

Model Tribal System

Designed By Tribes, For Tribes

Financial Worker's Manual

June 25, 2014

Version 1.25



**Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement**

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| REVISION HISTORY | | | |
|-------------------------|-------------|------------------------------|-----------------|
| Version | Date | Description of Change | Approval |
| 1.0 – 1.24 | 02/27/2013 | Initial Submission | TM |
| 1.25 | 6/30/2014 | QA Update | TM |

Introduction

1.1 Overview

When used by a Financial Worker, the Model Tribal System (MTS) will support the following Business Processes:

1. Account Summary

The Account Summary function enables a financial worker to view all the account activity related to a specific case.

2. Account Setup

The Account Setup function enables a financial worker to set up debt obligations for a custodial parent (CP) in addition to those created by a court order.

3. Recoupment Account

The Recoupment Account function enables a financial worker to set up debt obligations for a noncustodial parent (NCP) or third party.

4. Adjustments

The Adjustment function enables a financial worker to modify the balance of an existing account or to cancel and re-issue a check.

5. Payment Posting

The Payment Posting function enables a financial worker to enter and reconcile a batch of payments.

6. Collection Posting

The Collection Posting function enables a financial worker to assign a particular batch item as a collection on a specific case or cases.

7. Deposit Processing

The Deposit Processing function enables a financial worker to create a bank deposit from a batch of received payments.

8. Reconciliation

The Reconciliation function enables a financial worker to reconcile a bank deposit with the bank deposit receipt.

9. Check Print

The Check Print function enables a financial worker to print disbursement checks or to generate a disbursement file with payment information.

1.2 Document Conventions

As each system screen is introduced, this document provides a list of the fields used and the action buttons provided on the screen. Field descriptions follow these conventions:

- Read only fields are outlined and have a gray background:

Read Only Field

- Required fields are outlined, asterisked, and have a yellow background:

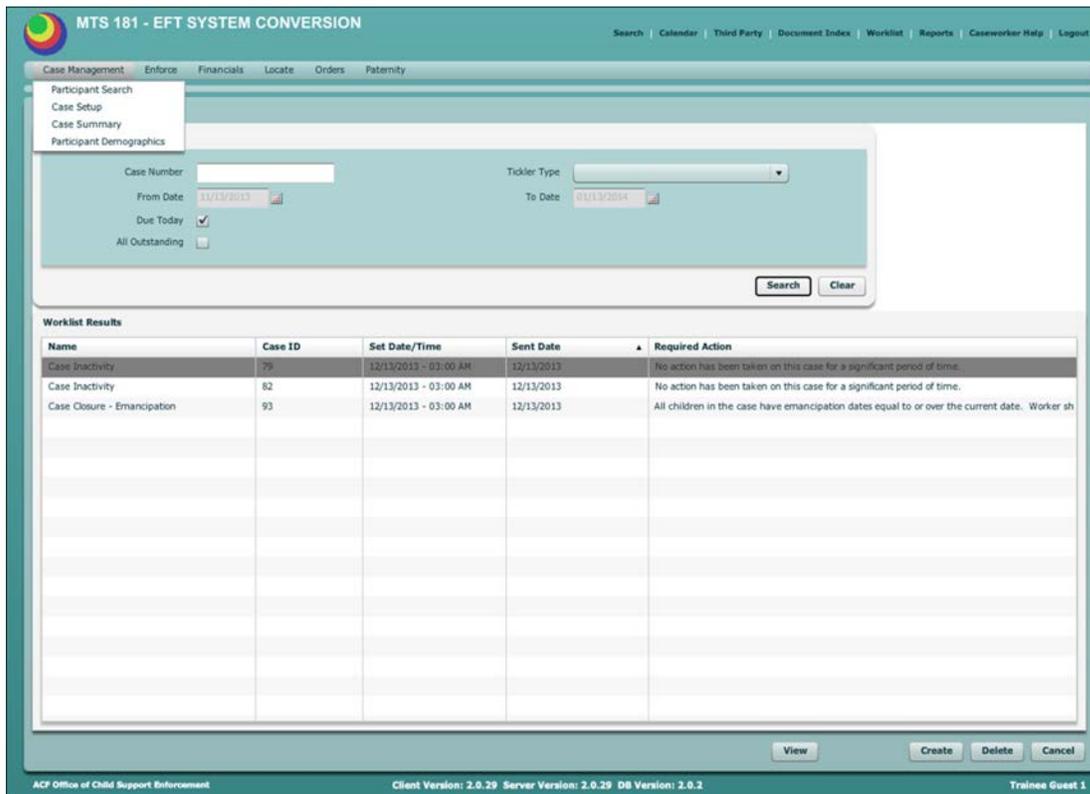
*Required Field

- Buttons are designated with brackets: [Button]

2 Screen Layout

2.1 Screen Format

The MTS occupies most, but not all, of the visible area of the screen.



The web browser stays visible at the very top of the screen.

The MTS provides access to common functions and menus in the upper area, and displays work and data areas in the lower areas of the screen.

Below the MTS work area is a line of agency and user information. The name of the tribal child support agency displays on the left, and the name of the user currently logged in remains visible on the lower right.

At the very bottom of the screen is the lower edge of the web browser. This area is used by the web browser to display information on web actions or activity.

2.2 MTS Screen Area

Within the MTS portion of the screen, common functions are located in upper portions of the display; activities and actions are in the lower portions of the display.



Common system functions are located at the same level as the system name and include Search, Calendar, Third Party, Document Index, Worklist, Reports, Financial Help, and Logout. These functions are always visible and available from any portion of the system.

The next line displays the menus and information related to the role of the user currently logged in, such as a caseworker or financial specialist. The financial worker main menu includes Case Management, Enforce, Financials, Locate, Order, and Paternity. This menu line is always visible and available from any portion of the Financial module.

Each menu area provides a drop-down list leading directly to specific areas of financial worker activity.

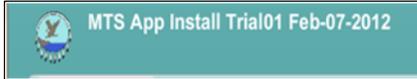
Below the main menu, the current login name and date are displayed and remain visible. Whenever a case is selected, current case data and status also appear and remain visible on this line.

Below the case information is the main work area for financial worker activities. The work area may contain one or a series of panels for data entry or display.

2.3 MTS Screen Components

Here is a breakdown of the component parts of the MTS screen:

System name and logo



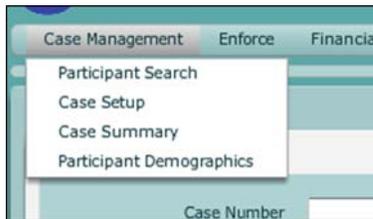
System navigation toolbar



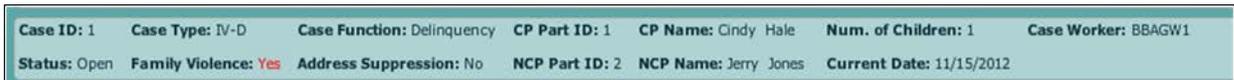
Main toolbar



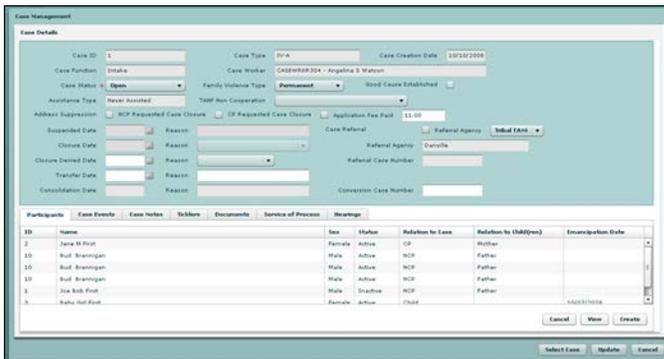
Main menu drop-downs



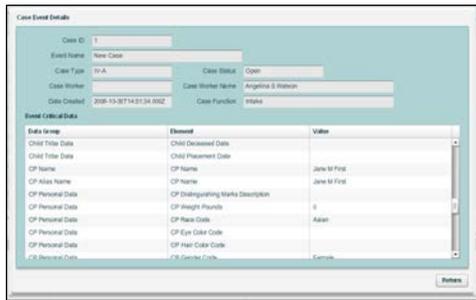
Login and Case Data



Task Panel



Popup

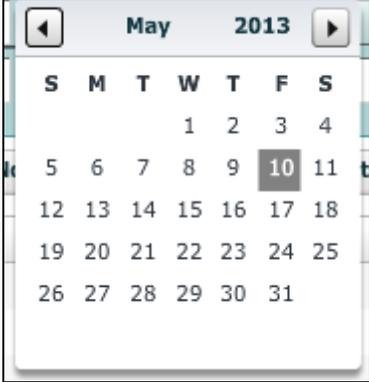


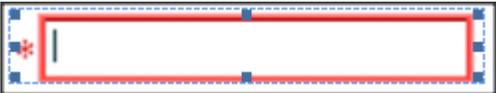
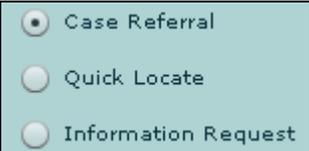
This is how the MTS work area is organized:

- System name and logo are configured by the tribe during system setup
- System navigation toolbar options based on the role of the current user
- The main menu toolbar for the role of the current user
- Main menu drop-downs offer task areas and functions for each main menu item
- The login and case data area displays current login name and date, and information about the currently selected case. The contents will vary depending on the case, participant, and function selected.
- The system may display one or more task panels depending on the main menu items selected
- A popup may appear over a task panel, based on an action taken in the task panel

2.4 Screen Symbols

The following symbols identify common functions within the MTS user interface:

| Description | Standard Symbol or Form |
|---|--|
| <p>Date Icon – Click this to open a <i>Date Popup</i></p> |  |
| <p>Date Popup – This popup allows the user to select a date</p> |  |
| <p>Search Icon – Click this to display the Third Party Search popup related to the current task</p> |  |
| <p>Drop-Down List – Displays the list of options available</p> <p>When no option is selected the drop-down appears blank</p> <p>Click the drop-down arrow to display a list of choices</p> <p>Click a list item to populate the display field and close the list</p> |  |

| Description | Standard Symbol or Form |
|---|--|
| <p>Protected Field – Read only data can be viewed but not changed. Read-only fields appear grey or shaded.</p> |  |
| <p>Unprotected Field – Data can be viewed, entered, or changed. Entry fields appear without shading.</p> |  |
| <p>Required Field – Valid data must be entered to complete this screen. An asterisk shows where data is required or is required to be in a certain format.</p> |  |
| <p>Checkbox – Checked means “Yes” or “True” – Unchecked means “No” or “False” Click to check, click again to uncheck</p> |  Checked  Unchecked |
| <p>Button – Click a rectangular button to perform the action on the button When a button is selected, an outline appears and the system performs the action When a function cannot be performed, the button is disabled and appears grey</p> |  – Button Available  – Button Selected  – Button Disabled |
| <p>Radio Buttons – Click to choose only one of the options listed</p> |  |
| <p>List Popup – Click to open a popup for additional data selection or entry</p> |  |

| Description | Standard Symbol or Form |
|---|--|
| Time – Select hours, minutes, or am/pm with mouse and increase or decrease with up and down arrows |  |
| Close – Click to close popup or screen |  |

2.5 Working with Lists

Some data is displayed in a data list format. Click on a line in the list to highlight and select the line item. Lists can be resorted or resized for easier viewing.

| ID | Name | Sex | Status | Relation to Case | Relation to Child(ren) | Emancipation Date |
|----|-----------------|--------|--------|------------------|------------------------|-------------------|
| 5 | Gal Second | Female | Active | CP | Mother | |
| 4 | Guy Second | Male | Active | NCP | Father | |
| 6 | Baby Boy Second | Male | Active | Child | | 10/06/2028 |

Lists can be sorted into order by any of the column headers. Click a column header to change the order of the list. Click the column header once to sort in ascending order. Click again to sort into descending order. Note the upward, or downward, pointing arrow.



| Document Number |
|-----------------|
| 544 |
| 543 |
| 542 |



| Document Number |
|-----------------|
| 6 |
| 8 |

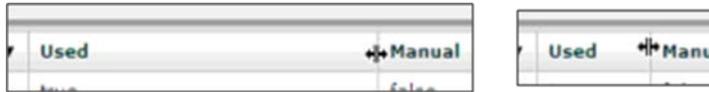


| Document Name |
|--------------------------------------|
| Welcome Letter - NCP |
| Welcome Letter - CP |
| Voluntary Wage Withholding Agreement |



| Document Name |
|-----------------------------|
| Affidavit of Contempt |
| Affidavit of Direct Payment |
| Affidavit of Mailing |

The width of any display column can be changed for the current session. Position the cursor on the vertical line between columns and drag the line to left or right to change the column width. Note the double-facing arrow.



Lists are usually read only, but there are a few exceptions, such as the participant's role in the case. Since a participant's role in a case can change, a drop-down list allows the caseworker to set or change the Relation to Case data at any time from within the list display. Click on a data item in the column to display the drop-down choices. Click the participant's relation to the case to select it.

| ID | Name | Sex | Status | Relation to Case | Relation to Child(ren) | Emancipation Date |
|----|-----------------|--------|--------|------------------|------------------------|-------------------|
| 5 | Gal Second | Female | Active | ▼ | Mother | |
| 4 | Guy Second | Male | Active | NCP | Father | |
| 6 | Baby Boy Second | Male | Active | CP | | 10/06/2028 |
| | | | | Child | | |

3 Login, Lock, and Logout

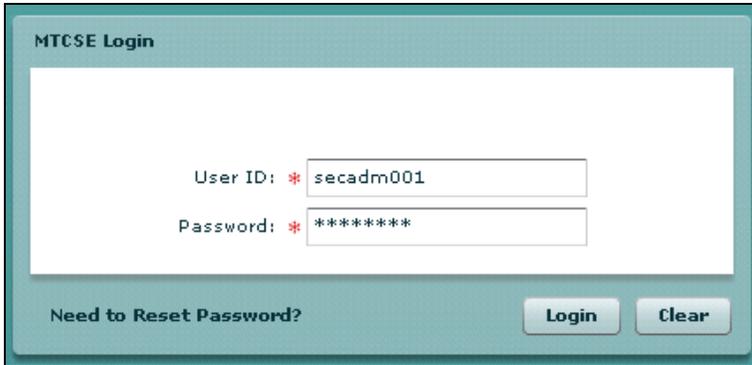
3.1 Username and Role

The system requires a recognized username and password. Each username is associated with the role the user will perform during that session, such as caseworker, financial worker, supervisor, system administrator, security administrator. The user role is set at the time the username is created.

| User Role | Startup Screen |
|----------------------|-----------------|
| Financial Worker | Account Summary |
| Financial Supervisor | Account Summary |

3.2 Login Screen

The Login screen accepts user information and authorizes entry into the system. As the system recognizes and verifies a user ID and password, it opens the appropriate screen for the user's role. For example, when a caseworker logs on, the Worklist screen displays.



Login Entry Fields

- *User ID – A unique username assigned to a particular person and role
- *Password – The case-sensitive password assigned to the username

Login Buttons

- [Login] – Attempt to log on the system using the entered user ID and password
- [Clear] – Clear the entered user ID and password
- [Need to Reset Password?] – Go to the Reset Password screen

3.3 Logout

To log off, click “Logout” on the System Toolbar and the system will immediately log out the current session.



3.4 Unlock Account Screen



If the screen has been inactive for 30 minutes, the system will automatically lock out the user and display the Unlock Account screen. The user's password must be reentered to log back on.

Unlock Account Fields

*Password – The password assigned to the username

Unlock Buttons

[Unlock] – Request to log on to the system using the entered password

[Return to Login] – Return to the Login screen

3.5 Reset Password Screen



To change an existing password, click on 'Need to Reset Password?'

This will open the Password Reset screen where the user can create and confirm a new password:



Reset Password Fields

- *User ID – The ID of the user whose password is to be changed
- *Old Password – The old password assigned to the username
- *New Password – The new password to be assigned to the username
- *Confirm New Password – The new password to be assigned to the username

Reset Password Buttons

[Reset] – Reset the password to the entered value

[Clear] – Clear all fields

[Return to Login] – Return to the Login screen

4 Financial Menu

All Financial screens are reached by clicking on the Financials drop-down menu. The screens available to a financial worker may be modified by the Security Administrator.

The screenshot displays a software interface with a top navigation bar containing 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. The 'Financials' menu is open, showing options: Account Summary, Account Setup, Adjustments, Batch Creation, Post Collections, Deposit Processing, Reconciliation, Check Print, and Recoupments. The main area shows case details for 'Case ID: 1' and 'Case Type: IV-D'. A 'Financial Summary' section includes a 'Transaction Type' field and a 'Monthly Balance' of \$100.00. Below this is a table with columns for 'Transaction', 'Applied Amount', and various account balances (CSUP, CSAR, R-F-APP). The table shows a payment of \$100.00 and a total balance of \$1,000.00.

| Transaction | Applied Amount | CSUP | CSAR | R-F-APP |
|-------------|----------------|---------------|---------------|-----------------|
| | | Pmt: \$100.00 | Pmt: \$0.00 | Pmt: \$100.00 |
| | | Int: N/A | Int: N/A | Int: N/A |
| | | Bal: \$100.00 | Bal: \$200.00 | Bal: \$100.00 |
| | | TBal:\$0.00 | TBal:\$200.00 | TBal:\$1,000.00 |
| | | Delq:\$200.00 | | |

5 Account Summary

The Account Summary screen allows the financial worker to select a case and to display a summary of account information for that case. Account Summary supports the following functions:

- Each debt type is displayed in a column with the transactions that affect it in rows below
- Each transaction (Payment Receipt, Charge, Adjustment, etc.) is displayed in a row, with the amount debited or credited to each debt in the appropriate column
- Details of the debt accounts can be seen in the Debt Detail popup viewed by putting the mouse over the header of the debt account column
- Each transaction is shown as a folder, which, when clicked, opens to show details of the transaction
- Details of each transaction can be seen in the Transaction Detail popup

5.1 Debts and Transactions

Debts and amount applied against the debt are shown in the vertical columns. The futures account (FUT) is always the second to last column. Notes appear in the last column. Transactions and their amounts are shown in the horizontal rows. Horizontal scrolling may be necessary to see all the debts on the case.

The main actions performed on this screen are:

- View current debts on a case
- View a case's financial history, including payments, charges, and adjustments
- Enter filtering criteria at the top to modify the range and type of data displayed
- Open a transaction folder to show transaction detail
- Move the mouse over the transaction detail to open the Transaction Detail popup
- Move the mouse over the debt header detail to open the Debt Detail popup

The following figure shows a case with three debt types: CSUP (Current Child Support), CSAR (CP Non-TANF Arrears), and R-F-APP (Recoupment Fee for Application). A complete list of debt types is shown below in Debt Column Name Mnemonics.

Financial Summary

Transaction Type: All NCP Transactions All CP Transactions From Date: 10/16/2012 To Date: 11/15/2012 Apply Clear

Monthly Balance: \$100.00 Total Balance: \$200.00 NCP Acct Balance: \$0.00 CP Acct Balance: \$0.00 Expand All Page 1 of 1

| Transaction | Transaction Detail | Applied Amount | CSUP Pmt: \$100.00 Int: N/A Bal: \$100.00 Tbal:\$0.00 Delq:\$200.00 | CSAR Pmt: \$0.00 Int: N/A Bal: \$200.00 Tbal:\$200.00 | R-F-APP Pmt: \$100.00 Int: N/A Bal: \$100.00 Tbal:\$1,000.00 | FUT Pmt: N/A Int: N/A Bal: \$0.00 Tbal:N/A | Notes |
|-----------------------------|------------------------|----------------|--|---|--|--|-------|
| Account Charged #181 | | | | | | | |
| 11/01/2012 | Account Charged | \$100.00 | \$100.00 | | | | |
| Unpaid Support Applied #180 | | | | | | | |
| 11/01/2012 | Unpaid Support Applied | \$100.00 | | \$100.00 | | | |

Select Case Cancel Previous Next

Account Summary Filtering Controls

Transaction Type – Allows the user to select the type of transactions to be displayed.

All NCP Transactions – If checked, displays all the transactions for the NCP, regardless of case. Only transactions from other cases are displayed, not debts from other cases.

All CP Transactions – If checked, displays all the transactions for the CP, regardless of case. Only transactions from other cases are displayed, not debts from other cases.

From Date – To Date – Define a date range of transactions to be displayed.

Expand All – If checked, displays details of all transactions.

Account Summary Filtering Buttons

[Apply] – Apply entered filter criteria to the Account Summary display

[Clear] – Clear the entered filter criteria

Account Summary Data Fields

Monthly Balance – The total amount of all debt owed on the case that is due this month

Total Balance – The total amount of all debt owed on the case

NCP Acct Balance – The total amount of all debt on the case owed by the NCP

CP Acct Balance – The total amount of all debt on the case owed by the CP

Account Summary Column Headers

Transaction – The name and date of the transaction

Transaction Detail – The name of the detail actions within the transaction. Moving the mouse over the transaction detail opens the Transaction Detail popup as described in 5.2 Transaction Detail popup.

Applied Amount – The dollar amount of the detailed action within the transaction

Debt type(s) – There is one of these columns for each debt type. The column header contains the following fields:

Name – Mnemonic for the debt type. See the tables below for possible values for the debt names.

Pmt (Payment) – The amount due each month on the debt

Int (Interest) – The Interest rate charged on the debt

Bal (Balance) – The total amount remaining to be paid this month

TBal (Total Balance) – The total amount remaining to be paid on the debt

Delq (Delinquent) – The total delinquent on this debt

Debt Column Name Mnemonics

| Debt Type | Child Support | Spousal Support | Medical Support |
|-------------------------------|---------------|-----------------|-----------------|
| Current Support | CSUP | SSUP | MSUP |
| CP Non-TANF Arrears | CSAR | SSAR | MSAR |
| CP Non-TANF Arrears Interest | CSARI | SSARI | MSARI |
| Kinship Care Arrears | KCAR | NA | NA |
| Kinship Care Arrears Interest | KCARI | NA | NA |

| Debt Type | Child Support | Spousal Support | Medical Support |
|-------------------------------------|---------------|-----------------|-----------------|
| Foreign State Arrears | CSFSAR | SSFSAR | MSMFSAR |
| Foreign State Arrears Interest | CSFSARI | SSFSARI | MSMFSARI |
| Foreign Tribe Arrears | CSFTAR | SSFTAR | MSMFTAR |
| Foreign Tribe Arrears Interest | CSFTARI | SSFTARI | MSMFTARI |
| Foreign State TANF Arrears- | CSFSTAR | NA | NA |
| Foreign State TANF Arrears Interest | CSFSTARI | NA | NA |
| Foreign Tribe TANF Arrears- | CSFTTAR | NA | NA |
| Foreign Tribe TANF Arrears Interest | CSFTTARI | NA | NA |
| Tribal TANF Arrears | TTANAR | NA | NA |
| Tribal TANF Arrears Interest | TTANARI | NA | NA |
| Foster Care Arrears | FCAR | NA | NA |
| Foster Care Arrears Interest | FCARI | NA | NA |

| Debt Type | Fees | Judgment |
|-------------------------------------|------|------------|
| CP Non-TANF Arrears | NA | J-CSAR |
| CP Non-TANF Arrears Interest | NA | J-CSARI |
| Kinship Care Arrears | NA | J-KCAR |
| Kinship Care Arrears Interest | NA | J-KCARI |
| Foreign State Arrears | NA | J-FAR |
| Foreign State Arrears Interest | NA | J-FARI |
| Foreign State TANF Arrears | NA | J-FSTANAR |
| Foreign State TANF Arrears Interest | NA | J-FSTANARI |
| Foreign Tribe TANF Arrears | NA | J-FTTANAR |
| Foreign Tribe TANF Arrears Interest | NA | J-FTTANARI |
| Tribal TANF Arrears | NA | J-TTANAR |

| Debt Type | Fees | Judgment |
|------------------------------|--------|-----------|
| Tribal TANF Arrears Interest | NA | J-TTANARI |
| Foster Care Arrears | NA | J-FCAR |
| Foster Care Arrears Interest | NA | J-FCARI |
| Application | F-APP | J-APP |
| Attorney Fees | F-ATTY | J-ATTY |
| Birthing Expenses | F-BRX | J-BRX |
| Child Care | F-CHCR | J-CHCR |
| Collection | F-COL | J-COL |
| Court Costs | F-CRT | J-CRT |
| Filing | F-FILE | J-FILE |
| FPLS | F-FPLS | J-FPLS |
| Genetic Test | F-GT | J-GT |
| Guardian Ad Litem | F-GAL | J-GAL |
| Interest | F-INT | J-INT |
| IRS Collection | F-IRS | J-IRS |
| Mediation | F-MDT | J-MDT |
| Medical Expenses | F-MEDX | J-MEDX |
| Non-Sufficient Funds | F-NSF | J-NSF |
| Other | F-OTHR | J-OTHR |
| Publication | F-PUB | J-PUB |
| Service of Process | F-SOP | J-SOP |
| Transportation Costs | F-TRAN | J-TRAN |
| Vital Records | F-VR | J-VR |
| Processing Fees | F-PROC | J-PROC |
| Recoupment Overpayment | R-OVP | NA |

| Debt Type | Fees | Judgment |
|---------------------------------|----------|----------|
| Recoupment Misapplied Payment | R-MIS | NA |
| Recoupment Application Fee | R-F-APP | NA |
| Recoupment Attorney Fees | R-F-ATTY | NA |
| Recoupment Birthing Expenses | R-F-BRX | NA |
| Recoupment Child Care | R-F-CHCR | NA |
| Recoupment Collection | R-F-COL | NA |
| Recoupment Court Costs | R-F-CRT | NA |
| Recoupment Filing | R-F-FILE | NA |
| Recoupment FPLS | R-F-FPLS | NA |
| Recoupment Genetic Test | R-F-GT | NA |
| Recoupment Guardian Ad Litem | R-F-GAL | NA |
| Recoupment Interest | R-F-INT | NA |
| Recoupment IRS Collection | R-F-IRS | NA |
| Recoupment Mediation | R-F-MDT | NA |
| Recoupment Medical Expenses | R-F-MEDX | NA |
| Recoupment Non-Sufficient Funds | R-F-NSF | NA |
| Recoupment Other | R-F-OTHR | NA |
| Recoupment Publication | R-F-PUB | NA |
| Recoupment Service of Process | R-F-SOP | NA |
| Recoupment Transportation Costs | R-F-TRAN | NA |
| Recoupment Vital Records | R-F-VR | NA |
| Recoupment Processing Fees | R-F-PROC | NA |

Moving the mouse over the column header opens the Debt Detail popup as described in 5.3 Debt Detail Popup.

The body of the column contains the dollar amount from Transaction Detail that affects this particular debt type.

Account Summary Filtering Buttons

[Select Case] – Open the Case Search screen to select a case

[Cancel] – Return to previous screen

[Previous] – Display previous page of transactions

[Next] – Display next page of transactions

5.2 Transaction Detail Popup

The Transaction Detail popup opens when the mouse is moved over the magnifying glass icon in the Transaction Detail field. The popup shows additional information about the transaction selected.

The Account Detail shows how the transaction affected the various accounts in the system. Payment Receipts generally are processed as follows:

- A Receipt goes to an NCP cash account
- Allocation moves the money from the NCP cash account to one or more Case cash accounts
- Distribution moves the money from the Case cash account to a CP cash account
- Disbursement moves the money out of the CP cash account to a disbursement check
- Debt accounts are debited by the amount distributed
- Any remaining amount goes to Futures

The screenshot displays the MTS App interface. At the top, it shows 'MTS App Install Trial01 Feb-07-2012' and navigation links like Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout. Below this is a menu bar with Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main area shows case information: Case ID: 1, Case Type: IV-D, Case Function: Delinquency, CP Part ID: 1, CP Name: Cindy Hale, Num. of Children: 1, Case Worker: CPATSEL. Status: Open, Family Violence: Yes, Address Suppression: No, NCP Part ID: 2, NCP Name: Jerry Jones, Account on Hold: CP \ NCP, Current Date: 11/15/2012.

The 'Financial Summary' section includes filters for Transaction Type (All NCP Transactions, All CP Transactions), From Date (10/16/2012), and To Date (11/15/2012). It shows balances: Monthly Balance: \$100.00, Total Balance: \$200.00, NCP Acct Balance: \$0.00, and CP Acct Balance: \$0.00. There are 'Apply' and 'Clear' buttons.

A table lists various accounts with columns for Transaction, Transaction Detail, Applied Amount, CSUP, CSAR, R-F-APP, and FUT. A magnifying glass icon is visible in the 'Transaction Detail' column for the 'Account Charged' entry.

The 'Transaction Detail for 181' popup is open, showing a table with columns: Id, Date, Event, Account Detail, Obligation Paid, \$ Applied, and Notes. The data row shows: Id: 181, Date: 11/01/2012, Event: Account Charged, Account Detail: Case(1)->Case(1), Obligation Paid: CSUP, \$ Applied: \$100.00.

Transaction Detail Popup Fields

Id – The identifying number of the transaction

Date – The date of the transaction

Event – The type of the transaction

Account Detail – The cash accounts debited and credited by the transaction. The arrow points from the debited account to the credited account.

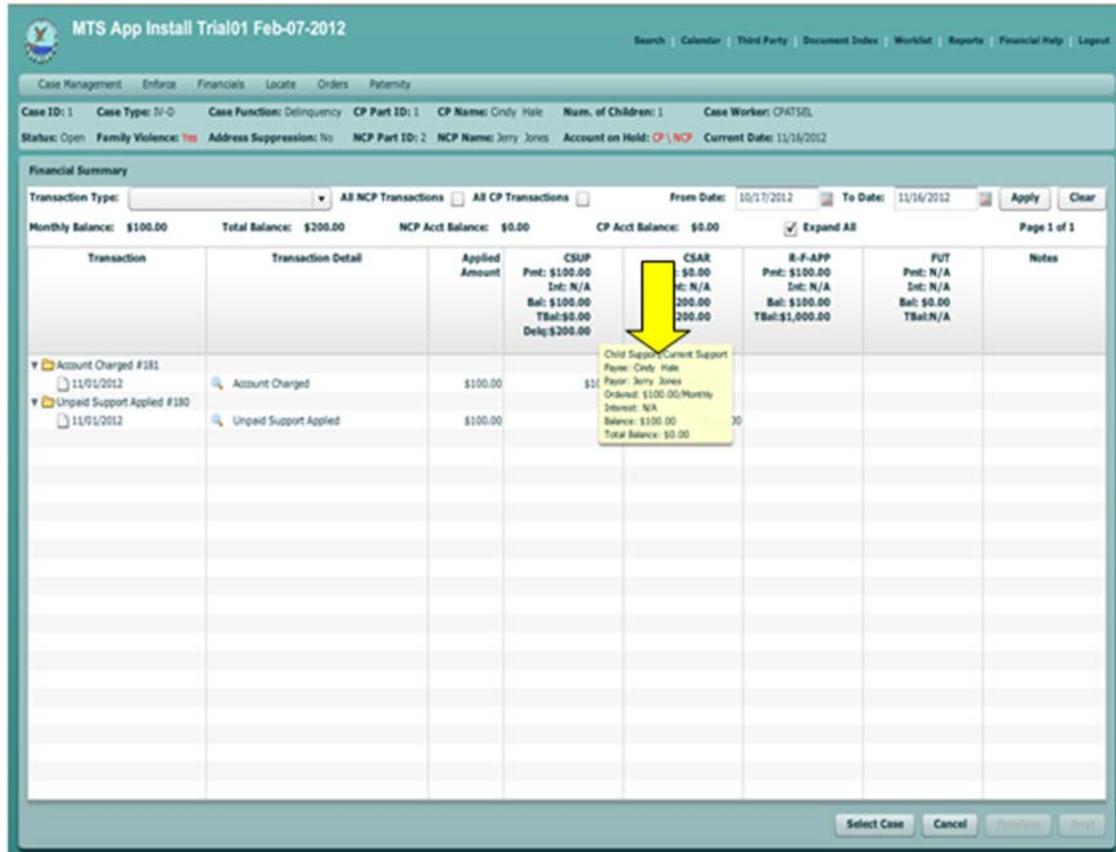
Obligation Paid – The debt account debited by the transaction

\$ Applied – The amount applied by this transaction

Notes – Notes entered with the transaction

Debt Detail Popup

The Debt Detail popup opens when the mouse is moved over a debt column header. The popup shows additional information about the debt selected.



