

Chapter 6: Financial Management

January-2011

Accessing Financial Management Screens

This section contains general instructions for accessing screens and reports from the Circuit Financial Menu. These sections contain an overview, detailed accessing instructions, and field definitions for each of the financial management screens and reports:

- Open For Day**
- Daily Cash Receipts Journal**
- Transmittal Worksheet**
- Adjustment Screen**
- Close**
- Reprint Receipt**
- Bond Report**
- Restitution Report**
- Balances Report**
- Outstanding Receivables**
- Combined Transmittal**
- Cash Code Maintenance**
- Cash Code List**
- Payable Event Codes**
- History Transactions**
- Crime Victim Rights Report**
- Forensic Assessments Report**
- Purge History Transactions**
- Assessments Audit Report**
- Account History**
- Prisoner SFO Report**
- Prisoner Collections**
- 20% Late Fee Assessment**
- Required Assessments**

ACCESSING FINANCIAL SCREENS

Overview

The financial management screens allow information to be collected from cash receipts entered: either court related through the clerk screen or non-court related through the cash receipting option.

The financial management screens can be accessed from the Circuit Financial menu. The next transaction line is used only within a screen to access the next record. The next transaction line is not used to change screens.

Accessing the screen

The Circuit Financial Management Menu displays when the Financial Menu is selected from the Circuit Court Master Menu or exit one of the financial management screens. This menu lists functions and reports that can be executed and includes fields for selection criteria for some of the options, as well as an option to **[PAGE DOWN]** to the second screen for additional choices.

To access any of the financial management screens, type an **X** in the field preceding the desired job title. Several of the cash jobs require additional data (i.e. account number, processing period, date range, etc.); these are discussed in the sections dealing with each job. Only one job may be selected at a time.

Report jobs are processed in Batch mode. After selection has been made the report is sent to the job queue, executed, and printed as soon as resources are available on the system. Other work may be continued in with other areas of the CCS.

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          CIRCUIT FINANCIAL MANAGEMENT MENU
COUNTY 99  FINANCIAL LOCATION 1                PAGE 1 OF 2
-  OPEN FOR DAY
-  DAILY CASH RECEIPTS JOURNAL  CASHIER:  ___  CASHIER TOTALS (Y/N):  _
                                DA/MO/YR      ACCOUNT NUMBER
-  TRANSMITTAL WORKSHEET FOR:  ___
-  ADJUSTMENT      FOR:        ___ . ___ . ___ . ___ . ___ . ___
-  CLOSE          FOR:        ___
-  REPRINT RECEIPT  RECEIPT NUMBER:  _____
-  BOND REPORT      ACTIVE:  _   TYPE:  ___   CASE TYPE:  ___
                                DATE:  _____ THRU _____
-  RESTITUTION REPORT  JUDGE:  _____ UNAPPLIED:  _   DETAIL:  _
                                DATE:  _____ THRU _____
-  BALANCES REPORT    DATE:  _____ THRU _____ DETAIL:  _
                                JUDGE:  _____ CRIM:  _   CIV:  _   CASH CODE:  ___
-  OUTSTANDING RECEIVABLES REPORTS
-  COMBINED TRANSMITTAL
-  CASH CODE MAINTENANCE
-  CASH CODE LIST
-  PAYABLE EVENT CODES

          PAGE DOWN=PAGE 2  F22=DISPLAY SUBMITTED JOBS  F23=DISPLAY PRINT  F24=EXIT
          HELP

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Financial Menu Page 1

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          CIRCUIT FINANCIAL MANAGEMENT MENU
          COUNTY 99  FINANCIAL LOCATION 1                PAGE 2 OF 2

█ HISTORY TRANSACTIONS  DATE: _____ THRU _____ TYPE: ____
                        . - - . - - . - - . - -
- VICTIM RIGHTS REPORT  DATE: _____ THRU _____
- PURGE HISTORY         DATE: _____ THRU _____
- ASSESSMENTS AUDIT REPORT DATE: _____ THRU _____ USER: ____
                        CASE #: ____ - _____ CASH CODE: ____
                        NEGATIVE ASSESSMENTS ONLY: _

- ACCOUNT HISTORY      DAYS SINCE LAST PAYMENT: ____ JUDGE: ____
                        SENTENCE DATE: _____ THRU _____
                        REPORT: _
                        STATEMENTS: _ UPDATE ROA WITH: ____ (OPTIONAL)
                        CRIMINAL: _ CIVIL: _

- PRISONER SFO REPORT  REPORT: _ FORMS: _ MDOC COPY: _
- PRISONER COLLECTIONS RPF DATE: _____ THRU _____
                        PMT DATE: _____ THRU _____
- 20% LATE FEE ASSESSMENT
- REQUIRED ASSESSMENTS  DATE: _____ THRU _____

          PAGE  UP=PAGE 1  F22=DISPLAY SUBMITTED JOBS  F23=DISPLAY PRINT  HELP
          F24=EXIT

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Financial Menu Page 2

OPEN FOR DAY

Overview

The Open for Day option generates a zero dollar amount receipt that says "Opened for Day" this shows that the shows current day's cash receipts can be accepted. (if option to print cash receipts was selected in cash system file, see Chapter 5)

The close option generates a transmittal for DAY, MONTH and YEAR for accounts in which funds were received. (see CLOSE section in this chapter)

NOTE: A day is not a calendar day, it is the time period between one Close for Day and the next Close for Day.

Executing the Option

The Open for Day option is selected by typing information in the following field:

OPEN FOR DAY Type **X** to the left of this field.

Press **[ENTER]**, the Financial Menu re-displays upon completion.

DAILY CASH RECEIPTS JOURNAL

Overview

The Daily Cash Receipts Journal is a list of all cash receipts generated for the day. The report is sequenced by receipt number listing who the money was received from and each fund account the money was distributed to. This report will aid in balancing cash received at the end of the day and can be kept for reference by an auditor.

The Daily Cash Receipts Journal report may be selected and printed as often as necessary throughout the day. It can be run for a specific cashier by entering the cashier's initials or leave blank for all cashiers.

Printing the Report

The Daily Cash Receipts Journal is selected by typing information in the following field:

DAILY CASH RECEIPTS
JOURNAL

Type **X** to the left of this field.

CASHIER

Enter cashier's initials to run for a specific cashier or leave blank for all cashiers.

CASHIER TOTALS (Y/N)

Enter **Y** to print totals for each cashier or **N** to omit totals for each cashier.

Press **[ENTER]**, the Financial Menu redisplay upon completion.

Report Information

The Daily Cash Receipts Journal provides the following information for all receipts for the requested financial location:

DATE	Date of transaction.
RECEIPT NO.	Receipt number generated by the system.
RECEIVED FROM	Name of the person from which the payment was received.
CASE NUMBER	Official number of the case for court-related cash receipts.
AMOUNT	Amount distributed to the fund account number.
ACCOUNT NO.	The fund account number the payment was distributed to.
DESCRIPTION	Description of the fund account number.
TOTAL RECEIPT	The total amount of payment received on this receipt number.
CLK	Initials of clerk processing the receipt transaction.

CSH/CHK/CHG	Indicates type of payment: cash, check, charge or EFT.
CHECK NO	Indicates the document number being received as payment.
TENDERED	The amount tendered from the payer will print if it was entered during the receipt transaction.
TOTALS FOR:	Total of all cash receipt transactions for the day for a specific cashier as printed on this report.
RECEIPTS & ADJUSTMENTS	Total cash receipts for the day for a specific cashier including adjustments made to the RECEIVED TODAY figures.
FOR DAY	Total of all cash receipts generated and RECEIVED TODAY figures. This figure should balance with cash drawer total of cash and checks received.
ADJUSTMENTS FOR MONTH	Total of all cash receipts generated today adjusting the RECEIVED FOR MONTH figures by a specific cashier.
ADJUSTMENTS FOR YEAR	Total of all cash receipts generated today adjusting the RECEIVED FOR YEAR figures by a specific cashier.
GRAND TOTAL	Total amount of all receipts and adjustments for the day.

TRANSMITTAL WORKSHEET

Overview

The Transmittal Worksheet report lists each fund account number and the total amount of money received and to be transmitted to the office in charge of finance. The report may be generated for the day, month, or year and can be used as an aid to balancing cash received for the period generated.

If the Transmittal Worksheet is generated for the day, only those fund account numbers having cash distributions will be printed.

The Transmittal Worksheet report may be selected and printed as often as necessary throughout the period.

JIS TESTING	RECEIPTS TRANSMITTAL
WORKSHEET	
PAGE 1	TRANSMITTAL PERIOD-MO 3/10/10
Transmittal Date: _____ - _____ Receipt No.: _____ - _____	
LINE ITEM	AMOUNT
101.0-000-201.22-00-00 FINES	0.00
ACCOUNT TOTAL 101.0-000-201.22	\$0.00
101.0-010-010.02-00-00 COURT COSTS	2355.00
ACCOUNT TOTAL 101.0-010-010.02	\$2355.00
101.0-100-010.02-00-00 MOTION FEE	80.00
ACCOUNT TOTAL 101.0-100-010.02	\$80.00
101.0-222-100.00-00-00 JURY DEMAND FEE	340.00
ACCOUNT TOTAL 101.0-222-100.00	\$340.00
101.0-520-223.10-00-00 STATE FUND	54.00
ACCOUNT TOTAL 101.0-520-223.10	\$54.00
FUND TOTAL 101.0	2829.00 =====
701.0-001-010.05-00-00 SUMMONS AND COMPLAINT	2519.00
ACCOUNT TOTAL 701.0-001-010.05	\$2519.00
701.0-010-105.00-00-00 RESTITUTION	10345.00
ACCOUNT TOTAL 701.0-010-105.00	\$10345.00
701.0-020-000.22-00-00 COUNTY FUND	6.00
ACCOUNT TOTAL 701.0-020-000.22	\$6.00
701.0-100-011.20-00-00 CRIME VICTIM RIGHTS	150.00
ACCOUNT TOTAL 701.0-100-011.20	\$150.00
701.0-200-010.00-00-00 SUMMONS AND COMPLAINT	31.00
ACCOUNT TOTAL 701.0-200-010.00	\$31.00
701.0-222-444.00-00-00 BOND SURRENDERED	0.00
ACCOUNT TOTAL 701.0-222-444.00	\$0.00
701.0-333-400.00-00-00 BONDS PAYABLE	26500.00
ACCOUNT TOTAL 701.0-333-400.00	\$26500.00
FUND TOTAL 701.0	39551.00 =====

Transmittal Worksheet

Printing the Report

The Transmittal Worksheet report is selected by entering information in the following fields:

TRANSMITTAL WORKSHEET
FOR:

Type **X** to the left of this field.
Type "DA" for Daily, "MO" for monthly, or "YR" for yearly worksheet.

