



Model Tribal System

Designed By Tribes, For Tribes

Quick Reference Guide

Financial Processing

Version 1.4

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**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	11/18/2013	Original Document -Based on MTS181	Joseph Bodmer, Director, Division of State and Tribal Systems
1.1 - 1.4	05/27/2014	Format Changes	Joseph Bodmer, Director, Division of State and Tribal Systems

Overview of Financial Processing

This quick guide is designed to be a desk reference for financial workers who are responsible for the financial processing of payments on the Model Tribal System (MTS). The contents are a high-level overview of the more detailed instructions found in the MTS Financial Worker's Guide.

This document will focus on the 5 main steps in receiving and disbursing payments:

Batch Creation – Entering a group of payments on the system

Deposit Processing – Depositing the payments in a bank

Post Collections – Associating the payments with a case or cases on the system

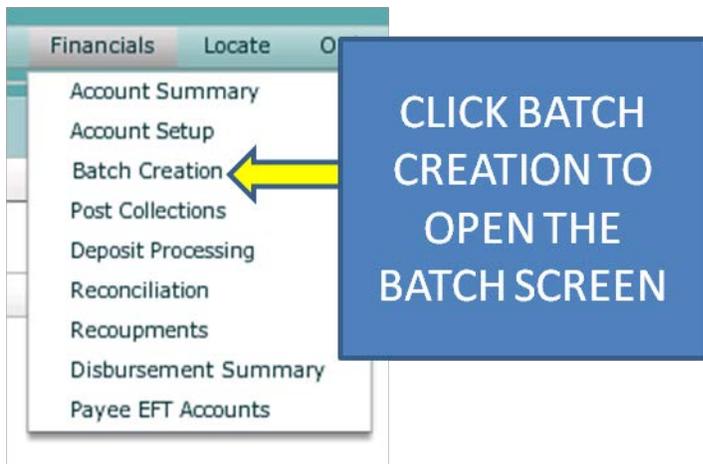
Distribution – Assigning payment amounts to the appropriate debts on the case

Disbursement – Printing checks

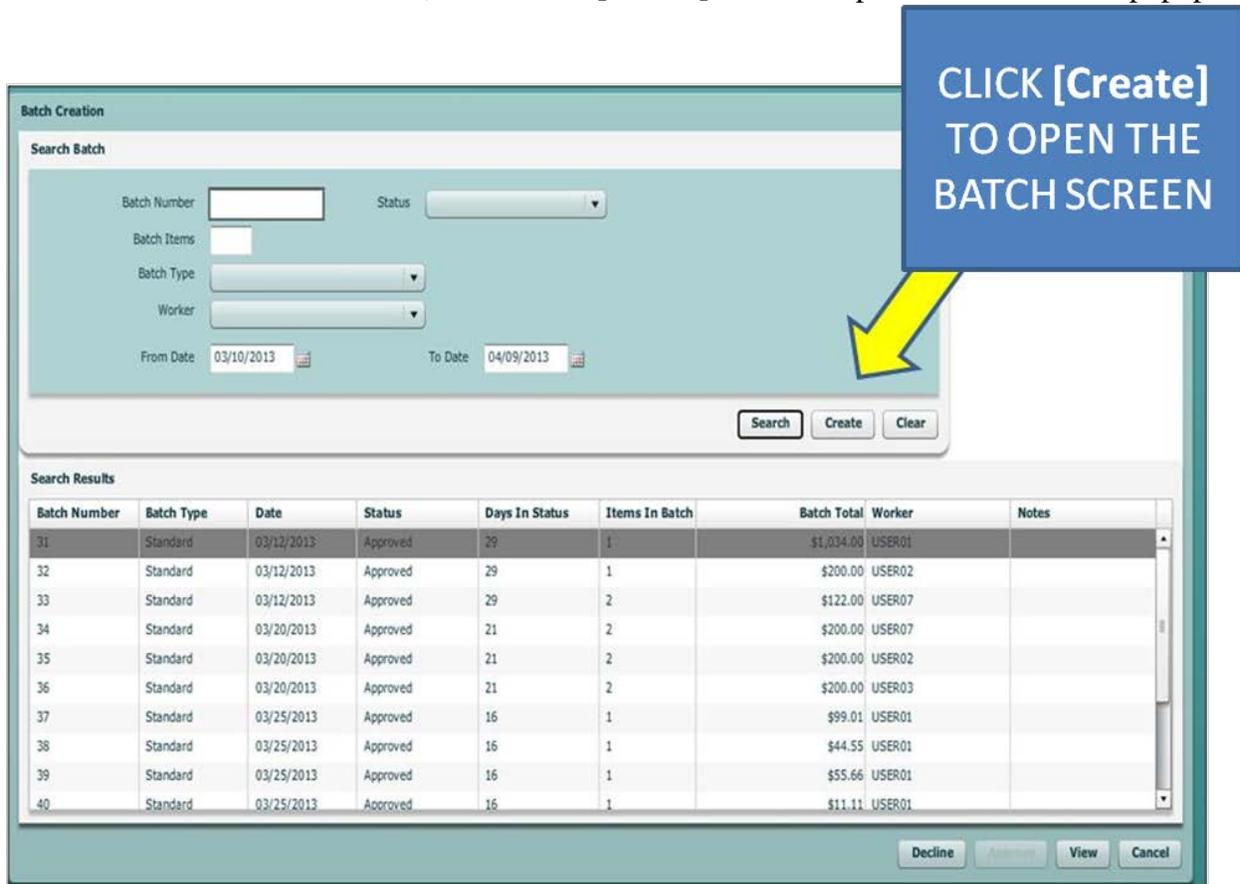
Step 1 – Batch Creation

A batch is a group of checks, money orders, cash payments, etc. that are processed together. A single check with multiple payees should be processed as a single batch with each payment as a separate batch item. If possible, there should be no more than 25 items in a batch.

