

Process to 'update' CORIS with checks written by the County

Once the check(s) or copies are received from the county, the check writer shall review the case to ensure the check is authorized and written to the correct payor. The clerk will then record the check information into [CORIS Trust Check Processing Screen](#).

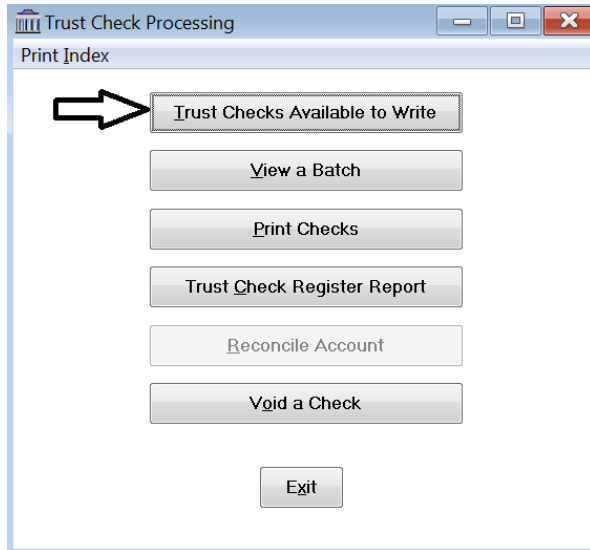
From the Primary Menu,

Select Accounting

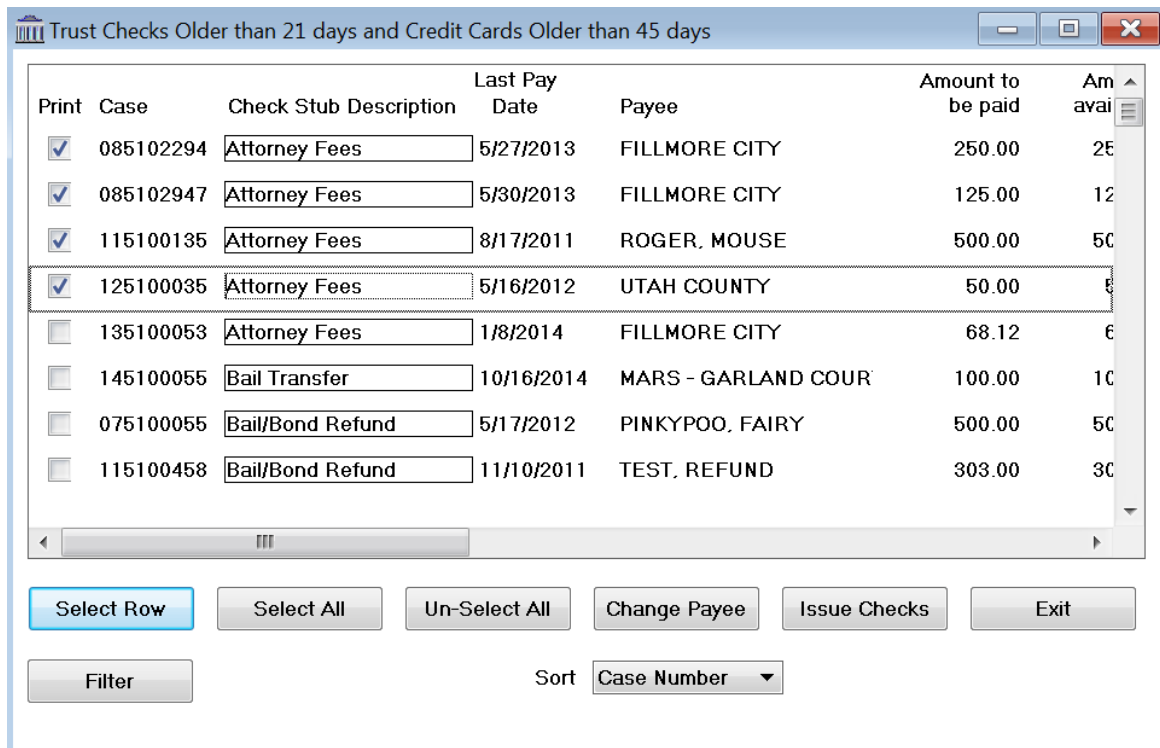
Trust Check Processing

The screenshot displays the CORIS Trust Check Processing Screen. The window title is "Primary Menu julief WINDOWS 7". The menu bar includes "Exit!", "Case", "Party", "Cashiering!", "Accounting", "Maintenance", "Information", "Print Index!", "Lock", and "Help". The "Accounting" menu is open, showing options: "Accountant Reconciliation", "Accounts Receivable" (F11), "Bail/Bond Disposition", "Bank Account Management", "Create Case Warnings" (Alt+F3), "Deposit Processing", "Journal Search", "Transfers", "Trust Check Processing" (highlighted with a blue arrow), "Trust Notes", and "Trust Without a Case Search". The main form area contains fields for "Case Information" (Case Number, Citation, Reference), "Party" (First Name, Party dropdown, Filing Date), and "Change to Party" (dropdown, Clear, Find, Redo Previous Find buttons). There is also a checkbox for "Use 'Sounds Like' Search". At the bottom, there are sections for "Critical Messages" and "Warnings".

Select the Trust Checks Available to Write Screen



Select those cases that the county wrote checks for



Once selected, click on “Issue Checks” and a batch is created. Remember the batch number and select exit.

Trust Checks Older than 21 days and Credit Cards Older than 45 days

Print	Case	Check Stub Description	Last Pay Date	Payee	Amount to be paid	Am avai
<input type="checkbox"/>	125100014	Other Trust	3/15/2012	AOBO, ABLSO	300.00	30
<input type="checkbox"/>	101100030	Other Tr		AULT, TEST	10.00	1
<input type="checkbox"/>		EFT		R, BOO BOO	500.00	50
<input type="checkbox"/>		Check 4		R, BOOB00	623.00	62
<input type="checkbox"/>		EFT		R, BOOB00	500.00	50
<input type="checkbox"/>		EFT		R, BOOB00	500.00	50
<input type="checkbox"/>		EFT		R, BOOB00	500.00	50
<input type="checkbox"/>	085102294	Trust Overpayment	02/12/10	R, YOGI	10.00	1

INFORMATION
Batch 259 created.
OK

Select Row Select All Un-Select All Change Payee Issue Checks Exit

Filter Sort Payee Name

From the Trust Check Processing Menu, select Print Checks

Trust Check Processing

Print Index

- Trust Checks Available to Write
- View a Batch
- Print Checks
- Trust Check Register Report
- Reconcile Account
- Void a Check
- Exit

Enter the batch number just created

Check Number Processing

Select a Batch number: 259 ▼

Payee Name	Check Amount	Check Number
Fillmore City	\$250.00	<input type="text"/>
Fillmore City	\$125.00	<input type="text"/>
Mouse Roger	\$500.00	<input type="text"/>
Utah County	\$50.00	<input type="text"/>

Enter Exit


In the check number field type the check number as it appears on the check

Check Number Processing

Select a Batch number: 259 ▼

Payee Name	Check Amount	Check Number
Fillmore City	\$250.00	15466
Fillmore City	\$125.00	15467
Mouse Roger	\$500.00	15468
Utah County	\$50.00	15469

Enter Exit



Once all check numbers are entered, select ENTER not Exit.

A message will appear that the tables are updating.

Once CORIS is updated, the cashier receipts actual checks and/or informs the county the checks can be release checks.