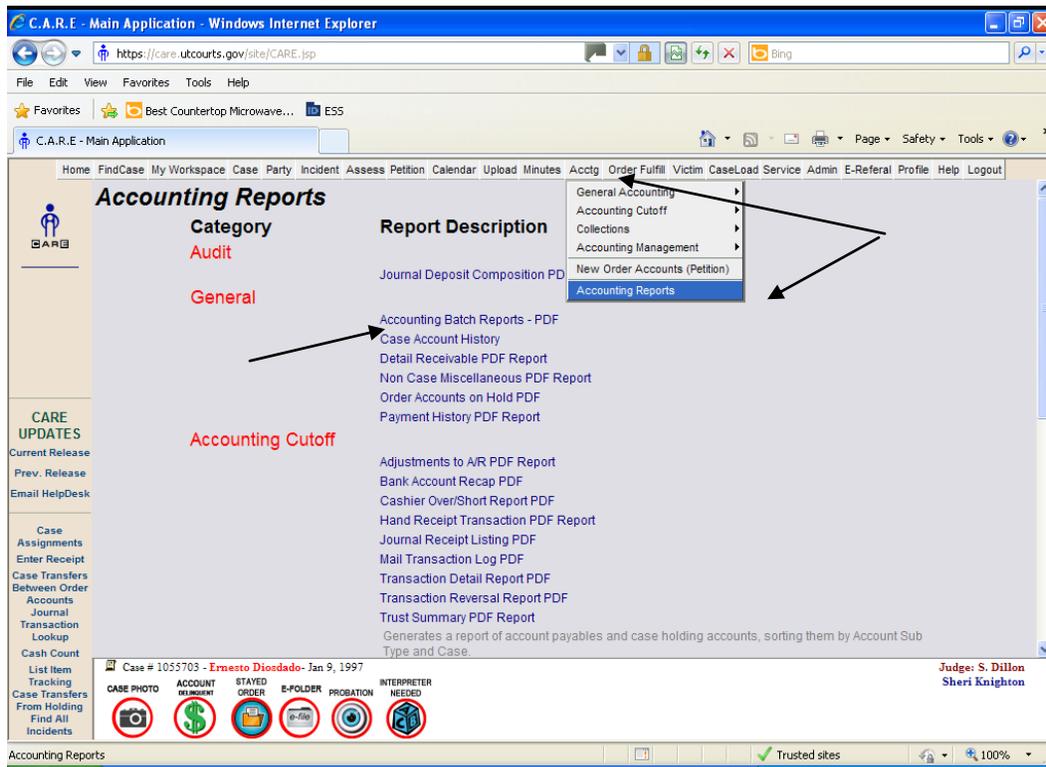
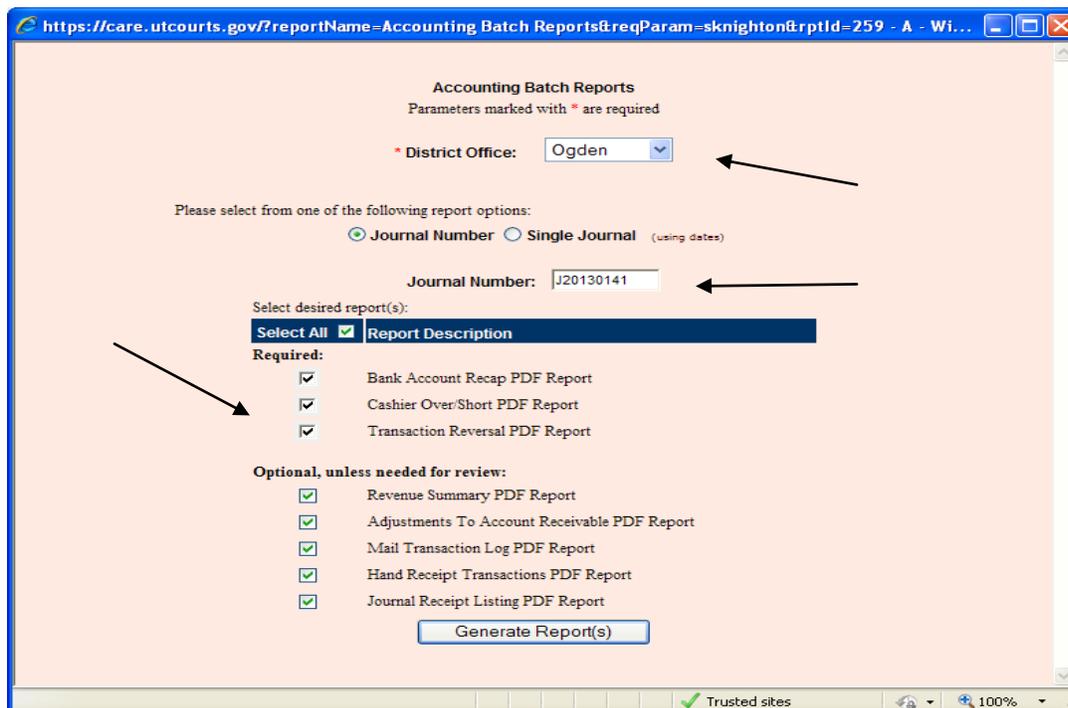


