Commissary Module

This is the iSOMS Commissary Module Guide. This guide explains how to use the commissary module. Using iSOMS Commissary Module, you can:

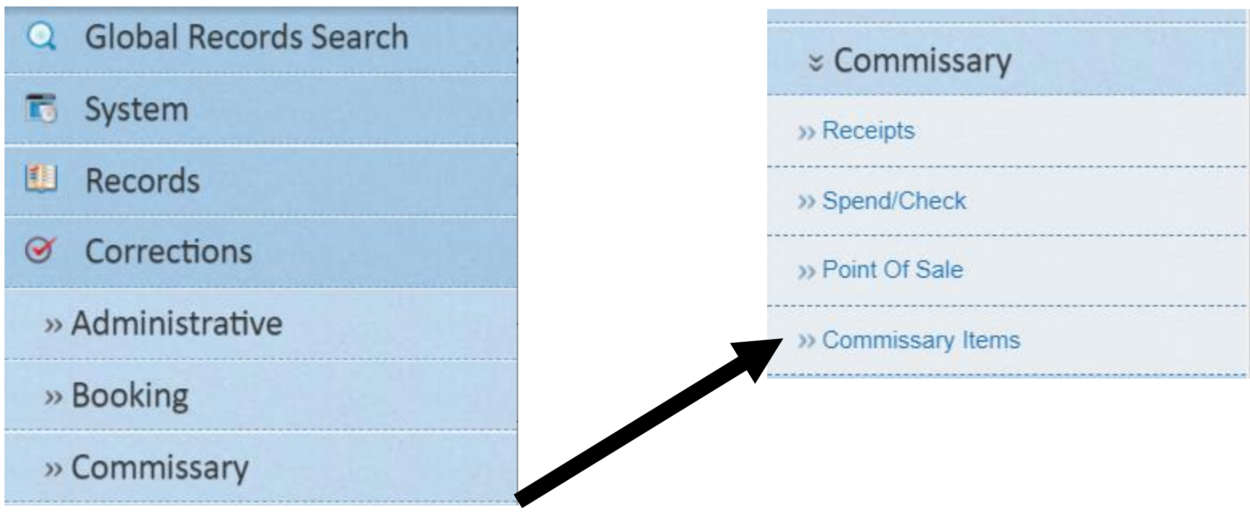
- Add receipts records for when an inmate receives money
- Remove money from an inmate's account (for discharge or other special spending)
- Track when money is spent at the commissary (for spending on commissary items)
- Add new items to the records for commissary items

Contents

Commissary Items

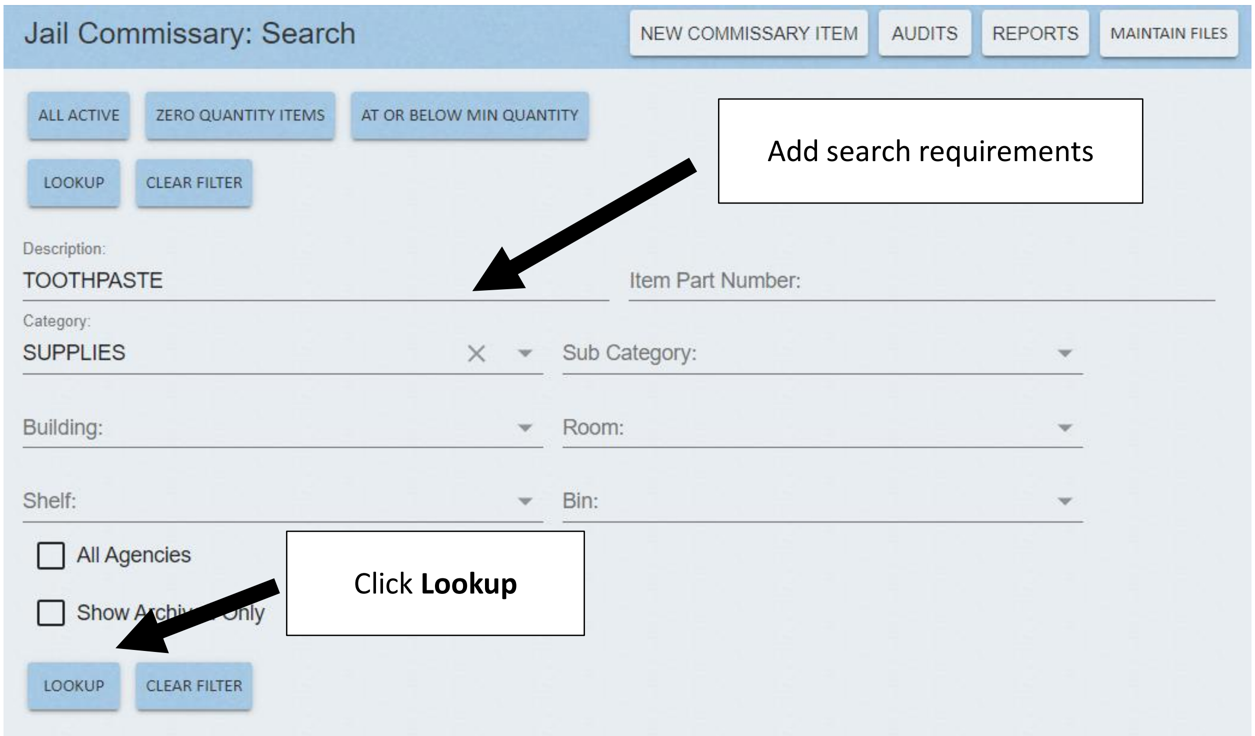
In order to record when items are sold, you have to add them to iSOMS. To add or search for an item, begin on the iSOMS home screen. Click on the following:

Corrections → Commissary → Commissary Items



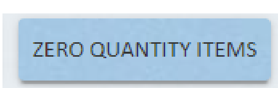
Searching for Commissary Items

This will open the **Jail Commissary: Search** screen. Here you can look up current items if you need to edit their cost, category, etc. To look up an item, type in the search filter fields and click on one of the **Lookup** buttons.

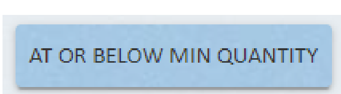


Quick Searches

If you want to find items that you have run out of, click on the **Zero Quantity Items** button to list all items that have no quantity listed.



If you want to search for items that are at or below the minimum quantity you've recorded as necessary, click on **At or Below Min Quantity.**

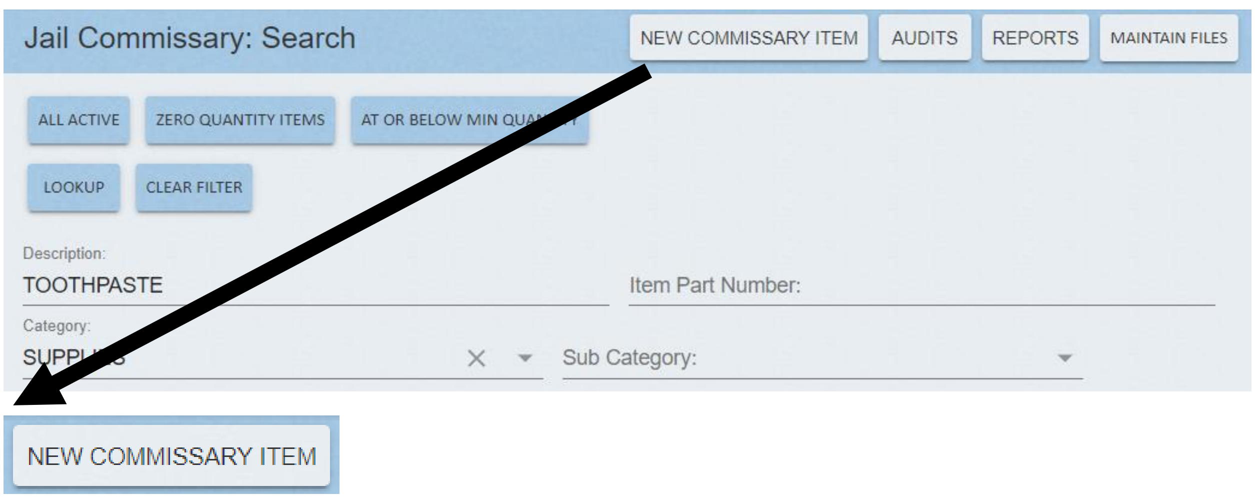


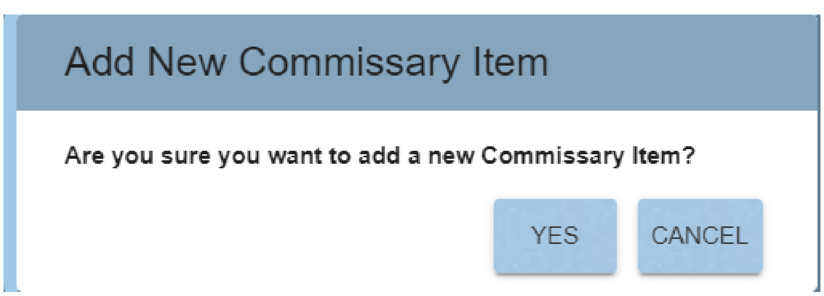
Commissary Module

Whether you did a quick search or a standard search, you can double click on the entry or click on the pencil icon ( ) to open the screen to view, edit, or delete it.

Adding New Commissary Items

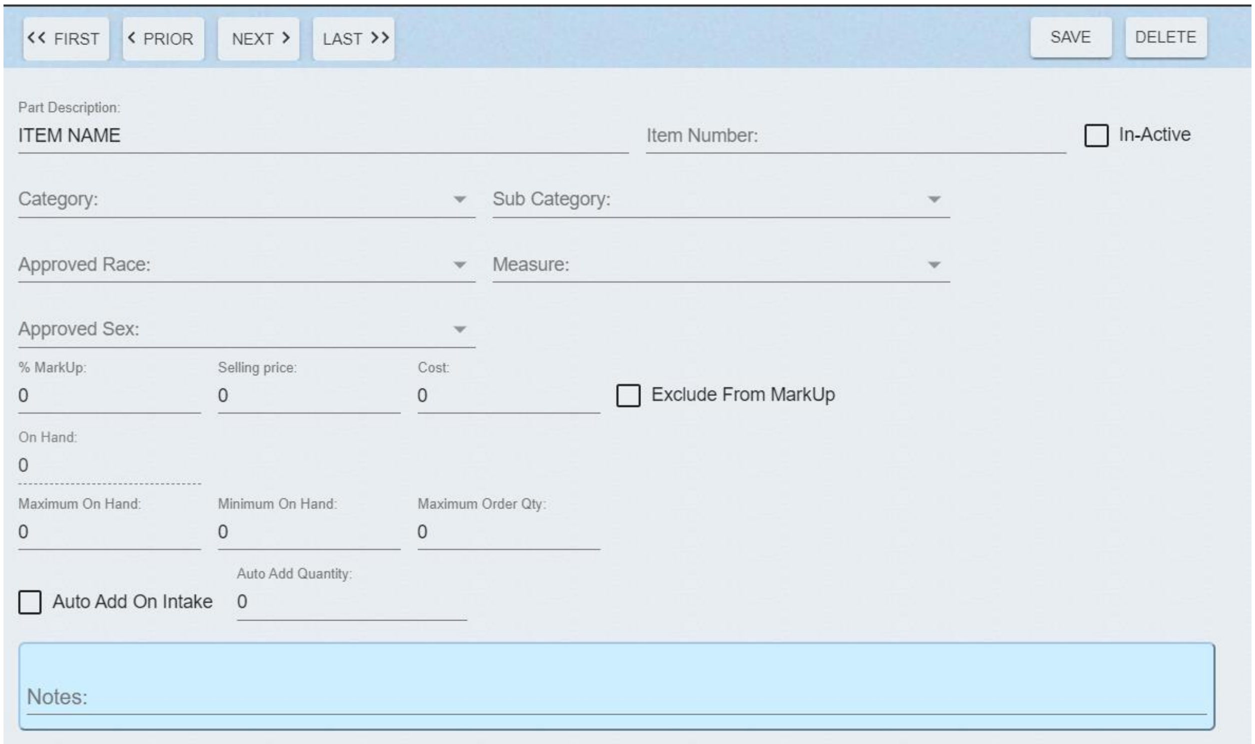
In order to add a new commissary items, click on the **New Commissary Item** button on the search screen. Click **Yes** when prompted for confirmation.



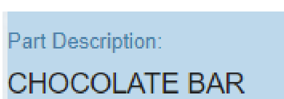


After confirming you want to add a new item, you will be brought to a screen where you can add information on the item you want to add.

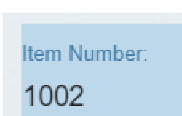
IMPORTANT: Optional items will be listed in **blue**. You can skip these items if not needed, or if you don't know if you need them.



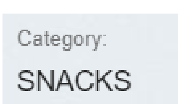
Begin by adding the **Part Description**, that is, the name of the item you are adding.



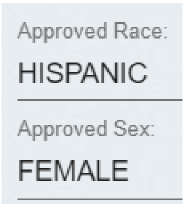
You can optionally add an **Item Number** for your own personal records.



Pick a **Category** and **Sub-category** from the dropdown menus to help sort the new item.

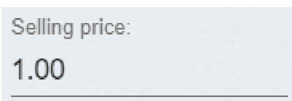


If the item can only be used by a certain race or sex (such as medical or personal items), then use **Approved Race** and **Approved Sex** to record those details.

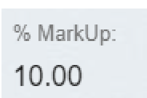


Record how much the item costs your agency in the **Cost** field.

Add the **Selling Price** to record how much it will cost the inmates to purchase this item.



You can use the **Markup** field to record the % of markup. This field is optional.

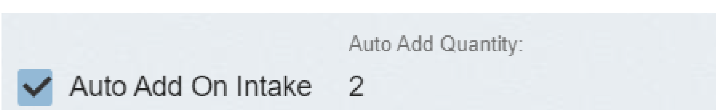


Add the maximum number of the item you should reasonably have in **Maximum On Hand.**

Use the **Minimum on Hand** field to record how much of the item you should have stored.

Record the most you should order of the item at once in the **Maximum Order Quantity** field.

If this item should automatically be assigned to new inmates, use the **Auto Add On Intake Checkbox** to note that it is for inmates who have just booked and write how many of the item should be assigned in the **Auto Add Quantity** field.



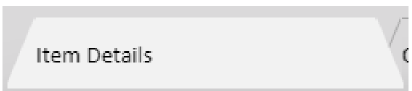
Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the next section for more info.

Commissary Item Tabs

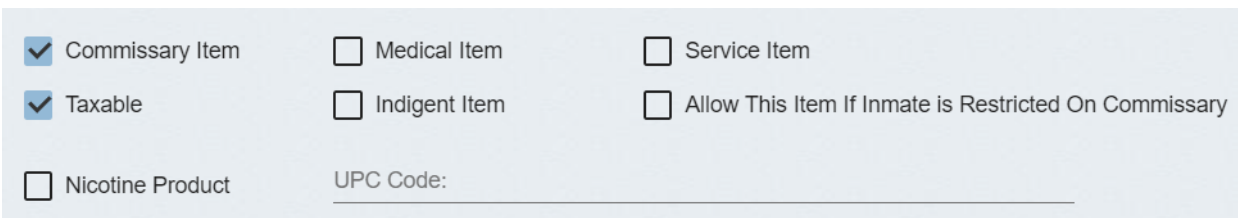
Summary

Fill out the tabs below the fields for commissary items as needed. The **Item Details** tab should be filled out when you create the entry. Use **Order History, Adjustment History, and Physical Count History** to keep track of how much of the item you have on hand. **Sales History** will track the sales of the item to inmates. **Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents.

Tab Details

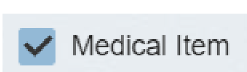


Item Details lets you record relevant information about the item and should always be filled out immediately when adding a new item. Check the boxes as appropriate.



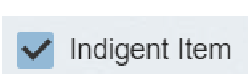
If the item is a commissary item to be sold to inmates, check **Commissary Item.**

If the item is a medical item, such as over the counter medication or medical devices, check **Medical Item**.



If the item is actually a service, such as a haircut, check **Service Item**.

If the item should be distributed or given to indigent inmates, check **Indigent Item**.



If the item should still be allowed to be sold or given to inmates who have commissary restrictions, check **Allow This Item if Inmate is Restricted on Commissary.**

☑ Allow This Item If Inmate is Restricted On Commissary

If inmates should pay tax when purchasing the item, check **Taxable**.

☑ Taxable

If the item is a nicotine product, such as cigarettes, check **Nicotine Product**.

☑ Nicotine Product

You can also add a **UPC code** here if you would like.

UPC Code:
123-4567-890

Order History

The **Order History** tab allows you to track orders of the item. This allows iSOMS to keep track of how much of the item you have on hand and how much you have ordered in the past. You can view previous orders on the table. To view, edit, or delete an entry, double-click it on the table.

EXPORT GRID TO FILE | ADD ORDER

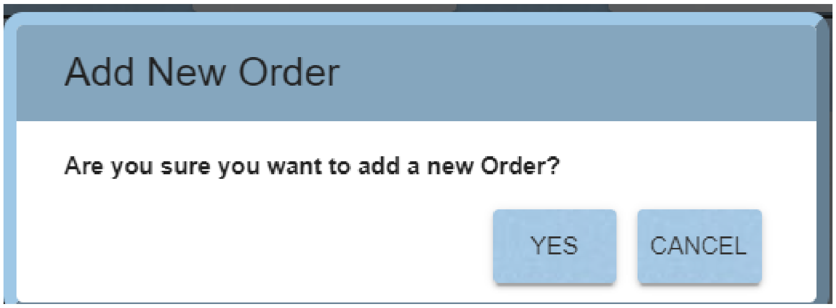
2 Orders

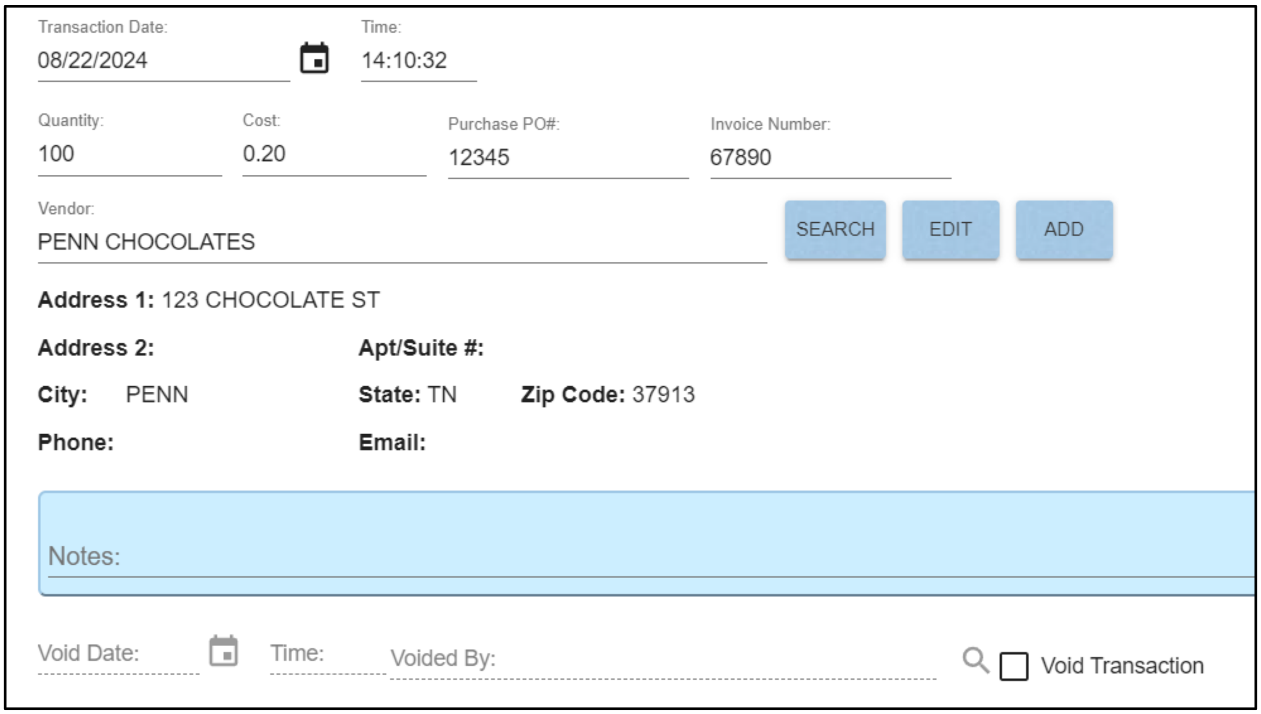
Transaction Date	Entry By	Quantity	Amount	Vendor	PO#	Void Date	
08/22/2024 14:06	GUY, ORDER	25.00	$0.20	PENN CHOCOLATES			✎
08/22/2024 13:41	GUY, ORDER	10.00	$0.20	PENN CHOCOLATES			✎

To add a new order, click **Add Order** in the top right corner.

ADD ORDER

Confirm you want to add a new order, and you will be able to fill in the order details.



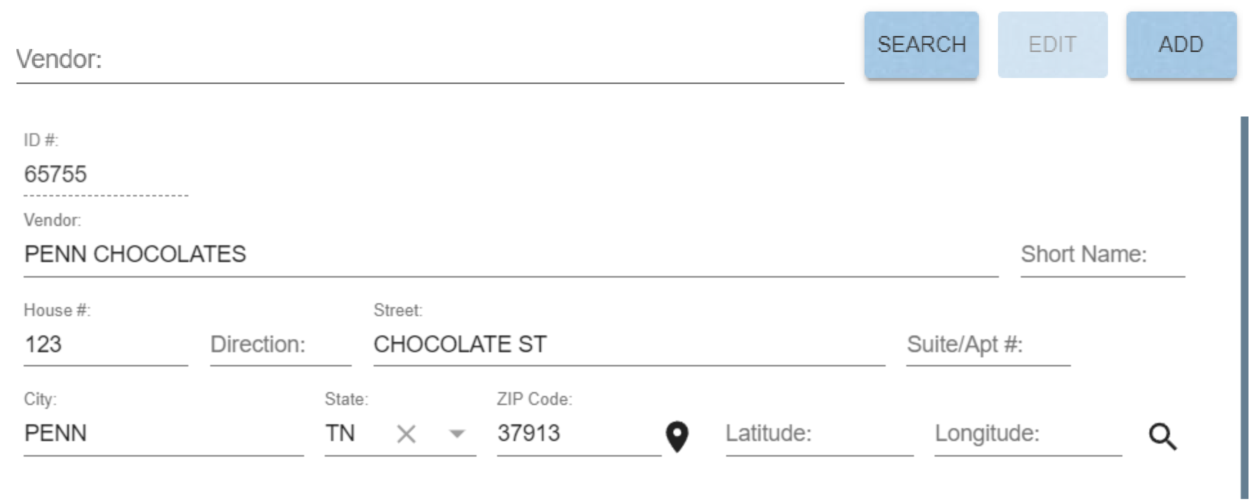


The **Transaction Date and Time** will be set to the current date and time, but you can change it to the actual order time if it is different.

Enter the number of items ordered in **Quantity.** The cost will be added automatically from the field you used earlier, but you can adjust it for only this order if needed. This will automatically track how much you have on hand.

You can add a **Purchase PO#** or **Invoice Number** if necessary.

Search for a vendor name by typing the name of the vendor you bought the item from. If the name is not currently in your iSOMS system, click **Add** and add the relevant address details.

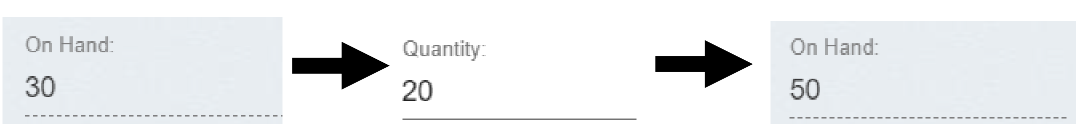


Add any relevant **Notes** and click **Save.**

If you need to void this order later but want to keep the information that was entered, use the **Void Transaction** checkbox at the bottom of the window to cancel the order. iSOMS will disregard the change in amount for the item but you can still see the information entered.

Example: If we added 20 in the order, then 20 will be added to the **On Hand** amount for the item.

Before order: *Place order of 20:* *After recording order of 20:*

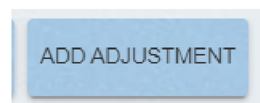


The **Adjustment History** tab lets you adjust the amount of an item you have on hand. When you adjust the count up or down here, it will change the amount on hand by the same amount. iSOMS actually keeps track of how many items you have on hand when you sell or give them to inmates, but you can use adjustments to track waste, donations of supplies, etc.

