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17. Approving and Denying Checks

If a WIC check fails to meet specified criteria when processed by the WIC bank, the check is rejected for payment and returned to the Vendor unpaid. The Vendor has the option under certain circumstances to submit the rejected check for possible payment approval to the State WIC Office. The State can approve the request for payment for the original amount, approve the request for payment for an adjusted amount, or deny the request for payment. The system allows the recording of each of these activities through an Event.

17.1 Checks Approved

When the vendor or bank questions the legitimacy of a WIC check (the check is damaged, modified, unreadable, etc.), the bank returns the check to the State to be validated. The State has the option of validating the check as it appears. The Approved Checks dialog allows the user to record those rejected checks that were approved by the State without modification. Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. If the dialog is in the “add” mode, the controls default to blank unless otherwise noted. If the dialog is in “view” mode, the controls will default to the previously saved values and will be read only. The Approved Checks dialog is invoked in response to the following user actions:

- Selection of the Approved Checks event on the Events dialog as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when the Approved Checks event is selected as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “view” mode.

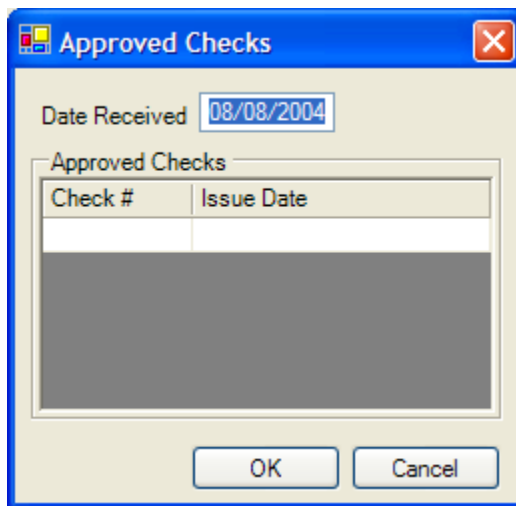


Figure 1 - Approved Checks Dialog (Add mode)

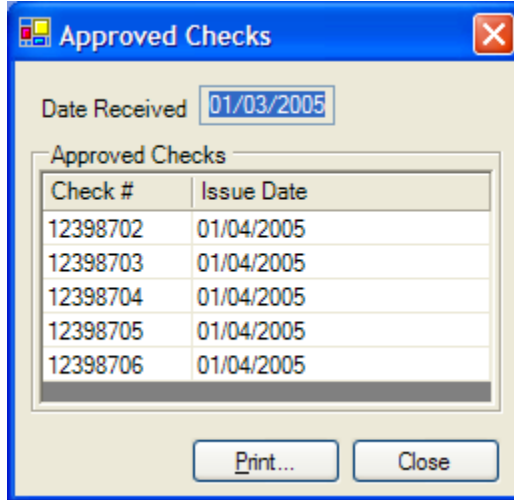


Figure 2 - Approved Checks Dialog (View mode)

17.1.1 Controls

This section describes the behavior of the controls on the Approved Checks dialog.

17.1.1.1 Date Received Masked Edit Box

This control allows the user to enter or view the date that the State received the check(s) from the vendor or bank.

The masked edit box will be enabled when the Approved Checks dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the current system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

17.1.1.2 Approved Checks Grid

This control allows the user to enter or view information about the received check(s). This grid will be enabled when the Approved Checks dialog is active. The grid consists of two (2) columns:

- Check #
- Issue Date

A check and date are entered per row. Upon completion of each row, a new row is added. A vertical scroll bar is activated upon completion of the fourth row within the grid to allow for navigation in the “add” mode. In “view” mode, the vertical scroll bar is activated when there are at least five (5) checks listed in the grid. This grid allows entry of multiple checks by tabbing to the next line to enter another check. A new line will not be added unless a complete entry is made on the line before the one being added.

17.1.1.3 Check# Masked Edit Box - Checks Grid

This control allows the user to enter or view the check number(s) on the received check(s). The masked edit box will be enabled when the Approved Checks dialog is active. This control will only allow the entry of numeric digits. The maximum size of this control will be eight (8) characters. Check numbers entered with less than eight (8) characters will be right justified with leading zeroes (0). When working in “add” mode, the entry field will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

17.1.1.4 Issue Date Masked Edit Box - Checks Grid

This control allows the user to enter or view the issued date(s) on the received check(s). The masked edit box will be enabled when the Approved Checks dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to blank. When working in “view” mode, the control is populated with the previously saved entry and is read only.

17.1.1.5 OK Button

This control allows the user to instruct the system to save the check information and exit the Approved Checks dialog. The OK button will be enabled when the Approved Checks dialog is active in “add” mode. (See Saving the Data in the Processing in this chapter.) Characteristics for the OK button are defined in *Consistencies*.

17.1.1.6 Cancel Button

This control allows the user to exit the Approved Checks dialog without saving the check information entered. The Cancel button will be enabled when the Approved Checks dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

17.1.1.7 Print Button

This control allows the user to instruct the system to generate the approved checks letters and mailing labels and close the Approved Checks dialog. The Print button will be enabled when the Approved Checks dialog is active in “view” mode. It does not have a mnemonic.

