



Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

Detailed Functional Design Document

Finance

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Version 1.6

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REVISION HISTORY

The chart below indicates revisions made to this document:

<u>Version</u>	<u>Name</u>	<u>Brief Description of Change</u>	<u>Published</u>
1.0	David Reisinger	Initial Draft	2-17-2015
1.0	Chris Walker	Grants & Cash Flow	12-14-2014
1.0	Jessica Wright	Updates	12-18-2014
1.1	David Reisinger	Updates to Cash Flow Section	02-18-2015
1.2	David Reisinger	Updates to Rebates; Merge & Standardize	02-27-2015
1.2	David Reisinger	Finalize for publishing	03-12-2015
1.3	CMA	Review	05-27-2015
1.4	Chris Walker	Edits associated with Maximus review	06-22-2015
1.5	Chris Walker	Added the note to the field description of field "Most Recent Rebate Billed Month/Year" in the "Days of Cash Available" section.	06-22-2015
1.6	Chris Walker	Edits associated with Maximus review	6/29/2015

1 ANNUAL FINANCIAL FACTORS

The Annual Financial Factors screens provide the ability to define Federal fiscal years within HANDS.

Navigation Path: Finance / Grants / Cash Flow / Annual Financial Factors

FFY	Start Date	End Date	Comment	Closed Out Flag
2016	10/01/2015	09/30/2016		N
2015	10/01/2014	09/30/2015		N
2014	10/01/2013	09/30/2014	Added by Chris Kipiani	Y
2013	10/01/2012	09/30/2013	Added by Chris Kipiani	Y
2012	10/01/2011	09/30/2012	Added by CMA	N
2011	10/01/2010	09/30/2011	Added by Chris Kipiani	N
2010	10/01/2009	09/30/2010	Added by Seema Shah on 8/4/2009	N
2009	10/01/2008	09/30/2009	Added by James Ranous on 08/05/2008	N
2008	10/01/2007	09/30/2008	Added by Bryan Mitchell 02-Aug-07	N
2007	10/01/2006	09/30/2007	Added by Savita M on 01-aug-06	N
2006	10/01/2005	09/30/2006		N
2005	10/01/2004	09/30/2005		N
2004	10/01/2003	09/30/2004		N
2003	10/01/2002	09/30/2003	TEST COMMENT	N
2002	10/01/2001	09/30/2002		N
2001	10/01/2000	09/30/2001		N
2000	10/01/1999	09/30/2000	DREISINGER TEST	N
1999	10/01/1998	09/30/1999		N

Figure 1: Annual Financial Factors

Fields:

- **FFY** – The defined Federal fiscal year. Display only.
- **Start Date** – The date when the Federal fiscal year begins. Display only.
- **End Date** – The date when the Federal fiscal year ends. Display only.
- **Comment** – The user comment entered when the FFY was defined, if any. Display only.
- **Closed Out Flag** – ‘Y’ if the FFY is closed in HANDS, or ‘N’ if currently open.

Buttons:

- **Save** – The new or edited record is saved to the HANDS database.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.
- **+ Add (Add FFY)** – Click the Add FFY button to view the Add FFY pop-up.

Figure 2 – Annual Financial Factor - Add

- **FFY** – The Federal fiscal year defined by the record. Required.
- **Start Date** – The start date of a Federal fiscal year. Display only.
- **End Date** – The final date of a Federal fiscal year. Display only.
- **Comment** – A free text field used for storing comments specific to the record.
- **Closed Out Flag** – A Yes/No indication of the Federal fiscal year close status.

Buttons:

- **OK** – The new or edited record is saved to the HANDS database.
- **Cancel** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

-  (**Edit Icon**) – Click to the Edit the Annual Financial Factor.

Figure 3 - Annual Financial Factors - View / Edit

Fields:

- **FFY** – The Federal fiscal year defined by the record.
- **Comment** – A free text field used for storing comments specific to the record.
- **Closed Out Flag** – A Yes/No indication of if the Federal fiscal year has been closed out.
-

Buttons:

- **OK** – The new or edited record is saved to the HANDS database.
- **Cancel** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes: None

Calculation(s): None

Background Processes: None

2 BUDGETING FACTORS

Budgeting Factors are used to record key information about the financial management and performance of the WIC Nutrition Program for a specific Federal fiscal year. The information recorded on the Budgeting Factor screen is used to help generate the FNS-798 and document the program's financial performance.

2.1 Budgeting Factors – Search

Provides the ability to search for and then view or edit existing Budgeting Factors.

Navigation Path: Finance / FNS-798 / Budgeting Factors

FFY	Start Date	End Date	Comment	Closed Out Flag
<input type="checkbox"/> 2015	10/01/2014	09/30/2015		N
<input checked="" type="checkbox"/> 2014	10/01/2013	09/30/2014	Added by Chris Kipiani	Y
<input checked="" type="checkbox"/> 2013	10/01/2012	09/30/2013	Added by Chris Kipiani	Y
<input checked="" type="checkbox"/> 2012	10/01/2011	09/30/2012	Added by CMA	N
<input checked="" type="checkbox"/> 2011	10/01/2010	09/30/2011	Added by Chris Kipiani	N
<input checked="" type="checkbox"/> 2010	10/01/2009	09/30/2010	Added by Seema Shah on 8/4/2009	N
<input checked="" type="checkbox"/> 2009	10/01/2008	09/30/2009	Added by James Ranous on 08/05/2008	N
<input checked="" type="checkbox"/> 2008	10/01/2007	09/30/2008	Added by Bryan Mitchell 02-Aug-07	N
<input checked="" type="checkbox"/> 2007	10/01/2006	09/30/2007	Added by Savita M on 01-aug-06	N
<input checked="" type="checkbox"/> 2006	10/01/2005	09/30/2006		N
<input checked="" type="checkbox"/> 2005	10/01/2004	09/30/2005		N
<input checked="" type="checkbox"/> 2004	10/01/2003	09/30/2004		N
<input checked="" type="checkbox"/> 2003	10/01/2002	09/30/2003		N
<input checked="" type="checkbox"/> 2002	10/01/2001	09/30/2002		N
<input checked="" type="checkbox"/> 2001	10/01/2000	09/30/2001		N

Figure 4 - Display existing Budgeting Factors

Fields:

-  **(Edit Icon)** – Click to review or edit an existing Budgeting Factor.
- **FFY** – The Federal fiscal year.
- **Start Date** – The starting date of the Federal fiscal year.
- **End Date** – The ending date of the Federal fiscal year.
- **Comment** – A user-specified comment about the Budgeting Factor.
- **Closed Out Flag** – ‘Y’ if the fiscal year has been closed in HANDS, or ‘N’ if the fiscal year is still open.

Buttons:

- **Add** – Click to add a new Budgeting Factor. The Budgeting Factors Add screen is displayed.

Calculation(s): None

Background Processes: None

2.2 Budgeting Factor - Add

A new Budgeting Factor may be entered after clicking the Add button on the search screen.

Navigation Path: Finance | FNS-798 | Budgeting Factors | Add

Figure 5 - Add a Budgeting Factor

Fields:

- **FFY** – The Federal fiscal year the Budgeting Factor will define. Require A Budgeting Factor with the same FFY must not already exist.
- **FFY Start Date** – The first day of the FFY. Field is populated by HANDS and cannot be modified.
- **FFY End Date** – The last day of the FFY. Field is populated by HANDS and cannot be modified.
- **Closed Out** – Indicates if the Open/Close status of the FFY in HANDS. If ‘Yes’, the FFY is closed in HANDS, or if ‘No’, the FFY is open. Default is ‘No’.
- **Manage by Category** – Indicates if HANDS should use category-level data for budgeting exercises. Select ‘Yes’ to budget at the category level. Default is ‘No’.
- **Redemption Rate Method** – Indicates the method by which redemption rates are determined. Required.

Three methods are supported:

- **FI Type Level** – The Food Obligation estimates on the FNS-798 will be adjusted by considering the rate for each FI type over the timeframe defined in the Food Redemption Factor Timeframe field.

- **Typical Level** – The Food Obligation estimates on the FNS-798 will be adjusted by considering all FIs over the timeframe defined in the Food Redemption Factor Timeframe field.
- **No Adjustment** – Financial Obligations on the FNS-798 are not adjusted to account for redemption rates.
- **LOC Number** – The state agency-specific LOC identification number for the fiscal year. The value entered will appear on the FNS-798 report. Required.
- **Fed Carry Forward Factor** – The percent of NSA funds the state may carry forward. Enter as a decimal. For example, 0.03. Required.
- **Conversion Rate** – The FNS-dictated, maximum rate allowed for Food-to-NSA fund conversion. This field is mandatory. Required.
- **Conversion Threshold** – The FNS-dictated maximum amount of Food-funds that may be converted to NSA funds. Required.
- **Rebate Offset** – The number of months the manufacturer has to pay a rebate invoice until its considered past-due. Required.
- **Annual Food Package Inflation Factor** – The percent by which the average of all food packages will increase over the fiscal year. Range is -15% to 15%. Required.
- **Monthly Dist Rate (M1)** – The historic rate of redemption for the first redemption-month of an FI. The value is entered as a decimal. For example, 0.85 indicates that historically, 85% of food instruments are redeemed during the first month of the redemption period. Required. Default value is M1 from the prior fiscal year. When added to M2 and M3, the sum must equal 1.00.
- **Monthly Dist Rate (M2)** – The historic rate of redemption for the second redemption-month of an FI. The value entered is a decimal. For example, 0.13 indicates that historically, 13% of the food instruments are redeemed during the second month of the redemption period. Required. Default value is M2 from the prior fiscal year. When added to M1 and M3, the sum must equal 1.00.
- **Monthly Dist Rate (M3)** – The historic rate of redemption for the third redemption-month of an FI. The value entered is a decimal. For example, 0.02 indicates that historically, 2% of the food instruments are redeemed during the third month of the redemption period. Required. Default value is M3 from the prior fiscal year. When added to M1 and M2, the sum must equal 1.00.
- **Starting Food Package Cost** – The average food package cost at the beginning of the FFY. This value will be used in conjunction with the Annual Food Package Inflation Rate to estimate food expenditures for each month of the fiscal year. Required.
- **Rebate Per Participant** – This field is computed by HANDS based on the total rebates received –DIVIDEDBY- the total number of infants. The field is auto-populated, but may be changed by the user. A value is mandatory.
- **Last Calculated Date** – The date on which the values of the Budgeting Factor were last updated based on background calculations.
- **Food Redemption Factor Timeframe** – The number of days of prior redemption data to use in determining the Food Instrument Redemption Rate. This field is used in conjunction with the Food Redemption Rate Method field to compute redemption rates. Required.
- **Food Redemption Rate** – This value is used to determine the projected Food Obligations on the FNS-798 report, and is derived using the Food Redemption Rate

Method and Food Redemption Rate Timeframe values. If 'No Adjustment' has been selected as the Redemption Rate Method, this field will be grayed out. Display only.

- **Rebate Redemption Factor Timeframe** – The prior number of days the system will use to determine the Rebate per Participant value. The field is mandatory and provides selection values of 30-, 60-, and 90-days.
- **Rebate Redemption Rate** – This value is used to estimate funds received from rebates and to populate the FNS-798 report. The value is determined based on the Rebate per Participant and Rebate Redemption Factor Timeframe values. Display only.
- **Comment** – A user-specified comment about the budgeting factor. The field is optional.

Buttons:

- **Save** – Click to save saved the new Budgeting Factor record.
- **Reset** – Click to undo any modifications made that have not yet been saved.

Calculation(s): None

Background Processes: None

2.3 Budgeting Factor – View / Edit

You may view or edit an existing Budgeting Factor by clicking the edit icon on the row of the Budgeting Factor.

Figure 6 - Budgeting Factor – View / Edit

Fields:

- **FFY** – The Federal fiscal year of the Budgeting Factor. Display only.
- **FFY Start Date** – The first day of the FFY. Field is populated by HANDS and cannot be modified.
- **FFY End Date** – The last day of the FFY. Field is populated by HANDS and cannot be modified.
- **Closed Out** – Indicates if the Open/Close status of the FFY in HANDS. If ‘Yes’, the FFY is closed in HANDS, or if ‘No’, the FFY is open. Default is ‘No’.
- **Manage by Category** – Indicates if HANDS should use category-level data for budgeting exercises. Select ‘Yes’ to budget at the category level. Default is ‘No’.
- **Redemption Rate Method** – Indicates the method by which redemption rates are determined. Required.

Three methods are supported:

- **FI Type Level** – The Food Obligation estimates on the FNS-798 will be adjusted by considering the rate for each FI type over the timeframe defined in the Food Redemption Factor Timeframe field.

- **Typical Level** – The Food Obligation estimates on the FNS-798 will be adjusted by considering all FIs over the timeframe defined in the Food Redemption Factor Timeframe field.
- **No Adjustment** – Financial Obligations on the FNS-798 are not adjusted to account for redemption rates.
- **LOC Number** – The state agency-specific LOC identification number for the fiscal year. The value entered will appear on the FNS-798 report. Required.
- **Fed Carry Forward Factor** – The percent of NSA funds the state may carry forward to the FFY defined by the Budgeting Factor. Required. Enter as a decimal. (e.g., 0.03)
- **Conversion Rate** – The FNS-dictated, maximum rate allowed for Food-to-NSA fund conversion. This field is mandatory. Required.
- **Conversion Threshold** – The FNS-dictated maximum amount of Food-funds that may be converted to NSA funds. Required.
- **Rebate Offset** – The number of months the manufacturer has to pay a rebate invoice until its considered past-due. Required.
- **Annual Food Package Inflation Factor** – The percent by which the average of all food packages will increase over the fiscal year. Range is -15% to 15%. Required.
- **Monthly Dist Rate (M1)** – The historic rate of redemption for the first redemption-month of an FI. The value is entered as a decimal. For example, 0.85 indicates that historically, 85% of food instruments are redeemed during the first month of the redemption period. Required. Default value is M1 from the prior fiscal year. When added to M2 and M3, the sum must equal 1.00.
- **Monthly Dist Rate (M2)** – The historic rate of redemption for the second redemption-month of an FI. The value entered is a decimal. For example, 0.13 indicates that historically, 13% of the food instruments are redeemed during the second month of the redemption period. Required. Default value is M2 from the prior fiscal year. When added to M1 and M3, the sum must equal 1.00.
- **Monthly Dist Rate (M3)** – The historic rate of redemption for the third redemption-month of an FI. The value entered is a decimal. For example, 0.02 indicates that historically, 2% of the food instruments are redeemed during the third month of the redemption period. Required. Default value is M3 from the prior fiscal year. When added to M1 and M2, the sum must equal 1.00.
- **Starting Food Package Cost** – The average food package cost at the beginning of the FFY. This value will be used in conjunction with the Annual Food Package Inflation Rate to estimate food expenditures for each month of the fiscal year. Required.
- **Rebate Per Participant** – This field is computed by HANDS based on the total rebates received –DIVIDEDBY - the total number of infants. The field is auto-populated, but may be changed by the user. A value is mandatory.
- **Last Calculated Date** – The date on which the values of the Budgeting Factor were last updated based on background calculations.
- **Food Redemption Factor Timeframe** – The number of days of prior redemption data to use in determining the Food Instrument Redemption Rate. This field is used in conjunction with the Food Redemption Rate Method field to compute redemption rates. Required.
- **Food Redemption Rate** – This value is used to determine the projected Food Obligations on the FNS-798 report, and is derived using the Food Redemption Rate

Method and Food Redemption Rate Timeframe values. If 'No Adjustment' has been selected as the Redemption Rate Method, this field will be grayed out. Display only.

- **Rebate Redemption Factor Timeframe** – The prior number of days the system will use to determine the Rebate per Participant value. The field is mandatory and provides selection values of 30-, 60-, and 90-days.
- **Rebate Redemption Rate** – This value is used to estimate funds received from rebates and to populate the FNS-798 report. The value is determined based on the Rebate per Participant and Rebate Redemption Factor Timeframe values. Display only.
- **Comment** – A user-specified comment about the budgeting factor. The field is optional.

Buttons:

- **Save** – Click to save the new Budgeting Factor record.
- **Reset** – Click to undo any modifications made that have not yet been saved.

Calculation(s): None

Background Processes: None

3 THREE YEAR WEIGHTED AVERAGE PARTICIPATION

Three-year average weighted participation data may be viewed for any current or prior Federal fiscal year by searching for it on the Three Year Weighted Average search screen. A total of 36 months of participation data will be displayed. The user may modify and save participation values to aid in forecasting future, monthly participation. User modifications may be cleared by indicating the statistics should be refreshed.

3.1 Three Year Weighted Average Participation – Search

Provides the ability to search for past participation data, which may then be viewed or used for forecasting.

