



## Table of Contents

PROCESSING THE DAILY REVENUE DEPOSIT .....	2
STEP 1: Process the Local Accounting Cash Drawer .....	2
STEP 1.1 – Verify the Data from the BUS is Available .....	2
STEP 1.2 – Run QA Query – Verify the Data is Valid .....	3
STEP 1.3 – Process the LACD Data .....	6
STEP 1.4 – Confirm Data Was Processed .....	9
STEP 2: Process the Billing Interface: Creation of Bills.....	10
STEP 3: Create the FAR Reports .....	14
STEP 3.1 – Run the Revenue FAR Report .....	14
STEP 3.2 – Data Verification .....	18
STEP 4: Change Status of Bills Process .....	19
STEP 5: Process the Single Action Invoice.....	22



## PROCESSING THE DAILY REVENUE DEPOSIT (GEARS – OTC Processing of BUS Data)

**NOTE:** Daily work completed by 2:30 pm each day will be forwarded on to FMIS that same day. If Single Action Invoice is not completed by 2:30 pm, the work will be submitted the following day.

**STEP 1: Process the Local Accounting Cash Drawer - The Local Accounting Cash Drawer is the area of the system where your data is staged to be used for verification and approval as a prerequisite to it being processed in OTC Billing.**

### STEP 1.1 – Verify the Data from the BUS is Available

STAGING/BUS DATA APPROVAL PAGE - Use Local Acctg Cash Drawer (LACD) to search what is in the Staging (STG) Table and to confirm the register data was submitted successfully through the BUS.

**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

1. The **Process LACD** Run Control page will display.
  - a. Select a Run Control - Search if needed using the “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.: Daily)
 

**NOTE:** Spaces are not allowed in run control names.

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

**Process LACD**

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

Find an Existing Value | Add a New Value

Search Criteria

**Search by:** Run Control ID begins with

Case Sensitive

Search | Advanced Search



2. The *Process LACD* page will display.
  - a. Enter your 2-digit **County** code (or select from the lookup list by clicking on the magnifying glass icon).
  - b. Click the **Update List** button to refresh the screen and display the data that was submitted to GEARS. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
  - c. Click the “View All” link to view multiple days of data if necessary.

Process LACD | MOP Totals

Run Control ID: daily | [Report Manager](#) | [Process Monitor](#) | [Run](#)

County 20 | Update List

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 01/21/2014	00	00	\$15982.75	<input type="checkbox"/>	<input type="checkbox"/>	

**NOTE:** Should duplicate data be displayed in the list this means the data was submitted multiple times to GEARS. One of the duplicates can be deleted by selecting the “Delete Selected Dates” check box then click the **Run** button to initiate the process of removing the data.

- d. Select the MOP Totals tab to verify the amount breakdown by method of payment.
 

**REMEMBER:** CASH and CHECK Totals include ALL types of money. (REVENUE, ESCROW, etc...)
- e. Verify against the BUS SUMMARY PAGE REPORT that all totals are correct. (Deposit Slip + Escrow = BUS/GEARS total).
  - i. If all looks good then – Your data made its way to GEARS successfully.

**STEP 1.2 – Run QA Query – Verify the Data is Valid**

**QA (Quality Assurance) STEP:** Run queries to verify the validity of all data awaiting approval.

1. Select the *New Window* link in the upper right corner of the screen.
 

This will open a new window so it can be used for your queries without disrupting your current LACD page, as you will be coming back to it to approve your data after verification that there are no problems with the data in the Staging area.



**NAVIGATION:** Main Menu > Reporting Tools > Query > Query Viewer

**NOTE:** Data will not be available for these queries after the LACD has been processed.

2. The **Query Viewer** search page will display.
  - a. Enter **AOC\_STG** as your search criteria then click the **Search** button.
 

**NOTE:** Frequently used queries can be added to a favorites list by clicking the [Favorite](#) link next to the query you want to save.

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

**Query Viewer**

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

\*Search By  begins with   
 [Advanced Search](#)

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
AOC_STG_BAD_ACCT_CODES	ACCOUNT_CODES_NOT_IN_GEARs	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
AOC_STG_MOP_SUMMARY	SUMMARY OF RECEIPTS BY MOP	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

3. The following queries are used for review and verification of the BUS data before processing your daily work for the revenue deposit. This ensures there are no issues with charge codes and methods of payment.
  - a. Select the **AOC\_STG\_BAD\_ACCT\_CODES** query to check for any invalid account codes submitted to GEARS.
    - i. Click the [HTML](#) link to view the query in a new window.
    - ii. Enter the **Zdate From** and **Zdate Thru** for the deposit.
    - iii. Enter the 2-digit **County** code.
    - iv. Click the **View Results** button.

