

CountyCashier & halFILE – working together

CountyCashier is not a stand-alone product. Rather, it is a front-end product to halFILE Document Manager™. CountyCashier is used to record documents, collect fees and account for those fees at a County Clerk's office. After a document is recorded, halFILE is used to scan, store, retrieve and manage the documents.

CountyCashier records documents, receives payments and collects fees. Using one or more cash drawers, the system tracks money received and maintains an Accounts Receivable ledger. A variety of user-definable reports are available including invoices, cash and account balances, and historical information. Fees can be allocated to General Ledger accounts. Documents received can be stamped using a slip printer and then scanned using halFILE Document Manager.

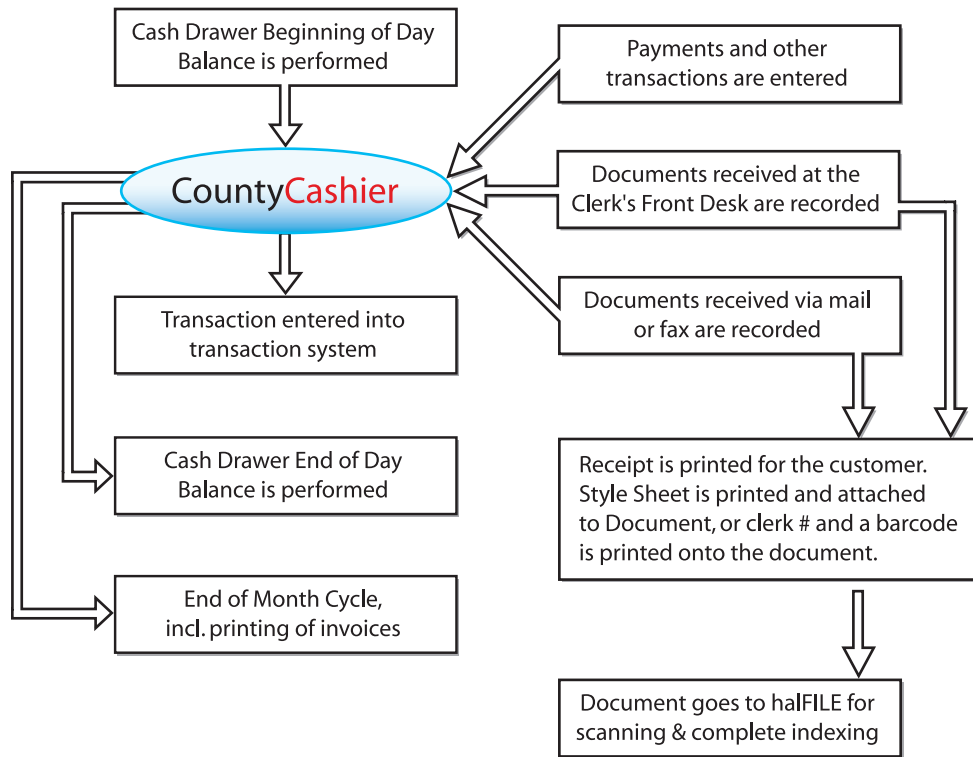
CountyCashier Recording features:

- Fully integrated with halFILE Document Manager to scan documents and reduce operator data entry
- Records documents received by a County Clerk's office
- Receives payments made by customers and supports draw down accounts
- Performs fee collection for a County Clerk's office
- Maintains Accounts Receivable and prints invoices on a monthly cycle
- Supports ODBC level 2 compliant databases such as SQL Server
- Document recording information can be stamped on the document using a slip printer
- Supports multiple cash drawers and tracks money received by Teller, Station and Cash Drawer
- Allocates money received to multiple accounts
- Uses Crystal Reports™ to allow users to design or modify reports
- A check scanner may be used, and will automatically post MICR information to the halFILE database
- A **Global Fee and Ledger Changes** feature reduces such changes to a few keystrokes
- Security levels may be assigned to individual tellers by the administrator (Manager, Supervisor, etc.)

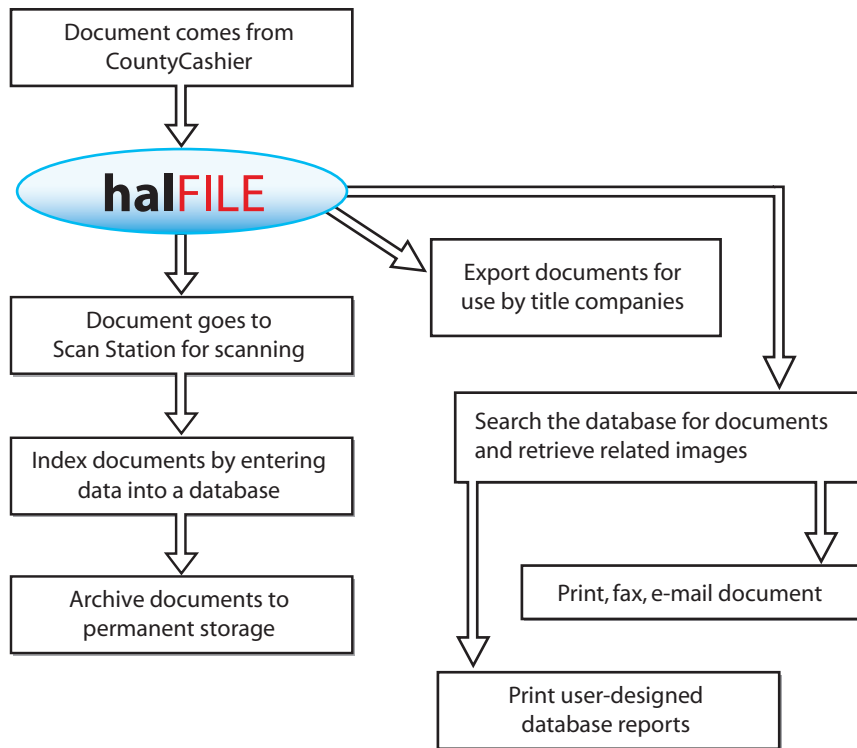
CountyCashier Reports:

- Cash Balance - Beginning of Day
- Cash Balance - End of Day
- Document Receipts (laser or receipt printer)
- Daily Cash Activity Report
- Refund Register
- Payment Register
- Receipt Register (summary and detail)
- Charge Register
- Outstanding Accounts Receivable Report
- Invoices
- Allocations by Group
- Allocations by Group/Instrument Type
- Allocations by Instrument Type
- Allocations by Ledger Account
- Allocations by Receipt
- Deposit Permit

The following diagram depicts the system flow of documents at the Clerk's office:



After processing with CountyCashier, halFILE provides complete document management:



halFILE features—

- Easy scanning controls
- Automated or manual indexing
- Optional barcode support
- Fast document retrieval
- User-defined databases
- Document import
- User-designed reports
- Flexible output options
- Internet access option
- Comprehensive security
- Reliable data archiving and much more...