Chapter

4

Food Instrument

Arizona AIM System

Local Agency User Manual
April 2008

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Chapter 4 – Food Instrument Processing

Capabilities

Purpose

The WIC Program designates approved foods that may be purchased with WIC funds. To facilitate the prescription of foods to WIC clients, standard combinations of foods are defined, called food packages. A number of food packages are structured for each WIC category (e.g., pregnant woman, infants, children) and the various packages developed for each category vary in their food content to address different nutritional requirements. The approved foods included in each package are grouped into food instrument types.

A food instrument type may contain one or more specific approved foods, and a food package may contain one or more food instrument types. The foods identified for each food instrument type will include the food name (e.g., whole milk), a food unit size (e.g., ½ gallon) and a food unit quantity (e.g., 3 units).

The WIC System will capture data about foods approved by WIC, the groupings of foods into food instrument types, and the groupings of food instrument types into food packages. The System will be capable of maintaining data for up to several hundred food packages to accommodate AZ State WIC needs.

The Food Instrument function module is intended to process all printed food instruments, including processing instruments that are redeemed by participants and vendors, instruments that are issued but not redeemed, and instruments that are printed but not issued to WIC clients (e.g., misprinted instruments and instruments that are not picked up). All instructions are matched against the original records for issuing food instruments. This functional area also issues payment instructions to enable the payment of vendors for redeemed instruments. This functional area uses information collected and maintained by the Food Instrument Production and Vendor Management functional areas.

It will also be noted the reconciliation of food instruments is described in the context of an on-line system, with food instruments printed On Demand and automatically recorded in the WIC System. As a result, in contrast to many existing WIC Systems, it will be extremely rare that a food instrument would be redeemed that is not already recorded as issued by the WIC System. It will also be noted that some of the functions noted for the WIC System may be performed external to the WIC System by the clearing system used by a bank or other organization that processes WIC food instruments.

The Food Instrument function area brings together issuance and redemption information tying Vendor Management and Food Instrument issuance together. The Food Instrument functionality is incorporated into the end of day processing component. Within this component, FI issuance and void information is transported from the Local Agency to the State Agency food instrument database where it is consolidated with the existing food instrument information. The information is then gathered into a file which is transmitted to a fiscal intermediary.

General Description

Food Instrument Module is made up of the following functions:

Track Current Status of Food Instruments

The Arizona WIC AIM System provides the State the ability to track the current status of all food instruments.

Consolidate Food Instrument Issuance Data

Information about food instruments produced and/or voided will be updated periodically from the local sites to the central database. The System will transport (using the end of day functionality) information about food instruments produced and/or voided. Information necessary to approve food instrument payment and ensure one-to-one reconciliation will be passed to WIC's banking contractor each day.

Check for Redeemed but Unissued Food Instruments

The Arizona WIC System will provide information on food instruments that have been redeemed with no issuance. The banking contractor will also be provided this information.

Maintain Valid Food Instrument Numbers

The System will consider the range of food instruments numbers that have been assigned to Local Agency and are legitimately available for issuance.

Void Unissued Food Instruments

The System will allow the user to void food instruments that are lost, stolen, damaged, etc. This is done on an individual client basis.

Maintain Food Instrument Stock Inventory

The System provides the ability to keep track of FI stock.

Maintain Valid Food Instrument Dates

The payment and reconciliation System described assumes that FIs will be processed in a timely manner. The date of deposit will be considered to be the date redeemed for purposes of editing for stale dated FIs. Therefore, the vendor has 60 days from the date of issue before the FI is considered stale-dated. This need for timeliness requires that a nightly transfer of data be carried out between the State Agency and the banking contractor.

Provide Not to Exceed Amount

The System will generate a price limit for each food instrument that will be used to audit individual food instruments for price reasonableness (by the fiscal intermediary).

Note: The price limit will not be printed on the face of each draft.

Automated Voiding of Out of Date Food Instruments

The automated end of day process will void all food instruments that have become stale dated and have not been redeemed. This process will lessen the amount of manual voiding that is done, provide better visibility on instrument usage, preclude possible misuse of food instruments and help in reconciling closed out months. It should be noted that the list of Food Instruments that have been normally voided will be passed to the fiscal intermediary. Food Instruments that are voided because they are "stale dated" will not be included in this file because they will be rejected by the Stale Date process of the fiscal intermediary.

Consolidate Issuance and Payment Information

The Arizona WIC System will have one source for all issuance and redemption information, the food instrument database. This database will be the source of data regarding expenditures, obligations and vendor payments. By using one data source, the Arizona WIC System will be assured of timely, accurate and consistent reports regardless of the functional area which is requesting information. Finally, the redemption information will be passed down to the Local Agency for updating their food instrument information with redemption data.

Capture FI Rejection Information

In addition to the automated edits discussed above, the payment and reconciliation system shall include a number of visual edits (by the fiscal intermediary). These include review for participant signature missing and altered prices (as defined by Arizona WIC policy), preprinted food quantities, or preprinted valid dates. [Note: The State shall decide which of these errors is grounds for food instrument rejection and notify the fiscal intermediary.]

The Arizona WIC System supports the visual editing that the fiscal intermediary will need to do for missing signatures, etc., by providing timely transfer of issuance data. Any requested FIs will be passed back to the State Agency system during the nightly polling that occurs with the fiscal intermediary to assist in the payment and reconciliation process.

Whenever an FI containing one of these errors is paid and whenever an FI is rejected from the payment system, a record shall be produced which captures the vendor ID number, serial number, claimed amount, and reason rejected or paid with errors. The System will aggregate these records (by vendor) nightly and pass them to the vendor management unit for review, analysis, and to assist in any subsequent payment of rejected FIs.

Provide Food Instrument Status to Local Agencies

The Arizona WIC AIM System will pass redemption information from the consolidated issuance/redemption database at the State Agency down to the Local Agency. This movement of data will be done utilizing the end of day process.

Having redemption information at the Local Agency is important in helping staff assess voids and food instrument usage patterns.

Provide Void Capabilities

The System provides the ability (both automatically and manually) to void food instruments, both issued and unissued.

Void Food Instruments

The WIC Program prints some food instruments that are not issued to participants, and some instruments are issued but are not redeemed by participants with vendors. Some of the reasons food instruments are not issued include food instruments damaged during printing, food instrument stock that cannot be printed because of printer alignment constraints, and misprinted food instruments. Although participants are encouraged to use all of their food instruments, they sometimes choose not to use some of the food instruments issued to them. Also, food instruments are sometimes damaged, lost or stolen while in the participant's possession. State and Local Agency staff enter voiding information, and destroy the void food instruments or mark them as void.

These unissued on unredeemed food instruments must be voided to ensure that they are not used fraudulently, and to de-obligate the value of the food instrument. Food instrument voiding data is used by other functions within Food Instrument Payment and Reconciliation to ensure that food instruments redeemed by vendors have not previously been voided.

The System captures and maintains data about the manual voiding of food instruments. It captures and maintains this data for food instruments printed On Demand. Food instrument voiding data is stored in the Food Instrument data store. The System will ensure that users are not attempting to manually void an unissued, previously voided or previously redeemed food instrument, and will produce reports for State and Local Agency users that list voided food instruments.

Arizona WIC will not reissue food instruments voided as lost/stolen unless the instruments are found and returned to the clinic.

Formula Replacement

The WIC Program provides the ability to replace existing, uncashed food instruments containing formula with FI's containing a different type of formula.

Calculate Reasonable Obligation Value

The WIC System provides a function to calculate the reasonable obligation value of each food instrument.

This function supports the calculation of a (estimated) reasonable obligated value for food instruments by type by vendor peer group. The function arrives at the value through cumulative analysis of redemption amounts for each food instrument type within vendor peer groups. The function assigns as a reasonable obligated value, the maximum legitimate value of redeemed food instruments (by FI type within vendor peer groups) plus a user designated inflation factor percentage.

For low usage or new FI types, the State will establish a reasonable obligation value based upon the standard State maximum value or the exception value based upon special foods in the food instrument. Both of these values are maintained by the Financial Management function.

Support Interface with Banking Services

The Arizona WIC AIM System is designed to communicate with a fiscal intermediary for the State.

Update Fiscal Intermediary Data

Information related to food instrument payment and reconciliation shall be passed to WIC's fiscal intermediary each day. Using this data, the fiscal intermediary shall compare the instrument presented for payment against the issuance record.

Provide Prompt Capture of Food Instrument Issuance

A record of issuance will be provided by the nightly updating of the fiscal intermediary's electronic records of food instruments that have been issued or voided. The movement of information shall enable the fiscal intermediary to compare food instruments presented for payment against the issuance information.

Provide Food Instrument Processing Data

The Arizona WIC System accepts payment information and rejected FIs from the fiscal intermediary and uses that information to update the State Agency database. The updated information is then used in the production of expenditure, obligation, and vendor reports. The information is also passed back down to the Local Agency for updating the food instrument information.

Automated Edits

The fiscal intermediary will receive requests for payment through the Federal Reserve System from vendors redeeming WIC food instruments. When the fiscal intermediary receives an electronic food instrument record, a number of automated edits or processes will be triggered including:

Once all of the prepayment edits have been passed, an electronic record of the redemption will be sent from the fiscal intermediary to the Arizona WIC System. The information will be consolidated against the issuance in the food instrument database. This information will be immediately available to the Financial Management function to support its need for timely expenditures and obligation information and to the Vendor Management function for its need to review, analyze and assist in any subsequent payment of rejected food instruments.

- The presence of a matching issuance record
- Issuance date comparison to date submitted for payment (if the date submitted for payment is post dated prior to the first date to spend, or is after the last vendor submission date (stale), the FI shall be rejected)
- Review a food instrument for participant signature missing
- Review of food instrument for altered prices, quantities or dates
- Payment must be less than or equal to the maximum amount

- Visual edits will ensure that the vendor ID numbers not missing or unreadable

- Automated edits will ensure that the vendor ID number exists on the current authorized vendor file. Any unauthorized or unusable vendor IDs will cause rejection of the food instrument for payment

Note: All automated edits are performed by the fiscal intermediary.

Reconcile Redeemed Food Instruments

Food instruments issued to WIC participants are submitted to vendors as payment for the approved food items. Vendors in turn submit these instruments for payment to their bank. The submission of food instruments to vendors, and their processing for payment, must follow certain procedural requirements.

Maintain Food Instrument Amount

Entry of the redeemed price (by the fiscal intermediary) shall trigger a comparison between that price and the obligated value of the food instrument. The obligated value for any food instrument type therefore shall be the most current average redeemed price for that FI type.

Maintain Vendor Information

The System produces detailed information about vendor payments. As food instruments pass the edits and are cleared for payment, information must be accumulated for each payment for each vendor. This information includes: issue site, issue date, participant ID, serial number, vendor identification number, redeemed amount and food instrument type. This information is used to produce various reports in the vendor processing system.

This process highlights another interface to the fiscal intermediary - the transporting of vendor information to the fiscal intermediary. This transportation mechanism will also be encompassed in the end of day process. The trigger mechanism for sending vendor information will be changes made in vendor authorization data completed through the vendor management functionality.

Produce Food Instrument and Bank Interface Reports

The AIM System generates several reports from the Food Instrument module. All reports are listed with a brief description for reference purposes. However, it is anticipated Local Agency staff will utilize a limited number of these reports. Detail instruction for these reports are provided in this chapter. For instruction on all Food Instrument reports please refer to the State User manual.

Produce Daily Food Instrument Log

This report lists the food instruments issued for Local Agency and clinic.

Produce Rejected Food Instruments Reports

This report shows the food instruments which have been rejected by the State's fiscal intermediary.

Produce Food Instruments Voided Report

This report produces a list of voided food instruments.

Produce Food Instrument Issuance Report

This report can be run for a single or all dispositions of issuances, and for a single or all Local Agency. It reports on the food instruments issued, the clients they were issued to, the associated food package type, the food instrument count, and the disposition of the issuances.

Produce Food Instruments Paid Report

This report produces a list of FIs paid and associated dollar amounts.

Produce Food Instrument Obligation Report

Summarizes by issuance month and food instrument type the number and obligated value of issued food instruments. Summarized data is sorted by food instrument type with issuance month.

Produce Daily LA Posting Report

This report details and summarizes the issuance and void activity that was polled from Local Agency databases and posted to the central state database. The information on this report will be reconciled with the logs from the bank interface on a daily basis.

Produce Daily FI Bank Reconciliation Report

Summaries by food instrument count the disposition of each food instrument sent to the banking contractor. Typically counts for new issuance, voids and stop payments are shown.

Produce Daily FI Bank Input Report

Details the file of redemption information sent to the program from the banking contractor and utilized in building the consolidated issuance and redemption information at the State Agency.

EOD Batch Log

Details each time the Batch Food Instruments function was invoked. This report is produced daily at the Central Site during End of Day process whether or not the function was used.

Master Subordinate FI Type Report

Displays all FI types that have duplicates and each duplicate (subordinate FI type.

Food Package Composition Report

Displays food package content, including the FI types and the foods that make up each FI type.

Lost/Stolen WIC Food Instruments Report

Displays all lost or stolen FIs.

Stock Tolerance Exceeded Report

Displays all clinics that have exceeded the stock usage tolerance and all clinics that have not performed a stock inventory within a specified date range.

Maintain Food Package Data

This Functional area deals with the creation and maintenance of information about food packages, food instruments, and WIC foods.

Maintaining food package data is important because the data is used for various WIC functions. Appropriate Local Agency staff (referred to as Competent Professional Authorities or CPAs) prescribe food packages using these data, and educate enrollees on the consumption of these foods. The WIC System uses food package data to print the appropriate food instruments. Surveys of vendors' food prices are based on the WIC approved foods. Food packages and related WIC foods data also is used by the Financial Management functional area to project future food costs and help control food expenditures and caseload.

Food Instrument Production On Demand

The Arizona WIC AIM System will produce "On Demand" food instruments in a timely and efficient manner to support clinic flow and client satisfaction.

Print Food Instruments On Demand

Food instruments will be printed On Demand at the local delivery site. This arrangement minimizes the production of food instruments that are not issued to participants, as well as the subsequent reconciliation of large numbers of "unissued" food instruments. The food instrument printed identifies the issuing agency and enrollee, reflects the foods and food quantities prescribed in the selected/tailored food package, and notes the start and end date of the period during which the enrollee may submit the instrument to a vendor in exchange for the specified WIC foods.

Print Food Instruments for Multiple Months

The System will allow issuance periods of 1, 2, or 3 months, but it will be up to the State policy to determine the period of issuance for any given participant in any given clinic.

Print Reduced Quantity Food Instruments

States may automatically reduce the number of food instruments issued to an enrollee if the enrollee picks up the food package one week or more later than the scheduled pick up date. To support this procedure, using the proration logic, the WIC System will check whether the user needs to issue with reduced number of food instruments (hence, less food being prescribed) by comparing the current System date with the scheduled pick up day. The number of days calculated that the enrollee is late for the pickup will then be used by the WIC System to select the reduced number of food instruments that are issued to the participant.

All other outputs included in the function Print Food Instruments On Demand would be printed in the same manner as described previously.

Print Food Instruments for Economic Unit/Client

In generating food instruments On Demand, users can issue for one or all of the clients in a family/economic unit. Family issuance will make FI issuance faster.

Print Food Instruments In Advance

While the System is designed for On Demand printing and issuance of food instruments, in certain rare cases, the need may arise where a clinic may need to print food instruments in advance of the actual time of issuance to the client. In such circumstances, the user is able to print the food instruments in the same manner as if the client was present.

Batch Food Instrument Production and Pickup

In order to accommodate holding a clinic where computer access for On Demand food instrument issuance is not possible, the System allows for the batched, pre-printing of food instruments. The pre-printed food instruments must be designated as issued before they can be redeemed by the clients. This process designates a range of food instruments as having been collected by their clients. When the clinicians save the information, the status of the batch issued food instruments will be updated from printed to issued. It should be noted that for batch issued food instruments, it will be the responsibility of staff to void any FIs for late pickup (manual proration).

Monitor Food Instrument Stock

The Arizona WIC AIM System will monitor food instrument stock usage utilizing online receipt and inventory functions.

Vendor Food Instrument Lookup

The Arizona WIC AIM Program will allow users to examine the food instruments that have been redeemed by a specified vendor within a specific time frame.

Monitor Food Instrument Issuance

Because the status of an “issued” FI may change to “voided,” the Local system maintains an open record on every FI produced until it ages off the System (60 days after issue date). The Local Agency is able to change the status of any printed FI from issued to voided and enter reason and date voided. Any FI record that contains a change in status will be uploaded to the central processor and passed into the payment and reconciliation system. These status indicators include issued, voided, stop payment, redeemed and rejected. A separate code will be maintained to indicate the reason for the voiding/rejection of the food instrument.

Monitor Food Instrument Usage

The WIC System provides visibility on the food instruments issued and distributed to clients. This is important for several reasons including the prevention of fraud and the betterment of nutritional habits among the WIC population. The WIC System provides the capability by enabling Clinic Staff to view Food Instrument information as needed, at a client or instrument level.

WIC Clinic Staff are able to review all Food Instrument issuance and usage on a Client by Client basis.

Support Food Instrument Redemption Processing

The automated system will support the food instrument redemption process and interface on a nightly basis with the banking contractor's system (the State's Fiscal Intermediary).

Support Food Instrument Redemption Processing

The System supports FI redemption by capturing all food package information and prescriptions, and will fully account for all FI issuance including all infant and special formula issuance. This feature will support the payment of redeemed FI by ensuring an issuance record exists.

Track Obligation Value

The System will record information about the Local Agency/clinic of issuance, the participant identification number, the FI serial number, the issue date, food instrument type, and an obligation amount. When a clinic issues more than one month's food package to a participant, the System will automatically generate the appropriate issue date for the second (or third) month's packages issued.

At the end of day, the System will consolidate all food instrument production data across all Local Agencies. This nightly consolidation of data will provide timely access to participation and expenditure information. It will also enable the System to accumulate financial obligations for food instruments. This calculated FI obligation value will be based upon the most recent redeemed value for that food instrument type. If no like instrument type is found, the obligated value will be calculated using an average of FI types for special formula or regular FI types. This is necessary because no food prices from vendor surveys have yet been captured in the System. The processes involved in this functionality are:

- Update obligations for food for each month of issue.
- Obligations by issue month will be accumulated and stored in the central processor. Local users will have access to current and historical FI issuance files for their clients for monitoring purposes.
- Create consolidated food instrument issuance record for use in the Food Instrument Payment and Reconciliation System.
- (On Demand) Daily status of food instruments obligated (by month of issue, type, number and dollar value).
- (On Demand) Current status of food instrument stock for each Local Agency (flag for low stock). Prints order form for check stock.
- Create (on tape or for electronic transmission) consolidated food instrument issuance record to pass to the Food Instrument Payment (fiscal intermediary) and Reconciliation System.

- Arizona WIC will institute a “pay and choose” policy. All food instruments presented will be paid regardless of an issuance record (batch or On Demand). This situation may occur with portable clinics.

Provide Test Printing Capabilities

There are several ancillary functions that the WIC System performs to assist WIC Staff in issuing and distributing Food Instruments. One of these functions is the ability to run test prints of Food Instruments to insure that Food Instrument Stock is correctly aligned in printer devices.

