TRANSFER INSTRUCTIONS

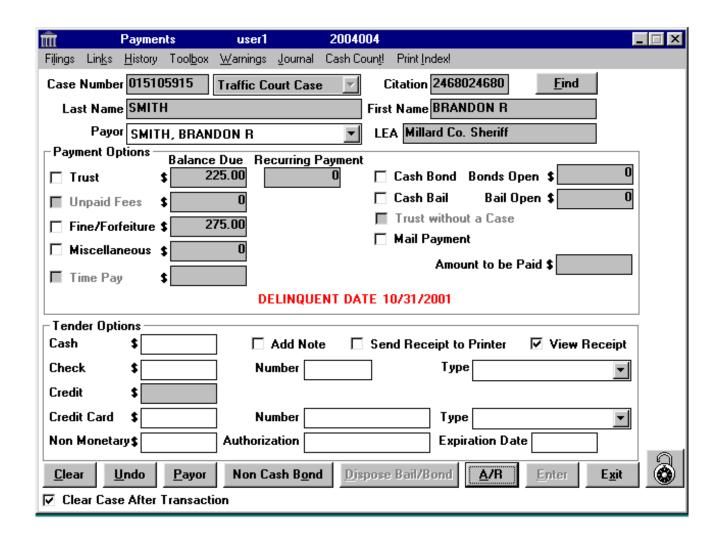
The ability to transfer funds in Coris is a relatively new capability. It allows the accountant to move money from one account to another, either within the same case or to a different case, without going through the trouble of reversing transactions in order to move funds.

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

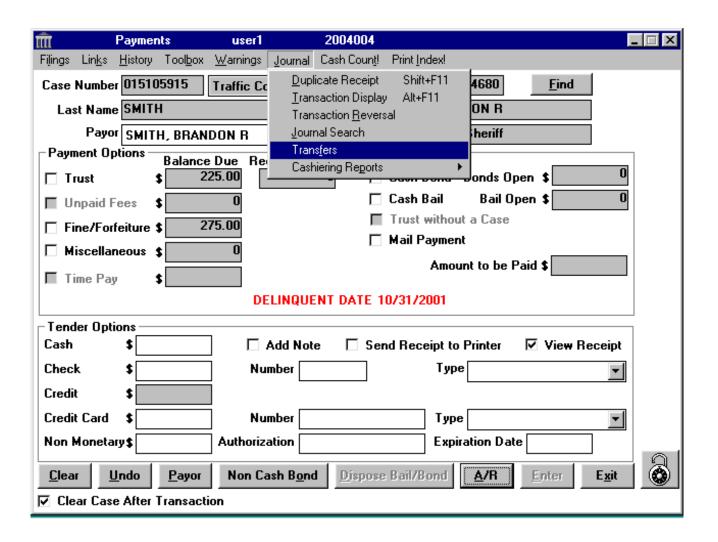
In this example, Brandon Smith failed to appear for his arraignment. His cash bail of \$500 was ordered by the Court to be forfeited to the state.

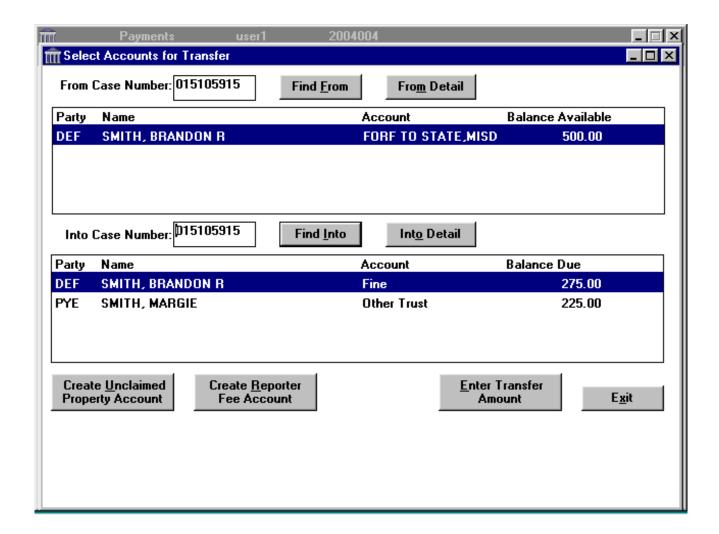
Some time later, after he appeared on the case, he pled guilty and was sentenced to \$275. The judge ordered the previously forfeited \$500 cash bail to be applied to the fine, and the remainder refunded to Brandon's mom, Margie.

