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INTRODUCTION:

Occasionally there may be an instance when the Funds Allocation Report did not accurately reflect the deposit amount or allocation, and was not caught prior to running the Single Action Invoice process. Making a correction for this is referred to as a Post Far Adjustment. There are 3 basic types of Post FAR Adjustments that may be needed. The format of the Bill Lines will determine the type of adjustment made.

1. Use Scenario 1 – JDP (Adjustment Deposit): To adjust the Deposit Revenue amount as a Post-Z Adjustment. (Either Reduce or Increase the Revenue for **Cash or Checks payments only**).
2. Use Scenario 2 – JAD (Adjustment Other):
 - a. To move the Revenue from one Charge Code to another Charge Code as a Post-Z Adjustment for any bill payment method.
3. Use Scenario 3 – JCR, JCU, JPP (Miscellaneous Adjustments):
 - a. To increase or decrease the amount entered through the register, when found to be incorrect after the Single Action Invoice process was completed

Scenario 1: Post FAR Adjustment Process to Reduce/Increase Revenue

Scenario: *The deposit has already been sent to the bank and the FAR Report completed. It was then discovered that the amount of the deposit did not equal the FAR Report. The FAR Report needs to be adjusted to reflect the actual amount of the deposit.*

NOTE: *The below example is for increasing revenue. Should you need to decrease revenue, where the instructions indicate to enter a **Positive** amount, enter the amount as a **Negative** amount.*



STEP 1: Create a new Bill

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

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be assigned.
 - iii. **Bill Type Identifier:** Enter or select JDP – Adjustment- Deposit Amount.
 - iv. **Bill Source:** “ONLINE”, since the bill is being entered online.
 - v. **Customer:** “JUD##”, Same as the Business Unit.
 - vi. **Invoice Date:** enter current date.
 - vii. **Accounting Date:** enter current date.
 - c. Click the **Add** button.

Find an Existing Value	Add a New Value
Business Unit:	JUD02
Invoice:	NEXT
Bill Type Identifier:	JDP
Bill Source:	ONLINE
Customer:	JUD02
Invoice Date:	03/27/2015
Accounting Date:	03/27/2015

Add

NOTE: Back dating of this process is only allowed if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing a Post Far Adjustment on September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August. Also, please note, even if you have not completed your EOM local revenue for other earlier months, you may only back date to the immediate past month, in this example that would be August (not July or earlier).



- 2. **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 03/27/2015 Cycle ID: DAILY
*Type: JDP Source: ONLINE *Frequency: Once
*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

*Invoice Form: NO_PRINT From Date: To Date: Pay Method: Check
Accounting Date: 03/27/2015 Pay Terms: IMMED
Remit To: BOA Bank Account: 02
Sales: DEFAULT Bill Inquiry Phone: Collector: DEFAULT
Credit: DEFAULT Billing Authority: DEFAULT

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#) Page Series



- 3. The **Header – Note** tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - iii. Select the: *Header - Order Info* from the **Navigation:** drop-down at the bottom of the page.

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

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

[Customer Notes](#)

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

Standard Note Flag Std Note:

Internal Only Flag Note Type:

Note Text:


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

- 4. The **Header – Order Info** tab will display.
 - a. **Contract:** Enter the Original Receipt number, if known, (include all leading zeros).
 - b. **Case Number:** Enter number if associated to a case.
 - c. Click the *Line – Info 1* tab to add bill lines.

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

Unit: JUD02 Bill To: JUD02 Pretax Amt: 90.00 USD
Invoice: NEXT Anne Arundel County Circuit Court

PO Ref: <input type="text"/>	Freight Terms: <input type="text"/>
Contract: <input type="text"/>	Ship Via: <input type="text"/>
Contract Date: <input type="text"/>	Case Number: <input type="text"/>
Contract Type: <input type="text"/>	PK Slip No: <input type="text"/>
OM Bus Unit: <input type="text"/>	Sold To: <input type="text"/>

5. The **Line –Info 1** page will display.
 - a. A new Bill line needs to be added for each Charge Code/**Identifier** – e.g. RCS-106) used on the original receipt.
 - b. Click the plus sign  on the right of the Bill Line to add each line needed.
 - c. Add the following information to each Credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended:** this is the amount of each item/charge code. All additional amounts should be entered in as a **positive** amount to increase the revenue.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

Header - Info 1
Line - Info 1

Unit: JUD02 Invoice: NEXT

Bill To: JUD02
Anne Arundel County Circuit Court

Pretax Amt: 90.00 USD

Max Rows: 5

Bill Line Find | View All First 1 of 1 Last

Identifier Look Up Date: 03/27/2015

Seq: 1 Line: Net Extended: 90.00

Table: ID Identifier: RCS-106 Description: LR Plat Copy

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

Unit of Measure: EA Tax Code: Exempt Cert: Tax Exempt

Unit Price: 90.0000

Gross Extended: 90.00

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 90.00

VAT Amount: 0.00




Tax Amount: 0.00



Net Plus Tax: 90.00

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

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

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

 Save  Notify  Refresh

 Add  Update/Display



- d. After all Charge Code lines are added, then click the plus sign to add one last line for the CLEAR-JDP amount.
 - i. This amount will be a **negative** amount and will be credited from CASH. (This should be the total amount of all debit Bill Lines.)
 - ii. **Table:** Enter “ID”.
 - iii. **Identifier:** Enter “CLEAR-JDP”.
 - iv. **Gross Extended:** enter amount as a negative (\$-) amount.
 - v. Confirm Click the **Refresh** button.
 - vi. Click the [Accounting](#) link to add the Accounting Distribution information.
 - vii. the **Pretax Amt:** is **\$0.00** USD. If so – the Bill is balanced.

Header - Info 1 | Line - Info 1

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
Invoice: 0006610480 Anne Arundel County Circuit Max Rows: 5
Court

Bill Line

Identifier Look Up Date: 04/20/2016

Seq: 4 Line: 2 Net Extended: -80.00
Table: ID Identifier: CLEAR-JDP Description: Clear Acct-ADJ Deposit Corr

Quantity: 1.0000 From Date: To Date: Unit Price: -80.0000 Line Type: MISC Accumulate
Gross Extended: -80.00 Tax Code: Tax Exempt
Less Discount: 0.00 Exempt Cert: 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](#)
[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)



- 6. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the ‘How to Look up a Charge Code’ chapter in in the Index portion of the reference guide.)
 - b. On the **Acctg – Rev Distribution** page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass.
 - i. Code: Enter an ‘R’ to select the correct PCA+Object. (e.g., R520107503)
 - ii. Enter the corresponding allocation percent in the Percentage field, if applicable.
 - iii. Click the **Refresh** button. This will auto-fill all the Chartfield values except the **Dept** field.

