END OF DAY

Contexte Accounting for Circuit Courts

Created by:
CIS Division – Implementation Team
Administrative Office of the Courts

DISCLAIMER

Please be advised that the following is a visual {supplemental} representation of the information you are about to receive.

For complete step by step instructions... please refer to your training materials.

May it please the Court

GUESS WHAT TIME OF DAY IT IS?

IT'S THE END OF THE DAY…

- Money came in.

- You receipted the money.

- You print out a report that shows all receipts for the day.

- You take the money and compare it to a report at the end of they day and the money received should match the total of receipts issued for the day.

- You hand over to your supervisor.

- The supervisor then prepares a deposit.

BALANCE CASH DRAWER
CBRRTOT

Print the daily totals report by using the parameters listed below.

Parameters for the CBRRTOT Report:
- Court Code
- Location Code
- Cashier ID – Username or leave blank for all users
- Session ID – You can leave blank or enter zero if new.
  - If you are looking up an older session you can enter the specific session number - which can be found by looking at CBACSPV {bottom block}.

CBRRTOT {BREAKDOWN}

Payment Types:
- CASH
- CHCK
- MORD
- EFCC
- EFCK
- EFSB

```
-------------------------------------     -------------------------------------     -------------------------------------
-------------------------------------     -------------------------------------     -------------------------------------
Report                                    Report Void                               Report
Total:                      330.00        Total:                        0.00        Balance:                    330.00

                                          The Total for the Detail Code EFSB is :         -62.50
                                          The Total for the Detail Code REOP is :         150.00
                                          The Total for the Detail Code SUFE is :          15.00
                                          The Total for the Detail Code CASH is :         -75.50
                                          The Total for the Detail Code UFF1 is :         110.00
                                          The Total for the Detail Code CRED is :         -67.00
                                          The Total for the Detail Code CHCK is :         -75.00
                                          The Total for the Detail Code EFCH is :         -25.00
                                          The Total for the Detail Code A065 is :          25.00
                                          The Total for the Detail Code A431 is :          15.00
                                          The Total for the Detail Code EFCC is :         -25.00

  Report: CBRRTOT                                    ContexteFE 5.2                           RunDate: 20-OCT-2020
User:    INSTRUCTORA                        Cashier Session Summary Report                   RunTime: 10:01 A.M.
Instance: EFILE                                                                              Page:    3

Cashier         Session     Case ID      Receipt     Detail  Description                                 Total Void
--------------- --------     --------------  ------------  ------  ---------------------------      ------------------- ----

*** END OF REPORT ***                     The Total for the Detail Code TECH is :          15.00
```

*If you were to add up the negative amounts at the end of the report should equal the report balance.

CBRRTOT {CONTINUED}

CBRRTOT {BREAKDOWN}

Payment Types:
- CASH
- CHCK
- MORD
- EFCC
- EFCK
- EFSB

* If you were to add up the negative amounts at the end of the report should equal the report balance.

So, if I took in a total of $405.00, see examples below...

- New Filing w/ Summons... $167.50
- New Filing w/ Summons... $167.50
- Re-Open... $ 50.00
- Writ... $ 20.00

With the following payment types:

- CASH... $217.50 {$167.50 + $50.00}
- Check... $ 20.00
- EFCC... $167.50

How much tangible money should I have in my possession at the end of the day? $237.50

CBRRTOT {CONTINUED}

So if I took in a total of $405.00, see examples below...

- New Filing w/ Summons... $167.50
- New Filing w/ Summons... $167.50
- Re-Open... $ 50.00
- Writ... $ 20.00

With the following payment types:

- CASH... $217.50   ($167.50 + $50.00)
- Check... $ 20.00
- EFCC... $167.50

How much tangible money should I have in my possession at the end of the day!

The correct answer is: $237.50

You take your Daily Totals Report or your CBRRTOT and the money you have and give to the "Accounting Supervisor."

They will be the ones to close out your session and prepare the deposit.

CBACTRL

Use CBACTRL to set yourself up as the Accounting Supervisor.

In the Supervisor User ID field: Enter your Contexte username and save.

This process is used for:
- Voiding Receipts
- End of Day
- End of Month.

