Worksheet Inspiration

Purpose:

The purpose of this document is to provide creative inspiration for new worksheets that you may implement in your office.

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Inquiry Worksheets:

Management Stats

This worksheet was created to give a quick snapshot of statistics. This shows a lot of quick information on the TNG home screen in the Main Menu Worksheet and updates throughout the day as users perform activities.

Main Menu Worksheet

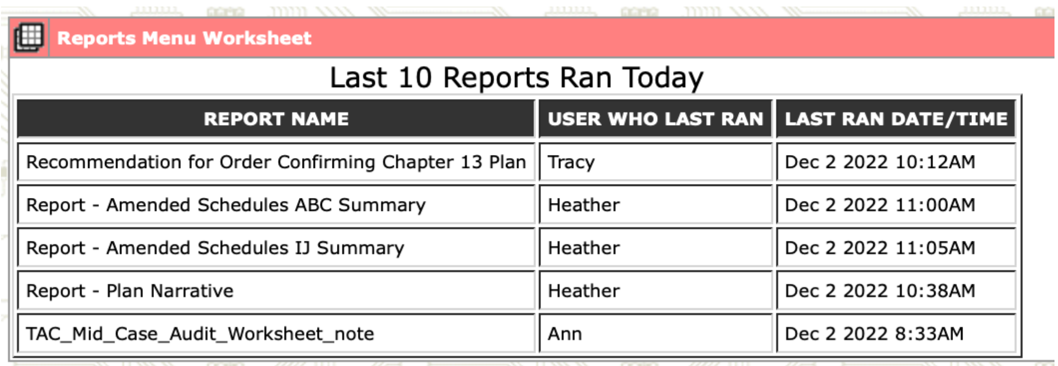
Management Statistics			
Cases Filed MTD	**Cases Filed YTD**	**Cases Set to Close EOM**	**Confirmations MTD**
2	327	1	3
# Cases with BOH Over $20k	**Number of Unprocessed Docs**	**Docs Downloaded Today**	**Final Reports MTD**
3	52	41	0
Workflow Items Assigned Today	**Tickles Activated Today**	**TNG Emails Sent Today**	**Last Database Backup**
34	7	0	12/02/2022
Active Cases	**Unconfirmed Cases**	**Confirmed Cases**	**Delinquent Cases**
1408	91	1317	106
Active Tacoma Cases	**Active Vancouver Cases**	**Active Lynch Cases**	**Active Heston Cases**
1091	317	718	689
Active Cases with Missing Tax Returns by Year			**Tax Returns Received Today**
2017: 24 **2018**: 94 **2019**: 231 **2020**: 371 **2021**: 538 **2022**: 0			19

Logged in Users:

This was created to give staff a quick way to tell if someone was working that day while everyone was remote and has remained valuable since. Staff can check if a user is actively in the system before forwarding an urgent request to them. This shows up directly below the management stats for managers, or by itself for staff in the Main Menu Worksheet.

Last 10 Reports Today:

I wrote this one for me to see the last 10 reports ran. Generally when there's a report issue or document, it was recently ran and I can quickly identify the report name in question by user and time. Shows on the Reports menu for my user.



