

Financial Management

There are two financial menus which allow a court to manage all of their financial needs.

- Financial Maintenance menu lists files for a location to access and define functions and codes such as accounts, cash codes and price detail.

Access Financial Maintenance Menu: FIN at Next: line

```

MICHELE      UCC3DFK      UCSGEN - TEST      HDJ
                                     3/31/14
                                     Financial Maintenance
Next:  ___ Case:  ___ Court: P 13 13

ARN - Bills by Name          ASG - Audit Summary Grp Codes
BCT - Billing Controls        BDA - Bond Action Codes
BDT - Bond Type Codes        BLD - Bill Location
CSH - Cash Receipting        FAC - Facilities by Name
FAD - FIN Adjustments        FAS - FIA207 Yearly Account Setup
FBG - Financial Budget       FBS - Yearly Budget Setup
FCR - Chart of Accounts      FCC - Cash Codes
FFQ - Frequencies            FLD - FIN Location
FPT - Payment Types          FSU - FIA207 Account Setup
FUW - User/Workstation/Drawers/Print
GL - Transfer to Treasurer (GLJOURN)
REC - Receipts               FWD - Workstation/Drawer/Printers
RES - Work with Restitution Orders
TST - Trust Funds            PP - DSF PAYMENT PLAN - ALL
VIC - Victim Assessments %   RED - Receipt Details
                               RTD - Re-set Transmittal Date
                               VCH - Vouchers
                               VND - Vendors

F3-Exit  F10-Name  F13-Cmds  F16-Calc

```

- Financial Report menu defines all reports that a location may utilize to track receivables, payables, case assessments, billing etc.

Access Financial Report Menu: FIR at Next: line

```

MICHELE      UCC3DFK      UCSGEN - TEST      HDJ
                                     3/31/14
                                     Financial Reports
Next:  ___ Case:  ___ Court: P 13 13

AAR - Assessments Audit Report
ARN - Billing by Name          ARB - A/R Billing
ASY - Summary of Assessments by Year
ARR - Summary of Outstanding AR
BDR - Bond Report            BAL - Balances Report
CRJ - Cash Receipts Journal  COP - Court Orders Payable Report
DHS - DHS Reports            CRV - Crime Victims Rights Report
EFW - Entry Fees Not Paid Report
DLL - Delinquent Letters
FBG - Budget DHS207 Setup    FRAU - Cash Receipts Audit/Summary Au
FHT - Financial History Transactions
FCP - Cash Codes/Price Details List
FDA - Fin Order Audit Report FIS - Income Status by Cash Code
FST - Summary of Transmitted Funds
FSR - Summary of Funds by Receipt #
FTW - Financial Transmittal Wrksheet
FTC - Final Transmittal Close
JFD - Juvenile Financial Order List
JCC - Placement Cost by Case
LAT - 20% Late Assessment Fee
JRE - Receivable/Expenditure Rpt/Juv
PRC - Prisoner Collections Report
PP - Payment Plans - All
RST - Restitution Report     RAD - ADCF & Ward Report
SAR - Summ of Audited Accts (SCAO21) +

F3-Exit  F10-Name  F13-Cmds  F16-Calc

```

```

MICHELE   UCC3DFK           UCSGEN - TEST           HOJ
                                           3/31/14

                Financial Reports
Next:  ___ Case:  ___ Court:  P 13 13

SCR - Show Cause Report           SFO - Prisoner SFO Report
TAX - Juvenile Tax Intercepts     VCC - Placement Cost by Vendor
VCL - Voucher List by Cash Code   VCN - Victims
VRR - Voucher Reports             VSL - Voucher Select List

```

First, lets review some of the files categorized under the financial Maintenance Menu. Usually, these files are defined and maintained by the financial location's administrator.

```

MICHELE   UCC3DFK           UCSGEN - TEST           HOJ
                                           3/31/14

                Financial Maintenance
Next:  ___ Case:  ___ Court:  P 13 13

ARN - Bills by Name               ASG - Audit Summary Grp Codes
BCT - Billing Controls             BDR - Bond Action Codes
BDT - Bond Type Codes             BLD - Bill Location
CSH - Cash Receipting             FAC - Facilities by Name
FAD - FIN Adjustments             FAS - FIA207 Yearly Account Setup
FBG - Financial Budget             FBS - Yearly Budget Setup
FCA - Chart of Accounts           FCC - Cash Codes
FFQ - Frequencies                 FLD - FIN Location
FPT - Payment Types               FSU - FIA207 Account Setup
FUN - User/Workstation/Drawers/Print
GL - Transfer to Treasurer (GLJOURN)
REC - Receipts                    FWD - Workstation/Drawer/Printers
RES - Work with Restitution Orders
TST - Trust Funds                 PP - DSF PAYMENT PLAN - ALL
VIC - Victim Assessments %        RED - Receipt Details
                                   RTD - Re-set Transmittal Date
                                   VCH - Vouchers
                                   VND - Vendors

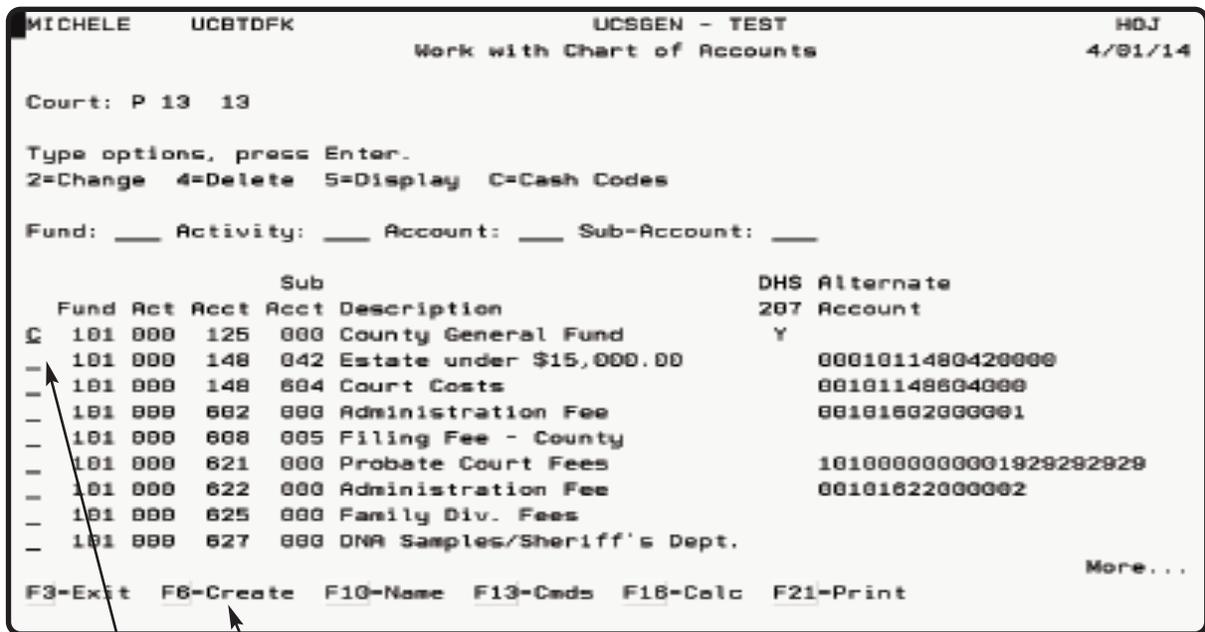
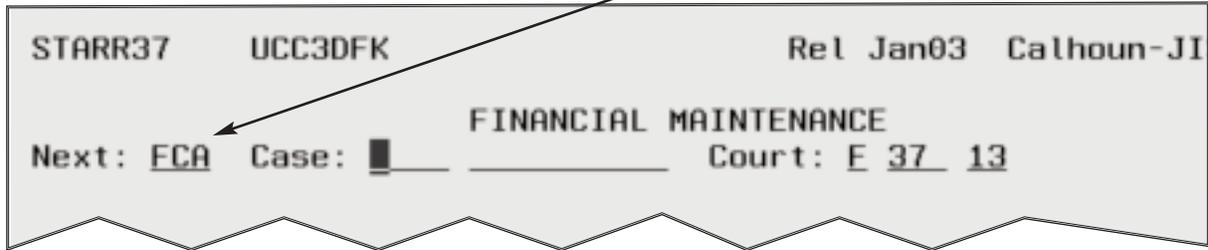
F3-Exit  F10-Name  F13-Cmds  F16-Calc

```

Financial Chart of Accounts

Chart of Accounts defines the account numbers used to generate receipts, vouchers and reports. Accounts can be created, modified, or deleted from this screen. Only a user with authority may access the Chart of Accounts.

Lets access the Financial Chart of Accounts by entering **FCA** at the transaction line, .



Create/add a new account number

Option C - Displays all cash codes and the amount/percentage of funds that are deposited into the account number for that cash code.

Chart of Accounts Field Descriptions

~Fund

This is a three character alpha/numeric field for the fund number of the account.

Example: **701** 215 228 550 DNA FEE SHERIFF
701 would be the fund number for Trust & Agency accounts

~Activity

This is a three character alpha/numeric field that may represent the activity of an account, the office, department or program designation where specific funds are to allocated.

Example: **701 215** 228 550 DNA FEE SHERIFF
215 may identify the department receiving the funds

~Account

This is a three character alpha/numeric field that specifies the account number.

Example: **701** 215 **228** 550 DNA FEE SHERIFF

~Sub Account

This is a three character alpha/numeric field that may further define the account number.

Example: **701** 215 228 **550** DNA FEE SHERIFF
701 215 228 **551** DNA FEE CITY

~Description

The court location's description of the account number.

~DHS 207 Flag

Identifies if the account is posted to the DHS207 report.

~Alternate Account

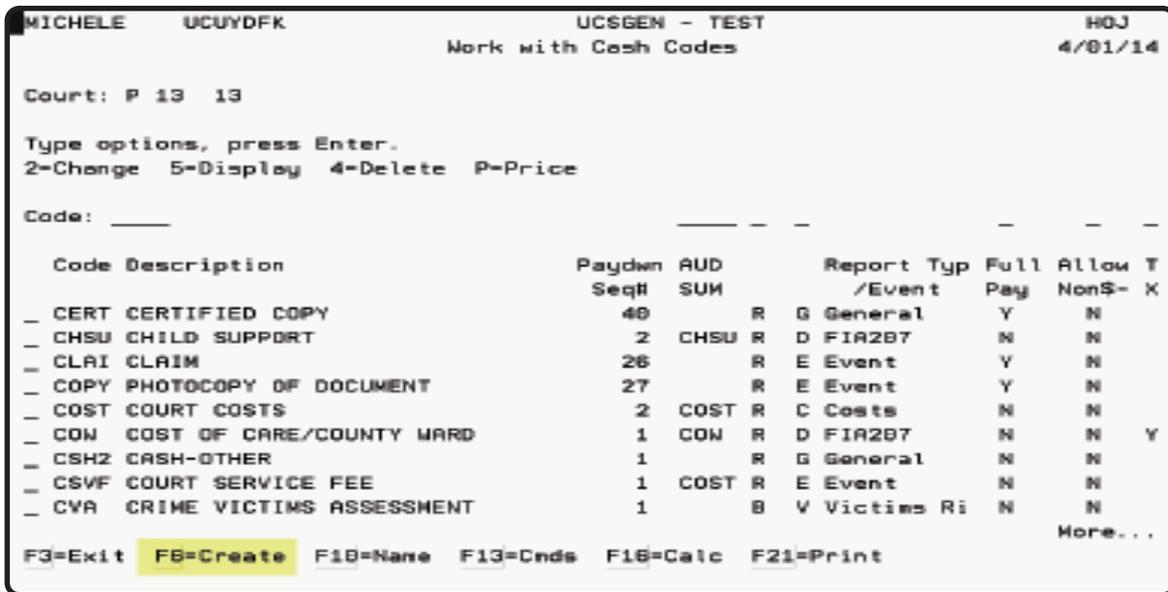
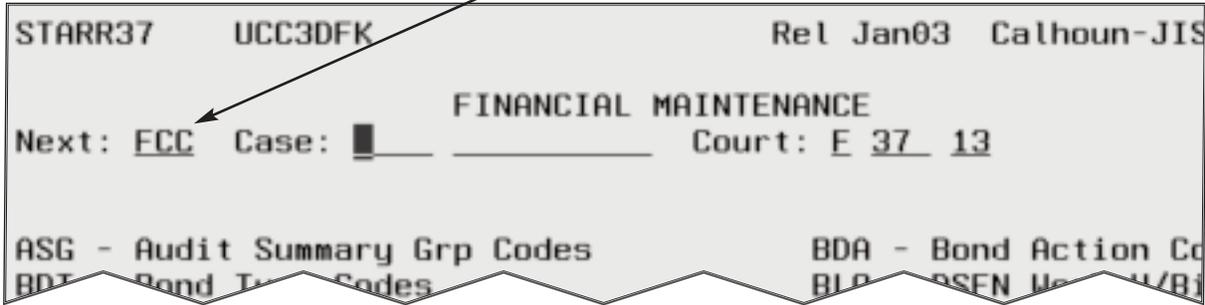
Courts may choose to associate an alternate account number for the treasurer's office, in addition to the regular account number. The alternate account number will only print on the Final Transmittal Close report.

Example: 701 215 228 550 DNA FEE SHERIFF
Alternate Account # **701000-000228000-550**

Financial Cash Codes

A cash code is assigned to identify an accounts usage. The code will be used throughout a financial location to record transactions. A cash code also includes Price Detail, which designates the disbursement amount to or from a specific account.

Lets access Financial Cash Codes by typing **FCC** at the next transaction line, .



