

Chapter 3 - Price File Maintenance - PRM

Price File Maintenance

The Price File Maintenance Screen is used to add Price Files for the items that your court charges for.

Accessing the Price File Maintenance Screen:

To access the Price File Maintenance Screen, insert **PRM** in the Next Tran field and press <Enter>.

Probate Next Tran Line:

| |
|---|
| NXT TRAN P <u>PRM</u> TYPE ____ CASE NBR <u>00000000</u> REC NBR ____ |
|---|

Juvenile Next Tran Line:

| |
|--|
| NXT TRAN <u>PRM</u> TYPE ____ CASE NBR <u>00000000</u> PET <u>00000000</u> EVT ____ PTY ____ |
|--|

The following screen will be brought back to you. This screen contains all of the active price files.

Court ID : J 44 ANGIE
Position To ____

Juvenile Price File

Release : 025

| Code | Description | Effect date | Money Type | Amount | Status |
|------|-----------------------------|-------------|------------|--------|--------|
| ADM | ADMINISTRATIVE FEES | 00/00/0000 | PERCENT | 100.00 | Y |
| AFE | ATTORNEY FEES | 00/00/0000 | PERCENT | 100.00 | Y |
| AFE | ATTORNEY FEES | 10/10/2001 | PERCENT | 100.00 | Y |
| ALC | ALCOHOL CLASSES | 00/00/0000 | PERCENT | 100.00 | Y |
| BET | BETTY PRICE FILE | 00/00/0000 | PERCENT | 100.00 | Y |
| BET | BETTY PRICE FILE | 07/03/2002 | PERCENT | 100.00 | Y |
| BET | BETTY'S PRICE FILE | 10/01/2002 | PERCENT | 100.00 | Y |
| BND | BOND FEE | 00/00/0000 | PERCENT | 100.00 | Y |
| BON | POSTED BOND | 00/00/0000 | PERCENT | 100.00 | Y |
| CC1 | CERTIFIED COPIES | 00/00/0000 | CASH | 5.00 | Y |
| CMF | PROSECUTION COLLECTION | 07/11/1996 | PERCENT | 100.00 | Y |
| COC | COST OF CARE | 00/00/0000 | PERCENT | 100.00 | Y |
| COW | CHILD CARE COST/COUNTY WARD | 00/00/0000 | PERCENT | 100.00 | Y |
| CPP | CHOICE POINT PROGRAM | 00/00/0000 | PERCENT | 100.00 | Y |
| CRM | CREDIT MEMO | 00/00/0000 | PERCENT | 100.00 | Y |

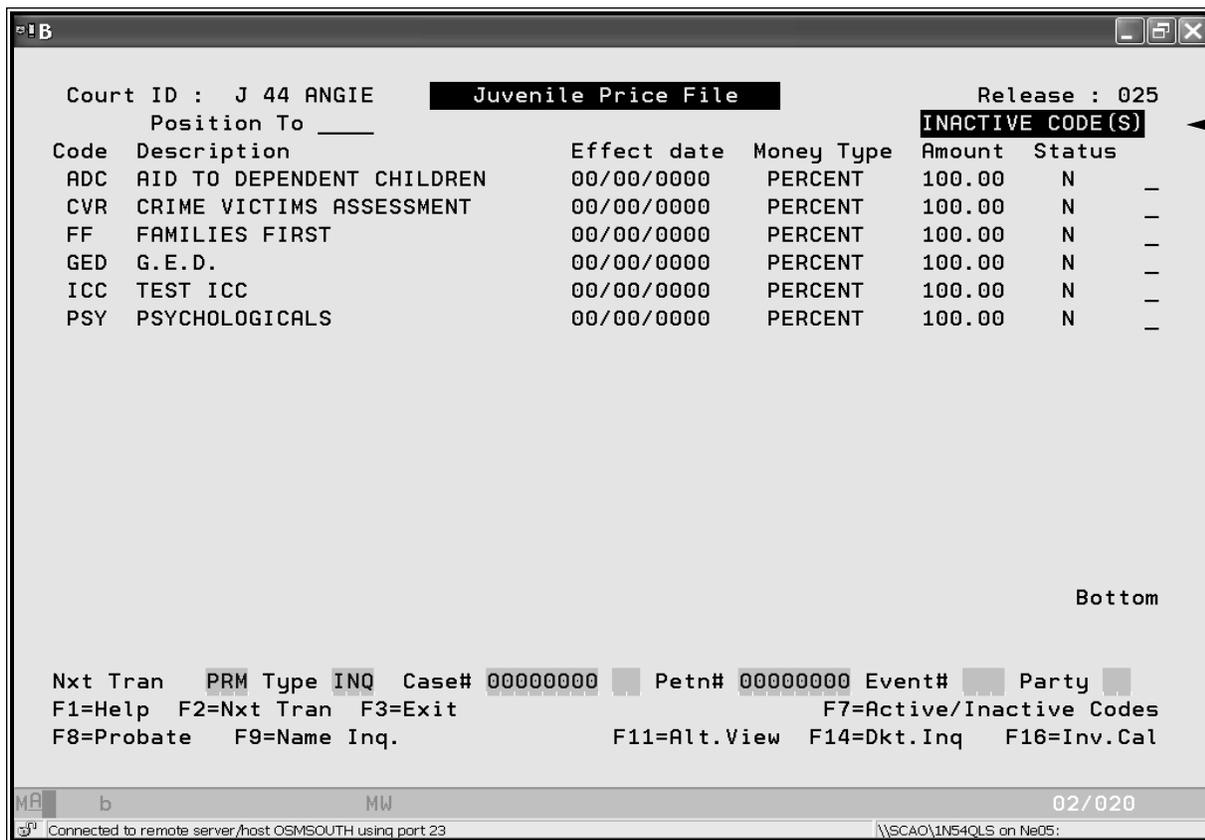
More...

