



Medicaid Information Technology System

State & Local Government Solutions

Medicaid Information Technology System (MITS)

Financial Cycle Scheduling and Maintenance Participant Guide

September 20, 2010

**HP Enterprise Services
Suite 100
50 West Town Street
Columbus, OH 43215**

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Course Overview

Overview

The goal of this course is to provide you with the knowledge and common skills necessary to perform and maintain financial cycle scheduling, financial cycle schedule overrides, and financial cycle schedule holds in the Ohio Medicaid Information Technology System (MITS).

- The financial cycle schedule maintenance panels in the Ohio MITS system are used to define and view the schedules associated with the financial cycles.
- Financial cycle scheduling supports the ability to schedule or restrict payments according to any criteria associated with any element of the funding code.
- The financial cycle schedules can control which payers, claims, and financial transactions are released into a financial cycle.

Objectives

After completing this course you should be able to:

- Add a financial cycle schedule
- Modify a financial cycle schedule
- Delete a financial cycle schedule

- Add the parameters for a financial cycle schedule
- Modify the parameters for a financial cycle schedule
- Delete the parameters for a financial cycle schedule

- Add a schedule criteria transaction
- Modify a schedule criteria transaction
- Delete a schedule criteria transaction

- Add a financial cycle schedule override
- Modify a financial cycle schedule override
- Delete a financial cycle schedule override

- Add a financial cycle schedule hold
- Modify a financial cycle schedule hold
- Delete a financial cycle schedule hold

Agenda

Topic	Time (Minutes)
Welcome, Introductions, and Housekeeping	10
Course Overview	5
Introduction to Financial Cycle Scheduling	15
Adding a Financial Cycle Schedule <ul style="list-style-type: none"> • Adding a Financial Cycle Schedule • Adding the Parameters of a Financial Cycle Schedule • Adding a Schedule Criteria Transaction 	15
Break	10
Practice: <ul style="list-style-type: none"> Adding a Financial Cycle Schedule <ul style="list-style-type: none"> • Adding a Financial Cycle Schedule • Adding the Parameters of a Financial Cycle Schedule • Adding a Schedule Criteria Transaction 	15
Modifying a Financial Cycle Schedule <ul style="list-style-type: none"> • Modifying a Financial Cycle Schedule • Modifying the Parameters for a Financial Cycle Schedule • Modifying a Schedule Criteria Transaction 	15
Practice: <ul style="list-style-type: none"> Modifying a Financial Cycle Schedule <ul style="list-style-type: none"> • Modifying a Financial Cycle Schedule • Modifying the Parameters for a Financial Cycle Schedule • Modifying a Schedule Criteria Transaction 	15
Deleting a Financial Cycle Schedule <ul style="list-style-type: none"> • Deleting the Parameters for a Financial Cycle Schedule • Deleting a Schedule Criteria Transaction • Deleting a Financial Cycle Schedule 	15
Practice: <ul style="list-style-type: none"> Deleting a Financial Cycle Schedule <ul style="list-style-type: none"> • Deleting the Parameters for a Financial Cycle Schedule • Deleting a Schedule Criteria Transaction • Deleting a Financial Cycle Schedule 	15
Lunch	60
Maintaining a Financial Cycle Schedule Override:	45

<ul style="list-style-type: none"> • Adding a Financial Cycle Schedule Override • Modifying a Financial Cycle Schedule Override • Deleting a Financial Cycle Schedule Override 	
<p>Practice:</p> <p>Maintaining a Financial Cycle Schedule Override:</p> <ul style="list-style-type: none"> • Adding a Financial Cycle Schedule Override • Modifying a Financial Cycle Schedule Override • Deleting a Financial Cycle Schedule Override 	45
Break	10
<p>Maintaining a Financial Cycle Schedule Hold</p> <ul style="list-style-type: none"> • Adding a Financial Cycle Schedule Hold • Modifying a Financial Cycle Schedule Hold • Deleting a Financial Cycle Schedule Hold 	45
<p>Practice:</p> <p>Maintaining a Financial Cycle Schedule Hold:</p> <ul style="list-style-type: none"> • Adding a Financial Cycle Schedule Hold • Modifying a Financial Cycle Schedule Hold • Deleting a Financial Cycle Schedule Hold 	45
Course Review and Summary (Q&A)	15

Prerequisites

Before taking this course, you must complete the following courses:

- Introduction to MITS
- General Financial Overview
- Online Reports and Letters

Introduction to Financial Cycle Scheduling

Overview

In this topic you will learn about:

- What is a financial cycle schedule
- Parameters of a financial cycle schedule
- Two of the panels for maintaining a financial cycle schedule

Financial Cycle Scheduling and Maintenance is performed by an authorized Ohio MITS user in order to schedule or restrict payments and modify adjudication cycles based on budget, cash, and fiscal management as directed by the Ohio Department of Job and Family Services (ODJFS).

A financial cycle schedule is the timing and grouping of fund payers as it relates to the processing of transactions within a financial batch cycle. A financial cycle schedule controls which payers and types of claim and financial transactions to process within a financial cycle.

Financial cycle scheduling supports the ability to maintain financial batch cycles as follows:

- Add or delete a cycle
- Change the criteria for transactions to be included in the cycle
- Change the frequency (what day of the week and how often the cycle runs)
- Place a cycle on hold for a period of time

Parameters

The financial cycle schedule allows specific payers, claim types, statuses, and financial transactions to be specified for the daily job processing. There will be days when no financial cycle schedules meet the frequency criteria, and therefore no schedules would be selected for processing.

A financial cycle schedule contains rules and attributes (parameters) for frequency and criteria. These parameters determine how often and which transactions are included in a cycle.

- The frequency indicates what day of the week and how often (for example, daily, weekly, monthly) a schedule is brought into a financial cycle.
- The criteria indicates which payers and which claim and financial transactions are included.