The WIC System allows Clinic staff to enter food instrument stock as part of the “Beginning Of Day” routines for the Clinic. As part of that process the System permits staff test printing of food instruments to insure correct alignment of the stock in the printing device. The user is permitted as many iterations as necessary to test and adjust Food Instrument stock in the print device to achieve satisfactory alignment. The System permits the user to add paper and test print during the clinic day.

Description of Food Instrument Functions

When clicking on the Food Instruments button from the AIM System Master Menu, the following window is displayed:

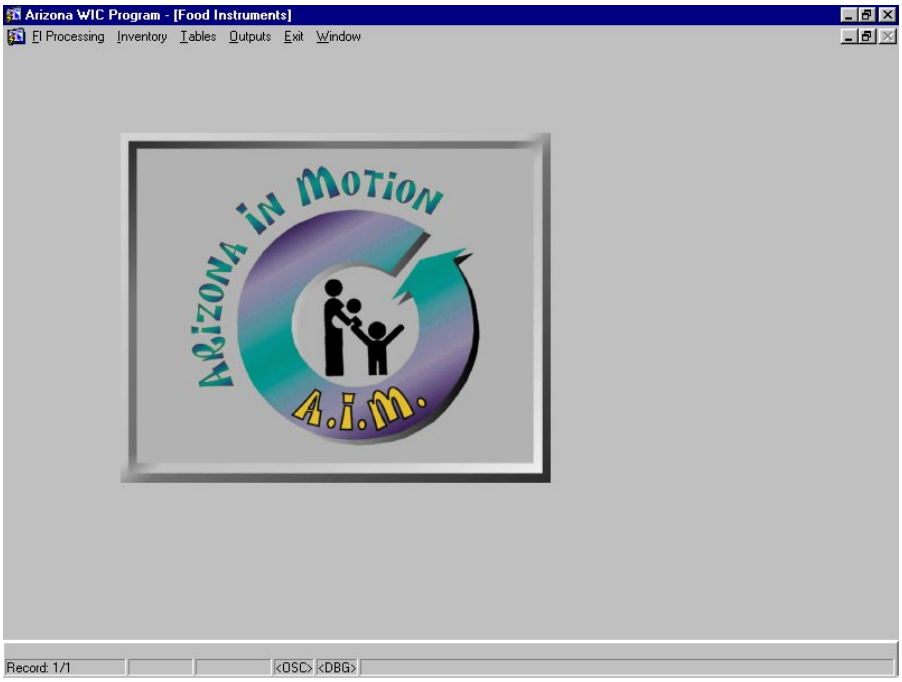
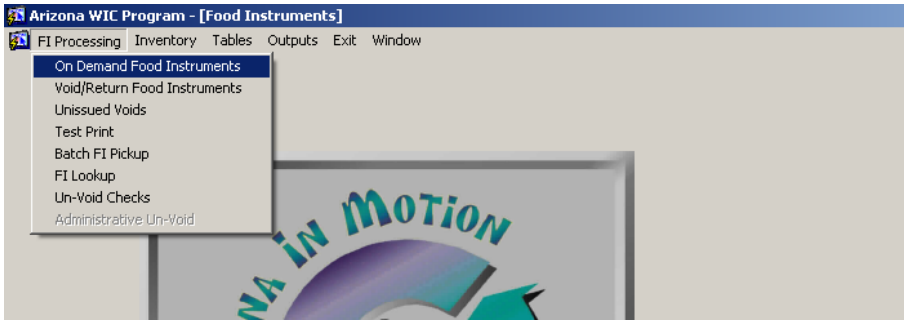


Figure 1 - Food Instruments Splash Screen

Producing On Demand Food Instruments

To Produce On Demand Food Instruments:

1. Click on FI Processing from the menu bar.
2. Click on On Demand Food Instruments as shown below:



The On Demand Food Instruments Window is displayed:

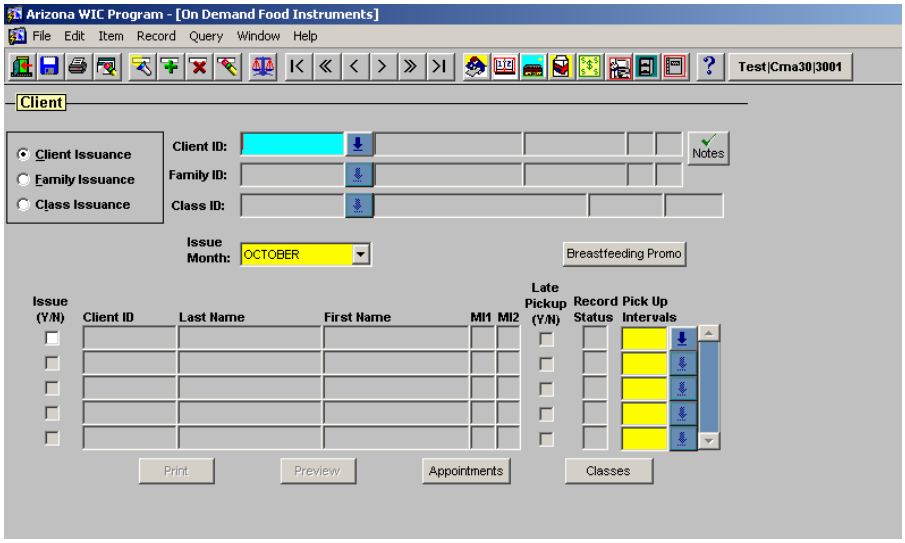


Figure 2 – On Demand Food Instruments

Issue On Demand Food Instruments

1. For Issuance, select from client, family, or class issuance of Food Instruments.
2. Click the list of values button to the right of the Client ID field, then select the participant to whom to issue food instruments by double clicking on her/his name, or type in the appropriate id number. The system will automatically populate the spaces to the right of this list of values button with the client's name. This also applies for Class Issuance and Family Issuance.
3. Press the F8 key once to execute the query
   a. Automatically populate the following fields: Food Instrument # and To, Client ID, Last Name, First Name, MI1, MI2, and Record Status.

4. The Issue Month defaults to the current month. Click the down arrow in the Issue Month field, then select the month of issuance for the food instruments by clicking once on the name of the month. *(Note: you can only select one month in arrears, the present month, or one month in the future)*.
5. Click the Notes button if any notes are to be made.
6. The Issue (Y/N) check box is automatically checked for clients ready for food instrument issuance. Click once on each Issue (Y/N) check box you want to inactivate in order not to issue food instruments to one or more family members.
7. Check the Late Pickup (Y/N) check box for each row with the client's information if the State prorate policy is to be overridden for the food instruments you are issuing.
8. Click the Preview button to view the food instruments on your screen or click the Print button. On Demand food instruments have successfully been issued.
9. If, at any time, the user does not wish to continue, click the Cancel button of the Reports Background Engine at the bottom of the screen.
10. Click the Appointments button to jump to the Appointment Sheet and schedule a family appointment in the Appointment Scheduler. Or click the Classes button to jump to the Class Assignment screen and schedule a family class appointment in the Appointment Scheduler. (see the Appointment Scheduler section for scheduling and saving appointments and classes.)
11. Click the Exit icon to exit out of the screen.

Additional pop-up screens may display prior to the display of the complete On Demand screen. The factors that generate the pop-ups depend on the client's category and the navigation steps taken to get to the On Demand screen.

Breastfeeding Surveillance Pop-Up

If the client is under 24 months of age and has never answered the breastfeeding information, the following Breastfeeding Surveillance pop-up will present. Or if breastfeeding information has been entered in the health history questionnaire, follow up questions in this pop-up may need to be answered.
The breastfeeding questions must be answered in order to proceed.

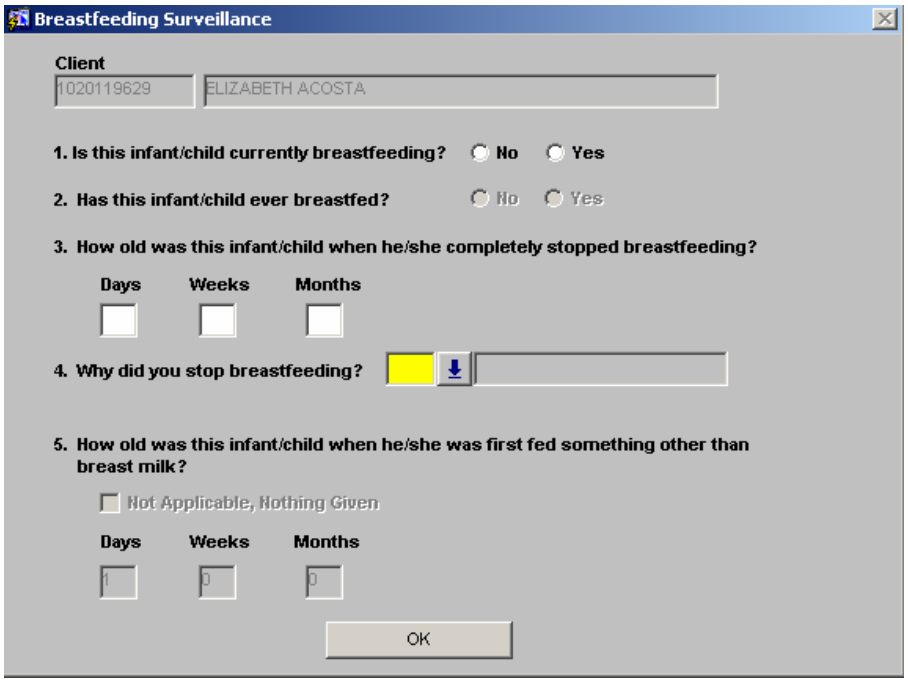


Figure 3 – Breastfeeding Surveillance pop-up

1. Click the Yes or No radio button that corresponds to the question "Is this infant/child currently breastfeeding?".
2. Click the Yes or No radio button that corresponds to the question "Has this infant/child ever breastfed?".
3. If the answer to question one (1) is No, and the answer to question two (2) is Yes, then enter a number value in one or more of the Days/Weeks/Months fields that corresponds to the question "How old was this infant/child when he/she completely stopped breastfeeding?".
4. If question three (3) is answered, then question four (4) must be answered. Select a reason from the List of Values (LOV) that corresponds with the question "Why did you stop breastfeeding?".
5. Enter a number value in one or more of the Days/Weeks/Months fields, or checkmark the check box for Not Applicable, Nothing Given, that corresponds to the question "How old was this infant/child when he/she was first fed something other than breastmilk?".
6. Click OK to exit the pop up.
7. Continue with the food instrument issuance process.

Linking Mothers and Infants

Mothers and infants not linked by client id numbers and actual delivery date during the certification process will be required to give a reason why the mother and her infant are not linked. Or, if the linking of the mother and infant was overlooked, the user has the opportunity to correct their mistake by linking the clients to each other manually.

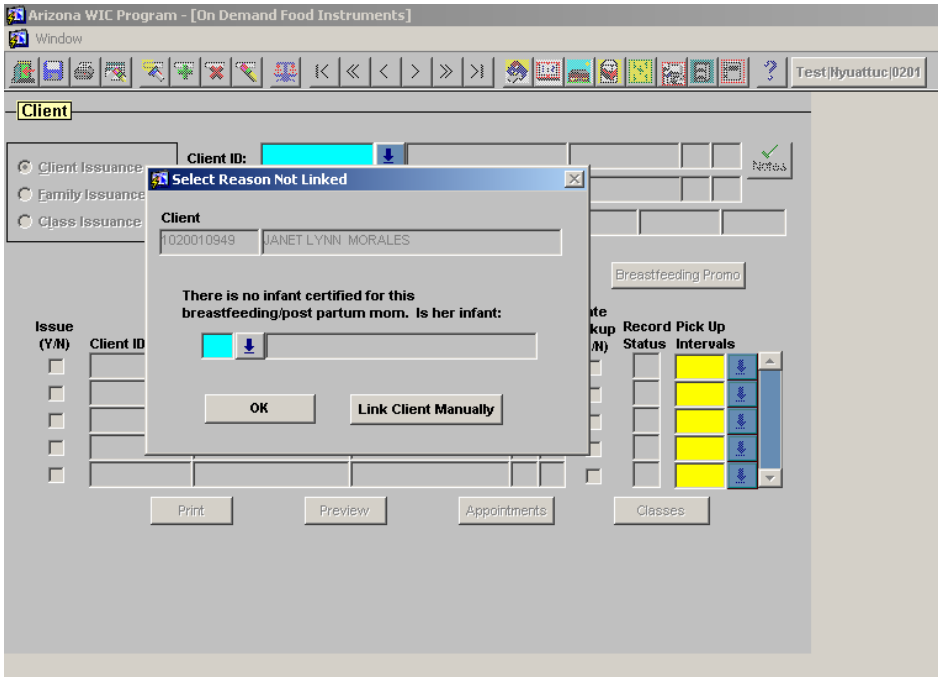


Figure 4 - Linking Mothers and Infants Pop Up

1. If there is a reason the mother and infant are not linked to each other, select one of the reasons from the List of Values (LOV) button. Click OK to exit the pop-up.
2. If there is not a reason why the mother and infant are not linked to each other, then the user must click the Link Client Manually button.
3. A message displays, “Do you wish to exit without providing a reason why this client is not linked? Yes or No”.
4. Click Yes to remove the pop-up and preview a message that client will not receive checks because currently the clients have not been linked, and must be linked or provide a reason why not linked in order to be issued food instruments. A “No” answer returns the user to the Reasons Not Linked LOV field to complete the popup
5. Access the Client Registration screen of the Enrollment and Certification module to link the mother to her infants record.
6. Return to the On Demand screen to view the clients are eligible to receive food instrument issuance.
7. Continue with the food instrument issuance process.

Figure 2 – On Demand Food Instruments

Fields

Client ID - Double-clicking this brings up the Client/Family Lookup window that allows the user to select a client identification number. The user can also select participants from a list of values. This entry is mandatory. The Client Last Name, First Name and Middle Initials are also shown.
Family ID – Double clicking this brings up the Client/Family lookup window that allows the user to select a Family ID number. The user can also select Families from a list of values. This field is mandatory if Family Issuance is selected.

Class ID – Click the list of values button to select the appropriate class id by name, time, and date of the class. This field is mandatory if Class Issuance is selected.
Last Name - The last name of the client selected or all clients in the family/economic unit. This field is display only.
First Name - The first name of the client selected or all clients in the family/economic unit. This field is display only.
MI 1 - The first middle initial of the client selected or all clients in the family/economic unit. This field is display only.
MI 2 - The second middle initial of the client selected or all clients in the family/economic unit. This field is display only.
Issue Month - The month of first date to use. This field is mandatory. The month represents the first month of bimonthly or tri-monthly issuance is done. This field is mandatory and comes from a list box.
Client ID - This field is a display only of the client selected or all clients in the family/economic unit.
Last Name - The last name of the client selected or all clients in the family/economic unit. This field is display only.
First Name - The first name of the client selected or all clients in the family/economic unit. This field is display only.
MI 1 - The first middle initial of the client selected or all clients in the family/economic unit. This field is display only.
MI 2 - The second middle initial of the client selected or all clients in the family/economic unit. This field is display only.
Record Status - This display only field tells whether the participant record is Active (A), Complete with no errors, or Pending (P), Incomplete or containing errors.
Pick Up Intervals -The pick up interval for picking up checks. This field is mandatory and is selected from the drop down list.

Check Box(es)

Issue (Y/N) - The system automatically checks this box if the client is eligible to be issued food instruments. If a user checks it, a message is displayed detailing the reasons why issuance will not occur.
Late Pickup (Y/N) - Clicking on this box allows local agency personnel to override the State proration policy and issue a full food package.

Radio Button(s)

Client Issuance - If this radio button is clicked when the Client ID field is entered/selected, only that particular Client identification and name will appear in the list below the Issue Month field.
Family Issuance - If this radio button is clicked when the Client ID field is entered/selected, all participants with the same family identification will appear in the list below the Issue Month field.
Class Issuance – If this radio button is clicked when the Class ID field is entered/selected, only class assigned particular Client identification and name will appear in the list below the Issue Month field.

Push Button(s)

Notes – This button allows the user to enter notes about the client.

Breastfeeding Promo – This button allows the user to select breastfeeding promotional items to give to the client.
Preview - This button allows the user to preview the food instruments before printing.
Print - This button allows the user to print the food instrument On Demand. A window will appear for verification of starting serial numbers.
Appointments – This button brings the user to the Appointments screen in the Appointment Scheduler module
Classes – This button brings the user to the Class Assignments screen in the Appointment Scheduler module

Figure 3 – Breastfeeding Surveillance pop-up

Fields

Client ID - This field is a display only of the client selected that requires information for breastfeeding surveillance.
Name – The full name of the client selected. This field is display only.
Days (#3) – Applies to the age in days when the infant/child less than 24 months of age stopped breastfeeding. The duration of breastfeeding cannot greater than the age of the child. Also, the duration of breastfeeding cannot be less than the last time the mother said she was breastfeeding.
Weeks (#3) – Applies to the age in weeks when the infant/child less than 24 months of age stopped breastfeeding. The duration of breastfeeding cannot greater than the age of the child. Also, the duration of breastfeeding cannot be less than the last time the mother said she was breastfeeding.
Months (#3) – Applies to the age in months when the infant/child less than 24 months of age stopped breastfeeding. The duration of breastfeeding cannot greater than the age of the child. Also, the duration of breastfeeding cannot be less than the last time the mother said she was breastfeeding.
Reason Stop breastfeeding – Applies to the reason why the mother stopped breastfeeding the infant/child less than 24 months of age.
Days (#5) – Applies to the age in days when the infant/child less than 24 months of age was fed something other than breast milk.
Weeks (#5) – Applies to the age in weeks when the infant/child less than 24 months of age was fed something other than breast milk.
Months (#5) – Applies to the age in months when the infant/child less than 24 months of age was fed something other than breast milk.

Check Box(es)

Not Applicable – Nothing other than breastmilk has been given.

Radio Button(s)

Currently Breastfeeding, Yes – The infant/child is currently breastfeeding.
Currently Breastfeeding, No – The infant/child is not currently breastfeeding.
Ever Breastfed, Yes – The infant/child has breastfed in the past.
Ever Breastfed, No – The infant/child has not breastfed in the past.

Push Button(s)

OK – This button accepts the entries entered for breastfeeding surveillance and closes the pop-up.

Figure 4 - Linking Mothers and Infants Pop Up

Fields

Client ID - This field is a display only of the client selected that requires information for the reason why the mother/infant is not linked to the client displayed.
Name - The Client First Name and Last Name corresponding to the client id. This field is display only.

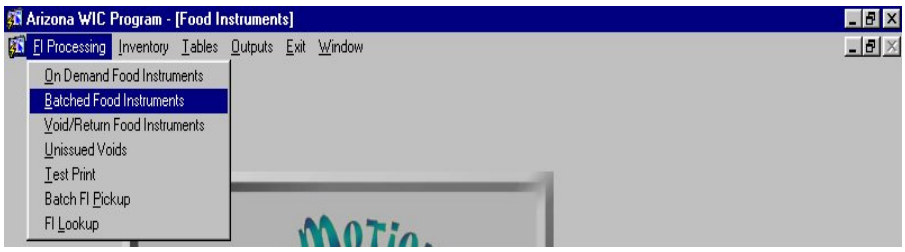
Push Button(s)

OK – This button accepts the entries entered for Reasons Not Linked and closes the pop-up.
Link Client Manually – This button allows the user to exit the pop-up and notifies the user to link the mother and infant in order to receive food benefits.

