



http://www

SAFE Web RC Trust Accounting How To Reference

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Getting Started

SECURITY FIRST

The SAFE Trust Accounting Module is the first web module released on the web. As such, great care should be made to ensure that tight security and access to the system is maintained by IT Staff and DCFS staff or any others that have access to the system. Since it is a browser based application, great care should be made to not use computers that have spyware or key-loggers on them.

Only State Authorized computers should connect to the SAFE Web system.

The How To Manual should assist Trust Accounting users in performing their business functions of maintaining trust accounts, managing fund requests and printing checks. At the end of each month, the trust accounts will be reconciled with the bank and verified by the OFO.

In order to get to any SAFE web pages you must have successfully logged into the SAFE Trust Accounting system.

In order to do this, the user must have been added to the SAFE security system for Trust Accounting and the appropriate security roles assigned to the user.

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How do I view Trust Accounts?

Open, Closed, Dedicated and Non-Dedicated trust accounts can be viewed from the trust account list page.

1. Click on the Trust Accounts List Link
2. View Trust Accounts balances, pending balances, Primary worker, Transactions, Detail, Create Cost of Care and Create Personal Need Fund Request

How do I View Trust Account Transactions?

1. Click on Trust Account List link
2. Click on Transactions link
3. View all account transactions for child

How do I view Trust Account Detail information?

1. Click on Trust Account List link
2. Click on Detail link for child
3. View Trust Account Detail for child

How do I Close a Trust Account?

1. Only Trust Accounts with a balance of \$0.00 can be closed
(A Transfer Funds Request can be created by RC's from the transactions page to zero out the account and send a check to the receiving office.)
2. Click on Trust Account List link
3. Click on Detail Link
4. Click on Close Trust Account Button

How do I Create a new Trust Account?

1. Click on Trust Account List link
2. Click on the Create New Trust Account link
The Safe Search Lite page will appear.
3. Type in some search criteria
4. Click on the Search button
 - The system will return a list of existing kids with Trust Accounts **and** those that do not have Trust Accounts.
 - Trust Accounts can only be created for kids that don't have information in the AccountType and Office columns **OR** for Trust Accounts that show a Closed Datetime.
 - Trust Accounts can only be open in one region at a time.
 - Trust Accounts can only be opened for children that have a SSN in SAFE.
5. Click on the Open Non-Dedicated link or the Open Dedicated link to create or open the corresponding Trust Account at your office.
A Trust Account Detail page will display with the child's information.
6. If the user selected an incorrect link for a child an error will display with the description of the problem.

How do I Add additional SSN's for OFO Batch Validations?

1. Only RC's can add additional SSN's for OFO Batch matching
2. Click on Trust Account List link
3. Click on Detail Link
4. Click on Add link under Trust Account Associated SSN's section
5. Enter in last four of SSN in SSN column
6. Type Y in ActiveYN column
7. Enter in SSN Description data
8. Click Update link
9. Refresh Page

How do I delete an existing SSN mapping in Trust Accounting

1. If the mapping is in SAFE, update SAFE
2. If the mapping is in Trust Accounting navigate to the Trust Accounting Detail page and click on the Delete link for the SSN

How do I Create a Personal Need Fund Request?

Only case workers and case worker supervisors may create personal need fund requests.

1. Click on the Trust Account List Link
2. Click on the Personal Need Funds Request Link
3. Type in the dollar amount of the fund request
4. Select the Payee from the drop down
5. Click Save and Approve button

How do I Create a Cost of Care Fund Request?

Only Region Custodians may create Cost of Care Fund Requests for Trust Accounts

1. Click on the Trust Accounts List Link
2. Click on the Create COC Link
3. Select and configure the appropriate items for Cost of Care in the Setup Screen
4. Click on the Create COC Fund Request (298) link
5. Type in the memo for the COC
6. Select the Payee from the drop down
7. Update the Spenddown/Other and Personal Need amount fields as appropriate.
8. Click the Calculate button to recalculate field values for any changes that might have been made.
9. Click Save button

How do I Delete an existing Fund Request?

Only fund requests that have not been attached to a check can be deleted.

