

CORIS DEPOSIT PROCESSING AND DEPOSIT ADJUSTMENTS

-updated March 5, 2009

The deposit preparer/accountant are to enter the deposit information and any adjustments. The accountant/deposit clerk should not be given access to the TRUST ACCOUNT RECONCILIATION area, only DEPOSIT PROCESSING and DEPOSIT ADJUSTMENT screens. Likewise, the trust reconciler should only have access to the TRUST ACCOUNT RECONCILIATION.

The DEPOSIT PROCESSING screen is located off the ACCOUNTING menu. The deposit is prepared as normal prior to entering the information into the computer.

Primary Menu julief

Exit! Case Party Cashiering! Accounting Maintenance Information Print Index! Lock Help

Case Information

Case	Case
931700120	State Felon

Citation 93100152

Reference

Change to Person

GARLICK, RODNEY OWEN DEF

☐ Use 'Sounds Like' Search

Accountant Reconciliation

Accounts Receivable F11

Bail/Bond Disposition

Create Case Warnings Alt+F3

Deposit Processing

Journal Search

Trust Without a Case Search

Trust Check Processing

Bank Account Management

Transfers

Trust Notes

First Name RODNEY OWEN

Party Defendant

Filing Date 03/15/1993 **Violation Date** 01/01/1988

ON TRACKING **LOCAL DEBT COLLECTION**

Version Date: 05/08/2007

Clear **Find** **Redo Previous Find**

The cashiers totals for this journal reflect what was required, but the #122-02 shows more.

Cashier Totals:	Revenue	276	1855.19	23673.50	25528.69	8163.52	33692.21
	Trust	14	600.78	561.00	1161.78	977.55	2139.33
	Total	290	2455.97	24234.50	26690.47	9141.07	35831.54

ACCOUNT TRANSFER SUMMARY:

.00 revenue - revenue 50.00 trust - trust

https://secure.anytimepayments.com - NetDeposit - Report 122-02 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

[Download](#) this report in a TSV (tab separated values) plain text file.

Item	Entry Date	Amount	Amount (Declined/Error)	Account	ID	Name	Card Type	Card Num	Entered By	Auth Code	
1	08/10/10	\$100.00		081909319 webpaymt		RENTERIA, CECILIA	Visa	4..1198		030301	Completer
2	08/10/10	\$700.92		091905696 webpaymt		kelner, George	Visa	4..7657		552676	Completer
3	08/10/10	\$25.00		091902452 webpaymt		GEORGE, MICHAEL	Visa	4..3108		837224	Completer
4	08/10/10	\$51.63		091905842 webpaymt		Fitisemanu, Joshua	Visa	4..8908		010805	Completer
5	08/10/10		\$25.00			MARY L HILLMAN,	MC	5..5487 kathlins			RESPONSE DECLINER DECLINER 2EdeclindeclinER DECLINER declined DECLINER declined: AVSDATA:
6	08/10/10	\$25.00		101900012		Hillman, Mary Lou	MC	5..5487 kathlins		H14D3V	Completer
7	08/10/10		\$25.00	101900012		MARY L HILLMAN,	MC	5..5487 tessahs			RESPONSE DECLINER DECLINER 2EdeclindeclinER DECLINER declined DECLINER declined: AVSDATA:
8	08/10/10	\$75.00		081909269		GERTINO, JOHN M,	Visa	4..1345 wendyb		003912	Completer
9	08/10/10	\$9.00		094902464		TIMOTHY P MERRELL,	Visa	4..6695 wendyb		025205	Completer
Day Sub-Total		\$986.55	\$50.00								
Total		\$986.55	\$50.00								

Report 122-02v2 - 9/7/2010 - 09:20 AM

Done Internet

The deposit clerk transferred money in the deposit as a credit card charge for \$9 should have gone to revenue. The deposit processing screen correctly reflects what was entered on the deposit slip.

Deposit Processing

Fileings Links History Toolbox Warnings Journal Cash Count! Print Index!

