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.



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.



Process: CE	SRRTOT Cash	nier Session Summa	ry Report	Parameter Set:	*
		Pr	inter Control		
	Printer		Special Print	Lines	Submit Time
DATABASE		•		55	
		Para	ameter Values		
	Parameters			Values	
01 Court C	ode		•		
02 Location	n Code				
03 Cashier	ID		•		•
04 Session	i No.		•		
GTH: 2 TYPE:	Character O/R: Optional	M/S: Single			
s the equation de	e for the session.				

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}.

User: INSTRUCT Instance: EFILE	IORA		Cashie	Contexte Session	Summary Report			RunDate: 20-00 RunTime: 10:00 Roge: 1
Court Code: Location Code: Session Caer: Session Number: From Date: Thru Date:	55 CI STUDENT55 Z04935 ALL ALL							
Cashier	Session	Case ID	Receipt	Detail	Description			Total
STUDENTSS STUDENTSS	204935 204935	582R-18-55	58031020 58031020	REOP	RECOMEN FILING FEE CHECK PAINENT \$125	14		25.00 -25.00
					Zece: Total	pt (58CI1020):	25.00
STUDENTSS STUDENTSS	204935	550R-18-55	55CI1021 55CI1021	PEOP CASE	PROPEN FILING FEE CASE PAYMENT			25.00 -25.00
					Rece: Total	gt (55031021):	25.00
STUDENTSS STUDENTSS	204935	553R-19-200	55011023	RECP	RECOMEN FILING FEE SFLEX SCHECK-ACH PA	2102017		25.00
					Rece: Total	pt (58031023):	25.00
STUDENTSS STUDENTSS	204935	55DR-19-200	55011025	RECP	RECORD FILING FEE	ANDENT		25.00
					Recei Total	pt (58031025):	25.00
\$TUDEN158 \$TUDEN158	204935	55CR-19-200 55CR-19-200	55CI1027 55CI1027	SUPE	SUBBLOSS ISSUED FEE SUBBLOSS ISSUED FEE			2.50
STUDENTSS STUDENTSS	204935	55CR-19-200 55CR-19-200	55CI1027	SUL	SUBBLOSS ISSUED FEE SUBBLOSS ISSUED FEE			2.50
STUDENTSS STUDENTSS	204935	55CR-19-200	58CI1027 58CI1027	5071	SUBBLES ISSUED FEE EFLEX SUBSCRIMER PJ	202217		2.50
					Zece: Tota:	pt (55031027):	12.50
STUDENTSS STUDENTSS	204935	5807-19-10	55CI1029	PEOP 1755	RECOMEN FILING FEE SFLEX SUBSCRIDER PA	2762072		50.00 -50.00
					Recei Total	gt (55011029):	50.00
Report: CRRRIG: User: INSTRUC: Instance: MFILE	IORA		Cashier	Context Session	afi 5.2 Summary Report			RunDate: 20-0 RunTime: 10:03 Page: 2
Cashier	Session	Case 33	Receipt	Detail	Description			Total
5700237255	204935	55DR-20-201	55021030	2065	ACT 65 STATE CRIME	142		17.75
STUDENT58 STUDENT58	204935	550R-20-201	55CI1030 55CI1030	CASE	UNIFORM FILING FEE			17.75
					Recei Total	pt (58031030):	50.50
STUDENTSS STUDENTSS	204935	550R-20-201 550R-20-201	55CT1031 55CT1031	A065	ACT 65 STATE CRIME UNIFORM FILING FEET	142		7.25
STUDENT55	204935		58021031	CROK	CHECK PAYMENT Repair	gt.		-50.00
STUDENTSE	204935	550R-20-201	55031032	7808	Total	. (550221031):	50.00
STUDENTSS	204935	550R-20-201	55021032	0771	UNIFORM FILING FEET	-		49.50
STUDENT55	204935		55021032	CRED	CREDIT CARD/DEBIT O	ARD PAYMENT		-87.00
					Total	(50011032):	67.00
Session (2049)	35)			935)				
Total:		330.00	Total:		0.00	Balance:		330.00
User (STUDENTSS Total:	>	330.00	Void (STUDE Total:	X755) 0.00	Salance:		330.00
Report Total:		330.00	Report Void Total:		0.00	Report Salance:		330.00
			The Total : The Total :	for the De for the De	tail Code PEOP is : tail Code SUFE is :			150.00
			The Total : The Total :	Cor the De Cor the De	tail Code CASH is : tail Code UFF1 is :			-75.50
			The Total : The Total :	for the De	tail Code CRID is :			-67.00
			The Total :	Cor the De	tail Code EFCH is :			-25.00
			The Total	Cor the De	tail Code A055 is : tail Code A431 is :			15.00
			The Total :	Context	enii Code NFCC in : eFN 5.2			-15.00 RunDate: 20-0
Report: CBRRIC: User: INSTRUCT Instance: INSTRUCT	I IORA		Cashier	r Session	Summary Report			RunTime: 10:01 Race: 5
Report: CBRRIO: User: INSTRUC: Instance: Ifili Cashier	I TORA Session	Case 22	Cashie Receipt	Detail	Summary Report			RunTime: 10:03 Page: 3 Total

