



Utah State Courts

JANUARY 2018

WITNESS PAYMENT RECONCILIATION PROCEDURES & ACCOUNTING FOR UNDELIVERABLE JUROR AND WITNESS CHECKS

***USING OLAJPLUS
FOR PAYMENTS ISSUED IN
FY17-FYXX***

AOC AUDIT SERVICES

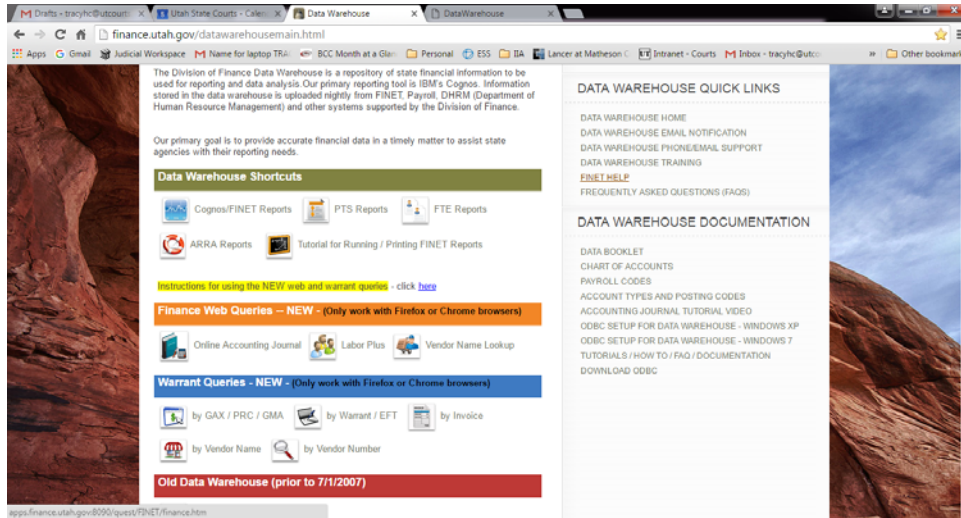
TABLE OF CONTENTS

SETTING UP AND CHANGING DATA QUERIES	1
SEARCH GAX TRANSACTIONS BY VENDOR NAME	9
SEARCH GAX TRANSACTIONS BY USER ID	10
LOST OR MUTILATED WITNESS PAYMENTS.....	12
WITNESS PAYMENT RECONCILIATION PROCEDURES.....	15
WITNESS PAYMENT RECONCILIATION RESULTS (LEGEND)	16
SAMPLE SELECTION	17
PAYMENT CLERK: UNDELIVERABLE JUROR/WITNESS PAYMENTS.....	17
RECONCILIATION: VERIFY UNDELIVERABLE JUROR/WITNESS PAYMENTS MONTHLY.....	19
UNDELIVERABLE JUROR/WITNESS PAYMENT LOG	20
JUROR/WITNESS FY2017 PREFIX CODES BY DISTRICT	21

WITNESS RECONCILIATION USING OLAJPLUS

Setting up and Changing Data Queries

Log into the Data Warehouse at finance.utah.gov/datawarehousemain.html Bookmark this address in your Favorites.



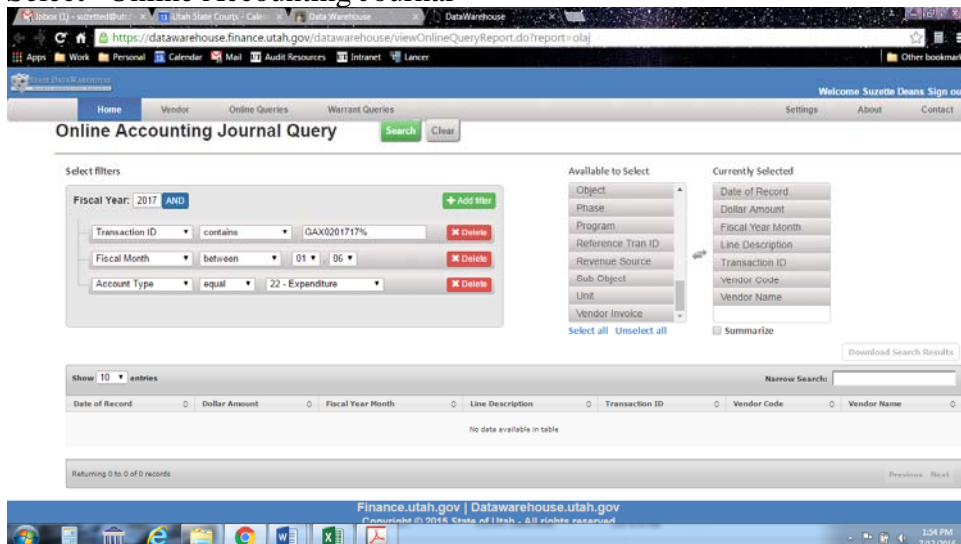
You are at the main menu of the State of Utah Data Warehouse. OLAJ is the On-line Accounting Journal that you can use to set up and run Web Queries to obtain data for specific purposes and perform Warrant Lookups.

Note: To find transactions for:

FY95-FY06, select **Old Data Warehouse (prior to 7/1/2007)**

FY07-FY06 (2016) (prior to 7/1/2017) forward, select **Online Accounting Journal** under **FY17-FYXX Finance Web Queries – NEW (Only works with Firefox or Chrome browsers)**. To run queries for FY17 forward, select **Online Accounting Journal** to obtain current information.

Select “Online Accounting Journal”



1. To set up a Web Query to perform Witness reconciliation:

- Enter the **Fiscal Year** you are reconciling;
 - Select Green **+Add Filter** then select “Transaction ID” from the drop-down, select “contains” from the second drop down then enter GAX020(Fiscal Year)(Location/Witness Code)%
 - For example, for 1st District, Box Elder District Court Witness Payment GAX0201702%, and
 - For example, Brigham Juvenile Court Witness Payment GAX02017a%.¹
 - **Fiscal Month** – Run a query for a specific month (01, 02, etc.) by selecting **Equal** from the Fiscal Month drop-down box to run a query for one month. Run a query for multiple months, select **Between** from the Fiscal Month drop-down box. Enter the fiscal months to reconcile for several months, i.e., 01 and 02.
 - **Account Type** drop-down box, select **22-Expenditures/Expenses**.
2. At the right of the screen, select any additional items from the “available to select” column to include in the query to the “currently selected” items. Ensure the following fields are currently selected: **Date of Record, Dollar Amount, Fiscal Year-Month, Line Description, Transaction ID, Vendor Code, and Vendor Name**.
3. Select the **Green Search Button**.
Below is an example of a query for West Jordan Juvenile Court Witness Fee payments for the month of July 2017:

The screenshot displays the 'Online Accounting Journal Query' web application. The 'Select filters' section on the left includes:

- Fiscal Year:** 2017 (with an 'AND' button and '+ Add filter' button)
- Transaction ID:** contains GAX02017a% (with a 'Delete' button)
- Fiscal Month:** equal 01 (with a 'Delete' button)
- Account Type:** equal 01 - Assets (with a 'Delete' button)

 The 'Available to Select' column on the right lists various fields like 'Acceptance Date', 'Activity', 'Appropriation Unit', etc. The 'Currently Selected' column on the far right lists 'Account Type', 'Department', 'Dollar Amount', 'Fiscal Month', 'Fiscal Year', 'Line Description', 'Line Number', and 'Object'. Below these columns is a 'Narrow Search' bar and a table area that currently shows 'No data available in table'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 2:44 PM on 10/13/2016.

