

Victim Restitution

RPCS™

Version 2011

RevQ™

A Columbia Ultimate Company

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Version 2011 is the newest release of the Victim Restitution module for Revenue Plus Collector System and includes the following new features and enhancements.

Enhancement	Link
Victim Module Updated to Disburse via File	Create Disbursement File, p. 16
Disbursement data can now be transmitted by file. You can configure a path and filename to store the disbursement data for transmission.	

The logo features a yellow starburst shape with a black outline, centered on a blue horizontal bar. The text "Victim Restitution" is written in blue within the starburst.

Victim Restitution

The Victim Restitution module works in conjunction with the Revenue Plus Collector System (RPCS) and the Payment Distribution/Proration systems. The Victim Restitution Module tracks payments to victims and allows you to:

- Input and update victim records
- Apply payments to victim records
- Calculate disbursement amounts
- Create disbursement checks, lists, or tapes
- Print summary reports

Victim Restitution Menu

The Victim Restitution Menu contains the available Victim Restitution screens and reports. To access Victim Restitution open the Master Menu and select L / Special Routines. Next, select Victim Restitution from the Special Users menu.



Figure 1

Victim Update

Use this routine to add, change, and delete victim records. Each victim record is associated with a specific account. The victim record number consists of the account (defendant) number, an asterisk, and the victim number.

For example, the victims associated with account 100 are numbered 100*1, 100*2, and 100*3.

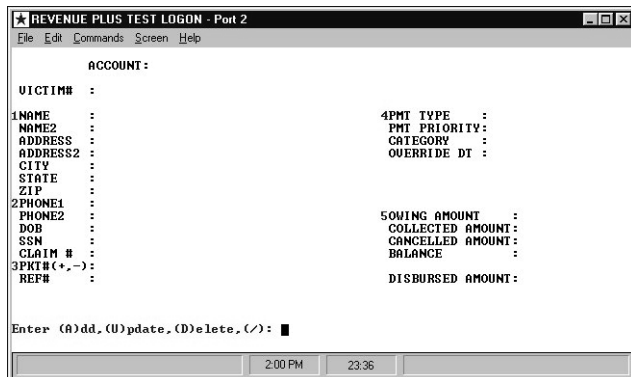


Figure 2

Victim Update Options

The following options are available on the Victim Update screen:

A To add a new victim, type **A**. The following prompt appears:

Enter Account# (/):

Enter the account (defendant) number to which this victim belongs. Every screen has an account number and a victim number. The victim number is made up of the account number, an asterisk, and the sequential number of the victim. The system assigns the victim number.

U To update a victim that has already been entered into the system, type **U**.
The following prompt appears:

Enter Victim# (=,=a,DI,/):

Type the victim number. If the victim number is not known, enter one of the following:

- Enter an account number. A list of that defendant's victims appears.

= - Inquiry. Search for a victim based on information you have about the victim. This screen appears:



Figure 3

When an option is selected, you are prompted to enter the name, address, or reference number. When one is entered, a list of victims matching the entered criteria appears. To view a victim, enter the line number to the left of the victim number.

You may use the following commands:

=a - Name inquiry. Search for victims based on name only. Enter an equal sign followed by the last name of the victim being updated. A list of victims matching the entered criteria appears.

DI - Account inquiry. Search for victims by finding the accounts with which they are associated.

/ - Return to the Enter (A)dd,(U)pdate,(D)elete,(/): prompt.

D - Delete a victim. The following prompt appears:

Enter Victim# (=,=a,DI,/):

Enter the number of victims to be deleted, or enter one of the other options.

Victim Update Fields

The following table includes the fields on the Victim Update screen and a description of each field.

Victim Update

Field Description

Account	The account number and account name. This field is not accessible.
Victim#	The system-assigned victim number. This field is not accessible.
Name	The victim's name. Individuals' names should be entered as last, first (example: SMITH, JANE). Enter corporation and organization names without commas. The information entered in this field is used for inquiry. <i>This is a required field.</i> Type a slash (/) to access the OK TO FILE prompt. To access the notes routine from this field, type an asterisk (*).
Name2	If applicable, enter a second name, using the same guidelines for the NAME field. The information entered in this field is used for inquiry.
Address	The victim's address. The information in this field is used for inquiry.
Address 2	If needed, a second line of address information. The information in this field is used for inquiry.
City	The victim's city or enter just the ZIP Code. The city, state and ZIP Code fields will populate automatically.
State	The victim's state abbreviation.
Zip	The victim's ZIP Code.
Phone1	The victim's phone number. This may be entered in any format (example: 2065551212 or 206,555,1212 or 206-555-1212).
Phone2	A second phone number for the victim.
DOB	The victim's date of birth. The information should be entered as MM/DD/YY.
SSN	The victim's Social Security number. This is used for inquiry.
Claim#	The state restitution claim number.
Pkt# (+,-)	Use this field to combine multiple victims into a single disbursement. When a packet is created, a number is assigned to that packet by the system. <ul style="list-style-type: none"> To add the victim to an existing packet, enter the number of the packet. To add this victim to the next available packet, enter a plus sign (+). To remove this victim from its packet, enter a minus sign (-). To change a victim from one packet to another, enter the number of the new packet. To change, enter Y; to not change, press <Enter>.
Ref#	Use this field to hold any other reference number or word you may use to identify the victim. The information in this field is used for inquiry.
Pmt Type	The entry in this field determines the type of disbursement to be made to the victim. <i>This is a required field.</i> The following selections are available: <ul style="list-style-type: none"> C - This victim will receive checks. T - This victim will be included on a disbursement tape. L - This victim will be included on a disbursement list. If this option is selected, the CATEGORY field must also be updated. H - The information is incomplete for this victim. Hold all disbursements until more information is available. S - Special handling (example: electronic file transfer of data).

