# IB6 STATEMENT OF CHARGES

2020

- What is an IB6?
- When and why to use an IB6
- Each State's responsibility

# TOPICS

- **ET Handbook 399 CWC:** https://wdr.doleta.gov/directives/ETA_Handbook.cfm

- **Code of Federal Regulations-20 CFR Part 616**

- **Unemployment Insurance Program Letters** https://wdr.doleta.gov/directives/

  - 34-95, 04-04 Change 1

**Note:** UIPL 34-95 requests States to use a 3-position decimal when calculating CWC charges and to provide for a plus or minus $1.00 tolerance.

# REFERENCES

# REFERENCES

▸ **UI-ICON INFO Website: www.ui-icon.org**

  ▸ IB6 Users Guide

    ▸ IB6 User Tips

  ▸ IB6 Subsystem Installation Guide

  ▸ IB6 Claimant Detail Installation Guide

  ▸ IB6 Non-Model Code Guide

## Logged into UI-I[C]

**Applications:**

» Web Portal

» UImail

» UI-ICON Info

» ClaimsTaking Handbook Read-only User

» Overpayment Handbook Read-only User

» UI-ICON Program Management Office

« Logout

# REFERENCES

Upgrade to add UI-ICON INFO Website, use the Upgrade Account feature. Once approved an email will be sent to you with instructions.

# DEFINITIONS

- Paying State: A single State against which a claimant files a CWC, if the claimant has employment and wages in that State's base period and the claimant qualifies for Unemployment Compensation in that State using the combined employment and wages

- Transferring State: A State in which a Combined Wage Claimant had covered employment and wages in the base period of a Paying State, and which transfers such employment and wages to the Paying State for its use in determining the benefit rights of such claimant under its law

# DEFINITIONS

- Combined Wage Claim: A combined wage claim is an unemployment benefit claim based on covered employment and covered earnings in two or more states.
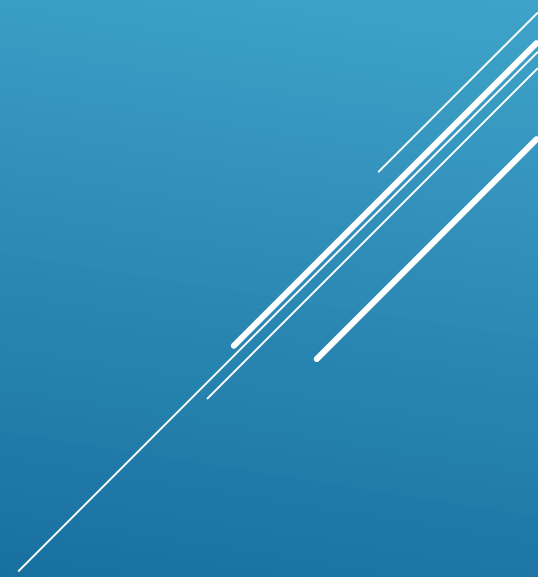
▸**IB4 request**-form name used by the Paying State to request a transfer of wages for use in a Combined Wage Claim (CWC) when someone has worked in two or more States

▸**IB4 response**-form name used by the Transferring State to transfer wages earned to the Paying State for their use in a Combined Wage Claim (CWC)

▸**IB5**-form name used by Paying State to inform the Transferring State of the disposition of wages transferred. An IB5 can use or return wages. It includes information such as MBA and % chargeable to the Transferring State.

▸**Note**: IB5's incoming and outgoing must be retained for several years because the IB5 Key Date and Time are required in the IB6 process.

# DEFINITIONS

# BASIC INFORMATION

❖ Per ET Handbook 399 - At the end of each calendar quarter, the paying State must send a Statement of Benefit Charges, Form IB6, to each transferring State showing the charges to such State for benefits paid on all combined-wage claims **in the preceding calendar quarter**.

• The IB6 may also include credits and these credits must be identified as "Adjustments" in the IB6 record

• Each State must write their own program(s) to extract CWC charges and credits

• IB6's are transmitted to the ICON HUB for the "**current processing quarter**" which is defined as the **last completed quarter**.

# OUTGOING IB6'S

# IB6 BASIC FUNCTIONALITY

➢ **Edit/Reconciliation** - Its primary purpose is to provide a software solution for comparing IB6s with IB5s on file to ensure correctness and to identify discrepancies.

➢ **Discrepancy Handling** - On-line transactions that allow the viewing and correction of errors identified in the edit/reconciliation process.

➢ **Export/Import** – This module supports the preparation of IB6 records for export and facilitates the inbound processing (import) of IB6 data.

# PURPOSE OF IB6 (OUTGOING)

The IB6 is used by the Paying State to notify the Transferring State of:

**<u>Charges</u>**
- ✓ For benefits paid (<u>during the prior calendar quarter</u>) to claimants under the wage-combining arrangement

**<u>Credits</u>**
- ✓ For adjustments to charges previously reimbursed (must have "x" in the adjustment field)

Charges to the Transferring State shall not include the costs of any benefits paid which are funded or reimbursed by USDOL

# TIPS-OUTGOING IB6 CHARGES

➢ Monitor US Treasury Direct Website

  ➢ http://www.treasurydirect.gov/govt/reports/tfmp/tfmp_utf.htm

➢ Make comments on IB6 when needed to aid the transferring state in processing your bill

➢ It is a good idea to send an email to States to let them know when you've exported your bill

# TIPS-OUTGOING IB6 CHARGES

- Per ET 399 CWC handbook the IB6 should be sent within **45 days** of the end of the billing quarter

- CWC credits for recoverable overpayments area due at the end of the quarter in which the overpayment determination is issued (do not wait for recovery to create a credit)

- Protests must be responded to in a timely manner and credits should be in the next quarter IB6

- Outgoing CWC quarterly charges must be extracted from your benefits or tax system and imported to the IB6 system

- In addition to dollar amounts of benefits paid and amount charged  each IB6 record must include the SSN, BYE & IB5 key date/time from the "most recent" IB5 prior to the end of the processing quarter

# TIPS-OUTGOING IB6 CHARGES

# TIPS-OUTGOING IB6 CHARGES

➢ Bill Federal/Military Wage Charges directly to the Federal Government, NOT the transferring state

➢ Bill Extended Benefits Charges directly to the Federal Government, NOT the transferring state.

