

Appendix D

Collections Data System Report Descriptions

Outstanding Receivables by Cash Code Report – Summary

- Receivable Type
 - Who is owed money – local, state, victims, other, etc.
 - Breakdown of what is owed (by category) – fines, state costs/fees, etc.
- Outstanding amounts – Amount outstanding from beginning of time through June 30, 20XX.
- Percents – Percentage of outstanding receivables owed for each Receivable Type.

Outstanding Receivables by Cash Code Report – Detail

- Same information as summary report but also reflects local cash codes that are included in each receivable type category.

Outstanding Receivables Aging Report – Summary

- Provides age of outstanding receivables.
- Percent – Percentage of outstanding receivables that are that particular age.

Payment/Adjustment Report - Summary

- Amount Assessed – Amounts assessed in a specific calendar year.
- Total Cumulative Adjustments – Adjustments made on those specific assessments. Adjustments are any reduction in an original assessment, such as assessments that are waived, suspended, or jail time/community service served in lieu of fines and costs. Adjustments are also done to correct data entry errors and can be an increase in an original assessment.
- Net Assessed – Amount Assessed less Total Cumulative Assessments.
- Total Cumulative Collections – Payments made on those specific assessments.
- Collection Rate – Total Cumulative Collections divided by Net Assessed.
- Outstanding Receivables – Net Assessed less Total Cumulative Collections.

Payment/Adjustment Report – Detail

- Same information as summary report, but details adjustments and payments made on the specific assessments each year (the last “year” reflected on the report is only 6 months).
- Additional Adjustments – Adjustments dated to a previously reported year. We froze the assessment amount in MCAP because once you have reported assessments made in a full calendar year, these assessment amounts should not change. In addition, previously reported payments and adjustments are frozen because these amounts should not change. Any changes should be reflected as an adjustment in the period/year the change was made. However, most case management systems allow post-dated adjustments, which cause the assessment and/or adjustment amounts to change. We added the “Additional Adjustments,” which is the difference between the outstanding amount per the court’s report and the MCAP calculated outstanding amount, to accommodate this. This difference amount is the amount of the Additional Adjustments.