Below is an example of a query West Jordan Juvenile Court Witness Fee payments for multiple months of July through August 2017:

¹GAX = General Accounting Expenditure, 020 = Court’s Agency Number, 17 = Fiscal Year, Location/Juror or Witness Prefix Code = Based on specific to court location (See Prefix Codes located in the reconciliation procedures section of these instructions), % = the rest of the transaction number associated with a payment.

Online Accounting Journal Query

Select filters

Fiscal Year: 2017 AND

Transaction ID contains GAX020177% Delete

Fiscal Month between 01 02 Delete

Account Type equal 22 - Expenditure Delete

Available to Select

Currently Selected

Download Search Results

Account Type	Department	Dollar Amount	Fiscal Month	Fiscal Year	Line Description	Line Number	Object	Vendor Code	Vendor Name
22	020	15.50	02	2017	Witness Payment #1091259	1	7017	000WTF	Heidi Wilden
22	020	15.50	02	2017	Witness Payment #1090910	1	7017	000WTF	Bergamin Sullivan
22	020	15.50	02	2017	Witness Payment	1	7017	000WTF	Rosario Sullivan

Finance.utah.gov | Datawarehouse.utah.gov
Copyright © 2015, State of Utah. All rights reserved.

Online Accounting Journal - Step 1

Online Accounting Journal Query

Select filters

Fiscal Year: 2017 AND

Department equal 100 Delete

Unit equal 0400 Delete

Fiscal Month equal 02 Delete

Available to Select

Currently Selected

Download Search Results

No data available in table

Returning 0 to 0 of 0 records

Online Accounting Journal - Step 2

Online Accounting Journal Query

Select filters

Fiscal Year: 2017 AND

Department equal 100 Delete

Unit equal 0400 Delete

Fiscal Month equal 02 Delete

Available to Select

Currently Selected

Download Search Results

No data available in table

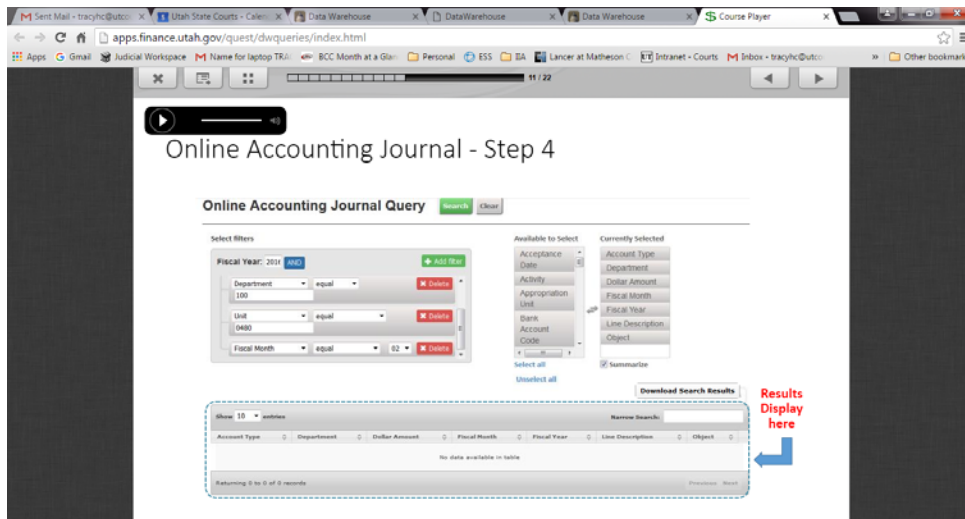
Returning 0 to 0 of 0 records

Items that will display

Click item to select for display


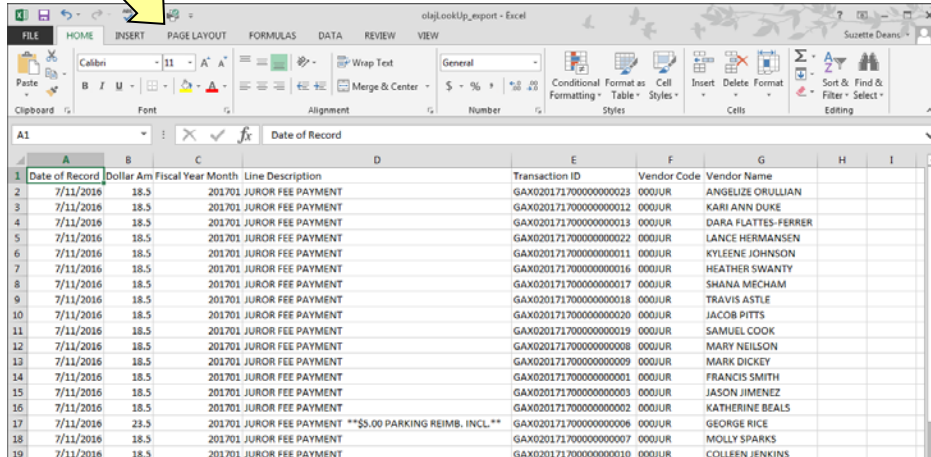
Click item to remove from display

Step 3 not shown.



