



How To

User Guide:

End-of-Month Accounting Process

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End-of-Month Accounting Process

Prerequisite: End-of-Day balancing must be completed before the End-of-Month Process can proceed.

Refer to “How To: End of Day Balancing”.

End-of-Month Process consists of: Reviewing Check Details, Confirming Payee Details, Printing of Consolidated Checks, Writ Tax Commission, Form 711, Act 119, and Accounting Reports.

How Check Freezing Works

Checks freeze in the following month when a new cost is brought in for that check. If a filing category has multiple costs that go into different end of month checks, it will freeze all affected checks. The check freezing logic sees that a cost is transferred to accounts in a different month than the other costs, this will freeze the previous month's check/checks to say Month-MM.YYYY (example June-06.2025) as well as create a new separate check to accumulate costs for the current month.

Since checks do not automatically freeze when the next month starts. Smaller counties where new costs might not be brought in for a few days after the start of the new month can manually freeze their checks by highlighting the check and entering a temporary check number into the check number field in the entry details.

Checks do not need to be frozen to print out the checks, however, for the Writ Tax Comm. to work correctly, the Department of Revenue Check and Treasurer's Check need to be frozen (have a check number without a printed date)

How to Manually Freeze Check

1. On the Accounts Page, highlight one of the consolidated checks, click in the Check No box in the Entry Details section.
2. Enter “FREEZE” or Month-MM.YYYY in Check No. field.
3. Click Save.

The saved frozen check number will be reflected in the Check # column of the ledger grid.

Entry Date	Check #	Case Number	Paid To / Paid By	Category	Sub-Category	Credit	Debit
09/18/2025		S-0014-2025	AOPC Financials - Act 119 of 1996	Prothonotary Costs		\$ 0.00	\$ 8.00
09/18/2025		S-0012-2025	DEFENDANT TEST	Miscellaneous	Refund	\$ 0.00	\$ 8.00
09/18/2025		Consolidated...	PA Dept. of Revenue - Prothonotary Revenue	Prothonotary Costs		\$ 0.00	\$ 203.25
09/18/2025		Consolidated...	County of Schuylkill - Prothonotary Automa...	Prothonotary Costs		\$ 0.00	\$ 25.00
08/29/2025		Consolidated...	County of Schuylkill - Treasurer	Prothonotary Costs		\$ 0.00	\$ 409.75
05/06/2025		Consolidated...	Teleosoft, Inc.	Prothonotary Costs		\$ 0.00	\$ 14.00
12/19/2024		ACCT: 2024 SUBSCR...	County of Schuylkill - Treasurer	Prothonotary Costs	County Fee (Subsc...	\$ 0.00	\$ 45.00
11/13/2024		ACCT: 2024 SUBSCR...	County of Schuylkill - Treasurer	Prothonotary Costs	County Fee (Subsc...	\$ 0.00	\$ 45.00
10/23/2024		ACCT: 2024 SUBSCR...	County of Schuylkill - Treasurer	Prothonotary Costs	County Fee (Subsc...	\$ 0.00	\$ 12.00
06/03/2025	MONTH-8.2025	S-0010-2025	PA Dept. of Revenue - Prothonotary Revenue	Prothonotary Costs		\$ 0.00	\$ 40.75
06/03/2025	MONTH-8.2025	S-0010-2025	County of Schuylkill - Prothonotary Automa...	Prothonotary Costs		\$ 0.00	\$ 5.00

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Next Check Number:

 Balance:

☐ Preview

 Book Balance:

Entry Details

Payee:
 Address:

 Memo:

Entry Date: Debit:
 Check No.: Credit:
 Printed Date:

Entry Details

Payee:
 Address:

 Memo:

Entry Date: Debit:
 Check No.: Credit:
 Printed Date:

Form 711

The Form 711 confirms the totals in the Department of Revenue check.

