CA VIEW

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Print HCW Remittance Advice using CA View – all Voucher Clerks need permissions to do this. See your manager if you do not have access to VWHR in DHR.

It's important to know that you must have TWO DHR screens open. You will need information from the HINQ and HINV screens to copy from and paste into as well as to get the EFT or Check dates from.

From blank DHR screen

VWHR (enter)
Report ID – SJH1415R-A
Tab to Select By – R
Tab to Previous Copy No. – ALL
Tab to Selection by Date, from – date may auto populate. Enter date should be most recent but may need to search by other dates if what you are searching for does not come up on the report (enter). ****IF NOTHING HAPPENS, this means that there are no reports (paystubs) for that date. You will need to enter a prior date.****

If a report exists, the next screen that appears will be the available reports for the date you entered in the previous screen. This could be one report or multiple. Most likely, the paystub you are looking for will be in the report that has the largest amount of lines and/or pages (look at the right side of the report list).

Tab down to the report you want to search in, and put in an "S" then enter to open the report.

Use your second DHR screen to find the date for EFT date or check date under the HINV for the HCW and voucher on the paystub you are trying to generate. Look at EFT date or Check date and find the report that matches that date the closest. You may have to go out and in to a different report find the right paystub.

Go back to the first DHR screen with the report info. Once you have the correct voucher number to search, type in F for find, then a space, then the voucher number. Enter to find. ****If nothing comes up, it does not exist in this report and you may need to search a different date/report. You can use F3 to back up a few screens to change the date to search.****

If your search criteria is met and the voucher number is found in the report, then use F7 to get the page of the Remittance Advice so you can print just that one rather than the whole report (which can literally be hundreds of pages). Look for SARPAGE near the top left (should be directly under the COMMAND line) – copy page number.

In the Command line, enter: PRT and then hit enter.

Primary print setup should look like this:

Banner = *
Class = P
Dest = (The 4 letter code here will be your network printer) Example code: HIHS or HIH7

Tab to page and paste the page number you copied into that field, then hit enter. This should print your Remittance Advice.

Other options: Year to Date can be found using HFIQ, then provider number, then pick the year you want to view.

Other tools:
https://www.dhs.state.or.us/spd/tools/additional/ssam/NEW%20VERSION-OCT%202017/CA%20View%20Training%20Business%20Users.V2.pdf

https://www.dhs.state.or.us/spd/tools/additional/ssam/NEW%20VERSION-OCT%202017/CA%20View%20Reports%20User%20Guide%20Version%202.pdf