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INTRODUCTION:

Accounts Payable (AP) Revenue Refund process is required when an overpayment was received and a refund check needs to be issued to the individual that made the overpayment. This could be case related or non-case related. The AP revenue refund requires a two-step process to complete:

1. Enter a new voucher in Accounts Payable, which will result in a check being sent to the vendor.
2. Enter an adjustment bill in Billing to capture the Charge Code of the refund, so that the EOM Local Revenue process will be adjusted accordingly. *District Court locations need to process this adjustment only if the refund is for a Local Revenue item (e.g., parking fines or municipal infractions).*

NOTE: Before getting started, gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy. If not in GEARS - proceed with the information gathered. (It is recommended that you scan in all refund request documents ahead of time and store them in a common folder prior to getting started with this process.)



PART 1 – Submitting a Refund Request in Accounts Payable (Non-Vendor and Vendor) - **Revenue Refund Requests** will be processed through the Accounts Payable module as either a **Single Payment Voucher** (a one-time Vendor not in GEARS) OR a **Regular Voucher** (when the Vendor exists in GEARS). The One Time Vendor will make use of the 999-99-9999 Vendor ID, which will not be sent to GAD for new vendor approval.

STEP 1: Determine if the vendor is an already existing vendor. (If the vendor does not exist you will use the Single Payment Voucher style in the next step.)

NAVIGATION: Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

1. The preferred method is to look up the vendor by Tax Id or SS#. (Detail instructions are in the 'Looking Up Vendor Information' on the GEARS Tip Sheet page.)

favorites : Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Review Vendors

Search Criteria

*SetID: Vendor ID:

Name: Equal to ShortName: Equal to

Withholding Name: Equal to Classification:

Vendor Status: Type:

Persistence:

Address: Equal to City:

Customer Number: Country:

ID Type: Tax Identification Number State:

VAT Registration ID: Postal:

Withholding Tax ID: Bank Account #:

Search Results

Main Information | Additional Vendor Info | Audit Information

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000009385	THE ABUNDANCE CATERING COMPANY	THEABUNDAN-001	9 VERNON AVE	GLEN BURNIE	MD	USA	Active



- 2. Or you can look up a vendor by name.
 - a. The '%' percent sign can be used as a 'wild card'.
 - b. The key to finding the correct vendor by name, is to be sure the address is same and that status is 'Approved'. **NOTE:** There are 7 vendors in this search criteria so be sure you review all before determining if you found the correct vendor.
 - c. Write down the vendor id to use in the next step.

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

*SetID: Vendor ID:

Name: ShortName:

Withholding Name: Classification:

Vendor Status:

Type:

Persistence:

Address: City:

Customer Number: Country:

ID Type: State:

VAT Registration ID: Postal:

Withholding Tax ID: Bank Account #:

[Add Vendor](#)

Search Results Personalize | Find | View All | 1-7 of 7 Results

Vendor ID	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Status
0000001834		000	WILLIE J SMITH JR	11207 BROOKDALE LN		UPPER MARLBORO	MD	20772-0000	Approved
0000002309		000	WILLIAM J SMITH JR	914 WINDING WAY		SALISBURY	MD	21804-0000	Approved
0000002433		000	WILLIAM E SMITH	4637 PRESTON RD		FEDERALSBURG	MD	21632-0000	Approved



START HERE FOR EITHER VOUCHER TYPE:

STEP 2: Create a Voucher in Accounts Payable.

NAVIGATION: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1. The **Voucher** search page, defaulted to the *Add a New Value* tab, will display.
 - a. Enter the following information:
 - i. **Business Unit:** “MDJUD” – this will ALWAYS be the Business Unit for all Accounts Payable transactions.
 - ii. **Voucher ID:** Leave set to “NEXT” – will auto assign the next available number to the voucher.
 - iii. **Voucher Style:** Choose either “Single Payment Voucher” or “Regular Voucher”.
 1. Choosing either Voucher Style will auto-fill the Vendor ID and Vendor Location fields, where the Single Payment Vendor ID will always be “999999999”.
 - iv. **Invoice Number:** Enter the case or reference number if available. **Only 14 characters will be submitted to FMIS to be printed on the check. (For Civil case numbers some are replacing part of the year with a dash – to meet the accepted length.)**
NOTE: This information will print on the check issued by GAD.
 - v. **Invoice Date:** the current date (you can enter “t” here to default to the current date).
 - vi. **Gross Invoice Amount:** the amount to refund.
 - b. Click the **Add** button.

