



How To User Guide:
End-of-Day Balancing

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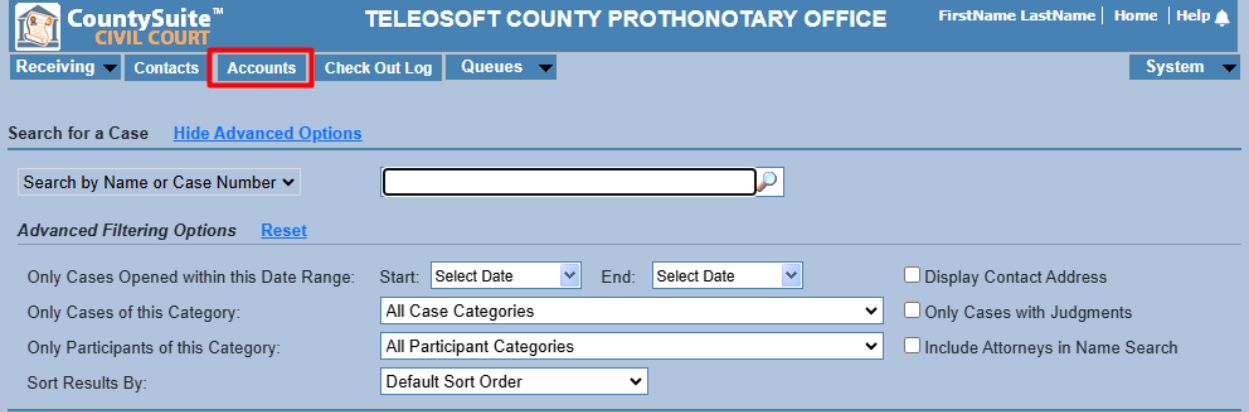
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End-of-Day Balancing Process

The End-of-Day Balancing process is the final stage of verification of the total deposits in a given day. When you Transfer a deposit, you are verifying and finalizing that deposit. This process can be done either at the end of the day or the next morning.

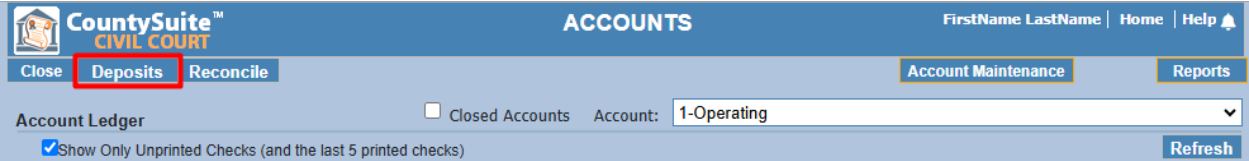
How to get to the Deposits Page

1. From the Home page, click on the Accounts button.



The screenshot shows the CountySuite Civil Court interface for the TELEOSOFT COUNTY PROTHONOTARY OFFICE. The top navigation bar includes the CountySuite logo, the office name, and user links (FirstName LastName | Home | Help). Below this is a secondary navigation bar with buttons: Receiving, Contacts, Accounts (highlighted with a red box), Check Out Log, Queues, and a System dropdown. The main content area has a search bar labeled 'Search for a Case' with a 'Hide Advanced Options' link. Below the search bar are 'Advanced Filtering Options' with a 'Reset' link. These options include date range filters (Start/End), category filters (Case/Participant), and checkboxes for 'Display Contact Address', 'Only Cases with Judgments', and 'Include Attorneys in Name Search'. A 'Sort Results By' dropdown is set to 'Default Sort Order'.

2. From the Accounts page, click on the Deposits button.



The screenshot shows the CountySuite Accounts page. The top navigation bar is the same as the previous screenshot. The secondary navigation bar now includes 'Close', Deposits (highlighted with a red box), and 'Reconcile'. On the right side of this bar are 'Account Maintenance' and 'Reports' buttons. The main content area is titled 'Account Ledger' and includes a 'Closed Accounts' checkbox (unchecked) and an 'Account:' dropdown menu currently set to '1-Operating'. At the bottom left, there is a checked checkbox for 'Show Only Unprinted Checks (and the last 5 printed checks)'. A 'Refresh' button is located at the bottom right.

Deposits Page

The Deposits page will display all deposits/monies that have been entered into the application (including your Miscellaneous Categories) that have not yet been Transferred to Accounts. The page defaults to display all Tender Types and all Cashiers that have not yet been Transferred to Accounts.

CountySuite™ CIVIL COURT **DEPOSITS** FirstName LastName | Home | Help

[Close](#) [Print Receipt](#) [Print Totals](#) [Print Deposit Ledger](#) ☐ By Filing Category

Deposit Ledger Tender Type: **All Tender Types** Cashier: **< Select Cashier >** ☐ Closed Accounts Account: **1-Operating**

☐ Show Only Entries Received within this Date Range (including Transferred) From: **1/19/2026** To: **1/19/2026** [Refresh](#)

☐ Show Only Entries Transferred within this Date Range: From: **1/19/2026** To: **1/19/2026**

[Clear All](#) [Select All](#)