Journal **2010152** ☐ Revenue Deposit Slip ☒ Trust Deposit Slip

Summary

Tender	Journal totals	Deposit Slip
Curr/Coin \$	600.78	\$ 591.78
Check \$	561.00	\$ 561.00
Electronic Xfer \$	0.00	\$ 0.00
Transfers \$	0.00	\$ 0.00
Corrections \$	0.00	\$ 0.00
Totals \$	1,161.78	\$ 1,152.78
Difference	\$ 9.00	

Note is mandatory if there is a difference on totals

Notes credit card entered on trust. should have been revenue

Trust Deposit Slip

Journal **2010152** Deposit Date **08/11/2010**

Clerk **cindyn** Currency \$ **591.00**

Coin \$ **0.78**

Delete Check

Checks: memo	amount
ks	\$ 30.00
ts	\$ 50.00
ks	\$ 271.00
dw	\$ 210.00

Total number of checks: 4
Total checks amount: \$561.00

Xfer to Revenue \$ 0.00

Corrections \$ 0.00

Total \$ 1,152.78

Finish Later Void Slip Clear Print Slip Enter Exit

In this situation, because there is a difference a deposit adjustment is necessary.

To decipher if one is needed, the deposit preparer must realize what the reconciler sees.

The reconciliation screen reflects what CORIS thinks is required for credit cards,★ not what actually transpired. Therefore, in order to correctly reflect the entire amount required for this journal, a deposit entry must be made.

Bank Reconciliation 3RD DISTRICT COURT - SALT LAKE

Through Journal CR Offset (Monthly) Other Transfers
 DR Offset (Monthly) Outstanding Bank Adj
 Cleared Balance Difference Statement Ending Balance

Selected Amount Bank Statement Total Deposits Selected Amount [Print Check Listing](#)

Deposit/Bank Credit	Amount	Trans Date	Journal ID	Descr	Cleared	Check #	Amount	Journal ID	Trans Date	Descr
<input type="checkbox"/>	\$660.02	08/07/2010	2010151	CC De	<input type="checkbox"/>	43744	\$10.00	2007203	10/22/2007	Check
<input type="checkbox"/>	\$198.91	08/09/2010	2010151	CC De	<input type="checkbox"/>	44428	\$100.00	2008016	01/24/2008	Check
<input type="checkbox"/>	\$2043.87	08/10/2010	2010151	Depos	<input type="checkbox"/>	44819	\$201.80	2008050	03/13/2008	Check
<input checked="" type="checkbox"/> ★	\$977.55	08/10/2010	2010152	CC De	<input type="checkbox"/>	45106	\$201.80	2008072	04/14/2008	Check
<input type="checkbox"/>	\$1152.78	08/11/2010	2010152	Depos	<input type="checkbox"/>	45373	\$522.00	2008101	05/22/2008	Check
<input type="checkbox"/>	\$9.00	08/30/2010	2010152	Depos	<input type="checkbox"/>	45916	\$100.00	2008147	07/30/2008	Check
<input type="checkbox"/>	\$50.69	08/11/2010	2010153	CC De						
<input type="checkbox"/>	\$2522.30	08/12/2010	2010153	Depos						

[Print Recon Date](#) [Clear](#) [Deselect All](#) [Finish Later](#) [Reconcile](#) [Detail](#) [Exit](#)

In order to reflect what is needed for this journal (\$2,139.33) and to clear off with the bank statement, a deposit adjustment 'increase' is required. This way the reconciler can check off essentially what the bank statement reflects.

Deposit Adjustment

Account Type ☒ Trust ☐ Revenue

Bank Account Number: 019 00947 1

Journal Number: 2010152

Adjustment Type: Deposit Bank Adjus

Increase/Decrease: increase

Adjustment Amount: 9.00

Description: c/c entered on wrong side

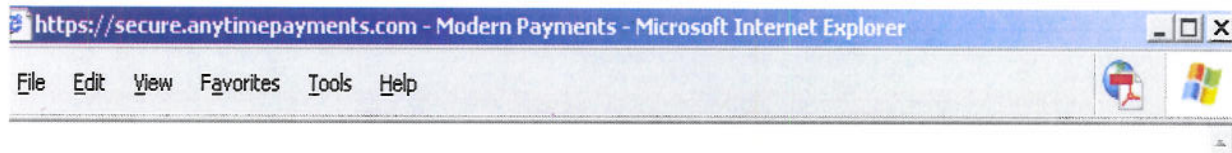
[Clear](#) [Enter](#) [Exit](#)

