INVESTMENTS

Contents

Money received to Invest

Add a Person:

Go to the Person who will be the beneficiary of the Trust. If they are not in the system, add them.

Name

First:	Middle:	Last/Business:*	Generation:
Marcia		Brady	-- Select -- ▼
File number:	Emancipated:	Status:	
	○ Yes ◉ No	OK - Alive ▼	

Identifying information

Race:	Sex:	Date of birth:	Age Date of death:
W - White ▼	F - Female ▼	3/7/2006	12
Ethnicity:	Citizenship:	Language:	
NH - Non-Hispanic ▼	-- Select -- ▼	-- Select -- ▼	
Marital status:	Religion:		
-- Select -- ▼	-- Select -- ▼		
Height (feet/inches):	Weight:	Hair color:	Eye color:
/		-- Select -- ▼	-- Select -- ▼
Place of birth:			SSN/Business ID:

Add the home address.

- Addresses   Top
1/22/2019 thru present (Home Address)
642 Growth Avenue
Somerville, TN 38068

Add a Case:

To add a new case, click the **Add** link at the end of the line.

- Cases Top	Add
None	

This takes you to the Case Detail screen.

Case Detail

Case type:* TF - Trust Fund
Access:* ● Normal ○ Confidential ○ Sealed
Assigned/home court: JC1 - Juvenile Court ▾
Name: Marcia Brady
Role:* CH - Child ▾
Referring agency:* OTHE - Other
Start date: 1/22/2019

- **Case Type** – Trust
- **Assigned/home court** – should already by juvenile court.
- **Role –** Should already be Child.
- **Referring Agency** – Other
- **Start Date** – Date you received the funds or today's date.

Click the **Update** button to save your work.

Generate a Case Number

To add a new case number, click the **Add** link at the end of the line.

- Case number history Top	Add
2019TF000001	

Then click the **Generate** button to generate the next available number.

Add a Requirement:

To add a new Requirement, click the **Add** link at the end of the line.

This brings you to the Requirement Detail screen.

- **Requirement type** - Investments
- **Requirement code** - Trust
- **Provider** - Name of the Bank where you are purchasing the CD. If you don't know which bank yet, you can add this later.
- **Assigned date** - Date you received money or today's date.
- **Scheduled end date** - Maternity date of the CD. If you don't know it yet, you can add it later.
- **New end date -** Date child turns 18.
- **Cases** - The trust account case should already be selected.
- **Default Payee** - Name of the child who will receive the money.
  - Click on the **Get name** button and select the child.

Click the **Update** button to save your work.

Add a Requirement Transaction

Scroll to the bottom of the Requirement Detail page and click **Options**. Then click **Add a transaction**.

- Requirement transactions	☐ Descending	**Top**			Options
Date	**Type**	**Number**	**Memo**		**Amount**
None					

This takes you to the Transaction Detail page. This is the Take a Payment screen for investments.

Transaction Detail

Date: 1/22/2019 9:09:30 am

Type:* REC - Trust monies received for investment ▼

Amount:* 5,000.00

Payment method: CHK - Check ▼

Payor/payee: State of Tennessee

Address:

🔍 Lookup

Transaction number:

Memo:

Reference number: 56986320

- **Date** - T (current date/time)
- **Type** - Trust monies received for investment
- **Amount** - Amount of money received
- **Payment Method** - check or whichever is appropriate.
- **Payor/Payee** - Type in the name of the agency who is giving you this money.
- **Memo and Reference Number** - whatever you wish to record, such as check number.

Click the **Update** button to save your work.

When you update, it may give you an error message saying "This requirement no longer has an outstanding balance." Ignore it. This will put the check with your normal daily deposits. Deposit and Make Disbursable as normal.

Write a Check to the Bank to Invest:

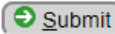Now that the money is in your checking account, you can write a check to the bank to purchase the CD.

Menu | Miscellaneous | Financial | List Disbursable

List Disbursable Accounts
Select accounts to disburse

Transactions Thru:	1/22/2019 9:18:38 am
Total Amount Selected:	$0.00

➜ Submit   Press Submit if you change 'Transactions thru' date.
Press Update to create check.

Account	Balance	Held
Individual disbursements		
26200 - Officers' Costs - Non-County (Liability)	$42.00	$0.00
26100.03 - Restitution (Liability)	$100.00	$0.00
26400.01 - Trust Funds to Invest (Liability)	$5,000.00	0.00
Mass disbursements		

Click on the dollar amount to write the check to the bank. Make sure you have added the bank as the Provider in the Requirement Detail screen. If you're not sure if you did, click on the case number to get into the Requirement Detail to verify.

