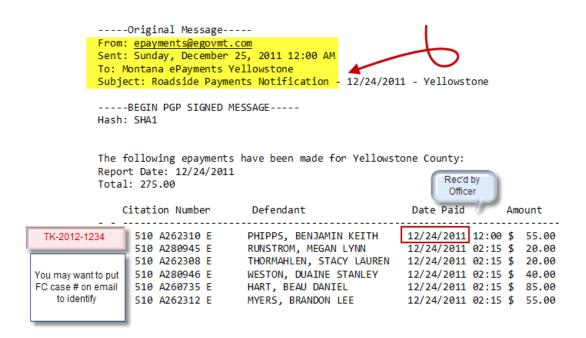
#### **USER GUIDE TO ROADSIDE PAYMENTS**

When a Roadside payment is taken, you will receive a Roadside PAYMENTS Notification e-mail from epayments@egovmt.com



This indicates that a payment has been received on behalf of the court and will be automatically deposited into the court bank account. You then need to process the funds in the case by one of two options.

Option 1: Receipt as a payment.

- Enter the finding on the case. Finding will be "Bond Forfeited."
- Assess the fines and fees.
- Receipt the money.

Option 2: Receipt as a bond.

- Enter a bond on the case.
- Set a reminder for the Appearance date

When the Appearance date passes

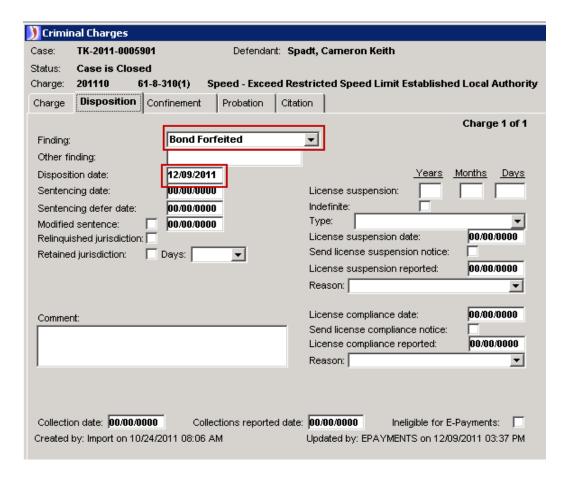
- Enter the finding on the case. Finding will be "Bond Forfeited."
- Asses the fines and fees.
- Convert the bond.

These activities are shown on the following pages, followed by a description of how the payments show up in the Cash Balance, Bank Deposit and Bank Reconciliation functions.

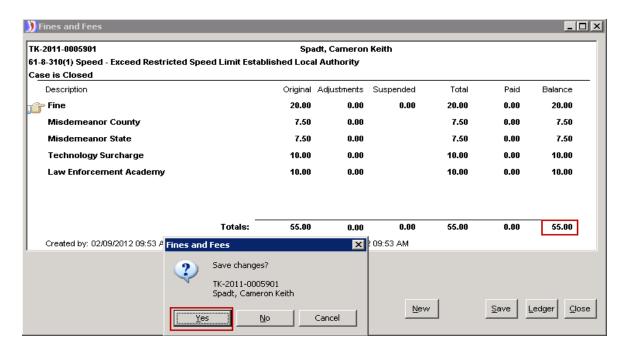
## Option 1

## Receipt as payment.

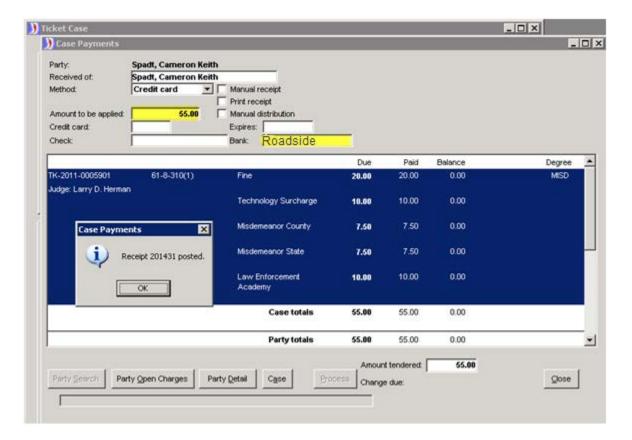
- 1. Bring up the case by citation number or defendant name.
- 2. Enter Finding Bond Forfeited.
- 3. Enter Disposition Date Date that the officer accepted payment.



