

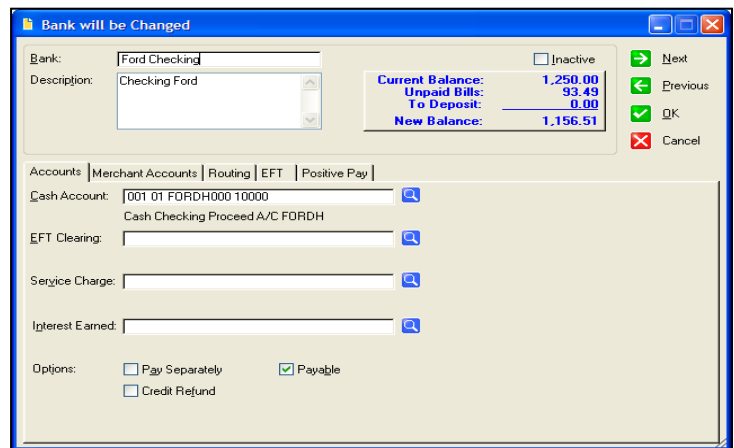
# REPRESENTATIVE PAYEE

## WHAT IT DOES FOR YOU

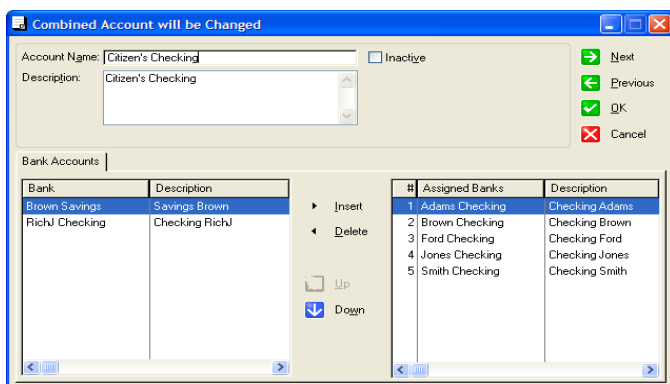
The *AccuFund Representative Payee* module is a stand-alone application designed for use by social service agencies and government agencies that serve as fiscal guardians for clients or patients who are unable to manage their finances (e.g. the elderly, mentally handicapped and drug-dependent). *Representative Payee* enables tremendous time-savings for these organizations because it relieves them of the detail-intensive burden of coordinating accounting for individual clients.

Also known as custodial checking and trustee accounting, *Representative Payee* provides these organizations with a robust, flexible tool for tracking funds and paying bills for a large number of clients. Client checking accounts are administered in one location and can be set up simply as either individual accounts or as a single consolidated account with virtual accounts for each client. The later allows the organization to minimize the costs of maintaining numerous bank accounts while increasing interest-earning power and maximizing the funds it has been charged with managing. A single, consolidated account is also easier to manage and helps the organization ensure that a client's bills get paid even if the client's incoming payments (e.g. Social Security funds) have not yet arrived if that is your organization's policy.

still possess a client-centric system, as it has the ability to set up separate virtual bank accounts for each client and pull up any individual client's register and quickly see his/her balance. AccuFund's ability to export to Microsoft Excel gives users the means to automatically calculate clients' individual interest and earnings and then import the information back to the system to be accurately reflected in the client's balance.



*Individual Client Bank Accounts allow for EFT processing as well as checks.*



*A Combined Bank Account with Client Accounts co-mingled.*

Although all the client funds are in one physical account, a consolidated account allows the user to easily track where an individual client's funds are located and how much cash and interest belongs to each client. An organization can

*Representative Payee* smoothly handles large amounts of data. Because all financial data, bank information and the client database are in one location, all information is fully integrated and can be easily located and retrieved. Client reports can be generated based on any one of several criteria, such as by a particular case manager. Users have the ability to drill down from a client to a specific vendor and vice versa, enabling them to ascertain a client-vendor relationship.

## HOW IT WORKS

The *AccuFund Representative Payee* module tracks funds received from the Social Security Administration and other agencies, pays bills for rent, utilities and other living expenses, and maintains funds in a single bank account for simplifying reconciliation. *Representative Payee* contains four core components from the *AccuFund Accounting Suite*:

## General Ledger

All transactions processed in **Representative Payee** are posted to the **General Ledger** on a real-time basis, allowing users to generate an up-to-the-minute financial statement for each client, regardless of whether the organization has established individual accounts for clients or a co-mingled account. **General Ledger** supports multiple transaction types, such as actual, budget, memo entries, requested, budget revisions and closing entries. It also offers the ability to indicate the bank account from which a client's bills will be paid.