Also note that if someone else is listed as the accounting supervisor and you change it, it will automatically kick them out when you save your username.

Accounts Receivable Control (CBACTRL) (EFILE)

Supervisor User ID: KLSOILEAU   Court: 58   Location: CI

Debit Deposit Code: ADEP
Debit Payment Code: DEBP
Disposition Adj. Reason: DISP

Payment Docket Code: PA90
Void Payment Docket: PAA0
Fee Transfer Docket: PA60

Accounting Rules

Fees Associated With

Violations and Sentences: ○ Violation Date
○.. Filing Date

☑ Allow Void Transactions

NSF Reason Code: NSF
NSF Detail Code: NSF

☑ Accept Overpayments

Escrow Detail Code: OVER

Payment Application Method

Distribute Payment: ⊙ Automatic
○.. Manual

First Pay Entire: ○ Case
○ Fee Priority
⊙ Assessed Date

More....

IDENTIFY OPEN CASHIER SESSIONS
CBACSPV

You can use this form to determine who has taken money for the day so that you know which cashier sessions you will need to close.

If you have designated cashiers or a small office, you may not need to look here each day.

To make this easier starting out, you may want to keep a handy note with the usernames of those who would be taking money just so that you aren't writing them down everyday.

USERNAMES:
KLSOILEAU
EFSUBSXXXX

Go to CBACREV.

Enter the Session User or Username.

SESSION USER/ USERNAMES:
KLSOILEAU
EFSUBSXXXX

- Make sure that you are closing the session in the correct posting period. *(This is your only chance to change it.)*

{Control Page Down} and select Close Active Session.

In the bottom center tab that says actual – you will enter the total amount that you have collected. This amount does not include electronically filed money, only money you have in hand.

This amount should match.

- If you are over/under, you want to make sure that you put the amount you have, not the amount you are supposed to have. If you have $5 less – you would enter $162.50. If you have $5 too much you would enter $172.50.

- We recommend that if you are over/under that you find try and find out why before proceeding.

CBACSPV
APPROVE DEPOSITS

Yes, this is also the same form we used to identify open cashier sessions.

Go to CBACSPV.

- If you have closed all open cashier sessions, you should get a pop-up message that says, "Query caused no records to be retrieved."

Click on Approve Deposits on the Navigation Frame.

Select the Cashier Sessions you wish to include in the deposit. (This can be multiple users for a single day.)

{Control Page Down}

Enter the deposit number.

- *(YYMMDDXX – 220721 = 07/21/22 1st Deposit.)*

Save.

CAPCFED
COURTS GENERAL LEDGER FEED

CAPCFED is ran anytime money is moved in Contexte.

- This includes Approving Deposits, Voiding, or Cutting Checks.

CAPCFED is run in two different modes – Test/Live – EVERYTIME.

- You will first run in Test mode to confirm there are no errors.

- Second you will run in Live mode to move the money on the ledger.

CARCTGL
GENERAL LEGER REPORT

```
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:  58
Location Code:  CI
```

Account Name	Debit Amount	Credit Amount	Balance
58CI -PAYMENT CLEARING	1,775.00	1,775.00	0.00
58CI ACT 431 LAW SCHOOL AP	0.00	165.00	-165.00
58CI ACT 431 LAW SCHOOL AR	180.00	135.00	45.00
58CI ACT 65 CRIME LAB AP	0.00	275.00	-275.00
58CI ACT 65 CRIME LAB AR	300.00	225.00	75.00
58CI COURT TECHNOLOGY FEE AP	0.00	165.00	-165.00
58CI COURT TECHNOLOGY FEE AR	180.00	135.00	45.00
58CI SUMMONS ISSUED FEE AP	0.00	25.00	-25.00
58CI SUMMONS ISSUED FEE AR	25.00	15.00	10.00
58CI UNIFORM FILING FEES AP	0.00	1,210.00	-1,210.00
58CI UNIFORM FILING FEES AR	1,320.00	1,100.00	220.00
58CI- COURTS CHECKING ACCOUNT	1,610.00	165.00	1,445.00
Column Totals: Report Total	5,390.00	5,390.00	0.00

```
*** END OF REPORT ***
Number of records printed: 12    ★ This amount should equal what is in your bank account.
```

This is your CARCTGL or GL Report.