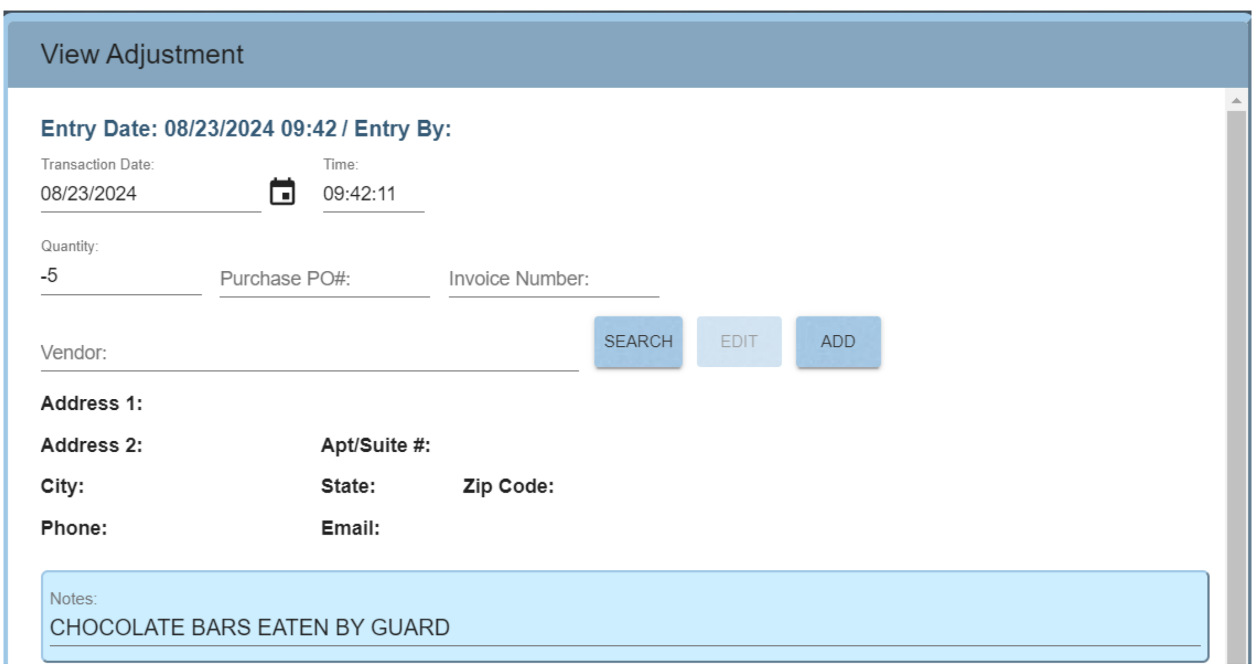
You can view previous adjustments on the table. To view relevant notes, click on an entry *once.* They will be listed below the table. To view, edit, or delete an entry, double-click it on the table.

Transaction Date	By	Quantity	Amount	Vendor	PO#	Entry Date	Void Date	
08/22/2024 18:25	EMPLOYEE	-5.00	$0.20					
08/22/2024 18:27	EMPLOYEE	20.00	$0.20					

To add an adjustment, click **Add Adjustment** in the upper right corner.



After confirming you want to add a new adjustment, fill in the details of the adjustment.



First, add the quantity change in **Quantity.** The field accepts positive and negative numbers, so you can use positive numbers for donations and the like. Use negative numbers when an item is broken or goes to waste.

Now if the reason for the adjustment was a company, such as a donation from an organization, then you can add a vendor as described above in the *Orders* tab. Simply type the name of the company to search for it or click **Add** to add a new vendor.

Type in the field to search, or…

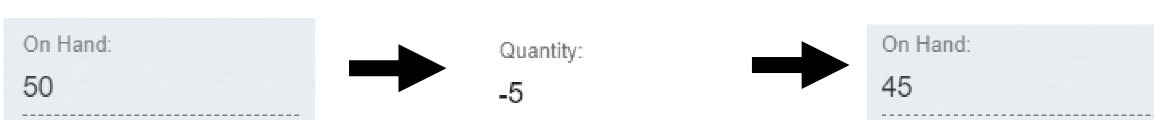
*Click **Add** to add a new vendor*

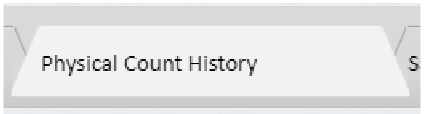
Finally, add any relevant notes in the **Notes** field, and then click **Save** to save the adjustment.

If you need to void this adjustment later but want to keep the information that was entered, use the **Void Transaction** checkbox at the bottom of the window to cancel the adjustment. iSOMS will disregard the change in amount for the item but you can still see the information entered.

Example: If we subtract 5 in the adjustment, then 5 will be subtracted from the **On Hand** amount for the item.

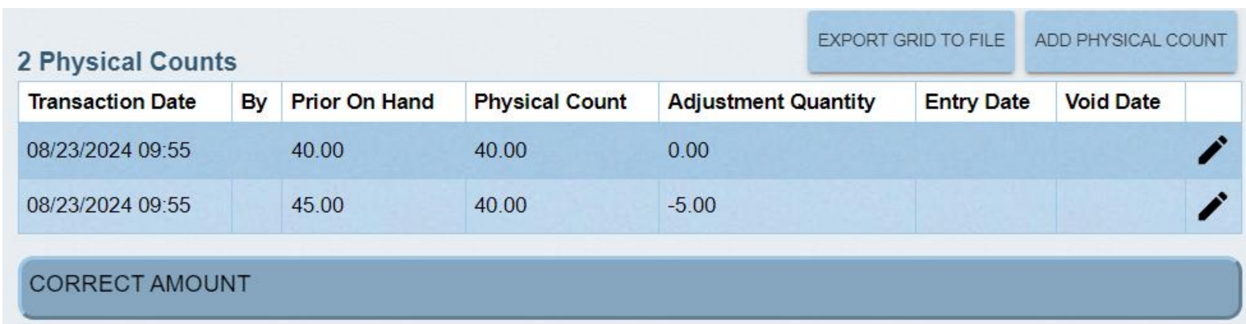
Before adjustment: *Adjustment of -5:* *After adjustment of -5:*





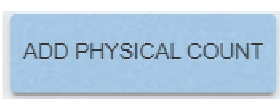
The **Physical Count History** tab lets you update your count of an item in iSOMS. When you add an entry in this tab, the **On Hand** field in the main item record will automatically adjust to how many of the item was counted. This allows you to keep track of the actual count of an item, so you know what you really have, such as when you want to do inventory. An example is given at the end of this tab's section.

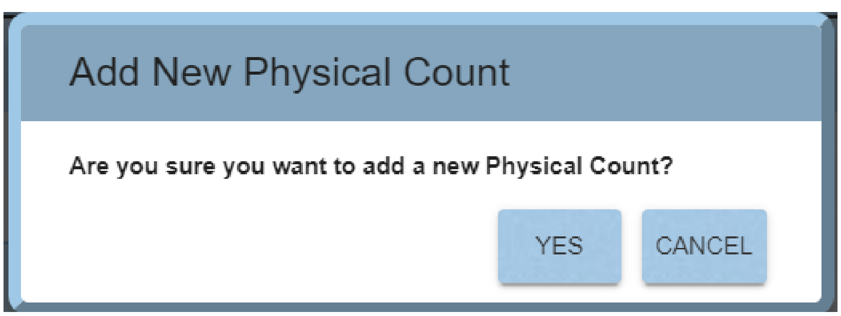
You can view previous counting records on the table. To view relevant notes, click on an entry *once.* They will be listed below the table. To view, edit, or delete an entry, double-click it on the table.



Transaction Date	By	Prior On Hand	Physical Count	Adjustment Quantity	Entry Date	Void Date	
08/23/2024 09:55		40.00	40.00	0.00			
08/23/2024 09:55		45.00	40.00	-5.00			

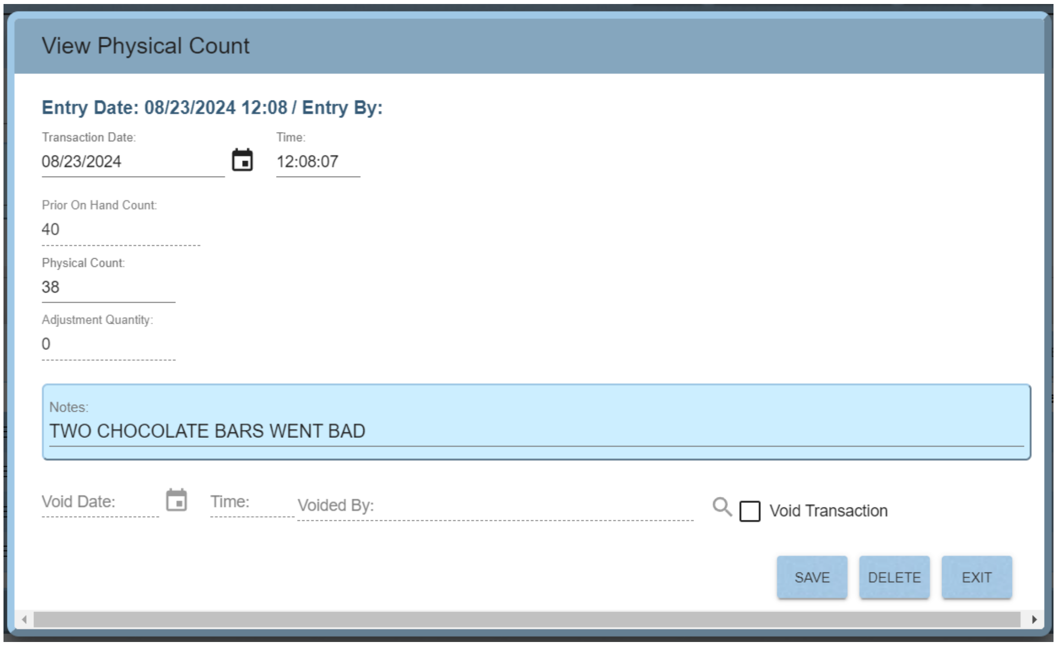
To add a counting record, click **Add Physical Count** in the upper right corner.





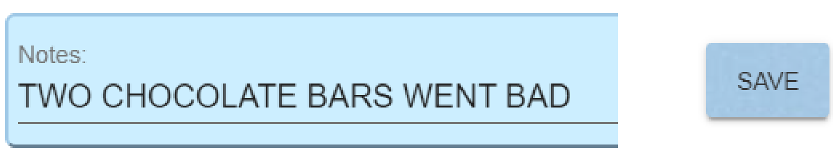
After confirming you want to add a new record, fill in the details of the physical count.

See next page for screenshot.



First, add the actual amount of the item counted in **Physical Count.**

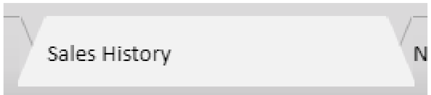
Add any relevant notes in the **Notes** field, and then click **Save** to save the physical count.



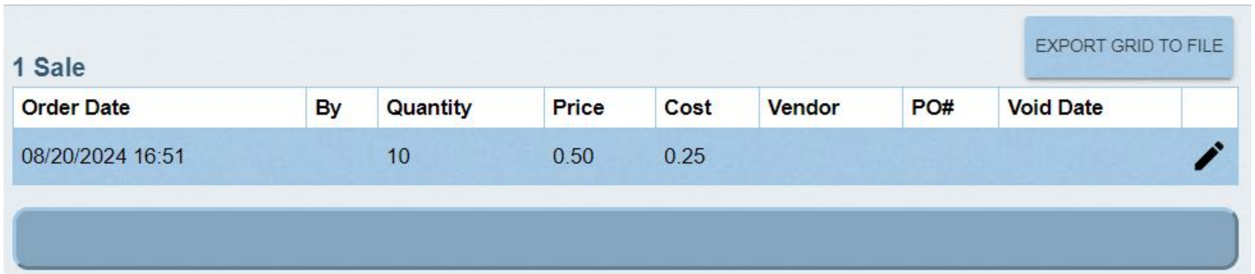
If you need to void this physical count later but want to keep the information that was entered, use the **Void Transaction** checkbox at the bottom of the window to cancel the change. iSOMS will disregard the change in amount for the item but you can still see the information entered.

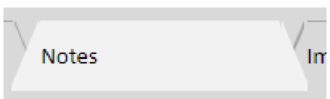
Finishing Up

At this point, you have filled in the tabs that are usually necessary. You can click **Save** to save the record. If you need to view sales history or add any notes, images, or attachments, see the entries below.

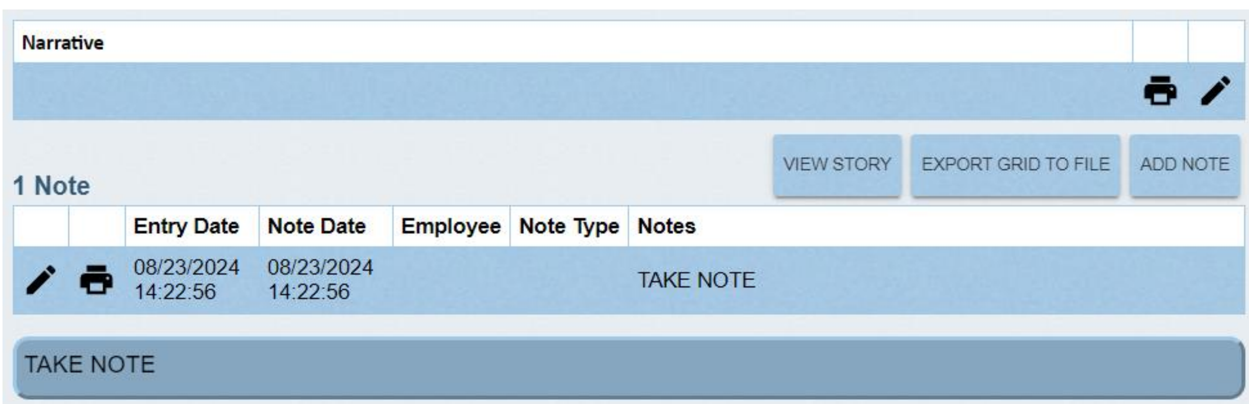


The **Sales History** tab shows you the records of sales for this commissary item. **This is a read only tab.**

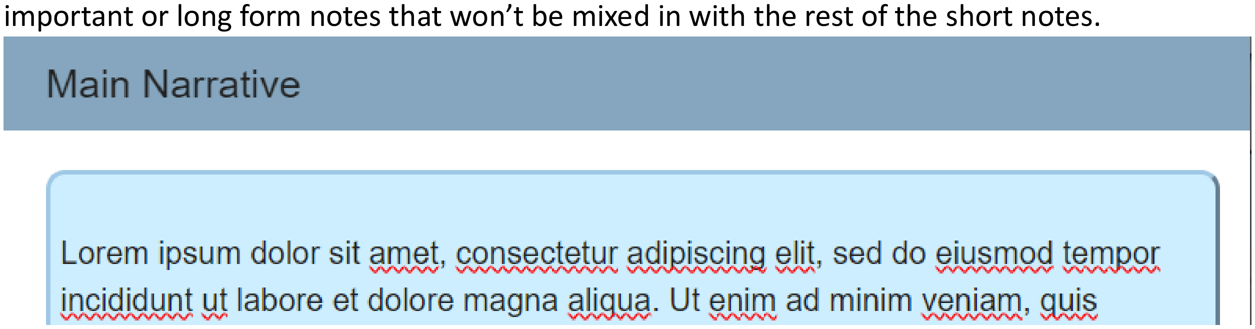




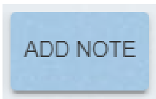
The **Notes** tab is used to view or add notes pertinent to the commissary item. Double-click on any entry in the table to edit or view it.

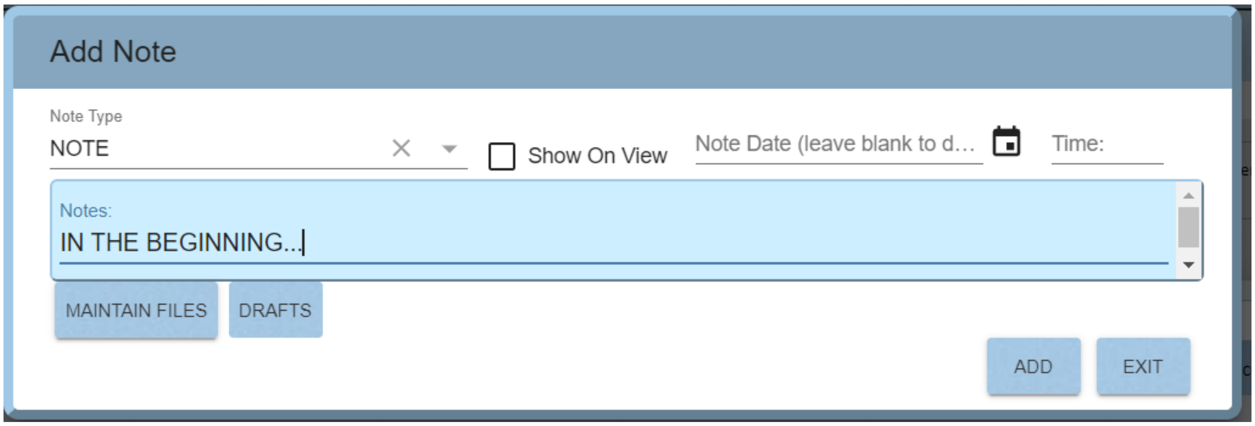


Narrative acts as an area where you can add a long note. This is useful when you want to add important or long form notes that won't be mixed in with the rest of the short notes.

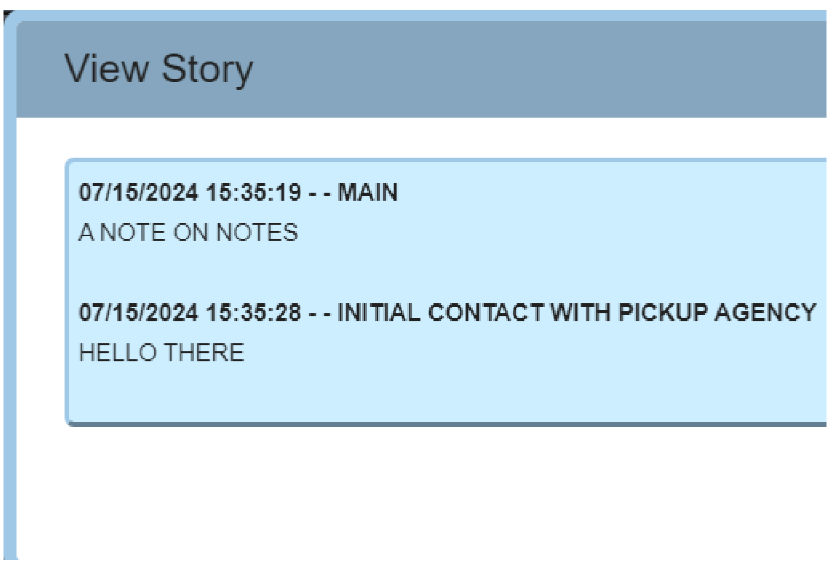


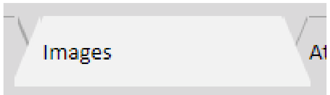
Use **Add Note** to add a new note.





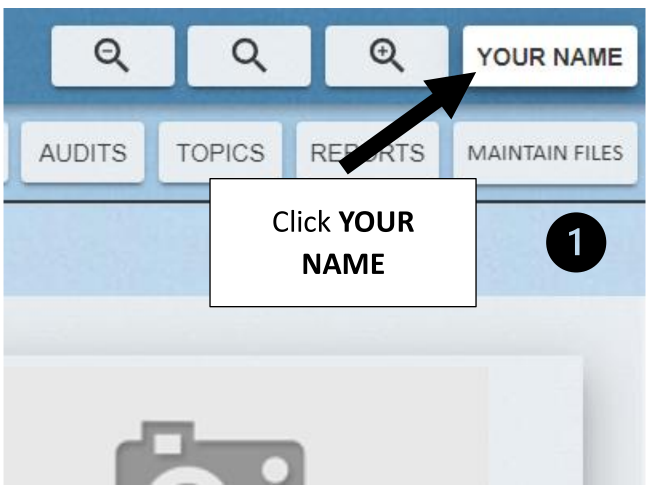
The **View Story** button will show all notes (except Narrative) that have been added on one page.

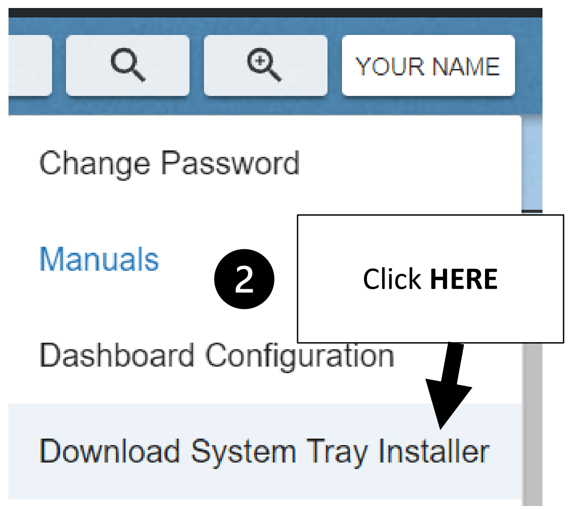


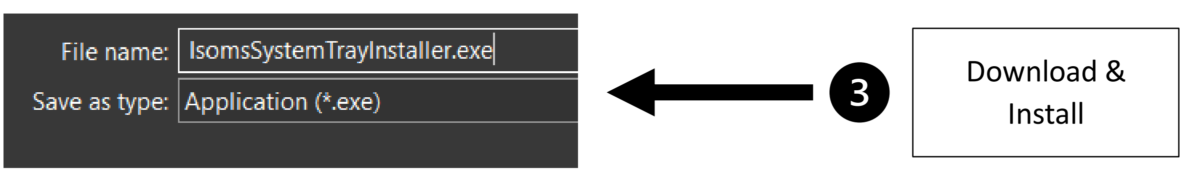


The **Images** tab is used to view, download, or add images. You can add a single image at a time or multiple images at a time. Click **Add Image** to add a single image.

To add multiple images at a time, you will need the System Tray Installer downloaded to the computer you are using. The System Tray Installer can be found on the iSOMS home page by clicking on the button in the upper right with your username. Once you click on that, you will get a drop-down list, and **Download System Tray Installer** is one of the options. Download and install it on this computer.

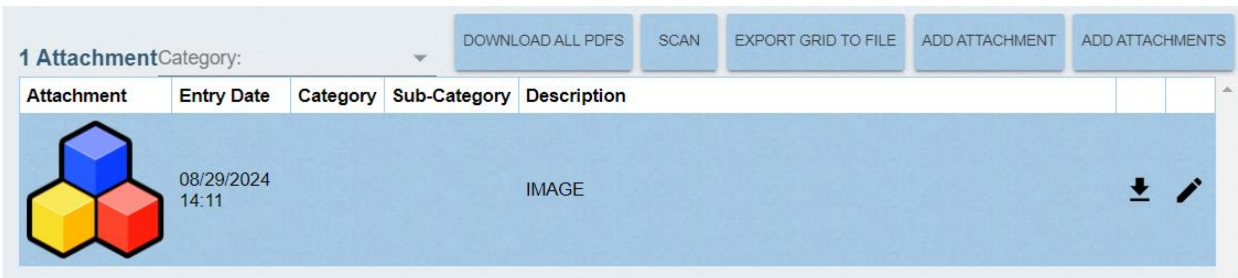






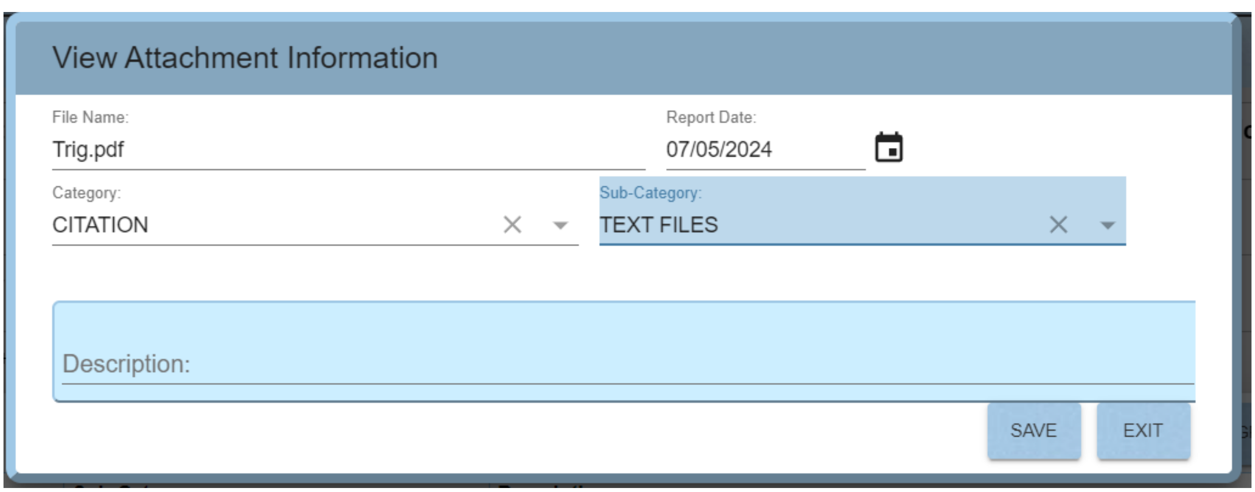
After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the icon to download the attachment to the computer.

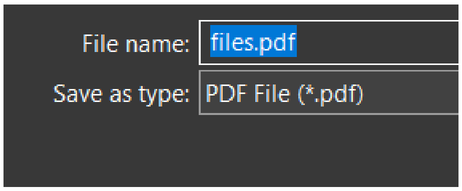


You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on installing the System Tray Installer.

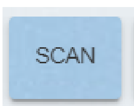
Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.

