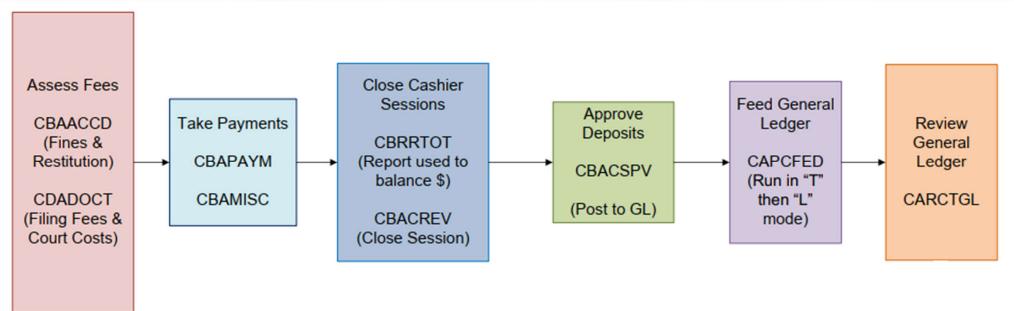
How to Make Contexte Accounting Add up to Success

#### IF WE TAKE OUR TIME OUR MONEY WILL BALANCE.



#### End Of Day Accounting Process



Why is it important to do EOD daily?

Where do you go to void receipts for insufficient funds?

After you clear your checks, what report do you run to get the balance of your outstanding checks? Why is it important to do EOD daily?

#### What form do you go to for clearing your checks?

Where do you go to void receipts for insufficient funds? What causes rounding most rounding errors?

After you clear your checks, what report do you run to get the balance of your outstanding checks?



GL Location (LCTN)	code:	ALL
Fiscal Year: ALL		
Post Period: ALL		
Transaction Type:	ALL	
Report Type: S		
From Date: ALL		
Thru Date: ALL		
Court Code: XX		
Location Code: XX		

Account Name	Debit Amount	Credit Amount	Balance
- ACCOUNT PAYABLE	15,451,707.68	15,454,606.49	-2,898.81
- BOND HOLDING	2,384,084.35	2,444,241.19	-60,156.84
- CASH AR	14,410,550.24	14,254,147.62	156,402.62
- CREDIT CARD HOLDING	566,849.35	566,749.35	100.00
- GENERAL FINES AP	278.00	298.04	-20.04
- GENERAL FINES AR	308.04	308.04	0.00
- OVER/SHORT	6,336.02	5,771.11	564.91
- PAYMENT CLEARING	12,348,142.18	12,348,132.18	10.00
- PUBLIC DEFENDER FEES AP	277,400.45	399,684.15	-122,283.70
- PUBLIC DEFENDER FEES AR	401,484.15	279,523.78	121,960.37
- RESTITUTION AP	1,153,999.72	2,128,613.47	-974,613.75
<ul> <li>RESTITUTION AR</li> </ul>	1,716,390.66	741,498.06	974,892.60
ACT 714 CHLD VCTM FEE AP	185.00	205.00	-20.00
ACT 714 CHLD VCTM FEE AR	205.00	185.00	20.00
ACT1138 SAFE HARBOR FI AP	0.00	1,500.00	-1,500.00
ACT1138 SAFE HARBOR FI AR	1,500.00	0.00	1,500.00
AHTD FUND-OVERWEIGHT AP	13,063.00	15,763.00	-2,700.00
AHTD FUND-OVERWEIGHT AR	15,763.00	13,063.00	2,700.00
AOJ CHILDPASS PROT AP	20,539.76	28,852.33	-8,312.57
AOJ CHILDPASS PROT AR	28,904.83	20,625.27	8,279.56
AOJ COURT TECHNOLOGY AP	86,540.00	88,295.00	-1,755.00
AOJ COURT TECHNOLOGY AR	88,520.00	88,010.00	510.00
AOJ DRUG CRIME FUND AP	56 <b>,</b> 677.00	107,630.50	-50,953.50
AOJ DRUG CRIME FUND AR	107,755.50	57,342.00	50,413.50
AOJ FINE COLL ENH AP	402,366.61	1,324,277.88	-921,911.27