If a cash code does not exist, select F6 to create

Edit Cash Code

```

MICHELE UCUSE1K UCSDEN - TEST H0J
Edit Cash Code 4/01/14

Court: P 13 13
Cash Code: DET DETENTION REIMBURSEMENT Audit Summary Group: CDM
Paydown Priority Seq: 1
Exp/Rev/Bth Type: B Revenue
Report Type/Event Created: D FIA287
Full Payment Needed: N
Allow Non-Monetary Payment Types: N
Tax Intercept Flag: Y

F3-Exit F10-Name F13-Codes F16-Calc

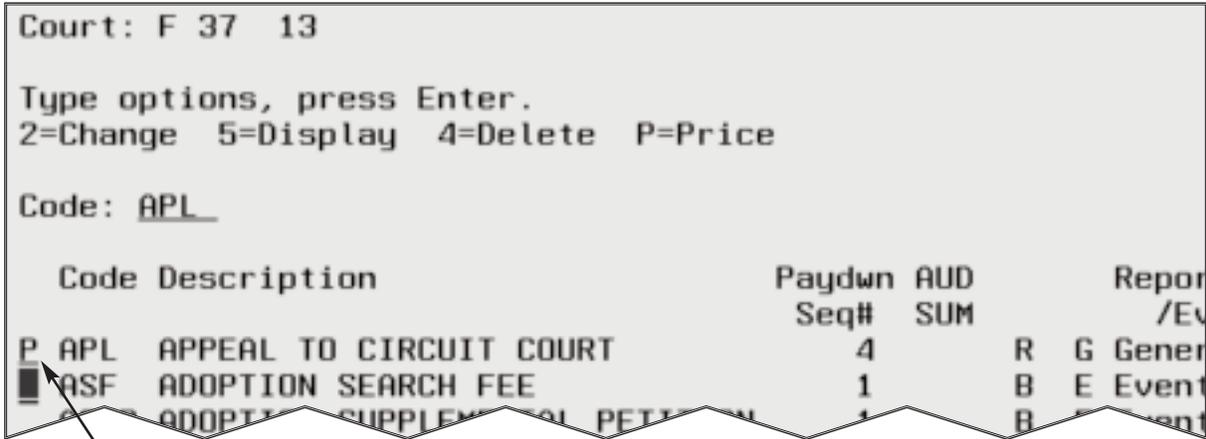
```

Field Descriptions

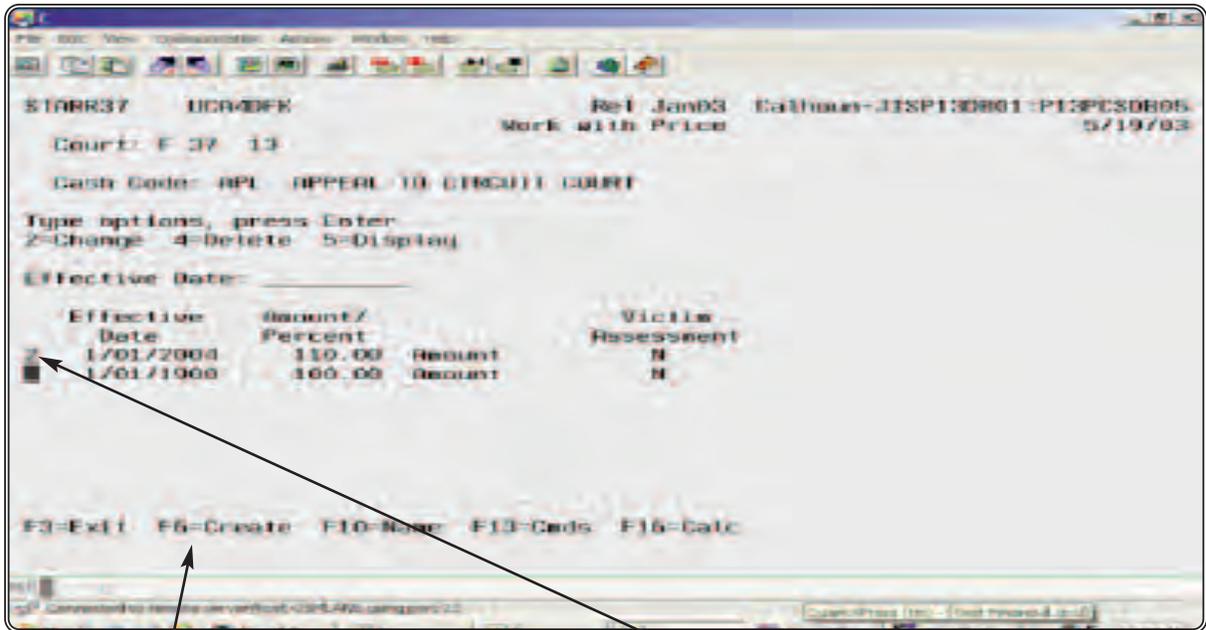
- ~**Court** Court type and number (will default to the user court).
- ~**Cash Code** Four character alpha/numeric field that will identify the cash receivable/payable code and the long description.
- ~**Audit Summary Group** Define the category for the cash code on the Summary of Audited Accounts Report.
- ~**Paydown Sequence** On a receipt the order of paydown for the cash code. Example: DNA may have a paydown number of 10. When a receipt is written monies will be disbursed to this cash code only after higher paydowns are disbursed.
- ~**Exp/Rev/Both** Define if the cash code is specific for expenditure, revenue or both.
- ~**Report Type/Event Created** Identify if the cash code is specific to a financial report. Examples: Bonds, Crime Victims, Restitution. If the cash code is not specific to a report type the court has the option of creating an event in the ROA.
- ~**Full Payment Needed** Y - Indicates that a full payment is needed for the cash code.
N - Indicates that partial payment is acceptable.
- ~**Allow Non Monetary Payments** Denotes whether a cash code allows non monetary payments such as community service or jail time credit.
- ~**Tax Intercept Flag** Y - Indicates cash code is included for tax intercepts
N (or blank) - Indicates cash code is not included for tax intercepts

Work with Price Details

Price detail determines the amount/percentage of a transaction that will be disbursed or withdrawn from the assigned accounts for a cash code.



“P” Next to the cash code will access Work with Price. Press



Create price details or use options to display or modify details.

Edit Price/Price Details field definitions

```

MICHELE      UCBXETK      UCSGEN - TEST      HDJ
Edit Price/Price Details      4/01/14

Court: P 13 13
Cash Code: DET

Eff Date: 1/01/1900
Cash Type: P (A/P) Percentage Amt/Pct: 100.00 Victim Assessment: N
100.00 Calc Total

Amt/Pct      Fun Act Acc Sub      ACDF WARD Col DHS
Acc      Col Col Typ 207
-----
75.00      292 882 897 901 Cost of Care/County Ward      - - - Y
Alternate Account:
25.00      101 149 882 901 25% Collection Fee      - - - N
Alternate Account:
-----
Alternate Account:
-----
Alternate Account:
-----
Alternate Account:

F3-Exit F10-Name F13-Cnds F16-Calc F23-Cancel Cash Details
    
```

~**Effective Date**

Date the price detail is available for use.

~**Cash Type**

Indicates if the price detail is a variable amount. Valid entries are "A" Amount or "P" Percentage. **If full payment is not required, cash type must be set to "P".**

Example Filing Fee \$100.00 is an "A" fixed amount
 Court Cost \$???.00 is a variable "P" percentage amount

~**Calc Total**

Indicates the total amount of the cash code

~**Amt/Pct**

Indicate the total fixed amount or total (100%) percent amount.

~**Victim Assessment**

Denotes if the the cash code is a crime victims assessment fee. Specify as "Y" Yes for Restitution and Crime Victims.

~**Amt/Pct**

The amount or percent of the total amount due that will be linked to the account.

~**Fund/Activity**

The account that will be linked to the cash code's Amt/Pct.

~**ACDF/Ward/Col Type/DHS 207**

Specifies what column the amount/percent is to be reported on for the Juvenile ADCF report, prompt for options. Also displays a "Y" if the account falls on the DHS 207 report. This is determined at the account level.

Receipts

Now that we have created some cash codes we can write a receipt.

There are two receipting types that are generated in TCS

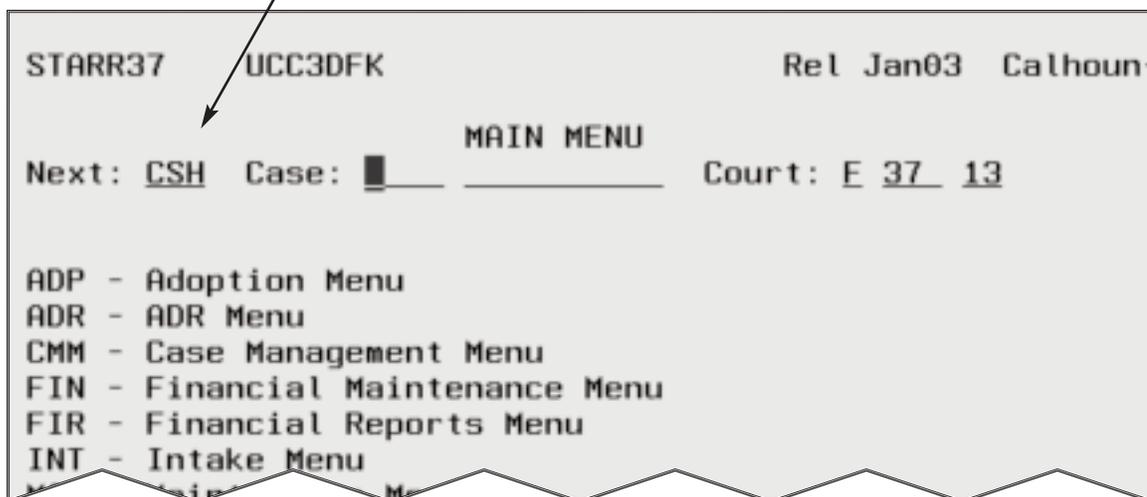
1. Cash Receipts - Any receipt not resulting from a financial order
2. Name (Case) Receipts - A receipt related to a financial order

First, lets look at a **cash** receipt. A cash receipt may be accessed

- automatically by creating an event with a "CSH" event category attached to a specific event

or

- By typing **CSH** at the next transaction line and pressing 



The screenshot shows a terminal-style interface with the following text:

```
STARR37      UCC3DFK                      Rel Jan03  Calhoun
MAIN MENU
Next: CSH  Case: █          Court: E 37 13
ADP - Adoption Menu
ADR - ADR Menu
CMM - Case Management Menu
FIN - Financial Maintenance Menu
FIR - Financial Reports Menu
INT - Intake Menu
```

An arrow points from the text 'By typing CSH at the next transaction line...' to the 'Next: CSH' field in the screenshot.

Cash receipting continued

```

MICHELE      UCCNETK      UCSGEN - TEST      HOJ
                        Edit Payment Information      4/01/14

Court: P 13 13      Printer: PRT07
Cashier:      Mkstn/Drw: MICHELEB 02
Paid By: JAMES SMITH      Receipt Dte: 4/01/2014
Cmt:
Total Due: 10.00      Total Received: 10.00
Balance: .00      Change Due: .00

Pymt      Description      Reference Code      Amount
Type
CK      CHECK      1234      10.00
---
---
---
---
---
---
F3=Exit  F10=Name  F13=Cmde  F16=Calc

CONFIRM: Y (Y/N)
    
```

- ~Cashier The user's financial password as defined in the user profile. This text is hidden.

- ~Paid by Enter the name of payor.

- ~Receipt Date Will default to current date.

- ~Cmt Additional comments the user may choose to add.

- ~Total Due The total amount due
- ~Balance Balance Due
- ~Total Received Total amount received
- ~Change Due Amount due back to the payor

- ~Payment Type Payment type (i.e. Cash, Check, Credit Card).

- ~Reference Information relating to the payment type such a check number, or credit card number. This field may be mandatory for some payment types.

- ~Amt. Rec Amount received for payment.
 Press

- ~Confirm Screen will ask the user to verify payment information, press .
 The transaction is complete and a receipt will print.

If an error is made, type N in the confirm field and correct the error BEFORE proceeding.

Name/Case Receipts

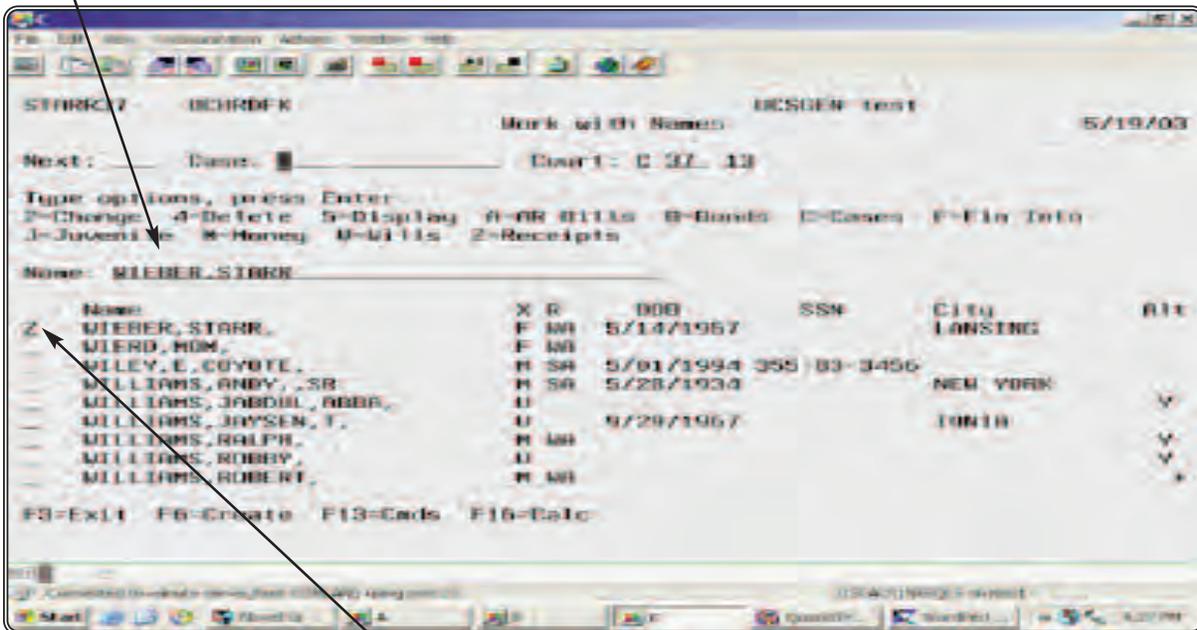
This receipting process updates financial orders relating to a name and case.

