

SCREEN 643 – Invoice History Screen

This screen is for inquiry only. It will show 9 invoices in due date order for the designated person in the Billing Database. START NEXT WITH may be indicated to select a starting point at a specific date. The initial screen of information will start with the newest invoice on the database. If you have paged all the way to the bottom of the invoices, placing a future date (like 01 01 2099) will start the list over from the latest available invoice. The OUTSTANDING ONLY field allows you to select only those invoices that have amounts still due. A Y in this field will cause the screen to skip those invoices that are fully paid. Only Invoice summary information is shown. You may go directly from this screen to the Invoice Detail screen (644) by typing the line number of the invoice number for which you want to see detail. If 0 (zero) is left in the SELECT-LINE-NBR field, the screen will page to the next set of invoices. (revised 1/2008)

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643 TAMUS B/P/P System - Invoice History Screen                                08/29/11  14:24
                                                                                   D BPP0040  R006

Screen: A1  UIN: A2           Select Line Nbr: A3
      Name: A4
Start next with: A6           Outstanding Only: A7
                   MM DD YYYY   (Enter 'Y' to limit)
Select
Line                               Coverage
Nbr Invoice Typ Status  Due-Date-- Month           Med Den Balance
B1 B2   B3  B4   B5   B6  B7           B8 B9 B10

Help With: Bill or | NSF | Credit | Bank | Change | Handle | Balance
           Receipt? | | | | Draft | Carrier | Refund | Due
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit  Main
  
```

See [example](#) below.

Field Name		Description
A1	Screen	See System Overview
A2	UIN	See System Overview
A3	Select Line Number	Select 1 – 9 to get details of Invoice desired. 0 (zero) will allow paging.
A4	Name	Employee or Retiree Name, must be greater than four (4) characters in length.
A5	Workstation	Required for security checking; display only.
A6	Start Next With	Due Date from which to start the list (MM DD YYYY)
A7	Outstanding Only	Y: Show only invoices with outstanding amounts due. N or Blank: Show all invoices
B1	Line Number	Lines of detail invoices from which to choose. Marked 1 – 9.
B2	Invoice	The invoice numbers, listed in descending sequence by Due Date.
B3	Type	Invoice Type: A – Automated D – Draft R – Requested
B4	Status	Entered, Printed, Re-Print, Paid, Credit, Zeroed or Pd-Print
B5	Due Date	MM DD YYYY – due date of the invoice.
B6	Coverage Month	MM YYYY Month & Year of Coverage associated with this invoice.
B7	Comment	Comments associated with this invoice.
B8	Medical Carrier	Valid medical carrier code.
B9	Dental Carrier	Valid dental carrier code.
B10	Balance Due	Balance amount due for this invoice.

Help With:

Bill or Receipt	<p>Use Receipt Screen 642 for anything to do with payments, including:</p> <ul style="list-style-type: none"> - Handling an NSF - Making a correction after a refund is issued * Note: You must wait until after a billing month-end to correct the receipt) - Entering a payment - Applying a Credit
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	<p>Use Bill (Invoice) screen 641 for:</p> <ul style="list-style-type: none"> - Requesting a refund - Changing a carrier - Requesting a new bill - Changing Premium Amounts (including SGIP)
NSF	Use Receipt Entry Screen 642 in the case of insufficient funds (NSF).
Credit	<p>Print Screen 118 (so you can check your entries when finished), then use Receipt Entry Screen 642 to remove the credit and either apply it to a different invoice or handle after issuing a refund.</p> <p>Only the invoices printed from HRConnect Download Letters adjust the amount due when there's an overpayment or credit.</p> <p>Bank draft amounts are unchanged by an existing credit. It is best to issue a refund in this case.</p> <p>The automatic application of credit to a bill does not occur for September invoices.</p>
Bank Draft	<p>The amount of a bank draft/ACH is always the premium amounts on screen 106. Overpayments and credits are not considered. Outstanding credits should be refunded.</p> <p>A draft is created at the same moment as the invoice. No draft is created when the retiree portion is zero.</p> <p>Once the invoice & draft are created, the amount of the draft for that month cannot be changed.</p> <p>* In September, the bills are created late so the due date is the 15th and drafts are taken on the 15th rather than the 5th.</p>
Change Carrier	<p>Once entered, the carrier cannot be changed on an invoice (even if blank). Rather than changing the carrier, you will need to:</p> <ol style="list-style-type: none"> 1. Create a new invoice* with the correct carrier. (See Add/New Bill for additional help.) 2. Zero the amounts on the old invoice with the wrong carrier. (See Correct Bill for additional help.) 3. Move any receipt amounts from the zeroed invoice to the new one, using screen 642. <p>* When adding an invoice, you may receive the message '1069 Update not allowed due to Carrier Reconciliation/See FAQ' - This means you must wait until after Billing Month-end processing to make your entry.</p>

Handle Refund	<p>When zeroing or changing a bill results in a balance to be refunded, take the following steps:</p> <ol style="list-style-type: none"> 1. Request a refund through your AP Department. After the refund has been issued & a billing month-end has passed: 2. Print Screen 118 so you can compare it after making changes. 3. Use Screen 642 to zero the receipt. (There is additional help on that screen.) 4. Check Screen 118 against what you printed earlier to make sure changes are reflected properly.
Balance Due	<p>Balance due is the total of the entire bill and payments. It does not mean that every type of coverage is paid.</p> <p>For example, the invoice could have \$50 DUE on Medical & a \$50 CREDIT on Dental. In this situation, the balance due would be \$0, but medical coverage would be cancelled since it has a remaining amount due of \$50.</p> <p>Screen 118 gives a better overall picture of the person's current balances.</p>

Example:

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643 TAMUS B/P/P System - Invoice History Screen                                08/29/11  14:07
                                                                              D BPP0040  R005

Screen:  ___  UIN: 111002222  Select Line Nbr: 0
          Name: SUMMERS BUFFY                                             WS: M
Start next with: 04 01 2008  Outstanding Only:  _
                  MM DD YYYY  (Enter 'Y' to limit)

Select                               Coverage
Line                               Due-Date--  Month
Nbr Invoice Typ Status MM DD YYYY MM YYYY Comment  Carr Carr Due
1  0123456 D Paid 12 01 2008 12 2008           01 03
2  0234567 D Paid 11 01 2008 11 2008           01 03
3  0345678 D Paid 10 01 2008 10 2008           01 03
4  0456789 D Paid 09 01 2008 09 2008           01 03
5  0567890 D Paid 08 01 2008 08 2008           01 03
6  0678901 D Paid 07 01 2008 07 2008           01 03
7  0789012 D Paid 06 01 2008 06 2008           01 03
8  0890123 D Credit 05 01 2008 05 2008 CORR ERR WRG ACCT 01 03 -137.86
9  0901234 R Paid 04 01 2008 04 2008 R SETUP 03.26.08 01 03

Help With:  Bill or | NSF | Credit | Bank | Change | Handle | Balance
            Receipt? |   |         | Draft | Carrier | Refund | Due
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Help      Exit  Main

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