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### INTRODUCTION:

Occasionally there may be instances when the Funds Allocation Report does not accurately reflect the deposit amount. It is important to recognize and correct these errors before running the Single Action Invoice process which will finalize your bills. The following list outlines possible scenarios where corrections would be required in OTC – Billing to adjust FAR amounts:

1. Wrong Method of Payment (MOP) used on a transaction that impacts the FAR.
  - o Wrong MOP = Escrow, CCU, PNP, APL and LNJ (MDEC CC only), Stars or Revenue.
2. FAR Report is Greater than the actual Deposit amount.
  - o Ex. Cashier missed a Void or amount rung incorrectly.
3. FAR Report is Less than the actual Deposit amount.
  - o Ex. Cashier rang a revenue item as Escrow.
4. Wrong Charge Code from register, Accounting Allocation needs correction (Business License Scenario)

### FIX 1: Change MOP on All Related Bills

**Possible Scenario:** Wrong Method of Payment used on a receipt.

**Solution:** Locate the affected bill to correct the Pay Method on the Header and DeptID on the Accounting line. Re-run the FAR to see the corrections made.

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

1. The **Bill Entry** page will display. Find all related Bills.
  - a. Enter your **Business Unit:** (JUD##), where ## is your 2-digit county code.
  - b. Enter the **Contract** number (i.e. Receipt number) for the transactions that need to be adjusted.
 

**NOTE:** There may be multiple Bills per receipt that need to be adjusted. Do not assume it is a 1:1 relationship.
  - c. Click the **Search** button.
    - i. Select the Bill that needs to be adjusted from the Search Results list. If not listed modify the search criteria to find the transaction.

#### Bill Entry

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

Business Unit:    =    JUD12

Invoice:    begins with

Bill Status:    =

Customer:    begins with

Contract:    contains    5849889

Bills in Business Unit:    =

Template Invoice Flag:    =

Case Sensitive

Search    Clear    Basic Search    Save Search Criteria



2. The default tab, *Header – Info 1*, of the Bill detail page will display.

a. Change the **Pay Method** on the Bill as required.

- i. CASH = Cash
- ii. CHECK = Check
- iii. CREDIT = Credit
- iv. CCU = Central Collection Unit
- v. PNP = Parole and Probation
- vi. APL = Appeal Cases (MDEC Circuit Court Only)
- vii. LNJ = Judgement Liens (MDEC Circuit Court Only)
- viii. STARS = Electronic Fund Transfer

b. Click the [Notes](#) link at the bottom of the screen and add an audit note as to the reason for the change.

c. Click the *Line – Info 1* tab at the top.



- 3. The **Line – Info 1** tab, of the Bill detail page will display.
  - a. If you are changing the Pay Method from Cash or Check to Credit, CCU, PNP, APL, LNJ or STARS, then you will need to change all the lines with identifier of BUS-PAYMENT.

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

Identifier Look Up Date: 05/02/2016

Seq: 2 Line:  Net Extended: -75.00

Table: ID Identifier: **BUS-PAYMENT** Description: Payment Received

---

Quantity: 1.0000 From Date:

Unit of Measure: EA To Date:

Unit Price: -75.0000 Line Type: MISC  Accumulate

Gross Extended: -75.00 Tax Code:   Tax Exempt

Exempt Cert:

---

Less Discount: 0.00

Plus Surcharge: 0.00

---

Net Extended: -75.00

VAT Amount: 0.00

Tax Amount: 0.00

---

Net Plus Tax: -75.00

- b. Change the row or rows with from Bus-Payment to the appropriate CLEAR-XXX. (xxx = the Pay Method from the Header- Info 1 page).
- c. Click Save.

Header - Info 1 **Line - Info 1**

Unit: JUD12 Bill To: JUD12 Pretax Amt: 0.00 USD

Invoice: NEXT Harford County Circuit Court Max Rows: 5

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

Identifier Look Up Date: 05/04/2016

Seq: 2 Line:  Net Extended: -80.00

Table: ID Identifier: **CLEAR-CRD** Description: Clear Acct-BUS Credit Card

---

Quantity: 1.0000 From Date:

Unit of Measure: EA To Date:

Unit Price: -80.0000 Line Type: MISC  Accumulate

Gross Extended: -80.00 Tax Code:   Tax Exempt

Exempt Cert:

---

Less Discount: 0.00

Plus Surcharge: 0.00

---

Net Extended: -80.00

VAT Amount: 0.00

Tax Amount: 0.00

---

Net Plus Tax: -80.00

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

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

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

**Save**



4. The **Acctg – Rev Distribution** page will display.
  - a. Increase the Max Rows to see all Bill Lines if needed; click “View All” to see all bill lines.
  - b. Enter the corresponding **Dept ID** (see Header – Info 1 tab to confirm Pay Method) in the “Dept” field for all bill lines with Line Type = “REV”.
    - CSH = Cash
    - CHK = Check
    - CRD = Credit
    - CCU = Central Collection Unit
    - PNP = Parole and Probation
    - APL = Appeal Cases (MDEC CC only)
    - LNJ = Judgement Liens (MDEC CC only)
    - EFT = STARS
  - c. Click the **Save** Button.
  - d. Repeat the process for each Bill header related to the receipt being changed.

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

Unit: JUD12      Bill To: JUD12      Pretax Amt: 0.00 USD  
 Invoice: 0006636191      Harford County Circuit Court      Max Rows: 5

Bill Line: Seq: 1      Line:      Net Extended: 75.00  
 Identifier: RCS-106      Description: LR Plat Copy

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R120306235	C12	12030	3003	6235	1203	A0027	AY2016C	CRD	100.000

Percent: 100.00      Amount: 75.00      Gross Extended: 75.00

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

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

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

5. The **Aoc Run Bill Far** Run Control page will display.
  - a. Choose your Run Control and re-run the FAR to see the changes reflected on the Reports.  
**NOTE:** Ex. If changing from REVENUE to STARS you will need to re-run both the REVENUE and STARS FAR reports, or whichever two payment methods were affected by the change.

**End of Method of Payment Correction Process**



## FIX 2: FAR Report is Greater Than Deposit Amount - Bill is not Valid:

**Possible Scenarios:** Cashier rang payment in as Revenue instead of the Escrow, or Cashier missed a void and there is an overage on the FAR.

**Solution:** The bill needs to be canceled to remove the amount from the FAR totals.

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

1. The **Bill Entry** page will display. Find all related Bills.
  - a. **Business Unit:** Enter (JUD##), where ## is your 2-digit county code.
  - b. **Contract:** Enter original Receipt number.
  - c. Click the **Search** button.
    - i. Select the Bill that needs to be adjusted from the Search Results list. If not listed modify the search criteria to find the transaction.
2. The default tab, **Header – Info 1**, of the Bill detail page will display.
  - a. Change the Status of the Bill to Canceled = CAN to remove it from the FAR balance.
  - b. Click the **Notes** link at the bottom of the screen and add an audit note as to the reason for the change.
  - c. Click the **Save** button.

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

3. The **Aoc Run Bill Far** Run Control page will display.
  - a. Choose your Run Control and re-run the FAR to see the changes reflected on the Reports.

### End of Bill Cancellation Process



### FIX 3: FAR Report is Less Than Deposit Amount - Bill is not in GEARS:

**Possible Scenario:** Cashier rang payment in as Escrow instead of Revenue, or cashier used an invalid register key which is not setup in GEARS, or the cashier ran an incorrect amount. **Note:** Be sure you have run all your FAR reports to ensure the amount is not over for another payment method.

**Solution:** A Bill needs to be added to the batch of work to add the missing amount to the FAR.

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

1. The **Bill Entry** page will display.
  - a. Click the **Add a New Value** tab to create a new Bill.
  - b. Complete all fields with the following:
    - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
    - ii. **Invoice:** Defaults to "NEXT", meaning the next available bill number will be automatically assigned.
    - iii. **Bill Type Identifier:** "BUS"
    - iv. **Bill Source:** "REGISTER"
    - v. **Customer:** "JUD##"
    - vi. **Invoice Date:** Same as other transactions.
    - vii. **Accounting Date:** Same as Z-date
  - c. Click the **Add** button.

#### Bill Entry

The screenshot shows the 'Bill Entry' form with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields:

Business Unit:	JUD12
Invoice:	NEXT
Bill Type Identifier:	BUS
Bill Source:	REGISTER
Customer:	JUD12
Invoice Date:	05022016
Accounting Date:	05022016

At the bottom of the form, there is an 'Add' button, which is circled in red in the image.



- 2. The default tab, *Header – Info 1*, of the Bill detail page will display
  - a. **Sales:** change value from “DEFAULT” to your county location number (e.g.: “12-00-00”).
  - b. **Source:** confirm field is set to “REGISTER”.
  - c. **Pay Method:** select Check, Cash, Credit, CCU, PNP, APL, LNJ, or EFT for STARS.
  - d. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
  - e. Click the *Line – Info 1* tab.