Option: Z = Receipting is available from

- Work with Names - Z next to the name reveals a receipt that includes financial orders on all cases for the name.
- Work with Cases - Z next to the case reveals a receipt for financial orders on the case.
- Display financial orders - Z next to the assessment order reveals a receipt for financial order on the the case.

Lets create a receipt from Work with Names. Enter a name at the search line.

Press



Type option **Z** next to the name. Press

Name/Case receipting continued
Complete the following screens.

All financial orders that have been assigned with this name as the **Payor**, will appear on the Name Receipting screen.

STARK37 - BECTETK Name Receipting BCSGEN test 5/19/03

Cashier:

Crt: C 37 13 BIEBER, STARR

Total Victim Assess: 10.00 Total Court: 1150.00 Y67: 50.00

Total Paid: 300.00

Bond Applied: .00 Total Balance: 1160.00

	Balance Due	Amount Paid
AFF ATTORNEY FEE STATE OF MICHIGAN V 2000 0000000521	145.00	145.00
FOR FORENSIC FEE STATE OF MICHIGAN V 2000 0000000523	150.00	145.00
FOR FORENSIC FEE STATE OF MICHIGAN V 2000 555	125.00	
COST COURT COSTS STATE OF MICHIGAN V-	360.00	
CVA CRIME VICTIM STATE OF MICHIGAN V 2001 20	10.00	10.00
COST COURT COSTS STATE OF MICHIGAN V 2001 23	100.00	
COST COURT COSTS STATE OF MICHIGAN V 2003 0000000003	140.00	

FB-Exit FB-Create F10-Names F13-Cards

CONFIRM: (Y/N)

STARK37 - BECTETK Edit Payment Information BCSGEN test 5/20/03

Court: C 37 13

Cashier:

Paid By: BIEBER, STARR Receipt Date:

Total Due: 300.00 Total Received: 300.00

Bond Applied: .00 Change Due: .00

Payment Type	Description	Reference Code	Amount Received
C	CHECK	2930	300.00

FB-Exit F10-Name F13-Cards F16-Calc

CONFIRM: (Y/N)

Press , press again to confirm. Transaction is complete, receipt will print, and financial orders will be updated.

VOID Receipts

Work w/ Receipts: is located by REC at the hop line or W at the Display Financial Orders screen: Enter “V” - next to the receipt to void

```

Work with Receipts 4/25/14
Court: P 13 13 Fin Loc: __ *ALL FIN LOCATIONS

Type options, press Enter.
5=Display I=Payment Info P=Print V=Void

  Rcpt Date      Printer ID Receipt  Cashier      Transmit  Voids Only
  -----
  Rcpt Date      Printer ID      Receipt Cashier      Amount  Case Number
  Y 4/25/2014    PRT07          02      550 MLC          50000.00 2008 0000002234
  Payer: FAMILY                               FLoc: 1
    
```

```

VOID RECEIPT 4/25/14
Cashier: Enter cashier password
Comment: enter a comment then press F11 /void receipt Create Event: N
PROBATE COURT/FAMILY DIVISION Court: P 13 13
515 GRAND AVENUE Drawer: 02 PRT07
LANSING, MI 48999 Receipt No.: 550
517/373-8777 Receipt Date: 4/25/2014
Case: 2008 0000002234 TR THE STEVED FORTUNE TRUST
Cashier: MLC
Paid By: FAMILY Receipt Total: 50000.00
Total Tendered: 50000.00
Change: .00

TRST TRUST Amount
50000.00

Bottom
F3=Exit F11=Void F13=Cads F16=Calc F20=Payment Detail
    
```

```

_ 4/25/2014 V PRT07 02 550 MLC 50000.00 2008 0000002234
Payer: FAMILY FLoc: 1
    
```

*NOTE: when re-receipting the correct receipt - if the money was already transmitted to the treasurer the “new” receipt may need a payment type of **VD/voided payment**.

Step By Step Closing

Closing a cash drawer for a financial location at the end of doing business:

1. **Stop receipting** or wait until after hours when no other receipting will occur.

Next: **FAU**

2. **Print the Cash Receipts Audit report in detail** - detailed list of all receipts generated for a location on a report date. This helps the financial location balance at day end. May print as often as necessary.

3. **Total all payment type collections received for each drawer.**
This total should balance to the Cash Receipt Audit detail report.

4. **If the figures match for each drawer and the Cash Receipt Audit report, continue to step 5.** If figures do not match, find the error and make the appropriate corrections. After corrections are made, repeat the previous steps until both balance.

Next: **FTW**

5. **Print the Final Transmittal Worksheet** - also assists with balancing monies received. It is the last check before requesting the final transmittal close report. (only lists amounts that have not been transmitted to the treasurer. May print as often as necessary. The grand total of Cash Receipts Audit should balance with the Transmittal Worksheet.

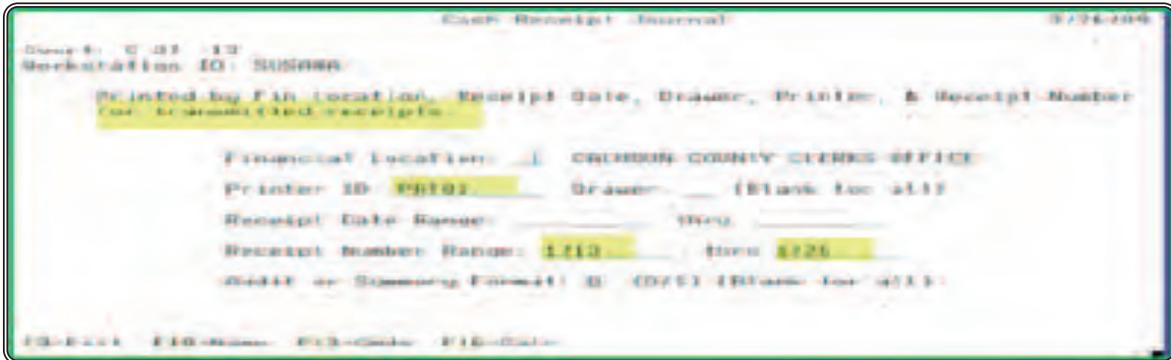
Next: **FTC**

6. **Print the Final Transmittal Close** - all receipts will be updated with a transmitted date and will no longer appear on future FAU or FTW reports. Two copies of the FTC will print, one to submit to the Treasurer with the monies to deposit, and one for your records. Prints **ONE** time.

Issues after Closing Financial Drawer - helpful reports to run:

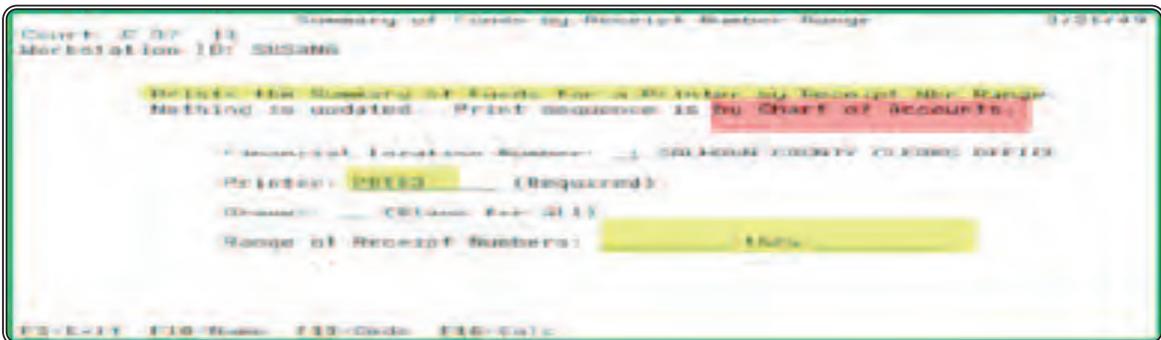
Next: CRJ

Verify the Fin Location and Receipt Printer are correct, and enter:



Next: ESH

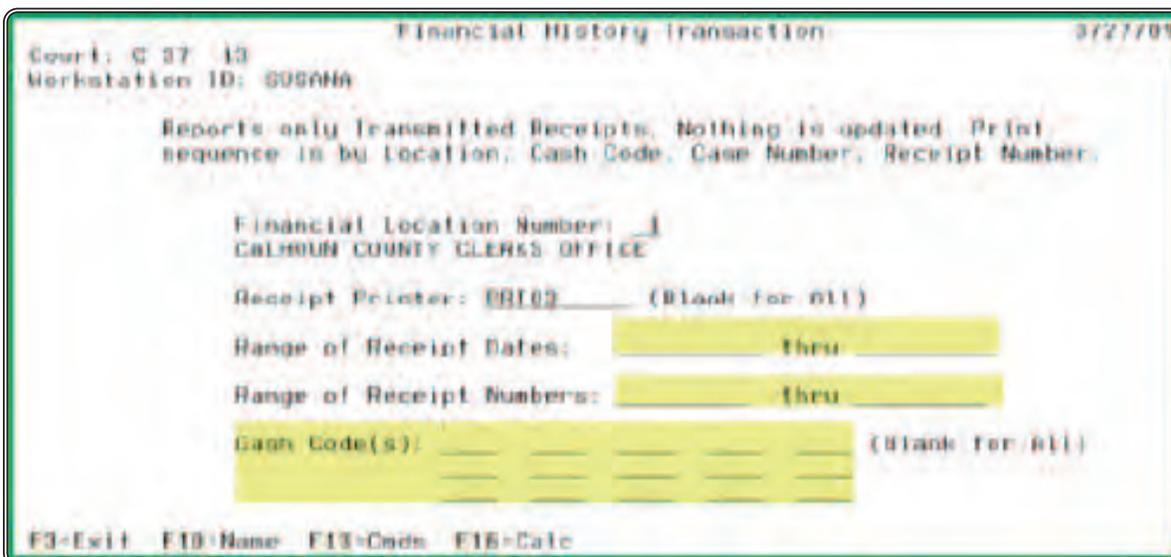
Verify the Fin Location and Receipt Printer are correct, and enter:



Reports only Transmitted Receipts - nothing is updated:

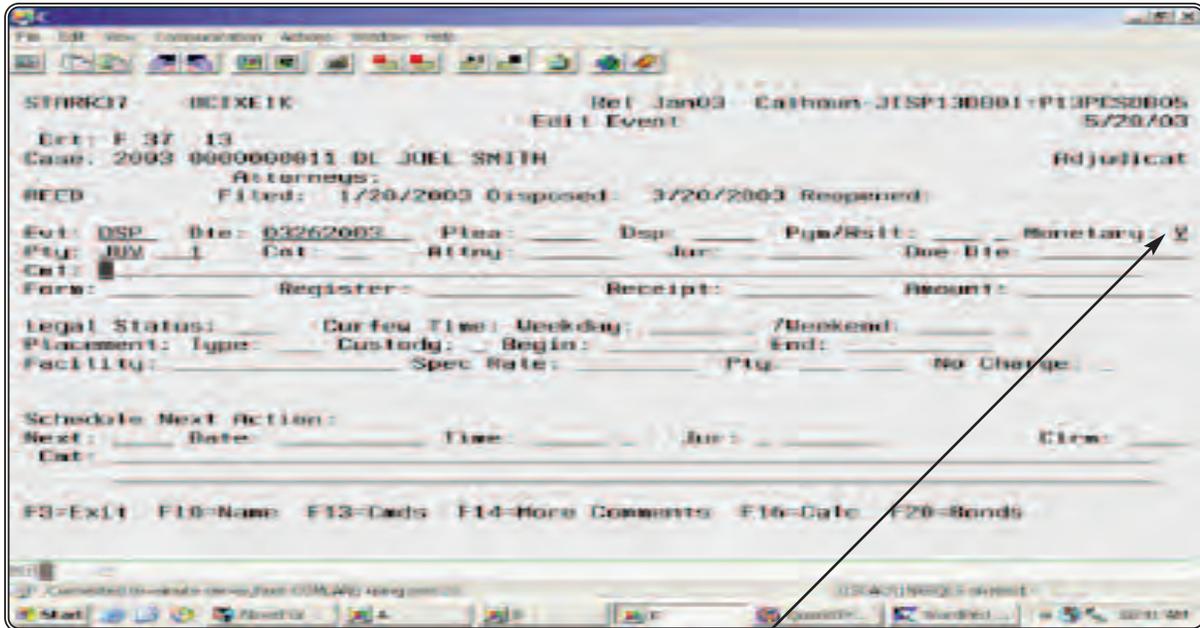
Next: FHI

Verify the Fin Location and Receipt Printer are correct, and enter:



How to Create a Financial Order

Financial orders can only be created from the event screen.



Enter a "Y" at Monetary

Financial orders are assessments ordered by the court for an individual on a case.

Examples Crime Victims, Restitution, Court Cost, Child Support, Placement Cost, Late Fees, Probate Inventory Fees.

Upon pressing the user will see the Edit Monetary Orders screen.

Edit Monetary Orders

Complete the applicable fields.

Remember most fields are promptable by selecting F4

MICHELE	UCHQEFK	UCSGEN - TEST			H0J	
Edit Monetary Orders				4/02/14		
Court: P 13 13 Case: 2014 0500253801 NA NEWBERG						
ANTOSKIEMICZ Attorneys:						
Worker:			Auth: 08/27/2010			
Event: SRE 11/09/2011 DSP REV-910 Pty: JUV 1					Notes: _	
Cash Code	Total Amount	----Parties----	J/ Payer	Begin Payment	End Payment	Balance Fwd Paid
CDST	100.00	JUV _ 1 JUV _ 1 N		11/09/2011		
		Periodic Amt:		Frequency: _	Pay Seq: ___	2
REST	500.00	JUV _ 1 JUV _ 1 Y		11/09/2011		
		Periodic Amt:		Frequency: _	Pay Seq: ___	2
SNC	45.00	JUV _ 1 JUV _ 1 N		11/09/2011		
		Periodic Amt:		Frequency: _	Pay Seq: ___	3
		JUV _ 1 JUV _ 1 N		11/09/2011		
		Periodic Amt:		Frequency: _	Pay Seq: ___	
		JUV _ 1 JUV _ 1 N		11/09/2011		
		Periodic Amt:		Frequency: _	Pay Seq: ___	
Page down to add additional financial orders.						
F3-Exit F10-Names F13-Cads F16-Calc F17-Facilities						

Header information

~**Event**

Event code, date, and long description of the event in which the monetary flag was marked "Y".

