

CYBORG USERS
RELEASE 5.1.3 BULLETIN #080303
SMART ORS TDP for Setting Up a New Agreements

DATE: 03/03/08

RE: SMART ORS TDP for Setting Up a New Agreement

For new TDP agreements, ORS requires that you upload the information for the agreement in a file with a specific layout.

You can use the SMART ORS TDP “tab” to create the file in the layout format specified by ORS, which then needs to be uploaded to ORS as described in the Reporting Instruction Manual in Appendix F:TDP File Transfer Guide.

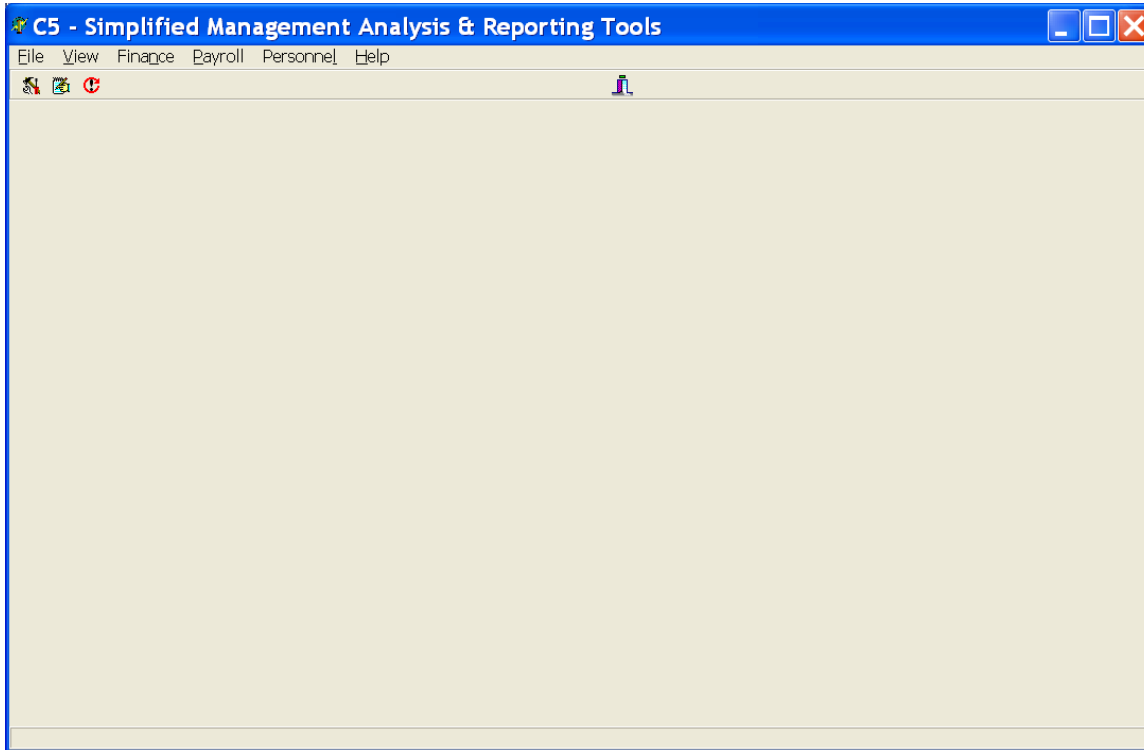
The following is a step by step guide for setting up a new TDP agreement:

1. Log into SMARTXL
2. Click on PAYROLL
3. Click on ORS Module
4. Click on TDP button
5. Tool bar at the top, click on ADDNEW
6. Fill in the TDP agreement form based on your paper copy from the employee
7. Click on SAVE once the form is completely filled in
8. Click on TDP Button
9. Click on list to see the new TDP Submission form
10. In the Tool bar at the top, click on File, Generate file for submission
11. Get message number of records generated, write down path where records were saved
12. Follow instructions in ORS Reporting Instruction Manual in Appendix F to upload your TDP Agreement. If you have not used the ORS file transfer for TDP agreements yet, then you will need to contact ORS for your password to go with your ID.

