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PROCESSING BAD CHECKS

Before getting started, make sure to gather a copy of the bad check.

STEP 1: Locate Original Bill – If you know the Receipt number and the transaction is in GEARS, follow the below instructions to locate the bill and print the Acctg – Rev Distribution page of all of the original transaction bill lines.

NAVIGATION: Main Menu > Billing > Review Billing Information > Details

1. The **Bill Inquiry** page will display.
 - a. Click the **Find an Existing Value** tab.
 - i. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - ii. **Contract:** Enter the original Receipt number.
 - iii. Click the **Search** button.

Find an Existing Value

Search Criteria

Business Unit: [=]

Invoice: [begins with]

Bill Status: [=] [v]

Customer: [begins with]

Contract: [begins with]

- b. Click the Navigation dropdown list – **Acctg – Rev Distribution**.

Header - Info 1 | Line - Info 1

Unit: JUD12 Invoice: 0005961072 Invoice Amt: 0.00 USD

Status: INV **Invoice Date:** 02/10/2016 **Cycle ID:** DAILY
Type: BUS **Source:** REGISTER **Frequency:** Once
Customer: JUD12 **SubCust1:** **SubCust2:** Harford County Circuit Court
Invoice Form: NO_PRINT **From Date:** **To Date:** **Pay Method:** Check
Accounting Date: 02/10/2016 **Pay Terms:** IMMED
Remit To: BOA **Bank Account:** 12
Sales: 12-00-00 **Bill Inquiry Phone:** **Collect:** DEFAULT
Credit: DEFAULT **Billing Authority:** DEFAULT
Biller: DEFAULT

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OTC – Bad Check Processing

- c. Print this page as it will assist you with completing the next step. To be sure you are printing all the lines, if in the Max Rows box the number is 5, change the number to 15, then click the double arrow down icon. Review the 1 of number in the blue bar to be sure you are displaying all the lines. Then click the View All for printing the page.
 - i. You will be using the Identifier, Accounting codes and Amounts for the next step.

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

Unit: JUD12 Bill To: JUD12 Invoice Amt: 0.00 USD
 Invoice: 0005961072 Harford County Circuit Court Max Rows: 5

Bill Line Find | View All | 1-5 of 5 | Last

Seq: 1 Line: 1 Net Extended: 20.00
 Identifier: RCS-4083 Description: LR DOT MTG RT Only

BI Creates GL Acct Entries

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

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R120105466	C12	12010	0001	5466	1201	A1200	AY2016	CHK	100.000

Percent: 100.00 Amount: 20.00 Gross Extended: 20.00

Seq: 2 Line: 2 Net Extended: 6.40
 Identifier: RCS-42 Description: LR Recordation Tax

Bill Line Distribution - Revenue Personalize | Find | View All | First 1-2 of 2 Last

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R120105466	C12	12010	0001	5466	1201	A1200	AY2016	CHK	3.000
R122709588	C12	12270	0712	9588	1227	A1227	AY2016	CHK	97.000



STEP 2: Reverse Revenue Process *(For Non-Case and Case Related Bills)* – Create a new \$0.00 Adjustment Bill.

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

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to "NEXT", next available bill number will be automatically assigned.
 - iii. **Bill Type Identifier:** "JBC" = (Adjustment type = Bad Check).
 - iv. **Bill Source:** "ONLINE"
 - v. **Customer:** "JUD##"
 - vi. **Invoice Date:** Current date (see note below).
 - vii. **Accounting Date:** Current date (see note below).

Note: Bad checks should always be processed in a timely fashion as they are received. Back dating of this process can only happen if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing a bad check on September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August. Also, please note, even if you have not completed your EOM local revenue for other earlier months, you may only back date to the immediate past month, in this example that would be August (not July or earlier).

- c. Click the **Add** button.

Bill Entry

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

Business Unit: JUD12

Invoice: NEXT

Bill Type Identifier: JBC

Bill Source: ONLINE

Customer: JUD12

Invoice Date: 08/26/2013

Accounting Date: 08/26/2013

Add

2. The **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the **Type:** field is set to “JBC”.
 - b. Confirm the **Source:** field is set to “ONLINE”
 - c. Click the [Notes](#) link at the bottom of the page to add an audit note explaining the reason for the adjustment.

Header - Info 1
Line - Info 1

Unit: JUD12 Invoice: NEXT Pretax Amt: 0.00 USD

Status:	NEW	Invoice Date:	08/26/2013	Cycle ID:	DAILY
*Type:	JBC	Source:	ONLINE	*Frequency:	Once
*Customer:	JUD12	SubCust1:		SubCust2:	

Harford County Circuit Court

*Invoice Form:	NO_PRINT	From Date:		To Date:	
Accounting Date:	08/26/2013	Pay Terms:	IMMED	Pay Method:	Check
Remit To:	BOA	Bank Account:	12		
Sales:	DEFAULT	Bill Inquiry Phone:			
Credit:	DEFAULT	Collector:	DEFAULT		
Biller:	DEFAULT	Billing Authority:	DEFAULT		

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

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Navigation: Header - Info 1

Page Series
 Prev Next



OTC – Bad Check Processing

- i. Add a note to the bill header with returned check information to include:
 - 1. DBA#, Check#, Check Date, Check Amount, Original Receipt #
 - 2. Reason

- d. Select the *Header - Order Info* option from the **Navigation:** drop-down at the bottom of the page.

