

Make Disbursable

The act of making the funds disbursable moves the money into their appropriate liability accounts. Best practice is to do this immediately after doing a deposit.

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VERIFY THE TRANSACTIONS THRU DATE AND CHANGE IF NECESSARY!!!

Make Disbursable

Select items to make disbursable. Press Submit to total. Press Update to finish.

Transactions Thru:  

Show Details

Total Amount to Prepare: \$0.00

The Transactions Thru date will always default to today at the financial cut off time. If these are funds you collected yesterday, and did your deposit with yesterday's date, you need to change this to yesterday at the financial cut off time. This is the date and time the money is moved to the liability accounts.

This is particularly important on the last day of the month. **If it is money that was collected on the last day of the month, you must change the date to the last day of the month or the money will not be available to disburse with that month.**

Make Disbursable

Change your transactions thru date and click the **Submit** button. This will list all the transactions that happened until this date/time that have been deposited.

If you have multiple departments collecting money, be careful to only select your fees.

Click on the Prepare to select all fees, or only select the fees you wish to make disbursable, then click the Submit button to verify the amount. This should match your deposits for the day.

This shows the different liability accounts, including any splits that are happening, such as the Clerk getting \$1.00 of the \$28.00 Sheriff Service Fee.

Transactions Thru: 11/9/2018 8:00:40 am	
<input type="checkbox"/> Show Details	
Total Amount to Prepare: \$1,450.00	
<input type="button" value="Submit"/>	
Prepare Account	
Allen County Treasurer	
<input checked="" type="checkbox"/>	Alternative Dispute Resolution Superior: \$40.00
<input checked="" type="checkbox"/>	City/Town Court Costs: \$21.60
<input checked="" type="checkbox"/>	County Court Costs: \$194.40
<input checked="" type="checkbox"/>	Document Storage Fee: \$30.00
<input checked="" type="checkbox"/>	Public Defender Fee: \$50.00
<input checked="" type="checkbox"/>	Sheriff Service Fees - Clerk Share: \$80.00
<input checked="" type="checkbox"/>	Sheriff Service Fee: \$27.00 Fees/Commissions: \$1.00
Total for Allen County Treasurer: \$443.00 Fees/Commissions: \$1.00	
DUE TO OTHERS	
<input checked="" type="checkbox"/>	Change of Venue Fee: \$196.00
Total for DUE TO OTHERS: \$196.00	
Indiana Treasurer of State	
<input checked="" type="checkbox"/>	Court Administration Fee: \$30.00
<input checked="" type="checkbox"/>	Automated Record Keeping Fee: \$120.00
<input checked="" type="checkbox"/>	Judicial Insurance Adjustment Fee: \$6.00
<input checked="" type="checkbox"/>	Judicial Salaries Fee: \$120.00
<input checked="" type="checkbox"/>	Public Defense Administration Fee: \$30.00
<input checked="" type="checkbox"/>	State Court Costs: \$504.00
Total for Indiana Treasurer of State: \$810.00	
Total available: \$1,449.00 Fees/Commissions: \$1.00	

Click the **Update** button to save your work.

You can verify on the chart of accounts that the money has been moved to its appropriate liability account.