Voucher

Find an Existing Value **Add a New Value**

Business Unit: MDJUD

Voucher ID: NEXT

Voucher Style: Single Payment Voucher

Short Vendor Name: SINGLEPAY-1

Vendor ID: 999999999

Vendor Location: 1

Address Sequence Number: 1

Invoice Number: 1234567890

Invoice Date: 03/03/2014

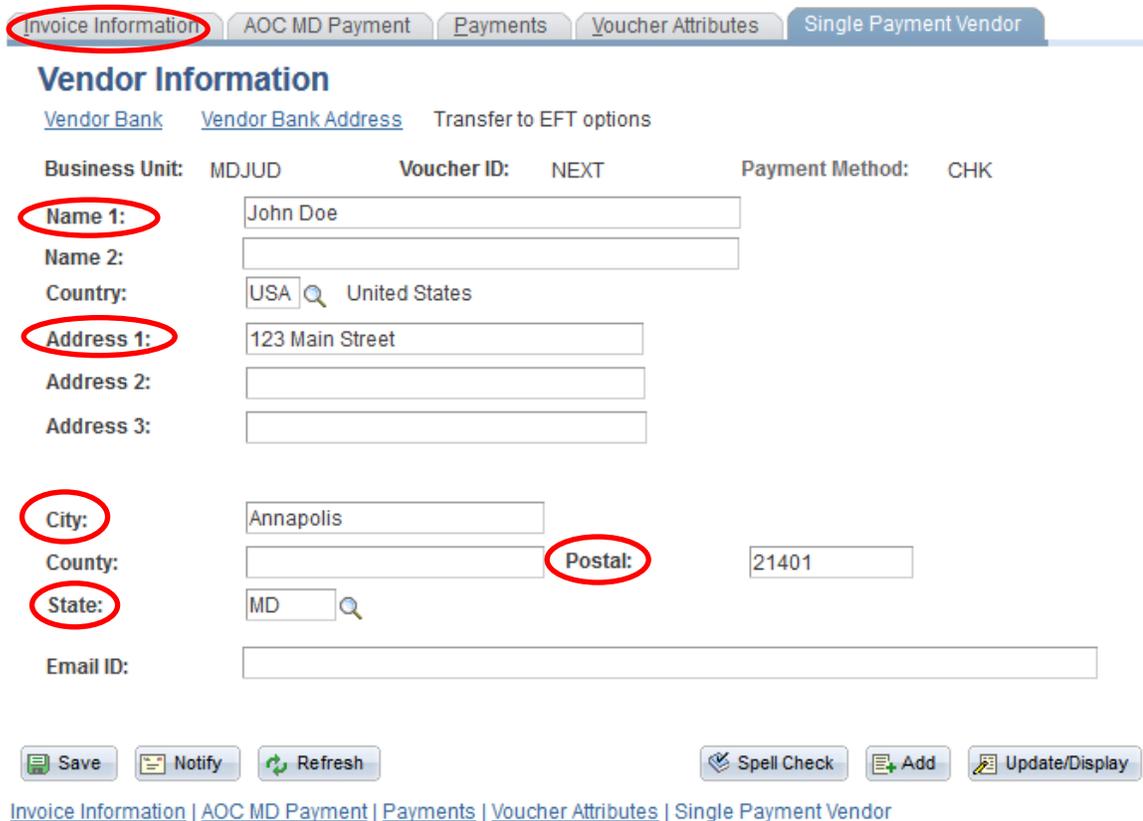
Gross Invoice Amount:	200.00
Freight Amount:	0.00
Misc Charge Amount:	0.00

Estimated No. of Invoice Lines: 1

Add

FOR A SINGLE PAYMENT VOUCHER TYPE (ONLY):**STEP 3: Single Payment Voucher Entry (Skip This Step for Regular Voucher Types)**

1. The *Vendor Information – Single Payment Voucher* page will display.
 - a. Enter in the following information for the Payee:
 - i. **Name 1:** = Enter the name of the payee.
 - ii. **Address:** = Enter the street address of the payee.
 - iii. **City:** = Enter the address city of the payee.
 - iv. **State:** = Enter the address state of the payee.
 - v. **Postal:** = Enter the address zip code of the payee.
 - b. Click the *Invoice Information* tab.



Vendor Information

[Vendor Bank](#) | [Vendor Bank Address](#) | [Transfer to EFT options](#)

Business Unit: MDJUD Voucher ID: NEXT Payment Method: CHK

Name 1: John Doe

Name 2:

Country: USA United States

Address 1: 123 Main Street

Address 2:

Address 3:

City: Annapolis

County:

State: MD

Postal: 21401

Email ID:

[Save](#) [Notify](#) [Refresh](#) [Spell Check](#) [Add](#) [Update/Display](#)

[Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Vendor](#)

NOTE: If you click the Save button, the system will display a message stating that data is missing. Wait until all Invoice Information data is entered before saving.



FOR SINGLE PAYMENT VOUCHERS and REGULAR VOUCHERS do the following:

STEP 4: Complete the Invoice Information page.