Debt Account Detail Popup Fields

Name – The full name of the debt type

Payee – The person or agency who is owed the debt

Payor – The person or agency who owes the debt

Ordered – The amount and frequency at which the debt has been ordered to be paid

Interest – The monthly interest on the debt

Balance – The amount remaining on this month's debt

Total Balance – The totals amount remaining on the debt

6 Account Setup

The Account Setup function shows details of all the accounts (CP, NCP, and Case) associated with a case. Account Setup supports the following functions:

- Placing a hold on an NCP account to suspend distribution of the NCP's payments
- Creation of additional NCP fee debt accounts that are not the result of a court order (genetic test fees, court costs, etc.)
- Minor modifications of existing debt accounts (interest rate, end date)
- Supervisory approval of new accounts and account modifications

6.1 List of Accounts

The Account Setup screen shows all the accounts (CP, NCP, and Case) associated with a case. The details of the selected account are displayed in the Account Details panel. The selected account can be held by entering hold information. The screen also allows for creation or modification of additional NCP debt accounts that are not the result of a court order (genetic test fees, court costs, etc.).

The main actions performed on this screen are:

- Click [Manage Debt Accounts] to add or modify an NCP debt account
- Enter Hold information (Account on Hold, Hold Date, Hold Reason, Hold Release Date) to put an NCP account on hold. Distributions will not be made from a held account.

The screenshot displays the 'Financial Accounts' section of the MTS App. At the top, there is a navigation bar with 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. Below this, case information is shown: Case ID: 1, Case Type: IV-D, Case Function: Delinquency, CP Part ID: 1, CP Name: Cindy Hale, Num. of Children: 1, Case Worker: BBAGW1. Status: Open, Family Violence: Yes, Address Suppression: No, NCP Part ID: 2, NCP Name: Jerry Jones, Current Date: 11/16/2012.

The 'List of Accounts' table is as follows:

| Account Type | Account ID | Status | Hold | Hold Reason | Balance |
|--------------|------------|--------|------|----------------|---------|
| CP | 1 | Open | True | Appeal Pending | \$0.00 |
| NCP | 2 | Open | True | Appeal Pending | \$0.00 |
| Case | 1 | Open | | | \$0.00 |

Buttons for 'Select Case' and 'Select Participant' are located below the table.

The 'Account Details' section shows the following information for the selected CP account:

- Account Type: CP
- Account ID: 1
- Status: true
- Balance: \$0.00
- Account on Hold:
- Hold Date: 09/19/2012
- Hold Reason: Appeal Pending
- Hold Release Date: 11/08/2012
- Notes: YYYYY

Buttons for 'Manage Debt Accounts', 'Update', and 'Cancel' are located at the bottom of the account details panel.

Financial Accounts

List of Accounts Fields

Account Type – The type of account (Participant or Case)
Account ID – The unique identification number of the account
Status – The status of the account
Hold – An indicator that shows if payments from the account are held
Hold Reason – The reason the account is on hold
Balance – The dollar amount in the account

List of Accounts Buttons

[Select Case] – Opens the Case Search popup to search for and select a case
[Select Participant] – Opens the Participant Search popup to search for and select a participant

Account Details Fields

Account Type – The type of account (Participant or Case)
Account ID – The unique identification number of the account
Status – The status of the account
Balance – The dollar amount in the account

Account on Hold – If checked for an NCP account, suspends distribution of an NCP's payments

Hold Date – The date the account was put on hold

Hold Reason – The reason the account is on hold

Hold Release Date – The date that the hold was or will be removed

Notes – Worker notes on the account hold

Account Details Buttons

[Manage Debt Accounts] – Open the Manage Debt Accounts screen to create or modify a debt account

[Update] – Update the entered account hold data

[Cancel] – Close the screen and return to Account Summary

6.2 Manage Debt Accounts

The Manage Debt Accounts screen shows a list of all existing debt accounts on the case. The Debt Account Detail panel shows details of the selected debt.

The main actions performed on this screen are:

- Click the [View] button to open the Account Details screen for the selected debt. Limited modification of the selected debt can be performed.
- Click the [Create] button to open the Account Details screen to create a new NCP fee debt

Financial Accounts

List of Debt Accounts Fields

- Id – A unique identifier for the debt account
- Debt Category – The general category of the debt
- Debt Type – The specific type of the debt
- Payee ID/Name – The ID number and name of the person or agency to whom or which this debt is owed
- System Gen – ‘Y’ indicates that the debt is an arrears created by the system as a result of delinquency

Frequency – The interval at which the ordered amount is charged
Status – The state of the debt (Open, Closed)
Monthly Ordered Amt – The dollar amount ordered to be paid monthly against the debt
Monthly Bal Due – The dollar amount remaining to be paid this month against the debt
Total Bal Due – The total dollar amount of remaining to be paid on the debt

List of Debt Accounts Buttons

[View] – Opens the Account Details screen to view the new account

[Create] – Open the Account Details screen to create a new account

Debt Account Detail Fields

Debt Category – The general category of the debt
Debt Type – The specific type of the debt
Amount – The periodic amount to be paid against the debt
Frequency – The interval at which the ordered amount is charged
Effective Date – The date at which the debt will begin to be charged against this account
End Date – The date at which additional amounts will not be charged against this account
Balance – The dollar amount to be paid monthly against the debt
Total Balance – The dollar amount of remaining to be paid on the debt
Charge Interest – A checkbox which, if checked, indicates interest will be charged against this debt
Interest Rate – The monthly interest rate charged against this debt
Payee Type – The kind of payee for this account
Payee – The person or agency who will receive the payments on this debt

Debt Account Detail Button

[Cancel] – Close the screen and return to Account Setup

6.3 Debt Account Details

When opened with the [Create] button in Manage Debt account, this screen allows the creation of a new debt account. When opened with the [View] button in Manage Debt account, this screen allows the user to view the details of a new debt account and make minor modifications.

The main actions performed on this screen are:

- For a new account, enter required data and click [Update]
- For an existing account, enter a new Interest Rate and/or End Date and click [Update]

Financial Debt Accounts

Account Detail Fields

- * Debt Category – The general category of the debt (Fees only)
- * Debt Type – The specific type of the debt
- * Frequency – The interval at which the ordered amount is charged
- * Amount – The amount to paid at each interval as defined by the Frequency. If Frequency is ‘None’ or ‘One Time Payment’, this is the total amount to be paid against the debt.
- Enter Total Balance? – Set by the system based on debt type. If checked, a Total Balance must be entered.

*Total Balance – The total amount to be paid against the debt. If Frequency is 'None' or 'One Time Payment', this field is disabled.

Charge Interest? – If checked, allows the entrance of an Interest Rate

Interest Rate – The monthly interest rate charged against the debt. Required if the Charge Interest box is checked

*Effective Date – The date at which the debt will begin to be charged against this account

Due Date – The date at which the next payment against this debt should be paid

End Date – The date at which additional amounts will not be charged against this account

*Payee Type – The kind of payee for this account

*Payee – The person or agency to whom or which this debt is owed

Accounts Detail Buttons

[Update] – Save the entered data and create the new account

[Cancel] – Close the screen and return to List of Debt Accounts

7 Recoupment Accounts

The Recoupment Account Function enables a worker to create and track debts owed by persons or agencies other than the NCP. These debts would typically be owed by a CP or another child support agency. This could include debts created as a result of an overpayment by the CSE agency or by a misapplied payment. These debts may also include payments due for application fees, court costs, genetic tests, etc.

- A Recoupment Account must be related to a case
- A case can have multiple Recoupment Accounts
- Each Recoupment Account must be defined for one payor, either a participant or a Third Party
- Each Recoupment Account can contain multiple Recoupment Debt Accounts
- A Recoupment Debt Account defines the type, amount, and payee of each debt owed

See Payment Posting for details on posting payments against Recoupment Debt Accounts.

To Date – The end date for the recoupment account search.

Search Buttons

[Search] – Start a Recoupment Account search based on the entered search criteria. Return the results in the Search Results field.

[Select Case] – Opens the Case Search popup to select a case

[Create] – Opens the Recoupment Account Details screen to create a new recoupment account or to view an existing one

[Clear] – Clears the entered search criteria

Search Results Fields

Create Date – The date the displayed recoupment date was created

Case ID – The unique case number of the displayed recoupment debt

Payee Name – The ID number and name of the payee of the displayed recoupment debt

Debt Category – The category of the displayed recoupment debt – Recoupment or Fees

Debt Type – The type of the displayed recoupment debt

Status – The status (Open, Closed, Pending, Declined) of the displayed recoupment debt

Open – An approved debt with a non-zero balance

Closed – An approved debt with a zero balance

Pending – A debt that has not yet been approved

Declined – A debt that has been disapproved

Frequency – The interval at which payment is due on the debt

Balance – The dollar amount due at each interval

Total Balance – The total amount due on the debt

Worker – The worker who created the Recoupment Debt Account

Recoupment Accounts Buttons

[Decline] – Disapproves the selected Pending Recoupment Debt Account (Enabled for Supervisors Only)

Approve] – Approves the selected Pending Recoupment Debt Account (Enabled for Supervisors Only)

[View] – Opens the Recoupment Debt Account Details screen to view or modify the selected Recoupment Debt Account

[Cancel] – Returns to the Account Summary screen

7.2 Recoupment Account Setup

7.2.1 List of Recoupment Accounts

The List of Recoupment Accounts screen is displayed after clicking the [Create] button in the Recoupment Account Search screen. The List of Recoupment Accounts enables users to view existing Recoupment Accounts.

The main actions performed on this screen are:

- Click the [Create] button on this screen to create a new Recoupment Account
- Click the [Manage Debt Account] button on this screen to view and create Recoupment Debt Accounts within the selected Recoupment Account

Financial Recoupment

List of Recoupment Accounts Fields

Account ID – The unique identification number of the recoupment account

Payor Type – A field that shows the type of individual (i.e. CP and NCP) or Third Party (e.g. Tribal Child Support Office, Foreign State, Foreign Tribe, etc.) that owes the recoupment debt

Payor – The name of the person or Third Party that owes the recoupment debt

Status – The open or closed status of the recoupment account. Open means there is money owed in at least one of the debt accounts in the recoupment account. Closed means there is no money owed in any of the debt accounts in the recoupment account.

Total Balance – The dollar amount total of all debts in the account

List of Recoupment Accounts Button

[Create] – Opens the Recoupment Account Details screen to create a new recoupment account or to view an existing one

Recoupment Account Details Fields

Payor Type – A field that shows the type of individual (i.e. CP and NCP) or Third Party (e.g. Tribal Child Support Office, Foreign State, Foreign Tribe, etc.) that owes the recoupment debt

Payor – The name of the person or Third Party that owes the recoupment debt

Account ID – The unique identification number of the selected recoupment account

Status – The open or closed status of the selected recoupment account. Open means there is money owed in at least one of the debt accounts in the recoupment account. Closed means there is no money owed in any of the debt accounts in the recoupment account.

Balance – The dollar amount total of all debts in the selected account

Recoupment Account Details Buttons

[Manage Debt Accounts] – Open Debt Accounts Search screen to find debt accounts for approval

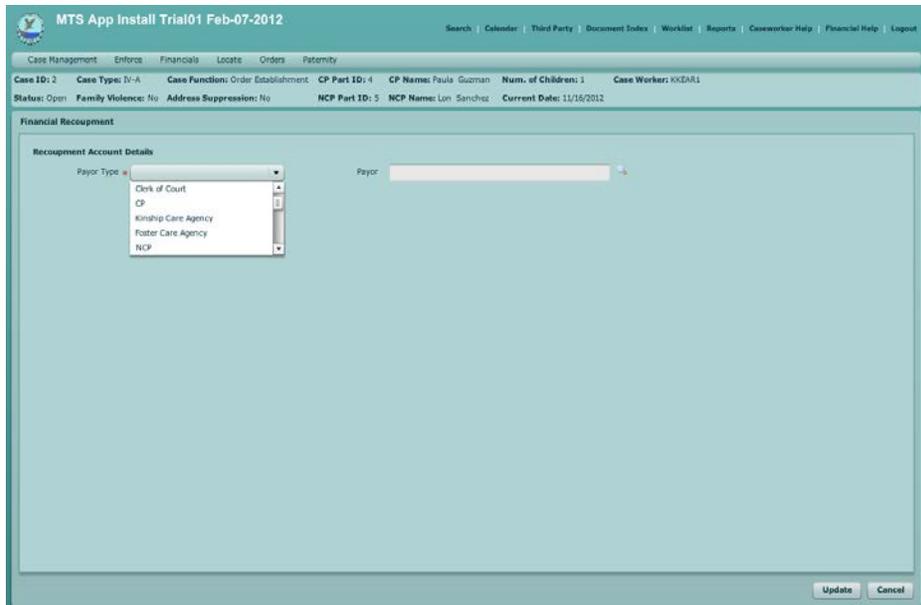
[Cancel] – Close the screen and return to Financial Recoupment Search

7.2.2 Payor Select

Clicking the [Create] button brings up a prompt to the user to select the Payor Type and Payor for the Recoupment Account. If Payor Type of CP or NCP is selected, the Payor field will be populated with the active CP or NCP for the current case. Otherwise, the Search icon will be enabled to open the Third Party Search appropriate for the Payor Type selected.

The main action performed on this screen is:

- Select a Payor and click [Update] to create a Recoupment Account



Financial Recoupment

Recoupment Account Details Fields

*Payor Type – A dropdown that allows selection of the type of person (i.e. CP and NCP) or Third Party (e.g. Tribal Child Support Office, Foreign State, Foreign Tribe, etc.) that owes the recoupment debt

*Payor – The name of the CP or Third Party that owes the recoupment debt

Recoupment Account Details Buttons

[Update] – Create Recoupment Account and return to List of Recoupment Accounts

[Cancel] – Do not create Recoupment Account. Return to List of Recoupment Accounts

7.3 Recoupment Debt Accounts

The Recoupment Debt Accounts screen is reached by clicking [Manage Debt Accounts] for the selected Recoupment Account on the Recoupment Account Details panel. It displays existing Recoupment Debt Accounts for that Recoupment Account.

The main actions performed on this screen are:

- Click [Update] to save changes to a Recoupment Debt Account
- Click [Create] to create a new Recoupment Debt Account

The screenshot shows the MTS App interface with the following details:

- Page Header:** MTS App Install Trial01 Feb-07-2012. Navigation links include Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout.
- Case Information:** Case ID: 1, Case Type: IV-D, Case Function: Delinquency, CP Part ID: 1, CP Name: Cindy Hale, Num. of Children: 1, Case Worker: BBAGW1. Status: Open, Family Violence: Yes, Address Suppression: No, NCP Part ID: 2, NCP Name: Jerry Jones, Current Date: 1/3/2013.
- Recoupment Debt Accounts Table:**

| Debt Category | Debt Type | Status | Payor Name | Payee Name | Frequency | Balance | Total Balance |
|---------------|-------------|---------|-----------------------------------|------------------------------|-----------|---------|---------------|
| Recoupment | Overpayment | Pending | Alcona County Friend of the Court | Hamilton County Family Court | Monthly | \$5.00 | \$25.00 |
- Recoupment Debt Account Detail:**
 - Debt Category: Recoupment
 - Debt Type: Overpayment
 - Frequency: Monthly
 - Balance: \$5.00
 - Total Balance: \$25.00
 - Effective Date: 01/03/2013
 - Due Date: 08/01/2013
 - Payor Type: Third Party
 - Payor: Alcona County Friend of the Court
 - Payee Type: Clerk of Court
 - Payee: Hamilton County Family Court
 - Notes: (Empty text area)

Recoupment Debt Accounts Fields

- Debt Category – The category of the displayed recoupment debt – Recoupment or Fees
- Debt Type – The type of the displayed recoupment debt
- Status – The status (Open, Closed, Pending, Declined) of the displayed recoupment debt.
 - Open – An approved debt with a non-zero balance
 - Closed – An approved debt with a zero balance
 - Pending – A debt that has not yet been approved
 - Declined – A debt that has been disapproved

Payor Name – The name of the person or agency who owes the displayed recoupment debt

Payee Name – The name of the person or agency who is owed the displayed recoupment debt

Frequency – The interval at which payment is due on the debt

Balance – The dollar amount due at each interval

Total Balance – The total amount due on the debt

Recoupment Debt Accounts Buttons

[Update] – Save changes to an existing Recoupment Debt Account

[Create] – Create a new Recoupment Debt Account

Recoupment Debt Account Detail Fields

Debt Category – The category of the displayed recoupment debt – Recoupment or Fees

Debt Type – The type of the displayed recoupment debt

Frequency – The interval at which payment is due on the displayed debt

Balance – The dollar amount due at each interval

Total Balance – The total amount due on the displayed debt

Effective Date – The date on which the displayed debt begins to accrue

Due Date – The date on which the first payment on the displayed debt is due

Payor Type – The type of person or Third Party who owes the displayed recoupment debt

Payor Name – The name of the person or Third Party who owes the displayed recoupment debt

Payee Type – The type of person or Third Party who is owed the displayed recoupment debt

Payee Name – The name of the person or Third Party who is owed the displayed recoupment debt

Notes – Additional detail on the Recoupment Debt Account

Recoupment Debt Account Detail Button

[Cancel] – Returns to the List of Recoupment Accounts

7.4 Recoupment Debt Account Detail

The Recoupment Debt Account Detail screen is displayed when the user clicks [View] or [Create] in the Recoupment Debt Account screen. If [View] has been clicked the screen will display details of the selected debt account, which may be modified. If [Create] has been clicked the screen will display a blank debt account, for which details can be entered.

The main actions performed on this screen are:

- Enter data and click [Update] to create a new Recoupment Debt Account
- Enter data and click [Update] to modify an existing Recoupment Debt Account

The screenshot shows the 'Financial Recoupment' screen in the MTS App. The title bar indicates 'MTS App Install Trial01 Feb-07-2012'. The main content area is titled 'Recoupment Debt Account Details' and contains the following fields:

- Debt Category: [Dropdown menu]
- Debt Type: [Dropdown menu]
- Frequency: [Dropdown menu]
- Amount: [Text input field]
- Total Amount: [Text input field]
- Effective Date: [Date picker]
- Due Date: [Date picker]
- Payor Type: [Text input field, value: Participant]
- Payor: [Text input field, value: Cindy Hale]
- Payee Type: [Dropdown menu]
- Payee: [Text input field]
- Notes: [Text area]

At the bottom right of the form, there are 'Update' and 'Cancel' buttons. The top navigation bar includes links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Financial Help, and Logout. The case information at the top includes Case ID: 1, Case Type: IV-D, Case Function: Delinquency, CP Part ID: 1, CP Name: Cindy Hale, Num. of Children: 1, Case Worker: BBAGW1, Status: Open, Family Violence: Yes, Address Suppression: No, NCP Part ID: 2, NCP Name: Jerry Jones, and Current Date: 11/16/2012.

Financial Recoupment

Recoupment Debt Account Details Fields

*Debt Category – The category of the displayed recoupment debt – Recoupment or Fees

*Debt Type – The type of the displayed recoupment debt

*Frequency – The interval at which payment comes due on the displayed debt

*Amount – The dollar amount due at each interval. If the interval is 'None' or 'One Time Payment' then this is the total balance

*Total Amount – The total amount due on the debt. Only displayed if the interval is not 'None' or 'One Time Payment'.

*Effective Date – The date on which the displayed debt begins to accrue

*Due Date – The date on which the first payment on the displayed debt is due
*Payor Type – The type of person or agency who owes the displayed recoupment
*Payor – The name and ID number of the person or agency who owes the displayed recoupment debt
*Payee Type – The type of person or agency who is owed the displayed recoupment debt
*Payee – The name and ID number of the person or agency who is owed the displayed recoupment debt

Notes – Worker notes on the Recoupment Debt Account

Recoupment Debt Account Details Buttons

[Update] – Saves the entered data

[Cancel] – Returns to the List of Recoupment Accounts

8 Adjustments

The Adjustment function enables a financial worker to modify an existing account balance and cancel or re-issue a previously issued check. A worker creates an adjustment request that requires supervisory approval before the system will implement it. Extreme caution should be taken in using the System Adjustment function.

8.1 Adjustment Request Search

The Adjustment Request Search screen enables the financial worker to display existing adjustment requests based on several filtering criteria. The worker can view details of a selected adjustment request or create a new adjustment request. A supervisor can approve or decline Pending adjustment requests.

The main actions performed on this screen are:

- Search for an existing adjustment request based on the entered search criteria
- View details of a selected adjustment request with the [View] button
- Create a new adjustment request by clicking the [Create] button
- Approve or disapprove a selected pending adjustment with the [Approve] or [Decline] button (Supervisor only)

The screenshot displays the 'Transaction Adjustments' screen. At the top, there is a navigation bar with options like 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. Below this, case details are shown: Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRJCL. Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 52, NCP Name: Joe Long, Current Date: 1/8/2013.

The main section is titled 'Transaction Adjustments' and contains a 'Search Adjustment Request' form. The form includes dropdown menus for 'Type' and 'Status', a checked 'All Cases' checkbox, a 'Worker' dropdown, and date pickers for 'From Date' (12/09/2012) and 'To Date' (01/09/2013). Buttons for 'Search', 'Select Case', 'Create', and 'Clear' are located below the form.

Below the search form is a table titled 'Adjustment Request Search Results' with the following data:

| Id | Type | Date | Status | Case | Amount | Worker | Notes |
|----|------------------------|------------|---------|------|---------|---------|------------------|
| 6 | Debit Account Balance | 01/08/2013 | Open | 18 | \$75.00 | CPATSEL | Adjustment entry |
| 7 | Future Account Balance | 01/08/2013 | Pending | 18 | \$10.00 | CPATSEL | adjustment entry |
| 8 | Future Account Balance | 01/08/2013 | Pending | 18 | \$5.00 | CPATSEL | Adjustment entry |

At the bottom right of the screen, there are buttons for 'Decline', 'Approve', 'View', and 'Cancel'.

Search Adjustment Request Fields

Type – The kind of adjustment requests to be searched for

Status – The status of the adjustment requests to be searched for

 Pending – Adjustment Request has been made but not approved

 Open – Adjustment Request has been approved but not yet executed

 Declined – Adjustment Request has been disapproved

All Cases – If checked, shows adjustments for all cases. If not checked, shows adjustments for the current case

Worker – Restrict the search to adjustment requests created by this worker (Supervisor Only)

From Date – The start date for the search

To Date – The end date for the search

Search Adjustment Request Buttons

[Search] – Start the search using the entered criteria

[Select Case] – Opens the Case Search popup to search for and select a case

[Create] – Opens the Create Adjustment screen to allow the worker to select an adjustment type for creation

[Clear] – Delete the entered search criteria

Adjustment Request Search Results Fields

ID – The unique identifier of the adjustment

Type – The type of adjustment request

Date – The date of the adjustment request

Status – The status of the adjustment request

 Pending – Adjustment Request has been made but not approved

 Open – Adjustment Request has been approved but not yet executed

 Declined – Adjustment Request has been disapproved

Case – The number of the case for which the adjustment has been requested

Amount – The dollar amount of the adjustment request

Worker – The worker who performed the adjustment request

Notes – Worker notes on the adjustment request

Account Transactions Buttons

[Decline] – Disapprove the selected adjustment request (Supervisors cannot decline adjustments they have created)

[Approve] – Approve the selected adjustment request (Supervisors cannot approve adjustments they have created)

[View] – Show the Adjustment Request Detail screen for the selected adjustment request

[Cancel] – Return to Account Summary

8.2 Adjustment Request Detail

The Adjustment Request Detail screen shows detailed read-only information about Adjustment Requests.

The screenshot shows the 'Adjustment Request Detail' screen within the MTS App. The interface includes a top navigation bar with options like 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. Below this, case details are listed: Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRUGLI. Status is 'Open', Family Violence: No, Address Suppression: No, NCP Part ID: 52, NCP Name: See Long, and Current Date: 1/8/2013.

The main section is titled 'Transaction Adjustments' and contains an 'Adjustment Request Detail' form. The form fields are as follows:

| | | | |
|-----------------|----------------------|-------------------|------------------|
| Adjustment Type | Debt Account Balance | Amount | \$75.00 |
| Case ID | 18 | Status | Open |
| Requested Date | 1/8/2013 | Requesting Worker | Christina Patsel |
| Approval Date | 1/8/2013 | Approving Worker | Christina Patsel |
| Notes | Adjustment entry | | |

A 'Cancel' button is located at the bottom right of the screen.

Adjustment Request Detail Fields

Adjustment Type – The type of the adjustment request

Amount – The dollar amount of the adjustment request

Case ID – The case number of the case for which the request is being made

Status – The status of the adjustment request

 Pending – Adjustment Request has been made but not approved

 Open – Adjustment Request has been approved but not yet executed

 Declined – Adjustment Request has been disapproved

Requested Date – The date of the adjustment request

Requesting Worker – The worker who made the adjustment request

Approval Date – The date the adjustment request was approved

Approving Worker – The worker who approved

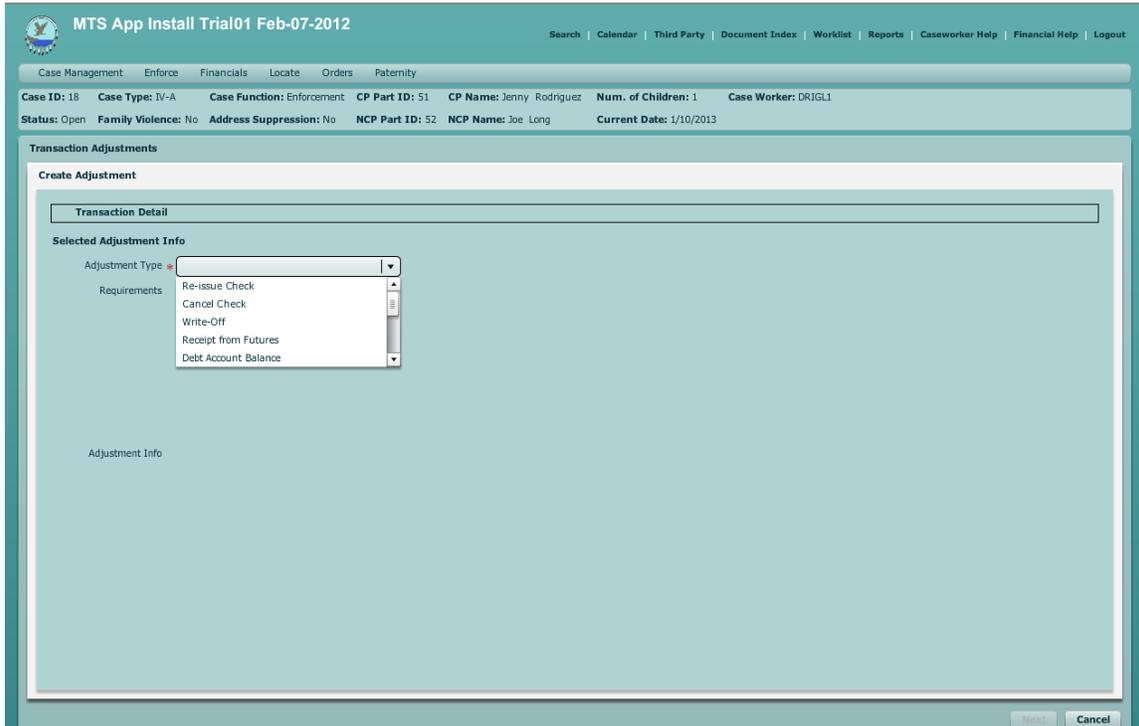
Notes – Worker notes on the adjustment request

Adjustment Request Button

[Cancel] – Return to Adjustment Request

8.3 Create Adjustment

The Create Adjustment screen allows a worker to select the type of adjustment request needed from the Adjustment Type drop-down. Once an Adjustment Type has been selected, the screen will be dynamically modified for the type of adjustment selected.



Create Adjustment Field

*Adjustment Type – The type of the adjustment request

Create Adjustment Buttons

[Next] – Proceed to next screen of Adjustment Request

[Cancel] – Cancel Adjustment Request

8.4 Futures Account Balance

The Futures Account Balance Adjustment allows the worker to create an Adjustment Request to change the balance of a Futures Account. If Adjustment Type Futures Account Balance is selected in the Create Adjustment screen, the requirements to make a Futures Account Balance Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request.

The screenshot displays the MTS App interface. At the top, it says "MTS App Install Trial01 Feb-07-2012". Below this is a navigation bar with links: Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout. A secondary navigation bar includes Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main header area shows case details: Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRIGL1, Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 52, NCP Name: Joe Long, and Current Date: 1/8/2013. The main content area is titled "Transaction Adjustments" and contains a "Create Adjustment" form. The form has a "Transaction Detail" field and a "Selected Adjustment Info" section. In the "Selected Adjustment Info" section, the "Adjustment Type" is set to "Futures Account Balance" via a dropdown menu. Below this, there are links for "Requirements" (which points to "Futures Balance Rules") and "Adjustment Info" (which points to "Futures Balance Info"). At the bottom right of the form, there are "Next" and "Cancel" buttons.

If the [Next] button is clicked the Futures Account Balance Adjustment screen is displayed.

Futures Balance Adjustment Screen

This screen enables the worker to enter the new futures balance, either greater or lesser, and to enter mandatory notes about the adjustment.

The main actions performed on this screen are:

- Enter new Futures balance and notes
- Click [Update] to submit Adjustment Request

The screenshot displays the 'Futures Balance Adjustment' screen within the MTS App. The interface includes a top navigation bar with options like 'Search', 'Calendar', and 'Logout'. Below this, a case information bar shows details such as 'Case ID: 18', 'Case Type: IV-A', and 'Case Worker: DRIGL1'. The main content area is titled 'Transaction Adjustments' and contains a form for adjusting the futures balance. The form has three input fields: 'Balance in Futures' with a value of 0.00, 'New Balance' with a value of 5.00, and 'Notes' with the text 'Adjustment entry'. At the bottom right of the form, there are two buttons: 'Update' and 'Cancel'.