(1 of 2)

Victim Update *(cont. from previous page)*

Field Description

Pmt Priority	This field determines the priority in which money received from one account will be disbursed among several victims. <i>This is a required field.</i> The available options include the following: P - Apply payments by proration. Under this method, a percentage of each payment is applied to all victims on this account who use proration. This percentage is calculated by dividing each prorated victim's balance by the total balance of all prorated victims on this account. nn - Enter a numeric priority from 1 to 999 (with 1 being the highest priority) for distributing payments to victims. Payments are first applied to the remaining balance of victims with the lowest number or priority. If more than one victim has the same numeric priority, payments are prorated until their balances are zero. nn% - Enter the percentage of each payment that goes to this victim. The total percentage must not exceed 100. Enter percentages as decimal figures (example: 12% = .12). A combination of payment priorities can be used for victims of the same account. Payments are applied to victims in the following order: percentages, numeric priority, and proration.
Category	This field is only required when disbursement lists are used. Any type of information may be entered in this field that identifies this victim with a group or classification of victims.
Override DT	This field can be used to specify a certain date for disbursement to occur. The field will clear when the disbursement is made. Use the month-day-year format.
Owing Amount	The restitution amount for this victim. <i>This is a required field</i> , and it can be accessed only when the victim is <i>first</i> entered. It cannot be changed using this screen.
Collected Amount	The amount received, but not necessarily disbursed, for this victim. This field can be accessed only when the victim is <i>first</i> entered. It cannot be changed using this screen.
Cancelled Amount	If the account or the victim was cancelled, the amount owed at the time of cancellation appears here. This field is for display-only.
Balance	This field is calculated by the system and is not accessible.
Disbursed Amount	The portion of the collected amount that has been paid to the victim. This field can be accessed only when the victim is <i>first</i> entered. Once entered, this amount cannot be changed using this screen. When Enter is pressed at the last field, or if a pound sign (#) is entered at any field, the following prompt appears: OK TO FILE? (CR=Y,N,?) : CR=Y - Press <Enter> to file this record and save any changes just made. N - Do not file the changes made to this victim and exit this account. / - Return to the NAME field.

(2 of 2)

Adding Victims Account Update

Victims can be entered at the same time new accounts are being added to the system if the account's client is a victim restitution client. After Enter is pressed at the Account Update OK TO FILE prompt, the Victim Update screen appears.

Press <Enter> to begin entering the victims for this account, or enter a slash (/) to return to the Account Update screen.

Press <Enter> to bring up the next victim number in sequential order.

At the OWING AMOUNT field, if the total owed amount for all victims for this account exceeds the restitution amount (account's assigned amount or the restitution facility amounts if using Distribution/Proration), the following prompt appears:

TOTAL OWING AMOUNT (amount) EXCEEDS RESTITUTION AMOUNT (amount)

If not enough has been added the following prompt appears:

TOTAL \$ NOT EQUAL TO FACILITY \$, CORRECT WITH UPDATE SCREEN. PRESS <CR>

Victim Notes

A note contains a brief explanation of an action taken on a victim record. Examples include an updated field, a payment disbursed, or a telephone call received from the victim. Notes can be manually entered or automatically created by the system.

Each time a note is created, the employee's initials are printed at the end of the note. Initials are only appended to manually entered notes. Notes can be accessed from the Victim Update screen by entering an asterisk (*) in the NAME field. A screen similar to the following appears:

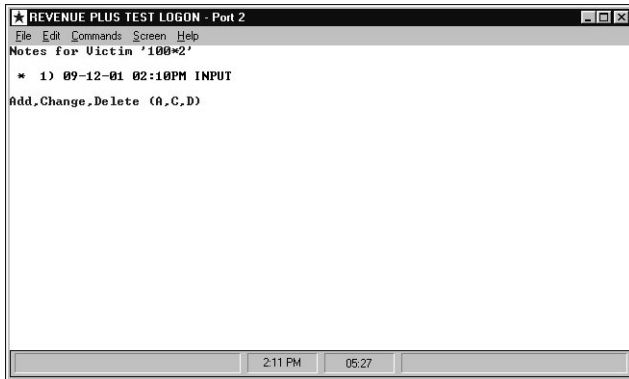


Figure 4

Each note is numbered in the order of entry. If more than one screen of notes exists for this victim, a prompt similar to the following appears at the bottom of the screen:

<CR> (Q)

Press <Enter> to view the next screen of notes, or type Q to quit viewing notes. The following prompt appears at the end of the notes:

Add, Change, Delete (A,C,D)

Adding Notes

Type A. The next note number available appears with an end mark (|) to show how many characters fit onto one line. The following prompt appears:

ADD, CHANGE, DELETE (A,C,D) A

3 |

Type the note. It is not necessary to press <Enter> at the end of each line. If the note takes more than one line, the system will reformat the note to break at the end of a word. Additional line numbers appear as you continue typing. More than one note can be added at one time. When all notes have been entered, press <Enter> on a blank line. The following prompt re-appears:

Add Change, Delete (A, C, D)

Changing Notes

Type C. Notes preceded by an asterisk (*) cannot be changed. Manually entered notes may be changed at any time. The system prompts for the note line number to be changed. When the line number is entered, the screen appears as follows:

Add, Change, Delete (A,C,D) C

Which Line 3

3 VCTM SAID DIDN'T RECEIVE LST PAT

3 |

To change the note, re-enter the entire line. To leave the line as it currently is, press <Enter>. The system prompts WHICH LINE again. Enter another line number or press <Enter> to return to the Add, Change, Delete prompt.

Deleting Notes

Type *D*. The system prompts Which Line. Enter the line number to be deleted. The line appears along with the prompt OK to Delete? (Y,CR=N):. Type *Y* to delete the line or press <Enter> to leave it alone. If the line is deleted, the system begins the notes display again with line 1. When a line is deleted, the lines following are re-numbered. Before adding, changing, or deleting any other lines, review the new numbering.

After making all additions, changes or deletions, press <Enter> at the Add, Change, Delete prompt to return to the Victim Update screen.

Victim Inquiry

This routine is used to view existing victim records. Modifications cannot be made to this screen.

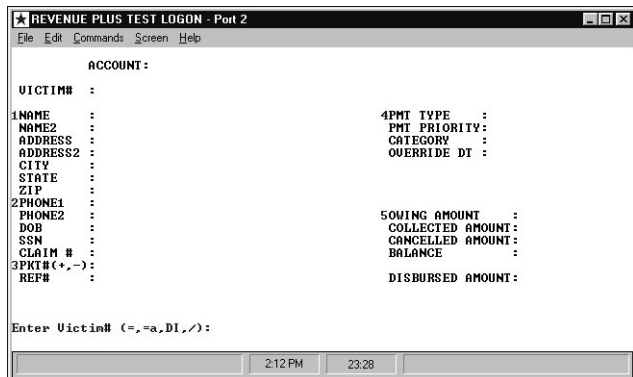


Figure 5

Enter the victim number. If the victim number is not known, enter one of the following:

- Enter an account number. A list of that defendant's victims appears.