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

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD

Invoice: 0002980705 Anne Arundel County Circuit Max Rows: 5

Court

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

Seq: 1 Line: Net Extended: 90.00

Identifier: RCS-106 Description: LR Plat Copy

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
	R020105466	C02	02010	0001	5466	0201	A0200	AY2015		100.000

Percent: 100.00 Amount: 90.00 Gross Extended: 90.00



OTC – Post FAR Adjustments

- iv. Enter **JDP** in the **Dept ID** box. This is the “Type” field you entered on the *Header – Info 1 page*.
- v. The CLEAR-JDP allocation will be added by the system with required information. No changes required.
- vi. Click the **Save** Button

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

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
 Invoice: 0006610480 Anne Arundel County Circuit Court Max Rows: 5

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

Seq: 1 Line: 1 Net Extended: 80.00
 Identifier: RCS-106 Description: LR Plat Copy

BI Creates GL Acct Entries

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

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R020306235	C02	02030	3003	6235	0203	A0027	AY2016	JDP	100.000

Percent: 100.00 Amount: 80.00 Gross Extended: 80.00

Seq: 4 Line: 3 Net Extended: -80.00
 Identifier: CLEAR-JDP Description: Clear Acct-ADJ Deposit Corr

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

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
CLEAR-JDP	C02	02990	7099	9652	0299	A0299	AY2016	JDP	100.000

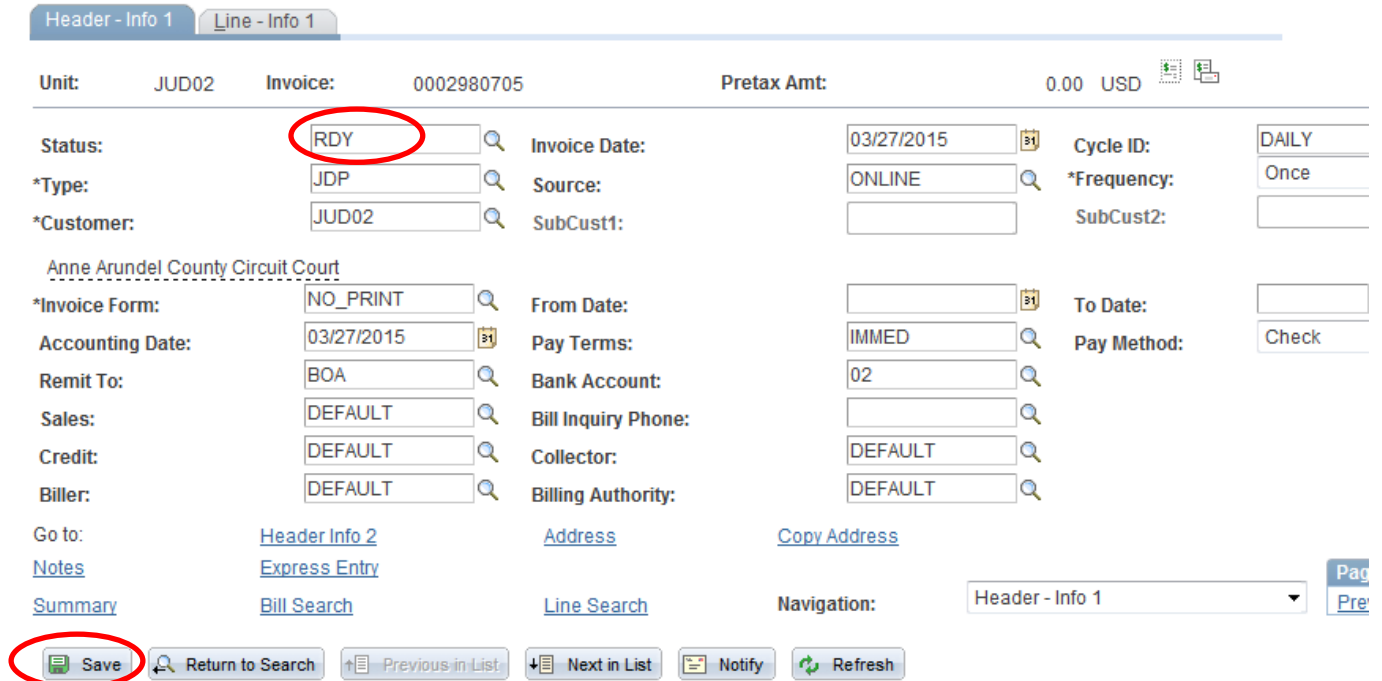
Percent: 100.00 Amount: -80.00 Gross Extended: -80.00

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

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

STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).



Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: 0002980705 Pretax Amt: 0.00 USD

Status: **RDY** Invoice Date: 03/27/2015 Cycle ID: DAILY

*Type: JDP Source: ONLINE *Frequency: Once

*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

*Invoice Form: NO_PRINT From Date: To Date:

Accounting Date: 03/27/2015 Pay Terms: IMMED Pay Method: Check

Remit To: BOA Bank Account: 02

Sales: DEFAULT Bill Inquiry Phone:

Credit: DEFAULT Collector: DEFAULT

Billers: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address

Notes Express Entry

Summary Bill Search Line Search Navigation: Header - Info 1

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

3. Click the **Save** button.

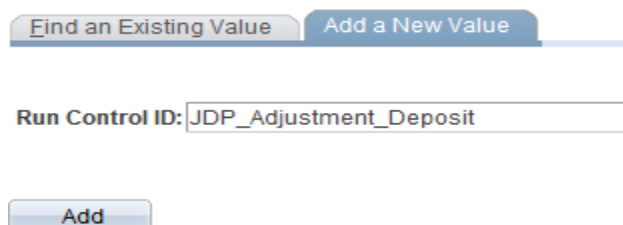
STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JDP (Deposit Amount) Adjustment.

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

1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “Adjustment_Deposit”. You can then use this Run Control each time you process a JDP adjustment, by searching for it under the “Find an Existing Value” tab.