☐	☐	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	☐		12/16/2025		S-0002-2025	JOHN SMITH	Payment for Certi...	871	12/15/2025	G067	\$ 7.50
☐	☐		12/16/2025		S-0002-2025	TEST ATTORNEY	Deposit for copies	Cash		G068	\$ 2.25
☐	☐		12/16/2025		S-0041-2025	JAMES SMITH	Divorce w/ Cust...	Cash		G076	\$ 335.00
☐	☐		12/16/2025		S-0042-2025	CHARLES BINGLEY	Divorce w/ Cust...	148	12/15/2025	G077	\$ 335.00
☐	☐		12/16/2025		S-0042-2025	ELIZABETH BENNET	Additional Count ...	Cash		G078	\$ 198.00
☐	☐		12/16/2025		S-0002-2024	TEST DEFENDANT	Appeal to Higher ...	Cash		G079	\$ 106.00
☐	☐		12/16/2025		S-0043-2025	TEST LAW FIRM	Civil: Real Proper...	Cash		G080	\$ 127.00
											\$ 1,110.75

[Transfer to Accounts](#) [Undo Transfer](#) Transfer Date: **1/20/2026** [View Ledger](#)

Reason for Voiding: [Void Deposit](#) ☒ Go To Ledger

The Tender Type drop-down box allows the user to specify a specific tender type, and the application will list deposits specific to the tender type selected.

CountySuite™ CIVIL COURT **DEPOSITS** FirstName LastName | Home | Help

[Close](#) [Print Receipt](#) [Print Totals](#) [Print Deposit Ledger](#) ☐ By Filing Category

Deposit Ledger Tender Type: **All Tender Types** Cashier: **< Select Cashier >** ☐ Closed Accounts Account: **1-Operating**

☐ Show Only Entries Received within this Date Range (including Transferred) From: **1/19/2026** To: **1/19/2026** [Refresh](#)

☐ Show Only Entries Transferred within this Date Range: From: **1/19/2026** To: **1/19/2026**

[Clear All](#) [Select All](#)

All Tender Types

- Check
- Cash
- Credit Card
- Money Order
- Wire Transfer
- ePayment
- Document Purchase
- Subscription Purchase

☐	☐	R	Rcvd	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	☐		12/16/2025	S-0002-2025	JOHN SMITH	Payment for Certi...	871	12/15/2025	G067	\$ 7.50
☐	☐		12/16/2025	S-0002-2025	TEST ATTORNEY	Deposit for copies	Cash		G068	\$ 2.25
☐	☐		12/16/2025	S-0041-2025	JAMES SMITH	Divorce w/ Cust...	Cash		G076	\$ 335.00
☐	☐		12/16/2025	S-0042-2025	CHARLES BINGLEY	Divorce w/ Cust...	148	12/15/2025	G077	\$ 335.00
☐	☐		12/16/2025	S-0043-2025	ELIZABETH BENNET	Additional Count ...	Cash		G078	\$ 198.00

The Cashier drop-down box allows the user to specify a specific Cashier, and the application will list deposits received in by the Cashier selected.

Cashiers in the dropdown are based off of any user that enters in a deposit into the application. A user will not show up in the Cashier dropdown until they have entered a deposit/received a case with a deposit.

The screenshot shows the 'DEPOSITS' section of the CountySuite CIVIL COURT application. A dropdown menu for 'Cashier' is open, displaying a list of users: 'All Cashiers', 'Document Purchasing Agent', 'Kevin Tarbart', 'Kyle Grubbs', and 'Thalia Schreffler'. The 'Refresh' button is visible next to the date range filters.

	R	Rcvd Date	Trnsfrd Date	Case Num	Memo	Check #	Check Date	Rcpt #	Amount
☐	.	12/16/2025		S-0002-20	Payment for Certi...	871	12/15/2025	GO67	\$ 7.50
☐	.	12/16/2025		S-0002-20	Deposit for copies	Cash		GO68	\$ 2.25

The application allows the user to limit the entries shown based on the date on which they were received. Click on the “Show Only Entries Received within this Date Range (including Transferred)” check box. Enter your target date range, and then click on the Refresh button.

The screenshot shows the 'DEPOSITS' section with the 'Show Only Entries Received within this Date Range (including Transferred)' checkbox selected. The date range is set to 'From: 1/16/2026 To: 1/16/2026'. The 'Refresh' button is highlighted. Below the filters is a table of deposit entries.

	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	.	01/16/2026		A-0001-2026	JOHN SMITH	Protection from A...	Cash		GO86	\$ 150.00
☐	.	01/16/2026		A-0002-2026	Mycroft Holmes	Protection from A...	Cash		GO87	\$ 100.00
☐	.	01/16/2026		A-0003-2026	SHERLOCK HOLMES	Protection from A...	Cash		GO88	\$ 100.00
										\$ 350.00

At the bottom, there are buttons for 'Transfer to Accounts', 'Undo Transfer', 'View Ledger', and 'Void Deposit'.

NOTE: The View Ledger button at the bottom-right of the grid allows you to jump to the Case Filing Ledger page for the selected row to look at the details associated with that deposit.