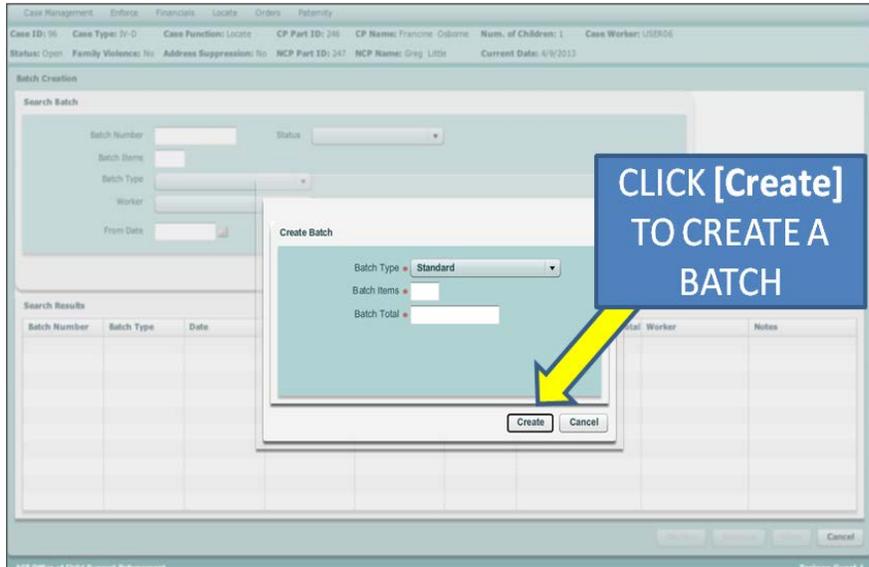
1. Count the number of items in the batch.
2. Count the total dollar amount of the batch (separation of duties).
3. Click on Batch Creation in the Financial menu to open the Batch Search screen.



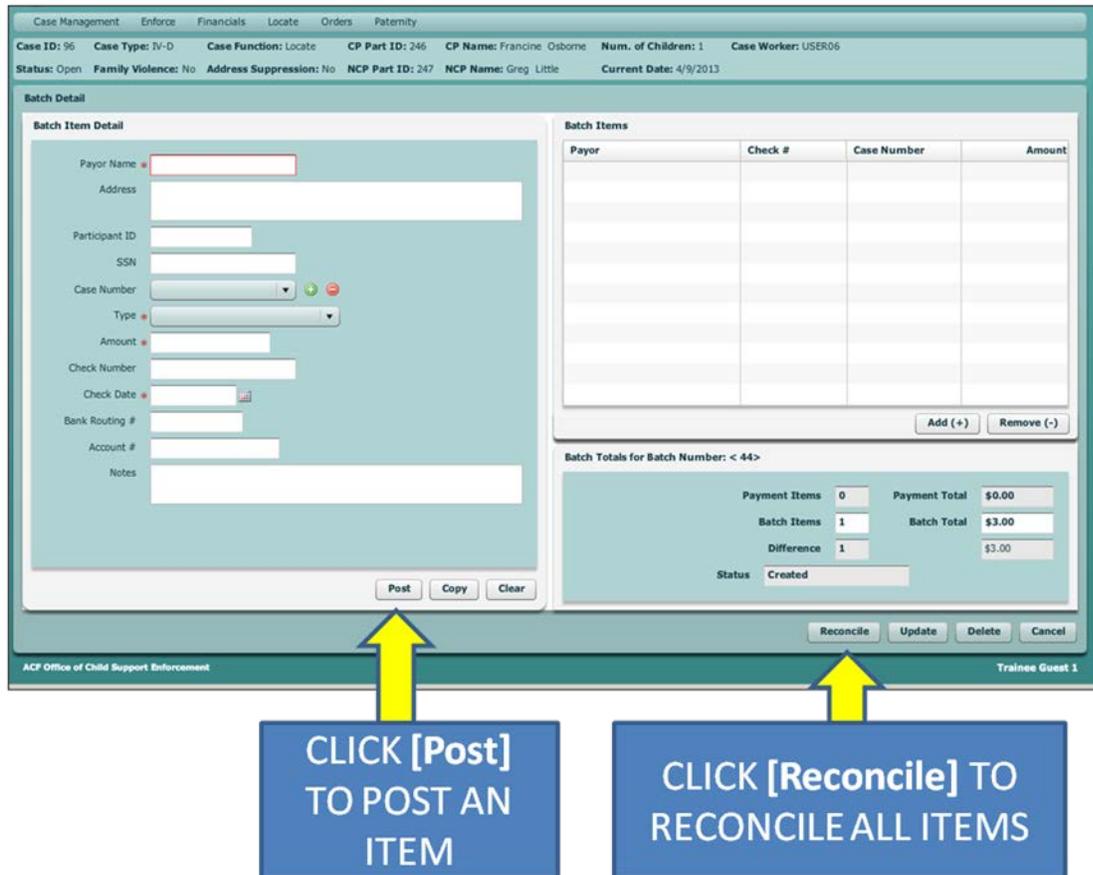
- In the Search Batch screen, click on the **[Create]** button to open the Create Batch popup.