ACCOUNT_CODES_NOT_IN_GEARs	2						
County	AOC_District	Location	Zdate	Cashier ID	MOP	Sum Line Amt	Count Trans Type
52	07	01	06/02/2013	RCS-273	CHECK	35.00	1
52	07	01	06/02/2013	RCS-3782	CASH	40.00	1

- v. If nothing displays, there are no invalid codes. If any codes display, STOP and contact the JIS Helpdesk to report the issue and **DO NOT continue until you have a response from someone on the GEARS Support Team.**

**NOTE:** Codes that appear may not be in GEARS and the revenue for that code will not appear on the FAR.



- vi. Close the results window to return to the Query Viewer screen.
- b. Select the **AOC\_STG\_MOP\_SUMMARY** query to see the day’s work broken down by Method of Payment (MOP) to reconcile against the source system and BUS amounts.
  - i. Click the [HTML](#) link to view the query in a new window.
  - ii. Enter the **Zdate From** and **Zdate Thru** date range for the deposit
  - iii. Enter the 2-digit **County** code.
  - iv. Click the **View Results** button to review the method of payment breakdown.
  - v. Close the results window to return to and close the Query Viewer window.

Summary of Receipts by MOP						
MOP	Trans Type	County	AOC_District	Location	Zdate	Sum Line Amt
CCU	Billing and Payment	03	00	00	05/11/2016	4382.47
CASH	No action	03	00	00	05/11/2016	4419.78
CASH	Billing and Payment	03	00	00	05/11/2016	4778.50
CHECK	Billing and Payment	03	00	00	05/11/2016	138625.20
CREDIT	Billing and Payment	03	00	00	05/11/2016	1091.00

**NOTE:** *Trans Type* of: No action = ESCROW, Billing and Payment = REVENUE, CREDIT CARD, CCU or PNP Transactions.



**STEP 1.3 – Process the LACD Data**

This step processes the cash register receipt data to the GEARs Billing module.

**NOTE:** There is **not** a 1 to 1 relationship between transactions/receipts and Bills created. Multiple bills are created when multiple payment methods were used on the same receipt or if payments were made on multiple cases on a single receipt.

**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

1. The **Process LACD** Run Control page will display.
  - a. Select a Run Control - Search for the Run Control ID created in Step 1.1 above.
2. The **Process LACD** page will display.
  - a. Enter your 2-digit **County** code (or click the magnifying glass to select your county).
  - b. Click the **Update List** button to refresh the screen and display the data.
    - i. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
  - c. Click the “View All” link to view multiple days of data if necessary.
  - d. Return to the **Process LACD** tab.
  - e. Click the “Process Selected Dates” check box for the selected Z-date line.
 

**NOTE:** Only process one Z-date deposit at a time.
  - f. Enter the **Cash Treasury Code** – This is the 6-digit Treasury Code Number (TC#) for the selected Z-date deposit.
  - g. Click the **Save** button.
  - h. Click the **Run** button.

Run Control ID: test [Report Manager](#) [Process Monitor](#) **Run**

\*County 15

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 05/24/2016	00	00	\$4862.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	012345

**Save** [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

3. The **Process Scheduler Request** page will display.
  - a. Confirm the **AOC\_BUS\_PYMT** process name is selected the *Process List* section.



b. Click the **OK** button.

**Process Scheduler Request**

User ID  Run Control ID

---

Server Name  Run Date

Recurrence  Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Post BUS Payments	AOC_BUS_PYMT	Application Engine	Web	TXT	<a href="#">Distribution</a>

4. The **Process LACD** page will display.
  - a. A **Process Instance** number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.

Process LACD | MOP Totals

Run Control ID:  [Report Manager](#) [Process Monitor](#)

\*County   Process Instance: 886311

Totals by Date						
Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 05/24/2016	00	00	\$4862.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	012345



5. The *Process List* page will display.
  - a. Review the process list to see the **AOC\_BUS\_PYMT** process status.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. If the Run Status = NO SUCCESS – **STOP!**
    - i. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
  - d. Click the [Details](#) link.

Process List Server List

---

View Process Request For

User ID   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"/>	886311		Application Engine	AOC_BUS_PYMT	debbie.seipp	06/30/2016 4:34:26PM EDT	Success	Posted	<a href="#">Details</a>

Go back to Process LACD

6. The *Process Detail* page will display.
  - a. Click the [Message Log](#) link to view the Interface ID to be used for Step 2 on page 10.

### Message Log

Process

**Instance:** 886311      **Type:** Application Engine  
**Name:** AOC\_BUS\_PYMT      **Description:** Post BUS Payments

Severity	Log Time	Message Text	Explain
	4:37:47PM	Program AOC_BUS_PYMT Transaction Log <b>Interface ID: 28427</b> Process Instance: 886311	<input type="button" value="Explain"/>
	4:37:47PM	*** Completed Transactions ***	<input type="button" value="Explain"/>
	4:37:47PM	<b>Record Count: 112 Total Amount: 4862</b>	<input type="button" value="Explain"/>



**STEP 1.4 – Confirm Data Was Processed**

**QA (Quality Assurance) Step:**

1. Return to the *Process LACD* page by clicking on the [Go back to Process LACD](#) link at the bottom of the page.
  - a. Enter the **County** code
  - b. Click the **Update List** button.
    - i. If your Z-date is no longer listed on the page this means the data was processed and is ready for the next step.  
NOTE: In our example below the Z-date 05/24/2016 no longer displays.
    - ii. If your Z-date remains on the page, repeat Step 1.3 to process the deposit.

