Judicial Information Systems

District Court System

Cash User Guide

2007

(Includes software updates through Release 2006/2)

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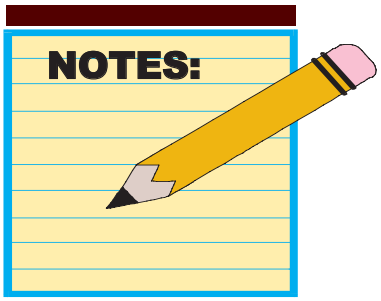

NOTES:

1

Getting Started

In this chapter you are introduced to the JIS Cash Module.

System Overview

The Cash Module provides the means to handle cash payments, enter dispositions, eliminate the need for duplicate transactions in the Traffic/Criminal and Civil Modules, close/paydown bonds, close cases and provides internal accounting and statistical controls.

The Cash Module is separated into the following sections:

1. Cash Transactions
2. Reports
3. Code Files Update
4. Code Files Print
5. Report Generator
6. Web Cash Maintenance

The Cash Program accepts and validates daily cash, check, credit card and ATM transactions. The transactions are processed through one or two cash drawers per terminal. The program will maintain daily cash totals for each drawer, terminal and cashier. After entering disposition and payment information, the information is applied to the case immediately.

The Code Files Update and Print functions allow the user to add or change cash accounts, venues, hot keys, transmittal information, trust and agency accounts, receipt heading and check endorsements. Prior to implementation, all these files are set up to individual court specifications.

The Cash Reports program will produce numerous reports. These reports can be requested at any time during the day and all users may continue to work on the system. The reports available through the Cash Module are:

- Cash Detail
- Adjustments
- Assessment Adjustments
- Cash/Case Un-matched
- Closed - Balance Due
- Monies by Venue
- SOS Clearances
- Crime Victims
- Court Summary
- Transmittal (State & Local)
- Code/Payer Audit
- Collections
- Outstanding Receivables
- Payment Distribution
- Account Activity
- Check Register
- Bond/Restitution/Trust/T&A
- Summary Totals
- Pending Open Bonds List

The Report Generator program is designed to allow the courts flexibility in obtaining database information that may not be contained in other system reports. These reports would be relating to monies assessed and/or collected.

Setting Up Authorized Cashiers and Passwords

Before the Cash System will allow a cashier to process cash transactions, that cashier must have an authorized password. These passwords will be set up by JIS staff at the time of implementation. The court administrator will be given the sign-on used to enter the cash passwords.

The menu displayed below will appear after using the Administrative sign-on. Select Option **3** (Authorized Cashiers and Passwords) and press **ENTER**.

```
System File and Program Authority Update          2006/2 DCS

  1. Security/Program Access

  2. System File Inquiry/Update

  3. Authorized Cashiers & Passwords

  4. AFP/HPT Printer Maintenance

  5. Warrant/Ticket Upload to Case Entry Authority

  6. SOS Code File Update

  7. SOS Code File Print

  8. Professional File Reassignment


  3  Enter Selection

Enter-Continue  F24-Previous Menu
```

After selecting Option **3**, the following screen will appear:

```
                    Authorized Cashiers

              Cashier
              Initials   Name          Password

                MNP      MINDY

Enter-Inquiry    F1-Clear Screen    F2-Add    F3-Update
F5-Display Passwords      F23-Delete          F24-Previous Menu       Page/Roll
```

Enter the initials, name and “blind” password of the cashier that is being authorized to process cash transactions. Press **F2-Add**. The blind password **may not** be the same as the cashier’s initials **or** the same initials of any user on the system. A cash password can be numeric, alphabetic or a combination of both.

Type cashiers initials and:

- Press **ENTER** to inquire if a cashier is in the file or to bring up cashier’s name
- Press **F3-Update** to update a current cashier
- Press **F5-Display** Passwords to view the blind password
- Press **F23-Delete** to delete a cashier
- Press **F24-Previous Menu** to exit to the previous menu
- Page/Roll allows you to scroll through all cashiers

After the process is complete, cashiers can begin processing cash transactions.

Note: Cashier may need to Open for Individual. See page 2-4

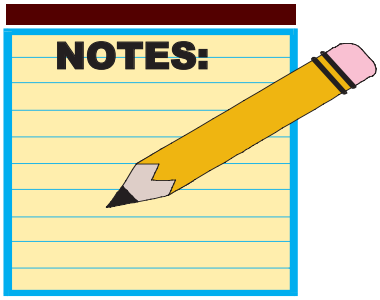
Accessing the Cash System

To access the Cash system, sign-on to the District Court System using the User I.D., e.g. D9900D1, and Password that have been assigned specifically for cash. Select Option **1** (District Selection Menu) and press **ENTER**. Then select Option **3** (Cash) and press **ENTER**.

Once you are in the Cash Program, the menu displayed below will appear. Select one of the options and press **ENTER**.

Option **1-Cash Online**, will allow you to process cash transactions. Option **2-Reports**, will allow you to request specific cash reports. Code Files Update, Option **3-Code Files Update**, will take you to the Cash Codes Update Menu, allowing the user to add, delete, or modify current cash codes, hotkeys, transmittal, venue file, trust & agency set up and receipt information. Option **4-Code Files Print**, allows you to print the items in the Cash Codes Menu. Option **5-Report Generator**, allows you to define and create reports pertaining to cash as needed. Option **6-Web Cash Maintenance**, allows the court to activate a virtual register to process cash transactions through the web.

```
HAPPY VILLAGE        State Court Administrative Office        PRT09
                                                              Cash Printer
                              Cash Subsystem

      Select one of the following:

                        1. Cash Online
                        2. Reports
                        3. Code Files Update
                        4. Code Files Print
                        5. Report Generator
                        6. Web Cash Maintenance




      Option:

F24-Previous Menu
```


NOTES:

Cash Online

Cash Transaction Processing Menu

2

In this chapter you will review all the options on the Cash Transaction Processing Menu.

To access the Cash Transaction Processing Menu, select Option **1** from the Cash Subsystem Menu. The Cash Transaction Processing Menu is displayed below:

```
HAPPY VILLAGE

                    CASH TRANSACTION PROCESSING

        1. OPEN FOR DAY                    7. VOID / RE-RING
        2. OPEN FOR INDIVIDUAL             8. RUNNING TOTALS - CASHIER? ___
        3. CLOSE FOR DAY                   9. PRINT AUDITOR'S TOTAL
        4. CLOSE FOR INDIVIDUAL           10. PRINT ADJUSTMENTS
        5. CASH TRANSACTION               11. RE-PRINT RECEIPT
                                          20. RECONSTRUCT

           SELECTION. . . . . . . . __

Enter-Continue  F24-Previous Menu  Help
```

Type your option number in the selection field and press **ENTER**.

Press the *Help* key (or Alt/F1) for more information on this screen.

Open for Day

Displayed below is an example of the Open for Day Screen. To open for day, select Option **1** from the Cash Transaction Processing Menu. Enter the initials of the cashiers (not the secret cash passwords) that are allowed to process cash transactions and the cash drawer to which they are assigned. Cash drawers can be assigned as either Drawer A or B.

When you have entered all the cashiers that will be running cash receipts for that day, press **ENTER**. An Open for Day verification receipt will print showing the next receipt number to be used. The top of the screen will show the “Open For” date and time of day. The date will default to the current date; however, you can open for the next valid business date. You **cannot** open for a date prior to the current date.

```
JIS-SOUTHFIELD

                    ----  OPEN FOR DAY  ----

          DATE: _121206                Time: 11:34:07



              CASHIER                        DRAWER

          1.    OMH                            A
          2.    LT_                            A
          3.    LAM                            A
          4.    KMG                            A
          5.    ___                            _
          6.    ___                            _
          7.    ___                            _
          8.    ___                            _


Enter-Continue  F1-Cash Menu  Help
```

In addition to the cashier initials, there is a “blind” password attached to each cashier that is authorized for Cash. The “blind” password will be entered on the Cash Transaction Screen for every transaction, but will not display on the screen.

The cashier name and password is set up by the system administrator using a special administrative sign-on (see Chapter 1).

Note: When the next working week day is a court holiday, you will not be able to Open for Day if the *Court Holiday File* has not been updated. Example: On July 3, you want to Open for July 5, the 4th of July must be blocked off for the court in the *Holiday File*.

Open for Individual

Displayed below is an example of the Open for Individual screen. To Open for Individual, select Option **2** from the Cash Transaction Processing Menu. Enter the initials of the individual cashier that is allowed to process cash transactions and the cash drawer to which they are assigned. Cash drawers can be assigned as either Drawer A or B. Use this screen when adding a cashier to the list **after** you have already opened for the day.

When you have entered all the required information, press **ENTER** to continue. This will produce a receipt for the transaction.

```
HAPPY VILLAGE

                    ---OPEN FOR INDIVIDUAL--

          DATE: 121206                Time: 11:29:16


              CASHIER                        DRAWER

          1.    OMH                            A
          2.    LAM                            A
          3.    KMG                            A
          4.    BKD                            A
          5.    __                             _
          6.    ___                            _
          7.    ___                            _
          8.    ___                            _


Enter-Continue  F1-Cash Menu  Help
```

Close for Day

Displayed below is an example of the Close for Day screen. To close for the day, select Option **3** from the Cash Transaction Processing Menu.

```
JIS-SOUTHFIELD

                    ---  CLOSE FOR DAY  ---

                        DATE:  121206

Enter-Continue  F1-Cash Menu  Help
```

Once you are on this screen, press **ENTER** to print the Close for Day totals that are used to verify monies in each register drawer and return to the Cash Transaction Processing Menu.

Note: If clerk accidentally closes for the day, you can re-open for that same business date, process more transactions and close for the day again. The subsequent totals will be cumulative (including all receipts processed for that business date).

Close for Day Printout

To close for the day, select Option **3** from the Cash Transaction Processing Menu.

The following information will be on the Close for Day receipt.

- Verification that all receipts for the day are intact **(100% Certification).**
- Reconstruct and Nullified receipt(s). They are not included in totals. Both are caused by a hardware failure. However, the user should research the receipt to determine its status for accounting purposes.
- A summary of adjustments (voids and rerings) for the day.
- Drawer and register totals.
- Amount Type Breakdown.
- Accounts Breakdown.
- Venue Totals.
- Totals for Bonds/Restitution/Trust and any T & A accounts.
- Grand Total Amounts for each account deposit.
- The next receipt number that will be used for the register.

CLOSE FOR DAY - RECEIPT

```
                JIS DISTRICT COURT
            27777 FRANKLIN, SUITE 1300
                SOUTHFIELD, MI 48432
                     (248) 352-8990
12/12/06        7:21      DATABASE CERTIFICATION

12/12/06        7:21    100% -CERTIFICATION- 100%

12/12/06        7:21    DAILY ADJUSTMENTS SUMMARY

ORIGINAL RECEIPT:  12/12/06 KJS   A D150241
VOIDING   RECEIPT:  12/12/06 KJS   A D150266
CASH TNDRD                          -150.00
RE-RING   RECEIPT:  12/12/06 KJS   A D150267
CASH TNDRD                            50.00
ORIGINAL  (PRIOR) :  12/05/06 DCP  A D150236
VOIDING   RECEIPT:  12/12/06 DCP   A D150251
CASH TNDRD                           -75.00
RE-RING   RECEIPT:  12/12/06 KJS   A D150252
CASH TNDRD                            75.00
ORIGINAL RECEIPT:  12/12/06 LBJ    A D150276
VOIDING   RECEIPT:  12/12/06 LBJ   A D150279
CASH TNDRD                           -20.00
ORIGINAL (PRIOR) :  12/05/06 LBJ   A D150231
VOIDING  RECEIPT:  12/12/06 LBJ    A D150287
CASH TNDRD                           -10.00
ORIGINAL (PRIOR) :  12/05/06 KJS   A D150234
VOIDING   RECEIPT:  12/12/06 KJS   A D150289
CHECK TNDRD                         -500.00

NET ADJUSTMENTS:  DRAWER A          -630.00
                  DRAWER B             0.00

                  REGISTER          -630.00
```

- Database Certification: certifies that all payments were recognized. Make sure it says 100%. If it doesn't, follow the instructions given. **You will NOT balance if it's not 100%**
- Daily Adjustments Summary: lists all voids and re-rings for the register, and indicates in which drawer(s) the adjustments were made
- Original Receipt: indicates the original receipt was rung today (the day you are open for cash transactions)
- Voiding Receipt: the receipt that voided the original
- Re-Ring Receipt: the receipt rang to correct an error
- Original (**Prior**): the receipt was originally rung on a day prior to the day you are open for cash transactions
- Net Adjustments: the difference between the total amount of voids and re-rings
- If there were no voids or re-rings, the Net Adjustments for Drawers A & B would be 0.00

Close for Day - Receipt (continued)

Breakdown totals for Drawer A

Deposit Column
Use this column to balance monies in drawer --- cash to cash, checks to checks, etc.

Breakdown totals for Drawer B

Note: If Drawer B is not used, it will not print.

Breakdown totals for Register D1

This column reflects the number of transactions that make up the totals in the Deposit Column.

99TH DISTRICT COURT
27777 FRANKLIN, SUITE 1300
SOUTHFIELD, MI 48432
(248) 352-8990
NEXT RECEIPT NUMBER TO BE USED: D150293
12/12/06 7:21 CLOSE DAY

D1 - DRAWER:	A	12/12/06		ALL ACTIVITY	
CASH		5610.50	35	5100.50	39
CHECK		1988.00	10	1988.00	10
ATM CARD		0.00	0	0.00	0
CRED CARD		0.00	0	0.00	0
OTHER		735.00	4	735.00	4
TOTAL MONIES		7333.50	52	7823.50	56
VOIDS		-170.00	2	-755.00	5
RE-RING		50.00	1	125.00	2
TRAFFIC/CRIMINAL		7615.00	35	7605.00	38
CIVIL		685.00	12	185.00	13
MISCELLANEOUS		33.50	4	33.50	4

D1 - DRAWER:	B	12/12/06		ALL ACTIVITY	
CASH		1000.00	1	1000.00	1
CHECK		0.00	0	0.00	0
ATM CARD		0.00	0	0.00	0
CRED CARD		0.00	0	0.00	0

... Same as Drawer A...

REGISTER - D1: 12/12/06				ALL ACTIVITY	
DRAWER A TOTALS:		7333.50			
DRAWER B TOTALS:		1000.00			
CASH		5610.50	36	5100.50	40
CHECK		1988.00	10	1988.00	10
ATM CARD		0.00	0	0.00	0
CRED CARD		0.00	0	0.00	0
OTHER		735.00	4	735.00	4
TOTAL MONIES		8333.50	52	7823.50	56
VOIDS		-170.00	2	-755.00	5
RE-RINGS		50.00	1	125.00	2
TRAFFIC/CRIMINAL		7615.00	36	7605.00	39
CIVIL		685.00	12	185.00	13
MISCELLANEOUS		33.50	4	33.50	4

Close for Day - Receipt (continued)

AMOUNT TYPE BREAKDOWN		12/12/06		ALL ACTIVITY	
ORDNCE F & C	MYOR	464.00	7	464.00	9
CRIME VICTIM	MYCV	210.00	5	210.00	5
RESTITUTION	MYRS	200.00	1	200.00	1
PENAL FINES	MYSF	439.00	6	429.00	7
PENAL COSTS	MYFE	408.00	7	408.00	7
STATE COSTS	JSSS	135.00	3	135.00	3
STATE COSTS	JSTC	236.00	10	266.00	10
PENALTY-STATE	PNLT	25.00	1	25.00	1
20% LATE FEE	LATE	83.00	3	83.00	3
CLR FEE/DLRF	DLRF	100.00	4	100.00	4
CLR FEE/DLRJ	DLRJ	80.00	4	80.00	4
BOND FORFEIT	BD04	920.00	1	920.00	1
ATTORNEY FEE	MFAT	50.00	3	50.00	3
COSTS ASSESSED	MFCS	200.00	1	200.00	1
PROB OVERSIGHT	PBOF	310.00	4	310.00	4
PROB SCRN FEE	PBSF	75.00	1	75.00	1
CASH BOND	BT01	3550.00	5	3550.00	5
10% BOND DEP	BT02	100.00	2	100.00	2
CIVIL FLG/CT	CVL3	232.00	5	232.00	5
CIVIL FLG/ST	STF3	335.00	5	335.00	5
MOTION FEE	MOTN	40.00	2	40.00	2
JURY DEMAND	JURY	50.00	1	50.00	1
WRIT FEE	WRIT	15.00	1	15.00	1
GARNISH FEE	GARN	15.00	1	15.00	1
MAILING FEE	MAIL	7.50	1	7.50	1
MARRIAGE FEE	LOVE	30.00	3	30.00	3
FORM FEE	FORM	3.50	7	3.50	7
TOTAL ALL MONIES		8333.50	139	7823.50	145

The Amount Type Breakdown reflects the totals for each cash code. The description comes from the Cash Codes Update *Description on Receipt* field.

In this example $210 represents the total amount of Crime Victims Fee collected on 12/12/06.

Close for Day (continued)

Account ID and percentage breakdowns from the Code File

The All Activity column identifies adjustments made to each account based on prior day voids and re-rings

If a receipt from a prior day for $100 is voided and there is no re-ring, the All Activity column will be $100 less than the current day column

ACCOUNTS BREAKDOWN		12/12/06		ALL ACTIVITY	
(BONDS)	100	3650.00	7	3150.00	9
(RESTITUTION)	100	200.00	5	200.00	5
*PN FINE	100	439.00	6	429.00	7
*228.30	60	60.00	4	60.00	4
*228.37	90	189.00	7	189.00	5
*228.42	50	20.00	1	20.00	1
*228.57	75	60.00	5	60.00	5
*228.58	100	335.00	5	335.00	5
*228.59	100	371.00	14	371.00	14
ATTY FEE	100	50.00	3	50.00	3
BOND FORF	100	920.00	1	920.00	1
C VICTIM	100	21.00	5	21.00	5
CIVIL	100	232.00	4	232.00	4
ORDIN-CTY	67	310.88	7	310.88	7
CT COSTS	100	200.00	1	200.00	1
FORM FEE	100	3.50	7	3.50	7
GARN FEE	100	15.00	1	15.00	1
JURY FEE	80	40.00	1	40.00	1
MAIL FEE	100	7.50	1	7.50	1
MARRIAGE	100	30.00	3	30.00	3
MOTN FEE	50	20.00	1	20.00	1
OVERSITE	100	310.00	4	310.00	4
PENALTY	100	25.00	1	25.00	1
PEN COST	100	408.00	7	408.00	7
SCRN FEE	100	75.00	1	75.00	1
SOS FEE	40	60.00	4	60.00	4
WRITS	100	15.00	1	15.00	1
01 ORD F&C	33	84.81	4	84.81	4
14 ORD F&C	33	68.31	3	68.31	3
20% LATE	100	83.00	3	83.00	3
TOTAL OF ACCOUNTS		8333.50	163	7823.50	173

The most common reasons the amounts may not be equal is because of voids and re-rings.

***Note**: The amount in the left column is the amount that should be in your cash drawer.*

Close for Day - Receipt (continued)

Individual venue totals

Totals for Bonds, Restitution, Trust and T&A type monies

This should be the deposit totals for each "bank" account.

VENUE, T&A AND DEPOSIT TOTALS	12/12/06		ALL ACTIVITY	
TOTAL VENUE 01	84.81	4	84.81	4
TOTAL VENUE 14	68.31	3	68.31	3
TOTAL BONDS	3650.00	7	3650.00	7
TOTAL RESTITUTION	200.00	1	200.00	1
TOTAL DEPOSITORY ACCT	4294.00	154	4294.00	154
TOTAL TRUST & AGENCY	4039.50	9	4036.50	9
GRAND TOTAL ALL ACCTS	8333.50	163	8333.50	163

Close for Individual

Displayed below is an example of the Close Individual Cashier screen. To close for an individual, select Option **4** from the Cash Transaction Menu. This screen is used to close an individual cashier prior to closing the entire cash register for the day.

```
HAPPY VILLAGE

                    CLOSE INDIVIDUAL CASHIER

          DATE: 121206


              CASHIER                    DRAWER

          1.    KMG                        _

Enter-Continue  F1-Cash Menu  Help
```

Type the initials and assigned drawer of the cashier that is closing for the day and press **ENTER**. A receipt will print and you will return to the Cash Transaction Processing Menu. Press **F1** if you do **not** want to close a cashier for the day and wish to return to the Cash Transaction Processing Menu

Cash Transaction - Part 1

Displayed below is an example of the first part of the Cash Transaction Screen. To access this screen, select Option **5** from the Cash Transaction Processing Menu.

```
 PASSWD ▌   PoCode __  Case __________  Div _   Pty ___  Type __  Status ______
Count __ ____________ _    Name ________________________________________

Plea __  Disp __  Judge _____  Opn/Cl _  Nxt Pymt ______  ROA? _  PoDate 121206
Comment ____________________________________________ ____ ____

Bond posting:  Actn __  Name ________________________________________
BOND PAYDOWN:  Receipt# _______  Date ______
Actn __  Amount ___________ Chk#1 __________  Name ______________________________
Actn __  Amount ___________ Chk#2 __________  Name ______________________________


 HAPPY VILLAGE_________________

 Enter-Verify  F1-Cash Menu  F6-Multi Rcpt  F12-Paym  Help
```

Field Definitions

Passwd

The password is required. It must be the secret password associated with a cashier's initials. This password will not be displayed on the screen.

PoCode

Proceeding Code field is required for Traffic/Criminal transactions. The most commonly used codes are bolded:

AP	=	Arraignment/Pre-Trial Held
AR	=	Arraignment Held
AW	=	Arraignment Waived
BW	=	Arraignment on Bench Warrant Held
CC	=	Hearing Held for Contempt of Court
CH	=	Competency Hearing Held
EV	=	Evidentiary Hearing Held
EX	=	Examination Held
FH	=	Formal Hearing Held
HD	=	Proceeding Heard
HE	=	Proceeding Held
IH	**=**	**Informal Hearing Held**
JS	=	Jury Selection Held
JT	=	Jury Trial Held
MN	**=**	**Monetary Transaction**
MO	=	Hearing on Motion Held
MS	=	Miscellaneous Action
PE	=	Pre-Examination Hearing Held
PL	=	Plea Hearing Held
PP	**=**	**Partial Payment Made**
PT	=	Pre-Trial Held
PV	=	Probation Violation Hearing Held
RH	=	Review Hearing Held
RM	=	Remanded from Circuit Court to District
SC	=	Show Cause Held
SH	**=**	**Sentence Hearing Held**
TR	=	Trial Held
VB	**=**	**Violation Bureau Action**

The only proceeding codes that allow a cashier to take partial payments are PP and SH.

Case

The Case "number" field is required for traffic/criminal and civil division receipts. It is OPTIONAL if the transaction is a bond posting. Case number does not print for the miscellaneous division.

Div The Division is a required field. Valid options are:

T	Traffic/Criminal
C	Civil
M	Miscellaneous

Pty This field defaults to “D01” for Traffic/Criminal and “P01” for Civil.

Valid entries for Traffic/Criminal are D01 - D99.

Valid entries for Civil are D, E, F, G, H, I, P, Q, R or S followed by two numerals, i.e. D02.

Type This is a display only field indicating the case type.

Status This is a display only field which indicates case status, i.e. pending, disposed, closed, probation or warrant.

Count For Traffic/Criminal cases only. It will default to count 01. If entered, it must be a **2 digit numeric in the range of 01-99.** Upon pressing enter, a short description of the charge/count will be displayed.

Name For Traffic/Criminal cases, this field is optional if the case is not on the system. If this is a bond posting and the case is not yet on the system, you must enter the defendant’s name as last name, first name, middle name with slashes after the last and first names, i.e. Smith/John/Roy.

For Civil cases, this field is optional if the case is not on the system (except for bond posting transactions). If the case has been previously entered, the name of the party designated in the PTY field (e.g. P01) will appear on the receipt.

Note: *This field does not print on your receipt when ringing under the Miscellaneous Division (M).*

Plea

For Traffic/Criminal cases only. If required, enter a valid plea code for the listings. See Appendix B for a complete list of plea codes. Common plea codes are:

Misdemeanors		Civil Infractions	
01	**Plead Guilty**	**09**	**Admit Responsibility**
02	Plead Not Guilty	10	Admit Resp w/Explanation
03	Stood Mute	11	Denied Responsibility
05	Plead Nolo Contendere		

Disp

For **Traffic/Criminal** cases only. Enter a valid disposition code from the listing. See Appendix B for a complete list of disposition codes. Common disposition codes are:

01 Found Guilty as Charged (Bench Trial)
14 Disposed on a Guilty Plea (Misdemeanors)
23 Judgment Rendered (Civil Infractions)
40 Found Responsible After Hearing (Civil Infractions)

Note: *If the case already has a disposition, an error message will appear, "WARNING: PREVIOUSLY DISPOSED REMOVE OR SET ASIDE DISPOSITION". When this message appears, you must erase the disposition code from the screen to continue the receipt process. If the original disposition on the case was incorrect, remove the disposition using the Removal screen (REM). If the first disposition was correct and new disposition should be entered, use the Set Aside Disp field on either the DSP or SCH screen.*

If waiving the fine for No Proof of Insurance on or before the due date, STOP the abstract on CAS or SCH screen

Judge

If the defendant has been before a judge or magistrate for a proceeding such as a formal or informal hearing, enter the valid bar number or hot key. If the charge is alcohol related, only a judge's bar number or hot key is valid, not a magistrate's bar number.

Opn/Cl

For Traffic/Criminal cases only. Enter "O" to reopen a case or "C" to close a case. The "C" is valid only if ALL charges for this case have been disposed. Leave the field blank if the case should remain in its current status.

Note: Error messages you may receive when trying to close a case:

"Note: CASE IS ALREADY CLOSED"
"CLOSE REQUIRES ALL CHARGES BE DISPOSED"
"ERROR: In WARRANT status - recall warrant first, then dispose"
"DISPO required"
"CASE IN PROBATION STATUS"
"Warning: case has balance due"
"Warning: Open Bond"

Nxt Pymt

For Traffic/Criminal cases only. This field is optional. If the proceeding (PO) code is PP (partial payment) and this field is left blank a message will appear: "Do you want to schedule a next payment date". Enter the date the next payment is due (060106). This will print on the receipt, update the case with the future payment date and make the case eligible for a 14-day notice or notice of non-compliance, if applicable. *They are eligible if these notices weren't previously stopped and where there isn't a balance due for the driver license reinstatement fee (DLRF).*

ROA

Request a Register of Actions to be printed in the next batch cycle. Valid entries are:

- X Register of Actions on 8x11 paper
- F Register of Actions on pre-printed form (T/C will print up to 2 counts)
- A Register of Actions on a pre-printed form for each count (T/C only)

"F" and "A" requests are produced on the SCAO approved, pre-printed ROA forms, DC250, DC251 and DCY252.

PoDate

The default is the Open for Day date. If changed, the date **CANNOT** be greater than the Open for Day date. This is also the date that will be reflected as the conviction, disposition and/or close date on the ROA and abstract, if updated through the cash screen.

Comment

This field is required if you are voiding or re-ringing a receipt, or if pre-existing assessments are modified for a Traffic/Criminal case. This comment will appear on the Traffic/Criminal or Civil Register of Actions, and will print on the receipt, EXCEPT when assess ments are modified. The two short fields are for 4 digit codes the court has created to update commonly used comments to the ROA e.g., SHOW for "Showed Proof of Insurance", etc.

Note: *The comment field does print on the receipt under the Miscellaneous Division*

Venue

This field is required. It must be a valid venue code in the Venues File (i.e. City of Southfield = 01). This will default to the venue that is indicated on the Traffic/Criminal Case Entry screen. This field may be modified, if necessary. If ringing a Civil receipt, the venue will default to what is in the Venues File. *If more than one Civil venue is in the Venues File, this field must be entered on each Civil receipt.*

Bond Information

Bond Posting

Actn Enter the bond code **10** (for bond posted).

Name Enter the name of the 3rd party depositor as last name/first name/middle name, with slashes after the last and first names, i.e. SMITH/CHARLES/ALAN. If there is no 3rd party depositor, leave this field blank and it will default to the defendant or Pty name.

```
 PASSWD     PoCode MN  Case 04-0104B   Div I   Pty D01  Type OI  Status PEND
Count _1 CARELESS DR _    Name MONTCALM/BRIAN/

Plea __  Disp __  Judge _____  Opn/Cl _  Nxt Pymt ______  ROA? _  PoDate 121206
Comment
```

Bond Post/Action Code

3rd Party Poster -or- Defendant (always two //'s)

```
Bond posting:  Actn 10  Name MONTCALM/BRIAN/
BOND PAYDOWN:  Receipt# _______  Date ______
Actn __  Amount ___________ Chk#1 __________  Name ______________________
Actn __  Amount ___________ Chk#2 __________  Name ______________________

Venue _1   Lst Receipt ______  ___________  _______   Balance ___________
                                                   Bal All Cts ___________
      TYPE    BALANCE    AMT.PAID      TYPE    BALANCE    AMT.PAID
      BT01 100
      ____ ___________ ___________    ____ ___________ ___________
      ____ ___________ ___________    ____ ___________ ___________
      ____ ___________ ___________    ____ ___________ ___________
      ____ ___________ ___________    ____ ___________ ___________

                                                        Amt.Due:

 Enter-Verify  F1-Cash Menu  F6-Multi Rcpt  F12-Paym  Help
```

Bond Cash Code from Cash Help Sheet

Bond Paydown

Receipt # The receipt number of a previously posted open bond will be displayed. If more than one bond is on the case, the system will bring up the first open bond on the system. This may be changed. Enter the receipt number and date of the bond not displayed and press **ENTER**.

Date The date associated with the Receipt # to identify the posted bond. This will be displayed.

Bal This is a display only field which indicates the bond balance associated with above Receipt # and Date.

+ This symbol is displayed to indicate there is at least one additional open bond for this case number.

Actn This is the Bond Action field and is used to accommodate a "pay down" of the bond balance associated with a Traffic/Criminal or Civil case. **(The case must have been entered into the system)**. Frequently, part of the bond is applied to the charge and part is refunded. The total amount of the paydown(s) cannot exceed the bond balance. Posting and paydown WITHIN the same transaction is NOT allowed. See Appendix B for a complete list of paydown codes.

Common bond paydown codes are:

03	Bond Refunded
04	Bond Forfeited
36	Bond Costs
37	Bond Applied to Fine and Costs

Note: For paydown "04" (forfeit) a BD04 assessment/payment entry is required on the bottom portion of the Cash Transaction screen.

Amount The PAYDOWN amount (amount to be subtracted from "bond balance").

Chk# Check number that is being used to paydown the bond.

Name The name of the person or court receiving the bond money. The name will default to the name of the person who posted the bond, if the field is left blank.

```
 PASSWD     PoCode MN  Case 04-0104B   Div T   Pty D01  Type OI  Status PEND
Count  1 CARELESS DR  _    Name MONTCALM/B/

Plea  9  Disp 23  Judge 12345  Opn/Cl C  Nxt Pymt ______  ROA? _  PoDate 121206
Comment                                                  ____ ____
                                     Warning: Open Bond
Bond posting:  Actn __  Name
BOND PAYDOWN:  Receipt# D194527  Date  11304  Bal     100.00
Actn 37  Amount 100          Chk#1 12104      Name 99TH DISTRICT COURT
Actn __  Amount              Chk#2 __________ Name
         Bond paydown code
Venue  1   Lst Receipt  11304    100.00   D194527   Balance     140.00
                                              Bal All Cts     140.00
      TYPE    BALANCE    AMT.PAID      TYPE    BALANCE    AMT.PAID
      JSTC      40.00                   ____
      MYOR     100.00                   ____
      ____                              ____
      ____                              ____

                                                      Amt.Due:

 Roll-Page
 F1-Cash Menu  F6-Multi Rcpt  F12-Paym  F7-Finc Roa  F4-Mod Assm  Help
```

Example shows entry of plea, disposition, closing case and applying bond to fine and costs (closing bond).

Payment / Balance Information

LST/Receipt This field is a display field only and will appear on cases with a previous payment on the system. Information regarding the last payment (date, receipt # and amount) will be displayed.

Balance This field is a display only field and will appear on cases with previous payment(s) and/or assessments on the computer. It is a computed total of the assessments still owed.

Bal All Cts This field will display the total balance due for all counts on the case.

Type Type in the 4-character cash code(s) or hotkey for the breakdown of the money to be collected. *See the Cash Help Sheet for your court's individual cash codes and hotkeys.*

Balance Type in the amount assessed for the *Cash Code* indicated.

Amt Paid Indicate the amount to be paid on the cash code indicated if a *Partial Payment* is being made. If paying total amount due, leave field blank and press **F12-Paym** to take full payment.

Amt Due This is a display only field to indicated the amount due for this receipt or the sum of the multi receipts rang to this point.

Cash Transaction - Part 2

Amount Types

Displayed below is an example of the second part of the Cash Transaction Screen. After entering the required fields (Password, PoCode, Case, Division) and any optional disposition or bond information, press **ENTER**. The Cash Codes portion of the screen will be displayed.

```
 PASSWD     PoCode PP  Case 04-0116B__   Div T   Pty D01  Type OD  Status PROB__
Count _1 OWI_________ _    Name MILLER/MALCOM/BERNARD_________________

Plea __  Disp __  Judge _____  Opn/Cl _  Nxt Pymt ______  ROA? _  PoDate 121206
Comment ____________________________________________ ____ ____

Bond posting:  Actn __  Name ____________________________________
BOND PAYDOWN:  Receipt# _______  Date ______
Actn __  Amount ___________ Chk#1 __________  Name ____________________________
Actn __  Amount ___________ Chk#2 __________  Name ____________________________

Venue _1   Lst Receipt _11304  ___300.00  D194532   Balance ___845.00
                                              Bal All Cts ___845.00
      TYPE    BALANCE    AMT.PAID      TYPE    BALANCE    AMT.PAID
      MYOR ___470.00 ___100.00      ____ ___________ ___________
      PBOF ___300.00 ___________    ____ ___________ ___________
      PBSF ____75.00 ___________    ____ ___________ ___________
      ____ ___________ ___________  ____ ___________ ___________


                                                Amt.Due:     100.00

 Roll-Page
 F1-Cash Menu  F6-Multi Rcpt  F12-Paym  F7-Finc Roa  F4-Mod Assm  Help
```

Example shows a partial payment being taken on a count that had previously made a payment. Note the Amount Due field indicates the amount of money being paid on this particular receipt.

If a case has already been entered on the system and is a **payable** offense or previously assessed, the cash codes and balance amounts will appear on the screen. If the case is not on the system or is not a payable offense, the cash codes or hot keys and amounts must be entered by the cashier. Each cashier will be provided with a list of valid cash codes at the time of implementation. (See Chapter 4 of this User Guide).

If the cash codes and amounts appear, you may modify them by pressing **F4-Mod Assm**. This will allow you to place your cursor in the Balance field and make the change. If you are modifying an amount, you **MUST** also put in a comment in the Comment field in the upper portion of the screen.

If the case was **previously** assessed either through Cash Online or the Traffic/Criminal module and you wish to view the Financial ROA (assessment/payment history), press **F7-Finc Roa**.

If a venue has not been previously entered on the Traffic/Criminal Case Entry screen, it must be entered on the Cash screen. This field can be modified.

Cash Transaction - Part 3

Payment

Displayed below is an example of the third part of the Cash Transaction Screen - the payment section. Verify that the cash codes and balances are correct. Press **F12-Paym** to take payment and the bottom portion of the screen will appear.

```
 PASSWD     PoCode MN  Case 04-0104B   Div T   Pty D01  Type OI  Status PEND
Count  1 CARELESS DR  _    Name MONTCALM/BRIAN/

Plea _   Disp _   Judge _____  Opn/Cl C  Nxt Pymt ______  ROA? _  PoDate 121206
Comment ____________________________________________ ____ ____

Bond posting:  Actn __  Name ____________________________________
BOND PAYDOWN:  Receipt# D194527  Date  11304  Bal    100.00
Actn 37  Amount    100.00  Chk#1 121206      Name 99TH DISTRICT COURT
Actn __  Amount ___________ Chk#2 __________  Name ____________________

Venue  1   Lst Receipt  11304    100.00   D194527   Balance    140.00
                                                  Bal All Cts    140.00
      TYPE    BALANCE    AMT.PAID      TYPE    BALANCE    AMT.PAID
      JSTC      40.00      40.00       ____ ___________ ___________
      MYOR      55.00      55.00       ____ ___________ ___________
      _DLRF     25.00      25.00       ____ ___________ ___________
      _DLRJ     20.00      20.00       ____ ___________ ___________
                                                     Amt.Due:    140.00
CASH                                                     Pd:
CHECK-1 10          121          1    OTHER      100          Chg:
C                                 1    ATM/CARD   10        2251/ATM
CHECK-3                           1    CRED/CARD  20        VISA-3394
 F1-Cash Menu  F2-Page back  F9-Receipt  Help
```

Check Endorsement/can be modified
$ Amount
Check Amount
Check #
Card Information
Interactive Clearance Requested

Type in the exact amount next to method of payment, i.e. Cash, Check, Credit Card, ATM or Other. If you press **ENTER**, you will get a verification of the total amount paid and if change is owed. Press **F9-Receipt** to print the receipt. *(See next page for more information.)*

If the payment includes DLRF/DLRJ a message may appear stating the immediate clearance has been requested. This will also submit the request to the DOS.

A message displays: *Place Document for Validation*. This is a one-line validation which contains the date cash is open, receipt number, drawer and amount paid. Insert ticket or document into printer or allow the validation to print on the receipt. Press **ENTER** to print validation.

When a check is tendered an additional message is displayed after the validation message: *Place Check for Endorsement*. Insert the check into the printer and press **ENTER** to endorse the check.

When the method of payment is Check, ATM or Credit Card, the amount is entered in the first field followed by the check number or card information, such as an account or authorization number. The CK Endorsement field will default to the endorsement set up in the Receipt Header-Printer-Check Endorsement-Miscellaneous file. This may be modified to any valid check endorsement set up in this file (options are 1-4, if all have been setup in the Endorsement file). The “Other” field may be used for the amount of bond applied and/or forfeited if your court is using 1 check each day to apply and/or forfeit bonds.

If a mistake is made on part 1 or 2 of the screen, press **F2-Page back** to take you out of the payment section. This will allow any field to be modified.

Cash Receipt

Disposition Code

Current Charge

```
          18TH DISTRICT COURT
     27777 FORD ROAD; STE 1300
          SOUTHFIELD, MI  48034
      BUCKLE UP FOR SAFETY!!!
04-021704C DO1 CARELESS DR
01/31/06          01 TRAF/CRIM POMN
CASH TRANSCTN              OMH A D194580
01/31/04 POMN DS23 JDGMNT RNDRD   PL09   C
FARKEL/FREDRICK/A                AMT PAID
STATE COSTS          40.00          40.00
ORD F&C              60.00          60.00
TOTALS:             100.00         100.00

CHECK 4217        TENDERED         100.00
TOTAL PAID:                        100.00

BALANCE DUE                          0.00
A 01/31/06 D194580      100.00
04-021704CD01    D1 A
01/31/06      D194580
STATE/COUNTY
PAID:          100.00
CT REPS RETIRE ACCT
ACCT: #1
  FOR DEPOSIT ONLY
```

Case Number

Cashier Initials

Receipt Number

Status “C”=Closed

Check #

Total Amt Paid

Balance Due (All counts if multi count case)

Check Endorsement

Multi-Receipt

The Multi-Receipt option is used when, for instance, one check is being used to tender payment on more than one Traffic/Criminal or Civil case number. This option might be selected also if the payer is paying on more than one case number/count (whether by cash, check, other or credit card).

A multi-receipt is handled the same way as a single receipt **EXCEPT** payment is not taken until all individual receipts are completed.

When entering the first multi-receipt, press **F6-Multi Rcpt** instead if **F12-Paym** to print the first part of the multi-receipt followed by a validation. Continue entering each transaction using **F6-Multi Rcpt** to print each individual receipt. (Sample receipts on following pages.)

```
 PASSWD     PoCode MN  Case 04-0119A   Div T   Pty D01  Type OI  Status PEND
Count  1 CARELESS DR  _    Name MONTCALM/MALCOM/M

Plea  9  Disp 23  Judge _____  Opn/Cl C  Nxt Pymt ______  ROA? _  PoDate  11304
Comment ____________________________________________ ____ ____

Bond posting:  Actn __  Name ____________________________________
BOND PAYDOWN:  Receipt# _______  Date ______
Actn __  Amount ___________ Chk#1 __________  Name ____________________________
Actn __  Amount ___________ Chk#2 __________  Name ____________________________

Venue  1   Lst Receipt ______  ___________  _______   Balance ___100.00
                                                   Bal All Cts ___100.00
      TYPE    BALANCE    AMT.PAID      TYPE    BALANCE    AMT.PAID
      JSTC      40.00      40.00       ____ ___________ ___________
      MYOR      60.00      60.00       ____ ___________ ___________
      ____ ___________ ___________     ____ ___________ ___________
      ____ ___________ ___________     ____ ___________ ___________

                                                   Amt.Due:     100.00
 Roll-Page
 F1-Cash Menu  F6-Multi Rcpt  F12-Paym  F7-Finc Roa
                PLACE DOCUMENT FOR VALIDATION
```

Press F6 to print receipt!