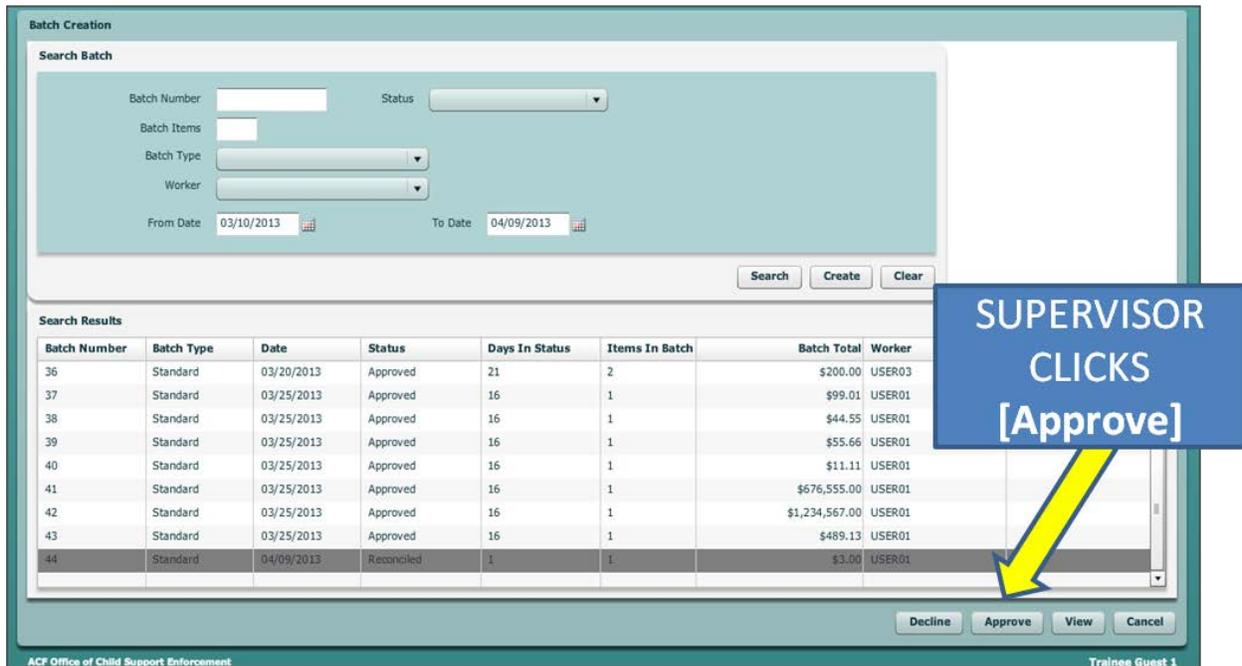
- In the Create Batch popup, select the Batch Type from the drop-down, enter the total number of items in the batch and the total dollar amount of the batch. Batches consisting entirely of payments physically received by the child support agency are Standard Batches. Batches consisting entirely of In-kind and Direct Payments are Alternate Payment Method batches..
- Click the **[Create]** button – This will create a batch and open the Batch Detail screen.



7. Enter Batch Item Detail information for each item in the batch.
8. Post each item in the batch.
9. Reconcile the batch after all items are posted.



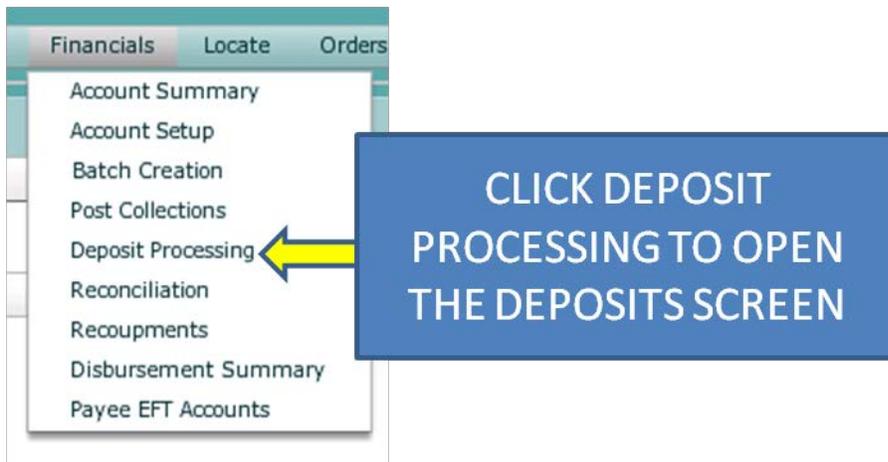
10. A Supervisor must then approve the batch by clicking **[Approve]** on the Search Batch screen.



Step 2 – Deposit Processing

A batch must be deposited before it can be distributed. This process marks a batch as deposited and allows the user to print a deposit slip for the batch.

1. Open the Deposit Processing screen from the Financials menu.



2. Select a *Not Deposited* batch and click **[Process the Deposit]**. The Date Deposited should change to the current date.
3. Click **[View]** to open the Create Deposit screen.

Deposits

Search Payment Batch

Batch Number: Status:

Worker:

From Date: 03/10/2013 To Date: 04/09/2013

Search Clear

Search Results

Batch Number	Date Posted	Date Deposited	Payments In Batch	Batch
33	03/12/2013	03/12/2013	2	\$1
34	03/20/2013	03/20/2013	2	\$2
35	03/20/2013	03/20/2013	2	\$200.00 USER02
36	03/20/2013	03/20/2013	2	\$200.00 USER03
37	03/25/2013	03/25/2013	1	\$99.01 USER01
38	03/25/2013	03/25/2013	1	\$44.55 USER01
39	03/25/2013	03/25/2013	1	\$55.66 USER01
40	03/25/2013	03/25/2013	1	\$11.11 USER01
41	03/25/2013	03/25/2013	1	\$676,555.00 USER01
42	03/25/2013	03/25/2013	1	\$1,234,567.00 USER01
43	03/25/2013	03/25/2013	1	\$489.13 USER01
44	04/09/2013			\$3.00 USER01

Process Deposit View Cancel

CLICK [View] TO OPEN THE CREATE DEPOSIT SCREEN

SELECT DEPOSIT AND CLICK [Process Deposit]