=> - Inquiry. Search for a victim based on information you have about the victim. The following screen appears:



Figure 6

When an option is selected, you are prompted to enter the name, address, or reference number. When one is entered, a list of victims matching the entered criteria appears. To view a victim, enter the line number to the left of the victim number.

=a - Name inquiry. Search for victims based on name only. Enter an equal sign followed by the last name of the victim being update. A list of victims matching the entered criteria appears.

DI - Account inquiry. Search for victims by finding the accounts with which they are associated.

/ - Return to the **Enter (A)dd, (U)pdate, (D)delete, (/)** : prompt.

Victim Inquiry

When the victim has been selected for viewing, the available information appears on the Victim Inquiry screen.

```

ACCOUNT: 7256      SMITH, AL
VICTIM# : 7256*1
1NAME : DAVID BELLINGHAM      4PMT TYPE : C
NAME2 :                       PHT PRIORITY: P
ADDRESS : 101 SE MAIN         CATEGORY :
ADDRESS2 :                     OVERRIDE DT :
CITY : VANCOUVER
STATE : WA
ZIP : 98664
2PHONE1 : 360-883-0974
PHONE2 :                       50WING AMOUNT : 250.00
DOB : 02-24-72                COLLECTED AMOUNT: 50.00
SSN : 539-22-1123             CANCELLED AMOUNT: 0.00
CLAIM # :                      BALANCE : 200.00
3PKT#(+,-):                    REF# :
REF# :                          DISBURSED AMOUNT: 50.00

Enter Victim# (=,=a,DI,/) : 7256*1      (P,PK,PV,*,/)

```

Figure 7

Victim Inquiry Screen

Field	Description
-------	-------------

P	Payment History. View the Payment History screen for this victim. All charges, payments and disbursements for the victim appear on a separate screen.
*	Notes. View any notes that may have been created for this victim. This option is for viewing only.
<CR>	Bring up the Victim# prompt to view another victim.
PK	Packet. This option shows which victims are packeted to victims on other accounts. The Victim Packet screen displays two lines of information for each victim packeted together under this account number. The victim number, name, balance, amount owed, amount received and amount disbursed appear. If more than one screen is used, press <Enter> for more or type Q to quit. Select one of the following options:
xCA	Type CA to access an online calculator.
<CR>	Return to the Victim Inquiry screen.
PV	Print the victim information. You may include the notes and financial history, as well.

Victim Summary

Use this routine to display a summary of the victims for an account. The following prompt appears:

Enter Account#:

Type the number of an account that has victims, or press <Enter> to quit.

```

ACCOUNT#: 7256 SMITH, AL      VICTIM SUMMARY SCREEN      1
VICTIM NAME   T  P PRI      OWING  AMOUNT  PAYMENTS  AMOUNT  AMOUNT
              P PRI      RECEIVED  DISBURSED  CANCELLED  BALANCE
1 DAVID BELLINGHAM C P      250.00   50.00   50.00    0.00   200.00
2 CHARLES ROSEWOOD C P      250.00   50.00   50.00    0.00   200.00
TOTALS        500.00  100.00  100.00    0.00   400.00

DTR VR BAL = 200.00      (/=Prev Screen, P=Print, Q=Quit):

```

Figure 8

This screen contains one line of data per victim. Totals appear at the end of the victims for this account. If there is more than one screen, press <Enter> to see the next screen or type a slash (/) to see the previous screen. Type Q to return to the **Enter Account#** prompt.

Victim Summary Screen

Field	Description
Victim Name	The name of each victim is listed.
TP	Type of payment to the victim. C = check, T = disbursement tape, L = victim is on disbursement list, H = hold, S = special.
PRI	The priority by which money received from this account is distributed among the victims. P means payments are prorated according to the amount owed each victim; a decimal is the percentage of the payment this victim receives; and an integer is the level of priority of this victim among all the victims.
Owing	The original amount due to this victim.
Amount Received	The total received from the account on behalf of this victim.
Amount Disbursed	The amount disbursed to this victim.
Amount Cancelled	The amount of debt owed the victim at the time the account was cancelled.
Amount Balance	The amount still owed to the victim as of this transaction.
DTR VR BAL	The amount the defendant owes the victims.

Financial History

Use this routine to display a detailed listing of all charges, payments and disbursements made to an individual victim. The Victim Payment History screen can be accessed by typing *P* from the Victim Inquiry Options prompt, or by selecting Option 4 from the Victim Restitution menu. If this routine was entered directly from the Victim Restitution menu the following prompt appears:

Enter Victim# (/):

If the account number (instead of the victim number) is entered, a list of victims appear.

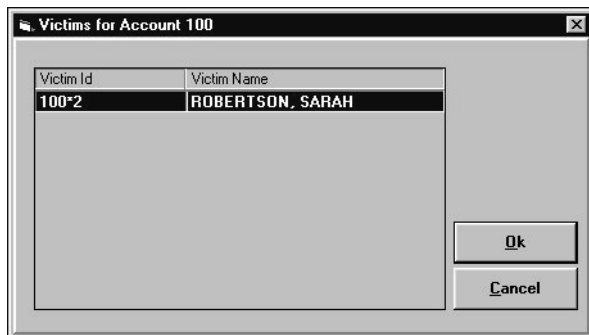


Figure 9

Enter a victim number or press <Enter> to exit the routine. After you select a victim record to view, the following screen appears:

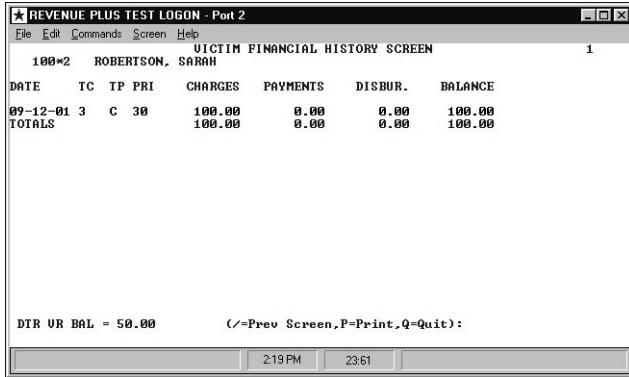


Figure 10

The entries are sorted by oldest date first. If more than one screen of information exists, press <Enter> to view another screen. To view a previous screen, type a slash (/). Type Q to quit this screen. The following table contains the names of the fields on the Victim Financial History Screen and a description of each field.

