

TRANSFER INSTRUCTIONS

The ability to transfer funds in Coris is a relatively new capability. It allows the accountant to move money from one account to another, either within the same case or to a different case, without going through the trouble of reversing transactions in order to move funds.

Occasionally, a reversal is necessary, but a transfer will do the job in many instances.

In this example, Brandon Smith failed to appear for his arraignment. His cash bail of \$500 was ordered by the Court to be forfeited to the state.

Some time later, after he appeared on the case, he pled guilty and was sentenced to \$275. The judge ordered the previously forfeited \$500 cash bail to be applied to the fine, and the remainder refunded to Brandon's mom, Margie.

A trust receivable was created for \$225 so Margie could get her money back. The \$275 fine was set up in the Sentencing screen in-court. The Cashier screen shows as follows:

Payments		user1		2004004	
Filings Links History Toolbox Warnings Journal Cash Count! Print Index!					
Case Number	015105915	Traffic Court Case	Citation	2468024680	Find
Last Name	SMITH		First Name	BRANDON R	
Payor	SMITH, BRANDON R		LEA	Millard Co. Sheriff	
Payment Options					
<input type="checkbox"/> Trust	Balance Due	Recurring Payment	<input type="checkbox"/> Cash Bond	Bonds Open	\$ 0
<input checked="" type="checkbox"/> Unpaid Fees	\$ 0		<input type="checkbox"/> Cash Bail	Bail Open	\$ 0
<input type="checkbox"/> Fine/Forfeiture	\$ 275.00		<input checked="" type="checkbox"/> Trust without a Case		
<input type="checkbox"/> Miscellaneous	\$ 0		<input type="checkbox"/> Mail Payment		
<input checked="" type="checkbox"/> Time Pay	\$		Amount to be Paid \$		
DELINQUENT DATE 10/31/2001					
Tender Options					
Cash	\$	<input type="checkbox"/> Add Note	<input type="checkbox"/> Send Receipt to Printer	<input checked="" type="checkbox"/> View Receipt	
Check	\$	Number		Type	
Credit	\$				
Credit Card	\$	Number		Type	
Non Monetary	\$	Authorization		Expiration Date	
Clear Undo Payor Non Cash Bond Dispose Bail/Bond A/R Enter Exit					
<input checked="" type="checkbox"/> Clear Case After Transaction					

To transfer funds: From the Cashier Menu, bring up the case you want to work with, click on 'Journal' and then click on 'Transfers'. Enter your password and click 'Enter'.