- Ensure there is an IB5

- MBA=Maximum Benefit Amount plus total Dependent Allowance (if Applicable)

- All IB6s and adjustments sent should have the current processing year/quarter in the year/quarter fields

- Make sure <u>all discrepancies have been resolved</u> and data is correct before sending

- No special characters

# HINTS & TIPS

# TIPS ON EDITING IB6 CHARGES(OUTGOING)

Verify benefits paid and charges:

- ✓ Total Benefits paid times percentage on IB5 must equal Amount Charged **unless** IB6 is marked as Adjustment.
- ✓ **NOTE**: An adjustment may be a credit or debit to adjust a prior IB6 charge

- ✓ Verify current year/quarter charges when combined with all prior year/quarter charges (same SSN/BYE/State/Type) do NOT exceed maximum chargeable on identified IB5

- ✓ Verify current year/quarter benefits paid do NOT exceed Total Benefits Payable on identified IB5

**NOTE**: when editing IB6 charges you must use the IB5 key date and time identified in the IB6 record

# TIPS-OUTGOING IB6 CHARGES

Each State must provide the ability to:
- ➢ View and Resolve IB6 discrepancies

In order to resolve discrepancies staff need to be able to:
- ➢ Delete an IB6 record
- ➢ Add a new IB6 record
- ➢ Change a charge or credit on an existing IB6 record
- ➢ View all prior IB6 records for an SSN/BYE/Type/State
- ➢ View IB4s & IB5s (including date and time sent)

# TIPS-OUTGOING IB6 CHARGES

➢ IB6 charges must be edited before export

➢ Discrepancies are identified in the edit process

➢ Discrepancies must be investigated and corrected or explained in comments

➢ Discrepancy-free IB6 bills may be exported to the HUB (per ET 399 handbook this should be completed within 45 days of the end of the quarter)

➢ Bills with discrepancies will only be exported if marked as resolved & explained in comments

# TIPS FROM IB6 USER GUIDE

Guide to the Combined Wage Claim TC-IB6
Processing Instructions for the IB6

## G. Outgoing IB6 Processing

1. **Information/Instructions for User.**

   a. Quarterly charges must be extracted from your benefits system to be input to the UI-ICON Model Code. Check with your Information Technology (IT) Division to ensure this has been done.

   b. Programs INPB0617 and INPB0601 must be run to process the data to the IB6 files. Once again, check with IT. Each program will generate a report with a list of discrepancies. No discrepancies = no report.

   c. Use Option 6 and enter an 'X' in the Total Outgoing IB6 Charges.

   d. Contact your IT staff to run the Outgoing Totals and Export program (INPB0607). This will create the data displayed in Option 2.

   e. Start working your outgoing discrepancies. Use the outgoing discrepancies report in conjunction with Option 5. See detailed instructions for Option 5.

   f. Discrepancy free records may be modified using Option 1, if necessary.

   g. If you need to data enter an additional charge or credit, use Option 3. See detailed instructions for Option 3.

   h. Once you think all discrepancies have been resolved, request IT staff run program In Progress Report program (INPB0618). This is a check to ensure there are no outstanding discrepancies.

   i. Once all discrepancies have been resolved, use Option 6 and enter an 'X' in the Export Outgoing IB6 Records field.

# TIPS FROM IB6 USER GUIDE

e. **Tips for Resolving Discrepancies on Outgoing IB6, Outgoing Discrepancy Codes, and Descriptions**

(1) **Identifying the IB5 used by outgoing batch program.** The outgoing batch program looks for the most recent matching IB5 with a create date prior to the end of the processing quarter. A matching IB5 is one that has the same SSN, BYE, Transferring State and Type Claim as the IB6 record. An IB5 created after the end of the processing quarter may be used, if appropriate.

(2) **Initiating a re-edit of the IB6 after changes have been made.** After making changes to the IB6 using Option 5, press ENTER and the record with be re-edited. If there are no new errors displaying after re-editing (error message will display at the bottom of the screen), enter a 'Y' in the 'Discrepancy Resolved' field and press 'PF3' to write the corrected record to Option 1.

(3) **Shortcut to Option 4 from Option 5.** Pressing PF5 will take you from Option 5 to Option 4 (directly to the outgoing IB6 charge and payment detail screen INM0612) by-passing the initial Option 4 screen (INM0609). The data for the year and quarter that you are resolving will be displayed in the second section of the INM0612 screen. This is different than accessing Option 4 from the IB6 Transaction Menu where screen INM0609 displays all claims (current and prior) for the SSN and the desired BYE has to be selected.

(4) **Obtaining an up-to-date discrepancy report.** To obtain an up to date discrepancy report, ask the IT staff to run batch program INPB0618 – In Progress Report Program.

(5) **Reviewing to ensure all discrepancies resolved.** When viewing the transferring state's outgoing IB6 under Option 1, there should be an 'N' in the 'Discrepancies?' field. When viewing the outgoing transferring state's IB6 total charges under Option 2, there should be a 'Y' in the 'Resolved field'. When the review shows all discrepancies for the transferring state a the state's IB6 is ready for export. (Refer to Option 6 for further information on expor

**Messages:**

(6) **Message 01 – NO IB5 FOUND FOR THE CLAIM.** Review the IB5 file a matching IB5 for the claim. If found, make note of the key date and time and enter on 5 screen. If not found, enter an IB5, make note of the key date and time and enter on th screen.

Modernized UI Benefits systems may have an automated IB5 process. Please refer to your state's UI Benefits System User Guide for further instruction. Modernized IB5 screens may appear significantly different compared to Mainframe screens

IB6

Each of the screen shots listed in this training are examples from a Mainframe perspective. Modernized state's IB6 process and screens may appear differently.

Detailed information on how to uses the Mainframe screens are contained in the User Guide.

This training will provide Modernized State users valuable tips and resources for IB6 processing.

