

REVENUE/TRUST CASH RECEIPTS

The primary purpose of the Cash Receipts process is to allow regional centers to record the receipt of cash to the clients' account and to the general ledger. Secondly, depending on prior processing (SOF maintenance, recurring receivables, invoice processing), the procedure will also relieve recurring receivables; commit funds for B&C and P&I; relieve SOF loans; create a negative state claim transaction when cash receipts are used to relieve a SOF loan that had previously been written off; allocate funds directly to the client's available balance; and, if necessary, completes the general ledger entries for transferring funds from the 02 client to the (01) regional center operating.

Please note that although the cash receipts process can relieve SOF loans, TCB loans must always be relieved under a separate procedure.

NOTE: PRIOR TO STARTING THE CASH RECEIPTS PROCESS, IT IS CRITICAL THAT ALL A/R MAINTENANCE HAS BEEN COMPLETED THROUGH THE EDIT AND POSTING OF THE JOURNAL ENTRIES.

IT IS ALSO RECOMMENDED THAT THE CLOSED RECEIVABLE AND THE MONTH END SOF LOAN REPORT HAVE BEEN GENERATED AT THE END OF THE REGIONAL CENTER'S MONTHLY PROCESSING CYCLE. FAILURE TO DO SO COULD ADVERSELY IMPACT THE CONSUMER'S SUBSIDIARY AVAILABLE BALANCE AND OPEN RECEIVABLE CONTROL RECORD.

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COMMAND

MENU: ARME22

3/11/99 8:51:14

TERRY

SAC400

***** UNIFORM FISCAL SYSTEM *****
PROCESS CASH RECEIPTS

1. PROCESS DIRECT DEPOSIT
2. DIRECT DEPOSIT ERROR REPORT

3. ENTER/UPDATE CASH RECEIPTS
4. CASH RECEIPTS W/O RECEIVABLES REPORT
5. CASH RECEIPTS W/O RECEIVABLES MAINTENANCE
6. CASH RECEIPTS W/O RECEIVABLES EDIT REPORT
7. CASH RECEIPTS BATCH REPORT

8. LOAD C/R'S BATCH INTO A/R TRANSACTION FILE
9. EDIT C/R TRANSACTIONS
10. POST C/R TRANSACTIONS
24. SIGN OFF

Ready for option number or command

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Cash Receipts Menu Options

1. Process Direct Deposit

Allows regional center to load the disk file that has been downloaded from the bank with the clients' direct deposit data.

2. Direct Deposit Error Report

List any errors that have resulted from the data received from the bank.

3. Enter/Update Cash Receipts

This option is used to actually process the cash receipt transactions. The regional center will assign a batch identifier to the group of cash receipts being processed.

Allows regional center staff to manually enter cash receipts. Either the client's SSI, SSA or UCI must be used to enter the data. This procedure will also allow a 3rd benefit acronym be used to enter cash receipt IF the SOF has already been established in the Trust Master file (other SOF).

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During this procedure, if no match is made or the receipt is greater than the receivable, the user has the option (CMD 5) to place the transaction in a temporary file. This allows staff to complete further research after the remainder of the batch has been entered. The purpose for additional research is to determine whether the receipt should be allocated for board & care, personal & incidentals, or become a part of the client's available balance.

NOTE: Any receipt that is applied to B&C or P&I will become committed funds. Committed funds cannot be used for any other disbursement such as money management without first uncommitting these funds.

4. Cash Receipts Without Receivables Report

This report will list all receipts that were placed into a temporary file during the cash receipt entry process (CMD 5). Staff should review the report and decide whether the receipt should be allocated to B&C, P&I or just be added to the client's balance.

5. Cash Receipts Without Receivable Maintenance

Allows regional center staff to maintain the transactions placed into the temporary file during the cash receipt entry process and listed on the Cash Receipts Without Receivable.

The options are to either establish a receivable for a specific month or to treat the receipt as income. The default, taking no action, is to treat the receipt as income.

6. Cash Receipts Without Receivable Edit Report

Edits the transactions maintained during the Cash Receipts Without Receivable Maintenance.

NOTE: Steps #4, 5 & 6 may be skipped if there were not any cash receipts processed that did not have a receivable.

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7. Cash Receipts Batch Report

Cash Receipts Batch Reports are printed for each individual batch, as determined by the user. The report will list each transaction and indicate whether or not a recurring receivable match was found. For those that did not match, a notation is made to indicate whether the transaction created a receivable or was treated as income.

8. Load C/R's Batch Into A/R Transaction File

This option allows the user to load all the cash receipts batches into a single transaction file so that the cash receipts may be edited and subsequently posted.

9. Edit C/R Transactions

This option edits all the cash receipts and lists those that did not pass edit.

10. Post C/R Transactions

This option will update the client trust accounts; subsidiary account; adjust the appropriate receivables; relieves SOF loans; transfers cash for relieved SOF loans; creates journal entries, and generate reports.

a. Reports Generated

1. Cash Receipts Register

Lists the specific detail of the Cash Receipt transactions and the journal entry created.

2. System Generated Transaction

Lists the specific detail of the C/R transaction whenever a SOF loan has been relieved, the amount of cash transferred, and the journal entry created.

3. Cash Receipts Deposit Report

List the C/R transactions and the deposit amount. The total on this report should be used to reconcile to the total of all batches processed.

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b. Journal Entries

1. Cash Receipts

- a. Record cash received into client account

Dr: 02-00-0-01020 02 Cash

- b. Relieve receivables from normal C/R

Cr: 02-00-0-02010 Receivables

- c. Record receivables created during C/R without
receivable maintenance

Dr: 02-00-0-02010 Receivables

- d. Record income from receivables created during C/R
without receivable maintenance

Cr: 02-00-0-20010 or Income (SSI)
 02-00-0-20020 Income (Other than SSI)

- e. Relieve loans when cash received was used to relieve a
SOF loan (due to/due from)

Dr: 02-00-0-10090 Due to 01

Cr: 01-00-0-20081 Due from 02

- f. Cash transfer for relieved SOF loans

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

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

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2. Physical Cash Transfer

a. 01 Fund (Operating)

Dr: 01-00-0-01030 01 Cash

Cr: 01-00-0-01070 01 Cash Transfer

b. 02 Fund (Client/Trust)

Dr: 02-00-0-01070 02 Cash Transfer

Cr: 02-00-0-01020 02 Cash

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MANUAL CASH ENTRY

LINE A/D	CLIENT NAME	UCI	SS & CLAIM #	SOF	AMOUNT
			RCVBL MO/YR		

SOF	SSI	MO/YR	399	LINE #	0	FUNCTION (A,C,D)	A
SS #	0	CLAIM #					
UCI		RCVBL #	0	OTH DIRECT DEP #			
		AMOUNT	0000000				

CMD1: CLIENT INQUIRY CMD5: MOVE C/R TO CTEMP

CMD 7: END CMD 8: REVIEW CMD 9: REVIEW FROM LINE# CMD 10: TOTALS

NOTE :

If during cash receipts this message is displayed:

^TRANS AMT > OPEN RCVBLE TO INPUT IN CTEMP FILE ENTER LINE # & HIT CMD 5"

It is recommended that regional center staff do the following:

1. If it is the beginning of the month and the cash receipt is for the current month, process without putting the transaction into the CTEMP file.
2. If it is not the beginning of the month or if the cash receipt is for a prior month, enter the line # and press the CMD 5 key to put the cash receipt into the CTEMP file. This transaction will be included in the Cash Receipts Without Receivables Report. Regional center staff can then complete the necessary research and either process as a receivable or cash income.