4. Assess the Fines/Fees.



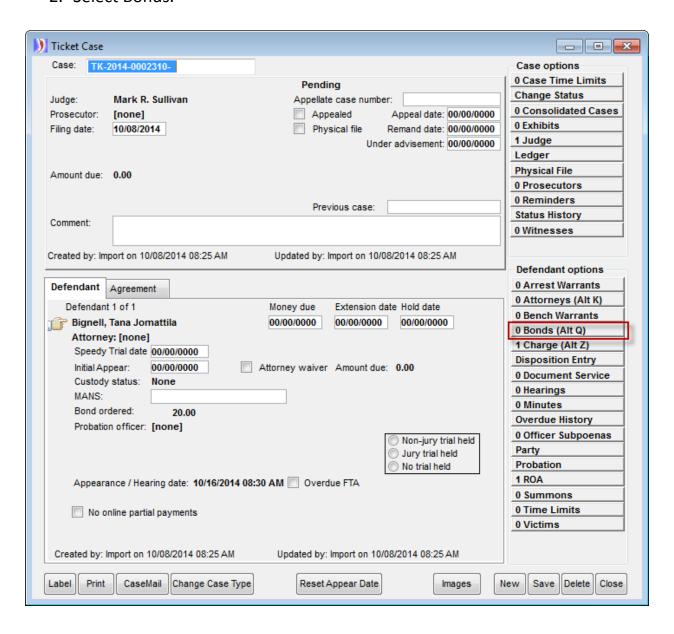
5. Post the payment to the FullCourt case, method of payment: **Credit Card**. Enter **Roadside** in the Bank field. Write the case # on the e-mail.



## Option 2

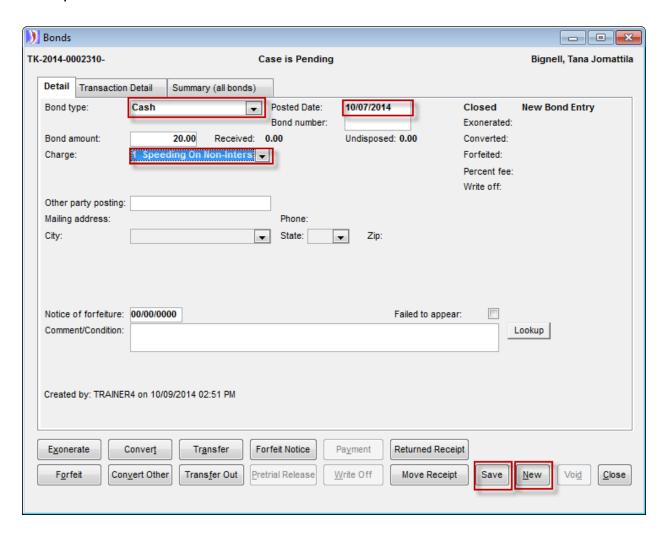
### Receipt as bond.

- 1. Bring up the case by citation number or defendant name.
- 2. Select Bonds.

