

MARIN COUNTY SHERIFF'S DEPARTMENT  
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER ONE - ACCOUNTING  
CIV-01-08  
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DATE  
11/18/97

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**CHECKS, RECEIVED ON WRIT, IN CIVIL SYSTEM**

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**POLICY**

All checks received pursuant to levy will be processed according to the following procedure.

**PROCEDURE**

Log on to the Civil computer system (see CIV 3 - 3, Civil System, Logging on). Select "Go to Work" by using the arrow keys to highlight your selection and pressing "enter." From the next screen select "\$Acctng" in the same manner (all selections from the top menu bar are made in this manner).

On the next screen select "FileNo." The cursor will move to the file number location on the screen. The computer will automatically supply the current year as the first two file number digits so you must type over this if you are working on an older file. Type in the file number as shown on the sticker on the front of the file, ignoring the leading zero and the zero tacked on at the end. Press the tab key or the enter key.

Select "Note" to see if there are any notes in the file that might affect your entry. Then select "Quit!"

Also select "Inquire" to see if there is any accounting information that might affect your entry. If there are several pages of accounting data, select "FinalPage" to look at the last data entered. Then select "Quit."

Select "Post\$\$." Select "Edit." The cursor will move to the amount block. Enter the amount of the check, using the decimal point. The cursor will move to the date block. Enter the date the check was received (from time stamp on back of check or on check stub). The cursor will move to the rec'd from block. Compare the name there to the name on the check and correct if not the same. Tab to reference number. If a receipt has already been written, enter the last 5 digits of the receipt. If no receipt has been written, tab past reference number (the computer will then generate a receipt for printing the following day). Enter the check number. This entry must have 5 digits so lead with zeroes if there aren't enough digits or use the last 5 digits if there are too many.

Select "counter" or "mail" from the top menu bar, as appropriate.

Select "check," "money-cash," etc. from the top menu bar, as appropriate.

Select "post-as-is" if everything is correct, or "edit" to make corrections, or "cancel" to stop the entry.

**RELATED STANDARDS**

None

**AFFECTED DIVISIONS**

None

DATE OF REVISIONS

None

**By order of:**

**Tom McMains  
Captain**