Press ENTER to print validation

Receipt - 1

```
 PASSWD     PoCode MN  Case 04-0119C   Div T   Pty D01  Type OI  Status PEND
Count  1 REG/PLATE EX _    Name MONTCALM/MALCOM/M

Plea  9  Disp 23  Judge _____  Opn/Cl C  Nxt Pymt ______  ROA? _  PoDate 121206
Comment ____________________________________________ ____ ____

Bond posting:  Actn __  Name ____________________________________
BOND PAYDOWN:  Receipt# _______  Date ______
Actn __  Amount ___________ Chk#1 __________  Name ____________________________
Actn __  Amount ___________ Chk#2 __________  Name ____________________________

Venue  1   Lst Receipt ______  ___________  _______   Balance    111.00
                                                   Bal All Cts   111.00
      TYPE    BALANCE    AMT.PAID      TYPE    BALANCE    AMT.PAID
      JSTC      40.00 ___________      ____ ___________ ___________
      MYOR      71.00 ___________      ____ ___________ ___________
      ____ ___________ ___________     ____ ___________ ___________
      ____ ___________ ___________     ____ ___________ ___________

                                                        Bal/Fwd:     100.00

 Roll-Map                                                MULTI RECEIPT
 F6-Multi-Rcpt  F12-Paym  F7-Finc Roa  F4-Mod Assm  Help
                PLACE DOCUMENT FOR VALIDATION
```

Press F6

Bal/Fwd is running total from previous receipt(s)

Press ENTER to print validation

Receipt - 2

```
 PASSWD     PoCode __  Case __________  Div _   Pty ___  Type __  Status ______
Count __ ____________ _    Name ________________________________________

Plea __  Disp __  Judge _____  Opn/Cl _  Nxt Pymt ______  ROA? _  PoDate 11304
Comment ____________________________________________ ____ ____           121206

Bond posting:  Actn __  Name ____________________________________
BOND PAYDOWN:  Receipt# _______  Date ______
Actn __  Amount ___________ Chk#1 ___________  Name ____________________________
Actn __  Amount ___________ Chk# ___________  Name ____________________________

 HAPPY VILLAGE

                                                        Bal/Fwd:     211.00

                                                        MULTI RECEIPT
 Enter-Verify  F6-Multi-Rcpt  F12-Paym  Help
```

Type your password and press F12

Receipt - 3 (or the “last receipt”)

After you have finished printing the individual receipts, enter your Password and press **F12-Paym** to take payment for the whole multi-receipt. The system will total all individual receipts and show the balance due. Enter the payment information and press **F9-Receipt** to print the final payment receipt.

Note: If you make an error on one of the multi-receipts, you must FINISH the multi-receipt before you can exit the cash transaction screen to void the “incorrect” receipt.

Note: If you press **F6**-Multi Rcpt in error, finish the receipt by pressing **ENTER**, type in password, then press **F12-Paym**. This will allow you to now enter the method of payment.

```
 PASSWD     PoCode __  Case __________  Div _   Pty ___  Type __  Status ______
Count __ ____________ _    Name ________________________________________

Plea __  Disp __  Judge _____  Opn/Cl _  Nxt Pymt ______  ROA? _  PoDate 11304
Comment ____________________________________________ ____ ____
                                                                      121206
Bond posting:  Actn __  Name ____________________________________
BOND PAYDOWN:  Receipt# _______  Date ______
Actn __  Amount ___________ Chk#1 __________  Name ________________________________
Actn __  Amount ___________ Chk#2 __________  Name ________________________________

Venue __   Lst Receipt ______  ___________  _______   Balance ___211.00
                                                   Bal All Cts ___________
      TYPE    BALANCE    AMT.PAID       TYPE    BALANCE    AMT.PAID
      ____ ___________ ___________ ____ ___________ ___________
      ____ ___________ ___________ ____ ___________ ___________
      ____ ___________ ___________ ____ ___________ ___________
      ____ ___________ ___________ ____ ___________ ___________
                    Ck Num Ck Amt                          Amt.Due:  ___211.00
CASH     ___________    v      v                              Pd:  ___211.00
CHECK-1 ___211.00 12204 ____  1    OTHER    ___________     Chg:  ___________
CHECK-2 ___________ ___________ 1    ATM/CARD ___________ ___________________
CHECK-3 ___________ ___________ 1    CRED/CARD ___________ ___________________
 F1-Cash Menu  F2-Page back  F9-Receipt  Help              MULTI RECEIPT
```

Type in method of payment, Press ENTER to verify amount and then F9

Receipt - 3 continued

CAUTION! On the last (payment) receipt, you will **NOT** get another message to place document for validation. When payment is by check, the first message is *Place Check for Endorsement*.

Financial ROA

Displayed on the next few pages are examples of Financial Registers of Action (FIN). You may view it on the screen by pressing **F7-Finc Roa** from the Cash Transaction screen. Once you have displayed the Financial ROA, you may print it by pressing **F9-Print Roa**. Pressing **F2-Page Back**, will take you back to the Cash Transaction screen.

```
HAPPY VILLAGE                                                  Status PROB
Court 0 CASE 04-0116B   Pty D01  Charge OWI                   Type OD
Name MILLER/MALCOM/BERNARD
LST PAYMENT  121206     300.00   D194532                      Balance     845.00
NXT DATE  12/20/06 SCHED TO PAY              Balance Due All Counts     845.00
                    ASSESSMENT/PAYMENT REGISTER of ACTIONS
    DATE   CODE - DESCRIPTION  ASSESSMENT      PAYMENT       BALANCE   RECEIPT

 1/12/04   MYCV   CRIME VICTIM     100.00                     100.00   DCSDISP
           MYRS   RESTITUTION      125.00                     225.00   DCSDISP
           JSSS   STATE COSTS       45.00                     270.00   DCSDISP
           MYOR   ORD F&C          500.00                     770.00   DCSDISP
           MYBC   BOND COSTS        50.00                     820.00   DCSDISP
           PBOF   PBTN OVRSIGT     300.00                    1120.00   DCSDISP
           PBSF   ALC SCREENNG      75.00                    1195.00   DCSDISP
 12/12/06  MYCV   CRIME VICTIM      50.00-                   1145.00   D194532
           MYCV   CRIME VICTIM                   50.00      1095.00   D194532
           MYRS   RESTITUTION                   125.00       970.00   D194532
           JSSS   STATE COSTS                    45.00       925.00   D194532
           MYOR   ORD F&C                        30.00       895.00   D194532
           MYBC   BOND COSTS                     50.00       845.00   D194532
                  CHECK

  F2-Page Back   F5-Cashcode Balances   F9-Print Roa   F13-OutQ   HELP
```

Traffic/Criminal Financial ROA shows the date monies were assessed, paid, balance due and receipt number for each cash code.

```
HAPPY VILLAGE                                                          PEND
Court 0  Case 06-0101GC   Type GC
P01 MILLER/MATEO/                    VS   D01 PENSKEY/PAUL/
LAST RECEIPT:     115.00   D194533  12/12/06

                      CIVIL FINANCIAL REGISTER of ACTIONS
      DATE       PARTY  CODE - DESCRIPTION   CHECK #        AMOUNT    RECEIPT

      12/12/06   P01    STF2   CVS $28                       28.00    D194533
                 P01    CVL2   CVF $17                       17.00    D194533
                 P01    JURY   JURY DEMAND                   50.00    D194533
                 P01    MOTN   MOTION FEE                    20.00    D194533
                               CHECK          X115

F2-Page Back  F13-OutQ  F9-Print Roa  HELP
```

Civil Financial ROA* shows *the date monies were assessed, the party making the payment the amount paid and receipt number, for each cash code.

Financial ROA Cash Code Balances (F5)

On Traffic/Criminal cases, pressing **F5-Cashcode Balances** from the Financial ROA screen will give a list of all cash codes that have a balance owing and the amount that is owed. To print the Cash Codes Balance, press **F9-Print Roa**. Press **F2-Page Back** to go back the the Financial ROA screen.

```
HAPPY VILLAGE                                          Status PROB
Court 0 CASE 04-0116B   Pty D01  Charge OWI            Type OD
Name MILLER/MALCOM/BERNARD
LST PAYMENT  11304      300.00   D194532               Balance     845.00
NXT DATE  2/11/04 SCHED TO PAY            Balance Due All Counts  845.00
          ASSESSMENT/PAYMENT REGISTER of ACTIONS - BALANCES
CODE - DESCRIPTION  BALANCE         CODE - DESCRIPTION  BALANCE

MYOR  ORD F&C       470.00
PBOF  PBTN OVRSIGT  300.00
PBSF  ALC SCREENNG   75.00

  F2-Page Back   F9-Print Roa   F13-OutQ   HELP
```

Void

Displayed below is an example of the Void Screen. To access this screen, select Option **7** from the Cash Transaction Processing Menu.

```
HAPPY VILLAGE
                                Void Receipt

          Enter the receipt number/date
                Receipt Number: D194532   Receipt Date: 121206

Enter-Continue  F1-Cash Menu  Help
```

After entering the receipt number and receipt date of the transaction you want to void, press **ENTER**. This will move you to the Cash Transaction screen for the transaction you wish to void. Enter your Password and the reason for the void on the comment line and press **F9-Print** to print the Voiding Receipt.

A void will remove all plea, disposition, close status and/or bond paydown/post information if it was included on the original receipt. This information **must** be re-entered on the re-ring receipt or through the Disposition or Bond screen if it is a prior day void/re-ring.

Note: Voiding of a multi-receipt requires you to enter the method of payment (cash, check, credit card, ATM or other) for the **EXACT** amount of that individual receipt. Do **not** void the entire multi-receipt. Void only the individual receipt that was rang incorrectly.

After you have printed the voiding receipt, the system automatically returns to the Void Screen. Choose “V” to Void another receipt or “R” to Re-ring the original receipt and press **ENTER**. If you choose “R” (Re-ring), you will get a blank Cash Transaction screen. Type the correct information and print the receipt.

Upon completing a re-ring, you will automatically go back into the Cash Transaction screen.

```
HAPPY VILLAGE
                                Void Receipt

          Enter the receipt number/date
                Receipt Number: D194530   Receipt Date:  11304

         Receipt Was Voided by: D194531   Date of Void:  11304


             'R' RE-RING effective with original receipt date

             'V' Void Another Receipt


          Selection: _



Enter-Continue  F1-Cash Menu  Help
```

Note: If you void a re-ring receipt, the system will exit out of the Void/Re-ring Menu. You must then go back into the Void/Re-ring option and put in the “**original**” receipt number and date to finish the re-ring.

Running Totals - Individual Cashier

To produce a printout of the running totals for a particular cashier, enter Option **8** from the Cash Transaction Processing Menu, press the tab key, type the cashier's initials and press **ENTER**. This feature is used to balance out a cashier prior to closing for the day.

```
          99-2 DISTRICT COURT
           43508 CASTLEWOOD
            NOVI, MI  48375
             348-352-8991
NEXT RECEIPT NUMBER TO BE USED: D101633
12/12/06          RUNNING CASHIER TOTALS
TODAYS DATE AND TIME IS: 12/12/06     8:47

    REGISTER - D1:          12/12/06          ALL ACTIVITY
CASHIER OMH TOTALS:     116608.59
CASH                     56257.78    12    56257.78    12
CHECK                    27092.00    10    27092.00    10
ATM CARD                  4000.00     1     4000.00     1
CREDIT CARD              21368.81     5    21368.81     5
OTHER                     7890.00     3     7890.00     3
TOTAL MONIES            116608.59    21   116608.59    21

VOIDS                        0.00     0        0.00     0
RE-RINGS                     0.00     0        0.00     0
```

Running Totals - Drawers A & B

To receive a Running Totals receipt for drawers A & B, select Option **8** from the Cash Transaction Menu and press **ENTER**. Do not enter cashier initials.

This feature is used to balance a cash register prior to closing for the day. It could also be used to verify monies in a cash drawer when a customer contends the proper amount of change was not returned to them.

```
          99-2 DISTRICT COURT
           43508 CASTLEWOOD
            NOVI, MI  48375
             348-352-8991
NEXT RECEIPT NUMBER TO BE USED: D101633
12/12/06          RUNNING DRAWER TOTALS
TODAYS DATE AND TIME IS: 12/12/06    9:00

    REGISTER - D1:        12/12/06        ALL ACTIVITY
CASH                    57338.78   15   57338.78   15
CHECK                   27317.00   13   27317.00   13
ATM CARD                 4000.00    1    4000.00    1
CREDIT CARD             21368.81    5   21368.81    5
OTHER                    7890.00    3    7890.00    3
TOTAL MONIES           117914.59   27  117914.59   27

VOIDS                       0.00    0       0.00    0
RE-RINGS                    0.00    0       0.00    0
```

Note: If only Drawer A is Open for Day, only Drawer A totals will print on the Running Totals Receipt.

Print Auditor's Totals

To receive the Auditor's Totals for a particular terminal, select Option **9** from the Cash Transaction Processing Menu and pressing **ENTER**. A receipt will print giving a total amount of money that register has taken in since the court went on the JIS Cash Module.

```
          99-2 DISTRICT COURT
           43508 CASTLEWOOD
            NOVI, MI  48375
             348-352-8991
NEXT RECEIPT NUMBER TO BE USED: D101633
12/12/06          RUNNING AUDITOR TOTAL
TODAYS DATE AND TIME IS: 12/12/06     9:00

AUDITOR'S RUNNING TOTAL:     370,207.54
```

Print Adjustments

To receive a printout of the adjustments (voids and re-rings) that have been entered since a register/drawer was opened for that day, select Option **10** from the Cash Transaction Processing Menu and press **ENTER**. This receipt will also reflect whether the totals are 100% certified at that point in the business day.

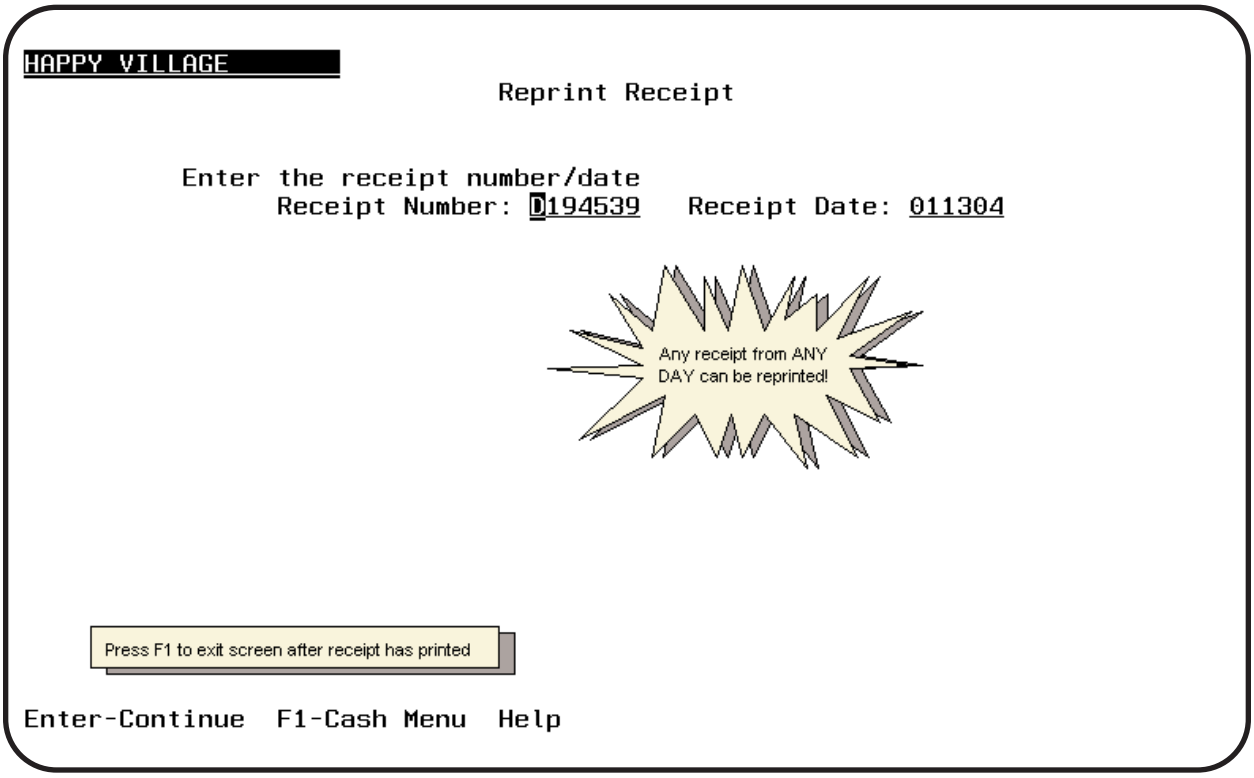
```
          99-2 DISTRICT COURT
           43508 CASTLEWOOD
            NOVI, MI  48375
             348-352-8991
12/12/06        DATABASE CERTIFICATION
TODAYS DATE AND TIME IS: 12/12/06     9:00

12/12/06        100% -CERTIFICATION- 100%


12/12/06        DAILY ADJUSTMENTS SUMMARY
TODAYS DATE AND TIME IS: 12/12/06     9:00


NET ADJUSTMENTS: DRAWER A            0.00
                 DRAWER B            0.00

                 REGISTER            0.00
```

Note: Prior day adjustments can be printed. Type in the date for the adjustments you want and press **ENTER**.

Note: If you are not sure you are 100% certified or need to finish an incomplete multi receipt; use this option. Verify all receipts are 100% certified or gain the information required to reconstruct a receipt before closing for the day.

Re-Print Receipt

To re-print any receipt, select Option **11** from the Cash Transaction Processing Menu. Enter the receipt number and receipt date of the receipt you wish to re-print and press **ENTER**. The original transaction screen will appear. Enter your password and press **F9-Print** to reprint the receipt. Reprinting a receipt does not affect cash totals. Displayed below is an example of the Reprint Receipt screen:



Note: If the terminal or printer experience malfunctions, it is a good idea to try to re-print the last receipt. This will ensure the printer is working correctly and prevent two receipts/transactions from being processed in error. This could cause the drawer not to balance at the end of the day.

Reconstruct

The Reconstruct option is used if an original receipt is found to be incomplete, often due to hardware failure or power loss. Below is a sample screen that may appear when going into Cash Online after such a problem occurred and reconstruction has not yet taken place.

```
HAPPY VILLAGE        State Court Administrative Office        PRT08
                                                              Cash Printer
                              Cash Subsystem

      Select one of the following:

                        -- DATA BASE CERTIFICATION --

                MULTI: D194538-D194538; PAYMENT MISSING!
                12/12/06        !!FAILED CERTIFICATION!!
                !! MULTI-RECEIPT RECONSTRUCTION REQUIRED

                        Press ENTER to continue

F24-Previous Menu
```

See the following pages for the procedures to reconstruct.

Reconstruct - Multi-Receipt

The Reconstruct option is used if an original receipt is found to be incomplete, often due to hardware failure or a power loss. Select Option **20** from the Cash Transaction Processing Menu. Displayed here and the following screens are examples of the Reconstruct screen when used for a MULTI-Receipt:

```
HAPPY VILLAGE
                    Reconstruct Receipt

PASSWRD
          Enter the receipt number/date
               Receipt Number: _______   Receipt Date: ______

Enter-Continue  F1-Cash Menu  Help
```

Enter your password, receipt number (if multi-receipt pick any of the receipt numbers listed) and date of the receipt and press **ENTER**.

Note: You can determine whether you need to reconstruct at ANY TIME by using Option **10**, Print Adjustments, on the Cash Transaction Processing Menu.

Note: You can Reconstruct any receipt from ANY day that was not 100% certified.

The system will compute the balance due. Upon pressing **ENTER** again, the Cash Transaction screen will be displayed. Enter the payment information and print the *final* receipt.

```
HAPPY VILLAGE
                        Reconstruct Receipt

PASSWRD       ENTER PASSWORD
           Enter the receipt number/date
                 Receipt Number: D194538   Receipt Date: 121206

        Multi-Receipt Balance Required:      100.00

        Press ENTER to tender payments

 Enter-Continue  F1-Cash Menu  Help
```

Enter Receipt #, Date of Receipt and press ENTER

Reconstruct - Non Multi-Receipt

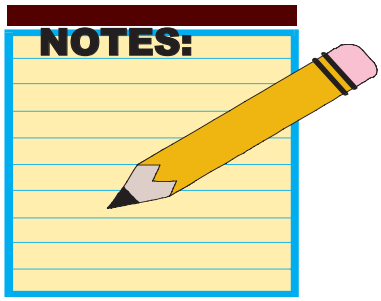
The Reconstruct option is used if an original receipt is found to be incomplete, often due to hardware failure or a power loss. Select Option **20** from the Cash Transaction Processing Menu. Displayed below is an example of the Reconstruct Screen when used for a receipt that is **not** a Multi-Receipt:

```
HAPPY VILLAGE
                    Reconstruct Receipt

PASSWRD
          Enter the receipt number/date
                Receipt Number: D194540   Receipt Date: 12204

   Nullified Fragmented Receipt: D194540   Receipt Date: 12204


             'R' RE-RING effective with original receipt date



          Selection: _



Enter-Continue  F1-Cash Menu  Help
```

Enter the receipt number and date and press **ENTER**. The above screen will appear. You must select **R** for re-ring to continue or **F1-Cash Menu** to exit to Cash Transaction Processing Menu.

All Function Keys Used in Cash Module

F1 **Cash Menu** **Clear**	 Return to the Cash Transaction Menu, without updating/processing the screen. Only clear this screen, remain on the same screen.
F2 **Page Back**	 Page back to the previous screen.
F4 **Mod Assm** **Prompt**	 Modify assessments that are on the screen. With the cursor in the promptable field, display more information
F5 **Cashcode Balances/** **Venues** **Refresh**	 Display the balances by cash code (Financial ROA). Hop to Venue file to view or update. Update the information on the screen.
F6 **Multi Rcpt** **Add** **Transmittal File**	 Process this receipt as 1 of 2 or more, allowing the payment method to apply to the entire transaction. Add a record, usually in a prompt window. Hop to the Transmittal File to view or update.
F7 **Finc ROA**	Display the Financial ROA.
F9 **Receipt** **Print Roa**	 Print the receipt. Print the Financial ROA.
F12 **Paym**	Process the screen for payment and move to the method of payment portion of the receipt screen.
F13 **OutQ**	Allows you to change the printer for printing the Financial ROA.
F24 **Previous Menu/Exit**	Hop to the previous menu/screen without any updating.
Enter **Continue**	Continue processing the screen.
Roll-Page	Page up/down keys will move you to another screen.
Help	Pressing the HELP key (or Alt/F1) will give you more information about the screen and/or options.


NOTES:

Cash Reports

3

In this chapter you will review all the reports on the Cash Reports Menu.

To access the Cash Reports Menu, select Option **2** from the Cash Subsystem Menu as displayed below:

```
HAPPY VILLAGE        State Court Administrative Office        PRT08
                                                              Cash Printer
                              Cash Subsystem

        Select one of the following:

                          1. Cash Online
                          2. Reports
                          3. Code Files Update
                          4. Code Files Print
                          5. Report Generator
                          6. Web Cash Maintenance



        Option: 2


F24-Previous Menu
```

Note: You do not need to be signed on as “CASH” to request cash reports, (i.e. D9900D1)

The cash reports may be requested at any time during the day with users signed on to the system. However, for balancing purposes, make sure all registers have closed for the day before requesting any report that would list the current days activity. (*If all registers are not closed you will receive an extra page with your reports indicating Warning-Register Open.)*

Place an **X** in front of the report you need to run. The Report Menu will always default to the current date for the reports that are usually run daily, however, you may change the date to any past date the court was open. The ending date may be entered if you want a report for a particular date range. There is no limit on the length of time a report may cover (i.e., 1 day, 1 week, 2 years etc).

The terminal ID (register ID, i.e. D1) may be entered if you want a report for one specific cash terminal/register. If this field is left blank, transactions for all cash terminals/registers will be reported.

A single cash code may also be entered for Court Detail, Adjustments, Code/Payer Audit and Outstanding Receivables. If this field is left blank all cash codes will be reported.

Displayed on the next page is an example of page 1 of the Cash Reports Screen.

```
HAPPY VILLAGE          State Court Administrative Office
                         Court Wide Cash Report Screen

                              Date Range       Terminal      Cash Code

■ Cash Detail               121906  -  ______       __           ____
_ Adjustments               121906  -  ______       __           ____
_ Assessment Adjustments    121906  -  ______
_ Cash/Case Un-Matched      121906  -  ______

_ Closed - Balance Due      ______  -  ______
_ Monies by Venue           ______  -  ______
_ SOS Clearances            ______  -  ______
_ Crime Victims             ______  -  ______
_ Court Summary             ______  -  ______
_ State _ Local Transmittal ______  -  ______
_ Code/Payer Audit          ______  -  ______                ____

_ Collections as of:                   ______   Audit Reports _
_ Outstanding Receivables as of:       ______                 ____
    Omit > 7 Yrs Old? _  Omit Closed? _         Aging Detail ___ - ___
_ Payment Distribution as of:          ______  Offense Year ____
    Uncollected Detail _
F24-Previous Menu  Page/Roll  Help
```

First page of Cash Reports screen

Note: If **ALL** registers have not been closed when reports are requested, a warning message will appear on the screen.

Displayed below is page 2 of the Cash Report Screen:

```
HAPPY VILLAGE          State Court Administrative Office
                           TRUST and AGENCY Reports
                             Todays Date  1/28/04


                                                          Date Range

  _   Account Activity                                    12804 - _____
  _   Check Register                                      12804 - _____

      Bond        _ Open   _ Closed   _ Part Paid        _____ - _____
      Rest        _ Open   _ Closed   _ Part Paid        _____ - _____
      Trust       _ Open   _ Closed   _ Part Paid        _____ - _____
  __  T/A Type    _ Open   _ Closed   _ Part Paid        _____ - _____

  _   Summary Totals  __ __ __ __ __ __ __ __ __ __      _____ - _____

  _   Pending Open Bonds List                            _____ - _____



F24-Previous Menu  Page/Roll  Help
```

Second page of Cash Reports screen

Cash Detail

This option produces two reports for each cash register.

The first report (CSHPRT1) is broken down into three summaries:

- Cash Detail Report - lists each receipt in numerical order with individual amounts in their appropriate columns
- Amount Type Breakdown - the amounts received are summarized by cash code
- Monies Received per Drawer - the money types received (cash, check, credit card, ATM and other) summarized by drawer and register

The second report (CSHPRT2) produces the following summaries:

- Accounts Breakdown of the total money
- Venue, T & A and Deposit Totals

See samples of the reports on pages 3-6 through 3-9, for more information.

Cash Detail Report

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 1

CASH DETAIL REPORT

CASH REGISTER D1

TICKET/CASE#	RCPT#	VN	CSH	D V	ORDNCE F&C	STATUTE FINE	STATUTE COST	MY SC	MJ TF	MY HS	MY SR	DLRF DLRJ	MY CV	BOND FORFEIT	CIVIL FILING	MY CD	Miscellaneous Amounts				TOTAL
04-0201	D01 01606	1	KJS	C													JURY 50.00				50.00
03-0123	D01 01607	1	KJS	T													BT08 500.00				500.00
04-0001	D01 01608	1	KJS	T													BT01 500.00				500.00
01-0001	P01 01609	1	KJS	C													MYTR 50.00	CVL4	31.00		81.00
04-0050	P01 01610	1	KJS	C													STF4 119.00	CVL4	31.00		150.00
0392461	D01 01611	1	OMH	T		50.00	50.00	5	5	5	10	45					SCST 4.00	PNLT	30.00		274.80
																	LATE 45.80	MYIF	25.00		
0343194	D01 01614	6	OMH	T	81.00			5	5	5	10	45					SCST 4.00	LATE	31.00		186.00
02-0908BL3	D01 01615	1	OMH	T		50.00		50									SCST 4.00	LATE	20.80		124.80
02-0908BL3	D01 01616	1	OMH	T									88								88.01
99-8881	D01 01617	1	OMH	T		50.00	11.00					45					PNLT 30.00	LATE	35.20		211.20
																	MFCS 40.00				
03-0505B	D01 01618	1	OMH	T								45					LATE 9.00				54.00
02-0215A	D01 01619	1	OMH	T		100.00	90.00						50				MYRS 44.59	FLAB	150.00		614.59
																	PBOF 180.00				
03-0505F	D01 01620	1	OMH	T	100.00			5									SCST 4.00	LATE	57.80		346.80
																	PBOF 180.00				
03-0425N	D01 01621	1	OMH	T	100.00												LATE 20.00				120.00
02-1102	D01 01622	1	OMH	T		100.00	51.00	5					50				DNAF 60.00	FLAB	150.00		504.00
																	SCST 4.00	LATE	84.00		
00-9876	D01 01623	1	OMH	T	291.00			5					50				SCST 4.00	LATE	90.00		540.00
																	PBOF 100.00				
03-1103A	D01 01624	1	OMH	T									50				MYRS 415.39	JSSS	45.00		510.39
03-0404	D01 01625	1	OMH	T				5					50				DNAF 60.00	FLAB	150.00		269.00
																	SCST 4.00				
0311293A	D01 01626	1	OMH	T	81.00			5	5	5	10	45					SCST 4.00	LATE	31.00		186.00

TOTALS:	ORDNCE F&C	STATUTE FINE	STATUTE COST	MYSC	MJTF	MYHS	MYSR	DLRF DLRJ	MYCV	BOND FORFEIT	CIVIL FILING	MYCD	Misc Amts	TOTAL
RGSTR D1	3434.00	2350.00	1325.00	285	45	45	90	1305	688				9322.58	18889.59
COURT	8215.55	3350.00	1620.00	590	45	45	90	1490	720	200			320.00	26008.05

- This is the only cash report to list all receipts (by register) in consecutive order.
- It details cash codes used in each receipt, ticket/case #, cashier and division (T=traffic/criminal, C=civil, M=miscellaneous).
- The report for the last register also lists the “court” totals for all the registers. Note: If for some reason the last register in the receipt header record was not open for day, the “Court” totals will not report.
- The last report that prints when requesting the Cash Detail report is the Accounts Breakdown and includes the totals for all registers. *See page 3-9 for more detail.*

Amount Type Breakdown

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 2

AMOUNT TYPE BREAKDOWN

CASH REGISTER D1

			DEPOSIT TOTALS		NET ADJUSTED TOTALS	
DESCRIPTION	CODE	ACCOUNT	AMOUNT	COUNT	AMOUNT	COUNT
CRIME VICTIM	MYCV	*228.37	688.01	7	688.01	7
RESTITUTION	MYRS	(RESTIT)	459.98	2	459.98	2
STATE COSTS	JSSS	*228.59	930.00	2	930.00	2
STATE COSTS	JSMO	*228.59	240.00	1	240.00	1
STATE COSTS	JSTC	*228.59	800.00	1	800.00	1
DNA - MSP	DNAF	*228.59	120.00	2	120.00	2
FORENSIC LAB	FLAB	*228.59	750.00	4	750.00	4
STATE COST	MYSC	*228.59	285.00	9	285.00	9
STATE COSTS	SCST	*228.59	192.00	9	192.00	9
MICH JUS TRN	MJTF	*228.59	45.00	4	45.00	4
HWY SFTY FEE	MYHS	*228.59	45.00	4	45.00	4
SEC ROAD FEE	MYSR	*228.59	90.00	4	90.00	4
ORD F&C	MYOR	ORD F&C	3,434.00	6	3,434.00	6
PENAL FINE	MYSF	*PENAL FINE	2,350.00	6	2,350.00	6
PENAL COST	MYFE	PENAL COST	1,325.00	5	1,325.00	5
PENLTY-STATE	PNLT	PENALTY	60.00	2	60.00	2
20% LATE FEE	LATE	20% LATE	636.60	11	636.60	11
CLR FEE/DLRF	DLRF	*228.30	725.00	6	725.00	6
CLR FEE/DLRJ	DLRJ	*228.57	580.00	6	580.00	6
COSTS ASSESS	MFCS	CT COSTS	40.00	1	40.00	1
INSURANC FEE	MYIF	INSUR FEE	250.00	2	250.00	2
TRUST	MYTR	TRUST	50.00	1	50.00	1
PBTN OVRSIGT	PBOF	PROB OVERSIT	1,150.00	4	1,150.00	4
CASH BOND	BT01	(BONDS)	500.00	1	500.00	1
OVERPAYMENT	BT08	(TRUST)	500.00	1	500.00	1
MOTION FEE	MOTN	*228.42-MOTN	220.00	1	220.00	1
JURY DEMAND	JURY	*228.57	250.00	2	250.00	2
GARNISH FEE	GARN	GARN FEE	165.00	1	165.00	1
FORM	FORM	FORMS	8.00	1	8.00	1
MAILING FEE	MAIL	MAIL FEE	50.00	1	50.00	1
CVS $119	STF4	*228.58	119.00	1	119.00	1
CVS $28	STF2	*228.58	1,000.00	1	1,000.00	1
CVF $31	CVL4	CVL FILE FEE	62.00	2	62.00	2
CVF $17	CVL2	CVL FILE FEE	770.00	1	770.00	1
TOTAL OF MONIES			18,889.59	112	18,889.59	112

- Amount Type Breakdown is part of the Cash Detail report
- Amount Type Breakdown contains the totals receipted by register, for each cash code. This includes the amounts for the current day's business (Deposit Totals) and Net Adjusted Totals reflecting any prior day voids or re-rings.
- The report sorts first by division, Traffic/Criminal, Civil, Miscellaneous, then by cash code *screen priority* order (from Cash Code Update file), within the division.
- When Account I.D. #'s are the same for more than one cash code, they are reported as one figure on the Accounts Breakdown report, e.g., CVL File Fee above is combined into one total on page 3-9.
- Amount Type Breakdown is similar to the Close for Day Receipt, but has additional account information taken from the Account I.D. field in the Cash Codes File.

Monies Received per Drawer

```
RUN DATE: 02/10/04                          99-2 DISTRICT COURT                                          PAGE   3
     FOR: 01/29/04 - 01/29/04               27777 FRANKLIN ROAD-SUITE 1300
                                            SUNNY SPRINGS     MI  48034

                                            MONIES RECEIVED PER DRAWER
CASH REGISTER D1
                                                   DEPOSIT TOTALS            NET ADJUSTED TOTALS

          REGISTER TOTALS

DRAWER A TOTALS:          18,889.59
DRAWER B TOTALS:               0.00

          TOTAL AMOUNT PAID IN CASH                 7,338.78    14              7,338.78    14
          TOTAL AMOUNT PAID IN CHECKS               7,292.00    11              7,292.00    11
          TOTAL AMOUNT PAID IN ATM CARDS                0.00     0                  0.00     0
          TOTAL AMOUNT PAID IN CREDIT CARDS         1,368.81     4              1,368.81     4
          TOTAL AMOUNT PAID OTHER                   2,890.00     2              2,890.00     2
          TOTAL TRANSACTIONS AMOUNT/COUNT          18,889.59    21             18,889.59    21

          TOTAL VOIDS AMOUNT/COUNT                      0.00     0                  0.00     0
          TOTAL RERINGS AMOUNT/COUNT                    0.00     0                  0.00     0

          TOTAL TRAFFIC/CRIMINAL AMOUNT/COUNT      16,195.59    17             16,195.59    17
          TOTAL CIVIL AMOUNT/COUNT                  2,694.00     4              2,694.00     4
          TOTAL MISC AMOUNT/COUNT                       0.00     0                  0.00     0
```

- Monies Received per Drawer can also be found on the Close for Day Receipt
- It corresponds to the payment portion of the Cash screen
- Can be used to balance drawers to Deposit Totals
- Only prints totals for drawers that had been open for that day

Note: Voiding a receipt will not correct the method of payment for balancing purposes.

Accounts Breakdown

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

ACCOUNTS BREAKDOWN

		DEPOSIT TOTALS		NET ADJUSTED TOTALS	
ACCOUNT	PERCENT	COUNT	AMOUNT	COUNT	AMOUNT
(BONDS)	100	1	500.00	1	500.00
(RESTIT)	100	2	459.98	2	459.98
(TRUST)	100	1	500.00	1	500.00
*PENAL FINE	100	6	2,350.00	6	2,350.00
*228.30	60	6	435.00	6	435.00
*228.37	90	7	619.21	7	619.21
*228.42-MOTN	50	1	110.00	1	110.00
*228.57	20	8	485.00	8	485.00
*228.58	100	2	1,119.00	2	1,119.00
*228.59	100	40	3,447.50	40	3,447.50
CRIME VIC	10	7	68.80	7	68.80
CT COSTS	100	1	40.00	1	40.00
CVL FILE FEE	100	3	832.00	3	832.00
DNA - COURT	10	2	12.00	2	12.00
FORENSIC LAB	5	4	37.50	4	37.50
FORMS	100	1	8.00	1	8.00
GARN FEE	100	1	165.00	1	165.00
INSUR FEE	100	2	250.00	2	250.00
JURY FEE	80	2	200.00	2	200.00
MAIL FEE	100	1	50.00	1	50.00
MOTN FEE	50	1	110.00	1	110.00
ORD F&C-CT	67	6	2,300.78	6	2,300.78
PENAL COST	100	5	1,325.00	5	1,325.00
PENALTY	100	2	60.00	2	60.00
PROB OVERSIT	100	4	1,150.00	4	1,150.00
SOS FEE	40	12	435.00	12	435.00
TRUST	100	1	50.00	1	50.00
01 ORD F&C	33	5	1,106.49	5	1,106.49
06 ORD F&C	33	1	26.73	1	26.73
20% LATE	100	11	636.60	11	636.60
ACCOUNTS BREAKDOWN TOTAL:		146	18,889.59	146	18,889.59

- Accounts Breakdown is part of the Cash Detail report
- It shows a breakdown of each account and the percentages reflecting the amount of monies to be disbursed to the various state accounts and the district control unit
- There is a column for the current day's Deposit Totals and Net Adjusted Totals reflecting any voids or re-rings
- Accounts are sorted in the following order:
  (1) character sets .<(+&!$);-/%_>?:#@'=", (2) alphabetical characters, (3) numbers
- Multiple cash codes can identify one account name or number, e.g., CVL File Fee above is combined into one total

Venue, T & A, And Deposit Totals

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 2

VENUE, T&A, AND DEPOSIT TOTALS

	DEPOSIT TOTALS		NET ADJUSTED TOTALS	
	AMOUNT	COUNT	AMOUNT	COUNT
TOTAL VENUE 01	1,106.49	5	1,106.49	5
TOTAL VENUE 06	26.73	1	26.73	1
TOTAL BONDS	1,000.00	2	1,000.00	2
TOTAL RESTITUTION	459.98	2	459.98	2
TOTAL TRUST	50.00	1	50.00	1
TOTAL DEPOSITORY ACCT	17,379.61	107	17,379.61	107
TOTAL TRUST & AGENCY	1,509.98	5	1,509.98	5
GRAND TOTAL ALL ACCTS	18,889.59	112	18,889.59	112

- Venue, T&A and Deposit Totals is part of the Cash Detail report
- Report separate totals for each, venue and for bonds, restitution and T&A accounts
- Gives the Grand Total Deposit for all accounts

Cash Adjustments

```
RUN DATE: 02/20/04                    JIS DISTRICT COURT                                                    PAGE   1
     FOR: 01/29/04 - 01/31/04         27777 FRANKLIN RD
                                      SOUTHFIELD, MI    48034

CASH REGISTER D1

TICKET/CASE#    RCPT#  VENUE CASHIER DIV                                          CASH          ORIGINAL    ADJUSTED
                                                                                 CODE/AMOUNT     AMOUNT      AMOUNT
03CT6949   D01 D186225  1    SLA     T                                           BT01  528.00    528.00
           ORIGINAL RECEIPT VOIDED BY  #D186226   1/29/04
               D186226       SLA   VOIDING RECEIPT ORIGINAL   #D186225   1/29/04                                -528.00
               COMMENT: WRONG AMT
03CT6949   D01 D186227  1    SLA     T                                           BT01  250.00    250.00
           ORIGINAL RECEIPT VOIDED BY  #D186230   1/29/04
               D186230       SLA   VOIDING RECEIPT ORIGINAL   #D186227   1/29/04                                -250.00
               COMMENT: WRONG AMT
03CT6949   D01 D186231  1    SLA     T                                           BT01  240.00                   240.00
           RE-RING OF ORIGINAL RECEIPT #D186227   1/29/04
03CI1471   D01 D186288  1    DJB     T                                           JSTC   40.00     95.00
           ORIGINAL RECEIPT VOIDED BY  #D186311   1/30/04                         MYOR   55.00
               D186311       DJB   VOIDING RECEIPT ORIGINAL   #D186288   1/30/04                                 -95.00
               COMMENT: WRONG AMT
03CI1471   D01 D186312  1    DJB     T                                           JSTC   40.00                    95.00
           RE-RING OF ORIGINAL RECEIPT #D186288   1/30/04                         MYOR   55.00
RGSTR D1                                                                   NET ADJUSTMENTS:                     -538.00
```

- Can be requested by specific terminal and/or cash code for one day or a date range
- The Cash Adjustment report is available for each cash register along with a total of “Net Adjustments” for ALL registers on the final page
- Net Adjustments equals the difference between total voids and re-rings (current and prior day)
- Elaborates on Close for Day receipt by providing the following information:
    - Ticket/Case #
    - Venue
    - Division
    - Cash code(s) adjusted
    - Net Adjustments total for court
    - Comment/reason for the void

Cash Assessment Adjustment Report

RUN DATE: 02/20/04
FOR: 01/29/04 - 01/31/04

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034
CASH ASSESSMENT ADJUSTMENT REPORT

PAGE 1

CASE NUMBER	PARTY	CNT	RECEIPT/INIT	DATE	CODE	AMOUNT	DISP	REASON
00CM7630	D01	01	LRS	1/29/04	PBOF	-240.00		*WAIVE PROBATION FEES PER CHRIS
00CT7902	D01	01	MJW	1/29/04	JSMO	-40.00		CORRECTING MONETARY ASSESSMENTS
01A83666	D01	01	MJP	1/29/04	MYOR	-50.00		DEF SAYS NEVER OWNED SATURN OR BEEN TO WY
					PNLO	-50.00		
					LATE	-20.00		
02A85438	D01	01	DJB	1/29/04	MYOR	-25.00		CHRISTINE/SWEARS HE UNDERSTOOD WAS PAID
					LATE	-5.00		
02CM3459	D01	01	MJP	1/29/04	MYOR	-91.00		COMMITTED FOR FINES AND COSTS 1/2/4
					MYSC	-5.00		
					SCST	-4.00		
					LATE	-30.00		
					WARR	-150.00		
02CT4150	D01	01	MJP	1/29/04	MYCV	-50.00		COMMITTED FOR FINES AND COSTS 12/26/03
					MYOR	-161.00		
					MYSC	-5.00		
					SCST	-4.00		
					LATE	-88.00		
					WARR	-150.00		
					IMPD	-100.00		
02SM7425	D01	01	MJW	1/29/04	MYSF	-95.00		DEFENDANT SERVED 15 DAYS IN LIEU OF F&C
					MYFE	-96.00		
					MYSC	-5.00		
					SCST	-4.00		
					LATE	-60.00		
					PBOF	-50.00		
02ST0234	D01	01	MJW	1/29/04	DLRJ	-20.00		BENEFIT OF DOUBT-CLEARED SUSPENSION
					DLRF	-25.00		
03CD4748	D01	01	MJW	1/29/04	PBOF	-60.00		REDO
03CI1546	D01	01	RAF	1/29/04	JSTC	-40.00		SEE 03-SD_6376
					MYOR	-145.00		
03CI1812	D01	01	MJW	1/29/04	JSTC	-40.00		RDUC: CHARGE REDUC
					MYOR	-55.00		
03CI1815	D01	01	MJW	1/29/04	JSTC	-40.00		RDUC: CHARGE REDUC
					MYOR	-55.00		
03CT7797	D01	01	D281132 NS	1/29/04	JSMO	-40.00	26	SHOWED VALID INSURANCE
					MYOR	-200.00		
03FY4168	D01	01	MJP	1/29/04	MYCV	-50.00		COMMITTED FOR FINES AND COSTS 12/29/03
					JSSS	-45.00		
					MYSF	-50.00		
					MYFE	-45.00		
					PBOF	-180.00		
03526362A	D01	01	D362588 SK	1/29/04	JSMO	-40.00	26	SHOWED LICENSE
					MYOR	-90.00		

- Reflects ALL assessments lowered/removed through Cash or Disposition screen in Traffic/Criminal module
  - Listed in case number order
  - Includes clerks initials and reason for adjustment
    Note: Comment/Reason is required to lower/remove assessments and is also recorded on the ROA.
- Use this report to monitor modifications made to any assessments

Note: In order to ensure **all adjustments** for the day are reflected on the report, we suggest this report be run for thre prior calendar day. A date range should be used to cover holidays and weekends. This will cover any adjustments that could have been made after cash has closed for the day and any after hours or weekend activity.