# IB6

# IB6 MAIN MENU

```
09/11/17                   IB6 AUTOMATED BILLING SYSTEM                    09:37
                               IB6 TRANSACTION MENU
           USERID: _____
           PASSWORD:
           OPTION: __    YEAR/QUARTER: ____ / _ STATE: __   SSN: ___ - __ - ____

OUTGOING: (1)   VIEW/MODIFY OUTGOING IB6 TRANSACTIONS (EXCLUDING DISCREPANCIES)
          (2)   VIEW OUTGOING IB6 TOTAL CHARGES BY STATE
          (3)   OUTGOING IB6 DATA ENTRY
          (4)   OUTGOING CLAIMANT DETAIL (EXCLUDING FIRST CHARGE DISCREPANCIES)
          (5)   VIEW/RESOLVE OUTGOING IB6 DISCREPANCIES
          (6)   SET PARAMETERS FOR TOTALS AND EXPORT

INCOMING: (7)   VIEW INCOMING IB6 TRANSACTIONS (EXCLUDING DISCREPANCIES)
          (8)   VIEW INCOMING IB6 TOTAL CHARGES BY STATE
          (9)   INCOMING IB6 ENTRY
         (10)   STATES THAT DID NOT RECONCILE
         (11)   IB6 RECONCILIATION AND PAYMENT
         (12)   INCOMING CLAIMANT DETAIL (EXCLUDING FIRST CHARGE DISCREPANCIES)
         (13)   VIEW/RECONCILE INCOMING IB6 WITH DISCREPANCIES

          ENTER OPTION (STATE  YEAR  QUARTER  SSN OPTIONAL)
          PRESS ENTER TO CONTINUE        PRESS CLEAR TO EXIT
```

Entering your selection in the Option Field will display the needed screen

- Option 1. Requires a year, quarter and state in the required fields from the Transaction Menu

  - The discrepancy free bill for the selected year, quarter and transferring state will display

- Entering an SSN on the Transaction Menu will display with the record for the SSN on the first line

# IB6 OPTION 1

```
INM0615              IB6 AUTOMATED BILLING SYSTEM          05/16/05
                  OUTGOING IB6 TOTAL CHARGES BY STATE        PAGE 0001


COMMAND ENTRY===>
               YEAR/QUARTER      2005 / 1      STATE:


OPTIONS:
   S:  SELECT TO VIEW OUTGOING TOTAL CHARGES FOR SELECTED STATE
       AND TOTAL AMOUNT BILLED TO ALL STATES


                           TOTAL AMOUNT                    EXPORT
   OPT       STATE          RESOLVED        RESOLVED         DATE

    __        AK           10896.24            Y          04/15/2005
    __        AL           13063.23            Y          04/15/2005
    __        AR            9701.71            Y          04/15/2005
    __        AZ           23341.81            N          00/00/0000
    __        CA          133355.95            Y          04/22/2005


PF1=HELP  PF4=CANCEL  PF7=PREVIOUS PAGE  PF8=NEXT PAGE
```

▶ Option 2 is used to resolve the amount of charges for each outgoing IB6 and the total resolved amount of charges for all states.

# IB6 OPTION 2

# IB6 OPTION 3



```
INM0603                    IB6 AUTOMATED BILLING SYSTEM              09/11/17
                              OUTGOING IB6 DATA ENTRY

 COMMAND ENTRY===>
 SSN: 123 - 45 - 6789    YEAR/QTR: 2017 / 2  BENEFITS PAID: 1536.00
 TYPE CLAIM: __          BYE DATE: 08 / 11 / 2018 EFF DATE: __ / __ /
 ____

 FIRST INL: _   MI: _   LAST NAME: _____
 IB5 KEY DATE: _____  TIME: _____              ADJUSTMENT: _

           AMOUNT CHARGED  REGULAR        EB/RS        DEPENDANT
 STATE  REG/EB/FBE/AB    SHARE          1ST PYMT     ALLOWANCE    PERCENT


  FL     _____      _____     _____               _____

 COMMENTS FOR IB6:
 _____
 _____


 PF1=HELP   PF2=REFRESH   PF3=SEND   PF4=CANCEL
 06020 - ENTER SSN  YEAR/QTR AND BENEFITS PAID
```

If the SSN, year and quarter was entered in the Transaction Menu, the fields in red will populate

```
INM0603                    IB6 AUTOMATED BILLING SYSTEM
                           OUTGOING DATA ENTRY SCREEN

COMMAND ENTRY===>

SSN:    615 - 00 - 1939|    YEAR/QTR:   2005 / 1    BENEFITS PAID: 3635.00
TYPE CLAIM:   0             BYE DATE: 01/06/2006     EFF DATE: 01/09/2005


FIRST INL: M   MI: E  LAST NAME: MONTGOMERY
IB5 KEY DATE:06092004 TIME: 130215        ADJUSTMENT: _


          AMOUNT CHARGED   REG      EB/RS      DEPENDENT
STATE     REG/EB/FBE/AB   SHARE   1ST PYMT   ALLOWANCE    PERCENT


 FL       _____    ____    _____     _____    _____



Comments for IB6:

_____

_____


PF1-HELP  PF2-REFRESH  PF3-SEND  PF4-CANCEL
```

▶ Option 3 is used to data enter current billing quarter or credits for the transferring state when the charge/credit was not billed or was billed incorrectly and the discrepancy record on Option 5 could not be resolved and was deleted.