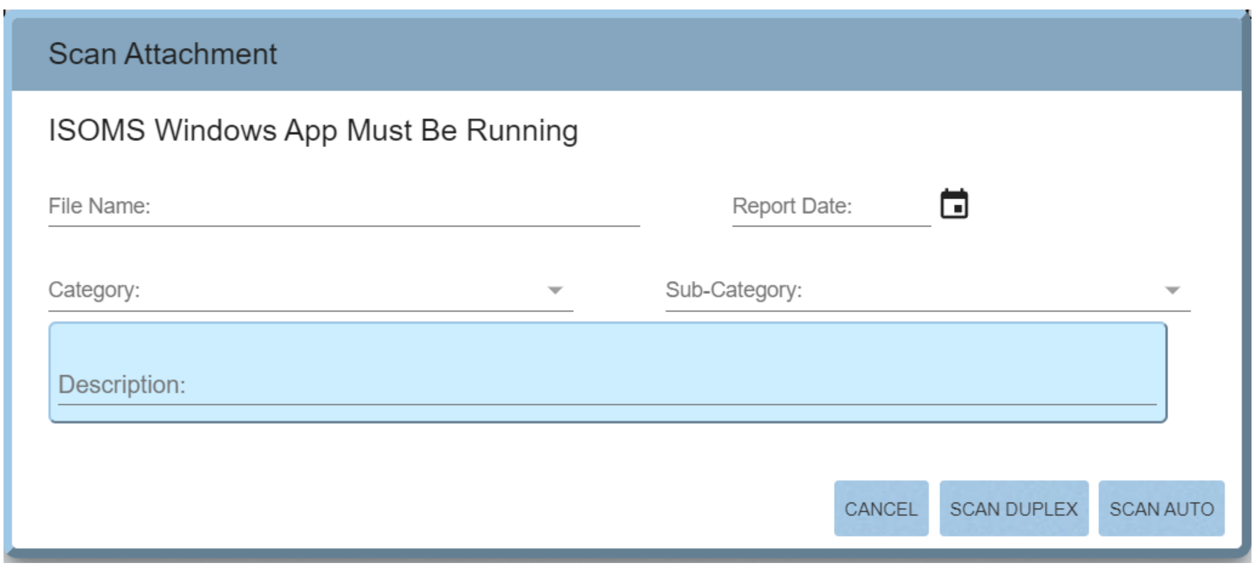


You can also **Download All PDFs** at once by clicking the appropriate button.



If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.



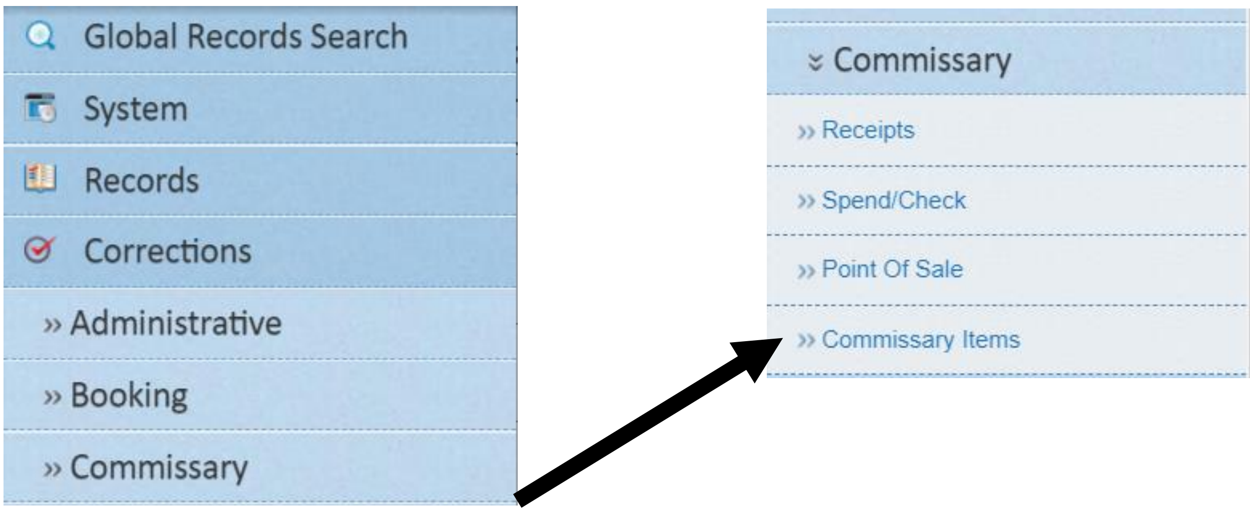


Commissary Item Reports

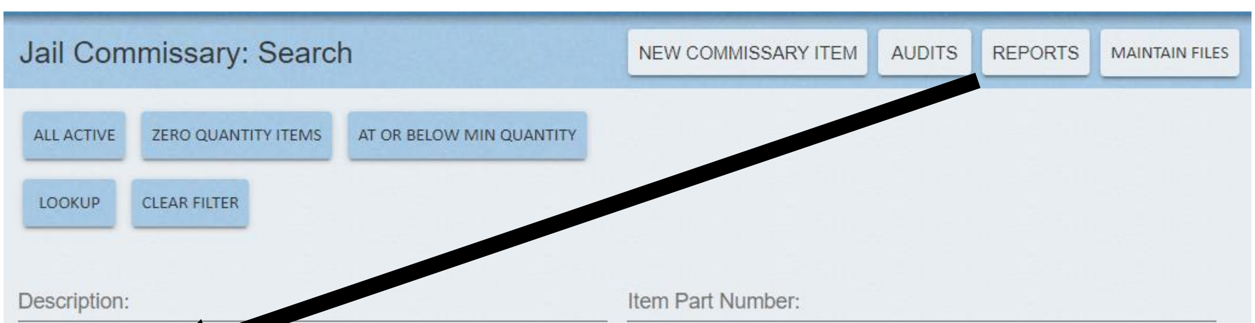
iSOMS has the capability to allow you to print four different types of reports for commissary items. Note that these reports are like summaries in nature. If you need a document for the sale of items or receipt of goods, see the other Reports sections in this guide.

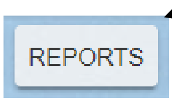
To access the reports, begin on the iSOMS home screen. Click on the following:

Corrections → Commissary → Commissary Items



Now click on the **Reports** button in the upper right corner.



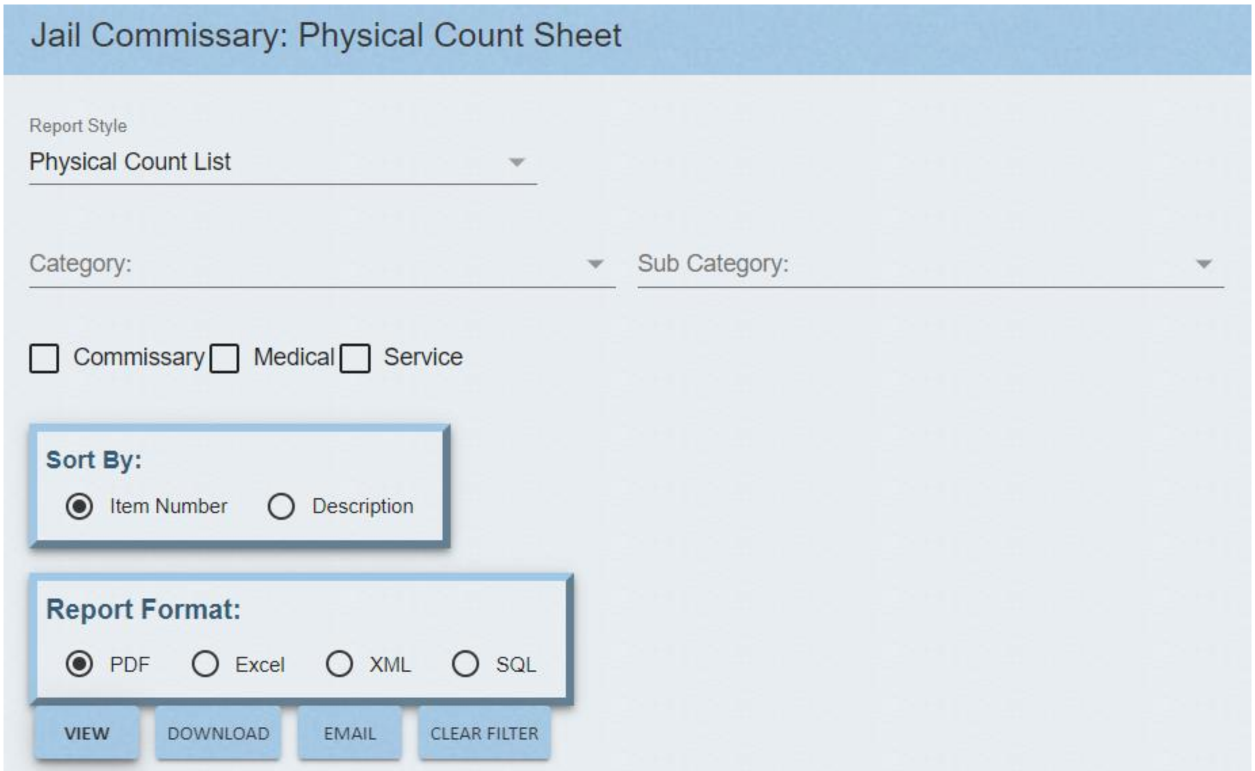


You can then choose from the following options, which are explained on the following pages.

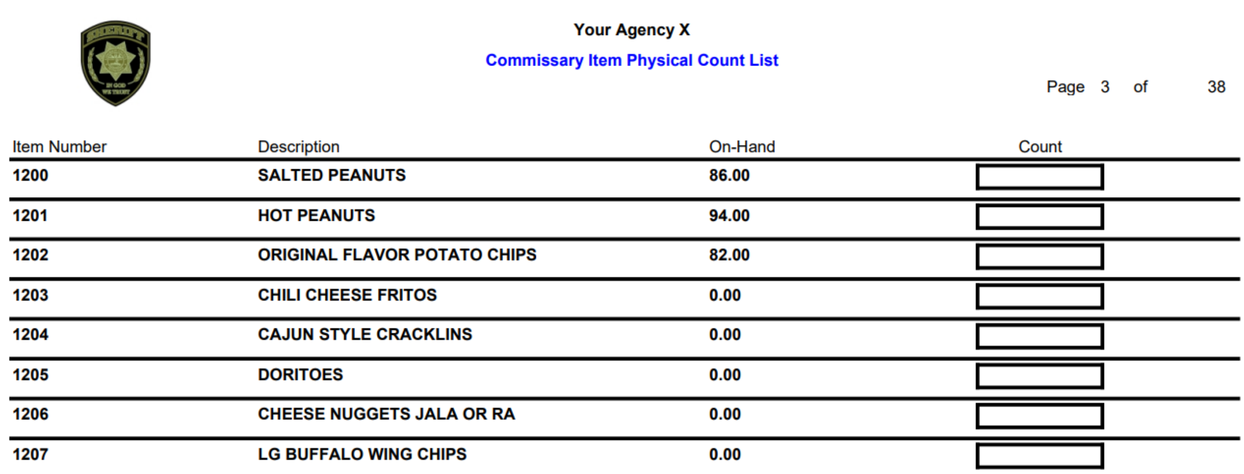
Physical Count Sheet	Transaction Reports
Sale Report	Summary Reports

Physical Count Sheet

This report displays all of the items in your iSOMS records so you can write down how much of each item you have, such as for inventory and counting items.



Set your parameters for the report and click **View** or **Download** to view the report.



Your Agency X

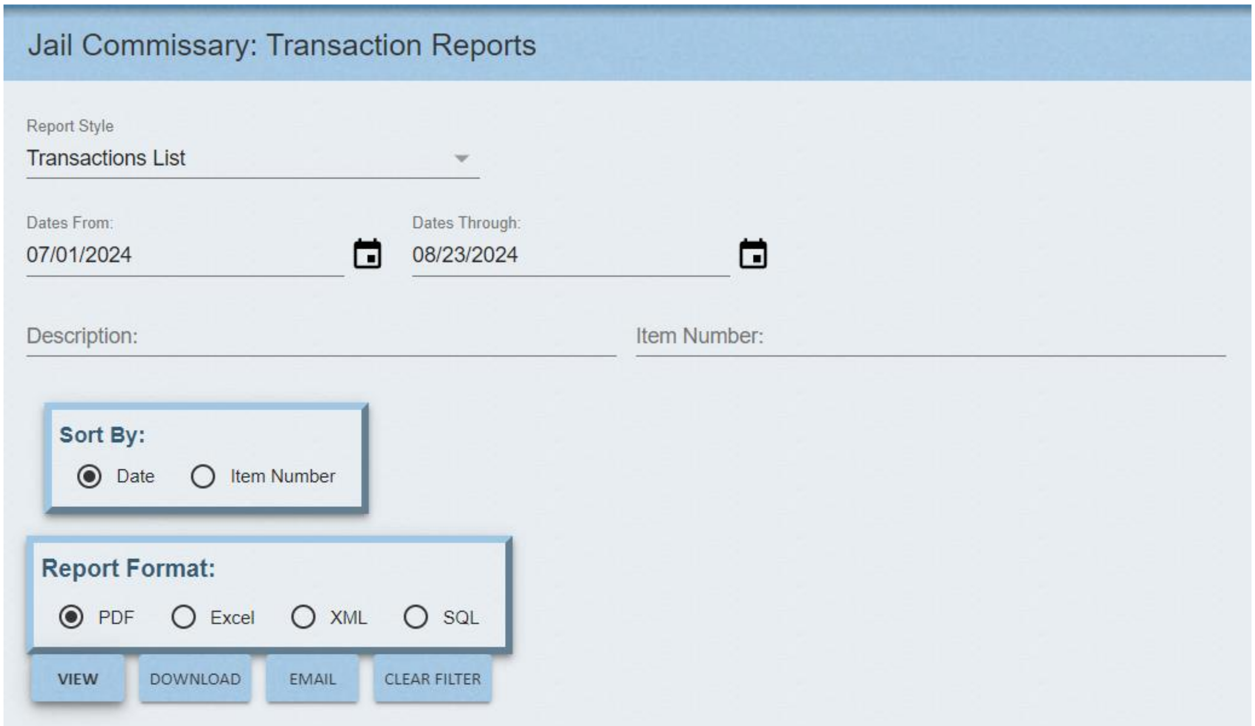
Commissary Item Physical Count List

Page 3 of 38

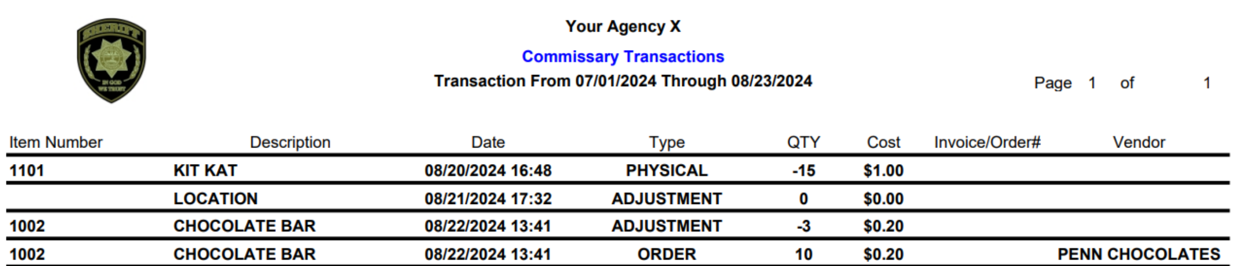
Item Number	Description	On-Hand	Count
1200	SALTED PEANUTS	86.00	
1201	HOT PEANUTS	94.00	
1202	ORIGINAL FLAVOR POTATO CHIPS	82.00	
1203	CHILI CHEESE FRITOS	0.00	
1204	CAJUN STYLE CRACKLINS	0.00	
1205	DORITOES	0.00	
1206	CHEESE NUGGETS JALA OR RA	0.00	
1207	LG BUFFALO WING CHIPS	0.00	

Transaction Reports

This sheet displays all of the orders, adjustments, and physical counts in your iSOMS records. Note this does not include sales records.



Set your parameters for the report and click **View** or **Download** to view the report.


Your Agency X

Commissary Transactions

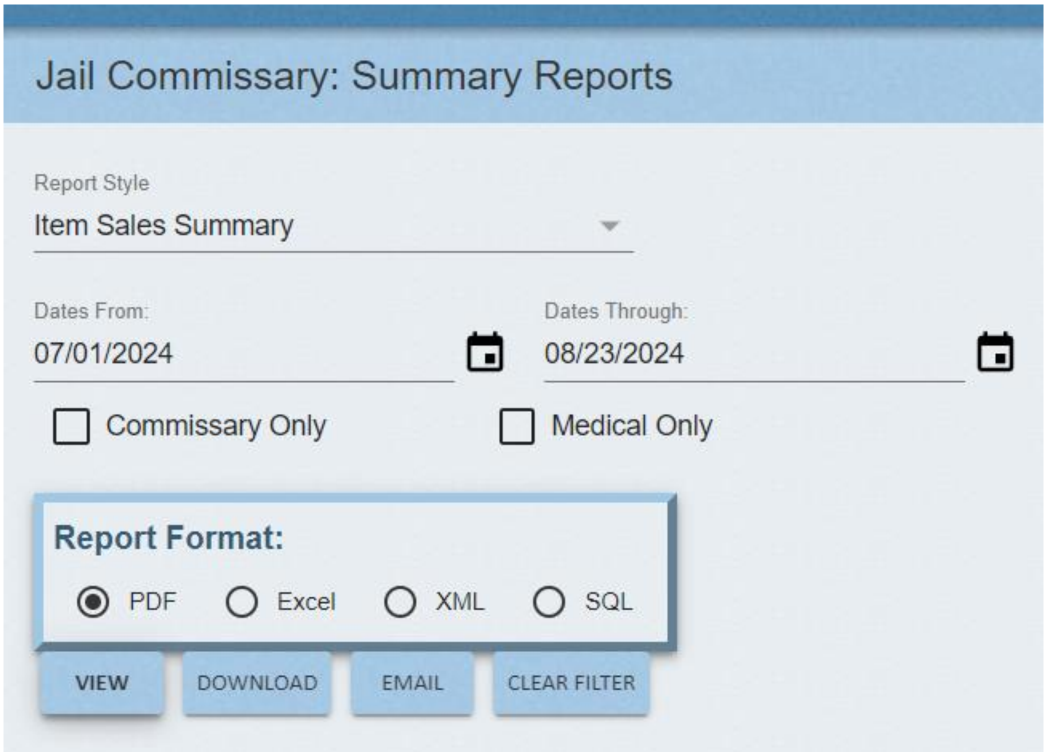
Transaction From 07/01/2024 Through 08/23/2024

Page 1 of 1

Item Number	Description	Date	Type	QTY	Cost	Invoice/Order#	Vendor
1101	KIT KAT	08/20/2024 16:48	PHYSICAL	-15	$1.00		
	LOCATION	08/21/2024 17:32	ADJUSTMENT	0	$0.00		
1002	CHOCOLATE BAR	08/22/2024 13:41	ADJUSTMENT	-3	$0.20		
1002	CHOCOLATE BAR	08/22/2024 13:41	ORDER	10	$0.20		PENN CHOCOLATES

Sale Reports

This sheet displays all of sales in your iSOMS records for commissary items by *items*. It will display each sale, cost, and profit for a certain date range.



Set your parameters for the report. Make sure to add at a date range in **Dates From** and **Dates Through**. Click **View** or **Download** to view the report.

Your Agency X

Commissary Summary

Transaction From 07/01/2024 Through 08/23/2024

Page 1 of 1

Item Number	Description	QTY	Price	Sales	Collected	# of Inmates
TOOTHPASTE	**ASSTD BRANDS**	**1**	**$2.25**	**$2.25**	**$2.25**	**1**
OREO	**OREO COOKIES**	**10**	**$0.50**	**$5.00**	**$5.00**	**1**

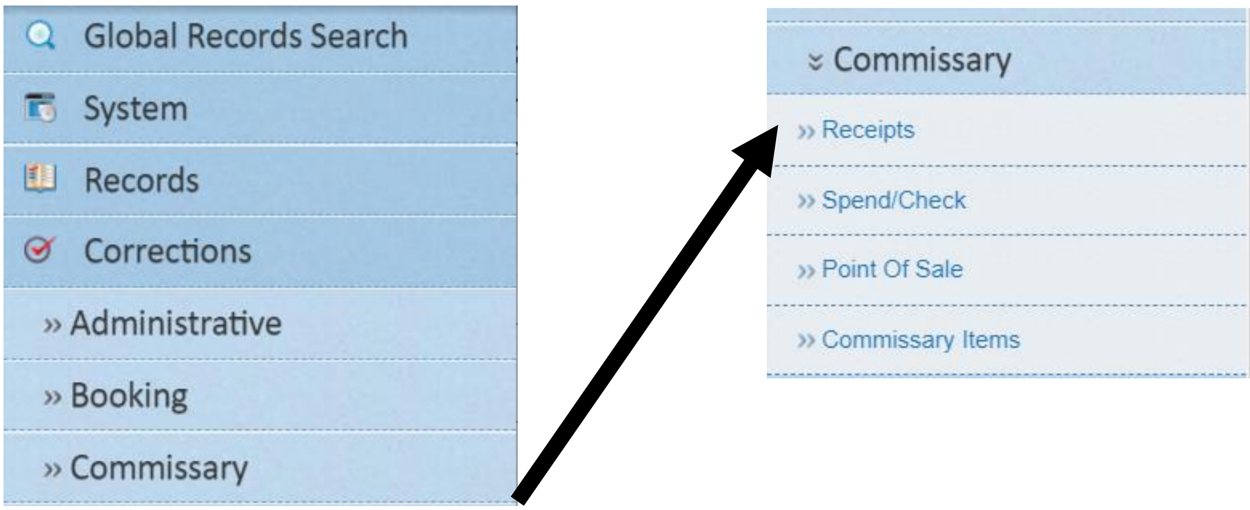
Total Inmates: **2**
Total Quantity: **11**
Total Sales: **$7.25**
Total Money Collected: **$7.25**

Money Receipts

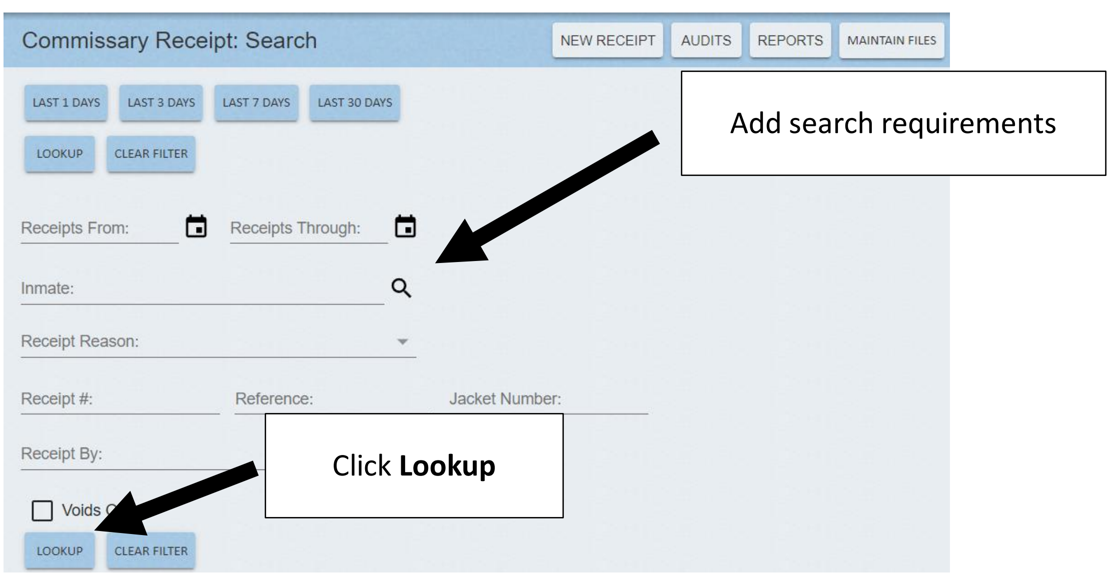
The **Receipts** section of the Commissary Module allows you to track the reception of money by inmates from any sources so iSOMS can track how much money they have to spend. To access the **Receipts** module, begin on the iSOMS home screen.

Click on the following:

Corrections → Commissary → Receipts



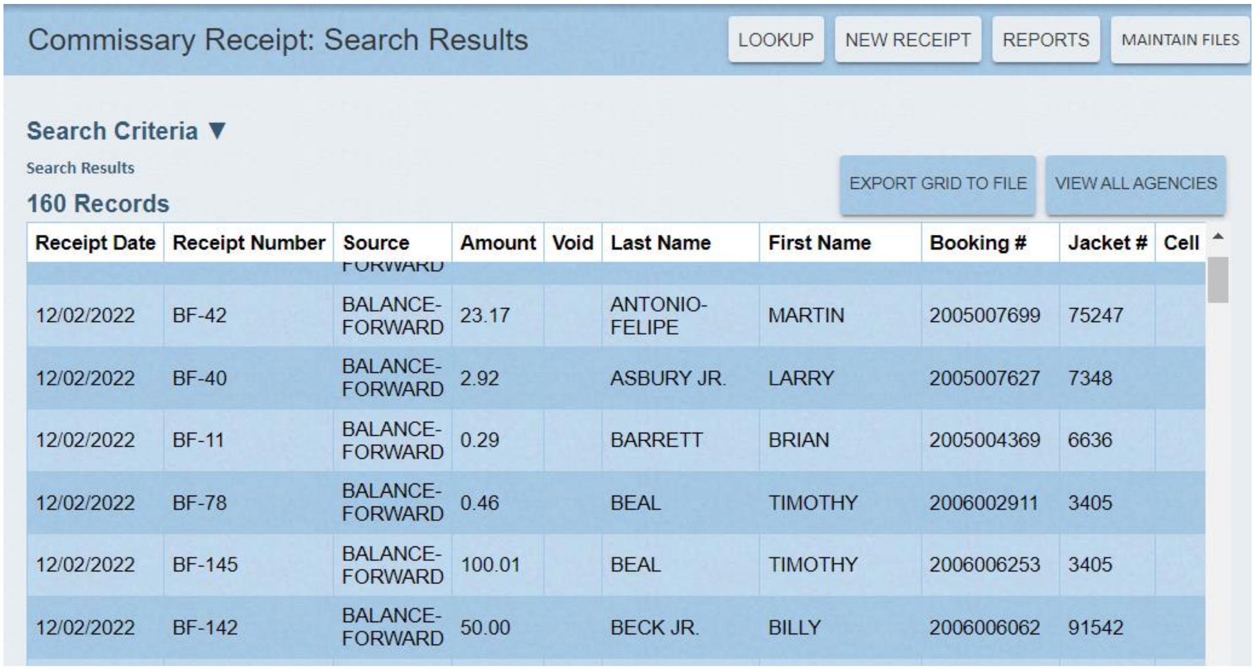
This will open the **Commissary Receipt: Search** screen. Here you can look up records of previous reception of money. To look up a record of money receipt, type in the search filter fields and click on one of the **Lookup** buttons.



