

## **CCPA INTEREST POSTINGS**

### **PHASE I**

#### **PA PANOSOFT CASE MANAGEMENT SYSTEM – PRODUCTION**

- 1. VERIFIED STATUS OF 9690 CASES**
- 2. VERIFIED / EXCLUDED 6191 CLOSED PRIOR TO NOV. 2022**
- 3. INDIVIDUAL CASE REVIEW OF REMAINING 3499 CASES**
  - a. Reassigned Virtually All Staff, Including Part-Time
    - i. Provided Criteria & Instructions
  - b. Identified & Updated Status & Appointment
    - i. Review Case Notes
    - ii. Review Court Records
    - iii. Review Case File
  - c. Identified Balance On Hand
- 4. BASED ON REVIEW of STATUS, APPOINTMENT & BALANCE**
  - a. Verified or Corrected Flags
    - i. Freeze Payments (YES/NO)
    - ii. Freeze Receipts (YES/NO)
    - iii. Interest Paid (YES/NO)

### **PHASE II**

#### **PA PANOSOFT CASE MANAGEMENT SYSTEM – PANOSOFT VENDOR**

- 1. REQUEST FOR PANOSOFT VENDOR TO UPLOAD PRODUCTION DATA INTO TEST SYSTEM**
  - a. Upload Completed

### **PHASE III**

#### **PA PANOSOFT CASE MANAGEMENT SYSTEM – PA TEST ENVIRONMENT**

- 1. RAN LIST IN TEST FOR QUALITY CONTROL OF 3499 CASES**
  - a. Sorted Random Lists for Quality Control

- i. Identified & Marked Discrepancies
- ii. Revisited and Corrected Discrepancies

- 1. Corrected Status
- 2. Corrected Appointment
- 3. Corrected Flags

## **PHASE IV**

### **REVIEWED PROJECT WITH PUBLIC GUARDIAN (PG)**

#### **1. REQUESTED AUTHORIZATION FROM PG FOR PG ACCOUNTS RECEIVABLES (A/R) “SHARED STAFF” TO ASSIST WITH POSTINGS.**

- a. Authorization Provided.

#### **2. MET WITH PG A/R SHARED STAFF**

- a. New Staff Reviewed Procedures / Trained in TEST System
- b. October 17, 2025 PG A/R Posted Past Due Interest in TEST System
  - i. Posting Each Month Separately.
  - ii. Ran and Saved Monthly Lists

## **PHASE V**

### **CCPA TO FINALIZE REVIEW OF REPORTS AND ALLOCATION OF INTEREST POSTINGS**

#### **1. IN PROGRESS**

- a. Populated Report into Excel
  - i. 23,250 Transactions
- b. Verifying Probate Cases Specifically to Ensure No Omissions
- c. Identify and Correct Discrepancies as Previously Identified in TEST
- d. Completion Set for EOD 10/23/2025

## **PHASE VI**

### **PG A/R STAFF TO POST ALL INTEREST IN PA PRODUCTION**

- 1. PG A/R SHARED STAFF SCHEDULED TO COMPLETE POSTINGS OF ALL INTEREST IN PRODUCTION NO LATER THAN TUESDAY, 10/28/2025.**
  - a. PG A/R Shared Staff Now Trained and Prepared
    - i. Will Post Each Month Separately.
    - ii. Will Provide Proof Lists for Each Month.

## **PHASE VII**

### **PA TO REVIEW POSTINGS**

- 1. IDENTIFY PROBATE CASES WITH EARNINGS OVER \$600**
  - a. MINIMUM 500 CASES
  - b. MAX 1800 CASES

## **PHASE VIII**

### **REPORTS TO CPA FOR REVIEW**

- 1. PROVIDE LIST OF PROBATE CASES THAT TO CPA THAT MET CRITERIA.**
- 2. CPA will review all open cases in due course, as per standard schedule based on respective estates' tax-year.**
- 3. CPA will review all Probate Cases previously Closed**
  - a. If Needed, CPA will prepare and file applicable tax returns
  - b. Issue K-1
- 4. CCPA will review with private attorneys who represented Probate Matters and then Issue Checks, as needed, following Reviews.**