



Local Funds Project

Business Requirements Package
April 2016

Department of Social and Health Services
Local Funds System - Requirements

Document Information and Approvals
Version History

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Glossary of Terms

Term/Acronym	Definition
Account	An account is a detailed list of monies that a person, place or thing earns or spends. There are several different kinds of accounts in the system including Funds, Subsidiary Funds, and Client Funds that represent actual Bank Accounts. There are also different kinds of subsidiary accounts including Subsidiary Accounts and Client Accounts. These accounts are not represented directly by a Bank Account, but instead are backed by the other Fund account types.
Attorney Fees	Fees (can be monthly reoccurring or paying off set amount e.g. \$100 a month for ten months equals \$1,000) that are paid by clients with attorney fees. Clients subjected to cost of care calculations will have attorney fees deducted from the cost of care account not the client spending account.
Batch Receipt or Expense	The ability to process more than one transaction at a time.
Behavioral Health Services (BHA)	Behavioral Health Services oversees the following facilities: Eastern State Hospital, Western State Hospital, and Child Study Treatment Center. <i>(Formerly BHSIA or MHD)</i>
Change Accounts	Used solely for making change in across-the-counter cash transactions in Funds 512 and 800. The agency has Imprest/Petty Cash Fund 001 accounts that are kept on site as "cash on hand", some administrations Fund 001 change accounts for meal ticket sales, or for the Fire Account during fire season for specific purposes.
Client	A client is a resident of a facility.
Client Earned Wages	Money a client earns working
Community Service Office (CSO)	The CSO sends a Notice and Findings of Responsibility (NFR) that determines Medicaid eligibility.
Cost of Care	The amount determined by Office of Financial Recovery (OFR) as the client's fiscal obligation towards their care at a DSHS facility.
Deposit	Deposit refers to money that is deposited into a bank account.
Developmental Disabilities Administration (DDA)	Developmental Disabilities Administration oversees the following facilities: Rainier School, Fircrest School, Lakeland Village, and Yakima Valley School.
Fund 001 - General Fund	This fund is used to account for all resources of the state except those required to be accounted for in another fund. The general fund is the principal fund supporting the operation of the state. All Imprest/Petty Cash accounts are maintained within the general fund and require OFM approval to increase or decrease
Fund 512 - Institutional Stores Account	This fund combines stores funds in the custody of various state institutions managed by DSHS.
Fund 651 - Client Account	This fund represents the resources of the individuals in institutions and held in trust for the individual's use.
Fund 752 - Clearing/Transmittal Account	This fund is used to account for moneys received for transmittal to the state treasury.
Fund 800 - Welfare/Betterment	This fund is used for institutional client general welfare and betterment activities.

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Guardian Fees	Fees (usually monthly reoccurring) that are paid by clients with a guardian. Clients subjected to cost of care calculations will have guardian fees deducted from the cost of care account not the client spending account.
Imprest Accounts	An account into which a fixed amount of money is placed for the purpose of making change or minor disbursements. As disbursements are made, a voucher is completed to record the date, amount, nature, and purpose of the disbursement. At periodic intervals, or when the funds are reduced by more than one hundred dollars, a report with substantiating vouchers is prepared and the account is replenished for the exact amount of the disbursements, and appropriate funds general ledger accounts are charged. The total of cash and the substantiating vouchers should always equal the total fixed amount of money set aside in the Imprest account.
Local Funds	Funds that are under the control of an agency with cash on deposit in a local bank account and requiring the signature of agency officials on a check for disbursement or cash on hand.
Notice and Findings of Responsibility (NFR)	The Notice and Findings of Responsibility (NFR) determines Medicaid eligibility and is the basis for financial recovery from private party resources.
Office of Financial Recovery (OFR)	OFR is under the Economic Services Administration of DSHS and is responsible for billing and collections for the cost of care expenses for clients.
Payee	Any person or entity which payments are made to on behalf of a local fund account. Types of vendors could include: attorneys, stores, courts (restitution payments), guardians, state agencies, or parents.
Petty Cash Accounts	Used to make payments when issuing a local fund check is not practical or timely. Administrations often have petty cash accounts in Funds 651 and 800 for client/resident use when the disbursement is small or writing a check is not practical. Administrations also have Imprest/Petty Cash Fund 001 accounts. These accounts can NOT be used to process payroll checks. The agency has Imprest Petty cash 001 account in Programs, Headquarters, Regional and Field Offices. Fund 001 accounts are in every administration throughout the agency.
Receipt	Money (cash or check) received and entered into the Local Funds System.
Receipt, Printed	A printed receipt is system generated proof of payment that can be printed or saved as PDF.
Receipt Number	Pre-printed receipts with incremental numbers that are given for various reasons (e.g. cash on unit where input into system is not practical).
Rehabilitation Administration (RA, JJRA, or JRA)	Formerly known as Juvenile Rehabilitation Administration is now Rehabilitation Administration. Green Hill School, Naselle, and Echo Glen are the three juvenile facilities under the RA administration. The Special Commitment Center (SCC) is an adult facility that also falls under the RA administration.
Restitution	A payable from the client that is collected by the institution from the client's account and remitted on their behalf to cover fiscal obligations. Different types are described below: There are two types of restitution; property damage and court ordered. Property damage restitution is paid to the DSHS facility where the property damage occurred. Court ordered restitution is paid to the appropriate court.

High Level Business Requirements

- To have a single system that all institutions will use to manage local funds.
- To have better internal controls and reduce fraudulent activities.

USER MANAGEMENT

- **BR-01** The system will use Active Directory to authenticate users.
- **BR-02** The system will log every transaction with a user stamp for audit purposes.
- **BR-03** The system will identify users and allow access based on security profile.

ACCOUNT MANAGEMENT

- **BR-04** The system will allow users to create new institution specific accounts.
- **BR-05** The account types vary to include, but are not limited to Local Funds Subsidiary Funds, and Client Funds.

CLIENT MANAGEMENT

- **BR-06** The system will allow individual client management (inactive, re-activate, create and update client personal information).
- **BR-07** The system will allow individual clients to be linked to 651 accounts.
- **BR-08** The system will accommodate client data based on appropriate retention schedules.
- **BR-09** The system will accommodate client transfers from institution to institution.

PAYEE MANAGEMENT

- **BR-10** The system will allow individual payee management (create or edit payee information)
- **BR-11** The system will manage payments to payees on behalf of clients residing at facilities managed by DSHS.

TRANSACTIONS

- **BR-12** The system will allow check printing.
- **BR-13** The system will record funds received and funds spent and track balance.
- **BR-14** The system will accommodate cost of care payments.
- **BR-15** The system will accommodate restitution payments.
- **BR-16** The system will accommodate client earned wages.
- **BR-17** The system will accommodate attorney fees.
- **BR-18** The system will accommodate guardian fees.

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- **BR-19** The system will accommodate journal vouchers.
- **BR-20** The system will enforce business rules regarding separation of duties, workflows, and approvals.
- **BR-21** The system will provide printed receipts for receipts and expenses.
- **BR-22** The system will accommodate petty cash boxes.
- **BR-23** The system will accommodate suspense accounts.
- **BR-24** The system will accommodate encumbrance.
- **BR-25** The system will accommodate end of day reconciliation.
- **BR-26** The system will accommodate end of month reconciliation.

REPORTING

- **BR-27** The system will allow a holistic view of all local funds activities across institutions.
- **BR-28** The system will allow views of all local funds activities within individual institutions.
- **BR-29** The system will have ad-hoc on demand reporting capabilities.
- **BR-30** The system will have a set of pre-defined reports, such as end of month and end of fiscal year.
- **BR-31** The system will allow reports to be viewed at administration level.

