



“How To”

User Guide:

Accounts Page

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CountySuite Sheriff Accounts Page

The Accounts Page can be accessed from the Home Screen by selecting the **Accounts** button.

The screenshot shows the CountySuite Sheriff Accounts Page. The top navigation bar includes the CountySuite Sheriff logo, the title "Sacramento County Sheriff's Office", and the user name "priscilla.gatchell | Home". Below the navigation bar are several buttons: "Receiving", "Contacts", "Accounts" (highlighted with a red box), "Levy Receivables", "Batch", "Assignment", "Approval", "Reports", "Deputy", and "Admin". A search section contains a "Search Text:" input field with a magnifying glass icon and a "Filter:" dropdown menu set to "File Number Only". Below the search section is a "Notifications" section with a "Visibility:" dropdown set to "My Alerts", a "< Select a Notification >" dropdown, and a "Refresh" button. The bottom of the notifications section shows "(No Notifications)".

Users will have access to the following buttons/pages from the Accounts page based on permissions:

The screenshot shows the sub-navigation bar for the Accounts page. It includes the CountySuite Sheriff logo, the title "Accounts", and the user name "priscilla.gatchell | Home". Below the navigation bar are several buttons: "Close", "Deposits", "Reconcile", "Disbursements", "Invoices", and "Reports".

Based on a configuration setting, there are 2 default displays when the user first accesses the Accounts page.

The first option displays the Results grid and will not load any information until the user clicks the **Search** button.

The screenshot shows the search and results section of the Accounts page. The top navigation bar includes the CountySuite Sheriff logo, the title "Accounts", and the user name "priscilla.gatchell | Home". Below the navigation bar are several buttons: "Close", "Deposits", "Reconcile", "Disbursements", "Invoices", and "Reports". A search section contains an "Account" dropdown menu set to "Escrow", a "Search Criteria" section with "Start Date", "End Date", and "Search" input fields, a "Q Search" button, and a "Clear" button. Below the search section is a "Results" section with a table header and a message: "Please use the Q Search button above to find the account entries you're looking for." The table header has columns: "Posted Date ↑↓", "Check Number ↑↓", "File Number ↑↓", "Paid By / To ↑↓", "Category ↑↓", "Sub Category ↑↓", "Credit ↑↓", and "Debit ↑↓". The table body is empty. The bottom of the results section shows pagination controls: "<< < 1 > >> 30 ↓".

The second configuration option is to default to only show unprinted checks and the last 5 printed checks.

CountySuite SHERIFF Accounts priscilla.gatchell | Home

Close Deposits Reconcile Disbursements Invoices Journal Entry Reports

Account: Escrow

Search Criteria

Start Date: End Date: Search: [Q Search] [Clear]

☐ Include Voids and Stale Dates

Results

Showing 1 to 9 of 9

	Posted Date	Check Number	File Number	Paid By / To	Category	Sub Category	Credit	Debit
☐	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	03/01/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	Debtor Assessment Fee		\$348.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	03/01/2021	1236	2021000002	PAULA JOHNSON	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1235	2020000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	2020000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1231	2015000043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50

Showing 1 to 9 of 9

No Selection

Edit Entry Details View Ledger Check Details Print Check

Total Credits: \$0.00 Total Debits: \$2,134.50

Check Number

Last Used Check Number: 1236 Next Check Number: 1237 [Set]

Counties with more than one location can select the applicable location from the drop-down list to guide their search. The page will default to the user's default location when they first access the page.

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Close Deposits Disbursements Invoices Reports

Location: - All Locations - Account: Escrow

Search Criteria

Start Date: End Date: Search: [Search] [Clear]

☐ Include Voids and Stale Dates

Results

Showing 1 to 9 of 9

	Posted Date	Check Number	File Number	Paid By / To	Category	Sub Category	Credit	Debit
Please use the Q Search button above to find the account entries you're looking for.								

Showing 1 to 9 of 9

Check Number

Last Used Check Number: 50409639 Next Check Number: 50409640 [Set]

Search Criteria

The user can search by date range on the Accounts page. Entering a date range will display all checks (received deposits, printed checks or checks queued for printing) that match the date range.

The screenshot shows the CountySuite Accounts page. The 'Search Criteria' section has 'Start Date' set to 05/01/2021 and 'End Date' set to 11/01/2021. A red box highlights these date fields. A black arrow points from the 'Search' button to the 'Results' section. The 'Results' section shows two entries in a table.

	Posted Date ↑↓	Check Number ↑↓	File Number ↑↓	Paid By / To ↑↓	Category ↑↓	Sub Category ↑↓	Credit ↑↓	Debit ↑↓
☐	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	08/19/2021	34567	2020000012	Furniture Store	Deposit	Fee for NSF Check	\$53.00	

Showing 1 to 2 of 2

No Selection

Total Credits: \$53.00, Total Debits: \$206.00

Voided or Stale Dated Checks will also appear in the search results if the check box for “Include Voids and Stale Dates” is marked.

The screenshot shows the CountySuite Accounts page with the 'Include Voids and Stale Dates' checkbox checked. A red box highlights this checkbox. The 'Results' section shows four entries in a table.

	Posted Date ↑↓	Check Number ↑↓	File Number ↑↓	Paid By / To ↑↓	Category ↑↓	Sub Category ↑↓	Credit ↑↓	Debit ↑↓
☐	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	06/15/2020		Consolidated	SACRAMENTO SHERIFF'S OFFICE	Miscellaneous			\$0.00

Showing 1 to 10 of 10

The Accounts page can be used to view all money entered (deposits) and money issued out (via printing checks) for any date range. A total of Credits and Debits will show at the bottom of the Results grid.

Accounts

priscilla.gatchell | Home

Close

Deposits

Reconcile

Disbursements

Invoices

Reports

Account

Escrow

Search Criteria

Start Date

10/01/2020

End Date

11/01/2021

Search

Q Search

Clear

☒ Include Voids and Stale Dates

Results

Showing 1 to 11 of 11

<<

<

1

>

>>

30

	Posted Date ↑	Check Number ↑	File Number ↑	Paid By / To ↑	Category ↑	Sub Category ↑	Credit ↑	Debit ↑
☐	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	08/19/2021	34567	2020000012	Furniture Store	Deposit	Fee for NSF Check	\$53.00	
☐	03/01/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	Debtor Assessment Fee		\$348.00
☐	03/01/2021	1236	2021000002	PAULA JOHNSON	Miscellaneous	Creditor Payment		\$288.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	01/18/2021	1235	2020000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	2020000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1231	2015000043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50
☐	10/14/2020	1232	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$150.00

Showing 1 to 11 of 11

<<

<

1

>

>>

30

No Selection

Edit Entry Details

View Ledger

Check Details

Print Check

Total Credits

\$53.00

Total Debits

\$2,284.50

The user can also use the Search bar to find any check (printed or queued for printing) based on the following criteria:

- Check Number
- Case Number
- Paid By / To Name
- Category
- Sub-Category
- Amount (Credit or Debit)

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Close Deposits Reconcile Disbursements Invoices Reports

Account Escrow

Search Criteria

Start Date End Date Search Ralph Lauren

Include Voids and Stale Dates

Search Clear

Results

Showing 1 to 2 of 2

	Posted Date ↑↓	Check Number ↑↓	File Number ↑↓	Paid By / To ↑↓	Category ↑↓	Sub Category ↑↓	Credit ↑↓	Debit ↑↓
☐	10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtors Refund		\$200.00
☐	10/14/2020	1232	2015000043	Ralph Lauren	Miscellaneous	Debtors Refund		\$150.00

Showing 1 to 2 of 2

No Selection

Edit Entry Details View Ledger Check Details Print Check

Total Credits \$0.00 Total Debits \$350.00

The user can use the **Clear** button at any time to clear their search results and start over.