Futures Balance Adjustment Fields

Balance in Futures – The current balance in the futures account

*New Balance – The requested new balance of the futures account

*Notes – Worker notes about the adjustment

Futures Balance Adjustment Buttons

[Update] – Submit Adjustment Request

[Cancel] – Return to Create Adjustment screen

Successful submission of a Futures Balance Adjustment Request will give the following message:

8.5 Receipt from Futures

The Receipt from Futures Adjustment allows the worker to move funds from an existing Futures Account to pay off any existing debt. If Adjustment Type Receipt from Futures is selected in the Create Adjustment screen, the requirements to make a Receipt from Futures Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request if the conditions are met.

The screenshot displays the MTS App interface. At the top, it says "MTS App Install Trial01 Feb-07-2012". Below this is a navigation bar with links: Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout. The main content area shows case information: Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRIGL1. Below this is a "Transaction Adjustments" section with a "Create Adjustment" form. The form has a "Transaction Detail" header and a "Selected Adjustment Info" section. In the "Selected Adjustment Info" section, the "Adjustment Type" is set to "Receipt from Futures". Below this, the "Requirements" are listed: "Futures Account exists", "Futures Account non-zero", and "Debt Account balance non-zero". At the bottom of the form, there is an "Adjustment Info" section with a description: "This adjustment applies funds from the futures account to pay a specific debt. All or part of the balance from the existing futures account is debited and the selected debt account is credited by the user specified amount, not to exceed the available balance in futures. System generates the following financial event transactions from this adjustment:". At the bottom right of the form, there are "Next" and "Cancel" buttons.

If the [Next] button is clicked the Receipt from Futures Adjustment screen is displayed.

Receipt from Futures Adjustment Screen

This screen enables the worker to select the debt account to be reduced, to enter the amount from futures to be applied to the debt, to enter mandatory notes about the adjustment. Multiple debt accounts may be selected and reduced, up to the total amount in the futures account.

The main actions performed on this screen are:

- Select the debt and the amount to be reduced
- Enter notes about the adjustment
- Click [Update] to submit the Adjustment Request

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 18 Case Type: IV-A Case Function: Order Establishment CP Part ID: 51 CP Name: Jenny Rodriguez Num. of Children: 1 Case Worker: DRIGL1

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 52 NCP Name: Joe Long Current Date: 1/8/2013

Transaction Adjustments

Receipt From Futures

Transaction Detail

| Debt Category | Debt Type | Status | Payee | Frequency | Ord. Amount | Balance | Total Balance |
|---------------|---------------------|--------|-----------------|-----------|-------------|---------|---------------|
| Child Support | Current Support | Open | Jenny Rodriguez | Monthly | \$100.00 | \$75.00 | |
| Child Support | CP Non-TANF Arrears | Open | Jenny Rodriguez | None | \$0.00 | \$0.00 | \$500.00 |

Balance in Futures: 5.00

Selected Debt: _____

Payment Amount: *

Notes: *

Update Cancel

Debt Accounts Fields

Debt Category – The general category of the debt

Debt Type – The specific type of the debt

Status – The state of the debt (Open, Closed)

Payee – The name of the person or agency to whom or which this debt is owed

Frequency – The interval at which the ordered amount is charged

Ord. Amount – The periodic amount to be paid against the debt

Balance – The dollar amount remaining to be paid this month against the debt

Total Balance – The total dollar amount remaining to be paid on the debt

Debt Account Balance Fields

Balance in Futures – The amount of money currently in the futures account

Selected Debt – The debt type form above currently selected

*Payment Amount – The dollar amount to be taken from futures and applied to the selected debt

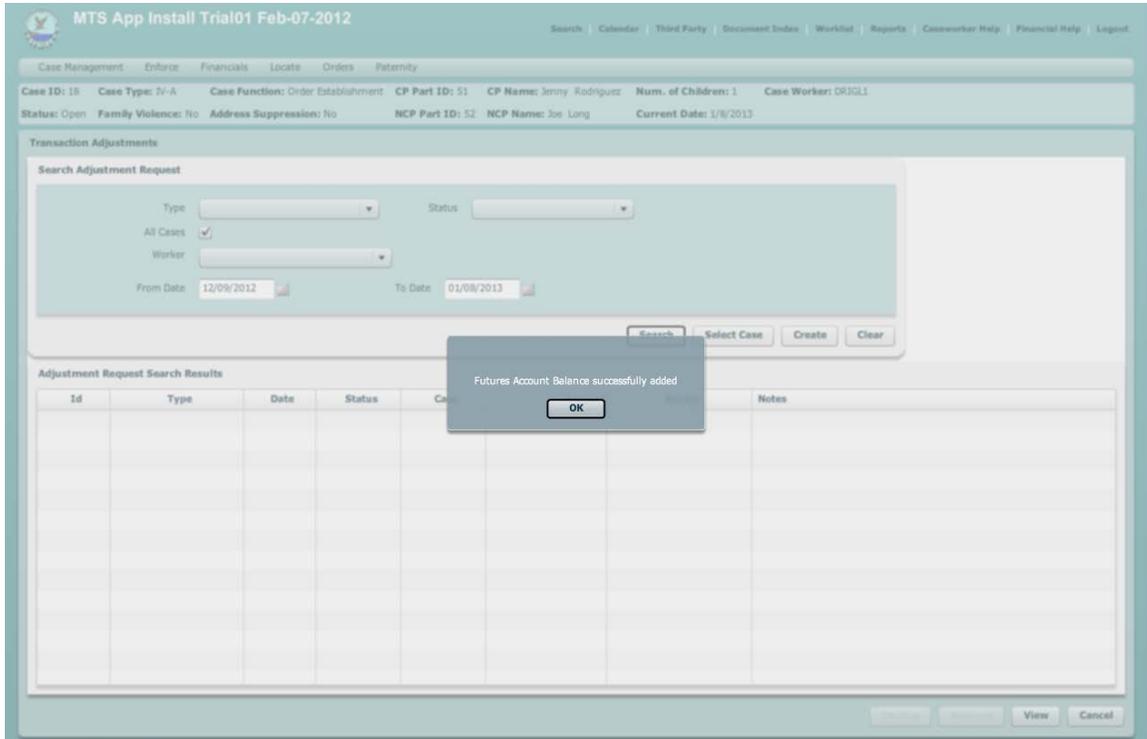
*Notes – Notes about the adjustment

Debt Account Balance Buttons

[Update] – Submit the Adjustment Request

[Cancel] – Cancel the Adjustment Request and return to previous screen

Successful submission of a Futures Balance Adjustment Request will give the following message:



8.6 System Account Adjustment

The System Account Adjustment Request allows the worker to move funds from an existing System Account (Participant, Third Party and Disbursement) to Cash or to move funds from Cash to a participant or Third Party Account. If Adjustment Type System Account Adjustment is selected in the Create Adjustment screen, the requirements to make a System Account Adjustment are displayed. The [Next] button is activated to allow the worker to proceed with the request.

Note: Modifying cash accounts is an extreme measure and should only be done in exceptional circumstances with approval of a financial officer.

The screenshot displays the MTS App interface. At the top, it says "MTS App Install Trial01 Feb-07-2012". Below this is a navigation bar with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout. A secondary navigation bar includes Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main header area shows case details: Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRIGL1, Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 52, NCP Name: Joe Long, and Current Date: 1/8/2013.

The main content area is titled "Transaction Adjustments" and contains a "Create Adjustment" form. The form has a "Transaction Detail" section at the top. Below it, the "Selected Adjustment Info" section shows "Adjustment Type" set to "System Account Adjustment". The "Requirements" section contains the following text: "Tribe has determined that the balance amount of an account on the system is incorrect due to an error or other circumstances. Tribe has determined that funds should be moved between system-level accounts. Accounts supported for adjustment: Participant Payee Cash Accounts, Third Party Payee Cash Accounts, System-level Automated Disbursement, Cash (Bank) Account". The "Adjustment Info" section states: "This adjustment changes the balance on a specific system-level financial account. The balance amount of the selected account is changed by crediting the FROM Account and debiting the TO Account (for a net increase in the TO Account)".

At the bottom right of the form, there are two buttons: "Next" and "Cancel".

If the [Next] button is clicked the System Account Adjustment screen is displayed.

System Account Adjustment Screen

This screen enables the worker to select the account to be reduced, to select the account to be increased, to enter the amount the account is to be reduced, and to enter mandatory notes about the adjustment.

The main actions performed on this screen are:

- Select the account and the amount to be reduced
- Select the account to be increased
- Enter notes about the adjustment
- Click [Update] to submit the Adjustment Request

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 18 | Case Type: IV-A | Case Function: Order Establishment | CP Part ID: 51 | CP Name: Jenny Rodriguez | Num. of Children: 1 | Case Worker: DRIGLI

Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 52 | NCP Name: Joe Long | Current Date: 1/8/2013

Transaction Adjustments

System Account Adjustment

Transaction Detail

| From Account | | To Account | |
|---------------------|------------------|------------------|-----------------|
| Account Type * | Cash | Account Type * | Participant |
| Account Detail * | Cash | Account Detail * | Jenny Rodriguez |
| Current Balance | \$61,114.68 | Current Balance | \$0.00 |
| New Balance | \$61,109.68 | New Balance | \$0.00 |
| Adjustment Amount * | 5.00 | | |
| Notes * | Adjustment Entry | | |

Update Clear Cancel

System Account Adjustment

From Account Fields

*Account Type – The type of account to be reduced (Participant, Third Party, Cash, and Disbursements)

*Account Detail – If Participant or Third Party type, the appropriate search icon will appear to allow selection

*Adjustment Amount – The requested amount the selected account will be reduced

*Notes – Worker notes about the adjustment

Current Balance – The current balance in the selected account

New Balance – The current balance in the selected account minus the Adjustment Amount

To Account Fields

*Account Type – The type of account to be increased (Participant, Third Party, Cash, and Disbursements)

*Account Detail – If Participant or Third Party type, the appropriate search icon will appear to allow selection

Current Balance – The current balance in the selected account

New Balance – The current balance in the selected account minus the Adjustment Amount

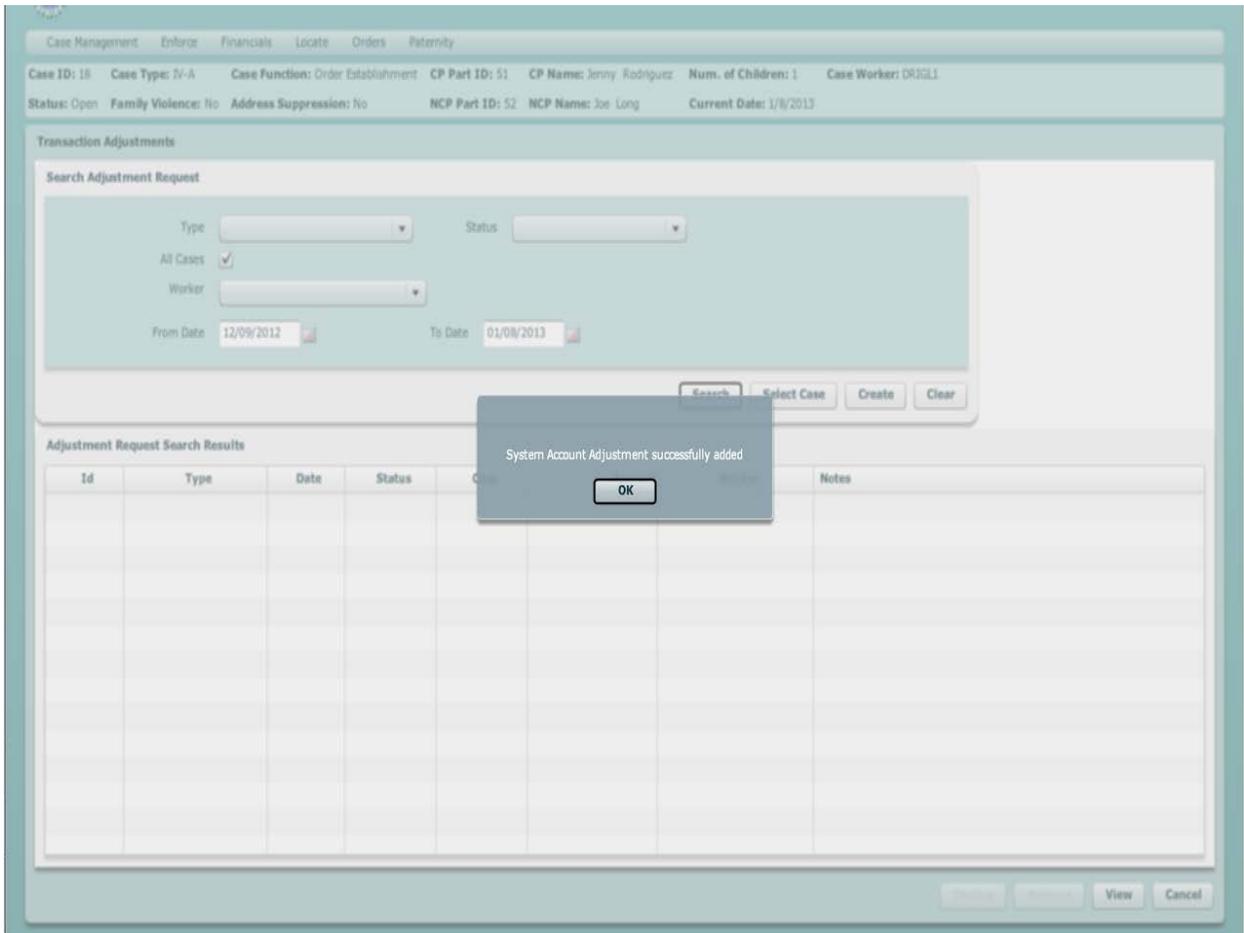
System Account Adjustment Buttons

[Update] – Submit Adjustment Request

[Clear] – Clear the From and To Account information

[Cancel] – Return to Create Adjustment screen

Successful submission of a System Account Adjustment Request will give the following message:



8.7 Re-issue Check

The Re-issue Check Request allows the worker to re-issue a check that has been deemed to have been lost or destroyed. If Adjustment Type Re-issue Check is selected in the Create Adjustment screen, the requirements to make a Re-issue Check Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request.

The screenshot displays the MTS App interface. At the top, it shows the title 'MTS App Install Trial01 Feb-07-2012' and a navigation menu with options: Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout. Below this is a secondary menu with Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main content area is titled 'Transaction Adjustments' and contains a 'Create Adjustment' form. The form has a 'Transaction Detail' section and a 'Selected Adjustment Info' section. In the 'Selected Adjustment Info' section, the 'Adjustment Type' is set to 'Re-issue Check'. Below this, the 'Requirements' are listed: 'Check Issued', 'Check not cashed', and 'Tribe has determined that the original check was lost, destroyed, or otherwise invalidated'. At the bottom of the form, there is an 'Adjustment Info' section with a paragraph of text explaining the re-issue process. At the bottom right of the form, there are two buttons: 'Next' and 'Cancel'.

If the [Next] button is clicked the Check Search screen is displayed.

Check Search Screen

This screen displays an issued check search screen that enables the worker to select the check to be re-issued.

The main actions performed on this screen are:

- Select the canceled check to be re-issued
- Click [Select] to go to the Re-Issue Check screen

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 18 | Case Type: IV-A | Case Function: Enforcement | CP Part ID: 51 | CP Name: Jenny Rodriguez | Num. of Children: 1 | Case Worker: DRIGL1
 Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 52 | NCP Name: Joe Long | Current Date: 1/10/2013

Transaction Adjustments

Transaction Filter Criteria

Transaction Type: Check Canceled
 Worker: [Dropdown]
 From Date: 12/11/2012 | To Date: 01/10/2013
 Check Number: [Text Box]

[Search] [Clear]

Account Transactions

| Date | ID | Type | Status | Amount | Worker | Batch/Item | From Account | To Account | Hold Status | Check # | Check Status |
|------------|-----|------------|--------|--------|--------|------------|-----------------|-----------------|-------------|---------|--------------|
| 01/08/2013 | 480 | Adjustment | | \$0.00 | SYSTEM | 0/0 | Jenny Rodriguez | Jenny Rodriguez | No | 19 | Cancelled |

[Previous] [Next]

[Select] [Cancel]

Transaction Filter Criteria Fields

Transaction Type – Check Cancelled

Worker – Restrict the search to adjustment requests created by this worker (Supervisor Only)

From Date – The start date for the search

To Date – The end date for the search

Check Number – The check number to be searched for

Transaction Filter Criteria Buttons

[Search] – Start a check search using the entered criteria

[Clear] – Clear the entered search criteria

Account Transactions Fields

Check Status – Issued

Date – The date the check was issued

ID – The unique identifying number of the system transaction that created the check

Type – Check Issued

Status – NA

Amount – The dollar amount of the issued check

Worker – SYSTEM

Batch/Item – NA

From Account – The payor of the issued check

To Account – The payee of the issued check

Hold Status – An indicator that is set to 'YES' if the check is held

Check # – The number of the issued check

Action Transactions Buttons

[Previous] – Display the previous screen of checks

[Next] – Display the next screen of checks

Transaction Adjustments Buttons

[Select] – Proceed to the Re-issue Check screen

[Cancel] – Cancel the adjustment request and return to Adjustments

If the [Select] button is clicked the Re-issue Check screen is displayed.

Re-issue Check Screen

This screen displays an issued check search screen that enables the worker to select the check to be re-issued.

The main actions performed on this screen are:

- Enter notes about the re-issue
- Click [Update] to re-issue the check

Transaction Adjustments

Re-issue Check

| | | | | |
|---------------------------|--------------------------------|---------------------------|-------------------------|----------------------|
| Transaction Detail | Transaction ID: 587 | Date: 06/25/2014 | Type: Adjustment | Status: |
| | Amount: \$234,567.00 | From Acct: dog dog | To Acct: dog dog | Batch Item: 0 |
| | Check Status: Cancelled | | | |

Notes +

Update Cancel

Re-issue Check Fields

Transaction ID – The identifying number of the re-issue check adjustment

Date – The date of the re-issue check adjustment

Type – Check Issued

Status – The status of the re-issue check adjustment

Amount – The amount of the check to be re-issued

From Acct – The account from which the check was issued

To Acct – The payee account to which the check was issued

Batch Item – NA

Check Status – The status of the issued check

*Notes – Comments on the re-issue of the check

Re-issue Check Buttons

[Update] – Start the process to re-issue the check

[Cancel] – Close the screen and return to Account Summary

Successful submission of the Re-issue Check Adjustment Request will give the following message:

The screenshot displays the MTS App interface for Case ID: 18. The 'Transaction Adjustments' section is active, showing a search for adjustment requests. The search criteria include Type (dropdown), Status (Pending), All Cases (checked), Worker (dropdown), From Date (12/11/2012), and To Date (01/10/2013). The 'Adjustment Request Search Results' table is visible below the search form.

| Id | Type | Date | Status | Case | Amount | CPATSEL | Notes |
|----|-------------------------|------------|---------|------|---------|---------|----------------------------|
| 8 | Futures Account Balance | 01/08/2013 | Open | 18 | | | Adjustment entry |
| 9 | Receipt from Futures | 01/08/2013 | Pending | 18 | \$5.00 | CPATSEL | Adjustment entry |
| 10 | System Account | 01/08/2013 | Pending | 18 | \$5.00 | CPATSEL | Adjustment Entry |
| 11 | Futures Account Balance | 01/08/2013 | Pending | 18 | \$3.00 | CPATSEL | Adjustment entry |
| 12 | Debt Account Balance | 01/08/2013 | Pending | 18 | \$75.00 | CPATSEL | Miscalculation in ...more |
| 13 | RCP Total Balance | 01/08/2013 | Pending | 18 | \$3.00 | CPATSEL | Overpayment for fe ...more |
| 14 | Cancel Check | 01/08/2013 | Open | 18 | \$0.01 | CPATSEL | Administrative er ...more |
| 15 | Write-Off | 01/08/2013 | Pending | 18 | \$5.00 | CPATSEL | Adjustment |
| 16 | Debt Account Balance | 01/08/2013 | Pending | 18 | \$74.99 | CPATSEL | Miscalculation in ...more |
| 17 | Recoupment Write-Off | 01/08/2013 | Pending | 18 | \$1.00 | CPATSEL | Tax Holiday |
| 18 | Refund | 01/08/2013 | Pending | 18 | \$5.00 | CPATSEL | Refund per request |
| 19 | Re-issue Check | 01/10/2013 | Open | 18 | \$0.01 | CPATSEL | Client's request |
| 20 | Re-issue Check | 01/10/2013 | Pending | 18 | \$0.01 | CPATSEL | Client's request. ...more |

A modal dialog box is overlaid on the table, displaying the message: "Re-issue Check successfully added" with an "OK" button.

8.8 Cancel Check

This screen is used by the financial worker to cancel a misdirected or lost check. If Adjustment Type Cancel Check is selected in the Create Adjustment screen, the requirements to make a Cancel Check Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request.

The screenshot displays the MTS App interface for creating an adjustment. At the top, the title bar reads "MTS App Install Trial01 Feb-07-2012". Below this is a navigation menu with options: Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout. A secondary menu includes Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main header area contains case information: Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRIGL1, Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 52, NCP Name: Joe Long, and Current Date: 1/8/2013.

The central section is titled "Transaction Adjustments" and contains a "Create Adjustment" form. The form has a "Transaction Detail" header and a "Selected Adjustment Info" section. In this section, the "Adjustment Type" is set to "Cancel Check". Below this, the "Requirements" are listed: "Check Issued", "Check not cashed", and "Tribe has determined that the original check should be rendered void before being cashed." The "Adjustment Info" section explains: "This adjustment cancels a previously disbursed check. The previously issued check is cancelled. The issuing account is credited. System generates the following financial event transactions from this adjustment:".

At the bottom right of the form, there are two buttons: "Next" and "Cancel".

If the [Next] button is clicked the Check Search screen is displayed.

Check Search Screen

This screen displays an issued check search screen that enables the worker to select the check to be canceled.

The main actions performed on this screen are:

- Select the check to be canceled
- Click [Select] to go to the Cancel Check screen

Transaction Filter Criteria Fields

Transaction Type – Check Issued

Worker – Restrict the search to adjustment requests created by this worker (Supervisor Only)

From Date – The start date for the search

To Date – The end date for the search

Check Number – The check number to be searched for

Transaction Filter Criteria Buttons

[Search] – Start a check search using the entered criteria

[Clear] – Clear the entered search criteria

Account Transactions Fields

Date – The date the check was issued

ID – The unique identifying number of the system transaction that created the check

Type – Check Issued

Status – NA

Amount – The dollar amount of the issued check

Worker – SYSTEM

Batch/Item – NA

From Account – The payor of the issued check

To Account – The payee of the issued check

Hold Status – An indicator that is set to 'YES' if the check is held

Check # – The number of the issued check

Check Status – Issued

Account Transactions Buttons

[Previous] – Display the previous screen of checks

[Next] – Display the next screen of checks

Transaction Adjustments Buttons

[Select] – Proceed to the Cancel Check screen

[Cancel] – Cancel the adjustment request and return to Adjustment

If the [Select] button is clicked the Cancel Check screen is displayed.

Cancel Check Screen

This screen displays an issued check search screen that enables the worker to select the check to be canceled.

The main actions performed on this screen are:

- Enter notes about the cancel
- Click [Update] to cancel the check

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 18 | Case Type: IV-A | Case Function: Order Establishment | CP Part ID: 51 | CP Name: Jenny Rodriguez | Num. of Children: 1 | Case Worker: DRIGL1

Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 52 | NCP Name: Joe Long | Current Date: 1/8/2013

Transaction Adjustments

Cancel Check

| Transaction Detail | Transaction ID: 479 | Date: 01/08/2013 | Type: Check Issued | Status: |
|--------------------|----------------------------|--------------------------|--------------------|----------------------|
| Amount: \$0.01 | From Acct: Jenny Rodriguez | To Acct: Jenny Rodriguez | Batch Item: 0 | Check Status: Issued |

Notes *

Update Cancel

Cancel Check Fields

Transaction ID – The identifying number of the re-issue check adjustment

Date – The date of the re-issue check adjustment

Type – Check Issued

Status – The status of the re-issue check adjustment

Amount – The amount of the check to be re-issued

From Acct – The account from which the check was issued

To Acct – The payee account to which the check was issued

Batch Item – NA

Check Status – The status of the issued check

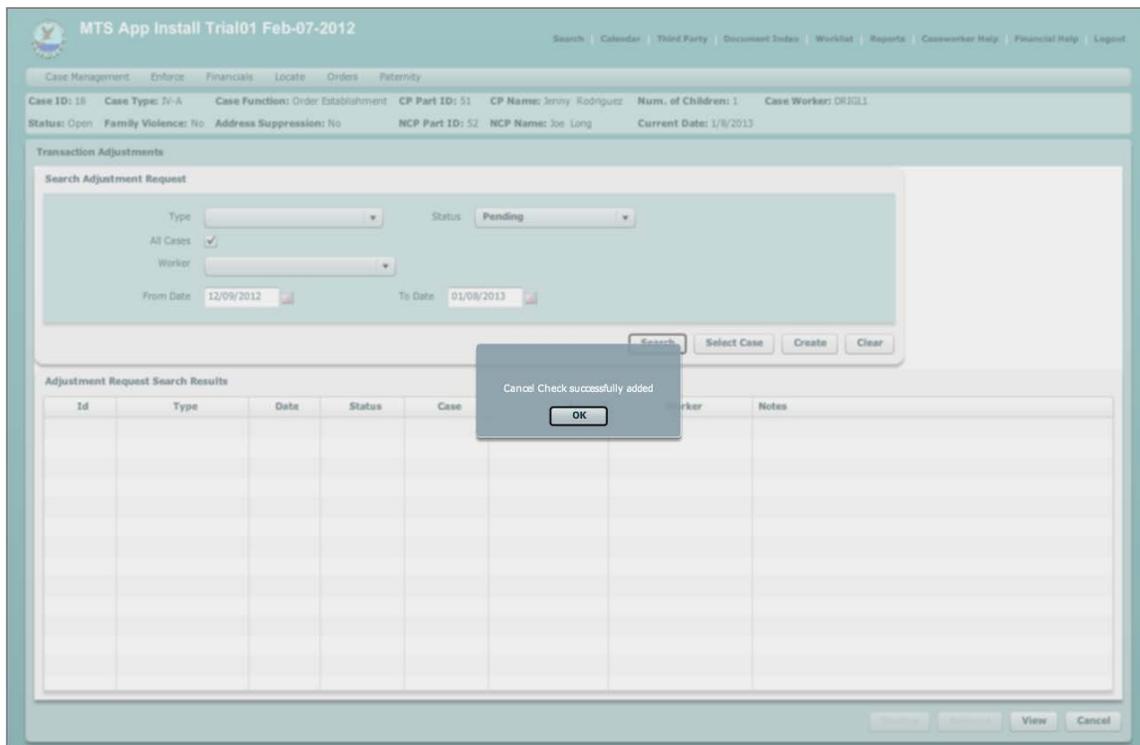
*Notes – Comments about the check cancellation

Cancel Check Buttons

[Update] – Start the process to cancel the check

[Cancel] – Close the screen and return to Account Summary

Successful submission of the Cancel Check Adjustment Request will give the following message:



8.9 Write-off

The Write-off Adjustment is used by the financial worker to reduce or eliminate a debt that tribal policy has determined will not or should not be paid. If Adjustment Type Write-off is selected in the Create Adjustment screen, the requirements to make a Write-off Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request.

The screenshot displays the MTS App interface for creating a Write-Off adjustment. The top navigation bar includes 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. The case information at the top shows Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRJGLI, Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 52, NCP Name: Joe Long, and Current Date: 1/8/2013.

The main section is titled 'Transaction Adjustments' and contains a 'Create Adjustment' form. The form displays the following details:

| Transaction Detail | Transaction ID: 479 | Date: 01/08/2013 | Type: Check Issued | Status: |
|--------------------|---------------------|----------------------------|--------------------------|---------------|
| Amount: | \$0.01 | From Acct: Jenny Rodriguez | To Acct: Jenny Rodriguez | Batch Item: 0 |
| Check Status: | Issued | | | |

Below the transaction details, the 'Selected Adjustment Info' section shows the 'Adjustment Type' set to 'Write-Off'. The requirements for this adjustment are:

- Debt Account exists
- Debt Account non-zero
- Debt Account payee is Tribe or State
- Tribe has determined that the debt is uncollectable or is to be forgiven.

The 'Adjustment Info' section provides additional context: 'This adjustment reduces the amount owed on a specific debt. The selected debt account to be written-off is credited and the System-level Write-off account is debited. System generates the following financial event transactions from this adjustment:'

At the bottom right of the form, there are 'Next' and 'Cancel' buttons.

If the [Next] button is clicked the Debt Accounts Detail screen is displayed.

Debt Accounts Detail Screen

This screen displays the open debt accounts and enables the worker to select a debt account to be reduced. Current Support debt may not be written-off.

