

ArrearsMaster[®] Calculator



ArrearsMaster[®] Calculator

This program is used to create a date-ordered schedule of obligations and payments made for a case.

The program then calculates and accumulates the interest due on any past-due or unpaid obligation providing a line-by-line output of all details in the calculation.

By considering this kind of case as a contingent collections case you and your lawyer can agree on a contingent collection fee (%) as payment for services.

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- ▶ A Simple case
 - Entry
 - Interpreting the Output
- ▶ How to import from KPC (Kansas Payment Center)
- ▶ Issues in the KPC Import
- ▶ Getting Help!

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Entry

3 areas of entry – (Buttons displayed at the bottom of page)

- ▶ Case Data – General Info about the case
- ▶ (Support) Obligations – entry of obligations
- ▶ Payments (& Adjustments) – entry of payments



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Case Data


- ▶ The most important thing is the STATE entry.
- ▶ Selecting a state will apply the statutory rates for that state.
- ▶ If you want a FIXED interest rate then scroll to bottom of STATE list and select FIXED – then enter the rate.
- ▶ If you want NO INTEREST then then scroll to bottom of STATE list and select ZERO.

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Support Obligations

OBLIGATIONS

Beginning Date  24

Calculate Interest Through  24

Balance Forward

Interest Forward

- ▶ Enter the beginning date for the report.
- ▶ Enter the ending date for the report. The default is “today”. You can use future dates just remember that interest rates could change.
- ▶ Enter any Balance forward and/or interest forward.

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Support Obligations “Grids”

- ▶ Each of the three “grids” work the same way
- ▶ Enter the (start) date, then the amount, then the frequency.
- ▶ Press the INSERT link to SAVE the row.

Child Support

Date	Amount	Frequency		
1/1/2000	50.00	Monthly	Edit	Delete
		Weekly ▾	Insert	

- ▶ Transactions will be extracted on the chosen frequency. i.e. If you select “Monthly”, the program will extract an obligation each month on the same day until it changes or ends.
- ▶ Until the obligation changes the amount will occur on that frequency.
- ▶ Use a frequency of “End-Date” to end the transaction before the end of the report.

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Payments and Adjustments “Grids”

- ▶ Individual Payments – there is no frequency. You have to enter each individual payment date and amount. Individual Payments can be imported from the KPC.
- ▶ Regular Payments – these get extracted into individual transactions just like the Obligations
- ▶ Adjustments – similar to Regular Payments but the amount can be negative or positive.

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A Very simple Case”

- ▶ Starting on 1/1/2010 through 4/3/2017
- ▶ Dad’s obligation to mom is \$100/week for Child Support
- ▶ Dad is paying \$200 once a month

Child Support

Date	Amount	Frequency		
1/1/2010	100.00	Weekly	Edit	Delete
		Weekly	Insert	

Regular Payments

Date	Amount	Frequency		
1/1/2010	200.00	Monthly	Edit	Delete
		Weekly	Insert	

Net Result
shown at
bottom of
report

Total paid	\$	17,600.00
Reduced by:		
Interest paid (support)		-
Interest paid (arrears)		(3,528.89)
Overpayments (gifts)		-
Amounts paid	\$	14,071.11
Amounts owed	\$	37,900.00
Amounts paid		(14,071.11)
Total now due	\$	23,828.89



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Importing From KPC Website

Three Easy Steps

1. Go to KPC Website – log in – Get Case – Export to Excel – save locally
2. Open ArrearsMaster[®]
Click on Import Payments button
3. Enter info to import spreadsheet with KPC data. Click Import