Header - Info 1 | Line - Info 1

Unit: JUD12 Invoice: NEXT Pretax Amt: 60.00 USD

Status: NEW Invoice Date: 05/02/2016 Cycle ID: DAILY  
\*Type: BUS Source: REGISTER \*Frequency: Once  
\*Customer: JUD12 SubCust1: SubCust2:

Harford County Circuit Court

\*Invoice Form: NO\_PRINT From Date: To Date:  
Accounting Date: 05/02/2016 Pay Terms: IMMED Pay Method: Check  
Remit To: BOA Bank Account: 12  
**Sales: 12-00-00** Bill Inquiry Phone:  
Credit: DEFAULT Collector: DEFAULT  
Biller: DEFAULT Billing Authority: DEFAULT

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

Navigation: Header - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display



3. The *Line -Info 1* page will display.

a. Complete the following fields:

- i. **Table:** Enter "ID".
- ii. **Identifier:** Enter charge code of the item from the receipt that needs to be added.
- iii. **Gross Extended:** Enter amount of the item/charge code.
- iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
- v. If the original receipt has more than one Charge Code, add another bill line.
  - 1. Select the plus sign  to the right to add.
- vi. Repeat steps (3.a. i-v) for all items on the original receipt, except BUS-Payment or CLEAR-XXX.

Header - Info 1 | Line - Info 1

Unit: JUD12      Bill To: JUD12      Pretax Amt: 60.00 USD  
Invoice: NEXT      Harford County Circuit Court      Max Rows: 5

---

**Bill Line** Find | View All | First 1 of 1 | Last

Identifier Look Up Date: 05/02/2016  

Seq: 1      Line:       Net Extended: 60.00

Table:        Identifier:        Description: CV Filing Fee

---

Quantity:	<input type="text" value="1.0000"/>	From Date:	<input type="text"/>
Unit of Measure:	<input type="text" value="EA"/> 	To Date:	<input type="text"/>
Unit Price:	<input type="text" value="60.0000"/>	Line Type:	<input type="text" value="REV"/>  <input checked="" type="checkbox"/> Accumulate
Gross Extended:	<input type="text" value="60.00"/> 	Tax Code:	<input type="text"/>  <input type="checkbox"/> Tax Exempt

---

Less Discount:	0.00	Exempt Cert:	<input type="text"/>
Plus Surcharge:	0.00		
Net Extended:	60.00		
VAT Amount:	0.00		
Tax Amount:	0.00		
Net Plus Tax:	60.00		

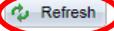
---

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

[Notes](#)      [Express Entry](#)

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

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

 Save     Notify     Refresh     Add     Update/Display



- b. After all lines are added for the Charge Codes, click the plus sign to add another bill line to represent the BUS-Payment or CLEAR-XXX amount. (This line will be the total of all the Bill lines entered as a credit to balance your transaction.)
  
- c. Complete the following fields:
  - i. **Table:** Enter "ID".
  - ii. **Identifier:** Enter BUS-Payment if Pay Method = Cash or Check
    - 1. Enter CLEAR-XXX if Pay Method = Credit, EFT, CCU, APL, LNJ or PNP
  - iii. **Gross Extended:** Enter the **NEGATIVE** amount of the item/charge code. (e.g. -25.00)
  - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
  - v. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1 | Line - Info 1

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

---

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

Identifier Look Up Date: 05/02/2016

Seq: 2      Line:      Net Extended: -60.00  
Table: ID      Identifier: BUS-PAYMENT      Description: Payment Received

Quantity: 1.0000      From Date:      To Date:      Line Type: MISC       Accumulate  
Unit of Measure: EA      Tax Code:       Tax Exempt  
Unit Price: -60.0000      Exempt Cert:        
Gross Extended: -60.00

Less Discount: 0.00  
Plus Surcharge: 0.00

Net Extended: -60.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: -60.00

Go to: [Line Info 2](#)      [Tax](#)      [Accounting](#)      [Discount/Surcharge](#)  
[Notes](#)      [Express Entry](#)  
[Summary](#)      [Bill Search](#)      [Line Search](#)      Navigation: Line - Info 1      Page Series: Prev Next



4. The **Acctg – Rev Distribution** page will display.
  - a. Click the “View All” link to complete the Charge Code allocation information for each bill line. If you do not know the allocation strategy for the Charge Code, use the Charge Code Look up section in the Appendix or run the AOC\_CHARGE\_ID\_LISTING query.
  - b. **Code:** Enter the proper General Ledger code from the look-up list using the magnifying glass icon for each Identifier/Charge Code bill line. (e.g. R020105466 = Revenue+PCA+Object, in this case means General Fund Revenue)
 

**NOTE:** All of the PCA/Object combinations relevant for your court location will be listed on the look-up list.
  - c. Click the **Refresh** button.

