

**State Court Administrative Office  
Michigan Court Applications Portal (MCAP)  
Collections Data System (CDS)  
User Guide**

**Updated September 4, 2015**

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## **1. Introduction**

The purpose of this user guide is to assist in the use of the Collections Data System (CDS) application. This application has been developed to allow users to immediately analyze collections information.

This secure web-based application allows users to manually enter or upload the annual collections reports and obtain immediate feedback. Authorized users should follow the printed instructions to upload or manually enter the collections information and generate reports detailing the collection rates and to assist in analyzing receivable data.

## **2. Authorized Users**

To become an authorized user of the CDS application, contact the court administrator. Court administrators can grant access to the CDS application through User Maintenance on MCAP.

## **3. SCAO Contact Information**

To contact the SCAO regarding the CDS application or User Maintenance, either send an e-mail message to [Collections@courts.mi.gov](mailto:Collections@courts.mi.gov) or call 517-373-4987.

## 4. Logging into MCAP

The Michigan Court Applications Portal (MCAP) allows access to the applications that a user is authorized to use. To log into MCAP, navigate to <https://courts.michigan.gov/mcap/>. The MCAP Login screen below will appear.

Michigan Court Application Portal Michigan Supreme Court Applications

You are not currently logged in. Utilities

Please log in.

User Name:

Password:

Login

Reset Password  
If you've forgotten your password, or it is now invalid, you can [request a new password](#).

MCAP Help Desk

- [Submit](#) an error report.
- [Ask](#) a question.
- [View](#) frequently asked questions.
- [Did You Know?](#) user tips.

External Links

- [Reporting Requirements and Materials](#)

Tutorial

- [Login to MCAP](#)

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).  
This site has been optimized for Microsoft Internet Explorer 9.x and above.

**Figure 1: MCAP Login Screen**

Enter User Name and Password and click the “Login” button or press the “Enter” key.

## 5. Accessing the CDS Application

After logging in, the MCAP screen will change, displaying a drop-down list of the applications the user has been given access to as shown in Figure 2. Select Collections Data System (CDS) and click the “Go” button to the right of the drop-down list.

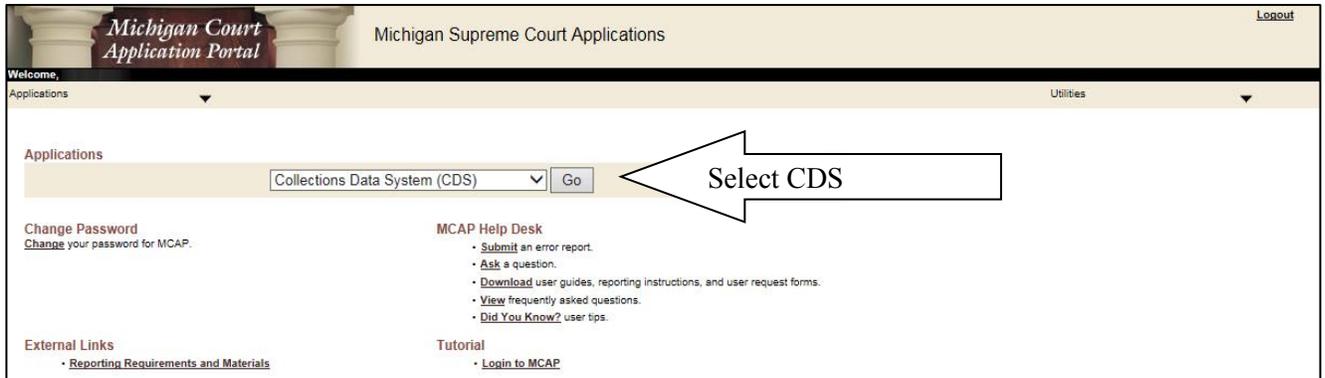


Figure 2: MCAP Screen with Applications

Users can also select the application from the Applications ▼ menu list (Figure 3).



Figure 3: MCAP with Applications Menu

## 6. The CDS Application Home Page

The CDS application has two menu structures:

- There is a menu bar immediately below the line with Welcome, and the user's name. Each item with a down arrow (∇) is a drop-down menu containing additional menu items related to the visible heading. Within these drop-down menus there may be items with a right arrow (▷) that indicates a pop-out menu is available with additional items related to this heading. An item without the down arrow or right arrow is a selectable menu item that when clicked, will navigate to the appropriate page.
- The user can also click on the underlined "Menu Options" to select functions within the application.

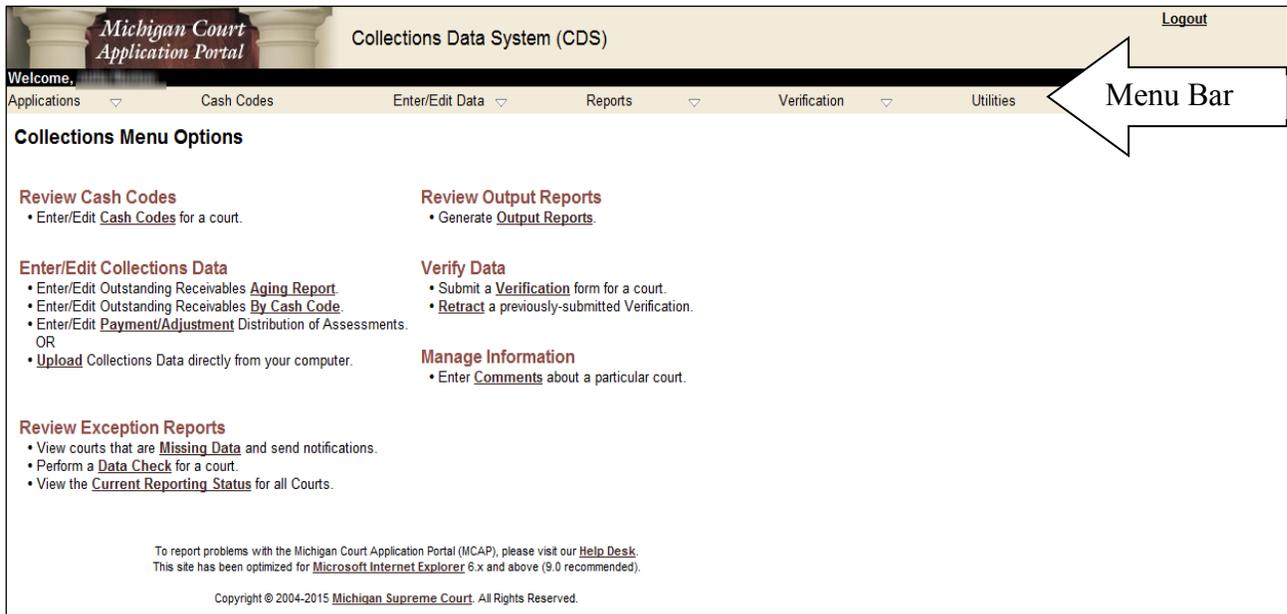


Figure 4: CDS Application Home Page

## 7. Review Cash Codes

The first time a user logs into the CDS application, the user must review and categorize the court's cash codes into the SCAO Categories. At the CDS Application Home Page, click on the underlined words "Cash Codes" under Review Cash Codes.