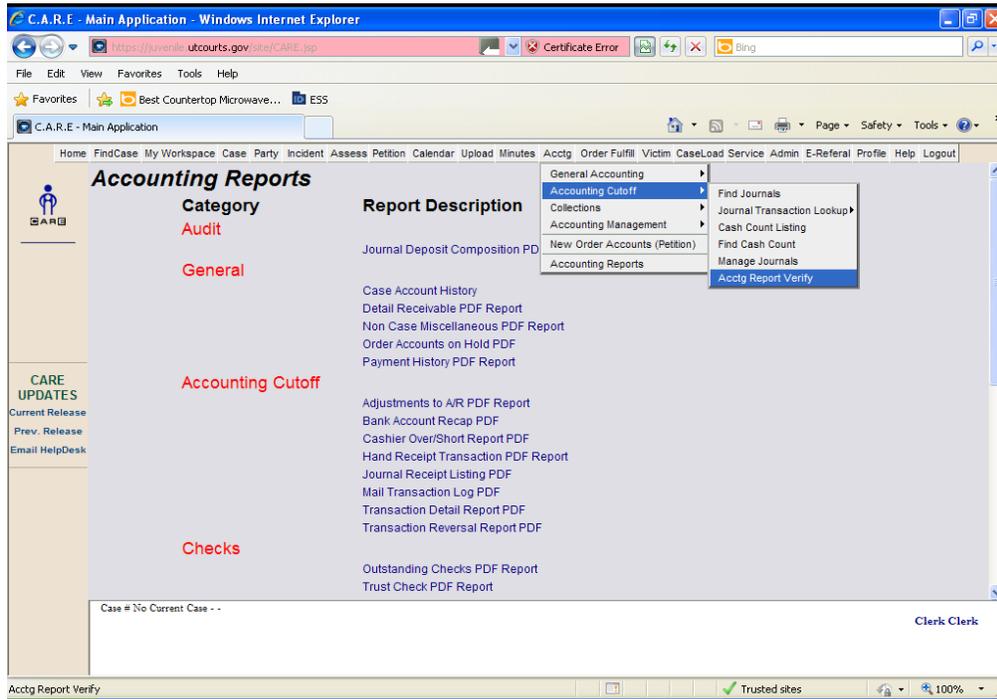
Go to Acctg tab, Accounting Reports and click on Accounting Batch Reports.



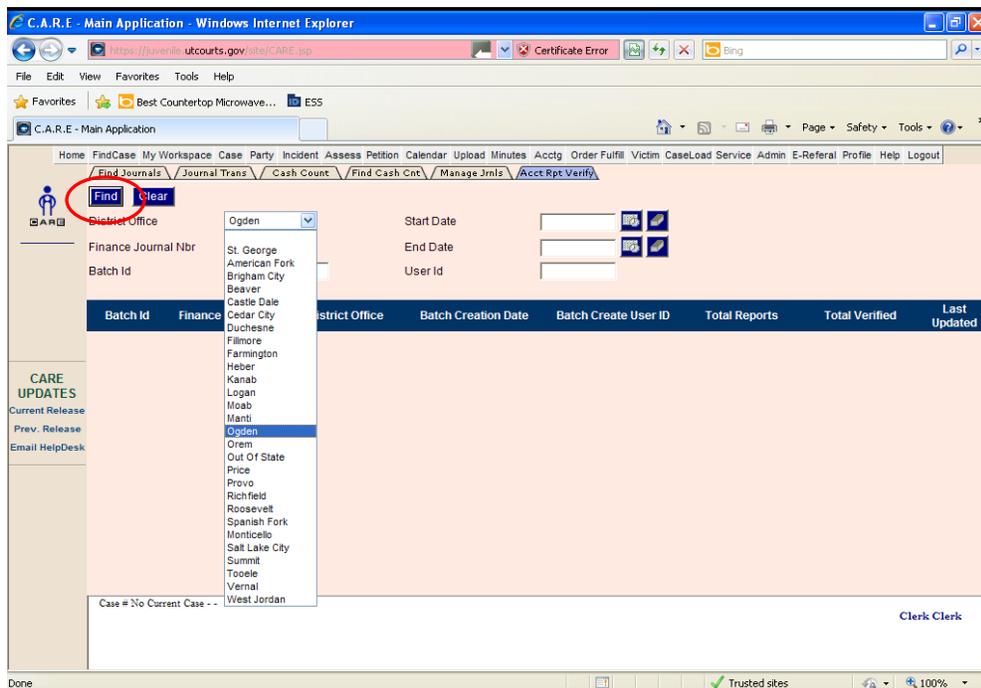
Enter the District Office and journal number (or dates) you want to run and click on the reports that you want to print and then hit Generate. The system will automatically enter the accounting reports that are required to be verified.



