

# **Reconciling the BSS database with the Court**

<sup>3rd</sup> Edition

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## The BSS Court Reconciliation Program version 3.1

The United States Trustee Program has begun to require that Trustee offices reconcile their database with that of the United States Bankruptcy Court. This can be a very important task, as the Court will frequently miss sending cases, orders and other documents to the Trustee. Trustees make mistakes, too, and reconciling with the Court is a good way to find the kinds of mistakes that slip through exception reports.

This document will show you how to take a data file from the Bankruptcy Court and convert it into a format to run with the Court Reconciliation program available from BSS. This edition of the manual covers version 3.1 of the program.

The program has been designed to be adaptive to many different styles and formats without need for further BSS customization. Please share new applications of the program with other System Managers on the SMUG email list. The program is also structured for BSS to easily change some parameters.

The most current version of this manual will be available at <http://www.det13.com/PDF/recon.pdf>

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To start, contact the Clerk of the Court and discuss the issue with them. Some Clerks are more sophisticated than others and can provide data in the exact format required. Others will provide data in a format that will require some massaging before it can be run. The Clerk can email the data, send it by floppy, ftp, or whatever means is needed to get it to the PC.

There is a division in the ability for various Courts to provide data. Courts on CM/ECF must use a method of data extraction that differs from pre ECF courts. The following Clerks have agreed to share their knowledge on how to generate recon files:

### Pre-CM/ECF:

United States Bankruptcy Court-Eastern District of Michigan  
Paulette Gibbons  
211 West Fort St.  
Detroit, MI 48226  
(313) 234-0053  
[paulette\\_gibbons@mieb.uscourts.gov](mailto:paulette_gibbons@mieb.uscourts.gov)

### CM/ECF:

United States Bankruptcy Court-Western District of Texas  
Ernie Peña  
U.S. Bankruptcy Court  
Western District of Texas  
(210) 472-6720, ext. 238  
[ernest\\_pena@txwb.uscourts.gov](mailto:ernest_pena@txwb.uscourts.gov)

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The following types of reconciliation are commonly performed:

- New cases filed during a period of time
- Cases converted FROM Ch 13 TO another chapter during a period of time
- Cases converted from ANOTHER chapter TO Ch 13 during a period of time
- Cases dismissed during a period of time
- Cases discharged during a period of time
- All open cases

The system relies upon the use of close codes and date fields. The close codes that match with the type of data are selected in the program. For instance, a report checking for all cases filed in a period would select ALL close codes. A report checking for all open cases would search close codes Blank (the “open case” code), Z (the “eligible for discharge” code), plus any other codes that represent cases that are open on your system but have a code for administrative purposes. A report checking for discharges would use all of your discharge codes. It is very important that the information obtained from the Clerk matches the parameters to be run. The reports become meaningless if the Court defines cases differently. For instance, the Trustee may consider a Discharge Pending case to be closed. The Court may not because the Discharge Order has not yet been issued.

The date needs to match with the same date tracked in the Debtor record. The following pages show how to get data that is in an unusable format into a format that is compatible with the recon program. The most frequently used date fields are the Petition Date field and the Closed Date field. The program will provide a list of all date fields available in the debtor record. Spokane uses a date field from another part of the debtor record that has nothing to do with the petition for their reconciliation. Other offices may track the Final Decree date and the Order dates separately and want to choose an alternate. The date tracked by the Trustee should be the same as the date tracked by the Court. For instance, our Court uses the TCO date of the dispositive order for almost every type of case closing. This is the same standard we use. However, the Court uses the Final Decree date for dismissed cases. We do not track the FD date, as the Court does not provide us with a copy of the document. Therefore it is nearly impossible for us to do a true reconciliation of dismissed cases.

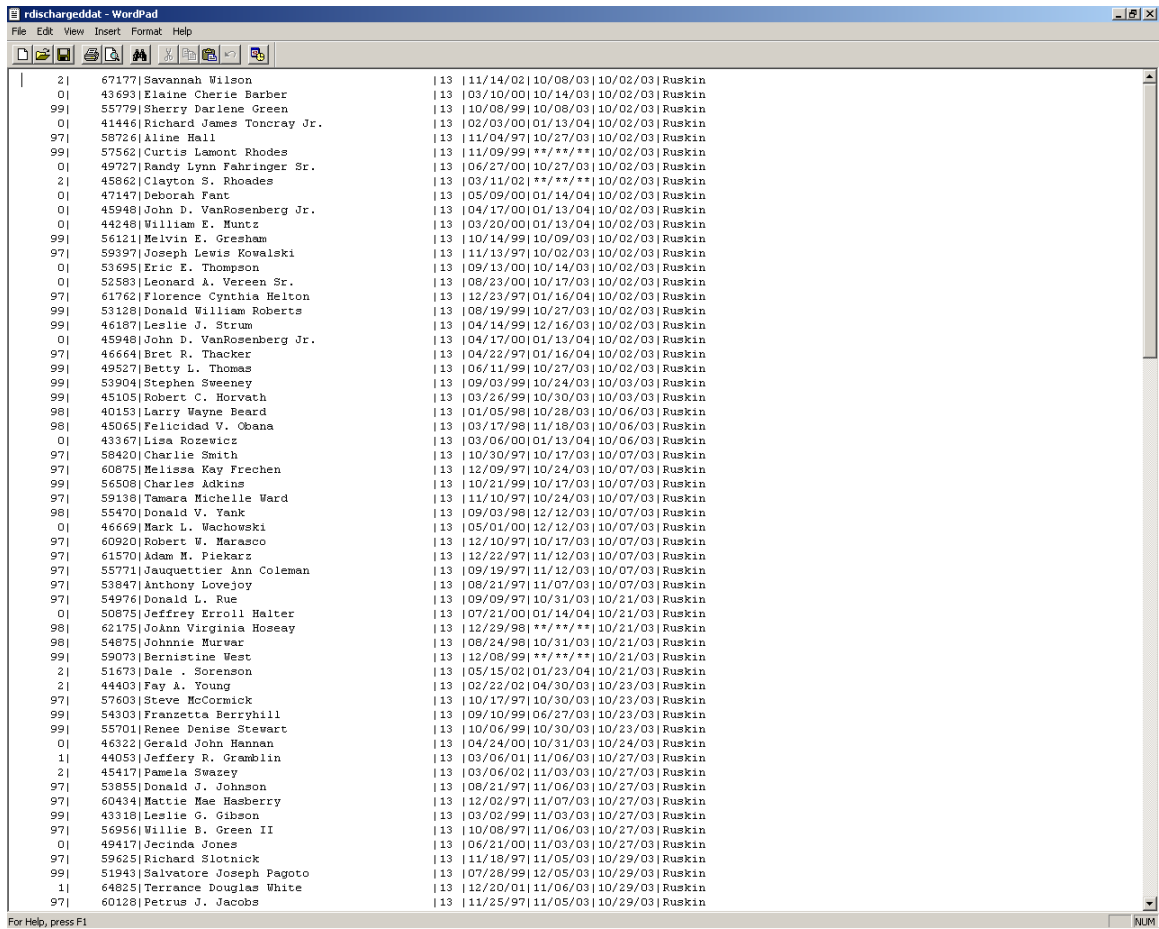
The data received will be delimited (data separated from other data) in a variety of formats. Some Clerks will use a comma, others a | symbol, quotation marks, etc. The BSS program has been constructed to use any standard keyboard symbol as a delimiter, but Comma Separated Values (CSV) is a standard accepted by most 3<sup>rd</sup> party programs.

Excel was used in the examples that follow. The same basic principals apply in any spreadsheet program.

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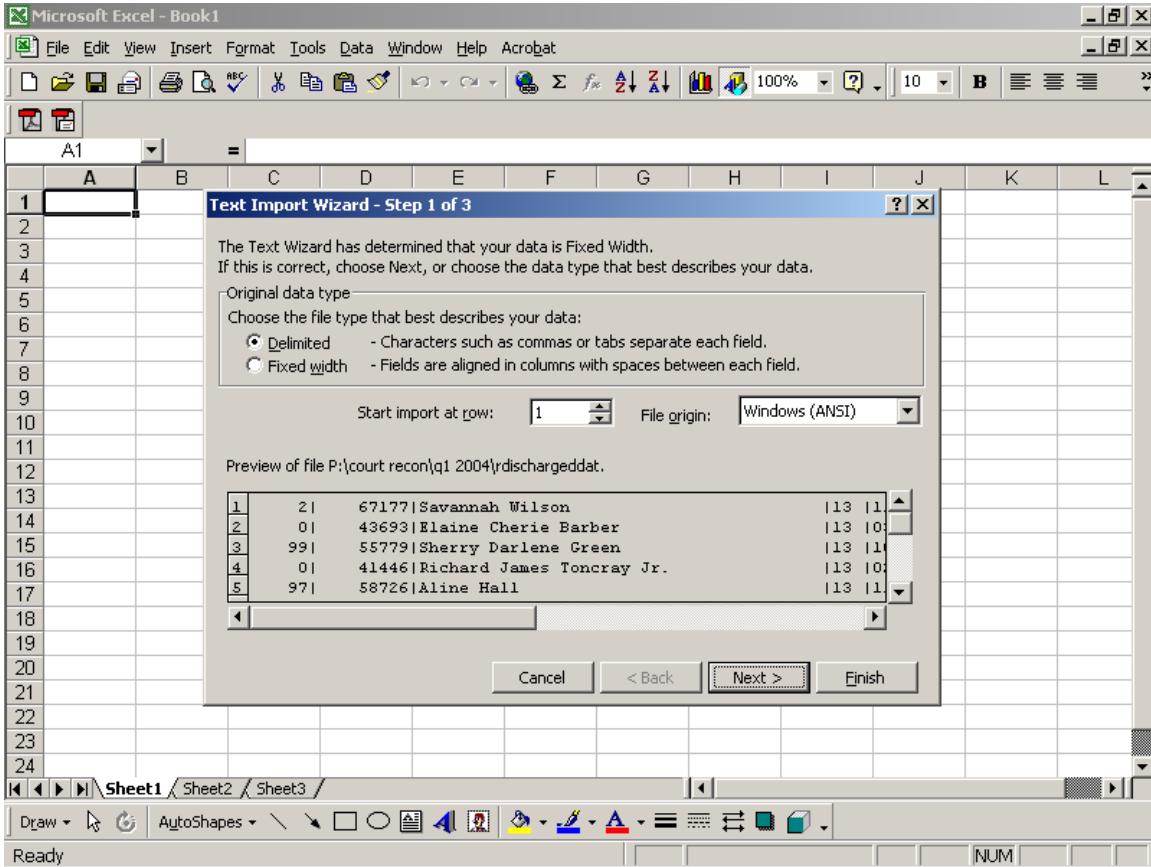
The image below shows the format of the data received from a Clerk of the Court. Note that:

- The case number is separated into two fields
- Names, chapters, and Trustee information is included
- The leading 0 for the case number is dropped
- The data is separated by a | symbol



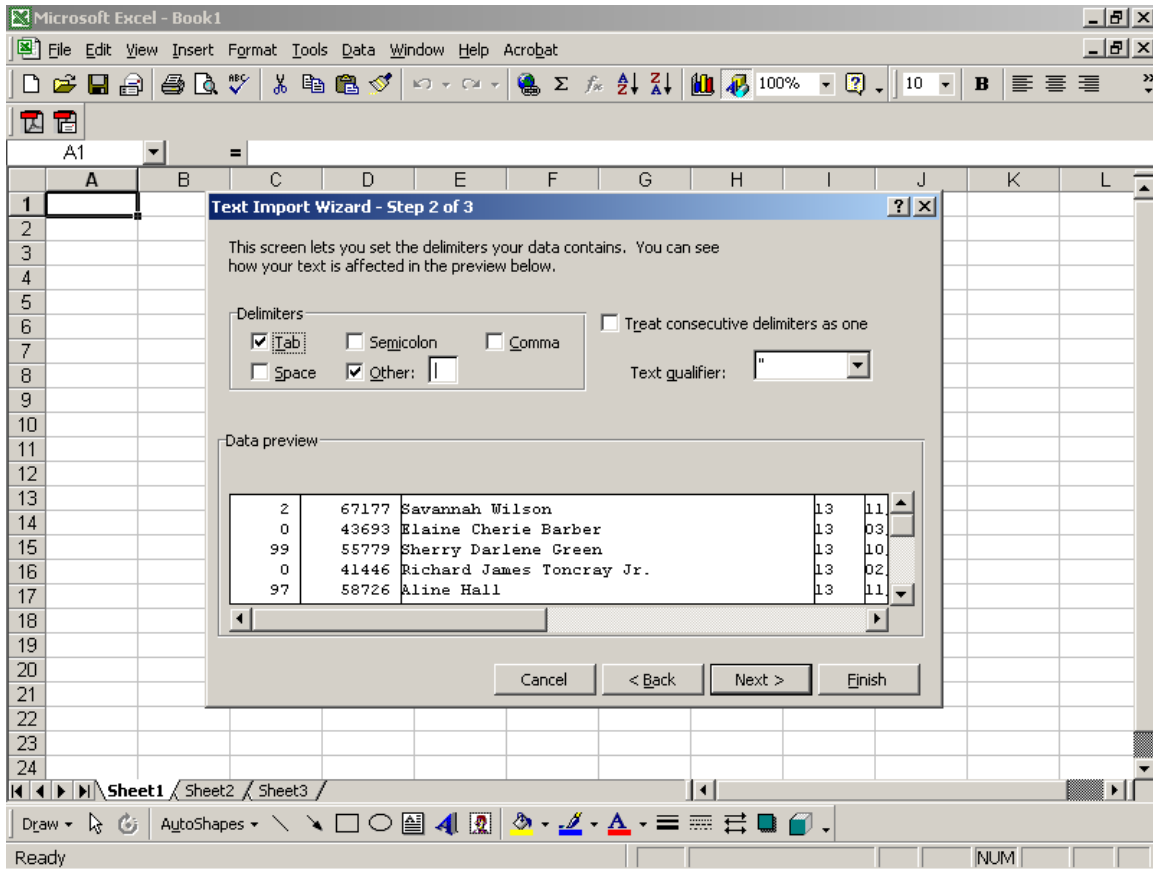
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Open the file with a spreadsheet program. Excel will automatically open the Import Wizard. Tell the program that the text is delimited.