Another example for a need to enter a deposit adjustment. The cashiers totals for this journal reflect:

	Total	10	61.50	.00	61.50	571.16	632.66
Cashier Totals:	Revenue	57	1038.87	1299.52	2338.39	2432.53	4770.92
	Trust	10	153.02	2605.35	2758.37	551.08	3309.45
	Total	67	1191.89	3904.87	5096.76	2983.61	8080.37

ACCOUNT TRANSFER SUMMARY: .00 revenue - revenue 3284.74trust - trust
□

But the credit card system received more than needed for trust:



Modern Payments--Credit Card Transactionsby Entry Date
Davis District Ct Trust
Date Range: 7/31/2008 to 7/31/2008

[Download](#) this report in tab-delimited format.

Item	Date	Payment	Account	ID	Name	Type	Card Num	User	Auth Code	Notes
Visa/MasterCard										
1	07/31/08	\$50.00	071701762		CAMBARERI, MATTHEW R,	Visa	4..9146	alysonb	931562	
2	07/31/08	\$100.00	071701793		THORPE, MICHAEL	Visa	4..2503	lindaww	595829	
3	07/31/08	\$150.00	071701889		Shirra, Nicholas	Visa	4..5249	teris	031812	
4	07/31/08	\$300.00	031701051		Ogden, Chris	Visa	4..2989	teris	190740	
Day Total		\$600.00								
Total		\$600.00								

Report 122v1 printed from ModernPayments.Com 9/3/2008 01:44

The actual deposit is going to reflect the need to move \$48.92 from trust to revenue (plus split checks are included in the \$188.19)

24	
25	
26	
27	
28	
29	TRANSFER TO
30	REVENUE ACCT.
31	019-01019-8
32	188.19
33	ATTN:TELLER - PROCESS
	AS SPLIT DEPOSIT
	TOTAL
	2709.45

TOTAL 2709.45

The deposit clerk is to enter the deposit information into the CORIS DEPOSIT PROCESSING screen **EXACTLY** as the deposit reflects. The two should always 'mirror' each other. It is not necessary to list every check, just the grand total is fine.

Deposit Processing

Fileings Links History Toolbox Warnings Journal Cash Count! Print Index!

Journal **2008147**

☐ Revenue Deposit Slip
☒ Trust Deposit Slip

Tender	Journal totals	Deposit Slip
Curr/Coin \$	153.02	\$ 153.02
Check \$	2,605.35	\$ 2,744.62
Electronic Xfer \$	0.00	\$ 0.00
Transfers \$	0.00	\$ -188.19
Corrections \$	0.00	\$ 0.00
Totals \$	2,758.37	\$ 2,709.45
Difference	\$ 48.92	

Note is mandatory if there is a difference on totals

Notes credit card-transfer \$48.92 from trust to revenue

Trust Deposit Slip

Journal **2008147** Deposit Date **08/01/2008**

Clerk **lindak** Currency \$ **153.00**

Coin \$ **0.02**

Delete Check

Checks: memo	amount
	\$ 2,744.62

Total number of checks: 1
Total checks amount: \$2,744.62

Xfer to Revenue \$ -188.19

Corrections \$ 0.00

Total \$ 2,709.45

Finish Later Void Slip Clear Print Slip Enter Exit

You need to keep in mind that the reconciler will see a credit card posting of \$600 on the bank statement as well as \$2709.45. CORIS will interject \$551.08 into the recon screen for credit cards automatically. So the deposit preparer needs to enter a deposit adjustment as reflected below. The reconciler will clear off \$551.08 plus \$2709.45 and the increased bank adjustment \$48.92 to equal \$3309.45 (SEE PAGE 8 FOR HOW TO ENTER BANK ADJUSTMENTS)

Deposit Adjustment

Account Type
☒ Trust ☐ Revenue

Bank Account Number: 019 00945 5

Journal Number: 2008147

Adjustment Type: Deposit Bank Adjus ▼

Increase/Decrease: increase ▼

Adjustment Amount: 48.92

Description: Credit card-transfer \$48.92 from trust to revenue.

