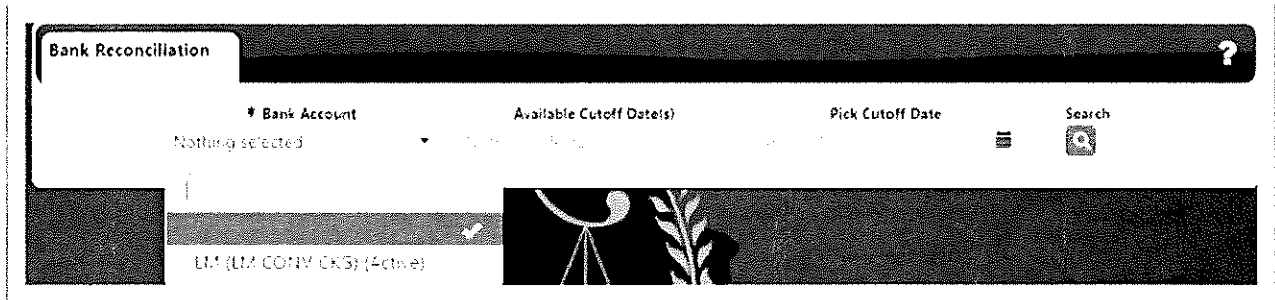


Bank Reconciliation

Bank Reconciliation is used to reconcile the court's account balance in Show-Me Courts with the bank's account balance as of a specific date. This process includes marking checks and deposits that have cleared the bank.

Select Bank Reconciliation from the Financial business process menu. Choose the bank account to be reconciled from the drop down menu. Clerks will only be able to access accounts they have been granted authority through the security spreadsheet. The Available Cutoff Date field shows those reconciliations that have been started and are in Draft status. The Pick Cutoff Date field allows users to select an end of Month cutoff date. Once selected, click the Search button

Get pay magic Report



We begin by expanding the Clear Deposits section. We can choose to see only the Outstanding Deposits or All Deposits by selecting the corresponding radio button, then click the Search button.



Additional filters are available if we select the More Filters twisty, or by selecting the filter icon

To see the details of a specific deposit, click the expand icon . We see the cashier sessions that make up that deposit.

Deposit Number	Deposit Date	Deposit Amount	Over Short	Select to Clear	Cleared Date	Location
20180604	06/05/2018	\$133.00	\$0.00	<input checked="" type="checkbox"/>	11/07/2019	LM
20180920	09/20/2018	\$55.50	\$0.00	<input checked="" type="checkbox"/>	11/07/2019	LM
20180920	09/20/2018	\$55.50	\$0.00	<input checked="" type="checkbox"/>	11/07/2019	LM
20180921	09/21/2018	\$1075.00	\$0.00	<input checked="" type="checkbox"/>	09/30/2019	LM

Cashier	Session No	Date Closed	Amount To Deposit	Over/Short	Text	Location
ROTHSTR	1551	09/19/2018	\$1,025.00	\$0.00	TEXT	LM
SMATA106	1557	09/19/2018	\$25.00	\$0.00	TEXT	LM
ROTHSTR	1559	09/19/2018	\$25.00	\$0.00	TEXT	LM

Verify the deposits against the bank statement or the courts on-line bank records. For those deposits that have cleared the bank, place a in the Select to Clear box.

Deposit Number	Deposit Date	Deposit Amount	Over Short	Select to Clear	Cleared Date	Location
20180921	09/21/2018	\$1,075.00	\$0.00	<input checked="" type="checkbox"/>	Empty	LM
20180920	09/20/2018	\$55.50	\$0.00	<input type="checkbox"/>		LM

Enter a cleared date in the Cleared Date field. Once *Empty* is selected, the field opens and a date can be entered or selected from the calendar. Select to verify the entry or X to cancel.

Deposit Number	Deposit Date	Deposit Amount	Over Short	Select to Clear	Cleared Date	Location
20181005	10/05/2018	\$250.00	\$0.00	<input checked="" type="checkbox"/>		LM
20181006	10/05/2018	\$25.00	\$0.00	<input type="checkbox"/>		LM
20181017	10/17/2018	\$1,215.00	\$0.00	<input type="checkbox"/>		LM

The date will autofill on all additional deposits that are marked clear during this session.

NOTE: The Accounting Deposit Report from OSCA Reports can be used to help identify differences in the deposits that cleared the bank. Select the deposit status of "All" to obtain a listing of all SMC deposits made for the month and compare the listing to the deposits that cleared the bank.

20180921	09/21/2019	\$1,075.00	\$0.00	✓	9/20/2019	LM
20180923	09/21/2019	\$60.00	\$15.00	✓	9/10/2019	LM
20180928	09/28/2019	\$1,275.00	\$0.00	✓	9/20/2019	LM
20180923	09/28/2019	\$50.00	\$0.00			LM

If a deposit record is marked cleared by mistake, it can be corrected. After all deposits have been marked cleared, select Update Deposits to accept the changes.

Update Deposits

NOTE: The in app help pages suggest updating often when checking records as cleared to reduce the chance of lost data if the system goes down.

Move to the Clear Checks section. Select Outstanding Checks to search for checks that have not yet been marked cleared. To see all checks, even those previously marked cleared, select All Checks. Corrections can be made if a check was marked cleared in error. Place a ✓ in the Select to Clear box beside those checks that have cleared the courts bank account. Move to the Cleared Date and enter the date the check was cleared by the bank.

NOTE: The Accounting Disbursement Listing from OSCA Reports can be used to help identify differences in the checks that cleared the bank. Select the check status of "Cleared" and enter the beginning of the month date in the From Check Date, and enter the end of the month date in the To Check Date parameters.

Check Number	Check Date	Check Amount	Select to Clear	Cleared Date	Void Date	Location
3	11/07/2019	\$163.50	✓	11/29/2019		LM
3	11/17/2019	\$411.00				LM

If a check has been voided, a date will be visible in the Void Date column. Voided checks will not have a checkbox available to clear.

To see detailed check information, expand the row.

Check Number	Check Date	Check Amount	Select to Clear	Cleared Date	Void Date	Location
1	11-05-2018	\$172.50	<input checked="" type="checkbox"/>	10-31-2019		LM

Payee Name	Payable Description	Case ID	Payable Amount	Location
MALONE, BUGSY G	9204 - Bonds Refunded	984505975	\$172.50	LM

After all checks that have cleared the bank have been verified, select Update Checks.

NOTE: The help pages suggest updating often when checking records as cleared to reduce the chance of lost data if the system goes down.

Next we are ready to calculate, adjust and reconcile the bank statement. This process compares the Show-Me Courts financial balance to the bank account balance. Begin by entering the information from the bank statement:

- Bank Statement Ending Balance
- Deposits: Count number and Amount,
- Checks: Count number and amount
- Interest Earned on the account but not receipted in SMC
- Bank Charges/Service Charges

Then press Calculate. The following table appears.

Bank Statement Information

		Deposits/Credits		Checks/Debits	
	Count	Amount	Count	Amount	
Bank Statement Ending Balance					
Interest Earned					
Bank Charges					

Deposits		Checks	
	Count	Amount	
Bank Statement	1	\$4,575.00	
System Cleared Deposits	1	\$4,575.00	
Difference	0	\$0.00	
Checks			
	Count	Amount	
Bank Statement	1	\$172.50	
System Cleared Checks	1	\$172.50	
Difference	0	\$0.00	

Name	✓	Amount	
Bank Statement Ending Balance		\$4,575.00	
Interest Earned			
Bank Charges			
Deposits in Transit			
Outstanding Checks		\$172.50	
Statement Adjustments (Negative)			<input type="button" value="Manage Adjustments"/>
Statement Adjustments (Positive)			
Adjusted Statement Balance		\$4,402.50	
General Ledger Account Balance		\$4,402.50	GL Discrepancy = \$0.00
Open Items List Total		\$0.00	Ol Discrepancy = \$0.00

NOTE: The In App help pages suggest updating often when checking records as cleared to reduce the chance of lost data if the system goes down.

Selecting "Save" will put the reconciliation in Draft status. Corrections and adjustments can be made while in Draft status. Once "Save and Finalize" is selected, the status changes to Reconciled. Once a bank rec is in Reconciled status, no changes can be made.

The Deposits and Checks information in the left column are display only fields but can be updated by updating the deposits and checks information in the Bank Statement information section above the table.

Status:	Date:01/10/2020	
Deposits:		
	Count	Amount
Bank Statement	9	\$4,575.00
System Cleared Deposits	9	\$4,575.00
Difference	0	\$0.00
Checks:		
	Count	Amount
Bank Statement	1	\$230.33
System Cleared Checks		
Difference	1	\$230.33

The information on the right is also a display only field but can be adjusted.

The Open Items List Total field can be updated with the total amount of Open Items accounts. The rest of the information may be updated in the Bank Statement section.

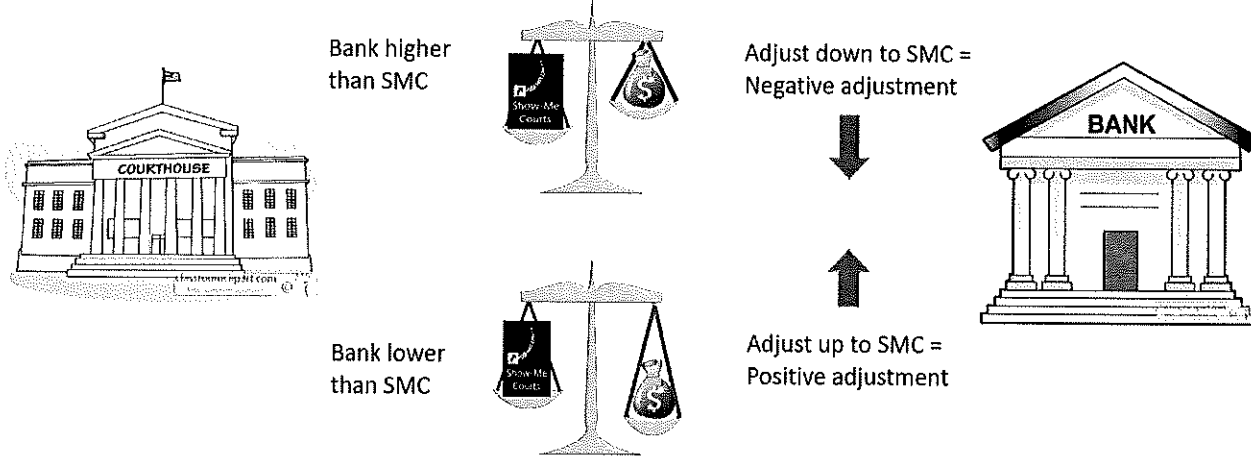
Field	-/+	Amount	
Bank Statement Ending Balance		\$4,575.00	
Interest Earned	-		
Bank Charges	+		
Deposits in Transit	+	\$45,959.50	
Outstanding Checks	-	\$1,072.50	
Statement Adjustments (Negative)	-		Manage Adjustments
Statement Adjustments (Positive)	+		
Adjusted Statement Balance	=	\$49,462.00	
General Ledger Account Balance	-	\$50,117.33	GL Discrepancy = -\$655.33
Open Items List Total	=	\$0.00	OI Discrepancy = -\$655.33

Detailed descriptions of each field are available in the “In app” help pages in Show-Me Courts.

