Owning Boardwalk

Accounting is NOT a game of chance!

Presenters

- Miccole Blake

- Jon Graves
  - **4 year AOC veteran**
  - **3 years at Garland County District Court**

Accounting Overview

- Credit to Debit Accounting

Account Name	Debit Amount	Credit Amount	Balance
26CI -PAYMENT CLEARING	31,541.02	31,541.02	0.00
26CI ACT 282 PETN TO SEAL AP	0.00	50.00	-50.00
26CI ACT 282 PETN TO SEAL AR	50.00	50.00	0.00
26CI ACT 431 LAW SCHOOL AP	60.00	3,285.00	-3,225.00
26CI ACT 431 LAW SCHOOL AR	3,300.00	2,700.00	600.00
26CI ACT 65 CRIME LAB AP	100.00	5,475.00	-5,375.00
26CI ACT 65 CRIME LAB AR	5,500.00	4,500.00	1,000.00
26CI AOJ PETITION TO SEAL AP	0.00	50.00	-50.00
26CI AOJ PETITION TO SEAL AR	50.00	50.00	0.00

Flow of Money

- Money assessed
  - **Circuit**
    - $dockets
    - CBAMISC

  - **District**
    - Violation
    - $dockets
    - CBAMISC

Contexte   Accounting

PAYOR ($)