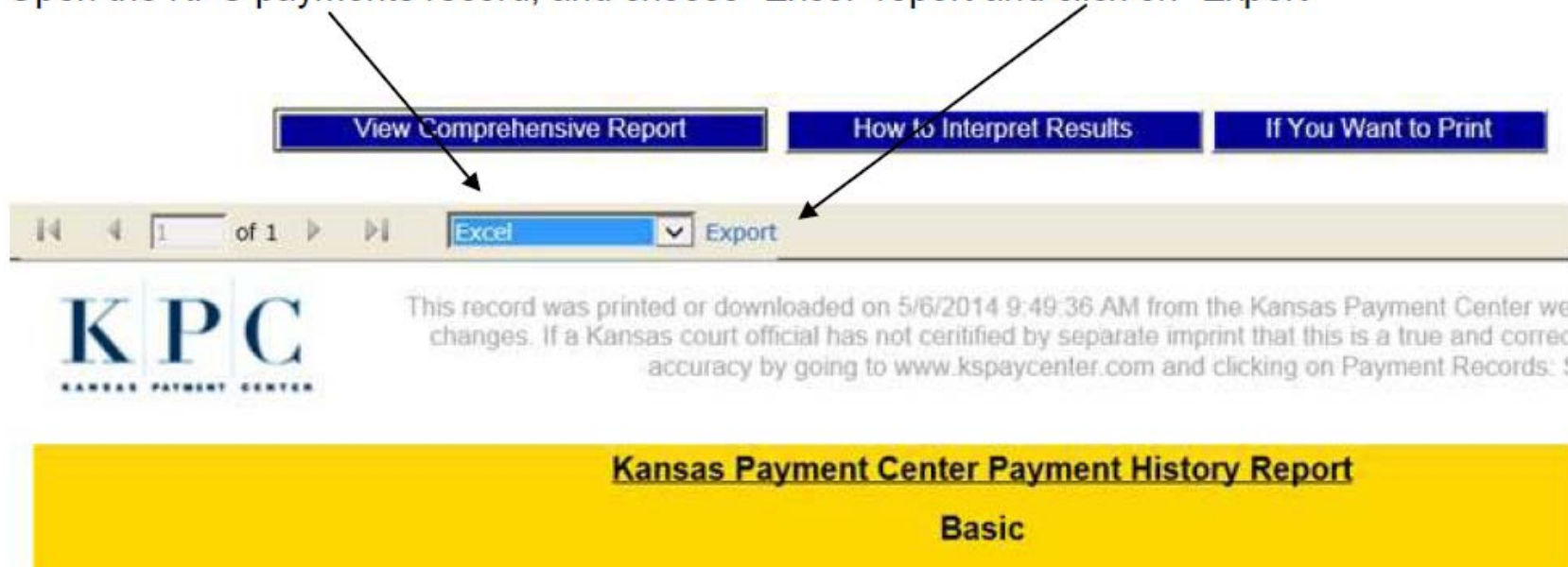
All data from KPC is now in the Individual Payments “grid”.

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KPC Import Step 1

The KPC website offers the ability to export the payment record in a child support or spousal maintenance case. That record can then be read directly by ArrearsMaster[®] and used to calculate the interest due to the support recipient for late and unpaid installments of support.

Open the KPC payments record, and choose “Excel” report and click on “Export”



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KPC Import Step 2

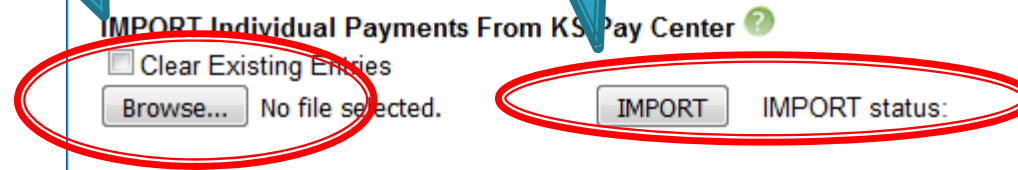
On the PAYMENTS tab...

FIRST

Select the file to Import – you know, the one you just got from the KPC!

SECOND

Click IMPORT
The grid will fill with the payments.



IMPORT Individual Payments From KS Pay Center ?

Clear Existing Entries

No file selected.

IMPORT status:

Check “Clear Existing Entries” to clear the grid prior to importing

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KPC - Handling Import Issues

Occasionally you might see where the KPC entered a transaction that is later reversed because the original was a mistake.

To ensure correct calculations you must delete both the original transaction AND the corrected entry. Otherwise the program will calculate interest due on an amount due that is not accurate.

The Worksheet



- ▶ Click on the Worksheet button to open the worksheet tab.
- ▶ Click the CALCULATE button. Wait a few seconds and a [link](#) will appear.
- ▶ Click on the [link](#) to open the report.
- ▶ The report is a line by line transaction report.
- ▶ The summary at the bottom is the most important part!

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shown at
bottom of
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Getting Help!

- ▶ Remember, at any time during your use of the program you can click the HELP button and our detailed HELP system will open.

