Daily Financials

Assess Fees

Fees can only be assessed to Names Associated with the Case. If an attorney is filing, assess the fees to their client. You can show the attorney paid.

Menu | Person | Name Search
Search for the person being assess the fees
Click on their name to go to their Person Detail screen
Scroll down to their cases, select the appropriate case

Easiest way: (filing fees, service, restitution, fines)
- Scroll to bottom right of Case Detail screen to the **Documents** line.
- Click Add document link at the right end of that line
- List templates containing: Type in the word Fee, press TAB on your keyboard
- Click on the drop down to select the appropriate fee document
- Click the Update button to continue
- Answer all questions, clicking Update to save and move to the next question.
- Click the Finish button to assess the fees.

Manually: (copies, refunds, bonds, child support payments)
- Scroll down the Case Detail screen to the **Requirements** line
- Click the Add link at the right end of that line (if there is only one name associated)
- Click the Options link on the right end of that line (multiple names associated)
  - Select the person to whom you are assessing fees
- On the Requirement Detail screen
  - Requirement Type=Financials
  - Requirement Code=type of fee being assessed.
  - Initial type = should already be filled out
  - Amount = type in the amount you're assessing
  - Cases = make sure the appropriate person/case is selected.
  - Click the Update button

Take Payments

If you just assessed a fee, while in the requirement detail screen:
- Scroll to bottom right corner, to the **Requirement Transactions** line
- Click the Options link at right end of that line.
- Select the Take a payment option.

If person comes to counter to pay:
- **Menu | Person | Name Search | Find your person**
- Click on their Name to get to their Person Detail screen
- **Menu | Case | Requirements**
  - Financial view and Other transactions should be selected
- Click the Take a Payment button at the bottom of the screen

Payment Detail screen
Date = T for today
Tendered = amount handed to you (not required)
Amount Paid = amount they are paying today
Change due = difference between Tendered and Paid
Payment Method = select
Received from = type in name or click the Lookup button under Address to select person
Reference number = if paying by check/MO/credit card

The payment will be applied in the sequence listed from top to bottom. If you want to apply the payment to a specific fee out of order, instead of filling in amount paid at top, put the amount paid in the amount column under the appropriate fee.

Click the Update button to view receipt.
Click the Print button to print the receipt.
Click the Cancel button to get out of the receipt view.

Balance Cash Drawer

Menu | Miscellaneous | Reporting | Reports
Click on Daily Collections
Adjust dates if necessary but they should be correct
Click the Submit button
Click the Refresh button
Click on the link You have 2 new messages at the top left of your screen
On the Messages screen, click the bold words: **Daily Collections**
This opens a new browser tab at the top of your screen,
Right click to print the report
Close the browser tab by clicking the X on that tab only, not on the entire browser
Compare your money to the report
Your cash drawer should balance

Deposit

Menu | Miscellaneous | Financial | Deposit
Undeposited Funds Account: select the appropriate account
Bank Account: Select the bank account you wish to deposit these funds into
Transactions Thru: Select the appropriate date/time.
- Some counties deposit at the end of each day, so the date would be today.
- Some counties deposit each morning for yesterday's collections, the date would need to be changed to yesterday. Keep the time, just change the date.

Payment type: If you accept credit cards and they are deposited directly into your bank account, select credit card and do that deposit first. Otherwise, leave empty.

Click the Submit button to see money waiting to be deposited.

Select each payment you will deposit
You can click on the column header word **Deposit** to select all
Click the Submit button
Make sure your deposit amount equals what you are taking to the bank.
Click the Update button to make the deposit in Quest.

Make Disbursable

Menu | Miscellaneous | Financial | Make Disbursable
This step moves the deposited money into their appropriate liability accounts and takes out any commissions allowed.

Transactions through date – change to the appropriate date/time

This is EXTREMELY important for the last day of the month. If the money is not made disbursable in the appropriate month, it will not be available to disburse with that month.

You can click the Show Details options to see the details of each payment listed.
Click the Submit button to make sure your amount equals the deposit amount.
Click the column header word **Prepare** to select all payments.
Click the Update button to move the money into the appropriate liability accounts.