**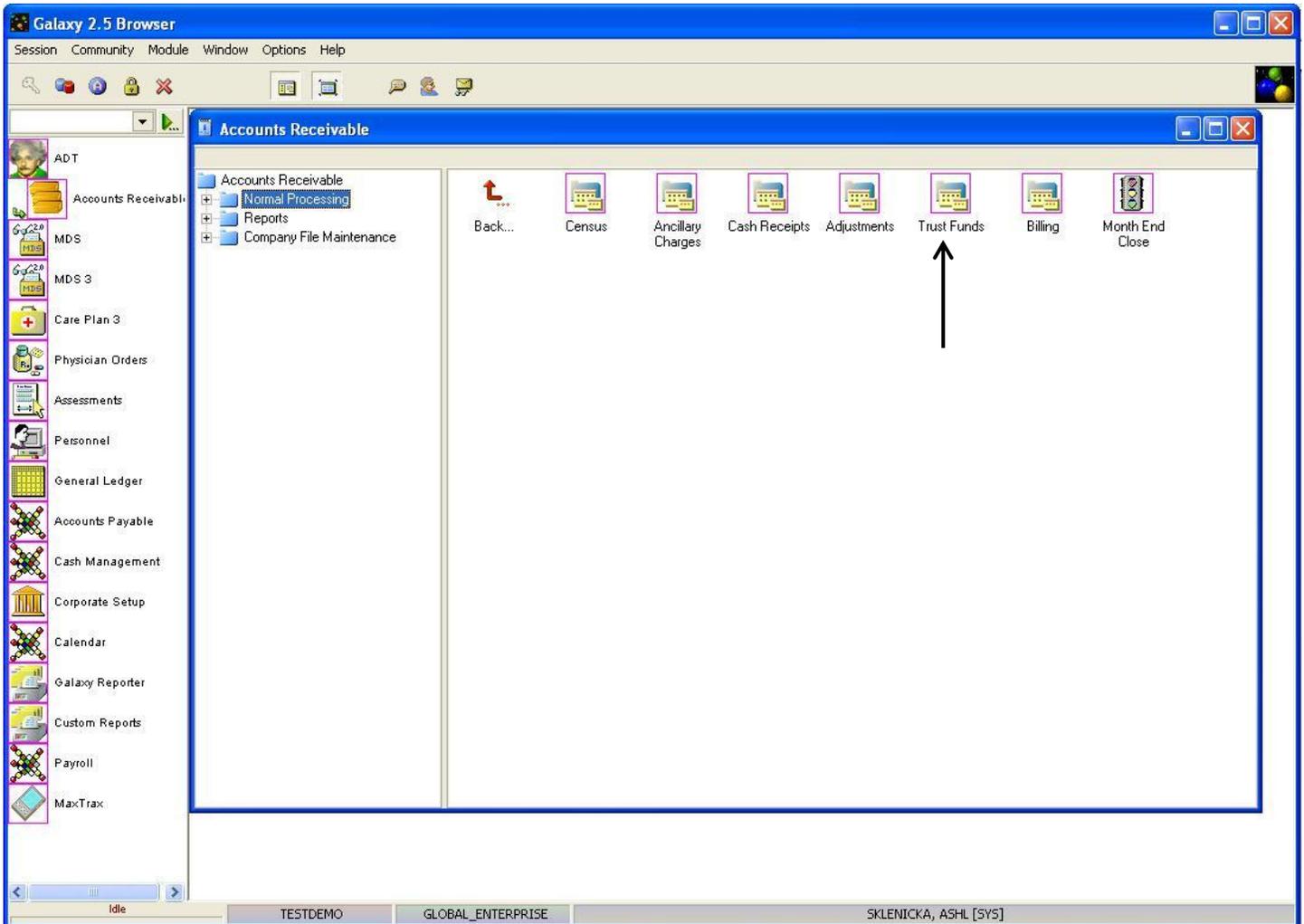Trust Funds –** used to handle all the money that is associated with the residents trust or personal needs account. This utility enables the facility to perform transactions affecting the trust funds within its own designated section.

NOTE: These transactions can also be performed within the Cash Receipts and Ancillaries sections, however, this area was designed with just the Trust Fund in mind. The process for completion is geared towards a more rapid means of trust fund data entry while giving the opportunity to apply interest to the trust fund accounts if needed.

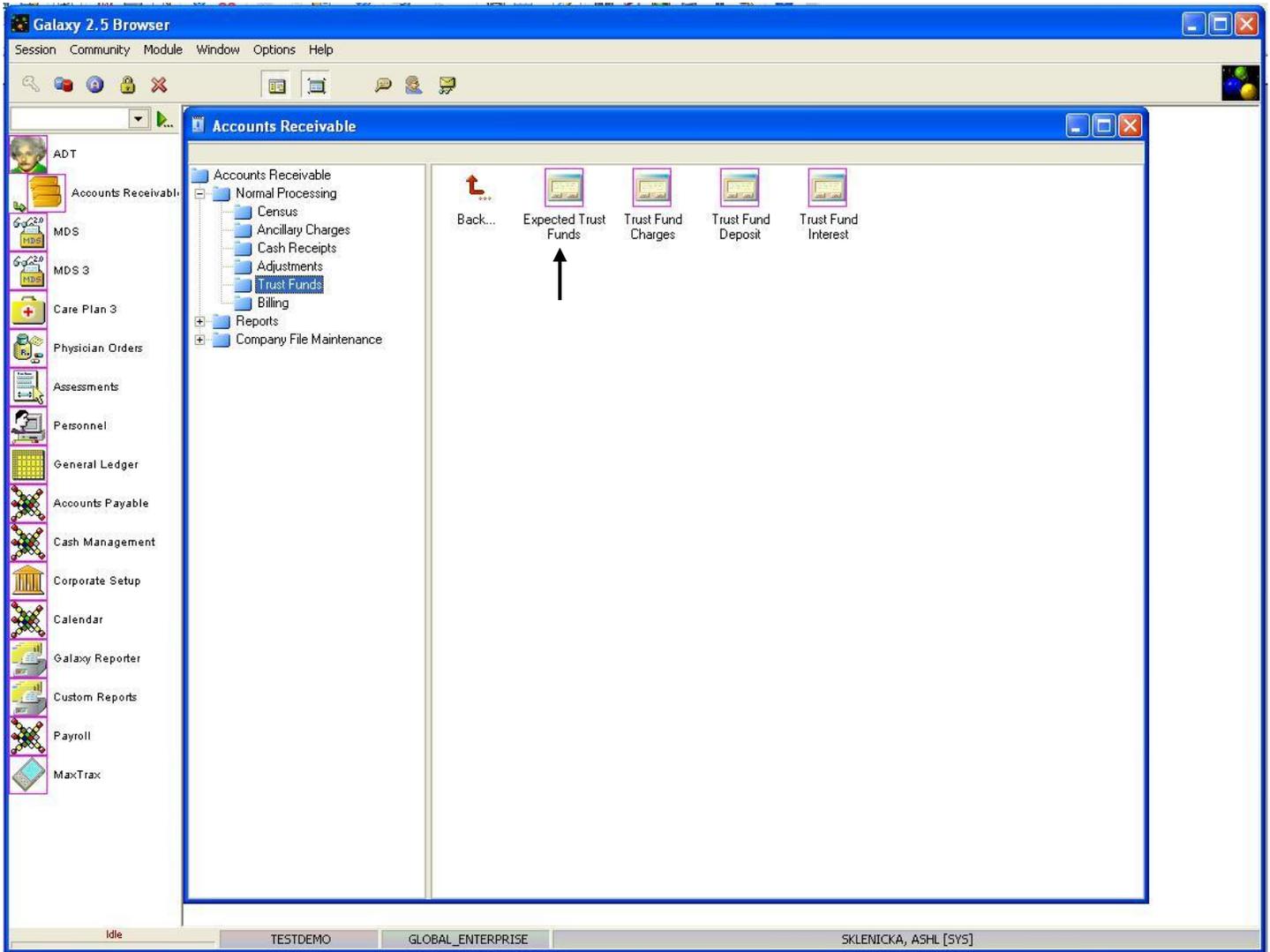To use this utility double click on the **Trust Funds** icon.
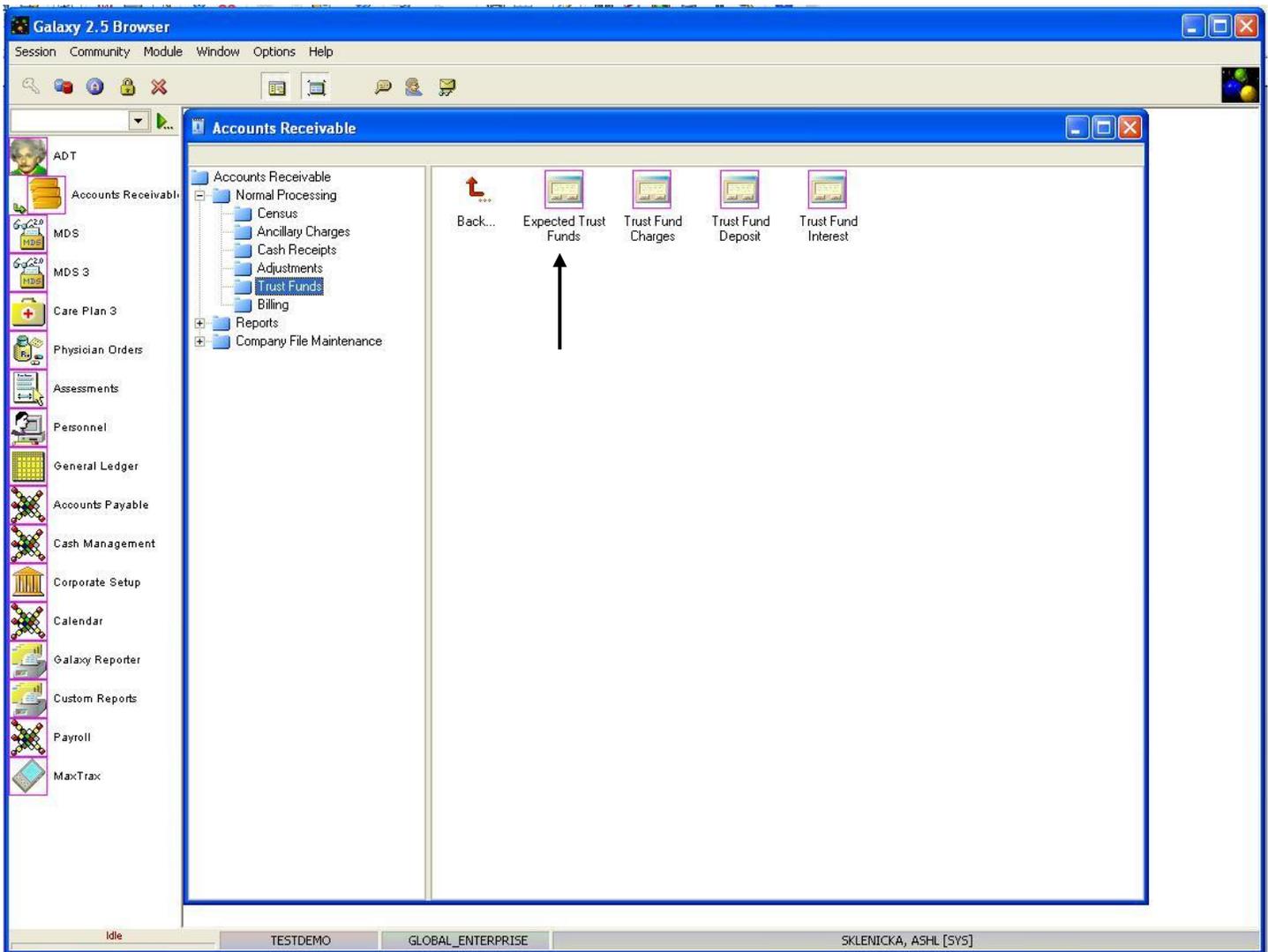
**Trust Funds** – here you will see the Trust Funds area is divided into 4 utilities. They are:

- **Expected Trust Funds** – used to set up records for the expected amount that gets deposited each month for resident that have trust funds or personal needs accounts.

