

Chapter 6: Financial Menu

9/04

Accessing Financial Menu

This section contains general instructions for accessing screens from the Financial Menu.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the Financial Menu options:

- Voucher Process
- Work with Vouchers
- Voucher List
- Voucher Export File
- Outstanding Vouchers
- Jury Fees Reimbursement

Chapter Six -- FINANCIAL MENU

ACCESSING FINANCIAL MENU

Overview

The Financial Menu (Figure 38) contains options to assist in the creation, modification, and/or tracking of vouchers for the reimbursement of jurors.

```

FINANCIAL                               Financial Menu
Level . : 2                               System:  OSMLANS

Select one of the following:

      1. Voucher Process
      2. Work with Vouchers

      10. Voucher List/Voucher Export File
      11. Outstanding Vouchers
      12. Jury Fees Reimbursement

      80. System Functions
      90. Sign Off

                                           Bottom

Selection or command
===> _____
  
```

Figure 38. Financial Menu

The Financial Menu

The Financial menu displays when option 30 is selected from the JIS Jury System Menu. The options can be accessed by entering the appropriate option number on the Selection or command line and pressing **[ENTER]**.

VOUCHER PROCESS

Overview

The Voucher Process option is used to create vouchers for paying jurors based on a jurors' mileage and current reimbursement rate, number of ½ days of service and current per diem rate and possible other types of reimbursement. Voucher records may be created for reimbursement at the end of the term or trial; or voucher forms may be printed in advance for "cash out the door" method of reimbursement.

NOTE: The Voucher Process cannot be used until financial codes are established for the court location within the Counties and Courts option on the Maintenance Menu.

Accessing the Screen

To access the Voucher Process screen (Figure 39) type **1** in the Selection or command line and press **[ENTER]**.

```

JYG6PVK   ENTER                               3/03/04 10:19:31
                                     Voucher Process

County: 76 Sanilac County

          Juror Year: 2004/05
          Court:    _ _ _ _
          Term:     _ _ _ _
          Panel:   _ _           Cashier ID:

          Case Number: _ _ _ _ _
          Trial Date:  _ _ _ _ _
          ½ Days:    _ _ _
Event/Service Code: _ _ F16=Service codes
Select All (Y/N):  _

Print Voucher List(Y/N): _ Sequence (A/N/B): _
                               Detail (Y/N) : _
                               Copies (1-4) : 1
                               Certification: _ _ _
Voucher Forms (Y/N): _ Sequence (A/N/B): _

F3=Exit  F4=Prompt

```

Figure 39. Voucher Process Screen

Field Definitions

The voucher process can be requested for jurors within a specific court, term and panel by typing information in the following fields:

JURY YEAR	Type the jury year from which jurors will be selected. The jury year will be defaulted to the value specified in the users security record.
COURT	Type the court designation (C=Court, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67- <u>1</u> , D-67- <u>2</u>).
+TERM	Type the term from which jurors will be selected.
+PANEL	Type the panel from which jurors will be selected or leave blank to display all panels within the term.
CASHIER ID	Type your jury cashier id which is defined in the user settings of the maintenance menu. It can be up to and including 6 characters.
+CASE NUMBER	Type the case number to which the jurors have been assigned. If the case number is not known at the time of payment, create and select a case called "UNKNOWN". The case is optional when requesting voucher forms because it may not be known when generating the forms. A specific case number assigned to vouchers provides the ability to determine costs per case.
TRIAL DATE	Type the date of the trial. Format is MMDDCCYY. The trial date may be used to update a juror's service date. See Event/Service code below. NOTE: Date does not print on voucher form if trial date field is left blank. However, trial date is required when printing the voucher list.
½ DAYS	Type the number of one-half days of service/attendance that will be used to compute the amount to be paid to the juror for attendance. This value is a default but can be overridden once the selection screen is displayed. The number of ½ days is optional when requesting voucher forms because it may not be known when generating the forms.
+EVENT/SERVICE CODE	Type the event and/or service code to indicate the date of service and/or the event attended by the juror. If a service code is used, payment constitutes service, the selected jurors will have their service date updated with the trial date entered above.

NOTE: A service code must be defined in the system, per Jury Standards requirements.

SELECT ALL (Y/N)	Enter Y to have option 1, (compute automatic payment) default automatically into the option field on the Voucher Process screen. The "1" can be removed or changed to "2".
PRINT VOUCHER LIST (Y/N)	Type Y in this field to print a voucher list. A voucher list printed during the voucher process is primarily used to verify what the system has determined to be paid to the selected jurors. At the end of the term, the final voucher list can be requested with the Voucher List option on the Financial Menu.
SEQUENCE (A/N/B)	Type A to print list in alphabetic order. Type N to print list in numeric order. Type B to print two lists, one alphabetic the other numeric.
DETAIL (Y/N)	Type Y in this field to print the details of what the juror is being paid for on the voucher list.
COPIES (1-4)	Type a number from one through four to indicate how many copies of the voucher list are needed.
CERTIFICATION	Enter code for desired certification verbiage to be printed on the voucher list. The code with the verbiage must be defined through Letters on the Maintenance Menu prior to using on the voucher list. F4 to prompt and select in this field.
VOUCHER FORMS (Y/N)	Type Y in this field to print voucher forms for the "cash out the door" method of reimbursement. Type N in this field to create voucher records for reimbursement at the end of the term or trial. When voucher forms are requested, a form will print for each selected juror. If the mileage and/or number of ½ days is provided, the calculations will be printed on the form. Otherwise, the amounts will be blank to be manually calculated. See the Maintenance section for a sample voucher form.
SEQUENCE (A/N/B)	Type A to print vouchers in alphabetic order. Type N to print vouchers in numeric order. Type B to print two sets of vouchers, one alphabetic the other numeric.

