

Local Funds Business Requirements

FOR INFORMATIONAL PURPOSES ONLY. These requirements should in no way be considered final and DSHS reserves the right to adjust and develop these requirements as the project is further developed.

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.

To have a single system that all institutions will use to manage local funds.

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: Local Funds (specifically Funds 001, 512, 651, 752, and 800) 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.
- **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 print and track receipts for deposits 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.

To have better internal controls and reduce fraudulent activities.

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 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 track expense receipts.
- **BR-36** The system will provide views all users and roles.

Out of Scope for Initial Release:

- Interfaces to other systems (such as client management systems, payroll systems, electronic health records systems)
- Point of Sale solution
- Payroll component
- Streamlining business processes that occur outside the system