Trust Funds To Invest
Select the amount to disburse monies from the requirement

Case	Default payee	Disbursable amount	Open Alerts
Marcia Brady (25; Case: 1; 24JC1-2019-TF-1)	Brady, Marcia	$5,000.00	

Make sure you have a provider added. Add it if necessary and **Update** to save your changes.

Cancel to return to the List Disbursable screen.

Requirement type: Investments
Requirement code: Trust
Provider: BANC - BanCorp South ▾
Assigned date: 1/22/2019   Start date

Click on the Disbursable amount to write the check.

Check Disbursement
Cash in Bank

Date: 1/22/2019 9:28:10 am

Name:* BanCorp South

Address: 4569 W. Main Street
Somerville, TN 38068

Type: Check on multiple
requirements

Amount:
Check #:
Ref #:

Memo:
24JC1-2019-TF-1

Case	Amount	Disbursable amount
Marcia Brady (25; Case: 1; 24JC1-2019-TF-1) Trust Funds to Invest	$5,000.00	$5,000.00

The Provider name and address is on the check. Create the check like normal.

Add CD Information to Requirement

Now that you have purchased a CD, you need to add the CD information to the Requirement notes.

To add information, click the **Assigned date** link to get into the Requirement Detail screen.

Add the Notes: Type in the CD Account number, interest rate, maturity date, and any other information you want to record.

Make sure the maturity date is in the scheduled end date. Make sure the 18th birthday is in the new end date. Make sure you have a default payee.

Click the **Update** button to save your work.

Requirement Counts

There is an easy way to see all of your investments.

Menu | Miscellaneous | Requirements | Requirement Counts

Scroll through the list of requirements until you see your Investments section. Click on the word Trust.

Investments	
Trust	1
Total for Investments	1

This takes you to the List Requirements Assigned screen which provides you with a list of all the people who have this requirement.

List Requirements Assigned
Enter criteria and press Submit

Requirement type:*	INV - Investments ▾		Requirement code:	TR - Trust ▾	
Start date:	[ ] 🔳 thru [ ] 🔳		☑ Only include unfinished		☐ Include current PO
Case type:	-- Select -- ▾		Provider: -- Select -- ▾		
Case type grouping:	-- Select -- ▾				
Requirement Status:	-- Select -- ▾		Status date: [ ] 🔳 thru [ ] 🔳		
Attribute:	-- Select -- ▾		Case Status: -- Select -- ▾		

➡ Submit

Name	File #	Start date	Days	Scheduled end	New end	Status	Status date	Supervision Level
Brady, Marcia	25	1/22/2019	1	1/22/2024	3/7/2025			None
	Total names listed: 1	Total requirements listed: 1		Total balance due: $0.00				

If you click on the **Start date** link, it will take you into that person's Investment Requirement Detail screen. If you click on their name, it takes you to their Person Detail screen.

Interest Received

When you receive notification that interest has been paid, go to the Requirement Detail screen, either from their Case Detail screen or from the Requirement Counts screen.

Scroll to the bottom of the Requirement Detail page and click **Options**. Then click **Add a transaction**.

- Requirement transactions	Descending Top			Options
Date	**Type**	**Number**	**Memo**	**Amount**
1/22/2019 9:09:30 AM	Payment	0000010	Trust monies received for investment	$5,000.00
1/22/2019 9:15:07 AM	Deposit			$5,000.00
1/22/2019 9:15:19 AM	Disburse Prep			$5,000.00
1/22/2019 9:28:10 AM	Check	2	24JC1-2019-TF-1	$5,000.00

This takes you to the Transaction Detail screen.

Transaction Detail

Date: 1/22/2019 9:48:50 am

Type:* INT - Interest income

Amount:* .52

ayment method: -- Select --

Payor/payee:

- **Date** - T (current date/time)
- **Type** - Interest Income
- **Amount** - Amount of interest received
    - This is not actual money received by you so there will not be a deposit.

Click the **Update** button to save your work.

Money to be Reinvested

If a CD matures and you would like to reinvest that money at a different bank.

Add a Requirement Transaction

Go to the Requirement Detail screen, either from their Case Detail screen or from the Requirement Counts screen. Scroll to the bottom of the Requirement Detail page and click **Options**. Then click **Add a transaction**.

