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Before getting started make sure the following is complete:

All revenue data for the period has been processed.

All adjustments for the period have been made.

## PROCESSING LOCAL REVENUE DISBURSEMENTS

**STEP 1: Verify Data** – The results of this query will determine if you have any adjustments required before beginning the initial process. Also this query will be used to balance to your Disbursement Summary Report.

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

1. The **Query Viewer** page will display.
  - a. Enter “AOC\_CHARGE\_ID\_ALLOC\_EOM” as your search criteria.
  - b. Click the **Search** button.

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_ALLOC_EOM	AOC Charge Items BUS n Adjust	Public		<b>HTML</b>	Excel	XML	Schedule	Favorite

- c. The AOC\_CHARGE\_ID\_ALLOC\_EOM query will display.
      - i. Click the [HTML](#) or [Excel](#) link, then enter your JUD## (SetID) and Z-date range values for the search. (Include the entire month, i.e. 05/01/2016 to 05/31/2016)
      - ii. The results will show the allocation of all payments and adjustments.
    - d. Click the **View Results** button.
2. Query should be downloaded to Excel and sub-totaled by Charge Code.
  - a. Then review each Sub-Total Amount to confirm none are a negative (-) sub-total amount. Should there be a negative sub-total amount, an adjustment must be entered before proceeding to Step 2. **(See Appendix for Excel tips.)**

**NOTE:** Any errors found must be fixed before moving forward. Navigate to the bill in error to review and make corrections. Contact the JIS Helpdesk for support.



**STEP 2: Create Local Revenue Bills** - This process creates summarized credit bills for each Local Disbursement customer and Charge Code.

**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement

1. The **Local Revenue Disbursement** – Run Control page will display.
  - a. Select a Run Control – Click Search to “Find an Existing Value” or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g. ‘LRV’ or ‘Local\_Revenue’)
  - b. The **Local Revenue Disbursements Interface** page will display.
    - i. **Business Unit:** enter JUD##
    - ii. **From Date:** enter Beginning date of the disbursement period.( i.e.: 1<sup>st</sup> of Prior month)
    - iii. **Through Date:** enter Ending date of the disbursement period.( i.e.: last of Prior month)
    - iv. **Accounting Date:** Will default to the selected Through Date. (i.e.: Prior month end date)
    - v. Click the **Save** button.
    - vi. Click the **Run** button.

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement

### Local Revenue Disbursements Interface

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

---

**Run Control Parameters**

\*Business Unit: JUD02

\*From Date: 01/01/2014

\*Through Date: 01/31/2014

Accounting Date: 01/31/2014

**Save**

- c. The **Process Scheduler Request** page will display.
  - i. Confirm the **AOC\_DIS\_INTF** Process Name is selected in the Process List section.
  - ii. Click the **OK** button.

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement

### Process Scheduler Request

User ID: MICHELLE.KARCZESKI Run Control ID: LRV

Server Name:  Run Date: 10/07/2013

Recurrence:  Run Time: 10:27:11AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Local Rev Dis Interface	AOC_DIS_INTF	Application Engine	Web	TXT	Distribution

**OK**



## OTC – End-of-Month Local Revenue Disbursements Process

- d. The [Local Revenue Disbursements Interface](#) page will display.
  - i. A Process Instance number will display to show that processing has begun.
  - ii. Click the [Process Monitor](#) link.

### Local Revenue Disbursements Interface

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

Process Instance: 23537

Run Control Parameters

\*Business Unit:

\*From Date:

\*Through Date:

Accounting Date:

The [Process List](#) page will display.

- iii. Review the process list to see the AOC\_DIS\_INTF process is running.
- iv. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  1. If the Run Status = NO SUCCESS – **STOP!**
  2. **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.**
  3. Once the Run Status = *Success* and Distribution Status = *Posted*. Click the Details link, then Message Log to obtain the Interface ID No. for the next process.

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement

Process List | Server List

Actions

User ID: MICHELLE.KAR  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"/>	23537		Application Engine	AOC_DIS_INTF	MICHELLE KARCZESKI	10/07/2013 10:27:11AM EDT	Success	Posted	Details

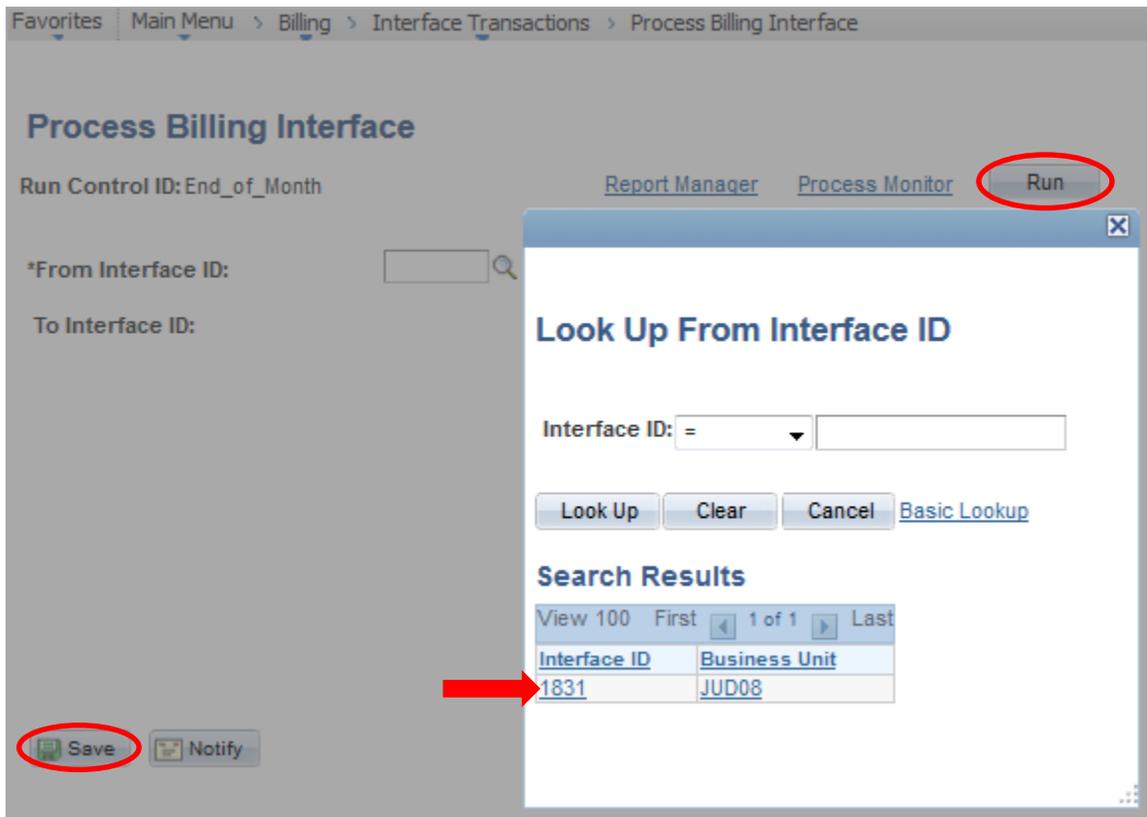
Go back to [Local Revenue Disbursement](#)

Process List | [Server List](#)

**STEP 3: Run the Billing Interface** – This step transmits the local revenue disbursement data from the staging table to the Billing module creating new LRV bills. This step also processes your transactions and allocates the revenue based on the accounting rules and system configuration settings.

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

1. The **Process Billing Interface** Run Control page will open.
  - 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 to be used each month for processing your local revenue.
  - 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 in your list.
    - ii. Click the new Interface ID number 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 **BIIF0001** Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.
3. The **Process Billing Interface** page will display.
  - a. A Process Instance number will display to show that processing has begun.



## OTC – End-of-Month Local Revenue Disbursements Process

- b. Click the [Process Monitor](#) link.
4. The [Process List](#) page will display
  - a. Review the process list to see the BIIF0001 process is running.
  - b. Click the **Refresh** button 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.
  - d. Click the [Message Log](#) Link – **THIS IS AN IMPORTANT STEP.**
    - i. The Message Log page will display.

### Message Log

Process			
Instance:	390823	Type:	Application Engine
Name:	AOC_BIIF0001	Description:	AOC Billing Interface (Alloc)
Personalize   Find   View All   First 1-6 of 6 Last			
Severity	Log Time	Message Text	Explain
10	9:02:33AM	BI Interface was started: 9998 To: 9998 Option: ALL	<a href="#">Explain</a>
10	9:03:10AM	Transactions in Error: 0	<a href="#">Explain</a>
10	9:03:10AM	New Bill Headers Created: 10	<a href="#">Explain</a>
10	9:03:10AM	New Bill Lines Created: 1673	<a href="#">Explain</a>
	9:03:19AM	Published message with ID fca235b4-6c06-11e4-a0b1-8205f687d7cd to create entry in folder GENERAL.	<a href="#">Explain</a>
	9:03:19AM	Successfully posted generated files to the report repository	<a href="#">Explain</a>

[Return](#)

**NOTE:** Write down the numbers displayed for “Transactions in Error” (i.e., items to be fixed), “New Bill Headers Created” (i.e., number of bills created) as they will be needed further in the process.

- e. 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.**
- f. Return to the [Process Detail](#) Page by clicking the **Return** button.
- g. Return to the [Process List](#) Page by clicking the **OK** button.
- h. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.



**STEP 4: Run Disbursement Reports** – Disbursement Reports consist of a single summary report and statement reports of credit refunds to be made to each local municipality. You will run and print both sets of reports.

**NAVIGATION:** Main Menu > Maryland Judiciary > Reports > Disbursement Reports

1. The **AOC\_DIS\_SUM** Run Control page will display.
  - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab.  
Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The **Disbursement Reports** page will display.
  - a. **Business Unit:** enter JUD##
  - b. **Date From:** and **Date To:** enter the date range of the disbursement period.
  - c. Select the **Disbursement Summary** option.
  - d. Click the **Save** button to save your run control parameters.
  - e. Click the **Run** button.



