Account Distribution

Payment Proration

RPCS™

Version 2011

RevQ™

A Columbia Ultimate Company

Contents

What's New

Version 2011 is the newest release of the Account Distribution Payment Proration module for Revenue Plus Collector System and includes the following new features and enhancements.

Enhancement

Distribution View Charges and Adjustments

Modifications have been made to the Miscellaneous screens to allow for dollar amounts up to $999,999,999.99. Dollar amounts over this amount display without commas (for example, $10,000,000.00 displays as 10000000.00).

Account Distribution Payment Proration

Account Distribution/Payment Proration is used by government agencies to distribute fines and other payments among different funds and programs that are called "facilities". This system accommodates either the equitable loss method or the limited component method for prorating the distribution of installment payments. The assigned amount can be spread over several funds and programs when new accounts (debtors) are added. These amounts can be viewed from the Account Update, Collector, or Post screens. Payments can be applied to any funds or programs.

Introduction

In the Account Distribution Payment Proration Module, interest is assigned to an Interest Facility that is defined during module installation. In addition to the default Interest Facility, a separate interest facility can be defined for each client.

During installation, your agency may select a Miscellaneous Client field to store a Multiple Interest Facility code. If a client requires a separate interest facility code, that facility code may be entered into the appropriate Miscellaneous Client field for that client.

As the distribution of funds processes, the interest is assigned to the Interest Facility defined in the Miscellaneous Client field. If the Miscellaneous Client field is empty, or has not been defined, the default Interest Facility is used.

Loading Facility Information

Facility information can be added to the system using the Data Flow Manager (DFM). For more information on DFM, refer to The Revenue Plus Collector System User Manual, Chapter 9, Section 3.

To load Distribution/Proration information using DFM

The first record of the DFM file serves as the indicator where data will be stored. D represents Distribution. The import file must always start with D1.1 followed by D2.1. Additional entries must be in sequence. Refer to the following example:

D1.1	D2.1	D1.2	D2.2	D1.3	D2.3
Fac Code	Amount	Fac Code	Amount	Fac Code	Amount

Note: Facility information can only be added using Data Flow Manager (DFM) when it is added with a new account.

Main Menu

The Distribution Menu contains update routines and utilities that control the system's automatic processes and functions.

To open the Distribution Menu, from the Master Menu select Special Routines > Distrib/Proration.

```
DISTRIBUTION/PRORATION MENU  (12-120)


    A   UPDATE PMT EXCEPTION     1
    B   UPDATE VIOLATION COD     2
    C   UPDATE FACILITY CODE     3
    D   DISTRIBUTION REPORTS     4
    E   DELETE FACILITY CODE     5
    F   DISTRIBUTION SUMMARY     6
    G   VIEW CHARGES & ADJ       7
    H   PAYMENT DISPLAY          8
    I   DIST FINANCIAL HIST      9
    J   VIOLATION FORMULAS      10



        Enter Selection:
```
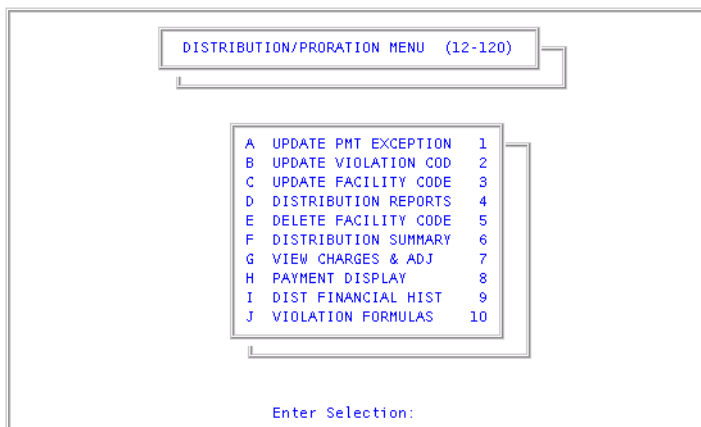
Update Payment Exceptions

Use this option to override payment priorities for individual accounts. Payment exceptions can change the order in which payments are applied to a particular facility code.

1. In the Distribution/Proration Menu select Update Payment Exception.
2. Enter the account number and click OK.
3. Enter a facility code to enter a payment exception and click OK. Type D to view a list of facilities.
4. In Payment Exceptions select Add, Update, Delete, or File.
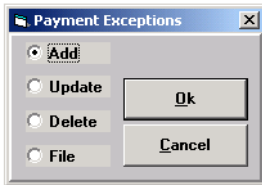
5. In Exception Types choose the type of selection for the facility code.
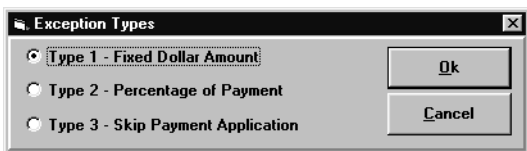
6. If Type 1 is selected enter the fixed dollar amount in the payment application screen.
   If Type 2 is selected enter the percentage of payment in the payment application screen.
   If Type 3 is selected the payment application screen does not appear.
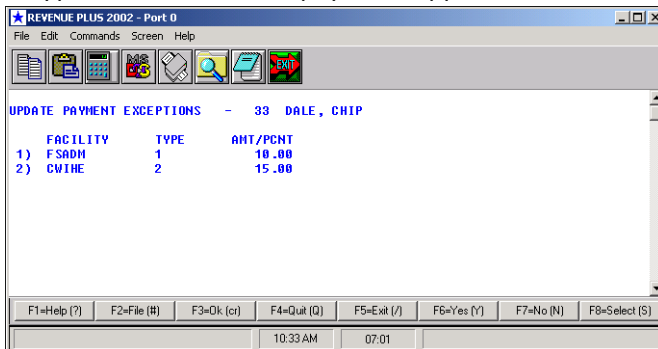
7. After all payment exceptions have been entered or updated press the pound sign (#). At the OK to File? prompt press <Enter> to file the changes, type N to exit without saving the changes you made, or type a slash (/) for the previous prompt.

Update Violation Code Table

Facility codes represent the ledger accounts, funds, and programs to which a fine or payment is distributed. A single fine or payment can be distributed to many facility codes. When entering new accounts, you need to enter each facility code that the fine or payment is disbursed to. When entering several accounts, this can be a time consuming task.

The Violation Code table stores the facilities usually associated with a particular violation, this becomes the violation code. A violation code is a timesaving device that eliminates the need to enter each facility code when entering an account, instead you enter the one violation code.

