

****As of July 2015, the program which operates the Accounting Manual was updated. Word and Excel documents will open within their program, not on the website within the Accounting Manual.****

Accounting Manual Revision Notes

The Court's Accounting Manual was last updated: **October 8, 2015**

For best results do not open in Chrome

02 Receipting

- **02-18.00 AOC Payments Overview.** Effective October 7, 2015, the fee to access a court [document online](#) (XChange System) went from \$2.50 to \$.50 as per Rule 4-202.08.

06 Trust

- **06-11.00 Unclaimed Property.** This state agency has updated their [Reporting Packet](#) for 2015. Unclaimed Property will allow for *9 or less* properties to be submitted on their hard copy form, rather than submitting electronically through their website.

12 Travel

- **12-01.00 Per Diem Rates.** The Federal Government issued new per diem rates for "[Premium Cities](#)" effective October 1, 2015. This changed the classification for several cities as the state cannot pay more than the federal government reimburses.