Cash / Case Mismatched Report

```
                                  JIS DISTRICT COURT
RUN DATE: 01/31/04                27777 FRANKLIN RD                    PAGE      1
     FOR: 12/01/03 - 12/31/03     SOUTHFIELD, MI   48034

TRAFFIC/CRIMINAL                    CASH / CASE-CHARGE-BOND MISMATCHED

 CASE NO. TYPE            NAME                    CNT  DATE    NUMBER  CSR  ERRORS

03515321                                          01 12/02/03 D360779 SK  M,
03519095C                                         01 12/03/03 D360817 SK  M,
03522892B                                         01 12/05/03 D279675 NS  M,
03525826A                                         01 12/10/03 D184721 DJB M,
03S762314                                         01 12/10/03 D361082 SK  M,
03519306A                                         01 12/16/03 D279934 NS  M,
03519306B                                         01 12/16/03 D279935 NS  M,
03521564                                          01 12/16/03 D361263 SK  M,
JUROR                                             01 12/18/03 D184990 DJB M,
03518603                                          01 12/19/03 D361345 SK  M,
JURORBOND     FENG/QIN/                           01 12/22/03 D280071 NS  M,  B
JURORBONDT    NGUYEN/TUYET                        01 12/22/03 D280072 NS  M,  B
INTERMBOND    EMAUS/KIMBERLY/MARIE                01 12/23/03 D185097 SLA M,  B
03525650      MAHAN/NIA/LYNAE                     01 12/23/03 D280141 NS  M,  B
03519095C                                         01 12/23/03 D361468 SK  M,
```

NOTE: Error Codes:

M -The case number is not on the system, correction needs to be made to either the case entered or the receipt needs to be voided and re-rang with the correct case number.

C - Receipt was rang on a charge/count that does not exist for the case number. Either add the charge or void and re-ring on the correct charge/count

B - Bond was rang without a case number or a number not on file. Correct this on the BND screen by adding or correcting the case number.

$/ F - Show the venue on the receipt and on the Case Entry screen are different. Correct the one that is wrong.

```
ERROR CODES:  M  =  CASE MASTER RECORD IS NOT ON THE COMPUTER
              C  =  NO CHARGE RECORD (CASE MASTER IS PRESENT)
              B  =  TRUST/AGENCY RECORD MISSING; OR NO MATCHING CASE RECORD
              $  =  CASH VENUE
              F  =  CASE FILE VENUE
```

- Generates two reports; one for Traffic/Criminal and one for Civil

- Traffic/Criminal cases - the cash transaction did not match to a case number or charge

  Action Required: Add case or charge **OR** void the receipt and re-ring correctly

  The venue rang on the receipt was different then the venue on the Case Entry screen

  Action Required: Void the receipt and ring under correct venue **OR** correct the venue on the Case Entry screen

- Civil cases - the cash transaction did not match to a case number or party

  Action Required: Add case or party **OR** void the receipt and re-ring correctly

- This report is non-cumulative when requested daily

Suggestion: Request report daily and take the appropriate action. Re-run report monthly to see that all entries were properly updated.

Closed - Balance Due

RUN DATE: 01/31/04
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

PAGE 1

CLOSED CASES WITH A BALANCE DUE

CASE #	NAME	CLOSE DATE	CNT	AMOUNT ASSESSED	BALANCE DUE
00-01218CT	WOOD/TAUNDRA/NYREE-ANTIONETTE	12/12/03	01	195.00	45.00
00-01219CT	WOOD/TAUNDRA/NYREE-ANTIONETTE	12/12/03	01	45.00	45.00
00N39489	WOOD/TAUNDRA/NYREE-ANTIONETTE	12/12/03	01	45.00	45.00
01-00213CT	ANDERSON/GREGORY/ALAN	12/08/03	01	45.00	45.00
01-0321ST	CARTER/ERIC/VAUGHN	12/18/03	01	45.00	45.00
01N44106	ANDERSON/GREGORY/ALAN	12/08/03	01	45.00	45.00
01N46660	CARTER/ERIC/VAUGHN	12/18/03	01	45.00	45.00
02-0687-OT	DIMECK/NORMAN/JAMES	12/30/03	01	45.00	45.00
02N51424	DIMECK/NORMAN/JAMES	12/30/03	01	45.00	45.00
03-025-ST	BLAIR/JEFFERY/WILLIAM	12/08/03	01	45.00	45.00

- Cases that were closed within the date range selected that still have a balance due.

Note: Cases that are closed with a balance due will never purge!

Remove any balance due when closing cases/files **OR** only leave the SOS clearance fee as outstanding when closing.

Monies by Venue

RUN DATE: 02/20/04
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

PAGE 1

MONIES BY VENUE

		DEPOSIT TOTALS		NET ADJUSTED TOTALS	
VENUE	**DESCRIPTION**	**AMOUNT**	**COUNT**	**AMOUNT**	**COUNT**
01	GRATIOT CNTY	278,909.45	1993	278,614.45	2010
02	ST. LOUIS	8,087.00	67	8,087.00	69
03	ALMA	1,070.00	6	1,070.00	6
04	BRECKENRIDGE	120.00	1	120.00	1
Total Monies By Venue:		288,186.45	2067	287,891.45	2086

- Monies by Venue report is based on receipts generated. The dollar amounts listed are not to be used for distribution to the municipality. This is because they include fees that are remitted to the State Treasurer and possibly other units. For the breakdown of what is owed to the municipality see Accounts Breakdown Report (page 3-9).

SOS Clearances

RUN DATE: 01/31/04
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

PAGE 1

DRIVER LICENSE REINSTATEMENT REPORT

NAME	DRIVERS LIC#	CASE NUMBR	PTY	CT	OFF DATE	OFF CD	FAC DATE	RCT DATE	RECEIPT	AMOUNT
ATKINS/TIMOTHY/GLENN	A325-793-282-837	03-0118-OT	D01	01	3/04/03	3000	6/13/03	12/08/03	D102567	25.00
ATKINS/TIMOTHY/GLENN	A325-793-282-837	03G54004	D01	01	3/04/03	2400	6/13/03	12/08/03	D102568	25.00
ALKAFAJI/HAMED/	A421-298-013-003	01W257067	D01	01	12/05/01	3000	2/11/02	12/02/03	D102507	25.00
AHLAND/CASSANDRA/LYNN	A453-108-564-325	03G55010	D01	01	9/18/03	3500	11/21/03	12/10/03	D218837	25.00
BEAGAN/JONATHAN/MARK	B250-435-585-613	01N46925	D01	01	11/05/01	2000	1/07/02	12/09/03	D102592	25.00
BAYDOUN/ABDUL/RAZZAK	B350-029-730-701	03G55494	D01	01	9/04/03	2600	11/10/03	12/01/03	D102427	25.00
BRADLEY/CAGER/LENARD	B634-108-506-714	03G55602	D01	01	9/02/03	2000	10/31/03	12/02/03	D102473	25.00
BROWN/AARON/WESLEY	B650-028-870-012	03G54160	D01	01	4/11/03	3500	6/20/03	12/10/03	D102611	25.00
BRINKLEY/PATREZE/HELANE	B652-676-302-610	00N42040	D01	01	3/24/00	2400	6/05/00	12/04/03	D218757	25.00
DAVIS/SYDNEY/EUGENE JR	D120-782-237-082	03W293408	D01	01	9/07/03	3290	11/07/03	12/12/03	D218860	25.00
DAVIS/SYDNEY/EUGENE JR	D120-782-237-082	03W293408A	D01	01	9/07/03	3100	11/07/03	12/12/03	D218861	25.00
DUNCAN/MICHAEL/CAMERON	D525-603-108-716	03G55079	D01	01	8/01/03	3500	10/06/03	12/09/03	D102588	25.00
EVANS/DERRICK/ALLEN	E152-139-051-670	00-0577ST	D01	01	11/01/00	3200	1/25/01	12/08/03	D102563	25.00
ELLISON/DIANE/LYNN	E425-143-564-091	03-0200-OT	D01	01	4/17/03	3200	8/18/03	12/12/03	D102626	25.00
FERGUSON/BILLY/JOE	F622-089-425-126	97-01460CT	D01	01	11/06/97	3200	5/26/98	12/23/03	D219002	25.00
GILLAND/DANIEL/ALAN	G453-135-040-037	03G52453	D01	01	3/08/03	3500	5/09/03	12/30/03	D102775	25.00
GRAY/MICHAEL/JOE	G600-603-425-775	03-157-ST	D01	01	5/20/03	3000	8/18/03	12/01/03	D102439	25.00
GARZA/MARIO/	G620-585-009-856	03G55702	D01	01	9/26/03	2820	12/01/03	12/17/03	D102676	25.00
GARZA/MARIO/	G620-585-009-856	03G55702A	D01	01	9/26/03	2500	12/01/03	12/17/03	D102677	25.00
GRISIUS/JACOB/MATTHEW	G622-356-589-184	03G54129	D01	01	4/16/03	3500	6/20/03	12/23/03	D102719	25.00
JAMES/EDWIN/ROBERT-LEE	J520-188-744-841	01N47384	D01	01	12/01/01	3000	2/04/02	12/16/03	D102673	25.00
MCCOY/MARIANNE/	M200-585-009-965	03G55493	D01	01	9/04/03	3100	11/10/03	12/11/03	D218847	25.00
MOOD/CARL/RICHARD	M300-108-738-265	03G51923	D01	01	1/27/03	3100	4/04/03	12/02/03	D102470	25.00
MILLS/ERIC/JOHN	M420-234-429-111	03W287810	D01	01	4/18/03	2000	6/27/03	12/22/03	D218986	25.00
MULKA/WENDY/JEANETTE	M420-870-385-643	03-0148-OT	D01	01	3/18/03	3000	6/27/03	12/10/03	D102607	25.00
MULKA/WENDY/JEANETTE	M420-870-385-643	03G30617	D01	01	7/24/03	3500	11/14/03	12/10/03	D102608	25.00
MANSON/SERENNA/DIEDRE	M525-762-143-126	03G55852	D01	01	9/24/03	2440	12/01/03	12/18/03	D102690	25.00
MANSON/SERENNA/DIEDRE	M525-762-143-126	03G55852A	D01	01	9/24/03	3100	12/01/03	12/18/03	D102691	25.00
MOORE/INDIA/TAMAR	M600-339-785-944	03G53603	D01	01	2/05/03	2000	4/21/03	12/01/03	D102461	25.00
MYERS/QUINNETTA/DESHAWN	M620-723-139-741	02-0204-OT	D01	01	2/16/02	3000	5/13/02	12/08/03	D102571	25.00
NOWAK/ANTHONY/ROBERT	N200-067-745-577	03G55703	D01	01	7/15/03	3000	12/01/03	12/17/03	D218955	25.00
NICKERSON/WILLIAM/JAY	N262-887-379-962	03W291419	D01	01	6/07/03	3290	8/18/03	12/02/03	D218710	25.00
NICKERSON/WILLIAM/JAY	N262-887-379-962	03W291419A	D01	01	6/07/03	3100	8/18/03	12/02/03	D218717	25.00
PELLERIN/JOSEPH/MICHAEL	P465-441-603-050	03W290941	D01	01	9/02/03	2500	11/07/03	12/30/03	D219050	25.00
PINCHEM/SHANTEL/DONAE	P525-765-149-851	99N33523	D01	01	4/10/99	2000	6/28/99	12/10/03	D218842	25.00
RICKS/MICHAEL/GINO-LADON	R200-603-279-853	98N25873	D01	01	4/21/98	2000	6/19/98	12/16/03	D218901	25.00
ROSS/WILLIAM/GEORGE	R200-887-275-174	03W291409	D01	01	6/07/03	3220	8/18/03	12/22/03	D102702	25.00
ROSS/WILLIAM/GEORGE	R200-887-275-174	03W291409A	D01	01	6/07/03	3290	8/18/03	12/22/03	D102703	25.00
STUBBS/SHANNON/KRISTY	S312-765-478-655	01N46570	D01	01	9/22/01	3500	11/26/01	12/12/03	D102642	25.00
STEVENSON/JAMES/LEON	S315-367-507-376	96N13880	D01	01	9/10/96	2440	12/06/96	12/22/03	D218988	25.00
SOWLES/TRACIE/LYNN	S420-802-564-658	02N52196	D01	01	10/17/02	2000	12/20/02	12/09/03	D102600	25.00
SALINAZ/RICHARD/ERIC	S452-738-234-927	02-0579-OT	D01	01	7/05/02	3200	10/11/02	12/02/03	D102471	25.00
SANDERFER/GARY/MAURICE	S536-271-590-298	01-00636CT	D01	01	5/30/01	3200	9/24/01	12/15/03	D218899	25.00
SANDERFER/GARY/MAURICE	S536-271-590-298	01N45099	D01	01	5/30/01	3500	8/20/01	12/15/03	D218900	25.00
SAMMOUR/SANA/JABEX-MOHAMED	S560-758-355-537	01N47709	D01	01	12/22/01	2810	3/04/02	12/16/03	D102664	25.00
TARR/STEPHEN/WILLIAM	T600-777-887-030	03G54630	D01	01	5/25/03	2400	7/28/03	12/04/03	D102540	25.00
TARR/STEPHEN/WILLIAM	T600-777-887-030	03G54630A	D01	01	5/25/03	3100	7/28/03	12/04/03	D102541	25.00
TIRPIK/DAVID/MICHAEL	T612-135-603-482	03G55452	D01	01	8/30/03	3500	10/31/03	12/03/03	D102520	25.00
TARHANICK/DONNA/MICHELE	T652-149-603-777	02N52334	D01	01	9/24/02	2000	12/02/02	12/17/03	D102678	25.00
YOUNG/DARREN/MICHAEL	Y520-135-603-288	02N50819	D01	01	7/23/02	3100	9/27/02	12/05/03	D218781	25.00

Total Number of Reinstatements 50
Court Amount of Reinstatements 1,250.00

- Lists all Driver License Reinstatement Fees collected (DLRF)
- Sorted in DLN order
- Reports from the All Activity or Net Adjusted Totals Column
  - "Total Number of Reinstatement" includes voids and re-rings
  - "Court Amount of Reinstatement" is the total money the court has receipted for DLRF
- Report reflects 100% of the amount collected under DLRF. *The bill from DOS should be for 60% of the amount collected.*

May use date parameters that reflect your billing from Department of State's Office

Note: If using this report to reconcile or compare with the SOS billing:

1) Take the Total Number of Reinstatements reported and subtract any prior month voids (i.e. NSF checks) to get the net number of Reinstatements. For example:
35 - 2 = 33, 35 being the number on the report, 2 voids, 33 Net Number of Reinstatements

2) Multiply the Net Number of Reinstatements by $25. This amount is the Deposit/Gross Total DLRF. For Example: 33 x $25 = $825
($825 is what would report as Court Amount of Reinstatements)

Crime Victims Report

The purpose of this report is to assist courts in the proper assessment of the Crime Victims' Rights Fee and to provide the information necessary to complete the monthly report for the Department of Management and Budget. From and through dates are required when requesting this report. Criteria for the report includes:

- Charge code must be indicated as an assessable offense on the statute file
- The sentence date must fall within the date range requested
- Crime Victim monies were receipted or assessed during the reporting period.
- Case assessable by statute; sentenced without crime victim assessment.

RUN DATE: 01/04/07
FOR: 10/01/06 - 10/31/06

99-2 DISTRICT COURT
2777 FRANKLIN
SUNNY SPRINGS MI 48034

PAGE 1

CRIME VICTIMS REPORT-NUMERIC

CASH NO.	TYPE	NAME	PAAM CODE	CHARGE	DISPO DATE	DISPO CODE	ASSESS/ SENT DATE	AMOUNT	RECEIPT DATE	AMOUNT
00-6123	ST	JONES/MARGARET/MARY	257.626	RECKLESS DRV	10/14/06	14	10/14/06	50.00		
05-1211	SM	SULLIVAN/MONICA/JEAN	750.356S	LARCENY	10/10/06	14D	10/10/06	50.00		
06-0022	SM	PORTER/JAMIE/	750.356S	LARCENY	10/01/06	14	10/10/06	50.00		
06-10	OI	BOSTON/SUE/ELLEN	*257.626B	CARELESS DRV			10/18/06	50.00	10/18/06	50.00
06-1018	OT	WORTHINGTON/STUART/M	*257.904B	DWLS			10/20/06	50.00	10/20/06	50.00
06-1020	SD	CRANDALL/FRANK/	257.625I	OPER. INTOX.	10/20/06	14	10/20/06	50.00		
06-1030A	OD	GARRISON/ELISABETH/	257.625I	OPER. INTOX.	10/27/06	14D	10/27/06	50.00		
06-1081	SM	ELLIOTT/MICHAEL/ALAN	750.81A	ASSAULT AGGR	9/15/06	14D	9/15/06		10/20/06	50.00
06-2009	SM	MATHEWS/MARVIN/M SR	750.81A	ASSAULT AGGR	12/28/06	14D	10/20/06	50.00	10/20/06	50.00
06-2741	SM	OCONNOR/DANIEL/M	333.7401D	CS POSS MJ	12/28/06	14D	12/28/06		10/20/06	50.00
06-2969	SD	KNOP/SUZETTE/JANICE	*257.625I	OPER. INTOX.	10/12/06	14	10/12/06			
06-3374	OM	APPLEGATE/ANITA/	*750.81I	DOMESTIC VIO	11/21/06	25	10/01/06	50.00		
06-4196	FY	IRISH/MARCUS/WILLIAM	*750.410A	CONSPIR-COMM	10/12/06	14	10/12/06			
06-4810	SD	SMOTHERS/LESLIE/LOU	257.625I	OPER. INTOX.	10/07/06	01	10/07/06	50.00		
06-4810	SD	SMOTHERS/LESLIE/LOU	*257.904B	DWLS 1ST OFF	10/07/06	01	10/07/06	50.00		
06-7103	SM	DUBENDORF/HARVEY/JOH	750.356S	LARCENY	10/12/06	14	10/12/06	50.00		
06-9234	OT	HINKLE/SUSAN/ANNE	*257.904B	DWLS			10/20/06	50.00	10/20/06	50.00

* INDICATES AN ASSESSMENT ERROR. CHECK USER MANUAL FOR CRITERIA.
'D' in DISPO CODE = DEFERRED

RUN DATE: 01/04/07
FOR: 10/01/06 - 10/31/06

99-2 DISTRICT COURT
2777 FRANKLIN
SUNNY SPRINGS MI 48034

PAGE 2

CRIME VICTIM RIGHTS ASSESSMENT REPORT

1. 99-2 DISTRICT COURT 2777 FRANKLIN SUNNY SPRINGS MI 48034	2. Collection Period 10/01/06 - 10/31/06 Funding Unit

CONVICTIONS AND ASSESSMENT ORDERS

4.	Total Number of Assessable Convictions	10
5.	Total Number of Assessed Defendants	12
6.	Total Dollar amount of Assessments Imposed	$ 650.00

ASSESSMENTS COLLECTIONS AND TRANSMITTALS

7.	Total Dollar amount of Assessments Collected	+$ 300.00
8.	Assessments derived from the following: (X) Serious & Specified Misdemeanors ($50)	
9.	Administrative Stipend - 10% of Assessments Collected	-$ 30.00
10.	Deposit of Restitution unclaimed for 2 years	+$ 0.00
11.	Refunded Restitution previously reported in #10 above	-$ 0.00
12.	Total Amount of Assessments Transmitted to the Department of Treasury for Account #228.37	$ 270.00

I certify that the information included in this report is correct and accurately reflects assessments collected in accordance with PA 196 of 1989.

13. Signature and Title of Preparer	Date

CVR-606 REV. 5/01

Additional Information:

- Appendix N of the Traffic/Criminal User Guide is a listing of offenses with the correct PAAM codes which are assessable according to statute or check courts.mi.gov for the most recent listing.

- The assessment date column reports the sentencing date if there was no crime victim fee assessed

The Department of Management and Budget is required to collect the total number of criminal convictions (item #4 of the Crime Victims Rights Assessment Report). Item 4 reports the total number of non-civil infraction cases sentenced within the reporting period (one count per case). This is regardless of the eligibility of the offense for purposes of the Crime Victim Rights Assessment.

If a case does not meet the Crime Victim Fee (MYCV) criteria an asterisk (*) will appear in the PAAM Code Column. Listed below are reasons why a case on this report might have an asterisk:

- Current and Original charge is Attempt, Conspire or Solicit with offense date prior to May 1, 1994

- Ordinance case types prior to May 1, 1996

- Must have a guilty type disposition. (Guilty disposition codes are DS01, 02, 03, 04, 14, 15, 19, 23 or 40.)

- More than one MYCV assessment per case

- An accident and NOT specified by an accident type on the Case Entry screen

- Crime Victims Reportable field **not** updated correctly in the Statute file with an X - Specified misdemeanor, S - Serious misdemeanor or A - Specified misdemeanor with an accident (which makes it an “S”)

NOTE: As of 1/1/06 the Crime Victim assessment fee is required on deferred and delayed dispositions. In addition, it is required to be assessed at sentencing based on the ORIGINAL charge (not the reduced or amended charge).

Court Summary

This report is a summary of the Cash Detail Reports for a date range and produces the following:

- Amount Type Breakdown
- Monies Received per Drawer
- Venue, T&A, and Deposit Totals
- Accounts Breakdown

- Use the date parameters that reflect your transmittal period

- The Net Adjusted Totals column on Accounts Breakdown may be used to manually prepare a local transmittal, if the court is not using the automated local transmittal form.

State and Local Transmittal

The Local Transmittal is designed to allow the courts as much flexibility as possible to create an automated transmittal for monies collected and reported to the local District Control Unit. The State Transmittal is defined by the Department of Treasury and generates from the system on demand.

When adding a new cash code, you are prompted to enter a Transmittal line number for proper placement on the report. *See Cash Codes Update, Chapter 4*. The descriptions printed on the report are taken from the Account ID field on the cash code screen or transmittal setup and can be changed. Some cash codes require a split to multiple accounts. This report is able to reflect those splits on separate line numbers.

LOCAL TRANSMITTAL

Three reports are created when the Local Transmittal is requested:

- The Local Transmittal Form as defined in the transmittal setup, reporting the Fund, Account Number, Account Name and the Amount Collected for the date parameters selected
- A Non-Reported Cash Collected report listing any cash code where monies were collected, that did not have a local line # identified in the Cash Codes Update file.
- A Transmittal Audit which provides detailed totals, sorted by transmittal line number, listing each cash code, description, percentage and amount collected on the Transmittal Form

STATE TRANSMITTAL:

Four reports are created when the State Transmittal is requested:

- The SCAO approved Transmittal Form as defined in the transmittal setup by JIS (printed on either 8x11 or AFP/HPT format)
- A Non-Reported Cash Collected report listing any cash code where monies were collected, that did not have a state line # identified in the Cash Codes Update file
- A Transmittal Audit which provides detailed totals, sorted by transmittal line number, listing each cash code, description, percentage and amount collected on the transmittal form
- An Audit of the cases that were reflected in line 12

Voids and re-rings from a prior month do not have any effect on a prior month transmittal. (For Example: A receipt rang in November and subsequently voided and re-rang in December, would not reflect a change if the November transmittal were reprinted.)

WARNING: **DON'T delete** cash codes that have EVER been used! If a cash code is deleted, the code and monies are unable to be reported.

Samples of State and Local Transmittal and supporting audits are found on pages 23-30.

State Transmittal

Michigan Department of Treasury
295 (Rev. 8-03)
Issued under authority of P.A. 71 of 1919 and the laws stated below.

Collections are due by the 20th of the month.

Fee Transmittal for State of Michigan District or Municipal Court Offices

INSTRUCTIONS: Use this form to transmit all fees to the Michigan Department of Treasury. You may no longer use Form 588 (formerly L-3215). Follow the filing instructions at the bottom of the form. Send the original plus five (5) additional copies of the completed form.

Court Number, Name and Address	County
99TH JUDICIAL DISTRICT 27777 SUNNY LAKE LANE STE 1300 HAPPY VILLAGE, MI 47777	HAPPYVILLE
	Reporting Period (month/year) 1/01/04 - 1/31/04

Collections Due to the State Treasurer	Account Number		Amount
1. **DO NOT USE**		1.	[redacted]
2. **DO NOT USE**		2.	[redacted]
3. **Civil Filing Fee Fund** - MCL 600.171	228.58	3.	3,794.00
4. **State Court Fund** - MCL 600.8371	228.42	4.	390.00
5. **Justice System Fund** - MCL 600.181	228.59	5.	8,699.00
6. **Juror Compensation Reimbursement Fund**			
Civil Jury Demand Fee - MCL 600.8371	228.57	6a.	30.00
Drivers License Clearance Fee - MCL 257.321a	228.57	6b.	750.00
7. **Crime Victims Rights Fund** - MCL 780.905	228.37	7.	874.80
8. **Convicted Drunk Driver Assessment** - MCL 769.1f			
Reimbursement of Allowable Expenses Due State Police	228.47	8a.	
Reimbursement of Allowable Expenses Due Department of Natural Resources	228.48	8b.	
9. **Judgment Fee** - Department of Natural Resources - MCL 324.1609, MCL 324.40119, MCL 324.48740	228.20	9.	
10. **Children's Trust Fund** - Playground Equipment - MCL 408.685	228.38	10.	
11. **Total Collections Due to the State Treasurer.** Add lines 1 through 10. Enter here		11.	14,537.80
12. **Report the total number of traffic civil infraction cases in the reporting period in which they became paid in full - MCL 600.181. If an error is discovered in the total reported as fully collected in a prior month, adjust the current reporting period total +/- and report the net total fully collected in the reporting period.**			170

I certify that the fees reported and remitted were collected and are transmitted in compliance with the specified statutes.

Signature of Preparer	Preparer's Phone Number	Date
	(249) 352-8990	FEB. 20, 2004
Print Name of Preparer	**Title**	
BETSY BAKER	BOOKKEEPER	

Mail original form plus five (5) additional copies and a check, payable to "State of Michigan", in the amount on line 11 to:

Michigan Dept. of Treasury - Receipts Processing
Lansing, MI 48922

Direct questions to:

Treasury, Local Audit & Finance Division - (517) 373-3227
State Court Administrator's Office - (517) 373-5596
Treasury, Receipts Processing Division - (517) 636-5386

An on-line fillable version of this form is available on the Internet at
www.michigan.gov/treasury
(click on "Local Government" then "Forms/Instructions")

State Non-Reported Cash Collected Report

RUN DATE: 01/31/04
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

Page 1

Non-Reported Cash Collected - STATE

Account ID	%	Code	Amount	Remarks
(BOND)	100%	BT01	10,050.00	
(RESTIT)	100%	MYRS	1,831.00	
(TRUST)	100%	MYTR	15.00	
*SOS DLRF	60%	DLRF	750.00	
@ST FINE	100%	MYSF	2,009.00	
ATTNYFEE	100%	MFAT	1,000.00	
BLDG FUND	100%	BLDG	2,079.00	
BOND FORFEIT	100%	BD04	1,500.00	
CITY DLRF	40%	DLRF	500.00	
COMM SERVICE	100%	CMSV	75.00	
COPY FEE	100%	MYCO	55.00	
COSTS ASSESS	100%	MFCS	836.00	
CVL FEE/OTHR	100%	MYCF	45.00	
CVL FILE FEE	100%	CVL4	1,931.00	
GARN FEE	100%	MYGA	2,475.00	
INSURANCEFEE	100%	MYIF	675.00	
JURY FEE	80%	MYDJ	120.00	
LATE FEE	100%	LATE	1,430.40	
MAIL FEE	100%	MYMF	82.00	
MARRIAGE	100%	MYMR	10.00	
ORD F & C	100%	MYOR	17,247.00	
PENLTY-ORDIN	100%	PNLO	1,035.00	
PENLTY-STATE	100%	PNLT	625.00	
PROB FEES	100%	PROF	1,585.00	
PROBATION	100%	PBOF	5,050.00	
SCREEN FEE	100%	PBSF	340.00	
SOS FEE/JURY	25%	DLRJ	250.00	
STATUTE COST	100%	MYFE	3,567.00	
WARR FEE	100%	WARR	1,072.00	
WORK RELEASE	100%	PWRP	2,008.00	
WRIT FEE	100%	MYWE	90.00	
10% C VICTIM	10%	MYCV	97.20	
50% MOTN FEE	50%	MOTN	390.00	
656	100%	PAYP	925.00	

Total Non-Reported Cash Collected	$	61,749.60
Reported Cash Collected	$	14,537.80
Grand Total Collected	$	76,287.40

- Reports all cash codes that had money receipted that are not included in the totals on the State Transmittal Form

Note: If a cash code appears on this list that should be reflected on the transmittal, update the transmittal line number on the cash code.

State Transmittal Audit

RUN DATE: 02/20/04 06:11 PM
FOR: 01/01/04 - 1/31/04

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

Page 1

CODE	ACCOUNT ID	ACCOUNT NAME	VENUE	AUDIT DESCRIPTION	PERCENTAGE	AMOUNT COLLECTED BY CODE	TOTAL AMOUNT COLLECTED
JRET	*CVL > 10K	CIVIL FILING FEE FUND			100		
MYCD	*228.09				100		
CVFL	*228.42				100		
STF1	*228.58				100	126.00	
STF2	*228.58				100	1,092.00	
STF3	*228.58				100	966.00	
STF4	*228.58				100	714.00	
							3,794.00
MOTN	*228.42	STATE COURT FUND - CIVIL			50	410.00	
JRPA	*228.59	JUSTICE SYSTEM FUND			100	125.00	390.00
JSMO	*228.59				100	1,600.00	
JSSS	*228.59				100	931.00	
JSTC	*228.59				100	6,080.00	
MJTF	*228.59				100	145.00	
MYHS	*228.59				100	145.00	
MYSC	*228.59				100	200.00	
MYSR	*228.59				100	275.00	
SCST	*228.59				100	160.00	
							8,699.00
MYDJ	228.57	JUROR COMP - CIVIL JURY			20		
DLRJ	228.57	JUROR COMP - CLEARANCE			75	1,035.00	30.00
MYCV	*228.37	CRIME VICTIMS RIGHTS FUND			90	1,131.30	750.00
							874.80
					GRAND TOTAL COLLECTED		15,135.30
							14,537.80

State Transmittal Audit - Line 12

RUN DATE: 01/31/04
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

Page 1

TRANSMITTAL AUDIT - LINE 12

CASE	CNT	CODE	ACTION	DATE
00N42040	01	MYSR	PAYMENT	12/04/03
01N46925	01	MYSR	PAYMENT	12/09/03
01N47709	01	MYSR	PAYMENT	12/16/03
02N47843	01	MYSR	PAYMENT	12/02/03
02N50819	01	MYSR	PAYMENT	12/05/03
02N52196	01	MYSR	PAYMENT	12/09/03
02N52334	01	MYSR	PAYMENT	12/17/03
03G22887	01	JSTC	VOID	12/02/03
03G30616A	01	MYSR	PAYMENT	12/16/03
03G45293	01	JSTC	PAYMENT	12/01/03
03G45294	01	JSTC	PAYMENT	12/11/03
03G45295	01	JSTC	PAYMENT	12/02/03
03G48497	01	JSTC	PAYMENT	12/30/03
03G51869	01	JSTC	PAYMENT	12/01/03
03G51875	01	JSTC	PAYMENT	12/29/03
03G51923	01	MYSR	PAYMENT	12/02/03
03G52088	01	JSTC	PAYMENT	12/17/03
03G52098	01	JSTC	PAYMENT	12/09/03
03G53603	01	MYSR	PAYMENT	12/01/03
03G54004	01	MYSR	PAYMENT	12/08/03
03G54340	01	JSTC	PAYMENT	12/10/03
03G54464A	01	MYSR	PAYMENT	12/03/03
03G54630	01	MYSR	PAYMENT	12/04/03
03G54630A	01	MYSR	PAYMENT	12/04/03
03G54651A	01	JSTC	PAYMENT	12/03/03
03G54841	01	JSTC	PAYMENT	12/11/03
03G54842	01	JSTC	PAYMENT	12/08/03
03G54845	01	JSTC	PAYMENT	12/10/03
03G54974	01	JSTC	PAYMENT	12/16/03
03G55010	01	JSTC	PAYMENT	12/10/03
03G55015A	01	JSTC	PAYMENT	12/08/03
03G55043	01	JSTC	PAYMENT	12/08/03
03G55049	01	JSTC	PAYMENT	12/29/03
03G55160B	01	JSTC	VOID	12/02/03
03G55191	01	JSTC	PAYMENT	12/09/03
03G55294	01	JSTC	PAYMENT	12/05/03
03G55296	01	JSTC	PAYMENT	12/12/03
03G55403	01	JSTC	PAYMENT	12/12/03
03G55404	01	JSTC	PAYMENT	12/12/03
03G55405	01	JSTC	PAYMENT	12/12/03
03G55408	01	JSTC	PAYMENT	12/16/03
03G55410	01	JSTC	PAYMENT	12/05/03
03G55452A	01	JSTC	PAYMENT	12/03/03
03G55462	01	JSTC	PAYMENT	12/02/03

Shows the civil infractions paid in full during the reporting period.

RUN DATE: 01/31/04
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

Page 5

CASE	CNT	CODE	ACTION	DATE
03W302659	01	JSTC	PAYMENT	12/03/03
96N13880	01	MYSR	PAYMENT	12/22/03
98N25873	01	MYSR	PAYMENT	12/16/03
99N33523	01	MYSR	PAYMENT	12/10/03

PAYMENTS	175
VOIDS	5
NET TOTAL	170

Last page shows total number of cases

Local Transmittal

State of Michigan
99TH District Court

Transmittal Advice
Collection for 01/01/04 - 1/31/04
HAPPYVILLE County

Page 1

27777 SUNNY LAKE LANE STE 1300, HAPPY VILLAGE, MI 47777 (249) 352-8990

FUND	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT COLLECTED
GENERAL FUND		**COURT COSTS**	
		COURT FINE/COSTS	22,800.78
		BOND COSTS	3,130.00
		BOND FORFEITURES	
		ATTORNEY FEES	25.00
		SOS CLEARANCE	
		CRIME VICTIM (10%)	180.00
		CIVIL FEES	
		BUILDING FUND	3,582.75
		PROBATION FEES	5,622.00
		SOS CLEARANCE FEES (40%)	750.00
		TOTAL GENERAL FUND	**36,090.53**
STATE FEES			
	228.58	CIVIL FILING FEE FUND	1,368.25
	228.42	STATE COURT FUND	160.00
	228.59	JUSTICE SYSTEM FUND	5,291.00
		JUROR COMPENSATION REIMBUR	
	228.57	A) CIVIL JURY DEMAND FEE	130.00
	228.57	B) CLEARANCE FEE	750.00
	228.37	CRIME VICTIMS RIGHTS FUND	1,620.00
		CONVICTED DRUNK DRIVER	
	228.47	REIMBURSEMENT-MSP	
	228.48	REIMBURSEMENT-DNR	
	228.20	JUDGMENT FEE-DNR	
	228.38	CHILDREN'S TRUST FUND	
		TOTAL DUE STATE TREASURER	**9,319.25**
		SOS CLEARANCE FEES (60%)	750.00
DUE TO CITIES		**ORDINANCE FINES**	
		LIVONIA	
		SOUTHFIELD	
		LANSING	
		ONAWAY	
		TOTAL DUE CITIES	
LIBRARY	**701-790**	**LIBRARY**	
		PENAL FINES/TRUCK FINES	1,943.00
T/A ACCOUNTS			
	3333	BONDS	1,925.00
	4444	RESTITUTION	3,525.00
		TOTAL T & A ACCOUNT	**5,450.00**
		GRAND TOTAL COLLECTED	**53,552.78**

First page of Sample Local Transmittal

Note: *This is just a sample of one way to set up the Local Transmittal. This may be modified in various ways to suit individual court needs.*

Local Transmittal
(page 2)

State of Michigan
99-2 District Court

Transmittal Advice
Collection for 01/01/04 - 1/31/04
OAKLAND - 99-2 County

Page 2

27777 FRANKLIN ROAD-SUITE 1300, SUNNY SPRINGS, MI 48034 (801) 555-1212

FUND	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT COLLECTED
		GRAND TOTAL COLLECTED	119,895.59

I certify that the fees reported and remitted were collected and are transmitted in compliance with the specific statutes.

MARCH 1, 2004
Date

BESSIE MAY BROOKMAN

BOOKKEEPER
Title

Last page of Local Transmittal

Last page of sample Local Transmittal

Local Non-Reported Cash Collected Report

RUN DATE: 01/31/04
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

Page 1

Non-Reported Cash Collected - LOCAL

Account ID	%	Code	Amount	Remarks
(Bonds)	100%	BT01	200.00	

Total Non-Reported Cash Collected	$	200.00
Reported Cash Collected	$	76,087.40
Grand Total Collected	$	**76,287.40**

- This will sum together the amount reported on the Local Transmittal with the cash codes that were not reported on the Local Transmittal for a *Grand Total Collected* by the court

Note: The *above example shows bonds and restitution are not reported to the funding unit on the Local Transmittal but are included in the grand total.*

Note: If a cash code appears on this list that should be reflected on the transmittal, update the transmittal line number on the cash code.