1. Highlight the previous month's Department of Revenue check.
2. Click Form 711.

Entry Date	Check #	Case Number	Paid To / Paid By	Category	Sub-Category	Credit	Debit
06/30/2025	MONTH-6 2025	Consolidated...	Pennsylvania Department of Revenue	Prothonotary Costs		\$ 0.00	\$ 6,970.25
06/30/2025	MONTH-6 2025	Consolidated...	County of Lebanon - Prothonotary Automati...	Prothonotary Costs		\$ 0.00	\$ 1,895.00
06/30/2025	MONTH-6 2025	Consolidated...	County of Lebanon - Prothonotary Fees	Prothonotary Costs		\$ 0.00	\$ 55,610.00
05/31/2025	ADJUST	ACCT: 2024 ADJUST		Miscellaneous	Migration Adjustm...	\$ 0.00	-\$ 108.26
05/20/2025	EBT	ACCT: 2024 ADJUST		Miscellaneous	Insufficient Funds/...	\$ 0.00	\$ 1.00
05/12/2025	EBT	ACCT: 2024 ADJUST		Miscellaneous	Insufficient Funds/...	\$ 0.00	\$ 13.50
03/18/2024	EBT	ACCT: 2024 MISC		Miscellaneous	Insufficient Funds/...	\$ 0.00	\$ 90.00
05/30/2025	1647	Consolidated...	Pennsylvania Department of Revenue	Prothonotary Costs		\$ 0.00	\$ 7,889.60
05/30/2025	1647	Consolidated...	County of Lebanon - Prothonotary Automati...	Prothonotary Costs		\$ 0.00	\$ 1,165.00
05/30/2025	1648	Consolidated...	County of Lebanon - Prothonotary Fees	Prothonotary Costs		\$ 0.00	\$ 55,299.67
05/23/2025	1649	Consolidated...	AOPC - Act 119 of 1996	Prothonotary Costs		\$ 0.00	\$ 114.00

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Insert VOID VOID **Form 711** Act 119 Next Check Number: 1650 Print Check Print Check Details Balance: (\$453.14) Book Balance: \$391.36

3. Add lines 4 and 16, this should equal the total of the Department of Revenue Check.

POSTMARK DATE	BATCH NO. (BIDM)
(1) D.P.A. Satisfaction, Judgments & Other Writs	309 x 0.50 = \$ 154.50
(2) Transcripts and Appeals	32 x 0.25 = \$ 8.00
(3) Gross Writ Tax Collections (Add Lines 1 and 2)	\$ 162.50
(4) Commission (Line 3 x 3%) (0.03)	(-) \$ 4.88
(5) Net Tax Collections	\$ 157.62
(6) Divorce Complaint Surcharges	28 x 10.00 = \$ 280.00
(7) Judicial Computer System (JCS)/Access to Justice (ATJ)/ Criminal Justice Enhancement Account (CJEA) Fees	162.18 x 40.25 = \$ 6,527.75
☐ Line (7) Includes Domestic Relations JCS/ATJ/CJEA Fee Collections.	
(8) Protection From Abuse -- PSP Surcharges \$ 0.00 + Contempt Fines \$ 0.00	\$ 0.00
(9) Protection From Abuse -- DPW Surcharges \$ 0.00 + Contempt Fines \$ 0.00	\$ 0.00
(10) Total Net Collections (Add lines 5, 6, 7, 8 and 9)	\$ 6,965.37
BALANCE DUE FROM PRIOR REPORT FOR	(11) Prothonotary (Subtract) (-) \$ 0.00
BALANCE DUE AUDIT	(12) Commonwealth (Add) + \$ 0.00
FROM TO	(13) Prothonotary (Subtract) (-) \$ 0.00
	(14) Commonwealth (Add) + \$ 0.00
	(15) Earned Interest for the Period From + \$ 0.00
(16) Remittance	\$ 6,965.37

4. If adding lines 4 and 16 equals the total of the Department of Revenue check on the Accounts page, you can apply the Writ Tax and Print the Check (Reference sections below).

If you add these lines and they do not equal, there may be an issue with the state tax being counted. This issue may occur if the State Tax is divided in increments that are not 25 or 50 cents. Please reach out to our Support Team so that they can further assist with this issue.