1. The *Invoice Information* page will display.
 - a. In the *Invoice Lines* section, click the plus sign  to add an Invoice line for each object/account associated with a refund. For each Invoice line, fill in the following:
 - i. **Ship To:** The location should default, but if not, use the magnifying glass to choose your location from the lookup list.
NOTE: This is a required field; nothing will actually be shipped to you.
 - ii. **Line Amount:** Amount of the refund to the payee, defaults from the previous screen.
 - iii. **Description:** Enter what the refund is for.
 - iv. **SpeedChart:** This is synonymous to your PCA. Enter your 2-digit batch county (e.g.02) to display a dropdown list of valid PCA values for your court. You will enter a SpeedChart to populate Distribution Line values for each Invoice line added.
 1. Select the SpeedChart to auto-fill all but two of the Distribution Line values.
 2. Enter the remaining **Account** and **Appropriation Year** fields.

- b. In the *Distribution Lines* section, enter:
 - i. **Account:** Use the magnifying glass to select the correct code for the refund.
NOTE: Be sure to verify the accounting information for the distribution line is correct.
 - ii. **AppropYr:** This is equivalent to the current Fiscal Year.
- c. Click the **Save** button.



- d. Once all of the Vendor, Invoice and Distribution information is entered, the DCA21 or Revenue Refund form must be attached to the voucher.
- e. Click the [Attachments \(0\)](#) link in the upper right (under the Run button) of the *Invoice Information* page. After an attachment is added the link will change to [Attachments \(1\)](#).

NOTE: The number in parenthesis will correspond to the number of attachments added.

Invoice Information | AOC MD Payment | Payments | Voucher Attributes

Business Unit: MDJUD Invoice No: 1234567890 Action:
 Voucher ID: NEXT Invoice Date: 01/06/2014
 Voucher Style: Regular Voucher Accounting Date: 01/06/2014
 Run

Vendor ID: 999999999 Single Payment Vendor
 ShortName: SINGLEPAY-1
 Location: 1
 *Address: 1
 *Advanced Vendor Search
 Control Group:
 Invoice Lines: 200.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 200.00
 Difference: 0.00
 Calculate

*Pay Terms: NET00 Due Now
 Basis Date Type: Acct Date
 Non Merchandise Summary
 Print Invoice

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None
 Copy PO
 Go

Invoice Lines
 Line: 1
 *Distribute by: Amount
 Ship To: AOC-NON_PO
 SpeedChart: 52010
 Item:
 Unit Price:
 Line Amount: 200.00
 Description: Revenue Refund for Overpayment
 UOM:
 Quantity:
 One Asset

Calculate
 Distribution Lines
 GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agy	Fund	Dept	Program	Approp Number
	1	200.00		MDJUD	7503		C52	0001		5201	A5200

- 2. The *Voucher Header Attachment* page will display.
 - a. Click the **Add Attachment** button.

ORACLE
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher Header Attachment
 Business Unit MDJUD Voucher ID NEXT

Details

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

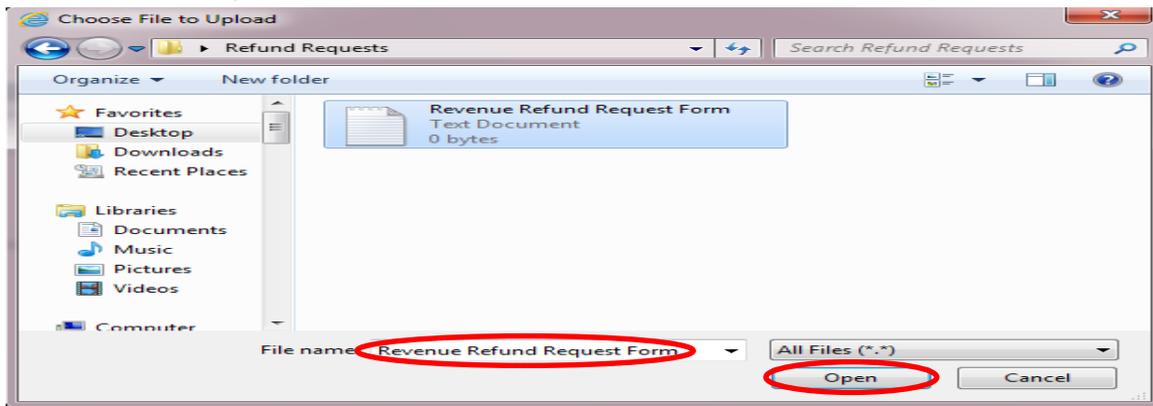
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment
 OK Cancel Refresh

- b. The *File Attachment* box will display.
- c. Click the **Browse...** button to navigate to the location of the scanned documents.



- d. Once the document is located – select it so the name appears in the **File name:** field.
- e. Click the **Open** button to return to the *File Attachment* box.
- f. Click the **Upload** button.



