

<i>Subject:</i> Contraed Court Costs Billed in Error
<i>Date:</i> June 2001
<i>Reference:</i> TA0150

Contraed Court Cost Advanced billed in error require a bit more attention then simply entering a payment as with the just Court Costs Billed in error (see TA0036).

First, it will be necessary to do a Reversal of the Contraed Court Cost Advanced bill on the debt.

Second, a NON-Contraed Court Cost Advanced Correction is entered on a dummy debt with a dummy client (possibly you have a suspense client already created). This correction entry is necessary because the total of the Reversals must equal the total of the Corrections.

Third, enter a Payment (Paid Us or more specifically a Court Cost Recovered to Us) for the amount of the Corrected Court Cost Advanced involved. Note, this payment is applied to the dummy debt.

Result, this will show up on the client statement as a reversal of the original bill and the return of the advanced funds.

Finally, write a manual cheque from trust to trust to balance your physical deposit amount against the collection system's expected totals. This is to reconcile the amount of the payment you had entered above for the Corrected Court Cost Advanced. Basically, this payment represents a write-off.