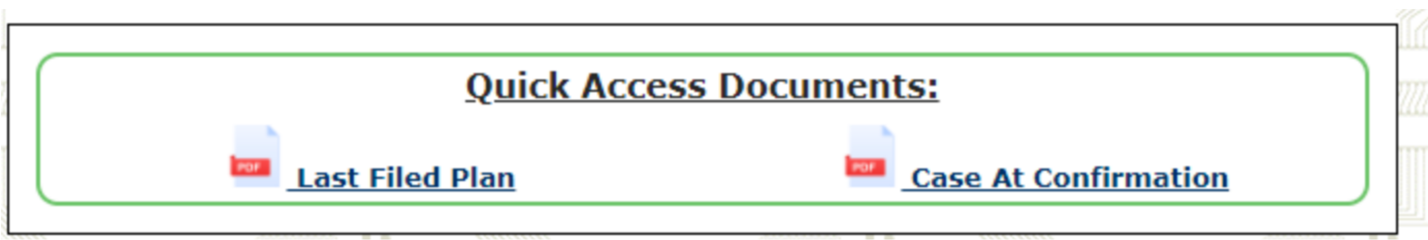
Reports Menu Worksheet

Last 10 Reports Ran Today

REPORT NAME	USER WHO LAST RAN	LAST RAN DATE/TIME
Recommendation for Order Confirming Chapter 13 Plan	Tracy	Dec 2 2022 10:12AM
Report - Amended Schedules ABC Summary	Heather	Dec 2 2022 11:00AM
Report - Amended Schedules IJ Summary	Heather	Dec 2 2022 11:05AM
Report - Plan Narrative	Heather	Dec 2 2022 10:38AM
TAC_Mid_Case_Audit_Worksheet_note	Ann	Dec 2 2022 8:33AM

Quick Access Documents:

This is an inquiry worksheet that appears on several tabs of each case. The idea here was to provide quick access to the most commonly opened documents on a case. The Last Filed Plan is the most recently confirmed plan on a case. The Case at Confirmation is a PDF print of the Plan Calc 1 screen when a case is confirmed.



Case Flags:

We have added several custom case flags to the system that are used for various purposes. This inquiry worksheet shows on most case tab screens for all staff to get a quick bullet view of important case flags on each case.

Email Attorney Contacts:

This inquiry worksheet shows on the parties tab and provides quick one-click access to email different contacts at the attorney office. Clicking the link launches a new mail in Outlook to the address selected and pre-populates the subject line with the Case Number and Debtor Last Name

SHOEMAKER & DART PS INC

Name	Email Address	Comment	E-Notice	Correspondence
Jim Dart	jdart@shoedartlaw.com	ECF	Y	Y
Kathleen Shoemaker	kshoemaker@shoedartlaw.com	ECF	Y	Y

At-A-Glance Worksheet:

Our office uses the At-A-Glance worksheet for quick and easy access to information that may be needed in court. I asked our attorneys what they would want instant access too and this is the result.

At-A-Glance Worksheet

CaseID:	**27154**
Equity:	**$0.00**
IV.E.:	**$0.00**
TPI:	**$2,000.00**
TPILR:	**$2,000.00**
Base:	**$18,000.00**
Base Balance:	**$16,000.00**
Delinquency to be Cured (By Order):	**$0.00**

Delinquent Cases

This is an inquiry worksheet that shows on multiple case screens when a case is delinquent more than 3 months. This calls attention to anyone looking at the case that the case is delinquent and if recent action such as a letter was mailed and the last receipt.

Case is Delinquent

Delinquency Amount	**$4,800.00**
Months Delinquent	4
Last Receipt Date	10/07/2022
Last Delinquency Letter Sent	11/16/2022

Admin Worksheets

Completing Cases Worksheet

This admin worksheet is used by our closing case auditor when closing cases. It works by pulling in cases based on number of months remaining (user input). Info brings up a modal window with additional important details needed for each case. A drop down for status tracking which color codes the background of each row for quick view.

Cases Completing

Current User:	Chris Benjamin
Current Date:	12/02/2022
# of Months Remaining	0

Case #	Month	Info	Comment1	Comment2	Status	Cutoff	Notes
17-42582-MJH Gerhardt L Nicks Elizabeth A Nicks	0	★	**Have all BAPCPA**		Audit for PIF	Cutoff	MTG PIF 9/27/22. DON'T CLOSE UNTIL 2018-2020 RETURNS RECEIVED. Case audited absent rescinding order and close codes awaiting returns.
17-43336-BDL William Rogers Sandra Dawn Rogers	0	★	**Have all BAPCPA**		Need BAPCPA	Cutoff	Response to NFC due 10/4/2022
17-43963-BDL Robin Yvonne Laudermilk	0	★	**Have all BAPCPA**		Need DSO	Cutoff	Close 10/1 when at month 60
18-40467-BDL James Francis Boylan Jr Tammy Jean Boylan	0	★	**NOT ELIG DISCHARGE**		Following	Cutoff	