~**Pty**

Party associated to the event.

~**Notes**

Y=Edit Text Comment screen will be displayed for entry of a note
 N or blank = a Note will not be added

Financial Order information

~**Cash Code**

Specify the cash code assigned for the assessment.

~**Total Amount**

Enter the total amount ordered for the cash code .

~**Cnt**

Charge count (if applicable).

~Respond

The party relating to the event.

~Payor

Person responsible for payment of the assessment. Will default to event party, but can be modified to any party on the case.

~Begin/End Dates

Date the assessment payments are to start and end. (Format MMDDYYYY)

~J/S

Indicates whether or not a restitution order is joint and several.
Default is "N" No, "Y" Yes.

~Balance Forward

Amount that has been paid to date, but not on the TCS system.

~Periodic Amt

Specific amount that is to be paid periodically. Periodic payments will continue to calculate the payment assessment as defined by the frequency, until a end date or total amount assessed is entered for the periodic.

~Frequency

Defines payment frequency. (Daily, Weekly, Monthly)

~Pay Seq

The pay sequence, as previously determined for the cash code.

Once the financial order information is completed, press .

Modifying a Financial Order

Work with Cases

```

MICHELE   UCGJDFK                               UCSGEN - TEST                               HDJ
                                                Display balance for financial orders on all cases.
                                                4/02/14
NEWBERG, JOSIE,
645.00
Next: ___ Case: ___ Court: P 13 13

Type options, press Enter.
Z=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges D=DocSum
E=Event F=Form G=Age H=Acct Hist J=Jur Hist L=Related N=Money N=Nxt Act
P=Party R=ROA S=Sentence T=Title V=Program/Results W=Warrant
X=Case Transfer Z=Receipt
Case      Jur Pty Typ Alt  Pty Filed  Sts      Court      Balance
M 2014 0500253801 NA   JUV  1    8/27/2010 ADJUD    P 13 13    645.00
NEWBERG
    
```

Enter option "M" next to the case to display Monetary Financial Orders - Press

Display balance for financial orders on a case.

F3-Exit F6-Create F10-Name F13-Cads F16-Calc F17-Top F18-Bottom F21-Prt

Display Financial Orders contains options available for the user, if he/she has authority.

```

MICHELE   UCKIDFK                               UCSGEN - TEST                               HDJ
Display Financial Orders - View 1
4/02/14
Crt: P 13 13 Jurist: ANTOSKIEWIC Bond: Auth: 08/27/2010 ADJUD
Case: 2014 0500253801 NA NEWBERG Pub
Atty: Worker:
File: 8/27/2010 Dispose: 11/03/2010 Reopen: Close:

Type options, press Enter.
5=Display 6=Notes A=Adjust C=Co Cases F=Fin Adjust V=Victims
W=Work W/Receipts Z=Receipts

Cash ----Parties---- J      Total  Periodic  F
Code Respond/Payer  $      Assessed  Amount  Q  Total Paid  Balance
A  COST JUV  1 JUV  1      100.00    .00    .00    100.00
-  REST JUV  1 JUV  1      500.00    .00    .00    500.00
-  SMC JUV  1 JUV  1      45.00    .00    .00    45.00
    
```

"A" next to fin order to Adjust the ordered assessment.

Bottom

F3-Exit F6-Create F10-Name F13-Cads F16-Calc F17-View 2 F21-Print

“A” Adjust Assessment

This type of adjustment will increase or decrease the “Total Assessed” amount and should only be used if the total assessed was entered incorrectly, a balance forward needs to be updated, or a periodic requires an end date.

```

MICHELE      UCLPE1K      UCSGEN - TEST      HDJ
Edit Monetary Assessments      4/02/14

  Crt: P 13  13 Jurist: ANTOSKIEWICZ Bond:      Auth: 08/27/2010      ADJU
  Case: 2014 0500253801 NA NEWBERG
  Event:  12 11/09/2011 Fin Order:  1      Notes:  _
  Worker:
  Respondent Pty: JUV  1 NEWBERG, JOSIE,      ( 211161 )
  Responsible Pty: JUV  1 NEWBERG, JOSIE,      ( 211161 )
  Count:  _ Joint/Several: N Links:
  Cash Code: COST COURT COSTS
  Pay Seq:  _2
  Total Assessed: 100.00
  Balance Fwd Pd:
  Receipts: .00
  Fin Adjustments: .00
  Balance Due: 100.00

  Begin Date: 11/09/2011 End Date:
  Period Pay Amt: Frequency:
  USR Total of Assess: USR Amount Paid:
  Current: 0 / 0 = Periods 0
  Pr of Days 0 / 0 = Periods 0

  BILL5 Last Dt: Total: Assessments: .00 N
  F3-Exit F10-Name F13-Cmds F16-Calc F17-Facilities F18-Fin Adj F22-Audit
  
```

Billing information

Fields available to modify

~**Total Assessed**

Overwrite or enter a total assessed amount.

~**Balance Forward**

Enter a balance forward if it was not entered at the time the fin order was created.

~**End Date**

The date that a periodic payment ends.

~**Periodic Pay Amount**

Modify the amount to be paid periodically.

~**Frequency**

Modify the frequency for payments.

NOTE: If billing status is “B” or “P” and the adjustment to the assessed amount or a periodic is less than the billed amount, a Create Credit Memo window will be displayed for completion.

“F” Fin Adjustment

These types of adjustments are used to modify assessments on the Total Ordered or the Total Paid fields, while the display financial order screen retains the original order information.

```

MICHELE      UCNBDFK      UCSGEN - TEST
                Fin Adjustments to Fin Orders

          Cr: P 13 13 Case: 2014 05002538D1 NA NEWBERG
          Event: 12 DISPOSITIONAL REVIEW HRG-01 DAY/
Event Party: JUV 1 JOSIE NEWBERG
Payer Party: JUV 1 JOSIE NEWBERG
  Fin Order: 1 Restitution Order: 0
  Cash Code: COST COURT COSTS
Total Order: 100.00 Total Paid: 10.00 T

Type options, press Enter.
2=Change 5=Display R=Void/Re-Enter V=Void Only

          Seq Type          Adjustment Date          Amount          Effect on Bill
          - 1 BALF Bal Fwd (Amount Prev Pd) 4/02/2014 10.00 - N
          paid already
                
```

Prompt for Adj. Types

- Bal Fwd
- Credit Memo (Reduce Assm)
- Credit Memo-Comm Srv
- Credit Memo-Jail Time
- Increase Assessment Amt
- Error (Reduce Assmt Amt)
- Interest (Incr Amt Paid)
- Increase Amount Paid
- Reduce Assessment Amt
- Rest Co-Def Payment

An explanation is required for all adjustments

F3-Exit F6-Create F10-Name F13-Cnds F18-Calc F21-Print Bottom

The following adjustment types effect the “Total Ordered” field (on the adjustment screen) while retaining the original amount assessed by the court on the display financial order screen.

- Credit Memo - (Reduce Assm)
- Credit Memo - Community Service
- Credit Memo - Jail Time Served
- Increase Assessment Amt
- Error (Reduce Assmt Amt)
- Reduce Assessment Amt

The following adjustment types effect the “Total Paid” field (on the adjustment screen) while retaining the original amount assessed by the court on the display financial order screen.

- Bal Fwd
- Interest (Incr Amt Paid)
- Increase Amount Paid
- Rest Co-Def Payment

After adjusting the Total Ordered or the Total Paid, the Total due will reflect the new calculated amount.

$$\$170.00 - \$70.00 = \$100.00$$

Example Total Ordered amount - Total Paid amount = Total Due amount

Now that the Fin Adjustments have been completed, let's view and compare the Display Financial Orders screen and the Fin Adjustment screen.

Enter "M" at the Work With Cases screen to Display Financial Orders

```

MICHELE   UCKIDFK   UCSGEN - TEST   HOJ
                Display Financial Orders - View 1   4/02/14
  Crt: P 13  13 Jurist: ANTOSKIEWIC Bond:   Auth: 08/27/2010 ADJUD
  Case: 2014 0500253801 NA  NEWBERG   Pub
  Atty:   Worker:
  File: 8/27/2010 Dispose: 11/03/2010 Reopen:   Close:

Type options. press Enter.
5=Display 6=Notes A=Adjust C=Co Cases F=Fin Adjust V=Victims
W=Work U/Receipts Z=Receipts

  Cash ----Parties---- J      Total   Periodic   F      Total   Total
  Code Respond/Payer  $      Assessed   Amount   Q      Paid    Balance
E  COST JUV  1 JUV  1      100.00     .00     .00     10.00     65.00
  REST JUV  1 JUV  1      500.00     .00     .00     .00     500.00
  SMC JUV  1 JUV  1      45.00     .00     .00     .00     45.00

  "F" to view Fin Adjustments      The original ordered amount remains at $100.00

Bottom
F3=Exit F6=Create F10=Name F13=Cads F16=Calc F17=View 2 F21=Print

```

Below, the Fin Adjustments are displayed for the restitution order, and conveys how the Total Ordered and Total Paid were effected.

```

MICHELE   UCNBDFK   UCSGEN - TEST   HOJ
                Fin Adjustments to Fin Orders   4/02/14

  Crt: P 13  13 Case: 2014 0500253801 NA NEWBERG
  Event: 12 DISPOSITIONAL REVIEW HRG-01 DAY/
  Event Party: JUV  1 JOSIE NEWBERG
  Payer Party: JUV  1 JOSIE NEWBERG
  Fin Order: 1 Restitution Order: 0
  Cash Code: COST COURT COSTS
  Total Order: 75.00 Total Paid: 10.00 Total Due: 65.00

Type options. press Enter.
2=Change 5=Display R=Void/Re-Enter V=Void Only

  Seq  Type      Adjustment   Amount   Effect on  Bill
  --  --      Date        Amount   Total Due  Sts
  -  1  BALF Bal Fud (Amount Prev Pd)  4/02/2014  10.00  -  N
      paid already
  -  1  CMCS Credit Memo-Comm Srv  4/02/2014  25.00  -  N
      did community service

Bottom
F3=Exit F6=Create F10=Name F13=Cads F16=Calc F21=Print

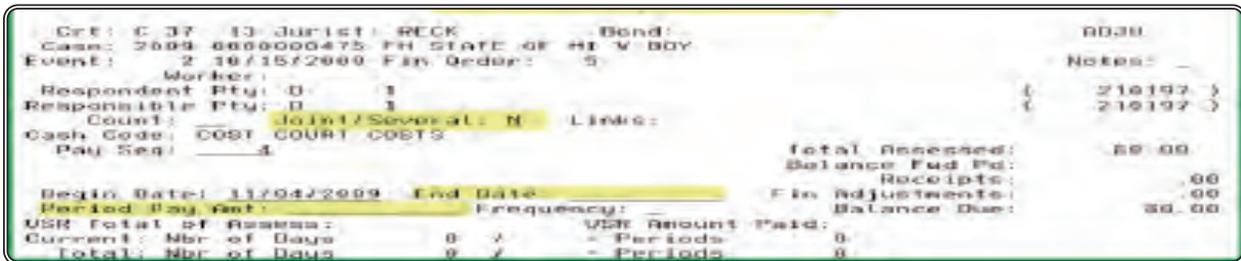
```

Display Financial Orders

Display Financial Orders screen has many options available to users with appropriate authority:

(Due to the Collections Data Report - financial order may never be deleted)

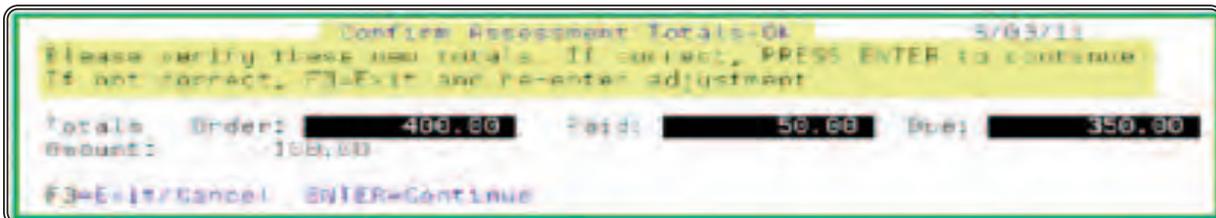
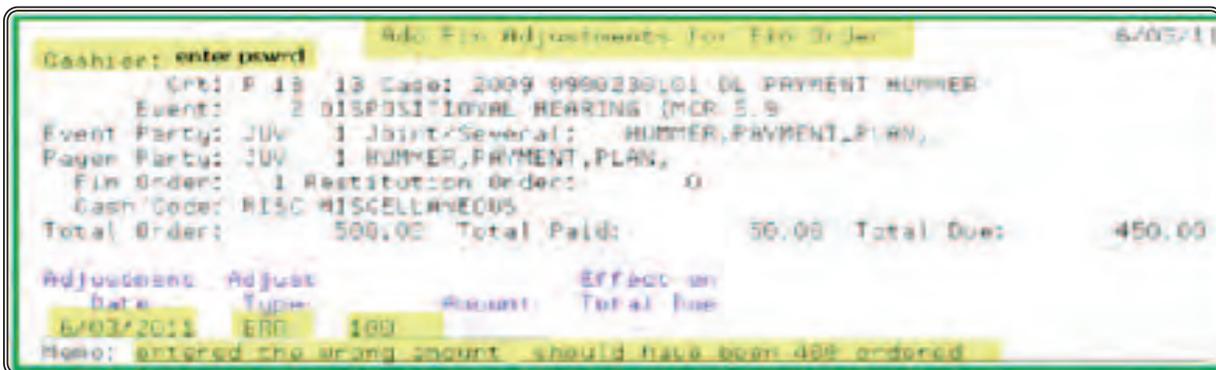
- 5 = Display** - displays the Monetary Assessment details for the financial order
- 6 = Notes** - add a note regarding the financial order
- A = Adjust** - will only allow the user to change a REST fin. order to Joint/Several=Y, enter an 'End date' on a periodic assessment, or modify a Probate Court Amended Inventory.