Victim Financial History Screen

Field	Description
Date	The date the payment, charge or disbursement was made.
TC	The transaction code that was used to post the charge or payment.
Type	The type of payment to the victim. C = check, T = disbursement tape, L = victim is on a disbursement list, H = hold, S = special.
PRI	The priority by which money received from the account is distributed among several victims. P means payments are prorated according to the amount owed each victim; a decimal is the percentage of the payment this victim receives; and, an integer is the level of priority of this victim among all the victims.
Amount	The amount of the payment, charge or disbursement.
Charges	Any amounts owed to the victim.
Payments	The part of the payments applied to this individual victim.
Disbur.	The amount of money actually disbursed to the victim.
Balance	The amount still owed to the victim as of this transaction.
DTR VR BAL	The amount the account owes the victim.

Disbursement

The Disbursement menu is used to calculate and send restitution payments to victims. This routine may be run any time during the month; however, once disbursements have been calculated, the checks, list or tape must be created. After selecting Option 5 from the Victim Restitution menu the following screen appears:

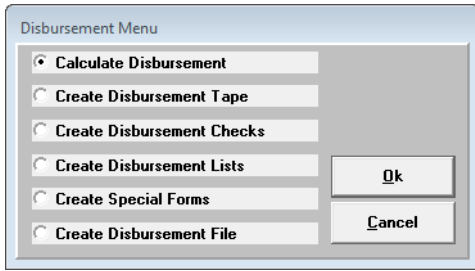


Figure 11

Calculate Disbursement

This option must be selected before any tape, check or list can be created. When this option is selected, a message explains that this routine verifies payments were disbursed and calculates new disbursement amounts.

If any disbursements were not paid, a message appears indicating which payment types need to be run.

If no unpaid disbursements are found, new disbursements will be calculated. The following prompt appears:

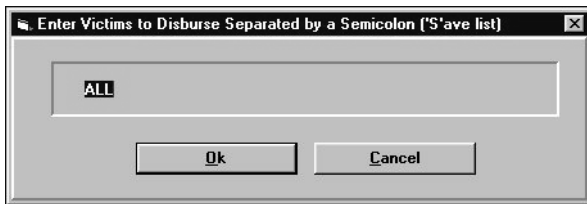


Figure 12

Type the victim number or press <Enter> to include all victims. If a Recall Statement has previously been done on the victim file and the list has been saved, type S. The prompt for the list name appears.

Create Disbursement Tape

Use this option to create a tape containing victim restitution payment information. A Client Care representative should be contacted to set up the tape layout. Type 2 at the Disbursement menu to run this feature. The following prompt appears:

**THIS WILL CREATE THE VICTIM RESTITUTION DISBURSEMENT TAPE. CONTINUE ? (Y/
CR=N)**

To create the tape, put a tape online and type Y. Or, press <Enter> to exit the routine.

Create Disbursement Checks

Use this option to create a check for each victim with a disbursement or to combine packeted victims onto one check. If this method is selected for payment, contact a Columbia Ultimate Client Care representative to format the check program. Type 3 at the Disbursement menu. The following screen appears:

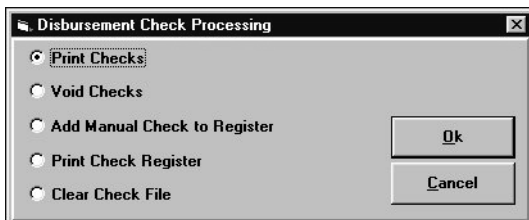


Figure 13

Print Checks

Use this option to date, test, print, and reprint checks. The following prompt appears:

Print disbursement checks to victims. Continue?

To print checks

1. Enter the date to appear on the checks.
2. Enter the date to be printed on the checks. It is usually the current date, but can also be the date of the month end close or yesterday's date. Enter the date in MM/DD/YY format.
3. Enter the starting check number.
4. Most organizations use pre-numbered check forms. Enter the number of the check on which printing will begin.
5. Enter the number of test lineups desired (0_10).

To be sure that check forms are correctly aligned, test lineups can be used. Enter a number between 0 and 10. The system adds this number to the starting check number. The internal check register then records check numbers.

A screen similar to the following appears along with the **OK to print?** prompt.

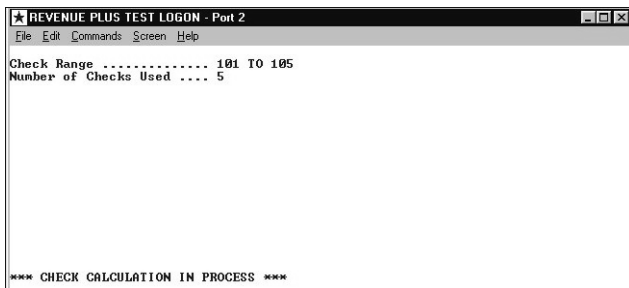


Figure 14

Double check the printer to be sure that the checks are correctly aligned. Press <Enter> to begin printing. The checks are printed in victim number order. When printing is complete the employee password prompt appears.

Reprinting Checks

If checks need to be reprinted because of poor alignment or incorrect information use the Print Checks option of the Checks routine again. Enter the date and check number when prompted. Checks can be reprinted as many times as necessary until the Calculate Disbursement options have been run (which prevents any reprinting of checks). When reprinting checks, remember to enter a different starting check number if pre-numbered check forms are being used. Also, the rejected checks need to be removed from the system check register. Use the Void Checks option to remove the checks.

Void Checks

The following prompt appears:

Enter Check#

The victim number and check amount appear on the following screen for verification.