Modal window for Info Button

Case Details

16-42743-BDL	Debtor 1	Debtor 2
Entitled to Discharge:	Yes	
Debtor EDU Mailed:	Nov 28 2022 10:05AM	
Debtor EDU Received:		
Debtor DSO Mailed:	Nov 28 2022 10:05AM	
Debtor DSO Cert Rcvd:	NO	NO

Motion Forum – In Court Admin Worksheet

For our office, we have motion coordinators who accompany the attorney in court (in-person, telephonically, and zoom). This person takes notes of the proceedings for our office. Before this worksheet this person was frantically jumping around cases and opening forum notes for each case during a docket to enter the notes and would sometimes miss important details. This worksheet pulls current matters marked to be heard for 'today' and pulls in the matters, notes, and provides a comment box for them to type notes. I then used an update string to push those notes into the forum for each case. This allows one central place to take notes for each case being heard and a single button to update all notes to all cases.

Motion Forum Updater

Current User:	CB	Chris Benjamin
Motion Calendar Date:	9/01/2020	

Case Details	Forum Note
Case Number: 1740231 Debtor Last Name: Dimmick Datty: THOMAS MCAVITY ATTY Motion being heard: Trustee's Obj to Confirmation W/ Strict Compliance Matter Notes: Trustee's Objection to Confirmation of Chapter 13 Plan. (Related document(s) 5 Meeting of Creditors Chapter 13 AutoAssign, 14 Chapter 13 Plan). Proof of Service. Filed by Michael G. Malaier on behalf of Michael G. Malaier. (Malaier, Michael) (Entered: 3/21/2017)	Who Appeared: Forum Note
Case Number: 1740373 Debtor Last Name: Pipgras Jr Datty: SCOTT M HUTCHINSON ATTY Motion being heard: Compensation Matter Notes: Second Application for Compensation .. Proof of Service. Filed by Scott M Hutchinson on behalf of Albert William Pipgras Jr The Hearing date is set for 9/10/2019 at 01:00 PM at Vancouver Federal Bldg. - Judge Heston. Response due by 9/3/2019. (Attachments: # 1 Attorney Fee Itemization # 2 Proposed Order # 3 Proof of Service) (Hutchinson, Scott) Third Application for Compensation .. Proof of Service. Filed by Scott M Hutchinson on behalf of Albert William Pipgras Jr The Hearing date is set for 1/7/2020 at 01:00 PM at Vancouver Federal Bldg. - Judge Heston. Response due by 12/31/2019. (Attachments: # 1 Attorney Fee Itemization # 2 Proof of Service # 3 Proof of Service) (Hutchinson, Scott)	Who Appeared: Forum Note
Case Number: 1941772 Debtor Last Name: Edwards Datty: EDWARD ROSSBACK ATTY AT LAW PLLC Motion being heard: Confirm Amended Plan Matter Notes: Debtor's Motion to Confirm Amended Plan ... Filed by Edward L Rossback on behalf of Shawan Lacole Edwards The Hearing date is set for 12/18/2019 at 01:30 PM at Judge Lynch's Courtroom I, Union Station. Response due by 12/11/2019. (Attachments: # 1 Proposed Order) (Rossback, Edward)	Who Appeared: Forum Note

Forum Note:

Motion Calendar Notes

Motion Forum Update - From Worksheet

Entered by Chris Benjamin on Friday, August 28, 2020 2:05 PM

Who Appeared: Smith Rideaux
Forum Note: Testign this forum note for RIdeaux

Payee Comment Search

This in an admin worksheet that allows staff to search the comments on claims. This has proven to be quite useful when they are looking for a specific claim and the information is contained only in the comment on the claim.