- Requirement transactions	Descending Top			Options
Date	Type	Number	Memo	Amount
1/22/2019 9:09:30 AM	Payment	0000010	Trust monies received for investment	$5,000.00
1/22/2019 9:15:07 AM	Deposit			$5,000.00
1/22/2019 9:15:19 AM	Disburse Prep			$5,000.00
1/22/2019 9:28:10 AM	Check	2	24JC1-2019-TF-1	$5,000.00
1/22/2019 9:48:50 AM	Debit/Credit		Interest income	$0.52

This takes you to the Transaction Detail screen.

- You should add a transaction for Interest Income to add in any interest received from the old bank.
- Then add a transaction called Check from bank for Reinvestment into new bank.

Transaction Detail

Date:	1/22/2021 1:56:50 pm
Type:*	TR - Check from bank for reinvestment into new bank ⌄
Amount:*	$11,333.62
Payment method:	CASC - Cashier's Check ⌄
Payor/payee:	Traditions First Bank
Address:	
🔍 Lookup	
Transaction number:	
Memo:	CD cashed out to reinvest
Reference number:	129183

- **Date** - T (current date/time)
- **Type** – Check from bank for reinvestment into new bank.
- **Amount** - Amount of money received.
- **Payment Method** - check or whichever is appropriate.
- **Payor/Payee** - Type in the name of the bank who is giving you this money.
- **Memo and Reference Number** - whatever you wish to record, such as check number.

Click the **Update** button to save your work.

This will put the check with your normal daily deposits. Deposit and Make Disbursable as normal.

Change the name of the Provider

On the Requirement Detail screen, change the name of the Provider from the old bank to the new bank.

Requirement Detail

nent no longer has an outstanding balance

Cases | Attributes | Alerts | Balances | Transactions

Requirement type: Investments
Requirement code: Trust
Provider: CIT - Citizens Bank
Assigned date: 1/22/2021   Start date: 1/22/2021

Click the **Update** button to save your work.

Update the Requirement Notes

Notes: -

BanCorp South CD #349876
5 year 1.99% interest

1/22/2021 Moved CD
Citizens Bank CD #764325
5 year at 2.25% interest

Write a Check to the New Bank to Invest:

Now that the money is in your checking account, you can write a check to the new bank to purchase the CD.

Menu | Miscellaneous | Financial | List Disbursable

Click on the dollar amount to write the check to the bank. Make sure you have added the bank as the Provider in the Requirement Detail screen.

Money Received to Disburse:

When it is time to pay out the investment money, the bank will send you a check for those funds. You must deposit that check into your checking account, so you can write a check to the Default Payee.

Add a Requirement Transaction

Go to the Requirement Detail screen, either from their Case Detail screen or from the Requirement Counts screen. Scroll to the bottom of the Requirement Detail page and click **Options**. Then click **Add a transaction**.

- Requirement transactions	Descending	Top			Options
Date	Type	Number	Memo		Amount
1/22/2019 9:09:30 AM	Payment	0000010	Trust monies received for investment		$5,000.00
1/22/2019 9:15:07 AM	Deposit				$5,000.00
1/22/2019 9:15:19 AM	Disburse Prep				$5,000.00
1/22/2019 9:28:10 AM	Check	2	24JC1-2019-TF-1		$5,000.00
1/22/2019 9:48:50 AM	Debit/Credit		Interest income		$0.52

This takes you to the Transaction Detail screen.

Transaction Detail

Date: 1/22/2019 9:54:47 am
Type:* RD - Trust Check received for disbursement ▼
Amount:* 5,052.00
Payment method: CHK - Check ▼
Payor/payee: BanCorp South
Address:
🔍 Lookup

Transaction number:
Memo:
Reference number: 369852147

- **Date** - T (current date/time)
- **Type** - Trust monies received for disbursement
- **Amount** - Amount of money received
- **Payment Method** - check or whichever is appropriate.
- **Payor/Payee** - Type in the name of the bank who is giving you this money.
- **Memo and Reference Number** - whatever you wish to record, such as check number.

Click the **Update** button to save your work.

This will put the check with your normal daily deposits. Deposit and Make Disbursable as normal.

Calculate the interest commission:

If your county takes 5% of the interest earned as commission, you will need to calculate the amount of interest received, and your 5%. You will then add a transaction.

Go to the Requirement Detail screen, either from their Case Detail screen or from the Requirement Counts screen. Scroll to the bottom of the Requirement Detail page and click **Options**. Then click **Add a transaction**.