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

Unit: JUD12 Bill To: JUD12 Pretax Amt: 0.00 USD
Invoice: NEXT Harford 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 \$500.00 returned to the JUD for Insufficient Funds, original transaction #130007775332 on 5/1/2013.
DBA#8776322

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
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3. The **Header – Order Info** screen will display.
 - a. **Contract:** Enter the Original Receipt number (enter the number exactly as it appears - including all leading zeros). *Note: No Matching Values message will appear, ignore this.*
 - b. Click the **Line – Info 1** tab.

Header - Info 1		Header - Order Info		Line - Info 1	
Unit:	JUD12	Bill To:	JUD12	Pretax Amt:	0.00 USD
Invoice:	NEXT	Harford County Circuit Court			
PO Ref:	<input type="text"/>	Freight Terms:	<input type="text"/>		
Contract:	000000123453	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:	Header - Order Info

<input type="button" value="Save"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>
-------------------------------------	---------------------------------------	--	------------------------------------	---

Header - Info 1 | Header - Order Info | Line - Info 1



4. The **Line –Info 1** page will display.
 - a. Refer to the *Acctg – Rev Distribution Page(s)* previously printed out as part of your Bad Check Processing preparation.

NOTE: A new Bill line will need to be added for each unique Charge Code (Identifier – e.g.: CCS-137) used on the original receipt.
 - b. Complete the following fields:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter the charge code of the item from the receipt that needs to be added.
 - iii. **Gross Extended:** Enter amount of the item/charge code. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue. (e.g.: -40.00)
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the plus sign  to the right of the line to add additional bill lines.
 - c. Repeat steps (4.b. i-v) for all charge items on the original receipt.

Header - Info 1 | Line - Info 1

Unit: JUD12 Bill To: JUD12 Pretax Amt: 0.00 USD
 Invoice: 0006631592 Harford County Circuit Court Max Rows: 5

Bill Line Find | View All First 1 of 2 Last

Identifier Look Up Date: 06/07/2016

Seq: 1 Line: Net Extended: -100.00

Table: **ID** Identifier: **RCS-3149** Description: BLLocal Lic 12Harford Cty

Quantity: 1.0000 From Date:

Unit of Measure: EA To Date:

Unit Price: -100.0000 Line Type: REV Accumulate

Gross Extended: -100.00 Tax Code: Tax Exempt

Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: -100.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: -100.00

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



OTC – Bad Check Processing

- d. After all lines are added for the charge codes, click the plus sign  to add another bill line for the BUS-Payment amount.
 - i. This amount will be a debit. (This should be the total of all the credited Bill lines).
- e. Complete the following fields:
 - i. **Table:** Enter "ID".
 - ii. **Identifier:** Enter "CLEAR-JBC".
 - iii. **Gross Extended:** Enter the amount as *positive* (e.g.: 15.00)
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1 | Line - Info 1

Unit: JUD12 Bill To: JUD12 Pretax Amt: 0.00 USD
Invoice: 0006631592 Harford County Circuit Court Max Rows: 5

Bill Line Find | View All First 2 of 2 Last

Identifier Look Up Date: 06/07/2016

Seq: 2 Line: Net Extended: 100.00

Table: ID Identifier: CLEAR-JBC Description: Clear Acct-ADJ Bad Check

Quantity: 1.0000 From Date: To Date: Line Type: MISC Accumulate

Unit of Measure: EA Tax Code: Tax Exempt

Unit Price: 100.0000 Exempt Cert:

Gross Extended: 100.00

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 100.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 100.00

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 Notify Refresh Add Update/Display



5. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation information for each bill line.
 - b. **Code:** Select the proper PCA+ Object from the look-up list. The correct code is required to save the bill. See the Appendix for How to Look Up a Charge Code.
 - c. **Dept:** Enter “JBC” in this field, which corresponds to the **Bill Type** found on *Header – Info 1* tab.
NOTE: The “Dept” field is **required** for all bill lines with *Line Type = “REV”*.
 - d. The CLEAR-JBC accounting information is auto-filled and should not be changed.
 - e. Confirm that the **Pretax Amt:** is 0.00 USD.
 - f. Click the **Refresh** button.
 - g. Click the **Save** button.
 - h. Click the *Header – Info 1* tab.

