

an introduction to the

**INMATE  
TRUST  
ACCOUNTING  
SYSTEM**



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**DISTRIBUTED DATA PROCESSING SYSTEM  
APPLICATION**

138158

**J.S. Department of Justice  
National Institute of Justice**

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*Inmate Trust Accounting System*

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## *Distributed Data Processing System*

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*Dear Inmate Trust Accounting System Client,*

This brochure has been prepared to provide you with a quick-reference guide to the Inmate Trust Accounting System (ITAS). It should help you to step through the various processes that have been automated with the ITAS, and should acquaint you with many of the options that are available to you.

Along with this brochure, the Information Systems Branch (ISB) ITAS project team has published a Users' Manual. That manual contains detailed instructions about the procedures that should be followed to actually use the ITAS. This brochure is not intended to replace that manual, but to supplement it. It can be used to remind someone already experienced with the system about other options available with it, or to introduce a new user to the system. It does not contain enough detail to be the sole reference for the use of the ITAS.

This brochure is one in a series of user oriented guides and is part of an ongoing effort to maximize the use of information systems provided to the Department by the ISB. In this "Age of Information" the Department, through the ISB, is continually striving to tap the vast and ever-expanding world of information technology. This brochure is another small but significant step toward providing information technology tools to help the Department meet the ever changing challenge of serving the people of California in the most efficient, most effective way possible.

*Information Systems Branch*  
**Evaluation and Compliance Division**  
**California Department of Corrections**

# *Inmate Trust Accounting System*

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*Distributed Data Processing System*

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**INMATE TRUST ACCOUNTING SYSTEM  
AN APPLICATION OF THE DISTRIBUTED DATA PROCESSING SYSTEM**

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## **CHAPTER 1**

### **INTRODUCTION TO THE DISTRIBUTED DATA PROCESSING SYSTEM**

The California Department of Corrections (CDC) has developed and implemented an integrated information sharing system for institutions that includes inmate housing, inmate classification, inmate assignments and inmate trust accounting. This system is called the Distributed Data Processing System (DDPS) and is operated on Hewlett-Packard 3000 mini-computers. At least one computer is located at each institution. Staff at the institutions back up the data on the computer each day, and the computers are otherwise maintained from Central Office.

In the DDPS, all computer programs are maintained, and new programs developed, at the Central Office in Sacramento by dedicated project teams. Each application has its own project team. This concept maximizes the efficiency of effort by eliminating duplication at each institution. It also encourages a degree of standardization at each institution since all facilities use an identical operating system and maintain data in the same format. This chapter will provide an explanation of how the DDPS functions from a user's point of view.

When a new inmate arrives at a Reception Center, he or she is assigned a unique number (CDC Number) for the duration of his or her stay under the custody of the Department. This CDC Number is the key to all the information that the DDPS keeps about the inmate. The Control Room in the Reception Centers will enter the CDC number, along with the full name, date of birth, and ethnicity of the inmate. The system will keep this information throughout the inmate's commitment. Control Room staff will also assign the inmate to a bed in the Reception Center. The housing information will be retained only for the duration of the inmate's uninterrupted stay at that institution.

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Inmates generally stay at the Reception Center for three to six weeks. During this time, the Reception Center counselors are determining the best permanent placement for the inmate. Once an inmate is transferred from the Reception Center to an institution, institutional staff provide the rest of the inmate information.

At subsequent institutions, Control Room staff enter the inmate's number and the first five characters of the inmate's last name. They also enter the bed/cell number assigned to the inmate. The same night, a computer program takes the inmate information and goes up the data lines to Central Office to find the rest of the inmate information (full name, date of birth, ethnicity, etc.). This information, or data, is sent back to the institution, where another program uses it to update the inmate record on the institution's computer. Thus far, the information entered on the system is all entered in the Control Rooms. This part of the system is known as the **INMATE ROSTER MOVEMENT SYSTEM**.

Within the first two weeks after an inmate arrives at the institution where he or she has been assigned, he or she will be classified and assigned a work/privilege group. The classification score is calculated by a Correctional Counselor, based upon the information in the inmate's case file. The custody level is determined by a combination of factors, which may include the classification score, classification overrides, or administrative determinants. Other information about the inmate is identified, including work availability, medical/psychiatric status, previous escape history, and certain other case-related variables. Once the counselor has gathered all pertinent data, the classification committee meets with the inmate and formalizes the classification score, custody level, and work/privilege group. The counselor, either at the time of committee, or immediately thereafter, enters this information into the **INMATE ROSTER CLASSIFICATION SYSTEM** on the computer, where it is retained on the inmate record.

The classification committee determines the inmate's work availability and assigns

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the inmate to a work group. As soon as an inmate is classified as available for work, the Inmate Assignment Lieutenant will either assign the inmate to a job, if one is available, or will add the inmate's name and number to a waiting list. Inmate work availability information and job information are stored in the computer. As jobs become vacant by an inmate's job change or relocation, another inmate is assigned from a waiting list. These transactions are done within the **INMATE JOB ASSIGNMENT SYSTEM**. The Inmate Job Assignment System uses the personal data from the Inmate Roster Classification System and the job information entered in the Inmate Job Assignment System.

At any time during this process, from the time the inmate enters the Reception Center, throughout his or her stay at the institution, he or she may receive money. The inmate may have arrived with funds, money may have been sent to the inmate through the mail, someone might purchase some hobby-craft made by the inmate, or the inmate may earn money at his or her job. In any event, inmates are not permitted to have cash in the institutions. Any money belonging to an inmate must be deposited in an account and administered by the Inmate Trust Accounting Office. The Trust Accounting Offices in the institution are automated via the DDPS, as the **INMATE TRUST ACCOUNTING SYSTEM (ITAS)**.

The ITAS uses the Inmate Roster to establish accounts for new inmates. Inmate Classification keeps the Trust Offices up-to-date on each inmate's privilege group, which partially determines the amount of money an inmate is permitted to spend in the Canteen. Trust Office staff, through their Super Query function, can use the Inmate Assignment data to determine whether an inmate has a steady income, which helps them determine indigent status and how to proceed to recoup monies that the inmate might owe to the institution.

All the information added through any of the above systems is integrated with the other DDPS information to constitute the inmate record. The result is an integrated

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system where data is shared throughout the institution. Users of each of the systems have access to information entered through the other systems on a "need-to-know-basis" in the Super Query function. This function provides information screens and reports that combine information from the various systems to satisfy needs of users in other areas.

Current applications approved for development include the **AUTOMATED CANTEEN SALES AND INVENTORY SYSTEM (ACSIS)** and the **INMATE RESTITUTION FINE COLLECTIONS SYSTEM (IRFCS)**. The ACSIS is designed to provide automated inventory tracking via UPC codes scanned at the time of sale. It will interact with ITAS to determine each inmate's maximum purchase amount and then deduct the actual sale from the inmate's account in ITAS. The IRFCS will track the restitution fines assigned to inmates at the time of sentencing and will deduct 20% from the payroll deposits to repay those restitution fines, providing money back to the Victim's Fund for the first time.

## **CHAPTER 2**

### **INMATE TRUST ACCOUNTING SYSTEM**

#### **OVERVIEW**

The Inmate Trust Accounting System (ITAS) is a subset, or "application" of the DDPS. As a Trust Office employee, you will be using this application to do your daily work. The rest of this booklet will address the ITAS with a view towards helping you get started and "move around" in the ITAS. To begin, let's discuss why the ITAS was created and what it is trying to accomplish.

#### **BACKGROUND**

Offenders committed to the California Department of Corrections must surrender custody of their personal funds to the Trust Office of the institution to which they are committed. It is the responsibility of the Trust Office to accurately account for all inmate funds held in trust. Essentially, the Trust Office is the bank for inmates assigned to the institution. The Trust Office controls the deposits and withdrawals to the inmates' trust accounts. The purpose of the inmate trust account is to maintain proper accountability and control of all personal funds belonging to the inmates. The inmate trust account is similar to an ordinary checking account in a bank.

#### **OBJECTIVE**

The objective of the Inmate Trust Accounting System is to provide an efficient means for the Trust Office to maintain information which accurately accounts for inmate funds held in trust.