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:



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'.

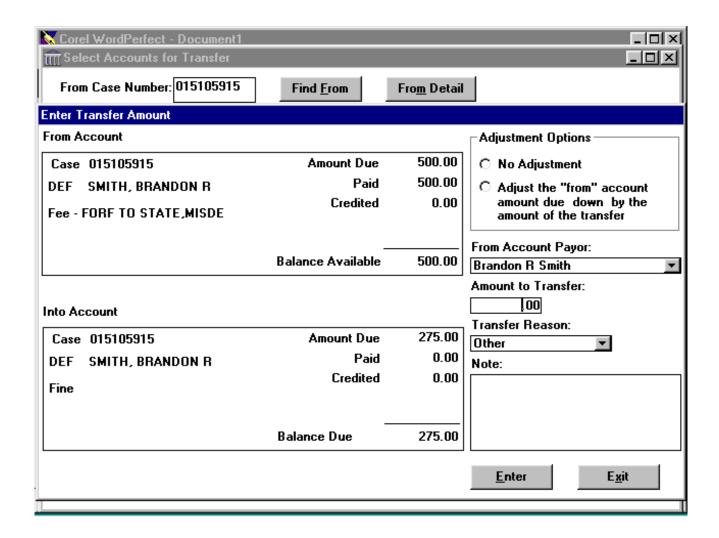




This page shows what the transfer screen will look like. In the top half of the screen, all the money paid into the case to date, is shown.

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.

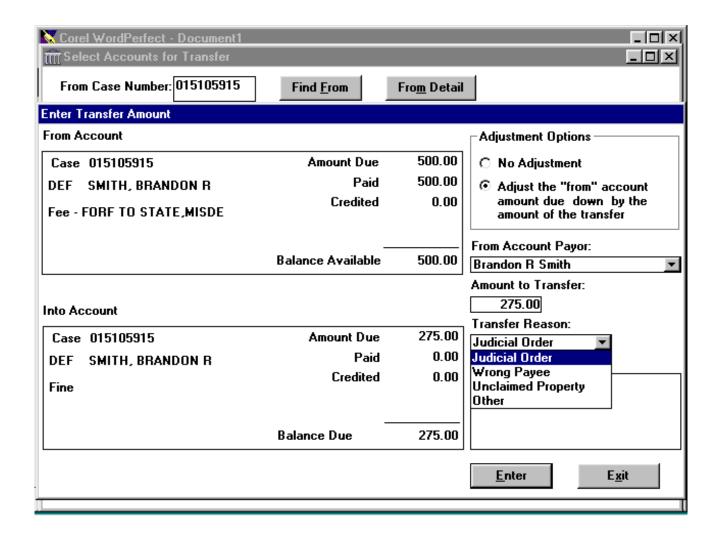


On this screen, you can see on the left (above) that there is \$500 available to be transferred, and on the left (below), you can see the \$275 fine owing.

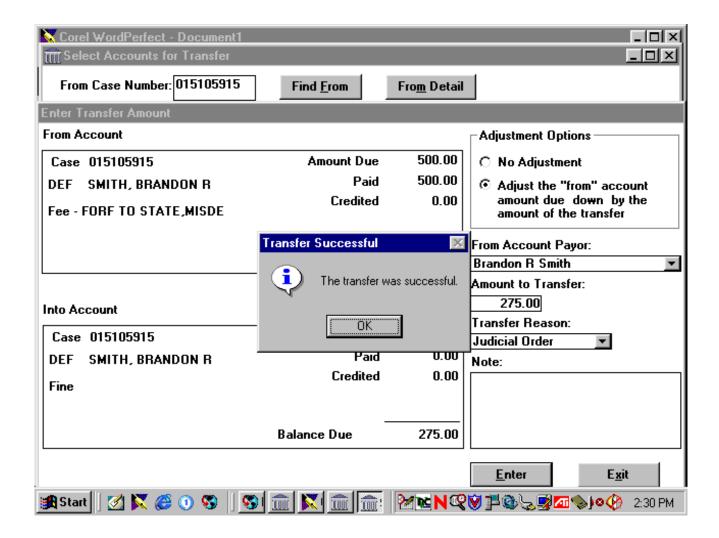
On the right, type in the proper amount to transfer, in this case, \$275. Next, click on the proper transfer reason. In this example, 'Judicial Order' would be proper. If you choose 'Other', then you need to type an explanation in the Note field.

