

Residential Community Instruction Booklet

(includes prepaid card use)

Contact details

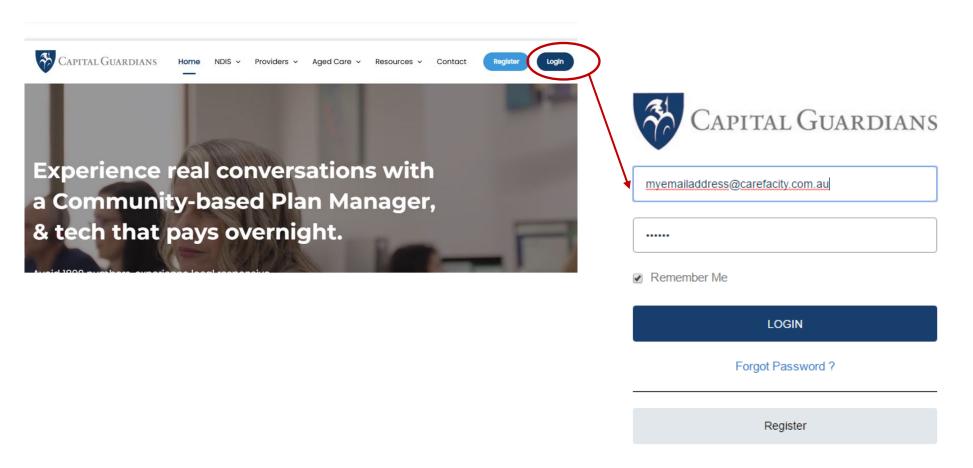
VIC & TAS 03 9008 9992
NSW & ACT 02 9055 8777
QLD 07 2102 9700
SA & WA 08 6117 6880
FAX 03 8677 9255

customer@capitalguardians.com

Login

Capital Guardians

- Go to https://app.capitalguardians.com/
- Select LOG IN, enter email address and password



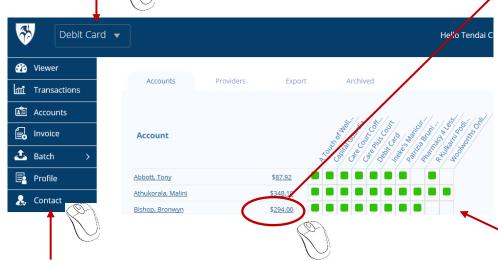
Viewing accounts and statements



After login, presented with the **Viewer** screen, this shows you all the account names and balances. When selecting a balance, a statement appears, that can be printed.

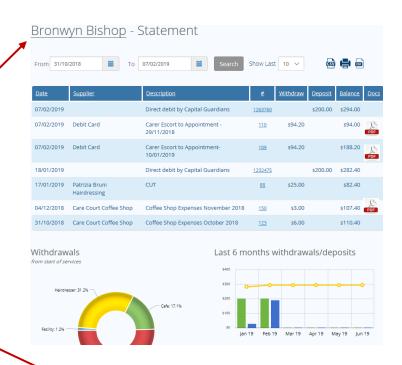
Change billing

Change logins to invoice by different providers i.e. Resident Charges (Café), Debit card, etc. This determines where the money is sent.



Contact: for all departures, select and let us know if transferred out or passed away:

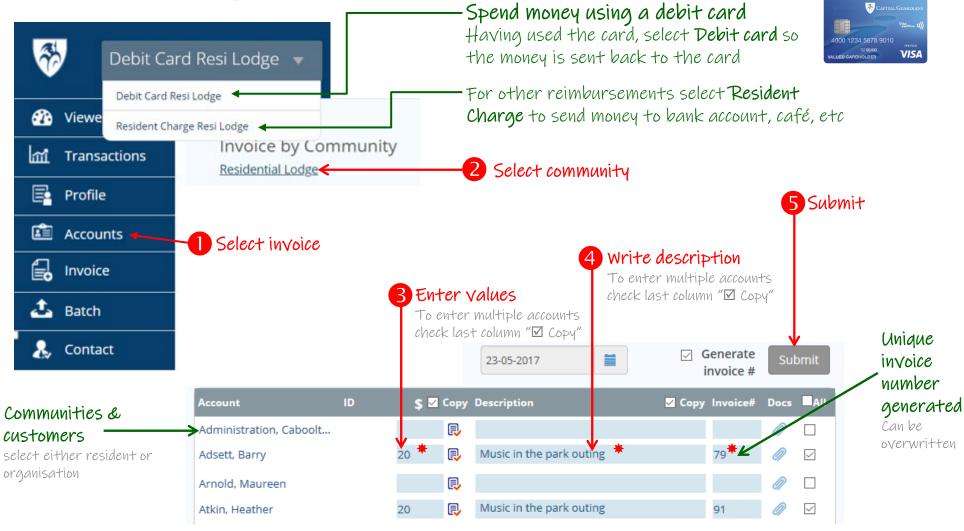
- Providers get an email giving 5 days for final invoices then return the balance to the account we have on file.
- Representatives (ie families), get an email regarding the account closure.



Providers: Green indicates the account is linked to a particular goods and/or services provider to invoice.