Navigation Path: Finance / Three Year Weighted Average

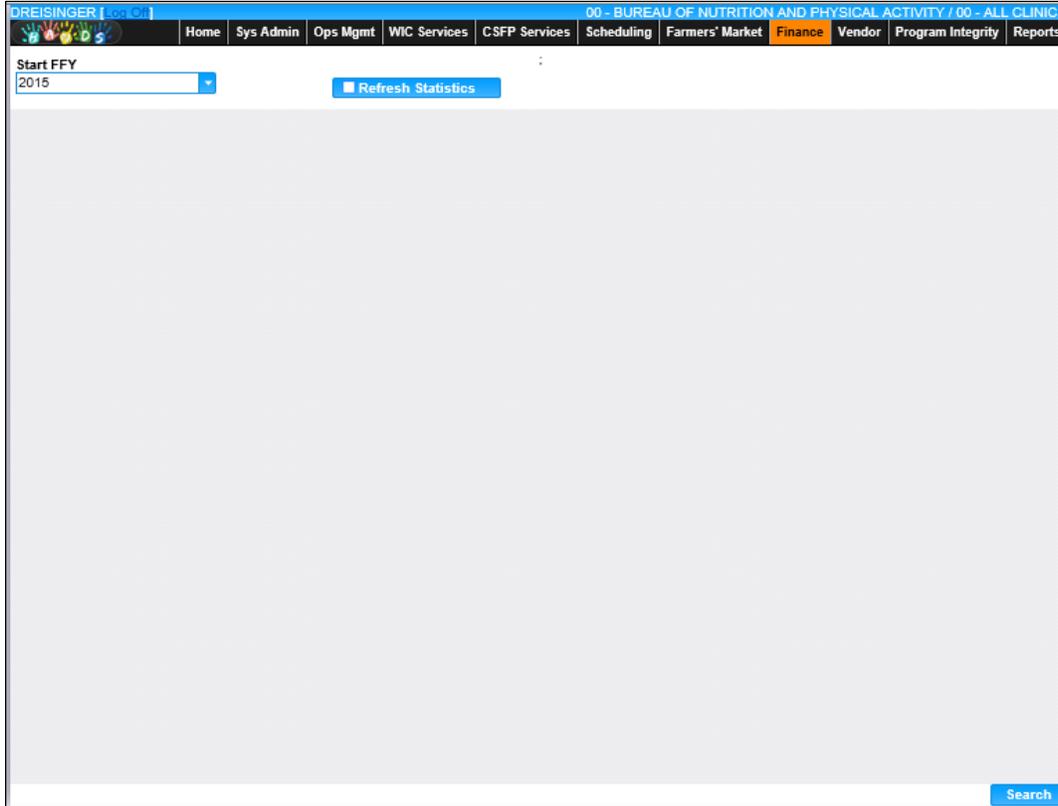


Figure 7 – Three Year Weighted Average Participation - Search

Fields:

- **Start FFY** – The starting Federal fiscal year of the 36-months of data. Thirty-six months of participation data beginning with the selected FFY will be retrieved. If the current FFY is selected, only closed months will be retrieved, and data from the necessary number of months of prior FFYs will be retrieved to display 36-months of data.
- **Refresh Statistics** – If checked and the participation data has been previously modified and saved, the actual participation data will be retrieved instead of the user's modified data. If unchecked, the saved user-modified participation data, if any, will be retrieved.

Buttons:

- **Search** – Click to search for participation data for the selected FFY. If found, the participation data is displayed.

Calculation(s): None

Background Processes: None

3.2 Three Year Weighted Average Participation - Results

The Three Year Weighted Average Participation worksheet displays 36-months of past participation data. The data is either the actual, HANDS managed participation data, or it is a modified version saved by a user.

Navigation Path: Finance / Three Year Weighted Average / Search

MONTH	FFY 2014	FFY 2013	FFY 2012	FFY 2011	Total	Weighted Average %
October	158988	172722	178907		508615	08.91
November	148983	186100	178016		491099	08.80
December	150152	180198	172176		482526	08.45
January	158034	162883	174897		493814	08.65
February	150137	157867	170838		478842	08.39
March	150156	157822	169827		477805	08.37
April	13409	158122	168085		339616	05.95
May	149759	180119	170336		480214	08.41
June	97840	160597	168385		426822	07.48
July		161608	166182	175945	503735	08.82
August		162868	172043	181819	516730	09.05
September		160267	168974	179312	508553	08.91
Total	1175466	1940973	2054666	537076	5708171	100.00

Figure 8 - Three Year Weighted Average Participation

Fields:

- **Participation Category** – Select a WIC category, or “Total” to display participation for the selected category, or the total. Default is “Total”.
- **Agency** – Select an agency, or “All Agencies” to display participation for the selected agency, or all agencies. Default is “All Agencies”.
- **FFY Worksheet Columns** – The 12 months of the Federal fiscal year. Up to four FFY columns may be displayed, as necessary to provide 36 months of past participation data.
- **Total Column** – Indicates the total monthly participation for the past 3 years.
- **Weighted Average Column** – Indicates the month’s weighted average participation as compared to the total participation for all months.
- **Month Worksheet Row** – The 12 months of the year.
- **Total Row** – The total participation for the FFY indicated on the row-header. Additionally, the row displays the total participation for the entire 36-months, and the sum of weighted average percentages for all months (100%).
- **Worksheet Cell** – The worksheet cell at the intersection of a FFY and Month contains the participation count for the FFY and Month. The value displayed is the actual

HANDS-maintained participation count, or a user-specified count. This field will be blank if the FFY month has not been closed.

Buttons:

- **Save** – Click to save user-modified values. (Subsequent searches for the FFY will retrieve the saved values until “Refresh” is selected on the Search screen.) Enabled only if the user has modified a worksheet cell value.
- **Update** – Click to cause the worksheet to re-calculate totals and weightings to reflect user-modified changes. Enabled only if the user has modified a worksheet cell value.
- **Export** – Click to export the worksheet data to a .CSV file and allows the user to download/save the data file.
- **Print** – Click to send the worksheet data to the printer.
- **Reset** – Click to undo any un-saved user-changes made to the worksheet data and restore filter selectors to their default values.

Calculation(s): None

Background Processes:

- The system will calculate column and row Totals as well as the Three Year Weighted Averages based on the information entered by the user and or/system generated.

4 MONTH PARTICIPATION CHANGE ESTIMATOR

The Month Participation Change Estimator screen displays the month-to-month change in WIC participation for the prior fiscal.

Navigation Path: Finance / FNS-798 / Month Participation Change

Month	Participation Change(%)
October : November	-6.29
November : December	0.78
December : January	3.92
January : February	-3.78
February : March	0.01
March : April	0.06
April : May	-0.32
May : June	6.84
June : July	-2.52
July : August	1.30
August : September	-1.08
Prior Year Annual % Change	-1.69

Figure 9 - Month Participation Change Estimator

Fields:

- **Month**– Displays the names of the two months for which the month-to-month participation will be calculated. Display only.
- **Participation Change (%)** – The percent-change in participation between the first listed month and the second listed month. A negative indicates a drop in participation. Display only.
Note – Participation Change % is computed as: $(\text{Month2} - \text{Month1}) / \text{Month1}$, Where Month2 is the later month, and Month1 is the earlier month.
- **Prior Year Annual % Change** – The participation change between the prior Federal fiscal year and the current Federal fiscal year. Display only.
Note – *Prior Year Annual % Change is computed by subtracting last year's annual % change from this year's annual % change. IE, a negative annual % change indicates less participation this year than last year.*

Buttons: None

Calculation(s): None

Background Processes:

- The participation change factors will display on the Cash Flow Analysis Page and will be used on Total Participation estimation calculations by applying the month-to-month increases/decreased for months unknown off of the active month data.
- If a user wishes to change the factor displays for a given month on the Cash Flow Page and apply a different factor, they may do so and the page will update accordingly.
- Participation Change (%) data populates the Cash Flow Analysis Page Month: Month Participation Change row.

5 ESTIMATED PARTICIPATION CHANGE CALCULATOR

Based on a user-specified starting participation count and an estimated annual participation inflation rate, the screen displays the estimated monthly and annual participation. The values displayed are based on the most recently closed 36-months of participation data.

Navigation Path: Finance | FNS-798 | WIC Projected Participation

Month	Weighted Avg	Projected Total Participation	Calculated Infant Participation Percentage	Projected Infant Participation
October	8.80	158,637.	25.59	40,587.
November	8.38	151,172.	26.09	39,438.
December	8.19	147,589.	26.49	39,090.
January	7.23	130,347.	26.51	34,551.
February	6.21	111,903.	26.66	29,839.
March	8.64	155,707.	25.82	40,203.
April	8.61	155,266.	25.86	40,147.
May	8.68	156,492.	25.71	40,239.
June	8.84	159,350.	25.29	40,304.
July	8.74	157,647.	25.60	40,359.
August	8.91	160,628.	25.32	40,677.
September	8.78	158,226.	25.44	40,251.
Total	100	1,802,970		465,690

Figure 10 - Estimated Participation Change Calculator

Fields:

- **Estimated Starting Participation (October)** – The starting participation count. Required.
- **Annual Participation Inflation Rate (%)** – The percentage rate at which participation will increase or decrease throughout the fiscal year. Required.
- **Estimated Ending Total Participation (September)** – The calculated participation for the month of September based on the Estimated Starting Participation count and the Annual Participation Inflation Rate. Display only.
- **New Annual Participation Target Goal** – The calculated annual participation based on the Estimated Starting Participation count and the Annual Participation Inflation Rate. Display only.
- **Month**– The month of the Federal fiscal year. Display only.
- **Weighted Avg** – The average weighted participation for the specified month. This value is derived from the Three-Year Weighted Average Participation screen. Display only.

- **Projected Total Participation**– The projected participation for the specified month. Display only.
- **Calculated Infant Participation Percentage** – The infant participation rate for the specified month, as calculated by HANDS. Display only.
- **Projected Infant Participation** – The projected infant participation for the specified month. Display only.
- **Total (Weighted Average)** – The sum of the weighted average column. By definition, this value will always equal 100. Display only.
- **Total (Projected Total Participation)** – The sum of each months estimated participation. This value will always equal the New Annual Participation Target Goal. Display only.
- **Total (Projected Infant Participation)** – The sum of each months estimated infant participation. Display only.

Buttons:

- **Update** – Click to cause the screen to recalculate and display the results.

Calculation(s): None

Background Processes:

- Projected Infant Participation, Calculated Infant Percentage Change, and Projected Total Participation will populate the Cash Flow Analysis Page for a new FFY when no data is yet known.
- Projected Total Participation data populates the Cash Flow Analysis Page Total Participants row.
- Projected Infant Participation data populates the Cash Flow Analysis Page Infants row.
- Calculated Infant Participation Percentage data populates the Cash Flow Analysis Page Percent Infants row.

6 FOOD AND NSA PROJECTIONS

The Food and NSA Projections screen allows the user to record food and NSA projections which can be used when generating the FNS-798 report.

Navigation Path: Finance | FNS-798 | Food and NSA Projections

Figure 11 - Food and NSA Projections

Fields:

- **Fiscal Year** – The fiscal year data to be retrieved and displayed. A value must be selected prior to clicking ‘Go’.

Food Projections Section

- **YTD Total** – The sum of all month entries for each row of the data grid. Display only.

For Months Oct – Sep:

- **Program Income** – The amount of program income received for the month indicated.
- **Vendor Collections** – The amount of vendor collections received for the month indicated.
- **Participant Collections** – The amount of participant collections received for the month indicated.
- **Other Credits** – The amount of other credits received for the month indicated.

NSA Projections Section (Months Oct – Sept)

- **YTD Total** – The sum of all month entries for each row of the data grid. Display only.

For Months Oct – Sep:

- **Gross Outlays** – The amount of gross outlays for the month indicated.
- **Unliquidated Obligations** – The amount of unliquidated obligations for the month indicated.
Note: Consult FNS policy to determine if it is prudent to reflect \$0 in this field for all months that precede the reporting month.
- **Gross Outlands & Unliq.** – The sum of the gross outlays and unliquidated obligations entered for the month indicated. Display only.
- **Program Income** - The amount of program income used to fund NSA outlays for the month indicated.
- **Post Payment Vendor Collections** – The amount of post-payment vendor collections used to fund NSA outlays for the month indicated.
- **Participant Collections** – The amount of participant collections used to fund NSA outlays for the month indicated.
- **Other Credits** – The amount of other credits used to fund NSA outlays for the month indicated.
- **Net Federal Outlays & Unliq.** – The calculated net Federal outlays and unliquidated obligations for the indicated month. Display only.
- **Est. Future Month(s) Obligations** – The estimated obligations for the indicated month.
- **Annual Net Federal Cost** – The calculated annual net federal cost of the program, for the indicated month. Display only.

Buttons:

- **Go** – Clicking after selecting a Fiscal Year causes the screen to populate with data for the selected fiscal year, if any.
- **Save** – Click to save user entered modifications, if any.
- **Reset** – Click to undo any un-saved user modifications and refresh the screen to the original values.

Calculation(s):

- **Gross Outlays & Unliq.** – The value is calculated by adding the Gross Outlays and Unliquidated Obligations for the indicated month.
- **Net Federal Outlays & Unliq.** – The value is calculated by subtracting from the Gross Outlays & Unliquidated value, the following: Program Income, Post Payment Vendor Collections, Participant Collections, and Other Credits. All values used in the calculation are for the indicated month.
- **Annual Net Federal Cost** – The value is calculated by adding the Net Federal Outlays & Unliq. value and the Est. Future Month(s) Obligation value, for the indicated month.

Background Processes:

- When a user modifies a closed month the system must update all of the following months with the updated information entered. This will occur when the user sets the month flag again to closed and saves the changes.

7 GRANTS & CASH FLOW OVERVIEW

The Grants and Cash Flow module provides a centralized location for users with specified roles to have access to State Agency budget and cash management data. Users without specified roles are not granted access to the details provided by the Grants and Cash Flow modules.

7.1 Cash Flow Daily Roll

The Cash Flow Daily Roll screen provides the ability to record transactions affecting the state's food cash account. This helps the state know their food cash account balance at any given time, and provides a means for HANDS to predict when a cash shortfall may occur.

Navigation Path: Finance | Grants / Cash Flow | Cash Flow Daily Roll

Figure 12: Cash Flow Daily Roll

Fields:

- **Ending Day Balance Last Calculated On** – The date that the system last calculated/saved the Ending Day Balance.
- **Date Of Entry** – The date associated with the entry.
Note: The date of entry should be greater than the “Ending Day Balance Last Calculated On” and less than or equal to the current date.
- **Fiscal Year** – The Federal fiscal year the entry is applied to.
- **Beginning Cash Balance** – The previously saved Calculate Ending Day Balance.
- **As Of** – The date of the Ending Date Balance saved that will become the Beginning Day Cash Balance once the entry is saved.
- **LOC Adjustments** – The field is populated from Line Of Credit (LOC) adjustments made within the Grants BRD Financial Profile screen. The LOC Adjustment is calculated from entries entered after the last saved Ending Day Balance date up to the current Beginning Day Cash Balance date.

- **Interest Earned** – The interest earned to be applied to the balance.
- **Rebate Received** – This field will incorporate the Rebate Received amount for a specified Rebate Month/Year once that billing Rebate Status has been updated with a Payment Received Designation¹. The Rebate Received is calculated from entries entered for rebates received after the last saved Ending Day Balance date up to the current Beginning Day Cash Balance date.
- **+Adjustment** – A free form positive adjustment to be made to the balance.
- **-Adjustment** – A free form negative adjustment to be made to the balance.
- **Food Cost** – The amount paid from the state agency’s WIC bank account to vendors for redeemed food instruments.
- **Ending Day Balance** – The new balance calculated after totaling the associated adjustments.
Calculation Formula - =Beginning Cash Balance plus (+) LOC Adjustments plus (+) Interest Earned plus (+) Rebate Received plus (+) Book Entry_+ adjustments minus (-) Book Entry_-adjustments minus (-) Food Cost.
- **Comment** – A free text field used for storing comments specific to the record.

Buttons:

- **Summary Report** – Displays the daily cash adjustments and ending day balances made to the federal food account.
- **Save** – Click to save the updated record and calculate a new Ending Day Balance.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes:

- **Beginning Day Cash Balance-** This field will use display the last saved Calculate Ending Day Balance.
- **LOC Adjustments-** This field will populate from any LOC Adjustments made generate from entries made within the Financial Profile screen (Cash Flow / Federal / Food, for the same fiscal year). Updates entered after the last saved Ending Day Balance date up to the current Beginning Day Cash Balance date will be included.
- **Rebate Received-** This field will populate from any Rebate Received adjustments made from entries made within the Automated Rebate screens. Updates entered after the last saved Ending Day Balance date up to the current Beginning Day Cash Balance date will be included.
- **Ending Day Balance Total-**This field will calculate as follows for the current Date of Entry:
=Beginning Day Cash Balance *plus (+) LOC Adjustments plus (+) Interest Earned plus (+) Rebate Received plus (+) Book Entry_+ adjustments minus (-) Book Entry_-adjustments minus (-) Food Cost.*

¹ Refer to the Rebates for further details.

7.2 Days Of Cash Available

The Days Of Cash Available module estimates the number of days that federal food dollars will be available, given typical food instrument (FI) clearance patterns and other user-provided parameters.

Navigation Path: Finance / Grants / Cash Flow / Days Of Cash Available

Figure 13: Days Of Cash Available

Fields:

- **Time Frame** – A drop down list indicating the duration of time to display cash available totals for. Valid values are:
 - Prior 30 days
 - Prior 60 days
 - Prior 90 days
- **Avg FI Daily Clearance Dollar Amt** – The average daily FI clearance dollar amount for the Time Frame selected.

Note-1: The Avg FI Daily Clearance Dollar Amt is automatically calculated after a Time Frame value is chosen.

Note-2: Calculation Formula (=) to the sum of the EOD Food Instrument Clearance Dollar Amount for the last 30, 60, 90 days (as selected) divided by (/) 30, 60, or 90 (as selected).
- **Most Recent Rebate Billed Month/Year** – A drop down list of the most recent invoice billing that have an invoice status of Submitted/Pending or Pending Payment/Late.

Note – The field will only be displayed if there are invoices that have been sent or delinquent. When displayed the field is mandatory.