Writ Tax

After confirming the totals using the Form 711 and both the Department of Revenue and Treasurer's checks are frozen, the writ tax commission can be applied on the Department of Revenue check.

5. Highlight the Department of Revenue check.
6. Click the Writ Tax Comm. button.

The screenshot shows a software interface with a table of checks and a form below it. A red box highlights the first row of the table, and a red arrow points from the 'Writ Tax Comm.' button to the highlighted row.

Entry Date	Check #	Case Number	Paid To / Paid By	Category	Sub-Category	Credit	Debit
06/30/2025	MONTH-6.2025	Consolidated...	Pennsylvania Department of Revenue	Prothonotary Costs		\$ 0.00	\$ 6,970.25
06/30/2025	MONTH-6.2025	Consolidated...	County of Lebanon - Prothonotary Automati...	Prothonotary Costs		\$ 0.00	\$ 1,895.00
06/30/2025	MONTH-6.2025	Consolidated...	County of Lebanon - Prothonotary Fees	Prothonotary Costs		\$ 0.00	\$ 55,610.00
05/31/2025	ADJUST	ACCT. 2024 ADJUST		Miscellaneous	Migration Adjustm...	\$ 0.00	-\$ 108.26
05/20/2025	EBT	ACCT. 2024 ADJUST		Miscellaneous	Insufficient Funds/...	\$ 0.00	\$ 1.00
05/12/2025	EBT	ACCT. 2024 ADJUST		Miscellaneous	Insufficient Funds/...	\$ 0.00	\$ 13.50
03/18/2024	EBT	ACCT. 2024 MISC		Miscellaneous	Insufficient Funds/...	\$ 0.00	\$ 90.00
05/30/2025	1646	Consolidated...	Pennsylvania Department of Revenue	Prothonotary Costs		\$ 0.00	\$ 7,889.60
05/30/2025	1647	Consolidated...	County of Lebanon - Prothonotary Automati...	Prothonotary Costs		\$ 0.00	\$ 1,165.00
05/30/2025	1648	Consolidated...	County of Lebanon - Prothonotary Fees	Prothonotary Costs		\$ 0.00	\$ 55,299.67
05/23/2025	1649	Consolidated...	AOPC - Act 119 of 1996	Prothonotary Costs		\$ 0.00	\$ 114.00

Page 1

Insert VOID VOID Form 711 Act 119 Next Check Number: 1650 Print Check Print Check Details Balance: (\$453.14)

Writ Tax Comm. Enable Print Book Balance: \$391.36

Entry Details

Payee: Pennsylvania Department of Revenue Add / Edit View Save

Address: PA Department of Revenue
Bureau of Imaging & Document Mgmt
PO Box 388487

Memo: Consolidated Entry (Prothonotary Costs)

Entry Date: 6/30/2025 Debit: \$6,970.25

Check No.: MONTH-6.2025 Credit: \$0.00

Printed Date:

7. Confirm that the totals of the Department of Revenue check and the Treasurer's check changed based off of the writ tax. (Department of Revenue will be less since Writ Tax is subtracted from it and the Treasurer's check will be more since the Writ Tax is added to it).

The Department of Revenue check should now match Line 16 of Form 711.

Additionally, the last page of the Print Check Details will show a line for the Writ Tax Commission.

The Department of Revenue check will show a negative amount and say Writ Tax Commission (Debit).

The Treasurer's check will show a positive amount and say Writ Tax Commission (Credit).