- 3. The *Voucher Header Attachment* page will display.
 - a. Confirm the correct document was attached.
 - b. Enter a **Description** of the document in the Description field.
 - c. Click the **OK** button after all documents are attached.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher Header Attachment

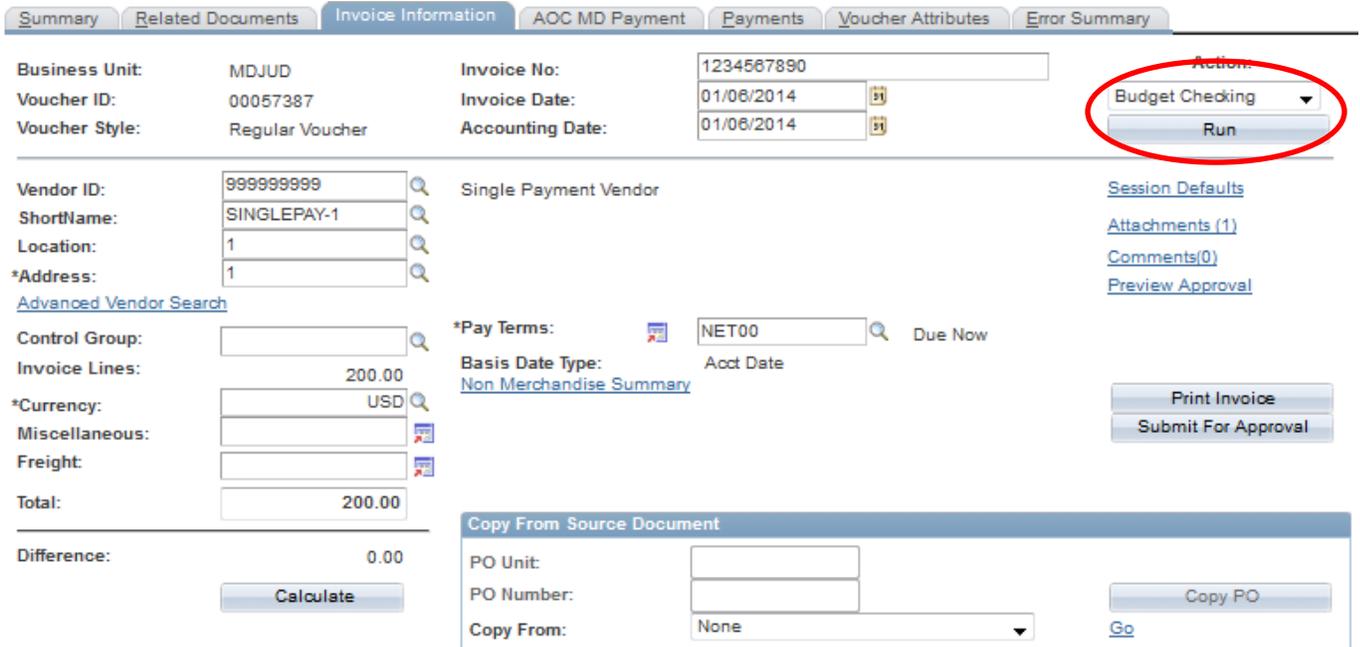
Business Unit MDJUD Voucher ID NEXT

Details						
File Name	show to Approver?	Description	User	Name	Data/Time Stamp	
Revenue_Refund_Request_Form.txt	<input checked="" type="checkbox"/>	Revenue Refund				

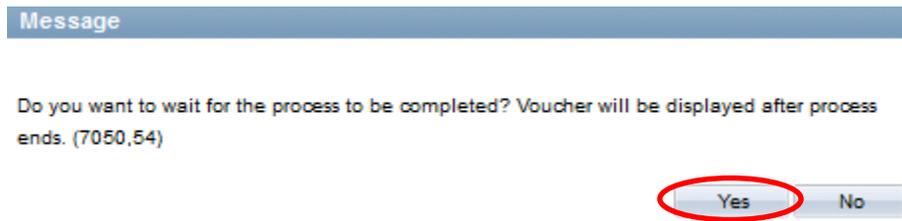
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.



4. The **Invoice Information** page will display.
 - a. Click the **Save** button at the bottom left of the page. **(THIS IS REQUIRED.)** Your Voucher ID has changed from “NEXT” to the next available number.
 - b. Select the **Budget Checking** Action from the **Action:** dropdown list. **(THIS IS REQUIRED.)**
NOTE: If the Voucher has not been saved, the list of Actions will be empty.
 - c. Click the **Run** button.



- i. A message will be displayed. Click “Yes” to wait for the Budget Checking process to complete. (This could take a few minutes.)