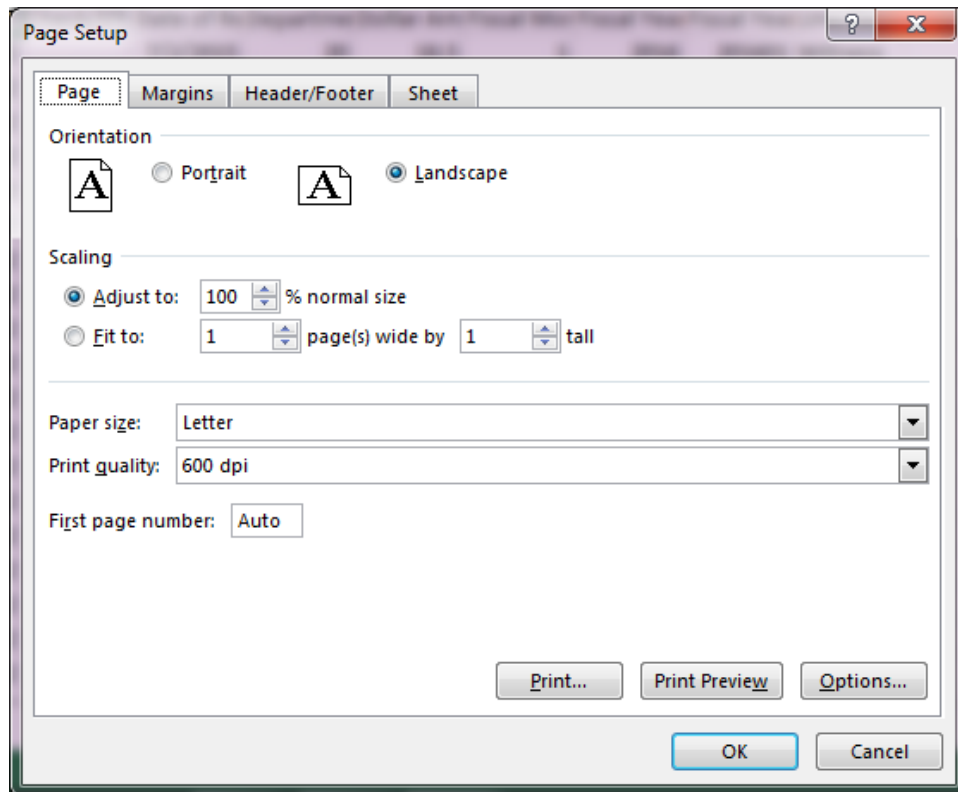
FYI: Upon exiting OLAJPlus, all the changes you have made will be saved. You will need to modify the query, i.e., Fiscal Month, to reconcile each month.

4. If you want to export the data, select the **Download Search Results** button at the middle of the screen.
5. If you are using Google Chrome the “Save as” Box will be visible, so you can save the query to the appropriate directory for your court location.
6. The data is exported as an Excel spreadsheet. To make sure all the data fits on the page, select **Page Layout** ⇒ **Page Setup**.

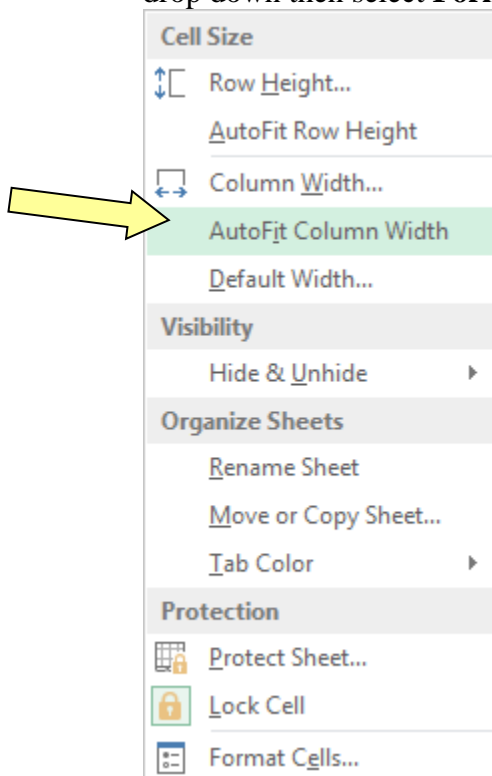



	A	B	C	D	E	F	G	H	I
	Date of Record	Dollar Am	Fiscal Year	Month	Line Description	Transaction ID	Vendor Code	Vendor Name	
1	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000023	000JUR	ANGELIZE ORULLIAN		
2	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000012	000JUR	KARI ANN DUKE		
3	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000013	000JUR	DARA FLATTES-FERRER		
4	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000022	000JUR	LANCE HERMANSEN		
5	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000011	000JUR	KYLEENE JOHNSON		
6	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000016	000JUR	HEATHER SWANTY		
7	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000017	000JUR	SHANA MECHAM		
8	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000018	000JUR	TRAVIS ASTLE		
9	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000020	000JUR	JACOB PITTS		
10	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000019	000JUR	SAMUEL COOK		
11	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000008	000JUR	MARY NEILSON		
12	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000009	000JUR	MARK DICKEY		
13	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000001	000JUR	FRANCIS SMITH		
14	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000003	000JUR	JASON JIMENEZ		
15	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000002	000JUR	KATHERINE BEALS		
16	7/11/2016	23.5	201701	JUROR FEE PAYMENT **\$5.00 PARKING REIMB. INCL.**	GAX020171700000000008	000JUR	GEORGE RICE		
17	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000007	000JUR	MOLLY SPARKS		
18	7/11/2016	18.5	201701	JUROR FEE PAYMENT	GAX020171700000000010	000JUR	COLLEEN JENKINS		

7. From Page Setup, select **Landscape** then select **OK**.

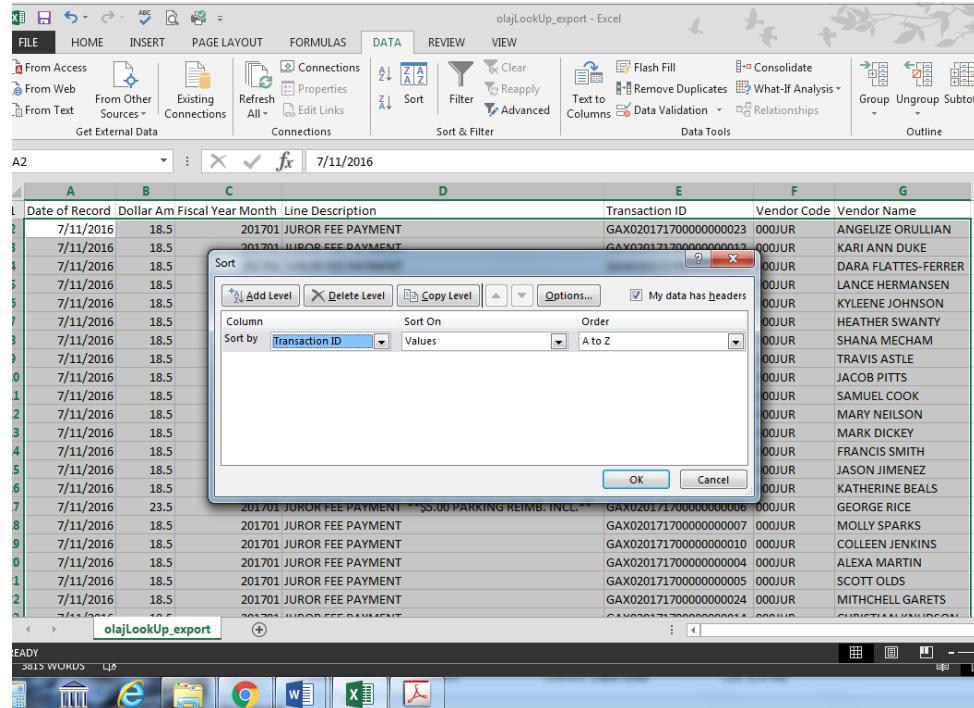


8. Select the space between Column A and Row 1 to highlight the entire spreadsheet. Select **Home** drop down then select **Format** dropdown ⇒ **Column** ⇒ **AutoFit Column Width**.

