

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Overview of Financial Manager
Accounts

Standard Operating Procedure

Updated: (10/2016)

View Financial Manager Accounts

COURT / DEPARTMENT / DIVISION

Procedure can be used by all jurisdictions

USER

Anyone who needs to know how to navigate the Chart of Accounts, run reports, and has a basic understanding of the Chart of Accounts.

PURPOSE

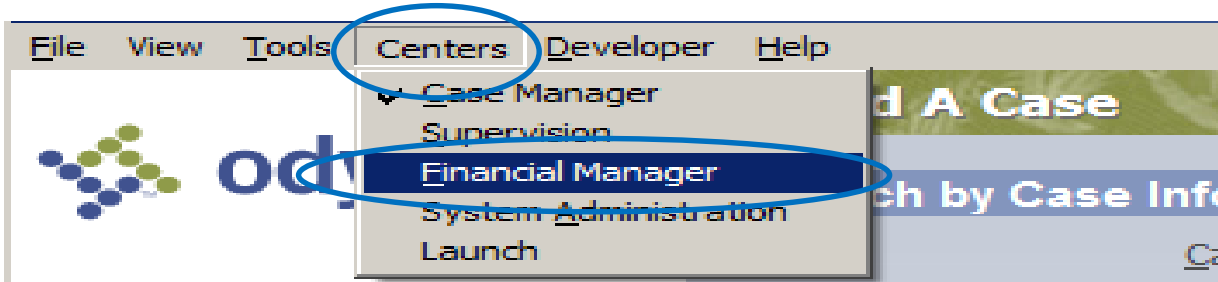
To introduce User to Financial Manager (FM) Chart of Accounts. The Chart of Accounts is the cornerstone of Case Manager's Financial Manager and is the point of entry to viewing and managing financial account information. Balances reflect cumulative balances for any accounts listed. The Chart of Accounts also provides access to an account's transaction register and other general account management features.

The Chart of Accounts displays the level of account roll-up that corresponds to User's permissions. If a User has multi-node access rights, Financial Manager provides a means by which to select which level of the Chart of Accounts to display.

STEPS

Chart of Accounts

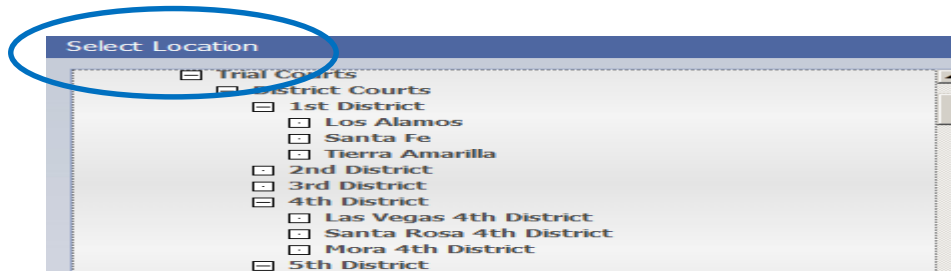
1. From Odyssey **Case Manager Tool Bar** at top of page, click on **Centers** and select **Financial Manager** to access Financial Manager.



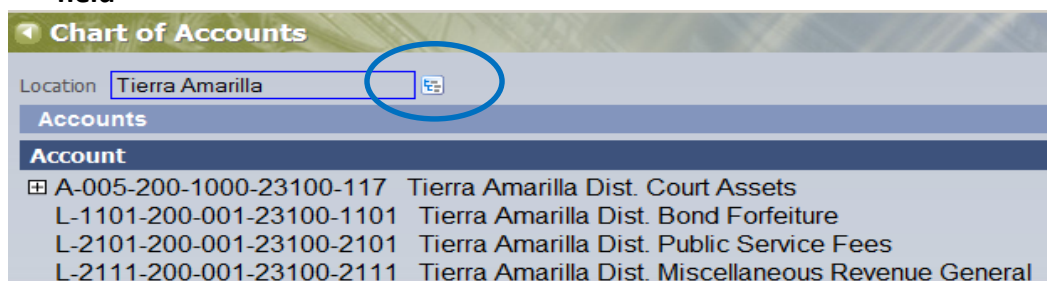
2. On **Financial Manager Home** page, click **Chart of Accounts**



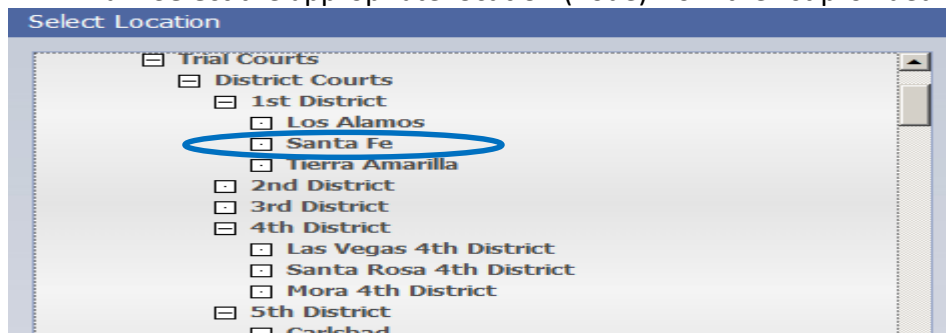
3. The **Chart of Accounts** can be viewed from only **one location** (or node) at a time. If User has the rights to view more than one node, **Financial Manager** provides a **Select Location** window by which User selects the owning node of the **Chart of Account** that is to be viewed.



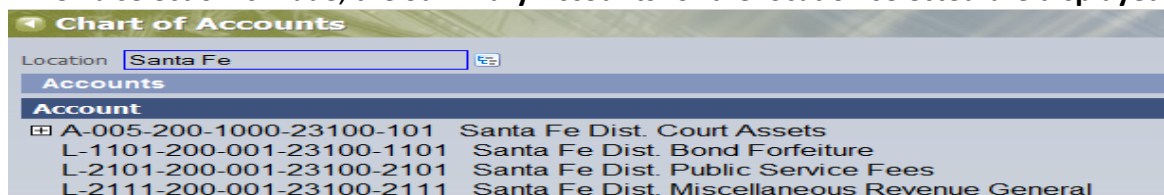
4. To select a **different location** (node), click the **picker box** icon to the right of the **Location** field



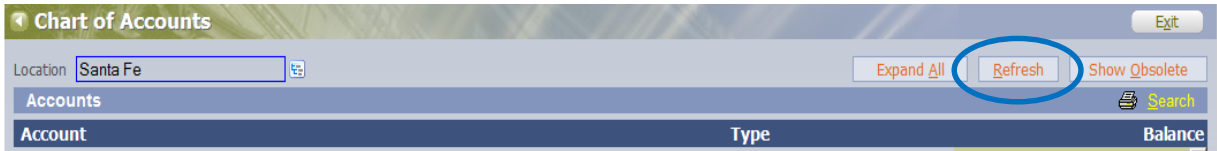
- a. Select the appropriate **location** (node) from the list provided.