Payee Search by Comment

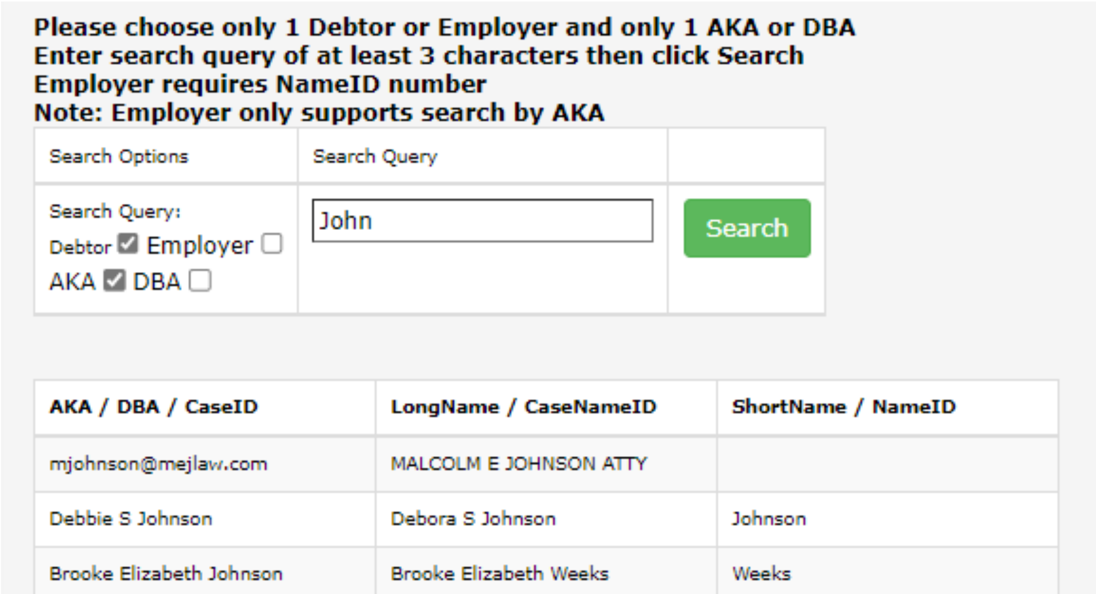
Please enter a value and click search to display results

Search Options	Search Query	
Search Query:	ford	Search

Case #	Claim ID	Payee Name	Comment	Claim Amount
0940891	25	IQ CREDIT UNION	2000 Ford Exployer	3500.00
0940891	10025	IQ CREDIT UNION	Split Claim 2000 Ford Exployer	914.17
0942832	8	BOEING EMPLOYEES CREDIT UNION	Surrendered/ 2006 Ford ex	0.00

Case Search by Name, AKA/DBA

This admin worksheet was created to allow searching for AKA/DBA fields on cases which is not possible in the current case query program.