Parameters that you can modify are:

- Hierarchy
- Frequency
- Week day
- Occurrence
- Payee type
- Payer types

- Transaction
- Transaction type
- Transaction status
- Schedule title
- Schedule criteria transaction status

Panels

The Schedule Maintenance panel, shown below, is used to define and view the schedules associated with the financial cycles. You can use this panel to set and define the criteria for the financial cycle schedule.

The screenshot shows the 'Schedule Maintenance' window. At the top is a table with columns: Financial Cycle, Schedule Title, Hierarchy, Week Day, Frequency, and Occurrence. Below the table is a form for editing a schedule. The form has the following fields and callouts:

- *Financial Cycle:** TEST CYCLE (1)
- *Hierarchy:** 999 (2)
- *Frequency:** SS Second (3)
- *Schedule Title:** Main financial monthly cycle (4)
- *Week Day:** T Tuesday (5)
- *Occurrence:** M Monthly (6)
- *Payee Type:** P - Provider (7). Available options: N - Non Provider, C - Carrier, Z - Others, H - HIPP (8).
- *Payer Type:** 001 - Ohio MITS (9). Available options: (10).

Buttons for 'delete' and 'add' are at the bottom right.

Following are descriptions of the fields in the Schedule Maintenance panel:

No.	Field	Information / Description
1	Financial Cycle	The timing and grouping of fund payers as it relates to the processing of transactions within a financial batch cycle.
2	Hierarchy	<ul style="list-style-type: none"> • Numeric value assigned to indicate the order transactions associated with that schedule are examined for scheduling. • Priority is determined in ascending numeric order, therefore an item with hierarchy of 1 will process before items with a hierarchy of 2. • If two cycles run on the same day, the hierarchy determines which cycle will run first. • If there are two items for the same day with the same hierarchy,

		they would combine and run together in the same cycle.
3	Frequency	<ul style="list-style-type: none"> Indicates which week of the month a cycle will run. Frequency is only used for monthly cycles. Values are: First, Second, Third, Last, and Second to Last. <p>Notes:</p> <ul style="list-style-type: none"> Frequency is required, even if the occurrence is weekly. You can choose any frequency value when the schedule's occurrence is weekly. Second to Last defines the relative day of the week prior to the last occurrence of it in a month. For example, if Friday is selected, cycle will run on the second to last Friday of the month.
4	Schedule Title	<ul style="list-style-type: none"> Text describing the financial cycle schedule. You can create multiple schedules that use the same cycles, but each title must be unique. Use a meaningful title to distinguish the differences for unique schedules that use multiple financial cycles.
5	Week Day	<ul style="list-style-type: none"> Indicates the day of the week that the financial cycle schedule will run. Values are: M = Monday, T = Tuesday, W = Wednesday, H = Thursday, F = Friday, A = Saturday, S = Sunday.
6	Occurrence	<ul style="list-style-type: none"> Occurrence of the financial cycle schedule. Values are Daily, Weekly, and Monthly.
7	Payee Type - Assigned	<ul style="list-style-type: none"> Provider is used 99% of the time. When the Payee Type is assigned, the criteria is used to filter the financial cycle schedule. Use the arrows to move the Payee Type into the Assigned field to assign the criteria to the financial cycle schedule.
8	Payee Type - Available	Use the arrows to move Payee Types into the Available field to remove the criteria from the financial cycle schedule.
9	Payer Type - Assigned	<ul style="list-style-type: none"> You should use the default value of 001 Ohio MITS. When the Payer Type is assigned, the criteria is used to filter the financial cycle schedule.
10	Payer Type - Available	<ul style="list-style-type: none"> These are the available Payer Type fields. Use the arrows to move Payer Types into the Available field to remove the criteria from the financial cycle schedule.

The Schedule Criteria Transaction panel, shown below, is used to identify specific transactions to be included and processed in this selected schedule's financial cycle.

Schedule Criteria Transaction Top Nav ? A X

Schedule Title	Transaction Type	Transaction
Main financial monthly cycle	Claim	OUTPATIENT CLAIMS
Main financial monthly cycle	Claim	UB92 INST XOVER CLAIMS
Main financial monthly cycle	Claim	UB92 OUTP XOVER CLAIMS
Main financial monthly cycle	Claim	DENTAL CLAIMS
Main financial monthly cycle	Claim	CMS 1500 CLAIMS
Main financial monthly cycle	Claim	CMS 1500 XOVER CLAIMS
Main financial monthly cycle	Claim	PHARMACY CLAIMS
Main financial monthly cycle	Claim	COMPOUND DRUG CLAIMS
Main financial monthly cycle	Claim	INPATIENT CLAIMS
Main financial monthly cycle	Financial	EXPENDITURES

1 2 Next >

Select row above to update -or- click Add button below.

Schedule Title: **1**

*Transaction Type: **2**

*Transaction: **3**

*Status

Assigned	Available
D - Denied - Claims 4 P - Paid - Claims	S - Suspended - Claims 5

delete add

Following are descriptions of the fields in the Schedule Criteria Transaction panel:

No.	Field	Information / Description
1	Schedule Title	<ul style="list-style-type: none"> The title of the financial cycle schedule is repeated in this panel. The Schedule Title field is populated by the system from the information in the Schedule Maintenance panel.
2	Transaction Type	<ul style="list-style-type: none"> Type of transaction. The type can be either Claim or Financial.
3	Transaction	The Transaction field describes the transaction record.
4	Status - Assigned	<ul style="list-style-type: none"> Short description of the status of the schedule's assigned claim transaction criteria. Criteria is either Assigned or Available. Use the arrows to move the Status into the Assigned field to assign the criteria to the financial cycle schedule.
5	Status - Available	<ul style="list-style-type: none"> Short description of the status of the schedule's claim transaction criteria that are available to be assigned. Criteria is either Assigned or Available. Use the arrows to move the Status into the Available field to remove the criteria from the financial cycle schedule.

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic.

Review the topic if your score is below your standards.

Which of the following is NOT a financial cycle schedule criteria (or parameter)?

