



Table of Contents

A. Becoming Familiar with Bill Components 2

B. How To Look-up a Charge Code 6

C. Using Copy Single Bill 8

D. Running District Court Monthly Revenue Reports..... 11

 Report 1: Monthly Revenue Details District Court (R1) report 11

 Report 2: DC – Yearly/Period Breakdown Report 13

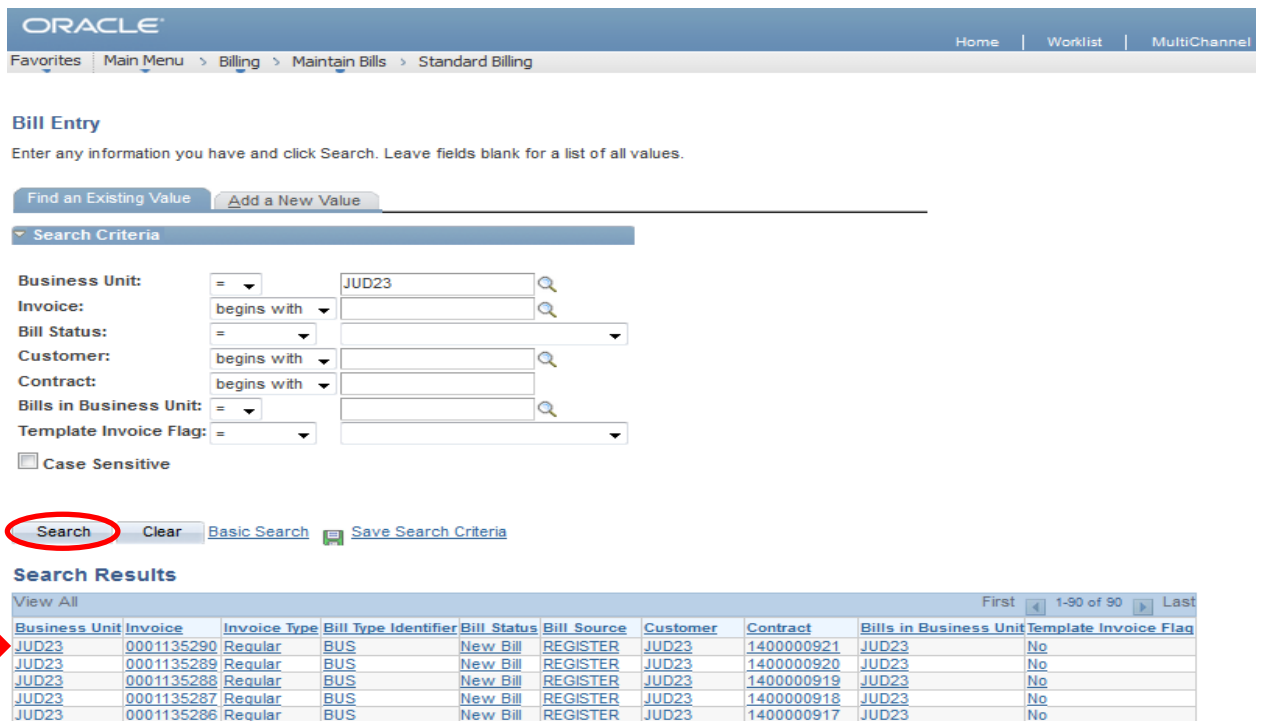
E. How to Filter and Sort Query Data Downloaded to Excel..... 16

A. Becoming Familiar with Bill Components

This step is listed to help familiarize you with where to locate a bill (invoice) in Billing as well as the bill components.

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

1. The **Bill Entry** page will display.
 - a. Enter **Business Unit:** "JUD##".
 - b. Click the **Search** button to display a list of Bills in the system.
 - c. Click on a bill line to open the details associated with that Bill and Payment.



The screenshot shows the Oracle Bill Entry page. The breadcrumb trail is: Favorites | Main Menu > Billing > Maintain Bills > Standard Billing. The page title is "Bill Entry". Below the title, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under "Search Criteria", there are several fields: Business Unit (set to JUD23), Invoice (begins with), Bill Status (set to =), Customer (begins with), Contract (begins with), Bills in Business Unit (set to =), and Template Invoice Flag (set to =). There is a "Case Sensitive" checkbox which is unchecked. Below the search criteria, there is a "Search" button (circled in red), a "Clear" button, a "Basic Search" link, and a "Save Search Criteria" link. Below the search buttons, there is a "Search Results" section. It shows a table with 10 columns: Business Unit, Invoice, Invoice Type, Bill Type Identifier, Bill Status, Bill Source, Customer, Contract, Bills in Business Unit, and Template Invoice Flag. The table contains 6 rows of data, all for Business Unit JUD23. A red arrow points to the first row of the table.

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
JUD23	0001135290	Regular	BUS	New Bill	REGISTER	JUD23	1400000921	JUD23	No
JUD23	0001135289	Regular	BUS	New Bill	REGISTER	JUD23	1400000920	JUD23	No
JUD23	0001135288	Regular	BUS	New Bill	REGISTER	JUD23	1400000919	JUD23	No
JUD23	0001135287	Regular	BUS	New Bill	REGISTER	JUD23	1400000918	JUD23	No
JUD23	0001135286	Regular	BUS	New Bill	REGISTER	JUD23	1400000917	JUD23	No

2. The default *Header – Info 1* page will display and shows general information about the bill.
 - a. Click the *Header – Order Info* option from the *Navigation* drop down list.

ORACLE®

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

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

New Window | Personalize Page | http

Header - Info 1 | Line - Info 1

Unit: JUD23 Invoice: 0001135290 Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 04/04/2014 Cycle ID: DAILY
 *Type: BUS Source: REGISTER *Frequency: Once
 *Customer: JUD23 SubCust1: SubCust2:

Worcester County Circuit Court

*Invoice Form: NO_PRINT From Date: To Date:
 Accounting Date: 04/04/2014 Pay Terms: IMMED Pay Method: Cash
 Remit To: CBT Bank Account: 23
 Sales: 23-00-00 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