Edit Entry Details

The user can Edit Entry Details when a specific line item is selected or by double clicking on the row.

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Close Deposits Reconcile Disbursements Invoices Reports

Account Escrow

Search Criteria

Start Date 10/01/2020 End Date 11/02/2021 Search Search Clear

Include Voids and Stale Dates

Results

Showing 1 to 11 of 11

	Posted Date T1	Check Number T1	File Number T1	Paid By / To T1	Category T1	Sub Category T1	Credit T1	Debit T1
☒	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	08/19/2021	34567	2020000012	Furniture Store	Deposit	Fee for NSF Check	\$53.00	
☐	03/01/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	Debtor Assessment Fee		\$348.00
☐	03/01/2021	1236	2021000002	PAULA JOHNSON	Miscellaneous	Creditor Payment		\$288.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	01/18/2021	1235	2020000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	2020000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1231	2015000043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50
☐	10/14/2020	1232	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$150.00

Showing 1 to 11 of 11

\$206.00 Miscellaneous

Edit Entry Details View Ledger Check Details Print Check

Total Credits \$53.00 Total Debits \$2,284.50

Selecting the **Edit Entry Details** link will open a pop-up window containing additional information on the line item and allow the user to make edits.

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Close Deposits Reconcile Disbursements Invoices Reports

Account Escrow

Search Criteria

Start Date 10/01/2020 End Date 11/02/2021 Search Search Clear

Include Voids

Results

Showing 1 to 11 of 11

Entry Details

Account

Check Number Printed Date Credit Debit

0 206

Memo

Consolidated Entry (NSF Check Revenue)

Payee

Edit Payee on Contacts Page

Name

CONTROLLER OF SACRAMENTO COUNTY

Address

MUNICIPAL SERVICES BUILDING
1401 JOHN F. KENNEDY BOULEVARD
SACRAMENTO, CA 95826

Cancel Save and Close

From this window the user can do the following for a check that is not yet printed:

1. Manually add a check number (usually used for entering a wire transfer or journal entry # for checks not printed from the system).
2. Manually add a check printed date.
3. Add/Edit the memo line.
4. Access the Contacts Page to add, edit or change a payee's name and/or address.

The user can leave the edit window at any time by clicking **Cancel** or save their changes by clicking **Save and Close**.

The screenshot shows the 'Entry Details' window with the following fields and callouts:

- Account** (indicated by a red box with the number 1)
- Check Number** (indicated by a red box with the number 1)
- Printed Date** (indicated by a red box with the number 2)
- Credit** (value: 0)
- Debit** (value: 206)
- Memo** (value: Consolidated Entry (NSF Check Revenue), indicated by a red box with the number 3)
- Payee** (indicated by a red box with the number 4)
- Name** (value: CONTROLLER OF SACRAMENTO COUNTY)
- Address** (value: MUNICIPAL SERVICES BUILDING, 1401 JOHN F. KENNEDY BOULEVARD, SACRAMENTO, CA 95826)
- Edit Payee on Contacts Page** button
- Cancel** and **Save and Close** buttons at the bottom right.

When the user clicks the **Edit Payee on Contacts Page** button, they are taken to the Contact Details page with the Payee's contact record displayed.

The user can make changes to the existing contact or use the **New** button to add a new contact to be selected as the payee for the check selected.

When all changes are complete, the user can click the **Select** button to return to the Accounts Page.

CountySuite™ SHERIFF **Contact Details** priscilla.gatchell | Home

Select Cancel History Print

Edit Contact Information Save As New Delete **New** Save

Last Name/Company Name
 CONTROLLER OF SACRAMENTO COUNTY

Contact Category:
 <Select Contact Category>

First **Middle** **Suffix**
 First Middle Suffix

Alias / Heirs

Warning Notes
 (Deputy Use Only)

Social Security # **State Bar Number**

Email

Vendor Number

Phone Numbers
 < Select > Phone # Extension
 < Select > Phone # Extension
 < Select > Phone # Extension

Address Information Remove New

Line 1
 MUNICIPAL SERVICES BUILDING

Line 2
 1401 JOHN F. KENNEDY BOULEVARD

City
 SACRAMENTO

State **Zip**
 California 95826

County
 < Select >

Warning Notes
 (Deputy Use Only)

Address Category
 Address 1

☐ Primary address for this contact
☒ Valid Address for this contact
☒ Service address for this contact
☐ Private address for this contact

In this example the address was updated to include Suite 120.

CountySuite™ SHERIFF **Accounts** priscilla.gatchell | Home

Close Deposits Reports

Search Criteria
 Start Date: 10/01/2020
 Include Voids: ☐

Results
 Showing 1 to 11 of

Posted Date	Account	Check Number	Printed Date	Credit	Debit
08/20/2020	CONTROLLER OF SACRAMENTO COUNTY			0	206
08/19/2020					
03/01/2020					
03/01/2021					

Entry Details

Account
 Check Number: Printed Date: Credit: 0 Debit: 206

Memo
 Consolidated Entry (NSF Check Revenue)

Payee Edit Payee on Contacts Page
 Name: CONTROLLER OF SACRAMENTO COUNTY

Address
 MUNICIPAL SERVICES BUILDING
 1401 JOHN F. KENNEDY BOULEVARD Suite 120
 SACRAMENTO, CA 95826

Cancel **Save and Close**

The user has the same options for editing a printed check:

1. Edit an existing check number.
2. Edit the check printed date.
3. Add/Edit the memo line.
4. Access the Contacts Page to add, edit or change a payee name and/or address.

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Close Deposits Reports

Entry Details

Account

Check Number: 1235 Printed Date: 01/18/2021 Credit: 0 Debit: 288

Memo: Auto-inserted creditor payment

Payee

Name: SHELLEY R SMITH Edit Payee on Contacts Page

Address: 1515 ARCH STREET
SACRAMENTO, CA 95826

Cancel Save and Close

Posted Date	Check Number	Account	Payee	Description	Category	Amount
08/20/2020						
08/19/2020						
03/01/2021						\$348.00
03/01/2021	1236	2021000002	PAULA JOHNSON	Miscellaneous	Creditor Payment	\$288.00
03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs		\$342.00
03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs		\$423.00
01/18/2021	1235	2020000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment	\$288.00
01/18/2021	1234	2020000016	John Smith	Miscellaneous	Not Found - Refund	\$5.00
10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund	\$200.00
10/14/2020	1231	2015000043	Big Important Firm	Miscellaneous	Creditor Refund	\$34.50
10/14/2020	1232	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund	\$150.00

Showing 1 to 11 of 11

Check 1235

Edit Entry Details View Ledger Check Details Print Check

Total Credits: \$53.00 Total Debits: \$2,284.50

Check Printing

Users can print individual checks from the Accounts Page. The Disbursements page is the best option for batch printing multiple checks.

The **Print Check** option will be available once a line item is selected that does not already have a check number associated with it.

