

# SHORTAGE

At the end of the day if your cash is short, you can adjust clerk fees to make up the difference.

In the past our process for daily cash drawer shortages have been to make the user pay the amount that they are short. Now audit wants us to pull those daily shortages from fees. For example, receipts totaling \$50.00 was written for the day. The user only turned in \$48.00.

## Add a Requirement:

Do a Menu | Person | Name Search and search for a person named your county clerk's office. Click on that name.

**Name Search**  
Enter criteria and press Submit (use % and/or \_ for wildcards in names)

Last: %Clerk%	First: Wildcard avail	<input type="checkbox"/> Sound-a-like
File Number: ( )	Case: ( )	Petition: ( )
Race: -- Select --	Sex: -- Select --	DOB: ( )
<input type="checkbox"/> File numbers only	<input type="checkbox"/> Addresses	<input type="checkbox"/> Show relatives
<input type="checkbox"/> Auto clear criteria		

[Click here to toggle more/less screen options](#)

Name	File #	Race	Sex	DOB	SSN/Tax ID	AKA	Warrant Mom/Agency (*=User)
<a href="#">Add a new name</a> <a href="#">Add a new agency person</a>							
Clerk, Payroll							
Putnam County Clerk's Office							
White County Clerk's Office							


Scroll down to the cases and click on the "other" case.


<b>- Cases</b> <a href="#">Top</a>
<b>Other (Case Filed)</b>
Putnam County Clerk's Office(Case 1) - Interested Party from 1/10/2020 thru present

Scroll down to the Requirements and click the **Add** link.




<b>- Requirements</b> <a href="#">Top</a>	<a href="#">Add</a>			
Assigned	Requirement	Start	Status	Status date
None				



## Requirement Detail


 Requirement type:\*

 Requirement code:\*

Provider:

 Assigned date:   Start date:  

Scheduled end date:   New end date:  

Status:   Status date:

Cases:\*  Putnam County Clerk's Office: Case 1 - Int. Party - Other (Active; Case Filed)

Default payee:

Notes:

- **Requirement type** – Select Sanction.
- **Requirement code** – Select Cash Shortage.
- **Assigned date** – You can add this as of today's date.

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


Scroll to the bottom of the page and click the Requirement transactions **Options** link.  
Then click the **Add a transaction** link



- Requirement transactions					<input type="checkbox"/> Descending	<a href="#">Top</a>	<a href="#">Options</a>
Date	Type	Number	Memo	Amount			
<a href="#">None</a>							

## Transaction Detail

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Date:  


Type:\*  ▾

Amount:\*

Payment method:  ▾

Payor/payee:

Address:



Transaction number:

Memo:

Reference number:

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- **Assigned date** – date you were short.
- **Type** – Select Cash Shortage.
- **Amount** – Enter the amount you were short.
- **Memo:** You could enter the name of the person whose drawer was short if you wanted to keep track.

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

This entry will reduce the amount you are holding in the Clerk Fee Liability account and reduce the amount you have in the “undeposited funds” or the “cash on hand” account.

Transaction Details				
Account	Description	Debit	Credit	Status
11120	Cash on Hand	\$0.00	\$2.00	
29900.07	Clerk Fees (45560)	\$2.00	\$0.00	

When making the deposit, it will reflect the \$2.00 adjustment and match the amount of money you are actually taking to the bank.

Deposit	Date	Type	ID	Amount
Collections from Hargis, Vickie				
<input type="checkbox"/>	1/10/2020 9:46:10 AM	Payment (Check)	0026973	\$77.00
<b>Total Check: \$77.00</b>				
<b>Total collections from Hargis, Vickie: \$77.00</b>				
Collections from Thompson, Karlene				
<input type="checkbox"/>	1/10/2020 10:56:46 AM	Debit/Credit		(\$2.00)
<b>Total collections from Thompson, Karlene: (\$2.00)</b>				
Collections from Tinch, Samantha				
<input type="checkbox"/>	1/10/2020 9:20:55 AM	Payment (Check)	0026970	\$285.00
<input type="checkbox"/>	1/10/2020 9:31:39 AM	Payment (Cash)	0026971	\$40.00
<input type="checkbox"/>	1/10/2020 9:40:04 AM	Payment (Check)	0026972	\$73.50
<input type="checkbox"/>	1/10/2020 9:49:51 AM	Payment (Check)	0026974	\$2,000.00
<input type="checkbox"/>	1/10/2020 10:18:01 AM	Payment (Cash)	0026975	\$30.00
<b>Total Cash: \$70.00</b>				
<b>Total Check: \$2,358.50</b>				
<b>Total collections from Tinch, Samantha: \$2,428.50</b>				
<b>Total Cash: \$70.00</b>				
<b>Total Check: \$2,435.50</b>				
<b>Total collections: \$2,503.50</b>				
				<b>**Total deposit: \$0.00</b>

Please keep in mind that at the end of the month when disbursing the Clerk Fee account will be adjusted by the \$2.00, or however much money you were short during the month.

If you are ever short again, you can go into the existing cash shortage requirement and just add another transaction. You don't have to add the same requirement again. Then you have a nice record of all the shortages.