Press **[ENTER]**, the Financial Menu redisplay upon completion.

Report Information

The Transmittal Worksheet report provides the following information for the requested period and financial location:

LOCATION NAME	Name of the financial location as entered in the Financial Location File (see Chapter 5: Utility Menu).
RECEIPTS TRANSMITTAL WORKSHEET	Report title. During worksheet printing indicates "WORKSHEET", during period close will indicate "FINAL".
TRANSMITTAL PERIOD	The period the worksheet was printed: DA=Day, MO=Month, YR=Year
TRANSMITTAL DATE/ RECEIPT NO.	Date/Receipt No. fields are for clerk comments only.
FUND ACCOUNT	The fund account number and fund description.
AMOUNT	Amount received for the period for this fund account number.
ACCOUNT TOTAL	Total amount received for this account. An account is determined by the first 12 digits of the fund account number.
FUND TOTAL	Total amount received for this group of fund account numbers. A fund group is determined by the first 4 digits of the fund account number.
GRAND TOTAL	Grand total received for the period.
CLERK CERTIFICATION	Clerk comment area to certify the balancing and transmittal of funds.

ADJUSTMENT SCREEN

Overview

The Financial Adjustment screen allows modification of the amount received fields in the cash code file for the purpose of correcting errors to balance cash receipts or the applying of balance forward figures to fund account numbers.

Adjustments may be made to the amount received today, month-to-date, or year-to-date. For each adjustment, the system will add records to the financial transaction files. This allows printing of adjustments on the daily cash receipts journal and transmittal worksheet (reviewed earlier in this chapter).

If printing of receipts was selected in the Financial Location File (see Chapter 5: Utility Menu), a receipt will be printed indicating "ADJUSTMENTS FOR <period>" in the received from name and each fund account number and the amount adjusted. The <period> is the day, month, or year depending on the period selected for adjustment.

NOTE: Adjustments may be made as often as necessary throughout the day.

FINANCIAL ADJUSTMENTS		LOCATION: 1
FUND NUMBER	701 -	
ACTIVITY NUMBER	10	
LINE ITEM NUMBER	105 . - -	
CASH CODE	RS	
REFERENCE NUMBER	1	
ACTIVITY DESCRIPTION	RESTITUTION	
AMOUNT		
PERCENTAGE	1.000	
CASHIER: █		
AMOUNT RECEIVED - TODAY	50.00	
- MONTH TO DATE	10345.00	
- YEAR TO DATE	10345.00	
REASON: _____		
F3=MODIFY F1=EXIT		
NEXT ADJ ACCOUNT NUMBER 701 . _ - 10 - 105 . 00 - _ - _		

Financial Adjustments Screen

Accessing the Screen

The Financial Adjustment Screen is selected by entering information in the following fields:

ADJUSTMENT Type **X** to the left of this field.

FOR Type the period code to be adjusted;
 DA = Today
 MO = Month
 YR = Year

ACCOUNT NUMBER The fund account to be adjusted.

Press **[ENTER]** to display the adjustment screen.

Field Definitions

The following fields on the financial adjustment screen identify general information about the fund account number and may not be changed:

FUND NUMBER/
 ACTIVITY NUMBER/
 LINE ITEM NUMBER The fund account number as entered in the Cash Code file (see later in this chapter).

SUB LEDGER NUMBER/
 REFERENCE NUMBER The sub-ledger code used during cash distribution.

ACTIVITY DESCRIPTION Description of the fund account number.

AMOUNT The flat amount to be distributed to this account from the total cash received.

PERCENTAGE The percentage to be used to calculate the portion of the total cash received to be distributed to this account.

The following fields are used for entering information based on the period selected:

CASHIER Three character cashier ID of user making adjustment.

AMOUNT RECEIVED
 *TODAY Total amount received today. To adjust this field, enter the amount that this field should read. The system will calculate the amount of adjustment between the old and new amounts.

NOTE: This field may be changed only if the period "DA" was selected on the financial management screen.

*MONTH TO DATE Total amount received month-to-date. To adjust this field, enter the amount that this field should read. The system will calculate the amount of adjustment between the old and new amounts.

NOTE: This field may be changed only if the period "MO" was selected on the financial management screen.

*YEAR TO DATE Total amount received year-to-date. To adjust this field, enter the amount that this field should read. The system will calculate the amount of adjustment between the old and new amounts.

NOTE: This field may be changed only if the period "YR" was selected on the financial management screen.

To update a fund account, after entering the correct amount for the period selected, press **[F3]**.

*REASON The reason for the adjustment. The reason should include enough information for an auditor to understand why an adjustment was made.

NOTE: To exit the adjustment screen, remove the ADJ from the hop line and press **[F1]**

CLOSE

Overview

The close option closes a period's cash receipt business. At the end of each day after the cash drawer has been balanced select close for the period "DA". The Amount Received -Today field will be added to the Amount Received - Month to Date and the Amount Received - Year to Date fields. Then the Amount Received - Today field will be zeroed out in preparation for the next day's business (see "Close for Day - Quick Reference, later in this chapter).

When closing for the month, select the period "MO". This should be run immediately after the last day of the month has been closed. The Amount Received - Month to Date will be zeroed out in preparation for the next month's business.

When closing for the year, select the period "YR". This should be run immediately after the last month for the year has been closed. The Amount Received - Year to Date will be zeroed out in preparation for the next year's business.

During each period's close a transmittal report will be printed indicating the total cash received for each fund account number (see Transmittal Worksheet, earlier in this Chapter). A prompt window will display to allow entry of the transmittal date range and inclusive receipt numbers. If these fields are completed, the information will print on the Final Transmittal. If these fields are not completed, the fields will be blank on the Final Transmittal.

NOTE: These fields do not affect the reporting information. They are only data entry fields for the clerk's use.

The close program can be run only once for the period selected.

Executing the Option

The close option is selected by entering information in the following fields:

CLOSE	Type X to the left of this field.
FOR	Type the period code to be closed:
	DA = Today's business
	MO = This month's business
	YR = This year's business

Press **[ENTER]**. If requesting by "DA", the system displays window "Print Receipts Journal" Enter **Y** or **N** and press **[ENTER]**. Next, a window will display where the transmittal date(s) and receipt numbers may be entered. This information will print on the Final Transmittal for the Day and saves from having to write it. The financial menu redisplay upon completion.

NOTE: A day is not always considered a calendar day, it is the period of time between one close for the 'DA' and the next.

CLOSE FOR DAY - QUICK REFERENCE

The following is a quick reference to the steps that should be followed when closing the cash drawer at the end of the day.

1. All users must be out of all the financial receipting programs: the CLERK, NON-COURT CASH, and the ADJUSTMENT programs. Users must hand write receipts until the balancing process is completed, keeping money separate or balance after hours when no other cash receipting will occur.
2. Go to the FINANCIAL MENU (option 4 on the Circuit Court Master Menu).
3. Print the Daily Cash Receipts Journal by placing an "X" to the left of the field. Press the **[ENTER]** key.
4. Print the Transmittal Worksheet by placing an "X" to the left of the field and "DA" for the period to be printed. Press the **[ENTER]** key.
5. Total the cash and checks received. The total should match the "Receipts & Adjustments for Day" figure on the Daily Cash Receipts Journal and the "Grand Total" on the Transmittal Worksheet.
6. If the figures match, continue to step 7. If they do not, find the error and make the appropriate corrections by creating a receipt, credit receipt, or adjustments to the individual account numbers. After corrections are made, repeat steps 3 through 5 until the cash balances, then continue on to step 7.
7. Close the day's transactions by placing an "X" to the left of the field entitled "CLOSE" and "DA" for the period to be closed. Press **[ENTER]**. If requesting by "DA", the system will display window "Print Receipts Journal". Enter **Y** or **N** and press **[ENTER]**. A window will also display requesting transmittal date range and inclusive receipt numbers. These fields may or may not be completed. The final Transmittal report will print and the AMOUNT RECEIVED-TODAY field for all account numbers will be cleared and added to the AMOUNT RECEIVED-MONTH and AMOUNT RECEIVED-YEAR fields.
8. Open for the next day's business by placing an "X" to the left of the field entitled "OPEN FOR DAY" and press **[ENTER]**. A receipt will print "OPEN FOR DAY" with a zero (0) amount.

NOTE: Opening for the next day's business is not required as the system automatically pulls information from one closing to the next closing.

REPRINT RECEIPT

Overview

The Reprint Receipt option allows the capability of reprinting a receipt that has already been previously printed. The receipt may be reprinted before or after the close of the day transactions.

