Daily Collections & Report of Collections

Report Description:

This report produces a list of collections by requirement. If you include details it is called the Daily Collections report. If you do not include details it is called the Report of Collections. Both reports simply report the receipts. They do not report transfers between funds.

Running the Report:

Enter the beginning and ending date.

Normally the daily collection report is run for one day.

From date:*	10/30/2018
To date:*	10/30/2018
User ID:	

Normally the report of collections is run for the previous month.

From date:*	10/1/2018
To date:*	10/31/2018

You can however run these reports for any date range you wish.

The Report:

The Daily Collections report includes details of the collections.

Daily Collections - Clerk

Collection Period is >= 10/29/2018 11:59:59 PM and <= 10/30/2018 11:59:58 PM

Date/Time	Receipt	Amount	Case	Pmt Type	Ref#	Payor
10/30/2018 11:24 AM	C0000725	$500.00	71J01-1612-JP-000604 - Serenity Carmilla Ross (90775/2)	CASH		Timothy Ross
		Bond $500.00				
10/30/2018 12:50:15 PM	005888942-0	$3.60	71J01-1810-GU-000178 - Theodore Mavracic (94647/2)	EF		Joel A. Lauer
10/30/2018 12:50:15 PM	005888942-0	$32.40	71J01-1810-GU-000178 - Theodore Mavracic (94647/2)	EF		Joel A. Lauer
10/30/2018 12:50:15 PM	005888942-0	$84.00	71J01-1810-GU-000178 - Theodore Mavracic (94647/2)	EF		Joel A. Lauer

The Report of Collections just reports the total amount of collections.

Report of Collections - Clerk

Court

Collection Period is >= 9/30/2018 11:59:59 PM and <= 10/31/2018 11:59:58 PM

Requirement Description	Amount
Bond	$19,500.00
Certification Fee	$0.00
Civil Service Fees	$0.00
Clerk Administrative Overpayment Fees	$0.00
Contempt of Court Fine	$0.00
Copy Fees	$103.00
Court Costs	$8,350.00
Document Fees	$0.00
Judgment	$0.00
Miscellaneous Fees	$0.00
Refunds	$0.00
Sheriff Service Fees	$196.00
Trust	$0.00
Total collected	$28,149.00
Void total	$0.00
Net total collected	$28,149.00

Section 1 of both reports will report the collections by requirement.

Section 2 is the collections by each person who collected, followed by a total for all users. These are reported by payment type.

Daily Collections - Clerk

Collections by: Keri Renee Talbot

Payment type description	Code	Amount
Cash	CASH	$500.00
Total		$500.00
Payment Categories		
Description	Total	
Cash/Check	$500.00	
Total		$500.00

Daily Collections - Clerk

Collections by: James F Hausenbauer

Payment type description	Code	Amount
E-File Payment	EF	$382.00
Total		$382.00
Payment Categories		
Description	Total	
Credit Card	$382.00	
Total		$382.00

Daily Collections - Clerk
Court

Totals for all users

Payment type description	Code	Amount
E-File Payment	EF	$382.00
Cash	CASH	$500.00
Total		$882.00
Payment Categories		
Description	Total	
Credit Card	$382.00	
Cash/Check	$500.00	
Total		$882.00

Section 3 reports the collections by the different accounts or funds set up in the chart of accounts.

Daily Collections - Clerk
████████████Court
Collection Period is >= 10/29/2018 11:59:59 PM and <= 10/30/2018 11:59:58 PM

Account	Amount
Automated Record Keeping Fee - State assessed	$40.00
Court Administration Fee - State assessed	$10.00
Court Costs - City/Town assessed	$7.20
Court Costs - County assessed	$64.80
Court Costs - State assessed	$168.00
Document Storage Fee - County assessed	$10.00
Judicial Insurance Adjustment - State assessed	$2.00
Judicial Salaries Fee - State assessed	$40.00
Pro Bono Legal Services Fee assessed	$2.00
Public Defense Admin Fee - State assessed	$10.00
Sheriff Process Service Fee assessed	$28.00
BOND TRUST due	$500.00
Total collected	$882.00
Void total	$0.00
Net total collected	$882.00

Where the data comes from:

The collections as shown in the asset accounts defined in the report settings as "paymentAccounts." If you set up the "subTotalsOnly" the report will skip section 1 and only print section 2 and 3.   If you do not define the "requirementCodes" setting all requirement will appear on the report. If multiple departments are collecting fees, it is helpful to define so each department will only see the fees they collect. If you define the "useFinancialCutoff" as yes, the report will only show those collections until the financial cut off time as defined in the defaults table: FinancialCutOff.

The reports are from cut off time to cut off time. If there is a weekend or holiday (as set up in the table: Holidays) between the last business day and today they will be skipped. So for example if you are running a daily collections report for Monday 11/26/18, the report will see that November 24 and 25 were a weekend and November 22 and 23 were holidays, so when you run the daily collections report for 11/26/18 it will start with collections made after cutoff time on 11/21/18 through cut off time on 11/26/18.

Code ▲	Short description	Long description
Add a new entry		
12/25/2018	Christmas	**Christmas**
12/24/2018	Christmas Eve	**Christmas Eve**
11/23/2018	After Thanksgiv	**Day after Thanksgiving**
11/22/2018	Thanksgiving	**Thanksgiving Day**

Report Settings:

# -- Required settings --
class=equest.app.reports.CollectionsByRequirement

# Daily Collections - details=Yes
# Report of Collections - details=No
details=Yes

# Skip Requirement subtotals and include
# payment and account subtotals only.
# subTotalsOnly=<Y/N>
subTotalsOnly=n

# Specify account codes this report will
# use to count payment totals.
# If none are configured, then all A/R
# accounts will be used.
# paymentAccounts.n=<accountCode>
paymentAccounts.1=2001
paymentAccounts.2=2001E

Asset Accounts

```
# Specify requirement codes this report will
# include as:
# requirementCodes.n=type/code
requirementCodes.1=cfee

# The cutoff time for payments to count towards
# the current days collections.
# cutOffTime=21:00
useFinancialCutoff=y

# -- Optional Report settings --
# <report.notify.userID.n>

prompt.parm.1=startDate
prompt.parm.1.type=date
prompt.parm.1.label=From date
prompt.parm.1.required=true
prompt.parm.1.default=today

prompt.parm.2=endDate
prompt.parm.2.type=date
prompt.parm.2.label=To date
prompt.parm.2.required=true
prompt.parm.2.default=today

prompt.parm.3=limitToUserID
prompt.parm.3.type=string
prompt.parm.3.label=User ID
prompt.parm.3.required=false
```