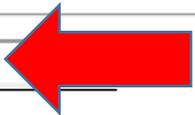# List Disbursable

Menu | Miscellaneous | Financial | List Disbursable

The List Disbursable screen is where all the money waiting to be disbursed is located.

List Disbursable Accounts
Select accounts to disburse

Transactions Thru: 10/31/2018 4:59:59 PM

Total Amount Selected: $0.00

⊙ Submit   **Press Submit if you change 'Transactions thru' date.**
Press Update to create check.

Change the Transactions Thru date to the last day of the month. Don't change the time.

Click the **Submit** button to see all the liability account totals as of that date/time.

There are two sections. Individual disbursements which go to individuals, and Mass disbursements that are paid to an Agency.

Individual disbursements

To pay an Individual disbursement, simply click on the Balance amount for that specific account. If it is being held for some reason, you won't be able to write a check yet.

Account	Balance	Held
Individual disbursements		
8007.02 - Attorney Fee (Liability)	$0.00	$0.00
8007.01 - Change of Venue Fee (Liability)	$196.00	$0.00
8007 - DUE TO OTHERS (Liability)	$100.00	$100.00
8006.02 - Disburse to Client (Liability)	$250.00	$0.00
8005.01 - Refunds to Client (Liability)	$196.00	$0.00

I clicked on the $196.00 for Change of Venue Fee. Make sure it has a Default payee listed. If there is not a Default Payee, the check will not have a Pay To on it. If the Default payee is missing, you can click on the **Case** link to get into that Requirement Detail screen so you can add the Default payee. If the Default payee is there, click on the **Disbursable amount** link to write the check.

Change Of Venue Fee
Select the amount to disburse monies from the requirement

Case	Default payee	Disbursable amount	Open Alerts
Carol Brady (48; Case: 1; 02D07-1810-JP-000002)	Clerk of the Adams Circuit Court	$196.00	

This bring up the Check Disbursement screen.

Check Disbursement
CLERK Checking Account

This is a new entry.

Date: 11/12/2018 12:14:19 pm

Name:* Clerk of the Adams Circuit Court

Address: 112 S 2nd St.
Decatur, IN 46733

Memo: 02D07-1810-JP-000002 Change of Venue Fee

Type: Check on multiple requirements

Amount:
Check #:
Ref #:

Case	Amount	Disbursable amount
Carol Brady (48; Case: 1; 02D07-1810-JP-000002) Change of Venue Fee	$196.00	$196.00

Enter today's date and put whatever you want in the Memo.

Click the **Update** button to save your work.

You should see Updates completed successfully in the upper left corner of the screen.

Click on the **View check** button to view the check. **DO NOT PUT THE CHECK NUMBER ON THIS SCREEN**.

Check Disbursement
CLERK Checking Account

Updates completed successfully

Date: 11/12/2018 12:14:19 PM

Name:* Clerk of the Adams Circuit Court

Address: 112 S 2nd St.
Decatur, IN 46733

Type:
Amount: $196.00
Check *ToPrint
#:
Ref #:

Memo: 02D07-1810-JP-000002 Change of Venue Fee

Case	Amount	Payee	Other ID	Assigned
Carol Brady (48; Case: 1; 02D07-1810-JP-000002) Change of Venue Fee	$196.00	Clerk of the Adams Circuit Court		

✔ Update   ✗ Cancel   ⮂ Refresh   🗑 Delete   View check   Void

This will bring up the Assign Next Check Number screen. It will have the next sequential number listed.

If this is correct, just click the **Update** button to continue.

Assign Next Check Number
CLERK Checking Account

Check number:* 13

You must click on the Adobe Printer icon to print the check.   You can't print the check from your browser print.

Once you have printed, you can click the **Cancel** button, which takes you back to the Check Disbursement window. Click the **Cancel** button until you return to the screen to write the next check.

If you try to print the check again a big COPY watermark is printed across the check.

Requirement Check Detail
CLERK Checking Account - Check: 13

Updates completed successfully

✗ Cancel   ⮂ Refresh

Added by Karlene Thompson on 11/12/2018 12:16:39 PM - Last updated by Karlene Thompson on 11/12/2018 12:20:43 PM
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To print the check, use the printer icon in the toolbar below.

eQuest Disbursement check   1 / 1   ↻ ↓ 🖨

Print

11/12/2018

Clerk of the Adams Circuit Court   *********196.00
112 S 2nd St.
Decatur, IN 46733   One Hundred Ninety Six and 00/100

02D07-1810-JP-000002 Change of Venue Fee

Mass disbursements

Mass disbursements are those where multiple payments are sent in one check, such as to the county or state.