# IB6 OPTION 3

# IB6 OPTION 3



System generate fields shown on this screen in RED based on the IB5

If record is an adjustment to a prior qtr charge make sure the Adjustment field is "X", Z=no adjustment

```
INM0603                    IB6 AUTOMATED BILLING SYSTEM            09/11/17
                              OUTGOING IB6 DATA ENTRY

COMMAND ENTRY===>
SSN: 123 - 45 - 6789    YEAR/QTR: 2017 / 2   BENEFITS PAID: 1536.00
TYPE CLAIM: 0           BYE DATE: 08 / 11 / 2018 EFF DATE: 08 / 13 / 2017


FIRST INL: K    MI: A   LAST NAME: FLYNN
IB5 KEY DATE: 090417    TIME: 154653                   ADJUSTMENT: Z


         AMOUNT  CHARGED  REGULAR          EB/RS          DEPENDANT
STATE  REG/EB/FBE/AB   SHARE            1ST PY          ALLOWANCE    PERCENT


  GA       675.84           .00              .00              .00    43.9998


COMMENTS FOR IB
_____
_____




PF1=HELP  PF2=REFRESH   PF3=SEND   PF4=CANCEL
06020 - ENTER SSN   YEAR/QTR AND BENEFITS PAID
```

```
INM0609              IB6 AUTOMATED BILLING SYSTEM           05/16/05
       OUTGOING IB6 CLAIMANT DETAIL Excluding First Charge Discrepancies    PAGE 0001


COMMAND ENTRY===>
                      SSN:  909-00-0999

OPTIONS:
   S: SELECT TO VIEW SPECIFIC CLAIMANT DETAIL


OPT        BYE DATE   STATE   MAX CHG    AVAIL BAL   TYPE


_          20050924    AL      9874.46    0054.23     0
_          20040313    AL      2638.59    0000.00     0
_          20030118    GA      5966.91    0000.00     0




PF1=HELP  PF2=REFRESH  PF4=CANCEL  PF7=PREVIOUS PAGE  PF8=NEXT PAGE
```

▶ Option 4 used to view the electronic IB6 history of the charges/credits for a specific outgoing claim

# IB6 OPTION 4

# IB6 OPTION 4

Discrepancies will be displayed in middle section

Claim detail

Current yr/qtr

Billing history for SSN/BYE broken down by yr/qtr

```
INM0612                IB6 AUTOMATED BILLING SYSTEM                    09/11/17
                    OUTGOING IB6 CHARGE AND PAYMENT DETAIL             PAGE 0001
COMMAND ENTRY===>
SSN: 001 - 22 - 3333 BYE DATE:  09 / 02 / 2017          STATE: NY
TYPE CLAIM: 0          EFF DATE:  09 / 04 / 2016
FIRST INL: K MI:      LAST NAME:   FLYNN

TOTAL BENEFITS W/ CURR AMT      10118.00   TOTAL CHARGED W/ CURR AMT  9972.30
CURR QTR    BEN PAID      PCT         CHARGED       MBA        MAX CHG    ADJ
2017/2      3636.00    98.56000       3583.64      9386.00     9250.84     Z


TOTAL BENEFITS PAID TO DATE   6482.00 TOTAL AMOUNT CHARGED TO DATE   6388.66
            BENEFITS                                    MAX
YR/QTR       PAID         PCT         CHARGED       MBA        CHARGE      ADJ
2016/4       361.00    98.56000        355.80      9386.00     9250.84
2017/1      6121.00    98.56000       6032.86      9386.00     9250.84



PF4=RETURN    PF7=PREVIOUS PAGE   PF8=NEXT PAGE
```

```
INM0601                    IB6 AUTOMATED BILLING SYSTEM              05/16/05
                            OUTGOING IB6 DISCREPANCIES               PAGE 0001
COMMAND ENTRY===>
                    YEAR/QUARTER:   2005 / 1   STATE: NJ


OPTIONS:
    S:   SELECT TO VIEW/RESOLVE OUTGOING IB6 DISCREPANCIES


OPT         SSN          BYE DT      TYPE    ADJ    DISCREPANCY DESCRIPTION

___      001000853     03/19/2005     0             NO IB5 FOUND FOR THE CLAIM
___      002008308     11/19/2005     0             TOTAL BEN PAID EXCEEDS MBA
___      008009150     04/23/2005     0             NO IB5 FOUND FOR THE CLAIM
___      010008241     07/30/2005     0             TOTAL BEN PAID EXCEEDS MBA
___      010008241     07/30/2005     0      X       CREDIT EXCEEDS AMT CHARGED
___      011000378     05/28/2005     0             02, 06, 07
___      014003789     04/30/2005     0             NO IB5 FOUND FOR THE CLAIM
___      014003205     11/12/2005     0             TOTAL BEN PAID EXCEEDS MBA
___      014004095     04/30/2005     0             NO IB5 FOUND FOR THE CLAIM
___      017006229     05/28/2005     0             TOTAL BEN PAID EXCEEDS MBA
___      018003503     05/28/2005     0             NO IB5 FOUND FOR THE CLAIM
___      018002008     11/19/2005     0             TOTAL BEN PAID EXCEEDS MBA
___      019001236     08/27/2005     0             TOTAL BEN PAID EXCEEDS MBA


PF1=HELP  PF4=CANCEL  PF7=PREVIOUS PAGE  PF8=NEXT PAGE
```

- Option 5 used to view and resolve discrepancies on the outgoing electronic IB6 for a specific claim

# IB6 OPTION 5

# IB6 OPTION 5

```
INM0611              IB6 AUTOMATED BILLING SYSTEM                    09/11/17
                  VIEW/ RESOLVE OUTGOING IB6 TRANSACTIONS
COMMAND ENTRY===>
SSN: 013 - 33 - 4444 YEAR/QUARTER: 2017 / 2 STATE: MA
TYPE CLAIM: 0        BYE DATE:  01 / 20 / 2018    EFF DATE: 01 / 22 / 2017
                                                 ADJUSTMENT: _

FIRST INL: K MI: _ LAST NAME: MASSEY
IB5 KEY DATE:          TIME:

BENEFITS PAID:  3636.00 PERCENT: 72.22100  AMOUNT CHARGED: 2625.96

REGULAR SHAREABLE:           .00
EB/RS 1ST PAYMENT:           .00
DEPENDENT ALLOWANCE:         .00

COMMENTS FOR IB6:
_____
_____

DISCREPANCY  CODE:     01   __  __  __  __  __  __  __  __  __
DISCREPANCY  RESOLVED:  _   _   _   _   _   _   _   _   _     (YES/NO)
DELETE:  _    (YES/NO)
PF1=HELP  PF2=REFRESH  PF3=SEND  PF4=CANCEL  PF5=CLAIMANT DETAIL  PF9=DELETE
```