CBRRTOT {BREAKDOWN}



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

CBRRTOT {CONTINUED}

C	RRTOT {BREAKDOWN}	
ent Types: CASH CHCK MORD EFCC EFSB User: INSTRUCTORA Instance: EFILE Cashier Sesion *** EED OF BEFORT ***	Apport Void Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 Code STD 1 = Netal Code StD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 The Total for the Netal Code STD 1 = 1 Th	330.00 -42.50 + 150.00 -10.00 + -75.00 + -75.00 + -25.00 + 35.00 + 35.00 + 25.00 + Buttate: 20-0CT-2020 Ruttate: 20-0CT-2020 Fage: 3 Total Yold 15.00

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

Report: CBRRIOI User: INSTRUCI Instance: IFILE	CRA.		Cashier	Contexte Sezzion	fI 5.2 Summary Report				RunDate: 20-007-2020 RunTime: 10:01 A.M. Rage: 1
Court Code: Location Code: Session User: Session Number: From Date: Thru Date:	55 CI STUDENISS 204935 ALL ALL								
Cashier	Session	Case 33	Receipt	Detail	Description				Total Void
STUDENISS STUDENISS	204935 204935	5528-18-55	58031020 58031020	REOP CRCK	RECEEN FILING CHECK PAYNENT	712 \$1254			25.00 N -25.00 N
						Receip Total (t 58031020):	25.00
STUDENISS STUDENISS	204935 204935	551R-18-55	58011021 58011021	CASE	RECEEN FILING CASE PAINENT	711			25.00 N -25.00 N
						Total (58031021):	25.00
STUDENISS STUDENISS	204935	55DR-19-200	58011023	RACH	RECENT FILING	ACM PAY	102017		-25.00 N
STUDENTSS	204935	550R-19-200	58031025	REOP	REOPEN FILING	Total(58031023):	25.00 25.00 N
STUDENTSS	204935		58031025	2700	TATES CREDIT (Receir	nen:		-25.00 8
\$7005X748	204035	15-2-19-200			STREET, STREET,	Total(55011025	9 :	25.00 2.50 N
STUDENISS	204935	55CR-19-200	58021027	SUL	SUBBICINE ISSUED	TIL			2.50 N
STUDENTSS	204935	55CR-19-200 55CR-19-200	58011027	SUM	SUBBOOKS ISSUE	. 71X			2.50 %
\$10023155	204935	55CR-19-200	58021027	SUL	SCIENCES 15501		_		2.50 %
510028156	204835		50211027	1155	TITLE STEPLET	Receip	t		
STUDENT55	204935	5507-19-10	55021029	RECE	PEOPEN FILING	10081(Section7	11	50.00 10
STUDENTSS	204935		55031029	1755	IFLEX SUBSCRIP	Receip	5 SEC		-50.00 N
						Total (55011029	3 =	50.00
Report: CBRRIOT User: INSTRUCT	CRA		Cashier	Context Session	eff 5.2 Summary Report				RunDate: 20-007-2020 RunTime: 10:01 A.N.
Cashier	Session	Case 33	Receipt	Detail	Description				Total Void
STUDENTSS	204935	550R-20-201	58021030	2431	ACT 431 LAW 50	CHOOL	-		15.00 %
STUDENISS STUDENISS	204935	552R-20-201	58021030	CASE	CASE PAYMENT	S FEES			17.75 N -50.50 N
						Receip Total (t 55CI1030	2:	50.50
	204935	SET0-20-201		1000	107 65 57175 /				
\$700EN755	204935	550R-20-201	55021031	0111	CONTROPOS ATTEND	S THES	~		42.75 1
510028156	204835		56011031		CHICK PAINES!	Receip	ŧ		
							50-11-51		30.00
STUDENTSS STUDENTSS	204935	550R-20-201 550R-20-201	58C21032 58C21032	UFF1 SUFE	UNIFORM FILIN	S FEES			49.50 X 2.50 X
STUDENT55	204935		56021032	CRED	CREDIT CARD/DE	1917 CA	ND PAYNESIT		-67.00 N
						Receip Total (t 58031032):	67.00
						-			
Session (20493 Total:	3)	330.00	Void (20493 Total:	(0)	0.0		Balance:		330.00
User (STUDENTSS Total:	,	330.00	Void (STUDENT Total:		0.0	•	Balance:		330.00
						-			
Report Total:		330.00	Report Void Total:		0.0		Report Balance:		330.00
			The Total Co	r the De	tail Code 1755	18 : (8)			-62.50
			The Total Co	r the D	tail Code SUFE	12 :			15.00
			The Total Co The Total Co	r the De	tail Code CASE	18 : 18 :			-75.50
			The Total Co	r the De	tail Code CRED	18 :			-57.00
			The Total Co	r the De	tall Code CNCK	11 :			-25.00
			The Total Co The Total Co	r the De	tail Code A055	111			25.00
			The Total Co	r the De	tail Code EFCC	1.8			-25.00
Report: CBRRICI User: INSTRUCI Instance: MFILE	CRA		Cashier	Context Session	erz 5.2 Summary Report				RunDate: 20-007-2020 RunTime: 10:01 A.M. Rage: 3
Cashier	Session	Case 33	Receipt	Detail	Description				Total Void
			The Total Co	ir the De	tail Code TECH	18 :			15.00
Number of record	a printed:	27							

CBRRTOT {CONTINUED}

	CBRRTOT {CONTINUED}
TOTAL TO TAL TOT	So if I took in a total of \$405.00, see examples below • New Filing will Summons \$167.50 • Writ \$20.00 • Writ \$217.50 • CASH \$217.50 • CASH \$217.50 • Check \$20.00 • Ercc \$167.50 • Ercc \$167.50
	How much tangible money should I have in my possession at the end of the day?

