

Retroactive Vendor Rate Change

The Retroactive Vendor Rate Change program allows regional centers to change vendor rates on posted authorizations. This program can be used for the following situations:

- Change vendor rates for current year authorizations
- Change vendor rates for prior year authorizations
- Change vendor rates on authorizations that have paid invoices

If multiple rate changes are being adjusted for an entire period, apply rate changes for the earliest time period and process it through payment adjustment before applying the next rate change.

1. To retroactively change vendor rates after authorizations have been made, go to menu PSMEN1 and select Option 4 Rate Table File Maintenance.

```
Menu: PSMEN1           Accounts Payable Services           User ID: VALGPHQ
6/30/15 10:12:12           File Maintenance

      1. Vendor Master file maintenance
      2. Regional Center Priority Codes

      4. Rate Table file maintenance

      10. Goto menu SB542 (EDD reporting)

                                           90. Sign off

Selection or Command
===>
```

2. In the Svc/Subcd/Vendor field, input the service code, service subcode, and vendor for the rate you would like to change. Press Enter.
3. In the Option field, enter the number 2 (2= Change) next to the service code whose rate you would like to change. Press Enter.
4. In the POS Rate Table Maintenance Menu, input the following information:
 - Current Rate: input the newly established rate
 - Prior Rate: input the old current rate

- Begin Date (MMDDYY): input the start date that the newly established rate becomes effective
 - End Date (MMDDYY): input the end date of the current fiscal year.
 - Retro-active Rate Change: Input the letter Y (Y = yes)
 - Comment
- An example of entering vendor rate change information is depicted below:

```

6/30/15  9:52:06      POS Rate Table Maintenance      VALGPHQ
PS201          CHANGE                      HQR400
Service Code:   8 SPORTS CLUB
Sub Code . . .
Vendor . . . :  HZ0002 VENDOR TESTOR      Status (A/D):  A
Rate Description: _____
Current Rate:  00000090000   (3 Decimals)
Prior Rate   :  00000085000   (3 Decimals)
Begin Date (MMDDYY) :  1/01/15
End Date (MMDDYY)  :  6/30/15
Retro-active Rate Change:  Y
Unit based? (Y/N):  Y   Unit Type:  M_ DAYS/MONTH
GL Expense Account Number:  65020   GL Program Code:  00_
Rate Source:  3   Rate Basis:  1   Absence OK:  4   Rate Adj:  _
Comment:  NEW RATE STARTING 010115_
F3=Exit  F5=Rate History  F8=Update  F12=Cancel

```

5. Select F8=Update
6. Select F3=Exit
7. In the Program Message Display, reply 'No.' Press Enter.
8. To apply vendor rate changes to authorizations that were using the old rate, go to menu PSMEN6 and select Option 1 Process Retroactive Vendor Rate Change.

Note: Make sure all submitted invoices for this vendor have been processed through payment before proceeding.

```
Menu: PSMEN6           Accounts Payable Services           User ID: VALGPHQ
6/30/15 10:47:34           System Functions

      1. Process Retroactive Vendor Rate Changes
      2. SSI/SSA Rate Change menu
      3. Relieve Encumbered Authorizations
      4. Relieve Committed S0F's

      5. End Date Authorizations by Service Code

      6. Rate Table maintenance - rate source

      8. Relieve Invoice Holds - CSOFT

      12. Retroactive Payment Adjustments Menu

                                           90. Sign off

Selection or Command
===> _____
```

9. In the Program Message Display, reply to the prompt as follows:
- Retro-active rate change procedure do you wish to continue? Respond 'Yes.' Press Enter.
 - Disk sort in progress. Printing retro-active rate change requested register. Do you wish to continue with retro-rate change? Respond 'Yes.' Press Enter.
 - Which year do you wish to process? Enter the four digit number for the year you wish to process. Press Enter.
 - Enter the authorization year indicator. Enter the last two digits of the year you wish to process. Press Enter.
 - Do you wish to reprint authorization documents for authorizations changed during retroactive rate change? Respond 'Yes' or 'No' based on your preference. Press Enter.

Reports PS206R1, PS40201, and PS41001 are generated.

Note: The invoices used in the payment adjustment process (PSME63) are created as part of the retroactive vendor rate change process.