#### **CARCTGL – Bank Balance**

Account Name	Debit Amount	Credit Amount	Balance
XXXX - ACCOUNT PAYABLE	18,029,264.90	18,032,983.59	-3,718.69
XXXX - BOND HOLDING	1,708,350.39	1,760,032.59	-51,682.20
XXXX - CASH AR	14,271,649.05	14,077,461.69	194,187.36
XXXX - GENERAL FINES AP	2,494.77	2,494.77	0.00
XXXX - GENERAL FINES AR	1,776.31	1,776.31	0.00
XXXX - OVER/SHORT	6,616.03	6,616.03	0.00
XXXX - PAYMENT CLEARING	12,470,535.22	12,470,535.22	0.00

Cash AR (Court Checking Account) subtract the Bond Holding and the Account Payable amounts, this should give you your **actual bank balance.** 



EOM CARCTGL NO 1.txt

Ordered by GL Account Description GL Account Index (ACCI) code: ALL GL Fund (FUND) code: ALL GL Organization (ORGN) code: ALL GL Account (ACCT) code: ALL GL Program (PROG) code: ALL GL Activity (ACTV) code: ALL GL Location (LCTN) code: ALL Fiscal Year: ALL Post Period: ALL Transaction Type: ALL Report Type: S From Date: ALL Thru Date: ALL Court Code: XX Location Code:

Account Name	Debit Amount	Credit Amount	Balance
XX -COURT ACCOUNT PAYABLE	26.306.52	26.306.52	0.00
KX -PAYMENT CLEARING	22,022.00	22,072.00	-50.00
AA ACT 431 DAW SCHOOL AF	1,090.00	2,005.00	-195.00
XX ACT 431 LAW SCHOOL AR	1,815.00	1,710.00	105.00
XX ACT 65 CRIME LAB AP	3,150.00	3,475.00	-325.00
XX ACT 65 CRIME LAB AR	3,025.00	2,850.00	175.00
XX AFF CLAIM AGAINST EST AP	180.00	185.00	-5.00
XX AFF CLAIM AGAINST EST AR	210.00	205.00	5.00
XX COURT TECHNOLOGY FEE AP	1,890.00	2,085.00	-195.00
XX COURT TECHNOLOGY FEE AR	1,815.00	1,710.00	105.00
XX INTEREST ACCOUNT AP	15.83	20.28	-4.45
XX INTEREST ACCOUNT AR	37.16	37.16	0.00
XX MISC LEGACY FEES AP	2,917.00	3,117.00	-200.00
XX MISC LEGACY FEES AR	2,517.00	2,442.00	75.00
XX REOPEN FILING FEES AP	250.00	250.00	0.00
XX REOPEN FILING FEES AR	250.00	250.00	0.00
XX SUMMONS ISSUED FEE AP	132.50	150.00	-17.50
XX SUMMONS ISSUED FEE AR	147.50	137.50	10.00
XX UNIFORM FILING FEES AP	13,860.00	15,290.00	-1,430.00
XX UNIFORM FILING FEES AR	13,310.00	12,540.00	770.00
XX- OVER/SHORT	255.00	22,762.03 5.00	250.00
Report Total	119,685.29	119,685.29	0.00

#### **CARCTGL – General Fines**

	Credit Amount	Balance
029,264.90	18,032,983.59	-3,718.69
708,350.39	1,760,032.59	-51,682.20
271,649.05	14,077,461.69	194,187.36
2,494.77	2,494.77	0.00
1,776.31	1,776.31	0.00
6,616.03	6,616.03	0.00
470,535.22	12,470,535.22	0.00
	029,264.90 708,350.39 271,649.05 2,494.77 1,776.31 6,616.03	029,264.90         18,032,983.59           708,350.39         1,760,032.59           271,649.05         14,077,461.69           2,494.77         2,494.77           1,776.31         1,776.31           6,616.03         6,616.03

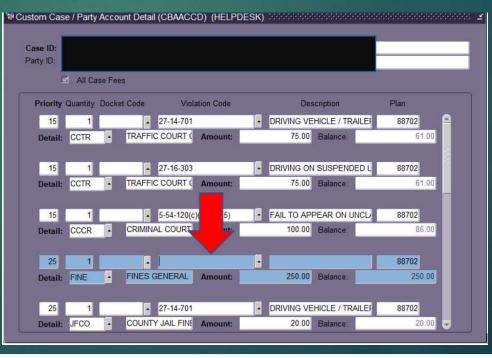
Notice that the balance for both the AP and AR lines zero out.