Quick Searches

If you want to do a quick search to find all money receipt records in the past set days, use the buttons to find records in the time range. You can search the past one, three, seven, and thirty days.

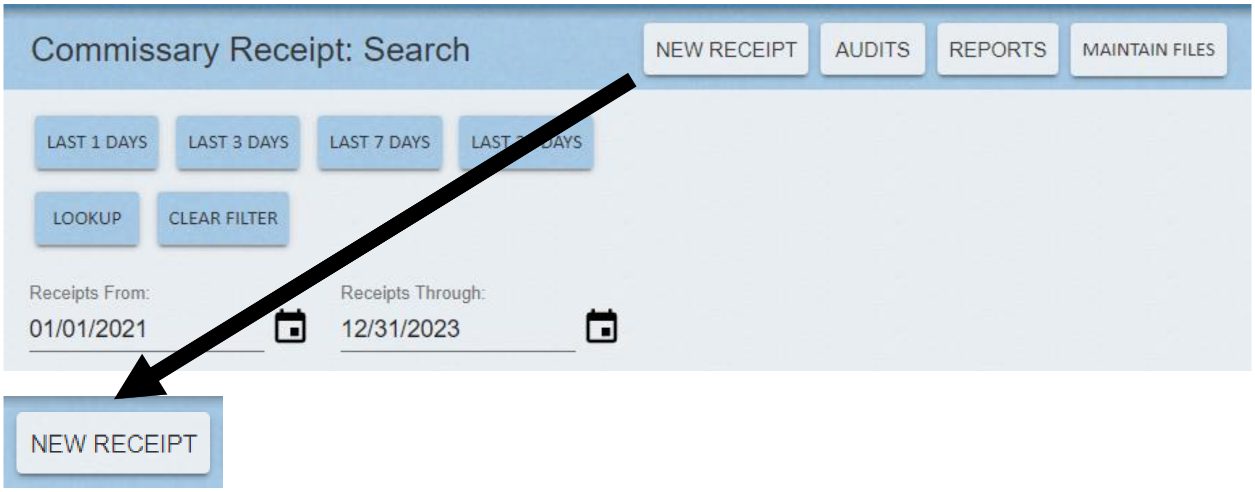
Whether you did a quick search or a standard search, you can double click on the entry or click on the pencil icon ( ) to open the screen to view, edit, or delete it.



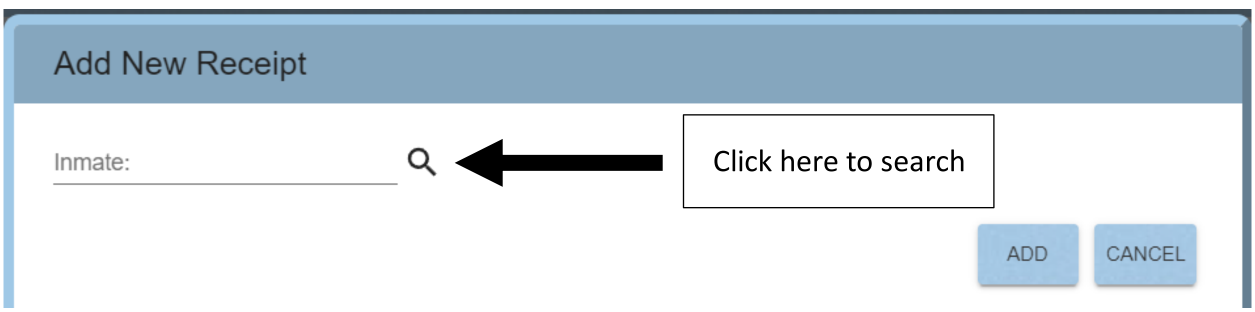
Receipt Date	Receipt Number	Source	Amount	Void	Last Name	First Name	Booking #	Jacket #	Cell
12/02/2022	BF-42	BALANCE-FORWARD	23.17		ANTONIO-FELIPE	MARTIN	2005007699	75247	
12/02/2022	BF-40	BALANCE-FORWARD	2.92		ASBURY JR.	LARRY	2005007627	7348	
12/02/2022	BF-11	BALANCE-FORWARD	0.29		BARRETT	BRIAN	2005004369	6636	
12/02/2022	BF-78	BALANCE-FORWARD	0.46		BEAL	TIMOTHY	2006002911	3405	
12/02/2022	BF-145	BALANCE-FORWARD	100.01		BEAL	TIMOTHY	2006006253	3405	
12/02/2022	BF-142	BALANCE-FORWARD	50.00		BECK JR.	BILLY	2006006062	91542	

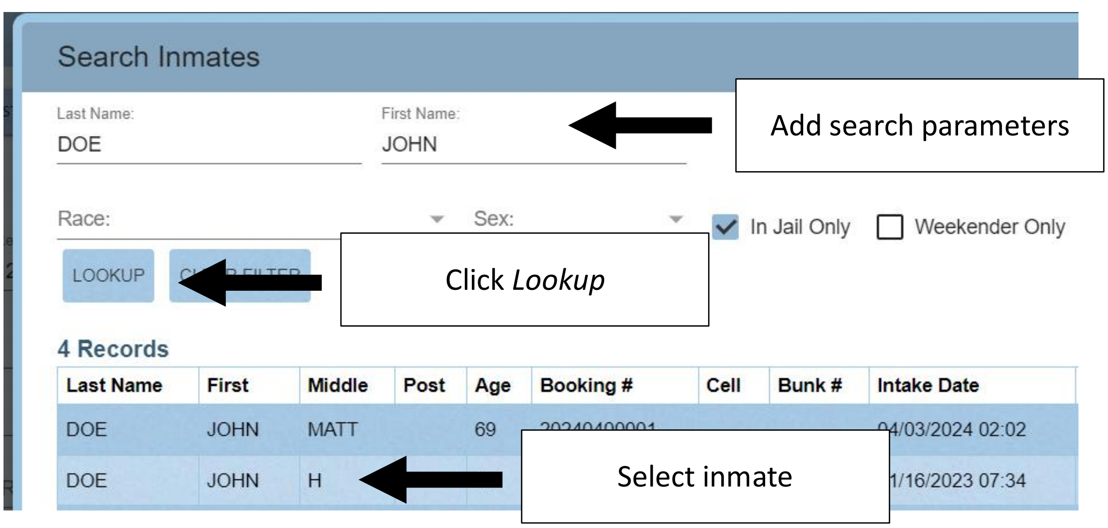
Adding New Money Receipts

To add a new money receipt, click **New Receipt** in the upper right corner.



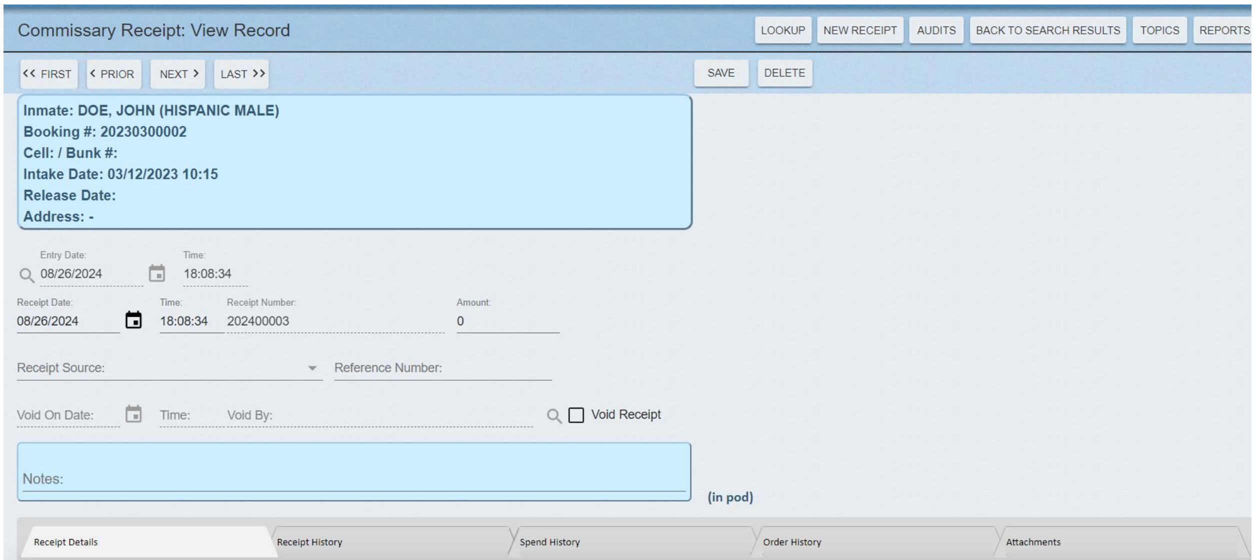
Find the inmate who is receiving the money by clicking the Magnifying Glass Icon . This will open a search screen where you should search for the inmate with identifying information.





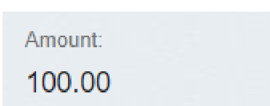
After confirming you want to add a new receipt record, you will be brought to a screen where you can add information on the transaction you want to add.

IMPORTANT: Optional items will be listed in **blue**. You can skip these items if not needed, or if you don't know if you need them.

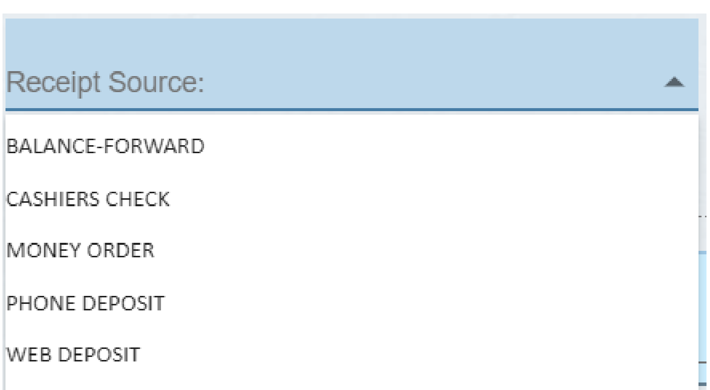


First, add the **Receipt Date** and **Time.**

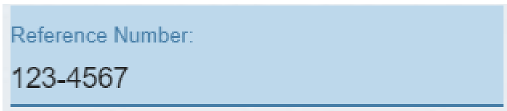
Now add the **Amount** of money that was received.



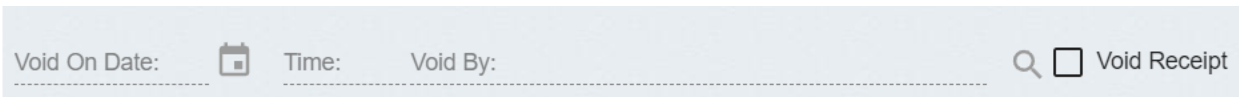
Next, add the source of the money in the **Receipt Source** dropdown menu.



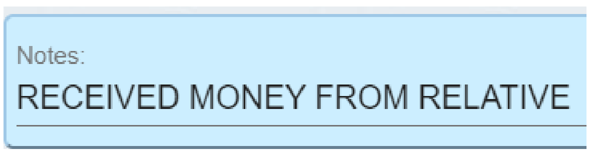
If you need to add a reference number, such as a transaction number, etc. then put that number in the **Reference Number** field.

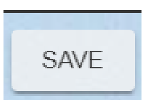


If you need to void this receipt later, simply check **Void Receipt** to keep the record but remove the transaction from counting for the inmate's balance.



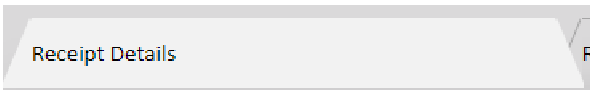
Finally, add any relevant notes in the **Notes** field and click **Save** at the top of the screen.

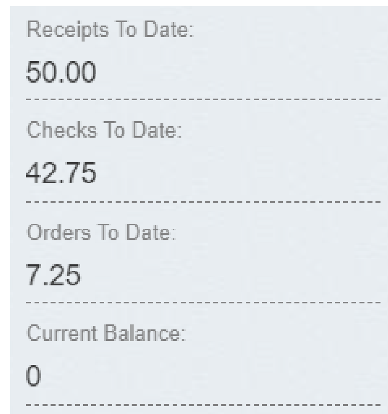




Receipt Tabs

The tabs for the *Receipts* module are not required for filling out a receipt record. Four of them are read-only, so only one **(Attachments)** allows you to actually add information. They are not required but can be used to reference information.





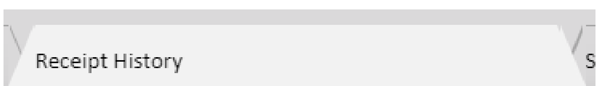
The **Receipt Details** lists all receipts, commissary orders, and checks dispersed to the inmate. It is **read only.**

Receipts to Date lists all money received.

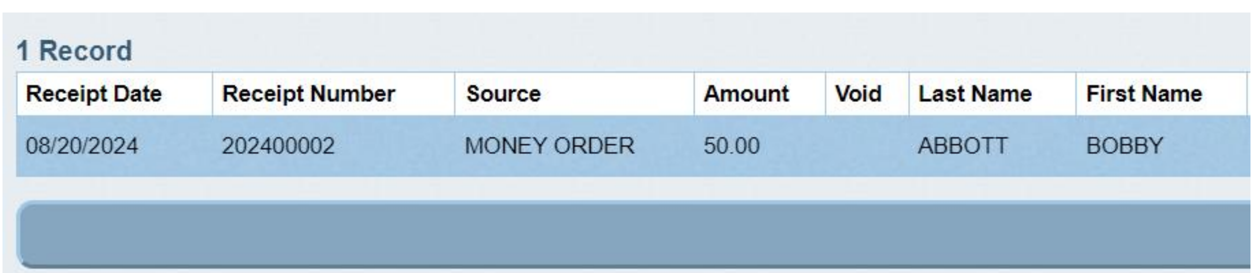
Checks to Date tells how much money has been paid out to the inmate, such as at release.

Orders to Date tells how much money has been spent in the commissary.

Current Balance takes the receipts and subtracts both checks and orders. This is the amount of money the inmate has now.



The **Receipt History** tab lists the details of all previous and current receipts. This lets you quickly view details of previous money received. **This tab is read only.** If you double-click on an entry from the table, it will open the receipt record in a new tab.



1 Record

Receipt Date	Receipt Number	Source	Amount	Void	Last Name	First Name
08/20/2024	202400002	MONEY ORDER	50.00		ABBOTT	BOBBY

Spend History

The **Spend History** tab lists the details of all previous and current spending orders for other reasons that are ***not*** the commissary, such as checks when the inmate is released. This lets you quickly view details of money paid out spent. **This tab is read only.** If you double-click on an entry from the table, it will open the individual (non-commissary) spending record in a new tab.

1 Record

EXPORT GRID TO FILE

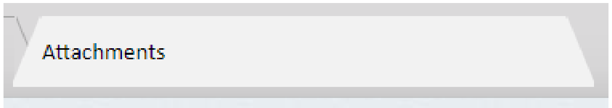
Spend Date	Check Number	Source	Amount	Pay To	Void	Last Name	First Name	Booking #
08/20/2024 16:55		PERSONAL	42.75			ABBOTT	BOBBY	20240500004

Order History

The **Order History** tab lists the details of all previous and current commissary spending. This lets you quickly view details of previous orders. **This tab is read only.** If you double-click on an entry from the table, it will open the record in a new tab.

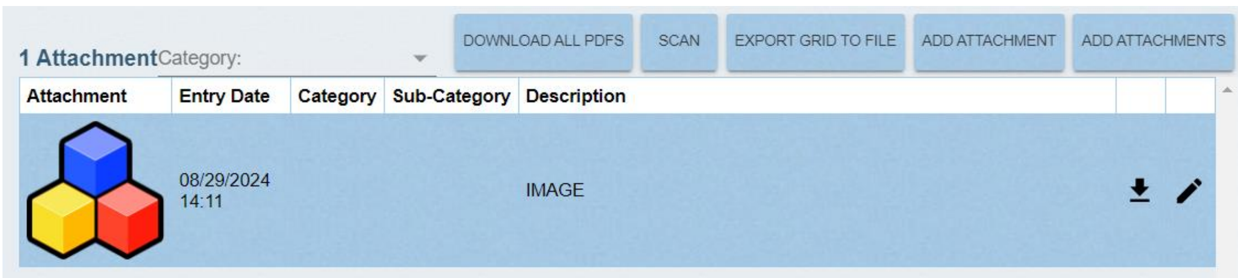
1 Record

Posting Date	Check Number	Source	Order Total	Void	Booking #
08/20/2024 16:51	20240002	ORDER	7.25		20240500004



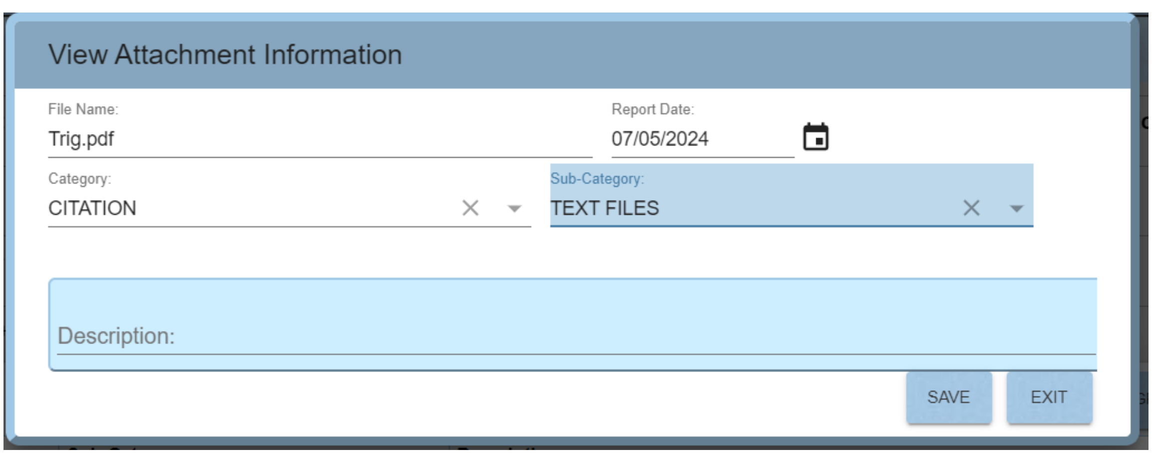
The **Attachments** tab lets you add and remove attachments related to this receipt, such as the check or money transfer for the inmate's receipt of the money.

Double-click a file entry to view the record for the attachment or click on the icon to download the attachment to the computer.



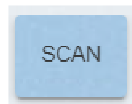
You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once.

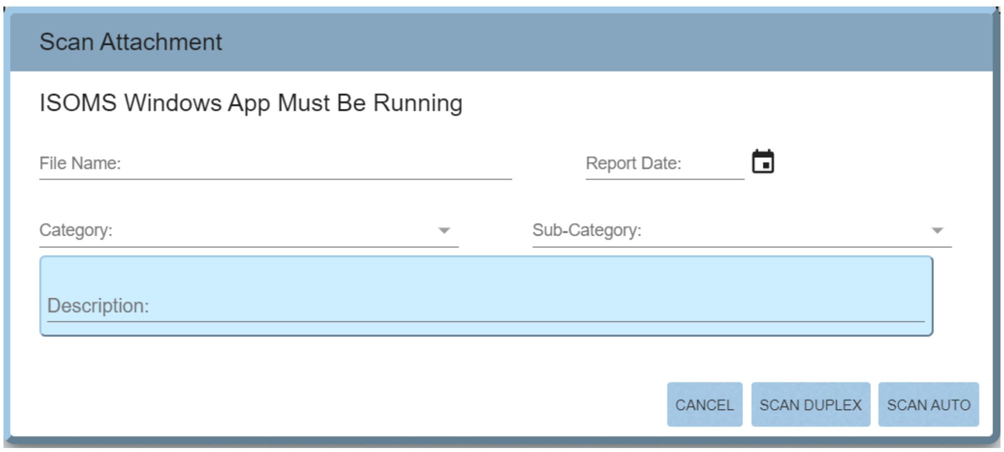
Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.



You can also **Download All PDFs** at once by clicking the appropriate button.

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.



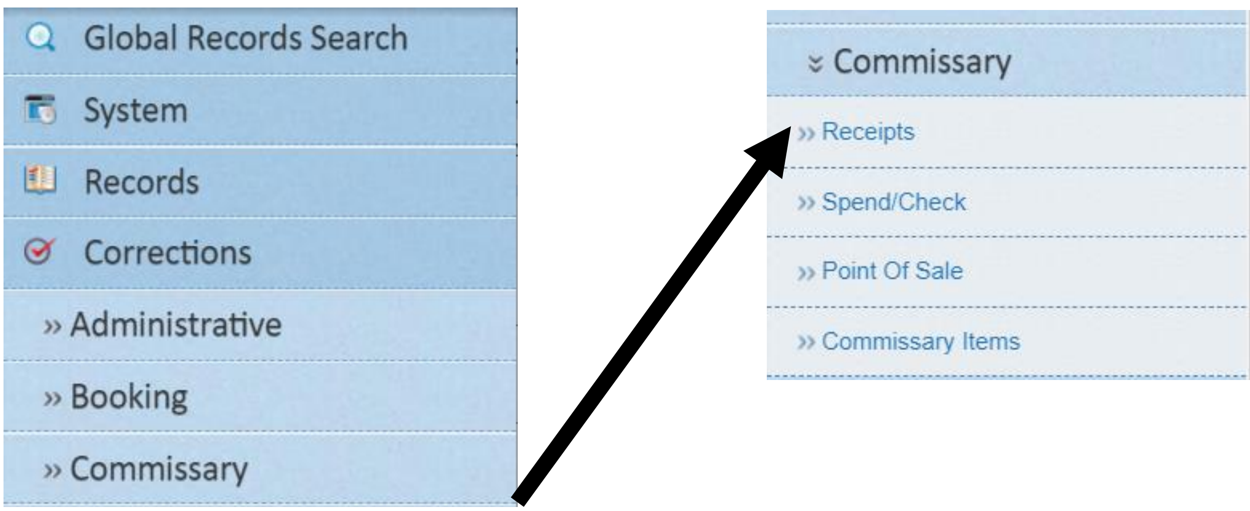


Commissary Receipt Reports

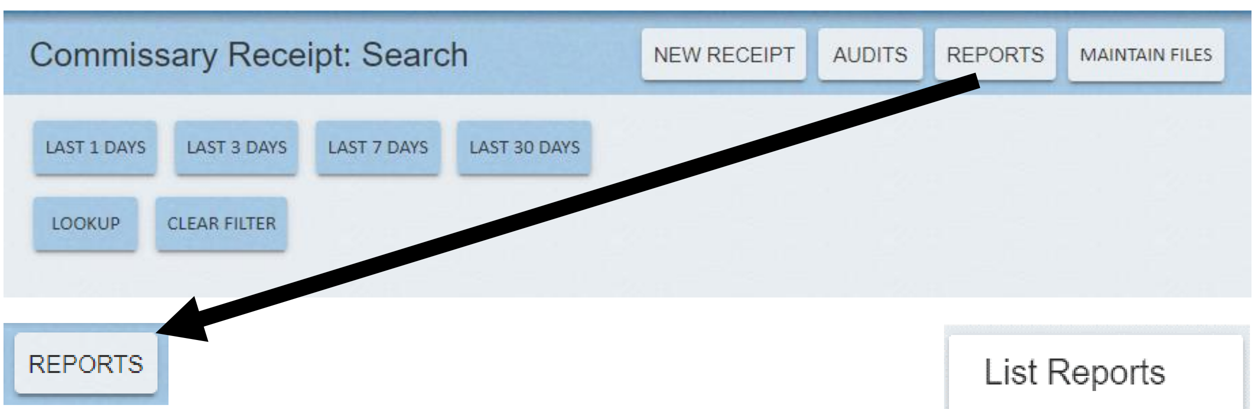
iSOMS has the capability to allow you to print a few different types of reports for commissary receipts.

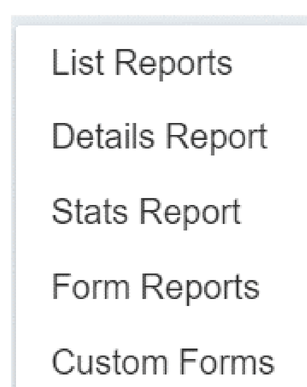
To access the reports, begin on the iSOMS home screen. Click on the following:

Corrections → Commissary → Receipts



Now click on the **Reports** button in the upper right corner.