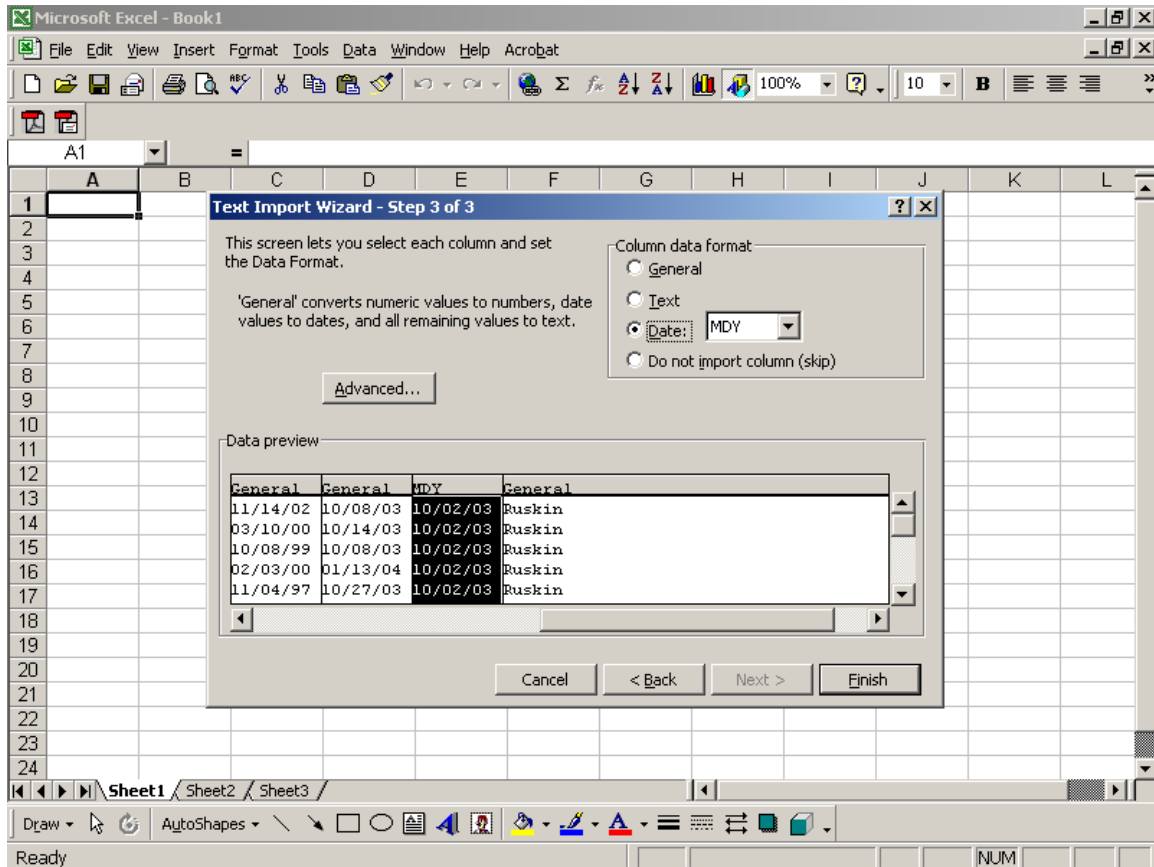
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Input the delimiter symbol (a | in this case).



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Format any of the fields to a specific format if desired. Note that Excel will automatically change the date from MMDDYY to MDYY no matter what formatting is chosen unless you change the overall default in Excel. (The program will also accept YYYYMMDD, the native BSS format.)



Note that in this example several date fields are shown. One is the date the case was filed, one is the date of the Final Decree, the last is the date of the Discharge Order. This example only uses the Discharge Order date. The other dates will be ignored.

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After hitting FINISH the data is now presented in the spreadsheet.

Microsoft Excel - rdischargeddat [Read-Only]

File Edit View Insert Format Tools Data Window Help Acrobat

100% 10 B

A1 = 2

	A	B	C	D	E	F	G	H	I
1	2	67177	Savannah Wilson	13	11/14/2002	10/8/2003	10/2/2003	Ruskin	
2	0	43693	Elaine Cherie Barber	13	3/10/2000	10/14/2003	10/2/2003	Ruskin	
3	99	55779	Sherry Darlene Green	13	10/8/1999	10/8/2003	10/2/2003	Ruskin	
4	0	41446	Richard James Toncray Jr.	13	2/3/2000	1/13/2004	10/2/2003	Ruskin	
5	97	58726	Aline Hall	13	11/4/1997	10/27/2003	10/2/2003	Ruskin	
6	99	57562	Curtis Lamont Rhodes	13	11/9/1999	**/**/**	10/2/2003	Ruskin	
7	0	49727	Randy Lynn Fahringer Sr.	13	6/27/2000	10/27/2003	10/2/2003	Ruskin	
8	2	45862	Clayton S. Rhoades	13	3/11/2002	**/**/**	10/2/2003	Ruskin	
9	0	47147	Deborah Fant	13	5/9/2000	1/14/2004	10/2/2003	Ruskin	
10	0	45948	John D. VanRosenberg Jr.	13	4/17/2000	1/13/2004	10/2/2003	Ruskin	
11	0	44248	William E. Muntz	13	3/20/2000	1/13/2004	10/2/2003	Ruskin	
12	99	56121	Melvin E. Gresham	13	10/14/1999	10/9/2003	10/2/2003	Ruskin	
13	97	59397	Joseph Lewis Kowalski	13	11/13/1997	10/2/2003	10/2/2003	Ruskin	
14	0	53695	Eric E. Thompson	13	9/13/2000	10/14/2003	10/2/2003	Ruskin	
15	0	52583	Leonard A. Vereen Sr.	13	8/23/2000	10/17/2003	10/2/2003	Ruskin	
16	97	61762	Florence Cynthia Helton	13	12/23/1997	1/16/2004	10/2/2003	Ruskin	
17	99	53128	Donald William Roberts	13	8/19/1999	10/27/2003	10/2/2003	Ruskin	
18	99	46187	Leslie J. Strum	13	4/14/1999	12/16/2003	10/2/2003	Ruskin	
19	0	45948	John D. VanRosenberg Jr.	13	4/17/2000	1/13/2004	10/2/2003	Ruskin	
20	97	46664	Bret R. Thacker	13	4/22/1997	1/16/2004	10/2/2003	Ruskin	
21	99	49527	Betty L. Thomas	13	6/11/1999	10/27/2003	10/2/2003	Ruskin	
22	99	53904	Stephen Sweeney	13	9/3/1999	10/24/2003	10/3/2003	Ruskin	
23	99	45105	Robert C. Horvath	13	3/26/1999	10/30/2003	10/3/2003	Ruskin	
24	98	40153	Larry Wayne Beard	13	1/5/1998	10/28/2003	10/6/2003	Ruskin	

rdischargeddat

Draw AutoShapes

Ready NUM

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The case number needs to be converted to a single value. This can be done by multiplying the first cell by 100000 and then adding the second cell. The formula reads =sum(a1\*100000)+b1.

	A	B	C	D	E	F	G	H	I	K
1	2	67177	Savannah Wilson	13	11/14/2002	10/8/2003	10/2/2003	Ruskin	=sum(a1*100000)+b1	
2	0	43693	Elaine Cherie Barber	13	3/10/2000	10/14/2003	10/2/2003	Ruskin		
3	99	55779	Sherry Darlene Green	13	10/8/1999	10/8/2003	10/2/2003	Ruskin		
4	0	41446	Richard James Toncray Jr.	13	2/3/2000	1/13/2004	10/2/2003	Ruskin		
5	97	58726	Aline Hall	13	11/4/1997	10/27/2003	10/2/2003	Ruskin		
6	99	57562	Curtis Lamont Rhodes	13	11/9/1999	**/**/**	10/2/2003	Ruskin		
7	0	49727	Randy Lynn Fahringer Sr.	13	6/27/2000	10/27/2003	10/2/2003	Ruskin		
8	2	45862	Clayton S. Rhoades	13	3/11/2002	**/**/**	10/2/2003	Ruskin		
9	0	47147	Deborah Fant	13	5/9/2000	1/14/2004	10/2/2003	Ruskin		
10	0	45948	John D. VanRosenberg Jr.	13	4/17/2000	1/13/2004	10/2/2003	Ruskin		
11	0	44248	William E. Muntz	13	3/20/2000	1/13/2004	10/2/2003	Ruskin		
12	99	56121	Melvin E. Gresham	13	10/14/1999	10/9/2003	10/2/2003	Ruskin		
13	97	59397	Joseph Lewis Kowalski	13	11/13/1997	10/2/2003	10/2/2003	Ruskin		
14	0	53695	Eric E. Thompson	13	9/13/2000	10/14/2003	10/2/2003	Ruskin		
15	0	52583	Leonard A. Vereen Sr.	13	8/23/2000	10/17/2003	10/2/2003	Ruskin		
16	97	61762	Florence Cynthia Helton	13	12/23/1997	1/16/2004	10/2/2003	Ruskin		
17	99	53128	Donald William Roberts	13	8/19/1999	10/27/2003	10/2/2003	Ruskin		
18	99	46187	Leslie J. Strum	13	4/14/1999	12/16/2003	10/2/2003	Ruskin		
19	0	45948	John D. VanRosenberg Jr.	13	4/17/2000	1/13/2004	10/2/2003	Ruskin		
20	97	46664	Bret R. Thacker	13	4/22/1997	1/16/2004	10/2/2003	Ruskin		
21	99	49527	Betty L. Thomas	13	6/11/1999	10/27/2003	10/2/2003	Ruskin		
22	99	53904	Stephen Sweeney	13	9/3/1999	10/24/2003	10/3/2003	Ruskin		
23	99	45105	Robert C. Horvath	13	3/26/1999	10/30/2003	10/3/2003	Ruskin		
24	98	40153	Larry Wayne Beard	13	1/5/1998	10/28/2003	10/6/2003	Ruskin		

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Note that the case number is still missing the leading 0, and thus is one digit shy of the required amount for a BSS case number. The recon program will automatically pad the Court case number with leading 0's by the number of missing digits.

The screenshot shows a Microsoft Excel spreadsheet titled "rdischargeddat [Read-Only]". The spreadsheet has columns labeled A through K. The data is organized as follows:

	A	B	C	D	E	F	G	H	I	K
1	2	67177	Savannah Wilson	13	11/14/2002	10/8/2003	10/2/2003	Ruskin	267177	
2	0	43693	Elaine Cherie Barber	13	3/10/2000	10/14/2003	10/2/2003	Ruskin		
3	99	55779	Sherry Darlene Green	13	10/8/1999	10/8/2003	10/2/2003	Ruskin		
4	0	41446	Richard James Toncray Jr.	13	2/3/2000	1/13/2004	10/2/2003	Ruskin		
5	97	58726	Aline Hall	13	11/4/1997	10/27/2003	10/2/2003	Ruskin		
6	99	57562	Curtis Lamont Rhodes	13	11/9/1999	***/**/	10/2/2003	Ruskin		
7	0	49727	Randy Lynn Fahringer Sr.	13	6/27/2000	10/27/2003	10/2/2003	Ruskin		
8	2	45862	Clayton S. Rhoades	13	3/11/2002	***/**/	10/2/2003	Ruskin		
9	0	47147	Deborah Fant	13	5/9/2000	1/14/2004	10/2/2003	Ruskin		
10	0	45948	John D. VanRosenberg Jr.	13	4/17/2000	1/13/2004	10/2/2003	Ruskin		
11	0	44248	William E. Muntz	13	3/20/2000	1/13/2004	10/2/2003	Ruskin		
12	99	56121	Melvin E. Gresham	13	10/14/1999	10/9/2003	10/2/2003	Ruskin		
13	97	59397	Joseph Lewis Kowalski	13	11/13/1997	10/2/2003	10/2/2003	Ruskin		
14	0	53695	Eric E. Thompson	13	9/13/2000	10/14/2003	10/2/2003	Ruskin		
15	0	52583	Leonard A. Vereen Sr.	13	8/23/2000	10/17/2003	10/2/2003	Ruskin		
16	97	61762	Florence Cynthia Helton	13	12/23/1997	1/16/2004	10/2/2003	Ruskin		
17	99	53128	Donald William Roberts	13	8/19/1999	10/27/2003	10/2/2003	Ruskin		
18	99	46187	Leslie J. Strum	13	4/14/1999	12/16/2003	10/2/2003	Ruskin		
19	0	45948	John D. VanRosenberg Jr.	13	4/17/2000	1/13/2004	10/2/2003	Ruskin		
20	97	46664	Bret R. Thacker	13	4/22/1997	1/16/2004	10/2/2003	Ruskin		
21	99	49527	Betty L. Thomas	13	6/11/1999	10/27/2003	10/2/2003	Ruskin		
22	99	53904	Stephen Sweeney	13	9/3/1999	10/24/2003	10/3/2003	Ruskin		
23	99	45105	Robert C. Horvath	13	3/26/1999	10/30/2003	10/3/2003	Ruskin		
24	98	40153	Larry Wayne Beard	13	1/5/1998	10/28/2003	10/6/2003	Ruskin		

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Copy the formula down through the rest of the cells.