When a selection is made, the **Summary Accounts** for the location selected are **displayed**.



If the **Chart of Accounts** has been previously viewed, **Financial Manager** remembers and displays the node viewed last. If User has been working in **Case Manager** and switched back to **Financial Manager**, User should click **Refresh** as the **Chart of Account** may have been updated.



5. There are several different options for viewing the accounts. The **Expand All/Collapse All** and **Show Obsolete/Hide Obsolete** are **toggle** buttons.



a. Click **Expand All** button to view all **child accounts**

<input type="checkbox"/>	L-2131-200-001-23100	1st District Adult Drug Court	Liabilities - Summary Level
	L-2131-200-001-23100-2131	Santa Fe Dist. Adult Drug Court	Current Liability
	L-2131-200-001-23100-2131	Tierra Amarilla Dist. Adult Drug Court	Current Liability
	L-2131-200-001-23100-2131	Los Alamos Dist. Adult Drug Court	Current Liability
<input type="checkbox"/>	L-2132-200-001-23100	1st District Juvenile Drug Court	Liabilities - Summary Level
	L-2132-200-001-23100-2132	Santa Fe Dist. Juvenile Drug Court	Current Liability
	L-2132-200-001-23100-2132	Los Alamos Dist. Juvenile Drug Court	Current Liability
	L-2132-200-001-23100-2132	Tierra Amarilla Dist. Juvenile Drug Court	Current Liability
<input type="checkbox"/>	L-2133-200-001-23100	1st District DWI Drug Court	Liabilities - Summary Level
	L-2133-200-001-23100-2133	Santa Fe Dist. DWI Drug Court	Current Liability
	L-2133-200-001-23100-2133	Tierra Amarilla Dist. DWI Drug Court	Current Liability
	L-2133-200-001-23100-2133	Los Alamos Dist. DWI Drug Court	Current Liability

b. Click **Collapse All** button to view only **parent account**

<input type="checkbox"/>	L-2131-200-001-23100	1st District Adult Drug Court	Liabilities - Summary Level
<input type="checkbox"/>	L-2132-200-001-23100	1st District Juvenile Drug Court	Liabilities - Summary Level
<input type="checkbox"/>	L-2133-200-001-23100	1st District DWI Drug Court	Liabilities - Summary Level



c. Click **Show Obsolete** button to view **obsoleted accounts**. This button can be activated only if there are **obsolete accounts** available. **Obsolete accounts** (when shown) are **stricken** through.

Account	Type	
<input type="checkbox"/> A-005-200-1000-23100	1st District Assets	Assets - Summary Level
<input type="checkbox"/> G-SC-TG-DG-D1C	1st District Converted Liabilities (Temporary Use)	Liabilities - Summary Level
<input type="checkbox"/> G-SC-TG-DG-D1C-101C	Santa Fe Dist. Converted Liabilities (Temporary Use)	Current Liability
<input type="checkbox"/> G-SC-TG-DG-D1C-117C	Tierra Amarilla Dist. Converted Liabilities (Temporary Use)	Current Liability
<input type="checkbox"/> G-SC-TG-DG-D1C-132C	Los Alamos Dist. Converted Liabilities (Temporary Use)	Current Liability
<input type="checkbox"/> L-1101-200-001-23100	1st District Bond Forfeiture	Liabilities - Summary Level

d. Click **Hide Obsolete** button to view only **active accounts**.

Account	Type	
<input type="checkbox"/> A-005-200-1000-23100	1st District Assets	Assets - Summary Level
<input type="checkbox"/> L-1101-200-001-23100	1st District Bond Forfeiture	Liabilities - Summary Level
<input type="checkbox"/> L-2101-200-001-23100	1st District Public Service Fees	Liabilities - Summary Level
<input type="checkbox"/> L-2111-200-001-23100	1st District Miscellaneous Revenue General	Liabilities - Summary Level




Note: Some accounts may display the word "**Inactivated**" in their description. "**Inactivated**" accounts are accounts that are **no longer assessed**, due to **legislative changes**. Receipts may still be posted to these accounts, to accommodate old fines and fees.

- To view a **single account's** child summary account and transaction account **expand** the account by clicking the  icon. Click the **"-" icon**  to **collapse** an **account**. If this location had previously been accessed, **Financial Manager** displays the list already expanded to the account last viewed.


	L-2141-200-001-23100	1st District Alternative Dispute Resolution	Liabilities - Summary Level
	L-2151-200-001-23100	1st District Mediation Program	Liabilities - Summary Level
	L-2141-200-001-23100	1st District Alternative Dispute Resolution	
	L-2141-200-001-23100-2141	Santa Fe Dist. Alternative Dispute Resolution	
	L-2141-200-001-23100-2141	Los Alamos Dist. Alternative Dispute Resolution	
	L-2141-200-001-23100-2141	Tierra Amarilla Dist. Alternative Dispute	
	L-2151-200-001-23100	1st District Mediation Program	

Note: Transaction accounts do not have **expand/collapse icons** because they cannot be the parent to another account.


An **icon** with a **dot** in it  indicates a **summary account** that contains no transaction accounts.

	L-2205-200-24400
	L-2206-200-24400
	L-2301-200-24400

Account balances represent the **current undisbursed balance** of the **account** for the current **month**. They **do not** show a **cumulative balance** of what has been collected in the **account** over a period of time.

	L-2306-200-21800-900	Colfax County Corrections Fee	Liabilities - Summary Level	3,010.00
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Balances are shown at each **level**. The **Summary Level** represents the rolled-up **balance** of the **child accounts**.