Single Action Invoice




Find an Existing Value | Add a New Value

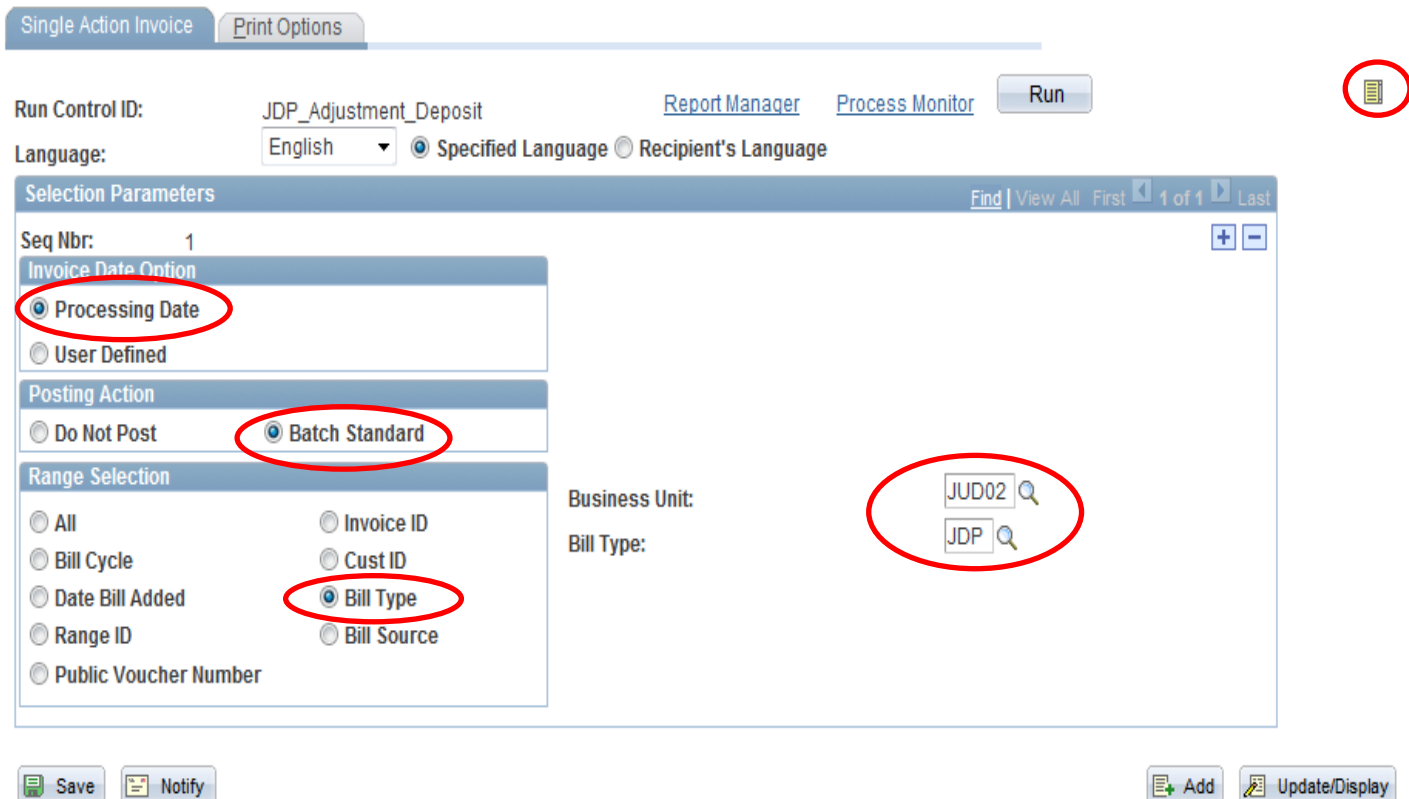
Run Control ID: JDP_Adjustment_Deposit

Add

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

- b. Complete the following run control settings:
 - i. **Invoice Date Option:** “Processing Date” will default in.
 - ii. **Posting Action:** Enter “Batch Standard”.
 - iii. **Range Selection:** Enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JDP”.
 - vi. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number bills in the blue bar to ensure all your JDP bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.

NOTE: If nothing is listed or the number of bills to process does not match what is expected then there is a problem. **STOP and call the helpdesk for assistance.**
- d. Click the **Run** button.



Single Action Invoice Print Options

Run Control ID: JDP_Adjustment_Deposit Report Manager Process Monitor Run

Language: English Specified Language Recipient's Language

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

Seq Nbr: 1 + -

Invoice Date Option

- Processing Date
- User Defined

Posting Action

- Do Not Post
- Batch Standard

Range Selection

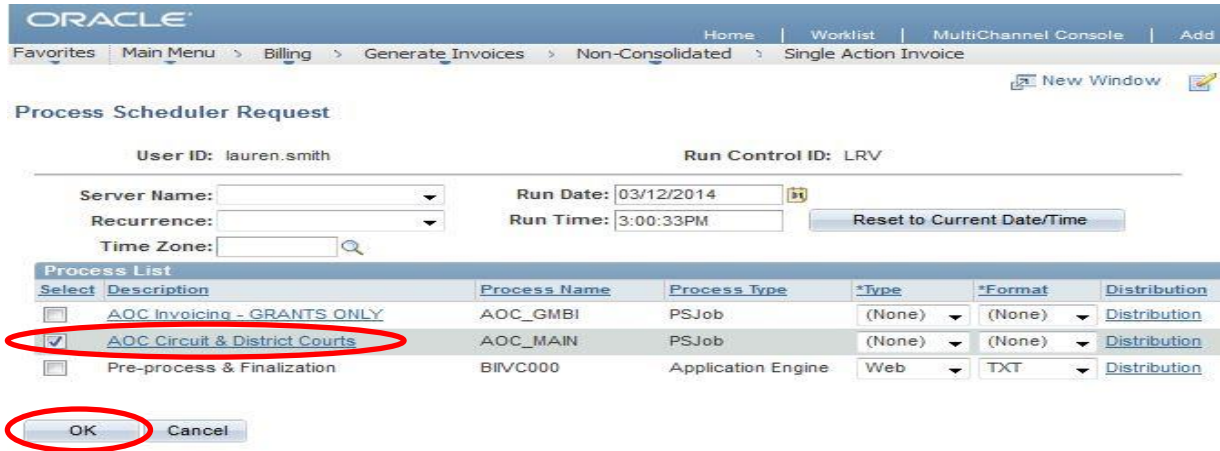
- All
- Invoice ID
- Bill Cycle
- Cust ID
- Date Bill Added
- Bill Type
- Range ID
- Bill Source
- Public Voucher Number

Business Unit: JUD02

Bill Type: JDP

Save Notify Add Update/Display

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



ORACLE

Home | Worklist | MultiChannel Console | Add

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

Process Scheduler Request

User ID: lauren.smith Run Control ID: LRV

Server Name: [dropdown] Run Date: 03/12/2014 [calendar icon]

Recurrence: [dropdown] Run Time: 3:00:33PM [Reset to Current Date/Time]

Time Zone: [dropdown]

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

[OK] [Cancel]

3. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display under the “Run” button indicating that the AOC_MAIN process has begun.
 - b. Click the [Process Monitor](#) link.
4. The [Process List](#) page will display.
 - a. Review the *Process List* to see that the [AOC MAIN](#) process is running.
NOTE: *This is a multi-part process and may take a few minutes to run.*
 - b. Click the [AOC MAIN](#) process name link to see its sub-processes.
 - c. Click the **Refresh** button periodically until the status of all sub-processes reads “SUCCESS”.
 - i. Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
 1. Click the [Message Log](#) on the [BIIVC000](#) process to confirm completion and to make sure the correct number of bills were processed.
 2. Click the [View Log/Trace](#) link and open the **PDF** file on the [BILDAR01](#) process to confirm “0” bills were sent to AR.



Process Detail

Process Name: AOC_MAIN [Refresh]

Main Job Instance: 195445

Left | Right

- 195445 - AOC_MAIN Success
 - 195446 - BIIVC000 Success
 - 195447 - BIIVC000 Success
 - 195448 - BICURCNV Success
 - 195449 - AOC_BIPRELD Success
 - 195450 - BILDAR01 Success
 - 195451 - BILDAR01 Success

[Return]

End of Process to Increase/Reduce the Revenue Amount.

