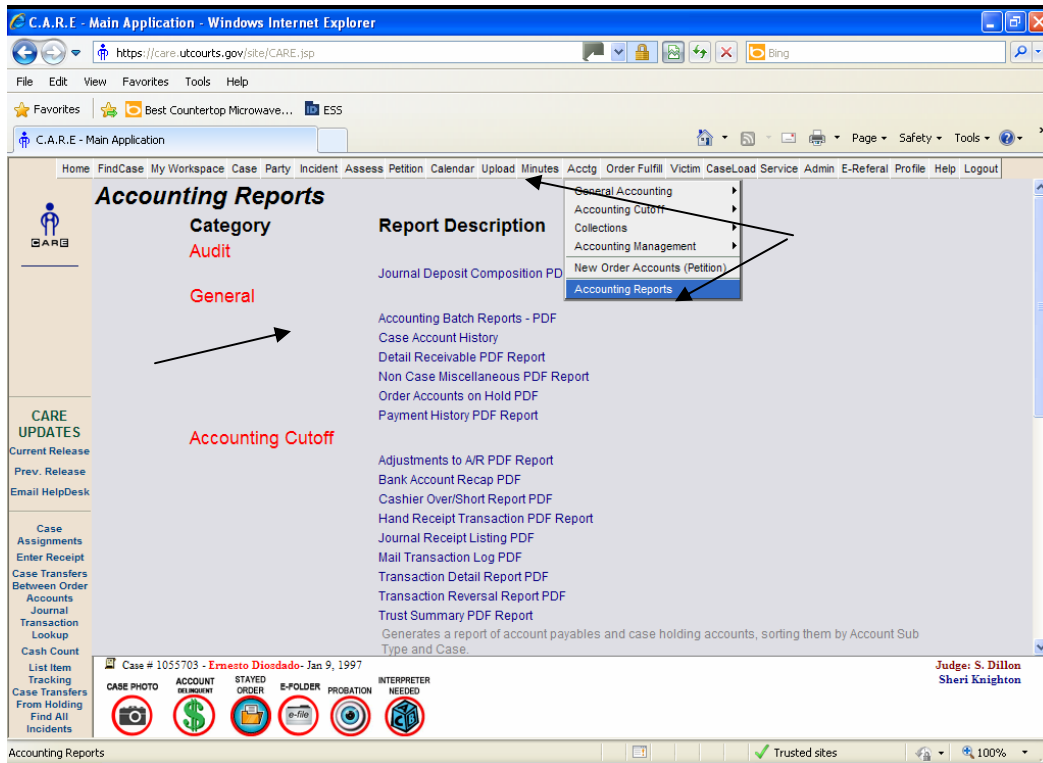


Go to Acctg tab, Accounting Reports and click on Accounting Batch

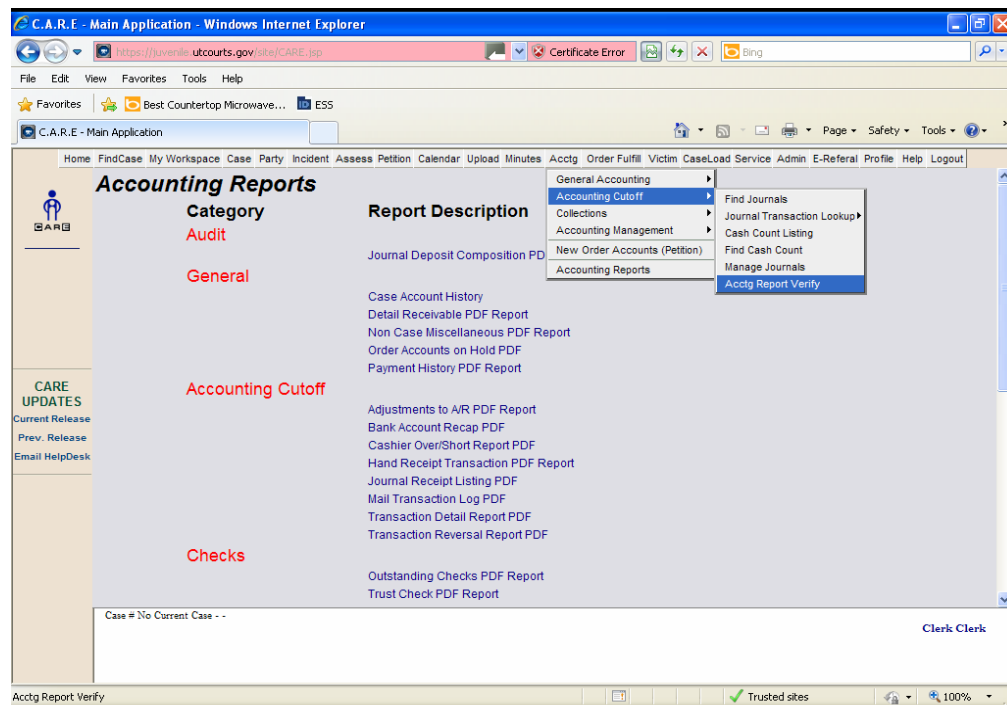


Reports. Accounting Reports

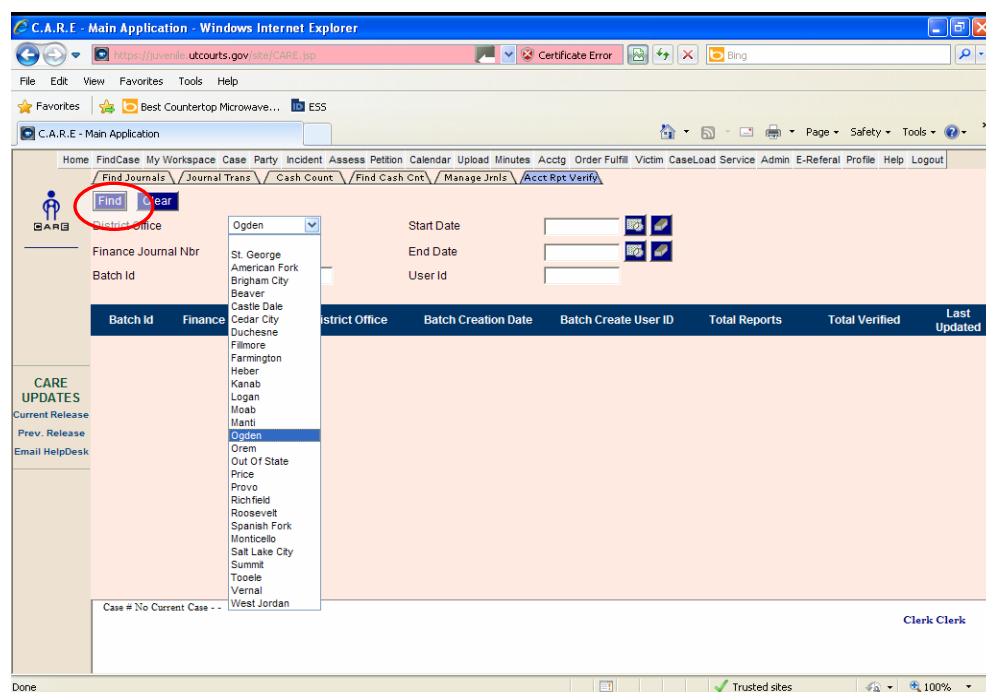
Enter the District Office and journal number (or dates) you want to run and click on the reports that you want to print and then hit Generate. The system will automatically enter the accounting reports that are required to be verified.

The screenshot shows the 'Accounting Batch Reports' form in a web browser. The URL is [https://care.utcourts.gov/reportName=Accounting Batch Reports&reqParam=sknighton&rptId=259](https://care.utcourts.gov/reportName=Accounting%20Batch%20Reports&reqParam=sknighton&rptId=259). The form has a title 'Accounting Batch Reports' and a subtitle 'Parameters marked with * are required'. It contains a dropdown menu for '* District Office:' with 'Ogden' selected. Below this, it says 'Please select from one of the following report options:' with two radio buttons: 'Journal Number' (selected) and 'Single Journal (using dates)'. There is a text input field for 'Journal Number:' with the value 'J20130141'. Below this, it says 'Select desired report(s):' and there is a 'Select All' checkbox and a 'Report Description' checkbox. Under 'Required:', there are three checkboxes: 'Bank Account Recap PDF Report', 'Cashier Over/Short PDF Report', and 'Transaction Reversal PDF Report', all of which are checked. Under 'Optional, unless needed for review:', there are five checkboxes: 'Revenue Summary PDF Report', 'Adjustments To Account Receivable PDF Report', 'Mail Transaction Log PDF Report', 'Hand Receipt Transactions PDF Report', and 'Journal Receipt Listing PDF Report', all of which are checked. At the bottom, there is a 'Generate Report(s)' button. The bottom status bar shows 'Trusted sites' and '100%' zoom.

Once you have printed the reports, you can then go to review the accounting reports to do your audit. Go to the Acctg Applet, click on Accounting Cutoff, Acctg Report Verify.



This will take you to the Accounting Report Verification screen. Enter a district office from drop down box you wish to verify and click the “Find” button.



