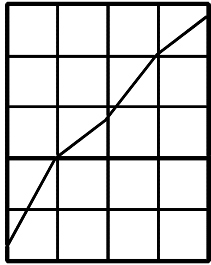


Profitline[®]

Commercial Data Corporation

RESIDENT TRUST ACCOUNTING

SAMPLE SCREENS



Profitline[®]

Commercial Data Corporation

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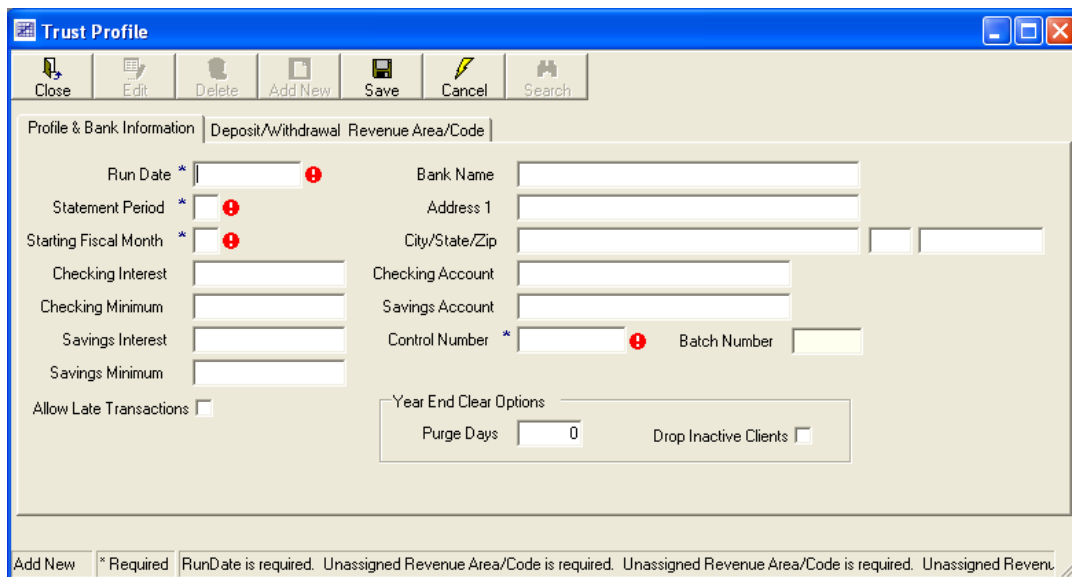
Profitline[®] by Commercial Data Corporation

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TRUST PROFILE

This section describes screen used for TRUST PROFILE in the Profitline2 Solutions® System.


The  Error Provider for field(s) indicates required or not valid information to add record.





