

	Agency Name	Office of Family Support (OFS)		
	Chapter No./Name	09 – Support Enforcement Services (SES)		
	Part No./Name	X. Louisiana Automated Support Enforcement System (LASES) User Guide		
	Section No./Name	X-4200 Debt and Payment Inquiry		
	Document No./Name	X-4270 View Member Payment History (MEPH)		
	Dates	Issue	August 29, 1997	Effective

Use the Member Payment History (MEPH) screen to view * payments applied to debts which are associated with a member. **

From the MEPH screen it is possible to transfer directly to the LASES Receipt Number Inquiry (LRNI) or Journal Debit (JODE) screen.

X-4271 HOW TO GET STARTED

To reach the MEPH screen

- Enter 'MEPH' in the GOTO field on any screen and press ENTER.
- Select 'MP' from the LASES Information Inquiry Menu or Financial Inquiry Menu.

The MEPH screen appears. Enter 'AR' or 'AP' in the MEMBER field and the case ID in the CASE ID field, then press ENTER. Information on the member appears. The MEMBER field in the lower left hand corner of the screen indicates whether the information displayed is for the AR or AP.

X-4272 INSTRUCTIONS

The following fields appear for each of the payments made by the member. To scroll through the payments, press PF7 or PF8.

- RECEIPT NUMBER - Receipt number for the payment.
- AMOUNT RECEIVED - Amount of payment received.
- DATE POSTED - Date payment was entered into LASES.
- MP - Code for method of payment. * Press PF2 for codes. **
- # - Identifier for payment, check number or money order number.
- SRC - Code for source of payment. * Press PF2 for codes. **

To view the payments for another member of the case, enter 'AR' or 'AP' in the MEMBER field and press ENTER. The payment history for the selected member appears.

To transfer to the LASES Receipt Number Inquiry (LRNI) screen to inquire about a payment, type 'X' in the SEL field for the payment and press PF9.

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To transfer to the Journal Debit (JODE) screen to make a correction or adjustment to a payment, type 'X' in the SEL field for the payment and press PF10.

* To transfer to the Receipt Distribution History (REDH) screen to inquire about a receipt, type 'X' in the SEL field for the payment and press PF6. **

NOTE: This is the only place in LASES that has a "real time" update of payment. As soon as the account clerk enters the payment, it will show on MEPH.