Option 5-
View/Resolve
Outgoing IB6
Discrepancies

# IB6 OPTION 5

```
INM0611                  IB6 AUTOMATED BILLING SYSTEM                  09/11/17
                    VIEW/ RESOLVE OUTGOING IB6 TRANSACTIONS
COMMAND ENTRY===>
SSN: 013 - 33 - 4444 YEAR/QUARTER: 2017 / 2 STATE: MA
TYPE CLAIM: 0        BYE DATE:  01 / 20 / 2018    EFF DATE: 01 / 22 / 2017
                                                  ADJUSTMENT: _

FIRST INL: K MI: _  LAST NAME: MASSEY
IB5 KEY DATE:          TIME:


BENEFITS PAID:  3636.00 PERCENT: 72.22100  AMOUNT CHARGED: 2625.96


REGULAR SHAREABLE:         .00
EB/RS 1ST PAYMENT:         .00
DEPENDENT ALLOWANCE:       .00


COMMENTS FOR IB6:
_____
_____


DISCREPANCY CODE:     01   __  __  __  __  __  __  __  __  __
DISCREPANCY RESOLVED:  _   _   _   _   _   _   _   _   _   _   (YES/NO)
DELETE: _    (YES/NO)
PF1=HELP  PF2=REFRESH  PF3=SEND  PF4=CANCEL  PF5=CLAIMANT DETAIL  PF9=DELETE
```

Benefits Paid=total of Regular Benefits Paid and Dependent Allowance

- Benefits paid should include the total amount of benefits paid, including any dependent allowance paid to the claimant during the selected year and quarter.

- The dependent allowance must be reflected on the IB5, as well, as maximum payable and chargeable.

- Adding the dependent allowance paid will eliminate potential discrepancies

# IB6-DEPENDENT ALLOWANCE

```
INM0610            IB6 AUTOMATED BILLING SYSTEM          05/16/05
                  VIEW/MODIFY PARMS FOR TOTALS AND EXPORT
COMMAND ENTRY===>
                  YEAR/QUARTER:   2005 / 1    STATE:

TOTAL OUTGOING IB6 CHARGES:    _X_  (X =YES)

EXPORT OUTGOING IB6 RECORDS:   ___ (X=YES)

STATES MARKED FOR TOTAL: _____
_____
_____

STATES MARKED FOR EXPORT: _____
_____
_____


SPACES IN STATE WILL SELECT ALL STATES FOR THE YEAR/QTR

NOTE:   SETTING THE PARAMETERS DOES NOT TOTAL THE STATES BILLS OR
        EXPORT RECORDS UNTIL THE BATCH PROGRAM IS RUN.

PF1=HELP  PF2=REFRESH  PF3=SEND  PF4=CANCEL
```

▶ Option 6 used to select parameters to total outgoing IB6 bills (by individual or by all states) or to export.

# IB6 OPTION 6

# IB6 OPTION 6

```
INM0610                 IB6 AUTOMATED BILLING SYSTEM                    09/11/17
                     VIEW/MODIFY PARMS FOR TOTALS AND EXPORT
  COMMAND ENTRY===>
                         YEAR/QUARTER:    2017 / 2   STATE: __


  TOTAL   OUTGOING IB6 CHARGES:    (X=YES)


  EXPORT OUTGOING IB6 RECORDS: _  (X=YES)


  STATES MARKED FOR TOTAL:    AK AL AR AS AZ CA CO CT DC DE FL GA HI IA
  ID IL IN KS KY LA MA MD ME MI MN MO MS MT NC ND NE NH NJ NV NY OH OK
  OR PA PR RI SC SD TN TX UT VA VI VT WA WI WV WY


  STATES MARKED FOR EXPORT:  AK AL AR AS AZ CA CO CT DC DE FL GA HI IA
  ID IL IN KS KY LA MA MD ME MI MN MO MS MT NC ND NE NH NJ NV NY OH OK
  OR PA PR RI SC SD TN TX UT VA VI VT WA WI WV WY


  SPACES IN STATE WILL SELECT ALL STATES FOR THE YEAR/QTR


  NOTE: SETTING THE PARAMETERS DOES NOT TOTAL THE STATES BILLS OR
        EXPORT RECORDS UNTIL THE BATCH PROGRAM IS RUN.


  PF1=HELP  PF2=REFRESH  PF3=SEND  PF4=CANCEL
  61420 – FILE WAS SUCCESSFUL, ENTER NEXT YEAR/QTR/STATE
```

This screen lists each State marked for total and export

# IB6

```
INM0615                  IB6 AUTOMATED BILLING SYSTEM                    07/26/17
                      OUTGOING IB6 TOTAL CHARGES BY STATE                PAGE 0001

COMMAND ENTRY===>
                      YEAR/QUARTER:   2017 / 2      STATE:

OPTIONS:
    S: SELECT TO VIEW OUTGOING TOTAL CHARGES FOR SELECTED STATE
       AND TOTAL AMOUNT BILLED TO ALL STATES
                           TOTAL AMOUNT                  EXPORT
OPT      STATE              CHARGED       RESOLVED        DATE
  _        NJ             10742.91           Y          07/10/2017
  _        NV             23697.17           Y          00/00/0000   ⬅
  _        NY            123456.23           N          00/00/0000
  _        OH             20742.11           N          00/00/0000
  _        OR               742.23           Y          07/10/2017
  _        PA              3456.33           Y          00/00/0000
  _        SC                56.78           Y          00/00/0000
  _        TN              3226.62           Y          00/00/0000
  _        TX            153456.90           N          00/00/0000
  _        UT                56.25           Y          07/10/2017
  _        VA              1456.75           Y          07/10/2017
  _        VT               256.28           Y          07/10/2017


PF1=HELP   PF4=CANCEL   PF7=PREVIOUS PAGE   PF8=NEXT PAGE
```

After the bills have been exported, check Option 2 to ensure there is an export date. Anything with zeros has not been exported

