

## Financial Collections

Financial Collections is a feature that is available to the courts that utilize the financial functions of the system.

Access to the Main Menu of the Financial Collections is through the NAM index selecting option F/Fin Info

```
Work with Names 4/30/14
Next: ___ Case: ___ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts
Name: GIANT
      Name GDR/R DOB SSN City
      - GIANT, JACK,
      E GIANT, JOLLY, 4/30/95
```

## Financial Information Screen

```

Financial Information for:          4/30/14
All Courts          GIANT, JOLLY,    ( 211126 )

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Fin Notes  A=AR Bills  D=Delq Let  R=Run Bill
M=Monetary  P=Payment Plan  T=Tax Intercept

Billing Loc:  __

      Billing Location          Supp   Sent To  --- Tax Intercept ----
      Billing Location          Bill NSF Collect  Status      Date
_  1 JUVENILE NA & PJ          N Y    Y    Y
_  3 JUVENILE - CRIM (DL)
_  4 PROBATE ONLY

```

### Options:

**2 - Change:** Updates the Financial Details for the Person, including Suppress Bill, NSF checks, Employer information, Show Cause, Delinquent Letter and Tax Intercept status.

**5 - Display:** Displays the financial details

**6 - Fin Notes:** Maintain financial notes and/or 3 lines of individualized text to include on bill

**A - AR bills:** Displays and allows Printing of past bills ran by batch per Name/Billing location

**D - Delq Let:** Individual Delinquent Letter - Specify days not paid and delinquency letter will update Fin Information details for the billing location; Delinquent Letter Date and # of Del. Letters sent. DLL for batch letters.

**R - Run Bill:** Generate a bill on demand, will not maintain a copy in the A-AR (Batch)Bills

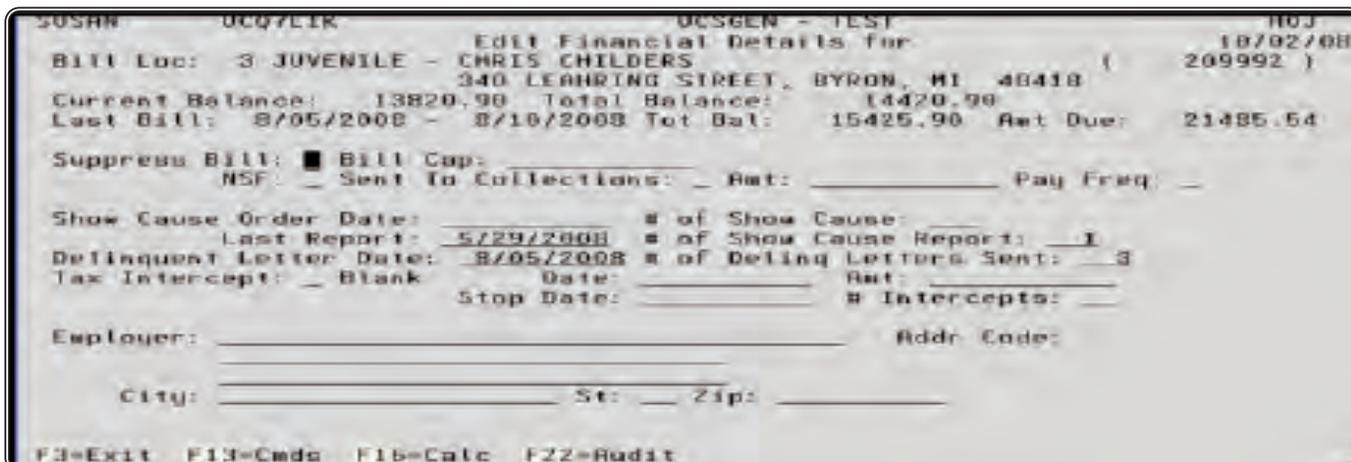
**M - Monetary:** provides all Financial Orders for this Responsible Payer -displays amounts ordered, paid, due, TOTAL paid and CURRENT due for payer, Victims, Adjustments, and receipts