17.1.1.8 Close Button

This control allows the user to exit the Approved Checks dialog. The Close button will be enabled when the Approved Checks dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

17.1.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Approved Checks dialog.

17.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Approved Checks”
- In Add mode the Date Received control will default to the current system date. All other fields and controls on this dialog default to blank.
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close and Print buttons are visible. The OK and Cancel buttons are not visible

17.1.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in one of the following controls
- Date Received Masked Edit Box
- the system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If the Date Received or the Issue Date fields have an entry that is greater than the current system date, the system will invoke a standard error message box with the text “<Control name> entered must be less than or equal to today’s date.”
- If the Date Received field has an entry less than the Issued date, the system will invoke a standard error message with the text “Issue Date must be less than or equal to Date Received.”
- If an entry has not been made in the Check # control, the system will invoke a standard error message with the text “You must enter at least one returned check.”

- If the same check number has been entered in the checks grid more than once, the system will invoke a standard error message with the text “This check number has already been entered.”
- If an invalid date has been entered in one of the following entry fields
 - Date Received Masked Edit Box
 - Issue Date Masked Edit Box

the system will invoke the standard error message with the text “Invalid date entered.”

- The system will invoke the Send Approved Checks Letter dialog as described in this chapter.

Upon selection of the Cancel button:

- The system will dismiss the Approved Checks dialog without saving any of the information entered. The system will then return the user to the Event Log tab of the Vendor Folder.

Upon selection of the Close button:

- The system will dismiss the Approved Checks dialog. The system will return the user to the Event Log tab of the Vendor Folder.

Upon selection of the Print button:

- The system will invoke the Send Approved Checks Letter dialog as described in this chapter.

17.1.2.3 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
A ReturnedFI record is inserted for each check entered.			
Date Received	ReturnedFIBundle	ReceivedDate	
Check #	ReturnedFI	FoodInstrumentID found where the Check# = the SerialNumber and a FoodInstrument DeliverySystemType of Check	
Issue Date	ReturnedFI	IssuedDate	

17.2 Send Approved Checks Letter

The Send Approved Checks Letter dialog allows the user to select the address and recipient to receive a copy of the approved checks letter. After the user identifies these items, the system will generate the required approved checks letters. In addition, if the user selects Print Mailing Labels, the system will generate a mailing label for each approved checks letter to be sent for each selected address and recipient. The Send Approved Checks Letter dialog is invoked in response to the following user actions:

- Selection of the OK button on the Approved Checks dialog as described in this chapter
- Selection of the Print button on the Approved Checks dialog as described in this chapter

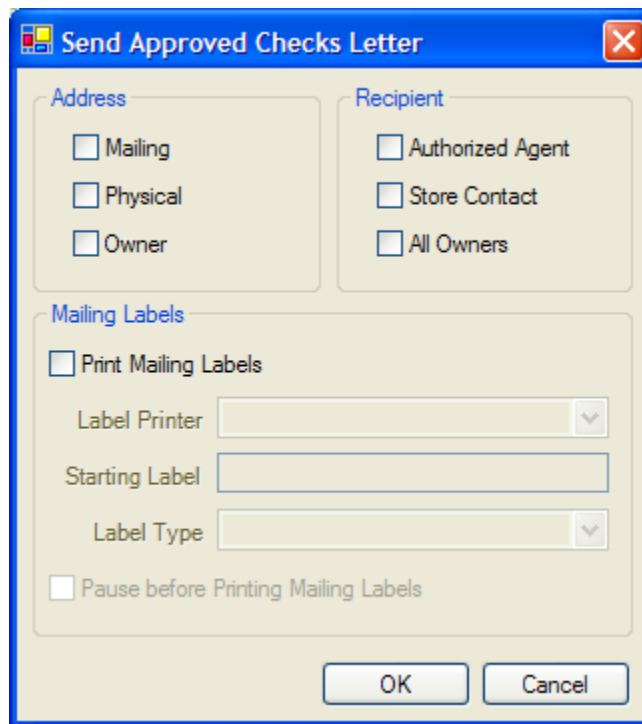


Figure 3 - Send Approved Checks Letter Dialog

17.2.1 Controls

The controls for the Send Letter dialog are defined in [Chapter 20 – Vendor Form Letters](#).

17.2.2 Processes

The processes for the Send Letter dialog are defined in [Chapter 20 – Vendor Form Letters](#). In addition to the standard processes, the following processes will apply.

17.2.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Send Approved Checks Letter”

17.2.2.2 Saving the Data

Depending on how the Send Approved Checks Letter dialog was invoked, the system will add the Approved Checks and letter information to the Event Log Tab of the Vendor Folder as follows:

- If the dialog is invoked by selecting the OK button on the Approved Checks dialog when in “add” mode, the system will save the approved checks information. An Approved Checks follow up activity will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new follow up activity.
- If the dialog was invoked when the user selected the Print button on the Approved Checks dialog when in “view” mode, a Letter Sent follow up activity will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new follow up activity.
- After updating the Event Log Tab the system will save a copy of each generated letter in the directory defined by the State.