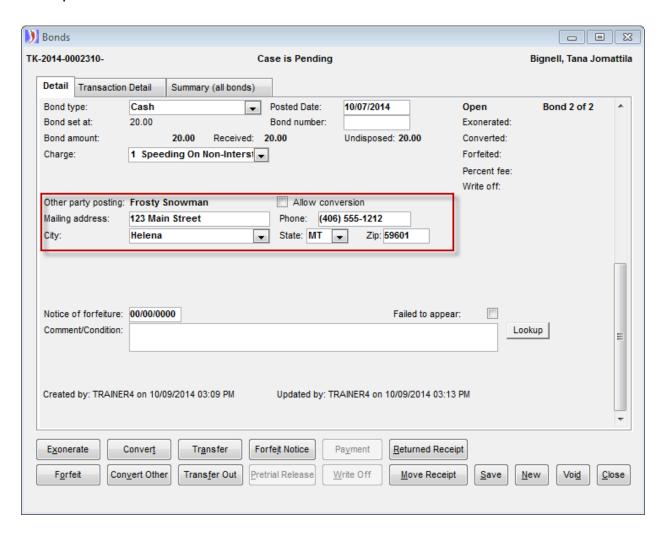


- 3. Select New.
  - a. If payment was by a different party then fill out the other party posting information.
- 4. Select Cash for bond type.
- 5. Enter the date and match it to the date that the officer accepted payment.
- 6. Select the charge.
- 7. Then Save.

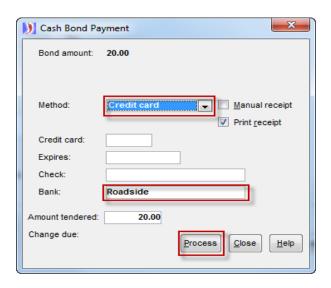
# Example of #3



# Example of #3a

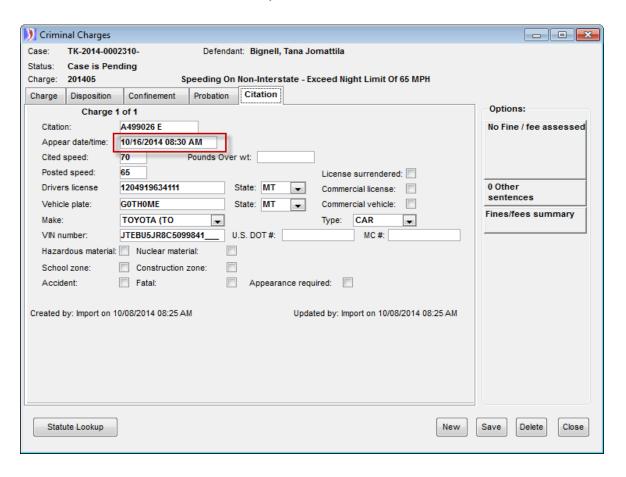


- 8. Select the Credit card option.
- 9. Enter **Roadside** in the bank field.
- 10. Select Process.

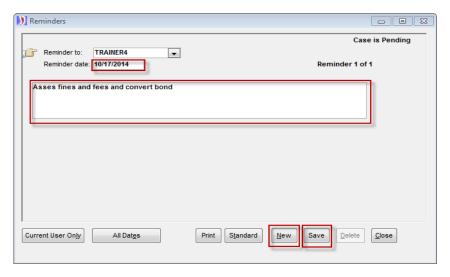


#### Set a Reminder

11. Go to the charge. Select the citation tab and note the Appear date. You will need this date to set up a reminder.



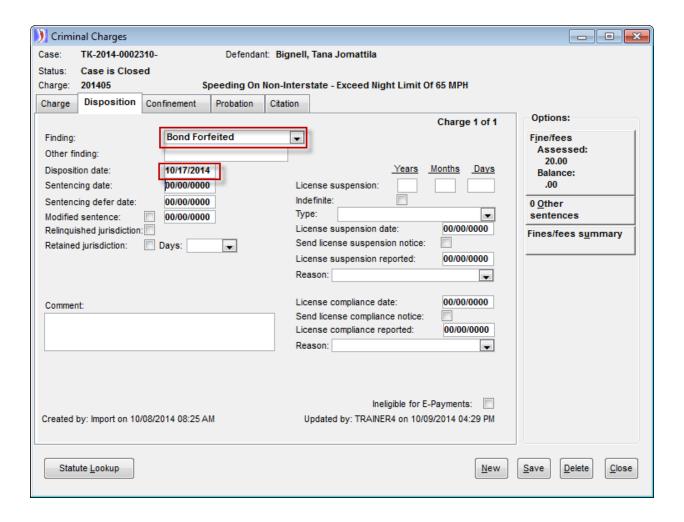
- 12. Select Reminder. Select New.
- 13. Set the reminder date to one day after the Appear Date.
- 14. Fill in the reminder text box.
- 15. Then Save.