Scenario 2: Post FAR Adjustment Process to Move Revenue from One Charge Code to another Charge Code as a Post-Z Adjustment

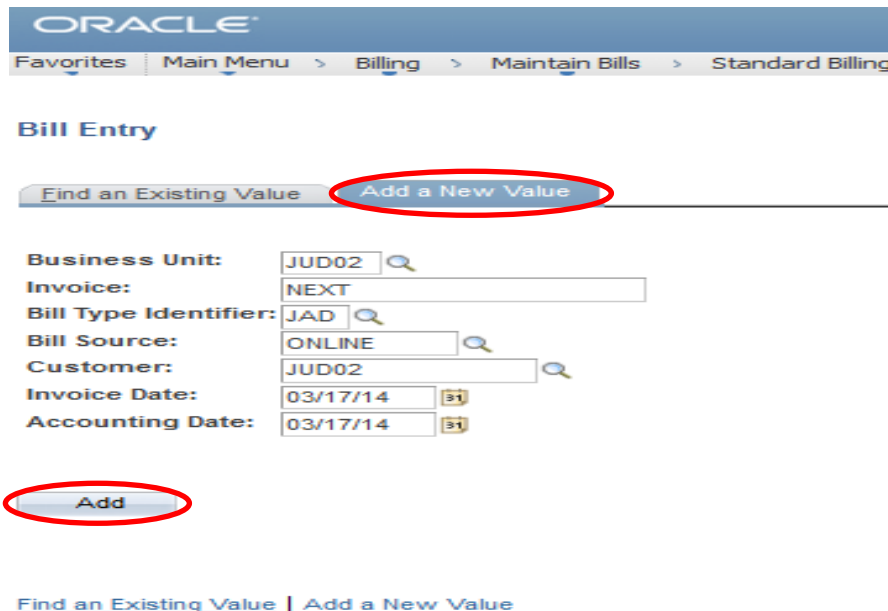
Scenario: The Charge Code on the Final FAR was found to be incorrect. Two bills lines will need to be added, one to credit the incorrect Charge Code and the second to add the new correct Charge Code. This scenario should be used for any payment methods when changing the Charge Codes/Identifiers.

NOTE: Before getting started gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier.

STEP 1: Create a New Bill

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

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be assigned.
 - iii. **Bill Type Identifier:** Enter or select correct Adjustment Bill type as “JAD, JCR, etc”.
 - iv. **Bill Source:** “ONLINE”, since the bill is being entered online.
 - v. **Customer:** “JUD##”, Same as the Business Unit.
 - vi. **Invoice Date:** is the current date.
 - vii. **Accounting Date:** is the current date.
 - c. Click the **Add** button.



ORACLE

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

Bill Entry

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

Business Unit: JUD02

Invoice: NEXT

Bill Type Identifier: JAD

Bill Source: ONLINE

Customer: JUD02

Invoice Date: 03/17/14

Accounting Date: 03/17/14

Add

Find an Existing Value | Add a New Value



2. The default tab, *Header – Info 1*, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Unit: JUD02 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 03/17/2014 Cycle ID: DAILY

*Type: JAD Source: ONLINE *Frequency: Once

*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

*Invoice Form: NO_PRINT From Date: To Date:

Accounting Date: 03/17/2014 Pay Terms: IMMED Pay Method: Check

Remit To: BOA Bank Account: 02

Sales: DEFAULT Bill Inquiry Phone:

Credit: DEFAULT Collector: DEFAULT

Billers: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address

Notes Express Entry

Summary Bill Search Line Search Navigation: Header - Info 1 Page Series: Prev Next

3. The *Header – Note* tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - b. Select the: *Header - Order Info* option from the **Navigation:** drop-down at the bottom of the page.

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD

Invoice: NEXT Anne Arundel County Circuit Court

Customer Notes

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

Standard Note Flag Std Note:

Internal Only Flag Note Type:

Note Text:

To correct allocation for z-date 03/16/2014 where RCS-1118 was used rather than RCS-1182. Original receipt #13004589.

Go to: Header Info 2 Address Copy Address

Notes Express Entry

Summary Bill Search Line Search Navigation: Header - Note



- 4. The *Header – Order Info* tab will display.
 - a. **Contract:** Enter the Original Receipt number exactly as it appears (include all leading zeros).
 - b. **Case Number:** Enter number if associated to a case.
 - c. Click the *Line – Info 1* tab to add bill lines.

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



- 5. The **Line-Info 1** page will display.
 - a. A new Bill line will need to be added for the incorrect Charge Code/**Identifier** – (e.g. RCS-1181) used on the original transaction(s).
 - b. Add the following information to the Credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** This is the charge code. Use the copy of Acctg. Rev Dist page previously printed.
 - iii. **Gross Extended:** enter the amount of the charge code. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

Header - Info 1 | Line - Info 1

Unit: JUD02 Bill To: JUD02 Pretax Amt: -40.00 USD
Invoice: NEXT Anne Arundel County Circuit Court Max Rows: 5

Bill Line

Identifier Look Up Date: 03/12/2014

Seq: 1 Line: Net Extended: -40.00

Table: ID Identifier: RCS-1181 Description: BL - Annapolis

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

Unit of Measure: EA Unit Price: -40.0000 Tax Code: Tax Exempt

Gross Extended: -40.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: -40.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: -40.00

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](#)



OTC – Post FAR Adjustments

- c. Add a new Bill line for the correct Charge Code/**Identifier** – (e.g. RCS-1182) that should have been used in the original transaction(s).
- d. Add the following information to each Credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter the correct charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended:** Enter amount. The amount will be a **positive** amount (\$+) and will be debited from the charge codes selected.
 - iv. Confirm the **Pretax Amt:** is \$0.00 USD. If so – the Bill is balanced.
- e. Click the **Refresh** button.
- f. Click the [Accounting](#) link to add the Accounting Distribution information.

The screenshot displays the Oracle Billing system interface. At the top, the Oracle logo is visible, along with navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are tabs for Favorites, Main Menu, Billing, Maintain Bills, and Standard Billing. The main content area is titled "Header - Info 1" and "Line - Info 1".

Key fields and values are circled in red:

- Pretax Amt:** 0.00 USD
- Table:** ID
- Identifier:** RCS-1182
- Gross Extended:** 40.00
- Accounting** link
- Refresh** button

The "Bill Line" section shows the following details:

Identifier Look Up Date:	03/17/2014
Seq:	2
Table:	ID
Line:	
Identifier:	RCS-1182
Net Extended:	40.00
Description:	BL - County

Additional fields include:

- Quantity: 1.0000
- Unit of Measure: EA
- Unit Price: 40.0000
- From Date: [empty]
- To Date: [empty]
- Line Type: REV
- Tax Code: [empty]
- Exempt Cert: [empty]
- Less Discount: 0.00
- Plus Surcharge: 0.00
- Net Extended: 40.00
- VAT Amount: 0.00
- Tax Amount: 0.00
- Net Plus Tax: 40.00

Navigation options include: Go to: Line Info 2, Tax, Accounting, Discount/Surcharge; Notes: Express Entry; Summary: Bill Search, Line Search; Page Series: Prev, Next; and buttons for Save, Notify, Refresh, Add, and Update/Display.



- 6. The *Acctg – Rev Distribution* page will display.
 - g. Click the “View All” link to complete the Charge Code allocation information for each bill line.
 - h. Add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass. The correct code and percent is required in order to save the bill.
 - i. Code format is: Revenue+PCA+Object. (e.g., R520107503)
 - i. Click the **Refresh** button. This will auto-populate all the Chartfield values except the **Dept** field.

