

## USER GUIDE TO ROADSIDE PAYMENTS

When a Roadside payment is taken, you will receive a Roadside PAYMENTS Notification e-mail from [epayments@egovmt.com](mailto:epayments@egovmt.com)

-----Original Message-----  
**From:** [epayments@egovmt.com](mailto:epayments@egovmt.com)  
**Sent:** Sunday, December 25, 2011 12:00 AM  
**To:** Montana ePayments Yellowstone  
**Subject:** Roadside Payments Notification - 12/24/2011 - Yellowstone

-----BEGIN PGP SIGNED MESSAGE-----  
 Hash: SHA1

The following epayments have been made for Yellowstone County:  
 Report Date: 12/24/2011  
 Total: 275.00

Citation Number	Defendant	Date Paid	Amount
TK-2012-1234	510 A262310 E PHIPPS, BENJAMIN KEITH	12/24/2011 12:00	\$ 55.00
	510 A280945 E RUNSTROM, MEGAN LYNN	12/24/2011 02:15	\$ 20.00
	510 A262308 E THORMAHLEN, STACY LAUREN	12/24/2011 02:15	\$ 20.00
	510 A280946 E WESTON, DUAINIE STANLEY	12/24/2011 02:15	\$ 40.00
	510 A260735 E HART, BEAU DANIEL	12/24/2011 02:15	\$ 85.00
	510 A262312 E MYERS, BRANDON LEE	12/24/2011 02:15	\$ 55.00

You may want to put FC case # on email to identify

Rec'd by Officer

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.

**Criminal Charges**

Case: **TK-2011-0005901** Defendant: **Spadt, Cameron Keith**

Status: **Case is Closed**

Charge: **201110 61-8-310(1) Speed - Exceed Restricted Speed Limit Established Local Authority**

Charge   **Disposition**   Confinement   Probation   Citation

**Charge 1 of 1**

Finding: **Bond Forfeited**

Other finding:

Disposition date: **12/09/2011**      Years   Months   Days

Sentencing date: **00/00/0000**      License suspension:                 

Sentencing defer date: **00/00/0000**      Indefinite:     

Modified sentence:       **00/00/0000**      Type:

Relinquished jurisdiction:

Retained jurisdiction:  Days:

License suspension date: **00/00/0000**

Send license suspension notice:

License suspension reported: **00/00/0000**

Reason:

License compliance date: **00/00/0000**

Send license compliance notice:

License compliance reported: **00/00/0000**

Reason:

Comment:

Collection date: **00/00/0000**      Collections reported date: **00/00/0000**      Ineligible for E-Payments:

Created by: Import on 10/24/2011 08:06 AM      Updated by: EPAYMENTS on 12/09/2011 03:37 PM

4. Assess the Fines/Fees.

**Fines and Fees**

TK-2011-0005901 Spadt, Cameron Keith  
 61-8-310(1) Speed - Exceed Restricted Speed Limit Established Local Authority  
 Case is Closed

Description	Original	Adjustments	Suspended	Total	Paid	Balance
<b>Fine</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>
<b>Misdemeanor County</b>	<b>7.50</b>	<b>0.00</b>		<b>7.50</b>	<b>0.00</b>	<b>7.50</b>
<b>Misdemeanor State</b>	<b>7.50</b>	<b>0.00</b>		<b>7.50</b>	<b>0.00</b>	<b>7.50</b>
<b>Technology Surcharge</b>	<b>10.00</b>	<b>0.00</b>		<b>10.00</b>	<b>0.00</b>	<b>10.00</b>
<b>Law Enforcement Academy</b>	<b>10.00</b>	<b>0.00</b>		<b>10.00</b>	<b>0.00</b>	<b>10.00</b>
<b>Totals:</b>	<b>55.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55.00</b>	<b>0.00</b>	<b>55.00</b>

Created by: 02/09/2012 09:53 AM

Save changes?  
 TK-2011-0005901  
 Spadt, Cameron Keith

Yes No Cancel

New Save Ledger Close

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.