Each violation code table can have up to 30 facility codes stored on it. The facilities are processed in a top down priority. When creating a violation code, it is important to plan the order in which you enter the facility codes as this is the order in which the fines and payments are distributed.
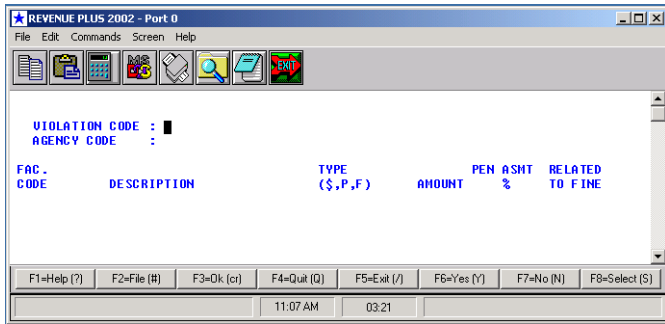
Create a violation code

1. From the Master Menu, select Special Routines > Distrib/Proration.
2. Select Update Violation Code.
3. Type a name for the violation code in the Violation Code field.
4. Type a code to identify the violation more specifically in the Agency Code field. This could be the name of a municipality or department.

   - or -

   Type SPLIT in this field if you intend to split any of the charge assignments.

   The Agency Code field may also be left blank.
5. Type the code for a facility in the Fac Code field.

   A facility is a fund, ledger account, or program that a fine or payment is distributed to. A facility must be set up on the system before you can enter it in the Violation Code table. For more information, see Update Facility Codes.

   The facility code description automatically displays in the Description field. You cannot update this field.
6. Type one of the following codes in the Type field. The code determines how charges are distributed to the facility.

   The following are the type codes available if you leave the Agency Code field blank, or make any entry other than SPLIT.
   - $ - Fixed dollar amount. Follow this with an entry in the Amount field. See step 7.
   - P - The amount of the violation is multiplied by a percentage and added to the total due. Use this when the facility is adding an additional penalty amount. Follow this with an entry in the Penalty Assessment % field. See step 8.
   - F - Entire remaining base fine amount goes to this one facility. Any facility codes preceding this one in the table with a type $ and a Y in the Related to Fine column are subtracted from the base fine amount first.

   The following are the type codes available if you enter SPLIT in the Agency Code field.
   - $ - Fixed dollar amount. Follow this with an entry in the Amount field. See step 7.
   - S - Deal the remaining charge amount in a split manner. Follow this with an entry in the Percentage Assessment Split field. See step 8.
   - C - Use a calculation to determine the charge amount. The calculation formulas must be set before using this type. See Violation Formulas. Follow this with an entry in the Related to Fine column. See step 9.
   - % - The amount of the violation is multiplied by a percentage and added to the total due. Use this when the facility is adding an additional penalty amount. Follow this with an entry in the Penalty Assessment % field. See step 8.
   - Z - Use only with S or %. Deal out the fixed fees after the 'S' or '%' dealing.
7. Type an amount in the Amount field. This figure can mean two different things:
   - To add a fixed amount to a fine, enter the amount here.
   - To allot a fixed amount of the fine to this facility, enter the amount here. Follow this with a Y in the Related to Fine column. See step 9.
8. Make an entry in the Percentage Assessment column if you typed P or S in the Type column.

   If you typed P, this column allows you to add percentage penalties to the original fine amount.

- A facility on this violation must have an F in the Type column.
- Enter the percentage of the violation amount to be added. Enter the percentage as a decimal (ex. enter .10 for 10%).
- Amounts are rounded up to the next $10 before the calculation is done.

  If you typed S, this column splits the amount proportionately between two or more facilities.
- No facility on this violation can have an F in the Type column.
- Enter the percentages to divide among the facilities, being careful that the entries in the column total 100%. Enter the percentages as a decimal (eg. enter .10 for 10%).

9. Type Y in the Related to Fine column to allot the fixed figure in the Amount column to this facility without increasing the total amount of the fine.

   Otherwise, leave this field blank to add the figure in the Amount column to the fine.
10. Repeat steps 5-9 for each facility code. After entering the last facility code, press Enter at a blank line or enter a pound sign (#) at any field to save this violation code.

Update a violation code

1. From the Master Menu, select Special Routines > Distrib/Proration.
2. Select Update Violation Code.
3. Type the name of an existing violation code in the Violation Code field.
4. Type the agency code associated with the violation code in the Agency Code field.

   The screen displays the facility codes associated with this violation code.
5. Update the facility codes:
   - Modify the type, amount, or percentage of a facility code.
   - Add a new facility code.
   - Delete a facility code. Type D in the Facility Code field of the line to delete.
6. Type a pound sign (#) in any field to save the screen.

Delete a violation code

1. From the Master Menu, select Special Routines > Distrib/Proration.
2. Select Update Violation Code.
3. Type DEL in the Violation Code field.
4. Type the name of the violation code to delete in the Violation Code field.
5. Type the agency code associated with this violation code in the Agency Code field.
6. Click Yes at the confirmation prompt.
7. Click OK.

Update Facility Codes

Use this option to add and change facility codes. Facility codes represent the ledger accounts, funds and programs to which a fine or payment is distributed. Once a facility code is set up, it may be entered in the violation code table.

1. In the Distribution/Proration Menu, select Update Facility Code.
2. Enter a new or existing facility code.
3. To view a list of facility codes, enter a question mark (?).
4. Type P to print a list of facility codes. Facility codes may be up to 10 digits. When a facility code is entered, data displays in the Update Facility Codes screen.
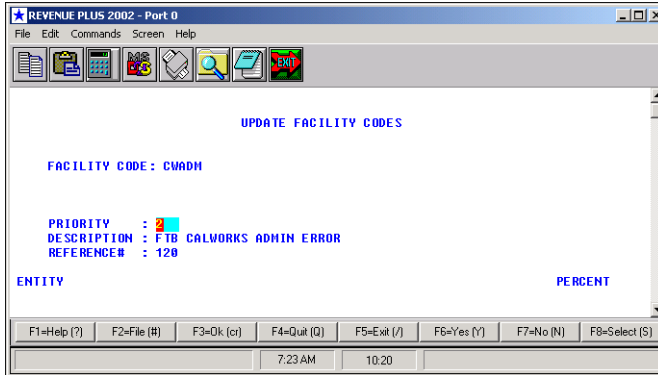
Update Facility Codes

Field	Description
Priority	Enter a number to designate the priority of this facility code. Payments are distributed first to facilities with lower-numbered priorities. When facilities have the same priority, payments are distributed to them in proportion to the balance owed to each facility. For example, if two facilities have the same priority and one is owed $500 and the other $250, two-thirds of the payment goes to the first and one third to the second. To delete this code, type DEL in this field. A confirmation prompt displays.
Description	Enter the description of this facility code. (Examples: Alcohol Education Program, Superior Court)
Reference	This prompt is user defined. Any data may be entered.
Entity	Enter or update an entity (example: county, hospital, city, etc.) to share payments applied to this facility code.
Percent	Enter the percent to share (example: enter .10 for 10%). After the last entity is entered or updated, press <Enter> on a blank line, and the Ok to file? prompt displays.