Reprinting the Receipt

In the FINANCIAL MENU (option 4 from the Master Menu), the Reprint Receipt option is selected by typing information in the following fields:

REPRINT RECEIPT	Type X to the left of this field.
RECEIPT NUMBER	Type the receipt number of the receipt to be reprinted.

NOTE: Balances will not print on a reprinted receipt.

BOND REPORT

Overview

The Bond Report lists cases with bond information. The bond report may be requested for certain case types, certain bond types, active and/or inactive bonds, and bond activity within a specific date range. The report is printed by case number.

The Bond Report may be requested as often as necessary throughout the day.

BOND LIST - ALL				PLEASANT COUNTY				ARLENA CRAVEN				
BOND TYPE - ALL				TEST CIRCUIT COURT				DATE: 3/10/10				
CASE TYPE - ALL				123 SUNNY DRIVE				TIME: 15:16:12				
1/01/09 - 3/10/10				ANYWHERE MI 47777-0000				PAGE: 1				
CASE NUMBER-JDG DEFENDANT				FILED	CLOSED	NXT	ACTN	NXT	EVT			
09-000120-FH-B DEWEY, HOWDEY,				2/01/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	2,000.00	CS*	Y	2/01/09	BDP	B 001 GREEN, ALAN,	19	2,000.00	2,000.00	0.00		
				5/03/09	EDR	B 001 GREEN, ALAN,	9120					
09-000121-FH-B JONES, RYAN,				2/14/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	2,000.00	CS*	Y	2/13/09	BDP	D 001 JONES, RYAN,	21	2,000.00	2,000.00	0.00		
				4/01/09	EDU							
09-000122-FH-B BEECHMAN, MARY,				3/01/09 6/04/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	2,000.00	CS*	Y	3/01/09	BDP	D 001 BEECHMAN, MARY,	22	2,000.00	2,000.00	0.00		
				5/04/09	BD&		23		2,000.00			
				5/04/09	BD&		24		2,000.00-			
				5/04/09	BD&		25		2,000.00			
09-000124-FH-B SHAMROCK, PATRICK,				3/17/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	2,000.00	CS*	N	3/29/09	EDT							
09-000125-FH-B FRENCH, WILLIAM,				3/20/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	5,500.00	CS*	Y	3/20/09	BDP	D 001 FRENCH, WILLIAM,	31	5,500.00	5,500.00	0.00		
				6/30/09	BD&		32					
09-000126-FH-B BOOP, BETTY,				3/20/09 6/30/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	3,000.00	CS*	Y	3/20/09	BDP	B 001 SAILORMAN, POPEYE,	33	3,000.00	3,000.00	0.00		
				6/30/09	EDR	B 001 SAILORMAN, POPEYE,	99999					
				10/05/09	BDP	D 001 BOOP, BETTY,	37	750.00	750.00	0.00		
2	7,500.00	TEM	Y	10/05/09	EDR	D 001 BOOP, BETTY,	99999		990.00			
				10/05/09	EDT	D 001 BOOP, BETTY,	99999		110.00			
				10/05/09	EDT		99999		75.00-			
				10/05/09	BDP	D 001 BOOP, BETTY,	99999	315.00		710.00-		
09-000127-FH-B WOODS, TURTLE,				3/20/09 6/30/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	5,000.00	CS*	Y	3/20/09	BDP	B 001 WOODS, TIGER,	99999		5,000.00	5,000.00		
				6/30/09	EDF							
09-000129-FH-B BUNDY, TED, F				1/22/09 6/29/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	2,000.00	CS*	Y	1/22/09	BDP	B 001 GET OUT QUICK BONDING,,						
				6/24/09	EDC							
09-000130-FH-B FOLLIE, APRIL,				4/01/09 6/30/09								
NUM	SET AMOUNT	TYPE	POSTED	EVT DATE	EVEN	PARTY NAME	RECEIPT	AMT RECEIVED	AMT PAID OUT	AMT RETAINED		
1	5,000.00	CS*	Y	3/27/09	BDP	B 001 BOND ANYBODY OUT,,						
GRAND TOTALS:								15,565.00	20,525.00	4,960.00-		

Bond Report

Printing the Report

Select the Bond List by typing information in the following fields:

BOND REPORT

Type an X to the left of this field.

ACTIVE	Enter one of the following for active, inactive or all bonds to print on the report. "Y" = ACTIVE "N" = INACTIVE *To receive ALL Bonds-Leave field Blank
TYPE	Enter one of the following bond types: "CSH" = cash "TEN" = 10% of amount "PER" = personal recognizance "CS%" = cash surety *To receive ALL Bond Types-Leave field Blank
CASE TYPE	Enter any valid case type, first letter of any valid case types, leave blank for all case types, or "X" for all civil case types.
DATES	Enter from and through dates for the report. The system checks the bond event date to determine whether the activity falls within the requested dates. Press [ENTER] to submit the job. The financial menu will redisplay with "S" preceding BOND REPORT indicating the request has been submitted to the system.

Report Information

The Bond Report provides the following information for all cases included in the report:

HEADER INFORMATION	Information at the top of the report includes circuit court name, county name, county address, and the selection criteria for the report.
CASE NUMBER - JDG	Official number of the case with an alpha identifier of the judge of record.
DEFENDANT	Name of the defendant associated with the case.
FILE DATE	Date of original filing.
CLOSED DATE	Date the case was closed.
NEXT ACTION	Date and event code of the next scheduled action to take place.
	The fields below are printed for each bond and bond activity for the case:
NUM	The bond number indicates to which bond the activity is referring.

SET AMOUNT	Amount of bond set, entered on the case initiation screen.
TYPE	Type of bond. Valid bond types are listed previously.
BOND POSTED	Indicates whether bond is posted or not: Y = Yes (Event "BDP" Bond Posted or "BDS" Bond Reinstated on clerk screen)
EVENT DATE/EVENT	Date and type of bond activity as entered in the Clerk screen.
PARTY/NAME	Party ID and name associated with the bond activity.
RECEIPT	Receipt number for the posting of the bond, when posted with event "BDP" through the Clerk screen.
AMT RECEIVED	Amount received from posted bonds.
AMT PAID OUT	Amount of bond distribution.
AMT RETAINED	Amount of bond retained after distribution.
GRAND TOTALS	Totals for amount received, paid out, and retained.

RESTITUTION REPORT

Overview

The Restitution Report lists any criminal cases where restitution has been ordered. The report prints alphabetically by defendant's last name. The Restitution report may be requested as often as necessary by judge, unapplied, with or without detail and with or without date range.

DEFENDANT	CASE NUMBER	FILE DATE	LAST PAYMENT DATE	RESTITUTION OWED	RESTITUTION PAID	RESTITUTION OUTSTANDING	UNAPPLIED RESTITUTION
RESTITUTION REPORT		PLEASANT COUNTY				ARLENA CRAVEN	
JUDGE: ALL JUDGES		TEST CIRCUIT COURT				DATE: 3/10/10	
UNAPPLIED: N		123 SUNNY DRIVE				TIME: 15:13:24	
DATES: ALL		ANYWHERE MI 47777-0000				PAGE: 2	
ROCKY B KINGSFORD	09-000128-FH-B	01/22/09	06/24/09	8,000.00	580.00	7,420.00	580.00
	<u>CO-DEFENDANT</u>		<u>CO-CASE NUMBER</u>				
	TED BUNDY		09-129-FH				
	<u>PARTY</u>	<u>PARTY NAME</u>		<u>RESTITUTION OWED</u>	<u>RESTITUTION RECEIVED</u>	<u>RESTITUTION OUTSTANDING</u>	<u>DISBURSEMENT</u>
	R 001	SHARON STONE		8,000.00	0.00	8,000.00	
		123 SOMEPLACE ST					
		ANYWHERE MI 48888					
GEORGIA PACIFIC	09-012345-FH-B	01/02/09		500.00	0.00	500.00	0.00
	RESTITUTION PARTIES ARE OUT OF BALANCE						
EAGLE SCOUT	06-005421-FH-*	01/25/06	10/28/09	700.00	0.00	700.00	0.00
	RESTITUTION PARTIES ARE OUT OF BALANCE						
PATRICK SHAMROCK	09-000124-FH-B	03/17/09	06/29/09	5,000.00	1,000.00	4,000.00	1,000.00
	<u>PARTY</u>	<u>PARTY NAME</u>		<u>RESTITUTION OWED</u>	<u>RESTITUTION RECEIVED</u>	<u>RESTITUTION OUTSTANDING</u>	<u>DISBURSEMENT</u>
	R 001	ANABELLE BRODY		4,000.00	0.00	4,000.00	
		2345 PIXY LANE					
		ANYWHERE MI 48888					
	RESTITUTION PARTIES ARE OUT OF BALANCE						
DONALD H SMITH-JONE II	09-001234-FH-B	11/09/09		500.00	100.00	400.00	0.00
	<u>CO-DEFENDANT</u>		<u>CO-CASE NUMBER</u>				
	09-5241-FH		SMITH, AERY				
	<u>PARTY</u>	<u>PARTY NAME</u>		<u>RESTITUTION OWED</u>	<u>RESTITUTION RECEIVED</u>	<u>RESTITUTION OUTSTANDING</u>	<u>DISBURSEMENT</u>
	R 001	SMITH		300.00	100.00	200.00	
	R 002	BEACHY		200.00	0.00	200.00	
GRAND TOTAL OUTSTANDING/UNAPPLIED =						\$ 29,875.00	8,210.00

Restitution Report

Printing The Report

The Restitution Report is selected by typing information in the following field:

RESTITUTION REPORT

Type an **X** to the left of this field.

JUDGE

Type the P-Number of the judge or leave blank for all judges.

UNAPPLIED

To only display those defendants who have paid restitution:

Y = Defendants who have paid restitution that has not yet been disbursed to the restitution parties.

