



Vendor Account Number Mask

Each claim on an application is for a particular utility vendor. The challenge is that each vendor has their own format for account number and premise codes (these two fields together define the full account billing number). The challenge is that intake workers often key the account/premise into RIAA in the wrong format or they miss a character (too few or too many) which causes the transmittal to be rejected.

The user will now be able to enter for every vendor a specific format mask for the account and premise code. From the Vendor Setup screen you can add the Formatted Mask for the Account Number and the Premise Code. These are the codes that should be used.

Character	Description
9	Digit placeholder. Character must be numeric (0-9) but entry is not required.
#	Digit placeholder. Character must be numeric (0-9) and entry is required.
.	Decimal placeholder. The actual character used is the one specified as the decimal placeholder by the system's international settings. This character is treated as a literal for masking purposes.
&	Character placeholder. This will include spaces and special characters and entry is required.
A	Alphanumeric character placeholder. For example: a-z, A-Z, or 0-9. Character entry is required.
a	Alphanumeric character placeholder. For example: a-z, A-Z, or 0-9. Character entry is not required.

An account and premise can include numbers or letters and will sometimes either require or need to prevent dashes from being typed. In general, we only allow numbers or letters or a combination. This can be controlled with the mask by the user. It can also be used to verify that the account number or premise code is as long as it should be.

After the Mask is entered on the Vendor Setup page, when a claim is added to an application, the user chooses the vendor and the program will apply this mask to the account and premise code boxes on the form and ensure that the data is entered properly. Not all vendors will end up with a mask configured so we will not apply any mask if the masks are null or empty.



Example:
Adding a Mask to the AAA Vendor

Vendor Setup

Vendors

- Add A Vendor --
- AAA Vendor
- Bill's LP
- Duke Electric
- Faux Bois
- Local REMC
- My Gas Co
- Self Pay

Vendor Number/Code (Must be 4 digits long): 2345

Type: Regulated

Account Num: AAA.AAA Account Number Mask

Premise Code: ##### Premise Code Mask

Master Vendor: [Dropdown]

Vendor Name: AAA Vendor

Adding a claim to an application with AAA Vendor

Claims

Total EAP Benefit from Matrix: \$405.00 Remaining: \$50.00 Claims total (incl. tax): \$355.00

Funding Source: REGULAR Claim Amount: \$355.00 Tax: \$0.00

Type of Claim: Heating Fuel, EAP Claim Date: 09/10/2013

Vendor Name: AAA Vendor Account Number: _____

Household Member: Dorrie Gillam Landlord: Premise Code: _____

Billing Name (Last/First): Gillam Dorrie Unit Count: 0

Connect Status: Active Transmittal #: _____

Third Party Claim: Is POA:

Claims Submitted					
Claim Date	Vendor	Amount	Fund Source	Date Paid	Account #
09/10/2013	AAA Vendor	\$355.00	REGULAR		

Because the Account number mask is defined with "AAA.AAA" – you can enter either letters or numbers, and they are separated by the decimal. The Premise code is defined with ' # ' which represents numerals only. If the user tries to enter a letter in that field, the program will ding and will not allow the typing.



Some of our larger vendors *COULD* have the following masks –

PLEASE VERIFY YOUR VENDORS NEEDS BEFORE APPLYING THESE SUGGESTIONS

AEP	###-##-###-##
Citizens	
Account number mask:	#####-#####
Premise code mask:	#####
Duke Energy	####-####-##-#
Greenfield Utilities	9#-#####.## - the '9' indicates there may only be 1 digit in front of the dash, instead of 2
Indiana Natural Gas	###&#####&## - the & will allow a space, but it has to be typed
IPL	##### - if entered like this user will not be able to tab out of account number field until 7 numeric characters are entered
Lawrenceburg	##*#####*#9 - the '9' indicates there may only be 1 digit behind the ' * ', instead of 2
NIPSCO	###-###-###-#
Vectren	
Account number mask:	#####
Premise code mask:	#####
Washington Municipal	#####*##