

How to Access and Manage a Resident Trust Account

1. e-Financial > Resident Process > Search Client

The screenshot shows the top navigation bar with the following items: Home, e-ADT, e-Assessments, e-Plan, e-Notes, e-MAR, e-Financials (highlighted with a red box), and POC. Below this is a sub-menu with Information Post, Resident Process (highlighted with a red box), Billing Process, Trust Process, and Facility Setup. Under Resident Process, there are sub-items: Resident Identification, Billing, Trust, and Statement. The main content area is titled 'Client List' and contains a 'Find Client' search box. The search filter is set to 'Active Client' and the search criteria is 'Name'. There are 'Find', 'Clear', and 'Cancel' buttons.

2. click on 'Trust' tab

Client's Trust account details displayed: **Client name, Trust account#, creation date, last Trust statement generated for the resident, status of the Trust account and account balance.**

The screenshot shows the 'Trust' page for Robert Adams. The 'Profile' section includes a placeholder for a photo and the following details:

- Name: Robert Adams
- Chart Number: C92
- Gender: Male
- Date of Birth: 1915-08-01
- Date of Admission: 2013-08-01 02:29:00 PM
- Admission Status: Active
- AR Account Number: 1937
- Bed: 519-1(Private)
- Accommodation Charges: B - \$1,707.59
- Account Balance: \$1,816.59

The 'Trust Account Details' section is highlighted with a red box and contains the following table:

Trust Account Name	Trust Account #	Creation Date	Last Statement Date	Status	Balance	Actions
Robert Adams	1241	2013-07-01	2013-08-31	Active	97.78	View Activities Deposit Withdrawal Edit

3. View Activities [View Activities](#) displays all transaction posted for the client.

4. Deposit  is used to perform a single deposit transaction for the client.
5. Withdrawal  is used to perform a single withdrawal transaction for the client.
6. Edit  is used to manage the client Trust account information and/or to change the status of the Trust account.

Note: In order to change the Status of the Trust account (Inactivate or close) the account balance must be cleared (zero) first.

7. **Save** any changes and updates.