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

Unit: JUD12 Bill To: JUD12 Pretax Amt: 0.00 USD
 Invoice: 0006631592 Harford County Circuit Court Max Rows: 5

Bill Line View All | 1-2 of 2 | Last

Seq: 1 Line: Net Extended: -100.00
 Identifier: RCS-3149 Description: BLLocal Lic 12Harford Cty

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First | 1-3 of 3 | Last

Acctg Information | Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R122709588	C12	12270	0712	9588	1227	A1227	AY2016	JBC	92.000
R120105460	C12	12010	0001	5460	1201	A1200	AY2016	JBC	3.000
R120105466	C12	12010	0001	5466	1201	A1200	AY2016	JBC	5.000

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

Seq: 2 Line: Net Extended: 100.00
 Identifier: CLEAR-JBC Description: Clear Acct-ADJ Bad Check

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-JBC	C12	12990	7099	9652	1299	A1299	AY2016	JBC	100.000

Percent: 100.00 Amount: 100.00 Gross Extended: 100.00

6. 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: JUD12 Invoice: 0006631592 Pretax Amt: 0.00 USD

Status: <input style="border: 1px solid #ccc;" type="text" value="RDY"/>	Invoice Date: <input style="border: 1px solid #ccc;" type="text" value="06/07/2016"/>	Cycle ID: <input style="border: 1px solid #ccc;" type="text" value="DAILY"/>	
*Type: <input style="border: 1px solid #ccc;" type="text" value="JBC"/>	Source: <input style="border: 1px solid #ccc;" type="text" value="ONLINE"/>	*Frequency: <input style="border: 1px solid #ccc;" type="text" value="Once"/>	
*Customer: <input style="border: 1px solid #ccc;" type="text" value="JUD12"/>	SubCust1: <input style="border: 1px solid #ccc;" type="text"/>	SubCust2: <input style="border: 1px solid #ccc;" type="text"/>	

Harford County Circuit Court

*Invoice Form: <input style="border: 1px solid #ccc;" type="text" value="NO_PRINT"/>	From Date: <input style="border: 1px solid #ccc;" type="text"/>	To Date: <input style="border: 1px solid #ccc;" type="text"/>	
Accounting Date: <input style="border: 1px solid #ccc;" type="text" value="06/07/2016"/>	Pay Terms: <input style="border: 1px solid #ccc;" type="text" value="IMMED"/>	Pay Method: <input style="border: 1px solid #ccc;" type="text" value="Check"/>	
Remit To: <input style="border: 1px solid #ccc;" type="text" value="BOA"/>	Bank Account: <input style="border: 1px solid #ccc;" type="text" value="12"/>		
Sales: <input style="border: 1px solid #ccc;" type="text" value="DEFAULT"/>	Bill Inquiry Phone: <input style="border: 1px solid #ccc;" type="text"/>		
Credit: <input style="border: 1px solid #ccc;" type="text" value="DEFAULT"/>	Collector: <input style="border: 1px solid #ccc;" type="text" value="DEFAULT"/>		
Bill: <input style="border: 1px solid #ccc;" type="text" value="DEFAULT"/>	Billing Authority: <input style="border: 1px solid #ccc;" type="text" value="DEFAULT"/>		

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

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

[Summary](#) [Bill Search](#) [Line Search](#) Navigation:

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

Add
 Up

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

7. The **Single Action Invoice** page will display.
 - a. Search for the Run Control used for Bad Check Processing – “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: “BADCHK” for Bad Checks).

