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.