



UC20 – Payment Processing – Certify Payment Use Case Specification
State of MN - eHEAT Phase III
Version 1.3





Revision History

Date	Version	Description	Author
02/19/2004	DRAFT	Initial Version	Ramu Srinivasan
02/22/2004	1.0	Peer Review with Narayan Srinivasan	Ramu Srinivasan
02/23/2004	1.1	Submitted for sign off	Ramu Srinivasan
03/19/2004	1.2	Made updates based on Vendor meetings. Sections – <ul style="list-style-type: none">• Activity Diagram• 4.1.3 – Screen Certification• 4.2.1 – Manual Certification• 8 - Business Rules - Payment List, Manage payment status	Ramu Srinivasan
05/12/2004	1.3	4.2.2.4 Updated for Crisis undo payable action	Narayan Srinivasan



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Payment Processing Certify Payments

1. Brief Description

This use case provides a way to certify Crisis, ERR and WAP payments for Payment Processing.

2. Actors

Service Provider, DOC User

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3. Activity Diagram

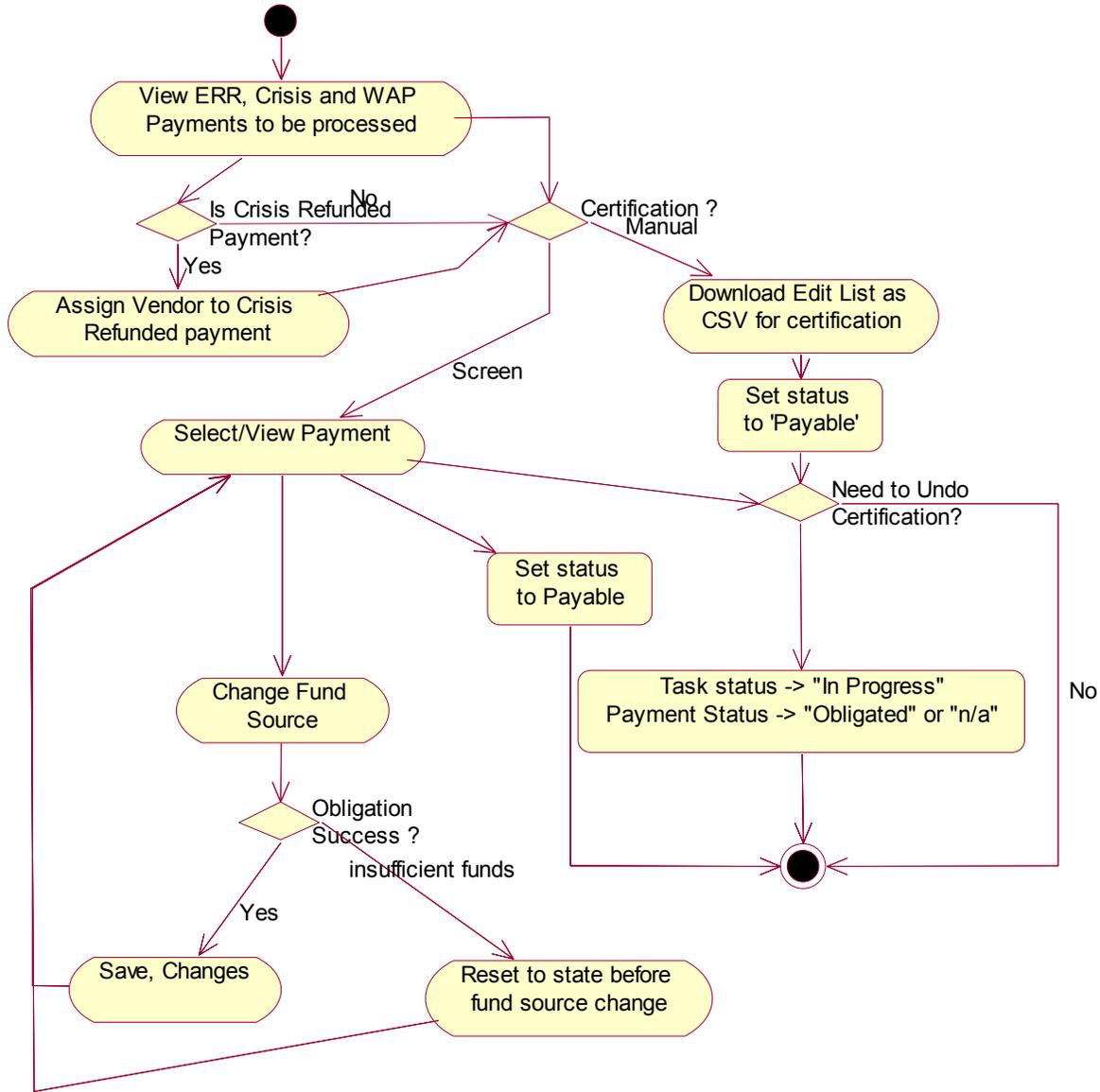


Figure 1: Certify ERR/Crisis/WAP Payments Activity Diagram



4 Flow of Events

4.1 Basic Flow

4.1.1 Start of the Use Case

This use case starts when user clicks “ERR Payments” or “Crisis Payments” or “WAP Payments” tabs from the Fiscal Services menu.

4.1.2 Payment List

1. System displays list of ERR or Crisis or WAP payments, depending on the tab that user choose, that are either certifiable or payable i.e. payments whose statuses are either ‘Certifiable’ or ‘Payable’.
2. The list on the screen by default is sorted in ascending order by combination of payment status and its date.
3. Crisis Payment list displays additional column ‘Refunded Payment’ will be set to ‘Yes’ if the payment was re-generated because of refund.
4. If number of rows in the payment list cannot be accommodated within in a page, and then they are displayed in batches.
5. If the user decides to do manual certification, then alternate flow 4.2.1 starts.
6. If the user decides to deny certification, alternate flow 4.2.2 starts.

