

FINET Juror Template

The Juror template can be accessed in FINET in the search function.
Enter the following information to find the juror template:

The screenshot shows the FINET Document Catalog search results. The left sidebar contains navigation links: Welcome, Julie Farnes; Production Financial; Message Center; Search; Page Search; Document Catalog; Report Search; History; Favorites; Administration. The main content area is titled "Document Catalog" and includes a "Create" button. Below this is a "Document Identifier" section with input fields for Code (GAX), Unit, Dept. (020), and ID (JUR*). There are also sections for "User Information" and "Document State". At the bottom, there are links for "Open", "Validate", "Submit", and "Copy". A table of search results is displayed with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The first row shows: GAX, 020, JUR12, No, 1, New, Template, Held, 5/9/13, derekb, 18.50, true. Below the table are links for "First", "Prev", "Next", "Last", and "Menu".

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
GAX	020	JUR12	No		1	New	Template	Held	5/9/13	derekb	18.50	true

Once you open the template, from the action menu at the upper right , select “COPY”

The screenshot shows the FINET Document View page for the JUR12 template. The left sidebar contains navigation links: Welcome, Julie Farnes; GAX 020 JUR12 1; Document View; General Information; Additional Amounts; Extended Description; Document Information; Vendor; Accounting; Period; Document Comments; Document Attachments; Document History; Document Reference; Future Triggering; Forms. The main content area is titled "GAX - 020 - JUR12 - 1 - New - Template". It includes a "Header" section with a "Document Name" field. Below this is a "General Information" section with fields for Record Date, Budget FY, Fiscal Year, Period, Document Description, Bank Account, Replacement, Cited Authority, Actual Amount (\$18.50), Closed Amount (\$0.00), Closed Date, Open Amount (\$18.50), and Referenced Amount (\$0.00). There are also sections for "Additional Amounts", "Extended Description", and "Document Information". At the bottom, there are links for "Edit", "Print", and "Close". An "Action Menu" is visible in the upper right corner with options: Edit, Schedule, Approve, File, Attachments, Copy, and Discard.

Enter information as listed below except in the DOCUMENT ID FIELD. In that field the first number represents the fiscal year, the second number should be “1” for juror payment.

The next two digits in the Document ID field is the location (site) code. (For a complete list of court sites, refer to document “Juror and Witness GAX prefix numbers” in Section 10-05 Forms and Instructions.)

The screenshot shows the FINET web application interface. The header includes the logo and the text "the State of Utah Financial Advantage". Below the header, there is a navigation bar with links: "Welcome, Julie Farnes", "Budgets", "Payables", "Procurement", "Fixed Assets", and "Rec". A left sidebar contains a menu with the following items: "Production Financial", "Message Center", "Search" (with sub-links "Page Search", "Document Catalog", and "Report Search"), "History", "Favorites", and "Administration". The main content area is titled "Copy Document" and contains the following fields and options:

- Source Document**
 - Document Code : GAX
 - Document Department Code : 020
 - Document Unit Code :
 - Document ID : JUR12
- Target Document**
 - Document Code : GAX
 - Document Department Code : 020
 - Document Unit Code :
 - Document ID : 41
- Auto Numbering : ☐
- Create Template : ☐
- [Copy Document](#) [Cancel](#)

Lastly select auto-number and click copy document.