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Employees' Manual
Title 11
Chapter W

SPECIAL ABSTRACTS AND REFUNDS



	<u>Page</u>
Overview	1
Selecting Receipts for Special Abstracts or Refunds	2
Special Abstracts	3
PROCESS SPECIAL ABSTRACTS (PRSPECAB) Screen	3
Creating the Special Abstract.....	9
Refunds	9
PROCESS REFUNDS (PREFUND) Screen.....	10
REFUND ATTACHMENTS (REFCOMM) Screen.....	15
Creating the Refund	16
Deleting Request or Receipt	17
Authorizing Workers	17
APPROVAL AUTHORITY MAINTENANCE (REGION) Screen.....	17
REFUND/SPECAB REQUEST (CUE) Screen.....	19
Authorizing Worker Approves, Modifies, Denies, or Deletes	21
CSC Worker Actions	22
REFUND/SPECAB REQUEST QUEUE (CSCQ) Screen.....	22
CSC Worker Approves, Modifies, Denies, or Deletes	24
Narratives	25
Calendar Flags	28

Overview

Under federal law, all child support payments must be posted to the Iowa Collections and Reporting system (ICAR). However, some may be receipted (or received) in error and some may be undistributed or distributed in error.

The Child Support Recovery Unit uses special abstracts and refunds to correct distribution of receipts on ICAR. For audit and security reasons, only designated staff may approve adjustments to correct these payments. They are called "authorizing workers."

The special abstract and refund processes allow you to use ICAR to instruct the Collection Services Center (CSC) to correct payments. You can:

- ◆ Send money to the payee or another state through the special abstract process when ICAR has distributed the payment to the state of Iowa, but it needs to be distributed to the payee or another state. Use the PROCESS SPECIAL ABSTRACTS (PRSPECAB) screen to complete a request for a special abstract. An authorizing worker must approve the special abstract before it is sent to CSC to create a warrant. See [Special Abstracts](#).
- ◆ Return money to the payor or another party through the refund process when the money is received or distributed incorrectly. Use the PROCESS REFUNDS (PRREFUND) screen to complete a request for a refund. An authorizing worker must approve the refund before it is sent to CSC to create a warrant. See [Refunds](#).

NOTE: Check with your supervisor or the WORKER MAINTENANCE (WORKER) screen to identify persons authorized to approve your special abstracts and refunds. Authorizing workers cannot approve special abstracts or refunds on their own cases. Another authorizing worker must approve those special abstracts and refunds.

ICAR documents the steps you use in the correction process through narratives. These narratives allow for review and audits. If an authorizing worker or CSC denies the request, ICAR issues a narrative (SABRE7 for abstracts or SABRE1 for refunds) explaining the reason for denial and a calendar flag (SABRE2 for abstracts or SABRE1 for refunds) to notify you of the denial.

In addition to the special abstracts and refunds processes, you can make other accounting changes as follows:

- ◆ Use the account type change process to move small amounts of money from one account type to another. To correct balances due the payee or the state, use the BALANCE ADJUSTMENTS – CS (BALADJCS) or the BALANCE ADJUSTMENTS – FC (BALADJFC) screens to move these small amounts of money to ensure proper distribution of payments. See [11-I, Balance Adjustments–Child Support \(BALADJCS\) Screen](#) or [Balance Adjustments–Foster Care \(BALADJFC\) Screen](#).
- ◆ Use the transferring payments process to transfer payments from the unidentified payments case to the correct case or payments between cases if the payment is misapplied. See the distribution process on how to handle these types of payments.

Selecting Receipts for Special Abstracts or Refunds

Before completing a special abstract or refund request, you must select the receipts for special abstract or refund from the PAYMENT HISTORY (PAYHIST) screen. To access the PAYHIST screen, press the PF12 on PRSPECAB or PF12 on PRREFUND screen. ICAR displays the PAYHIST screen for the case.

To select a receipt, press the TAB key until the cursor is in the far right hand column of the receipt you want abstracted or refunded and enter an “S” in the TF field. Press the PF12 or F12 key to return to the PRSPECAB or PRREFUND screens.

NOTE: You may select multiple receipts for each special abstract or refund. To include more than one receipt in a request, enter “S” beside all the desired payments before you press the PF12 or F12 key.

If you select more receipts than ICAR can display on a single page of the PRSPECAB or PRREFUND screen, ICAR adds pages to the request to hold all of the receipts you select. To view additional receipts on the PRSPECAB or PRREFUND screens, press the PF7 or F7 to move backward and press PF8 or F8 to move forward. ICAR displays a page number in the upper right hand corner of the screen when multiple pages exist for the PRSPECAB or PRREFUND screen.

Special Abstracts

Use special abstracts to:

- ◆ Send a payment to a payee or to another state.
- ◆ Distribute a payment in hold from one account type to another account type, e.g., move money from an account type 12 to an account type 14.

Typical situations requiring a request for a special abstract include, but are not limited to:

- ◆ Support collected and kept by the state exceeds the Family Investment Program (FIP) benefits paid to the family or support the family assigned as a result of receiving FIP.
- ◆ ICAR distributed a payment to the state before changing a child's account type from an assistance type to a non-assistance type.
- ◆ The Unit collected the current month's support and the payee also received public assistance in another state. The Unit must send the payment to the other state.
- ◆ A payment distributed in error to the arrearage owed to the state and must instead be sent to the payee.

To complete a request for a special abstract, access the PRSPECAB screen.

PROCESS SPECIAL ABSTRACTS (PRSPECAB) Screen

To access the PRSPECAB screen, type PRSPECAB in the NEXT SCREEN field on any ICAR screen and press ENTER. ICAR displays the following screen:

```

D479HR40                IOWA COLLECTION AND REPORTING SYSTEM                DATE: 09/11/14
                                                                    TIME: 08:01:42
                                                                    PAGE: 1

CASE NUMBER ..... :                PAYOR NAME ..... :
SEND TO AUTH WRKR ... :    APPRD? N    PAYEE NAME ..... :
SEND WARRANT TO ..... :                APPROVE/DENY? ... :    (A=APPROVE, D=DENY)
NAME ..... :
ADDRESS LINE 1 ..... :
ADDRESS LINE 2 ..... :                WORKER ID:
CITY/STATE/ZIP ..... :                :
RECEIPT      BATCH    SQ    RECEIPT      AMT ON      SPEC AB    FROM      TO      FND
CRDT'D       DATE     NO    NUMBER      PAYHIST      AMOUNT    A/T      A/T      SRC S

FIP ISSD IN MNTH OF S/A?....:    FIP RETRND?..:    FIP INCLD IN COMP?....:
REBATE ISSD IN MNTH OF S/A?..:    REBT RETRND?..:    REBATE INCLD IN COMP?..:
AMOUNT OF FIP:                    AMOUNT OF REBATE:
COMMENTS:

PF2=ADD, PF3=MOD, PF4=DEL, PF5=INQ, PF6=PROCESS, PF7=BKWD,PF8=FRWD, PF9=REFRESH
PF11=NEXT REQUEST, PF12=PAYHIST, PF13=NARRCASE, PF14=OBLIGHST, CLEAR=RETURN
NEXT SCREEN:                        NOTES:
    
```

