Online Payment History Overview

With the Online Payment History feature, you can store historical payment information, and retrieve that information quickly and conveniently.

It maintains one file that stores all of your historical payment data: the Online Payment History File. This file contains detailed payment history for each Genesys payment-producing application.

Using the Online Payment History file, you can display and maintain payment history data, perform check reversals and reissues, stop payments, and produce both summary and detail reports.

How Information is Captured

Each payment-producing application is processed normally, from Suspense File Maintenance through the Output Production Phase, (and if it applies, through the Direct Deposit and Reconciliation Subsystems.)

The Online Payment History File captures information from the Edit and Update Phase, the Output Production Phase, and the Direct Deposit Subsystem.

The Reconciliation Subsystem updates the Online Payment History File.
What Information is Captured

As each application is processed through its normal flow, the Online Payment History file captures and updates payment-related information.

The Online Payment History File captures information from each payment that is issued, regardless of which application was used to create a payment. This file captures basic information such as the payee’s Name, Transaction Key, Address, and Tax Identification Number. This file also captures payment-specific information such as Payment Date, Check Number, Gross Pay, Total Deductions, and Net Pay.

This payment-related information is then restructured and constitutes one Online Payment History record. An Online Payment History record is a true snapshot of a payment. Each record contains accurate information as of the time a payment was issued. Remember that since this is historical information; what you see on a screen or report may not reflect a payee’s personal information as of today. For example, the payee’s address may have changed since the payment information was captured.

The file description for an Online Payment History record is in the appropriate copybook (for example, WPHMASTx for Version 6.1). This copybook lists all of the fields that can be on one record. Most of the record fields are captured during normal processing and remain unchanged.

Note that the Payment Status and the Payment Status Date fields are modifiable.

The Payment Status can be changed either manually (such as from Outstanding to Reversed) or by the system (such as from Outstanding to Reconciled). Either way, manually or system changed, the Payment Status Date is modified by the system.

For information on how to manually change a payment’s status, see the section titled Payment Profile.

Accessing the File

The Online Payment History File can be accessed in two ways:

1. Through the GenTools Menu (L004 01) or
2. By typing POLH in any screen navigation field.

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**File Size**

The Online Payment History File is a variable length file. Since this file has the potential to house thousands of payment records, it may eventually reach an upper size limit. To adhere to system maximum file size requirements, the Online Payment History function is made up of multiple VSAM files:

- the current payment history file (PHMST01),
- plus up to 34 archived payment files (PHMST02–PHMST35).

You can determine the amount of history that you want stored on each VSAM file. Once you’ve accumulated all the history you want on one file, you can archive that file and begin accumulating history again on another file. For example, you may choose to archive payments on a yearly or a quarterly basis. Note that the system is designed so that the current payment history file is for the current calendar year; the archived files are for previous calendar years.

When searching, you have two options:

- search just the current payment history file (PHMST01) or
- search the current and all previous payment history files (PHMST01–PHMST35).
All of the numeric fields in the Online Payment History File are packed. Only those earning, deduction, and direct deposit amounts not equal to zero are stored on a payee’s payment history record.

### Adding Payments

It is possible to add manual payments to the Online Payment History File. However, if you add manual payments, you then need to create the appropriate non-pay producing transactions. These transactions must have a subcode of 05, and include a check number. Set up CN09 to point to a numeric user-defined or miscellaneous field that is nine positions, which will store the check number for the 05 subcode. Field CN09 permits use of a data element name rather than a direct reference to the miscellaneous area. To incorporate the 9-position field, in the adjustment mask the check number starts in position 37 (formerly position 38).

For example -- 500537, where
- 50 = transaction number
- 05 = subcode
- 37 = starting position of the check number

It is also possible to add a direct deposit payment to the Online Payment History File. Once again, you need to create a non-pay producing transaction, with a subcode of 05. However, since a direct deposit payment doesn’t have a check number, enter `999999999` in place of a check number. The number `999999999` indicates a manually created payment.

### Reversing Payments

As delivered, the system allows you to reverse an existing payment if it meets all of the following criteria:

- **The Payment Status field says either Outstanding or Direct Deposit, and**
  - the payment to be reversed was issued in the current or prior quarter within the current calendar year
  - the payment to be reversed does not effect any tax packet other than the payee’s current and most recent tax packet

If you attempt a payment reversal on any payment that falls outside the criteria outlined above, the system does not create the adjustment transaction and a system message is displayed.

All of the criteria listed above also applies to Reissues, Stop Payments, and Stop Payments with/Reissues.

**Note:** As delivered, the system limits Reversals, Reissues, and Stop Payments to payments issued in the current or prior quarter within the current calendar year, as described above. However, it is possible to perform these adjustments to payments issued in any quarter within the current calendar year. This is controlled by a Compile Time Option (CTO), which reads:

- **CTO-OLPH-ANY-QUAR-ALLOWED**

A value of ‘N’ in this CTO enforces the standard requirement that adjustments be to payments issued in the current or previous quarters only.

A value of ‘Y’ in this CTO allows the creation of adjustments to payments issued in any quarter in the current calendar year.

To modify this CTO, change the CTO’s value in Copybook ALLSCTO and then recompile Program ASOPH03.

### Deleting Payments

The Online Payment History function includes many capabilities, including the ability to delete selected payment history records from the current Online Payment History File (PHMST01).
Please note that the delete process is extremely powerful; therefore, Genesys strongly suggests backing up the following Online Payment History Files prior to deleting records: PHMST01, PHNAME, PHCHECK, and PHTAXID.

To delete records, identify the selection criteria on the Delete Payments Parameter Card. Then, Program 680 reads the parameter card and deletes all the records that match the selection criteria. Please use caution when entering selection criteria; if only one parameter is entered, all of the records matching that selection will be deleted. For example, if only an Application ID is entered on the parameter card, all records matching that Application ID will be deleted. If a Group Number is entered, all records for that group will be deleted. An Employee Tran code may be entered as the only selection; this deletes all records for that one employee.

Depending on what is entered on the parameter card, groupings of records can be deleted. The layout of the Delete Payments Parameter Card is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application ID (required)</td>
</tr>
<tr>
<td>2-21</td>
<td>Group Key (required), based on your Tran Key configuration</td>
</tr>
<tr>
<td>22-29</td>
<td>CPPD Date range; format is CCYYMMDD</td>
</tr>
<tr>
<td>30-37</td>
<td>CEDT Date range; format is CCYYMMDD</td>
</tr>
<tr>
<td>38</td>
<td>Print Switch = 'Y' for print; 'N' for no print</td>
</tr>
<tr>
<td></td>
<td>The 'Y' option prints the information of the records that have been deleted in this run. The following information is printed:</td>
</tr>
<tr>
<td></td>
<td>Application ID</td>
</tr>
<tr>
<td></td>
<td>Tran key</td>
</tr>
<tr>
<td></td>
<td>CPPD Date</td>
</tr>
<tr>
<td></td>
<td>Check Number</td>
</tr>
<tr>
<td></td>
<td>CEDT Date</td>
</tr>
<tr>
<td></td>
<td>Employee Name</td>
</tr>
</tbody>
</table>

**Handling Transfers and Updates**

All Tran keys that are associated with a 40 TRAN are changed within the Online Payment History File. All payment history records are updated. The system changes the payee’s Tran key to the new Tran key for each payment. This is true for the current payment history file (PHMST01) and all the archived payment history files (PHMST02–PHMST35).

All Tran keys that are associated with a 40 KEEP remain the same in the Online Payment History File. Payment history is left alone; the system does not update the old Tran key with the new.

The Online Payment History File is not updated with name or social security or social insurance number (tax id) changes. All payment history records are maintained with the information available at the time of the payment. For example, a person may receive a payment in January under one name, get married and change their name, and then receive additional payments under their new name. All payment records are on file; however, under two different names.

**Available Security**

Security in Online Payment History is similar to the security used throughout the Genesys system, with one exception: there is no field-level security.