**P - Payment Plan:** Creates a payment plan per name/Billing Loc

**T - Tax Intercepts:** Displays the Work with Collections/Tax Intercepts

### Financial Collections - by Name

**NAM, F=Financial Info., 2=change on applicable Billing Location**



Updates the Financial Details for the Name per Billing Location

**Suppress Bill:** "Y"- name will not be selected on ARB/batch billing, DLL/delinquent letters, TAX/Tax Intercepts.

**NSF checks:** "Y"- warning message will appear when receipting a payment.

**Sent to Collections:** "Y"-warning message will appear when receipting a payment.

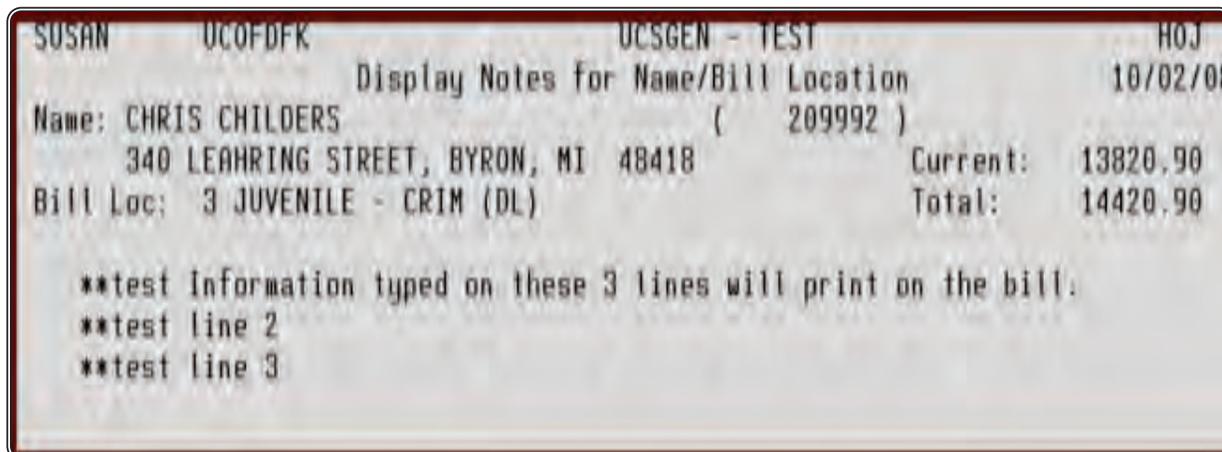
**Show Cause & Delinquent Letter fields** will have date and # of: automatically populated.

**Employer:** enter current employer information.

### Financial Collections - by Name

**NAM, F=Financial Info., 6=Fin. Notes**

**F6/Create a Financial Note** on the Name per Billing Location. The first 3 lines of text entered with "\*\*\*"preceding the text, will print on the bills for this name only - until changed.



Notes may also be added to each Financial Order with two asterisk(\*\*), the first two lines of notes will print on the bill as financial order details.

**Financial Collections - by Name**  
**NAM, F=Financial Info., A=AR Bills(past bills ran in batch)**

```

Billing Loc: 3 CHILDERS,CHRIS, Display Bills for 289992 10/02/08
Type options, press Enter:
5-Display P-Print Bill
Bill Date: _____

  Bill Date  From Date  Job#      Previous      Total      Current
  -----  -
  A  8/10/2008  8/05/2008  722870      21565.54    15425.98    21485.54
  A  8/04/2008  7/15/2008  712456      21565.54    21565.54    21565.54
  A  7/15/2008  7/13/2008  712453      22065.54    21565.54    21565.54
  A  7/12/2008  7/08/2008  712448      22065.54    21565.54    22065.54
  A  7/08/2008  6/14/2008  712445      22065.54    21565.54    22065.54
  A  6/13/2008  2/01/2007  698366      .00         22065.54    22065.54
  
```

**A - AR bills:** Displays and allows Printing of past bills ran by batch per Name/Billing location.

**Financial Collections - by Name**  
**NAM, F=Financial Info., D=Delinquent Letters - (On Demand)**

```

SUSAN UCNEPVK UCSEGEN - TEST HOJ
Court: P 13 13 Delinquent Letter(s) 10/02/08
CHILDERS,CHRIS, ( 289992 )
Report Date: 10/02/2008
Days not Paid: 30
Include CMCS,CMJT: N (Y/N)
Billing Location: 3 JUVENILE
Document:
F3-Exit F10-Name F13-Cadd
  
```

Press F4 (select applicable letter)

```

SUSAN UCNEPVK Select Document
Court: P 13 13
Type options, press Enter:
1-Select 2-Change 4-Delete 5-Display
Opt Document Description
Type
DELINQUENT Delinquent Letter
  
```

**D - Delq Let:** individual Delinquent Letter (on Demand) - specify days not paid & del. letter, will update Fin Information details for the billing location; Delinquent Letter Date and # of Del. Letters sent.