NOTE: Voucher Forms cannot be requested until the voucher form has been established for the court location within the Counties and Courts option on the Maintenance Menu.

Once all the required information is entered, press **[ENTER]**. Jurors in the requested panel will display for selection. See next screen.

HOW TO CREATE VOUCHER RECORDS/REPORTS

Use the following steps to create voucher records and/or reports:

1. Take Option 30. Financial Menu from the JIS Jury System menu.
2. Take Option 1. Voucher Process from the Financial Menu.
3. The Voucher Process prompt screen will display. Enter information in the following fields:
 - A. Juror Year: the default year as entered in the user's setting, however, a different year can be typed in this field.
 - B. Court: type the court, court number, court location (C 24 1) that the vouchers will be created for. **[F4]** can be used in this field to prompt for valid court id's and terms .
 - C. Term: type the term that the voucher will be created for. **[F4]** can be used in this field to prompt for valid terms.
 - D. Panel: type the panel that the voucher will be created for. **[F4]** can be used in this field to prompt for valid panels.
 - E. Cashier ID: Enter your jury cashier id which is defined in the User Settings and Security portion of the maintenance menu.
 - F. Case Number: type the case number for the court, term, and panel that the voucher will be created for. **[F4]** can be used in this field to prompt for valid case numbers.
 - G. Trial Date: type the date for the trial that the voucher will be created for.
 - H. $\frac{1}{2}$ Days: type the number of half days the jurors will be paid for.

- I. Event/Service Code: type the event or service code that will update the jurors record.
 - J. Select All Y/N: Y will select all jurors on the next screen for payment. However, individual jurors may be deselected if payment is not required. N will force manual selection on the next screen.
 - K. Print Voucher List(Y/N): type **Y** in this field to print a voucher list with the jurors name, address and amount to be paid to the juror.
 - L. Detail(Y/N): type **Y** in this field to print a voucher list with line item details of the voucher.
 - M. Copies(1-4): type the number of copies of the report that will be printed.
 - N. Voucher Forms (Y/N): type **N** in this field when requesting a Voucher List. See HOW TO CREATE VOUCHER FORMS following these instructions when voucher forms are needed.
4. Press **[ENTER]** and the Voucher Process screen will display.
5. Determine which jurors will have a voucher record created. Type either **1** or **2** in the option field for the jurors that will have voucher records create or if Select All is Y, deselect any jurors who are not to be paid.
- A. Type **1** in the option field to compute a voucher based on standard, default amounts.
 - 1) Press **[ENTER]** and a Confirm Y:(Y/N) prompt is displayed, press **[ENTER]** again and the voucher information will be processed.
 - 2) Type **2** in the option field to compute a voucher based on standard, default amounts as well as additional expenses.
 - B. When **2** is used and **[ENTER]** is pressed a “Confirm Y:(Y/N):” prompt is displayed, press **[ENTER]** again, the Add Voucher Detail window will display. Type information in the following fields:
 - 1) Financial code: type a three letter financial code in this field. **[F4]** can be used in this field to prompt for valid financial codes.

- 2) Amount: type the amount to be paid for the financial code entered on this same line.
6. Press **[ENTER]** when all of the information has been entered in the above fields and the voucher information will be processed.

HOW TO CREATE VOUCHER FORMS

Use the following steps to create voucher forms:

1. Take Option 30 Financial Menu from the JIS Jury System Menu.
2. Take Option 1 Voucher Process from the Financial Menu.
3. The Voucher Process prompt screen will display. Enter information in the following fields:
 - A. Juror Year: the default year as entered in the user's setting, however, a different year can be typed in this field.
 - B. Court: type the court, court number, court location (C 24 1) that the vouchers will be created for. **[F4]** can be used in this field to prompt for valid court id's and terms .
 - C. Term: type the term that the voucher will be created for. **[F4]** can be used in this field to prompt for valid terms.
 - D. Panel: type the panel that the voucher will be created for. **[F4]** can be used in this field to prompt for valid panels.
 - E. Cashier ID: Enter your jury cashier id which is defined in the User Settings and Security portion of the maintenance menu.
 - F. Case Number: type the case number for the court, term, and panel that the voucher will be created for. **[F4]** can be used in this field to prompt for valid case numbers or leave blank to fill in manually on the voucher form..
 - G. Trial Date: type the date for the trial that the voucher will be created for or leave blank to fill in manually on the voucher form.
 - H. ½ Days: type the number of half days the jurors will be paid for or leave blank to fill in manually on the voucher form..
 - I. Event/Service Code: type the event or service code that will update the jurors record. (Example: VCH)