Nxt Tran PRM Type INQ Case# 00000000 Petn# 00000000 Event# ____ Party ____
 F1=Help F2=Nxt Tran F3=Exit F7=Active/Inactive Codes
 F8=Probate F9=Name Inq. F11=Alt.View F14=Dkt.Inq F16=Inv.Cal

MP b MW
02/020

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\\SCAO\IN54QLS on Ne05:

By pressing <F7>, the system will return all Inactive Codes.



Following are explanations for the fields on the Price File Maintenance screen.

NOTE: Unless otherwise noted, all of the following fields are display fields only and no data entry is allowed from this screen.

~Position To~

This field is used to position the screen to a price code that you select. By inserting the Price File Code that you are looking for and pressing <Enter>, the system will position your screen at that price file, or if it does not find it, at the closest alphabetic match that it finds.

~Active Codes~

This screen will only display the active codes. To see inactive codes, press <F7>. The code status field is the field that determines which screen this price code will appear on.

~Inactive Codes~

This screen will only display the inactive codes. To see Active codes,press <F7>. The code status field is the field that determines which screen the price code will be on.

~Code~

This code is assigned by the user to identify what the price file is. This code will be used throughout the financial system to record financial transactions. This is the code that you will use to add financial orders and to do financial receipting.

~Description~

This field is the court's description of this Price File.

~Effective Date~

The effective date should only be used when you have an existing Price File with the same code.

Example: If the charge for a petition was to increase and you wanted to use the same code as you had before_ then you would add the price file with the same code but a different amount and insert the date that the new price became effective.

~Money Type~

This field is used to determine if this is a cash or a percent Price File.

Cash: This price file will charge the same amount every time it is used.

Example: The \$100.00 filing fee.

Percent: This price file will charge different amounts when it is used.

Example: Attorney Fees or Inventory Fees will be different for each case.

~Amount~

This field tells how much the price file costs if it is a cash amount or 100.00 if it is a percentage amount.

~Status~

This field tells you if the price file is active or not. If it is not active then you cannot use it.

Y = Active N = Inactive

NOTE: To move a price file from the Inactive Screen to the Active Screen you will need to change this field to a "Y". To move a price file from the Active Screen to the Inactive Screen_ you will need to change this field to a "N".

Price File Maintenance Alternate View:

There are two different viewing options from this screen. The first was explained previously. By pressing <F11>, the system will switch views and return the following screen:

| Court ID : J 44 ANGIE | | Juvenile Price File | | Release : 025 | |
|-----------------------|---|---------------------|------------|---------------|--------|
| Code | Description | Effect date | Money Type | Amount | Status |
| ADM | ADMINISTRATIVE FEES APPLIED TO ACCTS. ADM | 00/00/0000 | PERCENT | 100.00 | Y |
| AFE | ATTORNEY FEES APPLIED TO ACCTS. ATT | 00/00/0000 | PERCENT | 100.00 | Y |
| AFE | ATTORNEY FEES APPLIED TO ACCTS. AFE | 10/10/2001 | PERCENT | 100.00 | Y |
| ALC | ALCOHOL CLASSES APPLIED TO ACCTS. COW COL | 00/00/0000 | PERCENT | 100.00 | Y |
| BET | BETTY PRICE FILE APPLIED TO ACCTS. CC1 CSF | 00/00/0000 | PERCENT | 100.00 | Y |

More...

Nxt Tran PRM Type INQ Case# 00000000 Petn# 00000000 Event# Party
 F1=Help F2=Nxt Tran F3=Exit F7=Active/Inactive Codes
 F8=Probate F9=Name Inq. F11=Alt.View F14=Dkt.Inq F16=Inv.Cal

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Following are the field descriptions that differ from the fields previously explained.

