

Building Bridges

#2017ACAP

Arkansas Court Automation Program Systems Conference 2017

USING CONTEXTE DATA WITH EXCEL



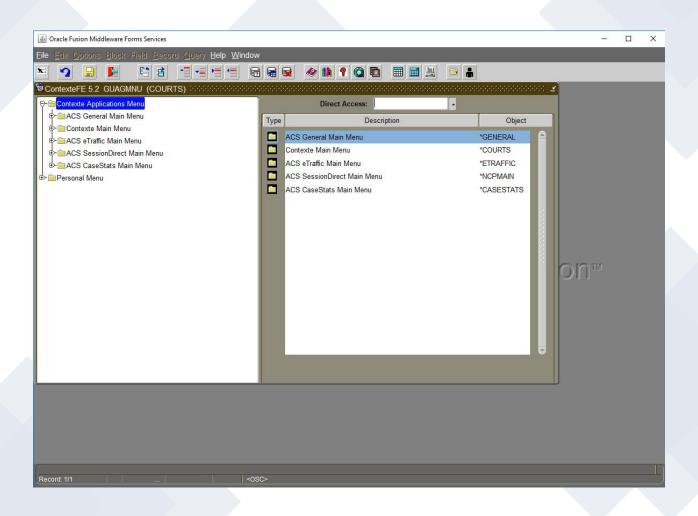
- CARCTGL (Contexte General Ledger) data may be exported to Excel for troubleshooting/disbursement purposes.
- Excel allows for a compilation of accounting data to detect errors.
- An Excel spreadsheet template is available for your use contact acap.help@arcourts.gov.

WHAT YOU NEED TO GET STARTED



- Contexte CARCTGL Report
- Contexte CARCKST Report for outstanding checks
- Contexte CZRRCPT Report for receipt listing
- Microsoft Excel
- Excel file template for CARCTGL data
- Bank Statement

PRODUCING CARCTGL



COPYING CARCTGL

#2017ACAP

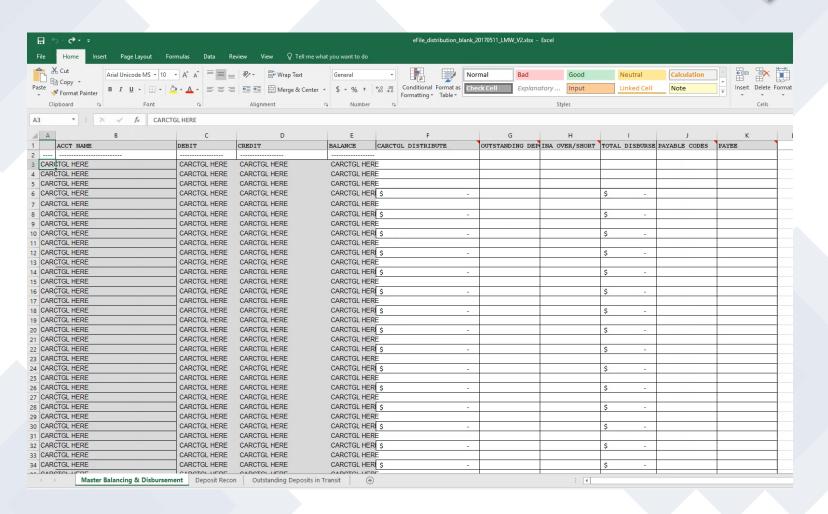
Report: CARCTGL User: MAARMSTRONG Instance: COURTS ContexteFE 5.2 Courts General Ledger Account Report RunDate: 27-JUN-2 RunTime: 09:43 A. Page: 1