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Close Deposits Reconcile Disbursements Invoices Reports

Account: Escrow

Search Criteria

Start Date: 10/01/2020 End Date: 11/02/2021 Search:

☐ Include Voids and Stale Dates

Results

Showing 1 to 11 of 11

	Posted Date ↑↓	Check Number ↑↓	File Number ↑↓	Paid By / To ↑↓	Category ↑↓	Sub Category ↑↓	Credit ↑↓	Debit ↑↓
☐	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	08/19/2021	34567	202000012	Furniture Store	Deposit	Fee for NSF Check	\$53.00	
☒	03/01/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	Debtor Assessment Fee		\$348.00
☐	03/01/2021	1236	202100002	PAULA JOHNSON	Miscellaneous	Creditor Payment		\$288.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	01/18/2021	1235	202000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	202000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	201500043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1231	201500043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50
☐	10/14/2020	1232	201500043	Ralph Lauren	Miscellaneous	Debtor Refund		\$150.00

Showing 1 to 11 of 11

\$348.00 Miscellaneous

[Edit Entry Details](#) [View Ledger](#) [Check Details](#) [Print Check](#)

Total Credits: \$53.00 Total Debits: \$2,284.50

The next check number is always visible, so the user knows what check to pull from the safe for printing.

\$348.00 Miscellaneous

[Edit Entry Details](#) [View Ledger](#) [Check Details](#) [Print Check](#)

Total Credits: \$53.00 Total Debits: \$2,284.50

Check Number

Last Used Check Number: 1236 Next Check Number: 1237

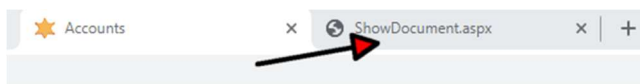
If the check number needs to be changed, users with the necessary permissions can change the check number and click the **Set** button to save the changes.

The screenshot shows the 'Check Number' section of the software. At the top, there's a summary bar for '\$348.00 Miscellaneous' with links for 'Edit Entry Details', 'View Ledger', 'Check Details', and 'Print Check'. Below this, the 'Check Number' section has two input fields: 'Last Used Check Number' with the value '1236' and 'Next Check Number' with the value '1237'. A blue button with a white checkmark and the text 'Set' is positioned to the right of these fields and is highlighted with a red rectangular border.

When the user selects the **Print Check** option, a warning will pop-up to ensure the user is ready to print the check and did not select this option by mistake.

This screenshot shows a 'Print Check' warning dialog box overlaid on the main interface. The dialog box has a title bar 'Print Check' and a close button (X). The main text inside asks, 'Are you sure you want to print this check?'. At the bottom right of the dialog are two buttons: 'Confirm' (blue) and 'Cancel' (grey). The background interface is dimmed, showing a table of checks with columns for date, check number, and amount. A summary bar at the bottom of the background interface shows '\$348.00 Miscellaneous' and 'Total Credits' of '\$53.00' and 'Total Debits' of '\$2,284.50'.

The check PDF will populate as a separate tab when the user clicks the **Confirm** button.



In addition, when the user selects **Confirm**, the check number will be inserted and the next check number will be advanced automatically.

Showing 1 to 11 of 11

	Posted Date ↑↓	Check Number ↑↓	File Number ↑↓	Paid By / To ↑↓	Category ↑↓	Sub Category ↑↓	Credit ↑↓	Debit ↑↓
☐	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	08/19/2021	34567	202000012	Furniture Store	Deposit	Fee for NSF Check	\$53.00	
☒	03/01/2021	1238	Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	Debtor Assessment Fee		\$348.00
☐	03/01/2021	1236	202100002	PAULA JOHNSON	Miscellaneous	Creditor Payment		\$288.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	01/18/2021	1235	202000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	202000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	201500043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1231	201500043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50
☐	10/14/2020	1232	201500043	Ralph Lauren	Miscellaneous	Debtor Refund		\$150.00

Showing 1 to 11 of 11

Check 1238

[Edit Entry Details](#)
[View Ledger](#)
[Check Details](#)
[Print Check](#)

Total Credits

\$53.00

Total Debits

\$2,284.50

▼ Check Number

Last Used Check Number

1238

Next Check Number

1239

✓ Set

Once the check is printed, the **Print Check** option is no longer available.

Showing 1 to 21 of 21

⚠ Cannot print a check that has already been printed.

Check 30153

[Edit Entry Details](#)
[Void](#)
[Stale Date](#)
[View Ledger](#)
[Check Details](#)
[Print Check](#)

Total Credits

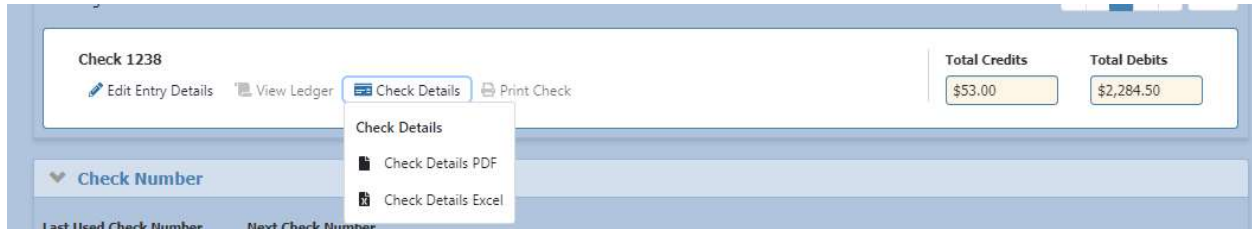
\$0.00

Total Debits

\$6,228.70

Check Details

The **Check Details** option for any printed check allows the user to view check details as a PDF report, Excel document, or on the application page. Check Details are especially helpful for consolidated checks in order to see all the cases/files and money that made up the check amount that was printed.



Check Details Report Options:

SACRAMENTO COUNTY SHERIFF'S DEPARTMENT
CONSOLIDATED CHECK DETAILS
Paid To
CONTROLLER OF SACRAMENTO COUNTY
01/28/2020 To 03/01/2021
Check Number: 1238

Attachment Levy

File Information	Entry Date	Category	SubCategory	Invoice	Amount
2020000017 (2020-GT-TEST1: SHELLEY R SMITH vs JOHNSON CONTROLS)					
	01/18/2021	Miscellaneous	Debtor Assessment Fee		\$12.00
Total Case Amount:					\$12.00
Total Attachment Levy Amount:					\$12.00

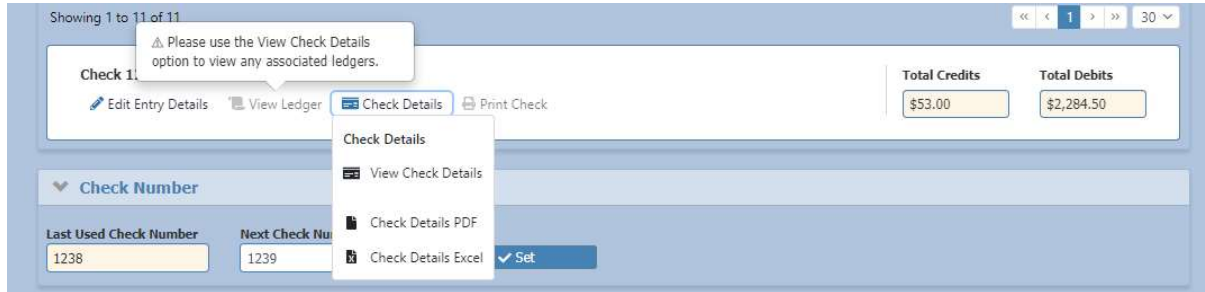
Bank Levy

File Information	Entry Date	Category	SubCategory	Invoice	Amount
2020000003 (BM-0108: PLAIN ONEEIGHT vs DEF ONEEIGHT)					
	08/14/2020	Miscellaneous	Debtor Assessment Fee		\$12.00

