FEE BASIS
INSTALLATION GUIDE

Patch FB*3.5*123
VA-DoD VistA Fee IPAC Interface Enhancement

November 2014

Department of Veterans Affairs
Office of Information and Technology
Product Development
## Revision History

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<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Project Mgr/Technical Writer</th>
</tr>
</thead>
</table>
| 5/2014 | Fee Basis FB*3.5*123 Installation Instructions. This patch introduces functionality to VistA Fee Basis pertaining to the Intra-Governmental Payment and Collection (IPAC) System. Interfaces with Central Fee have also been updated. | • Project Managers  
Howard Bromwell, VA  
John Kane, Longview  
• Lead Developer/Technical Writer  
Eric Gustafson       |
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1 Introduction

1.1 Software Overview

The Intra-governmental Payment and Collection System (IPAC) patch (FB*3.5*123) provides a standardized inter-agency funds transfer mechanism for Veterans Health Administration (VHA). It facilitates the intra-governmental transfer of funds, with descriptive data, from the VHA to another federal agency. Processing payments through IPAC provides the Financial Management Service (FMS) with the ability to meet its statutory requirements for accounting and reporting.

1.2 Document Overview

This document provides installation and setup steps for Fee Basis Patch FB*3.5*123. It is intended for M administrators at Veterans Affairs (VA) facilities, and it assumes familiarity with installing Kernel Installation and Distribution System (KIDS) file distributions on VistA/M servers.

1.2.1 Additional Resources

End-user Documentation:

- The complete Fee Basis 3.5 end-user documentation package for Patch FB*3.5*123 consists of:
  - Fee Basis User Manual v3.5
  - Fee Basis Technical Manual/Security Guide v3.5
  - Fee Basis Release Notes for Patch FB*3.5*123
  - Fee Basis Installation Guide for Patch FB*3.5*123


OIT Anonymous.Software Directories

Fee Basis v3.5 end-user documentation and software can be downloaded from any of the anonymous.software directories on the Office of Information Field Office (OIFO) File Transfer Protocol (FTP) download sites:

- Preferred Method download.vista.med.va.gov
  This method transmits the files from the first available FTP server.
- Salt Lake City OIFO ftp://ftp.fo-slc.med.va.gov/

All end-user documentation is made available online in Microsoft Word format and Adobe Acrobat Portable Document Format (PDF). The PDF documents must be read using the Adobe Acrobat Reader.
Introduction

(i.e., ACROREAD.EXE), which is freely distributed by Adobe Systems Incorporated at the following Web address:

http://www.adobe.com/

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1.3 Test Site Acknowledgment

The VistA Fee and IFCAP Automation Enhancements project team would like to thank the following test sites for their assistance in testing Patch FB*3.5*123:

- VA Pacific Island HCS (#459)
- Augusta (#509)
- Hampton (#590)
- Washington DC (#688)
2 Software Prerequisites

Fee Basis Patch FB*3.5*123 is a Kernel Installation and Distribution System (KIDS) software release.

2.1 Software Dependencies

The following patches must be installed prior to FB*3.5*123:

<table>
<thead>
<tr>
<th>Software</th>
<th>Version</th>
<th>Required Patches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Basis</td>
<td>3.5</td>
<td>FB<em>3.5</em>18</td>
</tr>
<tr>
<td>Fee Basis</td>
<td>3.5</td>
<td>FB<em>3.5</em>91</td>
</tr>
<tr>
<td>Fee Basis</td>
<td>3.5</td>
<td>FB<em>3.5</em>144</td>
</tr>
<tr>
<td>Fee Basis</td>
<td>3.5</td>
<td>FB<em>3.5</em>143</td>
</tr>
<tr>
<td>Fee Basis</td>
<td>3.5</td>
<td>FB<em>3.5</em>139</td>
</tr>
</tbody>
</table>

3 Patch Components

3.1 Files and Fields

<table>
<thead>
<tr>
<th>File Name (#)</th>
<th>Sub-File Name (#)</th>
<th>Field Name (#)</th>
<th>New/Modified/Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEE BASIS SITE</td>
<td></td>
<td>LAST IPAC NUMBER (#80)</td>
<td>Modified</td>
</tr>
<tr>
<td>IPAC VENDOR AGREEMENT</td>
<td>FILE (#161.95)</td>
<td>ID (#.01)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VENDOR (#1)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FISCAL YEAR (#2)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>STATUS (#3)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DESCRIPTION (#4)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHARING AGREEMENT NO. (#5)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSTOMER ALS (#6)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RECEIVER TAS (#7)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SENDER TAS (#7.5)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGENCY FIELD STATION NUMBER (#8)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OBLIGATING DOCUMENT NO. (#9)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>STATION CONTACT NAME (#10)</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>STATION CONTACT PHONE (#11)</td>
<td>New</td>
</tr>
</tbody>
</table>
Software Prerequisites

