

Release 1852

**Service Request 82209
Consolidated Billing Automation – Phase I**

Detail Design

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Introduction

Service Request 82209

Service Request 82209 provides the following information as background:

The Consolidated Billing process was implemented in May 2000 in order to facilitate the reconciliation of health care premiums with the employee coverage levels entered in the Employee Data Base (EDB). Subsequently, UCLA implemented a local enhancement to automate the creation of certain Consolidated Billing adjustment transactions.

These enhancements to the Consolidated Billing functionality have been identified by the Controllers and the Vice Chancellors-Administration as an extremely important cost-savings measure that will improve the efficiency and timeliness of the Consolidated Billing adjustment process.

The automatic adjustment process should perform the following tasks:

- Create adjustment transactions for items that are one month older (90 days) than the current adjustment period (typically 60 days)
- Create employer contributions (total premium amount) as one-time DS (Deduction) transactions where the difference between the anticipated premium and the actual premium collected is greater than zero for medical, dental, and vision plans
- Process adjustment transactions automatically into the next pay cycle.
- Charge the appropriate full accounting unit (FAU) by checking current EDB distributions, then the previous month Transfer of Expense (TOE) file. If there is no FAU on the TOE file, the Benefit Default Account would be charged.
- Create a new transaction type for consolidated billing automated contributions.
- Load adjustment transactions to the PAR for audit purposes.

The automatic adjustment process should only attempt to generate one-time contributions. The new process should not attempt to generate refund transactions.

Overview of PPS Modifications

PPS will be modified so that Consolidated Billing will generate one-time (DS) contribution transactions where the difference between the anticipated premium and the actual premium collected is greater than zero for medical, dental, and vision plans and the items are one month older (90 days) than the current adjustment period (typically 60 days). The transactions will be marked as coming from Consolidated Billing.

The compute will create a separate entry in the deduction/reduction/contribution segment of the PAR file record for the Consolidated Billing one-time contributions, which will be marked with a Special Transaction value of 'C' instead of 'O' (for one-time).

Consolidated Billing will exclude the returning one-time deductions from the normal processing, but will pass them on to the Historical Premium Activity update process to match them against the entries that generated them.

Consolidated Billing – Generation of One-time Contributions

The Consolidated Billing process will be modified (PPP561) to generate one-time (DS) transactions for unreconciled medical, dental, and vision premiums in the Historical Premium Activity table (PPHPA) where the following are all true:

- the batch number entered on the revised parameter file for PPP561 (UPAY894) is not zero (a zero value for the batch number will be used to indicate that DS transactions should not be created)
- the difference between the anticipated premium and the actual premium collected is a positive, non-zero amount

- the unreconciled premium is one and only one month older than the oldest month that can be adjusted and reported to the insurance carriers. Systems Parameter 39 is used to control the number of months that can be adjusted, and is typically 2 months (expressed as 60 days). There is a hard-coded value in PPP561 (WS-MAX-ADJUST) that enforces the maximum 2 month adjustment period.

The transactions will be generated by PPP561 after the activity from PPP560 has been posted and all other adjustments have been done. The DS transactions will use the contribution GTN of the plan associated with the premium (the process will first check for an active GTN; if not successful, it will then check for an inactive GTN); the transactions will also include a new field (origin, column 81 of the DS transaction) to indicate that the transaction was generated by Consolidated Billing.

The premium entry in the PPPHPA table will be updated with a new match indicator value of '6'.

Report PPP5634 (AGED RECONCILIATION) will include a new category for the premiums for which one-time transactions were created (match indicator value is '6'). The group title will be 'Employees for whom one-time transactions were created', and there will be a 'Y' in a new 'AUTO' column.

Report PPP5641 will include a new 'AUTO' column, which will have a 'Y' for entries where a one-time transaction was created (match indicator value is '6').

