Inform

 Instruct
 Inspire

BRANCH

Downloading Financial and Filing Information

Run a report

1. Click Actions.

MINNESOTA

COURT SERVICES DIVISION

- 2. Select **Reports** from the drop-down list.
- 3. Chose a Report to run:
 - a. Financial Reconciliation Report
 - b. Filings Report
- 4. Enter Report Parameters:
 - a. Filings Submitted By
 - b. Date Range
 - c. Locations
 - d. Status
- 5. Click Download Report.
- 6. Choose to **Open** or **Save** the report to the computer.

Financial and Filing Information can be downloaded regardless or roles or rights.

ñ	Actions -
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Start a Ne	w Case
File Into E	xisting Case
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Reports Financial Reconciliation Report Useful when reconciling financial transactions against filings submitted during a selectable time frame up to 60 days • Provides envelope level information specific to fees and their capture date Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Useful when reconciling financial transactions against filings submitted during a selectable time frame up to 60 days • Delivered in an Excel spreadsheet to allow for filtering and searching Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Filings Report Image: Colspan="2">Colspan="2" Vestful when looking for detailed information about financial transactions Image: Colspan="2">Colspan="2" • Provides filing level details specific to fees tied to each filing in the envelope Image: Colspan="2" Image: Colspan="2" • Includes a complete breakdown of the filing fees as well as the date the fees were captured Image: Colspan="2" Image: Colspan="2"