- J. Select All Y/N: Y will select all jurors on the next screen. This will allow for a voucher form to print for each juror on the requested panel. However, individual jurors may be deselected if a voucher form is not required. N will force manual selection on the next screen.
- K. Print Voucher List(Y/N): type N in this field when printing voucher forms.
- L. Detail(Y/N): type N in this field when printing voucher forms.
- M. Copies(1-4): Leave blank when printing voucher forms..
- N. Voucher Forms (Y/N): type Y in this field when requesting Voucher Forms.
4. Press **[ENTER]** and the Voucher Process screen will display.
5. Determine which jurors will have voucher forms printed. Type a **1** in the option field for the jurors that will have voucher forms created or if Select All is Y, deselect any jurors who are not to be paid by removing the **1** in the option field.
6. Press **[ENTER]** when all of the information has been entered in the above fields and a Confirm Y:(Y/N) prompt will display. If all information is correct, press **[ENTER]** again to confirm and the voucher forms will be processed.
7. Once voucher forms are completed and jurors are paid, payment for mileage and per diem **MUST** be entered through the voucher process so that voucher records are created and service is recorded.
- OR
8. Enter mileage and per diem before printing voucher forms. This will automatically create a voucher record and update service.

```

JYG7EFK      CHANGE                               10/03/04 10:43:37
                                     Voucher Process
County: 76   Year:2004/05   Court: C 24 1   Term:FALL
           Case: 04-2323-NI           JONES VS JOHNSON
Trial Date: 10/02/04   Event: SRV SERVICE
Automatic Payment Options: Mileage  Y   Per Diem  Y   Other  N

Type options, press Enter.
1=Automatic Payment      2=Automatic Payment with Additional

      Jur
Opt  Nbr Pnl Seat Name                System#  Trip    1/2  1/2  Nbr
      25  A  1  JONES ,DONALD ,ALBERT          12    13    2   1   2
      26  A  2  JONES ,EMIL ,JOHN              4     25    2   1   2
      27  A  3  SMITH ,PATRICIA ,JOAN          15    30    2   1   2
      28  A  4  DOE ,HARRY ,FRANCIS              7     4     3     2
      29  A  5  DOE ,FLORENCE ,J                 23     2     1     2
      30  A  6  SMITH ,BARBARA ,KATHLEEN        10    40    3     2
      31  A  A1 SMITH ,ANGELA ,JANE              2     25    2   1   2
      32  A  A2 JONES ,KATHIE ,SUE            14    32    2   1   2
      10  A  7  JONES ,CLARENCE ,              13    35    2   1   3
      3   A  8  JONES ,ELAINE ,ELLEN              18    10    3     3

F3=Exit   F4=Prompt                               F10=Modify Automatic Payment Options

```

Figure 40. Voucher Process Screen

Field Definitions

Reimbursement to jurors is requested by typing in the option field either **1** to compute the standard payment (per diem and mileage calculation) or **2** to compute the standard, as well as additional payments.

NOTE: Option 2 is only allowed when creating voucher detail records. It is not allowed when printing voucher forms.

COUNTY (Header) The number of the county that is processing the voucher request.

YEAR (Header) The jury year as entered on the previous screen.

COURT (Header) The court designation as entered on the previous screen.

TERM (Header) The assigned term of the jurors as entered on the previous screen.

CASE (Header) The assigned case number of the jurors as entered on the previous screen.

CASE TITLE (Header)
(Unlabeled) The title of the case.

TRIAL DATE (Header)	The date of the trial as entered on the previous screen.
EVENT (Header)	The event/service code as entered on the previous screen.
AUTOMATIC PAYMENT OPTIONS (Header)	The mileage, per diem and other payment options display what will be used for the automatic calculation. Example: the voucher process is completed and a panel has been paid for mileage and per diem. Later it is determined that certain jurors were to be paid for another ½ day per diem. By using F10 , the clerk has the ability to modify the automatic payment option and thus, only pay for the per diem and not mileage.
1=AUTOMATIC PAYMENT	When selecting option 1, the items indicated for Automatic Payment Options will automatically be calculated for that juror.
2=AUTOMATIC PAYMENT WITH ADDITIONAL	When selecting option 2, the items indicated for Automatic Payment Options will automatically be calculated for that juror. In addition, a pop-up window will display to add additional payment amounts . Enter the desired financial code and amount and press [ENTER] . Additional Per Diems cannot be added. Typical additional payment amounts are meals and parking.
F10=MODIFY AUTOMATIC PAYMENT OPTIONS	When using F10, a pop up window will display and the clerk has the ability to override the automatic payments. Enter Y to activate the payment option or N to deactivate the option. NOTE: Financial codes must also be flagged for automatic calculation to be used in this process. See Financial Codes in the Court Location Maintenance for more information.
JUR NBR	The sequential number assigned to the juror at the time the juror is selected for a panel.
PNL	The assigned panel of the juror.
SEAT	The seat number assigned to the juror.
NAME	The name of the juror in the format of last name, first name, middle name.