- **Most Recent Rebate Billed Dollar Amt** – The sum of all rebate amounts received for the selected Most Recent Rebate Billed Month/Year (and as maintained via the Automated Rebate module).
 - Note-1: In the event that there are no rebates received (recorded as received) for the selected Most Recent Rebate Billed Month/Year, the dollar amount will default to \$0.*
 - Note-2: If the user chooses the null (blank) month/year value in the Most Recent Rebate Billed Month/Year field, the dollar amount will default to \$0.*
 - Note-3: The user may override the calculated/default value for estimating purposes.*
- **Projected Month Rebate Dollar Amt** – The projected rebate dollar amount for the Most Recent Rebate Billed Month/Year value selected.
 - Note-1: HANDS will populate the Current Rebate Amount billed with the save Rebate data entered for the corresponding Month/Year. If a Current Rebate Amount billed value does not already exist, HANDS will use the default value of \$0.*
 - Note-2: The user may override the value provided by HANDS for estimating purposes.*
- **Current Reconciled Cash Balance** – The Current Reconciled Cash Balance is manually entered by the user and represents the current, reconciled food cash account balance.
 - Note: HANDS will automatically add a “.00” decimal value unless the user specifies them. For example if the user enters “100”, HANDS will modify the value to “100.00”.*
- **As Of** – The As Of date for the Cash Balance Calculation. This date should equal the date when the food cash account balance was last reconciled.
- **Calculate Cash Balance** – Click the Calculate Cash Balance button to calculate the estimated Days of Cash Remaining and the estimated Available Cash Through values.
- **Estimated Days Of Cash Remaining** – The estimated number of days of food cash remaining given the entered parameters.
 - Note: Calculation Formula, (=) to: (Current Reconciled Cash Balance plus (+) Most Recent Rebate Billed Month/year plus (+) Projected Month Rebate Billed) divided by (/) Avg FI Daily Clearance Dollar Amt.*
- **Estimated Available Cash Through** – An estimate of the date on which the current food cash account balance will be insufficient to cover the Average FI Daily Clearance Amount.
 - Note-1: Calculation Formula, (=) to: (# Estimated Days of Cash Available Date plus (+) Current Cash As of Date) less (-) 1 day.*
 - Note-2: Lessening the date by one (1) accounts for the dollars utilized on the As of Date itself and not just on future days.*
 - Note-3: This field displays in the (MM/DD/YYYY) date format.*

Buttons:

- **Reset** – Clear field inputs made.

Calculation(s): None

Background Processes:

- **Avg FI Daily Clearance Dollar Amt calculation** is equal (=) to the sum of the EOD Food Instrument Clearance Dollar Amount for the last 30, 60, 90 days (as selected) divided by (/) 30, 60, or 90 (as selected) using a mean average.
- **# Estimated Days of Cash Available calculation** is a calculated display field equal (=) to: (Current Reconciled Cash Balance *plus (+)* Most Recent Rebate Billed Redemption Month/Year *plus (+)* Projected Month Rebate Billed Dollar Amount) *divided by (/)* Avg FI Daily Clearance Dollar Amt.
- **Estimated Available Cash Through calculation** is a calculated date equal (=) to: (# Estimated Days of Cash Available Date *plus (+)* Current Cash As of Date) *less (-)* 1 day.
(Note: Lessening the date by one (1) accounts for the dollars utilized on the As of Date itself and not just on future days. This field will display in a date format (MM/DD/YYYY)).

8 FINANCIAL PROFILE

The Financial Profile module supports the configuration of financial profiles within HANDS. Financial Profiles are used to manage and document grant- and cash-related funds and transactions related to assistance programs managed by HANDS.

Navigation Path: Finance / Grants / Cash Flow / Financial Profile

Fund Adjustment Reason	Dollar Amount	Effective Date	Authorizing Doc Details
GRA - GRANT REALLOCATION (CURRENT YEAR) (-)	\$150,000.00	10/02/2014	<input type="checkbox"/> Edit/View Details <input type="checkbox"/>
Grant Allocation Total		Line of Credit Total	Current YTD to be Received
-150,000.00		0.00	-150,000.00

Figure 14: Financial Profile

Fields:

Financial Profile (Search Fields):

- **Financial Profile** – A dropdown list of the available financial profile types to search for. Valid Financial Profile types are:
 - Grants Management
 - Cash Flow Management
- **Fiscal Year** – The Federal fiscal year to search for the financial profile within.
- **Fund Source** – The fund source type of the financial profile to search for.
- **Fund Use** – The fund use type of the financial profile to search for.

Fund Adjustments (Search Grid):

-  **(Add Fund Adjustment)** – Click to navigate to the Add Adjustment pop-up and add a new adjustment to the current profile.

Note: A search must be performed before the Add Funds Adjustment button becomes enabled for select.

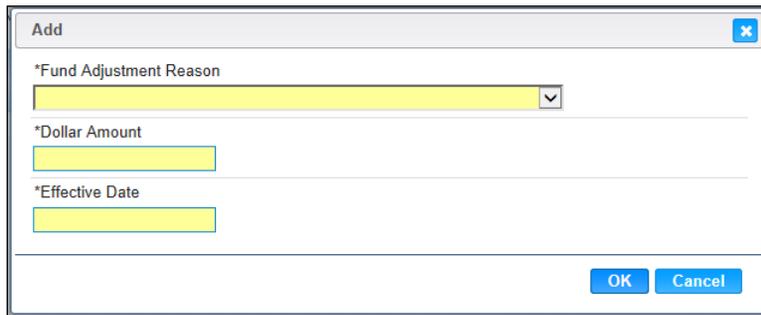


Figure 15 - Financial Profile - Add Adjustment

- **Fund Adjustment Reason** – A list of the available fund adjustment reasons.
 - **Dollar Amount** – The dollar amount of the fund adjustment.
Note: HANDS will automatically add a “.00” decimal value unless the user specifies them. For example if the user enters “100”, HANDS will modify the value to “100.00”.
 - **Effective Date** – The date the adjustment becomes effective.
-
- **Fund Adjustment Reason** – The fund adjustment reason and effect on the fund.
 - **Dollar Amount** – The dollar amount of the fund adjustment.
 - **Effective Date** – The date the adjustment becomes effective.
 -  **Authorizing Doc Details** – Choose the Edit button to view the Authorizing Document Details pop-up.

Return to Financial Profile

Authorizing Documents - Original

Fiscal Year: 2014

*Document Type: [dropdown]

*Original ID: [text box]

*Date Received: [text box]

Effective Date: 10/02/2013

Description: [text box]

Comment: [text area]

Save Reset

Figure 16 - Financial Profile - Authorizing Document

Fields:

- **Fiscal Year** – The Federal fiscal year of the financial profile.
- **Document Type** – A dropdown list of the available document types.
- **Original ID** – An alphanumeric string with a maximum value of 10 characters used to identify the authorizing document.
- **Date Received** – The date the authorizing document was received.
- **Effective Date** – The date the authorizing document becomes effective.
- **Description** – A verbose description of the authorizing document.
- **Comment** – A free text field used for storing comments specific to the record.

Buttons:

- **Save** – Click to save changes and return to the previous screen.
- **Reset** – Click to not save changes and return to the previous screen.

Calculation(s): None

Background Processes:

- The **Fiscal Year** selected on the corresponding Financial Profile screen will display on the Authorizing Document screen.
 - The **Effective Date** on the corresponding Financial Profile screen will display on the Authorizing Document screen in the MM/DD/YYYY format.
-  (**Edit Icon**) – Click to view the Edit Fund Adjustment pop-up pre-populated with the details of the record.

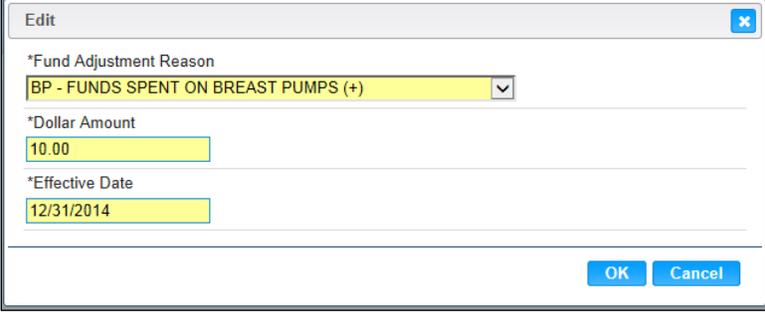


Figure 17 - Financial Profile - Edit Adjustment

-  (**Delete Icon**) – Click to delete the Delete Fund Adjustment. A confirmation pop-up is displayed.

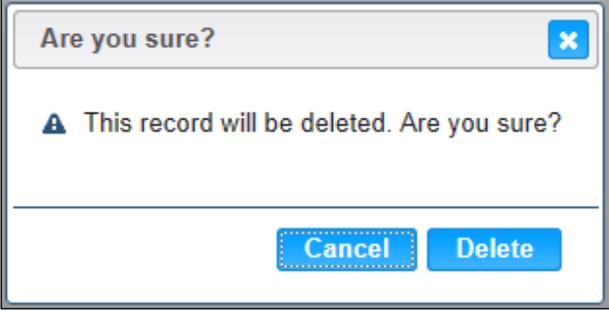


Figure 18- Financial Profile - Delete Adjustment

- **Grant Allocation Total** – The sum total of the grant allocations entries. The value does not include any adjustment with an effective date in the future.
- **Line of Credit Total** – The sum total of the Line of Credit entries, excluding any with a future effective date.
- **Current YTD to be Received** – The expected remaining funds available for the remainder of the fiscal year.
- **FNS Cash Flow Analysis** – A link to the FNS Cash Flow Analysis module.

Buttons:

- **Save** – Click to save additions or edits to the fund adjustments associated with the financial profile.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.
- **Search** – Click to perform a search according to the entered search criteria.

Note: The Financial Profile, Fiscal Year, Fund Source and Fund Use search fields must be populated in order to perform a financial profile search.

- **New Search** – Clears the search fields and the search grid.

Calculation(s): None

Background Processes:

- **Calculate YTD Total-** The system will calculate the total for only those values up to the current date. Values entered with future Effective Dates will not calculate until that actual date.
- If a financial profile is created for Federal_Grant_Food, the system will populate Line 29A of the FNS-798 report with the calculated YTD Total. If a profile is created for Federal_Grant_NSA, the system will populate Line 29B of the FNS-798 report with the calculated the YTD Total.

FNS-798, Page 2)
FNS-798 Transaction Detail

FORM APPROVED OMB NO. 0584-0045

WIC FINANCIAL MANAGEMENT AND PARTICIPATION REPORT

TRANSACTION	COST CATEGORY		
	(A) FOOD	(B) NSA	(C) TOTAL
29. Formula Grant	64,537,778	23,665,218	88,202,996
30. Prior Year Spending Options			

Figure 19 - Financial Profile - Background Process Effect on FNS-798

- In either the Federal_Grant_Food or the Federal_Grant_NSA (Administrative) financial profiles, if the user enters an Initial Grant Allocation-Continuing Resolution Fund Adjustment Reason and dollar amount (because no Initial Grant Allocation Award has been provided) and then later enters an Initial Grant Allocation Reason and dollar amount, the Continuing Resolution dollar amount will then become nulled by the Initial Grant Allocation figure. Therefore, only the Initial Grant Allocation dollar amount will be used to sum the TOTAL Dollar Amount.

9 FNS CASH FLOW ANALYSIS

The FNS Cash Flow Analysis module provides a worksheet used for analyzing cash flow. The cash flow analysis details may be saved and later used to complete the FNS-798 report by HANDS automatically using the cash flow data when generating the FNS-798. (This is referred to as “Option A”.) When Option A is chosen as the method to complete the FNS-798 report, the following fields from the FNS Cash Flow Analysis worksheet are carried over:

FNS Cash Flow Analysis	Copy (link) to Actual FNS-798 Report
Report Month	Report Month
Fiscal Year	Fiscal Year field
Projected Costs - Gross Obligations Monthly Totals	Line 1 Adjusted Gross Obligations
Projected Costs - Rebates to be Received Monthly Totals	Line 2 Estimated Rebates
Total Participation Monthly Totals for future months unknown.	Line 18 for months unknown

Alternatively, state may choose to enter data into the FNS-798 report manually. (This is referred to as “Option B”.)

Navigation Path (Method 1): Finance | Grants / Cash Flow / Financial Profile / Execute Search / FNS Cash Flow Analysis

Navigation Path (Method 2): Finance | FNS 798 / Cash Flow Analysis Worksheet

Figure 20: FNS Cash Flow Analysis

Fields:

- Version** – A dropdown list of previously saved versions of the Cash Flow Analysis Worksheet. HANDS will automatically generate the version when the Save button is selected. The format of the automatically generated version is:
 <Fiscal Year>/<Version>/<User ID>/<Today’s date>.
 For example: 2013/1/CWALKER/12/31/2014.
- Report Month** – Choose the month of the fiscal year from the dropdown list.
- Fiscal Year** – Choose the fiscal year from the dropdown list.
- Populate Worksheet** – Click to populate the worksheet with actual values from the first month of the chosen Fiscal Year up to the Report Month, and where applicable, with estimated values for months following the Report Month.

Projected Costs:

- Gross Obligations** – The state agency’s estimate of its adjusted food grant outlays before any rebates are received. Estimates of Gross Obligations are based on estimated participation and for the reporting month and the month prior, they are adjusted to reflect actual participation.

Note: Estimated Breast Pump expenditures for the reporting month, if any, are added to this value using the “Apply estimated pump outlays to Cash Flow Analysis Worksheet” described below.

All months following the report month should be reevaluated and adjusted as needed. No change should be made to data for closed months.

The system will not allow modification of data for a closed out month unless performed by a user with a specified role. The system will track within the tables when a closed month was reopened.

- **Rebates to be Received** – The estimated amount to be received from food rebate manufacturers based on participation history and rebate invoicing.
- **Net Federal Obligations** – This value is automatically calculated as follows: Gross Obligations –MINUS- Rebates to be received. The field is display only.
- **Gross Outlays – M1** – The amount of payments for food instruments redeemed during the first month of the instruments redemption period.
- **M2** – The amount of payments for food instruments redeemed during the second month of the instruments redemption period.
- **M3** – The amount of payments for food instruments redeemed during the third month of the instruments redemption period.
- **Gross Outlays – Monthly Total** – The calculated sum of M1, M2, and M3, which represents the total amount of payments for food instruments redeemed during the reporting month. The value is display only.
- **Rebate Received – Monthly Total** – The amount received during the reporting month from food manufacturers related to redeemed food instruments.
- **Net Federal Outlays** – This value is automatically calculated as follows: Gross Outlays –MINUS- Rebates Received –MINUS- Participant Collections offsetting food funds – MINUS- Other Credits offsetting food funds. The value is display only.
- **Closed Y/N** – A user-selectable indicator with the possible values of ‘Yes’ and ‘No’. When set to ‘Yes’, the month will be reflected as Closed on the FNS-798 report and HANDS will restrict data modification for that month. When set to ‘No’, the month will be reflected as not Closed and HANDS will not restrict data modification to that month.
- **Infants** – The number of participants for the reporting month in the WIC category of ‘Infants’. The value of this field is determined by HANDS based on participation for the reporting month.
- **Percent Infants** – The calculated value represents the percent of all participants that were Infants during the reporting month. The value is display only.
- **Total Participation** – The total number of participants for the reporting month. The value is display only.
- **Participation Change** – The change in participation from the month prior to the reporting month. The calculation is as follows: (Reporting Month Participation – Prior Month Participation) –DIVIDEDBY- Reporting Month Participation. The value is display only.
- **Remarks** – User-specified comments that can be save with the Cash Flow Analysis. The field is optional.

“Apply estimated pump outlays to Cash Flow Analysis Worksheet”

- **Estimated Breast Pump Amount** – The user-specified, estimated amount spent on breast pumps for the reporting month.
- **Apply Estimation To Fiscal Month** – The month to which the Estimated Breast Pump Amount will be applied. The value will be added to the Gross Obligations value for the selected month.
- **Apply to Worksheet** – Click to add the Estimated Breast Pump Amount to the selected Fiscal Month. An Estimated Breast Pump Amount value and a Fiscal Month are required to complete the Worksheet.

USDA Performance Analysis

- **USDA Funding** – The total food funding for the fiscal year. This field is calculated as the sum of all Food grant funding for the fiscal year. This field is display only.
- **Expenditures** – The estimated total food expenditures for the fiscal year. This field is calculated as the Projected Net Federal Obligations for all open months –PLUS- the Actual Net Federal Outlays for all closed months. The field is display only.
- **Recovery** – The estimate amount of food funds remaining (or over-spent) at the end of the fiscal year. This field is calculated as USDA Funding –MINUS- Expenditures. If positive, the estimate indicates a grant recovery may be necessary (per FNS limits). The field is display only
- **97% Food** – The target annual food expenditures necessary to meet the FNS “97%” target. This is calculated as USDA Funding –MULTIPLIEDBY- 0.97. The field is display only.
- **Difference** – The different between the estimate 97% Food target and the estimated Expenditure. A positive value indicates that the 97% Food target will be met. The value is calculated as Expenditures –MINUS- 97% Food. The field is display only
- **Performance** – The estimated food expenditure rate. The field is calculated as estimated Expenditures –DIVIDEDBY- USDA Funding. A value over 97% is desired. A value above 100% indicates a potential shortfall in food funding.

Buttons:

- **Save** – Saves user modifications to Month Open/Closed status and Estimated Breast Pump entries.
- **Reset** – Unsaved edits are cleared and the form restored to its previous, unedited state.

Calculation(s): None

Background Processes:

- When a user modifies a closed month the system must update all of the following months with the updated information entered. This will occur when the user sets the month flag again to closed and saves the changes.

10 REBATES

The rebate invoice process is used by WIC state agencies to bill food manufacturers for specific redeemed WIC food items, as agreed upon in negotiated contracts. The primary functions of the Automated Rebates module within HANDS are to calculate rebates, prepare rebate invoices, and aid in monitoring rebate collections. The Automated Rebates module retains current and archived rebate data for the purpose of generating the rebate invoice summary. Automated Rebates is able to process rebates for multiple food items (not limited to infant formula) and for multiple rebate manufacturers. The system is capable of scanning and uploading communications or important documents (either PDF format or emails) such as original WSCA contract details, product updates, and archived contract information.

10.1 Manufacturer Lookup

The Manufacturer Lookup page allows the user to search for and select an existing manufacturer to view and edit, as well as add new manufacturers. The data on this page may be modified but may not be deleted.