#### **CARCTGL – General Fines**

Account Name	Debit Amount	Credit Amount	Balance	
XXXX GENERAL FINES AP	12,813.11	14,085.61	-1,272.50	
XXXX GENERAL FINES AR	15,324.67	15,359.67	-35.00	-1,307.50

Contact the ACAP HelpDesk and request a list of cases where general fines are not associated to a violation charge.





GL Location (LCTN)	code:	ALL
Fiscal Year: ALL		
Post Period: ALL		
Transaction Type:	ALL	
Report Type: S		
From Date: ALL		
Thru Date: ALL		
Court Code: XX		
Location Code: XX		

Account Name	Debit Amount	Credit Amount	Balance
- ACCOUNT PAYABLE	15,451,707.68	15,454,606.49	-2,898.81
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<ul> <li>GENERAL FINES AR</li> </ul>	308.04	308.04	0.00
- OVER/SHORT	6,336.02	5,771.11	564.91
<ul> <li>PAYMENT CLEARING</li> </ul>	12,348,142.18	12,348,132.18	10.00
- PUBLIC DEFENDER FEES AP	277,400.45	399,684.15	-122,283.70
- PUBLIC DEFENDER FEES AR	401,484.15	279,523.78	121,960.37
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ACT 714 CHLD VCTM FEE AP	185.00	205.00	-20.00
ACT 714 CHLD VCTM FEE AR	205.00	185.00	20.00
ACT1138 SAFE HARBOR FI AP	0.00	1,500.00	-1,500.00
ACT1138 SAFE HARBOR FI AR	1,500.00	0.00	1,500.00
AHTD FUND-OVERWEIGHT AP	13,063.00	15,763.00	-2,700.00
AHTD FUND-OVERWEIGHT AR	15,763.00	13,063.00	2,700.00
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AOJ CHILDPASS PROT AR	28,904.83	20,625.27	8,279.56
AOJ COURT TECHNOLOGY AP	86,540.00	88,295.00	-1,755.00
AOJ COURT TECHNOLOGY AR	88,520.00	88,010.00	510.00
AOJ DRUG CRIME FUND AP	56,677.00	107,630.50	-50,953.50
AOJ DRUG CRIME FUND AR	107,755.50	57,342.00	50,413.50
AOJ FINE COLL ENH AP	402,366.61	1,324,277.88	-921,911.27

#### **DISBURSEMENT ERRORS**

Reasons for having Disbursement Errors in a previous posting period:

Inter-period Voids
Errors in Creating Payables
Inverted Numbers
GL Manual Entry – not represented on the receipt to payable report

#### **CARCTGL** DATA WITH EXCEL

- CARCTGL data may be exported or copied to Excel for troubleshooting/disbursement purposes.
- Excel allows for a compilation of accounting data to detect errors.
- An Excel spreadsheet template is available for your use – contact <u>acap.help@arcourts.gov</u>.