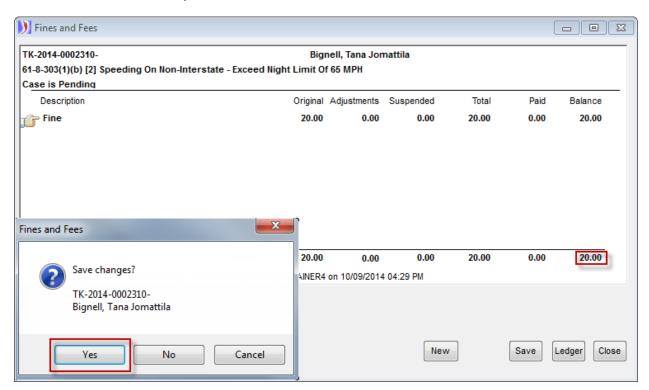
On day of the reminder and if no other action has been taken by the party then you would assess the fines and fees and convert the bond.

Update the case with the disposition.

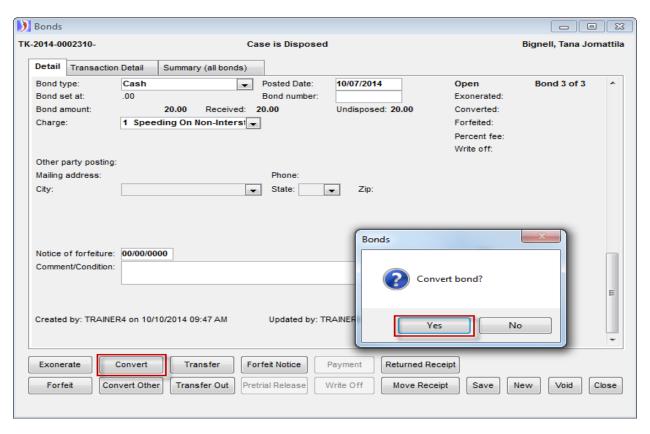
- 1. Bring up the case by citation number or defendant name.
- 2. Enter Finding- Bond Forfeited.
- 3. Enter Disposition Date The day after the Appear date.



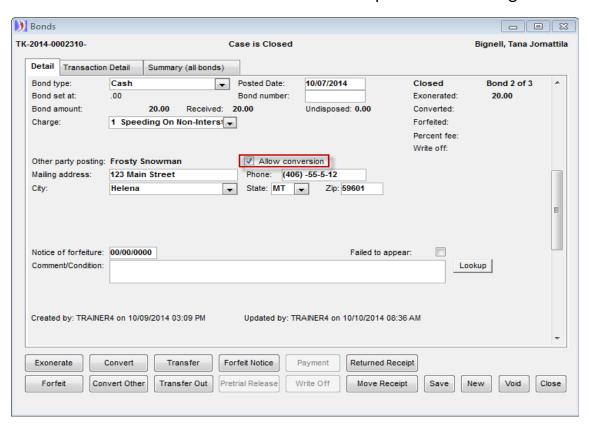
4. Assess the Fines/Fees.



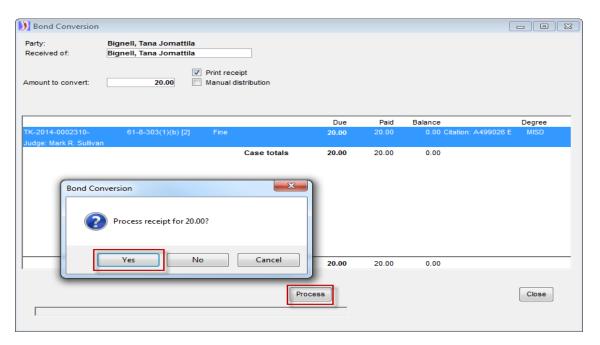
5. Go to the Bond Window. Select Convert and Select Yes to convert bond.