Manage Adjustments allows both negative and positive adjustments to the Statement Adjustments fields. Adjustments may be necessary to reduce the discrepancy between the bank and SMC and complete the bank reconciliation. Negative adjustments are made if the bank balance is higher than the courts balance. Positive adjustments are made when the bank balance is lower than the courts balance.

NOTE: The Manage Adjustment button is only available if the reconciliation is in “Draft” status.

Bank always adjusts to Show-Me Courts



Examples of negative and positive adjustments are as follows:

Negative Adjustments:

- Negative amount from prior bank reconciliation not corrected during the month
- Previous month interest not receipted in Show-Me Courts
- Check cleared bank for less than the amount noted in Show-Me Courts
- Bank deposit error, amount of deposit per bank is higher than the amount noted in SMC
- Deposit not receipted in SMC (ie Electronic Fund Transfers from Tax Offset or Debt Collection received by the bank but not receipted)
- Deposits made to the court account in error, or the incorrect bank account (ie some courts manage 2 separate bank accounts due to still having cases in the legacy case management system)
- Deposit in transit, this could include Post-closing voids. An example of a Post-closing void is if a receipt was voided after the cashier session was closed, but not re-receipted in Show-Me Courts, or it was re-receipted in a subsequent month.
- Voided receipt was re-receipted for less than the original receipt.

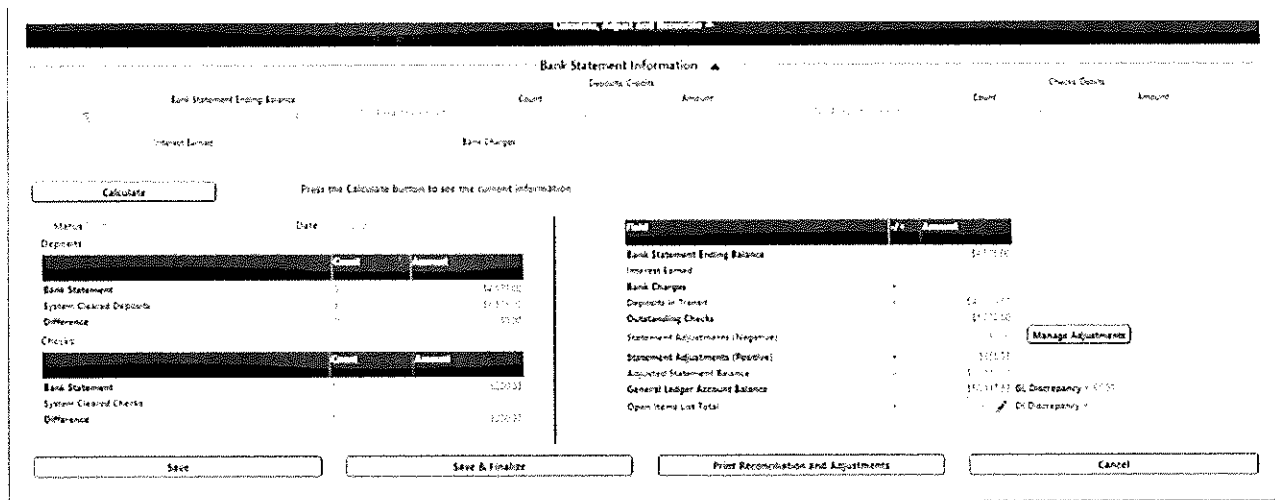
Positive Adjustments:

- Positive adjustments from prior bank reconciliations not corrected during the month
- Previous month service charges unresolved
- Check cleared for more than the amount noted in Show-Me Courts
- Receipts recorded in SMC but not included in the Deposits in Transit amount, this can happen when the end of month cashier sessions are not approved until the subsequent month, or when a new session is opened at the end of the month and lapses into another month
- Bank Deposit error: the amount of the deposit per the bank is lower than the amount noted in SMC
- Bank debits not recorded in SMC, i.e. returned not-sufficient funds check(s)
- Bank statement included checks that were voided in SMC. General Ledger posting difference for voided checks, i.e. if a check is written at the end of the month after the final **CAPCFED or General Ledger Posting Process** is run for the month, and then the check is voided in the subsequent month before the next **CAPCFED or General Ledger Posting Process** is ran, the check will not post to the general ledger as a reduction to cash nor will the void post to the cash account in the subsequent month. This may happen as a result of preparing end of month checks at month end and then realizing an error and correcting the error by voiding the check in the subsequent month. If **CAPCFED or General Ledger Posting Process** is not ran between the time the check is created and the time of the void in the subsequent month the general ledger will not be reduced and yet the check will show up in the outstanding check listing, thus requiring a positive adjustment to the bank reconciliation.
- Non-monetary receipt (open item out, bond applied, bond refund) voided and re-receipted as a monetary receipt

- Voided receipt re-receipted for more than the original receipt. Several reports can be generated and imported into an Excel format (to allow sorting functions) to help identify Void and Re-Receipt errors. Contact the OSCA Help Desk and request assistance from the Accounting Assistance Unit if you think this might be the reason you are unable to balance.

Once our General Discrepancy is at 0, we are ready to Save and Finalize.

NOTE: Save and Finalize is only available if the GL Discrepancy is \$0 and the reconciliation status is "Draft".



Bank Statement Information

Bank Statement Ending Balance: \$152,317.00
 Interest Earned: \$1,100.00
 Bank Charges: \$1,100.00

Deposits: \$152,317.00
 Checks: \$152,317.00

Calculate Press the Calculate button to see the current information.

Item	Yr	Amount
Bank Statement Ending Balance		\$152,317.00
Interest Earned		\$1,100.00
Bank Charges		\$1,100.00
Deposits in Transit		\$1,100.00
Outstanding Checks		\$1,100.00
Statement Adjustments (Negative)		\$1,100.00
Statement Adjustments (Positive)		\$1,100.00
Adjusted Statement Balance		\$152,317.00
General Ledger Account Balance		\$152,317.00
Open Items List Total		\$0.00
GL Discrepancy		\$0.00

Buttons: Save, Save & Finalize, Print Reconciliation and Adjustments, Cancel

Troubleshooting Bank Reconciliation

- Verify the amounts entered are correct (such as ending statement balance, interest earned, etc.).
 - Do checks reported match SMC?
 - Do deposits reported match Show-Me Courts?
- Run the Accounting Disbursement Listing Report to verify checks have been cleared correctly.
- Run the Accounting Deposit Report to verify deposits have been cleared correctly. Also, review for deposits in transit.
- Verify all adjustments from the previous month are fixed.
- Run the receipt report to verify all voided receipts have been re-receipted.
- Review the Summary of Bank Reconciliation Procedures.
- Have someone else review it.
- Check for any Deposits in Transit.

Bank Reconciliation Helpful Hints

- Use the suggested Unique Deposit Numbers. (SMC does this for us)
- Include sufficient detail for the bank reconciliation adjustments. This makes the adjustment easy to identify and understand. Include the following if applicable:
 - Date of transaction,
 - Case ID Cashier Session number,
 - Receipt number,
 - Check number.
- If the adjustment has been corrected indicate the date corrected in the adjustment description.
- Verify the ending bank statement balance is correct.
- Verify the correct date was used when clearing checks and deposits.
- Verify voids/retakes as legitimate transactions.

If transactions posted twice to the general ledger – don't do adjustments. Call the OSCA Help Desk and request assistance from the Accounting Assistance Unit.

Bank Reconciliations Procedures

Summary

Bank Reconciliation: Clear Checks

Mark each check that cleared the bank using either the date the check cleared or the last calendar day of the month in the **Cleared** field.

Bank Reconciliation: Clear Deposits

Mark any remaining deposits that cleared the bank using either the date the deposit cleared or the last calendar day of the month in the **Cleared** field.

Best Practice is for all courts to have and use on line banking to clear deposits daily or at minimum once a week throughout the month.

- The **OSCA Accounting Deposit Report** can be used to try and identify differences in the deposits that cleared the bank. Select the Deposit Status of “All” and the Report Option - **Details** to obtain a listing of all SMC deposits with each cashier session and amount detail made for the month and compare the listing to the deposits that cleared the bank.

- Run the Accounting Deposit Report after all SMC deposits for the month have been cleared and review for possible errors with the cleared dates. Failure to use a date in the month being reconciled will result in the deposit appearing in the Deposits in Transit calculation on the bank reconciliation and also in the GL Discrepancy.

- Verify that all deposits with a deposit number ending in “99” (corrections and) have been cleared. “99” deposits are usually cleared the same day they are created. Retain supporting documentation for all post-closing voids.

Bank Reconciliation

Complete the bank reconciliation form. (See the **Help Pages in SMC** for step by step instructions.)

- Enter the last calendar day of the month.

- Enter Interest Earned (unless bank automatically transfers to a separate interest bank account)

- Enter any Bank Charges/Service charges.

- If an amount is noted in the GL Discrepancy field, review the previous month’s bank reconciliation to determine if there were adjustments that have not been corrected and need to be carried forward. Enter any adjustments needing to be carried forward on the adjustment screen.