CASE

APPROVE

CBAACCD

CAPCFED
CARCTGL

CZRRCRG

CAAPYOL

CAACKRQ

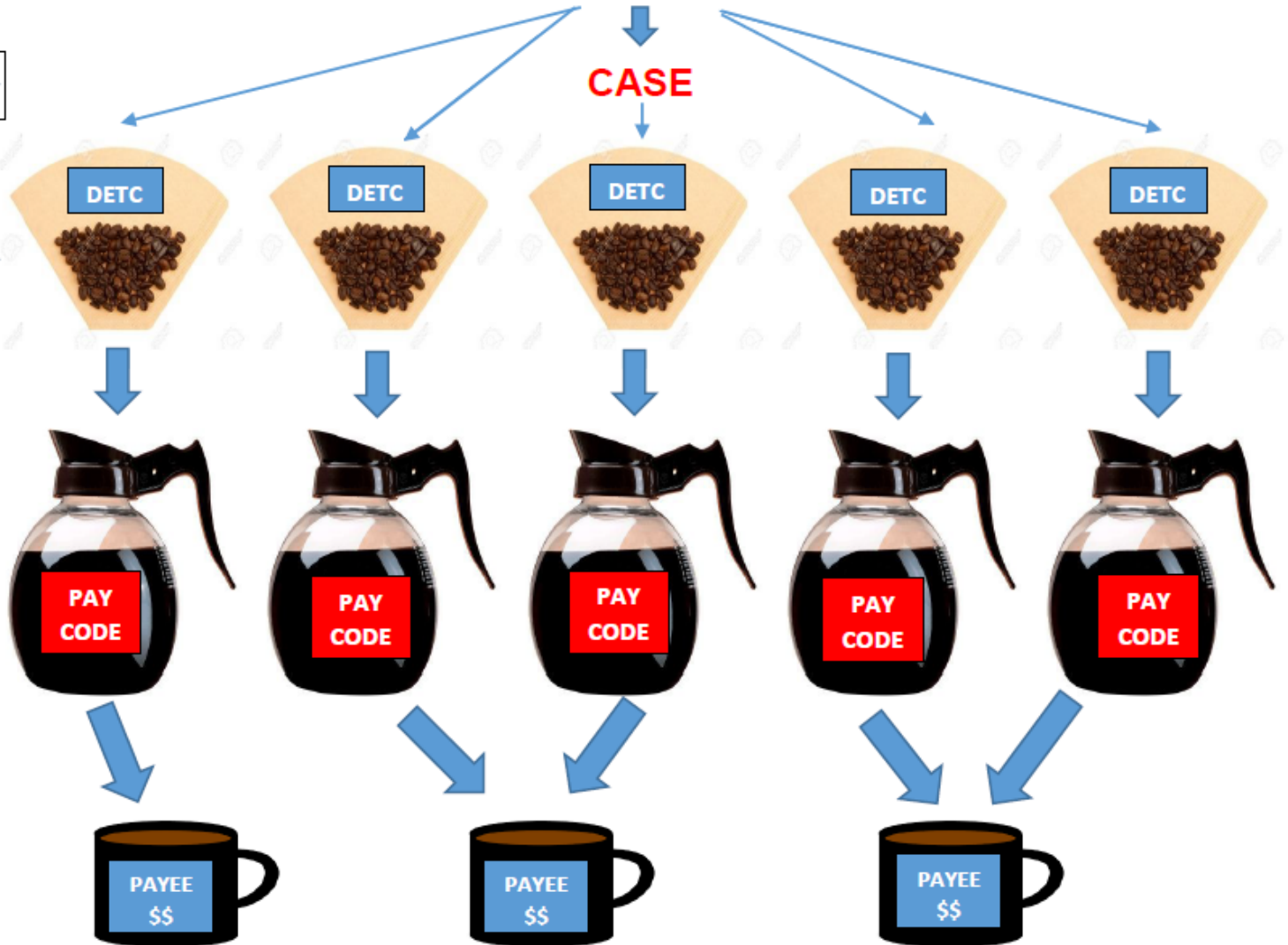DETC DETC DETC DETC DETC

PAY CODE PAY CODE PAY CODE PAY CODE PAY CODE

PAYEE $$ PAYEE $$ PAYEE $$

End of Day Routine Processes

- Courts that take money directly or electronically will follow these daily processes
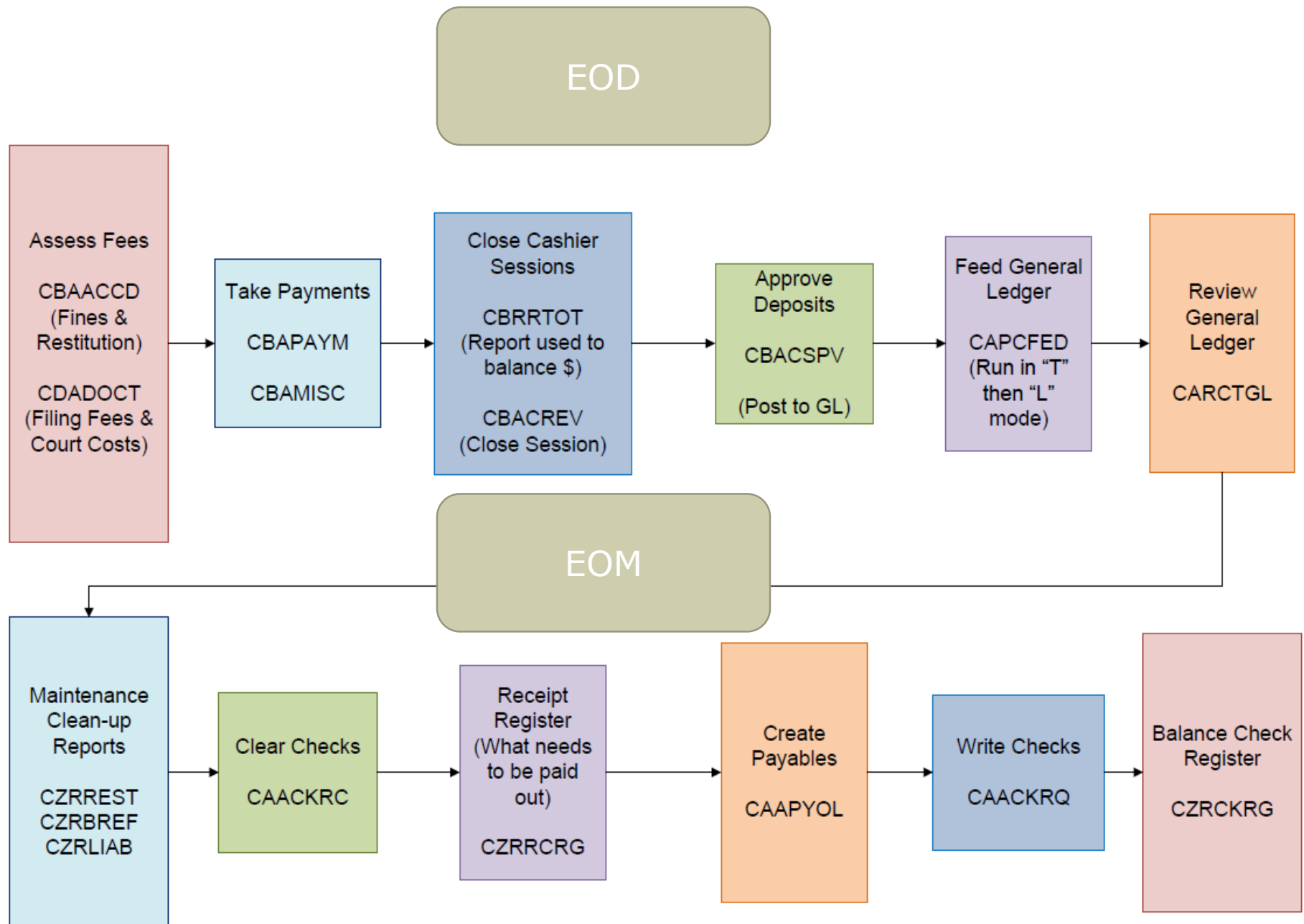
End of Day Routine Processes

