

Full Court Enterprise

End of Month Procedures

The best practice is to complete these steps on the *last working day of the month* after all payments for the month have been received.

1. Print “Statements of Receipts and Disbursements” (SRD)

- Reports – Financial Reports – Statements of Receipts and Disbursements
- Enter last working day of the month for “Start Date” and “End Date”
- Check boxes next to “Assets,” “Liabilities,” and “Over/Short”
- Print report

2. Process EOM Disbursements

- Accounting – End of Period Disbursement
- Enter last working day of the month for “Cutoff Date” and click **Retrieve**
- “Liability Accounts to Disburse” dialogue box appears. Click “Select: **All**,” then click **OK**
- Refer to the SRD report printed in the previous step. Confirm that each liability account balance in the report matches its associated figure in the “End of Period Disbursement” page
 - Contact Court Admin Office if any liability account figures do not match.
- Individually select each available checkbox in the “SEL” column on the End of Period Disbursement page.
- Click **Save**
- “Create a single check for each payee?” dialogue box appears. Click **Yes**
- “End of Period Disbursement” page will appear. Click **Cancel**

3. Print “End of Period Disbursement Detail” Report

- Reports – Financial Reports – End of Period Disbursement Detail (EPDD)
- Select **Date Range** radio button
- Choose bank account from the drop-down list
- Enter date that EOM disbursement was performed in the **Start Date** and **End Date** fields
- *Important:* Click the checkbox next to **Totals Only**
- Click **Print**

4. Print Checks

- Accounting – Checks to Print Maintenance
- Choose bank account from the drop-down list
- Click **Retrieve**
- Compare check total on EPDD report to check total(s) on “Checks to Print Maintenance” page
- If totals match, select checkbox of first check to print in “SEL” column
- Load a blank check in printer and click **Print**
 - Tip: To avoid errors, load and print only one check at a time

Full Court Enterprise End of Day Procedures

1. Accounting – Cash Drawer Balance
 - Enter date and time range for cash balance report
 - Begin report one minute after the end date/time of previous cash balance report
 - Select cash drawer
 - Click **Retrieve**
 - Tally each payment type separately and enter in appropriate fields
 - Print the report
 - *Do not click **Over/Short** - Please call Court Admin Office if drawer does not balance.*
 - Click **Cancel**
2. Accounting – Deposit Entry
 - Choose bank account from the drop-down list
 - Enter a cutoff date
 - Choose a cash drawer from the drop-down list
 - Click **Retrieve**
 - Compare each receipt in the “Deposit Entry” page to its associated entry listed in the “Cash Balance” report. If the amounts match, click the checkbox.
 - Click **Save**

Reports to Print:

1. Reports – Financial Reports – Statements of Receipts and Disbursements
 - Enter current date for “Start Date” and “End Date”
 - Check boxes next to “Assets,” “Liabilities,” and “Over/Short”
 - Click **Print**
2. Reports – Financial Reports – Bond Reconciliation Report
 - Enter current date for “Cutoff Date”
 - Click [ALL] for Case Type
 - Click box next to “Totals Only”
 - Click **Print**
3. Reports – Financial Reports – Undispersed Restitution
 - Enter current date for “Cutoff Date”
 - Click **Print**

Verify that report totals match

Column from Statements of Receipts and Disbursements	Corresponding Value
Bond Trust – Ending Balance	“Report Total” from Bond Reconciliation Report
Restitution Trust – Ending Balance	“Report Total” from Undispersed Restitution Report