DEPOSITS

[First Name](#)
[Last Name](#)
[Home](#)
[Help](#)

Close

Print Receipt

Print Totals

Print Deposit Ledger

By Filing Category

Deposit Ledger

Tender Type: All Tender Types
Cashier: < Select Cashier >
☐ Closed Accounts
Account: 1-Operating

☒ Show Only Entries Received within this Date Range (including Transferred)
From: 1/16/2026 To: 1/16/2026 Refresh

☐ Show Only Entries Transferred within this Date Range:
From: 1/19/2026 To: 1/19/2026

Clear All

Select All

☐	☐	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☒	☐		01/16/2026		A-0001-2026	JOHN SMITH	Protection from A...	Cash		G086	\$ 150.00
☐	☐		01/16/2026		A-0002-2026	Mycroft Holmes	Protection from A...	Cash		G087	\$ 100.00
☐	☐		01/16/2026		A-0003-2026	SHERLOCK HOLMES	Protection from A...	Cash		G088	\$ 100.00
											\$ 350.00

Transfer to Accounts

Undo Transfer

Transfer Date: 1/20/2026

View Ledger

Reason for Voiding:

Void Deposit
☒ Go To Ledger

End-of-Day Balancing Reports

Users can re-print receipts, view if the deposits were distributed, or view their deposit ledger to show money that will be taken to the bank.

Print Totals

The Deposit Distribution – Totals report shows a complete list of all the deposits that are on the deposits page as well, as their deposited amount, distributed amount, and remaining amount.

1. From the Deposits page, click on the Print Totals button in the upper right-hand of the page.

CountySuite™ CIVIL COURT DEPOSITS Olivia Kalinowski | Home | Help

Close Print Receipt **Print Totals** Print Deposit Ledger

Deposit Ledger Tender Type: All Tender Types Cashier: < Select Cashier > Closed Accounts Account: 1-Operating

Show Only Entries Received within this Date Range (including Transferred) From: 4/13/2026 To: 4/13/2026 Refresh

This report is valuable to make sure that all deposits received for Filings had their money distributed for the total amount received. The only times that an amount should show in the Remaining column would be when receiving a deposit that should remain in escrow (such as a Landlord Tenant payment, or a Wage Garnishment payment).

If a deposit has a remaining balance that should be paid out, the user will need to add and transfer cost(s) to accounts on the incorrect case filing ledger. Users can go directly to the case filing ledger with the remaining balance by checking the row with the remaining balance and clicking View Ledger.

☒	☒	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	☒		12/16/2025	04/14/2026	S-0002-2025	JOHN SMITH	Payment for Certi...	871	12/15/2025	G067	\$ 7.50
☒	☒		12/16/2025	04/14/2026	S-0002-2025	TEST ATTORNEY	Deposit for copies	Cash		G068	\$ 2.25
☐	☒		12/16/2025	04/14/2026	S-0041-2025	JAMES SMITH	Divorce w/ Custod...	Cash		G076	\$ 335.00
☐	☒		12/16/2025	04/14/2026	S-0042-2025	CHARLES BINGLEY	Divorce w/ Custod...	148	12/15/2025	G077	\$ 335.00
☐	☒		12/16/2025	04/14/2026	S-0042-2025	ELIZABETH BENNET	Additional Count ...	Cash		G078	\$ 198.00
☐	☒		12/16/2025	04/14/2026	S-0002-2024	TEST DEFENDANT	Appeal to Higher ...	Cash		G079	\$ 106.00
☐	☒		12/16/2025	04/14/2026	S-0043-2025	TEST LAW FIRM	Civil: Real Proper...	Cash		G080	\$ 127.00
☐	☒		01/06/2026	01/20/2026	S-0001-2026	TEST PLAINTIFF	Civil: Contract Fil...	Cash		G081	\$ 127.00
☐	☒		01/06/2026	01/20/2026	S-0002-2026	EMMA WOODHOUSE	Civil: Appeals Fili...	145	01/05/2026	G082	\$ 127.00
.	.										\$ 1,364.75

Transfer to Accounts Undo Transfer Transfer Date: 5/5/2026 View Ledger

Reason for Voiding: (Required) Void Deposit Go To Ledger

Example of Deposit Distribution – Totals report below.

TELEOSOFT COUNTY PROTHONOTARY DEPOSIT DISTRIBUTION - TOTALS January 13, 2026					
DEPOSIT DATE	CASE NUMBER	CASE TYPE	DEPOSITED	DISTRIBUTED	REMAINING
12/16/2025	S-0002-2025	Civil: Contract	\$2.25	\$0.00	\$2.25
12/16/2025	S-0002-2025	Board of Viewers	\$7.50	\$7.50	
12/16/2025	S-0041-2025	Divorce w/ Custody Count	\$335.00	\$335.00	
12/16/2025	S-0042-2025	Divorce w/ Custody Count	\$335.00	\$335.00	
12/16/2025	S-0042-2025	Additional Count + Custody w/ CCO	\$198.00	\$198.00	
12/16/2025	S-0002-2024	Appeal to Higher Court	\$106.00	\$106.00	
12/16/2025	S-0043-2025	Civil: Real Property	\$127.00	\$127.00	
01/06/2026	S-0001-2026	Civil: Contract	\$127.00	\$127.00	
01/06/2026	S-0002-2026	Civil: Appeals	\$127.00	\$127.00	
01/08/2026	S-0003-2026	Civil: Mass Tort	\$127.00	\$45.75	\$81.25
Totals :			\$1,491.75	\$1,408.25	\$83.50

Print Deposit Ledger

The Deposit Ledger report shows the day's deposits and groups them by Tender Type.