Entry Date	Check #	Case Number	Paid To / Paid By	Category	Sub-Category	Credit	Debit
06/30/2025	MONTH-6.2025	Consolidated...	Pennsylvania Department of Revenue	Prothonotary Costs		\$ 0.00	\$ 6,965.37
06/30/2025	MONTH-6.2025	Consolidated...	County of Lebanon - Prothonotary Automati...	Prothonotary Costs		\$ 0.00	\$ 1,895.00
06/30/2025	MONTH-6.2025	Consolidated...	County of Lebanon - Prothonotary Fees	Prothonotary Costs		\$ 0.00	\$ 55,614.88

Department of Revenue Check

Prothonotary Costs

Category	Total
Act 151 (Divorce)	\$280.00
JCS / ATJ	\$6,527.75
State Tax	\$162.50
Writ Tax Commission (Debit)	(\$4.88)
GRAND TOTALS:	\$6,965.37

Treasurer's Check

Prothonotary Costs

Category	Total
Arbitration Appeal Fee	\$700.00
Conciliator Fee	\$3,200.00
County Copier Cost	\$153.00
County Filing Fee	\$42,032.00
Mediation Fee	\$900.00
Passport Fee	\$6,685.00
Passport Photo Fee	\$1,840.00
PFA Contempt Fine (County)	\$100.00
Writ Tax Commission (Credit)	\$4.88
GRAND TOTALS:	\$55,614.88

Act 119

The Act 119 report shows the AOPC costs from Custody filings.

1. Highlight the previous month's Act 119 check.
2. Click the Act 119 button.

09/18/2025	MONTH-9-2025	S-0014-2025	AOPC Financials - Act 119 of 1996	Prothonotary Costs		\$ 0.00	\$ 8.00
06/03/2025	MONTH-8-2025	S-0010-2025	County of Schuylkill - Prothonotary Automa...	Prothonotary Costs		\$ 0.00	\$ 5.00
06/03/2025	MONTH-8-2025	S-0010-2025	County of Schuylkill - Treasurer	Prothonotary Costs		\$ 0.00	\$ 81.25

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Insert VOID VOID Form 711 **Act 119** Next Check Number: 109 Print Check Print Check Details Balance: (\$3,494.75)
Write Tax Comm. Preview Enable Print Book Balance: (\$2,983.25)

PROTHONOTARY OF TELEOSOFT COUNTY

Bridget I. Miller
Prothonotary

TRANSMITTAL OF FILING FEES ACT 119 OF 1996

DATE: 10/2/2025

NUMBER OF NEW FILINGS: 3

AMOUNT \$24.00

COUNTY CONTACT PERSON: Bridget I. Miller

TELEPHONE NUMBER: (570) 628-1270

Please remit checks to the following address:

AOPC Financials - Act 119 of 1996
AOPC Financial System Unit
P.O. Box 61260
Harrisburg, PA 17106-1260

If you have questions, please call 570-123-4567.

Checks are due no later than the 15th day following the end of the month.

The Act 119 report includes today's date, the number of custody filings, total amount in the check, the County Contact Person which defaults to the Protonotary but can be configured to show a different name, as well as the AOPC contact information.

Review of Check Details

Before printing a consolidated check, the Print Check Details will show every cost in that check.

To print/open the Print Check Details report on the Accounts page:

1. Click on the consolidated check you want to review.
2. Then, click on the Print Check Details button.

The screenshot shows the CountySuite Civil Court Accounts page. The Account Ledger table lists various entries with columns for Entry Date, Check #, Case Number, Paid To / Paid By, Category, Sub-Category, Credit, and Debit. A red arrow points to the 'Print Check Details' button in the bottom right corner of the ledger section. Below the ledger, there is an 'Entry Details' section with fields for Payee, Address, Memo, Category, Sub-Category, Entry Date, Check No., Debit, and Credit.