Producing Batched Food Instruments

To Produce Batched Food Instruments:

1. Click on FI Processing from the menu bar.
2. Click on Batched Food Instruments as shown below:



The Batched Food Instruments Window is displayed:

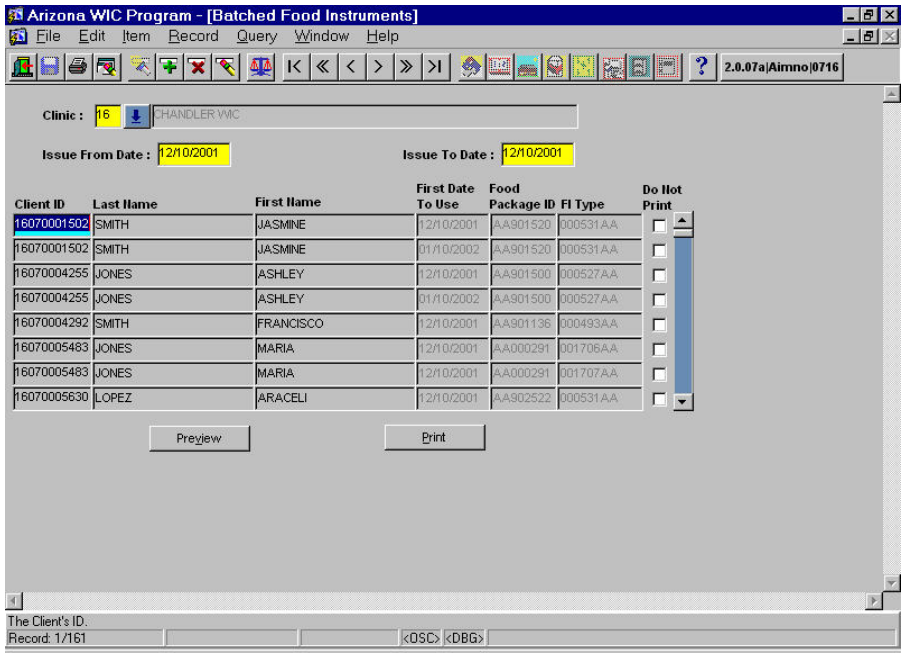


Figure 5 – Batched Food Instruments

Issue Batched Food Instruments

Issue Batched Food Instruments for a Given Clinic and Time Period

10. Click the list of values button to the right of the Clinic field, then select the clinic to issue batch FIs for by double clicking on its name. The system will populate the Clinic Code and Name.
11. Press the TAB key once to move to the Issue From Date field, then enter the date in the following format: MM/DD/YYYY (Note: The date must be greater than or equal to today's

date. The system will automatically populate the field with a default of today's date. If today's date is acceptable there is no need to enter the date. The date range being entered is used to produce food instruments for all participants in this clinic whose Schedule Day falls within these dates.)

12. TAB to the Issue To Date field, then enter the date in the following format: MM/DD/YYYY (Note: The date must be within 15 days of the Issue From Date.)
13. TAB from the Issue To Date field. The system will automatically perform a query to search for all participants within this clinic whose Schedule Day occurs during the selected time period.
14. The System will populate the Batched Food Instrument window with the Client ID, Last Name, First Name, First Date to Use, Food Package ID and FI Type fields with the information for the participants whose Schedule Day is during this time period. Check the Do Not Print box for any FIs not to be printed.
15. Click the Preview button to view the food instruments on screen or click the Print icon to print the Batched Food Instruments.
16. When printing is completed, click the Exit icon.

Fields

Clinic - Clicking on the list of values button allows the user to select a clinic. For more information, please refer to Window: Maintain Organizational Units.
Issue From Date - The date that the food instrument is cycled from is entered here by the user.
Issue To Date - The date that the food instrument is cycled to is entered here by the user.
Client ID - The client's identification number is displayed here.
Last Name - The client's last name is displayed here.
First Name - The client's first name is displayed here.
First Date to Use - The first date to use for the issuance month. This field is display only.
Food Package ID - The food package for the issuance month. The field is display only.
FI Type - The food instrument type for the issuance month. This field is display only.

Push Button(s)

Preview - This button allows the user to preview the food instruments before printing.
Cancel - This button cancels the preview and returns the user to the main Batched Food Instrument window.

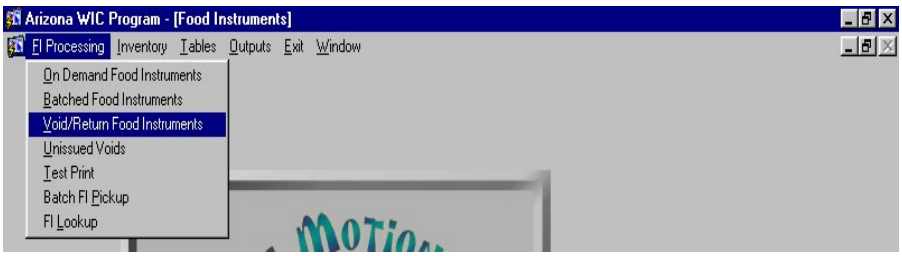
Check Boxes

Do Not Print – This button allows the user to choose any FIs NOT to be printed.

Voiding/Returning Food Instruments

To Void or Return Food Instruments:

1. Click on FI Processing from the menu bar.
2. Click on Void/Return Food Instruments as shown below:



The Void/Return Food Instruments Window is displayed:

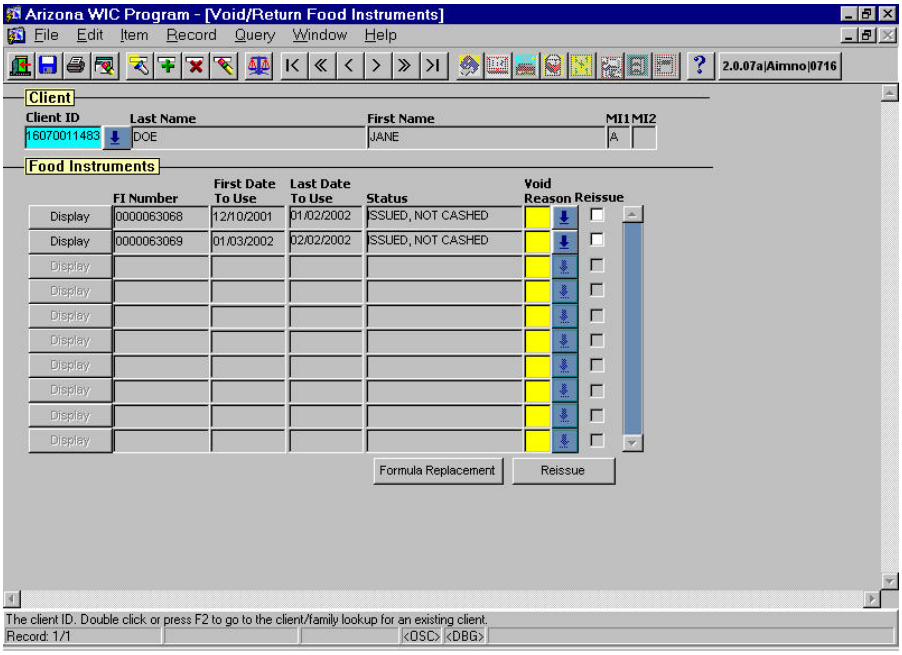


Figure 6 – Void/Return Food Instruments

This window displays food instrument information for the selected participant within the previous 65 day time period. The WIC staff member may also view a display of the food instrument which was issued to the participant. It is also used to record returns of infant formula to the clinic and to reissue a returned food instrument.

Display Voided FI Information for Client and Reissue a Returned Food Instrument

1. Select the Client's ID number in the Client ID field.
2. If you or the client do not know the ID number, double click in the blank Client ID field and the System will automatically display the Client/Family Lookup screen. Tab to the Last

Name field, then enter the client's last name. Tab to the First Name field, then enter the client's first name. Do the same for the client's middle initial(s) if necessary. Press the F8 key once to execute the query and the System will automatically populate the participant information fields under the Results section of the screen. Double click on the ID number shown in the Results section Client ID field. The System will display the Void/Return FI screen and automatically populate the Client ID, Last Name, and First Name fields under the Client section of the screen.

3. If there are any food instruments which have been issued to the participant within the last 63 days that have been voided, their information will appear under the Food Instruments section of the screen.
4. Click the Display button to the to the left of any row whose food instrument user desires to view.
5. Select a void reason for each instrument to reissue.
6. Click the Reissue Check box in any instrument's row to activate a reissue of that instrument.
7. When finished activating the reissue check box for all the instruments to reissue, click the Reissue button at the bottom of the screen.
8. The Print/Preview Checks window appears. Select "Print."
9. The System then asks you to verify that the correct food instrument number is loaded into the printer. Confirm this and then press OK.
10. The "Transaction Completed" window will pop-up. Click OK.

Fields

Client ID - Double clicking this mandatory field will allow user to choose a participant from the Client/Family Lookup window in the Enrollment and Certification module. The user can also enter a Client ID directly or use the list of values.
Last Name - The last name of the client displayed for verification.
First Name - The first name of the client is displayed for verification.
MI1 - The first middle initial of the client is displayed for verification.
MI2 - The second middle initial of the client is displayed for verification.
FI Number - Food Instrument Serial numbers eligible for voiding are displayed here.
First Date to Use - This is the valid start date for the FI number. This field is display only.
Last Date to Use - This is the valid last date for the FI number to be used. This field is display only.
Status - The status if the FI number is displayed here.
Void Reason - The user can click the list of values button to choose one of the user defined reasons for the void/return. This field is mandatory.

Check Box(es)

Reissue - Clicking on this check box will allow reissuance of the voided food instrument.

Push Button(s)

Display - Clicking on this button will produce an image of the food instrument.
Reissue - By clicking this push button the reissue will take place.
Formula Replacement – Clicking this push button will invoke the Formula Replacement window.???

Performing Formula Replacement

An infant's formula may change after Food Instruments have been issued and cashed. The user may perform a formula replacement for the Food Instruments still in the participant's possession. Before we learn how to replace the FI(s) it is important we understand some priniciples.

1. If the authorized representative has not cashed any of the Food Instruments for the month, you may disable or delete the food package, void the Food Instruments and reissue the entire food package; a formula replacement is not needed.

2. If the authorized representative has cashed some but not all of the Food Instruments the following conditions must be present:
   - The initial food package must contain 2 or more "formula" Food Instruments.
   - The participant must have at least one un-cashed Food Instrument in their possession.
   - A new food package for formula must be selected.

3. Food Instruments cannot be replaced for food packages that do not contain formula.

4. Food Instruments cannot be replaced if all formula Food Instruments in the food package have been cashed.

To Replace Formula:

1. Double Click on the **Enrollment & Certification** Module

2. Click **Certification Info** on the **Enrollment & Certification** menu

3. Click **Nutrition Eligibility** and select **Food Package.**

4. Enter **Client ID** and run query. Client information is displayed.

5. Tab to **Food Packages** section and check the **Disable** box to disable the food package you want to replace.

6. A message is displayed:

7. "***You will need to void the returned FI's prior to issuing a new package, would you like to go to the void FI screen now? Yes No"***

8. Select "**Yes**."

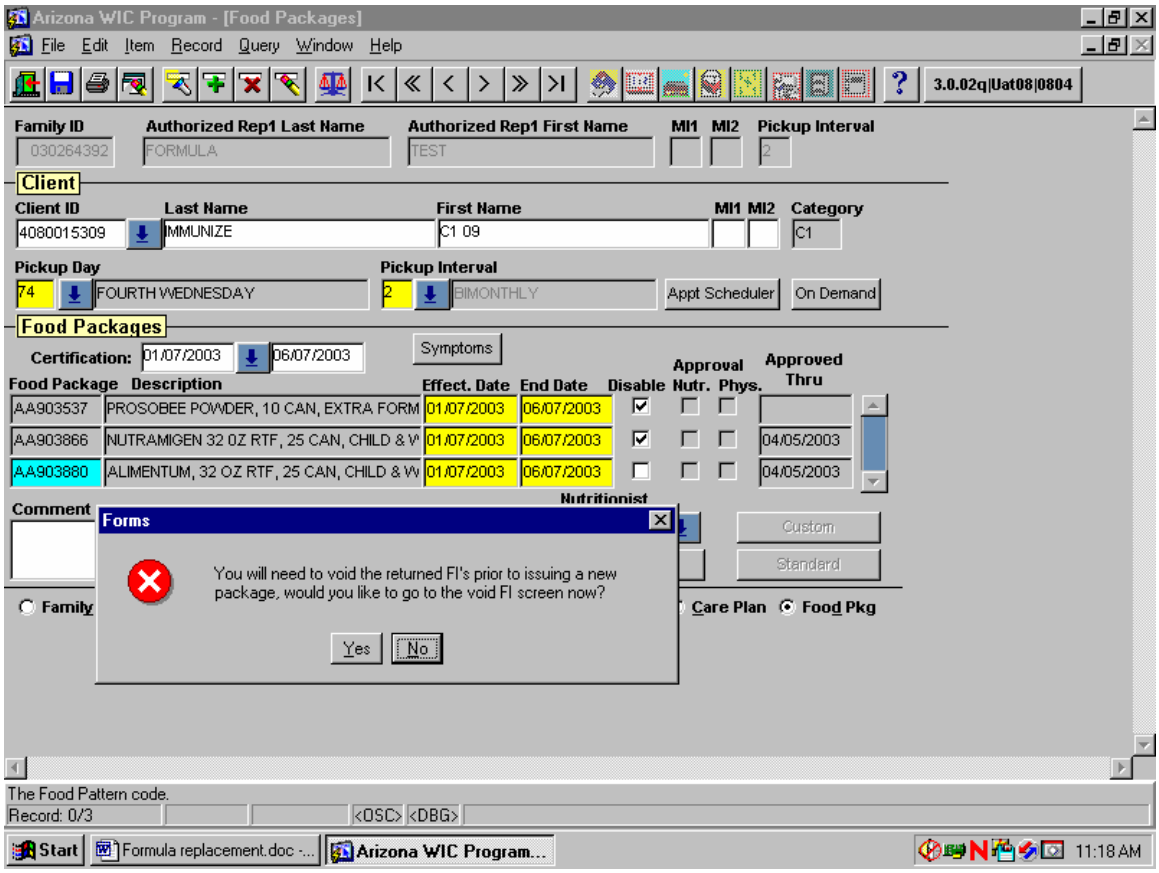


Figure 7 – Existing Food Instrument Message

9. This will automatically take you to the **Void/Return Screen**.

10. Use the **Display** button to view the FIs and determine which FI you want to replace.

11. Press the **Formula Replacement** button.

12. The **Formula Replacement** screen is displayed with all potential FIs for replacement displayed.

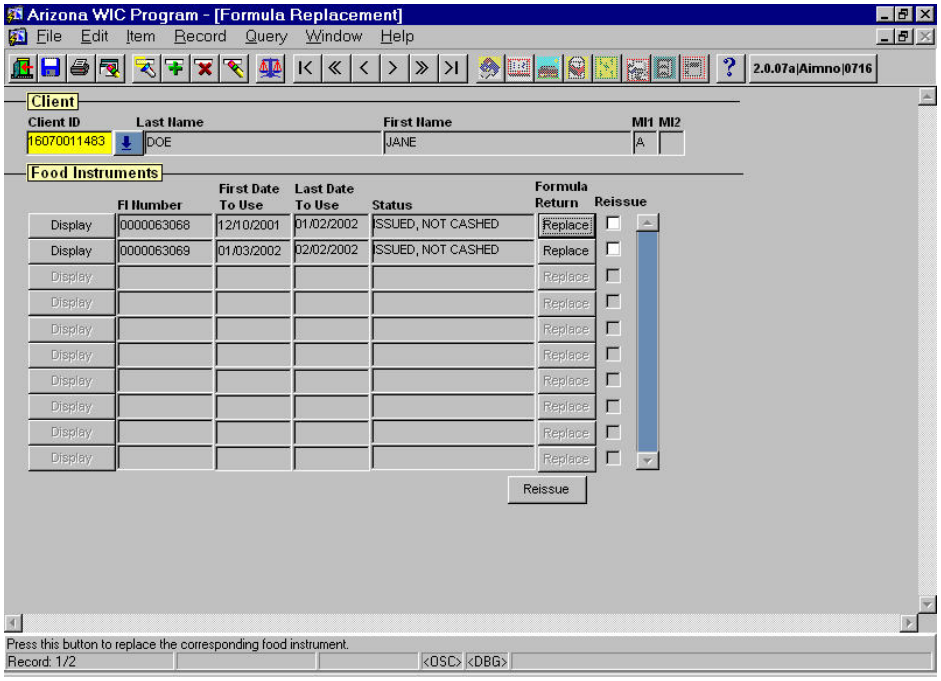


Figure 2 – Formula Replacement Screen

13. You may again use the **Display** button to identify the FI you want to replace.

14. Click the **Replace** button**.**

15. The **Select Food Package FI Type** pop-up is displayed.

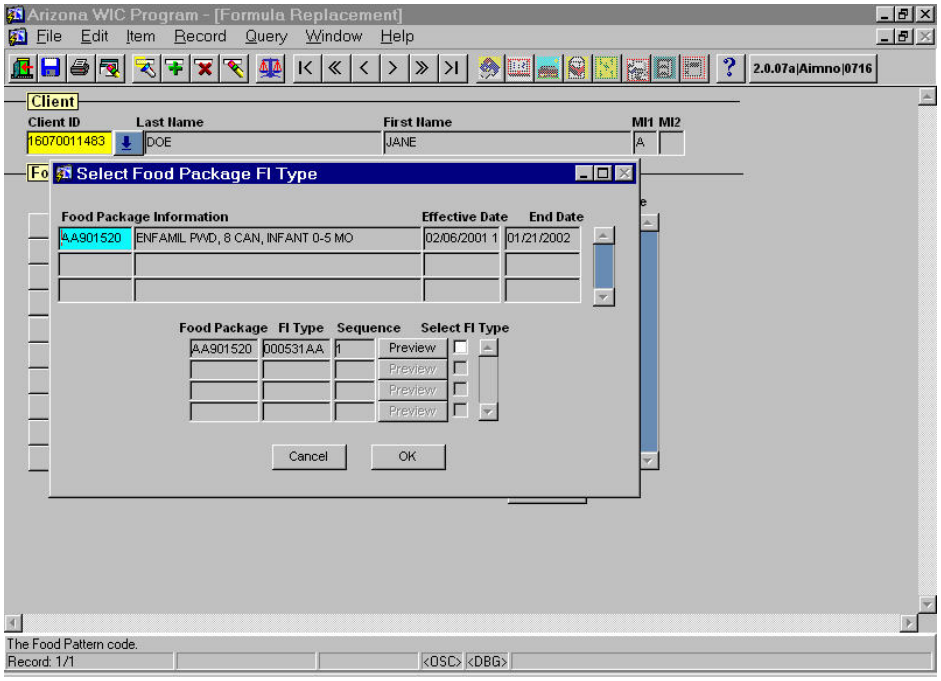


Figure 3 Select Food Package FI Type Pop-up

16. All food packages not disabled are displayed in the **Food Package Information** section. Select the appropriate food package.