# OTC – End-of-Month Local Revenue Disbursements Process

3. The *Process Scheduler Request* page will display.
  - a. Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button to return to the *Disbursement Reports* page.

Favorites Main Menu > Maryland Judiciary > Reports > Disbursement Reports

## Process Scheduler Request

User ID **debbie.seipp** Run Control ID **rev**

Server Name **PSUNX** Run Date **05/27/2015**

Recurrence  Run Time **3:06:29PM**

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	<a href="#">Distribution</a>

4. The *Disbursement Reports* page will display.
  - a. A Process Instance number will display below the Run button indicating that the AOCDISBSUM process has begun.
  - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
5. The *Process List* page will display.
  - a. Review the Process List to see the AOCDISBSUM 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.

Favorites Main Menu > Maryland Judiciary > Reports > Disbursement Reports > Process Monitor

Process List  Server List

View Process Request For

User ID **debbie.seipp** 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"/>	524337		BI Publisher	AOCDISBSUM	debbie.seipp	05/27/2015 3:06:29PM EDT	Success	Posted	<a href="#">Details</a>



# OTC – End-of-Month Local Revenue Disbursements Process

- 6. The [Process Detail](#) page will display.
  - a. Click the [View Log/Trace](#) link.

**Process Detail**

Process	
Instance	524337
Name	AOCDISBSUM
Run Status	Success
Type	BI Publisher
Description	Disbursement Reports
Distribution Status	Posted

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> <b>Delete Request</b> <input type="radio"/> Restart Request
Location	
Server	
Recurrence	

Date/Time	Actions
Request Created On	<a href="#">Parameters</a> Transfer <a href="#">Message Log</a> <a href="#">View Locks</a> <a href="#">View Log/Trace</a>
Run Anytime After	
Began Process At	
Ended Process At	

OK      Cancel

- 7. The [View Log/Trace](#) page will display.
  - a. Click the [AOC\\_DISB\\_SUM.pdf](#) link to open and review the Disbursement Summary Report.

## View Log/Trace

**Report**

Report ID: 496604      Process Instance: 524337      [Message Log](#)

Name: AOCDISBSUM      Process Type: XML Publisher

Run Status: Success

Disbursement Reports

**Distribution Details**

Distribution Node: PSUNIX      Expiration Date: 06/03/2015

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">AE_AOCDISBSUM_524337.stdout</a>	292	05/27/2015 3:07:47.519757PM EDT
<a href="#">AE_AOCDISBSUM_524337.trc</a>	5,831	05/27/2015 3:07:47.519757PM EDT
<a href="#">AOC_DISB_SUM.pdf</a>	19,202	05/27/2015 3:07:47.519757PM EDT



## OTC – End-of-Month Local Revenue Disbursements Process

- b. Review the Disbursement Report. All amounts to be disbursed will be displayed on the report as a summary invoice amount per charge code/per customer.
  - i. This report should balance to the AOC\_CHARGE\_ID\_ALLOC\_EOM run in the previous step.

**Note: If the results do not match please enter a Helpdesk ticket for assistance in balancing.**



### DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By \_\_\_\_\_

Business Unit: JUD10 - Frederick County Circuit Court

Date From: 04/01/2015      Date To: 04/30/2015

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0003568331	2015-04-30	BL Local Lic 10 Woodsboro	10270	9511	\$1,640.36	0.000	CORPORATION OF WOODSBORO	521120807
0003568346	2015-04-30	BL Local Lic 10 Myersville	10270	9511	\$473.80	0.000	MAYOR & COUNCIL / MYERSVILLE	521458619
0003568347	2015-04-30	BL Local Lic 10 Burkittsville	10270	9511	\$36.80	0.000	TOWN OF BURKITTSVILLE	521756046
0003568342	2015-04-30	BL Local Lic 10 Brunswick	10270	9511	\$3,246.51	0.000	MAYOR & COUNCIL OF BRUNSWICK	526000779

- c. Click the **Return** button to go back to the [Process Detail](#) page.
- d. Click the **OK** button to return to the Process List.
- e. Click the [Go back to AOC\\_DIS\\_SUM](#) link at the bottom of the page above the Save button.

8. The *Disbursement Reports* page displays.

**NOTE:** Circuit Court should process this report after STEP 5 – Interest is processed.

- a. **Business Unit:** (JUD##) and date range are still populated.
- b. **Disbursement Statement:** select this option. (This report should be distributed to each Disbursement recipient to communicate monies being received.)
- c. Click the **Save** button.
- d. Click the **Run** button.

Favorites Main Menu > Maryland Judiciary > Reports > Disbursement Reports

Aoc Dis Sum Rpt

## Disbursement Reports

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

**Report Request Parameters**

\*Business Unit  \*Date From:  \*Date To:

**Reports**

- Disbursement Summary
- Disbursement Statement**

**Save** Return to Search Notify Add Update/Display



# OTC – End-of-Month Local Revenue Disbursements Process

9. The *Process Scheduler Request* page will display.
  - a. Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button to return to the Disbursement Reports page.

## Process Scheduler Request

User ID **debbie.seipp** Run Control ID **rev**

Server Name **PSUNX** Run Date **05/27/2015**  
 Recurrence  Run Time **3:28:12PM** [Reset to Current Date/Time](#)  
 Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	<a href="#">Distribution</a>

**OK** [Cancel](#)

10. The *Disbursement Reports* page will display.
  - a. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
  - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
11. The *Process List* page will display.
  - a. Review the Process List to see the AOCDISBSUM 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.

Process List [Server List](#)

View Process Request For

User ID **debbie.seipp** Type  Last  **1** Minutes  **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"/>	524338		BI Publisher	AOCDISBSUM	debbie.seipp	05/27/2015 3:28:12PM EDT	Success	Posted	<a href="#">Details</a>



- 12. The *Process Detail* page will display.
  - a. Click the [View Log/Trace](#) link.

**Process Detail**

Process	
<b>Instance</b> 524338	<b>Type</b> BI Publisher
<b>Name</b> AOCDISBSUM	<b>Description</b> Disbursement Reports
<b>Run Status</b> Success	<b>Distribution Status</b> Posted

Run	Update Process
<b>Run Control ID</b> rev	<input type="radio"/> <b>Hold Request</b>
<b>Location</b> Server	<input type="radio"/> <b>Queue Request</b>
<b>Server</b> PSUNX	<input type="radio"/> <b>Cancel Request</b>
<b>Recurrence</b>	<input checked="" type="radio"/> <b>Delete Request</b>
	<input type="radio"/> <b>Restart Request</b>

Date/Time	Actions
<b>Request Created On</b> 05/27/2015 3:28:46PM EDT	<a href="#">Parameters</a> <a href="#">Transfer</a>
<b>Run Anytime After</b> 05/27/2015 3:28:12PM EDT	<a href="#">Message Log</a> <a href="#">View Locks</a>
<b>Began Process At</b> 05/27/2015 3:29:05PM EDT	<a href="#">Batch Timings</a>
<b>Ended Process At</b> 05/27/2015 3:29:20PM EDT	<a href="#">View Log/Trace</a>

- 13. The *View Log/Trace* page will display.
  - a. Click the [AOC DISB STM.pdf](#) link to open and review the Disbursement Statements.
  - b. Multiple statements will be generated for this report and print as separate pages by Customer.

**View Log/Trace**

Report		
<b>Report ID:</b> 496606	<b>Process Instance:</b> 524338	<a href="#">Message Log</a>
<b>Name:</b> AOCDISBSUM	<b>Process Type:</b> XML Publisher	
<b>Run Status:</b> Success		
Disbursement Reports		
Distribution Details		
<b>Distribution Node:</b> PSUNIX	<b>Expiration Date:</b>	06/03/2015
File List		
Name	File Size (bytes)	Datetime Created
<a href="#">AE AOCDISBSUM 524338.stdout</a>	292	05/27/2015 3:29:20.695131PM EDT
<a href="#">AE AOCDISBSUM 524338.trc</a>	5,843	05/27/2015 3:29:20.695131PM EDT
<a href="#">AOC DISB STM.pdf</a>	38,999	05/27/2015 3:29:20.695131PM EDT



OTC – End-of-Month Local Revenue Disbursements Process

c. Disbursement Statement example. Use the scroll button to the right to view all the reports.



Frederick County Circuit Court  
100 WEST PATRICK STREET  
FREDERICK MD 21701  
301/800-1978

Date From: 04/01/2015      Date To: 04/30/2015

CORPORATION OF WOODSBORO  
PO BOX 88  
WOODSBORO MD 21798-0000

DISBURSEMENT STATEMENT

INVOICE NUMBER	INVOICE DT	INVOICE NAME	FED ID	INVOICE AMOUNT
0003568331	2015-04-30	BL Local Lic 10 Woodsboro	521120807	1,640.36
		Net disbursed to:	CORPORATION OF WOODSBORO	1,640.36

All Checks will be issued by the Comptroller's Office.

**If District Court – Skip STEP 5 and go to STEP 6 on page 24.**

**If Circuit Court and NOT posting Local Revenue Interest – Skip STEP 5 and go to STEP 6 on page 24.**

**If Circuit Court and Posting Local Revenue Interest - Proceed with STEP 5 below.**



**STEP 5: Post Local Revenue Interest - CIRCUIT COURT ONLY** – As part of the Local Revenue Disbursement process, the interest generated against Local Revenue must be entered into GEARS as a separate bill per customer so it can also be disbursed. To calculate the amount of interest to be disbursed to each customer, run the Disbursement Transmittal Summary Report. This will provide the total local revenue to be paid to each customer for the period entered. Interest will be calculated on all Charge Codes except those you have requested be excluded from Interest calculation.

