

Procedure For Scanning Revenue Summaries

Prepare the summaries and send them electronically-just like before within CORIS/CARE. Once this is completed, SCAN the summary and save it to the current fiscal year folder specific to the court site. This must be done the same day. A hard copy is no longer needed. *It is recommended that the month's weekly reports are kept until that month's trust account is balanced.*

COURT(s) identifier is the 3 letter code assigned by AOC Finance.

Name the file as follows: yyyymmddxxx. For example: Box Elder District code is BXD. Their scans will reflect 20201023BXD.pdf

Find the "R" drive. In that drive find the district. In that folder find the name of the court that the report is being submitted for. Select the folder for the current fiscal year. There should be a folder for each site needed. PLEASE BE SURE TO GET THE SCAN IN THE CORRECT SITE! Select the correct site and save the file by clicking "save", then "ok".

***IF the wrong folder is saved, delete the incorrect scan and do over. If a summary needs to be rescanned because something is omitted, etc and it is the same day, delete and rescan the report.

***If a report needs to be AMENDED, add "-a" to the end of the file name. For example 20201023BXD-a. Keep the original file if there is an amendment. Be sure to send an email to alert the AOC that this has changed.

When scanning, documents should be in the following order from the TOP/DOWN:

- Summary
- Deposit Slips-oldest to newest. (Monday thru Friday)
- Heartland "Pay by Date" summary report. (Please include a report that includes ALL days, not one for each day).
- Bank Account Recap (Juvenile courts only). (One report that includes all journal numbers for the week.
- Reconciliation sheet

Once it's scanned, please make sure all pages are readable.

Please do not include any other information, scraps of paper, adding machine tapes, etc. unless needed to store additional documents that site's records. Please insert these BEFORE the reconciliation sheet. Everything needed to complete the process should be clearly stated on the reconciliation. Transfers, orders, etc. are not needed. If further information is needed, an email will be sent or a phone call will be placed.

WHEN SCANNING DOCUMENTS:

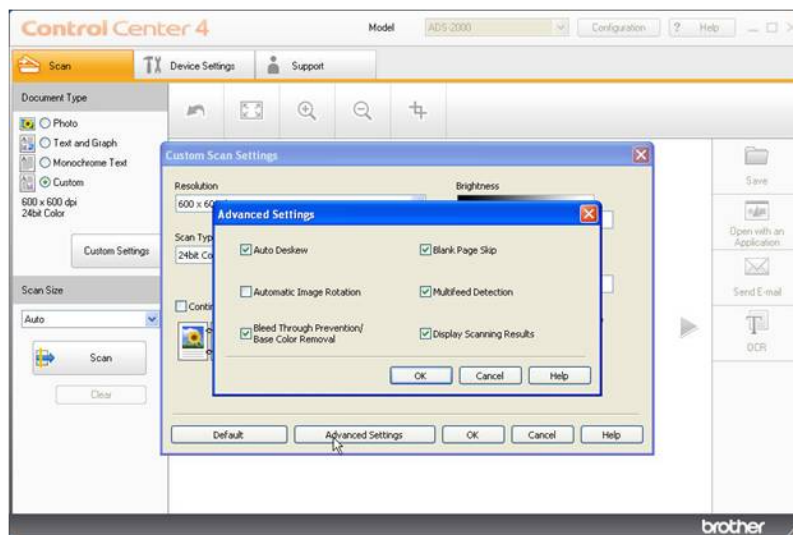
There is a setting within Scanner that allows scanned portrait/landscape images to automatically rotate and display the images horizontally (rather than vertically).

Please activate this option for ScanSnap Manager as follows:

- Right-click on the ScanSnap Manager icon on the task bar (lower right hand side of the screen by the clock/date - white S with blue background)
- Select 'Scan Button Settings...'
- Click on the 'Scanning' tab (just under the Small File button)
- Click on the 'Option...' button (just above the Apply button)
- Select 'Allow automatic image rotation'
- Select 'OK,' then select 'Apply'

To activate this option for Brother Scanner:

Start Control Center 4 and click on **scan** in the menu bar



On the left hand side of the display click on the **Custom** radio button. When the Custom Scan Settings dialog box appears click on the **Advanced Settings** button. When the Advanced settings dialog box appears click on the Automatic Image Rotation check box. Click on the **OK** button and then the **OK** button on the Custom Scan Settings box.