**Ticket Case**

**Case Payments**

Party: Spadt, Cameron Keith  
 Received of: Spadt, Cameron Keith  
 Method: Credit card  Manual receipt  
 Print receipt  
 Manual distribution  
 Amount to be applied: 55.00  
 Credit card:  Expires:   
 Check:  Bank: Roadside

	Due	Paid	Balance	Degree
TK-2011-0005901 61-8-310(1) Fine	20.00	20.00	0.00	MISD
Judge: Larry D. Herman				
Technology Surcharge	10.00	10.00	0.00	
Misdemeanor County	7.50	7.50	0.00	
Misdemeanor State	7.50	7.50	0.00	
Law Enforcement Academy	10.00	10.00	0.00	
<b>Case totals</b>	<b>55.00</b>	<b>55.00</b>	<b>0.00</b>	
<b>Party totals</b>	<b>55.00</b>	<b>55.00</b>	<b>0.00</b>	

Case Payments  
 Receipt 201431 posted.  
 OK

Amount tendered: 55.00  
 Change due:

Party Search Party Open Charges Party Detail Case Process Close

## Option 2

Receipt as bond.

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

The screenshot displays the 'Ticket Case' application window. The main area shows case information for 'TK-2014-0002310-'. The status is 'Pending'. The judge is 'Mark R. Sullivan'. The prosecutor is '[none]'. The filing date is '10/08/2014'. The amount due is '0.00'. The case was created and updated by 'Import' on '10/08/2014 08:25 AM'. The defendant is 'Bignell, Tana Jomattila', with an attorney of '[none]'. The money due is '00/00/0000', the extension date is '00/00/0000', and the hold date is '00/00/0000'. The custody status is 'None'. The bond ordered is '20.00'. The appearance/hearing date is '10/16/2014 08:30 AM'. There are three radio button options for trial held: 'Non-jury trial held', 'Jury trial held', and 'No trial held'. The 'No online partial payments' checkbox is checked. The 'Case options' sidebar on the right includes '0 Case Time Limits', 'Change Status', '0 Consolidated Cases', '0 Exhibits', '1 Judge', 'Ledger', 'Physical File', '0 Prosecutors', '0 Reminders', 'Status History', and '0 Witnesses'. The 'Defendant options' sidebar includes '0 Arrest Warrants', '0 Attorneys (Alt K)', '0 Bench Warrants', '0 Bonds (Alt Q)', '1 Charge (Alt Z)', 'Disposition Entry', '0 Document Service', '0 Hearings', '0 Minutes', 'Overdue History', '0 Officer Subpoenas', 'Party', 'Probation', '1 ROA', '0 Summons', '0 Time Limits', and '0 Victims'. The '0 Bonds (Alt Q)' option is highlighted with a red box. At the bottom, there are buttons for 'Label', 'Print', 'CaseMail', 'Change Case Type', 'Reset Appear Date', 'Images', 'New', 'Save', 'Delete', and 'Close'.

**Case:** TK-2014-0002310-

**Judge:** Mark R. Sullivan  
**Prosecutor:** [none]  
**Filing date:** 10/08/2014

**Pending**  
Appellate case number:   
 Appealed Appeal date: 00/00/0000  
 Physical file Remand date: 00/00/0000  
Under advisement: 00/00/0000

**Amount due:** 0.00  
**Previous case:**

**Comment:**

Created by: Import on 10/08/2014 08:25 AM Updated by: Import on 10/08/2014 08:25 AM

**Defendant** Agreement

Defendant 1 of 1  
**Bignell, Tana Jomattila**  
Attorney: [none]  
Speedy Trial date: 00/00/0000  
Initial Appear: 00/00/0000  Attorney waiver Amount due: 0.00  
Custody status: None  
MANS:   
Bond ordered: 20.00  
Probation officer: [none]

Non-jury trial held  
 Jury trial held  
 No trial held

Appearance / Hearing date: 10/16/2014 08:30 AM  Overdue FTA  
 No online partial payments

Created by: Import on 10/08/2014 08:25 AM Updated by: Import on 10/08/2014 08:25 AM

Case options:  
0 Case Time Limits  
Change Status  
0 Consolidated Cases  
0 Exhibits  
1 Judge  
Ledger  
Physical File  
0 Prosecutors  
0 Reminders  
Status History  
0 Witnesses

Defendant options:  
0 Arrest Warrants  
0 Attorneys (Alt K)  
0 Bench Warrants  
0 Bonds (Alt Q)  
1 Charge (Alt Z)  
Disposition Entry  
0 Document Service  
0 Hearings  
0 Minutes  
Overdue History  
0 Officer Subpoenas  
Party  
Probation  
1 ROA  
0 Summons  
0 Time Limits  
0 Victims