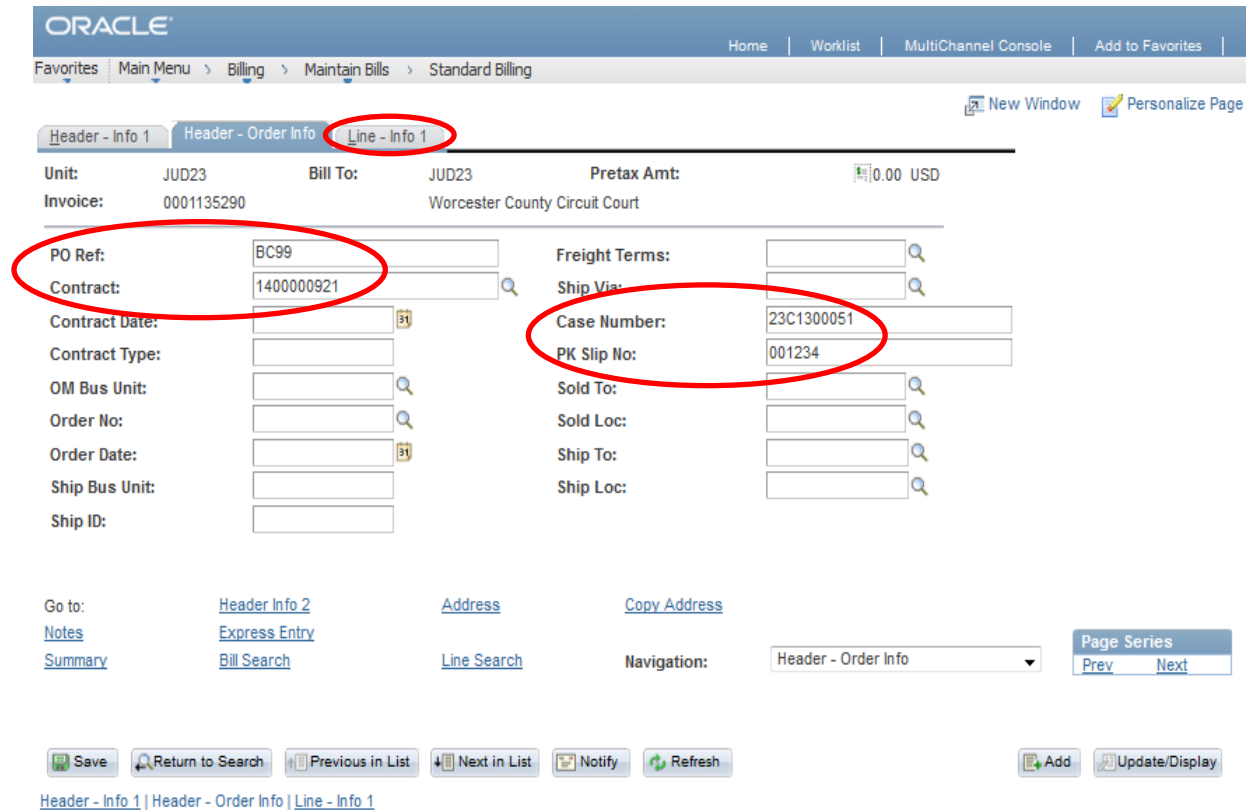
Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Header - Info 1 | Line - Info 1

Acctg - AR Offset
 Acctg - Deferred Rev Dist
 Acctg - InterUnit Payables
 Acctg - Rev Distribution
 Acctg - Statistical Info
 Acctg - Unbilled AR
 Acctg - InterUnit Exp/Inv
 Address Info
 Courtesy Copy Addr
 Disc/Surcharge
 Disc/Surcharge Distribution
 Disc/Surcharge Deferred
 Header - AR Distribution
 Header - Info 1
 Header - Info 2
 Header - Misc Info
 Header - Note
 Header - Order Info
 Header - Project Info

3. The [Header – Order Info](#) page will display.
 - a. Review the following information:
 - i. **Contract:** = Original Receipt Number
 - ii. **Case Number:** = Case Number (displays on Parent item only, not all linked items.)
 - iii. **PK Slip No:** = Treasury Code
 - iv. **PO Ref:** = Register Name/Number
 - b. Click the [Line - Info 1](#) tab to review the Charge Code, bill amounts, etc...

Note: If changes are needed to the Charge ID - The **Table:** field = "ID" is very important.



ORACLE®

Home | Worklist | MultiChannel Console | Add to Favorites

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

New Window | Personalize Page

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

Unit: JUD23 Bill To: JUD23 Pretax Amt: 0.00 USD
 Invoice: 0001135290 Worcester County Circuit Court

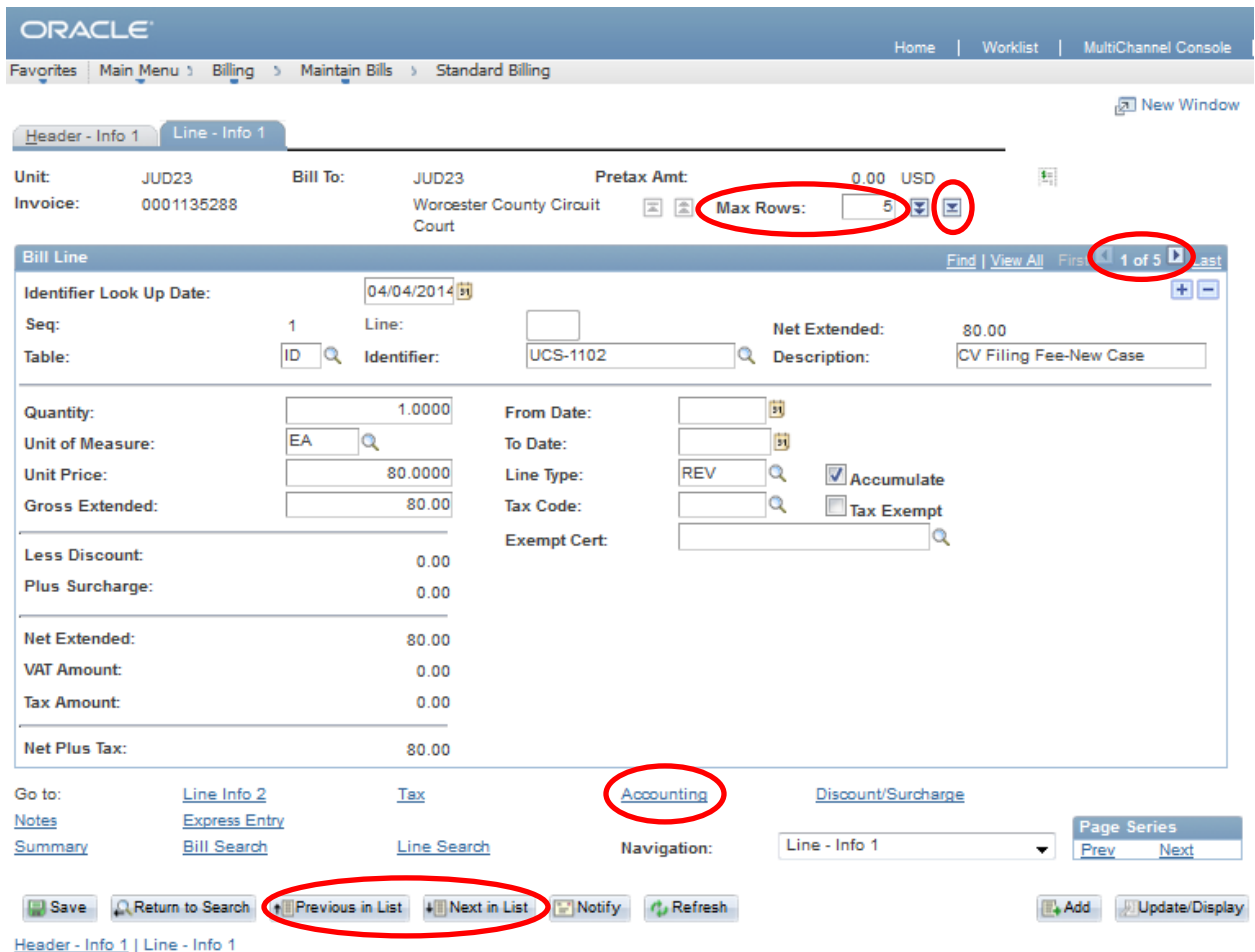
PO Ref: BC99 Freight Terms:
 Contract: 1400000921 Ship Via:
 Contract Date: Case Number: 23C1300051
 Contract Type: PK Slip No: 001234
 OM Bus Unit:
 Order No:
 Order Date:
 Ship Bus Unit:
 Ship ID:

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

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

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

4. The [Line – Info 1](#) tab will display.
 - a. Click the [Accounting](#) link at the bottom of the page to see the accounting breakout.
 - b. Increase the Max Rows, if necessary, to see all Bill Lines. Bill lines should be even in number. *Example*, if you show “1 of 5” bill lines, increase *Max Rows* to e.g., 10 then click the single down arrow to refresh your bill lines. In this example, the lines increased to 8. The *View All* link can be used to view all bill lines, which should include allocations and payments.
 - c. Use the **Next in List** and **Previous in List** buttons to navigate through the bills.



B. How To Look-up a Charge Code

This step is listed to help familiarize you with where to locate the Revenue Allocation for a specific charge code. It is highly recommended that you save this page as a Favorite for quick access.

NAVIGATION: Main Menu > Set Up Financials/Supply Chain > Product Related > Billing Setup > Charge Code

1. The Charge Code search criteria page will display.
 - a. **SetID:** Enter JUDxx for your batch county
 - b. **Billing Charge ID:** Enter the full charge code ID or a portion.
Or
 - c. **Description:** change to Contains: Enter a portion of the Charge Code description
 - d. Select the Charge Code link.

Charge Code

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

SetID:

=

JUD02

🔍

Billing Currency:

begins with

USD

🔍

Billing Charge ID:

begins with

RCS-1181

🔍

Description:

begins with

🔍

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All					First	1 of 1	Last
SetID	Billing Currency	Billing Charge ID	Description	Unit of Measure	List Price		
JUD02	USD	RCS-1181	BL Annapolis	EA	0		

Page 6 of 19

Last Revised: 08/04/2016

2. The Charge Code page will display.
 - a. Locate the Revenue Code. There may be one or more listed. If you are entering this charge code on a bill, you will need to add Revenue Distribution lines for each Revenue Code to equal the 100% distribution or if the allocation is a fixed amount then add a Revenue Distribution row for each fixed amount item.
 - b. Each percent number will need to be added to the Revenue Distribution page on the bill's accounting page also.

In the example below: RCS-1181 for JUD02 has 3 Revenue Distribution codes. Each one of these codes will need to be added to the [Acctg – Rev Distribution](#) page to accurately complete the allocation for this charge code.

Charge Code Charge Code 2

SetID: JUD02 Currency: USD Charge ID: RCS-1181

Charge Code Find | View All First 1 of 1 Last

*Effective Date: 01/01/1951 Status: Active

*Unit of Measure: EA List Price:

*Description: BL - Annapolis

Long Description: BL - Local Lic Costs/Penalties - 0202

Revenue Distribution Code: *Revenue Recognition Basis: Invoice Date

*Bill Type Identifier: LIC Local Disbursement: ☒

Tax Group: Transaction Type: Billing and Payment

VAT Group: Transaction Sub Type: None

Revenue Codes Personalize | Find | First 1-3 of 3 Last

Line	Distribution Code	Description	Allocation Basis	Percent Allocation		
1	R020105460	R020105460	Percentage Allocation	3.0000	+	-
2	R020105466	R020105466	Percentage Allocation	5.0000	+	-
3	R022709588	R022709588	Percentage Allocation	92.0000	+	-

Disbursement Codes Personalize | Find | First 1 of 1 Last

Allocation Customer

Line	*Distribution Code	Description	Allocation Basis	Percent Allocation		
1	D022709511	D022709511	Percentage Allocation	92.0000	+	-

C. Using Copy Single Bill

This step provides a new way of entering a Bill, by using the Copy Single Bill function. This function copies over everything from the original EXCEPT, the Invoice Date and Accounting Date, including all Notes. The Copy Single Bill feature allows you to change, update or modify as much as you want on the new copied bill. Example of when to use: To reverse a bill entered as an incorrect Bill Type. For multiple Bad Check bills, enter the first one then copy from that bill to create the next one in the list.

This function only allows you to copy a bill from the current fiscal year. [Ex. If the current Fiscal Year is FY2015 (07/01/2014 through 06/30/2015) you may not copy a bill from 06/30/2014, which was Fiscal Year FY2014]

NAVIGATION: *Billing> Maintain Bills> Copy Single Bill*

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

Copy Single Bill

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

Find an Existing Value

▼ Search Criteria

Business Unit: [=]

Invoice: [begins with]

Bill Status: [=]

Customer: [begins with]

Contract: [begins with]

☐ **Case Sensitive**

[Basic Search](#)
 [Save Search Criteria](#)

Search Results

View All							
First 1 of 1 Last							
Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
JUD02	0006640754	Regular	New Bill	JBC	ONLINE	JUD02	00251659

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

Copy Single Bill

Unit: JUD02 Bill To: JUD02 Anne Arundel County Circuit Court
 Invoice: 0006640754 Pretax Amt: 0.00 USD

Select Bill Action	Copy Results
☐ No Bill Action ☒ Copy Bill	*Copy Bill: NEXT

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

Copy Single Bill

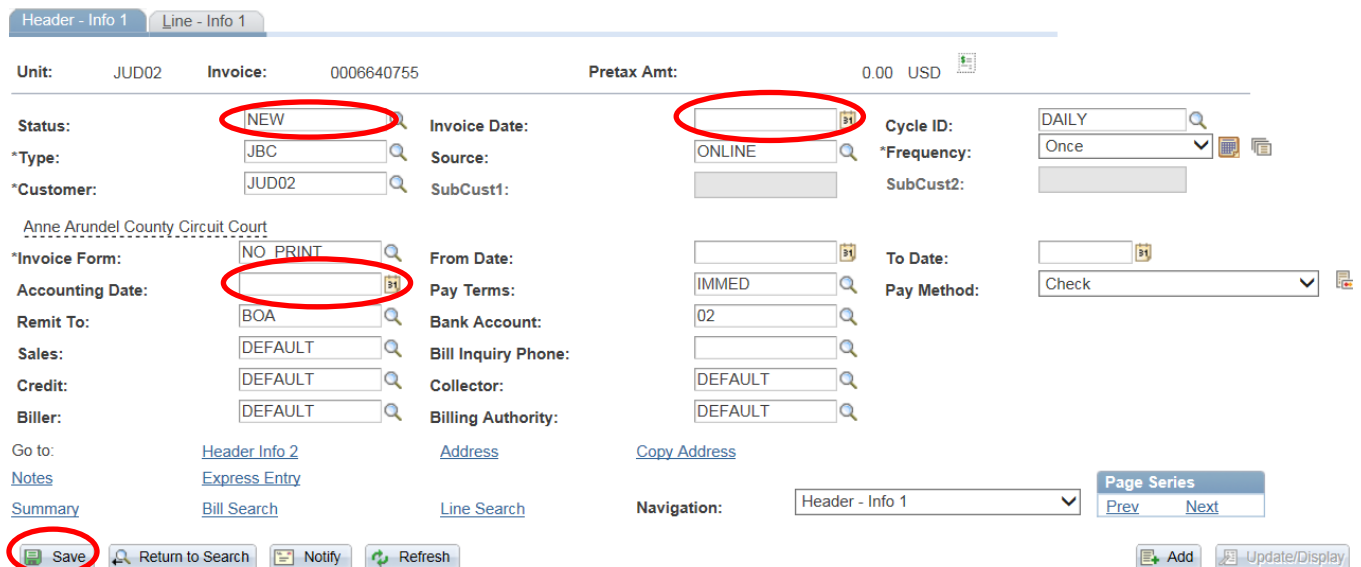
Unit: JUD02 Bill To: JUD02 Anne Arundel County Circuit Court
 Invoice: 0006640754 Pretax Amt: 0.00 USD

Select Bill Action	Copy Results
☒ No Bill Action ☐ Copy Bill	*Copy Bill: 0006640755 Go To Bill Header - Gen. Info

3. Click the [Go To Bill Header – Gen. Info](#) link. This will take you to the *Header – Info 1* tab within the bill.
 - a. Invoice Date: Enter current date.
 - b. Accounting Date: Enter current date.

Note: All the fields on this bill are open to accept changes. The Bill Type can be changed, the note should be changed or updated, and the Identifiers or Line Amounts on the Line-Info 1 page can be changed as well.

- c. Make all necessary changes
- d. Status: Change from New to RDY (Ready to Invoice)
- e. Click Save.



Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: 0006640755 Pretax Amt: 0.00 USD

Status: NEW Invoice Date: Cycle ID: DAILY

*Type: JBC Source: ONLINE *Frequency: Once

*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

*Invoice Form: NO PRINT From Date: To Date:

Accounting Date: Pay Terms: IMMED Pay Method: Check

Remit To: BOA Bank Account: 02

Sales: DEFAULT Bill Inquiry Phone:

Credit: DEFAULT Collector: DEFAULT

Biller: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address

Notes Express Entry

Summary Bill Search Line Search

Navigation: Header - Info 1

Page Series: Prev Next

Save Return to Search Notify Refresh Add Update/Display

4. Run the Single Action Invoice process for the Bill Type just completed.

D. Running District Court Monthly Revenue Reports

There are two reports which should be created at the end of each month, once your daily deposits are completed and any Bad Checks or other adjustments are completed.

The first report is the Monthly Revenue Details District Court (R1) report. This report contains information specific to your daily deposits for Cash and Checks for revenue.

The second report is the DC – Yearly/Period Breakdown report. This report should be created monthly and contains the breakdown of transaction types included in the Account ‘7503’ Fines and Costs.

Report 1: Monthly Revenue Details District Court (R1) report

NAVIGATION: Main Menu > Maryland Judiciary > Reports > Mon Rev Details Dist Crt (R1)

1. The [Mon Rev Details Dist Crt \(R1\)](#) Run Control page will display.
 - a. Enter 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.: “Reports”).
2. On the [Mon Rev Details Dist Crt \(R1\)](#) page, complete the following run control settings:
 - a. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - b. **Fiscal Year:** Enter the current 4-digit fiscal year.
 - c. **Period:** Enter the 2-digit fiscal month, (e.g. July = 01, August = 02, etc.).
3. Click the **Save** button.
4. Click the **Run** button

Aoc Run Dis R1

Mon Rev Details Dist Crt (R1)

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

Language: English ▼ Process Instance:990051

Report Request Parameters

***Business Unit:** 🔍

***Fiscal Year**

***Period** Please enter period like ex 01

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display



- On the [Process Scheduler Request](#) page, the [AOCDISR1](#) Process Name will be selected.
- Click the **OK** button.

Process Scheduler Request

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

Server Name Run Date

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	District Court Rev Detail R1	AOCDISR1	SQR Report	Web	PDF	Distribution

- On the [Mon Rev Details Dist Crt \(R1\)](#) page, the Process Instance number below the Run button indicates processing has begun; click the [Process Monitor](#) link.
- On the [Process List](#) page, click the [Details](#) link of the completed AOCDISR1 process (i.e., Run Status = "SUCCESS" and a Distribution Status = "POSTED").
- On the [Process Detail](#) page, click the [View Log/Trace](#) link to select and view the PDF report.