AUDITING

- **BR-31** The system will improve audit capabilities and efficiencies.
- **BR-32** The system will log every transaction with a user stamp for audit purposes.
- **BR-33** The system will provide audit tools that help enforce business rules regarding separation of duties, workflows, and approvals.
- **BR-34** The system will not allow the deletion or editing of a transaction after posting.
- **BR-35** The system will provide an audit trail to help track expenses and receipts.
- **BR-36** The system will provide views for all users and roles.

User Management

The Local Funds system contains sensitive information and needs to limit access to that information to only people allowed to see it. The system must uniquely identify users and authorize any actions they take.

BR-01		The system will use Active Directory to authenticate users.
BR-02		The system will log every transaction with a user stamp for audit purposes.
BR-03		The system will identify users and allow access based on security profile.
	FQ 2.1	Authentication - user must be a member of an application specific group to get access to the application.
	FQ 2.2	Authorization – users must be a member of an application specific group to get access to areas of the application restricted to that group.
	FQ 2.3	Location – users are assigned a location in the system, all data visible in the application are associated with that location.

User Management Identified Roles

User Types	Allowed Functionality	Exceptions
User	<ul style="list-style-type: none"> • Input expenses and receipts • Generate reports • Print checks • Prepare bank deposits • Void transaction • Create and release encumbrance • Ability to generate reports • Ability to (add, update/modify and transfer)clients • Ability to (add and update)vendors 	<p>User cannot issue a check for an expense that user entered. At least two users would be required for the process of printing the check. User A to enter expense and User B to print check.</p> <p>User cannot prepare bank deposit if user input any receipts. At least two users would be required for the process of preparing the bank deposit. User A to enter receipts and User B to prepare the bank deposit.</p> <p>Users cannot void their own transactions/records.</p>
Supervisor	<ul style="list-style-type: none"> • Dashboard with alerts or Reports that show: <ul style="list-style-type: none"> ○ list corrections (voids) that have been entered ○ Reconciliation month end or day end • Ability to generate reports • Ability to (add, update/modify and transfer)clients • Ability to (add and update)vendors 	
Super User	Access to all system functionality	Not able to edit any transactions/records the Super User

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Auditor	<ul style="list-style-type: none"> • Read Only access of all data for all facilities • Ability to generate reports 	
Program Staff	Ability to generate a report: <ul style="list-style-type: none"> • Client balances <ul style="list-style-type: none"> ○ Checking ○ Saving ○ Restitution ○ Cost of Care ○ Encumbrances 	Can see data only for assigned facility
HQ Staff	Ability to generate reports for their administration <ul style="list-style-type: none"> ○ View only access 	
System Administrator	Ability to create new fund types or rename existing funds	

Identified Organizations

Location
DSHS HQ Staff
Green Hill School
Naselle Youth Camp
Echo Glen
SCC (Special Commitment Center)
Fircrest School
Rainier School
Lakeland Village
YVS (Yakima Valley School)
WSH (Western State Hospital)
ESH (Eastern State Hospital)
CSTC (Child Study Treatment Center)

Client Management

Required Client Management Features

BR-06		The system will allow individual client management (create, inactivate, re-activate and update client personal information).	Required
BR-07		The system will allow individual clients to be linked to 651 accounts.	Required
	FQ 3.1	Users of the system with the appropriate authorization will be able to add a new client to the system.	Required
	FQ 3.2	The system will maintain an audit trail of which user created the new client	Required
	FQ 3.3	The system will create a log containing the user ID, the date and time, and details of the change, any time client records are: created, inactivated, re-activated and other updates to client information.	Required
	FQ 3.4	The system will assign a unique identifier to the client.	Required
	FQ 3.5	The system will allow printing of as many client ledgers as needed for guardians, attorneys, payee representatives, parents or auditors.	Required
	FQ 3.6	Users of the system with the appropriate authorization will be able to update client data.	Required
	FQ 3.7	The system will associate the user and the date/time the client data was updated.	
	FQ 3.8	The system will maintain a log all updates made to the client data.	Required
	FQ 3.9	A client may move from one institution (Institution A) to another (Institution B). Accounts will be specific to the institution, meaning institution specific account information will be available only to that institution.	Required
	FQ 3.11	General client information will be maintained at the system level and will be available to all institutions.	Required
	FQ 3.12	The system will allow users with the appropriate authorization to search for clients by name or other forms of identifying information (such as client identifier or SSN).	Required
	FQ 3.15	The system will allow users to page through search results.	Required
	FQ 3.16	Users activating or reactivating a client will be alerted when entering client identification information if the client already exists in the system, regardless of the institution.	Required
	FQ 3.18	Multi-org users who are running or creating reports will have the option to select all clients in the system, or limit to one or more specific institutions.	Required
	FQ 3.19	Client accounts for clients that have been transferred, released, or are deceased need to remain "open" if their account balance is not equal to \$0.	Required
	FQ 3.21	Account related reports will need to show changes to account balances anytime there is activity.	Required
	FQ 3.25	The system will allow an authorized user to activate an inactive client to make them available in the system again.	Required
	FQ 3.27	The system will have an Excel import option to allow users to bulk insert new clients	Required
	FQ 13.7	The system will require unique patient identifiers (ACT, CSO, SSN, Medicare) for clients.	Required

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	FQ 13.8	If a matching client identifier is entered, the system will alert the user that an identifier match has been found.	Required
	FQ 13.6	The system will maintain record of all client transfers (user id, date, amount transferred)	Required
	FQ 13.11	The system will not merge the two accounts or force a closure at the first institution should a new residency occur	Required
	FQ 13.12	Accounts can only be inactivated once they have reached a zero balance.	Required
BRUL 14.1		When a client leaves a facility, all funds in their accounts must be dispersed according to local business practices.	Required
BRUL 14.2		Client funds will either be sent to the client or to Department of Revenue Unclaimed Property.	Required
BRUL 14.3		Client accounts should be inactivated 90 days after a zero balance is achieved for all accounts.	Required
BRUL 14.4		Client funds should be dispersed within 90 days of a user entering a date Transfer/Released/Deceased date on the client details screen.	Required
BRUL 14.5		All client close out checks require at least two users; User A creates the transaction to request the check and User B must review the request and either approve and print the check or deny and void the transaction.	Required
	FQ 14.1	The system will allow users to send payments to a client without adding the client to the vendor table.	Required
	FQ 14.3	The system will not allow a user to print a client close out check that they have created. *See BRUL 14.5	Required
	FQ 14.4	When a client close out check is created, the system will generate a log with the name of both users, user ID's and time/date the check was created	Required

Not Required – High Priority Client Management Features

	FQ 3.17	When a multi-org user selects the institution they are currently serving, client searches will be limited to those clients in the selected institution, with the exception noted in FQ 3.16 for activating or reactivating clients.	High
	FQ 3.24	Transferring or inactivating a client will set a flag on the client record that will prevent the client from being included in lists in the system/institution, with the exception noted in FQ 3.16 for activating or reactivating clients.	High
	FQ 13.9	The system will create Residency tab for the client once a matching identifier has been confirmed.	High
	FQ 13.10	The system will display the Residency Tab (viewable from the Client Detail	High
	FQ 13.12	The system will not allow editing to be completed on the Residency tab; client data is editable on Client Detail screen.	High
	FQ 13.13	The system will display the Residency Tab at each facility where a matching client identifier has been confirmed. (e.g. client identifier match at Green Hill and Naselle; users should see Residency Tab for that client)	High
	FQ 14.5	If the client close out check is not approved, the system will generate a log with the name of both users, user ID's and time/date the check was created, and reason for denial.	High
	FQ	The system will check to see if any client checks are outstanding (non-reconciled)	High

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	14.6	prior to allowing the user to print a client close out check	
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Not Required – Low Priority Client Management Features

BR-08		The system will accommodate client data based on appropriate retention schedules.	Low
BR-09		The system will accommodate client transfers from institution to institution.	Low
	FQ 3.10	The system will include an indicator to identify whether the client has property being stored at the institution.	Low
	FQ 3.13	Inactive clients will be automatically filtered out of the search results, except when activating or reactivating a client.	Low
	FQ 3.14	Users will have the option to filter search results to view; inactive clients, active clients, or both inactive and active clients.	Low
	FQ 3.22	The system will allow client ledgers to be printed for inactive clients if they have an account balance. There is no end date for this.	Low
	FQ 3.23	The system will allow a user with the appropriate authorization to inactivate a client.	Low
	FQ 14.2	The system will display an alert on the dashboard beginning 90 days from the Transfer/Released/Deceased date on the client details screen if funds in the client account has not been disbursed.	Low

Payee Management

The system will manage payments to payees (vendors) on behalf of clients residing at facilities managed by DSHS. There are general vendors (stores, parents, state agencies, etc.), guardian, attorney, and courts.