Label Print CaseMail Change Case Type Reset Appear Date Images New Save Delete Close

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

The screenshot shows a software window titled "Bonds" with a sub-header "TK-2014-0002310- Case is Pending Bignell, Tana Jomattila". The window contains a form with several sections:

- Detail** (selected), Transaction Detail, Summary (all bonds)
- Bond type:** Cash (dropdown menu)
- Posted Date:** 10/07/2014
- Bond amount:** 20.00
- Received:** 0.00
- Undisposed:** 0.00
- Charge:** Speeding On Non-Inters (dropdown menu)
- Other party posting:** (text field)
- Mailing address:** (text field)
- City:** (dropdown menu)
- State:** (dropdown menu)
- Zip:** (text field)
- Notice of forfeiture:** 00/00/0000
- Failed to appear:**
- Comment/Condition:** (text area)
- Lookup** (button)
- Created by:** TRAINER4 on 10/09/2014 02:51 PM

At the bottom of the window, there is a row of buttons: Exonerate, Convert, Transfer, Forfeit Notice, Payment, Returned Receipt, Forfeit, Convert Other, Transfer Out, Pretrial Release, Write Off, Move Receipt, **Save**, **New**, Void, Close. The "Save" and "New" buttons are highlighted with red boxes.

### Example of #3a

The screenshot shows the 'Bonds' application window for case TK-2014-0002310, which is 'Case is Pending' and owned by Bignell, Tana Jomattila. The 'Detail' tab is active, showing the following information:

- Bond type: Cash
- Bond set at: 20.00
- Bond amount: 20.00
- Charge: 1 Speeding On Non-Interst
- Posted Date: 10/07/2014
- Bond number: (empty)
- Received: 20.00
- Undisposed: 20.00
- Other party posting: Frosty Snowman
- Mailing address: 123 Main Street
- City: Helena
- State: MT
- Zip: 59601
- Phone: (406) 555-1212
- Allow conversion: (unchecked)
- Notice of forfeiture: 00/00/0000
- Failed to appear: (unchecked)
- Comment/Condition: (empty)

Buttons at the bottom include: Exonerate, Convert, Transfer, Forfeit Notice, Payment, Returned Receipt, Forfeit, Convert Other, Transfer Out, Pretrial Release, Write Off, Move Receipt, Save, New, Void, Close.

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

The screenshot shows the 'Cash Bond Payment' dialog box with the following details:

- Bond amount: 20.00
- Method: Credit card (highlighted with a red box)
- Manual receipt: (unchecked)
- Print receipt: (checked)
- Credit card: (empty)
- Expires: (empty)
- Check: (empty)
- Bank: Roadside (highlighted with a red box)
- Amount tendered: 20.00
- Change due: (empty)
- Buttons: Process (highlighted with a red box), Close, Help

## 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.

The screenshot shows the 'Criminal Charges' application window. At the top, it displays 'Case: TK-2014-0002310- Defendant: Bignell, Tana Jomattila' and 'Status: Case is Pending Charge: 201405 Speeding On Non-Interstate - Exceed Night Limit Of 65 MPH'. Below this is a tabbed interface with 'Citation' selected. The 'Charge 1 of 1' section contains the following fields: Citation: A499026 E; Appear date/time: 10/16/2014 08:30 AM (highlighted with a red box); Cited speed: 70; Posted speed: 65; Drivers license: 1204919634111; State: MT; Vehicle plate: G0TH0ME; State: MT; Make: TOYOTA (TO); Type: CAR; VIN number: JTEBU5JR8C5099841; U.S. DOT #: ; MC #: ; Hazardous material: ; Nuclear material: ; School zone: ; Construction zone: ; Accident: ; Fatal: ; Appearance required: . On the right side, there are 'Options:' sections: 'No Fine / fee assessed', '0 Other sentences', and 'Fines/fees summary'. At the bottom, there are buttons for 'Statute Lookup', 'New', 'Save', 'Delete', and 'Close'. The window also shows 'Created by: Import on 10/08/2014 08:25 AM' and 'Updated by: Import on 10/08/2014 08:25 AM'.

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.