17.2.2.3 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Send Approved Checks Letter dialog, add an Approved Checks event to the Event Log of the Vendor
- The system will refresh the Vendor Events tree view on the Event Log tab of the Vendor Folder with the new event.
- The system will then return the user to the Event Log tab of the Vendor Folder.

17.3 Checks Approved with Adjusted Pay Amount

If the vendor or the bank questions the legitimacy of a WIC check(s) (the check is damaged, modified, unreadable, etc.), the check(s) is returned to the State to be validated. The State has the option of validating the check after the pay amount has been adjusted. The Approved Checks Adjusted Pay Amount dialog allows the user to record those rejected checks that the State approved after the pay amount was adjusted. Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. If the dialog is in the “add” mode, the controls default to blank unless otherwise noted. If the dialog is in “view” mode, the controls will default to the previously saved values and will be read only. The Approved Checks Adjusted Pay Amount dialog is invoked in response to the following user actions:

- Selection of the Approved Checks Adjusted Pay Amount event on the Events dialog as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when an Approved Checks Adjusted Pay Amount event is selected as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “view” mode.

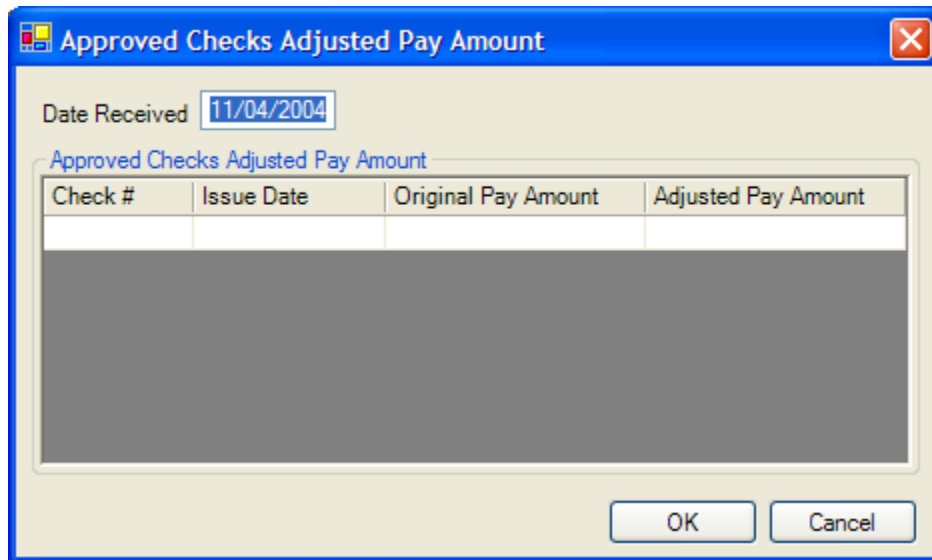


Figure 4 - Approved Checks Adjusted Pay Amount Dialog (Add mode)

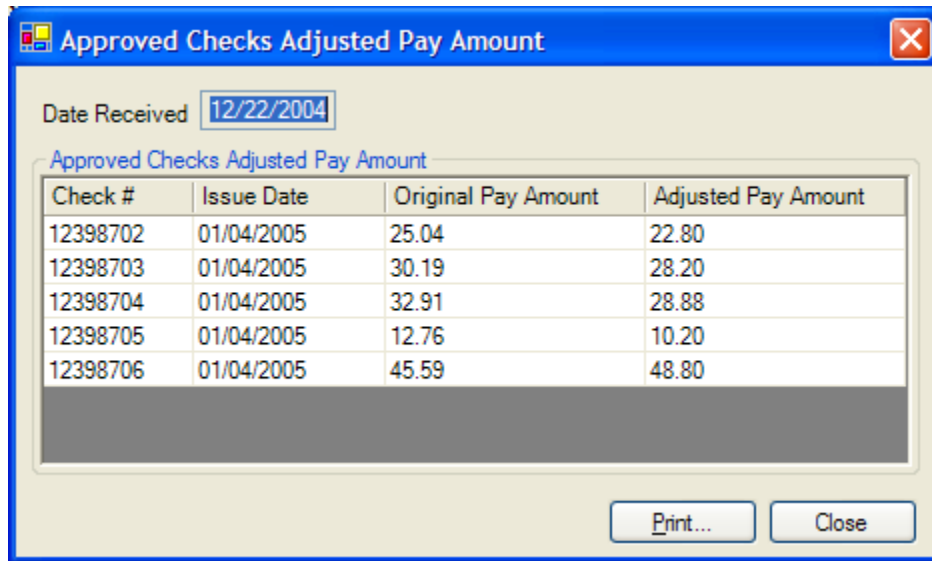


Figure 5 - Approved Checks Adjusted Pay Amount Dialog (View mode)

17.3.1 Controls

This section describes the behavior of the controls on the Approved Checks Adjusted Pay Amount dialog.