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.



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.

Supervisor User ID:	KLSOILEAU			Cour	t: <mark>58</mark>	L	ocation:	CI
Debit Deposit Code:	ADEP •		_	Payr	nent Do	ocket Code:	PA90	•
Debit Payment Code:	DEBP •			Voi	d Paym	ent Docket:	PAA0	•
Disposition Adj. Reason:	DISP •			Fe	e Trans	fer Docket:	PA60	•
		Accounting	g Ru	les				
Fees Assoc	iated With				×	Allow Void T	ransacti	ons
Violations and S	Sentences: •	Violation Date			NSF	- Reason Co	ode: NS	۶F •
	۰	Filing Date			N	SF Detail Co	ode: NS	F •
						Accept Over	payment	s
					Escr	ow Detail Co	ode: OV	/ER •
		Payment Applic	atior	n Method				
Distribute Payment:	• Automatic	First Pay Entire:	0	Case				
	O Manual		0	Fee Priority				
			9	Assessed Date				

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

and the second se	Jser		<			Post Pend	d 20	20
Session Nur	nber.					Start I	Date	
Last Entry	Date					End	Date	
ani da Cumma	Close Art	No Passion						
ssion Summa	ry [Close Act	we beasion					_	_
			Session D	etail Summ	ary			
Tra	nsaction Type	Catego	ory;					
			Cashier Se	ssion Sumr	nary			
Co	de Type	ſ	Description			Amount		
								é.
-								
72	and have been				-			
_	_		_	_	_	_	_	_
hier Sessior	n Review (CBA	ACREV) (HELP	DESK)			-	in de state	ada e Galedada
hier Sessior	n Review (CBA	ACREV) (HELP	DESK)			Dent Dent		
hier Session Session (Review (CBA	ACREV) (HELP	DESK)			Post Perio	d : 20)	20 12
hier Session Session U Session Nur	n Review (CBA Jser: KLSOILI nber	ACREV) (HELP	DESK)			Post Perio Start I	dt 202 Date 14-D	20 12 EC-2020
hier Session Session (Session Nur Last Entry	n Review (CB/ Jser: KLSOILI nber Date 14-DEC	ACREV) (HELP EAU -2020	DESK)			Post Perio Start I End I	dt 202 Date 14-D Date	20 12 EC-2020
hier Session Session U Session Nur Last Entry ssion Summa	n Review (CBA Jser: KLSOLI nber Date 14-DEC	ACREV) (HELP EAU -2020	DESK)			Post Perio Start I End I	dt 20; Date 14-D Date	20 12 EC-2020
hier Session (Session Nur Last Entry ssion Summa	n Review (CB/ Jeer: KLSOILI nber Date 14-DEC	ACREV) (HELP EAU -2020 We begging Session comber	229178			Post Perio Start I End I	d 20) Date 14-D Date	20 12 EC-2020
hier Session L Session Nur Last Entry ssion Summa	n Review (CB/ Jser: KLSOILI nber Date: 14-DEC nv , cuse Actions	ACREV) (HELP EAU 2020 Ve Dear on Session * umber	229178			Post Perio Start I End I	dt 202 Date 14-D Date	20 12 EC-2020
hier Session Session Nur Last Entry ssion Summa	n Review (CB/ Jser: KLSOILI nber Date 14-DEC rv Cuse Acti	ACREV) (HELP EAU 2020 We Descion Section tumber	229178 Cash Depo	osit Summa	y	Post Perio Start I End 1	d 200 Date: 14-D Date:	20 12 EC-2020
hier Session Session Nur Last Entry ssion Summa Detail	I Review (CB/ Jser: KLSOILI Inber Date 14-DEC rv , Guse Acti	ACREV) (HELP EAU 2020 We bear on Session "umber: Description	DESK) 229178 Cash Depo	ssit Summa Type	y Category	Post Perio Start I End I	d 203 Date: 14-D Date: 14-D	20 12 EC-2020
hier Session Session Nur Last Entry Ssion Summa Detail	A Review (CB/ Jser: KLSOILI nber Date 14-DEC rv , Guse Actions CASH PAYME	ACREV) (HELP EAU 2020 We best for Session fumber: Description	DESK) 229178 Cash Depo	ssit Summa Type	y Category CCA	Post Perio Start I End I	d 203 Date: 14-D Date: 14-D tal	20 12 EC-2020
hier Session Session Nur Last Entry Sission Summa Detail	Review (CB/ Jser: KLSOILI nber Date 14-DEC rv , Guse Acti CASH PAYME	ACREV) (HELP EAU 2020 We best for Session fumber: Description	DESK) 229178 Cash Depo	osit Summa Type P	y Category CCA	Post Perio Start I End I	di 200 Date: 14-D Date: 14-D lat	20 12 EC-2020
hier Session Session Nur Last Entry Detail CASI	Review (CB/ Jser: KLSOILI nber Date 14-DEC rv , Guse Acti CASH PAYME)	ACREV) (HELF EAU 2020 We becallon Session * amber: Description	DESK) 229178 Cash Depo	osit Summa Type	y Category CCA	Post Perio Start I End I	ad 202 Date: 14-D Date: -167	20 12 EC-2020
hier Session Session Nur Last Entry I Detail	Review (CB/ Jser: KLSOILI nber Date 14-DEC rv , Crose Actions CASH PAYME)	ACREV) (HELP EAU 2020 We becalism Session * amber: Description	DESK) 229178 Cash Depo	osit Summa Type	y Category CCA	Post Perio Start I End I	ad 202 Date: 14-D Date: tal	20 12 EC-2020
hier Session Session Nur Last Entry I Sission Summa Detail	A Review (CB/ Jser: KLSOILI nber: 14-DEC Date: 14-DEC rv , Cuse Acti s CASH PAYMEN	ACREV) (HELP EAU 2020 We Description Description NT	DESK) 229178 Cash Depo	osit Summa Type	y Category CCA	Post Perio Start I End I	ad 202 Date: 14-D Date: tal	20 12 EC-2020
hier Session Session Nur Last Entry I Detail	A Review (CB/ Jser: KLSOILI nber: 14-DEC NV Cuse Acti CASH PAYMEN	ACREV) (HELP EAU 2020 We Description Description NT	DESK) 229178 Cash Depo	posit Summa	y Category CCA	Post Perio Start I End I	tal	20 12 EC-2020
hier Session Session Nur Last Entry Detail	Review (CB/ Iser: KLSOILI Inber Date 14-DEC IV Cuse Actions CASH PAYME	ACREV) (HELP EAU 2020 we becare Session "aumber: Description	DESK) 229178 Cash Depo	posit Summa Type posit	y Category CCA	Post Perio Start I End I	tal	20 12 EC-2020