**Michigan Court Application Portal** Collections Data System (CDS) [Logout](#)

Welcome,

Applications ▾ Cash Codes Enter/Edit Data ▾ Reports ▾ Verification ▾ Utilities ▾

### Collections Menu Options

**Review Cash Codes**

- Enter/Edit Cash Codes for a court.

**Enter/Edit Collections Data**

- Enter/Edit Outstanding Receivables Aging Report
- Enter/Edit Outstanding Receivables By Cash Code
- Enter/Edit Payment/Adjustment Distribution of Assessments.
- OR
- Upload Collections Data directly from your computer.

**Verify Data**

- Submit a Verification form for a court.
- Retract a previously-submitted Verification.

**Manage Information**

- Enter Comments about a particular court.

**Review Exception Reports**

- View courts that are Missing Data and send notifications.
- Perform a Data Check for a court.
- View the Current Reporting Status for all Courts.

To report problems with the Michigan Court Application Portal (MCAP), please visit our [Help Desk](#).  
This site has been optimized for [Microsoft Internet Explorer](#) 6.x and above (9.0 recommended).

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Figure 5: Cash Codes Menu Section

When users select the Cash Codes option, the Manage Cash Codes screen below will appear.

**Manage Cash Codes**

Court: C30-Ingham Select Court

New Code:  New Description:  SCAO Category: Fines Order: 1 Add

	Code	Description	SCAO Category	Order	Active
<a href="#">Edit</a>	CTDATTY	CIRCUIT COURT ATTORNEY FEES	Attorney Fees	1	Yes
<a href="#">Edit</a>	GTDBWF	CIRCUIT COURT BENCH WARRANT FEE	Local Costs/Fees	2	Yes
<a href="#">Edit</a>	GTDC	CIRCUIT COURT COSTS	Local Costs/Fees	3	Yes
<a href="#">Edit</a>	GTDCR	CIRCUIT COURT COST RECOVERY	Local Costs/Fees	4	Yes
<a href="#">Edit</a>	GTDCVA	CIRCUIT COURT CRIME VICTIMS FEES	Crime Victims Rights Assessment	5	Yes
<a href="#">Edit</a>	GTDDNA	CIRCUIT COURT DNA COSTS	State Costs/Fees	6	Yes
<a href="#">Edit</a>	GTDFEES	PRISON FILING FEES	Local Costs/Fees	7	Yes
<a href="#">Edit</a>	GTDFNS	CIRCUIT COURT FINES	Fines	8	Yes
<a href="#">Edit</a>	GTDLAB	CIRCUIT COURT LAB COSTS	State Costs/Fees	9	Yes
<a href="#">Edit</a>	GTDLF	CIRCUIT COURT LATE FEE	Local Costs/Fees	10	Yes
<a href="#">Edit</a>	GTDNSP	CIRCUIT COURT NSF FEES	Local Costs/Fees	11	Yes
<a href="#">Edit</a>	GTDP352CC	POST-CUNNINGHAM CIRCUIT COURT COSTS	Local Costs/Fees		No
<a href="#">Edit</a>	GTDPV	CIRCUIT COURT PROBATION VIOLATION FEES	Local Costs/Fees	13	Yes
<a href="#">Edit</a>	GTDRS	CIRCUIT COURT RESTITUTION COSTS	Restitution	14	Yes
<a href="#">Edit</a>	GTDSMC	CIRCUIT COURT STATE MINIMUM COSTS	State Costs/Fees	15	Yes

Figure 6: Manage Cash Codes Screen

**A user from each court must review and edit the court’s cash codes in this screen prior to entering or uploading the collections data.** First, use the drop-down arrow to select the court. In most cases, only one selection will be available to each user; however, there are some users who will have access to multiple courts.

## 8. Entering New Cash Codes

To enter a new cash code, click in the “New Code” field and enter the cash code. The application will default this cash code to all capital letters after it is entered. Hit the “Tab” key to move the cursor into the “New Description” field and enter a cash code description. The application will display this field exactly as it is entered. It will not default the description to all capital letters. Next, hit the “Tab” key to move the cursor into the “SCAO Category” field and select a SCAO Category that best fits the cash code being created. Lastly, hit the “Tab” key to move the cursor to the “Order” field and select the order that the user wants the cash code to be displayed on the output reports. Once all selections have been made, click the “Add” button.

The screenshot displays the 'Manage Cash Codes' interface. At the top, there is a navigation bar with 'Applications', 'Cash Codes', 'Enter/Edit Data', 'Reports', 'Verification', and 'Utilities'. Below this, a 'Court' dropdown is set to 'C30-Ingham'. The main form area contains four input fields: 'New Code', 'New Description', 'SCAO Category' (set to 'Fines'), and 'Order' (set to '1'). An 'Add' button is located to the right of the 'Order' field. A callout box with a white arrow pointing left towards the 'Add' button contains the text 'Add New Cash Code'. Below the form is a table listing various cash codes.

	Code	Description	SCAO Category	Order	Active
Edit	CTDATTY	CIRCUIT COURT ATTORNEY FEES	Attorney Fees	1	Yes
Edit	GTDBWF	CIRCUIT COURT BENCH WARRANT FEE	Local Costs/Fees	2	Yes
Edit	GTDC	CIRCUIT COURT COSTS	Local Costs/Fees	3	Yes
Edit	GTDCR	CIRCUIT COURT COST RECOVERY	Local Costs/Fees	4	Yes
Edit	GTDCVA	CIRCUIT COURT CRIME VICTIMS FEES	Crime Victims Rights Assessment	5	Yes
Edit	GTDDNA	CIRCUIT COURT DNA COSTS	State Costs/Fees	6	Yes
Edit	GTDFEES	PRISON FILING FEES	Local Costs/Fees	7	Yes
Edit	GTDFNS	CIRCUIT COURT FINES	Fines	8	Yes
Edit	GTDLAB	CIRCUIT COURT LAB COSTS	State Costs/Fees	9	Yes
Edit	GTDLF	CIRCUIT COURT LATE FEE	Local Costs/Fees	10	Yes
Edit	GTDNSP	CIRCUIT COURT NSF FEES	Local Costs/Fees	11	Yes
Edit	GTDP352CC	POST-CUNNINGHAM CIRCUIT COURT COSTS	Local Costs/Fees		No
Edit	GTDPV	CIRCUIT COURT PROBATION VIOLATION FEES	Local Costs/Fees	13	Yes
Edit	GTDRES	CIRCUIT COURT RESTITUTION COSTS	Restitution	14	Yes
Edit	GTDSMC	CIRCUIT COURT STATE MINIMUM COSTS	State Costs/Fees	15	Yes

