

EFT, EB, and EA “How To”

A. Set up the Providers (EFT, EB and EA)

STEP 1

Set up providers for EFT, EB and EA on the WEB – Part 1

- Obtain a completed enrollment form for EFT, EB and/or EA from the provider.
- Create a user ID for the provider on the Web. See System Operator eBilling Power Point for instructions.
- If the POS provider is EFT only, set up on the Web is optional for POS. It will allow the EFT to be viewed on the Web allowing the regional center to skip the step of mailing remittance advices.
- Viewing EFT on the web is not available for Operations providers.

STEP 2 (EB and EA only – not required for EFT)

Set up calendars on vendor detail screen in UFS.

- Use UFS Program on menu PSMEN1 OPTION 1 *Vendor Master File Maintenance*; set up calendars on the Authorized Services screen of the POS vendor record.
- Required for EB and EA.
- Refer to calendar type for set up information.
- **Must have vendor detail records for all service/sub-code combinations for the provider with calendar specified. If your vendor tells you their calendar is wrong; this is most likely the problem.**
- To add calendar information for existing vendor detail record, use a “C” to change.
- “D” status records can still be used to create a TAI for existing authorizations, set up a calendar types for those records as well.

<h1>Invoices</h1>				
<h2>Invoice</h2>				
Calendar Types				
Type of Calendar	Service Type	Attendance Requirement	Functionality	Set-Up
Monthly Check Box For Residential Services	Monthly	Residential service 14 day rule	Units authorized X rate	YY
Check Box	Monthly	Minimum 1 Day (Do not use for residential services).	Units authorized X rate	YN
Units Calendar	Non-Monthly	Enter units/day	Payment = Units X Rate	NN
Units with In & Out Times & Worker	Hourly, Session, or Visit	Hourly unit type enter in and out times, units will self calculate; other unit types enter units and in and out times; worker name entered for both unit types	Payment = Units X Rate	NI
Purchase Reimbursement	Per Item or Variable	Enter day of purchase, units, dollars paid	Payment = total dollars paid	NP

STEP 3 (EFT, EB and EA)

Set up providers for EB and EA in UFS – Part 1

- Use UFS Program on menu PSME81 Option 1 *Maintain Vendor EB/EA File* to set up a provider for EB or EA.
- Required for EB.
- EA providers must be set up on this screen to run TAI by billing type, for example, if you want to run TAI for EA providers only.
- Calendars must be set up on the vendor detail screen (this was done on PSMEN1 Option 1 *Vendor Master File Maintenance*) in order to set up the vendor as an EB or EA provider.
- This program requires a start date for EB and EA. Invoicing method is effective for TAIs run as of the start date.
- If an end date is entered the invoicing method will not be used for TAI run after the end date.
- Providers may now be both EB and EA at the same time.
- EA providers may request to have a paper TAI mailed as well as the excel file.

Set up providers for EFT in UFS – Part 1

- Use UFS Program on menu PSME81 Option 2 *Maintain Vendor EFT File* to set up a provider for EFT.
- Tax Id is required in the UFS POS Vendor record to set up a provider for EFT.
- Optional Vendor Bank Name field is used if the Bank knows the provider by another name than the POS Vendor Name.
- Required entry is Bank Routing Number, Account Number, Account Type (checking or savings) for primary account, and EFT Start Date.
- Information for P&I Account is only required when applicable. UFS determines that a payment is P&I if the service code is 400 and "P&I" is in the first 3 positions of the sub-code. Please note: P&I will not be sent to the provider's primary account.
- A pre-note is required for all provider accounts prior to creating EFT payments. The bank is given 15 days from the date of the pre-note to process the pre-note and notify the regional center of exceptions. The system will advance the EFT Start Date by 15 days from the date the pre-note is sent.
- See Section E. Send EFT Payments and Pre-notes to the Bank and the Web for instructions on sending a pre-note. Send the pre-note as soon as possible.
- Changing data on this record will reset the pre-note flag to "No" for all fields except remittance advice. If changing the remittance advice flag, be careful, change the one field and press enter.

STEP 4

Set up providers for EFT, EB and EA in UFS – Part 2

- Use UFS Program on menu PSME81 Option 8 *POS Invoice/Payment Detail Setup* to set up a provider for EB or EA.
- Refer to Technical Bulletin #415 for detailed information.
- All providers must be set up on this step, if invoice type is not group invoice, invoice method is not paper, and payment type is not check.
- This program allows providers to be set up with different payment and invoicing options at the provider level, service code level or service code/sub-code level. Set up is only required at the provider level.

B. TAI to Web (EB only)

Step 1

Run TAI for the web

- Use UFS Program on menu PSME23 Option 1 *Generate Turnaround Invoices*.
- Refer to Technical Bulletin #415 Attachment B for detailed information about recent changes to this program.
- Suggest that invoices be run for EB or EA specifically and not for “all”.