NOTE: If the Charge Code has more than one Revenue Distribution Code, be sure to enter the percent or fixed amount for each row. To find the allocation strategy, go to the Appendix, ‘How To Look Up A Charge Code’.

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

Seq: 1 Line: Net Extended: -40.00
 Identifier: RCS-1181 Description: BL - Annapolis

BI Creates GL Acct Entries

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

Acctg Information Reference Information REFRESH

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R020105460	C02	02010	0001	5460	0201	A0200	AY2014		3.000
+ -	R020105466	C02	02010	0001	5466	0201	A0200	AY2014		5.000
+ -	R022709588	C02	02270	0702	9588	0227	A0227	AY2014		92.000

Percent: 100.00 Amount: -40.00 Gross Extended: -40.00

Seq: 2 Line: Net Extended: 40.00
 Identifier: RCS-1182 Description: BL - County

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

Acctg Information Reference Information REFRESH

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R020105460	C02	02010	0001	5460	0201	A0200	AY2014		3.000
+ -	R020105466	C02	02010	0001	5466	0201	A0200	AY2014		5.000
+ -	R022709588	C02	02270	0702	9588	0227	A0227	AY2014		92.000



OTC – Post FAR Adjustments

- j. Enter JAD in the corresponding **Dept ID**. The 'Type' field you entered on the Header – Info 1 page.
 - i. JAD = Adjustment – Other
- k. Click the Save Button.

Bill Line

Seq: 1 Line: RCS-1181 Net Extended: -40.00
Identifier: RCS-1181 Description: BL - Annapolis

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
	C02	02010	0001	5460	0201	A0200	AY2014	JAD	3.000
	C02	02010	0001	5466	0201	A0200	AY2014	JAD	5.000
	C02	02270	0702	9588	0227	A0227	AY2014	JAD	92.000

Percent: 100.00 Amount: -40.00 Gross Extended: -40.00

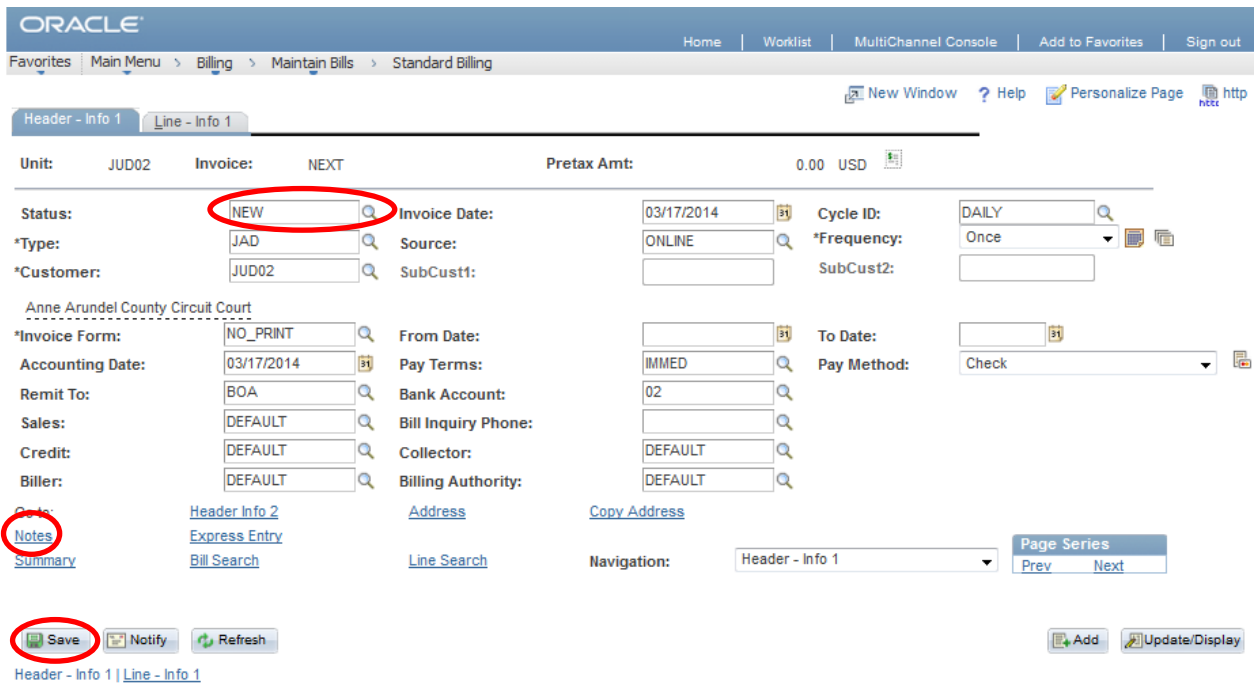
Seq: 2 Line: RCS-1182 Net Extended: 40.00
Identifier: RCS-1182 Description: BL - County

Bill Line Distribution - Revenue

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
	C02	02010	0001	5460	0201	A0200	AY2014	JAD	3.000
	C02	02010	0001	5466	0201	A0200	AY2014	JAD	2.000
	C02	02270	0702	9588	0227	A0227	AY2014	JAD	92.000

STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
3. Click the **Save** button.



ORACLE

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

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

Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 03/17/2014 Cycle ID: DAILY

*Type: JAD Source: ONLINE *Frequency: Once

*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

*Invoice Form: NO_PRINT From Date: To Date:

Accounting Date: 03/17/2014 Pay Terms: IMMED Pay Method: Check

Remit To: BOA Bank Account: 02

Sales: DEFAULT Bill Inquiry Phone:

Credit: DEFAULT Collector: DEFAULT

Billers: DEFAULT Billing Authority: DEFAULT

Notes Summary Header Info 2 Express Entry Address Copy Address

Navigation: Header - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

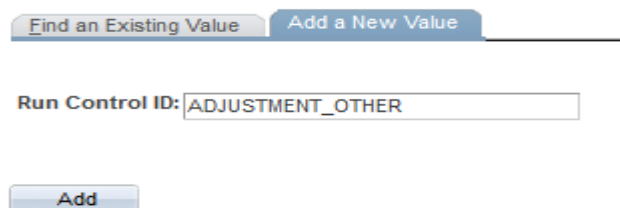
Header - Info 1 | Line - Info 1

STEP 3: Run the Single Action Invoice Process

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

1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “Adjustment”. You can then use this Run Control each time you process an adjustment, by searching for it under the “Find an Existing Value” tab.


Single Action Invoice



Find an Existing Value | Add a New Value


Run Control ID: ADJUSTMENT_OTHER

Add

- 2 The *Single Action Invoice* Run Control page will display.
 - a. Complete the following run control settings:
 - i. **Invoice Date Option:** enter “Processing Date”.
 - ii. **Posting Action:** enter “Batch Standard”.
 - iii. **Range Selection:** enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JAD”.
 - vi. Click the **Save** button.
 - b. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number of bills in the Selection Parameters blue bar to ensure all your bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
NOTE: *If nothing is listed or the number of bills to process does not match what is expected then there is a problem. STOP and call the helpdesk for assistance.*
 - c. Click the **Run** button.