Local Transmittal Audit

RUN DATE: 01/31/04 09:52 AM
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

Page 1

TRANSMITTAL AUDIT - LOCAL

CODE	ACCOUNT ID	ACCOUNT NAME	VENUE	AUDIT DESCRIPTION	PERCENTAGE	AMOUNT COLLECTED BY CODE	TOTAL AMOUNT COLLECTED
STF1	*228.58	CIVIL FILING FEE FUND			100	224.00	
STF2	*228.58				100	1,316.00	
STF3	*228.58				100	1,302.00	
STF4	*228.58				100	952.00	
							3,794.00
MOTN	*228.42	STATE COURT FUND			50	390.00	390.00
JRPA	*228.59	JUSTICE SYSTEM FUND			100	110.00	
JSMO	*228.59				100	1,280.00	
JSSS	*228.59				100	689.00	
JSTC	*228.59				100	5,680.00	
MJTF	*228.59				100	140.00	
MYHS	*228.59				100	140.00	
MYSC	*228.59				100	225.00	
MYSR	*228.59				100	255.00	
SCST	*228.59				100	180.00	
							8,699.00
MYDJ	228.57	JUROR COMP FUND-JURY DEMND			20	30.00	30.00
DLRJ	228.57	JUROR COMPENSATION FUND			75	750.00	750.00
MYCV	*228.37	90% CRIME VICTIM			90	874.80	874.80
DLRF	*SOS DLRF	60% CLEARANCE FEE			60	750.00	750.00
MYSF	@ST FINE	STATUTE FINES			100	2,009.00	2,009.00
BT01	(BOND)	CASH BONDS			100	10,050.00	10,050.00
MYRS	(RESTIT)	RESTITUTION			100	1,831.00	1,831.00
MYTR	(TRUST)	TRUST/GARN PAYMENTS			100	15.00	15.00
PROF	PROB FEES	PROBATION OVERSIGHT FEES			100	1,585.00	
PBOF	PROBATION				100	5,050.00	
							6,635.00
MYCV	10% C VICTIM	10% CRIME VICTIM			10	97.20	97.20
MFAT	ATTNYFEE	ATTORNEY FEES			100	1,000.00	1,000.00
MFCS	COSTS ASSESS	COSTS ASSESSED			100	836.00	836.00
PAYP	656	PAYMENT PLAN ADMIN FEE			100	925.00	925.00
MYFE	STATUTE COST	STATUTE COSTS			100	3,567.00	3,567.00
MYOR	ORD F & C	ORDINANCE FINES & COSTS			100	17,247.00	17,247.00
PNLT	PENLTY-STATE	PENALTY STATE			100	625.00	625.00
LATE	LATE FEE	20% LATE FEE			100	1,430.40	1,430.40
PNLO	PENLTY-ORDIN	PENALTY ORDINANCE			100	1,035.00	1,035.00
DLRF	CITY DLRF	40% CLEARANCE FEE			40	500.00	500.00
DLRJ	SOS FEE/JURY	25% CLR FEE/JUROR COMP			25	250.00	250.00
BD04	BOND FORFEIT	BOND FORFEITURES			100	1,500.00	1,500.00
WARR	WARR FEE	WARRANT FEES			100	1,072.00	1,072.00
MYCO	COPY FEE	COPY/FORM FEES			100	55.00	55.00
MYMR	MARRIAGE	MARRIAGE FEES			100	10.00	10.00
CMSV	COMM SERVICE	COMMUNITY SERVICE FEE			100	75.00	75.00
MYIF	INSURANCEFEE	INSURANCE FEES			100	675.00	675.00
MOTN	50% MOTN FEE	50% MOTION FEES			50	390.00	390.00
MYCF	CVL FEE/OTHR	CIVIL FEES/OTHER			100	45.00	45.00
MYDJ	JURY FEE	JURY DEMAND FEES			80	120.00	120.00
CVL1	CVL FILE FEE	CIVIL FILING FEES			100	171.00	
CVL2	CVL FILE FEE				100	799.00	
CVL3	CVL FILE FEE				100	713.00	
CVL4	CVL FILE FEE				100	248.00	
							1,931.00

RUN DATE: 01/31/04 09:52 AM
FOR: 12/01/03 - 12/31/03

JIS DISTRICT COURT
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

Page 2

TRANSMITTAL AUDIT - LOCAL

CODE	ACCOUNT ID	ACCOUNT NAME	VENUE	AUDIT DESCRIPTION	PERCENTAGE	AMOUNT COLLECTED BY CODE	TOTAL AMOUNT COLLECTED
MYGA	GARN FEE	GARNISHMENT FEES			100	2,475.00	2,475.00
MYMF	MAIL FEE	MAILING FEES			100	82.00	82.00
MYWE	WRIT FEE	WRIT FEES			100	90.00	90.00
PBSF	SCREEN FEE	SCREENING FEES			100	340.00	340.00
PWRP	WORK RELEASE	WORK RELEASE PROGRAM FEES			100	2,008.00	2,008.00
BLDG	BLDG FUND	BUILDING FUND ASSESSMENT			100	2,079.00	2,079.00

GRAND TOTAL COLLECTED 76,287.40

Collections

The Collections Reports required annually by SCAO can be requested from the Cash Reports Menu. See example below. The *Collections as of* date for the reports to SCAO should be June 30, followed by the current year, i.e. 063006.

```
JIS                    State Court Administrative Office
                         Court Wide Cash Report Screen

                                Date Range        Terminal       Cash Code

_ Cash Detail                 72606  -  ______        __            ____
_ Adjustments                 72606  -  ______        __            ____
_ Assessment Adjustments      72606  -  ______
_ Cash/Case Un-Matched        72606  -  ______

_ Closed - Balance Due        ______  -  ______
_ Monies by Venue             ______  -  ______
_ SOS Clearances              ______  -  ______
_ Crime Victims               ______  -  ______
_ Court Summary               ______  -  ______
_ State _ Local Transmittal   ______  -  ______
_ Code/Payer Audit            ______  -  ______                  ____

X Collections as of:                   063006   Audit Reports _
_ Outstanding Receivables as of:       ______                   ____
     Omit > 7 Yrs Old? _  Omit Closed? _        Aging Detail ___ - ___
_ Payment Distribution as of:          ______  Offense Year ____
     Uncollected Detail _
F24-Previous Menu  Page/Roll  Help
```

Cash Reports Menu

Three reports will generate:

1.) Summary Report of Outstanding Receivables by Cash Code and Case Type
Listed in the output queue as OUTRVC

2.) Outstanding Receivables Aging Report
Listed in the output queue as AGING

3.) Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year
Listed in the output queue as PAYADJ

Note: There will be a separate report, generated within the Payment Adjustment Distribution Report, for each year of assessements. It will always begin with the year 2004 and go through the current year.

You can request audit reports to suppot the data contained in each report.

When requesting audit reports, it is not necessary to request the Collections Reports again. See example below.

```
JIS                    State Court Administrative Office
                         Court Wide Cash Report Screen

                                Date Range        Terminal       Cash Code

_ Cash Detail                 72806  -  ______        __            ____
_ Adjustments                 72806  -  ______
_ Assessment Adjustments      72806  -  ______
_ Cash/Case Un-Matched        72806  -  ______

_ Closed - Balance Due        ______ -  ______
_ Monies by Venue             ______ -  ______
_ SOS Clearances              ______ -  ______
_ Crime Victims               ______ -  ______
_ Court Summary               ______ -  ______
_ State _ Local Transmittal   ______ -  ______
_ Code/Payer Audit            ______ -  ______                ____

_ Collections as of:                    063006   Audit Reports X
_ Outstanding Receivables as of:        ______                 ____
     Omit > 7 Yrs Old? _  Omit Closed? _        Aging Detail ___ - ___
_ Payment Distribution as of:           ______  Offense Year ____
     Uncollected Detail _
F24-Previous Menu  Page/Roll  Help
```

To access the Audit Reports screen, enter AS OF DATE and type an X in the Audit Reports field.

(Note: If you type an X in front of Collections Reports field, you will also be requesting the three collections reports.)

Cash Reports Menu

```
  7/28/06                Audits for Collections Reports
 09:01:55                       As of   6/30/06                    OSMSOUT


     Summary Report of Outstanding Receivables by Cash Code and Case Type
          Cash Code ____     Case Type Group _



     Outstanding Receivables Aging Report
          Days Outstanding ____ - ____     Case Type Group _



     Payment/Adjustment Distribution of Assessments
          Assessed in ____     Paid in ____      Adjusted in ____
          Case Type Group _      Cash Code ____ (Optional)




 Enter-Continue      F4-Prompt      F24-Exit
```

Audits for Collections Reports Screen

Further information about each audit report can be found on the following pages.

To request the **Audit of Summary Report of Outstanding Receivables by Cash Code and Case Type**, fill in the *Cash Code* and *Case Type Group* and press **ENTER. F4-Prompt** is available on the *Case Type Group* field.

```
Summary Report of Outstanding Receivables by Cash Code and Case Type
     Cash Code MYOR    Case Type Group 3
```

1-Parking, 2-Civil Infractions, 3-Misdemeanor Traffic and Drunk Driving, 4-Misdemeanor

Requesting Audit of Summary Report of Outstanding Receivables

The audit will list case number, count, case type and amount assesed for the requested cell of the Summary Report.

Report will be listed in the output queue as OUTRCVAUD.

RUN DATE: 01/30/07

JIS Distrit Court
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

PAGE 1

AUDIT OF SUMMARY REPORT OF OUTSTANDING RECEIVABLES BY CASH CODE AND CASE TYPE AS OF 06/30/06

Cash Code - MYOR ORDNCE F & C Case Type Group - Misd Traffic and Drunk Driving

CASE NO.	CNT	TYPE	AMOUNT
00-00056CT	01	OT	1.00
00-00127CT	01	OT	141.00
00-00396CT	01	OT	91.00
00-00424CT	01	OT	91.00
00-00728CT	01	OT	1.00
00-00872CT	01	OT	150.00
00-00958CT	01	OT	45.00
00-00983CT	01	OT	201.00
00-01070CT	01	OT	141.00
00-01113CT	01	OT	201.00
00-01165CD	01	OD	601.00
00-01167CT	01	OT	112.00
00-01226CT	01	OT	2.00
00-01239CT	01	OT	200.00
00N38538	01	OT	46.00
00N38663	01	OT	46.00
00N39017	01	OT	46.00
00N39123	01	OT	46.00
00N40766	01	OT	46.00
00N40935	01	OT	49.00
00N41713	01	OT	31.00
00N43648	01	OT	46.00
00N43692A	01	OT	46.00
01-00394CT	01	OT	200.00
01-00395CT	01	OT	200.00
01-00684CT	01	OT	155.00
01-00703CT	01	OT	201.00
01-00767CD	01	OD	500.00
01-00843CT	01	OT	150.00
01-01168CT	01	OT	160.00
01-01289CT	01	OT	124.00
01-01424CT	01	OT	84.00
01-01457CD	01	OD	500.00
01-01458CT	01	OT	100.00
01-01603CT	01	OT	44.00
01N39168	01	OT	50.00
01N40094	01	OT	50.00
01N40097	01	OT	50.00
01N40194	01	OT	50.00
01N40369	01	OT	50.00
01N40594	01	OT	49.00
01N42600	01	OT	50.00
01N44102	01	OT	50.00
01N44395	01	OT	49.00
01N44560	01	OT	49.00
01N44604	01	OT	50.00
01N44616	01	OT	40.00
01N44643	01	OT	49.00
01N44923	01	OT	46.00
01N44937	01	OT	50.00

To request the **Audit of Outstanding Receivables Aging Report**, fill in the *Days Outstanding* and *Case Type Group* and press **ENTER**. **F-4 Prompt** is available on both fields.

```
Outstanding Receivables Aging Report
     Days Outstanding 181  - 270     Case Type Group 4
```

1-Parking, 2-Civil Infractions, 3-Misdemeanor Traffic and Drunk Driving, 4-Misdemeanor

Requesting Audit of Outstanding Receivables Aging Report

The audit will list case number, count, case type, date of assessment, cash code and amount assessed for the requested cell of the Summary Report.

Report will be listed in the output queue as AGINGAUD.

RUN DATE: 01/30/07

JIS Distrit Court
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

PAGE 1

AUDIT OF OUTSTANDING RECEIVABLES AGING REPORT AS OF 06/30/06

Days Outstanding - 181 to 270 Days (9 Months) Case Type Group - Misdemeanors

CASE NO.	CNT	TYPE	DATE	CODE	AMOUNT
D05-517843	01	SM	10/11/05	BLDG	31.00
D05-517843	01	SM	10/11/05	JSSS	45.00
D05-517843	01	SM	10/11/05	MYCV	50.00
D05-517843	01	SM	10/11/05	MYFE	300.00
D05-517843	01	SM	10/11/05	MYSF	99.00
D05-517843	01	SM	10/11/05	PBOF	360.00
02-557SMA	01	SM	10/31/05	LATE	173.00
03-0158-OM	01	OM	10/18/05	JSSS	45.00
03-0158-OM	01	OM	10/18/05	MYCV	50.00
03-0158-OM	01	OM	10/18/05	MYOR	159.00
03-0158-OM	01	OM	10/18/05	PBOF	60.00
03-0983-OM	01	OM	11/28/05	BLDG	25.00
03-0983-OM	01	OM	11/28/05	WARR	50.00
03-1016-OM	01	OM	11/09/05	WARR	50.00
03-1016-OM	01	OM	12/29/05	LATE	27.00
04-0106-OM	01	OM	10/20/05	LATE	57.00
04-0123-OM	01	OM	12/15/05	LATE	15.00
04-0280-OM	01	OM	11/14/05	DLRF	25.00
04-0280-OM	01	OM	11/14/05	DLRJ	20.00
04-0280-OM	01	OM	11/23/05	LATE	189.00
04-0418-OM	01	OM	10/03/05	DLRF	25.00
04-0418-OM	01	OM	10/03/05	DLRJ	20.00
04-0418-OM	01	OM	10/13/05	LATE	24.00
04-0440-OM	01	OM	12/27/05	DLRF	25.00
04-0440-OM	01	OM	12/27/05	DLRJ	20.00
04-359-SM	01	SM	11/17/05	LATE	153.00
05-006-SM	01	SM	10/03/05	BLDG	31.00
05-006-SM	01	SM	10/03/05	JSSS	45.00
05-006-SM	01	SM	10/03/05	MYCV	50.00
05-006-SM	01	SM	10/03/05	MYFE	100.00
05-006-SM	01	SM	10/03/05	MYSF	49.00
05-006-SM	01	SM	10/03/05	PBOF	480.00
05-006-SM	01	SM	10/04/05	PAYP	25.00
05-006-SM	01	SM	12/16/05	WARR	75.00
05-0210-OM	01	OM	11/14/05	DLRF	25.00
05-0210-OM	01	OM	11/14/05	DLRJ	20.00
05-0301-OM	01	OM	11/22/05	PBOF	240.00
05-0301-OM	01	OM	11/23/05	PAYP	11.00
05-0371-OM	01	OM	10/28/05	DLRF	25.00
05-0371-OM	01	OM	10/28/05	DLRJ	20.00
05-0405-OM	01	OM	11/03/05	BLDG	25.00
05-0405-OM	01	OM	11/03/05	WARR	50.00
05-0405-OM	01	OM	12/19/05	DLRF	25.00
05-0405-OM	01	OM	12/19/05	DLRJ	20.00
05-0406-OM	01	OM	11/03/05	BLDG	25.00
05-0406-OM	01	OM	11/03/05	WARR	50.00
05-0414-OM	01	OM	10/20/05	MFAT	200.00
05-0449-OM	01	OM	10/04/05	BLDG	6.00
05-0449-OM	01	OM	10/04/05	MYOR	54.00
05-0449-OM	01	OM	10/04/05	PBOF	240.00

The **Audit of Payment/Adjustment Distribution of Assessments** can be requested in two ways.

To produce an audit listing all cash codes that are included in an amount in a specific cell of the report, fill in *Assessed in* year and if desired, **either** *Paid in* or *Adjusted in* year. Also choose *Case Type Group* and press **ENTER**. **F4-Prompt** is available on the *Case Type Group* field.

You must request Assessed in year **If desired, select EITHER Paid in or Adjusted in year**

```
Payment/Adjustment Distribution of Assessments
     Assessed in 2005    Paid in 2005     Adjusted in ____
     Case Type Group 2     Cash Code ____ (Optional)
```

1-Parking, 2-Civil Infractions, 3-Misdemeanor Traffic and Drunk Driving, 4-Misdemeanor

Requesting Audit of Payment/Adjustment Distribution of Assessments by Cash Code

The audit will list cash codes and total amount assessed for each cash code for the requested cell of the Summary Report.

Report will be listed in the output queue as PAYADJAUDC.

RUN DATE: 01/30/07 PAGE 1

JIS Distrit Court
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

AUDIT OF PAYMENT/ADJUSTMENT DISTRIBUTION OF ASSESSMENTS IN 2005
BY CASE TYPE AND PAYMENT/ADJUSTMENT YEAR
AS OF 06/30/06

Paid In - 2005 Case Type Group - Civil Infractions

CASH CODE DESCRIPTION	CASH CODE	AMOUNT
BAD CHECK	BDCK	300.00
COSTS	BLDG	12,817.00
CMV MVC FINE	CMVC	570.00
CMV ST FINE	CMVF	60.00
CLR FEE/DLRF	DLRF	5,900.00
CLR FEE/DLRJ	DLRJ	4,720.00
STATE COSTS	JSMO	120.00
STATE COSTS	JSNC	30.00
STATE COSTS	JSTC	85,000.00
20% LATE FEE	LATE	6,864.00
COSTS ASSESS	MFCS	59.00
APPEAL FEE	MYAC	25.00
STATUTE COST	MYFE	11,579.00
INSURANCE FE	MYIF	6,275.00
ORDNCE F & C	MYOR	102,054.00
STATUTE FINE	MYSF	7,001.00
ORD FINE	ORDF	30.00
PAY PLAN FEE	PAYP	2,525.00
PENLTY-ORDIN	PNLO	10,150.00
PENLTY-STATE	PNLT	2,100.00
WARRANT FEE	WARR	50.00
TOTAL		258,229.00

To produce an audit listing all case numbers that are included in a particular cash code, fill in *Assessed in* year and if desired, **either** *Paid in* or *Adjusted in* year. Also choose *Case Type Group* and *Cash Code* and press **ENTER**. **F4-Prompt** is available on the *Case Type Group* field.

You must request Assessed in year

If desired, select EITHER Paid in or Adjusted in year

```
Payment/Adjustment Distribution of Assessments
     Assessed in 2004    Paid in ____      Adjusted in 2006
     Case Type Group 3      Cash Code MYOR (Optional)
```

Enter 4 letter cash code

1-Parking, 2-Civil Infractions, 3-Misdemeanor Traffic and Drunk Driving, 4-Misdemeanor

Requesting Audit of Payment/Adjustment Distribution of Assessments by Case Number for specifc cash code

The audit will list case number, count, case type and total amount assessed for each case within the specified cash code.

Report will be listed in the output queue as PAYADJAUDN.

```
RUN DATE: 02/07/07                                  JIS DISTRICT COURT
                                                    27777 FRANKLIN RD
                                                    SOUTHFIELD, MI  48034

                         AUDIT OF PAYMENT/ADJUSTMENT DISTRIBUTION OF ASSESSMENTS IN 2004
                                   BY CASE TYPE AND PAYMENT/ADJUSTMENT YEAR
                                              AS OF 06/30/06

   Cash Code - MYOR  ORDNCE F & C   Adjusted In - 2006   Case Type Group - Misd Traffic and Drunk Driving

CASE NO.     CNT  TYPE          AMOUNT

02-0262-OT    01   OT           294.00
04-0067-OT    01   OT           239.00
04-0311-OT    01   OT           179.00
04G57350A     01   OT            49.00
96-01344CD    01   OD           694.00
96-01345CT    01   OT            49.00

     TOTAL                    1,504.00
```

Code/Payer Audit

This report is in alphabetical order by defendant name and lists the case number, receipt number, receipt date and the amount paid for any four character cash code (e.g. MFAT) and date range specified. The example below is a detailed list of MFAT (Court Appointed Attorney Fee) payments received by the court from 12/1/06 - 12/31/06.

RUN DATE: 01/30/07 JIS DISTRICT COURT PAGE 1
FOR: 12/01/06 - 12/31/06 MFAT ATTORNY FEES PAYER AUDIT

NAME	CASE	RECEIPT	DATE	PAID
ALBITUS/PATRICIA/MARIE	06-118716	D461199	12/06/06	65.00
CAPLINGER/ROBERT/EARL	05-105019	D461101	12/05/06	91.00
COLLINS/FAATAMALII/	06-902199	D143779	12/01/06	82.00
COOK/JULIE/LYNN	06-110075	D521979	12/01/06	100.00
CURTIS/ERIKA/	06-577768	D461000	12/04/06	50.00
DABABNEH/LINDA/RADWAN	06-124446	D462345	12/22/06	15.00
DARK/PEGGY/KIM	06-116595	D461303	12/07/06	100.00
DRUMMER/KESHIA/LATEASE	04-80605	D143898	12/04/06	100.00
DRUMMOND/JASON/GALE	06-71057	D144129	12/19/06	50.00
DUBOIS/JOSEPH/MARTIN	05-102757	D462328	12/22/06	100.00
FRESCOLN/CHERYL/JEAN	05-106883	D461814	12/13/06	36.00
GLADWELL/CRAIG/EDWIN	06-114133	D461636	12/11/06	100.00
GORE/YOLANDA/BROWN	06-116337	D144006	12/15/06	100.00
HAMDAN/NADYN/MOHAMAD	02-44723	D461349	12/07/06	100.00
LOCKE/SHANAE/RAINA	06-902369	D461671	12/11/06	50.00
MALONE/JOHNNY/RAY III	06-122257B	D462146	12/20/06	32.00
MOORE/DARRELL/KEITH	05-108242A	D461368	12/08/06	100.00
PEARCE/ROBERT/E	06-99989	D522207	12/12/06	50.00
SCHMITT/JOHN/JAMES II	05-104237	D144614	12/28/06	45.00
SIOMA/QUINN/JAMES	06-902281	D143992	12/05/06	50.00
STEELE/KIMBERLY/ROSE	06-120547B	D462069	12/19/06	65.00
TEEPLES/JEFFREY/DANE	06-902355B	D461227	12/06/06	100.00
VICKERS/LORETTA/DENISE	06-902505	D462526	12/28/06	50.00
ZAHR/DANY/	06-114902	D462477	12/28/06	100.00
			TOTAL	1731.00

Outstanding Receivables

The report shows the amount in receivables by case number for a specific cash code or a summary of the receivables for ALL cash codes if the cash code field is left blank. For purposes of this report, outstanding receivables includes undisposed cases that have assessments associated with them (including payable tickets). The receivables are arranged in “aged days” category, e.g. 1-15, 16-30, 31-60, 61-90, 90-180, 181-360, 361-540, 541-720 and 720+.

Selection Requirement:

- A Date must be indicated in the first field to report the monies outstanding as of a particular date, e.g., 123103.

Selection Options:

- **Cash Code**, if entered, will give you the money assessed and unpaid as of the date indicated, e.g. MFAT (attorney fees).
- ***Omit > 7 Yrs Old,*** if X’d, will exclude any money outstanding that was assessed more than 7 years ago.
- ***Omit Closed***, if X’d, will exclude any cases that were closed that still had any assessments that were not paid, e.g., DLRF etc.
- ***Aging Detail,*** if entered, must be indicated in the exact number of days as follows: 1-15, 16-33, 31-60, 61-90, 91-180, 181-360, 361-540, 541-720, or 720- ___ (leaving the second field blank).

RUN DATE: 02/20/04 JIS DISTRICT COURT PAGE 1
27777 FRANKLIN RD
SOUTHFIELD, MI 48034

541-720 AGE DETAIL OUTSTANDING RECEIVABLES - AS OF: 12/31/03

CASE NO.	PTY	COUNT	NAME	CASE STATUS	AMOUNT
00-00162CT	D01	01	WADE/TREVOR/EMMANUEL	CLOSED	45.00
00-00219CT	D01	01	GLASER/MICHAEL/JOHN	CLOSED	45.00
00-00265CT	D01	01	WILLIAMS/ALBERTA/	CLOSED	368.00
00-00812CD	D01	01	SPECKMAN/KEITH/DENNIS	PROBAT	1,605.00
01-00050CM	D01	01	FLEMMINGS/MARIA/	PROBAT	180.00
01-00417CT	D01	01	FLEMING/MICHAEL/DWAYNE		440.00
01-0043SM	D01	01	TODD/JACK/EDWARD	CLOSED	95.00
01-00471CM	D01	01	SURSELY/ANGELA/DAWN		90.00
01-00522CT	D01	01	STREETER/ERNEST/	CLOSED	45.00
01-00668CT	D01	01	ZIULKOWSKI/ROBERT/DAVID		445.00
01-00705CT	D01	01	WAGNER/MICHAEL/LEE	CLOSED	45.00
01-00814CD	D01	01	VOLK/NATHAN/RICHARD-RYAN		75.00
01-00884CD	D01	01	NOONAN/MICHAEL/ANTHONY	PROBAT	75.00
01-00996CT	D01	01	ALLISON/JEREMY/DEWAYNE		279.20
02W257731A	D01	01	JONES/TAMMY/LYNN		236.00
02W265015	D01	01	SANTIAGO/ENRIQUE/GABRIEL		110.00
02W265015A	D01	01	SANTIAGO/ENRIQUE/GABRIEL		170.00
02W265016	D01	01	SANTIACE/RICARDO/		60.00
02W267031	D01	01	SMITH/DANIELLE/MONIQUE		185.00
02W267031A	D01	01	SMITH/DANIELLE/MONIQUE		170.00
02W267031B	D01	01	SMITH/DANIELLE/MONIQUE		110.00
02W272499	D01	01	REOHR/BETH/ANNE		185.00
02W273828	D01	01	COOPER/PAUL/SCOTT		176.00
02W273830	D01	01	BOMMARITO/MICHAEL/JOSEPH		176.00
03-12228SD	D01	01	MILLS/SCOTT/DOUGLAS		210.00
95-01326CT	D01	01	WOODWARD/TANISHA/MECHELLE		410.00
95G06204	D01	01	WOODWARD/TANISHA/MECHELLE		140.00
97-01257CT	D01	01	PASCHALL/ANTONIO/RICARDO		518.00
99-00872CT	D01	01	DUTY/BRIAN/KEITH	CLOSED	45.00
99-00873CT	D01	01	DUTY/BRIAN/KEITH	CLOSED	45.00

TOTAL COUNT: 234 TOTAL AMOUNT OUTSTANDING: 48,489.40

RECEIVABLES - AGE IN DAYS

AGE	PROBATION AMOUNT	PROBATION CASES	NON-PROBATION AMOUNT	NON-PROBATION CASES	COURT TOTAL AMOUNT	COURT TOTAL CASES
1-15	440.00	3	4,788.22	34	5,228.22	37
16-30	200.00	1	7,381.00	60	7,581.00	61
31-60	1,272.00	9	21,367.00	192	22,639.00	201
61-90	7,823.00	15	22,448.00	157	30,271.00	172
91-180	28,586.00	43	54,584.00	301	83,170.00	344
181-360	18,502.28	52	76,386.00	440	94,888.28	492
361-540	19,435.20	34	42,977.00	237	62,412.20	271
541-720	11,548.00	18	36,941.40	216	48,489.40	234
720 +	55,759.20	83	264,574.80	2051	320,334.00	2134
TOTL COURT TOTALS	143,565.68	258	531,447.42	3688	675,013.10	3946

Shown above is the report of outstanding receivables with aging detail, (541-720 days). It is reported by case number. Included in this report are monies owed on cases not entered in the system.

Note: Cases that have payments processed will have a Financial ROA (FIN) even if the case is not on the system.

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JIS DISTRICT COURT
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PAGE 1

SUMMARY REPORT - OUTSTANDING RECEIVABLES - AS OF: 12/31/03

		PROBATION		NON-PROBATION		COURT TOTAL	
CODE	DESCRIPTION	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT	COUNT
BDCK	BAD CHECK	.00		150.00	3	150.00	3
BLDG	BLDG FUND	4,243.00	142	29,018.00	1964	33,261.00	2106
BT01	CASH BOND	.00		9.00	1	9.00	1
CMSV	COMM SERVICE	130.00	2	75.00	1	205.00	3
CMVF	CMV ST FINE	.00		960.00	16	960.00	16
DLRF	CLR FEE/DLRF	725.00	29	57,300.00	2291	58,025.00	2320
DLRJ	CLR FEE/DLRJ	580.00	29	41,355.00	2067	41,935.00	2096
FLAB	FORENSIC LAB	300.00	2	285.00	2	585.00	4
JRPA	JAIL REIMBUR	.00		1,920.00	384	1,920.00	384
JSMO	STATE COSTS	200.00	5	5,190.00	130	5,390.00	135
JSNC	STATE COSTS	.00		60.00	6	60.00	6
JSSS	STATE COSTS	586.00	14	675.00	15	1,261.00	29
JSTC	STATE COSTS	.00		15,720.00	393	15,720.00	393
LATE	20% LATE FEE	8,883.40	87	46,721.20	1702	55,604.60	1789
MFAT	ATTORNEY FEE	3,994.00	22	6,995.00	38	10,989.00	60
MFCS	COSTS ASSESS	4,624.00	43	19,993.00	274	24,617.00	317
MJTF	MJTF	.00		5,090.00	1018	5,090.00	1018
MYCV	CRIME VICTIM	2,842.00	62	5,241.00	116	8,083.00	178
MYFE	STATUTE COST	10,684.00	49	26,311.50	632	36,995.50	681
MYHS	HWY SFTY FEE	.00		5,075.00	1015	5,075.00	1015
MYIF	INSURANCE FE	.00		6,875.00	275	6,875.00	275
MYOR	ORDNCE F & C	23,230.00	73	109,479.00	1905	132,709.00	1978
MYRS	RESTITUTION	6,154.28	4	406.22	4	6,560.50	8
MYSC	STATE COST	330.00	66	7,636.00	1530	7,966.00	1596
MYSF	STATUTE FINE	8,015.00	45	15,905.50	627	23,920.50	672
MYSR	SEC ROAD FEE	.00		6,860.00	978	6,860.00	978
PAYP	PAY PLAN FEE	1,664.00	67	3,400.00	134	5,064.00	201
PBAL	PREV BALANCE	125.00	1	290.00	6	415.00	7
PBOF	PBTN OVRSIGT	41,342.00	200	6,907.00	45	48,249.00	245
PBSF	PBTN SRG FEE	1,195.00	35	980.00	28	2,175.00	63
PNLO	PENLTY-ORDIN	.00		25,710.00	1245	25,710.00	1245
PNLT	PENLTY-STATE	.00		9,075.00	417	9,075.00	417
PROF	PROBATION FE	4,360.00	16	220.00	2	4,580.00	18
PWRP	WORK PROGRAM	10,015.00	44	12,652.00	59	22,667.00	103
SCST	STATE CST/93	248.00	62	5,828.00	1457	6,076.00	1519
WARR	WARRANT FEE	8,971.00	126	50,355.00	783	59,326.00	909
WCSA	CONV DD FEE	125.00	1	725.00	7	850.00	8
TOTL	COURT TOTALS	143,565.68	1226	531,447.42	21570	675,013.10	22796

Above is a report by each cash code of outstanding monies owed to the court as of 12/31/03. Separate columns differentiate between balances for cases on Probation versus Non-Probation.

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JIS DISTRICT COURT
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SUMMARY REPORT - OUTSTANDING RECEIVABLES - AS OF: 12/31/03

RECEIVABLES - AGE IN DAYS

AGE	PROBATION AMOUNT	PROBATION CASES	NON-PROBATION AMOUNT	NON-PROBATION CASES	COURT TOTAL AMOUNT	COURT TOTAL CASES
1-15	440.00	3	4,788.22	34	5,228.22	37
16-30	200.00	1	7,381.00	60	7,581.00	61
31-60	1,272.00	9	21,367.00	192	22,639.00	201
61-90	7,823.00	15	22,448.00	157	30,271.00	172
91-180	28,586.00	43	54,584.00	301	83,170.00	344
181-360	18,502.28	52	76,386.00	440	94,888.28	492
361-540	19,435.20	34	42,977.00	237	62,412.20	271
541-720	11,548.00	18	36,941.40	216	48,489.40	234
720 +	55,759.20	83	264,574.80	2051	320,334.00	2134
TOTL COURT TOTALS	143,565.68	258	531,447.42	3688	675,013.10	3946

Above is the summary of outstanding receivables as of 12/31/03 reported in aging detail.

Summary Report of Audited Cases (Audited Accounts - SCAO 21)

This report supplements the Outstanding Receivables Report. To get this report request the Outstanding Receivables Report without a cash code or aging detail criteria. (See pages 3-32 through 3-35)

The Summary Report of Audited Cases will include:

- Outstanding amounts by Amount Type (i.e. Restitution, Crime Victim, etc.)
- Outstanding amounts broken down into two categories: less than two years (0 - 730 days) and more than 2 years (731 - 2556 days)

Note: Any Trust/Agency amount type must be subtracted from the total amount due before submitting the report.

It does not include:

- Closed Cases
- Non-disposed Cases with money due, i.e. payable tickets not yet defaulted
- Cases older than 7 years

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SUMMARY REPORT - OF AUDITED CASES - AS OF: 12/31/03

		Less Than 2 Years (0 - 730 Days)	More Than 2 Years (731- 2556 Days)
CODE	DESCRIPTION	AMOUNT	AMOUNT
DLRF	SOS CLEARANC	25,050.00	32,808.00
DLRJ	CLR FEE/DLRJ	20,040.00	26,260.00
JRPA	JAIL REIMB	3,695.00	.00
JSMO	STATE COSTS	725.00	.00
JSSS	STATE COSTS	585.00	.00
JSTC	STATE COSTS	30,160.00	.00
LATE	20% LATE FEE	42,598.60	59,076.40
MFCS	COSTS ASSESS	7,505.00	8,515.00
MFEE	MISC FEES	.00	25.00
MJTF	MJTF	3,758.00	5,330.00
MYBC	BOND COSTS	10.00	.00
MYCV	CRIME VICTIM	1,370.00	650.00
MYFE	STATUTE COST	100.00	.00
MYHS	HWY SFTY FEE	3,760.00	5,325.00
MYOR	ORDNCE F & C	147,869.00	117,253.00
MYRS	RESTITUTION	.00	2,358.00
MYSF	STATUTE FINE	488.00	.00
MYSR	SEC ROAD FEE	8,966.26	5,325.00
PARK	PARKING FEE	31,455.00	45,042.00
PBOF	PBTN OVRSIGT	7,718.00	4,190.00
PBSF	ALC SCREEN	295.00	180.00
PNLO	PENLTY-ORDIN	58,935.00	77,163.00
TOTL	COURT TOTALS	395,082.86	389,500.40
	# OF CASES:	4337	5379

Above is Summary Report of Audited Cases.
All outstanding cash accounts are listed in two columns; less than two years and more than two years.

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SUMMARY REPORT - OF AUDITED CASES - AS OF: 12/31/03
AUDIT SUMMARY

	Less Than 2 Years (0 - 730 Days)		More Than 2 Years (731- 2556 Days)	
	AMOUNT	CASES	AMOUNT	CASES
AUDIT TOTAL:	395,082.86	4337	389,500.40	5379
OMITTED FROM AUDIT:				
CLOSED:	115.00	2	275.00	10
NOT DISPOSD:	42,271.00	366	30,169.00	218
7 YEARS OLD:	.00		37,496.80	201
TOTAL OMITS:	42,386.00	368	67,940.80	429

Above is the last page of the Summary of Audited Cases. This is the Audit Summary. It shows the total amount outstanding less than two years and more than two years and a detail of the amount omitted from the audit.

Payment Distribution Report

This report will track the annual payment history for monies assessed in the court in a specified calendar year. For instance, if $1,000,000 was assessed by your court on traffic/criminal cases in 1999, how much was collected in 1999, 2000, 2001, 2002 and 2003. The report provides collection history on the 5 years following the year you evaluate. Therefore, you can evaluate trends on your collections. (See the following pages for samples of selecting this report, followed by the actual report.)

Selection Options:

- **Through Date** is required. This will give you payment history through the date provided on the screen.

- **Offense Year** is required. This will determine the year you wish to evaluate. It will include all assessments on payable tickets with an offense date within the same year, as well as all cases sentenced with money assessed by the court in the calendar year. This determines the **MONEY ORDERED** column on the report.

- **Uncollected Detail** can be selected to produce a list of case numbers to support the amount of uncollected money that is still due to the court for the specified calendar year as of the "through date" provided.

  Uncollected Detail is provided for selected categories upon request:

  - Closed: Were Probation
  - Closed: Clearance Fee Only
  - Closed: Jail, Community Service, ETC.
  - Warrant: on Probation
  - Warrant: non-Probation
  - Suspended: Clearance Fee Only
  - Suspended: Fines/Costs and Clearance Fee
  - Open: on Probation
  - Open: non-Probation

Additional Criteria

- Separate counts/totals for civil infraction, misdemeanor and parking violations.

- Percentages provided to compare year to year collection. You will be able to track what percentage of monies assessed are being collected during each subsequent calendar year.

```
HAPPY VILLAGE          State Court Administrative Office
                         Court Wide Cash Report Screen

                                Date Range       Terminal      Cash Code

_ Cash Detail                 ______  -  ______      __           ____
_ Adjustments                 ______  -  ______      __           ____
_ Assessment Adjustments      ______  -  ______
_ Cash/Case Un-Matched        ______  -  ______

_ Closed - Balance Due        ______  -  ______
_ Monies by Venue             ______  -  ______
_ SOS Clearances              ______  -  ______
_ Crime Victims               ______  -  ______
_ Court Summary               ______  -  ______
_ State _ Local Transmittal   ______  -  ______
_ Code/Payer Audit            ______  -  ______                ____

_ Outstanding Receivables as of:        ______                 ____
     Omit > 7 Yrs Old? _  Omit Closed? _        Aging Detail ___ - ___

X Payment Distribution as of:           123103  Offense Year 2000
     Uncollected Detail X
F24-Previous Menu  Page/Roll  Help
```

When you request Payment distribution with Uncollected Detail and press **ENTER**, the screen below appears. Select the categories you want detail and press **ENTER**.

```
                        Uncollected Detail Audit Reports
"X"  to select - Then press Enter


 _  Closed: Were Probation

 _  Closed: Clearance Fee Only

 _  Closed: Jail, Community Service, ETC.

 X  Warrant: on Probation

 _  Warrant: non-Probation

 _  Suspended: Clearance Fee Only

 _  Suspended: Fines/Costs and Clearance Fee

 _  Open: on Probation

 _  Open: non-Probation

 Enter-Continue  Help
```

After pressing **ENTER** you are returned to the Cash Reports screen. The **X** in Payment Distribution and Uncollected Detail changes to a **G**. Press **ENTER** again to create the report.

JIS District Court 2/20/04
Payment Distribution of Cases Issued in 2000 19:31:44
by Payment Year Page 1 of 2

	MONEY ORDERED #	MONEY ORDERED Amount	Paid in 2000 #	Paid in 2000 Amount
Civil Infractions:	4,014	304,470	3,369(84%)	230,383(76%)
Misdemeanors:	1,677	491,085	818(49%)	131,081(27%)
TOTAL (Excluding Parking)	5,691	795,556	4,187(74%)	361,464(45%)
Parking:	334	14,295	200(60%)	6,752(47%)
TOTAL (Including Parking)	6,025	809,851	4,387(73%)	368,216(45%)

	Paid in 2001 #	Paid in 2001 Amount	Paid in 2002 #	Paid in 2002 Amount
Civil Infractions:	483(12%)	52,773(17%)	52(1%)	6,541(2%)
Misdemeanors:	498(30%)	176,434(36%)	185(11%)	109,050(22%)
TOTAL (Excluding Parking)	981(17%)	229,207(29%)	237(4%)	115,591(15%)
Parking:	74(22%)	3,883(27%)	3(1%)	180(1%)
TOTAL (Including Parking)	1,055(18%)	233,090(29%)	240(4%)	115,771(14%)

	Paid in 2003 #	Paid in 2003 Amount	Paid in 2004 #	Paid in 2004 Amount
Civil Infractions:	19	2,881(1%)		
Misdemeanors:	57(3%)	41,599(8%)		
TOTAL (Excluding Parking)	76(1%)	44,480(6%)		
Parking:	1	72(1%)		
TOTAL (Including Parking)	77(1%)	44,552(6%)		

	Total Paid as of >> 12/31/03 << #	Total Paid as of >> 12/31/03 << Amount	Total UnPaid as of #	Total UnPaid as of Amount
Civil Infractions:	3,923(98%)	292,578(96%)	91(2%)	11,892(4%)
Misdemeanors:	1,558(93%)	458,165(93%)	119(7%)	32,920(7%)
TOTAL (Excluding Parking)	5,481(96%)	750,744(94%)	210(4%)	44,812(6%)
Parking:	278(83%)	10,887(76%)	56(17%)	3,408(24%)
TOTAL (Including Parking)	5,759(96%)	761,631(94%)	266(4%)	48,220(6%)

NOTE: Paid does NOT include monies that were ordered and where community service was performed or jail term was served in lieu of payment.