CLOSE OPEN CASHIER SESSIONS CBACREV

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.



81 E	Appr Cashie	session Number	Expected Amount	Actual Amount	Over/Short
		AU 229178	167:50	167.50	.00
	4	_			
	101				
	-				
	-				
	<u> </u>	_			
	-				
			Deposi		
	Deposit No	Account	Total Expected	Total to Deposit	Total Over/Short
	20121401 22	010041	167.50	167.50	.(
	and the second s				

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.

• (YYMMDD<u>XX</u> – 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.

Report: C User: F Instance:	CAPCFED (LSOILEAU EFILE			Cou	Con rts Genera	texteFE 5.2 l Ledger Feed Process		RunDate: RunTime: Page:	14-OCT-2020 08:53 A.M. 1
Run Mode: Report Ty Court Coo Location	rpe: S Ne: 58 Code: CI								
Collectio Detail Le	on Table: evel:	CBRAC SUMMA	CD RY						
ACCI	FUND	ORGN	ACCT	PROG	ACTV	LOCN	Debit		Credit
AP AP AP AP AP AR AR AR AR AR AR AR AR	AOJ AOJ AOJ GEN GEN AOJ AOJ AOJ AOJ GEN GEN	COUNTY COUNTY COUNTY COUNTY	FEES FILING FILING FEES FILING FILING FILING FILING FEES FILING FEES FILING	MJF2 A065 A431 UFF PSUFE REOP MJF2 A065 A431 UFF PSUFE REOP	58 58 58 58 58 58 58 58 58 58 58 58 58 5	CI CI CI CI CI CI CI CI CI CI CI CI	15.00 25.00 15.00 110.00 2.50 100.00		15.00 25.00 15.00 110.00 2.50 100.00

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 58CI ACT 431 LAW SCHOOL AP 58CI ACT 431 LAW SCHOOL AR 58CI ACT 65 CRIME LAB AP 58CI ACT 65 CRIME LAB AR 58CI COURT TECHNOLOGY FEE AP 58CI COURT TECHNOLOGY FEE AP 58CI SUMMONS ISSUED FEE AP 58CI SUMMONS ISSUED FEE AR 58CI UNIFORM FILING FEES AP 58CI UNIFORM FILING FEES AP 58CI UNIFORM FILING FEES AR 58CI - COURTS CHECKING ACCOUNT	$1,775.00 \\ 0.00 \\ 180.00 \\ 0.00 \\ 300.00 \\ 0.00 \\ 180.00 \\ 0.00 \\ 25.00 \\ 0.00 \\ 1,320.00 \\ 1,610.00 \\ 1,610.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 \\ 0.00 $	$\begin{array}{c} 1,775.00\\ 165.00\\ 135.00\\ 275.00\\ 225.00\\ 165.00\\ 135.00\\ 25.00\\ 15.00\\ 15.00\\ 1,210.00\\ 1,100.00\\ 165.00\end{array}$	0.00 -165.00 45.00 -275.00 -275.00 -165.00 45.00 -25.00 10.00 -1,210.00 220.00 ★1,445.00
Column Totals: Report Total	5,390.00	5,390.00	0.00
*** END OF REPORT *** Number of records printed: 12	🛧 This amoun	t 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 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.



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?



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.