- d. After the Budget Checking process has completed, click the **Submit for Approval** button.
NOTE: This step is required. Vouchers created for revenue refunds do not go through approval workflow and do not require specific approval. Instead, they will automatically be routed to the Department of Budget & Finance (DBF) for processing.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary

Business Unit: MDJUD Invoice No: 1234567890 Action:
 Voucher ID: 00051620 Invoice Date: 03/03/2014
 Voucher Style: Single Payment Voucher Accounting Date: 03/31/2014
 Run

Vendor ID: 999999999 Single Payment Vendor
 ShortName: SINGLEPAY-1
 Location: 1
 *Address: 1
 Session Defaults
 Attachments (1)
 Comments(0)
 Preview Approval

Invoice Lines: 200.00 *Pay Terms: NET00 Due Now
 *Currency: USD Basis Date Type: Acct Date
 Miscellaneous:
 Freight:
 Total: 200.00
 Non Merchandise Summary
 Print Invoice
 Submit For Approval

Difference: 0.00
 Calculate

5. The *Approval Comment* page will display.
 - a. Enter a comment in the space provided if you choose.
 - b. Click the **OK** button to display the *Approval Summary* tab.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Approval Comments

Business Unit MDJUD
 Voucher ID 00051620
 Additional Details
 OK Cancel Refresh



- c. Notice the “No approvals required” message; this is fine, as your voucher has been routed to DBF for final processing.
- d. Click the *Summary* tab by scrolling the tabs to the left or use the [Summary](#) link at the bottom of the page.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher Attributes | Single Payment Vendor | Error Summary | **Approval Summary**

Business Unit: MDJUD
Voucher ID: 00051620

No approvals required

Save | Return to Search | Notify | Refresh | Add | Update/Display

[Summary](#) | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary | Approval Summary

- 6. The voucher *Summary* page will display.
 - a. Verify the data displayed to ensure the voucher was entered correctly.
 - b. **Approval Status** Confirm this reads “Approved”.
 - c. **Budget Status** Confirm this reads “Valid”. If errors exist, return to the *Invoice Information* tab and verify Distribution Line values are correct; make corrections if necessary.

NOTE: *If corrections to the Distribution line are made, you must re-run Budget Checking.*

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor

Business Unit:	MDJUD	Invoice Date:	03/03/2014
Voucher ID:	00051620	Invoice No:	1234567890
Voucher Style:	SinglePay	Invoice Total:	200.00 USD
Contract ID:			
Vendor Name:	Single Payment Vendor	Pay Terms:	Due Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	03/31/2014
Approval Status:	Approved	Created By:	lauren.smith
Post Status:	Unposted	Modified:	03/31/2014
		Modified By:	lauren.smith
Doc Tol Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related: Payment Inquiry [Go]

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary | Approval Summary

- d. Repeat as needed for each refund request.

End of Part 1 – Submitting a Refund Request in Accounts Payable



PART 2 – Creating an Adjustment in Billing

This is done in the Billing module to ensure any Local Revenue adjustments are made to impact disbursements. ****District Court should only process this step IF the refund impacts a charge that is Local Revenue, account 7530 (i.e., refunds for Parking Fines and Municipal Infractions will need Part 2 processed).**

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. Creating a new \$0.00 Bill
 - a. Click the *Add a New Value* tab.
 - i. **Business Unit:** enter your “JUD##”
 - ii. **Invoice:** value = NEXT (This will assign the next invoice number automatically).
 - iii. **Bill Type Identifier:** enter “OTH” (i.e., Other – used only for Refund Adjustments).
 - iv. **Bill Source:** = “ONLINE”
 - v. **Customer:** The same as the Business Unit.
 - vi. **Invoice Date:** is the current date.
 - vii. **Accounting Date:** is the current date.
 - b. Click the **Add** button to add the new bill.

Bill Entry

Find an Existing Value **Add a New Value**

Business Unit: JUD02

Invoice: NEXT

Bill Type Identifier: OTH

Bill Source: ONLINE

Customer: JUD02

Invoice Date: 03/18/2014

Accounting Date: 03/18/2014

Add

2. The default tab, *Header – Info 1*, of the Bill detail page will display.
 - a. Confirm the following:
 - i. **Status:** = “NEW”
 - ii. **Type:** = “OTH”
 - iii. **Source:** = “ONLINE”
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment. Include the following information in the audit note.



Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 03/18/2014 Cycle ID: DAILY
Type: OTH Source: ONLINE *Frequency: Once
*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

*Invoice Form: NO_PRINT From Date: To Date:
Accounting Date: 03/18/2014 Pay Terms: IMMED Pay Method: Check
Remit To: BOA Bank Account: 02
Sales: DEFAULT Bill Inquiry Phone:
Credit: DEFAULT Collector: DEFAULT
Biller: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address
Notes Express Entry
Summary Bill Search Line Search

Navigation: Header - Info 1 Page Series Prev Next

- 3. The *Header – Note* page will display.
 - a. Name of Party
 - b. Voucher ID
 - c. Original Receipt Number
 - d. Reason
 - e. Select the *Header – Order Info* option from the Navigation dropdown.