- C = Co Cases** - displays associated cases, for joint & several Restitution financial orders
- V = Victims** - add/displays victims associated to the Restitution financial order
- W = Work w/Receipts** - allows the user to display the receipt(s) associated to the financial order, view the payment Info, print the receipt or V/VOID the receipt
- Z = Receipts** - creates a receipt directly from the financial order

ALL Financial Order Adjustments are made through = F/Fin Adjustment

F = Fin Adjustment - all Circuit and Juvenile financial adjustments are made through the F/Fin. Adjustment which requires an adjustment date, type and comment. The adjustment type descriptions have changed to make the process easier.



Restitution

A restitution financial order is created with the same process that is used for creating all financial orders, as explained on page 15. Now, we will illustrate other phases of restitution such as, how to define victims, create vouchers, and joint/several processing.

Defining Victims

Once a restitution order has been established the victims can be defined.

On the Display Financial Orders screen, enter V next to the restitution case code. Add Restitution Order Victim(s) screen will be displayed. The system will take you to the name index to select or create each name on the screen. Select the name. Enter the Amount Due. Enter a Balance Forward amount ONLY if the victim has already been paid a portion of the amount due. Press . The system will return to the display financial order screen.

Display Financial Orders - View 1 3/26/09

Case: 2009 000000456 FH STATE OF HI V JIMMY JOHNS

RTig: PRO PER Worker: CHR DND CYS RBS

File: 3/14/2009 Disposer: 2/24/2009 Reopen: Close

Type options, press Enter:
 4-Delete 5-Display 6-Notes 4-Adjust C-Case Cases F-Fix Adjust V-Victims

Cash	Partia	J	Total	Periodic	F	Total Paid	Total
Code	Respond/Payer	S	Assessed	Amount	Q		Balance
MSI	D 1 D	1	388.00	.00		99.00	30.00
FINC	D 1 D	1	158.00	.00		.00	150.00
V	MSI D 1 D	1	2514.14	.00		.00	2514.14
SMC	D 1 D	1	89.00	.00		.00	80.00

Add Restitution Order Victim(s) 3/26/09

Cashier:

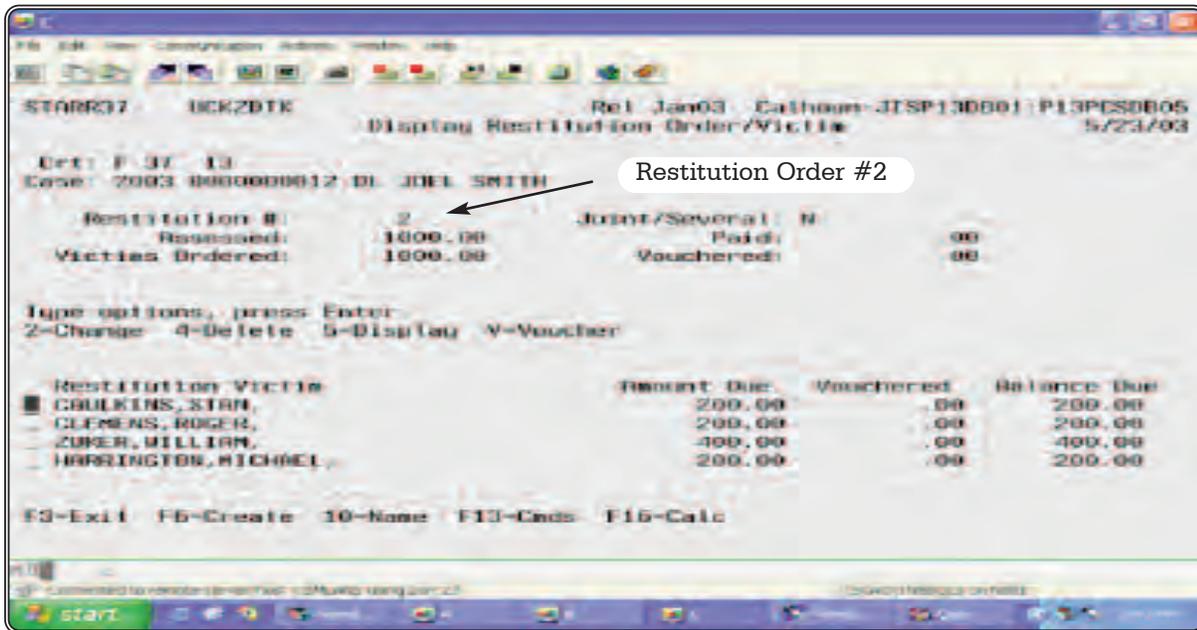
Case: 2009 000000456 FH

Restitution #:	710	Total Balance Due:	.00
Assessed:	.00	Total Amount Paid:	.00
Victims Ordered:	.00	Vouchered:	.00
Outstanding:	.00	Outstanding:	.00

Restitution Victim	Amount Due	Balance Forward Vouchered
VICTIM ONE	500	

F4 the system will take you to the name index to select <or> create each name
 -enter each victim's name/address and the Amount Due
 -enter a Balance Forward - amount only if the victim has already been paid a portion of the amount due

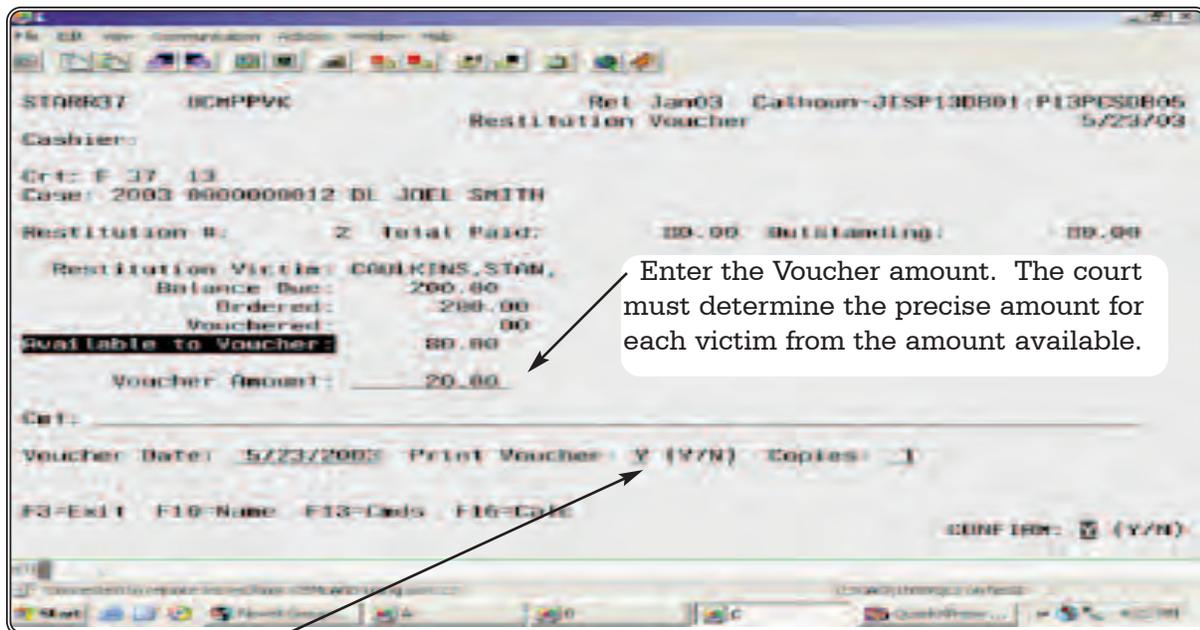
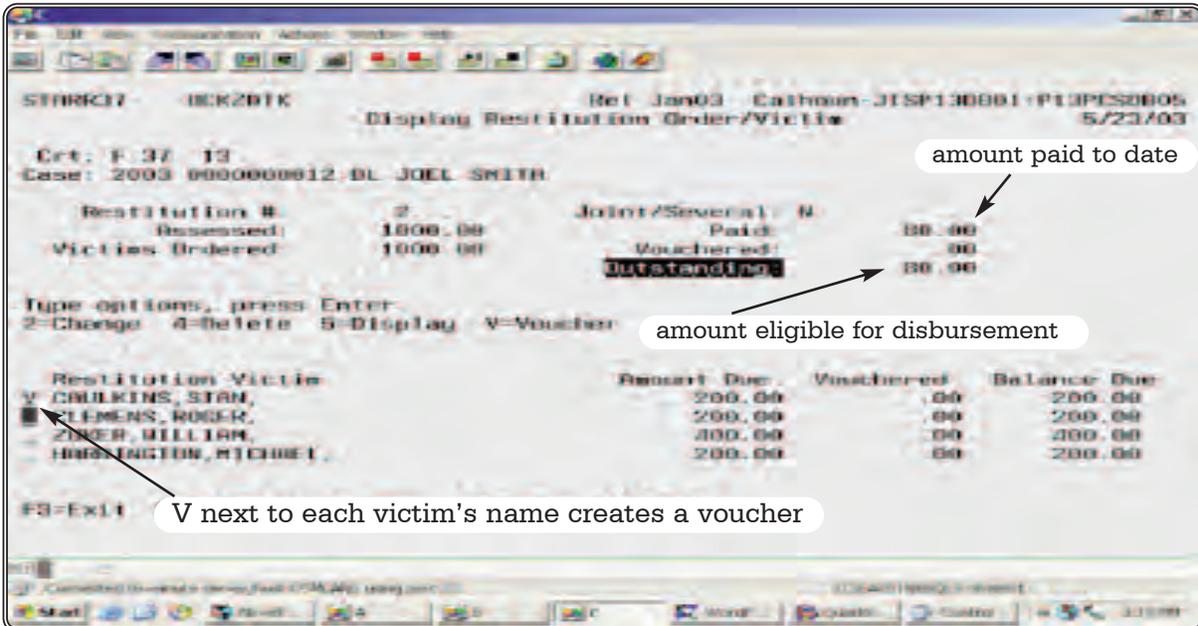
Now that the victims are defined, a V next to the restitution order on the Display Fin Orders screen will display all facts regarding the restitution order number.



Note: A restitution victim's name will **not** be associated with the case when entering a "C" next to the name in the name index.

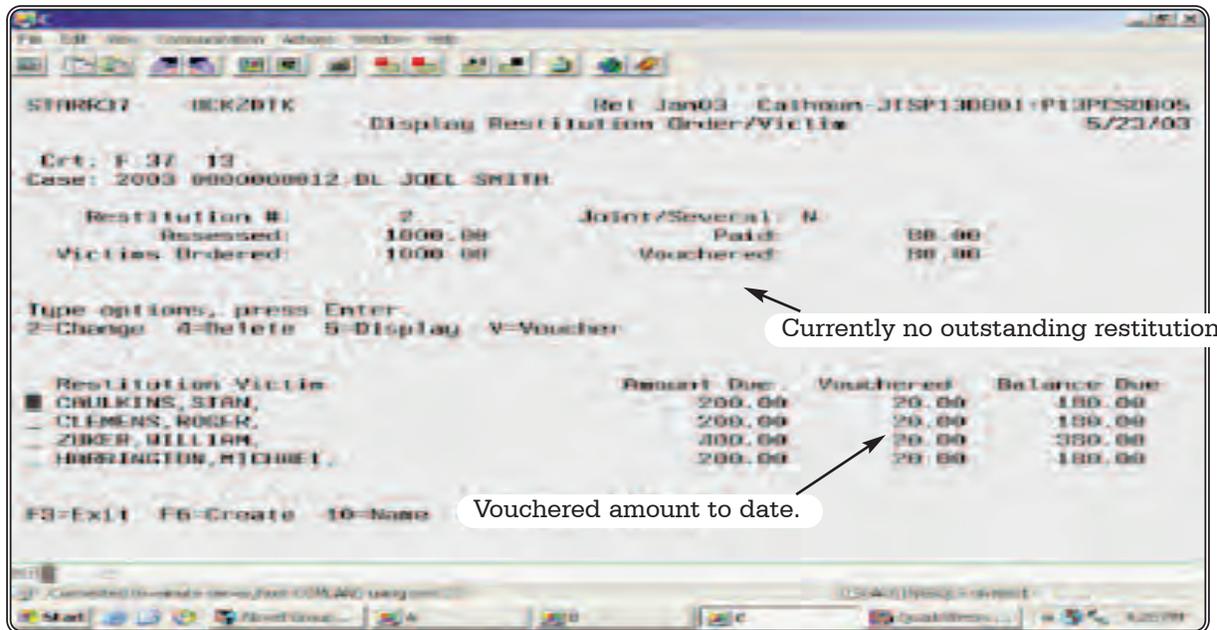
Restitution Voucher

Once payments have been received for a restitution order the court can disburse the funds to the victims. The restitution report "RST" at the next action line, is a useful tool to assist with this process by listing cases with unapplied restitution and victims names for vouchering. Go to each CAS listed on the report and press M=Money next to the case and then V=Victim next to the REST/restitution fin. order). Press V=Voucher to display the Restitution Voucher screen.



~Print Voucher Y = Print individual vouchers
 N = Vouchers will be held and can be printed in list form, on the Vouchers by List report.

Once the outstanding restitution has been disbursed by voucher to the victim(s) the screen will reflect the changes.