**NOTE:** *The Local Revenue Interest amount provided to you from DBF should be used for current month disbursement, unless you are disbursing your interest quarterly or annually.*

**STEP 5.1 – Generate and Print Local Revenue Disbursement Reports**

**NAVIGATION:** Main Menu > Maryland Judiciary > Reports > Disbursement Reports

1. The **AOC\_DIS\_SUM** Run Control page will display.
  - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The **Disbursement Reports** page will display.
  - a. **Business Unit:** enter JUD##
  - b. **Date From:** and **Date To:** enter the 1<sup>st</sup> and last day of the month interest is being calculated.
  - c. **Disbursement Summary:** select this option.
  - d. Enter the total interest amount to be disbursed (e.g. \$439.90)
  - e. Click the **Save** button.
  - f. Click the **Run** button.

Favorites | Main Menu > Maryland Judiciary > Reports > Disbursement Reports

Aoc Dis Sum Rpt

### Disbursement Reports

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

**Report Request Parameters**

\*Business Unit  \*Date From:  \*Date To:

**Reports**

Disbursement Summary **Enter Disb Sum Total Interest Amount**

Disbursement Statement



# OTC – End-of-Month Local Revenue Disbursements Process

3. The *Process Scheduler Request* page will display.
  - a. Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button to return to the Disbursement Reports page.

ORACLE

Home | Worklist | MultiChannel Console

Favorites | Main Menu > Maryland Judiciary > Reports > Disbursement Reports

New Window

**Process Scheduler Request**

User ID: lauren.smith      Run Control ID: LRV

Server Name:       Run Date: 03/08/2014

Recurrence:       Run Time: 1:15:17PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	Distribution

4. The *Disbursement Reports* page will display.
  - a. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
  - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
5. The *Process List* page will display.
  - a. Review the Process List to see the AOCDISBSUM process is running.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status

ORACLE

Home | Worklist | MultiChannel Console

Favorites | Main Menu > Maryland Judiciary > Reports > Disbursement Reports

New Window

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"/>	183554		BI Publisher	AOCDISBSUM	lauren.smith	03/08/2014 5:44:35PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	183553		BI Publisher	AOCDISBSUM	lauren.smith	03/08/2014 4:50:09PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	183548		BI Publisher	AOCDISBSUM	lauren.smith	03/08/2014 1:15:17PM EST	Success	Posted	<a href="#">Details</a>

[Go back to AOC\\_DIS\\_SUM](#)

Process List | [Server List](#)



# OTC – End-of-Month Local Revenue Disbursements Process

- 6. The *Process Detail* page will display.
  - a. Click the View Log/Trace link.

ORACLE® Home | Worklist

Favorites | Main Menu > Maryland Judiciary > Reports > Disbursement Reports

### Process Detail

Process	
Instance	183554
Name	AOCDISBSUM
Run Status	Success
Type	BI Publisher
Description	Disbursement Reports
Distribution Status	Posted

Run	Update Process
Run Control ID: LRV	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 03/08/2014 5:50:26PM EST	<a href="#">Parameters</a>   <a href="#">Transfer</a>
Run Anytime After: 03/08/2014 5:44:35PM EST	<a href="#">Message Log</a>   <a href="#">View Locks</a>
Began Process At: 03/08/2014 5:50:37PM EST	<a href="#">Batch Timings</a>
Ended Process At: 03/08/2014 5:50:52PM EST	<a href="#">View Log/Trace</a>

OK Cancel

- 7. The *View Log/Trace* page will display
  - a. Click the [AOC\\_DISB\\_SUM.pdf](#) link to open and review the Disbursement Summary Report

ORACLE® Home

Favorites | Main Menu > Maryland Judiciary > Reports > Disbursement Reports

### View Log/Trace

Report	
Report ID: 164886	Process Instance: 183554 <a href="#">Message Log</a>
Name: AOCDISBSUM	Process Type: XML Publisher
Run Status: Success	

Disbursement Reports

Distribution Details	
Distribution Node: PSUNIX	Expiration Date: 03/22/2014

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">AE_AOCDISBSUM_183554_stdout</a>	2,090	03/08/2014 5:50:52.204481PM EST
<a href="#">AE_AOCDISBSUM_183554.trc</a>	5,514	03/08/2014 5:50:52.204481PM EST
<a href="#">AOC_DISB_SUM.pdf</a>	16,363	03/08/2014 5:50:52.204481PM EST

Distribute to	
Distribution ID Type	*Distribution ID
User	lauren.smith

Return



# OTC – End-of-Month Local Revenue Disbursements Process



## DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By \_\_\_\_\_

Business Unit: JUD06 - Carroll County Circuit Court

Date From: 02/01/2014      Date To: 02/28/2014

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0000946133	2014-02-28	Appearance Fee	06290	9522	\$2,276.12	157.580	CARROLL COUNTY LAW LIBRARY	521108527
0000946135	2014-02-28	CR Fine	06290	9522	\$4,059.47	281.050	CARROLL COUNTY LAW LIBRARY	521108527
0000946138	2014-02-28	BL - TaneyTown	06270	9511	\$18.40	1.270	CITY OF TANEYTOWN	526000809

- b. After reviewing the report, notice that all amounts to be disbursed are displayed on the report as a summary invoice amount per charge code/per customer.
  - i. In this example:
    - 1. The Law Library receives money generated from Appearance Fees and CR Fines.
    - 2. The City of Taneytown receives money generated from Business Licenses.
- 8. The Disbursement Summary Report with Interest Amounts shows the interest disbursement amount per charge code/per customer. These amounts will be useful when creating the Interest Bills. By running this process, the system generates the amounts for you instead of you having to do it manually. (However, there could be slight rounding differences that would require an adjustment when entering the interest bills.)
  - a. Using the information on the report, a single interest bill will need to be created for each unique customer.
  - b. For the report shown, two interest bills must be created to disburse the interest.



## DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By \_\_\_\_\_

Business Unit: JUD06 - Carroll County Circuit Court

Date From: 02/01/2014      Date To: 02/28/2014

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0000946133	2014-02-28	Appearance Fee	06290	9522	\$2,276.12	157.580	CARROLL COUNTY LAW LIBRARY	08527
0000946135	2014-02-28	CR Fine	06290	9522	\$4,059.47	281.050	CARROLL COUNTY LAW LIBRARY	08527
0000946138	2014-02-28	BL - TaneyTown	06270	9511	\$18.40	1.270	CITY OF TANEYTOWN	00809

Interest Amount

Bill #1  
Bill #2

**STEP 5.2 – Create a Local Interest 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. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
  - c. **Bill Type Identifier:** Enter “INT”
  - d. **Bill Source:** Enter “LOCAL\_REV”
  - e. **Customer:** Enter the Local Revenue Customer that will receive the disbursement.
  - f. **Invoice Date:** Enter the last day of the previous month (same date as local revenue bills.)
  - g. **Accounting Date:** Enter the last day of the previous month (same date as local revenue bills.)
  - h. Click the Add button to create the new interest bill.



**Bill Entry**



**Business Unit:**  

**Invoice:**

**Bill Type Identifier:**  

**Bill Source:**  

**Customer:**  

**Invoice Date:**  

**Accounting Date:**  





## OTC – End-of-Month Local Revenue Disbursements Process

2. The default tab, **Header - Info 1**, of the bill detail page will display.
  - a. Click the **Line – Info 1** tab.
3. The **Line – Info 1** page will display.
  - a. **Table:** enter “ID”
  - b. **Identifier:** enter “INTEREST”
  - c. **Gross Extended:** (enter the **negative** dollar amount (e.g. -\$5.00) to be disbursed to the 1<sup>st</sup> customer from the Disbursement Transmittal Summary report with interest amounts listed.) If there is a rounding issue and the disbursement amount on the report is different than what was entered at the time the report was run: (e.g.: \$1000.00 entered BUT \$999.98 disbursed on report)
    - i. Add the difference to the Disbursement Party/Agency with the largest portion of the Local Revenue.
    - ii. Be sure to add this to the Gross Extended amount on the bill
  - d. Click the **Refresh** button.
  - e. Click the [Accounting](#) link.

Unit: JUD06      Bill To: LOC0005192      Pretax Amt: -157.58 USD  
Invoice: NEXT      CARROLL COUNTY LAW LIBRARY      Max Rows: 5

Identifier Look Up Date: 02/28/2014

Seq: 1      Line:      Net Extended: -157.58

**Table:** ID      **Identifier:** INTEREST      Description: Local Revenue Interest

Quantity: 1.0000      From Date:      To Date:      Line Type: REV       Accumulate  
Unit of Measure: EA      Unit Price: -157.5800      Tax Code:       Tax Exempt  
Gross Extended: -157.58      Exempt Cert:     

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: -157.58  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: -157.58

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



## OTC – End-of-Month Local Revenue Disbursements Process

4. The **Acctg – Rev Distribution** tab will display.
  - a. Verify the **Identifier:** = INTEREST, **Amounts** (Pretax and Net Extended) are correct and the Distribution **Code information** is correct (e.g.: Dxx2709511).
    - i. Add “INT” in the “Dept” field. (INT is the Bill Type ID from the Header Info 1 page.)
  - b. Click the **Save** button. (Note: An Invoice ID is assigned to your interest bill when saved.)
  - c. Select the **Header – Order Info** option from the **Navigation:** drop-down at the bottom right of the page.

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

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

Unit: JUD06    Bill To: LOC0005192    Pretax Amt: **-157.58 USD**  
Invoice: NEXT    CARROLL COUNTY LAW LIBRARY    Max Rows: 5

Bill Line  
Seq: 1    Line:    Net Extended: **-157.58**  
Identifier: INTEREST    Description: Local Revenue Interest

BI Creates GL Acct Entries

Bill Line Distribution - Revenue  
Acctg Information    Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
<b>D062709511</b>	C06	06270	0706	9511	0627	A0627	AY2014	<b>INT</b>	100.000

Percent: 100.00    Amount: -157.58    Gross Extended: -157.58

Go to: [Line Info 2](#)    [Tax](#)    [Accounting](#)    [Discount/Surcharge](#)  
[Notes](#)    [Express Entry](#)  
[Summary](#)    [Bill Search](#)    [Line Search](#)

**Navigation:** Acctg - Rev Distribution

**Save**    Notify    Refresh    Add    Update/Display

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



## OTC – End-of-Month Local Revenue Disbursements Process

5. The **Header – Order Info** tab will display.
  - a. Enter “INTEREST” in the PO Ref: field. **NOTE:** Must be spelled out as INTEREST.
  - b. Click the **Save** button.