Entry Date	Check #	Case Number	Paid To / Paid By	Category	Sub-Category	Credit	Debit
02/21/2023		2023-00126-CV	County of Chester - Prothonotary Fees	Miscellaneous		\$ 0.00	\$ 14.00
02/21/2023		Consolidated...	County of Chester - Children's Fund	Prothonotary Costs		\$ 0.00	\$ 30.00
02/21/2023		Consolidated...	County of Chester - Custody Conciliation	Prothonotary Costs		\$ 0.00	\$ 120.00
02/21/2023		Consolidated...	Pennsylvania Department of Revenue	Prothonotary Costs		\$ 0.00	\$ 834.25
02/21/2023		Consolidated...	County of Chester - Automation Fund	Prothonotary Costs		\$ 0.00	\$ 150.00
02/21/2023		Consolidated...	County of Chester - Prothonotary Fees	Prothonotary Costs		\$ 0.00	\$ 5,650.50
09/05/2022		CV-2022-0003		Miscellaneous	Rent Disbursement	\$ 0.00	\$ 1,200.00
09/05/2022		Consolidated...	AOPC Act 119-96	Prothonotary Costs		\$ 0.00	\$ 13.60
01/26/2023	MONTH-1.2023	Consolidated...	County of Chester - Automation Fund	Prothonotary Costs		\$ 0.00	\$ 120.00
01/26/2023	MONTH-1.2023	Consolidated...	County of Chester - Prothonotary Fees	Prothonotary Costs		\$ 0.00	\$ 2,381.15
01/18/2023	MONTH-1.2023	Consolidated...	County of Chester - Custody Conciliation	Prothonotary Costs		\$ 0.00	\$ 60.00
09/06/2022	MONTH-12.2022	Consolidated...	County of Chester - Automation Fund	Prothonotary Costs		\$ 0.00	\$ 35.00

Page 1

Insert VOID VOID Form 711 Act 119 Next Check Number: 54 Print Check **Print Check Details** Balance: (\$10,291.12)
Write Tax Comm. Enable Print Book Balance: (\$4,278.77)

Entry Details

Add / Edit View Save

Payee: AOPC Act 119-96
Address: Financial Systems Unit PO Box 61260 Harrisburg, PA 17106-1260
Memo: Consolidated Entry (Prothonotary Costs)

Category: Sub-Category: Entry Date: 9/5/2022 Debit: \$13.60 Credit: \$0.00
Check No.:

The Print Check Details report is divided by filing category. Under each different filing category, you will see all the cases and the costs from each case that are in that check.

**TELEOSOFT COUNTY PROTHONOTARY
CONSOLIDATED CHECK DETAILS**

Paid To
PA Dept. of Revenue - Prothonotary Revenue
Check Number: MONTH-9.2025

Appeal/Suspension of Motor Vehicle Inspection License				
Case Information	Entry Date	Category	SubCategory	Amount
S-0015-2025 (PLAINTIFF TESTS vs. DEFENDANT TEST)				
	09/23/2025	Prothonotary Costs	JCS / ATJ	\$40.25
				Total Case Amount:
				\$40.25
Total Appeal/Suspension of Motor Vehicle Inspection License Amount:				\$40.25
Board of Viewers				
Case Information	Entry Date	Category	SubCategory	Amount
S-0012-2025 (PLAINTIFF TESTS vs. DEFENDANT TEST)				
	09/18/2025	Prothonotary Costs	JCS / ATJ	\$40.25
				Total Case Amount:
				\$40.25
Total Board of Viewers Amount:				\$40.25
Civil: Appeals				
Case Information	Entry Date	Category	SubCategory	Amount
S-0011-2025 (PLAINTIFF TESTS vs. DEFENDANT TEST)				
	09/16/2025	Prothonotary Costs	JCS / ATJ	\$40.25
	09/16/2025	Prothonotary Costs	State Tax	\$0.50
				Total Case Amount:
				\$40.75
S-0012-2025 (PLAINTIFF TESTS vs. DEFENDANT TEST)				
	09/18/2025	Prothonotary Costs	JCS / ATJ	\$40.25
	09/18/2025	Prothonotary Costs	State Tax	\$0.50
				Total Case Amount:
				\$40.75
S-0019-2025 (Gordan Ramsey vs. TILLY RAMSEY)				
	09/30/2025	Prothonotary Costs	JCS / ATJ	\$40.25
	09/30/2025	Prothonotary Costs	State Tax	\$0.50

The last page of the Print Check Details report will show the totals of each cost category grouped together.