**Days not Paid:** contact TCS helpdesk to set the default # of days, e.g. 14, 30, 90 days (DLQP)

**\*Note:** - May also access delinquency letters from the NAM/M-Money or F/Fin. Info/**F20 Delq Let**

**\*DOM** at Hop line -access the Work with Documents to F6/create or 2/modify letters

System Option is available to set the number of copies to print out.

**Financial Collections - by Name**  
**NAM, F=Financial Info., R=Run Bill - (On Demand)**

```

SUSAN      UCGMPVK      UCSEEN - TEST      HOJ
                Current Bill for:      10/02/08
Court: P 13  13 CHILDERS,CHRIS.      ( 209992 )

        Last Billing:  8/10/2008
        Billing From:  8/11/2008
        Billing Date:  10/02/2008
        Billing Location:  3 JUVENILE - CRIM (DL)
        Payment Due Info:  NOVEMBER 01, 2008      N Update

Print on Bill
test - run individual bill from NAM/F=Fin. Info on Billing Location
does not update billing information or keep copy of bill
(Bill - on-demand)

F3=Exit  F10=Name  F13=Cads  F16=Calc  F19=Options

```

**R - Run Bill:** Generate a bill on demand, will not maintain a copy in the A-AR (Batch)Bills

\*Hop code: BLO - Billing Location, 2/change on applicable location: the billing location has a default place for standard text to be added that will appear on every bill that is generated.

**Financial Collections - by Name**  
**NAM, F=Financial Info., M=Monetary**

```

Display Orders For Responsible Party                                10/03/08
Billing Loc: 3 JUVENILE - CRIM (DL)
Name: CHRIS CHILDERS ( 209992 )
DOB: 8/20/2001 Age: 7 Gender: M Race: WA
Total Ordered: 38130.59 Paid On Orders: 23709.69
Total Due: 14420.90 Current Due: 13820.90

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

Order Description          Ord Date    Amount      Paid      Total Due
-----
- REST Restitution        7/15/08    1100.05     1100.05     .00
  2007 0700211401 DL DER

- AFE ATTORNEY FEE REIMBURSEME 6/09/08    200.00     200.00     .00
  2008 0700211409 DL DER

More...
F3=Exit F10=Name F13=Cmdb F16=Calc F17=Pay Sum F20=Delq Let F21=Print

```

The Display Orders for Responsible Party screen allows the user to access many financial options, and provides access to the total amount ordered, paid and currently due per specified payer:

- Each Financial Order applicable to the specified payer is listed
  - 6 - Notes:** notes may be added per Financial Order
  - A - Adjust:** the financial order may be adjusted, as needed
  - C - Co Cases:** related cases may be viewed
  - F - Fin Adjust:** Fin. adjustments may be applied to financial orders, as needed
  - V - Victims:** Victim information may be accessed on Restitution financial orders
  - W - Work with Receipts:** view receipts applied to each financial order
  - Z - Receipts:** write a Name receipt by entering 'Z' before any financial order
  - F17 - Pay Summary:** provides a Payment Summary for the responsible party - that may also be printed with the F21 command.
  - F20 - Delq Let:** prints a Delinquent Letter (on Demand)
  - F21 - Print:** prints a complete list of financial orders for the specified payer

## Financial Collections - PAYMENT PLAN

### NAM, F=Financial Info., P=Payment Plan

```

Financial Information for: 10/03/08
All Courts: CHILDERS,CHRIS, ( 209992 )
Type options, press Enter.
2=Change 4>Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept
Billing Loc:
Billing Location: Supp Sent To --- Tax Intercept ----
1 JUVENILE NA & PJ Bill NSF Collect Status Date
2 CIRCUIT BILLING - CALHOUN
P 3 JUVENILE - CRIM (DL) N 1/01/2008
PAY PLAN Active
    
```

Enter "P" next to the Billing Location to Create a Payment Plan - press F6/Create and then "1" next to each case to include in the payment plan, then press enter, and F3/exit.

```

Mark With Payment Plan(s) for 10/03/08
Name: CHILDERS,CHRIS, Accts: 000209992-000268268-00000
340 LEARNING STREET DOB: 6/26/2001
2ND SUITE
BYRON, MI 48418
Bill Loc: 3 JUVENILE - CRIM (DL) Current: 13820.90
Total: 14420.90
Type options, press Enter.
2=Change 4>Delete 5=Display 6=Notes C=Cases P=Print
Seq# Payment Amt PRO 1st Pay Date of Inactive
--- 1 200.00 N 11/01/2008 13820.90 11/01/2008 Date STS
A
Press F6 to create a Payment Plan
F3=Exit F6=Create F13=Cadd F16=Calc F19=Change Name/Address
    
```

**\*Note:** CBK/Work with Calendar Blocks - before creating Payment Plans, the court may want to enter calendar blocks for court holidays, Saturdays and Sundays, which will then automatically exclude these dates from the Payment Plan schedule.

