

# IV-D54 Remittance Advice Message

The Remittance Advice Message Descriptor Table is a three-digit code that can be used to print agency-defined messages on claim schedule remittance advices. The table is updated overnight during the CALSTARS nightly processing cycle.

The Remittance Advice Message Descriptor Table ID is **54** and is available on the Command **I.5: Agency Descriptor Tables** screen.

## STRUCTURE

The Remittance Advice Message Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Remittance Advice Message record and contains the Descriptor Table Identification (ID), Organization Code, Message Number, and Line Number.

The Organization Code is determined by the Userid. The Message Number and Line Number are agency defined.

The informational element segment for the Remittance Advice Message Descriptor Table is the Title.

**NOTE:** The Title field (D54 only) is limited to 30 characters.

## RELATIONSHIP TO OTHER TABLES

There is no relationship between the Remittance Advice Message Descriptor Table and any other table.

## INPUT CODING

A listing of the fields contained on the Remittance Advice Message Entry screen and/or the activity reports is shown in Exhibit IV-D54-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Refer to Volume 1, Chapter XI, Preparing Claim Schedules, for detailed instructions on how to create messages and for examples of messages that may be useful to agencies.

Data entered on the Remittance Advice Message Entry screen is keyed from the Remittance Advice Message Descriptor Table Entry form (CALSTARS 1.54). The form, shown in Exhibit IV-D54-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/html/calstars/forms.htm>.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

## REMITTANCE ADVICE MESSAGE ENTRY SCREEN

The Entry screen shown below is available through Command **I.5.54**.

```

9990 I.5.54: Remittance Advice Message (D54) Entry          04-08-2005 11:22 AM

      DESCRIPTOR TABLE MAINTENANCE/INQUIRY          CHANGE DATE:

      FUNCTION: _ (A=ADD, C=CHNG, D=DEL, P=PRT, F5=VIEW MASTER,
                  F6=RECALL MAINT, F10=DEL MAINT)

TABLE ID NUMBER: 54

ORG CODE: 9990

TABLE ENTRY KEY: _____

REFERENCE DATA: _____

TITLE: _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit                Bkwr  Frwr  Main

```

All Remittance Advice Message Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **P**=Print, **F5** =View Master, **F6**=Recall Maintenance, and **F10**=Delete Maintenance) is performed from the Entry screen.

## TABLE MAINTENANCE FUNCTIONS

The following functions are performed during CALSTARS overnight batch processing. Successfully updated records are ready for use the next processing day.

### A=Add

Key **A** in the Function field. Enter the 3-digit alphanumeric message code followed by its corresponding line number in the Table Entry Key field. Key the message text (up to 30 characters) in the Title field.

When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it is accepted for overnight processing. A fresh screen is displayed with blank data fields, and a message confirming that the transaction was accepted for processing is displayed at the bottom of the screen.

### **C=Chng (Change)**

Only the Title field can be changed in the Remittance Advice Message Table. Modification to any other field requires the deletion of the original record and the addition of a new record.

To change a record, either:

- (1) Key a message number and line number in the Table Entry Key field, and press **F5** to view the record. Key **C** in the Function field.
- (2) Key **C** in the Function field and the appropriate values in the Table Entry Key.
- (3) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.

Key over the Title field, and press **Enter**. If the transaction passes all online edits, it is accepted for overnight processing. A fresh screen is displayed with blank data fields, and a message confirming that the transaction was accepted for processing is displayed at the bottom of the screen.

**Note:** Before performing a Change transaction, use **F6= Recall**. Check to see if maintenance was made to the record earlier that day. If two or more **Change** table maintenance transactions are entered for the same record during the same processing cycle without using **F6**, only the last **Change** entered updates the table. For example, if a **Change** transaction is entered at 11:00 AM and a second **Change** transaction is entered for the same table record at 2:00 PM, only the 2:00 PM transaction is processed.

### **D=Del (Delete)**

To **Delete** a record, either:

- (1) Key a message number and line number in the Table Entry Key field, and press **F5** to first view the record. Delete the data in the Title field. Key **D** in the Function field, and press **Enter**.
- (2) Key **D** in the Function field, the appropriate values in the Table Entry Key field, and press **Enter**.
- (3) Scroll through the records using the **F7** and **F8** keys, delete the information in the Title field, key a **D** in the Function field, and press **Enter**.

If the transaction passes all online edits, it is accepted for overnight processing. A fresh screen is displayed with blank data fields, and a message confirming that the transaction was accepted for processing is displayed at the bottom of the screen.