Prothonotary Costs	
Category	Total
Act 151 (Divorce)	\$280.00
JCS / ATJ	\$6,527.75
State Tax	\$162.50
Writ Tax Commission (Debit)	(\$4.88)
GRAND TOTALS:	
	\$6,965.37

Confirm Payee Details

1. Highlight each end of month check and review the Entry Details.
2. If the payee information is correct, continue to Print Check/Print Consolidated Check sections below.

Entry Details			
Payee:	AOPC Act 119-96	Add / Edit	View Save
Address:	Financial Systems Unit PO Box 61260 Harrisburg, PA 17106-1260	Category:	Sub-Category:
Memo:	Consolidated Entry (Prothonotary Costs)	Entry Date: 9/5/2022	Debit: \$13.60
		Check No.:	Credit: \$0.00

If the payee information is incorrect:

1. Click Close on the Accounts page.
2. Once on the home page, click Contacts.
3. Write the payee name that needs to be corrected and click the magnifying glass to search for the contact that needs to be corrected.
4. Select the contact name and address that needs to be corrected.
5. Correct the contact information – name and address. Then click Save.

CountySuite™ CIVIL COURT					TELEOSOFT COUNTY PROTHONOTARY OFFICE		Olivia Kalinowski Home Help	
Receiving	Contacts	Accounts	Check Out Log	Queues	System			
Search for a Case Hide Advanced Options								

CountySuite™ CIVIL COURT				CONTACT DETAILS		Olivia Kalinowski Home Help									
Close															
Contact Information Show Details						Delete New Save									
Full Name:	aopc			Search	Contact Phone:										
					Contact Email:										
Alias / Heirs:					Date of Death:	Select Date	☐ Contact Is Deceased								
Notes:					Attorney Number:										
<table border="1"><thead><tr><th>Full Name</th><th>Address</th><th>Warrant</th><th>...</th></tr></thead><tbody><tr><td>AOPC Financials - Act 119 of 1996</td><td>AOPC Financial System Unit, P.O. Box 61260, Harrisburg, PA 17106-1260</td><td></td><td></td></tr></tbody></table>								Full Name	Address	Warrant	...	AOPC Financials - Act 119 of 1996	AOPC Financial System Unit, P.O. Box 61260, Harrisburg, PA 17106-1260		
Full Name	Address	Warrant	...												
AOPC Financials - Act 119 of 1996	AOPC Financial System Unit, P.O. Box 61260, Harrisburg, PA 17106-1260														

CONTACT DETAILS
Olivia Kalinowski | Home | Help

Close

Contact Information
[Show Details](#)

Full Name:

Last Name / Company Name

AOPC Financials - Act 119 of 1996

First

Middle

Suffix

Alias / Heirs:

Notes:

Save As New

Delete

New

Save

Contact Phone:

Contact Email:

Date of Death:

Select Date

☐ Contact Is Deceased

Attorney Number:

Address Information

Line 1:

AOPC Financial System Unit

Line 2:

P.O. Box 61260

City:

Harrisburg

State:

PENNSYLVANIA

Zip:

17106-1260

County:

Municipality:

Email:

Notes:

Remove

New

Address Category:

Government

☒ Primary address for this contact

☒ Mailing address for this contact

☐ Confidential address for this contact

Phone:

570-123-4567

Fax:

Company name:

Department:

Mail Stop:

Job Title:

AOPC

Clear Screen

6. Go back to the Accounts page, the user should now see the corrected payee information after highlighting the end of month check.
7. Now that the payee information is correct, continue to Print End of Month Check section below.

How to Print End of Month Checks

After verifying the check totals, the user can print their end of month consolidated checks.

Confirm that the Next Check shows the correct check number before printing it. The Next Check Number shows the next available number after the current highest printed check number.

If the user does not see the frozen checks, the user will need to search for the checks by unchecking the box “Show Only Unprinted Checks (and the last 5 printed checks)” and checking the box next to “Show Only Entries that match this Search Criteria”. The user can type the check number of “Month” to find all the frozen checks or type the payee name, then clicking the Refresh button.