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### **SCOPE**

The Inmate Trust Accounting System encompasses inmate trust fund accounting. The system maintains records for individual inmate accounts, inmate group accounts, and trust control accounts. The system accounts for deposits, withdrawals, holds and other transactions which affect trust accounts. The scope includes the withdrawal of funds from the inmate account to a canteen card, to pay the Inmate Welfare Fund and to reimburse the State for damages or other inmate debt. The system will even write checks. As additional applications are developed, it will also include the accounting for canteen purchases and inventory, and fine collection in cases where inmate judgements impose restitution fines.

### **GENERAL ITAS DESCRIPTION**

The ITAS is used to maintain inmate trust accounts and to process transactions against those accounts. It operates on the Hewlett-Packard (HP) 3000, as described in the Introduction to the DDPS earlier in this booklet. The Trust Office uses terminals to access the ITAS which contains account information. Printed reports are produced on one or more printers in the Trust Office. If needed, reports, canteen cards and trust checks can be printed on any printer connected to the DDPS.

The ITAS establishes and maintains trust account records based upon movement information provided by the staff in the Control Room, via the Inmate Roster Application of the DDPS. The Inmate Roster identifies new inmate arrivals and inmates who have transferred out or have been paroled or otherwise departed from the institution. For new inmates, the ITAS establishes new trust accounts with zero balances. For inmates leaving the institution, the system identifies the trust accounts as "departed" and identifies what kind of departure (i.e. out-to-court, transferred to another institution, paroled, etc.). This information can be displayed on account informational screens. (The next section of this booklet, "Using the System", will provide detailed information about looking up information in the ITAS.)

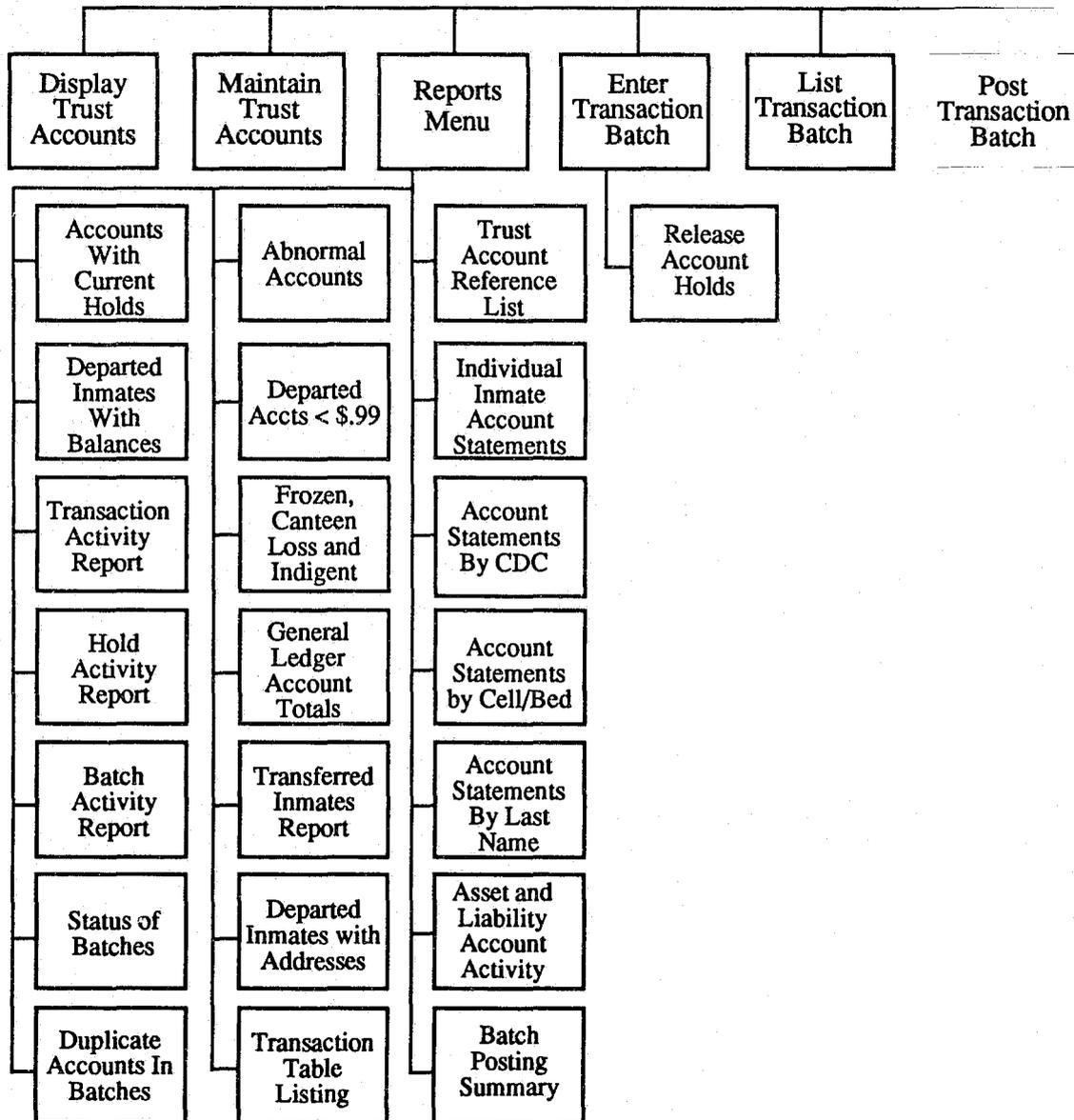
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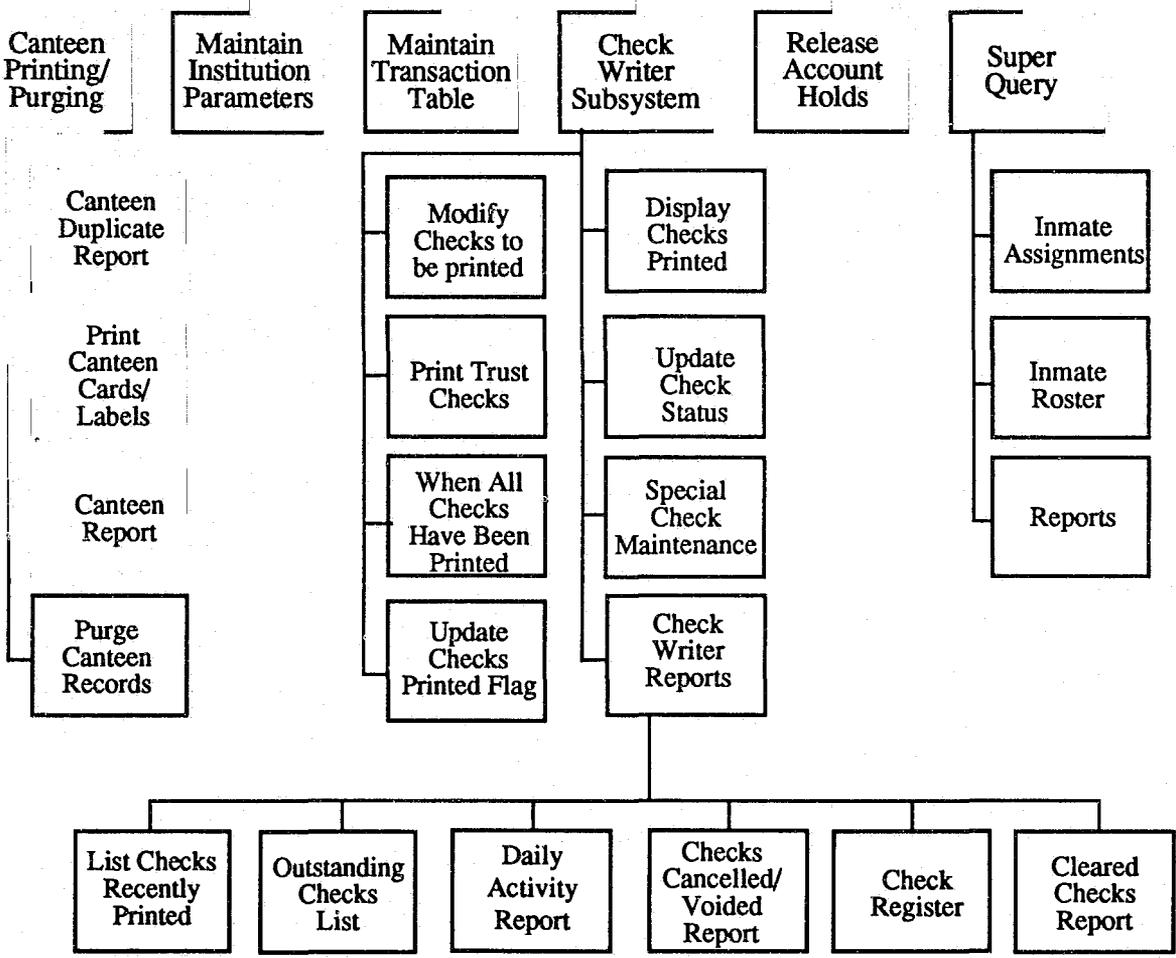
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Once an account is established, you can use the ITAS to process trust transactions against the inmate's account. Usually, we would expect these transactions to begin with one or more deposits and to include withdrawals, group transactions, canteen draws, placing and removing holds on inmate accounts, freezing and removing freezes on inmate accounts and making purchases for hobby craft or other special items.