This report is **IMPORTANT.**

You will want to **SAVE** this report to your desktop in the instance something is not right, and you need the Applications Support to help you, you will simply be able to e-mail the report so they can use the report to import the table.

* Printing it and scanning it later to send via e-mail will not work in the same capacity.

END OF MONTH

Contexte Accounting for Circuit Courts

Created by:
CIS Division – Application Support Team
Administrative Office of the Courts

DISCLAIMER

Please be advised that the following is a visual {supplemental} representation of the information you are about to receive.

For complete step by step instructions... please refer to your training materials.

May it please the Court

LETS MAKE SURE

Have you taken all money, for the previous period, to the bank?

Have you approved deposits for the previous period?

Do you have access to your bank statement?

CBACTRL

Use CBACTRL to set yourself up as the Accounting Supervisor.

In the Supervisor User ID field: Enter your Contexte username and save.

This process is used for:
- Voiding Receipts
- End of Day
- End of Month.

Also note that if someone else is listed as the accounting supervisor and you change it, it will automatically kick them out when you save your username.

Accounts Receivable Control (CBACTRL) (EFILE)

Supervisor User ID:	KLSOILEAU
Court:	58
Location:	CI

Debit Deposit Code: ADEP
Debit Payment Code: DEBP
Disposition Adj. Reason: DISP

Payment Docket Code: PA90
Void Payment Docket: PAA0
Fee Transfer Docket: PA60

Accounting Rules

Fees Associated With

Violations and Sentences: ⦿ Violation Date
○ Filing Date

☑ Allow Void Transactions

NSF Reason Code: NSF
NSF Detail Code: NSF

☑ Accept Overpayments

Escrow Detail Code: OVER

Payment Application Method

Distribute Payment: ⦿ Automatic
○ Manual

First Pay Entire: ○ Case
○ Fee Priority
⦿ Assessed Date

More....

TAKING MONEY AND END OF DAY

It is imperative that you have followed the directions for your day-to-day accounting maintenance, as this will greatly impact your End of Month Process.

Be sure to review your materials for this to make sure all steps have been followed:

- Close Cashier Sessions Daily - CBACREV

- Approve Deposits - CBACSPV

- Run CAPCFED (in Test and Live)

- Run CARCTGL (and save to file on your desktop)

CBACSPV
APPROVE DEPOSITS

Yes, this is also the same form we used to identify open cashier sessions.

Go to CBACSPV.

- If you have closed all open cashier sessions, you should get a pop-up message that says, "Query caused no records to be retrieved."

Click on Approve Deposits on the Navigation Frame.

Select the Cashier Sessions you wish to include in the deposit. (This can be multiple users for a single day.)

{Control Page Down}

Enter the deposit number.

- *(YYMMDDXX – 220721 = 07/21/22 1st Deposit.)*

Save.

ACCOUNT MAINTENANCE REPORTS

Run these reports only as needed, if applicable.

RESTITUTION

CZRREST – Restitution w/out Recipient Report
CBARECP – Adding Payment Recipients

BONDS

CZRBREF – Bond Refund Report
CCABREF – Applying Bonds to Defendants

This report can be run at any time. It is used to identify outstanding payables in which a check has not been cut.

CZRLIAB – Liability Report

EFILING COURTS
INA SUBSCRIPTION PROCESS

Ask about a TPE account.

1. Receive an e-mail from INA on or about the 11th of the following month of when the transaction originated.

2. Verify deposit from NICUSA (About the 25th of the Month)

3. Create Contexte Receipts by running the SPAY Process/Report – CZPSPAY

   • CZPSPAY File Name: **YYYYMM_EFILING_DISB.CSV**

   • MM is the two-digit month in which the subscription in which the subscription transaction originated.

   • Example: If you disburse in September for August Funds then the transaction originated in July.

      • If an Attorney files in July via Subscription, you will get a report around the 11th of August indicating the total you will get. Around the 25th that money will be deposited (NICUSA). You will verify and run CZPSPAY before the end of the month. You will disburse those August funds in September when you do your EOM process.

