

## Revision History

This section will contain details of changes to the document.

Date	Version	Description of Updates	Author
10/18/2013	1.1	Original Document.	DDS

### PSME23 Option 11. Delete TAI, Provider E-Bill and Reset Invoice Prep Flag on Auth

This menu option will delete a turnaround invoice (TAI) before processing and reset the authorization invoice prep flags so the invoice can be regenerated.

- To delete one TAI, enter the invoice number on the Starting Invoice Number field and press ENTER to verify. The Ending Invoice Number field is left blank. Press F2 to delete the invoice.
- To delete **ALL** TAI within a range, enter the first number in the range on the Starting Invoice Number field and enter the last invoice number in the range on the Ending Invoice Number field and press ENTER to verify. If correct, press F2 to delete **ALL** TAI within that number range.
- The Purchase of Service (POS) Authorization invoice prep field will be cleared (reset) for the month of service of the invoice, so that new invoices can be generated.
- Two reports will be generated, PS07502 Deleted TAI List and PS07501 Delete TAI Entered Parameters. Printer control is available for both reports. The Purchase of Service (POS) Authorization invoice prep field will be cleared (reset) for the month of service of the invoice, so that new invoices can be generated.
- If the TAI had already been sent to the eBilling website, this process will not delete it from the website. Staff will need to sign on to the eBilling website and manually delete the invoices. If the provider submits an invoice that has been deleted in UFS, the submitted invoice will not be able to be processed.
- This program only deletes TAI, invoices that have been processed either through enter/update or eBilling batch, are not be available for deletion using this program and the authorization invoice prep fields will not be reset. Use PSME23 Option 10. *Delete Invoices* and PSME23 Option 12. *Reset Auth Invoice Prep Flag by Inv#*.
- To purge the TAI file without resetting the authorization invoice prep flags, there is an available option on the PURGE menu.



Figure 1 PSME23 Option 11 Entry Screen

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