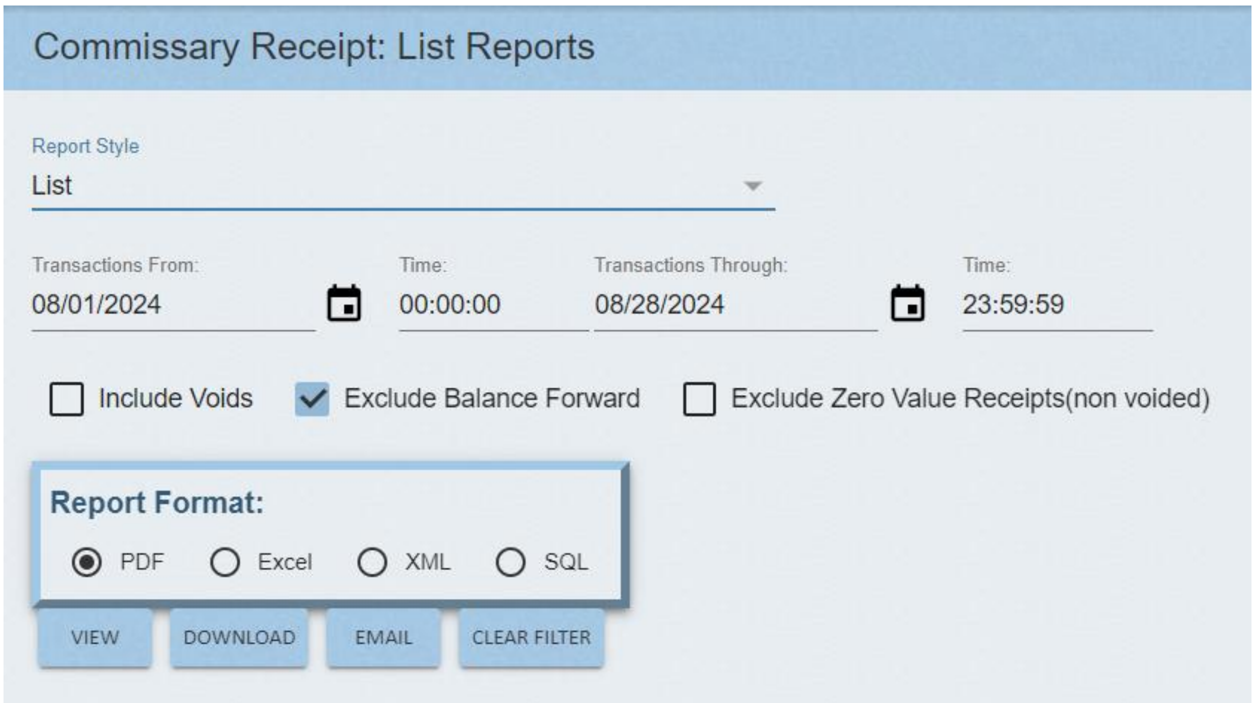


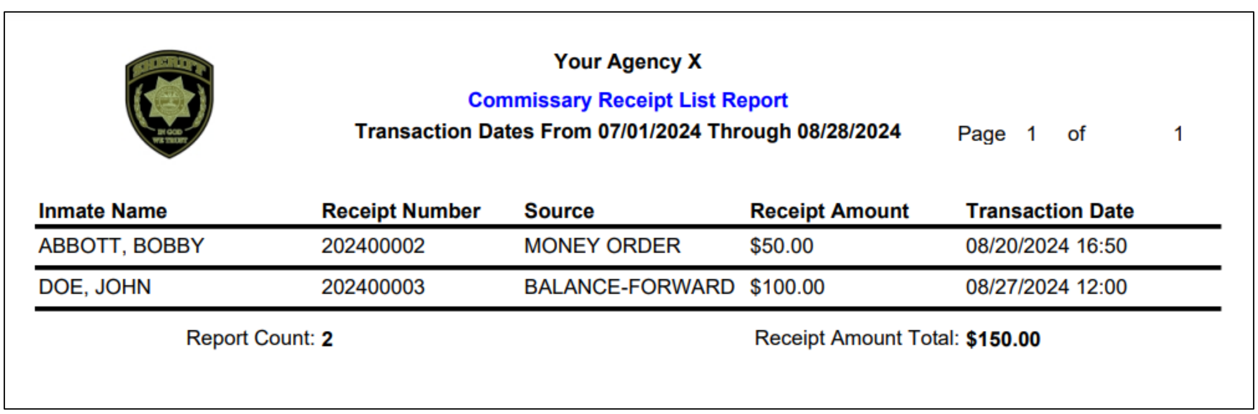


You can then choose from a few different options. List and Details reports are explained below.

List Reports

This report quickly displays all of the receipts in your iSOMS records so you can see an overview of money receipts for a certain date range. Add the start and end date in **Transactions from** and **Transactions through,** choose the **Report Style** for sorting purposes, and click **View** or **Download** to view the report.





Your Agency X

Commissary Receipt List Report

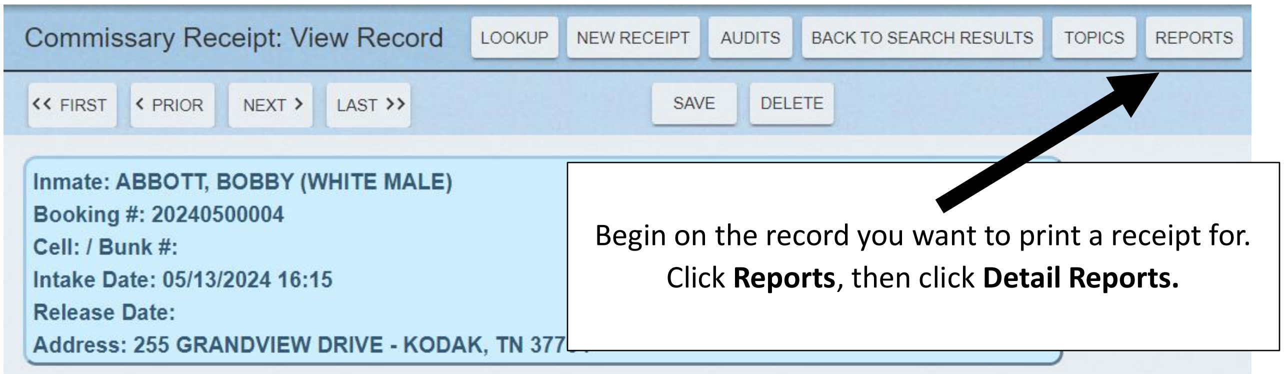
Transaction Dates From 07/01/2024 Through 08/28/2024 Page 1 of 1

Inmate Name	Receipt Number	Source	Receipt Amount	Transaction Date
ABBOTT, BOBBY	202400002	MONEY ORDER	$50.00	08/20/2024 16:50
DOE, JOHN	202400003	BALANCE-FORWARD	$100.00	08/27/2024 12:00

Report Count: **2** Receipt Amount Total: **$150.00**

Detail Reports

This report lets you print a paper receipt (like a records receipt) so you can give it to the inmate or other relevant parties. First, find the transaction you want to create a receipt for, and then click **Reports → Detail Reports.** Now click **View** or **Download** to view the report.



Your Agency X

Commissary Receipts

Page 1 of 1

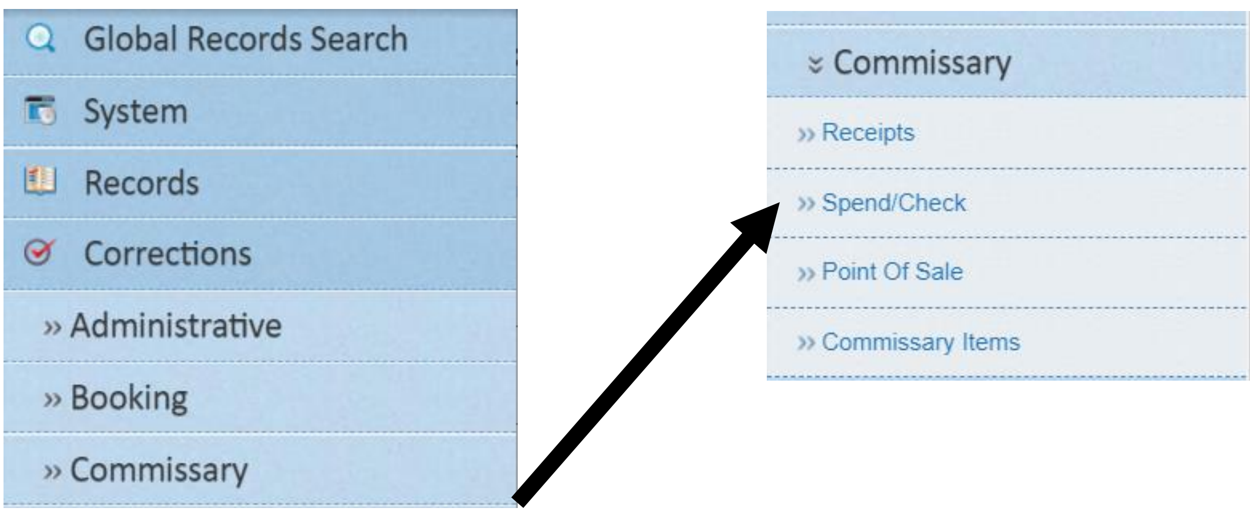
Receipt Name	Receipt Date	Receipt #	Balance Before	Payment Amount	Balance After
ABBOTT, BOBBY LEE	08/20/2024	202400002	$50.00	$50.00	$0.00

Spend/Check Records

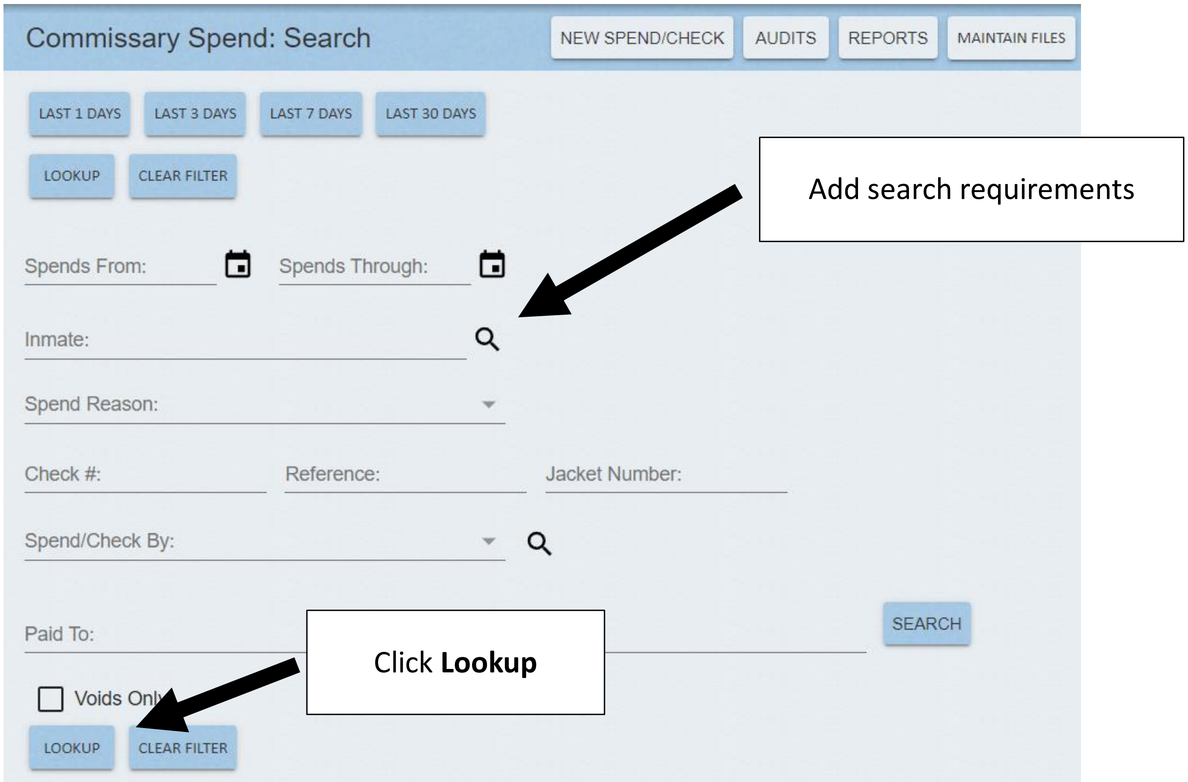
The **Spend/Check** section of the Commissary Module allows you to track the spending of money by inmates outside of the commissary, or it allows you to record when paying money back to the inmate, such as at release. These records record whenever an inmate's balance at the jail is *reduced,* except for when buying things in the commissary. Commissary spending is usually recording under *Point of Sale.* To access the **Spend/Check** module, begin on the iSOMS home screen.

Click on the following:

Corrections → Commissary → Spend/Check



This will open the **Commissary Spend: Search** screen. Here you can look up records of previous spending or payouts of money. To look up a record of non-commissary spending, type in the search filter fields and click on one of the **Lookup** buttons.



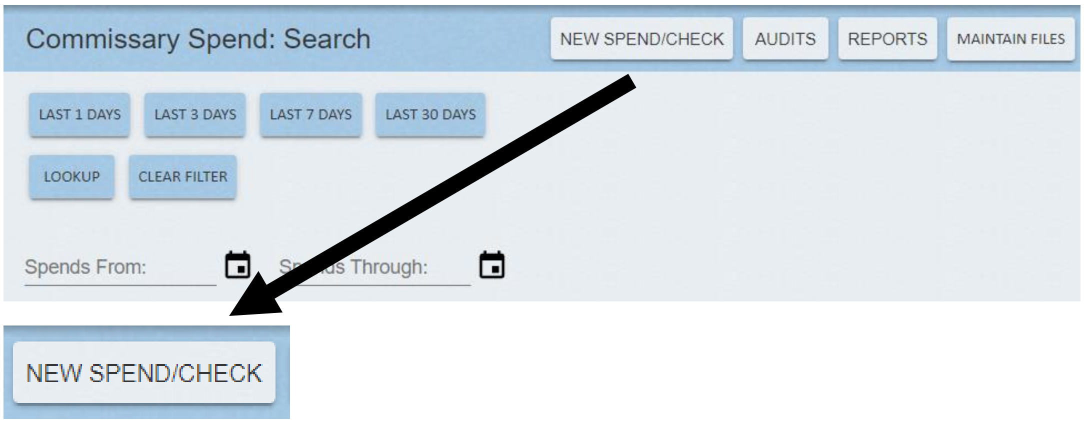
Quick Searches

If you want to do a quick search to find all non-commissary spending records in the past set days, use the buttons to find records in the time range. You can search the past one, three, seven, and thirty days.

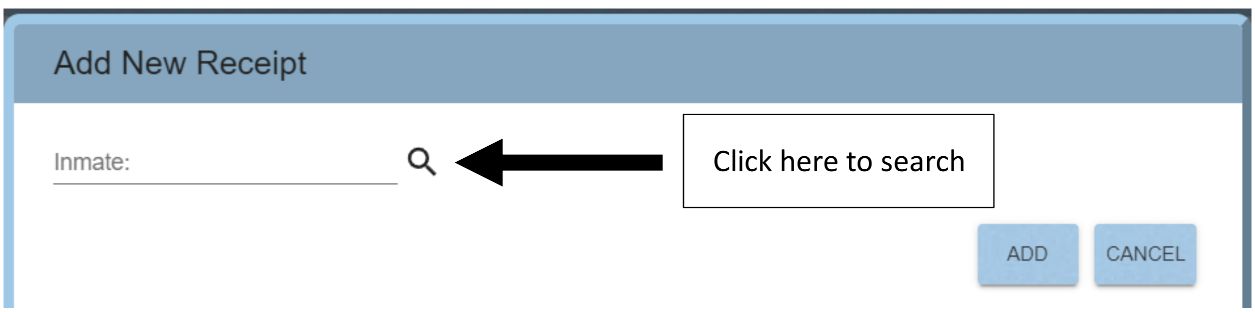
Whether you did a quick search or a standard search, you can double click on the entry or click on the pencil icon () to open the screen to view, edit, or delete it.

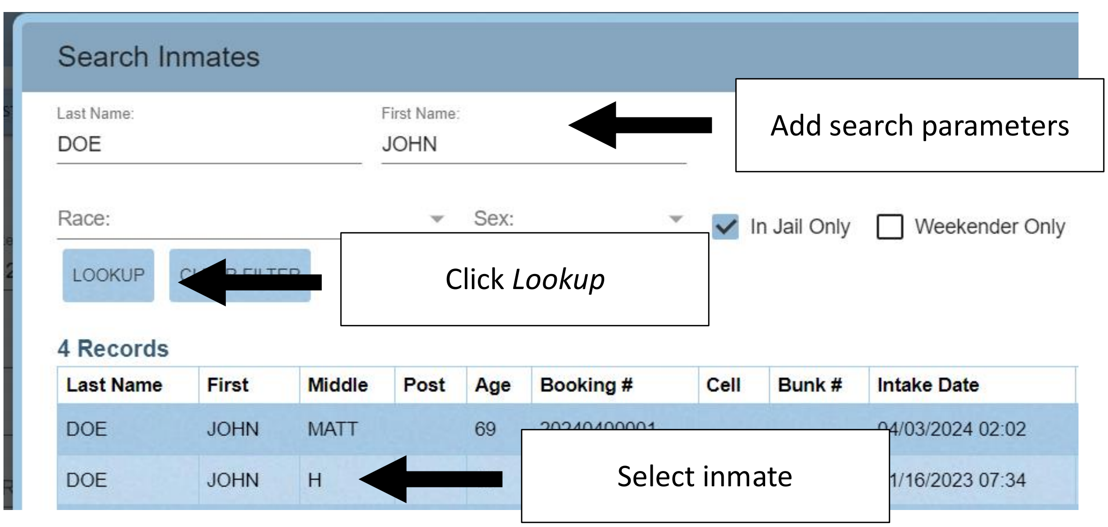
Adding New Spending / Check Records

To add a new spend or check, click **New Spend/Check** in the upper right corner.



Find the inmate who is spending (or, in the case of a check, being paid out) the money by clicking the Magnifying Glass Icon . This will open a search screen where you should search for the inmate with identifying information.

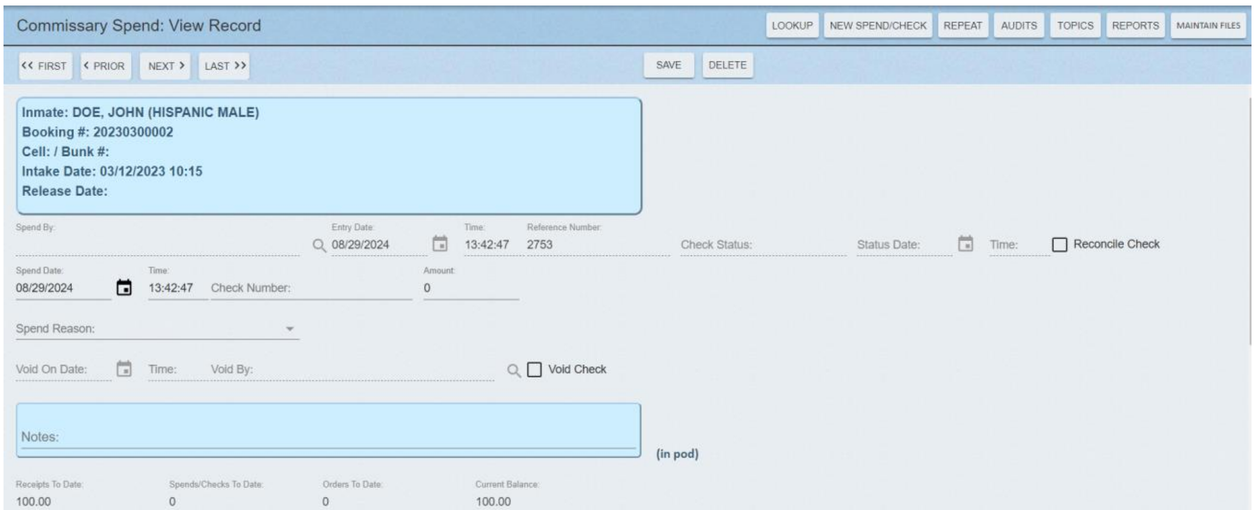




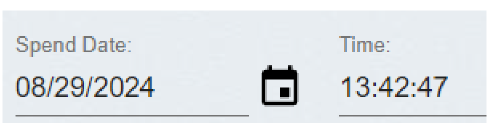
Commissary Module

After confirming you want to add a new spend/check record, you will be brought to a screen where you can add information on the transaction you want to add.

IMPORTANT: Optional items will be listed in **blue**. You can skip these items if not needed, or if you don't know if you need them.

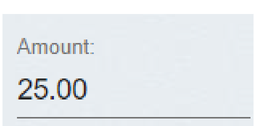


First, add the **Spend Date** and **Time.**

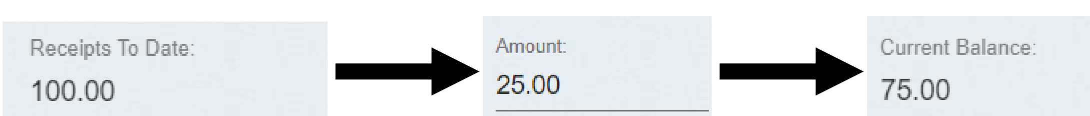


Next, if a check is being written, add the **Check Number**.

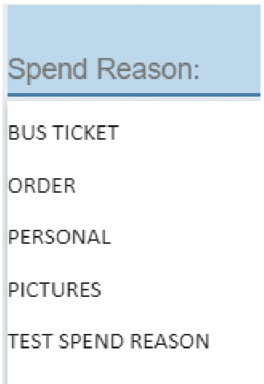
Now add the **Amount** of money that was spent or written on the check. This amount will reduce the inmate's balance, as the money was paid out to the inmate or other party.



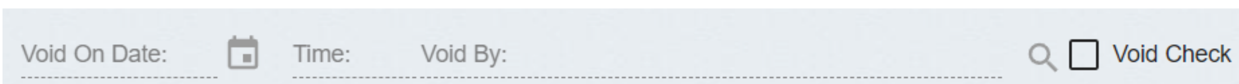
Example: The inmate previously received $100, which was recorded in the ***Receipts*** *module. Now the inmate is spending $25 on a non-commissary purchase. The inmate's new balance is $75.*



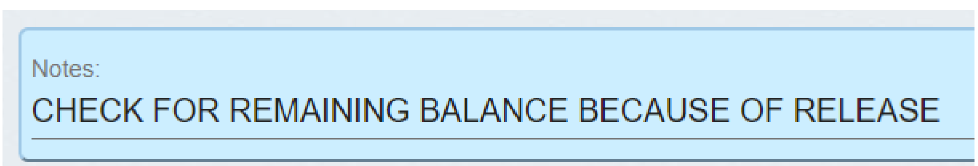
Next, add the reason for the spending / check in the **Spend Reason** dropdown menu.

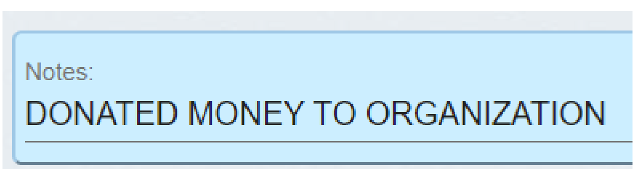


If you need to void this receipt later, simply check **Void Check** to keep the record but remove the transaction from counting for the inmate's balance.

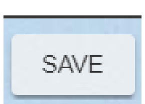


Now add any relevant notes in the **Notes** field.



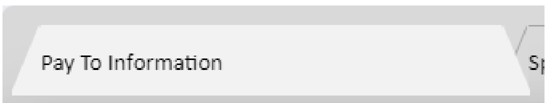


IMPORTANT: The final step is to click **Reconcile Check** near the fields on the right. This is **required** to have the balance update in iSOMS. Don't forget to check this box and then click **Save. After saving, you will need to continue to the Pay To Information tab to write to whom the check is being paid.**



Spend/Check Tabs

The **Pay To Information** tab should be filled out every time you add a new spend/check record so you can keep track of who receives the money spent. The other tabs for the *Spend/Check* module are not required for filling out a spend record. Four of them are read-only, so only **Pay To Information** and **Attachments** allow you to actually add information. Attachments are not required but can be used to reference information or to store check images.

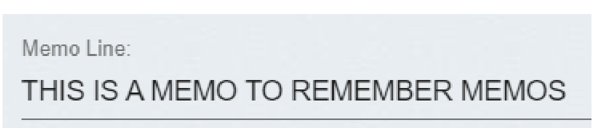


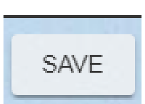
IMPORTANT: The **Pay To Information** tab allows you to record to whom the check is being paid.

If you want to search for someone already in your system, simply type in the **Pay To** field, and iSOMS will search for the person. You can then click on their name to select them.

If you want to do a more detailed search, click **Search,** fill out the fields, and click **Lookup**.

Make sure to add any desired memos in the **Memos Line** and then **Save** the record.





Spend History

The **Spend History** tab lists the details of all previous and current spending orders for other reasons that are ***not*** the commissary, such as checks when the inmate is released. This lets you quickly view details of money paid out spent. **This tab is read only.** If you double-click on an entry from the table, it will open the individual (non-commissary) spending record in a new tab.