If you currently use application, screen, and record-level security, these attributes carry forward to Online Payment History. You are allowed read-only access or read and write access to the Online Payment History screens. Note that if you can view it today, you can view it in Online Payment History.
Application-Level Security

The system compares the currently selected Application ID with the list of restricted IDs from the operator file. The system allows access unless there is a match.

Screen-Level Security

The system tests the screen security code for a non-zero value.

- If zero, you are allowed screen access.
- If non-zero and the operator class for that code contains an N or a W, the system denies access; otherwise, the system grants screen access.

Record-Level Security

If there is no operator security key, the system grants access to all records; otherwise:

- The system reads the security file and bases all data element references on the current master file record if a security key exists.

  If the read conditions are met, the system displays all the fields on the screen; otherwise, the system denies access.

  If the write conditions are met (payment status is equal to Outstanding or Direct Deposit), the system allows check reversals, reissues, and stop payments; otherwise (payment status is unequal to Outstanding or Direct Deposit), the system does not allow these changes.

- If the master file record does not exist (for example, the participant record was deleted or dropped at NCYR), the system follows the same logic as above, only with the following differences:

  Bases all data element references against an internal table of Online Payment History data elements. This table has an entry for each Online Payment History field that was derived from the master file. Earning and deduction array elements, however, are not included in the table.

  Tests all data conditions against the most recent Online Payment History record for the participant.

Considerations to Keep in Mind

The Online Payment History function is extremely powerful. When it is used as intended, the results provide accurate and reliable information. However, if it is used in a way that is not intended, the results will not meet your expectations.

To help you get the most out of this function, and to help you avoid processing problems, follow these guidelines.

There are several items to keep in mind when processing your Online Payment History File.

<table>
<thead>
<tr>
<th>Cautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before you update your Online Payment History File, close these files:</td>
</tr>
<tr>
<td>PHMSTxx (xx being the number of your file: PHMST01 = current file, PHMST02–PHMST35 = archived files)</td>
</tr>
<tr>
<td>PHTAXID</td>
</tr>
<tr>
<td>PHNAME</td>
</tr>
<tr>
<td>PHCHECK</td>
</tr>
</tbody>
</table>
Before updating your Online Payment History File, run the following job streams. The job streams must be run in this order to ensure file integrity:

1) Edit and Update
2) Output Production
3) Direct Deposit
4) Reconciliation

In each of the four job streams listed above, files are created that are then fed to the Online Payment History File. The files created in these job streams are temporary; they are overlaid the next time you run the job stream.

It is very important that you run all the job streams in order, and then run Online Payment History, otherwise, it is possible to lose Online Payment History information and file integrity.

Only run the job streams in order, 1–4.

Do not run the same job stream twice without completing the other job streams.

Once the job streams have been run, update your Online Payment History File.

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Programs Used

Online Payment History captures, processes, and maintains vast quantities of information. This is possible due to both Online and Deferred programs.

Online Programs

Below is a list of the online programs used by Online Payment History, along with a brief description.

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASOHSEC</td>
<td>Handles security checks for the Payment History subsystem.</td>
</tr>
<tr>
<td>ASOPH01</td>
<td>Sets up processing for entry to the Payment History subsystem.</td>
</tr>
<tr>
<td>ASOPH02</td>
<td>Pre-loads the Payee Payment Selection screen (POLH 02) and edits entries.</td>
</tr>
<tr>
<td>ASOPH03</td>
<td>Loads data to the Payment Profile screen (POLH 04) and edits changes.</td>
</tr>
<tr>
<td>ASOPH04</td>
<td>Loads data to the Payee Payment Summary screen (POLH 03), scrolls for multiple screens of transactions and between account holders, and edits the selection of a transaction for detailed review.</td>
</tr>
<tr>
<td>ASOPH05</td>
<td>Loads the Earnings/Source Detail screen (POLH 05) and scrolls for multiple screens of earnings detail if present.</td>
</tr>
<tr>
<td>ASOPH06</td>
<td>Loads the Deduction Detail screen (POLH 06) and scrolls for multiple screens of deductions detail if present.</td>
</tr>
<tr>
<td>ASOPH07</td>
<td>Loads the Direct Deposit Detail screen (POLH 07).</td>
</tr>
<tr>
<td>ASOPH08</td>
<td>Handles Open Suspense (POLH 08)/Close Suspense (POLH 09).</td>
</tr>
<tr>
<td>ASOPOFM</td>
<td>Requests transfer of transactions from the 01 volume (current activity) onto the next volume receiving old data, or to change the default value of search type (current volume only/all volumes).</td>
</tr>
<tr>
<td>ASOPORM</td>
<td>Describes parameters for a report request.</td>
</tr>
</tbody>
</table>

Deferred Programs

Deferred processing programs modify the Payment History Master File (PHMST01) in most application production cycles where payments are generated.

The payments made for each cycle, whether by check, cash, or direct deposit, add new records to the Payment History Master File. These additions are made by these programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P050</td>
<td>Maintains transfer information in the Changes File, PHCHGES</td>
</tr>
<tr>
<td>Process</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>P060</td>
<td>Controls the Online Payment History File</td>
</tr>
<tr>
<td>P073</td>
<td>Sorts F0721 in TRAN and Record Number sequence</td>
</tr>
<tr>
<td>P075</td>
<td>Creates the Trace Number File, PHTRAC1</td>
</tr>
<tr>
<td>P077</td>
<td>Sorts PHTRAC1 in TRAN and Record Number sequence</td>
</tr>
<tr>
<td>P630</td>
<td>Assigns physical check numbers</td>
</tr>
<tr>
<td>P635</td>
<td>Assigns trace numbers</td>
</tr>
<tr>
<td>P637</td>
<td>Is a sort</td>
</tr>
<tr>
<td>P638</td>
<td>Is a sort</td>
</tr>
<tr>
<td>P640</td>
<td>Merges outputs and creates one input file</td>
</tr>
<tr>
<td>P650</td>
<td>Creates Online Payment History File records</td>
</tr>
<tr>
<td>P660</td>
<td>Archives information and creates new VSAM files</td>
</tr>
<tr>
<td>P400</td>
<td>Reconciles checks and updates the Online Payment History File</td>
</tr>
<tr>
<td>P670</td>
<td>Controls the production of the Summary and Detail reports</td>
</tr>
<tr>
<td>P673</td>
<td>Is a sort</td>
</tr>
<tr>
<td>P675</td>
<td>Prints the Summary and Detail reports</td>
</tr>
</tbody>
</table>

## Conventions Used

The Online Payment History function adheres to Genesys standards, which include the following conventions.

### Modifiable Fields

All modifiable fields have field-level help associated with them. Modifiable fields are fields that allow the cursor to be placed in them.

- If there is a table associated with the field, field-level help will show the valid entries for that field.
- If there isn't a table associated with the field, a brief description of the field and the valid data entry format for the field is displayed.

### Scroll Capabilities

Since Online Payment History has the potential to house thousands of payment records, it may be awkward to view numerous records online; therefore, the best way to view large quantities of information is through Payment History Reporting.

However, you can view smaller amounts of information online when you use the Payee Payment Selection function. This function lets you view the payment information for one or many payees. Within Payee Payment Selection, the system provides scroll capabilities on four screens:

<table>
<thead>
<tr>
<th>Screen</th>
<th>Scroll Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee Payment Summary (POLH 03)</td>
<td>Enables you to scroll through screens that list many payments for one payee or that list many payees with the same name (for example, J. Smith).</td>
</tr>
<tr>
<td>Payment Profile (POLH 04)</td>
<td>Enables you to scroll from screen to screen and display multiple payments that were issued with the same check number.</td>
</tr>
<tr>
<td>Earnings/Source Detail (POLH 05)</td>
<td>Enables you to scroll through screens that list many earnings/sources for one payee.</td>
</tr>
<tr>
<td>Deduction Detail (POLH 06)</td>
<td>Enables you to scroll through screens that list many deductions for one payee.</td>
</tr>
</tbody>
</table>
While displaying any of these screens, you can scroll forward and backward if it applies. For example:

- If only 1 payment is retrieved, you cannot scroll forward or backward.
- If 50 payments are retrieved, and you are on the 1st payment, you cannot scroll backward, you can only scroll forward.
- If 50 payments are retrieved, and you are on the 50th payment, you can only scroll backward.