Distribution Reports Menu

Use the Distribution Reports Menu to print out Payment Distribution/Proration information.
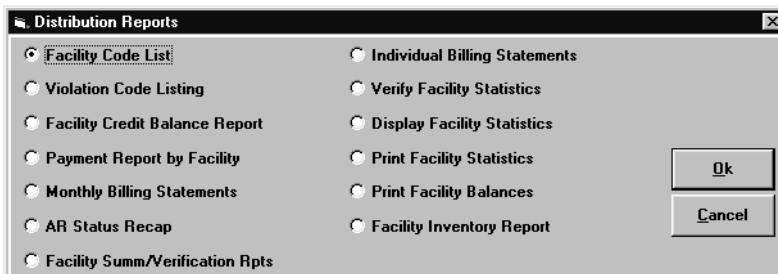
These options are explained in the sections that follow. A sample report follows each option.

Facility Code List

Use this routine to print a list of facility codes.

1. In Distribution Reports select Facility Codes List.

2. In the dialog box click Yes to continue.
3. In Facility Code List select Sort by Priority or Sort by Alpha.

If Sort by Priority is selected, the codes with the lowest-numbered priorities are listed first.
If Sort by Alpha is selected, the codes are listed in alphabetical order.

```
09:49:00   10 JAN 2002      FACILITY CODE LIST       PAGE 1
                              (PRIORITY SEQUENCE)
     NUMERIC        ALPHA
    FACILITY      FACILITY          FACILITY TITLE
         10  FAC1              CORONA FINE
                         STATE                      50%
                         CORONA                     50%

         10  FAC2              COUNTY FINE
                         COUNTY                     25%
                         STATE                      75%

         10  INT                INTEREST

         10  VR       VICTIM RESTITUTION FACILITY

        080  NME1          COURT-PROCESSING FEE
                         125-0207-0580             100%

        090  MXC1          COURT-CALIF STATE DUI
                         125-0207-0580             100%
                         SUBJECT TO 2% AUTOMATION FEE    0%

        100  MXA1      MUNICIPAL COURT NIGHT COURT
                         125-0207-0580             100%

        110  FLC1             CRIME LAB FEE
                         121-0233                  100%

        110  MGA1          MUNI CT MILPITAS CHP
                         125-0207-0580             100%
                         SUBJECT TO 2% AUTOMATION FEE    0%

        110  MXB1       COURT-STATE PENALTY ASSESS
                         125-0207-0580             100%
                         SUBJECT TO 2% AUTOMATION FEE    0%

        110  MXG1      COURT-ALCOHOL ABUSE ED&PREVE
                         125-0207-0580             100%

        110  MXPA1      COURT-COUNTY PENALTY ASSESS
                         125-0207-0580             100%
                         SUBJECT TO 2% AUTOMATION FEE    0%

        110  MXT1          COURT-ALCOHOL PROGRAM
                         125-0207-0580             100%
                         SUBJECT TO 2% AUTOMATION FEE    0%

        330  MXJ1          COURT-STATE VICTIM FEE
                         125-0207-0580             100%

        330  PDM1             PUBLIC DEFENDER
                         119-3500-9606-05          100%

        330  SWW1        SHERIFF WEEKEND WORKER
                         119-2148-9652             100%
   TOTAL FACILITIES = 16
```

The Numeric Facility is the priority; Alpha Facility is the facility code.

Violation Code Listing

Select this option to print a list of violation codes. Violation codes can be updated with the Update Violation Code Table routine.

1. In Distribution Reports select Violation Code Listing.
2. Click Yes to print the list.

```
10:08:01   10 JAN 02          VIOLATION CODE LIST        PAGE 1

VIOLATION  AGENCY    FACILITY                            PENALTY  RELATED
CODE       CODE      CODE      DESCRIPTION   TYPE AMOUNT ASSESS%  TO FINE

CHP170     4308      MXB1      COURT-STATE PEN P    0.00       1
                     MXPA1     COURT-COUNTY PE P    0.00     0.7
                     NME1      COURT-PROCESSIN $   30.00
                     MXJ1      COURT-STATE VIC $    0.00
                     MXG1      COURT-ALCOHOL A $    0.00
                     MXA1      MUNICIPAL COURT $    0.00
                     FLC1      CRIME LAB FEE   $    0.00
                     PDM1      PUBLIC DEFENDER $    0.00
                     MGA1      MUNI CT MILPITA F    0.00
                     MXC1      COURT-CALIF STA $   20.00            Y
                     MXT1      COURT-ALCOHOL P $   50.00            Y

RV1                  MXA1      MUNICIPAL COURT $   25.00
                     MXB1      COURT-STATE PEN P    0.00     0.2
                     FAC1      FACILITY 1      F    0.00

RV2                  FAC1      CORONA FINE     P    0.00    0.75
                     FAC2      COUNTY FINE     P    0.00    0.25
                     MXG1      COURT-ALCOHOL A $  500.00
                     MXB1      COURT-STATE PEN P    0.00     0.5
                     MXA1      MUNICIPAL COURT P    0.00       1

RV3                  MGA1      MUNI CT MILPITA $  100.00
                     FAC1      CORONA FINE     F    0.00
                     FAC3      FACILITY 3      $  100.00            Y
```

Facility Credit Balance Report

Use this option to print a list of accounts with any facility code having a credit balance.

1. In Distribution Reports select Facility Credit Balance Report.
2. In the dialog box click Yes to continue.

```
01-10-02                      REPORT OF CREDIT BALANCE FACILITIES              PAGE 1

ACCOUNT NAME & ADDRESS  ACCOUNT#    DOB       SSN        TRANS DATE TRANS    TRANS CODE FAC CODE BAL
                        HOME PHONE  BUS PHONE PO CODE               AMOUNT
                        PROB END DT DRL
------------------------------------------------------------------------------------------------------
HARRIS, BILL            1           05-16-52  513481524  01-18-96    450.00 1          ARF1
123 NW 6TH STREET       503-111-2222                     01-16-92    500.00 356        ARF1
PORTLAND, OR 20115                  2116485              01-14-96   -100.00 3          ARF1    -50.00

                                                                   ACCOUNT TOTAL               -50.00
```

Payment Report by Facility

Use this option to obtain a breakdown of total payments received over a period by facility code.

1. In Distribution Reports select Payment Report by Facility.
2. Enter the facility codes, separated by semicolons, or type *ALL* to include all facilities.
3. In Date Selection choose Trans Date or Post Date.
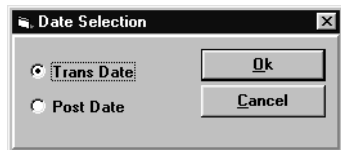
The posting date is the date the transaction was actually posted. Enter the date in month-day-year format. When a date is entered, the system prompts for the ending date. Enter the latest date to be included on this report.