Fields, descriptions, and values for the PRSPECAB screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number and press PF5. Any outstanding special abstract displays. If no outstanding abstract exists, ICAR displays a screen with PAYOR NAME and PAYEE NAME fields completed.
- ◆ **PAYOR NAME:** This display-only field shows the name of the payor as shown on the PAYOR screen.
- ◆ **SEND TO AUTH WRKR:** Enter the four-character identification number of any worker who can authorize special abstracts for your office. This is usually the supervisor or lead worker in your office. Check the AUTHORIZING WORKERS field on your WORKER screen to determine a worker ID to enter in this field. You must enter this information to proceed to the next step in the special abstract process.
- ◆ **APPRD?:** This display-only field shows either "Y" or "N." This field defaults to "N." ICAR displays a "Y" when the authorizing worker approves the special abstract and forwards it to CSC for completion. ICAR issues a narrative (SABRE10) to document that the special abstract was sent to CSC.

 ICAR displays an "N" when the authorizing worker denies the request. ICAR issues a narrative (SABRE7) for the authorizing worker to complete with the reason for denial and issues a calendar flag (SABRE2) to notify you of the denial.

- ◆ **PAYEE NAME:** This display-only field shows the name of the payee as shown on the PAYEE screen.
- ◆ **SEND WARRANT TO:** The valid entries are "PE" and "IN." Enter "PE" to send the payment to the payee on the case. Enter "IN" (initiating) to send the payment to another state. When you enter "IN," ICAR requires you to enter the receiving state's five-digit FIPS code for the location receiving the payment in the space following the SEND WARRANT TO field.

If the case is an account type 15 and there is a "Y" in the SEND TO PAYEE field on the OBLIGATION (OBLIG) screen, enter "PE" in this field to send the money to the payee.
- ◆ **APPROVE/DENY:** The authorizing worker and CSC enter "A" to approve or "D" to deny the special abstract. See [Authorizing Worker Approves, Modifies, Denies, or Deletes](#) or [CSC Worker Approves, Modifies, Denies, or Deletes](#).
- ◆ **NAME:** This display-only field shows the payee or other state's name as determined by the "PE" or "IN" in the SEND WARRANT TO field. ICAR bypasses this field if there is no address on the PAYEE or FIPS screen. This field displays after pressing PF2 to add the special abstract to the case. See [9-E, Updating Information on the PAYEE Screen](#).
- ◆ **ADDRESS LINE 1:** This display-only field shows the payee's mailing address as shown in the MAIL ADDR LN 1 field on the PAYEE screen or the other state's street address as shown in the STREET ADDRESS field on the FIPS screen, as determined by the "PE" or "IN" in the SEND WARRANT TO field. This field displays after you press PF2 to add the special abstract to the case. ICAR bypasses this field if there is no address on the PAYEE or FIPS screen. ICAR allows you to enter an address at that time. See [9-E, Updating Information on the PAYEE Screen](#).
- ◆ **ADDRESS LINE 2:** This display-only field shows the payee's mailing address as shown in the MAIL ADDR LN 2 field on the PAYEE screen or the other state's street address as shown in the STREET ADDRESS field on the FIPS screen, as determined by the "PE" or "IN" in the SEND WARRANT TO field. This field displays after you press PF2 to add the special abstract to the case. ICAR bypasses this field if there is no address on the PAYEE or FIPS screen. ICAR allows you to enter an address at that time. See [9-E, Updating Information on the PAYEE Screen](#).
- ◆ **ADDRESS CITY/STATE/ZIP:** This display-only field shows the payee's mailing address as shown in the CITY/STATE/ZIP field on the PAYEE screen or the other state's street address as shown in the CITY/STATE/ZIP field on the FIPS screen, as determined by the "PE" or "IN" in the SEND WARRANT TO field. This field displays after you press PF2 to add the special abstract to the case. ICAR bypasses this field if there is no address on the PAYEE or FIPS screen. ICAR allows you to enter an address at that time. See [9-E, Updating Information on the PAYEE Screen](#).

- ◆ **WORKER ID:** This display-only field shows your worker ID when you access the screen.
- ◆ **RECEIPT CRDT'D:** This display-only field shows the receipt credited date in mm/dd/yy format. This is the date of withholding for the payment you selected for special abstract on the PAYHIST screen.
- ◆ **BATCH DATE:** This display-only field shows the batch in ccyyymmdd format. This is the date CSC processed the payment you selected for the special abstract.
- ◆ **SO NO:** This display-only field shows the two-digit sequence number of the payment you selected for the special abstract. This number identifies the source of the payment. See [11-T, Batch Code/Sequence Number](#).
- ◆ **RECEIPT NUMBER:** This display-only field shows the receipt number of the payment you selected for special abstract.
- ◆ **AMT ON PAYHIST:** This display-only field shows an amount in a dollars and cents format. This is the total amount of the payment you selected for the special abstract.
- ◆ **SPEC AB AMOUNT:** ICAR displays only the net amount allocated if there are negative adjustments already associated with the receipt. Change the amount if you do not need to abstract the entire amount displayed.

NOTE: You cannot abstract more money than is available through the receipt. If part of the receipt is already abstracted, ICAR allows you to abstract the remaining portion of the receipt.
- ◆ **FROM A/T:** This display-only field shows the current account type of the payment you selected for special abstract on the PAYHIST screen.
- ◆ **TO A/T:** If ICAR should apply a payment to a different account type balance, enter a valid account type in this field. You cannot enter account types 10, 11, and 13. See [11-T, Account Type](#).
- ◆ **FND SRC:** This display-only field shows the fund source of the payment you selected for special abstract on the PAYHIST screen. See [11-T, Fund Source](#).
- ◆ **S:** Enter "S" to select a receipt if you need to modify the amount in the SPECAB AMOUNT field.