1. From the Deposits page, click on the Print Deposit Ledger button.

CountySuite™ CIVIL COURT DEPOSITS Olivia Kalinowski | Home | Help 4

Close Print Receipt Print Totals **Print Deposit Ledger**

☐ By Filing Category

Deposit Ledger Tender Type: All Tender Types Cashier: < Select Cashier > ☐ Closed Accounts Account: 1-Operating

☐ Show Only Entries Received within this Date Range (including Transferred) From: 4/15/2026 To: 4/15/2026 Refresh

☐ Show Only Entries Transferred within this Date Range: From: 4/15/2026 To: 4/15/2026

Clear All Select All

Checking the By Filing Category check box in the upper right-hand corner of the page will group the Deposit Ledger report by filing category instead of tender type.

Note: if the user has filtered by Tender Type or selected a Cashier, the report will also be filtered by those selections. To generate the Deposit Ledger for all tender types, and all cashiers, please make sure those filters are cleared.

Example of the Deposit Ledger grouped by All Tender Types and for All Cashiers below.

The example shows five different deposit categories: Cash, Check, Money Order, Credit Card, and E-Payment. Although the Total Received Amount at the end of this report includes the credit card and e-payment deposits, the Total for Deposit amount excludes them since the money is already in the bank.

TELEOSOFT COUNTY PROTHONOTARY DEPOSIT LEDGER

April 16, 2026

☒ ENTRY	CASE			CHECK	CHECK		RCVD	DEPOSIT
DATE	NUMBER	PAID BY	MEMO	NUM	DATE	RCPT #	BY	AMOUNT
Cash								
04/16/2026	J-0002-2026	JAMES SMITH	OK-Preliminary Injunction Filing Fee	Cash	04/16/2026	GO111	OK	\$104.00
CASH SUB-TOTAL:								\$104.00
Check								
04/16/2026	S-0020-2026	MELVIN SMITH	OK-Civil: Tort Filing Fee	146	04/16/2026	GO110	OK	\$129.50
04/16/2026	ACCT: 2026 MISC	BIG MAC	OK-Passport Photo Filing Fee	190	04/16/2026	GO112	OK	\$11.00
CHECK SUB-TOTAL:								\$140.50
Credit Card								
04/16/2026	ACCT: 2026 MISC	Kevin Tarbart	OK-Certified Copy Filing Fee	4389	04/16/2026	GO113	OK	\$8.00
CREDIT CARD SUB-TOTAL:								\$8.00
ePayment								
04/16/2026	ACCT: 2026 MISC	APPLICANT TEST	OK-Passport Processing (with Photo) Filing Fee	17890	04/16/2026	GO115	OK	\$46.00
EPAYMENT SUB-TOTAL:								\$46.00
Money Order								
04/16/2026	S-0043-2025	TEST LAW FIRM	OK-Board of Viewers Filing Fee	7868890	04/16/2026	GO114	OK	\$106.00
MONEY ORDER SUB-TOTAL:								\$106.00
TOTAL RECEIVED AMOUNT:								\$404.50
TOTAL FOR DEPOSIT:								\$350.50

Print Receipt

From the Deposits page, you have the option to print an individual deposit receipt. Click on the deposit entry check box, and then click on the Print Receipt button in the upper right-hand of the page.

DEPOSITS

Olivia Kalinowski | Home | Help

Close

Print Receipt

Print Totals

Print Deposit Ledger

☐ By Filing Category

Deposit Ledger

Tender Type: All Tender Types

Cashier: < Select Cashier >

☐ Closed Accounts

Account: 1-Operating

☒ Show Only Entries Received within this Date Range (including Transferred)

☐ Show Only Entries Transferred within this Date Range:

From: 1/6/2026

To: 1/6/2026

Refresh

From: 1/12/2026

To: 1/13/2026

Clear All

Select All

☒	☒	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☒	☒		01/06/2026		S-0001-2026	TEST PLAINTIFF	Civil: Contract Fil...	Cash		GO81	\$ 127.00

Balancing by Cashier (or All Cashiers)

In offices where an individual clerk handles their individual End-of-Day balancing, they will need to have permission to access the Deposits page.

The page will default to list all deposits received in by all cashiers. The cashier will select his/her name from the Cashier drop-down box, and the grid will automatically refresh to show only entries received by that cashier.

The cashier will verify his/her physical total deposit matches his/her total in the system.

If you balance by All Cashiers, no cashier filters need to be applied because the Deposits Page defaults to show all deposits received in by all cashier that have not been transferred yet.

CountySuite™ CIVIL COURT DEPOSITS Olivia Kalinowski | Home | Help

Close Print Receipt Print Totals Print Deposit Ledger By Filing Category

Deposit Ledger Tender Type: All Tender Types Cashier: Olivia Kalinowski Closed Accounts Account: 1-Operating

Show Only Entries Received within this Date Range (including Transferred) From: 5/4/2026 To: 5/4/2026 Refresh

Show Only Entries Transferred within this Date Range: From: 5/4/2026 To: 5/4/2026

Clear All Select All

R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	04/16/2026		S-0020-2026	MELVIN SMITH	Civil: Tort Filing F...	146	04/16/2026	GO110	\$ 129.50
☐	04/16/2026		J-0002-2026	JAMES SMITH	Preliminary Injun...	Cash	04/16/2026	GO111	\$ 104.00
☐	04/16/2026		ACCT: 2026 MISC	BIG MAC	Passport Photo Fi...	190	04/16/2026	GO112	\$ 11.00
☐	04/16/2026		ACCT: 2026 MISC	Kevin Tarbart	Certified Copy Fil...	4389	04/16/2026	GO113	\$ 8.00
☐	04/16/2026		S-0043-2025	TEST LAW FIRM	Board of Viewers...	7868890	04/16/2026	GO114	\$ 106.00
☐	04/16/2026		ACCT: 2026 MISC	APPLICANT TEST	Passport Processi...	17890	04/16/2026	GO115	\$ 46.00
									\$ 404.50

Transfer to Accounts Undo Transfer Transfer Date: 5/5/2026 View Ledger

Reason for Voiding: (Required) Void Deposit Go To Ledger

The Deposit Ledger Report will show the filter cashier and say received by: cashier's name if filter is used.