The transactions are normally entered in batches of similar transactions. The batches are balanced and then posted to the accounts involved. These accounts can include the inmate accounts, inmate group accounts, the general ledger control accounts, accounts payable and accounts receivable. The way that the system takes information from transactions and uses it to update all the various accounts is contained in the ITAS programs for those transactions that are identified in the transaction table. Detailed transaction records are kept on the local system for a period of time, then they are printed onto paper, or hardcopy, and finally purged from the automated system.

You can use the system to look up account information such as account balances, active holds, transaction activity or indigent status. The system will print account statements showing account activity and current balances for each inmate. As you need them, you can use the system to print various control and reconciliation reports to determine whether the trust accounts are in balance, or to produce a Balance sheet.





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**CHAPTER 4**  
**USING THE SYSTEM**

**GETTING STARTED**

In this day and age, almost everyone in the country knows what a computer terminal looks like. It is that piece of equipment that looks like a Personal Computer, except there's no place for you to put a floppy disk. For the purposes of this manual, we are going to assume that you know what the terminal is, how to turn it on, and how to log onto the system. If you don't, you should ask your supervisor for the Users' Manual, and to provide you with a logon to the computer.

The logon is intentionally the most difficult part of the system. It is that way to discourage people who aren't supposed to use the system from trying to get into it. It uses a security system designed to prevent unauthorized persons from gaining access to the ITAS. Information on logging on and getting through the security in the system must be provided by authorized persons in your office. If you have been provided with a logon and instructions for signing onto the system and you are unable to get to the main menu, contact your computer coordinator for help, or call Central Office.

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## **MENUS**

The ITAS is a "menu driven" system. A menu is a display screen that allows you to select from among the various ITAS processes. The main menu will look like this:

CALIFORNIA DEPARTMENT OF CORRECTIONS  
CALIFORNIA SAMPLE INSTITUTION  
INMATE TRUST ACCOUNTING SYSTEM

MAIN MENU

1 = DISPLAY TRUST ACCOUNTS	5 = LIST TRANSACTION BATCH
2 = MAINTAIN TRUST ACCOUNTS	6 = CANTEEN PRINTING
3 = REPORTS MENU	7 = CHECK WRITER SUBSYSTEM
4 = ENTER TRANSACTION BATCH	8 = RELEASE ACCOUNT HOLDS
	9 = SUPER QUERY

PLEASE ENTER YOUR SELECTION:

or, if you have a supervisor's logon, like this:

CALIFORNIA DEPARTMENT OF CORRECTIONS  
CALIFORNIA SAMPLE INSTITUTION  
INMATE TRUST ACCOUNTING SYSTEM

SUPERVISOR MAIN MENU

1 = DISPLAY TRUST ACCOUNTS	6 = POST TRANSACTION BATCH
2 = MAINTAIN TRUST ACCOUNTS	7 = CANTEEN PRINTING/PURGING
3 = REPORTS MENU	8 = MAINTAIN INSTITUTION PARAMETERS
4 = ENTER TRANSACTION BATCH	9 = CHECK WRITER SUBSYSTEM
5 = LIST TRANSACTION BATCH	10 = RELEASE ACCOUNT HOLDS
	11 = SUPER QUERY

PLEASE ENTER YOUR SELECTION:

Once you have selected a process, type the number preceding your selection on the screen, and then press the "enter" key. New menus or screens will guide you to the data entry screen or inquiry screen you will need to perform the selected process.

In order to show you how to move through the system, we will take a sample case and work through many of the processes together.

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### **CASE STUDY**

For the purposes of this study, let's say a new inmate arrives at your institution from your favorite other institution. His name is John (or Jane) Dough. John arrives on July 1 and the Control Room enters his CDC-Number and part of his last name into the system with his bed number and the code of the institution from which he arrived. That evening, while everyone is sleeping, a batch process is run that sends all his DDPS data to your institution. Then your computer sets up an Inmate Trust Account for John. By the time you get to work on July 2nd, this has already been done.

### **SETTING UP A BATCH**

Sometime this week, you are going to receive a check from John's old institution, and \$125.57 of it is what John had left in his trust account at that institution when he left. So, you are going to deposit this money to John's Inmate Trust Account. (When you work in the Trust Office, you usually do more than one thing at a time, so you are going to deposit other checks for other inmates along with the one for John, but we are only going to show what you do to John's account in this chapter.)

John's check will go into his account as part of a batch. So, from the Main Menu, you will type "4" and press the "enter" key. This will take you directly to the "Transaction Batch Control" data entry screen:

CALIFORNIA DEPARTMENT OF CORRECTIONS  
INMATE TRUST ACCOUNTING SYSTEM  
TRANSACTION BATCH CONTROL

BATCH NUMBER:

TRANSACTION DATE:  /  /

TRANSACTION CODE:

BATCH TOTAL AMOUNT:

BATCH COUNT:

CHECK PRINT METHOD:  (C/T/N COMPUTER - TYPED - NONE)

TRANSACTIONS PER CHECK:  (S/M/N SINGLE - MULTIPLE - NONE)

To start a new batch, leave the batch number blank  
and enter the Batch Total Amount and Batch Count.

To edit an existing batch, enter the batch number only.

INPUT BATCH NUMBER OR AMOUNT AND COUNT; THEN PRESS ENTER

The cursor will be on the first field, the Batch Number. Press the TAB key to skip this field (the computer will assign a batch number) and go to the Transaction Date field. If the date of the batch is not today's date, you must enter this information; otherwise, press the TAB key to tab through this field, too. Since all the transactions in this batch are checks to be deposited to inmate accounts, they will all have the same transaction code, D310. Enter it in the field called Transaction Code. (If you were mixing the types of transactions in a single batch, you would have left this field blank, and entered the transaction code on each record in the batch.)

Next you need to enter the total dollar amount of the batch. You will have this available because your office procedures require you to prepare batches by adding and counting them before you enter anything into the system. When entering the

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total, the decimal point is optional. For example, if the batch total is \$368.05, you could enter it as either 368.05 or as 36805. (The computer will ensure that the last two digits to the right are interpreted as cents.) Finally, enter the number of transactions in the batch. Now look at the completed Transaction Batch Control Screen:

CALIFORNIA DEPARTMENT OF CORRECTIONS  
INMATE TRUST ACCOUNTING SYSTEM  
TRANSACTION BATCH CONTROL

BATCH NUMBER:

TRANSACTION DATE:  /  /

TRANSACTION CODE:

BATCH TOTAL AMOUNT:

BATCH COUNT:

CHECK PRINT METHOD:  (C/T/N COMPUTER - TYPED - NONE)

TRANSACTIONS PER CHECK:  (S/M/N SINGLE - MULTIPLE - NONE)

To start a new batch, leave the batch number blank  
and enter the Batch Total Amount and Batch Count.

To edit an existing batch, enter the batch number only.

INPUT BATCH NUMBER OR AMOUNT AND COUNT; THEN PRESS ENTER

					CLEAR SCREEN		MAIN MENU
--	--	--	--	--	-----------------	--	--------------

If you have made any errors, press the Shift Key and the TAB Key simultaneously to move back to that field. The error can be corrected by typing over the mistake. If everything is correct, you should now press the "enter" key. The system will do some checking at this point, (for example, it will make sure that the date you entered is really a date) and will then assign a batch number and display it in the field at the top called "Batch Number." Write this number down. Any future reference to this batch will be made through the use of this batch number.