17.3.1.1 Date Received Masked Edit Box

This control allows the user to enter or view the date the State received the check(s) from the Vendor or the bank. The masked edit box will be enabled when the Approved Checks Adjusted Pay Amount dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

17.3.1.2 Approved Checks Adjusted Pay Amount Grid

This control allows the user to enter or view information about the received check(s). This grid will be enabled when the Approved Checks Adjusted Pay Amount dialog is active. The grid consists of four (4) columns:

- Check #
- Issue Date
- Original Pay Amount
- Adjusted Pay Amount

Upon completion of each row, a new row is added. A vertical scroll bar is activated upon completion of the fourth row within the grid to allow for navigation in the “add” mode. In “view” mode, the vertical scroll bar is activated when there are at least five (5) checks listed in the grid. This grid allows entry of multiple checks by tabbing to the next line to enter another check. A new line will not be added unless a complete entry is made on the line before the one being added.

17.3.1.3 Check# Masked Edit Box - Checks Grid

This control allows the user to enter or view the check number on the received check(s). The masked edit box will be enabled when the Approved Checks Adjusted Pay Amount dialog is active. This control will only allow the entry of numeric digits. The maximum size of this control will be eight (8) characters. Check numbers entered with less than eight (8) characters will be right justified with leading zeroes (0). When working in “add” mode, the entry field will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

17.3.1.4 Issue Date Masked Edit Box - Checks Grid

This control allows the user to enter or view the issued date on the received check(s). The masked edit box will be enabled when the Approved Checks Adjusted Pay Amount dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to blank. When working in “view” mode, the control is populated with the previously saved entry and is read only.

17.3.1.5 Original Pay Amount Masked Edit Box - Checks Grid

This control allows the user to enter or view the original pay amount of the received check(s). The masked edit box will be enabled when the Approved Checks Adjusted Pay Amount dialog is active. The masked edit box will only accept entry of numeric digits. The mask for this box will be “\$999999999.99” and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control will be populated with the previously saved entry. The system will automatically insert the \$ and the decimal point (.) when an entry is made.

17.3.1.6 Adjusted Pay Amount Masked Edit Box - Checks Grid

This control allows the user to enter or view the adjusted pay amount for the received check(s). The masked edit box will be enabled when the Approved Checks Adjusted Pay Amount dialog is active. The masked edit box will only accept entry of numeric digits. The mask for this box will be “\$999999999.99” and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control will be populated with the previously saved entry. The system will automatically insert the \$ and the decimal point (.) when an entry is made.

17.3.1.7 OK Button

This control allows the user to instruct the system to save the check information and close the Approved Checks Adjusted Pay Amount dialog. The OK button will be enabled when the Approved Checks Adjusted Pay Amount dialog is active in “add” mode. (See Saving the Data in the Processing in this chapter) Characteristics for the OK button are defined in *Consistencies*.

17.3.1.8 Print Button

This control allows the user to instruct the system to invoke the Send Approved Checks Adjusted Pay Amount Letter dialog. The Print button will be enabled when the Approved Checks Adjusted Pay Amount dialog is active in “view” mode. It does not have a mnemonic.

17.3.1.9 Cancel Button

This control allows the user to exit the Approved Checks Adjusted Pay Amount dialog without saving the check information. The Cancel button will be enabled when the Approved Checks Adjusted Pay Amount dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

17.3.1.10 Close Button

This control allows the user to exit the Approved Checks Adjusted Pay Amount dialog. The Close button will be enabled when the Approved Checks Adjusted Pay Amount dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

17.3.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Approved Checks Adjusted Pay Amount dialog.

17.3.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Approved Checks Adjusted Pay Amount”
- In Add mode the Date Received control will default to the current system date. All other fields and controls on this dialog default to blank.
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close and Print buttons are visible. The OK and Cancel buttons are not visible

17.3.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in one of the following controls
 - Date Received Masked Edit Boxthe system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If the Date Received or the Issue Date fields have an entry that is greater than the current system date, the system will invoke a standard error message box with the text “<Control name> entered must be less than or equal to today’s date.”
- If the Date Received field has an entry less than the Issued date, the system will invoke a standard error message with the text “Issue Date must be less than or equal to Date Received.”
- If an entry has not been made in the Check # control, the system will invoke a standard error message with the text “You must enter at least one returned check.”
- If the same check number has been entered in the checks grid more than once, the system will invoke a standard error message with the text “This check number has already been entered.”
- If an invalid date has been entered in one of the following entry fields
 - Date Received Masked Edit Box
 - Issue Date Masked Edit Box

the system will invoke the standard error message with the text “Invalid date entered.”

17.3.2.3 Saving the Data

Upon successful completion of the above listed edits:

- The system will invoke the Send Approved Checks Adjusted Pay Amount Letter dialog as described this chapter.

17.3.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Approved Checks Adjusted Pay Amount dialog without saving any of the information entered.
- The system will then return the user to the Event Log tab of the Vendor Folder.

17.3.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Approved Checks Adjusted Pay Amount dialog.
- The system will return the user to the Event Log tab of the Vendor Folder.

17.3.2.6 Print

Upon selection of the Print button, the system will invoke the Send Approved Checks Adjusted Pay Amount Letter dialog as described in this chapter.