Payments		user1		2004004																															
Filings Links History Toolbox Warnings Journal Cash Count! Print Index!																																			
Case Number	015105915	Traffic Co		4680	Find																														
Last Name	SMITH		ON R																																
Payor	SMITH, BRANDON R		heriff																																
<div>Payment Options</div> <table><tr><td><input type="checkbox"/> Trust</td><td>Balance Due</td><td>\$ 225.00</td><td><input type="checkbox"/> Cash Bail</td><td>Bonds Open</td><td>\$ 0</td></tr><tr><td><input checked="" type="checkbox"/> Unpaid Fees</td><td>\$</td><td>0</td><td><input type="checkbox"/> Cash Bail</td><td>Bail Open</td><td>\$ 0</td></tr><tr><td><input type="checkbox"/> Fine/Forfeiture</td><td>\$</td><td>275.00</td><td><input checked="" type="checkbox"/> Trust without a Case</td><td colspan="2"></td></tr><tr><td><input type="checkbox"/> Miscellaneous</td><td>\$</td><td>0</td><td><input type="checkbox"/> Mail Payment</td><td colspan="2"></td></tr><tr><td><input checked="" type="checkbox"/> Time Pay</td><td>\$</td><td></td><td colspan="3">Amount to be Paid \$</td></tr></table> <p>DELINQUENT DATE 10/31/2001</p>						<input type="checkbox"/> Trust	Balance Due	\$ 225.00	<input type="checkbox"/> Cash Bail	Bonds Open	\$ 0	<input checked="" type="checkbox"/> Unpaid Fees	\$	0	<input type="checkbox"/> Cash Bail	Bail Open	\$ 0	<input type="checkbox"/> Fine/Forfeiture	\$	275.00	<input checked="" type="checkbox"/> Trust without a Case			<input type="checkbox"/> Miscellaneous	\$	0	<input type="checkbox"/> Mail Payment			<input checked="" type="checkbox"/> Time Pay	\$		Amount to be Paid \$		
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<div>Tender Options</div> <table><tr><td>Cash</td><td>\$</td><td></td><td><input type="checkbox"/> Add Note</td><td><input type="checkbox"/> Send Receipt to Printer</td><td><input checked="" type="checkbox"/> View Receipt</td></tr><tr><td>Check</td><td>\$</td><td></td><td>Number</td><td></td><td>Type</td></tr><tr><td>Credit</td><td>\$</td><td></td><td></td><td></td><td></td></tr><tr><td>Credit Card</td><td>\$</td><td></td><td>Number</td><td></td><td>Type</td></tr><tr><td>Non Monetary</td><td>\$</td><td></td><td>Authorization</td><td></td><td>Expiration Date</td></tr></table> <div><div>Clear</div><div>Undo</div><div>Payor</div><div>Non Cash Bond</div><div>Dispose Bail/Bond</div><div>A/R</div><div>Enter</div><div>Exit</div></div> <div><input checked="" type="checkbox"/> Clear Case After Transaction</div>						Cash	\$		<input type="checkbox"/> Add Note	<input type="checkbox"/> Send Receipt to Printer	<input checked="" type="checkbox"/> View Receipt	Check	\$		Number		Type	Credit	\$					Credit Card	\$		Number		Type	Non Monetary	\$		Authorization		Expiration Date
Cash	\$		<input type="checkbox"/> Add Note	<input type="checkbox"/> Send Receipt to Printer	<input checked="" type="checkbox"/> View Receipt																														
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Credit	\$																																		
Credit Card	\$		Number		Type																														
Non Monetary	\$		Authorization		Expiration Date																														

Payments user1 2004004

Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail

Party	Name	Account	Balance Available
DEF	SMITH, BRANDON R	FORF TO STATE,MISD	500.00

Into Case Number: 015105915 Find Into Into Detail

Party	Name	Account	Balance Due
DEF	SMITH, BRANDON R	Fine	275.00
PYE	SMITH, MARGIE	Other Trust	225.00

Create Unclaimed Property Account Create Reporter Fee Account Enter Transfer Amount Exit

This page shows what the transfer screen will look like. In the top half of the screen, all the money paid into the case to date, is shown.

In the bottom half, all of the open, unpaid receivables are shown. Above, you can see the \$500 that has been forfeited to the state. Below you see Brandon's fine and Margie's refund.

Make sure the proper lines are highlighted, then click on 'Enter Transfer Amount' button at the bottom.

Corel WordPerfect - Document1

Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail

Enter Transfer Amount

From Account

Case 015105915	Amount Due	500.00
DEF SMITH, BRANDON R	Paid	500.00
Fee - FORF TO STATE,MISDE	Credited	0.00
Balance Available		500.00

Into Account

Case 015105915	Amount Due	275.00
DEF SMITH, BRANDON R	Paid	0.00
Fine	Credited	0.00
Balance Due		275.00

Adjustment Options

☐ No Adjustment

☐ Adjust the "from" account amount due down by the amount of the transfer

From Account Payor:
 Brandon R Smith

Amount to Transfer:
 [] 00

Transfer Reason:
 Other

Note:

Enter Exit

On this screen, you can see on the left (above) that there is \$500 available to be transferred, and on the left (below), you can see the \$275 fine owing.