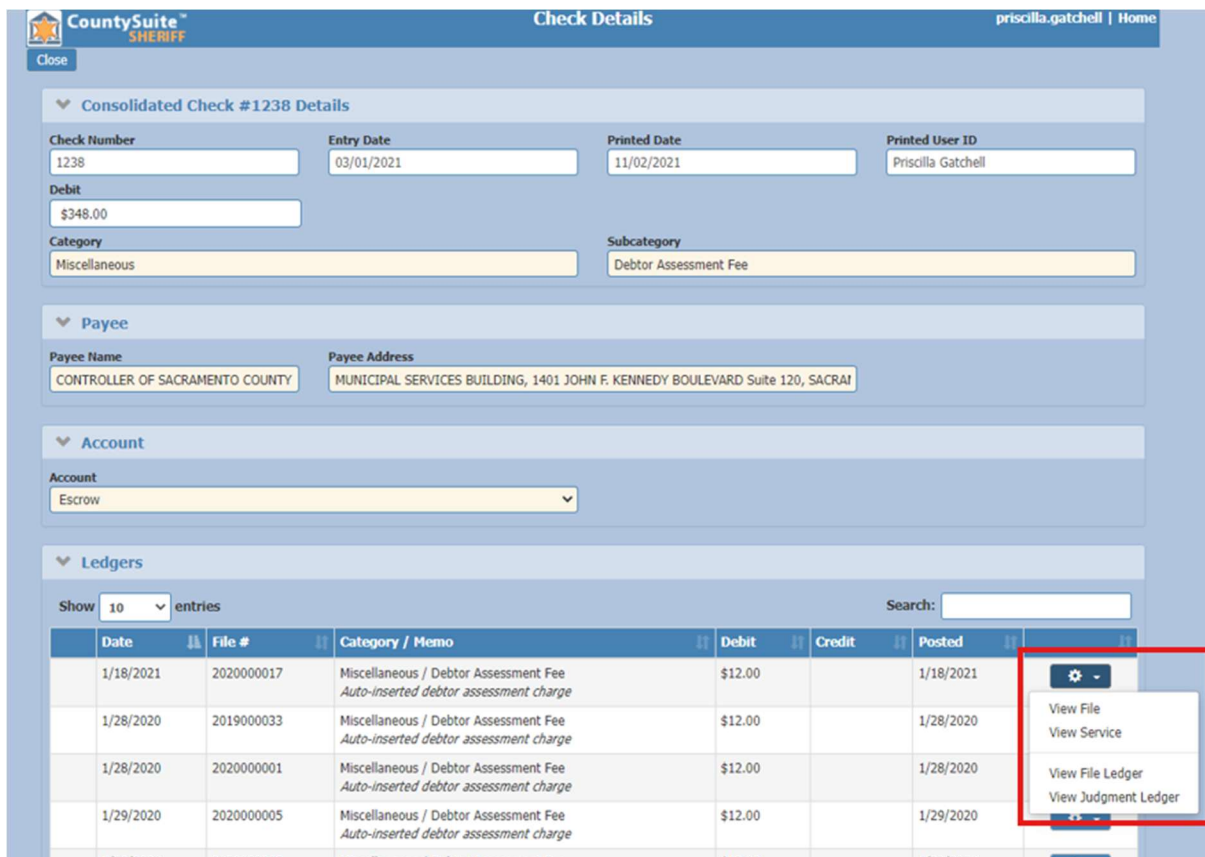
Excel Export: CheckDetails (1).csv

File Type	Case Number	File Number	CountyName	Case Title	Category	SubCategory	Debit	EntryDate	Paid To	Check Number	Invoice
Attachment Levy	2020-GT-TEST1	2020000017	Sacramento	SHELLEY R SMITH vs JOHNSON CONTROLS	Miscellaneous	Debtor Assessment Fee	12	1/18/2021	CONTROLLER O	1238	
Bank Levy	BM-0108	2020000003	Sacramento	PLAIN ONEEIGHT vs DEF ONEEIGHT	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
Bank Levy	BM-0124	2020000004	Sacramento	PLAIN ONETWOFOUR vs DEF ONETWOFOUR	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
Bank Levy	BM-0124	2020000004	Sacramento	PLAIN ONETWOFOUR vs DEF ONETWOFOUR	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
Bank Levy	BM-0416	2018000002	Sacramento	PLAIN FOURSIXTEEN vs DEF FOURSIXTEEN	Miscellaneous	Debtor Assessment Fee	12	9/23/2020	CONTROLLER O	1238	
Bank Levy	BM-1222	2019000033	Sacramento	PLAIN TWELVETWOTWO vs DEF TWELVETWOTWO	Miscellaneous	Debtor Assessment Fee	12	1/28/2020	CONTROLLER O	1238	
EWO	2020-GT-TEST2	2020000012	Sacramento	Scott R. Jones vs SHELLEY R SMITH	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
EWO	2020-GT-TEST2	2020000012	Sacramento	Scott R. Jones vs SHELLEY R SMITH	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
EWO	2020-GT-TEST2	2020000012	Sacramento	Scott R. Jones vs SHELLEY R SMITH	Miscellaneous	Debtor Assessment Fee	12	9/23/2020	CONTROLLER O	1238	
EWO	2020-GT-TEST2	2020000012	Sacramento	Scott R. Jones vs SHELLEY R SMITH	Miscellaneous	Debtor Assessment Fee	12	9/23/2020	CONTROLLER O	1238	
EWO	2021-NKH-EWO	2021000002	Sacramento	PAULA JOHNSON vs SHELLEY R SMITH	Miscellaneous	Debtor Assessment Fee	12	3/1/2021	CONTROLLER O	1238	
EWO	B0210	2020000007	Sacramento	PLAIN TWOONEZERO vs DEF TWOONEZERO	Miscellaneous	Debtor Assessment Fee	12	4/24/2020	CONTROLLER O	1238	
EWO	B0210	2020000007	Sacramento	PLAIN TWOONEZERO vs DEF TWOONEZERO	Miscellaneous	Debtor Assessment Fee	12	4/24/2020	CONTROLLER O	1238	
EWO	BM-0102	2020000001	Sacramento	PLAIN ONETWO vs DEF ONETWO	Miscellaneous	Debtor Assessment Fee	12	1/28/2020	CONTROLLER O	1238	
EWO	BM-0129	2020000005	Sacramento	PLAIN ONETWONINE vs DEF ONETWONINE	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
EWO	BM-0129	2020000005	Sacramento	PLAIN ONETWONINE vs DEF ONETWONINE	Miscellaneous	Debtor Assessment Fee	12	1/29/2020	CONTROLLER O	1238	
EWO	BM-0129	2020000005	Sacramento	PLAIN ONETWONINE vs DEF ONETWONINE	Miscellaneous	Debtor Assessment Fee	12	1/29/2020	CONTROLLER O	1238	
EWO	BM-0129	2020000005	Sacramento	PLAIN ONETWONINE vs DEF ONETWONINE	Miscellaneous	Debtor Assessment Fee	12	4/24/2020	CONTROLLER O	1238	
EWO	BM-0129	2020000005	Sacramento	PLAIN ONETWONINE vs DEF ONETWONINE	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
EWO	BM-0424	2020000008	Sacramento	PLAIN FOURTWENTYFOUR vs DEF FOURTWENTYFOUR	Miscellaneous	Debtor Assessment Fee	12	4/24/2020	CONTROLLER O	1238	
EWO	BM-0424	2020000008	Sacramento	PLAIN FOURTWENTYFOUR vs DEF FOURTWENTYFOUR	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
EWO	BM-0424	2020000008	Sacramento	PLAIN FOURTWENTYFOUR vs DEF FOURTWENTYFOUR	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
EWO	BM-0507	2020000009	Sacramento	PLAIN FIVESEVEN vs DEF FIVESEVEN	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	
EWO	BM-0507	2020000009	Sacramento	PLAIN FIVESEVEN vs DEF FIVESEVEN	Miscellaneous	Debtor Assessment Fee	12	8/14/2020	CONTROLLER O	1238	

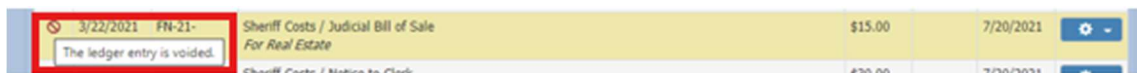
If the user has a consolidated check selected, the **View Ledger** option will not be available, and the **Check Details** page should be used to access the ledger for any file included in the consolidated check.