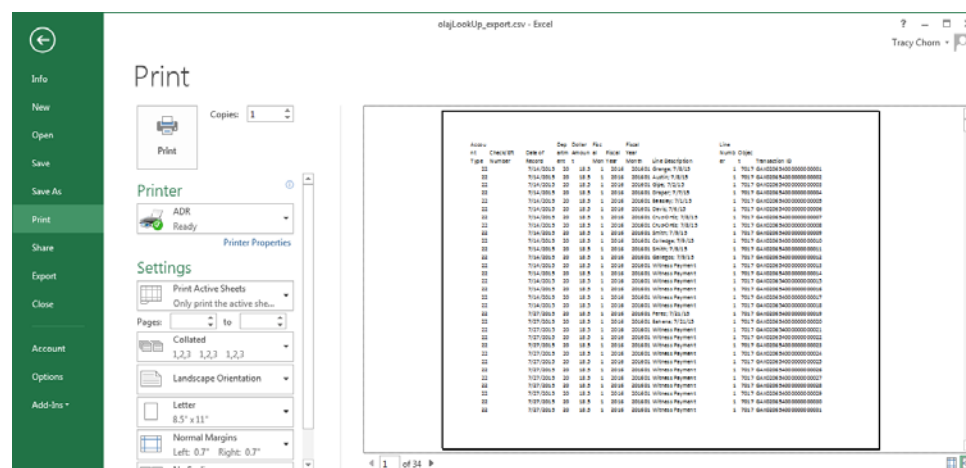


9. Select a cell anywhere inside the data. Select **Data** ⇒ **Sort**.

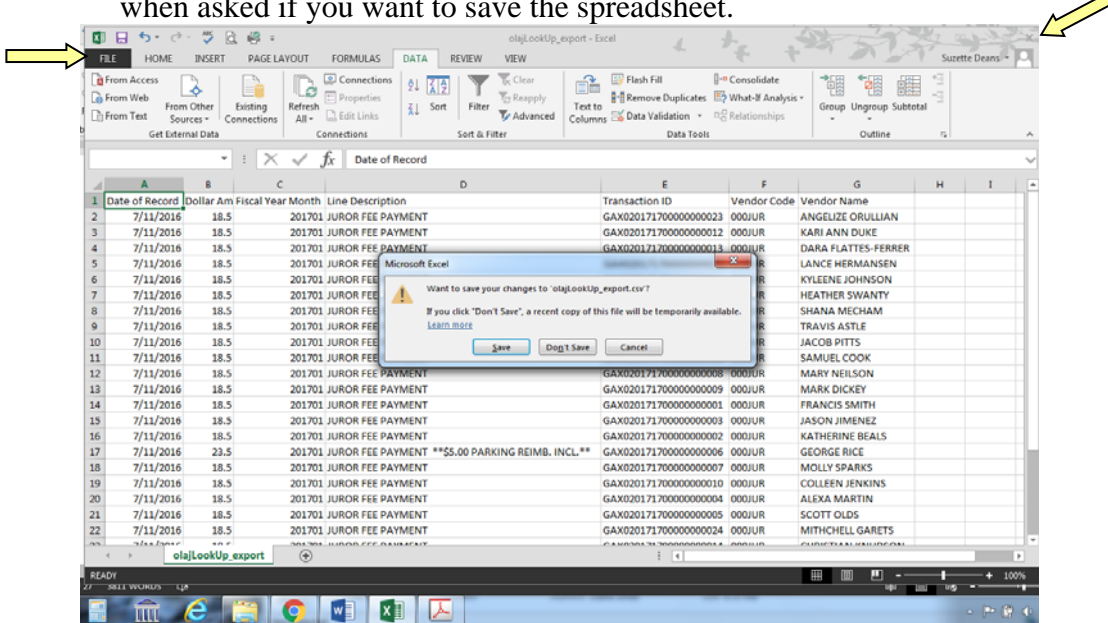
10. From the “Sort by” drop-down box, select **Tran ID**. The Ascending button is marked by default. Select **OK**. Continue to format as needed such as adding a header for the document i.e., Witness Payments, Court Location, Month, so you or others can refer to the reconciliations performed.



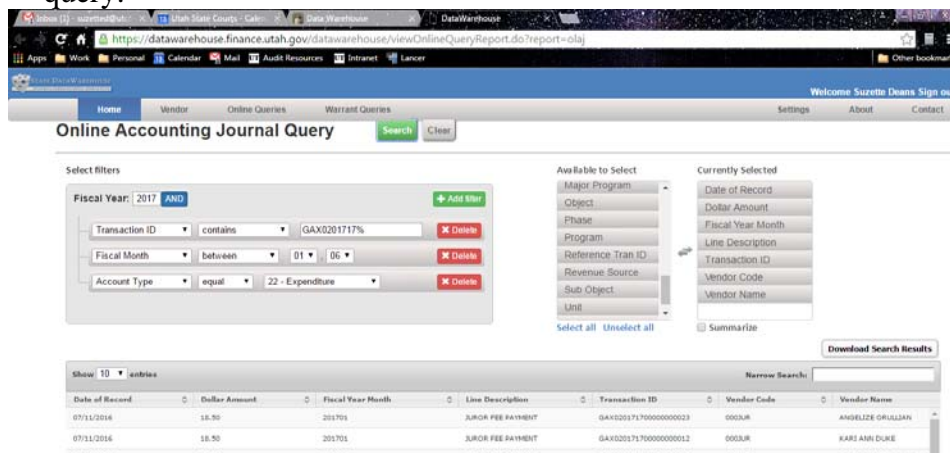
11. Select **File** ⇒ **Print**.



12. Close the spreadsheet – **File** ⇒ **Close**, or select the **x** in the upper-right corner. Select “**Save**” when asked if you want to save the spreadsheet.



13. Select the **Clear** button. This will take you back to the Main Menu, so you can modify the query.



Home

Vendor

Online Queries

Warrant Queries

Settings

About

Contact

Online Accounting Journal Query

Fiscal Year: 2016 AND

+ Add filter

▼

✖ Delete

Acceptance Date

Activity

Appropriation Unit

Bank Account Code

Balance Sheet

Account

Budget Year-Month

Budget Fiscal Year

Select all

Unselect all

Currently Selected

Account Type

Check/Eft Number

Date of Record

Department

Dollar Amount

Fiscal Month

Fiscal Year

Fiscal Year Month

Summarize

Download Search Results

Show 10 entries

Narrow Search:

Account Type	Check/Eft Number	Date of Record	Department	Dollar Amount	Fiscal Month	Fiscal Year	Fiscal Year Month	Line Description	Line Number	Object	Transaction ID	Vendor Code	Vendor Name
No data available in table													

Returning 0 to 0 of 0 records

Previous

Next

finance.utah.gov | Datawarehouse.utah.gov

Copyright © 2015 State of Utah - All rights reserved.