4. Save Report to EOM File on Desktop

5. Close Cashier Session: Session ID is EFSUBSXXXX

6. Proceed with EOD Process: Approve Deposit, run CAPCFED T/L & then run your CARCTGL

RECONCILE
YOUR
BANK
STATEMENT

CAACKRC CHECK RECONCILIATION FORM

Just like at home – you will use this form just like your check register to clear your checks.

- *You can also use this form to clear your deposits by clicking on Clear Deposits on the Navigation Frame.*

- *This is also the same form that you will use should you need to void a check. Keep in mind that you may or may not need to void payables.*
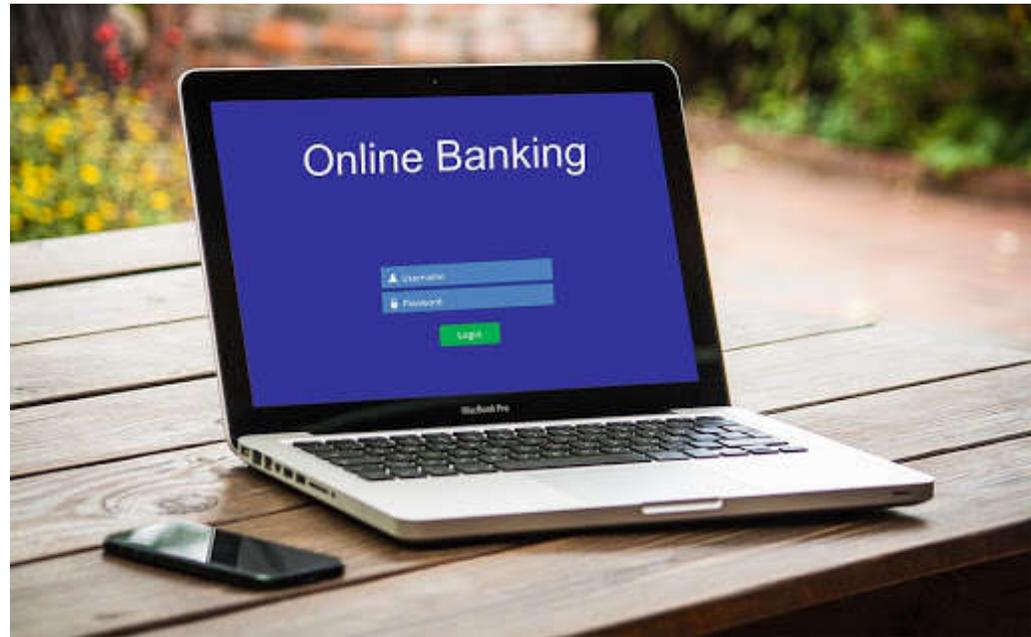
CARCKST
CHECK STATUS
SUMMARY REPORT

This form is used to find out if you have any outstanding checks to help you reconcile your bank statement. It can also be used to look at cleared or voided checks as well.

Enter the parameters:

- Bank ID: XXXXBANK

- Bank Account Number:

  - This is how the account number is listed in Contexte – to find out go to CAACKRC.

Optional: Scroll down and enter the Check Type:

- O for Outstanding

- C for Cleared

- V for Void

CBAMISC
RECORDING INTEREST

- Go to CBAMISC.

- Enter the receipt ID: **XXXXBANK**

- Add a receipt comment, if applicable.

- Enter a quantity of one (1).

- Enter the first Detail Code:
  - **INTD** – Interest Due on Account

- Enter the Amount from your bank statement.

- Enter the second Detail Code:
  - **INTR** – Interest Received on Account

- F10 to save. This will print an automatic receipt.

* Before you begin make sure you do not have an open cashier session.
* Once complete you will need to close the cashier session, approve the deposit, run CAPCFED in T/L and run your CARCTGL.

CAPCFED
COURTS GENERAL LEDGER FEED

CAPCFED is ran anytime money is moved in Contexte – such as Approving Deposits, Voiding, or Cutting Checks.

CAPCFED is run in two different modes – Test and Live – EVERYTIME.