EXPORT GRID TO FILE

1 Record

Spend Date	Check Number	Source	Amount	PayTo	Void	Last Name	First Name	Booking #
08/20/2024 16:55		PERSONAL	42.75			ABBOTT	BOBBY	20240500004

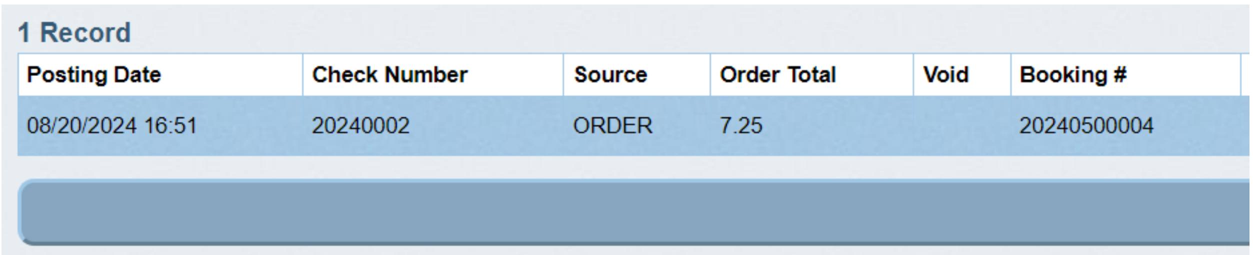
Receipt History

The **Receipt History** tab lists the details of all previous and current receipts. This lets you quickly view details of previous money received. **This tab is read only.** If you double-click on an entry from the table, it will open the receipt record in a new tab.

1 Record

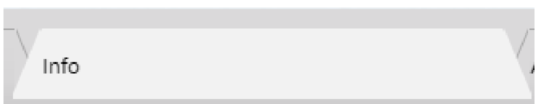
Receipt Date	Receipt Number	Source	Amount	Void	Last Name	First Name
08/20/2024	202400002	MONEY ORDER	50.00		ABBOTT	BOBBY

The **Order History** tab lists the details of all previous and current commissary spending. This lets you quickly view details of previous orders. **This tab is read only.** If you double-click on an entry from the table, it will open the record in a new tab.

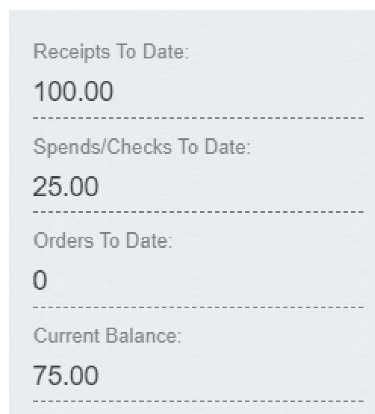


1 Record

Posting Date	Check Number	Source	Order Total	Void	Booking #
08/20/2024 16:51	20240002	ORDER	7.25		20240500004



The **Info** tab lists all receipts, commissary orders, and checks dispersed to the inmate. It is **read only.**

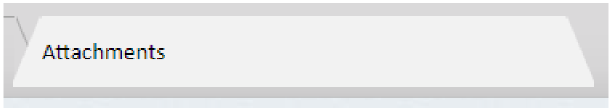


Receipts to Date lists all money received.

Spends/Checks to Date tells how much money has been paid out to the inmate, such as at release.

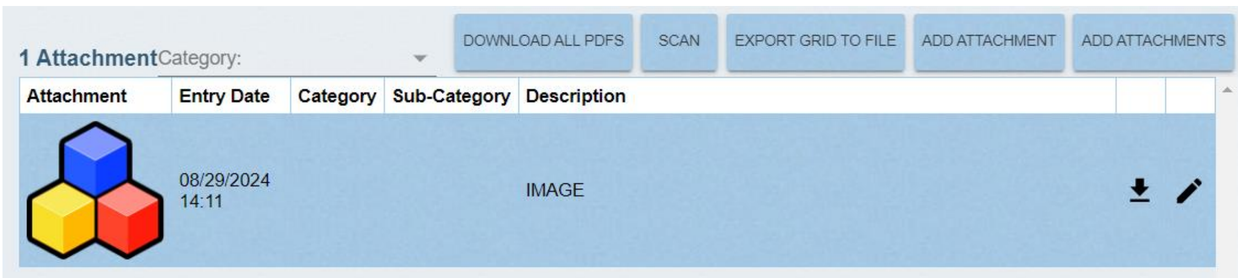
Orders to Date tells how much money has been spent in the commissary.

Current Balance takes the receipts and subtracts both checks and orders. This is the amount of money the inmate has now.



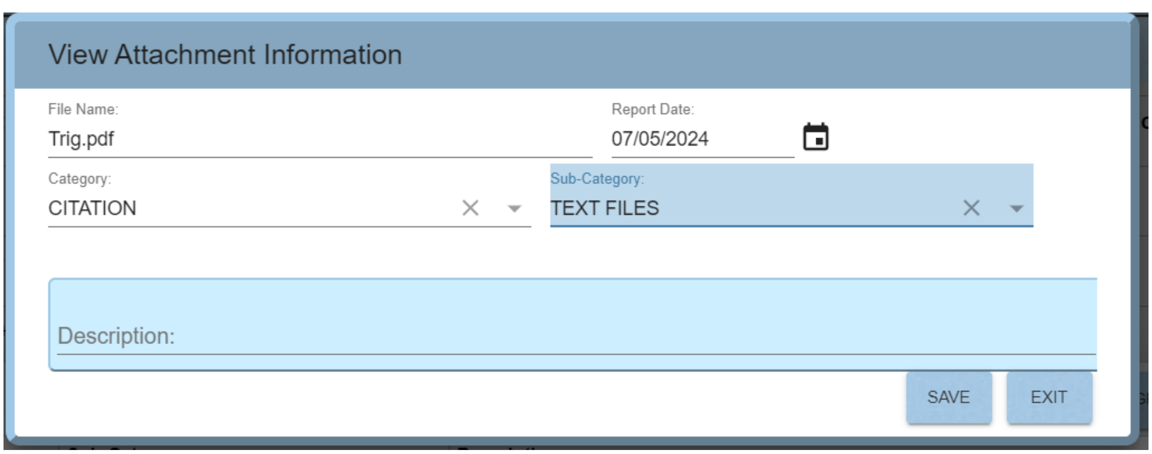
The **Attachments** tab lets you add and remove attachments related to this spend/check record, such as the check or money transfer for the inmate's spending of the money.

Double-click a file entry to view the record for the attachment or click on the icon to download the attachment to the computer.



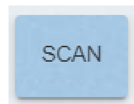
You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once.

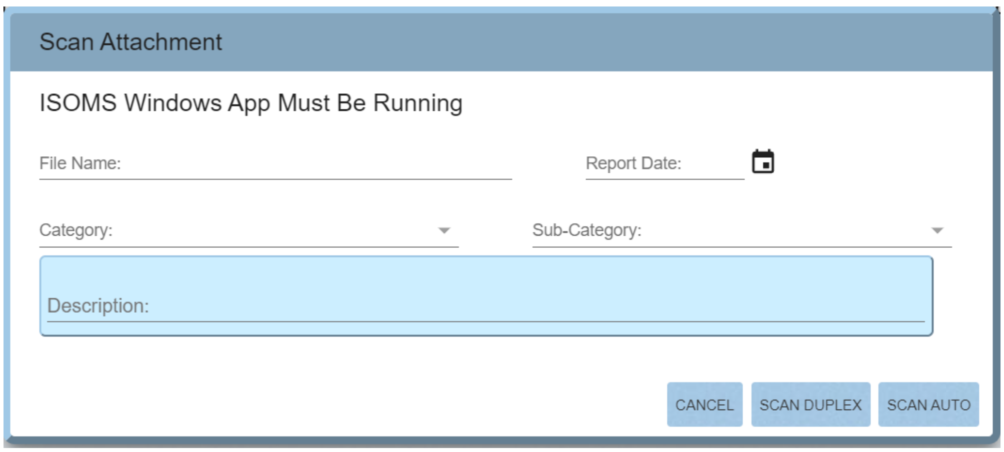
Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.



You can also **Download All PDFs** at once by clicking the appropriate button.

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.



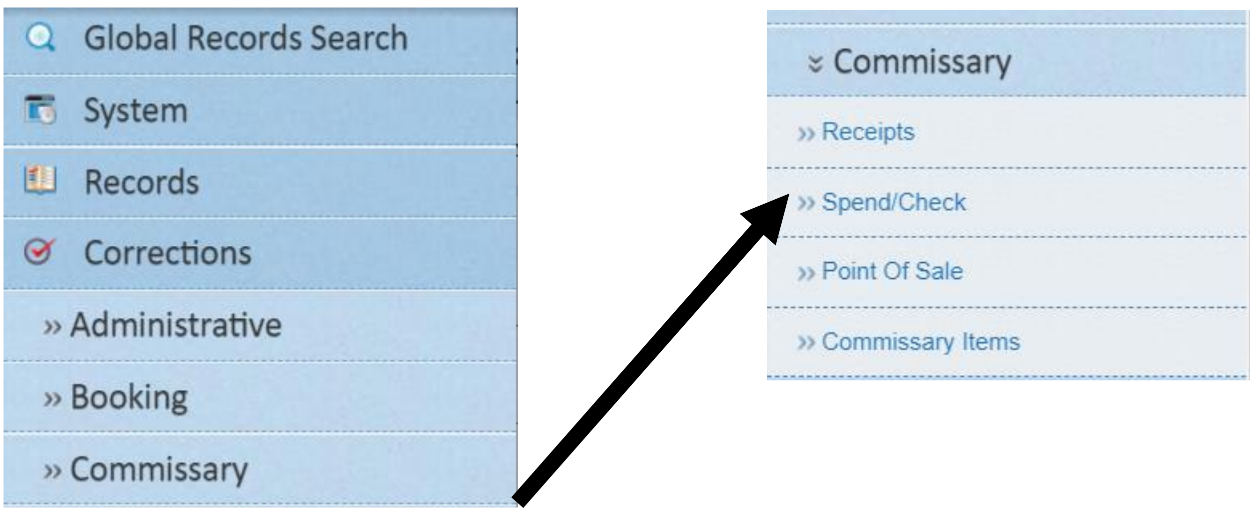


Spend/Check Reports

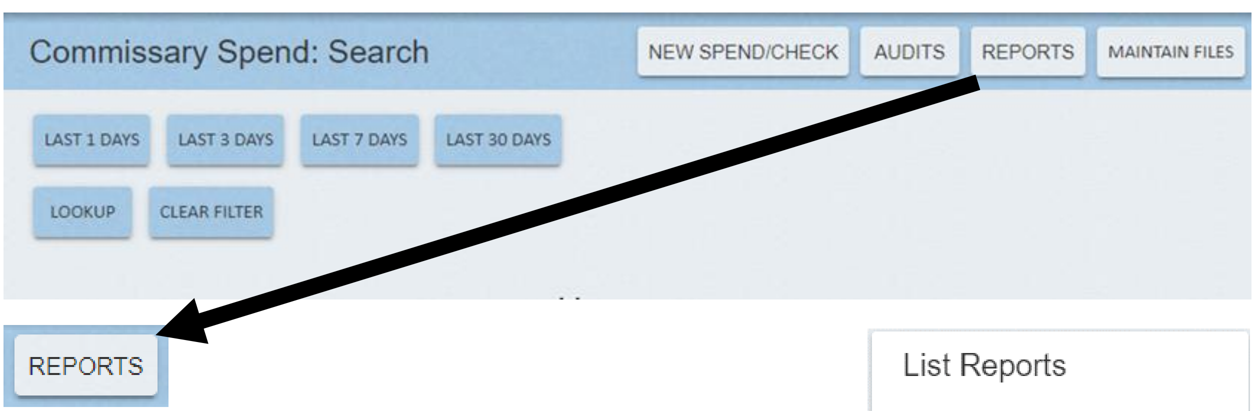
iSOMS has the capability to allow you to print several different types of reports for commissary receipts.

To access the reports, begin on the iSOMS home screen. Click on the following:

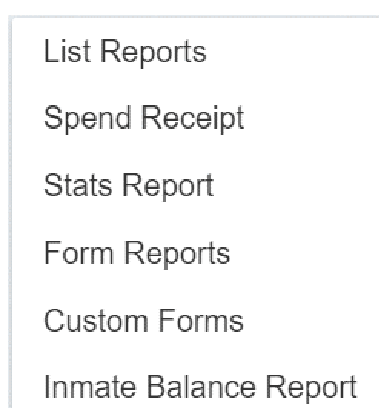
Corrections → Commissary → Spend/Check



Now click on the **Reports** button in the upper right corner.

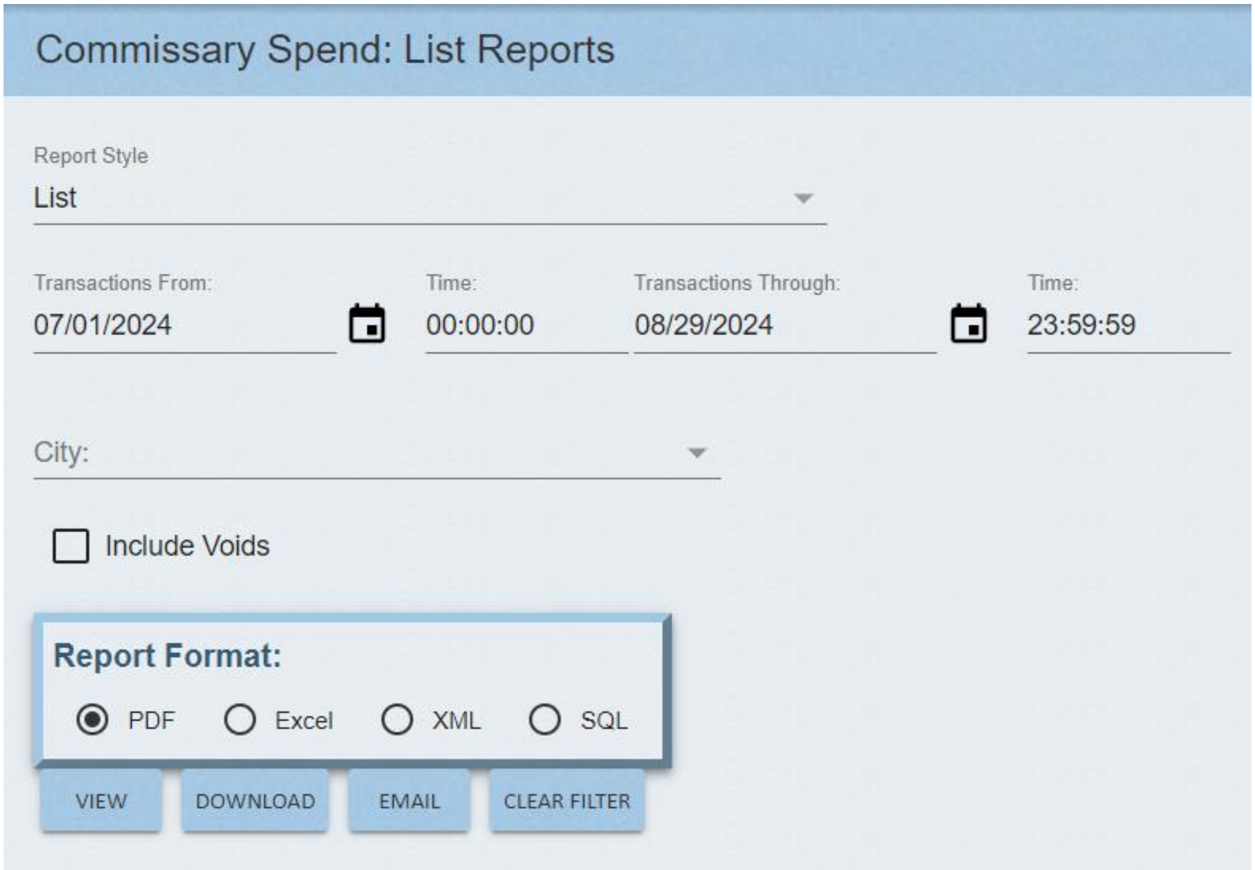


You can then choose from a few different options. List, Spend Receipt, and Inmate Balance reports are explained below.



List Reports

This report quickly displays all of the spend/check records in your iSOMS system so you can see an overview of non-commissary spending for a certain date range. Add the start and end date in **Transactions from** and **Transactions through,** choose the **Report Style** for sorting purposes, and click **View** or **Download** to view the report.



Your Agency X

Commissary Spend List Report

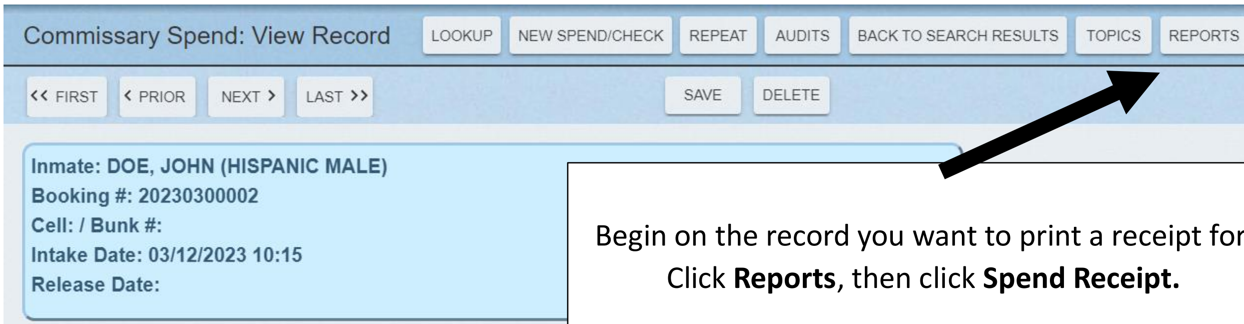
Transaction Dates From 07/01/2024 Through 08/29/2024 Page 1 of 1

Inmate Name	Spend Reason	Spend Amount	Transaction Date
ABBOTT, BOBBY	PERSONAL	$42.75	08/20/2024 16:55
DOE, JOHN	PERSONAL	$25.00	08/29/2024 13:42

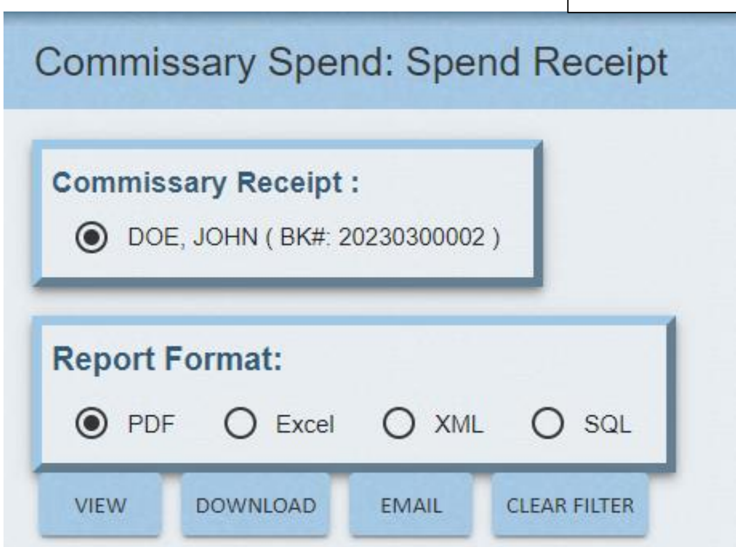
Report Count: **2** Spend Amount Total: **$67.75**

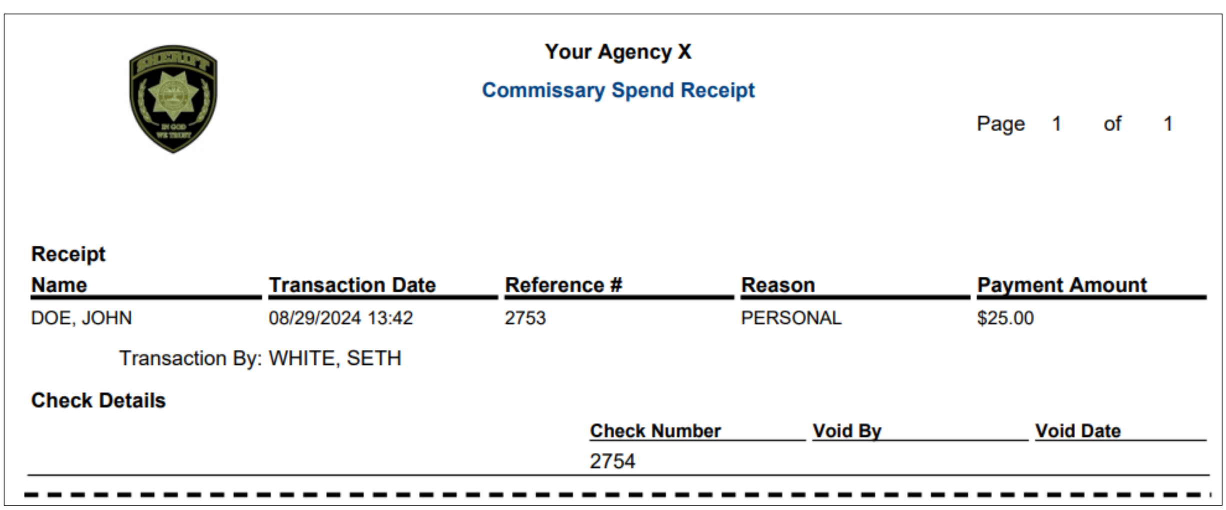
Spend Receipt

This report lets you print a paper receipt (like a records receipt) so you can give it to the inmate or other relevant parties. First, find the transaction you want to create a receipt for, and then click **Reports → Spend Receipt.** Now click **View** or **Download** to view the report.



Begin on the record you want to print a receipt for. Click **Reports**, then click **Spend Receipt.**





Your Agency X

Commissary Spend Receipt

Page 1 of 1

Receipt

Name	Transaction Date	Reference #	Reason	Payment Amount
DOE, JOHN	08/29/2024 13:42	2753	PERSONAL	$25.00

Transaction By: WHITE, SETH

Check Details

Check Number	Void By	Void Date
2754		

Inmate Balance Reports

This report displays all of the balance records in your iSOMS system so you can see the balance of inmates who are in jail or will be released. Pick one of the following options:

1. Pick a **In Jail On** date to view inmate balances who are in jail on a certain date (such as the current date).

In Jail On:
08/29/2024

2. **Release Dates** lets you select a date range so you can see inmate balances who are going to be released at certain times.

Release Dates From: 08/01/2024 Time: 00:00:00 Release Dates Through: 08/31/2024 Time: 00:00:00

3. Select an **individual** inmate to see their balance.

Inmate:

Add any additional desired filters, then click **View** or **Download** in the report.

VIEW DOWNLOAD EMAIL CLEAR FILTER

Your Agency X

Inmate Balance Report

Page 1 of 1

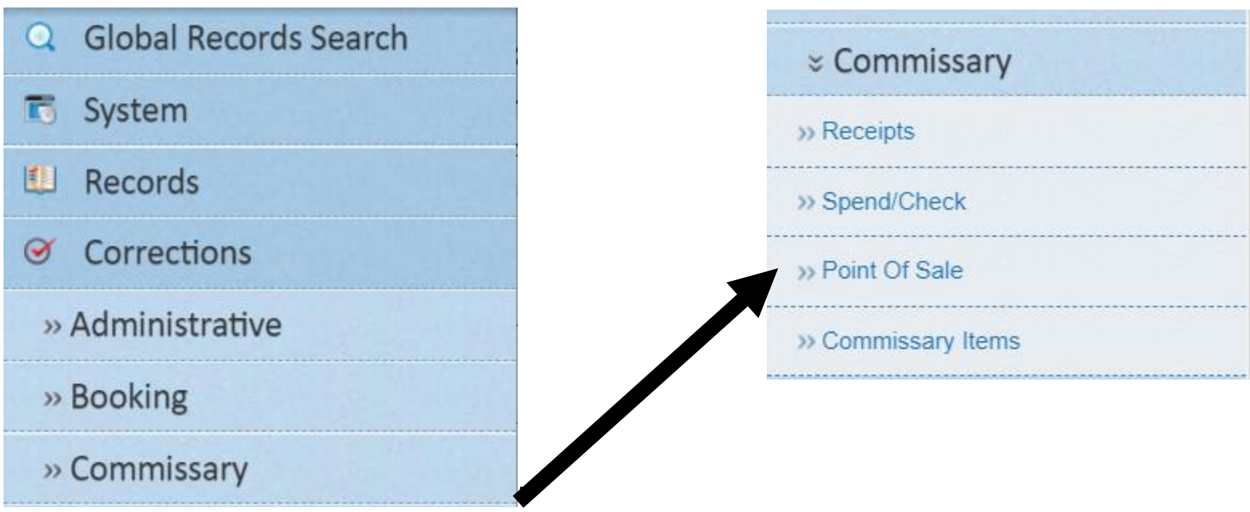
Inmate Name	Booking #	Jacket #	DOC #	DOB	Intake Date	Release Date	Balance
ABBOTT, DARREN	2015120002	5306	P12345	01/01/1965	12/16/2015 10:01		$998.81
BEAL, TIMOTHY	2006006253	3405		01/01/1965	10/30/2006 18:15		$100.01
CAMPBELL, ROBERT	2006003077	76103		01/01/1965	02/12/2022 09:59		$180.00
CARDONA, CRISTOBOL	2006007097	93545		01/01/1965	11/30/2006 15:00		$1.00
DOE, JOHN	20230300002	818222		01/15/1989	03/12/2023 10:15		$75.00
DOE, JOHN	20230100001	428677		01/01/1965	01/16/2023 07:34		$100.00
ELDER, BRIAN, JR	20120017	116169		01/01/1965	07/30/2013 15:06		$19.80
ELDER, CANDACE	20120015	92829			06/02/2015 11:55		$50.00

Point of Sale

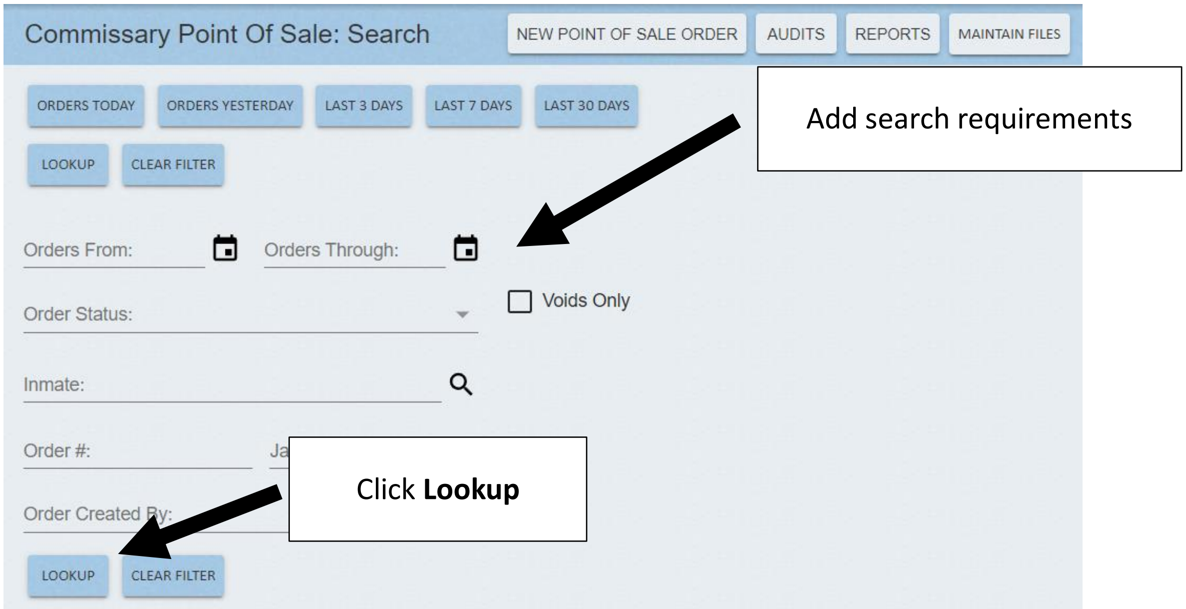
The **Point of Sale** section of the Commissary Module allows you to track the spending of money by inmates for the commissary. These records record whenever an inmate's balance at the jail is *reduced* when they are buying things in the commissary. To access the **Point of Sale** module, begin on the iSOMS home screen.