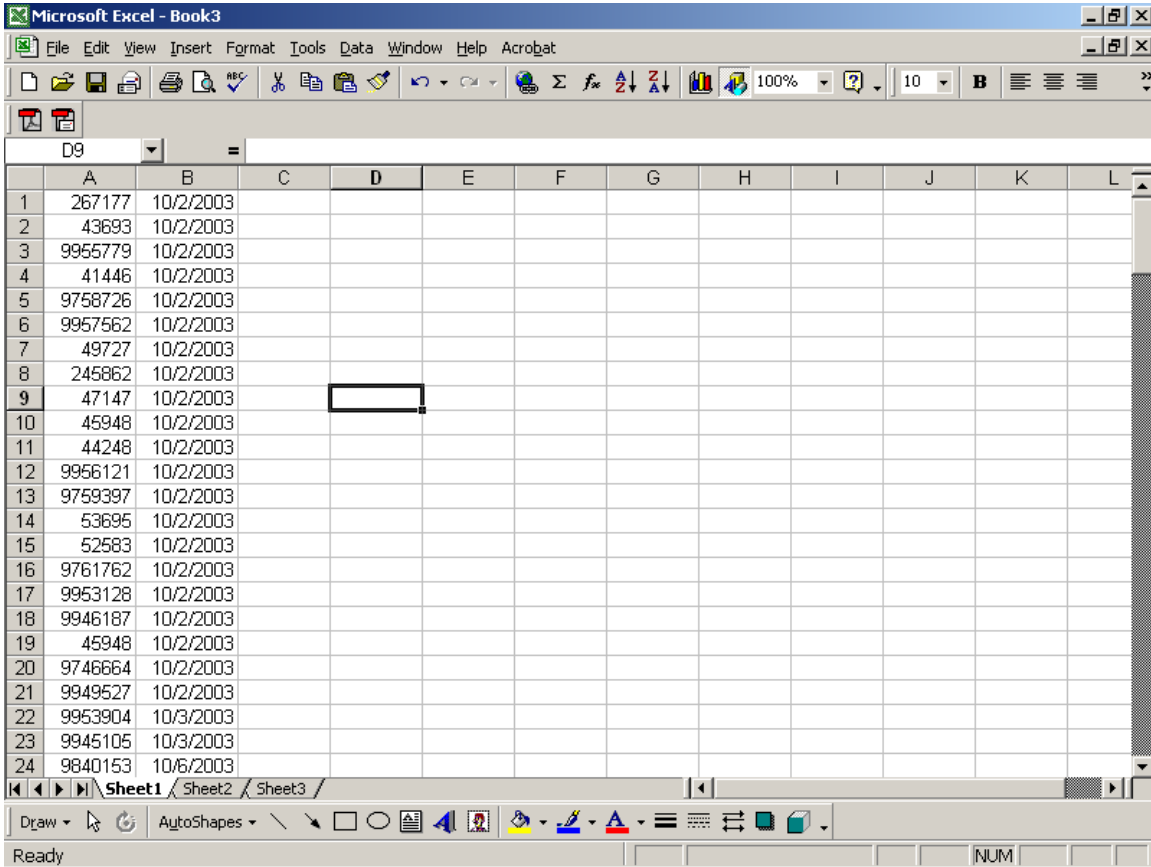
The screenshot shows a Microsoft Excel window titled "Microsoft Excel - rdischargeddat [Read-Only]". The formula bar displays the formula  $=SUM(A1*100000)+B1$  in cell I1. The spreadsheet contains 24 rows of data with columns A through K. The data in columns A through H is as follows:

	A	B	C	D	E	F	G	H
1	2	67177	Savannah Wilson	13	11/14/2002	10/8/2003	10/2/2003	Ruskin
2	0	43693	Elaine Cherie Barber	13	3/10/2000	10/14/2003	10/2/2003	Ruskin
3	99	55779	Sherry Darlene Green	13	10/8/1999	10/8/2003	10/2/2003	Ruskin
4	0	41446	Richard James Toncray Jr.	13	2/3/2000	1/13/2004	10/2/2003	Ruskin
5	97	58726	Aline Hall	13	11/4/1997	10/27/2003	10/2/2003	Ruskin
6	99	57562	Curtis Lamont Rhodes	13	11/9/1999	**/**/**	10/2/2003	Ruskin
7	0	49727	Randy Lynn Fahringer Sr.	13	6/27/2000	10/27/2003	10/2/2003	Ruskin
8	2	45862	Clayton S. Rhoades	13	3/11/2002	**/**/**	10/2/2003	Ruskin
9	0	47147	Deborah Fant	13	5/9/2000	1/14/2004	10/2/2003	Ruskin
10	0	45948	John D. VanRosenberg Jr.	13	4/17/2000	1/13/2004	10/2/2003	Ruskin
11	0	44248	William E. Muntz	13	3/20/2000	1/13/2004	10/2/2003	Ruskin
12	99	56121	Melvin E. Gresham	13	10/14/1999	10/9/2003	10/2/2003	Ruskin
13	97	59397	Joseph Lewis Kowalski	13	11/13/1997	10/2/2003	10/2/2003	Ruskin
14	0	53695	Eric E. Thompson	13	9/13/2000	10/14/2003	10/2/2003	Ruskin
15	0	52583	Leonard A. Vereen Sr.	13	8/23/2000	10/17/2003	10/2/2003	Ruskin
16	97	61762	Florence Cynthia Helton	13	12/23/1997	1/16/2004	10/2/2003	Ruskin
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18	99	46187	Leslie J. Strum	13	4/14/1999	12/16/2003	10/2/2003	Ruskin
19	0	45948	John D. VanRosenberg Jr.	13	4/17/2000	1/13/2004	10/2/2003	Ruskin
20	97	46664	Bret R. Thacker	13	4/22/1997	1/16/2004	10/2/2003	Ruskin
21	99	49527	Betty L. Thomas	13	6/11/1999	10/27/2003	10/2/2003	Ruskin
22	99	53904	Stephen Sweeney	13	9/3/1999	10/24/2003	10/3/2003	Ruskin
23	99	45105	Robert C. Horvath	13	3/26/1999	10/30/2003	10/3/2003	Ruskin
24	98	40153	Larry Wayne Beard	13	1/5/1998	10/28/2003	10/6/2003	Ruskin

The status bar at the bottom shows "Sum=129421489" and "NUM".

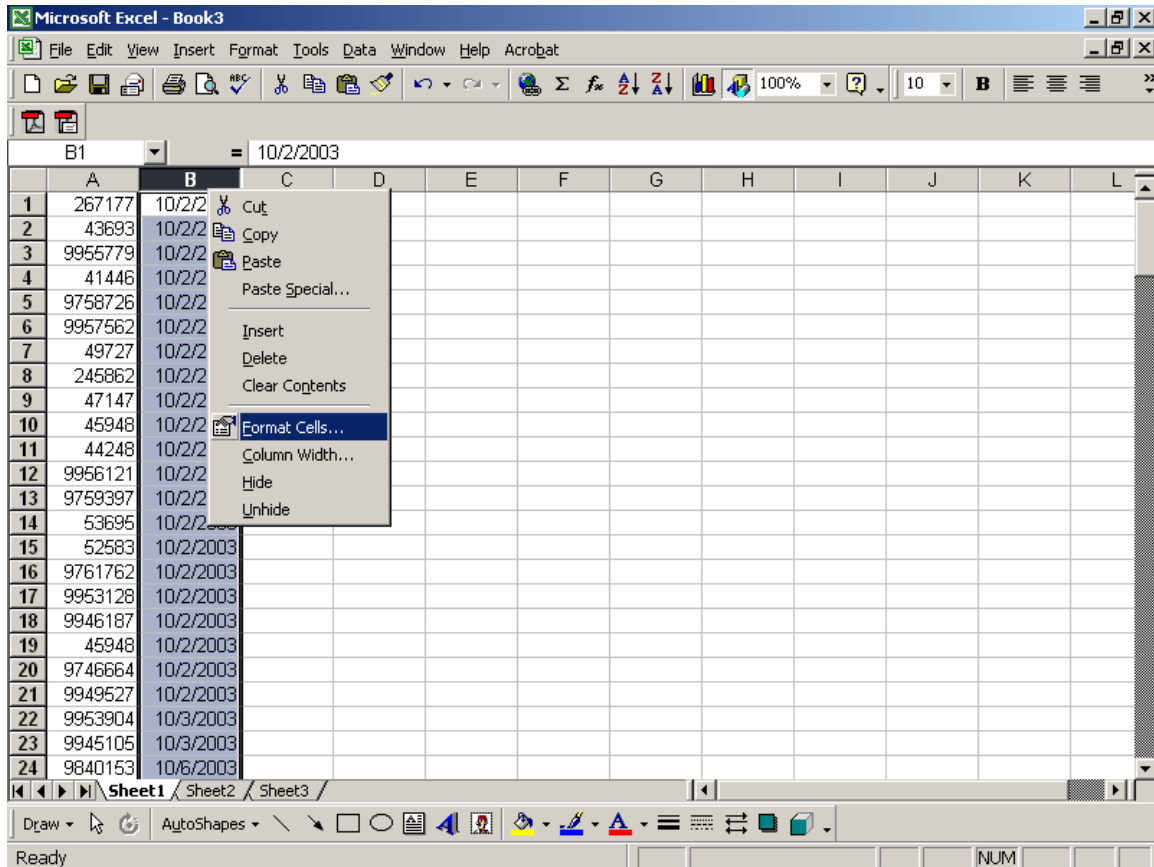
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Copy and paste the case number (using paste/special- values only) and the date to a new sheet.



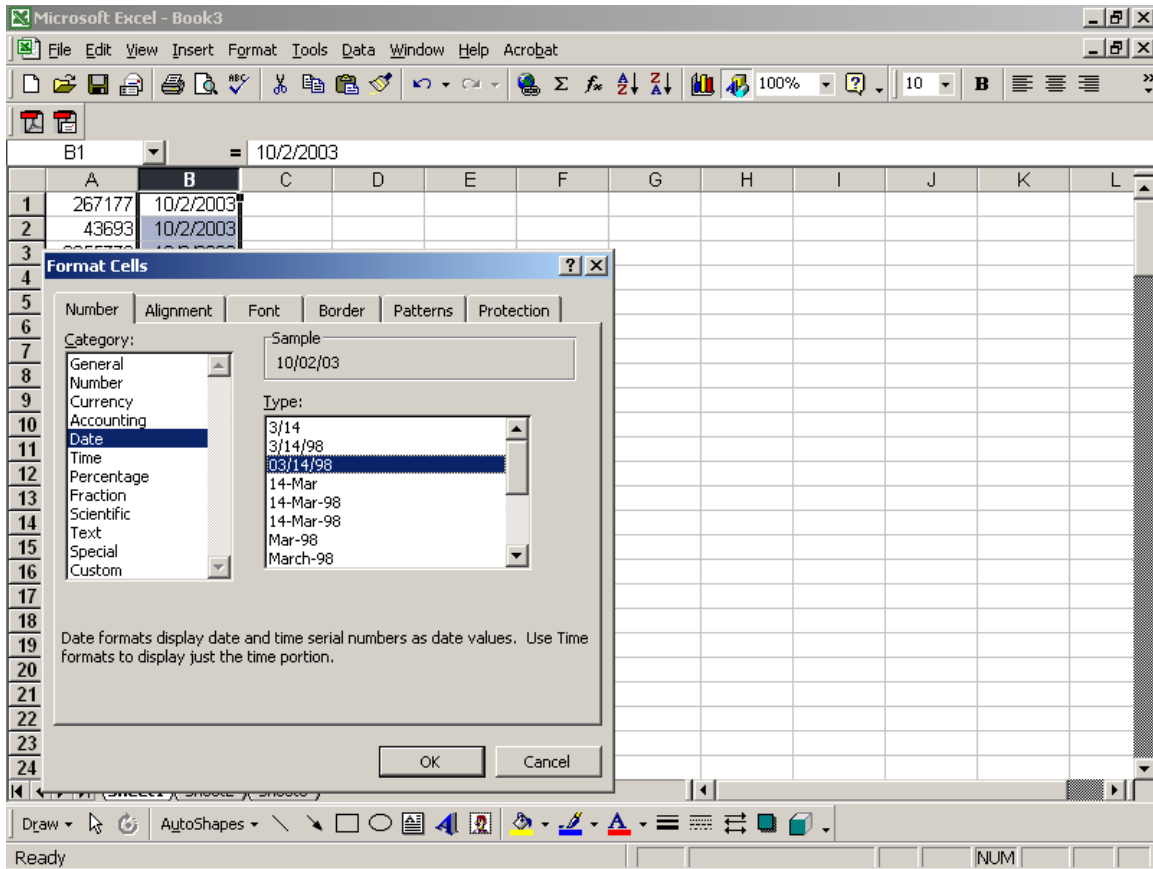
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The recon program has been designed to recognize the date in mm/dd/yy format as long as the slashes are there and the year is two digits. It is recommended that the date format include the leading 0's in the date field by reformatting the cells, as the program WILL generate an error if left in M/D/YY format (the default Excel format).