From the Check Details page the user can view all check, payee, and ledger details for the check selected. In the **Ledgers** section of the page, click the gear icon to the right of the line to go to the File Details, Service Details, or Ledger pages for the record.



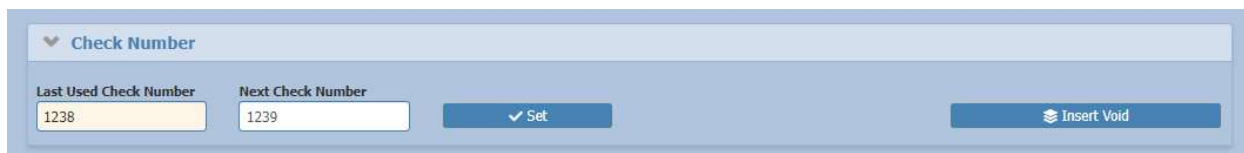
Any voided entry will show the following icon and message when you hover over the entry.



Insert Void

The **Insert Void** button is available at the bottom of the Accounts Page.

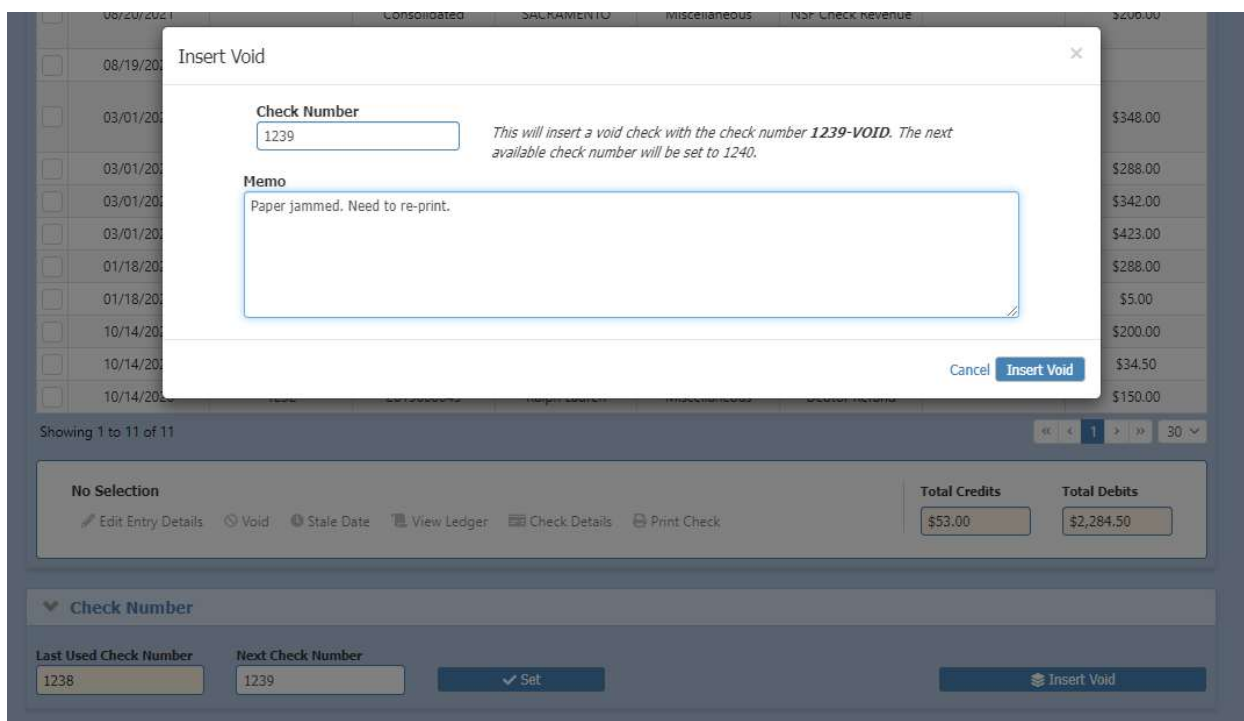
This feature can be used to change and track check numbers without printing a check. This can be useful when a check accidentally jams in the printer or checks are used for purposes outside of the Sheriff Civil Department.



The Accounts Page features a 'Check Number' section at the bottom. It includes two input fields: 'Last Used Check Number' with the value '1238' and 'Next Check Number' with the value '1239'. To the right of these fields is a blue button with a checkmark icon and the text 'Set'. Further to the right is another blue button with a document icon and the text 'Insert Void'.

By using the **Insert Void** button, the user can track what check number(s) were used and give a reason in the memo field.

The **Insert Void** pop-up window will default to use the next check number, but the user can change this check number if a range of check numbers are being used.



The 'Insert Void' pop-up window is displayed over the Accounts Page. It has a title bar with a close button (X). Inside, there is a 'Check Number' input field containing '1239'. To the right of this field is a message: 'This will insert a void check with the check number **1239-VOID**. The next available check number will be set to 1240.' Below the input field is a 'Memo' text area containing the text 'Paper jammed. Need to re-print.' At the bottom right of the window are two buttons: 'Cancel' and 'Insert Void'.

When the user clicks the **Insert Void** button, the next check number will automatically change and the user will receive a status message on the screen.

☐	11/02/2021	1239-VOID			Miscellaneous	VOID Check Entry		\$0.00
☐	08/20/2021		Consolidated	CC SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	08/19/2021	34567	2020000012	Furniture Store	Deposit	Fee for NSF Check	\$53.00	
☐	03/01/2021	1238	Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	Debtor Assessment Fee		\$348.00
☐	03/01/2021	1236	2021000002	PAULA JOHNSON	Miscellaneous	Creditor Payment		\$288.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	01/18/2021	1235	2020000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	2020000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1231	2015000043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50
☐	10/14/2020	1232	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$150.00

Showing 1 to 12 of 12

No Selection

[Edit Entry Details](#)
[Void](#)
[Stale Date](#)
[View Ledger](#)
[Check Details](#)
[Print Check](#)

Total Credits

\$53.00

Total Debits

\$2,284.50

▼ Check Number

Last Used Check Number

1238

Next Check Number

1240

✓ Set

Insert Void

The user can search for an inserted void record using the Search bar by entering “-VOID” as the criteria.

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Close Deposits Reconcile Disbursements Invoices Reports

Account Escrow

Search Criteria

Start Date 10/01/2020 End Date 11/02/2021 Search -VOID Search Clear

☐ Include Voids and Stale Dates

Results

Showing 1 to 1 of 1

	Posted Date T1	Check Number T1	File Number T1	Paid By / To T1	Category T1	Sub Category T1	Credit T1	Debit T1
☐	11/02/2021	1239-VOID			Miscellaneous	VOID Check Entry		\$0.00

Showing 1 to 1 of 1

No Selection

Edit Entry Details Void Stale Date View Ledger Check Details Print Check

Total Credits \$0.00 Total Debits \$0.00

Check Number

Last Used Check Number 1238 Next Check Number 1240 Set Insert Void

When the row is selected, the user can click the **Edit Entry Details** option to view and/or change the reason in the memo line.