TELEOSOFT COUNTY PROTHONOTARY DEPOSIT LEDGER RECEIVED BY: OLIVIA KALINOWSKI

May 05, 2026

ENTRY	CASE			CHECK	CHECK		RCVD	DEPOSIT
☒ DATE	NUMBER	PAID BY	MEMO	NUM	DATE	RCPT #	BY	AMOUNT
Cash								

Voiding Deposits

If a deposit was received incorrectly, the user can delete the deposit from the Deposits page.

1. Select the deposit that was entered incorrectly.
2. Write a reason for voiding the deposit.
3. Click Void Deposit button.

CountySuite™ CIVIL COURT DEPOSITS Olivia Kalinowski | Home | Help

Close Print Receipt Print Totals Print Deposit Ledger By Filing Category

Deposit Ledger Tender Type: All Tender Types Cashier: < Select Cashier > Closed Accounts Account: 1-Operating

Show Only Entries Received within this Date Range (including Transferred) From: 12/15/2025 To: 12/15/2025 Refresh

Show Only Entries Transferred within this Date Range: From: 12/15/2025 To: 12/15/2025

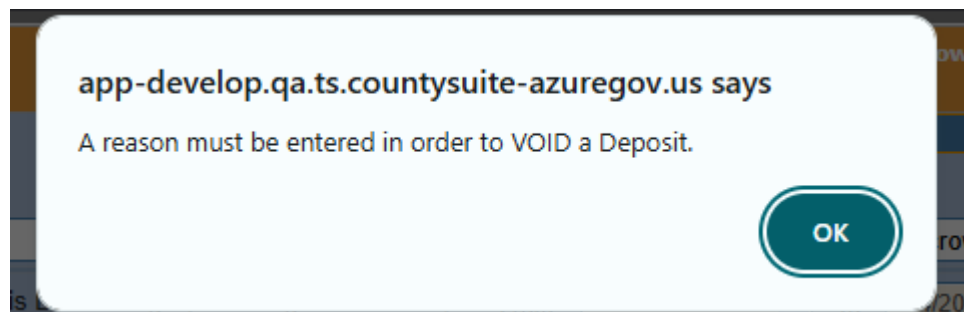
Clear All Select All

☐	☐	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	☐		11/20/2025		S-0040-2025	JAMES SMITH	CIVIL: APPEALS ...	1457	11/17/2025	GO63	\$ 117.00
☐	☐		11/20/2025		S-0040-2025	JAMES SMITH	CIVIL: APPEALS ...			GO64	\$ 10.00
☐	☐		11/20/2025		@-0002-2025	AMBER TEST	APPEAL OF LOCA...			GO65	\$ 106.00
☐	☐		12/11/2025		S-0002-2025	JOHN SMITH	Court Filing Fee	Cash		GO66	\$ 122.00
☐	☐		12/16/2025		S-0002-2025	JOHN SMITH	Payment for Cert...	871	12/15/2025	GO67	\$ 7.50
☐	☐		12/16/2025		S-0002-2025	TEST ATTORNEY	Deposit for copies	Cash		GO68	\$ 2.25
☐	☐		12/16/2025		S-0002-2025	TEST DEFENDANT	Payment for the ...	Cash		GO70	\$ 53.00
☐	☐		12/16/2025		S-0002-2025	TEST DEFENDANT	Appeal to Higher...	471	12/15/2025	GO69	\$ 53.00
☐	☐		12/16/2025		S-0002-2025	TEST PLAINTIFF	Appeal to Higher...	Cash		GO71	\$ 106.00
☐	☐		12/16/2025		S-0041-2025	JAMES SMITH	Divorce w/ Cust...	Cash		GO72	\$ 335.00
☒	☐		12/16/2025		S-0041-2025	JAMES SMITH	3 additional coun...	147	12/15/2025	GO73	\$ 346.00
☐	☐		12/16/2025		S-0041-2025	JANE SMITH	Additional Count ...	Cash		GO74	\$ 198.00
											\$ 7,999.00

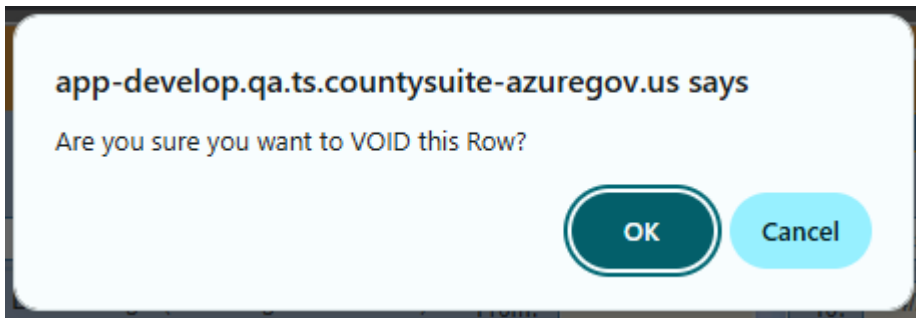
Transfer to Accounts Undo Transfer Transfer Date: 12/16/2025 View Ledger

Reason for Voiding: Entered in error. (Required) Void Deposit Go To Ledger

If the user does not write a reason and clicks the Voided Deposit button, an error message will appear informing the user that a reason must be entered in order to void the deposit.