PPP564 currently produces a tab-delimited file of the contents of the HPA table. No modifications are needed; the file will include the new value(s) for the existing match indicator field.

Compute

The compute process will be modified to treat the one-time (DS) transactions from Consolidated Billing as a special type of one-time transaction. Currently, when DS transactions are turned into PAR deduction/reduction/contribution data, the SPEC-TRANS field of the PAR is temporarily set to '1' for normal one-time transactions (the sign on DS transaction amounts is '+') or '3' for one-time transactions to replace all other values for the GTN (the sign on DS transaction amounts is 'R'). They will be identified by a 'C' in column 81 of the DS transaction.

No new pay edits will be done.

Payroll Consolidation (PPP380/PPCPAPDR) will set the SPEC-TRANS field to 'C' (instead of '1' or '3') for DS transactions with an origin value of 'C'.

Gross-to-net Calculation (PPP400/PPNETDTK) will accumulate all amounts for a GTN with a SPEC-TRANS value of 'C' separately from the normal one-time accumulators, and will set them up as a distinct entry on the PAR deductions/reductions/contributions segment.

Expense Distribution

The purpose of the one-time transactions is to charge the department(s) most recently responsible for the employee. No changes are needed to the current expense distribution process.

Consolidated Billing – Reconciliation of Automated One-time Contributions in the Next Month

The Consolidated Billing process will be modified to bypass the normal deduction/reduction/contribution processing in PPP560 for current premium activity for items that were generated by a previous run of the Consolidated Billing process; they will be identified by a value of 'C' in the PAR SPEC-TRANS field, and will be written to a new file for subsequent processing by PPP561. After PPP561 has updated the PPPHPA table with the normal activity from PPP560, PPP561 will match the bypassed transactions to entries in the PPPHPA table with a match indicator of '6'. When there is a successful match, the match indicator on the PPPHPA table will be set to a new value of '7'.

Programs

New and Modified Programs

PPCPAPDR

PPCPAPDR builds the Consolidated Payroll Activity file for PS, DS, and RF transactions.

It will be modified to set the special transaction field to 'C' if the new origin field for the DS transaction is 'C'.

PPHPARP1

PPHPARP1 is called by PPP564 to produce a report of unreconciled premiums in employee and department order.

It will be modified to also include HPA table entries where the match indicator is '6', and will include a new column on the report ('AUTO') that will display a 'Y' for those entries; the amounts will not be included in totals.

PPNETDTK

PPNETDTK is called by net pay calculation programs to determine the deductions to be taken.

It will be modified to create a distinct entry in the PAR deduction/reduction/contribution segment when there are automatic one-time amounts, and will set the special transaction field to 'C'.

PPP400

PPP400 performs Gross-to-Net processing within the compute and creates a PAR file from the EDB and the preliminary PAR file with gross-to-net activity.

It will be modified to accumulate the automatic one-time amounts separately from the normal one-time amounts, for both the GTN and the matching GTN, and will call PPNETDTK when the automatic amounts are not zero.

PPP560

PPP560 creates a preliminary benefits enrollment file.

It will be modified to bypass the normal processing of deductions/reductions/contributions if the special transaction field on the PAR is 'C'; they will be written to a new output file for subsequent processing by PPP561.

PPP561

PPP561 creates the final benefits enrollment file and maintains the Historical Premium Activity (HPA) table.

It will be modified to read the new output file of bypassed transactions from PPP560 and match them to HPA records that had previously generated DS transactions (the match indicator in the HPA table is '6'); if successful, it will update the match indicator to '7'. A bypassed transaction that cannot be matched will be reported on the PPP561 report. This process will happen after the normal transactions from PPP560 have updated the HPA table, and before PPP561 looks for other HPA table adjustments to make. After PPP561 merges those adjustments into the enrollment file as usual, PPP561 will, if the DS batch number on the revised parameter file is not zero, generate DS transactions for entries on the HPA table where the following are all true:

- the difference between the anticipated premium and the actual premium collected is a positive, non-zero amount (DIFF-AMT > 0, MATCH-IND = '1' OR '2' OR '3')
- the unreconciled premium is one and only one month older than the oldest month that can be adjusted and reported to the insurance carriers. Systems Parameter 39 is used to control the number of months that can be adjusted, and is typically 2 months (expressed as 60 days). There is a hard-coded value in PPP561 (WS-MAX-ADJUST) that

enforces the maximum 2 month adjustment period. Most (if not all) locations will have DS transactions generated for items that are 3 months (90 days) old.

