



EXCELING WITH YOUR CARCTGL

Michial Armstrong
Teresa Shaw

PHOTOGRAPH CREDIT
MICHAEL HIBBLER
KUAR NEWS

#2017ACAP

Building Bridges

Arkansas Court Automation Program Systems Conference 2017

USING CONTEXTE DATA WITH EXCEL

#2017ACAP

- 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

#2017ACAP

- 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

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Oracle Fusion Middleware Forms Services

File Edit Options Block Field Record Query Help Window

ContexteFE 5.2 GUAGMNU (COURTS)

Contexte Applications Menu

- ACS General Main Menu
- Contexte Main Menu
- ACS eTraffic Main Menu
- ACS SessionDirect Main Menu
- ACS CaseStats Main Menu
- Personal Menu

Direct Access:

Type	Description	Object
ACS General Main Menu		*GENERAL
Contexte Main Menu		*COURTS
ACS eTraffic Main Menu		*ETRAFFIC
ACS SessionDirect Main Menu		*NCPMAIN
ACS CaseStats Main Menu		*CASESTATS

Record: 1/1

<OSC>

COPYING CARCTGL

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Report: CARCTGL
User: MAARMSTRONG
Instance: COURTS

ContexteFE 5.2
Courts General Ledger Account Report

RunDate: 27-JUN-2017
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	Debit Amount	Credit Amount	Balance
17CI -COURT ACCOUNT PAYABLE	170,575.01	170,575.01	0.00
17CI -COURTS CHECKING ACCOUNT	176,502.51	158,985.01	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
17CI PROBATION FEES AP	13,250.00	16,000.00	-2,750.00
17CI PROBATION FEES AR	16,000.00	13,250.00	2,750.00

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Master Balancing & Disbursement

WORKING WITH EXCEL FORMULAS

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eFile_distribution_blank_20170511_LMW_V2.xlsx - Excel

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File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting Table Styles Cells Editing