- **Trust Fund Charges** – used to post charges that would reduce the amount of money in the resident's trust. Items like hair-cuts, cable, etc. that are charged from the resident would be entered here.

- **Trust Fund Deposits** – used to make deposits to the resident's trust that would increase the amount of money the resident has to spend on personal items.

- **Trust Fund Interest** – used to post the interest that is earned on any residents trust if it is applicable to earn interest.

To use any of the utilities double click on the icon you need. We will start with **Expected Trust Funds**.

Double click on the **Expected Trust Funds** icon to open up this utility.
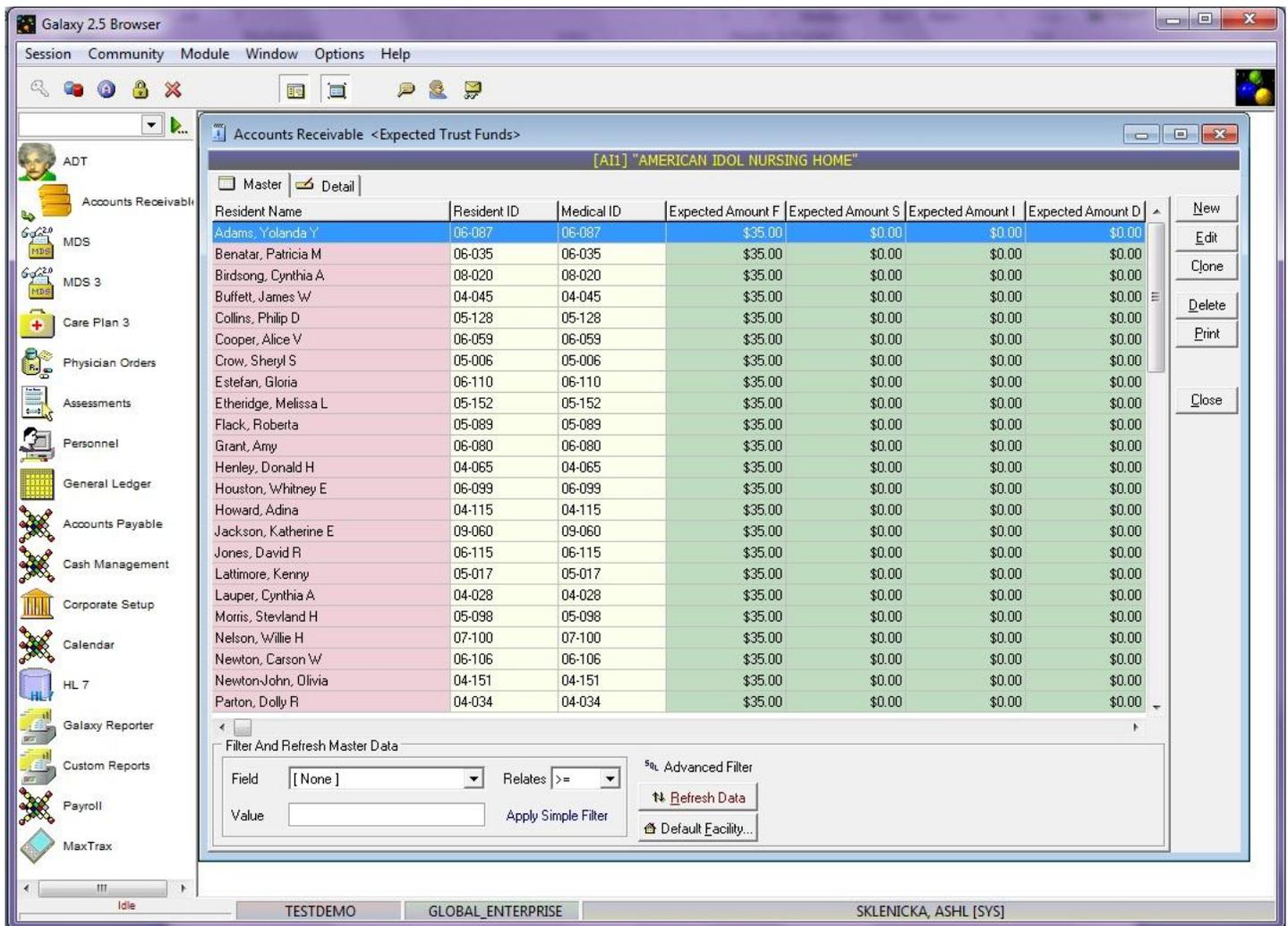
**Expected Trust Fund Master –** this is the screen that will hold the record(s) of residents that receive money for a trust fund account. Here you can see in our *demo facility* we have several residents that use trust funds.

This utility allows the user to set up a record on a resident for a monetary amount that is expected for their trust account. For example: Logan Furgeson receives a $2035 social security check every month where $35 is for his trust account. The Galaxy system will allow the record to be set up for this expected $35 every month.

To set up record(s) press the **new** button on the right side of the screen.
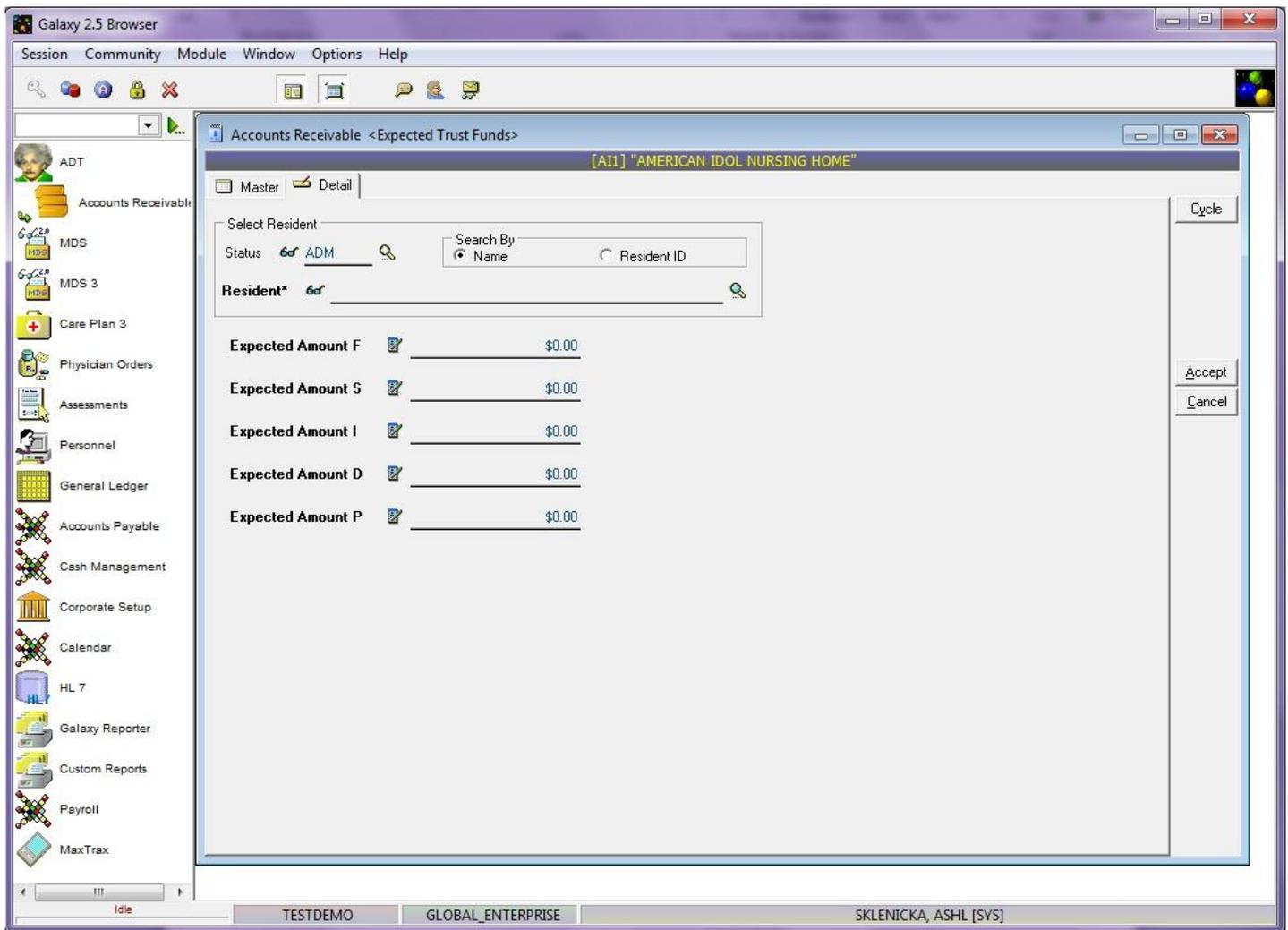
**Expected Trust Funds Detail –** this is the input screen used to create records on residents that have a specific amount of money each month deposited into their trust/personal needs account. Here you will see the following fields:

- **Status –** select the appropriate status by using the magnifying glass to pull up the list of resident names that will appear under that status. NOTE: if you want to see both admissions and discharges on the list than use the **clear** option which will leave this field blank.
- **Resident –** click the magnifying glass to open up the drop down menu and select the resident who you want to create an expected trust for. NOTE: there is a search bar at the bottom of the drop down menu that allows for faster selection of resident names.
- **Expected Amount (F,S,I,D, & P) –** enter the appropriate expected amount for the various trust fund accounts used by your facility.

