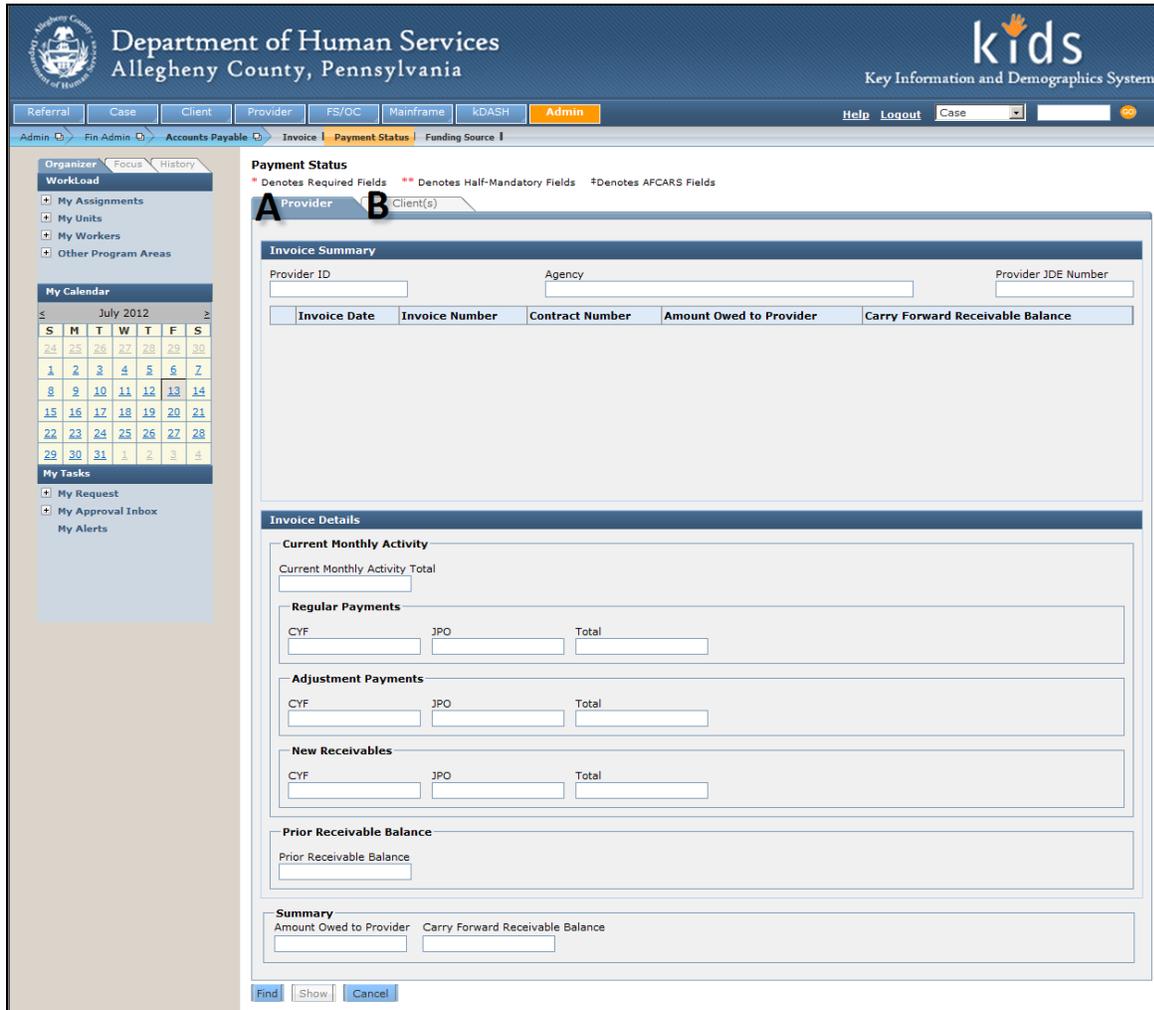




Payment Status - DHS Job Aid

The *Payment Status* screen is used by DHS Fiscal staff to view payment information to Contracted Placement and Non-Placement providers for a Claiming Period. This screen is also used to view the Payment History for a specified Client that the provider served.