STATION CONTACT EMAIL (#12)  New
COMPLETE LINE OF ACCOUNTING (#13)  New
DESC. OF GOODS & SERVICES (#14)  New
MISCELLANEOUS INFO (1) (#15)  New
MISCELLANEOUS INFO (2) (#16)  New

IPAC VENDOR AGREEMENT  New
MRA (#161.96)  New
SEQUENCE NUMBER (#.01)  New
IPAC VENDOR AGREEMENT (#1)  New
IPAC VENDOR AGREEMENT ID (#2)  New
ACTION (#3)  New
STATUS (#4)  New
DATE TRANSMITTED (#5)  New

FEE BASIS PAYMENT  No Data Dictionary Changes  n/a
REJECT CODE (#161.99)  New Reject Codes are being exported

FEE BASIS PAYMENT (#162)  Modified
SERVICE PROVIDED  New
IPAC AGREEMENT (#.05)  New
DoD INVOICE NUMBER (#.055)  New

FEE BASIS PHARMACY  Modified
INVOICE (#162.1)  New
IPAC VENDOR AGREEMENT (#14)  New
PRESCRIPTION NUMBER  New
DoD INVOICE NUMBER (#39)  New
(#162.11)

FEE BASIS INVOICE (#162.5)  Modified
IPAC VENDOR AGREEMENT (#87)  New
DoD INVOICE NUMBER (#86)  New

3.2 Forms

N/A

3.3 Mail Groups

Mail Group Name  New/Modified/Deleted
-----------------  -------------------
N/A

3.4 Options

Option Name  Type  New/Modified/Deleted
-------------  ------  -------------------
FB MRA MAIN MENU  Menu  Modified
FB PHONE MENU  Menu  Modified
FBAA C&P ENTER PAYMENT  Run Routine  Deleted
FBAA IPAC AGREEMENT DELETE  Run Routine  New
FBAA IPAC AGREEMENT ENTER/EDIT  Run Routine  New
FBAA IPAC AGREEMENT MENU  Menu  New
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3.5 Protocols

N/A

3.6 Security Keys

- FB IPAC VENDOR

3.7 Templates

<table>
<thead>
<tr>
<th>Template Name</th>
<th>Type</th>
<th>File Name (Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB ADD RX</td>
<td>Input</td>
<td>FEE BASIS PHARMACY INVOICE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(#162.1)</td>
</tr>
<tr>
<td>FBAA INVOICE EDIT</td>
<td>Input</td>
<td>FEE BASIS PHARMACY INVOICE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(#162.1)</td>
</tr>
<tr>
<td>FBCH EDIT PAYMENT</td>
<td>Input</td>
<td>FEE BASIS INVOICE (#162.5)</td>
</tr>
<tr>
<td>FBCH ENTER PAYMENT</td>
<td>Input</td>
<td>FEE BASIS INVOICE (#162.5)</td>
</tr>
</tbody>
</table>

3.8 Bulletins

<table>
<thead>
<tr>
<th>Bulletin Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBAA PURGE TRANSMITTED MRA'S</td>
<td>SEND TO SITE</td>
</tr>
</tbody>
</table>

3.9 Additional Information

The FEE BASIS PAYMENT REJECT CODE (#161.99) file will be exported with data. Several new reject codes are being created by this patch for use with this application.
3.10 New Service Requests (NSRs)

VA/DoD VistA Fee-IPAC Interface Enhancement (Request #20070501).

3.11 Patient Safety Issues (PSIs)

N/A

3.12 Estimated Installation Time

The estimated installation time for Fee Basis Patch FB*3.5*123 is less than one minute.
4 Pre/Post Installation Overview

There are no specific pre or post installation routine information to report. There are no environment routines, pre-install routines, or post-install routines.
5 Installation Instructions

If installed during the normal workday, it is recommended that the following selection(s) in the OPTION (#19) file, and all of their descendants be disabled to prevent possible conflicts while running the KIDS Install. Other VISTA users will not be affected.

Fee Basis Main Menu [FBAA MAIN MENU]

1. Choose the PackMan message containing this patch.

2. Choose the INSTALL/CHECK MESSAGE PackMan option.

3. From the Kernel Installation and Distribution System Menu, select the Installation Menu. From this menu, you may elect to use the following option. When prompted for the INSTALL enter the patch # (FB*3.5*123):

⚠️ It is very highly recommended that the installing person perform step 3a here to make a backup copy of the Transport Global and save this as a MailMan message.

   a. Backup a Transport Global - This option will create a backup message of any routines exported with this patch. It will not backup any other changes such as DDs or templates.

   b. Compare Transport Global to Current System - This option will allow you to view all changes that will be made when this patch is installed. It compares all components of this patch (routines, DDs, templates, etc.).

   c. Verify Checksums in Transport Global - This option will allow you to ensure the integrity of the routines that are in the transport global.