The screenshot shows the Oracle Billing system interface. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites | Main Menu > Billing > Maintain Bills > Standard Billing'. The 'Header - Order Info' tab is active, showing the following information:

Unit:	JUD06	Bill To:	LOC0005192	Pretax Amt:	157.58 USD
Invoice:	NEXT		CARROLL COUNTY LAW LIBRARY		
PO Ref:	INTEREST	Freight Terms:			
Contract:		Ship Via:			
Contract Date:		Case Number:			
Contract Type:		PK Slip No:			
OM Bus Unit:		Sold To:			
Order No:		Sold Loc:			
Order Date:		Ship To:			
Ship Bus Unit:		Ship Loc:			
Ship ID:					

Below the form, there are navigation links: 'Go to: Header Info 2', 'Address', 'Copy Address', 'Notes', 'Express Entry', 'Summary', 'Bill Search', 'Line Search', 'Navigation: Header - Order Info', and 'Page Series: Prev Next'. At the bottom, the 'Save' button is highlighted with a red oval, along with 'Notify' and 'Refresh' buttons. The breadcrumb trail at the bottom is 'Header - Info 1 | Header - Order Info | Line - Info 1'.

6. Repeat the **Create a Local Interest Bill Process (STEP 5.2)** for each disbursement customer that will receive a portion of the interest generated on Local Revenue.

**END OF THE “INTEREST FOR CIRCUIT COURT ONLY” PORTION**



**STEP 6: Update Bill Status** – All bills generated from the Billing Interface or created manually are saved with a status of “New”. These Bills must be changed from a “New” status to “Ready” to prepare the bill for finalization. The system allows you to run the *Change Status of Bills* process, which changes the bill status to “Ready”. The process will also generate an Invoice Status Change Report, which lists all bills where the status changed to “Ready”.

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

1. The *Bill Status Change* Run Control page will display.
  - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab.  
Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The *Change Status of Bills* Run Control page will display.
  - a. Complete the following run control settings:
    - i. **From Status:** select “New”.
    - ii. **To Status:** select “Ready Bill”.
    - iii. **Range Selection:** select “Bill Source”.
    - iv. **Business Unit:** select “JUD##”, where ## is your 2-digit county code.
    - v. **Source:** enter “LOCAL\_REV”.
  - b. Click the **Save** button.
  - c. Click the **Run** button.

The screenshot shows the Oracle 'Change Status of Bills' Run Control page. At the top, there is a navigation breadcrumb: 'Main Menu > Billing > Maintain Bills > Change Status of Bills'. The page title is 'Change Status of Bills'. Below the title, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Run Control ID' is set to 'LRV' and the 'Language' is 'English'. There are two main sections: 'From Status' and 'To Status'. The 'From Status' section has radio buttons for 'New' (checked), 'Hold', 'Pending', 'Ready', and 'Canceled'. The 'To Status' section has a dropdown menu for '\*New Bill Status:' set to 'Ready Bill'. Below these are 'Range Selection' options with radio buttons: 'All', 'Invoice ID', 'Cust ID', 'Bill Type', 'Bill Source' (selected), 'Date Bill Added', 'Range ID', and 'Copy Group ID'. There are also checkboxes for 'Include Consolidation Group', a 'Business Unit' field with 'JUD06', and a 'Source' field with 'LOCAL\_REV'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

3. The *Process Scheduler Request* page will display
  - a. Confirm the **BIIVCSTS** Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.



## OTC – End-of-Month Local Revenue Disbursements Process

4. The [Change Status of Bills](#) 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 [BIIVCSTS](#) process is running.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status.
6. The [Process Detail](#) page will display.
  - a. Click the [View Log/Trace](#) link to review the logs associated with the results of the process.
7. The [View Log/Trace](#) page will display.
  - a. Click the [biivcsts](#) PDF file to open the Invoice Status Change Report to review all bills. Notice that all bills have a status of “RDY”.

ORACLE®

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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

New Window | Personalize Page | http

### View Log/Trace

**Report**

Report ID: 164893      Process Instance: 183568      [Message Log](#)

Name: BIIVCSTS      Process Type: SQR Report

Run Status: Success

Invoice Status Change

**Distribution Details**

Distribution Node: PSUNIX      Expiration Date: 03/23/2014

**File List**

Name	File Size (bytes)	Datetime Created
SQR_BIIVCSTS_183568.log	1,539	03/09/2014 5:19:11.706135PM EDT
<a href="#">biivcsts_183568.PDF</a>	2,384	03/09/2014 5:19:11.706135PM EDT
biivcsts_183568.out	0	03/09/2014 5:19:11.706135PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	lauren.smith

[Return](#)

PeopleSoft BI

Report ID: BIIVCSTS      INVOICE STATUS CHANGE REPORT      Page No. 1

Run Date 03/09/2014

Run Time 17:19:01

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD06	0000946130	LRV	CARROLL COUNTY COMMISSIO	LOC0006156				IMMED	B	H	N
RDY		0000946131	LRV	CARROLL COUNTY COMMISSIO	LOC0006156				IMMED	B	H	N
RDY		0000946132	LRV	CITY OF WESTMINSTER	LOC0006087				IMMED	B	H	N
RDY		0000946133	LRV	CARROLL COUNTY LAW LIBRA	LOC0005192				IMMED	B	H	N
RDY		0000946134	LRV	CARROLL COUNTY COMMISSIO	LOC0006156				IMMED	B	H	N
RDY		0000946135	LRV	CARROLL COUNTY LAW LIBRA	LOC0005192				IMMED	B	H	N
RDY		0000946136	LRV	CARROLL COUNTY COMMISSIO	LOC0006156				IMMED	B	H	N
RDY		0000946137	LRV	MD STATE ARCHIVES	LOC0006447				IMMED	B	H	N
RDY		0000946138	LRV	CITY OF TANeyTOWN	LOC0006084				IMMED	B	H	N
RDY		0000946139	LRV	CARROLL COUNTY SHERIFF	LOC0006155				IMMED	B	H	N
RDY		0000946140	LRV	FREDERICK COUNTY SHERIFF	LOC0006208				IMMED	B	H	N
RDY		0000946141	LRV	BALTIMORE COUNTY SHERIFF	LOC0006138				IMMED	B	H	N
RDY		0000946142	LRV	TOWN OF MANCHESTER	LOC0006795				IMMED	B	H	N
RDY		0000946143	LRV	TOWN OF HAMPSTAD	LOC0006737				IMMED	B	H	N

Range Option: BILL SOURCE

Bill Source Id: LOCAL\_REV

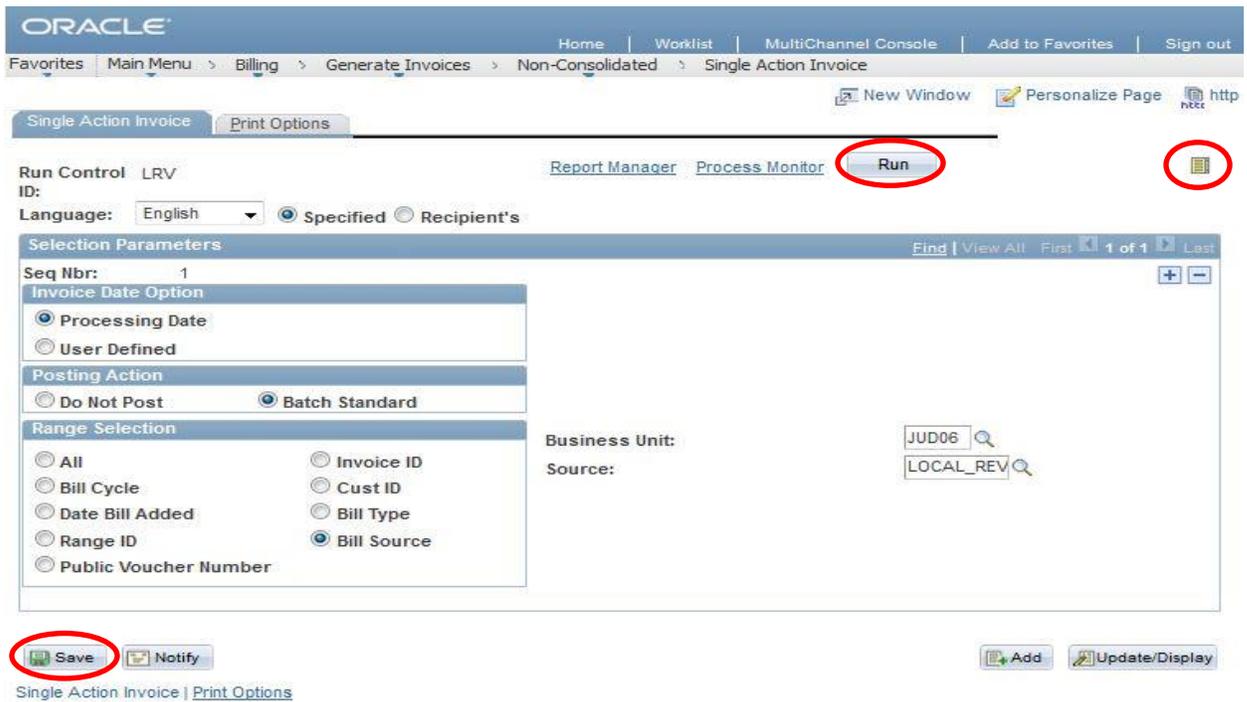
Business Unit: JUD06

Total Number of bills updated: 14

**STEP 7: Process Single Action Invoice** - Finalize bills by running the Single Action Invoice process. This process only runs when bills have a status of “RDY”.

**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 if needed using the “Find an Existing Value” tab. Recommendation is to use the run control id you created for LRV or Local Revenue.
2. 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 Source”.
    - iv. **Business Unit:** enter “JUD##”, where ## is your 2-digit county code.
    - v. **Source:** enter “LOCAL\_REV”.