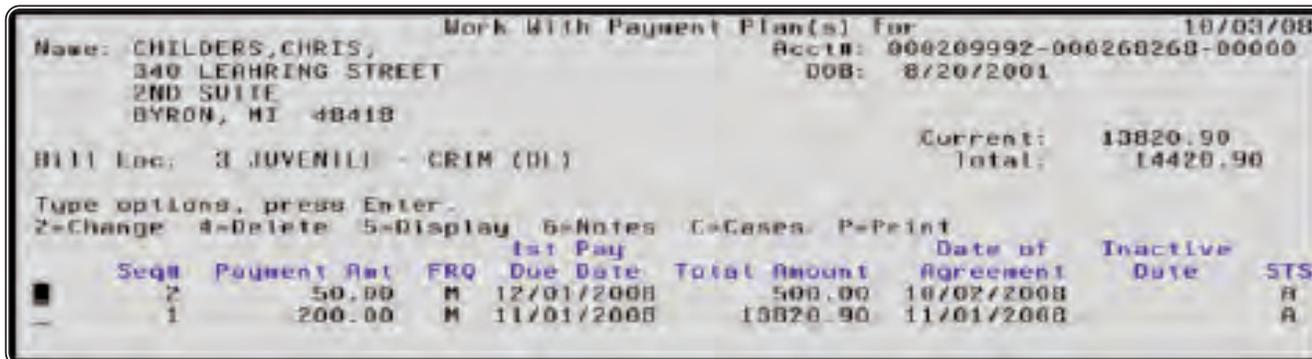
```

SUSAN MCPETE DEBEN - TEST H03
Edit Payment Plan for: 0727/08
Name: GUARDIAN CHILDERS ( 210162 ) Seq#: 1
Bill Loc: 3 JUVENILE - CRIM (DL)
Current Due: 1500.00 Paid on Plan: .00 (w/o Bal Paid)
Total Plan Amount: 1500.00 Bal Paid: 1500.00
Payment Amount: 50.00 Frequency: M First Due Date: 10/01/2009
Agreement Date: 07/27/2009 Create Event: N Inactive Date:
Plan Status: A Active Pags: 30
Pags Due Dates Pay Amount Amount Paid Balance
1 10/01/2009 Thursday 50.00 .00 1450.00
2 11/02/2009 Monday 50.00 .00 1400.00
3 12/01/2009 Tuesday 50.00 .00 1350.00
4 1/01/2010 Friday 50.00 .00 1300.00
5 2/01/2010 Monday 50.00 .00 1250.00
6 3/01/2010 Monday 50.00 .00 1200.00
7 4/01/2010 Thursday 50.00 .00 1150.00
F3=Exit F13=Cadd F16=Calc F17=Payments F18=Cases F19=Chg Name F21=Print
    
```

The total outstanding owed by the responsible payer for the case/s selected will default into the Total Plan Amount. The user may enter a different Total Plan Amount if they choose to.

- Enter the Payment Amount, e.g. \$50 (required)
- Enter the Frequency: Daily, Weekly, Monthly, Bi-Weekly, Yearly (required)
- Enter the First Due date (required)
- The Agreement date will default to today's date or may be changed
- Create Event: Y/N (allows user to add an event to the ROA/Register of Actions)
- **F17/Payments**-view payments made; **F18/Cases**-view cases included in payment plan;
- **F19/Change Name**-modify address; **F21/Print** - prints Payment Plan Schedule.

### Financial Collections - PAYMENT PLAN - View/Modify NAM, F=Financial Info., P=Payment Plan



Once the Payment Plan is created, accessible options are:

- 2=Change:** modify the current payment plan, e.g. enter Inactive status & date
- 6=Notes:** add a specific note applicable to the payment plan
- C=Cases:** to view cases associated to the payment plan
- P=Print:** print a Payment Plan Schedule for the payer

**Note:** if a new payment plan is agreed to, 2/change next to the payment plan, then enter an inactive date on the current payment plan and F6/create a new payment plan schedule. If no payments have been made on the initial payment plan the court could 2/Change the existing payment plan to the appropriate agreement.