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'.

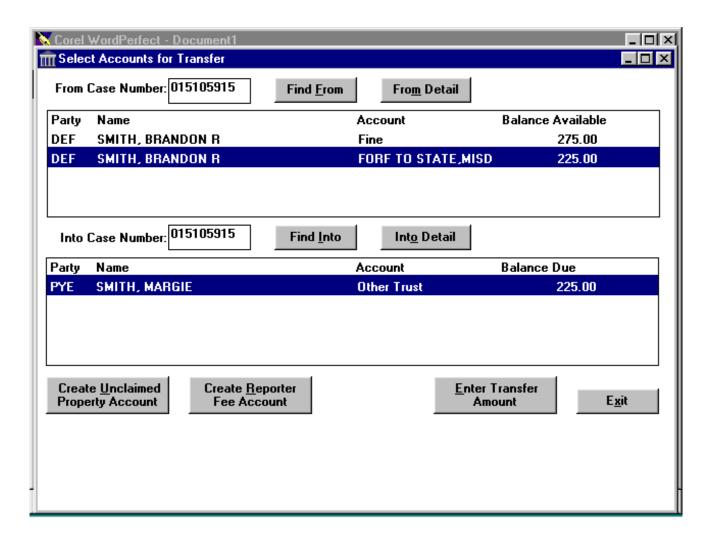
(An example of when you would click on 'No Adjustment', would be if payments had been taken on a fine, and they should have gone to restitution first. You could transfer those funds to trust, and by clicking 'No Adjustment', the defendant's fine amount would remain, since he still owes that amount.)



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

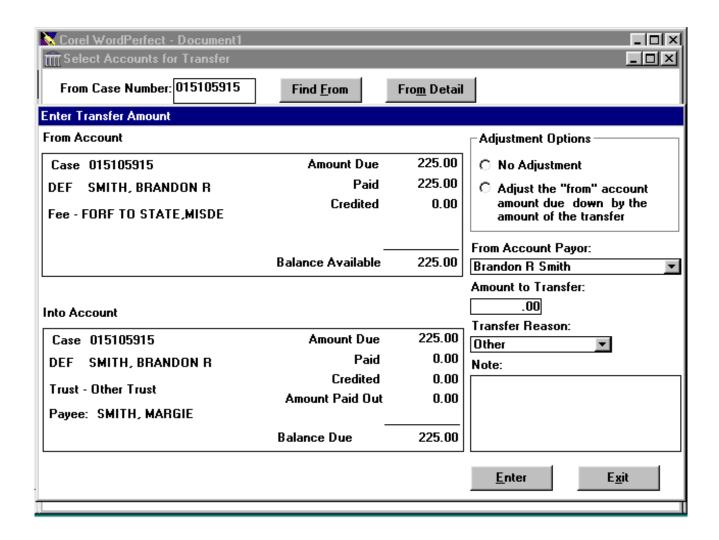


When the 'Transfer was successful' message comes up, click 'OK'.

