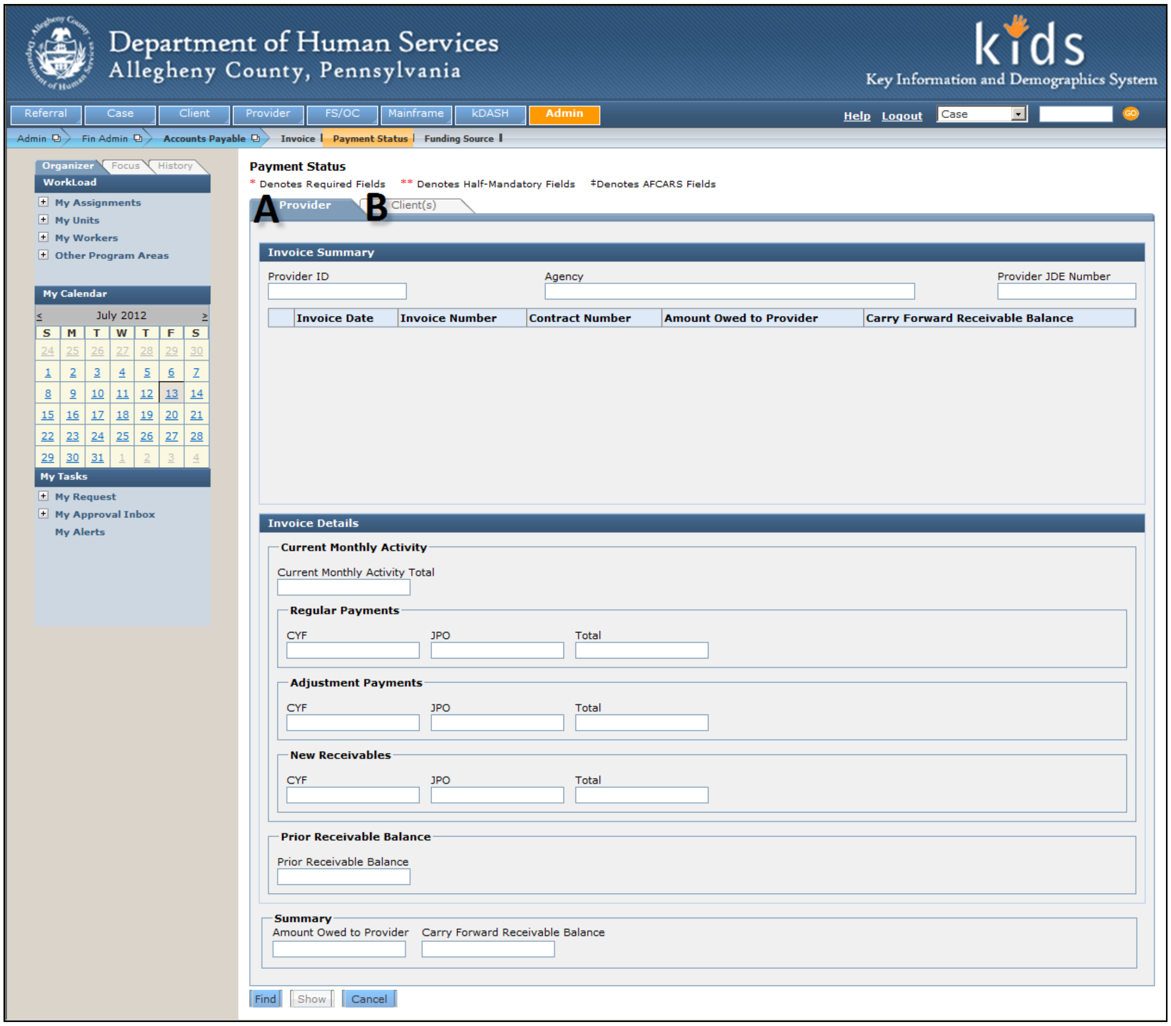
Payment Status - DHS Job Aid

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

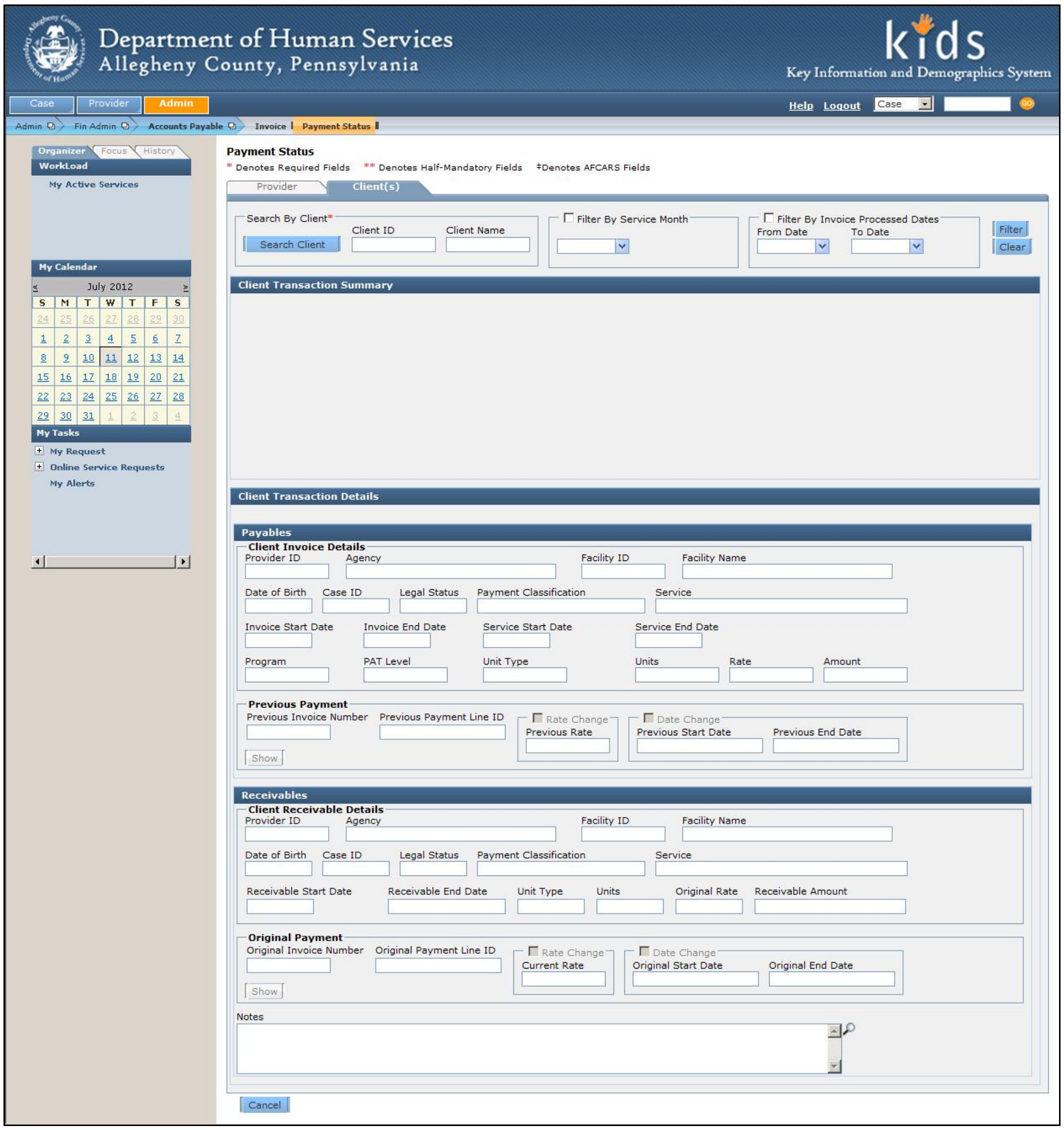


1. Navigate to the *Payment Status* screen.
   a. **Admin > Fin Admin >Accounts Payable > Payment Status**
2. Click the **[Find]** button to open the *Provider Search* pop-up and search for the provider.
   a. Enter search criteria such as Agency, Provider ID or Services.
   b. Click the **[Find]** button 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)



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 them **[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**.**