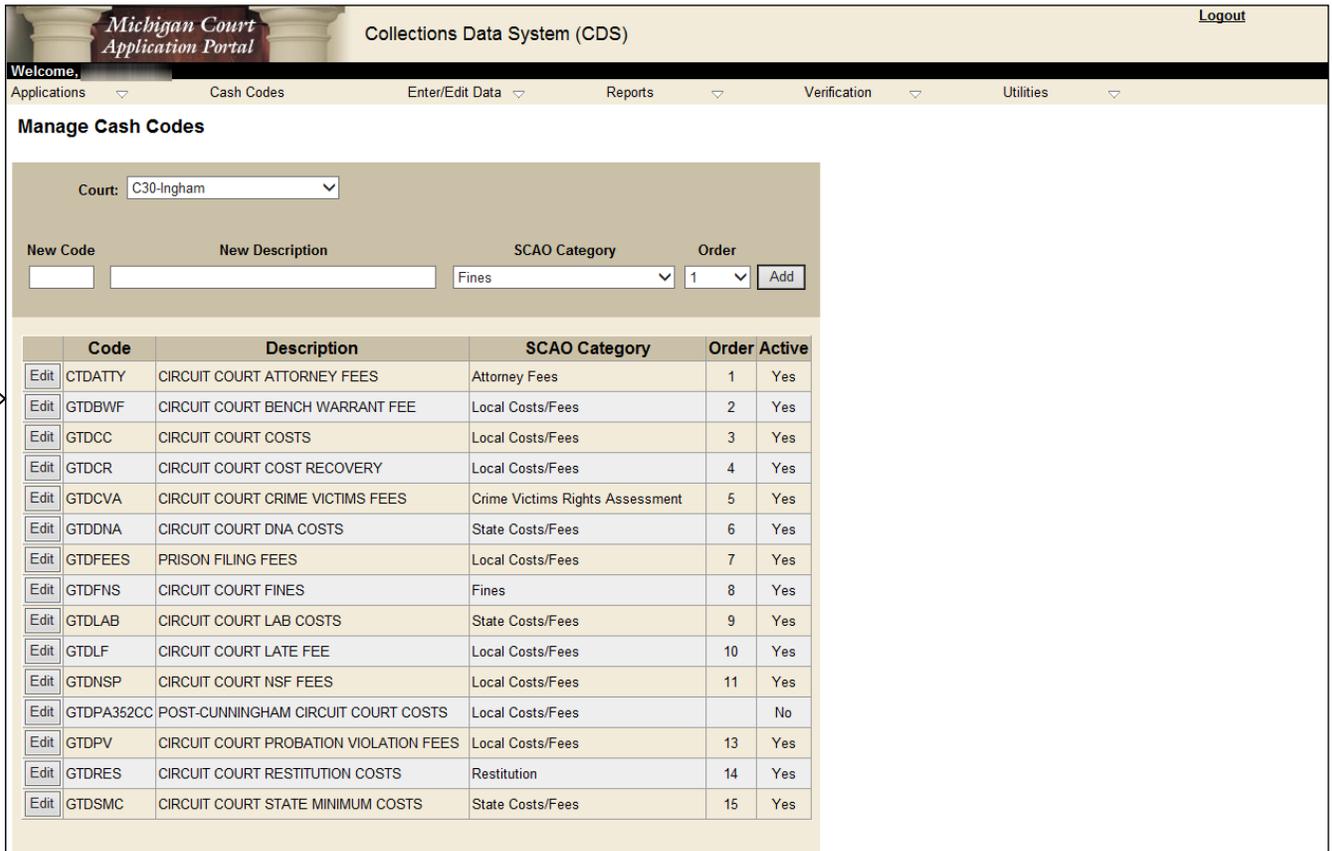
Figure 7: Entering New Cash Codes

## 9. Editing Existing Cash Codes

Prior to entering or uploading court data for the first time, a user from each court must edit each cash code and assign a SCAO Category.

To edit a cash code, click on Cash Codes, as shown in Figure 5, and select the applicable court as shown in Figure 6. Next, click on the “Edit” button to the left of the cash code. Choose the appropriate SCAO Category and then click the “Save” button. The existing cash code has now been assigned a SCAO Category. The user will receive a message in **green** if the changes were successfully made or a message in **red** if the changes were not successfully made.

These steps must be taken for every cash code.



Michigan Court Application Portal  
Collections Data System (CDS) Logout

Welcome,  
Applications ▾ Cash Codes Enter/Edit Data ▾ Reports ▾ Verification ▾ Utilities ▾