	L-2306-200-21800-900	Colfax County Corrections Fee	Liabilities - Summary Level	3,010.00
	L-2306-200-21800-900-2306	Cimarron Magistrate Corrections Fee	Current Liability	0.00
	L-2306-200-21800-900-2306	Springer Magistrate Corrections Fee	Current Liability	805.00
	L-2306-200-21800-900-2306	Raton Magistrate Corrections Fee	Current Liability	2,205.00

- To search for an account, **click** the **Search link** (ALT+ S) to display the **Account Search** dialog.

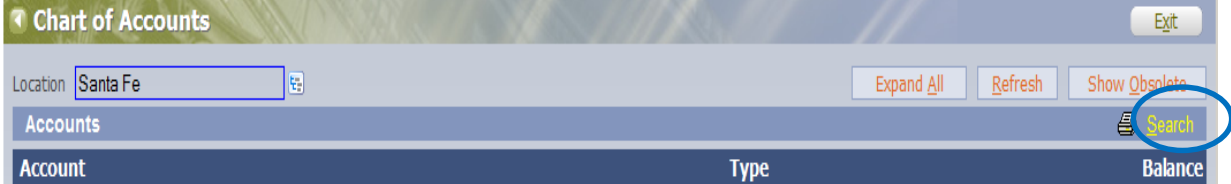




Chart of Accounts Exit

Location: 

Accounts  Search

Account	Type	Balance
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- a. Complete at least **one field** in the **search** criteria. **Description** is the most common field to **search** on. To narrow the search, check the **Summary Accounts** or **Transaction Accounts** box. If one of these boxes is not checked, a search will be completed of all accounts. Click **Search** (ALT+S) to display results.

The **search** result is in **bold**.

<input type="checkbox"/> L-2304-200-001-23100	1st District Judicial Education Fee	Liabilities - Summary Level
<input type="checkbox"/> L-2305-200-001-23100	1st District Courts Automation Fee	Liabilities - Summary
L-2305-200-001-23100-2305	Santa Fe Dist. Courts Automation Fee	Current Liability
L-2305-200-001-23100-2305	Tierra Amarilla Dist. Courts Automation Fee	Current Liability
L-2305-200-001-23100-2305	Los Alamos Dist. Courts Automation Fee	Current Liability
<input type="checkbox"/> L-2306-200-001-23100	1st District Corrections Fee	Liabilities - Summary Level

- b. To **search** by the **GL Account #** field, the entire **account number** must be used, but eliminate the **hyphens**. (i.e. L2521200001231002521)

The **search** result is in **bold**.

<input type="checkbox"/> L-2521-200-001-23100	1st District Compilation Commission General	Liabilities - Summary Level
<input type="checkbox"/> L-2521-200-001-23100-2521	Santa Fe Dist. Compilation Commission Gener	Current Liability
<input type="checkbox"/> L-2521-200-001-23100-2521	Tierra Amarilla Dist. Compilation Commission C	Current Liability
<input type="checkbox"/> L-2521-200-001-23100-2521	Los Alamos Dist. Compilation Commission Ger	Current Liability
<input type="checkbox"/> L-2531-200-001-23100	1st District Mag. PA (Criminal Docket Fee) General	Liabilities - Summary Level

- c. To **search** by **Account Type**, click on the **picker** box icon

...and select **Account** type

Description	Code
1. <input type="checkbox"/> Asset	A
2. <input type="checkbox"/> Assets - Summary Level	S
3. <input checked="" type="checkbox"/> Bank	B
4. <input type="checkbox"/> Current Liability	C
5. <input type="checkbox"/> Liabilities - Summary Level	L

...and continue to populate **Account Types** field. **Search**

The **search** result is in **bold**.

Account	Type
☐ A-005-200-1000-23100-101 Santa Fe Dist. Court Assets	Assets - Summary Level
A-005-200-1000-23100-101-100001 State Treasurer-Santa Fe	Bank
A-005-200-1000-23100-101-100002 Trust Checking-Santa Fe	Bank
A-005-200-1000-23100-101-100003 Trust Savings-Santa Fe	Bank
☐ A-005-200-1000-23100-117 Tierra Amarilla Dist. Court Assets	Assets - Summary Level
A-005-200-1000-23100-117-100001 State Treasurer-Tierra Amarilla	Bank
A-005-200-1000-23100-117-100002 Trust Checking-Tierra Amarilla	Bank
A-005-200-1000-23100-117-100003 Trust Savings-Tierra Amarilla	Bank
☐ A-005-200-1000-23100-132 Los Alamos Dist. Court Assets	Assets - Summary Level
A-005-200-1000-23100-132-100001 State Treasurer-Los Alamos	Bank
A-005-200-1000-23100-132-100002 Trust Checking-Los Alamos	Bank
A-005-200-1000-23100-132-100003 Trust Savings-Los Alamos	Bank
☐ L-1101-200-001-23100 1st District Bond Forfeiture	Liabilities - Summary Level
☐ L-2101-200-001-23100 1st District Public Service Fees	Liabilities - Summary Level

- To **print** the **Chart of Accounts**, click on the small **printer icon**, and then click **Print** to send the print job to User's default printer. The **account will print** out as it is viewed online. This means that if some **accounts** are **expanded** and some **collapsed**, that is the way they will appear on the **printed** page.

- The **General Ledger Account Number** consists of a segment for the transaction account and each parent account in the roll-up. The numbers are designed to "**roll-up**" into **county, district** and **state** summaries. "**A**" or "**L**" at the beginning of the number indicates **Assets** or **Liability** account.

Account	Type	
☐ A-005-200-1000-24000 10th District Assets	Assets - Summary Level	
☐ L-1101-200-001-24000 10th District Bond Forfeiture	Liabilities - Summary Level	
☐ L-2101-200-001-24000 10th District Public Service Fees	Liabilities - Summary Level	Expanded
L-2101-200-001-24000-2101 Fort Sumner Dist. Public Service Fees	Current Liability	
L-2101-200-001-24000-2101 Tucumcari Dist. Public Service Fees	Current Liability	
L-2101-200-001-24000-2101 Mosquero Dist. Public Service Fees	Current Liability	
☐ L-2111-200-001-24000 10th District Miscellaneous Revenue General	Liabilities - Summary Level	
☐ L-2131-200-001-24000 10th District Adult Drug Court	Liabilities - Summary Level	
☐ L-2132-200-001-24000 10th District Juvenile Drug Court	Liabilities - Summary Level	
☐ L-2133-200-001-24000 10th District DWI Drug Court	Liabilities - Summary Level	
☐ L-2141-200-001-24000 10th District Alternative Dispute Resolution	Liabilities - Summary Level	
☐ L-2151-200-001-24000 10th District Mediation Program	Liabilities - Summary Level	
L-2151-200-001-24000-2151 Fort Sumner Dist. Mediation Program	Current Liability	
L-2151-200-001-24000-2151 Tucumcari Dist. Mediation Program	Current Liability	
L-2151-200-001-24000-2151 Mosquero Dist. Mediation Program	Current Liability	
☐ L-2201-200-001-24000 10th District Cash Bond	Liabilities - Summary Level	Collapsed
☐ L-2301-200-001-24000 10th District Warrant Fee	Liabilities - Summary Level	
☐ L-2302-200-001-24000 10th District Substance Abuse Lab Fee	Liabilities - Summary Level	

Transaction Register

The **Transaction Register** displays all transactions in a **'bank'** or **'current'** level account, and the balance of the account when the transaction was created. Because they do not contain transactions, **'summary'** level accounts do not have **transaction registers**.