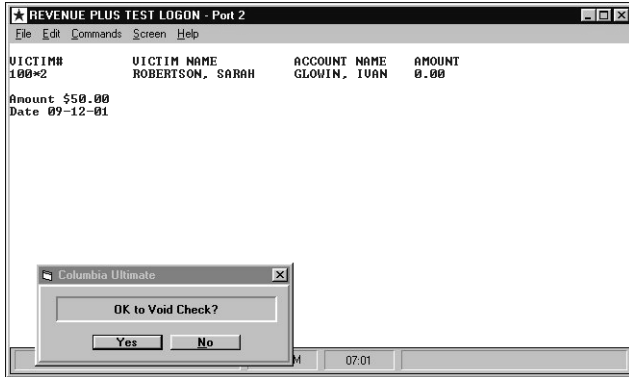


Figure 15

Press <Enter> to void or type *N* for no. Voided checks are included on the check register with no amount and with the word `VOID` on the right side of the register entry. Voided checks can be reprinted using the Print Checks option or a manual check can be created to replace the voided check. The cursor returns to the CHECK # prompt. Enter another number or press <Enter> to leave the routine.

Add Manual Check to Check Register

If a check is written by hand, use this option to add it to the check register. The following prompts appear:

Enter victim# (/):

Enter the number of the victim to receive the check.

Enter check# (/):

Enter the number of the manual check to be created.

Enter amount (/):

Enter the amount of the check.

Enter date:

Enter a date or press <Enter> to enter the current date.

OK to file? (CR=Y/N):

Press <Enter> to file or type *N* for no. When a manual check is filed, an entry is made on the check register for this check number and amount with the notation `MANUAL` on the right side of the register.

Print Check Register

When checks are printed, an internal check history file is created. A list of the current month entries in the check history file can be obtained by printing the Check Register. The following prompt appears:

OK To Print?

Press <Enter> to begin printing.

Clear Check File

Check information is held in the computer allowing the option of reprinting checks. This routine clears the check information so that checks cannot be reprinted. The following prompt appears:

This program will zero out all victim check amounts.

Create Disbursement Lists

Use this option to print a list containing victim restitution payment information. To use this feature, contact Columbia Ultimate Client Care.

Create Special Disbursement Forms

This option can be custom programmed to print non-standard disbursement forms for organizations that do not use checks or forms. This option also allows for electronic transfers from one system to another.

DATE...	CHECK...	CHECK AMOUNT	VICTIM #	NAME.....	ACCOUNT NAME...
10-10-99	1006	50.00	1001*1	JOHNSON, MARY	SMITH, MARY
10-10-99	1007	25.00	1001*2	MCDONALD, JERRY	SMITH, MARY
10-10-99	1008	10.00	123456*1	BROWN, BILL	JACKSON, ANDY
10-10-99	1009	100.00	553214*1	SMITH, JANE	YOUNG, JOHN
		185.00			

Figure 16

Create Disbursement File

Use this option to create a file containing victim restitution payment information.

1. From the Victim Restitution menu, type E or 5 at the Enter Selection prompt.
2. In the Disbursement Menu, select Create Disbursement File and click Ok.
3. At the This will create the Victim Restitution Disbursement File. Continue? prompt, click Yes.
4. At the Is this a rerun? prompt, if you are running a file you have created before, click Yes; otherwise, click No.
5. At the Enter File Path and Name prompt, type path to where the file is being stored and the name to assign to the file and click Ok.

Disbursement Reversal

Use this routine to reverse the amount that has actually been disbursed to a victim. The following prompt appears:

Enter victim# :

If an account number (instead of a victim number) is entered, a list of victims appear, similar to those in the following screen:

DISBURSEMENT REVERSAL				
VICTIM: 7256*1 DAVID BELLINGHAM				SCREEN 1
DISBURSE DATE	TRANS DATE	TRANS CODE	AMOUNT	REVERSE
02-07-03	02-05-03	1	50.00	

Total \$ to Reverse = 50.00 OK to File? (Y,CR=N):

Figure 17

Enter the number of the victim to adjust, or press <Enter> to exit the routine.

To reverse all the amounts shown on the screen, press <Enter>. To reverse individual amounts, type *U*. If *U* is typed, the cursor appears in the REVERSE column on the first line. The following prompt appears:

ENTER Y TO REVERSE THIS FIELD, '/' FOR PREVIOUS, '#' TO FILE

Press <Enter> to move the cursor to the next line or type *Y* to reverse the entire amount shown on the current line. Press <Enter> on the last line to reach the OK TO FILE prompt. The following prompt appears:

TOTAL \$ TO REVERSE = 25.00 OK TO FILE? (Y,CR=N) :

Type *Y* to file the changes or press <Enter> to return to the ENTER VICTIM# prompt.

If the payment has already been disbursed, the following prompt appears.

Transaction has been disbursed to the Victim. Proceed with reversal?

If YES is selected, the process will continue, and the payment will be reversed.

If NO is selected, the payment will be left alone, and the payment reversal process will terminate for that transaction.

Victim Restitution Reports

Use this routine to print the Victim Restitution reports.

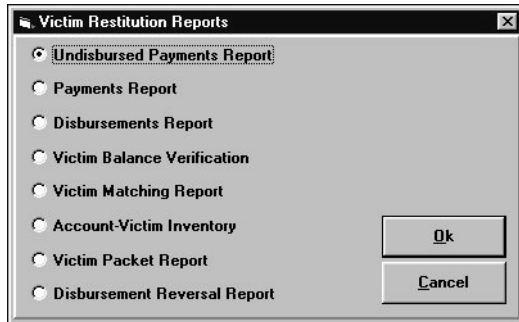


Figure 18

Undisbursed Payments Report

This routine is used to print a report of all undisbursed payments. Payments are undisbursed if the victim has a hold payment status or an override date into the future. The following prompt appears:

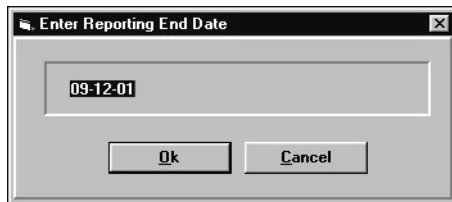


Figure 19

Type the latest date for undisbursed payments to be included on the report. Enter the date in month-day-year format. The report is sent to the printer and is printed by account. A separate detail line per victim is listed for each undisbursed amount. A sample report follows.