- A. Payee type
- B. Budget
- C. Payer type
- D. Schedule title
- E. Schedule criteria transaction status

Frequency is not required if the cycle schedule's occurrence is weekly.

- A. True
- B. False

You can create multiple schedules that use the same cycles, but each title must be unique.

- A. True
- B. False

The frequency indicates which week of the month a cycle will run

- A. True
- B. False

Summary

In this topic you learned about:

- What is a financial cycle schedule
- Parameters of a financial cycle schedule
- Two of the panels for maintaining a financial cycle schedule

Adding a Financial Cycle Schedule

Overview

What

In this topic you will learn how to add:

- A financial cycle schedule
- Criteria (or parameters for the cycle schedule)
- A schedule criteria transaction

Financial cycle scheduling maintenance allows you to:

- Add and modify the criteria for transactions to be included in the cycle
- Add and modify the frequency (what day of the week and how often the cycle runs)
- Place a cycle on hold for a period of time (which is covered in a different topic)
- Override a cycle for a period of time (which is covered in a different topic)

Who

A financial cycle schedule change can be created by an Ohio Health Plans (OHP) staff person who has authorized, role-based security and specialized knowledge regarding the financial cycles.

When

Financial cycle schedules can run at different times. A change to a financial cycle schedule is typically done for holidays – when a normal financial cycle schedule would fall on a bank holiday. Typically, OHP will do a cycle change twice per year – to adjust the cycles for holidays.

For a special financial cycle schedule change, you would receive a formal request.

Relevance

The financial cycle schedule controls which payers and types of claim and financial transactions to process within a financial cycle.

If the financial cycle schedule is not changed accurately, the following situations may occur:

- A provider might not receive payments.
- Certain claims might inadvertently be paid or omitted from payment.
- A cycle might inadvertently be scheduled to run on a banking holiday.

Requirements

The information you need to change a financial cycle schedule includes the following:

- Appropriate security authorization and permissions to create a change to a financial cycle
- A formal request to add the financial cycle schedule
- Thorough knowledge of the complexities of financial cycles

Guidelines

Security policy is important. Only authorized persons are allowed to create or modify a financial cycle and its schedule.

Determine Transactions

After the payers, claims, and financial transactions have been determined, the scheduler selects specific transactions for processing. In addition to meeting the payer criteria, claims are selected by claim type and status specified in the schedule. Expenditures are also selected by payer and a specified type. The remaining financial transactions are selected by payer type.



View the existing financial cycle schedules so that you avoid creating a duplicate or conflicting financial cycle schedule.

Good Points

Adding a Financial Cycle Schedule

Follow these steps from the MITS home page to add a financial cycle schedule:

Step	Action
1	Click Financial from the subsystem drop-down menu.
2	From the drop-down menu list, select Schedule Maint.
3	From the Schedule Maintenance panel, click Schedule Maintenance.
4	Click add.
5	Follow the steps in this lesson (in the next section) to add the parameters of the financial cycle schedule: Parameters that you can add and modify are:

	<ul style="list-style-type: none"> • Financial Cycle • Hierarchy • Frequency • Week day • Occurrence • Payee types • Payer types • Schedule titles
6	Follow the steps in this lesson (in the next section) to add a schedule criteria transaction.



You must add at least one schedule transaction criteria in order to save a financial schedule cycle.

Adding Parameters for a Financial Cycle Schedule

Follow these steps from the MITS home page to add parameters for a financial cycle schedule:

Step	Action															
1	Click Financial from the subsystem drop-down menu.															
2	From the drop-down menu list, select Schedule Maint.															
3	From the Schedule Maintenance panel, click Schedule Maintenance .															
4	Click the appropriate row to open a specific financial cycle schedule.															
5	To add, modify, or delete the parameters of the financial cycle schedule, perform the following: <table border="1" data-bbox="370 1392 1373 1797"> <thead> <tr> <th>Parameter:</th> <th>Add, Modify or Delete:</th> <th>Steps to add, modify, or delete:</th> </tr> </thead> <tbody> <tr> <td>Financial Cycle *</td> <td>A / M</td> <td>Select the financial cycle in the Financial Cycle drop-down list field.</td> </tr> <tr> <td>Hierarchy *</td> <td>A / M</td> <td>Type the hierarchy in the Hierarchy field.</td> </tr> <tr> <td>Frequency *</td> <td>A / M</td> <td>Select the frequency in the Frequency drop-down list field.</td> </tr> <tr> <td>Schedule Title *</td> <td>A / M</td> <td>Type the schedule title in the Schedule Title</td> </tr> </tbody> </table>	Parameter:	Add, Modify or Delete:	Steps to add, modify, or delete:	Financial Cycle *	A / M	Select the financial cycle in the Financial Cycle drop-down list field.	Hierarchy *	A / M	Type the hierarchy in the Hierarchy field.	Frequency *	A / M	Select the frequency in the Frequency drop-down list field.	Schedule Title *	A / M	Type the schedule title in the Schedule Title
Parameter:	Add, Modify or Delete:	Steps to add, modify, or delete:														
Financial Cycle *	A / M	Select the financial cycle in the Financial Cycle drop-down list field.														
Hierarchy *	A / M	Type the hierarchy in the Hierarchy field.														
Frequency *	A / M	Select the frequency in the Frequency drop-down list field.														
Schedule Title *	A / M	Type the schedule title in the Schedule Title														

		field.
Week Day *	A / M	Select the week day in the Week Day drop-down list field.
Occurrence *	A / M	Select the occurrence in the Occurrence drop-down list field.
Payee Types *	A / M / D	To add or modify a payee type , perform the following steps: a. Select a Payee Type from the Available status box. b. Click the left arrow to move the Payee Type into the Assigned Status box. To delete a payee type , perform the following steps: a. Select a Payee Type from the Assigned status box. b. Click the right arrow to move the Payee Type into the Available status box.
Payer Type *	A / M / D	To add or modify a payer type , perform the following steps: a. Select a Payer Type from the Available status box. b. Click the left arrow to move the Payer Type into the Assigned status box. To delete a payer type , perform the following steps: a. Select a Payer Type from the Assigned status box. b. Click the right arrow to move the Payer Type into the Available status box.
* Required fields		
6	<p>Note: You cannot save the financial cycle schedule until you add at least one Schedule Criteria Transaction. You can add a Schedule Criteria Transaction by following the steps in this lesson (in another table).</p>	