SYSTEM#	The sequential number assigned to the juror at the time the tape is loaded from the Department of State's Office.
RND TRIP	Enter or correct the round trip mileage of the juror. The mileage will display if previously entered when the juror was qualified on the Juror Screen or if previously paid.
½ DAYS 1ST	The number of half days of the first day the juror was in attendance. The default value will display but can be overridden.
½ DAYS SUBS	The number of half days of subsequent days the juror was in attendance. The default value will display but can be overridden. NOTE: The system will automatically determine if the ½ days are the first day or subsequent day based on the trial date and previous vouchers entered.
NBR TRIPS	If left blank, the system will calculate one trip for every two ½ days of service. Or enter the number of round trips made by juror if system calculation is not desired. Example: Juror stays past 5:00 pm. Court will pay for three ½ days of service but only one trip.

When **1** or **2** has been typed in the option field of the records that need to be processed press **[ENTER]**. A "CONFIRM Y(Y/N)" prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted. If **2** has been typed in the option field the Add Voucher Detail Window (Figure 41) will display.

```

Add Voucher Detail

System#:      4 ABEND, EMIL, JOHN
Cashier Id:

Financial
Code      Amount
-----
-----
-----
-----
-----
+

```

Figure 41. Add Voucher Detail Window

Field Definitions

To add voucher details that are not standard computations type information in the following fields:

CASHIER ID	Enter your cashier id as defined in the user settings.
+FINANCIAL CODE	Type the three letter financial code.
AMOUNT	Type the amount to be reimbursed to the juror for this specific item.

When the information has been entered in the required fields, press **[ENTER]**, the request will be processed.

The voucher process will automatically create voucher details for the requested jurors for each of the court location's financial codes with a standard amount.

If voucher forms were requested to print, voucher records may also be created if both mileage and ½ days have been provided for a juror.

NOTE: The ½ days recorded during the voucher process are reported on the Jury Fees Reimbursement, which is used to report jury expenses to the state for reimbursement. See Jury Fees Reimbursement on the Financial Menu.

WORK WITH VOUCHERS

The Work With Vouchers option is used to modify, display or delete vouchers for jurors. This option is often used to correct vouchers that are incorrect, or to update the vouchers with the check number and date of payment.

Accessing the Screen

To access the Work with Vouchers Prompt screen (Figure 42) type **2** in the Selection or command line and press **[ENTER]**.

```

JYH1PVK   ENTER                               3/03/04 11:17:08
                                     Work with Vouchers

County: 76 Sanilac County

          Jury Year:  2004/05
          Court:     _ _ _ _

Select one:

          Term:      _ _ _ _
          -OR-
Case Number:  _ _ _ _ _
          -OR-
Trial Date:   _ _ _ _ - _ _ _ _

F3=Exit   F4=Prompt
  
```

Figure 42. Work With Vouchers Prompt Screen

Accessing the Screen

To access the Work with Vouchers screen (Figure 46) type information in the following fields and press **[ENTER]**:

- | | |
|--------------|---|
| YEAR | The appropriate jury year. The year will default to the value specified in the users security record. |
| COURT | The court, court number and location. |
| +TERM | Type the term in this field if you wish to display vouchers for a specific term. |
| +CASE NUMBER | Type the case number in this field if you wish to display vouchers for a specific case. |

TRIAL DATE Type the trial date range if you wish to display vouchers for a specific trial date range.

When the information has been entered in the required fields, press **[ENTER]**, the Work with Vouchers Screen (Figure 43) will display.

```

JYIEDFK    DISPLAY                                12/29/04 11:34:06
                                     Work with Vouchers
County: 76  Year: 2004/05  Court: C 24 1  System#: _____ Vchr#: _____

          Term: FALL  Case: _____  Date: _____ - _____
          Default Check Date: 12/28/2004

Type options, press Enter.
2=Change  4=Delete  5=Display  D=Voucher Details

  System# Name                Voucher#  Voucher  Term  Case#          Check#
                Date
  ___  2331 JONES, DONALD, ALBERT      9  10/10/04  FALL  04-49322-FH
  ___  2331 JONES, DONALD, ALBERT     56  10/24/04  FALL  04-49321-FH
  ___  2331 JONES, DONALD, ALBERT     63  10/01/04  FALL  04-49321-FH
  ___  2331 JONES, DONALD, ALBERT     64  10/02/04  FALL  04-49321-FH
  ___  2331 JONES, DONALD, ALBERT     65  10/28/04  FALL  04-49321-FH
  ___  2331 JONES, DONALD, ALBERT     66  10/03/04  FALL  04-49321-FH
  ___  2331 JONES, DONALD, ALBERT     67  10/04/04  FALL  04-49321-FH
  ___  2331 JONES, DONALD, ALBERT     71  10/02/04  FALL  04-2323-NI
  ___   4 SMITH, EMIL, JOHN           62  10/24/04  FALL  04-49321-FH
  ___   4 SMITH, EMIL, JOHN           68  10/04/04  FALL  04-49321-FH
  ___   4 SMITH, EMIL, JOHN           72  10/02/04  FALL  04-2323-NI
  
```

Figure 43. Work With Vouchers Screen

Field Definitions

COUNTY (Header)	The county number of the user accessing the screen.
YEAR (Header)	The appropriate jury year.
COURT (Header)	The court, court number, and location.
SYSTEM# (Header)	This field is a "positioner" field. Type the juror number to be displayed on the first detail line of the screen.
VCHR# (Header)	This field is a "positioner" field. Type the voucher number to be displayed on the first detail line of the screen.
TERM (Header)	The term designation code as entered on the Work With Vouchers Prompt Screen. The term may be changed to work with vouchers for another term.

