

# COURT FINES



Used by county, district and municipal courts, the AccuFund Court Fines module tracks citations issued by law enforcement and the associated accounting, dispensation and reporting. Court clerks can save enormous amounts of time and end the practice of writing citation data in docket books, as the entire process — from when a citation enters the court system to when it's remitted and the funds are disbursed — is completely automated. The only handwriting needed is the signature on the citation.

With the Court Fines module, you can pull up information on a particular citation immediately. Entry to either a computer program or the docket book is no longer necessary, as the sophisticated Court Fines module maintains and sorts all the citation data. The module provides an electronic version of the docket book.

Using the Court Fines module, every step in processing a citation is simplified. You save the time once spent trying to catch up on all the paperwork. The Court Fines module further helps you save on storage space, as the large and heavy docket books become obsolete.

## OVERVIEW

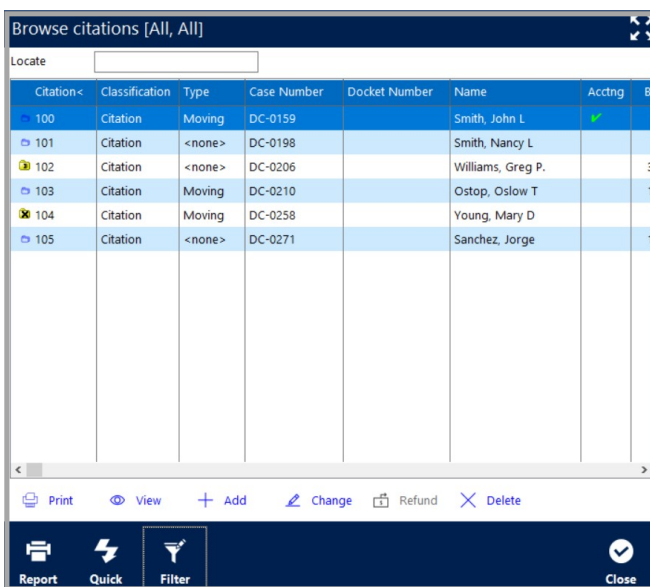
The AccuFund Court Fines module allows clerks to enter citations quickly and easily, offering fields that match the paper citation. Specialized fields can be added, if necessary, and multiple violations can be included in one citation. The automatically calculated fine amounts can be customized, increased or decreased for individual cases.

With the Court Fines module, you can effortlessly find and bring up citations by the citation number, docket number, case number, or the defendant's name.

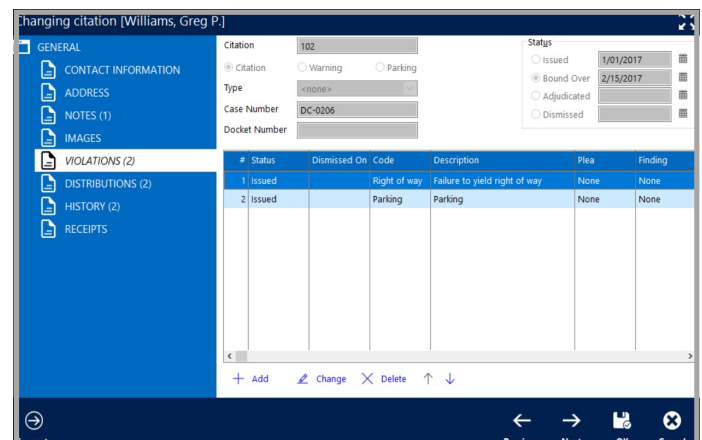
You can view the history of payments made and the balance due, and see the accounts or funds to which the collected fines for each violation are allocated (i.e. the General Fund or Victim's Assistance Fund).

The Court Fines module calculates the percentage going to each fund and tracks the movement of fine payments to the AccuFund Accounting Suite Accounts Payable module, showing which citations are linked to each fund and establishing an audit trail.

The Court Fines module also links to the AccuFund Accounting Suite Cash Receipts module for creating receipts when fines are paid. You can then query paid citations and view the overall accounting activity. Reports can be generated listing citations according to the violation type, the official writing the citation, or the judge assigned.



AccuFund Browse Citations window lets each user view just the citations they need based on date, status, type, accounting status and other options.



The Citation screen lets you see all aspects of each citation, including the violations, contact information, history of actions and receipts.

## FEATURES

The AccuFund Court Fines module has several features that provide tremendous value:

- Violation types are user-definable and an unlimited number of violation types may be entered in the system.
- Bail bonds can also be posted and tracked.
- All officials involved with the citation can be identified, such as the police officer, judge, defense attorney and prosecutor.
- Citations can be assigned one of four statuses: issued, bound over, adjudicated and dismissed.
- Citation history is kept up-to-date and reflects any changes.
- Images of the citations can be created via scanning and stored in the system.
- Citations include a notes section and date every note entered.

*An important aspect of Court Fines management is tracking the funds to be paid to other jurisdictions based on the type of violation. AccuFund tracks the required distributions and transfers required amounts to Accounts Payable for payment once the fine is paid.*

The screenshot displays the 'Court Fines' module interface. At the top, there is a navigation bar with icons for Officials, Citations, Disbursements, Report Fines, Cash Receipts, and Exit. Below this is a 'Browse disbursements' section with a 'Locate' search box and a table showing a disbursement on 2/28/2017 for 'February citation disbursement' with a bill count of 1 and an amount of 25.00. The 'Viewing disbursements' section shows the same details in a larger view, including a dropdown for 'Number of bills in' set to 1 and an amount of 25.00. At the bottom, there is a table with columns: Due Date, Pay From, Hold, Invoice, Type, Lookup, and Name. The first row shows a due date of 3/30/2017, an invoice date of 2005-02-28, and a name of 'Colorado Department of'.

Activity Date	Description	Bill Count	Amount
2/28/2017	February citation disbursement	1	25.00

Activity Date	Description	Bill Count	Amount
2/28/2017	February citation disbursement	1	25.00

Due Date	Pay From	Hold	Invoice	Type	Lookup	Name
3/30/2017			2005-02-28	Invoice	5	Colorado Department of

## COMPONENT INTEGRATION, AVAILABILITY & REPORTING

The Court Fines module is integrated with:

- General Ledger for financial reporting,
- Cash Receipts for creating receipts and reviewing cash history, and
- Accounts Payable for tracking citation fines disbursed to responsible agencies.

The Court Fines module is available with both the Standard and Professional editions of the AccuFund Accounting Suite.

AccuFund provides a set of default reports with the Court Fines component. These reports and forms may be modified or added to through the Reports/Forms Designer. When reports are run there are multiple selections available. The default reports include:

- Citations list
- Citation detail document
- Violations list
- Citation accounting distribution