Required Client Management Features

BR-10		The system will allow individual payee management (create or edit payee information).	Required
BR-11		The system will manage payments to payees on behalf of clients residing at facilities managed by DSHS.	Required
	FQ 4.1	Users of the system with the appropriate authorization will be able to add a new payee to the system.	Required
	FQ 4.2	The system will maintain an audit trail of which user created the new payee.	Required
	FQ 4.3	The system will associate the user and the time created with the created payee.	Required
	FQ 4.4	A log entry will also be made when the creation is successful.	Required
	FQ 4.5	The system will have a payee details screen that displays all of the data associated with that payee, including when the payee was added user who added them to the system and when the last update occurred and the user who updated the payee.	Required
	FQ 4.6	Users of the system with the appropriate authorization will be able to update a payee in the system.	Required
	FQ 4.7	The system will create a log containing the user ID, the date and time, and details of the change, any time payee records are: created, inactivated, re-activated and other updates to payee information.	Required
	FQ 4.8	The system will create a log containing the changes to the payee information for audit purposes.	Required
	FQ 4.14	The system will allow users with the appropriate authorization to search for payees by name or other forms of identifying information.	Required
	FQ 4.17	The system will allow users to page through search results for payees.	Required

Not Required – High Priority Payee Management Features

	FQ 4.12	The system will associate the user and the time updated with the inactivation or activation of a payee.	High
	FQ 4.13	The system will log the activation or inactivation of payees.	High
	FQ 4.16	Users will have the option to search for active payees, inactive payees, or both active and inactive payees.	High

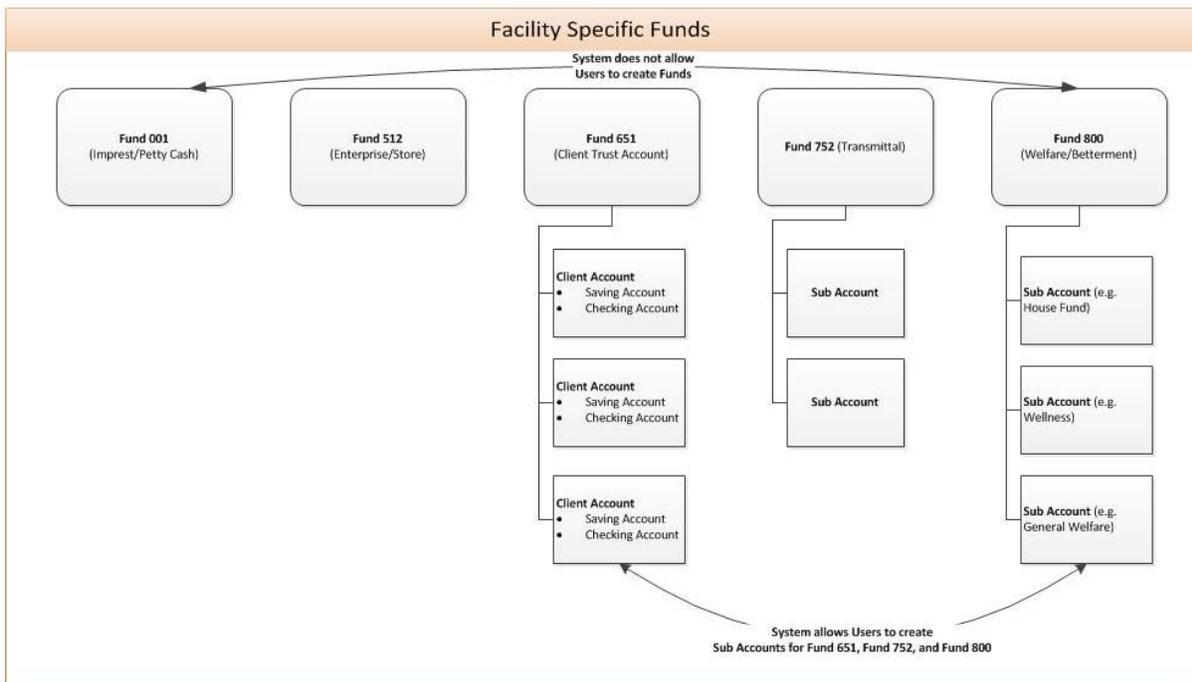
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Not Required – Low Priority Payee Management Features

FQ 4.9	The system will allow a user with the appropriate authorization to deactivate a payee.	Low
FQ 4.10	Inactivating a payee will simply set a flag on the payee record that will prevent the payee from being included in system lists.	Low
FQ 4.11	The system will allow a user to activate an inactive payee to make them available in the system once again.	Low
FQ 4.15	Payees that are inactive will be filtered out of search results, except when activating or reactivating a payee.	Low

Account Management

The Local Funds System, at its core, manages transactions performed on a set of Accounts. There are Fund Accounts, each backed by a separate bank account. There are also subsidiary accounts including Welfare Betterment Fund subsidiary accounts and Client Trust Accounts. These accounts roll up to the appropriate parent fund account. This document details the techniques the system will use to manage accounts.



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Account Type	Description
Funds	Each facility has the following fund accounts: <ul style="list-style-type: none"> - 001 Imprest/Petty Cash (<i>can have subsidiary accounts</i>) - 512 Enterprise/Store (<i>can have subsidiary accounts</i>) - 651 Client Trust (<i>has subsidiary accounts</i>) - 752 Transmittal (<i>can have subsidiary accounts</i>) - 800 Welfare/Betterment (<i>has subsidiary accounts</i>)
651 - Client Trust Accounts	Client Trust Accounts are backed by Fund 651 and belong to a specific client. Each Client Trust Account has a virtual saving account and a virtual checking account. (Note: some clients may have an actual bank account but for the purpose of the Local Funds System this is not relevant other than capturing bank account information, if applicable.)
800 - Subsidiary Accounts	Fund 800 subsidiary accounts are accounts that exist under the Welfare Betterment Fund Account. Virtual accounts that model simple buckets of funds for a specific purpose within an institution.

Required Account Management Features

BR-04		The system will allow users to create new institution specific accounts as a subsidiary account of a fund.	Required
BR-05		The account types vary to include, but are not limited to Local Funds Subsidiary Funds, and Client Funds.	Required
BRUL 5.1		The system will not allow users to create new fund level accounts (e.g. Funds: 001, 512, 651, 752, and 800 are fund level accounts). The funds level accounts are created when a new facility is created in the system. <i>*System Administrator has ability to create new fund types or rename existing funds</i>	Required
BRUL 5.2		Accounts are specific to institutions; system users belonging to an institution can only see funds, accounts, and other users that are assigned to that facility.	Required
BRUL 5.3		Clients can only have one Fund 651 Client Trust Account per institution. However, they can have subsidiary accounts within their client trust account.	Required
	FQ 5.1	Fund accounts (specifically Funds: 001, 512, 651, 752, and 800) are the main account type.	Required
	FQ 5.2	Each facility will have one Fund Account for each main account (specifically Funds 001, 512, 651, 752, and 800).	Required
	FQ 5.3	Accounts can be associated with a separate bank account, or can associated as a subsidiary of a fund; this has no impact on the system functionality.	Required