4. From the Installation Menu, select the Install Package(s) option and choose the patch to install.

5. When prompted 'Want KIDS to Rebuild Menu Trees Upon Completion of Install? NO//' Answer NO unless your system does not do this in a nightly TaskMan process.

6. When prompted 'Want KIDS to INHIBIT LOGONs during the install? NO//' answer NO.

7. When prompted 'Want to DISABLE Scheduled Options, Menu Options, and Protocols? NO//' answer YES if installing this patch during the working day.

   When prompted 'Enter options you wish to mark as 'Out Of Order': Enter the following options:

   Fee Basis Main Menu [FBAA MAIN MENU]

   When prompted 'Enter protocols you wish to mark as 'Out Of Order': press <return>.

8. If prompted "Delay Install (Minutes): (0 - 60): 0// respond 0.
6 Post-Installation Instructions

ASSIGN NEW SECURITY KEYS TO APPROPRIATE USERS

Assign new security key FB IPAC VENDOR to appropriate users. This security key is an option level security key and controls which users are allowed to add, edit, or delete the IPAC Agreements which are stored in VistA Fee Basis.

CREATE AND TRANSMIT IPAC AGREEMENTS

Sites may enter into the system as many IPAC Agreements are needed to pay invoices for the Federal DoD vendors. These IPAC Agreements will be transmitted to Central Fee with the “Queue Data for Transmission” option [FBAA QUEUE DATA FOR TRANS.]. It is important to note that Central Fee will make a site live with IPAC when Central Fee receives the first IPAC Agreement transmission. Before the IPAC Agreement(s) are transmitted to Central Fee, it is important to Finalize any and all batches with payments to these Federal DoD vendors and transmit any pending payments to Central Fee using the old method. Once all pending payments for Federal DoD vendors have been finalized and sent to Central Fee, then the site may transmit the IPAC Agreement(s) to Central Fee to turn on and begin using the IPAC software.
7 Routine Information

The second line of each of these routines now looks like:

`;3.5;FEE BASIS;**[Patch List]**;JAN 30, 1995;Build 51

NOTE: The checksums below are new checksums, and can be checked with CHECK1^XTSUMBLD.

<table>
<thead>
<tr>
<th>Routine Name</th>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBAACO</td>
<td>B30906889</td>
<td>B48482031</td>
</tr>
<tr>
<td>FBAACO2</td>
<td>B29842500</td>
<td>B30248280</td>
</tr>
<tr>
<td>FBAACP</td>
<td>B55546360</td>
<td>Delete</td>
</tr>
<tr>
<td>FBAACP1</td>
<td>B6956346</td>
<td>Delete</td>
</tr>
<tr>
<td>FBAAEPI</td>
<td>B20120074</td>
<td>B27520800</td>
</tr>
<tr>
<td>FBAAIAD</td>
<td>n/a</td>
<td>B14523385</td>
</tr>
<tr>
<td>FBAIAE</td>
<td>n/a</td>
<td>B52924225</td>
</tr>
<tr>
<td>FBAIAQ</td>
<td>n/a</td>
<td>B54819266</td>
</tr>
<tr>
<td>FBAIAR</td>
<td>n/a</td>
<td>B210368193</td>
</tr>
<tr>
<td>FBAIAR1</td>
<td>n/a</td>
<td>B134256276</td>
</tr>
<tr>
<td>FBAIAR2</td>
<td>n/a</td>
<td>B60901930</td>
</tr>
<tr>
<td>FBAIARA</td>
<td>n/a</td>
<td>B89421506</td>
</tr>
<tr>
<td>FBAIARB</td>
<td>n/a</td>
<td>B65763537</td>
</tr>
<tr>
<td>FBAIARC</td>
<td>n/a</td>
<td>B156464417</td>
</tr>
<tr>
<td>FBAIARD</td>
<td>n/a</td>
<td>B110671934</td>
</tr>
<tr>
<td>FBAIAU</td>
<td>n/a</td>
<td>B136125248</td>
</tr>
<tr>
<td>FBAIAV</td>
<td>n/a</td>
<td>B3188216</td>
</tr>
<tr>
<td>FBAAMP</td>
<td>B64651581</td>
<td>B145435703</td>
</tr>
<tr>
<td>FBAAMPG1</td>
<td>B5155968</td>
<td>B6611500</td>
</tr>
<tr>
<td>FBAAMPRG</td>
<td>B5836016</td>
<td>B8621277</td>
</tr>
<tr>
<td>FBAAPET</td>
<td>B47597707</td>
<td>B48467737</td>
</tr>
<tr>
<td>FBAAPET1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Before: B9459481   After: B56662432  **61,123**
Routine Name: FBAAPIE
  Before: B23308857   After: B25905815  **61,124,123**
Routine Name: FBAAPIN
  Before: B36889806   After: B39786989  **4,61,122,133,108,135,123**
Routine Name: FBAAPP
  Before: B24856042   After: B25732813  **61,80,91,123**
Routine Name: FBAARMRA
  Before: B4173513    After: B11284064  **123**
Routine Name: FBAAV0
  Before: B46795465   After: B56393278  **3,4,55,89,98,116,108,132,139,123**
Routine Name: FBAAV01
  Before: B12667626   After: B2798531   **89,98,108,123**
Routine Name: FBAAVV2
Routine Name: FBAAVV5
  Before: B80128865   After: B101588501 **3,55,89,98,116,108,139,123**
Routine Name: FBAAVV8
  Before: n/a         After: B119931377 **123**
Routine Name: FBCHEP
  Before: B36009923   After: B37636915  **4,61,77,82,122,108,124,135,139,123**
Routine Name: FBCHEP1
  Before: B42453076   After: B47429330  **38,61,122,133,108,124,132,139,123**
Routine Name: FBCHEPET
  Before: B40150841   After: B40858494  **4,38,61,77,116,108,124,132,123**
Routine Name: FBCHRFR
  Before: B12984210   After: B13548321  **61,108,123**
Routine Name: FBCVHV
  Before: B37233286   After: B38454495  **55,61,122,108,135,144,123**
Routine Name: FBPAAAE1
  Before: B17574969   After: B24215121  **19,107,121,132,123**