The screenshot shows the 'Reminders' application window. It displays 'Reminder to: TRAINER4' and 'Reminder date: 10/17/2014' (highlighted with a red box). The status is 'Case is Pending' and 'Reminder 1 of 1'. A text box contains the reminder text: 'Asses fines and fees and convert bond' (highlighted with a red box). At the bottom, there are buttons for 'Current User Only', 'All Dates', 'Print', 'Standard', 'New', 'Save', 'Delete', and 'Close'. The 'New' and 'Save' buttons are highlighted with red boxes.

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.

**Criminal Charges**

Case: TK-2014-0002310 Defendant: Bignell, Tana Jomattila

Status: Case is Closed

Charge: 201405 Speeding On Non-Interstate - Exceed Night Limit Of 65 MPH

Charge Disposition Confinement Probation Citation

Charge 1 of 1

Finding: **Bond Forfeited**

Other finding:

Disposition date: **10/17/2014**

Sentencing date: 00/00/0000

Sentencing defer date: 00/00/0000

Modified sentence:  00/00/0000

Relinquished jurisdiction:

Retained jurisdiction:  Days: [ ]

Comment:

License suspension: [ ] [ ] [ ]

Indefinite:

Type: [ ]

License suspension date: 00/00/0000

Send license suspension notice:

License suspension reported: 00/00/0000

Reason: [ ]

License compliance date: 00/00/0000

Send license compliance notice:

License compliance reported: 00/00/0000

Reason: [ ]

Ineligible for E-Payments:

Created by: Import on 10/08/2014 08:25 AM Updated by: TRAINER4 on 10/09/2014 04:29 PM

Options:

Fine/fees Assessed: 20.00 Balance: .00

0 Other sentences

Fines/fees summary

Statute Lookup New Save Delete Close



#### 4. Assess the Fines/Fees.

TK-2014-0002310- Bignell, Tana Jomattila  
61-8-303(1)(b) [2] Speeding On Non-Interstate - Exceed Night Limit Of 65 MPH  
Case is Pending

Description	Original	Adjustments	Suspended	Total	Paid	Balance
Fine	20.00	0.00	0.00	20.00	0.00	20.00

Save changes?  
TK-2014-0002310-  
Bignell, Tana Jomattila

Yes No Cancel

New Save Ledger Close

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

TK-2014-0002310- Case is Disposed Bignell, Tana Jomattila

Detail Transaction Detail Summary (all bonds)

Bond type: Cash Posted Date: 10/07/2014  
Bond set at: .00 Bond number:  
Bond amount: 20.00 Received: 20.00 Undisposed: 20.00  
Charge: 1 Speeding On Non-Interst

Open Bond 3 of 3  
Exonerated:  
Converted:  
Forfeited:  
Percent fee:  
Write off:

Other party posting:  
Mailing address: Phone:  
City: State: Zip:

Notice of forfeiture: 00/00/0000  
Comment/Condition:

Created by: TRAINER4 on 10/10/2014 09:47 AM Updated by: TRAINER

Exonerate Convert Transfer Forfeit Notice Payment Returned Receipt  
Forfeit Convert Other Transfer Out Pretrial Release Write Off Move Receipt Save New Void Close

Convert bond?  
Yes No

- 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.

**Bonds**  
TK-2014-0002310- Case is Closed Bignell, Tana Jomattila

Detail Transaction Detail Summary (all bonds)

Bond type: **Cash** Posted Date: **10/07/2014** Closed **Bond 2 of 3**  
 Bond set at: **.00** Bond number: Exonerated: **20.00**  
 Bond amount: **20.00** Received: **20.00** Undisposed: **0.00** Converted:  
 Charge: **1 Speeding On Non-Inters** Forfeited:  
 Other party posting: **Frosty Snowman**  **Allow conversion** Percent fee:  
 Mailing address: **123 Main Street** Phone: **(406) -55-5-12** Write off:  
 City: **Helena** State: **MT** Zip: **59601**

Notice of forfeiture: **00/00/0000** Failed to appear:   
 Comment/Condition:

Created by: TRAINER4 on 10/09/2014 03:09 PM Updated by: TRAINER4 on 10/10/2014 08:36 AM

- 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.