ACCOUNT#	ACCOUNT NAME	VICTIM NAME	AGE	PYMT Prio	PYMT TYPE	POSTING DATE	TRANS CODES	PAYMENT AMOUNT	SOURCE
13:34:37 UNDISBURSED PAYMENTS AS OF 2-25-01 PAGE 1 FOR: ULTIMATE RECOVERY, INC.									
1001	JACKSON, ANDY	MCDONALD, JERRY	238	P	H	02-27-99	1	24.00	
		MCDONALD, JERRY	236	P	H	03-01-99	1	14.40	
		MCDONALD, JERRY	236	P	H	03-01-99	1	165.60	
		JOHNSON, MARY	238	P	H	02-27-99	1	6.00	
		JOHNSON, MARY	236	P	H	03-01-99	1	5.60	
		JOHNSON, MARY	236	P	H	03-01-99	1	64.40	
		BROWN, BILL	178	10	H	04-28-99	1	10.00	
							TOTAL	290.00	
1234	LARSON, LARRY	CHARLES, TONY	229	50	H	03-08-99	1	10.45	
		CHARLES, TONY	225	50	H	03-12-99	1	20.00	
							TOTAL	30.45	
5555	KLINE, GENE	BROWN, JILL	12	P	H	10-11-99	1	12.00	
		ANDERSEN, SCOTT	12	P	H	10-11-99	1	8.64	
							TOTAL	20.64	
							GRANDTOTAL	341.09	

Figure 20

Payments Report

This routine is used to print a report of all payments made by accounts on behalf of victims during a specified time period. The following prompt appears:

Figure 21

Enter the beginning date for transactions to be included on this report in month-day-year format. The following prompt appears:

Figure 22

Type the ending date for transactions to be included on this report. Click OK to send the report to the printer. The transactions are sorted by account. A separate detail line for each victim is printed.

ACCOUNT#	ACCOUNT NAME	VICTIM NAME	AGE	PYMT Prio	PYMT TYPE	POSTING DATE	TRANS CODE	PAYMENT AMOUNT	SOURCE
13:15:02 05 FEB 2003 PAYMENTS/CASH ADJUSTMENTS FROM 01-01-03 THROUGH 02-05-03 PAGE 1 FOR: COUNTY PROBATION									
3256	SMITH, AL	DAVID JOHNS		0	P	C	02-05-03	1	100.00
		MARK CHUGG		0	P	C	02-05-03	1	200.00
7285	TAYLOR, LYNN	MICHELLE LEE		0	P	C	02-05-03	1	75.00
		BECKY WHITE		0	P	C	02-05-03	1	20.00
5612	JOHNSON, KIMO	JONATHAN JONES		0	P	C	02-05-03	1	5.00
		STACEY MAY		0	P	C	02-05-03	1	10.00
							TOTAL	410.00	

Figure 23

Disbursements Report

This routine is used to print a report of all disbursements to victims for a specified period of time. The following prompt appears:

Figure 24

Enter the beginning date of disbursements to be included on this report. Enter dates in month-day-year format. The following prompt appears:

Figure 25

Enter the ending date of disbursements to be included on this report. The following prompt appears:

Figure 26

The age of a disbursement is the number of days between the time the payment was received and the time selected. Report End Date refers to the date entered at the previous prompt. The disbursements are grouped by the account making the payments. A separate detail line is printed for each victim. The following is a sample report:

ACCOUNT#	ACCOUNT NAME	VICTIM NAME	PYMT AGE	PYMT PRT	PYMT TYPE	POSTING DATE	TRANS CODE	PAYMENT AMOUNT	SOURCE
7256	SMITH, AL	DAVID JOHNS	2	P	C	02-05-03	1	50.00	
		MARK CHUGG	2	P	C	02-05-03	1	50.00	
							TOTAL	100.00	
							CLIENT TOTAL	100.00	
							GRAND TOTAL	100.00	

Figure 27

Victim Balance Verification

This routine verifies that the account's balance in victim restitution equals the account's total in victim records. It also verifies that every victim in the system is associated with an account. If discrepancies are found, a report is printed. The following screen appears:

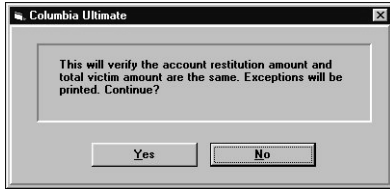


Figure 28

The following is a sample of the error report:

VICTIM BALANCE VERIFICATION REPORT			PAGE 1
ACCOUNT#	ACCOUNT BALANCE	VICTIM BALANCE	DIFFERENCE
44355	95.90	0.00	95.90
098	123.00	62.00	63.00
1234	0.00	490.15	-490.15
4321	100.00	94.50	5.50

Figure 29

Victim Matching Report

The Victim Matching report prints a report of victims with matching names and addresses. It also includes the name of the accounts. The following prompt appears:

**THIS WILL PRODUCE THE VICTIM MATCHING REPORT
CONTINUE (<CR>=Y,N) :**

The following is a sample report:

VICTIM MATCHING REPORT			PAGE 1
VICTIM#	VICTIM NAME	VICTIM ADDRESS	ACCOUNT NAME
1004*2	MATSON, ROBERT	123 NORTH MAIN ST.	WRITE, JAMES
1108*1	MATSON, ROBERT	123 NORTH MAIN ST.	COOK, LYNN

Figure 30

Account-Victim Inventory

Use this report to print a report of victims and their associated accounts. The following prompt appears:

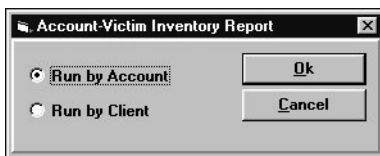


Figure 31

To print a list of accounts and their victims, sorted by account number, select Run by Account. To sort the list by client, select Run by Client. You are prompted to enter account or client numbers. The following prompt appears:

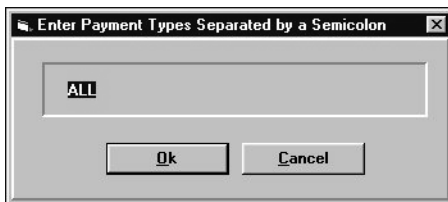


Figure 32

Type *C, T, L, H, S*, or *ALL*.

The OK to print? prompt appears. The following is a sample report. The victims are grouped under their respective accounts. There are four lines for each victim; each line and column is identified at the top of the page.