## DEPOSIT TRANSACTION

At this time, the Transaction Batch Control screen will have several options displayed at the bottom of the screen, in the area that describes the assignment of the "function keys". The function keys are the grey keys located at the top of your keyboard. They are designated with a number preceded with the letter "F". Notice on the screen that the box in the "F2" position says "Add Function". To add transactions to your newly created batch, press the F2 function key. The computer will show you this screen:

CALIFORNIA DEPARTMENT OF CORRECTIONS  
CALIFORNIA SAMPLE INSTITUTION  
ADD TRANSACTION ACCOUNT SELECTION

ACCOUNT NUMBER:   
ACCOUNT NAME:   
<account name display>

Input Account Number and first 5 digits of Last Name

INPUT ACCOUNT NUMBER AND NAME; THEN PRESS ENTER

			UPDATE MODE	LAST ENTRY	BATCH CONTROL	CLEAR SCREEN	MAIN MENU
--	--	--	----------------	---------------	------------------	-----------------	--------------

At this time, enter the account number of the inmate account to which the deposit will be made. Since John Dough's CDC-Number is "X00001", we will type that in the field marked "Account Number:". Then we will press the TAB key and the cursor will move to the "Account Name:" field. We will type the first five characters of

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John's last name here. Now press the enter key. If the account number entered is a valid trust account number, the system will verify the name entered with the name on the trust account. If the account number entered is not a valid account number, the system will display a message to that effect on the status line at the bottom of the screen. If the account number is correct, but the name entered does not match the name on the trust account, the system will display the full account name and prompt you to press the F1 key to continue. Further information on correcting incorrect account numbers and names can be found in the "Correcting Add Transaction Error" section of the Users' Manual. When the number and name are correct, or the F1 key is pressed to continue, the Entry Screen will be displayed:

ACCOUNT INFORMATION				SPECIAL ITEMS			
ACCOUNT NUMBER:	X00001	ACCOUNT FROZEN:	/ /	INDIGENT INMATE:	/ /	CANTEEN LOSS:	/ /
ACCOUNT NAME:	DOUGH	INMATE RELEASED:	/ /	ABNORMAL BALANCE:		ACTIVE HOLDS:	
ACCOUNT TYPE:	I						
CURRENT BALANCE:	0.00						
HOLD BALANCE:	0.00						
AVAILABLE:	0.00						
PRIVILEGE GROUP:							
LAST CANTEEN:	/ /						

TRANSACTION DATA							
LINE	AMOUNT	TRAN CODE	COMMENT	TRAN DATE	HOLD <Y/N>	HOLD DAY	
0001							

				RELEASE HOLDS	BATCH CONTROL	SELECT ACCOUNT	MAIN MENU
--	--	--	--	---------------	---------------	----------------	-----------

Notice that the top of the screen contains information about John Dough's account. It shows his current balance, available balance, hold balance and some other

information about his privilege group (it's blank today, because he hasn't been to classification yet) and his last canteen draw (also blank, this deposit is the first transaction against his account). On the lower portion of the screen you will enter transaction data. The computer assigns a line number to the transaction, then you will enter the amount of the deposit. Because you defined the batch as containing all "D310" transactions, or deposits, the computer has entered that transaction code on this line. Use the TAB key to skip this field. In the comment field, put whatever your Trust Office has determined belongs in that field. It may be the batch number or the check number. The transaction date will be the date entered on the Transaction Batch Control screen, and will be assigned by the computer.

For a check deposit transaction, the computer will determine whether and for how long to place a hold on the amount of the check in the account. Press enter and watch the computer put a "n" or a "y" in the "Hold" field. If any field were entered incorrectly or an invalid Transaction Code were used, the system would display an error message in the Status Line at this time. The field with the error would also be highlighted. You would use the TAB Key to move to the highlighted field and type in any necessary corrections. If you were to determine that the entire entry for this account were in error, you would press the F7 "Select Account" key to exit this account and continue with the batch.

If the transaction is accurate, press the "enter" key again to complete the entry. The Add Transactions Account Selection screen will be displayed and a new account number can then be entered until the batch entry is complete.

### **LISTING AND BALANCING A BATCH**

Completion of batch entry is signalled by returning to the main menu, typing number "5" and pressing the "enter" key. This will take you to the "Transaction Batch Balance Report" screen:

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CALIFORNIA DEPARTMENT OF CORRECTIONS  
INMATE TRUST ACCOUNTING SYSTEM  
TRANSACTION BATCH BALANCE REPORT

BATCH NUMBER :

ENTER BATCH NUMBER OR PRESS F8 TO RETURN TO MAIN MENU

							MAIN MENU
--	--	--	--	--	--	--	--------------

The Transaction Batch Balance Report indicates whether the batch you have entered is in balance, that is, the batch totals in the batch control record equal the totals of the individual transactions entered into the batch. If the batch is in balance, the system will allow it to be posted to the trust accounts. If the batch is not in balance, then it must be corrected before it can be posted.

The Transaction Batch Balance Report will be produced when you go the the Transaction Batch Balance Report Screen and enter your batch number. It lists all totals and activity in the batch and is used to identify any problems in balancing the batch. Batches that have not been posted may be listed at any time for verification of transactions and balances. (Once a batch has been posted, this report is no longer available for that batch.) To order a "Transaction Batch Balance Report", simply type the batch number in and press the "enter" key.

The system will first check to see that the batch number entered is a valid batch number. If the batch is valid, the message "Batch Number Exists, Press Enter to Produce Report or F8 to Exit" will be displayed. Press the "enter" key to produce the report. The Status Line, just above the Function Key Boxes on the screen will tell you whether the batch is in balance. The report will print on the trust office printer.

## **POSTING A BATCH**

Listing a batch does not complete the deposit activity. Because accounting practices call for batch activity, nothing is actually added to or deducted from an account until the batch is in balance and the person in charge of the account determines that the activity should be finalized. This is done by "posting".

Assuming that while you have been entering and listing the batch of deposits to the inmate accounts, other staff in your office have also been busy with other batches of other kinds of transactions, we will now take the time to "post" all the batches. This is usually done by just one person, at a time when other staff can perform non-computer related activities. The person posting the batch must have the logon capability of a supervisor.

In order for posting to complete, all update activity must be temporarily suspended. From the main menu, type the number "6" and press "enter". The following screen will appear:



## **CANTEEN DRAW**

At this time John Dough has decided that he wants to spend \$130.00 in the Canteen. John will fill out a CDC Form 184, a Canteen Draw Ducat, and it will be sent to the Trust Accounting Office, where it will join similar forms completed by other inmates. You will receive a batch of these forms and will prepare them for entry into the computer by running a tape and counting the requests. Next you will sign onto the computer and create a batch (Option #5 on the Main Menu). You create the batch in the same way that you filled out the Transaction Batch Control Screen for the deposit, except that instead of the transaction code D310, for a check deposit, you will use the appropriate transaction code for a Canteen Withdrawal. This code may be different for each institution, so ask your supervisor which code is correct for this batch of Canteen Withdrawals. For the purposes of this handbook, we'll use W100, but this number will determine the sequence in which canteen cards are printed, so be sure to ask your supervisor for the correct code for this inmate.

As you complete the Transaction Batch Control Screen and move on to enter the records in the batch, enter X00001 in the "Account Number" field and "Dough" in the "Account Name" field. Press the "enter" key. If you have entered the correct Name and Number, the "Transaction Data Entry" Screen will appear:

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CALIFORNIA DEPARTMENT OF CORRECTIONS  
 INMATE TRUST ACCOUNTING SYSTEM  
 TRANSACTION DATA ENTRY

ACCOUNT INFORMATION				SPECIAL ITEMS			
ACCOUNT NUMBER:	X00001	ACCOUNT FROZEN:	/ /	INDIGENT INMATE:	/ /		
ACCOUNT NAME:	DOUGH	CANTEEN LOSS:	/ /	INMATE RELEASED:	/ /		
ACCOUNT TYPE:	I	ABNORMAL BALANCE:					
CURRENT BALANCE:	125.87						
HOLD BALANCE:	0.00						
AVAILABLE:	125.87						
PRIVILEGE GROUP:	B						
LAST CANTEEN:	/ /						

TRANSACTION DATA

LINE	AMOUNT	TRAN CODE	COMMENT	TRAN DATE	HOLD <Y/N>	HOLD DAYS
0001	<input type="text"/>					

[ ]

[ ]

[ ]

[ ]

RELEASE  
HOLDS

BATCH  
CONTROL

SELECT  
ACCOUNT

MAIN  
MENU

Now you will notice that John Dough has a current balance of \$125.87 in his account. His hold balance is 0, and so his available balance is \$125.87. The system will not allow him to spend more than this amount, without you knowing it. So in the amount field, under the "Transaction Data" part of the screen, enter \$130.00. Enter the Batch Number (or whatever your supervisor say should be in this field) in the comment field, then press the "enter" key.