ACCT NAME	DEB	IT	CR	EDIT	BA	LANCE	CARCTGL DISTRIBUTE	INA C	то	TAL DISBURSE
ACCOUNT PAYABLE	\$	2,529,477.18	\$	2,554,631.28	\$	(25,154.10)			\$	-
BOND DEFAULT HOLDING	\$	250.00	\$	250.00	\$	-			\$	-
BOND HOLDING	\$	102,047.03	\$	144,512.03	\$	(42,465.00)				
CASH AR	\$	2,995,830.17	\$	2,530,214.47	\$	465,615.70				
GENERAL FINES AP	\$	26,532.35	\$	25,177.17	\$	1,355.18			\$	-
GENERAL FINES AR	\$	25,517.17	\$	27,372.35	\$	(1,855.18)	\$ (500.00)		\$	500.00
OVER/SHORT	\$	5,947.42	\$	5,733.25	\$	214.17	\$ 214.17		\$	(214.17)
PAYMENT CLEARING	\$	2,517,793.01	\$	2,517,793.01	\$	-			\$	-
PUBLIC DEFENDER FEES AP	\$	580.00	\$	8,130.00	\$	(7,550.00)			\$	-
PUBLIC DEFENDER FEES AR	\$	8,130.00	\$	580.00	\$	7,550.00	\$ -		\$	-
RESTITUTION AP	\$	58,539.32	\$	331,486.14	\$	(272,946.82)			\$	-
RESTITUTION AR	\$	315,794.39	\$	42,949.57	\$	272,844.82	\$ (102.00)		\$	102.00
ACT 714 CHLD VCTM FEE AP	\$	225.00	\$	235.00	\$	(10.00)			\$	-
ACT 714 CHLD VCTM FEE AR	\$	225.00	\$	220.00	\$	5.00	\$ (5.00)		\$	5.00
ACT1220 CH VCT CRM FEE AP	\$	120.00	\$	231.36	\$	(111.36)			\$	-
ACT1220 CH VCT CRM FEE AR	\$	171.36	\$	60.00	\$	111.36	ş -		\$	-
AOJ ACT895 SP USER FEE AP	\$	1,000.00	\$	2,750.00	\$	(1,750.00)			\$	-
AOJ ACT895 SP USER FEE AR	\$	2,750.00	\$	1,000.00	\$	1,750.00	\$ -		\$	-
AOJ CHILDPASS PROT AP	\$	2,191.58	\$	4,581.57	\$	(2,389.99)			\$	-
AOJ CHILDPASS PROT AR	\$	4,391.25	\$	2,448.76	\$	1,942.49	\$ (447.50)		\$	447.50
AOJ COURT TECHNOLOGY AP	\$	15,765.00	\$	19,080.00	\$	(3,315.00)			\$	-
AOJ COURT TECHNOLOGY AR	\$	17,625.00	\$	17,370.00	\$	255.00	\$ (3,060.00)		\$	3,060.00
AOJ DRUG CRIME FUND AP	\$	57,720.26	\$	121,819.24	\$	(64,098.98)			\$	-
AOJ DRUG CRIME FUND AR	\$	121,580.74	\$	58,133.26	\$	63,447.48	\$ (651.50)		\$	651.50
AOJ FINE COLL ENH AP	\$	63,531.14	\$	125,225.67	\$	(61,694.53)			\$	-
AOJ FINE COLL ENH AR	\$	120,168.28	\$	66,672.74	\$	53,495.54	\$ (8,198.99)		\$	8,198.99
AOJ GEN REV FUN Z TIC AP	\$	1,679.99	\$	2,487.50	\$	(807.51)			\$	-
AOJ GEN REV FUN Z TIC AR	\$	2,367.50	\$	1,592.05	\$	775.45	\$ (32.06)		\$	32.06

#### **Contexte Over/Short Explained**

#### Over/Short Negative (-) Amount:

- Contexte has more receipts than deposited in the bank. Possible reasons include:
  - Receipt posted in Contexte but not yet deposited in the bank.
  - INA deposit error where receipt is created in Contexte but no corresponding deposit in the bank.
  - Disbursement error from the previous posting period.

BANK BALANCE	40,292.50		
OUTSTANDING CHECKS-	(220.00)		
OUTSTANDING DEPOSITS+	2,592.50		
ADJUSTED BANK BALANCE	42,665.00		
CONTEXTE BALANCE-	(42,995.00)		
OVER/SHORT	(330.00)	MORE in CONTETE t	han in BANK
Session closed & Approved in wrong Period	\$ 356.00	In Contexte not in ba	nk
BANK CHARGES P3	\$ (26.00)	Need to Contact Ban	k
OVER/SHORT	-		

#### **Bank Over/Short Explained**

#### Over/Short Positive (+) Amount:

- The <u>bank</u> has more in deposits than Contexte receipts. Possible reasons include:
  - Deposit or bank transfer made in the bank account with no corresponding receipts in Contexte.
  - INA deposit error where a deposit occurs to the bank account but no receipt is created in Contexte.
  - Disbursement error from previous posting period.

