### **FINANCIAL:**

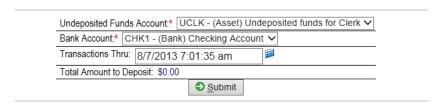
This area allows you to work with the financials. You can deposit the money collected, make the money disbursable, and disburse the funds to the appropriate agencies. You can make general journal entries, list checks to clear and reconcile your accounts.

## 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:** 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.

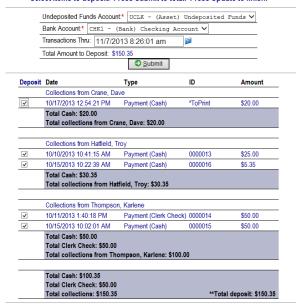
This will bring up the Transactions to Deposit screen.

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.



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	7/9/201	3)	
Date: 9/16/2013 2:38:09 PM × Payment method: Select × Payor/payee: HEATHER DAY  Transaction number: 0000019-GRUJ			
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			
Memo. IMemo			
Select	~		

- **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.

# 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

Date   Type   Number   Payor/payee   Memo   Requirement   Cleared   Deb	Restitution	Type   Number   Payor/payee   Memo   Requirement   Cleared   Debit   Credit			count: RS - (A/R) Restit	tution Due	Display tra	nsactions between:			
Date   Type   Number   Payor/payee   Memo   Requirement   Cleared   Deb	Memo   Requirement   Cleared   Debit   Credit	Type   Number   Payor/payee   Memo   Requirement   Cleared   Debit   Credit		10	to (/tit)/testi	tation buc		and 8///2013			
Starting balance:   S0.0	Restitution	Starting balance:   S0.00					<b>ᢒ</b> submit				
Add a new general journal entry	Restitution	Add a new general journal entry   September   Restitution   CHAZ J. KOSSA - 13-JD-153   September   Septembe	Date	Туре	Number	Payor/payee	Memo	Requirement	Cleared	Debit	Credit
1/8/2013   Assessment	CHAZ J. KOSSA - 13-JD-153	Restitution   Set7.72   CHAZ J. KOSSA   Pay Restitution   Restitution   CHAZ J. KOSSA - 13-JD-153   Set7.72	Starting bala	nce:						\$0.00	
1/8/2013   Payment   59802   CHAZ J. KOSSA   Pay Restitution   Restitution   CHAZ J. KOSSA - 13-JD-153     1/9/2013   Assessment   Restitution   Payment   Payment	CHAZ J. KOSSA - 13-JD-153	CHAZ J. KOSSA - 13-JD-153   CHAZ J. KOSSA   Pay Restitution   Restitution   CHAZ J. KOSSA - 13-JD-153   CHAZ J.		eneral journal entry	•						
CHAZ J, KOSSA - 13-JD-153	CHAZ J. KOSSA - 13-JD-153   Restitution	CHAZ_J_KOSSA - 13-JD-153	1/8/2013	Assessment						\$617.72	
DANIEL SHANE COOKSEY - Unassigned	DANIEL SHANE COOKSEY - Unassigned	DANIEL SHANE COOKSEY - Unassigned	1/8/2013	Payment	59802	CHAZ J. KOSSA	Pay Restitution		d		\$100.00
DANIEL SHANE COOKSEY - Unassigned           ### 1/11/2013         Assessment         Restitution         \$18           DAKOTA BRET SELPH - Unassigned	DANIEL SHANE COOKSEY - Unassigned   Restitution	DANIEL SHANE COOKSEY - Unassigned   \$187.66   DANIEL SHANE COOKSEY - Unassigned   \$100.00   DANIEL SHANE COOKSEY - Unassigned   \$100.00   DANIEL SHANE COOKSEY - Unassigned   \$20.00   \$20.	1/9/2013	Assessment						\$305.00	
DAKOTA BRET SELPH - Unassigned	DAKOTA BRET SELPH - Unassigned   \$100.00	1/11/2013   Payment   Q0059807   Bret Selph   Restitution   DAKOTA BRET SELPH - Unassigned   \$100.00	1/9/2013	Payment	Q0059804	Paychex-Burger King	Check # 2758657		d		\$20.00
	DAKOTA BRET SELPH - Unassigned           Check#3171501         Restitution         d         \$20,00	DAKOTA BRET SELPH - Unassigned	1/11/2013	Assessment						\$187.66	
		DANIEL SHANE COOKSEY - Unassigned  ction totals: \$36,768.91 \$9,764.	1/11/2013	Payment	Q0059807	Bret Selph			d		\$100.00
		***************************************	1/17/2013	Payment	Q0059815	Paychex-Burger King	Check#3171501		d		\$20.00