Step 2

Send TAI to the web

- Invoices will be sent to the web nightly by a job on the job scheduler.
- If necessary to send the invoices to the web immediately, the RC System Operator may transfer invoices to the Web on UFS Menu SYOPEB Option 3. *Pump Turnaround invoices to the Web – EBILLOUT*.
- If new provider numbers have been added in UFS, a user with RC Admin authority should sign on to the web, navigate to *Administration, Data Transfer* tab and click on “UPDATE VENDOR INFORMATION”. A message will pop-up displaying the number of vendors updated. Once the message from the vendor update is received, the user may select IMPORT INVOICE FOR WEB ENTRY. When the data transfer is complete, a message will pop-up displaying the number of records transferred.
- TAIs transferred to the web are archived after transfer as a member of the file EBILLOUTA in library ARCHLIB. The member name includes the date and time of transfer.

C. TAI from Web (EB only)

Providers have submitted TAI on the web. To transfer them to UFS:

- Submitted Invoices will be sent to UFS web nightly by a job on the iSeries job scheduler.
- If necessary to send the invoices from the web immediately, the RC System Operator may transfer invoices from the Web on UFS Menu SYOPEB Option 2. Pump Submitted Invoices from the Web – EBILLIN.
- Invoices may also be transferred immediately from the Web. A user with RC Admin authority should sign on to the web, navigate to Administration, Data Transfer tab and click on TRANSFER WEB ATTENDANCE DATA. Another window will open displaying invoice lines to be transferred. Click on the TRANSFER button. A message will pop-up displaying the number of records transferred.
- An Inbound Audit report of transferred records is generated for each batch transferred regardless of whether the transfer is processed manually or on the job scheduler.
- Wait a minute or longer if the batch is particularly large after transferring the submitted records manually and select VIEW DATA TRANSFER SPOOL FILES. Click on the last report with a report id of PS035EBI to view the inbound audit report.
- The inbound audit report is also available on UFS at the spool file “EBILLING”.
- The inbound audit report indicates if a provider has attached documents to their invoice. Documents must be viewed on the web.
- TAIs transferred from the web are archived after transfer as a member of the file EBILLINA in library ARCHLIB. The member name includes the date and time of transfer.
- If the provider has “deferred” an invoice or invoice line, an invoice or invoice line should be reissued. It is important to know why it was deferred to know when to reissue the invoice line. Suggest the providers enter the reason for deferral in comments on the consumer invoice line.
- Printer control is available for this report on the system operator menu, SYOPMAIN Option 11 Update Report Printer Defaults. Printer control will allow the user to set this report for page breaks by Invoice Number rather than Provider in addition to the standard options for printer control.
- UFS Menu PSEB01 OPTION 2 Print EB Invoices from Web allows the RC to print reports from transferred invoices. Reports can be run prior to invoices being selected to determine the months of service that must be selected or to determine if a specific provider has billed. This report program allows multiple

selection criteria and may be useful for many purposes. Once an invoice has been processed, you must select Historical Information to report on this information. Be specific when requesting a report of Historic Information.

D. Process Invoices Transferred from the Web

- All EB invoices (and EA) must be processed in UFS beginning on UFS menu PSEB01 OPTION 1 Select EB Invoices for Batch.
- This option allows the user to set up an invoice batch by initials, service date, pay date, and default for service complete flag. Enter only one service month at a time – for example, service dates from 07/01/10 to 07/31/10. Please note the service complete flag can only be set to “Y” for invoices lines with a “monthly” frequency.
- Submitted invoices for the entered service dates are displayed and may be selected.
- Attendance reports are optional, however, recommended. Reports include:
 - § PS81301 Attendance Report which includes entered attendance, absence reasons, and review codes
 - § PS81401 Detail Batch Invoice Exception Report which includes invoice exceptions with exception codes
 - § PS81201 Invoices to be Processed provides a list of invoices to be processed.
 - § Invoices processed are deleted from EBILLIN and added to the POS Invoice files with the batch initials, pay date and service period entered.
- Printer control is available for these reports.
- After processing on PSEB01 Option 1 Select EB Invoices for Batch, an invoice edit may be run on either PSEB01 Option 4 Edit Invoices or PSME23 Option 5 Edit Invoices. Accrual may also be run on either menu.

E. Send EFT Payments & Pre-notes to the Bank and the Web

- After the check run, go to UFS System Operator Menu SYOPEB OPTION 4 to Process EFT bank ACH Transmission, Create EPAYOUT and pump to WEB, to create EPAYOUT and send the EFT information to the web.
- Follow Masoud’s instructions for processing EFT payments and pre-notes.
- Since a pre-note must be submitted to the bank before an EFT can be paid, the steps above will need to be run after a check run that is run after providers were set up in A. Set up the Providers (EFT, EB and EA) Steps 3 and 4 above.