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FQ 5.4	Users of the system can create Fund 800 Sub-Accounts, Fund 752 Sub-Accounts, Fund 651 Client Trust Accounts, 512 Enterprise / Store Accounts, with subsidiary accounts <ul style="list-style-type: none"> o Accounts created under Fund 651 are client specific Trust Accounts o Accounts created under Fund 752 are facility specific Sub-Accounts o Accounts created under Fund 800 are facility specific Sub-Accounts o Accounts created under Fund 512 are facility specific Sub-Accounts 	Required
FQ 5.5	Users of the system with appropriate access must be able to view account details to include: <ul style="list-style-type: none"> o User and date/time an account was created o User and date/time an account was updated o User and date/time account closed (Client Transferred/Released/Deceased) 	Required
FQ 5.6	Users with appropriate authorization can create Client Trust Accounts under Fund 651.	Required
FQ 5.7	There is no limit to the total number of sub accounts under the clients Fund 651 Client Trust account a user can create, as long as each client does not have more than one Fund 651 Client Trust Accounts per facility. A client can have a Fund 651 Client Trust Account at more than one facility.	Required
FQ 5.8	When the client is added to an institution in the Local Funds System, a zero balance savings and checking account will automatically be created in the system.	Required
FQ 5.10	When an account is created, the system will generate a log with the name of the user, user ID number and time/date the account was created.	Required
FQ 5.12	The system will allow users to attach multiple attorneys to a Client 651 Trust Account.	Required
FQ 5.13	The system will allow users to attach multiple guardians to a Client 651 Trust Account.	Required
FQ 5.15	The system will allow users to create Fund 752 Sub-Accounts.	Required
FQ 5.16	When a Fund 752 Sub-Account is created the system will start the account with a zero balance.	Required
FQ 5.17	The system will not limit the number of Fund 752 Sub-Accounts a facility can create.	Required
FQ 5.18	When an account is created, the system will generate a log with the name of the user, user ID number and time/date the account was created.	Required
FQ 5.19	The system will allow users to create Fund 800 Sub-Accounts.	Required
FQ 5.20	When a Fund 800 Sub-Account is created the system will start the account with a zero balance.	Required
FQ 5.21	The system will not limit the number of Fund 800 Sub-Accounts a facility can create.	Required
FQ 5.22	When an account is created, the system will generate a log with the name of the user, user ID number and time/date the account was created.	Required
FQ 13.2	The system will not allow users to create a negative balance when transferring money within the same subsidiary account.	

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FQ 13.3	The system will not allow users to transfer money from one Client 651 Trust account to a different Client 651 Trust Account (e.g. Transferring \$50 from Client A's saving from client B's is NOT allowed)	
FQ 13.4	The system will immediately deduct the transferred amount from the transferred account and credit the receiving account	

Not Required – High Priority Account Management Features

FQ 5.9	The system will assign a unique client identifier when the account is created.	High
FQ 13.1	The system will provide users the ability to transfer money within the same Client Trust 651 subsidiary account (e.g. Transferring \$50 from Client A's checking account to client A's saving account is allowed. saving to checking, checking to savings, savings to restitution, checking to restitution)	High

Not Required – Low Priority Account Management Features

FQ 5.11	The system will inactivate Client Trust Accounts after the Client Transfer/Released/Deceased date is entered <u>and</u> the account has been at a zero balance for 90 days.	Low
FQ 5.14	The system will allow users to attach a Representative Payee to a Client 651 Trust Account.	Low

Basic Deposit and Expense

Required Basic Deposit and Expense Features

BR-13		The system will record funds received and funds spent and track balance.	Required
	FQ 6.1	The system will allow users with appropriate access to enter a deposit on an account	Required
	FQ 6.2	The system will enforce the required deposit fields (provided Example A.1)	Required
	FQ 6.3	The system will allow funds to be utilized or expensed once the deposit transaction is complete in the system.	Required
	FQ 6.4	The system will track the user ID, date of transaction, and create a unique transaction ID for every deposit.	Required
	FQ 6.6	The system will allow users with appropriate access to enter an expense on an account	Required
	FQ 6.7	The system will enforce the required expense fields (provided Example B.1)	Required
	FQ 6.8	The system will show funds as expensed once the expense transaction is complete in the system and saved to the database.	Required
	FQ 6.9	The system will track the user ID, date of transaction, and create a unique transaction ID for every expense.	Required
	FQ 6.10	The system will not allow an expense to be edited once submitted. Users will be required to void the transaction.	Required
	FQ 6.11	The system will allow users with appropriate access to transfer funds from checking to saving account within same client 651 trust account.	Required

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	FQ 6.12	The system will allow users with appropriate access to transfer funds from savings to checking within same client 651 trust account.	Required
	FQ 6.13	The system will allow users with appropriate access to transfer funds from either savings or checking of one account to another account within the same fund type.	Required
	FQ 6.14	The system will notify the user if an expense is entered that exceeds the current available balance.	Required

Restitution

Clients can owe money for one or multiple restitution payments; there are two types of restitution, property damage and court ordered. Property damage restitution is paid to the DSHS facility where the property damage occurred. Court ordered restitution information is paid to the appropriate court.

The system should allow users to enter information about restitution orders, provide users with: original balance, payment history, total amount of funds applied to restitution orders, and the remaining balance of each restitution order. The court may return a restitution payment and indicate that the balance has been satisfied (e.g. a family member of the client has paid the balance in full). The system should allow users to update the balance of a restitution order in the event the court indicates the balance is incorrect and indicate the reason.

Clients can earn wages for work performed in the facility. If the client has a restitution owed, the user needs a way to withhold funds for restitution payments (usually 50% of wages but can vary from client to client), the restitution payroll percentage is the withholding rate for the client.

Required Restitution Features

BRUL-7.1		Restitution applies to only clients at RA facilities	Required
BRUL-7.2		RA client payroll is the only deposit subject to restitution withholdings, money sent by family members or other outside sources will not have restitution withheld.	Required
BRUL-7.3		Restitution orders will either be for property damage and payable to the DSHS facility where damage occurred or to the courts	Required
BRUL-7.4		Restitution orders are tied to the client and should be viewable to all facilities. Payments and transactions made against the restitution orders are facility specific data and are only viewable to the facility that made the payment on behalf of the client.	Required
	FQ 7.1	The system will allow users to enter and update restitution orders.	Required
	FQ 7.2	The system will enforce the required restitution order fields (provided Example R.1)	Required
	FQ 7.3	The system must allow the ability to enter multiple restitution orders for each RA client.	Required
	FQ 7.4	In the Restitution Editor, the system will default the restitution payroll percentage rate to 50%, but this field must be editable.	Required
	FQ 7.5	The system will allow users with appropriate authority to edit the restitution payroll percentage rate (this entry must be a percentage between 0%-100%)	Required
	FQ 7.6	The system will not allow a restitution payment (check) to be edited once printed. Users will be required to void the payment.	Required
	FQ 7.7	The system will return the funds from a voided payment back into the restitution account.	Required
	FQ 7.8	The system will allow users with appropriate access to update the balance of a restitution order in the event the court indicates the balance is incorrect.	Required

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FQ 7.9	The system will allow users with appropriate access to transfer funds from either savings or checking to a restitution account; in the event a client wants to make an additional restitution payment that is outside the payroll withholding process. (e.g. client has \$20 and wants to apply towards restitution balance – money not from client payroll)	Required
FQ 7.10	The system will allow users with appropriate access to transfer funds from the restitution account to either the clients' savings or checking account. (This would be used if the client has no outstanding restitution orders and has a positive balance in their restitution account)	Required
FQ 7.11	The LFS system will apply restitution withholdings from client payroll based on the Restitution Payroll Percentage rate set (e.g. client earns \$100 in wages, \$50 is taken for restitution as rate is 50%)	Required
FQ 7.12	The system will not allow the user to create a restitution payment that exceeds the current available balance of the restitution account.	Required
FQ 7.13	The system must accommodate Property Damage restitution orders and court ordered restitution	Required
FQ 7.14	The system will maintain a running total of restitution balances owed, grand total of restitution balances (sum of all active restitution orders), and log of payments made on the client restitution details screen.	Required
FQ 7.15	If more than one restitution order exists, the system will display the oldest restitution order first. (this is determined by the date the restitution order is entered)	Required
FQ 7.16	If more than one open restitution order exists, the system will use the "Restitution Payroll Percentage" withholding rate of the oldest open order. Age is determined by the date of the restitution order. (Date = restitution priority)	Required