CASE (Header)	The case number as entered on the Work With Vouchers Prompt screen. The case number may be changed to work with vouchers for another case.
DATE (Header)	The trial date range as entered on the Work With Vouchers Prompt screen. The date range may be changed to work with vouchers within another date range.
DEFAULT CHECK DATE	Automatically enters date from this field into the paid date field on the Edit Voucher screen. This will save time by not having to repeatedly key the paid date. A message will display to inform user that paid date was updated with the default date.
SYSTEM#	The sequential number assigned to the juror at the time the tape is loaded from the Department of State's Office.
NAME	The name of the juror.
VOUCHER#	The number assigned to the voucher at the time it is created.
VOUCHER DATE	The date the voucher was created.
TERM	The term designation code of the juror.
CASE#	The case numbers to which the juror has been assigned.
CHECK#	The number of the check that was created for the juror.
To Update a Voucher	To access the Edit Voucher Header Screen (Figure 44) enter 2 in the option field of the record to be updated and press [ENTER] . The primary purpose of updating a voucher is to indicate that it has been paid by entering the check number and paid date.

```

JYGZELK      CHANGE                               10/03/04 13:07:32
                                     Edit Voucher

County: 76   Court: C 24 1   Year: 2004/05   Voucher#: 0000128
System#:    1 JONES, DONALD, ALBERT

Event: SRV   SERVICE
Term: FALL   Panel: A       2004 SEPT - PANEL A
Date: 10/10/04 Case#: 04-34252-FH  PEOPLE VS ADAMS
½ Days 1st:  2       ½ days Subs:  1       Trips:  2       Rond Trip Miles: 10

Amount:     47.00  Check Number: _____  Paid Date: _____

F3=Exit

```

Figure 44. Edit Voucher Screen

Field Definitions

COUNTY	The county in which the juror resides.
COURT	The court to which the juror has been assigned.
YEAR	The jury year.
VOUCHER #	The number assigned to the voucher at the time it is created.
SYSTEM#	The sequential number assigned to the juror at the time the tape is loaded from the Department of State's Office and the name of the juror.
EVENT	The event that was used to create the voucher indicating the activity for which the juror is being paid.
TERM	The term to which the juror has been assigned.
PANEL	The panel to which the juror has been assigned.
DATE	The date of the trial.
CASE	The case number.

½ DAYS 1st	The number of half days the juror was in attendance that will be paid at the first day rate.
½ DAYS SUBS	The number of half days the juror was in attendance that will be paid at the subsequent day rate.
TRIPS	The number of trips made by the juror.
ROUND TRIP MILES	The total number of round trip miles.
AMOUNT	The amount of the voucher.
CHECK NUMBER	Enter the check number that was issued for this voucher.
PAID DATE	Enter the date the check was issued. The default check date, if entered on the previous screen, will automatically be entered.
To Delete a Voucher	To access the Delete Voucher screen enter 4 in the option field of the record to be deleted and press [ENTER] , the Delete Voucher screen will display. The fields are the same as the Edit Voucher Screen, however, the function keys are different. To delete the record press [F11] , the record will be removed from the database if the check number and paid date have not been added to the record. If a voucher header is deleted the associated voucher details will also be deleted.
To Display a Voucher	To access the Display Voucher screen enter 5 in the option field of the record to be displayed and press [ENTER] .

JYGZE1K DISPLAY 10/03/03 13:07:32

Display Voucher

County: 76 Court: C 24 1 Year: 2003/04 Voucher#: 0000128
System#: 1 JONES, DONALD, ALBERT

Event: SRV SERVICE
Term: Fall Panel: A 2003 SEPT - PANEL A
Date: 10/10/03 Case#: 03-34252-FH PEOPLE VS ADAMS
½ Days 1st: 2 ½ Days Subs: 1 Trips: 2 Round Trip Miles: 10
Total: 47.00 Check#: Paid Date:

Description	Amount
MILEAGE	2.00
PER DIEM - NEW Rate	25.00
PER DIEM - SUBS RATE	20.00

Bottom

F3=Exit

Display Voucher screen

HOW TO MODIFY/DELETE VOUCHER RECORDS ADD VOUCHER DETAILS

Use the following steps to modify or delete voucher records.

