Holding funds from disbursement

Monies that are pending disbursement can be held from disbursement by placing a financial hold on the related Requirement using Requirement Alerts. Requirement Alerts allow the user to document alerts for any requirement, including the date, type of alert, resolution and notes. Requirement Alerts are sometimes added automatically by Quest to alert the financial users of actions the system has taken. For example, Quest can automatically void checks that are not cleared within a configurable amount of time. Requirements related to these voided checks receive an alert, so the users are aware of the situation and resolve the alert before writing another check. Here is an example of the alert displayed on the List Disbursable screen:

Restitution

Select the amount to disburse monies from the requirement

Case	Default payee	Disbursable amount	Open Alerts
Tony Eugene Clemons (918158; Case: 1; 71JC2-2014-JD-1)	Jones, Michael Raymond	$224.00	8/1/2018 - Uncashed check - voided 8/21/2018 - Bad Address

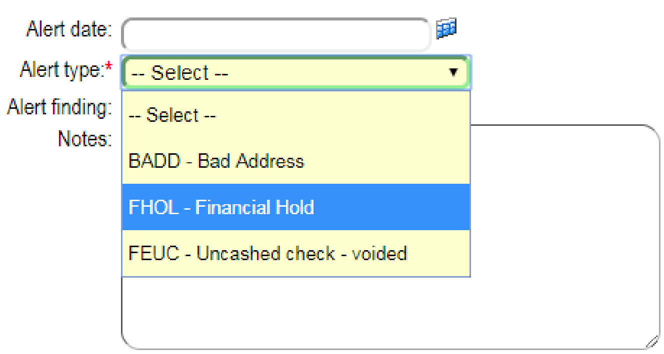
Adding a financial hold

Adding a financial hold is done by simply adding the appropriate Requirement Alert from the Requirement Detail screen. Click the Add link in the Requirement alerts section:

- Requirement alerts Top Add

Date	Type	Finding
8/1/2018 3:42:51 PM	Uncashed check - voided	Active
8/21/2018 5:03:44 PM	Bad Address	Active

Select the Financial Hold alert type, leave the alert finding blank, enter any desired notes and press the Update button:



All monies disbursable within this requirement will now be held from disbursement.

- Requirement alerts Top		Add
Date	**Type**	**Finding**
8/1/2018 3:42:51 PM	Uncashed check - voided	Active
8/21/2018 5:03:44 PM	Bad Address	Active
8/28/2018 4:12:33 PM	Financial Hold	Active
Notes	Testing	

Notice the link to create the check is now disabled on the List Disbursable screen for the account. The user can go directly to the Requirement Alert by clicking on the alert. Clicking on the name/case will take the user directly to the Requirement Detail screen.

Restitution

Select the amount to disburse monies from the requirement

Case	Default payee	Disbursable amount	Open Alerts
Tony Eugene Clemons (918158; Case: 1; 71JC2-2014-JD-1)	Jones, Michael Raymond	$224.00	8/1/2018 - Uncashed check - voided 8/21/2018 - Bad Address 8/28/2018 - Financial Hold

The List Disbursable screen now shows the total amount disbursable and a column showing the amount of that balance that is held. The disbursable amount is the Balance column minus the Held column:

List Disbursable Accounts

Select accounts to disburse

Transactions Thru: 8/28/2018 4:29:56 pm

Total Amount Selected: $0.00

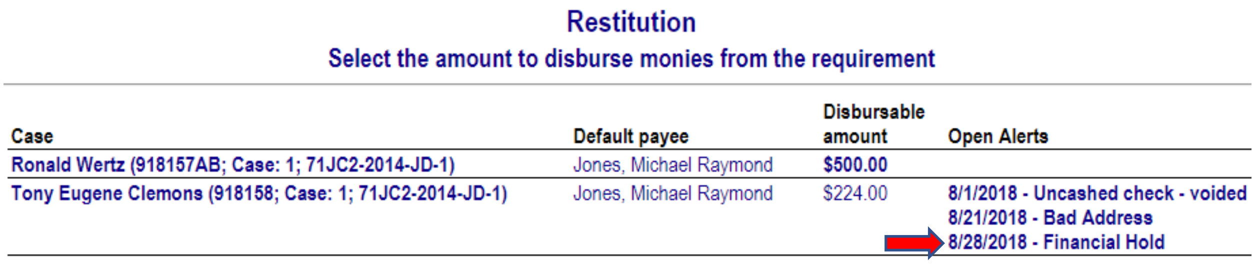
Submit Press Submit if you char Press Update to create c

This balance includes any held amounts

Account	Balance	Held
Individual disbursements		
26100.07 - Appearance Bond (Liability)	**$10.00**	**$0.00**
26100.03 - Restitution (Liability)	**$724.00**	**$224.00**
Mass disbursements		
Putnam County Trustee		
29900.07 - Clerk Fees (Liability)	$6.00	$0.00
29900.05 - Commissions (Liability)	$1.40	$0.00
24360.06 - DP Fee - Juvenile Court (Liability)	$1.90	$0.00
24360.03 - Juvenile Court Service (Liability)	$24.70	$0.00

