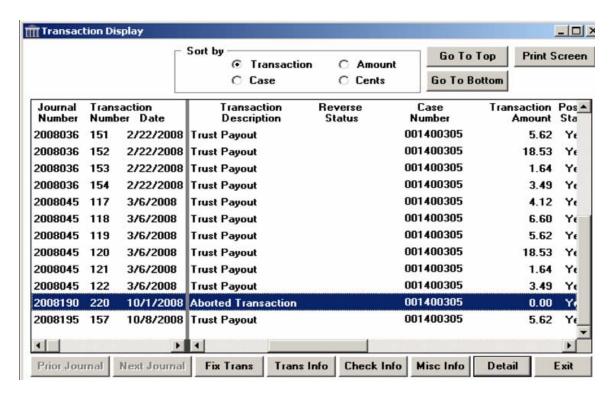
Voided checks that subsequently clear the bank

Once the Court's Help Desk aborts the transaction which voided the check, the case should reflect an 'aborted' transaction:



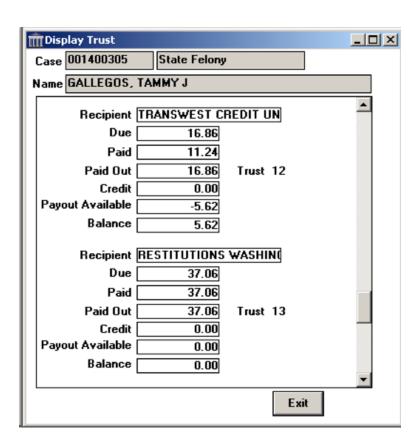
The Trust Account Summary should also reflect a 'negative' <u>if</u> another check had been reissued. The following steps are necessary if this is the case.

Throug	Account Summary h Journal 2010022 Date: 02/03/2010	Page 9
NEGATIVE BALANCES		
Trust Type Case Name	Balance	
BAIL/BOND REFUND 081700170 BURNSID	E, CRYSTAL ANN -340.00	·
TRUST REIMBURSEMENT 941700627 WAL MAR	-7.88	
Time 07:11 pm Trust Throug	TRICT COURT PRICE Account Summary th Journal 2010022 Date: 02/03/2010	Page 10
ALL TRUST TYPES		
BAIL	2,827.00	
CASH BOND	1,600.00	
BAIL/BOND REFUND	•	
INTEREST ON RSTITUTN	17.80	

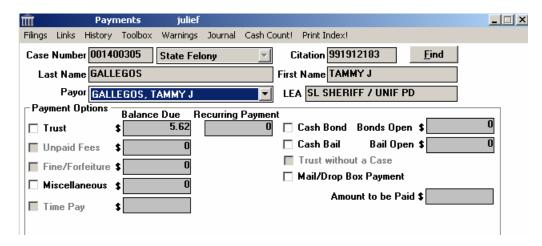
The court is then required to set up the case to 'receive' the payment owed back to the court, so it doesn't get reissued inadvertently and/or applied to the wrong debt.

Depending on the situation, it may require a new trust type to be created. For example, if bail was refunded, you wouldn't want to post to bail again but create the receivable with the trust type "Trust Reimbursement". If restitution is still owed by the defendant, selecting the "Trust Reimbursement" receivable allows for the victim to 'pay back' separating what is truly due from the defendant. This trust type also does not accrue interest. Following this procedure requires additional steps to offset the negative once the payment comes in, but may be the best solution based on the situation.

When not creating a separate trust type, the court should increase the trust amount due on the receivable that shows the 'negative'. This one-step process makes it easy to re-receipt the check to the appropriate receivable. In this example Transwest Credit Union received \$5.62 too much. The court site **increased** the amount due by \$5.62



When the payment comes in, the payment can be easily accepted.



If a new trust type was created (i.e. Trust Reimbursement), the accountant must increase the trust type that contains the negative amount in order to facilitate a transfer from that trust to offset the negative trust.

Important points to remember:

- It is important that the court follow these instructions and not just deposit the payment on a separate deposit slip.
- The court must also make a docket note to document the issue and note when the individual/company was notified to repay the court.
- Adding a CASE WARNING also alerts the cashiers that a repayment is due and to contact the accountant, if necessary.
- If the case is to be sent to State Debt, yet the overpayment has not been satisfied, the court is to cover the shortage out of their budget, setting up the receivable in the name of the court.

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