



UC21 – Payment Processing – Payment Process Use Case
Specification

State of MN - eHEAT Phase III
Version 1.3





Revision History

Date	Version	Description	Author
02/21/2004	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
03/15/2004	1.2	Made updates based on sign off comments, issue updates and Vendor as an Actor meeting. <ul style="list-style-type: none">• Vendor notification – Section 4.1.2• MAPS fund pots – Section 7 Payments	Ramu Srinivasan
03/24/2004	1.3	Added pre-buy Business rule, updated flow	Ramu Srinivasan



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Payment Process

1. Brief Description

This use case describes payment process that sends/receives payment requests/results to and from payment engine interfaces.

2. Actors

Service Provider, Time

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3. Activity Diagram

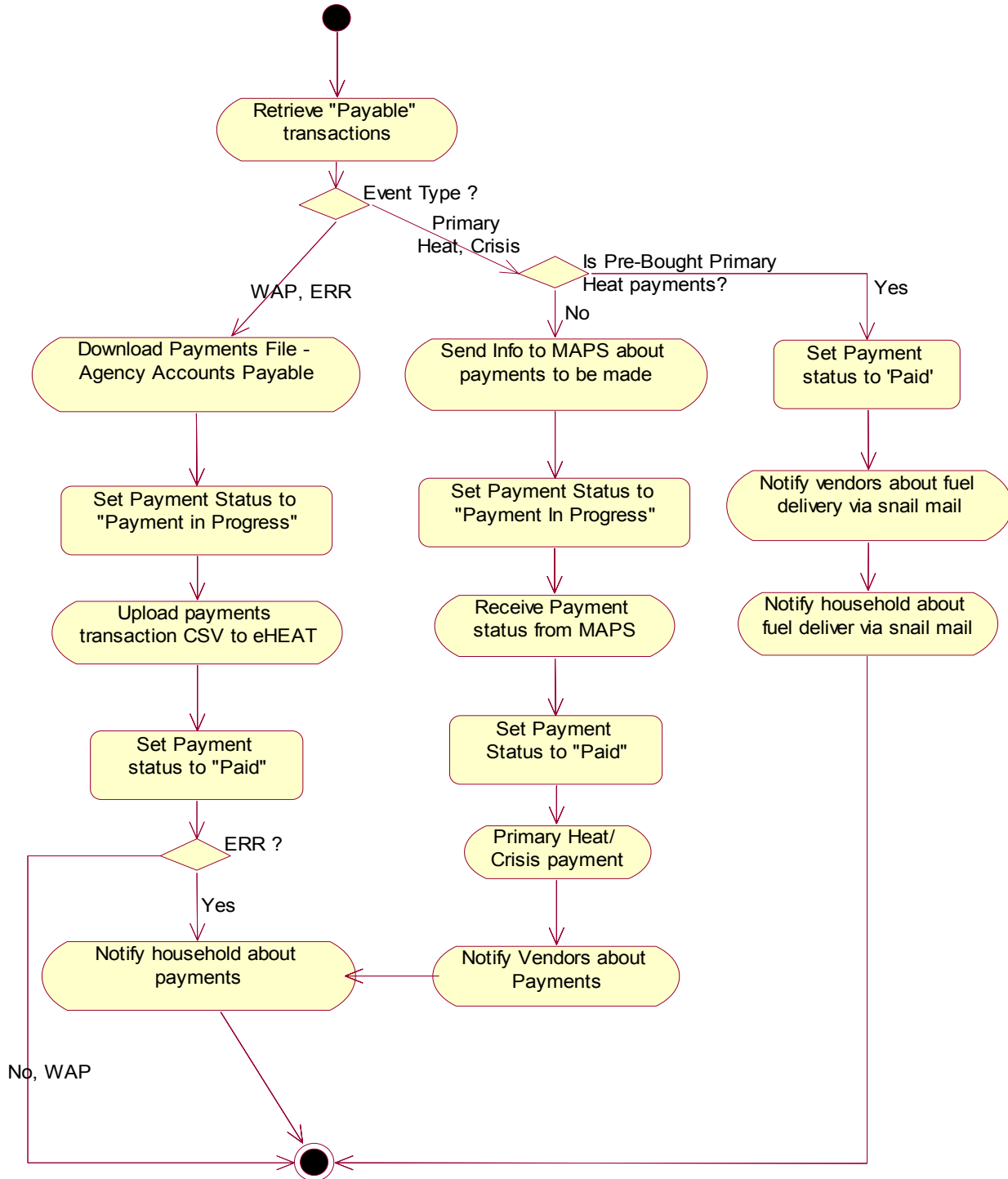


Figure 1: Payment Process Activity Diagram



4 Flow of Events

4.1 Basic Flow

4.1.1 Start of the Use Case

This use case starts when payable transactions are ready to be processed for payments.