JIS District Court 2/20/04
Breakdown of Uncollected for Cases Issued in 2000 19:31:44
by Case Status and Case Type - as of: 12/31/03 Page 2 of 2

		Amount	Percent
CLOSED were Probation			
	Civil Infractions:		
	Misdemeanors:	95	
	Parking:		
CLOSED Clearance Fee ONLY		Amount	Percent
	Civil Infractions:	350	1%
	Misdemeanors:	1,515	3%
	Parking:		
CLOSED Jail, Community Service, Etc.		Amount	Percent
	Civil Infractions:	70	
	Misdemeanors:	105	
	Parking:		
WARRANT on Probation		Amount	Percent
	Civil Infractions:		
	Misdemeanors:	10,610	22%
	Parking:		
WARRANT Non-Probation		Amount	Percent
	Civil Infractions:		
	Misdemeanors:	18,142	38%
	Parking:		
SUSPENDED Clearance Fee ONLY		Amount	Percent
	Civil Infractions:		
	Misdemeanors:	45	
	Parking:		
SUSPENDED Fines/Costs and Clearance Fee		Amount	Percent
	Civil Infractions:	9,740	20%
	Misdemeanors:	906	2%
	Parking:		
OPEN on Probation		Amount	Percent
	Civil Infractions:		
	Misdemeanors:	70	
	Parking:		
OPEN Non-Probation		Amount	Percent
	Civil Infractions:	492	1%
	Misdemeanors:	484	1%
	Parking:	3,408	7%
TOTAL Uncollected:		48,220	

2/20/04 19:31:44 WARRANT on Probation Page 1

Case	Name	Type	Total	Due
00-00375CM	ANDREWS/MATTHEW/MICHAEL	OM	1476.00	475.00
00-00376CM	WILLOUGHBY/FELICIA/INES-MAY	OM	450.00	60.00
00-00561CM	TRENT/RAWLIN/TIMOTHY III	OM	744.00	744.00
00-00562CM	TRENT/RAWLIN/TIMOTHY III	OM	312.00	312.00
00-00812CD	SPECKMAN/KEITH/DENNIS	OD	1605.00	1605.00
00-01009CD	BANKHEAD/CHERYL/ELAINE	OD	1331.20	1171.20
00-01112CD	GONZALEZ-GONZALEZ/JOEL/MOISES	OD	959.20	259.20
00-01165CD	CARTER/CLARENCE/DAVID	OD	1237.20	1237.20
00-01293CM	TINSLEY/NAKIA/REGINA	OM	943.20	733.20
00-0337SD	RAFFERTY/KELLY/MICHELE	SD	804.00	90.00
00-0337SD	RAFFERTY/KELLY/MICHELE	SD	590.00	559.00
00-0337SD	RAFFERTY/KELLY/MICHELE	SD	195.00	195.00
00-0343SD	TERRELL/MARTIN/ANTHONY	SD	1526.00	1476.00
00-0399SM	TAYLOR/ATO/ISMAIL	SM	710.00	485.00
00-0521SM	LYNGVAR/KONRAD/MICHAEL	SM	805.20	805.20
00-0598SD	WHATELEY/TERRY/JOE	SD	921.00	90.00
00-0625SD	EWASUK/MARK/DANIEL	SD	983.20	313.20
Totals:	17		15592.20	10610.20

Detail for cases on Probation and in Warrant Status

Bond/Restitution/Trust/T&A Reports

Common Definitions

Receipt Date Date from cash report -or- if entered through Bond Update screen, the date in the field entitled “receipt date”.

Transaction Date Date of check.

Entry Date If a record is added through the Bond Update screen, it is the current system date, regardless of the receipt date entered. If a record is added through cash, it is the date you are opened for cash transactions.

Closed Date Date closure is ENTERED on the Bond Update screen -or- if the bond is closed via a cash receipt, the date the register is opened for cash transactions.

Report Descriptions

Open Bond (T/A) Report Searches for any bonds with “receipt date” within the date parameters that also were still open through the ENDING date parameter.

Example 1: Report requested for 010106 - 013106 would look for any receipt dates between 01/01/2006 - 01/31/06 and the bond was STILL OPEN on 1/31/2006.

Example 2: Report requested for _____ - 013106 would look for any receipt dates between 01/01/1901 - 01/31/2006 and the bond was STILL OPEN on 1/31/2006.

Closed Bond (T/A) Report

Searches for any bonds with a “close date” within your date parameters. This may or may not be the check or transaction date.

Example: Report requested for 010106-013106 would look for any bonds with a close date between 01/01/2006 and 01/31/2006. Bonds closed on the bond screen will allow the entry of a prior “check transaction date”.

Partial Paid Bond(T/A) Report

Searches the transaction or check date field for any partial paydown on a bond within the date parameters.

Example: Report requested for 021706 - 021806 would look for any transaction or check dates that fall within those dates that still leave a partial balance on a bond. When the final partial paydown occurs on a bond, it will appear on the CLOSED list, not the partial paid list.

Account Activity

Searches for all bond and trust activity within the time frame selected. This includes new postings (receipt date), paydowns (using the transaction date), voids (using the cash void date) and deletes from the Bond Update Screen (using the current system date). The report will separate activity of the current period (receipt date falls within the request date parameters). It uses the receipt date, transactions paydown date or delete date.

Check Register

Searches for all bond, restitution, trust and other T/A account checks with a **system entry date** (this would also be the close date if that transaction closed the record) within the time frame selected. The report will sort in check number order. If one check is written for multiple bond/trust pay downs, each entry will also have a sequence number on the report. Paydowns that are deleted will not appear on a check register.

Pending Open Bond List

Searches for **bonds** that have receipt dates within the dates selected that are still opened **today.**

Example: If you select 010104 - 123104, it would look for all bonds receipted in 2004 that are still open as of today.

Summary Totals Creates the summary total (last page of the open bond/restitution/trust) for the T/A record numbers entered using the date parameters provided. If no T/A numbers entered, it will search for all T/A records used by the court.

TA01	Bonds
TA02	Restitution
TA03	Trust
TA04-99	All the local T/A accounts

Example: If you enter 02 and 03 with date parameters of 010106 - 013106, you will receive open totals for **only** restitution and trust for the month of January, 2006.

Account Activity Report

This option will produce reports for the Bond, Restitution, Trust and Trust/Agency records in the court. Account Activity for the *current* period and the *previous* period will be included. The report includes deleted records and/or paydowns within the specified time frame.

Current activity consists of postings and paydowns when the receipt date and activity date is for the date or within the date range entered.

Previous activity consists of postings and paydowns with an activity date for the date or date range specified, BUT the receipt date of the posting is prior to the date range specified.

Current and Previous reports will only be produced if there is activity to report. Otherwise,only the report that has activity to be reported will be produced.

Displayed on the next page is an example of the Account Activity - Bond Report for both Current and Previous Period, as well as a totals page. This report is the same for Restitution, Trust and Trust/Agency records.

- Transaction or entry date must fall within selected date parameters
- Includes every T & A account with activity within date parameters
- Includes deleted records and/or paydowns within specified date parameters
- Report divided into two groups: CURRENT PERIOD and PREVIOUS PERIOD

RUN DATE: 2/20/04
FOR: 1/01/04 - 1/31/04

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ACCOUNT ACTIVITY - BONDS
CURRENT PERIOD

NAME/DEPOSITOR	CASE NO.	PTY	RECEIPT DATE	RECEIPT NUMBER	USER INIT	POST CODE	POST AMOUNT	PAYDOWN CODE	TRAN DATE	ENTRY DATE	CHECK NUMBER	CHECK AMOUNT
AHMAD ALI KARAALI	04-0043-OD	D01	01/20/04	D219276	KMJ	BT01	510.00			01/20/04		
BEEMAN/TYRONE/BRANDON	04-0061-OT	D01	01/23/04	D219338	KMJ	BT01	300.00			01/23/04		
BOOKER BUCKNER	04-0023-OT	D01	01/12/04	D102902	KMJ	BT01	150.00			01/12/04		
CERVANTES/JOSE/DANIEL	01-01097CD	D01	01/07/04	D219122	DAL	BT01	400.00			01/07/04		
CERVANTES/LINDA/	PAYEE: CERVANTES/LINDA/				KMJ			BD37	01/22/04	01/22/04	18286	400.00
CRUZ/JOSELITO/LUIS	04-0046-OT	D01	01/21/04	D219287	KMJ	BT01	150.00			01/21/04		
ERIC JOSEPH SNIDER	04-0038-OM	D01	01/20/04	D219279	KMJ	BT01	150.00			01/20/04		
FUENTES/JAVIER/OROZCO	97-00027CT	D01	01/29/04	D103075	DSW	BT01	300.00			01/29/04		
HALE/TERRANCE/LAMAR	04-002-ST	D01	01/02/04	D102790	DSW	BT01	150.00			01/02/04		
	PAYEE: HALE/TERRANCE/LAMAR				PJM			BD37	01/23/04	01/23/04	18287	150.00
HALL/NICHOLE/ANTO	04-011-ST	D01	01/13/04	D102919	PJM	BT01	150.00			01/13/04		
HARE/JERRY/LEE	03-0068-OT	D01	01/21/04	D219285	KMJ	BT01	150.00			01/21/04		
JASTRZEMBSKI/JASON/ADAM	02N52682	D01	01/07/04	D219115	SCF	BT01	185.00			01/07/04		
	PAYEE: JASTRZEMBSKI/JASON/ADAM				SCF			BD37	01/07/04	01/07/04	18273	120.00
	PAYEE: JASTRZEMBSKI/JASON/ADAM				PJM			BD03	01/23/04	01/23/04	18288	65.00
												185.00
JOHNSON/OJEDITA/LEMAR	03G53499	D01	01/02/04	D102783	DAL	BT01	185.00			01/02/04		

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ACCOUNT ACTIVITY - BONDS
PREVIOUS PERIOD

NAME/DEPOSITOR	CASE NO.	PTY	RECEIPT DATE	RECEIPT NUMBER	USER INIT	POST CODE	POST AMOUNT	PAYDOWN CODE	TRAN DATE	ENTRY DATE	CHECK NUMBER	CHECK AMOUNT
ADAMCZYK/KIMBERLY/ANN	03G55440	D01	12/17/03	D102682	DAL	BT01	205.00			12/17/03		
	PAYEE: ADAMCZYK/KIMBERLY/ANN				KMJ			BD37	01/06/04	01/06/04	18272	205.00
ASARO/JEFFREY/JOHN	03-1040-OT	D01	12/29/03	D102755	DSW	BT01	150.00			12/29/03		
	PAYEE: ASARO/JEFFREY/JOHN				D1			BD37	01/27/04	01/27/04	18292	150.00
ATKINSON/MARIA/YAVONNE	03-111-ST	D01	10/29/03	D102094	KMJ	BT01	144.00			10/29/03		
	PAYEE: ATKINSON/MARIA/YAVONNE				SCF			BD37	01/14/04	01/14/04	18280	144.00
BALDWIN/TA-TANISHA/RASHIDA	02-0703-OT	D01	11/25/03	D218610	DAL	BT01	250.00			11/25/03		
	PAYEE: BALDWIN/TA-TANISHA/RASHID				SCF			BD37	01/07/04	01/07/04	18273	250.00
CHANNEY/VINCENT/LEMAR	03-411-ST	D01	11/24/03	D102375	KMJ	BT01	150.00			11/24/03		
	PAYEE: CHANNEY/VINCENT/LEMAR				KMJ			BD37	01/20/04	01/20/04	18282	150.00

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ACCOUNT ACTIVITY - BONDS

		CURRENT	PREVIOUS
POSTINGS:			
	ALL POSTINGS:	13388.00	0.00
PAYDOWNS:		CURRENT	PREVIOUS
	BD37 BND APPLIED	3100.00	3889.00
	BD03 BND REFUNDED	230.00	205.00
	BD31 BD TRANS CC	5000.00	0.00
	BD04 BOND FORFEIT	0.00	1540.00
	TOTAL PAYDOWNS:	8330.00	5634.00

Account Activity report

Check Register

This report is for courts maintaining a check file, which includes a listing of all checks entered for the day or date range specified. **Entry date** is the selection criteria so that checks **pre** and **post** dated will be printed. All Bonds, Restitution, Trust and Trust & Agency paydowns entered through the Bond Update screen and/or through the Cash Transaction screen will appear on this report.

The sequence column is for courts using the same check number to accommodate more than one transaction; for example, one check for all bonds applied payments and/or bond forfeitures.

- Report sorted in check number order.
- System or entry date of check must fall within the selected date parameters. This could also be the “closed date” if the paydown closed the record.
- Deleted paydowns will **NOT** be noted on the check register.
- Multiple records paid down with the same check number will have sequence numbers to separate them.

(See sample on the following page)

Check Register

RUN DATE: 2/20/04
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CHECK REGISTER

CHECK NUMBER	SEQ	CHECK DATE	PAYEE	CASE NO.	RECEIPT NUMBER	AMOUNT	PAYDOWN CODE	NAME
18292		01/27/04	YBARRA/MARISOL/CANDIDA-SANCH	99-0156SD	D219005	315.00	BD37	YBARRA/MARISOL/CANDIDA-SANCHEZ
18292	1	01/27/04	ASARO/JEFFREY/JOHN	03-1040-OT	D102755	150.00	BD37	ASARO/JEFFREY/JOHN
18292	2	01/27/04	WALKOWIAK/PETER/ALEXANDER	03-1042-OT	D102754	150.00	BD37	WALKOWIAK/PETER/ALEXANDER
18292	3	01/27/04	SMITH/DENISE/MARDICO	02-027ST	D103013	235.00	BD37	SMITH/DENISE/MARDICO
18292	4	01/27/04	MONTES/LOUIS/ANGEL	03-464-SM	D219036	100.00	BD37	MONTES/LOUIS/ANGEL
18292	5	01/27/04	KOBE/RICHARD/SCOTT II	01-0140SM	D102822	500.00	BD37	KOBE/RICHARD/SCOTT II
18292	6	01/27/04	MITCHELL/JOHNNY/FRANK JR	02-062ST	D219181	515.00	BD37	MITCHELL/JOHNNY/FRANK JR

						1965.00		

CHECK REGISTER TOTAL: 1,965.00

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CHECK REGISTER

PAYDOWNS:		AMOUNT	# CHKS
BD37	BND APPLIED	1,965.00	1
		---	---
	TOTAL PAYDOWNS:	1,965.00	1

Open, Closed or Partial Paid Reports

These reports produce a list of *Open, Closed or Partial Paid*, Bond, Restitution, Trust or Trust & Agency Records. Place an **X** in front of each of the reports you want to print: Open, Closed, Partial Paid. The From/Through date parameters are optional, otherwise, all dates would be included on the report. For a Trust & Agency report, you must also indicate the type of record (04-99).

If an Open, Closed or Partial Paid List is requested and date parameters are used. The list will show all records that were opened, closed or partially paid down during that time period. Any activity beyond the date parameters will not affect the end result total. (See the following pages for samples of the Bond Reports.)

Open Bond Listing

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OPEN BOND LISTING

NAME/DEPOSITOR	CASE NO.	PTY	RECEIPT DATE	RECEIPT NUMBER	USER INIT	POST CODE	POST AMOUNT	PAYDOWN CODE	TRAN DATE	ENTRY DATE	CHECK NUMBER	CHECK AMOUNT
AHMAD ALI KARAALI	04-0043-OD	D01	01/20/04	D219276	KMJ	BT01	510.00			01/20/04		
ARCHEY/KEVIN/ALLEN	03-0960-OT	D01	12/08/03	D102564	PJM	BT01	150.00	CLSD	02/04/04	12/08/03		
AWWAD/RASHEED/ADNAN	03G55227A	D01	09/03/03	D217434	DAL	BT01	80.00	CLSD	02/04/04	09/03/03		
BARKER/JACOB/WILLIAM-JOHN BARKER/CAROL/	03-0478-OM	D01	09/25/03	D217745	DAL	BT01	500.00			09/25/03		
BEEMAN/TYRONE/BRANDON	04-0061-OT	D01	01/23/04	D219338	KMJ	BT01	300.00			01/23/04		
BOND/TYRUN/LAMONT	03G55385	D01	10/29/03	D102084	KMJ	BT01	90.00	CLSD	02/03/04	10/29/03		
BOOKER BUCKNER	04-0023-OT	D01	01/12/04	D102902	KMJ	BT01	150.00			01/12/04		
BRYANT/LOREN/ALLAN	03G55686	D01	12/26/03	D102746	DSW	BT01	135.00	CLSD	02/03/04	12/26/03		
BURGER/PAULINE/	03G54757	D01	08/04/03	D101136	SCF	BT01	90.00	CLSD	02/03/04	08/04/03		
BUTTS/MONTEZ/LAMAR	03-451-SM	D01	12/22/03	D102704	DSW	BT01	500.00	CLSD	02/10/04	12/22/03		
CAMPBELL/KEVIN/MATTHEW	03-362-SD	D01	10/20/03	D218102	DAL	BT01	200.00	CLSD	02/10/04	10/20/03		
COSEY/VINCENT/ALLEN	02-444SD	D01	05/01/03	D215598	PJM	BT01	500.00	CLSD	02/05/04	05/01/03		
CRUZ/JOSELITO/LUIS	04-0046-OT	D01	01/21/04	D219287	KMJ	BT01	150.00	CLSD	02/17/04	01/21/04		
ERIC JOSEPH SNIDER	04-0038-OM	D01	01/20/04	D219279	KMJ	BT01	150.00	CLSD	02/17/04	01/20/04		
ESTES/MICHAEL/TODD	99-00290CD	D01	02/22/99	D168930	DSY	BT01	200.00			02/22/99		
PAYEE: PAYMENT DELETED (200.00)					DIS			BD31	03/24/99	03/24/99	16391	0.00
EVANS/DERRICK/ALLEN	00-0577ST	D01	10/13/03	D217994	SCF	BT01	150.00			10/13/03		
FISCHER/GARY/LEE	04-004-FD	D01	11/18/03	D102339	DSW	BT01	500.00	CLSD	02/02/04	11/18/03		
FUENTES/JAVIER/OROZCO	97-00027CT	D01	01/29/04	D103075	DSW	BT01	300.00	CLSD	02/18/04	01/29/04		
FULGENZI/TIMOTHY/ALLEN	03-083-SM	D01	06/17/03	D216313	PJM	BT01	500.00	CLSD	02/05/04	06/17/03		
GIPSON/LEONARD/	03-0157-OT	D01	11/24/03	D218583	KMJ	BT01	150.00			11/24/03		
GOLDSBY/TRISTAN/DENARD	02-0269-OD	D01	12/15/03	D102658	DSW	BT01	380.00			12/15/03		

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OPEN BOND LISTING

OPEN AMOUNT:		14456.00
PAYDOWNS:		
	BD37 BND APPLIED	1112.00
	TOTAL PAYDOWNS:	1112.00

- Receipt date must fall within selected date parameters AND
- Record is still open on the ending date selected
- If you close a bond record after your “ending date”, but use a check/transaction date prior to the “ending date”, the bond record will appear on the list, but it will be subtracted out of the grand total on the last page.
- If requesting a prior time period and the bond record has since closed, the close date will print on the report for informational purposes. (Appears in columns: PAYDOWN CODE and TRAN DATE.)

Closed Bond Listing

RUN DATE: 02/20/04
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CLOSED BOND LISTING

NAME/DEPOSITOR	CASE NO.	PTY	RECEIPT DATE	RECEIPT NUMBER	USER INIT	POST CODE	POST AMOUNT	PAYDOWN CODE	TRAN DATE	ENTRY DATE	CHECK NUMBER	CHECK AMOUNT
	94G59201	D01	11/22/94	D116989	SCF	BT01	55.00	CLSD	12/06/94	11/22/94		
WARSOW/DENISE/MARIE	PAYEE: 21ST DSITRICT COURT				OMH			BD37	12/06/94	12/06/94	11255	55.00
	95-3491SM	D01	01/23/95	D118565	PAT	BT01	250.00	CLSD	02/21/95	01/23/95		
WENDECKER/GREGORY	PAYEE: WENDECKER/GREGORY				PAT			BD37	02/21/95	02/21/95	11446	140.00
	PAYEE: WENDECKER/GREGORY				PAT			BD03	02/21/95	02/21/95	11447	110.00

												250.00
	95-3542SD	D01	03/03/95	D119680	PAT	BT01	100.00	CLSD	06/22/95	03/03/95		
DILLON/JEFFREY	PAYEE: DILLON/JEFFREY				PJM			BD37	06/22/95	06/22/95	11850	100.00
	2590	D01	06/27/90	0003493	OLD	BT01	100.00	CLSD	06/27/90	06/27/90		
LEWIS/TERRY/	PAYEE: LEWIS/TERRY/				OLD			BD39	06/27/90	06/27/90	7400	100.00
	97-8107-GC	P01	03/06/98	D156486	PJM	BT01	313.20	CLSD	03/18/98	03/06/98		
AAA MICHIGAN V DENISE DAVIES ALLMERICA FINANCIAL	PAYEE: AAA MICHIGAN/V/DENISE DAV				DIS			BD39	03/18/98	03/18/98	15109	313.20
	97-8107-GC	P01	03/17/98	D156942	PJM	BT01	84.21	CLSD	03/18/98	03/17/98		
AAA MICHIGAN V DENISE DAVIES	PAYEE: AAA MICHIGAN/V/DENISE DAV				DIS			BD39	03/18/98	03/18/98	15109	84.21
	02Z1409A	D01	11/12/02	D198872	KMJ	BT01	160.00	CLSD	11/20/02	11/12/02		
AAAA BEAUTIFUL YARD INC//	PAYEE: AAAA BEAUTIFUL YARD INC//				SCF			BD37	11/20/02	11/20/02	17897	160.00
	02N50301	D01	04/29/02	D210302	DAL	BT01	100.00	CLSD	05/28/02	04/29/02		
ABBAS/ASIF/MOHAMED	PAYEE: ABBAS/ASIF/MOHAMED				DAL			BD37	05/28/02	05/28/02	17749	100.00
	95G07452	D01	12/12/95	D127671	BJS	BT01	65.00	CLSD	01/09/96	12/12/95		
ABBASS/OSSAMA/WASSIM	PAYEE: ABBASS/OSSAMA/WASSIM				SCF			BD37	01/09/96	01/09/96	12441	65.00
	01N49387	D01	10/24/01	D207334	DAL	BT01	70.00	CLSD	12/05/01	10/24/01		
ABD/KARAR/	PAYEE: ABD/KARAR/				DAL			BD37	12/05/01	12/05/01	17582	70.00
	02-568ST	D01	12/30/02	D199277	DSW	BT01	150.00	CLSD	04/07/03	12/30/02		
ABD/KARAR/	PAYEE: ABD/KARAR/				KMJ			BD37	04/07/03	04/07/03	18012	150.00
	02-568ST	D01	03/13/03	D214905	PJM	BT01	250.00	CLSD	04/08/03	03/13/03		
ABD/KARAR/	PAYEE: ABD/KARAR/				PJM			BD37	04/07/03	04/08/03	18012	250.00
	96-00288CT	D01	02/26/97	D143260	BJS	BT01	150.00	CLSD	09/28/98	02/26/97		
ABDALLAH/MOHAMAD/JAMIL	PAYEE: ABDALLAH/MOHAMAD/				DIS			BD03	09/28/98	09/28/98	15789	150.00
	96-00288CT	D01	09/23/98	D163662	PJM	BT01	300.00	CLSD	09/28/98	09/23/98		
ABDALLAH/MOHAMAD/JAMIL	PAYEE: ABDALLAH/MOHAMAD/				DIS			BD03	09/28/98	09/28/98	15789	300.00

- Close date must fall within the selected date parameters. (See CLSD in PAYDOWN CODE column followed by the closed date for that record.)
- Close date is the system or current date entered on bond screen, NOT necessarily the check/transaction date.
- If closing a bond through the Cash Module, the close date is the date the cash register is opened for cash transactions. **For this reason, update bond paydowns on the Bond Update screen (BND) if previously closed at cash and voided on a subsequent date.**
- If you have partial paydowns on a bond record, the final paydown will place that bond on the closed report.

Partial Paid Listing

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PARTIAL PAID BOND LISTING

NAME/DEPOSITOR	CASE NO.	PTY	RECEIPT DATE	RECEIPT NUMBER	USER INIT	POST CODE	POST AMOUNT	PAYDOWN CODE	TRAN DATE	ENTRY DATE	CHECK NUMBER	CHECK AMOUNT
MCMILLAN/TERRANCE/LAMONT	02-0795-OT	D01	06/09/03	D100657	KMJ	BT01	1120.00			06/09/03		
	PAYEE: MCMILLAN/TERRANCE/LAMONT				PJM			BD37	08/12/03	08/12/03	18127	1112.00

- The record is still open through the ending date selected AND
- A partial paydown occurred on the bond within the selected date parameters.
- If paydown occurs on the Bond Update screen, it will use check/ transaction date for inclusion to the list.
- If paydown occurs through the Cash Module, it will use the date cash is opened for cash transactions.

Pending Open Bonds List

This report reflects all bonds opened during the specified date/range which are STILL open as of the date the report is requested. If no date parameters are entered, the report will be exactly like the Open Bond List.

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PENDING OPEN BOND LIST

NAME/DEPOSITOR	CASE NO.	FTT	RECEIPT DATE	RECEIPT NUMBER	USER INIT	POST CODE	POST AMOUNT	PAYDOWN CODE	TRAN DATE	ENTRY DATE	CHECK NUMBER	CHECK AMOUNT
AHMAD ALI KARAALI	04-0043-OD	D01	01/20/04	D219276	KMJ	BT01	510.00			01/20/04		
BARKER/JACOB/WILLIAM-JOHN BARKER/CAROL/	03-0478-OM	D01	09/25/03	D217745	DAL	BT01	500.00			09/25/03		
BEEMAN/TYRONE/BRANDON	04-0061-OT	D01	01/23/04	D219338	KMJ	BT01	300.00			01/23/04		
BOOKER BUCKNER	04-0023-OT	D01	01/12/04	D102902	KMJ	BT01	150.00			01/12/04		
ESTES/MICHAEL/TODD	99-00290CD	D01	02/22/99	D168930	DSY	BT01	200.00			02/22/99		
	PAYEE: PAYMENT DELETED (200.00)				DIS			BD31	03/24/99	03/24/99	16391	0.00
EVANS/DERRICK/ALLEN	00-0577ST	D01	10/13/03	D217994	SCF	BT01	150.00			10/13/03		
GIPSON/LEONARD/	03-0157-OT	D01	11/24/03	D218583	KMJ	BT01	150.00			11/24/03		
GOLDSBY/TRISTAN/DENARD	02-0269-OD	D01	12/15/03	D102658	DSW	BT01	380.00			12/15/03		
HALL/NICHOLE/ANTO	04-011-ST	D01	01/13/04	D102919	PJM	BT01	150.00			01/13/04		
KOWALSKY/BRETT/ANDREW	02-0903-OD	D01	12/16/03	D218913	DAL	BT01	455.00			12/16/03		
LANCE DAVID JOHNSON	04-0036-OM	D01	01/20/04	D219277	KMJ	BT01	150.00			01/20/04		
MCFARLIN/JIMMIE/FORREST JR	03-0446-OT	D01	01/21/04	D219286	KMJ	BT01	100.00			01/21/04		
MCKISSICK/ALONZO/CALVIN	00-00128CT	D01	09/22/03	D101644	DAL	BT01	250.00			09/22/03		
MCMILLAN/TERRANCE/LAMONT	02-0795-OT	D01	06/09/03	D100657	KMJ	BT01	1120.00			06/09/03		
	PAYEE: MCMILLAN/TERRANCE/LAMONT				PJM			BD37	08/12/03	08/12/03	18127	1112.00
MICHAEL ANTHONY MASSEY	04-0034-OM	D01	01/20/04	D219280	KMJ	BT01	150.00			01/20/04		
MICHAEL TIMOTHY MILLER JR	04-0040-OM	D01	01/20/04	D219278	KMJ	BT01	100.00			01/20/04		
MONTES/DAVID/BRIAN	03-457-SM	D01	12/22/03	D102706	DSW	BT01	100.00			12/22/03		
MOORE/RENEE/	03-010-SM	D01	08/11/03	D217109	PJM	BT01	200.00			08/11/03		
NEWELL/CHARLES/ROBERT	03-0639-OT	D01	12/15/03	D102657	DSW	BT01	250.00			12/15/03		
NICHOLS/MICHAEL/PAUL	03-094-SD	D01	12/26/03	D102740	SCF	BT01	500.00			12/26/03		
PATTERSON/DONALD/LAWRENCE	03-0988-OD	D01	12/12/03	D102625	SCF	BT01	500.00			12/12/03		

- Bond receipt date must fall within selected date parameters AND
- Bond is still open through TODAY/CURRENT DAY

Run this report to locate open bonds that may need to be escheated.

Summary Totals

This is a report of sub-total and grand total balances for the specified date(s). Detail to support the totals is not provided. The report can combine up to 10 record types. If you enter date parameters without indicating a T/A number, ALL Trust and Agency types that have balances reflected within the date(s) will be reported.

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BOND, REST, TRUST, AND T/A SUMMARY TOTALS

TYPE	DESCRIPTION	OPEN TOTALS	PART PYMTS	CLOSED TOTALS
01	BONDS	5,058.00		8,330.00
02	RESTITUTION	1,227.22		
	GRAND TOTAL:	6,285.22		8,330.00

- Includes open, partial paid and closed totals for the T/A account records selected.
- T/A accounts: 01 - Bond, 02 - Restitution, 03 - Trust and 04-99 - Other Court Specific accounts
- Up to 10 accounts can be selected at a time. If left blank, it will report ALL account types used by the court.

I can't balance my bond account!

What can I do?

- Print the Account Activity Report to verify all activity is accounted for each day of the month. The Account Activity Report will show postings, paydowns, deletes, etc. Verify that the postings equal the amount deposited each day and the checks written have been accounted for each day.

- Print the check register to verify all checks are accounted for during the period selected. **NOTE:** This information would also be on the Account Activity Report.

- Review the Delete Report to see if any bonds/restitution/trust records were deleted. **NOTE:** This information would also be on the Account Activity Report.

- Re-request the last report in which you BALANCED (e.g. through the end of some prior month). See if that report has the same figures as it did when you ran it the first time. If not, you must go back month by month until you can balance.

- Once balanced to a prior day/month, continue forward requesting **shorter** periods of time to narrow down the balancing problem. Keep in mind, the bond reports are set up to balance to the current day and the following three events can impact your results when running reports for previous periods of time.

  - Void of a receipt for a bond, restitution or trust posting from a prior day and a re-ring of that same account will change the receipt date (and reporting date). The money is in the court's deposit for the original date. If you run an open bond report through the original date, you expect it to appear, but it will **not** because of the new "re-ring" receipt date.

  - Void of a receipt with a bond paydown from a prior day and a re-ring that closes the bond will change the check date (closure) to the current date. This again, will throw off your reports. Bond paydowns where the check date is prior to the current date **SHOULD** be done on the bond screen where you are able to enter the check date.

  - If there is a void of a paydown (i.e., bond forfeiture), you will lose track of the status of the paydown for the period of time between the time the check was originally written and the date the void occurs. In that interim of time, the bond was CLOSED, but after the void if bond reports are requested for that interim time, it appears as if it was ALWAYS open.

All Function Keys Used in Cash Module

F1 **Cash Menu** **Clear**	Return to the Cash Transaction Menu, without updating/processing the screen. Only clear this screen, remain on the same screen.
F2 **Page Back**	Page back to the previous screen.
F4 **Mod Assm** **Prompt**	Modify Assessments that are on the screen With the cursor in the promptable field, display more information
F5 **Cashcode Balances** **Venues** **Refresh**	Display the balances by cash code (Financial ROA). Hop to Venue file to view or update. Update the information on the screen.
F6 **Multi Rcpt** **Add** **Transmittal File**	Process this receipt as 1 of 2 or more, allowing the payment method to apply to the entire transaction. Add a record, usually in a prompt window. Hop to the Transmittal File to view or update.
F7 **Finc ROA**	Display the Financial ROA.
F9 **Receipt** **Print Roa**	Print the receipt. Print the Financial ROA.
F12 **Paym**	Process the screen for payment and move to the method-of-payment portion of the receipt screen.
F13 **OutQ**	Allows you to change the printer for printing the Financial ROA.
F24 **Previous Menu/Exit**	Hop to the previous menu/screen without any updating.
Enter **Continue**	Continue processing the screen.
Roll-Page	Page up/down keys will move you to another screen.
Help **(Alt/F1)**	Pressing the HELP key will give you more information about the screen and or options.

Code Files Update & Print

4

In this chapter you will review all the options available to you to update cash codes, hotkeys, receipt printer and header information, transmittal, trust and agency records and venues.

To access the Code File Update Menu, select Option **3** from the Cash Subsystem menu as displayed below:

```
HAPPY VILLAGE        State Court Administrative Office        PRT08
                                                              Cash Printer
                              Cash Subsystem

     Select one of the following:

                        1. Cash Online
                        2. Reports
                        3. Code Files Update
                        4. Code Files Print
                        5. Report Generator
                        6. Web Cash Maintenance

     Option: 3

F24-Previous Menu
```

Note: You do not need to be signed on as “CASH” to access this file.

Code Files Update - Cash Codes

```
HAPPY VILLAGE          State Court Administrative Office

                           Code File Inquiry and Update

                    Mark with an X to inquire or update:

                    _ Cash Codes

                    _ Hotkeys

                    _ Receipt Header-Printer-Check Endorsement-Miscellaneous

                    _ Transmittal Setup

                    _ Trust & Agency

                    _ Venues



F24-Previous Menu
```

The Code File Inquiry and Update screen is used when adding, changing or deleting a Cash Code (Amount Type), Venue/Municipality, Trust & Agency, Hotkey, Transmittal setup, Receipt Header information, Check Endorsement or Receipt Printer designation.

The Hotkeys are keys which store information and are programmed for each court. For example, Hotkey “T” could be assigned to insert a judge’s bar number, a cash code or both. Hotkeys eliminate extra keystrokes and possible errors.

The Cash Codes File maintains the various four-letter codes which correspond to the different financial accounts collected by the court. For example, MYOR is Ordinance Fine and Costs, JSTC is State Costs-Justice System Fund, etc. A complete listing of your court’s cash codes is provided at the time of implementation, but can be printed at any time by selecting Code Files Print from the Cash Subsystem menu.

By placing an **X** for Cash Codes and pressing **ENTER**, the following screen will allow you to proceed in the updating, inquiring or adding of a cash code.

Cash Codes Update Screen

```
HAPPY VILLAGE                Cash Codes Update

Division   _   (T=T/C, C=Civil, M=Miscellaneous)

Cash Code  ____          Description on Receipt ____________

Group Code _             Hot Key _

Screen Priority ___      Default Amount _______     T/A Type __


                                                 Transmittal Line#
          Account ID    Percentage    Venue    State Form  Local Form

          ____________     ___ %        _         ___         ___
          ____________     ___ %        _         ___         ___
          ____________     ___ %        _         ___         ___
          ____________     ___ %        _         ___         ___

 Enter Division and Cash Code; Press ENTER to inquire
F1-Clear   F4-Prompt   F5-Venues   F6-Transmittal File
F24-Previous Menu   Page/Roll   Help
```

Completed examples of cash codes begin on page 4-7

Field Descriptions

Division

Valid entries are:

T Traffic/Criminal
C Civil
M Miscellaneous

Cash Code

A four-letter cash code that you wish to inquire about, add, change or delete.

Description on Receipt

A 12-character short description of the cash code. This is the description printed on the receipt.

Group Code

Must be valid for the division or blank. *(Blank is only valid in the T/C division.)* **F4 Prompt** is available on this field.

Valid entries for T/C are:
F Fine
C Costs
N Conservation Fee/Restitution
O Omit for Consideration for Fines & Costs
R Restitution
S State Costs

Valid entries for Civil are:
A Attorney
F Filing
J Jury Demand
M Miscellaneous
S Service
V All Other Codes

The purpose of the “Group Code” is to have the ability on a form or report to distinguish certain amounts of monies. For example, on the Alcohol Report, restitution is not to be included in the total fine assessed; by indicating a group code “R” on the cash code MYRS (restitution), the program automatically eliminates assessed amounts from the fine/costs on that report. Other forms that use the “Group Code” are Order of Probation, ROA, Judgment of Sentence and Civil Infraction Judgment.

Hotkey The letter number or character of the key you want to program or inquire. Each hotkey may be assigned to one cash code **and/or** bar number. **F4-Prompt** is available on the field. You can view, add, delete and update all hotkeys currently used by the system. *See page 4-12 for more information.*

Screen Priority This number determines in what order the amount types will appear on the Cash and Disposition screens once assessed. The lower the number, the higher the priority. The highest priority is usually the first account collected by the court when partial payments are received. For example, restitution (priority 200) would appear on the aforementioned screens before a copy fee priority (900). **F4-Prompt** is available on this field. *(Increase/changes to the default amount updates assessments in the Statute File.) See MCL 775.22 for more information on priorities.*

Default Amount The amount that is associated with a specific cash code, if the code will **always** be assessed at the same amount. This saves keystrokes on the cash receipt process, disposition entry and on the Statute File when the specified cash code is used.

T/A Type Used to keep track of a specific cash code in the same manner as you track bond or restitution payments. For more information about adding Trust & Agency codes see pages 4-23 through 4-26 of this User Guide. **F4-Prompt** is available from this field.

Account ID A 12-character field (alphabetic/numeric). The name of the account(s) the money is to be disbursed. Multiple breakdowns are allowed as long as they add up to 100% (page down for more blank lines if more than four are needed). This appears on the Accounts Breakdown, Court Summary, Non-Reported Cash Collected and the Transmittal Audit.

Percentage The percentage amount to be disbursed to the specific Account ID; for example, cash code MYCV may have Account ID *228.37 - 90% and Account ID Crime Victim - 10%.

Venue Place an “X” in this field if the cash code/Account ID portion is to be broken down by venue. If used, the State & Local Transmittal Line #’s must be blank. For example, MYOR in a multiple venue court would report the 33% portion by EACH venue (municipality).

Transmittal Line # This number assigns the position of the cash code percentage collected on the State/Local Transmittal forms. For example, the cash code DLRJ (clearance fee) could be reported as follows:

Account ID	Percentage	Venue	Transmittal Line# State Form	Transmittal Line# Local Form
*228.57	75 %	_	06B	170
SOS FEE	25 %	_		080
	%	_		
	%	_		

For more information on setting up transmittal, see page 4-18.