- If there is still an amount noted in the GL Discrepancy field, refer to the **Bank Reconciliations – Identifying Adjustments Procedures**.

Helpful Hints

Overall:

- Use the suggested Unique Deposit Numbers
- Include sufficient detail for the bank reconciliation adjustments. This makes the adjustment easy to identify and understand. Include the following if applicable:
 - Date of transaction
 - Case ID Cashier Session number
 - Receipt number
 - Check number
- If the adjustment has been corrected indicate the date corrected in the adjustment description
- Verify the ending bank statement balance is correct.
- Verify the correct date was used when clearing checks and deposits.
- Verify voids/retakes as legitimate transactions
- If transactions posted twice to the general ledger – don't do adjustments. Call the OSCA Help Desk and request assistance from the Accounting Assistance Unit. Once fixed, recalculate the general ledger balance on bank reconciliation form in by selecting the **Calculate**.

Summary of Negative Adjustments

- 1) Negative adjustments from previous month's bank reconciliation have not been corrected.
- 2) Previous month(s) interest was not been receipted in SMC.
- 3) Court check cleared for **LESS** than the amount entered in SMC. (encoding errors)
- 4) Bank deposit error where the amount of the bank deposit is **MORE** than the amount entered in SMC.
- 5) Bank deposit not entered in SMC by month end:
 - o Tax Intercept Receipts, Debt Collection Receipts, Credit card vendor receipts
 - o Credit card vendor receipts deposited in the SMC bank account in error (belong to another court)
 - o Other agency monies deposited in the SMC bank account in error
 - o e-Filing deposits in bank but not receipted/accepted in SMC
- 6) Deposit made in court account in error. (Wrong account)
- 7) Deposit in Transit amount high. (clearing errors)
- 8) SMC (Book) Post closing Voids – Void receipt not re-receipted in same month.
- 9) Voided receipt re-entered for less than the original receipt.
- 10) Cashier session closed short in error. Void/Retake included in cashier session.
Cashier Session closed short. (Not an actual shortage)
- 11) e-filing credit timing differences and manual voids.
- 12) e-Filing cashier sessions closed at month end prior to all submissions being accepted.

Summary of Positive Adjustments

- 1) Positive adjustments from the previous month's bank reconciliation have not been corrected.
- 2) Previous months service charges have not been resolved.
- 3) Court check cleared for **MORE** than the amount entered in SMC.
- 4) Receipts recorded in SMC but are not included in the Deposit in Transit amount.
(Due to open session, or closed session not approved at month end and deposit cleared in subsequent month.)
- 5) Pay by Web cashier sessions.
- 6) eFiling cashier sessions.
- 7) Bank deposit errors where deposit is **LESS** than SMC.
- 8) Bank debits not recorded in SMC. (NSF checks, eFiling, Pay by Web)
- 9) E-filing bank debits but have not been voided in SMC
- 10) Pay by Web bank debits.
- 11) Voided checks which have cleared the bank but no replacement check to clear in SMC.
- 12) General Ledger posting difference for voided checks.
- 13) Non-monetary receipt voided and re-receipted as monetary.
- 14) Voided receipt re-receipted for more than original receipt.
- 15) Receipts recorded in SMC twice by mistake.
- 16) CDs/Investments recorded in SMC but are in separate bank accounts, etc.
- 17) Cashier session closed long in error.

Other: issues needing attention:

Stale dated check credits

BANK RECONCILIATIONS – IDENTIFYING ADJUSTMENTS

Adjustments may need to be made to the Bank Reconciliation to reduce the discrepancy between the bank and SMC to zero.


Descriptions – Include date (month, day, year) for deposit discrepancies, SMC transaction discrepancies, case Id, receipt number, check number as applicable. If the adjustment needed required a correction (void, receipt etc...) and the correction has been made include the date of the correction.

To determine if an adjustment is positive or negative ask the question,

“Is the Adjusted Statement Balance (bank) higher or lower than the General Ledger Account Balance? OR “What do I need to do to get bank to agree to the General Ledger Account Balance?”

If the bank amount needs to be decreased, If the bank amount needs to be increased,	<ul style="list-style-type: none">• Enter a Negative Adjustment.• Enter a Positive Adjustment.
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Once an adjustment has been identified as positive or negative, a detailed description of the adjustment is necessary to document the reason for the adjustment. If the adjustment has been corrected prior to completing the bank reconciliation, include the date of the correction so it is clear that no additional follow-up is necessary.

	To delete an adjustment from the Positive/Negative Adjustments Window click on the adjustment and select Remove from the Record menu. This can only be done if the Bank Reconciliation is in D (draft) form.
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Not sure what to do to fix the adjustment? Contact the OSCA Help Desk and ask for assistance from the Accounting Assistance Unit.

The following is a listing of some of the possible positive/negative adjustments that may be needed to reconcile the bank statement along with how to look for these types of adjustments.

Negative Adjustments

Bank Higher than SMC	Where to Look
1) Negative adjustments from prior bank reconciliation were not corrected during the month.	<ul style="list-style-type: none"> • CZABREC adjustments from prior month.

Carry forward the Adjustment description from the previous month by copying each applicable description and pasting it into the current Bank Reconciliation. If entering the description, be sure to use the same wording so it is clear that this is the same adjustment that was in a previous month.

2) Previous month(s) interest not received in SMC.	<ul style="list-style-type: none"> • Bank Reconciliation interest adjustment for the prior month and General Ledger Interest Income account or the Interest Debit Account.
--	--

Determine if the interest from the previous month(s) was entered in SMC. Note: some courts may enter the accumulated interest on the main page of the bank reconciliation, while others prefer to track accumulated interest as an adjustment for each month the interest has not been entered in SMC. When entering an accumulated amount include the month(s) related to the amount entered. If an adjustment is needed the description should indicate the month(s) the adjustment represents.

Best Practice is to receipt interest monthly to a SMC debit account.

3) Check cleared bank for less than the amount noted in SMC.	<ul style="list-style-type: none"> • Bank statement and Check Maintenance or the OSCA Disbursement Listing of checks Cleared.
--	--

When the bank total checks cleared for the month (adjusted for service charges and other debits/withdrawals) is not equal to the reconciled disbursements, (checks cleared in SMC) compare the check amounts from SMC to the bank statement using the **OSCA Disbursement Listing**. (Status Cleared, Date Range from beginning of month thru end of the month) A check clearing for less than the SMC check amount is a Negative Adjustment.

Include the date the check cleared the bank, the type of error- "Bank Error" or "Encoding Error" along with the related check number in the description.

Contact the bank regarding the error and request a statement adjustment.

4) Bank deposit error – Bank deposit more than SMC deposit record.	<ul style="list-style-type: none"> • Bank statement and Clear Deposits and/or OSCA Deposit Listing Report.
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Include the date of the bank deposit, amount and the amount of the SMC deposit record in the description. If the cause of the adjustment has been identified include the explanation such as “Bank Error” “Book error – voided receipt ##### failed to re-entered for case #####.”

Contact the bank regarding any error on their part and request an adjustment

5) Deposits not receipted in SMC.	<ul style="list-style-type: none"> • Compare the bank statement to the Deposit Report.
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Examples:

Tax offset, debt collection, credit card, e-deposits, deposited but not entered in SMC until the subsequent month.

Best Practice: Use separate cashier sessions to receipt the funds that make up each individual EFT. Approve (CBACSPV) the cashier session separately so the cashier session and deposit record (CAACKRC) in SMC equals the bank deposit. Use the suggested deposit number for the respective pay type. Clear the deposit receipted in SMC in the subsequent month (example bank deposit for credit card in May receipted in SMC in June) after the cashier session is approved.

Include the date of the bank deposit and the type of the transaction in the adjustment description. If the receipts have already been entered in SMC, note the date the receipts were entered to show that no additional action is necessary.

6) Deposits made to the court account in error.	<ul style="list-style-type: none"> • Compare the bank statement to the Deposit Report.
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Deposits may be recorded by the bank into the wrong bank account.

Include the date of the bank deposit and an explanation “Bank Error – wrong account”.

Contact the bank.

If the bank has corrected the error at the time the bank reconciliation is being prepared, note the date the funds were removed from the account in the description so it is clear no additional action is necessary.

7) Deposit(s) in transit amount high.	<ul style="list-style-type: none"> • Compare the bank statement to the Deposit Report. • Review Daily Cashier Reports for possible Deposits in Transit. • Verify Deposit records included as In Transit to the on-line bank transactions in the subsequent month. • Look for post-closing voids transactions.
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Deposits not Cleared

Ensure the Deposits in Transit (DIT) amount on **Bank Reconciliation** agrees to the total noted on the **Deposit Report – In Transit** from OSCA Reports (outstanding deposits).

Errors can result from not clearing deposits or using an incorrect cleared date. A common mistake is using the current date as a cleared date vs. the date cleared or statement end date. To correct incorrect cleared dates,

- Return to **Clear Deposits**;
- Locate the deposit record,
- Uncheck the Clear box – it will be ask to double check transaction is to be uncleared
- Recheck the clear box and enter the correct date.

8) Post Closing voids.	<ul style="list-style-type: none">• Look for post-closing voids transactions.
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Post-closing voids

Post-closing void transactions may result in a negative adjustment to the bank reconciliation if the receipt was voided after the cashier session was closed, but not re-receipted in SMC, or it was re-receipted in a subsequent month.

eFiling and Pay by Web deposits can include post-closing voids created automatically by the system. A negative adjustment will be needed if the deposit is in transit and the post-closing void was dated during the month being reconciled. For more discussion see #10 below.

Include the date of the void, the receipt number, settlement date, and cashier session number in the description.

9) Voided receipt was re-receipted for less than the original receipt.	<ul style="list-style-type: none">• Receipt Report, General Ledger Report for the CASH account, Case Party Fee Reports, Daily Cashier Reports, Bank Statement to verify deposit amounts.
--	--

Run the OSCA Receipt report for voids. Verify receipts entered in correcting cashiers sessions were accurate.

Various receipt reports and general ledger reports can be ran and exported to Excel where sorting functions can be used to help identify Void and Re-receipt errors.

Include the date of the void, receipt number, case ID in the adjustment description.

Best Practice: Supervisor approval of voids and completion of void receipt requests. A copy of voided receipt included with the correcting cashier session can help the cashier supervisor detect this type of error when the session is approved.