Reimbursements – Facility Expenses

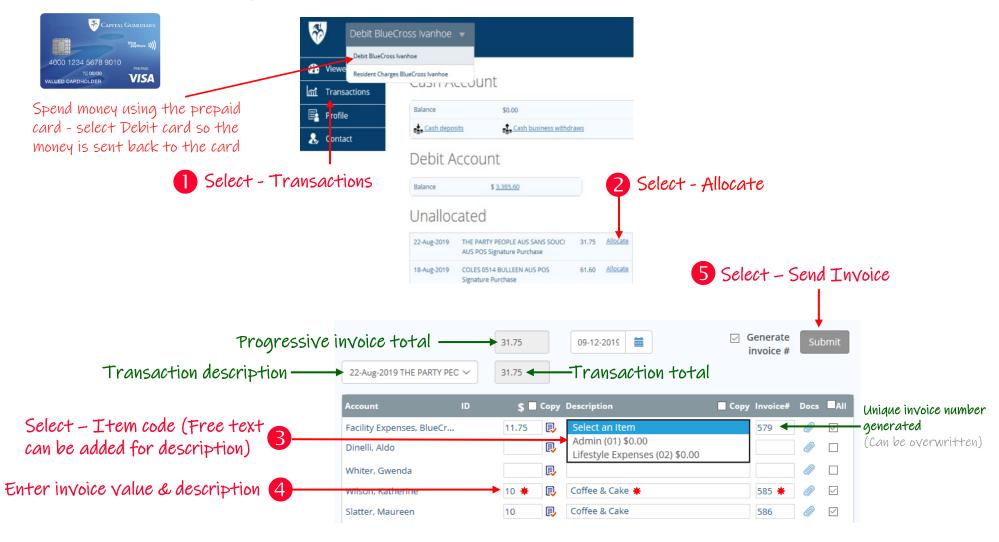


Fields marked *are compulsory

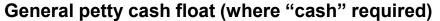
Invoices/reimbursements entered by close of business Thursday are paid by eft Friday for all vendors.

Reimbursements – Facility Prepaid Card



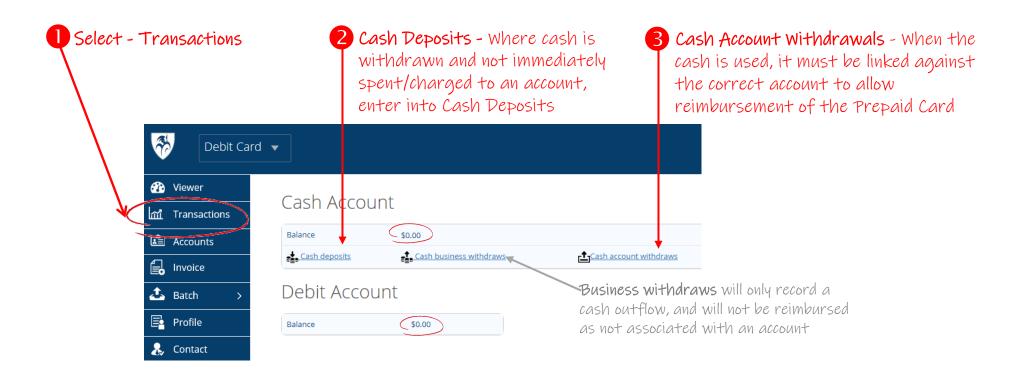


^{***} Transaction Allocations must be entered by 3pm Thursday (weekly) for the card to reimbursed (topped up) by the following Friday ***





- If cash is withdrawn from the facility Prepaid Card, and has not been spent can use the Cash Account
- Facilities are required to request the Cash Account to be enabled by Capital Guardians



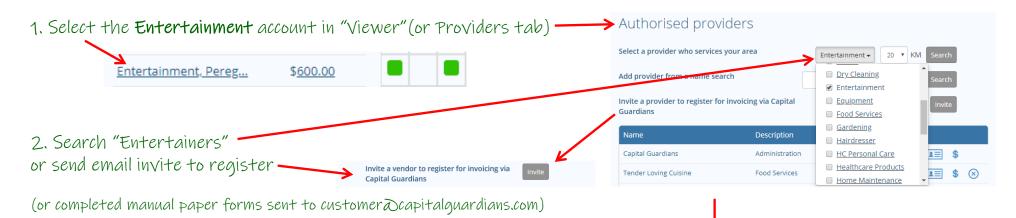
THE BALANCE MUST ALWAYS EQUAL THE VALUE OF CASH ON HAND if it doesn't it means deposits to the cash or withdraws have not been recorded.

Select Balance to see a statement of the cash account transactions, or Prepaid Card transactions.

Entertainer payments (where applicable)

- * Search, find hard-to-find aged care entertainers
- lacktriangle Corporate control and single import of transactions for monthly accounting online

- Capital Guardians
- Eliminates small manual entertainment payments
- Mobile Manager/Lifestyle approvals for weekly payments



3. After the entertainer has invoiced, the appointed facility staff member receives an email to approve. Payments are made to the entertainer every Friday.

		<u>All Approvals</u>					
<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>#</u>	Withdraw	<u>Deposit</u>	<u>Balance</u>	<u>Docs</u>
01/05/2018	<u>Wayne Tribe</u>	Entertainment Caboolture	<u>41</u>	\$95,00 Approve		\$305.00	
26/04/2018	Michael Ann& ukulele	entertaining at Caboolture Facility	<u>10</u>	\$85.00 Approve		\$400.00	800

Key Requirements:

- 1. Entertainer Account budget funded (monthly entertainment budget)
- 2. Manager / Lifestyle given invoice "approval" rights