It will pull up all the journals that you have available that are waiting to be verified. There are various ways to search, you can enter the Finance Journal Number and get your specific journal. Once you are ready to verify the reports, click on the Batch Id number and it will take you to the next screen.

The screenshot shows the 'C.A.R.E. - Main Application' interface in a Windows Internet Explorer browser. The address bar shows the URL: <https://juvenile-utcourts.gov/site/CARE.pp>. The interface includes a navigation menu with options like Home, FindCase, My Workspace, Case, Party, Incident, Assess, Petition, Calendar, Upload, Minutes, Acctg, Order Fulfill, Victim, CaseLoad, Service, Admin, E-Referral, Profile, Help, and Logout. Below the navigation menu, there are search filters for District Office (Ogden), Start Date, End Date, Finance Journal Nbr, Batch Id, and User Id. A table lists journals with columns: Batch Id, Finance Journal #, District Office, Batch Creation Date, Batch Create User ID, Total Reports, Total Verified, and Last Updated. The row with Batch Id 67 is highlighted with a red circle. The status bar at the bottom indicates 'Case # No Current Case' and 'Clerk Clerk'.

Batch Id	Finance Journal #	District Office	Batch Creation Date	Batch Create User ID	Total Reports	Total Verified	Last Updated
67	J20120002	Ogden	07-17-2013 10:06 AM	training10	3	3	07-17-2013 10:09 AM
68	J20120003	Ogden	07-17-2013 10:10 AM	training10	3	0	
69	J20120003	Ogden	07-17-2013 10:11 AM	training10	1	0	
70	J20120001	Ogden	07-17-2013 10:40 AM	training10	3	0	
71	J20110152	Ogden	07-17-2013 11:07 AM	BAreshita	3	0	

This is the screen you will be doing your audit on.

The screenshot shows the 'Accounting Batch Reports Verification Popup' window. The title bar indicates the URL: <https://juvenile-utcourts.gov/?method=unspecified&batchId=67&method=unspecified,500,1000 - Acco ...>. The window includes a 'Save' button and a 'Close' button. It displays the following information: District Office (Ogden), Batch Id (67), Date Created (07-17-2013 10:06 AM), Created By (training10), Journal Nbr (J20120002), Opened (01-04-2012 12:00 AM), Ended (01-04-2012 07:00 PM), and Cutoff (01-05-2012 08:01 AM). Below this, there is a table with columns: Status, Report Description, Update User Id, Update Date/Time, and Comments. The table lists three reports: 'Adjustments to A/R PDF Report', 'Mail Transaction Log PDF', and 'Transaction Reversal Report PDF'. Each report has a status of 'No data to review' and was updated by 'training10' on '07-17-2013 10:09 AM'.

Status	Report Description	Update User Id	Update Date/Time	Comments
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Adjustments to A/R PDF Report	training10	07-17-2013 10:09 AM	
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Mail Transaction Log PDF	training10	07-17-2013 10:09 AM	
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Transaction Reversal Report PDF	training10	07-17-2013 10:09 AM	

If you click the name in the Report Description column it will launch the report, such as clicking on “Adjustments of A/R PDF Report” link opens the report for the journal.

https://juvenile.utcourts.gov/?method=unspecified&batchId=67&method=unspecified,500,1000 - Acco ...

Accounting Batch Reports Verification Popup

Save Close

District Office Ogden Batch Id 67 Date Created 07-17-2013 10:06 AM Created By training10
Journal Nbr J20120002 Opened 01-04-2012 12:00 AM Ended 01-04-2012 07:00 PM Cutoff 01-05-2012 08:01 AM

Status	Report Description	Update User Id	Update Date/Time	Comments
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Adjustments to A/R PDF Report	training10	07-17-2013 10:09 AM	
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Mail Transaction Log PDF	training10	07-17-2013 10:09 AM	
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Transaction Reversal Report PDF	training10	07-17-2013 10:09 AM	

https://juvenile.utcourts.gov/Reports/AcctgBatchReportsProcessor?reportDesc=Accounting+Batch+Re - Windows Internet Explorer

Adjustments to Account Receivable
Today's Date: July 17, 2013
District Office: Ogden
Journal: J20120002
Opened: 01/04/2012 12:00 AM

Case: 532248
Garcia, Gabriel Antonio

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspended	J20120002	4253598	01/04/2012	1745843	Suspend	Minutes Automation	\$ -125.00	NJ Fine

Case: 1052305
Lyons, Dajohn

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspended	J20120002	4253680	01/04/2012	1753087	Suspend	Minutes Automation	\$ -226.99	NJ - Restitution
Suspended	J20120002	4253681	01/04/2012	1753088	Suspend	Minutes Automation	\$ -34.00	NJ - Restitution