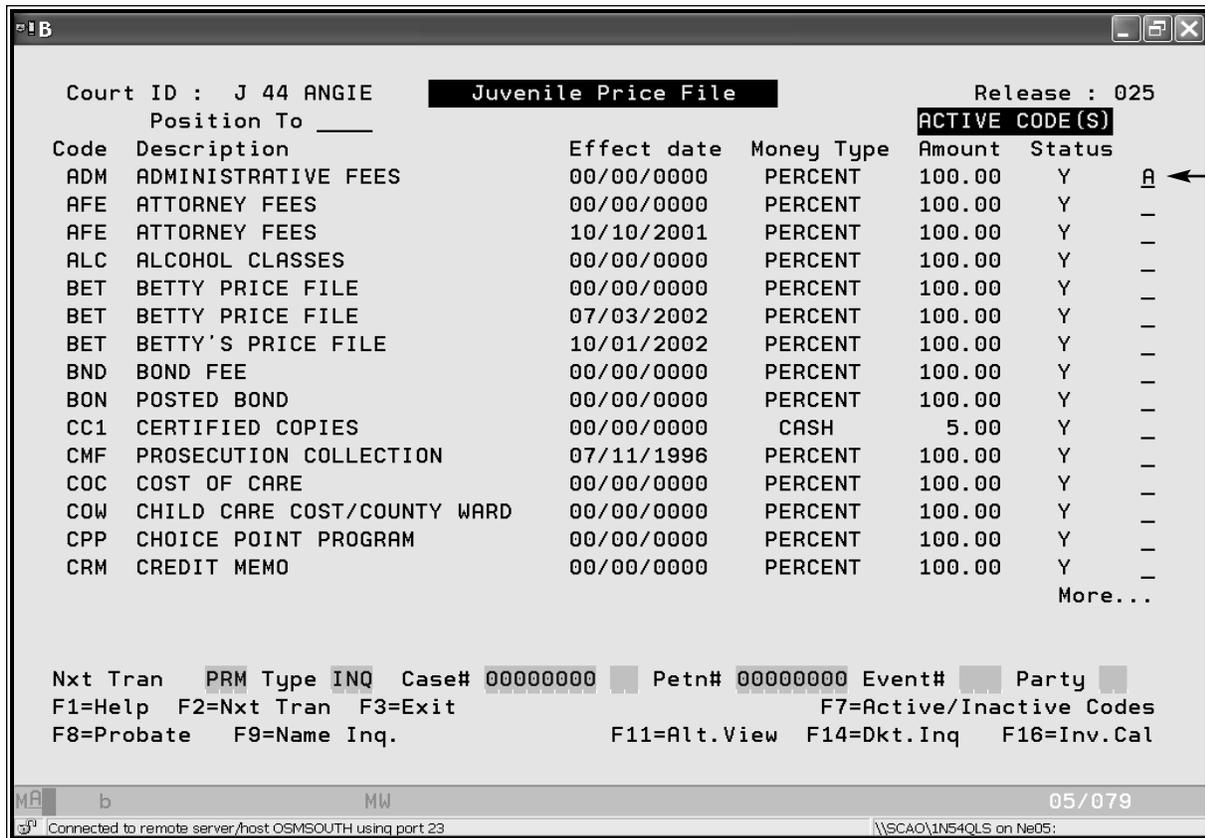
~Applied to Accounts~

The applied to Accounts field displays the accounts that this price file is being applied to.

By pressing <F11>, the system will return you to the default view of this screen.

Example of a Price File Add:

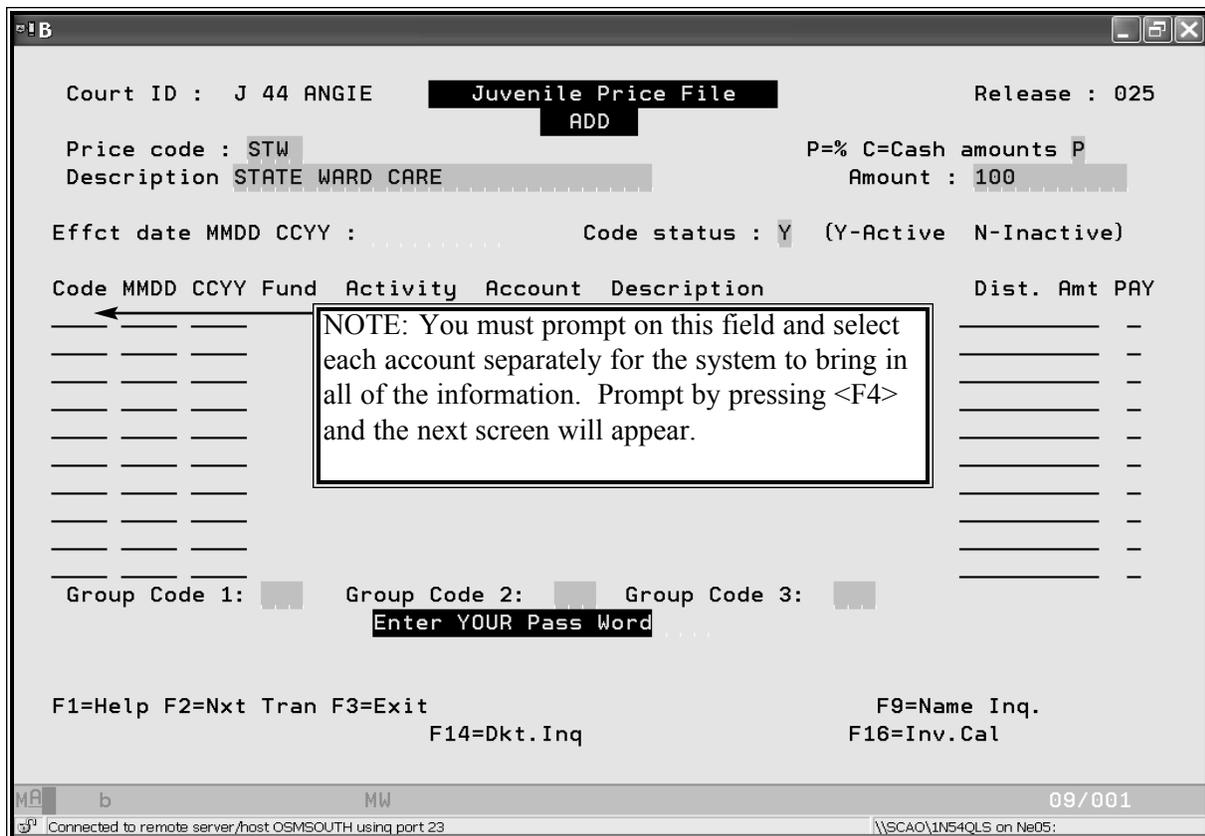
1. Enter an "A" on the first line at the right hand side of your screen and press <Enter>.



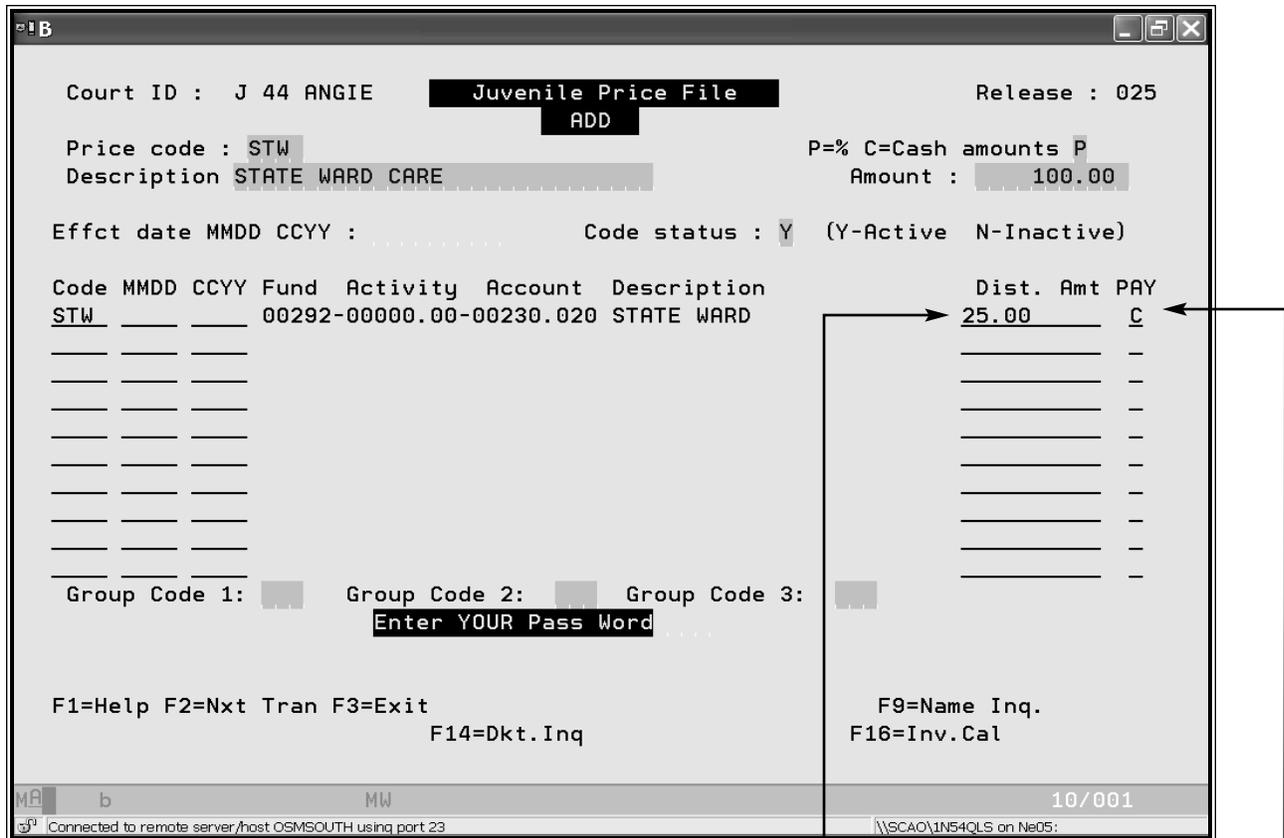
The system will return the Add Price File Maintenance Screen for you to add a new price file.