BLANK = All defendants.

DETAIL: Enter "Y" to print a history of payments made by defendants and disbursements to restitution parties.

Press **[ENTER]** to submit the job. The financial menu will redisplay with "S" preceding RESTITUTION REPORT indicating the request has been submitted to the system.

DATE Enter date range for desired restitution assessments, payments, and/or disbursements. Leave blank for complete list.

Report Information

The Restitution Report provides the following information for all cases.

HEADER INFORMATION Information at the top of the report includes circuit court name, county name, county address, and the date the report was run.

DEFENDANT Name of the defendant associated with the case.

CASE NUMBER Official number of the case with the alpha identifier of the judge of record.

FILE DATE Date of original filing.

LAST PAYMENT DATE Date last payment was received through clerk event "COP" and associated amount on the cash distribution screen.

RESTITUTION OWED The total amount of restitution declared to be paid by the defendant to the restitution parties, (case total - as entered on the court/disposition screen; party totals - owed to the restitution parties as entered on the party screen).

RESTITUTION PAID The total amount of restitution paid by the defendant to date, (Case total - as entered through the Clerk screen using the "COP" event code; party totals - paid to the restitution parties as entered through the clerk screen using the party designation and "RSD" event code).

RESTITUTION OUTSTANDING The balance of restitution to be paid by the defendant. (Case total restitution owed minus Case total restitution received).

DISBURSEMENT The amount of restitution that has been paid to the restitution party (victim).

UNAPPLIED RESTITUTION The amount of restitution that is available to restitution parties, but has not been disbursed.

To apply:

- ✓ Verify the amount(s) received, as entered on clerk screen with event code "COP" (court orders paid).
- ✓ Disburse unapplied restitution to restitution parties R001 - R999).
- ✓ Post to the restitution parties using the clerk screen and the "RSD" code.

NOTE: If restitution to be paid by the defendant does not equal the sum of the amounts owed to the restitution parties, then the message "RESTITUTION PARTIES ARE OUT OF BALANCE*" will appear following that case.

PARTY Restitution parties are listed with amounts of restitution owed, paid and balance outstanding. A blank line is provided on the report to write the amount of unapplied restitution to distribute to party. This report can then be used as a worksheet to distribute restitution.

ACCOUNT DETAIL The account detail will print on the report when requested on the financial management menu. The detail shows defendant payments and disbursements made to restitution parties.

**GRAND TOTALS
RESTITUTION
OUTSTANDING** Grand total restitution balance to be paid by defendants of all cases included in this report.

**GRAND TOTALS
UNAPPLIED
RESTITUTION** Grand total of restitution available to restitution parties, but has not yet been disbursed.

BALANCES REPORT

Overview

The Balances Report lists each party ordered to pay fines, costs, restitution, etc., with a balance due. The report prints alphabetically by defendant name.

Printing The Report

Select the Balances Report by typing information in the following fields:

BALANCES REPORT	Type an X to the left of this field.
DATE	Type the inclusive closed dates in the date field (Format = MMDDYYYY). Leave blank for all cases.
JUDGE	Type the P-numbers of the judge desired. Leave blank for all judges.
CRIMINAL	Enter X when requesting report for criminal cases only.
CIVIL	Enter X when requesting report for civil cases only.
CASH CODE	Enter a valid assessable cash code when requesting a report for a specific code; ie RS, CC, PF etc.

Press **[ENTER]** to submit the job. The screen will reappear with "S" preceding BALANCES REPORT indicating the request has been submitted to the system.

Report Information

The Balances Report provides the following information for each defendant printed:

HEADER INFORMATION	The headings include case close dates, circuit court name, county name, county address, and the date the report was generated.
JUDGE	Name of the judge of record or "ALL JUDGES".
DEFENDANT	Defendant's full name.
CASE NUMBER	Official number of the case.
DATE OF BIRTH	Defendant's date of birth.
FILE DATE	Date case was filed in circuit court.
SENTENCE DATE	Date defendant was sentenced

CLOSED DATE Date the final order was submitted closing the case.

LAST PAYMENT DATE Date money was last received from the defendant.

DAYS SINCE How many days since last payment was received

TOTAL Total amount each defendant was ordered, the amount paid to date and the balance still owed by each defendant.

DEFENDANT BALANCES REPORT		PLEASANT COUNTY					ARLENA CRAVEN			
CLOSE DATES: THRU		TEST CIRCUIT COURT					DATE: 3/10/10			
JUDGE: ALL JUDGES		123 SUNNY DRIVE					TIME: 15:10:18			
CASE TYPE: ALL		ANYWHERE MI 47777-0000					PAGE: 1			
CASH CODE: ALL										
DEFENDANT	CASE NUMBER	DATE OF BIRTH	FILE DATE	SENTENCE DATE	CLOSE DATE	LAST PAYMENT DATE	DAYS SINCE			
BEECHMAN, MARY,	09-000122-FH-B	04/16/56	03/01/09	05/04/09	05/04/09	05/04/09	279			
	TOTAL			ORDERED:	\$5,060.00	PAID:	\$2,000.00	DUE:	\$3,060.00	
BOOP, BETTY,	09-000126-FH-B	03/17/77	03/20/09	05/30/09	05/30/09	03/10/10				
	TOTAL			CO-DEFENDANT/CASE: WILLIAM FRENCH	ORDERED:	\$5,560.00	PAID: 09-125-FH	\$600.00	DUE: \$4,960.00	
BURDY, TED, F	09-000129-FH-B	06/18/81	01/22/09	05/24/09	05/29/09	05/24/09	259			
	TOTAL			CO-DEFENDANT/CASE: ROCKY KINGSFORD	ORDERED:	\$10,060.00	PAID: 09-128-FH	\$1,080.00	DUE: \$8,980.00	
DEWEY, HOWDEY,	09-000120-FH-B	12/24/70	02/01/09	05/03/09		05/03/09	280			
	TOTAL			ORDERED:	\$560.00	PAID:	\$150.00	DUE:	\$410.00	
DROPDEAD, FRED,	02-002541-FH-C	10/23/52	02/05/03	05/01/03	05/01/03	11/02/09	128			
	TOTAL			ORDERED:	\$2,578.00	PAID:	\$120.00	DUE:	\$2,458.00	
FOLLIE, APRIL,	09-000130-FH-B	08/12/68	04/01/09	05/30/09	05/30/09		343			
	TOTAL			ORDERED:	\$1,160.00	PAID:	\$.00	DUE:	\$1,160.00	
GILLOTTA, FRANK,	02-000125-FH-R	01/25/42	08/01/03	05/03/04	05/03/04	11/02/09	128			
	TOTAL			ORDERED:	\$5,128.00	PAID:	\$1,750.00	DUE:	\$3,378.00	
KINGSFORD, ROCKY, B	09-000128-FH-B	01/21/80	01/22/09	05/24/09	05/24/09	05/24/09	259			
	TOTAL			CO-DEFENDANT/CASE: TED BURDY	ORDERED:	\$10,060.00	PAID: 09-129-FH	\$580.00	DUE: \$9,480.00	
PACIFIC, GEORGIA,	09-012345-FH-B	10/02/57	01/02/09	08/28/09			432			
	TOTAL			ORDERED:	\$2,620.00	PAID:	\$.00	DUE:	\$2,620.00	
ROURKE, MICKEY,	07-000123-FH-R	05/30/47	10/20/07	07/10/08	07/30/08	10/30/09	131			
	TOTAL			ORDERED:	\$3,928.00	PAID:	\$2,000.00	DUE:	\$1,928.00	
SCOUT, EAGLE,	06-005421-FH-C	05/12/46	01/25/06	11/20/07	11/20/07	10/28/09	133			
	TOTAL			ORDERED:	\$1,328.00	PAID:	\$.00	DUE:	\$1,328.00	
SHAMROCK, PATRICK,	09-000124-FH-B	02/14/80	03/17/09	05/29/09		05/29/09	254			
	TOTAL			ORDERED:	\$7,060.00	PAID:	\$2,000.00	DUE:	\$5,060.00	
SMITH-JONE, DONALD, M, II	09-001234-FH-B	01/13/80	11/09/09	11/09/09	11/09/09		121			
	TOTAL			CO-DEFENDANT/CASE: 09-5241-FH	ORDERED:	\$1,000.00	PAID: SMITH, AVERY	\$100.00	DUE: \$900.00	

Balance Report

DEFENDANT BALANCES REPORT		PLEASANT COUNTY		AILENA CRAVEN	
CLOSE DATES:	THRU	TEST CIRCUIT COURT		DATE:	3/10/10
JUDGE:	ALL JUDGES	123 SUNNY DRIVE		TIME:	15:10:18
CASE TYPE:	ALL	ANYWHERE	MI 47777-0000	PAGE:	2
CASH CODE:	ALL				
ACCOUNT TOTALS:	ORDERED	PAID		DUE	
RESTITUTION	\$35,500.00	\$5,625.00		\$29,875.00	
COURT COSTS	\$15,550.00	\$3,105.00		\$12,445.00	
CRIME VICTIM RIGHTS	\$720.00	\$90.00		\$630.00	
STATE MINIMUM COST	\$332.00	\$60.00		\$272.00	
PENAL FINES	\$4,000.00	\$1,500.00		\$2,500.00	
TOTAL:	\$56,102.00	\$10,380.00		\$45,722.00	

Balance Report Last Page

ACCOUNT TOTALS Total amount ordered in assessments, paid to date and balance due for each.

The final page of this report contains the total amount ordered, paid and due for each account individually, as well as a grand total for all accounts.