Enter 'PP' to access ALL active Payment Plans; and F21 to print a complete list.

## Billing Menu - ARB (Batch)

### Print Bills, Show Cause Report, Delinquency Letters, Suppressed Bills report

```

SUSAN      UCBVPVK      UC5GEN ~ TEST      H0J
Billing Menu      10/03/08
Court: P 13 13
Billing Location: 1
Last Billing: 9/02/2008
Billing From: 9/03/2008 thru 10/03/2008
Payment Due Info: NOVEMBER 02, 2008      Hold Print: N

Print on Each Bill:
This text may be formatted and retained at the billing location level. This
info will be printed on every bill generated. May include information:
"Payments not received by the due date will result in a warrant issued."

1>Select
- Print Bills      Y Update      N Summary
- Show Cause Report 30 Days Delinquent Date: 9/03/2008
  Detail: N Sort: Name Case
- Delinquency Letters 30 Days Delinquent Date: 9/03/2008
  Document
- Suppress Bill Report

F3=Exit F10=Name F13=Cads F16=Calc F19=Options F20=Work w/Fin Info

```

Bills, Show Cause Reports and Delinquency Letters generated from here update the NAM/Financial Information screen with Show cause and Delinquency dates and provide a log of the batch bills ran in the A=AR Bills.



## Juvenile State Tax Intercepts by Batch - for Cost of Care/Services

### Recommend - start process October each year

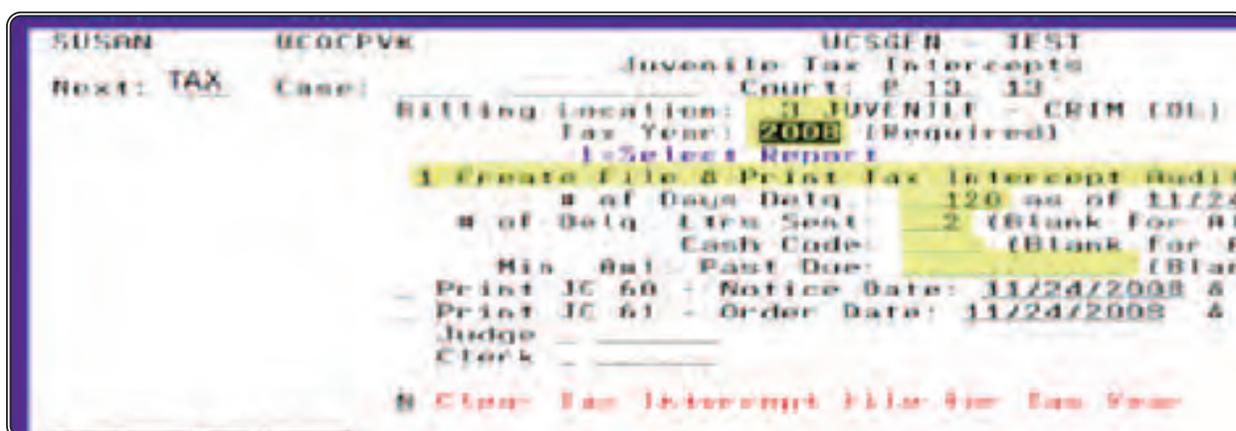
**Initial one time Set-up:** Each Financial Order on each petition is analyzed - if the Cash Code Audit Summary is COW & the report type is D/FIA207 or if the Cash Code report type is S/Stateward or if the Cash Code has the Tax Intercept Flag: 'Y' and no payment has been made on ANY financial order within "X" # of days for the selected billing location - then the payer is delinquent and selected. The selection criteria may also include a check for the number of delinquent letters previously sent. MCL 769.1(7)

**FCC - Cash Codes with Audit Summary = COW & Report Type D/FIA207 or Cash Codes with Report Type S/Stateward or Cash Codes with Tax Intercept Flag=Y.**

**\*Step 1: Access the Juvenile Tax Intercepts screen & Create Tax File & Print Audit**

- o Enter TAX on the NEXT:\_\_\_\_, hop line – to access the Juvenile Tax Intercept Screen
- o Enter the billing location applicable to juvenile matters
- o Enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).

o **1 - Create File & Print Tax Intercept Audit;** enter court specific criteria - # of Days Delq. as of (enter date), the # of Delq. Letters sent, one specific Cash Code or blank for All/(recommended) and Min. Amount Past Due(e.g., juvenile/parent must owe at least \$25.00). A Tax Intercept file is created per name that meets the criteria entered. Names must have a SSN# on the NAM/Name file to meet the initial selection process. Nam/Fin with suppressed bills="Y", will not be selected. If the court needs a list of names missing SSN#'s, the court may run the JFO report, with balances due, for all Payers and "Y" at Show SSN's. **SSN's only applies to the juvenile.**



\*Recommend: the court prints the ARR report to know the amount outstanding per cash code – prior to implementation of the Tax Intercept process.