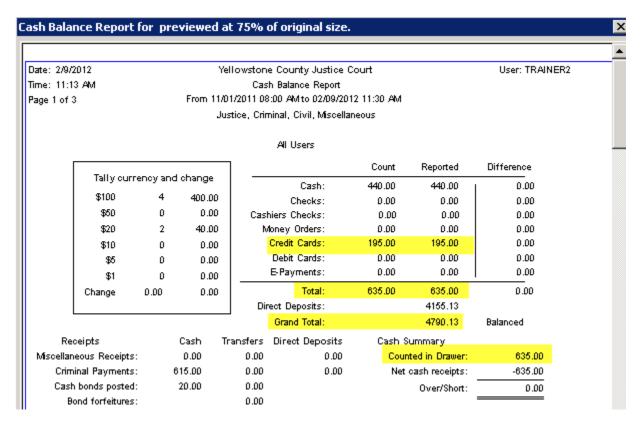
6. **Important note**: If a different party made the payment then you need to contact that individual for permission to convert the bond. Verify a check mark is in the Allow conversion checkbox prior to converting the bond.



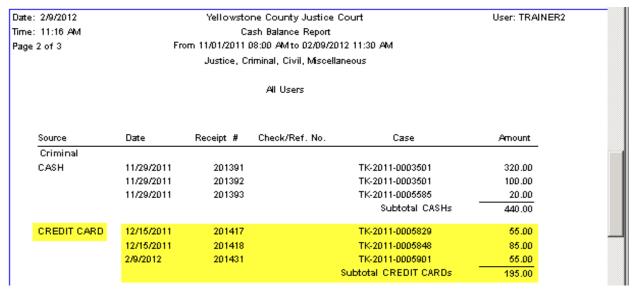
7. Select the case Fines and Fees. If multiple cases select the correct case. Select the Process button and select the Yes button to complete the bond conversion.



1. At the end of the day, prepare your Cash Balance Report.



- 2. Enter the Credit Card (Roadside) payment total. Refer to the Payment Notification email to make sure totals match.
- 3. **Note**: all the Credit Card (Roadside) payments will be listed separately from your CitePay Payments but included in the Grand Total.
- 4. Roadside PAYMENTS will appear in the Credit Card section of the Cash Balance Report

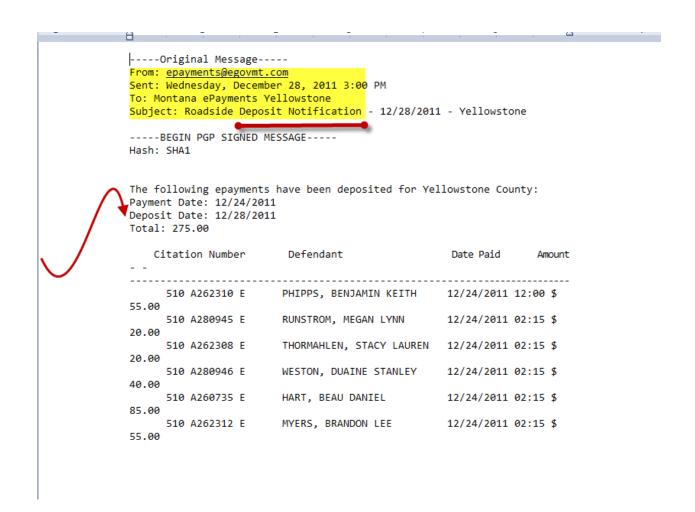


- 5. Prepare your deposits for the day.
  - a. Deposit Cash.
  - b. Deposit Checks.
  - c. Deposit Cashier Checks.
  - d. Deposit Money Orders.