Because you are entering an amount greater than the current balance, the system will return a warning message to you. It will notify you that there are insufficient funds in the account to perform the transaction. (In extremely rare circumstances, an inmate may be allowed to spend greater than his AVAILABLE balance; therefore, the "F1" key will allow you to override this warning message). Canteen is not one of those circumstances for which we would allow John Dough to over-spend his

available balance, so we will not override this error at this time. Instead, we will reduce the amount of the transaction to his available balance. Type 125.87 in the "Amount" field of the "Transaction Data".

Now you see a new message at the bottom of the screen. Only an inmate with a privilege group of "A" is allowed to spend more than \$70.00 per month. John Dough is on a waiting list for a job, and so he has a privilege group "B". His limit for Canteen Draw is \$70.00. Change the entry in the "Amount" field to \$70.00. Press the "enter" key. The system should accept the transaction and provide the "Add Transaction Account Selection" screen for you to continue adding Canteen Draw transactions. Most institutions will want you to document why you changed John Dough's canteen draw amount from what he had requested. See your supervisor to determine what your institution's policies are about this. When you finish entering the batch transactions, list and balance the batch so that a supervisor will be able to post it. Follow the same procedures for processing it on the computer as you followed for the batch of deposits. For the manual procedures, follow whatever procedures are already in place in your Trust Office.

## **CANTEEN DRAW PRINTING**

Posting the Canteen Draw transaction to John Dough's account not only withdrew \$70.00 from his trust account, but also set up a \$70.00 canteen card to be printed for him. The ITAS provides a function to print the canteen card for him, as well.

To print canteen cards or labels, begin by following the Canteen Check List in the Users' Manual, under the Canteen Draw Printing Section. Next select the Canteen Printing Option from the ITAS Main Menu (Option #7 for supervisors or Option #6 for non-supervisors). The following Canteen Selection Menu Screen will be displayed:

# *Inmate Trust Accounting System*

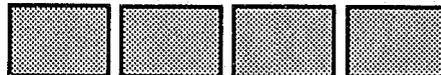
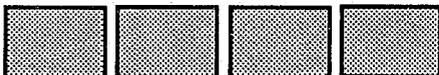
---

CALIFORNIA DEPARTMENT OF CORRECTIONS

INMATE TRUST ACCOUNTING SYSTEM  
CANTEEN MENU

1. PRINT CANTEEN CARDS
2. PRINT CANTEEN LABELS
3. CANTEEN REPORT
4. CANTEEN DUPLICATE REPORT (AFTER POSTING)

PRESS F1 FOR YES  
PRESS F8 FOR NO



or,

CALIFORNIA DEPARTMENT OF CORRECTIONS  
INMATE TRUST ACCOUNTING SYSTEM  
CANTEEN MENU

1. PRINT CANTEEN CARDS
2. PRINT CANTEEN LABELS
3. CANTEEN REPORT
4. CANTEEN DUPLICATE REPORT (AFTER POSTING)
5. PURGE CANTEEN RECORDS (AFTER PRINTING)

MAKE SELECTION AND PRESS ENTER:

JOB NUMBER:

<input type="checkbox"/>	MAIN MENU							
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------

## *Inmate Trust Accounting System*

---

Type "1" if you are printing canteen cards or "2" if you are printing canteen labels. Press the "enter" key. Since the canteen cards and labels have not been printed, the system will display the following screen:

INMATE TRUST ACCOUNTING SYSTEM  
RESTART CONFIRM SCREEN

#####  
#  
# IS THIS A RESTART OF CANTEEN PRINTING? #  
#  
#####

If the last canteen printing was STOPPED in the middle and you wish to continue printing, press F1.

If only a PORTION of the canteen cards are to be printed, press F1.

If ALL the canteen cards are to be printed, press F8.

PRESS F1 FOR YES  
PRESS F8 FOR NO

YES								NO
-----	--	--	--	--	--	--	--	----

Since this is not a restart of a previous attempt to print canteen cards or labels, press the 'F8' key, "NO". The following screen will appear:

INMATE TRUST ACCOUNTING SYSTEM  
CANTEEN CARD / LABEL ALIGNMENT SCREEN

#####  
#  
# REMOVE THE COMPUTER PAPER FROM THE PRINTER AND #  
# INSERT CANTEEN STOCK #  
#  
#####

PRESS F1 TO PRINT A SAMPLE CARD / LABEL  
PRESS F4 TO ADVANCE TO THE FIRST CARD / LABEL TO BE PRINTED  
PRESS F6 TO START THE CANTEEN PRINTING  
PRESS F8 TO EXIT THE CANTEEN PRINTING PROCESS

SELECT A FUNCTION KEY

PRINT SAMPLE			ADVANCE CARD		ALIGN OK		EXIT PRINTING
-----------------	--	--	-----------------	--	-------------	--	------------------

This screen, the "Canteen Card/Label Alignment" screen is used to assist you in aligning the cards or labels in the printer. The "F1" key prints a sample card or label to test the alignment and the "F4" key advances one card or label without printing. From this screen, the "F1" and "F4" keys can be pressed any number of times to align the cards or labels. When the cards or labels are aligned, the "F6" key is pressed to continue with the printing process. Now, before starting the printing process, put the labels or cards into the printer.

Press the "F1" key to print a sample. If the sample does not print within the proper area on the card or label, adjust the printer as needed. The following samples show you what the sample card or label should look like when it is properly aligned:

*Inmate Trust Accounting System*

---

---

State of California	Dept. of Corrections
CANTEEN CARD	No. 0000561
*****	
*****	
0000	*****
****	*****
_____	
_____	
_____	
_____	
_____	

*****		*****
0000	0000000	*****
	****	*****
		0

## Distributed Data Processing System

Any number of samples can be printed. Refer to the Users' Manual section on Printers for further instructions on printer operation and loading canteen cards.

When the alignment is correct, press the "F6" key to continue with the next step. The following "Card Number Entry" screen will be displayed:

```

                                INMATE TRUST ACCOUNTING SYSTEM
                                CANTEEN CARD NUMBER ENTRY SCREEN

#####
# BEGINNING CANTEEN CARD NUMBER:  #
#####

                                STOP AT CARD NUMBER (optional): 

... ENTER THE BEGINNING CANTEEN CARD NUMBER AND PRESS THE ENTER KEY

PRINTING WILL AUTOMATICALLY STOP AT THE "STOP AT CARD NUMBER" IF ENTERED

```

## *Inmate Trust Accounting System*

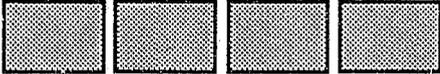
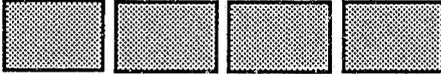
---

Canteen card stock contains pre-printed numbers. Enter the pre-printed card number of the first card to be printed (top card in the stack), into the "Beginning Canteen Card Number" field. If labels are being printed, it should be the number of the canteen card on which the first canteen label will be placed. It will be printed on the canteen labels and must match the card on which the label is placed. This number will be used by the system for informational and summary reporting purposes.

The pre-printed number can also be used to automatically stop the printing at a selected card or label number. To stop the printing at a selected card, enter the number of the last card to be printed in the "Stop at Card Number (optional)" field. We don't want to exercise that option now, so we'll just let all the canteen cards print. Type the beginning card number in the "Beginning Canteen Card Number" field and press the "enter" key.

After the canteen cards have all printed, examine the cards or labels to make sure all the needed information is printed clearly and that all the cards or labels were printed properly. Check the sequence of the canteen card or label numbers; there should be no missing numbers. You can use the Canteen Printing Summary to assist in verifying the canteen cards or labels.

Once you have verified your print, remove all unused canteen card or label stock from the printer, and reload it with regular computer paper. Press the "F8" key, to exit from the Canteen Card/Label Printing Screen and the following "Canteen Printing Summary Display" screen will be shown:

INMATE TRUST ACCOUNTING SYSTEM CANTEEN PRINTING SUMMARY DISPLAY		
INITIAL CANTEEN CARD NUMBER:	0004784	
ENDING CANTEEN CARD NUMBER:	0004787	
	NUMBER OF DRAWS	TOTAL AMOUNT OF DRAWS
CANTEEN DRAWS ON FILE :	0004	\$240.00
CANTEEN DRAWS PRINTED THIS RUN :	0004	\$240.00
		

This screen shows the number of cards or labels printed, the total amount posted to the cards or labels and the beginning and ending card numbers. The "F8" key will return you to the Canteen Menu.