Account Ledger ☐ Closed Accounts Account: 1-Operating

☐ Show Only Unprinted Checks (and the last 5 printed checks)

☐ Show Only Entries within this Date Range: From: 2/19/2026 To: 2/19/2026

☒ Show Only Entries that match this Search Criteria: Search: Month-1.2026

Refresh

1. Select the check that you would like to print on the Accounts Page.

Account Ledger ☐ Closed Accounts Account: 1-Operating

☒ Show Only Unprinted Checks (and the last 5 printed checks)

☐ Show Only Entries within this Date Range: From: 2/19/2026 To: 2/19/2026

☐ Show Only Entries that match this Search Criteria: Search:

Entry Date	Check #	Case Number	Paid To / Paid By	Category	Sub-Category	Credit	Debit
02/17/2026		Consolidated...	PA Dept. of Revenue - Prothonotary Revenue	Prothonotary Costs		\$ 0.00	\$ 203.75
02/17/2026		Consolidated...	County of Schuylkill - Prothonotary Automa...	Prothonotary Costs		\$ 0.00	\$ 25.00
02/17/2026		Consolidated...	County of Schuylkill - Treasurer	Prothonotary Costs		\$ 0.00	\$ 416.75
02/10/2026		S-0011-2026	Teleosoft, Inc.	Prothonotary Costs		\$ 0.00	\$ 10.00
02/10/2026		S-0011-2026	AOPC Financials - Act 119 of 1996	Prothonotary Costs		\$ 0.00	\$ 8.00
09/30/2025		S-0020-2025	JOHN SMITH	Miscellaneous	Refund	\$ 0.00	\$ 23.00
09/25/2025		S-0018-2025	JANE SMITH	Miscellaneous	Refund	\$ 0.00	\$ 5.00
09/18/2025		S-0012-2025	DEFENDANT TEST	Miscellaneous	Refund	\$ 0.00	\$ 8.00
12/19/2024		ACCT: 2024 SUBSCR...	County of Schuylkill - Treasurer	Prothonotary Costs	County Fee (Subsc...	\$ 0.00	\$ 45.00
11/13/2024		ACCT: 2024 SUBSCR...	County of Schuylkill - Treasurer	Prothonotary Costs	County Fee (Subsc...	\$ 0.00	\$ 45.00
01/30/2026	MONTH-1.2026	Consolidated...	County of Schuylkill - Treasurer	Prothonotary Costs		\$ 0.00	\$ 908.25

Page 1

Insert VOID VOID Form 711 Act 119 Next Check Number: 109 Print Check Print Check Details Balance: (\$2,866.25)

Write Tax Comm. Preview Enable Print Book Balance: (\$2,076.75)

2. Once the check is highlighted, click “Enable Print”. *This is a safeguard to avoid printing the consolidate check during the month.*

01/30/2026 MONTH-1.2026 Consolidated... County of Schuylkill - Treasurer Prothonotary Costs \$ 0.00 \$ 908.25

Page 1

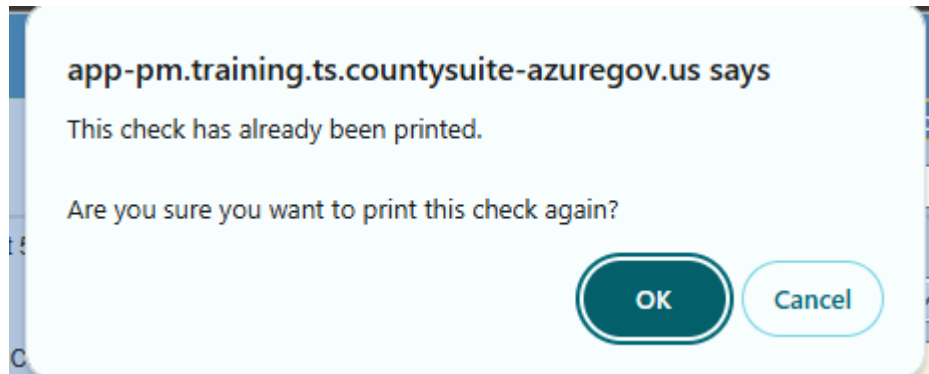
Insert VOID VOID Form 711 Act 119 Next Check Number: 109 Print Check Print Check Details Balance: (\$2,866.25)

Write Tax Comm. Preview Enable Print Book Balance: (\$2,076.75)

- Click "Print Check" button.