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

New Window
 http


Single Action Invoice

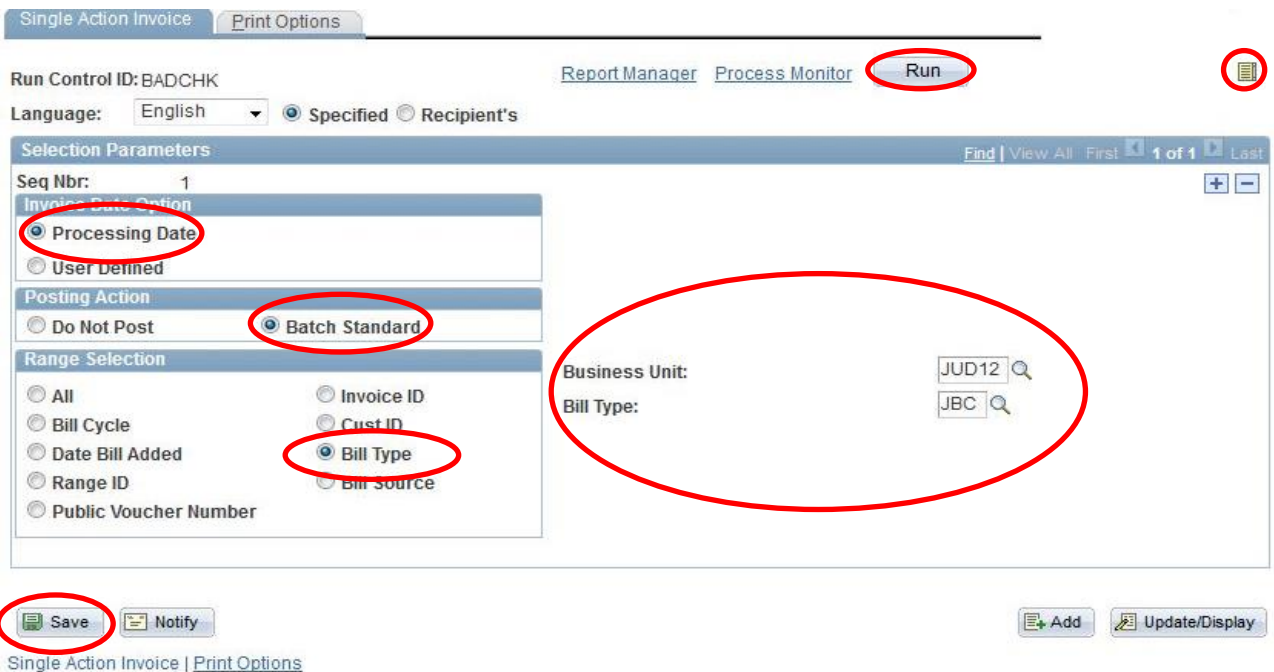
Find an Existing Value

Add a New Value

Run Control ID:

Add

8. The *Single Action Invoice* Run Control page will display.
 - a. Complete the following run control settings:
 - 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:** Select “JBC”.
 - b. Click the **Save** button.
 - c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized. If there are no bills listed or the number of bills does not match what is expected, there is a problem.
 - i. Confirm the number of bill equals those you just entered.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
 - d. Click the **Run** button.



The screenshot shows the 'Single Action Invoice' Run Control page. At the top right, the 'Run' button is circled in red. Below the 'Run' button, the 'Invoice Date Option' section has 'Processing Date' selected and circled in red. The 'Posting Action' section has 'Batch Standard' selected and circled in red. The 'Range Selection' section has 'Bill Type' selected and circled in red. To the right of these sections, the 'Business Unit' field contains 'JUD12' and the 'Bill Type' field contains 'JBC', both circled in red. At the bottom left, the 'Save' button is circled in red. At the bottom right, there are 'Add' and 'Update/Display' buttons.

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

Process Scheduler Request

User ID: lauren.smith Run Control ID: BADCHK

Server Name: Run Date: 03/18/2014

Recurrence: Run Time: 3:07:28PM

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

10. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display below the Run button to show processing has begun.
 - b. Click the [Process Monitor](#) link.
11. The [Process List](#) page will display
 - a. Click the [AOC_MAIN](#) process name link to review the status of all its sub-processes.
 - b. Click the **Refresh** button periodically until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS – **STOP! Call the helpdesk to submit a ticket – DO NOT DELETE THE PROCESS, this will be needed by the support staff to troubleshoot the issue.**

Process List Server List

Actions

User ID: lauren.smith Type: Last: 1 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	189408		PSJob	AOC_MAIN	lauren.smith	03/18/2014 3:07:28PM EDT	Success	Posted	Details



- c. Click the **BIIVC000** sub-process.
 - i. Click the [Message Log](#) link to review the number of bills processed.
 - ii. Click the Return button, and then OK to return to the **Process Detail** page.
- d. Click the **BILDAR01** sub-process.
 - i. Click the [View Log/Trace](#) link to select a downloadable PDF of the “Load AR Pending Items” report.
 - ii. Confirm that the report shows all bills = \$0.00.

End of Reverse Revenue Process



STEP 3: Track and Send Out Notices-Circuit Court Only *(For Non-Case Related ONLY)* – The purpose for this section is to track and send out a notice to the local customer of the Bad Check.

STEP 3.1 – Confirm if Customer Exists - Confirm whether or not the customer already exists – if not, create a new Customer before creating the bill.

NAVIGATION: Main Menu > Customers > Customer Information > General Information

1. The **General Information** page will display.
 - a. Click the *Find an Existing Value* tab.
 - i. **SetID:** Leave the default value set to “SHARE”.
 - ii. **Name 1:** Change criteria to “contains”, then enter the last name of the customer.
 - b. Click the **Search** button.
 - c. Review the names provided in the list to determine if customer already exists.
 - i. If the name is correct, click on that customer and review the address to be certain this is the correct customer.
 1. If YES, write down the Customer ID, and skip to Step 3.3.
 - ii. If the name or address is not correct, then proceed to Step 3.2 below.