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: 17 Location Code: CI

Account Name		Credit Amount	Balance
17CI -COURT ACCOUNT PAYABLE		170,575.01	0.00
17CI -COURTS CHECKING ACCOUNT	176,502.51		17,517.50
17CI -PAYMENT CLEARING	164,912.51	164,912.51	0.00
17CI ACT 282 PETN TO SEAL AP	550.00	625.00	-75.00
17CI ACT 282 PETN TO SEAL AR	625.00	600.00	25.00
17CI ACT 431 LAW SCHOOL AP	11,910.00	13,515.00	-1,605.00
17CI ACT 431 LAW SCHOOL AR	13,515.00	13,290.00	225.00
17CI ACT 65 CRIME LAB AP	19,825.00	22,500.00	-2,675.00
17CI ACT 65 CRIME LAB AR	22,500.00	22,125.00	375.00
17CI AOJ PETITION TO SEAL AP	550.00	625.00	-75.00
17CI AOJ PETITION TO SEAL AR	625.00	600.00	25.00
17CI CERTIFIED COPY FEES AP	10.00	15.00	-5.00
17CI CERTIFIED COPY FEES AR	15.00	15.00	0.00
17CI CNTY WRIT GARNISH/EXEC AP	4,200.00	5,040.00	-840.00
17CI CNTY WRIT GARNISH/EXEC AR	4,580.00	4,420.00	160.00
17CI COPY FEES AP	0.01	0.01	0.00
17CI COPY FEES AR	0.01	0.01	0.00
17CI COURT TECHNOLOGY FEE AP	11,650.00	13,260.00	-1,610.00
17CI COURT TECHNOLOGY FEE AR	13,260.00	13,030.00	230.00
17CI MISC FEES AP	900.00	900.00	0.00
17CI MISC FEES AR	1,040.00	1,040.00	0.00
45	40 050 00	4.6.000.00	0.550.00

PASTING & FORMATTING CARCTGL INTO EXCEL





WORKING WITH EXCEL FORMULAS



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A	CCT NAME	DEBIT		CREDIT	BALANCE	CARCTGL DISTRIBUTE	OUTSTANDING DEP	INA OVER/SHORT	TOTAL DISBURSE	PAYABLE CODES	PAYE
_											
⊕	#NAME?		170,575.01								
17CI	#NAME?		176,502.51)1 \$ 17,517.50						
17CI	#NAME?		164,912.51								
	ACT 282 PETN TO SEAL AP	\$	550.00			(75.00	0)		\$ 75.00		
	CT 282 PETN TO SEAL AR	\$	625.00								
_	ACT 431 LAW SCHOOL AP	\$	11,910.00			\$ (1,580.00	0)		\$ 1,580.00		
_	ACT 431 LAW SCHOOL AR	\$	13,515.00			10.150.00			4 0 450 00		
	ICT 65 CRIME LAB AP	\$	19,825.00			, , , , , , , , , , , , , , , , , , , ,))		\$ 2,450.00		
	OJ PETITION TO SEAL AP	\$	22,500.00 550.00						\$ (300.00)		
	OJ PETITION TO SEAL AP	\$	625.00			<u> </u>	,		\$ (500.00)		
_	CERTIFIED COPY FEES AP	\$	10.00		00 \$ (5.00		1		\$ (20.00)		
_	CERTIFIED COPY FEES AR	\$	15.00		00 \$ -	20.00	<u></u>		\$ (20.00)		
_	NTY WRIT GARNISH/EXEC AP	\$	4,200.00			\$ (840.00))		\$ 840.00		
	NTY WRIT GARNISH/EXEC AR	\$	4,580.00				,				
17CI C	OPY FEES AP	\$	0.01	\$ 0.0)1 \$ -	\$ 160.00)		\$ (160.00)		
17CI C	COPY FEES AR	\$	0.01	\$ 0.0)1 \$ -						
17CI C	OURT TECHNOLOGY FEE AP	\$	11,650.00	\$ 13,260.0	00 \$ (1,610.00	\$ (1,610.00))		\$ 1,610.00		
_	OURT TECHNOLOGY FEE AR	\$	13,260.00								
_	MISC FEES AP	\$	900.00			\$ 230.00)		\$ (230.00)		
	MISC FEES AR	\$	1,040.00								
	EOPEN FILING FEES AP	\$	13,350.00))		\$ 3,550.00		
	EOPEN FILING FEES AR	\$	15,200.00						¢ (2.202.52)		
	UBPOENA FEES AP	\$	17.50		00 \$ 2.50		1		\$ (2,302.50)		
_	UBPOENA FEES AR UMMONS ISSUED FEE AP	\$	15.00 835.00		50 \$ (2.50 00 \$ (285.00		N .		\$ 287.50		
_	UMMONS ISSUED FEE AP	\$	1.120.00			· · · · · · · · · · · · · · · · · · ·	7		\$ 207.50		
_	RANSFER FEE AP	\$	1,120.00				n		\$ 17.50		
	RANSFER FEE AR	\$	150.00			(17.50	7		\$ 17.50		
()	Master Balancing & Disbursement	Depos				(1	 	+		
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UNDERSTANDING #20 DISBURSEMENT FROM CARCTGL

