

REVENUE/TRUST TCB LOAN MAINTENANCE

The purpose for the TCB Loan Maintenance option is to allow the regional center to either relieve or write-off TCB loans. Although SOF loans are maintained within the A/R maintenance procedure, TCB loans can only be maintained through the TCB Loan Maintenance procedures.

Menu options:

1. Enter/Update Loan Transactions

This menu option allows regional center staff to enter TCB loan maintenance transactions. The allowable alternatives are to either apply the client's trust balance (must be available funds) or to write-off the TCB loan and, in the process, state claim the outstanding loan amount.

2. Loan Transaction Batch Listing

This menu option will edit the TCB loan transactions and will list all transactions with a message for those that do not pass edit.

3. Post Loan Transactions

This menu option will create the journal entry, establish a state claim transaction record for those TCB loans that were written-off, and update the client trust for those TCB loans that were relieved using the client's available balance.

**REVENUE/TRUST
TCB LOAN MAINTENANCE**

TCB LOAN MAINTENANCE SCREEN

LINE#	RCVBLE	AUTH	SVC-SUB	CLIENT ID MO/YR SOF	TRANS CODE	AMOUNT	REMAINING LOAN BAL
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LINE#: FUNCTION(A,C,D): A CLIENT ID: RCVBL:
WRITE-OFF
APPLY TRUST BALANCE

CMD-1: CLIENT INQUIRY 8:REVIEW 9:REVIEW FROM LINE# 10: BATCH TOTAL
 CMD7: END OF JOB

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FIELD DESCRIPTIONS:

1. Line No.
 - a. Not required, unless changing or deleting an existing line.
2. Function
 - a. Required. Default is A - Add; C - Change, D - Delete line.
3. Client ID.
 - a. Required. Enter the client's UCI number.
4. RCVBL (Receivable No.)
 - a. Required. Enter the number of the receivable.
5. Write-Off (Optional)
 - a. Enter the amount to be written off.
6. Apply Trust Balance (Optional)
 - a. Enter the amount of the client's trust balance that will be used to relieve the TCB loan.