Find an Existing Value Add a New Value

▼ Search Criteria

SetID: = SHARE 🔍

Customer ID: begins with 🔍

Name 1: contains Albright 🔍

Name 2: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

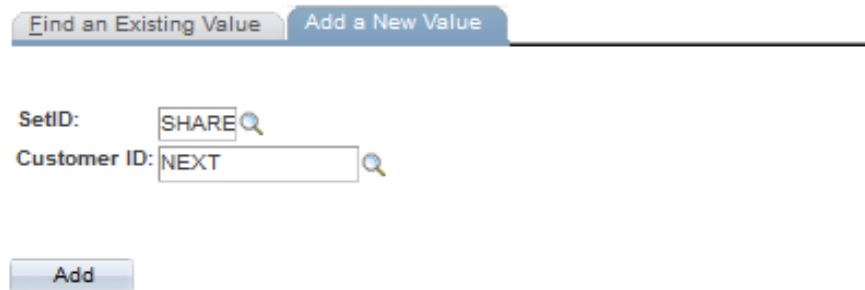
SetID	Customer ID	Name 1	Name 2	Telephone	City	State	Postal Code
SHARE	1000027953	DAMSON-ALBRIGHT, CLINTON 2ND	(blank)	(blank)	GLEN BURNIE	MD	21060
SHARE	1000013914	ALBRIGHT, CRAIG	0T00070651	(blank)	ELKRIDGE	MD	21075
SHARE	1000008092	ALBRIGHT, DONALD LEE JR.	1S00058227	(blank)	Hampstead	MD	21074

STEP 3.2 – Customer Creation

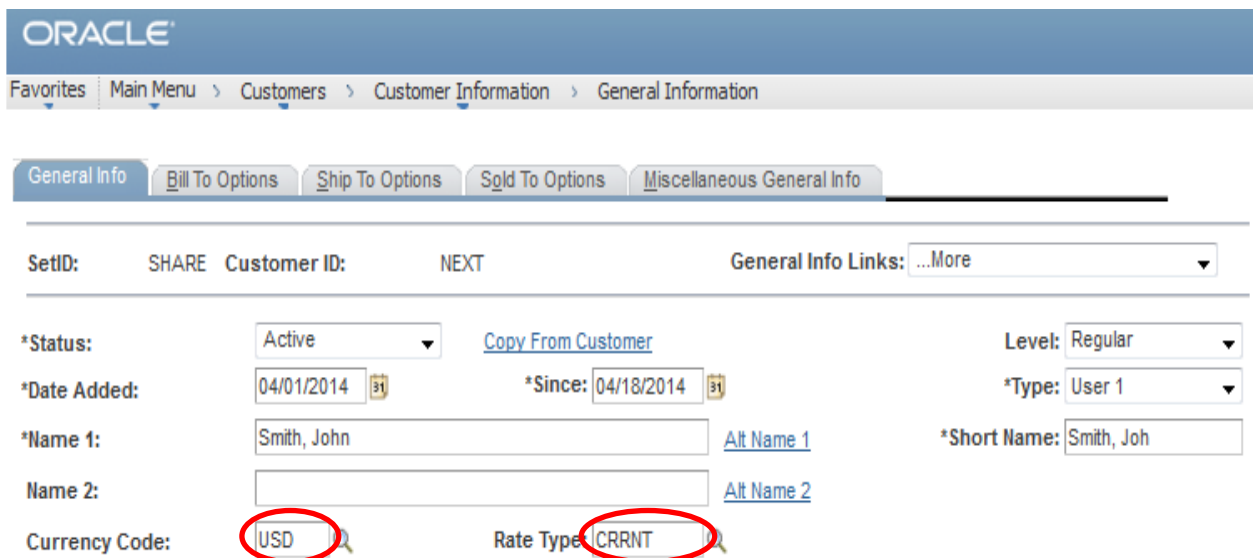
NAVIGATION: Main Menu > Customers > Customer Information > General Information

1. The **General Information** page will display.
 - a. Click the **Add a New Value** tab.
 - i. Leave the default settings as displayed. **SetID:** = “SHARE” and **Customer ID:** = “NEXT”.
 - b. Click the **Add** button.

General Information



2. The **General Info** tab of the Customer record will display.
 - a. **Name 1:** enter Last Name, First Name of the customer
 - b. **Short Name:** will auto-fill with first 10 characters of the Name 1.
 - c. Select **Currency Code:** = “USD” and **Rate Type:** = “CRRNT”.





- d. **Roles** section, select the check boxes for the **Bill To Customer** and **Sold To Customer** options.
- e. **Support Teams** section, enter **Team Code** = “SALES” and check the **Default** check box.