- 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. (Note the # for verification later in the process.)
  - i. Click the **Return** button to return to the *Single Action Invoice* run control page, and then click the **Run** button.



# OTC – End-of-Month Local Revenue Disbursements Process

## Bills To Be Processed

Bills To Be Processed						
BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD06	0000946130	RDY	LOC0006156	XMLPUB	X	Print Copy
JUD06	0000946131	RDY	LOC0006156	XMLPUB	X	Print Copy
JUD06	0000946132	RDY	LOC0006087	XMLPUB	X	Print Copy
JUD06	0000946133	RDY	LOC0005192	XMLPUB	X	Print Copy
JUD06	0000946134	RDY	LOC0006156	XMLPUB	X	Print Copy
JUD06	0000946135	RDY	LOC0005192	XMLPUB	X	Print Copy
JUD06	0000946136	RDY	LOC0006156	XMLPUB	X	Print Copy
JUD06	0000946137	RDY	LOC0006447	XMLPUB	X	Print Copy
JUD06	0000946138	RDY	LOC0006084	XMLPUB	X	Print Copy

[Return](#)

3. 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.

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

[New Window](#)

### Process Scheduler Request

User ID: lauren.smith      Run Control ID: LRV

---

Server Name:       Run Date: 03/12/2014

Recurrence:       Run Time: 3:00:33PM     

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	BIVC000	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 indicating that the AOC\_MAIN process has begun.
  - b. Click the [Process Monitor](#) link.



## OTC – End-of-Month Local Revenue Disbursements Process

5. The *Process List* page will display.
  - a. Click the [AOC MAIN](#) process name link to see its sub-processes.
  - b. 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 Refresh

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. This number should match the number of bill headers you noted from the Billing Interface process.
 

**NOTE:** Make sure that “0 bill(s) were found to contain errors(s).” **If there are errors, STOP and call the helpdesk.**
- ii. Click the **Return** button, then the **OK** button to return to the AOC\_MAIN. Click the **BILDAR01** sub-process.
  1. Click the [View Log/Trace](#) link and select the PDF file. Review the “Load AR Pending Items” report to confirm total # of invoices and amounts.

Report ID: BILDAR01 PeopleSoft BI  
LOAD AR PENDING ITEMS Page No. 1  
Run Date 03/24/2014  
Run Time 14:35:01

Range Option: BILL SOURCE  
Bill Source Id: LOCAL REV  
Business Unit:  
Post Action: Post Later

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINK	ENTRY TYPE	ENTRY RSN	ENTRY USER ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR ACCOUNTING DT	TERMS
162	1	LOC0005025	0000975249		CR	LRVDS	IT-02	-3.45	USD	-3.45	USD 2014-02-28	IMMED
	2	LOC0005243	0000975244		CR	LRVDS	IT-02	-9.20	USD	-9.20	USD 2014-02-28	IMMED
	3	LOC0006024	0000975236		CR	LRVDS	IT-02	-51.75	USD	-51.75	USD 2014-02-28	IMMED
	4	LOC0006193	0000975238		CR	LRVDS	IT-02	-580.00	USD	-580.00	USD 2014-02-28	IMMED
	5	LOC0006193	0000975241		CR	LRVDS	IT-02	-177.25	USD	-177.25	USD 2014-02-28	IMMED
	6	LOC0006193	0000975242		CR	LRVDS	IT-02	-112.10	USD	-112.10	USD 2014-02-28	IMMED
	7	LOC0006193	0000975247		CR	LRVDS	IT-02	-37.50	USD	-37.50	USD 2014-02-28	IMMED
	8	LOC0006194	0000975232		CR	LRVDS	IT-02	-34,090.98	USD	-34,090.98	USD 2014-02-28	IMMED
	9	LOC0006194	0000975233		CR	LRVDS	IT-02	-53,247.51	USD	-53,247.51	USD 2014-02-28	IMMED
	10	LOC0006194	0000975234		CR	LRVDS	IT-02	-15.18	USD	-15.18	USD 2014-02-28	IMMED
	11	LOC0006194	0000975235		CR	LRVDS	IT-02	-17,551.25	USD	-17,551.25	USD 2014-02-28	IMMED
	12	LOC0006194	0000975237		CR	LRVDS	IT-02	-166.25	USD	-166.25	USD 2014-02-28	IMMED
	13	LOC0006194	0000975239		CR	LRVDS	IT-02	-750.00	USD	-750.00	USD 2014-02-28	IMMED
	14	LOC0006194	0000975240		CR	LRVDS	IT-02	-159.52	USD	-159.52	USD 2014-02-28	IMMED
	15	LOC0006194	0000975243		CR	LRVDS	IT-02	-2,438.89	USD	-2,438.89	USD 2014-02-28	IMMED
	16	LOC0006194	0000975245		CR	LRVDS	IT-02	-1,460.63	USD	-1,460.63	USD 2014-02-28	IMMED
	17	LOC0006194	0000975246		CR	LRVDS	IT-02	-70.00	USD	-70.00	USD 2014-02-28	IMMED
	18	LOC0006194	0000975248		CR	LRVDS	IT-02	-33.75	USD	-33.75	USD 2014-02-28	IMMED
	19	LOC0006194	0000975251		IN	LRVDS	IT-01	812.25	USD	812.25	USD 2014-02-28	IMMED
	20	LOC0006447	0000975250		CR	LRVDS	IT-02	-12.50	USD	-12.50	USD 2014-02-28	IMMED

# OF INVOICES IN GROUP: 20  
# OF AR ENTRIES IN GROUP: 20  
ACCOUNTS RECEIVABLE AMOUNT: -110,155.46 USD

TOTAL # OF INVOICES PROCESSED: 20  
TOTAL # OF AR ENTRIES GENERATED: 20



**STEP 8: Run the AR\_UPDATE Process for Local Revenue – The Request Receivables Update process updates each customer’s bills or payments in the AR module.**

**NAVIGATION:** Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

1. The *Request Receivables Update* 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.: “LRV” for Local Revenue).
2. The *Receivable Update Request* page will display.
  - a. Enter the following run control parameters.
    - i. **Group Unit:** enter “JUD##”, where ## is your 2-digit county code.
    - ii. **Process Frequency:** = “Always”
    - iii. **Accounting Date From:** enter 01/01/2013.
    - iv. **Accounting Date To:** Enter today’s date.
  - b. Click the **Save** button.
  - c. Click the **Run** button.

Process Request Parameters

\*Group Unit: JUD02

Process Frequency: Always

\*Accounting Date From: 01/01/2013

\*Accounting Date To: 04/01/2014

\*High Balance Basis Date: Run Date

Customer History Options

- User Defined
- Payment Performance
- DSO
- SubCustomer

Last Run On

Last Run On:

Process Instance:

Save Notify Add Update/Display



# OTC – End-of-Month Local Revenue Disbursements Process

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

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page | http

### Process Scheduler Request

User ID: lauren.smith      Run Control ID: LRV

Server Name:       Run Date: 04/01/2014

Recurrence:       Run Time: 1:23:41PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	<a href="#">PS/AR Receivable Update</a>	ARUPDATE	PSJob	(None)	(None)	<a href="#">Distribution</a>

4. The [Receivable Update Request](#) page will display.
  - a. A Process Instance number will display indicating that the ARUPDATE process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the [Process List](#) to see the [ARUPDATE](#) process is running.
  - b. Click the [ARUPDATE](#) process name link to see its sub-processes.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

Process List | **Server List**

Actions

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

Server:     Name:     Instance:  to

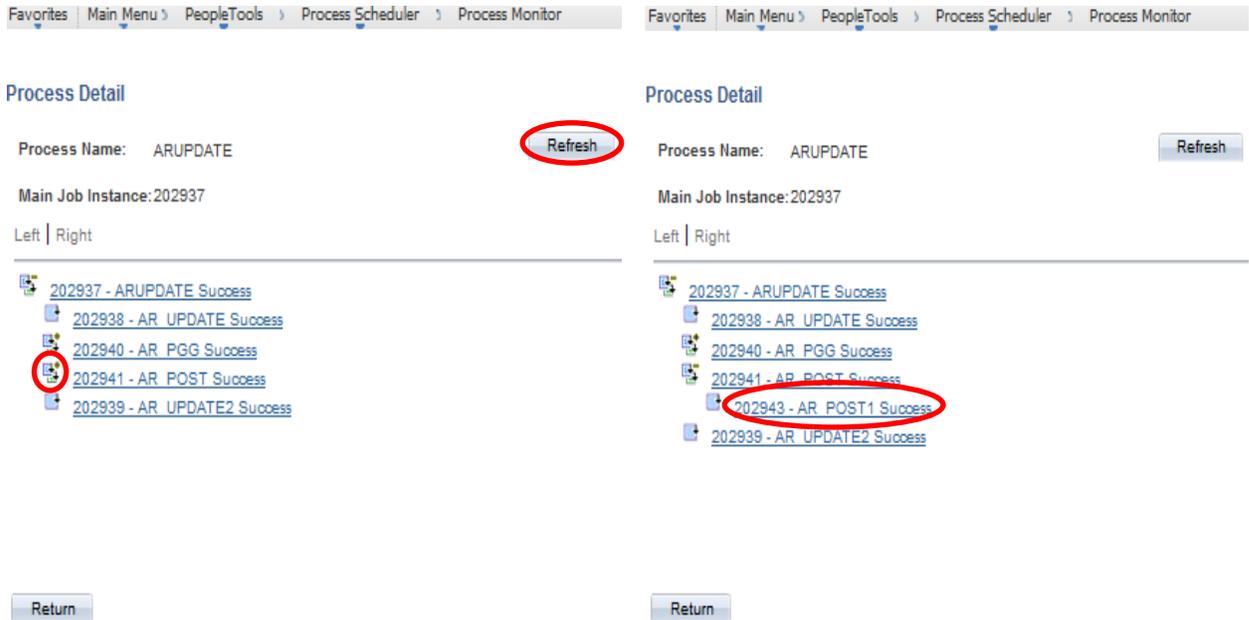
Run Status:     Distribution Status:      Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	208951		PSJob	<a href="#">ARUPDATE</a>	lauren.smith	04/11/2014 8:46:48AM EDT	Success	Posted	<a href="#">Details</a>



## OTC – End-of-Month Local Revenue Disbursements Process

6. The *Process Detail* page will display.
  - a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
  - b. Click the expand icon  for the [AR POST](#) sub-process.
  - c. Click the [AR POST1](#) link.