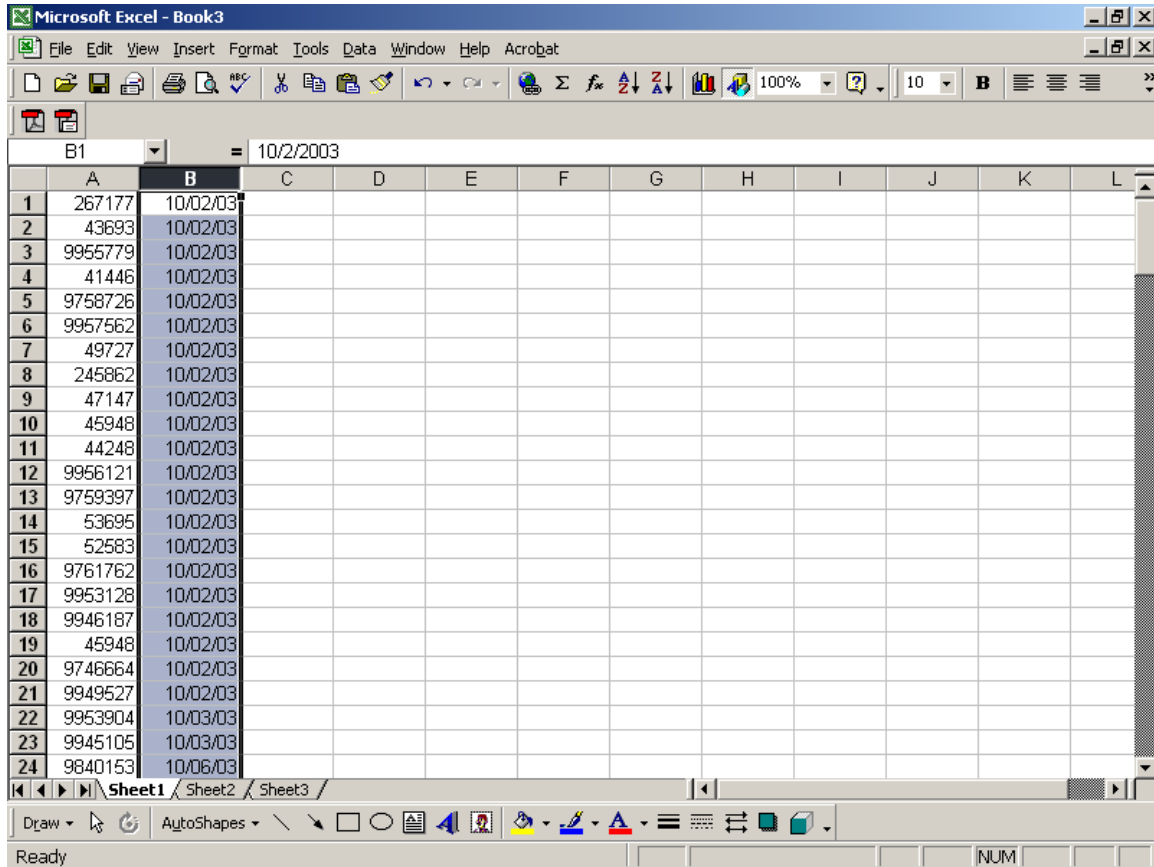
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Select Format Cells and then date format.



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The result is a clean sheet with just the data needed for the recon. Save it as a CSV. The file can be saved in any other delimited format, but CSV should be common to most spreadsheet programs.

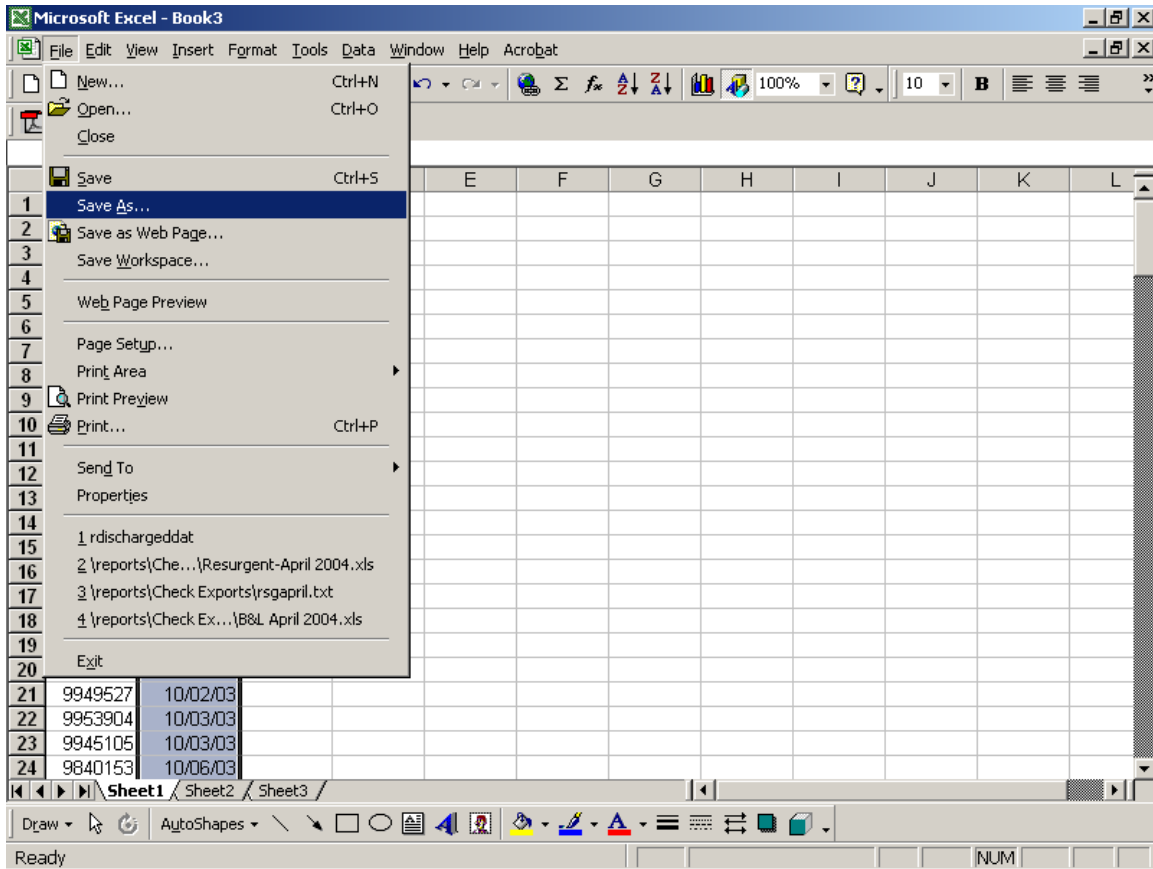


The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	267177	10/02/03										
2	43693	10/02/03										
3	9955779	10/02/03										
4	41446	10/02/03										
5	9758726	10/02/03										
6	9957562	10/02/03										
7	49727	10/02/03										
8	245862	10/02/03										
9	47147	10/02/03										
10	45948	10/02/03										
11	44248	10/02/03										
12	9956121	10/02/03										
13	9759397	10/02/03										
14	53695	10/02/03										
15	52583	10/02/03										
16	9761762	10/02/03										
17	9953128	10/02/03										
18	9946187	10/02/03										
19	45948	10/02/03										
20	9746664	10/02/03										
21	9949527	10/02/03										
22	9953904	10/03/03										
23	9945105	10/03/03										
24	9840153	10/06/03										

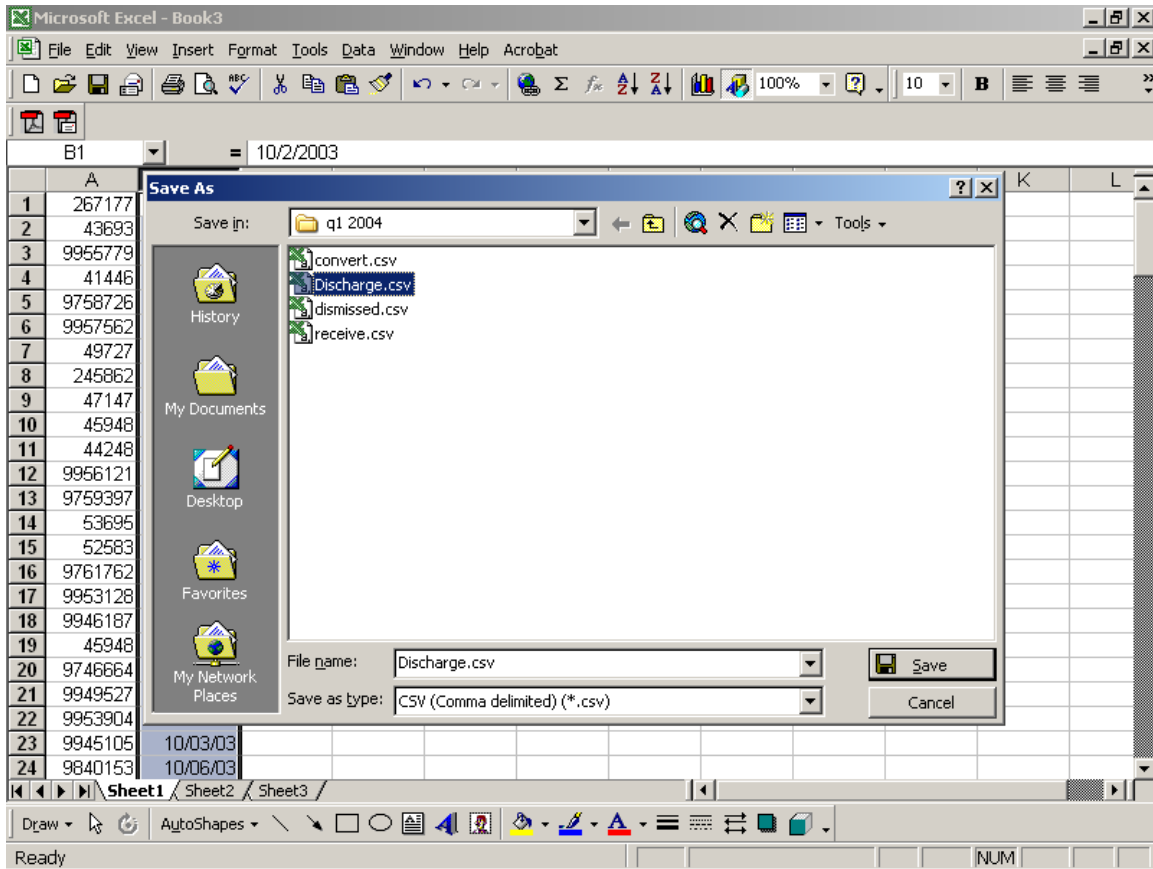
# The BSS Court Reconciliation Program version 3.1

Choose Save As:



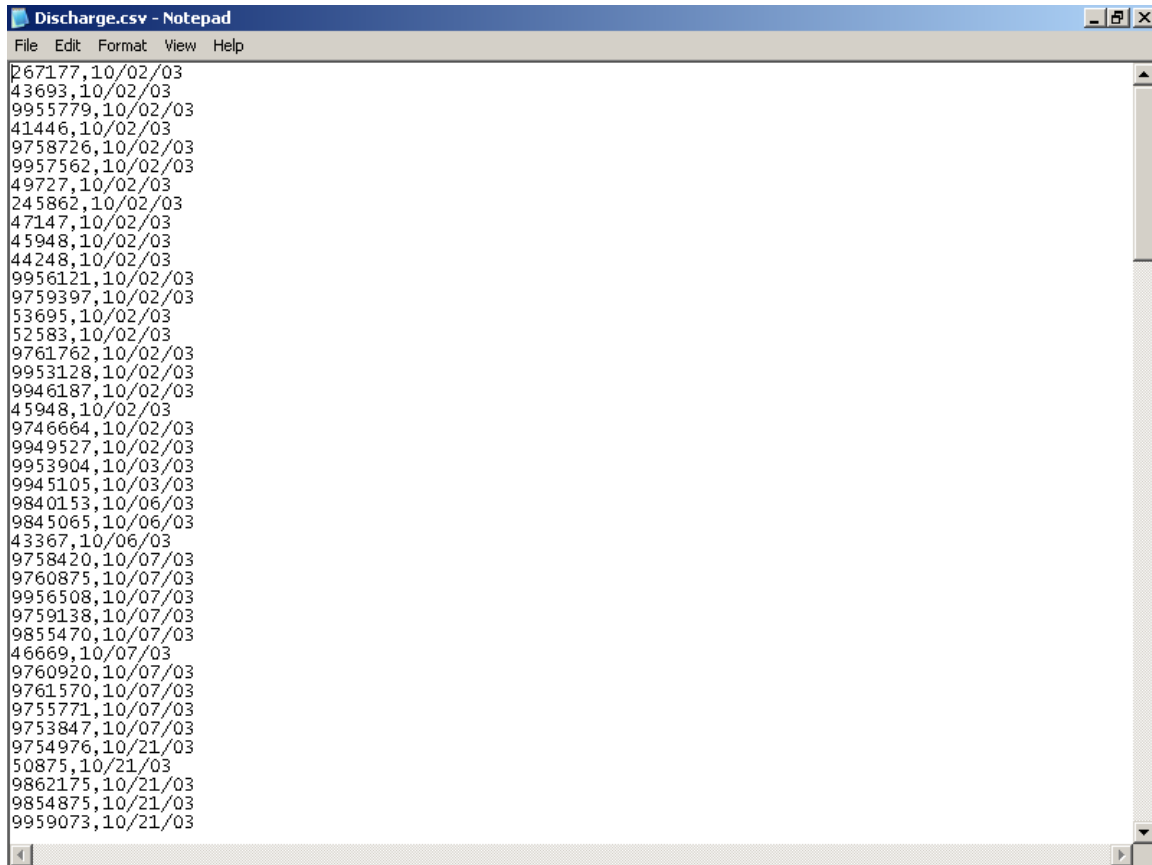
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Change the format from the program default to a separated value.



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The data looks like this if viewed outside a spreadsheet. If your program is not generating a proper date, or if you are getting error messages, use Notepad or Wordpad to display the data exactly as the BSS software sees it. Stray formatting problems can be found that may not show in Excel.



```
Discharge.csv - Notepad
File Edit Format View Help
267177,10/02/03
43693,10/02/03
9955779,10/02/03
41446,10/02/03
9758726,10/02/03
9957562,10/02/03
49727,10/02/03
245862,10/02/03
47147,10/02/03
45948,10/02/03
44248,10/02/03
9956121,10/02/03
9759397,10/02/03
53695,10/02/03
52583,10/02/03
9761762,10/02/03
9953128,10/02/03
9946187,10/02/03
45948,10/02/03
9746664,10/02/03
9949527,10/02/03
9953904,10/03/03
9945105,10/03/03
9840153,10/06/03
9845065,10/06/03
43367,10/06/03
9758420,10/07/03
9760875,10/07/03
9956508,10/07/03
9759138,10/07/03
9855470,10/07/03
46669,10/07/03
9760920,10/07/03
9761570,10/07/03
9755771,10/07/03
9753847,10/07/03
9754976,10/21/03
50875,10/21/03
9862175,10/21/03
9854875,10/21/03
9959073,10/21/03
```

The Clerk's data is now saved in a format that the recon program can read. Spreadsheet programs will probably display messages about saving only one worksheet and text only formatting. These messages can be ignored.

