# DCAF ACCOUNTANT WORK FLOW
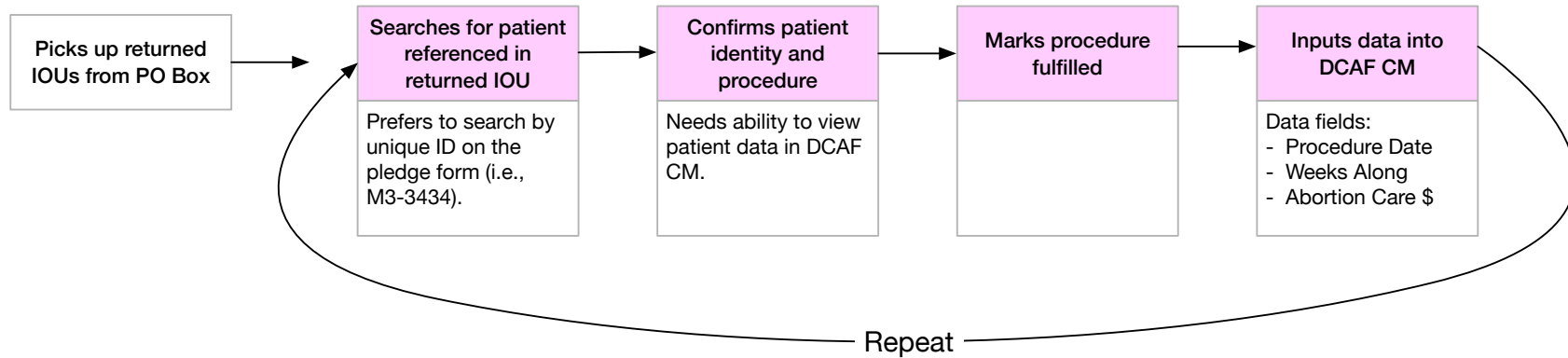
## Legend

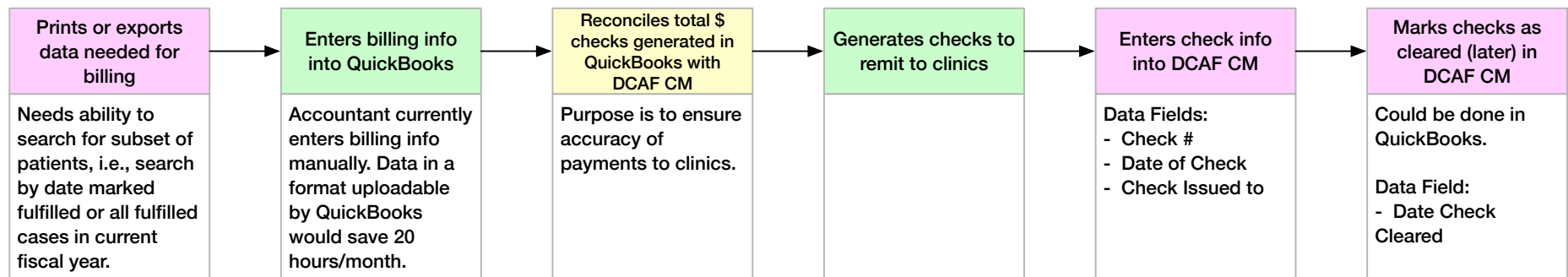| Actions in DCAF CM only | Actions in QuickBooks only | Actions in both systems |
|---|---|---|

## Reconciling Returned IOUs with DCAF Case Manager Sent Pledges

| Picks up returned IOUs from PO Box | Searches for patient referenced in returned IOU | Confirms patient identity and procedure | Marks procedure fulfilled | Inputs data into DCAF CM |
|---|---|---|---|---|
| | Prefers to search by unique ID on the pledge form (i.e., M3-3434). | Needs ability to view patient data in DCAF CM. | | Data fields:<br>- Procedure Date<br>- Weeks Along<br>- Abortion Care $ |

Repeat

## Generating Checks from QuickBooks

| Prints or exports data needed for billing | Enters billing info into QuickBooks | Reconciles total $ checks generated in QuickBooks with DCAF CM | Generates checks to remit to clinics | Enters check info into DCAF CM | Marks checks as cleared (later) in DCAF CM |
|---|---|---|---|---|---|
| Needs ability to search for subset of patients, i.e., search by date marked fulfilled or all fulfilled cases in current fiscal year. | Accountant currently enters billing info manually. Data in a format uploadable by QuickBooks would save 20 hours/month. | Purpose is to ensure accuracy of payments to clinics. | | Data Fields:<br>- Check #<br>- Date of Check<br>- Check Issued to | Could be done in QuickBooks.<br><br>Data Field:<br>- Date Check Cleared |

## Marking Cases as Unfulfilled

Anticipate that process can be automated in DCAF CM based on logic.

```
                    ┌─────────────┐
┌──────────────┐    │   Choose    │         ┌──────────────┐
│              │    │   Search    │         │              │
│ Accountant   │────│   Method    │─────────│   Search     │
│    View      │    │             │         │   Results    │
│              │    └─────────────┘         │              │
└──────────────┘          │                 └──────────────┘
                          │                        │
                          │                        │
                          │       ┌──────────────┐ │
                Advanced ─────────│  Advanced    │─┘
                                  │  Search/     │
                                  │  Filters     │
                                  └──────────────┘
```