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	ACCT NAME	DEBIT	CREDIT	BALANCE	CARCTGL DISTRIBUTE	OUTSTANDING DEPCINA OVER/SHORT	TOTAL DISBURSE PAYABI	E CODES
2								
17CI	COURT ACCOUNT PAYABLE	\$ 170,575.01	\$ 170,575.01	\$ -				
17CI	COURTS CHECKING ACCOUNT	\$ 176,502.51	\$ 158,985.01	\$ 17,517.50				
17CI	PAYMENT CLEARING	\$ 164,912.51	\$ 164,912.51	\$ -				
17CI	ACT 282 PETN TO SEAL AP	\$ 550.00	\$ 625.00	\$ (75.00)	\$ (50.00)		\$ 50.00	
7 17CI	ACT 282 PETN TO SEAL AR	\$ 625.00	\$ 600.00	\$ 25.00				
3 17CI	ACT 431 LAW SCHOOL AP	\$ 11,910.00	\$ 13,515.00	\$ (1,605.00)	\$ (1,380.00)		\$ 1,380.00	
17CI	ACT 431 LAW SCHOOL AR	\$ 13,515.00	\$ 13,290.00	\$ 225.00				
0 17CI	ACT 65 CRIME LAB AP	\$ 19,825.00	\$ 22,500.00	\$ (2,675.00)	\$ (2,300.00)		\$ 2,300.00	
1 17CI	ACT 65 CRIME LAB AR	\$ 22,500.00	\$ 22,125.00	\$ 375.00				
2 17CI	AOJ PETITION TO SEAL AP	\$ 550.00	\$ 625.00	\$ (75.00)	\$ (50.00)		\$ 50.00	
3 17CI	AOJ PETITION TO SEAL AR	\$ 625.00	\$ 600.00	\$ 25.00				
4 17CI	CERTIFIED COPY FEES AP	\$ 10.00	\$ 15.00	\$ (5.00)	\$ (5.00)		\$ 5.00	
5 17CI	CERTIFIED COPY FEES AR	\$ 15.00	\$ 15.00	\$ -				
6 17CI	CNTY WRIT GARNISH/EXEC AP	\$ 4,200.00	5,040.00	\$ (840.00)	\$ (680.00)		\$ 680.00	
7 17CI	CNTY WRIT GARNISH/EXEC AR	\$ 4,580.00	\$ 4,420.00	\$ 160.00				
8 17CI	COPY FEES AP	\$ 0.01	\$ 0.01	\$ -	\$ -		\$ -	
9 17CI	COPY FEES AR	\$ 0.01	\$ 0.01	\$ -				
0 17CI	COURT TECHNOLOGY FEE AP	\$ 11,650.00	\$ 13,260.00	\$ (1,610.00)	\$ (1,380.00)		\$ 1,380.00	
1 17CI	COURT TECHNOLOGY FEE AR	\$ 13,260.00	\$ 13,030.00	\$ 230.00				
2 17CI	MISC FEES AP	\$ 900.00		\$ -	s -		\$ -	
	MISC FEES AR	\$ 1,040.00						
4 17CI	REOPEN FILING FEES AP	\$ 13,350.00	\$ 16,900.00	\$ (3,550.00)	\$ (1,250.00)		\$ 1,250.00	
	REOPEN FILING FEES AR	\$ 15,200.00						
	SUBPOENA FEES AP	\$ 17.50	1 1	-			\$ -	
	SUBPOENA FEES AR	\$ 15.00						
	SUMMONS ISSUED FEE AP	\$ 835.00			, ,		\$ 252.50	
9 17CI	SUMMONS ISSUED FEE AR	\$ 1,120.00						
← →	Master Balancing & Disbursement	D 1	Outstanding Deposits in Transit	(+)	1			