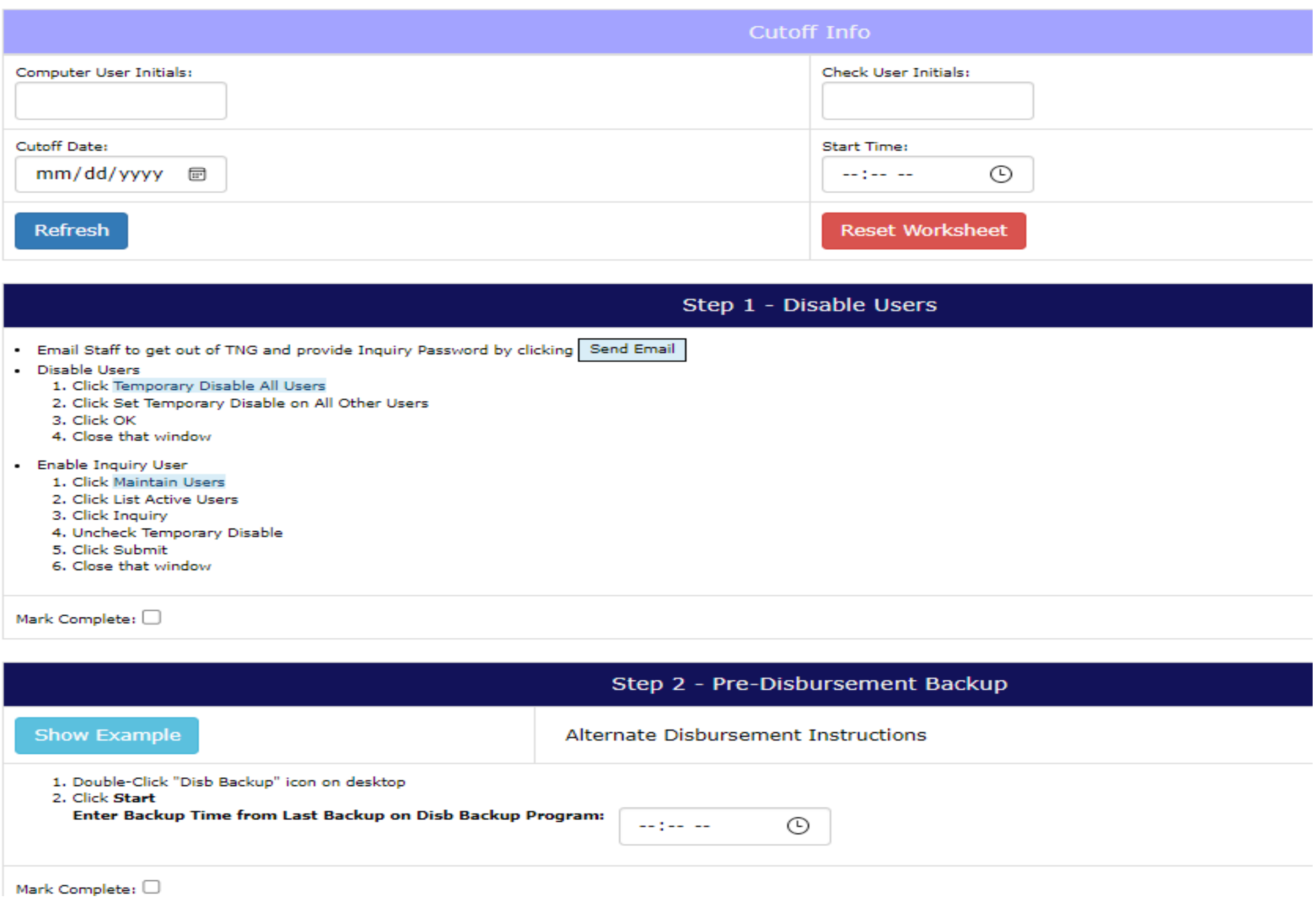
Please choose only 1 Debtor or Employer and only 1 AKA or DBA
Enter search query of at least 3 characters then click Search
Employer requires NameID number
Note: Employer only supports search by AKA

Search Options	Search Query	
Search Query: Debtor ☑ Employer ☐ AKA ☑ DBA ☐	John	Search

AKA / DBA / CaseID	**LongName / CaseNameID**	**ShortName / NameID**
mjohnson@mejlaw.com	MALCOLM E JOHNSON ATTY	
Debbie S Johnson	Debora S Johnson	Johnson
Brooke Elizabeth Johnson	Brooke Elizabeth Weeks	Weeks

Disbursement Worksheet:

We used a paper sheet for years that had the 18 steps for performing disbursement. We would check off the boxes and write notes on the paper. I re-created this as an Admin Worksheet with a few features. There are 1-click links that open the step/report/task right from the worksheet. I built in a script for emailing users when cutoff begins and when it finishes. This reduced a lot of problems with the disbursement process and simplified the entire process for staff members that perform disbursement cutoff.



Cutoff Info

Computer User Initials:

Check User Initials:

Cutoff Date: mm/dd/yyyy

Start Time: --:-- --

Refresh

Reset Worksheet

Step 1 - Disable Users

- Email Staff to get out of TNG and provide Inquiry Password by clicking Send Email
- Disable Users
  1. Click Temporary Disable All Users
  2. Click Set Temporary Disable on All Other Users
  3. Click OK
  4. Close that window
- Enable Inquiry User
  1. Click Maintain Users
  2. Click List Active Users
  3. Click Inquiry
  4. Uncheck Temporary Disable
  5. Click Submit
  6. Close that window