1. Take Option 30. Financial Menu from the JIS Jury System menu.
2. Take Option 2. Work with Vouchers from the Financial Menu.
3. The Work with Vouchers prompt screen will display. Enter information in the following fields:
 - A. Year: the default year as entered in the user's setting, however, a different year can be typed in this field.
 - B. Court: type the court, court number, court location (C 24 1) that the vouchers were created for. **[F4]** can be used in this field to prompt for valid court ID's and terms.
 - C. Term: type the term that the voucher was created for. **[F4]** can be used in this field to prompt for valid terms.
 - D. Case Number: type the case number for the court, term, and panel that the voucher was created for. **[F4]** can be used in this field to prompt for valid case numbers.
 - E. Trial Date: type the date range that the vouchers were created for.
4. Press **[ENTER]** and the Work with Vouchers screen will display.
5. Voucher Details can be added to vouchers that already exist. Enter information in the following fields:
 - A. Type **D** in the option field next to the record to be changed and press **[ENTER]**. The Work with Voucher Detail screen will display.
 - B. Press **[F6]**, the Add Voucher Detail window will display. Type the information in the appropriate fields and press **[ENTER]**.

6. Vouchers can be modified to add the check number and paid date. Enter information in the following fields:
 - A. Type **2** in the option field next to the record to be changed and press **[ENTER]**. The Edit Voucher screen will display.
 - B. Type the information in the appropriate fields and press **[ENTER]**.
7. Voucher amounts CANNOT be modified, an adjusting entry must be made through the add function (see step 5 above).
8. Vouchers that are not updated with check information can be deleted by typing **4** in the option field next to the record to be deleted and press **[ENTER]**. The Delete Voucher screen will display.
 - A. Press **[F11]** to delete the record.

To Work With Voucher Details To access the Work with Voucher Details screen (Figure 45) enter **D** in the option field of the record details to be added or displayed. There is not an option to delete or modify the voucher details from this function. **[F6]** may be used to add a voucher detail to adjust the total amount of the voucher.

NOTE: Voucher details cannot be added for per diem amounts.

To Correct a Voucher Either delete the voucher and re-create using the voucher process again or add a voucher detail for a positive or negative amount.

```

JYG0DFK    DISPLAY                               3/03/04 13:25:51
                                     Work With Voucher Detail
County: 76   Year: 2003/04   Court: C 24  1
          System#:         1 JONES,DONALD,ALBERT
          Voucher#:        9 Sequence Number: _____

Type options, press Enter.
5=Display

Opt  Sequence  Financial  Amount
   Number      Code
--  -
   1          MIL         2.00
   2          PD1        25.00

F3=Exit   F6=Add

```

Figure 45. Work With Voucher Screen

Field Definitions

COUNTY	The county in which the juror resides.
YEAR	The jury year.
COURT	The court to which the juror has been assigned.
SYSTEM#	The sequential number assigned to the juror at the time the tape is loaded from the Department of State's Office and the name of the juror.
VOUCHER#	The voucher number.
SEQUENCE NUMBER (Header)	This is a "positioner" field. Type the sequence number to be displayed on the first detail line of the screen and press [ENTER] .
SEQUENCE NUMBER	The sequence number assigned to the detail of the voucher.
FINANCIAL CODE	The financial code that was used to calculate the amount due for a line item.

AMOUNT The amount to be paid for a line item.

VOUCHER LIST

Overview

The Voucher List is used to request a list of vouchers created for a term, panel or case. The list can be printed with account details if requested. The voucher list can be requested to submit to the Treasurer for juror reimbursement.

Accessing the Screen

To access the Voucher List Screen (Figure 47) type **10** in the Selection or command line on the Financial Menu and press **[ENTER]**.

```

JYH3PVK  ENTER                               3/03/04 14:09:28
                                         Voucher List

County: 76  Sanilac County

                                         Year: 2003/04
                                         Court:  _ _ _

                                         Term:  _____
                                         Panel:  _____
                                         -OR-
                                         Case:  _____
                                         -OR-
                                         Trial Date:  _____ - _____

                                         Sequence (A/N/B): N
                                         Print Detail (Y/N): N
                                         Mil/Pdm Totals by Juror (Y/N): N
                                         Copies (1-4): 1
                                         Certification:  _____
Create Voucher Export File (Y/N): N      Clear Export File (Y/N):  _

F3=Exit  F4=Prompt                          F10=Display Export File
  
```

Figure 47. Voucher List Screen

Field Definitions

COUNTY (Header)	The county number and name of the county for which the list is requested.
YEAR	Type the jury year for vouchers you wish to print. The year will default to the value specified in the users security record.

+COURT	Type the court designation (C=Circuit, D=District, P=Probate). This unlabeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67- <u>1</u> , D-67- <u>2</u>).
+TERM	The term of the jurors that will make up the list or leave blank for all terms.
+PANEL	The panel of the jurors that will make up the list or leave blank for all panels.
+CASE	The case number of the jurors that will make up the list.
TRIAL DATE	Enter the date or date range of the trial(s). Format is MMDDCCYY.
SEQUENCE (A/N/B)	Type A to print labels in alphabetic order. Type N to print labels in numeric order. Type B to print two lists, one alphabetic the other numeric.
PRINT DETAIL (Y/N)	Type Y in this field if the details of the vouchers are to be printed on the list. Type N in this field if the details of the vouchers are not to be printed on the list.
MIL/PDM TOTALS BY JUROR (Y/N)	Type Y in this field if mileage and per diem totals by juror are to be printed on the list. Type N in this field if mileage and per diem totals by juror are not to be printed on the list.
	NOTE: Subtotals and Grand totals will always print at the end of the report.
COPIES (1-4)	Type a number from one through four in this field to indicate the number of copies of the list needed.
CERTIFICATION	Enter code for desired certification verbiage to be printed on the voucher list. The code with the verbiage must be defined through Letters on the Maintenance Menu prior to using on the voucher list. F4 to prompt and select in this field is available.
CREATE VOUCHER EXPORT FILE (Y/N)	The voucher export file will contain voucher information based on the selection criteria provided. This file can be used to import data into the county financial systems, eliminating any re-keying of information.