1. Click on the Fund Requests List Link
2. Click on the View Funds Request link

Caution: Deleting fund requests is not a reversible process.

3. Click on the Delete Fund Request button
4. A confirmation notice on the page will appear showing that the fund request has been deleted
5. Click on the Return to Funds Request Link.

How do I Write/Print Checks?

If multiple Fund Requests are selected for a check, All Payees must be the same on that check.

1. Click on the Funds Request List Link
2. Select the Fund Request that are Waiting for a "Check".
One or many Fund Requests can be selected but they must have the same payee or an error will occur.
3. The total Fund Request amount must be < \$9999.
4. Click on the Write Check Link
5. The Check page will display
6. Enter in the Memo Field on the check
7. Click the Print button (this saves the data to the database)
8. A PDF screen will appear, review the screen carefully and print the document to the printer that has check stock in it.
9. Verify that the check printed correctly by clicking on the
10. Click Check Printed Correctly link

11. Done

If the Check didn't print properly.

12. If the check didn't print properly, was the check stock damaged? If it was destroyed the check must be voided and the Fund Requests put on another check.
13. If the check didn't print properly but the check stock with the matching check number still exists, print the check on the proper check stock by clicking on the Reprint link or simply reprint the PDF if that screen is still available.
14. Click Check Printed Correctly link

How do I Sign/Approve Checks?

Only check signers can Approve checks. Check Signers can have no other access in the Trust Accounting system other than Signing and Approving checks.

Two Check Signers are required to approve all checks.

1. Click on the Sign Check link
2. Click on the View Check link of the check that needs to be approved
3. The Check Detail window will appear
4. Click each View Fund Request Link and approve for Check Signer 1 or Check Signer 2
5. When Done, click on the Sign button for Signer #1 or Signer #2

6. Manually Sign the Check
7. Go to the Next Check
8. After all checks have been signed by check signer 1, pass them to check signer 2 to complete the same steps as check signer 2.

How do I Void Checks?

Only RC Supervisors can Void checks in the system.

1. Click on the Register link
2. Click on the Check Number link to view the detail for the check
3. Click on the Void Check button
4. A Void Check screen will appear.
5. Enter in the Void reason code
6. Click the Void Check button

This process is not reversible. All fund request will be removed from the check and put back into the system in "Waiting for Check" status. The RC Supervisors ID and reason will be saved to the database.

7. A response will say that the check has been voided properly.
8. Click on the Register link or the Sign Checks Link to view all checks needing signed.

How do I make Manual Deposits?

Only RC's can make Manual Deposits into Trust Accounts.

1. Click on the Deposits Link
2. Select the Deposit Date and Account Type
3. Enter in data into all fields
4. Click Done
If you have more row then click on the Add link
Loop adding and entering lines until done
5. Click the Save button

SAVED deposits cannot be deleted without SAFE help desk assistance.

6. A Save Complete dialog will appear
7. View the Register page to see the deposit transaction.
8. Expand any rows to apply all or part of a deposit for a given month as available for cost of care.

How do I View the Register?

By default, only the past 90 days of transactions will be displayed in the Register.

1. Click on the Register Link
2. View the transactions for the Region
3. The user may view the Dedicated and Non-Dedicated funds accounts
4. All of the transaction as well as the account balance is visible at the top of the screen.

How do I View existing Check details and Fund Request on them?

1. Click on the Register link
2. To see Check Detail click on the check number link for the check
The check detail page will open with all of the check information
Click on each fund request to see the detailed information for it.
3. To see deposits, Click on the Manual link
The Deposit Detail screen will display for the deposit.

How do I View existing Fund Request Details?

1. Click on the Fund Request List Link
2. Sort or filter the list to see the desired Fund Request
3. Click on the View Fund Request link to view the detail

How do I View Deposit Detail?

1. Click on the Register link
2. To see deposits, Click on the Manual link
The Deposit Detail screen will display for the deposit.

How do I update the Memo for each OFO Deposit?

1. Click on the Register link
2. To see deposits, Click on the EFT/Manual link
The Deposit Detail screen will display for the deposit.
3. Click on the edit memo link for the individual deposit line item to be changed
4. Type in the new Memo
5. Click the Save button

How do I update the Benefit month for each OFO Deposit?