Navigation Path: Finance / Automated Rebates / Manufacturer Lookup

The screenshot displays the 'Manufacturer Lookup' page. At the top, there is a navigation bar with tabs for 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. Below this, there are two main tabs: 'Manufacturer Lookup' and 'Monitor Collections'. A search field labeled 'Manufacturer' is present. The main content area is a table with the following data:

	Manufacturer	Contract Start Date	Contract End Date
+ <input checked="" type="checkbox"/>	ABBOTT (ROSS PRODUCTS DIVISION)		
+ <input checked="" type="checkbox"/>	BUSTER'S MANUFACTURER	09/08/2014	09/08/2015
+ <input checked="" type="checkbox"/>	DOMANI NUTRITION, INC.	09/30/2014	01/01/2015
+ <input checked="" type="checkbox"/>	HENDERSON FOODS		
+ <input checked="" type="checkbox"/>	JON'S SUPER FAST MANUFACTURER		
+ <input checked="" type="checkbox"/>	MEAD JOHNSON & COMPANY		
+ <input checked="" type="checkbox"/>	NESTLE COMPANY (ENTERAL PRODUCTS)		
+ <input checked="" type="checkbox"/>	NESTLE COMPANY (INFANT FORMULA)		
+ <input checked="" type="checkbox"/>	NOVARTIS NUTRITION		
+ <input checked="" type="checkbox"/>	NUTRICIA NORTH AMERICA		

At the bottom of the table, there is a 'Row count: 10' dropdown and 'Showing 1-10 of 11' text. Below the table, there are three buttons: 'Add Manufacturer', 'Search', and 'Reset'.

Figure 21 - Manufacturer Lookup

Fields:

- **Manufacturer** – The name of the manufacturer to search on. Enter the name of the manufacturer (or the beginning characters of the name) prior to clicking “Search”.

Buttons:

-  **(Edit Icon)** – Click to edit the manufacturer information, including Details, Contract Details, Product Redemption History, and Rebate Invoicing.
- **Add Manufacturer** – Click to add a new manufacturer.
- **Reset** – Click to clear modified information and not be saved.
- **Search** – Click to search for the manufacturer specified in the Manufacturer field.

Calculation(s): None

Background Processes: None

10.2 Add Manufacturer

The Add Manufacturer page allows the user to add a manufacturer that does not yet exist into HANDS.

Once this screen has been saved, a full manufacturer profile will appear and the user may add more detail to the profile.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Add Manufacturer

The screenshot shows a web application interface for adding a manufacturer. At the top, there is a navigation menu with options like Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance (highlighted), Vendor, Program Integrity, and Reports. Below the menu is a 'Back to List' button. The main form area is titled 'Rebate Manufacturer' and contains several input fields:

- *Manufacturer: A single-line text input field.
- *Address 1: A single-line text input field.
- Address 2: A single-line text input field.
- *City, State, Zip Code and County: A single-line text input field.
- Contract Start Date: A date selection input field.
- Contract End Date: A date selection input field.
- Comment: A large multi-line text area for entering notes.

 At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

Figure 22 - Add Manufacturer

Fields:

- **Manufacturer** – The name of manufacturer, which must be unique within HANDS. Required.
- **Address** – Street address of the manufacturer. Required.
- **City, State, Zip Code and County** – City, State, Zip Code and County matching manufacturer's street address. Required.
- **Contract Start Date** – The date the contract began or is set to begin.
- **Contract End Date** – The date the contract is set to expire or date contract ended.
- **Comment** – User may enter any comments pertaining to the selected manufacturer.

Buttons:

- **Reset** – Clicking this button clears user-entered values from the fields.
- **Save** – User will need to click this button in order to save the new Rebate Manufacturer.

Calculation(s): None

Background Processes: None

10.3 Edit Manufacturer

The Edit Manufacturer icon (✎) allows the user to open and modify the details of existing manufacturers. This Edit Manufacturer screen has four tabs: Manufacturer, Contract Details, Product Redemption History, and Rebate Invoicing.

10.3.1 Edit Manufacturer | General

The Manufacturer | General tab has two sub-tabs: General and Contacts. On the General sub-tab, the user may modify details such as the manufacturer name, address, contract start and end dates and comments.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Manufacturers

The screenshot displays the 'Edit Manufacturer' interface. At the top, there is a navigation bar with tabs: 'Back to List', 'Manufacturers', 'Contract Details', 'Product Redemption History', and 'Rebate Invoicing'. Below this, a sub-tab bar shows 'General' and 'Contacts'. The main content area is titled 'Rebate Manufacturer' and contains the following fields:

- Mfr ID:** 401
- *Manufacturer:** NEW FOODS
- *Address 1:** 1200 W. EAST STR
- Contract Start Date:** 01/05/2015
- Address 2:** (empty)
- Contract End Date:** 01/04/2016
- *City, State, Zip Code and County:** TEMPE, AZ 85282 MARICOPA
- Comment:** (empty text area)

The left sidebar provides additional information:

- Manufacturer ID:** 401
- Manufacturer:** NEW FOODS
- Contact:** JOE, JOHNSON
- Phone:** (602) 333-9393
- Email:** A@B.COM
- Manufacturer Address:** 1200 W. EAST STR TEMPE AZ 85282
- Contract Start Date:** 01/05/2015
- Contract End Date:** 01/04/2016

At the bottom, there is a section for 'Uploaded and Scanned Documents' with a table header: 'Scan Title', 'Description', 'Scanned Date', and 'Scanned By'. The table currently contains the text 'No data to show'. At the very bottom right, there are buttons for 'Scan Document', 'Save', and 'Reset'.

Figure 23 - Manufacturer Details - General

Fields:

- **Mfr ID** – The unique manufacturer identification number. This is automatically generated by HANDS and may not be modified.
- **Manufacturer** – Name of the manufacturer. Required.
- **Address** – Street address of the manufacturer. Required.
- **City, State, Zip Code and County** – City, State, Zip Code and County for the manufacturer's street address. Required.
- **Contract Start Date** – Date the manufacturer's contract will begin.
- **Contract End Date** – Date the manufacturer's contract will expire.
- **Comment** – User may enter any comments pertaining to the selected manufacturer

Buttons:

- **Scan Document** – Clicking the Scan Document button causes the Scan Documents screen to appear. User may scan manufacturer-related documentation into HANDS. Documents scanned from this screen will be associated with the manufacturer record within HANDS. Note that when on the Contract Details screen, contract- and invoice-related documents can be scanned and associated with the contract record.
Note: User must access this feature from a computer that is connected to a scanner.
- **Save** – User will need to click this button in order to save the new or edited Manufacturer Details.
- **Reset** – Clicking this button clears user-entered values from the fields.

Calculation(s): None

Background Processes: None

10.3.2 Edit Manufacturer | General – Scan Document

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Manufacturer | Scan Document

The screenshot shows a web application interface for scanning documents. The top navigation bar includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'Scheduling', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The main content area is titled 'Back To Manufacturer' and contains a sidebar with manufacturer information and a central form. The form includes a large empty box for scanning, a 'Scan Title' field, a 'Description' field, and a 'Scanner Color Mode' section with radio buttons for 'Color' and 'Grayscale'. At the bottom right, there are 'Scan' and 'Save' buttons.

Figure 24 - Scan Document

Fields:

- **Scan Title** – A user-specified title of the document being scanned. Required.

- **Description** –A user specified description of the document being scanned. Optional.
- **Scanner Color Mode** – Indicate if the image to generate should be in color, or gray scale (black & white).

Buttons:

- **Scan** – Causes the scanner to begin scanning the document.
- **Save** – User will need to click this button to save any new or modified manufacturer information and any documents scanned into HANDS.

Calculation(s): None

Background Processes: None

10.3.3 Edit Manufacturer | Contacts

The Contacts sub-tab is accessible from the Manufacturer tab. The screen displays the manufacturer contacts and state contacts that have been entered. At least one manufacturer contact and one state contact is required.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Manufacturer / Contacts

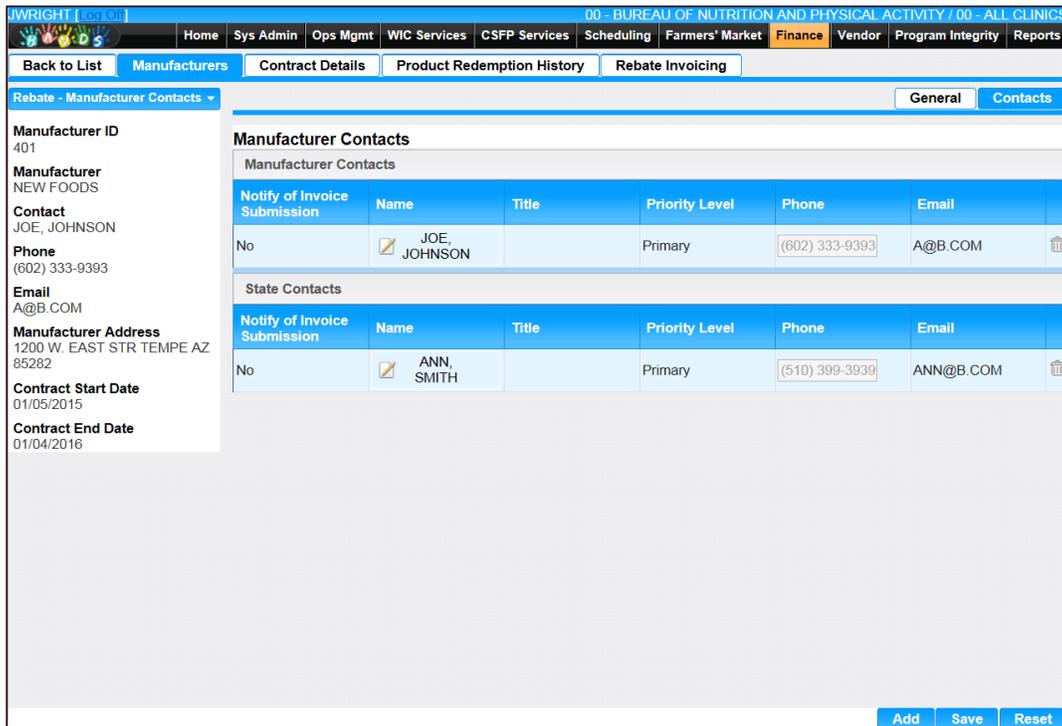


Figure 25 - Manufacturer Details – Contacts

Fields:

- **Notify of Invoice Submission** - Indicates if the contact will receive email notifications when invoices are submitted. Display only.

- **Name** – The name of the contact. Display only.
- **Title** – The contacts title. Display only.
- **Priority Level** – Indicates the priority level of the contact.

Values Include:

- *Primary*
- *Secondary*
- *Other*
- **Phone** – The contacts telephone number. Display only.
- **Email** – The contacts email address. Display only.

Buttons:

-  **(Edit Icon)** – User may view and record details about the contact.
-  **(Delete Icon)** – Click this button to delete a Contract.
- **Add** – Click this button to add a new manufacturer contact
- **Save** – Click to save changes made to this screen.
- **Reset** – Click to cancel changes made to this screen and refresh with original values.

Calculation(s): None

Background Processes: None

- Manufacturer and State Agency Contact Information entered on this page will be used as the contacts in the automated rebate invoice submission process. A courtesy mail prompt will submit a message to the State Agency Contact's email as listed on the Maintain Manufacturer Information screen. Validation will be done on the Contract Start Date and Contract End Date fields.

10.3.4 Manufacturers | Contacts – Add a Contact

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Manufacturer | Contacts | Add Contact

The screenshot shows a web application interface for adding a contact to a manufacturer's profile. The page title is 'Notify of Invoice Submission'. On the left, there is a sidebar with manufacturer details: Manufacturer ID 401, Manufacturer NEW FOODS, Contact JOE, JOHNSON, Phone (602) 333-9393, Email A@B.COM, Manufacturer Address 1200 W. EAST STR TEMPE AZ 85282, Contract Start Date 01/05/2015, and Contract End Date 01/04/2016. The main form area contains a 'Notify this Contact' checkbox, radio buttons for 'Contact Type' (Manufacturer selected) and 'Priority Level' (Primary selected), and several text input fields for contact information. Below these are two tables for 'Contact Emails' and 'Contact Phones', both currently empty. A 'Comment' text area is at the bottom. The form is styled with blue and white colors and includes 'Save' and 'Reset' buttons at the bottom right.

Figure 26 - Manufacturer Detail - Add a Contact

Fields:

- **Notify this Contact** – Check if you want contacts for this contract to be notified by email when a rebate invoice is submitted. If checked, an email address must be specified.
- **Contact Type** – Type of contact: Manufacturer or State. You must add at least one manufacturer and at least one State contact. Required.
- **Priority Level** – The contact’s priority level: Primary, Secondary, or Other. At least one contact for the manufacturer and for the State must be a Primary contact. You can have only one Primary contact per Contact Type. Required.
- **Title** – The contacts title (e.g., Sales Manager).
- **Last Name** – The last name of the contact. Required.
- **First Name** – The first name of the contact. Required.
- **Address** – Street address of contact. Required.
- **City, State, Zip Code and County** – City, State, Zip Code and County matching contact’s street address. Required.
- **Contact Email – Email Address** – The email address of the contact. If “Notify this Contact” is selected for this contact, an email address must be provided. Display only.
- **Contact Email – Priority** – The priority of the contact’s email address. Display only.
- **Contact Phones – Phone Type** – The type of device associated with the phone: mobile, office, FAX, etc. Display only.
- **Contact Phones – Number** – The 10-digit phone number. Display only.
- **Contact Phones – Ext.** – The extension for the phone number, if any. Display only.
- **Comment** – User may enter any comments pertaining to the contact.

Buttons:

- **Contact Emails: Add** – Clicking causes the email Add screen to be displayed so user may enter email address information.
- **Contact Phone: Add** – Clicking causes the phone Add screen to be displayed so user may enter phone contact information.
- **Save**– Saves the contact information.
- **Reset** – Restores any field values that user modified during session. Does not remove email or phone records entered during this session.

Calculation(s): None

Background Processes: None

10.3.5 Edit Manufacturer | Contacts – Add Contact's Phone

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Manufacturer | Contacts | Add Contact | Add (Contact Phones)

The screenshot shows a dialog box titled "Add" with a close button in the top right corner. The dialog contains the following fields and controls:

- *Phone type**: A dropdown menu with a yellow background and a downward arrow.
- *Number**: A text input field with a yellow background.
- Ext.**: A text input field with a white background and a blue border.
- *Priority**: Three radio buttons labeled "Primary", "Secondary", and "Other", each on a blue button.
- Buttons**: "OK" and "Cancel" buttons in the bottom right corner, both on blue buttons.

Figure 27 - Manufacturer Detail - Add Contact's Phone

Fields:

- **Phone Type** – The type of device the number relates to, such as a Work, Mobile, FAX, or Pager. Required.
- **Number** – The 10-digit phone number. Required.
- **Ext.** – The phone extension, if any.
- **Priority** – The priority of this telephone entry. Required.

Buttons:

- **OK** – Click to save as a new phone entry.
- **Cancel** – Click to not save and return to the previous screen.

Calculation(s): None

Background Processes: None

10.3.6 Edit Manufacturer | Contacts – Add Contact's Email

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Manufacturer | Contacts | Add Contact | Add (Contact Emails)



The screenshot shows a dialog box titled "Add" with a close button in the top right corner. Below the title bar, there are two required fields. The first is labeled "*Email Address" and has a yellow text input field. The second is labeled "*Priority" and has three radio button options: "Primary", "Secondary", and "Other". At the bottom right of the dialog are "OK" and "Cancel" buttons.

Figure 28 - Manufacturer Detail - Add Contact's Email

Fields:

- **Email Address** – The email address for the contact. The entry must be formatted as a valid email address, including the @ sign and the 'dot' domain. Required.
- **Priority** – The priority of this email entry. Required.

Buttons:

- **OK** – Click to save as a new phone entry.
- **Cancel** – Click to not save and return to the previous screen.

Calculation(s): None

Background Processes: None

10.4 Rebate Contract Details

User may view details regarding a manufacturers rebate contract, including the food description, rebate start date, rebate end date, rebate per unit value and if the contract is to be included in the local agency formula report.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Contract Details

Food Description	Rebate Start Date	Rebate End Date	Rebate Per Unit \$	Include in Local Agency Formula Report
399-EGGS (12 PACK CARTONS ONLY)-1-COUNT DOZEN-CARTON-INDIVIDUAL ITEM	10/03/2014	10/30/2015	3.13	NO

Figure 29 - Rebate Contract Details

Fields:

- **Food Description** – The food item covered by the rebate contract. Display only.
- **Rebate Start Date** – The date on which the rebate at the specified per-Unit rebate amount, for this item, started, or will start. . When viewing this contract item in the expanded window (see below), the historic dates(s) are displayed. Display only.
- **Rebate End Date** – The date on which the rebate at the specified per-Unit rebate amount, for this item ended, or will end. Display only. When viewing this contract item in the expanded window (see below), the historic dates(s) are displayed.
- **Rebate Per Unit \$** - The amount to be rebated for each unit redeemed. Display only. When viewing this contract item in the expanded window (see below), the historic amount(s) are displayed.
- **Include in Local Agency Formula Report** - Indicates if this food item is included in the Local Agency Formula Report. When viewing this contract item in the expanded window (see below), the historic selection(s) for this field are displayed.

Buttons:

- **Expand Row** – Allows user to view food rebate contract information for history of changes as well as pending changes. User may also use same button to minimize detail after expanding.

