

## Revenue Distribution Summary

Refer to Court's Accounting Manual, Section 03-06.00 Revenue Reporting. District Courts should submit the Revenue Report/Deposit Slip Reconciliation report along with the computerized Revenue Distribution Summary (formerly DF-55) to the AOC Finance Department weekly with verification of deposits for that week. The reports should be received by Thursday for the previous week ending on Friday. At the end of each month, a report should be prepared for the last Saturday through the last day of the month. A second report should be prepared for the first day of the new month through Friday. Month end reports must be submitted for all journals closed. NOTE: If the last day of the month is not Friday, there will be two sets of reports required for the week - one for the last days of the previous month and one for the first days of the new month.

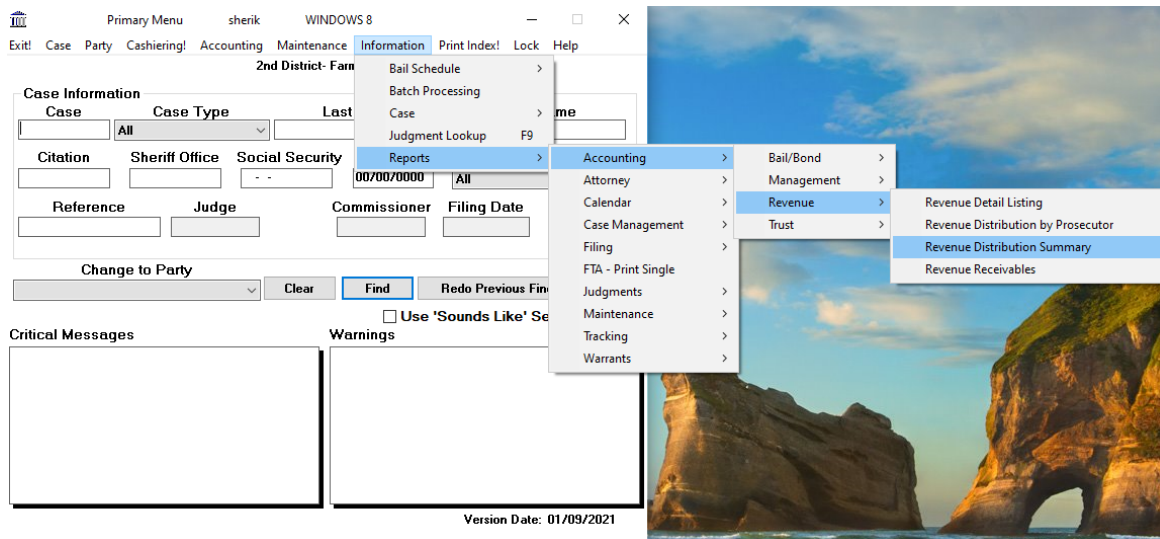
March, 2021							March, 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6	28	1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31	1	2	3	28	29	30	31	1	2	3

The District Courts should transmit the weekly report electronically followed by the scanning of the report, deposit slips and credit card batch settlement reports, and reconciliation sheet to the shared "R" drive. **Do not electronically submit a report the day prior to a holiday, as it will not be transmitted.**

If a court site is more than 2 weeks behind in their submissions, they are to email AOC Finance Department (cc Clerk of Court and TCE) as to the particular situation. When funds can't be submitted to State Finance on a monthly basis, credits to budgets (special search/dedicated credits) are not appropriated timely.

The following provides instruction for running/submitting the Revenue Distribution Summary in CORIS:

Information > Reports > Revenue > Revenue Distribution Summary.



This will take you to the Revenue Distribution Summary Screen. Fill in the Journal start date and the Journal end date. Make sure the Report Ending Date is showing as a Friday or the end of the month. Then Select the Search button.

Revenue Distribution Summary

Search

Court Type\* District

Journal From/To\* 2021017 2021021

Location\* Farmington District

Report Ending Date 01/29/2021

Search Clear

Results

Show All entries

REVENUE APPLIED TO:				
Account Number	Description	Revenue Code	Amount	Quantity
0127	Acct-Estate 168K+	AC	175.00	1
1012	Alt Dispute Resolutn	AD	1085.98	217
0137	Counter/Cross/ 10k+	CB	172.00	2
1011	Children's Legal Def	CD	860.80	215
0133	Certified/Exemp copy	CE	306.55	31
6186	Copy Fee	CF	396.60	59
2018	Capital Proj. Traff	CM	1.54	1
2014	Capital Proj. Civil	CP	6898.00	288
0125	Demand - Civil Jury	DJ	735.00	3
0140	Divorce/Sep Maint	DV	8183.37	30
0141	Div/Sep Maint-Cross	DX	532.00	7
0142	Acct-Estate 0-50K	EL	65.00	5
0627	Fine - Contempt	FC	5.00	1
4012	Fine-Misdemeanors	FN	341.98	4
0627	Fine State (Felony)	FS	941.74	6
0191	Garnishments	GA	3500.00	100
2607	Interest - Post Jdmt	IR	86.54	14
0130	Judicial Document app	JA	70.00	2
4013	Judges Retirement	JR	3227.95	215
0126	Modify Divorce Dec.	MD	400.00	4
0118	Notice of Appeal	NA	161.00	1
1019	Online Assistance	OA	160.00	8

Save As\* Email As\* Close

On the bottom of the screen is a “Save As” button. If you select this you have the options of sending it electronically (to the AOC) or saving it as a PDF in order to print the report.

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Save As\* Email As\* Close

PDF  
Excel  
Electronic

If you submit more than one district, you can select another district location while on this same screen. Select the dropdown box under Location and select the new district office you need to submit.

Revenue Distribution Summary

Search ⓘ

Court Type\* District

Journal From/To\* Enter From Journal ? Enter To Journal num ?

Location\* Ogden District

Report Ending Date ⓘ

Search Clear

Results

Show All entries

REVENUE APPLIED TO:

Account Number	Description	Revenue Code	Amount	Quantity
No data available.				

TOTAL REVENUE:

DISTRIBUTION SPLITS

PROSECUTOR	FN + ED + EW + PN + FP	IR	RV	TR	Total
PROSECUTOR SUBTOTALS:	0.0	0.00	0.00	0.00	0.0

HIGHER ED CAMPUS LEA

HIGHER ED / LEA SUBTOTAL:

STATE SUBTOTALS:	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS:	0.00	0.0	0.00	0.00	0.00

FN + ED + EW + PN + FP YB HE IR RV TR Total

DEPOSIT SUMMARY

DEPOSITS:

Journal	Journal Date	Amount
TOTAL DEPOSITS:		

Save As\* Email As\* Close