NOTE: This modification step usually occurs at either the authorizing worker or CSC level of approval.

- ◆ **FIP ISSD IN MNTH OF S/A?:** You must complete this field if you abstract money that applied to an 11 account type. Enter "Y" if the payee received a FIP grant in the same month the receipt was credited. Enter "N" if the payee did not receive a FIP grant in the same month the receipt was credited.
- ◆ **FIP RETRND?:** The valid entry for the field is either "Y" or "N." Enter "Y" to indicate the payee returned the entire FIP grant. Enter "N" if the payee did not return the entire FIP grant.
- ◆ **FIP INCLD IN COMP?:** The valid entry for the field is either "Y" or "N." Enter "Y" to indicate if you used the amount of the FIP grant kept by the payee in your calculation. Enter "N" to indicate you did not use any FIP retained by the payee in your calculation.
- ◆ **REBATE ISSD IN MNTH OF S/A?:** The valid entry is either "Y" or "N." Always enter "N" in this field. Iowa stopped issuing rebates in July 1998. Enter "Y" to indicate whether the payee received a rebate in the same month as the receipt you are abstracting.
- ◆ **REBT RETRND?:** The valid entry for the field is either "Y" or "N." Enter "Y" to indicate whether the payee returned the entire rebate. Always enter "N" in this field. Iowa stopped issuing rebates in July 1998.
- ◆ **REBATE INCLD IN COMP?:** The valid entry for this field is either "Y" or "N." Always enter "N" in this field. Iowa stopped issuing rebates in July 1998. Enter "Y" to indicate if you used the amount of the rebate kept by the payee in your calculation.
- ◆ **AMOUNT OF FIP:** The valid entry for this field is an amount in a dollars and cents format. Enter the amount of the FIP grant if you entered "Y" in the FIP INCLD IN COMP field.
- ◆ **AMOUNT OF REBATE:** The valid entry for this field is an amount in a dollars and cents format. Always enter 00.00 in this field. Iowa stopped issuing rebates in July 1998. Enter the amount of the rebate if you entered "Y" in the REBATE INCLD IN COMP field.
- ◆ **COMMENTS:** Enter up to two lines of free form text to explain the reason for the abstract to the authorizing worker and CSC. See [Authorizing Worker Approves, Modifies, Denies, or Deletes](#) or [CSC Worker Approves, Modifies, Denies, or Deletes](#).

Function keys on the PRSPECAB screen are:

<u>Key</u>	<u>Use</u>
PF2=ADD	Use this key to add the special abstract to the case.
PF3=MOD	Use this key to change any information on the special abstract request.
PF4=DEL	Use this key to delete any special abstract on the case. You may delete a special abstract any time before the approval by the authorizing worker.
PF5=INQ	Use this key to display a special abstract request on a case. If a special abstract exists, ICAR displays the information. If no special abstract exists, ICAR displays a screen with only the payer and payee names.
PF6=PROCESS	Authorizing workers and CSC use this key to approve or deny a special abstract.
PF7=BKWD	Use this key to page backward through multiple pages within the special abstract if you selected more than three receipts on the PAYHIST screen.
PF8=FRWD	Use this key to page forward through multiple pages within the special abstract if you selected more than three receipts on the PAYHIST screen.
PF9=REFRESH	Use this key to blank out any special abstract in order to add a new special abstract to the case.
PF11=NEXT REQUEST	Use this key to display each special abstract, if there are multiple special abstracts, on the case.
PF12=PAYHIST	Use this key to display the PAYHIST screen. You must display the PAYHIST screen in order to select the receipts included in the special abstract.
PF13=NARRCASE	Use this key to display the CASE NARRATIVE VIEW/SELECT (NARRCASE) screen. Sometimes it is helpful to review narratives when creating a special abstract. This review could help determine which receipts to select or what message to enter into COMMENTS to explain why the special abstract is necessary.
PF14=OBLIGHST	Use this key to display the OBLIGATION HISTORY (OBLIGHST) screen. Verifying the amount of current support due is helpful when sending funds to the payee.
CLEAR=RETURN	Use this key to leave the screen. Also use this key on any screen accessed with a function key to return to the PRSPECAB screen. Your keyboard may display the label "PAUSE" or "BREAK" instead of "CLEAR."

A view version of the PRSPECAB screen exists. To access that version of the screen type VRSPECAB in any NEXT SCREEN field on ICAR and press ENTER. ICAR displays a view version of the PRSPECAB screen.

Creating the Special Abstract

Once you determine it is necessary to special abstract funds, access the PRSPECAB screen. ICAR displays a blank PRSPECAB screen. If not, press PF9 to see a blank screen. Press PF12 to access the PAYHIST screen. After selecting the receipts on the PAYHIST screen, press PF12 to return to the PRSPECAB screen. ICAR displays the information from the selected receipts in the appropriate fields on the PRSPECAB screen.

Enter all the appropriate information in the fields detailed above and press PF2 twice to add the special abstract request to the case. ICAR issues a narrative (SABRE8) documenting the request for a special abstract. Make sure there is an appropriate ID in the SEND TO AUTH WRKR field when the request is complete. If there is no entry in this field, the special abstract cannot be processed by an authorizing worker or CSC.

Even though ICAR allows multiple active PRSPECAB screens on a case at one time, ICAR does not allow you to use the same receipt on multiple requests at the same time. If you need to special abstract money from one receipt to multiple people or entities, you must complete one special abstract before you can make another request on the same receipt.

NOTE: The worker requesting a special abstract, the authorizing worker, and CSC all use the PRSPECAB screen to process special abstracts. Each worker has access to the fields on the screen necessary to complete the required action for the worker's step in the process.

Refunds

Use the refund process to return child support payments to the person or entity that made the payment. This person or entity may be the payor, a clerk of court, another state, or an income provider. You may refund both allocated and rejected payments. A refund may be less than the total payment but never more. Request a refund to return a payment to:

- ◆ The payor if the payment was distributed to the case in error.
- ◆ The payor if the payment did not apply to the case.
- ◆ Someone other than the payor if the payment was applied to the case in error.