The report is sent to the printer. This is an example of the first page of the report:

```
                    REVENUE PLUS                        PAGE 1
                 DEPARTMENT OF REVENUE

              PAYMENT REPORT BY FACILITY CODE

  ACCOUNT NAME  ACCOUNT#  TRANS DATE  FAC CODE  PAYMENT  TRANS CODE  CLIENT REF#
  ------------------------------------------------------------------------
  DOE, JOHN     45        01-16-89    ADF1       -10.00  1
  DOE, JOHN     45        01-17-89    ADF1       -10.00  2

              TOTAL PAYMENT FOR FACILITY CODE ADF1
  TRANS CODE DESCRIPTION  TRANS CODE  AMOUNT     COUNT
  ------------------------------------------------------------------------
  PRIN pmt-pd agency      1           -10.00  1
  PRIN pmt-pd client      2           -10.00  1
  TOTALS                              -20.00  2
```

This is an example of the last page of the report:

```
                    REVENUE PLUS                        PAGE 1
                 DEPARTMENT OF REVENUE

              PAYMENT REPORT BY FACILITY CODE

        GRAND TOTAL FOR PAYMENTS TO ALL FACILITY CODES
  TRANS CODE DESCRIPTION  TRANS CODE      AMOUNT      COUNT
  ------------------------------------------------------------------------
  PRIN pmt-pd agency      1              -540.00  6
  PRIN pmt-pd client      2               -10.00  1

  GRAND TOTALS                           -550.00  7
```

Monthly Billing Statements

Use this option to run monthly billing statements for accounts. A billing statement contains a record of payments and charges an account has made on the various facilities. The billing statement can be customized to meet the needs of your agency (contact a Columbia Ultimate Client Care representative).

1. In Distribution Reports select Monthly Billing Statements.
2. Click Yes to continue.
3. Enter the numbers of the clients for which to run billing statements, separated by semicolons, or type ALL to run statements for all clients.
4. To run statements for accounts with certain status codes only, enter the codes, separated by semicolons, or enter ALL to include all status codes.
5. The following prompt appears:
   Request Monthly Billing Statements
   Now Selecting Accounts
6. At the Enter Select Statement prompt, type GET_LIST BILL.STMTS.
7. Select Mass Account Request or Mass Client Request.

8. Enter the name of the letter that was set up to use for billing statements.
9. Type GET_LIST BILL.STMTS. The statements are generated. To print the statements see The Revenue Plus Collector System User Manual, Chapter 2.

AR Status Recap

This option prints a recap of the posting activity of each facility code for the week.

1. In Distribution Reports select AR Status Recap.
2. In the dialog box, click Yes to continue.

The report is sent to the printer. This is an example of the first page of the report:

```
WEEK ENDING 01-11-02          DEPARTMENT OF REVENUE          RUN DATE 01-10-02
                          DAILY ACCOUNTS RECEIVABLE SUMMARY     PAGE 1

FACILITY ADA1 PROB-PENALTY ASSESSMENT

TRANS CODE   DESC       AMOUNT     COUNT   TRANS CODE   DESC       AMOUNT     COUNT

    356      CHG       36834.78     133       360      CA-REFDEPT  -10145.40     39
    361      CA-DOR    -1580.00       6       401      PMT-MO       -2490.61    107
    402      PMT-CASH  -1255.74      40       403      PMT-CHECK    -5531.24    190
    404      PMT-CRCRD   -66.66       2       416      PA-NSF         164.09      5
    417      PA-REAPP    899.56       5       431      PMT-AR-MO      -15.95      1
    433      PMT-AR-CK  -242.82      17

                       ENDING BALANCE:    16570.01

FACILITY ADB1 PROB-VICTIM INDEMNITY

TRANS CODE   DESC       AMOUNT     COUNT   TRANS CODE   DESC       AMOUNT     COUNT

                       ENDING BALANCE:        0.00

FACILITY ADC1 PROB-MUNICIPAL COURT FINE

TRANS CODE   DESC       AMOUNT     COUNT   TRANS CODE   DESC       AMOUNT     COUNT

                       ENDING BALANCE:        0.00
```

The Daily Accounts Receivable Summary report varies in length depending on the number of accounts. This is an example of the last page of the report:

```
                         DEPARTMENT OF REVENUE
                      DAILY ACCOUNTS RECEIVABLE SUMMARY

  *** GRAND TOTALS ***

TRANS CODE  DESC       AMOUNT       COUNT  TRANS CODE  DESC       AMOUNT      COUNT

    16                 44169.91        4      356      CHG       3621138.82  11034
    360     CA-REFDEPT -102510.63    948      361      CA-DOR     -84017.21    113
    362     CA-MEDICAL   -1849.31      5      363      CA-MEDCARE  -2995.88     21
    364     CA-APDRTN  -255324.47    137      371      CA-ACCTRTN    -146.52      1
    401     PMT-MO      -36706.15   1878      402      PMT-CASH   -26654.37    944
    403     PMT-CHECK  -122729.91   3761      404      PMT-CRCARD    -636.00     21
    408     PMT-RD/DV   -17585.00    209      409      PMT-RD/DU     -149.85      5
    416     PA-NSF        2899.00    109      417      PA-REAPP      7329.40    100
    418     PA-CORR/ER     120.00      3      422      PMT-MR-CA     -100.00      1
    423     PMT-MR-CK    -1095.56      9      431      PMT-AR-MO     -816.00     47
    432     PMT-AR-CA     -198.00     11      433      PMT-AR-CK    -4910.34    184
    436     PMT-AA-VMC    -962.50      9      440      PC-MEDICAL     119.50      1

                       ENDING BALANCE:   3016388.93
```

Facility Summary/Verification Reports

The Facility Summary Report summarizes the beginning and ending balances of each facility code. The account balance is verified against the distribution balance and errors are reported.

1. In Distribution Reports select Facility Summary/Verification Reports.
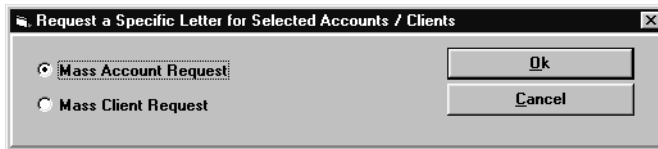2. In the dialog box, click Yes to continue.