**CLEAR EXPORT
FILE Y/N**

This field must be entered when you have requested the voucher export file to be created. Enter **Y** to clear the existing vouchers in the file. Enter **N** to add the requested set of vouchers to the existing vouchers in the file.

For example: To export both circuit and district court vouchers, 1) export vouchers for the circuit court location and clear the export file; 2) export the district court location vouchers, but do not clear the file. To view the voucher export file to examine its contents, press F10. Each juror is listed with the amount to be paid. A total of all vouchers is calculated and displayed at the top of the screen.

The interface to import this file would be the responsibility of the local IS Department or financial system provider. If interested in developing such an interface, please contact JIS for file specifications.

When the information has been entered in the required fields, press **[ENTER]**. A “CONFIRM: Y(Y/N)” prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

Report Information

The Voucher List (Figure 48) provides the following information:

System#	Jur#	Name	Address	Amount
JYH6PFK Voucher List 3/03/04 13:54:10				
TONI 1				
County: 76 Year: 2003/04 Court: C 24 1 Term: Fall Panel: Case: Date Range: 02/10/04-02/25/04				
266	1	JONES, DONALD, ALBERT	4445 ANYSTREET CROSWELL MI 48422	47.00
0000009	2/10/04	03-49322-FH	½ Days: 2 0 Mileage: 12 Nbr Trips: 1	
		MILEAGE	1.20	
		PER DIEM - NEW RATE	25.00	
0000056	2/24/04	03-49321-FH	½ Days: 1 0 Mileage: 12 Nbr Trips: 1	
		MILEAGE	1.20	
		PER DIEM - SUBS RATE	20.00	
		MILEAGE	2.40	
		PER DIEM - NEW RATE	25.00	
		PER DIEM - SUBS RATE	20.00	
267	4	SMITH, EMIL, JOHN	3695 ANYSTREET PALMS MI 48465-9711	14.90
0000062	2/24/04	03-49321-FH	½ Days: 1 0 Mileage: 25 Nbr Trips: 1	
		MILEAGE	2.50	
		PER DIEM - NEW RATE	12.50	
		MILEAGE	2.40	
		PER DIEM - NEW RATE	12.50	
268	6	SMITH, PATRICIA, JOAN	3973 ANYSTREET	48.00
0000001	2/25/04	03-49321-FH	½ Days: 2 1 Mileage: 30 Nbr Trips: 2	
		MILEAGE	3.00	
		PER DIEM - NEW RATE	25.00	
		PER DIEM - SUBS RATE	20.00	
		MILEAGE	3.00	
		PER DIEM - NEW RATE	25.00	
		PER DIEM - SUBS RATE	20.00	
Final totals				
		Number of Jurors:	3	
		Grand Total Amount:	110.30	
		MILEAGE	7.80	
		PER DIEM - NEW RATE	62.50	
		PER DIEM - SUBS RATE	40.00	
** END OF REPORT **				

Figure 48. Voucher List

HEADER INFORMATION

Information at the top of the report includes title of the report, date and time the report was requested; county number, jury

	year, court, term, panel, case number, date range and page number.
SYSTEM NUMBER	This field is the number assigned to juror at the time the juror is selected for a panel.
NAME	The name of the juror.
ADDRESS	The address of the juror.
AMOUNT	The total amount to be paid to the juror for the requested term, panel and/or case.
VOUCHER NUMBER	The voucher number if the detail is requested. If a juror has served more than once, the additional voucher(s) will also print.
*DATE	The date the voucher was requested.
*CASE NUMBER	The case number to which the juror was assigned.
*½ DAYS	The first number indicates the number of ½ days to be paid at the first day rate. The second number indicated the number of ½ days to be paid at the subsequent day rate.
*MILEAGE	The round trip mileage of the juror.
NBR TRIPS	The number of round trips made by juror.
*DETAILS	The detail category and amount of the voucher.
SUBTOTAL DETAILS	The subtotals of moneys to be paid to juror when Mil/Pdm Totals by Juror is requested.
FINAL TOTALS	This area of the report reflects the number of jurors on the voucher list, grand total to be paid to jurors and sub totals of accounts that equal the grand total.

* Prints on report only.

OUTSTANDING VOUCHERS

Overview

The Outstanding Vouchers List is used to request a list of vouchers that have not been updated with a check number and date. The report is helpful to verify that all vouchers have been updated on the system as juror checks are delivered.

Accessing the Screen

To access the Outstanding Vouchers Screen (Figure 49) type **11** in the Selection or command line on the Financial Menu and press **[ENTER]**.