Header - Info 1 | Line - Info 1 | Header - Note

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
Invoice: NEXT Anne Arundel County Circuit Court

Customer Notes

Bill Header Notes Find | View All First 1 of 1 Last

Standard Note Flag Std Note:
 Internal Only Flag Note Type:

Note Text:
Check #342347 for \$200 returned to the MDJ for Insufficient Funds, original transaction #13000775332 on 3/3/14.
DBA#8776322.

Go to: Header Info 2 Address Copy Address
Notes Express Entry
Summary Bill Search Line Search

Navigation: Header - Note Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Header - Note



- 4. The **Header – Order Info** page will display.
 - a. If a Refund is for a Single Receipt - Enter the Original Receipt# into the **Contract:** field exactly as it appears - include all leading zeros.
 - b. If Refund is for multiple receipts – Enter the word ‘Multiple’.
 - c. Click the **Line – Info 1** tab.

Header - Info 1		Header - Order Info		Line - Info 1	
Unit:	JUD02	Bill To:	JUD02	Pretax Amt:	0.00 USD
Invoice:	NEXT	Anne Arundel County Circuit Court			
PO Ref:	<input type="text"/>	Freight Terms:	<input type="text"/>		
Contract:	<input type="text" value="0000123453"/>	Ship Via:	<input type="text"/>		
Contract Date:	<input type="text"/>	Case Number:	<input type="text"/>		
Contract Type:	<input type="text"/>	PK Slip No:	<input type="text"/>		
OM Bus Unit:	<input type="text"/>	Sold To:	<input type="text"/>		
Order No:	<input type="text"/>	Sold Loc:	<input type="text"/>		
Order Date:	<input type="text"/>	Ship To:	<input type="text"/>		
Ship Bus Unit:	<input type="text"/>	Ship Loc:	<input type="text"/>		
Ship ID:	<input type="text"/>				
Go to:	Header Info 2	Address	Copy Address		
Notes	Express Entry				
Summary	Bill Search	Line Search	Navigation:	<input type="text" value="Header - Order Info"/>	Page Series Prev Next



5. The *Line – Info 1* page will display.
 - a. Find the original receipt to locate the Charge Code.
 - b. A new line will need to be added to the bill for each unique Charge Code (e.g., RCS-104) used on the original receipt.
 - c. Use the plus sign  on the right of the Bill Line to add each credit line needed. Add the following information to each credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter Charge Code or select from the list, using the lookup magnifying glass.
 - iii. **Gross Extended:** Enter amount for each line. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue. (e.g., -200.00)
 - iv. Click the **Refresh** button at the bottom of the page to auto-fill remaining values.

Header - Info 1 | Line - Info 1

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
Invoice: NEXT Anne Arundel County Circuit Max Rows: 5

Bill Line

Identifier Look Up Date: 03/18/2014

Seq: []

Table: ID Identifier: RCS-104 Net Extended: 0.00

Quantity: [] From Date: [] To Date: []

Unit of Measure: [] Line Type: REV Accumulate [x]

Unit Price: 0.0000 Tax Code: [] Tax Exempt []

Gross Extended: -200.00 Exempt Cert: []

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 0.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 0.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 Page Series: [Prev](#) [Next](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)



OTC – AP Revenue Refund Process

- d. After all credit lines are added for the charge codes, use the  to add a new debit line for the BUS-Payment amounts.
 - i. This amount will be a debit (This should be the total of all the credited Bill lines).
 - ii. Click the *View All* link to see all bill lines.
 - iii. **Table:** Enter “ID”.
 - iv. **Identifier:** Enter “CLEAR-OTH”
 - v. **Gross Extended:** Enter amount as a **positive** (\$+) amount.
 - vi. Confirm the **Pretax Amt** at the top of the bill is \$0.00.
 - vii. Click the **Refresh** button.
 - viii. Select the [Accounting](#) link to update the Accounting Distribution information.

Header - Info 1 | Line - Info 1

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
Invoice: 0006640753 Anne Arundel County Circuit Max Rows: 5
Court

Bill Line Find | View All | First 2 of 2 | Last

Identifier Look Up Date: 06/29/2016

Seq: 2 Line: Net Extended: 200.00
Table: ID Identifier: CLEAR-OTH Description: Clear Acct - OTH Other Adjmnt

Quantity:	1.0000	From Date:	
Unit of Measure:	EA	To Date:	
Unit Price:	200.0000	Line Type:	MISC <input checked="" type="checkbox"/> Accumulate
Gross Extended:	200.00	Tax Code:	<input type="checkbox"/> Tax Exempt
Less Discount:	0.00	Exempt Cert:	
Plus Surcharge:	0.00		
Net Extended:	200.00		
VAT Amount:	0.00		
Tax Amount:	0.00		
Net Plus Tax:	200.00		

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1

Page Series: [Prev](#) [Next](#)

Save Return to Search Previous in List Next in List Notif Refresh Add Update/Display



- 6. The **Accounting – Rev Distribution** page will display.
 - a. Click the *View All* link to see all accounting lines.
 - b. Add the Accounting Code of **CLEAR-OTH** for each Charge Code.
 - NOTE:** The reason for this is the AP voucher already reduced the revenue GL account, so the revenue account does not need to be adjusted again.
 - NOTE:** The Accounting Code for all bill lines will be CLEAR-OTH.
 - c. By using the Code of **CLEAR-OTH**, the DeptID will auto fill.
 - d. Click the **Refresh** button.
 - e. Click the **Save** button.
 - f. Click the *Header – Info 1* tab.