This is an example of the Facility Summary report:

```
  16:51:03  18                    FACILITY SUMMARY REPORT            PAGE 6

            FACILITY              BEGINNING               WEEKLY               ENDING
              CODE                 BALANCE                TOTAL               BALANCE

  VEV1                             15950.00                2500.00              18450.00
  VIA1                                 0.00                   0.00                  0.00
  VIP1                            313000.00               25000.00              33800.00
  VM24                                 0.00                   0.00                  0.00
  VMC2                                 0.00                   0.00                  0.00
  VMC3                                 0.00                   0.00                  0.00
  VMC4                                 0.00                   0.00                  0.00
  VMI1                             10000.00                1500.00              11500.00
  VML1                              1500.00                 250.00               1750.00
  VMO1                              5000.00               15000.00              20000.00
  VOA1                             20000.00                1000.00              21000.00
  VOP1                              3000.00                 100.00               3100.00
  VPB1                              9000.00                1000.00              10000.00
  VRE1                               500.00                 500.00               1000.00
  VSI1                             29000.00                5000.00              34000.00
  VSJ1                                 0.00                   0.00                  0.00
  VSO1                              2150.00                 950.00               3100.00
  WMF1                                 0.00                   0.00                  0.00
                              ================      ================      ================
  GRAND TOTALS                    409100.00               52800.00             461900.00
```

(Print) Individual Billing Statements

1. In Distribution Reports select Individual Billing Statements.
2. Click Yes to continue.
3. Enter the account numbers for which to run billing statements, separated by semicolons, or type ALL to run statements for all clients.
4. Select Mass Account Request or Mass Client Request.

```
┌─ Request a Specific Letter for Selected Accounts / Clients ──────── ☒ ┐
│                                                                        │
│    ⦿ Mass Account Request           ┌──────── Ok ────────┐            │
│                                      └───────────────────┘            │
│    ○ Mass Client Request            ┌────── Cancel ──────┐            │
│                                      └───────────────────┘            │
└────────────────────────────────────────────────────────────────────┘
```

5. Enter the name of the letter or document set up as the billing statement.

The statements are generated. To print them, see The Revenue Plus Collector System User Manual, Chapter 2.

Verify Facility Statistics

Statistics are stored in the facility file, including totals for month to date, year to date and total to date. This option verifies the month-to-date facility statistics. Run this option before running month-end.

1. In Distribution Reports select Verify Facility Statistics.
2. Click Yes to continue.

Display Facility Statistics

Facility statistics can be displayed on screen for specified facilities.

1. In Distribution Reports select Display Facility Statistics.
2. Click Yes to continue.
3. In Enter Facility Code, enter the code for the facility.

Print Facility Statistics

Use this routine to print facility statistics for specified facilities or all facilities. Refer to the sample reports that follow.

1. In Distribution Reports select Print Facility Statistics.

2. Click Yes to continue.
3. In Enter Facility Numbers type ALL to include all facility codes.
4. In Facility Statistics click OK to print the report.

```
11:55:43      10 JAN 2002
                FACILITY  STATISTICS
              TEST1-TEST   FACILITY 1
              1

ASSIGNED      ---- MTD          1585.00          8
                   YTD          1585.00          8
                   TOT          1585.00          8

COLLECTED     ---- MTD           302.33          0
                   YTD           302.33          0
                   TOT           302.33          0

CANCELLED     ---- MTD             0.00          0
                   YTD             0.00          0
                   TOT             0.00          0

OPEN          ---- MTD             0.00          8
                   YTD          1282.67          8
                   TOT          1282.67          8

RECOVERY%     ---- MTD                          19%
                   YTD                          19%
                   TOT                          19%
ENTER FACILITY CODE (/):
```

Print Facility Balances

Use the option to print a report which includes the balances owed to specified facilities or all facilities.

1. In Distribution Reports select Print Facility Balances.
2. Click Yes to continue.
3. In Enter Facility Numbers type ALL to include all facility codes.
4. In Facility YTD Balance Report click OK to print the report.

```
11:55:43          10 JAN 2002
                     FACILITY YTD BALANCE REPORT
                 VR-VICTIM RESTITUTION FACILITY

FISCAL YEAR BEGINNING BALANCE            1001835.00

YTD ASSIGNED AMOUNT                      1002510.00

YTD COLLECTED AMOUNT                         500.00

YTD CANCELLED AMOUNT                           0.00

CURRENT BALANCE                          2003845.00
```

Facility Inventory Report

Use this option to generate a report for all facilities or a specific facility. This report lists for specific facility codes the accounts with that facility code and each account's balance. The Fac-Inventory file is built from this report and may be used to generate other account/facility Recall reports. Refer to the sample reports that follow.

1. In Distribution Reports select Facility Inventory Report.
2. In Enter Facility Numbers type ALL to include all facility codes.
3. In Facility Inventory Report click OK to print the report.

```
15:29:34 10 JAN 2002     INVENTORY BY FACILITY CODE                      PAGE 1
                                                                FACILITY CODE: 1

ACCOUNT#  ACCOUNT NAME    CLI REF#   DT-ASGN   FACILITY    FACILITY  FACILITY  LAST PAY
                                               ASSIGN AMT  COLL AMT  BALANCE   STS

102578    HATHAWAY, MIKE  123455656  02-10-99    5421.45    100.00   5321.45   ACT
9854125   SMITH, EDWARD   43108709   09-09-97    1200.51    750.00    450.51   ACT
1278      WADE, AL        88965455   11-08-98      10.00     10.00              HSE

***                                              6631.96    850.00   5781.96
```

Delete Facility Code

Select this option to delete facility codes from individual accounts. This can be done only if the facility balance is zero.

1. In the Distribution/Proration Menu select Delete Facility Code.
2. Enter the account number.
3. Enter a facility code or enter a question mark (?) to view the facility codes for the specified account.

Distribution Summary

Select this option to print or display an account's distribution setup.

1. In the Distribution/Proration Menu select Distribution Summary.
2. Enter the account number.
3. In Destination click Yes to send the information to the printer.

```
                                        SCREEN #1

              DISTRIBUTION OF AMOUNTS  -  6232  JONES, ROBERT

FACILITY                           ASSIGNED  COLLECTED  CANCELLED
CODE       DESCRIPTION     TYPE   AMOUNT     AMOUNT     AMOUNT    BALANCE
FLC1       CRIME LAB FEE   P        500.00      33.34      0.00   466.66
FAC2       COUNTY FINE     F       1000.00      66.66      0.00   933.34

                                   1500.00     100.00      0.00  1400.00
End of report, press <CR> (Q)
```

View Charges and Adjustments

Use this option to view the charges and adjustments made to each of an account's facilities.

1. In the Distribution/Proration Menu select View Charges and Adjustments.
2. Enter the account number.
3. In Destination click Yes to send the information to the printer.

```
CHARGE-SCREEN  SCREEN #1

         CHARGES/ADJUSTMENTS  -  JOHNSON, LARRY

FAC.                        TRANS         TRANS
CODE         DESCRIPTION     CODE   AMOUNT  DATE
ADA1         PROB-PENALTY ASSE  356   350.00  01-16-89
ADF1         PROB-COURT CONSTR  356    50.00  01-16-89
ADY1         PROB-JAIL CONSTR   356    50.00  01-16-89
NAE1         PROB-PAYMENT INST  356    30.00  01-16-89
ADE1         PROB-CALIFORNIA S  356    20.00  01-16-89
ADM1         PROB-ALCOHOL PROG  356    50.00  01-16-89
ADS1         PROB-SUPERIOR COU  356   430.00  01-16-89


Q=QUIT
```

Payment Display

Use this option to print or display a chronological history of an account's payments and their distribution.