Example: We need to add a price file for cost of care for a State Ward. Split the price among three different accounts (STW 37.5%_ SSW 37.5% and COL 25%). This will be a percentage price file because we do not always know how much it will be. The code we will give this account will be **STW**.

2. Enter the code that has been assigned to this price code in the "Price Code" field.
3. Enter "C" if this price file is one amount all of the time. Enter "P" if this price file varies in the amount ordered.
4. Enter the description of this price file in the "description" field.
5. Enter the actual amount if this is a "C" cash amount. Enter 100 if this is a "P" percentage amount.
5. Enter the effective date in the "Effect Date" field, only if this price file code has been used in a previous price file.
6. Enter a "Y" or "N" in the "Code Status" field. Y=Yes (Active) N=No (Inactive)



7. Position your cursor under the "Code" field and press <F4> as shown in the above screen.



The system will insert the account that you selected and position your cursor on the “Distributed Amount” field.

8. Enter 25.00 in the “Distributed Amount” field.
9. The next field tells the system what type of account this is. There are two choices:
 C - County
 S - State
 Enter the type of account in this field.

Repeat steps 7 through 9 to bring in the other accounts. Once you have all of your accounts listed on the page and the distribution has been made correctly.

Enter your password, press <Enter> and then press <<F10>>. The system will add this new price file.

Field Descriptions for the Price File Add Screen

~Price Code~

The price code is the code that the user assigns for this price file. This code will be used to enter financial orders and to process receipts. Certain price codes must be used for the financial reports to be accurate.

NOTE: Check code table 37 in the back of the juvenile manual for codes before entering.
 Use codes from table 37 if at all possible.

~P=% C=Cash Amount~

This field determines if the charge is a fixed amount or if it is a variable amount that changes per case.

P=Percent: Use "P" if the charge amount varies per case. The amount you would enter in this field would always be 100.00 if percentage is used.

C=Cash: Use "C" if the charge is a set amount. Enter the exact amount into this field. For example enter \$40.00 if that is the amount that will be charged for each case always.

~Description~

Enter the description of this price file.

~Effect Date~

This field is used when you already have a price file for something and either the amount of the service changes or the split changes. You would add a new price file with the same price code but put in the effective date when this new price file took effect. The system would then use only this price file after the date that you entered.

~Code Status~

This field is used when you add a new price file that replaces an existing price file. You would turn the old price file to an "N" status for inactive. The system would then not display the price file in the prompt screens for financial orders and/or receipts. Y = Active, N = Inactive

~Code MMDD CCYY Fund, Activity, Account and Description~

These fields are brought into this screen from the Account Maintenance Screen. By prompting on this field you would select the accounts that you want this price files charges to be put in. there can be more than one account for each price file.

The system will fill this line in if you prompt <F4> and select an account.

~Distributed Amount~

The distribution amount field tells the system how much of this charge goes into this particular account.