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Process LACD | MOP Totals

Run Control ID: test [Report Manager](#) [Process Monitor](#) Run

\*County  Update List

**Totals by Date**

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

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1				<input type="checkbox"/>	<input type="checkbox"/>	

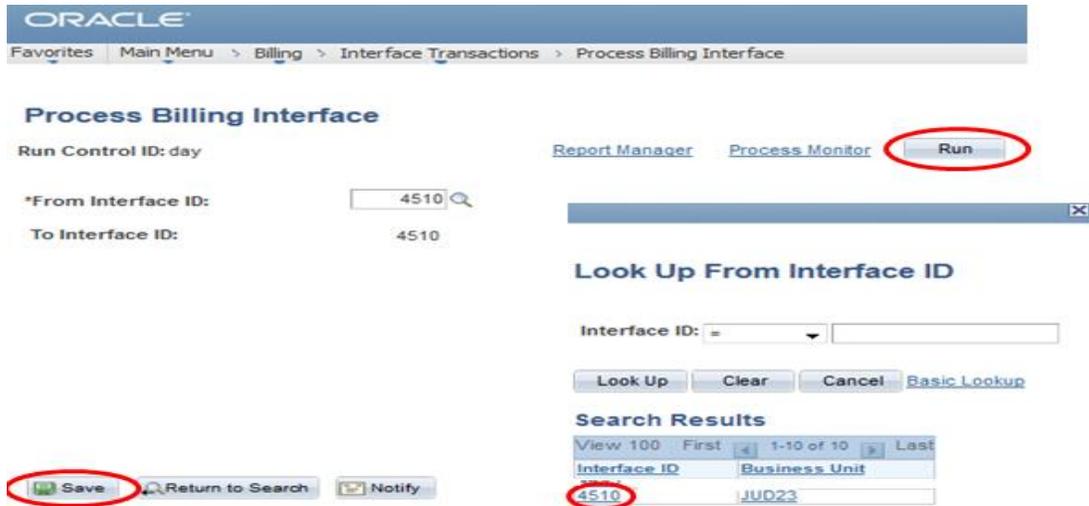
Save Return to Search Previous in List Next in List Notify Add Update/Display



**STEP 2: Process the Billing Interface: Creation of Bills** – This step allocates the revenue based on the accounting rules/system configuration settings to the proper PCA and Object codes.

**NAVIGATION:** Main Menu > Billing > Interface Transactions > Process Billing Interface

1. The **Process Billing Interface** page will display.
  - a. Select a Run Control – Search or create one (e.g., “Daily”) that you will use each day for this process.
  - b. Look up your Interface ID by using the Magnifying Glass icon to the right of the “From Interface ID:” field.
    - i. There should only be one Interface ID available to choose from. **If there is more than one ID, please STOP, call the helpdesk and submit a ticket.**
    - ii. Click the Interface ID to add it to the “From Interface ID” field.



- c. Click the **Save** button.
- d. Click the **Run** button.



- 2. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [AOC\\_BIIF0001](#) Process Name is listed and selected in the *Process List* section.
  - b. Click the **OK** button.

ORACLE Home | Worklist

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

**Process Scheduler Request**

User ID: lauren.smith Run Control ID: day

Server Name: PSUNX Run Date: 04/08/2014  
Recurrence: Recurrence Run Time: 8:43:59PM  
Time Zone: Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOC Billing Interface (Alloc)	AOC_BIIF0001	Application Engine	Web	TXT	Distribution

OK Cancel

- 3. The [Process Billing Interface](#) page will display.
  - a. A **Process Instance** number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.