Clear Enter Exit

HOW TO ENTER A DEPOSIT ADJUSTMENT

From the Accountant menu

- select Bank Account Management and Bank Adjustment

The screenshot shows the 'Primary Menu' window with the 'Accounting' menu open. The 'Bank Account Management' option is selected, which has opened a sub-menu where 'Deposit Adjustment' is highlighted. The background form contains fields for 'Case Information' (Case, Citation, Reference), 'First Name', 'Party', 'Filing Date', and a 'Change to Pe' dropdown. At the bottom, there is a checkbox for 'Use 'Sounds Like' Search', a 'Version Date: 02/24/2009' label, and buttons for 'Clear', 'Find', 'Redo Previous Find', and a lock icon.

All fields are required. Since the adjustment types are limited select the closest match or "Deposit Bank Adj" reason.

The 'Deposit Adjustment' form is shown with the following fields and values: 'Account Type' is set to 'Trust' (radio button selected); 'Bank Account Number' is '123 45678 9'; 'Journal Number' is empty; 'Adjustment Type' is set to 'Deposit Bank Adj' (dropdown menu open showing options: Deposit Bank Adj, Bank Card Refusal, Bank Error, Check Error); 'Increase/Decrease' is empty; 'Adjustment Amount' is empty; 'Description' is empty. At the bottom are 'Clear', 'Enter', and 'Exit' buttons.

The most difficult thing to determine is whether the adjustment is a DECREASE or INCREASE. It is the best to keep in mind what the reconciler will see. Often times an adjustment is to just offset what CORIS is going to reflect automatically for credit cards, and you need to offset it.

The description field is essentially for the reconciler. Provide as much information as possible. These adjustments are recorded permanently on the CORIS trust check register so they can be viewed at any time.

The next example gives another credit card posting issue.
The deposit preparer enters the actual deposit slip information:

Deposit Processing

Fileings Links History Toolbox Warnings Journal Cash Count! Print Index!

Journal **2007097**

☐ Revenue Deposit Slip
☒ Trust Deposit Slip

Summary

Tender	Journal totals	Deposit Slip
Curr/Coin	\$ 220.00	\$ 218.97
Check	\$ 5,792.57	\$ 5,792.57
Electronic Xfer	\$ 0.00	\$ 0.00
Transfers	\$ 0.00	\$ 0.00
Corrections	\$ 0.00	\$ 0.00
Totals	\$ 6,012.57	\$ 6,011.54
Difference	\$ 1.03	

Note is mandatory if there is a difference on totals

Notes Credit card transfer-trust to revenue

Trust Deposit Slip

Date 2007-05-23 10:18 Journal 2007097

Clerk lindak Currency \$ 218.00

Coin \$ 0.97

Delete Check

Checks: memo	amount
see tape	\$ 5,792.57

Total number of checks: 1
Total checks amount: \$5,792.57

Xfer to Revenue \$ 0.00
Corrections \$ 0.00
Total \$ 6,011.54

Finish Later Void Slip Clear Print Slip Enter Exit

This is the bottom portion of the cashiers totals that reflects the visa of \$23.97

	Trust	0	.00	.00	.00	.00	.00
	Total	0	.00	.00	.00	.00	.00
Cashier Totals:	Revenue	42	429.00	787.50	1216.50	523.67	1740.17
	Trust	4	220.00	5792.57	6012.57	23.97	6036.54
	Total	46	649.00	6580.07	7229.07	547.64	7776.71

The actual credit card slip was for \$25. Adding that all up they balance. The problem is that CORIS automatically feeds the visa card as is. For reconciliation purposes, the journal is not correct.

Therefore, the accountant/deposit preparer needs to go into the **DEPOSIT ADJUSTMENT** screen when they've adjusted the deposit because of a split credit card.

Bank Adjustment

Account Type
☒ Trust ☐ Revenue

Bank Account Number: 019 00945 5

Adjustment Type: Deposit

Increase/Decrease: increase

Adjustment Amount: 1.03

Description: 2007097 credit card batch shows \$25

Clear Enter Exit

Other differences that may appear in the deposit processing screen:

**If a deposit correction is not able to be taken care of within the deposit and a transfer is requested of AOC Finance, a separate deposit adjustment entry is needed to reflect this transfer. The deposit preparer/accountant enters the deposit information as recorded on the slip, but also needs to enter a DEPOSIT ADJUSTMENT entry, in order to match to the transfer requested of the AOC Finance Department.

**When a check is reversed that was entered in a prior journal, but will now be re-entered in this new journal, the deposit screen will reflect a DIFFERENCE. The fields used to populate the deposit processing screen are fed in from the data side of CORIS which records every transaction ever done. In the following example, the computer shows \$500 more should be included in the deposit. We no longer have that check, it was posted previously. Thus only a note explanation of the difference is required. No deposit adjustment entry is needed, just a note explanation.

File Edit View Insert Format Tools Table Window Help

Deposit Processing

Files Links History Toolbox Warnings Journal Cash Count Print Index

Journal 2007139

☐ Revenue Deposit Slip
☒ Trust Deposit Slip

Trust Deposit Slip

Date 2007-07-26 12:05 Journal 2007139

Clerk lindak Currency \$ 136.00

Coin \$ 0.70

Summary

Tender	Journal totals	Deposit Slip
Curr/Coin \$	136.70	136.70
Check \$	825.00	325.00
Electronic Xfer \$	0.00	0.00
Transfers \$	0.00	0.00
Corrections \$	0.00	0.00
Totals \$	961.70	461.70

Difference \$ 500.00

Note is mandatory if there is a difference on totals

Notes Reversed and re-entered a check payment that was originally deposited on journal 2007125, case 065708034.

Checks: memo amount

	\$ 325.00
--	-----------

Total number of checks: 1

Total checks amount: \$325.00

Xfer to Revenue \$ 0.00

Corrections \$ 0.00

Total \$ 461.70

Void Slip Print Slip Exit

The same is true if you do not add the deposit information into CORIS soon enough. In this example a check was receipted in one journal, then several days later an NSF reversal was performed. If they would have entered the deposit information timely, you wouldn't see a difference in the check composition.

This is probably the best example of entering the deposit slip information timely, at least weekly.

Deposit Processing 2006005

Fileings Links History Toolbox Warnings Journal Cash Count! Print Index!

Journal **2008001** ☐ Revenue Deposit Slip ☒ Trust Deposit Slip

Summary

Tender	Journal totals	Deposit Slip
Curr/Coin	\$ 1,592.00	\$
Check	\$ 15,398.00 ★	\$
Electronic Xfer	\$ 0.00	\$ 0.00
Transfers	\$ 0.00	\$ 0.00
Corrections	\$ 0.00	\$ 0.00
Totals	\$ 16,990.00	\$ 0.00
Difference	\$ 16,990.00 ★	

Note is mandatory if there is a difference on totals

Notes

Trust Deposit Slip

Journal **2008001** Deposit Date

Clerk **train** Currency \$

Delete Check Coin \$

Checks: memo amount

Total number of checks: 0
Total checks amount: \$0.00

Xfer to Revenue \$ 0.00
Corrections \$ 0.00
Total \$ 0.00

Finish Later **Void Slip** **Clear** **Print Slip** **Enter** **Exit**

Deposit Processing 2006005

Fileings Links History Toolbox Warnings Journal Cash Count! Print Index!

Journal **2008001** ☐ Revenue Deposit Slip ☒ Trust Deposit Slip

Summary

Tender	Journal totals	Deposit Slip
Curr/Coin	\$ 1,592.00	\$
Check	\$ 15,298.00	\$
Electronic Xfer	\$ 0.00	\$ 0.00
Transfers	\$ 0.00	\$ 0.00
Corrections	\$ 0.00	\$ 0.00
Totals	\$ 16,890.00	\$ 0.00
Difference	\$ 16,890.00	

Note is mandatory if there is a difference on totals

Notes

Trust Deposit Slip

Journal **2008001** Deposit Date

Clerk **train** Currency \$

Delete Check Coin \$

Checks: memo amount

Total number of checks: 0
Total checks amount: \$0.00

Xfer to Revenue \$ 0.00
Corrections \$ 0.00
Total \$ 0.00

Finish Later **Void Slip** **Clear** **Print Slip** **Enter** **Exit**

After entering EXACTLY how the deposit slip reflects, there is a difference that does not require a bank adjustment entry.