On the right, type in the proper amount to transfer, in this case, \$275. Next, click on the proper transfer reason. In this example, 'Judicial Order' would be proper. If you choose 'Other', then you need to type an explanation in the Note field.

In the 'Adjustment Options' box, click the proper option. This is based on whether the defendant will owe money to the account you are taking money from. In this case, Brandon will no longer owe \$500 for a Forfeiture to State, so click on 'Adjust the "from" account amount due down by the amount of the transfer'. Click 'Enter'.

(An example of when you would click on 'No Adjustment', would be if payments had been taken on a fine, and they should have gone to restitution first. You could transfer those funds to trust, and by clicking 'No Adjustment', the defendant's fine amount would remain, since he still owes that amount.)

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Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail

Enter Transfer Amount

From Account

Case 015105915	Amount Due	500.00
DEF SMITH, BRANDON R	Paid	500.00
Fee - FORF TO STATE,MISDE	Credited	0.00
Balance Available		500.00

Adjustment Options

☐ No Adjustment

☒ Adjust the "from" account amount due down by the amount of the transfer

From Account Payor:

Brandon R Smith

Amount to Transfer:

275.00

Transfer Reason:

Judicial Order

Judicial Order

Wrong Payee

Unclaimed Property

Other

Into Account

Case 015105915	Amount Due	275.00
DEF SMITH, BRANDON R	Paid	0.00
Fine	Credited	0.00
Balance Due		275.00

The screen should look like this when you click on 'Enter'.

Corel WordPerfect - Document1

Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail

Enter Transfer Amount

From Account

Case 015105915	Amount Due	500.00
DEF SMITH, BRANDON R	Paid	500.00
Fee - FORF TO STATE,MISDE	Credited	0.00

Adjustment Options

☐ No Adjustment

☒ Adjust the "from" account amount due down by the amount of the transfer

From Account Payor: Brandon R Smith

Amount to Transfer: 275.00

Transfer Reason: Judicial Order

Note:

Into Account

Case 015105915	Paid	0.00
DEF SMITH, BRANDON R	Credited	0.00
Fine		
Balance Due		275.00

Transfer Successful

The transfer was successful.

OK

Enter Exit

Start 2:30 PM

When the 'Transfer was successful' message comes up, click 'OK'.

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Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail

Party	Name	Account	Balance Available
DEF	SMITH, BRANDON R	Fine	275.00
DEF	SMITH, BRANDON R	FORF TO STATE,MISD	225.00

Into Case Number: 015105915 Find Into Into Detail

Party	Name	Account	Balance Due
PYE	SMITH, MARGIE	Other Trust	225.00

Create Unclaimed Property Account Create Reporter Fee Account Enter Transfer Amount Exit

Now we are back to the original Transfer screen. You can now see above that there is \$275 in fine, and still \$225 in Forfeit to State, which we want to transfer. At the bottom of the screen, there is still the money owed to Margie.

Make sure the proper lines are highlighted, and click on 'Enter Transfer Amount'.

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Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail

Enter Transfer Amount

From Account

Case 015105915	Amount Due	225.00
DEF SMITH, BRANDON R	Paid	225.00
Fee - FORF TO STATE,MISDE	Credited	0.00
Balance Available		225.00

Adjustment Options

☐ No Adjustment

☐ Adjust the "from" account amount due down by the amount of the transfer

From Account Payor:

Brandon R Smith

Amount to Transfer:

.00

Transfer Reason:

Other

Note:

Into Account

Case 015105915	Amount Due	225.00
DEF SMITH, BRANDON R	Paid	0.00
Trust - Other Trust	Credited	0.00
Payee: SMITH, MARGIE	Amount Paid Out	0.00
Balance Due		225.00

Enter **Exit**

Repeat the steps listed earlier.