Supervisor User ID:	KLSOILEAU			Cour	t: <mark>58</mark>	L	ocation:	CI
Debit Deposit Code:	ADEP •		_	Payr	nent Do	ocket Code:	PA90	•
Debit Payment Code:	DEBP •			Voi	d Paym	ent Docket:	PAA0	-
Disposition Adj. Reason:	DISP •			Fe	e Trans	fer Docket:	PA60	•
		Accounting	g Ru	les				
Fees Assoc	iated With				×	Allow Void T	ransacti	ons
Violations and S	Sentences: •	Violation Date			NSF	- Reason Co	ode: NS	۶F •
	۰	Filing Date			N	SF Detail Co	ode: NS	F •
						Accept Over	payment	s
					Escr	ow Detail Co	ode: OV	/ER •
		Payment Applic	atior	n Method				
Distribute Payment:	• Automatic	First Pay Entire:	0	Case				
	O Manual		0	Fee Priority				
			9	Assessed Date				

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)



81 E	Appr Cashie	session Number	Expected Amount	Actual Amount	Over/Short
		AU 229178	167:50	167.50	.00
	4	_			
	101				
	-				
	-				
	<u> </u>	_			
	-				
			Deposi		
	Deposit No	Account	Total Expected	Total to Deposit	Total Over/Short
	20121401 22	010041	167.50	167.50	.(
	and the second s				

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.

• (YYMMDD<u>XX</u> – 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

Ask about a TPE account.

			Printer	Control		
	Printer		ŝ	Special Print	Lines	Submit Time
DATA	ABASE	•			55	
			Paramet	er Values		
	Parame	eters			Values	
01	File Name			202007_EFILING	DISB.CSV	• •
02	Court		•	58		•
03	Location		•	СІ		
04	Print Y/N		•	N		i .
			Subm	viccion		

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

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

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.
- Save Report to EOM File on Desktop
- Close Cashier Session: Session ID is EFSUBSXXXX
- Proceed with EOD Process: Approve Deposit, run CAPCFED T/L & then run your CARCTGL





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.

	o All	 Cleared 	o (outstanding		O Void	led
Banl	Account: 0000	• • • • • • • • • • • • • • • • • • • •	Name:	58CI CIRCUIT	COURT BA	NK	
Check	Number Range	From:	To:				
Displar	all checks which a	re at least	days old				
0.000							
heck Summa	ary Check Detai	Ĩ					
	Chock	Chock	Chock				
	CHECK	GHELK	CHECK		Cleared	N N	/old
	Number	Date	Amount	Cleared	Date	Void Re	/old eason
	Number	Date	Amount	Cleared	Cleared Date	Void Re	ason
	Number	Date	Amount	Cleared	Cleared Date	Void Re	Pason
	Number	Date	Amount	Cleared	Cleared Date		
	Number		Amount	Cleared	Cleared Date		
	Number		Amount		Cleared Date		
	Number		Amount		Cleared Date		
	Number		Amount	Cleared	Cleared Date		

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

🕢 – – – – – – – – – – – – – – – – – – –	iss Subm	ission Control Fo	m GJAP	CTL (HELP	DESK)		-					1
F	Process:	CARCKST	Check S	tatus Summar	y Report		Paran	neter Set:				
					Printer C	ontrol						
		Printer			Sp	ecial Print		Lines		Submit	Time	
DA	ATABASE			•				55				
				P	arameter	Values						
		Para	meters				Va	lues				
01	1 Bank	k ID			•						•	1
02	2 Bank	k Account Number			•						•	-
03	3 Paye	e ID			•							
03	- aye	ee ID				-						0
LENG	TH: 9 TYP	E: Character O/R: R	equired M/	S: Single								
Entera	a valid bar	nk identification num	ber (require	ed).	94.5 97 SV				_		_	
					-Submis	sion						
	Savo Dara	motore	As:							Hold	(1)	Submit
	ouver alla	inclui o										Cabina

CBAMISC RECORDING INTEREST

Re	ceipt ID:	58CIBA	NK • POPE CO	UNTY CIRCUIT COURT BANK		
	Account					
	Auth ID:					
Receipt C	omment	INTERE	ST ON BANK STATEMENT FOR	R THE MONTH OF AUGUST 2020		
			Acco	unt Dotail		
Qty	Deta	il	Description	Fee Amount		
1	INTD	•	ITEREST DUE ON ACCOUN	.75	Pay Amount	1
	INTR	• IN	ITEREST RECEIVED ON AC			.75
		•				
		·				
		1				
	_	1				
			0	int Control		
			Rece	ipi control		
				~		34

For Interest Baring Checking Accounts ONLY!

- 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
- FIO 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: C User: K Instance:	APCFED LSOILEAU EFILE			Cou	Cor irts Genera	ntexteFE 5.2 al Ledger Feed Process		RunDate: 14-OCT RunTime: 08:53 J Page: 1	-2020 A.M.
Run Mode: Report Ty Court Cod Location	rpe: S le: 5 Code: C	BI							
Collectic Detail Le	n Table: vel:	CBRA	CCD ARY						
ACCI	FUND	ORGN	ACCT	PROG	ACTV	LOCN	Debit	C:	redit
AP AP AP AP AP AR AR AR AR AR	AOJ AOJ AOJ GEN GEN AOJ AOJ AOJ AOJ GEN	COUNTY COUNTY	FEES FILING FILING FEES FILING FILING FILING FILING FEES	MJF2 A065 A431 UFF PSUFE REOP MJF2 A065 A431 UFF PSUFE	58 58 58 58 58 58 58 58 58 58 58 58	다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다	15.00 25.00 15.00 110.00 2.50	1	15.00 25.00 15.00 10.00 2.50 00.00
AK	GEN	COUNTY	FILING	REOP	28	C1	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
58CI -PAYMENT CLEARING	1,775.00
58CI ACT 431 LAW SCHOOL AP	0.00
58CI ACT 431 LAW SCHOOL AR	180.00
58CT ACT 65 CRIME LAB AP	0.00

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

 \bigstar 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 email will not work in the same capacity.

