

TABA - Trust Account Balance Adjustments

This screen displays trust account reserve balance information and allows trust account adjustments, as transfers, for DPH and DOC clients.

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CAFSTABA          TRUST ACCOUNT BALANCE ADJUSTMENTS      10/08/2015    9:46
USER ID : C74150K                                PAGE NO:    1
CAPS ID : 00001487    25    NAME: BARKER, BRIANNA

CURRENT RESERVE BALANCE:      0.00    MN RSRV BALANCE:      400.00
CAPS ID :                                TYPE: EXM    MEDICAID - EXTERNA
AMOUNT :      400.00    SERVC MONTH: 09/2015    DATE: 10/02/2015
COMMENTS: TEST

WORKER :      C74150A    AAFEDT, MARY    DATE REQUESTED: 10/02/2015
APPROVAL: A BY: 00000000    DATE APPROVED :

PRIOR BALANCE ADJUSTMENTS :
SEL CAPS ID    NAME                TYPE SERVC MONTH    AMOUNT    DATE        STS
-              -
COMMENTS: TEST

COMMENTS:

COMMENTS:

SHIFT+F1=ACCEPT

PATH: _
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the client for whom a trust account balance adjustment/transfer is needed.

NAME

This field will display the name of the client whose CAPS ID is entered in the CAPS ID field.

CURRENT RESERVE BALANCE

This field will display the amount that is currently available in the client's reserve balance.

MN RSRV BALANCE

This field will display the amount that is currently available in the client's medically needy reserve balance.

CAPS ID (F12)

Enter the CAPS ID of the other client, when an internal transfer (INT type) is being done (transfer from one client to another client).

TYPE (F12)

Enter/select the code to indicate the type of transfer.

AMOUNT

Enter the amount to be transferred.

SERVIC MONTH

Enter the service month of the transfer, if desired.

DATE

Defaults to the current date and cannot be updated.

COMMENTS

Enter comments with regard to the associated transfer.

WORKER

This field will display the C number and the name of the worker who adds the transfer.

DATE REQUESTED

This field will default to the current date and cannot be updated; indicates the date the worker requested the transfer.

APPROVAL

This field will display an "A" if your supervisor approves the transfer or a "D" if your supervisor denies the transfer.

BY

This field will display the C number and the name of the worker who approved/denied the transfer at the supervisor level.

DATE APPROVED

This field will display the date the worker approved/denied the transfer at the supervisor level.

PRIOR BALANCE ADJUSTMENTS

SEL

Enter

- ✓ “S” to select a balance adjustment (Moves info to the top section, unprotected; only valid for items in Unapproved status. Supervisors select an item to move the info up and enter approval or denial on that item.)
- ✓ “I” to inquire (moves info to the top section, protected)
- ✓ “D” to delete an expenditure (only valid when in Unapproved status)

CAPS ID

The CAPS ID of the client for whom a trust account balance adjustment is displayed.

NAME

This field display the declared name of the client whose CAPS ID is displayed in the CAPS ID field.

TYPE (F12)

This field will display the type code for the balance adjustment

SERVIC MONTH

The service month of the balance adjustment is displayed.

AMOUNT

This field will display the total amount of the balance adjustment.

DATE

This field will display the date requested, if the transfer is unapproved. If the transfer is approved or posted, those dates will be displayed.

STS

This field will display one of the following codes:

- ✓ “A” - approved
- ✓ “P” - posted
- ✓ “U” - unapproved

Additional Information

Shift +F1 is required to confirm the addition of a transfer, and for the approval of a transfer.

After a transfer is approved, the CURRENT RESERVE BALANCE or the MN RSRV BALANCE total will be updated.

The job to update transfers to posted runs on Thursday nights.