

For: State and County Offices

Common Receivable System (CRS) Purge Process

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

CRS has been modified in County Release No. 415 to support the purge of inactive receivable history and producer records.

B

Purpose

This notice:

- informs offices of the Accounting Application, Common Receivable Function software changes in County Release No. 415
 - provides instructions to State and County Offices for the CRS purge process.
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C

Contact

If there are questions about this notice:

- County Offices shall contact the State Office
 - State Offices shall contact Vivian Lu, FMD, at 703-305-1311.
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Disposal Date	Distribution
May 1, 2000	State Offices; State Offices relay to County Offices

Notice FI-2384

2 County Office Action

A

Purging the Receivable Records From the System 36

The Accounting Application, Common Receivable Function has been enhanced to allow the purge of receivable records whose last change date precedes the current date of **180 calendar days** and 1 of the following conditions occur:

- the current program amount, current interest amount, current charge 1 amount, and current charge 2 amount are **zero**
 - have been transferred to:
 - claims
 - note
 - have been written off.
-

B

When to Purge CRS

County Offices shall purge CRS when:

- instructed by KCMO
 - the system encounters insufficient space availability in either of the following files:
 - Common Receivables History
 - Receivables Producer.
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2 County Office Action (Continued)

C

Preparing to Run Purge

State and County Offices shall:

- perform the purge process **under an attended mode**
- format enough diskettes or tapes for archiving purged receivables history records
- **save and retain** the following on backup diskettes or tapes until the next purge of the receivables history records:
 - Common Receivable History File, x.AQ.HST
 - Receivable Producer File, x.AQ.PDR
- **not** cancel the purge process before it has completed
- **not** perform **any** of the following receivable functions while processing the purge:
 - establishing a receivable
 - recording a receivable collection
 - transferring receivables to claim status
 - transferring receivables to note receivables
 - writing off a small receivable balance
 - preparing a demand letter
 - correcting a receivable
 - inquiring or printing Receivable Status Reports.

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2 County Office Action (Continued)

D
Accessing the
Purge Option

Receivables Main Menu AQK000 has been modified to add an option for purging the receivable history and producer records. County Offices shall access Menu AQK000 according to 67-FI, paragraph 30.

Example: This is Menu AQK000.

COMMAND	AQK000	# 2
Accounting - Receivables Main Menu		
1. Establish A Receivable	* 6. Modify Receivable Status	
2. Record A Receivable Collection	7. Prepare Demand Letter	
3. Transfer Receivables to Claims Status	8. Correct A Receivable	
4. Transfer Receivable to Note	9. Inquire/Print Receivable Status Reports	
5. Write-Off A Small Balance Receivable	10. Purge Receivable History Files	
	20. Return to Application Primary Menu	
	21. Return to Application Selection Screen	
	22. Return to Office Selection Screen	
	23. Return to Primary Selection Menu	
	24. Sign Off	
Cmd3 = Previous Menu	* = Option currently not available	
Enter option and press "Enter".		

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2 County Office Action (Continued)

E

Purge Process County Offices shall follow this table to complete the purge receivable history and producer records process through the Accounting Application, Common Receivable Function.

Step	Action	Result
1	On Menu AQK000: <ul style="list-style-type: none"> • ENTER "10", "Purge Receivable History Files" • PRESS "Enter". 	Backup Verification Screen AQK00001 will be displayed.

Example: This is Screen AQK00001.

Accounting	081 LITTLE RIVER	Purge	AQK00001
Backup Verification Screen	Version: AC42	08-28-99 09:35	Term W2
<p>A backup of the Common Receivables History File (x.AQ.HST) and the Receivables Producer File (x.AQ.PDR) is required prior to running the purge process. This backup will be your only source of recovery should problems occur during the purge process.</p> <p>Have you made a backup of the necessary files? (Y)es or (N)o __</p>			
Enter = Continue			

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2 County Office Action (Continued)

E
Purge Process
(Continued)

Step	Action		Result
2	On Screen AQB00001, read the purge information and follow the instructions displayed.		
	IF the backup was...	THEN...	
	made	ENTER "Y" and PRESS "Enter".	Purge Information Screen AQB00002 will be displayed with general instructions. Notes: If there are no receivables to purge, Screen AQB00015 will be displayed with the message, "No Common Receivable history or Producer records to purge. Archive diskette/Tape not made." PRESS "Enter" to return to Menu AQB000. Go to step 3.
	not made	ENTER "N" and PRESS "Enter".	Purge Verification Screen AQB00014 will be displayed with the message, "Required backup not completed, purge option canceled." PRESS "Enter" to exit the purge process. Menu AQB000 will be redisplayed. To restart the purge, County Offices shall: <ul style="list-style-type: none"> • complete the save of files x.AQ.HST and x.AQ.PDR • restart the purge from step 1.

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2 County Office Action (Continued)

E
Purge Process
(Continued)

Example: This is Screen AQK00002.

Accounting	081 LITTLE RIVER	Purge	AQK00002
Backup Verification Screen	Version: AC42	08-28-99 09:35	Term W2

THIS PURGE REQUIRES EXCLUSIVE USE OF THE COMMON RECEIVABLES HISTORY.