Find a Payment Transaction

Search GAX Transactions by Vendor Name

To find a witness payment transaction, select “Vendor Name” from the drop down. Enter the name of the Witness you are looking for in the Vendor Name box. **The spelling must be exactly in the form it was entered by the payment clerk or you will not get any information back. You may want to reference the jury list or the subpoena to obtain the correct spelling.** You could choose to enter in the first name only and the query will display all entries with the first name for witness payments statewide.

You can also search by transaction number by entering the full Transaction ID number only.

Example: Enter the Witness name.

The screenshot shows the 'Online Accounting Journal Query' interface. Under 'Select filters', 'Fiscal Year' is set to 2016 and 'Vendor Name' is set to CHEYANNE WOHLRABE. The 'Available to Select' list includes various financial fields, and the 'Currently Selected' list includes Account Type, Check/EFT Number, Date of Record, Department, Dollar Amount, Fiscal Month, Fiscal Year, and Fiscal Year Month. The results table shows one entry for a witness payment transaction.

Amount Type	Check/EFT Number	Date of Record	Department	Dollar Amount	Fiscal Month	Fiscal Year	Fiscal Year Month	Line Description	Line Number	Object	Transaction ID	Vendor Code	Vendor Name
Witness Payment	000000011167601	10/13/2015	020	27.50	04	2016	201604	Witness Payment: 2 days (already paid S&D by the UCAO)	1	7017	AD1006A0000000112094	000WET	Cheyenne Wohlrabe

Select **Search**. You will receive the requested information.

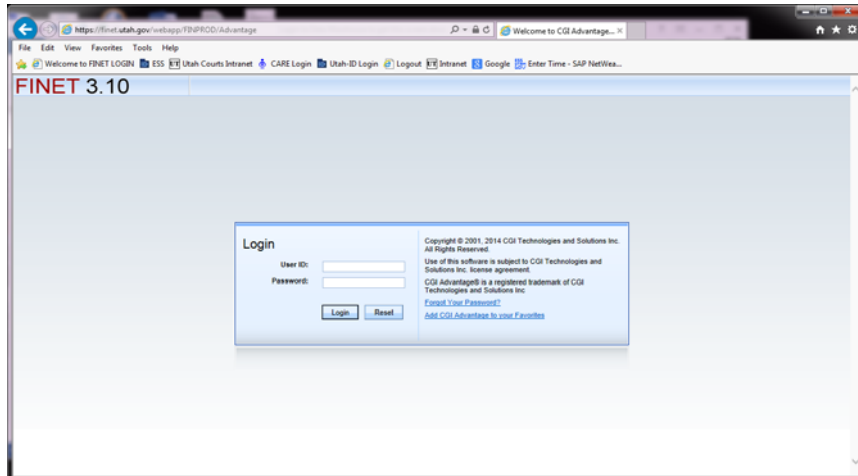
Search GAX Transactions by User ID

When you cannot locate a witness payment, there is a possibility that the payment clerk entered the wrong Prefix Code, typed the vendor's name incorrectly, wrote the wrong GAX number on the subpoena, or typed the name using a different "font or case type" making it difficult to find the payment.

1. Open Internet Explorer and go to <https://finet.utah.gov/webapp/FINPROD/Advantage>

Enter your user name and password. Select Enter:

FYI: If you don't use FINET often, you may need to call the FINET Help Desk (801) 538-9690 or AOC Finance Liaison to request your password be reset.

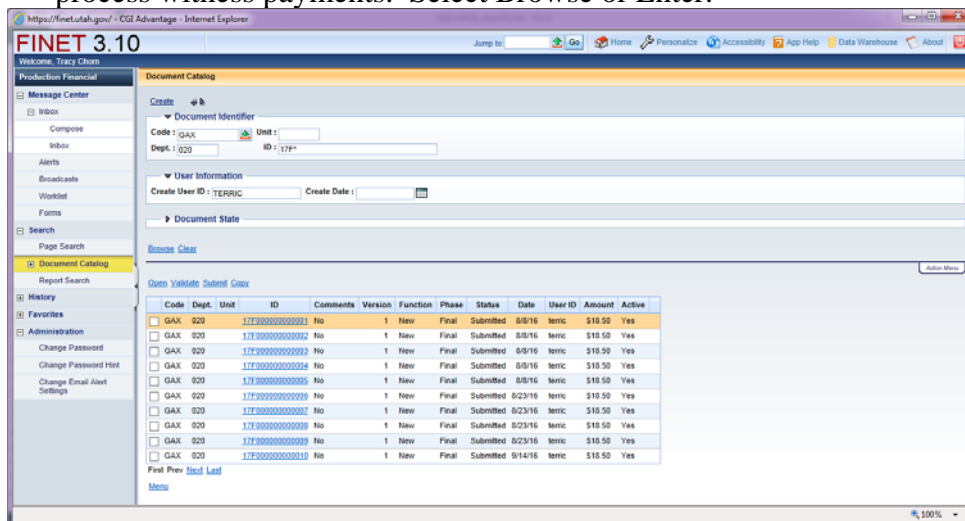


2. Select Search ⇒ Document Catalog. Next, under Document Identifier, enter:
Code: GAX

Dept: 020

ID: Fiscal Year, Prefix Code, and an asterisk (for example, 17f* would be entered to search witness payments for fiscal year 2017 for West Jordan Juvenile Court. Refer to the Prefix Codes located in the reconciliation procedures section of these instructions.

3. Under the User Information, Create User ID, enter the FINET User ID of the employee(s) that process witness payments. Select Browse or Enter.



This display lists all payments entered by the User. If there are more payments than the OLAJPlus query for the same time period, chances are a payment processing error was made or the supporting documentation is not complete.

All the GAX payments issued by the User will display. Examine the numerical sequence of the GAX numbers to determine if there is a gap. This indicates that the payment was not processed or an incorrect Prefix Code was entered.

Next, examine the GAX numbers to identify any that are issued using a Prefix Code other than the court's number(s). If there are payments with the incorrect Prefix Code, select the payment number and the payee information will be displayed. Compare the information to the court's supporting documentation to determine if an error was made and if this is the missing payment.

This search tool can be used to identify payments made to a vendor when the name was entered in FINET differently than what is listed on the subpoena, including letter "font or case type."

Document the results of this search.