OUTSTANDING RECEIVABLES BY CASH CODE	Summary of all outstanding receivables by cash code and case type.
OUTSTANDING RECEIVABLES AGING	Aging report of all outstanding receivables
PAYMENT/ADJUSTMENT DISTRIBUTION	Report of adjustments and payments for all criminal assessments
<u>-OPTIONAL SELECTION-</u>	<i>Enter selections to individualize report. Leave blank for all information to print on report.</i>
JUDGE	Enter P-number of a specific judge. Leave blank for all judges.
CASH CODE	Report for a specific Cash code.
CRIMINAL	Enter Y for criminal assessments only
CIVIL	Enter Y for civil assessments only
AUDIT REPORT	Prints additional information for this report. (Can only be requested when Outstanding Receivables by Cash Code and/or the Aging Report are selected).
HOLD	Stops the audit report from printing automatically and is held in the outq for viewing. (automatically defaulted to Y) To print audit report change the Y to an N.
UPLOAD FILE	Enter Y in this field and a file is created to transmit information electronically to State Court Administrator, leave blank or enter N and no file will be created.

OUTSTANDING RECEIVABLES REPORT		PLEASANT COUNTY TEST CIRCUIT COURT		ARLENA CRAVEN DATE: 3/17/10 TIME: 9:53:59 PAGE: 1	
SUMMARY REPORT OF OUTSTANDING RECEIVABLES BY CASH CODE AND CASE TYPE AS OF 03/01/2010					
<u>CASH CODE DESCRIPTION</u>	<u>CASH CODE</u>	<u>CIVIL TOTAL</u>	<u>CRIMINAL TOTAL</u>	<u>CASH CODE TOTAL</u>	
COURT COSTS	CC		12,445.00	12,445.00	
CRIME VICTIM RIGHTS	CV		530.00	530.00	
RESTITUTION	RS		29,925.00	29,925.00	
STATE MINIMUM COST	SMC		272.00	272.00	
PENAL FINES	PF		2,500.00	2,500.00	
TOTAL:	5		45,772.00	45,772.00	

Outstanding Receivables by Cash Code and Case Type Report

OUTSTANDING RECEIVABLES REPORT		PLEASANT COUNTY TEST CIRCUIT COURT		ARLENA CRAVEN DATE: 3/17/10 TIME: 9:53:59 PAGE: 2	
OUTSTANDING RECEIVABLES AGING REPORT AS OF 03/01/2010					
<u>DAYS OUTSTANDING</u>		<u>CIVIL TOTAL</u>	<u>CRIMINAL TOTAL</u>	<u>OUTSTANDING RECEIVABLES TOTAL</u>	
1 to 180 Days (6 Months)			9,992.00	9,992.00	
181 to 365 Days (12 Months)			35,780.00	35,780.00	
366 to 545 Days (18 Months)					
546 to 730 Days (2 Years)					
731 to 910 Days (2.5 Years)					
911 to 1095 Days (3 Years)					
1096 to 1275 Days (3.5 Years)					
1276 to 1460 Days (4 Years)					
1461 to 1640 Days (4.5 Years)					
1641 to 1825 Days (5 Years)					
1826 to 2005 Days (5.5 Years)					
2006 to 2190 Days (6 Years)					
2191 to 2370 Days (6.5 Years)					
2371 to 2555 Days (7 Years)					
More than 7 Years					
TOTAL:	15		45,772.00	45,772.00	

Outstanding Receivables Aging Report

OUTSTANDING RECEIVABLES REPORT		PLEASANT COUNTY TEST CIRCUIT COURT				ARLENA CRAVEN DATE: 3/17/10 TIME: 9:53:59 PAGE: 3	
PAYMENT/ADJUSTMENT DISTRIBUTION OF CRIMINAL ASSESSMENTS IN 2004 AS OF 03/01/2010							
	<u>CIVIL</u>	<u>PERCENT</u>	<u>CRIMINAL</u>	<u>PERCENT</u>	<u>TOTAL</u>	<u>PERCENT</u>	
Total Amount Assessed	0.00	0.0	0.00	0.0	0.00	0.0	
Paid in 2004	0.00	0.0	0.00	0.0	0.00	0.0	
Adjusted in 2004	0.00	.0	0.00	.0	0.00	.0	
Paid in 2005	0.00	0.0	0.00	0.0	0.00	0.0	
Adjusted in 2005	0.00	.0	0.00	.0	0.00	.0	
Paid in 2006	0.00	0.0	0.00	0.0	0.00	0.0	
Adjusted in 2006	0.00	.0	0.00	.0	0.00	.0	
Paid in 2007	0.00	0.0	0.00	0.0	0.00	0.0	
Adjusted in 2007	0.00	.0	0.00	.0	0.00	.0	
Paid in 2008	0.00	0.0	0.00	0.0	0.00	0.0	
Adjusted in 2008	0.00	.0	0.00	.0	0.00	.0	
Paid in 2009	0.00	0.0	0.00	0.0	0.00	0.0	
Adjusted in 2009	0.00	.0	0.00	.0	0.00	.0	
Paid in 2010	0.00	0.0	0.00	0.0	0.00	0.0	
Adjusted in 2010	0.00	.0	0.00	.0	0.00	.0	
Total Outstanding	0.00	0.0	0.00	0.0	0.00	0.0	
SUMMARY							
	<u>CIVIL</u>	<u>PERCENT</u>	<u>CRIMINAL</u>	<u>PERCENT</u>	<u>TOTAL</u>	<u>PERCENT</u>	
Total Assessed	0.00	0.0	0.00	0.0	0.00	0.0	
Less: Total Paid - All Years	0.00	0.0	0.00	0.0	0.00	0.0	
Less: Total Adjusted - All Years	0.00	0.0	0.00	0.0	0.00	0.0	
Total Outstanding	0.00	0.0	0.00	0.0	0.00	0.0	

Payment/Adjustment Distribution of Criminal Assessments

The purpose of payment/adjustment distribution of criminal assessments in xxxx year as of xx/xx/xxxx date portion of the Outstanding Receivables Report is to show any payments or adjustments made to any case that had fines/costs assessed in xxxx year as of the xx/xx/xxxx date. **NOTE:** Each year will be listed together but specific information pertaining to that particular year will be on that page of the report.

COMBINED TRANSMITTAL

Overview

The Combined Transmittal option allows a combined transmittal to be printed for a period of time consolidating circuit court's and family court's total monies received. This combined transmittal includes a circuit court transmittal, a family court transmittal and a combined transmittal adding the total monies received.

Printing the Report

The Combined Transmittal report is selected by entering information in the following fields:

COMBINED TRANSMITTAL Type **X** to the left of this field. Press **[ENTER]**.

COMBINED TRANSMITTAL

CIRCUIT COUNTY	<u>99</u>	
COURT	<u>48</u>	
FINANCIAL LOCATION	<u>01</u>	
TIME PERIOD	—	(DA/MO/YR)

JUVENILE COUNTY	<u>99</u>	
DATE RANGE		
FROM: _____	TO _____	

Combined Transmittal

Field Definitions

CIRCUIT COUNTY	The number of the County as defined in the county maintenance file.
COURT	The number of the Judicial Circuit Court as defined in the county maintenance file.

FINANCIAL LOCATION	The number of the Financial Location as defined in the financial maintenance file (See Chapter 5 Utility Menu).
TIME PERIOD	Enter the specified period of time for the transmittal: DA = Day MO = Month YR = Year
JUVENILE COUNTY	The number of the County as defined on the JIS Juvenile System.
DATE RANGE	Enter beginning and ending date for the requested time period of the combined transmittal. The report can be run for a single date by entering the same date in both fields.

Report Information

HEADER INFORMATION	Information at the top of the report includes Period, report title, run date and time and page number.
CIRCUIT TOTAL	Total amount of receivables for circuit court.
JUVENILE TOTAL	Total amount of receivables for the family court.
COMBINED TOTAL	Total amount of receivable for the circuit court and family court combined.

CASH CODE MAINTENANCE

Overview

The Cash Code Maintenance screen allows entry, change, or deletion of fund account numbers and associated cash distribution information. One or more accounts may be set up for a cash code. Specific amounts or variable percentages may be determined for payment breakdowns.

County: 99		Financial Cash Codes			Financial Location: 01	
2=Change	4=Delete	5=Display	7=Rename	9=Reassign		
Opt	Code	Description	A/P	Amount	Active	Accounts
-	BDA	BOND APPLIED			Y	
-	BDP	BONDS PAYABLE	P	1.00	Y	Y
-	BDU	BOND SURRENDERED	P	1.00	Y	Y
-	CC	COURT COSTS	P	1.00	Y	Y
-	COP	COURT ORDER PAYABLES			Y	
-	CV	CRIME VICTIM RIGHTS	P	1.00	Y	Y
-	JDF	JURY DEMAND FEE	A	85.00	Y	Y
-	MOT	MOTION	A	20.00	Y	Y
-	PF	PENAL FINES	P	1.00	Y	Y
-	RS	RESTITUTION	P	1.00	Y	Y
-	SAC	SUMMONS AND COMPLAINT	A	150.00	Y	Y
-	SMC	STATE MINIMUM COST	P	1.00	Y	Y
Bottom						
F3=Exit		F6=Add		Roll/Page		HELP

Cash Code Maintenance Screen

Accessing the Screen

The Cash Code File Update screen is selected by typing information in the following field:

CASH CODE MAINTENANCE

Type **X** to the left of this field. Press **[ENTER]**, the Financial Cash Codes screen will display

Field Definitions

OPTIONS Type one of the following options in the option field: **2=Change**, used to change the cash code description, amount or percentage, change the active flag, or modify the account numbers; **4=Delete**, used to delete an account which is no longer used and does not have any balances; **5=Display**, used to display the account information; and **9=Reassign**, used to reassign all of the account information to a different cash code.