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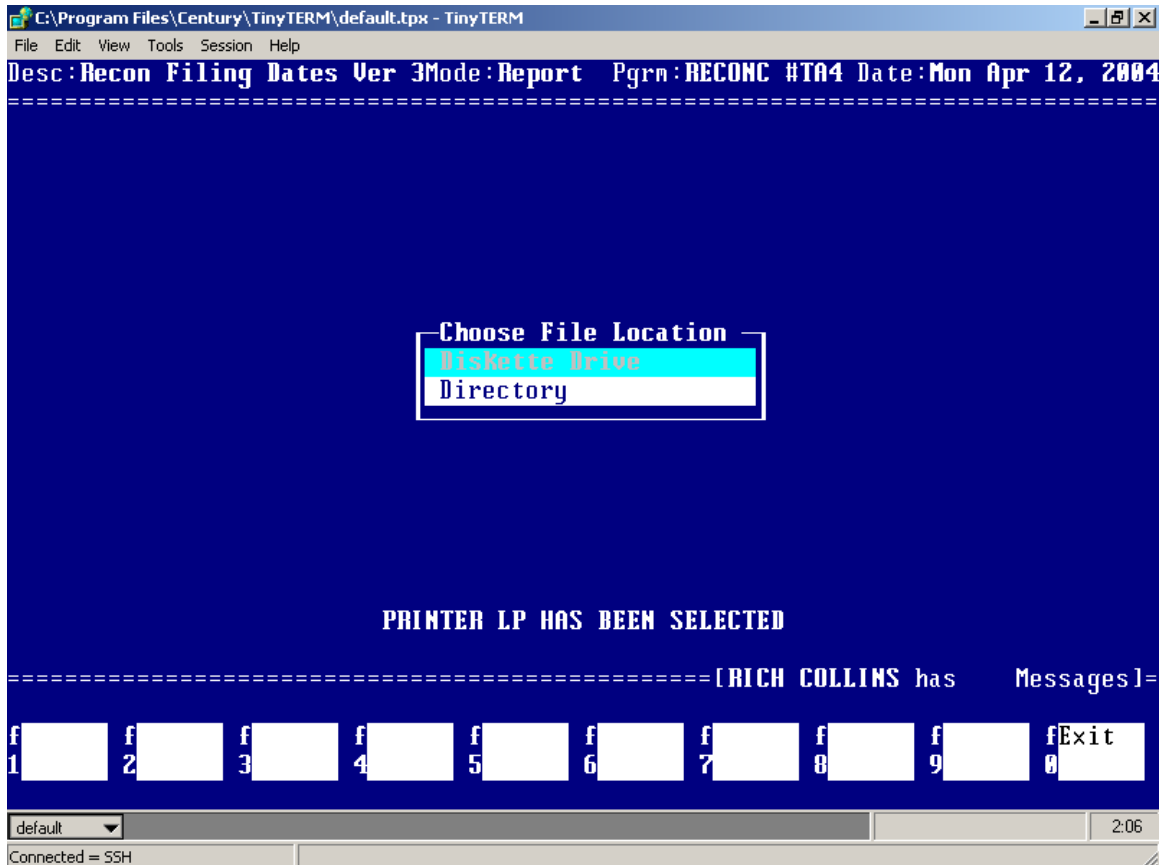
The latest version of the program is titled Case Recon Ver 3.1.

Start the program and the following screen appears for printer selection. Select your printer. The report has been formatted for standard 8.5 x 11 paper.

```
C:\Program Files\Century\TinyTERM\default.tpx - TinyTERM
File Edit View Tools Session Help
Desc:Recon Filing Dates Ver 3Mode:Report Pgrn:RECONC #TA4 Date:Mon Apr 12, 2004
==== << Printer Selection Window >> ====
LP 900 LPM BAND PRINTER ch13det
P2 BAND PRINTER ch13det
P6 DUAL MODE (GREENBAR PAPER) ch13det
P77 NULL PRINT DEVICE ch13det
P3 DUAL MODE (LETTER SIZE PAPER) ch13det
P4 DUAL MODE (LETTER SIZE PAPER) ch13det
P15 FINANCE HIGH SPEED ch13det
PL Local Printer Attached to PC
PF HP4050N-6 FINANCE AREA COPY ROOM
P8 STANDARD REGISTER ch13det
PA HP 4050N - 01 BY KITCHEN
P88 ch13det
P77 NULL PRINT DEVICE ch13det
P10 CP-DP LASER / HP4 LASER ch13det
P11 LABELS - 2X4 / HP III ch13det
P7 FINANCIAL/HP 4SI ch13det
P14 FINANCE/CLOSING ch13det
LA4 Slave Printer Attached to this Terminal
==== TA4 Send Output to Screen es|=
f
1
default .41
Connected = SSH
```

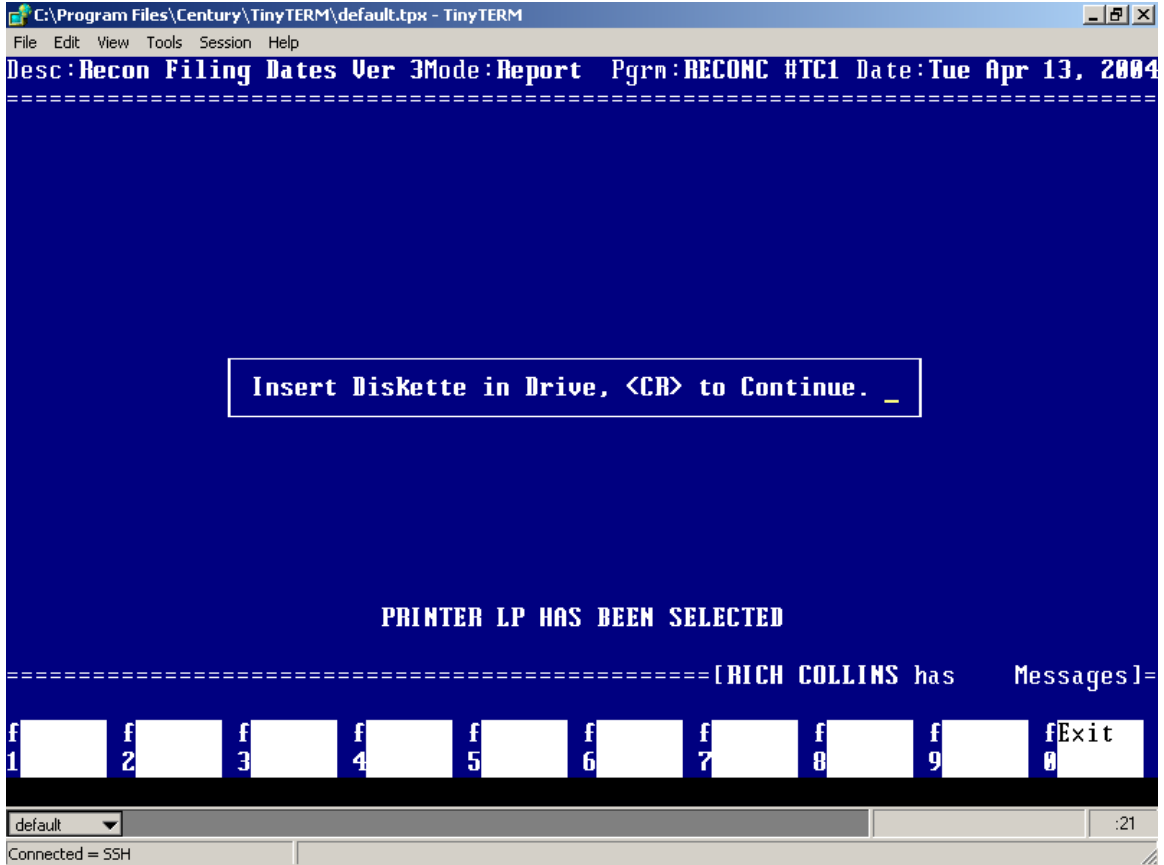
The BSS Court Reconciliation Program version 3.1

Select where the file with the Court data is located. The following screens walk through the process from a diskette drive on the system. The Directory option is in the next section.



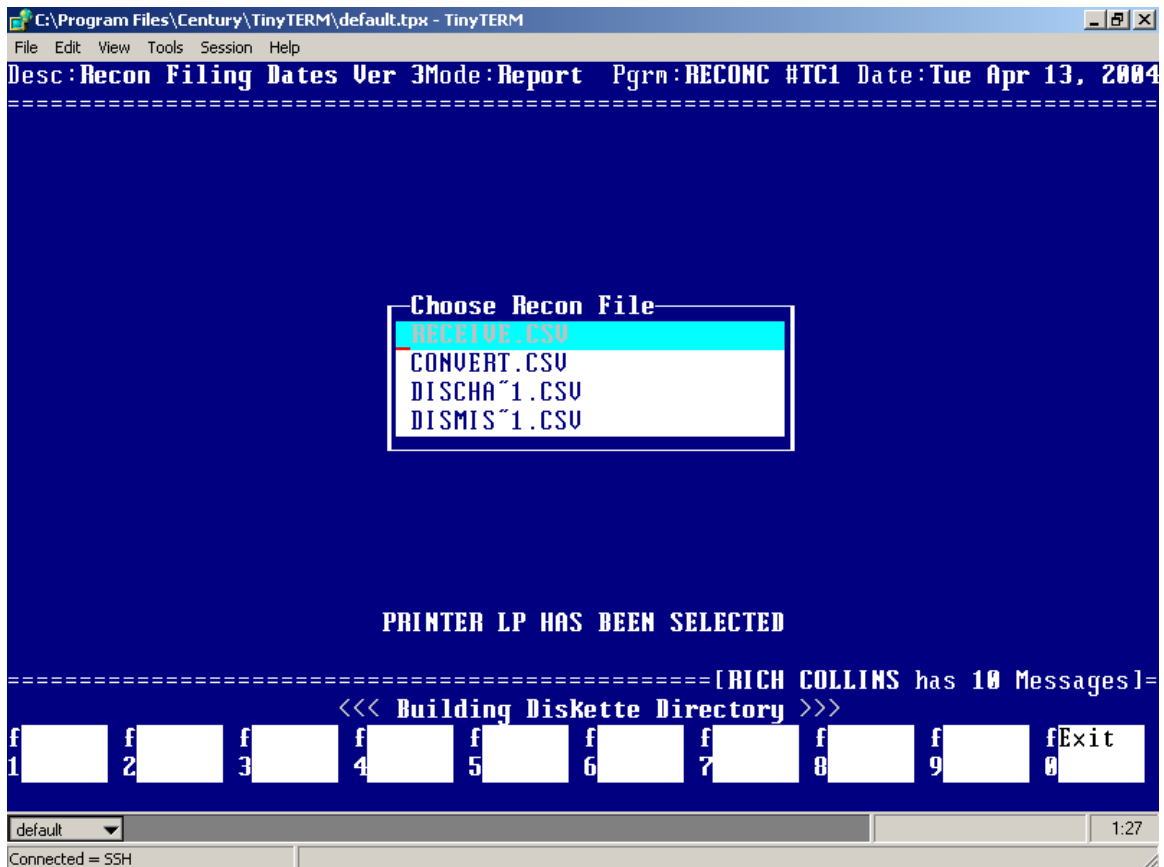
The BSS Court Reconciliation Program version 3.1

The system prompts for the diskette, hit enter when ready.



The BSS Court Reconciliation Program version 3.1

Besides the option to use a directory instead of a floppy drive for the file location, this screen is one of the biggest changes for version 3 of the program. The available files at the selected location are now available for easy selection.



Select the file to be reconciled. For this example, DISCHA~1.CSV will be used.

The BSS Court Reconciliation Program version 3.1

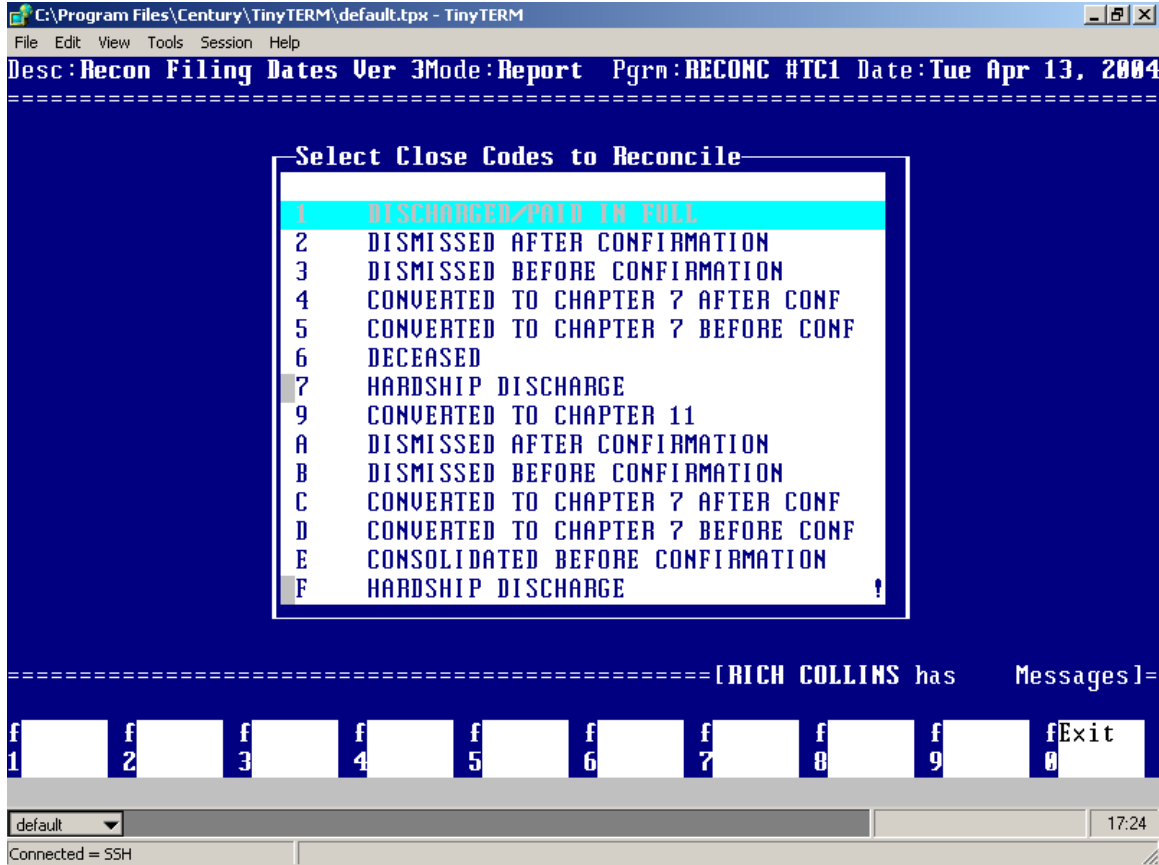
Select the date field that contains the data to compare against the Court's date. This screen will list every field from the Debtor Record that is in date format. Select only one date.