Click on the name of the payee to select all the accounts to be paid to that payee. The name of the payee is a toggle button, it will select all or unselect all accounts below it.

Transactions Thru: 11/23/2018 3:59:59 pm

Total Amount Selected: $777.17 ◄━━

━━► ⊙ Submit   **Press Submit if you change 'Transactions thru' date.**
Press Update to create check.
Click **here** to list all held requirements

Account	Balance	Held
Mass disbursements		
☐ 8006 - BOND HOLDING (Liability)	$500.00	$0.00
Allen County Treasurer ◄━━		
☑ 8002.09 - ADR Co-Pay Superior (Liability)	$270.00	$0.00
☑ 8002.08 - Administrative Overpayment Fee (Liability)	$23.00	$0.00
☑ 8003.05 - Alternative Dispute Resolution Circuit (Liability)	$20.00	$0.00
☑ 8003.03 - Alternative Dispute Resolution Superior (Liability)	$80.00	$0.00
☑ 8002.02 - Bank Interest (Liability)	$0.17	$0.00
☑ 8002.12 - Certification Fee (Liability)	$1.00	$0.00
☑ 8003.04 - City/Town Court Costs (Liability)	$25.20	$0.00
☑ 8002.07 - Copy Fees (Liability)	$18.00	$0.00
☑ 8003.01 - County Court Costs (Liability)	$226.80	$0.00
☑ 8003.02 - Document Storage Fee (Liability)	$35.00	$0.00
☑ 8002.05 - Public Defender Fee (Liability)	$50.00	$0.00
☑ 8002.04 - Sheriff Service Fee (Liability)	$27.00	$0.00
☑ 8002.03 - Sheriff Service Fees - Clerk Share (Liability)	$1.00	$0.00

Click the **Submit** button to see the total amount of the accounts selected.

If the Total Amount Selected is correct, Click the **Update** button to save your work and continue creating a check to this payee.

Check Disbursement
CLERK Checking Account

This is a new entry.

Date: 11/23/2018 7:57:45 am

Name:* Allen County Treasurer

Address: 1 E Main St #104
Fort Wayne, IN 46802

Memo: Monthly Disbursement

Type: Check on multiple requirements

Amount:

Check #:

Ref #:

Case	Amount	Disbursable amount
Danny Glover (75; Case: 1; 02D07-1811-JP-000013) ADR Co-Pay Superior	$50.00	$50.00
Keith Urban (86; Case: 1; 02C01-1811-JP-000016) ADR Co-Pay Superior	$80.00	$80.00

- **Date** – You can type a T for the current date and time.
- **Name** – Comes from the chart of accounts Pay To in the liability accounts.
- **Address** – Should appear but you can type in an address if it does not.
- **Memo** – Enter whatever you would like to appear in the memo.

DO NOT PUT A CHECK # IN.

Click the **Update** button to save your work and continue.

Once you have updated successfully, the check # is changed to *ToPrint and the amount of the check is displayed.

Type:

Amount: $777.17

Check #: *ToPrint

Ref #:

You can now click the **View check** button to view the check.

Update   Cancel   Refresh   Delete   View check   Void

It will display the next sequential check number.

You can click the **Update** button if this is the next number or you can change the number.

Assign Next Check Number
CLERK Checking Account

Check number:* [15]

Requirement Check Detail
CLERK Checking Account - Check: 15

Updates completed successfully

[X Cancel] [Refresh]

Added by Karlene Thompson on 11/23/2018 8:01:26 AM - Last updated by Karlene Thompson on 11/23/2018 8:04:55 AM
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To print the check, use the printer icon in the toolbar below.

eQuest Disbursement check   1 / 1   ↻ ↓ 🖨

11/23/2018

*********777.17

Allen County Treasurer
1 E Main St #104
Fort Wayne, IN 46802

Seven Hundred Seventy Seven and 17/100

Monthly Disbursement

You must click on the Adobe Printer icon to print the check. You can't print the check from your browser print.

Once you have printed, you can click the **Cancel** button, which takes you back to the Check Disbursement window. Click the **Cancel** button until you return to the screen to write the next check.

If you try to print the check again a big COPY watermark is printed across the check.