Roles

<input checked="" type="checkbox"/> Bill To Customer Bill To Selection	<input checked="" type="checkbox"/> Correspondence Customer Correspondence Selection
<input type="checkbox"/> Ship To Customer Ship To Selection	<input checked="" type="checkbox"/> Remit From Customer Remit From Selection
<input checked="" type="checkbox"/> Sold To Customer Sold To Selection	<input checked="" type="checkbox"/> Corporate Customer Corporate Selection
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Grants Management Sponsor

Consolidation Business Unit:

Federal Attributes

<input type="checkbox"/> Federal Customer	Trading Partner Code: <input type="text"/>	Disbursing Office: <input type="text"/>
<input type="checkbox"/> Appropriation Symbol Not Required for Reimbursable Agreements		

Support Teams Personalize | Find | View All | First 1 of 1 Last

Team Code	Default	Description		
SALES	<input checked="" type="checkbox"/>		+	-

- f. **Address Locations:** check the **Bill To / Primary, Sold To / Primary, Correspondence Address** checkboxes.
- g. **Address Details** section, enter the address of the Customer.
NOTE: The Address 1 line, City, State and Postal code are required.

Address Locations Find | View All | First 1 of 1 Last

*Location:	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Bill To	<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Broker	<input type="checkbox"/> Primary
Description:	<input type="text"/>	<input type="checkbox"/> Ship To	<input type="checkbox"/> Primary	<input type="checkbox"/> Indirect	<input type="checkbox"/> Primary
		<input checked="" type="checkbox"/> Sold To	<input checked="" type="checkbox"/> Primary	<input checked="" type="checkbox"/> Correspondence Address	

RFID Enabled [VAT Default](#) [VAT Service Treatment Setup](#)

Address Details Find | View All | First 1 of 1 Last

*Effective Date:	<input type="text" value="01/06/2014"/>	*Status:	Active
Tax Code:	<input type="text"/>	Language Code:	English
Physical Nature:	<input type="text"/>	Where Performed:	<input type="text"/>
Alternate Name 1:	<input type="text"/>	Alternate Name 2:	<input type="text"/>

Country:	<input type="text" value="USA"/> United States
Address 1:	<input type="text" value="1234 Main Avenue"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:	<input type="text" value="Anytown"/> <input type="checkbox"/> In City Limit
County:	<input type="text"/>
State:	<input type="text" value="MD"/>
Postal:	<input type="text" value="12345"/>

[View Phone Information](#)

- h. Click the **Bill To Options** tab next to the **General Info** tab at the top of the page.
3. The **Bill To Options** page will display.
- a. **Credit Analyst:** Enter or select "DEFAULT".
 - b. **Collector:** Enter or select "DEFAULT".
 - c. Click the **Save** button at the bottom of the page.

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

SetID: SHARE Customer ID: NEXT John Smith

Customer Bill To Options Find | View All | First 1 of 1 Last

*Effective Date:	<input type="text" value="01/06/2014"/>	*Status:	Active
Currency Code:	USD	Rate Type:	CRRNT

Responsibilities:	
Credit Analyst:	<input type="text" value="DEFAULT"/>
AR Specialist:	<input type="text"/>
Billing Specialist:	<input type="text"/>
Collector:	<input type="text" value="DEFAULT"/>
Bill Inquiry Phone:	<input type="text"/>
Billing Authority:	<input type="text"/>



STEP 3.3 – Bill Creation

This step is providing a new way for entering a Bill, by using the Copy Single Bill function. This function copies over everything from the original EXCEPT, the Invoice Date and Accounting Date. This function only allows you to copy a bill from the current fiscal year. [Ex. If the current Fiscal Year is FY2015 (07/01/2014 through 06/30/2015) you may not copy a bill from 06/30/2014, which was Fiscal Year FY2014]

NAVIGATION: Billing> Maintain Bills> Copy Single Bill

Use the **Copy Single Bill** process to copy the (Reverse Revenue) Bill just created.

1. The **Copy Single Bill** page will display.
 - a. **Contract:** Enter the Receipt number to find the Bill to copy.
 - b. Click the **Search** button to display search results.
 - i. Search results should include **Bill Type** = "JBC", **Bill Source** = "ONLINE", **Contract** = Receipt number.
 - c. Select the bill from the list.

Copy Single Bill

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit: = [dropdown] JUD02 [magnifying glass]

Invoice: begins with [dropdown] [text box] [magnifying glass]

Bill Status: = [dropdown] [dropdown]

Customer: begins with [dropdown] [text box] [magnifying glass]

Contract: begins with [dropdown] 2212928

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
JUD02	0000472522	Regular	Canceled	BAD	ONLINE	1000028195	2212928
JUD02	0000472521	Regular	New Bill	JBC	ONLINE	JUD02	2212928
JUD02	0000471801	Regular	Invoiced	JBC	ONLINE	JUD02	2212928
JUD02	0000381527	Regular	Invoiced	BUS	REGISTER	JUD02	2212928

2. The *Copy Single Bill* page will display.
 - a. **Select Bill Action** section, select the “Copy Bill” radio button.
 - b. **Copy Results** section, notice **Copy Bill** is set to “NEXT” (this will automatically assign a new bill).
 - c. Click the **Save** button at the bottom of the page to copy the bill.