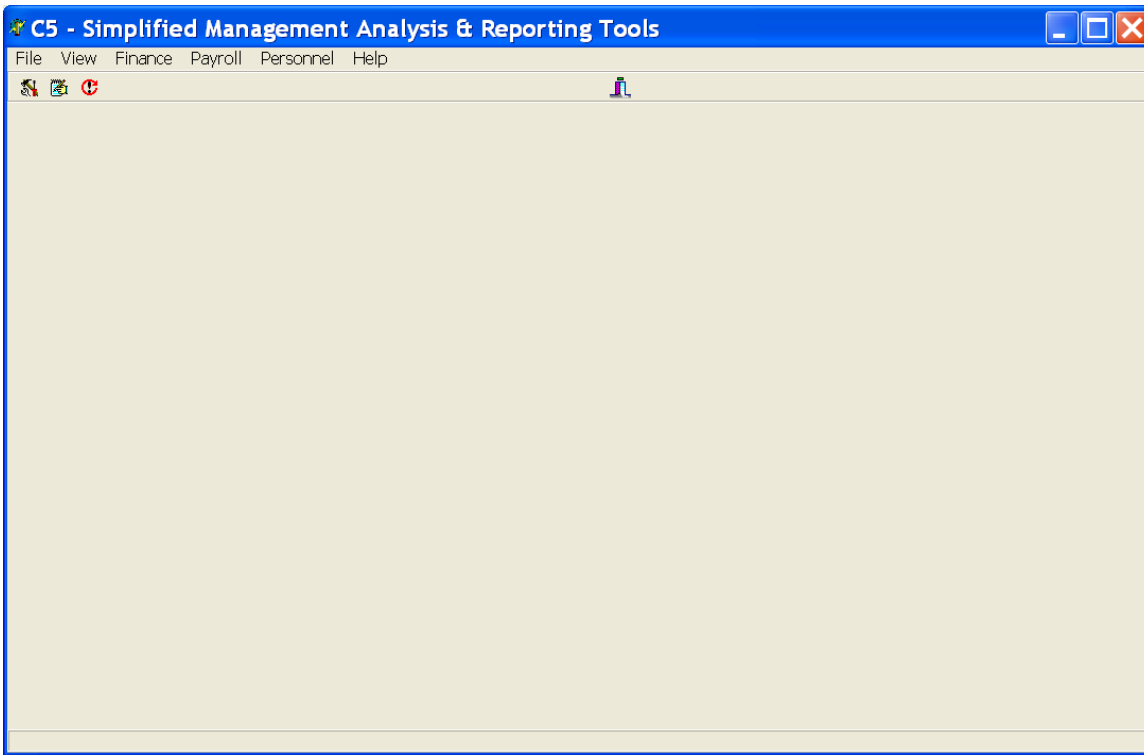
This procedure takes the place of creating the TDP new agreement file in WORDPAD.