### Manage Cash Codes

Court: C30-Ingham ▾

New Code:  New Description:  SCAO Category: Fines ▾ Order: 1 ▾

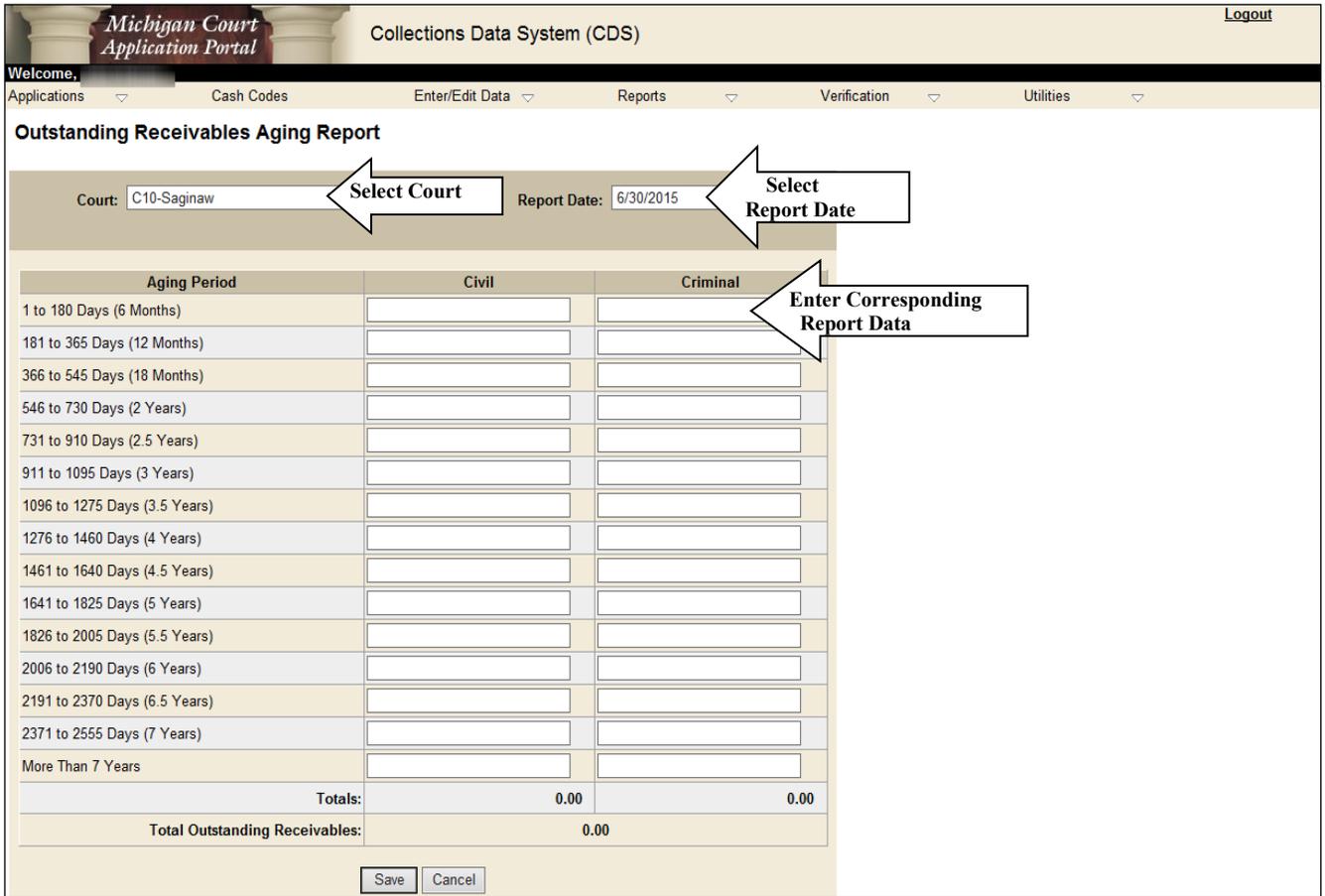
	Code	Description	SCAO Category	Order	Active
<input type="button" value="Edit"/>	CTDATTY	CIRCUIT COURT ATTORNEY FEES	Attorney Fees	1	Yes
<input type="button" value="Edit"/>	GTDBWF	CIRCUIT COURT BENCH WARRANT FEE	Local Costs/Fees	2	Yes
<input type="button" value="Edit"/>	GTDC	CIRCUIT COURT COSTS	Local Costs/Fees	3	Yes
<input type="button" value="Edit"/>	GTDCR	CIRCUIT COURT COST RECOVERY	Local Costs/Fees	4	Yes
<input type="button" value="Edit"/>	GTDCVA	CIRCUIT COURT CRIME VICTIMS FEES	Crime Victims Rights Assessment	5	Yes
<input type="button" value="Edit"/>	GTDDNA	CIRCUIT COURT DNA COSTS	State Costs/Fees	6	Yes
<input type="button" value="Edit"/>	GTDFFES	PRISON FILING FEES	Local Costs/Fees	7	Yes
<input type="button" value="Edit"/>	GTDFFNS	CIRCUIT COURT FINES	Fines	8	Yes
<input type="button" value="Edit"/>	GTDLAB	CIRCUIT COURT LAB COSTS	State Costs/Fees	9	Yes
<input type="button" value="Edit"/>	GTDLF	CIRCUIT COURT LATE FEE	Local Costs/Fees	10	Yes
<input type="button" value="Edit"/>	GTDNSP	CIRCUIT COURT NSF FEES	Local Costs/Fees	11	Yes
<input type="button" value="Edit"/>	GTDPA352CC	POST-CUNNINGHAM CIRCUIT COURT COSTS	Local Costs/Fees		No
<input type="button" value="Edit"/>	GTDPV	CIRCUIT COURT PROBATION VIOLATION FEES	Local Costs/Fees	13	Yes
<input type="button" value="Edit"/>	GTDRES	CIRCUIT COURT RESTITUTION COSTS	Restitution	14	Yes
<input type="button" value="Edit"/>	GTDSMC	CIRCUIT COURT STATE MINIMUM COSTS	State Costs/Fees	15	Yes

**Figure 8: Editing Existing Cash Codes**

## 10. Entering the Outstanding Receivables Aging Report

If uploading data, see Uploading Report Data on page 13. If entering data manually, navigate to the CDS Application Home Page, as shown in Figure 4, and click on the underlined words Aging Report under Enter/Edit Collections Data. Select the applicable court and report date from the drop-down menus. Click in the first field of the aging report and enter the corresponding amount from the court's report. Hit the "Tab" key to move to the next field. If the "Enter" key is used, the system will accept the input data, but will not move to the next field.

When all corresponding data has been entered and the report totals match the input screen totals, click the "Save" button at the bottom of the input screen. The user will receive a message in **green** if the input was successful or a message in **red** if the input was not successful.



Aging Period	Civil	Criminal
1 to 180 Days (6 Months)		
181 to 365 Days (12 Months)		
366 to 545 Days (18 Months)		
546 to 730 Days (2 Years)		
731 to 910 Days (2.5 Years)		
911 to 1095 Days (3 Years)		
1096 to 1275 Days (3.5 Years)		
1276 to 1460 Days (4 Years)		
1461 to 1640 Days (4.5 Years)		
1641 to 1825 Days (5 Years)		
1826 to 2005 Days (5.5 Years)		
2006 to 2190 Days (6 Years)		
2191 to 2370 Days (6.5 Years)		
2371 to 2555 Days (7 Years)		
More Than 7 Years		
<b>Totals:</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Outstanding Receivables:</b>	<b>0.00</b>	

Figure 9: Entering Aging Report

## 11. Entering the Outstanding Receivables by Cash Code Report

If uploading data, see Uploading Report Data on page 13. If entering data manually, navigate to the CDS Application Home Page, as shown in Figure 4, and click on the underlined words By Cash Code under Enter/Edit Collections Data. Select the applicable court and report date from the drop-down menus. The cash codes for the selected court will appear. Click in the first field of the outstanding receivables report and enter the corresponding amount from the court's report. Hit the "Tab" key to move to the next field. If the "Enter" key is used, the system will accept the input data, but will not move to the next field.