Copy Single Bill

Unit:	JUD02	Bill To:	JUD02	Anne Arundel County Circuit Court
Invoice:	0000991367	Invoice Amt:	0.00	USD

Select Bill Action	Copy Results
<input type="radio"/> No Bill Action <input checked="" type="radio"/> Copy Bill	*Copy Bill: <input type="text" value="NEXT"/>

- d. The new Bill number and navigation link are displayed after the page saves.

Copy Single Bill

Unit:	JUD02	Bill To:	JUD02	Anne Arundel County Circuit Court
Invoice:	0000991367	Invoice Amt:	0.00	USD

Select Bill Action	Copy Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Copy Bill	*Copy Bill: <input type="text" value="0000995431"/> Go To Bill Header - Gen. Info

- e. Click the [Go To Bill Header – Gen. Info](#) link. This will take you to the *Header – Info 1* tab within the bill.



Note: There are two Bill Types you should select from, “Bad Check” or “Payment Replacement Required”. Payment Replacement Required Invoice format is to be used when there was a bank error and at no fault of the customer.

- 3. The default tab, *Header – Info 1*, of the Bill detail page will display.
 - a. **Status:** Change from “NEW” to “HLD” to put the bill “On-Hold”.
 - b. **Bill Type:** Change from “JBC” to “BAD” (Bad Check) or ‘PRR’ (Payment Replacement).
 - c. **Customer:** Enter the Customer ID just created or found as an already existing customer.
 - d. **Invoice Form:** Defaulted to: “BAD_CHECK” or “PAYREP_REQ”.
 - e. **Accounting Date:** This is the due date.
 - f. **Invoice Date:** Enter today’s date (current date).
 - g. Click the *Line – Info 1* tab.



- 4. The *Line – Info 1* page will display.
 - a. Click “View All” to display all bill lines.
 - b. Modify the **Gross Extended** amounts.
 - i. Change all negative line amounts to positive amounts.

Header - Info 1 | Line - Info 1

Unit: JUD02 Bill To: 1000028195 Pretax Amt: 26.50 USD Max Rows: 5

Invoice: 0000472522

Bill Line View All 1 of 2 Last

Identifier Look Up Date: 12/09/2013

Seq: 1 Line: 1 Net Extended: 16.50



Table: ID Identifier: RCS-2607 Description: Marriage - Certified Copy




Quantity:	1.0000	From Date:	
Unit of Measure:	EA	To Date:	
Unit Price:	16.5000	Line Type:	REV <input checked="" type="checkbox"/> Accumulate
Gross Extended:	16.50	Tax Code:	<input type="checkbox"/> Tax Exempt
Less Discount:	0.00	Exempt Cert:	
Plus Surcharge:	0.00		
Net Extended:	16.50		
VAT Amount:	0.00		
Tax Amount:	0.00		
Net Plus Tax:	16.50		

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](#)



- c. Click the minus sign  on the BUS-PAYMENT line to remove the offset line.
- d. Click the plus sign  to add a new Bill line. Add the following information:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter “BAD-CHECK”.
 - iii. **Gross Extended:** Enter “10.00”.
 - iv. Click the **Refresh** button at the bottom of the page to auto-fill remaining values.
 - v. Click the **Save** button.
 - vi. Click the *Header – Info 1* tab to add audit notes.


Identifier Look Up Date:   


Seq: Line: Net Extended:


Table:  Identifier:  Description:

Quantity: From Date: 

Unit of Measure:  To Date: 

Unit Price: Line Type:  Accumulate

Gross Extended: Tax Code:  Tax Exempt

Exempt Cert: 

Less Discount:




Plus Surcharge:

Net Extended:



VAT Amount:


Tax Amount:



Net Plus Tax:


Identifier Look Up Date:   


Seq: Line: Net Extended:


Table:  Identifier:  Description:

Quantity: From Date: 

Unit of Measure:  To Date: 

Unit Price: Line Type:  Accumulate

Gross Extended: Tax Code:  Tax Exempt

Exempt Cert: 

Less Discount:

Plus Surcharge:


Net Extended:


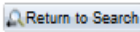
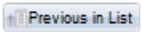
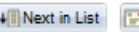




VAT Amount:

Tax Amount:

Net Plus Tax:

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

[Notes](#) [Express Entry](#) [Summary](#) [Bill Search](#) [Line Search](#) Navigation:  Page Series

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

[Header - Info 1](#) | [Line - Info 1](#)






The *Header – Info 1* page will display.

e. Click the [Notes](#) link at the bottom of the page.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing


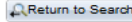



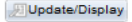
Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: 0000472522 Pretax Amt: 26.50 USD 

Status: HLD Invoice Date: 12/09/2013 Cycle ID: DAILY
 *Type: BAD Source: ONLINE *Frequency: Once
 *Customer: 1000028195 SubCust1: SubCust2:

Mari Kehrig
 *Invoice Form: BAD_CHECK From Date: To Date:
 Accounting Date: 12/24/2013 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](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 Page Series: Prev Next
 Summary

Header - Info 1 | Line - Info 1


i. Update the note as needed to reference payments, court language or “PD in FULL”.