### **P=Prt (Print)**

Key **P** in the Function field to ROPE the D54 Remittance Advice Table Listing Report to an agency printer the next day. The report contains all records within the Remittance Advice Message Table and is displayed in Exhibit IV-D54-3.

**Note:** To request a change to the printer/file destination or output media for a specific report, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

### **FUNCTION (F) KEYS**

The program function keys are used for online help, for efficient navigation to various online screens, and for clearing the screen. The following F keys are available for the Remittance Advice Message Descriptor Table:

#### **F2=Retrn (Return)**

Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

#### **F3=Quit**

Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

#### **F5=View Master**

Views selected table records. View Master is accessed by keying the message number and line number in the Table Entry Key field and pressing **F5**.

#### **F6=Recall Maint**

To recall a maintenance transaction entered previously that day:

- ⊗ Key the function previously entered (**A**, **C**, **D** or **P**) in the function field.
- ⊗ Key the appropriate message number and line number in the Table Entry Key field.
- ⊗ Press F6 to display the record.

Once displayed, the maintenance transaction can be deleted or modified. To **Delete** a recalled maintenance transaction, press **F10**. To modify recalled **Add** or **Change** maintenance transactions, key over, add to or erase the information on the screen and press **Enter**.

**F7=Bkwrđ (Backward)**

Go to the previous record.

**F8=Frwrđ (Forward)**

Go to the next record.

**F9=Clear**

Erases all keyed fields.

**F10=Delete Maintenance**

This function deletes the maintenance transaction that is currently displayed on the screen. The transaction must have been entered after the last CALSTARS overnight batch process.

**F11=Enter + Keep Data On Screen**

This function key may be pressed instead of **Enter**. When used with Functions **A**, **C**, **D**, or **P**, the data remains on the screen for the next transaction.

**F12=Main**

Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## REMITTANCE ADVICE MESSAGE DESCRIPTOR TABLE REPORTS

The following report is system generated:

- ✪ Remittance Advice Message Descriptor Table Activity Report (CSB90154) - This report displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D54-3.

The following report is produced upon agency request:

- ✪ Remittance Advice Message Descriptor Table Listing Report (CSB90254) - This report is produced after overnight processing when function **P=Print** is entered on the Remittance Advice Message Entry screen. The report is displayed in Exhibit IV-D54-3.

**CONTROL**

The Remittance Advice Message Descriptor Table Activity Report (CSB90154) should be proofread to ensure that all maintenance was entered correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control. Refer to Volume 1, Chapter XX, Record Retention for Fiscal Reports, for additional information regarding retention of table activity reports and table listings.

EXHIBIT IV-D54-1

Data Element	Length	Contents
<b><u>Control Key:</u></b>		
TABLE ID NUMBER	2	The <b>Descriptor Table ID Number</b> is automatically set based on the CALSTARS 1.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The <b>Organization Code</b> is automatically set based on the signon used. It cannot be altered.
TABLE ENTRY KEY (RECORD KEY) (DESCRIPTION KEY)	3+1	Enter the message number (3 digits) and the line number (1 digit)
<b><u>Informational Elements:</u></b>		
TITLE	50	Enter the message text.
<b><u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE LISTING REPORT.</u></b>		
CHANGE DATE (LP Date)	2+2+2	The Change Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.

**CALSTARS 1.54**  
(revised 04-29-2005)

**REMITTANCE ADVICE MESSAGE (D54) DESC TABLE ENTRY FORM**

ORG: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**FUNCTION**  (A=Add, C=Change, D=Delete, P=Print)

**TABLE ENTRY KEY (MESSAGE NUMBER / LINE NUMBER)**

**TITLE (MESSAGE)**

**FUNCTION**  (A=Add, C=Change, D=Delete, P=Print)

**TABLE ENTRY KEY (MESSAGE NUMBER / LINE NUMBER)**

**TITLE (MESSAGE)**

**FUNCTION**  (A=Add, C=Change, D=Delete, P=Print)

**TABLE ENTRY KEY (MESSAGE NUMBER / LINE NUMBER)**

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**TABLE ENTRY KEY (MESSAGE NUMBER / LINE NUMBER)**

**TITLE (MESSAGE)**

**FUNCTION**  (A=Add, C=Change, D=Delete, P=Print)

**TABLE ENTRY KEY (MESSAGE NUMBER / LINE NUMBER)**

**TITLE (MESSAGE)**