4. A message will appear to confirm that the correct deposit was selected. If the correct deposit was selected, click OK. If not, click cancel.



Once a deposit is voided, the application will take the user to the case filing ledger that the deposit was on before it was voided. If the deposit was within the same month and is voided, the application will un-transfer any costs associated with the voided deposit.

Ledger Clear All Select All

☒	☐	Date	Category	Sub-Category	Memo	Debit	Credit	Check #
☐	☐	05/05/2026	Prothonotary Costs	County Filing Fee		\$ 81.25	\$ 0.00	
☐	☐	05/05/2026	Prothonotary Costs	Automation Fee		\$ 5.00	\$ 0.00	
☐	☐	05/05/2026	Prothonotary Costs	JCS / ATJ		\$ 40.25	\$ 0.00	
☐	☐	05/05/2026	Prothonotary Costs	State Tax		\$ 0.50	\$ 0.00	
						\$ 127.00	\$ 0.00	

Transfer to Accounts Undo Transfer Delete Row Waive/Undo
5/5/2026 Balance: (\$127.00) Save

Change Filing Category Delete Case Filing

Move Selected Deposit To Filing:

If the user intends to re-enter a deposit with the corrected information, they can enter the corrected deposit information directly on the case filing ledger in the Deposits section. Once the information is added, the user will click Add Deposit.

Deposits

Paid By: TEST, HERBERT -- Plaintiff Add / Edit

Type: Check

CHK Date: 5/4/2025

CHK #: 137

Entry Date: 5/5/2026

Amount: \$127.00 Add Deposit

Sub: Payment

Memo:

The added deposit will appear on the case filing ledger. The user needs to click the Save button to finish adding the deposit onto the ledger.

Ledger Clear All Select All

☐	☐	Date	Category	Sub-Category	Memo	Debit	Credit	Check #
☐	•	05/05/2026	Prothonotary Costs	County Filing Fee		\$ 81.25	\$ 0.00	
☐	•	05/05/2026	Prothonotary Costs	Automation Fee		\$ 5.00	\$ 0.00	
☐	•	05/05/2026	Prothonotary Costs	JCS / ATJ		\$ 40.25	\$ 0.00	
☐	•	05/05/2026	Prothonotary Costs	State Tax		\$ 0.50	\$ 0.00	
☐	•	05/05/2026	Deposit	Payment		\$ 0.00	\$ 127.00	137
						\$ 127.00	\$ 127.00	

Transfer to Accounts Undo Transfer Delete Row Waive/Undo
5/5/2026 Balance: Save

Once the deposit is saved, the user will need to transfer the costs.

Click Select All to select all of the costs.

Then click Transfer to Accounts.

Ledger Clear All Select All

☐	☐	Date	Category	Sub-Category	Memo	Debit	Credit	Check #
☒	•	05/05/2026	Prothonotary Costs	County Filing Fee		\$ 81.25	\$ 0.00	
☒	•	05/05/2026	Prothonotary Costs	Automation Fee		\$ 5.00	\$ 0.00	
☒	•	05/05/2026	Prothonotary Costs	JCS / ATJ		\$ 40.25	\$ 0.00	
☒	•	05/05/2026	Prothonotary Costs	State Tax		\$ 0.50	\$ 0.00	
☒	•	05/05/2026	Deposit	Payment		\$ 0.00	\$ 127.00	137
						\$ 127.00	\$ 127.00	

Transfer to Accounts Undo Transfer Delete Row Waive/Undo
5/5/2026 Balance: \$0.00 Save

Change Filing Category Delete Case Filing

An Update Successful banner will appear at the top of the page.

Transfer icons will appear next to each cost that has been transferred.

How to Transfer Deposits to Accounts

After the user has verified that the deposit totals match, click on the Select All button.

The Transfer Date defaults to today's date. This date may be changed, as necessary, to match the actual bank deposit date. Click on the Transfer to Accounts button to complete the process.

The screenshot shows the CountySuite DEPOSITS interface. At the top, there's a header with the CountySuite logo, user name 'Olivia Kalinowski', and navigation links 'Home' and 'Help'. Below the header, there are buttons for 'Close', 'Print Receipt', 'Print Totals', and 'Print Deposit Ledger'. The 'Print Deposit Ledger' button has a sub-option 'By Filing Category'. The main section is titled 'Deposit Ledger' and includes filters for 'Tender Type' (All Tender Types), 'Cashier' (< Select Cashier >), and 'Account' (1-Operating). There are checkboxes for 'Show Only Entries Received within this Date Range (including Transferred)' and 'Show Only Entries Transferred within this Date Range:'. Below these are date range selectors for 'From' and 'To' (both set to 5/4/2026) and a 'Refresh' button. A 'Clear All' button and a 'Select All' button (highlighted with a red box) are present. A table of deposits is shown with columns: R, Rcvd Date, Trnsfrd Date, Case Number, Paid By, Memo, Check #, Check Date, Rcpt #, and Amount. The table contains 6 rows of data, all with 'R' checked (highlighted with a red box). Below the table, there's a 'Transfer to Accounts' button (highlighted with a red box), an 'Undo Transfer' button, a 'Transfer Date' dropdown (set to 4/17/2026, highlighted with a red box), and a 'View Ledger' button. At the bottom, there's a 'Reason for Voiding: (Required)' field and a 'Void Deposit' button with a 'Go To Ledger' link.