NOTE: Comments in the Bill Header Notes are displayed on the customer invoice, unless the “Internal Only Flag” checkbox is selected. (See below image.)

f. Click the **Save** button.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

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

Unit: JUD02 Bill To: 1000028195 Pretax Amt: 26.50 USD 
 Invoice: 0000472522 Mari Kehrig

Customer Notes


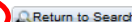



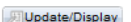
Bill Header Notes Find | View All First 1 of 1 Last

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

Note Text: Customer Note

Ck #132 returned "Closed Account"
 DBA #13325016
 RCS Transaction #2212926
 Payer: Mari Kehrig

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
[Notes](#) [Express Entry](#) [Bill Search](#) [Line Search](#) Navigation: Header - Note Page Series: Prev Next
 Summary


     


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






OTC – Bad Check Processing

- g. Click the Pro Forma Invoice icon  in the upper right corner of the page to print a PDF Invoice/Payment Due Statement to the customer.
- h. Print the Pro Forma by using the printer button that appears when you move your mouse over the bottom of the document.

		Invoice No: 0000472522 Notice Date: 05/16/2014 Page: 1 of 1	Bad Checks 0000472522 05/16/2014 1 of 1
Remit To: Anne Arundel Circuit Court 7 CHURCH CIRCLE ANNAPOLIS MD 21401		Customer No: 1000028195 Case No: Payment Terms: Immediate Due Date: 12/24/2013	
Bill To: Mari Kehrig 338 Fairhaven Road Tracys Landing MD 20779		AMOUNT DUE: 26.50	
Subtotal: 26.50			


Line	Description	Quantity	Unit Amt	Original Net Amount
1	Marriage - Certified Copy	1.00	16.50	16.50
2	Bad Check Charge	1.00	10.00	10.00

Ck #132 returned "Closed Account"
 DBA #13325016
 RCS Transaction #2212926
 Payer: Mari Kehrig

		Invoice No: 0000051638 Notice Date: 04/22/2014 Page: 1 of 1	Bad Checks 0000051638 04/22/2014 1 of 1
Remit To: Baltimore County District Cour 120 EAST CHEAPEAKE AVENUE TOWSON MD 21286		Customer No: 1000007509 Case No: 1C373122 Payment Terms: Immediate Due Date: 04/30/2013	
Bill To: JACKSON, MEGAN 2425 Lincoln Ave Sparrow Points MD 21219		AMOUNT DUE: 67.50	
Subtotal: 67.50			
AMOUNT DUE: 67.50			

Line	Description	Quantity	Unit Amt	Original Net Amount
1	Send Final Notice	0.00	0.00	0.00
2	Send second notice	0.00	0.00	0.00
3	CHECK (\$57.50) PLUS \$10.00 FIN	0.00	67.50	67.50

Your check, submitted for payment of a fine and/or costs in the above referenced case was dishonored by your bank.
 Criminal Law Article 8, Section 108 of the Annotated Code of Maryland states that any person who pays any court fine or costs by check or draft and the bank does not honor that check or draft, shall be guilty of a misdemeanor. The law further states that upon conviction that you may be fined not more than \$100.00, or imprisoned for not more than 60 days, or both.
 The amount due as shown above, must be received in this court no later than 15 days from the date of this letter. Payment must be in cash or certified check. **Failure to pay may result in a warrant for your arrest.**





STEP 4: Process Payment Received *(For Non-Case Only Related Bills)*

Accounting is notified of the replacement payment and must cancel the bill.

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

1. The **Bill Entry** page will display.
 - a. **Status:** Enter “HLD” to display all bills on hold.
 - b. Select the bill you want to cancel.
2. The default **Header – Info 1** page will display.
 - a. **Status:** Change from “HLD” to “CAN”.
 - i. The Rebill Invoice is canceled and the Bad Check tracking is closed.
3. Click the **Save** button.

Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: 0000009676 Pretax Amt: 70.00 USD

Status:

***Type:**

***Customer:**

***Invoice Form:**

Accounting Date:

Remit To:

Sales:

Credit:

Bill:

Invoice Date:

Source:

SubCust1:

Acceptgiro

From Date:

Pay Terms:

Bank Account:

Bill Inquiry Phone:

Collector:

Billing Authority:

Cycle ID:

***Frequency:**

SubCust2:

To Date:

Pay Method:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [AOC Revenue](#) [Bond Forfeiture](#) **Page Series**
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[Summary](#) [Bill Search](#) [Line Search](#)

Header - Info 1 | [Line - Info 1](#)

End of the Bad Check Process