

Chapter 9 - Accounts Receivable Master Maintenance - ARU

Accounts Receivable Master Maintenance

The A/R master maintenance screen is used to maintain party records with financial orders. From this screen you can inactivate or re-activate a case and update information on the party.

Accessing the Initial A/R Master Maintenance Screen:

From the transaction request screen, enter **ARU** in the next tran field and **MOD** in the type field along with the case number that you want to inquire on and press <Enter>.

Probate Next Tran Line:

NXT TRAN P <u>ARU</u> TYPE <u>INO</u> CASE NBR <u>895019</u> REC NBR ____

Juvenile Next Tran Line:

NXT TRAN <u>ARU</u> TYPE <u>INO</u> CASE NBR <u>895019</u> __ PET <u>00000000</u> EVT ____ PTY <u>01</u>
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The following screen will be displayed for you.

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Court ID : J 44 ANGIE          Juvenile Master Modify
Account status 88 Active maintained by support system
Case   sfx Name                Party Relation
00000216 1 TEST NAME,,         J01 JUV SUBJECT
Address                               DELINQUENCY
Address                               Addr
City/st/zip
Phone #                               Phone #                               ext #
SSN #                               Employer name
Suppress bill? N (Y/N) Non-sufficient fund? N (Y/N) Sent over to collection? N
Pay Freq   Amt.to pay           Billing Cap           Tax Intercept? N
Tax Intercept start order date       Tax Intercept Amt.
Tax Intercept stop order date        No. of Tax Intercepts
Delinquent Letter Date 06/17/2004 No. of Delinquent Letters 44
Last on Showcause Report 06/17/2004 No. of Showcause Reports 34
Date of Showcause                               No. of Showcause
Case   sfx Name
00000216 1 TEST NAME,,

Bottom

Nxt Tran  ARU Type MOD Case# 00000216 1 Petn# 00000001 Event#   Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt           F6=System
F8=Probate F9=Name Inq.           F13=Notes F14=Dkt.Inq F16=Inv.Cal
    
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02/017

1902 - Session successfully started
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Following are the field descriptions for the A/R master maintenance screen.

~Account Status~

This is the status of this account. There are four statuses the A/R Masters can be in as follows.

88 = Active, maintained by the support system. Active account for billing/payments. All data relating to the party is maintained by the parent system.

89 = Active, no longer maintained by the support system. Active account for billing/payments. All data relating to the party is maintained by the ARU screen.

98 = Inactive, no longer maintained by the support system. Inactive for billing/payments. All data relating to the party is maintained by the ARU screen.

99 = Inactive, maintained by the support system. Account is inactive for billing and payments. All data relating to the party is maintained by the Juvenile system.

~Case, Suffix~

This is the suffix number of the case number that this party is related to.

~Name~

This is the name of the party that the A/R master inquiry is on.

Party~

This is the party number that was assigned by the system and the type of party as entered by the data entry clerk for this party.

~Relation~

This is the relation of this party to the juvenile as taken from the party screen.

~Address~

This is the address of the party as taken from the party screen.

~City, State, Zip~

This is the city, state and zip code of this party as taken from the party screen.

~Work Address~

This is the work telephone and extension of this party.

~Phone~

This is the home telephone number of the party as taken from the party screen.

~Work phone and ext.~

This is the work telephone and extension of this party.

~SSN~

This is the social security number of this party as taken from the party screen.

~Employer Name~

This is the name of this parties employer.

~Suppress Bill~

Enter a "Y" if you want this bill to be suppressed from printing. This will stop the ability to receive payments, credits or adjustments.

~Non-Sufficient Fund~

Enter a "Y" if this party has written bad checks.

~Sent over to collections~

Enter a "Y" if this account has been sent to a collection agency. This will not stop the ability to receive payments.

~Pay Frequency~

This is the pay frequency as entered from this screen. This will override the entire bill for this party.

~Amount to Pay~

This is the total amount to pay for the frequency entered. This amount will be printed on the billing.

~Billing Cap~

This is the maximum amount of the bill.

~Tax Intercept~

Enter a "Y" if this party has an active tax intercept.

~Tax Intercept start order date~

This is the date the tax intercept was started.

~Tax intercept amount~

This is the amount of the tax intercept.

~Tax intercept stop order date~

This is the date the tax intercept was stopped.

~No. of tax intercepts~

This is the number of times this party has had a tax intercept ordered against them.

~Delinquent Letter Date~

This is the last date a delinquent letter was sent.

~No. of Delinquent Letters~

This is the number of times a delinquent letter has been sent to this party.

~Last on show cause report~

This is the date this party appeared on the show cause report the last time.

~No. of Show cause reports~

This is the number of times this party has appeared on the show cause report.

~Date of Show cause~

This is the date of the last show cause hearing held on this party.

~No. of Show cause~

This is the number of times this party has been show caused.

~Case, Sfx, Name~

This is the case , suffix and name that this party is associated with.

Please see the how to section for the following information:

1. Suppressing a bill.
2. Activating the non-sufficient funds option.
3. Activating the Tax Intercept option.
4. Activating the Sent to Collections option.
5. Issuing Tax Intercept Orders.
6. Issuing an Order to Show Cause.