10) Cashier session closed short in error.	<ul style="list-style-type: none"> • Deposit report, Cashier session, General Ledger.
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Review for cashier sessions closed short in error using the Deposit Report. When a cashier session is closed short in error SMC will credit the cash general ledger account resulting in SMC being less than the bank account. This occurs most frequently when clerks are doing corrections and have to void a previously deposited receipt (post closing void) and re-receipt the payment either in a current cashier session with money to be deposited (they will not have the money) or they fail to put the amount of the retake in the Drawer Total on End of Day Cashier Close Out when they close their session in error.

Best Practice: When voiding a receipt from a closed cashier session to correct an error in how the receipt was entered, (wrong case, wrong fees, etc...) and the receipt needs to be re-entered in the system, the correction is entered in a separate cashier session and the correcting cashier session is approved separately and identified as a correction by assigning a deposit number of the year, month, and the number 99. (YYYYMM99)

To correct for cashier sessions closed short in error, a subsequent session will need to be closed long by the same amount.

Include the date the cashier session was closed short and the cashier session number in the adjustment description.

11) eFiling Credit where session in SMC was closed automatically in SMC and approved in the month being reconciled but the money was not deposited until the subsequent month, and the money for the credit was not removed from the bank account (debit) until the subsequent month. (SMC has the void reducing cash, but the bank balance has not been reduced.)	<ul style="list-style-type: none"> • E-Filing credit report or Settlement report detail should be compared to the Bank Statement. When a credit did not appear on the bank statement locate the cashier session containing the void receipt, view the copy of the Daily Cashier report for the submission date, and determine if the void was done in the month being reconciled or in the subsequent month.
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Efiling credits are submissions rejected by the court after the vendor has batched/settled the funds to be sent to the court's bank account. The eFiling system will create a miscellaneous receipt for all eFiling credits so the cashier session and related deposit

record in SMC will equal the bank deposit. After the eFiling cashier session automatically closes the miscellaneous receipt created by the system is automatically voided (post closing void). When the miscellaneous receipt is voided in the month being reconciled the receipt is recorded in SMC but is also voided the same day. If the session is approved in the month being reconciled but the deposit did not clear the bank, the deposit record will be picked up as a deposit in transit. However, if the credit is not removed from the bank account until the subsequent month a negative adjustment will be necessary to reduce the bank balance for the amount of the credit.



If the credit in the above situation **DOES CLEAR** the bank in the month being reconciled but the deposit was not made until the subsequent month and the session was approved in the current month, no adjustment is necessary because both the book and bank have been reduced by the same amount and the bank reconciliation will pick the deposit up as being in transit.

12) eFiling deposit adjustment for eFiling cashier sessions closed at the end of the month prior to all submissions being accepted and the funds for the submission date are deposited in the bank.

- Bank Statement, OSCA Deposit, OSCA Daily Cashier report, COGNOS Automated Cashier Session Status report and Collector Solutions Settlement report

eFiling submissions deposited during the month reconciled but not all submissions were accepted by month end.

Best Practice: Close and approve all open eFiling sessions at month end.

Clear the SMC deposit record for the submissions accepted in the month reconciled using the statement end date. (This is only part of the deposit.)

Review deposits records for the subsequent month and locate the remainder of the deposit, (submissions accepted in the subsequent month)

Hint: Run the COGNOS Automated Cashier Session Status report to see all cashier session numbers for an eFiling cashier ID.

Review the Collector Solutions Settlement report detail for that payment type's submission date.

Include the Settlement date and Cashier session number(s) in the adjustment description.



IF Cashier sessions are closed and approved as a deposit on or before the statement end date, but funds from Collector Solutions have not been deposited in the bank deposit for that payment type's submission date during the month being reconciled. No adjustment is needed. Deposit will be included in the deposit in transit amount on Bank Reconciliation.

Positive Adjustments

Bank Lower than SMC

Where to Look

1) Positive adjustments from the prior bank reconciliation were not corrected during the month	<ul style="list-style-type: none"> • Bank Reconciliation adjustments for prior month.
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Carry forward the Adjustment description from the previous month by copying each applicable description and pasting it into the current Bank Reconciliation. If entering the description, be sure to use the same wording so it is clear that this is the same adjustment that was in a previous month.

2) Previous month(s) service charges unresolved.	<ul style="list-style-type: none"> • Bank Reconciliation adjustments for prior month, bank statement.
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Determine if the service charges from the previous month were ever reversed by the bank, paid by the county, or adjusted through the interest transactions during the month. Since the service charges may be for various adjustments some courts prefer to track each service charge until it is resolved.

Include the date the service charge occurred (month, day, year) if an adjustment is needed, in the description.

Contact the bank if the charge is not allowable, or contact the county to obtain reimbursement for the service charge.



If the bank statement contains both a debit and credit for the same item within the same month no adjustment is necessary. For example a service charge that the bank charged and then reversed.

3) Check cleared for more than the amount noted on SMC.	<ul style="list-style-type: none"> • Bank statement and Check Maintenance, or Disbursement Listing of checks Cleared.
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Include the date the check cleared the bank, the type of error- “Bank Error” or “Encoding Error” along with the related check number in the description.


Contact the bank regarding the error and request a statement adjustment.

4) Receipts recorded in SMC but are not included in the Deposits in Transit amount.	<ul style="list-style-type: none"> • General Ledger Report – Look for transactions dates in the month being reconciled and posting dates in the subsequent month. Daily Cashier Reports for the subsequent month- look
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	for dates from the month being reconciled.
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When end of the month cashier sessions are not approved until the subsequent month, and/or when a new session is opened at the end of the month and lapses into the subsequent month, a positive adjustment(s) will need to be made for the receipts in transit. When reviewing the general ledger cash account, these receipts will have a transaction date in the month being reconciled and a posting date in the subsequent month. These adjustments can also be identified by reviewing the deposits and cashier sessions for the beginning of the subsequent month.

Include the type of adjustments such as "Deposit in Transit" and the related deposit number, if the amount is for entire deposit (approved session in the subsequent month), or possibly "Receipts in Transit" and the related receipt number(s) with the posting date in the adjustment description.

	<p>If a cashier session is closed in the month being reconciled, deposit cleared the bank in the month being reconciled, but the cashier session was not approved until the subsequent month, there is no need for an adjustment. The receipts related to the deposit were entered in SMC in the month being reconciled so bank and book are equal.</p>
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<p>5) Pay By Web cashier session was left open, or was closed in the month being reconciled but was not approved as a deposit until the next month and the money was not deposited until the next month.</p>	<ul style="list-style-type: none"> • Bank Statement, Deposit Report, Daily Cashier Report, Receipt Listing, General Ledger Report, Vendor Settlement Report.
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In this situation the money will be recorded on the books (SMC) in the month being reconciled, but since the cashier session was not approved for deposit until the subsequent month the deposit cannot be picked up by the system as being in transit on Bank Reconciliation form.

Include the type of adjustments such as "Deposit in Transit" and the related deposit number, if the amount is for entire deposit (approved session in the subsequent month), or possibly "Receipts in Transit" and the related receipt number(s) with the posting date in the adjustment description.

<p>6) eFiling cashier session was left open or was closed in the month being reconciled but was not approved as a deposit until the next month and the money was not deposited until the next month.</p>	<ul style="list-style-type: none"> • Bank Statement, Deposit Report, Daily Cashier Report, Receipt Listing, General Ledger Report, Vendor Settlement Report.
--	--

In this situation the money will be recorded on the books (SMC) in the month being reconciled, but since the cashier session was not approved for deposit until the subsequent month the deposit cannot be picked up by the system as being in transit on Bank Reconciliation form.

Include the type of adjustments such as “Deposit in Transit” and the related deposit number, if the amount is for entire deposit (approved session in the subsequent month), or possibly “Receipts in Transit” and the related receipt number(s) with the posting date in the adjustment description.

7) Bank Deposit Error where the amount of the deposit per the bank is lower than the amount noted in SMC.	<ul style="list-style-type: none"> • Bank statement and Deposit Report.
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Include the date of the bank deposit, amount and the amount of the SMC deposit record in the description. If the cause of the adjustment has been identified include the explanation such as “Bank Error” “Book error – voided receipt ##### failed to re-entered for case #####.”

Contact the bank regarding any error on their part and request an adjustment

8) Bank debits not recorded in SMC.	<ul style="list-style-type: none"> • Bank Statement.
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Bad checks

Include the date and type of transaction “NSF” the name on the check, related case ID if applicable and the receipt number in the adjustment description. If the adjustment was for a NSF and the SMC receipt has already been voided (in the subsequent month) include the void date and void receipt number in the description to show that no additional action is necessary.

Best Practice: Void receipts related to NSF checks and reversed charges when the court is notified that the bank debited the account. If the system does not allow the receipt to be voided, add a 3000 Recoverable for Circuit Courts or 5000 Recoverable for Municipals for the amount to be recovered.

Other

Other common errors that may result in the bank adjusting a deposit amount down may include adjustments for deposit items missing required signatures. The deposit may have also included a non-negotiable instrument such as a check stub or copy of the check being deposited instead of the actual check.

For other adjustments a description of the adjustment, receipt number, and case ID should be included in the description.



If the bank statement contains both a debit and credit for the same item within the same month no adjustment is necessary. For example a service charge that the bank charged and then reversed.

9) eFiling bank debits.

- Bank Statement, Collector Solution settlement report, Daily Cashier report, Deposit report

eFiling bank debit for a payment type submission date is on the bank statement before the eFiling deposit is on the bank statement and SMC deposit for cashier session payment type submission date is included in the deposit in transit and that cashier session was manually closed by the accounting supervisor; or there is no SMC deposit for that eFiling submission date (no SMC cashier session for the accounting supervisor to manually close at the end of the month).

Use the Collector Solutions settlement that matches the bank debit for that payment type's credits to determine the original submission dates of the credits.

This helps find the corresponding SMC deposit and cashier sessions to see what is recorded in SMC.

Include in the adjustment description the date of the debit and the eFiling cashier ID. This adjustment usually does not carry forward if the automated eFiling closing process closes a session for that cashier ID in the following month. This second cashier session, if it automatically closes, will include a non-case eFiling receipt that is a post-closing void.