FINANCE PROCESS:

Once a report is taken "off-hold" (balanced and ready to report to the state) the actual pdf document will have the following recorded on the first scanned page:

off hold 10/23

SECOND DISTRICT-BOUNTIFUL
Revenue Distribution Summary Report
FROM 2020204 to 2020208

REVENUE APPLIED TO: 0222 Org # 10/16/20 for Week Ending

Account Number	Description	Revenue Code	Amount	Quantity
1011	Children's Legal Def	CD	8.00	2
0133	Certified/Exemp copy	CE	24.00	2
6186	Copy Fee	CF	7.00	3
2018	Capital Proj. Traff	CM	176.11	26
4012	Delinquent Enhancemnt	ED	0.00	1
4108	Enhancemnt Surchg -Sm	ES	0.00	1
0120	Expungement Petition	EK	202.00	2
4012	Fine-Misdemeanors	FN	1715.92	28
2907	Interest - Post Jdmt	IR	6.00	6
4013	Judges Retirement	JR	30.00	2
6132	Phone Reimbursement	PH	7.00	1
4012	Plas Abey - Mis. Pro	PN	927.26	10
4107	Surcharge 85-90%	SB	277.58	4
4108	Surcharge 35%	SL	610.60	28
1018	Security Surcharge	SY	1483.47	29
1018	Security Surchg Civil	SZ	60.00	2
TOTAL REVENUE:			5635.54	

DISTRIBUTION SPLITS

PROSECUTOR	FN+ED+EW+PN+FP	YB	HE	IR	RV	TR	Total
BOU Bountiful City	1264.55		0.00	0.00	0.00	0.00	1264.55
WBO West Bountiful City	37.04		0.00	0.00	0.00	0.00	37.04
PROSECUTOR SUBTOTALS:	1321.59		0.00	0.00	0.00	0.00	1321.59

HIGHER ED CAMPUS LEA

HIGHER ED / LEA SUBTOTAL:							
			0.00		0.00		0.00

STATE SUBTOTALS:

	1321.59	0.00	0.00	0.00	0.00	0.00	1321.59
GRAND TOTALS:	2643.18	0.00	0.00	0.00	0.00	0.00	2643.18

DEPOSIT SUMMARY

10-22-2020 10:07 AM

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The document name will also be changed to add the initials of the person who reviewed the document. i.e. 20201023BNC sdk.

Name	Date modified	Type	Size
20201016BNC sdk	10/23/2020 8:59 AM	Adobe Acrobat D...	831
20201009BNC sdk	10/21/2020 2:13 PM	Adobe Acrobat D...	832
20201002BNC sdk	10/22/2020 12:29 PM	Adobe Acrobat D...	716
20200930BNC sdk	10/13/2020 2:12 PM	Adobe Acrobat D...	528
20200925BNC sdk	9/30/2020 12:18 PM	Adobe Acrobat D...	819

When a report doesn't balance and the difference will offset in a future week, other notations will be added within the pdf document.







short -\$5.50 - payment entered as cc but it was cash
the payment was reversed but will not show until next
week

3RD DISTRICT COURT
Revenue Distribution Summary
Journal 2020175 through 2020178
Journal Dates: 09/01/2020 to 09/04/2020

REVENUE APPLIED TO: 0312 9/4/2020
Org # for Week Ending

Account Number	Description	Revenue Code	Amount	Quantity
0123	Abstract of Judgment	AB	20.00	1
0127	Acct-Estate 168K+	AC	350.00	2
1012	Alt Dispute Resolutn	AD	2,949.76	596
0137	Counter/Cross/ 10k+	CB	774.00	9
1011	Children's Legal Def	CD	2,257.29	575
0133	Certified/Exemp copy	CE	581.55	72
6186	Copy Fee	CF	626.45	107

Until the week is balanced and off-hold, a "XX" will appear at the beginning of the file name to denote the report is being worked on.




Name	Date modified	Type	Size
 XX20200904SLD	9/29/2020 12:31 PM	Adobe Acrobat Document	1,116 KB
 20201016SLD	10/21/2020 3:31 PM	Adobe Acrobat Document	1,641 KB
 20201009SLD sdk	10/21/2020 3:43 PM	Adobe Acrobat Document	1,581 KB
 20201002SLD sdk	10/13/2020 3:37 PM	Adobe Acrobat Document	608 KB
 20200930SLD sdk	10/13/2020 3:36 PM	Adobe Acrobat Document	1,148 KB
 20200925SLD sdk	10/13/2020 3:36 PM	Adobe Acrobat Document	1,405 KB

Once it balances, the date the report is taken off hold along with other notation will be recorded within the pdf document.

The naming convention is changed to reflect the initials of the reviewer.

Option for accountants covering multiple sites:

If multiple revenue reconciliations are prepared by one person at a single site, and those sites email those deposit slips, they can now be scanned to the drive. Create a folder labeled "intransit" (They would also need to be granted user rights to this drive). Note: Because email is not secure, deposit slips shouldn't be emailed.

Name ^	Date modified	Type
 District Revenue	6/22/2015 12:07 PM	File folder
 Intrasite	10/23/2020 9:23 AM	File folder
 Juvenile Revenue	12/30/2014 2:56 PM	File folder