Typical situations requiring a request for a refund include, but are not limited to:

- ◆ Income withholding that causes an overpayment on the case. The overpayment may be for the current month or for the total due on the case. Only rejected payments should be refunded in this situation unless the receipts are subject to improper withholding procedures. See [11-F, Refunding Improperly Withheld Funds](#).
- ◆ The case is paid in full. No other payment can apply to the case.
- ◆ ICAR cannot apply all or a portion of a federal tax offset to the case because:
 - A delinquency no longer exists on the case.
 - The offset exceeds the certified arrearage.
 - The case no longer qualifies for offset.

To request a refund, access the PRREFUND screen.

PROCESS REFUNDS (PRREFUND) Screen

To access the PRREFUND screen, type PRREFUND in the NEXT SCREEN field on any ICAR screen and press ENTER. ICAR displays the following screen:

```
D479HR41          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 09/11/14
                  PROCESS REFUNDS                          TIME: 10:23:04
                                                          PAGE: 1

CASE NUMBER ..... :          PAYOR NAME ..... :
SEND TO AUTH WRKR . :  APPRD? N  PAYEE NAME ..... :
SEND WARRANT TO ... :          APPROVE/DENY? ... :      (A=APPROVE, D=DENY)
NAME (LFMS) ..... :
ADDRESS LINE 1 .... :
ADDRESS LINE 2 .... :
CITY/STATE/ZIP .... :
COUNTRY ..... :
RECEIPT   BATCH   SQ   RECEIPT   AMT ON   REFUND   RSN FOR   FROM   FND
CRDT'D    DATE    NO    NUMBER    PAYHIST  AMOUNT   REFUND   A/T    SRC  S

COMMENTS :

F2=ADD,F3=MOD,F4=DEL, F5=INQ, F6=PROCESS, F7=BKWD, F8=FRWD, F9=REFRESH
F11=NEXT REQ,  F12=PAYHIST, F13=NARRCASE, F14=OBLIGHST, CLEAR=RETURN
NEXT SCREEN:          NOTES:
PLEASE ENTER CASE NUMBER
```

Fields, descriptions, and values for the PRREFUND screen are:

- ◆ **CASE NUMBER:** Enter a valid ICAR case number and press the PF5 key. Any outstanding refund displays. If no outstanding refund exists, ICAR display a screen with the PAYOR NAME and PAYEE NAME fields completed.
- ◆ **PAYOR NAME:** This display-only field shows the name of the payor as shown on the PAYOR screen.
- ◆ **SEND TO AUTH WRKR:** Enter the four-character identification number of any worker who can authorize refunds for your office. This is usually the supervisor or lead worker in your office. Check the AUTHORIZING WORKERS field on your WORKER screen to determine an appropriate worker ID to enter in this field. You must enter this information to proceed to the next step in the refund process.
- ◆ **APPRD?:** This display-only field shows either "Y" or "N." This field defaults to "N." ICAR display a "Y" when the authorizing worker approves the refund and forwards it to CSC for completion. ICAR issues a narrative (SABRE11) to document that the special abstract was sent to CSC.

ICAR displays an "N" when the authorizing worker denies the request. ICAR issues a narrative (SABRE1) for the authorizing worker to complete with the reason for denial and issues a calendar flag (SABRE1) to notify you of the denial.

- ◆ **PAYEE NAME:** This display-only field shows the name of the payee as shown on the PAYEE screen.
- ◆ **SEND WARRANT TO:** The valid entries are "P1" and "OT." Enter "P1" to send the money to the payor on the case. Enter "OT" (other) to send the money to someone else.
- ◆ **APPROVE/DENY:** The authorizing worker and CSC enter "A" or "D" to approve or deny the refund. See [Authorizing Worker Approves, Modifies, Denies, or Deletes](#) or [CSC Worker Approves, Modifies, Denies, or Deletes](#).
- ◆ **NAME:** This field shows the payor's name as shown in the NAME (LFMS) field on the PAYOR screen if you entered "P1" in the SEND WARRANT TO field. This field displays after you press F2 to add the refund to the case. See [9-E, Updating the PAYOR Screen](#). If you entered "OT" in the SEND WARRANT TO field, ICAR requires you to add the name of the person or entity to receive the warrant.

- ◆ **ADDRESS LINE 1:** This field shows the payor's mailing address as shown in the MAIL ADDR LINE 1 field on the PAYOR screen as determined by the "P1" in the SEND WARRANT TO field. This field displays after you press F2 to add the refund to the case. ICAR bypasses this field if there is no address on the PAYOR screen. ICAR allows you to enter an address at that time. See [9-E, Updating the PAYOR Screen](#). If you entered "OT" in the SEND WARRANT TO field, ICAR requires you to add the mailing address of the person or entity to receive the warrant.
- ◆ **ADDRESS LINE 2:** This field shows the payor's mailing address as shown in the MAIL ADDR LINE 2 field on the PAYOR screen as determined by the "P1" in the SEND WARRANT TO field. This field displays after you press F2 to add the refund to the case. ICAR bypasses this field if there is no address on the PAYOR screen. ICAR allows you to enter an address at that time. See [9-E, Updating the PAYOR Screen](#). If you entered "OT" in the SEND WARRANT TO field, ICAR requires you to add the mailing address of the person or entity to receive the warrant.
- ◆ **ATTACHMENT:** This field displays a "Y" when a REFUND ATTACHMENTS (REFCOMM) screen contains a message to be printed on the warrant attachment. See [REFUND ATTACHMENTS \(REFCOMM\) Screen](#).
- ◆ **CITY/STATE/ZIP:** This field shows the payor's mailing address as shown in the CITY/STATE/ZIP field on the PAYOR screen as determined by the "P1" in the SEND WARRANT TO field. This field displays after you press F2 to add the refund to the case. ICAR bypasses this field if there is no address on the PAYOR screen. ICAR allows you to enter an address at that time. See [9-E, Updating the PAYOR Screen](#). If you entered "OT" in the SEND WARRANT TO field, ICAR requires you to add the mailing address of the person or entity to receive the warrant.
- ◆ **WORKER ID:** This display-only field shows your worker ID when you access the screen.
- ◆ **COUNTRY:** When you add the request on PRREFUND, ICAR displays the country if there is an entry in the COUNTRY field on the PAYOR screen. If the person or entity receiving the warrant is not the payor, you must enter the country if other than the United States.
- ◆ **TFC:** This display-only field shows "P1," "PE," "TP," or "AF." This field displays an entry when an active debt exists for that party.