OR, eFiling bank debit is for an eCheck return item or credit card dispute and the receipt has not been voided in SMC.

Include in the adjustment description, the debit date, the PRC number the case ID, the SMC receipt and the date the receipt was voided.



If the eFiling cashier session automatically closed for that submission date in the month being reconciled, there is no adjustment as long as there is a post-closing void receipt for the bank debit.

10) Pay By Web bank debits.

- Bank Statement, Collector Solution settlement report, Daily Cashier report, Deposit report

This occurs when a Pay by Web echeck is returned or a credit card is disputed and the bank sided with the cardholder but the SMC receipt has not been voided.

Include the debit date, the PRC number the case ID, the SMC receipt and the date the receipt was voided in the adjustment description...

11) Voided checks cleared the bank.	<ul style="list-style-type: none"> • Bank Statement, Check Maintenance and/or disbursement Listing.
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Some of these differences may be detected as the checks are being cleared on CAACKRC, however if not, running an **Disbursement Listing** for checks that cleared for the month and comparing that to the checks cleared should help identify this type of adjustment. In addition, notice checks on the **Disbursement Listing** ran for the outstanding check listing with void dates in the subsequent month that actually cleared the bank.

Include the date the check cleared and the date the check was voided, the check number of the voided check and the replacement check # and date (if applicable) and the case ID in the adjustment description.

12) General Ledger posting difference for voided checks.	<ul style="list-style-type: none"> • General Ledger Report for the CASH account, Disbursement Listing.
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If a check is written at the end of the month after the **General Ledger Posting Process** is run for the month, and then the check is voided in the subsequent month before the next **General Ledger Posting Process** is ran, the check will not post to the general ledger as a reduction to cash nor will the void post to the cash account in the subsequent month. This may happen as a result of preparing end of month checks at month end and then realizing an error and correcting the error by voiding the check in the subsequent month. If **General Ledger Posting Process** is not ran between the time the check is created and the time of the void in the subsequent month the general ledger will not be reduced and yet the check will show up in the outstanding check listing, thus requiring a positive adjustment to the bank reconciliation.

Include the date the check number and the date the check was voided in the adjustment description.

13) Non-monetary receipt voided and re-receipted as a monetary receipt.	<ul style="list-style-type: none"> • Receipt Listing for voided non-monetary receipts.
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Non-Monetary receipts such as open item out, bond applied, bond refund payments are sometimes voided and then receipted as a monetary receipt when the correction is being made.

Include the date of the transaction, the type of error such as “Non-monetary voided receipted as monetary” along with the receipt number and case number in the adjustment description.

14) Voided receipt re-receipted for more than the original receipt.	<ul style="list-style-type: none"> • Receipt Listing, General Ledger Report for the CASH account, Case Party Fee Reports, Daily Cashier Reports and bank statement to verify the deposit amount.
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Run the OSCA Receipt report for voids. Verify receipts entered in correcting cashiers sessions were accurate.

Various receipt reports and general ledger reports can be ran and exported to Excel where sorting functions can be used to help identify Void and Re-receipt errors.

Include the date of the void, receipt number, case ID in the adjustment description.

Best Practice: Supervisor approval of voids and completion of void receipt requests. A copy of voided receipt included with the correcting cashier session can help the cashier supervisor detect this type of error when the session is approved.

15) Receipts entered in SMC twice.	<ul style="list-style-type: none"> • Receipt Listing, General Ledger Report for the CASH account, Case Party Fee Reports, Daily Cashier Reports, Deposit Report and bank statement to verify the deposit amount.
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When clearing deposits, resolve differences noted between the Bank Deposit and the SMC Deposit Record.

Review correcting cashier sessions and verify the original receipt was voided.

Review amounts entered for previous month's interest and verify the entry was correct and not duplicated.

Best Practice: When voiding a receipt that needs to be corrected in a separate cashier session (post-closing voids), print the void receipt and attach it to the correcting cashier session.

Include the related Case ID, Receipt number and Receipt date in the adjustment description.

16) C/D's Investments recorded in SMC but are in separate bank accounts.	<ul style="list-style-type: none"> • Statements from other investments/accounts.
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When the court receives a request to invest funds paid to the court within sixty days from the payment of such funds into the registry of the court may make an order directing the

clerk to deposit such funds in a separate account. The funds paid to the court are to be receipted in SMC and a positive adjustment will be needed to account for the investment.

Courts may also invest excess funds in a separate investment

Best Practice: Receipt all funds paid to the court into SMC when received, and account for requested investments and excess fund investments as a positive adjustment on the bank reconciliation.

Include the Case ID and description of the account in the adjustment.

17) Cashier session closed long.	<ul style="list-style-type: none">• Deposit report, Cashier session, General Ledger.
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Review for cashier sessions closed long in error using the Deposit Report. When a cashier session is closed long in error SMC will debit the cash general ledger account resulting in SMC being more than the bank account.

To correct for cashier sessions closed long in error, a subsequent session will need to be closed short by the same amount.

Include the date the cashier session was closed short and the cashier session number in the adjustment description.

OTHER ISSUES TO LOOK OUT FOR – ADJUSTMENTS CAN GO EITHER WAY:

1) Stale dated check credits	<ul style="list-style-type: none">• Online banking, bank notice, bank statement, SMC Check Maintenance, OSCA reports Outstanding Checks listing.
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Review the online banking and/or bank statement credits (increase in bank balance) for stale dated check credit (increase) and the cleared checks (debit/withdrawal) for the same check number.

If the bank stale dated check credit is in a month subsequent to the bank clearing the check and the void date in SMC is in the subsequent month that the stale dated check cleared, a positive adjustment is needed for the month the check cleared the bank because voiding the check will put the check on the Outstanding Check list for the month that the check cleared the bank in, reducing the bank balance twice for the same check. Note, the following month, when the bank credits the account no further adjustment will be necessary.

If the bank stale dated check is in a subsequent month to the bank clearing the check and the void date in SMC is the same month the check cleared or earlier, a positive adjustment is needed for the month the check cleared because the void in SMC increases the book balance and the check clearing reduces the bank balance.

Include the check number, the date the check was cleared by the bank, the date the check was voided in SMC and also the date the stale dated check was credited to the bank account in the adjustment description.

Best Practice and additional action needed to completely deal with stale dated checks:

Void the check related to the bank's stale dated check credit when the transaction is credited/returned to the bank account. **Review the case and determine if the payable is still valid and reissue the check to the payee.**

If the bank has the check clearing and the stale dated check credit in the same month as the void date in SMC no bank reconciliation adjustment is necessary.

JetPay Magic Reports

✓ Login name, password and link received from OSCA



This is Production!!!

Missouri: Office of State Courts



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JetPay Magic Reports

- ✓ Choose reports



- ✓ Select report category and then click Run Report



Check Returns Report:

- ✓ We will select Check Returns for our first report to run when reconciling
- ✓ Check Returns represent bad echecks that were returned after JetPay had already batched the funds to be sent to your account. The funds will be deducted from the courts bank account and the court will need to follow-up on the transactions by voiding the system receipt and contacting the Payor.
- ✓ Report Parameters for Check Returns is as follows:
 - ✓ Group by – don't change
 - ✓ Date From: First day of the month that is being reconciled.
 - ✓ Date To: Last day of the month that is being reconciled.
 - ✓ Organizational Unit: Court Name
 - ✓ Payment Type: All

JetPay Magic Reports

- ✓ Collection Mode: All
- ✓ Click Run Report

✓ Export the report to Excel by clicking on floppy disk and selecting Excel

1 of 1 | 100% | Find | Next | [Excel] [PDF] [Word] | 5:37 PM

Check Payments Report

8/1/2020 - 8/31/2020 | Lincoln County | All Payment Types | All Collection Modes

1. Missouri: Office of State Courts

Date Effective	Date Returned	Return Code	PRC	Name	Amount	Fee Amount	Total Remitted	
1	8/18/2020	8/24/2020	R02	20079343	Scott Walterbach	\$51.50	\$0.00	\$52.00
Lincoln County Circuit Court - Filing Fees					22229524, 12079	1	\$51.50	
Totals :						\$51.50	\$0.00	\$52.00
Missouri: Office of State Courts Totals :						\$51.50	\$0.00	\$52.00
Overall Totals						\$51.50	\$0.00	\$52.00

1 of 1 Total Records: 1

- ✓ Click Open and Allow
- ✓ Click Enable Editing once the Excel document is open
- ✓ Hide columns N and O
- ✓ Add columns for Bank and Book
- ✓ Document dates the transaction was withdrawn from bank and voided in book
- ✓ No adjustment is necessary if the transaction was withdrawn from bank and voided in book during the same month.
- ✓ If transaction was withdrawn from bank but not voided in the book, then you have a positive adjustment.
- ✓ If transaction was voided in the book, but not withdrawn from the bank until the following month, then you have a negative adjustment.

Credit Report:

- ✓ Second Category report to run when reconciling is Credit Report

Report

Client	Missouri: Office of State Courts	▼
Category	Credit Report	▼

JetPay Magic Reports

- ✓ Parameters for Credit Report are the same as the parameters for Check Returns Report
- ✓ The process is the same as well
- ✓ The Credit Report is a listing of eFiling submissions with payments (echeck or credit card) rejected by the court or withdrawn by the attorney. Use this report to verify withdraws from your bank account and use the OSCA Receipt Listing to verify the receipts were voided in Show-Me Courts.

There are two types of transactions Void and Credit.

Void – Does not affect the bank reconciliation or the books. This money will never be sent to your bank. The transaction was rejected or withdrawn prior to the funds being “Batched”. Thus ignore these transactions when reconciling.

Credit – Does have an impact on the court’s checking account. Results in a withdrawal (debits) from the bank account. In addition, a credit will result in SMC automatically creating a receipt to be included in the cashier session prior to the automated cashier session closing, and will also result in the same receipt being voided immediately after the automated closing of the cashier session.