Click on the following:

Corrections → Commissary → Point of Sale

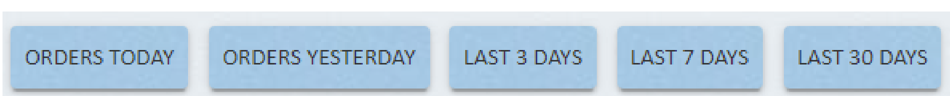


This will open the **Commissary Point of Sale: Search** screen. Here you can look up records of previous orders at the commissary. To look up a record of commissary spending, type in the search filter fields and click on one of the **Lookup** buttons.

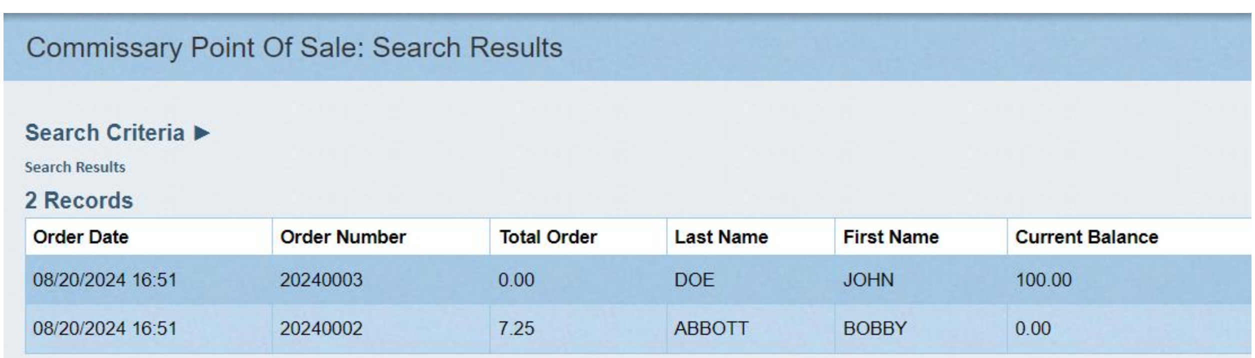


Quick Searches

If you want to do a quick search to find all commissary order records today or in the past set days, use the buttons to find records in the time range. You can search for today, yesterday, or the past three, seven, and thirty days.



Whether you did a quick search or a standard search, you can double click on the entry or click on the pencil icon ( ) to open the screen to view, edit, or delete it.


Commissary Point Of Sale: Search Results

Search Criteria ►

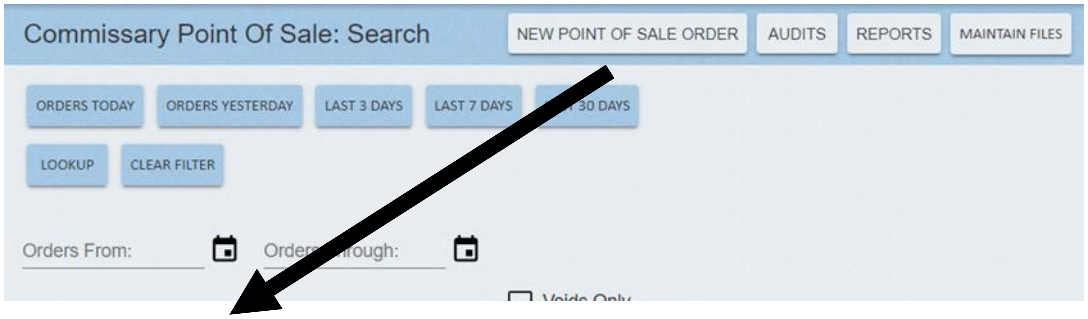
Search Results

2 Records

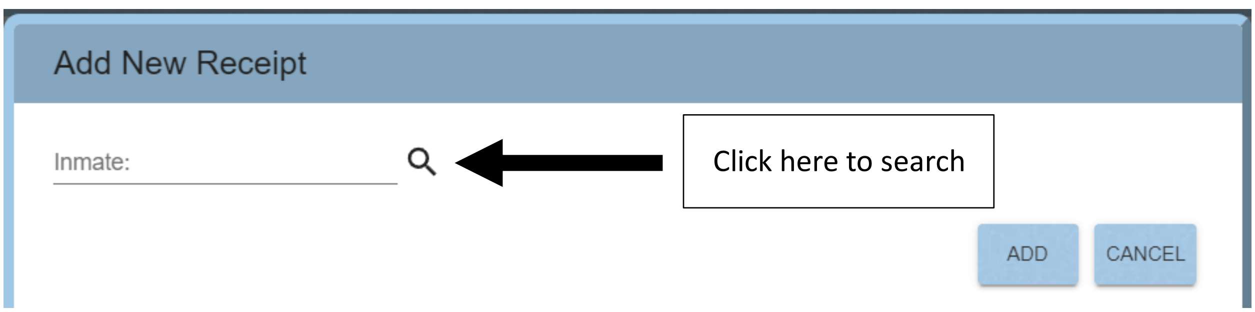
Order Date	Order Number	Total Order	Last Name	First Name	Current Balance
08/20/2024 16:51	20240003	0.00	DOE	JOHN	100.00
08/20/2024 16:51	20240002	7.25	ABBOTT	BOBBY	0.00

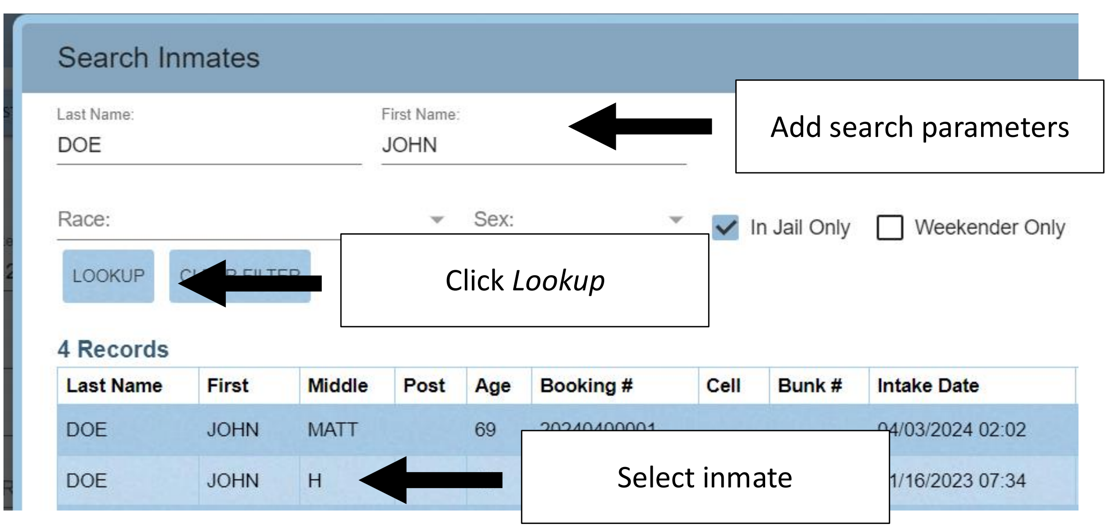
Adding New Point of Sale Records

To add a new point of sale order, click **New Point of Sale Order** in the upper right corner.



Find the inmate who is placing the commissary order by clicking the Magnifying Glass Icon . This will open a search screen where you should search for the inmate with identifying information.

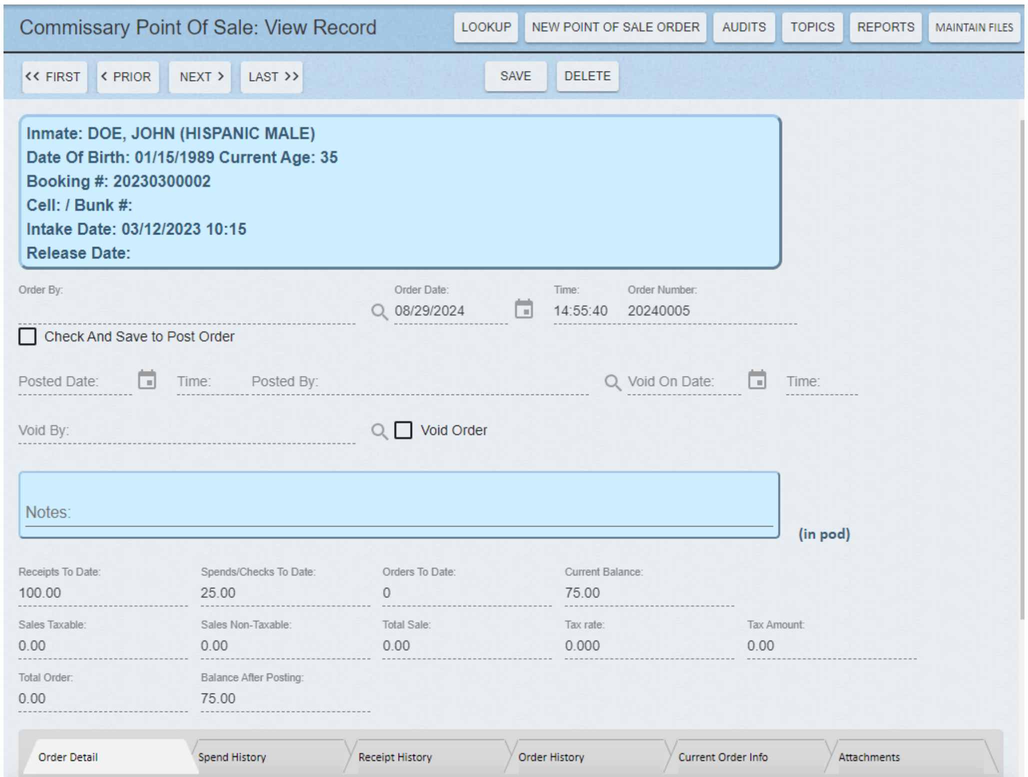




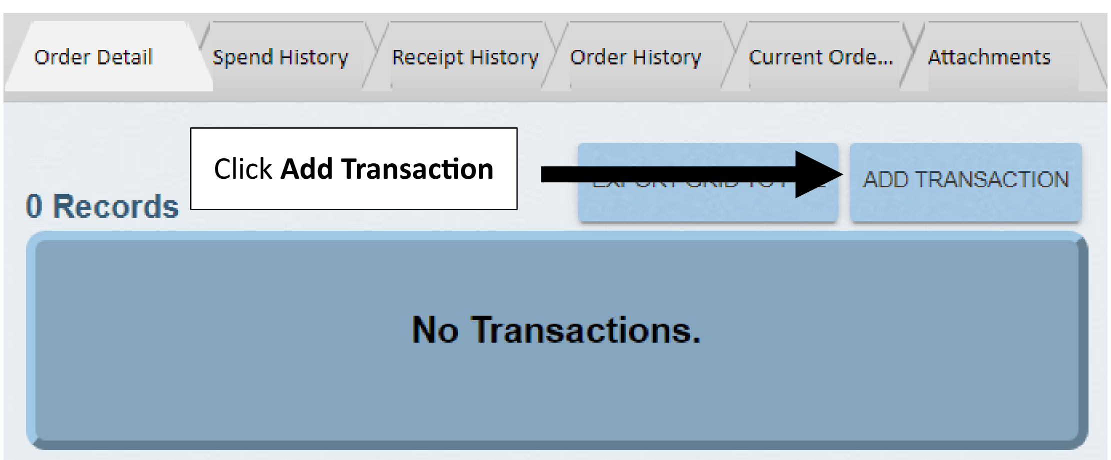
Commissary Module

After confirming you want to add a new point of sale order, you will be brought to a screen where you can add information on the transaction you want to add.

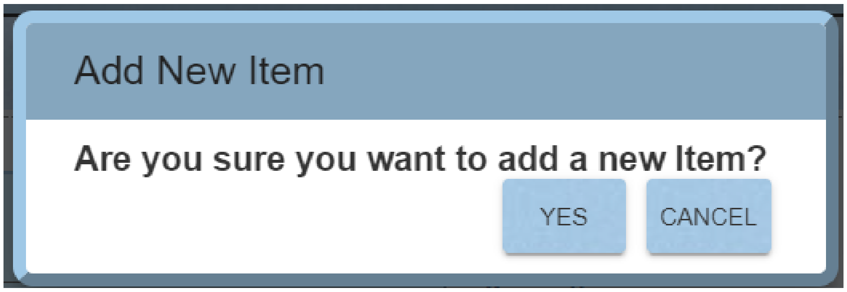
IMPORTANT: Optional items will be listed in **blue**. You can skip these items if not needed, or if you don't know if you need them.



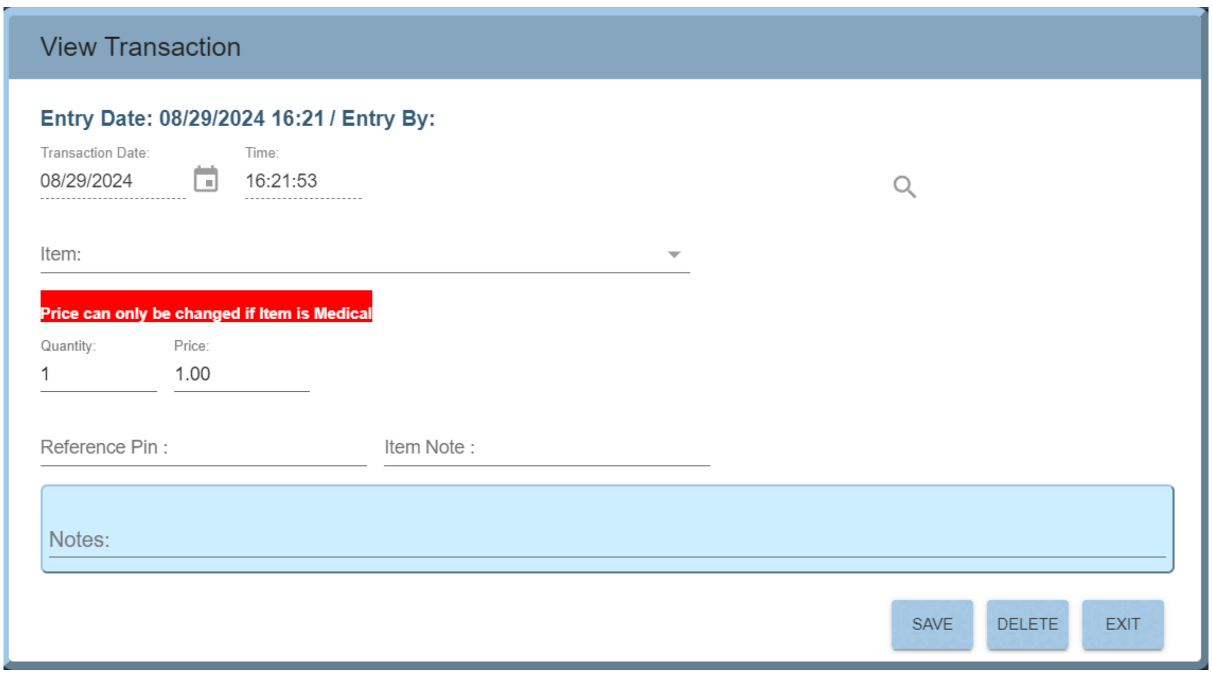
Unlike the other modules, when placing a new commissary order, you should skip straight down to the tabs. The **Order Detail** tab will be open automatically. Scroll down to it and click on **Add Transaction.**



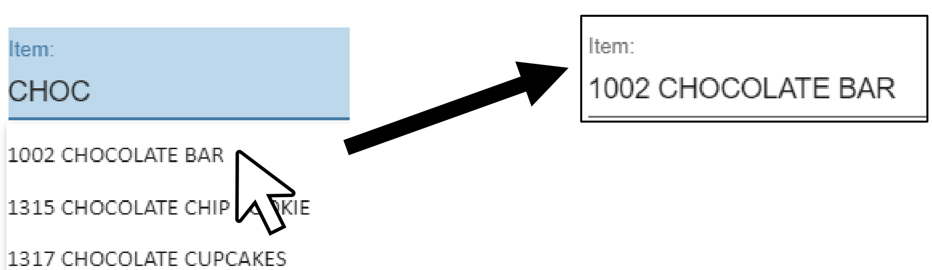
iSOMS will ask if you want to add a new item. Click **Yes.**



This will bring up a window where you can add which item the inmate is going to purchase.



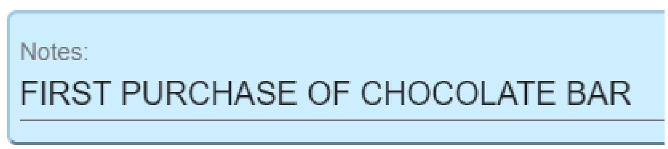
First, type the name of the item the inmate is purchasing into the **Item** field. You can click on the correct option when it appears.



Now add how many of the item the inmate will purchase in **Quantity.** The price can only be changed here at the purchase screen if the item is flagged as Medical; otherwise, to change the price, you will have to go back to the *Commissary Items* module and change it there.

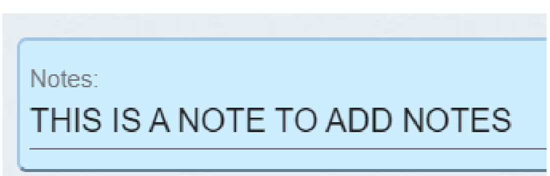
If you need to add a reference number, put it in the **Reference Pin** field.

Now add any relevant notes in the **Notes** field. If you need to add a special note about this item, put it in the **Item Note** field. Click **Save** at the bottom of the window.

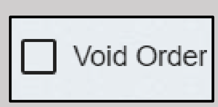


Now you can repeat the above process, adding as many different items as the inmate is going to purchase (or has purchased). When you are finished, do the following:

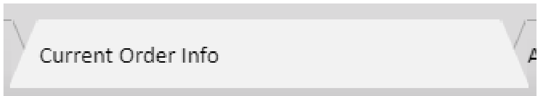
Add any notes relevant to the whole order on the main screen in the middle of the fields.



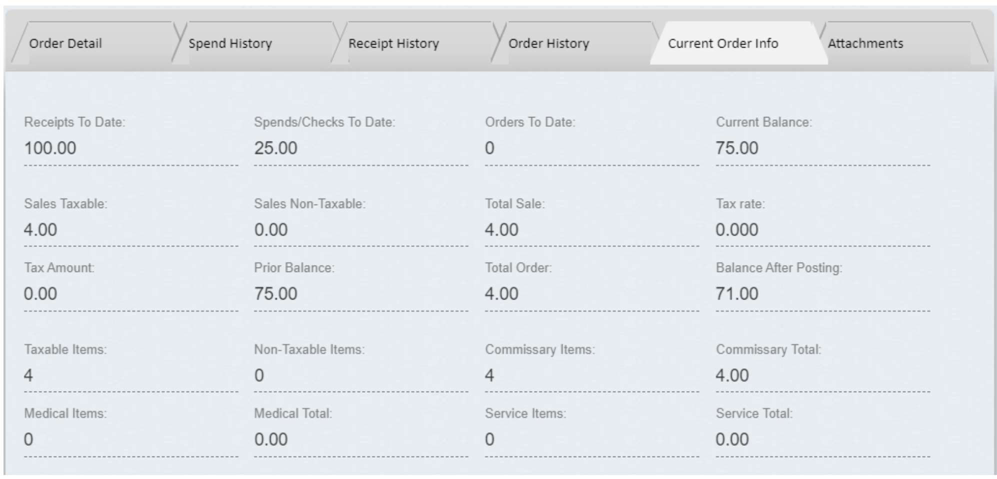
TIP: If you need to void this order later, check **Void Order** in the main field area. This will keep the order in iSOMS, but it will void the money spent.



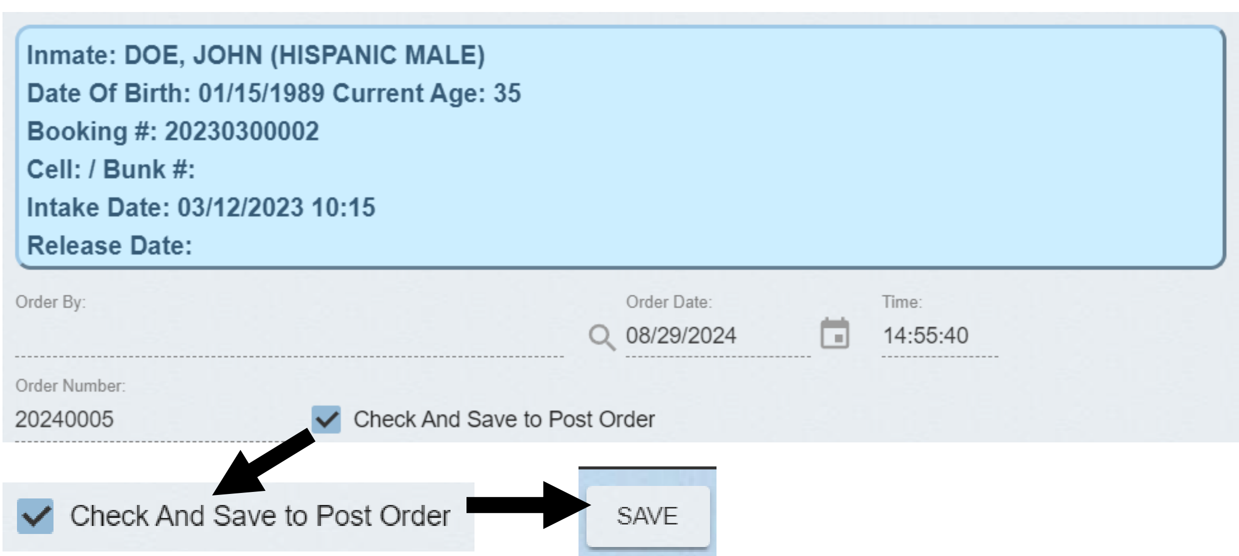
Check the **Current Order Info** tab to ensure that everything looks right.



In this tab, you can view the inmate's current balance, the cost of the current order, and the result if this order is posted to iSOMS. Only *Medical* items can allow you to spend into a negative balance, so make sure the balance is not negative afterwards.

