



SANTA FE COUNTY VOID RECEIPT AUDIT TRAIL REPORT

# **CUSTOMIZED VOID RECEIPT AUDIT TRAIL REPORT PROPOSAL**

**Updated 8/25/15**

**Prepared for**

**Santa Fe County**

**EXHIBIT**

    A



## Project Objective

The objective of the project is to provide the county with a vehicle to track activity related to the void receipt transaction within the ClerkTrack Recording system.

## Functional Specifications

1. County updates the "Revision Code" within the ClerkTrack "Document Options – General" Section and assigns receipt "voiding" responsibilities to select staff members.
2. When an already receipted transaction requires voiding (i.e. mistake) the end user contacts the assigned supervisor. .
3. Assigned Supervisor then clicks "Void Receipt", they will be prompted as follows (All Required):
  - a) Enter Revision Code
  - b) Enter Reason Code (why the receipt is being voided)
  - c) Enter "Voided by" User name (windows Log on)
  - d) Enter windows password for authentication
  - e) Confirm Void (i.e. "Are you sure")
4. Voided information will be entered into newly created ClerkTrack database tables including; **original receipt number, original dollar value, original pay method, void date, void time, user who voided and reason for voiding.**
5. A "Voided Receipt" report will be added to the ClerkTrack Reports Manager section.
6. Report will be conducted by date query (and range of dates).
7. Report to include all the information outlined in point # 4 above.



### **Scope of Service**

1. Programming to accommodate parameters as listed above
2. Configuration and modification of ClerkTrack to accommodate functional requirements as outlined.
3. Installation on SFC workstation.
4. Testing of program and viewing reports to ensure proper output.
5. Instruction on the ClerkTrack void receipt features to ensure SFC administrators understand the process and capabilities.

### **Guarantees and Warranties**

Professional Document Systems guarantees that this turnkey Void Receipt customization and reporting tool will perform as indicated to the full satisfaction of Santa Fe County.



SANTA FE COUNTY VOID RECEIPT AUDIT TRAIL REPORT

EXHIBIT A

COST PROPOSAL

NM State Wide Pricing Agreement  
Contract Number: 40-000-14-00106CQ

:

| Part Number | Description  | Qty. | Cost Per Unit | Total Cost |
|-------------|--|------|---------------|------------|
| PDS-CI-PS   | Professional Services - Electronic Content Management (Senior Level) | 12   | \$157.50      | \$1,890.00 |
|             | TOTAL COST   |      |               | \$1,890.00 |
|             | NM GRT Per Tax and Revenue   |      | 7.1875%       | \$135.84   |
|             | TOTAL PROJECT COST   |      |               | \$2,025.84 |



SANTA FE COUNTY VOID RECEIPT AUDIT TRAIL REPORT

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers effective as of the date first set forth above.

Professional Document Systems

Santa Fe County

*Matt Bowman*

*Katherine Miller*

(Signature)

(Signature)

Matt Bowman  
(Typed or Printed Name)

Katherine Miller  
(Typed or Printed Name)

President  
(Title)

County Manager  
(Title)

Date: 07/30/15

Date: 8.31.15

Address and Support Number:

**Professional Document Systems**

1414 Common Drive  
El Paso, Texas 79936

2533 Virginia Suite J  
Albuquerque, NM 87110

800-644-7112 General Inquiries  
800-708-8584 Technical Services

Approved as to form  
Santa Fe County Attorney

By: *[Signature]*

Date: 8/25/15

*Candice Jaramilla*  
8/26/15



SANTA FE COUNTY VOID RECEIPT AUDIT TRAIL REPORT