Mark Complete: ☐

Step 2 - Pre-Disbursement Backup

Show Example

Alternate Disbursement Instructions

1. Double-Click "Disb Backup" icon on desktop
2. Click **Start**

Enter Backup Time from Last Backup on Disb Backup Program: --:-- --

Mark Complete: ☐

Step 3 - Change Disbursement Parameters

1. Click Disbursement Calculation Inputs
2. Click on Disbursement ID 1 (Note: There should only be one item to click on)
3. Check the box for **Initialize Disbursement Tables**
4. Check the box for **Update Disbursement**
5. Enter the Cutoff date in **Disbursement Date**
6. Uncheck the box for **Lock Disbursement Tables**
7. Enter the Cutoff date in **Check Date** mm/dd/yyyy
8. Enter EFT date in **Effective EFT Date** mm/dd/yyyy
9. Click Submit
10. Close that window

Mark Complete: ☐

Step 4 - Verify Starting Check Number

1. Ask Check User the First Check Number in Printer:
2. First Check number in TNG - **728083**
3. **Verify that the first check numbers match**
   Stop If Mismatch

Mark Complete: ☐

Step 5 - Pre-Disbursement Reports

1. Click Report Autorun Program
2. Select Report Group **Pre-Disbursement Reports**
3. Click **Run Reports**
4. Click Balance On Hand Report
5. Check the box for **Open Cases**
6. Check the box for **Closed Cases**
7. Check the box for **Unconfirmed Cases**
8. Check the box for **Confirmed Cases**
9. Select **Create Export File**
10. Select **MS Excel**
11. Click **OK**

Mark Complete: ☐

Step 6 - Check Balance Update

1. Click Check Balance Update
2. Wait for this to finish
3. Click Check Balance Display
4. No cases should be listed
5. Click **OK**
6. Clear the tickles created by the check balance update

Mark Complete: ☐

Step 7 - Payee Step Payment Update

1. Click Payee Step Payment Update
2. Click **OK**
3. Run Through Date should default to **Cutoff Date**
4. Click **OK**
5. Clear the tickles created by the payee step payment update program

Mark Complete: ☐

Step 8 - Disbursement Calculation

1. Click Disbursement Calculation
2. Verify that all items have been completed by checking each box at the bottom
3. Click **Update**
4. This process can take anywhere from 5-20 minutes to complete
5. Start Time --:-- --
6. End Time --:-- --

Mark Complete: ☐

Step 9 - Post-Disbursement Backup

Show Example	Alternate Disbursement Instructions

1. Double-Click "Disb Backup" icon on desktop
2. Click **Start**
3. **Enter Backup Time from Last Backup on Disb Backup Program:** --:-- --

Step 10 - Enable Users

1. Click Enable Users
2. Click **Remove Temporary Disable on All other users**
3. Click **OK**
4. Email staff that it's OK for them to log back in by clicking this button

Send Email

Mark Complete:

Step 11 - Post-Disbursement Reports

1. Click Report Autorun Program
2. Select Report Group **Post-Disbursement Reports**
3. Click **Run Reports**
4. Done:

1. Click Balance On Hand Report
2. Check the box for **Open Cases**
3. Check the box for **Closed Cases**
4. Check the box for **Unconfirmed Cases**
5. Check the box for **Confirmed Cases**
6. Select **Create Export File**
7. Choose **MS Excel**
8. Click **OK**
9. Done:

1. Click Month Ending System Stats
2. Enter **Cutoff Date**
3. Select **Create Export File**
4. Choose **MS Excel**
5. Click **OK**
6. Done:

Mark Complete:

Step 18 - Electronic Funds Transfer

1. Click: Truist EFT Site
2. Login with your **Company ID, UserID, and Password**
3. Click **Control Totals**
4. Click **Add**
5. Select Application **Choose only available option**
6. Credit amount **Enter the total from the bottom of reported printed in Step 16**
7. Debit Amount **Enter 0.00**
8. Click **Save**
9. Verified by: &

Mark Complete:

Step 19 - Create Report

Notes / Comments

Create Disbursement Report | **Choose Create Export File -> Format: PDF -> Click OK**

Mark Complete: