

Once the above steps are completed, generate the Collections Reports. **Please remember it may take several hours to complete. We HIGHLY recommend running the Collections Reports at the close of business when all users are logged off AND after Date Generated Notices have been requested.**

From the Cash Subsystem, select Option 2 - Reports. Place an 'X' in the field to the left of *Collections as of:* and type the AS OF DATE (0630XX). XX should be replaced by the reporting year. The reporting year ends June 30th. In the example below, the reporting year is 2010. The report is due to SCAO by July 15th of the reporting year. **NOTE:** This report cannot be requested for a date greater than the current date.

YOUR COURT State Court Administrative Office
Court Wide Cash Report Screen

	Date Range	Terminal	Cash Code
<input type="checkbox"/> Cash Detail	<u>42110</u> - _____	_____	_____
<input type="checkbox"/> Adjustments	<u>42110</u> - _____	_____	_____
<input type="checkbox"/> Assessment Adjustments	<u>42110</u> - _____	_____	_____
<input type="checkbox"/> Cash/Case Un-Matched	<u>42110</u> - _____	_____	_____
<input type="checkbox"/> Closed - Balance Due	_____ - _____	_____	_____
<input type="checkbox"/> Monies by Venue	_____ - _____	_____	_____
<input type="checkbox"/> SOS Clearances	_____ - _____	_____	_____
<input type="checkbox"/> Crime Victims	_____ - _____	_____	_____
<input type="checkbox"/> Court Summary	_____ - _____	_____	_____
<input type="checkbox"/> State _ Local Transmittal	_____ - _____	_____	_____
<input type="checkbox"/> Code/Payer Audit	_____ - _____	_____	_____
<input checked="" type="checkbox"/> Collections as of:	<u>063010</u>	Audit Reports	_____
<input type="checkbox"/> Outstanding Receivables as of:	_____	Aging Detail	_____ - _____
<input type="checkbox"/> Omit > 7 Yrs Old? <input type="checkbox"/> Omit Closed?	_____	Offense Year	_____
<input type="checkbox"/> Payment Distribution as of:	_____		_____
<input type="checkbox"/> Uncollected Detail	_____		_____

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To request the Collections Reports, type an 'X' in front of the *Collections as of:* field and type the AS OF DATE (0630XX). XX should be replaced with the reporting year.

Cash Reports Menu

Three reports will generate:

1. **Summary Report of Outstanding Receivables by Cash Code and Case Type**
Listed in outque as OUTRCV
2. **Outstanding Receivables Aging Report**
Listed in outque as AGING
3. **Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year**
Listed in outque as PAYADJ

Note: A separate page will generate for assessments made in each of the previous seven years.

Identifying any discrepancies on the Collections Reports can be done by requesting an Audit Report(s). To access the Audits for Collections Reports screen, enter the information as shown below and press **Enter**.

YOUR COURT		State Court Administrative Office		
		Court Wide Cash Report Screen		
	Date Range	Terminal	Cash Code	
_ Cash Detail	42910	-	___	___
_ Adjustments	42910	-	___	___
_ Assessment Adjustments	42910	-	___	___
_ Cash/Case Un-Matched	42910	-	___	___
_ Closed - Balance Due	___	-	___	___
_ Monies by Venue	___	-	___	___
_ SOS Clearances	___	-	___	___
_ Crime Victims	___	-	___	___
_ Court Summary	___	-	___	___
_ State _ Local Transmittal	___	-	___	___
_ Code/Payer Audit	___	-	___	___
_ Collections as of:	063010		Audit Reports	X
_ Outstanding Receivables as of:	___		Aging Detail	___ - ___
Omit > 7 Yrs Old? _ Omit Closed? _	___		Offense Year	___
_ Payment Distribution as of:	___			___
Uncollected Detail _	___			___
F24-Previous Menu Page/Roll Help				

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

NOTE: You do NOT need to type an 'X' in front of the Collections as of: field to generate Audit Reports.

