



## **Michigan Supreme Court**

State Court Administrative Office

### **Trial Court Services Division**

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

### **MEMORANDUM**

DATE: July 16, 2009

TO: Circuit and District Court Administrators  
Family Division Administrators  
Authorized Users – CDS Application

FROM: Elizabeth A. Barber  
Trial Court Collections Project Manager

RE: Annual Collections Reporting/Categorizing Cash Codes

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Once authorized users have been established, they must login to the Collections Data System (CDS) application and review and categorize the cash codes listed for their court. This step must be done before manually entering or uploading reports and will only be necessary in 2009 because the information will be retained by the application for use in subsequent years.

Reviewing cash codes for accuracy is very important because the upload will not be successful if the cash codes in the CDS application are not exactly the same as the cash codes used in the court's case management system. Categorizing cash codes is important because the output reports that summarize the amounts owed to the funding unit as well as those owed to the state and victims will not be accurate if cash codes are not properly categorized.

Authorized users will review, edit, and categorize cash codes on the Manage Cash Codes screen. This screen will be populated with the cash codes entered by the State Court Administrative Office (SCAO) from the court's outstanding receivables reports. Each court should generate and print the Outstanding Receivables by Cash Code Report and authorized users should compare the cash codes on this report to the cash codes reflected on the Manage Cash Codes screen (cash codes will be defaulted to all capital letters) and ensure that they are the same. In order for the upload to be successful, all discrepancies must be corrected by editing existing cash codes, adding any missing cash codes, and inactivating any cash codes that are not reflected on the printed Outstanding Receivables by Cash Code Report. In addition, users should ensure that all cash code descriptions are entered the way the court would like them to appear on output reports.

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Users must also categorize the court's cash codes by selecting the appropriate SCAO category for each cash code. Attached is a table of the SCAO categories that includes cash code examples and how those particular codes should be categorized.

General rules to consider when categorizing cash codes are:

- If a cash code is distributed 100 percent to the court's funding unit, then it should be categorized as local costs/fees.
- If a cash code is distributed 100 percent to the state, then it should be categorized as state costs/fees.
- If a cash code is distributed to multiple recipients, and is not already its own category (e.g., drivers license reinstatement fee), then it should be categorized as other.

Please refer to the attached user guide for detailed instructions on accessing the CDS application and reviewing, entering, and editing cash codes. The CDS application user guide is posted as a download on the Michigan Court Applications Portal (MCAP). After logging into MCAP, select the Utilities menu in the upper right hand corner, select Help Desk, select Download User Guides, and select Collections Data System.

Authorized users can begin submitting reports. The CDS application will be available for data entry, upload, and verification until August 31, 2009.

If you have any questions, please contact the SCAO by phone at 517-373-4831 or by e-mail at [Collections@courts.mi.gov](mailto:Collections@courts.mi.gov).