The main actions performed on this screen are:

- Select the Debt Account to be reduced
- Enter the Adjustment Amount by which the debt will be reduced
- Enter notes about the Write-off Adjustment Request
- Click [Update] to initiate the Write-off Adjustment Request

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 18 Case Type: IV-A Case Function: Order Establishment CP Part ID: 51 CP Name: Jenny Rodriguez Num. of Children: 1 Case Worker: DRIGL1

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 52 NCP Name: Joe Long Current Date: 1/8/2013

Transaction Adjustments

Write-Off

Transaction Detail Transaction ID: 479 Date: 01/08/2013 Type: Check Issued Status:

Amount: \$0.01 From Acct: Jenny Rodriguez To Acct: Jenny Rodriguez Batch Item: 0

| Debt Category | Debt Type | Payee ID | Frequency | Ordered Amount | Status | Balance | Total Balance |
|---------------|---------------------|----------|-----------|----------------|--------|----------|---------------|
| Child Support | Current Support | 51 | Monthly | \$100.00 | Open | \$74.99 | \$0.00 |
| Child Support | CP Non-TANF Arrears | 51 | None | \$0.00 | Open | \$500.00 | \$0.00 |

Adjustment Amount *

Notes *

Update Cancel

Debt Accounts Fields

Debt Category – The general category of the debt

Debt Type – The specific type of the debt

Payee ID – The number of the person or agency to whom or which this debt is owed

Frequency – The interval at which the ordered amount is charged

Ordered Amount – The periodic amount to be paid against the debt

Status – The status of the debt (Open, Closed)

Balance – The dollar amount remaining to be paid this month against the debt
Total Balance – The total dollar amount remaining to be paid on the debt

Write-Off Fields

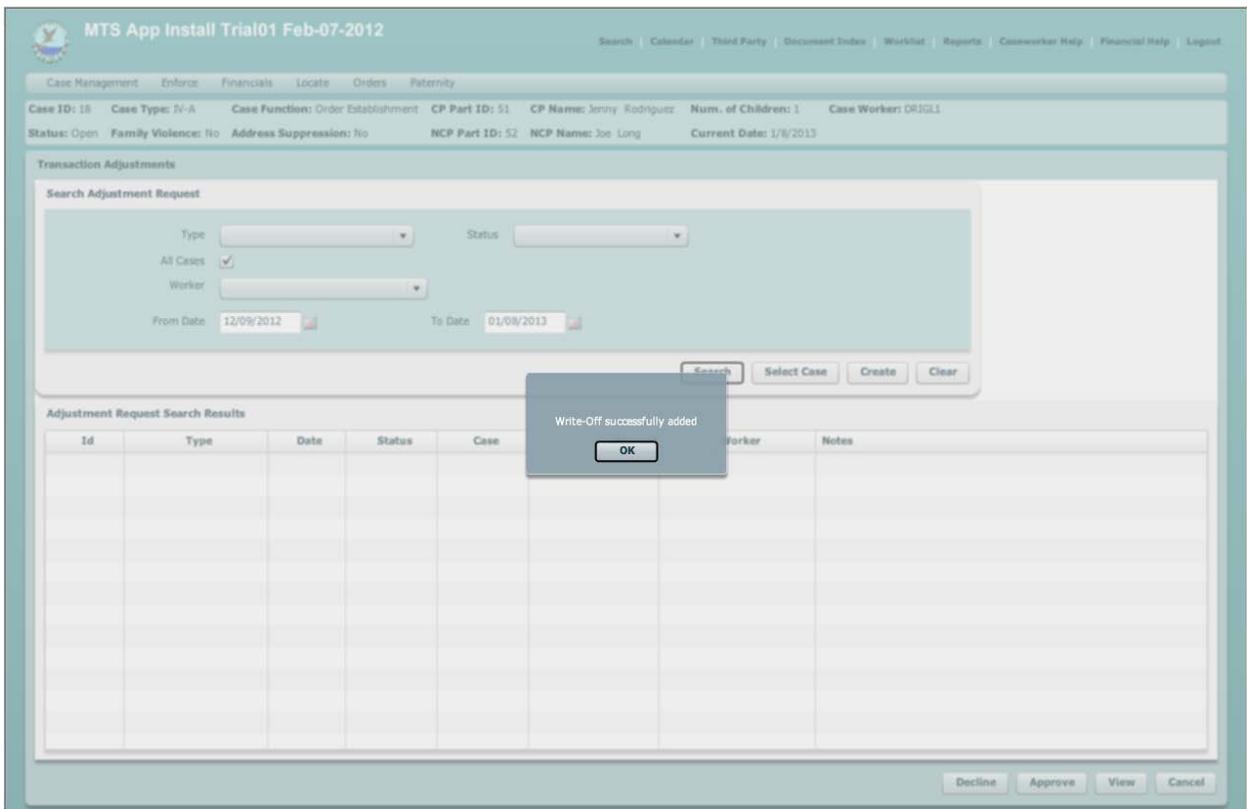
*Adjustment Amount – The dollar amount by which the debt is to be reduced
*Notes – Notes about the Write-off

Write-Off Buttons

[Update] – Submit the Write-off Adjustment Request

[Cancel] – Cancel the Write-off Adjustment Request and return to previous screen

Successful submission of the Write-off Adjustment Request will give the following message:



8.10 Debt Account Balance

The Debt Account Balance screen is used by the financial worker to modify a debt that tribal policy has determined to be inaccurate. This could be due to a processing error or a court order. If Adjustment Type Debt Account Balance is selected in the Create Adjustment screen, the requirements to make a Debt Account Balance Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request.

The screenshot displays the 'Create Adjustment' screen within the MTS App. The interface includes a header with the title 'MTS App Install Trial01 Feb-07-2012' and navigation links such as 'Search', 'Calendar', 'Third Party', 'Document Index', 'Worklist', 'Reports', 'Caseworker Help', 'Financial Help', and 'Logout'. Below the header, there are tabs for 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. The main content area shows case details: Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRIGL1, Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 52, NCP Name: Joe Long, and Current Date: 1/8/2013. The 'Transaction Adjustments' section is active, showing a 'Create Adjustment' form. A table displays transaction details for Transaction ID: 479, Date: 01/08/2013, Type: Check Issued, and Status: Issued. The amount is \$0.01, and it is from and to Jenny Rodriguez. Below the table, the 'Selected Adjustment Info' section shows 'Adjustment Type' set to 'Debt Account Balance'. The requirements state: 'Tribe has determined that the amount legally due on a debt account is different than the amount on the system due to a court order or an error.' The 'Adjustment Info' section explains that this adjustment changes the Frequency Balance Due and/or the Total Balance Due on a specific debt, and that the system generates financial event transactions from this adjustment. At the bottom right, there are 'Next' and 'Cancel' buttons.

If the [Next] button is clicked the Debt Account Balance screen is displayed.

Debt Account Balance Screen

This screen displays the open debt accounts and enables the worker to select a debt account to be modified.

The main actions performed on this screen are:

- Select the Debt Account to be modified
- Enter the Adjustment Amount to which the debt will be modified. This amount can be either the Frequency Balance, the Total Balance, or both.
- Enter notes about the modification
- Click [Update] to initiate the Adjustment Request

Transaction Adjustments

Debt Account Balance

Transaction Detail Transaction ID: 479 Date: 01/08/2013 Type: Check Issued Status:

Amount: \$0.01 From Acct: Jenny Rodriguez To Acct: Jenny Rodriguez Batch Item: 0

| Debt Category | Debt Type | Status | Payee | Frequency | Ord. Amount | Balance | Total Balance |
|---------------|---------------------|--------|-----------------|-----------|-------------|---------|---------------|
| Child Support | Current Support | Open | Jenny Rodriguez | Monthly | \$100.00 | \$74.99 | |
| Child Support | CP Non-TANF Arrears | Open | Jenny Rodriguez | None | \$0.00 | \$0.00 | \$500.00 |

Debt Category/Type * Child Support - Current Support

Frequency Balance * 74.99 Total Balance

Notes * Miscalculation in previous adjustment

Update Cancel

Debt Accounts Fields

Debt Category – The general category of the debt

Debt Type – The specific type of debt

Status – The status of the debt (Open, Closed)

Payee – The name of the person or agency to whom or which this debt is owed

Frequency – The interval at which the ordered amount is charged

Ord. Amount – The periodic amount to be paid against the debt
Balance – The dollar amount remaining to be paid this month against the debt
Total Balance – The total dollar amount remaining to be paid on the debt

Debt Account Balance Fields

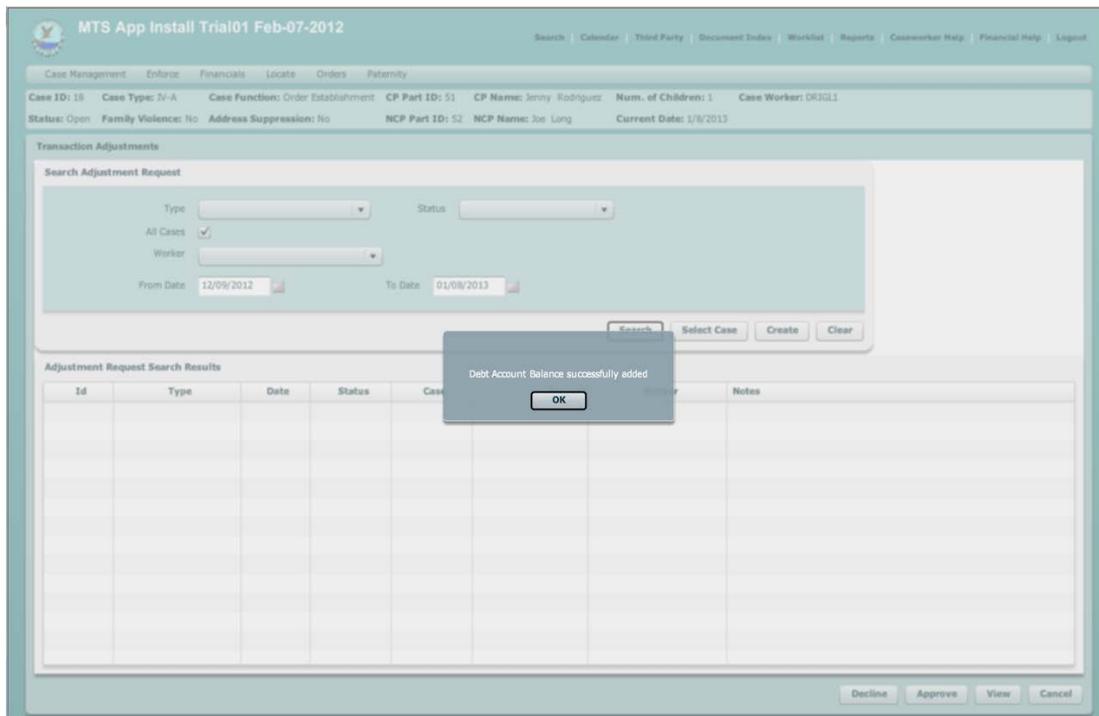
*Debt Category/Type – The general and specific category of the selected debt
*Frequency Balance – The dollar amount of debt due at a specific period
*Total Balance – The total dollar amount remaining to be paid on the debt
*Notes – Notes about the adjustment

Debt Account Balance Buttons

[Update] – Submit the Adjustment Request

[Cancel] – Cancel the Adjustment Request and return to previous screen

Successful submission of the Debt Account Balance Adjustment Request will give the following message:



8.11 Recoupment Account Balance Adjustment

The Recoupment (RCP) Account Balance screen is used by the financial worker to modify a recoupment debt that tribal policy has determined to be inaccurate. This could be due to a processing error or a court order. If Adjustment Type RCP Account Balance is selected in the Create Adjustment screen, the requirements to make a Recoupment Account Balance Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request.

The screenshot displays the MTS App interface. At the top, it shows 'MTS App Install Trial01 Feb-07-2012' and navigation links: Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout. Below this is a menu bar with 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. The main header area contains case information: Case ID: 18, Case Type: IV-A, Case Function: Order Establishment, CP Part ID: 51, CP Name: Jenny Rodriguez, Num. of Children: 1, Case Worker: DRIGL1. Below the header, there are status indicators: Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 52, NCP Name: Joe Long, and Current Date: 1/8/2013. The main content area is titled 'Transaction Adjustments' and contains a 'Create Adjustment' form. The form has a 'Transaction Detail' section and a 'Selected Adjustment Info' section. In the 'Selected Adjustment Info' section, the 'Adjustment Type' is set to 'RCP Balance Adjustment'. Below this, there are links for 'Requirements' and 'Recoupment Balance Rules'. At the bottom of the form, there are links for 'Adjustment Info' and 'Recoupment Balance Info'. At the bottom right of the form, there are 'Next' and 'Cancel' buttons.

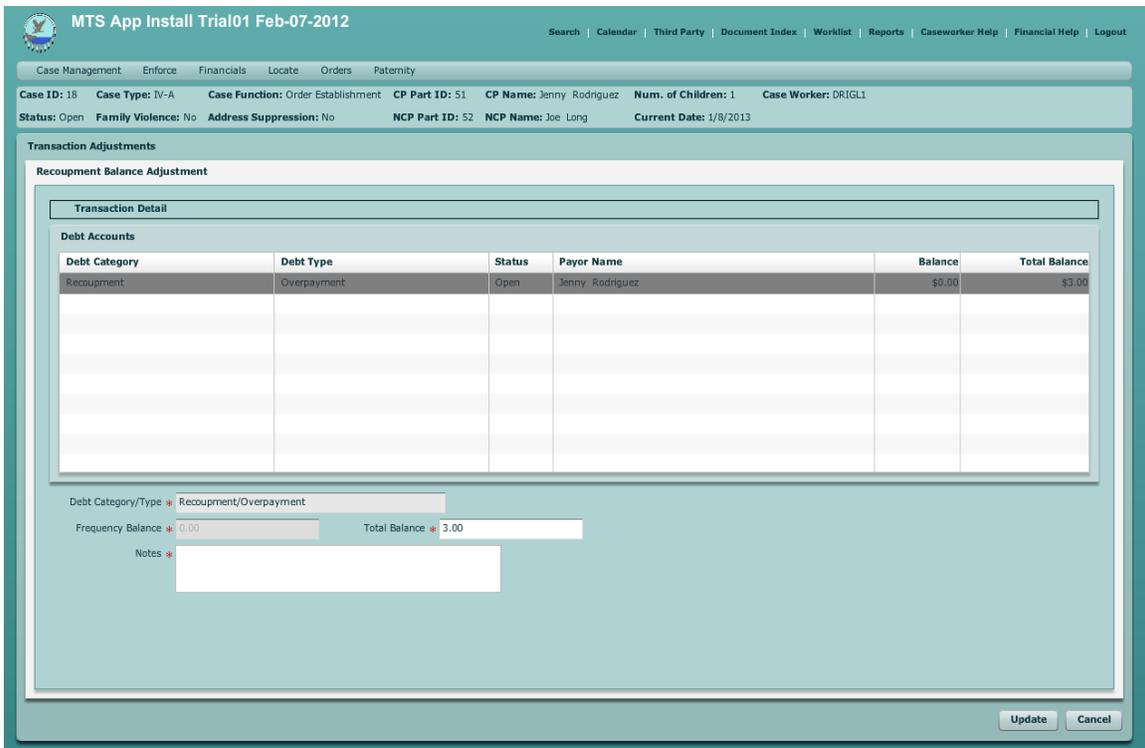
If the [Next] button is clicked the Recoupment Account Detail screen is displayed.

Recoupment Account Balance Detail Screen

This screen displays the open recoupment debt accounts on the case and enables the worker to select a recoupment debt account to be modified.

The main actions performed on this screen are:

- Select the Recoupment Debt Account to be modified
- Enter the amount to which the debt will be modified. This amount can be either the Frequency Balance, the Total Balance, or both
- Enter notes about the RCP Account Balance modification
- Click [Update] to initiate the RCP Account Balance Adjustment Request



Debt Accounts Fields

Debt Category – The general category of the recoupment debt

Debt Type – The specific type of the recoupment debt

Status – The status of the debt (Open, Closed)

Payor Name – The name of the person or agency by whom or which this debt is owed

Balance – The current dollar amount remaining to be paid this month against the debt

Total Balance – The current total dollar amount remaining to be paid on the debt

Recoupment Account Balance Adjustment Fields

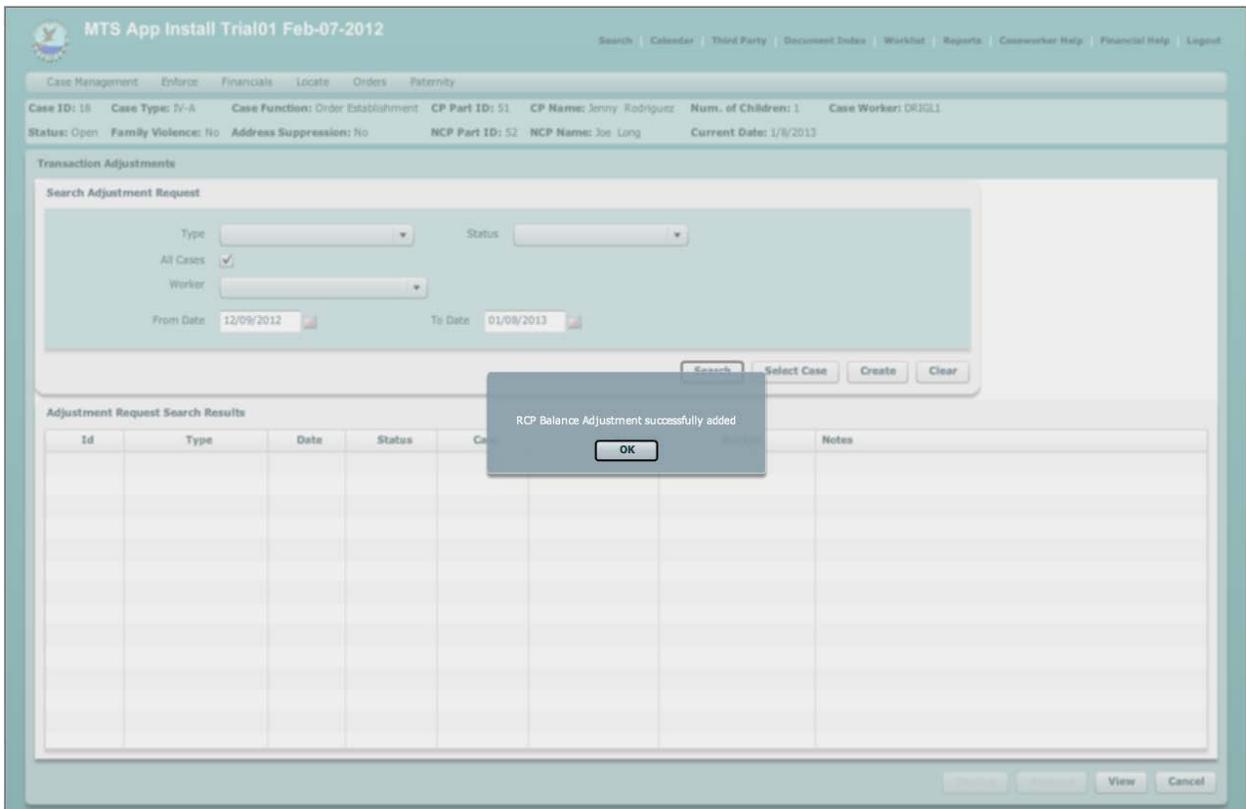
- *Debt Category/Type – The general and specific category of the selected debt
- *Frequency Balance – The new dollar amount of debt due at a specific period
- *Total Balance – The new total dollar amount remaining to be paid on the debt
- *Notes – Notes about the adjustment

Recoupment Account Balance Adjustment Buttons

[Update] – Submit the RCP Account Balance Adjustment Request

[Cancel] – Cancel the RCP Account Balance Adjustment Request and return to previous screen

Successful submission of the RCP Account Balance Adjustment Request will give the following message:



8.12 Recoupment Write-Off

The Recoupment Write-off adjustment is used by the financial worker to reduce or eliminate a recoupment debt that tribal policy has determined will not or should not be paid. If Adjustment Type Recoupment Write-off is selected in the Create Adjustment screen, the requirements to make a Recoupment Write-off Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request.

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 18 | Case Type: IV-A | Case Function: Order Establishment | CP Part ID: 51 | CP Name: Jenny Rodriguez | Num. of Children: 1 | Case Worker: DRIGL1

Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 52 | NCP Name: Joe Long | Current Date: 1/8/2013

Transaction Adjustments

Create Adjustment

Transaction Detail

Selected Adjustment Info

Adjustment Type * **Recoupment Write-Off**

Requirements

- CP Debt Account exists
- CP Debt Account non-zero
- CP Debt Account payee is Tribe or State
- Tribe has determined that the CP debt is uncollectable or is to be forgiven.

Adjustment Info

This adjustment reduces the amount owed on a specific recoupment debt. The selected recoupment debt account to be written-off is credited and the System-level Recoupment Write-off account is debited. System generates the following financial event transactions from this adjustment:

Next Cancel

If the [Next] button is clicked the Recoupment Debt Account Detail screen is displayed.

Recoupment Write-Off Debt Account Detail Screen

This screen displays the open recoupment debt accounts and enables the worker to select a recoupment debt account to be reduced.

The main actions performed on this screen are

- Select the Recoupment Debt Account to be reduced
- Enter the Adjustment Amount by which the debt will be reduced
- Enter notes about the Recoupment Write-off Adjustment Request
- Click [Update] to initiate the Recoupment Write-off Adjustment Request

Transaction Adjustments
Write-Off Recoupment

Transaction Detail

| Debt Category | Debt Type | Payee Type | Payee | Status | Frequency | Freq Balance | Total Balance |
|---------------|-------------|------------|-------|--------|-----------|--------------|---------------|
| Recoupment | Overpayment | NCP | 5 | Open | None | \$0.00 | \$50.00 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Debt Category/Type *

Adjustment Amount *

Notes *

Update Cancel

Debt Accounts Fields

- Debt Category – The general category of the recoupment debt
- Debt Type – The specific type of the recoupment debt
- Payee Type – The type of person or agency to whom or which this recoupment debt is owed
- Payee – The number of the person or agency to whom or which this recoupment debt is owed
- Status – The status of the debt (Open, Closed)
- Frequency – The interval at which the Frequency Balance is charged
- Freq. Balance – The dollar amount remaining to be paid this month against the recoupment debt
- Total Balance – The total dollar amount remaining to be paid on the recoupment debt

Recoupment Write-Off Fields

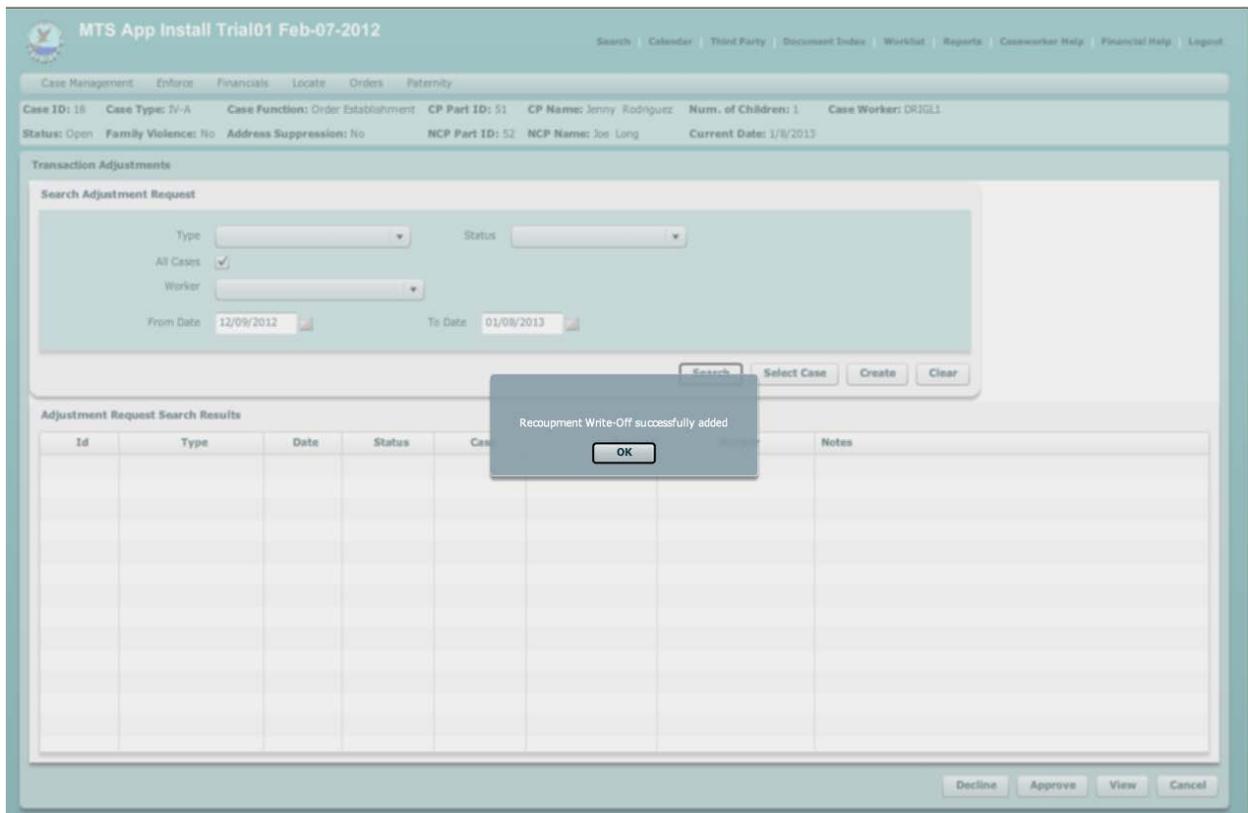
- *Debt Category/Type – The general and specific category of the selected debt
- *Adjustment Amount – The dollar amount to which the debt is to be reduced
- *Notes – Notes about the adjustment

Recoupment Write-Off Buttons

[Update] – Submit the Recoupment Write-off Adjustment Request

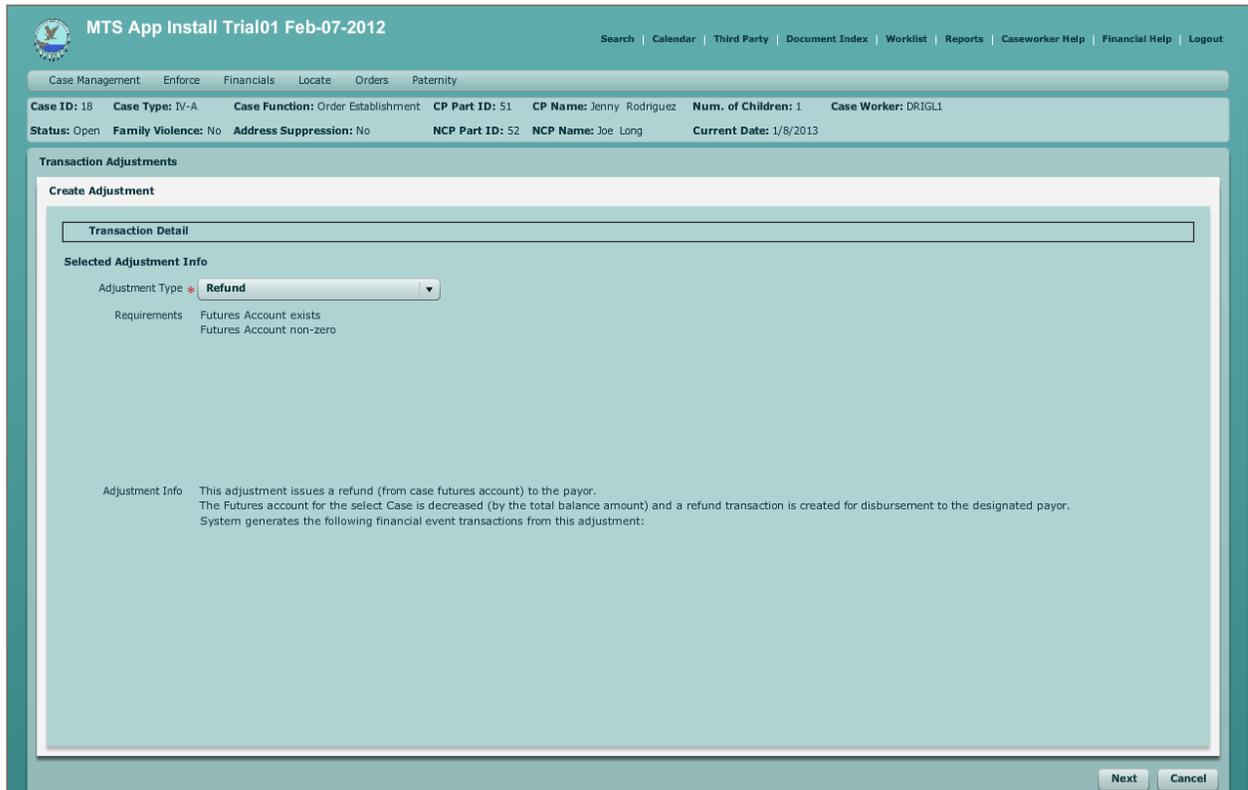
[Cancel] – Cancel the Recoupment Write-off Adjustment Request and return to previous screen

Successful submission of the Recoupment Write-off Adjustment Request will give the following message:



8.13 Refund

The Refund adjustment is used by the financial worker to refund monies in a futures account to the NCP. If Adjustment Type Refund is selected in the Create Adjustment screen, the requirements to make a Refund Adjustment Request are displayed. The [Next] button is activated to allow the worker to proceed with the request.



If the [Next] button is clicked, the Refund Adjustment screen is displayed.

Refund Adjustment Screen

This screen displays the Futures account for the case. The entire amount of the Futures Account must be refunded.

The main actions performed on this screen are:

- Enter notes about the Refund Adjustment Request
- Click [Update] to initiate the Refund Adjustment Request

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Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 18 | Case Type: IV-A | Case Function: Order Establishment | CP Part ID: 51 | CP Name: Jenny Rodriguez | Num. of Children: 1 | Case Worker: DRIGL1

Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 52 | NCP Name: Joe Long | Current Date: 1/8/2013

Transaction Adjustments

Refund Adjustment

| Transaction Detail | |
|--------------------|----------------------|
| Futures Balance | 5.00 |
| Notes | * Refund per request |

Update Cancel

Refund Adjustment Fields

Futures Balance – The dollar amount remaining in the Futures Account for the case

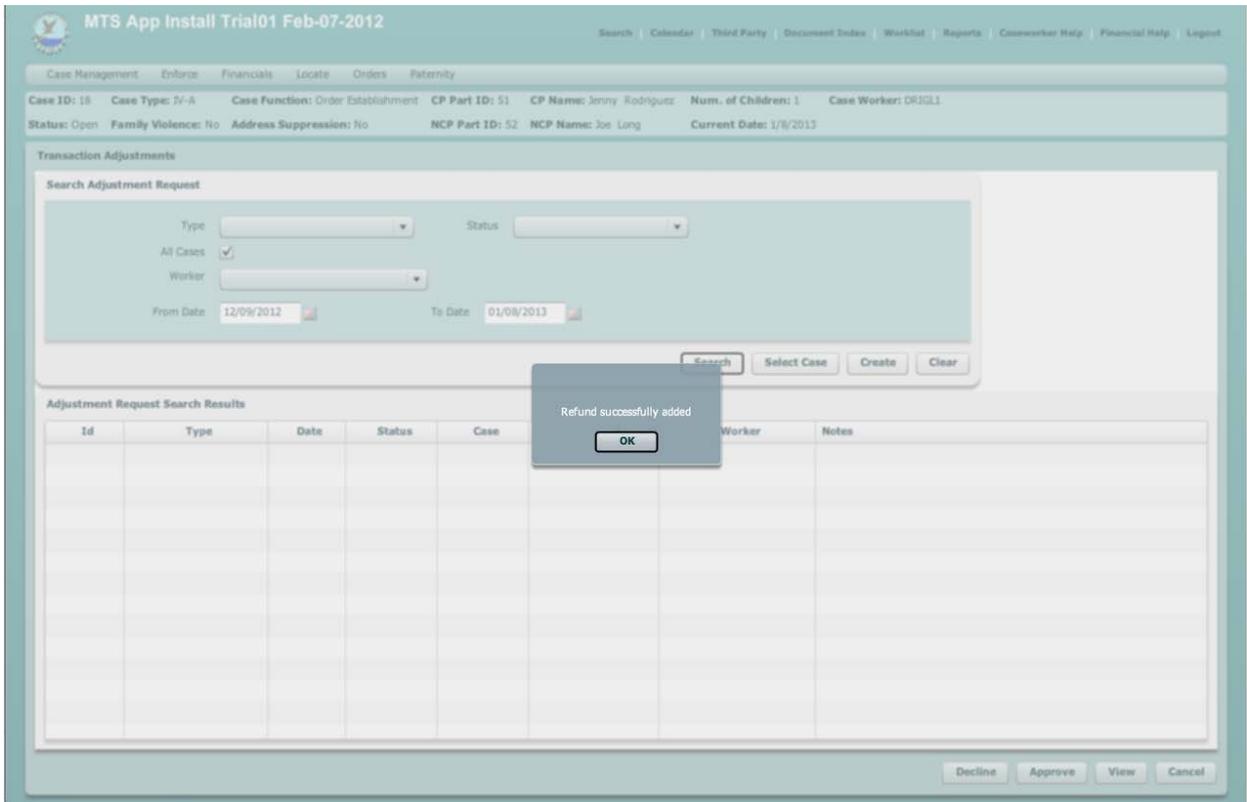
*Notes – Notes about the Refund

Refund Adjustment Buttons

[Update] – Submit the Refund Adjustment Request

[Cancel] – Cancel the Refund Adjustment Request and return to previous screen

Successful submission of the Refund Adjustment Request will give the following message:



9 Batch Creation

The Batch Creation function supports the initial creation of payment batches. A batch is a group of payments (checks, money orders, cash, etc.) that have been received by the child support agency in a single day. There may be one or more batches in a day. Each batch should be counted and totaled so that the number of items in the batch and the total dollar amount in the batch are known before entering the information on the system. The system uses the batch number and batch item number to track payments on the system.