STEP BY STEP for Setting up a New TDP Agreement with Screen Prints

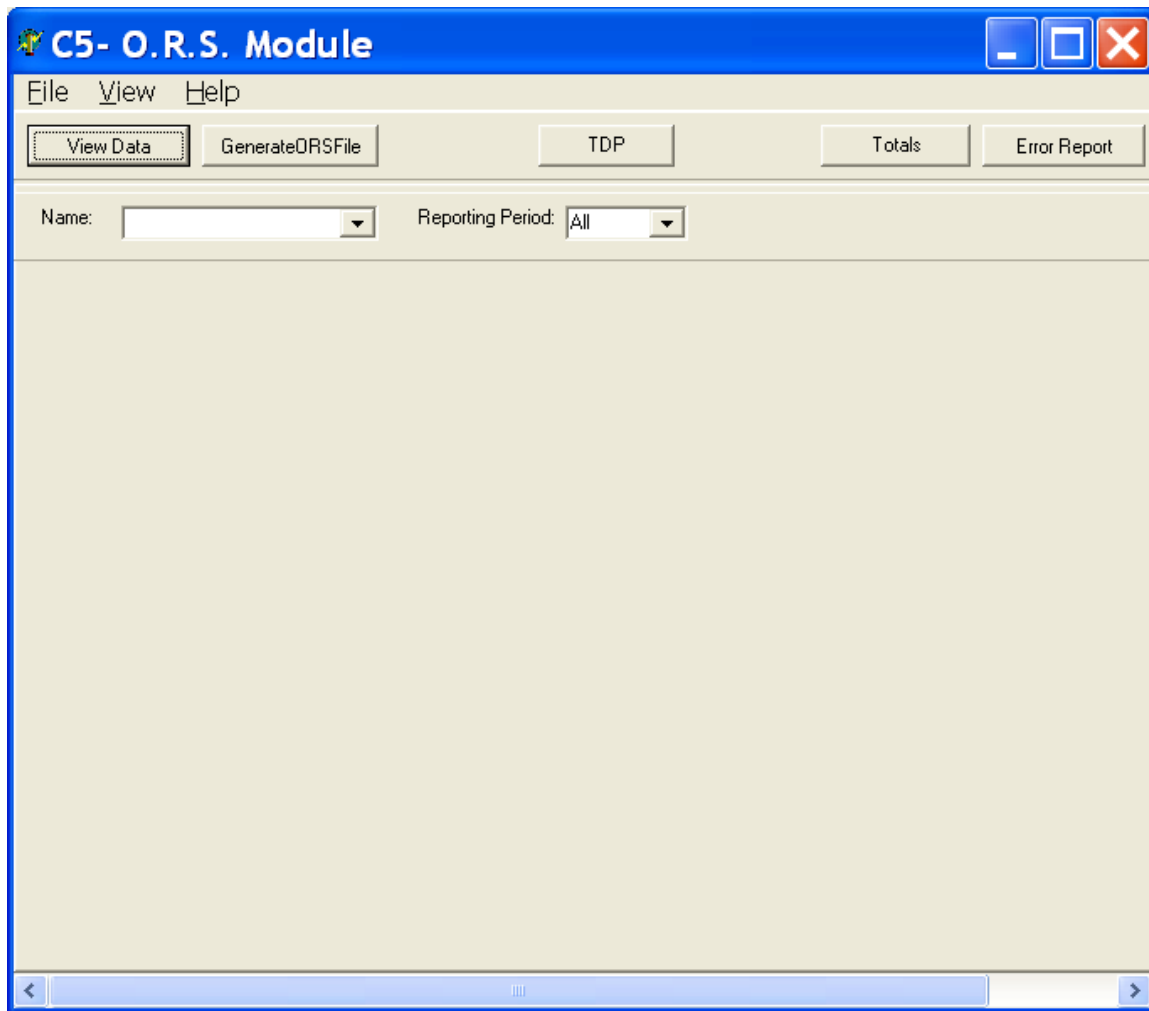
1. Click on the SMARTXL icon on your desk top to open up SMARTXL
2. Log into SMARTXL



View after logging into SMARTXL



Click on Payroll
Click on ORS Module



View after clicking on ORS Module
Click on TDP button

TDP Submission Form [Minimize] [Maximize] [Close]

File AddNew Delete a Record

SSN: [Dropdown]

List TDP Payment Plan

Detail

All fields are Mandatory

SSN: [77777777]

Agreement #: [717171719] * 9 digit #

Invoice #: [17171719] * Last 8 digits of Agreement#

Signature Dt: [2/11/2008] MM/DD/YYYY

Box 6: 000000000

Billing Amt: [77777.33] (2 Decimal Places, ex:1000.00)

Service Credit Available: [5.999] (3 Decimal Places, ex:2.275)

Box 9: 000000000

Service Credit Purchased: [3.553] (3 Decimal Places, ex:1.275)

Scheduled Deduction: [170.5] (2 Decimal Places, ex:75.75)

Service Purchase Type: 00

Pay Frequency: [24]

Box 14: 000000000

Billing Due Dt: [2/11/2008] MM/DD/YYYY

Submitted: [Y] Please enter Y or N

[Save]

TDP Submission form appears. Notice on the **left hand side** the words **DETAIL** and **LIST**. You current view is **DETAIL** by **SSN** order

TDP Submission Form

File AddNew Delete a Record

SSN:

SSN	AgreementNumber	InvoiceNumber	Submitted	SignDate	BillingAmt	SerCrAvail	SerCrPur	SchDeduct	PayFreq	BillingDueDt	GeneratedOn
111111111	611612611	11612611	Y	6/11/2005	25000	10	10	250	26	6/11/2005	2/28/2008 4:
123456789	123456789	23456789	N	2/28/2008	10125	3.33	1.33	50	26	3/1/2008	
777777777	717171719	17171719	Y	2/11/2008	77777.33	5.999	3.553	170.5	24	2/11/2008	2/14/2008 4:
852963159	875458695	75458695	Y	2/28/2008	56985.58	4.875	3.755	175.5	26	3/1/2008	2/28/2008 3:
987987983	987654321	87654321	Y	2/15/2008	57896.38	4.897	3.853	275.98	26	3/1/2008	2/15/2008 1:
999999999	899999999	99999999	Y	2/2/2008	500.6	5.175	3.123	50.23	24	2/25/2008	2/15/2008 1:

Click on List. Shows you a list of TDP Agreements already generated and sent to ORS in SSN order. This example also show you SSN 1234567989, N under submitted for Not submitted and Generated on is Blank. Click on AddNew from the tool bar.

Add New TDP Agreement

All fields are Mandatory

SSN:

Agreement #: * 9 digit #

Invoice #: * Last 8 digits of Agreement#

Signature Dt: MM/DD/YY

Box 6: 00000000

Billing Amt: (2 Decimal Places, ex:1000.00)

Service Credit Available: (3 Decimal Places, ex:2.275)

Box 9: 00000000

Service Credit Purchased: (3 Decimal Places, ex:1.275)

Scheduled Deduction: (2 Decimal Places, ex:75.75)

Service Purchase Type: 00

Pay Frequency:

Box 14: 00000000

Billing Due Dt: MM/DD/YY

View to start adding new TDP Agreement

When keying in all 9 digits of the Agreement #: automatically takes you to Invoice #: which will automatically fill in the last 8 digits of Agreement#. If you are working with an older Agreement number and the Invoice number is different you can go back to the invoice line and type over what is showing.

Continue to fill in all fields.

Click on Save button.

This saves the New TDP Agreement.

Add New TDP Agreement

All fields are Mandatory

SSN:

Agreement #: * 9 digit #

Invoice #: * Last 8 digits of Agreement#

Signature Dt: MM/DD/YY

Box 6: **00000000**

Billing Amt: (2 Decimal Places, ex:1000.00)

Service Credit Available: (3 Decimal Places, ex:2.275)

Box 9: **00000000**

Service Credit Purchased: (3 Decimal Places, ex:1.275)

Scheduled Deduction: (2 Decimal Places, ex:75.75)

Service Purchase Type: **00**

Pay Frequency:

Box 14: **00000000**

Billing Due Dt: MM/DD/YY

View after form is filled out from TDP Agreement employee provided to payroll
 Click on SAVE button

Information

 One record saved!!

Get message, One record saved (at a time)
 Click on OK

Add New TDP Agreement

All fields are Mandatory

SSN:

Agreement #: * 9 digit #

Invoice #: * Last 8 digits of Agreement#

Signature Dt: MM/DD/YY

Box 6: 00000000

Billing Amt: (2 Decimal Places, ex:1000.00)

Service Credit Available: (3 Decimal Places, ex:2.275)

Box 9: 00000000

Service Credit Purchased: (3 Decimal Places, ex:1.275)

Scheduled Deduction: (2 Decimal Places, ex:75.75)