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	ACCT NAME	DEBIT	CREDIT	BALANCE	CARCTGL DISTRIBUTE	OUTSTANDING DEPO	INA OVER/SHORT	TOTAL DISBURSE	PAYABLE CODES	PAY
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17CI 17CI	COURT ACCOUNT PAYABLE COURTS CHECKING ACCOUNT	\$ 170,575.0° \$ 176,502.5°								_
17CI	PAYMENT CLEARING	\$ 164,912.5	· ·							_
17CI	ACT 282 PETN TO SEAL AP	\$ 550.00			(50.00	N .		\$ 50.00		_
17CI		\$ 625.00			,	7/1		3 30.00		
	ACT 282 PETN TO SEAL AR ACT 431 LAW SCHOOL AP					0		\$ 1,380,00		_
17CI 17CI		\$ 11,910.00 \$ 13,515.00			, ,	")		\$ 1,380.00		_
17CI	ACT 431 LAW SCHOOL AR ACT 65 CRIME LAB AP	\$ 19,825.00				N		\$ 2,300.00		_
17CI	ACT 65 CRIME LAB AR	\$ 22.500.00			, ,	")		\$ 2,300.00		-
17CI	AOJ PETITION TO SEAL AP	\$ 550.00				n e		\$ 50.00		
17CI	AOJ PETITION TO SEAL AR	\$ 625.00			,	"		3 30.00		
17CI	CERTIFIED COPY FEES AP	\$ 10.00))		\$ 5.00		
17CI	CERTIFIED COPY FEES AR	\$ 15.00			/ (2.00	,				_
17CI	CNTY WRIT GARNISH/EXEC AP	\$ 4,200.00			\$ (680.00))		\$ 680.00		\top
17CI	CNTY WRIT GARNISH/EXEC AR	\$ 4,580.00				,		,		
17CI	COPY FEES AP	\$ 0.0	1 \$ 0.01	\$ -	\$ -			\$ -		
17CI	COPY FEES AR	\$ 0.0	1 \$ 0.01	\$ -						
17CI	COURT TECHNOLOGY FEE AP	\$ 11,650.00	0 \$ 13,260.00	\$ (1,610.00	\$ (1,380.00))		\$ 1,380.00		
17CI	COURT TECHNOLOGY FEE AR	\$ 13,260.00	0 \$ 13,030.00	\$ 230.00						
17CI	MISC FEES AP	\$ 900.00	0 \$ 900.00	- \$	\$ -			\$ -		
17CI	MISC FEES AR	\$ 1,040.00	0 \$ 1,040.00							
17CI	REOPEN FILING FEES AP	\$ 13,350.00))		\$ 1,250.00		
17CI	REOPEN FILING FEES AR	\$ 15,200.00								
17CI	SUBPOENA FEES AP	\$ 17.50						\$ -		
17CI	SUBPOENA FEES AR	\$ 15.00			·					
17CI	SUMMONS ISSUED FEE AP	\$ 835.00				0)		\$ 252.50		
17CI	SUMMONS ISSUED FEE AR	\$ 1,120.00	,							_
17CI	TRANSFER FEE AP	\$ 100.00			\$ (50.00))		\$ 50.00		-
17CI	TRANSFER FEE AR	\$ 150.00								
-	Master Balancing & Disbursement	Deposit Recon	Outstanding Deposits in Transit		4					