4. In the Create Deposit screen, print the deposit slip by clicking the **[System Print]** button.

5. Print the Deposit Slip.

Deposit Slip

	Check Number	Amount
	Cash	\$ 3.00
Bank:	Items 1 Total	\$ 3.00

Test Bank & Trust
PO Box 345
Santa Fe
NM 87411

Date: 04/09/2013

Account Number: 3344556677

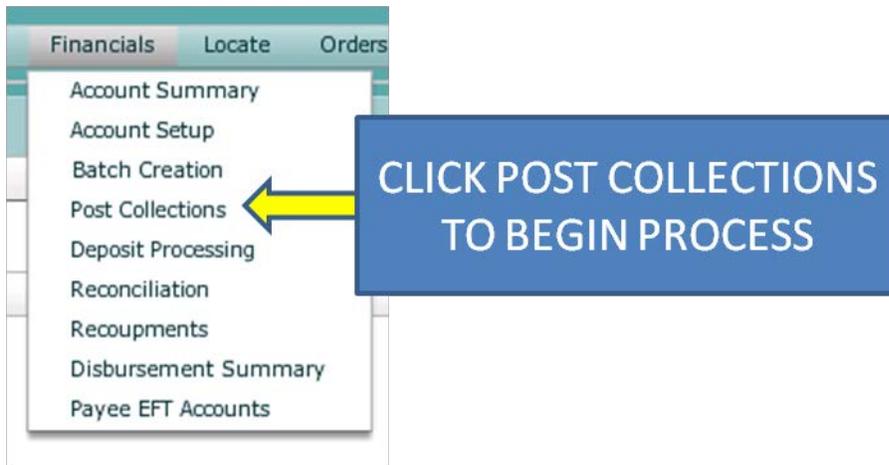


6. Take the deposit to the bank.

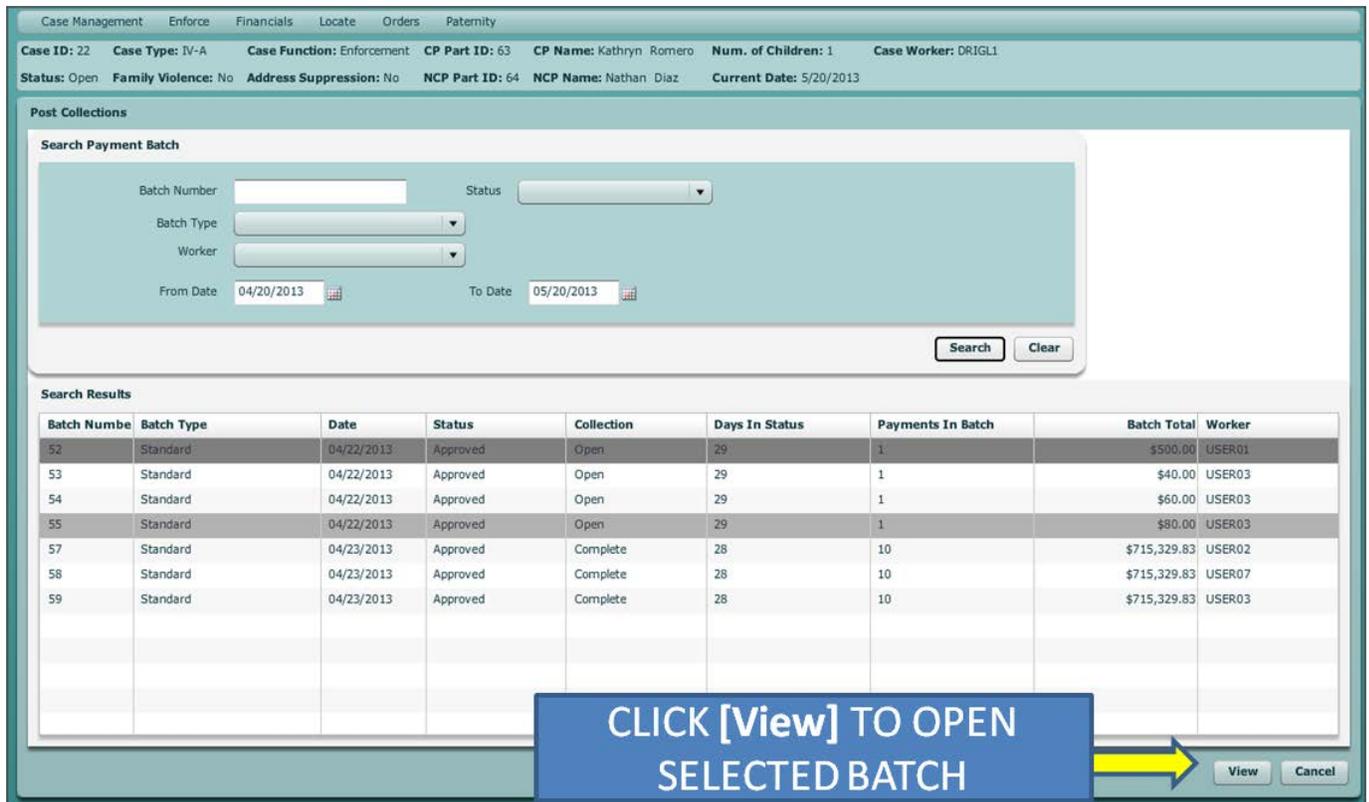
Step 3 – Posting a Standard Collection

The Post Collections process associates a batch item as a collection with a specific noncustodial parent (NCP) on the system and a specific case or cases on the system. These steps describe the process for a Standard Batch.

1. Open the Post Collections screen from the Financials menu.



2. Click [View] to open Post Collections Detail for the selected batch.



- In the Post Collections Detail screen, click **[Identify Payor]** to open a Participant Search screen to select the NCP who sent in the payment.

The screenshot shows the 'Post Collection Detail' screen. At the top, there is a navigation bar with tabs: Case Management, Enforce, Financials, Locate, Orders, Paternity. Below this, case information is displayed: Case ID: 22, Case Type: IV-A, Case Function: Enforcement, CP Part ID: 63, CP Name: Kathryn Romero, Num. of Children: 1, Case Worker: DRIGL1. Status: Open, Family Violence: No, Address Suppression: No, NCP Part ID: 64, NCP Name: Nathan Diaz, Current Date: 5/20/2013.