Case: 1060870
Duran, Demitrious

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspend Partial Hours Order	J20120002	4253801	01/04/2012	1776205	Suspend	Minutes	-88.00	Community Service

Case: 1060872
Munoz, Jordan

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspend Partial Money Order	J20120002	4253732	01/04/2012	1776169	Suspend	Minutes	\$ -71.05	Surcharge - 90%
Suspend Partial Money Order	J20120002	4253733	01/04/2012	1776171	Suspend	Minutes	\$ -78.95	Fine

Case: 1060819
Murphy, Shayhyan Torie

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspend Partial Money Order	J20120002	4253651	01/04/2012	1776107	Suspend	Minutes	\$ -71.05	Surcharge - 90%
Suspend Partial Money Order	J20120002	4253652	01/04/2012	1776109	Suspend	Minutes	\$ -78.95	Fine

Utah State Courts
Confidential Information

Page 1 of 1

Adjustments to Account Receivable

Done

Unknown Zone

At that time you can enter the status for each report. You have the following radio buttons:

1. "Verified" – meaning the document was verified and there are no errors on that report.
2. "Verified with Comments" – meaning there were some errors and you made comments regarding the error(s).
3. "No data to review" – meaning there is no data on the report to review.

Then hit save and you are finished with your audit.

https://juvenile.utcourts.gov/?method=unspecified&batchId=67&method=unspecified,500,1000 - Acco ...

Accounting Batch Reports Verification PopUp

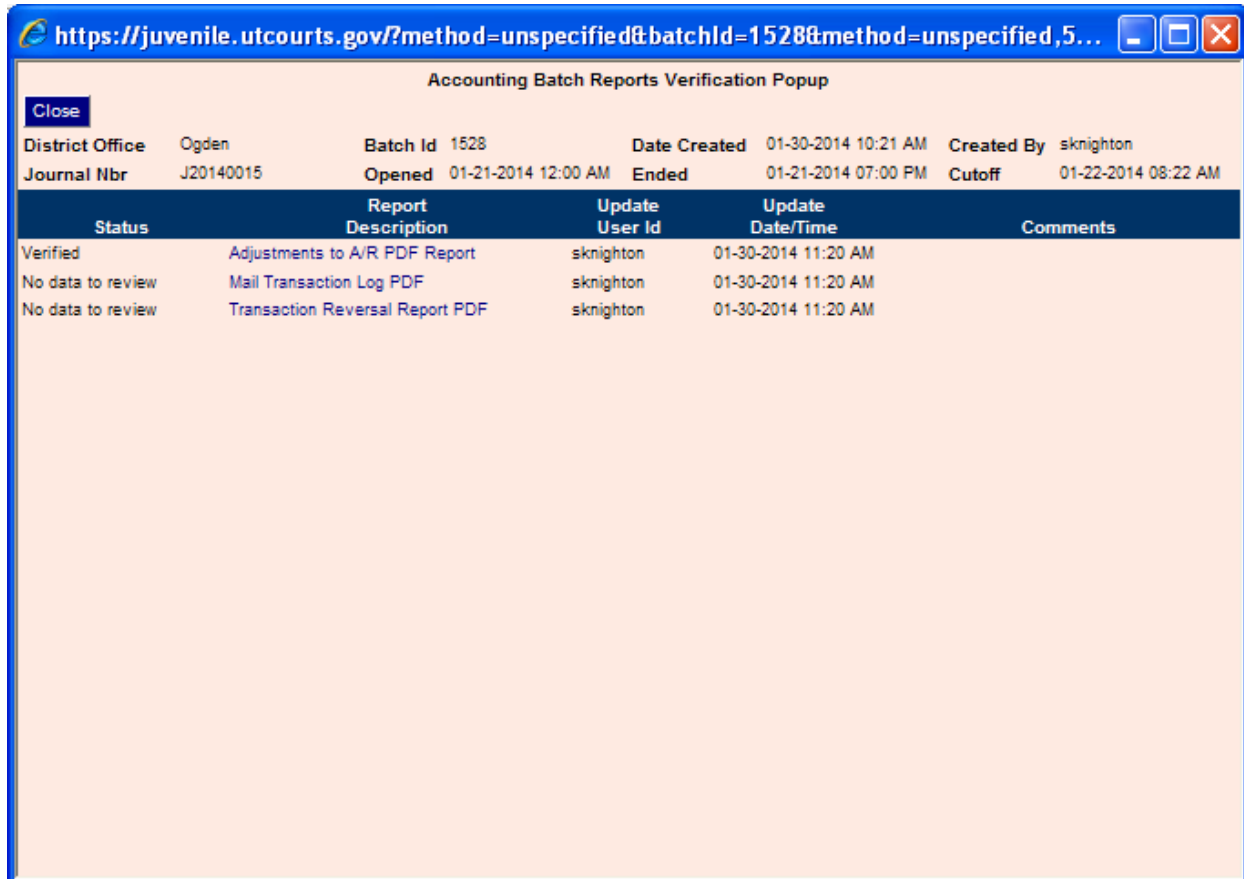
Save Close

District Office Ogden Batch Id 67 Date Created 07-17-2013 10:06 AM Created By training10