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Close Deposits Reconcile Disbursements Invoices Reports

Account Escrow

Search Criteria

Start Date 10/01/2020 End Date 11/02/2021 Search -VOID Search Clear

☐ Include Voids and Stale Dates

Results

Showing 1 to 1 of 1

	Posted Date T1	Check Number T1	File Number T1	Paid By / To T1	Category T1	Sub Category T1	Credit T1	Debit T1
☒	11/02/2021	1239-VOID			Miscellaneous	VOID Check Entry		\$0.00

Showing 1 to 1 of 1

No Selection

Edit Entry Details Void Stale Date View Ledger Check Details Print Check

Total Credits \$0.00 Total Debits \$0.00

Check Number

Last Used Check Number 1238 Next Check Number 1240 Set Insert Void

Entry Details

Account

Check Number 1239-VOID Printed Date Credit 0 Debit 0

Memo

Paper jammed. Need to re-print.

Payee

Name

Address

Edit Payee on Contacts Page

Cancel Save and Close

Void

With the correct permissions, a user can void any check on the Accounts page, regardless of whether it has been printed.

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Close Deposits Reconcile Disbursement Reports

Account: Escrow

Search Criteria

Start Date: 10/01/2020 End Date: 11/02/2021

Include Voids and Stale Dates

Void Entry

I would like to...

- ☐ Void this check with no further action.
- ☐ Void this check and recreate costs into any check.
- ☐ Void this check and recreate an exact replacement.
- ☐ Void this check and escheat the funds.

Cancel Void

Results

Showing 1 to 12 of 12

	Posted Date T1	Check Number T1	File Number T1	Paid By / To T1	Category T1	Sub Category T1	Credit T1	Debit T1
☐	11/02/2021	1239-VOID			Miscellaneous	VOID Check Entry		\$0.00
☐	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	08/19/2021	34567	2020000012	Furniture Store	Deposit	Fee for NSF Check	\$53.00	
☐	03/01/2021	1238	Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	Debtor Assessment Fee		\$348.00
☒	03/01/2021	1236	2021000002	PAULA JOHNSON	Miscellaneous	Creditor Payment		\$288.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	01/18/2021	1235	2020000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	2020000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1232	2015000043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50
☐	10/14/2020	1232	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$150.00

Showing 1 to 12 of 12

Check 1236

Edit Entry Details Void Stale Date View Ledger Check Details Print Check

Total Credits: \$53.00 Total Debits: \$2,284.50

When the **Void** button is clicked, a success message will appear on the screen and the entry will show in red to indicate the item has been voided.

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Close Deposits Reconcile Disbursements Invoices ✔ The Void action is complete. Reports

Account: Escrow

Search Criteria

Start Date: 10/01/2020 End Date: 11/02/2021 Search: Q Search Clear

☐ Include Voids and Stale Dates

Results

Showing 1 to 12 of 12

	Posted Date	Check Number	File Number	Paid By / To	Category	Sub Category	Credit	Debit
☐	11/02/2021	1239-VOID			Miscellaneous	VOID Check Entry		\$0.00
☐	08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
☐	08/19/2021	34567	2020000012	Furniture Store	Deposit	Fee for NSF Check	\$53.00	
☐	03/01/2021	1238	Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	Debtor Assessment Fee		\$348.00
☒	03/01/2021	1236	2021000002	PAULA JOHNSON	Miscellaneous	Creditor Payment		\$288.00
☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☐	01/18/2021	1235	2020000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	2020000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1231	2015000043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50
☐	10/14/2020	1232	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$150.00

Showing 1 to 12 of 12

Check 1236

[Edit Entry Details](#) [Void](#) [Stale Date](#) [View Ledger](#) [Check Details](#) [Print Check](#)

Total Credits \$53.00 **Total Debits** \$2,284.50

The user can select the “**Include all Voids and Stale Dates**” option on the Accounts page at any time to view all voided records that match their search criteria.

The screenshot shows the 'Accounts' page in CountySuite Sheriff. The 'Search Criteria' section has a checkbox labeled 'Include Voids and Stale Dates' which is checked and highlighted with a red box. Below the search criteria, the 'Results' section shows a table of transactions. The table has columns for Posted Date, Check Number, File Number, Paid By / To, Category, Sub Category, Credit, and Debit. The first four rows are highlighted in red, indicating they are voided or stale.

Posted Date	Check Number	File Number	Paid By / To	Category	Sub Category	Credit	Debit
08/20/2021		Consolidated	CONTROLLER OF SACRAMENTO COUNTY	Miscellaneous	NSF Check Revenue		\$206.00
08/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
08/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
06/15/2020		Consolidated	SACRAMENTO SHERIFF'S OFFICE	Miscellaneous			\$0.00

Voiding Consolidated Checks

Money entries can be configured to consolidate into a single check based on Category, Sub-Category or Payee. The best place to void a consolidated check is from the Accounts page because the check will show as one line entry and be easy to find. Voiding the check will automatically update all the file ledgers for the money amounts that made up that consolidated check entry that was voided.

In the below example there is a consolidated check for St. Tammany Farmer for \$447.00.

The screenshot shows the 'Accounts' page with a table of transactions. The first row is highlighted in red, indicating it is a consolidated check. Below the table, the 'Check Details' button is highlighted with a red box. The table has columns for Posted Date, Check Number, File Number, Paid By / To, Category, Sub Category, Credit, and Debit.

Posted Date	Check Number	File Number	Paid By / To	Category	Sub Category	Credit	Debit
07/20/2021	30152	Consolidated	St. Tammany Farmer				\$447.00
07/14/2021	30149	CIL-TC6073	Charles B Jack	Miscellaneous	Creditor Payment		\$314.90
07/14/2021	30144	Consolidated	STPSO General Fund - TEST				\$1,107.57
02/04/2021	30141	CIL-TC6134	CHRISTOPHER A MASON	Miscellaneous	Billing Party Refund		\$60.00