4.1.2 Centralized Payments

1. Scheduled Batch process reads payment table and picks up all payable Crisis, Primary HEAT.
2. The process will read the Primary Heat scheduled table and pick approved Primary heat payments that are due. Even if schedule is turned off the process will look for one approved primary heat payment.
3. The frequency of the schedule will be determined during technical design.
4. A payment file containing the following anticipated information will be generated -
 - eHEAT Payment ID
 - If vendor is receiving payment, then
 - MAPS Vendor ID if available
 - Vendor Name
 - If household or direct payment, then
 - Household number
 - Name of individual who receives payment
 - If Service Provider, then
 - Service provider id / MAPS service provider id
 - Name of Service provider
 - Address Information (street, city, state, zip)
 - Payment amount
 - Payment request date
 - MAPS Transaction code
5. Two payment files may be generated depending on type of MAPS channel used (IWP or CITA channel). Refer External Interface Specification and Technical Design document for more information and details.
6. As payment file is generated, system will set the payment status to 'Payment In-Progress'.
7. MAPS will be used to consolidate all payments going to same vendors/service providers as one single payment.
8. MAPS will process the payment file and give eHEAT the exact same file with additional information
 - Warrant number (if warrant was issued) or EFT number
 - Paid date.



9. The batch process may need to communicate with MAPS IA warehouse to get payment details and track payment statuses.
10. Updated payment information is loaded into the system and payment status is set to 'Paid'.
11. System notifies household about the payments made to vendor. A request is sent to Central Print and Distribution for printing and mailing letters.
12. Vendors are notified either electronically or via mail depending on option selected in vendor profile. Vendor profile maintains the following three different options.
 - a) Notification via mail – This option can be used for those vendors who are not actor or who prefer notification via regular postal mail. The notification will contain list of payments made to different household with households' account number.
 - b) Online – Vendor will not receive any notification, but will need to log into the system to get list of payments that the vendor received.
 - c) Email and Online – Vendor will receive an email notification indicating that the vendor has received some payments and can log into eHEAT system and view the list of payments online that vendor received.

4.1.3 Use Case Ends

The use case ends when batch process completes.

4.2 Alternate Flow

4.2.1 De-Centralized Payments

1. All ERR and WAP payments are de-centralized.
2. Local fiscal agency downloads a payment file from the eHEAT system containing the following anticipated information -
 - eHEAT id
 - Contractor id
 - Contractor name
 - WAP/ERR Event ID
 - Measure/Task ID
 - Payment amount
 - Payment request date
 - Fund source
3. As payment download file is generated, system will set the payment status to 'Payment In-Progress' and will flag the downloaded payment transactions.
4. The Local agency uploads this file into their local fiscal system, which may consolidate payments going to one contractor as one payment.
5. Once payment has been made, local agency downloads the payment details from the local fiscal system and uploads to eHEAT system.



6. The payment file generated by local fiscal system is expected to have the exact same payment file with additional information
 - Warrant number (if warrant was issued).
 - Paid date.
7. Updated payment information is loaded into eHEAT system and payment status is set to 'Paid'.
8. Alternate flow ends here.

4 Special Requirements

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

5 Preconditions

- All payments must be in 'Payable' status.

6 Post conditions

Certifiable payments may be made payable and vice versa.

7 Business Rules

Security:

None

Payment:

- MAPS is unaware of fund categories that available in eHEAT, but it keeps track of the total available grant amount (funds) for the current and previous year. State fiscal maintains these fund pots manually and batch process will not indicate the source fund pot.

Pre-Buy:

- Payments using Pre-Buy fund category will not be processed for payments.
- Notification thru CP & D will be sent to vendor asking to deliver fuel for the approved payment amount of that household.
- Notification thru CP & D will be sent to household indicating that fuel will be delivered by the vendor for the approved payment amount.

Notification:

- Households will be notified about crisis and primary heat payments via mail.



- Service providers will be notified via work queue system.
- Payment notification for WAP and ERR will be handled by local agency/fiscal system.
- Notification to vendor is done based on vendor profile.
- System mails notification letter to vendors thru Central Print and Distribution depending on option selected in vendor profile.

Others:

- System maintains history of payment statuses and date for all payments.
- Cash requests payments will not be handled by eHEAT/MAPS. It is expected that the state fiscal user will directly use CFMS to handle cash request payments. This is because no interface exists to the CFMS system.

8 Cross Reference

- TD04 eHEAT – External Interface Specification Technical Document.
- UC20 - Payment Processing - Payment Certification UC Specification.
- UC10 - Payment Processing - Scheduling and Certifying Primary Heat Payments UC Specification