 01 2006	01	2006
0038319	02 01 2006	02	2006
0045467	03 01 2006	03	2006
0052654	04 01 2006	04	2006
0059848	05 01 2006	05	2006
0067035	06 01 2006	06	2006
F7= Up		F8= Down	

Help is now available on the Invoice field on Screen 641. With the cursor located in the Invoice field, press F1 to request a pop-up of the Invoices associated with the person indicated in the UIN field.

OLD SCREEN

```

642 TAMUS B/P/P System - Receipt Entry Screen                               12/14/07  09:07
                                                                                   P BPP0017  R111

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

UIN  111002222  Invoice 0118629  WS F           Batch Number  Batch Total
Name  WHITE SNO E

Check Number          Total          Date
                    231.58          12 14 2007

      BL           MED           DEN           VIS           OL           DL           ADD           LTD
      147.06       60.42         6.20         15.00         1.50         1.40

                                LTCE:           LTCS:

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

```

NEW SCREEN

```

642 TAMUS B/P/P System - Receipt Entry Screen                               12/14/07  09:10
                                                                                   D BPP0017  R004

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

UIN  111002222  Invoice 0118629  WS F           Batch Number  Batch Total
Name  WHITE SNO E

Check Number          Total          Date
                    231.58          12 14 2007

      BL           MED           DEN           VIS           OL           DL           ADD           LTD
                 147.06       60.42       6.20       15.00       1.50       1.40                 

                                LTCE:                      LTCS:           

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

```

Underlines have been added to Screen 642 to better indicate the data entry fields. This should make it easier to determine where to enter data for a particular coverage type (like BL, MED, etc.).

OLD SCREEN

```

643 TAMUS B/P/P System - Invoice History Screen                12/18/07  08:43
                                                                P BPP0017  R017

Screen:  _____
                UIN  111002222   Name: WHITE SNO E                WS F
Starting Due Date 09 01 2004   Outstanding Only:

```

Invoice	Typ	Status	Due Date	Coverage	Comment	MC	Balance Due
0833267	A	PAID	09 01 2003	09 2003		01	
0839897	A	PAID	10 01 2003	10 2003		01	
0846517	A	PAID	11 01 2003	11 2003		01	
0853115	A	PAID	12 01 2003	12 2003		01	
0859703	A	PAID	01 01 2004	01 2004		01	
0866250	A	PAID	02 01 2004	02 2004		01	
0872900	A	PAID	03 01 2004	03 2004		01	
0879541	A	PAID	04 01 2004	04 2004		01	
0886202	A	PAID	05 01 2004	05 2004		01	
0892936	A	PAID	06 01 2004	06 2004		01	
0899772	A	PAID	07 01 2004	07 2004		01	
0906612	A	PAID	08 01 2004	08 2004		01	
0913476	A	PAID	09 01 2004	09 2004		01	

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

NEW SCREEN

```

643 TAMUS B/P/P System - Invoice History Screen                12/18/07  08:44
                                                                D BPP0017  R003

Screen:  ____ UIN: 111002222   Select Line Nbr: 0
                Name: WHITE SNO E                WS: F
Start next with: 04 01 2007   Outstanding Only: _
                MM DD YYYY   (Enter 'Y' to limit)

```

Select Line Nbr	Invoice	Typ	Status	Due-Date-- MM DD YYYY	Coverage MM YYYY	Comment	Med Carr	Den Carr	Balance Due
1	0201462	A	PAID	12 01 2007	12 2007		01	03	
2	0193851	A			1 2007				
3	0186237	A			0 2007				
4	0178641	A			9 2007				
5	0170995	A			8 2007				
6	0163355	A			7 2007				
7	0155704	A			6 2007				
8	0148246	A			5 2007		01	03	-68.42
9	0140811	A			4 2007		01	03	

Enter-PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Select Line Nbr: 0

Start next with: 04 01 2007

To find the invoice associated with a certain billing month, type the desired date in the 'Start next with' field. To get to the top of data, enter a future date, such as 01 01 2099.

Other changes include the addition of a 'select line nbr' field at the top of the screen to minimize cursor movement. Typing 1 - 9 will select that invoice for detail display on Screen 644. Leaving 0(zero) in this field will bring up the next screen of data.