The scroll keys are F7 (backward) and F8 (forward).

## Payment History Menu

The Payment History Menu (POLH 01) lists the three functions that are available within Online Payment History: Payee Payment Selection, Payment History Reporting, and Payment History File Maintenance.

- **Payee Payment Selection** is used to identify a search path that in turn retrieves specific details of payments that were issued to one payee. This function is very involved and displays the greatest amount of information possible online. To display more information, create either a summary or a detail report using Payment History Reporting. You can access the Payee Payment Selection function directly from the Payment History Menu.

- **Payment History Reporting** is used to choose the type and amount of information that you want listed on a payment history report. These reports can be at either a summary or detail level and can be for either one or many payees. Type PORM in the screen navigation field to access the Payment History Reporting function.

- Use Payment History File Maintenance:
  1. To set the parameters needed to initiate the archive function that creates a separate VSAM file for all payments that are within a specific time frame.
  2. To set the retrieve a records default indicator that determines which records are retrieved when performing a search on the Payee Payment Selection screen; either records from just the current payment history file or records from the current and all previous payment history files.

Type POFM in the screen navigation field to access Payment History File Maintenance.

Select the Payment History Menu from the GenTools Menu or by typing POLH in any screen navigation field.

## Payee Payment Selection

The Payee Payment Selection function is the heart of Online Payment History. This function lets you access a vast amount of information quickly and conveniently. It gives you details of all payments issued to a specific payee.

The Payee Payment Selection screen (POLH 02) contains four, easy-to-use search paths that retrieve information on one payee. These search paths are:

- Payee Tax ID Number
- Payee Name
- Tran key
- Check Number

Each of these search paths is tied to information on each payment history record.

The system is able to locate and retrieve the information you need because every payment history record contains, at a minimum, these four pieces of information.
All payment history records are made up of a Record Key and three Alternate Keys. These keys are used to retrieve specific information (for example, one check number) or to retrieve groups of similar information (for example, all payments to one payee).

The search path **Tran key** is tied directly to each payment history record; this is the Record Key. The search path **Check Number** is an alternate key to each payment history record; this is Alternate Key 1. The search path **Payee Name** is Alternate Key 2 and the **Payee Tax ID Number** is Alternate Key 3.

The Payee Payment Selection function contains a number of screens, that provides detailed information, either on one or multiple payments for a specific payee:

- Payment Profile
- Payee Payment Summary
- Earnings/Source Detail
- Deduction Detail
- Direct Deposit Detail

If you search by **Payee Tax ID Number, Payee Name, or Tran key**, the system displays:

- The Payee Payment Summary screen (POLH 03) - The Payee Payment Summary screen.

If you search by **Check Number** the system displays:

- The Payment Profile screen (POLH 04). The Payment Profile screen.

1. The **Application Identifier** field defaults to the application you are currently using, or that was last used. An application identifier is required, along with one of the search paths: either **Payee Tax ID Number, Payee Name, Tran key, or Check Number**.

Use the **Application Identifier** to identify the application from which you want to retrieve information. The Online Payment History File maintains payment history for each Genesys payment-producing application. Select an application ID from this list:

<table>
<thead>
<tr>
<th>ID</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Defined Contribution</td>
</tr>
</tbody>
</table>
All payment information is stored in one file regardless of which application was used to create it, providing a true history of all payments issued.

2. The **Search** field is used to indicate which records you want to retrieve; either **Current** records (from just the current payment history file) or **All** records (from the current and all previous payment history files).

3. The **Current** field, if selected, will retrieve only those payment records from the current payment history file (PHMST01) that meet the search path criteria. The **All** field, if selected, will retrieve all payment records, from the current and all previous payment history files (PHMST01–PHMST35) that meet the search path criteria.

As delivered, the system defaults the **Search** option to **Current**. This delivered default can be permanently changed through the Payment History File Maintenance screen (POFM 01). To temporarily change the default while using the Payee Payment Selection screen, type an X in front of the search option of your choice. Once you exit this screen, the temporary search option chosen will revert back to the system default; either the delivered default or the default that has been established through the file maintenance screen.

**Note:** There must be an X in front of one of the **Search** options (no other characters are allowed); if not, a system message is displayed.

4. The **Payee Tax ID Number** field is used to retrieve payments issued under a particular tax identification number. The value of the tax identification number changes based on the recipient of a payment. For example:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Individual</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Canadian Individual</td>
<td>Social Insurance Number</td>
</tr>
<tr>
<td>Institution</td>
<td>Tax Identification Number</td>
</tr>
</tbody>
</table>

5. The **Payee Name** field is used to retrieve payments that were issued to a particular individual or institution. To retrieve payment information for either an individual or an institution, type the **Payee Name** here. The system displays a list of all the payees matching your inquiry. If the name you entered is a common one (for example Robert Smith or Bank of America), this could be an extensive listing.

In some cases payees may have received payments under multiple names (for example, due to marriage/divorce or mergers/acquisitions). If this is the case, you must perform two searches, (one with each name). Another option is to retrieve all payments using a stable identifier such as **Payee Tax ID Number**.

6. Use the **TranKey** field to retrieve all payments made to a particular Tran key number.

7. The **Check Number** field is used to retrieve information on one specific payment. Since each check number should be unique, using this field displays a profile screen, as opposed to the other search paths, which first display a summary screen, then a profile screen.

Please note that it is possible to have duplicate check numbers. For example, duplicate check numbers could occur when different accounts, or different applications, unknowingly issue like check numbers. In the unlikely event that duplicate check numbers were issued, it is possible to scroll between profile screens to reach the payment you want to retrieve.
To retrieve one specific payment, type a valid **Check Number**.

8. After indicating your selection choices, select Enter to display payee payments. The system validates your entries and displays the appropriate screen; either the Payment Profile or the Payee Payment Summary screen.

9. Once the selection criterion has been entered and the next screen has been displayed, all the fields are cleared on this screen. You cannot save your selection parameters; the fields are cleared for the next user/next search request.

10. To advance to the Payment History Reporting screen, press F8.

11. To return to the Payment History Menu, press F9.

### Payment Profile

Use the Payment Profile screen to (1) display a snapshot of a specific payment and (2) change the status of a payment.

1. Display a snapshot of a specific payment
   - To *display a snapshot* of a specific payment that a payee received. Remember that you are viewing historical information; what you see on the screen may not reflect a payee’s personal information as of today. For example, the payee’s address may have changed since the payment information was captured. Please note, however, that the information displayed is accurate and reflects the information that was on file at the time of the Payment Date.

2. Most of the fields are informational only, and cannot be modified.

The only exception is the **Payment Status** field. If this field contains the words **Outstanding** or **Direct Deposit**, you can change the status to:

- **Reversed** - Allows you to back out a payment, reversing all earnings/sources, deductions, etc., as though a payment was never made. Partial reversals are not allowed; only total reversals can be processed.

- **Reissued** - Allows you to reverse a payment, and then to create the same payment, including all the same information, but with a new check number.

- **Stop Payment** - Allows you to stop payment on a check, preventing a payee from receiving payment. The system processes a *Stop Payment* the same way it processes a *Reversed* check.

- **Stop Payment w/Reissue** - Allows you to stop payment on a check and to reissue a new check. The system processes a *Stop Payment w/Reissue* the same way it processes a *Reissued* check.

**Note:** If this field contains words other than Outstanding or Direct Deposit (Reconciled, Reversed, etc.), this field also becomes unmodifiable.

To process status changes (reversals, reissues, stop payments, and stop payments w/reissues), a suspense batch must be open. Therefore, before reversing, reissuing, or stopping payments, you *must* open a suspense batch for the appropriate application. All transactions, including adjustments are written to the Suspense File. You must release and maintain all transactions that are created by the Online Payment History function.

