

REVENUE/TRUST A/R MAINTENANCE

Although this UFS menu only includes the A/R Maintenance and TCB Loan Maintenance option, there are other procedures that will be addressed under this heading. Regional centers might consider completing these additional procedures prior to beginning the actual A/R maintenance as it could affect A/R maintenance.

Supplemental Procedures

1. Committed Funds

- a. Generate the Committed Funds Report (CLME52,16)

This report will identify the clients who have had cash receipts which were committed (B&C or P&I) and not yet disbursed. The client's source of fund, committed for B&C or P&I, the month and year, and the amount committed will be printed on the report.

- b. Relieve Committed SOF's (PSMEN6,4)

This procedure will allow regional centers to uncommit client funds. The procedure will request regional center staff to select either to uncommit all or only by specific clients. The prevailing practice would be to select specific clients. Regional centers should use caution and not select all clients to uncommit.

2. Complete processing of all outstanding POS, Trust, including money management transactions. This is necessary to insure that any balances in the clients' accounts are accurately reflected so that any SOF and/or TCB loan maintenance can be completed.

3. Edit and Post All Outstanding Journal Entries (GAMEN2,2)

The editing and subsequent posting of all journal entries once again will insure that UFS data files will accurately reflect actual balances.

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A/R Maintenance Menu Options

1. Enter/Update A/R Transactions

This menu option will allow regional center staff to:

- a. Adjust receivables created during the recurring receivables to reflect the result of cash receipts and/or invoicing where an actual loan has been created. The receivable can be increased or decreased.
- b. Write-off and state claim an uncollectible SOF loan.
- c. Adjust two receivables at the same time.
- d. Use a client's available balance to relieve a loan.
- e. Adjust a cash receipt. The cash receipt can be increased or decreased.

ERROR MESSAGES

1. NEGATIVE AMT ENTERED

The amount entered is a negative. The procedure does not allow negative amounts. The adjustments should either be entered into the adjust 'up' or adjust 'down' fields.

2. DETAIL NOT AVAILABLE HISTORY RECORDS

The receivable and sequence number is not available since it has been 'archived'.

3. CANNOT DELETE RCVBL TRANSFER TRANSACTION

4. PLEASE ENTER CLIENT ID #

Client UCI has not been entered.

5. PLEASE ENTER RCVBL #

The receivable number has not been entered.

6. PLEASE ENTER SEQ #

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The corresponding sequence number to the receivable number has not been entered.

7. INVALID CLIENT ID

The UCI has not been established in the Client Masterfile. This usually means that the client has been deleted (purged) from the Client Masterfile. To correct, regional center staff will need to complete Client Masterfile maintenance.

8. INACTIVE CLIENT ID

The client's CMF record has been flagged for deletion. To correct, regional center staff will need to complete client masterfile maintenance.

9. RCVBL-SEQ COMBINATION NOT POSTED

The receivable identified has not been posted.

10. RCVBL # DOES NOT EXIST

The receivable and sequence number does not exist.

2. Edit A/R Transactions

This menu option will validate the transactions created during the Enter/update A/R transactions procedure.

A report will be generated that will list the dollar amount for each transaction, for each category and for all passing, as well as, not passing edit.

Regional center staff will need to review the transactions that passed to insure they are accurate. Additionally, regional center staff must maintain the transactions that did not pass edit before continuing.

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- c. For Write-offs (WC)
1. Relieves Receivable

Dr:	02-00-0-20010 or	02	Client Support SSI/SSP
	02-00-0-20020	02	Other Client Support
Cr:	02-00-0-02010	02	Client Support Receivable
 2. Relieves Loan

Dr:	02-00-0-10090	02	Due to OP Fund - SOF Loans
Cr:	01-00-0-02081	01	Due From Client Fund - SOF Loans
 3. Reverses the expense

Dr:	01-00-0-32010 or	01	Community Care Facility
	01-00-0-65080	01	P&I Expense
Cr:	02-00-0-32000 or	02	POS - Board & Care Exp
	02-00-0-32100	02	POS - P&I
 4. Creates a State Claim Record
- d. Close a Receivable By Applying Client Available Balance (WT)
1. Relieves Receivable