17. The **Food Package, FI Type** and **Sequence** are displayed below the food package information.

18. Use the **Preview** button to determine the correct FI you want to use as the replacement.

19. Check the **Select FI Type** box next to the correct FI.

20. Click **OK**.

21. Check the **Reissue** box next to the FI to be replaced.

22. Click the **Reissue** button in the lower right hand corner. The new FI will be printed.

Acknowledge the transaction. The new FI is now displayed in the **Food Instruments** section. The replaced food instrument has been automatically voided with the void reason of "replaced/food package".

23. Exit the screen. You are returned to **the Void/Return Food Instruments** screen. Now exit the screen. Congratulations.

Fields

Client ID - Double clicking this mandatory field will allow user to choose a participant from the Client/Family Lookup window in the Enrollment and Certification module. The user can also enter a Client ID directly or use the list of values.
Last Name - The last name of the client displayed for verification.
First Name - The first name of the client is displayed for verification.
MI1 - The first middle initial of the client is displayed for verification.
MI2 - The second middle initial of the client is displayed for verification.
FI Number - Food Instrument Serial numbers eligible for voiding are displayed here.
First Date to Use - This is the valid start date for the FI number. This field is display only.
Last Date to Use - This is the valid last date for the FI number to be used. This field is display only.
Status - The status if the FI number is displayed here.
Void Reason - The user can click the list of values button to choose one of the user defined reasons for the void/return. This field is mandatory.

Check Box(es)

Reissue - Clicking on this check box will allow reissuance of the voided food instrument.

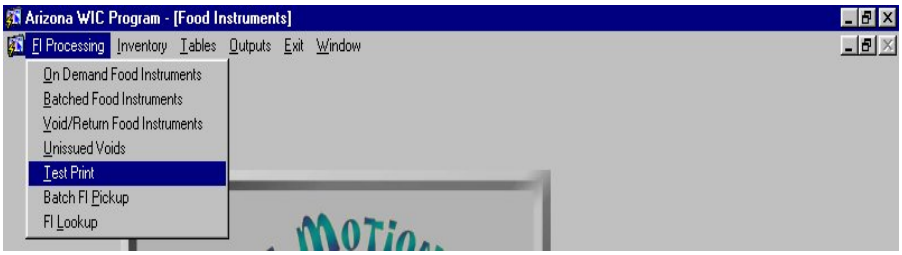
Push Button(s)

Display - Clicking on this button will produce an image of the food instrument.
Reissue - By clicking this push button the reissue will take place.
Replace – Clicking this push button will invoke the Select FI Type pop-up.

TEST PRINTING FOOD INSTRUMENTS

To Test Print Food Instruments:

1. Click on FI Processing from the menu bar.
2. Click on Test Print Instruments as shown below:



The Test Print Window is displayed:

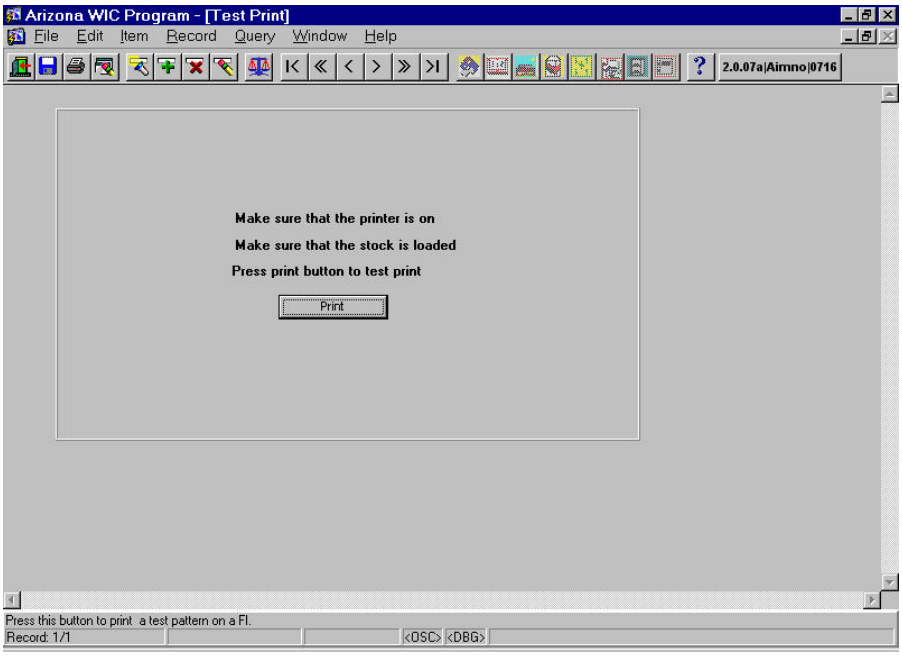


Figure 8 – Test Print

Test Printing Food Instruments

1. Press the Print Button. The system will only test print 3 FIs every time you click the Print button.

Fields

The field descriptions below are self-explanatory:

Make sure the printer is on.
Make sure stock is loaded.
Press Print button to test print.

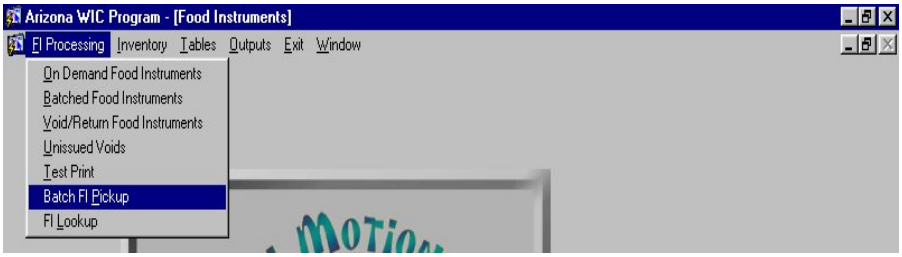
Push Button(s)

Print - Clicking this button will print the test food instrument with 'X's' in the correct informational areas (3 are printed at one time).

Batch Food Instrument Pickup

To Batch Food Instrument Pickup:

1. Click on FI Processing from the menu bar.
2. Click on Batch FI Pickup as shown below:



The Batch FI Printing Window is displayed:

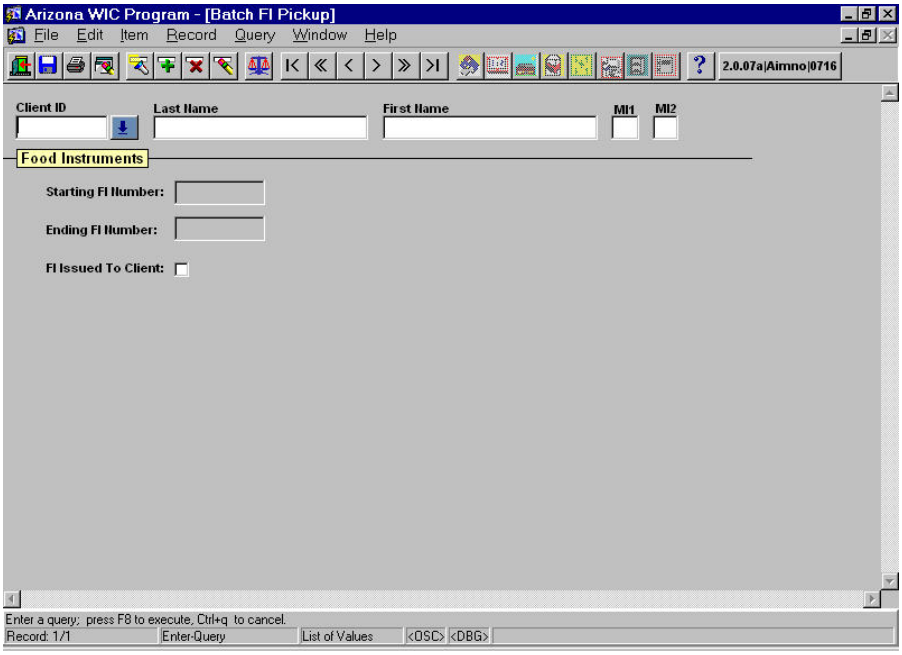


Figure 9 – Batch FI Pick-Up

Record a Batch Food Instrument Pickup

1. If the Client or Family ID is known, enter it in the Client ID field.
2. If the Client or Family ID is not known, click the arrow to the right of the Client ID field to show a list of IDs and their corresponding names and middle initials (MI1, MI2). Select a client by double clicking the row or single clicking the row and then clicking the OK button.
3. To perform a client search, double click the Client ID field. This invokes the Participant/Family Lookup screen. After performing a participant query, double click the

desired client to return to the Batch Food Instrument Pickup screen. The Client ID field is filled in with the selected Client ID.

4. The system fills in the Starting FI Number and the Ending FI Number of the food instruments already issued for the client.
5. Click on the FI Issued To Client check box.
6. Click the Save icon at the top of the screen to save the record of the Food Instruments pickup. A message appears indicating the number of records that have been updated. Click the OK button to dismiss the message.

Fields

Client ID - Double-clicking this brings up the Client/Family Lookup window from the Enrollment and Certification module that allows the user to select a participant identification number. The participant's last name, first name and middle initials will be displayed.
Last Name - The last name of the client is displayed for verification.
First Name - The first name of the client is displayed for verification.
MI1 - The first middle initial of the client is displayed for verification.
MI2 - The second middle initial of the participant is displayed for verification.
Starting FI Number - The system displays the range of batch issued food instruments for the client that have been printed but as yet are unissued. The food instrument status is utilized to make the determination of the range of instruments displayed.
Ending FI Number - The system displays the range of batch issued food instruments for the client that have been printed but as yet are unissued. The food instrument status is utilized to make the determination of the range of instruments displayed.

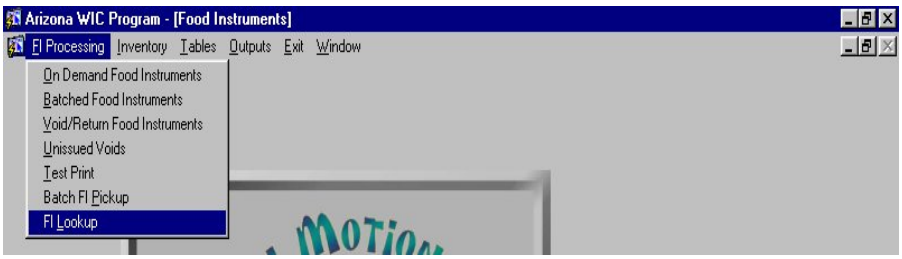
Check Boxes

FI Issued To Client - Check this box to verify that the client picked up their FIs.

Looking up a Food Instrument

To Look up a Food Instrument:

1. Click on FI Processing from the menu bar.
2. Click on FI Lookup as shown below:



The FI Lookup Window is displayed:

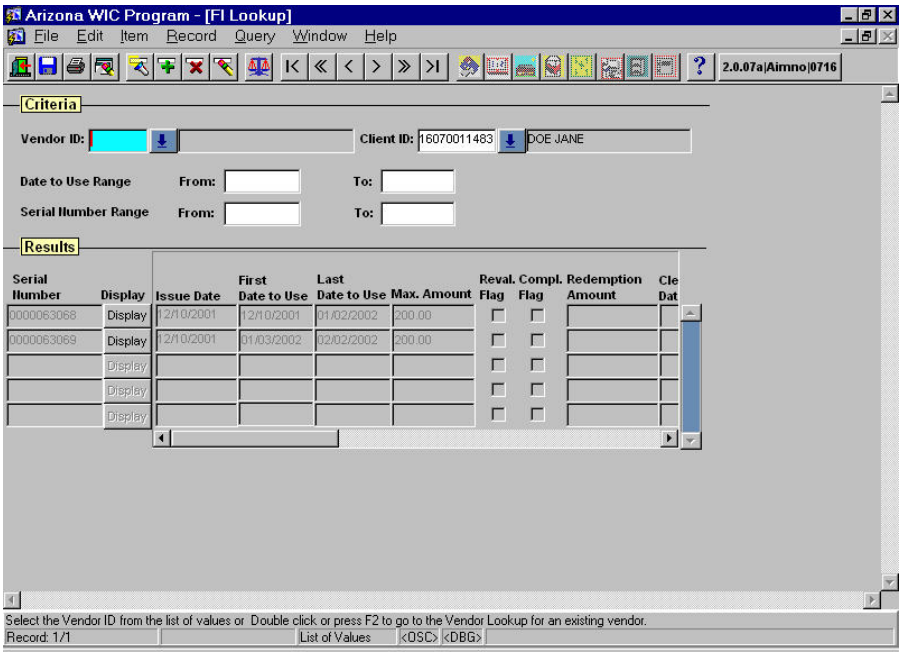


Figure 10 – FI Look-Up

Note: To find a Vendor by using the Vendor Lookup window, double click in the Vendor ID field. Refer to the section "Vendor Lookup" for further information

Look Up Food Instruments

1. To restrict the look up to a particular vendor, enter the Vendor Code or click the arrow to the right of the Vendor Code field to show a list of IDs and their corresponding names. Select a code by double clicking the row or single clicking the row and then clicking the OK button.

2. To restrict the look up to a particular client, enter the Client ID or click the arrow to the right of the Client ID field to show a list of IDs and their corresponding names. Select an ID by double clicking the row or single clicking the row and then clicking the OK button.

Note: To find a Client by using the Client/Family Lookup window, double click in the Client ID field. Refer to the section "Client/Family Lookup" for further information.

3. To restrict the look up to a food instrument Date to Use range, enter From and To dates of the food instrument Date to Use Range for which the system should search and retrieve information.
4. Press the F8 button to execute the query.
5. The system lists the following information for all the food instruments that have been redeemed by the selected vendor, participant, and/or date range entered: Serial Number, Issue Date, Printed By, First Date to Use, Last Date to Use, Max Amount, Disposition, Reval. Flag, Compl. flag, Redemption Amount, Cleared Date, Reject Date, Requested Amount, Approved Amount, Approved By, Approval Date, Void Date, Void Reason and Reject Reason. (Use the scroll bar below the food instrument display to view all of these fields.)
6. To view an image of the Food Instruments as issued to the client, click the corresponding Display button. The system will display the following pop-up window:

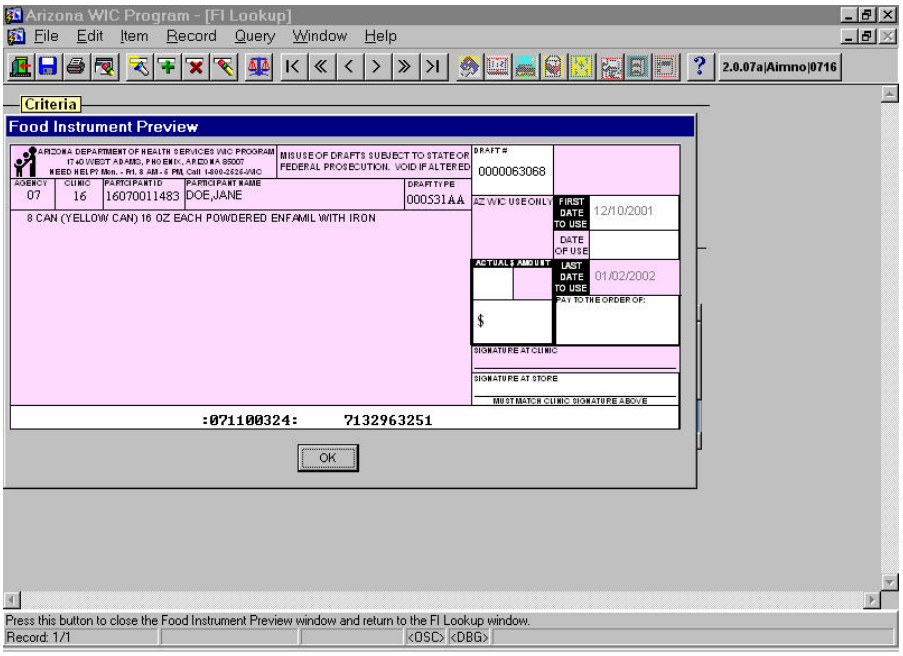


Figure 11 – FI Look-Up (FI Preview)

7. Click the OK button to close the pop-up window and return to the FI Lookup window.
8. To view the Reject Reason, click the Reject Reason button at the end of a displayed food instrument row. The system will display the following pop-up window:

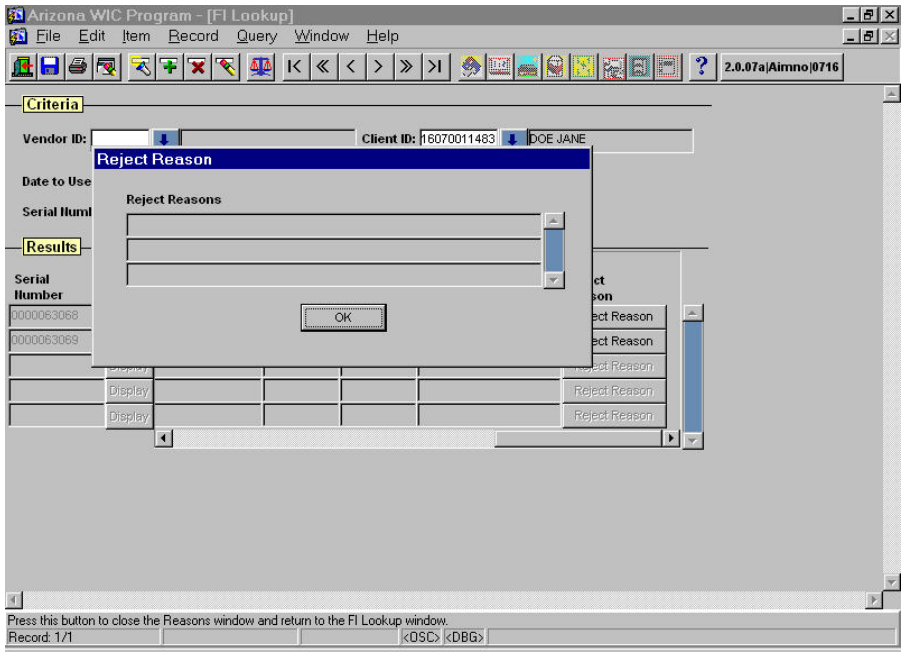


Figure 12 – FI Look-Up (Rejected Reasons Pop-Up)

9. To exit the Reject Reason window, click the OK button.

Figure 10 – FI Look-Up

Fields

Vendor ID - The Vendor ID identification number is selected here from the list of values. This field is optional.
Client ID - The client identification number is selected here from the list of values. This field is optional.
Date to Use Range - From: / To: - The beginning and end date for which food instrument information will be searched and retrieved. The field used in searching is the First Date to Use. These fields are optional.
Serial Number Range - From: / To: - The beginning and ending serial numbers for which information will be searched and retrieved. These fields are optional.
Serial Number - The number imprinted on the food instrument. This field is display only.
Issue Date - The date the food instrument was created. This field is display only.
First Date to Use - The first date that the food instrument can be used. This field is display only.
Last Date to Use - The last day which the FI may be redeemed for WIC Foods. This field is display only.
Max. Amount - The highest requested dollar value that the FI may be redeemed for. This field is display only.
Disposition -
Redemption Amount -The dollar amount which was paid to the vendor for a particular FI. This field is display only.