DO NOT INITIATE ANY 'RECEIVABLE' ACTIVITY (i.e. OVERPAYMENTS, AUTOMATIC OFFSETS, CANCELLATION OF PAYMENTS, etc.) WHILE THE PURGE IS RUNNING.

The purge will remove Receivable records older than 180 days from the Common Receivable History, print the Detail Report of Purged Receivables and save purged records to diskette or tape for offline storage.

Have at least one initialized tape or several diskettes available. Label with today's date and 'Archive Common Receivable History Records'.

DO NOT IGNORE ERROR MESSAGES. SCREEN PRINT ERROR MESSAGE AND CONTACT THE NATIONAL HELP DESK FOR ASSISTANCE.

When the purge is finished, screen AQK00027 will display with this message: 'Common Receivable History / Producer Files Purge completed successfully'.

Enter = Continue Cmd4 = Previous Screen

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2 County Office Action (Continued)

**E
Purge Process
(Continued)**

Step	Action		Result
3	On Screen AQK00002, read the purge information and follow the instructions displayed.		
	IF conditions and messages are...	THEN...	
	understood	PRESS "Enter".	Purge Select Storage Media Screen AQK00003 will be displayed.
	not understood	PRESS "Cmd4".	Screen AQK00001 will be redisplayed. Continue the purge process from step 2.

Example: This is Screen AQK00003.

Accounting	081 LITTLE RIVER	Purge	AQK00003
Backup Verification Screen	Version: AC42	08-28-99 09:34	Term W2

<p>Save purge records on (D)iskette or (T)ape? ___ At least ___ diskette(s) initialized with FORMAT2 --or-- ___ initialized tape will be required.</p> <p>NOTE: Cmd7 will end all purge processing. Common Receivable records will not be removed from the Receivable History and Producer Files. Purge records will not be saved.</p> <p>Enter = Continue Cmd7 = End</p>			

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2 County Office Action (Continued)

E
Purge Process
(Continued)

Step	Action	Result	
4	On Screen AQK00003, read the purge information and follow the instructions displayed.		
	IF purging to...	THEN...	
	diskette	ENTER "D".	
	tape	ENTER "T".	
	IF enough diskettes or tapes are...	THEN...	
	available	PRESS "Enter".	Purge Verification Screen AQK00008 will be displayed. Continue the purge process from step 5.
	not available	PRESS "Cmd7".	End the purge process and return to Menu AQK000.
5	On Screen AQK00008, do the following.		
	Read the purge information and follow the instructions displayed.	The following messages will be displayed: <ul style="list-style-type: none"> • "Beginning the Save Process" • "Please verify that an initialized Diskette / Tape is in the appropriate drive." 	
	PRESS "Enter".	Printer ID Selection Screen AQK00006 will be displayed.	
6	On Screen AQK00006, do the following.		
	Read the purge information and follow the instructions displayed.	The following messages will be displayed: <ul style="list-style-type: none"> • "Please enter the printer ID you wish to use for the Detail Report of Purged Common Receivables records _____. (Example P1, P2, etc.)" • "Please align the printer you have selected before printing." 	
	PRESS "Enter".	Purged Receivables Detail Report AQK070-R001 will be printed with purged receivable numbers. Note: This is the only time that Report AQK070-R001 can be printed. Purge Print Options Screen AQK00007 will be displayed.	

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2 County Office Action (Continued)

E
Purge Process
(Continued)

Step	Action	Result	
7	On Screen AQK00007, do the following.		
	Read the purge print information and follow the instructions displayed. Review Report AQK070-R001 to determine whether the report printed satisfactory. Note: This is the only time Report AQK070-R001 can be printed .	The following messages will be displayed: <ul style="list-style-type: none"> “When the detail report to Purged Common Receivables finished printing, check it carefully to ensure that the paper alignment was satisfactory.” “After inspecting the Purged Receivables Report, please select: ____” <ol style="list-style-type: none"> Print was satisfactory or Printing was unsatisfactory, print report again. 	
	IF printing was...	THEN...	
	satisfactory	ENTER “1” and PRESS “Enter”.	Purge Verification Screen AQK00017 will be displayed.
	unsatisfactory	ENTER “2” and PRESS “Enter”.	Report AQK070-R001 will be reprinted.
8	On Screen AQK00017, do the following.		
	Read the purge information and follow the instructions displayed.	“Old Common Receivables History records successfully saved on diskette/tape” message, will be displayed.	
	PRESS “Enter”.	Purge Verification Screen AQK00027 will be displayed.	
9	On Screen AQK00027, do the following.		
	Read the purge information and follow the instructions displayed.	“Common Receivable History / Producer Files Purge completed successfully” message, will be displayed.	
	PRESS “Enter”.	Menu AQK000 will be redisplayed.	

F
Timeframe for
Keeping Purged
Records

County Offices shall:

- keep purged Common Receivables History File and Receivables Producer File diskettes or tapes for **18 months** at an offsite storage area
- retain and dispose Report AQK070-R001, according to 25-AS.