

How to Receive Payment Reports Via Email for an Organization in AZTurboCourt

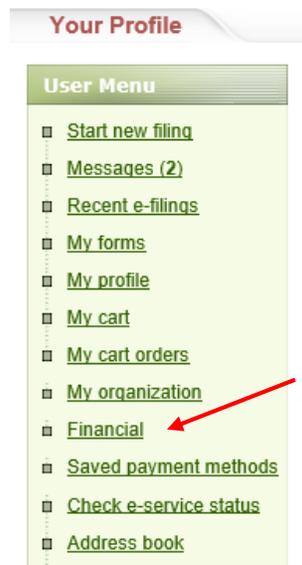
AZTurboCourt offers organizations the ability to receive financial reports via email on a weekly, monthly or bimonthly basis. The organization may choose to receive reports regarding an individual's or the organization's payment activity.

Step 1: Log-in as an Admin User

The Admin user logs in to AZTurboCourt

Step 2: Select "Financial"

The user will select "Financial" from the User Menu on the left-hand side of the screen.



Step 3: Select “Payment Reports (via email)”

The user will select the “Payment Reports (via email)” tab along the top of the page.

The screenshot shows the AZTurboCourt interface. At the top, there are two tabs: "Payment Transactions" and "Payment Reports (via email)". A red arrow points to the "Payment Reports (via email)" tab. On the left is a "User Menu" with various options like "Start new filing", "Messages (2)", "Recent e-filings", "My forms", "My profile", "My cart", "My cart orders", "My organization", "Financial", "Saved payment methods", "Check e-service status", and "Address book". The main area contains search criteria for "Payment Transactions". It includes a link "Click here to read about the search criteria", a "Created By" dropdown menu set to "All", and several text input fields for "Keyword / Matter #", "Submission Name", "Form Set #", "Case #", "Transaction Date From", "Transaction Date To", "Filing Type", "Jurisdiction", and "Status". There is also a "Payment Account Nickname" field with a question mark icon. A "Search Payment Transactions" button is at the bottom.

Step 4: Select the type and frequency of reports

The filer will choose what type of report and how often the report should be sent.

Select your reports and click **Save** to update. Your reports will be sent to the email address specified in your TurboCourt account.

Payment Reports for All Filings in My Organization

<input type="checkbox"/>	Weekly (sent every Monday for the previous week)
<input checked="" type="checkbox"/>	Monthly (sent on the 1st of each month for the previous month)
<input type="checkbox"/>	Bimonthly (sent on the 1st and 16th of each month for the previous period)

Payment Reports for My Filings

<input type="checkbox"/>	Weekly (sent every Monday for the previous week)
<input type="checkbox"/>	Monthly (sent on the 1st of each month for the previous month)
<input type="checkbox"/>	Bimonthly (sent on the 1st and 16th of each month for the previous period)

Sort by Transaction date, ascending ▾

Save Cancel

Step 5: Save changes

Once the selections have been made, the filer will select “save.”

This is a close-up of the "Sort by" dropdown menu and the "Save" button. The dropdown menu is set to "Transaction date, ascending". Below it are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.