



Linking a Payment to a Docket

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Linking a Payment to a Docket

(Ticket ex: 36356)

If a payment was entered incorrectly, it may need to be linked back to the fee/fine in a docket. To do this, first open the docket.



Press **Shift + F4** and type "payord" where it says "docket":



And type 's' in the "Narrow Output" field to make it print to your screen:



The following screen will display all fees/fines associated with the docket and tell you if they are paid or not. You can scroll down until the screen says 'end' if there are multiple, and press 'q' to leave the screen and go back to the docket.

Find the fee/fine you need to work with:



And write down the Fine ID and Agree ID, or take a screenshot. **F1** all the way out of the docket and enter the direct tables via options:

23. System Administration Reports -> 4.Direct Table Access

Anything you do with payments will be done in these tables:



You need to work from the bottom table to the top.

Start at the **Credit Table**, then the **Payment Table**, **Debit Table**, etc. The **Agree Table** should be the last you search/work in. This is especially important as VTADS will not let you delete anything unless you work in this order.

Open up the Credit Table and change the "cre_agrid" from 900 to the agree id you

got from the docket and change the "cre_finid" to the fine id from the docket:



Work your way up the list of tables and do the same.

Payment Table:



Search the other tables for your payment, either by using the pay id, fine id, or agree id. If you don't find it, then don't worry about it.

Check the "payord" sheet from the docket header like earlier:



If you've done it, the payment will show. if you run into trouble while working with payments, Jim Baslock can help out.

Tags
Deleting Docket
Linking Payment
VTADS