#### **SPECIAL NOTE:**

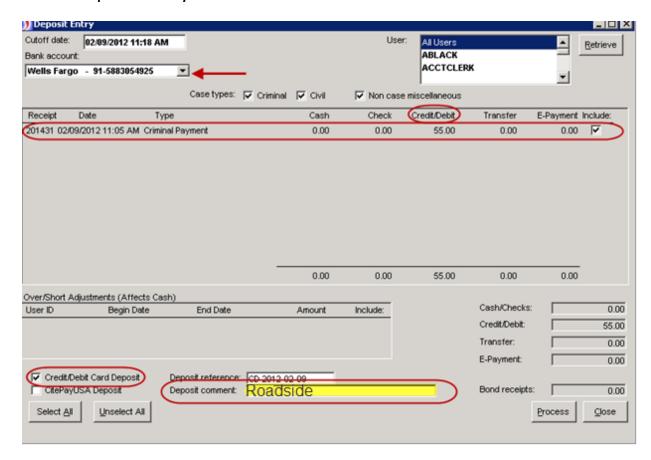
Do not deposit credit card payments at this time. You will receive a Roadside <u>DEPOSIT</u> Notification, at which time the credit card deposits can be made in FullCourt. This is described on page 13.

Three to four days from the original Roadside <u>PAYMENTS</u> Notification email you will receive Roadside <u>DEPOSITS</u> Notification e-mail from epayments@egovmt.com



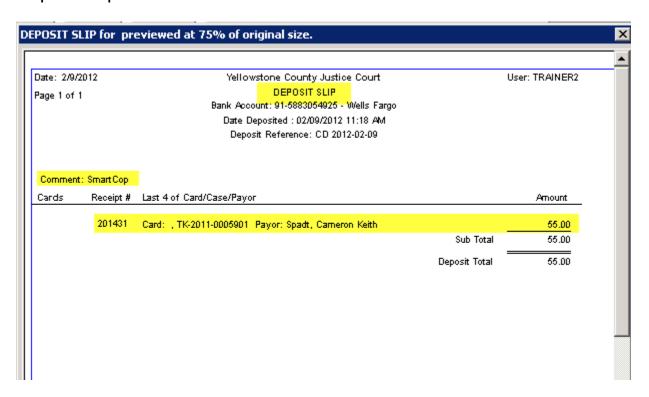
Upon notice that the money is deposited in your account, go to:

- 1. Accounting.
- 2. Bank Account.
- 3. Deposit Entry.



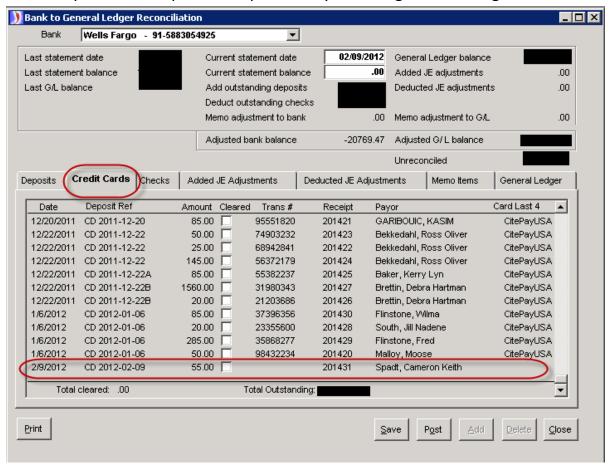
- 4. Click on the appropriate account # if you have more than one.
- 5. Click the box in the lower left hand corner: Credit/Debit Card Deposit.
- 6. **In the box labeled Deposit Comment enter Roadside**. This will identify the deposits in the Deposit Register window.
- 7. Click the box on the far right hand side for **only** those payments **included in the email.**
- 8. Click on Process in the lower right hand corner. This will generate the Deposit Slip.

# **Deposit Slip**



#### Bank Reconciliation:

- a. Proceed as you would normally when you reconcile the Credit Card payments. It may be helpful to use your DEPOSIT SLIP to check off the credit card transactions in FullCourt that appear on the bank statement.
- b. As a 'double check' match the Receipt # from the Cash Balance Report to Receipt # on Deposit Entry. See Page 13 and Page 15.



Depending on the dates of when you receipt your Credit Card Payments and the date that the funds appear in your bank account – you will most likely have receipts on your DEPOSIT ENTRY that will not be available to check off on your Bank Reconciliation, i.e. you receipt in a credit card payment on 10/29/11 and not receive notice until 11/2/11 that the funds are now in your account. You will handle these in next month's reconciliation.

There will be no changes as to how you process your End of Period Disbursement.