

SPECIAL DISBURSEMENT - SDSU

From displayed Payment on PALC, type SDSU in the direct command line and press <Enter>.

- a. Receipt ID: The receipt (payment ID) that will be adjusted. Set up in the following format. 03/07/2001 94006 083 01.
- b. Sequence Nbr: Should be blank. System will add number with each new SDSU.
  - a. Status is added by the sytem. Will be PEN when entered into the system and COM when adjustments are completed.
- c. Debt number – The debt to be paid. Must account for entire receipt amount and
- d. Amount type - CUR – current support, ARR – arrears, ARI – Arrears Interest, FEA – fee arrears, FEC – current fees, )
- e. Distribution amount: Amount to be distributed toward selected debt. Total receipt needs to be accounted for even if applying toward different debts.
- f. Reason Code: JO – Judge ordered, SM – SRD Money. **JO is ONLY used for SNAA.** All other scenarios use SM.
- g. Comments: Enter reason why SDSU is being used.
- h. Hit Enter

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V4FFDQ01          **** ATLAS II: ARIZONA IV-D PROGRAM ****          K149
N20
Oct  5,04          SPECIAL DISTRIBUTION SET-UP          7:59 AM
*Action (C,D,N):
Rcpt Id :  a          _____          Seq Nbr:  b          Status:  _____
Rcpt Amt:  _____          Proc Type:  _____ SRD:  Active:  _____
*****
Case:
Debt Nbr:          c          CP Name:
Amt Type:          d          NCP Name:
Distribution Amt:  e          Debt Type:
Reason Code:      f -          Oblig Type:
Bankruptcy/CO #:  _____          Create Oper:
Change Oper:
Comments:
g
-----
Direct Command:  h          (SDSU)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11-PF12
Help  Retrn Quit  OPUS  Prev          Main
    
```

SPECIAL DISBURSEMENT - SDSU

EXAMPLE:

Dec 27,16 SPECIAL DISTRIBUTION SET-UP 1:30 PM

\*Action (A,C,D,M,N):

Rcpt Id : 02/21/2012 94018 119 01 Seq Nbr: 01 Status: COM

Rcpt Amt: 4718.00 Proc Type: IRS SRD: 02/21/12 Active: A

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Case: 0001234567 00 CP Name: DOE, JANE A.

Debt Nbr: 02 NCP Name: DOE, JOE F.

Amt Type: ARR Debt Type: IDI

Distribution Amt: 4718.00 Oblig Type: PSJ

Reason Code: SM - SRD MONEY Create Oper: NE5

Bankruptcy/CO #: \_\_\_\_\_ Date Create: 12/13/16

Change Oper: VJFFF200

Last Change: 12/15/16

Comments:

PER POLICY MGR APPROVAL TO \_\_\_\_\_

USE SPDS. 899.04 DUE TO CP \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Direct Command: \_\_\_\_\_ (SDSU)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12

Help Retrtn Quit Prev Main

SPECIAL DISBURSEMENT-SPDS

Type SPDS in the direct command line from SDSU and press <Enter>.

a. Receipt ID: The receipt (payment ID) that will be adjusted. Set up in the following format. 03/07/2001 94006 083 01.

b. Sequence Nbr: Should be blank. System will add number with each new SDSU.

Status: added by the sytem. Will be PEN when entered into the system and COM when adjustments are completed.

c. Comments: Enter comments why SDSU is being used.

d. Panel Over – F11

\*Action (A,C,D,M,N):

Rcpt Id :   a   \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Seq nbr:   b   \_\_\_\_\_ Status:   b    
Rcpt Amt: \_\_\_\_\_ Case: \_\_\_\_\_ Active: \_\_\_\_\_

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CP Name:

Reason Code: ADM - ADMIN

Total:

Create Oper:

Date Create:

Change Oper:

Last Change:

Comments:

\_\_\_\_\_   c   \_\_\_\_\_  
\_\_\_\_\_

Direct Command:   d   \_\_\_\_\_ (SDSU)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-

Help Retrn Quit                   Prev

SPECIAL DISBURSEMENT-SPDS

EXAMPLE: PANEL 1

\*Action (A,C,D,M,N):

Rcpt Id : 02/21/2012 94018 119 01      Seq nbr: 01      Status: COM  
Rcpt Amt: 4718.00      Case: 0001234567 00      Active: A

\*\*\*\*\*

CP Name:            DOE JANE A.  
Reason Code:    ADM - ADMIN  
Total:            4718.00

Create Oper: NE5  
Date Create: 12/13/16  
Change Oper: VJFFF200  
Last Change: 12/15/16

Comments:

PER POLICY MGR APPROVAL TO  
USE SPDS. 899.04 DUE TO CP.

Direct Command: \_\_\_\_\_ (SPDS)  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12  
Help Retrn Quit            Prev                            Left Right Main

SPECIAL DISBURSEMENT-SPDS

- a. Receipt Id is brought forward from first panel.
- b. Sequence Nbr: Should be blank. System will add number with each new SDSU.
- c. Place amounts to be disbursed per instructions in the appropriate field(s).  
 Note: S – state, to be retained, C – Cp, to be issued to the cp.  
 Must account for entire receipt, EXCEPT for amounts applied toward fees.
- d. Once completed type A in the action line and hit Enter.

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*Action (A,C,D,M,N) :          D

Rcpt Id :    a                      Seq nbr:                      Status:
*****
Type      Adj   To  Type      Adj   To  Type      Adj   To
Current : _____ S BC CNOG Cur : _____ S
          _____ C
Perm     : _____ S Unass      : _____ S Never      : _____ S
          _____ C          _____ C          _____ C
Perm Int: _____ S Unass Int  : _____ S Never Int   : _____ S
          _____ C          _____ C          _____ C
Temp     : _____ S Pre-asst   : _____ S BC CNOG Arr: _____ S
          _____ C          _____ C          _____ C
Temp Int _____ S Pre-asst Int : _____ S BC CNOG Int: _____ S
          _____ C          _____ C          _____ C
Cond     : _____ S Dur-asst   : _____ S
          _____ C          _____ C
Cond Int: _____ S Dur-asst Int : _____ S
          _____ C          _____ C

Direct Command: _____ ( SPDS )
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Prev                               Left  Right Main
  
```

SPECIAL DISBURSEMENT-SPDS

EXAMPLE: PANEL 2

< 1 more SPECIAL DISBURSEMENT SET UP 1 more  
>

\*Action (A,C,D,M,N):

Rcpt Id : 02/21/2012 94018 119 01 Seq nbr: 01 Status: COM

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Type	Adj	To	Type	Adj	To	Type	Adj	To
Current :	_____	S	BC CNOG Cur :	_____	S			
		C			C			
Perm :	3818.96	S	Unass :	_____	S	Never :	_____	S
		C			C		899.04	C
Perm Int:	_____	S	Unass Int :	_____	S	Never Int :	_____	S
		C			C			C
Temp :	_____	S	Pre-asst :	_____	S	BC CNOG Arr:	_____	S
		C			C			C
Temp Int	_____	S	Pre-asst Int :	_____	S	BC CNOG Int:	_____	S
		C			C			C
Cond :	_____	S	Dur-asst :	_____	S			
		C			C			
Cond Int:	_____	S	Dur-asst Int :	_____	S			
		C			C			

Direct Command: \_\_\_\_\_ (SPDS )

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12

Help Retrn Quit                      Prev                      Left Right Main