# DISCREPANCY CODES

```
INM0618                    IB6 AUTOMATED BILLING SYSTEM
                     IB6 DISCREPANCY CODE AND PF KEY HELP SCREEN

OUTGOING DISCREPANCY CODES                 INCOMING DISCREPANCY CODES
SPACE = NO DISCREPANCY                     SPACE = NO DISCREPANCY
01 = NO IB5 FOUND FOR THE CLAIM            01 = MATCHING IB5 NOT FOUND  IB13 SENT
02 = INDICATED IB5 RETURNS WAGES           02 = INDICATED IB5 RETURNS WAGES
03 = BYE DOES NOT MATCH IB5                03 = BYE DOES NOT MATCH IB5
04 = EFFECTIVE DOES NOT MATCH IB5          04 = EFFECTIVE DOES NOT MATCH IB5
05 = AMOUNT CHARGED NOT WITHIN $1.00       05 = AMOUNT CHARGED NOT WITHIN $1.00
06 = TOTAL BENEFITS PAID EXCEEDS MBA       06 = TOTAL BENEFITS PAID EXCEEDS MBA
07 = TOTAL AMOUNT CHARGED EXCEEDS          07 = TOTAL AMOUNT CHARGED EXCEEDS
       MAXIMUM FOR STATE                          MAXIMUM FOR STATE
08 = TRANSFER STATE IS NOT ON IB5          08 = TRANSFER STATE IS NOT ON IB5
09 = IB5 SHOWS UCFE OR UCX                 09 = IB5 SHOWS UCFE OR UCX
10 = CREDIT EXCEEDS AMOUNT CHARGED         10 = CREDIT EXCEEDS AMOUNT CHARGED
11 - 40 = INPUT DATA ERRORS SEE REPORT
PF KEYS
PF1 = DISCREPANCY CODE AND PF KEY HELP PF5 = CLAIMANT DETAIL
PF2 = REFRESH DATA ENTRY FIELDS        PF7 = PREVIOUS PAGE
PF3 = WRITE TO THE FILE                PF8 = NEXT PAGE
PF4 = CANCEL AND RETURN TO PREVIOUS    PF9 = DELETE OUTGOING RECORD
       SCREEN
PRESS PF4 TO CANCEL AND RETURN TO PREVIOUS SCREEN
```

PF1 will display the HELP Screen and provides a description on the discrepancy codes

# INCOMING IB6

- IB6 charges must be edited after import

- Discrepancies are identified in the edit process

- Discrepancies must be reconciled

- Incoming charges must be paid in full within 45 days of receipt

- States need a process to track disputed charges in order to check for subsequent IB6 adjustments

- The main difference between outgoing and incoming bills: Incoming bills cannot be changed, therefore are reconciled and disputed.

# TIPS-INCOMING IB6 CHARGES

- Transferring States must pay the incoming IB6 bill in full then protest if in disagreement.

- Protests could be sent through and IB13

- Missing IB5s are automatically requested through the IB13.

# TIPS-INCOMING IB6 CHARGES

# TIPS ON EDITING IB6 CHARGES(INCOMING)

➢ When editing <u>incoming</u> IB6s you need a system in place to automatically request an IB5 when you do not have the IB5 that matches the one identified (key date and time) in the IB6.

➢ Missing IB5s:
   ▪ Will be requested via IB13. Every State needs to be able to process these IB13s and send the IB5s

➢ Disputed charges:
   ▪ Should be sent on IB13s. Every State needs to be able to process these IB13s.

# TIPS FROM IB6 USER GUIDE

Guide to the Combined Wage Claim TC-IB6
Processing Instructions for the IB6

H. **Incoming IB6 Processing.**

1. **Information/Instructions for User.**

   a. Start reconciling your incoming IB6s for states that did not reconcile using the inc... discrepancy report along with the online transaction to reconcile the discrepancies and authori... payment of the IB6.

   b. When the discrepancies involve missing IB5s, ensure that the incoming batch edit program (INPB0602) is being run daily to look for resent IB5s. This program also has to run to edit any new incoming IB6s.

   c. Once an incoming IB6 has been reconciled, follow your state's procedures to ensure payment is issued.

2. **Processing Sequence for IT.**

   a. Receive your IB6 Data from the Affiliated Computer Services Hub.

   b. In order to import data from the hub, you must run your IB6 export. Schedule this to run weekly to receive IB6 bills from the hub. If there is an outgoing IB6 ready for export, send it to the hub. If you have no outgoing IB6 ready for export, send an empty dataset.

   c. Run the IB6 Import batch program (INPB0615) to re-block the 80 byte segments and write the incoming records to the IB6 File (INFL0600).

   d. Run the Edit and Reconcile Incoming IB6 Base Records batch program (INPB0602) to edit the incoming IB6 records, create the Claimant Detail records and Reconciliation records (INFL0601) and create the Incoming Discrepancy report (INRP0602). (This report can also be

Helpful Tips

# TIPS FROM IB6 USER GUIDE

## Guide to the Combined Wage Claim TC-IB6
### Discrepancy Codes, Descriptions, and Tips for Reconciling Discrepancies on Incoming IB6

**e.   Tips for Reconciling Discrepancies on Incoming IB6, Discrepancy Codes and Descriptions.** The transferring state may not change the incoming IB6. The amount charged is the amount that must be paid upon receipt of the IB6. Discrepancies are questioned by sending an IB13 to TALKIB6. The transferring state should follow-up to ensure that the questionable charges or credits are resolved by acceptable explanation or adjustment on subsequent IB6.

(1)   When an IB6 is received, the incoming batch program (INPB0602) looks for the IB5 specified in the IB6. The program will attempt to find the IB5 by key date in the IB6 record.

(2)   The program will only use the key time specified in the IB6 if there are multiple IB5s for the key date. If an IB5 is not found, the program will create an IB13 to the paying state requesting the IB5 to be resent.

)   Every time the batch program is run, it will re-edit all records with discrepancy hing IB5 Not Found, IB13 Sent' checking to see if the IB5 has been received.

)   The transferring state should review the IB6 to determine if the charge/credit is

- If the charge/credit is determined to be correct, indicate that the incoming IB6 reconciles by entering a 'Y' in the Discrepancy Resolved field and press PF3 to transfer to base file and claimant detail file.

- If the charge/credit is determined to be incorrect, reconcile the incoming IB6 by entering 'Y' in the discrepancy resolved field, enter an 'X' in the send IB13 field and enter comments raising an issue with the paying state for the IB13 and press PF3 to send. Authorize payment for the amount charged.