- You will first run in Test mode to confirm there are no errors.
- Second you will run in Live mode to move the money on the ledger.


```
Report: CAPCFED                              ContexteFE 5.2                          RunDate: 14-OCT-2020
User:   KLSOILEAU                   Courts General Ledger Feed Process               RunTime: 08:53 A.M.
Instance: EFILE                                                                      Page:     1

Run Mode:       T
Report Type:    S
Court Code:     58
Location Code:  CI

Collection Table:       CBRACCD
Detail Level:           SUMMARY

ACCI    FUND    ORGN    ACCT    PROG    ACTV    LOCN                    Debit              Credit
----    ----    ----    ----    ----    ----    ----                    -----              ------

AP      AOJ             FEES    MJF2    58      CI                                          15.00
AP      AOJ             FILING  A065    58      CI                                          25.00
AP      AOJ             FILING  A431    58      CI                                          15.00
AP      AOJ             FILING  UFF     58      CI                                         110.00
AP      GEN     COUNTY  FEES    PSUFE   58      CI                                           2.50
AP      GEN     COUNTY  FILING  REOP    58      CI                                         100.00
AR      AOJ             FEES    MJF2    58      CI                      15.00
AR      AOJ             FILING  A065    58      CI                      25.00
AR      AOJ             FILING  A431    58      CI                      15.00
AR      AOJ             FILING  UFF     58      CI                     110.00
AR      GEN     COUNTY  FEES    PSUFE   58      CI                       2.50
AR      GEN     COUNTY  FILING  REOP    58      CI                     100.00
```

```
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:   58
Location Code:  CI


Account Name                          Debit Amount          Credit Amount              Balance
------------------------------    ------------------    ------------------    ------------------

58CI -PAYMENT CLEARING                    1,775.00              1,775.00                  0.00
58CI ACT 431 LAW SCHOOL AP                    0.00                165.00               -165.00
58CI ACT 431 LAW SCHOOL AR                  180.00                135.00                 45.00
58CI ACT 65 CRIME LAB AP                      0.00                275.00               -275.00
58CI ACT 65 CRIME LAB AR                    300.00                225.00                 75.00
58CI COURT TECHNOLOGY FEE AP                  0.00                165.00               -165.00
58CI COURT TECHNOLOGY FEE AR                180.00                135.00                 45.00
58CI SUMMONS ISSUED FEE AP                    0.00                 25.00                -25.00
58CI SUMMONS ISSUED FEE AR                   25.00                 15.00                 10.00
58CI UNIFORM FILING FEES AP                   0.00              1,210.00             -1,210.00
58CI UNIFORM FILING FEES AR               1,320.00              1,100.00                220.00
58CI- COURTS CHECKING ACCOUNT             1,610.00                165.00              1,445.00

     Column Totals:  Report Total       5,390.00              5,390.00                  0.00

*** END OF REPORT ***
Number of records printed: 12        ★ This amount should equal what is in your bank account.
```

CARCTGL
GENERAL LEGER REPORT

This is your CARCTGL or GL Report.

This report is **IMPORTANT.**

You will want to **SAVE** this report to your desktop in the instance something is not right, and you need Applications Support to help you.

You will simply be able to e-mail the report so they can use the report to import the table.

* Printing it and scanning it later to send via e-mail will not work in the same capacity.

This is also where the reconciliation process begins. Let's dive in.

CZRRCPT REPORT

Report Parameters

Enter values for the parameters

Court Code	58
Court Location Code	CI
Calendar Year	2020
Period	8

CASH RECEIPTS

Entry Date	Daily Receipts
08-07-2020	-277.50
08-12-2020	-667.50
Receipt Type Total:	**-945.00**

CREDIT CARD RECEIPTS

Entry Date	Daily Receipts
08-12-2020	-500.00
Receipt Type Total:	**-500.00**
Report Total:	**-1,445.00**

CASH RECEIPTS

Detc Desc	Detc Amt
CASH - CASH PAYMENT	-447.50
CHCK - CHECK PAYMENT	-497.50
Receipt Total:	**-945.00**

CREDIT CARD RECEIPTS

Detc Desc	Detc Amt
EFCC - EFLEX CREDIT CARD PAYMENT	-165.00
EFCH - EFLEX ECHECK-ACH PAYMENT	-165.00
EFSB - EFLEX SUBSCRIBER PAYMENT	-170.00
Receipt Total:	**-500.00**
Report Total	**-1,445.00**

You can use the CZRRCPT – Receipt Report to assist in the reconciliation process by checking off the receipts against your bank statement.
The receipts that have not cleared your bank yet are what we call your IN-TRANSIT funds.