When all corresponding data has been entered and the report totals match the input screen totals, click the "Save" button at the bottom of the input screen. The user will receive a message in **green** if the input was successful or a message in **red** if the input was not successful.

The screenshot shows the Michigan Court Application Portal interface for the Collections Data System (CDS). The page title is "Outstanding Receivables By Cash Code". The "Court" dropdown is set to "C10-Saginaw" and the "Report Date" dropdown is set to "6/30/2015". The table below shows the following data:

Cash Code	Description	Civil	Criminal
RES	RESTITUTION		
FIN	FINES		
CST	COURT COSTS		
FLF	FOR LAB ASSESS		
SMF	STATE MIN		
VRF	VICTIM RIGHTS FEE		
Totals:		0.00	0.00
Total Outstanding Receivables:		0.00	

At the bottom of the form, there are "Save" and "Cancel" buttons.

Figure 10: Entering Outstanding Receivables by Cash Code

## 12. Entering the Payment/Adjustment Distribution of Assessments Report

If uploading data, see Uploading Report Data on page 13. If entering data manually, navigate to the CDS Application Home Page, as shown in Figure 4, and click on the underlined words Payment/Adjustment under Enter/Edit Collections Data. Select the applicable court, report date, and assessed year from the drop down menus. The only data the user will enter is the total outstanding and payments and adjustments for the previous 18 months from the report date. For example, if the data being entered is for assessed year 2004 and report date June 30, 2009, the only data that will be entered is the total outstanding and the payments and adjustments for 2008 and 2009. The data from 2004, 2005, 2006, and 2007 that was entered in previous years will automatically be displayed.

Click in the first field of the payment/adjustment distribution of assessments report and enter the corresponding amount from the court's report. Hit the "Tab" key to move to the next field. If the "Enter" key is used, the system will accept the input data, but will not move to the next field.

When all corresponding data has been entered, click the "Save/Next" button at the bottom of the input screen and repeat these steps for all assessed years being reported. When all corresponding data has been entered for the final assessed year being reported, click the "Save" button at the bottom of the input screen.

Michigan Court Application Portal Collections Data System (CDS) [Logout](#)

Welcome,

Applications Cash Codes Enter/Edit Data Reports Verification Utilities

### Payment/Adjustment Distribution of Assessments

Court: C10-Saginaw Report Date: 6/30/2015 Assessed Year: 2009

	Civil	Criminal	Grand Total
Total Assessed in 2009:	0.00	1,706,440.93	1,706,440.93
Paid in 2009:			178,922.30
Adjusted in 2009:			19,671.42
Paid in 2010:			126,875.41
Adjusted in 2010:			33,001.50
Paid in 2011:			71,237.02
Adjusted in 2011:			1,470.06
Paid in 2012:			60,038.37
Adjusted in 2012:			365.00
Paid in 2013:	0.00	30,045.46	30,045.46
Adjusted in 2013:	0.00	5,481.50	5,481.50
Paid in 2014:			0.00
Adjusted in 2014:			0.00
Paid in 2015:			0.00
Adjusted in 2015:			0.00
Outstanding Per Report:			0.00

**In this area of the screen, data will be prefilled and is not modifiable.**

Figure 11: Entering Payment/Adjustment Distribution of Assessments

### 13. Uploading Report Data

If manually entering data, see pages 10 through 12. If uploading data, navigate to the CDS Application Home Page, as shown in Figure 4, and click on the underlined word Upload under Enter/Edit Collections Data. Click the “Browse” button and navigate to the location of the court’s upload file. The location of this file will need to be obtained from the system provider. Click on the upload file and then click “Open.” Once the upload file has been chosen, click the “Upload Data” button. This option is an alternative to manually entering data on the screens.

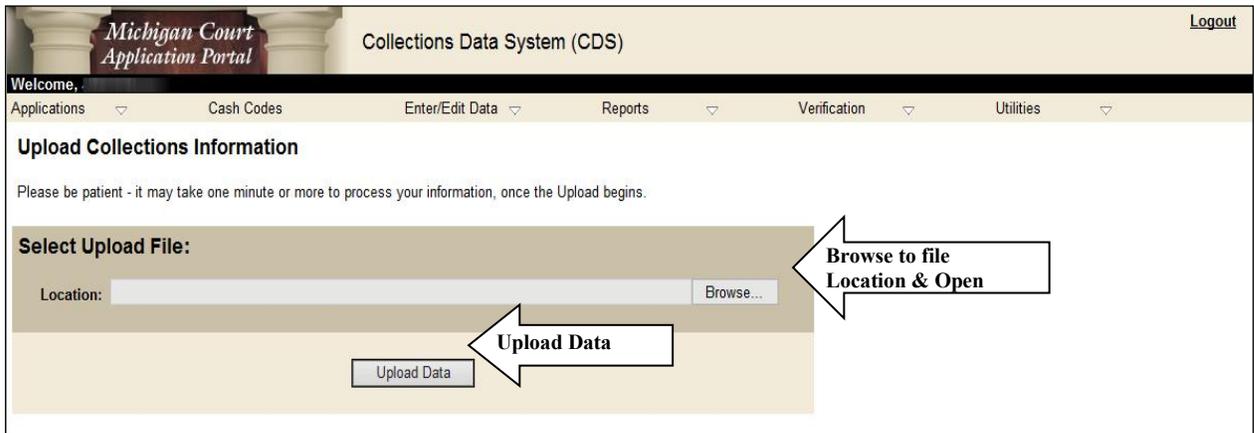
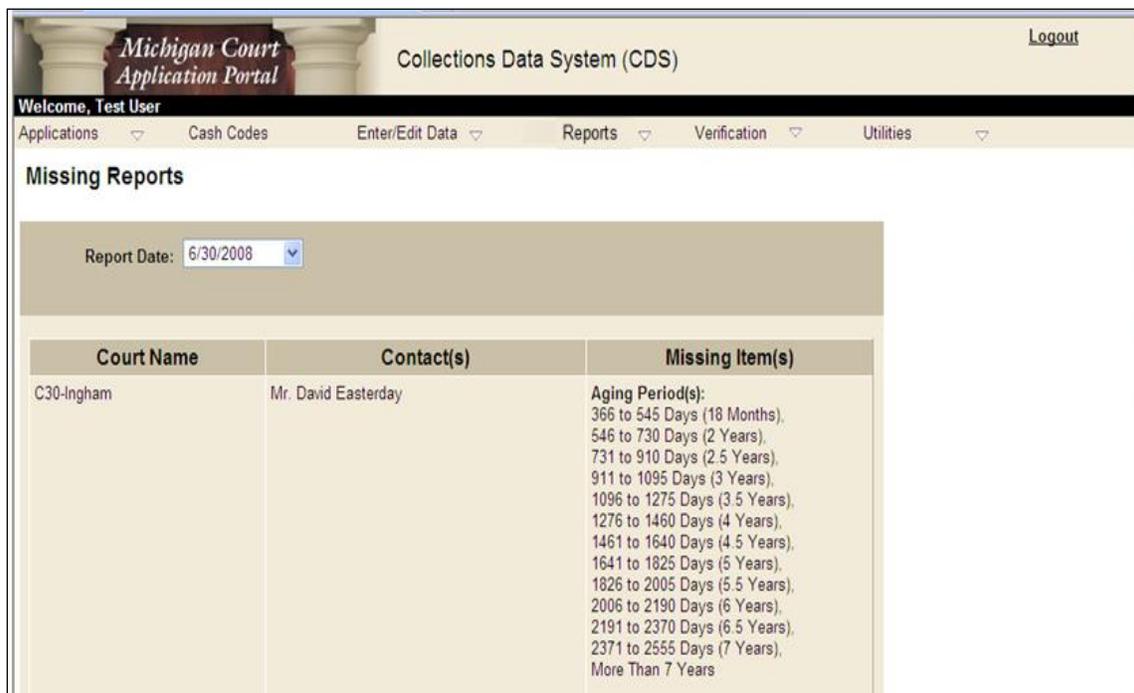