**Process Billing Interface**

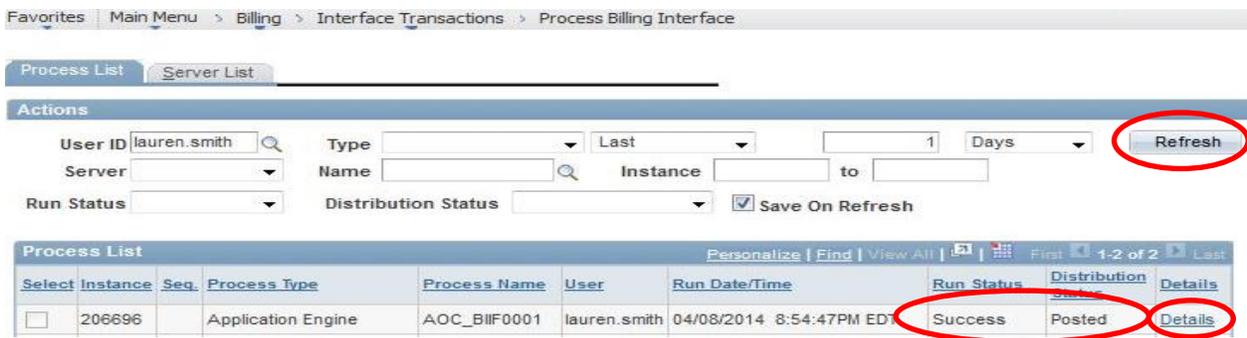
Run Control ID: day

\*From Interface ID: 4510  
To Interface ID: 4510

Report Manager Process Monitor Run

Process Instance:206696

4. The *Process List* page will display.
  - a. Review the process list to see the AOC\_BIIF0001 process running and its status of completion.
  - b. Click the **Refresh** button periodically until **Run Status = Success** and **Distribution Status = Posted**.
    - i. If the Run Status = NO SUCCESS – **STOP!**
    - ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
  - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.



Process List

Actions

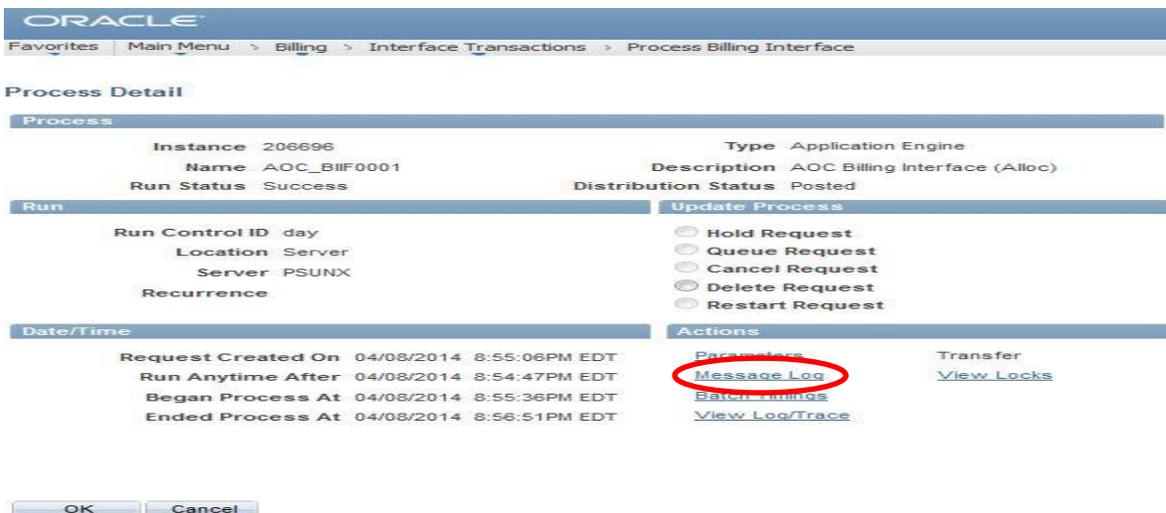
User ID: lauren.smith | Type: [ ] | Last: [ ] | 1 Days | **Refresh**

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"/>	206696		Application Engine	AOC_BIIF0001	lauren.smith	04/08/2014 8:54:47PM EDT	Success	Posted	<a href="#">Details</a>

5. The *Process Detail* page will display.
  - a. Click the [Message Log](#) Link – **THIS IS AN IMPORTANT STEP.**



ORACLE

Process Detail

Process

Instance: 206696 | Type: Application Engine  
 Name: AOC\_BIIF0001 | Description: AOC Billing Interface (Alloc)  
 Run Status: Success | Distribution Status: Posted

Run

Run Control ID: day | Update Process:  Hold Request,  Queue Request,  Cancel Request,  Delete Request,  Restart Request  
 Location: Server  
 Server: PSUNX  
 Recurrence: [ ]

Date/Time

Request Created On: 04/08/2014 8:55:06PM EDT  
 Run Anytime After: 04/08/2014 8:54:47PM EDT  
 Began Process At: 04/08/2014 8:55:36PM EDT  
 Ended Process At: 04/08/2014 8:56:51PM EDT

Actions

[Parameters](#) | [Transfer](#)  
**[Message Log](#)** | [View Locks](#)  
[Batch Timings](#)  
[View Log/Trace](#)

OK Cancel



6. The *Message Log* page will display.

ORACLE

Favorites Main Menu > Billing > Interface Transactions > Process Billing Interface

**Message Log**

Process

Instance: 206696      Type: Application Engine  
 Name: AOC\_BIIF0001      Description: AOC Billing Interface (Alloc)

Severity	Log Time	Message Text	Explain
10	8:55:43PM	BI Interface was started: 4510 To: 4510 Option: ALL	Explain
10	8:56:42PM	Transactions in Error: 0	Explain
10	8:56:42PM	New Bill Headers Created: 70	Explain
10	8:56:42PM	New Bill Lines Created: 326	Explain
	8:56:52PM	Published message with ID d669a3fa-bf81-11e3-8043-f1f7aebfd3c to create entry in folder GENERAL.	Explain
	8:56:52PM	Successfully posted generated files to the report repository	Explain

Return

**NOTE:** Write down the number of “New Bill Headers Created” as they will be needed further in the process.

- a. If there are Transactions in Error: **STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem.**
- b. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.