To open a suspense batch, access the Open Suspense screen (**POLH 08**) through the Payment Profile screen (**POLH 04**) by pressing the F6 key. The F6 key acts as a toggle switch, allowing you to toggle from the Payment Profile screen to *either* the Open Suspense or the Close Suspense (**POLH 09**) screen; the F6 key
displays the appropriate screen. For example, if there is no batch open, pressing F6 displays the Open Suspense screen; if there is a batch open, pressing F6 displays the Close Suspense screen.

**Non-RealTime Customers:** In order to process check reversals, reissues, and stop payments, you are asked to carry the following fields on your shadow master. If the following Group Level and the Employee/Participant Level fields are not on your shadow master, these types of changes are not allowed.

<table>
<thead>
<tr>
<th>Group Level</th>
<th>Employee/Participant Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group's Current Quarter</td>
<td>All Earning Participation Switches</td>
</tr>
<tr>
<td></td>
<td>All Deduction Participation Switches</td>
</tr>
<tr>
<td></td>
<td>Taxable Switches</td>
</tr>
<tr>
<td></td>
<td>Current Tax Packet Data</td>
</tr>
</tbody>
</table>

Since it is possible to have multiple payments issued with the same check number, this screen allows you to scroll backward and forward, viewing individual payments, by using the F7 and F8 keys respectively.

Also, if you accessed the Payment Profile screen from the Payee Payment Summary screen (POHL 03), you can return to the summary screen and select another payment by pressing F5. F5 only returns to the summary screen if your original selection on the Payee Payment Selection screen (POLH 02) was either Payee Name, Payee Tax ID Number, or Tran key.

Remember that you are viewing a historical payment. The display reflects the information on file at the time of the Payment Date.

1. The **Payee Name** field displays the name of the recipient of a payment; either the individual or the institution to which a payment was issued.
2. The **Payee ID** field displays the payee’s system Tran key. Within each application, a Tran key is a unique, 20-digit field that is used to distinguish individuals from one another.
3. The **Tax ID Number** field displays the payee’s tax identification number. The value of the tax identification number changes based on the recipient of a payment. For example:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Individual</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Canadian Individual</td>
<td>Social Insurance Number</td>
</tr>
<tr>
<td>Institution</td>
<td>Tax Identification Number</td>
</tr>
</tbody>
</table>

4. The **Application** field displays the Genesys application from which a payment was issued.
5. The **Address** field displays the payee’s mailing address.
6. The **Check No.** field displays the number of the check that is associated with a payment.

If the **Payment Status** field says Reissued, the payment that you are viewing has been reissued and has a new, unique check number. To determine the new check number, note the Payment Status Date (the date this check’s status changed to Reissue). Back up to the Payee Payment Selection screen (POLH 02), enter the appropriate Application Identifier and either the **Payee Name** or Payee **Tax ID Number**, and select Enter. The system will display a summary screen. Scroll through the summary screen until you locate payments issued on the same date as the Payment Status Date.

7. The **Payment Date** field displays the date on which a payment was created.
8. The **Gross Amount** field displays the total amount of a payment, prior to any deductions. To display a breakdown of the earnings/sources that made up a payment, and their associated amounts, see the Earnings/Source Detail screen (POLH 05) by pressing the F2 key.
9. The **Payment Status** field is the only modifiable field on this screen. If this field contains the words Outstanding or Direct Deposit, you can change the status to either Reversed, Reissued, Stop Payment, or...
Stop Payment w/Reissue. However, if this field contains words other than Outstanding or Direct Deposit, this field becomes unmodifiable.

The statuses that may be displayed in this field are:

- Direct Deposit (DD)
- Outstanding (OT)
- Reconciled (RC)
- Reissued (RI)
- Reversed (RV)
- Stop Payment (SP) (processes the same as a Reversal)
- Stop Payment w/Reissue (SR) (processes the same as a Reissue)

To change a payment’s status to either Reversed, Reissued, Stop Payment, or Stop Payment w/Reissue, overtype the words Outstanding or Direct Deposit with the two-letter code that corresponds to the status you want (for example, type RV for Reversed). Any change causes the system to:

- update the Payment Status Date with today’s date
- create the appropriate transactions (including adjustment transactions)
- add the transactions to a unique batch within the Suspense File
- update the Payment Status to a pending action in process

See the discussion below for detailed information on status changes, including the transactions that are created.

For details on Reversals or Stop Payments, see the section titled Payment Reversal Process. For details on Reissues or Stop Payments w/Reissues, see the section titled Payment Reissue Process.

If the payment status is Outstanding, and you attempt to change the status, this message may display:

Prior period adj-no tran created

Press Enter-Confirm New Status

This message indicates that the outstanding payment is from a prior year. The system compares the check date of the payment with the system date. The system changes the status of the payment to your new selection; however, the system does not create adjustments for this payment.

10. The Total Deducts field displays the total of all deductions that were taken from a payment. To display a breakdown of these deductions, and their associated amounts, see the Deduction Detail screen (POLH 06) by pressing the F3 key.

11. The Payment Status Date is a system-calculated field. When the status of a payment changes, the system updates this field with the current system date. A payment’s status can be changed manually, such as from Outstanding to Reversed. A payment’s status can also be changed by the system, such as from Outstanding to Reconciled. Either way, manually or system changed, the Payment Status Date is modified.

12. The Net Pay field displays the actual amount of a payment; the negotiable amount.

13. To display payments in detail you have these options:

- To display the Earnings/Source Detail screen, press F2.
- To display the Deduction Detail screen, press F3.
- To display the Direct Deposit Detail screen, press F4.
- To go directly to the Open/Close Suspense screen, press F6.

14. To return to the Payee Payment Summary screen to select another payment for this payee, press F5.
15. To return to the Payee Payment Selection screen to select another payment, press F1.

16. To return to the Payment History Menu, press F9.

**Payment Reversal Process**

If a Payment Status is changed to Reversed or Stop Payment, these transactions are created in the Suspense File:

**Current Calendar Year**

Check reversals for the current year create transactions in the Suspense File.

1. The system verifies the payee's participation switches, ensuring that they are turned on properly before creating the necessary adjustment transaction for each earning/source and deduction. If the participation switch is set to 1, the system creates:
   - a 49 transaction that changes the participation switch to 0
   - 50 or 53 adjustments
   - a 72 transaction that changes the participation switch back to a 1

   The system processes the payee's tax participation switches the same way, creating the 49 transaction and then creating the 72 transaction. The tax participation switches for each payment are stored in the payee payment record.

2. The system compares the Online Payment History File (OLP-CQAR) with the group header record's Employee Master File (GRP-HDR-CQAR):
   - If they match (OLP-CQAR EQ GRP-HDR-CQAR), the system creates:
     - **50 transactions**

     | Subcodes | Description    |
     |----------|----------------|
     | 12       | units (OH)     |
     | 22       | earnings (OE)  |
     | 32       | deduction (OD) |

     The above transactions are negative adjustments. The system creates a transaction for each earning/source and deduction data stored in the payment record.

   - If they do not match (OLP-CQAR NE GRP-HDR-CQAR), but are only different by one, the system creates:
     - **53 transactions**

     | Subcodes | Description    |
     |----------|----------------|
     | 12       | units (OH)     |
     | 22       | earnings (OE)  |
     | 32       | deduction (OD) |

     The above transactions are negative adjustments. The system creates a transaction for each earning/source and deduction data stored within the payment record.

3. The system determines whether a tax packet adjustment transaction should be created; adjustments are only made to the *current and most recent* tax packet. To do this, the system:
   - looks at the group header record (master file) for each deduction
   - determines whether the limit type for that deduction is an S (state tax) or an L (local tax)
   - compares the payee's DN field for the deduction, as listed on the Online Payment File, against the payee's current DN field for the same deduction, as listed on the master file

   If the DN fields are different, the system determines whether it is for the current tax packet (master
file) by using the PCTR field. PCTR is a tax packet counter field. For example, if PCTR = 4, the current tax packet is PSC4 (state) or PLC4 (local).