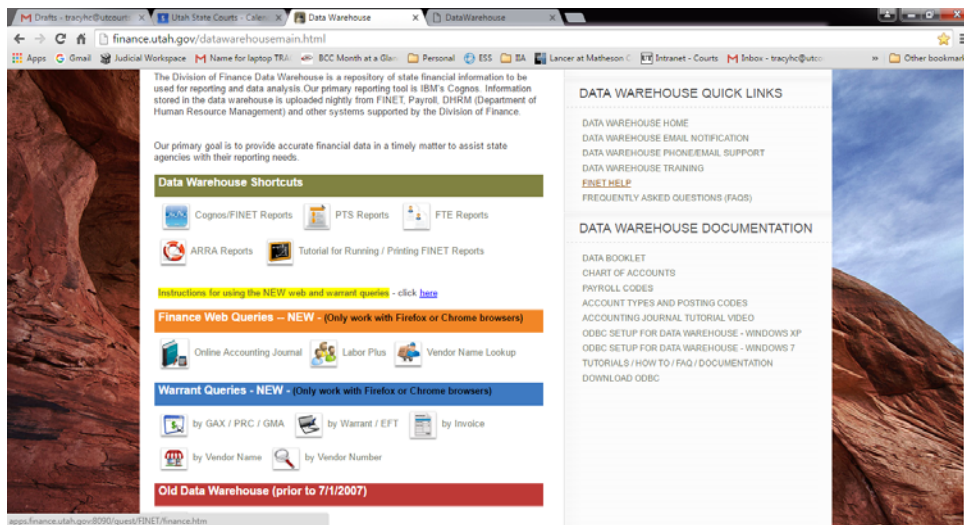
Lost or Mutilated Witness Payments

Lost or Mutilated Witness Payments

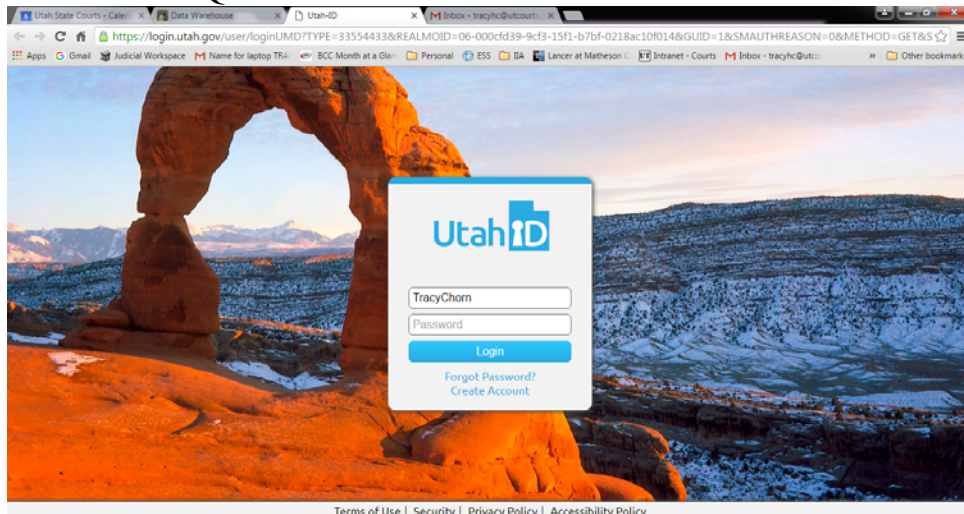
If a witness reports that a FINET vendor payment has been lost or mutilated, the witness needs to fill out the “Lost Check Replacement Form” and fax/mail it to the Division of Finance – Disbursement Section. The Lost Check Replacement Form is available in the Appendix/Forms section of the Utah State Courts Accounting Manual.

First, you need to find the check number for the payment.

1. Either obtain the GAX number for the payment from the payment clerk or perform a FIND query in OLAJPlus. You will want to verify that a payment has been made and that the check has not cleared before taking steps to have another check cut. **(For example purposes, we will use the GAX number from the previous section. Heidi Willden, GAX02017f0000000000001.)**
2. Go to finance.utah.gov/datawarehousemain.html



3. In Warrant Queries – NEW select GAX/PRC/GMA



Enter your Utah ID password

Warrant GAX / PRC / GMA

GAX / PRC / GMA:

Examples:
 40000000012 (Department + Document Number)
 GAX
 0000012 (Document Number)

Download Search Results

Show: 10 entries

Check/EFT Number	Bank Clear Date	EFT Effective Date	Vendor Number	Vendor Name	DSA Name	Primary Payee First Name	Primary Payee Last Name	Secondary Payee First Name	Secondary Payee Last Name	Dept	Unit	Invoice Number	Ref Tran ID	Line Description	Amount
No data available in table															

Returning 0 to 0 of 0 records

Previous Next

Finance.utah.gov | Datawarehouse.utah.gov
 Copyright © 2016 State of Utah. All rights reserved.

Enter the rest of the GAX number portion that follows GAX020 “....” and select “Enter.” For example, GAX02017f00000000000001.

Warrant GAX / PRC / GMA

GAX / PRC / GMA:

Examples:
 40000000000012 (Department + Document Number)
 51000000000012 (Document Number)

Download Search Results

Show: 10 entries

Check/EFT Number	Bank Clear Date	EFT Effective Date	Vendor Number	Vendor Name	DSA Name	Primary Payee First Name	Primary Payee Last Name	Secondary Payee First Name	Secondary Payee Last Name	Dept	Unit	Invoice Number	Ref Tran ID	Line Description	Amount
000000011487213	06/15/2016		000WTT	Herb Witten	Herb Witten					020	0075	F0016001W	GAX02017F00000000000001		

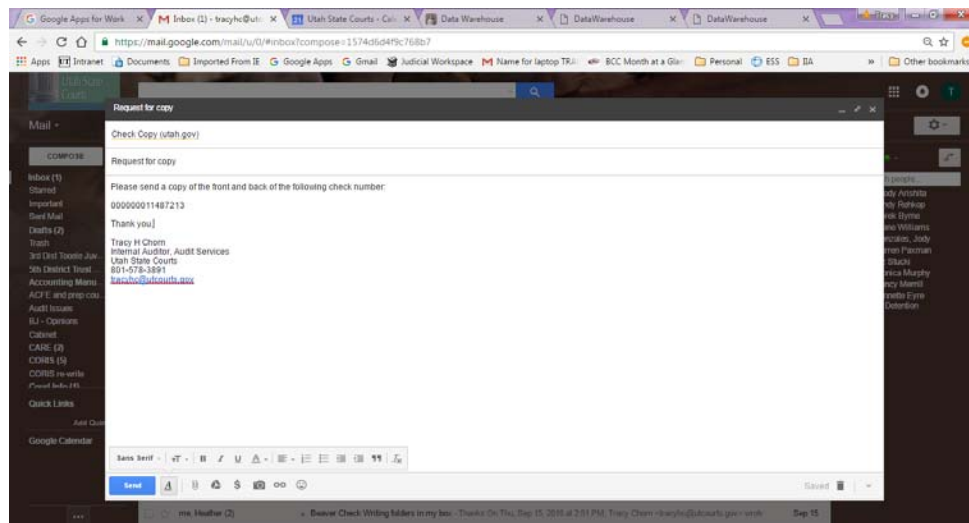
Returning 1 to 1 of 1 records

Previous Next

Finance.utah.gov | Datawarehouse.utah.gov
 Copyright © 2016 State of Utah. All rights reserved.