# TIPS FROM IB6 USER GUIDE

## Guide to the Combined Wage Claim TC-IB6
### Discrepancy Codes, Descriptions, and Tips for Reconciling Discrepancies on Incoming IB6

(13)   **06 – TOTAL BEN PAID EXCEEDS MBA.**   This message means that the total of the amount of benefits paid including the amount of the current quarter charges exceeds the maximum amount chargeable shown on the IB5 being used by the IB6.

- Reconcile the incoming charge and send an IB13 to the paying state questioning the charge.

(14)   **07 – TOTAL AMOUNT CHARGED EXCEEDS MAX FOR STATE.**   This message means that the total amount charged to the transferring state exceeds the maximum amount chargeable shown on the specified IB5.

- Reconcile the incoming charge and send an IB13 to the paying state questioning the charge.

(15)   **08 – TRANSFER STATE IS NOT ON IB5.**   This error can result from the transferring state being identified as the transferring state (destination) for the IB5 but not shown as a transferring state for wages used in the determination of the claim.

- Reconcile the incoming charge and send an IB13 to the paying state questioning the charge.

(16)   **09 – IB5 SHOWS UCFE OR UCX.**   This message means that the paying state is ansferring state directly for UCFE or UCX benefits.

- Reconcile the incoming charge and send an IB13 to the paying state questioning the charge.  These benefits should be charged directly to the federal government by the paying state.  The transferring state should expect to receive a credit for these charges on a subsequent IB6.

Helpful Tips

Modernized UI Benefits systems may have an automated IB5 process.   Please refer to your state's UI Benefits System User Guide for further instruction. Modernized IB5 screens may appear significantly different compared to Mainframe screens

# IB6

Each of the screen shots listed in this training are examples from a Mainframe perspective. Modernized state's IB6 process and screens may appear differently.

Detailed information on how to uses the Mainframe screens are contained in the User Guide.

This training will provide Modernized State users valuable tips and resources for IB6 processing.

# IB6

# IB6 MAIN MENU

```
09/11/17                    IB6 AUTOMATED BILLING SYSTEM                    09:37
                               IB6 TRANSACTION MENU
          USERID: _____
          PASSWORD:
          OPTION: __   YEAR/QUARTER: ____ / _ STATE: __   SSN: ___ - __ - ____

OUTGOING: (1)   VIEW/MODIFY OUTGOING IB6 TRANSACTIONS (EXCLUDING DISCREPANCIES)
          (2)   VIEW OUTGOING IB6 TOTAL CHARGES BY STATE
          (3)   OUTGOING IB6 DATA ENTRY
          (4)   OUTGOING CLAIMANT DETAIL (EXCLUDING FIRST CHARGE DISCREPANCIES)
          (5)   VIEW/RESOLVE OUTGOING IB6 DISCREPANCIES
          (6)   SET PARAMETERS FOR TOTALS AND EXPORT

INCOMING: (7)   VIEW INCOMING IB6 TRANSACTIONS (EXCLUDING DISCREPANCIES)
          (8)   VIEW INCOMING IB6 TOTAL CHARGES BY STATE
          (9)   INCOMING IB6 ENTRY
         (10)   STATES THAT DID NOT RECONCILE
         (11)   IB6 RECONCILIATION AND PAYMENT
         (12)   INCOMING CLAIMANT DETAIL (EXCLUDING FIRST CHARGE DISCREPANCIES)
         (13)   VIEW/RECONCILE INCOMING IB6 WITH DISCREPANCIES

        ENTER OPTION (STATE  YEAR  QUARTER  SSN OPTIONAL)
        PRESS ENTER TO CONTINUE        PRESS CLEAR TO EXIT
```

Entering your selection in the Option Field will display the needed screen

Option 7 used to view a list of all incoming IB6 records that do not have discrepancies

# IB6 OPTION 7

Option 8 used to view incoming IB6 total charges for a specific year and quarter by state

# IB6 OPTION 8

> Option 9 used to data enter an incoming IB6 that was not sent electronically

# IB6 OPTION 9

# INCOMING IB6 CHARGES

There are two ways to reconcile discrepancies:

**Option 13**
View/Reconcile Incoming IB6 with discrepancies

OR

**Option 10**
States That Did Not Reconcile

The difference between these two options is whether or not your State wants to reconcile each individual record (option 13) or you prefer to reconcile all records from a particular state at once (option 10).

```
INM0607              IB6 AUTOMATED BILLING SYSTEM          05/16/05
                       STATES THAT DID NOT RECONCILE       PAGE 0001
COMMAND ENTRY===>
OPTIONS:
  O:  OVERRIDE OPTION.  AUTHORIZE PAYMENT BASED ON TOTAL AMOUNT
                        CHARGED AND MARK ALL DISCREPANCIES AS RECONCILED
                        AND RECONCILE OUTSTANDING DISCREPANCIES LATER
  P:  AUTHORIZE OPTION. AUTHORIZE PAYMENT BASED ON TOTAL AMOUNT
                        CHARGED BUT DO NOT MARK DISCREPANCIES AS RECONCILED
  V:  VIEW OPTION.........VIEW INCOMING IB6 RECONCILIATION AND PAYMENT
  S:  VIEW STATE..........VIEW INCOMING STATE DISCREPANCIES


OPT  STATE  YEAR/QTR  IB6 TOT AMT BILLED  IB6 TOT AMT RECONCILED  PAY AUTH
__     FL    2005/1         60421.84            43619.92
__     KY    2005/1         57335.01            55847.70
__     ME    2005/1         61884.58            58773.73
__     NJ    2005/1        141513.94           126735.74
__     NV    2005/1        155587.75           155585.79
__     PR    2005/1        651138.47           630007.50
__     RI    2005/1         31766.84            25131.33
__     WV    2005/1         24094.46            24136.79


PF1=HELP   PF4=CANCEL   PF7=PREVIOUS PAGE    PF8=NEXT PAGE
```