Cleared Date - The date on which the food instrument was paid by the WIC fiscal intermediary. This field is display only.
Reject Date - The date on which the food instrument was rejected by the WIC fiscal intermediary. This field is display only.
Requested Amount - The amount that was requested by the vendor on a rejected food instrument. This field is display only.
Approved Amount - The amount that was approved by Vendor Management for payment on a rejected food instrument. This field is display only.
Approved By - The staff member who approved the FI for redepositing. This field is display only.
Approval Date - The date that the staff member approved the FI for redepositing. This field is display only.
Void Date - The date the food instrument was voided. This field is display only.
Void Reason - The reason the food instrument was voided. This field is display only.

Check Box(es)

Reval. Flag - Shows whether or not the food instrument has been revalidated.
Compl. Flag - Shows whether or not the food instrument is a compliance buy check.

Push Button(s)

Display - This button invokes a pop-up window displaying an image of the food instrument check as issued to the participant.
Reject Reason - This button invokes a pop-up screen displaying the reason or reasons why a food instrument was rejected, if applicable.

Figure 11 – FI Look-Up (FI Preview)

Push Buttons

OK - Closes the pop-up window and returns the user to the FI Lookup window.

Figure 12 – FI Look-Up (Rejected Reasons Pop-Up)

Fields

Reject Reason - The reasons the FI was rejected by the fiscal intermediary. This field is display only.

Push Button(s)

OK - Closes the pop-up window and returns the user to the FI Lookup window.

Inventorying Stock

To Inventory Stock:

1. Click on Inventory from the menu bar.
2. Click on Stock Inventory as shown below:

The Stock Inventory Window is displayed:

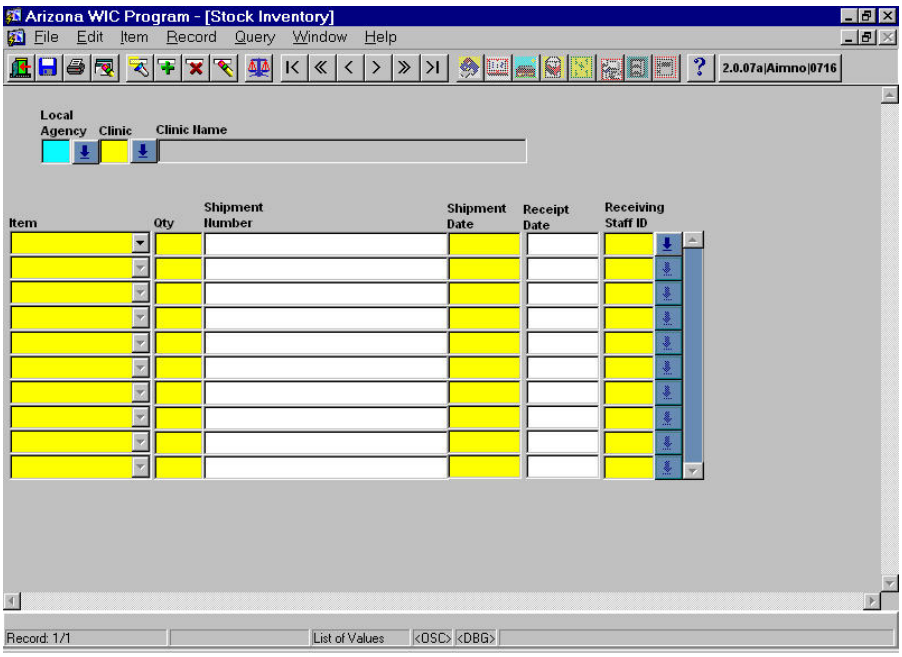


Figure 13 – Stock Inventory

Maintain Stock Inventory

Note: Records with a receipt date of more than seven days in the past cannot be updated.

1. Select the Local Agency and Clinic that is receiving the shipment from the drop down pick list.
2. Enter the item of stock received in the shipment.
3. Enter the quantity of boxes in the shipment.
4. If a shipping number accompanies the shipment, type it in the Shipment Number field.

5. Enter the date of the shipment in the Shipment Date field.
6. Enter the date the shipment was received in the Receipt Date field.
7. Enter the Staff ID of the staff member who received the shipment or click the arrow to the right of the Receiving Staff ID field to show a list of valid values for staff members associated with the Org and their corresponding names. The list of valid values for staff members will vary depending on which Org Code is selected. Select a staff ID by double clicking the row or single clicking the row and then clicking the OK button.
8. Click the Save icon at the top of the screen to save the record of the receipt of the food instrument stock shipment. The system displays the message: "Transaction Completed." Click the OK button to dismiss the message.

Fields

Local Agency - The local agency ID. This field is mandatory.
Clinic - The clinic ID. This field is mandatory.
Clinic Name - The organizational unit name. This field is display only.
Item - The item that is being inventoried. This field is mandatory.
Qty. - This is a mandatory field containing the number of boxes in the shipment.
Shipment Number - If a shipping number accompanies an order it should be recorded. This field is optional.
Shipment Date - The data the item was shipped. This field is mandatory.
Receipt Date - The date that the boxes of FI stock was received. This field is mandatory.
Receiving Staff ID - The staff member of the organizational unit who is responsible for the inventory. This field is mandatory.

Stock Usage

To record Stock Usage:

1. Click the FI Processing from the Menu Bar.
2. Click on the Stock Usage as shown below:

The Stock Usage window is displayed:

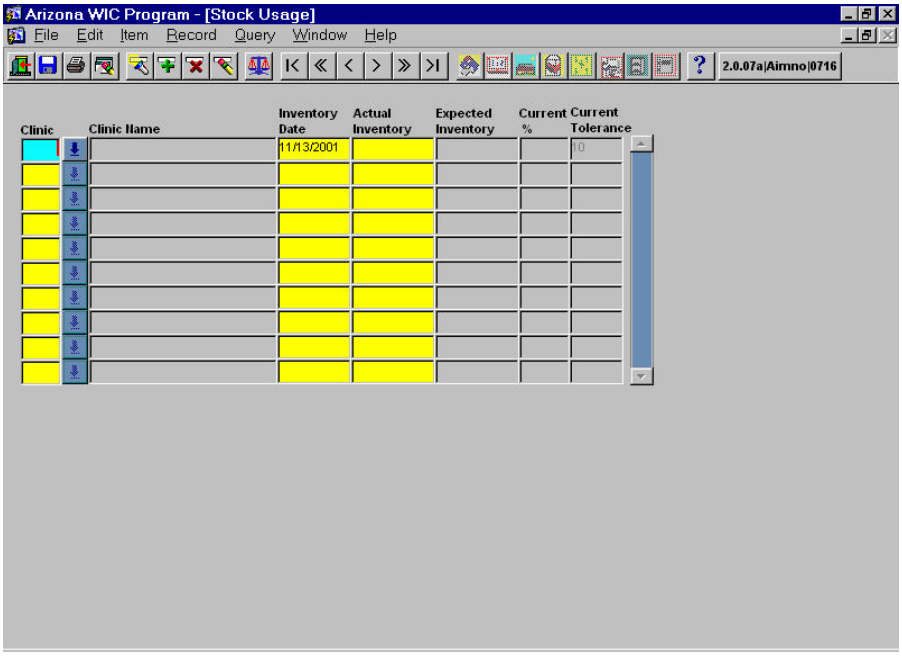


Figure 14 – Stock Usage

Maintain Stock Usage

1. Select the clinic from the drop down pick list.
2. Tab to the Inventory Date and enter it.
3. Tab to the Actual Inventory and enter the information.

Fields

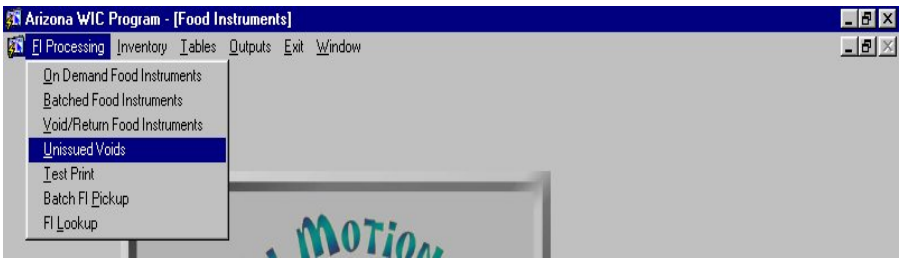
Clinic - The clinic code. This field is mandatory and can be selected from a list of values. The name of the clinic is displayed when the code is selected. For more information refer to the organizational units table in Operations Management.
Clinic Name - The name of the clinic. This field is display only.

Inventory Date - The date the inventory was performed. This field is mandatory.
Actual Inventory - The number of sheets of stock that is currently on hand. This field is mandatory.
Expected Inventory - The number of sheets of stock the clinic is expected to have on hand. This field is display only.
Current % - The percent of difference between the Actual and Expected Inventories. This field is display only.
Current Tolerance - The % of tolerance. This field is populated from the "Tolerance in FI # Printing" static factors variable in the Financial Management Module. This field is display only.

Recording Unissued Voids

To Record Unissued Voided Food Instruments:

1. Click on FI Processing from the menu bar.
2. Click on Unissued Voids as shown below:



The Unissued Voids Window is displayed:

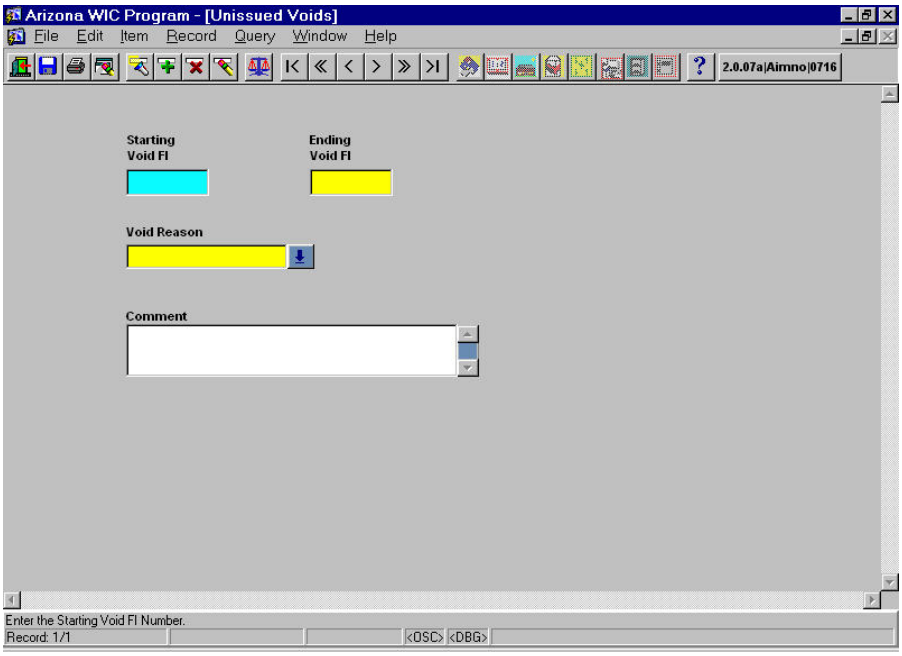


Figure 15 – Unissued Voids

Maintain Unissued Voids

1. Enter the starting serial number of the food instrument to be voided.
2. Enter the ending serial number of the food instrument to be voided.
3. Click the arrow to the right of the Void Reason field to show a list of valid values and their corresponding descriptions. Select a void reason by double clicking the row or single clicking the row and then clicking the OK button.
4. Comments associated with voiding the food instruments may be entered.
5. Click the Save icon at the top of the screen to void the unissued food instruments. A message appears indicating the number of records voided. Click the OK button to dismiss the message.

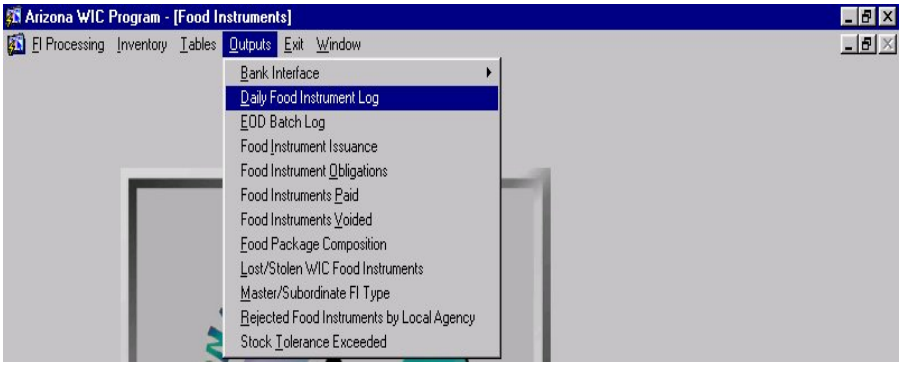
Fields

Starting Void FI - The check starting number to be voided as unissued. This field is mandatory.
Ending Void FI - The check ending number to be voided as unissued. This field is mandatory.
Void Reason - The reason the above checks are voided. This field is mandatory.
Comment - This field is used to make any comments. This field is optional.

Producing a Daily Food Instrument Log

To Produce a Daily Food Instrument Log:

1. Click on Outputs from the menu bar.
2. Click on Daily Food Instrument Log as shown below:



The Daily Food Instrument Log Window is displayed:

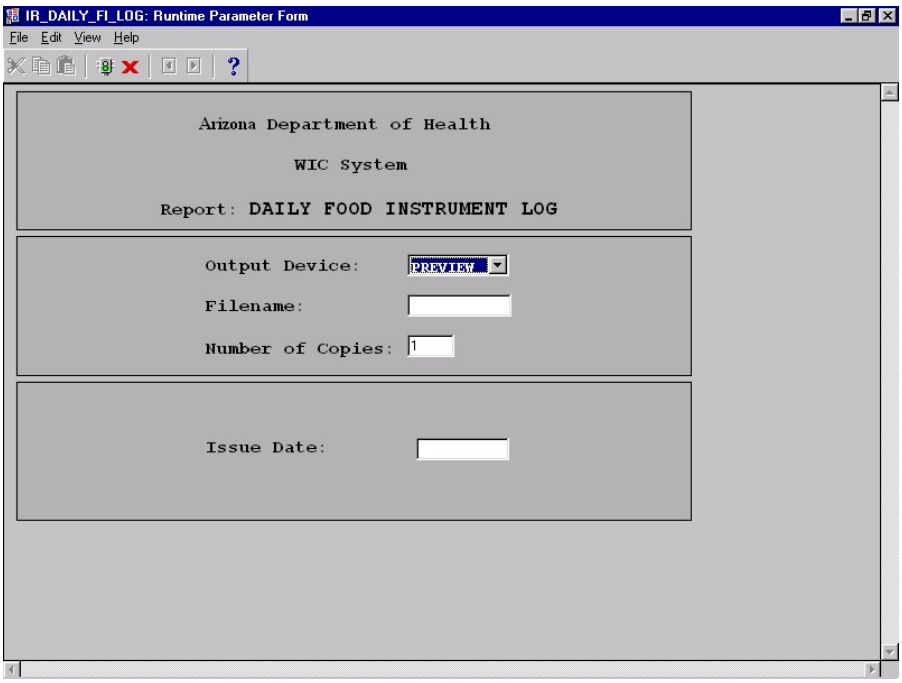


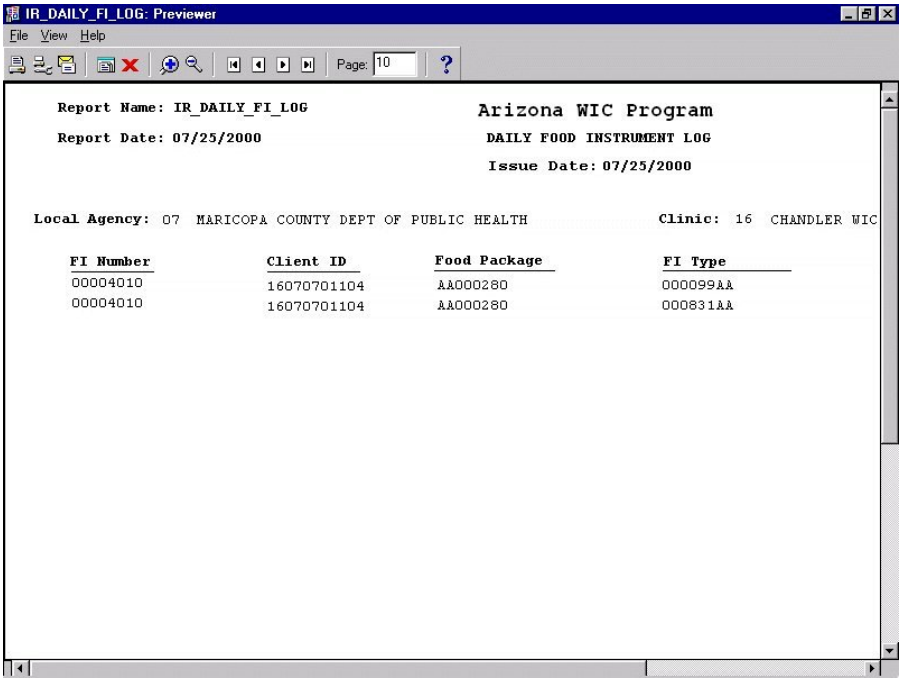
Figure 16 – Daily Food Instrument Log

Produce the Daily Food Instrument Log

Complete the Report Runtime Parameter dialog box as described below.

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.

2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Enter the Issue Date for which the report is being generated in the format MM/DD/YYYY.
5. Click the green light icon to generate the report.



1. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
2. Click the Print icon to print the report. To activate the system's e-mail capabilities, click the Mail icon.
3. Click the Close button to exit the preview screen and return to the Food Instruments Menu Screen. Click the New icon to view a new copy of the same preview screen.
4. If at any time you decide not to continue, click the Cancel icon at the top of the dialog box.

Fields

Output Device - The user may select (from a drop down list) screen, file, printer, mail or preview.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.
Issue Date - The date on which the Food Instruments included on the report were issued.