- ◆ **RECEIPT CRDT'D:** This display-only field shows the receipt credited date in mm/dd/yy format. This is the date of withholding for the payment you selected for refund on the PAYHIST screen.
- ◆ **BATCH DATE:** This display-only field shows the batch date in ccyyymmdd format. This is the date CSC processed the payment you selected for the refund.
- ◆ **SQ NO:** This display-only field shows the two-digit sequence number of the payment you selected for the refund. This number identifies the source of the payment. See [11-T](#), [Batch Code/Sequence Number](#).
- ◆ **RECEIPT NUMBER:** This display-only field shows the receipt number of the payment you selected for refund.
- ◆ **AMT ON PAYHIST:** This display-only field shows an amount in a dollars and cents format. This is the total amount of the payment you selected for the refund.

- ◆ **REFUND AMOUNT:** ICAR displays only the net amount allocated if there are negative adjustments already associated with the receipt. Change the amount if you do not need to refund the entire amount displayed.

NOTE: You cannot refund more money than is available through the receipt. If part of the receipt is already refunded, ICAR allows you to refund the remaining portion of the receipt.

- ◆ **RSN FOR REFUND:** This display-only field shows a reason code based on the fund source of the payment you selected for refund on the PAYHIST screen. Valid entries are:

B: Child support return
D: Federal tax offset return
L: State tax offset return

- ◆ **FROM A/T:** This display-only field shows the current account type of the payment you selected for refund on the PAYHIST screen.
- ◆ **FND SRC:** This display-only field shows the fund source of the payment you selected for refund on the PAYHIST screen. See [11-T](#), [Fund Source](#).
- ◆ **S:** Enter "S" to select a receipt if you need to modify the amount in the REFUND AMOUNT field

NOTE: This modification step usually occurs at either the authorizing worker or CSC level of approval.

- ◆ **COMMENTS:** Enter up to two lines of free form text to explain the reason for the refund to the authorizing worker and CSC. See [Authorizing Worker Approves, Modifies, Denies, or Deletes](#) or [CSC Worker Approves, Modifies, Denies, or Deletes](#).

Function keys for the PREFUND screen are:

<u>Key</u>	<u>Use</u>
F2=ADD	Use this key to add the refund to the case.
F3=MOD	Use this key to change any information on the refund request.
F4=DEL	Use this key to delete any refund on the case. You may delete a refund any time before approval by the authorizing worker.
F5=INQ	Use this key to display a refund request on the case. If a refund exists, ICAR displays the information. If not, ICAR displays a screen with only the payor and payee names.
F6=PROCESS	Authorizing workers and CSC use this key to approve or deny a refund.
F7=BKWD	Use this key to page backward through multiple pages within the refund if you selected more than five receipts on the PAYHIST screen.
F8=FRWD	Use this key to page forward through multiple pages within the refund if you selected more than five receipts on the PAYHIST screen.
F9=REFRESH	Use this key to blank out any refund in order to add a new refund to the case.
F11=NEXT REQUEST	Use this key to display each refund, if there are multiple refunds, on the case.
F12=PAYHIST	Use this key to display the PAYHIST screen. You must display the PAYHIST screen in order to select the receipts included in the refund.
F13=NARRCASE	Use this key to display the CASE NARRATIVE VIEW/SELECT (NARRCASE) screen. Sometimes it is helpful to review narratives when creating a refund. This review could help determine which receipts to select or what message to enter into COMMENTS to help explain why the refund is necessary.

<u>Key</u>	<u>Use</u>
F14=OBLIGHST	Use this key to display the OBLIGATION HISTORY (OBLIGHST) screen. Verifying the amount of current support due is helpful when sending funds to the payor.
F15=ATTACH	Use this key to display the REFCOMM screen for the refund. Use this screen to include information on the tear-off portion of the warrant that explains the reason for the refund.
CLEAR=RETURN	Use this key to leave the screen. Also use this key on any screen accessed with a function key to return to the PRREFUND screen. Your keyboard may display the label "PAUSE" or "BREAK" instead of "CLEAR."

A view version of the PRREFUND screen exists. To access that version of the screen, type VRREFUND in any NEXT SCREEN field on ICAR and press ENTER. ICAR displays a view version of the PRREFUND screen.

REFUND ATTACHMENTS (REFCOMM) Screen

Use the REFCOMM screen to write a message to the recipient of the refunded payments. This screen is required when the entry in the SEND WARRANT TO field is "OT." The entry is optional when the entry in the SEND WARRANT TO field is "P1." To access this screen press the F15 key while on a PRREFUND screen with an outstanding refund, ICAR displays the following screen:

```
D479HR46                IOWA COLLECTION AND REPORTING SYSTEM        DATE: 09/12/14
                        REFUND ATTACHMENTS                TIME: 08:20:33

CASE NUMBER ..... :           PAYOR NAME .....:
                        PAYEE NAME .....:

REFUND TO:

INFORMATION TO INCLUDE ON WARRANT:

F2=ADD,  F3=MOD,  F4=DEL,  CLEAR=RETURN
                        NOTES:
ENTER COMMENTS AND PRESS F2 TO ADD.
```

Fields, descriptions, and values on the REFCOMM screen are:

- ◆ **CASE NUMBER:** This display-only field shows the case number associated with the PRREFUND for the case.
- ◆ **PAYOR NAME:** This display-only field contains the name of the payor for the case. This name matches the entry in the same field on the PRREFUND screen.
- ◆ **PAYEE NAME:** This display-only field contains the name of the payee for the case. This name matches the entry in the same field on the PRREFUND screen.
- ◆ **REFUND TO:** This display-only field contains the name of person or entity to receive the payment. This matches the entry in the NAME (LFMS) field on the PRREFUND screen.
- ◆ **INFORMATION TO INCLUDE ON WARRANT:** The allowable entry in this field is any character. This area is for the entry of any message that should print on the warrant stub. You may enter up to eight lines of information with 79 characters per line.

Function keys on the REFCOMM screen are:

<u>Key</u>	<u>Use</u>
F2=ADD	Use this key to add the message to the refund.
F3=MOD	Use this key to change any information contained in the message.
F4=DEL	Use this key to delete any message listed for the refund. You cannot delete the message if the SEND WARRANT TO field contains an entry of "OT."
CLEAR=RETURN	Use this key to return to the PRREFUND screen when you are done adding or updating the message.