Header - Info 1 | Line - Info 1 | **Acctg - Rev Distribution**

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
 Invoice: 0006640753 Anne Arundel County Circuit Max Rows: 5

Bill Line Find | View 1 First 1-2 of 2 Last

Seq: 1 Line: Net Extended: -200.00
 Identifier: RCS-21 Description: BL Transfer Fee

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
CLEAR-OTH	C02		0001	2101				OTH	100.000

Percent: 100.00 Amount: -200.00 Gross Extended: -200.00

Seq: 2 Line: Net Extended: 200.00
 Identifier: CLEAR-OTH Description: Clear Acct - OTH Other Adjmnt

Bill Line Distribution - Revenue Personalize | Find | View All First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
CLEAR-OTH	C02		0001	2101				OTH	100.000

Percent: 100.00 Amount: 200.00 Gross Extended: 200.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation: Acctg - Rev Distribution

Page Series: Prev Next

Save Return to Search Previous in List Next in List Notify **Refresh** Add Update/Display



- 7. The *Header – Info 1* page will display.
 - a. **Status:** Change from “NEW” to “RDY” (Ready to Invoice)
 - b. Click the **Save** button.

Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: 0001077409 Pretax Amt: 0.00 USD

Status:	<input type="text" value="NEW"/>	Invoice Date:	<input type="text" value="03/18/2014"/>	Cycle ID:	<input type="text" value="DAILY"/>
*Type:	<input type="text" value="OTH"/>	Source:	<input type="text" value="ONLINE"/>	*Frequency:	<input type="text" value="Once"/>
*Customer:	<input type="text" value="JUD02"/>	SubCust1:	<input type="text"/>	SubCust2:	<input type="text"/>

Anne Arundel County Circuit Court

*Invoice Form:	<input type="text" value="NO_PRINT"/>	From Date:	<input type="text"/>	To Date:	<input type="text"/>
Accounting Date:	<input type="text" value="03/18/2014"/>	Pay Terms:	<input type="text" value="IMMED"/>	Pay Method:	<input type="text" value="Check"/>
Remit To:	<input type="text" value="BOA"/>	Bank Account:	<input type="text" value="02"/>		
Sales:	<input type="text" value="DEFAULT"/>	Bill Inquiry Phone:	<input type="text"/>		
Credit:	<input type="text" value="DEFAULT"/>	Collector:	<input type="text" value="DEFAULT"/>		
Bill:	<input type="text" value="DEFAULT"/>	Billing Authority:	<input type="text" value="DEFAULT"/>		

Go to: [Header Info 2](#) | [Address](#) | [Copy Address](#)

[Notes](#) | [Express Entry](#)

[Summary](#) | [Bill Search](#) | [Line Search](#)