<table>
<thead>
<tr>
<th>PCTR Is</th>
<th>The Current Tax Packet Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PSC1 (state) or PLC1 (local)</td>
</tr>
<tr>
<td>2</td>
<td>PSC2 (state) or PLC2 (local)</td>
</tr>
<tr>
<td>3</td>
<td>PSC3 (state) or PLC3 (local)</td>
</tr>
<tr>
<td>4</td>
<td>PSC4 (state) or PLC4 (local)</td>
</tr>
<tr>
<td>5</td>
<td>PSC5 (state) or PLC5 (local)</td>
</tr>
</tbody>
</table>

If the DN field on the payee's Online Payment History record matches the current tax packet (PSC1–PSC5 or PLC1–PLC5), the system creates a 50 or 53 transaction, with a subcode of 05, with the value of the DN field stored on the payee's Online Payment History record. It creates all other transactions as stated in Steps 1 and 2.

If the DN field on the payee's Online Payment History record does not match the current tax packet (PSC1–PSC5 or PLC1–PLC5), a message displays indicating that the adjustment will affect prior tax packets (PSC1–PSC5 [state] or PLC1–PLC5 [local]), and that you need to process these packets manually. Create 72 transactions to change previous tax packets.

**Previous Calendar Year**

If a previous calendar year payment is reversed, the system will not create the adjustment transaction for the previous year master file. Instead, a message displays, informing you of the reversal. This allows you to create the necessary transaction to update the previous year master file.

This same procedure will be used when processing reversals for payees within the first quarter, because the previous quarter fields would be zero.

**Direct Deposit**

If a Direct Deposit payment is reversed, the message *Direct Deposit Pay - Notify Bank* is displayed. It is your responsibility to notify the bank of the reversal.

**Payment Reissue Process**

If a Payment Status is changed to Reissued or Stop Payment w/Reissue, the following transactions will be created within the Suspense File.

**Current Calendar Year**

Same as *Payment Reversal Process - Current Calendar Year* above, but with one addition: The system also creates the necessary 52 transactions for each earning/source and deduction to create a payment.

**Previous Calendar Year**

Same as *Payment Reversal Process - Previous Calendar Year* above.

---

**Payee Payment Summary**

The Payee Payment Summary screen (**POLH 03**) is the summary of many payments for one payee. Depending on the Search option you chose on the Payee Payment Selection screen (**POLH 02**), the payments listed here are:

A) Only the payments on the Current Payment History File - or

B) All payments ever created for this payee.

Since it is possible to have multiple screens of summarized payment information, this screen allows you to scroll backward and forward by using the F7 and F8 keys, respectively.
This screen is informational only and the data cannot be modified. However, you can use the Select field to retrieve additional information regarding any payment listed on this screen.

To retrieve additional information on a payment, type an X in the Select field next to the desired payment and select Enter.

1. The Application field indicates the Genesys Application that created the payment.
2. The Payee ID field displays the payee’s system Tran key. (The Tran key is a unique, 20-digit field that distinguishes individuals from one another.)
3. The Payee Name field displays the name of the recipient of a payment, (individual or the institution) to which a payment was issued.
4. The Tax ID Number field displays the payee’s tax identification number. The value of the tax identification number changes based on the recipient of a payment. For example:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Individual</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Canadian Individual</td>
<td>Social Insurance Number</td>
</tr>
<tr>
<td>Institution</td>
<td>Tax Identification Number</td>
</tr>
</tbody>
</table>

5. Use the Select field to retrieve additional information about a particular payment. Type an X in the Select field next to the payment you want to view and select Enter. Note: Enter an X in only one of the Select fields (no other characters are allowed).
6. The Check Number field displays the number of the check associated with the payment information.
7. The Payment Date field displays the date on which a payment was created.
8. The Gross Amount field displays the total amount of a payment, before any deductions were made. To display a breakdown of the earnings/sources that made up a payment, and their associated amounts, type an X in the Select field and select Enter. The Payment Profile screen (POLH 04) displays. From the Payment Profile screen press F2 to display the Earnings/Source Detail screen (POLH 05).
9. The Deductions field displays the total of all deductions taken from a payment. To display a breakdown of these deductions, and their associated amounts, type an X in the Select field and select Enter. The Payment Profile screen (POLH 04) displays. From the Payment Profile screen press F3 to display the Deduction Detail screen (POLH 06).
10. The Net Pay field displays the actual amount of a payment.
11. Select F1 to return to the Payee Payment Selection screen.
12. To return to the Payment History Menu, select F9.

**Earnings/Source Detail**

The Earnings/Source Detail screen (POLH 05) is used to display the details of the earnings and sources that were used to create a payee’s payment. This screen is informational only; the information displayed cannot be modified.

Since it is possible to have multiple screens of earning/source information, this screen allows you to scroll backward and forward by using the F7 and F8 keys, respectively.

1. The **Payee Name** field displays the name of the recipient of a payment, (individual or institution) to which a payment was issued.

2. The **Application** field displays the Genesys application from which a payment was issued.

3. The **Payee ID** field displays the payee’s Tran key. The Tran key is a unique, 20-digit field that is used to distinguish individuals from one another.

4. The **Check Number** field displays the number of the check for this payment.

5. The **Tax ID Number** field displays the payee’s tax identification number. The value of the tax identification number changes based on the recipient of a payment. For example:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Individual</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Canadian Individual</td>
<td>Social Insurance Number</td>
</tr>
<tr>
<td>Institution</td>
<td>Tax Identification Number</td>
</tr>
</tbody>
</table>

6. The **Payment Date** field displays the date on which a payment was created.
7. The **Number** field displays the number of each earning/source category that was used to make up a payment. There can be up to 96 earnings/sources. These are also referred to as CE Categories or CE Numbers. The **Number** and **Title** fields are related; each earning/source number has a corresponding title.

8. The **Title** field displays the name of each earning/source category that was used to make up a payment. These fields are also referred to as CE Titles. The Number and Title fields are related; each earning/source number has a corresponding title.

9. The **Units/Hours** fields display the number of units, or hours, that are associated with each earning/source number (CE Number). These fields are also referred to as OH fields. There can be up to 96 units/hours (OH01–OH96), one for each earning/source categories (CE01–CE96).

10. The **Rate** field displays the rate applied to the earning.

11. The **Amount** fields display the dollar value of each earning/source category that was used to make up a payment. These fields display the one-time dollar value, for one earning/source category, that was added to this payment. These fields are also referred to as OE fields (OE01–OE96).

   Though year-to-date earning/source amounts are not displayed on this screen, they are maintained by the system. To see year-to-date amounts, create either a summary or a detail report, which generates the year-to-date totals. For details on creating reports, see the section titled *Payment History Reporting*.

12. To display payments in detail:
   - Via the Deduction Detail screen - press F3.
   - Via the Direct Deposit Detail screen - press F4.

13. To return to the Payment Profile screen, press F2.

14. To return to the Payee Payment Selection screen to select another payment, press F1.

15. To return to the Payment History Menu, press F9.

**Deduction Detail**

The Deduction Detail screen (**POLH 06**) is used to display the details of each item that was deducted from a payee’s payment. This screen is informational only and the information cannot be modified.

Since it is possible to have multiple screens of deduction information, this screen allows you to scroll backward and forward by using the F7 and F8 keys, respectively.
1. The Payee Name field displays the name of the recipient of a payment, (individual or institution) to which a payment was issued.

2. The Application field displays the Genesys application from which a payment was issued.

3. The Payee ID field displays the payee’s system Tran key. Within each application, a Tran key is a unique, 20-digit field that is used to distinguish individuals from one another.

4. The Check Number field displays the number of the check associated with a payment.

5. The Tax ID Number field displays the payee’s tax identification number. The value of the tax identification number changes based on the recipient of a payment. For example:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Individual</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Canadian Individual</td>
<td>Social Insurance Number</td>
</tr>
<tr>
<td>Institution</td>
<td>Tax Identification Number</td>
</tr>
</tbody>
</table>

6. The Payment Date field displays the date on which a payment was created.

7. The Number fields display the number of each deduction category that was deducted from a payment. There can be up to 96 deduction categories. These categories are also referred to as CD Categories or CD Numbers. The Number and Title fields are related; each deduction number has a corresponding title.

