



Historical Account

The historical account tracks funds owed to incarcerated individuals and funds owed to the Sheriff's Department. Balances transferred to the historical account appear on the Jail Information Management System (JIMS) Outstanding Balance web report.

TRANSFER FUNDS TO A HISTORICAL ACCOUNT

Fund balances on incarcerated individual's accounts are transferred TO the historical account when incarcerated individuals are transferred to state prison.

TRANSFERRING FUNDS FROM THE FINAL RELEASE NAVIGATOR

1. Place a check mark or click in the box next to general account (under Summary of Accounts)
2. Enter the transfer amount
3. Click the TRANSFER TO HISTORY button at the bottom of the screen
4. Click NEXT to complete the historical account transfer and continue with the final release of the incarcerated individual

Once transferred to a historical account, the owed fund balance reflects on the Booking Summary inquiry screen.

TRANSFER FUNDS FROM A HISTORICAL ACCOUNT

Owed fund balances will be transferred FROM a historical account when incarcerated individuals:

- return to Sheriff's custody
- contact a detention facility to request an owed balance

TRANSFER FUNDS FROM A HISTORICAL ACCOUNT TO AN ACTIVE BOOKING

IMS>FUNDS>JIM TRANSACTIONS

1. Type the JIMS number or incarcerated individual's last and first name, click FIND
2. Highlight the incarcerated individual and click JIMS Transactions
3. Click the Transfer to Active Booking Account circle, then SAVE
4. If account is not active, go to IMS>Configuration>Account Maintenance>Name/Booking Number>Click Find>Double Click Name>Change Status from **I** (Inactive) to **A** (Active).