Trust Profile

Close Edit Delete Add New Save Cancel Search

Profile & Bank Information | Deposit/Withdrawal Revenue Area/Code


Run Date *  Bank Name

Statement Period *  Address 1

Starting Fiscal Month *  City/State/Zip

Checking Interest Checking Account

Checking Minimum Savings Account

Savings Interest Control Number *  Batch Number

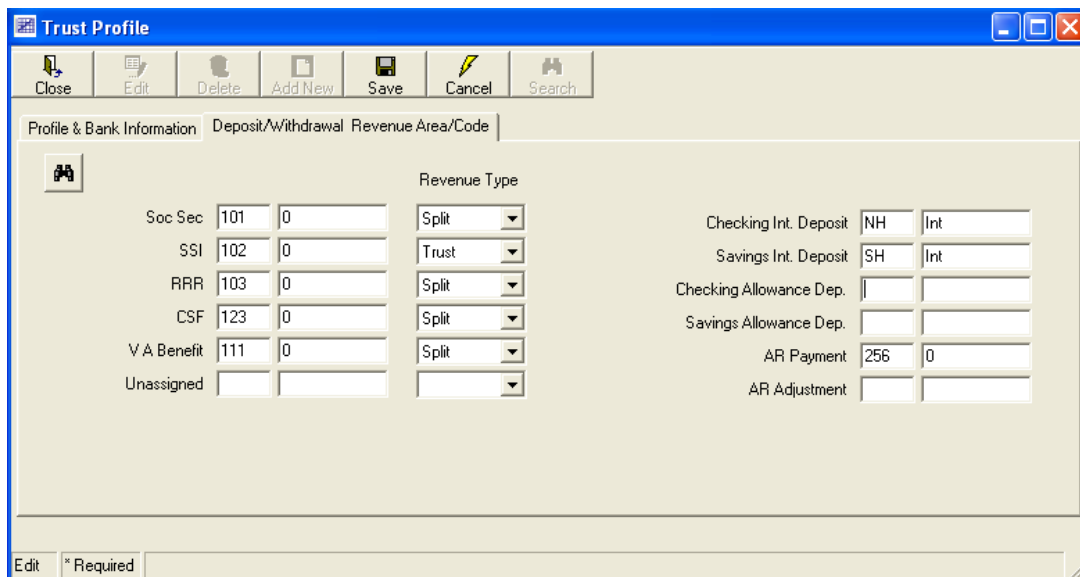
Savings Minimum

Allow Late Transactions

Year End Clear Options

Purge Days Drop Inactive Clients

Add New * Required RunDate is required. Unassigned Revenue Area/Code is required. Unassigned Revenue Area/Code is required. Unassigned Revenue



Trust Profile

Close Edit Delete Add New Save Cancel Search

Profile & Bank Information | Deposit/Withdrawal Revenue Area/Code

Revenue Type

Soc Sec	101	0	Split	Checking Int. Deposit	NH	Int
SSI	102	0	Trust	Savings Int. Deposit	SH	Int
RRR	103	0	Split	Checking Allowance Dep.		
CSF	123	0	Split	Savings Allowance Dep.		
V A Benefit	111	0	Split	AR Payment	256	0
Unassigned				AR Adjustment		

Edit * Required

PURPOSE: this screen allows the user to enter and maintain global processing parameters and defaults used throughout the Profitline2 Solutions system. This information is crucial to the operation and maintenance of the system. The two different accounts available are referred to as “Checking” and “Savings,” once your facility has added **Trust Maintenance Account Master** for a Company the system will display correct Account name in place of Checking/Savings. The following four Interest fields, govern interest distribution in the system. From the **Deposit/Withdrawal Revenue Area/Code Tab** enter the Checking/Savings Int. Deposit code to be used when processing **Trust Processing Interest Distribution**. **NOTE:** For the system to identify Interest Revenue/Area Code you must Check Interest Code on **Trust Maintenance Transaction Master** Screen.

TRUST CODES MENU

This section describes the TRUST CODES screens in the Profitline2® Solutions System. The following screens are explained in this section:

ORIGIN
RELIGION
CATEGORY
LEVEL OF CARE
REVENUE AREA

ORIGIN

Trust Origin

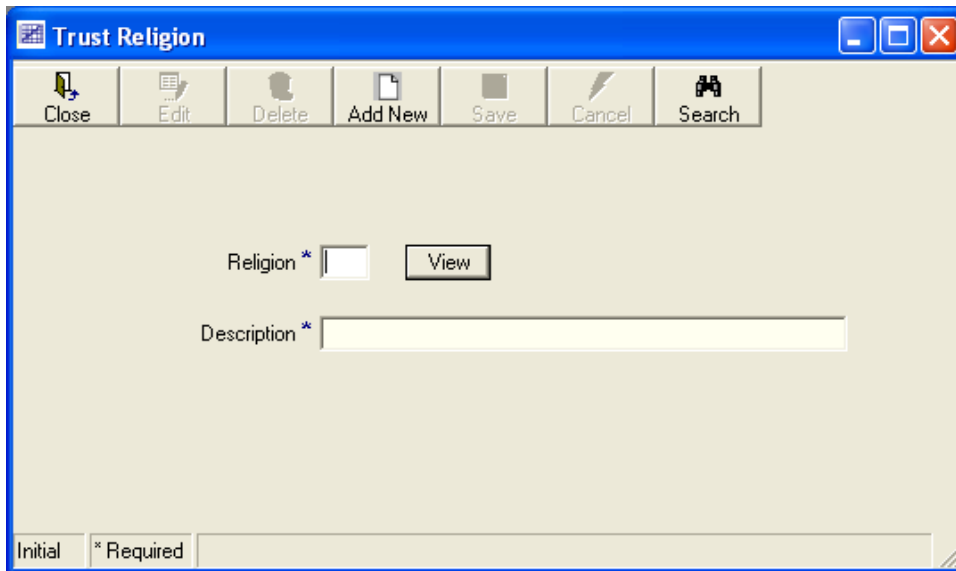
Close Edit Delete Add New Save Cancel Search