## Accounts Payable

**Accounts Payable** manages payment of each client's bills, providing support for multiple checking accounts and full check production. Invoices payable are tracked for each checking account, allowing the user to forecast cash requirements.

For repeating bills, such as a client's monthly rent, which are the same amount from month to month, recurring payments can be set up for automatic posting in the system for payment. Under "Bills," users can pull up bills just created or monthly/recurring bills using the "New" function. When marking bills for payment, users can verify the balances of the accounts from which they are drawn. **Accounts Payable** will run all checks marked for payment at one time and can run checks for all co-mingled accounts at one time.

Invoices may be entered into **Accounts Payable** as received, with the system tracking due dates for cash management and check processing. Each invoice may be distributed to multiple checking accounts using stored percentage distribution tables. The system will check for duplicate invoice numbers and warn of their existence.

## Cash Receipts

The **Cash Receipts** module records all funds the client receives from social service agencies, distributing to as many receivable accounts as necessary. It records the offset to cash not deposited and separates receipt and deposit functions. **Cash Receipts** ensures deposits are recognized in the **Bank Reconciliation** module for complete bank account reconciliation.

*Cash Receipts may be entered manually or may be imported from MS Excel or other sources.*

## Bank Reconciliation

With the **Bank Reconciliation** module, users can fully reconcile each checking account from bank to register and register to **General Ledger**. **Accounts Payable** checks, cash deposits, adjustments and account transfers can all be combined in a single, simple-to-use system, enabling the user to maintain a complete history as well as reconciliation of all

*An example of entering an AP bill to be paid from a Client's Checking Account.*

items. Users can view the information on any bank account through the register screen and mark an individual check, deposit or cash adjustment to update the balance on that transaction type. Service charges and interest paid may also be entered here.

## OTHER FEATURES

The **AccuFund Representative Payee** module has several other features that simplify the task of custodial fiscal management:

- ✓ Direct deposit/electronic funds transfer (EFT) available to pay clients bills. All client accounts may be paid in a single EFT batch.
- ✓ Positive Pay – an automatic fraud detection tool that verifies checks presented for payment against a list of checks issued.
- ✓ A bank register can be created for each bank account.
- ✓ Several co-mingled accounts can be created for separate groups of clients.
- ✓ Expense control – a budget can be set up for each client and system will limit expenses to budgeted amount.
- ✓ User definable fields in the client record.
- ✓ Customizable report design.

## COMPONENT INTEGRATION

The **Representative Payee** module contains the following components offered in the AccuFund Accounting Suite:

- ✓ **General Ledger** for financial reporting.
- ✓ **Accounts Payable** for vendor invoice management and check writing.
- ✓ **Cash Receipts** for cash history.
- ✓ **Bank Reconciliation** for full reconciliation of each checking account.

## COMPONENT AVAILABILITY

The **Representative Payee** module can be purchased as a standalone application or with the Standard and Professional editions of the AccuFund Accounting Suite.

Sample Company			
Trial Balance - page per client			
Run date 1/30/2008 @ 4:59 PM		for date 1/31/2008	
FORDH000	Balance	Debits	Credits
001 01 FORDH000 10000 Cash Checking Proceed A/C FORDH	2,250.00	2,250.00	0.00
001 01 FORDH000 10100 Cash Savings - Trust A/C FORDH	1,000.00	1,000.00	0.00
001 01 FORDH000 20000 Accounts Payable a/c	(943.49)	0.00	943.49
001 01 FORDH000 30100 Due To/From Funds Balance A/c	(1,000.00)	0.00	1,000.00
001 01 FORDH000 40000 SSI Supplementary Sec Income	(2,250.00)	0.00	2,250.00
001 01 FORDH000 60000 Rent Expenses	850.00	850.00	0.00
001 01 FORDH000 70200 Telephone Expenses	37.85	37.85	0.00
001 01 FORDH000 70400 Cable Expenses	55.64	55.64	0.00
Total	0.00	4,193.49	4,193.49

The included Financial Report Writer makes it easy to design reports by client, region or caseworker, as required to effectively manage your organization.

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