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

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

---

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

Seq: 1      Line:      Net Extended: 60.00  
 Identifier: UCS-1101      Description: CV Filing Fee

BI Creates GL Acct Entries

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

Acctg Information      Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R120107536	C12	12010	0001	7536	1201	A1200	AY2016		100.000

Percent: 100.00      Amount: 60.00      Gross Extended: 60.00

---

Seq: 2      Line:      Net Extended: -60.00  
 Identifier: BUS-PAYMENT      Description: Payment Received

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

Acctg Information      Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	BUS_PMT	C12		0001	2101					100.000

Percent: 100.00      Amount: -60.00      Gross Extended: -60.00

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

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

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



d. Enter the corresponding **Dept ID** in the “Dept” field for all bill lines with Line Type = “REV”.

**NOTE:** Below are the valid DeptID for bills with Type = “BUS” on the Header – Info 1 tab.

- CSH = Cash
- CHK = Check
- CRD = Credit
- EFT = STARS
- CCU = Central Collection Unit
- PNP = Parole and Probation
- APL = Appeal Cases (MDEC CC only)
- LNJ = Judgement Liens (MDEC CC only)

i. The BUS\_PMT and CLEAR- XXX GL information automatically fills requiring no change.

e. Confirm the **Pretax Amt:** is 0.00 USD. This means your bill is in balance.

f. Click the **Save** button to save your bill and generate a new Invoice number.

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

Unit: JUD12      Bill To: JUD12      **Pretax Amt: 0.00 USD**      Max Rows: 5

Invoice: 0006636192      Harford County Circuit Court

---

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

Seq: 1      Line:      Net Extended: 60.00  
 Identifier: UCS-1101      Description: CV Filing Fee

BI Creates GL Acct Entries

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

Acctg Information      Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R120107536	C12	12010	0001	7536	1201	A1200	AY2016	CHK	100.000

Percent: 100.00      Amount: 60.00      Gross Extended: 60.00

---

Seq: 2      Line:      Net Extended: -60.00  
 Identifier: BUS-PAYMENT      Description: Payment Received

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

Acctg Information      Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
BUS_PMT	C12		0001	2101					100.000

Percent: 100.00      Amount: -60.00      Gross Extended: -60.00

---

Go to:      Line Info 2      Tax      Accounting      Discount/Surcharge

Notes      Express Entry

Summary      Bill Search      Line Search      Navigation: **Acctg - Rev Distribution**      Page Series: Prev Next

**Save**      Notify      Refresh      Add      Update/Display

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



5. The *Header – Order Info* screen will display.
  - a. **PK Slip No:** Enter the **Treasury Code#** (this is the same as your Deposit Slip number.)  
**NOTE: THE TREASURY CODE MUST BE ENTERED - If the Treasury Code is not entered, when the FAR is reprinted, the new bill will print on a separate FAR without a Control Number.**
  - b. Verify or Add the following transaction information:
    - i. **Case Number:** if relevant.
    - ii. **Contract:** this is the Original Receipt #.
    - iii. **PO Ref:** this is the Original Cash Register #, if relevant.

The screenshot shows the 'Header - Order Info' screen with the following details:

- Unit: JUD12, Invoice: 0006636192
- Bill To: JUD12, Harford County Circuit Court
- Pretax Amt: 0.00 USD
- Contract: 5849889
- PK Slip No: 004589 (circled in red)
- Buttons: Save (circled in red), Notify, Refresh, Add, Update/Display

- c. Click the **Save** button.
- d. Repeat the process as needed using the **Add** button or the Copy Bill Process.

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

6. The *Aoc Run Bill Far* Run Control page will display.
  - a. Choose your Run Control and re-run the appropriate FAR report to see the changes reflected on the Reports. (Should the report not include the new bill, review the previous steps or enter a Helpdesk ticket for assistance.)

**End of Adding a New Bill Process**



### FIX 4: Wrong Charge Code from the Register:

**Possible Scenario:** Wrong Charge code from the register was selected but the amount is correct, or the GEARS Charge Code setup was found to be incorrect. (Ex. Wrong Business License Municipality key was selected)

**Solution:** Add a new line and notes to the bill to maintain the integrity of the original data and then remove the incorrect line.

