FINANCIAL:

This area allows you to work with the financials. You can deposit the money collected, make the money disbursable, and disburse the funds to the appropriate agencies. You can make general journal entries, list checks to clear and reconcile your accounts.

Deposit:

This area will list the monies collected through a specific date and deposit them into a bank account.

FROM THE MENU: Miscellaneous, Financial, Deposit

Transactions To Deposit
Select items to deposit. Press Submit to total. Press Update to finish.

Undeposited Funds Account:* UCLK - (Asset) Undeposited funds for Clerk ▾
Bank Account:* CHK1 - (Bank) Checking Account ▾
Transactions Thru: 8/7/2013 7:01:35 am
Total Amount to Deposit: $0.00
⟳ Submit

- **Undeposited Funds Account:** Select the appropriate undeposited funds account that is holding the monies you wish to deposit.

- **Bank Account:** Select the bank account you wish to deposit the funds into.

- **Transactions Thru:** Enter the date you wish to view transactions through. This cannot be a future date/time, but it can be in the past.

- **Total Amount to Deposit:** This will calculate the amount of money to deposit from the transactions you select to deposit.

Click the SUBMIT button or press ALT+S to display the results of your selections.

This will bring up the Transactions to Deposit screen.

This will allow you to select the specific transactions you wish to deposit.

The list is grouped by user with subtotals by user. The bottom is a total of all users, separated by payment method, and displaying the total deposit amount.

Select each transaction to be deposited. The word Deposit at the head of the first column is a toggle button, it will select or unselect the deposit checkbox for all transaction.

Transactions To Deposit
Select items to deposit. Press Submit to total. Press Update to finish.

Undeposited Funds Account:* UCLK - (Asset) Undeposited Funds
Bank Account:* CHK1 - (Bank) Checking Account
Transactions Thru: 11/7/2013 8:26:01 am
Total Amount to Deposit: $150.35

Submit

Deposit	Date	Type	ID	Amount
	Collections from Crane, Dave			
☑	10/17/2013 12:54:21 PM	Payment (Cash)	*ToPrint	$20.00
	Total Cash: $20.00			
	Total collections from Crane, Dave: $20.00			
	Collections from Hatfield, Troy			
☑	10/10/2013 10:41:15 AM	Payment (Cash)	0000013	$25.00
☑	10/15/2013 10:22:39 AM	Payment (Cash)	0000016	$5.35
	Total Cash: $30.35			
	Total collections from Hatfield, Troy: $30.35			
	Collections from Thompson, Karlene			
☑	10/11/2013 1:40:18 PM	Payment (Clerk Check)	0000014	$50.00
☑	10/15/2013 10:02:01 AM	Payment (Cash)	0000015	$50.00
	Total Cash: $50.00			
	Total Clerk Check: $50.00			
	Total collections from Thompson, Karlene: $100.00			
	Total Cash: $100.35			
	Total Clerk Check: $50.00			
	Total collections: $150.35		**Total deposit: $150.35	

Click on the UPDATE button or press ALT+U to deposit the selected transactions.

General Journal Entry:

A journal entry is a way to record special transactions. You can setting initial bank balances, enter bank fees, adjust liabilities, etc.

FROM THE MENU: Miscellaneous, Financial, General Journal Entry

General Journal Entry Detail
Juvenile Fine (Assigned: 7/9/2013; Start: 7/9/2013)

Date:	9/16/2013 2:38:09 PM	×
Payment method:	-- Select --	
Payor/payee:	HEATHER DAY	
Transaction number:	0000019-GENJ	
Reference number:	Q0060420	
Detail lines (below):	4	

Account	Credit	Debit
R002 – (A/R) County Juvenile Fine Due		$25.00
Memo: Payment method not selected		
CHK1 – (Bank) Checking Account	$25.00	
Memo: Payment method not selected		
-- Select --		
Memo: Memo		
-- Select --		
Memo: Memo		

- **Date:** Enter the date and time of the journal entry.

- **Payment method:** Select payment method if applicable.

- **Payor/Payee:** Type in the name if applicable.

- **Transaction number:** Assigned by the system.

- **Reference number:** Enter a reference number if applicable.

- **Detail lines (below):** Enter the number of lines you will need. One line per account that will be adjusted.

- **Account:** Select the first account you wish to enter a transaction. Enter the dollar amount that should be a credit or a debit.

- **Memo:** Enter a description of the transaction.