B3 X ✓ fx =COURT ACCOUNT PAYABLE

	A	B	C	D	E	F	G	H	I	J	K
		ACCT NAME	DEBIT	CREDIT	BALANCE	CARCTGL DISTRIBUTE	OUTSTANDING DEPCA	INA OVER/SHORT	TOTAL DISBURSE	PAYABLE CODES	PAYEE
1											
2											
3		#NAME?	\$ 170,575.01	\$ 170,575.01	\$ -						
4		#NAME?	\$ 176,502.51	\$ 158,985.01	\$ 17,517.50						
5		#NAME?	\$ 164,912.51	\$ 164,912.51	\$ -						
6	17CI	ACT 282 PETN TO SEAL AP	\$ 550.00	\$ 625.00	\$ (75.00)	\$ (75.00)			\$ 75.00		
7	17CI	ACT 282 PETN TO SEAL AR	\$ 625.00	\$ 600.00	\$ 25.00						
8	17CI	ACT 431 LAW SCHOOL AP	\$ 11,910.00	\$ 13,515.00	\$ (1,605.00)	\$ (1,580.00)			\$ 1,580.00		
9	17CI	ACT 431 LAW SCHOOL AR	\$ 13,515.00	\$ 13,290.00	\$ 225.00						
10	17CI	ACT 65 CRIME LAB AP	\$ 19,825.00	\$ 22,500.00	\$ (2,675.00)	\$ (2,450.00)			\$ 2,450.00		
11	17CI	ACT 65 CRIME LAB AR	\$ 22,500.00	\$ 22,125.00	\$ 375.00						
12	17CI	AOJ PETITION TO SEAL AP	\$ 550.00	\$ 625.00	\$ (75.00)	\$ 300.00			\$ (300.00)		
13	17CI	AOJ PETITION TO SEAL AR	\$ 625.00	\$ 600.00	\$ 25.00						
14	17CI	CERTIFIED COPY FEES AP	\$ 10.00	\$ 15.00	\$ (5.00)	\$ 20.00			\$ (20.00)		
15	17CI	CERTIFIED COPY FEES AR	\$ 15.00	\$ 15.00	\$ -						
16	17CI	CNTY WRIT GARNISH/EXEC AP	\$ 4,200.00	\$ 5,040.00	\$ (840.00)	\$ (840.00)			\$ 840.00		
17	17CI	CNTY WRIT GARNISH/EXEC AR	\$ 4,580.00	\$ 4,420.00	\$ 160.00						
18	17CI	COPY FEES AP	\$ 0.01	\$ 0.01	\$ -	\$ 160.00			\$ (160.00)		
19	17CI	COPY FEES AR	\$ 0.01	\$ 0.01	\$ -						
20	17CI	COURT TECHNOLOGY FEE AP	\$ 11,650.00	\$ 13,260.00	\$ (1,610.00)	\$ (1,610.00)			\$ 1,610.00		
21	17CI	COURT TECHNOLOGY FEE AR	\$ 13,260.00	\$ 13,030.00	\$ 230.00						
22	17CI	MISC FEES AP	\$ 900.00	\$ 900.00	\$ -	\$ 230.00			\$ (230.00)		
23	17CI	MISC FEES AR	\$ 1,040.00	\$ 1,040.00	\$ -						
24	17CI	REOPEN FILING FEES AP	\$ 13,350.00	\$ 16,900.00	\$ (3,550.00)	\$ (3,550.00)			\$ 3,550.00		
25	17CI	REOPEN FILING FEES AR	\$ 15,200.00	\$ 12,900.00	\$ 2,300.00						
26	17CI	SUBPOENA FEES AP	\$ 17.50	\$ 15.00	\$ 2.50	\$ 2,302.50			\$ (2,302.50)		
27	17CI	SUBPOENA FEES AR	\$ 15.00	\$ 17.50	\$ (2.50)						
28	17CI	SUMMONS ISSUED FEE AP	\$ 835.00	\$ 1,120.00	\$ (285.00)	\$ (287.50)			\$ 287.50		
29	17CI	SUMMONS ISSUED FEE AR	\$ 1,120.00	\$ 1,087.50	\$ 32.50						
30	17CI	TRANSFER FEE AP	\$ 100.00	\$ 150.00	\$ (50.00)	\$ (17.50)			\$ 17.50		
31	17CI	TRANSFER FEE AR	\$ 150.00	\$ 150.00	\$ -						

