

ADMINISTRATIVE OFFICE OF THE COURTS



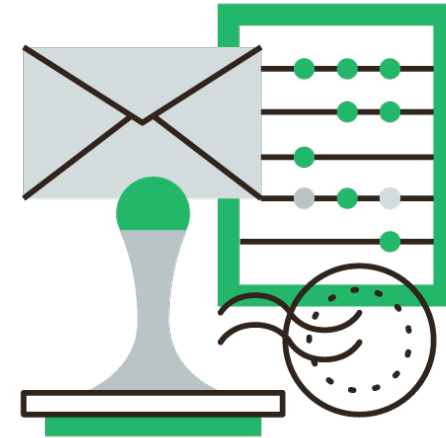
**Follow the Money:
District Court Accounting**

Kami Soileau and Teresa Shaw



Welcome

In this session you will learn a few tips and tricks to help you with your End of Month Processes.

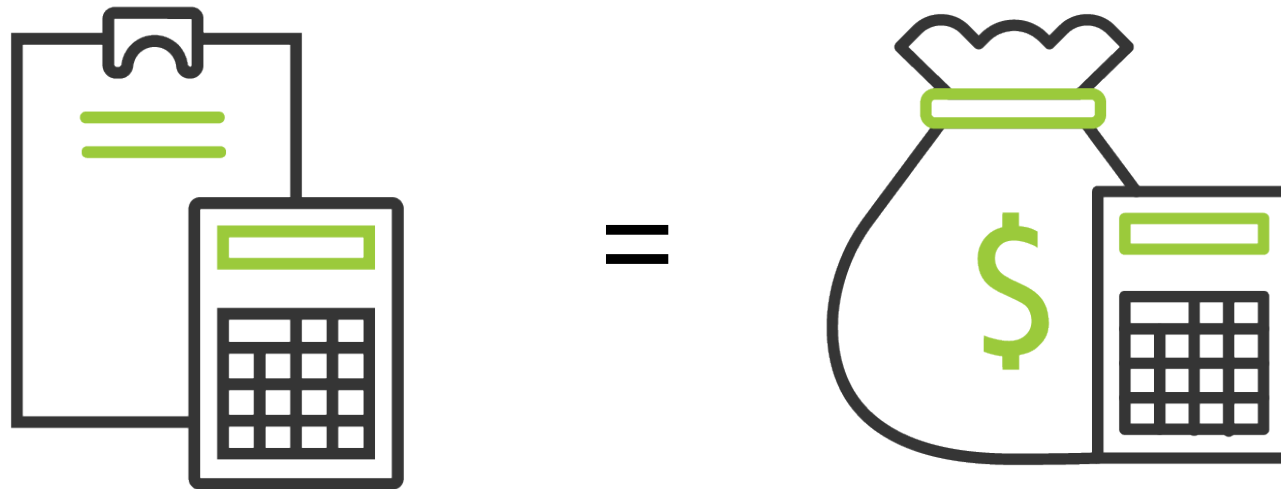


ACCOUNTING



End of Day Tips and Tricks

- Make sure that your “Tots” match both your money and your cashier sessions each day.
 - CBRRTOT





End of Day Tips and Tricks

- Remember to run CAPCFED in TEST mode, then LIVE.
- Save your CARCTGL to a file on your desktop for quick reference.
- Approve deposits upon returning from the bank.
*Unless it's a new posting period, complete EOM process first, then approve.





I have my Bank Statement...what's next?

Have you recorded your bank interest, if applicable?

- CBAMISC

Qty	Detail	Description	Fee Amount	Pay Amount
1	INTD	INTEREST DUE ON ACCOUNT	5.28	
	INTR	INTEREST RECEIVED ON ACCOUNT		5.28

Code	Type	Description	Amount

* Make sure to select the correct posting period in CBACREV when closing the cashier session.



I have my Bank Statement...what's next?

Did you have any checks returned for Insufficient Funds (NSF)?

- CBARCPT



Custom Receipt Void/Query/Reprint (CBARCPT) (HELPDESK)

Receipt: - Void of:

Comment:

Void Ind	Payor ID	Payor Description	Detail	Payment Amount	Balance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Case ID	Viol/Doc	Detail Description	Amount	Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Viol/Doc Desc:

Total Payment: Total Voided: Applied:

* Use this form to void, view or reprint any receipts.



I have my Bank Statement...what's next?

Have you cleared all checks in Contexte that are on your bank statement?

- CAACKRC

Check Reconciliation (CAACKRC) (HELPDESK)

All Cleared Outstanding Voided

Bank Account: Name:

Check Number Range From: To:

Display all checks which are at least days old

Check Summary Check Detail

Check Number	Check Date	Check Amount	Cleared	Cleared Date	Void	Void Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
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Outstanding Checks

CARCKST

After clearing your checks run your CARCKST to get the balance of your Outstanding Checks. This number will be used to reconcile your bank statement.



Reconciliation & Resources

What reports can you run to identify potential issues that could come up at End of Month?



CZRRCPT

How to find your “IN TRANSIT” money...

One way to help you figure out how much money you have in transit is to utilize your CZRRCPT report.

Use it to show which deposits have cleared the bank and which ones haven't.

This should give you your transit amount which can be added to your outstanding checks to figure out your adjusted bank balance to match to your CARCTGL.

