

REPRESENTATIVE PAYEE



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).

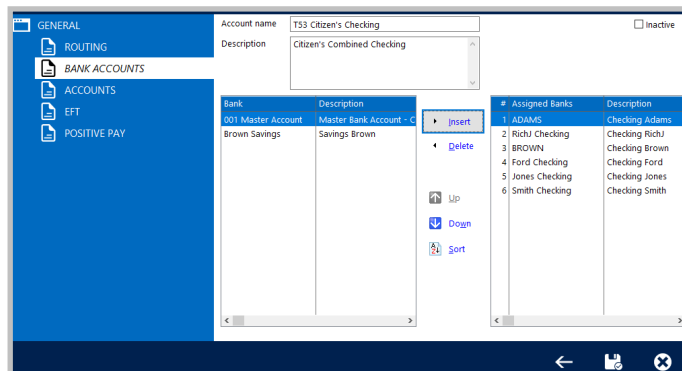
Representative Payee enables tremendous time savings for these organizations because it relieves them of the detail-intensive burden of coordinating accounting for individual clients.

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.

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 to simplify reconciliation.

Client checking accounts are administered in one location and can be set up as either individual accounts or as a single consolidated account with virtual accounts for each client. The latter allows the organization to minimize the costs of maintaining numerous bank accounts while increasing interest-earning power and maximizing the funds it manages.



A Combined Bank Account with Client Accounts co-mingled.

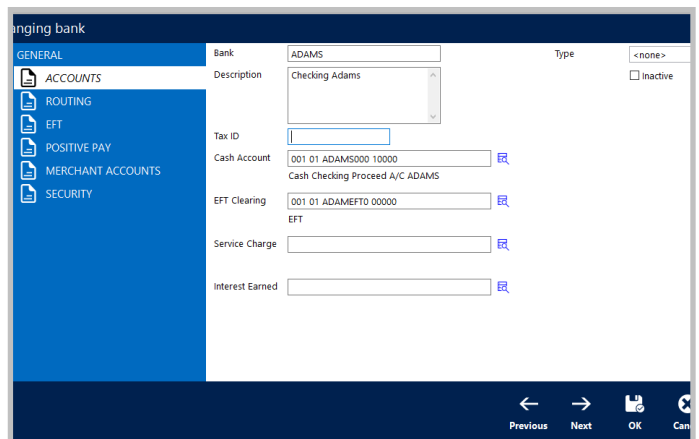
A single, consolidated account is easier to manage and allows the organization to choose to pay a client's bills even if the client's incoming payments (e.g. Social Security funds) have not yet arrived.

Although all client funds are in one 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 still possess a client-centric system, as AccuFund has the ability to set up separate virtual bank accounts for each client and pull up any individual client's register to 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.

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 examine the client-vendor relationship.



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

CORE COMPONENTS

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.

The screenshot shows the 'Repeat activity detail' window. It includes a sidebar with 'GENERAL', 'DISTRIBUTION (1)', and 'DEMOGRAPHICS'. The main area contains the following fields and options:

- Bank:** Ford Checking
- Type:** Invoice
- Description:** Monthly Rent for Apartment
- Posting range:** 10/01/2018 to 9/30/2018
- Posting months:** Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec (all unchecked)
- Post by range:** (checked)
- Subject to 1099:** (unchecked)
- 1099 box:** 7
- Reference:** (empty)
- Options:** Add invoice, Pay separately

An example of setting up a repeating bill for a client, such as a rent payment with an optional date range per the lease.

- **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.

The screenshot shows the 'Cash Receipts' window. It includes a sidebar with 'RECEIVABLE', 'NEW CREDIT', 'NEW A/R CREDIT', 'AVAILABLE CREDIT (1)', 'SALES', 'SALES DISTRIBUTION', 'SALES COGS', 'IMAGES', and 'OFFSET (2)'. The main area contains the following fields and options:

- Deposit to:** BROWN
- Drawer:** <none>
- Customer:** ssa
- Description:** SSI
- Received:** 775.00
- Date:** 11/01/2017
- Type:** <none>
- Reference:** (empty)
- Available Credits:** 824.00
- Table:**

| Unit | Borough | Client | Account | Description | Amount |
|------|---------|----------|---------|-------------------------------|--------|
| 001 | 00 | BROWN000 | 40800 | Brown SSINS - Social Security | 775.00 |

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 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.

ADDITIONAL 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 client 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.

| SSA REP PAYEE REPORT | |
|--------------------------------|-------|
| From 12/01/2012 to 11/30/2013 | |
| Adams, John | |
| <u>Housing Expenses</u> | |
| 60000 Adams Rent Expenses | 7,800 |
| Total Housing Expenses - C. | 7,800 |
| <u>Other Expenses</u> | |
| 70000 Con Edison Expense | 323 |
| 70200 Adams Telephone Expenses | 375 |
| 70400 Adams Cable Expenses | 148 |
| Total Other Expenses - D. | 846 |
| Total Expenditures | 8,646 |

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

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.
- Document Management

ADDITIONAL MODULES

The Representative Payee module integrates with the following optional modules in the AccuFund Accounting Suite:

- **Requisitions Module** for Authorization entry by caseworkers and customizable approval process.
- **Purchase Orders** for Notification of Purchase Authorizations to Vendors.
- **Client Accounting** module, for tracking client information including tracking change history, document management, and client queries.
- **Fixed Assets** to track client assets.
- **Allocations** to do complex allocations to client data, such as interest or fee allocations based on client balances over a date range.
- **Accounts Receivable** enables billing and collections to customers / agencies for funds owed.

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