**STEP 3: Create the FAR Reports – This step is required to generate the FAR Reports for Revenue, Credit Cards, CCU, PNP and STARS (PG and Montgomery Circuit Courts only). MDEC Circuit Courts will also have Judgement Lien and Appeal Case FAR reports also. These reports are used to verify all payment allocations. Run a FAR Report for each type of transaction you processed.**

**STEP 3.1 – Run the Revenue FAR Report**

**NAVIGATION:** Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

1. The **Aoc Run Bill Far** page will display.
  - a. Select a Run Control – Search for the run control you created previously.  
**NOTE:** Once a Run Control is created, it will be there to use each day thereafter.
2. The **AOC Run FAR** Run Control page will display.
  - a. Enter Run Control parameters into all fields on this page.
    - i. **Report** type: Select from dropdown list: APL (Appeal Case), CCU, Credit Card, LNJ (Lien Adjustments, P&P (Parole and Probation), Revenue or STARS FAR.
    - ii. **Business Unit:** Enter your “JUD##” in both fields.
    - iii. **Run Date From:** and **Run Date To:** This is your Z-date.
    - iv. **Location:** and **To Location:** This is your county location sales person code.
  - b. Click the **Save** button.
  - c. Click the **Run** button.



3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [AOCARR01](#) Process Name is listed and selected in the *Process List* section.
  - b. Click the **OK** button.

**Process Scheduler Request**

User ID  Run Control ID

---

Server Name  Run Date

Recurrence  Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOCARR01	AOCARR01	SQR Report	Web	PDF	Distribution

4. The [AOC Run FAR](#) Run Control page will display.
  - a. A Process Instance number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see the AOCARR01 process running and its status of completion.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.

ORACLE

Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

Process List | Server List

Actions

User ID  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"/>	206740		SQR Report	AOCARR01	lauren.smith	04/09/2014 2:10:08PM EDT	Success	Posted	<input checked="" type="button" value="Details"/>
<input type="checkbox"/>	206727		SQR Report	AR30003	lauren.smith	04/09/2014 10:45:41AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	206717		PSJob	ARUPDATE	lauren.smith	04/09/2014 10:20:47AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	206703		PSJob	AOC_MAIN	lauren.smith	04/09/2014 9:36:59AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	206702		SQR Report	BIIVCSTS	lauren.smith	04/09/2014 9:34:17AM EDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	206696		Application Engine	AOC_BIIF0001	lauren.smith	04/08/2014 8:54:47PM EDT	Success	Posted	<input type="button" value="Details"/>

[Go back to Aoc Run Bill Far](#)

Process List | Server List



6. The *Process Detail* page will display.
  - a. Click the [View Log/Trace](#) link.
  - b. Select the PDF link to view the FAR.

**NOTE:** Review the totals on your FAR Reports to verify they are correct. If Billing Corrections are needed to adjust FAR report allocations they must be made prior to finalizing the Bills. **To help resolve any issues, refer to the document “OTC – FAR Corrections in Billing Process”.**



Fund Allocation Report

Bank: 03 BOA Revenue  
 Control #: 062716  
 Business\_unit: Baltimore County Circuit Court  
 Location: Baltimore County Circuit Court

Printed: 27-JUN-2016  
 Deposit Date: 11-MAY-2016

Verified By: \_\_\_\_\_

PCA	OBJECT	AMOUNT	DESCRIPTION
03010	5457	\$121.00	Notary Commissions
03010	5460	\$1,080.29	3% on Local Licenses
03010	5463	\$92.50	State Business Licenses
03010	5466	\$8,757.92	General Fund
03010	5469	\$10,587.19	Non-Resident Tax
03010	7536	\$2,841.00	Civil Cases
03010	7539	\$730.00	Criminal Cases
03030	6234	\$12,064.00	Imp. Fund Surcharge
03030	6235	\$187.00	Imp. Fund Copy Fee
03230	9593	\$2.50	Plats Filing Fees
03270	9588	\$35,335.39	Local Revenue - Receipts
03280	3765	\$210.00	Cig/Special Retailer
03290	9591	\$135.00	Sundry - Receipts
03320	7542	\$40.00	Criminal Injuries
03330	7521	\$45.00	Victims of Crime Fund
03350	7523	\$5.00	Victims & Witness Protect Fund
03360	3012	\$69,082.41	Transfer Tax
03370	7537	\$1,237.50	Maryland Legal Services
03390	7520	\$50.00	Forclosure Mediation
		\$142,603.70	Total Deposited



OTC – The Daily Revenue Deposit Process



Credit Card Fund Allocation Report

Bank: 03 BOA Revenue
Control #: 062716
Business\_unit: Baltimore County Circuit Court
Location: Baltimore County Circuit Court