F6 Use **F6** to add a new cash code.

CASH CODE DETAIL SCREEN

CASH CODE Three letter code to describe the account. The unlabeled field is the account description field which should be very specific to what the actual account is; such as motion fee or cost of prosecution. Never be generic in the description by using a description such as "other".

ACTIVE Indicates whether the cash code is active. Cash codes do not need to be deleted. Simply access the cash code maintenance and enter **N** in the Active field.

ASSESSABLE Indicates **Y** or **N** the cash code is assessable.
Note: These are the amounts ordered in court by the judge.

PRIORITY Indicates the order of which assessable amounts get paid when the automatic distribution feature is activated. Use number 1 - 100, with the lowest number having the greatest priority and the highest number having the least priority. (JIS uses tens, ie: 10, 20, 30, 40, etc.)

CATEGORY Each assessable code has an account category:
V = Crime Victim Rights
R = Restitution
C = Court Costs
F = Fines
A = Attorney Fee
O = Other
M= State Minimum Costs

LATE FEE Indicates whether cash code is included in late fee calculator. 'Y' to include and 'N' to exclude

VICTIM ASSESSMENT Indicates whether cash code is a victim assessment, ie: crime victim rights and restitution.

AMOUNT/PERCENTAGE	<p>A code used in conjunction with the AMOUNT and PERCENTAGE fields to determine what portion of the total cash received should be distributed to this fund account number during cash distribution.</p> <p style="padding-left: 40px;">P= Take the percentage indicated of the total cash received and distribute that amount to this fund account.</p> <p style="padding-left: 40px;">A= Take the amount indicated and distribute it to this fund account.</p>
AMOUNT	If "A" is indicated above, this amount will always be distributed to this fund account unless overridden during Cash Distribution.
PERCENTAGE	If "P" is indicated above, this percentage of the total cash received will be distributed to this fund account unless overridden during cash distribution.
REF #	The sequence order within the cash code. (1-99)
DESCRIPTION	The name of the account, such as General Fund.
ACCOUNT NUMBER	The account number allocated for cash code.
AMT OR PCT	<p>If 'A' was entered in amount/percentage field the amount is entered, if 'P' was entered in the amount/percentage field the percentage is entered.</p> <p>The following fields on the Cash Code Detail screen are displayed for information purposes only and cannot be changed</p>
AMOUNT RECEIVED	
*CUR	Amount of cash received and distributed to this fund account today.
*MTD	Amount of cash received and distributed to this fund account MONTH TO DATE. Cash received TODAY is not included until CLOSE for the Day is run.
*YTD	Amount of cash received and distributed to this fund account YEAR TO DATE. Cash received TODAY is not included until CLOSE for day is run.

```

          ADD          Cash Code Detail

County: 99      Financial Location: 01

Cash Code: █ _____ Active: Y   Assessable: _
Priority: ____  Category: _   Late Fee: _   Victim Assessment: _
          A/P: _ _____ .00

Ref#  Description                Account Number                Amt or Pct
  _0    _____                0 0 0 0 0 0 0 0 0    _____ .000

TOTALS:      TO-DATE          MTD          YTD
              .00              .00          .00

F3=Exit    Enter=Add

```

Cash Code Detail Screen

CASH CODE LIST

Overview

The Cash Code List prints all cash codes and cash distribution information. The reports aid in editing new fund accounts. One list is printed numerically by fund account number, the other by sub-ledger code. The report may be requested as often as necessary throughout the day.

COUNTY: 99		CASH CODE FILE LISTING								ARLENA CRAVEN		
LOCATION: 01		BY CASH CODE								DATE: 3/10/10		
										TIME: 13:37:35		
										PAGE: 1		
FUND ACCOUNT	CASH CODE	DESCRIPTION	A/P	AMOUNT	PERCENT	PRIORITY	ASSESS	ACCT CAT	LATE FEE	VICTIM ASSESS	ACTIVE	
701.0-333-400.00-00-00	BDP 01	BONDS PAYABLE	P		1.000		N				Y	
701.0-222-444.00-00-00	EDU 01	BOND SURRENDERED	P		1.000		N				Y	
101.0-010-010.02-00-00	CC 01	COURT COSTS	P		1.000	30	Y	C	Y	N	Y	
701.0-100-011.20-00-00	CV 01	CRIME VICTIM RIGHTS	P		1.000	10	Y	V	Y	Y	Y	
101.0-222-100.00-00-00	JDF 01	JURY DEMAND FEE	A	85.00			N				Y	
101.0-100-010.02-00-00	MOT 01	MOTION FEE	A	20.00			N				Y	
101.0-000-201.22-00-00	PF 01	FINES	P		1.000	50	Y	F	N	N	Y	
701.0-010-105.00-00-00	RS 01	RESTITUTION	P		1.000	1	Y	R	N	Y	Y	
701.0-001-010.05-00-00	SAC 01	SUMMONS AND COMPLAINT	A	119.00			N				Y	
701.0-200-010.00-00-00	SAC 02	SUMMONS AND COMPLAINT	A	31.00			N				Y	
101.0-520-223.10-00-00	SIC 01	STATE FUND	P		.900	1	Y	S	N	Y	Y	
701.0-020-000.22-00-00	SIC 02	COUNTY FUND	P		.100	1	Y	S	N	Y	Y	
RECORDS LISTED		12										

Cash Code List

Printing the Report

The Cash Code List is selected by typing information in the following field:

CASH CODE LIST Type **X** to the left of this field.

Press **[ENTER]**, the financial menu redisplayes with "S" preceding CASH CODE LIST indicating the request has been submitted to the system.

Report Information

- FUND ACCOUNT Fund account number.
- SUB LEDGER The cash distribution code and line number.
- DESCRIPTION Description of the fund account.
- A/P Method of cash distribution calculation:
 A = Flat Amount
 P = Percentage

AMOUNT	Flat amount of cash received to be distributed to this fund account.
PERCENTAGE	Percentage of the cash received to be distributed to this fund account.
PRIORITY	Indicates the order of which assessable amounts get paid when the automatic distribution feature is activated. Use number 1 - 100, with the lowest number having the greatest priority and the highest number having the least priority. (JIS uses tens, ie: 10, 20, 30, 40, etc.)
ASSESS	Indicates whether the cash code is assessable. These are the amounts ordered in court by the judge.
ACCT CATEGORY	Each assessable code has an account category: V = Crime Victim Rights R = Restitution C = Court Costs F = Fines A = Attorney Fee O = Other M= State Minimum Costs
VICTIM ASSESS	Indicates whether cash code is a victim assessment, ie: crime victim rights and restitution.
ACTIVE	Indicates whether the cash code is active. Cash codes do not need to be deleted. Simply access the cash code maintenance and enter N in the Active field.

PAYABLE EVENT CODES

Overview

The payable event codes screen is used to create codes that are defined to identify which Clerk Event codes can be used to make a payment against assessments ordered on a case. Example: COP or BDA if check is issued to the clerk when applying a bond.

Accessing the Screen

Type **X** to the left of the field. Press **[ENTER]** to display the Payable Event Codes screen.

Field Definitions

- F6 Press the **F6** function key to add a new payable event code.
- Opt 4 Enter **4** in the option field to delete a payable event code.

HISTORY TRANSACTIONS

Overview

The History Transactions Report lists cash receipt transactions for the dates selected. A report may be requested for cash transactions by type (i.e. "COP", "SAC", "BDP") or for a particular fund account number (**if the transaction history file has been kept by that county**). Saving transaction history is determined in the Financial Location file accessed from the utility menu.

Transactions will be listed in receipt date sequence. The History Transaction report may be requested as often as necessary throughout the day.

Printing The Report

Select the History Transactions Report by typing information in the following fields:

HISTORY
TRANSACTIONS REPORT

Type an **X** to the left of this field.

DATE

Type the inclusive dates desired in the DATE fields (format = MMDDYYYY).

TYPE

Type "ALL" or a clerk event code found in Appendix A, Code Table 1.

ACCOUNT NUMBER

Type an existing account number to be found in a Cash Code file, only if history files are being maintained.

NOTE:

The "TYPE" and "ACCOUNT NUMBER" fields are not to be used together. The account can only be used if the history files are being kept by the county. Only clerk screen transactions with a receipt number will be considered for this report.

Press **[ENTER]** to submit the job. The screen will reappear with "S" preceding HISTORY TRANSACTIONS indicating the request has been submitted to the system.

Report Information

The History Transactions Report provides the following information when **selected by event type**

NOTE:

The total amount of cash received in the Clerk amount field will be printed. No cash distributions will be listed.