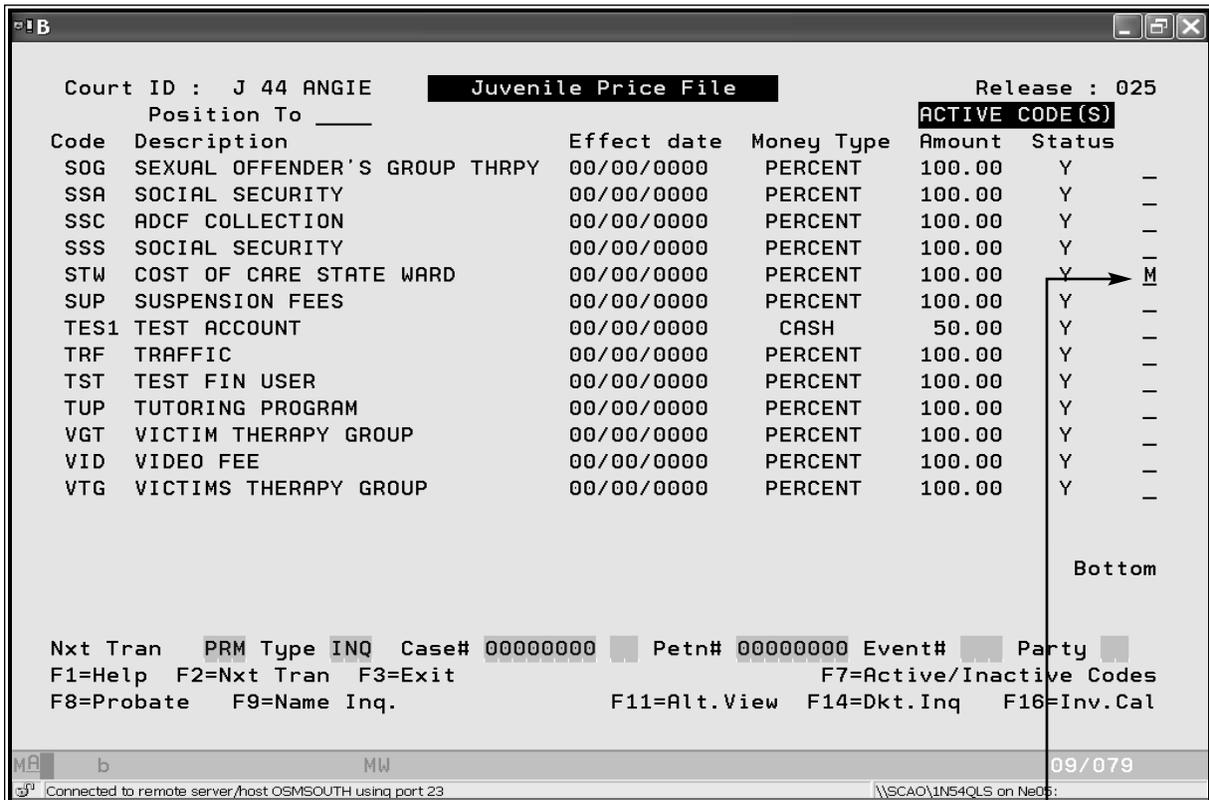
~Pay~

Enter who this account is paid to. C=County, S=State.