CASH RECEIPTS	
Entry Date	Daily Receipts
06-04-2018	-336.56
06-05-2018	-155.00
06-06-2018	-1,440.00
06-07-2018	-3,620.00
06-08-2018	-80.00
06-12-2018	-480.00
06-14-2018	-9,089.00
06-15-2018	-2,190.00
06-18-2018	-240.00
06-19-2018	-250.00
06-21-2018	-3,084.00
06-26-2018	-400.00
06-28-2018	-5,660.00
06-29-2018	-10.00

Receipt Type Total: -27,034.56

eTRAFFIC RECEIPTS	
Entry Date	Daily Receipts
06-01-2018	-819.00
06-04-2018	-359.00
06-05-2018	-160.00
06-06-2018	-660.00
06-07-2018	-1,302.00
06-08-2018	-50.00
06-11-2018	-100.00
06-12-2018	-303.00
06-13-2018	-123.00
06-15-2018	-348.00
06-18-2018	-150.00
06-19-2018	-301.00
06-21-2018	-180.00
06-22-2018	-563.00
06-26-2018	-605.00
06-27-2018	-173.00
06-28-2018	-50.00
06-29-2018	-460.00

Receipt Type Total: -6,706.00



Contexte Over/Short Explained

Over/Short Negative (-) Amount:

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



Bank Over/Short Explained

Over/Short Positive (+) Amount:

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



Disbursement Errors

Reasons for having Disbursement Errors in a previous posting period:

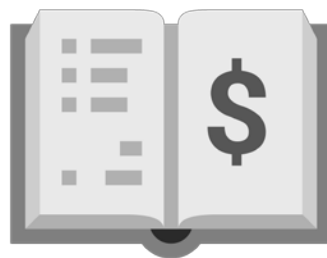
- Inter-period Voids
- Errors in Posting Payables
- Inverted Numbers
- GL Manual Entry – not represented on the receipt to payable report.





CARCTGL

Your General Ledger Report



Report: CARCTGL Context: FE 5.2 RunDate: 14-MAY-2018
 User: XXXXXXXXXX Courts General Ledger Account Report RunTime: 08:47 A.M.
 Instance: HELPDESK 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: XX
 Location Code: XX

Account Name	Debit Amount	Credit Amount	Balance
XXXX - ACCOUNT PAYABLE	18,029,264.90	18,032,983.59	-3,718.69
XXXX - BOND HOLDING	1,708,350.39	1,760,032.59	-51,682.20
XXXX - CASH AR	14,271,649.05	14,077,461.69	194,187.36
XXXX - GENERAL FINES AP	2,494.77	2,494.77	0.00
XXXX - GENERAL FINES AR	1,776.31	1,776.31	0.00
XXXX - OVER/SHORT	6,616.03	6,616.03	0.00
XXXX - PAYMENT CLEARING	12,470,535.22	12,470,535.22	0.00
XXXX - PUBLIC DEFENDER FEES AP	3,962.00	15,187.00	-11,225.00
XXXX - PUBLIC DEFENDER FEES AR	15,127.00	4,352.00	10,775.00
XXXX - RESTITUTION AP	690,446.59	818,960.71	-128,514.12
XXXX - RESTITUTION AR	79,239.91	352,945.68	126,294.23
XXXX ACT1138 SAFE HARBOR FI AP	250.00	250.00	0.00
XXXX ACT1138 SAFE HARBOR FI AR	250.00	250.00	0.00
XXXX ACT1220 CH VCT CRM FEE AP	0.00	300.00	-300.00
XXXX ACT1220 CH VCT CRM FEE AR	300.00	0.00	300.00
XXXX AHP NC TOWING FUND AP	125.00	125.00	0.00
XXXX AHP NC TOWING FUND AR	125.00	125.00	0.00
XXXX AHTD FUND-FAIL REG AP	5,300.00	5,450.00	-150.00
XXXX AHTD FUND-FAIL REG AR	5,450.00	5,300.00	150.00



CARCTGL

Account Name	Debit Amount	Credit Amount	Balance
XXXX - ACCOUNT PAYABLE	18,029,264.90	18,032,983.59	-3,718.69
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XXXX - GENERAL FINES AR	1,776.31	1,776.31	0.00
XXXX - OVER/SHORT	6,616.03	6,616.03	0.00
XXXX - PAYMENT CLEARING	12,470,535.22	12,470,535.22	0.00

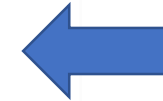
Take the Cash AR (Court Checking Account) subtract the Bond Holding and the Account Payable amounts, this should give you your actual bank balance.

- $\$194,187.36 - \$51,682.20 - \$3,718.69 = \underline{\$138,786.47}$



CARCTGL - General Fines

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



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



CARCTGL – General Fines

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

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

Custom Case / Party Account Detail (CBAACCD) (HELPDESK)

Case ID:

Party ID:

All Case Fees

Priority	Quantity	Docket Code	Violation Code	Description	Plan
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Detail:	<input type="text"/>	<input type="text"/>	Amount: <input type="text"/>	Balance: <input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Detail:	<input type="text"/>	<input type="text"/>	Amount: <input type="text"/>	Balance: <input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Detail:	<input type="text"/>	<input type="text"/>	Amount: <input type="text"/>	Balance: <input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Detail:	<input type="text"/>	<input type="text"/>	Amount: <input type="text"/>	Balance: <input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Detail:	<input type="text"/>	<input type="text"/>	Amount: <input type="text"/>	Balance: <input type="text"/>	



Break Time

We will start back in 15 minutes.





Your turn...

What are the three most common Accounting errors and how do you resolve them?



Thank you for attending!

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Where do I go next?

- What's next: Take a trip around the Block: Block Scheduling in Contexte (Circuit and District)
- Main Room: Meet the Contextexperts, Tips and Shortcuts they've discovered to improve efficiency. (All)
- Training VII: Staying on Route with Data Reports (Circuit)
- Consulate I: Navigating the Data with Tableau (Circuit)
- Consulate II: Collecting User Stories (All)
- PC Lab VI (All)