

STARS Reconciliation (CC/DC)

Roles and Functions (High-level):

- STARS Payment Entry - *Cashier*
- STARS Reconciliation – *Fiscal Supervisor/Accounting supervisor*

STARS Reconciliation

1. Open a STARS (P&P, CCU or Other) till, if not already open.
2. Sign-on to the STARS Till, if not already signed-on. Sign-on can also occur during the payment posting in the *Add a Payment* dialog.
3. Find the Case or Account for the STARS payment posting from the information on the Payment report.
 - a. Select *Find an Account* from the navigation menu under the *Fees & Finances* section. Under the *Search by Party Information* section, enter the First and Last name of the party from the Payment report. From the list of accounts the system returns, select the account to which the payment will be applied by clicking on the “X” in the last column to the right.
 - b. Select *Find a Case* from the navigation menu under the *Searches* section. Enter the Case Number and select *Search* on the top. Once on the Case, select the *Financial* tab on the top. Select the appropriate Fee category for the appropriate party for the STARS payment to be posted.
4. Select the green “\$” icon to post a payment.
5. Once on the *Add a Payment*, select the *Method* drop-down list. Make sure one of the following Tender method code is chosen.
 - Parole & Probation payments – “**STARS – P&P**”
 - Central Collection Unit – “**STARS – CCU**”
 - Other Payments – “**STARS – Other**” (e.g., CC- Liens and Judgments posted from District Court to Circuit)
6. In the *Amount* field, enter the payment amount to be applied from the payment report.
7. In the *Type* drop-down list, make sure one of the following Payment Type code is chosen.
 - Parole & Probation payments – “**STARS – P&P**”
 - Central Collection Unit – “**STARS – CCU**”
 - Other Payments – “**STARS – Other**”
8. In the *Amount to be Applied* field, enter the payment amount to be applied from the payment report. **If the payment is a partial payment, let Odyssey prorate the payment according to the rules already programmed in Odyssey.** In scenarios where excess monies are paid on a case or monies belonging to another case in another jurisdiction are sent, see below:
9. In the *Payor* field, make sure the *Case Party* radio-button is chosen. Select the Defendant from the Party Picker icon.

10. Select the **Save** button to post the payment. Repeat steps 3-10 to post all payments from the Payment report.
11. Once all payments from the Payment report are processed, Close and Reconcile Till. (refer to Reconcile Cashier Till section).
12. Note* The total amount of payments reconciled in the Till should match the Payment report. To confirm accurate posting before closing the Till, the Till Balance Report can be run to verify case totals.

Excess monies paid on a Case

When more monies are paid on the payment report than what the Party owes on the case, a refund may be processed to refund the money to Parole & Probation or CCU.

1. Find the case.
2. On the Financial tab, select the Fee category for the party on the Case.
3. Select the RED “\$” icon to add an assessment for the amount of excess money.
4. Once on the “**Enter Charges**” dialog, click on the “+” icon to add assessments.
5. Make sure one of the following Fee code is chosen.
 - a. P&P refund - “**Refund – STARS P&P**”
 - b. CCU refund – “**Refund – STARS CCU**”
6. Select **Continue**.
7. When prompted, enter the excess amount that has to be refunded.
8. Select **Finish**.
9. On the “**Enter Charges**” dialog, select the **Save** button to save the assessment for the refund.
10. Repeat steps 4-10 in the **STARS Reconciliation section** to post the payment.