Report ID:	AOCDISR1	DISTRICT COURT OF MARYLAND										Page No:	1
BU: JUD51	Fiscal Year:	2017	Month:	JUL	Monthly revenue Detail (R-1)							Date:	08/04/2016
Date	Treas Code	Total Deposit	Fines&Cost 7503 51010	CICF/VCF 7506 51340	CICF 7518 51320	V.C.F 7521 51330	VWPR 7523 51350	Local 7530 51250	SUBABUSE 7531 51731	MLSC 7537 51370	Transcript 7707 51010	RIF 6234 51030	VCAF 7543 51343
07/01/16	333063	3522.50	3055.50	42.00	280.00					106.00		39.00	
07/05/16	333064	4187.00	3436.00	92.00	280.00			70.00		224.00		85.00	
07/06/16	333065	883.50	694.00	12.00	35.00					76.00		29.00	37.50
07/07/16	333066	2779.50	2395.00	54.00	175.00					8.00		3.00	144.50
07/08/16	333067	1853.00	1335.50	27.00	175.00					170.00	15.00	63.00	67.50
07/11/16	333068	1914.00	1530.00	39.00	140.00					62.00		23.00	120.00
07/12/16	333069	1898.00	1370.00	33.00	70.00					242.00		93.00	90.00
07/13/16	333070	1075.00	935.00	18.00						56.00		21.00	45.00
07/14/16	333071	1465.00	1174.50	36.00	70.00					52.00	15.00	20.00	97.50
07/15/16	333072	3410.00	2916.50	33.00	245.00					74.00		29.00	112.50
07/18/16	333073	17451.00	16917.00	27.00	210.00					152.00		55.00	90.00
07/19/16	333074	1748.85	1528.85	36.00						50.00		18.00	116.00
07/20/16	333075	1945.00	1550.50	39.00	35.00					160.00		63.00	97.50
07/21/16	333076	3685.50	2444.00	39.00	350.00					538.00		202.00	112.50
07/22/16	333077	1624.50	1215.50	36.00	70.00					142.00		56.00	105.00
07/25/16	333078	2568.50	2126.00	30.00	210.00					90.00		30.00	82.50
07/26/16	333079	1713.50	1298.50	31.00	35.00					176.00		72.00	101.00
07/27/16	333080	1346.00	1013.00	12.00	70.00					140.00		51.00	60.00
07/28/16	333081	1671.50	1345.00	33.00	35.00					98.00	15.00	33.00	112.50
** Total **		56741.85	48280.35	669.00	2485.00	0.00	0.00	70.00	0.00	2616.00	45.00	985.00	1591.50

[District Court Monthly Rev Detail \(R-1\)](#)

Report 2: DC – Yearly/Period Breakdown Report

This report replaces the DC- Monthly Fines and Costs report (R2). The report is very similar, but the breakdown now is only of Fines and Costs (7503 account). Please compare the Total Amount on this report to the previous report, Monthly Revenue Details District Court (R1) report, where the amount in the 7503 column should equal. This is not the Grand Total Amount, as that includes any adjustments processed for the month.

NAVIGATION: Main Menu > Maryland Judiciary > Reports > DC – Yearly/Period Breakdown

1. The [DC-Yearly/Period Breakdown](#) Run Control page will display.
 - a. Enter 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.: “Reports”).
2. On the [DC-Yearly/Period Breakdown \(DC Run R4\)](#) page, complete the following run control settings:
 - a. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - b. **Fiscal Year:** Enter the current 4-digit fiscal year.
3. Click the **Save** button.
4. Click the **Run** button.

DC Run R4

Run Control ID:

test

[Report Manager](#)

[Process Monitor](#)

[Run](#)

***Business Unit**

Fiscal Year

MDJUD Selects All

Enter as 4 digit Year

Save

Return to Search

Notify

Add

Update/Display



- On the [Process Scheduler Request](#) page, the [AOCDISR4](#) Process Name will be selected.
- Click the **OK** button

Process Scheduler Request

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

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	DC Courts Rev Year Summary	AOCDISR4	SQR Report	Web	PDF	Distribution

- On the [DC – Yearly/Period Breakdown \(R4\)](#) page, the Process Instance number below the Run button indicates processing has begun; click the [Process Monitor](#) link.
- On the [Process List](#) page, click the [Details](#) link of the completed AOCDISR4 process (i.e., Run Status = “SUCCESS” and a Distribution Status = “POSTED”).

Process List ☒ Server List

View Process Request For

User ID Type Last Days

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List									
Personalize Find View All First 1-5 of 5 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	990009		SQR Report	AOCDISR4	debbie.seipp	08/03/2016 2:06:19PM EDT	Success	Posted	Details
☐	990008		SQR Report	AOCDISR4	debbie.seipp	08/03/2016 1:32:41PM EDT	Success	Posted	Details
☐	990007		SQR Report	AOCDISR3	debbie.seipp	08/03/2016 12:59:14PM EDT	Success	Posted	Details
☐	990005		SQR Report	AOCDISR5	debbie.seipp	08/03/2016 12:42:53PM EDT	Success	Posted	Details
☐	989987		SQR Report	AOCDISR4	debbie.seipp	08/02/2016 2:17:52PM EDT	Success	Posted	Details

[Go back to DC Year/Period Breakdown](#)



9. On the [Process Detail](#) page, click the [View Log/Trace](#) link to select and view the PDF report.

View Log/Trace

Report		
Report ID:	946685	Process Instance: 990009 Message Log
Name:	AOCDISR4	Process Type: SQR Report
Run Status:	Success	
DC Courts Rev Year Summary		
Distribution Details		
Distribution Node:	PSUNIX	Expiration Date: 08/10/2016
File List		
Name	File Size (bytes)	Datetime Created
AOCDISR4_990009.PDF	4,736	08/03/2016 2:09:47.113294PM EDT
AOCDISR4_990009.out	7,779	08/03/2016 2:09:47.113294PM EDT
SQR_AOCDISR4_990009.log	1,577	08/03/2016 2:09:47.113294PM EDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	debbie.seipp	
Return		

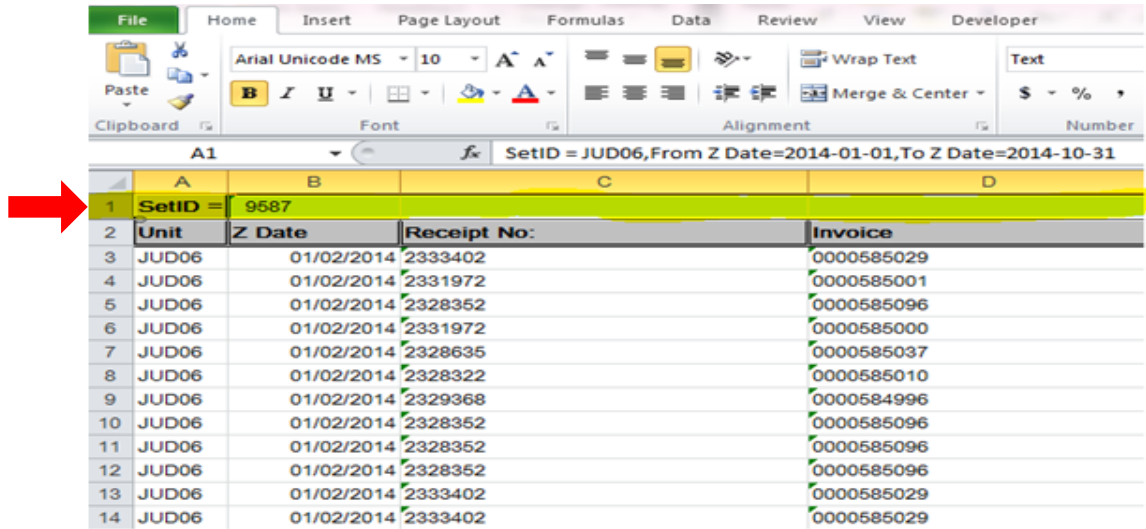
Note: Totals row should equal the Total from the R1 report above.