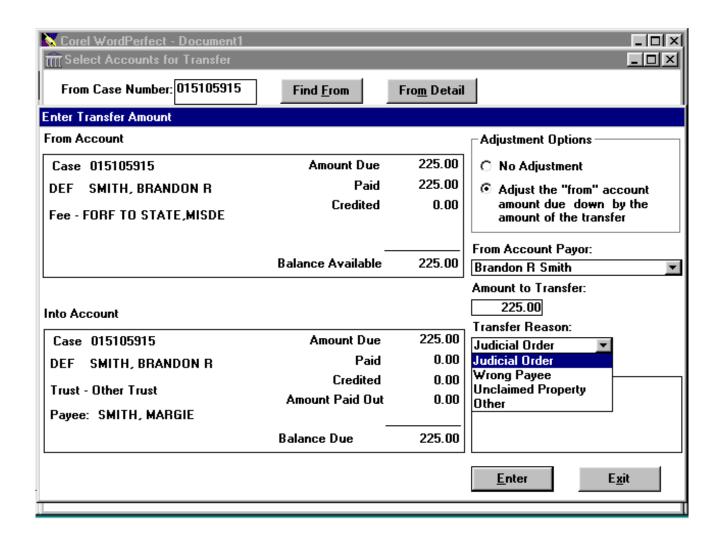


Now we are back to the original Transfer screen. You can now see above that there is \$275 in fine, and still \$225 in Forfeit to State, which we want to transfer. At the bottom of the screen, there is still the money owed to Margie.

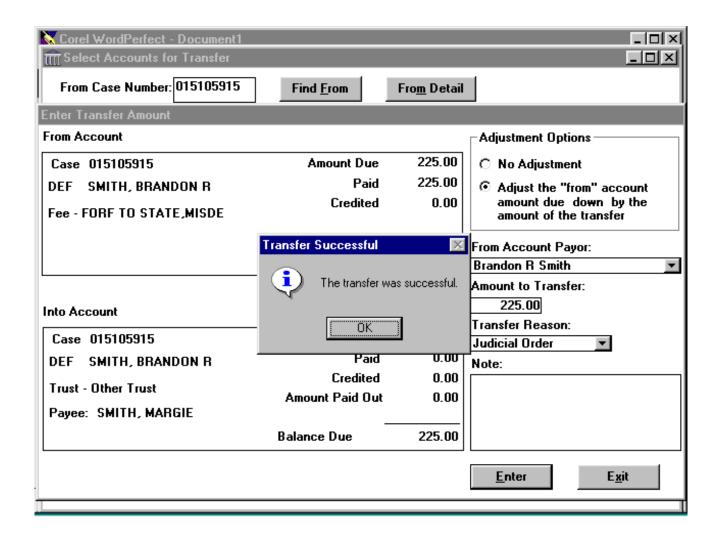
Make sure the proper lines are highlighted, and click on 'Enter Transfer Amount'.



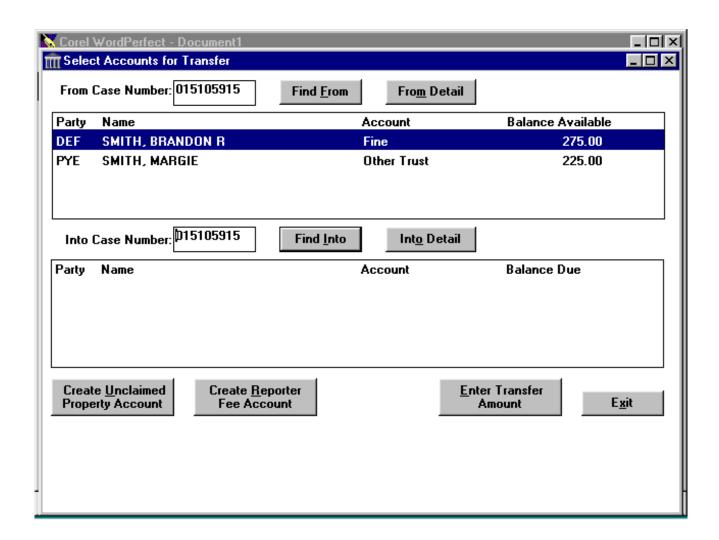
Repeat the steps listed earlier.



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'.



Click on 'OK'.



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

m Display - Cashier Totals F File <u>S</u> earch	Report (cashto	ts.0968)				_ 8
Time 03:03 pm Clerk: ALL						
Name of Cashier	1	Count	Cash	Check	SubTotal	Charge
D'ALESANDRO, 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
EST, 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 transf	er 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	
1						
1		1				· ·

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.