The main section is titled 'Post Collection Detail' and contains two sub-sections: 'Collection Details' and 'Payments to be Posted'.

Collection Details:

- Batch Type: Standard
- Distribution Type: Automatic
- Type: Cash
- Amount: \$80.00
- Release Date: [Calendar icon]
- Case Number(s): Case Number 106
- Collection Notes: [Text area]
- Collection Type: Standard
- NCP Name: Daniel Reardon
- Source: NCP
- Posting Date: 04/22/2013
- Suspense Type: [Dropdown]
- Post Collection Across Cases: [Checkbox]

Payments to be Posted:

Status	Payor	Amount
Complete	Daniel Reardon	\$80.00

Buttons: Post, Identify Payor, Clear

Payment Details:

- Payor Name: Brandon Ramirez
- Address: [Text area]
- Type: Cash
- Check Number: [Text area]
- Notes: [Text area]
- Participant ID: [Text area]
- SSN: [Text area]
- Amount: [Text area]
- Check Date: [Text area]

Buttons: Accept, Update, Cancel

Callout: A blue box with a yellow arrow pointing to the 'Identify Payor' button contains the text: **CLICK [Identify Payor] TO SELECT THE NCP WHO SENT IN THE PAYMENT**

- Select the NCP from the Participant Search screen. Use the information in the Payment Details section to help identify the payor.

The screenshot shows the 'Participant Search' screen. It has a search criteria section and a results table.

Participant Search:

- First Name: w
- Last Name: [Text area]
- Social Security Number: [Text area]
- Participant ID: [Text area]
- Middle Name: [Text area]
- Date of Birth: [Calendar icon]
- Soundex Search: [Checkbox]

Buttons: Search, Create, Clear

Participant Search Results:

Participant ID	First Name	Middle Name	Last Name	Suffix	Date of Birth	SSN
28	William		Rodriguez		03/12/1985	
58	William		Brown		09/24/1976	
39	Whitney		Norris		02/19/1975	

Buttons: Select, View, Cancel

- After the NCP payor has been selected you will be returned to the Post Collections Detail screen. Select the Source of the collection and the case or cases the payment will be applied to.

Case Management Enforce Financials Locate Orders Paternity

Case ID: 22 Case Type: IV-A Case Function: Enforcement CP Part ID: 63 CP Name: Kathryn Romero Num. of Children: 1 Case Worker: DRIGL1

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 64 NCP Name: Nathan Diaz Current Date: 5/20/2013

Post Collection Detail

Collection Details

Batch Type: Standard Collection Type: Standard
 Distribution Type: Automatic NCP Name: Whitney Norris
 Type: Cash Source: NCP
 Amount: \$80.00 Posting Date: 04/22/2013
 Release Date: Suspense Type:
 Case Number(s): Case Number 92
 Collection Notes:

Payments to be Posted

Status	Payor	Amount
Complete	Daniel Reardon	\$80.00

Post Identify Payor Clear

SELECT PAYMENT SOURCE

SELECT CASE NUMBER

Address SSN
 Type: Cash Amount: \$80.00
 Check Number Check Date
 Notes

Collection Total for Batch: <-\$80.00>

Batch Total \$80.00
 Processed Collections 1
 Difference \$0.00
 Status Open

Accept Update Cancel

- Post the payment to the case or cases.

Case Management Enforce Financials Locate Orders Paternity

Case ID: 22 Case Type: IV-A Case Function: Enforcement CP Part ID: 63 CP Name: Kathryn Romero Num. of Children: 1 Case Worker: DRIGL1

Status: Open Family Violence: No Address Suppression: No NCP Part ID: 64 NCP Name: Nathan Diaz Current Date: 5/20/2013

Post Collection Detail

Collection Details

Batch Type: Standard Collection Type: Standard
 Distribution Type: Automatic NCP Name: Whitney Norris
 Type: Cash Source: NCP
 Amount: \$80.00 Posting Date: 04/22/2013
 Release Date: Suspense Type:
 Case Number(s): Case Number 92
 Collection Notes:

Payments to be Posted

Status	Payor	Amount
Complete	Daniel Reardon	\$80.00

Post Identify Payor Clear

CLICK [Post] TO POST THE PAYMENT

Payment Details

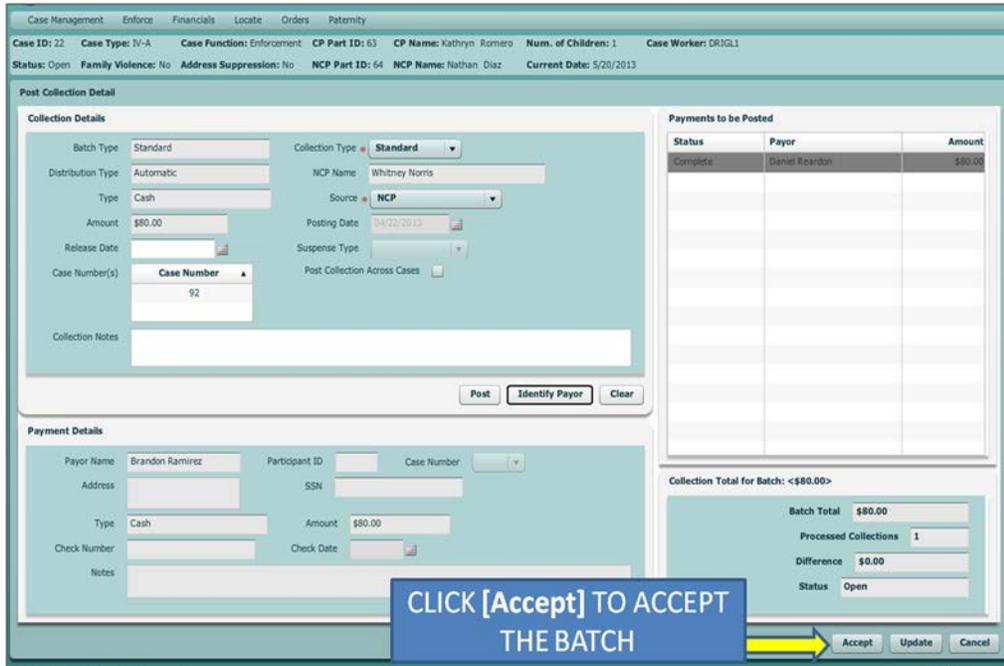
Payor Name: Brandon Ramirez Participant ID: Case Number:
 Address SSN
 Type: Cash Amount: \$80.00
 Check Number Check Date
 Notes

Collection Total for Batch: <-\$80.00>

Batch Total \$80.00
 Processed Collections 1
 Difference \$0.00
 Status Open

Accept Update Cancel

After all payments have been posted, click **[Accept]** to accept the batch of collections.