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Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail

Enter Transfer Amount

From Account

Case 015105915	Amount Due	225.00
DEF SMITH, BRANDON R	Paid	225.00
Fee - FORF TO STATE,MISDE	Credited	0.00
Balance Available		225.00

Adjustment Options

☐ No Adjustment

☒ Adjust the "from" account amount due down by the amount of the transfer

From Account Payor:

Brandon R Smith

Amount to Transfer:

225.00

Transfer Reason:

Judicial Order

Judicial Order

Wrong Payee

Unclaimed Property

Other

Into Account

Case 015105915	Amount Due	225.00
DEF SMITH, BRANDON R	Paid	0.00
Trust - Other Trust	Credited	0.00
Payee: SMITH, MARGIE	Amount Paid Out	0.00
Balance Due		225.00

Type in \$225 to transfer, click on 'Judicial Order' and click on 'Adjust the "from" account amount due down by the amount of the transfer'. Click 'Enter'.

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Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail

Enter Transfer Amount

From Account

Case 015105915	Amount Due	225.00
DEF SMITH, BRANDON R	Paid	225.00
Fee - FORF TO STATE,MISDE	Credited	0.00

Adjustment Options

☐ No Adjustment

☒ Adjust the "from" account amount due down by the amount of the transfer

From Account Payor:
Brandon R Smith

Amount to Transfer:
225.00

Transfer Reason:
Judicial Order

Note:

Into Account

Case 015105915	Paid	0.00
DEF SMITH, BRANDON R	Credited	0.00
Trust - Other Trust	Amount Paid Out	0.00
Payee: SMITH, MARGIE		
	Balance Due	225.00

Transfer Successful

The transfer was successful.

OK

Enter Exit

Click on 'OK'.

Corel WordPerfect - Document1

Select Accounts for Transfer

From Case Number: 015105915 Find From From Detail


Party	Name	Account	Balance Available
DEF	SMITH, BRANDON R	Fine	275.00
PYE	SMITH, MARGIE	Other Trust	225.00

Into Case Number: 015105915 Find Into Into Detail

Party	Name	Account	Balance Due
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Create Unclaimed Property Account Create Reporter Fee Account Enter Transfer Amount Exit

Now you can see there is \$275 in Brandon's fine and \$225 waiting to be paid out to Margie.


Display - Cashier Totals Report (cashtots.0968)

File Search

Time 03:03 pm
Clerk: ALL

Name of Cashier		Count	Cash	Check	SubTotal	Charge
D'ALESSANDRO, JULIA	Revenue	1	161.00	0.00	161.00	0.00
	Trust	0	0.00	0.00	0.00	0.00
	Total	1	161.00	0.00	161.00	0.00
TEST, USER 1	Revenue	2	157.00	500.00	657.00	0.00
	Trust	1	500.00	0.00	500.00	0.00
	Total	3	657.00	500.00	1157.00	0.00
Cashier Totals:	Revenue	3	318.00	500.00	818.00	0.00
	Trust	1	500.00	0.00	500.00	0.00
	Total	4	818.00	500.00	1318.00	0.00
ACCOUNT TRANSFER SUMMARY:		275.00	revenue - revenue			0.00 trust
		225.00	revenue - trust			0.00 trust
		225.00	net transfer revenue to trust			
Net Deposit Totals:	Revenue		93.00	500.00	593.00	
	Trust		725.00	0.00	725.00	
	Total		818.00	500.00	1318.00	

☐

When it is time to do the Daily deposit, Coris will help you figure out any possible adjustments in your deposit. In this case, the transfer from Forfeit to State to Brandon's fine does not affect the deposit at all, because the funds went FROM Revenue TO Revenue. However, the transfer to Margie's refund will make a change in the deposit necessary, since funds were transferred FROM Revenue TO Trust. At the bottom of the Cashier Totals Report, you are shown what transfers were made and what the correct deposit will be. It is always a good idea to check the Cashier Totals before you make a transfer, so you know there is enough cash to move when you do your deposits at the end of the day.