



## 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 _	—	—	—

F24-Previous Menu Page/Roll Help

MA a MW 06/002

## Step 3

Data Transfer From iSeries - PC5250SA.TTO

File View Help

iSeries

System name: OSMSOUTH

File name: OSMXCSDB/CDSD9991

PC

Output device: File

File name:

Transfer data from iSeries

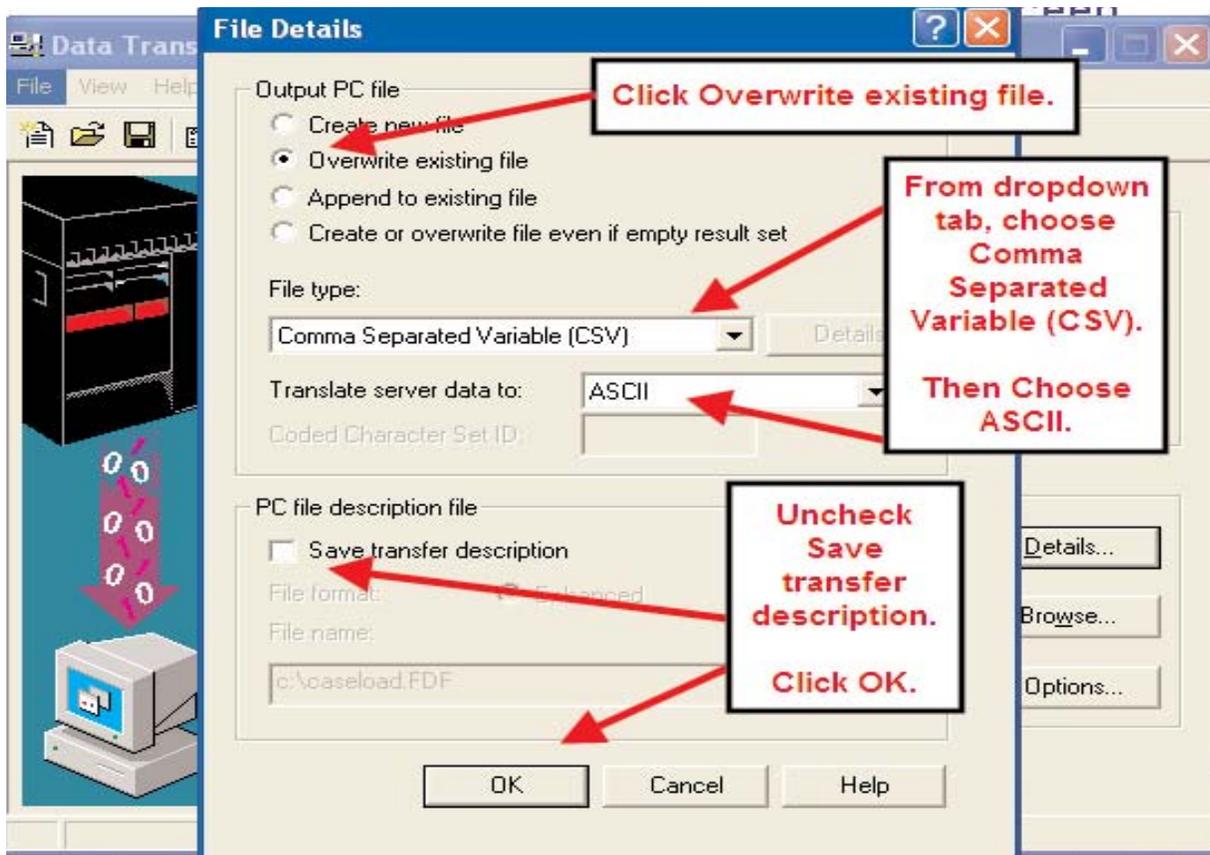
Verify your System name matches the System name identified in Step 1. Update if necessary.

For Distributed Courts, add the File name as it appears here, replacing D9991 with YOUR Court ID. For On-line Courts, see Note\* below.