Batches have the following characteristics:

- A batch must be either Standard or Alternative Payment Method (APM)
 - A Standard Batch consists of financial instruments (checks, money orders, cash payments, etc.) received and processed by the child support agency
 - An Alternative Payment Method batch consists of payments that are not received and processed by the child support agency. Tribal policy determines how the child support agency is notified of these payments and how they are credited. APM payments include:
 - In-Kind Payments – Goods or material delivered to the CP by the NCP
 - Direct Payments – Cash payment delivered to the CP by the NCP
 - Third Party Direct Payments – Cash payment delivered to the CP by a foreign child support agency, employer, or other entity
- A batch must have no more than 25 items in a batch, and the batch must be counted and totaled prior to being put on the system
- Each payment from an NCP on an employer check (or other financial instrument that combines payments from several NCPs) is treated as a separate batch item

Batch creation does not automatically associate the payments with cases on the system. It only records the information on the financial instrument used for payment.

A Standard batch should be deposited using the Deposit process after it completes this process. An Alternative Payment batch cannot be deposited.

Batch items may be assigned to cases using the Post Collection process after the Deposit process has been completed.

Users are restricted to viewing existing batches from their own office.

9.1 Batch Search

This screen is the first step in the Post Payment process, where existing batches may be reviewed and approved or a new batch created.

The main actions performed on this screen are:

- Click [Search] to look for existing batches according to the entered search criteria
- Click [View] to view and modify details of the selected batch
- Click [Approve] to approve an existing selected batch that has been reconciled
- Click [Create] to open the Batch Create popup to create a new batch

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 1 | Case Type: IV-D | Case Function: Delinquency | CP Part ID: 1 | CP Name: Cindy Hale | Num. of Children: 1 | Case Worker: BBAGW1

Status: Open | Family Violence: Yes | Address Suppression: No | NCP Part ID: 2 | NCP Name: Jerry Jones | Current Date: 11/16/2012

Batch Creation

Search Batch

Batch Number: Status:

Batch Items:

Batch Type:

Worker:

From Date: 10/17/2012 To Date: 11/16/2012

Search Create Clear

Search Results

| Batch Number | Batch Type | Date | Status | Days In Status | Items In Batch | Batch Total | Worker | Notes |
|--------------|------------|------------|----------|----------------|----------------|-------------|--------|-----------|
| 10 | Standard | 10/26/2012 | Approved | 22 | 5 | \$15.00 | BBAGW1 | |
| 11 | Standard | 10/26/2012 | Approved | 22 | 1 | \$13.00 | BBAGW1 | |
| 12 | Standard | 10/26/2012 | Approved | 22 | 1 | \$500.00 | BBAGW1 | |
| 13 | Standard | 11/01/2012 | Approved | 16 | 10 | \$1,000.00 | BBAGW1 | |
| 14 | Standard | 11/01/2012 | Approved | 16 | 25 | \$25,000.00 | BBAGW1 | |
| 15 | Standard | 11/02/2012 | Approved | 15 | 25 | \$50,000.00 | BBAGW1 | |
| 16 | Standard | 11/02/2012 | Approved | 15 | 10 | \$40,000.00 | BBAGW1 | |
| 17 | Standard | 11/02/2012 | Approved | 15 | 15 | \$60,000.00 | BBAGW1 | |
| 18 | Standard | 11/06/2012 | Approved | 11 | 1 | \$34.56 | BBAGW1 | |
| 19 | Standard | 11/07/2012 | Approved | 10 | 1 | \$44.99 | BBAGW1 | |
| 20 | Standard | 11/07/2012 | Approved | 10 | 1 | \$44.13 | BBAGW1 | |
| 21 | Standard | 11/16/2012 | Approved | 1 | 1 | \$100.00 | RSTEP2 | Who knows |

Decline Approve View Cancel

Search Payment Batch Fields

Batch Number – A unique number that identifies the batch

Batch Type – Standard or Alternative Payment Method batch

Status – The completion status of the batch

Created – Batch has been started but no payments posted

Incomplete – Some or all payments posted but not reconciled

Reconciled – Number and amount of payments entered match expected values

Approved – Approved by Supervisor after reconciliation

Batch Items – The number of items in the batch

Batch Type – Standard or Alternative Payment Method batch

Worker – The worker that created the batch

Worker – A drop-down that causes the search to return search results only for the worker.
(Supervisory Only)

From Date – The beginning date of the search range

To Date – The end date of the search range

Search Payment Batch Buttons

[Search] – Search for an existing batch based on the search criteria

[Create] – Open the Create Batch popup to create a new batch

[Clear] – Restore the default search criteria

Search Results Fields

Batch Number – A unique number that identifies the batch

Batch Type – Standard or Alternative Payment Method batch

Date – The date that the batch was created

Status – The current status of the batch

 Created – Batch has been started but no payments posted

 Incomplete – Some or all payments posted but not reconciled

 Reconciled – Number and amount of payments match expected values

 Approved – Approved by Supervisor after reconciliation

Days in Status – The number of days the batch has been in its current status

Items in Batch – The number of items in the batch

Batch Total – The total dollar amount in the batch

Worker – The worker who created the batch

Notes – Additional information about the batch

Post Payment Buttons

[Decline] – Change the status of the batch to Declined (Supervisor Only)

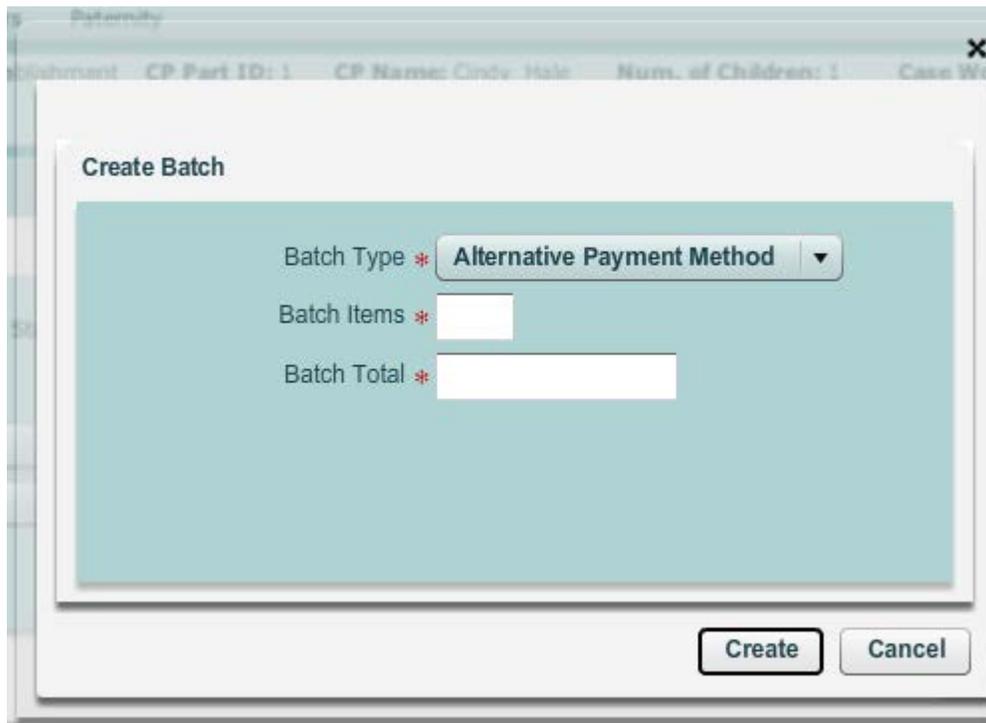
[Approve] – Change the status of the batch to Approved (Supervisor Only)

[View] – Open the Batch Detail screen for the selected batch

[Cancel] – Close the screen and return to Account Summary

9.1.1 Create Batch Popup

This popup allows the selection of the Batch type and the entry of the number of items in the batch and the total dollar amount of the batch. This must be calculated prior to entering the batch on the system. This popup will open the Batch Detail screen with the new batch information.



The screenshot shows a 'Create Batch' popup window. The window title is 'Create Batch'. It contains three input fields: 'Batch Type' with a dropdown menu set to 'Alternative Payment Method', 'Batch Items' with an empty text box, and 'Batch Total' with an empty text box. At the bottom right, there are two buttons: 'Create' and 'Cancel'.

Create Batch Fields

*Batch Type – Standard or Alternative Payment Method

*Batch Items – The number of items in the batch

*Batch Total – The total dollar amount of the batch

Create Batch Buttons

[Create] – Create the batch and open the Batch Detail screen

[Cancel] – Cancel creation of the batch

9.2 Batch Detail – Standard

The Batch Detail – Standard screen is opened from the Search Payment Batch screen when a Standard Batch is selected and [View] is clicked or from the Batch Create popup when a Standard Batch is created. Batch Detail – Standard will open with the existing batch information, which can be viewed or modified (if the batch is not yet reconciled). If [Create] was clicked in the Batch Create popup, Batch Detail – Standard will open with the new batch information.

The main actions performed on this screen are:

- Enter batch item data and click [Post] to enter payment information
- Click [Copy] to copy data from one batch item to another – for example, to make multiple batch items out of an employer check containing payments for several NCPs
- Click [Update] to save entered batch items and exit
- Click [Reconcile] to confirm the initial batch totals (number of items and total dollar amount) match the posted totals and to save the entered batch items
- Click [Cancel] to exit without saving data

Batch Item Detail

Payor Name: ts
 Address:
 Participant ID:
 SSN:
 Case Number:
 Type: Personal Check
 Amount: 1.00
 Check Number:
 Check Date:
 Bank Routing #:
 Account #:
 Notes:

| Payor | Check # | Case Number | Amount |
|-------|---------|-------------|--------|
| ts | | | \$1.00 |
| ts | | | \$4.00 |
| ts | | | \$5.00 |
| ts | | | \$2.00 |
| ts | | | \$3.00 |

Batch Totals for Batch Number: 10

| | | | |
|---------------|------|---------------|---------|
| Payment Items | \$ 5 | Payment Total | \$15.00 |
| Batch Items | \$ 5 | Batch Total | \$15.00 |
| Difference | 0 | | \$0.00 |

Status: Approved

Batch Item Detail Fields

*Payor Name – The name of the person or organization that made the payment
*Type – The method used to make the payment
*Amount – The dollar amount of the payment
*Check Date – The date of the payment check (required for check)

Address – The address of the person or organization that made the payment

Participant ID – The system ID number of the person that made the payment

SSN – The Social Security number of the person that made the payment

Case Number – The number of the case or cases for which the payment is intended

Check Number – The check number of the payment check (required for check)

Bank Routing # – The routing number of the bank that issued the payment check
(required for check)

Account # – The account number on the check (required for check)

Notes – Comments about the batch item

Batch Item Detail Buttons

[Post] – Add the payment to the payment items list

[Copy] – Copy the values of the selected payment into the payment detail area. This is used for entering multiple similar payments.

[Clear] – Clear the current batch item details

Batch Items Fields

Payor – The person or organization that submitted the payment
Check # – The check number of the payment
Case Number – The number of the case or cases for which the payment is intended
Amount – The amount of the posted payment

Batch Items Buttons

[Add (+)] – Add the current batch item to the list

[Remove (-)] – Remove the current batch item from the list

Batch Totals for Batch Number Fields

Payment Items – A running total of the number of posted payments in the batch

Payment Total – A running total in dollars the posted payments in the batch

Batch Items – The number of batch items in the batch (editable until batch is reconciled)

Batch Total – The total dollar amount of all the payments in the batch (editable until batch is reconciled)

Difference – The difference between the number of Payment Items and the number of Batch Items

Difference – The difference between the total dollar in the Payment Items and in the Batch Items

Status – The status of the batch

Batch Detail Buttons

[Reconcile] – Check to see if the batch totals match and save the entered batch information

[Update] – Save the entered batch information

[Delete] – Delete this batch (Prior to reconciliation only)

[Cancel] – Close the screen and return to Batch Search

9.3 Batch Detail – Alternative Payment Method

The Batch Detail – Alternative Payment Method screen is opened from the Search Payment Batch screen when an Alternative Payment Method Batch is selected and [View] is clicked or from the Batch Create popup when an Alternative Payment Method Batch is created. Batch Detail – Alternative Payment Method will open with the existing batch information, which can be viewed or modified (if the batch is not yet reconciled). If [Create] was clicked in the Batch Create popup, Batch Detail – Alternative Payment Method will open with the new batch information.

The main actions performed on this screen are:

- Enter Alternative Payment Method batch item data and click [Post] to post payment information
- Click [Copy] to copy data from one batch item to another – for example, to make multiple batch items out of an employer check containing payments for several NCPs
- Click [Update] to save entered batch items
- Click [Reconcile] to confirm the initial batch totals (number of items and total dollar amount) match the posted totals and to save the entered batch items
- Click [Cancel] to exit without saving data

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 1 | Case Type: IV-D | Case Function: Delinquency | CP Part ID: 1 | CP Name: Cindy Hale | Num. of Children: 1 | Case Worker: BBAGW1

Status: Open | Family Violence: Yes | Address Suppression: No | NCP Part ID: 2 | NCP Name: Jerry Jones | Current Date: 11/16/2012

Batch Detail

Batch Item Detail

Payor Name:

Address:

Participant ID:

SSN:

Payee Name:

Case Number:

Type:

Amount:

Notes:

Batch Items

| Payor | Check # | Case Number | Amount |
|-------|---------|-------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Batch Totals for Batch Number: < 22 >

| | | | |
|---------------|---------|---------------|----------|
| Payment Items | 0 | Payment Total | \$0.00 |
| Batch Items | 3 | Batch Total | \$150.00 |
| Difference | 3 | | \$150.00 |
| Status | Created | | |

Batch Item Detail Fields

*Payor Name – The name of the person or organization that made the payment
*Type – The kind of alternative payment – In-Kind, Direct, or Third-Party Direct
*Amount – The dollar amount of the payment

Address – The address of the person or organization that made the payment

Participant ID – The system ID number of the person that made the payment

SSN – The Social Security number of the person that made the payment

Case Number – The number of the case or cases for which the payment is intended

Notes – Comments about the batch item

Batch Item Detail Buttons

Same as Batch Creation – Standard

Batch Items Fields

Same as Batch Creation – Standard

Batch Items Buttons

Same as Batch Creation – Standard

Batch Totals for Batch Number Fields

Same as Batch Creation – Standard

Batch Detail Buttons

Same as Batch Creation – Standard

Search Payment Batch Fields

Batch Number – A unique number that identifies the batch to be searched for

Status – The status of the payment posting

 Open – Posting has begun but not completed

 Pending – Payments posted and accepted but not distributed

 Complete – Payments posted, accepted, and distributed

Batch Type – Standard or Alternative Payment Method Batch

Worker – The worker who created the batch

From Date – The start date for the search

To Date – The end date for the search

Search Payment Batch Buttons

[Search] – Begin the search using the entered criteria

[Clear] – Delete the entered search criteria

Search Results

Batch Number – A unique number that identifies the batch

Batch Type – Standard or Alternative Payment Method Batch

Date – The date of the batch entry

Status – The status of the batch initial entry

Created – Batch has been started but no payments posted

Incomplete – Payments posted but not reconciled

Reconciled – Number and amount of payments match expected values

Approved – Approved by Supervisor after reconciliation

Collection – The status of the payment posting

Open – Posting has begun but not completed

Pending – Payments posted and accepted but not distributed

Complete – Payments posted, accepted, and distributed

Days In Status – The number of days the batch has been in its current status

Payments In Batch – The total number of payments in the batch

Batch Total – The total dollar amount of all the payments in the batch

Worker – The worker who created the batch

Post Collection Buttons

[View] – Open the Post Collection Detail screen for the selected batch

[Cancel] – Close the screen and return to Account Summary

10.2 Post Collection Detail – Standard

The Post Collection – Standard screen is the default screen that opens when [Post Collection] is clicked for a selected batch in the Post Collections Search Results.

This screen displays payment details entered at payment posting and allow association of a batch item with a case.

The main actions performed on this screen are:

- Select Payment Type (Standard or Recoupment). If Collection Type is changed to Recoupment, the screen is modified as shown in 9.3 Post Collection Detail – Recoupment.
- Select the payment Source. If the Source is Unidentified Payor, the payment will go to a suspense account.
- Identify Payor using [Identify Payor] button. This opens the Participant Search popup to show active NCPs. When an NCP is selected, all his or her open cases will be displayed in the Case Number list.
- Set a Release Date for the payment. The distribution of a payment may be delayed according to tribal policy. A Federal Tax Intercept payment may be delayed to certify arrears.
- Select payment designation using the Case Number list and Post Collection Across Cases checkbox
 - If the Post Collection Across Cases checkbox is checked, the payment will be distributed proportionally across all the NCP's cases
 - If the Post Collection Across Cases checkbox is not checked, the payment will be distributed proportionally across all the selected cases in the Case Number list. To select multiple cases, click the first case number, then <Ctrl> click subsequent cases
- Update a collection batch using [Update]
- Accept a collection batch using [Accept]

Collection Detail Fields

*Collection Type – The type of collection, either Standard Collection or Recoupment. If Collection Type is changed to Recoupment, the screen is modified as shown in 10.3 Post Collection Detail – Recoupment.

*Source – The type of payor. If the Source is Unidentified Payor, the payment will go to a suspense account.

Batch Type – Standard or Alternative Payment Method Batch

Distribution Type – Automatic or Manual depending on Batch and Collection Type

NCP Name – The name of the NCP selected by the Identify Payor function

Type – The method of payment identified in initial batch posting.

Amount – The amount of the submitted payment

Posting Date – The date the payment was initially posted

Release Date – A future date when the collection will be distributed

Suspense Type – The reason that a Release Date has been set

Case Number(s) – A list of selectable number(s) of the open case or cases where the participant selected by the Identify Payor function is the NCP

Post Collection Across Cases – A check box indicating that the payment will be allocated across the case numbers below

Collection Notes – User comments about the payment

Post Collection Details Buttons

[Post] – Move the collection into the Payments to be Posted list

[Identify Payor] – Opens the Participant Search popup to find a payor among active NCPs

[Clear] – Clear the Collection Details

Payment Detail Fields

| |
|---|
| Payor Name – The name of the person or organization that submitted the payment |
| Participant ID – The identification number of the person that submitted the payment |
| Case Number – The number(s) of the case or cases for which the payment has been submitted |
| Address – The address of the person or organization that submitted the payment |
| SSN – The Social Security number of the person that submitted the payment |
| Type – The method by which the payment has been submitted |
| Amount – The dollar amount of the submitted payment |
| Check Number – The number of the submitted check |
| Check Date – The date on the submitted check |
| Notes – Comments about the payment |

Payments to Be Posted Fields

| |
|---|
| Status – Status of the item – Suspense, Pending Distribution, |
| Payor – The name of the person or organization that submitted the payment |
| Amount – The dollar amount of the collection |

Collection Total for Batch Fields

| |
|---|
| Batch Total – The sum in dollars and cents of all the payments in the batch |
| Processed Collections – The sum of all the payments in the batch currently posted |
| Difference – The difference between the Batch Total and the Processed Collections |
| Status – The collection posting status of the batch |

Post Collection Detail Buttons

[Accept] – Approve the posting of a complete batch

[Update] – Save the posting of an incomplete batch

[Cancel] – Close the screen and return to Post Collections -Search Payment Batch

Collection Details Fields

Batch Type – Standard or Alternative Payment Method Batch

Distribution Type – Automatic or Manual depending on Batch and Collection Type

Payor Name – The name of the payor as selected by the Identify Payor function

Type – The method of payment identified in initial batch posting

Amount – The amount of the submitted payment

Posting Date – The date the payment was initially posted

*Collection Type – The type of collection either Standard Collection or Recoupment. If Collection Type is changed back to Standard, the screen is dynamically modified as shown in 8.2 Post Collection Detail – Standard.

*Source – The type of payor. If the Source is Unidentified Payor, the payment will go to a suspense account.

Collection Notes – User comments about the payment

Collection Details Buttons

[Post] – Move the collection into the Payments to be Posted list, allocate the payment to the CP or agency account as allocated in the Allocate Payment screen

[Identify Payor] – Opens the Recoupment Participant popup to find a payor among active CPs and agencies

[Clear] – Clear the Collection Details

Payment Details Fields

Same as Standard

Payments to Be Posted Fields

Same as Standard

Collection Total for Batch Fields

Same as Standard

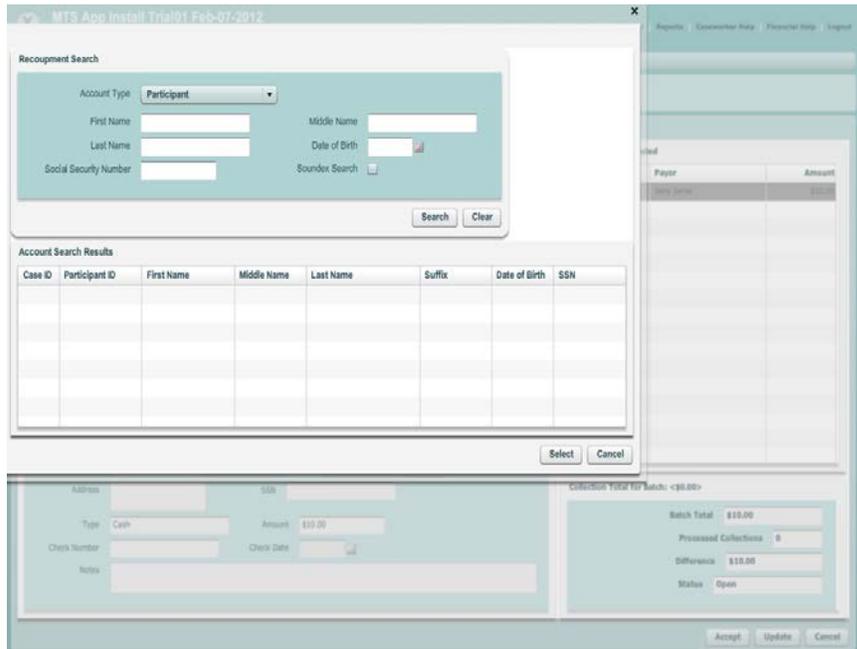
Post Collection Detail Buttons

Same as Standard

10.3.1 Recoupment Search Popup

The Recoupment Search popup is opened when the [Identify Payor] button is clicked in the Post Collection Detail screen when the Collection Type is Recoupment. The configuration of the popup changes depending on whether the recoupment Account Type selected is 'Participant' or 'Agency'. When a participant or agency is selected, the Allocate Payment screen will open to allow the payment to be allocated among the existing debt accounts of the participant or agency.

When Account Type is Participant, the search criteria and results are the same as the standard Caseworker Participant Search:



Recoupment Search Fields – Participant

Account Type – Participant

First Name – Enter one or more letters to search all first name records for first names beginning with the letters entered. Wildcard (%) search can be used.

Middle Name – Enter one or more letters to search all middle name records for middle names beginning with the letters entered. Wildcard (%) search can be used.

Last Name – Enter one or more letters to search all last name records for last names beginning with the letters entered. Wildcard (%) search can be used.

Date of Birth – Enter a full date of birth to search all participant records for an exact match

Social Security number – Enter one or more beginning numbers from an SSN to search all participant records for SSNs beginning with the numbers entered

Soundex Search – Checkbox. If checked, a Soundex search will be performed for names similar to those entered in name fields.

Participant Search Buttons

[Search] – Click to search for participant records matching criteria entered in Recoupment Search Fields and display results in the Account Search Results panel

[Clear] – Click to clear all entries in search fields

Account Search Results Fields

Case ID – Unique identification number for each case

Participant ID – Unique identification number for each participant

First Name – First name of participant matching search criteria

Middle Name – Middle name of participant matching search criteria

Last Name – Last name of participant matching search criteria

Suffix – Suffix associated with the name

Date of Birth – Date of Birth of participant matching search criteria

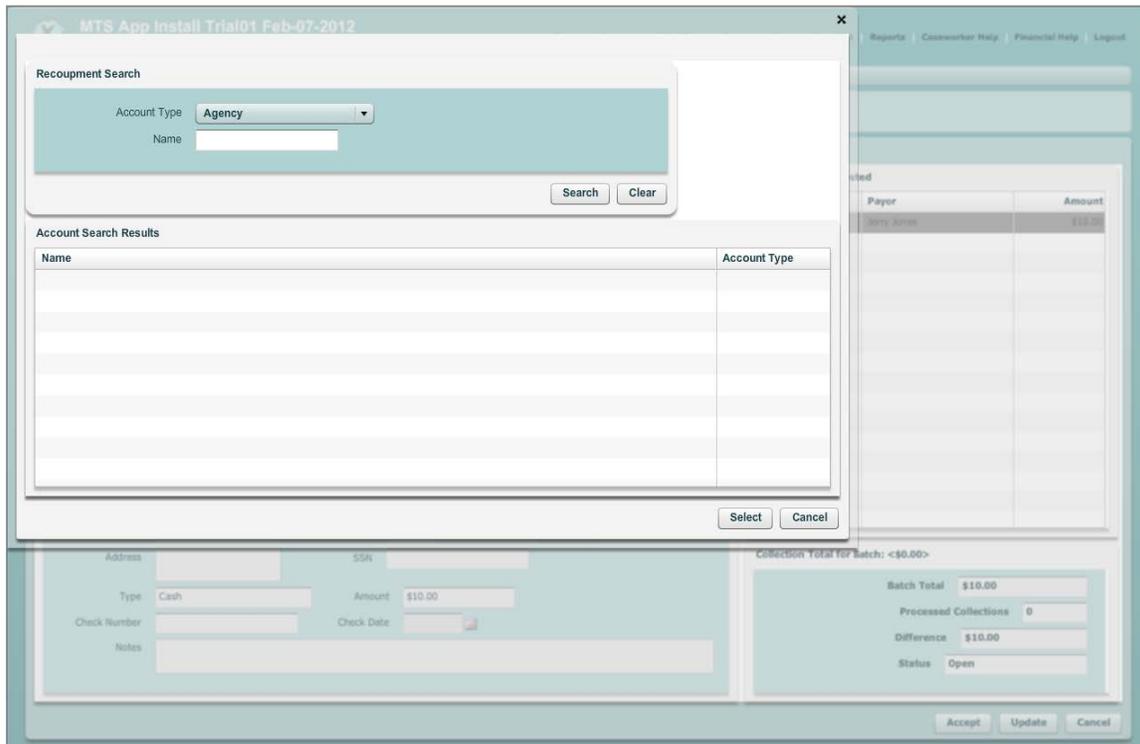
SSN – Social Security number of participant matching search criteria

Participant Search Results Panel Buttons

[Select] – Click to return participant to the screen from which Search was requested

[Cancel] – Click to close the Recoupment Search popup

When Account Type is Agency, the only search criteria is the name of the agency:



Recoupment Search Fields – Agency

Account Type – Agency

Name – Enter one or more letters to search all agency name records. Wildcard (%) search can be used.

Participant Search Buttons

[Search] – Click to search for agency records matching criteria entered in Recoupment Search Fields and display results in the Account Search Results panel

[Clear] – Click to clear all entries in search fields

Account Search Results Fields

Name – Name of agency

Account Type – Third Party

Participant Search Results Panel Buttons

[Select] – Click to return agency to the screen from which Search was requested

[Cancel] – Click to close the Recoupment Search popup

A CP or agency must be selected to advance to the Allocate Payment screen.

10.3.2 Allocate Payment Screen – Recoupments

The Allocate Payment screen is opened when a CP or agency is selected in the Recoupment search popup. The Allocate Payment screen allows the current collection to be allocated among the existing debt accounts of the selected CP or agency.

The main actions performed on this panel are:

- Select the debt account to be credited
- Enter in the Payment field the amount of the allocation to the selected debt account (less than or equal to the payment total)
- Apply the amount to the debt account with the [Apply] button
- Repeat until the entire payment is allocated and then click [Update]

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Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 1 | Case Type: IV-D | Case Function: Delinquency | CP Part ID: 1 | CP Name: Cindy Hale | Num. of Children: 1 | Case Worker: BBAGW1

Status: Open | Family Violence: Yes | Address Suppression: No | NCP Part ID: 2 | NCP Name: Jerry Jones | Current Date: 12/6/2012

Post Collections

Allocate Payment

Payment Type: Cash

Payor Name: Jenny Jones | Case ID: 63

Amount: \$10.00

Notes:

| Debt Category/Type | Payee Type | Payee ID/Name | Frequency | Ordered Amount | Obligation | Total Balance | Payment Applied |
|--------------------------|------------|--------------------------|-----------|----------------|------------|---------------|-----------------|
| Recoupment / Overpayment | | 9579 / Tribal KCA Agency | | \$5.00 | \$5.00 | \$100.00 | \$0.00 |

Total Obligation: \$5.00
 Total Payment Applied: \$0.00
 Obligation Remaining: \$5.00
 Overpayment Amount: \$10.00

Debt Account Details

Debt Category/Type: Recoupment : Overpayment

Balance: \$5.00 | Total Balance: \$100.00

Payment: 0.00

Apply | Update | Cancel

Allocate Payment Fields

Payment Type – Category and Type of Recoupment Debt

Payor Name – The name of the person or agency selected in Recoupment Search

Case ID – The number of the case associated with the participant

Amount – The amount of the recoupment payment

Notes – Notes about the payment

Debt Account Fields

Debt Category/Type – The general category and specific type of the debt

Payee Type – The kind of payee for this account

Payee ID/Name – The number and name of the person or agency who will receive the payments on this debt

Frequency – The interval at which the ordered amount is charged

Ordered Amount – The periodic amount to be paid against the debt

Obligation – The dollar amount to be paid monthly against the debt

Total Balance – The dollar amount of remaining to be paid on the debt

Payment Applied – The current amount allocated to the debt account

Totals Fields

Total Obligation – The total monthly obligations on all accounts

Total Payment Applied – The total of the payment amounts provisionally allocated

Obligation Remaining – The Total Obligation minus the Total Payment Applied

Overpayment Amount – The amount of the original recoupment payment minus the total of the payment amounts provisionally allocated. This amount will be refunded to the payor.

Debt Account Details Fields

Debt Category/Type – The general category and specific type of the debt

Balance – The monthly amount owed on this debt

Total Balance – The total balance owed on this debt

*Payment – The amount to be applied to this debt

Recoupment Debt Account Detail Button

[Apply] – Allocate provisionally the amount in the Payment field to the selected debt account

Post Collections Buttons

[Update] – Allocate all the applied amounts to their selected debt accounts

[Cancel] – Close the screen and return to Post Collections

10.3.3 Allocate Payment Screen – Alternative Payment Method

The Allocate Payment screen is opened when a CP or agency is selected in the Recoupment search popup. The Allocate Payment screen allows the current collection to be allocated among the existing debt accounts of the selected CP or agency.