8. The Title fields display the title of each deduction category that was taken from a payment. These fields are also referred to as CD Titles. The Number and Title fields are related; each deduction number has a corresponding title.

If the DN field contains data for a particular deduction, and it is flagged as an S (state) or an L (local), the system performs a table lookup using the DN field and the SLOC table. The result is placed in the deduction Title field. This is done only when the record is retrieved for display purposes; the record is not updated with the table lookup value. This allows you to see the actual description of either the local or state jurisdiction instead of just the code.
9. The **Amount** fields display the dollar value of each deduction category that was taken from a payment. These fields display the one-time dollar value, for one deduction, that was taken from this one payment. These fields are also referred to as OD fields (OD01–OD96).

10. The **Y-T-D** field displays the year to date amounts for each deduction.

11. To display payments in detail:
   - Via the Earnings/Source Detail screen - press F3.
   - Via the Direct Deposit Detail screen - press F4.

12. To return to the Payment Profile screen, press F2.

13. To return to the Payee Payment Selection screen to select another payment, press F1.

14. To return to the Payment History Menu, press F9.

### Direct Deposit Detail

The Direct Deposit Detail screen (POLH 07) displays the details payment disbursements to a payee’s direct deposit accounts. This screen is informational only and you cannot modify it.

Since there are nine categories into which a payment can be deposited, this screen displays up to nine lines of information:

<table>
<thead>
<tr>
<th></th>
<th>Direct Deposit Net Pay (Checking-ACH, or Savings-ACH, or On Us)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>ACH Checking Deduction</td>
</tr>
<tr>
<td>3</td>
<td>ACH Savings Deduction</td>
</tr>
<tr>
<td>4</td>
<td>ACH Optional Deduction</td>
</tr>
<tr>
<td>5</td>
<td>ACH Optional Deduction</td>
</tr>
<tr>
<td>6</td>
<td>ACH Optional Deduction</td>
</tr>
<tr>
<td>7</td>
<td>On Us Checking Deduction</td>
</tr>
<tr>
<td>8</td>
<td>On Us Savings Deduction</td>
</tr>
<tr>
<td>9</td>
<td>On Us Loan Deduction</td>
</tr>
</tbody>
</table>

The Direct Deposit Detail screen can display both ACH and On-Us deposits; however, not at the same time, on the same screen. Since ACH and On-Us deposits are totally separate, the system requires that the two types of deposits display on individual screens. With a quick glance, you can tell whether the deposit is an ACH or an On-Us deposit, since:

- ACH deposits display information in all the fields: Transit-Routing No., Acct Type, Account Number, Deposit Amount, Trace Number, and Total Deposited.
- On-Us deposits only display information in three fields: **Account Number**, **Deposit Amount**, and **Total Deposited**.

1. The **Payee Name** field displays the name of the recipient of a payment (individual or institution) to which a payment was issued.

2. The **Application** field displays the Genesys application from which a payment was issued.

3. The **Payee ID** field displays the payee’s system Tran key. Within each application, a Tran key is a unique, 20-digit field that is used to distinguish individuals from one another.

4. The **Payment Date** field displays the date on which a payment was created.

5. The **Tax ID Number** field displays the payee’s tax identification number. The value of the tax identification number changes based on the recipient of a payment. For example:
To Help Staff Standard Template

Chapter 13: Online Payment History

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Individual</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Canadian Individual</td>
<td>Social Insurance Number</td>
</tr>
<tr>
<td>Institution</td>
<td>Tax Identification Number</td>
</tr>
</tbody>
</table>

6. The **Routing No.** field displays the nine-digit number that identifies the bank(s) to which this deposit was submitted. The first four positions represent the Transit Routing number, the next four positions represent the American Bankers Association number, and the last position is a bank verification digit.

7. The **Acct Type** field displays a two-digit code that identifies the type of account to which this deposit was made. The **Acct Type** and **Account Number** fields are related; each account type has a corresponding account number. The account types are:

<table>
<thead>
<tr>
<th>Acct #</th>
<th>Acct Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Checking Deposit</td>
</tr>
<tr>
<td>23</td>
<td>Checking Debit</td>
</tr>
<tr>
<td>32</td>
<td>Savings Deposit</td>
</tr>
<tr>
<td>33</td>
<td>Savings Debit</td>
</tr>
</tbody>
</table>

8. The **Account Number** field displays the number of the payee’s account that received this deposit.

9. The **Deposit Amount** field displays the total dollar value deposited into a specific account from a payment.

10. The **Trace Number** field displays a 22-digit number that can be used to trace a transaction through an AHC system. U.S. systems use 18 digits; Canadian systems use all 22 digits.

11. The **Total Deposited** field is a system calculated field that adds all the deposit amounts together and displays the grand total that was deposited for a payment.

12. You have several choices when it comes to displaying payments in detail:
   - To display the Earnings/Source Detail screen, press F3.
   - To display the Deduction Detail screen, press F4.
   - To return to the Payment Profile screen, press F2.

13. To return to the Payee Payment Selection screen to select another payment, press F1.

14. To return to the Payment History Menu, press F9.

**Payment History Reporting**

The Payment History Reporting screen (**PORM 01**) gives you the flexibility to choose the type and amount of information that you want listed on a payment history report. These reports can be at either a summary or detail level and can be for either one or many payees.

The *summary* report provides basic information such as a payee’s name, address, tax id number, gross and net pay, total deductions, and check number. The *detail* report provides the same information plus it also includes the earnings number, title, and amount and deduction number, title, and amount for each payee.

To report on one payee, use specific selection criteria such as one **Payee Number**. To report on many payees, use general selection criteria such as a **Payment Date** range.

Please note that the actual length of reports vary, depending on your selection criteria and the number of records that are processed.
Both **Payment Date Starting** and **Ending** fields are always required. These fields can be used alone or in conjunction with any of the other reporting fields listed below. Enter all dates in CCYYMMDD format.

1. Enter the **Application ID** field.

2. Select the report type (Delimited, Summary or Detail) to indicate the type of report you want to produce:

   The lists below identify the fields that display on both the Summary and Detail Reports. Note: The Detail Report includes all of the same fields as the Summary Report, as well as many payment-specific fields.

<table>
<thead>
<tr>
<th>Online Payment Summary Report</th>
<th>Online Payment Detail Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax ID Number</td>
<td>All of the fields on the Summary Report, <strong>plus:</strong></td>
</tr>
<tr>
<td>Tran Key</td>
<td>Earnings Number</td>
</tr>
<tr>
<td>Payee Name</td>
<td>Earnings Title</td>
</tr>
<tr>
<td>Address</td>
<td>Earnings Amount</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>Deduction Number</td>
</tr>
<tr>
<td>Total Deductions</td>
<td>Deduction Title</td>
</tr>
<tr>
<td>Net Pay</td>
<td>Deduction Amount</td>
</tr>
<tr>
<td>Check Number</td>
<td>Sub and Grand Totals for:</td>
</tr>
<tr>
<td>Payment Date</td>
<td>Earnings Number</td>
</tr>
<tr>
<td>Payment Status</td>
<td>Earnings Title</td>
</tr>
<tr>
<td>Sub and Grand Totals for:</td>
<td>Earnings Amount</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>Deduction Number</td>
</tr>
<tr>
<td>Total Deductions</td>
<td>Deduction Title</td>
</tr>
<tr>
<td>Net Pay</td>
<td>Deduction Amount</td>
</tr>
<tr>
<td>Total Number of Records</td>
<td></td>
</tr>
</tbody>
</table>
Enter the **Payment Dates**. The remaining selection parameters are optional but allow you to customize and narrow your reports.

Use the **Sort 1-2** field to indicate which fields you want to use for primary (1) and secondary (2) level sorting on the report.

For example, if you type a 1 in front of **Payment Date** and a 2 in front of **Payment Status**, you would indicate that these fields are the primary- and secondary-level sorts, respectively. The report would list all payments that were created within the payment date range you specified, and include a page break each time a new **Payment Date** (primary sort) was encountered. Next, within each **Payment Date**, the report is sorted by the **Payment Status** (secondary sort) that you specified.