17.3.2.7 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
A ReturnedFI record is inserted for each check entered.			
Date Received	ReturnedFIBundle	ReceivedDate	
Check #	ReturnedFI	FoodInstrumentID found where the Check# = the SerialNumber and a FoodInstrument DeliverySystemType of Check	
Issue Date	ReturnedFI	IssuedDate	
Original Pay Amount	ReturnedFI	OriginalPayAmount	
Adjusted Pay Amount	ReturnedFI	AdjustedPayAmount	

17.4 Send Approved Checks Adjusted Pay Amount Letter

The Send Approved Checks Adjusted Letter dialog allows the user to select which address will receive a copy of the approved checks adjusted pay amount letter, and who at the address will be the recipient of the letter. After the user identifies these items, the system will generate the required approved checks adjusted pay amount letters. If indicated by the user, the system will also generate a mailing label for each letter. For each selected recipient, the system will generate an approved checks adjusted pay amount letter and mailing label for every selected address. The Send Approved Checks Adjusted Letter dialog is invoked in response to the following user actions:

- Selection of the OK button on the Approved Checks dialog as described in this chapter
- Selection of the Print button on the Approved Checks dialog as described in this chapter

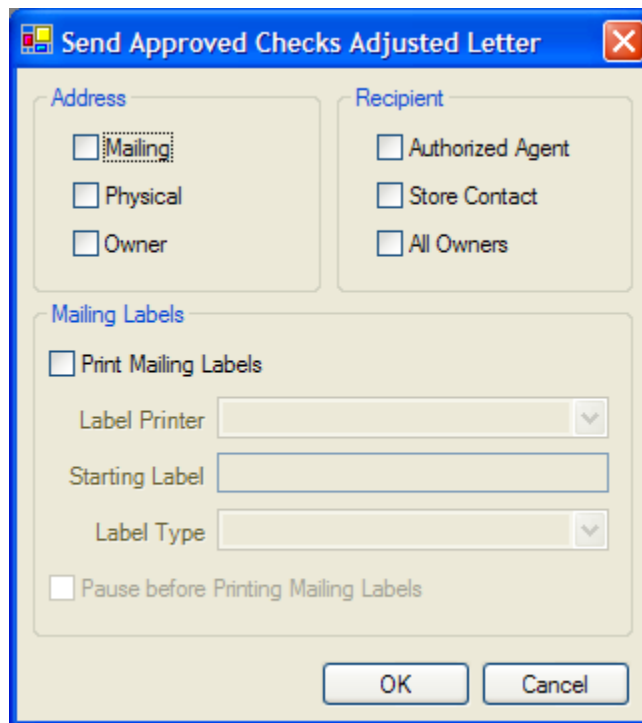


Figure 6 - Send Approved Checks Adjusted Letter Dialog

17.4.1 Controls

The controls for the Send Letter dialog are defined in [Chapter 20 – Vendor Form Letters](#).

17.4.2 Processes

The processes for the Send Letter dialog are defined in [Chapter 20 – Vendor Form Letters](#). In addition to the standard processes, the following processes will apply.

17.4.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Send Approved Checks Adjusted Letter”

17.4.2.2 Saving the Data

Depending on how the Send Approved Checks Adjusted Pay Amount Letter dialog was invoked, the system will add the Approved Checks Adjusted Pay Amount and letter information to the Event Log Tab of the Vendor Folder as follows:

- If the dialog is invoked by selecting the OK button on the Approved Checks dialog when in “add” mode, the system will save the approved checks information. An Approved Checks Adjusted Pay Amount event will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new event.
- If the dialog was invoked when the user selected the Print button on the Approved Checks Adjusted Pay Amount dialog when in “view” mode, a Letter Sent follow up activity will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new follow up activity.
- After updating the Event Log Tab the system will save a copy of each generated letter in the directory defined by the State.

17.4.2.3 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Send Approved Checks Adjusted Pay Amount Letter dialog and add an Approved Checks Adjusted Pay Amount event to the Event Log of the Vendor
- The system will refresh update the Vendor Events tree view on the Event Log tab of the Vendor Folder with the new event.
- The system will then return the user to the Event Log tab of the Vendor Folder.

17.5 Checks Not Approved

When the vendor or the bank questions the legitimacy of a WIC check (the check is damaged, modified, unreadable, etc.), the bank returns the check to the State to be validated. The State has the option of denying the check. The Checks Not Approved dialog allows the user to record those rejected checks that were denied by the State. Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. If the dialog is in the “add” mode, the controls default to blank unless otherwise noted. If the dialog is in “view” mode, the controls will default to the previously saved values and will be read only. The Checks Not Approved dialog is invoked in response to the following user actions:

- Selection of the Checks Not Approved event on the Events dialog as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Checks Not Approved event is selected as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “view” mode.