The image shows two side-by-side screenshots of the 'Process Detail' page in a web application. Both screenshots show the breadcrumb navigation: 'Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor'. The left screenshot shows the 'Process Name: ARUPDATE' and 'Main Job Instance: 202937'. A 'Refresh' button is circled in red. Below the process list, the '202941 - AR POST Success' item has its expand icon circled in red. The right screenshot shows the same page after a refresh, with the '202943 - AR POST1 Success' item circled in red. Both screenshots have a 'Return' button at the bottom.



## OTC – End-of-Month Local Revenue Disbursements Process

- d. Click the [Message Log](#) link to review the number of updated transactions. Take note of:
  - i. The number of Transactions selected. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier. (e.g., 11 Transactions selected to be processed).
  - ii. The number of Transactions rejected. If there are rejected transactions, **STOP and call the JIS Help Desk to submit a ticket.**

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Update](#) > [Request Receivables Update](#)

### Message Log

Process			
<b>Instance:</b>	202798	<b>Type:</b>	Application Engine
<b>Name:</b>	AR_POST1	<b>Description:</b>	PS/AR Posting
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a>   1-12 of 12   <a href="#">Last</a>			
Severity	Log Time	Message Text	Explain
10	2:28:23PM	Phase I - Building Work Tables	<a href="#">Explain</a>
10	2:28:24PM	6 Groups Selected	<a href="#">Explain</a>
10	2:28:31PM	1 Row(s) Processed	<a href="#">Explain</a>
10	2:28:35PM	6 Customers will be affected in 1 Business Units	<a href="#">Explain</a>
10	2:28:37PM	11 Transactions Selected(11 Affecting Existing Items, 0 Creating New Items)	<a href="#">Explain</a>
10	2:28:38PM	0 Transactions rejected	<a href="#">Explain</a>
10	2:28:40PM	11 Transactions affecting 11 Items (11 Existing, 0 New, 0 Errs) Selected	<a href="#">Explain</a>
10	2:28:43PM	11 Items to be processed, 0 New, 11 Existing	<a href="#">Explain</a>
10	2:28:46PM	Phase II - Database Update	<a href="#">Explain</a>
10	2:28:49PM	6 Groups with 11 Transactions affecting 11 Items of 6 Customers Processed	<a href="#">Explain</a>
	2:28:50PM	Published message with ID cdb16e1e-bb5d-11e3-a637-fc80a077178e to create entry in folder GENERAL.	<a href="#">Explain</a>
	2:28:50PM	Successfully posted generated files to the report repository	<a href="#">Explain</a>

[Return](#)



# OTC – End-of-Month Local Revenue Disbursements Process

## STEP 9: Verify Local Revenue Disbursements - Review individual customer accounts.

**NOTE:** To view all payments, leave the Customer field blank.

**NAVIGATION:** Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

1. The **Item List** page will display.
  - a. **SetID:** leave set to the default of “SHARE”.
  - b. **Unit:** enter “JUD##”, where ## is your 2-digit county code.
  - c. **Customer:** leave blank to view all open items for all customers.
  - d. Click the **Search** button.
  - e. Review the results in the **Item List** section to ensure the Total Amount is correct, and the number of bill in the Item List (blue line) is correct, and that the **Entry Reason** reads “LRVDS or LRINT”, as these are the items to be processed.

Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Item List | Advanced Search

SetID: **SHARE** Unit: **JUD13** Customer:  \*Level: No Relationship

\*Status: Open Search Advanced Search

Row Selection: Range:  GO Select All Deselect All

Account Overview: Item Action: Select Action... GO

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	<a href="#">0004394490</a>			1JUD13	LOC0006236	Open	IMMED	CR	LRINT	07/31/2015	7	-100.00	USD
2	<input type="checkbox"/>	<a href="#">0004394491</a>			1JUD13	LOC0006238	Open	IMMED	CR	LRVDS	07/31/2015	7	-345.00	USD
3	<input type="checkbox"/>	<a href="#">0004394492</a>			1JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-2,315,065.14	USD
4	<input type="checkbox"/>	<a href="#">0004394493</a>			1JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-9,675.00	USD
5	<input type="checkbox"/>	<a href="#">0004394494</a>			1JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-800.00	USD
6	<input type="checkbox"/>	<a href="#">0004394495</a>			1JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-7,334.15	USD
7	<input type="checkbox"/>	<a href="#">0004394496</a>			1JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-2,693.24	USD
8	<input type="checkbox"/>	<a href="#">0004394497</a>			1JUD13	LOC0006238	Open	IMMED	CR	LRVDS	07/31/2015	7	-3,690.00	USD

Search Result Totals

Debits:		Debit Amount:		Currency:	USD
Credits:	9	Credit Amount:	-2,339,759.53	Currency:	USD
Total:	9	Total Amount:	<b>-2,339,759.53</b>	Currency:	USD
Selected:				Currency:	



**STEP 10: Run the AR Aging Report** – Run the *Detail by Unit* Aging report. By using the Detail Aging report, you will see each credit invoice (ordered by LOC customer ID) on the report that corresponds to each Item ID on the Maintenance Refund Worksheet page. This will help to indicate the number of open items to select, and match the total at the bottom of the page to the aging report for that customer.

**Example:** If Customer ID LOC0006599 has 8 open invoices for March on the Aging Report, that same Customer should have 8 open items on the refund worksheet.

**NAVIGATION:** *Accounts Receivables > Receivables Analysis > Aging > Aging Detail by Unit Rpt*

1. The **Aging Detail by Unit** 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.: “LRV” for Local Revenue).
2. The **Aging Detail by Unit** page will display.
  - a. Enter the following run control parameters.
    - i. **As of Date:** = **Enter today’s date.**
    - ii. **SetID:** will default to “SHARE”.
    - iii. **Aging ID:** enter “AOC”.
    - iv. **Amount Type:** will default to “Base Curr”.
    - v. **Rate Type:** “CRRNT”.
    - vi. **Customer ID:** Leave this field BLANK.
    - vii. **Display Option:** will default to “Include All”.
  - b. In the Business Unit section:
    - i. **Business Unit:** enter “JUD##”, where ## is your 2-digit county code.
  - c. Click the **Save** button.
  - d. Click the **Run** button.

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

### Aging Detail By Unit

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

Language: English

**Report Request Parameters**

As of Date: 04/09/2014

SetID: SHARE CORPORATE SETID

Aging ID: AOC AOC Aging

Amount Type: Base Curr

Rate Type: CRRNT Current Rate

Customer ID:  **← Leave field blank**

\*Display Option: Include All

Business Unit	
*Business Unit	Description
JUD23	Worcester County Circuit Court

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



# OTC – End-of-Month Local Revenue Disbursements Process

3. The *Process Scheduler Request* page will display.
  - a. Confirm the Process Name AR30003 (Aging Detail by Business Unit) is listed and selected in the Process List section.
  - b. Click the **OK** button.

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

### Process Scheduler Request

User ID: lauren.smith      Run Control ID: LRV

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

Recurrence:      Run Time: 10:45:41AM      [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	<a href="#">Distribution</a>

**OK**    Cancel

4. The *Aging Detail by Unit* page will display.
  - a. A Process Instance number will display indicating that the process has begun.
  - b. Click the [Process Monitor](#) link.
5. The *Process List* page will display.
  - a. Review the *Process List* to see the AR30003 process is running.
  - b. Click the **Refresh** button until the **Run Status** = "Success" and the **Distribution Status** = "Posted".
  - c. Click the [Details](#) link.

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

Process List    Server List

Actions

User ID: lauren.smith    Type:    Last:    1 Days    [Refresh](#)

Server:    Name:    Instance:    to:     Save On Refresh

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"/>	206727		SQR Report	AR30003	lauren.smith	04/09/2014 10:45:41AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	206717		PSJob	<a href="#">ARUPDATE</a>	lauren.smith	04/09/2014 10:20:47AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	206703		PSJob	<a href="#">AOC_MAIN</a>	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_BIIF0001	lauren.smith	04/08/2014 8:54:47PM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Aging Detail by Unit Rpt](#)

[Save](#)    [Notify](#)

Process List | [Server List](#)





**STEP 11: Create a Refund Worksheet** - The worksheet will be used to mark the open items (invoices) as refunds so they can be processed by the Request Refund Item process which loads the items into Accounts Payable for disbursement.

**NAVIGATION:** *Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet*

**NOTE:** *Click Search to see if there are already existing worksheets before creating a new worksheet. If a worksheet exists, be sure it is completed and do not create another one for this same Customer ID.*

**TO CREATE A NEW WORKSHEET**

**NAVIGATION:** *Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet*

1. Click the *Add a New Value* tab to create a new worksheet.

**NOTE:** *A Refund Worksheet must be created for each customer to receive a disbursement.*

- a. **Worksheet Business Unit:** enter "JUD##".
- b. Click the **Add** button.

**Create Worksheet**

Worksheet Business Unit:

Worksheet ID:



## OTC – End-of-Month Local Revenue Disbursements Process

2. The **Worksheet Selection** page will display.
  - a. **CustID**: enter the customer number from the Aging Report (LOC000xxxx).
  - b. Hit the “TAB” key on your keyboard to auto-fill the remaining information.
  - c. Be sure the **Business Unit** field has your JUDxx filled in. If not, insert it.
  - d. Be sure that the **Acctg Date**: defaults to today’s date.
  - e. Click the **Build** button.