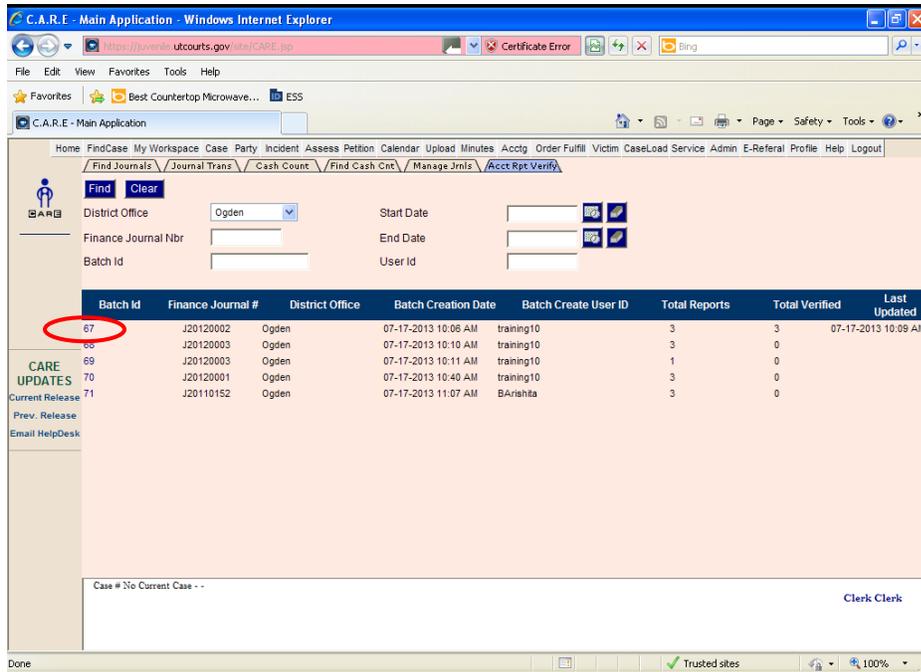
Once you have printed the reports, you can then go to review the accounting reports to do your audit. Go to the Acctg Applet, click on Accounting Cutoff, Acctg Report Verify.



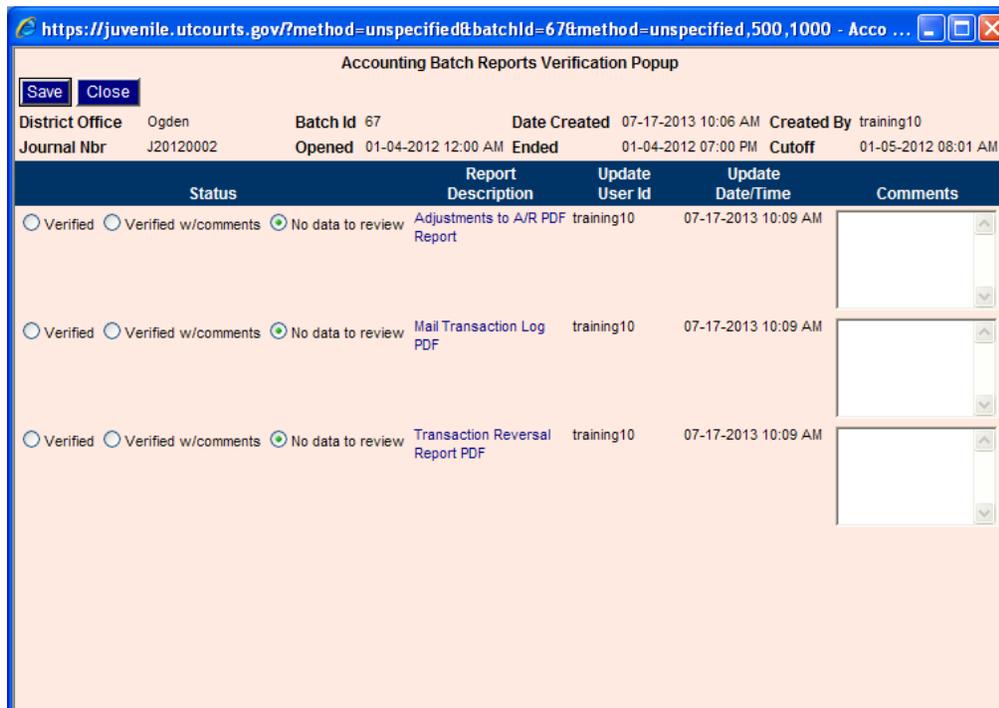
This will take you to the Accounting Report Verification screen. Enter a district office from drop down box you wish to verify and click the "Find" button.



It will pull up all the journals that you have available that are waiting to be verified. There are various ways to search, you can enter the Finance Journal Number and get your specific journal. Once you are ready to verify the reports, click on the Batch Id number and it will take you to the next screen.



This is the screen you will be doing your audit on.



If you click the name in the Report Description column it will launch the report, such as clicking on “Adjustments of A/R PDF Report” link opens the report for the journal.

Accounting Batch Reports Verification PopUp

Save Close

District Office Ogden Batch Id 67 Date Created 07-17-2013 10:06 AM Created By training10
 Journal Nbr J2012002 Opened 01-04-2012 12:00 AM Ended 01-04-2012 07:00 PM Cutoff 01-05-2012 08:01 AM

Status	Report Description	Update User Id	Update Date/Time	Comments
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Adjustments to A/R PDF Report	training10	07-17-2013 10:09 AM	
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Mail Transaction Log PDF	training10	07-17-2013 10:09 AM	
<input type="radio"/> Verified <input type="radio"/> Verified w/comments <input checked="" type="radio"/> No data to review	Transaction Reversal Report PDF	training10	07-17-2013 10:09 AM	

Adjustments to Account Receivable
 Today's Date: July 17, 2013
 District Office: Ogden
 Journal: J2012002
 Opened: 01/04/2012 12:00 AM

Case: 532248
 Garcia, Gabriel Antonio

Monetary

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspended	J2012002	4253598	01/04/2012	1745843	Suspend	Minutes Automation	\$ -125.00	NJ Fine

Case: 1052305
 Lyons, Dajohn

Monetary

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspended	J2012002	4253680	01/04/2012	1753087	Suspend	Minutes Automation	\$ -226.99	NJ - Restitution
Suspended	J2012002	4253681	01/04/2012	1753088	Suspend	Minutes Automation	\$ -34.00	NJ - Restitution

Case: 1060570
 Duran, Demitrious

Hours

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspend Partial Hours Order	J2012002	4253801	01/04/2012	1776205	Suspend	Minutes	-\$8.00	Community Service

Case: 1060572
 Munoz, Jordan

Monetary

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspend Partial Money Order	J2012002	4253732	01/04/2012	1776169	Suspend	Minutes	\$ -71.05	Surcharge - 90%
Suspend Partial Money Order	J2012002	4253733	01/04/2012	1776171	Suspend	Minutes	\$ -78.95	Fine

Case: 1060819
 Murphy, Shaylynn Torie

Monetary

Transaction Description	Journal	Trans Id	Trans Date	Account Id	Transaction Type	User Id	Amount	Order Account Type
Suspend Partial Money Order	J2012002	4253651	01/04/2012	1776107	Suspend	Minutes	\$ -71.05	Surcharge - 90%
Suspend Partial Money Order	J2012002	4253652	01/04/2012	1776109	Suspend	Minutes	\$ -78.95	Fine

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Adjustments to Account Receivables

Unknown Zone

At that time you can enter the status for each report. You have the following radio buttons:

1. "Verified" – meaning the document was verified and there are no errors on that report.
2. "Verified with Comments" – meaning there were some errors and you made comments regarding the error(s).
3. "No data to review" – meaning there is no data on the report to review.

Then hit save and you are finished with your audit.

The screenshot shows a web browser window with the URL <https://juvenile.utcourts.gov/?method=unspecified&batchId=67&method=unspecified,500,1000>. The page title is "Accounting Batch Reports Verification Popup". It features a "Save" button and a "Close" button. Below these are fields for "District Office" (Ogden), "Batch Id" (67), "Date Created" (07-17-2013 10:06 AM), and "Created By" (training10). Further down are fields for "Journal Nbr" (J20120002), "Opened" (01-04-2012 12:00 AM), "Ended" (01-04-2012 07:00 PM), and "Cutoff" (01-05-2012 08:01 AM). The main content is a table with the following columns: Status, Report Description, Update User Id, Update Date/Time, and Comments. The first row shows a report titled "Adjustments to A/R PDF Report" with the status "Verified w/comments" selected. A red circle highlights the status radio buttons for this row. The second row shows a report titled "Mail Transaction Log PDF" with the status "Verified w/comments" selected. A red circle highlights the comment "Clerk did not click 'Recieved by Mail' button." for this row. The third row shows a report titled "Transaction Reversal Report PDF" with the status "Verified" selected.

Status	Report Description	Update User Id	Update Date/Time	Comments
<input type="radio"/> Verified <input checked="" type="radio"/> Verified w/comments <input type="radio"/> No data to review	Adjustments to A/R PDF Report	training10	07-17-2013 01:20 PM	the incorrect amount of community service on Case No. 1000070
<input type="radio"/> Verified <input checked="" type="radio"/> Verified w/comments <input type="radio"/> No data to review	Mail Transaction Log PDF	training10	07-17-2013 01:20 PM	Clerk did not click 'Recieved by Mail' button.
<input checked="" type="radio"/> Verified <input type="radio"/> Verified w/comments <input type="radio"/> No data to review	Transaction Reversal Report PDF	training10	07-17-2013 01:20 PM	

Once all reports have been marked with either the “Verified”, “Verified w/comments”, or “No data to review” you cannot edit the data. (Below is a screenshot of what it looks like after you have completed your audit). If you need to make changes once you have saved this data you will have to run the Accounting Batch Report again.

Accounting Batch Reports Verification PopUp

Close

District Office	Ogden	Batch Id	1528	Date Created	01-30-2014 10:21 AM	Created By	sknighton
Journal Nbr	J20140015	Opened	01-21-2014 12:00 AM	Ended	01-21-2014 07:00 PM	Cutoff	01-22-2014 08:22 AM

Status	Report Description	Update User Id	Update Date/Time	Comments
Verified	Adjustments to A/R PDF Report	sknighton	01-30-2014 11:20 AM	
No data to review	Mail Transaction Log PDF	sknighton	01-30-2014 11:20 AM	
No data to review	Transaction Reversal Report PDF	sknighton	01-30-2014 11:20 AM	

On the Acct Rpt Verify main screen you will find a column called “Total Verified With Comments”. This will assist you in locating any reports for which the audit clerk documented issues found.

The screenshot shows the C.A.R.E. - Main Application interface. The top navigation bar includes options like Home, FindCase, My Cases, My Calendar, My Workspace, Case Party, Incident, Assess, Petition, Calendar, Upload, Minutes, Acctg, Order Fulfill, Victim, CaseLoad, Service, Admin, E-Referral, Profile, Help, and Logout. The current page is 'Acct Rpt Verify'. Below the navigation bar, there are search filters for District Office (Ogden), Start Date (01-27-2014), Finance Journal Nbr, End Date (02-10-2014), Batch Id, and User Id. A callout box labeled 'New Column' points to the 'Total Verified With Comments' column in the table below.

Batch Id	Finance Journal #	District Office	Batch Create User ID	Total Reports	Total Verified	Total Verified With Comments	Last Updated
1528	J20140015	Ogden	sknighton	3	3	0	01-30-2014 11:20 AM
1530	J20140016	Ogden	sknighton	3	3	0	01-30-2014 11:25 AM
1531	J20140017	Ogden	sknighton	3	3	0	01-30-2014 12:05 PM
1532	J20140018	Ogden	sknighton	3	3	0	01-30-2014 12:53 PM
1533	J20140019	Ogden	sknighton	3	3	0	01-30-2014 01:54 PM
1534	J20140020	Ogden	sknighton	3	3	0	01-30-2014 02:05 PM
1535	J20140021	Ogden	sknighton	3	3	0	01-30-2014 02:47 PM
1565	J20140022	Ogden	sknighton	3	3	0	02-03-2014 08:44 AM
1574	J20140023	Ogden	sknighton	3	3	0	02-03-2014 08:58 AM

At the bottom of the screen, there is a status bar with 'Done', 'Trusted sites', and '90%' zoom level.