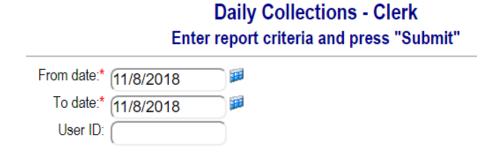
Balancing Daily Cash Drawer

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.



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

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

Messages Karlene Thompson

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.

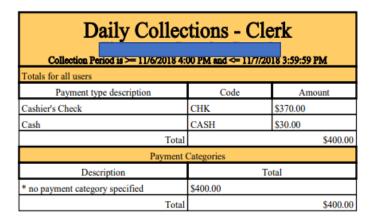
Daily Collections - Clerk										
Collection Period is == 11/6/2018 4:00 PM and <= 11/7/2018 3:59:59 PM										
Date/Time	Receipt	Amount	C	Case		Pmt Type	Ref#		Payor	
11/7/2018 1:50:21 PM	C0005161	\$100.00	79D03-1709-JD-000179 - IS. NELSON (18884/4)		DN-	CHK		sta		
Monthly Formal Probat	ion User's Fee	\$100.00								
11/7/2018 1:54:35 PM	C0005162	\$50.00	79D03-0609-JD-000448 - DA SHEPHARD (9923/8)			CHK		clo		oggs
Reimbursement - DCS Services/Placement										
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 - Per		1)	CHK	635296	PE		
11/7/2018 3:40:03 PM	C0005165	\$10.00	79D03-1112-JD-000297 - BR RUNKLE (12921/7)			CHK		MI		
Reimbursement - Secure Detention		\$220.00								
11/7/2018 8:56:04 AM	C0005160	\$30.00	79D03-1609-JP-000229 - RA (11380/7)		KLE	CASH		Ra		
Restitution \$30.00										
Total collected \$400.00										
	Void total	\$0.00								
Net	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	СНК	\$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.

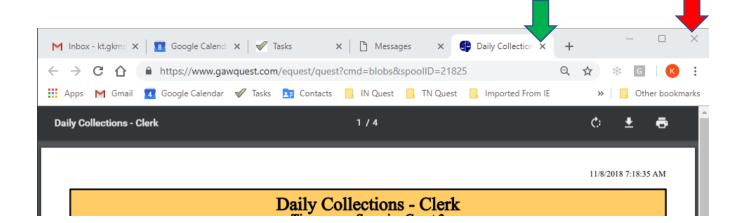


Followed by a total amount collected for each fee account.

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

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
•	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

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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				