**Bond Conversion**

Party: **Bignell, Tana Jomattila**  
 Received of: **Bignell, Tana Jomattila**

Amount to convert: **20.00**  Print receipt  Manual distribution

	Due	Paid	Balance	Degree
TK-2014-0002310- 61-8-303(1)(b) [2] Fine	20.00	20.00	0.00	Citation: A499026 E MISD
Judge: Mark R. Sullivan				
<b>Case totals</b>	<b>20.00</b>	<b>20.00</b>	<b>0.00</b>	

**Bond Conversion**  
 ? Process receipt for 20.00?

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

Cash Balance Report for previewed at 75% of original size.

Date: 2/9/2012      Yellowstone County Justice Court      User: TRAINER2  
 Time: 11:13 AM      Cash Balance Report  
 Page 1 of 3      From 11/01/2011 08:00 AM to 02/09/2012 11:30 AM  
 Justice, Criminal, Civil, Miscellaneous

All Users

Tally currency and change			Count	Reported	Difference	
\$100	4	400.00	Cash:	440.00	440.00	0.00
\$50	0	0.00	Checks:	0.00	0.00	0.00
\$20	2	40.00	Cashiers Checks:	0.00	0.00	0.00
\$10	0	0.00	Money Orders:	0.00	0.00	0.00
\$5	0	0.00	Credit Cards:	195.00	195.00	0.00
\$1	0	0.00	Debit Cards:	0.00	0.00	0.00
Change	0.00	0.00	E-Payments:	0.00	0.00	0.00
			<b>Total:</b>	<b>635.00</b>	<b>635.00</b>	0.00
			Direct Deposits:	4155.13		
			<b>Grand Total:</b>	<b>4790.13</b>		Balanced

  

Receipts	Cash	Transfers	Direct Deposits	Cash Summary	
Miscellaneous Receipts:	0.00	0.00	0.00	Counted in Drawer:	635.00
Criminal Payments:	615.00	0.00	0.00	Net cash receipts:	-635.00
Cash bonds posted:	20.00	0.00		Over/Short:	0.00
Bond forfeitures:		0.00			

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

Date: 2/9/2012      Yellowstone County Justice Court      User: TRAINER2  
 Time: 11:16 AM      Cash Balance Report  
 Page 2 of 3      From 11/01/2011 08:00 AM to 02/09/2012 11:30 AM  
 Justice, Criminal, Civil, Miscellaneous

All Users

Source	Date	Receipt #	Check/Ref. No.	Case	Amount
Criminal					
CASH	11/29/2011	201391		TK-2011-0003501	320.00
	11/29/2011	201392		TK-2011-0003501	100.00
	11/29/2011	201393		TK-2011-0005585	20.00
Subtotal CASHs					440.00
<b>CREDIT CARD</b>	12/15/2011	201417		TK-2011-0005829	55.00
	12/15/2011	201418		TK-2011-0005848	85.00
	2/9/2012	201431		TK-2011-0005901	55.00
Subtotal CREDIT CARDS					195.00

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 DEPOSIT 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 PAYMENTS Notification email you will receive Roadside DEPOSITS Notification e-mail from epayments@egovmt.com

|-----Original Message-----  
 From: [epayments@egovmt.com](mailto:epayments@egovmt.com)  
 Sent: Wednesday, December 28, 2011 3:00 PM  
 To: Montana ePayments Yellowstone  
 Subject: Roadside Deposit Notification - 12/28/2011 - Yellowstone

-----BEGIN PGP SIGNED MESSAGE-----  
 Hash: SHA1

The following epayments have been deposited for Yellowstone County:  
 Payment Date: 12/24/2011  
 Deposit Date: 12/28/2011  
 Total: 275.00

Citation Number	Defendant	Date Paid	Amount
510 A262310 E	PHIPPS, BENJAMIN KEITH	12/24/2011 12:00	\$ 55.00
510 A280945 E	RUNSTROM, MEGAN LYNN	12/24/2011 02:15	\$ 20.00
510 A262308 E	THORMAHLEN, STACY LAUREN	12/24/2011 02:15	\$ 20.00
510 A280946 E	WESTON, DUAINE STANLEY	12/24/2011 02:15	\$ 40.00
510 A260735 E	HART, BEAU DANIEL	12/24/2011 02:15	\$ 85.00
510 A262312 E	MYERS, BRANDON LEE	12/24/2011 02:15	\$ 55.00