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

Worksheet Selection | Worksheet Matches

Unit: JUD23      Worksheet ID: 188

**Customer Criteria**

\*Customer Criteria: Customer Reference Find | View All | First 1 of 1 | Last

Customer Items

Cust ID: LOC000637  
Name: WORCESTER COUNTY COMMISSIONERS  
Remit SetID: SHARE  
Corporate SetID: SHARE  
Rate Type: CRRNT  
MICR ID:

Business Unit: JUD23  
Remit From ID: LOC0006379  
Corporate ID: LOC0006379  
Acctg Date: 04/09/2014

**Reference Criteria**

\*Reference Criteria: None

\*Restrict to: All Customers

\*Match Rule: Exact Match

Anchor BU:

**Item Reference** Personalize | Find | View All | First 1 of 1 | Last

Qual Code	Reference	To Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Item Inclusion Options**

All Items       Deduction Items Only       Items in Dispute Only  
 Exclude Deduction Items       Exclude Collection Items       Exclude Dispute Items

**Item Selection Filter**

Acctg Date From:       Acctg Date To:   
AR Specialist:       Deduction Reason:       Broker ID:

**Worksheet Action**

           Created Date/Time: 04/09/14 10:57AM      Number of items in worksheet: 7

Worksheet Selection      [Worksheet Application](#)      [Worksheet Action](#)

[Worksheet Selection](#) | [Worksheet Matches](#)

3. The **Worksheet Application** page will display. Perform the following steps **in the order they are listed**:
  - a. **Reason Code**: enter “LOCAL\_REV” in the upper right corner of the page.
  - b. In the **Item Action** section:
    - i. **Entry Type**: select “Refund A Credit”.
    - ii. **Reason**: select “LRVDS” or select from the look-up list by using the magnifying glass.
  - c. In the **Item List** section, click the [View All](#) link if necessary to see all entries for disbursement.
    - i. Select the checkbox to the left of **ALL** of the entries to be disbursed, including interest.
  - d. Click the **Refresh** button to auto-fill the **Type** and **Reason** fields for each line selected.
  - e. Click the **Save** button.
  - f. Click the [Worksheet Action](#) link at the bottom of the page.

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

### Worksheet Application

[Anchor Information](#)

Unit: JUD23 Worksheet ID: 192 Currency: USD Accounting Date: 04/11/2014 Reason Code: LOCAL\_REV

**Item Action**

Entry Type: Refund A Credit

Reason: LRVDS

**Row Selection**

Choice: Select Range

Range:  Go

**Display Control**

Display: All Items Go

**Item List** [Personalize](#) | [View All](#) | First 1 of 1 Last

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer
	1	<input checked="" type="checkbox"/>	-170.59	USD	0001116113		RC	LRVDS	JUD23	LOC0006584

[Add Item](#) [Group View](#)

Balance											
Dr:	0.00	Cr:	0.00	Adj:	0.00	Net:	0.00	WO:	0.00	Ref:	-170.59

[Worksheet Selection](#)   
 [Worksheet Application](#)   
 [Worksheet Action](#)   
 [Attachments \(0\)](#)   
 [View Audit Logs](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)



## OTC – End-of-Month Local Revenue Disbursements Process

4. The *Worksheet Action* page will display.
  - a. In the *Posting Action* section, select the *Batch Standard* option.
  - b. Click the **OK** button.
  - c. Click the **Save** button.

**Note: Repeat STEP 11 as needed for each customer receiving a disbursement.**

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

### Worksheet Action

Unit: JUD23      Worksheet ID: 188      Accounting Date: 04/09/2014

---

Status: Do Not Post

**Worksheet Action**

Delete Worksheet

Delete Maintenance Group

**Posting Action**

Action: Batch Standard      **OK**

**Accounting Entry Action**

Create/Review Entries

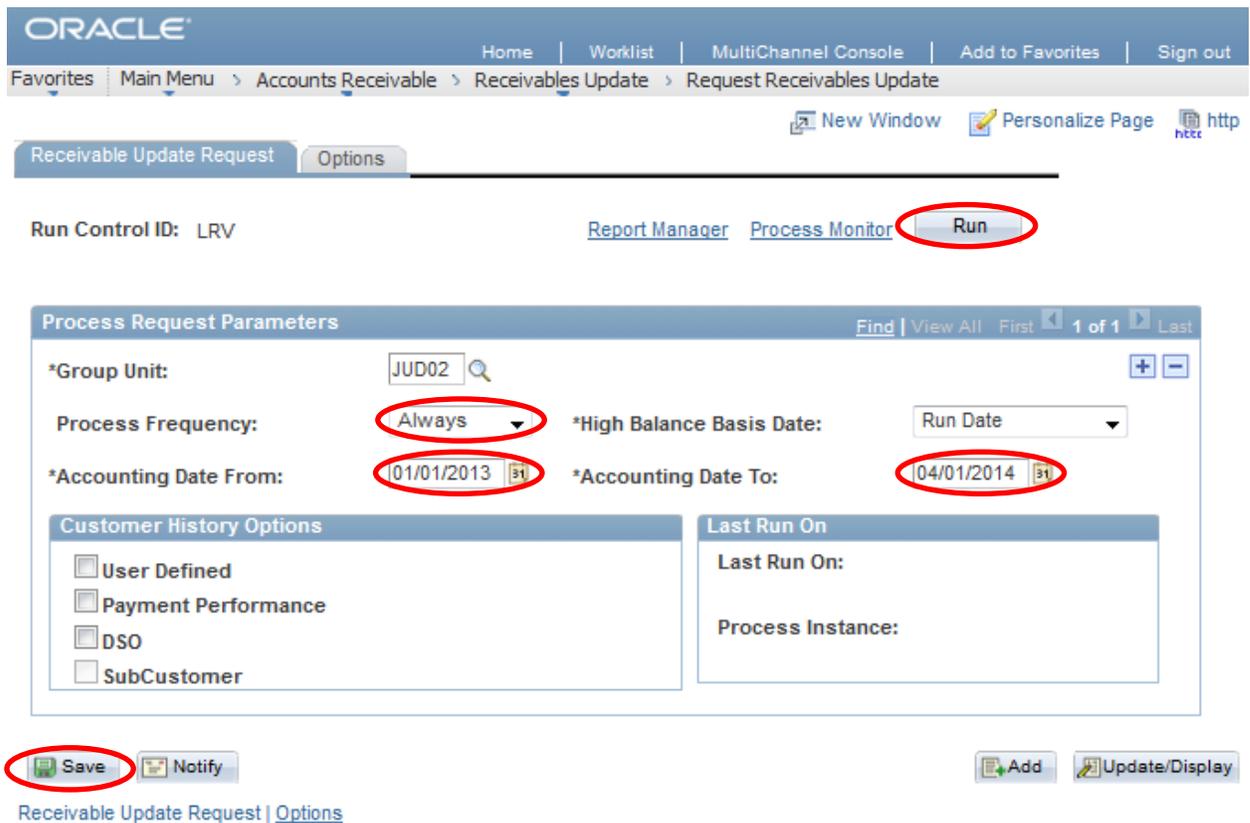
[Worksheet Selection](#)                      [Worksheet Application](#)                      Worksheet Action

**Save**      Return to Search      Notify

## STEP 12: Re-Run the AR\_UPDATE Process for Local Revenue

**NAVIGATION:** Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

1. The **Request Receivables Update** 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.: “LRV” for Local Revenue).
2. The **Receivable Update Request** page will display.
  - a. Enter the following run control parameters.
    - i. **Process Frequency:** = “Always”
    - ii. **Accounting Date From:** 01/01/2013.
    - iii. **Accounting Date To:** **Enter today’s date.**
  - b. Click the **Save** button.
  - c. Click the **Run** button.



ORACLE® Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page | http

Receivable Update Request | Options

Run Control ID: LRV | Report Manager | Process Monitor | **Run**

Process Request Parameters | Find | View All | First | 1 of 1 | Last

\*Group Unit: JUD02

Process Frequency: **Always** | \*High Balance Basis Date: Run Date

\*Accounting Date From: **01/01/2013** | \*Accounting Date To: **04/01/2014**

Customer History Options:  User Defined,  Payment Performance,  DSO,  SubCustomer

Last Run On: Last Run On: | Process Instance:

**Save** | Notify | Add | Update/Display

Receivable Update Request | Options

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

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page | http

### Process Scheduler Request

User ID: lauren.smith      Run Control ID: LRV

Server Name:       Run Date: 04/01/2014

Recurrence:       Run Time: 1:23:41PM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

4. The [Receivable Update Request](#) page will display.
  - a. A Process Instance number will display 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 [ARUPDATE](#) process is running.
  - b. Click the [ARUPDATE](#) process name link to see its sub-processes.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page

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"/>	202785		PSJob	<a href="#">ARUPDATE</a>	lauren.smith	04/03/2014 2:15:42PM EDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	202778		BI Publisher	AOCDISBSUM	lauren.smith	04/03/2014 12:53:46PM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Request Receivables Update](#)

Process List | [Server List](#)



# OTC – End-of-Month Local Revenue Disbursements Process

- 6. The *Process Detail* page will display.
  - a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
  - b. Click the expand icon for the [AR POST](#) sub-process.
  - c. Click the [AR POST1](#) link.

The image shows two side-by-side screenshots of the 'Process Detail' page. Both pages show 'Process Name: ARUPDATE' and 'Main Job Instance: 202937'. The left screenshot has a red circle around the 'Refresh' button. The right screenshot has a red circle around the '202943 - AR\_POST1 Success' link in the process list.

- d. Click the [Message Log](#) link to review the number of updated transactions. Take note of:
  - i. The number of groups selected. This should match the number of customers on the Disbursement Statements you printed earlier. (e.g., 6 Groups Selected)
  - ii. The number of Items to be processed. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier. (e.g., 11 Items to be processed)

The image shows a screenshot of the 'Message Log' page. At the top, it says 'Process Instance: 202798, Type: Application Engine, Name: AR\_POST1, Description: PS/AR Posting'. Below is a table with columns: Severity, Log Time, Message Text, and Explain. The entry '11 Transactions Selected(11 Affecting Existing Items, 0 Creating New Items)' is highlighted with a red box.