The check number will display below on the left, for example: “000000011487213”

A copy of the check can be requested using your work Gmail email account. Send the email to checkcopy@utah.gov In the email type, “Please send a copy of the front and back of the following check number and list the number 000000011487213.” If the check has been cashed, you will receive a copy of the check as an attachment.



If the check has been cashed, you will receive a copy of the check as an attachment. Double-click on the attachment to open, save the check copy to the appropriate directory, and print if needed.

WITNESS PAYMENT RECONCILIATION PROCEDURES

1. Request the prior month's *witness* subpoenas or lists supporting *witness* payments maintained by the Witness Payment Entry Clerk(s).
2. Optionally, the reconciler may use a copy of a local log of payments, if the log has been locally verified and signed.
3. **On the last day of the following month**, generate the OLAJ Plus query and save and/or print the OLAJPlus Datasheet listing all the prior month's witness payments. **All the prior month witness payments should have been processed by the end of the following month and included in the OLAJPlus Query.** The information on the datasheet should be chronological within the month.
4. Based on the number of payments, reconcile 100% or a sample of the total witness payments. Follow the sample selection method based on the total number of witness payments for the month.

For each witness payment selected for reconciliation, trace each subpoena on file to the corresponding entry on the monthly Witness Payment report.

- Match the Document number (GAX0201702.....) written on the subpoena to the TRANSACTION ID on the datasheet. Make note of document numbers or TRANSACTION ID numbers found to be missing or out of consecutive order.
- Next, compare the information on the subpoena to the corresponding payment on the datasheet to determine if the amount of the payment is correct. Consider whether the payment was for the first attendance and/or subsequent day(s) of attendance.
- Consider if mileage was paid. Determine if the mileage payment was calculated correctly.
- Determine if the subpoena was signed by the attorney authorizing the payment (certified).
- Match the witness's name listed on the subpoena to the Vendor/Provider Name listed on the datasheet for agreement.
- Match the Invoice number written on the subpoena to the Document Description number (month/year/4digits/districtcode) listed on the OLAJPlus reports.
- Examine the datasheet to determine that each witness was paid one payment only for each day of service.
- Document any payments listed on the datasheet that are not supported by a subpoena on file.
- At the end of the datasheet, document any subpoenas on file without a corresponding payment listed on the datasheet. Bring this to the supervisor's attention.
- Enter a number from the legend below in the Results Column for each witness payment transaction reconciled on the datasheet. Bring errors or irregularities to a supervisor's attention.
- Document the steps taken to resolve the problems identified; i.e., training, contacting AOC Finance for assistance; request for audit, etc.
- Upon completion of the witness payment monthly reconciliation, date and sign the bottom of the datasheet to indicate the date and employee reconciling witness payments.

- Maintain a file of the reconciled Witness Payment Reports by month for AOC Finance and audit purposes.

WITNESS PAYMENT RECONCILIATION RESULTS (LEGEND)

For each payment, write the applicable number(s)² in the Results Column on the datasheet:

1. Payment is Correct and Supported by Witness Subpoena.
2. Payment for appearance appears to be calculated incorrectly.
3. Payment for mileage appears to be calculated incorrectly.
4. Witness was paid more than one payment for one day of service.
5. Subpoena is not signed by attorney (certified for payment).
6. Invoice number on the Witness Subpoena does not match the document description number on the OLAJPlus Datasheet.
7. Payment listed on the datasheet is not supported by a Witness Subpoena. This could indicate:
 - The witness should not have been paid;
 - A witness payment from another court is listed on the OLAJPlus Datasheet because the incorrect Prefix Code was entered by a payment clerk. The GAX number and the Document Description would not match the sequence on the datasheet. If the Document Description provides enough information to determine that the payment belongs to another court, notify the court, so the records reference the correct GAX number. Bring to the attention of a Supervisor.
8. Document any witness subpoena or listing with a corresponding payment that is not on the datasheet. This could indicate:
 - The witness has not been paid;
 - The payment clerk entered another court's Prefix Code and it is on another court's OLAJPlus Datasheet. Bring to the attention of a Supervisor.
 - To determine if the witness was paid but another court's Prefix Code was used:
Log into OLAJPlus through the internet: In the Vendor Name box, enter the witness's name. Go to page 7 for instructions on retrieving and performing this query.

If the payment was made, but the incorrect Prefix Code was entered, the payment information will be displayed. Notify the court, so the records reference the correct GAX number for the payment. Bring to the attention of a supervisor.

² The Results Legend may not be all-inclusive.

Sample Selection

Judgmental Sample Selection³

Judgment sample selection is based on sound and seasoned judgment. Three basic issues determine which items are selected:

1. *Value of items.* A sufficient number of high-dollar items should be included to provide adequate coverage. Example: Include payment transactions greater than \$18.50 and \$49.50.
2. *Relative risk.* Items prone to error due to their nature should be given special attention. Examples include complex transactions such as payments including witness fees for several days of service plus mileage.
3. *Representativeness.* Besides value and risk considerations, the sample should provide a breadth of coverage over all types of transactions in the population.

Consideration: When a voided check is included in the sample, it should be replaced with a new item. A voided check will appear on the OLAJPlus Datasheet as a credit amount. A credit amount is displayed as a negative number or a number within brackets. For example, a negative \$18.50 is displayed on the OLAJPlus Datasheet as -18.50 or (\$18.50).

A witness check could be returned to the AOC for reasons other than a bad mailing address. For example, a check could be returned because a witness receives a duplicate payment, notices the check is for the wrong amount, etc. AOC Finance forwards these checks to State Finance to be voided. A witness check for a state court employee that did not take leave when serving should be sent to the AOC Finance Department. These checks are credited to the employee's Unit for personnel service.

Select the sample based on the total number of payments in a month by payment type (witness). Select the sample of payments to reconcile based on the following table:

Line No.	Column 1	Column 2
	Total Number of Witness Payments in Month ⁴	Reconciliation Sample Size
1	2-60	50% * # of payments = between 1 and 30 payments
2	61-99	40% * # of payments = between 24 and 40 payments
3	100-199	30% * # of payments = between 30 and 60 payments
4	200-299	20% * # of payments = between 40 and 60 payments
5	300-499	15% * # of payments = between 45 and 75 payments
6	500-799	10% * # of payments = between 50 and 80 payments

PAYMENT CLERK: UNDELIVERABLE WITNESS PAYMENTS

³ This is not a statistical sample.

⁴ How to find the number of payments:

- 1-The number of payment records is displayed in the bottom left-hand corner of the OLAJPlus Inquiry screen after a Query is performed.
- 2-Or, a column can be added to the left of the Excel Spreadsheet and each row (payment) can be numbered.