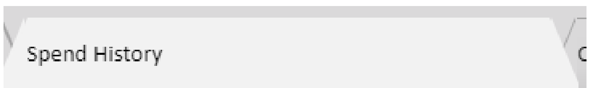


IMPORTANT: The final step is to click **Check and Save to Post Order** near the fields at the top of the screen on the right. This is **required** to have the balance update in iSOMS. Don't forget to check this box and then click **Save.**

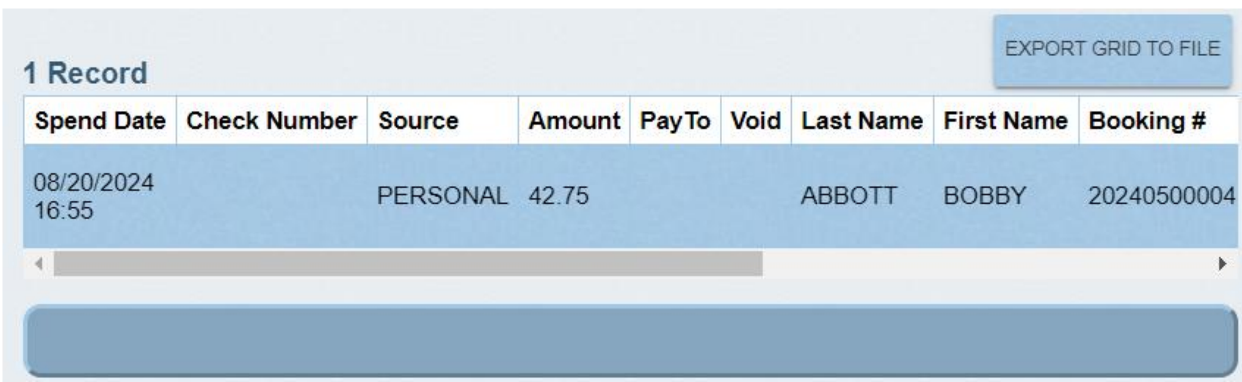


Other Point of Sale Tabs

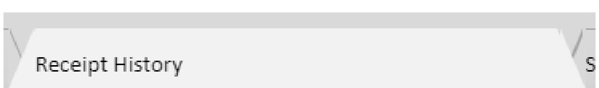
The other tabs for the *Point of Sale* module are not required for filling out an order record. Four tabs (*Spend History, Receipt History, Order History,* and *Current Order Info*) are read-only, so only **Order Detail** and **Attachments** allow you to actually add information. Attachments are not required but can be used to reference information or to store check images.



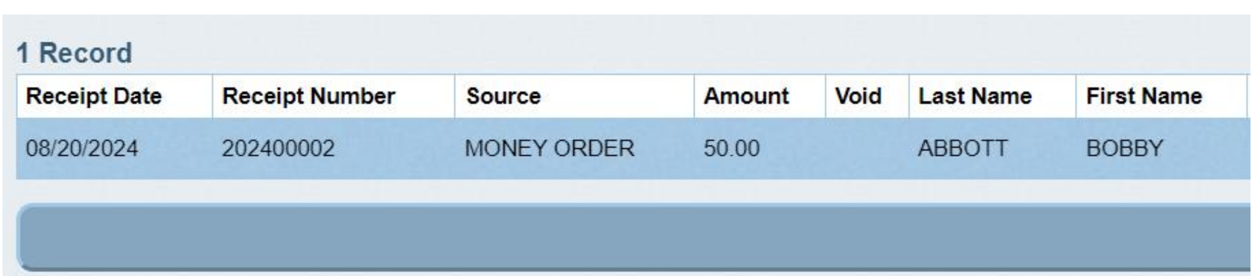
The **Spend History** tab lists the details of all previous and current spending orders for other reasons that are ***not*** the commissary, such as checks when the inmate is released. This lets you quickly view details of money paid out spent. **This tab is read only.** If you double-click on an entry from the table, it will open the individual (non-commissary) spending record in a new tab.



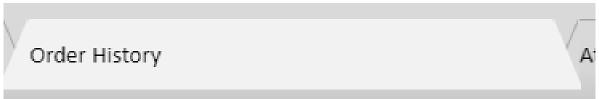
Spend Date	Check Number	Source	Amount	PayTo	Void	Last Name	First Name	Booking #
08/20/2024 16:55		PERSONAL	42.75			ABBOTT	BOBBY	20240500004



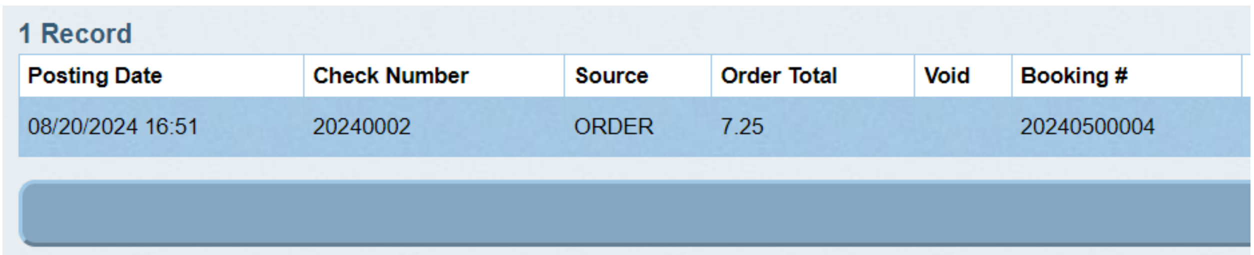
The **Receipt History** tab lists the details of all previous and current receipts. This lets you quickly view details of previous money received. **This tab is read only.** If you double-click on an entry from the table, it will open the receipt record in a new tab.

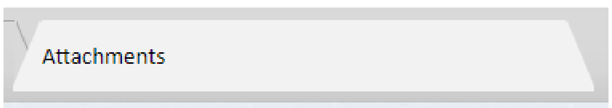


Receipt Date	Receipt Number	Source	Amount	Void	Last Name	First Name
08/20/2024	202400002	MONEY ORDER	50.00		ABBOTT	BOBBY



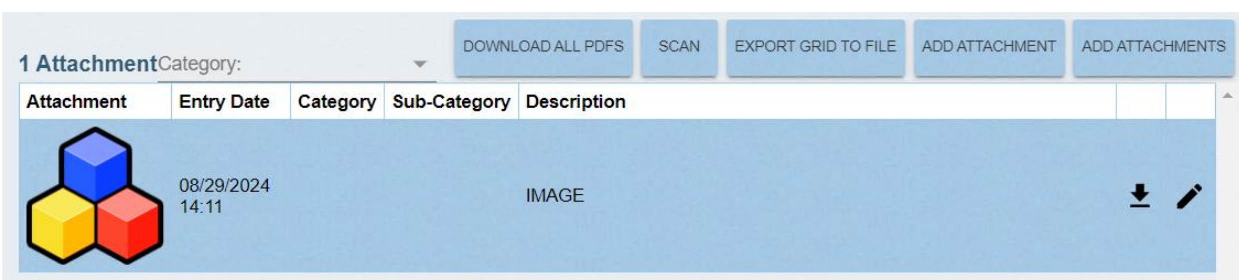
The **Order History** tab lists the details of all previous and current commissary spending. This lets you quickly view details of previous orders. **This tab is read only.** If you double-click on an entry from the table, it will open the record in a new tab.





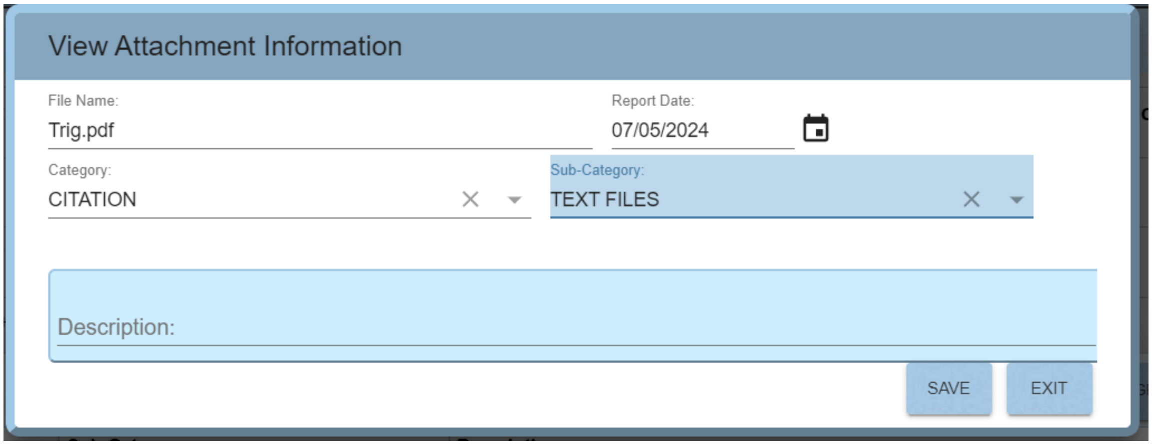
The **Attachments** tab lets you add and remove attachments related to this spend/check record, such as the check or money transfer for the inmate's spending of the money.

Double-click a file entry to view the record for the attachment or click on the icon to download the attachment to the computer.



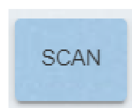
You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once.

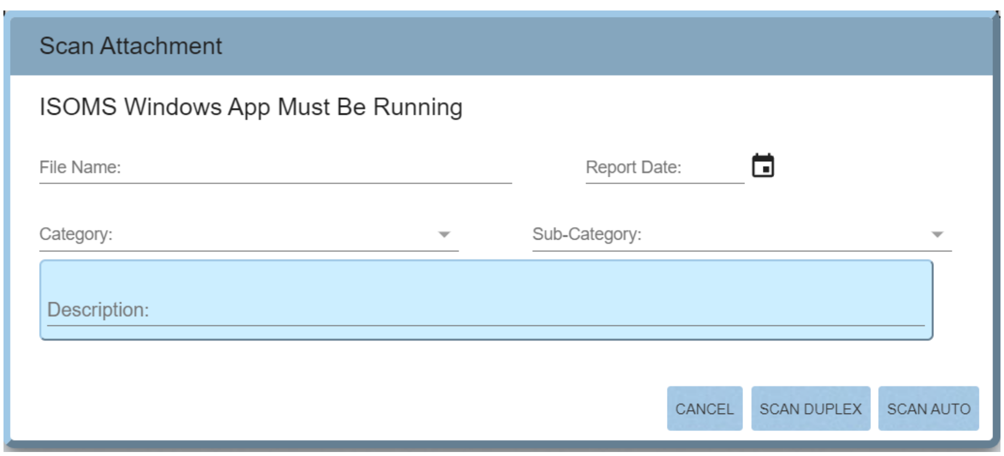
Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.



You can also **Download All PDFs** at once by clicking the appropriate button.

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.



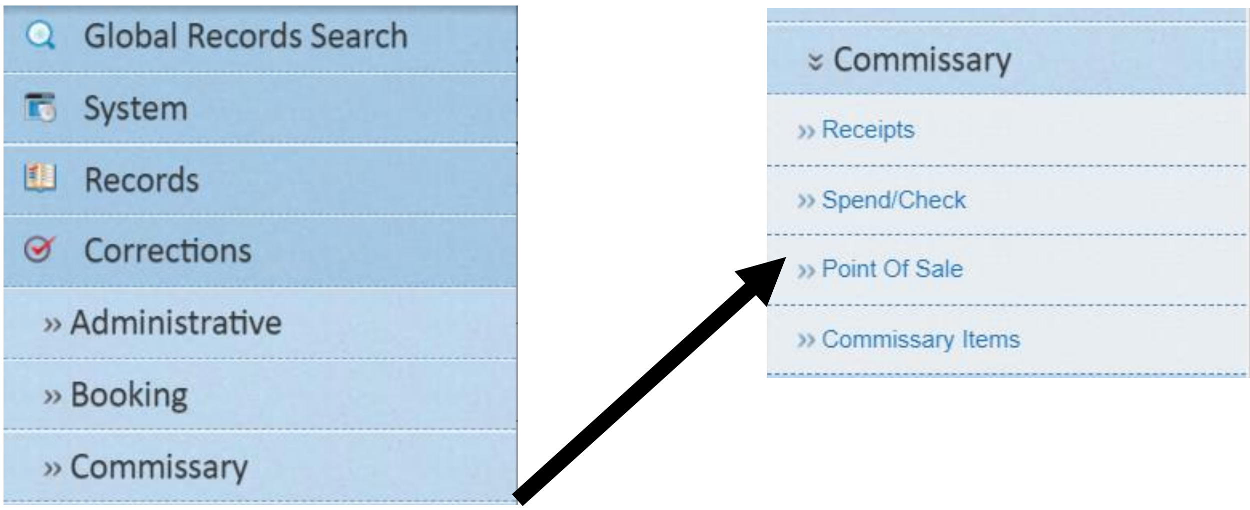


Point of Sale Reports

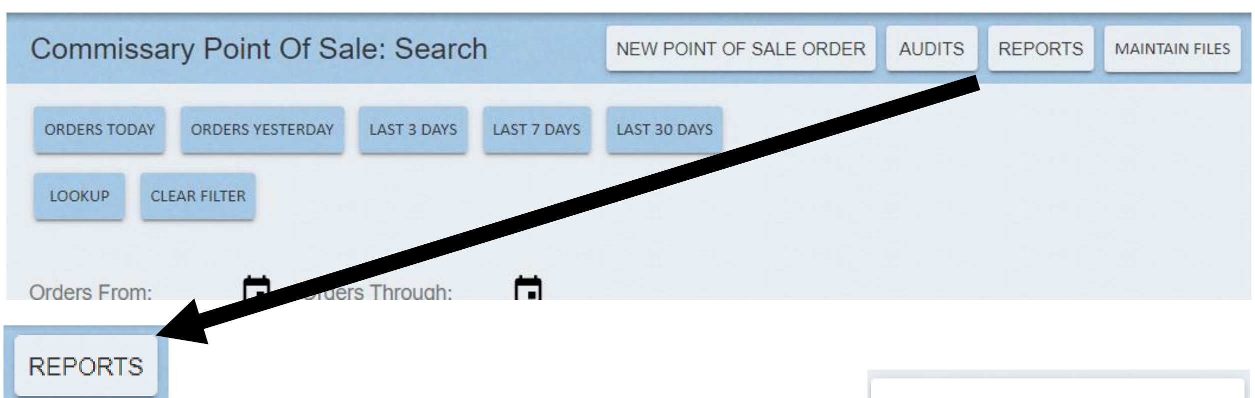
iSOMS has the capability to allow you to print several different types of reports for commissary orders.

To access the reports, begin on the iSOMS home screen. Click on the following:

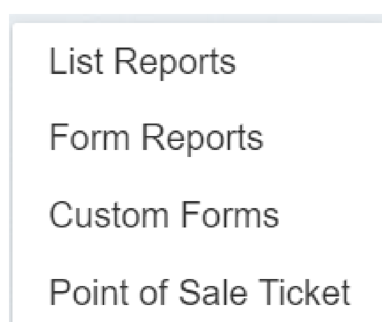
Corrections → Commissary → Point of Sale



Now click on the **Reports** button in the upper right corner.

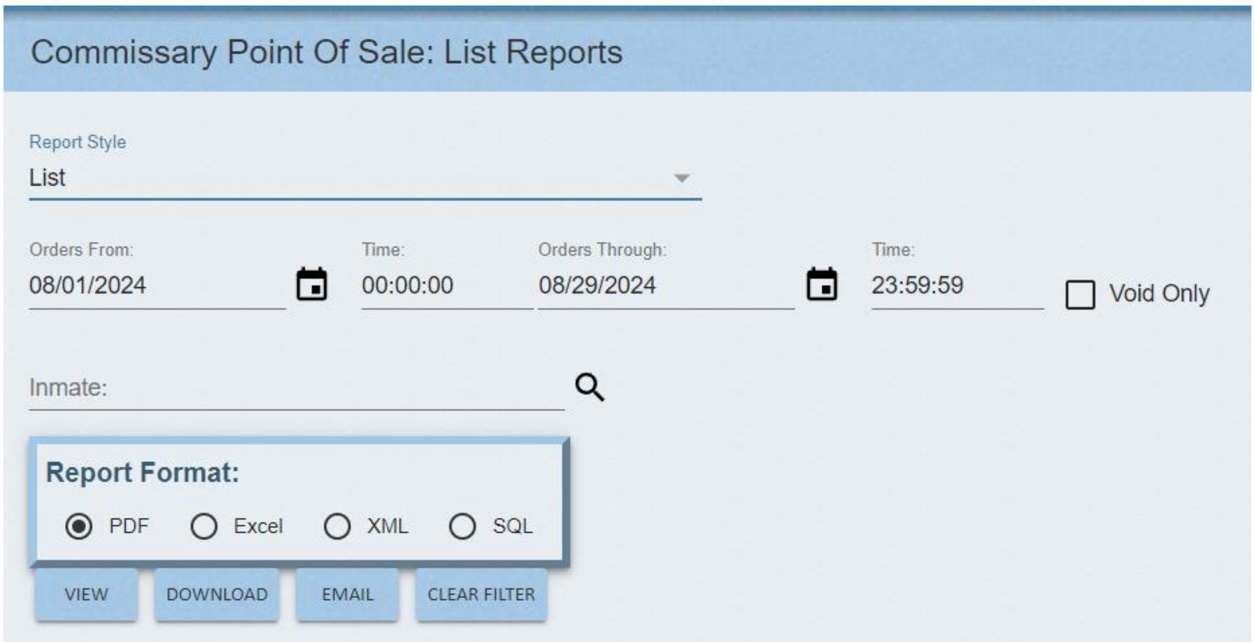


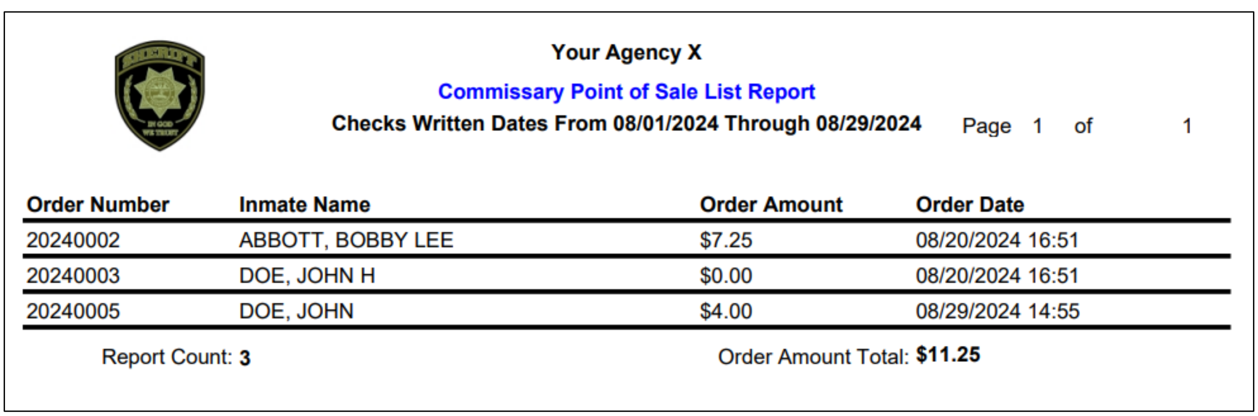
You can then choose from a few different options. List Reports and Point of Sale Ticket reports are explained below.



List Reports

This report quickly displays order records in your iSOMS system so you can see an overview of commissary orders for a certain date range. Add the start and end date in **Orders from** and **Orders through,** choose a specific **Inmate** *if* you want to restrict report to a single person, and click **View** or **Download** to view the report.





Your Agency X

Commissary Point of Sale List Report

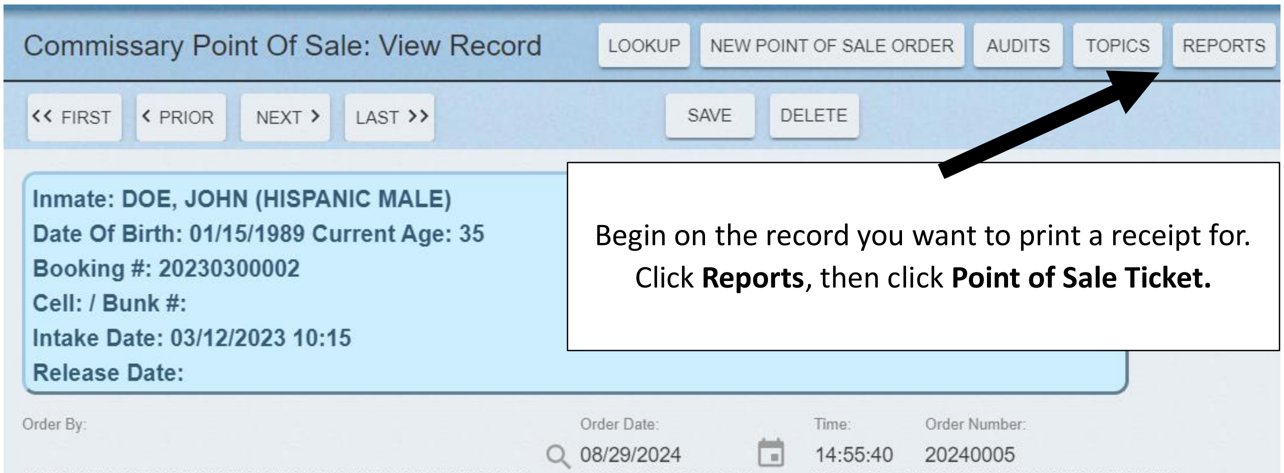
Checks Written Dates From 08/01/2024 Through 08/29/2024 Page 1 of 1

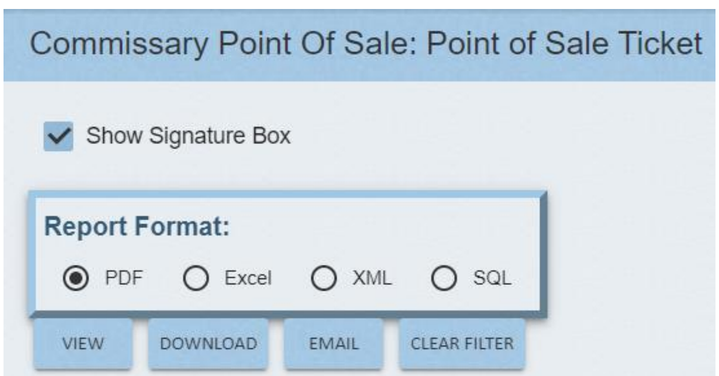
Order Number	Inmate Name	Order Amount	Order Date
20240002	ABBOTT, BOBBY LEE	$7.25	08/20/2024 16:51
20240003	DOE, JOHN H	$0.00	08/20/2024 16:51
20240005	DOE, JOHN	$4.00	08/29/2024 14:55

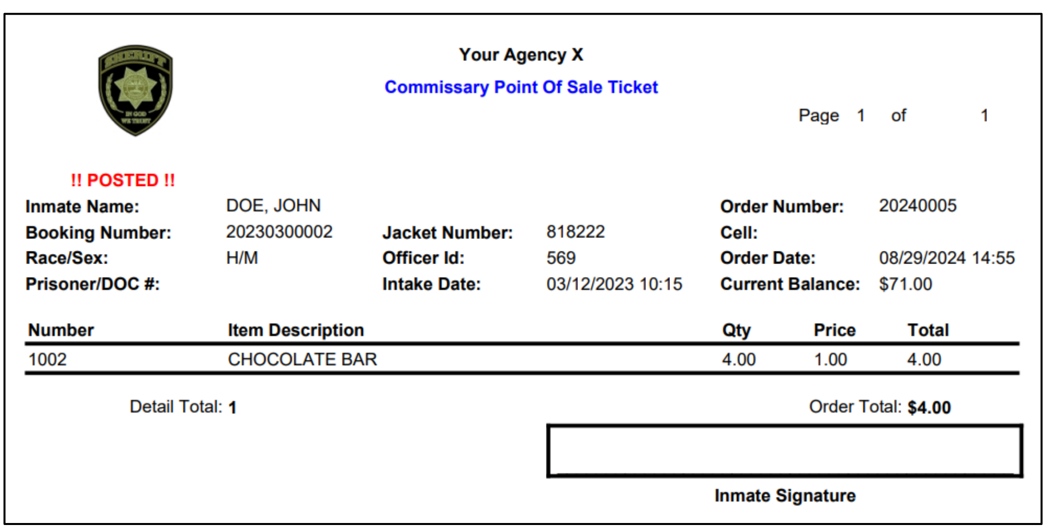
Report Count: **3** Order Amount Total: **$11.25**

Point of Sale Ticket

This report lets you print a paper receipt (like a records receipt) so you can give it to the inmate or other relevant parties. First, find the order you want to create a receipt for, and then click **Reports → Point of Sale Ticket.** Now click **View** or **Download** to view the report.






Your Agency X

Commissary Point Of Sale Ticket

Page 1 of 1

!! POSTED !!

Inmate Name:	DOE, JOHN			**Order Number:**	20240005
Booking Number:	20230300002	**Jacket Number:**	818222	**Cell:**	
Race/Sex:	H/M	**Officer Id:**	569	**Order Date:**	08/29/2024 14:55
Prisoner/DOC #:		**Intake Date:**	03/12/2023 10:15	**Current Balance:**	$71.00

Number	Item Description	Qty	Price	Total
1002	CHOCOLATE BAR	4.00	1.00	4.00

Detail Total: **1**

Order Total: **$4.00**

Inmate Signature

Commissary Module

Quick Reference

How do I add new commissary items?

Use the **Commissary Items** module: see *Adding New Commissary Items* starting on page 4.

How do I add money to an inmate's account?

To add money, use a money receipt record in the **Receipts** module: see *Adding New Money Receipts* starting on page 26.

How do I record an order for commissary items by an inmate?

Use the **Point of Sale** module and add a new order: see *Adding New Point of Sale Records* starting on 52.

How do I record a payout to an inmate when released?

Use the **Spend/Check** module and add a new spend/check: see *Adding New Spending / Check Records* starting on page 38.

How do I print a receipt for a commissary order?

Use the **Point of Sale Ticket** report: see *Point of Sale Ticket* on page 62.

How do I print a receipt for money received by an inmate?

Use the **Detail Report**: see *Detail Report* on page 35.

How is the balance of an inmate calculated?

Receipts minus (Orders *and* **Spend)**

*Example: The inmate previously received $100, which was recorded in the **Receipts** module. Now the inmate is spending $25 on a non-commissary purchase in **Spend/Check**. The inmate spent $4 on a commissary order under **Point of Sale**. The inmate's new balance is $71. (100 – 29 = 71)*

Receipts To Date:	Spends/Checks To Date:	Orders To Date:	Current Balance:
100.00	25.00	4.00	71.00

For More Information…

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call us at 888-644-5786.

First Revision, August 2024