1. In the Distribution/Proration Menu select Payment Display.
2. Enter the account number.
3. Click Yes to send the information to the printer.

```
          FACILITY PAYMENT DISPLAY  -  6184 GREEN, BOB          PAGE 1

POSTDATE     TRANSDATE     TRANSCODE     FACILITY     PAYMENT     TRANS TOTAL

11-11-00     11-11-00      1             FACL1              3.34
                                         FACL2              6.66
                                                                      10.00
12-13-00     12-13-00      1             FACL1             16.67
                                         FACL2             33.33
                                                                      50.00
01-13-00     01-13-00      1             FACL1             33.34
                                         FACL2             66.66
                                                                     100.00
02-01-00     02-01-00      1             FACL1              6.67
                                         FACL2             13.33
                                                                      20.00
02-13-00     02-13-00      1             FACL1              8.67
                                         FACL2             16.33
                                                                      25.00
To continue, press <CR> (Q)
```
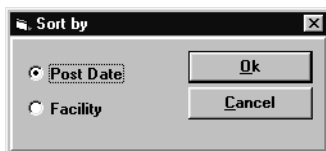
Distribution Financial History

Select this option to print or display the amounts paid to each facility by an account.

1. In the Distribution/Proration Menu select Distribution Financial History.
2. Enter the account number.
3. Select Post Date or Facility.

```
Sort by                    [X]

(●) Post Date        [   Ok   ]

( ) Facility         [ Cancel ]
```

4. In Destination click Yes to send the information to the printer or No to view the report on screen.

   When viewing the report on screen, you can navigate the report using keyboard shortcuts. Rather than scrolling through the report from top to bottom, the following shortcuts simplify your navigation of the Distribution Financial History report:
   - T = Top

- B = Bottom
- /N = Next page

```
            DISTRIBUTION FINANCIAL HISTORY - BY FACILITY    PAGE:    1

ACCOUNT: 100   SMITH, IVAN LEON

FACILITY        DATE       TC    PRI      CHARGES      PAYMENTS      BALANCE

A               11-20-07         1        3000.00         0.00       3000.00
A               11-20-07    3    1         100.00         0.00       3100.00
FACILITY TOTALS                            3100.00         0.00       3100.00

B               11-20-07         1         200.06         0.00        200.06
FACILITY TOTALS                             200.06         0.00        200.06

C               11-20-07         1         200.00         0.00        200.00
FACILITY TOTALS                             200.00         0.00        200.00

INT             11-14-07                   7456.84         0.00       7456.84
INT             11-20-07                       6.16        0.00       7463.00
INT             11-21-07                       1.05        0.00       7464.05
INT             06-17-08                     226.07        0.00       7690.12

To continue, press <CR> (Q, B, /N)
```
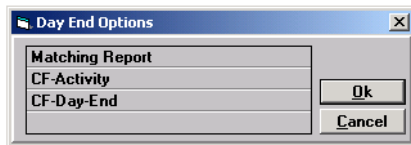
Special Day-End Prompts

The day-end routine rolls the weekly facility totals into the monthly totals. It can also run two routines that verify the facility files.

Request the Day-End routines

1. In the Master Menu, select Utility > Day-End.
2. In Day-End Options select any Day-End Option.

3. Click Yes to run the verification routine.

   A verification routine can be run which compares the Account, Charge/Adjust, and Distribution files. If any inconsistencies are found, an error report is printed. Revenue Plus recommends that this routine be run at least weekly.
4. Click Yes to run the weekly facility total updates report.

   This routine rolls the weekly facility totals into the monthly totals and clears the weekly totals to begin a new week.

Facility/Account Entry Screen

The Facility/Account Entry screen is used to distribute the assigned amount associated with a violation or fine over various facility codes. This screen only displays when adding new accounts. After a new account has been filed, any updates to the facilities must be made through the Posting screen.

Access the Facility/Account Entry Screen

1. Open the Account Update screen and add a new account.
2. At the AGN/AMT field, enter either the fine amount or the total violation amount.

After an entry is made or <Enter> is pressed at the Comm field, the Facility Update screen appears:

```
                         JOHNSON, LARRY                        SCREEN #1

    VIOLATION CODE        :
    AGENCY NAME           :
    FINE AMOUNT           :
    -------------------------------------------------------------------------------
    FAC. CODE             DESCRIPTION           TYPE              AMOUNT
```

Facility/Account Entry Screen

Field	Description
Violation Code	If there is a violation code associated with the violation, enter it, or press <Enter> to go to the next field.
Agency Name	Enter an agency code or press <Enter> for the next field. This allows for a further breakdown of the violation code. A violation code and agency code make one violation breakdown.
Fine Amount	Enter the amount of the fine. The amount entered here displays in the AGN/AMT field of the Account Update screen. If violations are used, the penalty assessments are calculated on this fine amount.
	When all amounts are entered for all facility codes, the total becomes the new account assigned amount.
Facility Codes	The lower portion of the screen is used to enter the facility distribution. Up to 30 facility codes can be entered per violation. If a violation code is used, the distribution of amounts to the various facility codes displays. Accept the breakout displayed, add new facility codes, or update the existing facility codes.
Fac. Code	Enter the code representing a facility (fund, program, or ledger account). To select from a list of facility codes, type a questions mark (?). In the Facility Codes window select a code and click OK.
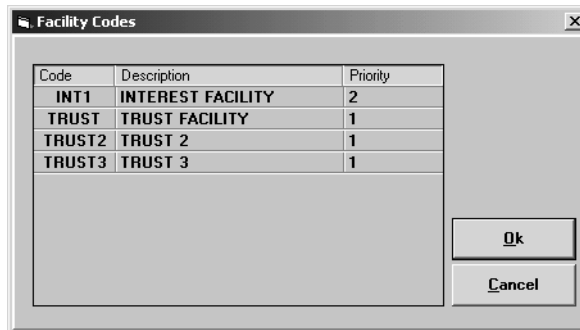
Description	The description associated with the facility code is displays.
Type	Press <Enter> to accept the current type or enter a new type. Enter $ for flat dollar amount, F for fine amount, or P for penalty assessment.
Amount	Press <Enter> to accept the amount displayed or enter a new amount.

