Balancing Daily Cash Drawer

Run the Daily Collections report

Menu | Miscellaneous | Reporting | Reports

Click on the Daily Collections Report

This will default to today's date. You shouldn't have to change this date. It will report any money collected from the financial cut off time yesterday (or the last business day) through the financial cut off time today. If you only want to report on a specific person you can enter their user ID and the report will only report their collections; otherwise, the report will report on all monies collected.

Daily Collections - Clerk
Enter report criteria and press "Submit"

From date:* 11/8/2018
To date:* 11/8/2018
User ID:

Click the **Submit** button to submit the report request.

You then must click the **Refresh** button and you will see this in the upper left corner of your screen.

List Reports
Select the report to run

You have 2 new messages.

Click on the **message** link and you will be taken to your Quest messages.

Delete	Message	Status
	Add a new message	
☐	Output **Daily Collections - Clerk** is ready for viewing. --> Added by Karlene Thompson on 11/8/2018 7:18:35 AM	--Select--
☐	Job successful - COLLECTCLK Start: 11/8/2018 7:18:35 AM; End: 11/8/2018 7:18:35 AM; Return code: 0. --> Added by Karlene Thompson on 11/8/2018 7:18:35 AM	--Select--

Click on the **name of the report** link to open the report in a new window tab.

The report will display a detailed list of the money collected broken into fee requirements.

Daily Collections - Clerk

Collection Period is >= 11/6/2018 4:00 PM and <= 11/7/2018 3:59:59 PM

Date/Time	Receipt	Amount	Case	Pmt Type	Ref#	Payor
11/7/2018 1:50:21 PM	C0005161	$100.00	79D03-1709-JD-000179 - IS... ...N- NELSON (18884/4)	CHK		sta...
	Monthly Formal Probation User's Fee	$100.00				
11/7/2018 1:54:35 PM	C0005162	$50.00	79D03-0609-JD-000448 - DA... SHEPHARD (9923/8)	CHK		clo... ...ggs
	Reimbursement - DCS Services/Placement	$50.00				
11/7/2018 3:07:36 PM	C0005163	$160.00	79D03-0501-JD-000053 - MA... BRANCH (10081/5)	CHK	0002128782	SE...
11/7/2018 3:12:12 PM	C0005164	$50.00	79D03-0603-JD-000151 - Pe... ...)	CHK	635296	PE...
11/7/2018 3:40:03 PM	C0005165	$10.00	79D03-1112-JD-000297 - BR... RUNKLE (12921/7)	CHK		ME...
	Reimbursement - Secure Detention	$220.00				
11/7/2018 8:56:04 AM	C0005160	$30.00	79D03-1609-JP-000229 - RA... ...KLE (11380/7)	CASH		Ra...
	Restitution	$30.00				
	Total collected	$400.00				
	Void total	$0.00				
	Net total collected	$400.00				

Then will print a summary for each person who collected fees.

Each person should balance the money in their drawer to their summary. Many counties print this page and turn it and their money into the person responsible for deposits.

Daily Collections - Clerk

Collection Period is >= 11/6/2018 4:00 PM and <= 11/7/2018 3:59:59 PM

Collections by: Joshua Shawn Mullins

Payment type description	Code	Amount
Cashier's Check	CHK	$220.00
Total		$220.00
Payment Categories		
Description		Total
* no payment category specified	$220.00	
Total		$220.00

Then will print a summary for all users.

Daily Collections - Clerk

Collection Period is >= 11/6/2018 4:00 PM and <= 11/7/2018 3:59:59 PM

Totals for all users		
Payment type description	Code	Amount
Cashier's Check	CHK	$370.00
Cash	CASH	$30.00
Total		$400.00
Payment Categories		
Description	Total	
* no payment category specified	$400.00	
Total		$400.00

Followed by a total amount collected for each fee account.

Daily Collections - Clerk

Collection Period is >= 11/6/2018 4:00 PM and <= 11/7/2018 3:59:59 PM

Account	Amount
Restitution Due	$30.00
Reimbursement - DCS Services/Placement Due	$50.00
Reimbursement - Institutional Care (Secure) Due	$220.00
Monthly Formal Probation User's Fee Due	$100.00
Total collected	$400.00
Void total	$0.00
Net total collected	$400.00

You can print your report or just view it. When you are finished viewing the report click on the x on that tab to close the report.

DO NOT click the X on the windows browser, it will close all window tabs including Quest.

When you are finished with the report you can delete the message. Click in the delete column to indicate which messages you would like to delete, then click the **Delete** button at the bottom of the screen to delete the marked messages. Then click the **Delete** button again. You always have to click delete twice as a safety precaution.

Messages
Karlene Thompson

ted successfully

Delete	Message
	Add a new message
☑	Output **Daily Collections - Clerk** is ready for viewing. --> Added by Karlene Thompson on 11/8/2018 7:18:35 AM
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✗ Cancel   ⬆ Refresh   🛡 Delete   Locator

The reports are stored in your output folder for a certain number of days before being deleted.

Menu | Miscellaneous | Reporting | Output

Spooled Output
Karlene Thompson

Delete	Description	Date ▲	File type
☐	**Daily Collections - Clerk**	11/8/2018 7:18:35 AM	pdf