https://cactas.udc.utah.gov/Login.aspx?ReturnUrl=%2fdefault.aspx

File   Edit   View   Favorites   Tools   Help

Favorites   Login   MOVEit   Unified CM User Options   AP&P ▾   Benefits ▾   Personal ▾

Login

Utah Department of Corrections

Please Login

UserID   board   *Court*

Password   ••••   *Court*

Login

English Français

In **Internet Explorer**, go to the URL
(https://cactas.udc.utah.gov) and type in the
User ID and Password (not case sensitive).

Click Login.

CACTAS TRAINING

Running Reports (Board of Pardons & Parole)

https://cactas.udc.utah.gov/default.aspx

File   Edit   View   Favorites   Tools   Help

Favorites   Login   MOVEit   Unified CM User Options   AP&P ▼   Benefits ▼   Personal ▼

CACTAS Home

CACTAS

Home   Enterprise   Commissary   Trust Fund   Resident   Organization   Reports
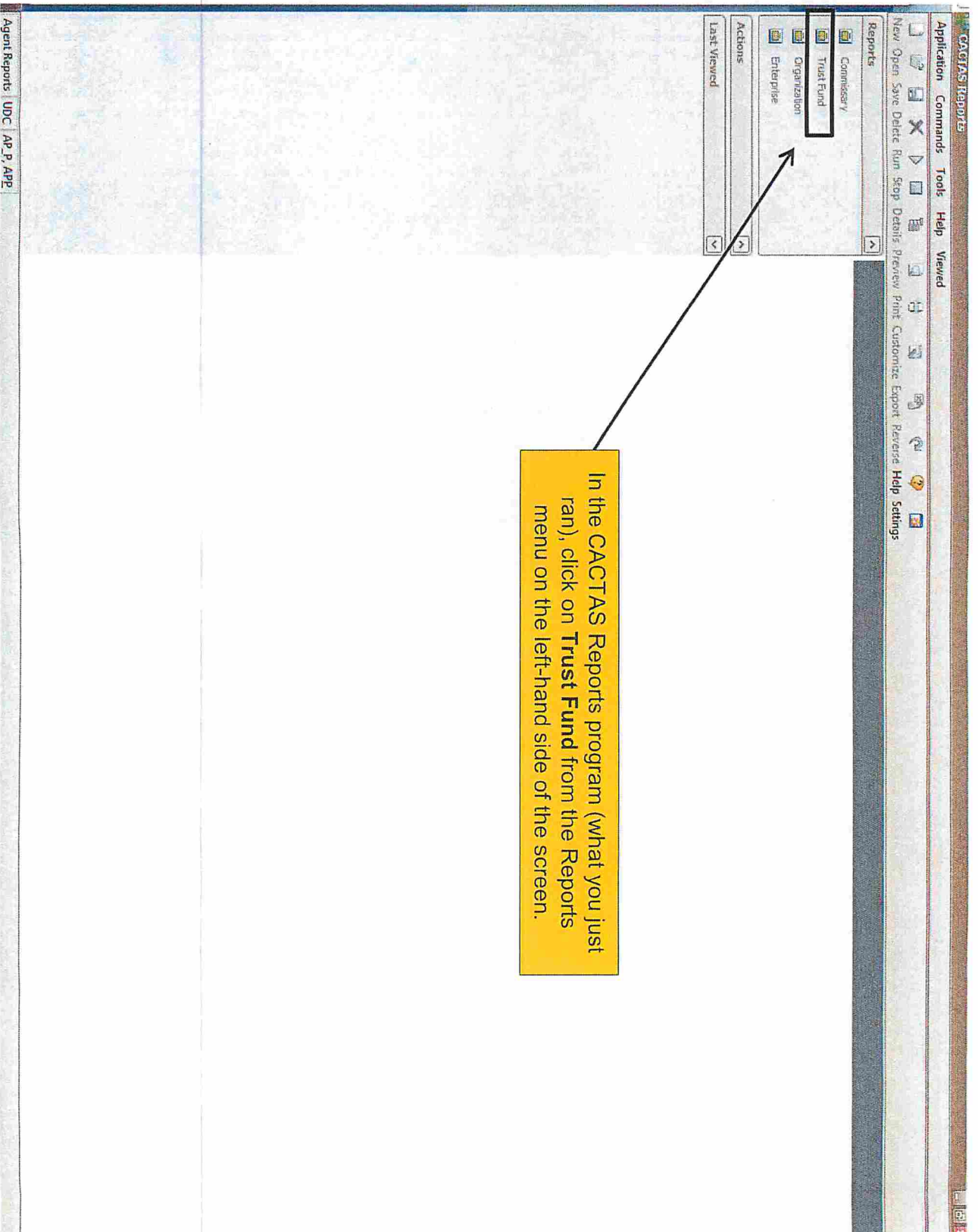
Welcome, Board   UDC   AP_P, AP&P   Logout

Help for this page

CACTAS Home

English   Français

From this screen select the **Reports** menu. This will launch a new program. (The first time you run it on your computer, it will take a few moments. If prompted, select either "Keep" or "Run" depending on what the prompt is.)