Not Required – Low Priority Restitution Features

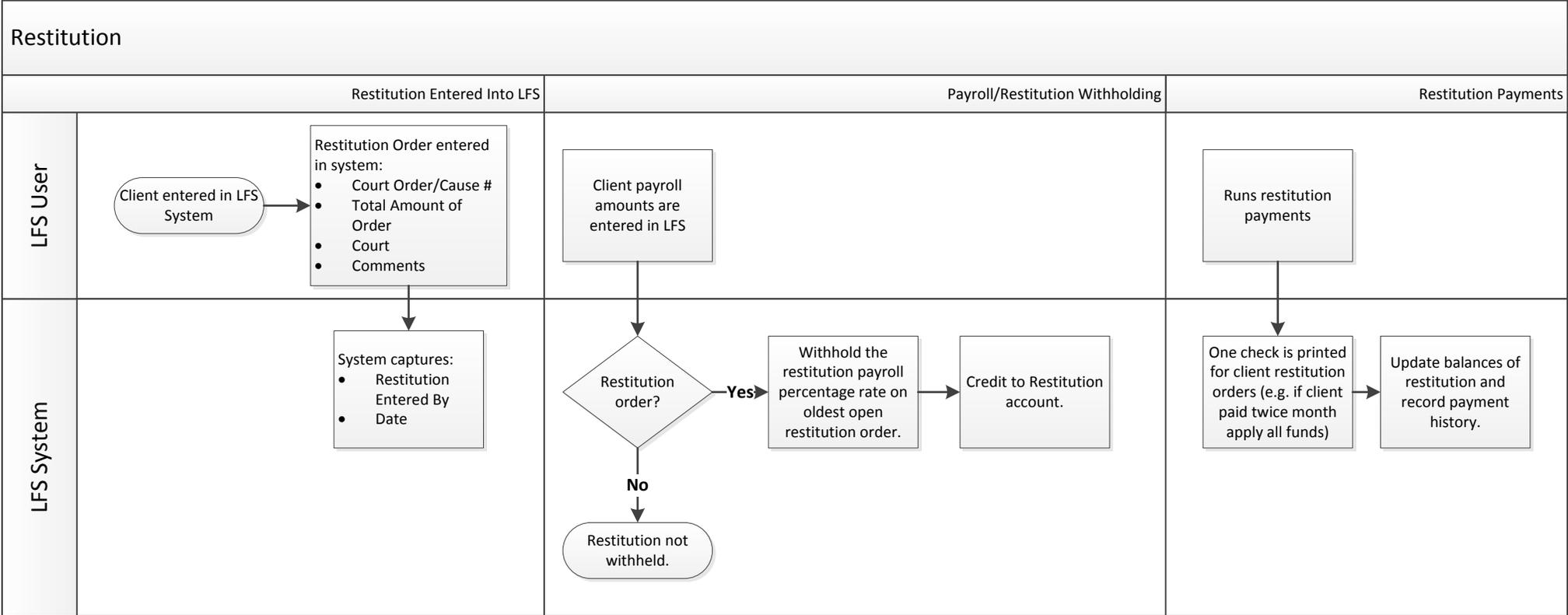
BRUL-7.5	Payments on a restitution order that are from a source outside of client payroll withholdings are allowed (e.g. client has \$20 in savings and wants to apply towards restitution balance).	Low
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Example R.1 – Creating Restitution Required Details

Restitution Editor Field:	Editable By User:	Required:	System Generated:
Court Order Number/Cause #/DSHS Prop Damage ID	Yes	Yes	No
Total amount of restitution order	Yes	Yes	No
Restitution Payroll Percentage (Range 0%-100%)	Yes	Yes	No
Balance of restitution (this is adjusted with restitution transaction – when check printed)	No	Yes	Yes
Name of Court selected from courts table (will include DSHS facility address for property damage restitution payment)	Yes	Yes	No
Comments (blank comment field)	Yes	Yes	No
Satisfied Flag	Yes	No	No
Satisfied Reason	Yes, if Satisfied Flag = True	Yes, if Satisfied Flag = True	No

Example R.2 – Restitution Account List Screen

List of open Restitution Orders
<ul style="list-style-type: none">• Court Order Number/Cause #/DSHS Prop Damage ID
<ul style="list-style-type: none">• Total amount of restitution order
<ul style="list-style-type: none">• Balance of restitution
Available Balance in Restitution Account
Payment History



Batch Receipts and Expense

Required Batch Receipts and Expense Features

BRUL-8.1		Cost of Care and Over Resource payments have the same vendor (Office of Financial Recovery) but cannot be combined onto one check. <i>*Over Resource and Cost of Care functionality will be addressed in a later Sprint.</i>	Required
	FQ 8.1	The system will allow users with appropriate access to enter a batch expense	Required
	FQ 8.2	The system will enforce the required batch expense fields (provided Example C.1)	Required
	FQ 8.3	The system will track the user ID, date of transaction, and create a unique transaction ID for every expense.	Required
	FQ 8.4	The system will send all batch expense entries to a queue <i>"Unconfirmed Expenses"</i> . Accounts will not be debited until the expenses are posted; all expenses pending posting will show as pending.	Required
	FQ 8.6	The system will show funds as expensed once the batch expense transaction is posted in the system and saved to the database.	Required
	FQ 8.5	The system will not allow a batch expense to be edited once posted. Users will be required to void the transaction.	Required
	FQ 8.7	The system will notify the user if a batch expense is entered that exceeds the current available balance in the given account.	Required
	FQ 8.9	The system will give the user an alert if the "Total Expense Amount" does not match the total batch expense amounts entered. (e.g. "Total Expense Amount" entered is \$100 but only \$80 in batch expenses have been entered and user attempts to submit)	Required
	FQ 8.10	The system will give the user an alert if the "Expense Amount" exceeds the total available funds in the subsidiary account the user is attempting to enter a batch expense against.	Required
	FQ 8.11	The system will require the user to enter "Remarks" if the "Expense Amount" exceeds the total available funds in the subsidiary account the user is attempting to enter a batch expense against.	Required
	FQ 8.12	The system will not allow users to combine Expense Type <i>"Cost of Care"</i> and <i>"Over Resources"</i> onto one check.	Required
	FQ 9.1	The system will allow users with appropriate access to enter a batch receipts	Required
	FQ 9.2	The system will enforce the required batch receipts fields (provided Example A.1)	Required
	FQ 9.3	The system will track the user ID, date of transaction, and create a unique transaction ID for every receipt received.	Required
	FQ 9.4	The system will send all batch receipt entries to a queue <i>"Unconfirmed Receipts"</i> . Accounts will be credited once receipt is submitted; all receipt entries will show as "pending" until the batch is posted.	Required
	FQ 9.5	The system will show funds as credited once the batch negotiables received transaction is posted in the system and saved to the database. *see FQ9.7	Required

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FQ 9.6	The system will not allow a batch negotiables received to be edited once posted. Users will be required to void the transaction.	Required
FQ 9.7	The system will show batch receipts as pending if the batch receipt header date is future dated. The pending status will expire on the date entered by the user.	Required
FQ 9.8	The system will not allow pending receipts to be expensed.	Required
FQ 9.10	The system will use the reference number and assign each row of transactions in the batch a sequential number starting with 01. (e.g. the first row of the batch is Reference Number + 01)	Required
FQ 9.11	The system will allow users to enter and edit facility specific receipt sources in a table (e.g. like the Expense Category)	Required