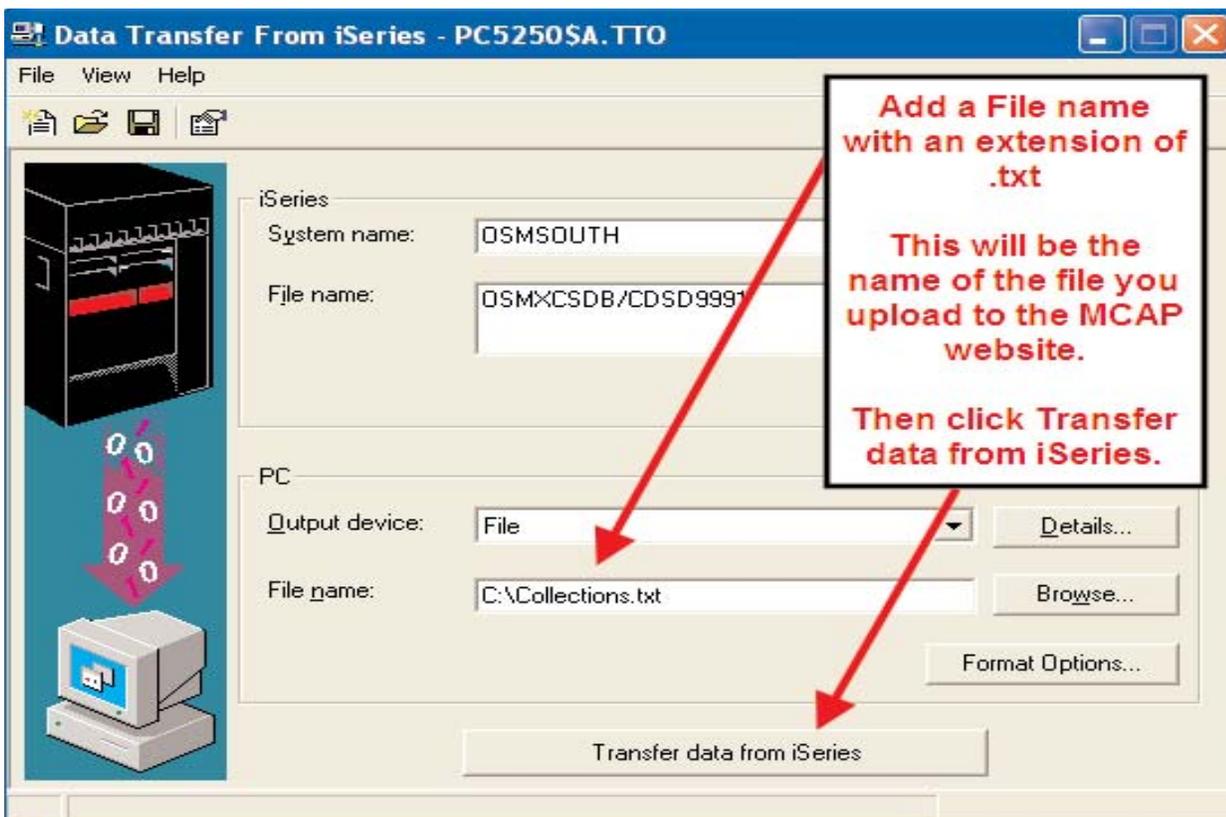
Click Details.