[Favorites](#) | [Main Menu](#) > [Billing](#) > [Generate Invoices](#) > [Non-Consolidated](#) > [Single Action Invoice](#)

[Single Action Invoice](#) | [Print Options](#)

Run Control ADJUSTMENT_OTHER | [Report Manager](#) | [Process Monitor](#) | **Run** 

ID: | Language: English | Specified Recipient's

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

Seq Nbr: 1

Invoice Date Option

- Processing Date
- User Defined

Posting Action

- Do Not Post
- Batch Standard

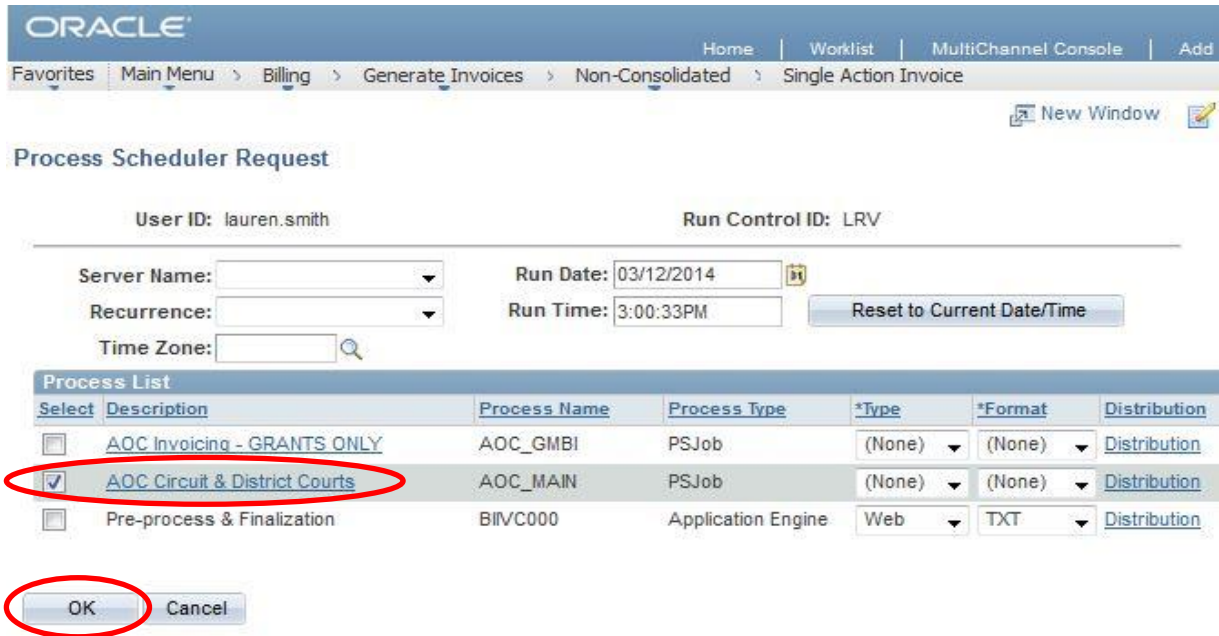
Range Selection

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

Business Unit: JUD12

Bill Type: JAD

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



ORACLE

Home | Worklist | MultiChannel Console | Add

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

New Window

Process Scheduler Request

User ID: lauren.smith Run Control ID: LRV

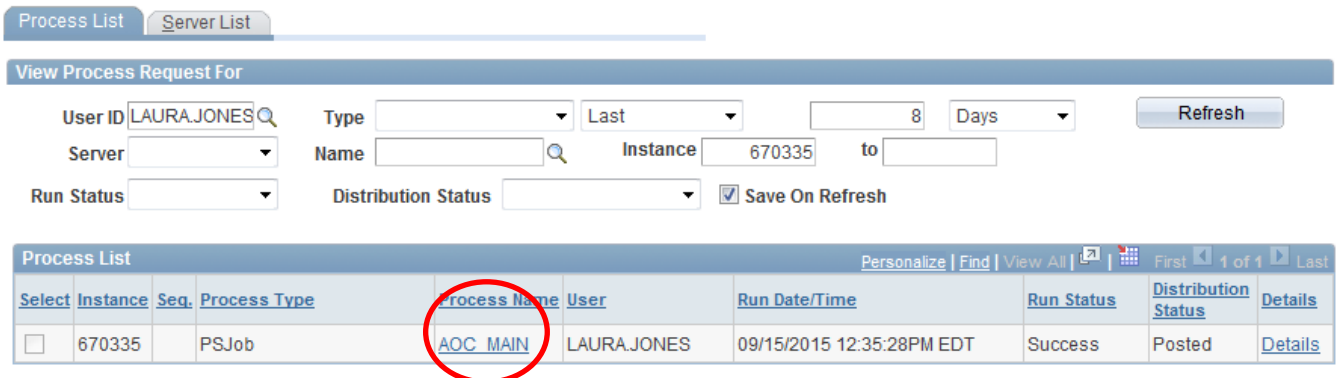
Server Name: [dropdown] Run Date: 03/12/2014 [calendar icon]

Recurrence: [dropdown] Run Time: 3:00:33PM [Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIVC000	Application Engine	Web	TXT	Distribution

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



Process List | Server List

View Process Request For

User ID: LAURA.JONES [search icon] Type: [dropdown] Last: [dropdown] [8] Days [Refresh]

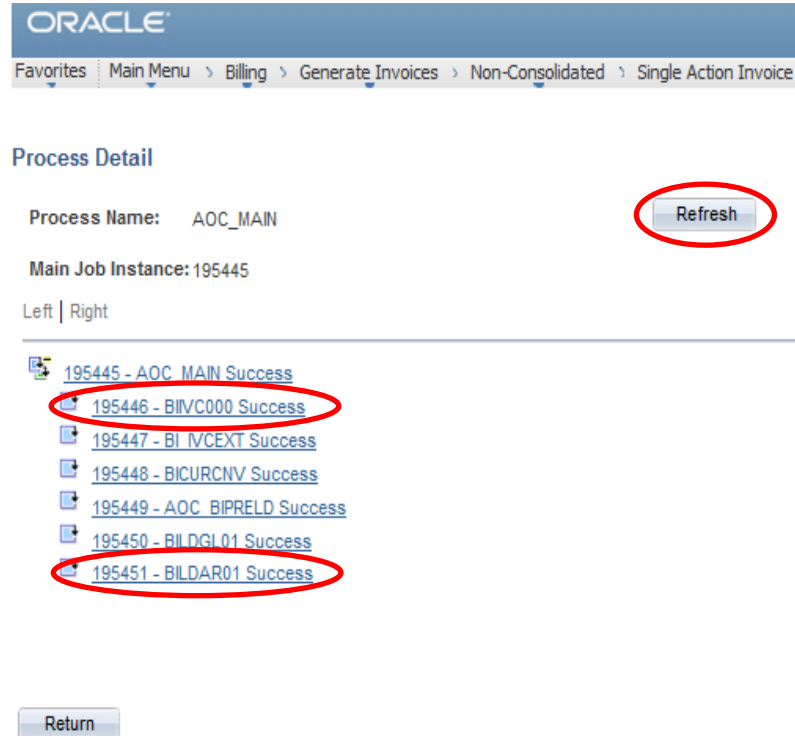
Server: [dropdown] Name: [dropdown] [search icon] Instance: 670335 to: [dropdown]

Run Status: [dropdown] Distribution Status: [dropdown] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	670335		PSJob	AOC_MAIN	LAURA.JONES	09/15/2015 12:35:28PM EDT	Success	Posted	Details

- c. Periodically click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.