In this example, the Date Closed field will be used. Our office inputs the TCO date of the Discharge Order in this field.

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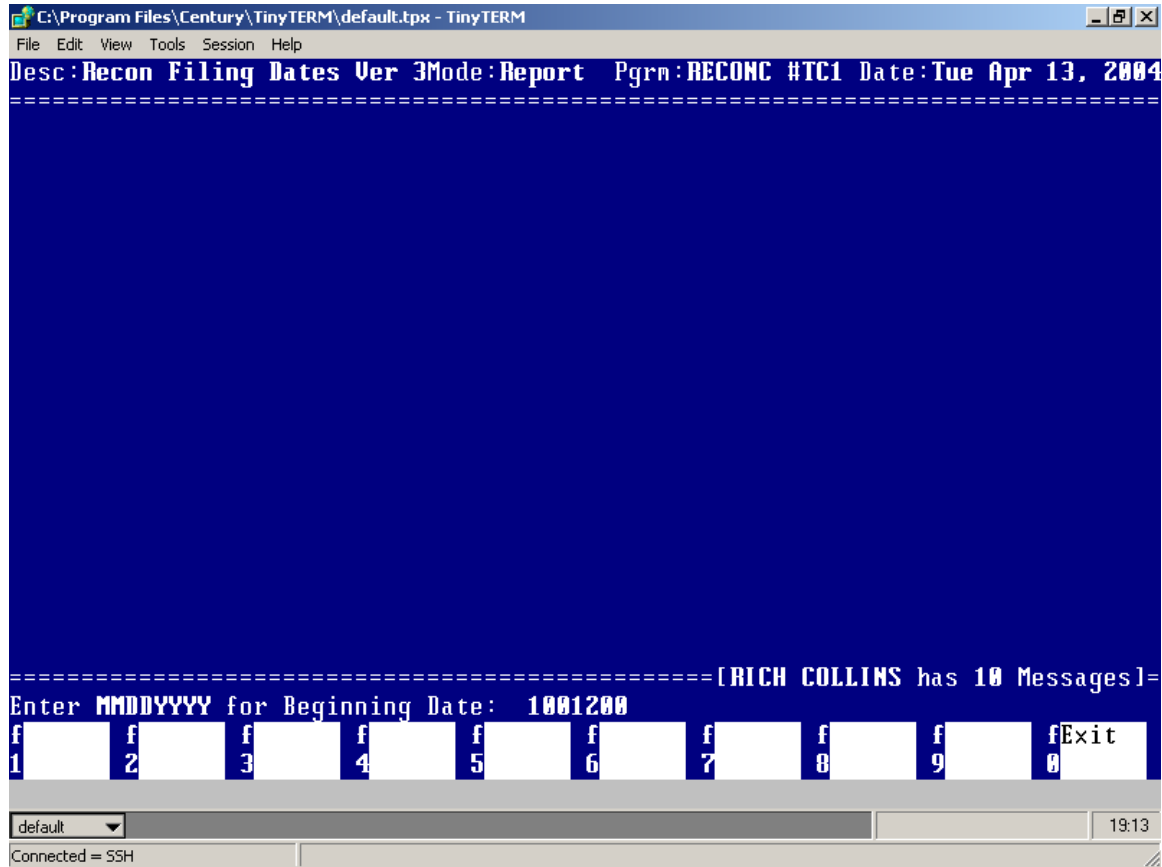
This screen shows all of the close codes on the system. Press enter to flag the close codes that apply to the type of reconciliation being performed. Press F10 when finished selecting.



For cases received, select all close codes. For cases open, select close codes blank and Z (plus any other administrative codes). In this example, the discharge codes were selected, but not Discharge Pending (our Court would not consider a DP to be a discharge).

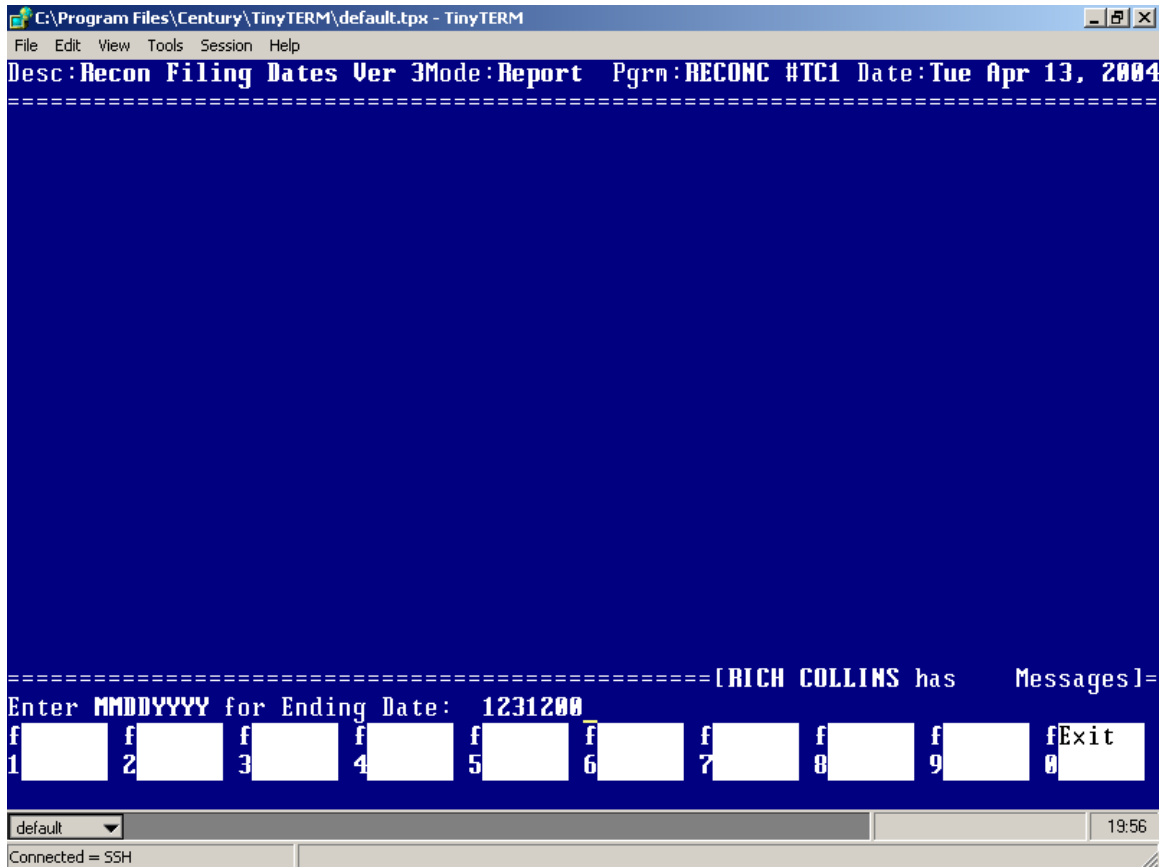
The BSS Court Reconciliation Program version 3.1

Enter the beginning date for the range in standard BSS date format (ie: 10012003 for October 1, 2003).



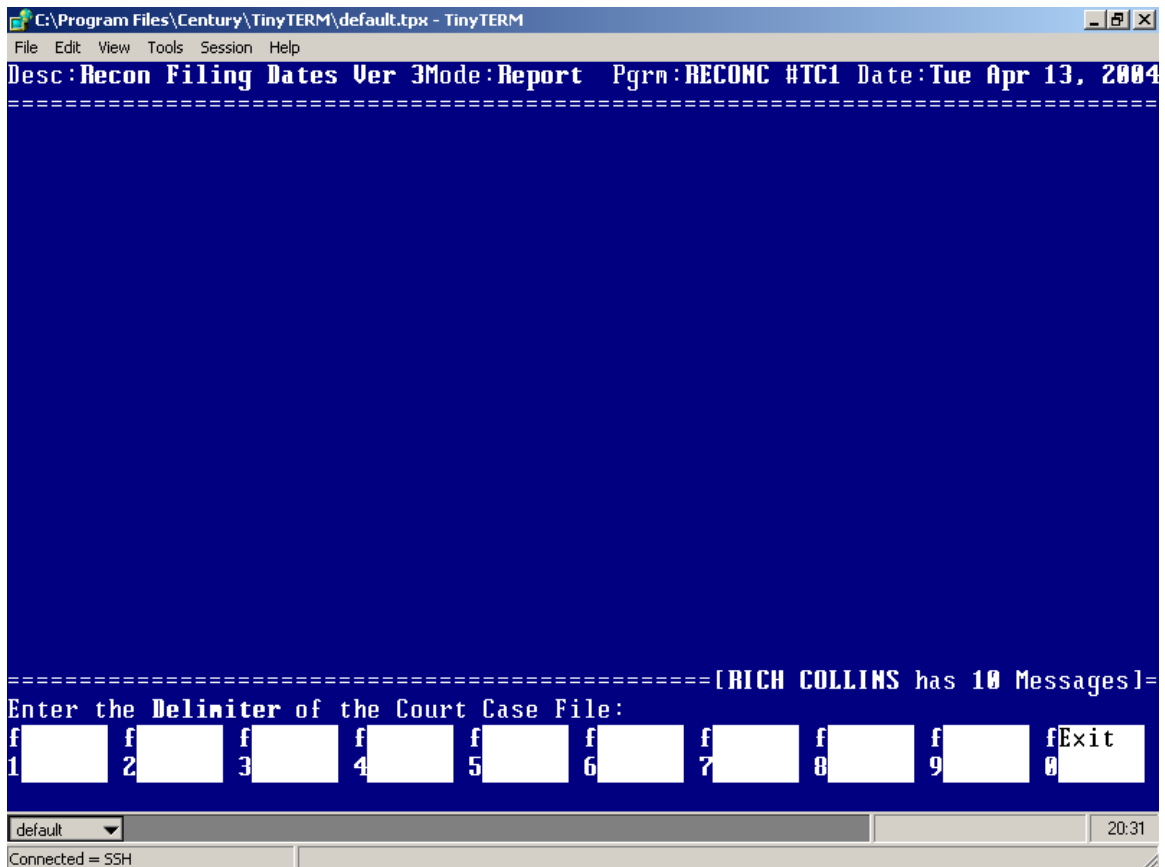
The BSS Court Reconciliation Program version 3.1

Enter the end date for the range in standard BSS format (ie: 12312003 for December 31, 2003).



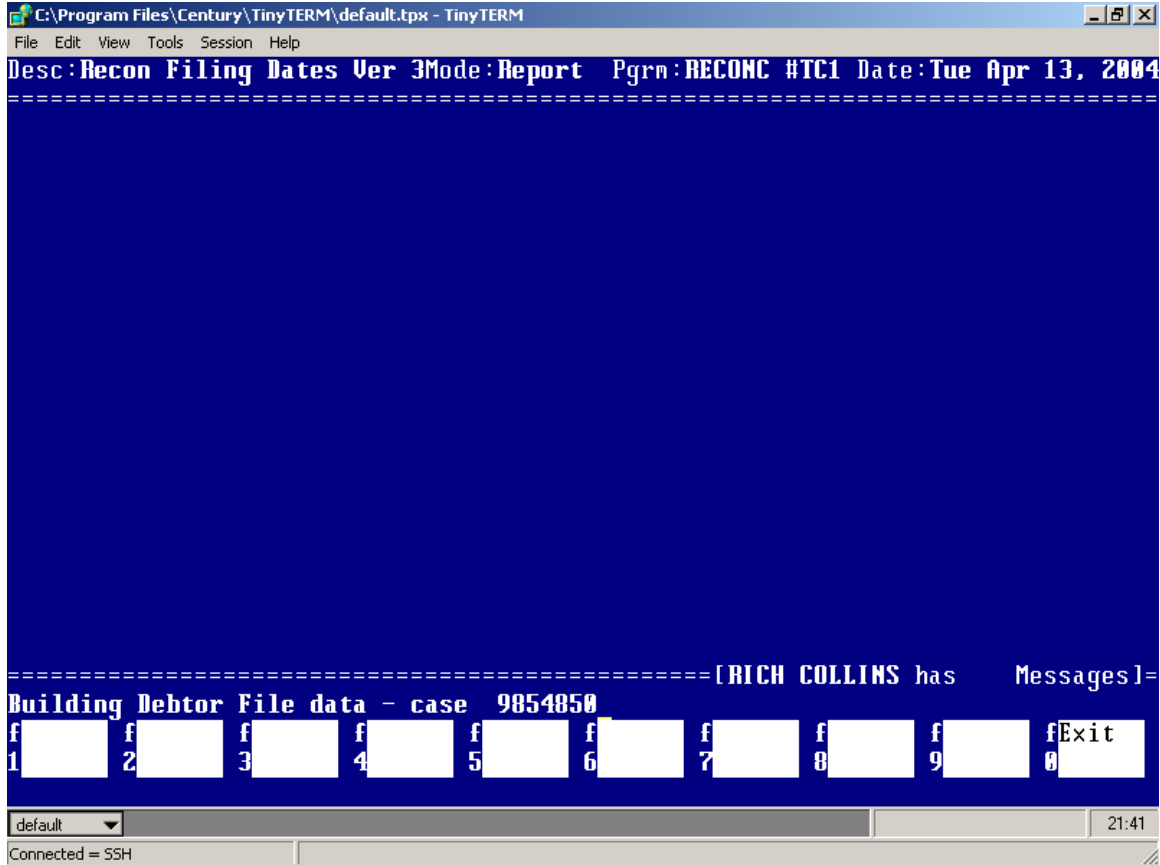
The BSS Court Reconciliation Program version 3.1

Enter the symbol that was used to delimit the data on the diskette, a comma in this case. This will immediately start the recon.



