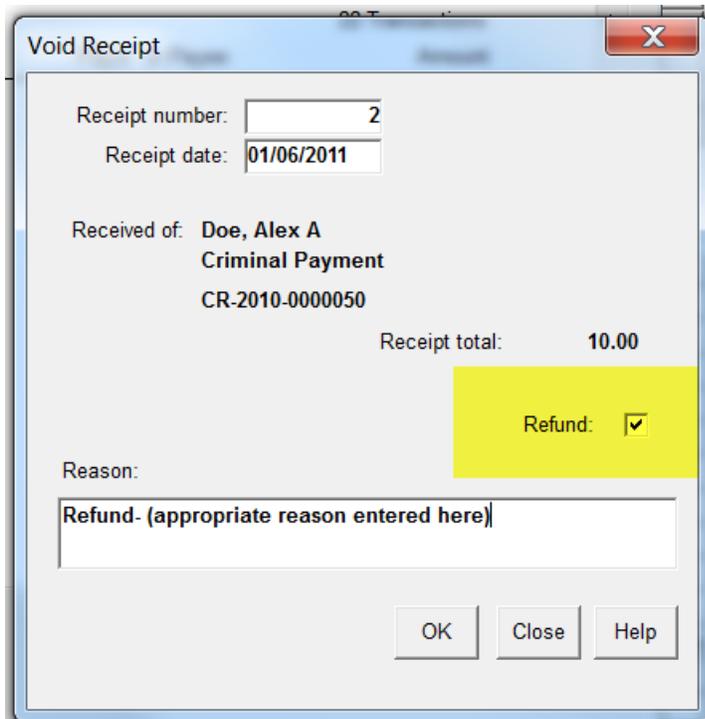


ISTARS SPOTLIGHT:

Void Receipt

If you should need to void or refund a receipt, you may do so by selecting **Void Receipt** from the **Payment** drop-down menu. (Note that you must void a receipt resulting from a bond transaction from the [Bond](#) window.)



Void Receipt

Receipt number:

Receipt date:

Received of: Doe, Alex A
Criminal Payment
CR-2010-0000050

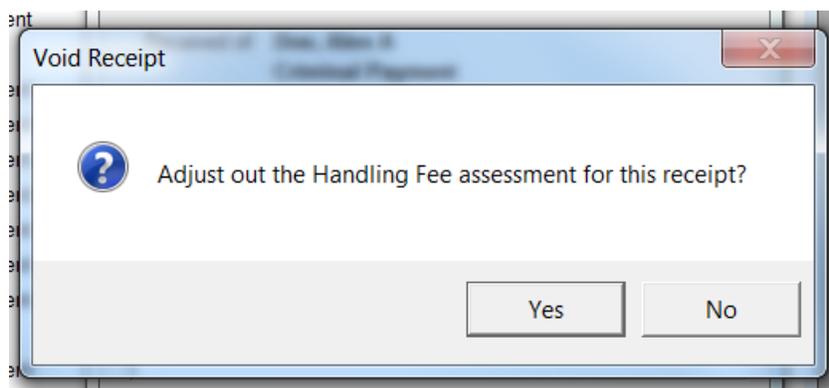
Receipt total: 10.00

Refund:

Reason:

OK Close Help

Enter the number of the receipt you need to void, and the date of the receipt. Press <Tab> to display the name of the person who made the payment in the **Received Of** box. If the name is correct, click 'OK'. The system will then ask if you want to adjust out the handling fee-



Void Receipt

Adjust out the Handling Fee assessment for this receipt?

Yes No

Say yes to the adjust out the handling fee question.

If you want to **refund** the receipted amount to the payer, click to put a check in the box labeled **Refund**. The program will process a disbursement request automatically. (highlighted in yellow in example above)

NOTE: If you void a receipt on the **same day** that it was receipted that receipt will not show up on your daily cash balance. (see 3 payments on 1/6/2011)

Criminal Case (Misdemeanor)

Receipts by Date

Beginning: 01/06/2011 Ending: 01/06/2011 3 total receipts

Date	Number	Type	Payor	Case	Amount	
1/6/2011	03:49 PM 1	Criminal Payment	Doe, Alex A	CR-2010-0000050	10.00	<input checked="" type="checkbox"/> Refund
1/6/2011	04:27 PM 2	Criminal Payment	Doe, Alex A	CR-2010-0000050	10.00	<input checked="" type="checkbox"/> Refund
1/6/2011	04:34 PM 3	Criminal Payment	Doe, Alex A	CR-2010-0000050	14.00	<input checked="" type="checkbox"/> Refund
Date total:					0.00	

Cash Balance

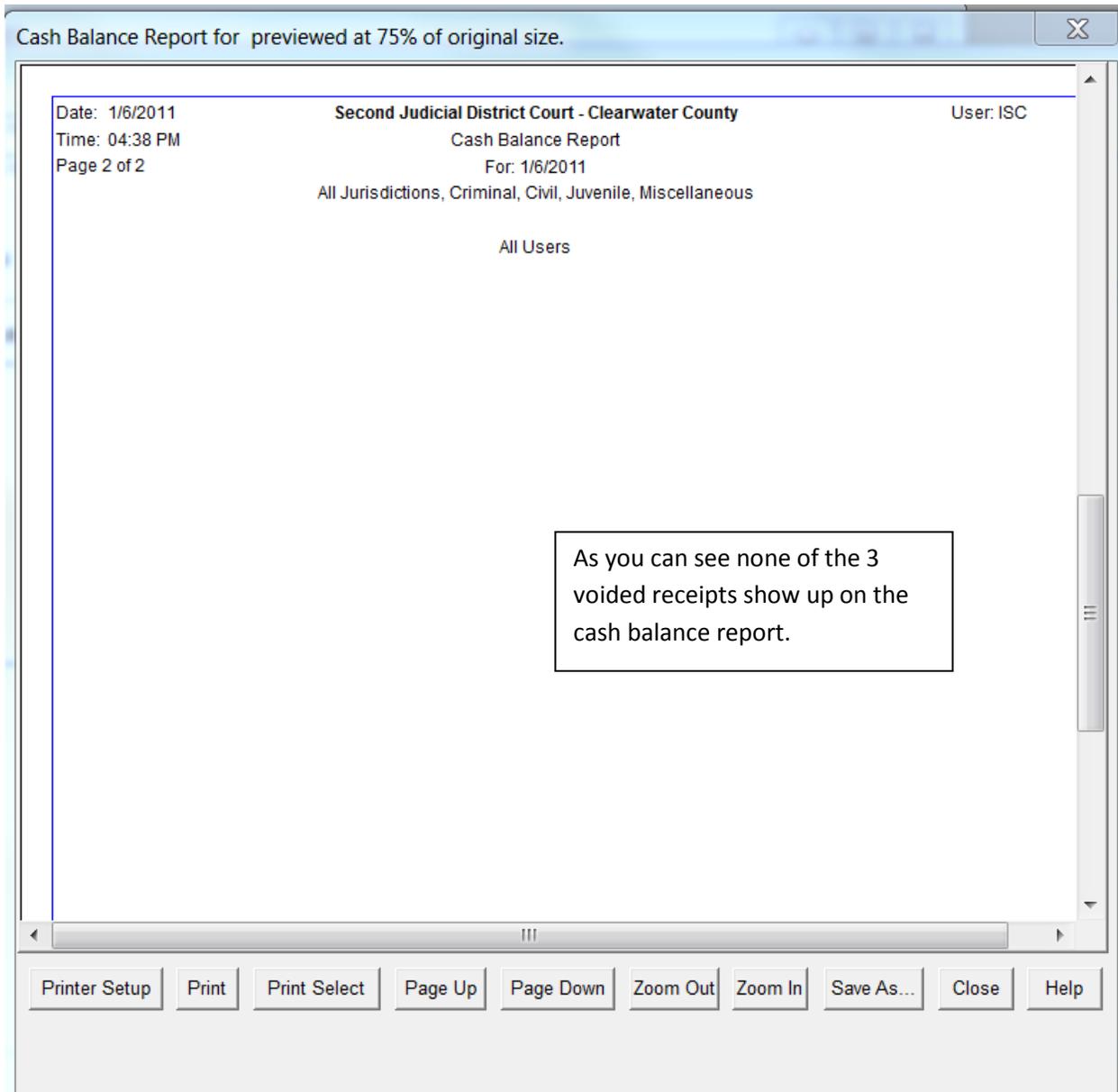
Beginning: 01/06/2011 12:00 AM Ending: 01/06/2011 12:00 AM zeros for all dates or times

Jurisdiction: [All] User: All Users

Case types: Criminal Civil Juvenile Non case miscellaneous

Retrieve Refresh

Tally currency and change		Count	Reported	Difference
\$100	<input type="text"/>			0.00
\$50	<input type="text"/>			0.00
\$20	<input type="text"/>			0.00
\$10	<input type="text"/>			0.00
\$5	<input type="text"/>			0.00
\$1	<input type="text"/>			0.00
Change	<input type="text"/>			0.00
Cash:		0.00	0.00	0.00
Checks:		<input type="text"/>	0.00	0.00
Cashiers Checks:		<input type="text"/>	0.00	0.00
Money Orders:		<input type="text"/>	0.00	0.00
Credit Cards:		<input type="text"/>	0.00	0.00
Debit Cards:		<input type="text"/>	0.00	0.00
E-Payments:		<input type="text"/>	0.00	0.00
Total:		0.00	0.00	0.00
CitePayUSA:			0.00	Balanced
Grand Total:			0.00	



Why would you care?

Because in the event that you did not hand the money back to the payer AND you did click Refund (as the example shows) you will get a disbursement request. So- best practice would be unless this is cash, do not click refund, but mail back the funds to the payer. If this is cash- then the daily cash balance (as seen) will not report the voided receipt as cash "in" but the disbursement will ask the auditor to pay cash out. You will need to provide the cash with the disbursement request to the Auditor.

This will only be a problem if you receipt the cash and void/refund the cash on the same day.

Why? - Because if you receipted the cash on a previous day, it would be listed in your cash balance report and would have been turned over to the Auditor or Treasurer with the funds for that day. So the Auditor would pay back the payee with funds that have previously been deposited to the court trust.

Best Practice: Voiding a payment same day as receipted – hand the funds back to the payer.

Payer is no longer there and funds must be mailed, mark refund but remember to also turn that money over to the auditor with the disbursement request, and a copy of the voided receipt.

Questions? Call us at ISTAR Support 334-2850.