CASH RECEIPTS

Entry Date	Daily Receipts
08-19-2020	-165.00
08-24-2020	-165.00
Receipt Type Total:	**-330.00**

CREDIT CARD RECEIPTS

Entry Date	Daily Receipts
08-04-2020	-167.50
08-05-2020	-2.50
08-18-2020	-165.00
08-25-2020	-5.00
08-26-2020	-1,390.00
08-31-2020	-167.50
Receipt Type Total:	**-1,897.50**
Report Total:	**-2,227.50**

This is a prime example of a typical payment received on the last day of a posting period. This payment will not show as cleared on your bank statement until a few days later.

You can either verify the amount cleared via online banking or contacting your bank directly to continue disbursing – or you can hold those funds out of your disbursement and distribute the following month.

TIME TO RECONCILE

The numbers and balances you get after running the above reports can be plugged into the formula below. Perform the following calculation to determine whether your bank statement reconciles to the general ledger report.

Bank Statement Balance		_____
Minus Outstanding Check from CARCKST	−	_____
Plus Outstanding Deposits Not Appearing on Bank Statement	+	_____
Equals Bank Balance	=	_____
Minus Cash GL Balance from Last CARCTGL	−	_____
Equals Amount Bank Balance is Over/Short	=	_____

DISBURSEMENT PROCESS

CZRRCRG
RECEIPT REGISTER REPORT

POPE COUNTY CIRCUIT COURT
ALL DIVISIONS

Receipt to Payable Association Summary

Cases as of:
September 24, 2020 4:09 PM

Period   8 2020

Code	Description		Amount
P431	ACT 431 LAW SCHOOL	A431	$120.00
P065	ACT 65 CRIME LAB	A065	$200.00
MJF2	AOJ COURT TECH FEE	TECH	$120.00
PSUF	SUMMONS ISSUED FEE	SUFE	$15.00
PUFF	UNIFORM FILING FEES	UFF1	$990.00
	Total:		**$1,445.00**

CAAPYOL
ENTERING PAYABLES

POPE COUNTY CIRCUIT COURT
ALL DIVISIONS
Receipt to Payable Association Summary September 24, 2020 4:09 PM

			Cases as of:
Period	8 2020		
P431	ACT 431 LAW SCHOOL	A431	$120.00
P065	ACT 65 CRIME LAB	A065	$200.00
MJF2	AOJ COURT TECH FEE	TECH	$120.00
PSUF	SUMMONS ISSUED FEE	SUFE	$15.00
PUFF	UNIFORM FILING FEES	UFF1	$990.00
		Total:	$1,445.00

Payable On-Line Entry (CAAPYOL) (EFILE)

Payee ID:
Address:
Detail:
Amount:

Payable On-Line Entry (CAAPYOL) (EFILE)

Payee ID: TREAS — ARKANSAS STATE TREASURY
Address: MA — 1401 W. CAPITOL, SUITE 275
LITTLE ROCK, AR 72201

EXAMPLE

Detail: P431 — ACT 431 LAW SCHOOL
Amount: 120.00

- Go to CAAPYOL

- Enter the Payable ID (TREAS, DFA, OR XXTREAS)

- For the address, type MA (mailing address).

- Type in the Detail Code from your CZRRCRG report.

- Type in the Amount associated with the Detail Code.

- F10 or 🖫 to save.

- Clear Form or 🔁

- Repeat until all detail codes have been entered.

CAAPADJ
VOID/ADJUST PAYABLES

You can use this form to make any corrections to your payables prior to cutting checks.

If you have already cut your checks and need to Void the check – go to CAACKRC.

Once voided, you can come back here to modify or void payables.

You will not have to re-enter the payables if you void a check.

CAACKRQ
PRINTING CHECKS

- Go to CAACKRQ

- Click on the Bank Account LOV button and choose your account.