1. Click on the Register link
2. Click on the EFT or Manual Link
3. Click the Plus box to the left of the Account holder's name.
4. Click the Add link in the box
5. Select the month from the drop down
6. Enter in a Memo
7. Enter in an Amount
8. Click Done
9. Click SAVE button at the top of the page.

How do I Add Vendors/ Payees?

Only RC's may add Vendors/Payees

1. Click on the Vendors List link
2. Click on the Add New Vendor link
3. Type in the Vendor name
4. Type in the Vendor Address information
5. Click on the Save button
6. The vendor will now be available for selection in fund requests screens

How do I Activate/Inactivate Vendors?

Deactivated vendors cannot be used on fund requests. Only RC's can activate or deactivate vendors.

1. Click on the Vendor List Link
2. Click on the Detail link for the Vendor
3. Click on the Vendor Active check box to change if the Vendor is Active.
Unchecking the box will inactivate the Vendor
Check on the Vendor to Activate the Vendor
4. Click on the Save button to save the change
5. Click on the Return to Vendor List link to return to the Vendor list
6. Notice that the vendor's status will be changed.
7. If the Vendor List view is filtered by Active vendors the inactive vendor will be removed from the list.

How do I Update a Vendors Information?

1. Click on the Vendor List Link
2. Click on the Detail link
3. Change the data fields
4. Click on the Save button
5. Click on the Return to Vendor List link
6. Notice that the Vendor data has been updated.

How do I Reconcile?

1. Click on the Reconciliation Link
2. Set the Account to Dedicated or Non-Dedicated
3. Type in the Ending balance and verify all other fields
4. Click on Continue button
5. Go through list of transactions with bank statement and click on all cleared items.
6. When all transactions are cleared Click on the Finish link and print the Reconciliation report

7. If you need to leave the screen, click Finish Later and the changed will be saved for future reconciliation work.

How do I Change My Password?

If you are a SAFE user, you must change your password using the SAFE system. If you are not a SAFE user then you must contact the Help Desk to change your password.

How do I PUSH an OFO Batch to the Trust Accounting system?

1. Click on the Upload OFO Batch button in the MS Access application
2. Set the desired Settlement date
3. Click Process
4. The back will be uploaded to the Trust Accounting system for processing.

How do I PROCESS an OFO Batch in the Trust Accounting System?

1. Click on OFO Disbursement Link
The pushed batches should be displayed in the page.
2. Click on the BatchId to Validate the Batch and Start processing
After the Batch has been validated the Batch Validation screen will appear
It will contain a summary for each region and the batch detail that will be processed if there are no validation matching errors.
Batches that have Validation errors cannot be posted. The batch must be deleted, data issue fixed, repushed and processed.

Batches that are posted cannot be easily reversed.

3. Click on Post OFO Batch Link to push the transactions to the region accounts.
4. After the Batch is Posted the Batch History page will be displayed.
5. Click Return to OFO Batch List link to post more OFO Batches.

How do I Validate an OFO Batch?

See the How to I Process OFO Batches section

How do I Post and OFO Batch?

See the How to I Process OFO Batches section

How do I view OFO Batch History?

1. Click on the OFO Disbursement History link
2. View the list of batches that have been processed with the amounts, rows, and settlement dates.

How do I Create a GL Adjustment transaction for an Office?

Only users with OFO Adjustment Rights can post a GL Adjustment for an Office.

1. Click on the GL Adjustment link
2. Select the Office/Region from the drop down

3. Select the Account type (Dedicated or Non-Dedicated)
4. Enter the desired dollar amount to be adjusted.
Type in a negative dollar amount to subtract and a positive amount to add to a Region Trust Account
5. Click on the Save button
6. Done

How do I extract a Quarterly Interest File from the Trust Accounting System?

1. Click on the Extract Interest link
2. Enter in the Start Date and End Date for the quarter.
3. Click on the Download Interest File button
4. After the file has been created the browser will pop up a screen to download the file.
5. Save the CSV file to a local directory
6. Process to figure out how much interest to apply to each trust account
7. Push the interest file to the system.