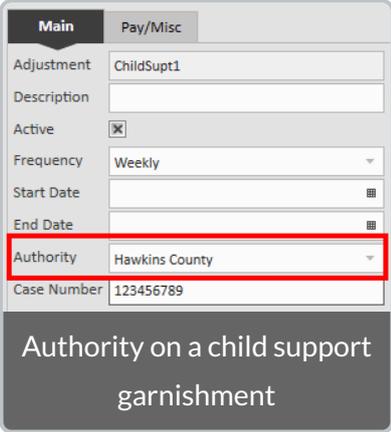


Core- Creating Authorities

Last Modified on 11/13/2018 2:02 pm CST

Why Do We Create Authorities?

When entering a garnishment, you may find that the authority listed on the order is not available. If this is the case, the authority needs to be added that to the list in that system:



Main	Pay/Misc
Adjustment	ChildSupt1
Description	
Active	<input checked="" type="checkbox"/>
Frequency	Weekly
Start Date	
End Date	
Authority	Hawkins County
Case Number	123456789

Authority on a child support
garnishment

Note When creating authorities, keep in mind what level of hierarchy this authority should be used for. For example, if this authority is to be used for the entire company, the user should be at the entity level of hierarchy when creating that authority. If the authority should only be used for a specific branch, it should be created at the branch level.

To create an authority in the system, you will need the authority name and address.

How to Create an Authority

1. Navigate to administration > authority:
2. Select the + icon to add a new authority.
3. Enter the following information:

The screenshot shows the 'Administration' interface. On the left is a navigation menu with 'authorities' selected. The main content area has a search bar 'Find an authority' with 'Hawkins County' entered. Below the search bar, it says '1 items available'. The 'Main Authority Info' section contains the following fields:

Authority Name	Hawkins County
Authority Other	
Street	123 Upside Lane
City	St. Paul
State	MN
Zip Code	55121
Country	United States of America
Require Case Number	<input checked="" type="checkbox"/>

- Authority Name: The full name of the party being paid.
 - ex. Hawkins County
- Authority Address.
 - Including street, city, state, and zip code.
- If a case number is required, check the box next to 'Require Case Number.'

4. Select  in the upper left to save

When you are finished with adding your new authority, you will need to refresh your hierarchy in order to use it. Enter the garnishment amount as normal and the new authority will appear in the drop-down list.

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