Creating the Refund

Once you determine it is necessary to refund money, access the PRREFUND screen. ICAR displays a blank PRREFUND screen. Press the PF12 key to access the PAYHIST screen. Select the receipts for refund and press PF12 to return to the PRREFUND screen. ICAR displays the information from the selected receipts in the appropriate fields on the PRREFUND screen.

Even though ICAR allows multiple PRREFUND screens active on a case at one time, ICAR does not allow you to use the same receipt on multiple requests at the same time. If you need to refund money from one receipt to multiple people or entities, you must complete one refund before you can make another request on the same receipt.

Deleting Request or Receipt

| You may delete a special abstract or refund request if you determine that the request was submitted in error or is no longer appropriate.

To delete the entire request for a special abstract, access the PRSPECAB screen and press the PF4 key twice. ICAR issues a narrative (SABRE16) documenting the deletion. To delete the entire request for a refund, access the PRREFUND screen and press the PF4 key twice. ICAR issues a narrative (SABRE17) documenting the deletion. If an authorizing worker has already approved your request, email or call the authorizing worker and CSC that you want to delete the request.

| You may also delete specific receipts that are not appropriate for the request. A receipt that you included in the request may no longer need correction.

To delete a specific receipt from a special abstract, access the PRSPECAB screen and tab to the "s" field behind the receipt that you wish to delete. Enter a "D" in this field. Press the PF3 key twice to delete the receipt and modify the request. ICAR issues a narrative (SABRE12) for you to complete with the reason for deletion.

To delete a specific receipt from a refund, access the PRREFUND screen and tab to the "S" field behind the receipt that you wish to delete. Enter a "D" in this field. Press the F3 key twice to delete the receipt and modify the request. ICAR issues a narrative (SABRE14) for you to complete with the reason for deletion.

Authorizing Workers

Once you have completed and submitted a request for a special abstract or refund, the authorizing worker reviews each request. The authorizing worker may approve, deny, modify, or delete your request.

APPROVAL AUTHORITY MAINTENANCE (REGION) Screen

In order to be an authorizing worker, the appropriate worker's information must be added to the REGION screen. An authorizing worker can be added or deleted on this screen.

Regional collections administrators and certain Central Office staff are authorized to modify this screen. To access this screen, these authorizing staff type REGION in any NEXT SCREEN field and press ENTER. ICAR displays the following screen:

```
D479HR43          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 09/12/14
                  APPROVAL AUTHORITY MAINTENANCE          TIME: 10:42:47

REGION:
S  ID  OF          WORKER NAME          S  ID  OF          WORKER NAME

PF3=MODIFY, PF5=INQUIRE
NEXT SCREEN:          NOTES:
** PLEASE ENTER REGION NUMBER AND PRESS PF5 **
```

Fields, descriptions, and values for the REGION screen are:

- ◆ **REGION:** The valid entry in this field is a two-digit number from 00 to 04. Enter the number of the region you need to update and press PF5. ICAR displays the name of the region in the rest of the field and displays all authorizing workers for that region. Valid entries are:
 - 00 Central Office
 - 01 Western Region
 - 02 Central Region
 - 03 Eastern Region
 - 04 Des Moines Region
- ◆ **S:** The valid entries for this field are "A" and "D." Enter an "A" to add a new authorizing worker. Enter a "D" to delete an existing authorizing worker.
- ◆ **ID OF:** Enter the four-digit ID number for any worker that should be added as an authorizing worker. ICAR automatically displays the four-digit ID for all authorizing workers that already exist for that region.
- ◆ **WORKER NAME:** This display-only field shows the name of the authorizing worker based upon the entry in the ID OF field. The name displaying matches the entry in the same field on the WORKER screen for the ID displayed. When you add a new worker, ICAR does not display the name of the worker until you press the PF3 key twice.

Function keys on the REGION screen are:

<u>Key</u>	<u>Use</u>
PF3=MOD	Use this key to change any worker information for the region.
PF5=INQUIRE	Enter the region number in the region field and press this key to display the authorizing workers for a region.

REFUND/SPECAB REQUEST (CUE) Screen

The authorizing worker accesses all requests through the CUE screen. To access this screen, enter CUE in the NEXT SCREEN field on ICAR and press ENTER. ICAR displays the following screen:

```
D479HR42          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 09/12/14
                  REFUND/SPECAB REQUEST QUEUE          TIME: 11:09:14
                                                         PAGE:   1

WORKER ID.....:
REQUEST TYPE....:
SEARCH CASE NBR.:
   CASE   REQUEST
S  NBR    DATE    WORKER NAME      WORKER
                                     TELEPHONE  OFFICE
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000
                                     000-000-0000

PF5=INQUIRE, PF7=FORWARD, PF8=BACKWARD, ENTER=SELECT
NEXT SCREEN:          NOTES:
NO REQUEST OF THIS TYPE
```

Fields, descriptions, and values for the CUE screen are:

- ◆ **WORKER ID:** The allowable entry for this field is any valid worker ID associated with an authorizing worker. Enter a worker ID to view all the special abstracts or refunds for that authorizing worker.
- ◆ **REQUEST TYPE:** The allowable entries for this field are "S" and "R." Enter an "S" to display all requested special abstracts. Enter an "R" to display all requested refunds.
- ◆ **SEARCH CASE NUMBER:** The allowable entry is any case number on ICAR. Enter the case number of a specific case to display all special abstracts or refunds associated with that case.

When you press the ENTER key, ICAR displays information about the special abstract or refund request meeting the selection criteria you entered.

- ◆ **S:** Enter "S" and press ENTER to select the specific special abstract or refund request to review. ICAR displays the PRSPECAB or PPRREFUND screen for that specific request.

NOTE: You may select all special abstracts or refunds at one time by entering "S" next to each request.