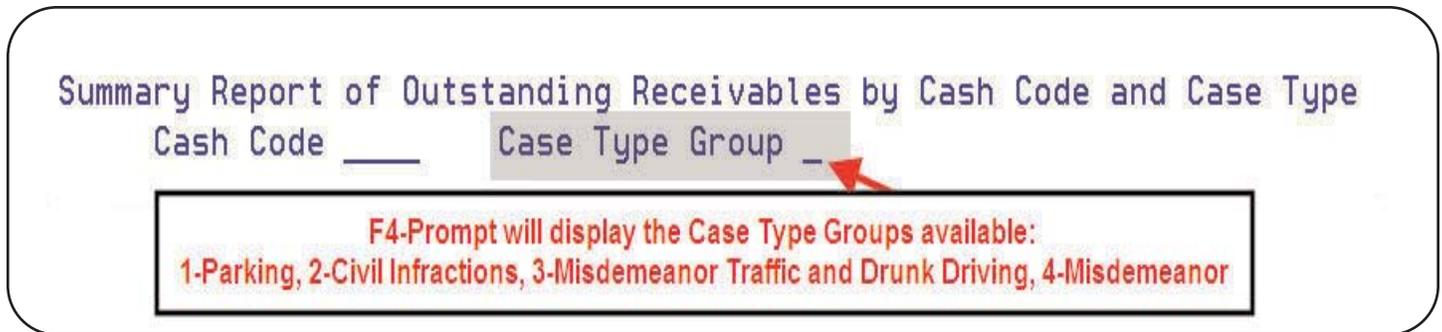
Cash Reports Menu

4/21/10	Audits for Collections Reports	SHERYL
08:44:16	As of 6/30/10	OSMSOUTH
<p>Summary Report of Outstanding Receivables by Cash Code and Case Type</p> <p>Cash Code ___ Case Type Group _</p>		
<p>Outstanding Receivables Aging Report</p> <p>Days Outstanding ___ - ___ Case Type Group _</p>		
<p>Payment/Adjustment Distribution of Assessments</p> <p>Assessed in ___ Paid in ___ Adjusted in ___</p> <p>Case Type Group _ Cash Code ___ (Optional)</p>		
Enter-Continue	F4-Prompt	F24-Exit Help

Audits for Collections Reports screen

Audit for the Summary of Outstanding Receivables by Cash Code and Case Type

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 _____ Case Type Group _

**F4-Prompt will display the Case Type Groups available:
1-Parking, 2-Civil Infractions, 3-Misdemeanor Traffic and Drunk Driving, 4-Misdemeanor**

Audit for Summary Report of Outstanding Receivables by Cash Code and Case Type

A reason to request this Audit Report is a negative assessment for a Cash Code and Case Type was reported. Running the Audit Summary Report of Outstanding Receivables by Cash Code and Case Type will generate a list of all cases within a specific Case Type Group for the requested Cash Code.

For example, the Summary Report of Outstanding Receivables by Cash Code and Case Type shows a negative assessment for Cash Code MFAT (Attorney Fee) listed under the Parking Case Type Group. In this instance, on the Audit Screen above, enter the *Cash Code* MFAT, *Case Type Group* 1 - Parking.

