



Circuit Court Management System  
CCMS(w) for Windows Technical Bulletin

**Year End Update**  
**December 30, 2012**

To: All Circuit Court Management System Users  
From: The Technical Staff of Software Computer Group  
Subject: 2012 Year End Process (preparing for year 2013)  
Date: December 28, 2012

- A. Enter all of your remaining 2012 cases (note – you may enter 2012 cases after running this year end process by using the Add Existing Case Option)**
- B. If you allow the system to provide automatic case numbering, reset the year and sequence number to 2013 as follows:**

From the docket menu select option 24 (Return to Startup Menu)

  1. From the Startup menu select option 6 (System Maintenance)
  2. From the System Menu select option 1 (Year end update)
  3. Key in new year number >> **13** and press enter
- C. If you are utilizing the check writing module, you should “Clear the YTD check amounts” for each Payee as follows:**
  1. Go to the Check Menu as follows:

Select option 6 Financials from the Docket Menu  
Select option 9 Check Writing
  2. Select option 11 (Check Parameter Maintenance)
  3. Select Y = End of Year Clear which is the last option.
  4. Press an F7 to exit
- D. Add a case for miscellaneous receipts preceded by the New Year. i.e. 13-MISC-1 (where MISC is the case category you have been using throughout the years)**
- E. When adding a new case the system uses your computers system date to determine what year to be placed in the first 2 positions of your new case number. You will not see year 13 display until January 1<sup>st</sup>, 2013.**