HISTORY TRANSACTIONS - ALL			PLEASANT COUNTY			ARLENA CRAVEN	
1/01/09 THRU 3/10/10			123 SUNNY DRIVE			DATE: 3/10/10	
			ANYWHERE, MI 47777-0000			TIME: 13:45:24	
						PAGE: 1	
EVENT DESCRIPTION	RECEIPT DATE	RECEIPT NUMBER	CASE NUMBER	CASE TITLE	AMOUNT RECEIVED	TOTAL RECEIVED	
BOND APPLIED	5/04/09	23	09-000122-FH	PEOPLE OF MICH.	VS BEECHMAN,MARY,	2,000.00	
		24	09-000122-FH	PEOPLE OF MICH.	VS BEECHMAN,MARY,	2,000.00	
		25	09-000122-FH	PEOPLE OF MICH.	VS BEECHMAN,MARY,	2,000.00	
	5/30/09	32	09-000125-FH	PEOPLE OF MICH.	VS FRENCH,WILLIAM,	5,500.00	
						TOTAL RECEIVED FOR THE PERIOD =	7,500.00
BOND FORFEIT	5/30/09	99999	09-000127-FH	PEOPLE OF MICH.	VS WOODS,TURTLE,	5,000.00	
						TOTAL RECEIVED FOR THE PERIOD =	5,000.00
BOND POSTED	2/01/09	19	09-000120-FH	PEOPLE OF MICH.	VS DEWDEY,HOWDEY,	2,000.00	
	2/13/09	21	09-000121-FH	PEOPLE OF MICH.	VS JONES,RYAN,	2,000.00	
	3/01/09	22	09-000122-FH	PEOPLE OF MICH.	VS BEECHMAN,MARY,	2,000.00	
	3/20/09	31	09-000125-FH	PEOPLE OF MICH.	VS FRENCH,WILLIAM,	5,500.00	
		33	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	3,000.00	
	10/05/09	37	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	750.00	
		99999	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	315.00	
						TOTAL RECEIVED FOR THE PERIOD =	15,565.00
BOND REFUND	5/03/09	9120	09-000120-FH	PEOPLE OF MICH.	VS DEWDEY,HOWDEY,	2,000.00	
	5/30/09	99999	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	3,000.00	
	10/05/09	99999	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	990.00	
						TOTAL RECEIVED FOR THE PERIOD =	5,990.00
COSTS TAKEN	10/05/09	99999	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	110.00	
		99999	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	75.00	
						TOTAL RECEIVED FOR THE PERIOD =	35.00
BOND SURREND	4/01/09		09-000121-FH	PEOPLE OF MICH.	VS JONES,RYAN,	2,000.00	
						TOTAL RECEIVED FOR THE PERIOD =	2,000.00
COURT ORDERD	5/03/09	20	09-000120-FH	PEOPLE OF MICH.	VS DEWDEY,HOWDEY,	150.00	
	5/24/09	26	09-000129-FH	PEOPLE OF MICH.	VS BUNDY,TED,F	1,000.00	
		27	09-000128-FH	PEOPLE OF MICH.	VS KINGSFORD,ROCKY,B	80.00	
		5242009	09-000128-FH	PEOPLE OF MICH.	VS KINGSFORD,ROCKY,B	500.00	
		5242009	09-000129-FH	PEOPLE OF MICH.	VS BUNDY,TED,F	80.00	
	5/29/09	30	09-000124-FH	PEOPLE OF MICH.	VS SHAMROCK,PATRICK,	2,000.00	
	7/01/09	34	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	500.00	
	3/10/10	49	09-000126-FH	PEOPLE OF MICH.	VS BOOP,BETTY,	50.00	
						TOTAL RECEIVED FOR THE PERIOD =	4,360.00
JURY DEMAND	3/01/09	14	09-000116-C2	DOE,JOHN,	VS FRIEND,VICKI,	85.00	
	4/01/09	11	09-000113-CH	BET ON IT INVESTMENTS,,	VS POOR GUY,,	85.00	

History Transaction Report

- HEADER INFORMATION** Information at the top of the report includes circuit court name, county name, county address, reporting period, the date the report was run, and whether the report was printed for all types or not.
- EVENT DESCRIPTION** The short description of the code entered in the "TYPE" field.
- RECEIPT DATE** Date the transaction took place.
- RECEIPT NUMBER** Number assigned by computer to the transaction.
- CASE NUMBER** Official number of the case.
- CASE TITLE** Official title of the case.
- AMOUNT RECEIVED** The amount of money received by the court for the related transaction.

TOTAL RECEIVED The total amount received for the given period for the specified event type.

GRAND TOTAL The total amount of all monies received for the given period.

Report Information

The History Transactions Report provides the following information when **selected by account number**

NOTE: Transactions by fund account may be selected only if save transaction history was selected in the Financial Location File (see Chapter 5: Utility Menu).

HEADER INFORMATION Information at the top of the report includes circuit court name, county name, county address, report period, the date the report was run.

ACCOUNT NUMBER The account number as specified on the selection screen.

RECEIPT DATE Date the transaction took place.

RECEIPT NUMBER Number assigned by computer to the transaction.

CASE NUMBER Official number of the case.

RECEIVED FROM The name specified on the receipt as to who made the payment.

AMOUNT RECEIVED The amount of money received by the court for the related transaction.

TOTAL RECEIVED The account number's total amount received for the given period.

VICTIM RIGHTS REPORT

Overview

The Victim Rights Report prints summary information of victim rights assessments and collections for the dates selected and includes an audit list.

Printing the Report

The Victim Rights Report is selected by typing information in the following fields:

VICTIM RIGHTS REPORT

Type **X** to the left of this field.

DATE

Type the inclusive closed dates desired in the DATE field (format=MMDDCCYYYY).

Press **[ENTER]**, the financial menu redisplay with "S" preceding VICTIM RIGHTS REPORT indicating the request has been submitted to the system.

Report Information

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested, and date of report.

CRIMINAL CONVICTIONS

The number of cases for the dates selected where the defendant plead guilty (PLG) or was found guilty (GTY), or plead Nolo Contendre (NOC).

DEFENDANTS
ASSESSED

The number of defendants for the dates selected where victim rights assessments were ordered by the judge.

TOTAL ASSESSMENTS

The total amount of victim rights assessed for the dates selected.

ASSESSMENTS
COLLECTED

This area allows writing in the total victim rights assessments collected for the dates selected. If the circuit is using the CCS Cash System, this information may be found on the Transmittal or Transmittal Worksheet reports.

CRIME VICTIM RIGHTS AUDIT LIST 1/01/09 THRU 3/10/10				PLEASANT COUNTY TEST CIRCUIT COURT 123 SUNNY DRIVE ANYWHERE MI 47777		
NAME OF JUDGE	CASE NUMBER	CASE FILED	DISPOSED DATE	DISPOSED CODE	CLOSED DATE	VICTIM RIGHTS ASSESSMENTS
BEACH	09-000122-FH	3/01/09	6/04/09	PLG	6/04/09	60.00
BEACH	09-000126-FH	3/20/09	6/30/09	PLG	6/30/09	60.00
BEACH	09-000127-FH	3/20/09	6/30/09	BWI	6/30/09	0.00
BEACH	09-000128-FH	1/22/09	6/24/09	PLG	6/24/09	60.00
BEACH	09-000129-FH	1/22/09	6/24/09	PLG	6/29/09	60.00
BEACH	09-000130-FH	4/01/09	6/24/09	DPD	6/30/09	60.00
TOTAL NUMBER OF CASES ON REPORT =			6			

Victim Rights Report

Crime Victim Rights Audit List Report Information

HEADER INFORMATION	The headings includes circuit court name, county address, type of report requested, date range requested, and date of report.
NAME OF JUDGE	The last name of the judge assigned to the case.
CASE NUMBER	The official number of the case.
CASE FILED	Original filing date for the case.
DISPOSED DATE	The date a charge was disposed with a "GTU", "PLG", or "NOC" code from Code Table 4 (see Appendix A).
DISPOSED CODE	The disposition code of the disposed charge. Must be a "GTU", "PLG", or "NOC" code from Code Table 4.

PURGE HISTORY TRANSACTIONS

Overview

The Purge History Transactions option removes cash transaction records from the cash transaction history files for the dates selected. Use this option to periodically purge history transactions if the Save Transaction History = Y option in the Financial Location File (see Chapter 5: Utility Menu).

NOTE: Contact JIS before performing this function

Processing the Option

Select the Purge History Transactions by typing information in the following fields:

PURGE HISTORY
TRANSACTIONS

Type an **X** to the left of this field.

DATE

Type the inclusive dates desired in the DATE fields (format = MMDDCCYYYY).

Press **[ENTER]**, the financial menu redisplay when the PURGE HISTORY TRANSACTIONS procedure is complete.

ASSESSMENTS AUDIT REPORT

Overview

The Assessments Audit Report contains information of assessment records for amounts ordered and adjusted through the sentencing screen.

ASSESSMENTS AUDIT REPORT 01/01/09 THRU 03/10/10 USER: ALL CASE ID: ALL CASH CODE: ALL NEGATIVE ASSESSMENTS ONLY: N	PLEASANT COUNTY TEST CIRCUIT COURT 123 SUNNY DRIVE ANYWHERE MI 47777-0000	ARLENA CRAVEN DATE: 3/11/10 TIME: 10:05:51 PAGE: 2					
CASE NUMBER	TRANS DATE	TYPE	DESCRIPTION	AMOUNT	EVENT NO	USER	COMMENTS
09-000130-FH	06/30/09	A	RESTITUTION	100.00	5	ARC	SENTENCED
09-000130-FH	06/30/09	A	COURT COSTS	1,000.00	5	ARC	SENTENCED
09-000130-FH	06/30/09	A	CRIME VICTIM RIGHTS	60.00	5	ARC	SENTENCED
09-001234-FH	11/09/09	P	RESTITUTION	100.00-			PD BY CO-DEF TINA
09-001234-FH	11/09/09	A	RESTITUTION	500.00	3	ARC	SENTENCED
09-001234-FH	11/09/09	A	COURT COSTS	500.00	3	ARC	SENTENCED
09-012345-FH	08/28/09	A	STATE MINIMUM COST	60.00	5	ARC	SENTENCED
09-012345-FH	08/28/09	A	CRIME VICTIM RIGHTS	60.00	5	ARC	SENTENCED
09-012345-FH	08/28/09	A	RESTITUTION	500.00	5	ARC	SENTENCED
09-012345-FH	08/28/09	A	COURT COSTS	2,000.00	5	ARC	SENTENCED
TOTAL: 59				\$58,682.00			

Assessments Audit Report

Printing the Report

The Assessments Audit Report is selected by typing information in the following fields from the Financial Management Menu:

ASSESSMENTS AUDIT REPORT

Type **X** to the left of this field.

