

CareManager Pro®

Fiduciary Modules - Overview



The Fiduciary module allows users to track a wide variety of client financial information. Using the print button, the user may print 1 or more of the reports for these areas.

Contact ID	Payee	Payee Type	Payment Sched...	Payment Amount	Account #	Contact Name
	Don Reid Ford	VEHICLE LOAN	MONTHLY	\$355.00	34645645747	Mary Samson
	Suntrus	HOME EQUITY	BI-WEEKLY	\$350.00	546546668	John Jones
WAMU	Washigton Mutual Hom...	MORTGAGE	MONTHLY	\$955.00	36262645646	Mary Smith

Accounts Payable

- I. The **Accounts Payable** tab allows for the tracking of all of the client's bills for which the user may be responsible.
- II. The contact information may either be selected from the General Contacts in the Contacts module or entered manually for this one particular client. When a Contact is selected, all of the fields relating to the contact information are disabled as this information can only be maintained in the Contacts module

Payee Type: Contact ID: Note: You may select a Contact ID from the Contacts module, or enter new data for this client only

Payee: Acct #: Pymt:

Contact: Pymt Sched: Email:

Address: Phone: Ext:

Address 2:

City: State: Zip: Other: Ext:

Note:

Show

Senior Care Connections

FIDUCIARY ACCOUNTS PAYABLE RECORDS						
Printed On: 03/08/2006 at 9:27:52		John Jones (1)			Page 1 of 1	
Guardian: Mary Smith						
Payee Type	Institution Address	Account #	Payment Schedule	Contact	Phone	Payment Amount
HOME EQUITY	Suntrus 111 North Ave Orlando, FL 32785	546546668	BI-WEEKLY		() -	\$350.00
BI-WEEKLY		# Listed: 1				\$350.00
MORTGAGE	Washigton Mutual Home Loans 111 Main Street Millview, FL 35420	36262645646	MONTHLY	Mary Smith	(545) 466-6555	\$955.00
VEHICLE LOAN	Don Reid Ford 456 North Atlantic Ave Orlando, GA 54323	34645645747	MONTHLY		() -	\$355.00
MONTHLY		# Listed: 2				\$1,310.00
REPORT TOTALS		# Listed: 3				\$1,660.00


Fiduciary Modules

Banking

- III. The **Banking** tab is used to track the client's various bank accounts and the contact information is entered as in the Accounts Payable section.

Accounts Payable | **Banking** | Income | Investments | Personal Property | Real Property

Contact ID	Institution	Account Type	Account #	Contact Name	Phone	Ph Ext	Other
SUNTRUST	Suntrust Banking	CHECKING	12124113531	Laura Adams			
SUNTRUST	Suntrust Banking	SAVINGS	4567456848479...	Laura Adams			

Acct Type: Contact ID:  Note: You may select a Contact ID from the Contacts module, or enter new data for this client only

Institution: Acct #:

Contact: Email:

Address: Phone: () - Ext:

Address 2: Other: () - Ext:

City: State: Zip: Cell: () - Fax: () -

Note:

Banking Data Report

Senior Care Connections

FIDUCIARY BANKING RECORDS				
Printed On: 03/08/2006 at 9:36:06		John Jones (I)		Page 1 of 1
Guardian: Mary Smith				
Type	Institution Address	Account #	Contact	Phone
CHECKING	Suntrust Banking 345 South Beach Blvd MIami, FL 432354	12124113531	Laura Adams	() -
SAVINGS	Suntrust Banking 345 South Beach Blvd MIami, FL 432354	456745684847950	Laura Adams	() -

Fiduciary Modules

Income

- IV. The **Income** tab is used to track the client's various sources of income and the contact information is entered as in the Accounts Payable section.

The screenshot shows the 'Income' tab selected in a software interface. At the top, there are navigation tabs: Accounts Payable, Banking, **Income**, Investments, Personal Property, and Real Property. Below the tabs is a table with the following data:

Contact ID	Payor	Payment Cycle	Payment Amount	Contact Name	Phone	Ph Ext	Other
HUHN	Huhn & Huhn DDS	BI-WEEKLY	\$100.00	Clete Huhn	(555) 621-5000		
	payor	YEARLY	\$10,000.00	1	() - 8	9	()

Below the table is a form for adding new data. It includes fields for: Pymt Cycle (dropdown), Contact ID (text), Payor (text), Contact (text), Address (text), Address 2 (text), City (text), State (text), Zip (text), Pymt Amt (text), Email (text), Phone (text), Other (text), Cell (text), and Fax (text). There are also buttons for Add, Remove, and Modify. A note states: 'Note: You may select a Contact ID from the Contacts module, or enter new data for this client only.' A 'Show Remove' checkbox is also present.