The main actions performed on this panel are:

Select the debt account to be credited

Enter in the Payment field the amount of the allocation to the selected debt account (less than or equal to the payment total)

- Apply the amount to the debt account with the [Apply] button
- Repeat until the entire payment is allocated and then click [Update]

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Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 1 | Case Type: IV-D | Case Function: Delinquency | CP Part ID: 1 | CP Name: Cindy Hale | Num. of Children: 1 | Case Worker: BBAGW1
 Status: Open | Family Violence: Yes | Address Suppression: No | NCP Part ID: 2 | NCP Name: Jerry Jones | Current Date: 12/6/2012

Post Collections

Allocate Payment

Payment Type: Cash
 Payor Name: Jenny Jones | Case ID: 63
 Amount: \$10.00
 Notes:

| Debt Category/Type | Payee Type | Payee ID/Name | Frequency | Ordered Amount | Obligation | Total Balance | Payment Applied |
|--------------------------|------------|--------------------------|-----------|----------------|------------|-------------------------------|-----------------|
| Recoupment / Overpayment | | 9579 / Tribal KCA Agency | | \$5.00 | \$5.00 | \$100.00 | \$1.00 |
| | | | | | | Total Obligation: | \$5.00 |
| | | | | | | Total Payment Applied: | \$1.00 |
| | | | | | | Obligation Remaining: | \$4.00 |
| | | | | | | Overpayment Amount: | \$9.00 |

Debt Account Details

Debt Category/Type: Recoupment : Overpayment
 Balance: \$5.00 | Total Balance: \$100.00
 Payment: 1.00

Apply | Update | Cancel

Allocate Payment Fields

Payment Type – The general category and specific type of the recoupment debt
Payor Name – The name of the person or agency selected in Recoupment Search
Case ID – The number of the case associated with the participant
Amount – The amount of the recoupment payment
Notes – Notes about the payment

Debt Account Fields

Debt Category/Type – The general category and specific type of the debt
Payee Type – The kind of payee for this account
Payee ID/Name – The number and name of the person or agency who will receive the payments on this debt
Frequency – The interval at which the ordered amount is charged
Ordered Amount – The periodic amount to be paid against the debt
Obligation – The dollar amount to be paid monthly against the debt
Total Balance – The dollar amount of remaining to be paid on the debt
Payment Applied – The current amount allocated to the debt account

Totals Fields

Total Obligation – The total monthly obligations on all accounts
Total Payment Applied – The total of the payment amounts provisionally allocated
Obligation Remaining – The Total Obligation minus the Total Payment Applied
Overpayment Amount – The amount of the original recoupment payment minus the total of the payment amounts provisionally allocated. This amount will be refunded to the payor.

Recoupment Debt Account Details Fields

Debt Category/Type – The general category and specific type of the debt
Balance – The monthly amount owed on this debt
Total Balance – The total balance owed on this debt
*Payment – The amount to be applied to this debt

Recoupment Debt Account Detail Button

[Apply] – Allocate provisionally the amount in the Payment field to the selected debt account

Post Collections Buttons

[Update] – Allocate all the applied amounts to their selected debt accounts

[Cancel] – Close the screen and return to Post Collections

11 Deposits

The Deposit Processing function enables a financial worker to create a bank deposit from a batch of received payments, to view the details and status of the deposit, and to print a deposit slip.

11.1 Payment Batch Search

This screen enables the financial worker to search for and select a batch to be deposited.

The main actions performed on this panel are:

- Select a batch to be viewed or deposited
- Click [Process Deposit] to create a bank deposit
- Click [View Detail] to see the details of the bank deposit and print the Deposit Slip

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Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 1 Case Type: IV-D Case Function: Delinquency CP Part ID: 1 CP Name: Cindy Hale Num. of Children: 1 Case Worker: BBAGW1
 Status: Open Family Violence: Yes Address Suppression: No NCP Part ID: 2 NCP Name: Jerry Jones Current Date: 12/6/2012

Deposits

Search Payment Batch

Batch Number Status

Worker

From Date 11/06/2012 To Date 12/06/2012

Search Clear

Search Results

| Batch Number | Date Posted | Date Deposited | Payments In Batch | Batch Total | Worker |
|--------------|-------------|----------------|-------------------|-------------|---------|
| 18 | 11/06/2012 | 11/06/2012 | 1 | \$34.56 | BBAGW1 |
| 19 | 11/07/2012 | 11/07/2012 | 1 | \$44.99 | BBAGW1 |
| 20 | 11/07/2012 | 11/07/2012 | 1 | \$44.13 | BBAGW1 |
| 21 | 11/16/2012 | 11/16/2012 | 1 | \$100.00 | RSTEP2 |
| 23 | 11/20/2012 | 11/20/2012 | 1 | \$50.00 | DRIGL1 |
| 24 | 11/20/2012 | 11/20/2012 | 1 | \$100.00 | DRIGL1 |
| 25 | 12/06/2012 | 12/06/2012 | 1 | \$10.00 | CPATSEL |

Process Deposit View Cancel

Search Payment Batch Fields

Batch Number – A unique number that identifies the batch

Status – The status of the deposit (Deposited, Not Deposited, Reconciled)

Worker – The worker who created the deposit

From Date – The start date for the search

To Date – The end date for the search

Search Payment Batch Buttons

[Search] – Search for a batch based on the entered criteria

[Clear] – Delete the entered search criteria

Search Results Fields

Batch Number – A unique number that identifies the batch

Date Posted – The date the batch was posted

Date Deposited – The date the batch was deposited (or a *'Not Deposited'* message)

Payments In Batch – The total number of items in the batch

Batch Total – The total dollar amount of the batch

Worker – The worker who created the batch

Deposits Buttons

[Process Deposit] – Create a bank deposit from the selected batch

[View] – Go to the Create Deposit screen to view details of the selected deposit and print the deposit slip

[Cancel] – Close the screen and return to the previous screen

TCSE Agency Detail Fields

Name – The name of the child support agency making the deposit

Address – The address of the child support agency making the deposit

Deposit Items Fields

Payor – The individual or organization that made the payment

Check # – The check number of the deposit item

Payment Type – The payment method used for the deposit item

Amount – The dollar amount of the deposit item

Deposit Total for Deposit Number Fields

Deposit Status – The status of the deposit (Deposited, Not Deposited, and Reconciled)

Total – The total amount of the deposit

Date – The date of the status update

Create Deposits Buttons

[Preview] – Create a PDF of the Deposit Slip for local viewing

[System Print] – Print the Deposit Slip on the system printer

[Cancel] – Close the screen and return to the Deposit screen

12 Deposit Reconciliation

The Deposit Reconciliation Function enables a financial worker to reconcile one or more MTS bank deposits with an Open Financial Exchange (OFX) format electronic bank statement. Information about OFX, including supported transaction types and data elements, is available from the [Open Financial Exchange](#).

MTS allows a user to upload a bank statement in OFX format. MTS will automatically attempt to reconcile this statement with the record of deposits in the MTS. If the deposit record and OFX file reconcile automatically, the MTS will produce a reconciliation report. If the deposit record and OFX file do not reconcile automatically, a manual reconciliation screen is available to reconcile any transactions that cannot be automatically matched.

MTS tracks the status of the bank statements. A statement with a status of “Reconciled” indicates all transaction records that have been extracted from an uploaded OFX file match or have been manually reconciled with the MTS accounting records. A statement with a status of “Pending” indicates that transaction records that have been extracted from an uploaded OFX file do not all match with the MTS accounting records.

12.1 Bank Statement Search

The Bank Statement Search screen allows the user to search for previously uploaded bank statement and to upload new OFX bank statements for use in the reconciliation process.

The main actions performed on this panel are:

- View the reconciliation status of bank statements
- Click [Search] to look for statements to be viewed or reconciled
- Click [Upload Bank Statements] to upload an OFX format bank statement
- Click [Select] on a Pending statement to open the Manual Reconciliation screen to reconcile a deposit with a Pending uploaded statement
- Click [Select] on a Reconciled statement to open the Bank Reconciliation Summary screen to view details of a Reconciled uploaded statement

Modoc Tribal Child Support Enforcement

Search | Help | Calendar | Third Party | Document Index | Worklist | Reports | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Requires Default Data Case Worker: TMAHONY

Requires Default Data Current Date: 5/18/2010

Bank Reconciliation

Search Bank Statement

Bank: Welch State Bank Account: 2197444

Reconciliation Status: Pending

From Date: 04/18/2010 To Date: 05/18/2010

Search Clear Upload Bank Statement

Search Results

| Status | Statement Upload Date | Last Process Date | Start Date | End Date | Ledger Balance | Available Balance |
|---------|-----------------------|-------------------|------------|------------|----------------|-------------------|
| Pending | 05/18/2010 | 05/18/2010 | 05/12/2010 | 05/13/2010 | \$10,854.49 | \$10,854.49 |
| Pending | 05/18/2010 | 05/18/2010 | 05/12/2010 | 05/13/2010 | \$10,854.49 | \$10,854.49 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Select Cancel

Search Bank Statement Fields

Bank – The name of the deposit bank

Account – The account number used by the child support agency

Reconciliation Status – Indicates the search is to be performed on Reconciled or Pending statements or both (blank)

From Date – The start date for the search

To Date – The end date for the search

Search Bank Statement Buttons

[Search] – Search for a statement based on the entered search criteria

[Clear] – Delete the entered search criteria

[Upload Bank Statement] – Open the Bank Statement Upload screen to upload an OFX format bank statement

Search Results Fields

Status – Statement reconciliation status (Reconciled or Pending)

Statement Upload Date – The date the OFX format statement was uploaded to the system

Last Process Date – The date the last reconciliation processing was performed on the system

Start Date – The first date of the transactions in the OFX statement

End Date – The last date of the transactions in the OFX statement

Ledger Balance – Ledger Balance from the OFX statement

Available Balance – Available Balance from the OFX statement

Bank Reconciliation Buttons

[Select] – Open the MTS Manual Reconciliation screen for a selected 'Pending' statement. Open the MTS Bank Reconciliation screen for a selected 'Reconciled' statement.

[Cancel] – No change

Sample OFX File

```
OFXHEADER:100
DATA:OFXSGML
VERSION:103
SECURITY:NONE
ENCODING:USASCII
CHARSET:1252
COMPRESSION:NONE
OLDFILEUID:NONE
NEWFILEUID:NONE
<OFX>
  <SIGNONMSGSRSV1>
    <SONRS>
      <STATUS>
        <CODE>0
        <SEVERITY>INFO
      </STATUS>
      <DTSERVER>20071015021529.000[-8:PST]
      <LANGUAGE>ENG
      <DTACCTUP>19900101000000
      <FI>
        <ORG>MYBANK
        <FID>01234
      </FI>
    </SONRS>
  </SIGNONMSGSRSV1>
  <BANKMSGSRSV1>
```

```
<STMTTRNRS>
  <TRNUID>23382938
  <STATUS>
    <CODE>0
    <SEVERITY>INFO
  </STATUS>
  <STMTRS>
    <CURDEF>USD
    <BANKACCTFROM>
      <BANKID>987654321
      <ACCTID>3344556677
      <ACCTTYPE>SAVINGS
    </BANKACCTFROM>
    <BANKTRANLIST>
      <DTSTART>20131103
      <DTEND>20131103
      <STMTRN>
        <TRNTYPE>CREDIT
        <DTPOSTED>20131103
        <DTUSER>20131103
        <TRNAMT>100.00
        <FITID>980315001
        <NAME>DEPOSIT
        <MEMO>automatic deposit
      </STMTRN>
    </BANKTRANLIST>
    <LEDGERBAL>
      <BALAMT>100.00
      <DTASOF>20131015021529.000[-8:PST]
    </LEDGERBAL>
    <AVAILBAL>
      <BALAMT>100.00
      <DTASOF>20131015021529.000[-8:PST]
    </AVAILBAL>
  </STMTRS>
</STMTTRNRS>
</BANKMSGSRV1>
</OFX>
```

12.2 Bank Statement Upload

This screen is used to select and upload an OFX format bank reconciliation statement (file extension .ofx or .xml).

When the file is uploaded the MTS automatically matches all deposits recorded by the MTS with the Credit transactions from the OFX File. All matched deposits in the MTS deposit table are then marked as “Reconciled” and the OFX Statement Credit Transaction is also marked as “Reconciled”.

Any credit transactions from the OFX file that are not matched to an MTS deposit are marked as “Suspended” and the statement item is marked as “Deposit Not Found”.

The main actions performed on this panel are:

- Click [Add File] to search for and upload an OFX format bank statement



Bank Statement Upload Fields

*File Name – The name of the selected OFX file

Bank Statement Upload Buttons

[Add File] – Open a dialog box to select a file to be uploaded and reconciled from the user's desktop directory

[Cancel] – Close the screen and cancel the upload

12.2.1 Reconciliation Error Screen

If the previous statement has not been successfully reconciled, the system will produce the following error:



Reconciliation Errors may also be received if any of the following occur:

- An invalid date range
- A statement date in the future
- A date gap between uploaded bank statements

Click 'OK' to return to the Bank Statement Search screen.

12.2.2 Bank Reconciliation Confirmation Popup

If there are no initial Reconciliation Errors, the Bank Reconciliation Confirmation popup will appear to allow the user to verify the beginning balance, transaction count, and ending balance.

The main actions performed on this panel are:

- Modify the Statement Start and End date as necessary
- Modify the Ending Ledger Balance as necessary
- Click [Continue] to accept the upload
- Click [Cancel] to reject the OFX file and return to the Bank Statement Search screen

Bank Reconciliation Confirmation

Bank Name: MYBANK

Statement Start Date: * 02/25/2013

Statement End Date: * 11/03/2013

Opening Ledger Balance: \$5,000.00

Deposits & Credits: \$100.00 Number: 1

Checks, Withdrawals & Debits: \$0.00 Number: 0

Ending Ledger Balance (Calculated): 5100

Ending Ledger Balance (OFX): 100

Notes:

Continue Cancel

Bank Statement Upload Fields

Bank Name – The name of the bank used by the child support agency as identified in the OFX file (FI – ORG)

*Statement Start Date – The Start Date (DTSTART) from the OFX file. Can be modified by the user.

*Statement End Date – The End Date (DTEND) from the OFX file. Can be modified by the user.

Opening Ledger Balance – The account balance at the end of the last reconciliation

Deposits and Credits – Total dollar amount of all positive transactions

Number – Total number of all positive transactions

Checks, Withdrawals and Debts – Total dollar amount of all negative transactions

Number – Total number of all positive transactions

Ending Ledger Balance (Calculated) – This is the Account Balance as calculated by the child support agency. Equal to closing balance + total positive transaction + total negative transactions. Can be modified by the user.

Ending Ledger Balance (OFX) – The account balance (LEDGERBAL – BALAMT) as provided by the bank

Notes – Worker notes

Bank Reconciliation Confirmation Buttons

[Continue] – Accept the OFX file and run the automatic reconciliation process

[Cancel] – Close the screen and cancel the upload

12.3 Manual Reconciliation

For uploaded statements that have not been successfully reconciled (Pending Status), the Manual Reconciliation process is used to reconcile OFX bank statement transactions with the corresponding MTS deposit or adjustments.

Click [Continue] in the Bank Reconciliation Confirmation popup or click [Select] on a selected Pending bank statement in the Bank Statement Search screen to get to the Manual Reconciliation screen.

The main actions performed on the Manual Reconciliation screen are:

- Select an OFX transaction (Checks & Payment from the Bank) from the left side and click [Match] to open the Reconciliation Statement Item Match popup to manually match an OFX transaction to an existing MTS check or payment on the right side
- Select an OFX transaction (Deposits & Credits from the Bank) from the left side and click [Match] to open the Reconciliation Statement Item Match popup to manually match an OFX transaction to an existing MTS deposit or credit on the right side
- Select an OFX transaction and click [Un-Match] to un-match a previously matched transaction
- Click [Process Unaccepted] to open the Unaccepted Bank Transactions screen to delete a transaction from the reconciliation or to accept it with adjustments
- Click [Complete Reconciliation] to complete the reconciliation and open the Bank Reconciliation Summary screen
- Click [Leave] to save existing matches and return later to complete the reconciliation

12.3.1 Manual Reconciliation Screen

The Manual Reconciliation screen will be displayed when the automated process cannot match all transactions from the OFX File. The screen will allow the user to view both the OFX and MTS Transactions side by side to facilitate matching.

The panel organizes the OFX transaction on the left hand side and groups them by Checks and Payments in one list followed by Deposits and Credits in another list. All outstanding un-cleared MTS transactions including checks, deposits and other transactions are on the right hand side organized in the same way to make them easy to match.

The main actions performed on this panel are:

- Check “Hide transactions after statement end date” to remove MTS transactions created after the statement end date that are probably irrelevant to the matching process
- Select at least one OFX transaction from the left side and one or more MTS transaction(s) from the right hand side and click [Match]. This action launches the Reconciliation Statement Item Match popup. The user can verify the OFX and MTS transactions on the popup and verify the difference is zero, as shown in section 12.3.2 Reconciliation Statement Item Match.
- Click the [Leave] button to exit the reconciliation process and return at a later date to complete the reconciliation. This action preserves the state of the bank reconciliation process.
- When all transactions have been accepted and the difference is \$0.00, click the [Complete Reconciliation] button. This action updates the MTS records, creates the bank reconciliation report, and displays it to the user.
- Select a “Pending” transaction from the bank transaction list and click on [Process Unaccepted] button. This action launches the “Unaccepted Bank Transactions” popup window. The user has the ability to manually accept transactions from the popup window and return back to the manual reconciliation panel.
- Click [Delete] to remove any reconciliation that is in “Pending” status. This removes the OFX file that was uploaded, un-matches all transactions that have been marked as cleared and returns to the bank reconciliation search screen. The user can only delete un-reconciled statements.

Bank Reconciliation

MTS Manual Reconciliation

Hide transactions after the statement's end date

| Checks & Payments from Bank | | | | | | MTS Checks & Payments | | | | | |
|-----------------------------|--------|--------------|--------|------|--------|-----------------------|--------|--------|-------|----------|--|
| Date | Status | Match Status | Check# | Type | Amount | Date | Status | Check# | Type | Amount | |
| | | | | | | 01/23/2013 | Issued | 1 | Check | \$100.00 | |
| | | | | | | 01/23/2013 | Issued | 2 | Check | \$12.50 | |
| | | | | | | 02/19/2013 | Issued | 6 | Check | \$5.00 | |

of Checks & Payments: 0 # of Checks & Payments Matched: 0 # of Checks & Payments Unaccepted: 0

of Checks & Payments: 24 # of Checks & Payments Matched: 0

| Deposits & Credits from Bank | | | | | MTS Deposits & Credits | | | | |
|------------------------------|-----------|--------------|--------|----------|------------------------|-----------|---------|----------|--|
| Date | Status | Match Status | Type | Amount | Date | Status | Type | Amount | |
| 11/02/2013 | Suspended | NotMatched | CREDIT | \$100.00 | 01/23/2013 | Deposited | Deposit | \$100.00 | |
| | | | | | 01/23/2013 | Deposited | Deposit | \$25.00 | |
| | | | | | 01/23/2013 | Deposited | Deposit | \$35.00 | |

of Deposits & Credits: 1 # of Deposits & Credits Matched: 0 # of Deposits & Credits Unaccepted: 1

of Deposits & Credits: 58 # of Deposits & Credits Matched: 0

Beginning Balance: \$5,100.00
 Items marked as cleared: 0
 Ending Balance: \$5,200.00
 Cleared Balance: \$0.00
 Difference: \$100.00

Clear Selection(s) Delete Complete Reconciliation Leave

Manual Reconciliation Screen Fields

Hide transactions after the statement's end date – Check this box to prevent the display of checks, payments, deposits, and credits after the end date of the uploaded OFX statement.

Checks & Payments from Bank

Date – The date of the check or payment taken from the OFX transaction

Status – The MTS status (Cleared or Pending) of the check or payment transaction

Match Status – Indicates whether the OFX transaction is matched or unmatched

Check# – The number of the check associated with the OFX transaction

Type – The type of OFX transaction. This includes:

CREDIT

DEBIT

INT

DIV

FEE

SRVCHG

DEP

ATM

POS

| |
|--|
| XFER |
| CHECK |
| PAYMENT |
| CASH |
| DIRECTDEP |
| DIRECTDEBIT |
| REPEATPMT |
| OTHER |
| Amount – Dollar amount of the OFX transaction |
| # of Checks & Payments – Total number of checks and payments listed |
| # of Checks & Payments Matched – Number of checks and payments matched |
| # of Checks & Payments Unaccepted – Number of checks and payments that have not been matched |

MTS Checks & Payments

| |
|--|
| Date – Calendar date of the MTS check or payment transaction |
| Status – Issued or pending status for checks |
| Check# – The number of the check associated with the MTS transaction |
| Type – Indication of payment by check or EFT |
| Amount – Dollar amount of the MTS transaction |
| # of Checks and Payments – Total number of MTS checks and payments listed |
| # of Checks and Payments Matched – Number of MTS checks and payments matched |

Check and Payment Buttons

[Match] – Open the Reconciliation Statement Item Match popup to reconcile the selected check or payment from the bank OFX file with the selected check or payment from the MTS

[Un-match] – Remove the previously entered match on the selected check or payment

[Process Unaccepted] – Open the Unaccepted Bank Transactions screen

Deposits & Credits from Bank

Date – The date of the check or payment

Status – The status of the check or payment -

Match Status – Indicates whether the transaction is matched or unmatched

Type – The type of OFX transaction. This includes:

CREDIT

DEBIT

INT

DIV

FEE

SRVCHG

DEP

ATM

POS

XFER

CHECK

PAYMENT

CASH

DIRECTDEP

DIRECTDEBIT

REPEATPMT

OTHER

Amount – Dollar amount of the transaction

of Deposits & Credits – Total number of bank deposits and credits listed

of Deposits & Credits Matched – Total number of bank deposits and credits successfully matched

of Deposits & Credits Unaccepted – Total number of bank deposits and credits that have not been matched

MTS Deposits & Credits

Date – Calendar date of the transaction

Status – Issue status of check

Type – Check or cash payment type

Amount – Dollar amount of the transaction

of Deposits & Credits – Total number of MTS deposits and credits listed

of Deposits & Credits Matched – Total number of MTS deposits and credits successfully matched

Deposits and Credits Buttons

[Match] – Open the Reconciliation Statement Item Match popup to reconcile the selected Deposit or Credit from the bank OFX file with the selected Deposit or Credit from the MTS

[Un-match] – Remove the previously entered match on the selected Deposit or Credit

[Process Unaccepted] – Open the Unaccepted Bank Transactions screen to mark a transaction as unaccepted

Manual Reconciliation Fields

Beginning Balance – The dollar amount of the bank account balance before the current reconciliation

Items marked as cleared – Number of items matched

Ending Balance – Bank account balance from the OFX file minus the matched transactions

Cleared Balance – Total dollar amount of matched transactions

Difference – The dollar amount difference between the Ending Balance and the Cleared Balance. This corresponds to the dollar amount of the unmatched transactions.

Manual Reconciliation Buttons

[Clear Selections(s)] – Unselect all the selected transactions

[Delete] – Remove the OFX file that was uploaded, un-match all transactions that have been marked as cleared and return to the Bank Reconciliation Search screen.

[Complete Reconciliation] – Click to mark the deposit as reconciled and display the Bank Reconciliation Report. This button is active only when all transactions have been accepted and the Difference is \$0.00.

[Leave] – Exit the reconciliation process to return at a later date to complete the reconciliation. This action preserves the state of the bank reconciliation process.

MTS Transaction(s) Selected Fields

Date – Date of the OFX transaction

Type – OFX transaction type of the transaction (see Manual Reconciliation Screen Fields for complete list)

Amount – Dollar amount of the OFX transaction

MTS Transaction(s) Selected Buttons

[Remove] – Remove a transaction from the column. Do not consider it as part of the match

Transaction Totals

MTS Transactions Total – Total dollar amount of the transactions in the MTS column

Bank Transactions Total – Total dollar amount of the transactions in the Bank column

Reconciliation Statement Item Match Buttons

[Complete Match] – Click to update both MTS and bank transactions as matched and return to the Manual Reconciliation panel

[Cancel] – Close the panel without completing the match

12.3.3 Unaccepted Bank Transactions

This screen provides the user with options to accept transactions from an OFX file that do not have a match in MTS. When the bank sends duplicate transactions that were part of an earlier reconciliation, the user will have the ability to select the item and click on the delete button. Deleting a transaction will mark the item as deleted from the statement and recalculate the ledger balance.

All duplicate transactions found by the matching process will display a Match Status of "OVLAP_CHK" indicating the transaction from the OFX file is an overlap from a prior OFX Statement.

System accounts will be modified for unaccepted transactions as follows:

1. "ATM", "OTHER", "POS", "XFER"
 - a. "Cash" Account will be debited (Increase) when amount is positive, credit "Bank Recon Debit"
 - b. "Cash" account credited (Decrease) when amount is negative, debit "Bank Recon Misc"
2. "REPEATPMT", "CASH", "PAYMENT"
 - a. "Cash" Account will be debited (Increase) when amount is positive, credit "Bank Recon Debit"
 - b. "Cash" account credited (Decrease) when amount is negative, debit "Bank Recon Payment"
3. "SRVCHG"
 - a. "Cash" Account will be debited (Increase) when amount is positive, credit "Bank Recon Debit"
 - b. "Cash" account credited (Decrease) when amount is negative, debit "Bank Svc Charge"
4. "DEP", "DIRECTDEP", "DIV", "CREDIT"
 - a. "Cash" Account will be debited (Increase) when amount is positive, credit "Bank Recon Debit"
 - b. "Cash" account credited (Decrease) when amount is negative, debit "Bank Recon Credit"
5. "CHECK", "DEBIT", "DIRECTDEBIT", "CREDIT"
 - a. "Cash" Account will be debited (Increase) when amount is positive, credit "Bank Recon Debit"
 - b. "Cash" account credited (Decrease) when amount is negative, debit "Bank Recon Credit"
6. "FEE"
 - a. "Cash" Account will be debited (Increase) when amount is positive, credit "Bank Recon Debit"
 - b. "Cash" account credited (Decrease) when amount is negative, debit "Bank Recon Fees"
7. "INT"
 - a. "Cash" Account will be debited (Increase) when amount is positive, credit "Bank Recon Interest"
 - b. "Cash" account credited (Decrease) when amount is negative, debit "Bank

Recon Credit''

Unaccepted Bank Transactions

Bank Transaction(s) Selected

| Date | Type | Amount |
|------------|--------|----------|
| 11/02/2013 | CREDIT | \$100.00 |
| | | |
| | | |
| | | |
| | | |
| | | |

Date: 11/02/2013

Transaction Type: CREDIT

Amount: \$100.00

Account: Bank Recon Debit

Notes:

Accept Delete Cancel

Unaccepted Bank Transactions Fields**Bank Transaction(s) Selected Fields**

Date – Calendar date of the OFX transaction

Type – OFX transaction type of the transaction (see Manual Reconciliation Screen Fields for complete list)

Amount – Dollar amount of the transaction

Bank Transaction Detail Fields

Date – Calendar date of the selected OFX transaction

Transaction Type – OFX transaction type of the selected transaction (see Manual Reconciliation Screen Fields for complete list)

Amount – Dollar amount of the selected OFX transaction

Account – The cash account to be credited or debited – see above for possible values

Notes – User notes

Unaccepted Bank Transactions Buttons

Accept – Click to mark the item as accepted from the statement and recalculate the ledger balance

Delete – Click to mark the item as deleted from the statement and recalculate the ledger balance

Cancel – Close the panel without changing the status of the transaction

12.4 Bank Reconciliation Summary

For uploaded statements that have been successfully reconciled (Reconciled status), this screen is used to display a summary of the transactions. It shows a comparison with the data on the system versus the data in the corresponding deposit statement. Click [Select] on a Reconciled Bank Statement in the Bank Statement Search screen to get to this screen.

The main actions performed on this panel are:

- View the summary of a reconciled statement
- Click [Print] to print the Bank Reconciliation Summary Report

| Bank Reconciliation | | | | | | | |
|---------------------|-------------------|------|-----------------------------|------------|------------|-----------------|------------|
| Bank | Test Bank & Trust | | Account | 3344556677 | | Reconciled Date | 02/25/2013 |
| | | From | 02/24/2013 | To | 02/24/2013 | | |
| | | | SYSTEM | | STATEMENT | | |
| | | | Beginning Balance: | \$5,000.00 | | \$5,000.00 | |
| | | | Cleared Transactions: | | | | |
| | | | Auto-Cleared: | | | | |
| | | | Deposits | 1 \$60.00 | 1 \$60.00 | | |
| | | | Checks | 0 \$0.00 | 0 \$0.00 | | |
| | | | Auto-cleared Adjustments | 0 \$0.00 | | | |
| | | | Totals | 1 \$60.00 | 1 \$60.00 | | |
| | | | Accepted: | | | | |
| | | | Cash-In | 0 \$0.00 | 0 \$0.00 | | |
| | | | Cash-Out | 1 -\$60.00 | 1 -\$60.00 | | |
| | | | Fees | 0 \$0.00 | 0 \$0.00 | | |
| | | | Interest | 0 \$0.00 | 0 \$0.00 | | |
| | | | Service Charges | 0 \$0.00 | 0 \$0.00 | | |
| | | | Miscellaneous | 0 \$0.00 | 0 \$0.00 | | |
| | | | Totals | 1 -\$60.00 | 1 -\$60.00 | | |
| | | | Total Cleared Transactions: | 2 \$0.00 | 2 \$0.00 | | |
| | | | Balance: | \$5,000.00 | | \$5,000.00 | |
| | | | Variance: | | | \$0.00 | |

| ID | Type | Date | Name | FITID | Check Number | Amount |
|----|-------|------------|----------------|---------------------------------------|--------------|----------|
| 21 | CHECK | 02/24/2013 | Check 2002 | 85082852813-111-500120511200095265.00 | 2002 | -\$60.00 |
| 22 | DEP | 02/24/2013 | Counter Credit | 850828528113037.0301205118037.03 | | \$60.00 |

Bank Reconciliation Fields

Bank – The name of the deposit bank

Account – The account number used by the child support agency

From Date – The start date of the statement

To Date – The end date of the statement

Reconciled Date – The date the statement was reconciled

System vs. Statement Fields

Beginning Balance

| | System | Statement |
|--------------------------|------------------------------------|------------------------|
| Beginning Balance | Last reconciliation ending balance | Balance from statement |

Cleared Transactions – Auto Cleared

| | System Count | System Dollars | Statement Count | Statement Dollars |
|---------------------------------|---|---|--|--|
| Auto Cleared Deposits | Number of auto-cleared deposits from system | Amount of auto-cleared deposits from system | Number of auto-cleared deposits from statement | Amount of auto-cleared deposits from statement |
| Auto Cleared Checks | Number of auto-cleared checks from system | Amount of auto-cleared checks from system | Number of auto-cleared checks from statement | Amount of auto-cleared checks from statement |
| Auto Cleared Adjustments | Number of auto-cleared adjustments from system | Amount of auto-cleared adjustments from system | NA | NA |
| Auto Cleared Totals | Total number of auto-cleared transactions from system | Total amount of auto-cleared transactions from system | Total number of auto-cleared transactions from statement | Total amount of auto-cleared transactions from statement |

Cleared Transactions - Accepted

| | System Count | System Dollars | Statement Count | Statement Dollars |
|------------------------|--|--|---|---|
| Cash-In | Number of accepted deposits from system | Amount of accepted deposits from system | Number of accepted deposits from statement | Amount of accepted deposits from statement |
| Cash-Out | Number of accepted debits from system | Amount of accepted debits from system | Number of accepted debits from statement | Amount of accepted debits from statement |
| Fees | Number of accepted fees from system | Amount of accepted fees from system | Number of accepted fees from statement | Amount of accepted fees from statement |
| Interest | Number of accepted interest transactions from system | Amount of accepted interest from system | Number of accepted interest from statement | Amount of accepted interest from statement |
| Service Charges | Number of accepted service charges from system | Amount of accepted service charges from system | Number of accepted service charges from statement | Amount of accepted service charges from statement |

| | System Count | System Dollars | Statement Count | Statement Dollars |
|----------------------|---|---|--|--|
| Miscellaneous | Number of accepted miscellaneous transactions from system | Amount of accepted miscellaneous transactions from system | Number of accepted miscellaneous transactions from statement | Amount of accepted miscellaneous transactions from statement |

Cleared Totals

| | System Count | System Dollars | Statement Count | Statement Dollars |
|-----------------------------------|---|---|--|---|
| Totals | Total number of accepted transactions from system | Total amount of accepted transactions from system | Total number of accepted transactions from statement | Total amount of accepted transactions from statement |
| Total Cleared Transactions | Total number of cleared transactions from system | Total amount of cleared transactions from system | Total number of cleared transactions from statement | Total amount of cleared transactions from statement |
| Balance | NA | Ending system balance from this reconciliation | NA | The new balance from the statement |
| Variance | NA | NA | NA | The difference between the amount of cleared transactions from the system and the amount of cleared transactions from the statement |

Transaction List

ID – The MTS number of the transaction

Type – The Type of OFX transaction

Date – The OFX date of the transaction

Name – The name of the transaction in the OFX file

FITID – The Financial Institution Tracking ID from OFX files

Check Number – The number of the check associated with the transaction

Amount – The amount of the transaction

Bank Reconciliation Summary Buttons

[Print] – Print Reconciliation Summary Report

[Return] – Navigate back to Bank Statement Search screen

13 Disbursement Summary

The MTS provides three methods of disbursing payments to a payee:

1. Electronic Funds Transfer (EFT)
2. Check Print – a paper check printed from the MTS
3. External Check Print – A spreadsheet of disbursements enabling another agency to print a check on behalf of the child support agency

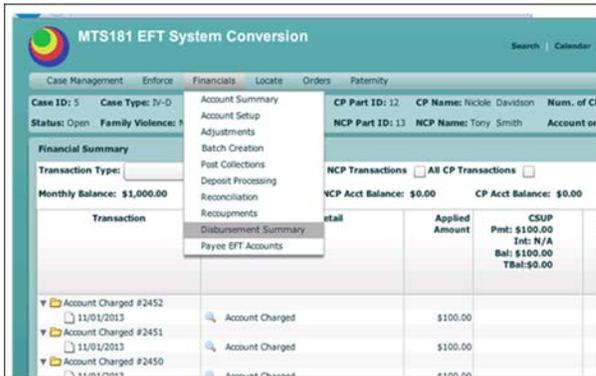
The MTS default is to print paper checks. For External Check Print, Use External Accounting must be set to ‘True’ in the system administration module.