### Review the Tax Intercept Audit:

MICHELE UCDBPFK	JC 60 Detail Tax Intercept List UCSGEN - TEST	5/01/14 Pg: HOJ 11:07:22
Tax Year: 2013 Billing Location: 3		
	Fin Order	-- Delinquent Amounts --
<hr/>		
2004 0000004567 TL Payer Name: BETTIE MITTS	( 207448 )	
2004 0400456701 ABBY MITTS	11/06/2006 DET 4	4185.00 4185.00
2004 0000001009 DL Payer Name: MARTHA WIEBER	( 207775 )	
2005 0400100908 TASHA WIEBER	8/19/2010 DET 3	10000.00 10000.00
2004 0000001009 DL Payer Name: MARTHA WIEBER	( 207775 )	
2008 0400100917 TASHA WIEBER	12/12/2008 COW 1	18950.00 18950.00
2008 0400100917 TASHA WIEBER	12/17/2008 COW 2	18900.00 18900.00
2004 0000001009 DL Payer Name: TASHA WIEBER	( 208139 )	

### After reviewing the audit:

- A) Need to re-run; Clear File & Start Over (go to Step 1)

Billing Location: 3 JUVENILE - CRIM (DL)  
 Tax Year: 2013 (Required)

1=Select Report

   Create File & Print Tax Intercept Audit

# of Days Delq.: 120 as of 5/01/2014

# of Delq. Ltrs Sent: 2 (Blank for All)

Cash Code:        (Blank for All)

Min. Amt. Past Due:            (Blank for All)