Master Balancing & Disbursement Deposit Recon Outstanding Deposits in Transit

Ready 100%

UNDERSTANDING DISBURSEMENT FROM CARCTGL

#2017ACAP

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Michial A. Armstrong

	A	B	C	D	E	F	G	H	I	J
		ACCT NAME	DEBIT	CREDIT	BALANCE	CARCTGL DISTRIBUTE	OUTSTANDING DEPC	INA OVER/SHORT	TOTAL DISBURSE	PAYABLE CODES
1										
2										
3	17CI	COURT ACCOUNT PAYABLE	\$ 170,575.01	\$ 170,575.01	\$ -					
4	17CI	COURTS CHECKING ACCOUNT	\$ 176,502.51	\$ 158,985.01	\$ 17,517.50					
5	17CI	PAYMENT CLEARING	\$ 164,912.51	\$ 164,912.51	\$ -					
6	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					
8	17CI	ACT 431 LAW SCHOOL AP	\$ 11,910.00	\$ 13,515.00	\$ (1,605.00)	\$ (1,380.00)			\$ 1,380.00	
9	17CI	ACT 431 LAW SCHOOL AR	\$ 13,515.00	\$ 13,290.00	\$ 225.00					
10	17CI	ACT 65 CRIME LAB AP	\$ 19,825.00	\$ 22,500.00	\$ (2,675.00)	\$ (2,300.00)			\$ 2,300.00	
11	17CI	ACT 65 CRIME LAB AR	\$ 22,500.00	\$ 22,125.00	\$ 375.00					
12	17CI	AOJ PETITION TO SEAL AP	\$ 550.00	\$ 625.00	\$ (75.00)	\$ (50.00)			\$ 50.00	
13	17CI	AOJ PETITION TO SEAL AR	\$ 625.00	\$ 600.00	\$ 25.00					
14	17CI	CERTIFIED COPY FEES AP	\$ 10.00	\$ 15.00	\$ (5.00)	\$ (5.00)			\$ 5.00	
15	17CI	CERTIFIED COPY FEES AR	\$ 15.00	\$ 15.00	\$ -					
16	17CI	CNTY WRIT GARNISH/EXEC AP	\$ 4,200.00	\$ 5,040.00	\$ (840.00)	\$ (680.00)			\$ 680.00	
17	17CI	CNTY WRIT GARNISH/EXEC AR	\$ 4,580.00	\$ 4,420.00	\$ 160.00					
18	17CI	COPY FEES AP	\$ 0.01	\$ 0.01	\$ -	\$ -			\$ -	
19	17CI	COPY FEES AR	\$ 0.01	\$ 0.01	\$ -					
20	17CI	COURT TECHNOLOGY FEE AP	\$ 11,650.00	\$ 13,260.00	\$ (1,610.00)	\$ (1,380.00)			\$ 1,380.00	
21	17CI	COURT TECHNOLOGY FEE AR	\$ 13,260.00	\$ 13,030.00	\$ 230.00					
22	17CI	MISC FEES AP	\$ 900.00	\$ 900.00	\$ -	\$ -			\$ -	
23	17CI	MISC FEES AR	\$ 1,040.00	\$ 1,040.00	\$ -					
24	17CI	REOPEN FILING FEES AP	\$ 13,350.00	\$ 16,900.00	\$ (3,550.00)	\$ (1,250.00)			\$ 1,250.00	
25	17CI	REOPEN FILING FEES AR	\$ 15,200.00	\$ 12,900.00	\$ 2,300.00					
26	17CI	SUBPOENA FEES AP	\$ 17.50	\$ 15.00	\$ 2.50	\$ -			\$ -	
27	17CI	SUBPOENA FEES AR	\$ 15.00	\$ 17.50	\$ (2.50)					
28	17CI	SUMMONS ISSUED FEE AP	\$ 835.00	\$ 1,120.00	\$ (285.00)	\$ (252.50)			\$ 252.50	
29	17CI	SUMMONS ISSUED FEE AR	\$ 1,120.00	\$ 1,087.50	\$ 32.50					

Master Balancing & Disbursement

Deposit Recon Outstanding Deposits in Transit

IDENTIFYING OVER/SHORT

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Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A Wrap Text Accounting Normal Bad Good Neutral Calculation Check Cell

AutoSum Fill Clear Sort & Find & Filter Select

F6 =SUM(E6:E7)