Please fill in as much information as possible making sure the required fields are entered and press **cycle** to create additional record(s) or **accept** to create the current record.
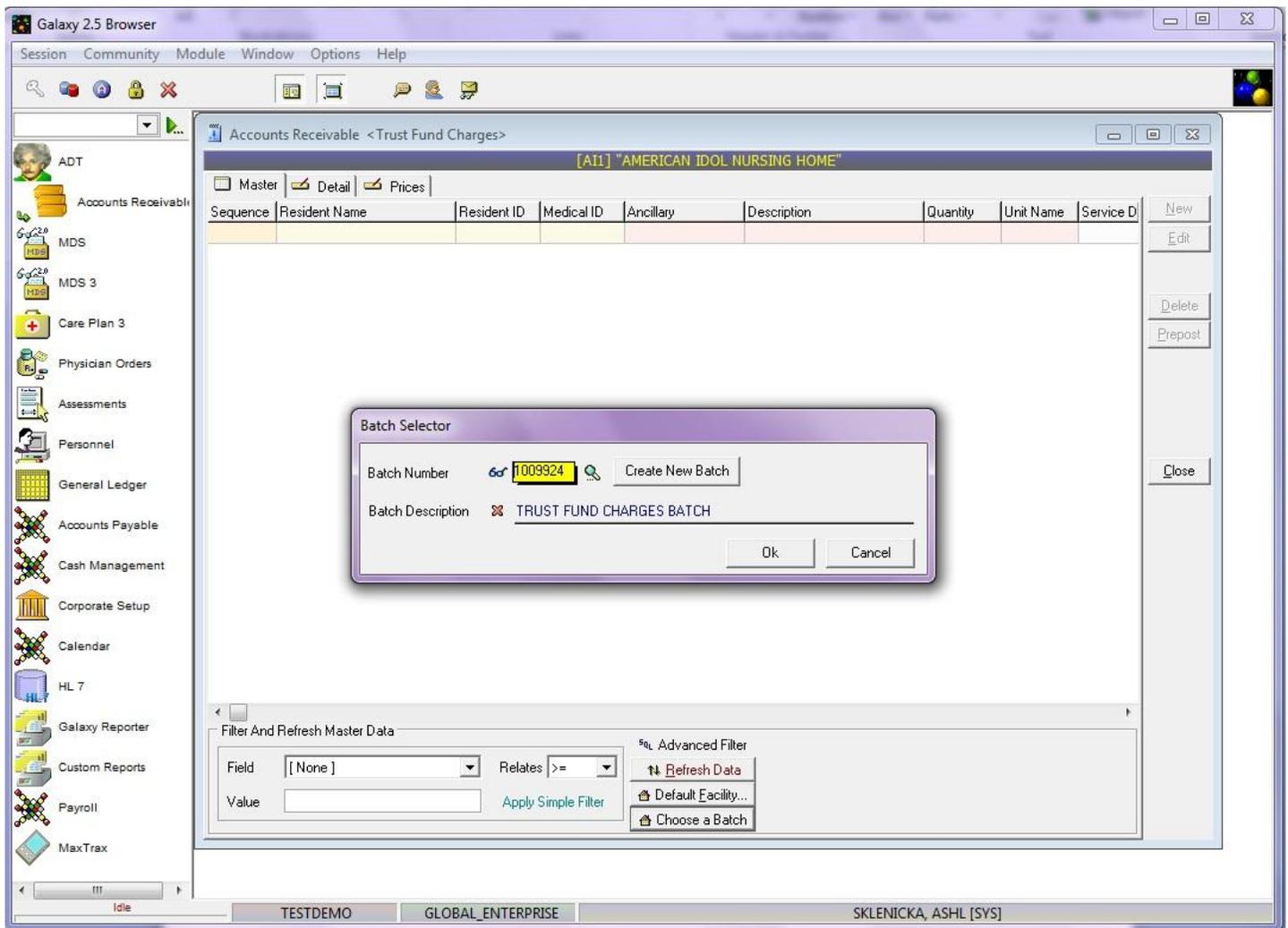
One you have all records created for **Expected Trust** you can press the close button and move onto **Trust Fund Charges**.
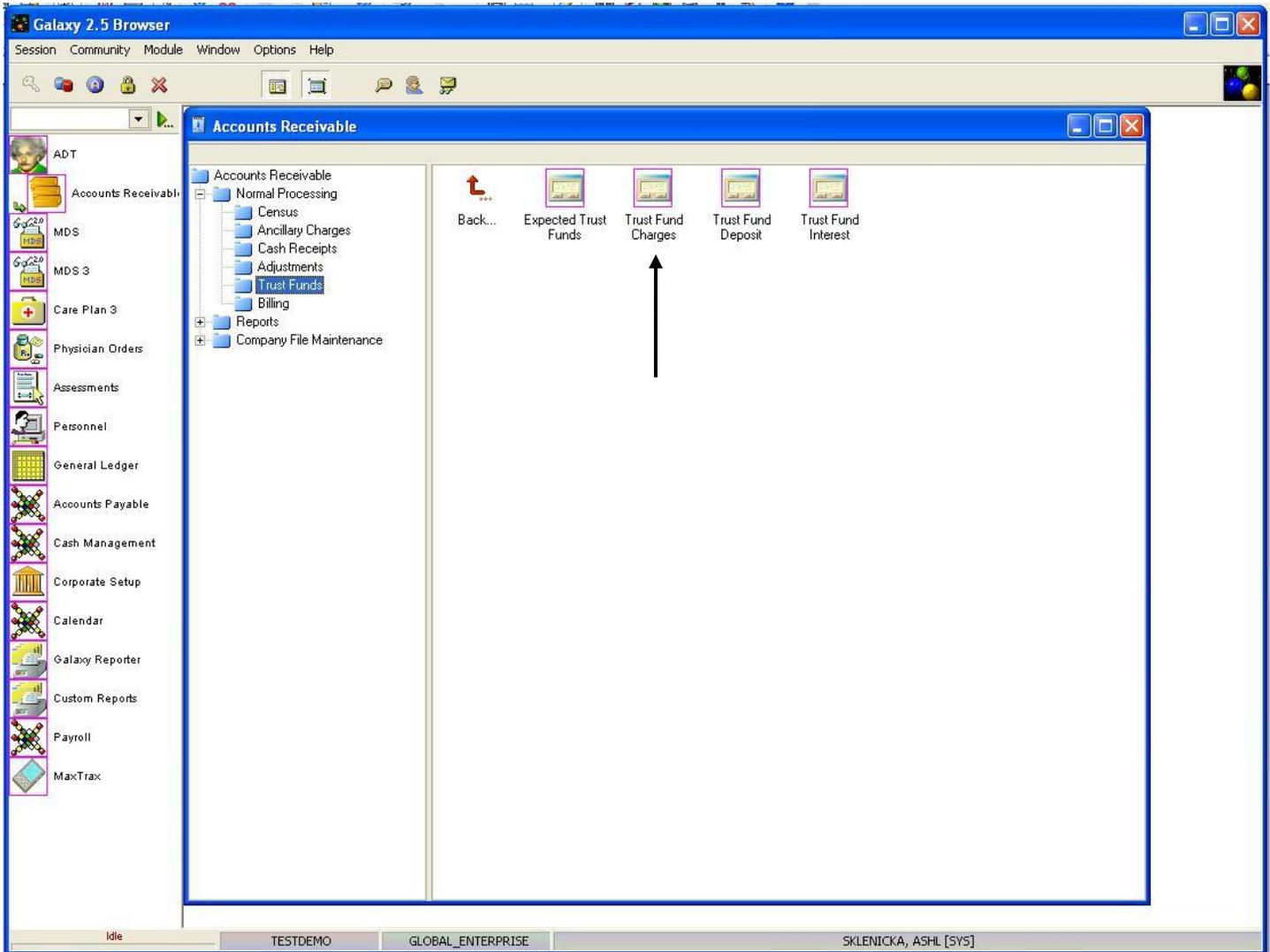
The **Trust Fund Charges** is used to post charges against the residents' trust or personal needs account for items like haircuts, newspapers, cable, etc.

Double click on the **Trust Fund Charges** to open up this utility.

When you first go into the **Trust Fund Charges** utility, the user will see the **batch selector** option. The user has the following options:

- **Create New Batch –** press the "create new batch" button to create a batch. The user will be able to edit the batch description to reflect what the trust fund charges are for. Ex: June Haircuts, or February 2011 Trust Charges.
- **Choose Existing Batch –** click on the magnifying glass to pull up the drop down menu of existing trust fund charge batches. Here the user can select a batch that was already created or return to working on a batch they need to finish.

Once the user has chosen their option, press the **ok** button to move forward.
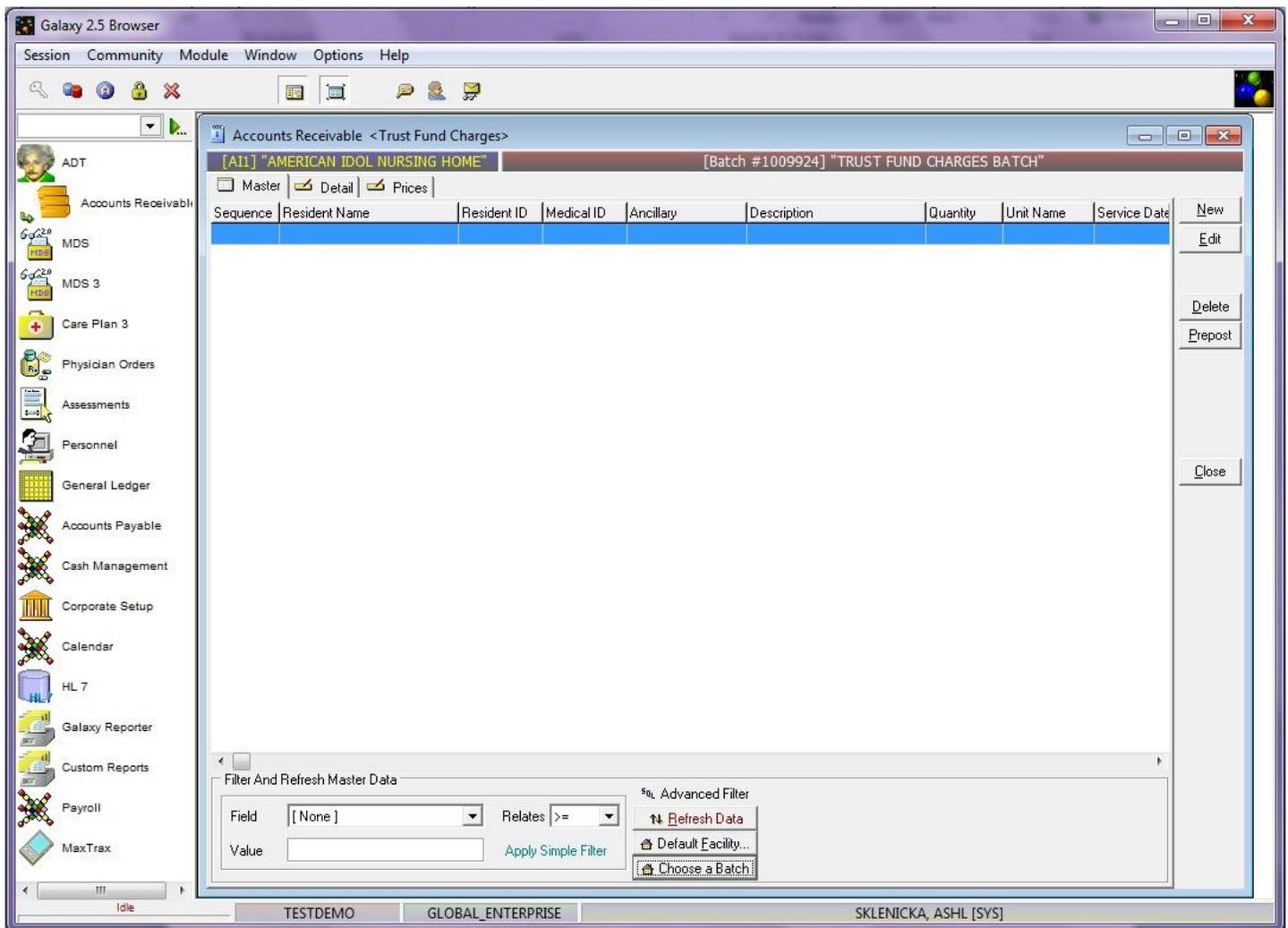
**Trust Fund Charges Master –** this is the master screen that will hold the record(s) of trust fund charges. To enter a record press the **new** button on the right hand side.