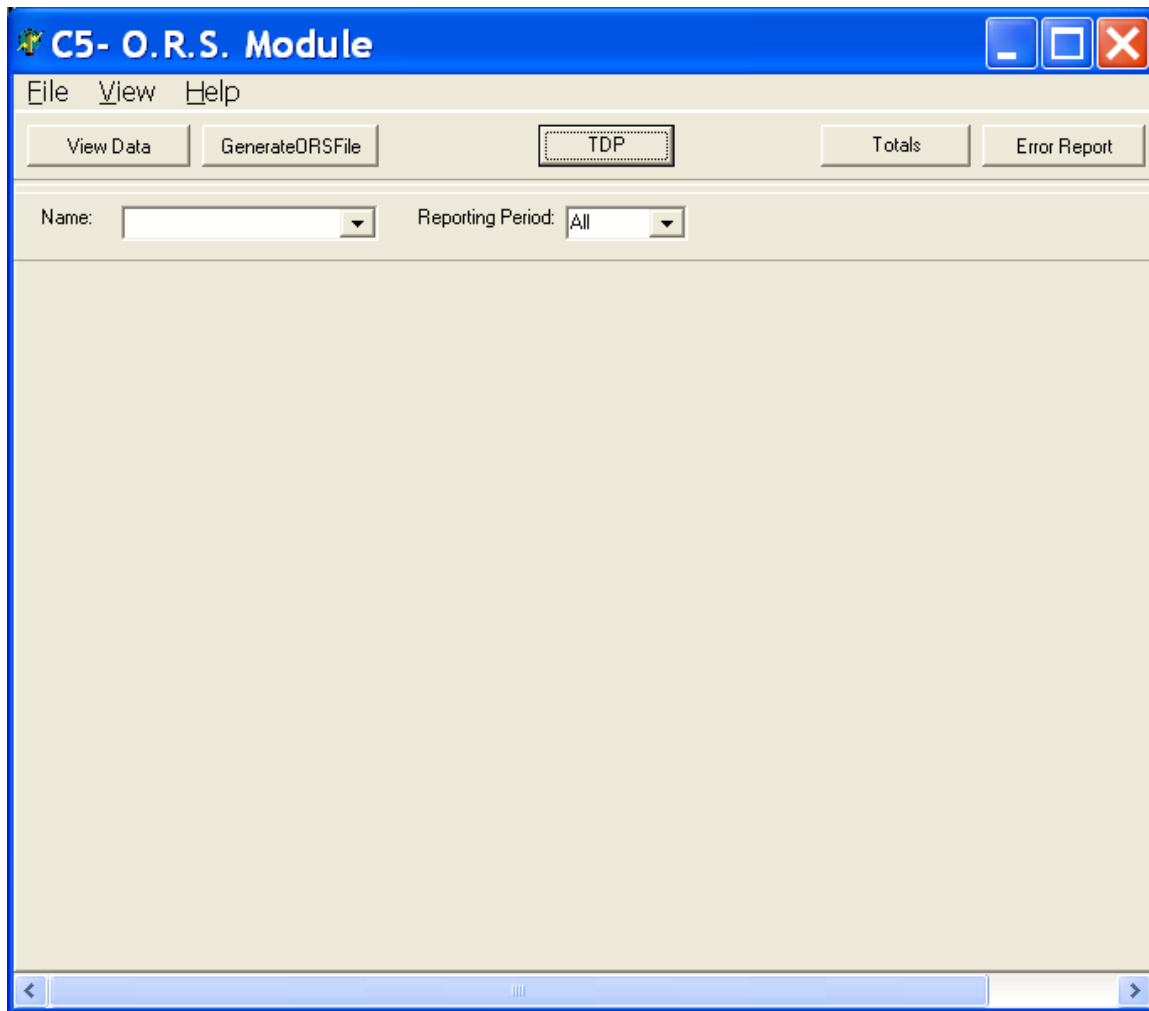
Service Purchase Type: 00

Pay Frequency:

Box 14: 00000000

Billing Due Dt: MM/DD/YY

Takes you back to Add New TDP Agreement form.
 You can continue to add another New Agreement or
 Click on RED X in upper right hand corner to close this screen.



Click on TDP Button

TDP Submission Form

File AddNew Delete a Record

SSN:

List TDP Payment Plan

Detail

All fields are Mandatory

SSN:

Agreement #: * 9 digit #

Invoice #: * Last 8 digits of Agreement#

Signature Dt: MM/DD/YYYY

Box 6:

Billing Amt: (2 Decimal Places, ex:1000.00)

Service Credit Available: (3 Decimal Places, ex:2.275)

Box 9:

Service Credit Purchased: (3 Decimal Places, ex:1.275)

Scheduled Deduction: (2 Decimal Places, ex:75.75)

Service Purchase Type:

Pay Frequency:

Box 14:

