



## 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

External Strict Provide: Pro	Department Allegheny Con	of Human Services <sup>unty, Pennsylvania</sup>			Key Information and I	Demographics System
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Prior Receivable Balance         Summary         Amount Owed to Provider         Carry Forward Receivable Balance	Referral         Case         Client         Pro           Admin D.         Fin Admin D.         Accounts Payable D.         Proventicad           WorkLoad         Focus         History         Pro           Why Norkload         Why Units         Hy Units         Pro           D Other Program Areas         DUP 202         2         2           S         M         T         M         T         F         S           24         25         26         22         22         20         11         12         13         14           15         16         17         18         19         20         21         2         2           20         30         31         1         2         2         4 <td>Divider       FS/OC       Mainframe       KDASH         Tavoice       Payment Status       Funding Source       I         Denotes       Required Fields       Denotes Half-Mand         Provider       B       Client(c)         Invoice Summary       Provider       Denotes Half-Mand         Provider       B       Client(c)         Invoice Summary       Provider       Denotes Half-Mand         Invoice Summary       Provider       Denotes Half-Mand         Invoice Data       Invoice Number       Invoice Number         Invoice Data       Invoice Number       Denotes Half-Mand         Current Monthly Activity       Client(c)       Denotes Half-Mand         Current Monthly Activity       Total       Regular Payments         CYF       JPO       Denotes Half-Mand         Adjustment Payments       Denotes Half-Mand       Denotes Half-Mand         CYF       JPO       Denotes Half-Mand       Denotes Half-Mand         Prior Receivable Balance       Prior Receivable Balance       Prior Receivable Balance         Prior Receivable Balance       Example       Carry Forward Re</td> <td>Admin latory Fields *Danotes AFCAT Agency Contract Number A Total Total Total Total Total Total</td> <td>IS Fields</td> <td>Help     Loqout     Case       Carry Forward Receivable     Pro       Carry Forward Receivable</td> <td>vider JDE Number    Balance</td>	Divider       FS/OC       Mainframe       KDASH         Tavoice       Payment Status       Funding Source       I         Denotes       Required Fields       Denotes Half-Mand         Provider       B       Client(c)         Invoice Summary       Provider       Denotes Half-Mand         Provider       B       Client(c)         Invoice Summary       Provider       Denotes Half-Mand         Invoice Summary       Provider       Denotes Half-Mand         Invoice Data       Invoice Number       Invoice Number         Invoice Data       Invoice Number       Denotes Half-Mand         Current Monthly Activity       Client(c)       Denotes Half-Mand         Current Monthly Activity       Total       Regular Payments         CYF       JPO       Denotes Half-Mand         Adjustment Payments       Denotes Half-Mand       Denotes Half-Mand         CYF       JPO       Denotes Half-Mand       Denotes Half-Mand         Prior Receivable Balance       Prior Receivable Balance       Prior Receivable Balance         Prior Receivable Balance       Example       Carry Forward Re	Admin latory Fields *Danotes AFCAT Agency Contract Number A Total Total Total Total Total Total	IS Fields	Help     Loqout     Case       Carry Forward Receivable     Pro       Carry Forward Receivable	vider JDE Number    Balance

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.

- 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.
  - *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)

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Department Allegheny Co	e of Human Services unty, Pennsylvania	Key Information and Demographics System
Case Provider Admin		Help Loqout Case 🔽 🥯
Admin D Fin Admin D Accounts Payable	Invoice   Payment Status	
Organizer Focus History WorkLoad My Active Services	Payment Status           Denotes Required Fields         ** Denotes Half-Mandatory Fields         *Denotes AFCARS Fields           Provider         Client(s)         Filter By Service Month	Filter By Invoice Processed Dates
My Calendar         2         3         3         3         2         2         3         4         7         7         5         5         7         4         7         7         5         9         7 <th7< th="">         7         <th7< th=""> <th7< th=""> <th7< th=""> <th7< t<="" td=""><td>Client ID Client Name</td><td>From Date To Date Initiar Clear</td></th7<></th7<></th7<></th7<></th7<>	Client ID Client Name	From Date To Date Initiar Clear
1         2         3         4         5         6         7           1         2         3         4         5         6         7           8         9         10         11         12         13         14           15         16         17         18         19         20         21           22         23         24         25         26         27         28		
22 30 31 A 2 S 4 Hy Tasks ↑ My Request ↑ Online Service Requests My Alerts	Client Transaction Details	
<u></u> )	Payables           Client Invoice Details         Facility ID         Facility ID         Facility Name           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	e Amount
	Previous Payment Previous Payment Line ID Previous Invoice Number Previous Payment Line ID Previous Rate Previous Start Date P	Previous End Date
	Client Receivable Details  Provider ID  Agency  Date of Birth  Case ID  Legal Status  Payment Classification  Receivable Start Date  Rece	Receivable Amount
	Original Payment Original Invoice Number Original Payment Line ID Current Rate Original Start Date Original Start Date	Original End Date
	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 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 <u>servicedesk@alleghenycounty.us</u> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

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