- Requirement transactions	Descending	Top			Options
Date	**Type**	**Number**	**Memo**		**Amount**
1/22/2019 9:09:30 AM	Payment	0000010	Trust monies received for investment		$5,000.00
1/22/2019 9:15:07 AM	Deposit				$5,000.00
1/22/2019 9:15:19 AM	Disburse Prep				$5,000.00
1/22/2019 9:28:10 AM	Check	2	24JC1-2019-TF-1		$5,000.00
1/22/2019 9:48:50 AM	Debit/Credit		Interest income		$0.52
1/22/2019 9:54:47 AM	Payment	0000011	Trust Check received for disbursement		$5,052.00

This takes you to the Transaction Detail screen.

Transaction Detail

Date: 1/22/2019 12:23:30 pm

Type:* COM - Commission on Interest income

Amount:* .03

- **Date** - T (current date/time)
- **Type** – Commission on Interest Income
- **Amount** – 5% of the total interest earned.

Click the **Update** button to save your work.

This moves the commission amount from the trust funds to disburse into the commission account that will be disbursed at the end of the month.

Write a Check to the Child:

Menu | Miscellaneous | Financial | List Disbursable

List Disbursable Accounts
Select accounts to disburse

Transactions Thru: 1/22/2019 12:31:57 pm

Total Amount Selected: $0.00

➔ Submit   **Press Submit if you change 'Transactions thru' date. Press Update to create check.**

Account	Balance	Held
Individual disbursements		
26200 - Officers' Costs - Non-County (Liability)	$42.00	$0.00
26100.03 - Restitution (Liability)	$100.00	$0.00
26400.02 - Trust Funds to Disburse (Liability)	$5,051.97	$0.00

Click on the Trust Funds to Disburse amount.

Trust Funds To Disburse
Select the amount to disburse monies from the requirement

Case	Default payee	Disbursable amount	Open Alerts
Marcia Brady (25; Case: 1; 24JC1-2019-TF-1)	Brady, Marcia	$5,051.97	

Make sure you have a Default Payee. If you don't, click on the case number to add one. To write the check click on the amount. Process the check as normal.

Close the Case:

Close the Requirement:

To edit the requirement, click on the **Assigned date** link.

This takes you into the Requirement Detail screen.

Change the requirement status to "check disbursed" and add a Status date of today, or whenever the check was disbursed.   This will close the requirement.

Click the **Update** button to save your work.

Click the **Cancel** button to return to the Case Detail screen.

Add a Case Status

To add a new case status, click the **Add** link at the end of the line.

- Case status history	Close case	Top	Add
1/22/2019 - Closed			
1/22/2019 - Case Filed			

This brings you to the Case Status Detail screen.

Case Status Detail
Case number: 24JC1-2019-TF-1; Trust Fund
Marcia Brady (File# 25) - Child (Case# 1)

Status date: 1/22/2019

Status:* CLOS - Closed

Status reason: -- Select --

- **Status date** – T (current date/time)
- **Status** – Select closed

Click the **Update** button to save your work.

Investment Details Report:

This report will give you all the information necessary on your investments.

Menu | Miscellaneous | Reporting | Reports | Investment Details

Investment Details
Enter report criteria and press "Submit"

From date:* 1/1/2019

To date:* 1/22/2019

Requirement type/code to report: INV - Investments ▼   TR - Trust ▼

Sort by person: ⦿ Yes ○ No

Include Details: ○ Yes ⦿ No

If you say Yes to Include Details, you will get the report plus an excel spreadsheet with the information.

Click the **Submit** button.

Investment Details
Fayette County Juvenile Court
1/1/2019 - 1/22/2019
By Person

Name/Address	File Nbr	Case Number	DOB	Bank	Start Date	Begin Balance	Debit	Credit	End Balance	End Date
Marcia Brady 642 Growth Avenue Somerville, TN 38068	25	24JC1-2019-TF-1	3/7/2006	BanCorp South CD# 349876 5 year 1.99% interest	1/22/2019	$0.00	$5,000.52	$5,052.00	($51.48)	1/22/2019
				Disburse Prep	1/22/2019			$5,000.00		
				Debit/Credit	1/22/2019			$0.52		
				Payment	1/22/2019			$5,052.00		
				Bank Summary						
				BanCorp South		$0.00	$5,000.52	$5,052.00	($51.48)	
				Total for all banks		$0.00	$5,000.52	$5,052.00	($51.48)	

The Bank column is putting the information from the Requirement notes on it.
All of the transactions that occurred during the reporting period will be listed.