

# END OF MONTH

## Run Reports

Menu | Miscellaneous | Reporting | Reports

Click on Report of Collections, Submit

Click on Financial Report, Submit

At top of page, click "You have new messages"

On Messages screen, click bold words "Report of Collections", print, close window

On Messages screen, click bold words "Financial Report", print, close window

## Compare Reports

The Receipt column on Financial Report should equal Net total collected on Report of collections.

If they do, proceed. If they do not, troubleshoot.

## Release Holds

Menu | Miscellaneous | Financial | List Disbursable

Click the "Click **here** to list all held requirements" link

On List Requirement Alerts screen, check "include notes", submit.

Go down the list, click the Alert Date on any funds that can be released.

On Requirement Alert Detail screen, change Alert finding to "Cleared", Update to save

Repeat until all funds that can be cleared are gone. Cancel to return to List Disbursable screen.

## Disburse Funds

Change Transactions Thru date to end of month. Don't change the time. Submit

*You have 3 columns: Balance, Held, and Net. The Balance column shows total money in that account, the Held column shows total amount being held in that account, Net is the difference, which will be the amount paid out.*

## Mass Disbursements

Click the bold County Trustee to select all money going to Trustee, Update

On Check Disbursement screen, verify name and address information is correct, Update

Click View Check button, verify check number, Update

Put check in printer, Print, Cancel, Cancel

You should be on List Disbursable screen again.

Click the name of any other funds you wish to disburse. Repeat steps above.

*If you are disbursing to child support or an out of county or private server you may want to print the Check Disbursement page because it has the details of the check. After you print the check and cancel, you will be on the Check Disbursement page, right click and print. Mail with check.*

## Individual Disbursements

If there is Restitution, click on the Balance amount.

This will bring up list of individual checks to be printed.

Make sure there is a Default payee. If there is not, click on the case link and add a Default Payee.

If there is, click on the Disbursable amount, verify name and address, add memo if applicable, Update

Click View Check button, verify check number, Update

Put check in printer, Print, Cancel, Cancel

Print next check if applicable. If not, cancel to return to List Disbursable screen.

Repeat to print all individual disbursements needed.

## Run Reports

Menu | Miscellaneous | Reporting | Reports

Click "Disbursement Report" for Trustee totals, Type in Trustee check number, Submit, Refresh

At top of page, click "You have new messages"

On Messages screen, click bold words "Disbursement Report", print, close window, send with Trustee check.

## Reconcile Bank Statement

Menu | Miscellaneous | Financial | Reconcile Account

Select Account: Checking, Type in Statement End Date, Type in Ending Balance on Statement, Submit

Click the "Cleared" box for every entry that matches bank statement, Submit to verify totals.

*If there are discrepancies, add the amount in the appropriate Credit/Debit Discrepancy box, type memo.*

*If there are bank charges or interest, add those in the appropriate box, choose appropriate account*

Once balanced, click Update.

Run Report: Menu | Miscellaneous | Reporting | Reports | Click Reconciliation Report, Submit, Refresh

At top of page, click "You have new messages"

On Messages screen, click bold words "Reconciliation Report", print, close window

## Run Reports

Menu | Miscellaneous | Reporting | Reports

Click Financial Report, Submit

Click Trial Balance, Submit

Click Docket Ledger, Submit

At top of page, click "You have new messages" Open the Reports:

On Messages screen, click bold words "Financial Report"

On Messages screen, click bold words "Trial Balance"

On Messages screen, click bold words "Docket Ledger"

## Compare Reports

Trial Balance: Assets and Liabilities should equal.

Financial Report: Total Assets Ending Balance should equal Assets on Trial Balance.

Docket Ledger: Grand Total should equal Assets

Reconciliation Report: Calculated Balance should match Ending Balance on Financial Report, and checking account total on Trial balance.

## TNTAP Interface

### Run Reports

Menu | Miscellaneous | Reporting | Reports

Click Litigation Fines & Fees - TNTAP interface, Submit, Refresh

At top of page, click "You have new messages"

Look at the report to ensure it is accurate, if it is run it again

Menu | Miscellaneous | Reporting | Reports

Click Litigation Fines & Fees - TNTAP interface

Change "File to the DOR" to Yes

Change "Include ACH electronic payment with filing" to Yes if desired.

Submit to send the report and money to DOR.

## Close the books

Menu | Miscellaneous | Financial | Closing Date

Financials closed as of: enter last day of prior month

Update

## Run Reports

There are other reports that you may wish to run at the end of every month.

Menu | Miscellaneous | Reporting | Reports

Click Financial Report, Submit

Click Trial Balance, Submit

Click Docket Ledger, Submit

Click Investment Details, Requirement type=Investments, submit

Click Transaction Journal – adjustments, Submit

Click Check Register, Submit

Click Receipt Register, Submit

At top of page, click "You have new messages"

On Messages screen, click the bold words of each report name, print, close window

Reports will print with the new closing date at the bottom.

## Appointment Report to AOC

### Run Reports

Menu | Miscellaneous | Reporting | Reports  
Click Appointment Statistics, Submit, Refresh

At top of page, click "You have new messages" Open the Reports:  
On Messages screen, click bold words "Appointment Statistics", print, close window  
Log into AOC website and add the numbers.