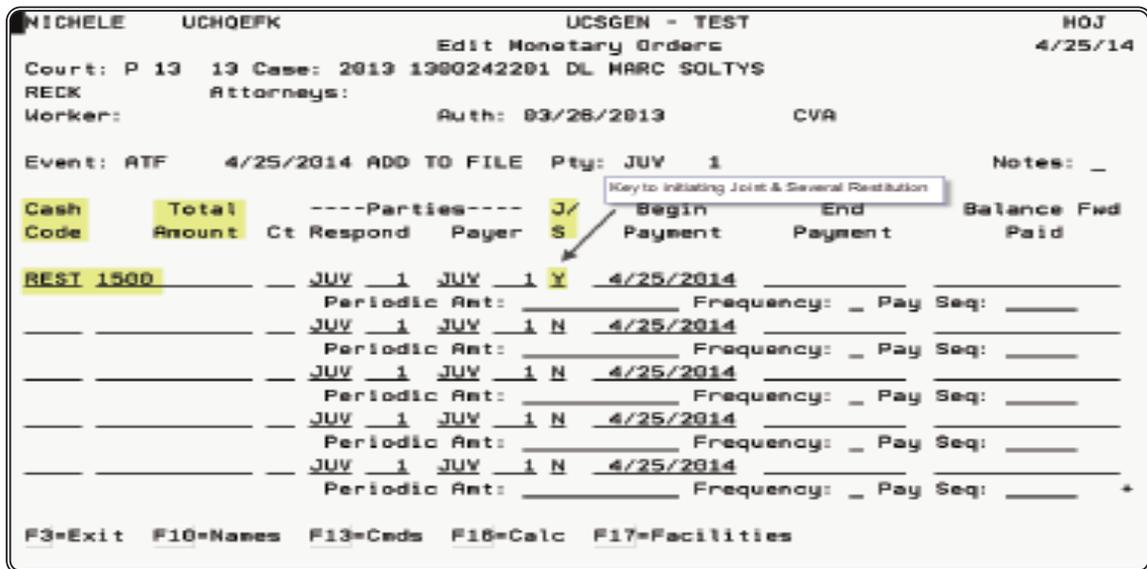


Restitution Joint and Several

Restitution can be assessed as joint and several which means that multiple parties are responsible for compensation of one restitution order to a victim(s) for damages.

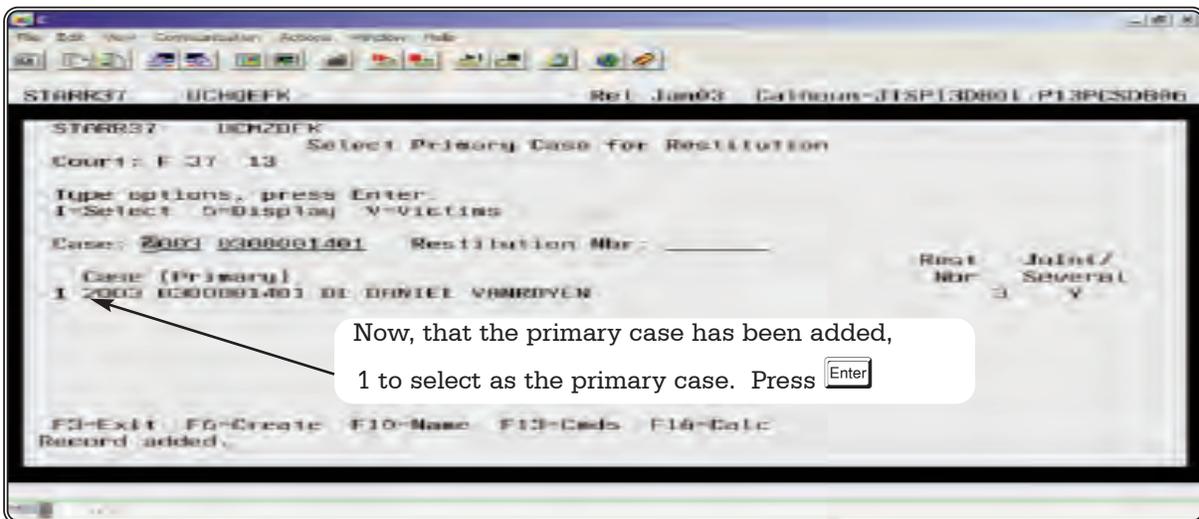
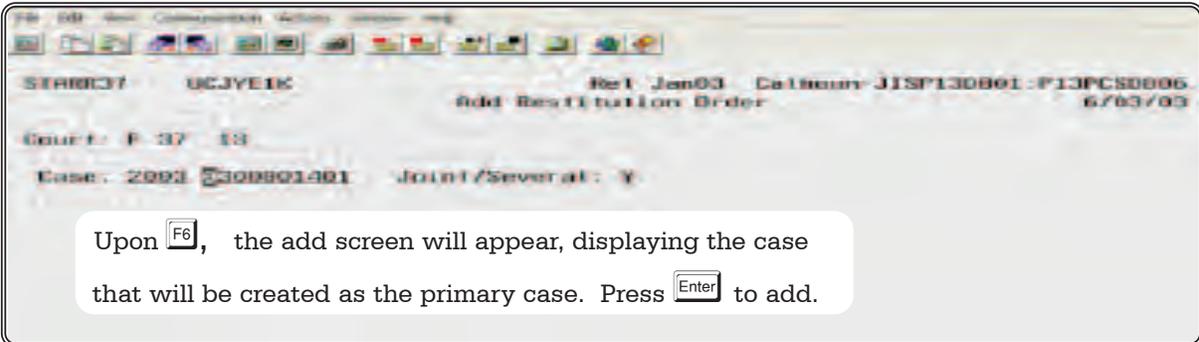
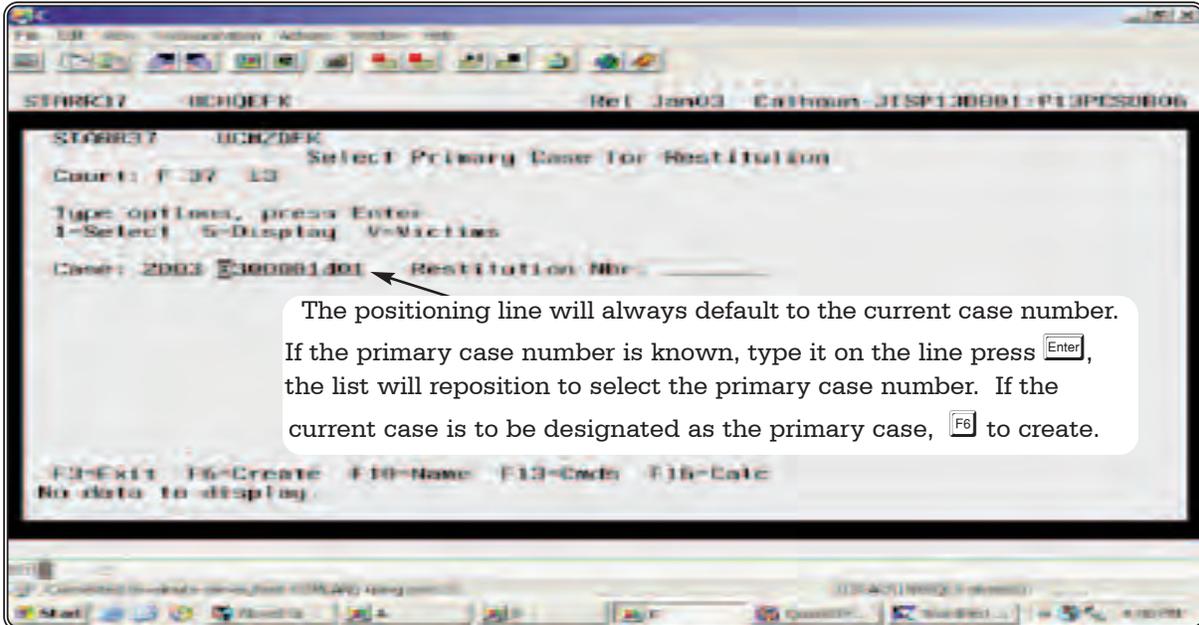
Joint and several facts:

- Each restitution order created is assigned a specific restitution number.
- When initiating a joint/several restitution financial order it must be specified with a "Y" in the J/S column.
- The first co-party ordered restitution joint/several should be designated as the primary party/case.
- All other co-parties ordered joint/several on a restitution order will be considered as secondary party/case(s).
- Payments received by a co-party will update the restitution financial order and be reflected as a financial adjustment for the other co-parties.
- Victim(s) are only added to the restitution order one time, through any one of the co-parties edit monetary orders screen.



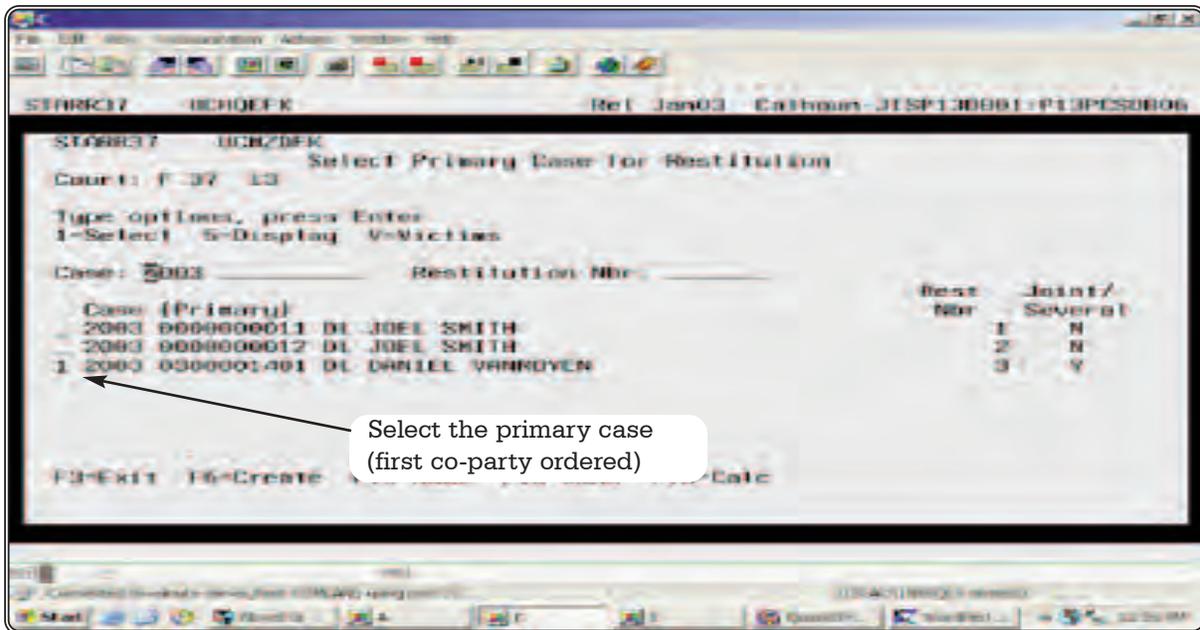
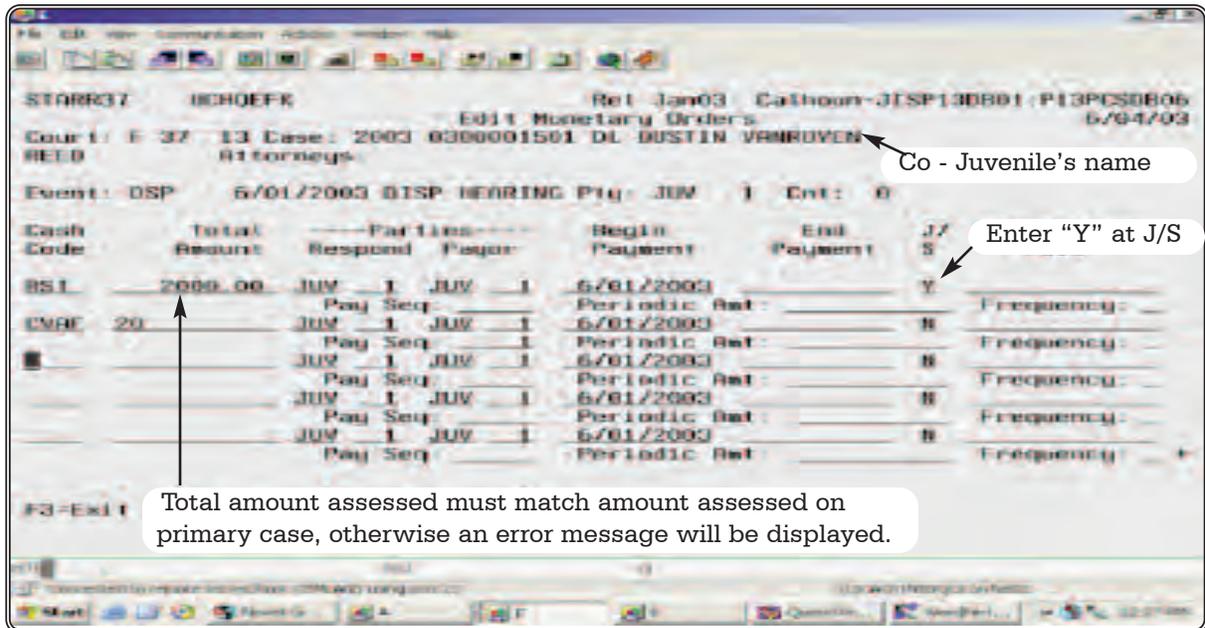
Once all financial orders are added to the screen - Press

When a restitution financial order is marked "Y" in the J/S field, the user must Create the Primary Case for the Restitution Financial order/Rest Nbr.