If you choose, you can interrupt the card printing process and restart it. Instructions for stopping and restarting the card printing process are contained in the Users' Manual.

At this point, you will probably want a Canteen Draw Report. This report contains a list of each inmate in the draw and the canteen card number for that inmate. To produce the report select Option #3 from the Canteen Menu. The system will return the "Canteen Draw Report" screen to your terminal:

## *Inmate Trust Accounting System*

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CALIFORNIA DEPARTMENT OF CORRECTIONS  
INMATE TRUST ACCOUNTING SYSTEM  
CANTEEN DRAW REPORT

CANTEEN CARD NUMBER:

ENTER CANTEEN CARD NUMBER AND PRESS ENTER

JOB NUMBER:

To obtain the "Canteen Draw Report" for the entire draw, type the first canteen card or label number from the run in the "Canteen Card Number" field on this screen and press the "enter" key. The system will enter a job number on the screen and display the following message, "Report has been streamed - make next selection." Press the "F8" key to return to the Canteen Menu. When the report has finished printing remove it from the printer. It should look something like this:

## Distributed Data Processing System

### SAMPLE CANTEEN REPORT

REPORT ID: TS345  
INSTITUTION NAME:

REPORT DATE: MM/DD/YYYY  
PAGE NO: 1

CALIFORNIA DEPARTMENT OF CORECTIONS  
INMATE TRUST ACCOUNTING SYSTEM  
CANTEEN CARDS/LABELS PRINTING REPORT

#### REPORT FOR TRANSACTION W100 CANTEEN DRAW

CARD NO.	ACCOUNT NO.	ACCOUNT NAME	SEQ NO.	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
0004784	X54321	Smith	0001	Canteen Draw	\$95.00	FAC1-1
0004785	T34432	Jones	0002	Canteen Draw	\$35.00	FAC1-1
0004786	R12345	Ramirez	0003	Canteen Draw	\$40.00	FAC1-1
0004787	X00001	Dough	0004	Canteen Draw	\$70.00	FAC1-1

#### TOTALS FOR TRANSACTION CODE W100 CANTEEN DRAW

BEGINNING CANTEEN CARD NO: 0004784      TOTAL DRAW AMOUNT: \$ 240.00  
ENDING CANTEEN CARD NO: 0003787      DRAW COUNT: 4

Now you should follow procedures set up in your Trust Office to complete the Canteen Draw process and send the cards to the Canteen Manager. Press the "F8" key to return to the Main Menu.

### ACCOUNT MAINTENANCE

After Mr. Dough's Canteen Draw was posted, his account balance was changed by the system to \$55.87. If he chose to spend the balance of his account at the canteen the next month, you would again process a canteen draw transaction against his account, leaving him with a balance of zero, since no additional monies have been deposited.



CALIFORNIA DEPARTMENT OF CORRECTIONS  
INMATE TRUST ACCOUNTING SYSTEM  
ACCOUNT SELECTION

ACCOUNT NUMBER:

ACCOUNT NAME:

<account name display >

Please specify account Number and Name and press <ENTER> to select account or press F8 to exit.

<input type="text"/>	CONTINUE	<input type="text"/>	ACCOUNT MENU				
----------------------	----------------------	----------------------	----------------------	----------------------	----------	----------------------	--------------

Type Mr. Dough's account number (remember, inmate account numbers are the same as their CDC-Numbers), press the TAB key and type the first five letters of his last name. (In this case, he only has five letters in his last name, so use all of it.) Press the "enter" key. If the system can find the account, the "Account Maintenance Screen" for John Dough will appear:



Look at the other information on the Inmate Account Maintenance screen. If appropriate, you could change any of the information appearing on the screen. You could also prevent any further withdrawals from the account by setting the "Freeze Flag" to 'F', you could establish Mr. Dough as an indigent by setting the "Indigent Flag" to "I", or you could enter forwarding information for Mr. Dough, should he leave your institution. To exit the "Inmate Account Maintenance" screen, press "F8". The system will return you to the "Account Maintenance Sub Menu." Pressing "F8" again will return you to the Main Menu.

### **PLACING A HOLD**

Ever since he lost his canteen privileges, you have suspected that John Dough is something less than a perfectly well-behaved inmate. This impression is strengthened when you receive a copy of the CDC 115 instructing you to deduct or hold \$75.00 from his account for damages to his cell. In order to process this notice, you will begin by locating the signed authorization by the inmate to deduct that amount. When you have located the paperwork, look up the information in John Dough's trust account.



## Distributed Data Processing System

ACCOUNT INFORMATION		SPECIAL ITEMS	
ACCOUNT NUMBER:	X00001	ACCOUNT FROZEN:	//
ACCOUNT NAME:	DOUGH	INDIGENT INMATE:	//
ACCOUNT TYPE:	I	CANTEEN LOSS:	//
CURRENT BALANCE:	55.87	INMATE RELEASED:	//
HOLD BALANCE:	0.00	ABNORMAL BALANCE:	
AVAILABLE:	55.87		
PRIVILEGE GROUP:	D2	ACTIVE HOLDS:	
LAST CANTEEN:	08 / 03 / 1991		

HOUSING LOCATION		ARRIVAL INFORMATION	
FACILITY:	EAST	ARRIVAL DATE:	07/01/1991
BED-CELL NUMBER:	EFT3 123L	ARRIVAL STATUS:	PERM
		FROM-LOCATION:	OTHER INSTITUTION
		ARRIVAL COMMENT:	

BEGINNING DATE FOR TRANSACTION DISPLAY:  /  /

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DISPLAY HOLDS	SELECT NEW ACCT	<input type="checkbox"/>	MAIN MENU
--------------------------	--------------------------	--------------------------	--------------------------	---------------	-----------------	--------------------------	-----------

Notice that the privilege group has changed since the last time you worked with this account. The privilege group and bed number are updated nightly, based upon information entered in the Control Room and by each inmate's counselor. Each night the system reads all the activity that occurred that day and updates the inmate trust accounts wherever appropriate.

In reviewing John Dough's Trust Account, you see that he has only \$55.87 in his account. (Not enough to cover his \$75 debt.) You are going to need to place a hold on his funds, and future funds until he has paid the institution the \$75.00 that he owes.

Holds can be placed in transaction batches. Return to the Main Menu, and type "4" to create a transaction batch. Complete the "Transaction Batch Control" screen just

## *Inmate Trust Accounting System*

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as you did for a batch of deposits, with the exception of the transaction code. Type "H104" in the Transaction Code field. When you have completed typing the data on this screen, enter it into the system in the same way that you entered the batch of deposits and that of withdrawals. When you are ready to enter the hold transaction, press the "F2" key. The "Add Transaction Account Selection" screen will appear. Type "X00001" in the "Account Number" field and "Dough" in the "Account Name" field, then press the "enter" key. The "Transaction Data Entry" screen will appear.

Enter the transaction information for the "hold" in the same way that you would enter information for a deposit or a withdrawal. Check with your supervisor to determine what your Trust Office wants to see in the comment field for a hold. For a damage-related hold, do not enter anything in the "Hold Days" field. This hold will remain on the account until it is taken off manually. Some holds expire after a certain period. If your hold were subject to a time limit, you would have entered the number of days that the hold should have been kept on the account in the "Hold Days" field. The system would have calculated the date that the hold should be released and automatically released the hold on that day.

When the information on the screen is correct, press the "enter" key. When the batch transactions have all been entered, complete the "Transaction Batch Control" screen, list and balance the batch, and make sure that the batch is posted.

The system will add \$75.00 to the "Hold Balance" and will deduct \$75.00 from the "Available Balance", even though it causes the "Available Balance" to become a negative number. It will not modify the current balance.

### **RELEASING A HOLD**

As time passes, John Dough mellows out a little bit. He returns to classification and his privilege group is restored to "B". He regains his canteen privileges, and

## *Distributed Data Processing System*

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eventually even gets a job. Since his job is a full-time job, his privilege group will now change to "A". Being lucky, John has even gotten a job that pays. At the end of his first month of work, you receive payroll for John Dough. You enter the payroll in much the same way you did the check deposit. (For this payroll check, the transaction code will be D552.)