	A	B	C	D	E	F	G	H	I	J	K
		ACCT NAME	DEBIT	CREDIT	BALANCE	CARCTGL DISTRIBUTE	OUTSTANDING DEPOSITS	INA OVER/SHORT	TOTAL DISBURSE	PAYABLE CODES	PAYABLE
1											
2											
3	17CI	COURT ACCOUNT PAYABLE	\$ 170,575.01	\$ 170,575.01	\$ -						
4	17CI	COURTS CHECKING ACCOUNT	\$ 176,502.51	\$ 158,985.01	\$ 17,517.50						
5	17CI	PAYMENT CLEARING	\$ 164,912.51	\$ 164,912.51	\$ -						
6	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						
8	17CI	ACT 431 LAW SCHOOL AP	\$ 11,910.00	\$ 13,515.00	\$ (1,605.00)	\$ (1,380.00)			\$ 1,380.00		
9	17CI	ACT 431 LAW SCHOOL AR	\$ 13,515.00	\$ 13,290.00	\$ 225.00						
10	17CI	ACT 65 CRIME LAB AP	\$ 19,825.00	\$ 22,500.00	\$ (2,675.00)	\$ (2,300.00)			\$ 2,300.00		
11	17CI	ACT 65 CRIME LAB AR	\$ 22,500.00	\$ 22,125.00	\$ 375.00						
12	17CI	AOJ PETITION TO SEAL AP	\$ 550.00	\$ 625.00	\$ (75.00)	\$ (50.00)			\$ 50.00		
13	17CI	AOJ PETITION TO SEAL AR	\$ 625.00	\$ 600.00	\$ 25.00						
14	17CI	CERTIFIED COPY FEES AP	\$ 10.00	\$ 15.00	\$ (5.00)	\$ (5.00)			\$ 5.00		
15	17CI	CERTIFIED COPY FEES AR	\$ 15.00	\$ 15.00	\$ -						
16	17CI	CNTY WRIT GARNISH/EXEC AP	\$ 4,200.00	\$ 5,040.00	\$ (840.00)	\$ (680.00)			\$ 680.00		
17	17CI	CNTY WRIT GARNISH/EXEC AR	\$ 4,580.00	\$ 4,420.00	\$ 160.00						
18	17CI	COPY FEES AP	\$ 0.01	\$ 0.01	\$ -	\$ -			\$ -		
19	17CI	COPY FEES AR	\$ 0.01	\$ 0.01	\$ -						
20	17CI	COURT TECHNOLOGY FEE AP	\$ 11,650.00	\$ 13,260.00	\$ (1,610.00)	\$ (1,380.00)			\$ 1,380.00		
21	17CI	COURT TECHNOLOGY FEE AR	\$ 13,260.00	\$ 13,030.00	\$ 230.00						
22	17CI	MISC FEES AP	\$ 900.00	\$ 900.00	\$ -	\$ -			\$ -		
23	17CI	MISC FEES AR	\$ 1,040.00	\$ 1,040.00	\$ -						
24	17CI	REOPEN FILING FEES AP	\$ 13,350.00	\$ 16,900.00	\$ (3,550.00)	\$ (1,250.00)			\$ 1,250.00		
25	17CI	REOPEN FILING FEES AR	\$ 15,200.00	\$ 12,900.00	\$ 2,300.00						
26	17CI	SUBPOENA FEES AP	\$ 17.50	\$ 15.00	\$ 2.50	\$ -			\$ -		
27	17CI	SUBPOENA FEES AR	\$ 15.00	\$ 17.50	\$ (2.50)						
28	17CI	SUMMONS ISSUED FEE AP	\$ 835.00	\$ 1,120.00	\$ (285.00)	\$ (252.50)			\$ 252.50		
29	17CI	SUMMONS ISSUED FEE AR	\$ 1,120.00	\$ 1,087.50	\$ 32.50						
30	17CI	TRANSFER FEE AP	\$ 100.00	\$ 150.00	\$ (50.00)	\$ (50.00)			\$ 50.00		
31	17CI	TRANSFER FEE AR	\$ 150.00	\$ 150.00	\$ -						

Master Balancing & Disbursement Deposit Recon Outstanding Deposits in Transit

Ready 100%

OVER/SHORT EXPLAINED

#2017ACAP

- 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

#2017ACAP

- 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

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Clipboard Font Alignment Number Styles Cells Editing

B22 MISF FEES AP

	A	B	C	D	E	F	G	H	I	J	K
		ACCT NAME	DEBIT	CREDIT	BALANCE	CARCTGL DISTRIBUTE	OUTSTANDING DEPOSITS	INA OVER/SHORT	TOTAL DISBURSE	PAYABLE CODES	PAYABLE
35		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE						
36		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE \$	-			\$ -		
37		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE				\$ -		
38		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE \$	-			\$ -		
39		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE				\$ -		
40		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE \$	-			\$ -		
41		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE				\$ -		
42		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE \$	-			\$ -		
43		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE				\$ -		
44		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE \$	-			\$ -		
45		CARCTGL HERE	CARCTGL HERE	CARCTGL HERE	CARCTGL HERE				\$ -		
46											
47											
48		BANK BALANCE	17,350.00								
49		OUTSTANDING CHECKS (-)									
50		OUTSTANDING DEPOSITS (+)	165.00								
51		ADJUSTED BANK BALANCE	17,515.00						17,517.50		
52		CONTEXTE BALANCE (-)	(17,517.50)						17,350.00		
53		OVER/SHORT	(2.50)						167.50		
54											
55											
56											
57		OVER/SHORT	(2.50)								
58											
59											
60											
61											
62											
63											
64											

Master Balancing & Disbursement Deposit Recon Outstanding Deposits in Transit

Ready Count: 2 100%

#2017ACAP

Ready 85%

CONCLUSION

#2017ACAP

Thank you for attending!

Michial Armstrong

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Teresa Shaw

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