Step 4 – Distribution

Note: Distribution will work differently depending on payment type as shown below.

Batch Type	Payment Type	Distribution Type
APM Batch (In-Kind and Direct Payment)	Alternate Payment Method	Manual
Standard Batch	Standard Payment	Automatic
Standard Batch	Recoupment Payment	Manual

Standard payments will be distributed automatically. The results can be seen on the Account Summary screen.

1. Open the Account Summary screen from the Financials menu.



The Financial Account Summary screen will automatically appear for the case you are working on. If the batch was processed correctly you will see the payment receipt, distribution, and disbursement listed in the Transaction, Transaction Detail, and Applied Amount columns on the left hand side of the screen. The payment will be distributed to the case debt accounts columns to the right

Case Management Enforce Financials Locate Orders Paternity

Case ID: 22 **Case Type:** IV-A **Case Function:** Enforcement **CP Part ID:** 63 **CP Name:** Kathryn Romero **Num. of Children:** 1 **Case Worker:** USER01

Status: Open **Family Violence:** No **Address Suppression:** No **NCP Part ID:** 64 **NCP Name:** Nathan Diaz **Account on Hold:** No **Current Date:** 5/20/2013

Financial Summary

Transaction Type: All NCP Transactions All CP Transactions From Date: 04/20/2013 To Date: 05/20/2013

Monthly Balance: \$0.00 Total Balance: \$0.00 NCP Acct Balance: \$0.00 CP Acct Balance: \$1,235,05... Expand All Display Closed Obligations Page 1 of 1

Transaction	Transaction Detail	Applied Amount	CSUP Pmt: \$5,000.00 Int: N/A Bal: \$0.00 TBal:\$0.00	R-F-APP Pmt: \$0.00 Int: N/A Bal: \$0.00 TBal:\$20.00	R-OVP Pmt: \$100.00 Int: N/A Bal: \$95.00 TBal:\$95.00	URA Pmt: \$0.00 Int: N/A Bal: \$650.00 TBal:\$0.00	FUT Pmt: N/A Int: N/A Bal: \$671,145.22 TBal:N/A
05/01/2013	Futures Receipt	\$5,000.00	\$5,000.00				
Account Charged #1291							
05/01/2013	Account Charged	\$5,000.00	\$5,000.00				
Receipt(Batch/Item: 58/119)							
04/23/2013	Credit Futures	\$1,123.45					\$1,123.45
04/23/2013	Allocation	\$1,123.45					
04/23/2013	Receipt(Batch/Item: 58/119)	\$1,123.45					
Receipt(Batch/Item: 59/121)							
04/23/2013	Disbursement	\$3,876.55					
04/23/2013	Credit Futures	\$675,018.77					\$675,018.77
04/23/2013	Distribution	\$3,876.55	\$3,876.55				
04/23/2013	Allocation	\$678,895.32					
04/23/2013	Receipt(Batch/Item: 59/121)	\$678,895.32					
URA Account Adjustment #1139							
04/23/2013	URA Account Adjustment	\$50.00				\$50.00	
Receipt(Batch/Item: 57/101)							
04/23/2013	Disbursement	\$1,073.45					
04/23/2013	Disbursement	\$50.00					
04/23/2013	Distribution	\$1,073.45	\$1,073.45				
04/23/2013	CSUP Pass-through	\$50.00	\$50.00				
04/23/2013	Allocation	\$1,123.45					
04/23/2013	Receipt(Batch/Item: 57/101)	\$1,123.45					

ACF Office of Child Support Enforcement Trainee Guest 1

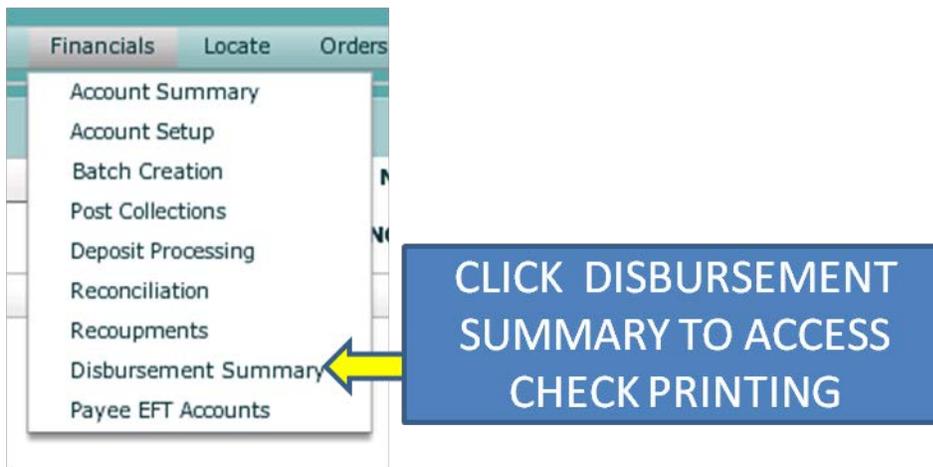
Step 5 – Disbursement Summary / Check Print

The Disbursement Summary screen allows access to the Check Print screen. The Check Print screen allows the user to print checks and to confirm that they have been printed.