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

1. The **Bill Entry** page will display. Find all related Bills.
  - a. **Business Unit:** Enter (JUD##), where ## is your 2-digit county code.
  - b. **Contract:** Enter original Receipt number.
  - c. Click the **Search** button.
    - i. Select the Bill that needs to be adjusted from the Search Results list. If not listed modify the search criteria to find the transaction.
2. The default tab, **Header – Info 1**, of the Bill detail page will display.
  - a. Click the **Notes** link at the bottom of the screen and add an audit note as to the reason for the change.

- b. Click the **Line – Info 1** tab.



3. The [Line – Info 1](#) page will display.
  - a. Find the Bill line where the Identifier is incorrect.
  - b. In the Identifier field, enter the correct Charge Code or use the look-up glass to the right of the line to find the correct Charge Code:
    - i. **Identifier:** Enter the correct charge code that should have been added.  
  
Note: A warning message will appear telling you the amount will need to be re-entered.
    - ii. **Gross Extended:** Enter amount of the item/charge code.
    - iii. Click the **Refresh** button at the bottom of the screen to auto-fill the other data Click the [Accounting](#) link at the bottom of the [Line Info 1](#) page.

Bill Line

Identifier Look Up Date: 05/02/2016

Seq: 1 Line: Net Extended: 60.00

Table: ID Identifier: UCS-1101 Description: CV Filing Fee

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

Unit of Measure: EA Unit Price: 60.0000 Tax Code: Tax Exempt

Gross Extended: 60.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 60.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 60.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation: Line - Info 1

Page Series Prev Next

Save Notify Refresh Add Update/Display



4. The **Acctg – Rev Distribution** page will display.
  - a. Click the “View All” link to complete the Charge Code allocation information for the new bill lines.
  - b. **Code(s):** Enter the proper Revenue Distribution code from the look-up list using the magnifying glass icon for each Identifier/Charge Code bill line (e.g. R020105466 = Revenue+PCA+Object).
  - c. **Percentage:** If more than 1 revenue code, enter the correct percent for each row.

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

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

---

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

Seq: 1      Line:      Net Extended: 10.00  
 Identifier: RCS-1182      Description: BL - County

BI Creates GL Acct Entries

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

Acctg Information      Reference Information      [+++]

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	
	R02010546	C02	0201	0001	5460	0201	A020	AY201		3.000	
	R02010546	C02	0201	0001	5466	0201	A020	AY201		5.000	
	R02270958	C02	0227	0702	9588	0227	A022	AY201		92.000	

Percent: 100.00      Amount: 10.00      Gross Extended: 10.00

**NOTE:** If this charge code has multiple revenue distribution lines, you will need to use the ‘+’ to include a row for each. Make sure the amounts and percentages are correct. All of the PCA/Object combinations relevant for your court location will be listed on the look-up list. If the correct combination and percentages are not entered correctly the bill will not save.



d. Enter the corresponding **Dept ID** in the “Dept” field for all bill lines with Line Type = “REV”.  
**NOTE:** The DeptID for bills with Type = “BUS”, will be the abbreviated Pay Method on the Header – Info 1 tab).

- CSH = Cash
- CHK = Check
- CRD = Credit
- EFT = STARS
- CCU = Central Collection Unit
- PNP = Parole and Probation
- APL = Appeal Cases (MDEC CC only)
- LNJ = Lien Adjustments ( MDEC CC only)

e. Click the SAVE button.

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

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

---

Bill Line      Find | View All      First 1 of 2 Last

Seq: 1      Line:      Net Extended: 10.00  
 Identifier: RCS-1182      Description: BL - County

BI Creates GL Acct Entries

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

Acctg Information      Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R02010546	C02	0201	0001	5460	0201	A020	AY201	CHK	3.000
+ -	R02010546	C02	0201	0001	5466	0201	A020	AY201	CHK	5.000
+ -	R02270958	C02	0227	0702	9588	0227	A022	AY201	CHK	92.000

Percent: 100.00      Amount: 10.00      Gross Extended: 10.00

Go to:      Line Info 2      Tax      Accounting      Discount/Surcharge  
 Notes      Express Entry  
 Summary      Bill Search      Line Search      Navigation: Acctg - Rev Distribution      Page Series: Prev Next



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

5. Run the **AOC\_CHARGE\_ID\_ALLOCATIONS** query to verify the movement of the revenue to the correct charge code.

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

6. The **Aoc Run Bill Far** Run Control page will display.
  - a. Choose your Run Control and re-run the appropriate FAR report to see the changes reflected on the Reports.

**End of the Add New Bill Line/Delete Incorrect Bill Line Process.**

**End of Document**