Adding a Schedule Criteria Transaction

Follow these steps from the MITS home page to add a Schedule Criteria Transaction:

Step	Action
1	Open a specific financial cycle schedule.
2	Click Schedule Criteria Transaction to open the Schedule Criteria Transaction panel.
3	Click add in the Schedule Criteria Transaction panel.
4	Select a transaction type in the Transaction Type drop-down list and click anywhere outside of the field.
5	Select a transaction in the Transaction drop-down list.
6	To add a status , perform the following steps: a. Select a status from the Available status box. b. Click the left arrow to move the status into the Assigned status box.
7	To delete a status , perform the following steps: a. Select a status from the Assigned status box. b. Click the right arrow to move the status into the Available status box.
8	Click save in the Schedule Maintenance panel.

Success

You have successfully completed this task when you see a confirmation message in the **Schedule Maintenance** panel.

Next Steps

Notify the person who submitted the financial cycle schedule request that the financial cycle schedule addition or change was completed.

Practice

Practice: Adding a new financial cycle schedule, parameters, and a schedule criteria transaction

Financial Cycle = Test cycle

Add the parameters for a financial cycle schedule:

- Hierarchy = 999
- Frequency = LL Last
- Schedule Title = Test + Your Last Name
- Week Day = F Friday
- Occurrence = W Weekly
- Payee Type = P - Provider
- Payer Type = 001 - Ohio MITS

Add a schedule criteria transaction:

- Transaction Type = Claim
- Transaction = Dental Claims
- Status = D - Denied – Claims

Note: You will practice creating two more financial cycle schedules later in this course.

Summary

In this topic you learned how to add:

- A financial cycle schedule
- The parameters of a financial cycle schedule
- A schedule criteria transaction

Modifying a Financial Cycle Schedule

Overview

What

In this topic you learn how to:

- Modify a financial cycle schedule
- Modify the parameters for a financial cycle schedule
- Modify a schedule criteria transaction

Financial cycle scheduling maintenance allows you to:

- Add, modify, and delete the criteria for transactions to be included in the cycle
- Add, modify, and delete the frequency (what day of the week and how often the cycle runs)
- Add, modify, and delete a cycle schedule hold for a period of time (which is covered in a different topic)
- Add, modify, and delete a cycle schedule override for a period of time (which is covered in a different topic)

Who

A financial cycle schedule change can be created by an OHP staff person who has authorized, role-based security and specialized knowledge regarding the financial cycles.

When

Financial cycle schedules can run at different times. A change to a financial cycle schedule is typically done for holidays – when a normal cycle would fall on a bank holiday. Typically, OHP will do a cycle change twice per year – to adjust the cycles for holidays.

For a special cycle schedule change, you would receive a formal request.

Relevance

The financial cycle schedule controls which payers and types of claim and financial transactions to process within a financial cycle.

If the financial cycle schedule is not changed accurately, the following situations may occur:

- A provider might not receive payments.
- Certain claims might inadvertently be paid or omitted from payment.
- A cycle might inadvertently be scheduled to run on a banking holiday.

Requirements

The information you need to modify a financial cycle schedule includes the following:

- Appropriate security authorization and permissions to modify a financial cycle schedule
- A formal request for the financial cycle schedule change
- Thorough knowledge of the complexities of financial cycles and schedules

Guidelines

Security policy is important. Only authorized persons are allowed to modify or create a financial cycle and its schedule.

Modifying a Financial Cycle Schedule

Follow these steps from the MITS home page to modify a financial cycle schedule:

Step	Action
1	Click Financial from the subsystem drop-down menu.
2	From the drop-down menu list, select Schedule Maint.
3	From the Schedule Maintenance panel, click Schedule Maintenance .
4	Click the appropriate row to open a specific financial cycle schedule.
5	<p>Follow the steps in this lesson (in the table below) to modify the parameters of the financial cycle:</p> <p>Parameters that you can add and change are:</p> <ul style="list-style-type: none"> • Financial Cycle • Hierarchy • Frequency • Week day • Occurrence • Payee types • Payer types • Schedule titles
6	Follow the steps in this lesson (in the table below) to modify a schedule transaction criteria.
7	Click save in the Schedule Maintenance panel.



You must add at least one schedule transaction criteria in order to save a financial schedule cycle.

Hint

Modifying Parameters of a FCS

Follow these steps to modify the parameters for a financial cycle schedule:

Step	Action														
1	Click Financial from the subsystem drop-down menu.														
2	From the drop-down menu list, select Schedule Maint.														
3	From the Schedule Maintenance panel, click Schedule Maintenance .														
4	Click the appropriate row to open a specific financial cycle schedule.														
5	To modify the parameters of the financial cycle schedule, perform the following: <table border="1" data-bbox="370 1010 1377 1808"> <thead> <tr> <th>Parameter:</th> <th>Steps to add, modify, or delete:</th> </tr> </thead> <tbody> <tr> <td>Hierarchy *</td> <td>Type the hierarchy in the Hierarchy field.</td> </tr> <tr> <td>Frequency *</td> <td>Select the frequency in the Frequency drop-down list field.</td> </tr> <tr> <td>Week Day *</td> <td>Select the week day in the Week Day drop-down list field.</td> </tr> <tr> <td>Occurrence *</td> <td>Select the occurrence in the Occurrence drop-down list field.</td> </tr> <tr> <td>Payee Types *</td> <td>To add or modify a Payee Type, perform the following steps: <ol style="list-style-type: none"> Select a Payee Type from the Available status box. Click the left arrow to move the Payee Type into the Assigned Status box. To remove a Payee Type, perform the following steps: <ol style="list-style-type: none"> Select a Payee Type from the Assigned status box. Click the right arrow to move the Payee Type into the Available status box. </td> </tr> <tr> <td>Payer Type *</td> <td>To add or modify a Payer Type, perform the following</td> </tr> </tbody> </table>	Parameter:	Steps to add, modify, or delete:	Hierarchy *	Type the hierarchy in the Hierarchy field.	Frequency *	Select the frequency in the Frequency drop-down list field.	Week Day *	Select the week day in the Week Day drop-down list field.	Occurrence *	Select the occurrence in the Occurrence drop-down list field.	Payee Types *	To add or modify a Payee Type , perform the following steps: <ol style="list-style-type: none"> Select a Payee Type from the Available status box. Click the left arrow to move the Payee Type into the Assigned Status box. To remove a Payee Type , perform the following steps: <ol style="list-style-type: none"> Select a Payee Type from the Assigned status box. Click the right arrow to move the Payee Type into the Available status box. 	Payer Type *	To add or modify a Payer Type , perform the following
Parameter:	Steps to add, modify, or delete:														
Hierarchy *	Type the hierarchy in the Hierarchy field.														
Frequency *	Select the frequency in the Frequency drop-down list field.														
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	<table border="1"> <tr> <td></td> <td> <p>steps:</p> <p>a. Select a Payer Type from the Available status box.</p> <p>b. Click the left arrow to move the Payer Type into the Assigned status box.</p> <p>To remove a Payer Type, perform the following steps:</p> <p>a. Select a Payer Type from the Assigned status box.</p> <p>b. Click the right arrow to move the Payer Type into the Available status box.</p> </td> </tr> <tr> <td>Schedule Title *</td> <td>Type the schedule title in the Schedule Title field.</td> </tr> </table> <p>* Required fields</p>		<p>steps:</p> <p>a. Select a Payer Type from the Available status box.</p> <p>b. Click the left arrow to move the Payer Type into the Assigned status box.</p> <p>To remove a Payer Type, perform the following steps:</p> <p>a. Select a Payer Type from the Assigned status box.</p> <p>b. Click the right arrow to move the Payer Type into the Available status box.</p>	Schedule Title *	Type the schedule title in the Schedule Title field.
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Schedule Title *	Type the schedule title in the Schedule Title field.				
6	<p>Click save in the Schedule Maintenance panel.</p> <p>Note: You cannot save the financial cycle schedule until you add at least one schedule criteria transaction.</p>				

Modifying a Schedule Criteria Transaction



You must add at least one schedule transaction criteria in order to save a financial schedule cycle.

Hint

Follow these steps from the MITS home page to modify a schedule criteria transaction:

Step	Action
1	Open a specific financial cycle schedule.
2	Click Schedule Criteria Transaction to open the Schedule Criteria Transaction panel.
3	Select the schedule criteria transaction row that you want to modify.
4	Select a transaction type in the Transaction Type drop-down list and click off the field.
5	Select a transaction in the Transaction drop-down list.
6	To modify a status , perform the following steps:

	<ul style="list-style-type: none"> a. Select a status from the Available status box. b. Click the left arrow to move the status into the Assigned status box.
7	<p>To remove a status, perform the following steps:</p> <ul style="list-style-type: none"> a. Select a status from the Assigned status box. b. Click the right arrow to move the status into the Available status box. <p>Note: You must have at least one schedule criteria transaction in order to save the financial cycle schedule.</p>
8	Click save in the Schedule Maintenance panel.

Success

You have successfully completed this task when you see a confirmation message in the **Schedule Maintenance** panel.

Next Steps

Notify the person who submitted the financial cycle schedule request that the financial cycle schedule addition or change was completed.

Practice

Practice: Modifying the Financial Schedule Cycle (FCS)

Modify the FCS, the FCS parameters, and the schedule criteria transaction that you created:

- Select the Schedule you created: Schedule Title = Test + Your Last Name
- Financial Cycle = Test Cycle

Modify these parameters:

- Frequency = FF First
- Schedule Title = Test + Your Last Name
- Week Day = M Monday
- Occurrence = M Monthly

Add these additional parameters:

- Add: Payee Type = C – Carrier

Modify the existing schedule criteria transaction:

- Existing: Transaction Type = Claim
- Add an additional status: Status = S - Suspended – Claims

Add a new schedule criteria transaction to this cycle:

- Transaction Type = Financial
- Transaction = Expenditures
- Status = R - Regular - Expenditure

Summary

In this topic you learned how to:

- Modify a financial cycle schedule
- Modify the parameters for a financial cycle schedule
- Modify a schedule criteria transaction

Deleting a Financial Cycle Schedule

Overview

What

In this topic you learn how to:

- Delete parameters for a financial cycle schedule
- Delete a schedule criteria transaction
- Delete a financial cycle schedule

Financial cycle scheduling maintenance allows you to:

- Add, modify, and delete the criteria for transactions to be included in the cycle schedule
- Add, modify, and delete the frequency (what day of the week and how often the cycle runs)
- Add, modify, and delete the hold of a cycle schedule for a period of time (which is covered in a different topic)
- Add, modify, and delete an override of a cycle schedule for a period of time (which is covered in a different topic)

Who

A financial cycle schedule change can be created by an OHP staff person who has authorized, role-based security and specialized knowledge regarding the financial cycles.

When

Cycle schedules can run at different times. A change to a financial cycle schedule is typically done for holidays – when a normal financial cycle schedule would fall on a bank holiday. Typically, OHP will do a cycle change twice per year – to adjust the cycles for holidays.

For a special cycle schedule change, you would receive a formal request.

Relevance

The financial cycle schedule changes affect or limit what transactions will be entered into cycle (with regard to which payers and the types of claim and financial transactions) and is, therefore, very crucial.

If the financial cycle schedule is not changed accurately, the following situations may occur:

- A provider might not receive payments.
- Certain claims might be inadvertently paid or omitted from payment.
- A cycle might inadvertently be scheduled to run on a banking holiday.