To indicate your sorting preference, type a 1 in front of the field that you want to be the primary-level sort. Optionally, type a 2 in front of the field that you want to be the secondary-level sort. The **Sort 1-2** feature is optional; however, if a 2 (secondary sort) is entered, a 1 (primary sort) is required.

If you do not indicate a sorting preference, the system sorts by **Payee Number** (Tran Key).

1. The **Starting** and **Ending** fields indicate a range of information. The range can be limited to one payee or can be more general and include many payees.

   To report a range of information on one payee, type one specific **Payee Number** and a range for either **Payment Date** or **Check Number**. The report includes all payments, for the one payee, that fall within the specified range. For example, if you type a **Starting Payment Date** of 19940201 and an **Ending Payment Date** of 19940301, the report includes all payments, for the one payee, that were created on 19940201, through and including 19940301.

   To report a range of information on many payees, type a range for either **Payment Date**, **Tax ID Number**, **Payee Number**, or **Check Number**. The report includes all payments, for all payees, that fall within the specified range. For example, if you type a **Starting Check Number** of 009775 and an **Ending Check Number** of 010000, the report included all payments, for all payees, from check number 009775, through and including check number 010000.

   **Payment Dates** must be typed in CCYYMMDD format. **Tax ID Number**, **Payee Number**, and **Check Number** must be typed as numbers that are valid in your system. Please note that you cannot indicate a starting and ending range for **Payment Status**.

   Both the **Payment Date** Starting and Ending fields are required. The starting and ending dates are used to report payments created on either a specific date or during a range of dates. All dates must be entered in the format: CCYYMMDD.

   To report on a specific date, type the desired date in both fields. For example, to create a report that lists all the payments issued on November 1, 1994, type 19941101 in the Starting field and 19941101 in the Ending field.

   To report on a range of dates, type the range in both fields. For example, to create a report that lists all the payments issued from November 1, 1994 through February 28, 1995, type 19941101 in the Starting field and 19950228 in the Ending field.

2. You may specify a range of **Groups**. For example, to show payment history for groups 100 through 300, type 100 in the first group box and 300 in the second. To report on only group 100, type 100 in the first group box.

3. The **Tax ID No.** field is used to report payments that were issued to either a specific tax identification number or to a range of numbers. The value of the tax identification number changes based on the recipient of a payment. For example:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Individual</td>
<td>Social Security Number</td>
</tr>
</tbody>
</table>
4. Report payments that were issued to either a specific payee or to a range of payees with the **Payee Number** field. Please note that **Payee Number** is the equivalent of a payee’s Tran Key.

5. Use the **Check Number** field to report payments that were made on either a specific check number or on a range of checks.

6. The **Payment Status** field is used to identify the status that you want included on your report. The valid payment statuses are:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD</td>
<td>Direct Deposit</td>
</tr>
<tr>
<td>OT</td>
<td>Outstanding</td>
</tr>
<tr>
<td>RC</td>
<td>Reconciled</td>
</tr>
<tr>
<td>RI</td>
<td>Reissued</td>
</tr>
<tr>
<td>RV</td>
<td>Reversed</td>
</tr>
<tr>
<td>SP</td>
<td>Stop Payment</td>
</tr>
<tr>
<td>SR</td>
<td>Stop Payment with a Reissue</td>
</tr>
</tbody>
</table>

   To indicate a payment status, type the letters that correspond to the type of status you want included on your report. For example, to include reversed payments on your report, type **RV**. Multiple statuses can be entered.

7. After indicating your report choices, select Enter. The system validates your entries and sets the report selection parameters.

8. To create a summary or detail report, you must run a deferred job. The deferred job name is **XPHRPRT** (Programs 670 and 675), where X = one of these application identifiers:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Defined Contribution</td>
</tr>
<tr>
<td>D</td>
<td>Defined Benefits</td>
</tr>
<tr>
<td>E</td>
<td>Benefit Payments</td>
</tr>
<tr>
<td>F</td>
<td>Flexible Benefits</td>
</tr>
<tr>
<td>M</td>
<td>HealthCare HRMS</td>
</tr>
<tr>
<td>P</td>
<td>Payroll/Human Resources</td>
</tr>
</tbody>
</table>

   This deferred job actually creates the reports. You can run this job at your discretion; for example, weekly, monthly, or as a standard part of the payment history deferred update job.

   Once the create report process is complete, all the fields will be cleared on this screen. You cannot save your report selection parameters; the fields are cleared for the next user/next report request.

9. To return to the Payment History Menu, press F9.

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**Payment History File Maintenance**

The Payment History File Maintenance screen (**POFM 01**) serves three functions:

- To create separate VSAM files. The archive function creates a separate VSAM file for all payments that are within a specific time frame.
- To create a sequential backup file. The backup file enables you to off-load older history files that aren’t needed on a daily basis, which in turn frees up space and time.

- To set the retrieve records default indicator. The default indicator determines which records to retrieve when you perform a search on the Payee Payment Selection screen (POLH 02): either records from just the current payment history file or records from the current and all previous payment history files.

Creating Separate VSAM Files

The Create another file with the following payments field helps you create multiple VSAM files to store online payment history; this is referred to as archiving.

When archiving, records are archived from the current year’s file (PHMST01), to the next available null file. The first time you archive, it is from file PHMST01 to file PHMST02. The next time you archive, it is from PHMST01 to PHMST03, and so on.

Control records at both the file and participant levels are maintained by the archiving program and enable online programs to determine which files to read when you request that ALL data be accessed. The files are named PHMST01, PHMST02, PHMST35.

You can reallocate payment information to separate VSAM files based on a check’s Payment Date, creating up to 35 separate VSAM files (PHMST01–PHMST35) in all. The file PHMST01 contains your current (most recent) payment history records; the files PHMST02–PHMST35 contain your previous (archived) payment history records.

<table>
<thead>
<tr>
<th>File Name</th>
<th>What it Contains</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHMST01</td>
<td>Current payments</td>
</tr>
<tr>
<td>PHMST02</td>
<td>1st group of archived records</td>
</tr>
<tr>
<td>PHMST03</td>
<td>2nd group of archived records</td>
</tr>
<tr>
<td>PHMST04</td>
<td>3rd group of archived records, and so on</td>
</tr>
</tbody>
</table>

Some control information is kept up-to-date and accurate on the current file (PHMST01) only. Although participant and file control data is replicated on the archive files, their presence is for purposes of uniformity. Therefore, any user-written programs that reference the Online Payment History Files should derive their control information from PHMST01 only. Control data that is maintained on the current file (PHMST01), but not necessarily on the archive files, is as follows:

<table>
<thead>
<tr>
<th>Participant Control Record</th>
<th>Overflow Switches</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Control Record</td>
<td>Overflow Switches</td>
</tr>
<tr>
<td></td>
<td>High File Number</td>
</tr>
<tr>
<td>Search Indicator</td>
<td>Archive From Date</td>
</tr>
<tr>
<td>Archive To Date</td>
<td>Report Data</td>
</tr>
</tbody>
</table>

1. To initiate an archive, determine the beginning and ending dates of the payments that you want transferred from the current file (PHMST01) to a separate VSAM file (let’s say PHMST02). For example, you may choose to archive payments on a yearly or a quarterly basis, or any timeframe that fits your needs.

Select Payment History File Maintenance.

After determining the date range of the payments you want transferred, type the dates in the Payment Date From/To fields in CCYYMMDD format, and select Enter. These date parameters are used in the deferred
archive process. The deferred process creates another VSAM file and archives all the payments within the specified timeframe to the newly created VSAM file.

**Note that the archived file is not created at this point.** Archiving is performed by the deferred job PHARCH, which you run at your discretion. PHARCH (Program 660) pulls history records from the current payment history file (PHMST01) and write them to any of 34 possible archive files (PHMST02–PHMST35).