The DS transactions will use the contribution GTN of the plan associated with the premium (the process will first check for an active GTN; if not successful, it will then check for an inactive GTN); the transactions will also include a new field (origin, column 81 of the DS transaction) to indicate that the transaction was generated by Consolidated Billing.

The DS transaction file will include a BAA batch header record and will use the (non-zero) batch number from the revised parameter file.

If any of the GTNs used for these benefits become inactive, it will likely be necessary to have temporary coding put in to ensure that the correct GTN is used for the DS transactions.

PPP563

PPP563 reads the HPA table to report unreconciled exceptions.

It will be modified to also include HPA table entries where the match indicator is '6' on the PPP5634 report (AGED RECONCILIATION), and will include a new column on the report ('AUTO') that will display a 'Y' for those entries. If the match indicator is '6', the HPA table entries will be reported in a new grouping within benefit plan ('Employees for whom one-time transactions were created'); the amounts will not be included in totals.

Copy Members

CPLNKNET

CPLNKNET defines a linkage area for PPNETxxx programs. It will be modified to include accumulators for the one-time amounts generated by Consolidated Billing.

CPWSCBRO (new)

CPWSCBRO defines the Consolidated Billing bypassed activity interface record.

CPWSXC3T

CPWSXC3T defines the record layout of the C3/O3/H3 (and HA/DA/LA/PS/DS/RF) pay input transaction. It will be modified to include a 1-character XC3T-ORIGIN field in the XCT3-ELEMENTS definition of the record.

CICS Help Updates

CICS Help Texts

New CICS Help texts for the following will be loaded into the CICS Help file. The appropriate CICS Help will be displayed in functions IDDN and IDDC when the PF1 key is pressed:

- PAR 4320G (group-level help for SSC)
- PAR 4260 (Modified Transaction Code within the SSC help)

CICS Help Anchors

- The Help text associated with PAR 4260 will be anchored to the group help PAR 4320G.

Forms

UPAY894 PPP561 Program Run Specification

UPAY894 contains the layout for the run specification for program PPP561. It will be modified to include a 3-digit field in columns 14 – 16 for the batch number to be used for the DS transactions. A value of all zeros will indicate that no DS transactions are to be generated.

Control Table Updates

System Messages Table

The following messages will be added to this table.

- 56-121 (DS BATCH NUMBER IS NOT NUMERIC) Severity Level of '8' (See Operations) for batch
- 56-122 (GTN NOT ON GTN TABLE) Severity Level of '5' (Transaction Reject) for batch
- 56-123 (RETURNING ONE-TIME TRANSACTION HAS NO MATCH ON HPA TABLE) Severity Level of '5' (Transaction Reject) for batch

Data Dictionary Updates

The following Data Dictionary entries will be **modified**:

PAR 4260

XPAR-SPEC-TRANS/MODIFIED TRANSACTION CODE

It will be modified to include the new value of 'C' for transactions automatically generated by Consolidated Billing.

JCL Changes

PPP560

The JCL for PPP560 must be changed to include the output file of the new bypassed activity (DDname RETTXN); the record length is 80.

PPP561

The JCL for PPP561 must be changed to include the input file of the new bypassed activity (DDname RETTXN) from PPP560. The JCL will also need to be changed to include the output file of the new DS transaction (DDname CBTXN); the record length is 120.