Origin * View

Description *

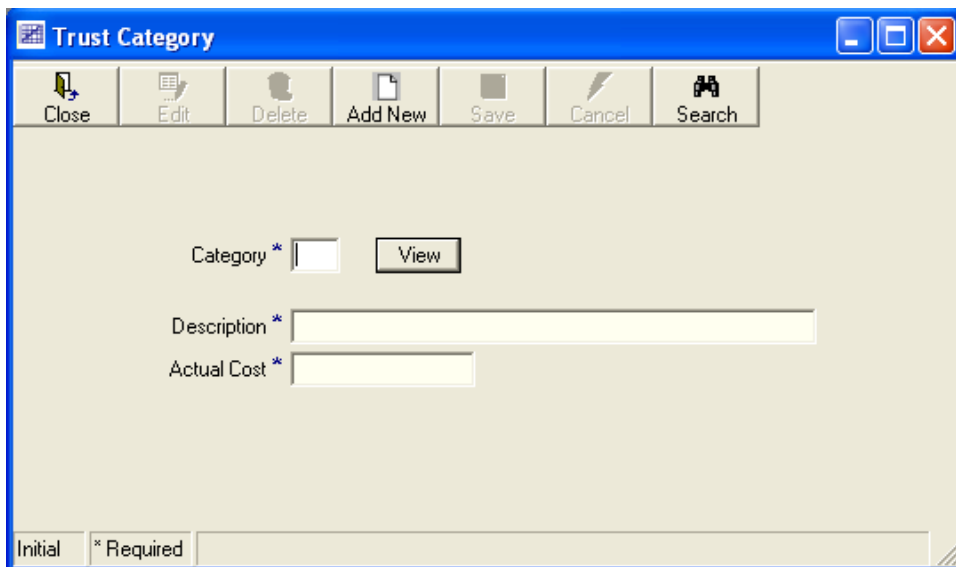
Initial * Required

PURPOSE: to establish and maintain the ethnic Origin Codes. This code is used in the Trust Maintenance Client screen.

RELIGION

The screenshot shows a window titled "Trust Religion" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with icons for Close, Edit, Delete, Add New, Save, Cancel, and Search. The main area contains two input fields: "Religion *" with a small dropdown menu and a "View" button to its right, and "Description *" with a long text box. At the bottom left, there are two checkboxes: "Initial" and "* Required".

PURPOSE: the codes, which designate a client's religious preference used in the Trust Maintenance Client screen.

CATEGORY

The screenshot shows a window titled "Trust Category" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with icons for Close, Edit, Delete, Add New, Save, Cancel, and Search. The main area contains three input fields: "Category *" with a small dropdown menu and a "View" button to its right, "Description *" with a long text box, and "Actual Cost *" with a shorter text box. At the bottom left, there are two checkboxes: "Initial" and "* Required".

PURPOSE: to establish and maintain Category Codes and Actual Costs that is applied to Trust Deposit Income at Month-End. This code is used in the **Trust Maintenance Client** screen and **Trust Profile** for Revenue Type Split.

LEVEL OF CARE

Trust Level Of Care

Close Edit Delete Add New Save Cancel Search

Level Of Care * View

Description *

Initial * Required

PURPOSE: to establish and maintain the facility Level of Care Codes. This code is used in the **Trust Maintenance Client** screen and is tied to each **Trust Transactions** entered into the Profitline2 Solutions System.

REVENUE AREA

Trust Revenue Area

Close Edit Delete Add New Save Cancel Search

Revenue Area * View


Description *

Initial * Required

PURPOSE: This code is used to establish and maintain Revenue Area used in the Profitline2 Solutions System. The Revenue Area set up in this screen is assigned to Trust Transaction Master Revenue Code used for Transactions in the Trust Transactions screen. It is important when establishing your Transaction Master Transaction Codes to plan carefully, being sure to set up all Revenue Areas and assigning them to all possible Revenue Codes used for your facility. This code is used in the **Trust Maintenance Transaction Master** screen.