NOTE: if you are returning to a batch that was already created, the user may see record(s) already listed on this master screen.
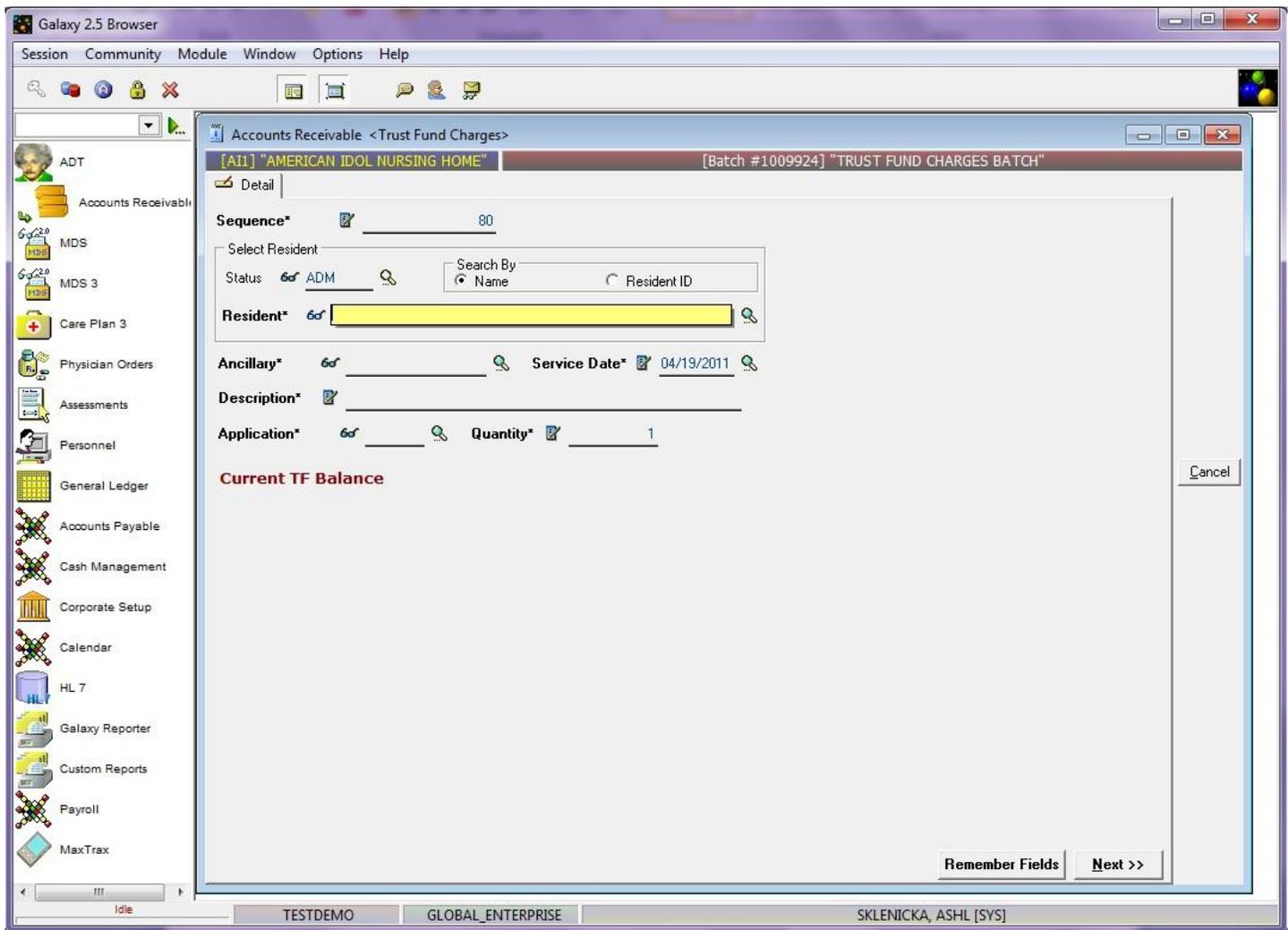
**Trust Fund Charge Detail** – this is the input screen used to create trust fund charges for residents. Here you will see the following fields:

- **Sequence** – this will fill in automatically for you. This number can be used for your reference when selecting a trust fund charge for editing prior to posting.
- **Status** – select the appropriate status by using the magnifying glass to pull up the list of resident names that will appear under that status. NOTE: if you want to see both admissions and discharges on the list than use the **clear** option which will leave this field blank.
- **Resident** – click the magnifying glass to open up the drop down menu and select the resident you are posting a trust charge for. NOTE: there is a search bar at the bottom of the drop down menu that allows for faster selection of resident names. THIS IS A REQUIRED FIELD
- **Ancillary** – select the correct ancillary from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.
- **Service Date** – select the date the ancillary was received by the resident. You can use the magnifying glass to pull up the calendar for easier and accurate entry. THIS IS A REQUIRED FIELD.

- **Description** – this should automatically appear when the ancillary is selected. THIS IS A REQUIRED FIELD.
- **Application** – select the appropriate trust fund charge application from the drop down menu by clicking on the magnifying glass.
- **Quantity** – fill in the number if this ancillary was used more than once on the service date.
- **Current TF Balance** – will show the user an up-to-date amount that is available in the residents trust account.

Buttons along bottom of the screen:

- **Remember Fields** – used to select fields for the system to remember to cut down on data entry for multiple records. Mark the fields you want the system to remember.
- **Next** – used to move to the next screen in the trust fund charges utility.

Please fill in as much information as possible making sure the required fields are entered and press **next** to move onto the **Price** screen.
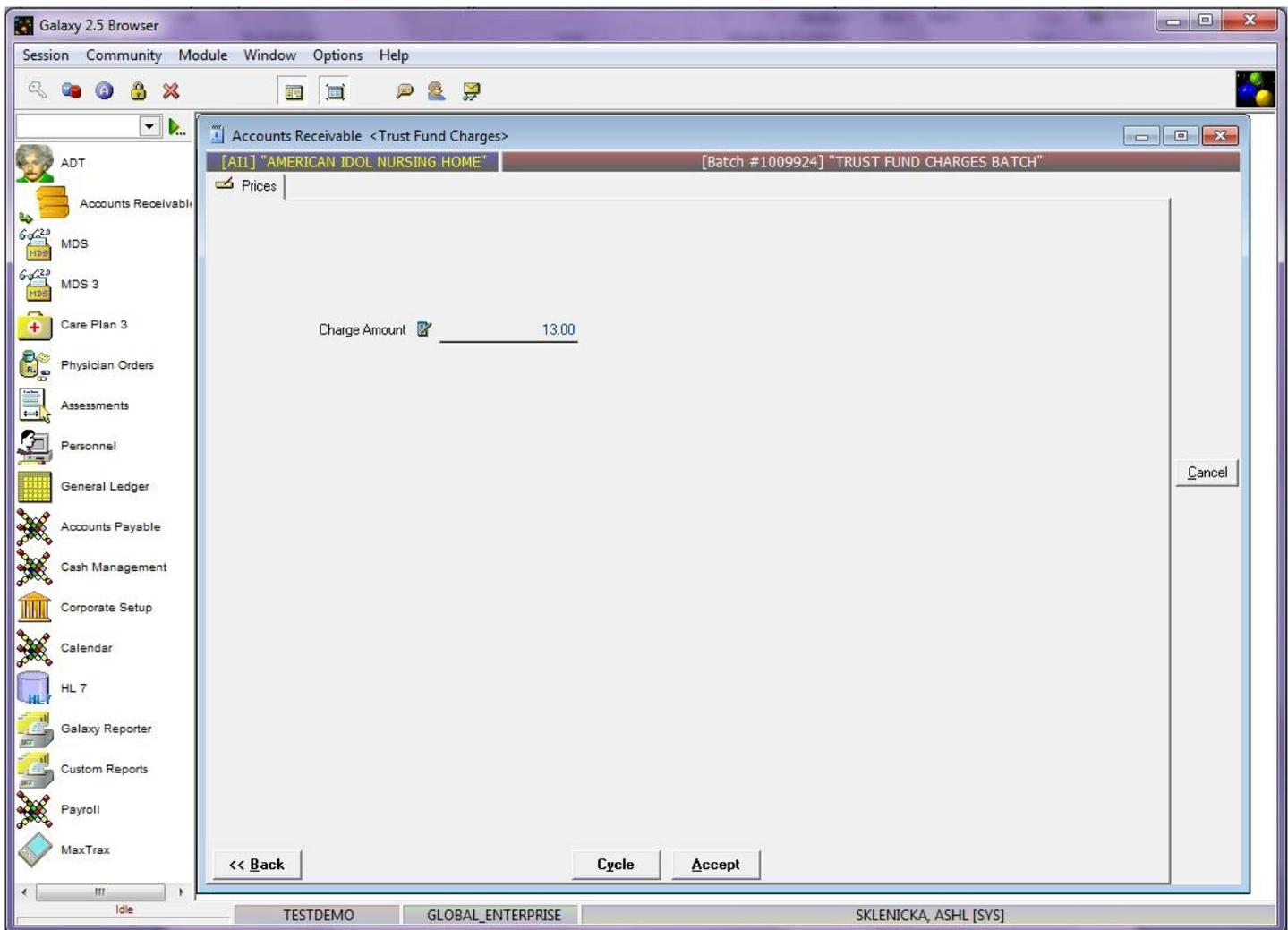
**Trust Fund Charge Price –** this screen will show the user what the price is for the ancillary that was selected. If there is a discrepancy between what is listed by the system the user can manually over-type the amount.