Figure 12: Upload Data

## 14. Reviewing Reports – Missing Reports

Once all information is entered or uploaded into the CDS application, the user will need to review the missing reports. Navigate to the CDS Application Home Page, as shown in Figure 4, and click on the underlined words Missing Data under Review Exception Reports.

The missing data report below shows that Mr. Easterday in the 30th Circuit Court is missing information on the aging report. This information must be corrected prior to verification, or verification will not be allowed. Another error the user may see will read “the report is empty.” This means that data has not yet been entered. The user may also receive an e-mail message from the SCAO listing the missing items.



The screenshot displays the Michigan Court Application Portal interface. At the top, it says "Michigan Court Application Portal" and "Collections Data System (CDS)". A "Logout" link is in the top right. Below the header, a navigation bar includes "Applications", "Cash Codes", "Enter/Edit Data", "Reports", "Verification", and "Utilities". The main content area is titled "Missing Reports" and features a "Report Date:" dropdown menu set to "6/30/2008". Below this is a table with three columns: "Court Name", "Contact(s)", and "Missing Item(s)".

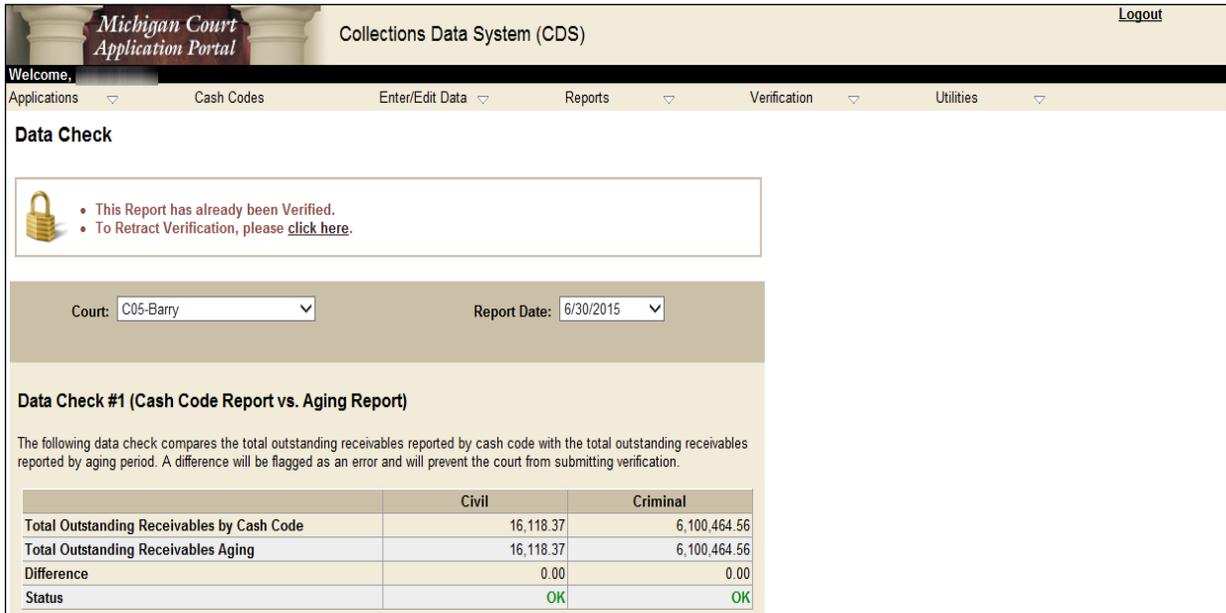
Court Name	Contact(s)	Missing Item(s)
C30-Ingham	Mr. David Easterday	<b>Aging Period(s):</b> 366 to 545 Days (18 Months), 546 to 730 Days (2 Years), 731 to 910 Days (2.5 Years), 911 to 1095 Days (3 Years), 1096 to 1275 Days (3.5 Years), 1276 to 1460 Days (4 Years), 1461 to 1640 Days (4.5 Years), 1641 to 1825 Days (5 Years), 1826 to 2005 Days (5.5 Years), 2006 to 2190 Days (6 Years), 2191 to 2370 Days (6.5 Years), 2371 to 2555 Days (7 Years), More Than 7 Years

Figure 13: Missing Reports Report

## 15. Reviewing Reports – Data Check

After running the missing report and correcting information, the user should also run the data check report. Navigate to the CDS Application Home Page, as shown in Figure 4, and click on the underlined words Data Check under Review Exception Reports.

The data check compares the outstanding receivables reported on the cash code report and the aging report. Any differences will be flagged and will prevent the user from submitting verification. In the report below, the cash code and aging reports balance.



The screenshot displays the 'Data Check' section of the Michigan Court Application Portal. It includes a navigation menu with options like 'Applications', 'Cash Codes', 'Enter/Edit Data', 'Reports', 'Verification', and 'Utilities'. A message box indicates that the report has already been verified and provides a link to retract verification. Below this, there are dropdown menus for 'Court' (set to C05-Barry) and 'Report Date' (set to 6/30/2015). The main content area is titled 'Data Check #1 (Cash Code Report vs. Aging Report)' and contains a table comparing receivables by cash code and aging period.

