



LIEBERMAN TECHNOLOGIES

ATWS/CBR System Update

for ATWS/CBR version 8.0.1

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Introduction

With the launch of DOR's INTIME sheriff portal adding the ability to submit ACH Deposits for warrant payments, we are adding additional features to ATWS/CBR to facilitate recording of these payments.

Version 8.0.1 of ATWS/CBR will be released soon. This document covers the changes and new features.

Change Log

- Added transaction type selection option when disbursing columns or individual cashbook line items to allow for selection of creating a check or ACH disbursement.
- Updated void disbursement screen to handle voiding ACH disbursements.
- Update Check Register screen with new options to filter and view ACH disbursements.
- Fixed small issue in check register where voided checks would not always display in red text.
- The time frame to add payments to warrants that are in history has been reduced from 8 weeks to 4 weeks per DOR's request. The indianataxwarrants.com payment portal will also be updated to limit the time frame it accepts payments on warrants in history to 4 weeks.

When to Record ACH Disbursements

Today's processing of sending payments to the state primarily relies on checks. However, the Department of Revenue has made available a sheriff portal via their INTIME site that allows counties to make ACH Deposits in lieu of mailing checks.

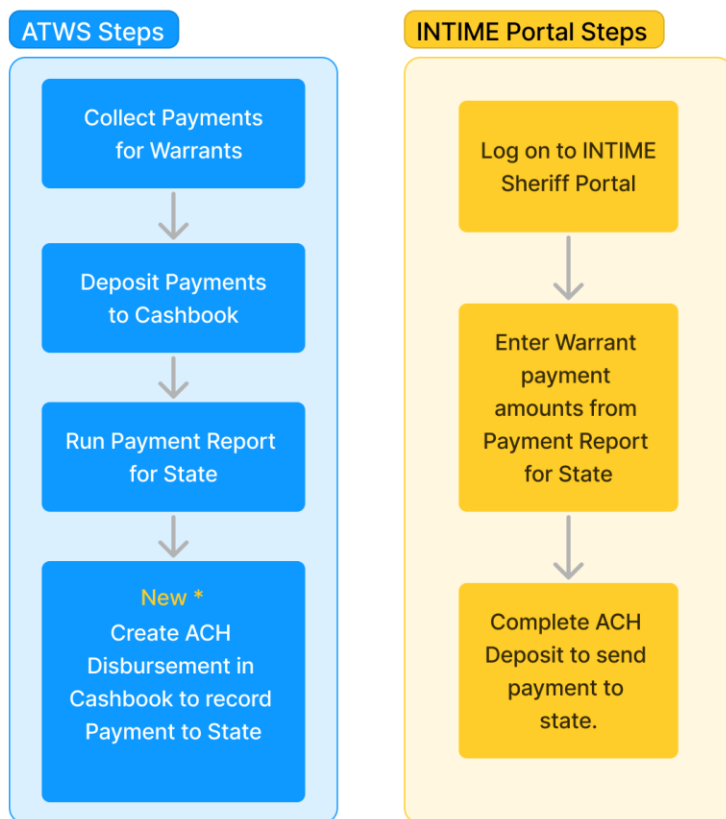
This process helps to speed up turn-around time for processing the warrants. With this new feature we are supplying the tools you will need to record ACH disbursements in the cashbook.

This process will work very similar to how creating checks works today, with a few minor differences. The primary difference being that ACH disbursements have their own numbering system separate from check numbers. This is to make identifying individual ACH disbursements easier.

ACH disbursements also will not generate checks or vouchers that are required to be mailed.

The Department of Revenue will be providing documentation on how to use the INTIME portal for Sheriff's. We will forward any information we receive when this becomes available.

The general process flow for sending payments to state using ACH Disbursements will be:



Recording ACH Disbursements

Recording ACH Disbursements works the same as creating check disbursements in the cashbook today. You can disburse a whole column of the cashbook by double-clicking on the column header. You can disburse a single item by double-clicking on a green or yellow highlight.

Double-Click to disburse column

RECEIPTS											DISBURSEMENTS					
TOTAL CASH RECEIVED	Received on Orders of Sale, Fee Bills and Executions	Firearms Licenses	Other Fees Due County	Court Costs	Sheriff Sale Bids	Gross Income Tax Warrants	Accident/Offense	Sheriff's Personal Fees	Violent Offender or Sex Offender Registry Fee	Other Trust Funds (Incl. Emp. Sec. Warrants)	TOTAL DISBURSEMENTS	Fees Paid to County	Costs Paid to Clerk	Gross Income Tax Warrants	Sheriff Sale Bids	Sheriff's Personal Fees
100.00	--	--	--	--	--	--	--	--	--	100.00	--	--	--	--	--	--
87.88						55.18		4.70		28.00	--	--	--	--	--	--

Double-Click green highlight to disburse a single item.

