HCSS IADT COURT SYSTEM
TO ENTER A RETURNED CHECK PAYMENT: (NSF)

From the Cause Screen:
1. Select " View Transactions " Button.
2. Select the Payment transaction that was made by the initial check being returned.
3. Select " Display Receipt" Record.
4. Select " Print the receipt ".
5. Exit Current Screen (or) Screens, Back to Cause Screen.

6. Now you must review the condition of the case as to if any money is still owed.
   A. If there is a Amount Due, you can Skip to Step 7.
   B. If the Amount Due is Zero, than $1.00 must be posted to the charges as an Administrative Code.
      (This $1.00 will later be removed from the case)
      a. Select " Money – Automated Procedures"
      b. Select " Complete Charge Review & Modifications "
      c. Select " Add New Code "
      d. Select " Fee Codes " (*Any Misc. code will work*)
      e. Select " Admin or Administrative Code "
      f. On the Admin Code Line Enter 1.00 as an Adjustment.
      g. Select the " Recalculate " Button.
      h. Select the " Post Transaction " Button.
      i. Select " YES ".

From the Cause Screen:
7. Select " Money - Accept Payment "   Button.
8. Enter the Amount of the Returned Check.
9. Enter the Check Number from the Returned Check.
10. Enter the Mode of Payment (Returned Check).
11. Enter the Plea.
12. Select " Post Payment " Button.
13. Select " YES ".
14. The next screen will show two columns:
    What is Due and what is being paid.

15. At this Point you are to Enter the Amounts from the Original Receipt.
- a. Enter the Amounts Paid (As a Negative Value) into the same codes as listed on the Printed Receipt.
- b. Select " Recalculate " Button
- c. Select " Post Payment " Button.
- d. Select " YES ".

16. You will now be given the next receipt number available.
- a. - To override this number, Enter the number needed,
     (*The system will not allow you to enter a number that already exists*)
      - Select the " Process Receipt Number " Button

 (or)

- b. - To Accept this number,
      - Select the " Process Receipt Number " Button

17. Receipt will now Display. (Total should be a Credit Value)
18. Select " Save Changes " Button & Select " OK ".
19. If you want to print the receipt Select " Print Receipt " Button
20. You are now ready to return to the Cause Screen.
21. Exit Current Screen (or) Screens, Back to Cause Screen.

From the Cause Screen:
22. If you did not enter a $1.00 transaction at step #6B, Go to Step 24.
23. If you had **previously Enter** a $1.00 Value at step #6B,
      you will now need to enter the Adjustment.
- a. Select " Money – Automated Procedures"
- b. Select " Complete Charge Review & Modifications "
- c. On the Admin Code Line Enter **$1.00-** as an Adjustment.
- d. Select the " Recalculate " Button.
- e. Select the " Post Transaction " Button.
- f. Select "YES".

24. At this step you need to review the Status & Disposition Values.
- a. If the Status was changed, you will now need to Change it.
- b. If a Disposition Code was entered,
     - Clear the Disposition Code
       (Highlight the Disposition Code - Depress the Space Bar one time)
     - Depress Tab Key one time.
     - Enter Zeros in the Disposition Date. (00-00-0000)

25. Select " Save All Changes".
26. You are now finished with the NSF Posting.