Done

Internet | Protected Mode: Off

100%

CACTAS Reports

Application   Commands   Tools   Help   Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse **Help** Settings

Reports

Commissary
Trust Fund
Organization
Enterprise

Actions

Last Viewed

Agent Reports | UDC | AP, P, APE

In the CACTAS Reports program (what you just ran), click on **Trust Fund** from the Reports menu on the left-hand side of the screen.

Let's say you want to see the case details for an offender. All of their cases, account types (Fines, Restitution, PDF), victim information and balances.

Reports

Commissary
Trust Fund
Organization
Enterprise

Actions

Details
Large Icon
List
Tile

Last Viewed

Trust Fund Reports

Other

Payee Distribution

Payee Victim Distribution

Resident Cases

Resident Joint Liability Cases

Custom Reports

After selecting *Trust Fund* on the far *left*, double-click on the **Resident Cases report.**

CACTAS Reports

Application   Commands   Tools   Help

New   Open   Save   Delete   Run   Stop   Details   Preview   Print   Customize   Export   Reverse   Help   Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- Last Viewed

Trust Fund Resident Cases

Filter   Report   Preview

Resident ID
All Institutions
Institution
Released

194985

Then click Run

By default, if there is a "Released" box, mark it.

Enter here the AP&P #

Can't do a search by "Name" like the old system. For practice type in Resident Id # 210366 and follow the prompts within this document.

Board   UDC   AP_P, APP

Again, the results will show in the Report tab.

Double-click on the line to expand the information.

Viewed

Preview Print Customize Export Reverse Help Settings

Commissary
Trust Fund
Organization
Enterprise

Actions

Last Viewed

Board | UDC | AP_P, APE

Trust Fund Resident Cases

Filter | Report | Preview

Drag a column header here to group by that column.

Institution	Class	Resident	Last Name	First Name	Gender
AP&P	AP&P	21920 1	VALDEZ	RICKY	Male

When you double-click on the line then the Cases tab will appear. Right-click on the column header and select Best Fit (all columns) to view as much detail in each column as possible.

If you are not able to see anything under the Cases tab then move your cursor at the bottom of the pane until you get the double-arrow and then drag or expand the pane.

Top screenshot — CACTAS Reports

Application Commands Tools Help

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports
- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

Last Viewed

Filter | Report | Preview

Drag a column header here to group by that column

Institution	Class	Resident	Last Name	First Name	Gender
AP&P	AP&P	219201	VALDEZ	RICKY	Male

Cases

Drag a column header here to group by that column

Drag a column header here to group by that column

Priority	Case	Victims	InActive	Account	Payee ID	Sub-Kind	Amount	Is Debt	Debt	Paid	Prin Bal	Tot Bal	Interest	Int Paid	Int Bal	Pay To
1	141900...				Fines	Percent	7.66		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	DEPT OF...
2	141901...			Fines	Fines	Percent	92.34		$603.00	$0.00	$603.00	$604.06	$1.06	$0.00	$1.06	DEPT OF...
1	141900...			PDF	Fines	Percent	50.00		$500.00	$0.00	$500.00	$500.88	$0.88	$0.00	$0.88	
2	141901...			PDF	Percent	Percent	50.00		$500.00	$0.00	$500.00	$500.88	$0.88	$0.00	$0.88	
4									$1,603...	$0.00	$1,603...	$1,605...	$2.82	$0.00	$2.82	

Bottom screenshot — CACTAS Reports

Application Commands Tools Help

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings Viewed

Reports
- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

Last Viewed

Filter | Report | Preview

Trust Fund Resident Cases

Drag a column header here to group by that column

Institution	Class	Resident	Last Name	First Name	Gender
AP&P	AP&P	219201	VALDEZ	RICKY	Male

Cases

Drag a column header here to group by that column

			$1,603...	$0.00	$1,603...	$1,605...	$2.82	$0.00	$2.82
4									

By default this is what the report will show each time it is run.

Click the + sign next to the case and account type (Fines, Restitution, PDF) you wish to view additional details on. The Victims tab with expand. (Note for Fines- each Distribution Code is a separate "victim".)

Notice that all of the victims on this case are marked as InActive. This means that interest is not accruing and no payments are being mailed to them.

The Amount column (at both the Case and Victim level) is the distribution percent that this case or victim will receive. *It is not a dollar amount.*

CACTAS Reports

Application   Commands   Tools   Help   Viewed

Enterprise

Actions

Last Viewed

Institution	Class	Resident	Gender
AP&P	AP&P	219201	Male

Cases

Drag a column header here to group by that column

Priority	Case	Victims	InActive	Account	Payee...	Sub-Kin...	Amount	Is Debt	Debt	Paid	Prin Bal	Tot Bal	Interest	Int Paid	Int Bal	Pay To
1	141900822	✓	☐	Fines	Fines	Percen...	7.66	✓	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	DEPT OF C...