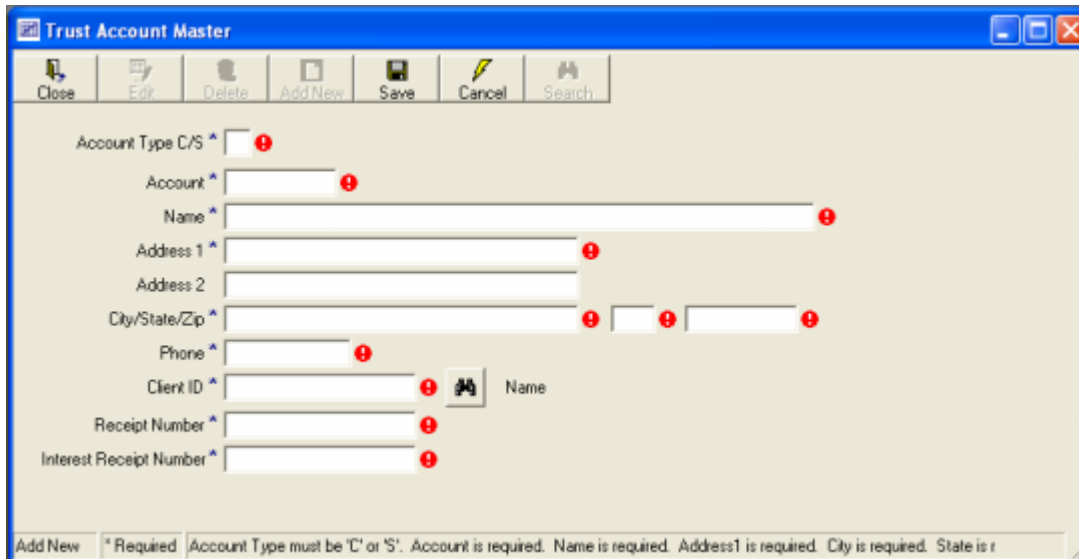
TRUST MAINTENANCE MENU

This section describes each TRUST MAINTENANCE screens in the Profitline2® System.

The  Error Provider for field(s) indicates required or not valid information to add record. The following screens are explained in this section:


ACCOUNT MASTER
CLIENT
GUARANTOR
CONTACT
APPLICATION
INSURANCE
BURIAL
ACCOUNT
TRANSACTION MASTER


ACCOUNT MASTER





Trust Account Master

Close Edit Delete Add New Save Cancel Search




Account Type C/S * 


Account * 



Name * 


Address 1 * 


Address 2

City/State/Zip *   

Phone * 

Client ID *   Name

Receipt Number * 

Interest Receipt Number * 

Add New * Required Account Type must be 'C' or 'S'. Account is required. Name is required. Address1 is required. City is required. State is r

PURPOSE: is used to establish and maintain Account information used throughout the Profitline2 Solutions System for your facility.

CLIENT

Client ID * System Type * Active Inactive Date

Last Name * First Name * MI

Address 1 *

Address 2

City/State/Zip * Phone

Soc Sec No * Sex * Self Guarantor Level Of Care *

Admit Date * Fund Room No. Birth Date *

Medicare No. Medicaid No. Origin Religion

No Trust Statement

Current Income Amounts and Posted Status: Checking No Interest Savings No Interest A/R

Soc Sec <input type="text"/>	<input type="checkbox"/>	Beg. Date	Inactive Dt <input type="text"/>
SSI <input type="text"/>	<input type="checkbox"/>	Beg. Balance	Beg. Date
RRR <input type="text"/>	<input type="checkbox"/>	Deposits	Beg. Balance
CSF <input type="text"/>	<input type="checkbox"/>	Interest	Charges
VA Benefit <input type="text"/>	<input type="checkbox"/>	Withdrawals	Adjustments
TOTAL INCOME		Current Balance	Payments
			Current Balance

Add New * Required Client ID is required. SocialSecNumber is required. LastName is required. FirstName is required. Address1 is required. Cit

PURPOSE: is used to maintain the status of a Clients Trust accounts and view the client's cumulative Trust account(s) activity (deposits, interest, and withdrawals) with the Current Balance of the account(s). When admitting a new client, this must be the first screen to be completed then complete the Trust Maintenance Account screen. The appropriate Account must have active checked before any Trust transactions can be made to the account. **NOTE: First complete the Trust Codes Menu Screens before beginning this screen. A Client must have Trust Maintenance Account(s) setup before entering Current Income Amounts on the Trust Maintenance Client screen.**

GUARANTOR

Trust Guarantor

Client ID * ! Name

Admit Date Inactive Date

Last Name * ! First Name * ! MI

Address 1 * !

Address 2

City/State/Zip * ! ! ! Phone

Soc Sec No Occupation

Relationship Verified By

Employer

Name

Address 1

Address 2

City/State/Zip Phone

Add New * Required Client ID is required. LastName is required. FirstName is required. Address1 is required. City is required. StateGuarantor

PURPOSE: is used to establish and maintain a client id guarantor (responsible party) records.

CONTACT

Trust Contact

Client ID * ! Name

Contacts *

Last Name * ! First Name * ! MI

Address 1

Address 2

City/State/Zip

Relationship Home Work

Add New * Required Client ID is required. LastName is required. FirstName is required.