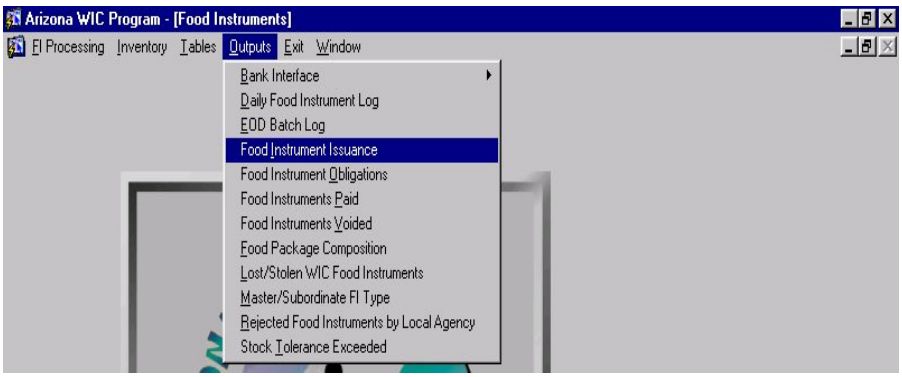
Calculations

None

Producing a Food Instrument Issuance Report

To Produce a Food Instrument Issuance Report:

1. Click on Outputs from the menu bar.
2. Click on Food Instrument Issuance as shown below:



The Food Instrument Issuance Window is displayed:

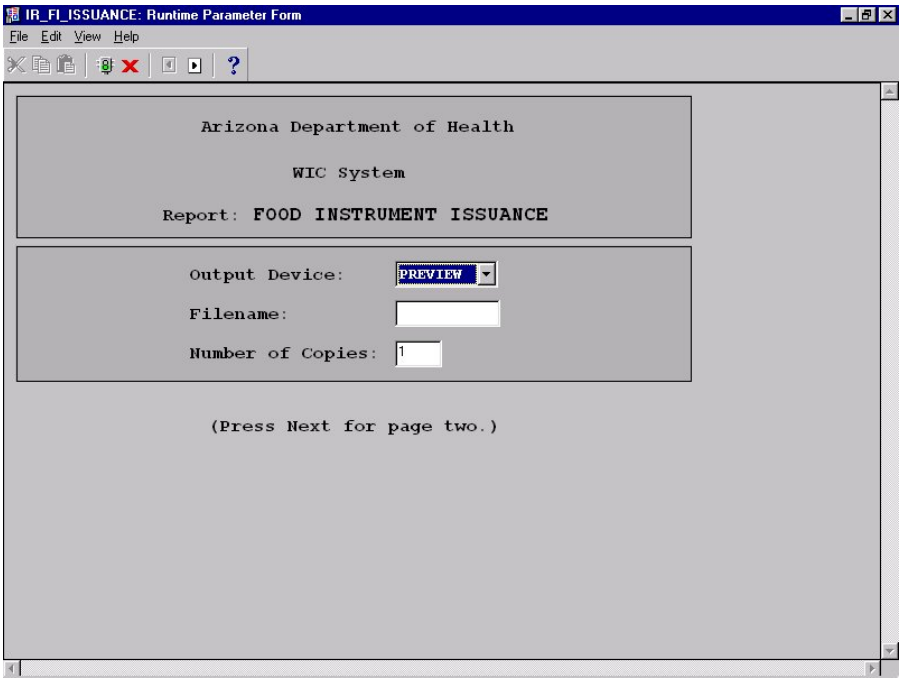


Figure 17 – Food Instrument Issuance (1 of 2)

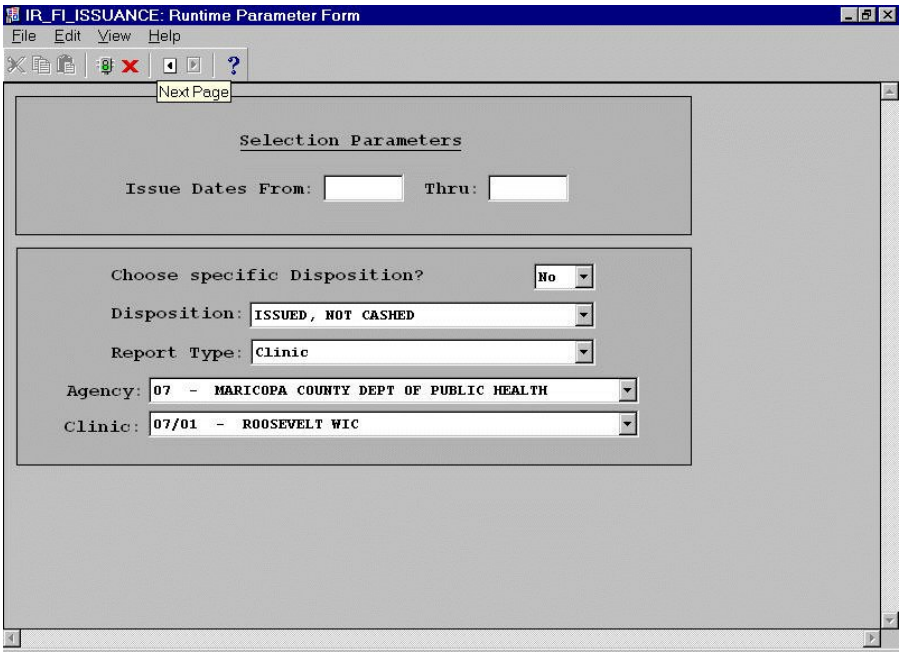
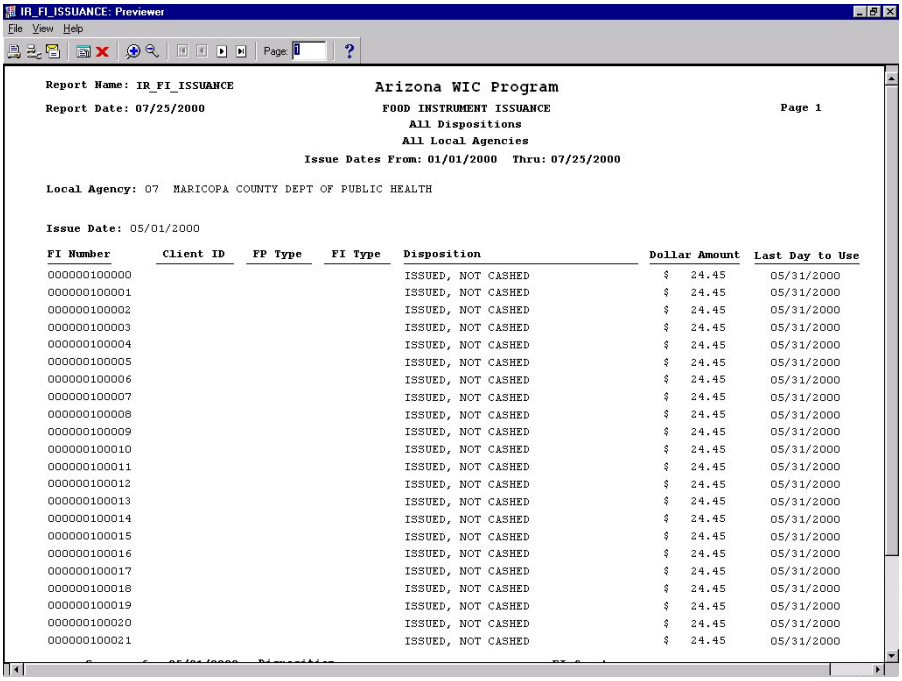


Figure 18 – Food Instrument Issuance (2 of 2)

Produce the Food Instrument Issuance Report

Complete the Report Runtime Parameter dialog box as described below.

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Follow the instructions at the bottom of the screen and click the Next button.
5. Enter the Issue Date From and Thru dates for which the report is being generated in the following format: MM/DD/YYYY.
6. Choose whether to report on Food Instruments for all disposition types or for a specific disposition type by clicking once on the down arrow to the right of the Choose specific Disposition field? and then clicking once on YES or NO.
7. If YES is selected, click the down arrow to the right of the Disposition field, then select the type of disposition criteria for the report to include by clicking once on the name of it.
8. Choose whether to report on Food Instruments issued at all local agencies or for those issued at a specific Local Agency by clicking once on the down arrow to the right of the Choose specific Local Agency field, then click once on YES or NO.
9. If YES is selected, click the down arrow to the right of the Agency field, then select a Local Agency by clicking once on the agency name. Click the green light icon to generate the report.



IR_FI_ISSUANCE: Previewer

File View Help

Page: 1

Report Name: IR_FI_ISSUANCE
Report Date: 07/25/2000

Arizona WIC Program
FOOD INSTRUMENT ISSUANCE
All Dispositions
All Local Agencies
Issue Dates From: 01/01/2000 Thru: 07/25/2000

Page 1

Local Agency: 07 MARICOPA COUNTY DEPT OF PUBLIC HEALTH

Issue Date: 05/01/2000

FI Number	Client ID	FP Type	FI Type	Disposition	Dollar Amount	Last Day to Use
000000100000				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100001				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100002				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100003				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100004				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100005				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100006				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100007				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100008				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100009				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100010				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100011				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100012				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100013				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100014				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100015				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100016				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100017				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100018				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100019				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100020				ISSUED, NOT CASHED	$ 24.45	05/31/2000
000000100021				ISSUED, NOT CASHED	$ 24.45	05/31/2000

1. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
2. Click the Print icon to print the report. To activate the system's e-mail capabilities, click the Mail icon.
3. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen. Click the New icon to view a new copy of the same preview screen.
4. If at any time you decide not to continue, click the Cancel button at the top of the dialog box.

Figure 17 – Food Instrument Issuance (1 of 2)

Fields

Output Device - The user may select (from a drop down list) screen, file, printer, mail, or preview.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Fields

Issue Date From/Thru - The date range that the report will query data from.
Choose specific Disposition - The user enters a yes or no response.
Disposition - The status of the food instruments to be queried can be selected from the list of values.
Choose specific Local Agency - The user enters a yes or no response.
Agency - The Local Agency that issued the food instruments to be queried can be selected from the list of values.

Calculations

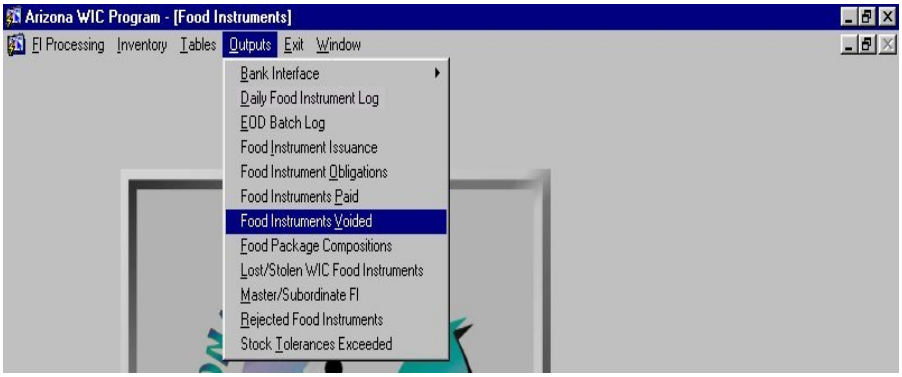
Issue Date – FI Count – Count FIs by disposition that were issued on the summary date.

Local Agency Totals – FI Count – Count FIs by disposition that were issued on any date within the date range entered on the parameter screen.
Dollar Amount – If the "Redeemed" the actual redemption value is displayed in the dollar amount field. If the disposition in "voided" or "rejected" the dollar amount is $0.

Producing a Food Instruments Voided Report

To Produce a Food Instruments Voided Report:

1. Click on Outputs from the menu bar.
2. Click on Food Instruments Voided Report as shown below:



The Food Instruments Voided Window is displayed:

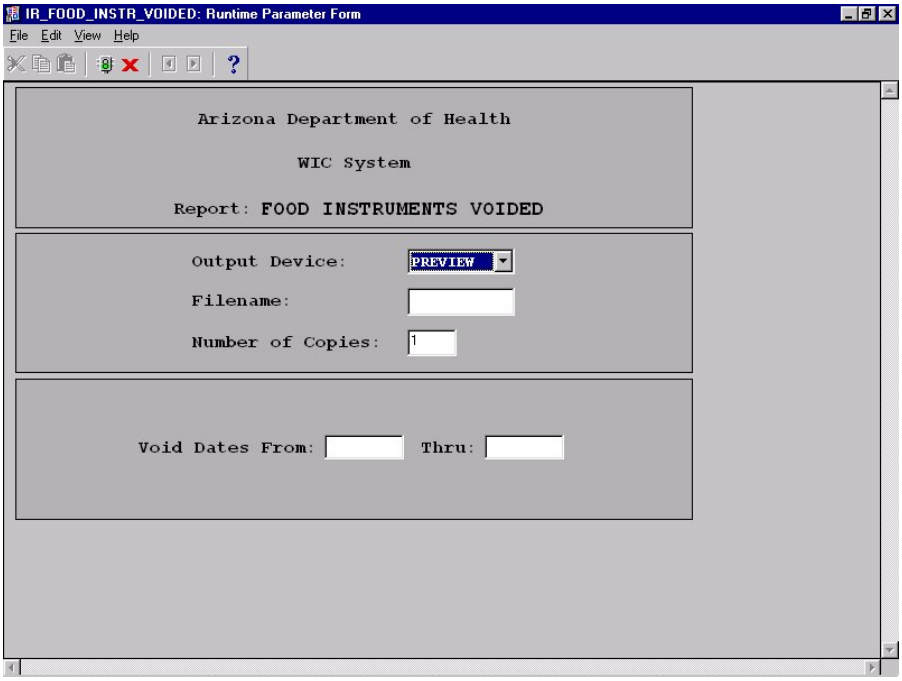


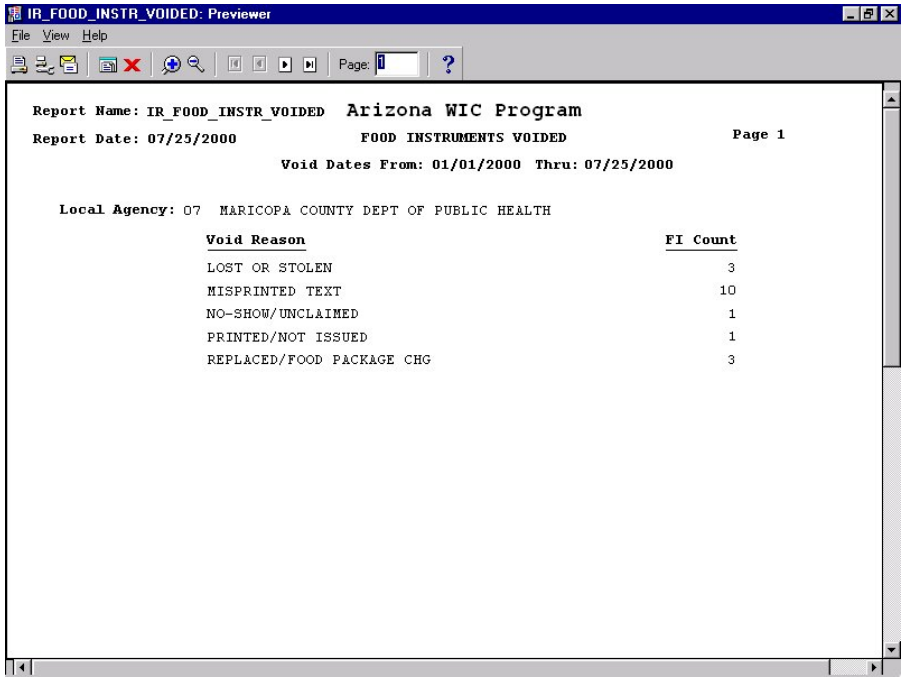
Figure 19 – Food Instruments Voided

Produce the Voided Food Instruments Report

Complete the Report Runtime Parameter dialog box as described below.

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.

2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Enter the Void Date From and Thru dates for which the report is being generated in the following format: MM/DD/YYYY.
5. Click the green light icon to generate the report.



1. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
2. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen. Click the New button to view a new copy of the same preview screen.

If at any time you decide not to continue, click the Cancel icon at the top of the dialog box.

Fields

Output Device - The user may select (from a drop down list) screen, file, printer, mail, or preview.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.
Void Dates From/Thru - The date range voided FIs must fall into.

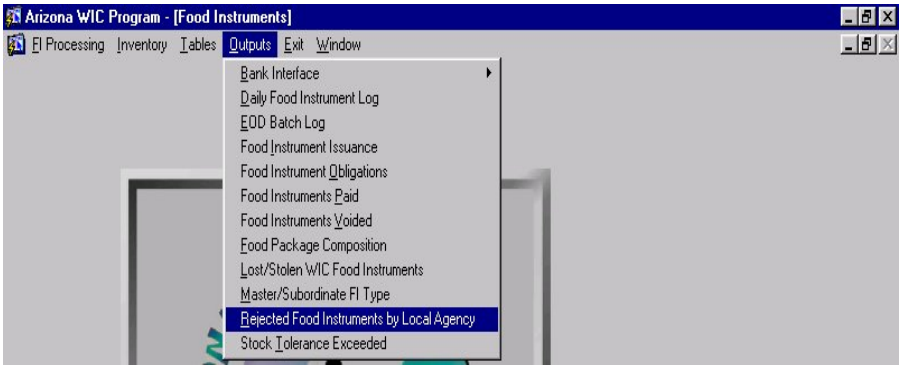
Calculations

Local Agency FI Count - Count Void_Food_Instrument
State Agency FI Count - Count Void_Food_Instrument

Producing a Rejected Food Instruments by Local Agency Report

To Produce a Rejected Food Instruments Report:

1. Click on Outputs from the menu bar.
2. Click on Rejected Food Instruments by Local Agency Report as shown below:



The Rejected Food Instruments Window is displayed:

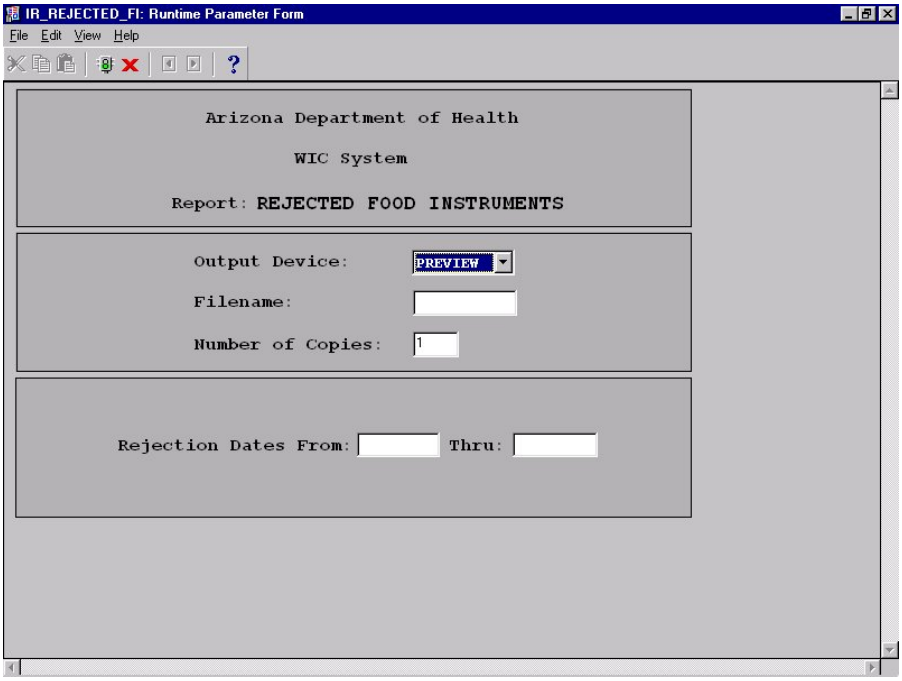


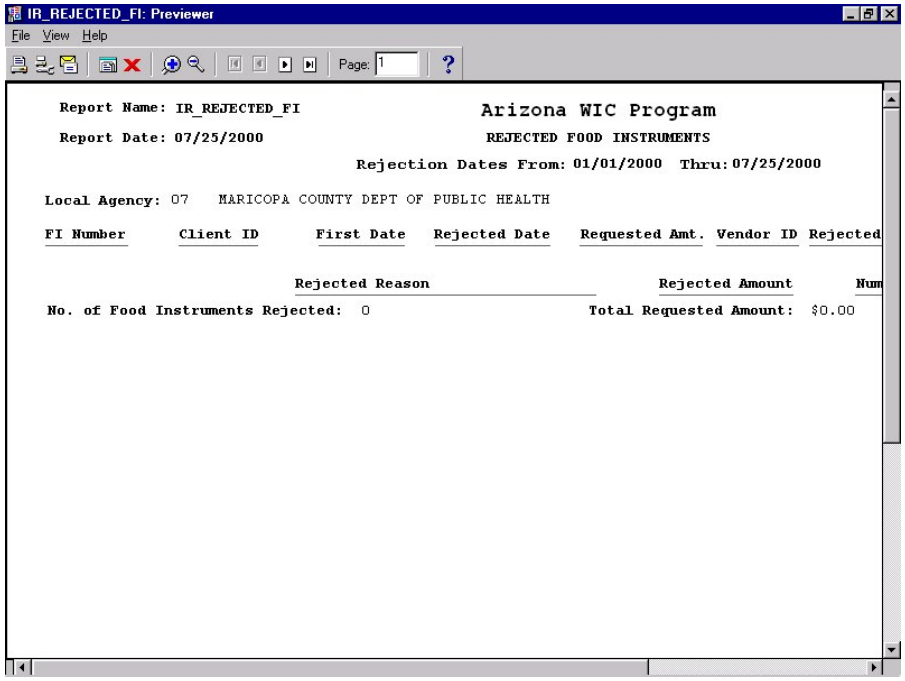
Figure 20 – Rejected Food Instruments

Produce the Rejected Food Instruments Report

Complete the Report Runtime Parameter dialog box as described below.