R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☒	04/16/2026		S-0020-2026	MELVIN SMITH	Civil: Tort Filing F...	146	04/16/2026	GO110	\$ 129.50
☒	04/16/2026		J-0002-2026	JAMES SMITH	Preliminary Injun...	Cash	04/16/2026	GO111	\$ 104.00
☒	04/16/2026		ACCT: 2026 MISC	BIG MAC	Passport Photo Fi...	190	04/16/2026	GO112	\$ 11.00
☒	04/16/2026		ACCT: 2026 MISC	Kevin Tarbart	Certified Copy Fil...	4389	04/16/2026	GO113	\$ 8.00
☒	04/16/2026		S-0043-2025	TEST LAW FIRM	Board of Viewers...	7868890	04/16/2026	GO114	\$ 106.00
☒	04/16/2026		ACCT: 2026 MISC	APPLICANT TEST	Passport Processi...	17890	04/16/2026	GO115	\$ 46.00

Once the deposits are transferred, they are removed from the Deposits page.

The screenshot shows the CountySuite DEPOSITS interface after a successful transfer. A green banner at the top says 'Update successful'. The interface is identical to the previous screenshot, but the 'Transfer to Accounts' button is no longer visible, and the table of deposits is empty. The 'Reason for Voiding: (Required)' field and 'Void Deposit' button are still present at the bottom.

To see the transferred deposits, users can use the filters to “Show Only Entries Received within this Date Range (including Transferred)” or “Show Only Entries Transferred within this Date Range”. Each transferred entry now has an arrow with an “x” inside it, right next to the check box. This means that this entry had been transferred.

DEPOSITS

Olivia Kalinowski | Home | Help

S-0021-2026

Close

Print Receipt

Print Totals

Print Deposit Ledger

By Filing Category

Deposit Ledger

Tender Type: All Tender Types

Cashier: < Select Cashier >

☐ Closed Accounts

Account: 1-Operating

☒ Show Only Entries Received within this Date Range (including Transferred)

From: 4/16/2026 To: 4/16/2026 Refresh

☐ Show Only Entries Transferred within this Date Range:

From: 5/4/2026 To: 5/4/2026

Clear All

Select All

☐	☒	R	Rcvd Date	Tnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	☒		04/16/2026	04/17/2026	S-0020-2026	MELVIN SMITH	Civil: Tort Filing F...	146	04/16/2026	GO110	\$ 129.50
☐	☒		04/16/2026	04/17/2026	J-0002-2026	JAMES SMITH	Preliminary Injun...	Cash	04/16/2026	GO111	\$ 104.00
☐	☒		04/16/2026	04/17/2026	ACCT: 2026 MISC	BIG MAC	Passport Photo Fi...	190	04/16/2026	GO112	\$ 11.00
☐	☒		04/16/2026	04/17/2026	ACCT: 2026 MISC	Kevin Tarbart	Certified Copy Fil...	4389	04/16/2026	GO113	\$ 8.00
☐	☒		04/16/2026	04/17/2026	S-0043-2025	TEST LAW FIRM	Board of Viewers...	7868890	04/16/2026	GO114	\$ 106.00
☐	☒		04/16/2026	04/17/2026	ACCT: 2026 MISC	APPLICANT TEST	Passport Processi...	17890	04/16/2026	GO115	\$ 46.00
											\$ 404.50

Transfer to Accounts

Undo Transfer

Transfer Date: 4/17/2026

View Ledger

Reason for Voiding: (Required)

Void Deposit

☒ Go To Ledger

How to Undo Transfer Deposits

1. On the Deposits page, click on the check box “Show Only Entries Transferred within this Date Range”.
2. Enter a target date range.
3. Click on the Refresh button. This will list all deposits that have been transferred given your target date range.

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Close Print Receipt Print Totals Print Deposit Ledger By Filing Category

Deposit Ledger Tender Type: All Tender Types Cashier: < Select Cashier > Closed Accounts Account: 1-Operating

Show Only Entries Received within this Date Range (including Transferred) From: 5/4/2026 To: 5/4/2026 Refresh

☒ Show Only Entries Transferred within this Date Range: From: 4/17/2026 To: 4/17/2026

Clear All Select All

	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	☒	04/16/2026	04/17/2026	S-0020-2026	MELVIN SMITH	Civil: Tort Filing F...	146	04/16/2026	GO110	\$ 129.50
☐	☒	04/16/2026	04/17/2026	J-0002-2026	JAMES SMITH	Preliminary Injun...	Cash	04/16/2026	GO111	\$ 104.00
☐	☒	04/16/2026	04/17/2026	ACCT: 2026 MISC	BIG MAC	Passport Photo Fi...	190	04/16/2026	GO112	\$ 11.00
☐	☒	04/16/2026	04/17/2026	ACCT: 2026 MISC	Kevin Tarbart	Certified Copy Fil...	4389	04/16/2026	GO113	\$ 8.00
☐	☒	04/16/2026	04/17/2026	S-0043-2025	TEST LAW FIRM	Board of Viewers...	7868890	04/16/2026	GO114	\$ 106.00
☐	☒	04/16/2026	04/17/2026	ACCT: 2026 MISC	APPLICANT TEST	Passport Processi...	17890	04/16/2026	GO115	\$ 46.00
										\$ 404.50

Transfer to Accounts Undo Transfer Transfer Date: 5/5/2026 View Ledger

Reason for Voiding: (Required) Void Deposit Go To Ledger

4. Select the entry (or entries) you want to undo.

If all of the entries should be un-transferred, click the Select All button to check every entry.

