DCAF ACCOUNTANT WORK FLOW
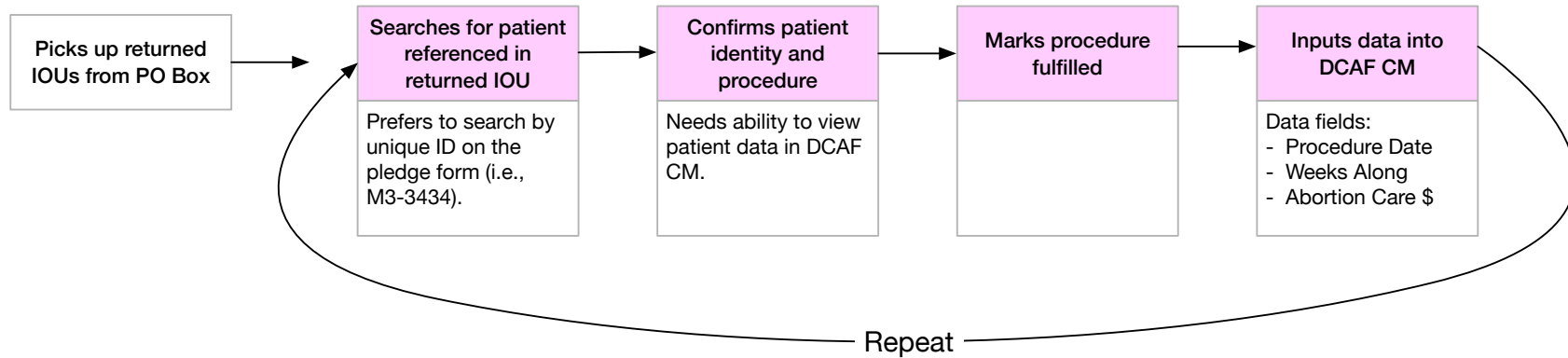
Legend

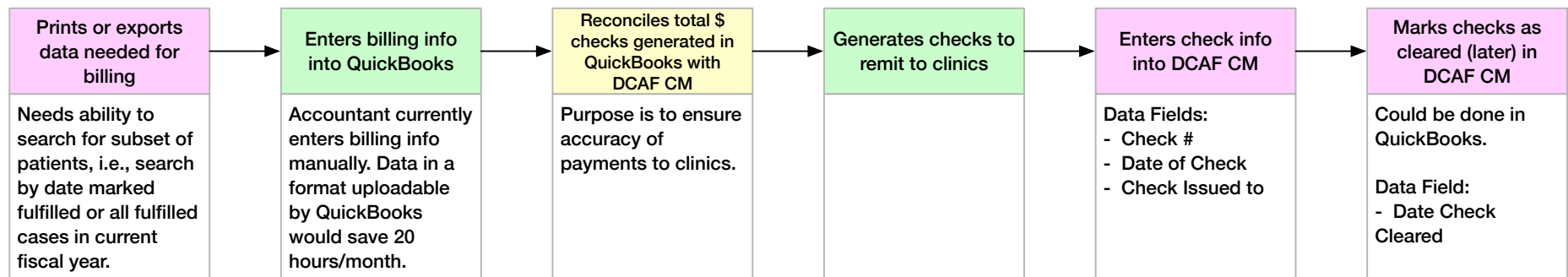| Actions in DCAF CM only	Actions in QuickBooks only	Actions in both systems

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: - Procedure Date - Weeks Along - 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: - Check # - Date of Check - Check Issued to	Could be done in QuickBooks. Data Field: - Date Check Cleared

Marking Cases as Unfulfilled

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