

## Recording Bounced Check in The Parking Program

Access the parking record. Click Checkbook to access the checkbook records.

The screenshot shows a main application window with several sections. On the left, there are fields for 'Next Date' (12/25/2010), 'Time' (04:05AM), 'Action (104)', and 'Closed' (09/17/2010). Below these is a 'History' table with two rows: '12/25/10 Unknown Code - 104' and '02/26/04 Unknown Code - 104'. A 'Comment' field contains 'Paid in full'. A 'Ticket' field shows '2 of 2'. A 'Show Closed' checkbox is checked. On the right, there are financial summary fields: 'Fine paid' (100.00), 'Surcharge paid' (0.00), 'Penalty paid' (0.00), and 'Amount due' (0.00). A 'Checkbook' button is located at the bottom right of this section, with a red arrow pointing to it from a callout box that says 'click to access checkbook records'.

Click Edit to get to the actual checkbook records

The screenshot shows a window titled 'CheckBook Entries'. It contains a table with the following data:

TicketNo	BankDate	Fine	SC	Penalty	DispDate	Jdg	Receipt
B4941	09/17/2010	100.00	0.00	0.00	09/17/2010	JSO	888

At the bottom of the window, there are three buttons: 'Exit', 'Edit', and 'Receipt'. A red arrow points from a callout box that says 'Click to edit checkbook records' to the 'Edit' button.

Click New to add a new checkbook record. Respond YES to the prompt to add a new record

The screenshot shows a window titled 'Edit Checkbook' with the subtitle 'Record 1 of 2'. The top toolbar contains buttons for 'Top', 'Prev', 'Next', 'Bott', 'New', 'Del', 'Save', and 'Exit'. The main area displays form fields for: Ticket Number (B4941), Bank Date (09/17/2010), Fine (100.00), Surcharge (0.00), Penalty (0.00), Disposition Date (09/17/2010), Judge (JSO), Receipt Number (888), Disposition Code (01), Payment Type (H), and Check. A 'Print Receipt' button is on the right. A 'Question' dialog box is open in the center, asking 'Add a New Record?' with 'YES' and 'NO' buttons. A red arrow points from a callout box that says '1. Click to add a new checkbook record' to the 'New' button. Another red arrow points from a callout box that says '2. Click Yes to confirm adding new record' to the 'YES' button in the dialog.

Enter the information about the returned check. Note, if check is more than \$100, the entry must be split into two (or more) checkbook records because of the size of the field,

in which case, you will have to create multiple check book records by clicking New for each new record.

**Edit Checkbook** Record 1 of 1

Top Prev Next Bott New Del Save Exit

Ticket Number B4941

Bank Date 09/17/2010

Fine -50.00

Surcharge 0.00

Penalty 0.00

Disposition Date 09/17/2010

Judge JS0

Receipt Number

Disposition Code 10 Returned Check

Posted Y

Payment Type

Print Receipt

Enter date returned check is being reported

Enter check amount, beginning with a minus sign

Enter date of transaction, usually the same as bank date

Enter returned check disp code

Posted = Y

Leave blank

If you do not have a Returned Check disposition code (or something meaning the same thing), click on Utilities->Setup->Disposition Codes. Click New, respond to the prompt. Pick a disposition code that is not being used, enter the code and description. Save/Exit.

Click Save and Exit to leave the checkbook record.

Back on the case, click Modify Ticket->Edit Options->Edit Ticket. Blank out Disposition Date and Disposition. Save/Exit. The case information screen will now show the case as being opened. You may want to put something in notes about the returned check.

**EDIT TICKET INFORMATION - B4941**

State NY Plate 16GC17

Registration type

Ticket type 10 3AM-6PM NO PARK

Location 117 W. Filbert

Ticket date 02/11/2004 Time 04:05AM

Return date 02/26/2004

Officer badge Frye, Thomas J.

Notes

Fine 100.00 Scofflaw

Surcharge 0.00 Scoff date

Penalty 0.00 Bar Number

Disp date 09/17/2010

Disposition Y Paid in Full

Blank out these fields to reopen case

Save & Exit Cancel

Record #69

Now, go to The CourtRoom Program. Be sure you are on the correct judge.

Click Cases->Case Search, in the Name field enter the word Parking and click on Ok. This will bring up a Case Search screen. Select The Parking Automatic record for the correct Judge. Then click view checkbook records. Click on edit below and then new at the top, add a new checkbook record click on yes. Enter all the following fields of information. Click Save/Exit.

**Edit ChkBook Data** Rec#36239

Top Prev Next Bott Find New Del Save Exit

JUDGE - VMA INDEX\_NO - MPVMA001.01

Transfer to another Judge

FINE -50.00 TODAY 09/17/2010 PAYEE Parking Fines

CIVIL FEE 0.00 BANK DATE 09/17/2010 CHECK NO 0

SURCHARGE 0.00 REPORT DATE 09/17/2010 RECEIPT NO

BAIL 0.00 CASH N WHY NSF (Ticket Number)

OTHER 0.00 DEPOSIT CLEAR BANK THEIR CHECK NO

SPECIAL None xYz - 09/17/2010

1. Type PARKING

2. Click the lookup key and pick the parking record for the selected judge. .

1. Type in the reason. 2. Cash is N

Enter dates transactions are to be recorded

Leave these fields blank

When you run your Cashbook Report, this transaction will show as a negative transaction on the appropriate day. It will NOT show on your deposit slip because DEPOSIT is left blank.

When you run your monthly Audit & Control Report (AC1030), the total amount of Parking for the month will be reduced by the amount of the returned check(s).

If you have any further questions, please do not hesitate to call.