Requirements

The information you need to change a financial cycle schedule includes the following:

- Appropriate security authorization and permissions to delete a financial cycle schedule
- A formal request for the removal of the financial cycle schedule
- Thorough knowledge of the complexities of financial cycles and schedules

Guidelines

Security policy is important: Only authorized persons are allowed to delete, modify, or create a financial cycle and its schedule.

Deleting the Parameters of a Financial Cycle Schedule

Follow these steps to delete the parameters for a financial cycle schedule:

Step	Action						
1	Click Financial from the subsystem drop-down menu.						
2	From the drop-down menu list, select Schedule Maint.						
3	From the Schedule Maintenance panel, click Schedule Maintenance.						
4	Click the appropriate row to open a specific financial cycle schedule.						
5	To delete certain parameters of the financial cycle schedule, perform the following: <table border="1" data-bbox="354 1213 1393 1654"> <thead> <tr> <th>Parameter:</th> <th>Steps to delete:</th> </tr> </thead> <tbody> <tr> <td>Payee Types *</td> <td>To delete a payee type, perform the following steps: a. Select a Payee Type from the Assigned status box. b. Click the right arrow to move the Payee Type into the Available status box.</td> </tr> <tr> <td>Payer Type *</td> <td>To delete a payer type, perform the following steps: a. Select a Payer Type from the Assigned status box. b. Click the right arrow to move the Payer Type into the Available status box.</td> </tr> </tbody> </table> <p>Note: You cannot delete all the parameters of the financial cycle schedule because they are required fields. * Required field</p>	Parameter:	Steps to delete:	Payee Types *	To delete a payee type , perform the following steps: a. Select a Payee Type from the Assigned status box. b. Click the right arrow to move the Payee Type into the Available status box.	Payer Type *	To delete a payer type , perform the following steps: a. Select a Payer Type from the Assigned status box. b. Click the right arrow to move the Payer Type into the Available status box.
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6	Click save in the Schedule Maintenance panel.
---	---

Deleting a Schedule Criteria Transaction

Follow these steps from the MITS home page to delete a Schedule Criteria Transaction:

Step	Action
1	Click Financial from the subsystem drop-down menu.
2	From the drop-down menu list, select Schedule Maint.
3	From the Schedule Maintenance panel, click Schedule Maintenance.
4	Click the appropriate row to open a specific financial cycle schedule.
5	Click Schedule Criteria Transaction to open the Schedule Criteria Transaction panel.
6	Select and click the schedule criteria transaction row that you want to delete.
7	Click delete . Note: You cannot save a financial cycle schedule unless there is at least one schedule criteria transaction. If the cycle contains only one schedule criteria transaction, add the new schedule criteria transaction before you attempt to delete the former schedule criteria transaction.
8	Click OK in the pop-up browser window that displays a confirmation message.
9	Click save in the Schedule Maintenance panel.

This panel shows an example of adding and deleting a row in the Schedule Criteria Transaction panel:

- 1) A: Shows add a new schedule criteria transaction
- 2) D: Shows the delete of new schedule criteria transaction

The add and delete will occur when you click **save**.

Deleting a Financial Cycle Schedule

Follow these steps from the MITS home page to delete a financial cycle schedule:

Step	Action
1	Click Financial from the subsystem drop-down menu.
2	From the drop-down menu list, select Schedule Maint.
3	From the Schedule Maintenance panel, click Schedule Maintenance.
4	Click the appropriate row to open a specific financial cycle schedule.
5	Click delete .
6	Click OK in response to the browser pop-up window that displays a confirmation message.
7	Click save in the Schedule Maintenance panel. Notes: <ul style="list-style-type: none"> The financial cycle schedule will not be deleted unless you save the transaction. You will not see a confirmation message.

Success

You have successfully completed this task when the deleted financial cycle schedule is no longer visible.

Note: There is no confirmation message when you delete an entire financial cycle schedule.

Next Steps

Notify the person who submitted the financial cycle schedule request that the request was completed.

Practice

Practice: Deleting financial cycle schedule parameters, a schedule criteria transaction, and a financial schedule cycle

Practice deleting with the financial cycle schedule that you created:

- Select the financial cycle schedule you created: Schedule Title = Test + Your Last Name
Delete this parameter:
- Payee Type = C – Carrier

Delete a schedule criteria transaction:

- Existing: Transaction Type = Claim / Status = S - Suspended – Claims

Delete the entire financial cycle schedule:

- Schedule Title = Test + Your Last Name

Summary

In this topic you learned how to:

- Delete parameters for a financial cycle schedule
- Delete a schedule criteria transaction
- Delete a financial cycle schedule

Maintaining a Financial Cycle Schedule Override

Overview

What

In this topic you learn how to add, modify, and delete a financial cycle schedule override.

- An override is used when it's necessary run a financial cycle schedule processing on a different day than usual.
- The ability to override a financial cycle schedule provides flexibility in meeting an account's temporary business needs.
- You can use an override to delay the regular cycle.
- An override is often used when a holiday falls on a banking day.



For Example

A weekly cycle runs on Fridays, but a holiday falls on Friday and the cycle should be moved up a day to run on Thursday.

- An override is entered to move the schedule to a Thursday.
- The override will have an effective date for the current week.
- The schedule will be included in the cycle processing for Thursday, and will be skipped for Friday of the current week.
- The schedule will resume to normal processing on Friday of the following week.

Who

A financial cycle schedule override can be created by an OHP staff person who has authorized, role-based security and specialized knowledge regarding the financial cycle scheduling.

When

Typically, a financial cycle schedule override would occur twice per year – to adjust the financial cycle schedules for holidays, when the normal cycles would fall on a bank holiday.

Relevance

The financial cycle schedule override will affect or limit what financial cycles will run.