Accessing the Payment Status screen



1. Navigate to the *Payment Status* screen.
 - a. **Admin > Fin Admin >Accounts Payable > Payment Status**
2. Click the **[Find]** button to open the *Provider Search* pop-up and search for the provider.
 - a. Enter search criteria such as Agency, Provider ID or Services.
 - b. Click the **[Find]** button to query the search. Search results are displayed in the *Search Results* grid.
 - c. Select the provider from the grid.
 - d. Click the **[OK]** button to close the *Provider Search* pop-up and display the payment records.

Payment Status screen – Provider tab (A)

1. The Invoice Summary section displays the *Provider ID*, *Agency* name and *Provider JDE Number*.
2. The *Invoice Summary* grid displays the payment records that can be viewed.
 - a. Select a payment record.
 - b. The details of the payment are displayed in the *Invoice Details* section.
3. The *Invoice Details* section displays the amounts due to the Provider and the amount due from the provider.
 - i. **TIP:** *This is the same information that is displayed on the Invoice Header.*
4. Click the **[Show]** button to display the *Invoice* screen for the selected payment.
 - i. **TIP:** *From the Invoice screen, you can generate the Invoice with Client Name, Invoice without Client Name and the Excel Invoice.*

Payment Status screen – Client(s) tab (B)

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Case Provider Admin
Admin Fin Admin Accounts Payable Invoice Payment Status

Payment Status
* Denotes Required Fields ** Denotes Half-Mandatory Fields *Denotes AFCARS Fields

Provider Client(s)

Search By Client** Client ID Client Name Filter By Service Month Filter By Invoice Processed Dates
Search Client From Date To Date Filter Clear

Client Transaction Summary

Client Transaction Details

Payables

Client Invoice Details
Provider ID Agency Facility ID Facility Name
Date of Birth Case ID Legal Status Payment Classification Service
Invoice Start Date Invoice End Date Service Start Date Service End Date
Program PAT Level Unit Type Units Rate Amount

Previous Payment
Previous Invoice Number Previous Payment Line ID Rate Change Date Change
Previous Rate Previous Start Date Previous End Date
Show

Receivables

Client Receivable Details
Provider ID Agency Facility ID Facility Name
Date of Birth Case ID Legal Status Payment Classification Service
Receivable Start Date Receivable End Date Unit Type Units Original Rate Receivable Amount

Original Payment
Original Invoice Number Original Payment Line ID Rate Change Date Change
Current Rate Original Start Date Original End Date
Show

Notes

Cancel

1. To view the payment history for a specific client, you must search for the client and filter the client information.
2. Click the **[Search Client]** button to open the *Find Client* pop-up.
 - a. Enter the search criteria for the client you are searching for, such as Name, SSN or KIDS Client ID number.
 - b. Click the **[Search]** button.
 - c. Select the client from the *Search Results* grid.
 - d. Click the **[OK]** button to populate the *Search by Client* fields.
3. Click the *Filter by Month* checkbox to filter the displayed payment records by the month of service. Enter the date of service.
4. Click the *Filter by Invoice Process Date* checkbox to filter the displayed payment records by the Invoice date range.
5. Click the **[Filter]** button. Search results are displayed in the *Client Transaction Summary* grid.
 - i. TIP: To view all payments made for the service given to one client; do not select a provider on the *Provider* tab.
6. Select a payment record in the grid. The details of the Payment, Adjustment or Receivable are displayed in the applicable section below.
 - a. Regular payments and Adjustments are displayed in the *Payables* section.
 - i. When and Adjustment is selected, the *Previous Payment* area displays details pertaining to the previous payment record.
 - ii. Click the **[Show]** button to display the *Invoice* screen of the previous payment.
 1. TIP: From the *Invoice* screen, you can generate the *Invoice with Client Name, Invoice without Client Name and the Excel Invoice*.
 - b. Receivables are displayed in the *Receivables* section.
 - i. The *Original Payment* area displays the details of the original payment record.
 - ii. Click the **[Show]** button to display the *Invoice* screen of the original payment.
 1. TIP: From the *Invoice* screen, you can generate the *Invoice with Client Name, Invoice without Client Name and the Excel Invoice*.

For more information...

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>.

This Job Aid and additional user materials for DHS users are located on DHS Assist at <http://dhsassist.dhs.allegheny.local/KIDS>.