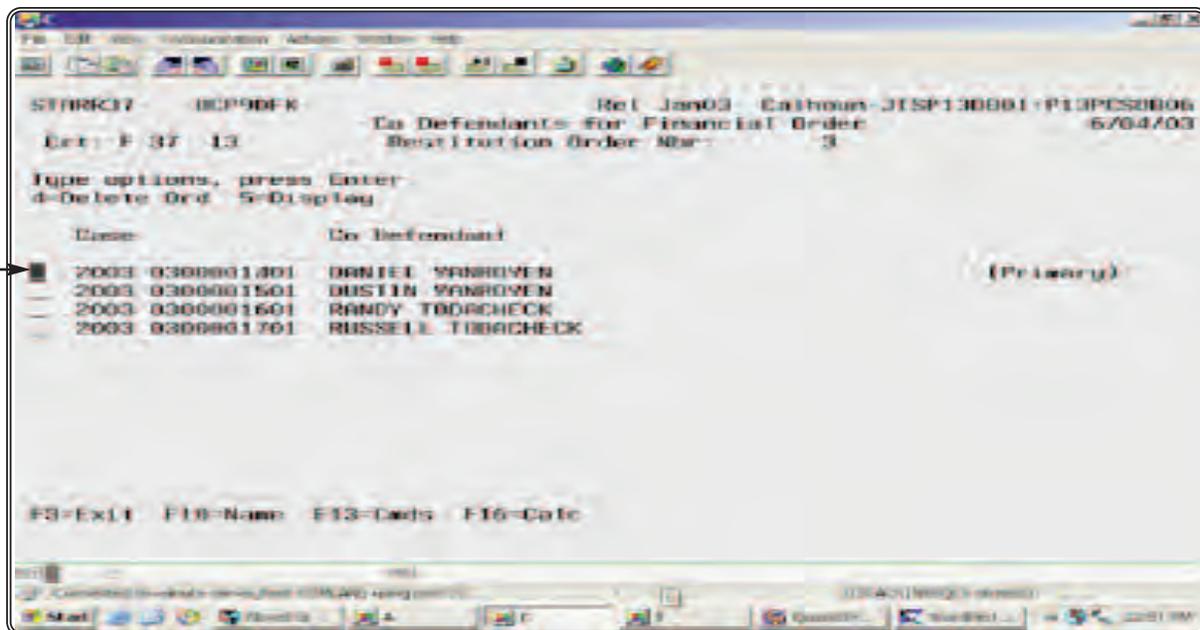
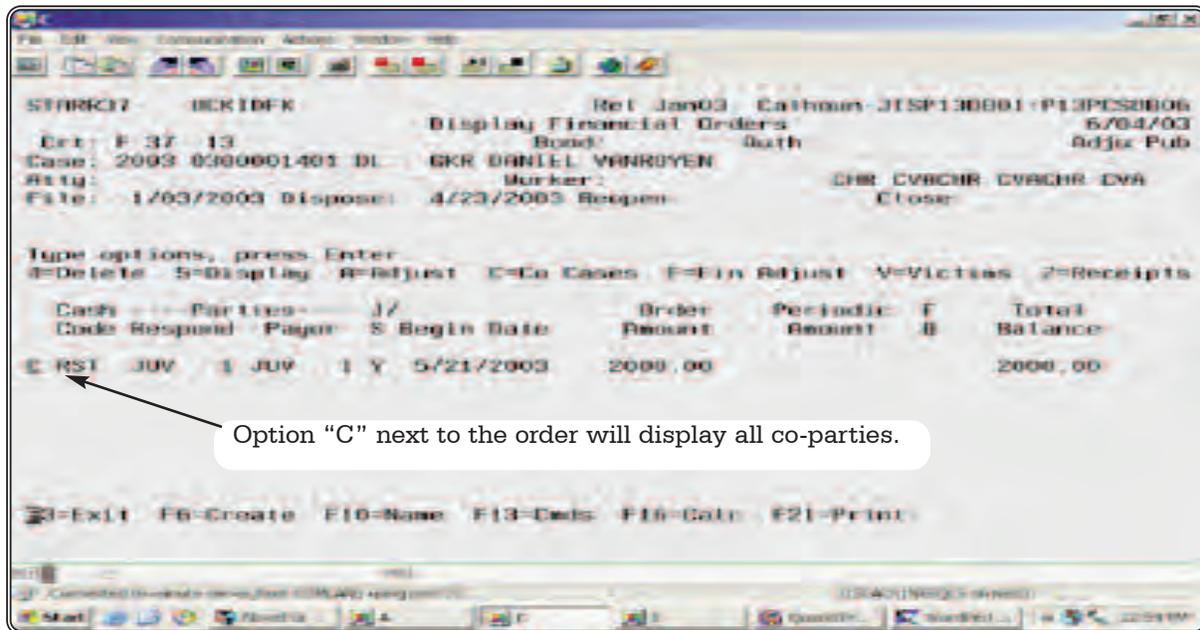
Write down the Restitution Nbr: to use when adding Secondary/co-parties.

Now, lets add a co-party on a joint and several restitution order. Create the financial order through normal event processing, except enter a "Y" in the J/S column.



Continue to add co-parties as ordered.

Viewing co- parties for on a restitution order.



All co-parties are linked to restitution order number 3.
 Case 2003 0300001401 for Daniel VanRoyen has been designated as the primary case.

Victims - How to look up the case by the victim's name?

VCN - Victim Name Index: Allows the user to Work with Victims directly from the hop line. The initial display shows only victims with a balance due. Press F17/to display ALL victims.

```

SUSAN          DCHEDER          DLSDEN - TEST          ROJ
                                Work With Victims          872789

Next: VCN Case: _____ Court: _____ ** BALANCES DUE ONLY **

Type options, press Enter.
5-Display/Work With

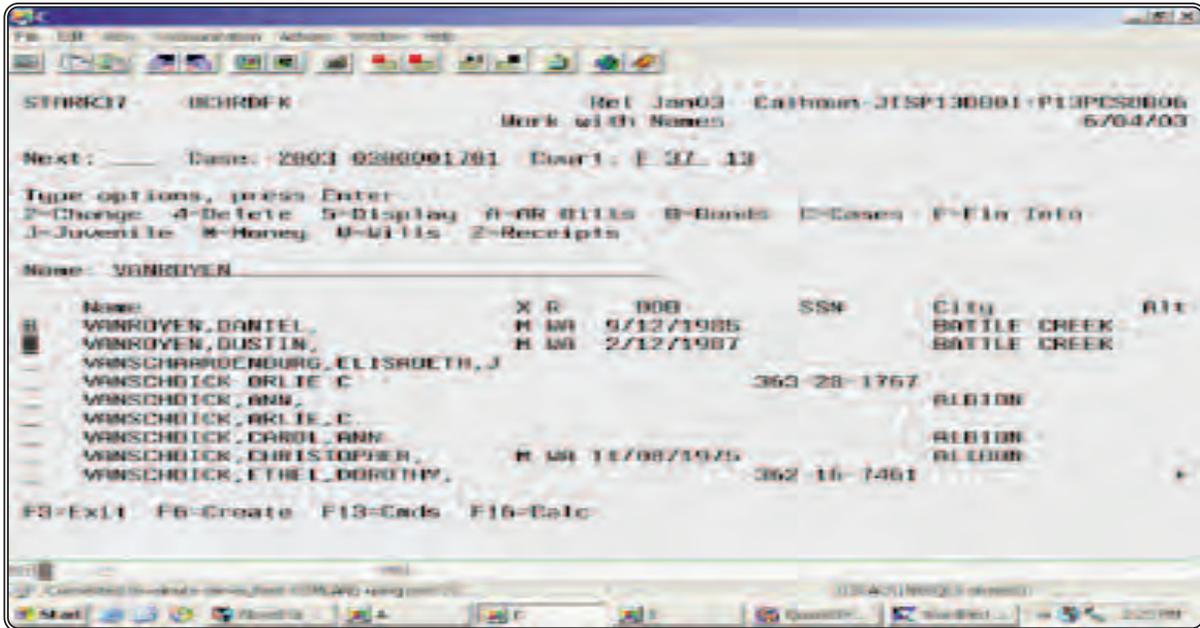
Name: _____ Court: R 13 13

Victim Name          Rest          Amount Due          Amount          Balance
Order#              Amount Vouchered          Due
- A, JUVENILE, TEST          83          200.00          25.00          175.00
- A, JUVENILE, TEST          92          750.00          .00          750.00
- aaa INSURANCE COMPANY          80          200.00          .00          200.00
- ABBY, ABIGAL,          75          100.00          .00          100.00
- ABBY, ABIGAL,          94          250.00          .00          250.00
- ABCD COUNSELING          41          500.00          .00          500.00
- ABCD COUNSELING          50          100.00          75.00          25.00
- ACONS, TEST2,          54          75.00          .00          75.00
- ADAM, ANTE, A          98          166.78          5.00          161.78
Here...

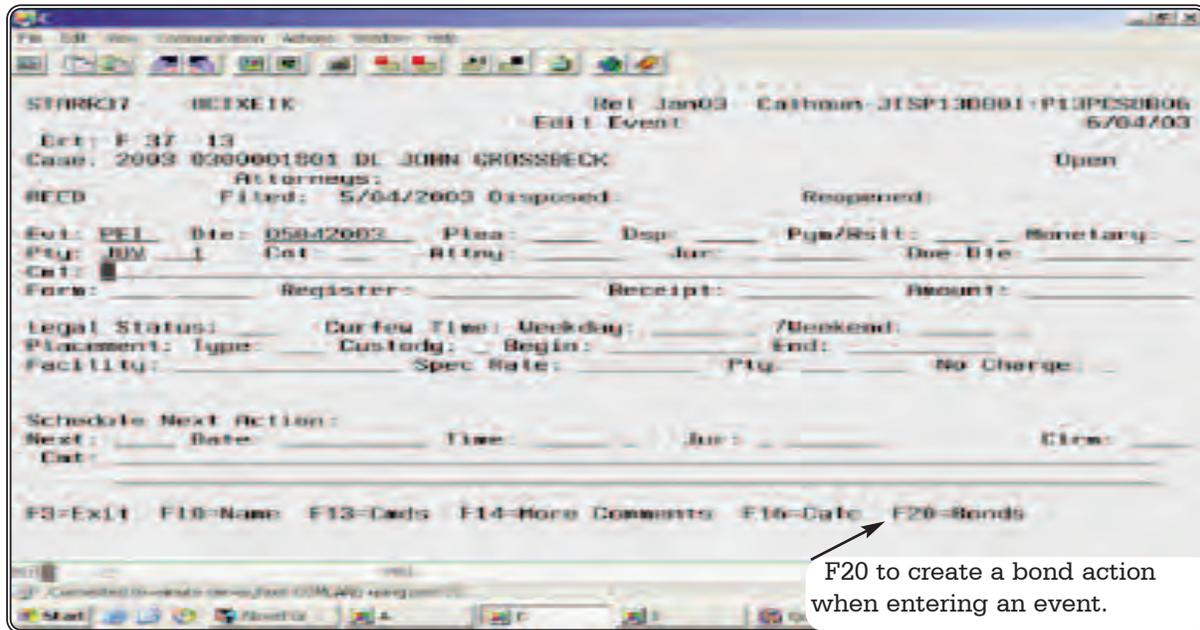
F3-Exit F10-Name F13-Cmds F16-Calc F17-Toggle All/Due Only
    
```

Bonds

All bond processing is managed through Bond Actions. Bonds may be accessed with option "B" from names or cases, then **F6** to create a new bond or A/Actions next to existing bond.

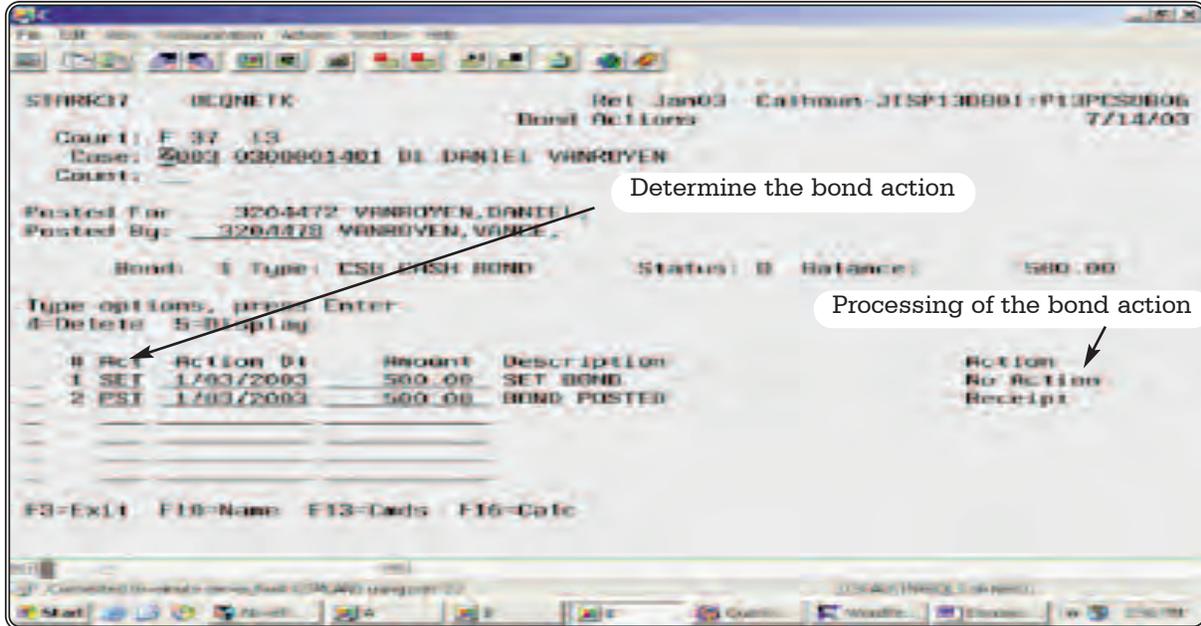


Some courts may prefer to create the bond information when entering an event - **Shift F10**



Bond Actions

Bond actions are used to track all activity that pertains to a specific bond. Bonds are created by the bond actions of SET/set and PST/post. Later the bond is APP/applied or REF/refunded.



~Court

Courts ID number will default.

~Case

Case number and entitlement related to the processing of the bond.

~Count

Enter charge count number (optional)

~Posted For

The name number and name of person associated with the bond.

~Posted by

Prompt and select the name of person providing the bond requirements.

~Bond

Sequential number assigned to each bond for a name.

~Type

Enter the bond type code and description.

Example: Cash, Surety, Ten Percent

~Status

Indicates if the bond is "O" open/active or "C" closed/inactive. A bond is not considered open until a bond action of posted is entered, and returns to closed when the bond is returned or cancelled.

~Balance

Balance of a monetary bond that is posted.