   Print JC 60 - Notice Date: 5/01/2014 & Create Event **NII**   

   Print JC 61 - Order Date: 5/01/2014 & Create Event **OII**   

Judge   \_\_\_\_\_  

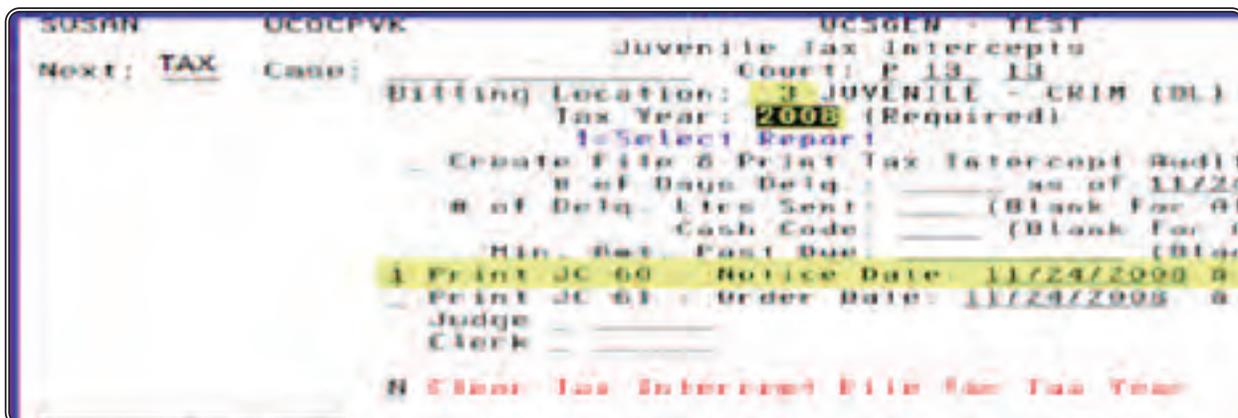
Clerk   \_\_\_\_\_  

**Y Clear Tax Intercept File for Tax Year**

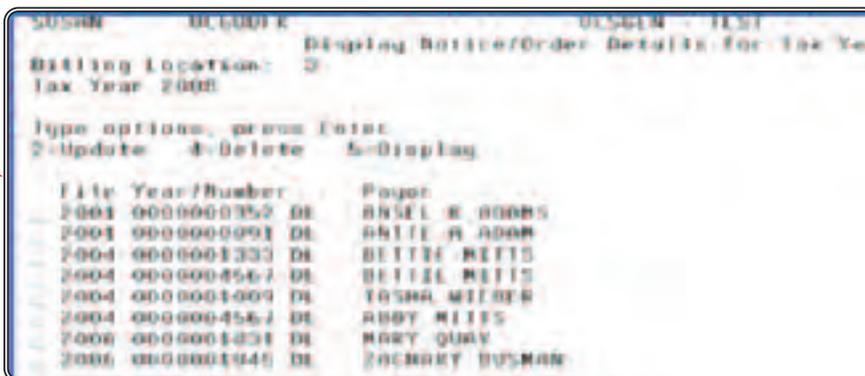
- B) Need to remove payer/s
- \* Go to NAM/Name File at the Next: \_\_\_\_\_, select the Payer's Name
  - \* F/Fin Info, next to the Payer's Name
  - \* T/Tax Intercept, next to the applicable billing location for juvenile matters
  - \* 4/Delete the Tax Intercept Record for the payer
- C) Payer's all correct - Go to Step 2.

**\*Step 2: Create NII Event and Print JC 60 – Notice of Intent to Intercept State Taxes**

- o enter the billing location applicable to juvenile matters
- o enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).
- o **1 – Print JC 60** – Notice of Intent to Intercept State Income Tax & Create **NII** Event (enter **“Y”** to create an event) for each Delinquent Payer –and enter the Notice Date: (enter the “as of” date used to Create the Tax File)



4/Delete a Payer from receiving a notice.



F21/Print Notices - will create a NII event & print JC60/Notice

**IMPORTANT!!!!!!! – if Create an NII Event = “Y”, then when pressing F21/an event is created on every case number.**

\*JC 60 – Mail - Original to Payer and Copy for Court

**\*Step 3: Wait \*28 days to allow payer to respond to NII/Notice to Intercept State Taxes – JC60**

Payer does not respond - Go to Step 4

Payer responds to JC60/Notice - Two Options

- 1) Pay debt in full or make payment arrangements
- 2) Schedule Informal Hearing where the payer can pay debt in full or make payment arrangements
  - a) After hearing, proceed with intercept and go to Step 4

Cancel Tax Intercept Order: NAM/Name File, select payer; F/Fin Info; T/Tax Intercept; 2/Change applicable Tax Year File. Enter the Stop Date/press enter.

Payor Name	MON TAX	(	210221
Tax Year:	2011	File Year/Number:	2008 0000002220 DL
Notice Date	<u>11/16/2010</u>		
Order Date	_____		
Stop Date	<u>5/01/2014</u>		
Reason	<u>0</u> Order		

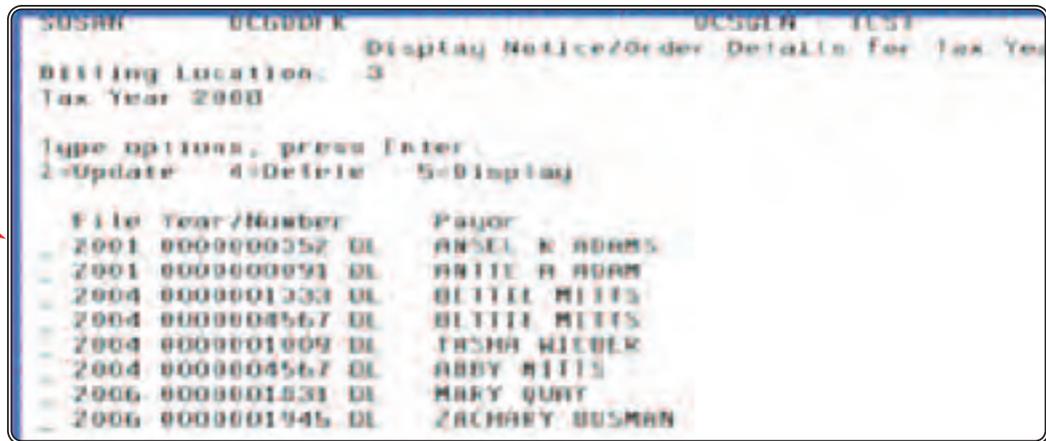
\*the # of actual days to wait is not specified in the statute, court's discretion.