**Data Check #1 (Cash Code Report vs. Aging Report)**

The following data check compares the total outstanding receivables reported by cash code with the total outstanding receivables reported by aging period. A difference will be flagged as an error and will prevent the court from submitting verification.

	Civil	Criminal
Total Outstanding Receivables by Cash Code	16,118.37	6,100,464.56
Total Outstanding Receivables Aging	16,118.37	6,100,464.56
Difference	0.00	0.00
Status	OK	OK

Figure 14: Data Check

## 16. Output Reports

Navigate to the CDS Application Home Page, as shown in Figure 4, and click on the underlined words Generate Output Reports under Review Output Reports. Output reports include Aging Summary, Cash Code Summary, Cash Code Detail, Payment Adjustment Summary and Payment Adjustment Detail. See Appendix A for explanation of reports.

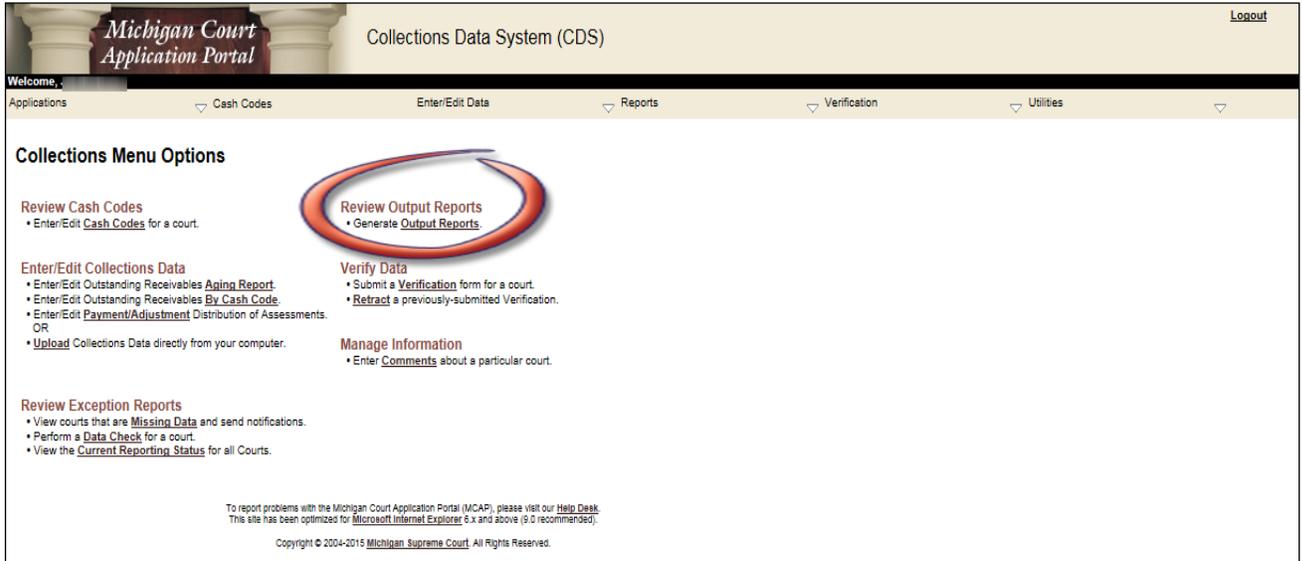


Figure 15: Output Reports

Select the Report Name, Output Format (PDF or Excel) and other appropriate values, then click the “Get Report” button. A user will only be allowed to generate and/or view reports for the court(s) for which the user has been granted access.