Deposit Processing		2006005	
Filings Links History Toolbox Warnings Journal Cash Count! Print Index!			
Journal	2008001	<input type="radio"/> Revenue Deposit Slip <input checked="" type="radio"/> Trust Deposit Slip	
Summary		Trust Deposit Slip	
Tender	Journal totals	Deposit Slip	
Curr/Coin	\$ 1,592.00	\$ 1,592.00	
Check	\$ 15,298.00	\$ 15,398.00	
Electronic Xfer	\$ 0.00	\$ 0.00	
Transfers	\$ 0.00	\$ 0.00	
Corrections	\$ 0.00	\$ 0.00	
Totals	\$ 16,890.00	\$ 16,990.00	
Difference	\$ (100.00)		
Note is mandatory if there is a difference on totals			
Notes	NSF performed in journal 200810, but deposit was not entered timely, thus a difference is reflected that does not require a bank adjust		
<input type="button" value="Delete Check"/>		Checks: memo amount see tape \$ 15,398.00 \$ 0.00	
Total number of checks:		2	
Total checks amount:		\$15,398.00	
Xfer to Revenue		\$ 0.00	
Corrections		\$ 0.00	
Total		\$ 16,990.00	
<input type="button" value="Finish Later"/> <input type="button" value="Void Slip"/> <input type="button" value="Clear"/> <input type="button" value="Print Slip"/> <input type="button" value="Enter"/> <input type="button" value="Exit"/>			

How to set up individuals in personnel maintenance:

First screen shows how to set someone up for entering deposit adjustments (the trust reconciler should not be set up to do this)

Authorized Applications		
Applications		
Application Description	Application Name	Password Requi
Debt Collection Recall	debtcollrecall	<input type="checkbox"/>
Delete Calendar Event	deletecalendar	<input checked="" type="checkbox"/>
deleting a case	casdelete	<input type="checkbox"/>
Deposit Adjustment	depositadj	<input type="checkbox"/>
Evidence Tracking	evidence_tracking	<input type="checkbox"/>
forms	forms	<input type="checkbox"/>

S

Applications Authorized for TRAINING TRAINING		
Application Description	Secure Level	Password Requi
Trust Reconciliation	Delete ▼	<input checked="" type="checkbox"/>
View Judge Weights	Delete ▼	<input checked="" type="checkbox"/>
View Scanned Documents	Delete ▼	<input type="checkbox"/>
warnings	Delete ▼	<input type="checkbox"/>
warrants	Delete ▼	<input type="checkbox"/>
Deposit Adjustment	Delete ▼	<input checked="" type="checkbox"/>

Delete Enter

The second screen depicts how to set up a reconciler (Accountants and deposit preparers should not be given access to this area)

Authorized Applications		
Applications		
Application Description	Application Name	Password Required
Account Transfer	accttransfer	<input checked="" type="checkbox"/>
Accountant Reconciliation	acctntrecon	<input type="checkbox"/>
Accounting Reports	acctrpt	<input type="checkbox"/>
Archive	archive	<input type="checkbox"/>
Attach Attorney	attachatty	<input type="checkbox"/>
Attorney Maintenance	attymaint	<input type="checkbox"/>

S

Applications Authorized for SELAR TYLER (AOC)		
Application Description	Secure Level	Password Required
Account Transfer	Delete ▼	<input checked="" type="checkbox"/>
Accountant Reconciliation	Delete ▼	<input type="checkbox"/>
Accounting Reports	Delete ▼	<input type="checkbox"/>
Archive	Delete ▼	<input type="checkbox"/>
Attach Attorney	Delete ▼	<input type="checkbox"/>
Attorney Maintenance	Delete ▼	<input type="checkbox"/>

Delete
Enter