Printed: 27-JUN-2016
Deposit Date: 11-MAY-2016

Verified By: \_\_\_\_\_

Table with 4 columns: PCA, OBJECT, AMOUNT, DESCRIPTION. Rows include Notary Commissions, 3% on Local Licenses, General Fund, Civil Cases, Criminal Cases, Imp. Fund Surcharge, Local Revenue - Receipts, Criminal Injuries, Victims of Crime Fund, Victims & Witness Protect Fund, Maryland Legal Services. Total Deposited: \$991.00



CCU Fund Allocation Report

Bank: 03 BOA Revenue
Control #: 062716
Business\_unit: Baltimore County Circuit Court
Location: Baltimore County Circuit Court

Printed: 27-JUN-2016
Deposit Date: 11-MAY-2016

Verified By: \_\_\_\_\_

Table with 4 columns: PCA, OBJECT, AMOUNT, DESCRIPTION. Rows include General Fund, Civil Cases, Criminal Cases, Local Revenue - Receipts, Criminal Injuries, Victims of Crime Fund, Victims & Witness Protect Fund, Maryland Legal Services. Total Deposited: \$3,387.88

NOTE: See Appendix for instructions to return miss-directed payments and over payments to Central Collection Unit (CCU) and Parole and Probation (PNP).



**STEP 3.2 – Data Verification – Run this query to verify the payment allocation amounts, find Revenue FAR Report errors and review detail data included on the Revenue FAR Report.**

**NAVIGATION:** Main Menu > Reporting Tools > Query > Query Viewer.

1. The [Query Viewer](#) page will display.
  - a. Enter “**AOC\_CHARGE\_ID\_ALLOCATIONS**” in the “Search By” field.
  - b. Click the **Search** button.
  - c. Click the [HTML](#) link for the corresponding query.

ORACLE® Home | Worklist

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

**Query Viewer**

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

\*Search By  begins with  **Search** [Advanced Search](#)

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
AOC_CHARGE_ID_ALLOCATIONS	AOC Charge Item GL Breakdown	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

2. The [AOC\\_CHARGE\\_ID\\_ALLOCATIONS – AOC Charge Item GL Breakdown](#) query page will display.
  - a. Enter **Setid:** “JUD##”.
  - b. Enter **From Z Date:** the date the revenue was collected.
  - c. Enter **To Z Date:** the date the revenue was collected.
  - d. Click the **View Results** button to show (in a new window) all payment allocations sorted by Charge\_ID.
  - e. Click the [View All](#) link to display all rows on screen or download data to an Excel Spreadsheet to be sorted, filtered and summed as needed. (See Appendix.)

**AOC\_CHARGE\_ID\_ALLOCATIONS - AOC Charge Item GL Breakdown**

Setid:

From Z Date:

To Z Date:

**View Results**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (94 kb)

**View All** First 1-100 of 233 Last

	Unit	Z Date	Receipt No:	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case No.
1	JUD23	04/04/2014	2630564	0001135230	60.00	23360	3012	RCS-17	LR - State Transfer Tax	23-00-00	
2	JUD23	04/04/2014	2633528	0001135274	134.19	23360	3012	RCS-17	LR - State Transfer Tax	23-00-00	



3. Repeat Step 3.4-1-2 for the following queries: Click the [HTML](#) link to show a list of all Payments
  - a. AOC\_BI\_CREDIT\_PYMTS
  - b. AOC\_BI\_PNP\_PYMTS
  - c. AOC\_BI\_CCU\_PYMTS
  - d. AOC\_BI\_STARS\_PYMTS
  - e. AOC\_BI\_APL\_PYMTS
  - f. AOC\_BI\_LNJ\_PYMTS
4. If there are any errors on the FAR, refer to the document, *“OTC – Making FAR Corrections”*.

**STEP 4: Change Status of Bills Process** – This step prepares the bills for finalization by changing their status from NEW to READY.

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Change Status of Bills

1. The *Bill Status Change* page will display.
  - a. Select a Run Control – Search for the previously created Run Control (e.g., “Daily”), that you will use each day for this process.
2. The *Change Status of Bills* Run Control page will display.
  - a. Set the following run control parameters:
    - i. **From Status** = New
    - ii. **To Status** = Ready Bill
    - iii. **Range Selection** = Bill Source
    - iv. Enter the **Business Unit** = JUD##.
    - v. **Source** = REGISTER
  - b. Click the **Save** button.
  - c. Click the **Run** button.



- 3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [BIIVCSTS](#) (Invoice Status Change) Process Name is selected.
  - b. Click the **OK** button.

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

### Process Scheduler Request

User ID: lauren.smith      Run Control ID: day

Server Name: PSUNX      Run Date: 04/09/2014  
Recurrence:      Run Time: 8:01:06PM      [Reset to Current Date/Time](#)  
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

[OK](#)   [Cancel](#)

- 4. The [Change Status of Bills](#) Run Control page will display.
  - a. A Process Instance number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.