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

Report Parameters					
Enter value:	s 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 Tota	l: -945.00				
CREDIT CARD RE	CEIPTS				
Entry Date	Daily Receipts				
08-12-2020	-500.00				
Receipt Type Tota	l: -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

CZRRCPT REPORT

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 RECEI	PTS
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

Period	8 2020 Rece	eipt to Payable Association Summary	Cases as of: September 24, 2020 4:09 PM
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

Payable On-Line E	ntry (CAAPYOL) (EFILE)
Payee ID:	
Address:	
Detail:	
Amount:	

í	P	OPE COUNTY CIRCUIT COURT	
Period	8 2020 Rec	ALL DIVISIONS	Cases as of: entember 24, 2020 4:09 PM
P431	ACT 431 LAW SCHOOL	All	\$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
		Total:	\$1,445.00

PUFF UNIFORM FILING FEES



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.
- FIO or 🔒 to save.
- Clear Form or
- Repeat until all detail codes have been entered.

CAAPADJ VOID/ADJUST PAYABLES

Payabl	e Void/Adjustme	ent (CAAPADJ)	(EFILE)			. 0000000000
	Payee ID:	•				
	Detail Code:	•			Batch No.:	•
Payee Ir	nformation	Detail				
Void	Payee Name	Detail	Amount	Balance	Adjustment	
						_
Г						-
				-		
						_
Г						
						-

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

		Bank Account: Detail Code Payee ID: Payables I	Dated Through	00 POPE	COUNTY CIRCUI	COURT	BANK		
Pr	int EFT	Case ID	Payee Name	Payable Balance	Due Date	Detail	Addr Type	Amt to Pay	
			POPE COUNTY T	120.00	28-SEP-2020	MJF2	MA	120.00	
			ARKANSAS STA	200.00	28-SEP-2020	P065	MA	200.00	
			ARKANSAS STA	120.00	28-SEP-2020	P431	MA	120.00	
			POPE COUNTY T	15.00	28-SEP-2020	PSUF	MA	15.00	
Ě			POPE COUNTY I	990.00	28-SEP-2020	PUFF	MA	990.00	
		Check Register N	io.: <u>119994</u>	No. of Paya	Register Total bles Selected	5	1	,445.00	
		Check Register N	POPE COU	No. of Paya	Register Total bles Selected	s RT	1	445.00	
		Check Register N	POPE COU	No. of Paya INTY CIRC LL DIVISIO	Register Total bles Selected	5 RT	1	.445.00	ases as of:
ad 8 3	2020	Check Register N	POPE COU Al Receipt to Pay	No. of Paya UNTY CIRC LL DIVISIO Vable Assoc	Register Total bles Selected CUIT COU NS ciation Sur	5 RT mmary	1 / Septe	445.00 Ca ember 24, 2020	ases as of: 0 4:09 PM
d 8 :	2020 T 431	Check Register N R LAW SCHOO	POPE COL AL Receipt to Pay	No. of Paya UNTY CIRC LL DIVISIO Vable Assoc	Register Totat bles Selected CUIT COU NS ciation Sur	5 RT mmary	1 / Septe	(445:00) Ca ember 24, 2020	ases as of: 0 4:09 PM \$120.0
od 8 3 11 AC 55 AC	2020 T 431 T 65 C	Check Register N R LAW SCHOO CRIME LAB	POPE COU Al Receipt to Pay DL 401	No. of Paya UNTY CIRC LL DIVISIO vable Assoc	Register Totat bles Selected CUIT COU NS ciation Sur	5 RT mmary	1 / Septe	(445:00) Ca ember 24, 2020	ases as of: 0 4:09 PM \$120.0 \$200.0 \$120.0
od 8 3 11 AC 5 AC 22 AO	2020 T 431 T 65 C J COL	Check Register N R LAW SCHOO CRIME LAB JRT TECH FE	POPE COU Al Receipt to Pay DL 401 EE 1004	No. of Paya UNTY CIRC LL DIVISIO vable Assoc	Register Totat bles Selected	5 RT mmary	1 / Septe	445.00 Ca ember 24, 2020	ases as of: 0 4:09 PM \$120.0 \$200.0 \$120.0 \$120.0
od 8 3 11 AC 5 AC 22 AO JF SU	2020 T 431 T 65 C J COL MMON	Check Register N R LAW SCHOO CRIME LAB JRT TECH FE NS ISSUED F NS ISSUED F	POPE COU AL Receipt to Pay DL 401 EE ECR EE 507 EE 507	No. of Paya UNTY CIRC LL DIVISIO rable Assoc	Register Totat bles Selected	s RT mmary	1 / Septe	445.00 Ca ember 24, 2020	ases as of: 0 4:09 PM \$120.0 \$200.0 \$120.0 \$15.0 \$15.0
ad 8 3 11 AC 5 AC 52 AO JF SU JF SU	2020 T 431 T 65 C J COL MMOR IFOR	R LAW SCHOO CRIME LAB JRT TECH FE NS ISSUED F M FILING FEE	POPE COU Al Receipt to Pay DL 43 405 EE 100 EE 100 EE 100 EE 100	No. of Paya UNTY CIRC LL DIVISIO Vable Associ	Register Total Dies Selected	s RT mmary	1 / Septe	(445.00 Ca ember 24, 2020	ases as of: 0 4.09 PM \$120.0 \$200.0 \$120.0 \$15.0 \$990.0 \$1.445.0
ad 8 3 1 AC 5 AC 2 AO JF SU F UN	2020 T 431 T 65 C J COL MMOR IFOR	Check Register N R LAW SCHOO CRIME LAB JRT TECH FE NS ISSUED F M FILING FEE	POPE COU AL Receipt to Pay DL A3 EE 1204 EE 907 ES 971	No. of Paya UNTY CIRC LL DIVISIO vable Associ Total:	Register Total bles Selected	5 RT mmary	1 / Septe	445.00 cc omber 24, 202	ases as of: 0 4:09 PM \$120.0 \$200.0 \$120.0 \$15.0 \$990.0 \$1,445.0