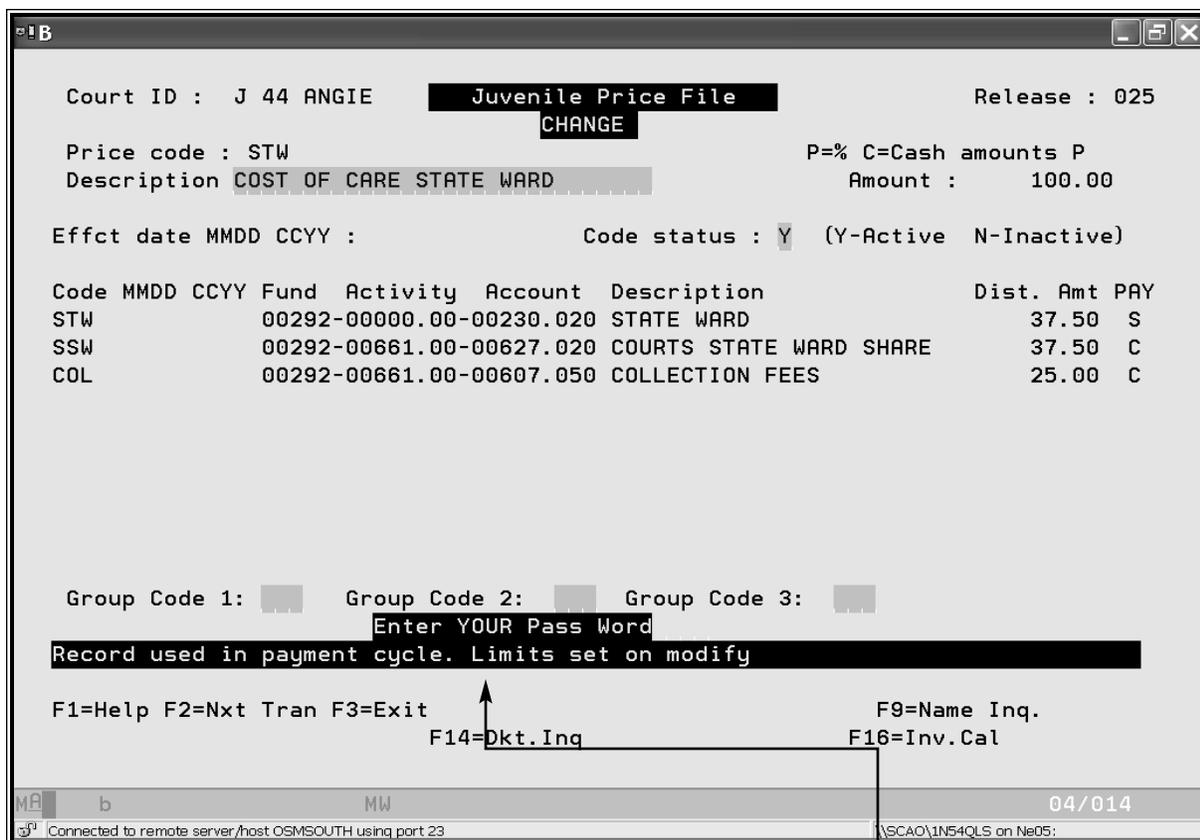
~Group Code 1, 2 & 3~

This field is used to group price files together.

Example of a Price File Modify:



1. Enter an "M" on the line of the price file that you want to modify and press <Enter>. The system will return the juvenile price file change screen for you as shown on the next screen.



There is very little we can modify in a price file if it has already been used to process receipts. The system will tell you “Record used in payment cycle. Limits set on modify”.

Listed below are the fields that can be modified.

~Description~

Enter the description of this price file.

~Code Status~

Enter a “Y” if this code is active, enter a “N” if this code is inactive.

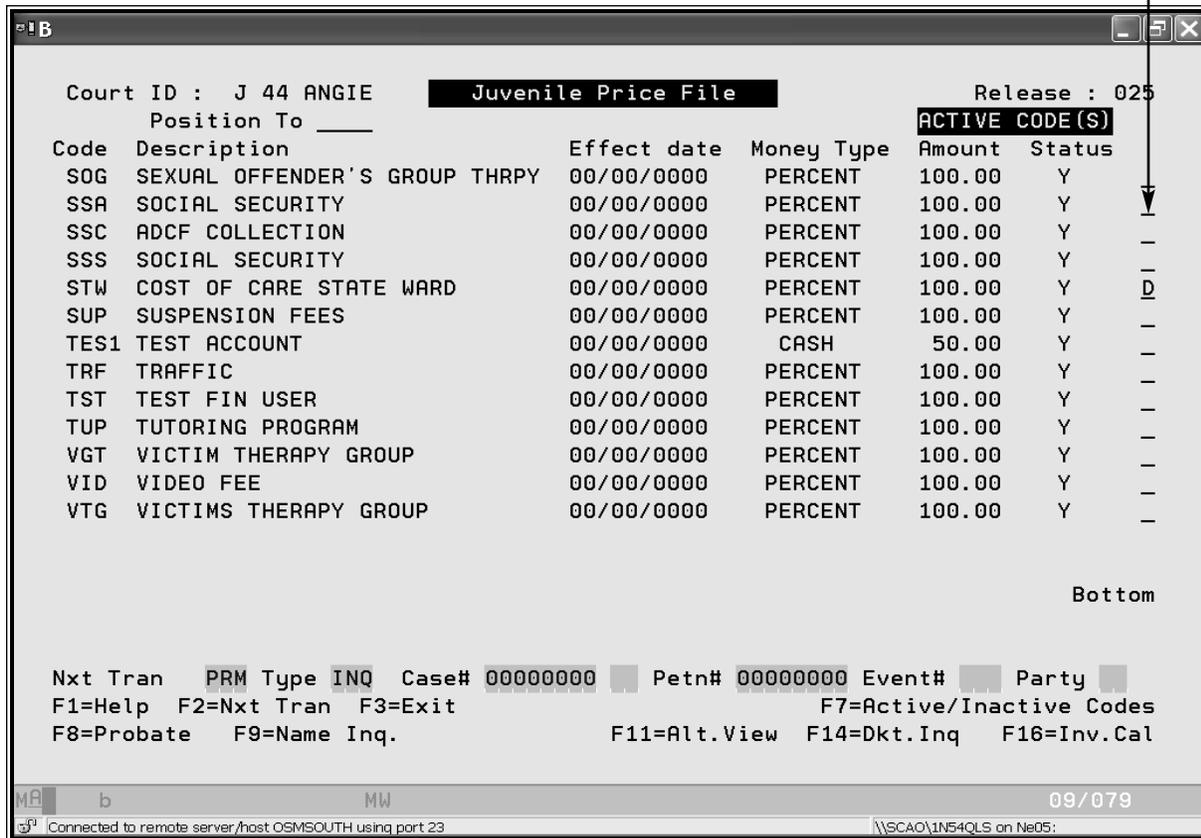
~Group 1, 2 & 3~

Enter group codes that this price file is associated with. Group codes are assigned by the user and can be any combination of alpha-numeric characters.

After any modifications have been made, enter your password and press <F10> for the changes to take effect.