DATE

Type the inclusive assessments dates desired in the DATE field (format = MMDDCCYYYY).

USER

Type the three characters at the end of a user id in this field to receive a report containing assessment records for a specific user.

Report Information

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested, and date of report.

CASE NUMBER

Number assigned to the case.

TRANSACTION DATE

The date of the assessment.

ACCOUNT CODE

The three letter code assigned to the COP account (FIN, CST, VIC, etc).

AMOUNT

The amount of the assessment.

EVENT NO	The event number assigned to the court event at the time the assessment is created.
USER	The last three characters of the user id of the user that created the assessment record.
COMMENT	Comments from the assessment record.

ACCOUNT HISTORY

Overview

The Account History option gives the capability of either printing a report or individual account history statements or both, based on desired criteria. Account History statements can still be printed from the ROA individually or can be generated as a batch when several are needed.

Printing the Report

The Account History Report is selected by typing information in the following fields from the Financial Management Menu:

PLAINTIFF	DEFENDANT	CASE NUMBER	FILE DATE	SENTENCE DATE	LAST PAYMENT DATE	BALANCE
	BEECHMAN, MARY,	09-000122-FH-B	03/01/09	06/04/09	06/04/09	\$3,060.00
	BOOP, BETTY,	09-000126-FH-B	03/20/09	06/30/09	03/10/10	\$4,960.00
	BUNDY, TED, F	09-000129-FH-B	01/22/09	06/24/09	06/24/09	\$8,980.00
	DEWDEY, HOWEY,	09-000120-FH-B	02/01/09	06/03/09	06/03/09	\$410.00
	DROPDEAD, FRED,	03-002541-FH-C	02/05/03	06/01/03	11/02/09	\$2,458.00
	FOLLIE, APRIL,	09-000130-FH-B	04/01/09	06/30/09		\$1,160.00
	GILLOTTA, FRANK,	03-000125-FH-R	08/01/03	05/03/04	11/02/09	\$3,378.00
	KINGSFORD, ROCKY, B	09-000128-FH-B	01/22/09	06/24/09	06/24/09	\$9,480.00
	PACIFIC, GEORGIA,	09-012345-FH-B	01/02/09	08/28/09		\$2,620.00
	ROURKE, MICKEY,	07-000123-FH-R	10/20/07	07/10/08	10/30/09	\$1,928.00
	SCOUT, EAGLE,	06-005421-FH-C	01/25/06	11/20/07	10/28/09	\$1,328.00
	SHAMROCK, PATRICK,	09-000124-FH-B	03/17/09	06/29/09	06/29/09	\$5,060.00
	SMITH-JONE, DONALD, M, II	09-001234-FH-B	11/09/09	11/09/09		\$900.00
=====						
TOTAL CASES:	13		TOTAL BALANCE:			\$45,722.00

Account History Report

- ACCOUNT HISTORY Type **X** to the left of this field.

- DAYS SINCE LAST PAYMENT Enter the number of days since the last payment for the desired report and/or statements. Example: 90 in this field would list cases that have a balance and have not made a payment for 90 days or more.

- JUDGE Type the P-number of a judge when only a report or statements for their cases are requested. Leave blank for all judges.

- REPORT Enter **X** when requesting the Account History report.

- STATEMENTS Enter **X** when requesting Account History Statements.

PRISONER SFO REPORT

Overview

The Prisoner Satisfaction of Financial Obligation Report will print a report of defendants whose remittal orders have been satisfied, their financial obligation to the court has been paid in full, and Satisfaction of Financial Obligation forms have not been generated for them.

PRISONER SFO REPORT		PLEASANT COUNTY TEST CIRCUIT COURT 123 SUNNY DRIVE ANYWHERE MI 47777-0000		ARLENA CRAVEN DATE: 3/17/10 TIME: 11:30:24 PAGE: 1	
<u>CASE ID</u>	<u>DEFENDANT</u>	<u>DATE OF BIRTH</u>	<u>SID</u>	<u>REMIT DATE</u>	<u>LAST PAYMENT DATE</u>
09-000125-PH-B	WILLIAM FRENCH	10/31/75		03/17/10	09/01/09
09-000126-PH-B	BETTY BOOP	03/17/77		03/17/10	03/17/10
=====					
TOTAL =	2				

Prisoner SFO Report

Printing the Report

PRISONER SFO REPORT	Enter an X to the left of this field
REPORT	Enter an X to the right of this field to print the Prisoner Satisfaction of Financial Obligation Report
FORMS	Enter an X to the right of this field to print Satisfaction of Financial Obligation Forms for those prisoners that have paid their entire financial obligation to the court.
MDOC COPY	Enter an X to the right of this field to print a copy of the Satisfaction of Financial Obligation Form for the prison.

PRISONER COLLECTIONS

Overview

The Prisoner Collections Report will print a list of defendants with remittal orders, their balance at the remittal date, and payments made after the remittal. The report will also list totals and percentages for each report column. The report may be run for all dates by leaving the date range blank. When using a date range, the report will reflect payments made within the date range also, defendants with SFO's prior to the beginning date will drop off the report.

Printing the Report

- PRISONER COLLECTIONS** Enter an X to the left of the field
- RPF DATE** Enter the date range for all Remit Prisoner Funds orders were entered. If left blank all defendants with a Remit Prisoner Funds entered will be listed.
- PMT DATE** Enter the date range for all payments taken on cases that a Remit Prisoner Funds order was entered. If left blank all payments will show for those defendants with Remit Prisoner Funds ordered.

CASE ID	DEFENDANT	REMIT DATE	----- BALANCE AT REMITTAL -----	----- PAID AFTER REMITTAL -----
			RESTITUTION OTHER TOTAL	RESTITUTION OTHER TOTAL
09-000125-FH-B	WILLIAM FRENCH	03/17/10	\$.00 \$.00 \$.00	\$.00 \$.00 \$.00
09-000126-FH-B	BETTY BOOP	03/17/10	\$.00 \$.00 \$.00	\$.00 \$.00 \$.00
09-012345-FH-B	GEORGIA PACIFIC	03/17/10	\$500.00 \$2,120.00 \$2,620.00	\$.00 \$.00 \$.00
=====				
TOTAL CASES =		3		
TOTAL CASES WITH PAYMENTS =		0	.00*	
TOTAL RESTITUTION BALANCE AT REMITTAL =		\$500.00		
TOTAL RESTITUTION PAID AFTER REMITTAL =		\$.00	.00*	
TOTAL OTHER BALANCE AT REMITTAL =		\$2,120.00		
TOTAL OTHER PAID AFTER REMITTAL =		\$.00	.00*	
TOTAL BALANCE AT REMITTAL =		\$2,620.00		
TOTAL PAID AFTER REMITTAL =		\$.00	.00*	

Prisoner Collections Report

REQUIRED ASSESSMENTS

Overview

The Required Assessments Report will print a report detailing the assessment of State Minimum Costs and Crime Victim Rights on a per case basis within a requested date range. If a case has error code on the report of 'C' this indicates that a Crime Victim Rights assessment needs to be made whereas an 'S' error code indicates that a State Minimum Costs assessment is needed. If the error code is 'CS' then both are needed.

Printing the Report

REQUIRED ASSESSMENTS Enter an X to the left of this field

DATE Beginning date desired for report

THRU Ending date desired for report

Note: Leave date range blank for all cases

PLEASANT COUNTY REQUIRED ASSESSMENTS REPORT DATE RANGE: ALL DATES										DATE:	3/17/10
										TIME:	13:48:57
ERR	CTY	CASE ID	CRIME VICTIM RIGHTS	STATE MINIMUM COSTS	COUNT	CHARGE CODE	CRIME	F/M	JUDGE	DISP	
S	99	03-000125-TH	\$60.00		01	158.932A	EL-BRIBING/INTIMIDATING U	F	RANSOM	PLG	
S	99	03-002541-TH	\$60.00		01	287.6792	ANIMAL-DEAD BODIES-VIO. 3	F	CORSIGLIA	PLG	
CS	99	06-004521-TH			01	750.136B3	CHILD ABUSE 2ND DEGREE	F	RANSOM	PLG	
S	99	06-005421-TH	\$60.00		01	257.602A2	FLEEING/ELUDING 4TH DEG	F	CORSIGLIA	PLG	
S	99	07-000123-TH	\$60.00		01	28.42503C	WPNS-PIST-CARRY CONC. PRO	F	RANSOM	PLG	
CS	99	09-000121-TH			01	750.317A	DELIVER CONTROLLED SUBSTA	F	BEACH	PLG	
S	99	09-000122-TH	\$60.00		01	750.298	FRAUD-PRCT MED FALSE NAME	M	BEACH	PLG	
S	99	09-000126-TH	\$60.00		01	750.3563A	LARCENY \$1000 LESS \$20000	F	BEACH	PLG	
					02	750.356A2B1	B&E VEHICLE 200-1000	M	BEACH	PLG	
S	99	09-000128-TH	\$60.00		01	750.110	B&E BUILDING W/ INTENT	F	BEACH	PLG	
S	99	09-000129-TH	\$60.00		01	750.110	B&E BUILDING W/ INTENT	F	BEACH	PLG	
S	99	09-000130-TH	\$60.00		01	333.17751	CONTROLLED SUBSTANCES	M	BEACH	PLG	
S	99	09-012345-TH	\$60.00		01	257.602A4-A	FLEEING/ELUDING 2ND DEG	F	BEACH	PLG	
=====											
CRIME VICTIM RIGHTS ERROR TOTAL:				2							
STATE MINIMUM COSTS ERROR TOTAL:				12							
ERROR TOTAL:				14							
OTHER TOTAL:				0							
ALL TOTAL:				12							

Required Assessments Report