Contracts						
	Food Description	Rebate Start Date	Rebate End Date	Rebate Per Unit \$	Include in Local Agency Formula Report	
	399-EGGS (12 PACK CARTONS ONLY)-1-COUNT DOZEN-CARTON-INDIVIDUAL ITEM	10/03/2014	10/30/2015	3.13	NO	
Details						
		Rebate Start Date	Rebate End Date	Rebate Per Unit \$	Include in Local Agency Formula Report	
		09/30/2014	09/08/2015	3.10	NO	
		09/08/2014	09/08/2015	2.99	YES	

Figure 30 - Rebate Contract Details - Expanded Row

- (**Edit Icon**) – Click to view or modify the rebate contract details.
- (**Delete Icon**) – Click to delete an existing rebate contract. It is not possible to delete a rebate contract if a rebate invoice has been generated.
- **Add** – Allows the user to add a new rebate contract.
- **Save** – Saves any changes user has made to Contract Details screen.
- **Reset** – Restores any fields that user the modified but has not saved.

Calculation(s): None

Background Processes:

- When attempting to delete a rebate contract, the system determines if a rebate invoice has been generated for the contract. An error message will be displayed if any invoices have been generated; otherwise, the contract record is deleted.

10.4.1 Rebate Contract - View/Edit Contract Details

An existing rebate contract can be viewed or updated. For existing contracts, the user may change the ‘Include in Local Agency Formula Report’ indicator, enter comments, and scan/attach additional documents. No other fields may be modified.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Contract Details | Edit Contract Details

Manufacturer ID
401

Manufacturer
BUSTER'S MANUFACTURER

Contact
JOHNSON, MARY

Phone
(518) 272-7272

Email
BM@MY_MAIL.COM

Manufacturer Address
20 LILAC LANE EL MIRAGE AZ
85335

Contract Start Date
09/08/2014

Contract End Date
09/08/2015

Include in Local Agency Formula Report
 Include this Contract

Food Category
EGGS

Food Sub Category
FRESH SHELL EGGS

Food ID and Food Description
399-EGGS (12 PACK CARTONS ONLY)-1-COUNT DOZEN-CARTON-INDIVIDUAL ITEM

Unit Size
1

U.O.M.
COUNT DOZEN

Container
CARTON

Product Form
READY TO FEED

Packaged As
INDIVIDUAL ITEM

UPC

***Rebate Start Date**
10/03/2014

***Rebate End Date**
10/30/2015

***Rebate Per Unit \$**
3.13

Comment
REBATE RAISED TO 3.13

Uploaded Documents

Scan Title	Description
No data to show	

Buttons: Scan Document, Save, Reset

Figure 31 - Rebate Contract Details - View/Edit

- **Include in Local Agency Formula Report** – Check to have this rebate item included in the Local Agency’s Formula Report. This field may be modified.
- **Food Category** – Display only.
- **Food Sub Category** – Display only.
- **Food ID and Food Description** – Display only.
- **Unit Size** – Display only.
- **U.O.M.** - Display only.
- **Container** – Display only.
- **Product Form** – Display only.
- **Packaged As** – Display only.
- **UPC** – Display only.
- **Rebate Start Date** – Display only.
- **Rebate End Date** – Display only.
- **Rebate Per Unit\$** - Display only.
- **Comment** – Comments relating to this contract. This field may be modified.

Uploaded Documents

- **Scan Title** – The title of the document scanned and attached to this rebate contract.
- **Description** – The description of the document scanned and attached to this rebate contract.

Buttons:

- **Scan Document** – User may scan manufacturer’s rebate contracts, invoices and other relevant documentation into HANDS.

Note: See Figure 24 for more details regarding scanning a document.

- **Save** – Saves any changes user has made to Contract Details during session
- **Reset** – Restores any fields that user modified during session

Calculation(s): None

Background Processes: None

10.5 Product Redemption History

The user may review details pertaining to product redemption history, such as the product details (size, form, package, UPC, etc.), and redemption details (average price, gross product redeemed quantity, gross product total redemption value, gross product rebate value, and rebate invoice net redeemed quantity).

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Product Redemption History

Figure 32 - Product Redemption History

Fields:

- **FFY** – User selects fiscal year from drop-down field. Required.
- **Invoice Month** – User selects month of invoice from drop-down field. Required.
- **Food Description** – User selects from food description drop-down field. Required.
- **Food Category** – User selects from food category drop-down field. Required.
- **Food Sub Category** – User selects from food sub category drop-down field. Required.

Product:

Note – All fields in the Product section are display only.

- **Unit Size** – The size of the food item. Use in conjunction with the Unit of Measurement field value.
- **U.O.M.** – The Unit of Measure for the food item. This is used in conjunction with the Unit Size field value.
- **Container** – Describes the packaging format of the item. For example: can, block.
- **Product Form** – Describes the form of the item. For example, Powder or Concentrate.
- **Packaged As** – Describes the packaging format of the item.

- **UPC** – The Universal Product Code of the item.
- **Rebate Start Date** -- The start date of the Rebate Contract for this item and Unit Price.
- **Rebate Per Unit \$** -- The rebate amount per unit for this item.

Product Information Redemption Details:

Note – All fields in the Product Information Redemption Details section are display only.

- **Average Redemption Price \$** -- The average redemption price for this item across all Peer Groups.
- **Gross Product Redeemed Quantity** – For all redeemed instruments having this item, the sum of the quantities issued, since the Contract Start date.
- **Gross Product Total Redemption Value \$** -- The sum of the FI redemption amount for all redeemed instruments having this item, since the Contract Date.
- **Rebate Invoice Net Redeemed Quantity** – For all redeemed instruments having this item, the sum of the quantities actually purchased, since the Contract Start Date. This calculation uses the Divisibility Method to compute the Net Redeemed Quantity.
- **Rebate Invoice Product Net Billing Amount** – The result of multiplying the Rebate Invoice Net Redeemed Quantity by the Rebate Per Unit\$ amount. The result is the amount billed to the manufacturer for this food item, since the Contract Start Date.

Buttons:

- **Search** – Clicking this button will cause the system to search for the product redemption history specified in the field(s) above.
- **Reset** – Clicking this button will clear all fields

Calculation(s): None

Background Processes: None

10.6 Rebate Invoicing - Search

This section allows the user to search for all rebate invoices for the active manufacturer by fiscal year. Rebate invoices are organized by invoice month, fiscal year, status, and invoice amount. The user may also create a new invoice. *Note: It is not possible to modify or delete existing invoices.*

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Rebate Invoicing

Invoice Month	FFY	Status	Invoice Amount
<input checked="" type="checkbox"/> October	2014	PAID	3438054.52
<input checked="" type="checkbox"/> November	2014	PAID (ADJUSTED)	2903199.84
<input checked="" type="checkbox"/> December	2014	PAID	3257203.89
<input checked="" type="checkbox"/> January	2014	CREATED	3391370.4
<input checked="" type="checkbox"/> February	2014	CREATED	2916469.79
<input checked="" type="checkbox"/> March	2014	PAID	3071935.43
<input checked="" type="checkbox"/> April	2014	CREATED	3136728.76
<input checked="" type="checkbox"/> May	2014	CREATED	3128120.42

Figure 33 - Rebate Invoicing - Search

Fields:

- **Fiscal Year** – Select fiscal year on which to search for invoice contracts. A value must be selected prior to performing a search.
- **Invoice Month** – The month of the invoice. Displayed only after a successful search has been performed.
- **FFY** – The Federal fiscal year of the invoice. Displayed only after a successful search has been performed.
- **Status** – The status of the invoice. Displayed only after a successful search has been performed.
- **Invoice Amount** – The amount of the invoice. Displayed only after a successful search has been performed.

Buttons:

-  (**Edit Icon**) – Click to view and rebate invoice details.
- **Create New Invoice** – Click to create a new invoice for the current manufacturer.

- **Search** – Click to search for invoices for the selected fiscal year. The button is not enabled until a Fiscal Year is selected.
- **Reset** – Click to reset user-selected fields to their default values.

Calculation(s): None

Background Processes: None

10.7 Rebate Invoicing – Create New Invoice – Select Redemption Period

Select the Fiscal Year and the Redemption Month for the invoice to be generated. An invoice must not already exist for the selected fiscal year and redemption month. If the invoice already exists, you may perform modifications on the invoice by editing it.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Rebate Invoicing | Create New Invoice

Figure 34 - Select Redemption Period for Rebate Invoice

Fields:

- **Fiscal Year** – The Federal fiscal year for the invoice to be generated. Required.
- **Redemption Month**– The month of the invoice to be generated. Rebateable food items redeemed during the selected month will be considered in the invoice generation process. Required.

Buttons:

- **Continue** – Click to continue with the invoice generation process.
- **Reset** – Click to clear the user-selections and refresh the screen.

Calculation(s): None

Background Processes: None

10.8 Rebate Invoicing – Create New Invoice | Generate

Generate a new rebate invoice for the selected FFY and Redemption Month.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Rebate Invoicing | Create New Invoice | Continue

The screenshot displays the 'Create a Rebate Invoice Single Line Rebate Adjustments' screen. On the left, manufacturer information is shown: Invoice Month/FFY (November/2014), Manufacturer ID (3), Manufacturer (ABBOTT (ROSS PRODUCTS DIVISION)), Contact (CUSTOMER, SERVICE), Phone ((614) 624-7677), Email (N/A), Manufacturer Address (625 CLEVELAND AVENUE, COLUMBUS OH 43215), Contract Start Date (N/A), and Contract End Date (N/A). The main area has 'Apply Single Line Rebate Adjustment' checked. Below, there are two tables for adjustments. The 'Apply Adjustments to Current Month' table is empty. The 'Apply Adjustments to Future Month' table contains two rows:

+	-	Adjustment Date	Redemption Month	Year	Adjustment Reason	Adjustment Amount	Comment	Scan Documentation	Trash
	+	01/12/2015	May	2014	LATE PAYMENT OF INVOICE	\$4,000.00	PER STEVE	<input type="checkbox"/>	<input type="checkbox"/>
	-	01/12/2015	June	2014	VARIOUS	\$-1,000.00		<input type="checkbox"/>	<input type="checkbox"/>

The 'Total Adjustments' box shows \$0.00. At the bottom right, there are 'Save' and 'Reset' buttons.

Figure 35 - Create New Invoice (Apply Single Line Rebate Adjustment selected)

Fields:

- **Apply Divisibility** – Check this field to use the Divisibility Method to calculate the probable number of rebate items redeemed on each Food Instrument. If this field is checked, the “Select Peer Group to Apply to Divisibility” is enabled.
- **Select Peer Group to Apply to Divisibility** – This field is enabled by checking the “Apply Divisibility” check-box. When enabled, it allows the user to select the Peer Groups that will utilize the Divisibility Method. If the Food Instrument is redeemed at one of the selected Peer Groups, divisibility will be applied to determine the probably redemption quantity; otherwise, the full issued quantity is applied to the invoice.
- **Apply Single Line Rebate Adjustment** – Check this field to enable the Apply Adjustment to Current/Future Month functionality of this screen, as described below.

Apply Adjustment to Current Month

Note: this section is displayed only when “Apply Single Line Rebate Adjustment” is checked.

- **+/-** – Indicates if the adjustment will be a debit or credit against the rebate invoice.
- **Adjustment Date** – The date on which the rebate invoice adjustment was entered.
- **Adjustment Reason** – The user-selected reason for the adjustment.
- **Adjustment Amount** – The amount of the invoice adjustment.
- **Comment** – The comment entered by the user when entering the adjustment.

- **Total Adjustments** – The net sum of all adjustments applied to the current month invoice.

Apply Adjustment to Future Month

Note: this section is displayed only when “Apply Single Line Rebate Adjustment” is checked.

- +/- – Indicates if the adjustment will be a debit or credit against the rebate invoice.
- **Adjustment Date** – The date on which the rebate invoice adjustment was entered.
- **Redemption Month** – The future month that the invoice adjustment will be applied to.
- **Year** – The year of the Redemption Month.
- **Adjustment Reason** – The user-selected reason for the adjustment.
- **Adjustment Amount** – The amount of the invoice adjustment.
- **Comment** – The comment entered by the user when entering the adjustment.

Buttons:

-  **(Scan Documentation)** – Click to scan relevant documentation and attach to this invoice adjustment record within HANDS.
Note: This feature is displayed only after the user has clicked “Save”.
- **Add**  – Click to add a new adjustment for a current and / or future month invoice.
-  **(Edit Icon)** – Click to edit an adjustment.
-  **(Delete Icon)** – Click to delete an adjustment.
- **Expand Row** – Click to view scanned documents attached to an invoice adjustment record within HANDS.

Calculation(s): None

Background Processes: None

10.9 Rebate Invoice - Add Adjustment

Add an adjustment to a current or future-month rebate invoice.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Rebate Invoicing | Create New Invoice | Continue | Enable field "Apply Single Invoice Line Rebate Adjustment" | Add

The screenshot shows a dialog box titled "Add" with a close button in the top right corner. Below the title bar, there is a section for "*+/-" with two radio buttons, "+" and "-", for selecting the adjustment sign. This is followed by three required fields: "*Adjustment Reason" (a yellow text box), "*Adjustment Amount" (a yellow text box), and "Comment" (a white text box). At the bottom right of the dialog are "OK" and "Cancel" buttons.

Figure 36 - Rebate Adjustment - Add/View/Edit

Fields:

- +/- – Indicates if the adjustment value is positive or negative. Required.
- **Adjustment Reason** – The reason for the adjustment. Required.
- **Adjustment Amount** – The amount of the adjustment. Required.
- **Comment** – A user-specified comment about the adjustment. Optional

Buttons:

- **OK** – Click to save the entered adjustment information.
- **Cancel** - Click to not save the adjustment and return to the previous screen.

Calculation(s): None

Background Processes: None

10.10 Rebate Invoicing – Summary

Access reports and supporting documentation associated with the generated rebate invoice.

Navigation Path: Finance | Automated Rebates | Manufacturer Lookup | Edit Manufacturer | Rebate Invoicing | Create New Invoice | Continue | Summary

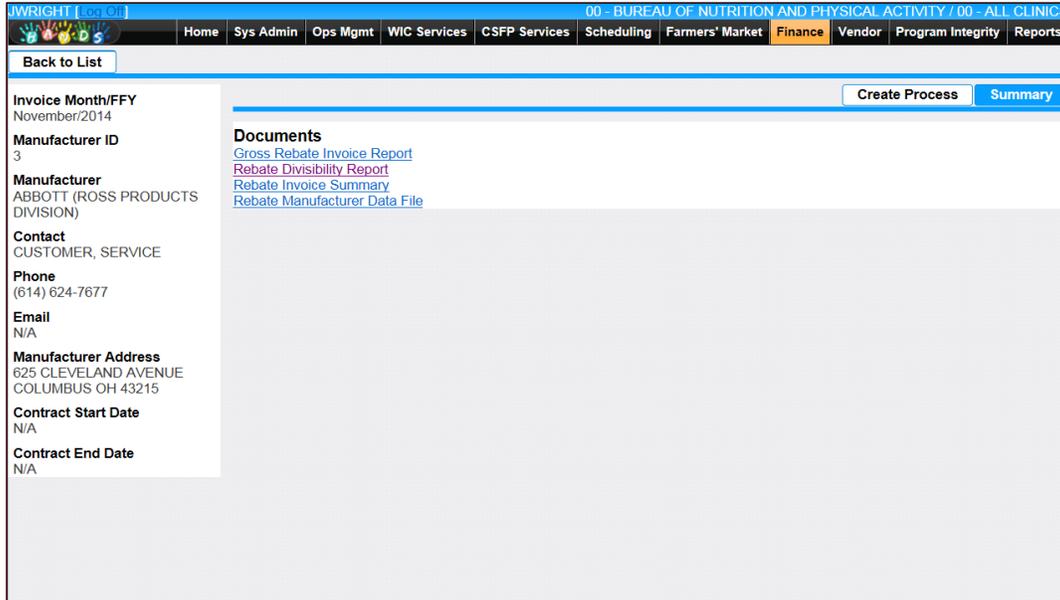


Figure 37 – Rebate Invoicing - Summary

Fields:

- **Gross Rebate Invoice Report**– Click to view the Gross Rebate Invoice Report.
- **Rebate Divisibility Report** – Click to view the Rebate Divisibility Report.
- **Rebate Invoice Summary** – Click to view the Rebate Invoice Summary Report.
- **Rebate Manufacturer Data File** - Click to view the Rebate Manufacturer Data File.

Calculation(s): None

Background Processes: None

10.11 Monitor Collections - Search

The Monitor Collections page displays generated rebate invoices by Manufacturer and Year. The user may manually enter if amount received is not equal to amount billed, as well as the adjustment of the difference from what was submitted to manufacturer.

Navigation Path: Finance / Automated Rebates / Monitor Collections

Invoice Month/FFY	Gross Rebate Invoice Amount	Single Line Rebate Adj. (+/-)	Net Rebate Billed	Rebate Status	Invoice Date Created	Invoice Date Submitted	Invoice Due Date	Invoice # Days Late	Rebate Adj.	Net Rebate Amount Received	Date Rebate Received	Comment
October 2014	\$228,278.07	\$0.00	\$228,278.07	CREATED	11/06/2013				\$0.00	\$0.00		
November 2014	\$188,698.47	\$0.00	\$188,698.47	CREATED	12/10/2013				\$0.00	\$0.00		
December 2014	\$210,512.10	\$0.00	\$210,512.10	CREATED	01/09/2014				\$0.00	\$0.00		
January 2014	\$217,263.77	\$0.00	\$217,263.77	CREATED	09/05/2014				\$0.00	\$0.00		
February 2014	\$211,985.12	\$0.00	\$211,985.12	CREATED	03/12/2014				\$0.00	\$0.00		
March 2014	\$233,190.23	\$0.00	\$233,190.23	CREATED	04/10/2014				\$0.00	\$0.00		
April 2014	\$261,416.62	\$0.00	\$261,416.62	CREATED	05/09/2014				\$0.00	\$0.00		
May 2014	\$267,213.68	\$0.00	\$267,213.68	CREATED	09/05/2014				\$0.00	\$0.00		
June 2014	\$34,278.49	\$0.00	\$34,278.49	PAID (ADJUSTED)	09/05/2014	09/10/2014	10/11/2014		\$-1.00	\$34,277.49	09/16/2014	DAVID TEST
July 2014	\$242,696.29	\$0.00	\$242,696.29	CREATED	10/15/2014				\$0.00	\$0.00		
August 2014	\$0.00		\$0.00	NOT CREATED					\$0.00	\$0.00		
September 2014	\$7,318.83	\$0.00	\$7,318.83	CREATED	10/07/2014				\$0.00	\$0.00		

Figure 38 - Monitor Collections - Search

Fields:

- **Manufacturer** – Name of manufacturer
- **FFY** – User selects fiscal year from drop-down field
- **Invoice Month/FFY** – The month and Federal fiscal year representing the redemption month being invoiced.
- **Gross Rebate Invoice Amount** – The Rebate Per Unit - TIMES- the total number of rebateable items issued on food instruments redeemed during the month.
- **Single Line Rebate Adj (+/-)** – The net sum of adjustments applied to the invoice month.
- **Net Rebate Billed** – The invoice amount after applying the Divisibility Method. That is, Rebate Per Unit –X- the total number of rebateable items after applying the Divisibility Method for food instruments redeemed during the month.
- **Rebate Status** – The status of the rebate invoice.