~Act

Enter the action being performed on the bond. Each action has a specific path as defined by the system administrator in the bond action code file. These actions can also be defined to create an event in the register of actions when used.

Examples: SET - No action, no effect on the balance
 PST - Action is receipt, with a (+) effect on the balance
 REF - Action is voucher, with a (-) effect on the balance

~Date

Enter the date the bond action is being executed.

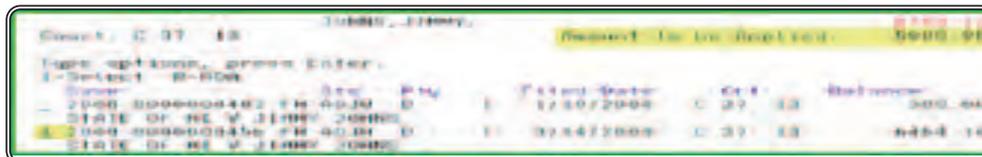
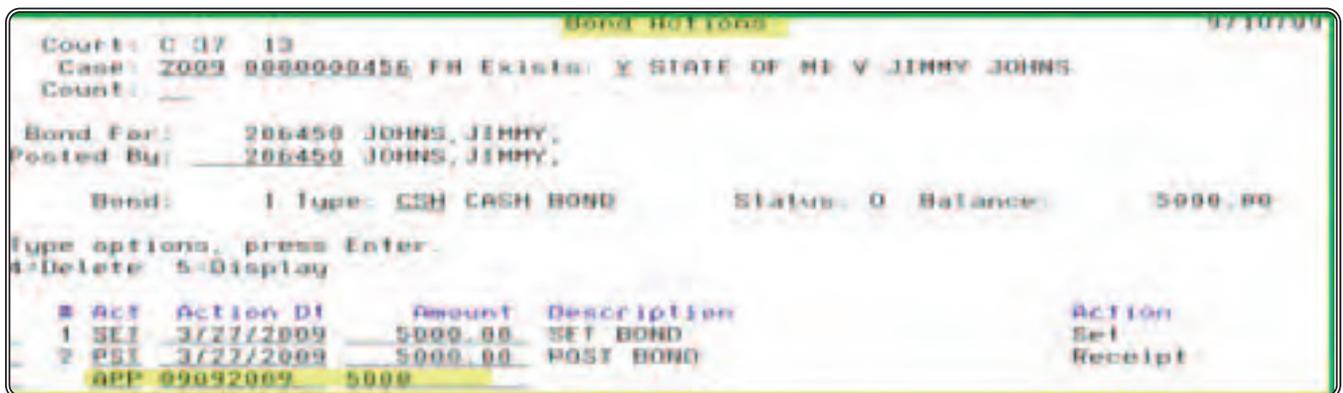
~Amount

Enter the amount of the bond action.

BDR/Bond Report: Lists all names with bond actions and any associated information. The bond report may be requested as often as necessary in order for a court to manage their bond accounts.

Bonds - Applied to Financial Orders

Applying Bonds to Fines and Costs: the bond action of APP, is used to apply bond monies posted by the defendant or juvenile directly to their financial orders. Enter B/Bonds next to the Case, then A/Actions next to the Bond, enter the Action of APP, the action date and the amount, press . Then the user must '1' to select cases to apply the bond money to, press and then complete the Receipt screens to transfer/post the money to the appropriate accounts:



Vouchers

Vouchers may be **created** by a variety of ways depending on what is being vouchered:

Restitution: V/voucher - next to the Victim's name on the Display Restitution Order/Victim screen

Bonds: Bond Action of REF - creates a voucher to refund the bond monies

Next: **VND**

Vendor: V/voucher - next to a Vendor's name(postage, attorney bills) on the Work w/ Vendors screen - F6/create voucher, complete voucher details and press <enter> to create and print voucher

Next: **FAC**

Facility: V/voucher - next to a Facility's name(juvenile out-of-home placements) on the Work w/ Facilities screen - F6/create voucher, complete voucher details, enter '1' to select juvenile or F6/Add Misc. Expense and F4 to select juvenile/case #, enter details & cash codes - **to create & print voucher press F21/Print Vchr**

Next: **VCH**

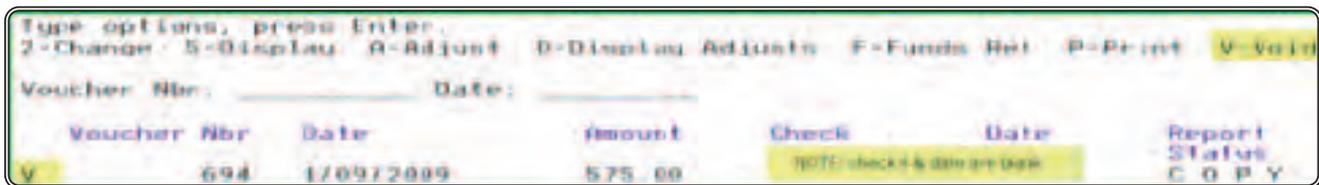
Vouchers: may be **accessed** at the Work with all Vouchers screen. Many options are available to the user from this screen, please see below:



Vouchers - How to Void?

Enter VCH, at hop line, go to voucher, then 'V' next to voucher to Void:

V = Void Voucher - (a check # and date **must not** have been issued or listed on the voucher). Enter a V next to the voucher, enter user financial password, void date and comment, press enter, and confirm void. This will void the entire voucher and credit the cash code/account.



F = Funds Returned - (a check # and date **must be on the voucher**). Enter an 'F' next to the voucher, enter user financial password, check returned date and comment, e.g. 'Unable to locate victim for restitution payment', press enter, and confirm return. This will return/void the voucher and credit the cash code/account.



Vouchers - A / Adjust only if in past month and voucher can not be voided:

Enter VCH, at hop line, go to voucher, then A/Adjust:

T = Transfer- Account Not on Voucher - a check # and date must first be on the voucher, then placing a T next to the voucher will adjust/transfer the total amount vouchered from one cash code to any other cash code.

```
Type options, press Enter.
T=Tran-Acct Not on Vcher  P=Tran-Acct w/in Vcher/Child  N=Non-reimburseable Exp
```

Case		Cash Adjustable Code	Balance	Corrected Amount
I	0 VERIZON WIRELESS	E204	45.45	
	Adj Date: <u>4/25/2014</u> Transfer Code: <u>JAHN</u>		Transfer Amount:	45.45
	Com: <u>PAID FROM WRONG ACCOUNT</u>			

P = Transfer- Account within Voucher/CCF - a check # and date must first be on the voucher, then placing a P next to the voucher will adjust/transfer the total amount vouchered from one cash code to a cash code only listed on that voucher/for CCF correction.

```
Type options, press Enter.
T=Tran-Acct Not on Vcher  P=Tran-Acct w/in Vcher/Child  N=Non-reimburseable Exp
```

Case		Cash Adjustable Code	Balance	Corrected Amount
P	0 INHOME PROGRAM	E701	100.00	350
	Adj Date: <u>04252014</u> Transfer Code: <u>E701</u>		Transfer Amount:	.00
	Com: <u>Should have vouchered \$350 for E701/inhome program</u>			
P	0 INHOME PROGRAM	E704	700.00	450
	Adj Date: <u>04252014</u> Transfer Code: <u>E701</u>		Transfer Amount:	.00
	Com: _____			

N = Transfer- adjust voucher from CCF eligible expense to a Non-reimburseable Expense - a check # and date must first be on the voucher, then placing an N next to the voucher will adjust the difference from the Adj. Balance - Corrected amount to be non-reimbursable/NRE by CCF.

```
Type options, press Enter.
T=Tran-Acct Not on Vcher  P=Tran-Acct w/in Vcher/Child  N=Non-reimburseable Exp
```

Case		Cash Adjustable Code	Balance	Corrected Amount
N	0 WRIF	E801	500.00	450
	Adj Date: <u>04252014</u> Transfer Code: <u>E801</u>		Transfer Amount:	.00
	Com: <u>Payment amount should have been \$450</u>			

Trust Funds = receipting in trust monies

Trust Funds - the TCS system has the ability to assist courts who on a rare occasion may need to manage trust funds(property given to a trustee to manage for the benefit of a third person). Generally the beneficiary gets interest and dividends on the trust assets for the period of time the assets are held.

Step 1: the court must have a Cash Code designated to the court T&A account with the report type categorized as 'T' - Trust.

```

Type options, press Enter.
2=Change 5=Display 4=Delete P=Price
                                WORK WITH CASH CODES SCREEN
Code: TRST
Code Description                Paydwn AUD      Report Typ Full Allow T
                                Seq#  SUM      /Event  Pay  Non$- X
TRST TRUST                    999      R  T Trust      N      N
    
```

Step 2: receipt funds through CSH/cash receipt, enter in associated case # or enter 'N' next to Case # Exists, enter the Trust Cash Code, and dollar amount received:

```

                                Cash Receipts                                4/25/14
Cashier:                               Drawer:
Court: P 13 13 Case: 2808 0000002234  Exists: Y Receipt Date: 4/25/2014

Transaction Total:                .00

Cash
Qty Code Description              Price      Amt Due
TRST                            .00      50000
    
```

```

MICHELE UCNETK                                UCSBEN - TEST                                HDJ
                                Edit Payment Information                                4/25/14

Court: P 13 13                               Printer: PRT07
Cashier:                                       Wkstn/Drw: MICHELEB
Paid By: FAMILY                               Receipt Dte: 4/25/2014
Cat:
Total Due: 50000.00                               Total Received: .00
Balance: .00                                       .00

Pymt Type Description              Reference Code      Amount Received
CK                            2346                50000
    
```

Step 3: Select Name for Trust or F6/Create the trust name:

```

MICHELE UCNDFK                                Select Name For Trust

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: STEV

Name                Gender DOB      SSN
- STEVE'S TRUST FUND
- STEVENS, CADENCE,                12/25/2005
- STEVENS, DARREN,
- STEVENS, GLORIA,                F
- STEVENS, JASON,
- STEVENS, MARTIN,                M      1/01/1953
- STEVENS, SABRINA,
- STEVENS, SAMANTHA,

F3=Exit F6=Create
    
```

Next: **TST - Work with Trust by Name**: the court may voucher out the funds from here.

Work With Trust by Name					4/25/14
Court: P 13 13					
Type options. press Enter.					
2=Change 5=Display V=Voucher					
Name: FAM				Account Balance	881118.67
Name	Case Number	Amount Receipted	Amount Vouchered	Outstanding Balance	
- FAMILY DOLLAR STOR		100000.00	.00	100000.00	
- FAMILY DOLLAR STOR	2008 0000002234	50000.00	.00	50000.00	

**How to add Interest? Create a cash code of INT w/ cash code report type of TRUST and a FPT - payment type of IN-Interest with a cash code of INT. Then write a CSH receipt with the applicable Trust case #, use cash code of INT and payment type IN - enter the interest amount, press enter, then select the Trust the interest should be applied to. This will apply the interest to the trust.

Financial Forms

- JC 38 - Order for Reimbursement
- MC 230 - Motion and Order to Show Cause
- MC 238 - Judgment after Bond Forfeiture
- MC 258 - Report of Non-payment of Restitution
- MC 288 - Order to Remit Prisoner Funds, Costs
- MC 289 - Order for Assignment of Wages
- MC 290 - Satisfaction of Financial Obligation

Forms: are accessed directly from the case or an event. Printing form MC 230 from an event will bring in financial details when adding the applicable party in the Additional Party field and checking load financial information on the form:

MICHELE UCIXE1K		UCSGEN - TEST		HOJ
		Edit Event		4/25/14
Cnt: P 13 13	Jurist: SUTHERLAND	Bond:	Auth:	ADJU Sup
Case: 2008 0100009191 DL	MIKE ANDERSON			
Atty:	Worker:	CHR CVA ABS		
File: 10/10/2008	Dispose: 3/24/2008	Reopen:	Close:	
Evt: MOCC	Dte: 4/25/2014	Plea: _____	Dsp: _____	Pgm/Relt: _____ Monetary: _____
Pty: JULY 1	Cnt: _____	Atty: _____	Jur: _____	Due Dte: _____
Additional Party: NF 1	Suppress: Case: _____	Party: _____	Mich: _____	
Cnt: _____				
Form: NC 230	Register: _____	Receipt: _____	Amount: _____	

MOTION AND AFFIDAVIT
1. I am interested in this matter as <u>Probation Officer</u>
2. <u>MIKE ANDERSON</u> _ has failed to comply with an order dated _____ _ is in contempt for _____ _____ and/or Pay outstanding fees: <input checked="" type="checkbox"/> (check to load, F4 to select financials)

Juvenile Child Care Fund/CCF - DHS 207 Budget Set-up

Step 1 - FAS - allows the user to copy existing account and budget setup to the new fiscal year dates and budget year. Enter '1' - to select copy account setup and '1' to copy budget setup.

```

DHS207 Yearly Account and Budget Setup 4/25/14
Next: FAS Case: _____ Court: P 13 13

From Account Fiscal Year: 10/01/2012 thru: 9/30/2013
To Account Fiscal Year: 10/01/2013 thru: 9/30/2014

From Budget Fiscal Year: 2014
To Budget Fiscal Year: 2015

1=Select Reports
1 Copy Account Setup
1 Copy Budget Setup
    
```

Step 2 - FBG - *2/change on each cash code to enter the new budgeted amounts for the upcoming year or leave 'as is' if the program amount has not changed.

```

Work with Financial Budget 4/25/14
Next: ___ Case: _____ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display I=Inquire P=Price Details

Cash Code: _____ Fiscal Year: _____ For Court: P 13 13

Cash E/R/B Fiscal Budget Fiscal Fiscal Acct
Code Year Amount Begin Date End Date Disb
2 E701 E IN-HOME/PER DIE 2014 25000.00 10/01/2013 9/30/2014 A
    
```

***Note:** if when trying to 2/change a cash code, the user receives an error 'Case Year Not Found', at the hop line enter CSI, F4 on the Year field and F6/create the future year, e.g. 2010, press enter. Also, the Budget Year is always the latter year of the budget period.