Press the **accept** button to create this record or the **cycle** button to enter in another record. Once the user has entered all the Trust Fund Charges record(s), they will need to go through the pre-posting process.

Here you can see there are two records that will need to be posted for our *demo facility*. To begin the posting process press the **Prepost** button on the right side of the screen.

This screen will appear after pressing the **prepost** button. Select **"one batch"** if you want to post the single batch that is open, or **"all batches"** to post all open batches in the **Trust Fund Charges** sub-utility.

NOTE: You can see the description of the batch in blue when **"one batch"** option is selected, this is helpful in making sure the correct batch gets posted. Press the **ok** button once you have made your selection on which batch will get posted (one or all).

**Trust Fund Charges Preposting –** this screen will load which shows you a report of all the trust fund charges that are about to get posted from the batch. Use the **page selector** to get to the summary page *(last page of report)* to make sure your totals match your facility records.

If there is a discrepancy between the reports total and the facility's records press the grey X to close out of this report, this will take you back to the **Trust Fund Charges Master** where you can make adjustments.

Once you have reviewed the report, and feel everything is accurate you will want to press the **post** button to send the records/information to the server for storage.

NOTE: after the **post** button has been pressed the system will automatically print this report for your facility's records. In the event you need another copy of this report after **post** has been pressed, you can locate the report using the **Historical Posting Report** utility.

Once the **post** button has been pushed, the system will give you this confirmation message. Press **yes** to proceed with placing the records on the server, or **no** to cancel the posting process.

If **yes** is pressed the Galaxy system will automatically print this report page for your facility's records and then re-load the **Trust Fund Charges Master** screen with a new **batch selector** option.
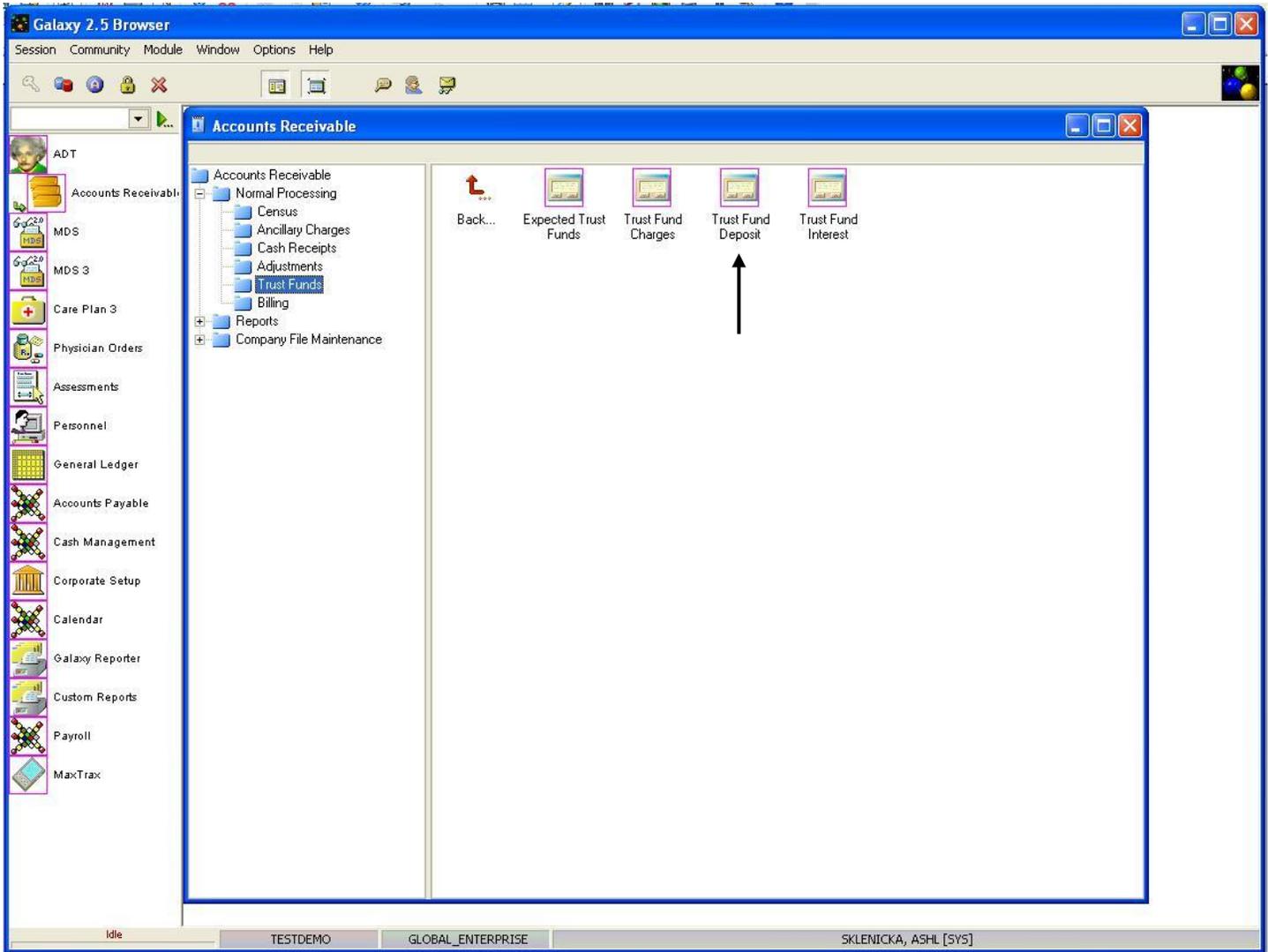
**Trust Fund Deposits** – this utility is used to post deposits to a resident's trust or personal needs account. To use this feature double click on the **Trust Fund Deposits** icon.
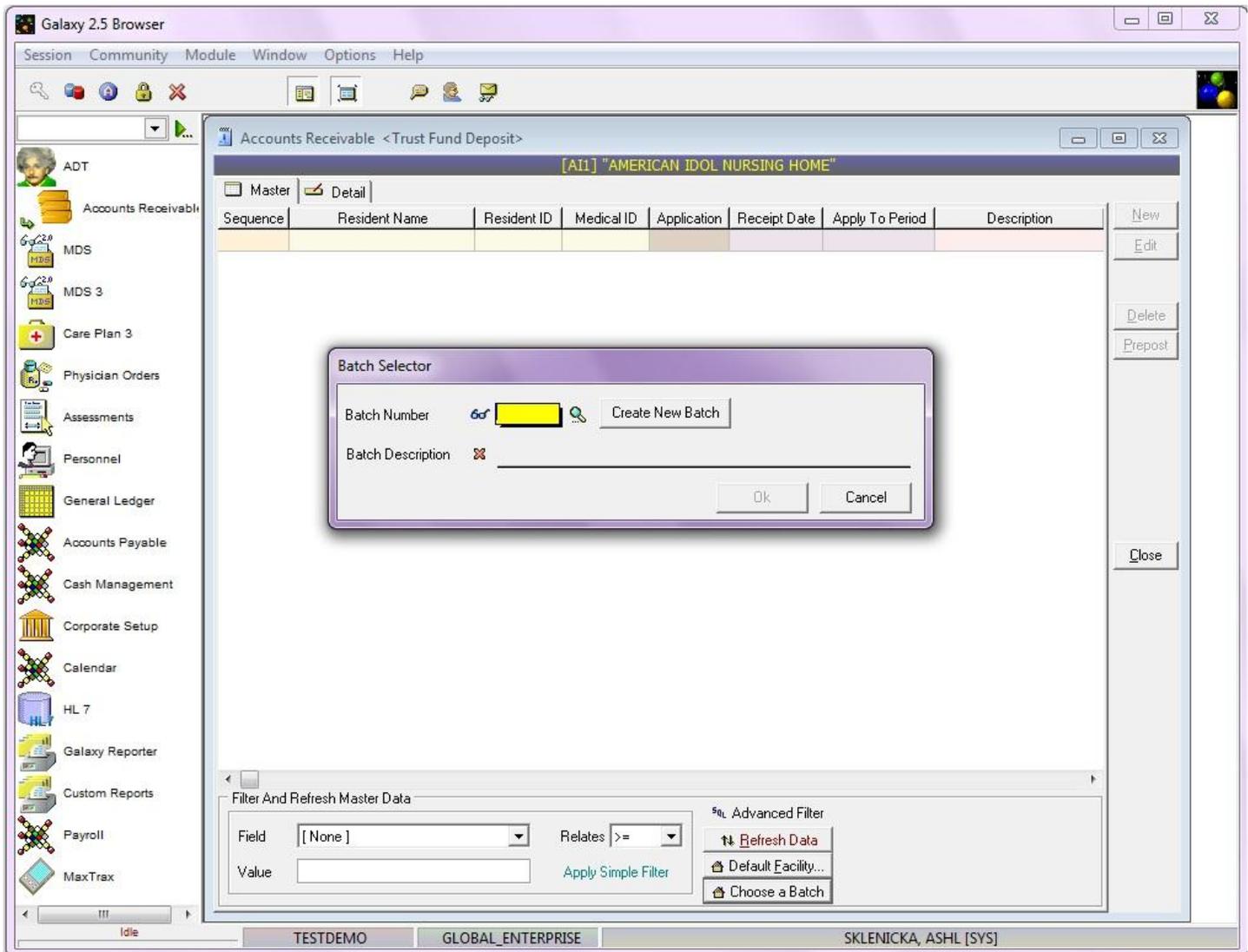
When the user first opens the **Trust Fund Deposits** screen they will see the batch selector options.

**Batch Selector** is where the facility can locate already existing batches, or create new ones. To locate a batch that has already been created use the magnifying glass.

- **Create New Batch-** this button is used when you need to create a new batch.
- **Batch Description-** type in a description that identifies what the batch is. Example: October 2010 Trust Fund Deposit or Jane Doe's September Check.