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.

2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Enter the Rejected Dates From and Thru for which the report is being generated, in the following format MM/DD/YYYY.
5. Click the green light icon to generate the report.



1. If Preview is selected, the report is displayed on the screen. The user will be able to redirect the report output to another device depending on the configuration of the windows operating system.
2. If, at any time, the user decides not to continue, click the Cancel icon at the top of the dialog box.

Fields

Output Device - The user may select (from a drop down list) screen, file, printer, mail, or preview.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.
Rejection Dates From/Thru - The date range for rejected food instruments to be retrieved.

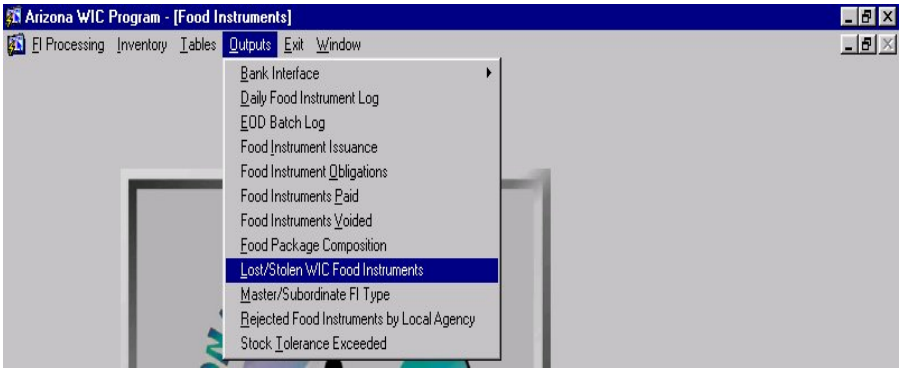
Calculations

 # FIs Rejected - Count Food_Instrument Rejected by reject reason
Rejected Amount - Sum Requested Amount by rejected reason
Total Number of FIs Rejected - Count Food_Instrument_Rejected
Total Rejected Amount - Sum Food_Instrument_Rejected

Producing Lost / Stolen WIC Food Instruments

To produce Lost / Stolen WIC Food Instruments report:

1. Click on Outputs from the menu bar.
2. Click on the Lost / Stolen WIC Food Instruments as shown below:



The Lost / Stolen WIC Food Instruments Window is displayed:

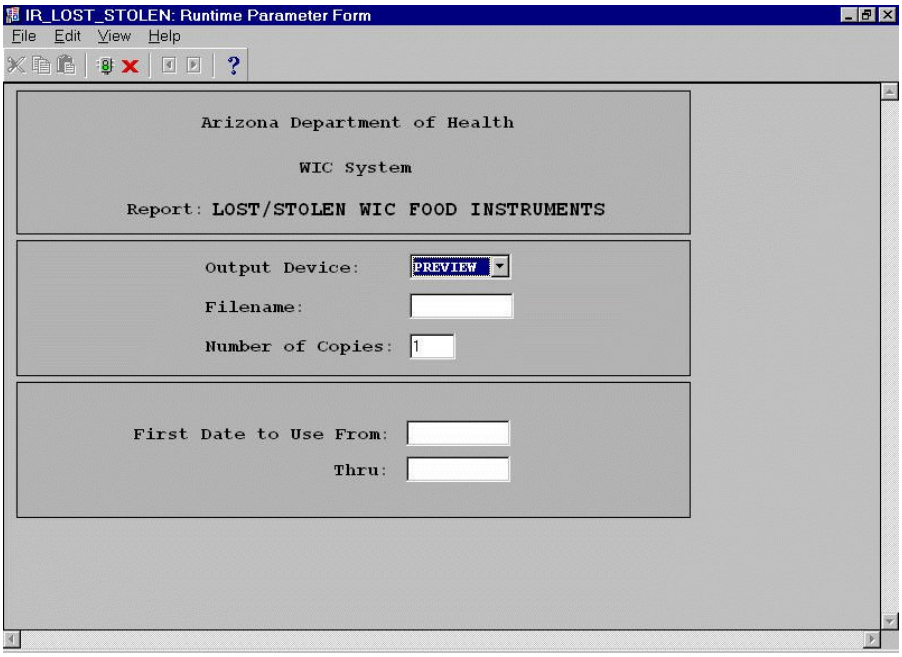
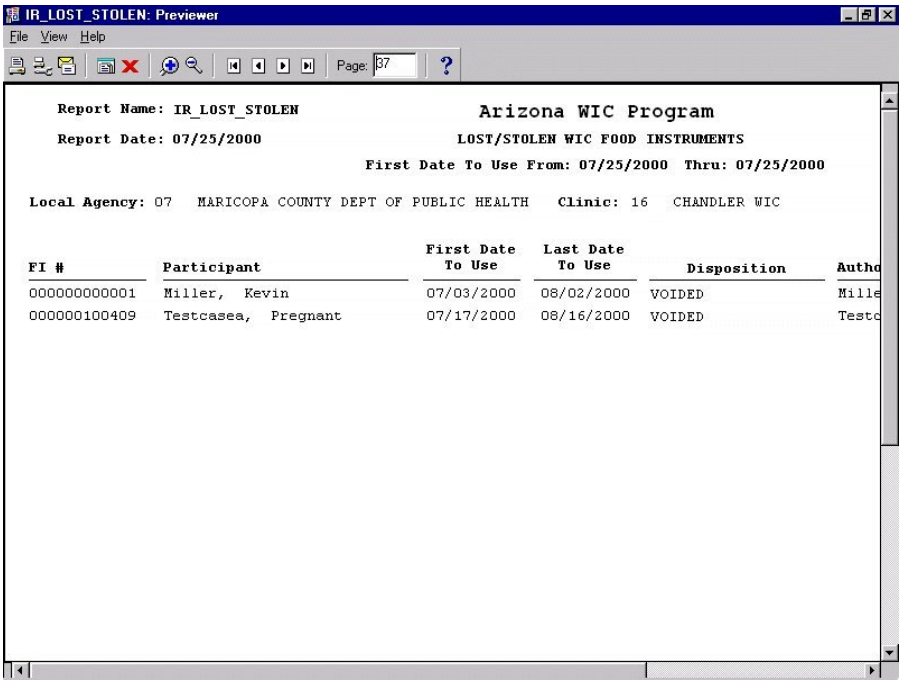


Figure 21 – Lost / Stolen WIC Food Instruments Criteria

Produce the Lost / Stolen WIC Food Instruments Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.

4. Enter first date to issue From and Thru dates for which the report is being generated. The dates must be in the format MM/YYYY.
5. Click the green light button to generate the report.



1. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
2. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen. Click the New icon to view a new copy of the same preview screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.
First Date to Use From/Thru: This date range is used to narrow the search of FIs by limiting the selection criteria to only FIs with a starting spend date in the date range.

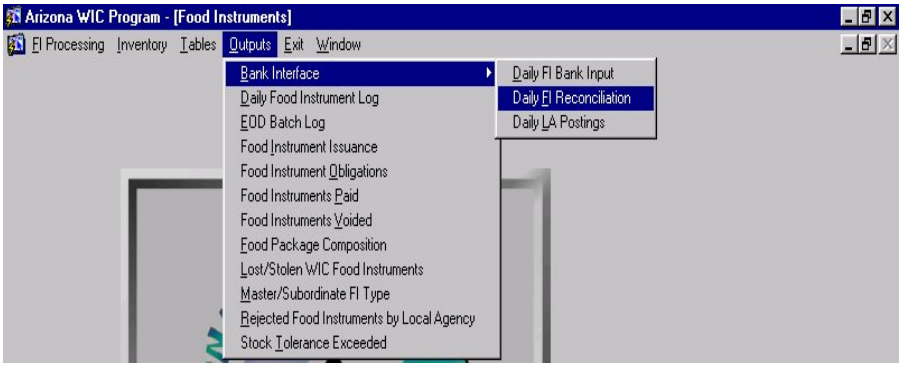
Calculations

None

Producing Daily FI Reconciliation Report

To produce Daily FI Reconciliation report:

1. Click on Outputs from the menu bar.
2. Click on Daily FI Reconciliation as shown below:



The Daily FI Reconciliation Runtime Window is displayed:

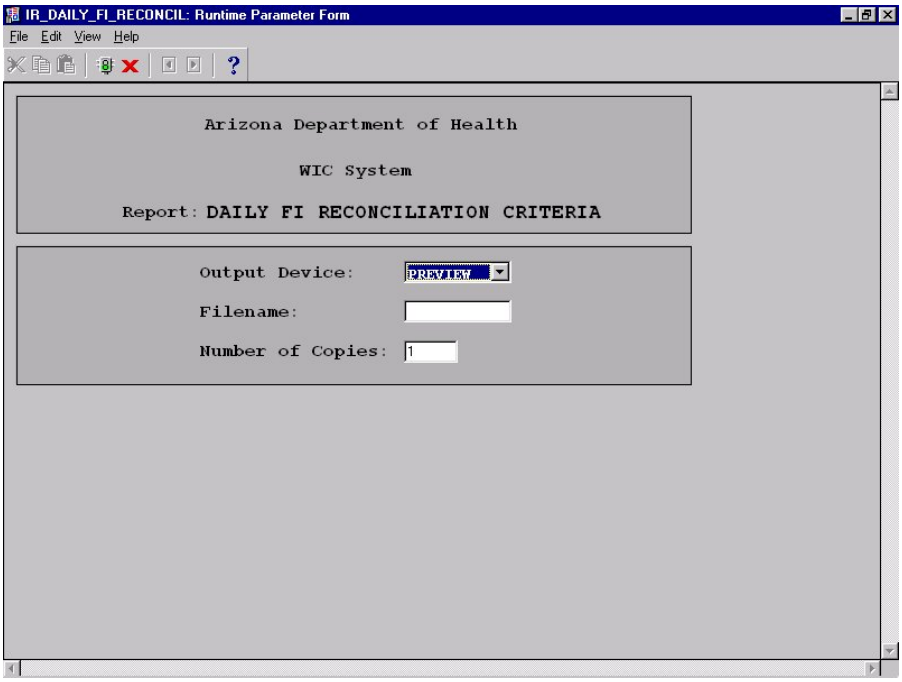
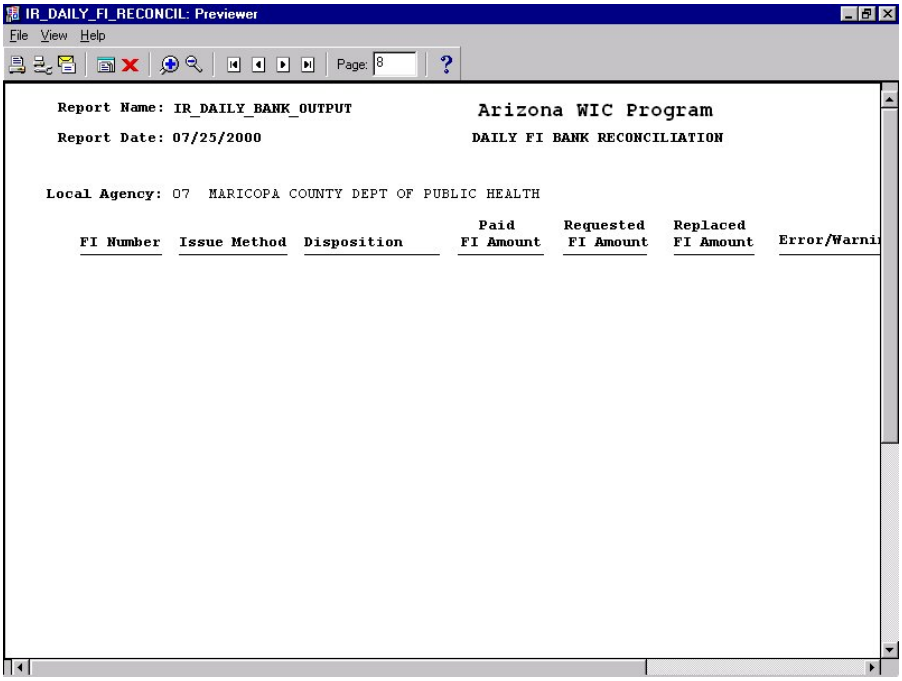


Figure 22 - Daily FI Reconciliation Report

Produce the Daily FI Reconciliation Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.

3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Click the green light icon to generate the report.



1. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
2. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
3. Click the New icon to view a new copy of the same preview screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Calculations

Count (Total FIs Paid) - Count FIs paid that were produced using the function indicated, On-Demand, Batch
Paid - Sum Dollar amount of FIs paid that were produced using the function as indicated – On-Demand, Batch.
Count (Total FIs not Paid) - Count FIs rejected by reject reason.
Rejected - Sum requested amount of FIs rejected by reject reason.
Grand Total (Total FIs Paid – Count) - Count paid FIs that were produced by the Batch and the On-Demand functions.
Grand Total (Total FIs Paid – Paid) - Sum Paid amount of FIs produced by the Batch and the On- Demand functions.
Grand Total (Total FIs Not Paid – Count) - Count rejected of all Reject Reasons.

Grand Total (Total FIs Not Paid – Paid) - Sum Requested amount of FIs of all Rejected Reasons.

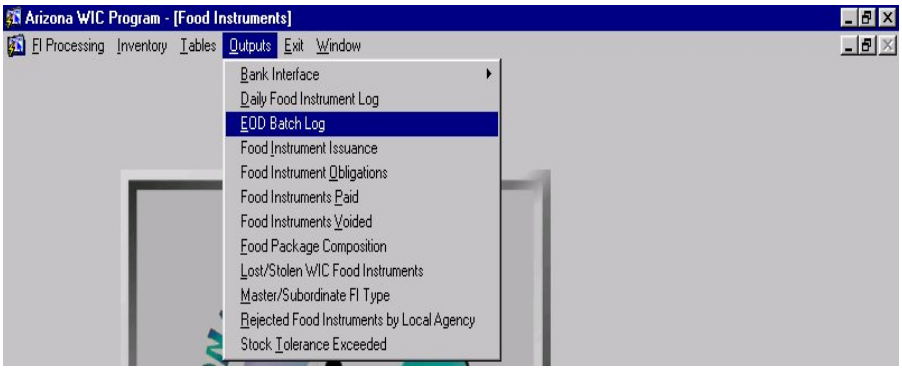
Background Processes

This report summarizes the banking activity from the previous night's EOD.

Producing an EOD Batch Log

To produce EOD Batch Log:

1. Click on Outputs from the menu bar.
2. Click on EOD Batch Log as shown below:



The EOD Batch Log Runtime Window is displayed:

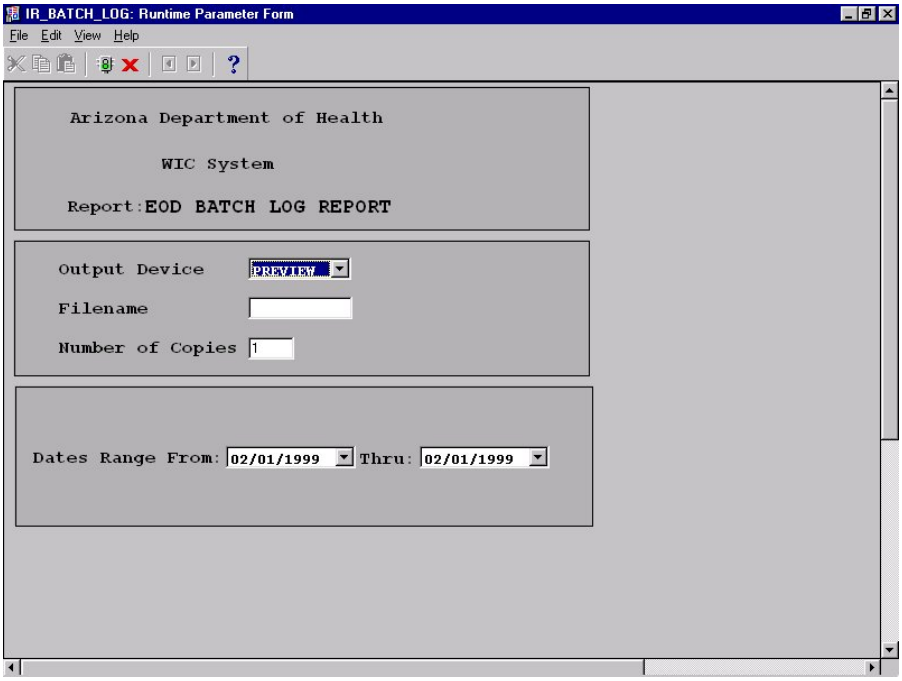
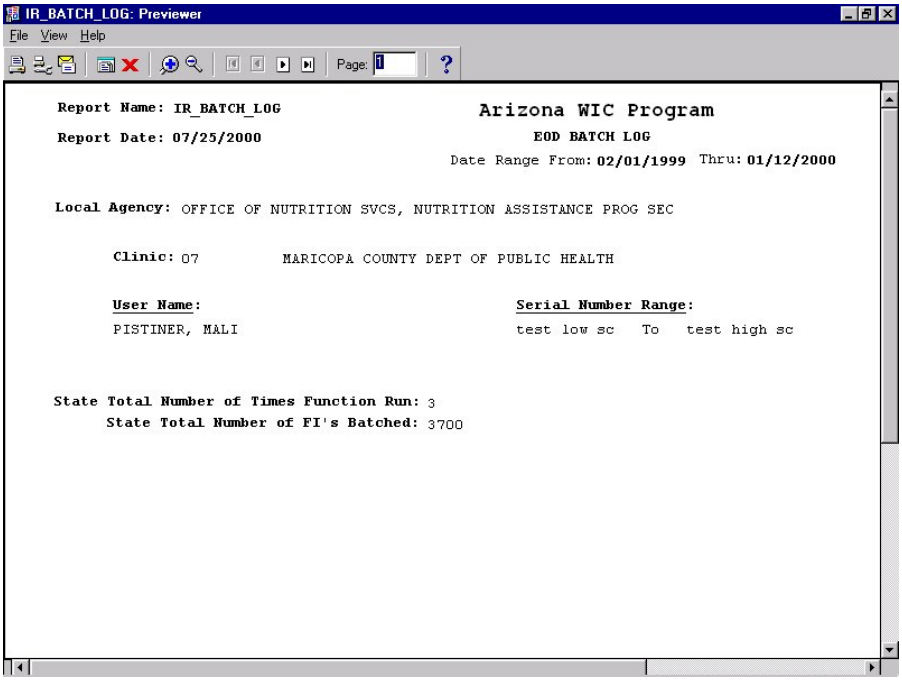


Figure 23 - EOD Batch Log

Produce the EOD Batch Log

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.