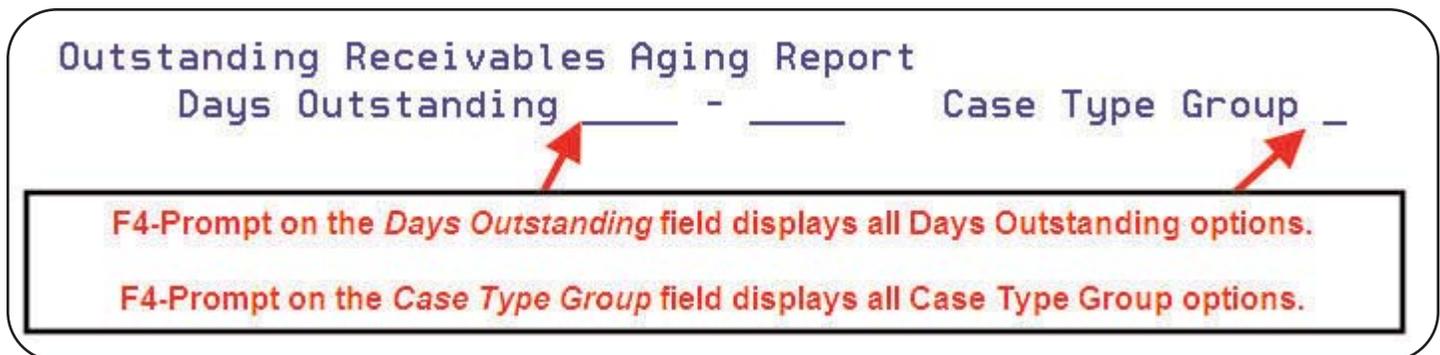
The Report will be listed in the outque as OUTRCVAUD and will include each case number and count, case type and the amount assessed for the Cash Code/Case Type Group requested.

Audit for the Outstanding Receivables Aging Report

To request the Audit for the Outstanding Receivables Aging Report, fill in the *Days Outstanding* and *Case Type Group* and press **Enter**. **F4-Prompt** is available for both fields.

Outstanding Receivables Aging Report
Days Outstanding _____ - _____ Case Type Group _____

F4-Prompt on the *Days Outstanding* field displays all *Days Outstanding* options.
F4-Prompt on the *Case Type Group* field displays all *Case Type Group* options.



Audit for Outstanding Receivables Aging Report

Reasons to generate the Audit for Outstanding Receivables Aging Report are abnormally large assessments that are outstanding, or similar to the Summary Report of Outstanding Receivables, a negative assessment is reported.

For example, there is \$5,000,000.00 within the Parking Case Type Group Category reporting as aging 1276 to 1460 Days (4 Years). Enter 1276-1460 *Days Outstanding* on the Audit Screen and your *Case Type Group* 1 - Parking.

The Audit Report will be listed in the output as AGINGAUD and will include each case number and count, case type, date of assessment, cash code and amount assessed for the Days Outstanding/Case Type Group requested.

Audit for the Payment/Adjustment Distribution of Assessments Report

The Audit of Payment/Adjustment Distribution of Assessments can be requested several ways. The most frequent use of this Audit Report is when there is an anomaly on the Payment/Adjustment Distribution of Assessments Report for a reporting year.

For example, \$25,000,000.00 assessed in 2005 for Parking and \$25,000,000.00 adjusted in 2005 for Parking. To locate the case associated with this \$25,000,000.00 adjustment, two separate Audit Reports will need to be requested. Once, as shown below, to locate the cash code associated with the \$25,000,000.00 assessment.

```
Payment/Adjustment Distribution of Assessments
Assessed in 2005      Paid in ____      Adjusted in 2005
Case Type Group 1      Cash Code ____ (Optional)
```

Audit for Payment/Adjustment Distribution of Assessments Report

The Audit Report will be listed in the outque as PAYADJAUDC and will list cash codes and total amount assessed for each cash code for the requested Assessed in/Adjusted in/Case Type Group selected.

Once the cash code is located, run the Audit Report again, but include the cash code identified in the first Audit Report, as shown below using the Cash Code example MFAT. This Audit Report will also be listed in the outque as PAYADJAUDC, and will list the case number, count, case type and total amount assessed for each case within the specified cash code.

```
Payment/Adjustment Distribution of Assessments
Assessed in 2005      Paid in ____      Adjusted in 2005
Case Type Group 1      Cash Code MFAT (Optional)
```

Audit for Payment/Adjustment Distribution of Assessments Report with Cash Code

If corrections were made on any cases, request the Collections Reports again.

REMINDER: These reports take a long time to generate. We HIGHLY recommend requesting them at the close of business when all users are logged off AND after Date Generated Notices have been requested.

Upon successful generation, the Collections Reports will need to be converted into an uploadable format by following the steps on pages 7-12 of this document.