- 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

Check Reconci	liation (CAACKR	C) (EFILE) POPPER					
	o All	O Cleared	۲	Outstanding	٠	Voided	
Bank Acc	count: 0000000	• 0000000000	Name:	58CI CIRCUIT	COURT BANK		
Check Nun	nber Range From:		To:	1			
Display all c	hecks which are at l	past	davs old				
e topicy an e]				
Check Summary	Check Detail						
1	Check Number	Check Date	Check Amount	Cleared	Cleared Date V	Void oid Reason	
					(
					I		-
					1		*
					ſ		
					ſ		-
					1		-
					1		*
					1		•

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.

		POPE CO	UNTY CIR	CUIT COURT	NZ-147	
Period: 9 20 Payee: Check(s): Date: 58CIBANK	POPE COUNTY	CH CIRCUIT COU	IECK REGI	ISTER	Void: Cleared Outstanding: Cases as of: September 28, 2020 10:22	N N AM
Check: 1	28-SEP-20 MJF2 PSUF PUFF	\$1,125.00 \$120.00 \$15.00 \$990.00 \$1,125.00	58TREAS AOJ COURT SUMMONS IS UNIFORM FI	POPE COUNTY TECH FEE SSUED FEE LING FEES	TREASURER	
Check: 2	28-SEP-20 P065 P431	\$320.00 \$200.00 \$120.00 \$320.00 \$1,445.00	TREAS ACT 65 CRIM ACT 431 LAV	ARKANSAS STA ME LAB V SCHOOL	ATE TREASURY	

CZRCKRG CHECK REGISTER REPORT

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.

Report: User: Instance	CAPCFED KLSOILEAU : EFILE			Co	Courts Gene	ontexteFE 5.2 ral Ledger Feed Process		RunDate: RunTime: Page:	14-OCT-2020 08:53 A.M. 1
Run Mode	: т								
Report 1	ype: S	3							
Location	ide: 5 i Code: 6	98 11							
20000201		~							
Collecti Detail I	on Table:	CBRA	CCD ARY						
Docurr 1		Dorn							
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	OFF	58	CI	110.00		
AR	GEN	COUNTY	FEES	PSUFE	58	CI	2.50		
AK	GEN	COUNTY	FILING	REOP	28	CI	100.00		