Samples of Completed Cash Codes

```
SUNNY SPRINGS                    Cash Codes Update

Division    T    (T=T/C, C=Civil, M=Miscellaneous)

Cash Code   JSTC         Description on Receipt STATE COSTS

Group Code  S            Hot Key _

Screen Priority 203      Default Amount  40.00     T/A Type __

                                                 Transmittal Line#
          Account ID     Percentage     Venue    State Form  Local Form

          *228.59        100 %          _         05          130
          ____________   ___ %          _         ___         ___
          ____________   ___ %          _         ___         ___
          ____________   ___ %          _         ___         ___

F1-Clear    F4-Prompt    F5-Venues    F6-Transmittal File    F23-Delete
F24-Previous Menu    Page/Roll    Help
```

#1 (One of the State Fee Cash Codes)

```
SUNNY SPRINGS                    Cash Codes Update

Division    T    (T=T/C, C=Civil, M=Miscellaneous)

Cash Code   MYOR         Description on Receipt ORD F&C

Group Code  F            Hot Key O

Screen Priority 280      Default Amount _______    T/A Type __

                                                 Transmittal Line#
          Account ID     Percentage     Venue    State Form  Local Form

          ORD F&C        33 %           X         ___         ___
          ORD F&C-CT     67 %           _         ___         050
          ____________   ___ %          _         ___         ___
          ____________   ___ %          _         ___         ___

F1-Clear    F4-Prompt    F5-Venues    F6-Transmittal File    F23-Delete
F24-Previous Menu    Page/Roll    Help
```

#2 (Ordinance Fines & Costs in a Multiple Venue Court)

```
SUNNY SPRINGS                    Cash Codes Update

Division    T    (T=T/C, C=Civil, M=Miscellaneous)

Cash Code   MYOR         Description on Receipt ORD F&C

Group Code  F            Hot Key O

Screen Priority 280      Default Amount _______     T/A Type __

                                                  Transmittal Line#
          Account ID     Percentage    Venue    State Form  Local Form

          ORD F&C        100 %         _          ___         050
          ____________   ___ %        _          ___         ___
          ____________   ___ %        _          ___         ___
          ____________   ___ %        _          ___         ___

F1-Clear   F4-Prompt   F5-Venues   F6-Transmittal File   F23-Delete
F24-Previous Menu   Page/Roll   Help
```

#3 (Ordinance Fines & Costs in a Single Venue Court)

```
SUNNY SPRINGS                    Cash Codes Update

Division    C    (T=T/C, C=Civil, M=Miscellaneous)

Cash Code   MOTN         Description on Receipt MOTION FEE

Group Code  V            Hot Key Z

Screen Priority 588      Default Amount  20.00      T/A Type __

                                                  Transmittal Line#
          Account ID     Percentage    Venue    State Form  Local Form

          *228.42-MOTN    50 %         _          04          125
          MOTN FEE        50 %         _          ___         020
          ____________   ___ %        _          ___         ___
          ____________   ___ %        _          ___         ___

F1-Clear   F4-Prompt   F5-Venues   F6-Transmittal File   F23-Delete
F24-Previous Menu   Page/Roll   Help
```

#4 (Civil Motion Fee)

```
SUNNY SPRINGS                    Cash Codes Update

Division    M    (T=T/C, C=Civil, M=Miscellaneous)

Cash Code   SAID         Description on Receipt STATE AID   

Group Code V             Hot Key _

Screen Priority 901      Default Amount _______     T/A Type __


                                                  Transmittal Line#
          Account ID     Percentage     Venue    State Form  Local Form

          STATE AID ___      100 %        _          ___         005
          ____________       ___ %        _          ___         ___
          ____________       ___ %        _          ___         ___
          ____________       ___ %        _          ___         ___


F1-Clear   F4-Prompt   F5-Venues   F6-Transmittal File   F23-Delete
F24-Previous Menu   Page/Roll   Help
```

#5 (Drug/Drunk - State Aid Reimbursement)

```
SUNNY SPRINGS                    Cash Codes Update

Division    T    (T=T/C, C=Civil, M=Miscellaneous)

Cash Code   BT01         Description on Receipt CASH BOND   

Group Code O             Hot Key B

Screen Priority 930      Default Amount _______     T/A Type _1


                                                  Transmittal Line#
          Account ID     Percentage     Venue    State Form  Local Form

          (BONDS)_____       100 %        _          ___         304
          ____________       ___ %        _          ___         ___
          ____________       ___ %        _          ___         ___
          ____________       ___ %        _          ___         ___


F1-Clear   F4-Prompt   F5-Venues   F6-Transmittal File   F23-Delete
F24-Previous Menu   Page/Roll   Help
```

#6 (Bond or Trust & Agency)

Adding a NEW Cash Code in 12 Easy Steps!

Once your at a blank Cash Code Update screen:

1. Select one of the following options for Division:
   T = Traffic or Criminal Division
   C = Civil Division
   M = Miscellaneous Division (non-case # related payments)

2. Type in the 4-character Cash Code (e.g. WARR)

3. Enter up to a 12-character description of the code in the Description on Receipt field (e.g. Warrant Fee).

4. Enter a cash **Group Code**, if applicable. If one of the following choices does not apply, leave this field blank. If the group code is blank, the amount of the assessment will go into the "other" or "Misc" category on several immediate forms and notices. The choices for Group Code are:

   F = Traffic/Criminal Fine **or** Civil Filing Fee
   C = Costs
   S = State Costs (e.g. JSTC-Justice System Fund) **or** Civil Service Fee, e.g. MAIL - Mailing Fee
   N = Conservation Fees or Conservation Restitution
   R = Restitution *(not included in total fine on abstract)*
   O = Omit for consideration of fine/costs (If "O" is used, the codes with that group code will be excluded from the total fine/costs assessed, i.e. bonds & forfeiture)
   V = Other civil cash codes that are not a filing fee, e.g. MOTN - Motion Fee
   J = Civil code for Jury Demand Fee
   M = Civil code for miscellaneous, e.g. FORM - Forms Fee

Selecting the correct Group Code will affect the amounts that print in pre-determined boxes on the following forms:

- 8.5 x 11 ROA (Traffic/Criminal)
- Judgment of Sentence
- Civil Infraction Judgment
- Order of Probation
- Batch Default Judgment Notice
- 8.5 x 11 ROA (Civil) will combine the TOTAL of all codes marked with an "F" after "Filing Fee Paid"

6. Type in a **Hotkey**, if desired. **F4 Prompt** is available to see what characters are already in use.

7. Screen Priority is the number that determines the placement of the amount types (cash codes) on the Disposition Screen or Cash Transaction Screen. The lower the number, the higher the priority. The highest priority is usually the first account collected by the court when partial payments are received. For example, Restitution (priority 200) would appear on the aforementioned screens before Screening Fee (priority 565). **F4 Prompt** is available on this field. (See MCL 775.22 for information on priorities.)

8. If the code you are adding will **always** be assessed at the same amount, you may enter a **Default Amount**. When assessing this fee on the Disposition Screen or the Cash Transaction Screen, you only have to enter the 4-character cash code or hotkey. The amount will automatically be filled in on the screen after pressing **ENTER** or **F5 Verify Balance.** *(Increase/changes to the default amount updates assessments in the Statute File.)*

9. **Trust and Agency Type** would only be used if you are planning on tracking this cash code in the same manner as you track bond or restitution payments. For more information about adding Trust & Agency codes see pages 4-23 through 4-26 of this User Guide.

10. Enter **Account ID Breakdowns** or "Splits". For example, the DLRF fee is "splits" two ways. The ID or Account Number field is filled in with the State Account Number *228.30 for 60% and the court account number/name is filled in for 40%. If the court had receipted $100 in clearance fees on a given day, the Account Breakdown Report would put $60 into the state account *228.30 and $40 to whatever court account number/name had been designated. The percentages added together must add up to 100%.

    If totals are needed for various cash codes for each venue (municipality) within its jurisdiction, enter **X** in the Venue field. For example, if you needed to know how much Ordinance Fine and Costs (MYOR) money was collected by each of the court's five venues you would enter "X" in the venue field. On the Account Breakdown Report you would have a separate total for MYOR for each venue.

Cosmetic Tip: You may precede your account number with a non-numeric character to aid in sorting on the reports. For example, the State Account Numbers can be preceded by an "*" and they would all sort to the top of the Accounts Breakdown Report.

11. The Transmittal Line may be entered. If your court uses the JIS Local Transmittal Report, you must determine on what line # you want this code to appear. The State Transmittal line numbers are normally updated by JIS at the time the State Treasury makes changes. *(For more information on setting up local transmittal, see page 4-17.)*

12. Add code in T/C Code Files Update.

Hotkey

The Hotkey File is where a letter, number or character is assigned to various four-letter cash codes collected by the court (i.e. MYOR- Ordinance Fine and Costs) and the Bar #'s of judges, magistrates, probation officers (i.e. C for bar number 12345 - Judge Crockett). Hotkeys save keystrokes. They are used in place of the cash code or bar number. A complete listing of your court's hotkeys can be printed at any time through the Cash Code Files Print Menu.

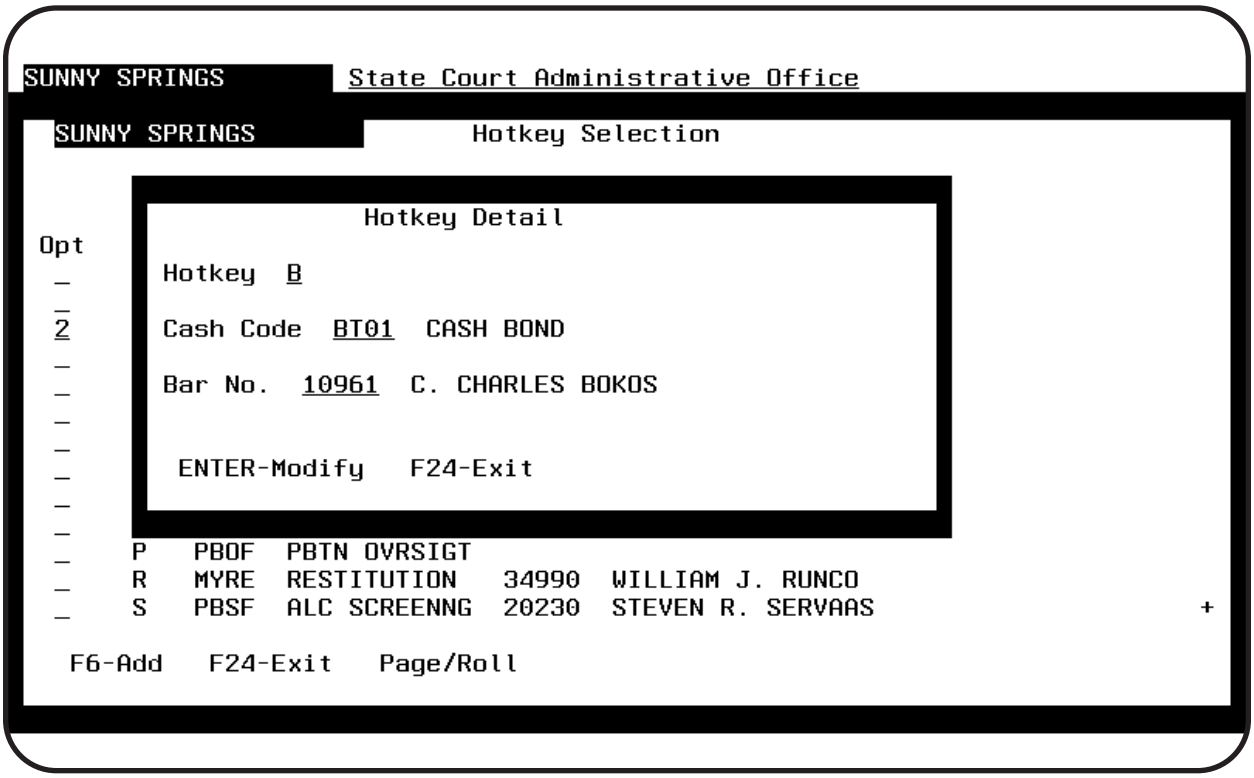
After selecting Hotkeys and pressing **ENTER**, the following screen will appear. This screen displays all the hotkeys in use. The letter, number or character of the key you want to program or inquire about may be associated to one cash code **and/or** a bar number. You can view, add, delete and update all hotkeys currently used by the system from this screen.

```
SUNNY SPRINGS        State Court Administrative Office

 SUNNY SPRINGS              Hotkey Selection

          2=Change  4=Delete
     Hot  Cash  Cash Code
Opt  Key  Code  Description   Bar No. Name
 _    =   LOVE  MARRIAGE FEE
 _    A   MFAT  ATTORNEY FEE
 _    B   BT01  CASH BOND     10961  C. CHARLES BOKOS
 _    C                       12345  GEORGE W. CROCKETT III
 _    F   BD04  BOND FORFEIT
 _    G   GARN  GARNISH FEE
 _    J   JURY  JURY DEMAND
 _    K                         511  KAREN JEAN STREVEL
 _    M   MAIL  MAILING FEE
 _    O   MYOR  ORD F&C
 _    P   PBOF  PBTN OVRSIGT
 _    R   MYRE  RESTITUTION   34990  WILLIAM J. RUNCO
 _    S   PBSF  ALC SCREENNG  20230  STEVEN R. SERVAAS                +

  F6-Add   F24-Exit   Page/Roll
```

Options:

2 Typing a “2” to change in the Opt field and pressing **ENTER**, brings up the screen displayed below. From this screen, changes can be made to either the Cash Code field or Bar No. field of the hotkey. Once the change has been made, press **ENTER** to modify or press **F24-Exit** to exit the screen without updating the hotkey.

4 Typing a “4” in the Opt field and pressing **ENTER** allows the hotkey to be deleted completely.



F6 Add Pressing **F6 Add**, brings up a blank Hotkey Detail screen. Type in the character you wish to add as a hotkey and Cash Code or Bar No (or both). By pressing **ENTER** the hotkey has been added to the system. (See example)

```
SUNNY SPRINGS        State Court Administrative Office
 SUNNY SPRINGS              Hotkey Selection

                    Hotkey Detail
Opt
 _      Hotkey  _
 _
 _      Cash Code  ____
 _
 _      Bar No.  _____
 _
 _
 _       ENTER-Add      F24-Exit
 _
 _
 _    P   PBOF  PBTN OVRSIGT
 _    R   MYRE  RESTITUTION   34990  WILLIAM J. RUNCO
 _    S   PBSF  ALC SCREENNG  20230  STEVEN R. SERVAAS                +

 F6-Add   F24-Exit   Page/Roll
```

```
SUNNY SPRINGS        State Court Administrative Office
 SUNNY SPRINGS              Hotkey Selection

                    Hotkey Detail
Opt
 _      Hotkey  D
 _
 _      Cash Code  ____
 _
 _      Bar No.  2701_
 _
 _
 _       ENTER-Add      F24-Exit
 _
 _
 _    P   PBOF  PBTN OVRSIGT
 _    R   MYRE  RESTITUTION   34990  WILLIAM J. RUNCO
 _    S   PBSF  ALC SCREENNG  20230  STEVEN R. SERVAAS                +

 F6-Add   F24-Exit   Page/Roll
```

Receipt Header-Printer-Check Endorsement & Miscellaneous

The following screen allows you to create and maintain the individual cash register information. This includes where the receipt is printing, the heading that prints on each receipt, multiple endorsements and the ability to set a default check endorsement by register.

```
HAPPY VILLAGE

            Receipt Header-Printer-Check Endorsement-Miscellaneous

Receipt Header:        (Court name & address                    Default Check
                       (and phone #, if desired)                Endorsement
Register D1            JIS DISTRICT COURT                            1
 (Register)            27777 FORD ROAD; STE 1300                (Select from below)
                       SOUTHFIELD, MI  48034
                       BUCKLE UP FOR SAFETY!!!                  Printer: PRT08

Register in use by                                              (Receipt printer)
                       Number/User/Job Name

                       Check Endorsement - ALL Registers

Ck Endorsement 1 FOR DEPOSIT ONLY      Ck Endorsement 2 BOND - DEPOSIT ONLY
                 ACCT #52-13426416                      ACCT #52-13426499
(Main check endorsement)

Ck Endorsement 3 ____________________  Ck Endorsement 4 ____________________
                 ____________________
                 (Multiple check endorsement records)

F1-Clear Screen          F24-Previous Menu   Page/Roll
```

Field Descriptions

Receipt Header-Printer	Four lines of text that identify the court name, address and phone number. The header can be unique for each register.
Register D1 (or first register)	This identifies the cash register you are working with. Every court has at least one cash register (D1). For courts with more than one register, press page/roll to work with additional register(s) information.
Default Check Endorsement	Enter the check endorsement number to be used as the default or primary endorsement for the register identified. *(See Check Endorsement)*
Printer	The name of the printer the receipts will be printed on.
Register in use by	Informational only field. This allows JIS to see the current job number and user to assist in troubleshooting for the court.
Check Endorsement ALL Registers	Allows the court to identify up to four endorsements for the cashier to select from.
Ck Endorsement	This field should include the account number information.

Transmittal Setup

This screen is used to maintain Local Transmittal Line Assignments. The header information will print on both the State and Local Transmittal and can be modified at any time. The remainder of the fields are validated accordingly:

1. Line numbers must be numeric, from 1 - 999.

2. If a Transmittal Line Number is blanked out (deleted), **OR** the Fund, Account Number and Account Name are blanked out, then the same Line Number for the associated Cash Code record will also be removed from the Cash Code File.

3. "Add From" **and** "Add To" Line numbers must be entered or both must be blank.

4. The "Add To" Line Number must be less than the Line Number being reported on, i.e. 5-8 must be on line number 9 or greater.

Note: *If your court has **never** set-up the Local Transmittal, see page 4-18 to get started.*

Setting up the Local Transmittal
For the First Time

1) Print your current cash codes. Make a copy of your most recent Local Transmittal form to use as a worksheet and verification document.

2) Number each line and space on the current local transmittal, beginning with the number 10 and numbering in increments of 10, e.g., 20, 30, 40 until all **lines** and **spaces** have been assigned a number. Since we are numbering in increments of 10, lines can easily be added above or below the assigned numbers when additions or changes to the form are necessary.

3) Go to the Transmittal Setup file and add:
   - the name of your county
   - the name, title and phone number of the person signing the transmittal
   - The line #s you have identified on your worksheet
   - the fund name, if any, that corresponds to that line #
   - the account number, if any, that corresponds to that line #
   - the account name, if any that corresponds to that line #

   Note:

   - Blank lines on your worksheet should have a line #
   - Subtotals must have a line # and may include a description of the subtotal, which can be added in either the Fund, Account Number or Account Name fields.
   - In the Add-From-To fields indicate the consecutive line numbers that are to be added together to attain the subtotal. Totals and subtotals are automatically bolded.
   - Print the Transmittal Setup file before proceeding to step 4.

4) Go to the Cash Codes file:
   - Enter a **T** for *Traffic* and press page down (shift roll) to retrieve the first cash code.
   - Add local line #s to correspond to you transmittal Setup **OR** designate that the cash codes is reported by venue.
   - Add default amounts.
   - Add or change percentage breakdowns, if necessary.
   - Modify Account ID's, if you wish.
   - Repeat these steps for division **C** *Civil* and **M** *Miscellaneous.*
   - Print your Cash Codes (*by local transmittal line)* and use this to validate the line numbers assigned to each cash code against the line numbers assigned in the Transmittal file.

   Note:
   - Press **ENTER** to add or update
   - When the cursor is positioned in any field above Account ID, press page down (shift roll) to move to next cash code

- When the cursor is positioned in any area below Account ID, press page down (shift roll) to move to next page of breakdowns for that cash code

5) Go to the Venues Update file:
   - add/verify the audit description for each venue. The audit description prints on the endorsement of the check and on the audit report for the transmittal.
   - enter the line number you have assigned in step 3 to the venues listed
   - print your Venues file.

6) To verify your work, go to the Cash Reports screen and request a Local Transmittal for the date range on your worksheet. Compare the computer generated reports to the current manually prepared report.

Samples of Transmittal Line Assignments

```
HAPPY VILLAGE                Cash Codes Update

  HAPPY VILLAGE              Transmittal Setup

  County  HAPPYVILLE

          BETSY BAKER                BOOKKEEPER              249 3528990
          Name of Preparer           Title                   Phone #

                    LOCAL TRANSMITTAL LINE ASSIGNMENTS
                                                                --Add--
     Line#   Fund          Account Number   Account Name        From To
     001                                                        ___ ___
     002  GENERAL FUND                          COURT COSTS     001 001
     005                                      COURT FINE/COSTS  ___ ___
     010                                      BOND COSTS        ___ ___
     015                                      BOND FORFEITURES  ___ ___
     020                                      ATTORNEY FEES     ___ ___
     __                                                         ___ ___ +

                F7-Alternate View   F24-Previous Menu   Page/Roll   Help
```

```
HAPPY VILLAGE                Cash Codes Update

  HAPPY VILLAGE              Transmittal Setup

  County  HAPPYVILLE

          BETSY BAKER                BOOKKEEPER              249 3528990
          Name of Preparer           Title                   Phone #

                    LOCAL TRANSMITTAL LINE ASSIGNMENTS
                                                                --Add--
     Line#   Fund          Account Number   Account Name        From To
     025                                      SOS CLEARANCE     ___ ___
     030                                      CRIME VICTIM (10%) ___ ___
     040                                      CIVIL FEES        ___ ___
     050                                      BUILDING FUND     ___ ___
     055                                                        ___ ___
     060                                      PROBATION FEES    ___ ___
     __                                                         ___ ___ +

                F7-Alternate View   F24-Previous Menu   Page/Roll   Help
```

Samples of Transmittal Line Assignments

```
HAPPY VILLAGE                Cash Codes Update

  HAPPY VILLAGE              Transmittal Setup

  County  HAPPYVILLE

          BETSY BAKER                BOOKKEEPER              249 3528990
          Name of Preparer           Title                   Phone #

                    LOCAL TRANSMITTAL LINE ASSIGNMENTS
                                                              --Add--
     Line#   Fund          Account Number   Account Name      From To
     075                                                      ___ ___
     080                                    SOS CLEARANCE FEES ___ ___
     099                                                      ___ ___
     100                                    TOTAL GENERAL FUND 005 080
     198                                                      ___ ___
     199  STATE FEES                                          198 198
     __                                                       ___ ___ +

                F7-Alternate View   F24-Previous Menu   Page/Roll   Help
```

```
HAPPY VILLAGE                Cash Codes Update

  HAPPY VILLAGE              Transmittal Setup

  County  HAPPYVILLE

          BETSY BAKER                BOOKKEEPER              249 3528990
          Name of Preparer           Title                   Phone #

                    LOCAL TRANSMITTAL LINE ASSIGNMENTS
                                                              --Add--
     Line#   Fund          Account Number   Account Name      From To
     405                                    PENAL FINES/TRUCK FINES ___ ___
     448                                                      ___ ___
     449  T/A ACCOUNTS                                        448 448
     450                  3333              BONDS             ___ ___
     460                  4444              RESTITUTION       ___ ___
     465                                    TOTAL T & A ACCOUNT 450 460
     500                                    GRAND TOTAL COLLECTED 001 460 +

                F7-Alternate View   F24-Previous Menu   Page/Roll   Help
```

Field Descriptions

County	County where the court is located.
Name of Preparer	Name of person responsible for preparing and signing the transmittal.
Title	Title of the person preparing the transmittal, i.e. bookkeeper, court administrator, account clerk, etc.
Phone #	Telephone number of the court.
Line #	Line number the monies are to be reported on for the actual transmittal.
Fund	This is the name or number of the fund the monies are to be deposited into, i.e. “General”, “Library”, “T & A” etc. This is a 14-character field (alphabetic or numeric)
Account Number	Account number for the monies reported to the District Control Unit (DCU). This is a 15-character field (alphabetic or numeric).
Account Name	Account name for the monies reported to the District Countrol Unit (DCU). This is a 26-character field (alphabetic or numeric). This is sometimes the same description as the cash code, e.g. Attorney Fees.
Add From-To	Allows lines to be totaled together. Indicate the line numbers to be summed, i.e. perhaps all the General Fund monies itemized on lines 5-80 could be summed together on line 100 by placing 5 in the “From” field and 80 in the “To” field. (See sample of using the From/To fields on page 4-21.)

Trust and Agency Setup

Trust and Agency accounts allow a court to keep track of individual payments and disbursements from a specific cash code. There are three T/A (trust and agency) types assigned to each court automatically. Those three types are:

- Bonds T/A Type 01
- Restitution T/A Type 02
- Trust (escrow) T/A Type 03

Any other T/A accounts a court wishes to establish must be done by the court. Types 04 through 99 are available for additional T/A Types.

```
HAPPY VILLAGE
                          Trust and Agency Setup

T/A Type _2
T/A Description   RESTITUTION_
Paydown Code(s)   XXRP BD98
Report Title      RESTITUTION LISTING_____________________

F1-Clear Screen   F23-Delete   F24-Previous Menu   Page/Roll
```

Adding a New T/A Type - Step 1

1. Select number 04 - 99 and type into the T/A Type field

2. Type in the T/A Description the name of the T/A account, e.g., OVER PAYMENT.

3. On the *Report Title* line, type in the title you want to appear on the reports, e.g., OVER PAYMENTS.

4. In the *Paydown Code(s)* field type a 4-character paydown code (this can be alphabetic/numeric or combination). This is the code that will be used to pay-down these monies on the Bond/Restitution/T&A Update Screen. *Note that code BD98 is already on the screen and will be the code used if the monies need to be paid down by escheat.*

5. Press **ENTER** (Step 1 completed)

```
HAPPY VILLAGE

                         Trust and Agency Setup


T/A Type  4

T/A Description    OVER PAYMENT

Paydown Code(s)    XXOP BD98

Report Title       OVER PAYMENTS_________________________________

F1-Clear Screen    F23-Delete    F24-Previous Menu    Page/Roll
```

Adding a New T/A Type - Step 2 (Assigning a Type)

1. Go into the Cash Codes Screen. Type in the division and the cash code that you want to make a T/A Type, for example, OVER for overpayment. Press **ENTER**.

2. Once the information on that cash code is displayed, tab to the T/A Type field and enter the T/A number you have assigned.

3. Press **ENTER**. (Step 2 completed)

```
HAPPY VILLAGE                Cash Codes Update

Division   T   (T=T/C, C=Civil, M=Miscellaneous)

Cash Code  OVER        Description on Receipt OVER PAYMENT

Group Code _           Hot Key _

Screen Priority 330    Default Amount _______     T/A Type _4


                                                Transmittal Line#
          Account ID    Percentage    Venue    State Form  Local Form

          OVERPAYMENT      100 %        _         ___         ___
          ____________     ___ %        _         ___         ___
          ____________     ___ %        _         ___         ___
          ____________     ___ %        _         ___         ___

 Cash Code Updated
F1-Clear   F4-Prompt   F5-Venues   F6-Transmittal File   F23-Delete
F24-Previous Menu   Page/Roll   Help
```

Adding a New T/A Type - Step 3 (Adding Payoff Code to T/C Code Files)

Once you have set up the T/A record, the paydown code must be added to the Traffic/Criminal Code File Update. Below is a sample for you to follow. Refer to the Traffic/Criminal/Probation User Guide Chapter 9, for more specific information on this screen.

```
                                                        12/21/06  09:34:40
                         Code File Inquiry & Update

Code: XXOP  Code Listing Group: BJ

Short Description: OVER PD OUT

Long Description:

OVERPAYMENT PAID OUT

                                                   Begin     End
                                   Effective Date: ______   ______
                                   Last Chgd: 12/21/06 By: D9990DCS

 F1-Clear Screen  F2-Add  F3-Update  F23-Delete  F24-Prev Menu  Page/Roll  Help
```

Note: If you added a **new** cash code, you must also add that description to the Traffic/Criminal Code File Update. Below is a sample.

```
                                                        12/21/06  09:31:48
                         Code File Inquiry & Update

Code: OVER  Code Listing Group: AG

Short Description: OVERPAYMENT

Long Description:

OVERPAYMENT

                                                   Begin     End
                                   Effective Date: ______   ______
                                   Last Chgd: 12/21/06 By: D9990DCS

 F1-Clear Screen  F2-Add  F3-Update  F23-Delete  F24-Prev Menu  Page/Roll  Help
```

You have successfully completed adding a T/A Record!

Venue Update

This screen is used to add and update venue/municipality records. Each venue is assigned a number. That number is entered on the Case Entry screen in the Traffic/Criminal module. The Cash module will retrieve the case venue on any cash transaction. *If the case is not entered, the venue is required on the cash transaction*.

Venue types are “C” and “T”. The “C” is the default venue on civil division cash transactions. It is usually the same as the courts locale or district control unit. The “T” is used for Traffic/Criminal cash transactions.

The Transmittal Local Line # field is used to define where the cash codes, broken down by venue, will report on the local transmittal form.

The Audit Description prints on the check endorsement, the transmittal audit and all cash reports with the venue number and description, i.e. 02 Vassar.

To delete a venue type a **D** in the Del field; press **ENTER.**

HAPPY VILLAGE

Venue Update

Del 'D'	Venue	Type	Description	Transmittal Local Line #	Audit Description
_	1	C	COUNTY		COUNTY
_	1	T	STATE/COUNTY		STATE/COUNTY
_	2	T	CITY OF VASSAR CITY	273	VASSAR CITY
_	3	T	CITY OF ONAWAY	274	ONAWAY
_	4	T	CITY OF EAST LANSING	272	EAST LANSING
_	5	T	CITY OF SOUTHFIELD	272	SOUTHFIELD
_	6	T	ESCANABA	273	ESCANABA
_	7	T	LIVONIA	271	LIVONIA
_	8	T	NEVER-NEVER LAND	271	NEVER-NEVER LAN
_		_			
_		_			
_		_			
_		_			
_		_			
_		_			

Enter-Update F24-Previous Menu Help Page/Roll

Note: Deletion of a venue will also remove it from all agency/officer records that reference the venue.

Code Files Print

By selecting Option **4**, *Code Files Print,* from the Cash Subsystem menu and pressing **ENTER**, the screen displayed below will appear. This screen will allow you to print various portions of the court cash codes setup. This includes all the cash codes by code or local transmittal line, the hotkeys, the transmittal as it is currently set up, the Trust & Agency types and the Venues file. It will be held in the **users** default output queue waiting to be released to a printer or just displayed.

```
HAPPY VILLAGE          State Court Administrative Office

                              Cash Code File Print


                    Mark with an X the file to print

                    Cash Codes
                      _ by code
                      _ by local transmittal line

                    _ Hotkeys

                    _ Transmittal Setup

                    _ Trust & Agency

                    _ Venues



F24-Previous Menu
```

Cash Code Print: by Code

The *Cash Codes by code* is a list of all the cash codes in the system by division, i.e. Traffic/Criminal, Civil and Miscellaneous. Each list is in alphabetical order by cash code. (See sample on page 4-29)

This allows you to see all the cash codes in use by the court without having to page through the code file update screen. The information on this list includes:

Code — The cash code used in assessing/paying an amount due.

Hotkey — The hotkey associated with the cash code, if assigned.

Description — Is the description from *Description on Receipt* field on the *Cash Codes Update* screen .

Group — The group code assigned to the cash code. (See page 4-4 for complete listing.)

Account ID — The name of the account or accounts to which the money is to be disbursed. This appears on the Accounts Breakdown, the Court Summary, the Non-Reported Cash Collected and the Transmittal Audit.

Percentage — The percentage that is disbursed into the specific Account ID.

Venue — An “X” in this field indicates this cash code is reported by venue/municipality.

Transmittal #

- **State** — The line number assigned to report monies collected for the State Transmittal.
- **Local** — The line number assigned to report monies collected for the Local Transmittal.

Screen Priority — The number that determines in what order the amount types will appear on the cash and disposition screens once assessed. The lower the number, the higher the priority. The highest priority is generally the first account/amount collected by the court when partial payments are received.

Default Amount — The amount that is associated with a specific cash code, if the code will **always** be assessed at the same amount. This saves keystrokes on the cash receipt process, disposi tion entry and on the Statute File when the specified cash code is used.

T/A — The Trust & Agency number assigned to the cash code, if assigned.

Cash Codes by Cash Code

JIS District Court
27777 Franklin Road
Southfield, MI 48034

RUN DATE: 02/09/04 PAGE 1

CASH CODES FILE BY CASH CODE - TRAFFIC/CRIMINAL AMOUNT TYPES

CODE	HOTKEY	DESCRIPTION	GROUP	ACCOUNT ID	PERCENTAGE	VENUE	TRANSMITTAL # STATE	TRANSMITTAL # LOCAL	SCREEN PRIORITY	DEFAULT AMOUNT	T/A
BDCK		BAD CHECK		BADCHECK	100			490	307	50.00	
BD04	F	BOND FORFEIT	O	BOND FORFEIT	100			560	401		
BLDG	D	BLDG FUND		BLDG FUND	100			830	271		
BT01	B	CASH BOND	O	(BOND)	100			350	405		1
BT02	X	10% DEP BOND	O	(BOND)	100			350	411		1
BT06		INTERIM BOND	O	(BOND)	100			350	415		1
BT08		SECURITY DEP	O	(BOND)	100			350	420		1
CERT		CERT COPY		COPY FEES	100			580	340		
CMSV	Y	COMM SERVICE		COMM SERVICE	100			591	292	75.00	
CMVC		CMV MVC FINE	F	CMV MVC FINE	70			475	255		
				CMV-LIBRARY	30			305			
CMVF		CMV ST FINE	F	CMV-LIBRARY	30			305	261		
				CMV-ST FINE	70			300			
DLRF	5	CLR FEE/DLRF		*SOS DLRF	60			250	395	25.00	
				CITY DLRF	40			550			
DLRJ	J	CLR FEE/DLRJ		SOS FEE/JURY	25			551	390	20.00	
				228.57	75		06B	047			
DNAC		DNA ASSESS	C	*228.59	65		05	045	210	60.00	
				DNA ASSESS	10			452			
				DNA-AGENCY	25			453			
EXSP		MSP-EXPENSE	R	*228.47	100		08A	055	375		
FLAB		FORENSIC LAB		*228.59	95		05	045	205	150.00	
				FORENSIC LAB	5			451			
JRPA		JAIL REIMBUR	F	*228.59	100		05	045	265	5.00	
JSMO	2	STATE COSTS	S	*228.59	100		05	045	215	40.00	
JSNC		STATE COSTS	S	*228.59	100		05	045	225	10.00	
JSSS	3	STATE COSTS	S	*228.59	100		05	045	212	45.00	
JSTC	4	STATE COSTS	S	*228.59	100		05	045	220	40.00	
LATE		20% LATE FEE	C	LATE FEE	100			530	330		
MFAT	A	ATTORNEY FEE		ATTNYFEE	100			470	320		
MFCS	C	COSTS ASSESS	C	COSTS ASSESS	100			480	230		
MFEE		MISC FEES		MISC FEE	100			710	361		
MJTF		MJTF		*228.59	100		05	045	250	5.00	
MYAC		APPEAL FEE		APPEAL	100			710	365		
MYBC	Z	BOND COSTS		10%OF10%BOND	100			561	370		
MYCO	K	COPY FEES		COPY FEE	100			580	350		
MYCR		CONS JDG FEE	N	*228.20	100		09	060	228		
MYCS		CONSERV REST	R	*228.20	100		09	065	209		
MYCV	V	CRIME VICTIM	F	*228.37	90		07	048	200	50.00	
				10% C VICTIM	10			460			
MYFE	7	STATUTE COST	C	STATUTE COST	100			500	235		
MYFO		FORM FEE		FORM FEE	100			580	345		
MYHS		HWY SFTY FEE		*228.59	100		05	045	260	5.00	
MYIF		INSURANCE FE		INSURANCEFEE	100			620	315		
MYMR	L	MARRIAGE FEE		MARRIAGE	100			590	355		
MYOR	1	ORDNCE F & C	F	ORD F & C	100			510	246		
MYRS	R	RESTITUTION	R	(RESTIT)	100			351	206		2

Page 1 of Cash Codes by Cash Code - listing begins with T/C cash codes

Cash Code Print: by Transmittal Line

The Cash Codes by **transmittal line** is a list of all the cash codes in the system by division, i.e. Traffic/Criminal, Civil and Miscellaneous. Each list is in numerical order by local transmittal line number. *(See Sample page 4-31)*

This allows you to see all the cash codes in use by the court without having to page through the code file update screen. The information on this list includes:

Code	The cash code used in assessing/paying an amount due.
Hotkey	The hotkey associated with the cash code, if assigned.
Description	Is the description from Description on Receipt field on the *Cash Codes Update* screen
Group	The group code assigned to the cash code. (See page 4-4 for complete listing.)
Account ID	The name of the account or accounts to which the money is to be disbursed. This appears on the Accounts Breakdown, the Court Summary, the Non-Reported Cash Collected and the Transmittal Audit.
Percentage	The percentage that is broken into the specific Account ID.
Venue	An “X” in this field indicates this cash code is reported by venue/municipality.
Transmittal #	
State	The line number assigned to report monies collected for the State Transmittal.
Local	The line number assigned to report monies collected for the Local Transmittal.
Screen Priority	The number that determines in what order the amount types will appear on the cash and disposition screens once assessed. The lower the number, the higher the priority. The highest priority is generally the first account/amount collected by the court when partial payments are received.
Default Amount	The amount that is associated with a specific cash code, if the code will **always** be assessed at the same amount. This saves keystrokes on the cash receipt process, disposition entry and on the Statute File when the specified cash code is used.
T/A	The Trust & Agency number assigned to the cash code, if assigned.

Cash Codes by Transmittal Line

RUN DATE: 02/09/04

JIS District Court
27777 Franklin Road
Southfield, MI 48034

PAGE 1

CASH CODES FILE BY LOCAL TRANSMITTAL # - TRAFFIC/CRIMINAL AMOUNT TYPES

CODE	HOTKEY	DESCRIPTION	GROUP	ACCOUNT ID	PERCENTAGE	VENUE	TRANSMITTAL # STATE	TRANSMITTAL # LOCAL	SCREEN PRIORITY	DEFAULT AMOUNT	T/A
PBAL		PREV BALANCE		PREV BAL	100				430		
PYMT		PAYMENT		PAYMENT	100				435		
DNAC		DNA ASSESS	C	*228.59	65		05	045	210	60.00	
FLAB		FORENSIC LAB		*228.59	95		05	045	205	150.00	
JRPA		JAIL REIMBUR	F	*228.59	100		05	045	265	5.00	
JSMO	2	STATE COSTS	S	*228.59	100		05	045	215	40.00	
JSNC		STATE COSTS	S	*228.59	100		05	045	225	10.00	
JSSS	3	STATE COSTS	S	*228.59	100		05	045	212	45.00	
JSTC	4	STATE COSTS	S	*228.59	100		05	045	220	40.00	
MJTF		MJTF		*228.59	100		05	045	250	5.00	
MYHS		HWY SFTY FEE		*228.59	100		05	045	260	5.00	
MYSC		STATE COST	S	*228.59	100		05	045	240	5.00	
MYSR		SEC ROAD FEE	F	*228.59	100		05	045	270	10.00	
SCST		STATE CST/93	S	*228.59	100		05	045	242	4.00	
SDNA		DNA ASSESS	C	*228.55	90		05	045	211	60.00	
DLRJ	J	CLR FEE/DLRJ		228.57	75		06B	047			
MYCV	V	CRIME VICTIM	F	*228.37	90		07	048	200	50.00	
EXSP		MSP-EXPENSE	R	*228.47	100		08A	055	375		
MYCR		CONS JDG FEE	N	*228.20	100		09	060	228		
MYCS		CONSERV REST	R	*228.20	100		09	065	209		
PLAY		CHILDREN TRS		*228.38	100		10	080	385		
DLRF	5	CLR FEE/DLRF		*SOS DLRF	60			250	395	25.00	
CMVF		CMV ST FINE		CMV-ST FINE	70			300			
MYSF	6	STATUTE FINE	F	@ST FINE	100			300	251		
TRKF		TRUCK FINE	F	@TRK-LIB	30			300	352		
CMVC		CMV MVC FINE		CMV-LIBRARY	30			305			
CMVF		CMV ST FINE	F	CMV-LIBRARY	30			305	261		
WCSA	8	CONV DD FEE	R	CONV DD FEE	100			322	380	125.00	
BT01	B	CASH BOND	O	(BOND)	100			350	405		1
BT02	X	10% DEP BOND	O	(BOND)	100			350	411		1
BT06		INTERIM BOND	O	(BOND)	100			350	415		1
BT08		SECURITY DEP	O	(BOND)	100			350	420		1
MYRS	R	RESTITUTION	R	(RESTIT)	100			351	206		2
MYTR		TRUST		(TRUST)	100			352	425		3
PBOF		PBTN OVRSIGT		PROBATION	100			400	540		
PROF	P	PROBATION FE		PROB FEES	100			400	276		
FLAB		FORENSIC LAB		FORENSIC LAB	5			451			
DNAC		DNA ASSESS		DNA ASSESS	10			452			
SDNA		DNA ASSESS		DNA ASSESS	10			452			
DNAC		DNA ASSESS		DNA-AGENCY	25			453			
MYCV	V	CRIME VICTIM		10% C VICTIM	10			460			
MFAT	A	ATTORNEY FEE		ATTNYFEE	100			470	320		
CMVC		CMV MVC FINE	F	CMV MVC FINE	70			475	255		
MFCS	C	COSTS ASSESS	C	COSTS ASSESS	100			480	230		
ORDF		ORD FINE		ORD FINE	100			481	241		
BDCK		BAD CHECK		BADCHECK	100			490	307	50.00	
PAYP	9	PAY PLAN FEE	C	656	100			491	311	25.00	

Page 1 of 3 page printout

Hotkeys Print

The **hotkeys** print option will create a list of all the hotkeys created by/for the court. The list will be sorted in symbols, then alphabetic, then numeric order and will NOT be separated by division. *(See sample on page 4-33)*

This allows you to see all the hotkeys in use by the court without having to page through the Cash Codes or Hotkey Update screens. The information on this list includes:

Hotkey	The Hotkey associated with the cash code.
Code	The cash code used in assessing an amount due.
Description	The 12-character short description of the cash code. This is the description printed on the receipt.
P#	The bar/professional number assigned to this hotkey, if assigned.
Name	The name that corresponds to the bar/professional P#.