Field Definitions

COUNTY	The county number and name of the county for which the list is requested.
YEAR	Type the jury year for outstanding vouchers you wish to print. The year defaults to the value specified in the users security record.
COURT	Type the court designation (C=Circuit, D=District, P=Probate). This unlabeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67- <u>1</u> , D-67- <u>2</u>).
TERM	The term of the jurors that will make up the list.
COPIES (1-4)	Type a number from one through four in this field to indicate the number of copies of the list needed.

When the information has been entered in the required fields, press **[ENTER]**. A “CONFIRM: Y(Y/N)” prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

```

JYIFPFK          Outstanding Vouchers          3/03/04  15:04:44
TONI                                                    1

County: 76   Year: 2003/04   Court: C 24 1   Term: WINT

   System#   Name                               Voucher# Voucher   Case           Voucher
           Name                               Date           Amount
   1     JONES, DONALD, ALBERT             9 2/10/04   03-49322-FH    18.06
   6     SMITH, PATRICIA, JOAN             1 2/25/04   03-49321-FH    37.80
  10     JONES, BARBARA, KATHLEEN          11 2/10/04   03-49322-FH    25.20
  69     JONES, MARK, STEWART              41 2/26/04   03-2323-NI     11.07

Final totals   Count: 4                               92.13

** END OF REPORT **

```

Figure 50. Outstanding Vouchers Report

JURY FEES REIMBURSEMENT REPORT

Overview

The Jury Fees Reimbursement Report is due bi-annually to the State Court Administrative Office, April 30th for the time period of October 1 through March 31st and October 31st for the time period of April 1st through September 30th. The report reflects the amount of money that has been paid to jurors for mileage and per diem for a date range. Juror compensation will be reimbursed to the funding unit by the State twice annually. The figure on this report can be transferred to the SCAO45 - Report of Jury Fees Paid By Funding Unit, which can either be in paper form and mailed to SCAO or through electronic reporting via the internet. NOTE: Keep in mind that the total amounts on this report is not what is reimbursed. According to legislation effective October 1, 2003, the difference between the old rates (\$7.50/\$15.00) and the new rates is the amount to be reimbursed.

Accessing the Screen

To access the Jury Fees Reimbursement screen, type **12** in the Selection or command line on the Financial Menu and press **[ENTER]**.

JYT1PVK ENTER 3/12/04 14:26:06

Jury Fees Reimbursement Report

County: 76 SANILAC COUNTY

Crt Loc: (Optional)

Date Range: 10/01/2003 thru 3/31/2004

Copies (1-4): 1

Audit Report: N (Y/N)

F3=Exit F4=Prompt

Jury Fees Reimbursement Report screen

Field Definitions

COUNTY (Header)	The county number and name of the county for which the report is requested.
CRT LOC	Enter the court location if separate totals are desired. The report will need to be run for each location or leave blank if one total is desired for all locations.
DATE RANGE	Date range will automatically default in date fields if report is run in March, April, September or October. When run in any other months, the date range fields will be blank. Enter the desire date range for the report.
COPIES (1-4)	Enter number of copies desired, 1, 2, 3, or 4.
AUDIT REPORT	If an Audit Report is desired, enter Y . Enter N if Audit Report is not needed.

Code		Eff Dte	Cnt	1/2 Days	Miles	Rate	Total
JYUBPFK Jury Fees Reimbursement Report 3/12/04 14:42:46 ARLENA 1 76 SANILAC COUNTY Date Range: 10/01/2003 thru 3/31/2004 Court Location: C 24 1							
A. ACTUAL ATTENDANCE							
PDM PER DIEM - NEW RATE 10/01/03 102 154 12.500 1,925.00							
PD2 PER DIEM - SUBS RATE 10/01/03 119 187 20.000 3,740.00							
Totals: 221 341 5,665.00							
B. MILEAGE TRAVELED							
MIL MILEAGE 1/01/90 60 1180 .255 300.96							
MIL MILEAGE 10/15/03 92 1311 .330 428.33							
Totals: 152 2491 729.29							
C. ADDITIONAL EXPENSE							
DIN DINNER 9/01/03 8 .000 109.95							
OTH OTH SUBS 9/15/03 2 .000 54.15							
PKG PARKING 1/01/90 2 .000 28.35							
Totals: 12 192.45							
Crt Loc: C 24 1						Totals: 6,586.74	
						=====	
** END OF REPORT **							

Sample Jury Fees Reimbursement Report

HEADER INFORMATION

Information at the top of the report includes title of the report, date and time the report was generated, county number and requested date range.

PART A: ACTUAL ATTENDANCE**PART B: MILEAGE TRAVELED****PART C: ADDITIONAL EXPENSE**

CODE The financial code and its description.

EFF DTE The date the financial code became active.

CNT	The number of times the financial code is being paid.
½ DAYS	Number of ½ days being paid for the financial code. This section is only calculated in Part A of the report.
MILES	Total number of miles paid. This section is only calculated in Part B of the report.
RATE	Amount of per diem paid for the financial code.
TOTAL	Total amount paid out for the financial code.
CRT LOC/TOTALS	Grand total of money paid out for jury for specific court location.

NOTE: If a rate change occurs within the given period, another line will print on the report. Only half days are recorded and reported in this system. Do not record any full days on the formal reimbursement form.