- **END OF DAY PROCESSING**
- Overview: Go over what their end of day process will look like.
- Flow Chart: What the EOD process looks like.

Accounting Process

EOD

Assess Fees

CBAACCD (Fines & Restitution)

CDADOCT (Filing Fees & Court Costs)

→

Take Payments

CBAPAYM

CBAMISC

→

Close Cashier Sessions

CBRRTOT (Report used to balance $)

CBACREV (Close Session)

→

Approve Deposits

CBACSPV

(Post to GL)

→

Feed General Ledger

CAPCFED (Run in "T" then "L" mode)

→

Review General Ledger

CARCTGL

EOM

Maintenance Clean-up Reports

CZRREST
CZRBREF
CZRLIAB

→

Clear Checks

CAACKRC

→

Receipt Register (What needs to be paid out)

CZRRCRG

→

Create Payables

CAAPYOL

→

Write Checks

CAACKRQ

→

Balance Check Register

CZRCKRG

End of Day Routine Processes

- **END OF DAY PROCESSING**
- Overview: Go over what their end of day process will look like.
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- CBRRTOT: Balance Cash Drawer to Receipt

CBRRTOT

```
The Total for the Detail Code REST is :                    500.00
The Total for the Detail Code CCTR is :                    310.00
The Total for the Detail Code CASH is :                 -1,032.50
The Total for the Detail Code CCCR is :                     60.00
The Total for the Detail Code FINE is :                     75.00
The Total for the Detail Code TRAN is :                     10.00
The Total for the Detail Code CHCK is :                    -60.00
The Total for the Detail Code JFCO is :                     60.00
The Total for the Detail Code OVER is :                     10.00
The Total for the Detail Code CCSB is :                     25.00
The Total for the Detail Code COPY is :                      2.50
```

End of Day Routine Processes

- **END OF DAY PROCESSING**
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- CBACTRL: Accounting Supervisor

CBACTRL

Accounts Receivable Control (CBACTRL) (TRNG6)

Supervisor User ID:	STUDENTA03
Court:	43
Location:	LO

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....

HINT: Never change anything but the Supervisor User ID!