Hotkey Assignment

RUN DATE: 02/13/04

JIS District Court
27777 Franklin Road
Southfield, MI 48034

PAGE 1

CASH CODES FILE - HOTKEY ASSIGNMENTS

HOTKEY	CODE	DESCRIPTION	P#	NAME
$	MOTN	MOTION FEE		
=	MYMR	MARRIAGE FEE		
A	MFAT	ATTORNEY FEE		
B	BT01	CASH BOND		
C	MYFC	CIVIL FILING		
D	MYCD	COMM DISPUTE		
F	BD04	BOND FORFEIT		
G	GARN	GARN FEE	3200	GAY
H			59389	HONIG
I	MYIF	INSURANCE FE		
J	JURY	DEM JUR FEE	33059	JARBOE
L	PBSF	ALC SCREEN		
O	PBOF	PBTN OVRSIGT		
P	PARK	PARKING FEE	4041	MIAZGA
R	MYRS	RESTITUTION		
S	PPSI	PSI FEE		
V	MYCV	CRIME VICTIM		
W	WRIT	WRITS		
X	MYCF	CVL FEES/OTH		
Y			3201	CARETTI
Z	FORM	FORMS FEE		
1	MYOR	ORDNCE F & C		
2	MJTF	MJTF		
3	MYHS	HWY SFTY FEE		
4	MYSR	SEC ROAD FEE		
5	DLRF	SOS CLEARANC		
6	MYSF	STATUTE FINE		
7	MYFE	STATUTE COST		
8	JRPA	JAIL REIMB		

Transmittal Setup Print

The Transmittal Setup print option will create the local transmittal with corresponding line number assignments. The list is in numerical order by transmittal line number. *(See Sample on pages 4-35 and 4-36)*

The print out allows you to see how you have set up the court's transmittal, without having to page through the Transmittal Setup screen. The information on this list includes:

County	County in which the court is located
Name of Preparer	Name of the person responsible for preparing and signing the transmittal
Title	Title of the person preparing the transmittal, i.e. bookkeeper, court administrator, etc.
Phone #	Telephone number of the court
Line #	Line number the monies are to be reported on for the actual transmittal
Fund	This is the name or number of the fund the monies are to be deposited into, i.e. "General," "Library," etc.
Account Number	Account number for the monies reported to the District Control Unit
Account Name	The name describing the account number, i.e. "Ordinance Fines & Costs," "Forms," "Penal Fines," etc.
Add From - To	The line numbers to be totaled together. For example, all the monies collected for "General Fund" on lines 5 - 80 are summed together on line 100. *(See sample of adding on page 4-21)*

Transmittal Setup

RUN DATE: 3/01/04 99TH DISTRICT COURT PAGE 1
27777 SUNNY LAKE LANE STE 1300
HAPPY VILLAGE, MI 47777

Transmittal Setup

County HAPPYVILLE

BETSY BAKER — Name of Preparer
BOOKKEEPER — Title
249 3528990 — Phone #

LOCAL TRANSMITTAL LINE ASSIGNMENTS

Line#	Fund	Account Number	Account Name	--Add-- From	To
001					
002	GENERAL FUND		COURT COSTS	001	001
005			COURT FINE/COSTS		
010			BOND COSTS		
015			BOND FORFEITURES		
020			ATTORNEY FEES		
025			SOS CLEARANCE		
030			CRIME VICTIM (10%)		
040			CIVIL FEES		
050			BUILDING FUND		
055					
060			PROBATION FEES		
075					
080			SOS CLEARANCE FEES (40%)		
099					
100			TOTAL GENERAL FUND	005	080
198					
199	STATE FEES			198	198
200		228.58	CIVIL FILING FEE FUND		
210		228.42	STATE COURT FUND		
220		228.59	JUSTICE SYSTEM FUND		
225			JUROR COMPENSATION REIMBUR		
230		228.57	A) CIVIL JURY DEMAND FEE		
235		228.57	B) CLEARANCE FEE		
240		228.37	CRIME VICTIMS RIGHTS FUND		
250			CONVICTED DRUNK DRIVER		
260		228.47	REIMBURSEMENT-MSP		
265		228.48	REIMBURSEMENT-DNR		
270		228.20	JUDGMENT FEE-DNR		
280		228.38	CHILDREN'S TRUST FUND		
300			TOTAL DUE STATE TREASURER	200	280
349					
350			SOS CLEARANCE FEES (60%)		
369					
370	DUE TO CITIES		ORDINANCE FINES	369	369
371			LIVONIA		
372			SOUTHFIELD		
373			LANSING		
374			ONAWAY		
390			TOTAL DUE CITIES	371	374
399					
400	LIBRARY	701-790	LIBRARY	399	399
405			PENAL FINES/TRUCK FINES		
448					
449	T/A ACCOUNTS			448	448

Transmittal Setup

RUN DATE: 3/01/04 99TH DISTRICT COURT PAGE 2
27777 SUNNY LAKE LANE STE 1300
HAPPY VILLAGE, MI 47777

Transmittal Setup

County HAPPYVILLE

BETSY BAKER	BOOKKEEPER	249 3528990
Name of Preparer	Title	Phone #

LOCAL TRANSMITTAL LINE ASSIGNMENTS

Line#	Fund	Account Number	Account Name	--Add-- From	To
450		3333	BONDS		
460		4444	RESTITUTION		
465			TOTAL T & A ACCOUNT	450	460
499					
500			GRAND TOTAL COLLECTED	005	460

Trust & Agency Print

The Trust & Agency print option will create a list of all the Trust & Agency accounts set up by the court. This list will include the three T & A types set up at the implementation of the court (Bond- 01, Restitution- 02 and Trust- 03) along with any others added by the court. The list is in numerical order.

The information on this list includes:

T/A Type	The number associated with the Trust & Agency type, for example: 01 = Bond, 04, may = Overpayments, etc.
Report Title	The name assigned on the Report Title line setting up the T/A type, for example: Bond Listing or Overpayments Received
Paydown Codes	These are the only codes valid to paydown this T/A type

```
RUN DATE:  2/10/04     99-2 DISTRICT COURT                                PAGE
                       27777 FRANKLIN ROAD-SUITE 1300
                       SUNNY SPRINGS, MI  48034

                       Trust and Agency

 T/A Type           01
 Report Title       BOND LISTING
 Paydown Code(s)    BD03  BD04  BD31  BD36  BD37  BD39  BD98

 T/A Type           02
 Report Title       RESTITUTION LISTING
 Paydown Code(s)    XXRP  BD98

 T/A Type           03
 Report Title       TRUST LISTING
 Paydown Code(s)    XXTP  BD98

 T/A Type           04
 Report Title       OVERPAYMENTS RECEIVED
 Paydown Code(s)    XXOP  BD98
```

Venues Print

The Venues print option will create a list of all the venues set up by the court. This list will include the venue number entered at the time of case entry as well as the description that prints on immediate forms, e.g. Notice to Appear (8 1/2 x 11). The list is in numerical order with the civil venue at the top. *(See Sample below)*

The information on this list includes:

Venue	The venue number assigned and used at case entry and when ringing cash receipts
Type	Type of venue. C= Civil and T= Traffic/Criminal
Description	The name of the venue to receive monies
Transmittal Local Line #	The line number where monies are reported by venue, as defined in the local transmittal setup
Audit Description	Short description of venue that appears on the check endorsement and transmittal audit reports

RUN DATE: 2/10/04 99-2 DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS, MI 48034

Venue File

Venue	Type	Description	Local Transmittal Line #	Audit Description
01	C	COUNTY		COUNTY
01	T	STATE/COUNTY		STATE/COUNTY
02	T	CITY OF ONAWAY	271	ONAWAY
03	T	CITY OF EAST LANSING	272	EAST LANSING
04	T	CITY OF SOUTHFIELD	273	SOUTHFIELD
05	T	CITY OF LIVONIA	274	LIVONIA

Putting it all Together

```
SUNNY SPRINGS                    Cash Codes Update

Division  T   (T=T/C  C=Civil  M=Miscellaneous)
Note: Cash Code & Description on Receipt
Cash Code  DLRF          Description on Receipt CLR FEE/DLRF

Group Code _             Hot Key 8

Screen Priority 310      Default Amount  25.00     T/A Type __


                                                  Transmittal Line#
          Account ID     Percentage     Venue    State Form  Local Form

          *228.30         60 %          _          ___         302
          SOS FEE         40 %          _          ___         080
          ____________    ___ %         _          ___         ___
          ____________    ___ %         _          ___         ___


F1-Clear   F4-Prompt   F5-Venues   F6-Transmittal File   F23-Delete
F24-Previous Menu   Page/Roll   Help
```

Cash Code - in Cash Code File with breakdown

```
                    99-2 DISTRICT COURT
                     43508 CASTLEWOOD
                      NOVI, MI  48375
                       348-352-8991
0392461     D01 NO PROOF INS
01/29/04          01 TRAF/CRIM  POMN
CASH TRANSCTN                OMH A D101611
01/29/04 POMN                                  C
SMITH/ALICE/SUSAN                 AMT PAID
STATE COST            5.00           5.00
STATE COSTS           4.00           4.00
MICH JUS TRN          5.00           5.00
HWY SFTY FEE          5.00           5.00
SEC ROAD FEE         10.00          10.00
PENAL FINE           50.00          50.00
PENAL COST           50.00          50.00
PENLTY-STATE         30.00          30.00
20% LATE FEE         45.80          45.80
CLR FEE/DLRF         25.00          25.00
CLR FEE/DLRJ         20.00          20.00
INSURANC FEE         25.00          25.00
TOTALS:             274.80         274.80

CASH TENDERED                      300.00
CHANGE                              25.20
TOTAL PAID:                        274.80

BALANCE DUE                          0.00
A 01/29/04 D101611      274.80
```

Note:CLRFEE/DLRF as description

Receipt - shows amount collected for DLRF

Close for Day Receipt

Receipt-1
Shows if receipt is 100% certified and all voids and re-rings

```
99-2 DISTRICT COURT
43508 CASTLEWOOD
NOVI, MI  48375
348-352-8991
01/29/04        DATABASE CERTIFICATION
TODAYS DATE AND TIME IS: 02/10/04 13:00

01/29/04        100% -CERTIFICATION- 100%


01/29/04        DAILY ADJUSTMENTS SUMMARY
TODAYS DATE AND TIME IS: 02/10/04 13:00


NET ADJUSTMENTS: DRAWER A          0.00
                 DRAWER B          0.00

                 REGISTER          0.00
```

Receipt-2
Shows the amount of monies per drawer

```
99-2 DISTRICT COURT
43508 CASTLEWOOD
NOVI, MI  48375
348-352-8991
NEXT RECEIPT NUMBER TO BE USED: D101617
01/29/04        CLOSE DAY
TODAYS DATE AND TIME IS: 02/10/04 13:00

    REGISTER - D1:        01/29/04      ALL ACTIVITY
DRAWER A TOTALS:         15533.61
DRAWER B TOTALS:             0.00

CASH                      4756.80    6    4756.80    6
CHECK                     6638.00    9    6638.00    9
ATM CARD                     0.00    0       0.00    0
CREDIT CARD               1348.81    3    1348.81    3
OTHER                     2790.00    1    2790.00    1
TOTAL MONIES             15533.61   11   15533.61   11
```

Receipt-3
Shows the total amount receipted for each cash code and a total of the money rang

```
AMOUNT TYPE BREAKDOWN     01/29/04      ALL ACTIVITY
CRIME VICTIM      MYCV     438.01    2     438.01    2
STATE COSTS       JSSS     885.00    1     885.00    1
STATE COSTS       JSMO     240.00    1     240.00    1
STATE COSTS       JSTC     800.00    1     800.00    1
FORENSIC LAB      FLAB     300.00    1     300.00    1
STATE COST        MYSC     260.00    4     260.00    4
STATE COSTS       SCST     172.00    4     172.00    4
MICH JUS TRN      MJTF      40.00    3      40.00    3
HWY SFTY FEE      MYHS      40.00    3      40.00    3
SEC ROAD FEE      MYSR      80.00    3      80.00    3
ORD F&C           MYOR    2862.00    2    2862.00    2
PENAL FINE        MYSF    2100.00    3    2100.00    3
PENAL COST        MYFE    1173.00    2    1173.00    2
PENLTY-STATE      PNLT      30.00    1      30.00    1
20% LATE FEE      LATE     309.60    4     309.60    4
CLR FEE/DLRF      DLRF     650.00    3     650.00    3
CLR FEE/DLRJ      DLRJ     520.00    3     520.00    3
INSURANC FEE      MYIF     250.00    2     250.00    2
TRUST             MYTR      50.00    1      50.00    1
PBTN OVRSIGT      PBOF     690.00    1     690.00    1
CASH BOND         BT01     500.00    1     500.00    1
OVERPAYMENT       BT08     500.00    1     500.00    1
MOTION FEE        MOTN     220.00    1     220.00    1
JURY DEMAND       JURY     250.00    2     250.00    2
GARNISH FEE       GARN     165.00    1     165.00    1
FORM              FORM       8.00    1       8.00    1
MAILING FEE       MAIL      50.00    1      50.00    1
CVS $119          STF4     119.00    1     119.00    1
CVS $28           STF2    1000.00    1    1000.00    1
CVF $31           CVL4      62.00    2      62.00    2
CVF $17           CVL2     770.00    1     770.00    1
TOTAL ALL MONIES          15533.61   58   15533.61   58
```

Close for Day Receipt continued

Receipt-4
Shows the breakdown of each account and the percentages reflecting the amount of monies to be disbursed to the various accounts

ACCOUNTS BREAKDOWN		01/29/04		ALL ACTIVITY	
(BONDS)	100	500.00	1	500.00	1
(TRUST)	100	500.00	1	500.00	1
*PENAL FINE	100	2100.00	3	2100.00	3
*228.30	60	390.00	3	390.00	3
*228.37	90	394.21	2	394.21	2
*228.42-MOTN	50	110.00	1	110.00	1
*228.57	20	440.00	5	440.00	5
*228.58	100	1119.00	2	1119.00	2
*228.59	100	2802.00	21	2802.00	21
CRIME VIC	10	43.80	2	43.80	2
CVL FILE FEE	100	832.00	3	832.00	3
FORENSIC LAB	5	15.00	1	15.00	1
FORMS	100	8.00	1	8.00	1
GARN FEE	100	165.00	1	165.00	1
INSUR FEE	100	250.00	2	250.00	2
JURY FEE	80	200.00	2	200.00	2
MAIL FEE	100	50.00	1	50.00	1
MOTN FEE	50	110.00	1	110.00	1
ORD F&C-CT	67	1917.54	2	1917.54	2
PENAL COST	100	1173.00	2	1173.00	2
PENALTY	100	30.00	1	30.00	1
PROB OVERSIT	100	690.00	1	690.00	1
SOS FEE	40	390.00	6	390.00	6
01 ORD F&C	33	917.73	1	917.73	1
06 ORD F&C	33	26.73	1	26.73	1
20% LATE	100	309.60	4	309.60	4
265	100	50.00	1	50.00	1
TOTAL OF ACCOUNTS		15533.61	72	15533.61	72

Receipt-5
Shows Bonds, Restitution, T/A and Grand Total collected

VENUE & DEPOSIT TOTALS	01/29/04		ALL ACTIVITY	
TOTAL VENUE 01	917.73	1	917.73	1
TOTAL VENUE 06	26.73	1	26.73	1
TOTAL BONDS	1000.00	2	1000.00	2
TOTAL TRUST	50.00	1	50.00	1
TOTAL DEPOSITORY ACCT	14483.61	55	14483.61	55
TOTAL TRUST & AGENCY	1050.00	3	1050.00	3
GRAND TOTAL ALL ACCTS	15533.61	58	15533.61	58

Closed Reports: Note these reports duplicate the Close for Day Receipt

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 1

CASH DETAIL REPORT

CASH REGISTER D1

TICKET/CASE#	RCPT#	VN	CSH	D V	ORDNCE F&C	STATUTE FINE	STATUTE COST	MY SC	MJ TF	MY HS	MY SR	DLRF DLRJ	MY CV	BOND FORFEIT	CIVIL FILING	MY CD	Miscellaneous Amounts				TOTAL
04-0204	D01 01606	1	KJS	C													JURY	50.00			50.00
03-0123	D01 01607	1	KJS	T													BT08	500.00			500.00
04-0001	D01 01608	1	KJS	T													BT01	500.00			500.00
01-0001	P01 01609	1	KJS	C													MYTR	50.00	CVL4	31.00	81.00
04-0050	P01 01610	1	KJS	C													STF4	119.00	CVL4	31.00	150.00
0392461	D01 01611	1	OMH	T		50.00	50.00	5	5	5	10	45					SCST	4.00	PNLT	30.00	274.80
																	LATE	45.80	MYIF	25.00	
0343194	D01 01614	6	OMH	T	81.00			5	5	5	10	45					SCST	4.00	LATE	31.00	
02-0908BL3	D01 01615	1	OMH	T		50.00		50									SCST	4.00	LATE	20.80	124.80
02-0908BL3	D01 01616	1	OMH	T									88								88.01
99-8881	D01 01617	1	OMH	T		50.00	11.00					45					PNLT	30.00	LATE	35.20	211.20
																	MFCS	40.00			
03-0505B	D01 01618	1	OMH	T								45					LATE	9.00			54.00
02-0215A	D01 01619	1	OMH	T		100.00	90.00						50				MYRS	44.59	FLAB	150.00	614.59
																	PBOF	180.00			
03-0505F	D01 01620	1	OMH	T	100.00			5									SCST	4.00	LATE	57.80	346.80
																	PBOF	180.00			
03-0425N	D01 01621	1	OMH	T	100.00												LATE	20.00			120.00
02-1102	D01 01622	1	OMH	T		100.00	51.00	5					50				DNAF	60.00	FLAB	150.00	504.00
																	SCST	4.00	LATE	84.00	
00-9876	D01 01623	1	OMH	T	291.00			5					50				SCST	4.00	LATE	90.00	540.00
																	PBOF	100.00			
03-1103A	D01 01624	1	OMH	T									50				MYRS	415.39	JSSS	45.00	510.39
03-0404	D01 01625	1	OMH	T				5					50				DNAF	60.00	FLAB	150.00	269.00
																	SCST	4.00			
0311293A	D01 01626	1	OMH	T	81.00			5	5	5	10	45					SCST	4.00	LATE	31.00	186.00

TOTALS:	ORDNCE F&C	STATUTE FINE	STATUTE COST	MYSC	MJTF	MYHS	MYSR	DLRF DLRJ	MYCV	BOND FORFEIT	CIVIL FILING	MYCD	Misc Amts	TOTAL
RGSTR D1	3434.00	2350.00	1325.00	285	45	45	30	1305	688				9322.58	18889.59

Cash Detail Report - shows the receipt as it was rang and part of the totals for the day

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 2

AMOUNT TYPE BREAKDOWN

CASH REGISTER D1

			DEPOSIT TOTALS		NET ADJUSTED TOTALS	
DESCRIPTION	CODE	ACCOUNT	AMOUNT	COUNT	AMOUNT	COUNT
CRIME VICTIM	MYCV	*228.37	688.01	7	688.01	7
RESTITUTION	MYRS	(RESTIT)	459.98	2	459.98	2
STATE COSTS	JSSS	*228.59	930.00	2	930.00	2
STATE COSTS	JSMO	*228.59	240.00	1	240.00	1
STATE COSTS	JSTC	*228.59	800.00	1	800.00	1
DNA - MSP	DNAF	*228.59	120.00	2	120.00	2
FORENSIC LAB	FLAB	*228.59	750.00	4	750.00	4
STATE COST	MYSC	*228.59	285.00	9	285.00	9
STATE COSTS	SCST	*228.59	192.00	9	192.00	9
MICH JUS TRN	MJTF	*228.59	45.00	4	45.00	4
HWY SFTY FEE	MYHS	*228.59	45.00	4	45.00	4
SEC ROAD FEE	MYSR	*228.59	90.00	4	90.00	4
ORD F&C	MYOR	ORD F&C	3,434.00	6	3,434.00	6
PENAL FINE	MYSF	*PENAL FINE	2,350.00	6	2,350.00	6
PENAL COST	MYFE	PENAL COST	1,325.00	5	1,325.00	5
PENLTY-STATE	PNLT	PENALTY	60.00	2	60.00	2
20% LATE FEE	LATE	20% LATE	636.60	11	636.60	11
CLR FEE/DLRF	DLRF	*228.30	725.00	6	725.00	6
CLR FEE/DLRJ	DLRJ	*228.57	580.00	6	580.00	6
COSTS ASSESS	MFCS	CT COSTS	40.00	1	40.00	1
INSURANC FEE	MYIF	INSUR FEE	250.00	2	250.00	2
TRUST	MYTR	TRUST	50.00	1	50.00	1
PBTN OVRSIGT	PBOF	PROB OVERSIT	1,150.00	4	1,150.00	4
CASH BOND	BT01	(BONDS)	500.00	1	500.00	1
OVERPAYMENT	BT08	(TRUST)	500.00	1	500.00	1
MOTION FEE	MOTN	*228.42-MOTN	220.00	1	220.00	1
JURY DEMAND	JURY	*228.57	250.00	2	250.00	2
GARNISH FEE	GARN	GARN FEE	165.00	1	165.00	1
FORM	FORM	FORMS	8.00	1	8.00	1
MAILING FEE	MAIL	MAIL FEE	50.00	1	50.00	1
CVS $119	STF4	*228.58	119.00	1	119.00	1
CVS $28	STF2	*228.58	1,000.00	1	1,000.00	1
CVF $31	CVL4	CVL FILE FEE	62.00	2	62.00	2
CVF $17	CVL2	CVL FILE FEE	770.00	1	770.00	1
TOTAL OF MONIES			18,889.59	112	18,889.59	112

Amount Type Breakdown - showing the total amount collected for the cash code of DLRF

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 3

MONIES RECEIVED PER DRAWER

CASH REGISTER D1

REGISTER TOTALS

DRAWER A TOTALS: 18,889.59
DRAWER B TOTALS: 0.00

	DEPOSIT TOTALS		NET ADJUSTED TOTALS	
TOTAL AMOUNT PAID IN CASH	7,338.78	14	7,338.78	14
TOTAL AMOUNT PAID IN CHECKS	7,292.00	11	7,292.00	11
TOTAL AMOUNT PAID IN ATM CARDS	0.00	0	0.00	0
TOTAL AMOUNT PAID IN CREDIT CARDS	1,368.81	4	1,368.81	4
TOTAL AMOUNT PAID OTHER	2,890.00	2	2,890.00	2
TOTAL TRANSACTIONS AMOUNT/COUNT	18,889.59	21	18,889.59	21
TOTAL VOIDS AMOUNT/COUNT	0.00	0	0.00	0
TOTAL RERINGS AMOUNT/COUNT	0.00	0	0.00	0
TOTAL TRAFFIC/CRIMINAL AMOUNT/COUNT	16,195.59	17	16,195.59	17
TOTAL CIVIL AMOUNT/COUNT	2,694.00	4	2,694.00	4
TOTAL MISC AMOUNT/COUNT	0.00	0	0.00	0

Monies Received per Drawer - only shows total monies for register

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 1

ACCOUNTS BREAKDOWN

		DEPOSIT TOTALS		NET ADJUSTED TOTALS	
ACCOUNT	PERCENT	COUNT	AMOUNT	COUNT	AMOUNT
(BONDS)	100	1	500.00	1	500.00
(RESTIT)	100	2	459.98	2	459.98
(TRUST)	100	1	500.00	1	500.00
*PENAL FINE	100	6	2,350.00	6	2,350.00
*228.30	60	6	435.00	6	435.00
*228.37	90	7	619.21	7	619.21
*228.42-MOTN	50	1	110.00	1	110.00
*228.57	20	8	485.00	8	485.00
*228.58	100	2	1,119.00	2	1,119.00
*228.59	100	40	3,447.50	40	3,447.50
CRIME VIC	10	7	68.80	7	68.80
CT COSTS	100	1	40.00	1	40.00
CVL FILE FEE	100	3	832.00	3	832.00
DNA - COURT	10	2	12.00	2	12.00
FORENSIC LAB	5	4	37.50	4	37.50
FORMS	100	1	8.00	1	8.00
GARN FEE	100	1	165.00	1	165.00
INSUR FEE	100	2	250.00	2	250.00
JURY FEE	80	2	200.00	2	200.00
MAIL FEE	100	1	50.00	1	50.00
MOTN FEE	50	1	110.00	1	110.00
ORD F&C-CT	67	6	2,300.78	6	2,300.78
PENAL COST	100	5	1,325.00	5	1,325.00
PENALTY	100	2	60.00	2	60.00
PROB OVERSIT	100	4	1,150.00	4	1,150.00
SOS FEE	40	12	435.00	12	435.00
TRUST	100	1	50.00	1	50.00
01 ORD F&C	33	5	1,106.49	5	1,106.49
06 ORD F&C	33	1	26.73	1	26.73
20% LATE	100	11	636.60	11	636.60
ACCOUNTS BREAKDOWN TOTAL:		146	18,889.59	146	18,889.59

Accounts Breakdown - showing the 60% portion to be disbursed to the state account (*228.30) and the 40% portion that is the court or funding unit's portion

RUN DATE: 02/10/04
FOR: 01/29/04 - 01/29/04

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

VENUE, T&A, AND DEPOSIT TOTALS

	DEPOSIT TOTALS		NET ADJUSTED TOTALS	
	AMOUNT	COUNT	AMOUNT	COUNT
TOTAL VENUE 01	1,106.49	5	1,106.49	5
TOTAL VENUE 06	26.73	1	26.73	1
TOTAL BONDS	1,000.00	2	1,000.00	2
TOTAL RESTITUTION	459.98	2	459.98	2
TOTAL TRUST	50.00	1	50.00	1
TOTAL DEPOSITORY ACCT	17,379.61	107	17,379.61	107
TOTAL TRUST & AGENCY	1,509.98	5	1,509.98	5
GRAND TOTAL ALL ACCTS	18,889.59	112	18,889.59	112

Monies by Venue - only reflects the total monies collected in each venue

State of Michigan
99TH District Court

Transmittal Advice
Collection for 01/01/04 - 1/31/04
HAPPYVILLE County

Page 1

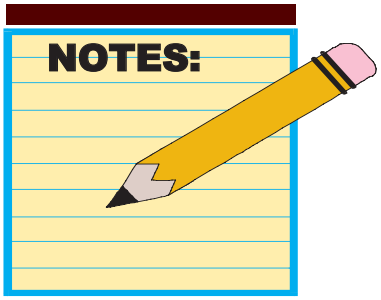
27777 SUNNY LAKE LANE STE 1300, HAPPY VILLAGE, MI 47777 (249) 352-8990

FUND	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT COLLECTED
GENERAL FUND		**COURT COSTS**	
		COURT FINE/COSTS	22,800.78
		BOND COSTS	3,130.00
		BOND FORFEITURES	
		ATTORNEY FEES	25.00
		SOS CLEARANCE	
		CRIME VICTIM (10%)	180.00
		CIVIL FEES	
		BUILDING FUND	3,582.75
		PROBATION FEES	5,622.00
		SOS CLEARANCE FEES (40%)	750.00
		TOTAL GENERAL FUND	**36,090.53**
STATE FEES			
	228.58	CIVIL FILING FEE FUND	1,368.25
	228.42	STATE COURT FUND	160.00
	228.59	JUSTICE SYSTEM FUND	5,291.00
		JUROR COMPENSATION REIMBUR	
	228.57	A) CIVIL JURY DEMAND FEE	130.00
	228.57	B) CLEARANCE FEE	750.00
	228.37	CRIME VICTIMS RIGHTS FUND	1,620.00
		CONVICTED DRUNK DRIVER	
	228.47	REIMBURSEMENT-MSP	
	228.48	REIMBURSEMENT-DNR	
	228.20	JUDGMENT FEE-DNR	
	228.38	CHILDREN'S TRUST FUND	
		TOTAL DUE STATE TREASURER	**9,319.25**
		SOS CLEARANCE FEES (60%)	750.00
DUE TO CITIES		**ORDINANCE FINES**	
		LIVONIA	
		SOUTHFIELD	
		LANSING	
		ONAWAY	
		TOTAL DUE CITIES	
LIBRARY	**701-790**	**LIBRARY**	
		PENAL FINES/TRUCK FINES	1,943.00
T/A ACCOUNTS			
	3333	BONDS	1,925.00
	4444	RESTITUTION	3,525.00
		TOTAL T & A ACCOUNT	**5,450.00**
		GRAND TOTAL COLLECTED	**53,552.78**

Local Transmittal (page 1) - showing how monies are disbursed, typically at month end

All Function Keys Used in Cash Module

F1 **Cash Menu** **Clear**	Return to the Cash Transaction Menu, without updating/processing the screen. Only clear this screen, remain on the same screen.
F2 **Page Back**	Page back to the previous screen.
F4 **Mod Assm** **Prompt**	Modify assessments that are on the screen. With the cursor in the promptable field,display more information
F5 **Cashcode Balances** **Venues** **Refresh**	Display the balances by cash code (Financial ROA). Hop to the *Venue Update* screen to view or update. Update the information on the screen.
F6 **Multi Rcpt** **Add** **Transmittal File**	Process this receipt as 1 of 2 or more, allowing the payment method to apply to the entire transaction. Add a record, usually in a prompt window. Hop to the Transmittal File to view or update.
F7 **Finc ROA**	Display the Financial ROA.
F9 **Receipt** **Print Roa**	Print the receipt. Print the Financial ROA.
F12 **Paym**	Process the screen for payment and move to the method of payment portion of the receipt screen.
F13 **OutQ**	Allows you to change the printer for printing the Financial ROA.
F24 **Previous Menu/Exit**	Hop to the previous menu/screen without any updating.
Enter **Continue**	Continue processing the screen.
Roll-Page	Page up/down keys will move you to another screen.
Help **(Alt/F1)**	Pressing the HELP key will give you more information about the screen and/or options.


NOTES:

Cash Report Generator

5

In this chapter you will review all the options available to you to create ad hoc reports containing cash assessment and payment information.

The Cash Report Generator is a program that allows each court to create its own reports base on specific selection criteria. This program was developed to give courts flexibility in obtaining database information that is not necessarily contained in other system reports.

To access the Cash Report Generator Menu, select **Option 5** from the Cash Subsystem Menu as displayed below:

```
HAPPY VILLAGE        State Court Administrative Office        PRT04
                                                              Default Printer
                              Cash Subsystem

     Select one of the following:

                        1. Cash Online
                        2. Reports
                        3. Code Files Update
                        4. Code Files Print
                        5. Report Generator
                        6. Web Cash Maintenance

     Option:

F24-Previous Menu
```

Note: You do not need to be signed on as “CASH” to access this file.

Menu

Reports can be created by pressing **ENTER** then selecting the criteria needed to run the report.

If you wish to retrieve a previously saved report, type an **X** in the Retrieve Reports ?? field and press **ENTER**. After you select this option, a list of previously saved reports will appear.

To select a report, type **1** and press **ENTER**. To delete a report, type **4** and **ENTER**.

Displayed below are samples of the Menu and Saved Reports screens

```
HAPPY VILLAGE        State Court Administrative Office    2/14/04  10:20:04
                     CASH REPORT GENERATOR MENU



                     1. Cash



                       Enter Option         1
                       Retrieve Reports ??  _



F24-Previous Menu                                   Help
```

```
HAPPY VILLAGE                                                2/14/04  10:59:20
        REPORT GENERATOR SAVED REPORTS

        Enter Option: 1-Select   4-Delete


  _  NO PMT SINCE          D9990BKD     CASH     *STD
  _  PBOF ASSESSED         D9990BKD     CASH     *STD  1 SPACES
  _  VOIDS & RERINGS       D9990BKD     CASH     *STD  1 SPACES
  _  ALPHA 11-19-03        D9990DCS     CASH     P172
  _  ASSEM VS PMT - AGENC  D9990DCS     CASH     P172
  _  ASSM V PYMT,BAL-*AA   D9990DCS     CASH     *STD
  _  ASSM VS PYMT          D9990DCS     CASH     *STD  1 SPACES
  _  ASSMENTS/AMT-JUDGE    D9990DCS     CASH     *STD  1 SPACES
  _  ASSMENTS/AMT-MYOR     D9990DCS     CASH     *STD  1 SPACES
  _  CASH PMTS W/CASHIER   D9990DCS     CASH     *STD  1 SPACES
  _  CHECK AMT & NUMBER    D9990DCS     CASH     P172  1 SPACES
  _  CHECKS W/CASE JULY03  D9990DCS     CASH     *STD  1 SPACES
  _  CHECKS W/NAME 6-7/03  D9990DCS     CASH     *STD  1 SPACES
  _  CIVIL JURY PMTS 11X8  D9990DCS     CASH     P172
  _  CIVIL- CHECK PMTS     D9990DCS     CASH     *STD  1 SPACES  SUMMARY

F24- Previous Menu                                     Help
```

Report Selection

The Cash Report Selection has two full screens of options to be selected. Choose any number of fields. However, your request must include something in the *Receipt Information* or *Assessment/Payment Information* sections.

```
HAPPY VILLAGE        CASH REPORT GENERATION SELECTION  2/14/04  10:20:52
 Title ____________________________________________________

                          Receipt Information
 _ Receipt #      _______ - _______        _ Register      __ __ __ __
 _ Receipt Date   ______ - ______          _ Drawer        _
 _ Cash                                    _ Cashier        ___ ___ ___ ___
 _ Check #        __________               _ Division       _ _
 _ Other                                   _ Venue          __ __ __ __ __
 _ ATM Card       ________________         _ Voids & Rerings
 _ Credit Card    ________________
                     Assessment/Payment Information
 _ Assessment Date ______ - ______          _ Payment Date  ______ - ______
 _ Amount  __________ - ___________
 _ Cash Code      ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
 _ No Pymt Since ______                    _ Bal Due ___________ - ___________
                                           _ Balance as of ______
                  Traffic/Criminal & Civil Case Information
 _ Case No.       __________               _ Filing Date    ______ - ______
 _ Name                                    _ Close Date     ______ - ______
 _ Case Type      __ __ __ __              _ Civil Judge    _____
 _ Status         _ _ _ _

  F24-Previous Menu            Page/Roll                  Help
```

```
HAPPY VILLAGE        CASH REPORT GENERATION SELECTION  2/15/06  12:19:35
                                Traffic/Criminal
                                Case Information
 _ PO Judge          _____                 _ Offense Date  ______ - ______
 _ Judge of Record   _____                 _ Vehicle Type  __ __ __ __
 _ Next Judge        _____                 _ Agency        _______
                                           _ Officer       _______
 _ Next Date      ______ - ______          _ Next Action   ____ ____ ____ ____
 _ Attorney  _____  _ Appointed

                                Charge Information
 _ Original Charge ____________________    _ Current Charge ____________________
 _ Original SOS    ____ ____ ____ ____     _ Current SOS    ____ ____ ____ ____
 _ Original Att/Cons/Sol   _               _ Current Att/Cons/Sol    _
 _ Civ/Misd/Fel            _
 _ Disposed Date  ______ - ______          _ Disposed Code __ __ __ __
 _ Sentence Date  ______ - ______          _ Deferred Code __ __ __ __


                                Detail Information
 _ Event Date     ______ - ______          _ Event Code ____ ____ ____ ____
 _ Event Clerk    ___

  F24-Previous Menu            Page/Roll                  Help
```

Selection Criteria

Field Name	Print/Wild	Select/Wild	Sort 1-9	P	S	X	B	O	A
Receipt #	Y	Y	Y	Y	Y				
Receipt Date			Y	Y	Y				OR
Register			Y	Y	Y				
Cashier			Y	Y	Y				
Drawer			Y	Y	Y				
Venue			Y	Y	Y				
Check #	Y	Y	Y	Y	Y	Y	Y		
Division			Y	Y	Y	Y	Y		
Credit Card	Y	Y	Y	Y	Y	Y	Y		
Voids & Rerings			Y	Y		Y			
ATM Card	Y	Y	Y	Y	Y	Y	Y		
Cash			Y	Y	Y	Y	Y		
Other			Y	Y	Y	Y	Y		
Assessment/Payment Amount			Y	Y	Y				
Payment Date			Y	Y	Y	Y	Y		OR
Assessment Date			Y	Y	Y				OR
Cash Code			Y	Y	Y	Y	Y	Y	A
No Payment Since			Y	Y	Y	Y	Y		
Balance Due			Y	Y	Y	Y	Y		
Balance as of			Y	Y	Y				
Case No.	Y	Y	Y	Y	Y				
Filing Date			Y	Y	Y				
Name			Y	Y					
Close Date			Y	Y	Y	Y	Y		A
Case Type			Y	Y	Y				
Civil Judge			Y	Y	Y	Y	Y		
Status			Y	Y	Y				
PO Judge			Y	Y	Y	Y	Y		
Offense Date			Y	Y	Y				
Judge of Record			Y	Y	Y	Y	Y		
Vehicle Type	Y	Y	Y	Y	Y	Y	Y		

Selection Criteria cont'd

Field Name	Print/Wild	Select/Wild	Sort 1-9	P	S	X	B	O	A
Next Judge			Y	Y	Y	Y	Y		
Agency			Y	Y	Y	Y	Y		
Officer			Y	Y	Y	Y	Y		
Next Date			Y	Y	Y	Y	Y		
Next Action			Y	Y	Y	Y	Y		
Attorney			Y	Y	Y	Y	Y		
Appointed			Y	Y		Y	Y		
Original Charge			Y	Y	Y				
Current Charge			Y	Y	Y				
Original SOS			Y	Y	Y	Y	Y		
Current SOS			Y	Y	Y	Y	Y		
Original Att/Cons/Sol			Y	Y	Y	Y	Y		
Current Att/Cons/Sol			Y	Y	Y	Y	Y		
Civ/Misd/Fel			Y	Y	Y				
Disposed Date			Y	Y	Y	Y	Y		
Disposed Code			Y	Y	Y	Y	Y		
Sentence Date			Y	Y	Y	Y	Y		
Deferred Code			Y	Y	Y	Y	Y		
Event Date			Y	Y	Y				
Event Code			Y	Y	Y				A
Event Clerk			Y	Y	Y				

Selection Criteria Options

Selection Character	Function
P	Select and Print a given field
S	Select a field but do **NOT** print a column for that information. (e.g. an **"S"** in front of the Status with an **"O"** behind it will give a report listing only matters that are pending, but would not print a column on the report with the word *PEND* after each case)
1-9	Sort the data on the report up to nine different ways. (e.g. **"1"** in front of the Name field will sort the data in alphabetical order by last name. If a **"1"** in front of Offense Date and **"2"** in front of Name, the report would be sorted alphabetically within each separate offense date.)
X	Include **only** those cases that have that data item. (e.g. **"X"** in front of Check, will only report payments a check was indicated as method of payment)
O	Omit cases where the database field match the selected criteria. Currently is only valid in the Cash Code field to exclude certain cash code payments from report, i.e,. bond postings (BT01/BT02)
B	Print and include cases where the database field is blank or zero. Selection field must be blank; column won't print on report
A	Print and include only those cases that have **ALL** the indicated "codes" (this **AND** that). It is also used in the date range field to indicate **OR** (this date **OR** that date)

Fields with a blank after them may be selected, printed or sorted (e.g., Case Type). Fields without a blank after them can only be printed and sorted (e.g., Name).

You can print and select a range for fields with a "_____ - _____" after the field name. For example:

P Receipt Date 010104 - 013104

or

S Balance Due 100 - 1000

Wildcarding

The purpose of wildcarding is to group cases with similar data on the same report. It allows the user to create reports for specific purposes, i.e. all alcohol offenses issued in 2006. To use the wildcard asterisk(*), type an asterisk at the point on a field where the information would be different. Anything that follows the asterisk is valid. See the chart below for more information.

Field Name	Wild Card	Example
Receipt #	*	D25*
Check #	*	15*
Credit Card	*	Visa* or 449*
ATM Card	*	225*
Case No.	*	06*
Original/Current Charge	*	333*
Original/Current SOS	**AA**	AA in code field (all alcohol offenses)
Vehicle Type	**TR**	TR in type field (all truck type vehicles)

Field Descriptions

Receipt #	Receipt number as printed on the receipt. Wildard option is available. See chart on page 5-7.
Receipt Date	Date the actual receipt was rang (not re-printed). The “A” function is available. See chart on page 5-6.
Register	Register number receipt was rang (i.e. D1, D2 etc.)
Cashier	Initials of cashier who rang the receipt
Drawer	Drawer the cashier rang the receipt into (i.e. A or B)
Venue	Venue indicated on the cash receipt
Check #	Method of Payment and/or check number indicated on receipt. Wildcard option is available. See chart on page 5-7.
Division	Division receipt was rang: T = Traffic/Criminal, C = Civil, M = Miscellaneous
Credit Card	Method of Payment and/or card type/number indicated on receipt. Wildcard option is available. See chart on page 5-7.
Voids & Rerings	Receipts that have been voided and re-rings of voided receipts
ATM Card	Method of Payment and/or ATM number indicated on receipt. Wildcard option is available. See chart on page 5-7.
Cash	Method of Payment indicated on receipt
Other	Method of Payment indicated on receipt (usually bond applied)
Assmnt/Paymnt Amount	Either the amounts connected to the Assessments or Payments (Assessments can include those assessed at case entry, disposition or through the Cash screen)
Payment Date	Date the payment was taken. The “A” function is available. See chart on page 5-6.
Assessment Date	Date the case was assessed monies. The “A” function available. See chart on page 5-6.
Cash Code	The codes used to assess monies (i.e. MFAT = Attorney Fees). The “A” function is available. See chart on page 5-6.
No Payment Since	No payment has been received since the date indicated

Field Descriptions cont'd

Balance Due Balance due on the case/charge as of the date the report ran. Can indicate in whole dollar amounts a specific amount or range of amount due.

Balance as of Balance due as of the date indicated in this field.