1. On the **Chart of Accounts**, click the **GL number** or **description** of the transaction account to view the **transaction register** of that account.

Account	Type
A-005-200-1000-24100-1116	Aztec/Farmington Dist. Court Assets Assets - Summary Level
L-1101-200-001-24100-1101	Aztec/Farmington Dist. Bond Forfeiture Current Liability
L-2101-200-001-24100-2101	Aztec/Farmington Dist. Public Service Fees Current Liability
L-2101-200-001-24100-2101A	Aztec/Farm D. Reimbursement Current Liability
L-2111-200-001-24100-2111	Aztec/Farmington Dist. Miscellaneous Revenue Gener Current Liability
L-2131-200-001-24100-2131	Aztec/Farmington Dist. Adult Drug Court Current Liability
L-2132-200-001-24100-2132	Aztec/Farmington Dist. Juvenile Drug Court Current Liability
L-2133-200-001-24100-2133	Aztec/Farmington Dist. DWI Drug Court Current Liability
L-2141-200-001-24100-2141	Aztec/Farmington Dist. Alternative Dispute Resolution Current Liability

The **title** of the **register** (i.e. Adult Drug Court) is the **GL number** of the corresponding transaction account.

Date	Ref	Detail	Decrease	Increase	Balance
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Information on the Transaction Register includes:

- **Date** and **audit ID** of the transaction
- **Ref** - Displays the **Transaction Type** and **Reference number** (receipt, check number, or queued if this is a check that hasn't yet been printed). If the transaction was voided or reversed, then the register displays **VOID** or **REVERSE** plus the transaction type.
- **Detail** - For checks, this column displays the name in the **"Pay To"** field. For deposits, it displays **DEPOSIT**. If there is only one account that corresponds to the transaction, its number and description are provided. If there is more than one account in the **DEPOSIT**, the column displays **"- accounts-"**.
- **Decrease and Increase** - If this is a Current Liability, these columns indicate how and by what amount the transaction affected the account.
- **Payment and Deposit** - If this is a 'Bank' account, these columns indicate how and by what amount the transaction affected the account.
- If the **amount** in any of these fields is **negative**, the amount is enclosed in **parentheses**.
- A **checkmark** in the **Reconcile** column of a 'Bank' account - If a transaction has been marked **cleared, but not reconciled**, the checkmark is **red**. If the **transaction** has been **cleared and reconciled**, it is **green**.
- **Balance** - The balance after the transaction. If it is negative, it is enclosed in parentheses. Fee totals are listed in green.

Date	Ref	Detail	Decrease	Increase	Balance
204440	03/08/2016	Deposit	DEPOSIT	150.00	350.00
204444	03/07/2016	Reverse Deposit	-accounts-	(50.00)	200.00
204571	03/08/2016	Deposit	DEPOSIT	50.00	200.00
204159	03/04/2016	Fine/Fee Disburse	State Treasurer	1,300.00	150.00

- To **change the view** of the Transaction Register, **click on the down-arrow** in the **Account** field in the **register header** to select a different transaction register to view. In the **Sort field**, click to select a different column for arranging data that is currently displayed. The **two** most common selections are to be **Reverse Date** and **Reverse Date – Related**.

Transaction Register

GL Account: L-2151-200-001-24300-2151 Location: Bernalillo

Account: Bernalillo District Mediation Program

Sort: Reverse Date - Related

Date	Ref	Detail	Decrease	Increase	Balance
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- Reverse Date** will sort transactions in **date order** with the most current dated transaction as the first transaction on the page.

Example:

56386	02/13/2013	Deposit	DEPOSIT	5,000.00	✓
56092	02/11/2013	Deposit	DEPOSIT	2,000.00	✓
55240	02/05/2013	Adjustment	100003 - Trust Savings-Bernalillo	53,900.00	✓
205485	03/14/2016	Reverse Adjustmer	100003 - Trust Savings-Bernalillo	2.14	✓
205481	03/14/2016	Reverse Adjustmer	100003 - Trust Savings-Bernalillo	(53,900.00)	✓
205413	03/14/2016	Reverse Adjustmer	100003 - Trust Savings-Bernalillo	441,813.18	✓

- Reverse Date-Related** will sort transactions in **date order** with the **most current** dated initial **transaction** as the first transaction on the page and any subsequent actions done to that initial transaction (i.e. reversal, adjustment) will be next to the initial transaction even though the subsequent transaction is dated after the initial transaction.

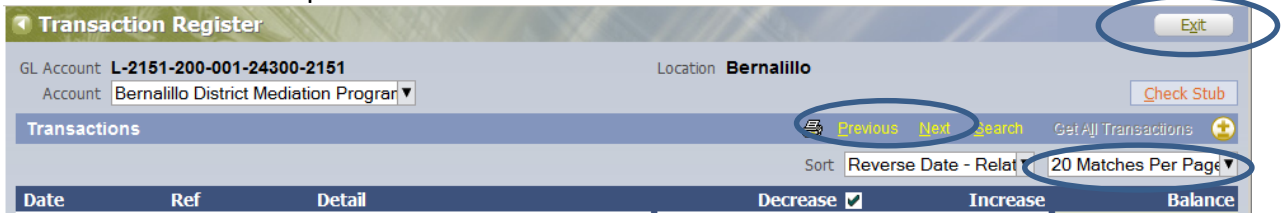
Example:

56092	02/11/2013	Deposit	DEPOSIT	2,000.00	✓
55240	02/05/2013	Adjustment	100003 - Trust Savings-Bernalillo	53,900.00	✓
205481	03/14/2016	Reverse Adjustmer	100003 - Trust Savings-Bernalillo	(53,900.00)	✓
55104	02/04/2013	Adjustment	100003 - Trust Savings-Bernalillo	34,925.29	✓

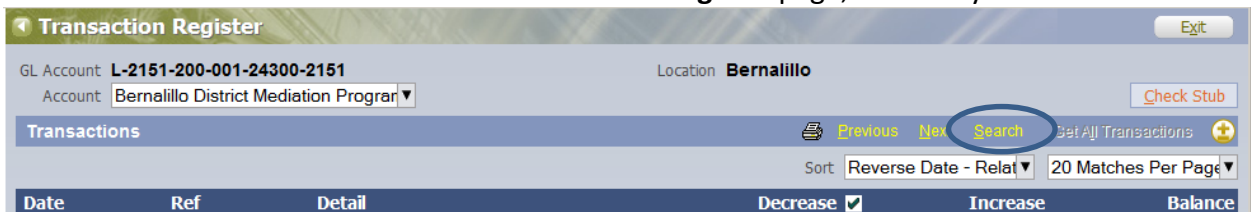
In the 'Transactions Per Page' field, click the **down arrow** to select more or fewer items to display on the page.

Click **Next** (ALT+N) or **Previous** (ALT+P), if available, to **navigate** a long list, **page by page**.

Click the **Exit** button or press **ESC** to return to the **chart of accounts**.

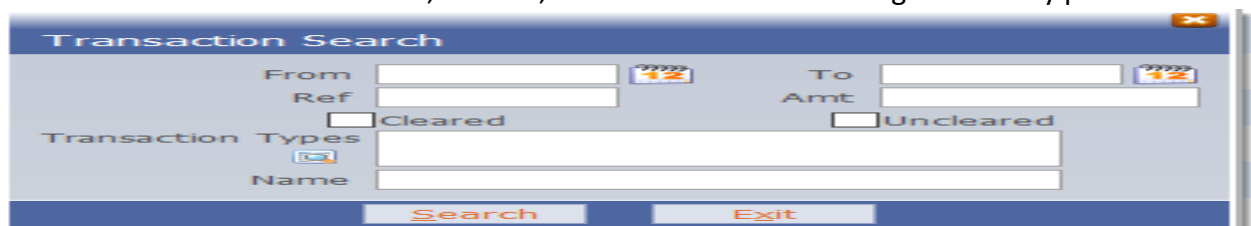


3. To **search** for a **transaction** on the **Transaction Register** page, click the yellow **Search** link.

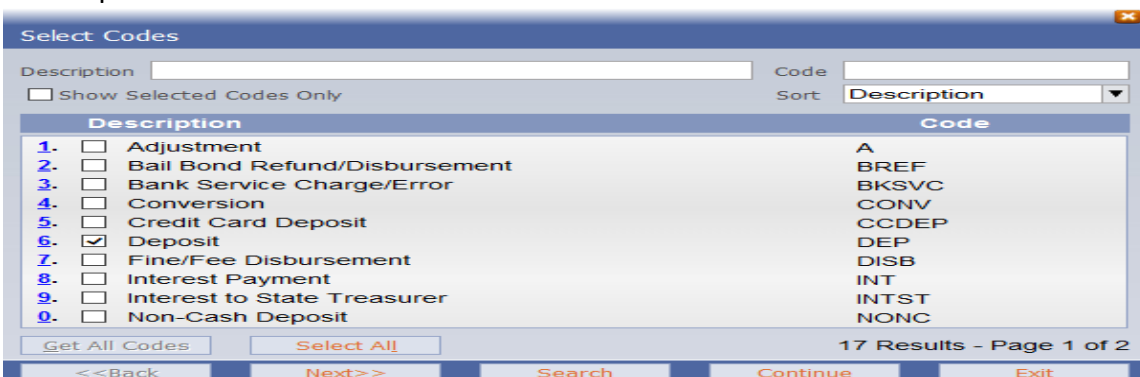


Financial Manager displays the **Transaction Search** dialog. Complete one or more search criteria fields to narrow the search, then click Search (ALT+S):

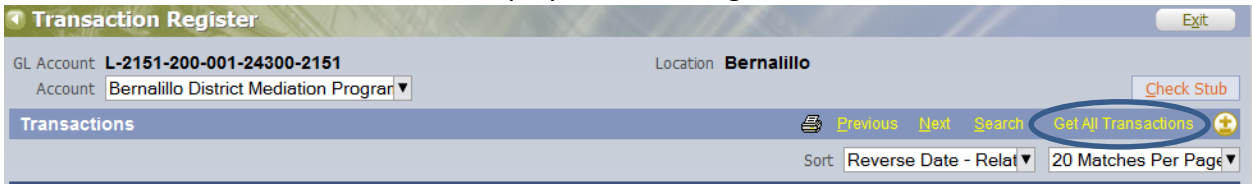
- **From/To** – From is optional; To defaults to today
- **Ref** – A transaction's reference number (for example, a check number)
- **Amount** – Specify the exact amount of the transaction, if known.
- **Cleared and/or Uncleared** – Select one or the other to limit the view. If neither or both are chosen, the report includes cleared and uncleared transactions.
- **Name** – This is the "Pay To" name in a check transaction, for example. Currently User must enter the full last name, comma, first name. No wildcarding is currently permitted.



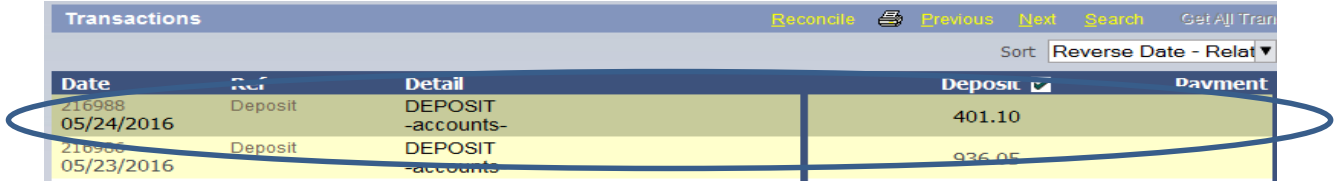
- **Transaction Types**- Click the picker box to the left of the field to limit the specific search to specific transactions.