Deleting a Price File:

Enter a "D" beside the price file that you want to delete and press <Enter>.



If the price file has not been used in any payment type, the system will delete it automatically and display the following screen.

B _ _ X

Court ID : J 44 ANGIE **Juvenile Price File** Release : 025

Position To _____ **ACTIVE CODE(S)**

| Code | Description | Effect date | Money Type | Amount | Status |
|------|-----------------------------|-------------|------------|--------|--------|
| ADM | ADMINISTRATIVE FEES | 00/00/0000 | PERCENT | 100.00 | Y -- |
| AFE | ATTORNEY FEES | 00/00/0000 | PERCENT | 100.00 | Y -- |
| AFE | ATTORNEY FEES | 10/10/2001 | PERCENT | 100.00 | Y -- |
| ALC | ALCOHOL CLASSES | 00/00/0000 | PERCENT | 100.00 | Y -- |
| BET | BETTY PRICE FILE | 00/00/0000 | PERCENT | 100.00 | Y -- |
| BET | BETTY PRICE FILE | 07/03/2002 | PERCENT | 100.00 | Y -- |
| BET | BETTY'S PRICE FILE | 10/01/2002 | PERCENT | 100.00 | Y -- |
| BND | BOND FEE | 00/00/0000 | PERCENT | 100.00 | Y -- |
| BON | POSTED BOND | 00/00/0000 | PERCENT | 100.00 | Y -- |
| CC1 | CERTIFIED COPIES | 00/00/0000 | CASH | 5.00 | Y -- |
| CMF | PROSECUTION COLLECTION | 07/11/1996 | PERCENT | 100.00 | Y -- |
| COC | COST OF CARE | 00/00/0000 | PERCENT | 100.00 | Y -- |
| COW | CHILD CARE COST/COUNTY WARD | 00/00/0000 | PERCENT | 100.00 | Y -- |
| CPP | CHOICE POINT PROGRAM | 00/00/0000 | PERCENT | 100.00 | Y -- |
| CRM | CREDIT MEMO | 00/00/0000 | PERCENT | 100.00 | Y -- |

More...

Price record deleted from pricefile

Nxt Tran PRM Type MOD Case# 00000000 Petn# 00000000 Event# Party

F1=Help F2=Nxt Tran F3=Exit F7=Active/Inactive Codes

F8=Probate F9=Name Inq. F11=Alt.View F14=Dkt.Inq F16=Inv.Cal

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If the price file has been used in a payment, the system will return the following screen.

B _ _ X

Court ID : J 44 ANGIE **Juvenile Price File** Release : 025

Position To _____ **ACTIVE CODE(S)**

| Code | Description | Effect date | Money Type | Amount | Status |
|------|-----------------------------|-------------|------------|--------|--------|
| ADM | ADMINISTRATIVE FEES | 00/00/0000 | PERCENT | 100.00 | Y -- |
| AFE | ATTORNEY FEES | 00/00/0000 | PERCENT | 100.00 | Y -- |
| AFE | ATTORNEY FEES | 10/10/2001 | PERCENT | 100.00 | Y -- |
| ALC | ALCOHOL CLASSES | 00/00/0000 | PERCENT | 100.00 | Y -- |
| BET | BETTY PRICE FILE | 00/00/0000 | PERCENT | 100.00 | Y -- |
| BET | BETTY PRICE FILE | 07/03/2002 | PERCENT | 100.00 | Y -- |
| BET | BETTY'S PRICE FILE | 10/01/2002 | PERCENT | 100.00 | Y -- |
| BND | BOND FEE | 00/00/0000 | PERCENT | 100.00 | Y -- |
| BON | POSTED BOND | 00/00/0000 | PERCENT | 100.00 | Y -- |
| CC1 | CERTIFIED COPIES | 00/00/0000 | CASH | 5.00 | Y -- |
| CMF | PROSECUTION COLLECTION | 07/11/1996 | PERCENT | 100.00 | Y -- |
| COC | COST OF CARE | 00/00/0000 | PERCENT | 100.00 | Y -- |
| COW | CHILD CARE COST/COUNTY WARD | 00/00/0000 | PERCENT | 100.00 | Y -- |
| CPP | CHOICE POINT PROGRAM | 00/00/0000 | PERCENT | 100.00 | Y -- |
| CRM | CREDIT MEMO | 00/00/0000 | PERCENT | 100.00 | Y -- |

More...

Price record found in accounting detail file not deleted

Nxt Tran PRM Type MOD Case# 00000000 Petn# 00000000 Event# Party

F1=Help F2=Nxt Tran F3=Exit F7=Active/Inactive Codes

F8=Probate F9=Name Inq. F11=Alt.View F14=Dkt.Inq F16=Inv.Cal

B MW 04/079

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