Case No. Number indicated in Case field on the receipt screen (regardless if case is entered on the system or not). **Wildcard** function is available for this field, for example, 06* would list only cases from 2006. See chart on page 5-7.

Filing Date The filing date indicated on the Case Entry screen.

Name The name entered on Case Entry screen (if case not on system, name field will be blank) *This field will use 2 columns to print.*

Close Date Date the case was closed. The "A" is function available. See chart on page 5-6.

Case Type Case type indicated on the Case Entry screen (screen edits for valid case types).

Civil Judge The judge assigned on the Civil Case Entry screen.

Status Current status of case in question, valid options are: O=Pending, P=Probation, W=Warrant, D=Disposed, C=Closed

PO Judge Proceeding judge or judge indicated as holding the proceeding (i.e. pre-trial, trial etc)

Offense Date The date the offense was committed as indicated on the T/C Case Entry screen.

Judge of Record The bar number of the judge that is indicated in the Judge of Record field on the T/C Case Entry screen, if indicated.

Vehicle Type Up to four, two character codes for vehicle type. A listing of valid vehicle types can be found in the Appendices of the Traffic/Criminal User Guide. Vehicle type **TR** can be used as a **Wildcard** for all truck types.

Next Judge The bar number of the judge that is associated with the next action on the case

Field Descriptions cont'd

Agency The designated law enforcement agency number. This is usually all or part of the agency ORI number.

Officer The badge number for the officer entered on the case.

Next Date Date(s) or date range signifying the last event scheduled for the case. If only one date was/is scheduled, that date will be the "Next Event" scheduled on the case.

Next Action A four-character scheduling (AJ) code corresponding with the "Next Date" field. Scheduling codes can be found in the Appendices of the Traffic/Criminal User Guide.

Attorney The five-digit bar numer of the attorney of record.

Appointed Can be used to identify cases where the current attorney of record was appointed. You must have an option in the *Attorney* field when using this field.

Original Charge The original charge code entered for the case. A **Wildcard** search may be performed by putting an asterisk (*) in the charge code field after the common denominator begins, e.g. 750* will give you all the charge codes with a common beginning of 750.

Current Charge Current charge code, e.g. 1200. This would be different from the Original Charge field if there has been a reduction or amendment to the original charge. The **Wildcard** requests may be used with this field. (See Original Charge)

Original SOS Original 4-digit Secretary of State (SOS) code associated with the charge. All charges do not have SOS codes associated with them. By entering an AA (all alcohol) **Wildcard** in the first field to the right of Original SOS, you will be able to access information on all alcohol related cases.

Current SOS Current SOS code, e.g. 1800. This would be different from the Original SOS field if there has been a reduction or amendment to the original charge. The **Wildcard** requests may be used with this field. (See Original SOS.)

Original Att/Cons/Sol For the Original Charge, place an A, C or S in this field for Attempt, Conspire, or Solicit.

Field Descriptions cont'd

Current Att/Cons/Sol For the Current Charge, place an A, C or S in this field for Attempt, Conspire, or Solicit.

Civ/Misd/Fel The statute classification of the charge. Use C, M or F in this field for Civil Infraction, Misdemeanor or Felony.

Disposed Date The date(s) or range of dates a disposition occurred on a specific charge.

Disposed Code A two-digit disposition code. You may select up to four different codes. These codes can be found in the Appendices of the Traffic/Criminal User Guide.

Sentence Date The date(s) or range of dates of sentencing. The date the fine, costs, jail, probation or community service was assessed. The case must be disposed and have other sentencing variables, e.g. fines/jail etc., in order to calculate a sentencing date.

Deferred Code Used to identify cases that are currently in deferred status. You can choose up to four codes to identify cases that are currently in a specific deferred status: 01 - 7411, 02 - HYTA, 03 - Spouse Abuse, 04 - PUI, 05 - MIP, 06 - Drug Court

Event Date The date(s) or range of dates any type of proceeding or action occurred on a case. All activities on a case are associated with a particular date and are given a detail record. When selecting an event date, enter a small range (e.g. 010106 - 013106) to facilitate processing. The "A" function isavailable. See chart on page 5-6.

Event Code A four-character event code that occurred on a case. For example AJ01-Scheduled for Arraignment or POPP-Partial Payment. If multiple codes are Selected or Printed, your report will reflect any case that uses any of the specified codes. If you want a report to select cases in which two or three selected codes are used for each case, type an "A" in front of Event Code as a **Wildcard** and you will get cases that have **ALL** the codes you selected.

Event Clerk The two or three character initials for a specific clerk, This field is used in conjunction with the Event Date and Event Code fields.

Selecting the Print Order

Once the criteria has been selected press **ENTER**. The screen displayed below will appear. This screen will allow you to select what order you would like the columns to appear across the page of the report. Once you have them in the correct order you may press **ENTER** to continue or press **F24-Previous Menu** to take you back to the selection screens to change the criteria you previously selected.

```
HAPPY VILLAGE        CASH REPORT GENERATION SELECTION  2/16/04  09:26:42
                          Select printing order
                       or press enter to continue

 1   Case Number
 4   No Payment Since
 5   Balance Due
 3   Name
 2   Case Type

 F24-Previous Menu                                        Help
```

If the criteria is in the correct print order, just press ENTER to continue

Any field without a number will go to the bottom of the list or last on the report.

Requirements for Running Report Generator

The following information may be helpful to review before submitting a report for processing.

- Report must have at least one of the following fields selected: Receipt #, Receipt Date, Assessment Date or Payment Date.
- The Division field will help you limit the search for particular types of receipts, i.e. Traffic/Criminal, Civil or Miscellaneous.
- "O" in front of the Cash Code field will allow you to exclude from the report a particular cash code. (This might be used if you do not want bonds, restitution or trust & agency receipts.)
- Unless Voids & Re-rings are selected those receipts will **NOT** be included in the report. (That means the receipts that were voided and the receipts used to void the original receipt. The corrected re-ring becomes the original receipt and would be included when the "Receipt" field is selected.)
- To get a report that includes all assessments vs all payments for a particular cash code (i.e. MFAT): Select Assessment Date **AND** Payment Date, along with the cash code of MFAT. (See sample on page 5-16.)
- If you select Receipt Date and Assessment Date the search would only include assessments that were made through Cash only.
- Cash Code field: If selected, the Summary totals will be printed at the bottom of the report for each and every cash code included on the report (Individual Totals and Grand Totals).

Saving and Generating a Report

Once the print order has been defined, press **ENTER**. The following screen will be displayed. After you have completed this screen, press **ENTER** to submit the report for processing.

```
HAPPY VILLAGE                                          2/16/04  09:44:51

                    Cash Report Generator

          _   Save Report ?   Enter Report Name     ____________________

                          _   Number of Spaces ?

                          _   8 x 11
                          _   14 x 11 Standard
                          _   11 x 8 Landscape

                          _   Summary Only ?

 F24 Previous Menu                                              Help
```

Save Report	Type an “X if you want to save this report for future use. It can be retrieved from the initial Report Generator Menu.
Enter Report Name	If you are saving this report, type the report name in this field. It is usually abbreviated from the title given on the selection screen.
Number of Spaces	Enter the number of blank spaces to be inserted between cases on the report, choices are 1-9.

8x11	Type an “X” if this report is to be formatted for 8x11 paper size. The report will print 7 columns across, 10 characters per column and 50 detail lines per page.
14x11 Standard	Type an “X” if this report is to be formatted on 14x11 *STD paper (green bar). This will print landscaped on a laser printer. The report will print 7 columns across, 15 characters per column and 50 detail lines per page.
11x8 Landscape	Type an “X” if this report is to be printed on a laser printer in landscape format. The report will print 10 columns across, 15 characters per column and 63 detail lines per page.
Summary	If all that is needed is the number of cases that meet the criteria, place an “X” in this field. *Note: This means **NO** detailed information will be printed on this report.*

Sample Report Generators

```
HAPPY VILLAGE          CASH REPORT GENERATION SELECTION  2/16/04  10:40:48
 Title ASSESSMENTS VS PAYMENTS 1/1/03-12-31-03  ATTY FEES

                              Receipt Information
 _ Receipt #      _______ - _______        _ Register      __ __ __ __
 _ Receipt Date    ______ - ______         _ Drawer        _
 _ Cash                                    _ Cashier        ___ ___ ___ ___
 _ Check #        __________               _ Division       _ _
 _ Other                                   _ Venue          __ __ __ __ __
 _ ATM Card       _________________        _ Voids & Rerings
 _ Credit Card    _________________
                        Assessment/Payment Information
 P Assessment Date _10103 - 123103        P Payment Date  _10103 - 123103
 P Amount  ___________ - ___________
 S Cash Code      MFAT ____ ____ ____ ____ ____ ____ ____ ____ ____
 _ No Pymt Since ______                    _ Bal Due ___________ - ___________
                                           _ Balance as of ______
                    Traffic/Criminal & Civil Case Information
 P Case No.       __________               _ Filing Date    ______ - ______
 P Name                                    _ Close Date     ______ - ______
 _ Case Type      __ __ __ __              _ Civil Judge    _____
 _ Status         _ _ _ _

  F24-Previous Menu            Page/Roll                  Help
```

Report 1 - Will produce a report of all attorney fees (MFAT) assessed and paid in 2003.

```
HAPPY VILLAGE          CASH REPORT GENERATION SELECTION  2/16/04  10:40:48
 Title MYOR COLLECTED FOR VENUE SOUTHFIELD IN 2003

                              Receipt Information
 _ Receipt #      _______ - _______        _ Register      __ __ __ __
 _ Receipt Date    ______ - ______         _ Drawer        _
 _ Cash                                    _ Cashier        ___ ___ ___ ___
 _ Check #        __________               _ Division       _ _
 _ Other                                   S Venue         05 __ __ __ __
 _ ATM Card       _________________        _ Voids & Rerings
 _ Credit Card    _________________
                        Assessment/Payment Information
 _ Assessment Date ______ - ______         P Payment Date  _10103 - 123103
 P Amount  ___________ - ___________
 S Cash Code      MYOR ____ ____ ____ ____ ____ ____ ____ ____ ____
 _ No Pymt Since ______                    _ Bal Due ___________ - ___________
                                           _ Balance as of ______
                    Traffic/Criminal & Civil Case Information
 P Case No.       __________               _ Filing Date    ______ - ______
 P Name                                    _ Close Date     ______ - ______
 _ Case Type      __ __ __ __              _ Civil Judge    _____
 _ Status         _ _ _ _

  F24-Previous Menu            Page/Roll                  Help
```

Report 2 - Will produce a report of all ordinance fine/costs (MYOR) for Southfield (Venue 05) paid in 2003.

```
HAPPY VILLAGE          CASH REPORT GENERATION SELECTION  2/16/04  10:40:48
 Title CI FINES COLLECTED BY POLICE AGENCY IN 2003

                              Receipt Information
 _ Receipt #      _______ - _______        _ Register      __ __ __ __
 _ Receipt Date   ______ - ______          _ Drawer        _
 _ Cash                                    _ Cashier        ___ ___ ___ ___
 _ Check #        __________               _ Division       _ _
 _ Other                                   _ Venue          __ __ __ __ __
 _ ATM Card       _______________          _ Voids & Rerings
 _ Credit Card    _______________
                        Assessment/Payment Information
 _ Assessment Date ______ - ______         P Payment Date  10103 - 123103
 P Amount  ___________ - ___________
 _ Cash Code      ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
 _ No Pymt Since ______                    _ Bal Due ___________ - ___________
                                           _ Balance as of ______
                    Traffic/Criminal & Civil Case Information
 P Case No.       __________               _ Filing Date    ______ - ______
 _ Name                                    _ Close Date     ______ - ______
 P Case Type      OI SI __ __              _ Civil Judge    _____
 _ Status         _ _ _ _

  F24-Previous Menu              Page/Roll                  Help
```

(page 1)

```
HAPPY VILLAGE          CASH REPORT GENERATION SELECTION  2/16/04  11:08:08
                                Traffic/Criminal
                                Case Information
 _ PO Judge          _____                 _ Offense Date  ______ - ______
 _ Judge of Record   _____                 _ Vehicle Type  __ __ __ __
 _ Next Judge        _____                 S Agency        834 ___
                                           _ Officer       _______
 _ Next Date      ______ - ______          _ Next Action   ____ ____ ____ ____


                                Charge Information
 _ Original Charge ____________________    _ Current Charge ____________________
 _ Original SOS    ____ ____ ____ ____     _ Current SOS    ____ ____ ____ ____
 _ Original Att/Cons/Sol   _               _ Current Att/Cons/Sol    _
 _ Civ/Misd/Fel            _
 _ Disposed Date   ______ - ______         _ Disposed Code __ __ __ __
 _ Sentence Date   ______ - ______


                                Detail Information
 _ Event Date      ______ - ______         _ Event Code ____ ____ ____ ____
 _ Event Clerk     ___

  F24-Previous Menu              Page/Roll                  Help
```

(page 2)

Report 3 - This report will show the total monies collected for civil infractions for the police agency 834.

Report 4 - This report will reflect cases in probation status that have not made a payment since 6/30/03, showing the last date a payment was made and the current balance due.

```
HAPPY VILLAGE          CASH REPORT GENERATION SELECTION  2/16/04  11:20:02
 Title NO PAYMENT SINCE 6/30/03 & BAL DUE - PROB STATUS

                              Receipt Information
 _ Receipt #      _______ - _______        _ Register      __ __ __ __
 _ Receipt Date    ______ - ______         _ Drawer        _
 _ Cash                                    _ Cashier        ___ ___ ___ ___
 _ Check #        __________               _ Division       _ _
 _ Other                                   _ Venue          __ __ __ __ __
 _ ATM Card       ________________         _ Voids & Rerings
 _ Credit Card    ________________
                        Assessment/Payment Information
 _ Assessment Date ______ - ______         _ Payment Date  ______ - ______
 _ Amount  ___________ - ___________
 _ Cash Code      ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
 P No Pymt Since 063003                    P Bal Due ___________ - ___________
                                           _ Balance as of ______
                    Traffic/Criminal & Civil Case Information
 P Case No.       __________               _ Filing Date    ______ - ______
 _ Name                                    _ Close Date     ______ - ______
 P Case Type      __ __ __ __              _ Civil Judge    _____
 S Status         P _ _ _

  F24-Previous Menu            Page/Roll                  Help
```

Report 5 - Will find the case number a particular check was rang on. *Note: We have a date range in the receipt field, not knowing the exact date of the receipt.*

```
HAPPY VILLAGE          CASH REPORT GENERATION SELECTION  2/16/04  11:20:02
 Title LOOKING FOR CHECK #1234 RANG ON WRONG TICKET/FILE

                              Receipt Information
 P Receipt #      _______ - _______        _ Register      __ __ __ __
 P Receipt Date    010504 - 010904         _ Drawer        _
 _ Cash                                    _ Cashier        ___ ___ ___ ___
 S Check #        1234______               _ Division       _ _
 _ Other                                   _ Venue          __ __ __ __ __
 _ ATM Card       ________________         _ Voids & Rerings
 _ Credit Card    ________________
                        Assessment/Payment Information
 _ Assessment Date ______ - ______         _ Payment Date  ______ - ______
 _ Amount  ___________ - ___________
 _ Cash Code      ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
 _ No Pymt Since ______                    P Bal Due ___________ - ___________
                                           _ Balance as of ______
                    Traffic/Criminal & Civil Case Information
 P Case No.       __________               _ Filing Date    ______ - ______
 _ Name                                    _ Close Date     ______ - ______
 P Case Type      __ __ __ __              _ Civil Judge    _____
 _ Status         _ _ _ _

  F24-Previous Menu            Page/Roll                  Help
```

Web Cash Maintenance

6

Web Cash allows the court to take payments through the internet and update cases with little or no clerk intervention.

Payments must be in full and are currently limited to civil infractions that are not suspended or in warrant status. For more information, please see e.courts.michigan.gov.

This chapter will review the options and reports available through the Web Cash Maintenance program.

To access the Web Cash Maintenance, select Option **6** from the Cash Subsystem Menu. The Web File Inquiry and Update screen is displayed below:

```
HAPPY VILLAGE          State Court Administrative Office     5/13/05   18:07:26

                          Web File Inquiry and Update

                   Mark with an X to inquire or update:

                   _ Open Web Cash      DATE: _51305     ACTIVE      / OPEN

                   X Close for Day and End Web Connection

                   _ End Web Connection Only

                   _ Web Exception Records

                   _ Web Receipt Maintenance

                     Web Report  ______  -  ______     _ Receipt Date Sequence
                                                       _ Request Date Sequence

Register in use by      238302/MARIE/CSHSNDCL
                        Number/User/Job Name
F5-Refresh     F24-Previous Menu     Help
```

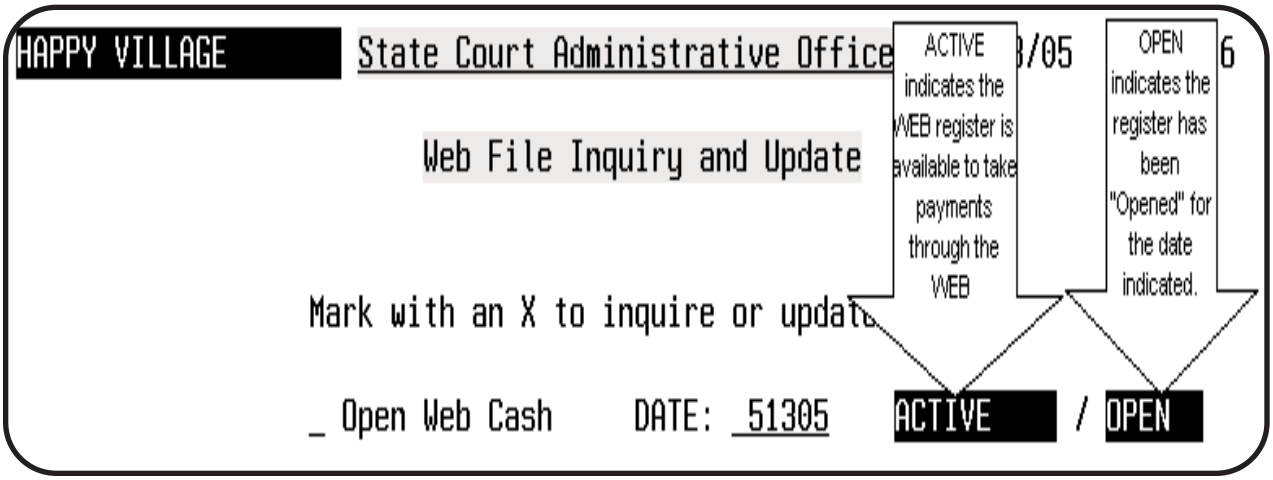
Press the *Help* key (or Alt/F1) for more information on this screen.

Open Web Cash

To Open Web Cash for the day, place an **X** in the selection field and press **ENTER**.

A verification receipt will print showing the next receipt number to be used. The top of the screen will show the Date “Open For” and ACTIVE / OPEN in reverse video, indicating the web register connection is now active and open to process receipts. The date will default to the current day. You can open for the next valid business date. You **cannot** open for a date prior to the current date.

The cashier name will appear as WEB on the ROA for any transactions processed through the web register while it is active.



As payments are processed through the web, receipts will generate. All receipts will start with W1 (web register # 1), have the “clerk” initials of WEB and will include the confirmation number provided to the defendant at the time of payment (via CEPAS/ PayPoint*). At the time of payment, a plea and disposition is also entered and the case is closed. The payment and disposition information (PL09 and DS23) will be updated to the ROA immediately.

*CEPAS, Centralized Electronic Payments Authorization System, or PayPoint is the mechanism used to process credit card payments via the web and interfaces with the JIS software. Review their user guide for more information.

Close for Day and End Web Connection

To close the register for the day, place an “X” in the selection field and press **ENTER**. Upon pressing **ENTER** the Close for Day receipt will print indicating the total monies receipted by the web register (the same as it prints for all the court’s registers).

The following information will be printed

- Register totals
- Amount Type Breakdown
- Accounts Breakdown
- Venue and Deposit Totals

Sample of the Close for Day receipt can be viewed beginning on page 2-7.

Tip: It does not provide the next receipt number that will be used for the register.

Warning: You cannot Close for Day and End Web connection if the register is INACTIVE.

Tip: If clerk accidentally closes for the day, you can re-open for that same business date, process more transactions close for the day again. The subsequent totals will be cumulative (including all receipts processed for that business date).

End Web Connection Only

To end the web connection for the register, place an “X” in the selection field and press **ENTER**. You cannot end the web connection unless the register is ACTIVE / OPEN. When the web connection has been ended the register will reflect INACTIVE / OPEN.

This will allow the user to use the register to process other payments or void any web processed payments, if necessary.

Warning: You cannot use this register to ring or void receipts unless it is INACTIVE.

```
HAPPY VILLAGE        State Court Administrative Office     4/26/05   18:30:30

                          Web File Inquiry and Update

                   Mark with an X to inquire or update:

                   _ Open Web Cash      DATE: _42605     INACTIVE / OPEN

                   _ Close for Day and End Web Connection

                   _ End Web Connection Only

                   _ Web Exception Records

                   _ Web Receipt Maintenance

                     Web Report  ______  -  ______     _ Receipt Date Sequence
                                                       _ Request Date Sequence


F5-Refresh     F24-Previous Menu     Help
```

Web Exception Records

The Web Exception Records are the payments that were accepted for web payment, but were unable to be processed by JIS.

To verify if there have been payments that were not processed, place an **X** in the selection field and press **ENTER**. A sample of the report/screen is displayed below.

```
HAPPY VILLAGE                    Web Exception Records

1=Resubmit                                   Amount
Opt Case No.   Type        Name              Pending     Bal Due       Reason
 _  05-02291    OI BECKER/BRIAN/A             217.00      171.00   AMT PEND NOT BAL DUE
 _  05-02292    OI BECKER/BRIAN/B             217.00       96.00   AMT PEND NOT BAL DUE
 _  05-02292    OI BECKER/BRIAN/B             217.00       96.00   AMT PEND NOT BAL DUE
 _  05-0329-2   OI MARCH/MIKE/B               130.00      160.00   AMT PEND NOT BAL DUE

F9-Print      F13-OutQ      F24-Exit      Page/Roll
```

Displayed are transactions NOT processed by the system. Reasons are given on the screen/report (see page 6-6 for listing). Once the problem has been identified and corrected, resubmit the transaction by placing a **1** on the Opt line and pressing **ENTER**. If processed without error, the transaction will be posted to the file and the case will automatically be removed from the list

This report can be viewed on the screen or press F9-Print for a printed version.

Note: If printing a copy, the report will be in HLD status in the Output Queue with the description CSHPRT1.

Possible reason for exceptions include:

- Amount pending not equal to balance due
- Case closed
- Case on probation
- Case in warrant status
- Case not found

Note: The window of opportunity for these exceptions to occur is very small. A person would have to submit a payment while a case is in the process of being updated either by a clerk or through the cycle of the daily date generated notices.

Web Receipt Maintenance

This option accesses the Cash Transaction Processing menu. ***You must end the web connection before accessing this option.*** This will allow the user to process other cash transactions, such as voids, re-rings, re-prints of receipts and payments. To access this option place an **X** in the selection field and press **ENTER**. You will need to Open for Individual. See example below.

```
HAPPY VILLAGE

                    ---OPEN FOR INDIVIDUAL--

          DATE:  42905                Time: 15:25:18


              CASHIER                        DRAWER

          1.    WEB                            A
          2.    OMH                            B
          3.    ____                           _
          4.    ____                           _
          5.    ____                           _
          6.    ____                           _
          7.    ____                           _
          8.    ____                           _

Enter-Continue  F1-Cash Menu  Help
```

This register is now available to process mail payments, voids, etc.

Warning: You must remember to make the register ACTIVE once you have completed receipting!

Tip: Use running totals by cashier or drawer B to balance, if you use this register to process mail payments.

Web Report

This option allows a report to be generated listing all transactions processed through the web, either in receipt number order or the date the payment request was made, for the date or date range specified. It will only have the transactions that were done via the web.

RUN DATE: 12/21/06
FOR: 12/01/06 - 12/15/06

JIS DISTRICT COURT
3450 W. GRAND BLVD
DETROIT, MI 48200

PAGE 1

WEB PAYMENTS - BY RECEIPT DATE

CASE NO.	NAME	NEXT DATE	DISP DATE	DISP CD	RCPT DATE	RCPT NO.	TRANS AMOUNT	CONFIRMATION NO.	REQUEST RECEIVED DATE	REQUEST RECEIVED TIME	CASH RESPONSE DATE	CASH RESPONSE TIME	TYPE
06B108843	HESS/JONATHAN/CHARLES	12/01/06	12/01/06	23	12/01/06	W100259	50.00	06120103254954	12/01/06	11:13	12/01/06	06:11	1
06B109605	SCHROEDER/DOUGLAS/ALLEN	12/06/06	12/05/06	23	12/05/06	W100260	100.00	06120503287117	12/05/06	17:17	12/05/06	12:17	1
06B109605B	SCHROEDER/DOUGLAS/ALLEN	12/06/06	12/05/06	23	12/05/06	W100261	95.00	06120503287117	12/05/06	17:17	12/05/06	12:17	1
06B109183	ALKUSARI/HOTHEFAH/ABDULL	12/12/06	12/08/06	23	12/08/06	W100262	150.00	06120703311346	12/08/06	03:30	12/07/06	22:31	1
06B108017	BANKS/SHELLY/MARIE	12/08/06	12/05/06	40	12/11/06	W100263	140.00	06120903321037	12/09/06	13:50	12/09/06	08:51	1
06B108095	MATUJA/JENI/MARIE	12/12/06	12/13/06	23	12/13/06	W100264	100.00	06121203344809	12/12/06	22:58	12/12/06	17:58	1

Total Number of Payments and Amount Received: 6 $635.00
Total Number of Payments and Amount Posted: 6 $635.00

RESPONSE TYPES: 1=POSTED V=POSTED & VOIDED

Report by Receipt Date only has payments accepted/posted and/or voided

RUN DATE: 12/21/06
FOR: 12/01/06 - 12/15/06

JIS DISTRICT COURT
3450 W. GRAND BLVD
DETROIT, MI 48200

PAGE 1

WEB PAYMENTS - BY REQUEST DATE

CASE NO.	NAME	NEXT DATE	DISP DATE	DISP CD	RCPT DATE	RCPT NO.	TRANS AMOUNT	CONFIRMATION NO.	REQUEST RECEIVED DATE	REQUEST RECEIVED TIME	CASH RESPONSE DATE	CASH RESPONSE TIME	TYPE
06B108843	HESS/JONATHAN/CHARLES	12/01/06	12/01/06	23	12/01/06	W100259	50.00	06120103254954	12/01/06	11:13	12/01/06	06:11	1
06B109605	SCHROEDER/DOUGLAS/ALLEN	12/06/06	12/05/06	23	12/05/06	W100260	100.00	06120503287117	12/05/06	17:17	12/05/06	12:17	1
06B109605B	SCHROEDER/DOUGLAS/ALLEN	12/06/06	12/05/06	23	12/05/06	W100261	95.00	06120503287117	12/05/06	17:17	12/05/06	12:17	1
06B109183	ALKUSARI/HOTHEFAH/ABDULL	12/12/06	12/08/06	23	12/08/06	W100262	150.00	06120703311346	12/08/06	03:30	12/07/06	22:31	1
06B108017	BANKS/SHELLY/MARIE	12/08/06	12/05/06	40	12/11/06	W100263	140.00	06120903321037	12/09/06	13:50	12/09/06	08:51	1
06B108095	MATUJA/JENI/MARIE	12/12/06	12/13/06	23	12/13/06	W100264	100.00	06121203344809	12/12/06	22:58	12/12/06	17:58	1

Total Number of Payments and Amount Received: 6 $635.00
Total Number of Payments and Amount Posted: 6 $635.00
Total Number of Payments and Amount Not Posted: 0 $.00

RESPONSE TYPES: 1=POSTED 2=NOT POSTED-CASE NOT FOUND 3=NOT POSTED-PAYMENT DOES NOT EQUAL AMOUNT DUE
4=NOT POSTED-WARRANT 5=NOT POSTED-PROBATION 6=NOT POSTED-CASE CLOSED V=POSTED & VOIDED

Report by Request Date includes all payments submitted (whether the payment was accepted/posted or not) and voids

These reports can be run at any time for the current or previous date or date range. They will include the total number of transactions and dollar amounts for the date(s) specified. The reports will indicate the status of the payment submitted, i.e. posted or not posted and the reason. The legend at the bottom of the report indicates all possible responses that would be indicated in the “TYPE” field of the report.

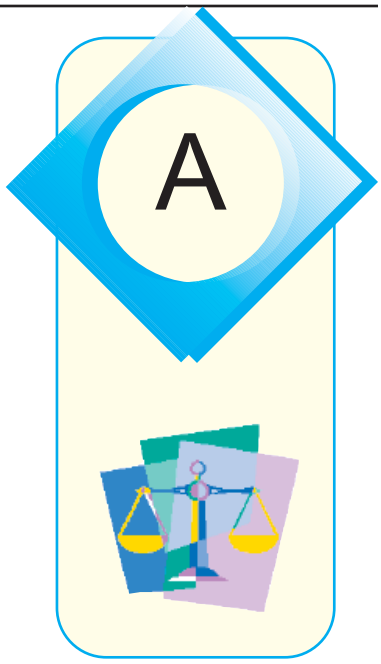
Payments not posted must be corrected. This may include updating a case status, amount due, etc. then resubmitting the payment via the Web Exception Records option. Another option may be to reverse payment through *CEPAS, if necessary.

The payments that were made by a cashier using this register will not appear on the web reports, but will appear on all other cash reports under register W1.

All Function Keys Used in Cash Module

F1 **Cash Menu** **Clear**	 Return to the Cash Transaction Menu, without updating/processing the screen. Only clear this screen, remain on the same screen.
F2 **Page Back**	 Page back to the previous screen.
F4 **Mod Assm** **Prompt**	 Modify assessments that are on the screen. With the cursor in the promptable field,display more information
F5 **Cashcode Balances** **Venues** **Refresh**	 Display the balances by cash code (Financial ROA). Hop to Venue file to view or update. Update the information on the screen.
F6 **Multi Rcpt** **Add** **Transmittal File**	 Process this receipt as 1 of 2 or more, allowing the payment method to apply to the entire transaction. Add a record, usually in a prompt window. Hop to the Transmittal File to view or update.
F7 **Finc ROA**	 Display the Financial ROA.
F9 **Receipt** **Print Roa** **Print**	 Print the receipt. Print the Financial ROA. Print Web Exception Report
F12 **Paym**	Process the screen for payment and move to the method of payment portion of the receipt screen.
F13 **OutQ**	Allows you to change the printer for printing the Financial ROA or Web Exception Report.
F24 **Previous Menu/Exit**	 Hop to the previous menu/screen without any updating.
Enter **Continue**	 Continue processing the screen.
Page-Roll	Page up/down keys will move you to another screen.
Help **(Alt/F1)**	Pressing the HELP key will give you more information about the screen and/or options.

Appendices



These Appendices are referenced throughout this User Guide. They include information about codes, fields, function keys, etc. You may find it helpful to print some or all of these Appendices to use as a helpful guide.

Appendix	Description
A	Running out of Paper
B	Common Codes
C	Commonly Asked Questions
D	Help Desk Fax Sheet
E	JIS Enhancement Request Form
F	Request for JIS Training

Running out of Paper

When the cash printer runs out of paper, the screen displayed on this page will appear. Follow the sequence of events listed below:

1. Re-load paper into the printer and press the Load/Form Feed button and/or the Start/Stop button. Make sure the Power and Ready lights on the printer are both solid green.

2. Answer the message that has appeared on your screen with an **i** and press **ENTER**.

Make sure you re-load the paper into the printer BEFORE you answer the message on the screen!

```
                        Additional Message Information

Message ID . . . . . . :   CPA5335       Severity . . . . . . . :   99
Message type . . . . . :   Inquiry
Date sent  . . . . . . :   02/21/04      Time sent  . . . . . . :   14:03:16

Message . . . . :   End of forms on printer PRT09. (C H I PAGE 1-9999999)
Cause . . . . . :   File QPSPLPRT in library QSYS was being processed when an
  end of the forms occurred.
Recovery  . . . :   Do one of the following and try the request again.
Possible choices for replying to message . . . . . . . . . . . . . . . :
  C -- To cancel the printer writer,
    1. Press Stop only if Start and Stop are two separate keys.
    2. Load the new forms.
    3. Press Cancel.
    4. Press Stop and Start, or press Start/Stop.
    5. Type a C.
                                                                      More...
Type reply below, then press Enter.
Reply  . . . .   i_____________________________________________________

F3=Exit   F6=Print   F9=Display message details   F12=Cancel
F21=Select assistance level
```

Commonly Used Codes

COMMON CODES

Plea Codes		Disposition Codes	
01	Guilty	01	Guilty as Charged (Bench Trial)
02	Not Guilty	02	Guilty-Added Offense (Bench Trial)
03	Stood Mute	03	Guilty-Included Offense (Bench Trial)
04	Not Guilty entered by Court	04	Found Guilty by JURY
05	Nolo Contendere	05	Found **Not** Guilty by Judge
06	Stood Mute-Not Guilty entered by Court	06	Found **Not** Guilty by JURY
		08	Dismissed
07	Exam Demanded	09	Exam Conducted; Def Bound Over
08	Exam Waived	10	Exam Waived; Def Bound Over
09	Admit Responsibility	14	Disposed on Guilty Plea (Misd)
10	Admit Responsibility w/Explan.	15	Disposed on Plea of Nolo Contendere
11	Deny Responsibility	16	Exam Conducted; Charge Dismissed
12	Exam Ordered by Court	19	Default Judgment (Civil Inf)
13	Exam Demanded by Prosecutor	23	Judgment Rendered (Civil Inf)
		24	Found **Not** Responsible (Civil Inf)
		25	Order of Nolle Prosequi Entered
		26	Dismissed by Party
		40	Found Responsible (Civil Infraction)

Frequently used codes are highlighted

Misdemeanors:
If **PLEA** is **01** (Guilty), use **DISPOSITION 14** (Disposed on Guilty Plea)

Civil Infractions:
If **PLEA** Code is **09** (admit responsibility), **10**, (admit w/explanation) or **11** (deny responsibility), use **DISPOSITION** code: **23** (judgment rendered) **24** (found not responsible) or **40** (found responsible after hearing)

Bond Posting Codes

BT01	Cash Bond
BT02	10% Cash Bond
BT06	Interim Bond
BT08	Security Deposit
BT09	Combination Bond
BT13	Cash/Surety/10%

Bond Paydown Codes

BD03	Bond Refund
BD04	Bond Forfeited
BD31	Bond Transferred to Circuit Ct
BD36	Bond Costs
BD37	Bond Applied to Fines & Costs
BD39	Bond Transferred to Another Ct
BD98	Bond Escheated

Commonly Asked Questions

1) Why won't the computer allow me to void a multi receipt?

This normally happens if the amount paid is not filled in the method of payment section, i.e., Cash/Check/ATM/Credit Card/other.

2) Printer jammed while printing Close For Day Receipt, what should I do?

First back out of cash to the District Court Systems Menu, if possible. Fix the printer and alignment. This should allow you to select Option **3** to Close for Day again. This will produce another close for the day receipt.

Note: If you re-open for another day and ring any receipts, you will not be able to get another close for day receipt. Use cash Detail reports instead.

3) Printer jammed while printing Close for Day and I already opened for the next day.

If you have not begun to ring receipts for the next business day, close for the day and open for today's date, then close for the day again. This will re-print your Close for Day receipt. Now you may open for the next day's business and continue receipting.

Note: If unable to re-print the Close for Day receipt, the Cash Detail report will give you the same information as the Close for Day receipt.

4) Printer jammed or ran out of paper during a multi receipt.

A. Try to reprint the receipt using Option **11 OR**
B. Select Option **10** from the Cash Menu, Print Adjustments, to verify if you are 100% certified or need to do a reconstruct of the receipt
C. Reconstruct the receipt, Option **20**, if necessary

5) Trying to ring a receipt but keeps highlighting Password.

Cashier has not been opened for the day. Back out to the Cash Transaction Processing Menu and Open for Individual, Option **2**.

6) I was interrupted while doing a void and didn't re-ring right away. How can I re-ring now? It doesn't give that option anymore.

Go back into Option **7**, Void / Re-ring, type the receipt number and date of the receipt voided, press **ENTER**. Once **ENTER** is pressed, a message will be displayed #xxxxx voided, you will also have the option to r*e-ring* the receipt. Continue with your re-ring!

7) My Close for Day receipt does not have the same total as my cash reports.

Someone may have requested the cash reports before ALL registers were closed for the day **OR** a cashier may have re-opened for the day after cash reports were requested and ran receipt(s). Just request the cash reports again.

Note: The cash reports would have printed an extra page with "WARNING Register Dxx Open". The person requesting the reports would also have received this warning message on the reports screen.

8) Receipt was rang in Drawer A and later voided from Drawer B. Will my cash reports still be accurate?

Yes, your summary cash reports will be accurate. However, the actual drawers will be off the amount of the ring/void. If you require each drawer to balance, then cashiers will have to reverse what they have done, (i.e., Drawer A will have to void the receipt and Drawer B will have to "ring" the receipt - CALL JIS if you have ANY questions before doing this transaction).

9) Print receipts skipped a number.

Re-print the missing receipt number. If you have receipted a case twice in error, void one of the receipts.

10) New employee needs to be added as a cashier, what do I do?

Cashiers are added through the Administrative sign-on. If you are not familiar with this, see the court administrator.

11) I am trying to add a new cash code AND a hot key with one entry on the Cash Code Update screen. Can I do this?

Yes. See sample starting on page 4-10.

12) I don't balance. What do I do?

- Check for 100% certification
- Refer to Supreme Court checklist (not part of JIS manual)
- Work with Monies Per Drawer portion of the Close for Day receipt Where are you off - cash? checks?
- Too little cash? Was receipt rung twice? Check receipts.
- Verify the endorsements on back of check with actual check amount
- If using multiple registers and balancing to cash reports; were all registers closed when reports were requested? Re-run you cash reports.
- Did you void a prior day receipt and ring it as a new receipt instead of doing a re-ring? Did you forget to re-ring it entirely?
- Look for missing receipt numbers. Try re-printing the receipt. Did the cashier ring it twice because the first receipt didn't print?

14) I can't balance my bond account. What do I do?

See page 3-61 for a list of things to review.

15) Why is the cash code highlighting with the message "2 or more TA cash codes"?

Because you have more than one cash code on the receipt screen that is trying to write a T/A (Trust and Agency) record for the same account, e.g. T/A04 for attorney fees (MFAT) and T/A 04 for cost of prosecution (PROS). If this occurs, ring the second T/A cash code separately.

16) How do I process Unclaimed Restitution?

- If restitution was previously paid out and the check was never cashed, delete the paydown record and create a new paydown reflecting the payee as "unclaimed restitution". If the restitution was never paid out, still paydown the record indicating "unclaimed restitution" as the payee.

- Write a check from the trust account to the court for the unclaimed restitution.

- Ring a receipt using the MYVR (cash code for unclaimed restitution). This cash code will report on the State Transmittal line seven, the same as the crime victims' assessment fee. The MYVR will also report on line 10 of the Crime Victim Rights Assessment Report, CVR606 (Rev 5/01) and produce a separate detail list of the cases and amounts reported.

If a person comes to the court to collect restitution previously reported as unclaimed, the following steps should be followed:

- Void the receipt for the unclaimed restitution.

- Re-ring it back into restitution (MYRS). This will automatically adjust the State Transmittal line 7 and the Crime Victim Rights Assessment Report, line 11.

- Adjust deposit to the bank accounts the day of the void/re-ring, as reflected in the net adjusted column.

- Write a check to the victim from the trust account and close out the record on the bond/restitution update screen.

Help Desk Fax Sheet

Fax copies are sometimes hard to read. Please print legibly or type the information.

Court _____

Name _____

Phone (_____) _____Ext._____

Fax # _____

Problem Description:

_____

_____

_____

_____

_____

Research Conducted:

_____

_____

_____

_____

_____

Attachments:

ROA ☐
Financial ROA ☐
Other ☐ _____

Fax to JIS: (517) 373-7451

JIS Enhancement Request Form

Enhancement Classification

__ Traffic/Criminal
__ Civil
__ Bond/Trust/Cash
__ Probation
__ Other

Name:_____
Court Administrator

Court: _____

Phone: ( ) _____ - _____ Ext. ____

Date: _____

Enhancement/Change: _____

_____

_____

_____

_____

_____

_____

_____

Reason for Enhancement/Change: _____

_____

_____

_____

_____

_____

_____

_____

_____

Fax to JIS: (517) 373-7451

Request for JIS Training

Requested by: _____ Court: _____
Court Administrator

Contact Person: _____

Phone: ( ) _____ - _____ Ext. ____

Please describe a general overview of training needs: _____

_____

Training Dates & Location:	
Technical Services Representative:	

Tentative Schedule

Time	Employees to be Trained/Topics to be Covered	Estimated Time (Hrs)