Report ID: AOCDISR4	DISTRICT COURT OF MARYLAND												Date: 08/03/2016
Business Unit: JUD51	Allegany County District Court												Total
Fiscal Year:	2017	Annual Breakdown Fines & Costs											
July	August	September	October	November	December	January	February	March	April	May	June		
Traffic Fines	18091.50	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	18091.50
Traffic Costs	5460.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	5460.00
Criminal Fines	2735.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	2735.00
Criminal Costs	702.50	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	702.50
DNR/MTA Fines	1950.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	1950.00
DNR/MTA Costs	135.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	135.00
Bond Forfeiture	15100.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	15100.00
Civil Costs	2646.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	2646.00
Local Costs	5.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	5.00
Marijuana	350.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	350.00
Work Zone	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
Miscellaneous	1105.35	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	1105.35
Totals	48280.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48280.35
JAD	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
JBC	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
JCR	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
JCU	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
JDP	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
JLT	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
JPP	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	48280.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48280.35

E. How to Filter and Sort Query Data Downloaded to Excel

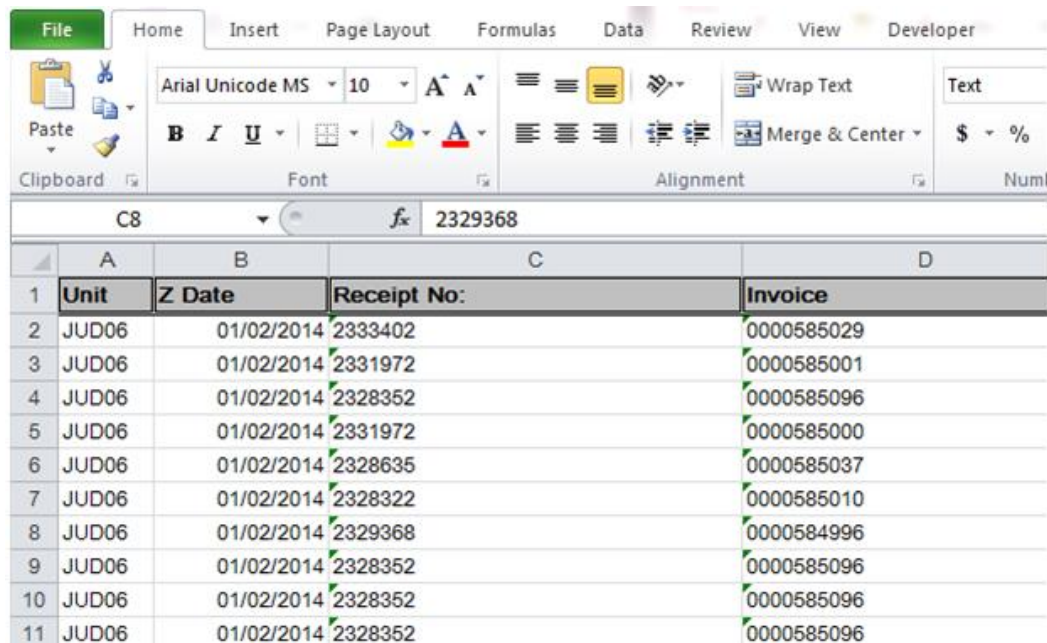
Filtering your downloaded query results in Excel can be a very useful tool to narrow your data further. The data from the example above will open in Excel:

1. Delete the first row so that your column headers become the first row.



Excel screenshot showing the first row of data highlighted in yellow and a red arrow pointing to it, indicating it should be deleted.

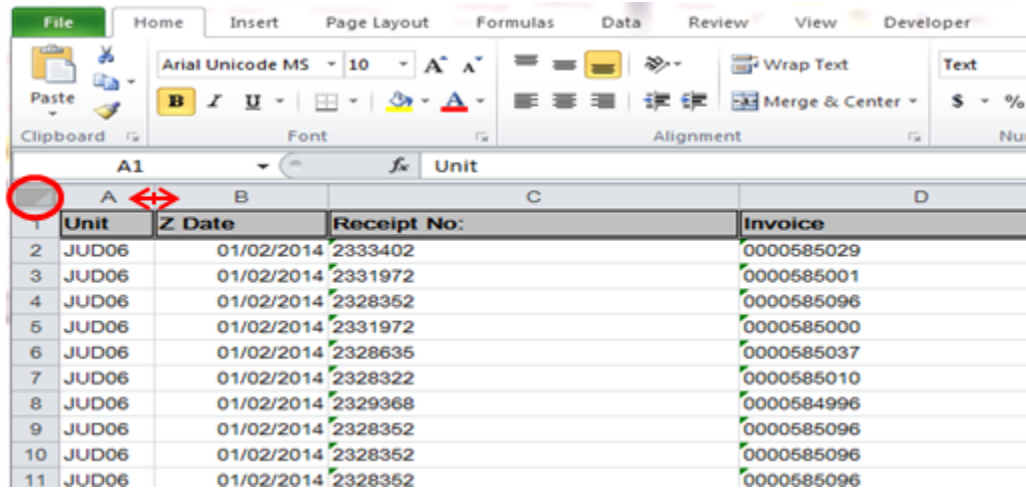
Unit	Z Date	Receipt No:	Invoice
JUD06	01/02/2014	2333402	0000585029
JUD06	01/02/2014	2331972	0000585001
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2331972	0000585000
JUD06	01/02/2014	2328635	0000585037
JUD06	01/02/2014	2328322	0000585010
JUD06	01/02/2014	2329368	0000584996
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2333402	0000585029
JUD06	01/02/2014	2333402	0000585029



Excel screenshot showing the data after the first row has been deleted, with the column headers now in the first row.