Not Required – High Priority Batch Receipts and Expense Features

FQ 8.8	The system will provide the user the option of combining the payments onto one check or individual checks	High
FQ 9.9	The system will assign a unique sequential reference number to each batch. The reference number will be comprised of the facility abbreviation and sequential transaction number.	High
FQ 9.12	The system will not allow users to enter prepopulated receipt sources (payroll, cost of care applies, and private source)	High

Reporting

Required Reporting Features

BR-27		The system will allow a holistic view of all local funds activities across institutions.	Required
BR-28		The system will allow views of all local funds activities within individual institutions.	Required
BR-29		The system will have ad-hoc on demand reporting capabilities.	Required
BR-31		The system will allow reports to be viewed at administration level.	Required

Not Required – High Priority Reporting Features

BR-30		The system will have a set of pre-defined reports, such as end of month and end of fiscal year.	High
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Auditing

Required Auditing Features

BR-31		The system will improve audit capabilities and efficiencies.	Required
BR-32		The system will log every transaction with a user stamp for audit purposes.	Required
BR-33		The system will enforce business rules regarding separation of duties, workflows, and approvals.	Required
BR-34		The system will not allow the deletion or editing of a transaction after posting.	Required
BR-35		The system will provide an audit trail to help track expenses and receipts.	Required
		The system will provide views all users and roles.	Required

Check Printing

Required Check Printing Features

BR-12		The system will allow check printing	Required
	BRUL 10.1	Checks will either be from a single funding source (account) or made up of several funding sources (multiple accounts)	Required
	BRUL 10.2	Information used to populate check fields is derived from expenses with “check” selected as the expense type.	Required
	BRUL 10.3	Once printed checks cannot be edited.	Required
	FQ 10.1	The system will allow users with appropriate access to print checks for expenses entered into the Local Funds System	Required
	FQ 10.2	The system will print a remittance advice that shows the name of client or account name, memo, and amount of expense	Required
	FQ 10.3	The system will allow the user to print a check if the account does not have funds to cover the expense, but will require a manual over ride.	Required
	FQ 10.4	The system will not allow users to edit checks; checks are not editable once they are printed.	Required
	FQ	The system will allow users with appropriate authority to void checks after the check	Required

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	10.5	has been printed.	
	FQ 10.8	The system will print a remittance advice with the required fields (provided Case C.1 and Case C.2)	Required

Not Required – High Priority Check Printing Features

	FQ 10.6	The system will populate check fields for single funding source checks with the required basic expense editor fields (provided Case C.1)	High
	FQ 10.7	The system will populate check fields for multi-client funding source checks with the required batch expense editor fields (provided Case C.2)	High

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The following fields are pulled from the *Basic Expense Editor* and used to populate **single funding source**:

Case C.1

Check Fields	Input Method	Printed on Check	Printed on Remittance Advice	Required Field for User
Name/Address Block of Facility	Preprinted	N/A	Yes	N/A
Fund Name	Preprinted	N/A	No	N/A
Payee Name	User Input	Yes	No	Yes
Amount of Expense	User Input	Yes	No	Yes
Purpose of Expense/Memo	User Input	Yes	Yes	Yes
Invoice or Receipt Number	User Input	No	Yes	No
<i>Created Date</i>	System Generated	Yes	Yes	N/A
<i>Account/Client Name</i>	System Generated	Yes	Yes	N/A
<i>Date of Check Printing</i>	System Generated	Yes	Yes	N/A
Check Number	Preprinted	N/A	No	N/A
Bank Account Number	Preprinted	N/A	No	N/A
Routing Number	Preprinted	N/A	No	N/A

The following fields are pulled from the *Batch Expense Editor* and used to populate **multi-client checks**:

Case C.2

Multi-Client Check Fields	Input Method	Printed on Check	Printed on Remittance Advice	Required Field for User
Name/Address Block	Preprinted	N/A	Yes	N/A
Payee Name	User Input	Yes	Yes	Yes
Billing or Transaction Date	User Input	No	Yes	No

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Total Expense Amount	User Input	Yes	No	Yes
Purpose of Expense/Memo	User Input	Yes	Yes	No
Name of each client	User input	No	Yes	Yes
Invoice or Receipt Number	User Input	No	Yes	No
Amount Paid per Client	User input	No	Yes	Yes
<i>Created Date</i>	System Generated	Yes	Yes	N/A
Bank Account Number	Preprinted	N/A	No	N/A
Routing Number	Preprinted	N/A	No	N/A
Check Number	Preprinted	N/A	No	N/A

Voiding

It will be necessary for users of the Local Funds System to void a transaction that has been completed within the LFS system. Users will not be allowed to void any transactions that they have submitted.

Required Voiding Features

BR-19		The system will complete journal vouchers.	Required
	BRUL-11.1	Users are not allowed to void transactions they have submitted.	Required
	BRUL-11.2	Users must be able to quickly identify voided transactions	Required
	BRUL-11.3	When a void is selected, the entire transaction must be completely voided. If a check was printed the system must void the check as well.	Required
	FQ 11.1	The system will not allow a user to void a transaction, if the transaction was created by that user. (e.g. user A creates a receipt, that receipt cannot be voided by user A)	Required
	FQ 11.2	The system will not impose any time restrictions around the length of time where a transaction can be voided.	Required
	FQ 11.3	The system will keep record of all voided transactions so that they can be reviewed record keeping purposes.	Required
	FQ 11.4	The system will provide users with an easy to access and easy to use voiding process. (see User Story 7)	Required
	FQ 11.7	The system will return an error message to user if the transaction cannot be voided. (See BRUL-11.1)	Required
	FQ 11.8	The system will require a Void Reason be selected when a transaction is voided. (see Void Reasons Example A-11)	Required
	FQ 11.10	The system will assign the same reference number to the voided transaction as the original transaction to help the user easily associate the transactions. (see Voided	Required

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		Transactions View – Client Transaction Detail Example B-11)	
FQ 11.11		The system will complete the entire transaction voiding process when a user voids a transaction. If a check was printed the system will indicate the check tied to the voided transaction is voided. If the voided transaction is a receipt, the printed receipt of the voided transaction should also clearly indicate the transaction was voided. (See User story 6)	Required

Not Required – High Priority Voiding Features

FQ 11.5		The system will provide users two options for voiding a batch; “Void Batch” and “Void & Reissue Batch”.	High
FQ 11.6		The system will provide users with a way to void a single transaction within a batch or the entire batch of transactions. (see User Story 3)	High
FQ 11.9		The system will require the user to enter free form text if the Void Reason (see A-11) is Other.	High

Example A-11

Void Reasons

Void Reasons Selection:
Duplicate
Wrong Account/Client
Wrong vendor
Wrong amount
Spoiled/Damaged
Lost/Stolen
Other <i>*see FQ 11.9</i>

Example B-11

Voided Transactions View – Client Transaction Detail

Reference	Type	Info	Expense Amount	Receipt Amount	Effective
123456	Receipt	From Deposit		\$100	1/1/2016
123456-V	Void Receipt	Void –Deposit		<\$100>	1/2/2015
43256	Expense	Attorney Sally	\$50		1/2/2015
43256-V	Void - Expense	Void – Check Expense	<\$50>		1/6/2015

End of Day – End of Month

At the end of every day and in some cases on demand, the users will need the ability to produce reports that will help reconcile and double check transactions that have occurred throughout the day. The daily

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reports help identify potential errors that may have been entered in the system (examples could be wrong account, wrong amount, wrong vendor, etc.)

At the end of the month, users will receive bank statements and compare those bank statements against transactions that have occurred in the system, bank deposits, and balances. Users are confirming which checks have cleared the bank and identifying any stale dated checks.