- Go to the next block and on the Navigation Frame, click on the SELECT ALL option.

- Verify that the amounts for each line item match the report.

- The amount in the Register Total should match up to your CZRRCRG Report Total.

- If correct, save.

    - *If you need to void (correct) a payable – go to CAACKRC.

- Click on Print Checks (Setup) in the Navigation Frame

- Select Printer

- Be sure that the Check Number corresponds to the first check loaded in the printer.

- Click the Print Checks option in the Navigation Frame to print checks.

- The system will ask you if they printed correctly – be sure and verify before answering.

- Click Ok on the register information popup box and click no when it asks if you want to print the register report. (No worries – we are going there next.)

CAACKRC
CHECK RECONCILIATION FORM

Yes, you have already seen this form.

We are human. Humans make mistakes.

If for some reason, you need to void a check this is where you will do so.

Keep in mind that voiding a check does not void the payables. If you need to void or adjust the payables you can go to CAAPADJ.

CZRCKRG
CHECK REGISTER REPORT

POPE COUNTY CIRCUIT COURT
CHECK REGISTER

Period:	9 2020	Void: N
Payee:		Cleared: N
Check(s):		Outstanding: N
Date:		Cases as of:
		September 28, 2020 10:22 AM

58CIBANK   POPE COUNTY CIRCUIT COURT BANK

Check: 1	28-SEP-20	$1,125.00	58TREAS	POPE COUNTY TREASURER
	MJF2	$120.00	AOJ COURT TECH FEE	
	PSUF	$15.00	SUMMONS ISSUED FEE	
	PUFF	$990.00	UNIFORM FILING FEES	
		$1,125.00		

Check: 2	28-SEP-20	$320.00	TREAS	ARKANSAS STATE TREASURY
	P065	$200.00	ACT 65 CRIME LAB	
	P431	$120.00	ACT 431 LAW SCHOOL	
		$320.00		
		$1,445.00		

The CZRCKRG report is your Check Register Report.

This report will generate a list of all the checks that were just created, along with a few End of Month disbursement forms that are typically sent along with the checks.

Please note that you will run this report using the Current Period, not the one we are closing.

WE ARE NOT DONE JUST YET

CAPCFED
COURTS GENERAL LEDGER FEED

CAPCFED is ran anytime money is moved in Contexte – such as Approving Deposits, Voiding, or Cutting Checks.

CAPCFED is run in two different modes – Test/Live – EVERYTIME.

- You will first run in Test mode to confirm there are no errors.
- Second you will run in Live mode to move the money on the ledger.

Process Submission Control Form GJAPCTL (EFILE)

Process: CAPCFED — Courts General Ledger Feed   Parameter Set:

Printer Control

Printer: DATABASE   Special Print   Lines   Submit Time

Parameter Values

	Parameters	Values
01	Run Mode	T
02	Report Level of Detail	S
03	Court Code	58
04	Location Code	CI

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Run Mode: (L)ive or (T)est

Submission

Save Parameters   As: Hold   Submit

Process Submission Control Form GJAPCTL (EFILE)

Process: CAPCFED — Courts General Ledger Feed   Parameter Set:

Printer Control

Printer: DATABASE   Special Print   Lines   Submit Time

Parameter Values

	Parameters	Values
01	Run Mode	L
02	Report Level of Detail	S
03	Court Code	58
04	Location Code	CI