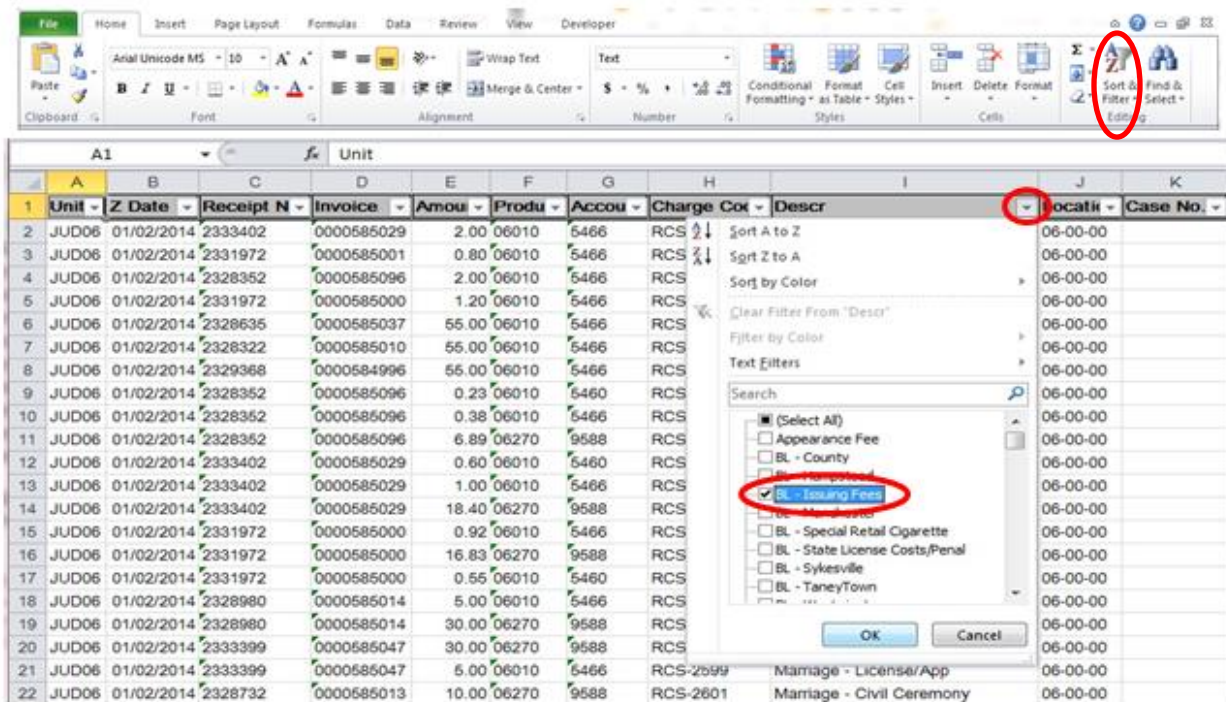
Unit	Z Date	Receipt No:	Invoice
JUD06	01/02/2014	2333402	0000585029
JUD06	01/02/2014	2331972	0000585001
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2331972	0000585000
JUD06	01/02/2014	2328635	0000585037
JUD06	01/02/2014	2328322	0000585010
JUD06	01/02/2014	2329368	0000584996
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2328352	0000585096

2. Select the entire table of data by clicking the corner field at A1 and then auto fit your columns by double clicking the column separators. You can search for specific results one of two ways: Filtering or Sorting.



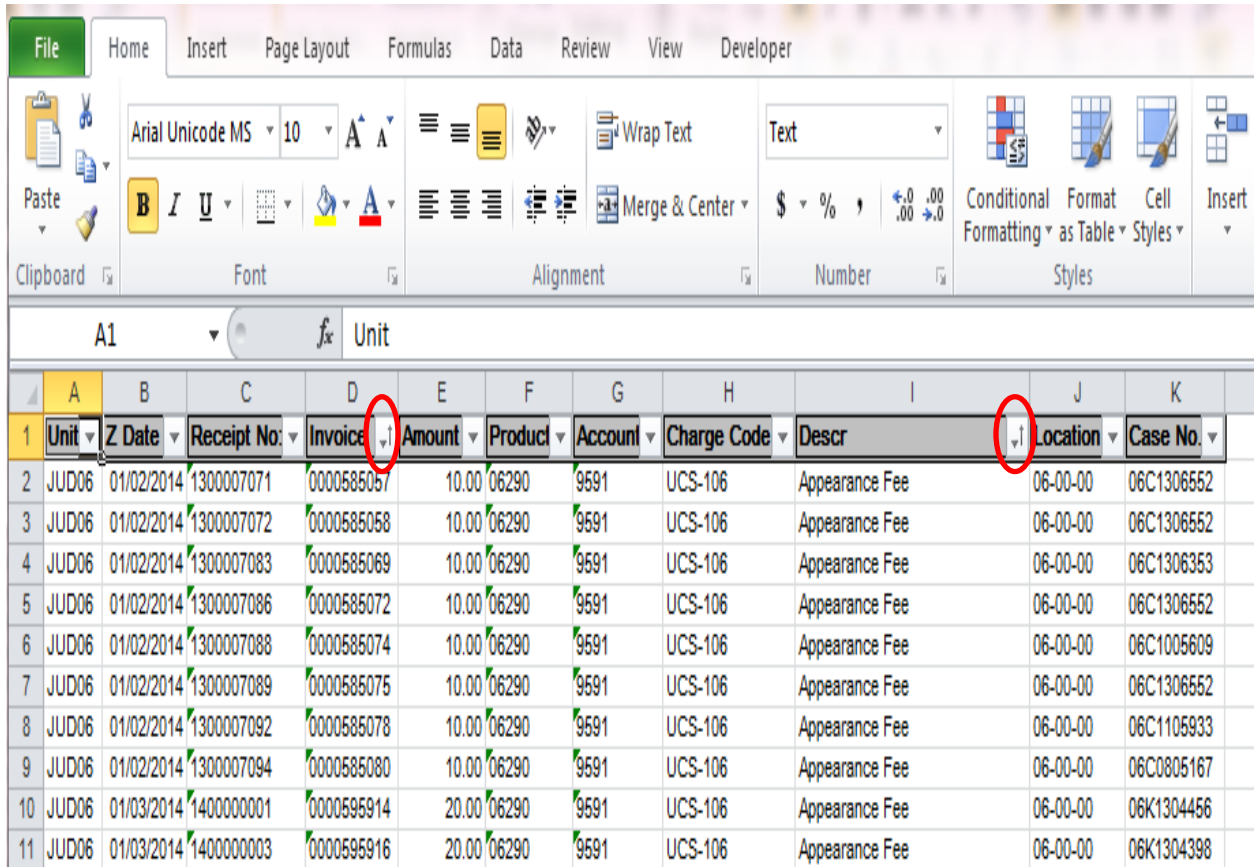
	Unit	Z Date	Receipt No.	Invoice
2	JUD06	01/02/2014	2333402	0000585029
3	JUD06	01/02/2014	2331972	0000585001
4	JUD06	01/02/2014	2328352	0000585096
5	JUD06	01/02/2014	2331972	0000585000
6	JUD06	01/02/2014	2328635	0000585037
7	JUD06	01/02/2014	2328322	0000585010
8	JUD06	01/02/2014	2329368	0000584996
9	JUD06	01/02/2014	2328352	0000585096
10	JUD06	01/02/2014	2328352	0000585096
11	JUD06	01/02/2014	2328352	0000585096

3. Use the “Filter” option on the Sort&Filter button (Found on the “Home” tab of the Excel Ribbon). Below is an example of filtering for all transactions where “BL – Issuing Fees” is the description.