▸ Option 10 used to view a list of the incoming bills that did not reconcile

# IB6 OPTION 10

# IB6 OPTION 10

**"O", "P", "V", or "S" are the available options for States that did NOT reconcile**

**"O" is used to mark ALL records from a State as reconciled and move the records into the Claimant Detail**

```
 INM0607                  IB6 AUTOMATED BILLING SYSTEM              05/03/20
                          STATES THAT DID NOT RECONCILE             PAGE 0001
COMMAND ENTRY===>
OPTIONS:
  O:  OVERRIDE OPTION..AUTHORIZE PAYMENT BASED ON TOTAL AMOUNT
                       CHARGED AND MARK ALL DISCREPANCIES AS RECONCILED
                       AND RECONCILE OUTSTANDING DISCREPANCIES LATER
  P:  AUTHORIZE OPTION.AUTHORIZE PAYMENT BASED ON TOTAL AMOUNT
                       CHARGED BUT DO NOT MARK DISCREPANCIES AS RECONCILED
  V:  VIEW OPTION......VIEW INCOMING IB6 RECONCILIATION AND PAYMENT
  S:  VIEW STATE.......VIEW INCOMING STATE DISCREPANCIES


OPT   STATE    YEAR/QTR    IB6 TOT AMT BILLED   IB6 TOT AMT RECONCILED   PAY AUTH
 O     NH      2019/4           3794.82                 884.78
 _     ID      2019/2            534.08                    .00
 _     MA      2020/1         938414.04               90211.00



 PF1=HELP   PF4=CANCEL   PF7=PREVIOUS PAGE   PF8=NEXT PAGE
```

```
INM0608              IB6 AUTOMATED BILLLING SYSTEM        05/18/05
                     IB6 RECONCILIATION AND PAYMENT       PAGE 0001
COMMAND ENTRY===>
                     YEAR/QUARTER:   2005 /1   STATE: AZ
OPTIONS:  S:  SELECT TO VIEW/RESOLVE INCOMING IB6 TRANSACTIONS
UNRESOLVED DISCREPANCIES:
OPT     SSN       CLAIMANT NAME     BYE DATE   BEN PAID  AMT CHGD   TYPE  ADJ

 _     537009366   HARRIS          20050409      .00    - 187.43    0    X




TOTAL AMOUNT BILLED:        137022.19
TOTAL AMOUNT RECONCILED:    137209.62
TOTAL DIFFERENCE:             -187.43
TOTAL PAID:

SEND DATA TO PAYING STATE  __     (X=YES)

PF1=HELP            PF4=CANCEL  PF7=PREVIOUS PAGE    PF8=NEXT PAGE
06807 - ENTER YEAR, QUARTER AND STATE
```

▶ Option 11 used to view the details of an incoming paying state's IB6 that did not reconcile, displaying unresolved claimant charges by SSN.

# IB6 OPTION 11

```
INM0604                IB6 AUTOMATED BILLING SYSTEM              05/27/05
                        INCOMING IB6 TRANSACTIONS                 PAGE 0001
COMMAND ENTRY===>
                 YEAR/QUARTER        2005/1  STATE: WV

OPTIONS:
     S:  SELECT TO VIEW /RECONCILE INCOMING IB6 TRANSACTIONS


OPT     SSN          BYE DT     TYPE  ADJ   DISCREPANCY DESCRIPTION
  _    106007768    04/10/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    109008719    01/09/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    108004468    10/17/2005    0          02  06  07
  _    108005768    04/24/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    106000099    04/20/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    108002765    02/27/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    109006768    02/13/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    109002755    05/01/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    120004968    04/10/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    120003268    06/13/2005    0    X     CREDIT EXCEEDS AMT CHARGED
  _    120003688    04/10/2005    0          MATCHING IB5 NOT FOUND, IB13 SENT
  _    120007861    06/20/2005    0    X     CREDIT EXCEEDS AMT CHARGED

PF1=HELP   PF4=CANCEL   PF7=PREVIOUS   PF8=NEXT PAGE
```

▸ Option 12 used to view the electronic IB6 history of the charges/credits for a specific incoming claim in view only.

# IB6 OPTION 12

# INCOMING IB6 CHARGES

- Reconciling incoming IB6 records is necessary every year/quarter in order for the incoming record to be included in the Incoming Claimant Detail Option 12.

- **NOTE**: Records not reconciled remain in Option 10. If States do not reconcile, they will not be included in editing of any <u>subsequent</u> IB6 records for the same SSN/BYE/State. This means you could be charged beyond max chargeable and the edit program will not catch it.

Option 13 used to view/reconcile incoming IB6 discrepancies for a specific year and quarter by state.

# IB6 OPTION 13

# IB6 OPTION 13



It is important to mark the discrepancy as resolved

```
INM0613               IB6 AUTOMATED BILLING SYSTEM           04/15/20
                 VIEW/RECONCILE INCOMING IB6 TRANSACTIONS
COMMAND ENTRY===>
SSN: 041 - 22 - 4444 YEAR/QUARTER:  2020 / 1  STATE: WV
TYPE CLAIM: 0         BYE DATE:   01 / 02  / 2021 EFF DATE: 01 / 05 / 2020
                                               ADJUSTMENT:

FIRST INL: M   MI:    LAST NAME: BROWN
IB5 KEY DATE: 20200226    TIME: 190649
BENEFITS PAID:  4444.00         PERCENT:   49.98999   AMOUNT CHARGED: 4200.10


REGULAR SHAREABLE:
EB/RS 1ST PAYMENT:
DEPENDENT ALLOWANCE:
DISCREPANCY CODE:      05   __ __ __ __ __ __ __ __ __ __
DISCREPANCY RESOLVED: YES   __ __ __ __ __ __ __ __ __ __         (YES/NO)
COMMENTS ON INCOMING IB6:

_____
_____
_____
SEND IB13: X (X=YES)   COMMENTS FOR IB13:
AMOUNT CHARGED BEYOND MAX CHARGEABLE ON INDICATED IB5. PLEASE SEND CREDIT
of $1978.54 NEXT QUARTER.
PF1=HELP  PF2=REFRESH   PF3=SEND  PF4=CANCEL  _____
```

# QUESTIONS?

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