NOTE: This is a multi-part process and may take a few minutes to run.



ORACLE


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

Return

- i. Click both the **BIIVC000** and **BILDAR01** sub-process.
1. Click the [Message Log](#) in the **BIIVC000** process to confirm completion and to make sure that the correct number of bills were processed.
 2. Click the [View Log/Trace](#) link and open the PDF file in the **BILDAR01** process to confirm “0” bills were sent to AR.

End of Process to Move Revenue from one Charge Code to Another.

End of Document

Scenario 3: Post FAR Adjustment Process to Increase or Decrease the FAR amount when the payment method was NOT Cash or Check.

Scenario: The Single Action Invoice process was completed and the FAR Report completed. It was then discovered that the amount of the Credit Card, CCU or PNP FAR Report needs to be adjusted to reflect the actual amount of the deposit.

The example below is increasing the Credit Card FAR report.

NOTE: Before getting started gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier.

STEP 1: Create a New Bill

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

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - c. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - d. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be assigned.
 - e. **Bill Type Identifier:** Enter or select correct Adjustment Bill type as “JCR, JCU, JPP”.
 - f. **Bill Source:** “ONLINE”, since the bill is being entered online.
 - g. **Customer:** “JUD##”, Same as the Business Unit.
 - h. **Invoice Date:** is the current date.
 - i. **Accounting Date:** is the current date.
 - j. Click the **Add** button.

Bill Entry

	<input type="button" value="Find an Existing Value"/>	<input type="button" value="Add a New Value"/>
Business Unit:	<input type="text" value="jud12"/>	<input type="button" value="Search"/>
Invoice:	<input type="text" value="NEXT"/>	
Bill Type Identifier:	<input type="text" value="JCR"/>	<input type="button" value="Search"/>
Bill Source:	<input type="text" value="online"/>	<input type="button" value="Search"/>
Customer:	<input type="text" value="jud12"/>	<input type="button" value="Search"/>
Invoice Date:	<input type="text" value="06/28/2016"/>	<input type="button" value="Calendar"/>
Accounting Date:	<input type="text" value="06/28/2016"/>	<input type="button" value="Calendar"/>
<input type="button" value="Add"/>		



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

- a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
- b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1 | Line - Info 1

Unit: JUD12 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 06/28/2016 Cycle ID: DAILY
 *Type: JCR Source: ONLINE *Frequency: Once
 *Customer: JUD12 SubCust1: SubCust2:

Harford County Circuit Court
 *Invoice Form: NO_PRINT From Date: To Date:
 Accounting Date: 06/28/2016 Pay Terms: IMMED Pay Method: Check
 Remit To: BOA Bank Account: 12
 Sales: DEFAULT Bill Inquiry Phone:
 Credit: DEFAULT Collector: DEFAULT
 Biller: DEFAULT Billing Authority: DEFAULT

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
Notes [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 Page Series: Prev Next

Save Notify Refresh Add Update/Display

3. The **Header – Note** tab will display.

- a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - iii. Select the: *Header - Order Info* from the **Navigation:** drop-down at the bottom of the page.

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

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

Customer Notes

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

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

Note Text:
 Credit Card Receipt # 565656 was entered as \$90.00 instead of \$100.00 on June 5, 2016

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




- 4. The **Header – Order Info** tab will display.
 - a. **Contract:** Enter the Original Receipt number, if known, (include all leading zeros). Ignore No Matching Values message.
 - b. **Case Number:** Enter number if associated to a case.

Click the **Line – Info 1** tab to add bill lines

Header - Info 1		Header - Order Info		Line - Info 1	
Unit:	JUD12	Bill To:	JUD12	Pretax Amt:	0.00 USD
Invoice:	NEXT	Harford County Circuit Court			
PO Ref:	<input type="text"/>	Freight Terms:	<input type="text"/>		
Contract:	<input type="text" value="565656"/>	Ship Via:	<input type="text"/>		
Contract Date:	<input type="text"/>	Case Number:	<input type="text" value="13GJ333"/>		
Contract Type:	<input type="text"/>	PK Slip No:	<input type="text"/>		
OM Bus Unit:	<input type="text"/>	Sold To:	<input type="text"/>		
Order No:	<input type="text"/>	Sold Loc:	<input type="text"/>		
Order Date:	<input type="text"/>	Ship To:	<input type="text"/>		
Ship Bus Unit:	<input type="text"/>	Ship Loc:	<input type="text"/>		
Ship ID:	<input type="text"/>				




- 5. The **Line-Info 1** page will display.
 - a. A new Bill line needs to be added for each Charge Code/**Identifier** – e.g. RCS-106) used on the original receipt.
 - b. Click the plus sign  on the right of the Bill Line to add each line needed.
 - c. Add the following information to each line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended:** this is the amount of each item/charge code. All additional amounts should be entered in as a **positive** amount to increase the revenue.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.



Header - Info 1 | Line - Info 1








Unit: JUD12 Bill To: JUD12 Pretax Amt: 10.00 USD
Invoice: NEXT Harford County Circuit Court Max Rows: 5

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

Identifier Look Up Date: 06/28/2016 

Seq: 1 Line: Net Extended: 10.00


Table:  Identifier:  Description:



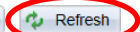

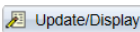
Quantity: From Date: 
Unit of Measure:  To Date: 
Unit Price: Line Type:  Accumulate
Gross Extended:  Tax Code:  Tax Exempt
Exempt Cert: 

Less Discount: 0.00
Plus Surcharge: 0.00

Net Extended: 10.00
VAT Amount: 0.00
Tax Amount: 0.00

Net Plus Tax: 10.00

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

 Save  Notify  Refresh  Add  Update/Display



OTC – Post FAR Adjustments

- v. After all Charge Code lines are added, then click the plus sign to add one last line for the BUS-Payment amount.
- vi. This amount will be a **negative** amount and will be credited from CASH.
(This should be the total amount of all debit Bill Lines.)
- vii. **Table:** Enter “ID”.
- viii. **Identifier:** Enter “CLEAR-JDP”.
- ix. **Gross Extended:** enter amount as a negative (\$-) amount.
- x. Confirm the **Pretax Amt:** is **\$0.00** USD. If so – the Bill is balanced.
- xi. Click the **Refresh** button.
- xii. Click the [Accounting](#) link to add the Accounting Distribution information.