5. Click on the Undo Transfer button.

DEPOSITS

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Close

Print Receipt

Print Totals

Print Deposit Ledger

By Filing Category

Deposit Ledger

Tender Type: All Tender Types

Cashier: < Select Cashier >

☐ Closed Accounts

Account: 1-Operating

☐ Show Only Entries Received within this Date Range (including Transferred)

From: 5/4/2026 To: 5/4/2026

☒ Show Only Entries Transferred within this Date Range:

From: 4/17/2026 To: 4/17/2026

Refresh

Clear All

Select All

☒	☐	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	☐		04/16/2026	04/17/2026	S-0020-2026	MELVIN SMITH	Civil: Tort Filing F...	146	04/16/2026	GO110	\$ 129.50
☐	☐		04/16/2026	04/17/2026	J-0002-2026	JAMES SMITH	Preliminary Injun...	Cash	04/16/2026	GO111	\$ 104.00
☒	☒		04/16/2026	04/17/2026	ACCT: 2026 MISC	BIG MAC	Passport Photo Fi...	190	04/16/2026	GO112	\$ 11.00
☒	☒		04/16/2026	04/17/2026	ACCT: 2026 MISC	Kevin Tarbart	Certified Copy Fil...	4389	04/16/2026	GO113	\$ 8.00
☐	☐		04/16/2026	04/17/2026	S-0043-2025	TEST LAW FIRM	Board of Viewers...	7868890	04/16/2026	GO114	\$ 106.00
☒	☒		04/16/2026	04/17/2026	ACCT: 2026 MISC	APPLICANT TEST	Passport Processi...	17890	04/16/2026	GO115	\$ 46.00
											\$ 404.50

Transfer to Accounts

Undo Transfer

Transfer Date: 5/5/2026

View Ledger

Reason for Voiding:

(Required)

Void Deposit

Go To Ledger

You will get a message that your update has been successful and the un-transferred deposits will be removed from the Deposits page since this view only shows entries that have been transferred on the targeted date.

Update successful

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Close

Print Receipt

Print Totals

Print Deposit Ledger

By Filing Category

Deposit Ledger

Tender Type: All Tender Types

Cashier: < Select Cashier >

☐ Closed Accounts

Account: 1-Operating

☐ Show Only Entries Received within this Date Range (including Transferred)

From: 5/4/2026 To: 5/4/2026

☒ Show Only Entries Transferred within this Date Range:

From: 4/17/2026 To: 4/17/2026

Refresh

Clear All

Select All

☒	☐	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	☐		04/16/2026	04/17/2026	S-0020-2026	MELVIN SMITH	Civil: Tort Filing F...	146	04/16/2026	GO110	\$ 129.50
☐	☐		04/16/2026	04/17/2026	J-0002-2026	JAMES SMITH	Preliminary Injun...	Cash	04/16/2026	GO111	\$ 104.00
☐	☐		04/16/2026	04/17/2026	S-0043-2025	TEST LAW FIRM	Board of Viewers...	7868890	04/16/2026	GO114	\$ 106.00
											\$ 339.50

Unselect the filter and click Refresh to see the deposits that were just un-transferred.

CountySuite™
CIVIL COURT

DEPOSITS

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Close

Print Receipt

Print Totals

Print Deposit Ledger

☐ By Filing Category

Deposit Ledger

Tender Type: All Tender Types

Cashier: < Select Cashier >

☐ Closed Accounts

Account: 1-Operating

☐ Show Only Entries Received within this Date Range (including Transferred)

From: 5/4/2026 To: 5/4/2026

☐ Show Only Entries Transferred within this Date Range:

From: 4/17/2026 To: 4/17/2026

Refresh

Clear All

Select All

☒	☒	R	Rcvd Date	Trnsfrd Date	Case Number	Paid By	Memo	Check #	Check Date	Rcpt #	Amount
☐	.		04/16/2026		ACCT: 2026 MISC	BIG MAC	Passport Photo Fi...	190	04/16/2026	GO112	\$ 11.00
☐	.		04/16/2026		ACCT: 2026 MISC	Kevin Tarbart	Certified Copy Fil...	4389	04/16/2026	GO113	\$ 8.00
☐	.		04/16/2026		ACCT: 2026 MISC	APPLICANT TEST	Passport Processi...	17890	04/16/2026	GO115	\$ 46.00
											\$ 65.00

Transfer to Accounts

Undo Transfer

Transfer Date: 5/5/2026

View Ledger

Reason for Voiding:
(Required)

Void Deposit

☒ Go To Ledger

Change the Transfer Date and re-select the deposits to transfer them for the correct date.