HANDS Status Description	Status Update Trigger
Invoice Created/Not Submitted	Automatic once saved.
Submitted to Manufacturer	Automatic once submitted.
Payment Not Received-Late	Automatic once no Paid Status entered

	after the payment terms have been exceeded from Date of Submission
Payment Received	Manual Entry by User
Paid Adjusted	Automatic once paid with adjustment from the manufacturer attached.
Not Created	Invoice has not yet been created.

- **Invoice Date Created** – If the invoice has been created, the creation date.
- **Invoice Date Submitted** – The user-specified date that the invoice was submitted to the manufacturer.
- **Invoice Due Date** – The date on which the invoice payment is due. This is calculated by HANDS as: $\text{Submit-Date} - \text{PLUS} - (30 - \text{MULTIPLEDBY} - \text{'Rebate Offset'})$, where the Rebate Offset is the value defined in the Budgeting Factors for the applicable FFY. Display only.
- **Invoice # Days Late** – The computed number of days late of a recorded invoice payment. The value equals the number of days between the Date Rebate Received and the Invoice Due Date. Display only.
- **Rebate Adj.** – The user-entered difference between the Net Rebate Billed and the Net Rebate Amount Received, if any.
- **Net Rebate Amount Received** – The amount received by the State from the manufacturer.
- **Date Rebate Received** – The date the rebate was received by the State.
- **Comment** – The comment entered by the user for this billed invoice.

Buttons:

- **Search** – Clicking this button will cause the system to search for the rebate invoices based upon the search criteria specified in the field above.
- **Save** – Pressing this button saves any rebate reimbursement amounts/dates entered on the page and returns the user back to the Rebate Invoicing Main Menu.
- **Print** – User may click this button to print to print the rebate collection information displayed on the screen.
- **Reset** – Clicking this button will clear field(s) for a new search.
-  (**Edit Icon**) – User may view and record details about the rebate collection.

Calculation(s): None

Background Processes: None

10.12 Monitor Collections - Edit

Navigation Path: Finance / Automated Rebates / Monitor Collections / Edit Rebate Invoice

Field	Value
Gross Rebate Invoice Amount	34,278.49
Rebate Status	PAID (ADJUSTED)
Invoice Date Submitted	09/10/2014
Rebate Adj.	-1.00
Net Rebate Amount Received	34,277.49
Date Rebate Received	09/16/2014
Comment	DAVID TEST

Figure 39 - Record Rebate Collection

Fields:

- **Gross Rebate Invoice Amount** – The Rebate Per Unit - TIMES- the total number of rebateable items issued on food instruments redeemed during the month. Display only.
- **Rebate Status** – The status of the rebate invoice. Display only.
- **Invoice Date Submitted** – The user-entered date the invoice was submitted to the manufacturer.
- **Rebate Adj.** – The user-entered difference between Net Rebate Billed and Net Rebate Amount Received. If the value entered does not equal the difference between the Billed and the Received, HANDS will update this field to reflect the correct difference.
- **Net Rebate Amount Received** – Amount received by the State from the manufacturer.
- **Date Rebate Received** – The date the rebate was received by the State.
- **Comment** – The comment entered by the user for this billed invoice.

Calculation(s):

- If the Net Rebate Amount Received does not equal the Gross Rebate Invoice Amount billed, the difference is computed and displayed in the Rebate Adj. field. The value equals: Gross Rebate Invoice Amount –MINUS- Net Rebate Amount Received.

Background Processes: None

11 FINANCE BASE TABLES

11.1 Caseload Types

The Caseload Types configuration module allows for the configuration of caseload types within HANDS.

Navigation Path: Sys Admin / Finance Base Tables / Caseload Types

Caseload Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
7	FARMER MARKET ENROLLEE	02/23/2007	AIM	09/07/2007	AIM	Tracker 3092 Tracker 3119		
1	PARTICIPANT	01/17/2000	WICADM					
2	ENROLLEE	01/17/2000	WICADM					
3	MIGRANT	01/17/2000	WICADM					
4	REFUGEE	01/17/2000	WICADM					
5	MIGRANT PARTICIPANT	01/17/2000	WICADM	12/20/2000	AIM			
6	REFUGEE PARTICIPANT	12/20/2000	AIM					
8	FARMER MARKET PARTICIPANT	09/07/2007	AIM			Tracker 3119		

Figure 40: Caseload Types

Fields:

- **Caseload Type Code** – A user defined number code with a maximum length of 10 digits used to uniquely identify caseload type within HANDS.
- **Description** – A verbose description of the caseload type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note:** A free text field used for storing notes specific to the record.
- (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

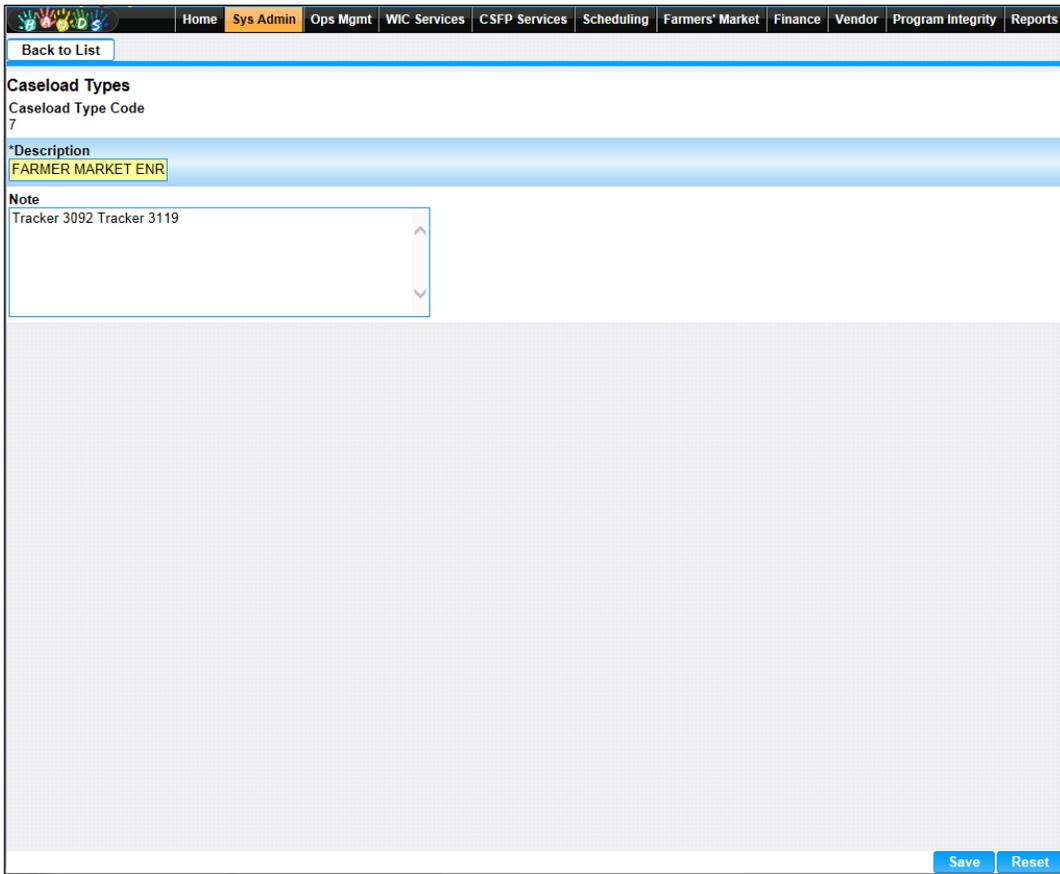


Figure 41 - Caseload Types - Edit

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

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Caseload Types

Are you sure you want to delete this record?

Caseload Type Code
7

Description
FARMER MARKET ENR

Note
Tracker 3092 Tracker 3119

Delete Cancel

Figure 42 - Caseload Types – Delete

Buttons:

- **Add** – Click to view the Add Caseload Types page

The screenshot shows a web application interface for adding a new caseload type. The top navigation bar contains the following menu items: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Caseload Types' and contains three input fields: '*Caseload Type Code' with the value '0', '*Description' (empty), and 'Note' (empty text area). At the bottom right of the form are 'Save' and 'Reset' buttons.

Figure 43 - Caseload Types - Add

Calculation(s): None

Background Processes: None

11.2 Document Types

The Document Types configuration module allows for the configuration of fund authorization document types within HANDS.

Navigation Path: Sys Admin / Finance Base Tables / Document Types

Grants Flag	Cashflow Flag	Document Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note
Y	N	1	GRANT ESTIMATE LETTER	01/06/2000	WICADM	06/22/2015	CWALKER	
N	Y	2	GRANT FINAL LETTER	01/13/2000	WICADM	06/22/2015	CWALKER	
Y	N	3	REALLOCATION LETTER	01/17/2001	MITCHEB	06/22/2015	CWALKER	
Y	N	4	LETTER OF CREDIT	01/17/2001	MITCHEB	06/22/2015	CWALKER	
N	Y	5	GRANT ALLOCATION DOCUMENTATION	02/07/2001	PISTINM	06/22/2015	CWALKER	

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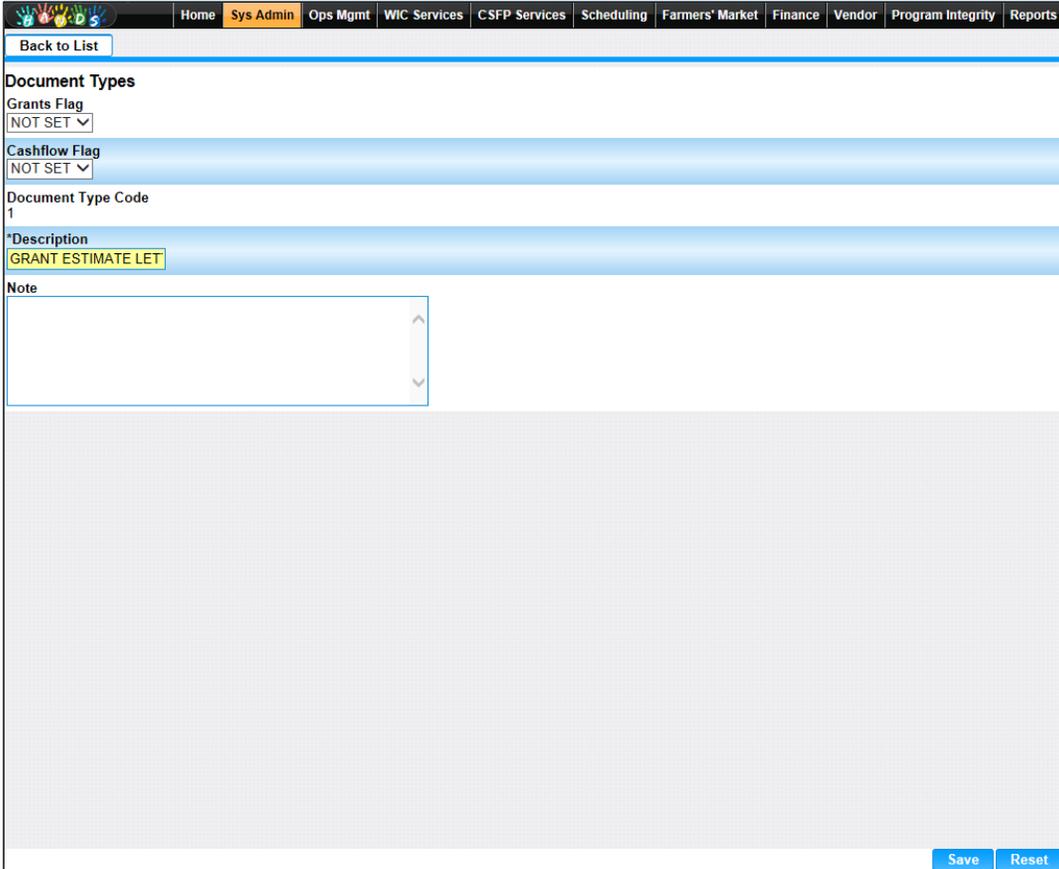
[Add](#)

Figure 44: Document Types

Fields:

- **Grants Flag** – A Yes/No indication of if the document type is related to a Grant.
Note: When the Grants Flag is set to No, the Cashflow Flag must be set to Yes.
- **Cashflow Flag** – A Yes/No indication of if the document type is related to Cashflow.
Note: When the Cashflow Flag is set to No, the Grants Flag must be set to Yes.
- **Document Type Code** – A user defined number code with a maximum length of 10 digits used to uniquely identify document type within HANDS.
- **Description** – A verbose description of the document type.
- **Date Created** – The date when the record was created.

- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



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Document Types

Grants Flag
NOT SET ▼

Cashflow Flag
NOT SET ▼

Document Type Code
1

*Description
GRANT ESTIMATE LET

Note

Save Reset

Figure 45 - Document Types - Edit

-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

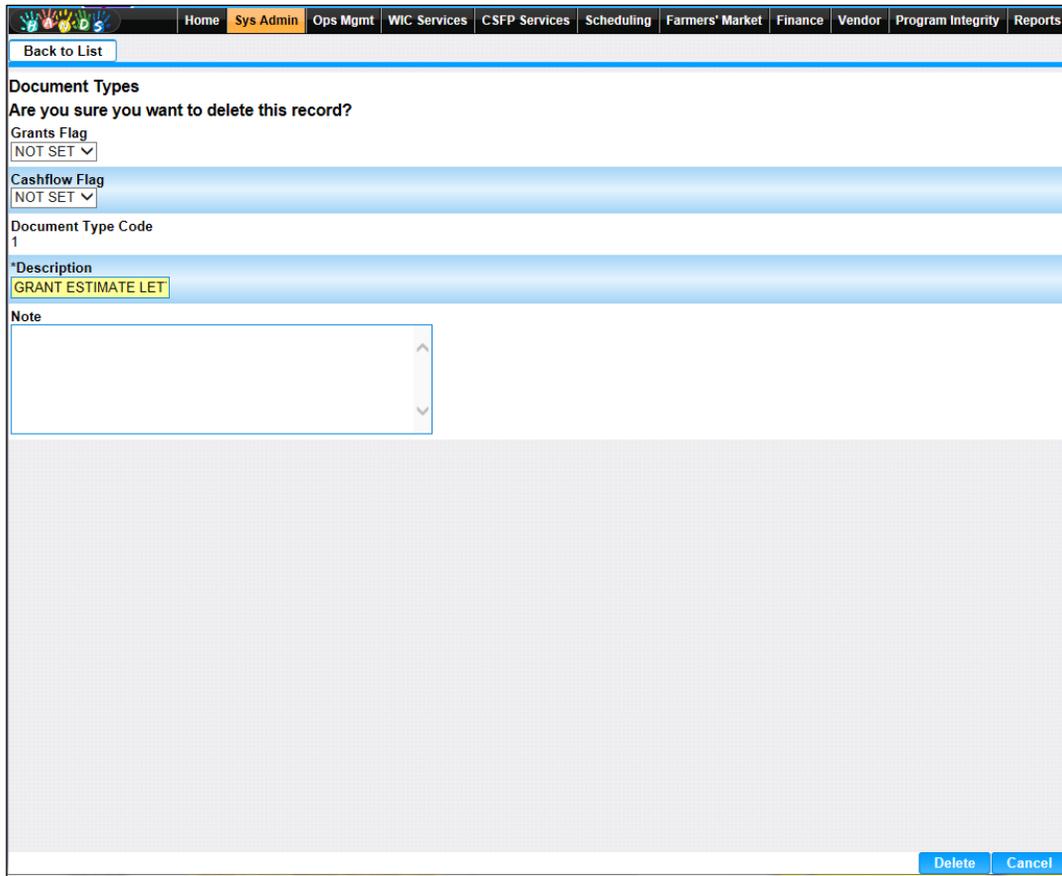


Figure 46 - Document Types - Delete

Buttons:

- **Add** – Click to view the Add Document Types page.

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Document Types

Grants Flag
NOT SET

Cashflow Flag
NOT SET

*Document Type Code
0

*Description

Note

Save Reset

Figure 47 - Document Types - Add

Calculation(s): None

Background Processes: None

11.3 Fund Types

The Fund Types module provides the ability to update fund income and adjustment reasons types within HANDS. The fund income and adjustment reason types define if money is to be added or subtracted from the fund balance, the source of the funding, allowable uses for the fund (such as paying food costs), whether money in the fund is to be used in calculating cash flow and whether monies in the fund are attributable to other fiscal years.