Victims

Drag a column header here to group by that column

Priority	InActive	Victim T...	Kind	Dist Code	Amount	Is Debt	Debt	Paid	Prin Bal	Tot Bal	Interest	Int Paid	Int Bal	Pay To
	✓	Govern...	CM		1.16	✓	$7.01	$7.01	$0.00	$0.00	$0.00	$0.00	$0.00	DEPT OF...
	✓	Govern...	FS		49.14	✓	$296.84	$296.84	$0.00	$0.00	$0.00	$0.00	$0.00	DEPT OF...
	✓	Govern...	SB		44.23	✓	$267.15	$267.15	$0.00	$0.00	$0.00	$0.00	$0.00	DEPT OF...
	✓	Govern...	SY		5.47	✓	$33.06	$33.06	$0.00	$0.00	$0.00	$0.00	$0.00	DEPT OF...
	✓	Govern...	CC		0.00	✓	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	DEPT OF...
							$604.06	$604.06	$0.00	$0.00	$0.00	$0.00	$0.00	

Priority	Case		Kind	Dist Code	Amount		Debt	Paid	Prin Bal	Tot Bal	Interest	Int Paid	Int Bal	Pay To
1	141900822		Fines		92.34	✓	$603.00	$603.00	$0.00	$603.00	$1.06	$0.00	$1.06	DEPT OF C...
2	141901469		PDF		50.00	✓	$500.00	$500.00	$500.00	$500.88	$0.88	$0.00	$0.88	DEPT OF...
2	141901469		Fines		50.00	✓	$500.00	$0.00	$500.00	$500.88	$0.88	$0.00	$0.88	DEPT OF...
4						✓	$1,60...	$1,60...	$0.00	$1,60...	$2.82	$0.00	$2.82	

CACTAS Reports

Application   Commands   Tools   Help   Viewed

New   Open   Save   Delete   Run   Stop   Details   Preview   Print   Customize   Export   Reverse   Help   Settings

Reports
- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

Last Viewed

Board | UDC | AP_P, APP

Trust Fund Resident Cases

Filter | Report | Preview

Drag a column header here to group by that column

Institution	Class	Resident	Last Name	First Name	Gender
AP&P	AP&P	219201	VALDEZ	RICKY	Male

Cases

Drag a column header here to group by that column

Priority	Case
1	141900822

Victims | InActive | Account | Payee... | Sub-Kind | Am...

Drag a column header here to group by that column

Priority	InActive	Victim T...	Kind	Dist Code	Amount	Is Debt	Debt	Paid	Prin Bal	Tot Bal	Interest	Int Paid	Int Bal	Pay To
0		Fines	Govern...	CM	1.16		$7.01	$7.01	$0.00	$0.00				
0		Fines	Govern...	FS	49.14		$296.84	$296.84	$0.00	$0.00				
1		Fines	Govern...	SB	44.23		$267.15	$267.15	$0.00	$0.00				

							$664.06	$1,60...	$0.00			
							$500.88	$500.88	$2.82	$0.88	$0.88	$2.82
							$0.88	$0.88	$0.00	$0.00	$0.00	$2.82

Pop-up menu:
- Group By This Column
- Hide Group By Box
- Column Chooser
- Remove This Column
- Best Fit
- Best Fit (all columns)

To view additional columns, *right click on any of the column headers and select Column Chooser from the pop-up menu.*

The Customization screen will appear in the lower right-hand corner where you can add additional columns of information. Select the column you would like to show and drag it up with the rest of the columns. You can also double-click on the label & it will add it.

Customization
- Address
- Comment
- Dist Code Desc
- Dormant
- Ending
- Is Ending
- Min Int Pymt Cr

CACTAS Reports

Application   Commands   Tools   Help   Viewed

New Open Save Delete Run Stop Details Print Preview Customize Export Reverse Help Settings

Reports

Actions
- Commissary
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Trust Fund Resident Cases

Filter | Report | Preview

Cases

Drag a column header here to group by that column

You can sort by any column by single-clicking on any of the column headers. You can also do a filter to see just Active or InActive victims, or any type of filter for each column.

I added Dormant (notice the last column on the right). If a victim is marked Dormant then this means that interest is still accruing but no payments are being mailed to them.

This report shows that the Total Balance still owed on the Fines for this Case # is $1.06.

You can also re-order the columns by dragging them to the location you wish. If you want to remove a column, select the column header and then drag it down until you see the large **X** and then release your mouse.
(NOTE: these changes will not stay once you log off of CACTAS; it will default back to the original view.)

REMINDER:
Any reports run in CACTAS are for internal/Department use only.

When you are done in Cactas, exit out of CACTAS Reports and then Logout of the CACTAS program.