ORACLE      Home

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

### Change Status of Bills

Run Control ID: day      [Report Manager](#)      [Process Monitor](#)      [Run](#)  
Language: English      Process Instance: 206760

**From Status**

New       Ready  
 Hold       Canceled  
 Pending

**To Status**

\*New Bill Status: Ready Bill

**Range Selection**

All       Invoice ID  
 Bill Cycle       Cust ID  
 Date Bill Added       Bill Type  
 Range ID       Bill Source  
 Copy Group ID

Include Consolidation Group

Business Unit: JUD23  
Source: REGISTER

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)



5. The *Process List* page will display.
  - a. Review the *Process List* to see the BIIVCSTS process status.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

Process List | Server List

Actions

User ID: lauren.smith | Type: [ ] | Last: [ ] | 1 Days | **Refresh**

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"/>	206760		SQR Report	BIIVCSTS	lauren.smith	04/09/2014 7:54:51PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	206740		SQR Report	AOCARR01	lauren.smith	04/09/2014 2:10:08PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	206727		SQR Report	AR30003	lauren.smith	04/09/2014 10:45:41AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	206717		PSJob	ARUPDATE	lauren.smith	04/09/2014 10:20:47AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	206703		PSJob	AOC_MAIN	lauren.smith	04/09/2014 9:36:59AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	206702		SQR Report	BIIVCSTS	lauren.smith	04/09/2014 9:34:17AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	206696		Application Engine	AOC_Blif0001	lauren.smith	04/08/2014 8:54:47PM EDT	Success	Posted	<a href="#">Details</a>

6. The *Process Detail* page will display.
  - a. Click the [View Log/Trace](#) link.
  - b. Click the PDF link to view the Invoice Status Change Report.
    - i. All bills listed should have a status of "RDY". Compare the total number of Bills on the PDF to the number listed on the Billing Interface Results page previously noted. The number of Bills should match the number of Bill Headers.

Report ID: BIIVCSTS | PeopleSoft BI | INVOICE STATUS CHANGE REPORT | Page No. 2 | Run Date 04/09/2014 | Run Time 19:56:49

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY		0001135267	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135268	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135269	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135270	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135271	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135272	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135273	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135274	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135275	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135276	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135277	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135278	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135279	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135280	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135281	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135282	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135283	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135284	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135285	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135286	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135287	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135288	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135289	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135290	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N

Range Option: BILL SOURCE | Bill Source Id: REGISTER | Business Unit: JUD23 | Total Number of bills updated: 70

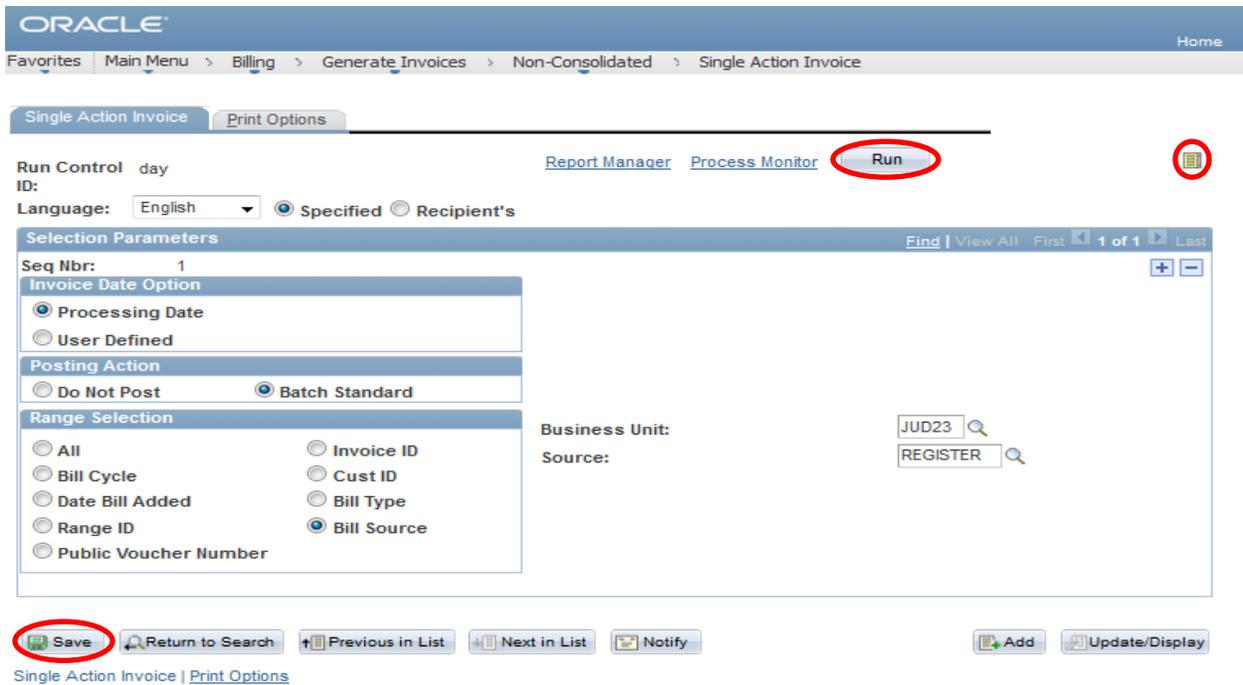


**STEP 5: Process the Single Action Invoice** – This step finalizes the bills associated with the daily deposit and flags them to create an entry in the daily file sent to FMIS.