3. After the sub-amounts are entered a screen similar to the following appears when all sub-amounts have been entered.

```
                              JOHNSON, LARRY                          SCREEN #1

          VIOLATION CODE        :APDS90
          AGENCY NAME           :
          FINE AMOUNT           :400.00
          ----------------------------------------------------------------------------
          FAC.       CODE      DESCRIPTION                      TYPE    AMOUNT
           1)        ADA1      PROB-PENALTY ASSESSMENT           P          280.00
           2)        ADF1      PROB-COURT CONSTRUCTION           P           40.00
           3)        ADY1      PROB-JAIL CONSTRUCTION            P           40.00
           4)        NAE1      PROB-PAYMENT INSTALLMENT          $           30.00
           5)        ADJ1      PROB-STATE VICTIM FEE             $            0.00
           6)        ADG1      PROB-ALCOHOL ABUSE ED &           $            0.00
           7)        ADI1      PROB-DRUG ABUSE PREVENTION        $            0.00
           8)        FLC1      CRIME LAB FEE                     $            0.00
           9)        PDS1      PUBLIC DEFENDER-SUPERIOR          $            0.00
          10)        ADE1      PROB-CALIFORNIA STATE D           $           20.00
          11)        ADM1      PROB-ALCOHOL PROGRAM              $           50.00
          12)        ADS1      PROB-SUPERIOR COURT FIN           F          330.00
```

4. After all facility codes have been entered or updated, press <Enter> in the last field to advance to the OK To File? prompt.

    This prompt can also be reached by entering a pound sign (#) in any Fac Code field. The following prompt appears:
    ASSIGNED AMOUNT FOR THIS VIOLATION = (amount)   OK To File? (CR=Y/N,/)

    The new assigned amount based on the distribution of this fine over the various facility codes displays.

5. Press <Enter> to file, or type N to continue updating this Facility screen or a slash (/) to return to the FAC CODE prompt. If this screen is filed, the original fine amount is written to the fiscal record of this account.

    The system displays another Facility Update screen (screen 2).

6. Enter the next violation, or press <Enter> from the Violation Code field.

7. After the total assigned amount has been filed, press <Enter> for no (the facilities are filed and the cursor returns to the Account Update screen), or type Y for yes.

8. If Y is entered in the preceding step, in Enter Facility Code, enter a facility code to enter a payment exception for. Otherwise, enter a slash (/) or a pound sign (#) for the OK To File? prompt.

    If D is entered, the following screen appears:

```
 REVENUE PLUS 2002 - Port 1                                          _ □ ×
 File  Edit  Commands  Screen  Help
                                                      SCREEN #1

          DISTRIBUTION OF AMOUNTS      -    49   JONES, FELICIA

FACILITY                                 ASSIGNED  COLLECTED  CANCELLED
CODE        DESCRIPTION           TYPE      AMOUNT    AMOUNT     AMOUNT    BALANCE
FSADM       FTB FOOD STAMP ADMI   $          24.99      0.00       0.00      24.99
INT                               $           1.52      0.00       0.00       1.52




                                          26.51      0.00       0.00      26.51
      End of report, press <CR> (Q) ▮

                              2:58 PM    23:34
```

9. When a facility code is entered, in the Exception Types screen enter the type of exception for this code.

```
 Exception Types                              ×
   ⦿ Type 1 - Fixed Dollar Amount         ┌──────────┐
                                          │    Ok    │
   ○ Type 2 - Percentage of Payment       └──────────┘
                                          ┌──────────┐
   ○ Type 3 - Skip Payment Application    │  Cancel  │
                                          └──────────┘
```

    If exception Type 1 or Type 2 is selected, the system prompts to enter the fixed dollar amount or percentage of payment.

10. At the OK To File? prompt, press <Enter> to file the changes.

-or-

Type N to exit without filing the payment exceptions (the facilities are filed and the cursor returns to the Account Update screen), or enter a slash (/) for the previous prompt.

Distribution Inquiry

Distribution and Proration information is available at the Account Update, Post, and Collector screens. To access the Distribution Inquiry menu, first open the miscellaneous window by doing the following:

- ◆ From the Account Update screen type /MS at the NAME prompt.
- ◆ From the Posting screen type MS at the AMOUNT prompt.
- ◆ From the Collector screen type MS at the CMD prompt.

1. In Miscellaneous Screens select Distribution Inquiry.
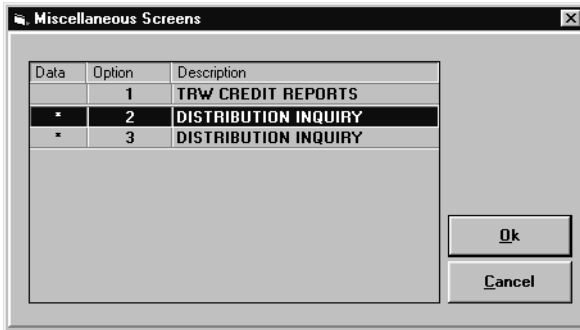
2. In Distribution Inquiry select one of the following options:
   - ◆ Distribution Summary
   - ◆ Display Payment Exceptions
   - ◆ View Charges & Adjustments
   - ◆ Facility Payment Display
   - ◆ Distribution Financial History
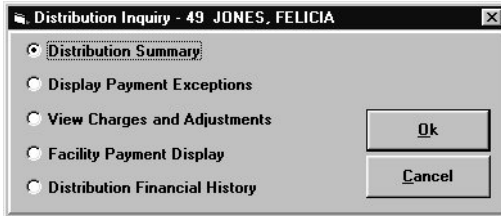
Distribution Summary

Use this option to display the facilities associated with this account. The total assigned amount, collected amount, and balance display at the bottom of the screen. The Send information to printer? prompt appears. This is an example of the report:

```
REVENUE PLUS 2002 - Port 1                                    _ □ ×
File  Edit  Commands  Screen  Help
                                              SCREEN #1

          DISTRIBUTION OF AMOUNTS      -    49   JONES, FELICIA

FACILITY                            ASSIGNED  COLLECTED  CANCELLED
CODE       DESCRIPTION       TYPE     AMOUNT     AMOUNT     AMOUNT     BALANCE
FSADM      FTB FOOD STAMP ADMI  $      24.99       0.00       0.00       24.99
INT                            $       1.52       0.00       0.00        1.52




                                     26.51       0.00       0.00       26.51

   End of report, press <CR> (Q) ▮

                        2:58 PM       23:34
```

Press <Enter> for the next screen, enter a slash (/) for the previous screen, or enter Q to quit.

Display Payment Exceptions

Use this option to display any exceptions to the order in which payments are applied to the facilities.

View Charges & Adjustments

Use this option to view the charges and adjustments made to the facilities for this account.

Facility Payment Display

Use this option to display or print a list of every payment that has been posted and how each payment was distributed among the facilities.

Distribution Financial History

Use this option to print or view a list of this account's transactions and postings.

Posting to Facilities

This section describes the posting of payments to accounts with facilities. As payments are posted, they can be manually applied to specific facilities or automatically by the system, based on the priorities.