- ◆ **CASE NBR:** This display-only field shows the case number associated with the special abstract or refund entered on the PRSPECAB or PPRREFUND screen.
- ◆ **REQUEST DATE:** This display-only field shows the date in mm/dd/ccyy format. This is the date the worker added the special abstract or refund request on the PRSPECAB or PPRREFUND screen.
- ◆ **WORKER NAME:** This display-only field shows the name of the worker that initiated the special abstract or refund request. This matches the entry in the WORKER NAME field on the WORKER screen for that ID.
- ◆ **WORKER TELEPHONE:** This display-only field shows the telephone number of the worker that initiated the request. This number matches the entry in the UNLISTED PHONE NUMBER field on the WORKER screen for that ID. Use the number in this field to contact the worker if you have questions about the special abstract or refund and you, as the authorizing worker, are not located in the same office.
- ◆ **OFFICE:** This display-only field shows the region number and region name for the worker that initiated the request. These entries match the REGION and DISTRIBUTION LOCATION fields on the WORKER screen for that ID

Function keys for the CUE screen are:

<u>Key</u>	<u>Use</u>
PF5=INQUIRE	Use this key to display a list of special abstracts or refunds. You must first enter an "S" or "R" in the REQUEST TYPE field.
PF7=FORWARD	Use this key to page forward to the most current cases in the CUE screen. ICAR displays requests from oldest to newest.
PF8=BACKWARD	Use this key to page backward to the oldest cases in the CUE screen. ICAR displays requests from oldest to newest.
ENTER=SELECT	Use this key to select a specific special abstract or refund request in the CUE.

Authorizing Worker Approves, Modifies, Denies, or Deletes

The authorizing worker may approve, modify, deny, or delete a request for special abstract or refund.

- ◆ To approve the request for special abstract or refund, enter an "A" in the APPROVE/DENY field on the PRSPECAB or PRREFUND screen and press PF6 or F6 twice. ICAR issues a narrative (SABRE10 for abstracts or SABRE11 for refunds) documenting that the request was sent to CSC for approval.
- ◆ To modify a request before approving it, change the data on the PRSPECAB or PRREFUND screen and press PF3 or F3 twice. If you change the amount, ICAR issues a narrative (SABRE12 for abstracts or SABRE14 for refunds) for you to complete with the reason for the change. You must then approve the special abstract or refund.
- ◆ To delete a specific receipt from the request on the PRSPECAB or PRREFUND screen, tab to the far right hand column and enter "D" by the receipt you want to delete and press PF3 or F3 twice. ICAR issues a narrative (SABRE12 for abstracts or SABRE14 for refunds) for you to complete with the reason for deletion. You must then approve the special abstract or refund.
- ◆ To deny the request for special abstract or refund, enter "D" in the APPROVE/DENY field on the PRSPECAB or PRREFUND screen and press PF6 or F6 twice. ICAR issues a narrative (SABRE7 for abstracts or SABRE1 for refunds) for you to complete with the reason for denial. ICAR also generates a calendar flag (SABRE2 for abstracts or SABRE1 for refunds) to document the deletion.

- ◆ To delete a request for a special abstract or refund, select the refund or abstract request from the list on the CUE screen and press PF4 or F4 twice. The request is then deleted entirely from ICAR. ICAR issues a narrative (SABRE16 for abstracts or SABRE17 for refunds) to document the deletion.

ICAR also issues a calendar flag (SABRE4 for abstracts or SABRE3 for refunds) to notify the initiating worker that the request is deleted.

CSC Worker Actions

CSC reviews requests for special abstracts or refunds on the CSC REQUEST QUEUE (CSCQ) screen. CSC reviews each request and may approve, deny, modify, or delete the request.

REFUND/SPECAB REQUEST QUEUE (CSCQ) Screen

To review the request, access all requests through the CSCQ screen. To access this screen, enter CSCQ in any NEXT SCREEN field on any ICAR screen and press ENTER. ICAR displays the following screen:

```
D479HR42          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 09/12/14
                  CSC REQUEST QUEUE                          TIME: 13:01:57
                                                           PAGE: 1

WORKER ID.....:
REQUEST TYPE....:      S
SEARCH CASE NBR.:
  CASE   REQUEST
S  NBR   DATE   WORKER NAME   WORKER TELEPHONE   OFFICE
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000
                                000-000-0000

PF5=INQUIRE, PF7=FORWARD, PF8=BACKWARD, ENTER=SELECT
NEXT SCREEN:          NOTES:
NO REQUEST OF THIS TYPE
```

Fields, descriptions, and values for the CSCQ screen are:

- ◆ **WORKER ID:** The allowable entry for this field is any valid worker ID associated with an authorizing worker. Enter a worker ID to view all the special abstracts or refunds for that CSC worker.
- ◆ **REQUEST TYPE:** The allowable entries for this field are "S" and "R." Enter an "S" to display all requested special abstracts. Enter an "R" to display all requested refunds.
- ◆ **SEARCH CASE NUMBER:** The allowable entry is any case number on ICAR. Enter the case number of a specific case to display all special abstracts or refunds associated with that case.

When you press the ENTER key, ICAR displays information about the special abstract or refund request meeting the selection criteria you entered.

- ◆ **S:** Enter "S" and press ENTER to select the specific special abstract or refund request to review. ICAR displays the PRSPECAB or PRRFUND screen for that specific request.

NOTE: You may select all special abstracts or refunds at one time by entering "S" next to each request.

- ◆ **CASE NBR:** This display-only field shows the case number associated with the special abstract or refund entered on the PRSPECAB or PRRFUND screen.
- ◆ **REQUEST DATE:** This display-only field shows the date in mm/dd/ccyy format. This is the date the worker added the special abstract or refund request on the PRSPECAB or PRRFUND screen.
- ◆ **WORKER NAME:** This display-only field shows the name of the worker that initiated the special abstract or refund request. This matches the entry in the WORKER NAME field on the WORKER screen for that ID.
- ◆ **WORKER TELEPHONE:** This display-only field shows the telephone number of the worker that initiated the request. This number matches the entry in the UNLISTED PHONE NUMBER field on the WORKER screen for that ID. Use the number in this field to contact the worker if you have questions about the special abstract or refund.
- ◆ **OFFICE:** This display-only field shows the region number and region name for the worker that initiated the request. These entries match the REGION and DISTRIBUTION LOCATION fields on the WORKER screen for that ID.

Function keys for the CSCQ screen are:

<u>Key</u>	<u>Use</u>
PF5=INQUIRE	Use this key to display a list of special abstracts or refunds. You must first enter an "S" or "R" in the REQUEST TYPE field.
PF7=FORWARD	Use this key to page forward to the most current cases in the CSCQ screen. ICAR displays requests from oldest to newest.
PF8=BACKWARD	Use this key to page backward to the oldest cases in the CSCQ screen. ICAR displays requests from oldest to newest.
ENTER=SELECT	Use this key to select a specific special abstract or refund request in the CSCQ.

CSC Worker Approves, Modifies, Denies, or Deletes

The CSC worker may approve, modify, deny, or delete a request for special abstract or refund.