In entering the payroll, you see John's available balance is -\$19.13. His payroll check is for \$27.00. Once the check is posted, John will have enough money in his account to pay back the damages to his cell. Make a note of it, or tell your supervisor. (He or she will be eager to recoup monies owed to the State). Meanwhile, complete the payroll batch, list and balance the batch and have the batch posted.

After the payroll has been posted to John Dough's account, he will have a "Current Balance" of \$82.87, a "Hold Balance" of \$75.00 and an "Available Balance" of \$ 7.87. The \$75.00 hold must be released so that the money can be withdrawn from Mr. Dough's account and paid to the State.

Although there are three ways to release holds in the ITAS, we're only going to do it in the easiest way, for John Dough. That is, we will create a batch to withdraw money from John's account to repay the State. The transaction code for the batch will be W531, Damages - Structure. Using the Add Transaction Account Selection screen, select X00001, Dough and press the "enter" key. Please note that on the "Transaction Data Entry" screen, the box above the "F5" key says, "Release Holds". Press the "F5" key. The following screen will appear:

# Inmate Trust Accounting System

CALIFORNIA DEPARTMENT OF CORRECTIONS  
 INMATE TRUST ACCOUNTING SYSTEM  
 ACCOUNT HOLD RELEASE SCREEN

---

ACCOUNT INFORMATION	SPECIAL ITEMS
ACCOUNT NUMBER: X00001	CURRENT BALANCE: 55.87
ACCOUNT NAME: DOUGH	HOLD BALANCE: 75.00
ACCOUNT TYPE: I	AVAILABLE BALANCE: 19.13

---

ACTIVE HOLDS

REL	HOLD DATE	TRAN	AMOUNT	TRANS DESCRIPTION	COMMENT	REL DATE
<input type="checkbox"/>	MM/DD/YYYY	H 104	75.00	DAMAGES HOLD	CELL DOOR	

MARK HOLDS TO BE RELEASED WITH A 'Y' AND PRESS THE ENTER KEY

PREVIOUS  
PAGE

NEXT  
PAGE

EXIT  
HOLDS

Type a "Y" in the "REL" column for the Damages Hold, and press the "enter" key. The system will return you to the Transaction Data Entry screen. If you look at the Available Balance, you will see that it is now \$82.87; the holds balance is \$0.00. Complete the withdrawal transaction, list and balance the batch, have it posted and both the release of the hold and the transfer of funds to repay the damages is complete.

## WRITING CHECKS

John Dough, having now paid his bill for damages, will continue to work, to spend some at the Canteen, and to save a little to send home to his family. Around Christmas time, his account shows an available balance of \$89.15. Mr. Dough now fills out a Trust Withdrawal Form to send \$80.00 to his wife for presents for his children.

The ITAS will not only track the expenditure of John's money, but, upon request, will actually write the check for him. To begin, you must include John Dough's transaction as part of a batch. Create a batch by selecting Option number 4 from the Main Menu, and completing the "Transaction Batch Control" screen. This time, when completing this screen, you should type "C" in the "Check Print Method" field, to indicate that you will have the computer generate the check. In the field, "Transactions Per Check", type an "S" to specify that the check will be for a single transaction. (Sometimes you will write a check for multiple transactions, such as when you send a check to another institution for several inmates who have transferred there. In that case, you would type "M" in the "Transactions Per Check" field, indicating that the check will be for multiple transactions.)

With the "Check Print Method" and the "Transactions Per Check" boxes set properly, transaction codes identified as being check producing codes will allow the entry of check information while working on the batch, and will set up a check to be printed after the batch is posted. Under most circumstances, including John Dough's transaction to send money to his wife, checks issued by the Trust Office will be typed by the system on the Trust Office printer. For these checks, all information to be printed on the check, except for the check number, check date and amount, will be entered on the terminal along with the transaction. After the batch is posted, a check with all the needed information will be ready for printing.

So far, you have completed the Transaction Batch Control screen. Press the "enter" key. Now press the "F2" key to add transactions to the batch. The "Add Transaction Account Selection" screen will appear next. Identify John Dough's account with his CDC-Number and his last name, then press the "enter" key. The "Transaction Data Entry" screen will appear next:

# Inmate Trust Accounting System

CALIFORNIA DEPARTMENT OF CORRECTIONS  
 INMATE TRUST ACCOUNTING SYSTEM  
 TRANSACTION DATA ENTRY

---

ACCOUNT INFORMATION	SPECIAL ITEMS
ACCOUNT NUMBER: X00001	ACCOUNT FROZEN: //
ACCOUNT NAME: DOUGH	INDIGENT INMATE: //
ACCOUNT TYPE: I	CANTEEN LOSS: //
CURRENT BALANCE: 0.00	INMATE RELEASED: //
HOLD BALANCE: 0.00	ABNORMAL BALANCE:
AVAILABLE: 0.00	
PRIVILEGE GROUP:	ACTIVE HOLDS:
LAST CANTEEN: / /	

---

TRANSACTION DATA					HOLD	HOLD
LINE	AMOUNT	TRAN CODE	COMMENT	TRAN DATE	<Y/N>	DAYS
0001						
INFO1				INFO2		
INFO3				INFO4		
PAYEE NAME						
ADDR1				ADDR2		
ADDR3				CITY		
STATE		ZIP CODE				
INPUT CHECK DATA THEN PRESS ENTER						

ENTER & SAME ACC

BATCH CONTROL

SELECT ACCOUNT

MAIN MENU

Complete the transaction line as for any other batch, ensuring that you enter the appropriate data into the comment field, according to your Trust Office's practices. Press the enter key.

At this time, the system will provide a portion of the screen for you to fill in data to be printed on the check. Four fields are provided for informational purposes. They are designated as "Info1", "Info2", "Info3" and "Info4". Your office's procedures will provide instructions about the use of these fields. It may vary from one institution to another. The next field is for the "Payee Name". For our transaction, "Marcia Dough" will be typed into this field. The remaining lines are for the address to which the check will be sent. This address will be typed on the check, visible in a window envelope, for delivery through the mail. Use your Trust Office's procedures to complete the address. When you have filled in the complete address,

press the "enter" key.

Complete the batch transactions, list and balance the batch and prepare it for posting. After the batch has been posted, the check can be printed. This is done through the "Check Writer Subsystem". To gain access to the Check Writer Subsystem, return to the Main Menu, select the option for Check Writer Subsystem ("8" or "9", depending upon whether or not you have a supervisor's logon), and press the "enter" key. The system will take you to the "Check Writer Subsystem Menu".

INMATE TRUST ACCOUNTING SYSTEM  
CHECK WRITER SUBSYSTEM MENU

1. DISPLAY CHECKS TO BE PRINTED
2. CHECK TO BE PRINTED REPORT
3. MODIFY CHECK TO BE PRINTED
4. PRINT TRUST CHECKS
5. RESTART/VOID CHECKS
6. DISPLAY CHECK PRINTED
7. WHEN ALL CHECKS HAVE BEEN PRINTED
8. UPDATE CHECK STAATUS
9. UPDATE CHECK PRINTED FLAG
10. CHECK WRITER REPORTS MENU

SELECT OPTION AND PRESS THE ENTER KEY

MAIN  
MENU

Your User's Manual contains a Check Printing Check List. Use it to ensure that all steps are being taken to print checks correctly and with a minimum of effort. Select number 4 on the "Check Writer Subsystem Menu" and press the "enter" key.