**NOTE:** All totals and bill corrections must be done before this step is completed!

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

1. The **Single Action Invoice** page will display.
  - a. Select a Run Control – Search using the “Find an Existing Value” tab for the ID to be used each day for processing your daily deposit. (e.g., “Daily”).
2. The **Single Action Invoice** Run Control page will display.
  - a. Complete the following run control settings:
    - i. Select the **Invoice Date Option** of “Processing Date”.
    - ii. Select the **Posting Action** of “Batch Standard”.
    - iii. Select the **Range Selection** of “Bill Source”.
    - iv. Enter the **Business Unit:** “JUD##”.
    - v. Enter the **Source:** of “REGISTER”.



- b. Click the **Save** button.
- c. Click 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:** the number should match the number of bill headers found in the Message Log of your Billing Interface process.

- i. Click the **Return** button to return to the *Single Action Invoice* run control page.
- ii. Click the **Run** button.

3. The *Process Scheduler Request* page will display.

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

**Bills To Be Processed**

Bills To Be Processed						
BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD23	0001135221	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135222	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135223	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135224	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135225	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135226	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135227	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135228	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135229	RDY	JUD23	XMLPUB	X	Print Copy



- a. Select the checkbox for the AOC\_MAIN ([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
- b. Click the **OK** button.

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

**Process Scheduler Request**

User ID: lauren.smith      Run Control ID: day

---

Server Name: PSUNX      Run Date: 04/09/2014

Recurrence:      Run Time: 8:35:38PM      **Reset to Current Date/Time**

Time Zone:

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



4. The *Single Action Invoice* Run Control page will display.



- a. A Process Instance number will display below the Run button indicating that the AOC\_MAIN process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
- a. Review the *Process List* to see the [AOC MAIN](#) process status.

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

Process List | Server List

Actions

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

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"/>	208854		PSJob	<b>AOC MAIN</b>	lauren.smith	04/09/2014 10:18:24PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	208846		SQR Report	BIIVCSTS	lauren.smith	04/09/2014 9:59:05PM EDT	Success	Posted	<a href="#">Details</a>

Go back to Single Action Invoice

Process List | Server List

- 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".

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

Process Detail

Process Name: AOC\_MAIN

Main Job Instance: 195445

Left | Right

- 195445 - AOC MAIN Success
- 195446 - BIIVC000 Success**
- 195447 - BI IVCEXT Success
- 195448 - BICURCNV Success
- 195449 - AOC BIPRELD Success
- 195450 - BILDGL01 Success
- 195451 - BILDAR01 Success**

- i. Click the **BIIVC000** sub-process.
  - 1. Click the [Message Log](#) link – to review the number of Bills Processed. This number should match the number of bill headers you noted from the Billing Interface process.
    - a. Click the **Return** button, then the **OK** button to return to the AOC\_MAIN sub-process list on the [Process Detail](#) page.



- ii. Click the **BILDAR01** sub-process.
  1. Click the [View Log/Trace](#) link and select the PDF file to review the “Load to AR Pending Items” report.
  2. Confirm that all bills = \$0.00.

**NOTE:** All bills should = \$0.00 to prevent any of them from flowing into Accounts Receivable (AR).

```

                                PeopleSoft BI
                                LOAD AR PENDING ITEMS
Report ID:  BILDAR01

Invoice      0002308475      is $0.00 and was not sent to AR.
Invoice      0002308476      is $0.00 and was not sent to AR.
Invoice      0002308477      is $0.00 and was not sent to AR.
Invoice      0002308478      is $0.00 and was not sent to AR.
Invoice      0002308479      is $0.00 and was not sent to AR.
Invoice      0002308480      is $0.00 and was not sent to AR.
Invoice      0002308481      is $0.00 and was not sent to AR.
Invoice      0002308482      is $0.00 and was not sent to AR.
Invoice      0002308483      is $0.00 and was not sent to AR.
Invoice      0002308484      is $0.00 and was not sent to AR.
Invoice      0002308485      is $0.00 and was not sent to AR.
Invoice      0002308486      is $0.00 and was not sent to AR.
Invoice      0002308487      is $0.00 and was not sent to AR.
Invoice      0002308488      is $0.00 and was not sent to AR.
Invoice      0002308489      is $0.00 and was not sent to AR.

TOTAL # OF INVOICES PROCESSED:      0
TOTAL # OF AR ENTRIES GENERATED:    0

```

**End of the Process for Creating a Revenue Deposit.**