Navigation Path: Sys Admin / Finance Base Tables / Fund Types

Fund Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note	
BS	BACKSPEND FROM NEXT YEAR TO CURRENT YEAR	01/20/2000	ARIZONA				
CT	WIC/WIC CASH TRANSFER	01/20/2000	ARIZONA				
CTA	CONVERSION (FOOD TO ADMIN)	01/20/2000	ARIZONA				
CTF	CONVERSION (ADMIN TO FOOD)	01/20/2000	ARIZONA				
FS	FORWARDSPEND FROM LAST YEAR TO CURRENT YEAR	01/20/2000	ARIZONA				
GRA	GRANT REALLOCATION (CURRENT YEAR)	01/20/2000	ARIZONA				
GRD	GRANT RECOVERY (DURING FISCAL YEAR)	01/20/2000	ARIZONA				
GRF	GRANT RECOVERY (AFTER FFY AT FINAL CLOSEOUT)	01/20/2000	ARIZONA				
GRP	GRANT RECOVERY (AFTER FFY PRIOR TO CLOSEOUT)	01/20/2000	ARIZONA				
IGA	INITIAL GRANT ALLOCATION	01/20/2000	ARIZONA				

Figure 48: Fund Types

Fields:

- **Fund Type Code** – A user defined string with a maximum length of 3 digits used to uniquely identify the fund income and adjustment reasons type within HANDS.
- **Description** – A verbose description of the fund income and adjustment reasons type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **(Edit Icon)** – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

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Fund Types

Fund Type Code
BS

*Description
BACKSPEND FROM NE

Note

Save Reset

Figure 49 - Fund Types - Edit

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

The screenshot shows a web application interface for deleting a record. At the top, there is a navigation menu with tabs: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the menu is a 'Back to List' button. The main content area is titled 'Fund Types' and contains the following text: 'Are you sure you want to delete this record?'. Below this, the 'Fund Type Code' is listed as 'BS'. The '*Description' field contains the text 'BACKSPEND FROM NE'. There is a 'Note' field with a vertical scrollbar, which is currently empty. At the bottom right of the form, there are two buttons: 'Delete' and 'Cancel'.

Figure 50 - Fund Types - Delete

Buttons:

- **Add** – Click to view the Add Fund Types page.

The screenshot shows a web application interface for adding a new fund type. At the top, there is a navigation menu with the following items: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the menu is a 'Back to List' button. The main form area is titled 'Fund Types' and contains three input fields: '*Fund Type Code' (a yellow text box), '*Description' (a blue text box), and 'Note' (a white text area with a vertical scrollbar). At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

Figure 51 - Fund Types - Add

Calculation(s): None

Background Processes: None

11.4 Fund Sources

The Fund Sources module allows for the configuration of fund source types within HANDS.

Navigation Path: Sys Admin / Finance Base Tables / Fund Sources

Fund Source Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
1	FEDERAL GRANT	01/13/2000	WICADM					
2	STATE GRANT	01/13/2000	WICADM					
3	OTHER	01/20/2000	WICADM					

Figure 52: Fund Sources

Fields:

- **Fund Source Code** – A user defined number with a maximum length of 10 digits used to uniquely identify the fund source type within HANDS.
- **Description** – A verbose description of the fund source type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

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Fund Sources

Fund Source Code
1

*Description
FEDERAL GRANT

Note

Save Reset

Figure 53 - Fund Sources - Edit

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

The screenshot shows a web application interface for deleting a record. At the top, there is a navigation menu with tabs: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the menu is a 'Back to List' button. The main content area is titled 'Fund Sources' and contains the following text: 'Are you sure you want to delete this record?', 'Fund Source Code 1', and a 'Description' field containing 'FEDERAL GRANT'. Below the description is a 'Note' field, which is currently empty. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

Figure 54 - Fund Sources - Delete

Buttons:

- **Add** – Click to view the Add Fund Sources page.

The screenshot shows a web application interface for adding a new fund source. The top navigation bar contains the following items: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Fund Sources' and contains three input fields: '*Fund Source Code' (containing the value '0'), '*Description' (empty), and 'Note' (empty text area). At the bottom right of the form are 'Save' and 'Reset' buttons.

Figure 55 - Fund Sources - Add

Calculation(s): None

Background Processes: None

11.5 Fund Uses

The Fund Uses module allows for the configuration of fund use types within HANDS.

Navigation Path: Sys Admin / Finance Base Tables / Fund Uses

Fund Use Code	Description	Date Created	Created By	Date Modified	Modified By	Note	
1	FOOD COST	01/06/2000	WICADM	09/16/2014	JSURLS		
2	ADMINISTRATIVE COST	01/06/2000	WICADM				
3	OTHER	01/20/2000	WICADM	09/16/2014	JSURLS		

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[Add](#)

Figure 56: Fund Uses

Fields:

- **Fund Use Code** – A user defined number with a maximum length of 10 digits used to uniquely identify the fund use type within HANDS.
- **Description** – A verbose description of the fund use type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

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Fund Uses

Fund Use Code
1

*Description
FOOD COST

Note

Save Reset

Figure 57 - Fund Uses - Edit

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

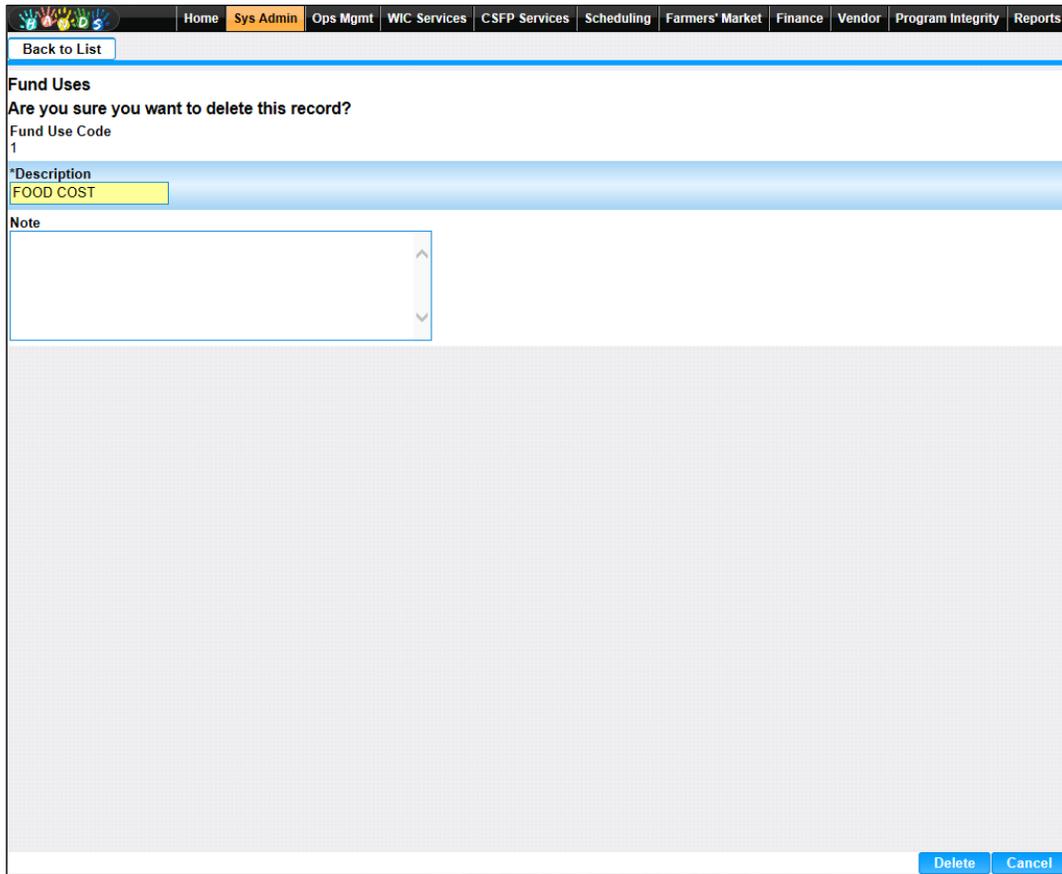


Figure 58 - Fund Uses - Delete

Buttons:

- **Add** – Click to view the Add Fund Uses page.

The screenshot shows a web application interface for adding a new fund use. The top navigation bar contains the following items: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Fund Uses' and contains three input fields: '*Fund Use Code' (with the value '0'), '*Description', and 'Note'. The 'Note' field is a text area with a vertical scrollbar. At the bottom right of the form are two buttons: 'Save' and 'Reset'.

Figure 59 - Fund Uses - Add

Calculation(s): None

Background Processes: None

11.6 Fund Income Reasons

The Fund Income Reasons module provides the ability to update fund income and adjustment reason types. The fund income and adjustment reason types define if money is to be added or subtracted from the fund balance, the source of the funding, allowable uses for the fund (such as paying food costs), whether money in the fund is to be used in calculating cash flow and whether monies in the fund are attributable to other fiscal years.

Navigation Path: Sys Admin | Finance Base Tables | Fund Income Reasons

Effect Calc	Grants Flag	Cashflow Flag	Fund Type	Income Reason Code	Fund Source	Fund Use	Cashflow	Other Year	Date Created	Created By	Date Modified	Modified By	Note
+	Y	N	IGA	18	1	2	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	
+	N	Y	PI	19	1	3	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	
+	N	Y	LOC	1	1	1	I	N	01/26/2000	ARIZONA	06/15/2015	SHAQ	
+	Y	N	IGA	2	1	1	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	
-	Y	N	GRA	3	1	1	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	
+	Y	N	GRD	4	1	1	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	
+	Y	N	GRP	5	1	1	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	
+	Y	N	GRF	6	1	1	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	
+	N	Y	BS	7	1	1	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	
-	Y	N	SB	8	1	2	I	N	01/26/2000	ARIZONA	12/05/2014	SKIRCHNER	

Figure 60: Fund Income Reasons

Fields:

- **Effect Calc** – A + or – indication of the effect the fund income and adjustment reason type will have on the fund adjustment reason.
- **Grants Flag** – A Yes/No indication of if the fund income and adjustment reason type is related to Grants.

Note – When the Grants Flag is set to No, the Cashflow Flag must be set to Yes.

- **Cashflow Flag** – A Yes/No indication of if the fund income and adjustment reason type is related to Cashflow.
Note – When the Cashflow Flag is set to No, the Grants Flag must be set to Yes.
- **Fund Type** – A dropdown list populated with the available fund types configured for use within HANDS.
- **Income Reason Code** – A user-defined number with a maximum length of 10 digits used to uniquely identify the fund income and adjustment reason type within HANDS.
- **Fund Source** – A dropdown list populated with the available fund source types configured for use within HANDS.
- **Fund Use** – A dropdown list populated with the available fund use type configured for use within HANDS.
- **Cashflow** – A dropdown list containing the available cash flow types.
Valid cash flow values:
 - *I – Income*
 - *E - Expense*
- **Other year** – The Other year value indicates if money from the fund income and adjustment reason type impacts another year. The value is populated from a dropdown list of available values. Valid ‘Other Year’ values are:
 - N – No
 - B – Both this fiscal year and the next fiscal year
 - F – The next fiscal year
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

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Fund Income Reasons

Effect Calc
+

Grants Flag
YES

Cashflow Flag
YES

Fund Type
LOC

Income Reason Code
1

*Fund Source
2 - STATE GRANT

*Fund Use
1 - FOOD COST

*Cashflow
I

*Other Year
N

Note

Save Reset

Figure 61 - Fund Income Reasons - Edit

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

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Fund Income Reasons
Are you sure you want to delete this record?

Effect Calc
-

Grants Flag
YES

Cashflow Flag
NO

Fund Type
GRA

Income Reason Code
3

*Fund Source
1 - FEDERAL GRANT

*Fund Use
1 - FOOD COST

*Cashflow
I

*Other Year
N

Note

Delete Cancel

Figure 62 - Fund Income Reasons - Delete

Buttons:

- **Add** – Click to view the Add Fund Income Reasons page

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Fund Income Reasons

Effect Calc

Grants Flag
NOT SET

Cashflow Flag
NOT SET

*Fund Type
NOT SET

*Income Reason Code
0

*Fund Source
NOT SET

*Fund Use
NOT SET

*Cashflow
NOT SET

*Other Year
NOT SET

Note

Save Reset

Figure 63 - Fund Income Reasons - Add

Calculation(s): None

Background Processes: None

11.7 Poverty Bases

The Poverty Bases module provides the ability to update poverty basis data. WIC income eligibility is based on family size in relation to income. Each additional member in the family increases the income amount allowed as the income ceiling allowed for WIC or CSF eligibility up to a maximum size as defined in the static factors window. This base table enables the user to enter the additional amount allowed per family member for a particular period of time. The income eligibility is determined during the Enrollment and Certification process. In the Maintain Income Levels window in the Enrollment and Certification section the ceiling value is entered for the initial family size of one. The additional income per family member per month from the Financial Management Poverty basis table is used to calculate the ceilings for the remaining family sizes up to the maximum allowed family size as defined in the static factor table.

Navigation Path: Sys Admin / Finance Base Tables / Poverty Bases

Begin Date	Csf Elderly	End Date	Poverty Basis	Addl Per Mon Inc	Created By	Date Created	Modified By	Date Modified	Note
04/01/2014	N	03/31/2015	1.85	626	KIPIANC	03/17/2014			
04/01/2014	Y	03/31/2015	1.3	440	KIPIANC	03/17/2014			
04/01/2009	N	03/31/2011	1.85	577	SETNESR	03/28/2009	CMA_SS	03/30/2011	
04/01/2009	Y	03/31/2011	1.3	406	SETNESR	03/28/2009	CMA_SS	03/30/2011	
04/01/2011	N	03/31/2012	1.85	589	SETNESR	03/31/2011	WICADM	03/26/2012	
04/01/2011	Y	03/31/2012	1.3	414	SETNESR	03/31/2011	WICADM	03/26/2012	
04/01/2013	N	03/31/2014	1.85	620	KIPIANC	03/06/2013			
04/01/2013	Y	03/31/2014	1.3	436	KIPIANC	03/06/2013			

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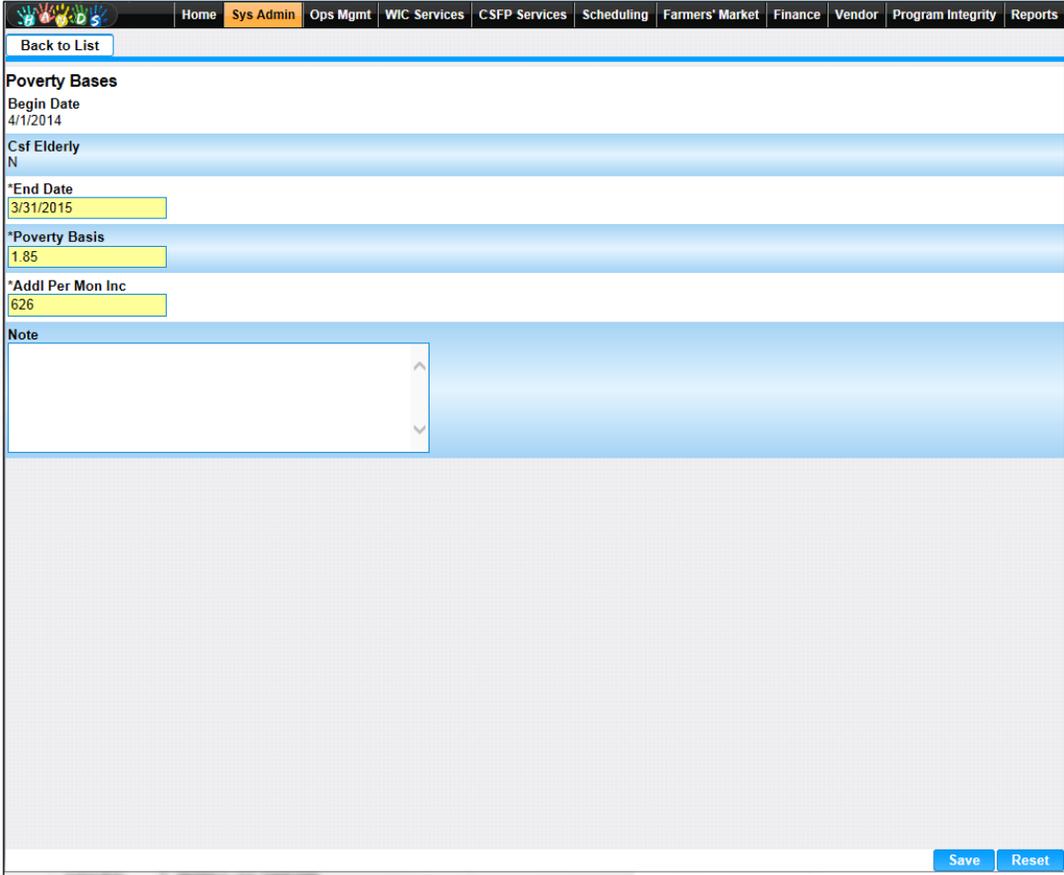
Add

Figure 64: Poverty Bases

Fields:

- **Begin Date** – The beginning date the described poverty basis is effective.
- **Csf Elderly** – Choose Yes to indicate the row only applies to the elderly and choose No to indicate the row applies to both WIC and the elderly.
- **End Date** – The ending date the described poverty basis is effective.