- ✓ Run the Credit report and OSCA Receipt Listing report from the first day of the month to the last day of the month.
- ✓ If the credit is withdrawn from bank and the receipt is voided in SMC during the same month No adjustment.
- ✓ If the credit is withdrawn from bank, but not voided in JIS - Positive adjustment
- ✓ If the credit is not withdrawn from the bank, but the receipt is voided in JIS - Negative adjustment

Funding Report:

- ✓ The next report to run when reconciling is Funding Report.
- ✓ This report you will run two ways for each location if the location allows electronic filing. Once for Filing Fees and second for Pay By Web.
- ✓ If the location does not allow electronic filing then run the report for Pay By Web.

JetPay Magic Reports

- ✓ Below are the parameters for the Funding Report
 - ✓ Group By: Don't change
 - ✓ Date From is the last **business day** of the previous month being reconciled.
 - ✓ Date To is the seventh day of the following month being reconciled
 - ✓ Start Time: Don't change
 - ✓ End Time: Don't change
 - ✓ Organizational Unit: Circuit Court Name
 - ✓ Payment Type: Run for Filing Fees **OR** Pay By Web
- ✓ Export each Funding Report to Excel as was done for the Credit Reports and Check Returns
- ✓ The Funding Report is a summary of echeck and credit card payments on efilings submissions and PBW echecks & credit card transactions.


- ✓ Date of Batch – Represents the Submission date for the transactions being batched. This will be the date in the Cashier ID on the OSCA Reports Deposit Report.

- ✓ Funding Date – Represents the date the payments were prepared to be sent to the court's bank account. The funds will be deposited the next business day. For example, funding date is 10/1/2020, then search for deposit on bank statement the next business day (10/2/2020).

- ✓ Clicking on a BLUE hyperlinks will display the batch details. Selecting a PRC number from the batch detail will display additional detail for the PRC.

JetPay Magic Reports

- ✓ How to use the Credit Report. Note: The column highlighted yellow indicates the withdraw was in another month. Thus, this credit is a negative adjustment on the July bank reconciliation.

	F	G	H	I	J	K	O	P	T	U	
2	Missouri: Office of State Courts										
3	CREDITS										
4	Checks										
5	Credit Date	PRC	CT	Type	User	Funded Date	Amount	BANK	BOOK		
6	1	7/9/2020	<u>20037165</u>	2	CREDITS	Anonymous	7/13/2020	\$10.00	7/14/2020	7/15/2020	
7	2	7/10/2020	<u>20039638</u>	1	CREDITS	Anonymous	7/14/2020	\$135.50	7/15/2020	7/17/2020	
8	3	7/13/2020	<u>20039344</u>	2	CREDITS	Anonymous	7/15/2020	\$10.00	7/16/2020	7/17/2020	
9	4	7/29/2020	<u>20055009</u>	2	CREDITS	Anonymous	7/31/2020	\$10.00		7/31/2020	
10	Missouri: Office of State Courts Checks Total :							\$165.50			
11	Credit Cards										
12	Credit Date	PRC	CT	Type	User	Funded Date	Amount				
13	5	7/10/2020	<u>20036162</u>	5	CREDITS	Anonymous	7/14/2020	\$135.50	7/15/2020	7/11/2020	
	6	7/10/2020	<u>20038013</u>	4	CREDITS	Anonymous	7/14/2020	\$3.50	7/15/2020	7/14/2020	
	CreditReport 										

Bank Reconciliation Check List

Court:	
Month being Reconciled :	
Reports and items used to perform bank reconciliations.	
<input type="checkbox"/>	Obtain the current bank statement to be reconciled, the previous month bank statement and bank reconciliation with the descriptions of all adjustments.
<input type="checkbox"/>	Run the Settlement reports from the last day of the previous month being reconciled to the 7th of the subsequent month. (Separate reports for eFiling and Pay by Web)
<input type="checkbox"/>	Run the electronic payment vendor's Credit Report (Report can be combined for both eFiling and Pay by Web. 1st of the month to last calendar day of the month.)
<input type="checkbox"/>	Run electronic payment vendor's Check Returns report if there were any eFiling or pay by web returned items that were withdrawn (debited) from the bank account.
<input type="checkbox"/>	Run the OSCA Report - Receipt Listing for Voids for the month being reconciled. (1st of the month to last calendar day of the month)
<input type="checkbox"/>	Run OSCA Report - General Ledger - Cash in detail for the month being reconciled. As needed.
<input type="checkbox"/>	Run the OSCA Report - Deposit Report in detail to assist in clearing deposits or verifying the accuracy of the deposits cleared during the month.
<input type="checkbox"/>	(Run report from the 1st of the month thru the middle of the subsequent month or current date to identify timing differences.)
Bank Reconciliation - For the month being reconciled mark the checks and deposits that have cleared the bank during the month being reconciled.	
<input type="checkbox"/>	Populate outstanding checks only and mark each check that cleared the bank using the <u>last calendar day of the month</u> in the Clear Date field.
<input type="checkbox"/>	Populate outstanding deposits and mark any remaining deposits that cleared the bank. Use the date the deposit cleared or the last calendar day of the month in the Clear Date field.
<input type="checkbox"/>	Use Deposit Detail tab and the vendor's Settlement Report to verify the correct deposit is being cleared when needed or use the OSCA Deposit Report .
<input type="checkbox"/>	Note: When an eFiling deposit appears on the bank statement and only part of the submissions were accepted in the month being reconciled, mark the SMC deposit record created when the eFiling session was manually closed at month end using the statement end date.

Bank Reconciliation Check List

Court:	
Month being Reconciled :	
	Bank Reconciliation - Complete the bank reconciliation form in SMC.
<input type="checkbox"/>	Statement End Date is the last calendar day of the month.
<input type="checkbox"/>	Reported Deposits amount agrees to the total deposits from the bank statement.
<input type="checkbox"/>	Reported Disbursements amount equals total <u>check withdrawals</u> determined from the bank statement. Amount may need to be manually calculated. See Note below.
	(Note: reported Disbursements amount may need to be manually calculated by subtracting out other debits/withdrawals for bad checks, vendor credits, service charges from the bank statement amount. Document the calculation of the Total Check Withdrawals amount entered on the reconciliation form and retain the documentation with the bank statement.)
<input type="checkbox"/>	Ending Statement Balance amount agrees to bank statement.
<input type="checkbox"/>	Interest Earned amount agrees to bank statement.
<input type="checkbox"/>	Bank Charges amount agrees to bank statement.
<input type="checkbox"/>	Select Calculate to ensure any changes to cleared deposits and checks have been updated and Save .
Enter known Positive and Negative adjustments for the following:	
Select Mange Adjustments and enter the following:	
<input type="checkbox"/>	Adjustments not corrected from the previous month. Obtained from previous bank reconciliation. Include all details.
<input type="checkbox"/>	Investments held outside of SMC bank account - Positive Adjustments If for a specific case include the Case ID in the adjustment description.
<input type="checkbox"/>	Unexplained debits or credits identified on the bank statement that were not entered in SMC.

Bank Reconciliation Check List

Court:	
Month being Reconciled :	
Steps for Resolving Discrepancies	
Compare Reported and Reconciled Disbursements on the bank reconciliation form.	
NOTE: Reported amount should be the total check withdrawals only. Do not include service charges or other withdrawals. The two amounts will be the same unless a replacement check was issued and cleared in the place of another check that cleared in a previous month.	
If the Reported and Reconciled Disbursement amounts are different, use the OSCA Report Disbursement Listing - Cleared Checks with the date range from the 1st of the month to the last calendar day of the month to help identify any differences and make corrections as needed to SMC	
<input type="checkbox"/>	Make corrections for any checks that were not cleared correctly. Return to bank reconciliation form, and recalculate the bank reconciliation.
<input type="checkbox"/>	Verify the Reconciled and Reported Disbursements amounts equal. If there is still a difference and the amount has not been identified as being related to a bank error repeat the steps above.
For Errors noted :	
<input type="checkbox"/>	Enter a negative adjustments for each check:
	* Encoded by the bank for less than the SMC check amount.
<input type="checkbox"/>	Enter a positive adjustments for each check:
	* Encoded by the bank for more than the SMC check amount.
	* Check that cleared the bank twice.
	* Voided check that cleared the bank.
<input type="checkbox"/>	Contact the bank and request corrections for any checks that were encoded incorrectly and/or to follow-up on any unexplained withdrawals from the bank.
	Note the date the bank was contacted in the respective adjustment description.

Bank Reconciliation Check List

Court:	
Month being Reconciled :	
	Compare the vendor's Credit report for the month to bank withdrawals (debits) and to SMC void dates (OSCA Report - Receipt Listing (voids) Determine if the electronic payment vendor's credits were voided in SMC in a different month from when they were withdrawn from the bank account.
<input type="checkbox"/>	Enter a negative adjustment for a vendor credit voided in SMC in the month being reconciled that did not get withdrawn from the bank until the subsequent month.
<input type="checkbox"/>	Enter a positive adjustment for a vendor credit voided in SMC in the subsequent month but was withdrawn from the bank in the current month.
	Review the bank statement for returned checks, eFiling and/or pay by web returned e-checks. Run the vendor's Check Returns report if there were eFiling or Pay by Web returned e-checks to assist you in locating the SMC receipt related to the returned item.
<input type="checkbox"/>	Determine if the SMC receipt for the returned item was voided in the month being reconciled. (OSCA Report - Receipt Listing (voids)
<input type="checkbox"/>	Enter a Positive Adjustment for returned items where the SMC receipt was not voided in the month being reconciled.
<input type="checkbox"/>	Void any return item receipt that was not voided and add the date voided to the adjustment description.
	Review OSCA Deposit Report for In Transit (outstanding) deposits on the last calendar day of the month.
<input type="checkbox"/>	Verify deposits showing as In Transit did not clear in the month being reconciled. Make corrections as needed, rerun the report, and recalculate CZABREC.
<input type="checkbox"/>	Review receipt amounts listed. Determine if receipts listed were deposited in the subsequent month. Enter positive adjustments for any receipts entered in the SMC reconciled month that cleared the bank in the subsequent month. (Receipts in Transit)
	Include documentation of the receipts that make up any amount entered as a receipt in transit.