Transferring Collections Reports from AS/400 to PC

If your court is using **Client Access**, you will be able to transfer your Collections Reports file from the AS/400 to your PC and upload it to the Collections Data System (CDS) application on the Michigan Court Applications Portal (MCAP). Prior to uploading, you will want to have verified your Cash Codes in the CDS Application using the instructions provided by the State Court Administrative Office (SCAO). After you run the Collections Reports and they are in your printer output queue, follow the steps below to set up the file transfer. The process for transferring data from the AS/400 to your PC is the same as the Caseload and Delay in Criminal Proceedings Reports. The only difference is the iSeries File Name when doing the Transfer (Step 3).

You will first need to identify your System name, **Step 1**.

Michigan Supreme Court
State Court Administrative Office
Judicial Information System

Sign On

System : OSMSOUTH
Subsystem : QINTER
SHERYLA

Configure PC5250

System name: OSMSOUTH

Workstation ID

Use Computer name
 Use Windows user name
 Specify workstation ID

SheryIA

Truncate:
 Beginning characters Ending characters

Type of emulation

Display Size: 27x132 Printer Association
 Printer Setup...

Bypass signon
 Auto-reconnect

Host code-page: 037 United States
Port number: 23

OK Cancel Help

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Click on the Communication option. From the Communication dropdown, click on Configure. Your Court's system name will appear in the Configure popup box.

Once you have identified your System name, proceed to Step 2.

Step 2

YOUR COURT

From any screen, click on the Recv button.

	Date Range	Terminal	Cash Code
■ Cash Detail	60209 -	—	—
— Adjustments	60209 -	—	—
— Assessment Adjustments	60209 -	—	—
— Cash/Case Un-Matched	60209 -	—	—
— 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:	—	Aging Detail ___ -	—
Omit > 7 Yrs Old? _ Omit Closed? _	—	Offense Year ___	—
— Payment Distribution as of:	—	—	—
Uncollected Detail _	—	—	—

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Step 3

Data Transfer From iSeries - PC5250\$.TTO

File View Help

iSeries

System name: OSMSOUTH

File name: OSMXCSDB/CDSD9991

PC

Output device: File

File name:

Transfer data from iSeries

Add your System Name.