- ◆ To approve the request for special abstract or refund, enter an "A" in the APPROVE/DENY field on the PRSPECAB or PRREFUND screen and press PF6 or F6 twice.

ICAR also issues a narrative (SABRE6 for abstracts or SABRE3 for refunds) from information displayed in the COMMENTS field on the PRSPECAB or PRREFUND screen entered by the worker requesting the special abstract or refund.
- ◆ To modify a request before approving it, change the data on the PRSPECAB or PRREFUND screen and press PF3 or F3 twice. If CSC changes the amount, ICAR issues a narrative (SABRE13 for abstracts or SABRE15 for refunds) for you to complete with the reason for the change. CSC must then approve the special abstract or refund.
- ◆ To delete a specific receipt from the request on the PRSPECAB or PRREFUND screen, tab to the far right hand column and enter "D" by the receipt CSC wants to delete and press PF3 or F3 twice. ICAR issues a narrative (SABRE13 for abstracts or SABRE15 for refunds) for CSC to complete with the reason for deletion. CSC must then approve the special abstract or refund.

- ◆ To deny the request for special abstract or refund, enter "D" in the APPROVE/DENY field on the PRSPECAB or PRRFUND screen and press PF6 or F6 twice. ICAR issues a narrative (SABRE7 for abstracts or SABRE1 for refunds) for CSC to complete with the reason for denial. ICAR also generates a calendar flag (SABRE2 for abstracts or SABRE1 for refunds) to notify the worker of the deletion.
- ◆ To delete a request for a special abstract or refund, select the refund or abstract request from the list on the CSCQ screen and press PF4 or F4 twice. The request is then deleted entirely from ICAR. ICAR issues a narrative (SABRE16 for abstracts or SABRE17 for refunds) to document the deletion. ICAR also issues a calendar flag (SABRE4 for abstracts or SABRE3 for refunds) to notify the initiating worker that the request is deleted.

Narratives

ICAR produces narratives, statuses, and calendar flags to assist you in entering case data, monitoring the case, changing case data, and tracking events in the case. This section provides you with a facsimile of the narratives and calendar flags. There are no statuses issued in this process.

Process: **SABRE** Number: **1**

Text: Refund request denied: _____.

Screen:	Field:	Entry:	Flag:	Status:
PRREFUND	APPROVE/DENY	D	1	

Process: **SABRE** Number: **2**

Text: \$_____ Refund sent to: _____

Screen:	Field:	Entry:	Flag:	Status:
PRREFUND	APPROVE/DENY	A		

Process: **SABRE** Number: **3**

Text: Reason for refund: _____

Screen:	Field:	Entry:	Flag:	Status:
PRREFUND	APPROVE/DENY	A		

Process: **SABRE** Number: **4**

Text: Available for new narrative

Screen:	Field:	Entry:	Flag:	Status:

Process: **SABRE** Number: **5**

Text: \$ _____ special abstract sent to _____

Screen:	Field:	Entry:	Flag:	Status:
PRSPECAB	APPROVE/DENY	A		

Process: **SABRE** Number: **6**

Text: Reason for special abstract _____

Screen:	Field:	Entry:	Flag:	Status:
PRSPECAB	APPROVE/DENY	A		

Process: **SABRE** Number: **7**

Text: Special abstract request denied _____

Screen:	Field:	Entry:	Flag:	Status:
PRSPECAB	APPROVE/DENY	D	2	

Process: **SABRE** Number: **8**

Text: Request for special abstract made. See VRSPECAB screen for details.

Screen:	Field:	Entry:	Flag:	Status:
PRSPECAB	MULTIPLE			

Process: **SABRE** Number: **9**

Text: Request for refund made. See VRREFUND screen for details.

Screen:	Field:	Entry:	Flag:	Status:

Process: **SABRE** Number: **10**

Text: _____ sent special abstract request to CSC for approval. See VRSPECAB screen for details.

Screen:	Field:	Entry:	Flag:	Status:
CUE	APPROVE/DENY	A		

Process: **SABRE** Number: **11**

Text: _____ sent refund to CSC for approval. See VRREFUND screen for details.

Screen:	Field:	Entry:	Flag:	Status:
CUE	APPROVE/DENY	A		

Process: **SABRE** Number: **12**

Text: _____ changed special abstract amount. Old amount: \$_____.

New amount: \$_____. Reason for change: _____

Screen:	Field:	Entry:	Flag:	Status:
PRSPECAB	SPECAB AMOUNT	Change		

Process: **SABRE** Number: **13**

Text: CSC changed special abstract amount. Old amount: \$_____.

New amount: \$_____. Reason for change:_____

Screen:	Field:	Entry:	Flag:	Status:
PRSPECAB	SPECAB AMOUNT	Change		

Process: **SABRE** Number: **14**

Text: _____ changed refund amount. Old amount: \$_____.

New amount: \$_____. Reason for change:_____.

Screen:	Field:	Entry:	Flag:	Status:
PRREFUND	REFUND AMOUNT	Change		

Process: **SABRE** Number: **15**

Text: CSC changed refund amount. Old amount: \$_____. New amount:
\$_____. Reason for change:_____.

Screen:	Field:	Entry:	Flag:	Status:
PRREFUND	REFUND AMOUNT	Change		

Process: **SABRE** Number: **16**

Text: Request for special abstract deleted by:_____.

Screen:	Field:	Entry:	Flag:	Status:
PRSPECAB		PF4	4	

Process: **SABRE** Number: **17**

Text: Request for refund deleted by:_____

Screen:	Field:	Entry:	Flag:	Status:
PRREFUND		F4	3	

Calendar Flags

Process: **SABRE** Number: **1**

Text: Refund request denied. See narrative for explanation.

Screen:	Field:	Entry:	Narrative:	Status:
PRREFUND	APPROVE/DENY	D	1	

Process: **SABRE** Number: **2**

Text: Special abstract request denied. See narrative for explanation.

Screen:	Field:	Entry:	Narrative:	Status:
PRSPECAB	APPROVE/DENY	D	2	

Process: **SABRE** Number: **3**

Text: Refund request deleted.

Screen:	Field:	Entry:	Narrative:	Status:
PRREFUND		F4	17	

Process: **SABRE** Number: **4**

| Text: Special abstract deleted.

Screen:	Field:	Entry:	Narrative:	Status:
PRSPECAB		PF4	16	