Note: Disbursement will work differently depending on your system configuration.

Configuration	Check Register	Check Register Upload	Printed Check
Use External Accounting = TRUE	YES	YES	NO
Use External Accounting = TRUE	YES	NO	YES

1. Open the Disbursement Summary screen from the Financials Menu to access check printing.



2. Click [**Checks**] to open the Disburse Payments screen.

MTS181 EFT System Conversion

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

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

Disbursement Summary

Check Summary

Last Check Print Date: 11/06/2013

Last Check #: 37

No Checks Yet to be processed: 17

Checks printed and not issued: 0

No of pending checks: 0

Total outstanding disbursement Amount: \$796,755.62

No of checks pending reconciliation: 16

EFT Summary

Last EFT Completed Process Date: 11/06/2013

Last EFT Batch Number: 6

No of batches pending approval: 0

No of outstanding EFT transactions: 1

Total outstanding disbursement amount: \$500.00

No of EFT transactions pending reconciliation: 5

Date	Count	Amount	Worker	# Reconciled	# Unreconciled	# Voided
11/06/201	0	\$0.00	BBAGW1	0	0	1
10/17/201	2	\$56.00	USER01	0	2	0
10/15/201	0	\$0.00	USER01	0	0	1
10/15/201	0	\$0.00	USER01	0	0	1
05/20/201	1	\$45.00	USER01	0	1	0
05/20/201	1	\$16,309.67	USER01	0	1	0
05/06/201	1	\$111.84	USER01	0	1	0
04/23/201	0	\$0.00	USER03	0	0	1
04/23/201	0	\$0.00	USER02	0	0	1
04/23/201	1	\$55.66	USER07	0	1	0

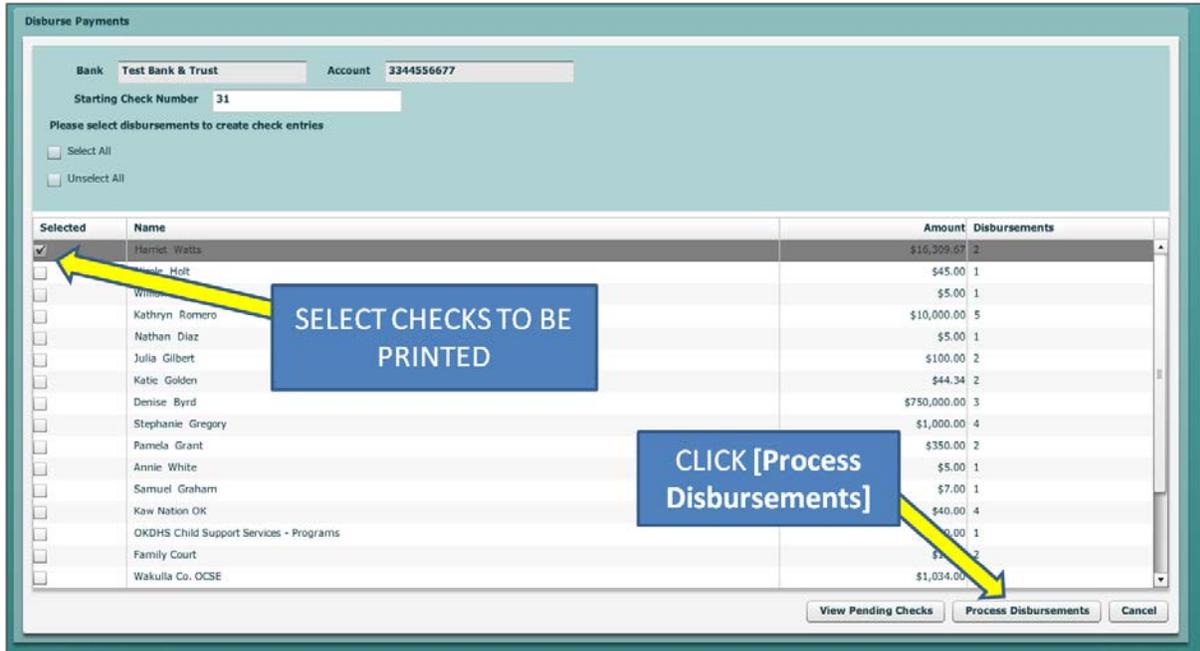
Date	Batch #	Items	Amount	Worker	EFT Status	Reconciled
11/06/2013	6	2	\$200.00	BBAGW1	Created	
11/06/2013	5	2	\$200.00	USER01	Deleted	