This will open the disbursement dialog, where you can fill in the rest of your information. Currently, ATWS will default to creating a check for the disbursement as this is how most counties operate today.

Disburse Payment

Disbursing up to \$1291.98 from cashbook column ' Sheriff's Personal Fees'.

Disburse to: Disburse Brought Forward

Transaction Type: New Transaction Type selection allows choice of Check or ACH

Amount: Date:

Pay to the order of:

For:

Cause Number: Tax Warrant #:

Bank Account Number:

Supplied Voucher Info:

Additional Voucher Info:

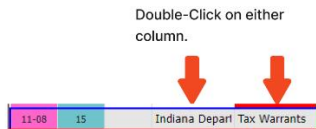
Next Check #12388

Voiding ACH Disbursements

Voiding ACH Disbursements works the same way that voiding a check does.

You can double-click on the 'From Whom Received Or To Whom Paid' or 'On What Account' columns of the line item in the cashbook.

Double-Click on either column.



11-08	15	Indiana Depart	Tax Warrants
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This will display the detail view for the line-item.

DATE (MM-DD)	RECEIPT OR CHECK NUMBER	CAUSE OR TAX WARRANT NUMBER	FROM WHOM RECEIVED OR TO WHOM PAID	ON WHAT ACCOUNT	RECEIPT TYPE	Deposit date and time:				
11-08	15		Indiana Department of Revenue	Tax Warrants						
RECEIPTS										
TOTAL CASH RECEIVED	Received on Orders of Sale, Fee Bills and Executions	Firearms Licenses	Other Fees Due County	Court Costs	Sheriff Sale Bids	Gross Income Tax Warrants	Accident/Offense	Sheriff's Personal Fees	Violent Offender or Sex Offender Registry Fee	Other Trust Funds (Incl. Emp. Sec. Warrants)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DISBURSEMENTS										
TOTAL CASH DISBURSED	Fees Paid to County	Costs Paid to Clerk	Gross Income Tax Warrants	Sheriff Sale Bids	Sheriff's Personal Fees	Sheriff Sale Fees	Accident/Offense	Firearm Licenses	Violent Offender or Sex Offender Registry Fee	Other Trust Funds (Incl. Emp. Sec. Warrants)
3113.49	0.00	0.00	3113.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MEMO/NOTES										
Disbursement of Column Gross Income Tax Warrants. ACH Number 15. Includes 0 disbursed from previous months.										
<input type="button" value="Close"/>						<input type="button" value="Void Disbursement"/> <input type="button" value="Create Adjustment (Populated)"/>				

Click to void the ACH Disbursement

Are you sure you want to void this disbursement?

You will receive a confirmation message that the ACH Disbursement was voided.

ACH Disbursement #15 has been voided.

Viewing ACH Disbursements via Check Register

The Check Register screen has been updated with additional options for viewing ACH Disbursements. You can now restrict the list by ACH Numbers, and limit the list to only showing ACH Disbursements.

Check Register

Bank Account:
 Type Account:
 Current Balance:

Restrict List By:
 None-all included
 Dates
 Check Numbers
 ACH Numbers

From:
 To:

Show:
 All Entries
 Only Checks
 Only ACH
 Only Deposits

Cleared	Check #	Date	Transaction Type	Payment	Deposit
	Payee		Memo		In Transit

ACH Disbursements that have been voided will be displayed in red.

Check Register

Bank Account:
 Type Account: Check
 Current Balance: 553,085.98

Restrict List By:
 None-all included
 Dates
 Check Numbers
 ACH Numbers

From:
 To:

Show:
 All Entries
 Only Checks
 Only ACH
 Only Deposits

Cleared	Check #	Date	Transaction Type	Payment	Deposit
	Payee		Memo		In Transit
<input type="checkbox"/>	15	11/08/23	ACH	0.00	0.00
	Indiana Department of Revenue		Tax Warrants		No
<input type="checkbox"/>	16	11/08/23	ACH	3,411.81	0.00
	Indiana Department of Revenue		Tax Warrants		No

Reconciling ACH Disbursements

During reconciliation, ACH disbursements will display similar to how checks display today. The primary difference being that they will have the 'ACH' type listed.

Otherwise, the difference is minimal and you can proceed with your reconciliation as normal.

Reconcile Bank Statement

Statement Date: 11/08/2023
Bank Account: [REDACTED]

Last Bank Statement Date: 07/31/2023
Last Ending Bank Balance: \$556,497.79

Cleared	Check #	Date	Type	Payee/Memo	Amount
<input type="checkbox"/>	16	11/08/2023	ACH	Indiana Department of Rev	3,411.81
0 Payments & Debits					0.00

Cleared	Date	Transaction	Amount
0 Deposits & Credits			0.00

View reconciliation training video: [HERE](#).

Cleared Balance: 556,497.79
Statement Ending Balance: 600,000.00
Difference: -43,502.21