**Note\*:** For On-Line Courts, the File name should read **OSMXCSODB/CDSDXXXX** (DXXXX is your Court ID; i.e. D1500).

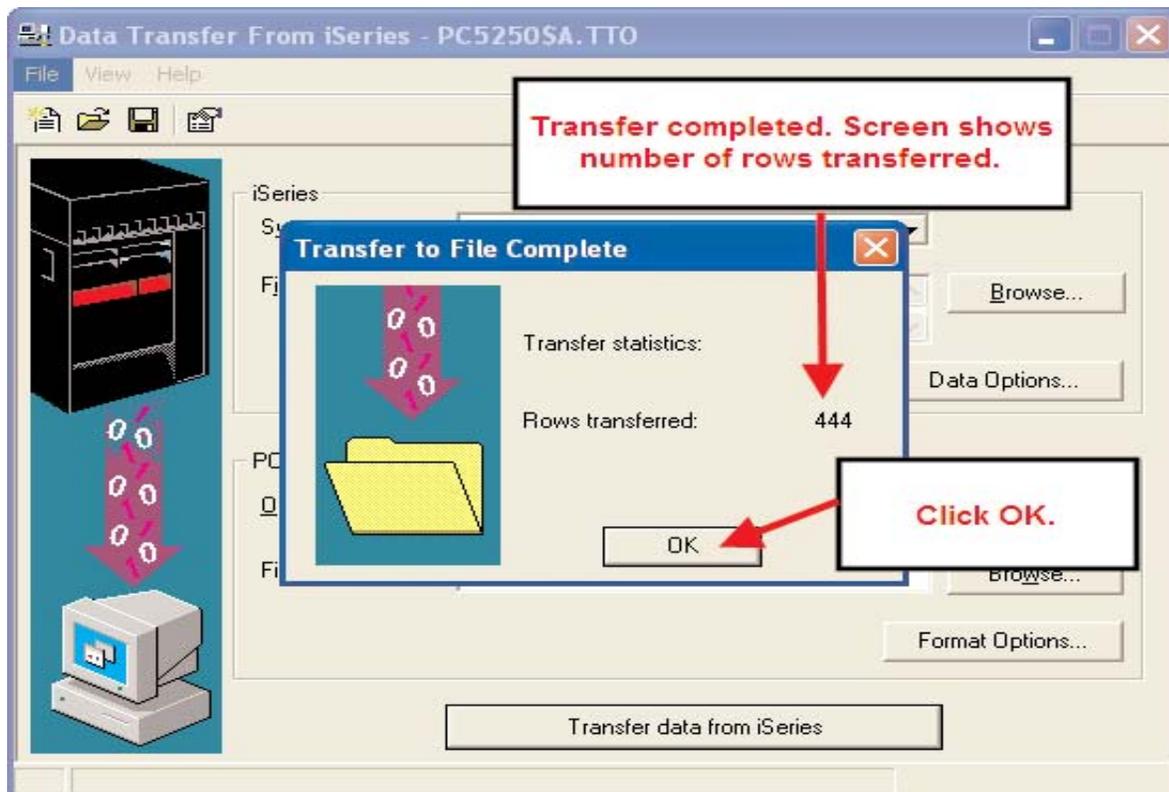
## Step 4



## Step 5



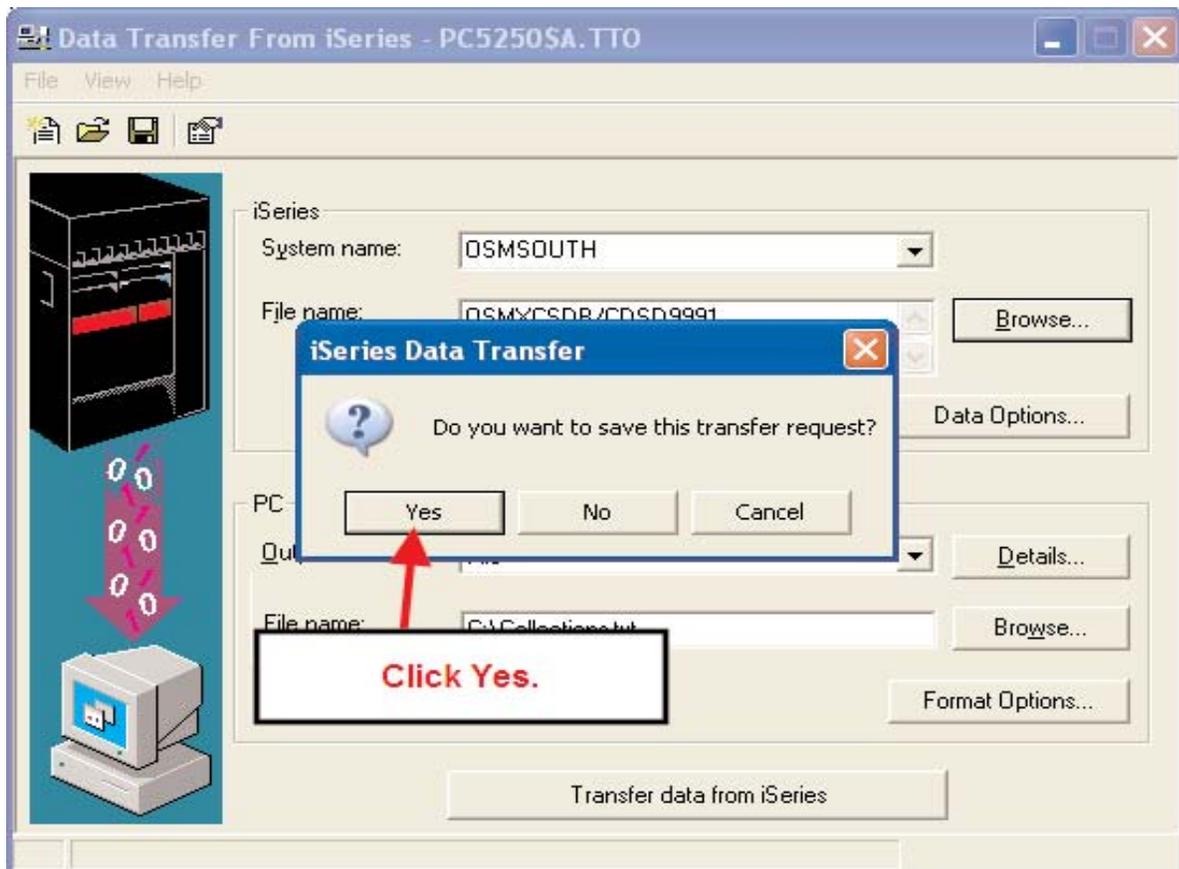
Step 6



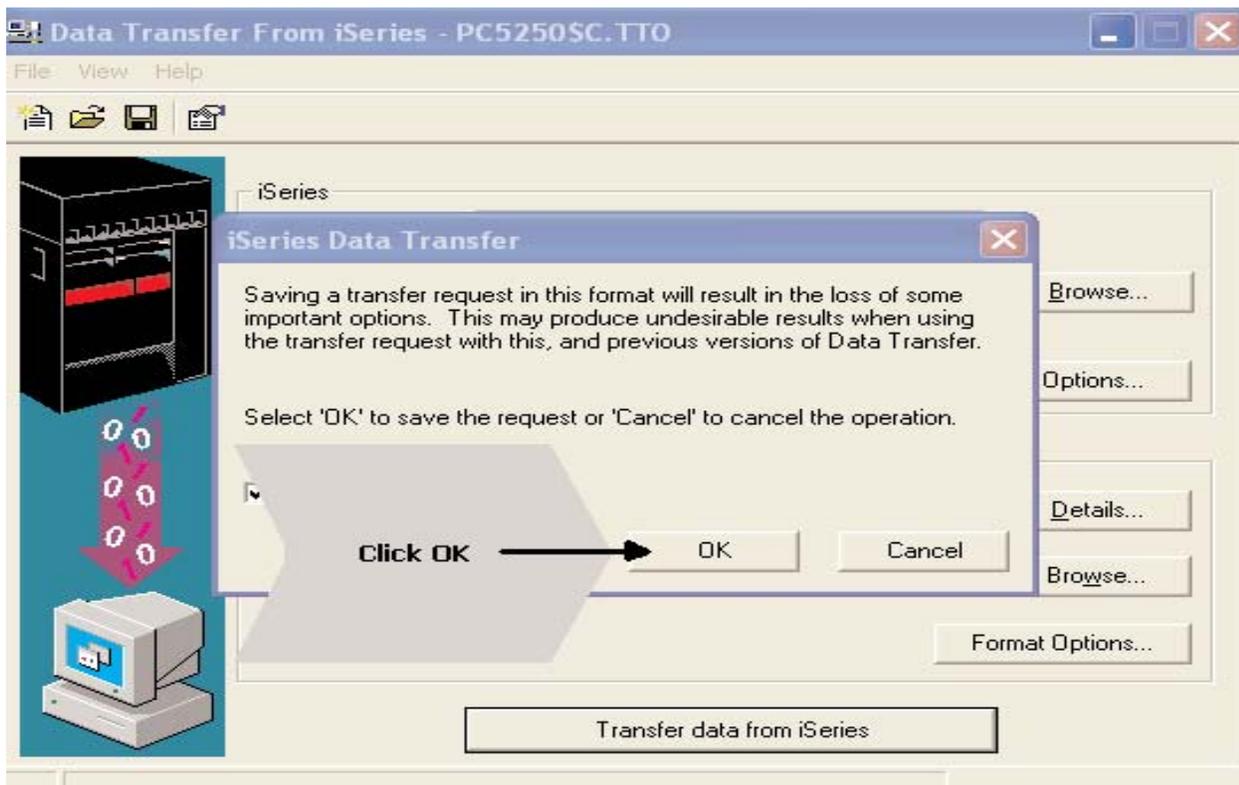
Step 7



## Step 8



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



## UPLOADING COLLECTIONS REPORT DATA TO MCAP WEBSITE

You can upload the Collections Report after the data transfer to your PC is completed.

- Sign on to the MCAP website at <http://courts.mi.gov/mcap>
- Follow the instructions that will be provided by SCAO for the CDS application

### QUESTIONS OR ASSISTANCE

If you have questions or require assistance regarding the JIS Collections Report generated by your court or the data transfer process described in this document:

- Contact the DCS Help Desk by email to [DCSHelpDesk@courts.mi.gov](mailto:DCSHelpDesk@courts.mi.gov) or by phone at 888-339-1547 (select Option 1 for software questions)

If you have questions or require assistance regarding access to MCAP or problems with uploading on the MCAP website:

- Contact the MCAP Help Desk by email to [SCAO\\_App\\_Info@courts.mi.gov](mailto:SCAO_App_Info@courts.mi.gov) or by phone at 517-373-5538

If you have questions or require assistance regarding the Reports or Data Check results in the CDS application:

- Contact Trial Court Collections by email to [Collections@courts.mi.gov](mailto:Collections@courts.mi.gov) or by phone at 517-373-4831