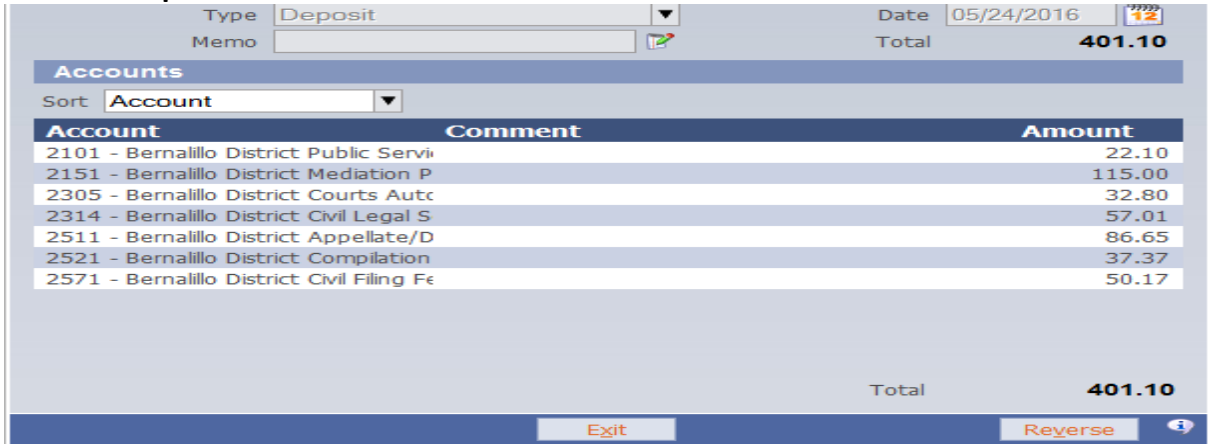
Click on **Get All Transactions** link to display the full list again.



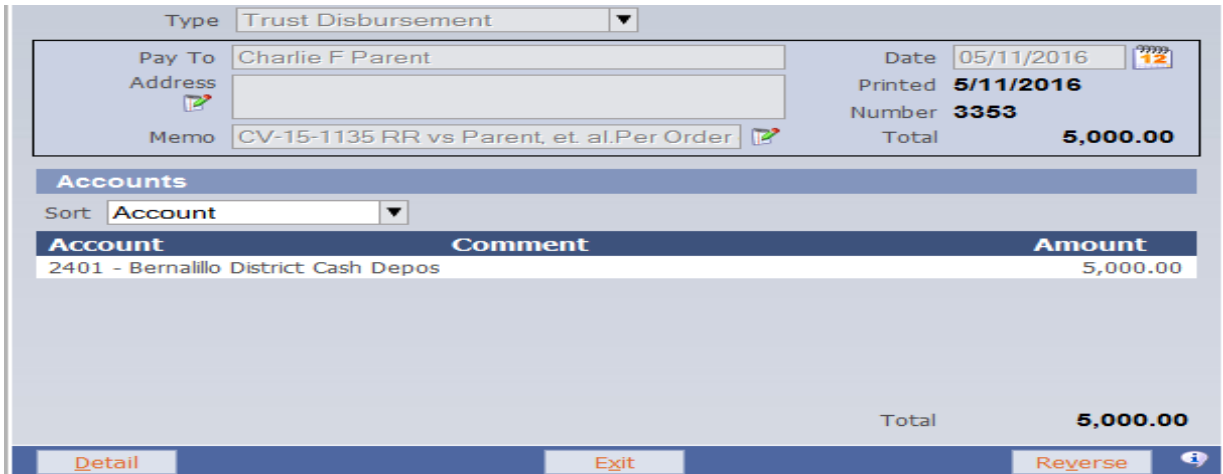
- To **View transaction details**, from the search results or transaction register, **click on a specific transaction** to view its **details**. **Financial Manager** displays the appropriate **transaction dialog** (View a Deposit, View a Check, View a Payment, View an Adjustment)



- View Deposit detail:



- View Check detail:



If there are **unprocessed Checks** in the **Queue** they can be viewed by clicking on the **blue highlighted Queued** link.

217329	Deposit	DEPOSIT		9.35	2,750.15
09/15/2016		-accounts-			
217089	Fine/Fee Disburse	State Treasurer		680.25	2,740.80
05/26/2016	Queued	-accounts-			
217326	Deposit	DEPOSIT		159.80	3,421.05
05/26/2016		-accounts-			

Account Balances Report

1. About the report

The **Account Balances Report** is a summary or detail (Transactions) report of the account balances at a single location (node), or at a location and below. This report can be used to view each account's balance, and to see a summary of the asset and liability accounts. This is useful when processing the month-end (end of reporting period) remittance report. This report is requested by node. If the report is requested at a court node, User will only see the accounts at that court level.

- 1st District
 - Los Alamos
 - Santa Fe
 - Tierra Amarilla

Account Balances

NEWRELEASE

As Of: 05/31/2016 Accounts: **Some Transaction**

Report Options: **Run Summary and Detail**

Santa Fe

Assets

1,285,083.26

Account	Transaction Account Type	Balance
A-005-200-1000-23100-101-100001 State Treasurer-Santa Fe	Bank	11,476.48
A-005-200-1000-23100-101-100002 Trust Checking-Santa Fe	Bank	1,216,237.02
A-005-200-1000-23100-101-100003 Trust Savings-Santa Fe	Bank	57,369.76

Liabilities

1,285,083.26

Account	Transaction Account Type	Balance
L-1101-200-001-23100-1101 Santa Fe Dist. Bond Forfeiture	Current Liability	2,500.00
L-2101-200-001-23100-2101 Santa Fe Dist. Public Service Fees	Current Liability	(156.10)
L-2111-200-001-23100-2111 Santa Fe Dist. Miscellaneous Revenue General	Current Liability	22.00

If, however, this report is requested at the parent (**District/County**) node, User will see the Summary for **all courts** within that node.