04-09-01 11:57:06AM		ACCOUNT-VICTIM INVENTORY							
PAGE: 1									
VICTIM NAME1/VICTIM NAME2	TP	PRI	CATEGORY	OWING	RECEIVED	DISBURSED	CANCELLED	BALANCE	
ADDRESS1/ADDRESS2									
CITY, STATE ZIP		PHONE1	PHONE2	OVERRIDE	DT	PKT			
REFERENCE#									
ACCOUNT: 101 FELDKAMP, JOHN									
1	EURAMA, CARMINA	C	P	104.33	0.00	0.00	0.00	104.33	
	8987 SE 87								
	FLAGSTAFF, NH 78999								
	ACCOUNT 101 VR BAL: 777.00		VICTIM TOTALS:	104.33	0.00	0.00	0.00	104.33	
ACCOUNT: 6194 SMITH, BOB									
1	SAFEMAY	C	P	500.00	10.00	5.00	0.00	490.00	
	PO BOX 666								
	OMAHA, KS 77777								
	ACCOUNT 6194 VR BAL: 505.00		VICTIM TOTALS:	500.00	10.00	5.00	0.00	490.00	
ACCOUNT: 6230 BUMSTEAD, DAGWOOD									
1	HUN, ATTILA THE	C	P	45.00	0.00	0.00	0.00	45.00	
	RTS 2								
	GEORGE, IA			8					
2	HAYDN, FRANZ JOSEPH	C	P	55.00	0.00	0.00	0.00	55.00	
	2222 MAIN ST								
	VIENNA, AUSTRIA			8					
	ACCOUNT 6230 VR BAL: 1090.00		VICTIM TOTALS:	100.00	0.00	0.00	0.00	100.00	
ACCOUNT: 6231 BUMSTEAD, BLONDIE									
1	OOP, ALLEY	L	P	A	5.00	0.00	0.00	5.00	
	1 STONE WAY								
	CAVE CITY, AL 34567			8					
2	FILIMORE, MILLARD	C	P	21.00	0.00	0.00	0.00	21.00	
	2630 NE 27TH								
	HOMER, AK 98089			9					
3	GREAT, CATHERINE THE	C	P	109.00	0.00	0.00	0.00	109.00	
	THE HERMITAGE								
	ST PETERSBURG, RUSSIA			6					

Figure 33

Victim Packet Report

Use this option to print a report listing all packeted victims. The following is a sample report:

VICTIM PACKET REPORT							
08:08:22 08 APR 1999							
PAGE: 1							
PACKET	VICTIM#...	NAME1.....	ADDR1.....	ASGN AMT	COLL AMT	DISB AMT	CANCELLED BALANCE...
6	6231*1	OOP, ALLEY	1 STONE WAY	205.00	75.00	75.00	130.00
6	6245*1	OOP, ALLEY	1 STONE WAY	121.00	50.00	50.00	71.00
6	6246*2	OOP, ALLEY	1 STONE WAY	109.00	65.00	65.00	44.00
			TOTALS	435.00	190.00	190.00	245.00
7	6012*1	BEET, LUDWIG	22 WILHEIM ST	100.00	100.00	100.00	0.00
7	6013*1	BEET, LUDWIG	22 WILHEIM ST	245.00	0.00	0.00	245.00
			TOTALS	435.00	180.00	118.00	245.00
			TOTALS	780.00	280.00	218.00	490.00
			GRANDTOTALS	1215.00	470.00	408.00	735.00

Figure 34

Disbursement Reversal Report

Use this option to print a report of disbursement reversals. The following prompt appears:

The image shows a standard Windows-style dialog box. The title bar reads "Enter Reporting Begin Date". Inside the dialog, there is a large, empty rectangular text input field. Below the input field, there are two buttons: "Ok" on the left and "Cancel" on the right.

Figure 35

Enter the earliest date of disbursement reversals to be included on the report.

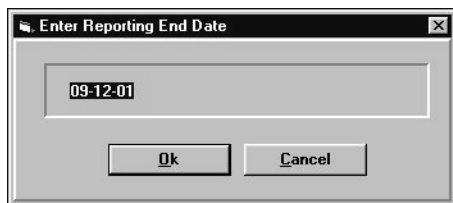


Figure 36

Enter the latest date of disbursements to be included on the report.

Victim Utilities

This menu contains routines that must be run occasionally to help the software run efficiently.

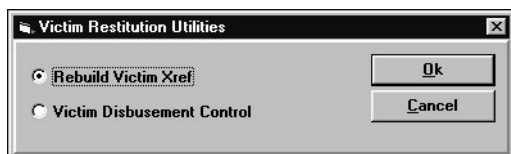


Figure 37

Rebuild Victim Xref

This routine rebuilds the victim cross-reference files, which cross-reference a victim's name, address, Social Security number and reference number. Use this routine after the initial installation of the Victim Restitution software, and after a large number of victims is deleted. The following prompt appears:

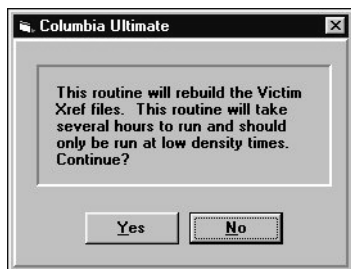


Figure 38

If Yes is selected, the system then prepares the inquiry files for the rebuild. A counter that shows how many files have been processed appears. After the rebuild is finished, the start time and date, finish time and date, and total number of victims processed appears.

Victim Disbursement Control

Use this routine to set restrictions on disbursements.

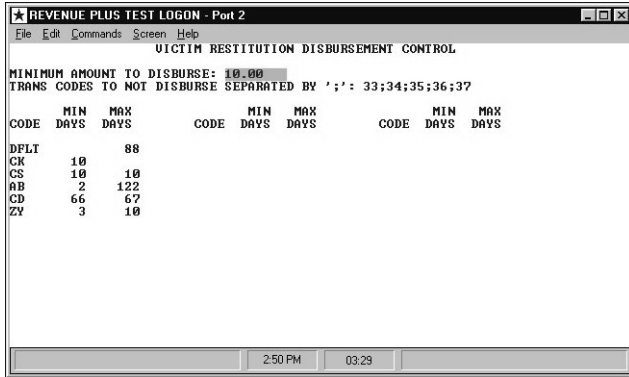


Figure 39

Field	Description
Minimum Amount To Disburse	The minimum amount of a regular disbursement. Payments under this amount are not disbursed unless the number of days entered under MAX DAYS has passed since the payment was posted.
Trans Codes To Not Disburse	All the non-disbursement transaction codes, separated by semicolons. Any payment posted with one of these codes will not be disbursed.
Code	Enter a disbursement code to identify a type of disbursement. This code is entered on the Post screen at the SOURCE prompt when posting victim payments.
Min Days	The minimum number of days to pass before the payment is disbursed to the victim.
Max Days	The maximum number of days that can pass before disbursing the payment. When this number of days has passed, the payment is disbursed even if it is below the minimum amount entered above.