Posting a Payment

Use the following procedure to apply payments to sub amounts:

1. Open the Revenue Plus Collector System Posting screen by selecting Option 1 from the Trust Activity menu.
2. Enter the account number of the person making the payment at the Account# prompt.
3. Using the appropriate transaction code, post the payment to the account. See the Revenue Plus Collector System User Manual for more information on posting.
4. When the transaction is ready to be filed, press <Enter> at the OK To File? prompt.
5. At the Apply to Specific Facility(S) prompt enter Y to apply the payment selectively to facilities, or press <Enter> to automatically apply the payment to the facilities. If N is entered, the payment is applied to sub-amounts and the transaction is filed.
6. If Y was entered at the Apply to Specific Facility(S) prompt, the Sub Amounts screen appears.
   The amount to be applied to the facilities appears in the upper right corner. Enter the amount to apply to a specific facility or one of the options at the bottom of the screen.
7. Select the facility to apply the payment.

8. Type the amount and press <Enter>.

When posting a negative payment, place a minus sign in front of negative amounts (example: -10.00). If exiting without applying any or all of the payment amount, the Total Amount (0.00) Not Equal prompt appears:

9. Press <Enter> to finish posting this transaction, or type N to not file this transaction.

If N is entered the entire transaction to the account must be re-posted.

Posting a NSF or Cancel Payment

Use the following procedure to apply an NSF or cancel a payment to a facility:

1. Open the Revenue Plus Collector System Posting screen by selecting Option 1 from the Trust Activity menu.

To cancel a transaction posted during the current month, or to post an NSF for the current month use Cancel Post. To post an NSF for a previous month, use the regular Post routine. To access the Cancel Post option, enter C at the Account# prompt on the Post screen.

2. Enter the transaction number or account number. If an account number that has several transactions is entered, a list of the transactions appear. Select one.

3. The transaction appears along with the prompt OK to cancel/reverse? If Yes is selected, Cancel Transaction appears:
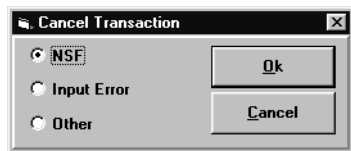
4. Select the transaction to be canceled. The prompt for the original post date appears when posting an NSF.

5. To file this transaction, press <Enter> at the OK to File? or OK to Cancel? prompt.

6. The Facility Payment Reversal screen appears after filing the transaction.

If only one payment is posted for the date of the payment reversed, the following prompt displays: DISTRIBUTION REVERSAL COMPLETED

The amount to be reversed appears in the upper right corner. The options on this screen appear at the bottom of the screen, as well as the total dollar amount of payments for this date. The following will help in moving around the screen:

Enter	Reverse all the payments for this date. Use this only if the amount to be cancelled is equal to the total payments for this date.
/	Back up one field or screen.
#	File changes.
N	Advance to the next screen.
U	Select a payment to reverse from this screen.

To select a payment to reverse, enter Y in the Reverse column. When completed, enter the pound sign (#) to file the changes.

When exiting without reversing any or all of the cancel amount, the following prompt appears:
Trans Amt=1.00   Accum. Amt=11.00, R=Restart, Q=Quit

Enter R to re-display the previous screen. Or, enter Q to quit without reversing this transaction. If Q is entered, the entire transaction to the account must be reversed also.

Posting Adjustments

Follow these procedures for applying adjustments to a facility.

Post an adjustment using a violation code

1. From the Master Menu, select Trust Activity > Post to open the Revene Plus Collector System Posting screen.
2. Select Go To Account Prompt.
3. Enter the account number at the Account# prompt.
4. Using the appropriate charge/adjust trans code, post the adjustment to the account. See the Revenue Plus Collector System User Manual for more information on posting.
5. Type Y at the OK to File? prompt to save the transaction.
6. At the Violation Code prompt, type the name of a violation code.
7. Type the agency code at the prompt.

   The system automatically distributes the adjustment and saves the transaction.

Manually post an adjustment

1. From the Master Menu, select Trust Activity > Post to open the Revenue Plus Collector System Posting screen.
2. Select Go To Account Prompt.
3. Enter the account number at the Account# prompt.
4. Using the appropriate charge/adjust trans code, post the adjustment to the account. See the Revenue Plus Collector System User Manual for more information on posting.
5. Type Y at the OK to File? prompt to save the transaction.
6. At the Violation Code prompt, type a pound sign (#) to open the adjustment screen and manually distribute the adjustment.
7. The adjustment amount to apply displays in the upper right-hand corner of the adjustment screen. Type the amount to apply to each facility in the Adj Amount column.When decreasing the owing amount, place a minus sign in front of the amount (example: -10.00).

8. Type Y at the OK to File? prompt to save the transaction.

   If you try to exit without applying any or all of the adjustment amount, a prompt similar to this displays: Account Amt (505.00) Not Equal to Distribution Amt (500.00). Make Correction?
   - Type N to exit the transaction without saving.
   - Type Y to distribute the amount again.

Violation Formulas

You can create formulas to run calculations when splitting fines and payments out to the facilities in a Violation Code table.

Create a formula

The process used to create formulas does not allow grouping in parenthesis. Formulas need to be configured in a straight line.

1. From the Master Menu, select Special Routines > Distrib/Proration.
2. Select Violation Formulas.
3. Enter a description for the formula.
4. At the Enter Initial Value for Calculation screen, select one of the following:
   - Base Fine - the fine amount entered is the amount used to begin the calculation.
   - Total of Calculations + fixed amounts - the amount used to begin the calculation is the preceding amounts calculated prior to this entry in the violation code table.
5. Select the first operand for your formula.
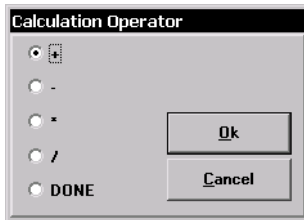
6. Type the value for the calculation.

   Steps 5 and 6 are alternate until the formula is built. When you have completed the formula, select Done on the Operand screen.
7. Type Y at the prompt to include the 2% Court Auto amount calculation when the violation is entered. If you type N, the amount will be added to the total.
8. At the prompt, select one of the following options:
   - # - File the formula and go to the next formula entry.
   - / - Exit the formula and go to the next formula entry.
   - C - Test the calculations on the formula you created to verify accuracy. The test calculation prompts you to enter the value for the calculation.
   - # to change - Change a value or operand in the formula. Each part of the formula is numbered. Type the position number that you want to change. Enter the new value or operand at the prompt.

These numbers denote each part of the formula
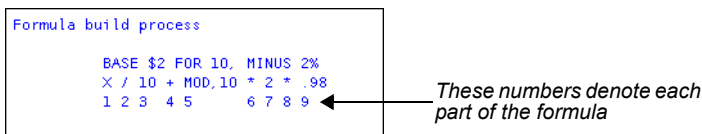
9. Type Y at the prompt to save the calculation.