Journal Nbr J20120002 Opened 01-04-2012 12:00 AM Ended 01-04-2012 07:00 PM Cutoff 01-05-2012 08:01 AM

Status	Report Description	Update User Id	Update Date/Time	Comments
<input type="radio"/> Verified <input checked="" type="radio"/> Verified w/comments <input type="radio"/> No data to review	Adjustments to A/R PDF Report	training10	07-17-2013 01:20 PM	the incorrect amount of community service on Case No. 1060670
<input type="radio"/> Verified <input checked="" type="radio"/> Verified w/comments <input type="radio"/> No data to review	Mail Transaction Log PDF	training10	07-17-2013 01:20 PM	Clerk did not click 'Recieved by Mail' button.
<input checked="" type="radio"/> Verified <input type="radio"/> Verified w/comments <input type="radio"/> No data to review	Transaction Reversal Report PDF	training10	07-17-2013 01:20 PM	

Once all reports have been marked with either the “Verified”, “Verified w/comments”, or “No data to review” you cannot edit the data. (Below is a screenshot of what it looks like after you have completed your audit). If you need to make changes once you have saved this data you will have to run the Accounting Batch Report again.



Accounting Batch Reports Verification Popup					
Close					
District Office	Ogden	Batch Id	1528	Date Created	01-30-2014 10:21 AM
Journal Nbr	J20140015	Opened	01-21-2014 12:00 AM	Ended	01-21-2014 07:00 PM
		Created By	sknighton	Cutoff	01-22-2014 08:22 AM
Status	Report Description	Update User Id	Update Date/Time	Comments	
Verified	Adjustments to A/R PDF Report	sknighton	01-30-2014 11:20 AM		
No data to review	Mail Transaction Log PDF	sknighton	01-30-2014 11:20 AM		
No data to review	Transaction Reversal Report PDF	sknighton	01-30-2014 11:20 AM		

On the Acct Rpt Verify main screen you will find a column called “Total Verified With Comments”. This will assist you in locating any reports for which the audit clerk documented issues found.

C.A.R.E - Main Application

Home FindCase My Cases My Calendar My Workspace Case Party Incident Assess Petition Calendar Upload Minutes Acctg Order Fulfill Victim CaseLoad Service Admin E-Referral Profile Help Logout

Find Journals Journal Trans Cash Count Find Cash Cnt Manage Jnls **Acct Rpt Verify**

Find Clear

District Office Ogden Start Date 01-27-2014

Finance Journal Nbr End Date 02-10-2014

Batch Id User Id

Welcome Sheri Knighton set defaults

Batch Id	Finance Journal #	District Office	Batch Creation Date	Batch Create User ID	Total Reports	Total Verified	Total Verified With Comments	Last Updated
1528	J20140015	Ogden	01-30-2014 10:21 AM	sknighton	3	3	0	01-30-2014 11:20 AM
1530	J20140016	Ogden	01-30-2014 11:22 AM	sknighton	3	3	0	01-30-2014 11:25 AM
1531	J20140017	Ogden	01-30-2014 11:22 AM	sknighton	3	3	0	01-30-2014 12:05 PM
1532	J20140018	Ogden	01-30-2014 11:22 AM	sknighton	3	3	0	01-30-2014 12:53 PM
1533	J20140019	Ogden	01-30-2014 11:23 AM	sknighton	3	3	0	01-30-2014 01:54 PM
1534	J20140020	Ogden	01-30-2014 11:23 AM	sknighton	3	3	0	01-30-2014 02:05 PM
1535	J20140021	Ogden	01-30-2014 11:23 AM	sknighton	3	3	0	01-30-2014 02:47 PM
1565	J20140022	Ogden	01-31-2014 10:36 AM	sknighton	3	3	0	02-03-2014 08:44 AM
1574	J20140023	Ogden	02-03-2014 08:53 AM	sknighton	3	3	0	02-03-2014 08:58 AM

Case # No Current Case --

Done Trusted sites 90%