

REVENUE/TRUST UFS SYSTEM TABLES/PARAMETER FILES

In addition to the regional center data files, UFS also has system and parameter files that contain standard information so that UFS procedures can validate entered data. Some of the major tables and parameters files are identified as follows:

1. BORP (**B**oard & Care **OR** **P**ersonal & **I**ncidental File)

The records established in this file identifies those service and associated service sub-codes which will have client income reflected on the authorization. Failure to do so could result in an incorrect authorization and subsequent overstated state claim.

Updated from menu: ARMEN7, Option #3

2. Source of Fund (SOF) Codes

The records established in this file identifies those source of funds which regional center staff may use during the revenue/trust processes. Regional centers may add records to this file.

Updated from menu: PSMEN7, Option #2

3. A/R Transaction Codes (INFORMATION ONLY - DO NOT ADD/CHANGE)

The records established in this file identifies the type of revenue/trust transaction being processed. Many of the reports generated during revenue/trust processing will indicate one of these codes. An example would be the Client Trust Status Listing.

Updated from menu: PSMEN7, Option #1

4. A/R (General Ledger) Accounts (CSACCT)

The records established in this file identifies the specific receivable and income general ledger accounts that revenue/trust procedures will use during the processing of transactions. Note that SSI has different general ledger accounts than SSA or other source of funds. When establishing a new source of fund, a record must also be established for representative payee code 1, 2, and 4 in this file.

Updated from menu: ARMEN7, Option #2

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5. Debit Account Table

This file cannot be updated by regional center staff. This table is referred to during the authorization and invoicing processing. Based upon the expenditure code in the service rate table and the regional center staff response to 'current year, prior year or 2nd prior year' the authorization or invoice procedure will then access the debit account table and put the appropriate year general ledger account into the record being processed.

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BOARD & CARE OR PERSONAL & INCIDENTAL (BORP) FILE

400	P&I	P
400	P&IIL	P
400	P&IM	P
400	P&IOH	P
400	P&IUC	P
400	P&IUI	P
400	P&IX	P
400	P&ILS	P
905	L2O	B
905	L2OCP	B
910	L2O	B
910	L2OCP	B
915	L2S	B

NOTE: These records are only a portion of the actual BORP file. Regional centers must have a BORP record for every Board & Care or Personal & Incidental service code and associated service sub-code. Failure to do so could result in an incorrect authorization and subsequent overstated state claim.

Additionally, although the BORP file maintenance procedure allows for a >Z=, do not use this code.

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A/R TRANSACTIONS CODES

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RECORD CODE '7'	TRANSACTION TYPE	TRANSACTION DESC
7	CD	CASH DISBURSEMENT
7	CI	CASH INCOME
7	CM	REVERSE TRANSACTION
7	CR	CASH RECEIPT
7	JE	MANUAL JOURNAL ENTRY
7	MM	MONEY MANAGEMENT
7	RA	RECEIVABLE ADJUSTMNT
7	RI	RCVBLE CREATED C/R
7	RM	MANUAL RECEIVABLE
7	RR	RECURRING RECEIVABLE
7	RT	RECEIVABLE TRANSFER
7	R2	MULT RCVBLE CREATED
7	WC	WRITE-OFF WITH CLAIM
7	WT	TCB USED ON RCVBLE

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A/R (GENERAL LEDGER) ACCOUNTS (CSACCT)

CREATION OF CSACCT FILE

Record type: 01

CASOF SSI

CARPC 1

CARCVB	0200002010
CAINC	0200020010
CARCVP	0200003010
CAINC2	0200020060
CARCV2	0200004010
CAINC2	0200020070

CREATION OF CSACCT FILE

Record type: 01

CASOF SSA

CARPC 1

CARCVB	0200002020
CAINC	0200020020
CARCVP	0200003010
CAINC2	0200020060
CARCV2	0200004010
CAINC2	0200020070

NOTE: There must be an A/R Account record for every source of fund record with a representative payee code of 1, 2 and 4.