PURPOSE: is used to establish and maintain information about people to contact for a client.

APPLICATION

The screenshot shows a software window titled "Profitline2 Solutions State Hospital - [Trust Application]". The window has a menu bar with "File", "View", "Trust", "Receivables", "Administrative", "Special", "Tools", "Window", "Action", and "Help". Below the menu bar is a toolbar with icons for home, print, save, and other functions. The main area contains a form with the following fields:

- Client ID * (with a red exclamation mark icon) and Name
- Application Date
- Last Name * (with a red exclamation mark icon) and First Name * (with a red exclamation mark icon) and MI
- Address 1
- Address 2
- City/State/Zip
- Birthplace
- V.A. # and Nationality
- Spouse Last Name and First Name and MI
- Spouses V.A. #
- Mothers Last Name and First Name and MI
- Fathers Last Name and First Name and MI
- Insurance section with sub-fields: Blue Cross, Medigap, Other, Other, each with a corresponding Group field.
- Real Estate Appraisal and Real Estate Sale Price

At the bottom of the window, there is a status bar with the text: "Add New * Required Client ID is required. ApplicationLastName is required. ApplicationFirstName is required."

PURPOSE: is used to establish and maintain general application and miscellaneous financial information for a client.

INSURANCE

PURPOSE: is used to establish and maintain the master records of insurance carriers and other insurance agencies.

BURIAL

PURPOSE: is used to establish and maintain a funeral and will information for each client.

ACCOUNT

PURPOSE: is used to maintain the status of a client’s Trust accounts and view the client’s cumulative Trust account(s) activity (deposits, interest, and withdrawals) with the Current Balance of the account(s). The appropriate Account must have active checked before any transactions can be made to the account. A Client must have Account(s) setup before entering Current Income Amounts on the Trust Maintenance Client screen. **NOTE: First complete the Trust Maintenance Account Master before beginning this screen.**

TRANSACTION MASTER

Trust Transaction Master

Revenue Area/Code *

Revenue Area Description

Description *

Short Desc.

Actual Cost

Type Transaction *


Interest Code

Add New * Required RevenueArea is required. RevenueCode is required. Description is required. Type

PURPOSE: is used to establish and maintain the transaction codes. These codes are used to define transactions' by Revenue Area and Code. **NOTE: First complete the Trust Codes Revenue Area before beginning this screen.**

TRUST TRANSACTIONS MENU

This section describes each TRUST TRANSACTIONS screens in the Profitline2® System.

The  Error Provider for field(s) indicates required or not valid information to add record. The following screens are explained in this section:

- DEPOSIT AND WITHDRAWALS
- AUTOMATIC DEPOSIT AND WITHDRAWALS
- AUTOMATIC DEPOSIT INCOME
- REGULAR BATCH AND REGULAR DETAIL
- PENDING BATCH AND PENDING DETAIL

DEPOSIT AND WITHDRAWALS

PURPOSE: the Revenue Area/Code entered must contain a “D” (Deposit) or “W” (Withdrawal) in the Type Transaction in the Trust Maintenance Transaction Master. A Trust Daily Transaction and Trust Detail Transaction will be created plus have option to print a receipt during posting or access **Deposit and Withdrawals Receipt** to print receipt.

PENDING BATCH AND PENDING DETAIL

Trust Pending Batch

Close Edit Delete Add New Save Cancel Search

Batch *

Transaction Date * Amount To Post

Account Type * JNH Batch Type Withdrawal

Control Total Posted Control Number Posted Amount

Add New * Required Batch is required. Transaction Date is required.

PURPOSE: The Pending Batch and Pending Detail screens allow you to set up and process batch Withdrawals to Client accounts. The Revenue Area/Code entered must contain a “W” (Withdrawal) in the Type Transaction in the Trust Maintenance Transaction Master for the appropriate Batch Type. Trust Transactions Pending is used to Hold/Reserve an amount for a Client but still have interest/Accrual like amount is still in their Account(s) although won’t allow Client to be able to take this Hold/Reserve Amount out of their Account(s). You must post the batches to the transaction and master files before they will show up on the Clients accounts.

NOTE: When in Add New Mode key information in these fields then check the ones that are to be duplicated once press save on first entry Profitline2 Solutions system will disable these fields so user can not change and skip over when tabbing through Detail information. If user decides to change any of these fields then uncheck field so can have access to field to change. To print receipt access **Deposit and Withdrawals Receipt**.