The check is returned to the State Capitol then sent to AOC Finance. AOC Finance records all pertinent information from the check in a spreadsheet then sends the check to the payment clerk who processed the payment. Undeliverable witness checks are recorded on the daily mail log (Refer to Mail Payments, Policy). If the witness check cannot be mailed to a current address then the check should be listed on an Undeliverable Witness Payment Log.

The payment clerk should maintain a log locally of all checks returned by the AOC Finance Department. An example of the Undeliverable Witness Payment Log is included in this document. If the payment clerk obtains a new address and sends the check a second time, the payment clerk needs to contact AOC Finance (801-578-3886), so the spreadsheet can be updated.

If the payment clerk cannot locate a new address, the check should be secured in a locked device that is stored in the safe. After a check is held 1 year passed the issue date, the clerk should shred the check. State Finance automatically stale dates the checks after 1 year and sends the information to the Division of Unclaimed Property. The court does not have to process anything for unclaimed checks. (See Appendix B Flow Chart)

1. Record any Witness Check returned to the court as undeliverable on the Undeliverable Witness Payment Log when the check cannot be mailed to a new address. The payment clerk and a witness will ensure the following information is written on the log:
 - The date returned undeliverable to the court;
 - The payee's name (witness);
 - The check number;
 - The date the check was issued;
 - The amount of the check;
 - The date the check was re-sent to the witness;
 - The date destroyed by shredding;
 - The new address of payer if re-sent;
 - The initials of the clerk that re-sent or destroyed the check;
 - The name of the clerk preparing log;
 - The name of the clerk witnessing the preparation of the log.
2. Keep the log on file for verification purposes.
3. The undeliverable Juror/Witness checks should be secured in a locked device, separate from other cash funds, until the check(s) is re-sent to the recipient or destroyed after one year. All checks/warrants issued for witness payments are automatically stale dated after one year and are sent to the Division of Unclaimed Property by State Finance. The clerk should shred all witness checks over 1 year old and note the date shred on the Undeliverable Juror/Witness Payment Log.
4. The undelivered checks and the log need to be verified monthly by the Juror/Witness Payment Reconciler. The verification should be performed in the presence of the clerk serving as custodian over the undeliverable juror/witness checks.

**RECONCILIATION: VERIFY UNDELIVERABLE JUROR/WITNESS PAYMENTS
MONTHLY**

1. Monthly, request the log of undeliverable juror/witness payment checks from the Juror/Witness Payment Clerk. Make a copy of the log to document the verification.
2. In the Juror/Witness Payment Clerk's presence, match the checks listed on the log to the actual checks secured in the clerk's locked device. Determine that all checks in the locked device are listed on the log as not being re-sent or destroyed. After one year from the issue date, the checks should be shred.
3. Make a check mark next to each check listed on the log to evidence that it was accounted for during the verification.
4. Document any errors or irregularities and bring them to a supervisor's attention. Document the steps taken to resolve the problems identified; i.e., training, contacting AOC Finance for assistance, request for audit, etc.
5. Upon completion of the monthly verification, date and sign the bottom of the log.
6. Keep the verified copies of the log in a separate file for management and audit purposes.

UNDELIVERABLE JUROR/WITNESS PAYMENT LOG

DATE CHECK RETURNED	Payee's Name	Check Number	Date Check Issued	Check Amount	Date Check Re-Sent or Destroyed After 1 year	Re-sent to:	By:

Prepared by: _____ Witnessed by: _____

Juror/Witness FY 2017 Prefix Codes by District and Location

District	Location	1st DOC ID #s = FY	+	District Juror Code (Odd Numbers)	District Witness Code (Even Numbers)	Juvenile Witness Code (Letters-- FINET automatically capitalizes letters)
1D	Brigham City District	17	+	01	02	
1D	Logan District	17	+	03	04	
1D	Randolph District	17	+	05	06	
1J	Brigham Juvenile	17	+			a
1J	Logan Juvenile	17	+			b
2D	Ogden District	17	+	07	08	
2D	Farmington District	17	+	09	10	
2D	Bountiful District	17	+	11	12	
2D	Layton District	17	+	13	14	
2D	Morgan District	17	+	15	16	
2J	Ogden Juvenile	17	+			c
2J	Farmington Juvenile	17	+			d
3D	Salt Lake City District	17	+	17	18	
3D	West Jordan District	17	+	19	20	
3D	Silver Summit District	17	+	21	22	
3D	Tooele District	17	+	23	24	
3J	Salt Lake Juvenile	17	+			e
3J	West Jordan Juvenile	17	+			f
3J	Summit Juvenile	17	+			g
3J	Tooele Juvenile	17	+			h
4D	Provo District	17	+	25	26	
4D	American Fork District	17	+	27	28	
4D	Spanish Fork District	17	+	29	30	
4D	Nephi District	17	+	31	32	
4D	Fillmore District	17	+	33	34	
4D	Heber City District	17	+	35	36	
4J	Provo Juvenile	17	+			i
4J	American Fork Juvenile	17	+			j
4J	Orem Juvenile	17	+			k
4J	Spanish Fork Juvenile	17	+			l
4J	Fillmore Juvenile	17	+			m
4J	Heber Juvenile	17	+			n
4J	Nephi Juvenile	17	+			o
5D	Beaver District	17	+	37	38	

5D	Cedar City District	17	+	39	40	
5D	St. George District	17	+	41	42	
5J	Beaver Juvenile	17	+			p
5J	Cedar City Juvenile	17	+			q
5J	St. George Juvenile	17	+			r
6D	Richfield District	17	+	43	44	
6D	Panguitch District	17	+	45	46	
6D	Kanab District	17	+	47	48	
6D	Junction District	17	+	49	50	
6D	Manti District	17	+	51	52	
6D	Loa District	17	+	53	54	
6J	Richfield Juvenile	17	+			s
6J	Kanab Juvenile	17	+			t
6J	Manti Juvenile	17	+			u
7D	Price District	17	+	55	56	
7D	Castle Dale District	17	+	57	58	
7D	Moab District	17	+	59	60	
7D	Monticello District	17	+	61	62	
7J	Price Juvenile	17	+			v
7J	Castle Dale Juvenile	17	+			w
7J	Moab Juvenile	17	+			x
7J	Monticello Juvenile	17	+			y
8D	Vernal District	17	+	63	64	
8D	Duchesne District	17	+	65	66	
8D	Roosevelt District	17	+	67	68	
8D	Manila District	17	+	69	70	
8J	Vernal Juvenile	17	+			z
8J	Duchesne Juvenile	17	+			aa
8J	Roosevelt Juvenile	17	+			bb

District	Location	Court Level	Jury or Witness?	Fiscal Year + Prefix Code to Use for Payment
1D	Brigham City District	District	Jury	1701 + auto number
1D	Brigham City District	District	Witness	1702 + auto number
1J	Brigham City Juvenile	Juvenile	Witness	17a + auto number