If the financial cycle schedule override is not created accurately, the following situations may occur:

- A provider might not receive payments.
- Certain claims might inadvertently be paid or omitted from payment.
- A cycle might inadvertently be scheduled to run on a banking holiday.
- A financial cycle that should have run might erroneously be placed on override.

Requirements

The information you need to override a financial cycle schedule includes the following:

- Appropriate security authorization and permissions to create, modify, or delete an override to a financial cycle schedule
- A formal request for the override or the override change
- Thorough knowledge of the complexities of financial cycles, schedules, and overrides

Guidelines

Security policy is important. Only authorized persons are allowed to create, modify, or delete a financial cycle schedule override.

Review the other financial cycle schedule overrides that are listed in the system in order to avoid creating a duplicate or conflicting financial cycle schedule override.

Adding a Financial Cycle Schedule Override

Follow these steps from the MITS home page to add a financial cycle schedule override:

Step	Action
1	Click Financial from the subsystem drop-down menu.
2	From the drop-down menu list, select Schedule Maint.
3	From the Schedule Maintenance panel, click Schedule Maintenance.
4	Click the appropriate row to open a specific financial cycle schedule.
5	Click Schedule Override to open the Schedule Override panel.
6	Click add in the Schedule Override panel.
7	Select or type the following field values:

	TO add the:	THEN type or select:	In the field:
	Frequency *	Select	Frequency Drop-down list
	Day *	Select	Day Drop-down list
	Occurrence *	Select	Occurrence drop-down list
	Reason *	Type	Reason
	Effective Date *	Type	Effective Date
	End Date *	Type	End Date
	* Required fields		
8	Click save in the Schedule Maintenance panel.		

Modifying a Financial Cycle Schedule Override

Follow these steps from the MITS home page to modify a financial cycle schedule override:

Step	Action												
1	Click Financial from the subsystem drop-down menu.												
2	From the drop-down menu list, select Schedule Maint.												
3	From the Schedule Maintenance panel, click Schedule Maintenance.												
4	Click the appropriate row to open a specific financial cycle schedule.												
5	Click Schedule Override to open the Schedule Override panel.												
6	Select a schedule override that you want to modify from the list of schedule overrides in the Schedule Override panel.												
7	Modify the following field values as needed: <table border="1" data-bbox="318 1530 1151 1785"> <thead> <tr> <th>TO modify the:</th> <th>THEN type or select:</th> <th>In the field:</th> </tr> </thead> <tbody> <tr> <td>Frequency *</td> <td>Select</td> <td>Frequency Drop-down list</td> </tr> <tr> <td>Day *</td> <td>Select</td> <td>Day Drop-down list</td> </tr> <tr> <td>Occurrence *</td> <td>Select</td> <td>Occurrence drop-down list</td> </tr> </tbody> </table>	TO modify the:	THEN type or select:	In the field:	Frequency *	Select	Frequency Drop-down list	Day *	Select	Day Drop-down list	Occurrence *	Select	Occurrence drop-down list
TO modify the:	THEN type or select:	In the field:											
Frequency *	Select	Frequency Drop-down list											
Day *	Select	Day Drop-down list											
Occurrence *	Select	Occurrence drop-down list											

	Reason *	Type	Reason
	Effective Date *	Type	Effective Date
	End Date *	Type	End Date
	* Required fields		
8	Click save in the Schedule Maintenance panel.		

Deleting a Financial Cycle Schedule Override

Follow these steps from the MITS home page to delete a financial cycle schedule override:

Step	Action
1	Click Financial from the subsystem drop-down menu.
2	From the drop-down menu list, select Schedule Maint.
3	From the Schedule Maintenance panel, click Schedule Maintenance .
4	Click the appropriate row to open a specific financial cycle schedule.
5	Click Schedule Override to open the Schedule Override panel.
6	Click the appropriate row to select a financial cycle schedule override that you want to delete.
7	Click delete .
8	Click OK in response to the browser pop-up window that displays a confirmation message.
9	Click save in the Schedule Maintenance panel. Note: The financial cycle schedule override will not be deleted unless you save the transaction.

Success

You have successfully completed this task when you see a confirmation message in the **Schedule Maintenance** panel.

Next Steps

Notify the person who submitted the financial cycle schedule override request that the financial cycle schedule override request was completed.

Practice

Practice: Adding a financial cycle schedule override using this information:

First, create a new financial cycle schedule as follows:

- Cycle = Test Weekly Finan Cycle
- Hierarchy = 999
- Frequency = FF First
- Schedule Title = Your Last Name + Test Override
- Week Day = Monday
- Occurrence = Weekly
- Payee Type = P = Provider
- Payer Type = 001 - Ohio MITS

Add a schedule criteria transaction:

- Transaction Type = Claim
- Transaction = Inpatient Claims
- Status = D - Denied - Claims and P - Paid – Claims

Add an override for the financial cycle schedule that you created:

- Reason = Holiday
- Effective Date = 07/01/2011
- End Date = 07/08/2011

Practice modify the financial cycle schedule override that you created using this information:

- Modify this override parameter:
End Date = 07/09/2011

Practice deleting the financial cycle schedule override:

- Delete the financial cycle schedule override that you created.

Summary

In this topic you learned how to add, modify, and delete a financial cycle schedule override.

Maintaining a Financial Cycle Schedule Hold

Overview

What

In this topic you learn how to add, modify, and delete a financial cycle schedule hold.

- The ability to hold a financial cycle schedule provides flexibility in meeting an account's temporary business needs.
- A financial cycle schedule is placed on hold when it is necessary to suspend processing a schedule for a specified period of time.
- A financial cycle schedule hold causes a cycle's transactions to be held from processing until the hold period has passed.

Who

A financial cycle schedule hold can be created by an OHP staff person who has authorized, role-based security and specialized knowledge regarding the financial cycles.

When

You typically add, modify, or delete a financial cycle schedule hold when you receive a formal request.

Relevance

The financial cycle schedule hold will affect or limit what financial cycles will run.