EFT may be used in conjunction with either form of check generation. To enable EFT, EFT Transaction Generation Supported must be set to ‘True’ in the system administration module, and each payee to receive EFT must have an EFT account set up. A payee can have only one form of disbursement at any given time.

All disbursements are initiated starting from the Disbursement Summary screen.

13.1 Disbursement Summary Screen

The Disbursement Summary screen is reached from the Financials Menu by selecting Disbursement Summary.

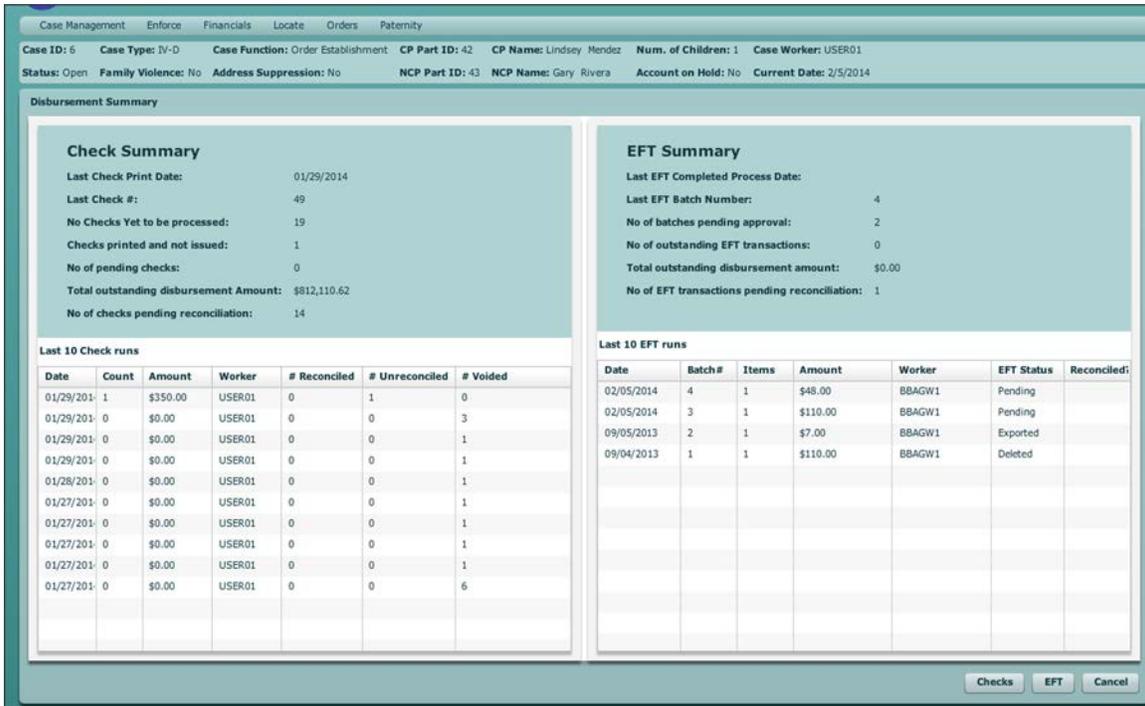


The Disbursement Summary screen shows details about the last ten check runs and the last ten EFT runs.

The main actions performed on this panel are:

- View the last runs of all disbursements on the system
- Click [Check] to go to the Check Print screen to initiate the printing of checks

- Click [EFT] to go to the EFT Payment Management screen to initiate EFT payments



Disbursement Summary

Check Summary Fields

Last Check Print Date – The date of the last completed check run

Last Check # – The last check number used (voided or not voided)

No checks yet to be processed – Number of pending checks that have not yet been printed

Checks printed and not issued – Number of checks sent to the print process that have not been verified as printed

No of pending checks – These are the disbursements selected to be printed, but not yet printed

Total outstanding disbursement Amount – Sum amount of all checks in yet to be printed, pending, or printed and not issued condition

No of checks pending reconciliation – Total number of checks not yet reconciled with the bank

Last 10 Check Runs Fields

Date – The date of the check run
Count – The count of checks not voided in the run
Amount – The sum of checks not voided in the run
Worker – The worker who printed the checks
Reconciled – The number of checks reconciled in the run
Unreconciled – The number of checks unreconciled in the run
Voided – The number of checks voided in the run

EFT Summary Fields

Last EFT Process Date – Date of the last EFT run in Completed status
Last EFT Batch Number – Batch number of the last EFT run in Completed status
No of batches pending approval – Number of batches in Pending status
No of outstanding EFT transactions – Number of disbursements associated with EFT financial payments
Total outstanding disbursement amount – Total dollar value of the disbursements
No of EFT transactions pending reconciliation – Number of batches completed, but not yet reconciled

Last 10 EFT Runs Fields

Date – The date of the last successful EFT run
Batch# – ID number of the EFT batch
Items – The number of EFT payments in the batch
Amount – The total dollar amount of EFT payments in the batch
Worker – The worker who created the batch
EFT Status – Indicates if the batch is Pending, Exported or Deleted
Reconciled – The number of EFT payments reconciled

Disbursement Summary Buttons

[Checks] – Opens MTS check print process
[EFT] – Opens EFT batch process
[Cancel] – Closes display without saving

14 Disbursement -- Electronic Funds Transfer (EFT)

The MTS will allow a financial worker to create and manage electronic payment accounts for an individual participant as well as state child support enforcement agencies. Payees will have the option of having their disbursement processed as direct deposit, debit card or check. EFT payments issued to individuals will be processed as PPD type transactions. CTX type ACH transactions will be utilized to support payments to state child support enforcement agency State Disbursement Units (SDUs). The system will allow an override of EFT payments to a payee and issue the payment as a check until the EFT payment is again reinstated for the payee. The system will also maintain a complete history of all account modifications for a particular payee.

14.1 EFT Account Setup

Before a payee can receive EFT payments, the user must enter bank account information for the payee. If an EFT account has not been setup for a payee, the payee will receive checks by default. A State Disbursement Unit (SDU) may have an EFT account. A supervisor must approve the creation of an EFT account if Payee Account Management Approval is set to 'True' in the system administration module.

To make a payee payable via EFT, select Payee EFT Accounts on the Financials Menu to open the Payee Account Management screen.

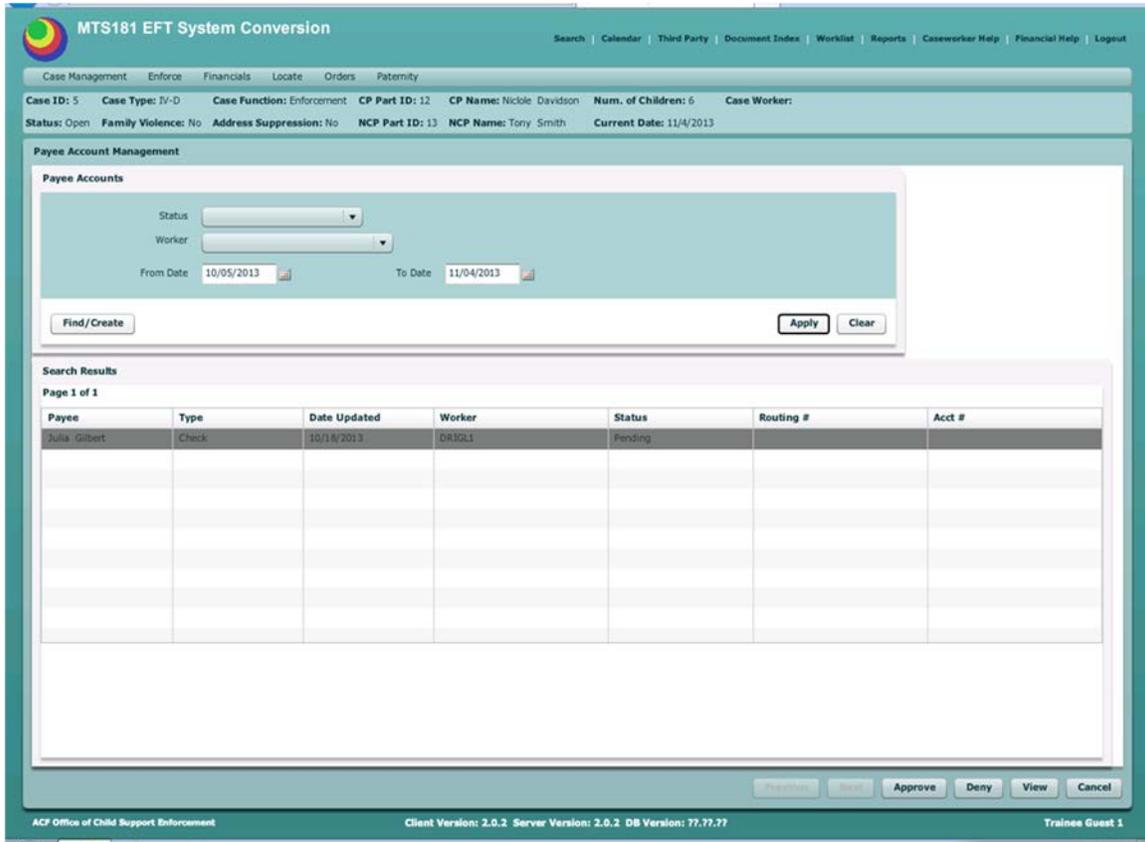


14.1.1 Payee Account Management Screen

The Payee Account Management screen allows the user to search for a payee and to view the status of their payment account.

The main actions performed on this panel are:

- Click [Find/Create] to open the Payee Type Search popup to find and view a payee account or to create it if it does not exist
- Click [Approve] to approve a payee's EFT account (Supervisor Only)
- Click [Deny] to deny approval of a payee's EFT account (Supervisor Only)
- Click [View] to view and/or modify a payee's account



Payee Account Management

Payee Accounts Fields

Status – A dropdown list to select status of payee account (Blank, Pending, Approved, or Denied)

Worker – A dropdown list to select the worker who created/updated the payee account

From Date – To Date – Defines a date range of transactions to be displayed

Payee Accounts Buttons

[Find/Create] – Allows selection of a new participant and/or SDU financial account

[Apply] – Apply entered filter criteria to the Payee Accounts display

[Clear] – Clears the search criteria

Search Results Fields

Payee – The person or agency who is owed the debt

Type – Type of disbursement (Direct Deposit, Debit Card, or Check)

Date Updated – Date the account was last updated
Worker – The worker who created/updated the payee account
Status – The status of the account
Routing # – Current bank routing number for the account
Acct # – Current bank account number for the account

Search Results Buttons

[Previous] – Go to the previous screen of payees

[Next] – Go to the next screen of payees

[Approve] – Approves a new payee account for use (Only available if the system configuration is enabled for Supervisor Approval for Payment Account Charge)

[Deny] – Denies the new payee account (Only available if the system configuration is enabled for Supervisor Approval for Payment Account Charge)

[View] – Allows a financial worker/supervisor to view and update the selected payee account detail

[Cancel] – Returns to the previous screen

14.1.2 Payee Type Search Popup

The Payee Type Search popup is opened when a user clicks on [Find/Create] in the Payee Account Management screen.

The initial action performed on this screen is to select a payee type:

- Select Payee Type = Participant to search for a CP payment account
or
- Select Payee Type = State child support enforcement to search for an SDU payment account

The content of the popup will change depending on which Payee Type is selected.

Selecting a payee will open the Payee Bank Account Information screen for that payee.

14.1.2.1 Payee Type Search Popup – Participant

The Payee Type Search popup appears as below when Payee Type – Participant is selected.

The main actions performed on this panel are:

- Enter search criteria to find a participant payee

- [Select] to open the Payee Bank Account Information screen to view or update payee account information
- [Cancel] to close the popup and return to the previous screen

| Acct ID | Name | Address | DOB | SSN | Routing# | Account# | Disburse | Debit Card | Date Issue | Balance | Hold |
|---------|----------------------|------------|------------|-----------|-----------|----------|----------|------------|------------|---------|-------|
| 2 | Jerry Richard Jones | 122 Rivera | 12/31/1985 | 444332222 | 123456780 | 2 | | false | | \$0.00 | false |
| 2 | Jasper Jones | 122 Rivera | 12/31/1985 | 444332222 | 123456780 | 2 | | false | | \$0.00 | false |
| 7 | John Lewis | 5444 Wate | 09/12/1980 | | | | | false | | \$0.00 | false |
| 9 | Jessica Carlson | 55 Wright | 09/06/1982 | | | | | false | | \$0.00 | false |
| 37 | Joe Brooks | 26 Evans | 09/13/1974 | | | | | false | | \$0.00 | false |
| 40 | Jerome Little Badger | 69 Henden | 04/13/1970 | | | | | false | | \$0.00 | false |
| 51 | Jenny Rodriguez | 114 Perry | 01/03/1970 | | | | | false | | \$0.00 | false |
| 52 | Joe Long | 109 Rochan | 02/25/1970 | | | | | false | | \$0.00 | false |

Payee Type Search Fields – Participant

Payee Type – The user will have an option to search and select either a participant or state child support enforcement account

First Name – First name of participant matching search criteria

Middle Name – Middle name of participant matching search criteria

Last Name – Last name of participant matching search criteria

Date of Birth – Date of birth of participant matching search criteria

Social Security number – Social Security number of participant matching search criteria

Soundex Search – Search for a name that sounds like the First Name, Middle Name, or Last Name above

Participant Search Buttons

[Search] – Allows the worker to lookup a participant account

[Clear] – Clears the search criteria

Search Results Fields

Acct ID – Displays the financial account number

Name – Displays the name of the participant

Address – Displays the address of the participant or state child support enforcement

DOB – Date of birth (displayed only for participant search)

SSN – Social Security number (displayed only for participant search)

Routing# – Displays the bank routing number if this account was set up for EFT

Account# – Displays the bank account number

Disbursement Type – Displays check, debit card, or direct deposit as a value associated with this account

Debit Card Issued – Flag indicating whether a debit card has been issued to this payee

Date Issued – Date on which debit card was issued

Balance – Displays the account balance

Hold – Displays the value indicating if the account is on hold or not

Search Results Buttons

[Select] – Allows the worker to select a CP account to be opened in the Payee Bank Account Information screen

[Cancel] – Closes popup and returns to the calling module

14.1.2.2 Payee Type Search Popup – State Child Support Enforcement

The Payee Type Search popup appears as below when Payee Type – state child support enforcement is selected.

The main actions performed on this panel are:

- Enter search criteria to find a state child support enforcement agency payee
- Click [Select] to open the Payee Bank Account Information screen to view or update payee account information
- [Cancel] – close the popup and return to the previous screen

Payee Type Search

Payee Type: **State Child Support Enforcement**

Name:

City:

Zip Code:

State:

Country: **US**

Search Results

| Acct ID | Type | State | Name | Disbursement Type | Balance | Hold |
|---------|------------------------|-------|--|-------------------|---------|-------|
| 5709 | State Child Support En | NM | CSED - CENTRAL REGISTRY | Check | \$0.00 | false |
| 5711 | State Child Support En | NC | Central Registry / State Parent Locate Service | Direct Deposit | \$0.00 | false |
| 5714 | State Child Support En | OK | OKDHS Child Support Services - Programs | Check | \$0.00 | false |
| 5716 | State Child Support En | PA | PACSES | Check | \$0.00 | false |
| 5720 | State Child Support En | TN | Department of Human Services | Check | \$0.00 | false |

Payee Type Search Fields – State Child Support Enforcement

Payee Type – The user will have an option to search and select either a participant or state child support enforcement account

Name – Displays the name of the state child support enforcement agency

City – City from the address of the agency

State – State from the address of the agency

Zip Code – Zip code from the address of the agency

Country – Country from the address of the agency

State Child Support Enforcement Search Buttons

[Search] – Allows the worker to lookup state child support enforcement account

[Cancel] – Closed popup and return to the calling module

Search Results Fields

Acct ID – Displays financial account number

Type – Third party type (state child support enforcement agency)

State – State from the address of the agency

Name – Displays the name of the child support enforcement agency

Disbursement Type – Displays check, debit card, or direct deposit as a value associated with this account

Balance – Displays the account balance

Hold – Displays 'True' if the account in on hold, 'False' if it is not on hold

Search Results Buttons

[Select] – Allows the worker to select an SDU account to be opened in the Payee Bank Account Information screen

[Cancel] – Closed popup and return to the calling module

14.1.3 Payee Bank Account Information – Participant

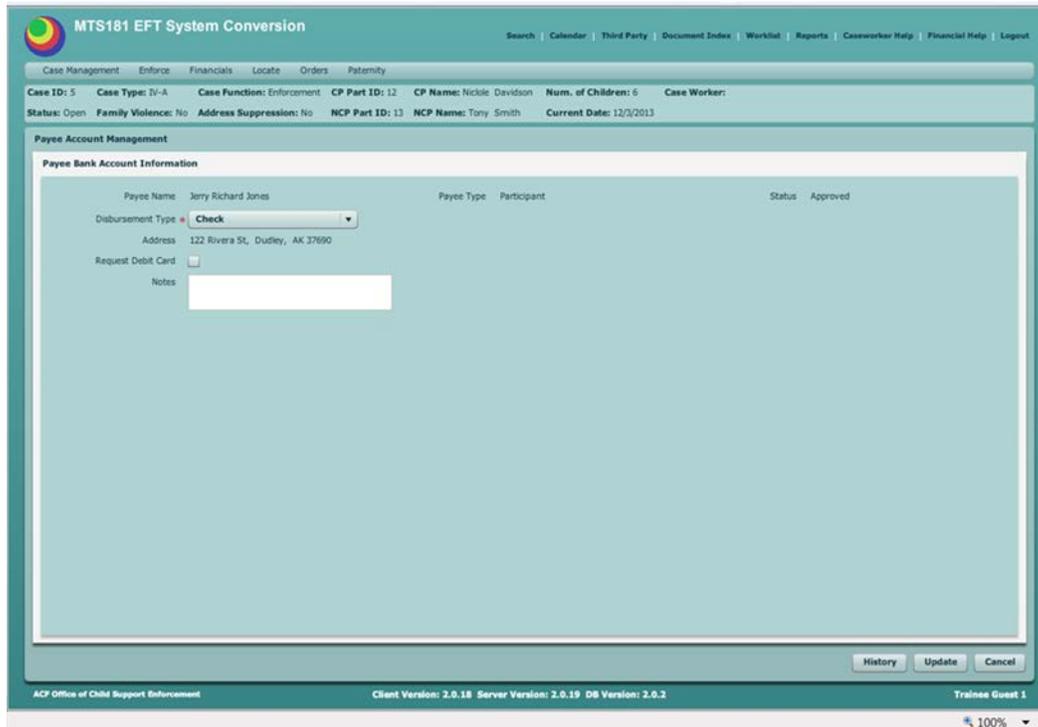
This screen allows the user to enter details about the selected participant payee's bank account. The screen fields will vary depending on the Disbursement Type selected. The default Disbursement Type is Check.

The main actions performed on this screen are:

- Select the Disbursement Type (Check, Debit Card, or Direct Deposit)
- For Disbursement Type Check
 - Request a Debit Card
 - Enter Notes about the account
- For Disbursement Type Debit Card
 - Enter Bank Routing Number
 - Enter and Confirm Bank Account Number
 - Enter Date the Card was Issued
 - Enter Notes about the account
- For Disbursement Type Direct Deposit
 - Enter Bank Account Type
 - Enter Bank Routing Number
 - Enter and Confirm Bank Account Number
 - Enter Date the Card was Issued
 - Enter Notes about the account

14.1.3.1 Payee Bank Account Information – Participant – Check

The Payee Bank Account Information screen for a Participant appears as follows when the Disbursement Type is Check:



Payee Account Management

Payee Bank Account Information Fields – Check

Payee Name – Displays the payee name

Payee Type – Payee type display (Participant or SDU) is based on the selection of the payee account

Status – Approved or Disapproved

*Disbursement Type – A dropdown list to select or update the type of disbursement (Direct Deposit, Debit Card, or Check)

Address – Displays the address currently on file for the payee. The address displayed will reflect the last address entered during the latest account or routing update.

Request Debit Card – When Request Debit Card is selected, the payee account will be marked as ready for export to the debit card vendor. As a part of the export process for debit card, a process will validate records for a valid name and will verify address, date of birth, and Social Security number.

Notes – Click into this text area to add any notes about the account, payee, or disbursement

Payee Account Management Buttons

[History] – Navigates the user to view the payee account history panel

[Update] – Saves information entered on this panel

[Cancel] – Closes the screen and returns to Payee Accounts

14.1.3.2 Payee Bank Account Information – Participant – Debit Card

The Payee Bank Account Information screen for a Participant appears as follows when the Disbursement Type is Debit Card:

The screenshot displays the 'Payee Bank Account Information' screen within the 'MTS181 EFT System Conversion' application. The interface includes a top navigation bar with links for Search, Calendar, Third Party, Document Index, Worklist, Reports, Caseworker Help, Financial Help, and Logout. Below this is a secondary navigation bar with Case Management, Enforce, Financials, Locate, Orders, and Paternity. The main content area shows case details: Case ID: 5, Case Type: IV-D, Case Function: Enforcement, CP Part ID: 12, CP Name: Nicole Davidson, Num. of Children: 6, Case Worker: Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 13, NCP Name: Tony Smith, Current Date: 11/5/2013. The 'Payee Bank Account Information' section is highlighted in pink and contains the following fields: Payee Name (Jerry Richard Jones), Payee Type (Participant), Status (Approved), Disbursement Type (Debit Card), ACH Type (PPD), Routing # (123456780), Account # (2), Verify Account # (2), Date Card Issued, Address (122 Rivera St, Dudley, AK 37690), Request Debit Card (checkbox), and Notes (text area). At the bottom right of the form are buttons for History, Update, and Cancel. The footer of the application shows 'ACF Office of Child Support Enforcement', 'Client Version: 2.0.2 Server Version: 2.0.2 DB Version: 77.77.77', and 'Trainee Guest 1'.

Payee Account Management

List of Payee Bank Account Information Fields – Debit Card

Payee Name – Displays the payee name

Payee Type – Payee type display (Participant or SDU) is based on the selection of the payee account

Status – Approved or Disapproved

*Disbursement Type – A dropdown list to select or update the type of disbursement (Direct Deposit, Debit Card, or Check)

ACH Type – PPD

Address – Displays the address currently on file for the payee. The address displayed will reflect the last address entered during the latest account or routing update.

*Routing # – Current routing number for the account. Click into the area to enter or update the routing number.

*Account # – Current account number for the account. Click into the area to enter or update the account number.

*Verify Account # – Click into the area to enter or update of (whether/how) the account number was verified

Date Card Issued – If Debit card was selected as Disbursement Type, above, this area displays the date that the card was issued. If this action is to issue a new card, click into the date area to enter the card date, or click the calendar icon to select the date issued.

Request Debit Card – When Request Debit Card is selected, the payee account will be marked as ready for export to the debit card vendor. As a part of the export process for debit card, a process will validate records for a valid name and will verify address, date of birth, and Social Security number.

Notes – Click into this text area to add any notes about the account, payee, or disbursement.

List of Payee Account Management Buttons

[History] – Navigates the user to view the payee account history panel

[Update] – Saves information entered on this panel

[Cancel] – Closes the screen and returns to Payee Accounts

14.1.3.3 Payee Bank Account Information – Participant – Direct Deposit

The Payee Bank Account Information screen for a Participant appears as follows when the Disbursement Type is Direct Deposit:

The screenshot displays the 'Payee Bank Account Information' screen within the 'MTS181 EFT System Conversion' application. The interface includes a top navigation bar with options like 'Case Management', 'Enforce', 'Financials', 'Locate', 'Orders', and 'Paternity'. Below this, a case information header shows details such as 'Case ID: 5', 'Case Type: IV-A', 'Case Function: Enforcement', 'CP Part ID: 12', 'CP Name: Nichole Davidson', 'Num. of Children: 6', and 'Case Worker:'. The main form area is titled 'Payee Bank Account Information' and contains the following fields:

- Payee Name: Jerry Richard Jones
- Payee Type: Participant
- Status: Approved
- Disbursement Type: Direct Deposit (dropdown)
- Bank Account Type: Checking (dropdown)
- ACH Type: PPD
- Routing #: 123456780
- Account #: 2
- Verify Account #: 2
- Address: 122 Rivera St, Dudley, AK 37690
- Notes: (empty text area)

At the bottom right of the form, there are buttons for 'History', 'Update', and 'Cancel'. The footer of the application window shows 'ACF Office of Child Support Enforcement', 'Client Version: 2.0.18 Server Version: 2.0.19 DB Version: 2.0.2', and 'Trainee Guest 1'.

Payee Account Management

List of Payee Bank Account Information Fields – Direct Deposit

Payee Name – Displays the payee name

Payee Type – Payee type display (Participant or SDU) is based on the selection of the payee account

Status – Approved or Disapproved

*Disbursement Type – A dropdown list to select or update the type of disbursement (Direct Deposit, Debit Card, or Check)

*Bank Account Type – A dropdown list to select the type of bank account

ACH Type – PPD

*Routing # – Current routing number for the account. Click into the area to enter or update the routing number.

*Account # – Current account number for the account. Click into the area to enter or update the account number.

*Verify Account # – Click into the area to enter or update of (whether/how) the account number was verified

Address – Displays the address currently on file for the payee. The address displayed will reflect the last address entered during the latest account or routing update.

Notes – Click into this text area to add any notes about the account, payee, or disbursement

List of Payee Account Management Buttons

[History] – Navigates the user to view the payee account history panel

[Update] – Saves information entered on this panel

[Cancel] – Closes the screen and returns to Payee Accounts

14.1.4 Payee Bank Account Information – State CSE

This screen allows the user to enter details about the selected state child support enforcement (CSE) agency payee’s bank account. Payments will be addressed to the corresponding state’s State Disbursement Unit (SDU). The screen fields will vary depending on the Disbursement Type selected. The default Disbursement Type is Check.

The main actions performed on this screen are:

- Select the Disbursement Type (Check, Debit Card, or Direct Deposit)
- Click [History] to view the history of the account
- For Disbursement Type Check
 - Select an SDU address and click [Update]
- For Disbursement Type Direct Deposit
 - Select an SDU address and click [Update]

14.1.4.1 Payee Bank Account Information – State CSE – Check

The Payee Bank Account Information screen for a state child support enforcement (CSE) agency appears as follows when the Disbursement Type is Check:

The screenshot displays the 'Payee Bank Account Information' screen. At the top, it shows 'MTS181 EFT System Conversion' and navigation links like 'Search', 'Calendar', 'Third Party', etc. Below this, case details are provided: Case ID: 5, Case Type: IV-A, Case Function: Enforcement, CP Part ID: 12, CP Name: Nicole Davidson, Num. of Children: 6, Case Worker: Tony Smith. The 'Payee Account Management' section is active, showing 'Payee Bank Account Information' for 'OKDHS Child Support Services - Programs'. The 'Disbursement Type' is set to 'Check'. A table lists SDU addresses:

| SDU | Address | Notes |
|---|---------------------------------------|-------|
| OKDHS Child Support Services - Financos | PO Box 53552, Oklahoma City, OK 73152 | hi |
| New test | Line, City, OK 23894 | |

Buttons for 'History', 'Update', and 'Cancel' are located at the bottom right of the form area. The footer includes 'ACP Office of Child Support Enforcement', 'Client Version: 2.0.18 Server Version: 2.0.19 DB Version: 2.0.2', and 'Trainee Guest 1'.