Removing a financial hold

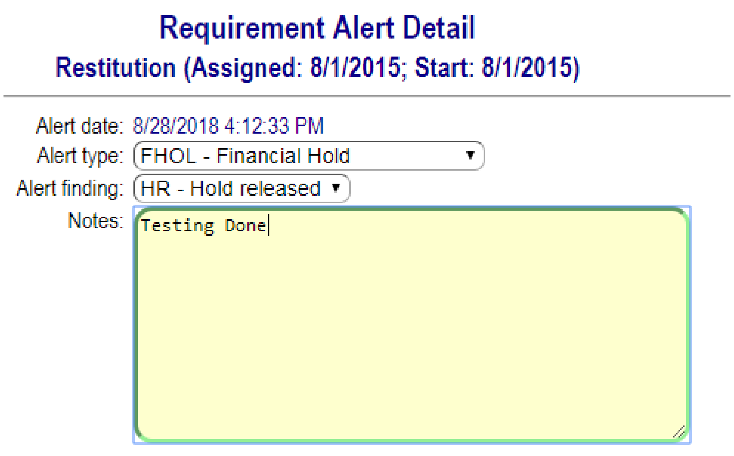
Removing a financial hold is done by simply updating the appropriate Requirement Alert with a Finding. Any alert can be updated by clicking on the alert from the Requirement Detail screen or directly from the List Disbursable screen. Select the desired Finding and enter any notes desired and press the Update button:



Restitution

Select the amount to disburse monies from the requirement

Case	Default payee	Disbursable amount	Open Alerts
Ronald Wertz (918157AB; Case: 1; 71JC2-2014-JD-1)	Jones, Michael Raymond	$500.00	
Tony Eugene Clemons (918158; Case: 1; 71JC2-2014-JD-1)	Jones, Michael Raymond	$224.00	8/1/2018 - Uncashed check - voided 8/21/2018 - Bad Address 8/28/2018 - Financial Hold

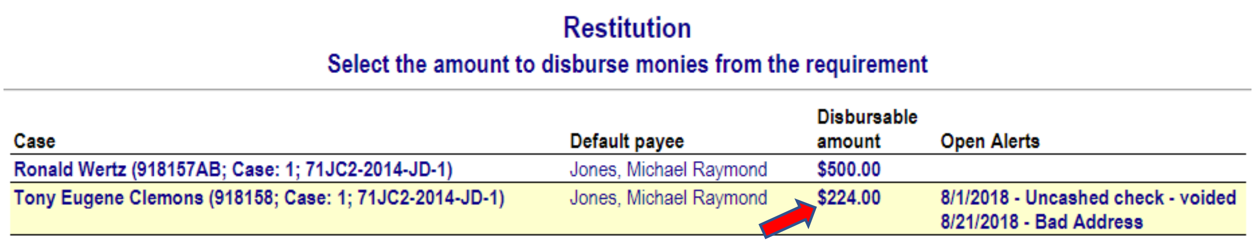


Requirement Alert Detail

Restitution (Assigned: 8/1/2015; Start: 8/1/2015)

Alert date: 8/28/2018 4:12:33 PM
Alert type: FHOL - Financial Hold
Alert finding: HR - Hold released
Notes: Testing Done

Now the funds are released and the link to write a check is enabled:



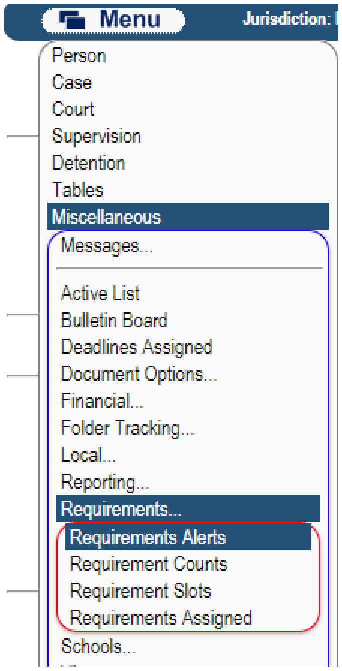
Restitution

Select the amount to disburse monies from the requirement

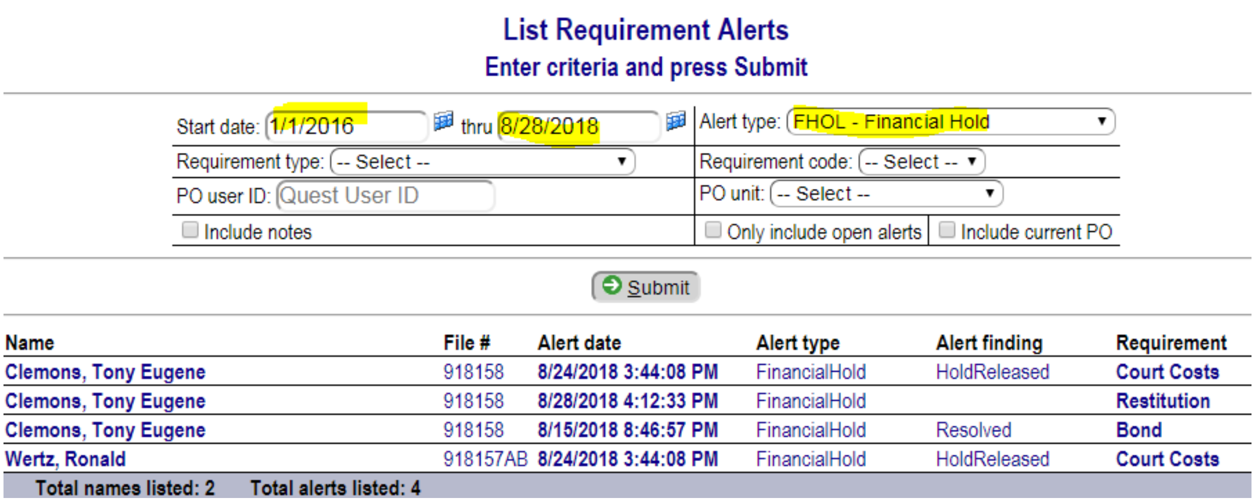
Case	Default payee	Disbursable amount	Open Alerts
Ronald Wertz (918157AB; Case: 1; 71JC2-2014-JD-1)	Jones, Michael Raymond	$500.00	
Tony Eugene Clemons (918158; Case: 1; 71JC2-2014-JD-1)	Jones, Michael Raymond	$224.00	8/1/2018 - Uncashed check - voided 8/21/2018 - Bad Address

Finding financial holds

A list of all financial holds can easily be displayed by using the List Requirement Alerts screen. From the Menu, select Miscellaneous, then Requirements, then Requirement Alerts:



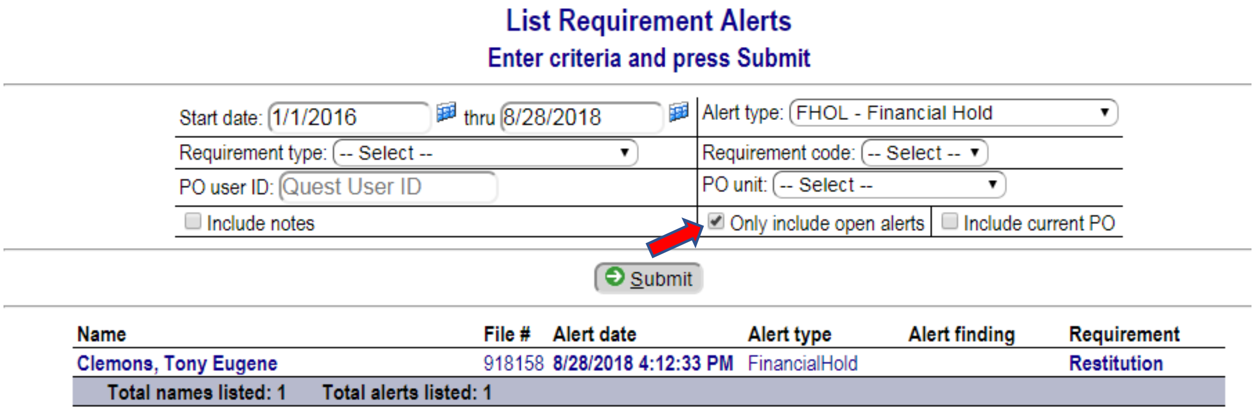
Enter the desired selection criteria and press Submit. Ensure the appropriate Start date and Thru date are entered to find the desired financial holds. For the Alert type, select the appropriate financial hold alert type:



Name	File #	Alert date	Alert type	Alert finding	Requirement
Clemons, Tony Eugene	918158	8/24/2018 3:44:08 PM	FinancialHold	HoldReleased	Court Costs
Clemons, Tony Eugene	918158	8/28/2018 4:12:33 PM	FinancialHold		Restitution
Clemons, Tony Eugene	918158	8/15/2018 8:46:57 PM	FinancialHold	Resolved	Bond
Wertz, Ronald	918157AB	8/24/2018 3:44:08 PM	FinancialHold	HoldReleased	Court Costs

Total names listed: 2 Total alerts listed: 4

If only open financial holds are desired, click the “Only include open alerts” checkbox and press Submit:



List Requirement Alerts

Enter criteria and press Submit

Start date: 1/1/2016 thru 8/28/2018 | Alert type: FHOL - Financial Hold

Requirement type: -- Select -- | Requirement code: -- Select --

PO user ID: Quest User ID | PO unit: -- Select --

Include notes | Only include open alerts | Include current PO

Submit

Name	File #	Alert date	Alert type	Alert finding	Requirement
Clemons, Tony Eugene	918158	8/28/2018 4:12:33 PM	FinancialHold		Restitution
Total names listed: 1	Total alerts listed: 1				

Click the Person’s name to go directly to the Person Detail screen. Click the Alert date to go directly to the Requirement Alert Detail screen. Click the Requirement to go directly to the Requirement Detail screen.