- 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



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.

#### List Disbursable

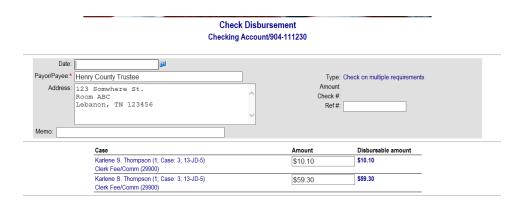
Money that has been **Made Disbursable** must be dispersed to various agencies at some point. This screen allows you to select the account to disperse, and then disperse or actually write a check to the appropriate agencies.

FROM THE MENU: Miscellaneous, Financial, List Disbursable



Select the accounts you wish to disburse.

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



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.

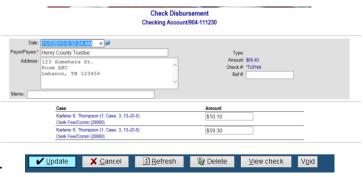
Click on the UPDATE button or press ALT+U to create the check.

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.



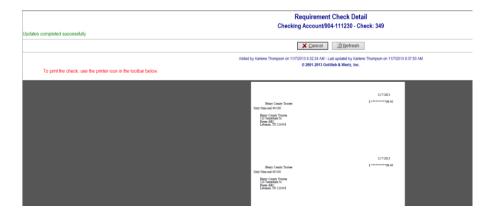
Until the check number has been assigned, you still have the option to VOID the check by clicking the VOID BUTTON at the bottom of the screen.

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.

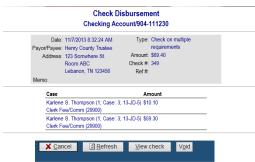


The check will then be displayed, and you can print the check.



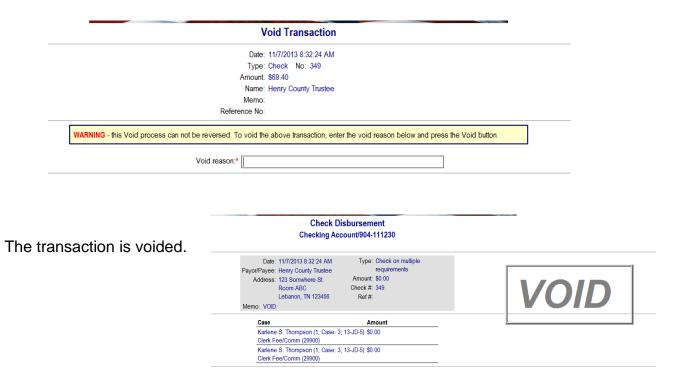
Click on the cancel button to cancel out of this view. You will then be presented with a report of the check and transactions.

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.



#### Make Disbursable

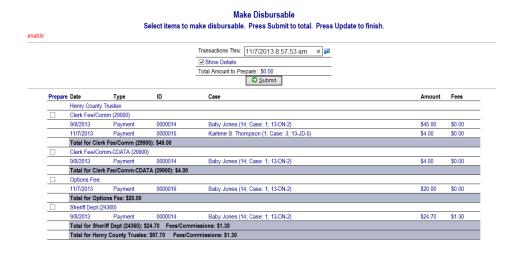
After you deposit funds, you must indicate which of those deposited funds you wish to make disbursable. You may want to wait a specific amount of time to verify checks have cleared for example.

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.

#### 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.