If the financial cycle schedule hold is not created accurately, the following situations may occur:

- A provider might not receive payments.
- Certain claims might inadvertently be paid or omitted from payment.
- A cycle might inadvertently be scheduled to run on a banking holiday.
- A financial cycle that should have run might be erroneously placed on hold.

Requirements

The information you need to create a financial cycle schedule hold includes the following:

- Appropriate security authorization and permissions to place a financial cycle schedule on hold
- A formal request for the override or the override change
- Thorough knowledge of the complexities of financial cycles, schedules, and holds

Guidelines

Security policy is important. Only a person who has authorization may revise or place a financial cycle schedule on hold.

Adding a Financial Cycle Schedule Hold

Follow these steps from the MITS home page to add a financial cycle schedule hold:

Step	Action								
1	Click Financial from the subsystem drop-down menu.								
2	From the drop-down menu list, select Schedule Maint.								
3	From the Schedule Maintenance panel, click Schedule Maintenance .								
4	Click the appropriate row to open a specific financial cycle schedule.								
5	Click Schedule Hold to open the Schedule Hold panel.								
6	Click add in the Schedule Hold panel.								
7	Type the following field values: <table border="1" data-bbox="318 1079 1151 1304"> <thead> <tr> <th>Type the:</th> <th>In the field:</th> </tr> </thead> <tbody> <tr> <td>Reason *</td> <td>Reason</td> </tr> <tr> <td>Effective Date *</td> <td>Effective Date</td> </tr> <tr> <td>End Date *</td> <td>End Date</td> </tr> </tbody> </table> <p>* Required fields</p>	Type the:	In the field:	Reason *	Reason	Effective Date *	Effective Date	End Date *	End Date
Type the:	In the field:								
Reason *	Reason								
Effective Date *	Effective Date								
End Date *	End Date								
8	Click save in the Schedule Maintenance panel.								

Modifying a Financial Cycle Schedule Hold

Follow these steps from the MITS home page to modify a financial cycle schedule hold:

Step	Action
1	Click Financial from the subsystem drop-down menu.
2	From the drop-down menu list, select Schedule Maint.

3	From the Schedule Maintenance panel, click Schedule Maintenance .								
4	Click the appropriate row to open a specific financial cycle schedule.								
5	Click Schedule Hold to open the Schedule Hold panel.								
6	Select a financial cycle schedule hold that you want to modify in the list of schedule holds in the Schedule Hold panel.								
7	Type the following field values: <table border="1" data-bbox="321 575 1154 800"> <thead> <tr> <th>TO modify the:</th> <th>In the field:</th> </tr> </thead> <tbody> <tr> <td>Reason *</td> <td>Reason</td> </tr> <tr> <td>Effective Date *</td> <td>Effective Date</td> </tr> <tr> <td>End Date *</td> <td>End Date</td> </tr> </tbody> </table> <p>* Required fields</p>	TO modify the:	In the field:	Reason *	Reason	Effective Date *	Effective Date	End Date *	End Date
TO modify the:	In the field:								
Reason *	Reason								
Effective Date *	Effective Date								
End Date *	End Date								
8	Click save in the Schedule Maintenance panel.								

Deleting a Financial Cycle Schedule Hold

Follow these steps from the MITS home page to delete a financial cycle schedule hold:

Step	Action
1	Click Financial from the subsystem drop-down menu.
2	From the drop-down menu list, select Schedule Maint .
3	From the Schedule Maintenance panel, click Schedule Maintenance .
4	Click the appropriate row to open a specific financial cycle schedule.
5	Click Schedule Hold to open the Schedule Hold panel.
6	Click the appropriate row to select a financial cycle schedule hold that you want to delete.
7	Click delete .
8	Click OK in response to the browser pop-up window that displays a confirmation message.

9	Click save in the Schedule Maintenance panel. Note: The financial cycle schedule hold will not be deleted unless you save the transaction.
---	--

Success

You have successfully completed this task when you see a confirmation message in the **Schedule Maintenance** panel.

Next Steps

Notify the person who submitted the financial cycle schedule hold request that the financial cycle schedule hold request was completed.

Practice

Practice: Adding a FCS hold using this information:

First, create a new financial cycle schedule as follows:

- Cycle = Test Weekly Finan Cycle
- Hierarchy = 999
- Frequency = FF First
- Schedule Title = Your Last Name + Long Term Care Specific
- Week Day = Thursday
- Occurrence = Weekly
- Payee Type = P = Provider and L - Lien holder
- Payer Type = 001 - Ohio MITS

Add a schedule criteria transaction:

- Transaction Type = Claim
- Transaction = Long Term Care Claims
- Status = D - Denied - Claims and P - Paid - Claims

Next, create a financial cycle schedule hold for this specific financial cycle schedule:

- Type: Reason = Place on hold until end of year.
- Effective Date = First Day of the next month (i.e. January 01, 2011)
- End Date = 12/31/2011

Practice: Modifying a FCS hold using this information:

Modify the financial cycle schedule hold that you just created as follows:

- Schedule Title = Your Last Name + Long Term Care Specific

Modify these parameters:

- Effective Date = 06/01/2011
- End Date = 12/31/2012

Practice: Deleting a FCS hold using this information:

Delete the financial cycle schedule hold that you just created and modified.

- Schedule Title = Your Last Name + Long Term Care Specific

Summary

In this topic you learned how to add, modify, and delete a financial cycle schedule hold.

Review

Objectives

In this course you learned how to:

- Add a financial cycle schedule
- Modify a financial cycle schedule
- Delete a financial cycle schedule

- Add the parameters for a financial cycle schedule
- Modify the parameters for a financial cycle schedule
- Delete the parameters for a financial cycle schedule

- Add a schedule criteria transaction
- Modify a schedule criteria transaction
- Delete a schedule criteria transaction

- Add a financial cycle schedule override
- Modify a financial cycle schedule override
- Delete a financial cycle schedule override

- Add a financial cycle schedule hold
- Modify a financial cycle schedule hold
- Delete a financial cycle schedule hold