## Distributed Data Processing System

INMATE TRUST ACCOUNTING SYSTEM  
CHECK WRITER SUBSYSTEM  
CHECK ALIGNMENT/PRINTING SCREEN

#####  
#  
# REMOVE THE COMPUTER PAPER FROM THE PRINTER AND INSERT THE CHECK STOCK #  
#  
#####

PRESS F1 TO PRINT A SAMPLE CHECK  
PRESS F4 TO ADVANCE TO THE FIRST CHECK TO BE PRINTED  
PRESS F6 TO START THE CHECK PRINTING PROCESS  
PRESS F8 TO EXIT THE CHECK PRINTING PROCESS

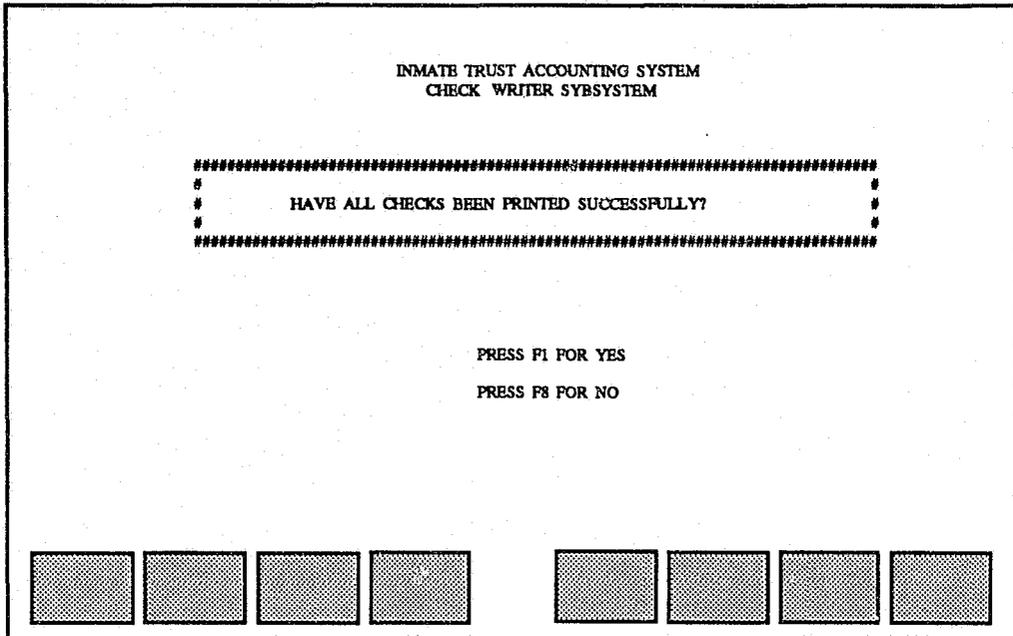
SELECT A FUNCTION KEY

PRINT 1 SAMPLE			ADVANCE 1 CHECK		ALIGN OK		EXIT PRINTING
----------------------	--	--	-----------------------	--	-------------	--	------------------

This screen will allow you to print a sample check to help align the checks in the Trust Office printer. Follow your Trust Office procedures for loading sample and production check stock into the printer, and ensuring check alignment. When the checks are correctly aligned in the printer, press the 'F6' key to begin printing the checks. While checks are printing, a message will appear, informing you of which check numbers are being printed. Once all checks have been written, the following screen will appear:

# *Inmate Trust Accounting System*

---



Since your checks printed successfully, press the “F1” key. A screen will appear, telling you to remove the check stock from the printer and warning you not to forget to run the checks printed report.

To run the checks printed report, you should return to the Check Writer Subsystem menu and type “10”, the Check Writer Reports Menu, and press the “enter” key. The following screen will be displayed:

**INMATE TRUST ACCOUNTING SYSTEM  
CHECK WRITER REPORTS MENU**

1. OUTSTANDING CHECKS LIST
2. DAILY ACTIVITY REPORT
3. CHECK CANCELLED OR VOIDED REPORT
4. CHECKS REGISTER
5. CHECKS PRINTED REPORT
6. CLEARED CHECKS REPORT

SELECT OPTION AND PRESS THE ENTER KEY

JOB NUMBER:

							CHECKS MENU
--	--	--	--	--	--	--	----------------

Type "5" and press the "enter" key. The system will run the report and display a job number. The report will be sent to the printer and will list all checks printed since the last time the Check Writer Subsystem was cleared out. Once you have reviewed the listing, and have found all the information on it to be correct, return to the Check Writer Subsystem Menu, type "7" and press the "enter" key. The following screen will be displayed:

## *Inmate Trust Accounting System*

---

INMATE TRUST ACCOUNTING SYSTEM  
CHECK WRITER SUBSYSTEM  
PURGE TRANSACTIONS THAT CREATED CHECKS

DEPRESS THE F1 KEY IF CHECKS HAVE BEEN VERIFIED

AGAINST THE CHECKS PRINTED REPORTS

NOTE: If you have compared the checks to print report with the checks printed report you may proceed.

NOTE: If you proceed with this program and you later find problems with the checks, your only alternative will be to hand type all of the checks.



When you are certain that the checks were accurate, press the "F1" key to clear out the Check Writing Subsystem of checks to be printed.

Once you have successfully purged the checks to be printed dataset, use the "F8" key to return through the menus to the Main Menu.

## **OTHER FEATURES**

In addition to the transactions that we have undertaken on John Dough's behalf, numerous other activity can occur in an inmate trust account. He can have special purchases or hobby craft purchases, order postage from the mail room, receive checks from people in the community, and eventually, he may even get out of prison and receive the balance of his account in a check from his parole unit. To learn how to perform each of these transactions, you should consult the ITAS Users' Manual. In order to become proficient in the Trust Office, you will need to learn all these transactions and more. But for now, we'll say goodbye to John Dough and wish him well.

## **REPORTS**

The ITAS is capable of producing over 20 reports on a regular basis, and an almost infinite number of reports by special request. The Reports Section of the ITAS User's Manual will describe each of the "regular" ITAS reports, and provide instructions about how to order the reports. The next chapter of this handbook, "Getting Help" will provide information about how to order special reports from the ITAS.

## **OTHER FUNCTIONS**

In this handbook, you have seen the basic activity that can be transacted against an inmate account. But the job of the Trust Accountant is greater than that of maintaining a single type of account. The ITAS assists trust office staff in maintaining and balancing multiple types of accounts. It maintains a General Ledger and produces monthly account statements. It stores a great deal of account information and archives and deletes account activity and old accounts each month. For a complete guide to the ITAS and all of its functions, including over 100 screens and reports, please be sure to maintain easy access to an updated Users' Manual. As

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system changes are made, and enhancements continue to be added to the ITAS, the User's Manual is the only place where up-to-the-minute information can be found.

**CHAPTER 5**  
**GETTING HELP**

This brochure is intended to provide a Quick Reference for the most commonly used transactions in the ITAS. For a more detailed look at all ITAS functions, the "Inmate Trust Accounting System (ITAS) Users' Manual" has been developed. To request a copy of the Users' Manual, or to request additional training, call the ITAS Project Team at (916) 327-0681 or ATSS 467-0681.

Each institution has on site an Associate Information Systems Analyst. This person usually fills a dual role of working with personal computing systems and as the Distributed Data Processing System Coordinator. Find out the name of your DDPS Coordinator, and start with him or her, if your problem has to do with the actual computer equipment or with system performance. Sometimes other activities in the institution may cause a temporary degradation of system performance, or remedial maintenance of system hardware may be necessary. Your DDPS Coordinator will be able to advise you if this is the case.

The Information Systems Branch maintains a "User Help" desk. Staff in this position will be familiar with common problems with hardware and software on the DDPS, but may have to refer specific problems with the Inmate Trust Accounting System Application to the ITAS project team. To reach the User Help Desk for general software or hardware (equipment) problems, call (916) 322-6131 or ATSS 492-6131.

The ITAS Project Team consists of both Inmate Trust Accounting professional staff and Information Systems professional staff. If you have problems using the ITAS, both kinds of help are at your disposal. For questions dealing with accounting issues, contact the ITAS Accounting Systems staff at (916) 327-0683 or (916)327-6909. The ATSS numbers for ITAS Accounting Systems staff are 467-0683 and 467-6909.

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The Accounting Systems ITAS staff can provide insight into common procedures in use for the ITAS among various institutions and have a detailed knowledge of ITAS accounting procedures.

Occasionally, you may have the need for a special report from the ITAS. In general, anything you put into a computer can usually be gotten back out again, even if it is not listed on the Reports Menu. The ITAS Information Systems Staff will be happy to assist you with requests for special, or "Ad Hoc" reports, or to respond to any questions dealing with the use or abuse of the computer application. You can contact the ITAS Information Systems staff at (916) 322-9061. These staff have intimate knowledge of the computer programs that comprise the ITAS and will also be able to assist you in fixing problems where the data in the system has been corrupted through human or system error.

We of the ITAS Project Team sincerely hope this booklet provides you with an understanding of the background, operation, and functions of the Inmate Trust Accounting System, as well as information about how to find help. We encourage feedback about future improvements through participation in the Trust Users' Group, through direct contact with project staff, through your DDPS Coordinator or through the User Help Desk.