01/30/2026	MONTH-1 2026	Consolidated...	County of Schuylkill - Treasurer	Prothonotary Costs	\$ 0.00	\$ 908.25
Page 1						
Insert VOID	VOID	Form 711	Act 119	Next Check Number: 109	Print Check	Print Check Details
Writ Tax Comm.				☐ Preview	Balance:	(\$2,866.25)
					Book Balance:	(\$2,076.75)

- If the Check is frozen, you may receive a warning pop-up of "This check has already been printed. Are you sure you want to print this check. Click "OK", this will open the pdf with the Check information.



- After clicking Print Check, the Next Check Number will get assigned to the highlighted check and today's date will get added as the Printed Date. Additionally, a pdf version of the check will open in a new tab.

		27 Mar 2023
AOPC Act 119-96		13.60
		THIRTEEN AND 60 / 100 ***
AOPC Act 119-96 Financial Systems Unit PO Box 61260 Harrisburg, PA 17106-1260		
Payee Name:	AOPC Act 119-96	Date: 27 Mar 2023
Memo:	Consolidated Entry (Prothonotary Costs)	Amount: 13.60

Accounting Reports

- 1. Click Accounts.
- 2. Click Reports

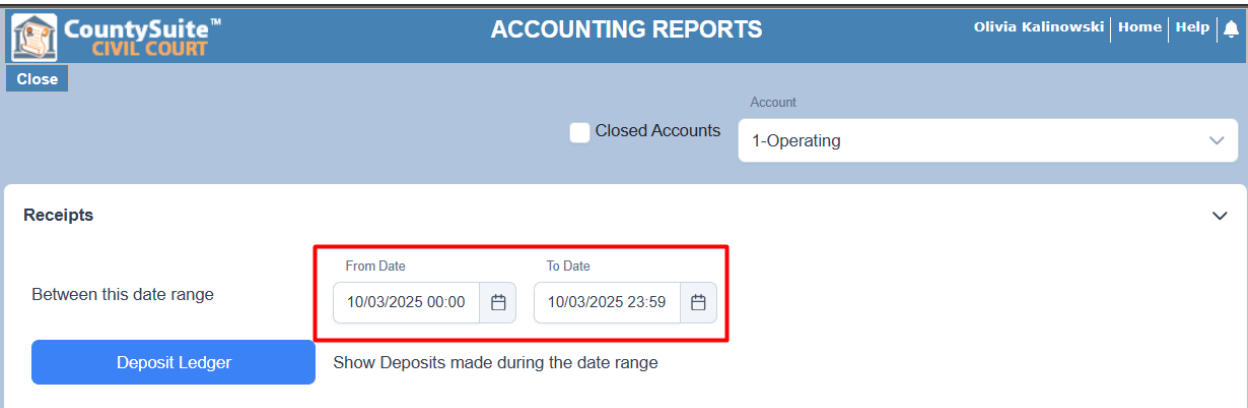
On the Accounting Reports page, the user can switch between the county’s different bank accounts (including User-Defined accounts, which are separate bank accounts that are created for particular cases).



Some helpful reports for the end of month are Deposit Ledger, Receipt Ledger, Receipts Voided, and the Checks Written.

The user can click between the different sections to see additional available reports.

The user can modify the dates to pull the results for those dates. Each section’s dates default to the Start Date being today’s date 12 am and the End Date being today’s date 11:59 pm.



Receipts

Disbursements

Between this date range

From Date

To Date

10/03/2025 00:00

10/03/2025 23:59

Checks Written

List all Checks Written during the date range