# The BSS Court Reconciliation Program version 3.1

The bottom of the screen will show the progress of the report. It took less than 15 minutes to format the 5 reports normally provided by the Court into the required system and the reconciliation's were done in less than 5 minutes combined. Open case reports or other large files can take longer.



The BSS Court Reconciliation Program version 3.1

The results appear on the following pages. The report is split into two sections.

The first is titled:

These cases are on the Court Report, but not in the Debtor File Selections:

Note that the date range is listed at the top of the page, along with the close codes that were selected for the report.

This report shows each instance where a case appeared in the Court data but was either not within the date range selected for this report, had a close code that differed from our system, or had a discrepancy in the close date field.

In this instance, we had six cases that were discrepancies with the way the Court showed the status of the cases. One case is shown as still open on our system, three still show as discharge pending (code I), one shows as dismissed post confirmation (code 2), and the final one agrees on the status (discharge, code 1) but not on the date of the discharge.

The second section is titled:

These cases are in the Debtor File, but not on the Court Report.

This section reflects cases that fall within the report parameters on our system but do not appear among the cases provided by the Court.

There are three instances on this report, each showing as Discharged on our system but not on the Court's system. Researching these found that the Court input the wrong disposition for one and had not reflected the Order on the other two.

This report is given to staff members to research and document each entry. Corrections are made on our system or notice is provided to the Court about errors on their system.

Date Closed Range: 10/01/2003 - 12/31/2003  
CODES: 17FH

These Cases are on the Court Report, but not in the Debtor File Selections:

Case Num	Date	Our Date	Code
=====	-----	-----	====
0245862	10/02/2003	00/00/0000	
0045497	10/29/2003	06/23/2003	I
9744378	11/03/2003	01/11/2002	1
9857512	12/03/2003	07/02/2003	I
9953301	12/08/2003	08/13/2003	I
0259950	12/11/2003	09/02/2003	2

Date Closed Range: 10/01/2003 - 12/31/2003  
CODES: 17FH

These Cases are in the Debtor File, but not on the Court Report:

Case Num	Date	Code
9952572	10/07/2003	1
9942129	12/03/2003	1
9758123	12/29/2003	1

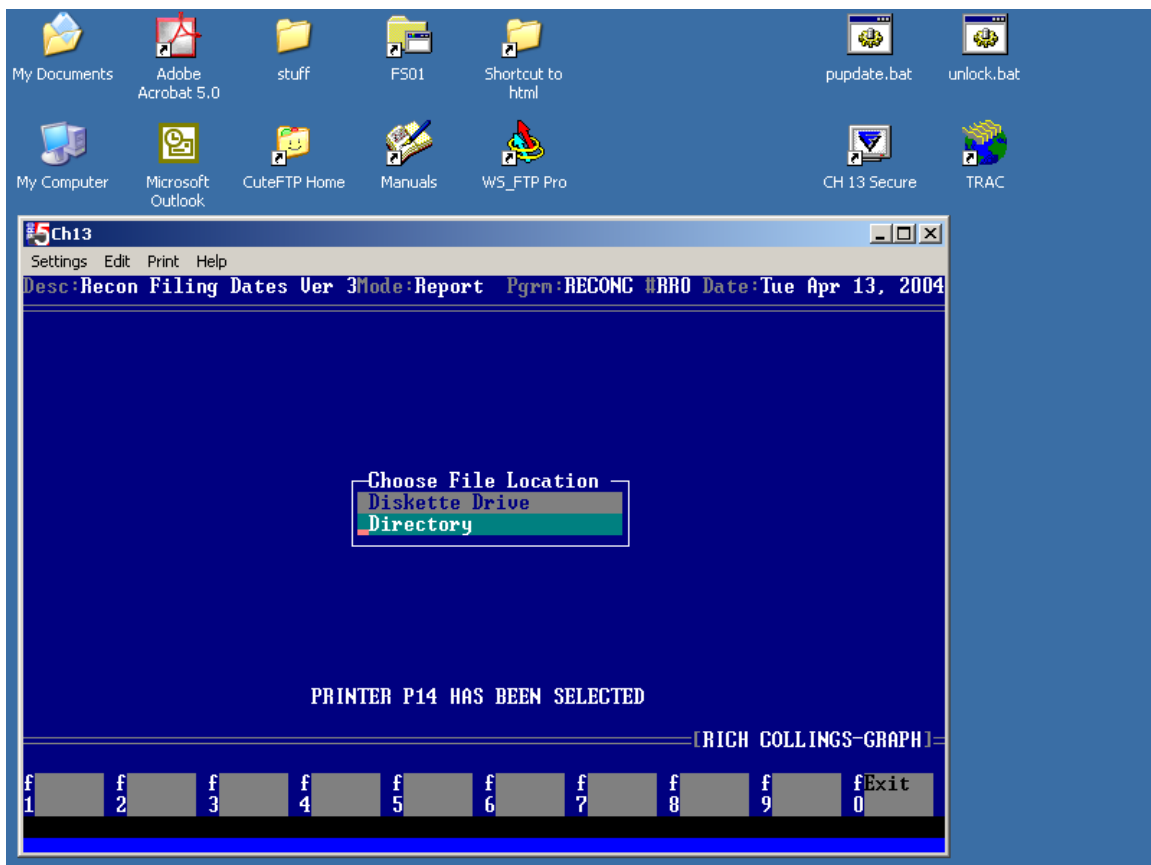
\*\*\* END OF REPORT \*\*\*

## The BSS Court Reconciliation Program version 3.1

The directory option allows the program to access a file in a directory that the Ch 13 software has access to. For GUI users, this would commonly be a folder on the local PC (ie: c:/recon or c:/bss). Tiny Term or dumb terminal users can use this option, but the file needs to be in a directory on the RISC (for example, /home/public or /home/export or a fast connect directory).

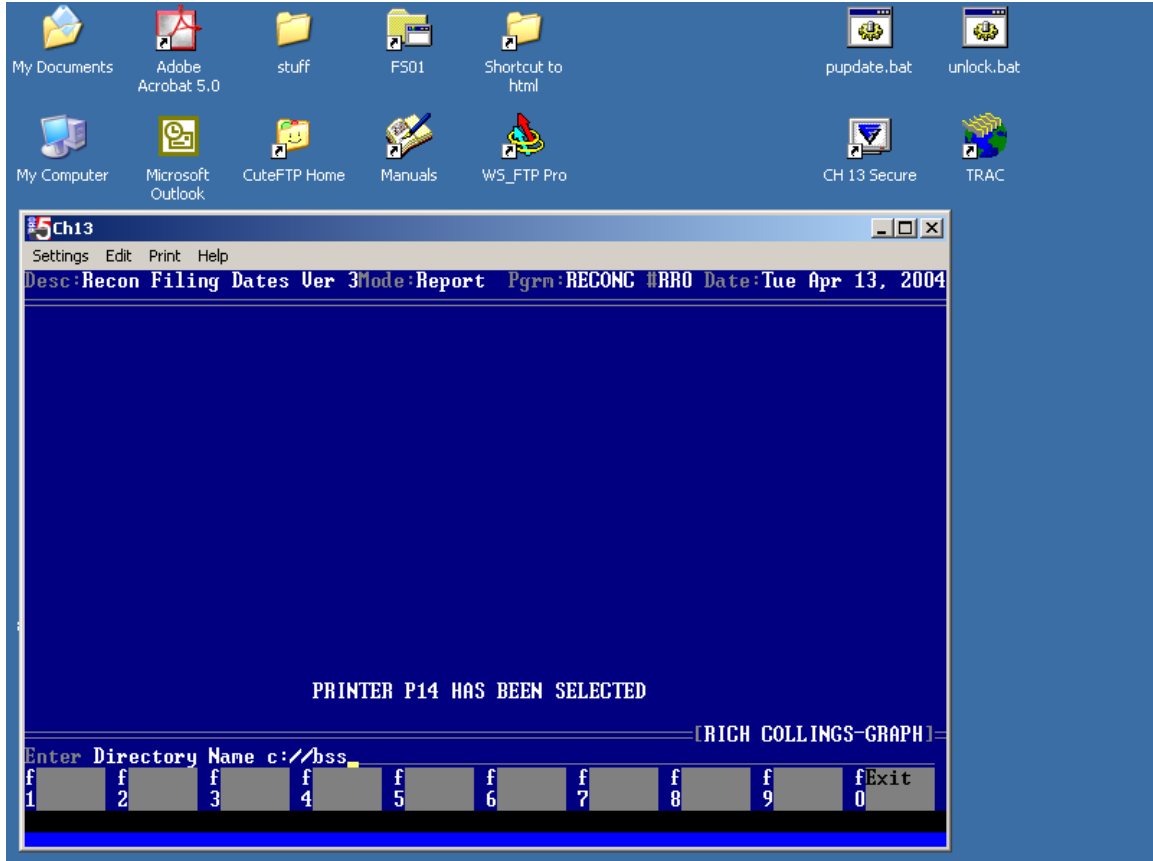
Mapped network drives can be used in the GUI option, but the system will generate an error if the drive is not available at the time of the option selection. Also, the config.bbx file of the workstation needs to be modified if any drive other than the C: drive is used. The DSKSYN entry for the drive letter needs to be removed or REM'd. Consult with BSS if you are uncertain on how to proceed.

When ready, select the Directory option.



# The BSS Court Reconciliation Program version 3.1

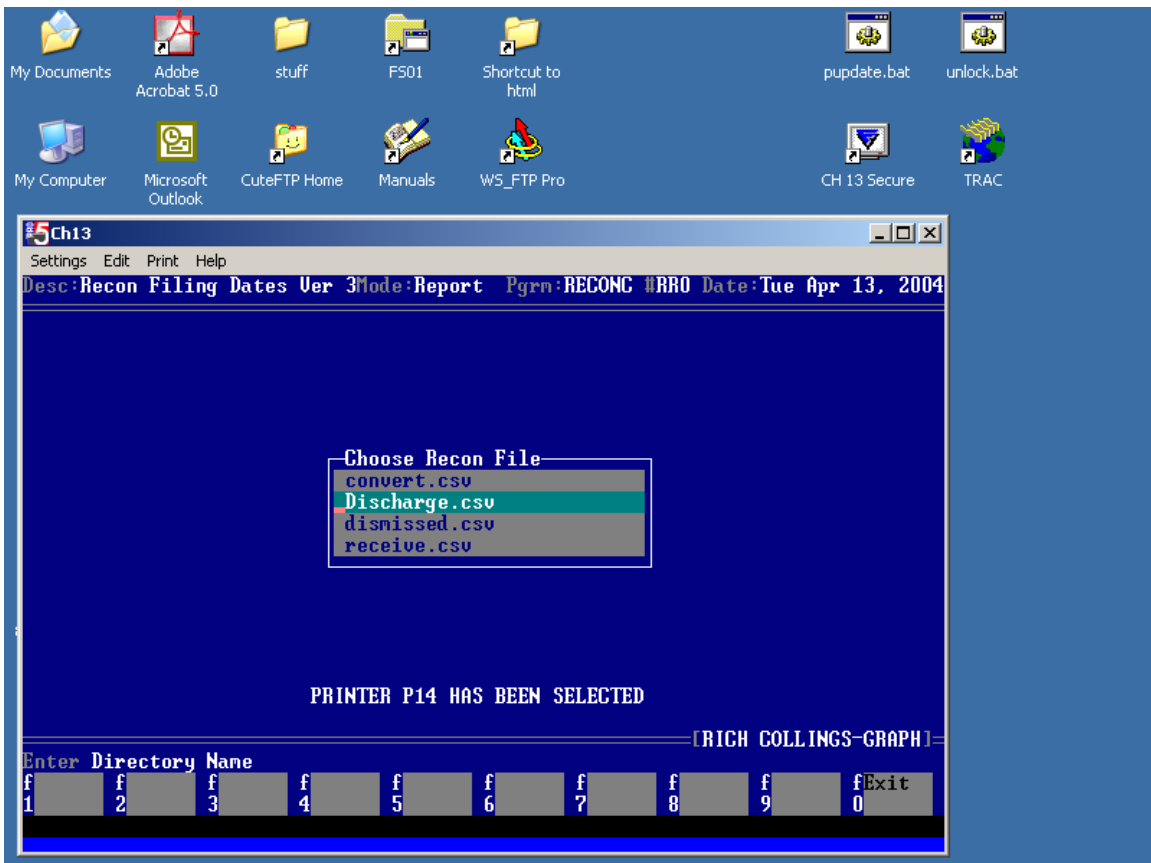
Type the directory that contains the file.



The file for this example is in the BSS folder of the C: drive of the local workstation.