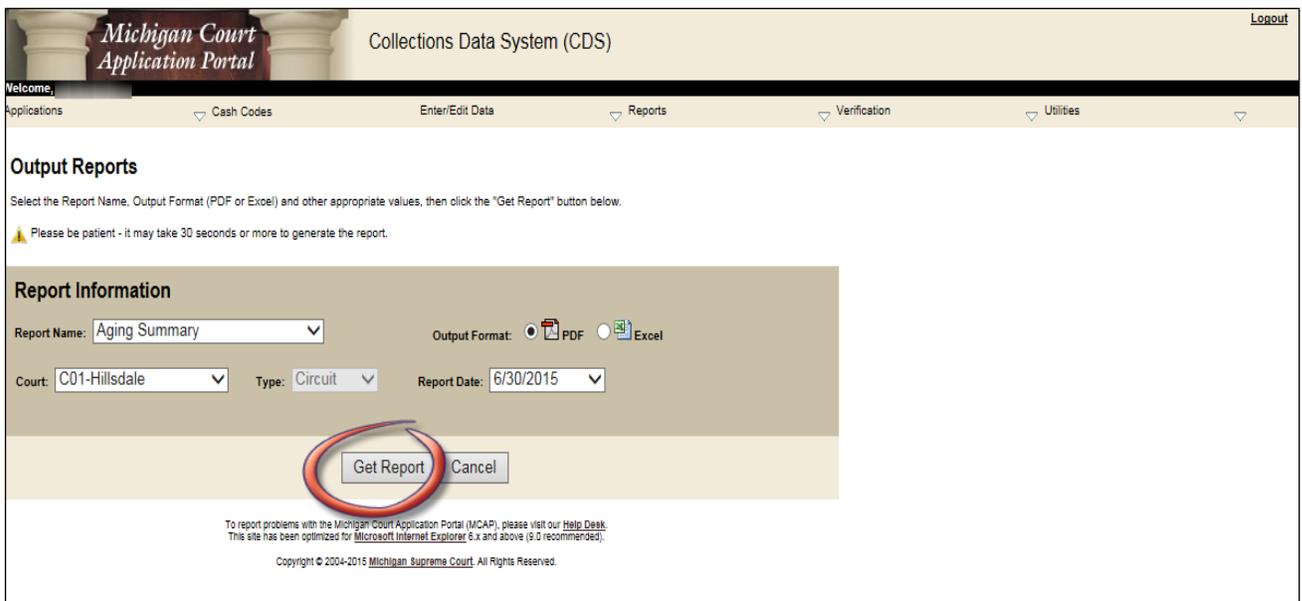
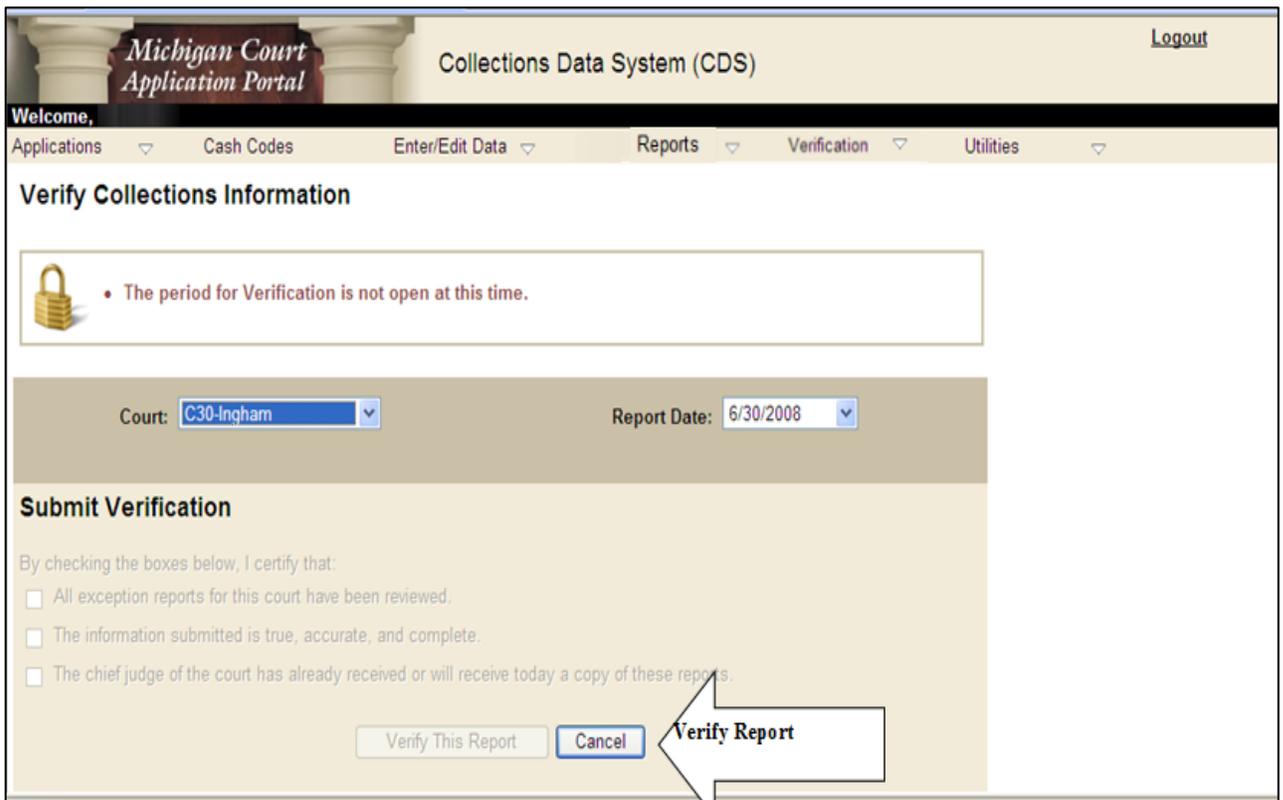


Figure 16: Output Reports

## 17. Verify Reports

Once all data has been entered and the data check has been run and, if applicable, corrected, the user can verify the reports. Navigate to the CDS Application Home Page, as shown in Figure 4, and click on the underlined word “Verification” under Verify Data. Select the applicable court and report date. Check all three boxes verifying that all exception reports have been reviewed, the data is correct, and the chief judge has received, or will receive today, a copy of the reports. Then click the “Verify This Report” button. After verification, an e-mail will be sent to the court administrator and all authorized users stating that the reports have been verified.



The screenshot displays the Michigan Court Application Portal Collections Data System (CDS) interface. At the top, there is a navigation bar with the following items: Applications, Cash Codes, Enter/Edit Data, Reports, Verification, and Utilities. The main content area is titled "Verify Collections Information". A message box with a padlock icon states: "The period for Verification is not open at this time." Below this, there are two dropdown menus: "Court" set to "C30-Ingham" and "Report Date" set to "6/30/2008". The "Submit Verification" section contains the text "By checking the boxes below, I certify that:" followed by three checkboxes, all of which are unchecked. The checkboxes are: "All exception reports for this court have been reviewed.", "The information submitted is true, accurate, and complete.", and "The chief judge of the court has already received or will receive today a copy of these reports." At the bottom of the form, there are three buttons: "Verify This Report", "Cancel", and "Verify Report". A white arrow points to the "Verify Report" button.

**Figure 17: Verify Reports**

Your collection reports have now been submitted to the SCAO.

# Appendix A

## **Outstanding Receivables by Cash Code Report – Summary**

- Receivable Type
  - Who is owed money – local, state, victims, other, etc.
  - Breakdown of what is owed (by category) – fines, state costs/fees, etc.
- Outstanding amounts – Amount outstanding from beginning of time through June 30, 20XX.
- Percents – Percentage of outstanding receivables owed for each Receivable Type.

## **Outstanding Receivables by Cash Code Report – Detail**

- Same information as summary report, but also reflects local cash codes that are included in each receivable type category.

## **Outstanding Receivables Aging Report – Summary**

- Provides age of outstanding receivables.
- Percent – Percentage of outstanding receivables that are that particular age.

## **Payment/Adjustment Report - Summary**

- Amount Assessed – Amounts assessed in a specific calendar year.
- Total Cumulative Adjustments – Adjustments made on those specific assessments. Adjustments are any reduction in an original assessment, such as assessments that are waived, suspended, or jail time/community service served in lieu of fines and costs. Adjustments are also done to correct data entry errors and can be an increase in an original assessment.
- Net Assessed – Amount Assessed less Total Cumulative Assessments.
- Total Cumulative Collections – Payments made on those specific assessments.
- Collection Rate – Total Cumulative Collections divided by Net Assessed.
- Outstanding Receivables – Net Assessed less Total Cumulative Collections.

## **Payment/Adjustment Report – Detail**

- Same information as summary report, but details adjustments and payments made on the specific assessments each year (the last “year” reflected on the report is only six months).
- Additional Adjustments – Adjustments dated to a previously reported year. We froze the assessment amount in MCAP because once you have reported assessments made in a full calendar year, these assessment amounts should not change. In addition, previously reported payments and adjustments are frozen because these amounts should not change. Any changes should be reflected as an adjustment in the period/year the change was made. However, most case management systems allow postdated adjustments, which cause the assessment and/or adjustment amounts to change. We added the “Additional Adjustments,” which is the difference between the outstanding amount per the court’s report and the MCAP calculated outstanding amount, to accommodate this. This difference amount is the amount of the Additional Adjustments.