2. **Mainframe Archiving:**
   - While online, select the transaction dates that you want transferred from the current file (PHMST01) to the next available archive file (for example, PHMST02).
   - Run the job DEFOLPH for one step only, the one that defines the next available null file, (example PHMST02). This step only needs to be done once, even if transactions for several applications are being archived to file PHMST02.
   - Run xPHARCH, making sure that the PHARCMS DD statement points to the correct archive file (in this case, PHMST02). Run this once for each application being archived onto this file.
   - Change xRECON, xPAYHIST, and xPHRPRT JCL for all applications by un-commenting the DD statements that refer to the archive file.
   - Change, or have changed, the FCT table for the CICS region where Genesys Online is run.
   - Uncomment the new archive file
   - Reassemble the FCT.
   - Restart the CICS region
   - This makes the new file available for record access. The system administrator may complete this step, depending on installation procedures.
   - For future archiving to new file numbers, replace the above PHMST02 references with the new file number.

   **IMPORTANT** -- Archiving of transactions must start onto file PHMST02, and work towards PHMST35 with NO SKIPPED FILES.

3. **Client/Server Archiving:**
   - While online, select the transaction dates that you want transferred from the current file (PHMST01) to the next available archive file (let’s say PHMST02).
   - Change xRECON, xPAYHIST, and xPHRPRT .bat files to include new archive files.
   - Run xPHARCH, making sure that the PHARCMS DD statement equals the correct archive file (in this case, PHMST02). Run this once for each application being archived onto this file.
   - Add a line to include the reference file number PHMST02 in the following: BLDSIF.BAT.
   - Bring down the server and then bring it back up.
   - For future archiving to new file numbers, replace the above PHMST02 references with the new file number.

   **IMPORTANT** -- Archiving of transactions must start onto file PHMST02, and work towards PHMST35 with NO SKIPPED FILES.

4. **To set the retrieve records default, advance to Payment History File Maintenance, and tab to the fields.**
   - To advance to the Payment History Reporting screen, press F7.
   - To return to the Payment History Menu, press F9.
Creating a Sequential Backup File

Having online access to all your payment history is terrific. However, with one current file (PHMST01) and up to 34 more files of data (PHMST02-35), as time goes by that history accumulated and you may find it necessary to remove some of the history and back it up to a sequential file. Note that once the data is backed up to a sequential file, it is not available for online access. Of course, you can always restore the history to your online archive files, and once again have it available for online viewing. Nothing is lost, but by backing up to a sequential file, you gain time and speed when inquiring on payment history.

1. Prior to creating a sequential backup file, you must first determine the number of most recent months worth of data that you want to retain on the online archive files (PHMST02-35), which will be available for online viewing. Once you determine the number of months, type that number in the Retention Period field. This field must contain a number between 0-99. For example, if you want the most recent six months of payment history to be available for online viewing, type 06; if you want the past year’s payment history to be available, type 12.

2. To create the sequential backup file, run the JCL/bat file named xPHBACK (where x is your Application ID). This executes APPL662 and deletes online payment history data with dates prior to the Retention Period from the online archive file input at PHARCMS and writes this data to the sequential backup file at SYS029.

3. To restore the payment history data from the sequential backup file at SYS029, and to add this same data back to the online archive file at xPHARCMS, run the JCL/bat file named xPHREST (which in turn executes APPL664).

There is a header record on each archive file that includes an identification key. This header record is copied to the sequential backup. When you perform a restore (by running xPHREST), the header identifications are compared to ensure that data is restored to the same file from which it was backed up. For example, if you back up data from file PHMST04, it is restored to PHMST04.

4. Backups cannot be run incrementally; that is, each execution of xPHBACK creates a new sequential file; it is not capable of adding to an existing sequential backup. However, it is possible to incrementally restore an online archive file from multiple sequential backup files by running xPHREST multiple times.

Setting the Retrieve Records Default Indicator

1. The Retrieve Records Default fields determine which records are retrieved when you perform a search on the Payee Payment Selection screen (POLH 02): either records from just the current payment history file or records from the current and all previous payment history files.

   The Current Payment History File field, if selected, will retrieve only those payment records from the current file (PHMST01) that meet the search path criteria.

   The Current and Previous Payment History Files field, if selected, will retrieve all payment records, from all files (PHMST01–PHMST35), that meet the search path criteria.

2. As delivered, the system defaults the retrieve records to Current Payment History File. The X in front of the field indicates this. To change the default, type an X in front of the Current and Previous Payment History Files field.

3. After selecting a default, select Enter. The system validates your entries and confirms the change. The default indicator that you select on this screen is defaulted to the Payee Payment Selection screen (POLH 02).

   Once the default has been established, the retrieve records indicator is cleared on this screen.

4. To advance to the Payment History Reporting screen, press F7.

   To return to the Payment History Menu, press F9.
Suspense Processing

Suspense Processing is a short-cut feature that lets you open and close batches, for different applications, without having to exit Online Payment History. Once you do exit Online Payment History, all editing of suspense batches is handled the same way it is handled in all Genesys applications: through Suspense File Maintenance. For detailed information on Suspense File Maintenance, refer to the Genesys Application Reference Manual.

Online Payment History requires an open suspense batch to process a payment status change (check reversals, check reissues, stop payments). Therefore, before you change a payment’s status, you must open a suspense batch for the application that you are processing.

All payment status changes are entered through the Payment Profile screen (POLH 04). Both the Suspense Processing functions—Open Suspense and Close Suspense—are also accessed from the Payment Profile screen.

When you process a check reversal, check reissue, or stop payment, all the transactions, including any adjustments, are written to the Suspense File. Please note that it is your responsibility to release and maintain all the transactions that are created by the Online Payment History function; these transactions are processed through the Edit and Update Phase.

Open Suspense

The Open Suspense screen (POLH 08) opens a suspense batch for an application without exiting the Online Payment History function.

Select F6 from the Payment Profile screen (POLH 04) to access this screen. The F6 key acts as a toggle switch, allowing you to toggle from the Payment Profile screen to either the Open Suspense or the Close Suspense (POLH 09) screen. The F6 key displays the appropriate screen. For example, if there isn’t a batch open, pressing F6 displays the Open Suspense screen; if there is a batch open, pressing F6 displays the Close Suspense screen.

The Suspense Number to Open field is used to identify the batch number that you want to open. To open a batch, type the number here.

- If there is currently a suspense batch open for an application and you are using Online Payment History to process a status change (check reversal, reissue, stop payment) for that same application, the system allows you to continue without having to open another suspense batch.

- If there is a suspense batch open for an application and you are using Online Payment History to process a status change (check reversal, reissue, stop payment) for a different application, the system prompts you to close the suspense batch that is currently open. You will then need to open a suspense batch for the application for which you are processing the status change.

1. The Application field displays the name of the application that you are currently processing. The application displayed in this field is based on the application you identified on the Payee Payment Selection screen (POLH 02). To open the suspense batch, press F1 (Open Suspense) or press F3 (Open Suspense when Suspense Active). You can now change a payment’s status on the Payment Profile screen.

2. To return to the Payment Profile screen without opening a batch, press F5.

3. To return to the Payment History Menu without opening a batch, press F9.

Close Suspense

The Close Suspense screen (POLH 09) closes a Suspense File for an application without exiting the Online Payment History function.

Select the F6 key from the Payment Profile screen (POLH 04) to access Close Suspense. The F6 key is a toggle switch, between the Payment Profile screen and either the Open Suspense or the Close Suspense (POLH 09).
09) screen. The F6 key displays the appropriate screen. For example, if there isn’t a batch open, pressing F6 displays the Open Suspense screen; if there is a batch open, pressing F6 displays the Close Suspense screen.

1. The **Close Suspense Number** field displays the number of the batch that is currently open.
   - You can exit the Online Payment History function, and return to the Genesys online system, without having to close any suspense batches that you opened while in Online Payment History.
   - After you exit Online Payment History, you can go to any application and close the suspense batch from that application’s close suspense screen.

2. The **Application** field displays the name of the Genesys application for which the suspense batch is open.

3. To close the suspense batch, press F1 (Close Suspense).

4. To return to the Payment Profile screen without closing the batch, press F7.

5. To return to the Payment History Menu without opening a batch, press F9.