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

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

Deposit Entry

Cutoff date: 02/09/2012 11:18 AM User: All Users Retrieve

Bank account: Wells Fargo - 91-5883054925

Case types:  Criminal  Civil  Non case miscellaneous

Receipt	Date	Type	Cash	Check	Credit/Debit	Transfer	E-Payment	Include:
201431	02/09/2012 11:05 AM	Criminal Payment	0.00	0.00	55.00	0.00	0.00	<input checked="" type="checkbox"/>

0.00 0.00 55.00 0.00 0.00

Over/Short Adjustments (Affects Cash)

User ID	Begin Date	End Date	Amount	Include:
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Cash/Checks: 0.00  
Credit/Debit: 55.00  
Transfer: 0.00  
E-Payment: 0.00  
Bond receipts: 0.00

Credit/Debit Card Deposit  
 CitePayUSA Deposit

Deposit reference: CD 2012 02 09  
Deposit comment: Roadside

Select All Unselect All Process Close

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

DEPOSIT SLIP for previewed at 75% of original size. [X]

Date: 2/9/2012      Yellowstone County Justice Court      User: TRAINER2  
Page 1 of 1      **DEPOSIT SLIP**  
Bank Account: 91-5883054925 - Wells Fargo  
Date Deposited : 02/09/2012 11:18 AM  
Deposit Reference: CD 2012-02-09

**Comment: SmartCop**

Cards	Receipt #	Last 4 of Card/Case/Payor	Amount
	201431	Card: , TK-2011-0005901 Payor: Spadt, Cameron Keith	55.00
		Sub Total	55.00
		Deposit Total	55.00

## Bank Reconciliation:

- 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.
- As a 'double check' – match the Receipt # from the Cash Balance Report to Receipt # on Deposit Entry. See Page 13 and Page 15.

**Bank to General Ledger Reconciliation**

Bank: **Wells Fargo - 91-5883054925**

Last statement date		Current statement date	<b>02/09/2012</b>	General Ledger balance	
Last statement balance		Current statement balance	<b>.00</b>	Added JE adjustments	.00
Last G/L balance		Add outstanding deposits		Deducted JE adjustments	.00
		Deduct outstanding checks		Memo adjustment to G/L	.00
		Memo adjustment to bank	.00		
		Adjusted bank balance	-20769.47	Adjusted G/L balance	

Unreconciled:

Deposits: **Credit Cards** | Checks | Added JE Adjustments | Deducted JE Adjustments | Memo Items | General Ledger

Date	Deposit Ref	Amount	Cleared	Trans #	Receipt	Payor	Card Last 4
12/20/2011	CD 2011-12-20	85.00	<input type="checkbox"/>	95551820	201421	GARIBOLIC, KASIM	CitePayUSA
12/22/2011	CD 2011-12-22	50.00	<input type="checkbox"/>	74903232	201423	Bekkedahl, Ross Oliver	CitePayUSA
12/22/2011	CD 2011-12-22	25.00	<input type="checkbox"/>	68942841	201422	Bekkedahl, Ross Oliver	CitePayUSA
12/22/2011	CD 2011-12-22	145.00	<input type="checkbox"/>	56372179	201424	Bekkedahl, Ross Oliver	CitePayUSA
12/22/2011	CD 2011-12-22A	85.00	<input type="checkbox"/>	55382237	201425	Baker, Kerry Lyn	CitePayUSA
12/22/2011	CD 2011-12-22B	1560.00	<input type="checkbox"/>	31980343	201427	Brettin, Debra Hartman	CitePayUSA
12/22/2011	CD 2011-12-22B	20.00	<input type="checkbox"/>	21203686	201426	Brettin, Debra Hartman	CitePayUSA
1/6/2012	CD 2012-01-06	85.00	<input type="checkbox"/>	37396356	201430	Flinstone, Wilma	CitePayUSA
1/6/2012	CD 2012-01-06	20.00	<input type="checkbox"/>	23355600	201428	South, Jill Nadene	CitePayUSA
1/6/2012	CD 2012-01-06	285.00	<input type="checkbox"/>	35868277	201429	Flinstone, Fred	CitePayUSA
1/6/2012	CD 2012-01-06	50.00	<input type="checkbox"/>	98432234	201420	Malloy, Moose	CitePayUSA
2/9/2012	CD 2012-02-09	55.00	<input type="checkbox"/>		201431	Spadt, Cameron Keith	

Total cleared: .00      Total Outstanding:

Buttons: Print | Save | Post | Add | Delete | Close

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.