- **Poverty Basis** – The poverty basis factor.
- **Addl Per Mon Inc** – The dollar amount allowed over the poverty basis amount per family member. This field is used along with the maximum number of family members as defined in the Income Levels base table to help determine income eligibility.
- **Created By** – The User ID of the author who created the record.
- **Date Created** – The date when the record was created.
- **Modified By** – The User ID of the author who last modified the record.
- **Date Modified** – The date when the record was last modified.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



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Poverty Bases

Begin Date
4/1/2014

Csf Elderly
N

*End Date
3/31/2015

*Poverty Basis
1.85

*Addl Per Mon Inc
626

Note

Save Reset

Figure 65 - Poverty Bases - Edit

-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

The screenshot shows a web application interface for deleting a record. At the top, there is a navigation menu with tabs: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the menu is a 'Back to List' button. The main content area is titled 'Poverty Bases' and contains the question 'Are you sure you want to delete this record?'. Below this, the record details are displayed: 'Begin Date' is 4/1/2014; 'Csf Elderly' is N; '*End Date' is 3/31/2015; '*Poverty Basis' is 1.85; and '*Addl Per Mon Inc' is 626. There is a 'Note' field with a scrollable area. At the bottom right, there are 'Delete' and 'Cancel' buttons.

Figure 66 - Poverty Bases - Delete

Buttons:

- **Add** – Click to view the Add Poverty Bases page

The screenshot shows a web-based form titled "Poverty Bases" with a "Back to List" button at the top left. The form contains several input fields: "*Begin Date" with the value "12/23/2014", "*Csf Elderly" (empty), "*End Date" with the value "12/23/2014", "*Poverty Basis" with the value "0", and "*Addl Per Mon Inc" with the value "0". Below these fields is a "Note" section with a text area and a vertical scrollbar. At the bottom right of the form are two buttons: "Save" and "Reset". The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports.

Figure 67 - Poverty Bases - Add

Calculation(s): None

Background Processes: None

11.8 Poverty Levels

The Poverty Levels module provides the ability to update poverty level display data. This data is used for reporting participation within poverty levels and is not used for calculating income eligibility.

Navigation Path: Sys Admin | Finance Base Tables | Poverty Levels

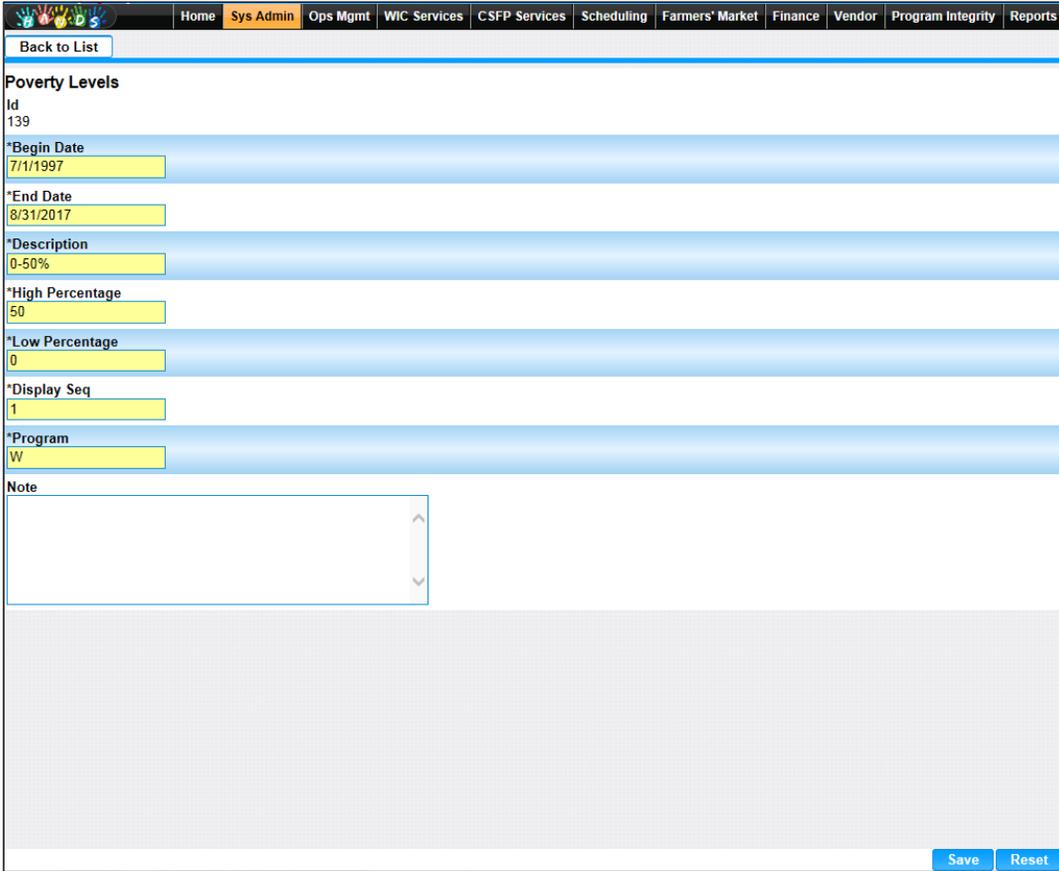
Id	Begin Date	End Date	Description	High Percentage	Low Percentage	Display Seq	Program	Date Created	Created By	Date Modified	Modified By	Note
157	07/01/1997	08/31/2017	OTHER INCOME	0	0	10	W	09/29/2006	AIM_3014			
139	07/01/1997	08/31/2017	0-50%	50	0	1	W	01/24/2000	ARIZONA			
140	07/01/1997	08/31/2017	51-100%	100	50	2	W	01/24/2000	ARIZONA	01/22/2001	WICADM	
141	07/01/1997	08/31/2017	101-120%	120	100	3	W	01/24/2000	ARIZONA	01/22/2001	WICADM	
142	07/01/1997	08/31/2017	121-130%	130	120	4	W	01/24/2000	ARIZONA	01/22/2001	WICADM	
143	07/01/1997	08/31/2017	131-150%	150	130	5	W	01/24/2000	ARIZONA	01/22/2001	WICADM	
144	07/01/1997	08/31/2017	151-170%	170	150	6	W	01/24/2000	ARIZONA	01/22/2001	WICADM	
145	07/01/1997	08/31/2017	171-180%	180	170	7	W	01/24/2000	ARIZONA	01/22/2001	WICADM	
146	07/01/1997	08/31/2017	181-185%	185	180	8	W	01/24/2000	ARIZONA	01/22/2001	WICADM	
147	07/01/1997	08/31/2017	ADJUNCTIVELY ELIG.	0	0	9	W	01/24/2000	ARIZONA			

Figure 68: Poverty Levels

Fields:

- **Id** – A user defined number with a maximum length of 10 digits used to uniquely identify the poverty level displays within HANDS.
- **Begin Date** – The ending date the described poverty level display is effective.
- **End Date** – The ending date the described poverty level display is effective.
- **Description** – A verbose description of the poverty level.
Note – The value is used as a column heading on various WIC and CSF reports.
- **High Percentage** – The ceiling percentage of the poverty level.
- **Low Percentage** – The baseline percentage of the poverty level.
- **Display Seq** – The display sequence defines the order the different poverty level displays will appear on reports.
- **Program** – A string with a maximum length of 1 character indicating which program the poverty level display is associated with.
Note – The valid values are: (Invalid values will result in a “check constraint” error)

- *C – Commodity Supplemental Food program*
- *W – WIC program*
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



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Poverty Levels

Id
139

*Begin Date
7/1/1997

*End Date
8/31/2017

*Description
0-50%

*High Percentage
50

*Low Percentage
0

*Display Seq
1

*Program
W

Note

Save Reset

Figure 69 - Poverty Levels - Edit

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

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Poverty Levels

Are you sure you want to delete this record?

Id
139

*Begin Date
7/1/1997

*End Date
8/31/2017

*Description
0-50%

*High Percentage
50

*Low Percentage
0

*Display Seq
1

*Program
W

Note

Delete Cancel

Figure 70 - Poverty Levels - Delete

Buttons:

- **Add** – Click to view the Add Poverty Levels page

The screenshot shows a web application interface for adding a new poverty level. At the top, there is a navigation menu with tabs: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the menu is a 'Back to List' button. The main form area is titled 'Poverty Levels' and contains the following fields:

- *Id: 0
- *Begin Date: 12/23/2014
- *End Date: 12/23/2014
- *Description: (empty)
- *High Percentage: 0
- *Low Percentage: 0
- *Display Seq: 0
- *Program: (empty)

Below these fields is a 'Note' field with a vertical scrollbar. At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

Figure 71 - Poverty Levels - Add

Calculation(s): None

Background Processes: None

11.9 Rebate Invoice Status

The Reb Inv Status module provides the ability to configure rebate invoice status types.

Navigation Path: Sys Admin | Finance Base Tables | Reb Inv Status

Reb Inv Status Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
1	CREATED	01/06/2000	WICADM					
2	SENT	01/24/2000	WICADM					
3	DELINQUENT	01/24/2000	WICADM					
4	ADJUSTED (NOT PAID)	01/24/2000	WICADM					
5	PAID	01/24/2000	WICADM					
6	PAID (ADJUSTED)	01/24/2000	WICADM					

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[Add](#)

Figure 72: Reb Inv Status

Fields:

- **Reb Inv Status Code** – A number with a maximum length of 10 digits used to uniquely define the rebate invoice status type.
- **Description** – A verbose description of the rebate invoice status type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **(Edit Icon)** – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

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Reb Inv Status

Reb Inv Status Code
1

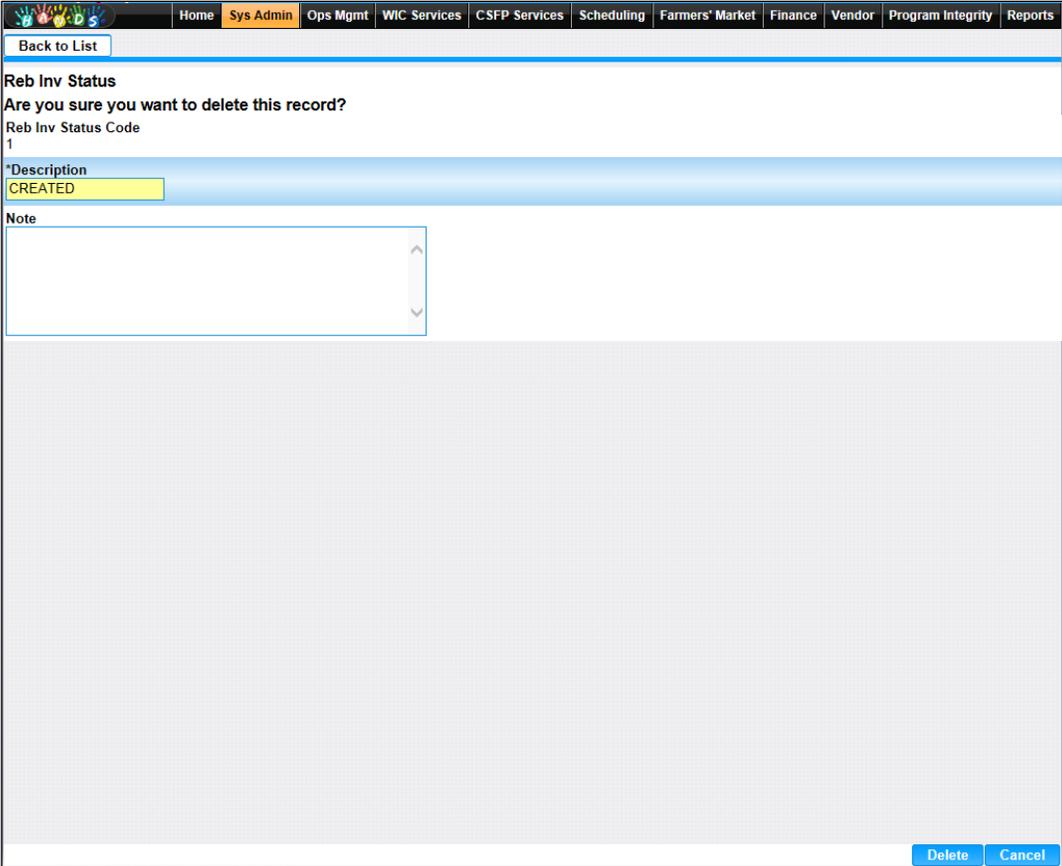
*Description
CREATED

Note

Save Reset

Figure 73 - Reb Inv Status - Edit

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



The screenshot shows a web application interface with a navigation menu at the top containing: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the menu is a "Back to List" button. The main content area displays a confirmation message: "Reb Inv Status" followed by "Are you sure you want to delete this record?". Below this, the record details are shown: "Reb Inv Status Code" with the value "1", "Description" with the value "CREATED", and a "Note" field which is currently empty. At the bottom right of the form, there are two buttons: "Delete" and "Cancel".

Figure 74 - Reb Inv Status - Delete

Buttons:

- **Add** – Click to view the Add Reb Inv Status page

The screenshot shows a web application interface for adding a new 'Reb Inv Status'. The top navigation bar contains the following menu items: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Reb Inv Status' and contains three input fields: '*Reb Inv Status Code' (containing the value '0'), '*Description' (empty), and 'Note' (empty text area). At the bottom right of the form are 'Save' and 'Reset' buttons.

Figure 75 - Reb Inv Status - Add

Calculation(s): None

Background Processes: None

11.10 Wait List Responses

The Wait List Responses module provides the ability to configure wait list response types.

Navigation Path: Sys Admin | Finance Base Tables | Wait List Responses

WI Response Code	Description	Response Type	Date Created	Created By	Date Modified	Modified By	Note
1	APPLICANT WISHES TO ENROLL IN WIC	P	01/06/2000	WICADM	01/20/2000	WICADM	
2	APPLICANT DOES NOT WISH TO ENROLL IN WIC	N	01/06/2000	WICADM	01/20/2000	WICADM	
3	APPLICANT WISHES TO ENROLL IN CSFP	P	01/20/2000	WICADM			
4	APPLICANT DOES NOT WISH TO ENROLL IN CSFP	N	01/20/2000	WICADM			

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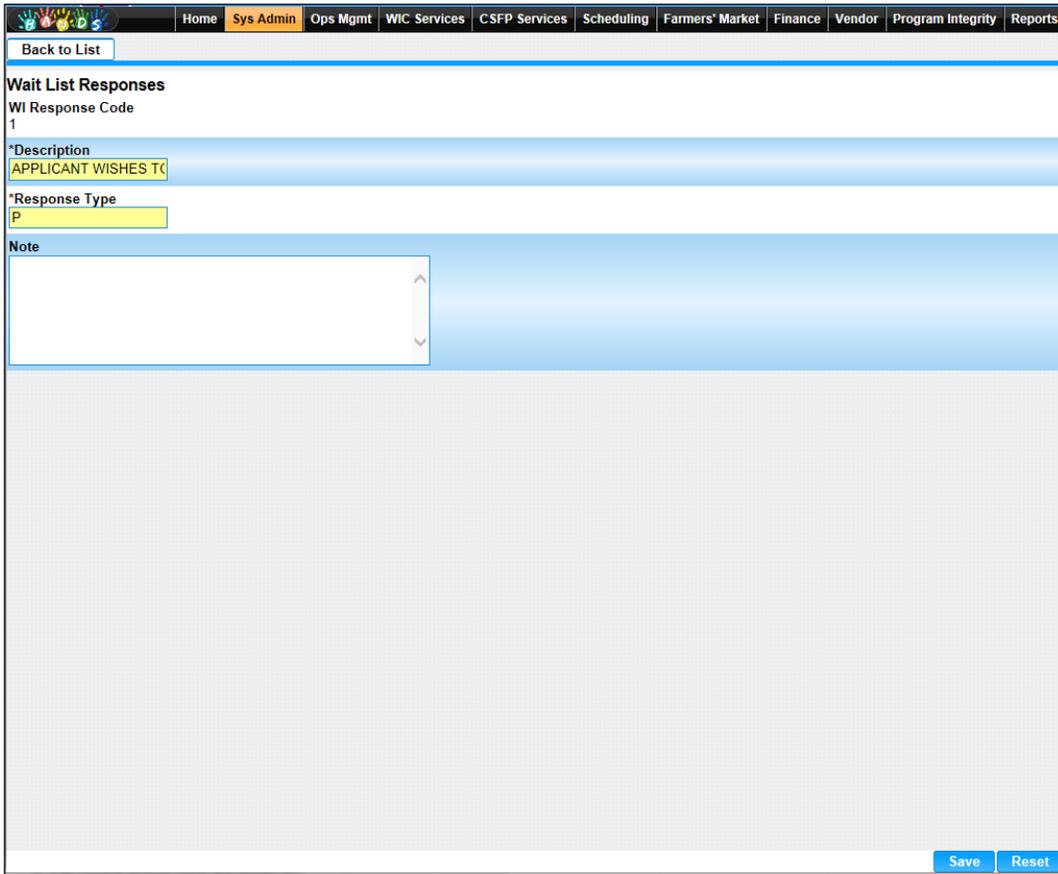
Add

Figure 76: Wait List Responses

Fields:

- **WI Response Code** – A number with a maximum length of 10 digits used to uniquely define the wait list response type.
- **Description** – A verbose description of the wait list response type.
- **Response Type** – A user defined string with a maximum value of 1 character indicating the wait list response type. Typical Values Types:
 - *P – Positive*
 - *N – Negative*
 - *W – Waiting*
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



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Wait List Responses

WI Response Code
1

*Description
APPLICANT WISHES TO

*Response Type
P

Note

Save Reset

Figure 77 - Wait List Responses - Edit

-  (**Delete Icon**) – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

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Wait List Responses

Are you sure you want to delete this record?

WI Response Code
1

*Description
APPLICANT WISHES TO

*Response Type
P

Note

Delete Cancel

Figure 78 - Wait List Responses - Delete

Buttons:

- **Add** – Click to view the Add Wait List Responses page

The screenshot shows a web application interface for adding wait list responses. At the top, there is a navigation menu with tabs: Home, Sys Admin (selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the menu is a 'Back to List' button. The main form area is titled 'Wait List Responses' and contains the following fields:

- '*WI Response Code' with a text input containing the value '0'.
- '*Description' with a text input.
- '*Response Type' with a text input.
- 'Note' with a large text area.

At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

Figure 79 - Wait List - Add

Calculation(s): None

Background Processes: None