Press the **"ok"** button once you have created a new batch or selected an existing one to move forward.
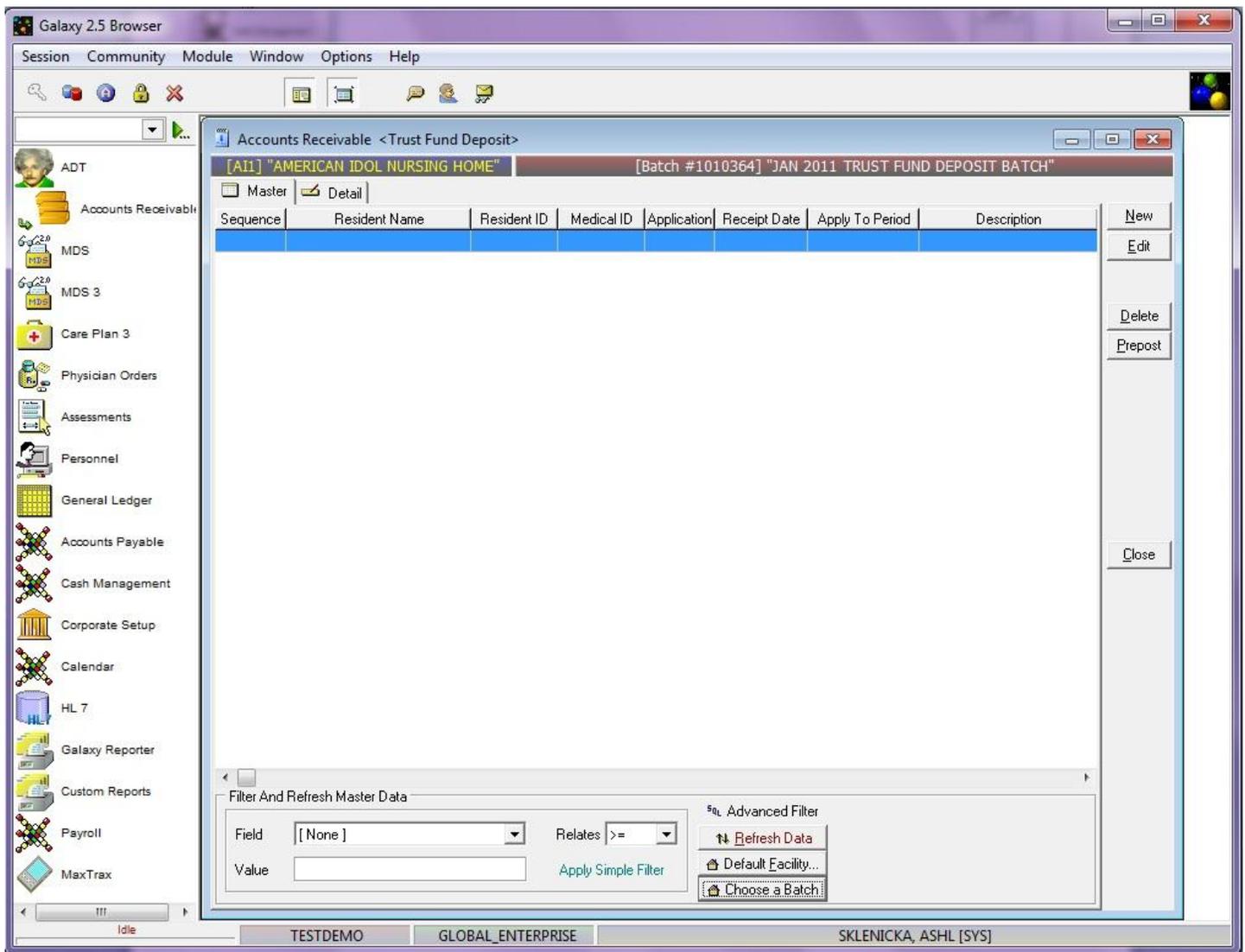
**Trust Fund Deposits Master** – this is the master screen that will hold all trust fund deposit record(s) for the batch. To create a record press the **new** button on the right side of the screen.
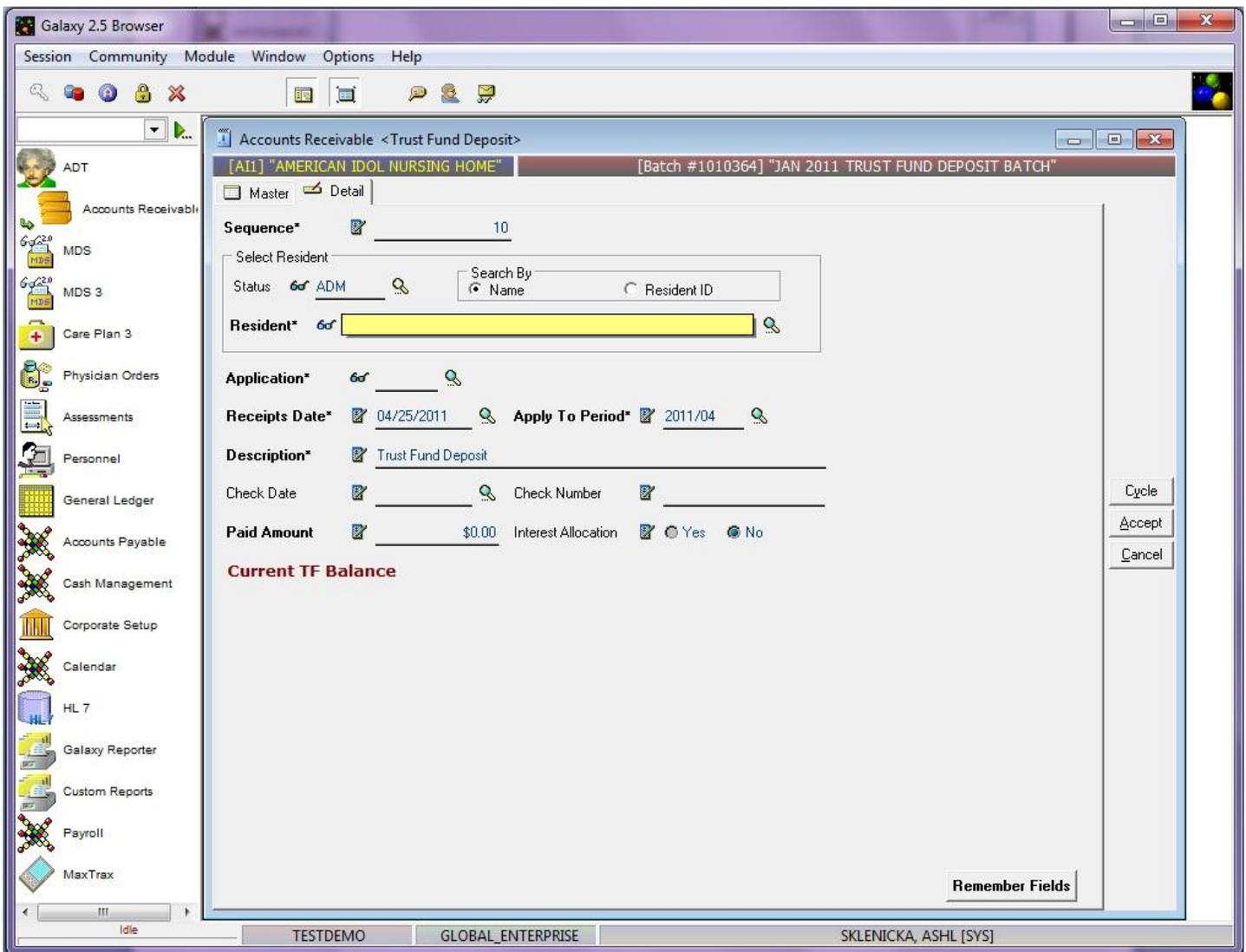
**Trust Fund Deposits Detail –** this is the input screen used to create record(s) that will appear on the master screen. Here you will see the following fields:

- **Sequence –** this will fill in automatically for you. This number can be used for your reference when selecting a trust fund deposit for editing prior to posting.

- **Status –** select the appropriate status by using the magnifying glass to pull up the list of resident names that will appear under that status. NOTE: if you want to see both admissions and discharges on the list than use the **clear** option which will leave this field blank.

- **Resident –** click the magnifying glass to open up the drop down menu and select the resident you are posting a trust deposit for. NOTE: there is a search bar at the bottom of the drop down menu that allows for faster selection of resident names. THIS IS A REQUIRED FIELD

- **Ancillary –** select the correct ancillary from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.

- **Receipts Date –** select the receipt date the deposit was received by the resident. You can use the magnifying glass to pull up the calendar for easier and accurate entry. THIS IS A REQUIRED

FIELD.

- **Apply to Period** – select the period the user wants the deposit applied to by clicking on the magnifying glass to pull up the calendar. THIS IS A REQUIRED FIELD.
- **Description** – this should automatically appear when the ancillary is selected. THIS IS A REQUIRED FIELD.
- **Application** – select the appropriate trust fund charge application from the drop down menu by clicking on the magnifying glass.
- **Check Date** – enter the date on the check by clicking the magnifying glass to pull up the calendar.
- **Check Number** – enter the check number that was used for the deposit
- **Paid Amount** – enter the amount that is going to be deposited for the selected resident. THIS IS A REQUIRED FIELD.
- **Interest Allocation** – make the appropriate selection if this deposit is to allocate interest.
- **Current TF Balance** – will show the user an up-to-date amount that is available in the residents trust account.

Buttons along bottom of the screen:

- **Remember Fields** – used to select fields for the system to remember to cut down on data entry for multiple records. Mark the fields you want the system to remember.
- **Next** – used to move to the next screen in the trust fund charges utility.

Please fill in as much information as possible making sure the required fields are entered and press **accept** or the **cycle** button to create the records.

Once all records have been created the user will need to go through the pre-posting process.

Here you will see the trust fund deposit records that were created for our *demo facility.* To start the preposting process press the **prepost** button.

This screen will appear after pressing the **prepost** button. Select **"one batch"** if you want to post the single batch that is open, or **"all batches"** to post all open batches in the **Trust Fund Charges** sub-utility.

NOTE: You can see the description of the batch in blue when **"one batch"** option is selected, this is helpful in making sure the correct batch gets posted. Press the **ok** button once you have made your selection on which batch will get posted (one or all).

**Trust Fund Deposit Preposting –** this screen will load which shows you a report of all the trust fund deposits that are about to get posted from the batch. Use the **page selector** to get to the summary page *(last page of report)* to make sure your totals match your facility records.

If there is a discrepancy between the reports total and the facility's records press the grey X to close out of this report, this will take you back to the **Trust Fund Deposits Master** where you can make adjustments.

Once you have reviewed the report, and feel everything is accurate you will want to press the **post** button to send the records/information to the server for storage.

NOTE: after the **post** button has been pressed the system will automatically print this report for your facility's records. In the event you need another copy of this report after **post** has been pressed, you can locate the report using the **Historical Posting Report** utility.

Once the **post** button has been pushed, the system will give you this confirmation message. Press **yes** to proceed with placing the records on the server, or **no** to cancel the posting process.