Billing Due Dt: MM/DD/YYYY

Submitted: Please enter Y or N

Takes you to Detail view.
 Click on **List on left hand side** of form/page

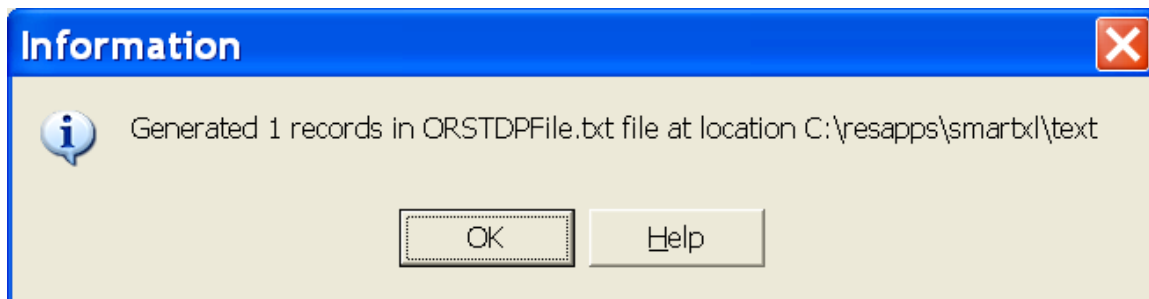
TDP Submission Form

File AddNew Delete a Record

SSN:

SSN	AgreementNumber	InvoiceNumber	Submitted	SignDate	BillingAmt	SerCrAvail	SerCrPur	SchDeduct	PayFreq	BillingDueDt	GeneratedOn
77777777	717171719	17171719	Y	2/11/2008	77777.33	5.999	3.553	170.5	24	2/11/2008	2/14/2008 4:00:01 PM
852963159	875458695	75458695	N	2/28/2008	56985.58	4.875	3.755	175.5	26	3/1/2008	
987987983	987654321	87654321	Y	2/15/2008	57896.38	4.897	3.853	275.98	26	3/1/2008	2/15/2008 1:13:04 PM
999999999	899999999	99999999	Y	2/2/2008	500.6	5.175	3.123	50.23	24	2/25/2008	2/15/2008 1:13:04 PM

View of LIST in SSN order. Find the TDP Agreement you added and note that Submitted is a N for No. Click from the tool bar, FILE, Generate file for submission



Message you will get indicating the number of records that were added and generated. Write down file location C:\resapps\smartxl\text. You need to know file location for upload step with ORS Click on OK

TDP Submission Form

File AddNew Delete a Record

SSN: [dropdown]

List TDP Payment Plan

All fields are Mandatory

SSN: [77777777]
Agreement #: [717171719] * 9 digit #
Invoice #: [17171719] * Last 8 digits of Agreement#
Signature Dt: [2/11/2008] MMDD/YYYY
Box 6: 00000000
Billing Amt: [7777.33] (2 Decimal Places, ex:1000.00)
Service Credit Available: [5.999] (3 Decimal Places, ex:2.275)
Box 9: 00000000
Service Credit Purchased: [3.553] (3 Decimal Places, ex:1.275)
Scheduled Deduction: [170.5] (2 Decimal Places, ex:75.75)
Service Purchase Type: 00
Pay Frequency: [24]
Box 14: 00000000
Billing Due Dt: [2/11/2008] MMDD/YYYY
Submitted: [Y] Please enter Y or N

[Save]

View of detail after clicking on OK.
 Submitted: is now a Y for YES
 Click on LIST on left hand side

TDP Submission Form

File AddNew Delete a Record

SSN:

SSN	AgreementNumber	InvoiceNumber	Submitted	SignDate	BillingAmt	SerCrAvail	SerCrPur	SchDeduct	PayFreq	BillingDueDt	GeneratedOn
777777777	717171719	17171719	Y	2/11/2008	77777.33	5.999	3.553	170.5	24	2/11/2008	2/14/2008 4:
852963159	875458695	75458695	Y	2/28/2008	56985.58	4.875	3.755	175.5	26	3/1/2008	2/28/2008 3:
987987983	987654321	87654321	Y	2/15/2008	57896.38	4.897	3.853	275.98	26	3/1/2008	2/15/2008 1:
999999999	899999999	99999999	Y	2/2/2008	500.6	5.175	3.123	50.23	24	2/25/2008	2/15/2008 1:

View of LIST in SSN order. Notice that Submitted now reads Y for Yes (Ready to upload). Close out of SMARTXL by clicking on the RED X in the upper right hand column.

NOTE!!! You must now refer to the ORS Reporting Instruction Manual Appendix F for further steps to complete the upload.