Bank Reconciliation Check List

Court:	
Month being Reconciled :	
	Review the OSCA Deposit Report for the month being reconciled. Use the 1st of the month to current date or 15th of the subsequent month depending on current date. Make corrections as appropriate on CAACKRC and Recalculate CZABREC after corrections are made.
<input type="checkbox"/>	Review Clear dates to ensure the dates entered as cleared in SMC agree to the month the deposit cleared the bank. (NOTE: If the receipts were entered in the month being reconciled and the cashier session was not closed, or was closed but was not approved, the receipts will appear as individual receipts on the Deposit In Transit report. If the deposit cleared the bank in the month being reconciled, no adjustment is necessary.)
<input type="checkbox"/>	Review Correcting Deposit Records ("Deposits Numbers ending in "99") created in the month being reconciled for correct Cleared date. Typically this is the same month the receipt is entered. Exception: If the correction was made in the month being reconciled, and the original receipt is included in the Calculated Deposit in Transit amount on CZABREC (and deposit in transit report) Do not clear the correcting deposit until the subsequent month.
If there is still a discrepancy, compare SMC Deposit Records using the OSCA Report Deposit Report to the bank statement noting any differences between Bank and SMC. When doing this review it is easier to review each type of deposit as follows:	
Note: Using the suggested unique deposit numbers for the different types of deposits simplifies this process.	
<input type="checkbox"/>	Daily deposit records. Cashier sessions that make up the deposit the court takes to the bank.
<input type="checkbox"/>	Credit Cards - Use Credit Card Vendor settlement/batch reports. Match credit card receipts to batch and to the receipt and cashier session in SMC.
<input type="checkbox"/>	Tax Offset deposit records. Verify amount entered in SMC agrees with the bank deposit. Consider attaching the report to the respective cashier session(s)
<input type="checkbox"/>	Debt Collection deposit records. Verify amounts entered in SMC agree with the bank deposit. Consider attaching the report to the respective cashier session(s).
<input type="checkbox"/>	eFiling Credit Card deposit records - Use Settlement Report to Verify cleared dates are correct.
<input type="checkbox"/>	eFiling Echeck deposit records - Use Settlement Report to verify cleared dates are correct.
<input type="checkbox"/>	Pay by Web eCheck deposit records - Use Settlement Report to verify cleared dates are correct.

Bank Reconciliation Check List

Court:	
Month being Reconciled :	
<input type="checkbox"/>	Pay by Web Credit Card deposit records. - Use Settlement Report to verify cleared dates are correct.
<p>For differences noted between bank statement deposit amounts and SMC deposit records noted on OSCA Deposit Listing add negative and /or positive adjustments as needed.</p>	
<input type="checkbox"/>	Enter negative adjustments for each deposit differences that were the result of:
<input type="checkbox"/>	* Bank encoded a deposit item for more than the SMC receipted/deposited amount. (bank error)
<input type="checkbox"/>	* Bank deposits where the receipts were not entered in SMC by month end. (Debt Collection, Tax Offset, Credit Card Vendor deposits, eFiling deposits.)
<input type="checkbox"/>	* Unidentified amounts deposited or Unidentified credits on the bank statement.
<input type="checkbox"/>	* Receipt(s) entered in SMC for less than amount received. (book error)
<input type="checkbox"/>	Enter a positive adjustments for deposit differences resulting from:
<input type="checkbox"/>	* Bank encoded a deposit item for less than the SMC receipted/deposited amount. (bank error)
<input type="checkbox"/>	* Duplicate receipt(s) entered in SMC.
<input type="checkbox"/>	* Receipt(s) entered in SMC for more than received. (book error)
<input type="checkbox"/>	Contact the bank and resolve any issues with unidentified amounts deposited in the bank.

Bank Reconciliation Check List

Court:	
Month being Reconciled :	
After Identifying and Entering all Adjustments and resolving any remaining discrepancies gather all bank reconciliation documentation for the monthly financial records.	
<input type="checkbox"/>	Print bank reconciliation and adjustments from SMC.
<input type="checkbox"/>	Run the OSCA Deposit Report for the month reconciled.
<input type="checkbox"/>	Run the Deposit Report for In Transit (outstanding) deposits (last day of the month entered in As of Date).
<input type="checkbox"/>	Run the Disbursement Listing with As of Date of the last day of the month to generate the outstanding check listing.
<input type="checkbox"/>	Attach Credit Card vendor Settlement Report .
<input type="checkbox"/>	Attach the electronic payment vendor's Return Item Report if applicable.
<input type="checkbox"/>	Attach the electronic payment vendor's credit reports.
<input type="checkbox"/>	Attach the electronic payment vendor's settlement report(s) eFiling and Pay by Web.
<input type="checkbox"/>	Attach supporting documentation for negative and/or positive adjustments entered on CZABREC.
Corrections:	
<input type="checkbox"/>	Make any needed corrections. As corrections are made add the date corrected to the bank reconciliation adjustment description.
<input type="checkbox"/>	This is done to make it clear that the issue has been resolved and should no longer be carried forward to subsequent bank reconciliations once the date of the correction has passed.
General Ledger Cash Detail	
<input type="checkbox"/>	Look for receipts that have a post date in the next month. Determine when the receipt's cashier session's deposit was created. If the create date is in the next month, make a positive adjustment.

Bank Reconciliation Check List

Court:	
Month being Reconciled :	
	Look for missing check numbers when on the Disbursement Listing for Outstanding Checks shows a check issued on the last day of the month with a voided date in the first date of the next month. If the check is not listed in the general ledger, make a positive adjustment.
	Look for Transaction Description of Journal Entry or Detail 3000. Determine if there is a true cashier session over/short, OSCA manual journal entry or 3000 Recoverable. If any of these are in error, determine if a positive or negative adjustment is needed.

Bank Reconciliation Documentation

Example:
Reconciliation
Completed for

	Description	Software Utilized	Comments	Date	
				Month Reconciled	Completed for
1	Bank Reconciliation & Adjustments	SMC	Documents the bank reconciliation and adjustments for the month.	Month Reconciled	1/31/2019
2			Documents total cleared disbursements per bank less bank debits to get total cleared checks per bank if your bank does not separate these amounts. Ensure total disbursements cleared from CZABREC (#1 above) agrees to the total cleared checks noted on the bank statement.	Month Reconciled	January 2019
3	Bank Statement	Scan/Print to CutePDF	Documents individual deposits included in the Deposits in Transit amount on the bank reconciliation form.(CZABREC #1 above)	Run for the last day of month	As of 1/31/2019
4	Accounting Deposit Report - Detail - In Transit (outstanding) - for previous month reconciled	OSCA Reports	Documents individual deposits included the previous months bank reconciliation. Verify all deposits in transit cleared in the current month by noting the date the deposit cleared. Investigate any that do not clear.	Run for last day of previous month	As of 12/31/2018
5			Documents all deposits for the month and by running thru the current date or the 15th of the subsequent month should also help identify cashier sessions closed and approved in the subsequent month that resulted in being an adjustment for the current month.	Run from the first to the current date if before the 15th of the following	01/01/2019 to 02/15/2019
6	Accounting Deposit Report - Detail	OSCA Reports	Documents the detail for the Outstanding Checks amount on bank reconciliation screen.	Run for the last day of	As of 1/31/2019

Example:
Reconciliation
Completed for

7 & 8	Description	Software Utilized	Comments	Date
	Funding Report	JetPay Magic	Documents the total echecks and credit cards for submissions. Needs to be run separately for: Filing Fee Pay types and Pay by Web pay types	Run from 1st day of the month thru the current date if before the 7th of the following
9	Credit Card Vendor	i.e. CourtMoney/JetPay	Documents the transactions handled by the courts Point of Sale vendor.	Run from the first to last day 1/1/2019 to 1/31/2019
10	Check Returns Report	JetPay Magic	Documents information related to any echecks that were returned during the month	Run from the first to last day 1/1/2019 to 1/31/2019
11	Credits Report	JetPay Magic	Documents efilings submissions paid by echeck or credit card that were rejected or withdrawn during the month.	Run from the first to last day 1/1/2019 to 1/31/2019
12	Receipt Listing Monetary Voids only	OSCA Reports	Documents all monetary voided receipts during the month.	Run from the first to last day 1/1/2019 to 1/31/2019

Bank Reconciliation Tips

Steps to reconcile involve:

- **Bank Reconciliation – Clear Checks or Clear Deposits** – Where checks & deposits are cleared in SMC. Be sure to click Update Checks or Update Deposits before exiting. A green pop-up will appear on the top-right corner of the screen. Click Calculate in the bank rec form after clicking Update Checks or Update Deposits when clearing or unclearing any deposits or checks.
- **Bank Reconciliation Form:**
 - Ensure ending balance, interest, and bank charges are correct.
 - This is the form where the reconciliation is done.
 - Remember to click Calculate after you change a clear date above in clear checks or clear deposits.
 - To open past months first Save all your changes in the current month. Click the drop down arrow under Available Cutoff Date(s) and select a previous month. Click Search.
 - Click Save after adjusting or clearing more deposits or checks or unclearing deposits or checks. If the Save button does not turn blue to allow saving, then click Calculate, then Save.
- **Adjustments:**
 - Click Manage Adjustments. Check Include Negative Adjustment and check Include Positive Adjustment. Click Apply. This will bring forward all previous adjustments.
 - Review each previous adjustment and determine if it needs to be included on the current reconciliation. If not, simply click the trash can.
 - After the review is complete of previous adjustments click OK. Then click the Save button. Remember if the Save button doesn't allow you to save, click Calculate, then Save.
 - **When making an adjustment do the following:**
 - The more details the better!
 - **Start with a DATE**, give details such as type of deposit, cashier session #s, receipt numbers, check numbers, case #, etc. Note at the end of the adjustment when it was corrected and information about the corrections such as CS #.
 - i.e. 2/28/18 Court Money deposit not in JIS until 3/15/18 CS 15697
 - i.e. 2/27/18 efile cc deposit totaling \$300 was partially in JIS. CS 15703 for \$250 in JIS in Feb. CS 15725 for \$50 not in JIS until 3/2/18 CS 16777.
 - i.e. 2/15/18 Tax Offset deposit not entered in JIS. Corrected 3/3/18 CS 16789.
 - **Note at the end of the adjustment when it was corrected and details about the correction.**
 - If an adjustment is corrected in March, then the adjustment will not be on the March reconciliation.
- **Checks:**
 - Vouch checks by ensuring the amount on the System Cleared Checks equals Bank Statement line.
 - If the bank does not give separate totals for checks & other debits. Then subtract "other debits" from Total Checks & Other Debits. **Type only the total amount of checks cleared in Checks/Debits Amount Per Bank Statement. After entering the total amount of checks cleared total in reported and after clicking "Calculate"; the "System Cleared Checks" & "Bank Statement" Checks should agree.**
 - When these amounts don't agree in the bank reconciliation form then additional work is needed to be certain the right checks are cleared. Below is a screen shot of when you know the right amount of checks were cleared:

Bank Reconciliation Tips

Checks:

	Count	Amount
Bank Statement		\$240,253.33
System Cleared Checks	377	\$240,253.33
Difference	-377	\$0.00

- If the amounts **do not agree** then go to Clear Checks and follow these steps:
 - Choose All Checks radio button
 - Click on the down arrow next to More Filters
 - Ensure radio button under Check No is blue
 - Look at the bank statement and find the beginning check # that cleared enter that in the From box
 - Find the last check # that cleared the bank statement and enter that in the To box
 - Click Search

Clear Checks ▲

Outstanding Checks <input type="radio"/>	All Checks <input checked="" type="radio"/>	Search <input type="button" value="🔍"/>	▲ More Filters
Check No <input checked="" type="radio"/>	Check Date <input type="radio"/>	From 162749	To 162840 <input type="button" value="x"/>

- Click Export
 - A pop-up will appear at the bottom left of the screen
 - Click the arrow and choose Open
 - Select the whole excel spreadsheet and double click on the line between A & B
 - Highlight the headers and add filters
 - Sort by cleared date from A to Z
 - Then remove those that do not have "The Cleared Date should not be empty. 3/31/2021." Leave those that have a date within the month you are working on.
 - Then sort by check number and compare to the bank statement.
- **Voids:**
 - Run Jet Pay Magic Reports 1. Check returns & 2. Credits for the first day of the month to the last day of the month being reconciled.
 - Run OSCA Reports>Receipt Listing for Monetary Only and Voids Only for the first day of the month to the last day of the month being reconciled. This report will let you know if the check return or credit on the two previous reports are voided in book.
 - Jet Pay Credits Report – Ignore the void transactions. Ensure the credits are in both book and bank in the same month. If not, then there is an adjustment.
 - Check Returns Report – Compare each one and determine when the void occurred in the book and when it was withdrawn from the bank. If in the same month then no adjustment. If different months, then an adjustment is needed.
 - Vouch voids that are not Jet Pay Magic credits or check returns. Do this by running Cashier Report for each void. If the void is above the line (before the deposit). Then you don't have an adjustment. Just note next to the void "within CS".
 - If the void is below the line, then run the Receipt Listing Report for the day it was voided and determine if the void was retaken. Note the date of the retake and cashier session next to the void on the Receipt Listing report.
 - If the receipt is not retaken then you will have a negative adjustment. Because the money is in the bank but not in book.

Bank Reconciliation Tips

- **Deposits:**

- Run OSCA reports deposit report for deposits in transit as of the last day of the current month. Ensure all deposits listed on the report clear in the next month and don't have a wrong clear date. Make sure for example if you are working on March and you ran the report as of 3/31/xxxx, then make sure all deposits on the report are truly in the month of April. If they are in the bank in March, then you need to change the clear date to March and not April. This will make your bank reconciliation off if you have the wrong clear date.
- See if there are receipts below the line of the above report. These could be receipts in transit. For receipt numbers with an amount to the right, run the Receipt Listing report just for the receipts #s with an amount to determine the Cashier Session. Document the cashier session to the right of the amount.
- Next run the Deposit Report for first day of the month you are working on till the 15th of the following month. Thus if you are working on March run the report from 3/01/xxxx to 4/15/xxxx. Then see find the cashier sessions noted next to the amounts and determine if the cashier session was deposited in the following month. For example if the March receipt is included in an April deposit, then it is a positive adjustment.
- Use the above report you ran in OSCA reports deposit report for first of the month till the 15th of the next month.
- Vouch regular deposits first. Deposits the court takes to the bank. Write the cashier session next to the deposit on the bank statement. Then mark "c" next to the cashier session and amount on the Deposit Report.
- Run Jet Pay Funding reports from last business day of the previous month till the 7th - two reports one for filing fees & other for PBW
- Compare deposit report, bank statement & funding reports. Match up cashier sessions and note the session # next to the deposit, then note "c" next to deposit on OSCA report & note cashier session # next to deposit in Jet Pay report. Always use the amount in the second row on the Jet Pay report.
- Run OSCA reports for deposits in transit for the previous month. For example when working on March run the report for 2-28-20xx. Ensure your outstanding deposits from the prior month did clear in the current month. Tie them to your bank statement.
- After agreeing all deposits – are there deposits on the bank statement without a cashier session? If there is a deposit without a cashier session this means the deposit did not get into JIS. Thus make a negative adjustment. Are there cashier sessions on the Deposit Report without a "c"? If so, then this is a positive adjustment.
- If there is a deposit that splits - i.e. \$258 clears in March, but only \$200 is in book during March, then note next to deposit the difference of \$58 and look to see when it is JIS. If the \$58 is in JIS in April then there is an adjustment.
- If you still can't find the difference, then run the General Ledger report for Cash Only in detail for the month. Review it to determine if a recoverable was done and should not have been. Or if a journal entry was done in error.
- Remember the cashier session is where you find the date the receipt was entered into the book. Or the Receipt Listing report from OSCA Reports.

End of Day and End of Month Workflows

End of Day (EOD) Workflow

1. Close Cashier Sessions
SMC - End of Day Cashier Close Out
2. Approve Deposits
SMC - Approve Deposit
3. Print checks, as needed
SMC – Check Printing
4. Post to the General Ledger
SMC - General Ledger Posting Process
 - a. If you have multiple locations, complete GL Posting for one location before moving on to the next location – this must be completed for all locations
5. OSCA Reports – General Ledger Report summary, Open Items Report summary – balance
 - a. All locations
 - b. OSCA Reports is still the same, this is NOT done in SMC

End of Month (EOM) Workflow (last business day of the month)

1. Complete End of Day Procedures Above
 - a. Additionally – in Step 2 Approve Deposits
 - i. close and approve all cashier sessions with the words “**Session Not Closed**”
 - ii. no cashiers/sessions should be listed in the **Not Approved** and **Credit Sessions** sections
 - b. Continue with Steps 3 – 5, above
2. Create End of Month Payables
SMC - Payable Creation & Maintenance
 - a. Use today’s date as the cutoff date
 - b. Click on Generate End of Month Payables
 - c. SMC will generate EOM payables, click the End of Month Payables radio button again to refresh and see the table of payables for review – do NOT click Generate End of Month Payables again, refresh until table populates
 - d. Compare payables created to ending credit balances on General Ledger Report to be sure they match, SAVE
 - e. Only do this ONE time – if you have multiple locations it will create payables for all
3. Print Checks
SMC - Check Printing
 - a. If you have multiple locations, click on More Filters and filter by Court Location
 - b. IMPORTANT – Only print one financial location’s checks at a time
4. Post to the General Ledger (2nd time)

SMC - General Ledger Posting Process

- a. If you have multiple locations, complete GL Posting for one location before moving on to the next location – this must be completed for all locations
5. OSCA Reports – General Ledger Report summary, Open Items Report summary and detail –balance (2nd time)
 - a. All locations
 - b. OSCA Reports is still the same, this is NOT done in SMC
6. JIS Report CBRFAGE for a summary of accounts receivable balances by accounting detail code
 - a. Must be ran on last business day of December
 - b. Suggest doing March, June and September if you do not do monthly (audits)
7. Municipal Division Summary Reporting Form in COGNOS for each municipal division serviced
 - a. This report has not changed, this is NOT done in SMC
 - b. Public Folders > JIS REPORTS > CIRCUIT COURTS – ALL DIVISIONS > MANAGEMENT
8. Municipal Divisions (with municipal judges) may run the summary reports as listed in the SMC Training Manual to provide to the city finance department.

NOTE – Within SMC, there are help pages for each business process. You can reach those help pages by clicking the “?” within any process in SMC. The SMC Training Manual link is listed in the CIC topic Show-Me Courts, sub topic Training along with links to web based trainings and demonstration videos.

CBRFAGE Instructions

1. Log into JIS and type CBRFAGE into the Direct Access
2. Ctrl Pg Dn
3. Select Printer by clicking the LOV button
4. Ctrl Pg Dn
5. Arrow down to Court Code and enter circuit number in Values column
6. Arrow down to Location Code and enter two-digit location code in Values column
7. Arrow down to Summary/Detail and enter S for Summary in Values column
8. Ctrl Pg Dn
9. Click Save – yellow save disk in top left corner, the report will print upon saving
10. Repeat steps 1-9 for each location if your court hears Municipal cases at the Associate level

ACS

File Edit Options Block Field Record Query Help Personal Menu Window

Custom Process Submission Control Form GJAPCTL 4.1 (PT2CC1)

Process: CBRFAGE A/R Aged Trial Balance Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
SELECT PRINTER		55	

Parameter Values

Parameters	Values
01 Detail Code	LEAVE BLANK
02 Accounting Method	LEAVE BLANK
03 Case ID	LEAVE BLANK
04 Court Code	CIRCUIT #

LENGTH: 4 TYPE: Character D/R: Optional M/S: Multiple
Enter a valid detail code (MV).

Submission

Save Parameters As: Hold Submit

Destination Printer: press List for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 List of Values <OSC> <DBG>

ACS

File Edit Options Block Field Record Query Help Personal Menu Window

Custom Process Submission Control Form GJAPCTL 4.1 (PT2CC1)

Process: CBRFAGE A/R Aged Trial Balance Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
SELECT PRINTER		55	

Parameter Values

Parameters	Values
03 Case ID	LEAVE BLANK
04 Court Code	CIRCUIT #
05 Location Code	2 DIGIT LOCATION CODE
06 Summary/Detail	S

LENGTH: 1 TYPE: Character D/R: Required M/S: Single
Enter the type of report; (D)etail or (S)ummary (required)

Submission

Save Parameters As: Hold Submit

Parameter value; press LIST for listing, COUNT QUERY for validation value
Record: 6/6 List of Values <OSC> <DBG>