Severity	Log Time	Message Text	Explain
10	2:28:23PM	Phase I - Building Work Tables	Explain
10	2:28:24PM	6 Groups Selected	Explain
10	2:28:31PM	1 Row(s) Processed	Explain
10	2:28:35PM	6 Customers will be affected in 1 Business Units	Explain
10	2:28:37PM	11 Transactions Selected(11 Affecting Existing Items, 0 Creating New Items)	Explain
10	2:28:38PM	0 Transactions rejected	Explain
10	2:28:40PM	11 Transactions affecting 11 Items (11 Existing, 0 New, 0 Errs) Selected	Explain
10	2:28:43PM	11 Items to be processed, 0 New, 11 Existing	Explain
10	2:28:46PM	Phase II - Database Update	Explain
10	2:28:49PM	6 Groups with 11 Transactions affecting 11 Items of 6 Customers Processed	Explain
	2:28:50PM	Published message with ID cdb16e1e-bb5d-11e3-a637-fc80a077178e to create entry in folder GENERAL.	Explain
	2:28:50PM	Successfully posted generated files to the report repository	Explain

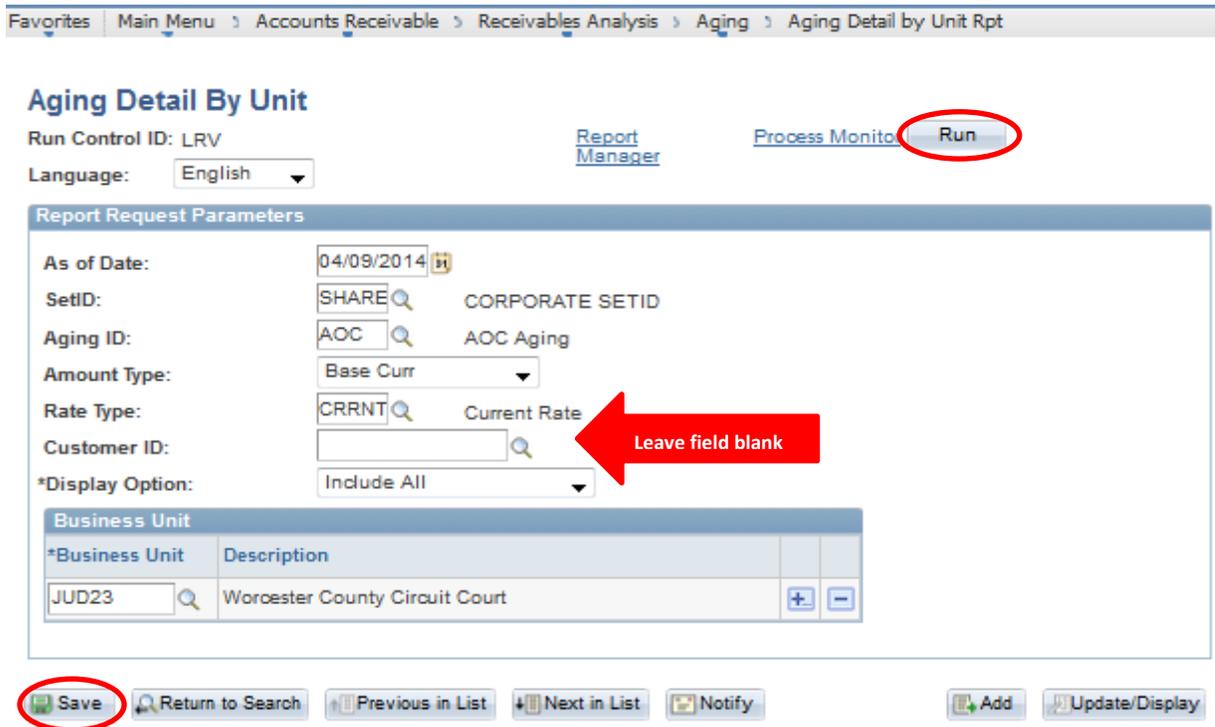
**STEP 13: Re-Run the AR Aging Report – to confirm the LOC Customers no longer exist.**

**NAVIGATION:** Accounts Receivables > Receivables Analysis > Aging > Aging Detail by Unit Rpt

1. The **Aging Detail by Unit** Run Control page will display.
  - a. Select a Run Control – Use the same run control from the previous time you ran this report.

**Note:** if you choose the same run control from the previous report process you need only to change the As of Date, Save and Run.

2. The **Aging Detail by Unit** page will display.
  - a. Enter the following run control parameters.
    - i. **As of Date:** = **Enter today's date.**
    - ii. **SetID:** will default to "SHARE".
    - iii. **Aging ID:** "AOC".
    - iv. **Amount Type:** will default to "Base Curr".
    - v. **Rate Type:** "CRRNT".
    - vi. **Customer ID:** Leave this field BLANK.
    - vii. **Display Option:** will default to "Include All".
  - b. In the Business Unit section:
    - i. **Business Unit:** enter "JUD##", where ## is your 2-digit county code.
  - c. Click the **Save** button.
  - d. Click the **Run** button.



Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

### Aging Detail By Unit

Run Control ID: LRV Report Manager Process Monitor Run

Language: English

**Report Request Parameters**

As of Date: 04/09/2014

SetID: SHARE CORPORATE SETID

Aging ID: AOC AOC Aging

Amount Type: Base Curr

Rate Type: CRRNT Current Rate

Customer ID:  Leave field blank

\*Display Option: Include All

Business Unit	
*Business Unit	Description
JUD23	Worcester County Circuit Court

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



## OTC – End-of-Month Local Revenue Disbursements Process

3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the AR30003 Process Name is listed and selected in the Process List section.
  - b. Click the **OK** button.

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

### Process Scheduler Request

User ID: lauren.smith      Run Control ID: LRV

Server Name: PSUNX      Run Date: 04/09/2014  
 Recurrence:      Run Time: 10:45:41AM      [Reset to Current Date/Time](#)  
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	<a href="#">Distribution</a>

**OK**    [Cancel](#)

4. The [Aging Detail by Unit](#) page will display.
  - a. A Process Instance number will display indicating that the AR30003 process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see the AR30003 process is running.
  - b. Click the **Refresh** button until the status reads "SUCCESS".
  - c. Click the [Details](#) link.

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

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"/>	208966		SQR Report	AR30003	lauren.smith	04/11/2014 10:04:53AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	208959		PSJob	<a href="#">ARUPDATE</a>	lauren.smith	04/11/2014 9:51:51AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	208958		SQR Report	AR30003	lauren.smith	04/11/2014 9:27:14AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	208951		PSJob	<a href="#">ARUPDATE</a>	lauren.smith	04/11/2014 8:46:48AM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Aging Detail by Unit Rpt](#)

[Save](#)    [Notify](#)

Process List | [Server List](#)



## OTC – End-of-Month Local Revenue Disbursements Process

6. The *Process Detail* page will display.
  - a. Click the [View Log/Trace](#) link.
  - b. Click the PDF link to open the Aging Detail by Business Unit report.

Report ID: AR30003	PeopleSoft Receivables	Page No. 1
Aging Id: SHARE/AOC	AGING DETAIL BY BUSINESS UNIT	Run Date 04/11/2014
Currency: Base Currency	as of 11-APR-2014	Run Time 10:06:02
Rate Type: CRRNT		

Item	Line As Of	Ent Typ/Rsn	Terms Document	Cur Amount	Future	Current	31-60	61-9999
-----								



**STEP 14: Load to AP for Voucher Creation** – After all items are marked as a refund, the Request Refund Item process loads them into Accounts Payable where the Vouchers are created and funds are disbursed.

**NAVIGATION:** Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

1. The *Request Refund Item* page will display.
  - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab. Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The *Refunds* page will display.
  - a. **Unit:** enter JUD##.
  - b. **Load Directly to AP:** defaults with a check in the checkbox. **THIS IS VERY IMPORTANT**
  - c. Click the **Save** button.
  - d. Click the **Run** button.

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

### Refunds

Run Control ID: LRV

[Report Manager](#)

[Process Monitor](#)

[Run](#)

#### Report Request Parameters

Unit: JUD02  Anne Arundel Circuit Court

Load Directly to AP

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Add](#)

[Update/Display](#)



## OTC – End-of-Month Local Revenue Disbursements Process

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

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

### Process Scheduler Request

User ID: lauren.smith

Run Control ID: LRV

Server Name: PSUNX

Run Date: 04/11/2014

Recurrence:

Run Time: 10:15:08AM

[Reset to Current Date/Time](#)

Time Zone:

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

**OK** Cancel

4. The [Refunds](#) page will display.
  - a. A Process Instance number will display indicating that the AR\_REFUND process has begun.
  - b. Click the [Process Monitor](#) link.

### Refunds

Run Control ID: REFUNDS

[Report Manager](#) **Process Monitor**

[Run](#)

Process Instance:23558

Report Request Parameters	
Unit:	JUD02 Anne Arundel Circuit Court
<input checked="" type="checkbox"/>	Load Directly to AP

[Save](#) [Notify](#)

[Add](#) [Update/Display](#)



# OTC – End-of-Month Local Revenue Disbursements Process

5. The *Process List* page will display
  - a. Review the *Process List* to see the AR\_REFUND process is running.
  - b. Click the **Refresh** button until the *Run Status* reads “Success” and the *Distribution Status* reads “Posted”.

avorites | Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

Process List Server List

**Actions**

User ID   Type  Last   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"/>	208967		Application Engine	AR_REFUND	lauren.smith	04/11/2014 10:15:08AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	208966		SQR Report	AR30003	lauren.smith	04/11/2014 10:04:53AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	208959		PSJob	<a href="#">ARUPDATE</a>	lauren.smith	04/11/2014 9:51:51AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	208958		SQR Report	AR30003	lauren.smith	04/11/2014 9:27:14AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	208951		PSJob	<a href="#">ARUPDATE</a>	lauren.smith	04/11/2014 8:46:48AM EDT	Success	Posted	<a href="#">Details</a>

## END OF THE LOCAL REVENUE DISBURSEMENT PROCESS