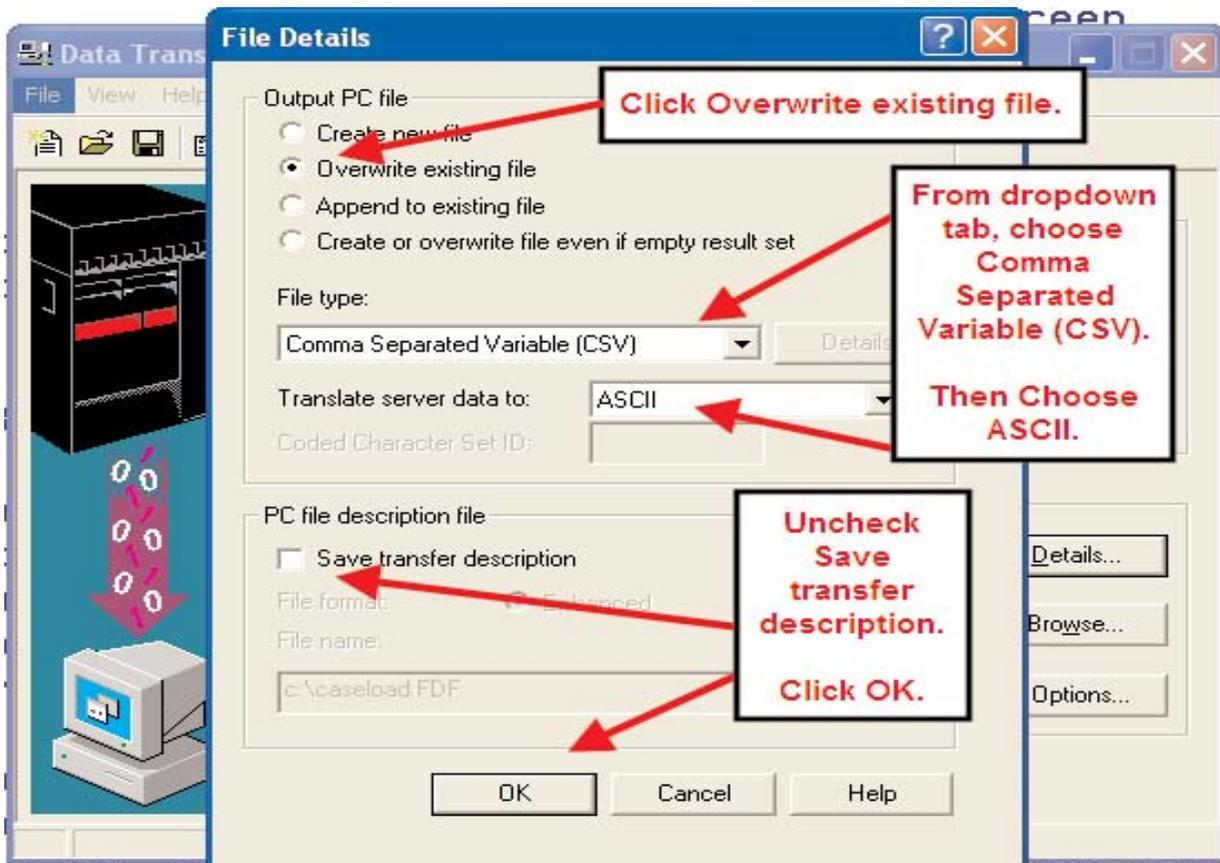
For Distributed Courts, add the File name as it appears here, replacing D9991 