CLICK [Checks] TO OPEN THE DISBURSE PAYMENTS SCREEN

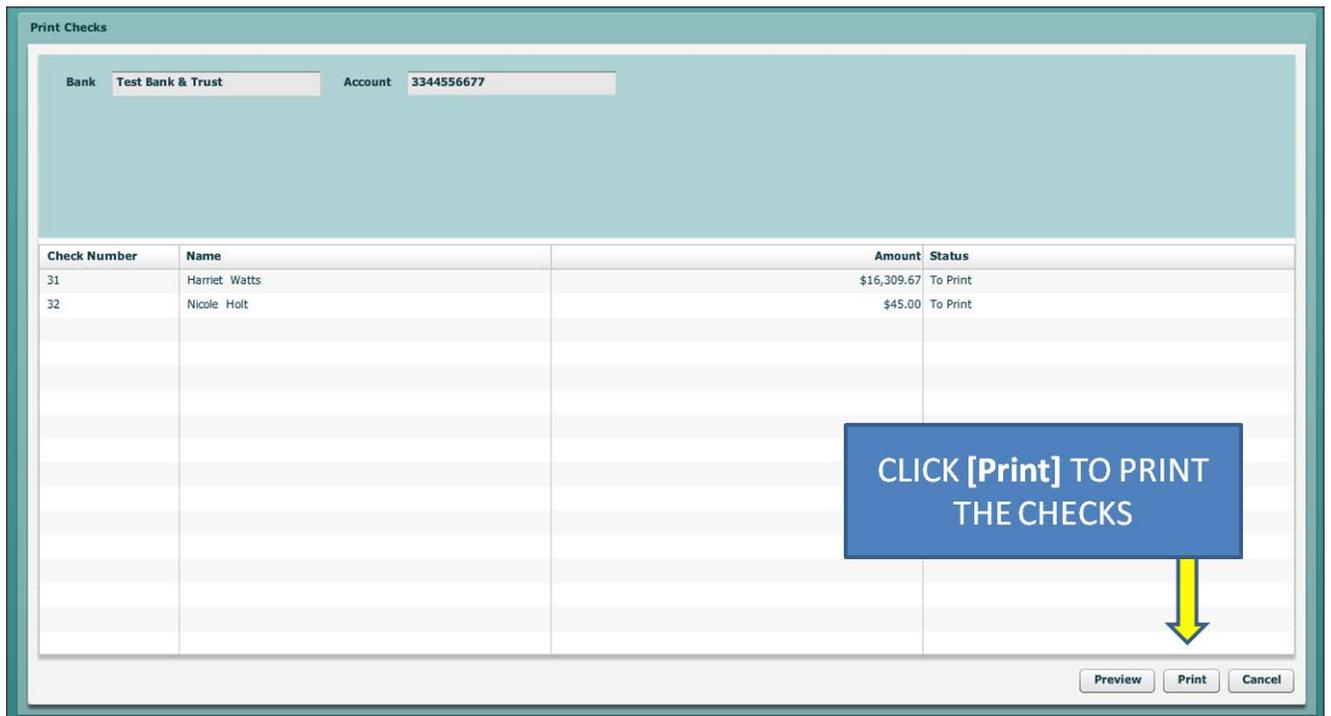
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Checks EFT Cancel

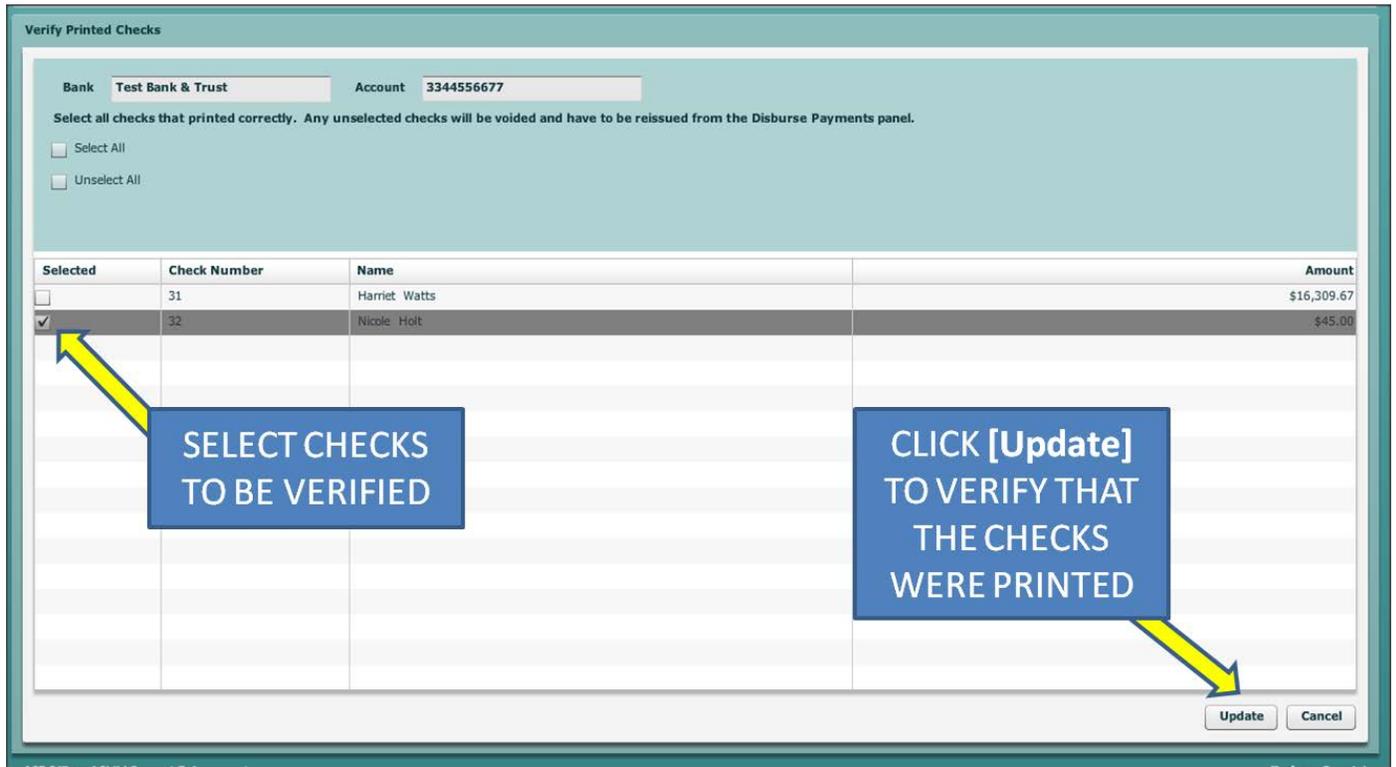
3. In the Disburse Payments screen select the check or checks to be printed.
4. Click [**Process Disbursements**] to open the Print Checks screen.



- In the Print Checks screen, click **[Print]** to print the checks. The Verify Printed Checks screen will open automatically.



6. In the Verify Printed Checks screen, select the checks that have successfully printed and click **[Update]** to mark the checks as issued. Checks not selected will be voided.



7. Deliver the printed checks to the payees according to your tribe's business practice.