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: 06/28/2016

Seq: 2 Line: Net Extended: -10.00

Table: ID Identifier: CLEAR-JCR Description: Clear Acct-ADJ Credit Card

Quantity:	1.0000	From Date:	
Unit of Measure:	EA	To Date:	
Unit Price:	-10.0000	Line Type:	MISC <input checked="" type="checkbox"/> Accumulate
Gross Extended:	-10.00	Tax Code:	<input type="checkbox"/> Tax Exempt
Less Discount:	0.00	Exempt Cert:	
Plus Surcharge:	0.00		
Net Extended:	-10.00		
VAT Amount:	0.00		
Tax Amount:	0.00		
Net Plus Tax:	-10.00		

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



6. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the ‘How to Look up a Charge Code’ chapter in in the Index portion of the reference guide.)
 - b. On the **Acctg – Rev Distribution** page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass.
 - i. Code: Enter an ‘R’ to select the correct PCA+Object. (e.g., R520107503)
 - ii. Enter the corresponding allocation percent in the Percentage field, if applicable.
 - iii. Click the **Refresh** button. This will auto-fill all the Chartfield values except the **Dept** field.
 - iv. Enter **JCR** in the **Dept ID** box. This is the “Type” field you entered on the *Header – Info 1 page*.
 - v. The CLEAR-JCR allocation will be added by the system with required information. No changes required.
 - vi. Click the Save Button

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

Unit: JUD12 Bill To: JUD12 Pretax Amt: 0.00 USD
 Invoice: 0006640752 Harford County Circuit Court Max Rows: 5

Bill Line View 1 First 1-2 of 2 Last

Seq: 1 Line: Net Extended: 10.00
 Identifier: RCS-21 Description: BL Transfer Fee

BI Creates GL Acct Entries

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

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

Percent: 100.00 Amount: 10.00 Gross Extended: 10.00

Seq: 2 Line: Net Extended: -10.00
 Identifier: CLEAR-JCR Description: Clear Acct-ADJ Credit Card

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

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
CLEAR-JCR	C12	12380	7038	7545	1238	A1238	AY2016	JCR	100.000

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

Save Notify Refresh Add Update/Display

STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).

Header - Info 1 | Line - Info 1

Unit: JUD12 Invoice: 0006640752 Pretax Amt: 0.00 USD

Status: **RDY** Invoice Date: 06/28/2016 Cycle ID: DAILY

*Type: JCR Source: ONLINE *Frequency: Once

*Customer: JUD12 SubCust1: SubCust2:

Harford County Circuit Court

*Invoice Form: NO_PRINT From Date: To Date:

Accounting Date: 06/28/2016 Pay Terms: IMMED Pay Method: Check

Remit To: BOA Bank Account: 12

Sales: DEFAULT Bill Inquiry Phone:

Credit: DEFAULT Collector: DEFAULT

Bill: 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

STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JDP (Deposit Amount) Adjustment.

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

1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “Adjustment_Deposit”. You can then use this Run Control each time you process a JDP adjustment, by searching for it under the “Find an Existing Value” tab.


Single Action Invoice

Find an Existing Value | Add a New Value

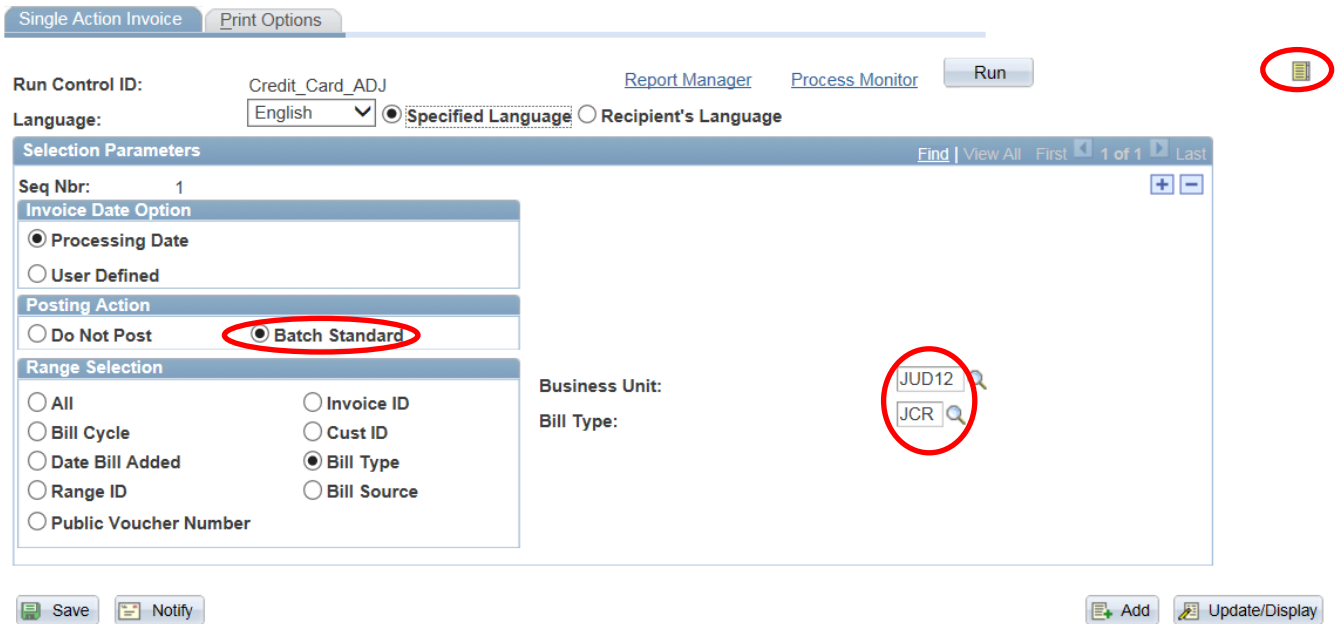
Run Control ID: Credit_Card_ADJ

Add

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

- b. Complete the following run control settings:
 - i. **Invoice Date Option:** “Processing Date” will default in.
 - ii. **Posting Action:** Enter “Batch Standard”.
 - iii. **Range Selection:** Enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JDP”.
 - vi. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number bills in the blue bar to ensure all your JDP bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.

NOTE: If nothing is listed or the number of bills to process does not match what is expected then there is a problem. **STOP and call the helpdesk for assistance.**
- d. Click the **Run** button.



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



Process Scheduler Request

User ID Run Control ID

Server Name Run Date

Recurrence Run Time

Time Zone

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

- f. The **Single Action Invoice** Run Control page will display.
 - i. A Process Instance number will display under the “Run” button indicating that the AOC_MAIN process has begun.
 - ii. Click the [Process Monitor](#) link.
 - a. The **Process List** page will display.
 - iii. Review the **Process List** to see that the [AOC MAIN](#) process is running. **NOTE:** This is a multi-part process and may take a few minutes to run.
 - iv. Click the [AOC MAIN](#) process name link to see its sub-processes.
 - v. Click the **Refresh** button periodically until the status of all sub-processes reads “SUCCESS”.
 1. Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
 - a. Click the [Message Log](#) on the [BIIVC000](#) process to confirm completion and to make sure the correct number of bills were processed.
 - b. Click the [View Log/Trace](#) link and open the **PDF** file on the [BILDAR01](#) process to confirm “0” bills were sent to AR.

Process Detail

Process Name: AOC_MAIN

Main Job Instance: 195445

Left | Right

- 195445 - AOC_MAIN Success
- 195446 - BIIVC000 Success
- 195447 - BI IVCEXT Success
- 195448 - BICURCNV Success
- 195449 - AOC RIPRELD Success
- 195450 - BILDGL01 Success
- 195451 - BILDAR01 Success

End of Process to Increase/Reduce the Miscellaneous Adjustment Amount.