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 COURT TECHNOLOGY FEE AP 120.00 165.00 -45.00 58CI COURT TECHNOLOGY FEE AP 120.00 165.00 -45.00 58CI SUMMONS ISSUED FEE AP 15.00 25.00 -10.00 58CI SUMMONS ISSUED FEE AR 180.00 135.00 45.00 58CI OURT TECHNOLOGY FEE AR 15.00 25.00 -10.00 58CI SUMMONS ISSUED FEE AR 180.00 135.00 45.00 58CI UNIFORM FILING FEES AP 990.00 1,210.00 -220.00 58CI COURT SCHECKING ACCOUNT 1,610.00 1,000 220.00 58CI - COURTS CHECKING ACCOUNT 1,610.00 1,610.00 0.00	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 Account (ACCT) code: ALL GL Activity (ACTV) code: ALL GL Activity (ACTV) code: ALL Fiscal Year: ALL Fiscal Year: 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 431 LAW SCHOOL AR 180.00 135.00 -45.00 58CI ACT 65 CRIME LAB AP 200.00 275.00 -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 AR 180.00 135.00 -10.00 58CI SUMMONS ISSUED FEE AR 25.00 15.00 -0.00 58CI UNIFORM FILING FEES AP 990.00 1,210.00 -220.00 58CI - COURTS CHECKING ACCOUNT 1,610.00 1,610.00 0.00 58CI - COURTS CHECKING ACCOUNT 1,610.00 8,280.00 0.00				
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 431 LAW SCHOOL AR 180.00 135.00 45.00 58CI ACT 65 CRIME LAB AP 200.00 275.00 -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 AR 180.00 135.00 45.00 58CI SUMMONS ISSUED FEE AR 25.00 15.00 -10.00 58CI UNIFORM FILING FEES AP 990.00 1,210.00 -220.00 58CI COURT SCHECKING ACCOUNT 1,610.00 1,610.00 0.00 58CI COURT SCHECKING ACCOUNT 1,610.00 1,610.00 0.00	Account Name	Debit Amount 📟	Credit Amount	Balance
SSCI - PAYMENT CLEARING 1,743.00 1,743.00 1,775.00 SSCI - PAYMENT CLEARING 1,775.00 1,775.00 0.00 SSCI ACT 431 LAW SCHOOL AP 120.00 165.00 -45.00 SSCI ACT 431 LAW SCHOOL AR 180.00 135.00 45.00 SSCI ACT 431 LAW SCHOOL AR 180.00 135.00 45.00 SSCI ACT 431 LAW SCHOOL AR 180.00 135.00 45.00 SSCI ACT 431 LAW SCHOOL AR 180.00 135.00 45.00 SSCI ACT 65 CRIME LAB AR 300.00 225.00 75.00 SSCI COURT TECHNOLOGY FEE AP 120.00 165.00 -45.00 SSCI COURT TECHNOLOGY FEE AR 180.00 135.00 45.00 SSCI SUMMONS ISSUED FEE AP 25.00 10.00 10.00 SSCI SUMMONS ISSUED FEE AP 990.00 1,210.00 -220.00 SSCI UNIFORM FILING FEES AR 1,320.00 1,100.00 220.00 SSCI- COURTS CHECKING ACCOUNT 1,610.00 0.00 0.00 Column Totals: Report Total 8,280.00 8,280.00 0.00	59CT _COUDT ACCOUNT DAVADIE	1 445 00	1 445 00	0.00
Soci AT 431 LAW SCHOOL AP 1,75.00 1,75.00 -45.00 Soci ACT 431 LAW SCHOOL AR 180.00 135.00 45.00 Soci ACT 431 LAW SCHOOL AR 180.00 135.00 45.00 Soci ACT 431 LAW SCHOOL AR 180.00 135.00 45.00 Soci ACT 431 LAW SCHOOL AR 180.00 135.00 45.00 Soci ACT 65 CRIME LAB AR 200.00 275.00 -75.00 Soci ACT 65 CRIME LAB AR 300.00 225.00 75.00 Soci COURT TECHNOLOGY FEE AR 120.00 165.00 -45.00 Soci SUMMONS ISSUED FEE AR 180.00 135.00 45.00 Soci SUMMONS ISSUED FEE AR 25.00 10.00 10.00 Soci UNIFORM FILING FEES AR 990.00 1,210.00 -220.00 Soci UNIFORM FILING FEES AR 1,320.00 1,100.00 220.00 Soci - courts checking Account 1,610.00 0.00 0.00 Column Totals: Report Total 8,280.00 8,280.00 0.00	58CI -DAVMENT CLEARING	1 775 00	1 775 00	0.00
58CI ACT 431 LAW SCHOOL AR 180.00 135.00 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 46.00 58CI SUMMONS ISSUED FEE AR 15.00 25.00 -10.00 58CI UNIFORM FILING FEE AR 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 0.00 7 Column Totals: Report Total 8,280.00 8,280.00 0.00	58CI ACT 431 LAW SCHOOL AP	120.00	165.00	-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 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 AP 180.00 135.00 45.00 58CI SUMMONS ISSUED FEE AR 15.00 25.00 -10.00 58CI UNIFORM FILING FEE AR 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 0.00 7 Column Totals: Report Total 8,280.00 8,280.00 0.00	58CI ACT 431 LAW SCHOOL AR	180.00	135.00	45.00
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 AP 180.00 135.00 45.00 58CI SUMMONS ISSUED FEE AP 15.00 25.00 -10.00 58CI UNIFORM FILING FEES AP 990.00 1,210.00 -220.00 58CI UNIFORM FILING FEES AP 1,320.00 1,100.00 220.00 58CI - COURTS CHECKING ACCOUNT 1,610.00 0.00 0.00	58CI ACT 65 CRIME LAB AP	200.00	275.00	-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 AR 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 COURTS CHECKING ACCOUNT 1,610.00 1,100.00 220.00 58CI COURTS CHECKING ACCOUNT 1,610.00 0.00 0.00	58CI ACT 65 CRIME LAB AR	300.00	225.00	75.00
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 AP 25.00 15.00 10.00 58CI UNIFORM FILING FEES AP 990.00 1,210.00 -220.00 58CI COURTS CHECKING ACCOUNT 1,610.00 1,100.00 220.00 58CI COURT SCHECKING ACCOUNT 1,610.00 0.00 0.00	58CI COURT TECHNOLOGY FEE AP	120.00	165.00	-45.00
58CI SUMMONS ISSUED FEE AP 15.00 25.00 -10.00 58CI SUMMONS ISSUED FEE AP 25.00 15.00 10.00 58CI UNIFORM FILING FEES AP 990.00 1,210.00 -220.00 58CI UNIFORM FILING FEES AP 1,320.00 1,100.00 220.00 58CI - COURTS CHECKING ACCOUNT 1,610.00 1,610.00 0.00 Column Totals: Report Total	58CI COURT TECHNOLOGY FEE AR 🗸	180.00	135.00	45.00
58CI SUMMONS ISSUED FEE AR 25.00 15.00 10.00 58CI UNIFORM FILING FEES AR 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	58CI SUMMONS ISSUED FEE AP	15.00	25.00	-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	58CI SUMMONS ISSUED FEE AR 🗍	25.00	15.00	10.00
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	58CI UNIFORM FILING FEES AP	990.00	1,210.00	-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	58CI UNIFORM FILING FEES AR	1,320.00	1,100.00	220.00
Column Totals: Report Total 8,280.00 8,280.00 0.00	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
UFFI	Uniform Filing Fee	\$ 110.00
A431	Act 431 Law School Fee	\$ 15.00
TECH	Court Technology Fee	\$ 15.00
		\$ 165.00