Routine list of preceding patches: 18, 91, 139, 143, 144
8 Back-out and Roll-back Procedures

In the event that a site determines, for whatever reason, that they need to uninstall the VA/DoD VistA Fee IPAC Interface enhancement patch (FB*3.5*123) and return their system to the way it was before this patch was installed, please follow these instructions. For the purpose of this discussion, the back-out procedure will include the actual software that needs to be removed. This would include both VistA routines and VistA input templates. The roll-back procedure will include a discussion of data that is created by this patch and the implications of leaving this data remaining on the system.

8.1 Back-out Procedure

There are 2 build components that need to be uninstalled here: existing Fee Basis routines and existing Fee Basis Input Templates. The existing Fee Basis routines may be restored from the backup MailMan PackMan message that should have been created in step 3.a. above under the Installation Instructions (“Backup a Transport Global”). There are three input templates that need to be restored to the previous version. They are listed in section 3.7 of this document in the Templates section. They are named [FB ADD RX], [FBCH EDIT PAYMENT], and [FBCH ENTER PAYMENT]. It is not standard practice to proactively backup input templates before patch installation. Therefore, in order to restore these input templates to the pre-patch FB*3.5*123 state, a new patch will be required to be sent to the target site and installed. Please contact Product Support in this case for further instructions. Product Support will work closely with the site and with the VistA Fee Basis development team.

8.2 Roll-back Procedure

Once the existing Fee Basis routines and input templates have been restored to the state in which they were before this patch was installed, the existence of VistA Fee IPAC data on the system will have no functional impact and we recommend this data may be left in place. Since we are not removing the data, the following is a list of files and fields which may contain VistA Fee IPAC data that may be left in place even without the supporting routines and input templates. This data will have no functional impact on system operations.

<table>
<thead>
<tr>
<th>File Name (#)</th>
<th>Sub-File Name (#)</th>
<th>Field Name (#)</th>
<th>New/Modified/ Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEE BASIS SITE PARAMETERS (#161.4)</td>
<td>LAST IPAC NUMBER (#80)</td>
<td>Modified</td>
<td></td>
</tr>
<tr>
<td>IPAC VENDOR AGREEMENT FILE (#161.95)</td>
<td>All fields in this file</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>IPAC VENDOR AGREEMENT MRA (#161.96)</td>
<td>All fields in this file</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>FEE BASIS PAYMENT (#162) SERVICE PROVIDED (#162.03)</td>
<td>IPAC AGREEMENT (#.05) DoD INVOICE NUMBER (#.055)</td>
<td>Modified New New</td>
<td></td>
</tr>
<tr>
<td>FEE BASIS PHARMACY INVOICE (#162.1) PRESCRIPTION NUMBER (#162.11)</td>
<td>IPAC VENDOR AGREEMENT (#14) DoD INVOICE NUMBER (#39)</td>
<td>Modified New New</td>
<td></td>
</tr>
</tbody>
</table>
FEE BASIS INVOICE (#162.5)  Modified
IPAC VENDOR AGREEMENT (#87)  New
DoD INVOICE NUMBER (#86)  New