If **yes** is pressed the Galaxy system will automatically print this report page for your facility's records and then re-load the **Trust Fund Deposits Master** screen with a new **batch selector** option.
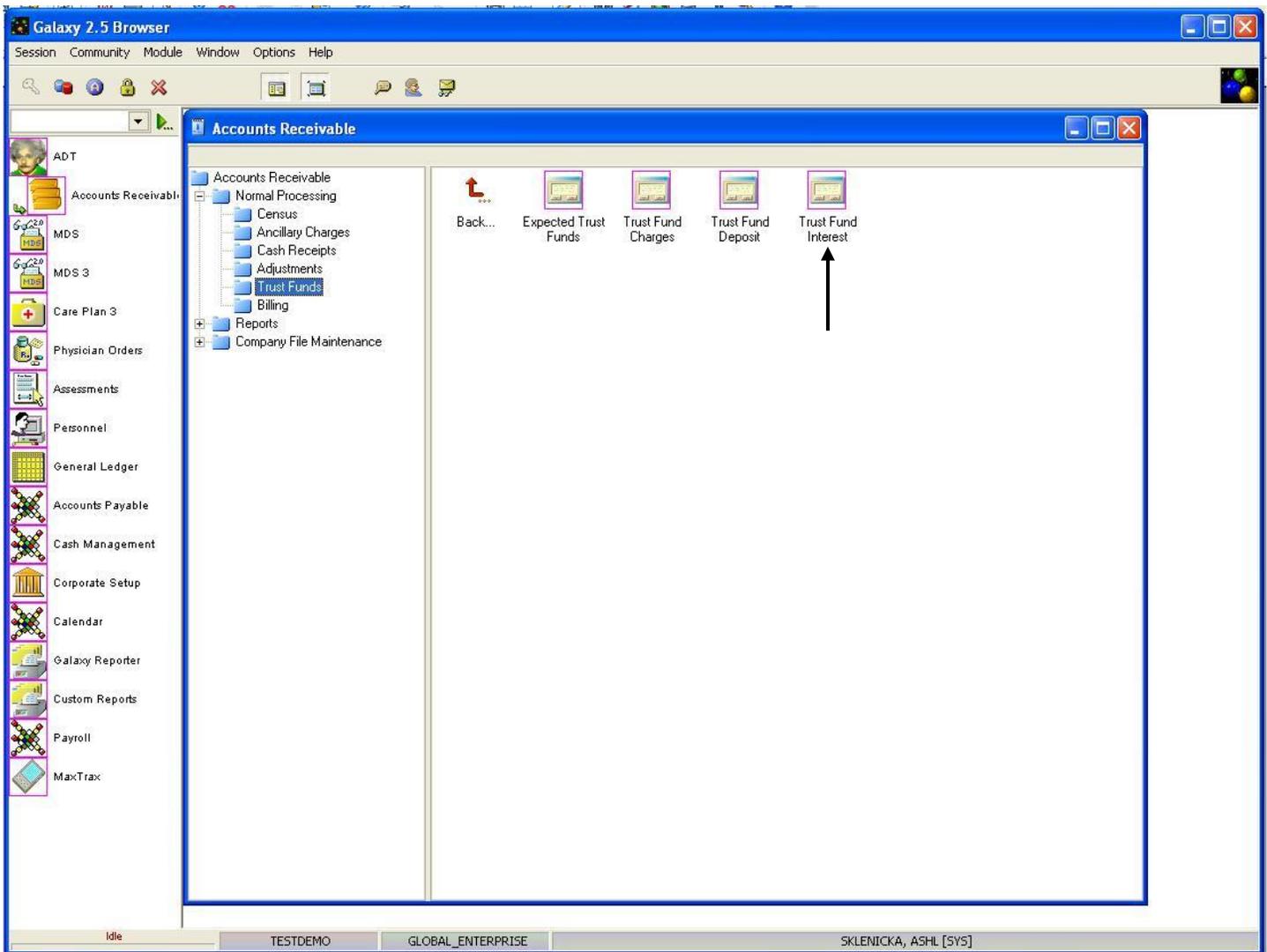
The **Trust Fund Interest** utility is where the user has the capability of applying interest to residents that maintain fund account within your facility. The Galaxy system will automatically determine the percentage of interest amount based on either the Last Balance or Last Month End Balance within the designated fund accounts.

To use this utility double click on the **Trust Fund Interest** icon.
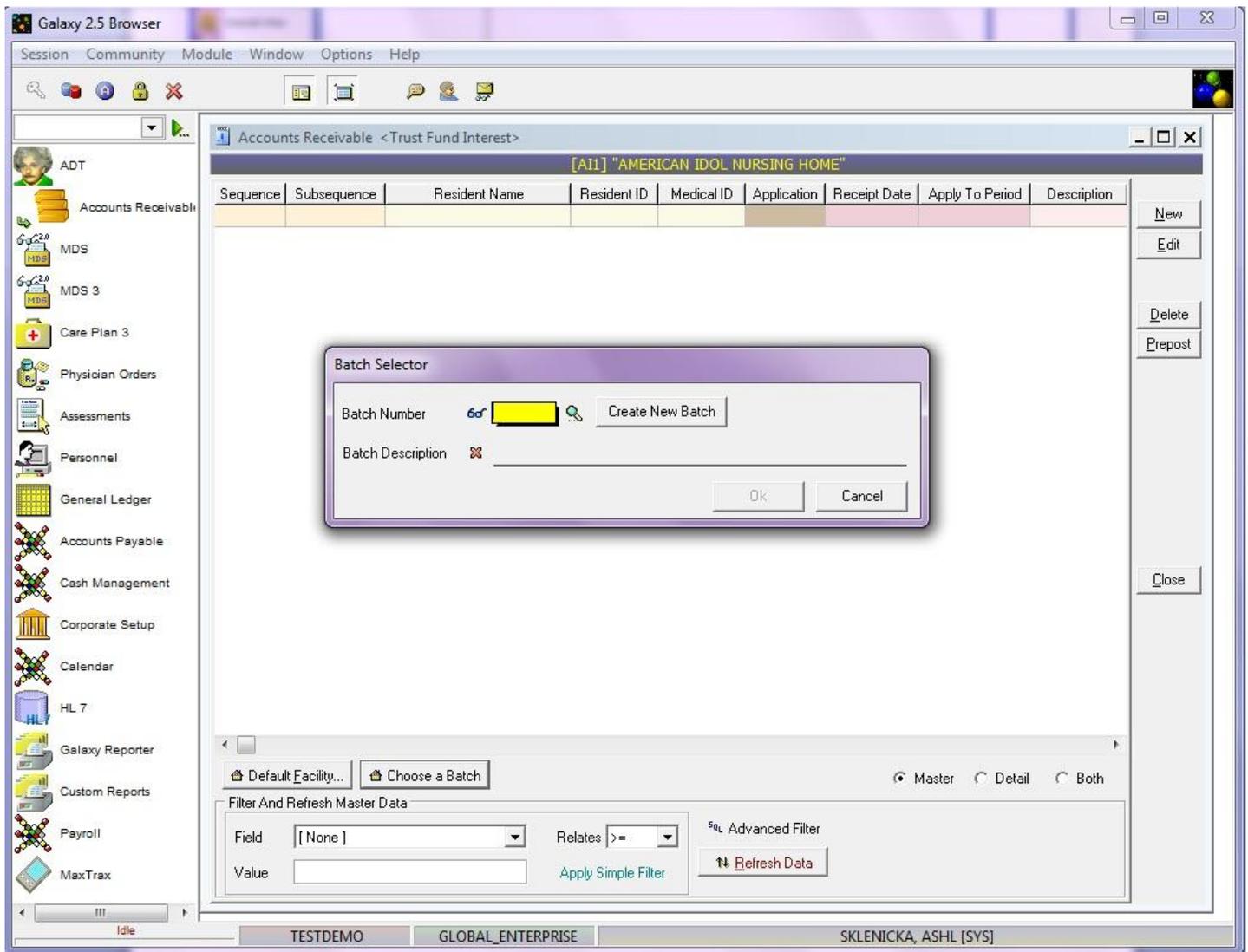
When the user first opens the **Trust Fund Interest** screen they will see the batch selector options.

**Batch Selector** is where the facility can locate already existing batches, or create new ones. To locate a batch that has already been created use the magnifying glass.

- **Create New Batch-** this button is used when you need to create a new batch.
- **Batch Description-** type in a description that identifies what the batch is. Example: October 2010 Trust Fund Interest.

Press the **"ok"** button once you have created a new batch or selected an existing one to move forward.
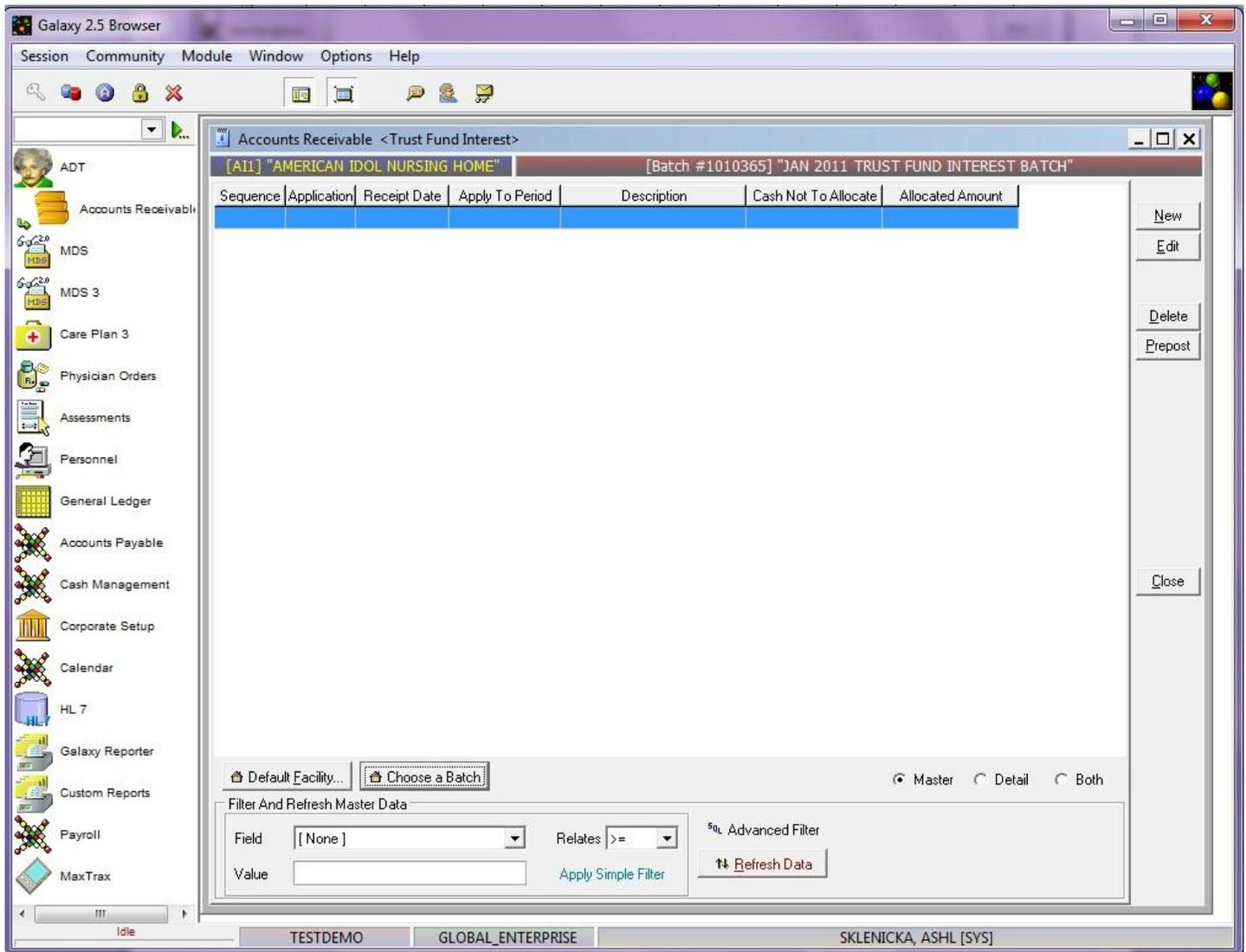
**Trust Fund Interest Master –** this is the master screen that will hold the record(s) that are created within this batch.