Click on the UPDATE button or press ALT+U to save your changes.

List Account Register

Every account that has been set up in the Chart of Accounts has an account register so you can view the account transactions.

FROM THE MENU: Miscellaneous, Financial, List Account Register

List Account Register
Select an account and date range, then press Submit

Account: RRS - (A/R) Restitution Due

Display transactions between: 1/1/2013 and 8/7/2013

Submit

Date	Type	Number	Payor/payee	Memo	Requirement	Cleared	Debit	Credit
Starting balance:							**$0.00**	
Add a new general journal entry								
1/8/2013	Assessment				Restitution CHAZ J. KOSSA - 13-JD-153		$617.72	
1/8/2013	Payment	59802	CHAZ J. KOSSA	Pay Restitution	Restitution CHAZ J. KOSSA - 13-JD-153	d		$100.00
1/9/2013	Assessment				Restitution DANIEL SHANE COOKSEY - Unassigned		$305.00	
1/9/2013	Payment	Q0059804	Paychex-Burger King	Check # 2758657	Restitution DANIEL SHANE COOKSEY - Unassigned	d		$20.00
1/11/2013	Assessment				Restitution DAKOTA BRET SELPH - Unassigned		$187.66	
1/11/2013	Payment	Q0059807	Bret Selph		Restitution DAKOTA BRET SELPH - Unassigned	d		$100.00
1/17/2013	Payment	Q0059815	Paychex-Burger King	Check#3171501	Restitution DANIEL SHANE COOKSEY - Unassigned	d		$20.00
Transaction totals:							**$36,768.91**	**$9,784.81**
Ending balance:							**$26,984.10**	

- **Account:** Select the account you wish to view.
- **Display transactions between:** Enter the beginning and ending date of the transactions you wish to view.

This will display a starting balance and an ending balance for the account. As well as transaction totals for the time range you specified.

If you click on the date link, it will take you to the TRANSACTION DETAIL screen for that transaction.

If you click on the Requirement link, it will take you to the REQUIREMENT DETAIL screen for that requirement.

List Accounts to Clear

This section will allow you to clear checks. If you are using the full Reconcile Account screen, you would want to clear check through that screen, but if you are not, this is a good place to keep track of outstanding checks.

FROM THE MENU: Miscellaneous, Financial, List Checks to Clear

Transactions To Clear
Select items to clear. Press Submit to total. Press Update to finish.

Account:* RES - (Bank) Restitution Holding ⌄
Total Amount Cleared: $0.00

⮌ Submit

Cleared	Date	Type	ID	Amount	Name
☐	6/9/2003	Check	511	$50.00	Town of Monroeville
☐	6/9/2003	Check	512	$5.00	Susan Strong
☐	6/10/2003	Check	514	$20.00	BI Incorporated
☐	6/11/2003	Check	515	$11.61	Bruce Stanton
☐	6/11/2003	Check	516	$35.72	Francis Romano
☐	6/12/2003	Check	517	$75.00	Douglas M. Moring
☐	6/17/2003	Check	519	$125.00	Amy L. Sutton
☐	6/17/2003	Check	520	$740.28	Farm Bureau Insurance
☐	6/18/2003	Check	521	$5.00	Deborah Caldwell
☐	6/19/2003	Check	1050	$78.00	Timothy St. Peters

- **Account:** Select the account from which you write checks.

Click the SUBMIT button or press ALT+S to display the results of your selections.

Cleared: Select the box in this column for each check that has cleared the bank.

Click on the UPDATE button or press ALT+U to save your changes.

List Disbursable

Money that has been **Made Disbursable** must be dispersed to various agencies at some point. This screen allows you to select the account to disperse, and then disperse or actually write a check to the appropriate agencies.

FROM THE MENU: Miscellaneous, Financial, List Disbursable

List Disbursable Accounts
Select the amount to disburse

Account	Balance
Individual disbursements	
BTR - Investments - Trust/904-11300 (Bank)	**$2,100.00**
L000 - Restitution Disbursable (Liability)	**$2,100.00**
Mass disbursements	
Henry County Trustee	
☐ L305 - Clerk Fee/Comm (29900) (Liability)	$69.40
☐ L304 - Clerk Fee/Comm-CDATA (29900) (Liability)	$4.00
☐ L202 - County Juvenile Fine (24310-JUVE) (Liability)	$100.00
☐ L203 - Sheriff Dept (24360) (Liability)	$24.70
☐ L207 - Sheriff Dept Data (24360-OOC) (Liability)	$1.90

↪ Submit

Select the accounts you wish to disburse.