End of Day Routine Processes

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- <u>CBACTRL:</u> Accounting Supervisor
- <u>CBACSPV:</u> Identify any open cashier sessions.

CBACSPV

Cashier Supervisory Query (CBACSPV) (TRNG6)

Active Cashier Session

Cashier	Court Code	Location Code	Start Date	End Date
INSTRUCTO	43	EN	01-MAY-2019	01-MAY-2019

Inactive Cashier Session

Cashier	Session Number	Start Date	End Date	End Time	Post Period	Status Date	Status
INSTRUCTO	156777	28-MAR-2019	17-APR-2019	10:53:27	4	17-APR-2019	F
STUDENTAC	156772	11-APR-2019	17-APR-2019	10:50:29	4	17-APR-2019	F

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- <u>CBACSPV:</u> Identify any open cashier sessions.
- <u>CBACREV:</u> Close Cashier Sessions.

CBACREV

HINT: Here is where you can backdate a cashier session to the previous period.

End of Day Routine Processes

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- CBACSPV: Approve Deposits.

CBACSPV

Cashier Supervisory Query (CBACSPV) (TRNG6)

Appr	Cashier	Session Number	Expected Amount	Actual Amount	Over/Short
☑	INSTRUCTOI	156796	500.00	500.00	.00
☐					
☐					
☐					
☐					
☐					
☐					
☐					

Deposit

Deposit No.	Account	Total Expected	Total to Deposit	Total Over/Short
YYMMDD01	00000000000000	500.00	500.00	.00

HINT: The deposit number is in this format YYMMDDXX, where XX is the number of the deposit for the day. If only one deposit, it would be 01

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- <u>CBACSPV:</u> Approve Deposits.
- <u>CAPCFED:</u> Test Mode/Live Mode.

CAPCFED

Process Submission Control Form GJAPCTL (TRNG6)

v4.6

Process: CAPCFED   Courts General Ledger Feed   Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
DATABASE			

Parameter Values

	Parameters	Values
01	Run Mode	T
02	Report Level of Detail	S
03	Court Code	10
04	Location Code	CV

LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Enter a valid location code (required).

Submission

☐ Save Parameters   As: ○ Hold   ● Submit

HINT: CAPCFED will be ran in test and in live mode, T & L. If there are errors in test mode, contact the Helpdesk immediately!
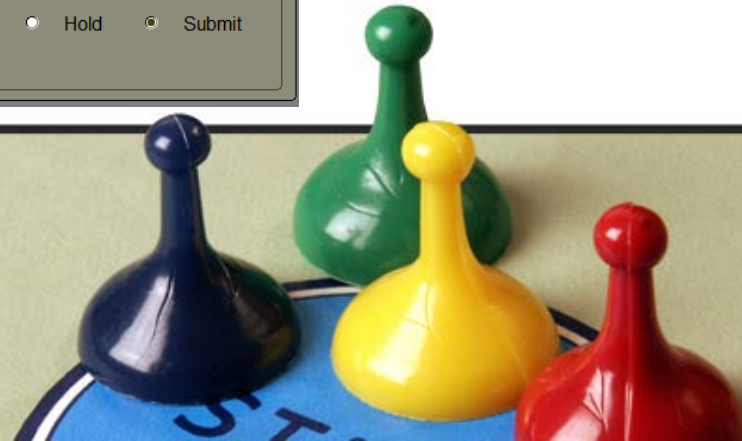
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- <u>CBACSPV:</u> Approve Deposits.
- <u>CAPCFED:</u> Test Mode/Live Mode.
- <u>CARCTGL:</u> General Ledger – Final Report
  - How to save to a file on their computers and why they need to.

CARCTGL

HINT: CARCTGL is a historical representation of all fees assessed and collected in your court. There is a lot of information in the CARCTGL, we have a whole class on it, please stop by.

Now its time for our hands on demonstrations! ! !

Thank You!