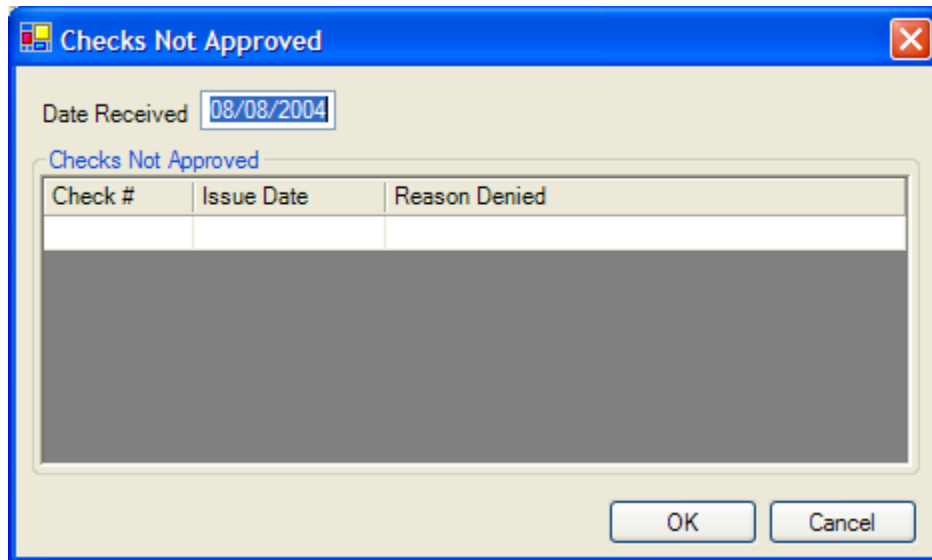


Figure 7 - Checks Not Approved Dialog (Add mode)



Figure 8 - Checks Not Approved Dialog (View mode)

17.5.1 Controls

This section describes the behavior of the controls on the Checks Not Approved dialog.

17.5.1.1 Date Received Masked Edit Box

This control allows the user to enter or view the date the State received the check(s). The masked edit box will be enabled when the Checks Not Approved dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to the present system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

17.5.1.2 Checks Not Approved Grid

This control allows the user to enter or view information about the received check(s). This grid will be enabled when the Checks Not Approved dialog is active. The grid consists of three (3) columns:

- Check #
- Issue Date
- Reason Denied

Upon completion of each row, a new row is added. A vertical scroll bar is activated upon completion of the fourth row within the grid to allow for navigation in the “add” mode. In “view” mode, the vertical scroll bar is activated when there are five (5) checks listed in the grid. This grid allows entry of up to five (5) checks. To move within the grid the user may use the tab key to move from field to field and line to line. A new line will not be added unless a complete entry is made on the line before the one being added.

17.5.1.3 Check# Masked Edit Box - Checks Grid

This control allows the user to enter or view the check number on the received check(s). The masked edit box will be enabled when the Checks Not Approved dialog is active. This control will only allow the entry of numeric digits. The maximum size of this control will be eight (8) characters. Check numbers entered with less than eight (8) characters will be right justified with leading zeroes (0). When working in “add” mode, the entry field will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

17.5.1.4 Issue Date Masked Edit Box - Checks Grid

This control allows the user to enter or view the issued date on the received check(s). The masked edit box will be enabled when the Checks Not Approved dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to blank. When working in “view” mode, the control is populated with the previously saved entry and is read only.

17.5.1.5 Reason Denied Dropdown

This dropdown allows the user to select or view the reason for not approving payment for the received check. The dropdown will be enabled when the Checks Not Approved dialog is active. It is filled from a list of check denial reasons from the Reference Dictionary Table of the lookup database. The drop down list will be in alphabetical order and read only. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

17.5.1.6 OK Button

This control allows the user to instruct the system to save the check information and close the Checks Not Approved dialog. The OK button will be enabled when the Checks Not Approved dialog is active in “add” mode. (See Saving the Data in the Processing as described in this chapter) Characteristics for the OK button are defined in *Consistencies*.

17.5.1.7 Print Button

This control allows the user to instruct the system to invoke the Send Checks Not Approved Letter dialog. The Print button will be enabled when the Checks Not Approved dialog is active in “view” mode. It does not have a mnemonic.

17.5.1.8 Cancel Button

This control allows the user to exit the Checks Not Approved dialog without saving the check information. The Cancel button will be enabled when the Checks Not Approved dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

17.5.1.9 Close Button

This control allows the user to exit the Checks Not Approved dialog. The Close button will be enabled when the Checks Not Approved dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

17.5.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Checks Not Approved dialog.

17.5.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Checks Not Approved”
- In Add mode the Date Received control will default to the current system date. All other fields and controls on this dialog default to blank.
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close and Print buttons are visible. The OK and Cancel buttons are not visible

17.5.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in one of the following controls
 - Date Received Masked Edit Box

the system will invoke a standard error message with the text “An entry is required for the <control label>.”

- If an entry has been made in the Check # control and Issue Date but no selection has been made in the Reason Denied control, the system will invoke a standard error message with the text “A selection is required in the <control label>.”
- If an entry has not been made in the Check # control, the system will invoke a standard error message with the text “You must enter at least one returned check.”
- If the Date Received or the Issue Date fields have an entry that is greater than the current system date, the system will invoke a standard error message box with the text “<Control name> entered must be less than or equal to today’s date.”
- If the Date Received field has an entry less than the Issued date, the system will invoke a standard error message with the text “Issue Date must be less than or equal to Date Received.”
- If an entry has not been made in the Check # control, the system will invoke a standard error message with the text “You must enter at least one returned check.”
- If the same check number has been entered in the checks grid more than once, the system will invoke a standard error message with the text “This check number has already been entered.”
- If an invalid date has been entered in one of the following entry fields
 - Date Received Masked Edit Box
 - Issue Date Masked Edit Boxthe system will invoke the standard error message with the text “Invalid date entered.”
- The system will invoke the Send Checks Not Approved Letter dialog as described in as described in this chapter.