Click the SUBMIT button or press ALT+S to display the results of your selections.

Check Disbursement
Checking Account/904-111230

Date:	
Payor/Payee:*	Henry County Trustee
Address:	123 Somwhere St. Room ABC Lebanon, TN 123456
Memo:	

Type: Check on multiple requirements
Amount:
Check #:
Ref #:

Case	Amount	Disbursable amount
Karlene S. Thompson (1; Case: 3; 13-JD-5) Clerk Fee/Comm (29900)	$10.10	**$10.10**
Karlene S. Thompson (1; Case: 3; 13-JD-5) Clerk Fee/Comm (29900)	$59.30	**$59.30**

This will bring up a check to the Payor designated in the Chart of Accounts for this type of fee. You still have an opportunity to this point to disburse only a portion of the disbursable amount, in the event a check bounced or an error was made.

Click on the UPDATE button or press ALT+U to create the check.

This will fill in the date, with the current date and time.

It will fill in the amount of the check.

The check # is now set *ToPrint

You have the ability to add a reference number of a memo if desired.

Until the check number has been assigned, you still have the option to VOID the check by clicking the VOID BUTTON at the bottom of the screen.

To print the check, click the VIEW CHECK button at the bottom of the screen. This action causes the next available check number to be assigned.

If this check number is correct, click the UPDATE BUTTON at the bottom of the screen.

The check will then be displayed, and you can print the check.

Click on the cancel button to cancel out of this view. You will then be presented with a report of the check and transactions.

You have the ability to VIEW CHECK by clicking on that button or VOID by clicking on that button.

To Void:

You must enter a void reason, then press the VOID BUTTON to complete the void process.

Void Transaction

Date: 11/7/2013 8:32:24 AM
Type: Check   No: 349
Amount: $69.40
Name: Henry County Trustee
Memo:
Reference No:

WARNING - this Void process can not be reversed. To void the above transaction, enter the void reason below and press the Void button.

Void reason:* [   ]

The transaction is voided.

Check Disbursement
Checking Account/904-111230

Date: 11/7/2013 8:32:24 AM
Payor/Payee: Henry County Trustee
Address: 123 Somwhere St.
Room ABC
Lebanon, TN 123456
Memo: VOID:

Type: Check on multiple requirements
Amount: $0.00
Check #: 349
Ref #:

VOID

Case	Amount
Karlene S. Thompson (1; Case: 3; 13-JD-5) Clerk Fee/Comm (29900)	$0.00
Karlene S. Thompson (1; Case: 3; 13-JD-5) Clerk Fee/Comm (29900)	$0.00

Make Disbursable

After you deposit funds, you must indicate which of those deposited funds you wish to make disbursable. You may want to wait a specific amount of time to verify checks have cleared for example.

FROM THE MENU: Miscellaneous, Financial, Make Disbursable

- **Transactions Thru:** Enter the date and time you wish to view. This will display deposited funds up to that date.

- **Show details:** If you check this box, the list will include the transaction details.

Click the SUBMIT button or press ALT+S to display the results of your selections.

The Prepare word at the top of the column is a toggle button. It will select all or unselect all. Select those funds that you wish to make disbursable.

Click on the UPDATE button or press ALT+U to save your changes.

Reconcile Account:

This is where you can reconcile your accounts with bank statements.

FROM THE MENU: Miscellaneous, Financial, Reconcile Account

- **Account:** Select the account you wish to balance.

- **Statement End Date:** Looking at your statement, enter the statement end date.

- **Starting Balance:** This will be provided to you based on the ending balance from the last reconciliation.

- **Ending Balance:** Looking at your statement, enter the ending balance. No commas or dollar sign.

- **Debits Cleared, Credit Cleared, Difference:** All calculated for you based on the selections you make when clearing.

- **Bank charges:** Enter any bank charges that appear on the statement. No comma or dollar sign.

- **Charges Account:** Choose the appropriate bank charges account.

- **Interest:** Enter any interested received that appear on the statement.

- **Interest Account:** Choose the appropriate interest account.

Click the SUBMIT button or press ALT+S to display the results of your selections.

The Cleared word is a toggle button. It will select or unselect all. Select all transactions you wish to clear.

Click on the UPDATE button or press ALT+U to save your changes.