Dr:	02-00-0-20010 or	02	Client Support-SSI/SSP
	02-00-0-20020	02	Other Client Support
Cr:	02-00-0-02010	02	Client Support Receivable
 2. Relieves Loan

Dr:	02-00-0-10090	02	Due to Op Fund - SOF Loans
Cr:	01-00-0-02081	01	Due From Client Funds - SOF Loans

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3. Transfer Cash

Dr: 01-00-0-01070 01 Cash Transfer - POS

Cr: 02-00-0-01070 02 Cash Transfer - POS

e. Receivable Transfer

1. Receivable Amount to be Decreased

Dr: 02-00-0-02010 02 Client Support Receivable

Cr: 02-00-0-20010 or 02 Client Support-SSI/SSP
02-00-0-20020 02 Other Client Support

2. Receivable Amount to be Increased

Dr: 02-00-0-20010 or 02 Client Support-SSI/SSP
02-00-0-20020 02 Other Client Support

Cr: 02-00-0-02010 02 Client Support Receivable

3. Relieves Loan

Dr: 02-00-0-10090 02 Due To OP Fund - SOF Loans

Cr: 01-00-0-02081 02 Due From Client Fund - SOF
Loans

4. Transfer Cash

Dr: 01-00-0-01070 01 Cash Transfer - POS

Cr: 02-00-0-01070 02 Cash Transfer - POS

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Physical Cash Transfer

1. 02 Cash

Dr:	01-00-0-01070	01	Cash Transfer - POS
Cr:	02-00-0-01020	02	Cash In Bank-Checking

2. 01 Cash

Dr:	01-00-0-01030	01	Cash In Bank-Checking
Cr:	01-00-0-01070	01	Cash Transfer - POS

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CLIENT NAME		RECEIVABLE MAINTENANCE					REMAINING	
LINE #	STAT	RCVBLE	SEQ	MO/YR	SOF	TRANS	AMOUNT	RCVBLE BAL

LINE	FUNCTION (A,C,D)	A	CLIENT ID	RCVBL	SEQ
WRITE-OFF			RECVBLE TRANSFER	2ND RCVBL	
ADJUSTMENT	UP		DOWN		
PAYMENT ADJUSTMENT	UP		DOWN		
APPLY TRUST BALANCE					

CMD 5: CLIENT INQUIRY 8: REVIEW 9: REVIEW FROM LINE # 10: BATCH TOTAL
 CMD 7: END OF JOB

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FIELD DESCRIPTIONS:

1. Line Number
 - a. Not required, unless changing an existing line.
2. Function
 - a. Required.
 - b. A - Add, C - Change, or D - Delete a record.
3. Client ID (UCI)
 - a. Required, enter the client's UCI number.
4. Receivable Number
 - a. Required, enter the number of the receivable to be maintained.
5. Receivable Sequence Number
 - a. Required, enter the sequence number of the receivable to be maintained.
6. Write-Off (Optional)
 - a. Enter the amount to be written off and state claimed. The state claim transaction record will be created and the associated SOF loan amount will be relieved.
7. Receivable Transfer Second Receivable (Optional)
 - a. Enter the number of the second receivable to be reversed against the receivable number entered in #4. This is a special situation that will allow two receivables to be reversed. The account numbers and amounts will be automatically reversed. Note: This is usually used after the first cash receipt after the SSI/SSA rate change (\$1.00 difference between SSI and SSA).
8. Adjustment (Optional)
 - a. Used to adjust an open receivable amount. Enter the amount in the appropriate \uparrow or \downarrow field. This may be used only if there is not an outstanding loan.

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9. Pay Adjustment (Optional)
 - a. Enter the amount for the payment adjustment. This may be used for credit memos or vendor refunds. (Regional center staff may want to consider using the Prepaid module for these type of transactions).

10. Apply Trust Balance (Optional)
 - a. Enter the amount of the client's available balance to be used to relieve a SOF loan. May be used in combination with write-off.