Reset Form Save As

Open Receivables File Adjustment

Regional Center: Date:

Contact Person: E-mail: Phone:

UCI	Receivable Number	Sequence Number	Current Amount	Corrected Amount	Regional Center Use Only	
					Journal Entry No.	Journal Entry Date

Note: If corresponding General Ledger account(s) need to be adjusted, the regional center should relieve the open receivables through A/R Maintenance. The CAPSS AST should only be asked to relieve open receivables that cannot be maintained through A/R Maintenance. SOF loans that cannot be relieved through A/R maintenance require a journal entry to complete the adjustment.

Save and Send to: ast@dds.ca.gov

Or Fax to: CAPSS - Application Support Team at (916) 654-2434

CAPSS USE ONLY:	Received:	Completed:
	Completed by:	Reference No:
	cc to G/L Review Committee:	