Posting

Use the RPCS Post routine (Menu 4, Trust Activity) to post payments, charges and adjustments to victims.

Posting a Payment

Follow this procedure to apply payments to a victim:

1. Navigate to the RPCS Posting screen.
2. Type 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.
4. In the SOURCE field, type the disbursement code. When the transaction is filed, the following prompt appears:

UPDATE SPECIFIC VICTIM(S)? (Y/CR=N) :

5. Type Y to apply the payment selectively to victims, or press <Enter> to allow the system to apply the payment to the victim(s). If N is typed, the message UPDATING VICTIMS appears and the transaction is filed.

If Y was typed at the UPDATE SPECIFIC VICTIMS prompt, the Victim Posting screen appears:

VICTIM POSTING SCREEN						1
ACCOUNT#: 7256	SMITH, AL				POST AMT = 16.67	
VICTIM NAME	PRI	AMOUNT OWING	PAYMENTS RECEIVED	AMOUNT DISBURSED	BALANCE	PAYMENT AMOUNT
1 DAVID BELLINGHAM	P	250.00	50.00	50.00	200.00	0.00
2 CHARLES ROSEWOOD	P	250.00	50.00	50.00	200.00	0.00
TOTALS		500.00	100.00	100.00	400.00	

Enter Amount, '/' for Previous, <CR> for Next, '# ' to File

Figure 40

The amount to be applied to the victims appears in the upper right corner. The available options on this screen appear at the bottom of the screen.

Select the victim to apply the payment. Type the amount and press <Enter>. Precede negative amounts (when posting a negative payment) with a minus sign (example: -10.00). If exiting without applying any or all of the payment amount, the following prompt appears:

TOTAL AMOUNT (nn) NOT EQUAL TO POSTING AMOUNT (nn)

MAKE CORRECTION? (CR=Y, N=EXIT WITHOUT FILING TRANSACTION) :

Press <Enter> to finish posting this transaction or type *N* to not file this transaction. If *N* is typed, the entire transaction to the account must be reposted.

Posting an NSF or Cancel Payment

The following procedure is used to apply an NSF or cancel a payment to a victim:

1. Navigate to the RPCS Posting screen by selecting Option 1 from the Trust Activity menu.
2. To cancel a transaction posted during the current month, use Cancel Post. If a transaction posted during the current month went NSF, use Cancel Post. To post an NSF for a previous month, use the regular Post routine. To access the Cancel Post option, type *c* at the Enter Account# prompt on the Post screen.
3. Type the account number of the person making the original payment at the Account# prompt.
4. Use the NSF transaction code to post the NSF to the account. If in Cancel Post, 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 Victim Payment Reversal screen appears after the transaction is filed.

If only one payment is posted for the date of the payment reversed, the following prompt appears:

VICTIM REVERSAL COMPLETED

The amount to be reversed appears in the upper right corner. The available options appear at the bottom of the screen. The total dollar amount of payments for this date appears at the bottom of the screen.

If the payment has already been disbursed, the following prompt appears.

Transaction has been disbursed to the Victim. Proceed with reversal?

If you select YES, the process will continue, and the payment will be reversed. If you select NO, the payment will be left alone, and the payment reversal process will terminate for that transaction.

The following will help you navigate:

<CR> - Reverse all the payments for this date. Use this *only* if the amount to be canceled 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.

Enter one of the above options. To select a payment to reverse, type *Y* in the REVERSE column. When completed, enter the number to file the changes. When exiting without reversing any or all of the cancel amount, the following prompt appears:

REST. AMT=nn ACCUM. AMT=nn , R=RESTART, /=EXIT

Type *R* to reverse the victim payments for the account. Or, type a slash (/) to exit without reversing this transaction. If a slash is typed, the entire transaction to the account must be reversed also.

Posting an Adjustment

Follow this procedure to apply adjustments to a victim:

1. Navigate to the RPCS Posting screen by selecting Option 1 from the Trust Activity menu.
2. Type the account number of the person to make the charge or adjustment at the Account# prompt.
3. Using the appropriate charge or adjust transaction code, post the adjustment to the account.
4. To file this transaction, press <Enter> at the **Ok To File** prompt.

The Victim Posting screen appears.

The adjustment amount to be applied to the victims appears in the upper right corner. The cursor is in the ADJUST AMOUNT column. Press <Enter> until the cursor is on the line of the victim to be adjusted, and enter the amount. Precede negative amounts (when decreasing the owing amount) with a minus sign (example: -10.00).

If you exit without applying all of the adjustment amount, the following prompt appears:

Total amount (nn) not equal to adjustment amount (nn)

Make correction? (CR=Y, N=Exit without filing transaction):

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

Miscellaneous Screens

Victim Restitution can be accessed through the Miscellaneous window, available at the Account Update, Posting, and Collector screens. To access these screens, follow these instructions:

- 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 Command prompt.
- Select the option for Victim Restitution.

Loading Victim Restitution Information

All information for a victim can be loaded to the system using the Data Flow Manager (DFM). The information must be loaded with an account number. For more information about DFM, refer to the RPCS Reference Guide, Chapter 9, Section 3.

In order to load Victim Restitution information, refer to the following table for database mapping to the first record.

Field	Victim #1	Victim #2	Victim #3
*Name1	V1.1.1	V1.2.1	V1.3.1
Name2	V1.1.2	V1.2.2	V1.3.2
Address1	V2.1.1	V2.2.1	V2.3.1
Address2	V2.1.2	V2.2.2	V2.3.2
City	V3.1	V3.2	V3.3
State	V4.1	V4.2	V4.3

Phone 1	V6.1	V6.2	V6.3
Phone 2	V7.1	V7.2	V7.3
DOB	V20.1	V20.2	V20.3
SSN	V21.1	V21.2	V21.3
Claim #	V23.1	V23.2	V23.3
Packet #	V18.1	V18.2	V18.3
Reference #	V8.1	V8.2	V8.3
*Pmt type	V10.1	V10.2	V10.3
*Pmt priority	V9.1	V9.2	V9.3
*Owing amount	V11.1	V11.2	V11.3

*Fields are required for each victim record loaded.