Upon selection of the Cancel button:

- The system will dismiss the Check Not Approved dialog without saving any of the information entered. The system will then return the user to the Event Log tab of the Vendor Folder.

Upon selection of the Close button:

- The system will dismiss the Checks Not Approved dialog. The system will return the user to the Event Log tab of the Vendor Folder.

Upon selection of the Print button:

- The system will invoke the Send Checks Not Approved Letter dialog as described in as described in this chapter.

17.5.2.3 Data Map

Control Label	Entity	Attribute	Business Rule
---------------	--------	-----------	---------------

			Applicable
A ReturnedFI record is inserted for each check entered.			
Date Received	ReturnedFIBundle	ReceivedDate	
Check #	ReturnedFI	FoodInstrumentID found where the Check# = the SerialNumber and a FoodInstrument DeliverySystemType of Check	
Issue Date	ReturnedFI	IssuedDate	
Reason Denied	ReturnedFI	ReasonDenied	

17.6 Send Checks Not Approved Letter

The Send Checks Not Approved Letter dialog allows the user to select which address will receive a copy of the checks not approved letter, and who at the address will be the recipient of the letter. After the user identifies these items, the system will generate the required checks not approved letters. The system will also generate a mailing label for each letter, if indicated by the user. The mailing labels will be for each selected recipient a letter is generated for and the selected address. The Send Vendor Denial Letter dialog is invoked in response to the following user actions:

- Selection of the OK button on the Checks Not Approved dialog as described in this chapter
- Selection of the Print button on the Checks Not Approved dialog as described in this chapter

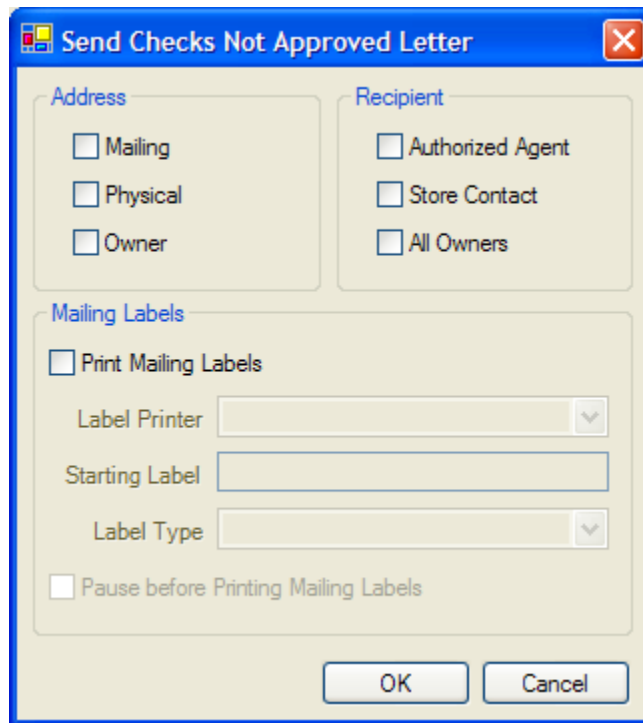


Figure 9 - Send Checks Not Approved Letter Dialog

17.6.1 Controls

This section describes the behavior of the controls on the Send Checks Not Approved Letter dialog.

17.6.1.1 Mailing Address Check Box (Mailing)

This control allows the user to instruct the system to generate a checks not approved letter to send to the mailing address of the Vendor. The check box will be enabled when the Send Checks Not Approved Letter dialog is active. The check box will initially be blank (unchecked).

17.6.1.2 Physical Address Check Box (Physical)

This control allows the user to instruct the system to generate a checks not approved letter to send to the physical address of the Vendor. The check box will be enabled when the Send Checks Not Approved Letter dialog is active. The check box will initially be blank (unchecked).

17.6.1.3 Owner Address Check Box (Owner)

This control allows the user to instruct the system to generate a checks not approved letter to send to the address of the owner of the Vendor. The check box will be enabled when the Send Checks Not Approved Letter dialog is active. The check box will initially be blank (unchecked).

17.6.1.4 Authorized Agent Check Box

This control allows the user to instruct the system to generate a checks not approved letter for the Vendor authorized agent for every selected address. The check box will be enabled when the Send Checks Not Approved Letter dialog is active. The check box will initially be blank (unchecked).

17.6.1.5 Store Contact Check Box

This control allows the user to instruct the system to generate a checks not approved letter for the Vendor store contact for every selected address. The check box will be enabled when the Send Checks Not Approved Letter dialog is active. The check box will initially be blank (unchecked).

17.6.1.6 All Owners Check Box

This control allows the user to instruct the system to generate a checks not approved letter for all Vendor store owners for every selected address. The check box will be enabled when the Send Checks Not Approved Letter dialog is active. The check box will initially be blank (unchecked).