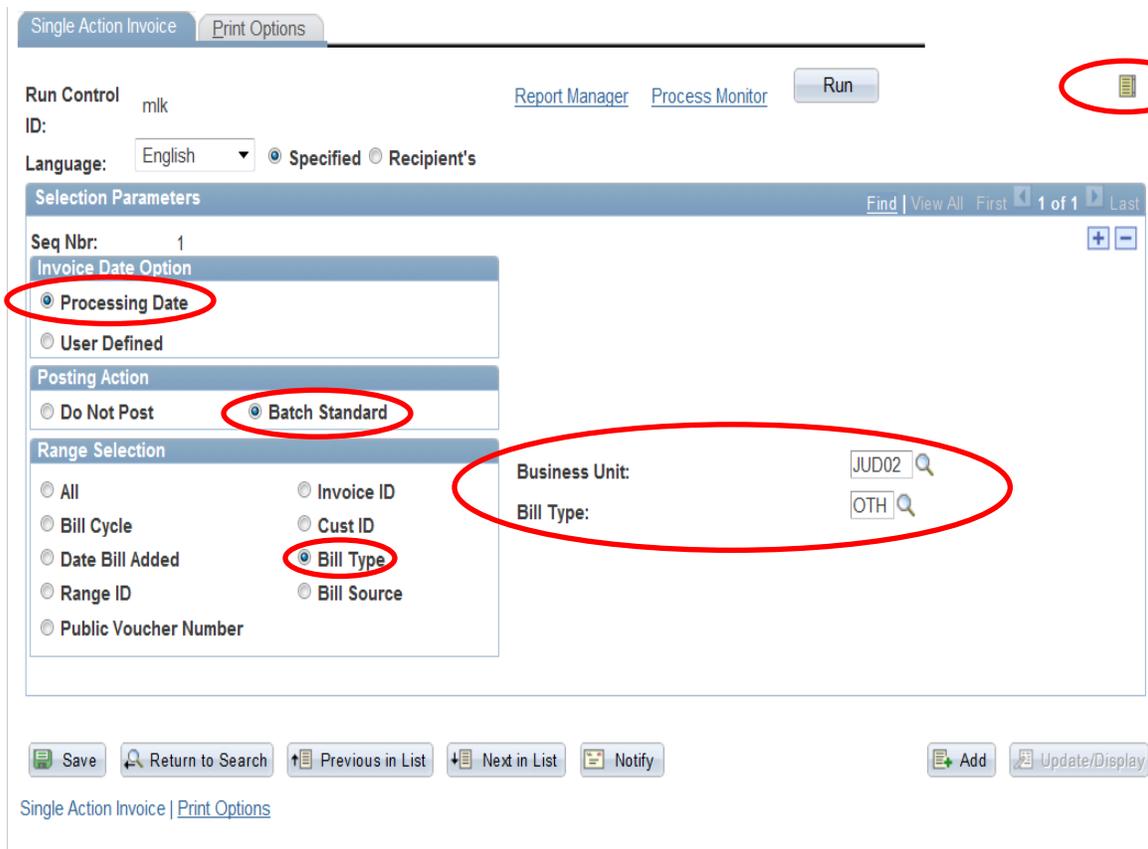
Navigation: Header - Info 1 | Page Series: [Prev](#) [Next](#)

Header - Info 1 | Line - Info 1

- c. Repeat the process and add a new bill to reverse the revenue for each refund as needed, then move on to finalize the bills.

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

8. The **Single Action Invoice** page will display.
 - a. Select a Run Control – Search if needed using the “Find Existing Value” tab or create a new one by selecting the “Add New Value” tab and enter a Run Control ID. **(Do not use your Daily Bus or Local Rev Disbursement run controls.)**
9. The **Single Action Invoice** Run Control page will display.
 - a. Complete the following run control parameters:
 - i. **Invoice Date Option:** select “Processing Date”.
 - ii. **Posting Action:** select “Batch Standard”.
 - iii. **Range Selection:** select “Bill Type”.
 - iv. **Business Unit:** enter “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** enter “OTH”
 - b. Click the **Save** button.
 - c. **Select the small “Bills to be Processed” icon**  **in the upper right corner of the page to confirm the number of Bills that are ready to be finalized.**
NOTE: If nothing is listed or the number of bills to process does not match what is expected then there is a problem. Confirm that your bill Status is “RDY” and check that your Run Control parameters are properly set. If the number of bills still does not match, call the JIS Help Desk.
 - d. Click the **Run** button.



Single Action Invoice | Print Options

Run Control ID: mlk | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters | Find | View All | First | 1 of 1 | Last

Seq Nbr: 1

Invoice Date Option

- Processing Date
- User Defined

Posting Action

- Do Not Post
- Batch Standard

Range Selection

- All
- Invoice ID
- Bill Cycle
- Cust ID
- Date Bill Added
- Bill Type
- Range ID
- Bill Source
- Public Voucher Number

Business Unit: JUD02

Bill Type: OTH

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Single Action Invoice | Print Options



- 10. The [Process Scheduler Request](#) page will display.
 - a. Select the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name in the Process List section.
 - b. Click the **OK** button.

User ID: lauren.smith Run Control ID: DAILY

Server Name: Run Date: 03/31/2014

Recurrence: Run Time: 3:56:51PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None) ▼	(None) ▼	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web ▼	TXT ▼	Distribution

- 11. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display indicating that the AOC_MAIN process has begun.
 - b. Click the [Process Monitor](#) link.
- 12. The [Process List](#) page will display.
 - a. Review the *Process List* to see the [AOC MAIN](#) process is running.
NOTE: *This is a multi-part process and may take a few minutes to run.*
 - b. Click the [AOC MAIN](#) process name link to see its sub-processes.
 - c. Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".

Process Detail

Process Name: AOC_MAIN

Main Job Instance: 195445

Left | Right

- [195445 - AOC_MAIN Success](#)
- [195446 - BIIVC000 Success](#)
- [195447 - BIIVCEXT Success](#)
- [195448 - BICURCNV Success](#)
- [195449 - AOC_BIPRELD Success](#)
- [195450 - BILDGL01 Success](#)
- [195451 - BILDAR01 Success](#)

- d. Click both the **BIIVC000** and **BILDAR01** sub-process.
 - i. Click the [Message Log](#) to confirm completion and to make sure that the correct number of bills was processed.

End of Part 2: Customer Refunds - Reverse Revenue Process

End of the AP Revenue Refund Process