Payee Bank Account Information

Payee Bank Account Information Fields – Check

Payee Name – Displays the payee name

Payee Type – State child support enforcement

Status – Approved or Disapproved

*Disbursement Type – A dropdown list to select or update the type of disbursement (Direct Deposit or Check)

SDU Column Headers

SDU – Name of the State Disbursement Unit

Address – Address of the State Disbursement Unit

Notes – Notes entered when setting up the account

List of Payee Account Management Buttons

[History] – Navigates the user to view the payee account history panel

[Update] – Saves information entered on this panel

[Cancel] – Closes the screen and returns to Payee Accounts

14.1.4.2 Payee Bank Account Information – State CSE – Direct Deposit

The Payee Bank Account Information screen for a state child support enforcement (CSE) agency appears as follows when the Disbursement Type is Direct Deposit:

Payee Bank Account Information Fields – Direct Deposit

- Payee Name – Displays the payee name
- Payee Type – State child support enforcement
- Status – Approved or Disapproved
- *Disbursement Type – A dropdown list to select or update the type of disbursement (Direct Deposit or Check)
- ACH Type – CTX

List of SDU Fields

- SDU – Name of the State Disbursement Unit
- Routing# – Bank routing number used by the State Disbursement Unit
- Account# – Bank account number used by the State Disbursement Unit

Verify Account# – Verification filed for the bank account number used by the State Disbursement Unit

Address – Address of the State Disbursement Unit

Notes – Notes entered when setting up the account

Payee Account Management Buttons

[History] – Navigates the user to view the payee account history panel

[Update] – Saves information entered on this panel

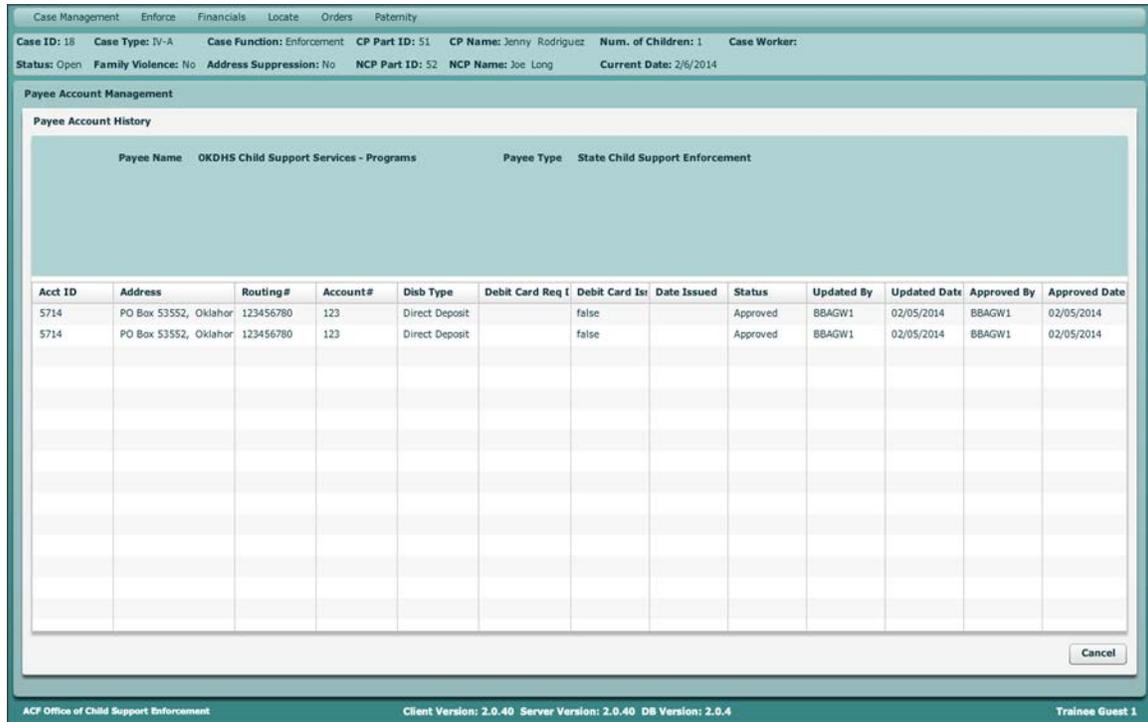
[Cancel] – Closes the screen and returns to Payee Accounts

14.1.5 EFT Account History

This screen allows the user to view details about the selected payee's bank account. The screen fields are the same regardless of the payee selected.

The main actions performed on this screen are:

- View details about the selected payee's bank account



Payee Account Management

Payee Account History Fields

Payee Name – Displays the name of the participant or state child support enforcement agency

Payee Type – Type of payee account (participant or state child support enforcement)

List of Payee Account History Fields

Acct ID – Displays the financial account number at the time of update

Address – Displays the address of the participant or state child support enforcement agency SDU at the time of update

Routing # – Bank routing number for the account at the time of update

Account # – Bank account number for the account at the time of update

Disb Type – Displays Check, Debit Card, or Direct Deposit as a value associated with this account at the time of update

Debit Card Req Date – Date on which the debit card was requested

Debit Card Issued – Flag indicating whether a debit card has been issued to this payee

Date Issued – Date on which a debit card was issued

Status – The status of the payee account at the time of update

Updated By – Worker who updated the account

Updated Date – Date the worker update the account

Approved By – Supervisor who approved the account update

Approved Date – Date the supervisor approved the account update

Payee Account History Button

[Cancel] – Closes the screen and returns to the Payee Bank Account Information screen

14.2 EFT Payment Management

The EFT Payment Management screens allow the user to search for existing EFT batches and/or to create new EFT batches containing a practically unlimited number of disbursements. The worker must select the disbursements to go in a new batch. Disbursements in an EFT batch must be all of the same type – PPD for participants or CTX for SDUs. New batches must be approved by a supervisor before it can be exported. After a batch is created and approved, the export process creates an electronic file in NACHA format which can be uploaded to a bank website. After successful upload, a supervisor can mark the batch as Complete.

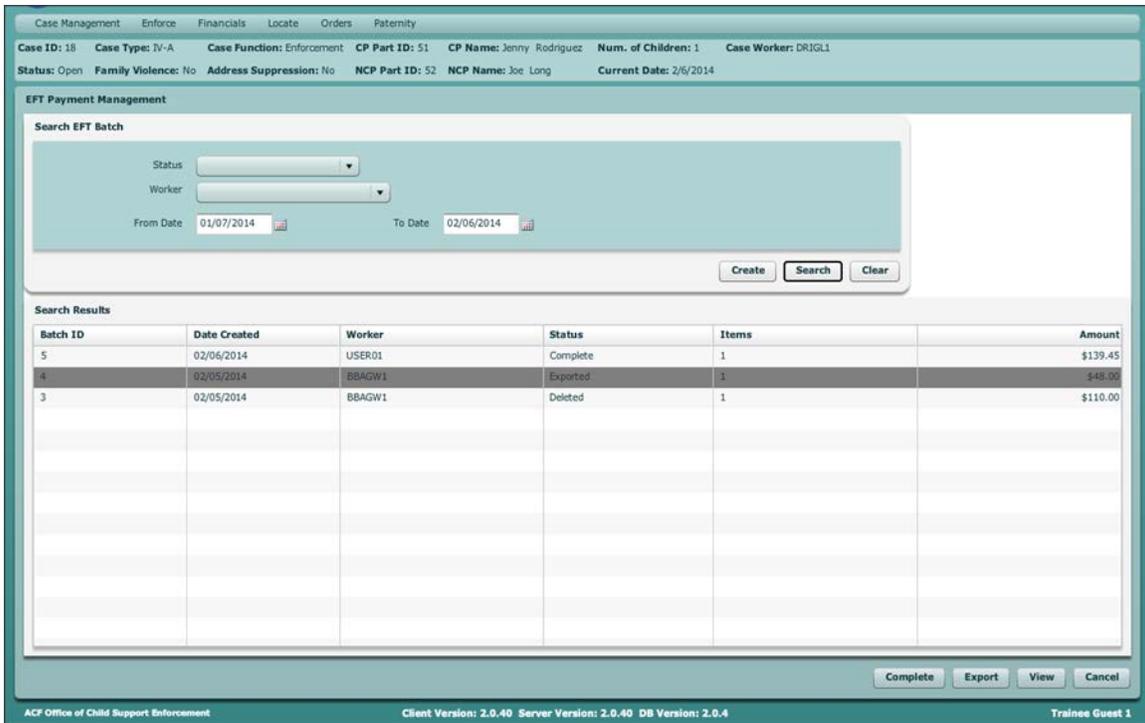
14.2.1 EFT Batch Search

The Search EFT Batch screen allows the user to search for existing EFT batches or to begin the batch creation process.

The main actions performed on this screen are:

- Search for existing EFT batches by status, worker or date range
- Click [View] to open the View EFT Batches screen to see details on an existing batch
- Click [Export] to create an EFT file to be provided to your bank
- Click [Complete] to mark a batch as successfully received by the bank
- Click [Create] to open the Create EFT Batches screen to create a new Pending batch

Note: Always use the [Cancel] button to exit EFT screens. Any other exit may lock the EFT process for 30 minutes.



EFT Payment Management

Search EFT Batch Fields

Status – Status of the batches to be searched for:

Pending – The Batch has been created but not yet approved by a supervisor

Created – The file has been created and approved by a supervisor

Exported – An EFT file for the batch has been successfully created

Complete – A supervisor has marked the batch as having been successfully uploaded to the bank

Deleted – A supervisor has disapproved the batch – no further processing can occur

Worker – A dropdown list to select the worker who created the batch

From Date – To Date – Defines a date range of transactions to be searched

Search EFT Batch Buttons

[Create] – Goes to Create EFT Batches screen to create a new batch. User is navigated to the Create EFT panel

[Search] – Retrieves data based on the current search criteria

[Clear] – Clears the current search criteria and results. The display remains ready for entry of new search criteria.

Search Results Fields

| |
|---|
| Batch ID – Transaction number of the batch |
| Date Created – The date the batch was created |
| Worker – The worker who created/updated the payee account |
| Status – Status of the batch |
| Items – Number of items in the batch |
| Amount – Total dollar amount of the batch |

EFT Payment Management Buttons

[Complete] – Financial supervisor access only. This marks the status of the EFT Batch as Complete. The financial supervisor will click this button after successfully submitting the EFT file to the bank.

Note: If the bank rejects the file, technical support must be contacted to assess and correct the file error.

[Export] – Financial worker can select an approved EFT batch and click Export. This process creates a NACHA-formatted EFT file for submission to the bank.

[View] – Opens the View EFT Batch screen for the selected batch. This allows a financial worker/supervisor to view batch contents and update batch status.

[Cancel] – Closes the display without saving. Returns user to page they came from.

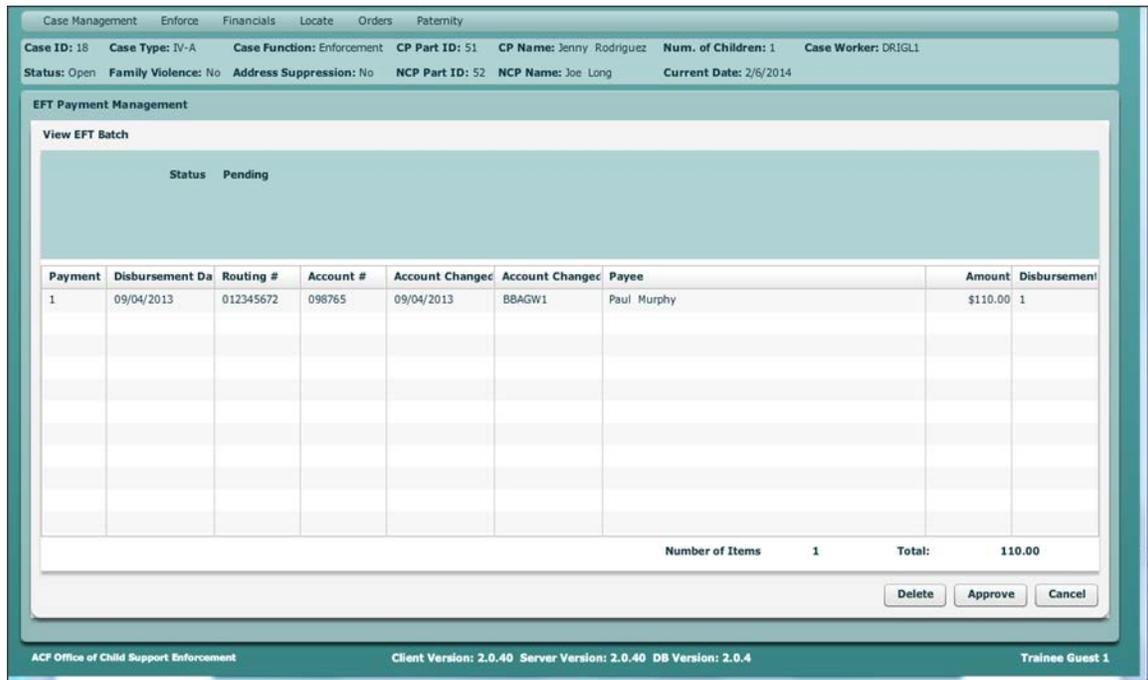
Note: Always use the [Cancel] button to exit EFT screens. Any other exit may lock the EFT process for 30 minutes

14.2.2 View EFT Batches

The View EFT Batch screen allows the user to view the contents of an existing batch. It allows supervisors to approve or delete a batch.

The main actions performed on this screen are:

- Click [Approve] to mark a Pending batch as Created and approved for export
- Click [Delete] to mark a Pending batch as Deleted. No further processing can be performed on a deleted batch.



EFT Payment Management

View EFT Batch Fields

Status – The status of the selected batch

List of View EFT Batch Fields

Payment ID – Identifying number for the batch item

Disbursement Date – Date the disbursement of the batch item was processed

Routing # – Routing number for the bank of the payee

Account # – Bank account number of the payee

Account Changed – The date the bank account number was entered

Account Changed By – The worker who entered the bank account number

Payee – The name of the payee of the batch item

Amount – The amount of the batch item

Disbursements – the number of disbursements in the batch item. Identifies multiple payments to the same payee

View EFT Batch Buttons

[Delete] – Mark a Pending batch as Deleted

[Approve] – Mark a Pending batch as Created and ready for export

[Cancel] – Closes the display without saving. Returns user to page they came from.

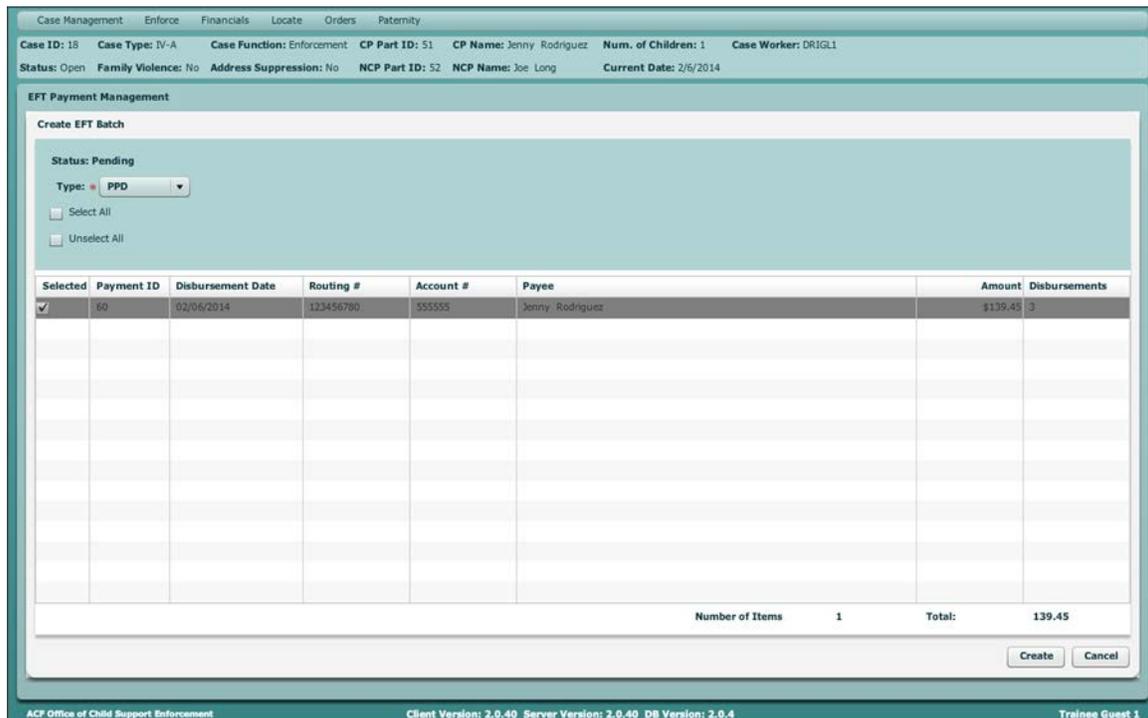
14.2.3 Create EFT Batches

The Create EFT Batch screen allows the user to select batch items to be added to an EFT batch. The screen displays all processed disbursements eligible for EFT.

Note: Disbursements in an EFT batch must be all of the same type – PPD for participants or CTX for SDUs.

The main actions performed on this screen are:

- Select a Type – PPD for a participant batch or CTX for an SDU batch
- Click [Select] to mark the selected item as part of the batch being created
- Click [Select All] to mark all items as part of the batch being created
- Click [Unselect All] to mark all items as not part of the batch being created
- Click [Create] to create a new Pending batch using all the selected items



EFT Payment Management

Create EFT Batch Fields

Status – Pending

*Type – PPD for a batch for a participant bank batch or CTX for an SDU batch

Select All – Mark all items as part of the batch being created

Unselect All – Mark all items as *not* part of the batch being created

List of Create EFT Batch Fields

Selected – Checkbox indicating if the item is to be part of the new batch being created

Payment ID – Identifying number for the batch item

Disbursement Date – Date the disbursement of the batch item was processed

Routing # – Routing number for the bank of the payee

Account # – Bank account number of the payee

Payee – The name of the payee of the batch item

Amount – The amount of the batch item

Disbursements – the number of disbursements in the batch item. Identifies multiple payments to the same payee

Create EFT Batch Buttons

[Create] – Opens the Export EFT Batch popup to create a Pending batch of the selected type using the selected disbursements

[Cancel] – Closes display without saving. Returns user to page they came from.

Export EFT Batch Popup

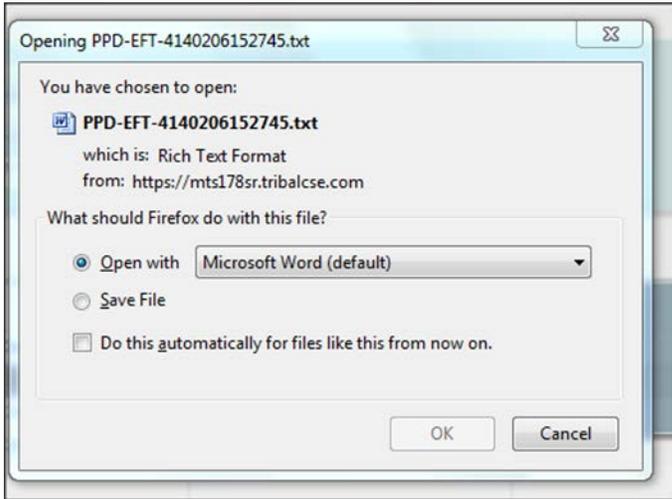
The Export EFT batch Popup requires the user to enter an effective date for the new EFT batch. MTS requires that it be at least two business days in advance. Your bank may require more days to process your submission. Consult with them to determine their recommended practice.

The main actions performed on this popup are:

- Enter an Effective Date in line with your bank's business practices
- Click [Export] to mark the batch as exported and to generate an EFT file



In the Firefox browser, the EFT file download will look like this:



It may appear differently in your browser. Consult with your bank on how to deliver the file to them. Most banks have a secure website where you can upload the file.

Sample EFT file in NACHA Format

```

101 081000045 0000000000920131152A094101
5220Zuni Tribe NM 13 01-1234567PPDDIRECT
PAY092013092013 1000000000000001
622123456780987666 000000162359 Cindy Hale
1081000040000001
70559*1*Cindy Hale\
00010000001
6221234567802 000000070013 Samuel Graham
1081000040000002
70513*185*Samuel Graham\
00010000002
622123456780098765 00000110001 Paul Murphy
1081000040000003
7051*10*Paul Murphy\
00010000003
6220123456724440044 000050000060 Kathryn Romero
1081000040000004
70560*63*Kathryn Romero\
00010000004
    
```


15 Disbursement – Check Print

The Check Print function enables a financial worker to select and print disbursement checks and to view the status of pending checks.

The Check Print function is only enabled if 'Use External Accounting' is set to 'False' in System Configuration.

The appearance of the check is defined by the System Administrator in the System Configuration module.

A Check Register Report file is automatically produced when checks are printed or when a check print process is canceled. The Check Register Report shows the status of all the checks currently being processed.

| | A | B | C | D | E | F |
|---|---|-------------|-----------------------|------|--------|------------|
| 1 | | Report # 12 | Check Register Report | | | 01/13/2012 |
| 3 | | Check # | Name | Memo | Amount | Status |
| 5 | | 2 | Cindy Hale | 1 | 60.00 | Voided |

Check Register Report Fields

Check# – The system–assigned number of the check printed or voided

Name – The payee of the check printed or voided

Memo – MTS Case Number

Amount – Dollar amount of the check printed or voided

Status – Printed or Voided

15.1 Check Print Screen

This screen enables the worker to select a check or checks for printing and initiate the printing process.

The main actions performed on this screen are:

- Select checks for printing
- Click [Process Disbursements] to print the selected checks
- Click [View Pending Checks] to view checks in process

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 1 Case Type: IV-D Case Function: Delinquency CP Part ID: 1 CP Name: Cindy Hale Num. of Children: 1 Case Worker: BBAGW1

Status: Open Family Violence: Yes Address Suppression: No NCP Part ID: 2 NCP Name: Jerry Jones Current Date: 12/5/2012

Disburse Payments

Bank: Test Bank & Trust Account: 3344556677

Starting Check Number: 15

Please select disbursements to create check entries

Select All

Unselect All

| Selected | Name | Amount | Disbursements |
|-------------------------------------|-----------------|----------|---------------|
| <input checked="" type="checkbox"/> | Nicole Davidson | \$220.00 | 8 |
| <input type="checkbox"/> | Tony Smith | \$13.00 | 1 |

View Pending Checks Process Disbursements Cancel

Disburse Payments Fields

Bank – The bank currently used by the child support agency

Account – The bank account currently used by the child support agency

Starting Check Number – This is the number of the first check to be printed. All subsequent checks for the selected disbursements will be numbered sequentially from this number

Select All – If checked, selects all checks

Unselect All – If checked, deselects all checks

Disbursements Fields

Selected – A checkbox indicating if the check has been selected for printing

Name – The payee of the disbursement(s)

Amount – The amount of the disbursement check

Disbursements – The number of disbursements included in the check

Disburse Payments Buttons

[View Pending Checks] – Open the Pending Checks screen to view checks not yet printed

[Process Disbursements] – Print the selected checks

[Cancel] – Return to previous screen

Print Check Buttons

[Preview] – Download a PDF of the check to be previewed. System does not mark the check as printed.

[Print] – Print the checks to a system printer. System marks the check as printed.

[Cancel] – Closes the screen and returns to the previous screen

15.3 Verify Printed Checks Screen

The Verify Printed Checks screen allows workers to verify that checks have been printed.

The main actions performed on this screen are:

- Select a check or checks to be verified
- Click [Update] to confirm that the selected checks have been printed

Note: Leaving this screen without verifying that the checks have been printed will void all unverified checks.

MTS App Install Trial01 Feb-07-2012

Search | Calendar | Third Party | Document Index | Worklist | Reports | Caseworker Help | Financial Help | Logout

Case Management | Enforce | Financials | Locate | Orders | Paternity

Case ID: 10 | Case Type: IV-D | Case Function: Order Establishment | CP Part ID: 24 | CP Name: Tammy Bowman | Num. of Children: 1 | Case Worker: LTHOM1

Status: Open | Family Violence: No | Address Suppression: No | NCP Part ID: 25 | NCP Name: Gerald Walker | Current Date: 12/31/2012

Verify Printed Checks

Bank: Account:

Select all checks that printed correctly. Any unselected checks will be voided and have to be reissued from the Disburse Payments panel.

Select All
 Unselect All

| Selected | Check Number | Name | Amount |
|--------------------------|--------------|------------|---------|
| <input type="checkbox"/> | 17 | Tony Smith | \$13.00 |
| <input type="checkbox"/> | | | |

Verify Printed Checks Fields

Bank – The bank currently used by the child support agency
 Account – The bank account currently used by the child support agency

Select All – If checked, selects all checks

Unselect All – If checked, deselects all checks

Check Fields

Selected – A checkbox indicating if the check has been selected for printing

Check Number – The number of the check

Name – The payee of the disbursement(s)

Amount – The amount of the disbursement check

Verify Printed Checks Buttons

[Update] – Verify the selected checks as printed

[Cancel] – Return to previous screen – voids all unverified checks

Disburse Payments Fields

Bank – The bank currently used by the child support agency

Account – The bank account currently used by the child support agency

Select All – If checked, selects all disbursement payments

Unselect All – If checked, deselects all disbursement payments

Disbursements Fields

Selected – A checkbox indicating if the payment has been selected for export

Name – The payee of the disbursement(s)

Amount – The amount of the disbursement payment

Disbursements – The number of disbursements included in the disbursement payment

Disburse Payments Buttons

[Process Disbursements] – Print the selected payments

[View Exports] – View the Export History screen

[Cancel] – Closes the screen and returns to the previous screen

16.2 Export Spreadsheet File

The exported Disbursement File is an Excel spreadsheet generated by the [Process Disbursement] button on the External Check Print screen has the following format:

| | C | D | F | G | J | K | L | M | N | O | P |
|---|-------------------------------------|--------------------|------------------|--------------|--------------|---------------------------------|-----------------------------|-----------------------------|------------------------|--------|-------|
| | Full Name of the Payee on the check | Type of payee | Amount disbursed | Check Number | Check Status | Date of Check Print(mm/dd/yyyy) | Address Line 1 of the Payee | Address Line 2 of the Payee | PO Box or Suite Number | City | State |
| 1 | Nicole Marie Davidson | Participant | 30.00 | | To Print | 7/24/2012 | 73 Diaz St | | | Church | MD |
| 2 | Standing Rock Sioux Tribe ND SD | Foreign Tribe | 50.00 | | To Print | 7/24/2012 | North Standing Rock Avenue | Change | PO Box D | Fort Y | ND |
| 3 | Cindy Hale | Participant | 55.00 | | To Print | 7/24/2012 | 104 Jones St | | | Mocull | AL |
| 4 | Zuni Test Tribe - Albuquerque | Tribal Child Suppo | 20.00 | | To Print | 7/24/2012 | 120 South St | | | Albuqu | NM |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |

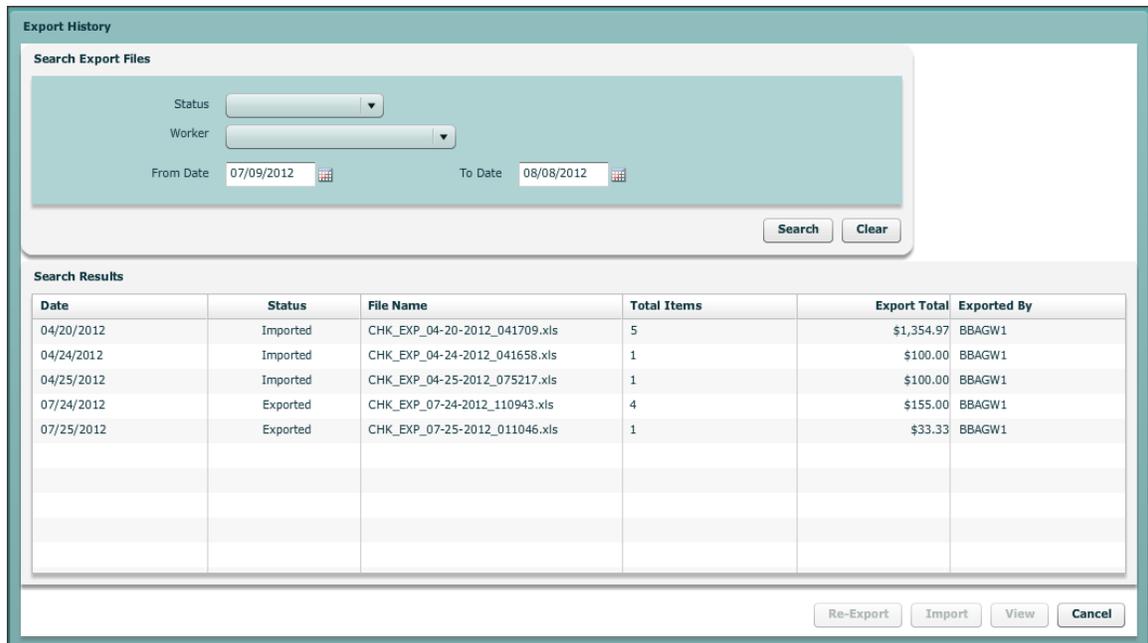
This file may be modified and imported back into the system via the Export History screen, but only the Check Number and Check Status fields may be modified before import.

16.3 Export History Screen

This screen allows workers to view, re-export, or import previously created Disbursement file spreadsheets.

The main actions performed on this screen are:

- Click [View] to open the Export Detail screen to view details about the exported payments
- Click [Re-Export] to produce another copy of the selected Disbursement file spreadsheet
- Click [Import] to open the Import Disbursement File popup to upload a previously exported spreadsheet with status modifications and check numbers



Search Export Files Fields

Status – The import/export status of the files to be searched for

Worker – The worker associated with the files to be searched for

From Date – The start date of the search

To Date – The end date of the search

Search Export Files Buttons

[Search] – Execute the search based on the entered criteria

[Clear] – Delete the entered search criteria

Search Results Fields

Date – The date of the last action on the file

Status – Last action take on the file – Imported or Exported

File Name – The name of the exported file

Total Items – The total dollar number of the payment in the exported file

Export Total – The total dollar amount of the payment in the exported file

Exported By – The financial worker who exported the spreadsheet

Print Check Buttons

[Re-Export] – Produce another copy of the selected export spreadsheet

[Import] – Open the Import Disbursement File popup to upload the selected previously exported spreadsheet to update the system with check numbers and payment status

[View] – Open the Export Detail screen to view details about the exported payments

[Cancel] – Closes the screen and returns to the previous screen

16.5 Import Disbursement File Popup

The Import Disbursement File popup is opened by clicking [Import] in the Export History screen for a selected Disbursement File. It displays a summary of the content of the Disbursement file for verification purposes and allows the user to click Import to continue to import the file.

Only the Check Number and Check Status fields may be changed in the selected Disbursement File. The name of the selected file must match that of the file to be imported.

Note: MTS currently creates Excel files in Excel 97-2003 format (.xls extension). Later version of Excel may change the file extension to .xlsx. Please make sure that files to be imported have an .xls extension or they will not load successfully.

| | |
|----------------------|-------------------------------|
| Status | Exported |
| Export Date | 07/24/2012 |
| Exported By | BBAGW1 |
| Export File Name | CHK_EXP_07-24-2012_110943.xls |
| Items in File | 4 |
| Item Total | \$155.00 |
| Select Import File * | |

Import Cancel

Search Results Fields

Status – Last action take on the file – Imported or Exported

Export Date – The date of the last export of the file

Exported By – The worker who last exported the file

Export File Name – The name of the exported file

Items in File – The total number disbursements in the exported file

Item Total – The total dollar amount of the disbursements in the exported file

*Select Import File – The name of the selected file – must match the name of the exported file

Print Check Buttons

[Import] – Open a file selection dialogue to select a file for upload

[Cancel] – Closes the screen and returns to the previous screen