

Laser Fax

Modification 5
Modification 5.24
September 13, 2005

COST TYPE REPORT MODIFIED

The summary page of the Cost Type report will now show a monthly breakdown of the selected cost. Prior to this change, the summary version of the report would display just one total for the year. This change is the result of several user suggestions.

As a reminder, the Cost Type Report is Option 17 on the Accounting Menu. This report displays disbursements to cost types for a given year. For example, if you want to know the amount of postage costs your district court collected and disbursed this year, you will type 2005 in the Year Ending field, and CA6 in the Cost Type field. (Normally, you will want the summary version of the report, but if you want to know docket numbers, then type D in the Detail/Summary field.)

The printed report will look similar to the example below:

Cost Type	Month	Amount Applied
CA6	January	517.16-
CA6	February	472.37-
CA6	March	417.58-
CA6	April	441.45-
CA6	May	414.68-
CA6	June	526.18-
CA6	July	569.89-
CA6	August	509.31-
	Grand Total	3,868.62