with YOUR Court ID.

FOR ON-LINE COURTS, SEE NOTE* BELOW.

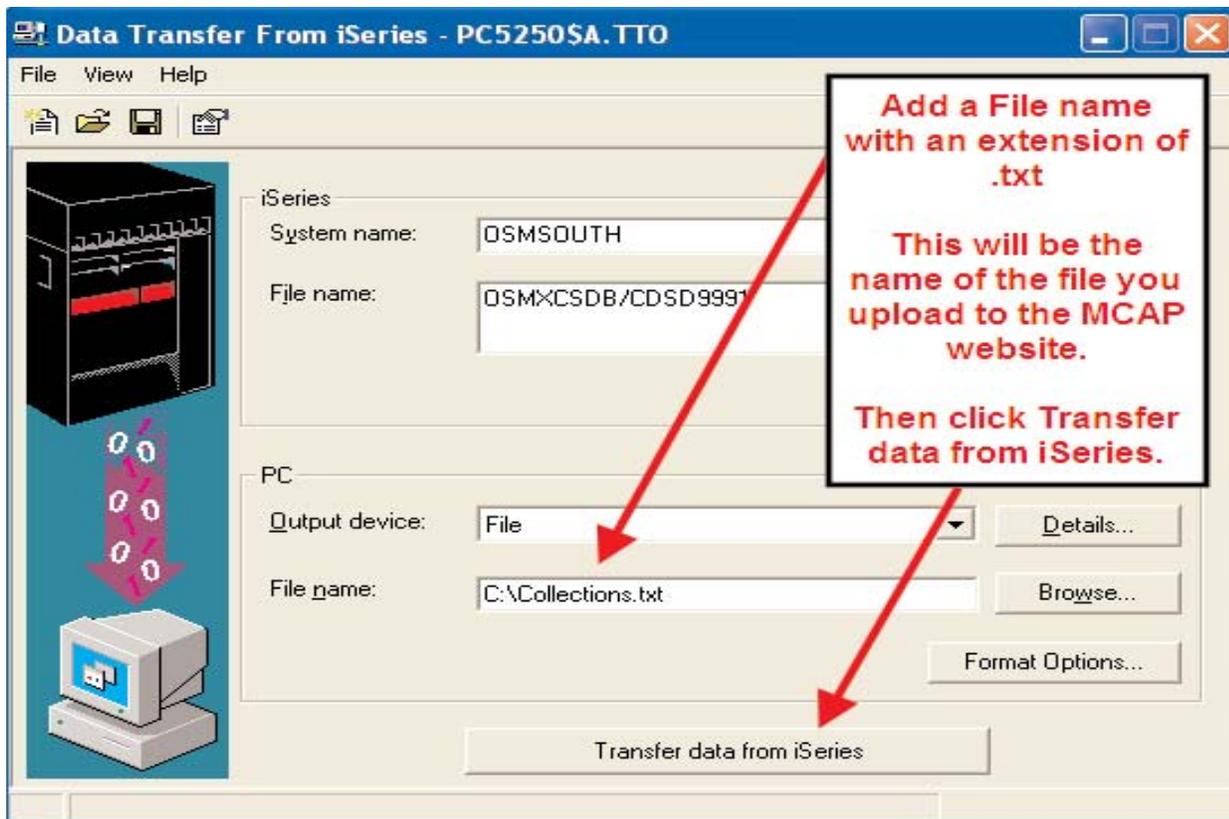
Click Details.

