

REVENUE/TRUST APPENDIX A

Reconciliation of Accounts Receivable Control (ARCTRL) and the Accounts Receivable Detail (ARFILE) files.

At the end of the regional center processing cycle, the following steps should be completed to determine whether additional action must be taken to insure that the ARCTRL and ARFILE files are reconciled.

1. A/R Control Not Equal A/R Detail Report.

Regional center staff will generate this report to determine if the A/R Control file is reconciled to the A/R Detail file. All clients listed on the report will require research and then notification to the HELP Desk to adjust the appropriate record as necessary. If no clients are listed on the report, then the two files are reconciled.

- a. At the command line, enter `>CALL JARFARC=` and press the enter key.
- b. Respond with a `>YES=` to the message.
- c. If there are clients listed on the report, continue with the following steps.

2. Closed Receivables Report

- a. If your regional center has not generated the Closed Receivables Report (Menu ARMEN3, Option #6), do so at this time.

3. Open Receivables Report

- a. Generate the Open Receivables Report (Menu ARMEN3, Option #5 or Menu ARME52, Option #5).
 1. Be sure to select the option to **INCLUDE** zero amounts.

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4. Regional Center Research
 - a. These discrepancies could affect only the ARFILE or it may have affected the ARCTRL (A/R Control Record). Regional centers will need to research on an individual basis to determine what requires adjustment.
 2. For each client appearing on the report, regional center staff will need to use the following inquiry menu options@
 1. CSOFT (ARME51, Option #2
 2. Receivable Control Record (ARME51, Option #4
 3. Receivable Detail Record (ARME51, Option #4
5. Documentation to submit to PARCS
 - a. If the detail requires adjustment, on the Receivable Detail Inquiry screen print, circle either the RR (Recurring Receivable) or CR (Cash Receipt) requiring adjustment AND write in the total amount that the transaction should reflect.
 - b. If the detail is correct and the control record (ARCTRL) requires adjustment, write the amount that the control record should reflect directly onto the ARFARC report (**Please note:** Any change to the control record will affect the total of the Open Receivable Report and subsequent reconciliation to the general ledger, thus a manual journal entry may be required).

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TO GENERATE OR-REPORTER REPORTS:

OR-REPORTER Reports are not available on the UFS Menu. The following pages are an example of how to generate the OR-REPORTER Report CLSB1.

```
COMMAND                      MENU: UFSMEN
3/15/99  9:38:52             TERRY                      SAC400
***** UNIFORM FISCAL SYSTEM *****

1. ACCOUNTS PAYABLE OPERATIONS      13. TCM INFORMATION
2. ACCOUNTS PAYABLE SERVICES        14. MWS INFORMATION
3. ACCOUNTS RECEIVABLE              15. EARLY START INFORMATION
4. GENERAL LEDGER                   16. PERSONS AT RISK INFORMATION
5. PAYROLL                          17. NURSING HOME REFORM INFORMATION
6. PROPERTY ACCOUNTING              18. LIVE SUPPORTIVE DEVICES
7. FINANCIAL REPORTING              19.
8. BUDGET PREPARATION               20.
9. CLIENT INFORMATION               21.
10. CDER INFORMATION                22.
11.                                  23.
12.                                  24. SIGN OFF
```

Ready for option number or command

==> **OR2**

If you are unable to access the OR-REPORTER menu after typing in 'OR2' on the command line, please see your regional center Systems Operator for assistance.

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MAIN

Main Menu

Job: PCD132A

User: TERRY

Select one of the following:

1. Work with Displays, Reports, Output Files and File Definitions
2. Display Current Job Log
3. Edit Current Library List
4. Change Current Out Queue and/or Job Queue

90. Sign Off

Selection:

===> 1

F3=Exit

F4=Prompt

F12=Previous

F14=Submitted Jobs

F16=Messages

F18=Printed Output

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Work with Displays, Reports and Output Files

Type options, press Enter.

1=Run 2=Modify 3=Copy 4=Erase 5=Browse Spec 6=Print Spec
8=Regenerate 13=Change Description 90=Signoff

Opt	Name	Type	Description
	CKACT	Report	SOF"S IN THE CTRANS FILE THAT ARE NOT IN THE CS
	CLRR1	Report	SUMMARIZED OPEN RECEIVABLE RPT BY FISCAL YEAR
1	CLSB1	Report	3-YR TRUST VS SUBSIDIARY (CHECKING)-ALL
	CLSB2	Report	3-YR TRUST VS SUBSIDIARY (CHECKING)-DIFFERENCES
	CLSB3	Report	3-YR TRUST VS SUBSIDIARY (SAVINGS)-ALL
	CLSB4	Report	3-YR TRUST VS SUBSIDIARY (SAVINGS)-DIFFERENCES
	CLSB5	File	SELECT CTRANS RECORD W/IN 3 FY
	CLSB6	Report	COMPARES SUBSIDIARY VS CTRANS (CLSB5-OUTPUT)
	DD203	Report	DD203
	D8708	Report	D8708
	EXC1D	Display	Concept Guide Display 1
	EXC3R	Report	Concept Guide Report 3
	EXIIR	Report	example report

F3=Main Menu	F5=Refresh	F6=Create	F10=Top
F11=Bottom	F12=Cancel	F17=Subset	F24=More Keys

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Run Options

Report
CLSBI

Type options, press Enter.

Where to run	B	B=batch, I=interactive
Change library list .	N	Y=yes, N=no
Run-time variables . .	Y	Y=yes, N=no
Overrides	N	Y=yes, N=no

F5=Refresh F12=Cancel

Change the default ~~N~~ for Run-time variables to a ~~Y~~

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OR-Reporter Reports

Parameters for OR-Reporter Report >CLRR1', Summarized Open Receivable Report By Fiscal Year.

This program requires the regional center user to enter specific data. To accomplish this, please complete the following steps:

Run-time Variables Initialization Report
CLRR1

Type run-time data, press Enter.

Field	Type	Length	Data	...10	...5	...20	...5	...30	...5	...40	...5	...50
CURENDCYM	Num	6,0	200106									
PRENDCYM	Num	6,0	200006									
PR2BGNCYM	Num	6,0	199807									
PR2ENDCYM	Num	6,0	199906									

F5=Refresh F12=Cancel

Explanation of Fields

CURENDCYM	(Current End of Fiscal Year >YYMM=)	200106
PRENDCYM	(Prior End of Fiscal Year >YYMM=)	200006
PR2BGNCYM	(2nd Prior Begin of Fiscal Year >YYMM=)	199807
PR2ENDCYM	(2nd Prior End of Fiscal Year >YYMM=)	199906

Note: This example is for fiscal year 2000/01. For the new fiscal year (01/02), each year would be incremented by 1 (i.e. 200106=200206, etc).