3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Enter dates into the Date Range From and Thru fields for which the report is being generated. The dates must be in the format MM/YYYY.
5. Click the green light icon to generate the report.



1. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
2. Click the Close button to exit the preview screen and return to the Food Instruments Menu Screen.
3. Click the New button to view a new copy of the same preview screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.
Date Range From/Thru - The date range selection.

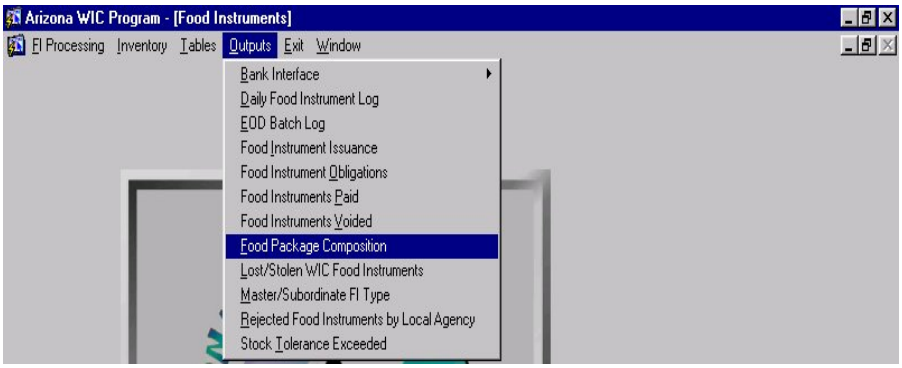
Calculations

None

Producing a Food Package Composition Report

To produce Food Package Composition report:

1. Click on Outputs from the menu bar.
2. Click on Food Package Composition as shown below:



The Food Package Composition Runtime Window is displayed:

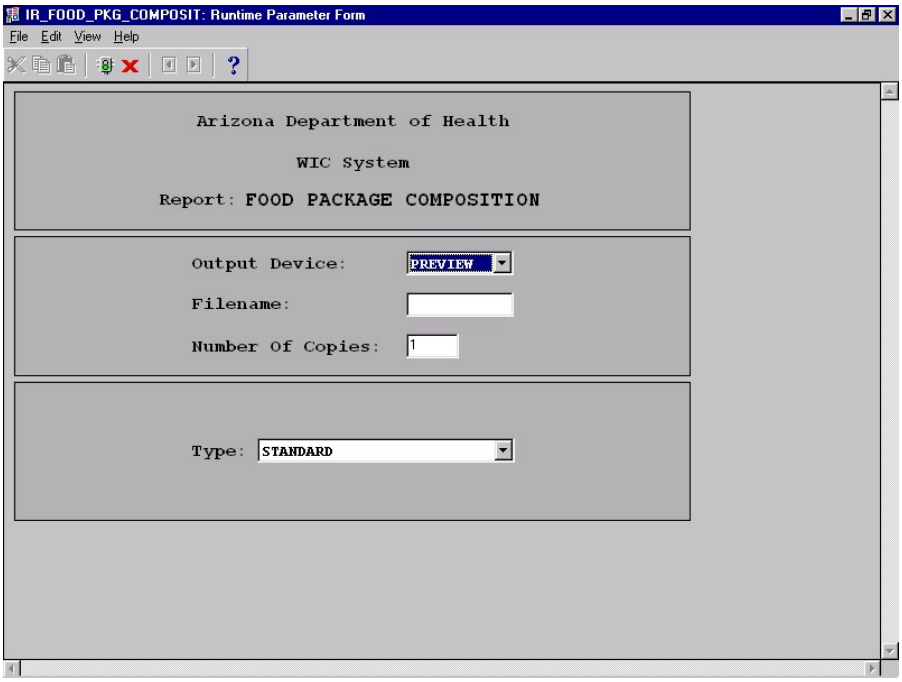
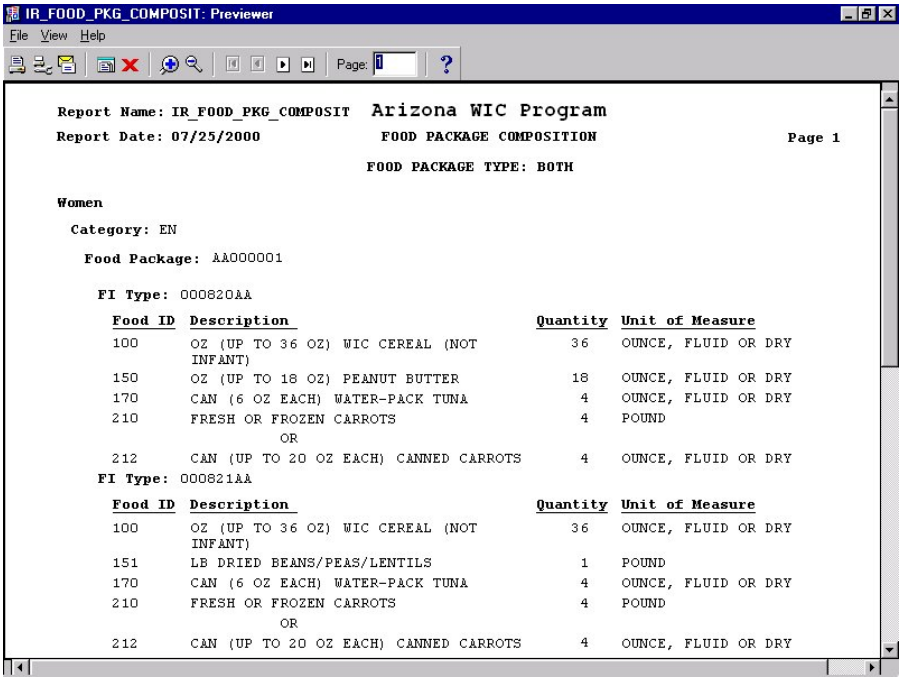


Figure 24 - Food Package Composition Report

Produce the Food Package Composition Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.

3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Tab to the Type field and use the drop down arrow to select the type of food package the report will display. The options are Standard, Custom or Both.
5. Click the green light icon to generate the report.



1. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
2. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
3. Click the New icon to view a new copy of the same preview screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.
Type - The type of food packages the report will display. The options are Standard, Custom or Both.

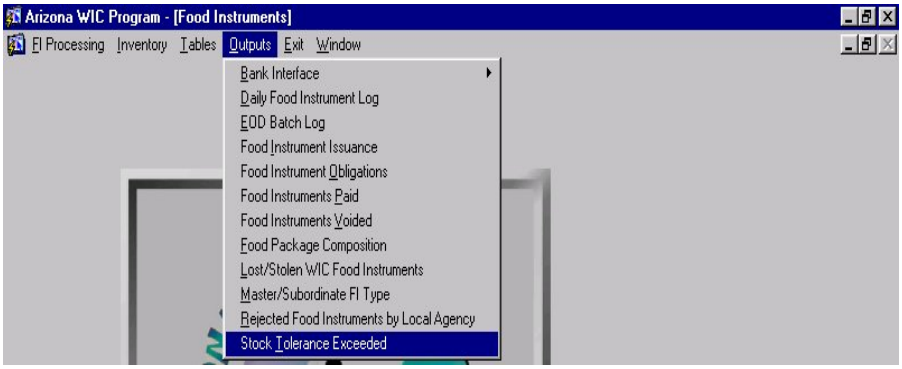
Calculations

Category Total - Count Food Packages by category
Women Total - Count Food Packages by all Women Categories
Infant Total - Count Food Packages by all Infant Categories
Children Total - Count Food Packages for all Children Categories

Producing a Stock Tolerance Report

To produce Stock Tolerance report:

1. Click on Outputs from the menu bar.
2. Click on Stock Tolerance as shown below:



The Stock Tolerance Runtime Window is displayed:

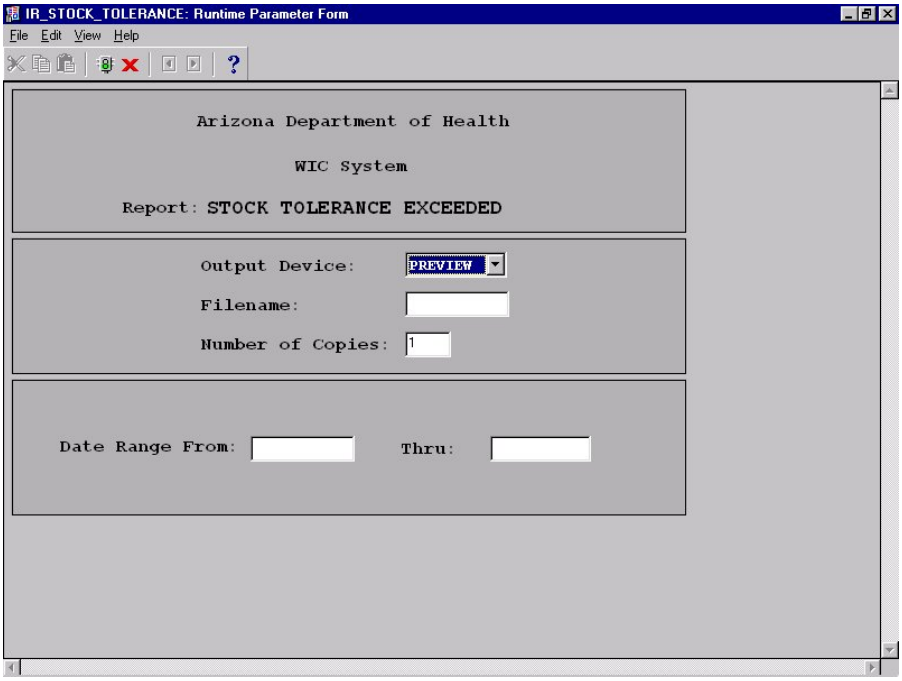
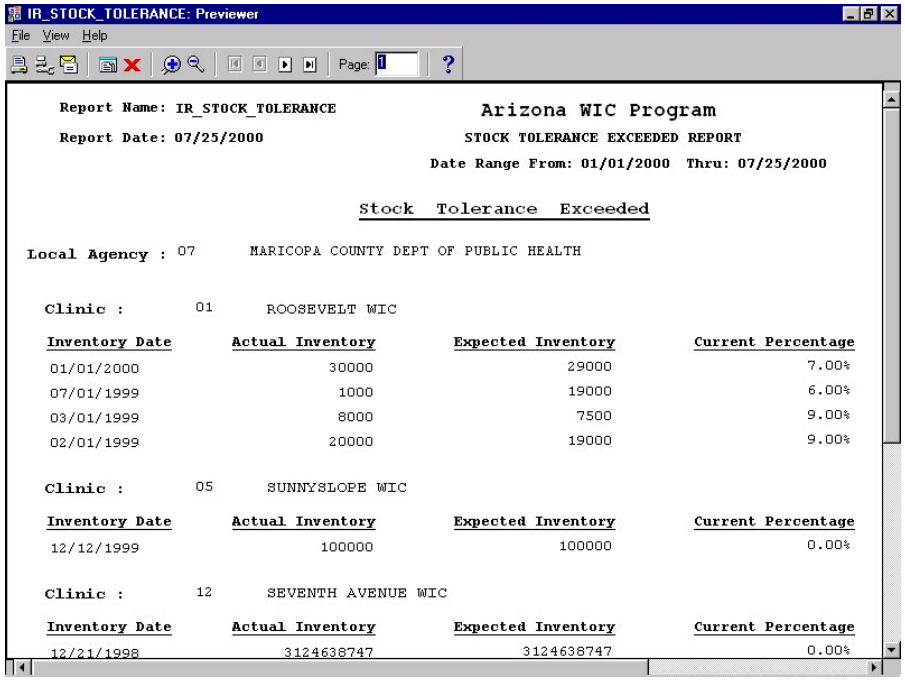


Figure 25 - Stock Tolerated Exceeded Report

Produce the Stock Tolerance Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.

3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Enter the dates into the Date Range From and Thru fields for which the report is being generated. The dates must be in the format MM/YYYY.
5. Click the green light icon to generate the report.



1. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
2. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
3. Click the New icon to view a new copy of the same preview screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.
Date Range From/Thru: Dates used to narrow the search for stock inventories.

Calculations

None

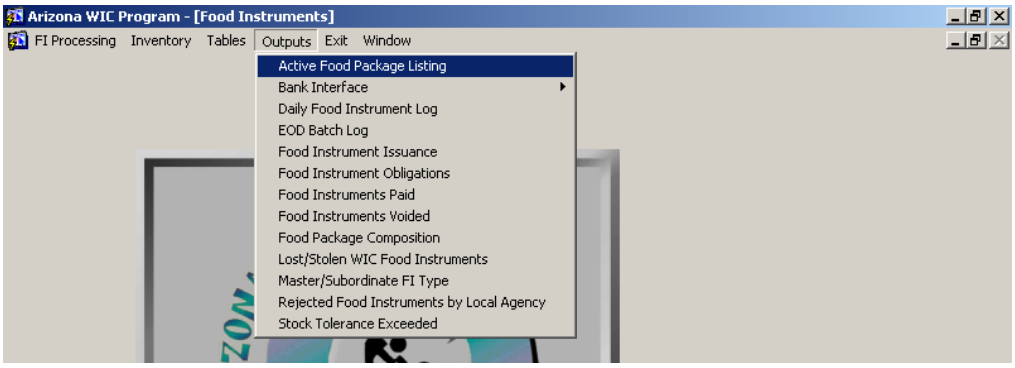
Background Processes

For the top half if the report the system finds all clients where the last inventory performed during the date range exceeded the stock tolerance percentage and for each clinic found, displays the last four inventories that were performed. For the bottom half of the report, the system finds all clinics that have not performed an inventory during the specified date range.

Producing an Active Food Package Listing Report

To produce an Active Food Package Listing report:

1. Click on Outputs from the menu bar.
2. Click on Active Food Package Listing as shown below:



The Active Food Package Listing Window is displayed:

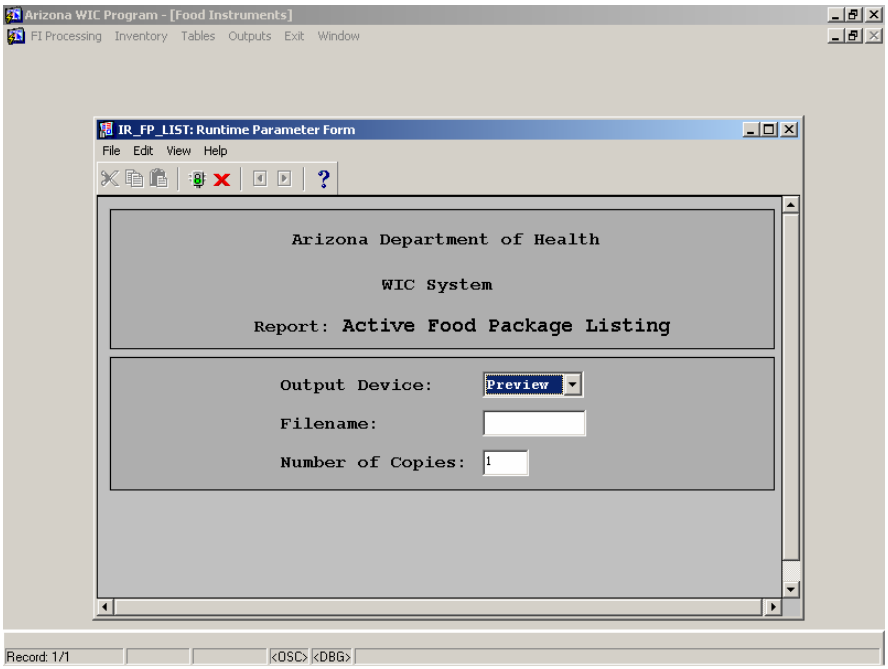
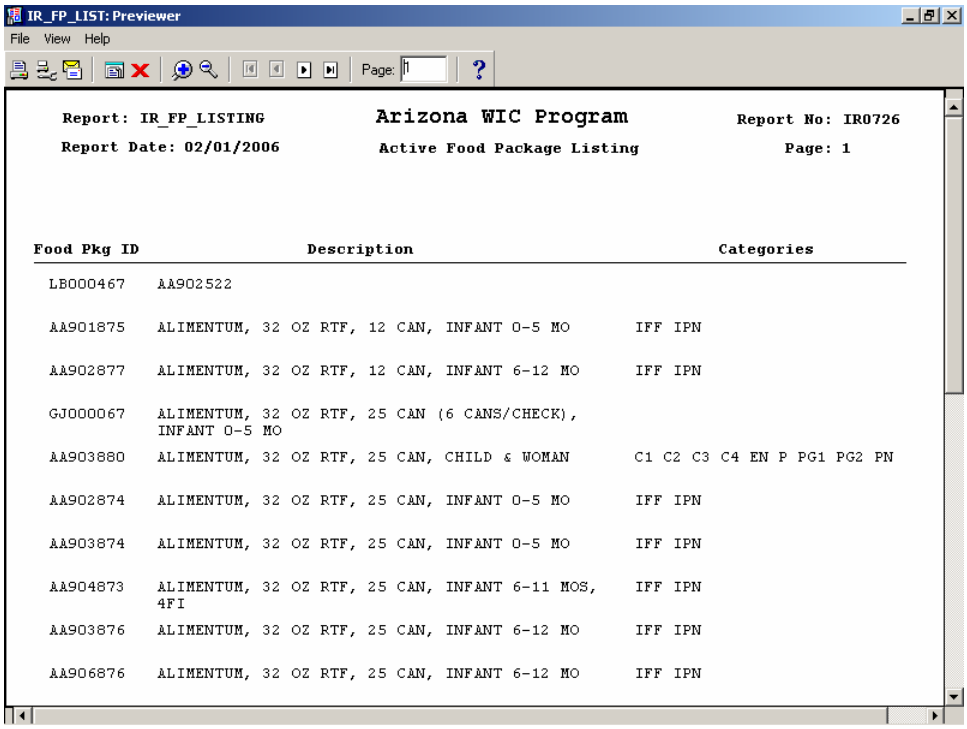


Figure 26 - Active Food Package Listing Report

Produce the Active Food Package Listing Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Click the green light icon to generate the report.



5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Calculations

None

Background Processes

None

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