BANK BALANCE		48,712.51		
OUTSTANDING CHECKS-	-			
OUTSTANDING DEPOSITS+		3,805.00		
ADJUSTED BANK BALANCE		52,517.51		
CONTEXTE BALANCE-		(52,467.50)		
OVER/SHORT		50.01		
July 2016 \$50 in the bank	\$	(50.00)	In BANK not in C	ontexte
March 2017 \$.01 INA Deposit	\$	(0.01)	In BANK not in C	ontexte
OVER/SHORT		0.00		

#### **Research:**

CBIAREV: Case/Party Account Query

Shows case summary, transaction details, receipt information and Bond details

CARBANK: Receipts by Date

Shows basic Post period, receipt or check number

CARDEPT: Bank Account Summary Report
 CZRRCPT: Receipt List by date with Details
 CBIRCPT: Receipt List by Receipt number
 CBRRECP: Receipt Report

				a in ear		CODDECD		
CARBANK						CBRRECP		
	D.1.1.	6	Fiscal	Post		Receipt	Detail Receipt C	ashier
Fran. Date	Debit	Credit	Year	Period	Check/Receipt No.	Number		ession User
Bank Acct:	000000000000 Bank Name: 0	COUNTY DISTRI	CT COURT	BANK		45306	ETRAFFIC PAY 10-JUL-2020 21265	2 ETRAFFIC
9-JUL-2020		14,065.35	2020	7	1471	45307	ETRAFFIC PAY 10-JUL-2020 21265	2 ETRAFFIC
09-JUL-2020		133,062.07	2020	7	1472	45507		2 EINALIE
09-JUL-2020		200.00	2020	7	1473	45308	MONEY ORDER 10-JUL-2020 21257	5 TSHAW
09-JUL-2020		45,919.98	2020	7	1474			
09-JUL-2020		570.00	2020	7	1475	45309	CASH PAYMENT 10-JUL-2020 21264	8 TEDGE
09-JUL-2020		280.00	2020	7	1476			
09-JUL-2020	133,062.07		2020	7	1472	45310	CASH PAYMENT 10-JUL-2020 21257	5 JSMITH
09-JUL-2020		133,177.07	2020	7	1477	45343	CUECK DAVMEN 40 300 0000 04053	T TCUAL
01-JUL-2020	50.00		2020	7	45043	45312	CHECK PAYMEN 10-JUL-2020 21257	5 TSHAW
01-JUL-2020	60.00		2020	7	45044	45313	CASH PAYMENT 10-JUL-2020 21257	5 TSHAW
01-JUL-2020	270.00		2020	7	45045	4))1)	CASH FRIMENT 10-30E-2020 21237	JIJIAW
01-JUL-2020	50.00		2020	7	45046	45314	CASH PAYMENT 10-JUL-2020 21257	5 TEDGE
01-JUL-2020	195.00		2020	7	45047			
01-JUL-2020	465.00		2020	7	45048	45315	CASH PAYMENT 10-JUL-2020 21264	8 TEDGE
01-JUL-2020	60.00		2020	7	45049			

СС	LN	Deposit Number	Deposit Amount	Over/Short Amount	Cleared Date
ank	Desc	:			
01	AR	20062601	15,422.53	0.00	
01	AR	20062901	12,559.69	0.00	
01	AR	20063001	5,139.97	0.00	
01	AR	20070101	2,870.00	0.00	
01	AR	20070201	5,066.86	0.00	
01	AR	20070601	12,905.50	10.00	
01	AR	20070701	7,265.31	0.00	
01	AR	20070801	3,600.00	0.00	
01	AR	20070901	4,327.72	-10.00	
01	AR	20071001	10,550.00	0.00	
01	AR	20071301	11,074.84	-195.00	
01	AR	20061401	1,977.50	0.00	
01	AR	20071501	750.00	0.00	
01	AR	20071601	2,015.00	0.00	
01	AR	20071701	8,280.00	0.00	
01	AR	20072001	14,947.47	0.00	

#### **Research:**

ETRAFPAID: Etraffic payment report
Sorts by Payplan or Citation
CARCKRG: Check Register Report
CARCKST: Check Status Summary Report
CARPAYE: Payee Check Report
CBRFEES: DETC Fee Summary Report
Shows Detail code with Monetary, Non-Monetary, and Uncollected balance.



#### **Reports of Interest**

- CBRPAGE: A/P Aged Trial Balance
- CBRFAGE: A/R Trial/ Base Balance
- **CZRTPAY:** Time pay Letter
  - Signed agreement and good for getting the SS# for Debt Setoff if ever needed.
- **CWRLATE:** Pay plans in Arrears
- **CWRPLAN:** Time Pay Report by Defendant
- **CXRPAYPLAN:** Pay Plan Report
- CXRSTMT: Statement
  - ▶ Report for each Case/Party and shows Fees due.



## QUESTIONS!

### <u>acap.help@arcourts.gov</u> (501) 410-1900 (866) 823-5778

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