## **SHORTAGE**

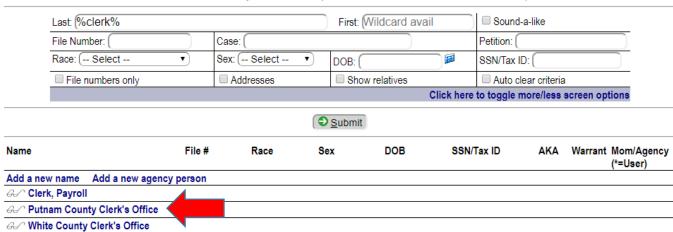
At the end of the day if your cash is short, you can adjust clerk fees to make up the difference.

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.

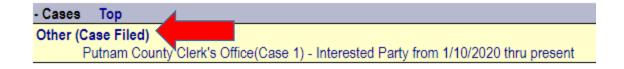
## Add a Requirement:

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

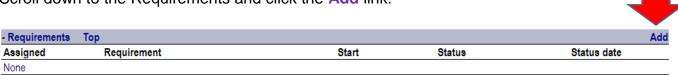
 ${\bf Name~Search} \\ {\bf Enter~criteria~and~press~Submit~(use~\%~and/or~\_~for~wildcards~in~names)}$ 



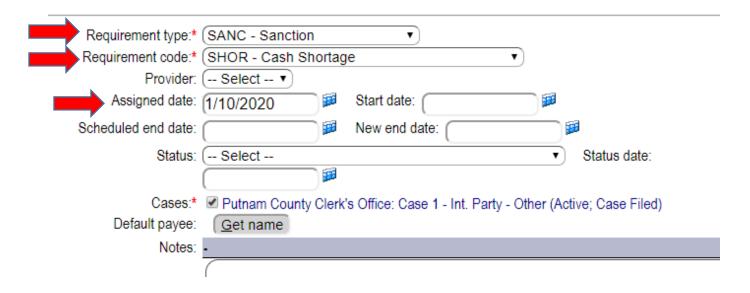
Scroll down to the cases and click on the "other" case.



Scroll down to the Requirements and click the Add link.



## Requirement Detail



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

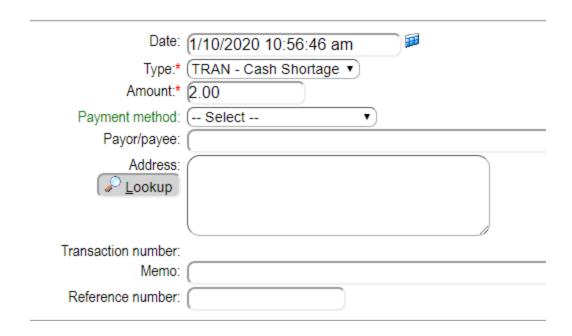
Click the **Update** button to save your work.

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



- Requirement transactions	Descending	Тор		Options
Date	Туре	Number	Memo	Amount
None				

## **Transaction Detail**



- **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.

Transacti	ı 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	Туре	ID	Amount
	Collections from Hargis, \	∕ickie		
	1/10/2020 9:46:10 AM	Payment (Check)	0026973	\$77.00
	Total Check: \$77.00	lauria Viakia, \$77.00		
	Total collections from H	largis, vickie: \$77.00		
	Collections from Thomps	on, Karlene		
	1/10/2020 10:56:46 AM	Debit/Credit		(\$2.00)
	Total collections from T	hompson, Karlene: (\$	2.00)	
	Collections from Tinch, Sa	amantha		
	1/10/2020 9:20:55 AM	Payment (Check)	0026970	\$285.00
	1/10/2020 9:31:39 AM	Payment (Cash)	0026971	\$40.00
	1/10/2020 9:40:04 AM	Payment (Check)	0026972	\$73.50
	1/10/2020 9:49:51 AM	Payment (Check)	0026974	\$2,000.00
	1/10/2020 10:18:01 AM	Payment (Cash)	0026975	\$30.00
	Total Cash: \$70.00 Total Check: \$2,358.50 Total collections from T	inch, Samantha: \$2,42	28.50	
	T / 10 1 470 00			
	Total Cash: \$70.00 Total Check: \$2,435.50			
	Total collections: \$2,503	**Total deposit: \$0.00		

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.