Income Data Report

Senior Care Connections				
FIDUCIARY INCOME RECORDS				
Printed On: 03/08/2006 at 9:53:35		John Jones (1)		Page 1 of 1
Guardian: Mary Smith				
Type	Payor Address	Phone	Contact	Payment Amt
MONTHLY	US Postal Service 123 Main Street Orlando, FL 32801	(555) 123-4553	Mr. Smith (Supervisor)	\$1,235.00
MONTHLY		# Listed: 1		\$1,235.00
YEARLY	Hartford Insurance 1234 University Blvd Maim, FL 32100	(555) 345-5000		\$3,500.00
YEARLY		# Listed: 1		\$3,500.00
REPORT TOTALS		# Listed: 2		\$4,735.00

Fiduciary Modules

Investments

- V. The **Investments** tab is used to track the client's various investments and the contact information is entered as in the Accounts Payable section.

Contact ID	Institution	Account Type	Account #	Contact Name	Phone	Ph Ext	Other
SMITHENT...	Susan Smith Enterprises	STOCK	3564325634573...		(555) 456-7000		

Acct Type: Contact ID:

Institution:

Contact:

Address:

Address 2:

City: State: Zip:

Note:

Acct #:

Email:

Phone: () - Ext:

Other: () - Ext:

Cell: () - Fax: () -

Show Removed

Investments Data Report

Senior Care Connections			
FIDUCIARY INVESTMENT RECORDS			
Printed On: 03/08/2006 at 9:10.11		John Jones (1)	
Guardian: Mary Smith		Page 1 of 1	
Type	Payor Address	Account #	Contact Phone
STOCK	Susan Smith Enterprises 1234 Main Street Any City, FL 32801	356432563457368	(555) 456-7000

Fiduciary Modules

Personal Property

VI -The **Personal Property** tab is used to track the client’s personal items for which the user may be responsible. Additionally, if the item is “moved” from one location to another, the previous locations are tracked and displayed.

Accounts Payable | Banking | Income | Investments | **Personal Property** | Real Property

Items Current Locations				Previous Locations For Currently Selected Item		
Prop Type	Record Date	Value \$	Description	Record Date	Date Entered	Location
FURNITURE	04/04/2004	\$2,300.00	Antique Picture	01/02/2020	12/18/2005	room 3
FURNITURE	11/07/2005	\$1,000.00	Master Bedroom Set	01/01/2020	12/18/2005	room 2
FURNITURE	01/03/2002	\$3,000.00	Rolex Watch	01/03/2002	03/08/2006	room 4

Type: Record Date: Value \$:

Description:

Location:

Note:

Show Removed

Personal Property Data Report

Senior Care Connections			
FIDUCIARY PERSONAL PROPERTY RECORDS			
Printed On: 03/08/2006 at 9:12:37	John Jones (I)		Page 1 of 1
Guardian: Mary Smith			
Type	Description Location	Record Date	Value
FURNITURE	Rolex Watch Worn by Client	01/03/2002	\$3,000.00
FURNITURE	Antique Picture Storage Room A	04/04/2004	\$2,300.00
FURNITURE	Master Bedroom Set Clients Home	11/07/2005	\$1,000.00
			\$6,300.00

Fiduciary Modules

Real Property

VI. The Real Property tab is used to track the client's real estate holdings.

Prop Type	Description	Date Sold	Appraisal Date	Appraisal \$	Mortgage Com...	Contact Name
HOUSE	test	01/01/2001	02/02/2002	\$1,111.00	7	8
HOUSE ON...	test	12/25/2005	01/10/2006	\$111,111.00		

Type: Date Sold: Mortgage Co:

Description: Contact:

Address: Phone: () - Ext:

Address 2: Ins Policies:

City: State: Zip:

Appraisal \$: Date:

Note: Show Removed

Real Property Data Report

Senior Care Connections					
FIDUCIARY REAL PROPERTY RECORDS					
Printed On: 03/08/2006 at 9:54:35		Guardian: Mary Smith		John Jones (1)	
				Page 1 of 1	
Type	Mortgage Company Description / Location	Contact	Phone	Appraisal Date Date Sold	Appraisal Amt
HOUSE	Washington Mutual Client's Primary Residence 456 Main Street Orlando, FL 32542	Mary Smith	(545) 466-6555 10	10/03/2005	\$450,000.00
HOUSE		# Listed:	1		\$450,000.00
LAND	N/A 3 acre plot on Lake Nona 1234 North Milview Sanford, FL 32535		() -	12/28/2005	\$230,000.00
LAND		# Listed:	1		\$230,000.00
REPORT TOTALS		# Listed:	2		\$680,000.00