To create a record press the **new** button on the right side.
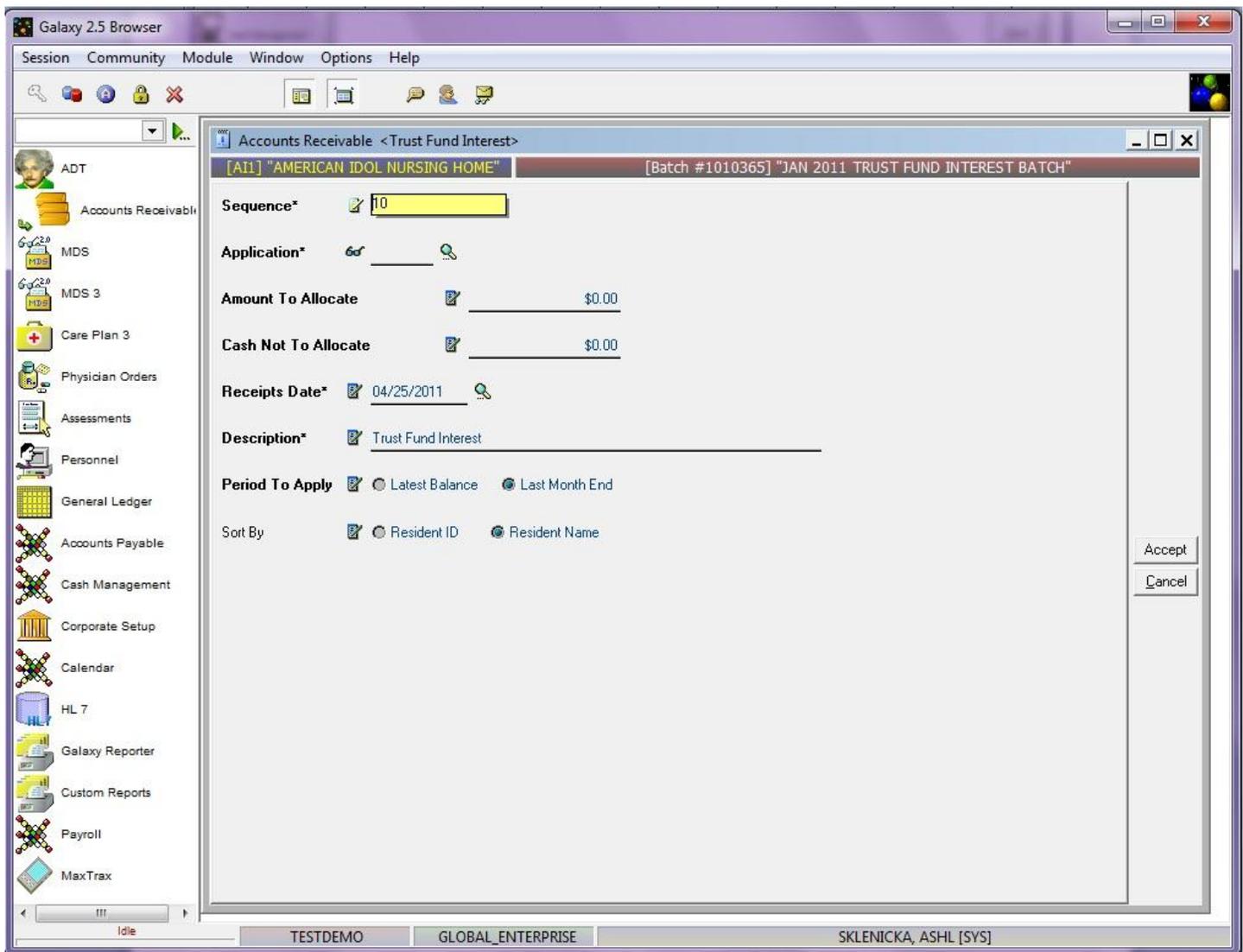
**Trust Fund Interest Detail** – this is the input screen used to create the trust fund interest records. Here you will see the following fields:

- **Sequence** – this will fill in automatically for you. This number can be used for your reference when selecting a trust fund charge for editing prior to posting.

- **Application** – select the desired funds application by clicking on the magnifying glass. THIS IS A REQUIRED FIELD.

- **Amount to Allocate** – enter the amount of interest as it appears on your bank statement. THIS IS A REQUIRED FIELD

- **Cash Not to Allocate** – enter the amount that is not subject to interest. For example if your facility allows interest to be allocated on any amount greater than $50 enter 50.00 in this field.

- **Receipts Date** – select the date that this interest was applied by clicking on the magnifying glass to pull up the interactive calendar. THIS IS A REQUIRED FIELD.

- **Description** – enter a description that will identify the interest allocation transaction. THIS IS A REQUIRED FIELD.

- **Period to Apply** – select the period that the interest is to be applied. Last Balance would be the most recent account balance while Last Month End would be the balance at the close of the last month. THIS IS A REQUIRED FIELD
- **Sort By** – select the option of how you want the system to sort either Resident ID or Resident Name.

Please fill in as much information as possible making sure the required fields are entered and press the **accept** button to create the record that will apply the interest.

**Trust Fund Interest Master –** here you will see the record we just created. The next step is to go through the preposting process. To start this process press the **Prepost** button on the right side.
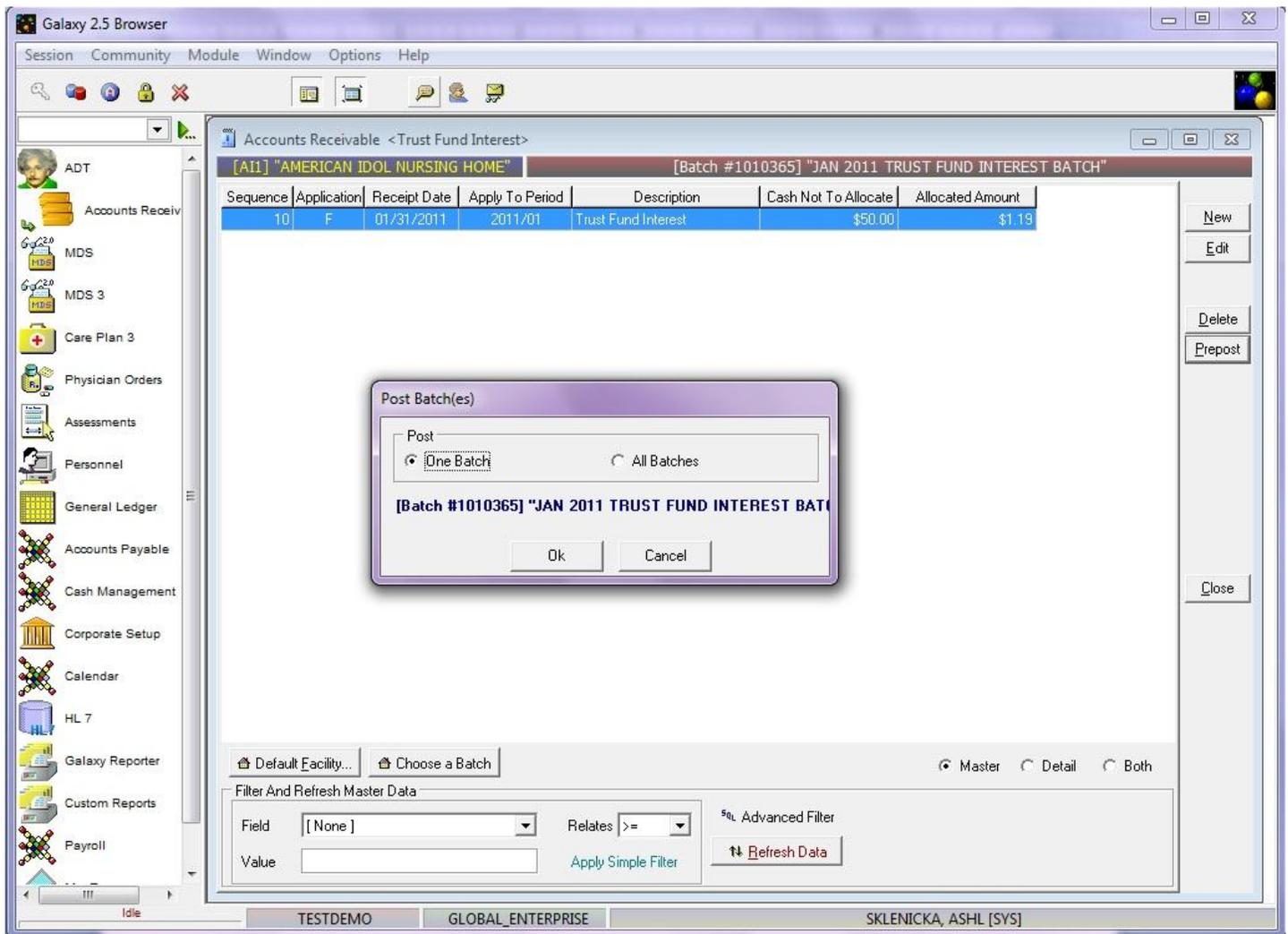
This screen will appear after pressing the **prepost** button. Select **"one batch"** if you want to post the single batch that is open, or **"all batches"** to post all open batches in the **Trust Fund Interest** sub-utility.

NOTE: You can see the description of the batch in blue when **"one batch"** option is selected, this is helpful in making sure the correct batch gets posted. Press the **ok** button once you have made your selection on which batch will get posted (one or all).

**Trust Fund Interest Preposting** – this screen will load which shows a report of all the residents that will be receiving interest on their trust/personal needs account. Use the **page selector** to get to the summary page *(last page of report)* to make sure your totals match your facility records.

If there is a discrepancy between the reports total and the facility's records press the grey X to close out of this report, this will take you back to the **Trust Fund Interest Master** screen where you can make adjustments.

 Once you have reviewed the report, and feel everything is accurate you will want to press the **post** button to send the records/information to the server for storage.

NOTE: after the **post** button has been pressed the system will automatically print this report for your facility's records. In the event you need another copy of this report after **post** has been pressed, you can locate the report using the **Historical Posting Report** utility.

Once the **post** button has been pushed, the system will give you this confirmation message. Press **yes** to proceed with placing the records on the server, or **no** to cancel the posting process.

If **yes** is pressed the Galaxy system will automatically print this report page for your facility's records and then re-load the **Trust Fund Interest Master** screen with a new **batch selector** option.