**NOTE* On-Line Courts' File name should read OSMXCSODB/CDSDXXXX
DXXX is your Court number; i.e. D1500**

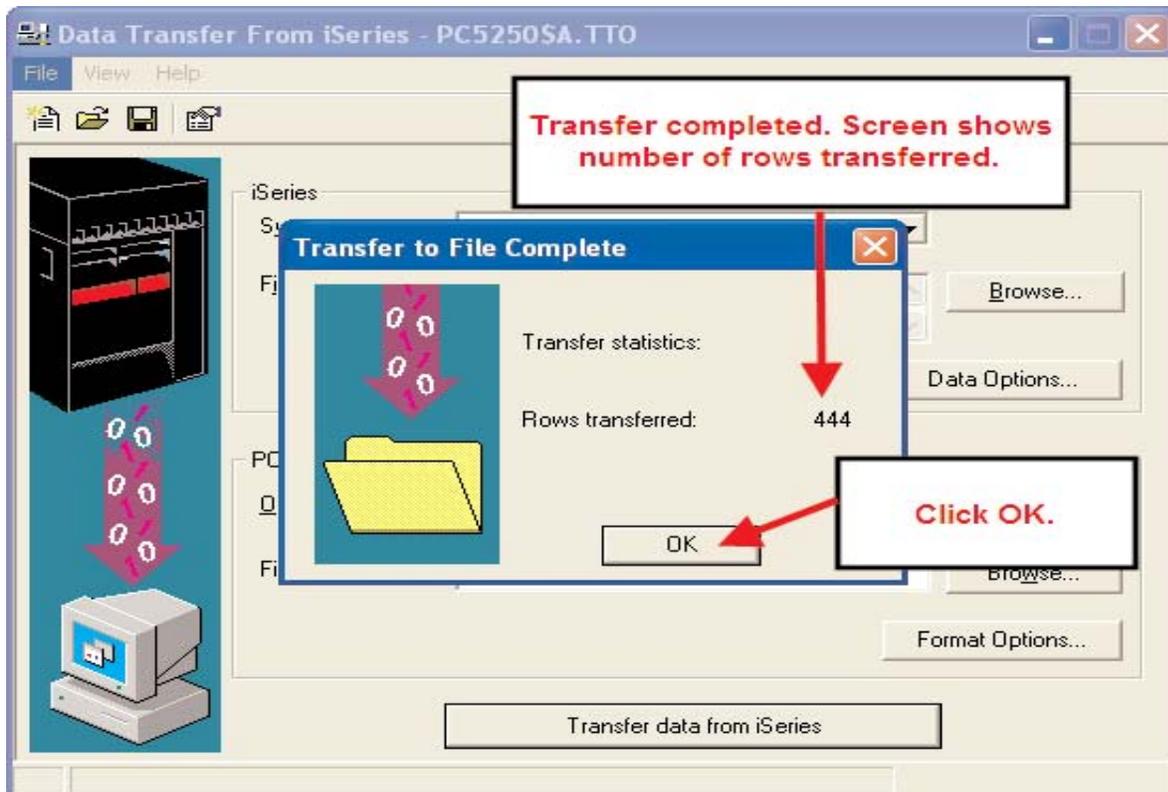
Step 4



Step 5



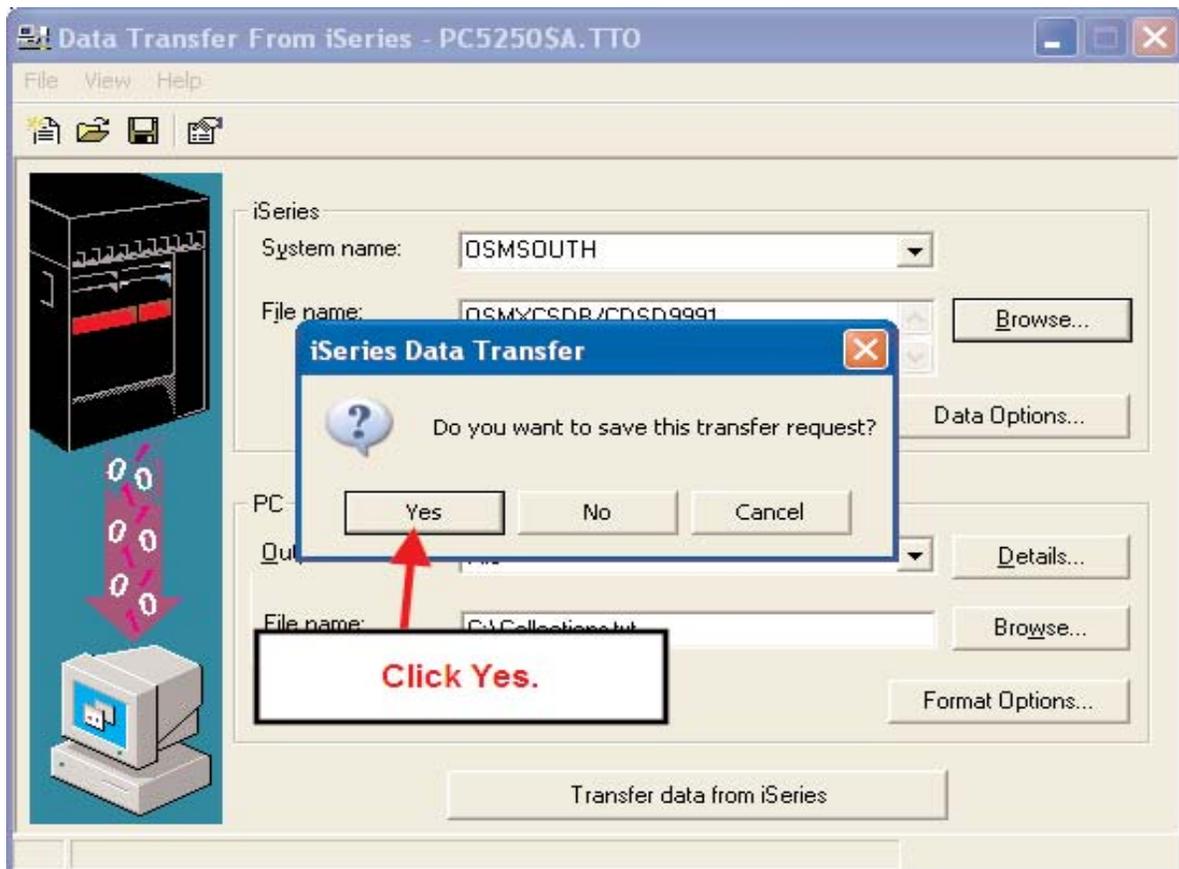
Step 6



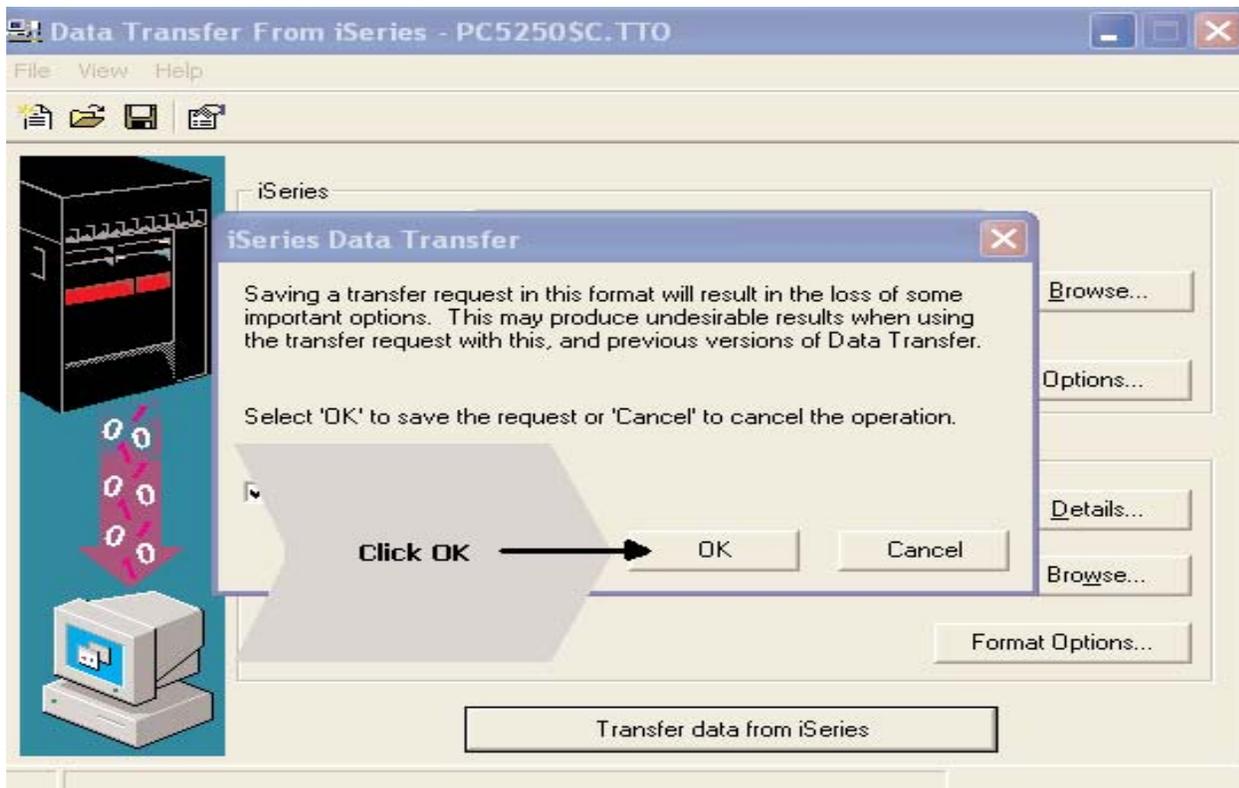
Step 7



Step 8



Step 9 - Note: This screen may or may not appear when doing your Data Transfer



Upload Data to the CDS Application on the MCAP Website

You can upload the report to CDS after the transfer to the PC is completed.

- * Sign on to the MCAP website at <http://courts.mi.gov/mcap> and follow the instructions provided by SCAO.

Questions regarding access to, or problems with, the MCAP website should be directed to the SCAO at Web_App_Info@courts.mi.gov.

Questions relating to the results of your uploaded Collections Reports on CDS, should be directed to Collections@courts.mi.gov or (517) 373-4831.

Questions relating to your JIS Collections Reports or the Data Transfer process should be directed to the JIS Help Desk at DCSHelpDesk@courts.mi.gov or (888) 339-1547.