- 1st District
 - Los Alamos
 - Santa Fe
 - Tierra Amarilla

Account Balances

NEWRELEASE

As Of: 05/31/2016 Accounts: **Some Summary**

Report Options: **Run Summary and Detail**

1st District

Assets	1,618,108.71
A-005-200-1000-23100 1st District Assets	1,618,108.71
 Liabilities	 1,618,108.71
L-1101-200-001-23100 1st District Bond Forfeiture	2,500.00
L-2101-200-001-23100 1st District Public Service Fees	(214.15)
L-2111-200-001-23100 1st District Miscellaneous Revenue General	22.00
L-2131-200-001-23100 1st District Adult Drug Court	0.00

2. Run the report

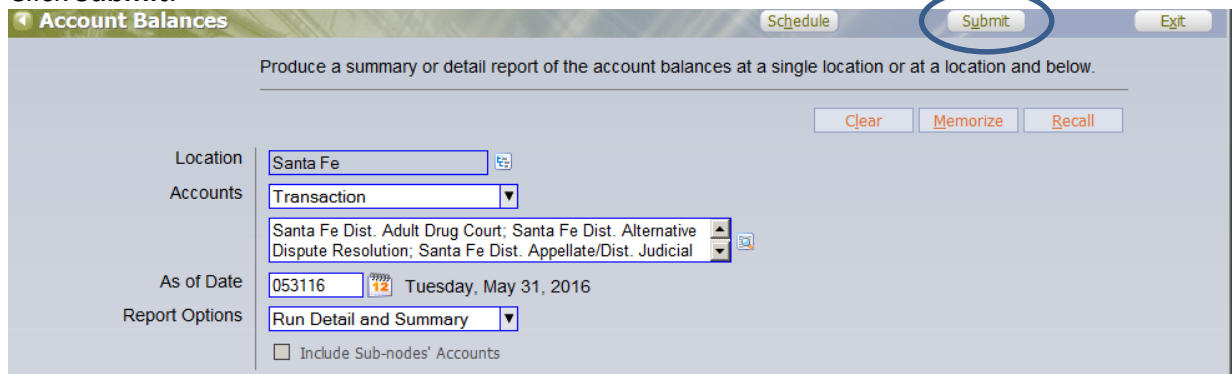
On the **Financial Manager** navigation bar, click on **Reporting**, then **Account Balances** (left-side), then **Account Balances** (right-side) to get the parameters page for this report.



Enter report parameters as needed for desired report:

- **Location** -- Select the desired location (i.e., court, county, district)
- **Accounts** – Select Transaction or Summary accounts. In the box below, use the picker icon to select specific accounts, if any, to limit the report.
- **As of Date** – Select the date. For month-end, this is the last day of the month.
- **Report Options** -- Select Run Only Detail to see the balance of each account. Select Run Summary and Detail to see the details followed by a summary total balance per account type (Assets, Liabilities, Bank, Asset, Liability).
- **Include Sub-nodes Accounts** (if needed) – Click to display all accounts owned by the selected location’s sub-nodes, and their balances.

Click **Submit**.



Financial Manager displays a dialog where User can enter a single, or multiple, **email address(es)**. If there are additional recipients, separate the names with a semi-colon. Check the Checkbox **Attach Any Files Generated by Job and Keep Files in Job History**. Click **Finish**.

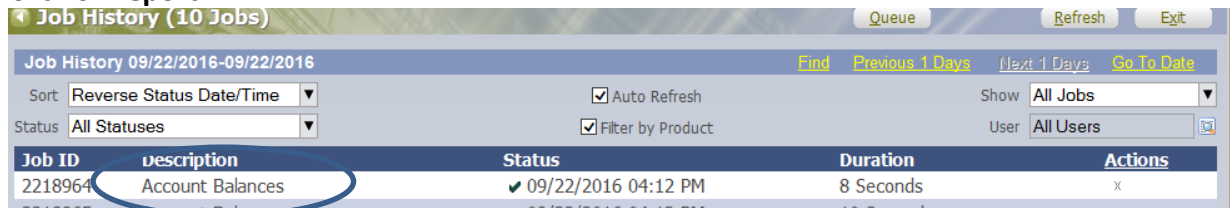


Check **email** for an email message titled '**Case Manager Job Processing Notification**'. The requested report is a **PDF** attachment that is the report.

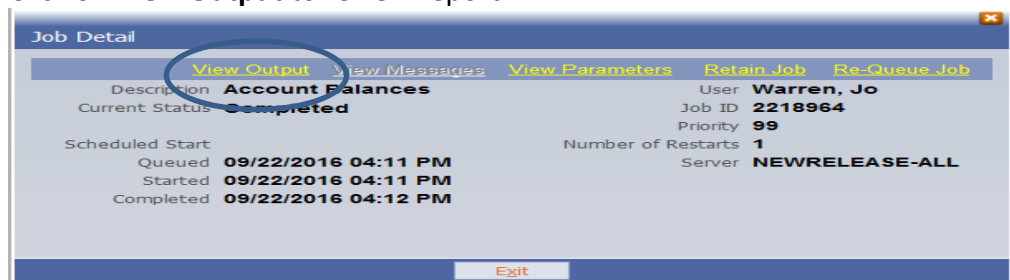
If User does **not** check the checkbox, retrieve the report from Financial Manager's Job History queue.



Click on **report**



Click on **View Output** to review report.



3. View results

Asset account are listed and totaled first, followed by liabilities. Balances shown are from the As Of Date specified in the report parameters.

- Assets total is the sum of the balances in the account types of **“Bank”** and **“Asset”** that are among the accounts that met the report parameters.
- For **summary** accounts (if any), the report lists the **account numbers, descriptions** and **balances** of each transaction account that contributed to the total **Assets**.

Account Balances

NEWRELEASE

As Of: 05/31/2016 Accounts: **Some Transaction** Report Options: **Run Summary and Detail**

Santa Fe

Assets **1,285,083.26**

Account	Transaction Account Type	Balance
A-005-200-1000-23100-101-100001 State Treasurer-Santa Fe	Bank	11,476.48
A-005-200-1000-23100-101-100002 Trust Checking-Santa Fe	Bank	1,216,237.02
A-005-200-1000-23100-101-100003 Trust Savings-Santa Fe	Bank	57,369.76

- Liabilities total is the sum of the balances in the summary accounts (if selected) of type **“Liabilities”**, and/or transaction accounts of type **“Current Liability”**.
- For **summary** account (if any), the report lists the **account numbers, descriptions** and **balances** of each transaction account that contributed to the total **Liabilities**.