Required End of Day End of Month Features

BR-02		The system will log every transaction with a user stamp for audit purposes.	Required
BR-13		The system will record funds received and funds spent and track balance.	Required
BR-21		The system will provide printed receipts for receipts and expenses.	Required
BR-25		The system will accommodate end of day reconciliation.	Required
BR-26		The system will accommodate end of month reconciliation.	Required
BR-29		The system will have ad-hoc on demand reporting capabilities.	Required
	BRUL 12.3	Any users that enters transactions (receipts, expense) cannot complete end of month reconciliation	Required
	BRUL 12.4	Only Supervisor Users can complete End of Month Reconciliation.	Required
	FQ 12.1	The system will provide users with a detailed report of Daily Transactions. See example 12-A	Required
	FQ 12.2	The system will allow users to request/print the detailed report of Daily Transactions at any point throughout the day.	Required
	FQ 12.8	The system must allow users the ability to produce reports anytime and multiple times per day if desired by users.	Required
	FQ 12.9	The system will not allow users to complete the month end bank reconciliation process if they have entered any transactions (receipts or expenses) into the LFS system for that period.	Required
	FQ 12.10	The system will provide users a list of checks written; this list must include search range filters by date and Checks Cleared and Not Cleared Checks	Required
	FQ 12.11	The system will display a list of any checks that have not yet been cleared in the system.	Required
	FQ 12.12	The system will allow users to clear any checks on the Checks Reconciliation list	Required
	FQ 12.13	The system will display the Checks Reconciliation list with the required fields (see Example 12-C)	Required
	FQ 12.14	The system will allow users to view/print a report that outlines: Beginning Fund Balance (since last reconciliation), amount of all outstanding checks for fund (not yet cleared), all checks written for period, indication if check is reconciled or not, total amount of any bank deposits for fund (since last reconciliation), amount of cash on hand for fund, and display expected fund balance.	Required
	FQ 12.15	The system will allow users 45 days to update reconciliations in the event a check is cleared in error.	Required
	FQ 12.17	The system will display a navigation link in the Account Name field that navigates to the remittance advice (pdf) for users.	Required

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FQ 12.18	The system will record the user name and date for all reconciliation entries.	Required
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Not Required – High Priority End of Day End of Month Features

BRUL 12.1	All transactions must be confirmed (audited/reconciled) at least daily	High
BRUL 12.2	Any checks that have not cleared the bank within 180 days are considered stale dated and must be sent to Department of Revenue Unclaimed Property.	High
BRUL 12.3	The original check must be voided before the funds can be sent to unclaimed property.	High
BR-30	The system will have a set of pre-defined reports, such as end of month and end of fiscal year.	High
FQ 12.3	The system will allow users to generate an activity report for each account/client that can be sorted by living unit	High

Not Required – Low Priority End of Day End of Month Features

FQ 12.4	The system must identify any checks that the user has not indicated have cleared the bank as stale dated checks after 180 days from the date the check was printed.	Low
FQ 12.5	The system will allow users to run a report of all stale dated checks and present the user the option with two options a) send to Dept. of Revenue or b) do not Sent to Dept. of Revenue.	Low
FQ 12.6	Once the user has indicated which stale dated checks they would like to send to Dept. of Revenue, the system will prepare a report with the selected stale dated checks to send to Department of Revenue Unclaimed Property. See Example 12-B	Low
FQ 12.7	The system will provide users the option to print one Department of Revenue Unclaimed Property check (grand total of stale dated checks) or multiple checks (one per stale dated check)	Low
FQ 12.16	The system will display Batch Expense for the Account Name field in the event the check was written from a batch expense.	Low
FQ 12.17	The system will only allow checks to be sent to unclaimed property after the check has been voided; the system could automatically void checks the user has indicated are now unclaimed property or provide the user with a warning that the check needs to be voided first.	Low

Example 12-A

Daily Transaction Report Requirements

Sorted by Fund Type	
List of Expenses	
List of Receipts	
Cash dispensed	
Checks written	
Cash Till Balance	
Transactions detailed by client	
Bank Deposit Summary	This will need to be able flow from day to day in case we don't do a deposit daily

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Detailed fund report for daily transactions	
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Example 12-B

Stale Dated Checks/Unclaimed Property Report

Field
Last name
First Name
Middle Initial
Date of Birth
SSN
Owner Address
Amount of Unclaimed Property
Last Activity Date
Grand Total of all stale date checks in period

Cost of Care

Required Cost of Care Features

FQ 15.1	The system will accommodate cost of care payments	Required
FQ 15.2	The system will provide the user the ability to place funds from a client receipt to a Cost of Care Account.	Required
FQ 15.3	The system will provide users the ability to view the Cost of Care Account with a date range to get a snapshot of the current or past months.	Required
FQ 15.4	The system will allow users to generate a report for OFR showing the client earnings received for the month and payments made from the cost of care account, over resources amount, and any over earnings amounts.	Required
FQ 15.5	The system will provide an alert or report that shows when a client subjected to cost of care has more than \$2,000 (combination of savings, checking, and any encumbered funds).	Required
FQ 15.6	The system will run an over resources report at midnight on the first of each month showing all client balances.	Required
FQ 15.7	The system will track guardian payments, payment of attorney fees, or purchases of approved medical expenses from the cost of care account.	Required
FQ 15.8	The system must have the ability to designate certain clients as cost of care eligible	Required

Bill Payer (Attorney, Guardian, and other reoccurring payments)

Not Required – High Priority Bill Payer Features

FQ 16.1	The system will allow users to setup reoccurring payments that could include but is not limited to attorney fees, restitution amounts, guardian payments, etc. The	High
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	payments could have a beginning balance that needs to be tracked as well.	
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Encumbrances – Creating and Releasing

Required Encumbrance Features

	FQ 17.1	The system will provide users the ability to create and release encumbrances.	Required
	FQ 17.2	The system will provide users the ability to release an encumbrance and indicate that the item has been received, not received, or partially received, and track any relevant information about that purchase.	Required

Petty Cash

Required Petty Cash Features

BR-22		The system will accommodate petty cash boxes.	Required
BR-13		The system will record funds received and funds spent and track balance.	Required
BR-20		The system will enforce business rules regarding separation of duties, workflows, and approvals.	Required
BR-21		The system will provide printed receipts for receipts and expenses.	Required
	BRUL-30	Fund 001 Imprest accounts must be replenished on a monthly basis.	Required
	BRUL 30	All cash disbursements are documented and supported by original receipts bearing the signature of the payee, date, purpose of disbursement, and amount paid.	Required
	BRUL 32	Cash must be reconciled at end of day with activity or at least weekly	Required
	BRUL 33	Frequent and periodic audits of cash boxes must occur	Required
	BRUL 34	If change is returned from a cash transaction, the amount must be documented.	Required
	FQ 22.1	The system will maintain a cash withdraw register that provides a record of all cash transactions.	Required
	FQ 22.2	The system will compile outstanding Closed Cash Withdraws that are tied to cash replenishment request(e.g. 10 clients withdraw \$100 total – the replenishment request report will list those transactions)	Required
	FQ 22.7	The system must track the total available funds for the cash box and display this amount for users.	Required
	FQ 22.8	The system will deduct Open Withdraws and Closed Withdraws from the total available funds for the corresponding petty cash box.	Required
	FQ 22.9	The system will receipt any change received from the petty cash withdraw if the change is returned to the petty cash box. (e.g. client withdraws \$10 and \$5 is returned as change – this would be a \$10 petty cash expense and a \$5 change	Required

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		returned receipt)	
FQ 22.10	The system will provide the user a printed receipt of the petty cash transaction if the user indicates no receipt was provided.		Required
FQ 22.11	The system will support cash audit by allowing the user to view a report with balance histories, user access, dates, and transaction history.		Required
FQ 22.12	The system will allow users the ability to review each line item in Closed Withdraw Batch and can approve all, none, or some individually within the batch.		Required
FQ 22.13	The system will send any non-approved closed withdraws into investigation. The system will not deduct client money during this process.		Required
FQ 22.14	The system will allows users to print a replenishment check once the closed withdraws are approved.		Required
FQ 22.15	The system will allow users to add replenishment funds to the petty cash box		Required
FQ 22.19	The system will allow for blind cash counts.		Required
FQ 22.20	The system will notify users if any open cash withdraws have not been closed within thirty days. Notification will be an alert on the dashboard for Open Cash Withdraws Exceeding 30 Days.		Required