**\*Step 4: Create OII Event and Print JC 61 – Order to Intercept State Income Tax**

- o enter the billing location applicable to juvenile matters
- o enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).
- o **1** – Print JC 61 – Order to Intercept State Income Tax & Create **OII** Event (enter **“Y”** to create an event) for each Delinquent Payer –and enter Order Date: (enter the date of the Order, e.g. current date/date Judge will sign order)
- o Enter the Judge's and Clerk's name – these will print on every order

SUSNN	UCOCPVK	UCSDEN - TEST
Next: TAX	Case:	Juvenile Tax Intercepts
		Court: E 13 13
	Billing Location:	3 JUVENILE - CRIM (DL)
	Tax Year:	2008 (Required)
		1-Select Report
		Create File & Print tax intercept Audit
	# of Days Delq:	_____ as of 11/24
	# of Delq. Ltrs Sent:	_____ (Blank for 0)
	Cash Code:	_____ (Blank for 0)
	Min. Ret. Post Due:	_____ (Blank for 0)
	Print JC 60 - Notice Date:	11/24/2008 8
	<b>1</b> Print JC 61 - Order Date:	11/24/2008 8
	Judge	_____
	Clerk	_____
		<b>0</b> <b>Stop Tax Intercept File for Tax Year</b>

4/Delete a Payer from receiving an order.



F21/Print Notices - will **create** an OII event & print JC61/Order

**IMPORTANT!!!!!!! – if Create an OII Event = “Y”, then when pressing F21/an event is created on every case number.**

**\*Final Step: Judge signs JC61/Order and distribute:**

- o Distribute copies of the order:
  - \* 1 copy mailed to the debtor
  - \* 1 sealed copy to: Michigan Department of Treasury  
ATTN: Third Party Withholding Unit  
Collection Division - P.O. Box 15128, Lansing MI 48901

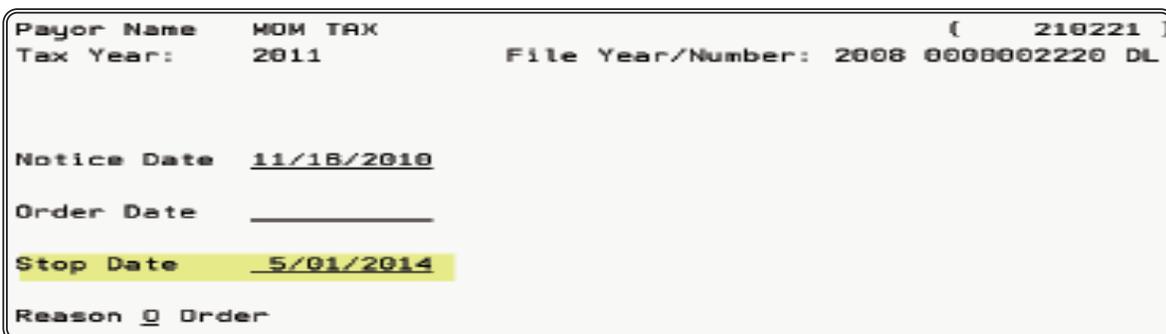
JC 61 / Order to Intercept Signed and Sent to State of MI.

Receive Intercept Check from SOM - may list multiple payers - Receipt in per Delinquent Payer Name

Payer Responds to JC 61/Order

- \* Pay debt in full or make payment arrangements
- \* Tax intercept cancelled by Judge - JC 62 mailed to debtor and SOM/Treasury

Cancel Tax Intercept Order: NAM/Name File, select payer; F/Fin Info; T/Tax Intercept; 2/Change applicable Tax Year File. Enter the Stop Date/press enter.



**\*\*NOTE:** Each income tax intercept order must have a court seal. File income tax intercept orders with the MI Department of Treasury **on or after November 1**. Sort in alpha order (A-Z) and bundle the orders in packs of 50.

\*Do **NOT** submit to Treasury before Nov. 1.

**\*Reprinting JC 60 or JC 61:**

- o Form JC 60-Notice of Intent to Intercept State Income Tax and JC 61-Order to Intercept State Income Tax may be reprinted after the initial batch of notices or orders were ran:
- o Enter TAX, at the top line to go to the Juvenile Tax Intercepts Screen
- o Enter the Billing location where the initial tax intercept notice/order was ran
- o Enter the Tax Year: the initial tax intercept was ran
- o Select one form at a time either JC 60 <or> JC 61; and enter the corresponding Notice or Order Date. Note the date entered here will print on the JC60 or JC61 reprint.
- o At Reprint for: enter the name of the person to reprint the form for, then F4 and "1" to select, to ensure the correct person is selected, and then press Enter.
- o The Display Notice/Order Details for Tax Year Screen will appear with the person's name selected and initial tax intercept details.
- o Press F21/Print Notices(this will reprint the Notice or the Order, whichever form was selected)