Screen 643 has been modified to list the invoices in descending sequence by Due Date, causing the most recent invoices to be listed first on the screen. Fewer detail lines are displayed on each screen, but more descriptive headings are being used.

OLD SCREEN

```

644 TAMUS B/P/P System - Invoice Detail Screen                                01/03/08  15:41
Screen: ____                                                                P BPP0017  R041

UIN 111002222 Name: WHITE SNO E                                           WS: F    Bal Due:
Inv: 0839897 Seq: 04 Type: A Status: PAID   Due: 10 01 2003 Med: 01
                                           Cv: 10 2003  Den: 01
                                           ADD      LTD   OL/LTCE  DL/LTCS
01  BILL      09 20 2003                2.85    717.29    88.37    0.85    10.85    12.40    6.20
                                           BATCH: 0017261 CHECK: 2078
02  RECEIPT   11 06 2003                2.85    229.09    88.37    0.85    10.85    12.40    6.20
                                           BATCH: 0017261 CHECK: 2078
03  CORRECT   11 06 2003                -0.22
                                           BATCH: 0017262 CHECK: 2003
04  RECEIPT   11 06 2003                475.00
                                           BATCH: 0017262 CHECK: 2003

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

```

NEW SCREEN

```

644 TAMUS B/P/P System - Invoice Detail Screen                                01/03/08  15:41
Screen: ____                                                                D BPP0017  R008

UIN: 111002222 Name: WHITE SNO E                                           WS: F    Bal Due:
Inv: 0003019 Seq: 04 Type: A Status: PAID   Due: 09 01 2005 Med Carrier: 01
                                           Cv: 09 2005  Den Carrier: 01
                                           ADD      LTD   OL/LTCE  DL/LTCS
01  BILL      09 06 2005                2.85    430.47    102.98    12.00    1.20
                                           BATCH: 0023278 CHECK: 3692948
02  RECEIPT   09 08 2005                73.02    24.15    7.88    1.75    12.00    1.20
                                           BATCH: 0023506 CHECK: 0001001
03  RECEIPT   10 07 2005                29.96
                                           BATCH: 0023506 CHECK: 0001001
04  RECEIPT   11 03 2005                29.96
                                           BATCH: 0023506 CHECK: 0001001

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

```

The Invoice Detail Screen (644) has been modified to allow help on the Invoice field. The Med and Den field names were also changed to Med Carrier and Den Carrier, respectively

Pressing F6 on Screen 644 for 'Hist' will return back to the Screen 643 list with the previously selected invoice as the first line.

OLD SCREEN 644 REPORT (List)

Page 1

UIN: 111002222 INV: 0839897 NAME: WHITE SNO E WS: F
STATUS: PAID COVERAGE: 10 2003

SEQ	TYPE	ENTER DATE	TOTAL	BATCH	CHECK	COMMENT
01	BILL	09/20/2003	838.81	0000000		
02	RECEIPT	11/06/2003	350.61	0017261	2078	
03	CORRECT RCPT	11/06/2003	-0.22	0017261	2078	
04	RECEIPT	11/06/2003	475.00	0017262	2003	
05	RECEIPT	11/26/2003	13.42	0017453	2024	

NEW SCREEN 644 REPORT (List)

The List function key (F7) will now produce an online report with more information and a slightly different layout.

Page 1

08-01-03 15:41:1

UIN: 111002222 Status: PAID WS: F
INV: 0839897 Med Carrier: 01
Name: WHITE SNO E Den Carrier: 01
Coverage: 10 2003
Due date: 10 01 2003

SEQ	TYPE	ENTER DATE	TOTAL	BATCH	CHECK	COMMENT
01	BILL	09/20/2003	838.81	0000000		
02	RECEIPT	11/06/2003	350.61	0017261	2078	
03	CORRECT RCPT	11/06/2003	-0.22	0017261	2078	
04	RECEIPT	11/06/2003	475.00	0017262	2003	
05	RECEIPT	11/26/2003	13.42	0017453	2024	

If you have any questions or concerns please contact BPPHELP@tamu.edu.