4.1.3 Screen Certification

1. User selects a certifiable transaction and clicks “Go” to manage payable status.
2. System will redirect the user to “ERR” or “Crisis” or “WAP” screen depending on the tab that was selected by user.
3. The ERR screen displays ERR event summary of the selected payment transaction along with list of all the tasks that are complete with payment status certifiable or payable. The only editable field is fund category.
4. The Crisis screen displays Crisis event summary of the selected payment transaction along with list of all the crisis distributions and will allow the user add more distributions, change vendor information and distribution amount. This screen will also allow the user to assign vendor id for payments generated from refunds.
5. The WAP screen displays WAP event summary of the selected payment transaction along with list of all the measures that are complete with payment status certifiable or payable. The only editable field is fund category.



6. For WAP/ERR/Crisis Payment certification, system will allow the user to change the fund category before certification of payment. This option can be used if incorrect fund was used. The system will save the changes made to fund category when the user clicks “Obligate” button. This will also obligate fund if the newly selected fund was an accounting fund. The payment status still remains “Certifiable” after obligation. The system will display appropriate message upon success or failure in message bar section of the same screen.
7. The user can make a task or measure in progress if that is not complete or if any of its information such as amount, contractor/vendor id is incorrect. In such cases, the system will set task’s/measure’s status to “In Progress” and payment status to “Obligated”. The system will display appropriate message upon success or failure in message bar section of the same screen.
8. Multiple tasks/measures that are ‘Certifiable’ in the list can be made ‘Payable’ by clicking on “Make Payable” button. The system will display appropriate message upon success or failure in message bar section of the same screen.

4.1.3 Use Case Ends

The use case ends on display of the message.

4.2 Alternate Flow

4.2.1 Manual Certification

1. This alternate flow starts when user decides to do manual certification.
2. User downloads Edit List as a CSV file.
3. System will flag all the downloaded certifiable payments. This will help both the user and system in identifying downloaded certifiable payments.
4. The Edit List will contain the same information as displayed on Payment List screen except “Downloaded” column which will not be included in the download.
5. User manually verifies the information on edit list against invoices received. Once verified, the user clicks on “Make Payable” button. This will change the payment status of all previously downloaded certifiable payments to ‘Payable’.
6. To prevent a payment from being made ‘Payable’, the user can do so either before or after clicking on “Make Payable” button. See alternate flow 4.3 for more information.
7. Alternate flow ends here.

4.2.2 Denying Certification

1. This alternate flow starts when user decides to any deny certification.



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2. System will allow payments to be denied which are either payable or certifiable. In such cases, the task status will be set to 'In Progress' in case of ERR/Crisis and measures status to "WAP in Progress" in case of WAP. Payment status will be set to "Obligated" if accounting fund was used or "n/a" if non accounting fund was used.
3. The user selects payment which needs to be denied from being certified and clicks on "Go" button that is next to "Manage Payable status".
4. On the next screen, user clicks on "Make Task In-Progress" button to deny certification for ERR and WAP. For Crisis, the user clicks on "Undo Payable".
5. Any payment that was denied from certification will not appear on payment list until it has been again made as "Certifiable".
6. Alternate flow ends here.

5 Special Requirements

- A Fund table containing list of funds that will be used for ERR, Crisis and WAP with a flag to indicate accounting/non-accounting fund, another flag to indicate whether transactions using that funds source will be paid centrally.

6 Preconditions

- If making payable, the status of tasks/crisis distributions/measures should be complete and payment status should be 'Certifiable'. Also all the tasks or measures of contractors job should be complete.
- If undoing payable status, the status of tasks/crisis distributions/measures should be complete and payment status should be 'Payable'.

7 Post conditions

Certifiable payments may be made payable and vice versa.

8 Business Rules

Security:

- The only screen that can be accessed by State user is Payment List screen and has read only access to it. In other words state user will not be able to manage payment status, download edit list. In addition, state user will have a privilege to select any service provider/agency from the agency drop down list in application search.
- Authorized Service providers will have read/write access to all payment certification screens and will be able to manage payment status and download edit list.



Payment List:

- System will display only completed tasks (for ERR), crisis benefits (for Crisis), measures (for WAP) that are either certifiable or payable.
- Refunded Payment column will be set to 'Yes' if the payment was re-generated because of refund. Refunded payments will not have any vendor assigned.
- Edit list contains only list of payments that are certifiable. It will exclude refunded certifiable payments that are not assigned to any vendor.
- Payments for crew members are handled as part of local agencies' payroll system and they will not be included in payment processing.
- Previously downloaded certifiable payments will be again included in Edit list if the current status of that payment was certifiable.
- If edit list is downloaded, download flag is set so that when user comes back to the system after verification and makes them certifiable, system will make only previously downloaded payments as 'Payable'.

Manage Payment Status:

- For ERR and WAP, the only editable field will be fund category.
- For Crisis, the user can edit fund category, distribution amount, change/add vendors.
- Crisis payments can not be made payable until vendor id has been assigned.
- Only payable and certifiable tasks (for ERR/Crisis) / measures (for WAP) will be listed in this screen.
- If there was a change to fund category, the system will try to "Obligate" if newly selected fund is accounting fund. If successful, the payment status will become "Certifiable", otherwise, system will not save changes and will retain the state as it was before changing fund category.

Others:

- System maintains date created and date modified for all transactions.
- When the user clicks "Quit" button, the system will take the user to previous screen or search screen (if any in that section) or home page of that tab which ever is appropriate. Clicking "Quit" button will not save any changes made (provided they haven't been saved before) and will ask for confirmation before proceeding further.