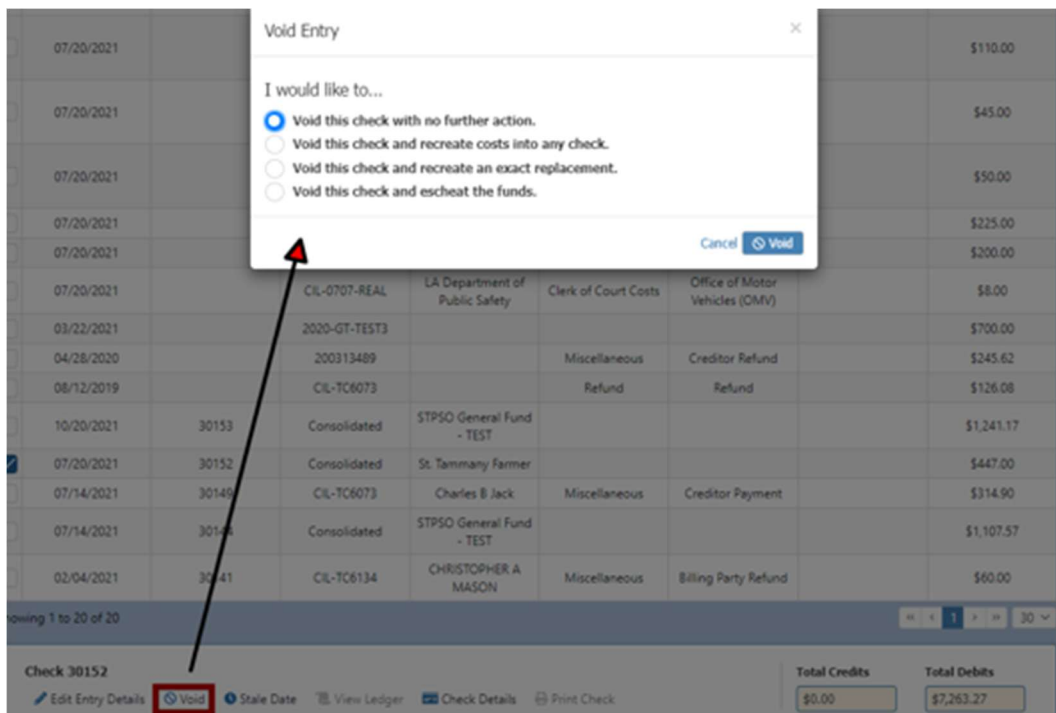
Showing 1 to 20 of 20

Check 30152

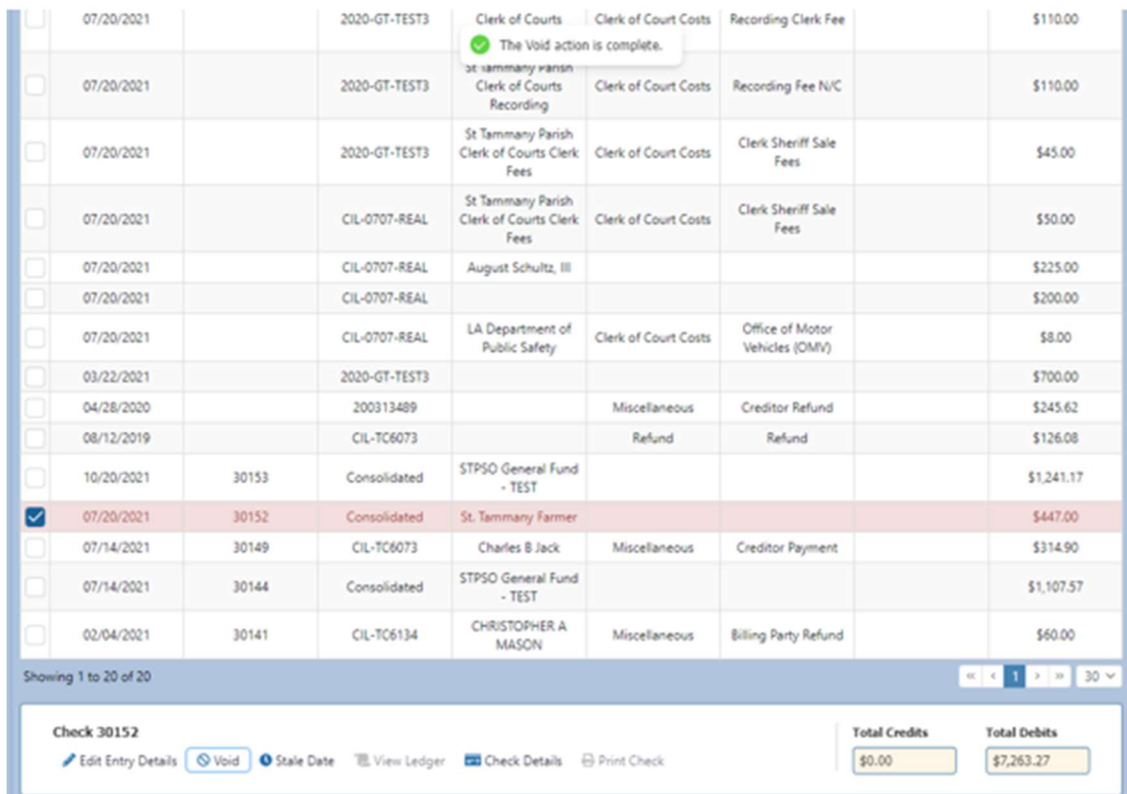
Edit Entry Details Void Stale Date View Ledger **Check Details** Print Check

Total Credits \$0.00 Total Debits \$7,263.27

Select the line item and click **Check Details** to view the entries that make up the consolidated check. In this example, the check is made up of entries from two different files.



When the **Void** button is clicked, a success message will appear on the screen and the entry will show in red to indicate the item has been voided.



The easiest way to access the file ledgers affected by this void is to use the **Check Details** page by clicking the link at the bottom of the accounts page. Then select **View File Ledger** for each entry within the consolidated check.

Ledgers

Show entries Search:

	Date	File #	Category / Memo	Debit	Credit	Posted	
	3/22/2021	FN-21-000009	Advertising Costs / St. Tammany Farmer For Real Estate	\$415.00		7/20/2021	
	5/4/2021	FN-21-000015	Advertising Costs / St. Tammany Farmer For Real Estate	\$32.00		7/20/2021	
Totals:				\$447.00	\$0.00		

Showing 1 to 2 of 2 entries Previous **1** Next

[View File](#)
[View File Ledger](#)

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File Ledger CIL-0707-REAL (FN-21-000009)

HARRIS J KLINE vs. BOBBY G. HAWKINS

Close **Estimated Costs** Accounts Print Statement Export Info Ledger CSV

OPEN

➤ Add Debits

➤ Add Credits

➤ Ledger ☐ Show Selected Ledgers Only

	SN	Date	Category	Memo	Debit	Credit	Rem. Amt.	Check #	Invoice #
<i>- BOBBY G. HAWKINS THRU LARRY G MAIN</i>									
☐	5	8/31/2021	Notice of Seizure (3rd Party)	Cost for Notice of Seizure (3rd Party) entered on 03/22/2021 - Bobby G. Hawkins THRU Larry G Main	\$30.00			30153	
☐	6	8/31/2021	Notice to Appoint an Appraiser	Void Adjustment for Cost for Notice to Appoint an Appraiser entered on 03/22/2021 - Larry G Main	(\$30.00)			30153	
☐	6	8/31/2021	Notice to Appoint an Appraiser	Cost for Notice to Appoint an Appraiser entered on 03/22/2021 - Larry G Main	\$30.00			30153	
☐		9/2/2021	Recording Clerk Fee	State Adjustment for For Real Estate	(\$110.00)				
☐		11/1/2021	St. Tammany Farmer	Void Adjustment for For Real Estate	(\$415.00)			30152-VOID	
					\$36,840.00	\$1,590.00	Balance:	(\$35,250.00)	

Split Void Undo Void Stale Hold Undo Hold Associate Delete Post Undo Post Move Money Print Email

Voiding Consolidated Revenue Checks

Revenue is usually configured to consolidate into a weekly, monthly or quarterly check. It is very important to understand the void process when voiding a consolidated revenue check. If the whole check has been printed in error to the wrong payee, then the best place to void the consolidated check is from the Accounts page using the process outlined in the previous section.

However, if only certain entries were consolidated into a printed revenue check in error then the best approach is to void those specific entries at the File Ledger level. This will insert a negative amount into the current revenue check to account for the money that was printed in error in the previous month.