Not Required – High Priority Petty Cash Features

FQ 22.3	The system will check client daily cash withdraw limits and return message to user if daily cash withdraw limits have been met. (See G.3)		High
FQ 22.4	If daily cash limits have not been met, the system will check client weekly cash withdraw limits and return message to user if weekly cash withdraw limits have been met (See G.3)		High
FQ 22.5	If weekly cash limits have not been met, the system will check client monthly cash withdraw limits and return message to user if monthly cash withdraw limits have been met (See G.3)		High
FQ 22.6	If the client has reached the cash withdrawal limits set (daily/weekly/monthly), the system will allow the transaction to be saved, however the Memo/Remarks field will become mandatory.		High
FQ 22.16	The system will reset cash daily withdraw limits at 12:00am daily		High
FQ 22.17	The system will reset weekly cash withdraw limits at 12:00am every Monday		High
FQ 22.18	The system will reset monthly cash withdraw limits at 12:01am the first day of each month.		High

G-1 Petty Cash Editor Fields

Petty Cash Fields	Input Method	Required Field		Comments
Petty Cash Select	System Generated			<i>This could also be on the dashboard – e.g. Box 1 Link</i>
Total Available Funds	System Generated	N/A		<i>This is the total amount of funds that should be in the</i>

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				<i>cash box</i>
Updated Date *	System Generated	No	<i>*Transactions will not be editable in the system but the underlying data in the database has consistent audit fields by default.</i>	
Updated By*	System Generated	No		
Create Cash Withdraw				
Client/Account Name	User input	Yes		
Withdraw Request	User Input	Yes		
Account Type	User Select	Yes		<i>Choose from available account types (Checking or Savings)</i>
Account Balance	System Generated	N/A		
Cash Limit Reach	System Generated	N/A		<i>FQ 22.5, FQ 22.6, FQ 22.7, and Case G-3</i>
Date	Auto Populate Date	Yes		<i>Not Editable by user</i>
Memo/remarks	User input	No*		<i>Required if Daily/Weekly/Monthly cash withdraw limits have been reached or if account balance is less than amount requested</i>
Total of Open Withdraws	System Generated	N/A		<i>Total of all Open Withdraws for that cash box</i>
Open Withdraws				
Client/Account Name	Locked			
Actual Withdraw Amount	User Input	Yes		<i>This amount would take any change returned from the</i>

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				<i>original withdraw amount</i>
Withdraw Request Amount	Locked			<i>Amount of money originally removed from the cash box</i>
Change	User Input			<i>Returned or Kept By Client</i>
Account Type	System Generated			
Account Balance	System Generated			
Memo/Remarks	Editable			
Receipt	User input			<i>Yes or No *FQ 22.11</i>

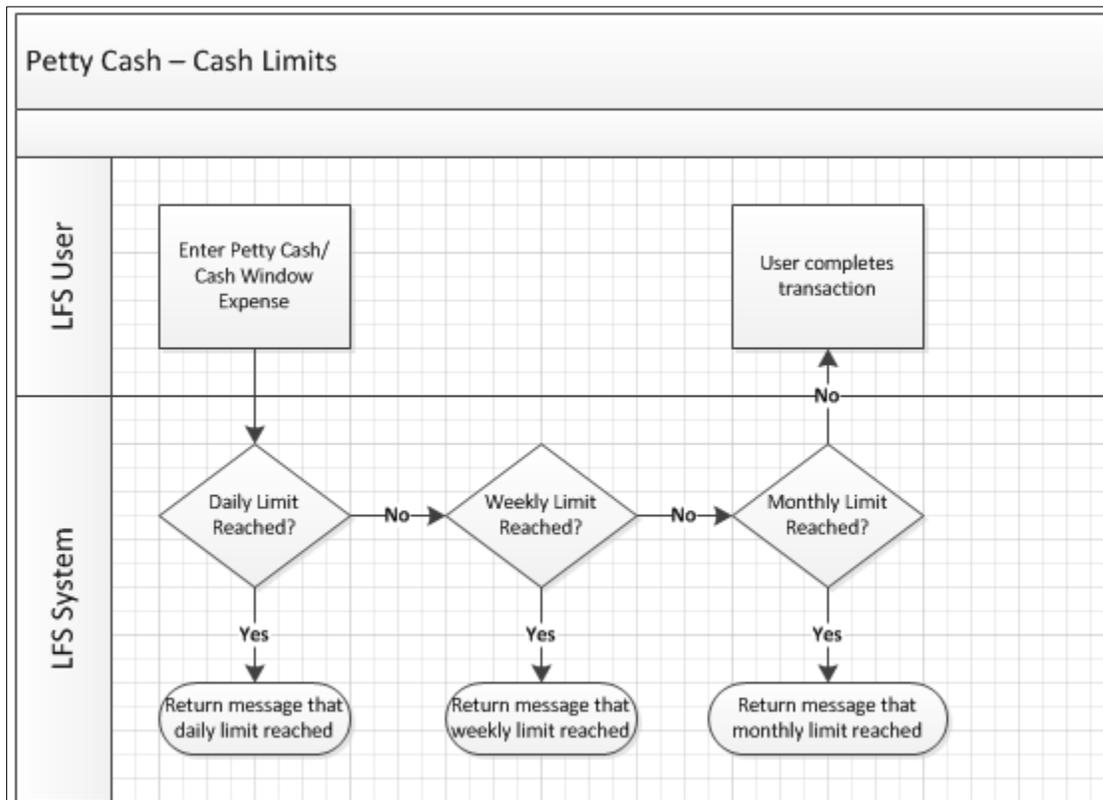
Case G.2 – Petty Cash Printed Receipt

	Comments
Client/Account Name	
Withdraw Request	
Actual Withdraw Amount	
Change	<i>“Kept by Client” or “Returned”</i>
Memo	
Client Signature Line	<i>Blank Signature Line</i>
Staff Signature	<i>Blank Signature Line</i>
Witness Signature	<i>Blank Signature Line</i>

Petty Cash Printed Receipt Example

RAINIER RECEIPT - 651		Petty Cash Receipt Number: RA 123447 -01
Client/Account Name: Johnny Smith (ACT 12078947)		Received From: Mary Smith
Withdraw Request Amount: \$2		Actual Withdraw Amount: \$1
Change: Kept by client		Memo: Vending Machine
Date: 9/1/2015	Entered by: Anna Coleman	
<hr/> Client Signature		
<hr/> Staff Signature		

Case G-3 – Cash Withdraw Limits



Cash withdraw register example

Reference Number	Date:	Disbursed to:	Memo	Amount Cash Withdraw:	Change Returned:	Total Expense Amount:	Received Amount
	11/01/15	<i>Cash Box Seed</i>					\$300
100-12	11/17/15	Doe, John	Pizza Party	\$10	\$5	\$5	\$295
101-11	11/18/15	Smith, Joey		\$10	\$0	\$10	\$285
101-10	11/19/15	Walker, Michael	Vending Machine	\$5	\$0	\$5	\$280
102-01	11/20/15	Knight, Chuck	Pizza	\$10	\$0	\$10	\$270
102-02	11/20/15	Tony, Sam	Vending Machine	\$10	\$0	\$10	\$260
102-03	11/20/25	Corey, James	Pizza	\$10	\$0	\$10	\$250
	11/21/15	<i>Replenishment Check</i>					\$50
103-01	11/21/15	Sampson, Roger	Open Withdraw	\$10	-----	\$10	\$290