## The BSS Court Reconciliation Program version 3.1

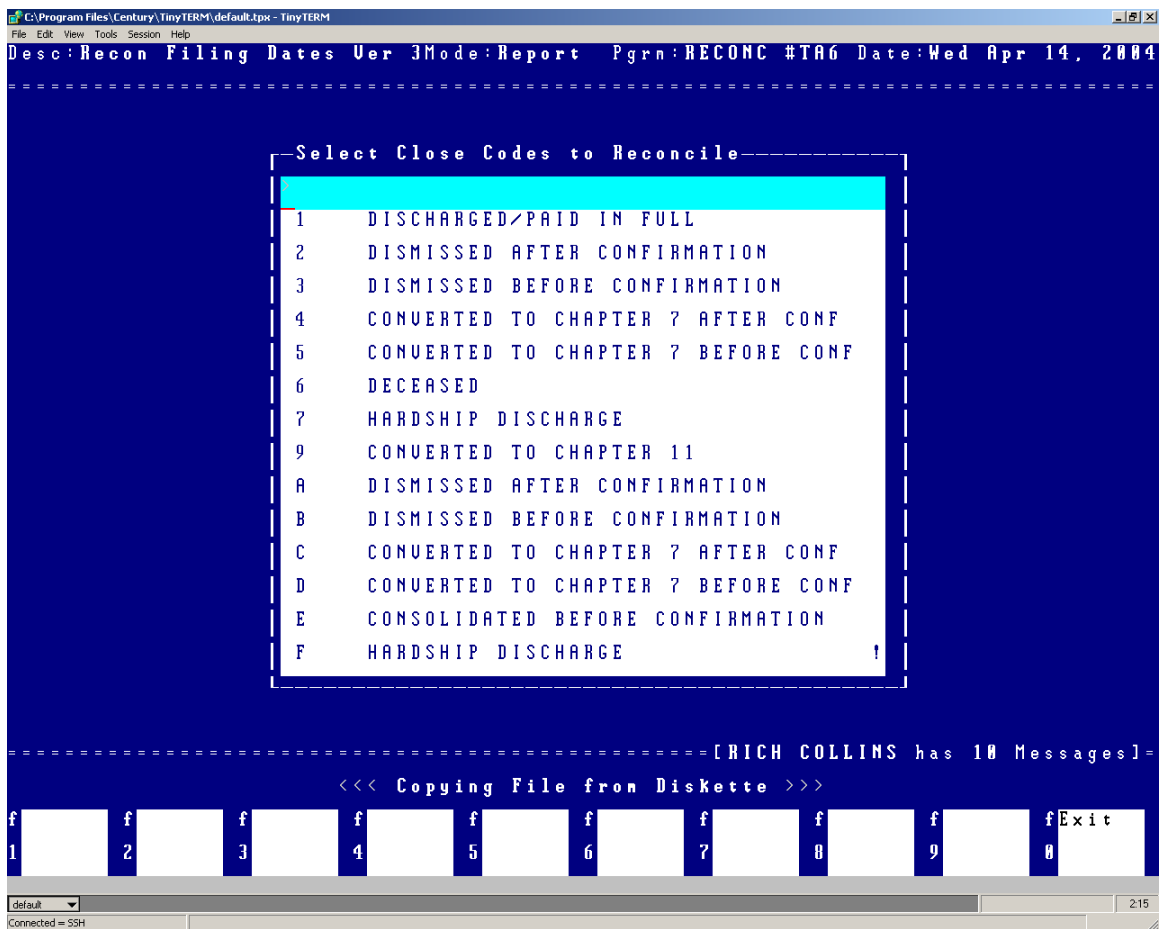
From this point on, the program works the same as the diskette based version. Select the file name, date field, and close codes. Note that the full file name is displayed in this version.



## The BSS Court Reconciliation Program version 3.1

The following examples cover reconciling for all open cases on the system. The Clerk should provide a data file that contains all cases that with an open disposition and the petition date (or date opened in their terminology). Use the methods outlined above for converting the data into a format usable by the BSS program. Open cases use the same steps as other types of reconciliation, but close code selection is key. The petition date should be selected for the date field. Data should be cut off several weeks before the run date to avoid cases that the Court has not closed yet or cases the Trustee has not opened yet.

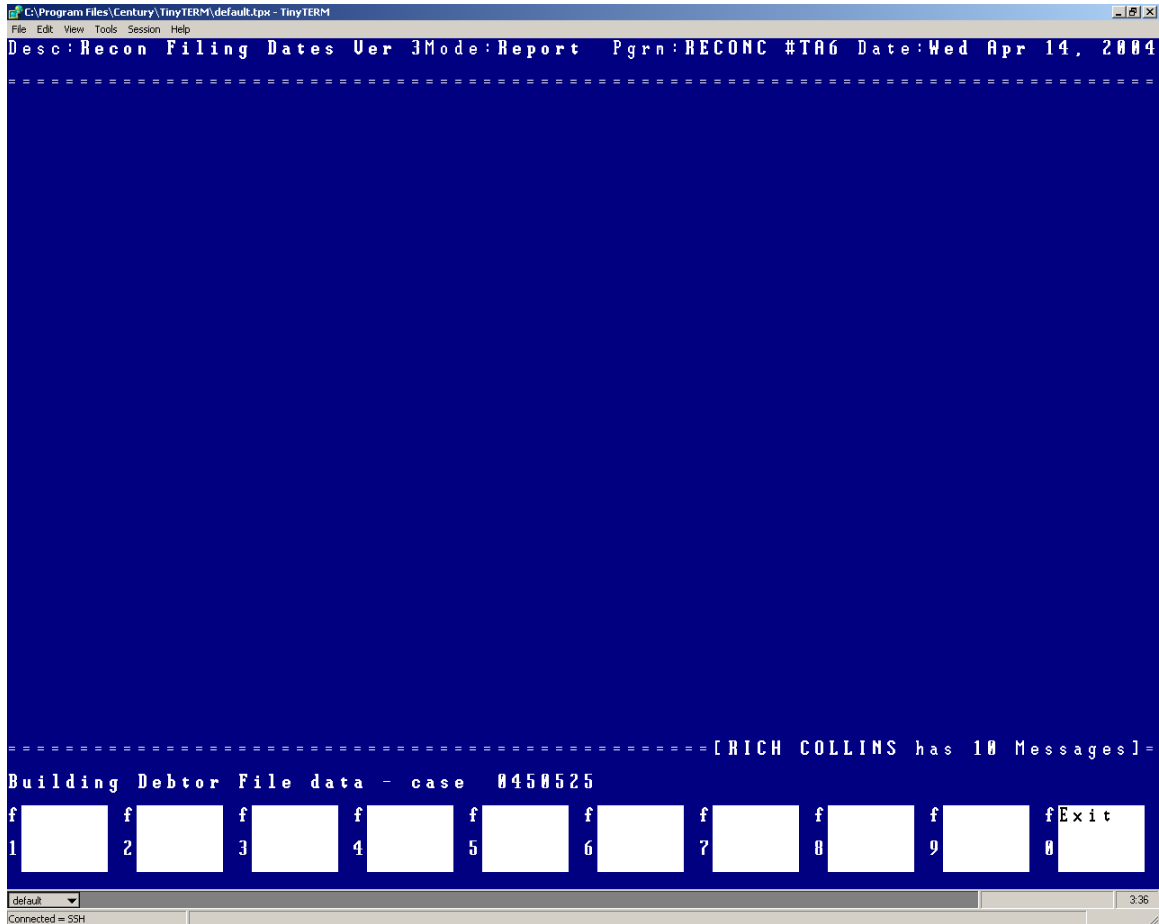
In our office, we define cases as open if they do not have a dispositive order (discharge, dismissed, transfer or conversion). We have three close codes used for open cases: code blank, code I (discharge pending) and code Z (discharge eligible). These three close codes are selected in the program.



```
C:\Program Files\Century\TinyTERM\default.tpx - TinyTERM
File Edit View Tools Session Help
Desc: Recon Filing Dates Uer 3Mode:Report Pgrn:RECONC #TA6 Date:Wed Apr 14, 2004
=====
--Select Close Codes to Reconcile--
1  DISCHARGED/PAID IN FULL
2  DISMISSED AFTER CONFIRMATION
3  DISMISSED BEFORE CONFIRMATION
4  CONVERTED TO CHAPTER 7 AFTER CONF
5  CONVERTED TO CHAPTER 7 BEFORE CONF
6  DECEASED
7  HARDSHIP DISCHARGE
9  CONVERTED TO CHAPTER 11
A  DISMISSED AFTER CONFIRMATION
B  DISMISSED BEFORE CONFIRMATION
C  CONVERTED TO CHAPTER 7 AFTER CONF
D  CONVERTED TO CHAPTER 7 BEFORE CONF
E  CONSOLIDATED BEFORE CONFIRMATION
F  HARDSHIP DISCHARGE !
=====
[ RICH COLLINS has 10 Messages ]
<<< Copying File from Diskette >>>
f  f  f  f  f  f  f  f  f  f  f Exit
1  2  3  4  5  6  7  8  9  0
default
Connected = SSH 2/15
```

# The BSS Court Reconciliation Program version 3.1

The date range should cover all possible dates that may appear in the date field through to the ending date used by the Clerk, for instance 01011800 to 02292004. The report takes longer to run due to the number of records being checks. Running against 7200 records in a database of 40,000 cases took a couple of minutes.



## The BSS Court Reconciliation Program version 3.1

As with the other reports, the results appear in two sections, cases on the Court report that do not agree with the Ch 13 system, and cases on the Ch 13 system that do not agree with the Court data. Sample pages from this report are on the following pages. There are a couple of interesting items to note on this report.

First, notice that most of the results in the first section are Code 2. On our system this code is Dismissed Post-Confirmation. The reason for the number of entries (38 pages of them) is that the Court uses the Final Decree date for dismissed cases. The Court considers these cases to be open, even though an order dismissing the case has been entered. The Court does not provide us a copy of the Decree. The run date was six weeks after the cut off date for the report and there were still pages of entries on the Court file at odds with our system. I verify that our petition filed date matches the Court's and skip further review of these cases. Closer attention is paid to the other codes.

On the first page, there is one blank entry where there is a strong difference between the Court petition date and our own. This case was a conversion and the Court reported the original Ch 7 petition date. The conversion date was entered as the petition date on our system.

The biggest issue to look for on this report is cases where there is no "our date" entry on the list. This represents a case that has not been entered on your system that the Court shows as assigned to your office. This happens quite often in our district, as the Court will not notice out a case with an improper matrix. We generally do not become aware of these cases until a recon report is run.

New to this report is the addition of the Close Date field. This data comes from field 81 of the debtor record. This field will help identify recently closed cases that the Court has not yet entered.

The second section of the report, reflecting cases on our system that do not appear on the Court list, is easy to review. Our staff verifies that each of these cases is actually assigned to our office and why there is a discrepancy. The first case turns out to be a case that had a motion to convert to Ch 7 filed, but no order was entered. As a result, we did not receive notice and still administer the case. The Wage Order is still working, we are still disbursing, but a Ch 7 Trustee has now been appointed. Yikes!!! What else is hiding out there?

These issues highlight why it's important to reconcile those cases!

Petition Filed Range: 01/01/1800 - 02/29/2004  
CODES: IZ

These Cases are on the Court Report, but not in the Debtor File Selections:

Case Num	Date	Our Date	Code	Close Date
0040083	01/05/2000	01/05/2000	2	03/12/2004
0040413	01/12/2000	01/12/2000	1	01/22/2004
0040696	01/18/2000	01/18/2000	2	04/28/2004
0040745	01/19/2000	01/19/2000	2	10/23/2003
0040770	01/19/2000	01/19/2000	2	03/24/2004
0041585	02/04/2000	02/04/2000	2	12/09/2003
0042212	02/15/2000	02/15/2000	4	04/30/2004
0042951	02/28/2000	02/28/2000	2	12/03/2002
0043040	02/29/2000	02/29/2000	2	04/08/2004
0043857	03/14/2000	03/14/2000	2	04/28/2004
0043906	03/14/2000	03/14/2000	2	04/12/2004
0043908	03/14/2000	03/14/2000	2	01/12/2004
0043941	03/14/2000	03/14/2000	2	12/09/2003
0044008	03/15/2000	03/15/2000	2	04/01/2004
0044143	03/17/2000	06/29/2000	I	01/09/2004
0044184	03/17/2000	03/17/2000	2	08/07/2003
0044221	03/20/2000	03/20/2000	2	10/24/2003
0044349	03/21/2000	03/21/2000	2	12/05/2003
0044761	03/29/2000	03/29/2000	2	07/30/2003
0045011	03/31/2000	03/31/2000	1	01/13/2004
0046627	04/28/2000	04/28/2000	1	04/29/2004
0047135	05/09/2000	05/09/2000	1	03/19/2004
0047258	05/11/2000	05/11/2000	2	04/22/2004
0047312	05/11/2000	08/01/2000	1	04/13/2004
0047334	05/12/2000	05/12/2000	1	01/28/2004
0047375	05/12/2000	05/12/2000	2	12/05/2003
0047387	05/12/2000	05/12/2000	2	10/23/2003
0047683	05/18/2000	05/18/2000	1	01/13/2004
0047741	05/19/2000	10/16/2000		03/08/2006
0047831	05/22/2000	05/22/2000	1	04/19/2004
0047874	05/22/2000	05/22/2000	2	12/03/2003
0047923	05/23/2000	05/23/2000	2	11/24/2003
0048461	06/02/2000	06/02/2000	2	11/06/2003
0048581	06/05/2000	06/05/2000	2	11/13/2003
0048640	06/06/2000	06/06/2000	2	03/04/2004
0048885	06/12/2000	06/12/2000	1	04/28/2004
0048983	06/13/2000	06/13/2000	2	10/09/2003
0049029	06/14/2000	06/14/2000	2	10/09/2003
0049110	06/15/2000	06/15/2000	1	04/13/2004

Petition Filed Range: 01/01/1800 - 02/29/2004  
CODES: IZ

These Cases are in the Debtor File, but not on the Court Report:

Case Num	Date	Code	Close Date
=====	=====	====	=====
0240361	02/26/2002		10/08/2005
0258671	08/14/2002		01/08/2007
0262169	09/23/2002	I	10/29/2003
0351414	04/22/2003		03/08/2007
9949752	06/16/1999	I	01/23/2003
9959852	12/22/1999	I	08/01/2003

\*\*\* END OF REPORT \*\*\*