Liabilities

1,285,083.26

Account	Transaction Account Type	Balance
L-1101-200-001-23100-1101 Santa Fe Dist. Bond Forfeiture	Current Liability	2,500.00
L-2101-200-001-23100-2101 Santa Fe Dist. Public Service Fees	Current Liability	(156.10)
L-2111-200-001-23100-2111 Santa Fe Dist. Miscellaneous Revenue General	Current Liability	22.00
L-2131-200-001-23100-2131 Santa Fe Dist. Adult Drug Court	Current Liability	0.00
L-2132-200-001-23100-2132 Santa Fe Dist. Juvenile Drug Court	Current Liability	0.00
L-2133-200-001-23100-2133 Santa Fe Dist. DWI Drug Court	Current Liability	0.00
L-2141-200-001-23100-2141 Santa Fe Dist. Alternative Dispute Resolution	Current Liability	630.00
L-2151-200-001-23100-2151 Santa Fe Dist. Mediation Program	Current Liability	702.00
L-2201-200-001-23100-2201 Santa Fe Dist. Cash Bond	Current Liability	1,457,811.56

Transaction Detail Report

1. About the report

This is a report of account transactions from the **Transaction Register** for a selected **GL account**. Use it to print out all or some of the transactions contained within a specific GL account's transaction register.

2. Run the report

On the **Financial Manager** navigation bar, click **Reporting** then **Transaction Detail**, then **Transaction Detail** again.



Case Manager displays the Parameters page for this report.

The screenshot shows the 'Transaction Detail' parameters page. It includes the following fields and options:

- Location: Text input field with a picker icon.
- Date Range: Start Date and End Date input fields with calendar icons.
- GL Account: Dropdown menu.
- Check Type: Text input field with a picker icon.
- Check Options: Dropdown menu.
- Payment Type: Text input field with a picker icon.
- Payment Options: Dropdown menu.
- Deposit Type: Text input field with a picker icon.
- Deposit Options: Dropdown menu.
- Sort Order: Dropdown menu.
- Include Adjustment Transactions: Checkbox.
- Include Voids/Reversals: Checkbox.

Report parameters:

- **Location** – Provide this to run a report of GL account transactions at the selected node.
- **Date Range** -- Enter the starting transaction date and the ending transaction date.
- **GL Account** -- Select a single GL Account to appear on the Transaction Detail report.
- **Check Type** -- Select All, or use the picker icon to specify check types to limit the report results.
- **Check Options** – Use down-arrow to select: Include cleared and uncleared checks, Include only cleared checks, or Include only uncleared checks
- **Payment Type** – Select All, or use the picker icon to specify payment types to limit the report results.
- **Payment Options** – Use down-arrow to select: Include cleared and uncleared payments, Include only cleared payments, or Include only uncleared payments
- **Deposit Type** – Select All, or use the picker icon to specify deposit types to limit the report results.
- **Deposit Options** – Use down-arrow to select: Include cleared and uncleared deposits,

Include only cleared deposits, or Include only uncleared deposits.

- **Sort Order** – Use down-arrow to select: Date, Reference #, Reverse Date, or Transaction Type. There is an additional field to refine the sort order.
- Check-mark Include **Adjustment Transactions and/or Include Voids/Reversals** if required for report being produced.

Click **Submit**.

Financial Manager displays a dialog where User can enter a single, or multiple, email **address(es)**. If there are additional recipients, separate the names with a semi-colon. Click **Attach Any Files Generated by Job and Keep Files in Job History**.

Click **Finish**.

Check email for an email message titled '**Case Manager Job Processing Notification**'. The requested report is a PDF attachment that is the report. If User does not check the checkbox, or if User does not email reports, the report can be retrieved from Financial Manager's Job History queue.

3. Report Results

View header information:

- Date Range
- Sorted by
- Types Selected
- Location

Transaction Detail

NEWRELEASE

Date Range: 03/01/2016 to 03/31/2016 Sorted By: Date

Types: All Checks, All Payments, All Depos...

2nd District

View transaction-specific information:

- **Transaction Date** – date of specific transaction
- **Transaction Type and Reference #** – Transaction Type identifies types of deposits and/or disbursements; Reference # is the ‘check’ number
- **Detail** – If a check, shows the name to whom the check was written; if a deposit shows “DEPOSIT” and displays the GL account and description. If the transaction includes multiple accounts, it will display “-Accounts-”.
- **Cleared** – If this transaction was marked as having appeared on a bank statement, there is a checkmark in this column
- **Payment and Deposit** – If this is a Cash Account, these columns indicate how and by what amount the transaction affected the account.

A-005-200-1000-23200-202-100002 -- Trust Checking-Albuquerque

Transaction Date	Transaction Type Reference #	Detail	Cleared	Deposit	Payment
03/01/2016	Deposit	DEPOSIT 2201 -- Albuquerque District Cash Bond	<input checked="" type="checkbox"/>	\$2,500.00	
03/02/2016	Bail Bond Refund/D 11221	Andrea Dominguez 2201 -- Albuquerque District Cash Bond	<input checked="" type="checkbox"/>		\$500.00
03/03/2016	Interest Payment	DEPOSIT 2501 -- Albuquerque District Interest General	<input checked="" type="checkbox"/>	\$4.69	
03/03/2016	Interest to State Tre 11222	CLERK OF THE DISTRICT COURT 2501 -- Albuquerque District Interest General	<input checked="" type="checkbox"/>		\$4.69

- **Decrease and Increase** – These columns indicate how and by what amount the transaction affected the specific account.

L-2151-200-001-23200-2151 -- Albuquerque District Mediation Program

Transaction Date	Transaction Type Reference #	Detail	Cleared	Decrease	Increase
03/01/2016	Fine/Fee Disburse 2262016	State Treasurer -Accounts-		\$650.00	
03/01/2016	Fine/Fee Disburse 2252016	State Treasurer -Accounts-		\$3,046.00	
03/01/2016	Fine/Fee Disburse 2292016	State Treasurer -Accounts-		\$1,078.00	
03/01/2016	Credit Card Deposit	DEPOSIT -Accounts-			\$360.00
03/01/2016	Deposit	DEPOSIT -Accounts-			\$2,884.00

- **Total** – Shows the totals of Deposits and Payments, within the noted time-frame, for the account requested.

03/31/2016	Bail Bond Refund/D 11236	JEREMIAH GLENN 2201 -- Albuquerque District Cash Bond	<input checked="" type="checkbox"/>		\$5,000.00
03/31/2016	Deposit	DEPOSIT 2201 -- Albuquerque District Cash Bond	<input checked="" type="checkbox"/>	\$1,050.00	
Total:				33,658.64	96,159.56

The **report** can be **printed** and/or **saved**.