17.6.1.7 Print Mailing Labels Check Box

This control will allow the user to specify that the system should generate address labels for all of the recipients of the letters after the letters are produced. The control will be enabled when the Send Checks Not Approved Letter dialog is active. It has an initial value of cleared (unchecked).

Otherwise, upon selecting the Print Mailing Labels check box, the Label Printer dropdown and Pause before Printing Mailing Labels check box will become enabled. Upon removing the mark from the Print Mailing Labels check box, the Label Printer dropdown and Pause before Printing Mailing Labels check box will be blanked and disabled.

17.6.1.8 Label Printer Dropdown

This control will allow the user to select the system-configured printer to print mailing labels. The control will be enabled when the Print Mailing Labels check box is marked. It will be filled with a list of the defined printers. The control will default to blank when enabled.

17.6.1.9 Starting Label Text Box

This control will allow the user to select which mailing label to start with on the label sheet. The control allows entry of numeric digits. The minimum value is 1. The maximum value will vary depending on the selection made in the Label Type dropdown.

17.6.1.10 Label Type Dropdown

This control will allow the user to select the mailing label type. The control will be enabled when the Print Mailing Labels check box is marked. It will be filled with a list of the labels that may be printed by the application. The control will default to blank when enabled.

17.6.1.11 Pause before Printing Mailing Labels Check Box

This control allows the user to instruct the system to pause before printing mailing labels on the printer so that mailing label stock may be loaded into the printer for producing the mailing labels. The control will be enabled when the Print Mailing Labels check box is marked (checked). It will be initially marked (checked when enabled).

17.6.1.12 OK Button

This control allows the user to instruct the system generate the checks not approved letters and mailing labels and close the Send Checks Not Approved Letter dialog. The OK button will be enabled when the Send Checks Not Approved Letter dialog is active. (See Saving the Data in the Processing as described in this chapter) Characteristics for the OK button are defined in *Consistencies*.

17.6.1.13 Cancel Button

This control allows the user to exit the Send Checks Not Approved Letter dialog without generating the checks not approved letters and mailing labels. The Cancel button will be enabled when the Send Checks Not Approved Letter dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

17.6.2 Processes

This section describes the processes that take place as a result of the actions taken on the Send Checks Not Approved Letter dialog.

17.6.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to “Send Checks Not Approved Letter”
- In Add mode all fields will default to blank.

17.6.2.2 *Edits*

Upon selection of the OK Button:

- If one of the following Address controls is not selected (checked):
 - Mailing Address check box
 - Physical Address check box
 - Owner Address check box

the system will invoke a standard error message with the text “You must select at least one address to receive the checks not approved letter.”

- If one of the following Recipient controls is not selected (checked):
 - Authorized Agent check box
 - Store Contact check box
 - All Owners check box

the system will invoke a standard error message with the text “You must select at least one recipient for the checks not approved letter.”

- If the label printer dropdown is enabled and no label printer has been selected in the Label Printer dropdown, the system will invoke a standard error message with the text “You must select a label printer to print address labels.”
- If the Label Type selected is Avery 5160 and the text box enabled and the value entered is less than 1 or greater than 30, the system will invoke a standard message with the text, “Starting Label range is 1 through 30.”
- If the Label Type selected is Avery 5163 and the text box enabled and the value entered is less than 1 or greater than 10, the system will invoke a standard message with the text, “Starting Label range is 1 through 10.”
- If the Starting Label text box is enabled and is blank, a message is displayed, “An entry is required for the Starting Label.”
- If the Label Type dropdown is enabled and no selection is made, the system will invoke a standard error message with the text “A selection is required in the Label Type.”
- Upon selection of the Pause before Printing check box, the system will invoke a standard message with the text “Load mailing labels for printing and press OK when ready.” This gives the user time to load the label paper and instruct the system when ready to print.

- Once the controls have been validated, a checks not approved letter will be generated for each Address/Recipient combination selected. If the Print Mailing Labels check box is selected, after the checks not approved letters are generated, the system will generate mailing labels for each checks not approved letter that was generated. Depending on how the Send Checks Not Approved Letter dialog was invoked, the system will add the Checks Not Approved and letter information to the Event Log Tab of the Vendor Folder as follows:
 - If the dialog is invoked by selecting the OK button on the Checks Not Approved dialog when in “add” mode, the system will save the approved checks information. A Checks Not Approved event will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new event.
 - If the dialog was invoked when the user selected the Print button on the Checks Not Approved dialog when in “view” mode, a Letter Sent follow up activity will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new follow up activity.
- If the Starting Label text box is enabled and the value is validated for correct information, printing of labels will begin on the specified number filling in the first column down then moving to the second column and then to the third column.
- After updating the Event Log Tab the system will also automatically save a copy of each generated letter in the directory defined by the State.

Upon selection of the Cancel button:

- The system will dismiss the Send Checks Not Approved Letter dialog, add a Checks Not Approved event to the Event Log of the Vendor, and update the Vendor Events tree view on the Event Log tab of the Vendor Folder with the new event. The system will then return the user to the Event Log tab of the Vendor Folder.