CountySuite SHERIFF File Ledger
DANA A HENDERSON vs. CALDWELL ROBERTS
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2020-GT-TEST3 (F.N. 20-000044)

Close Estimated Costs Accounts Export Info Ledger CSV OPEN

> Add Debits
> Add Credits
> Ledger ☐ Show Selected Ledgers Only

SN	Date	Category	Memo	Debit	Credit	Rem. Amt.	Check #	Invoice #
1	3/1/2020	Deposit	Deposit		\$60.00	\$0.00	4896	
	3/12/2020	Wage Garnishment	Paid by: WELLS FARGO BANK, N.A.,		\$890.00	\$0.00	7489	
1	3/12/2020	Bank Levy	Cost for Bank Levy entered on 03/12/2020 - Timothy A Jones THRU WELLS FARGO BANK, N.A.	\$30.00			30077	
	3/12/2020	Creditor Payment	Split Wage Garnishment entered on 3/12/2020 - Payee: PARISH NATIONAL BANK ATTN: STACIE KRAFT	\$450.00			30082	
2	3/12/2020	Garnishment Citation	Cost for Garnishment Citation entered on 03/12/2020 - Donald R Smith	\$30.00			30077	
	3/12/2020	Debtor Refund		\$350.00				
	4/14/2020	Debtor Refund	test	(\$350.00)				
				\$3,442.73	\$3,601.63	Balance:	\$158.90	

Split Void Undo Void Stale Hold Undo Hold Associate Delete Post Undo Post Move Money Print Email

If entries were consolidated into a revenue check and discovered BEFORE the check is printed the best approach is to find those specific entries on the file ledger and use the undo post button.

CountySuite SHERIFF File Ledger
DANA A HENDERSON vs. CALDWELL ROBERTS
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2020-GT-TEST3 (F.N. 21-000015)

Close Estimated Costs Accounts Print Statement Export Info Ledger CSV OPEN

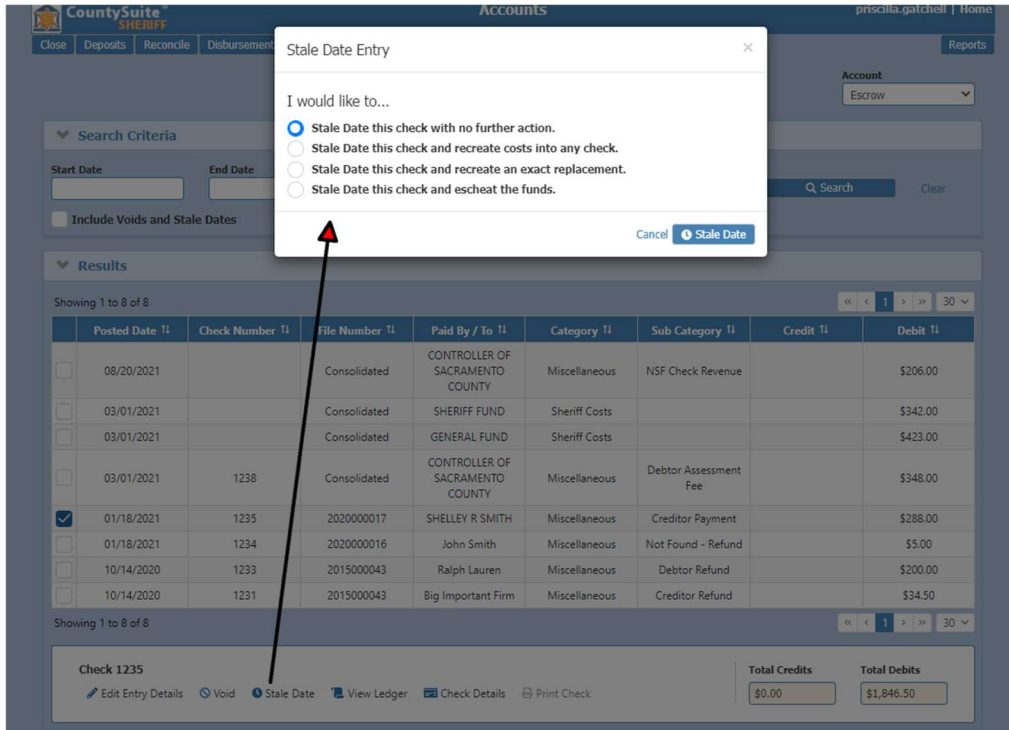
> Add Debits
> Add Credits
> Ledger ☐ Show Selected Ledgers Only

SN	Date	Category	Memo	Debit	Credit	Rem. Amt.	Check #	Invoice #
	10/19/2021	Appraiser Fee Real Estate - Defendant	For Real Estate	(\$200.00)			0000-VOIDADJ	
	10/19/2021	Appraiser Fee Real Estate - Defendant	For Real Estate	\$200.00				
	10/20/2021	Office of Motor Vehicles (OMV)	For Real Estate	(\$8.00)			30148-VOIDADJ	
1	10/20/2021	Office of Motor Vehicles (OMV)	For Real Estate	\$8.00				
	11/1/2021	Storage Fees	For Real Estate	(\$545.00)			30155-VOIDADJ	
	11/1/2021	St. Tammany Farmer	Void Adjustment for For Real Estate	(\$32.00)			30152-VOID	
	11/1/2021	County Escheat	For Real Estate	\$545.00				
				\$2,313.00	\$1,590.00	Balance:	(\$723.00)	

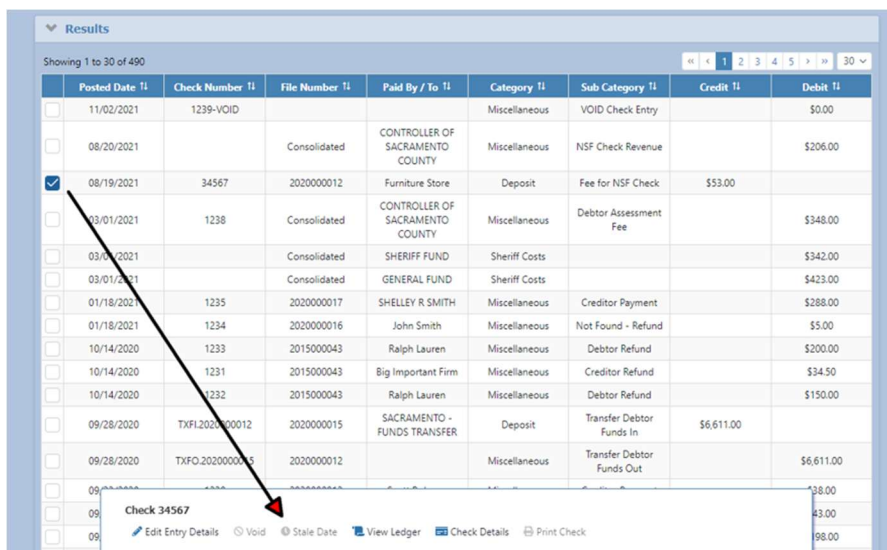
Split Void Undo Void Stale Hold Undo Hold Associate Delete Post Undo Post Move Money Print Email

Stale Date

The same functionality exists for stale dating checks. The Stale Date button is available to any user with the correct permissions. Users can stale date any check on the Accounts page, regardless of whether or not it has been printed. (NOTE: The user may also Stale Date checks from the File Ledger. See the Stale Date How-To Document for instructions on that method.)



Stale Dating checks is only applicable to checks that have been printed. The Stale Date button will not be available for credits and unprinted checks.



When an entry is stale dated, the user will receive a success message and the row will turn green to indicate the entry has been stale dated.


CountySuite™
SHERIFF

Accounts

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Close Deposits Reconcile Disbursements Invoices



Reports

☐	03/01/2021		Consolidated	SHERIFF FUND	Sheriff Costs			\$342.00
☐	03/01/2021		Consolidated	GENERAL FUND	Sheriff Costs			\$423.00
☒	01/18/2021	1235	2020000017	SHELLEY R SMITH	Miscellaneous	Creditor Payment		\$288.00
☐	01/18/2021	1234	2020000016	John Smith	Miscellaneous	Not Found - Refund		\$5.00
☐	10/14/2020	1233	2015000043	Ralph Lauren	Miscellaneous	Debtor Refund		\$200.00
☐	10/14/2020	1231	2015000043	Big Important Firm	Miscellaneous	Creditor Refund		\$34.50