OVER/SHORT EXPLAINED



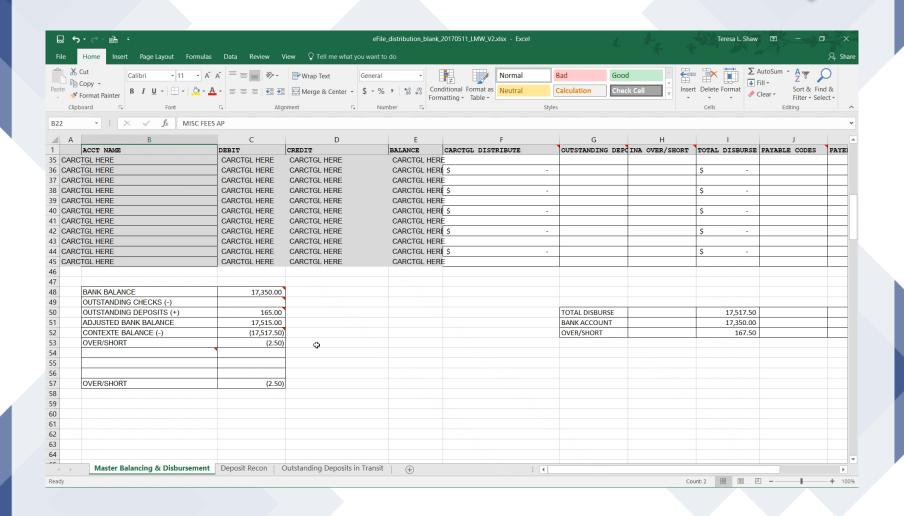
- Over/Short Negative (-) Amount:
 - Contexte has more receipts than deposited in the bank
 - Possible Reasons:
 - Receipt posted in Contexte but not sent in a deposit to the bank.
 - INA deposit error where receipt is created in Contexte but no corresponding deposit in the bank.
 - Disbursement error from previous posting period.

OVER/SHORT EXPLAINED



- Over/Short Positive (+) Amount:
 - The bank has more in deposits than Contexte receipts
 - Possible Reasons:
 - 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.

DEPOSIT RECONCILIATION



DEPOSIT RECONCILIATION

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	A			D	E	F	G	Н	1	J	K	L
			Actual CLERK Dep in (Dates)	Bank	-	eTraffic Deposits (Dates)	CZRRCPT	Actual Deposits in Bank (Dates)	Bank Deposits			
(Dates)	7/29/2016	(\$200.00)	(Dates)	Datik		(Dates) 8/3/201					+	
	8/1/2016	(\$578.75)				8/4/201					1	
	8/1/2016	(\$375.00)	8/1/2016	575.00		8/5/201					1	
	8/2/2016	(\$50.00)	8/2/2016	628.75		8/9/201					1	
	8/3/2016	(\$217.00)	8/3/2016			8/10/201						
	8/4/2016	(\$445.00)	8/4/2016			8/11/201						
	8/5/2016	(\$175.00)	8/5/2016	10.00		8/12/201	6 (\$50.00	0) 8/12/2016	165.00			
	8/8/2016	(\$175.00)	8/8/2016	340.00		8/15/201	6 (\$175.00	0) 8/15/2016	165.00			
	8/9/2016	(\$141.00)				8/16/201						
	8/10/2016	(\$258.00)	8/10/2016	246.00		8/18/201	6 (\$165.00	0) 8/16/2016	480.00			
	8/11/2016	(\$151.96)	8/11/2016			8/22/201						
	8/12/2016	(\$25.00)	8/12/2016			8/23/201						
	8/15/2016	(\$175.00)	8/15/2016			8/24/201						
	8/16/2016	(\$430.00)	8/16/2016			8/25/201						
	8/17/2016	(\$165.00)	8/17/2016			8/26/201				NICUSA/ SUBSCRIPTION		
	8/18/2016	(\$325.00)	8/18/2016			8/29/201					_	
	8/19/2016	(\$150.00)	8/19/2016	200.00		8/30/201	6 (\$215.00				_	
	8/22/2016 8/23/2016	(226.00)	8/22/2016	226.00			7	8/26/2016 8/26/2016			_	
	8/24/2016	(330.00)	8/24/2016	9.105.52				8/29/2016			+	
	8/24/2016	(550.00)	8/25/2016					8/30/2016			+	
	8/26/2016	0.00	0/23/2010	105.00				8/31/2016	660.00		1	
	8/29/2016	(55.00)	8/29/2016	55.00				0/31/2010	000.00		+	
	8/30/2016	(25.00)	8/30/2016									
tal De	posits		Bank deposits	13,613.23		Total Receipts	(\$3,628.00	0) Bank deposits	4,433.00			
						In Transit	\$ 215.00			\$545.00 In Transit from	July + 165.00 which is In Tran	nsit & a S
						Subscription	\$ 50.00	0 JULY Subscription	\$ 360.00			
							-3,363.0		3,363.00			

CONCLUSION



Thank you for attending!

Michial Armstrong

<u>Michial.Armstrong@arcourts.gov</u>

Teresa Shaw

Teresa.Shaw@arcourts.gov