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Run Mode: (L)ive or (T)est

Submission

Save Parameters   As: Hold   Submit

```
Report: CAPCFED                          ContexteFE 5.2                          RunDate: 14-OCT-2020
User:   KLSOILEAU               Courts General Ledger Feed Process               RunTime: 08:53 A.M.
Instance: EFILE                                                                  Page:    1

Run Mode:       T
Report Type:    S
Court Code:     58
Location Code:  CI


Collection Table:      CBRACCD
Detail Level:          SUMMARY

ACCI    FUND    ORGN    ACCT    PROG    ACTV    LOCN              Debit            Credit
------  ------  ------  ------  ------  ------  ------    ----------------  ----------------

AP      AOJ             FEES    MJF2    58      CI                                     15.00
AP      AOJ             FILING  A065    58      CI                                     25.00
AP      AOJ             FILING  A431    58      CI                                     15.00
AP      AOJ             FILING  UFF     58      CI                                    110.00
AP      GEN     COUNTY  FEES    PSUFE   58      CI                                      2.50
AP      GEN     COUNTY  FILING  REOP    58      CI                                    100.00
AR      AOJ             FEES    MJF2    58      CI                15.00
AR      AOJ             FILING  A065    58      CI                25.00
AR      AOJ             FILING  A431    58      CI                15.00
AR      AOJ             FILING  UFF     58      CI               110.00
AR      GEN     COUNTY  FEES    PSUFE   58      CI                 2.50
AR      GEN     COUNTY  FILING  REOP    58      CI               100.00
```

```
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:  58
Location Code:  CI
```

Account Name	Debit Amount	Credit Amount	Balance
58CI -COURT ACCOUNT PAYABLE	1,445.00	1,445.00	0.00
58CI -PAYMENT CLEARING	1,775.00	1,775.00	0.00
58CI ACT 431 LAW SCHOOL AP	120.00	165.00	-45.00
58CI ACT 431 LAW SCHOOL AR	180.00	135.00	45.00
58CI ACT 65 CRIME LAB AP	200.00	275.00	-75.00
58CI ACT 65 CRIME LAB AR	300.00	225.00	75.00
58CI COURT TECHNOLOGY FEE AP	120.00	165.00	-45.00
58CI COURT TECHNOLOGY FEE AR	180.00	135.00	45.00
58CI SUMMONS ISSUED FEE AP	15.00	25.00	-10.00
58CI SUMMONS ISSUED FEE AR	25.00	15.00	10.00
58CI UNIFORM FILING FEES AP	990.00	1,210.00	-220.00
58CI UNIFORM FILING FEES AR	1,320.00	1,100.00	220.00
58CI- COURTS CHECKING ACCOUNT	1,610.00	1,610.00	0.00
Column Totals: Report Total	8,280.00	8,280.00	0.00

CARCTGL
GENERAL LEGER REPORT

This is your CARCTGL or GL Report.

Once you have completed your End of Month Process in Contexte, this is the final report you will run.

Be sure and save this document to a folder on your desktop or computer.

The COURTS CHECKING ACCOUNT line should be Zero if you balanced and did this process correctly.

If you have a balance, this could be due to pending transactions you took out for to cut checks or if you had approved any deposits for the current posting period.

TOOLBOX

The following slides are simply some tools for your toolbox - just incase you need them.
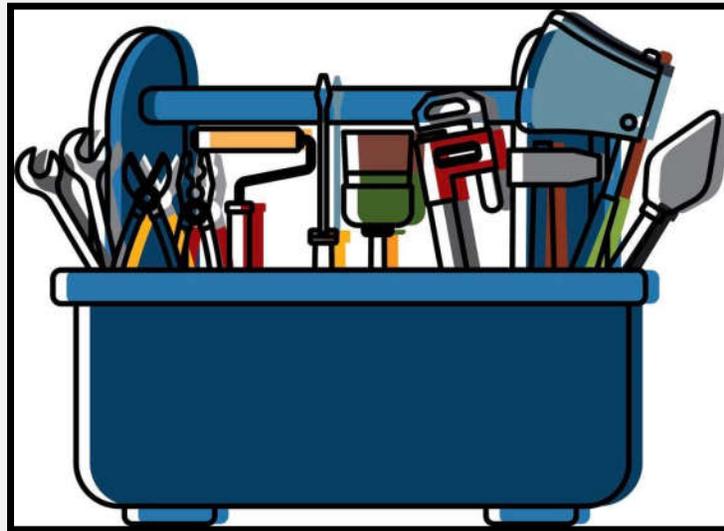
FILING FEE BREAKDOWN

Breakdown of the Filing Fee for a New Case Filing:

A065	Act 65 State Crime Lab Fee	$ 25.00
UFF1	Uniform Filing Fee	$ 110.00
A431	Act 431 Law School Fee	$ 15.00
TECH	Court Technology Fee	$ 15.00
		$ 165.00