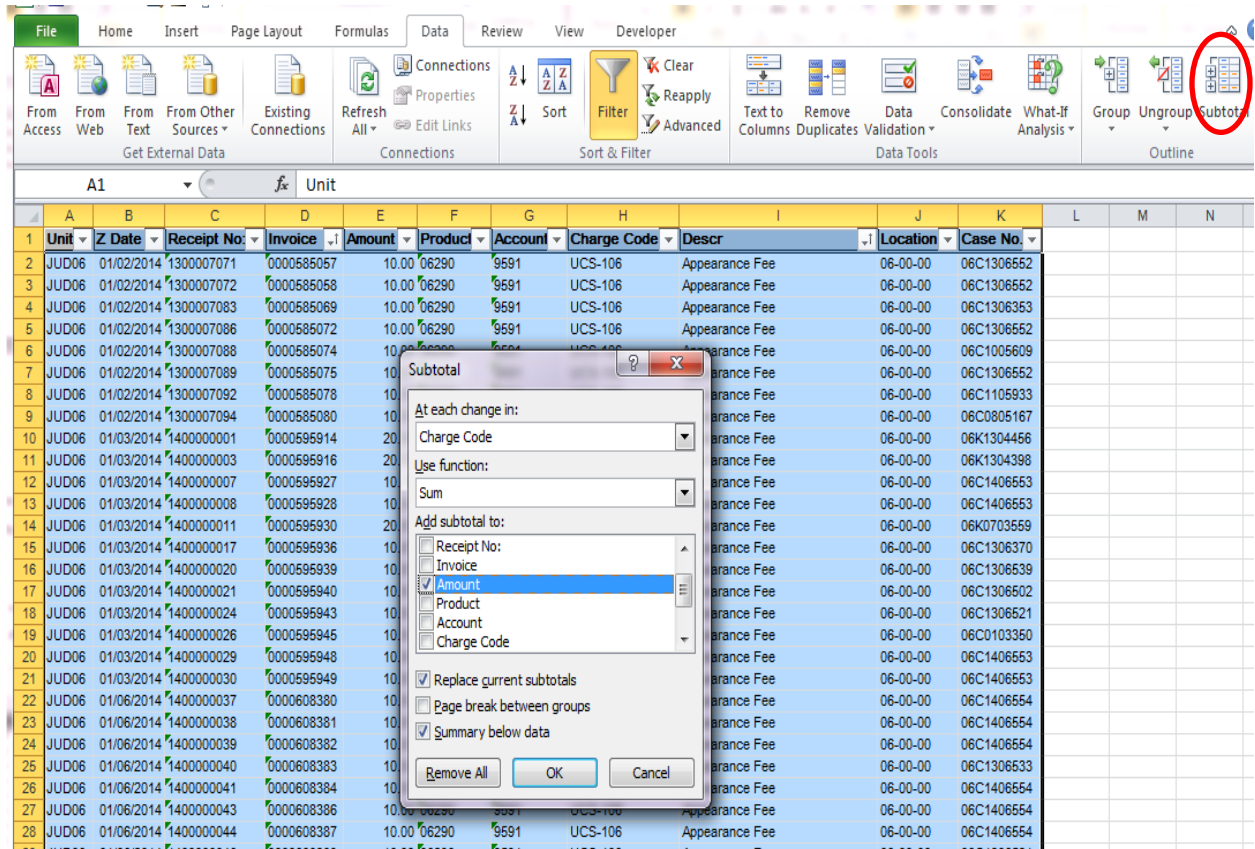
	Unit	Z Date	Receipt N	Invoice	Amou	Produ	Accou	Charge Col	Descr	Locati	Case No.
2	JUD06	01/02/2014	2333402	0000585029	2.00	06010	5466	RCS	Sort A to Z	06-00-00	
3	JUD06	01/02/2014	2331972	0000585001	0.80	06010	5466	RCS	Sort Z to A	06-00-00	
4	JUD06	01/02/2014	2328352	0000585096	2.00	06010	5466	RCS	Sort by Color	06-00-00	
5	JUD06	01/02/2014	2331972	0000585000	1.20	06010	5466	RCS	Clear Filter From "Descr"	06-00-00	
6	JUD06	01/02/2014	2328635	0000585037	55.00	06010	5466	RCS	Filter by Color	06-00-00	
7	JUD06	01/02/2014	2328322	0000585010	55.00	06010	5466	RCS	Text Filters	06-00-00	
8	JUD06	01/02/2014	2329368	0000584996	55.00	06010	5466	RCS	Search	06-00-00	
9	JUD06	01/02/2014	2328352	0000585096	0.23	06010	5460	RCS	(Select All)	06-00-00	
10	JUD06	01/02/2014	2328352	0000585096	0.38	06010	5466	RCS	Appearance Fee	06-00-00	
11	JUD06	01/02/2014	2328352	0000585096	6.89	06270	9588	RCS	BL - County	06-00-00	
12	JUD06	01/02/2014	2333402	0000585029	0.60	06010	5460	RCS	BL - Township	06-00-00	
13	JUD06	01/02/2014	2333402	0000585029	1.00	06010	5466	RCS	BL - Issuing Fees	06-00-00	
14	JUD06	01/02/2014	2333402	0000585029	18.40	06270	9588	RCS	BL - Special Retail Cigarette	06-00-00	
15	JUD06	01/02/2014	2331972	0000585000	0.92	06010	5466	RCS	BL - State License Costs/Penal	06-00-00	
16	JUD06	01/02/2014	2331972	0000585000	16.83	06270	9588	RCS	BL - Sykesville	06-00-00	
17	JUD06	01/02/2014	2331972	0000585000	0.55	06010	5460	RCS	BL - TaneyTown	06-00-00	
18	JUD06	01/02/2014	2328980	0000585014	5.00	06010	5466	RCS		06-00-00	
19	JUD06	01/02/2014	2328980	0000585014	30.00	06270	9588	RCS		06-00-00	
20	JUD06	01/02/2014	2333399	0000585047	30.00	06270	9588	RCS		06-00-00	
21	JUD06	01/02/2014	2333399	0000585047	5.00	06010	5466	RCS-2699	Marriage - License/App	06-00-00	
22	JUD06	01/02/2014	2328732	0000585013	10.00	06270	9588	RCS-2601	Marriage - Civil Ceremony	06-00-00	

4. Use the “Custom Sort” option on the Sort&Filter button to group your data set by a particular field. The following sample data set is sorted by “Descr” and then by “Invoice”.



	A	B	C	D	E	F	G	H	I	J	K
	Unit	Z Date	Receipt No.	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case No.
2	JUD06	01/02/2014	1300007071	0000585057	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
3	JUD06	01/02/2014	1300007072	0000585058	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
4	JUD06	01/02/2014	1300007083	0000585069	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306353
5	JUD06	01/02/2014	1300007086	0000585072	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
6	JUD06	01/02/2014	1300007088	0000585074	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1005609
7	JUD06	01/02/2014	1300007089	0000585075	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
8	JUD06	01/02/2014	1300007092	0000585078	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1105933
9	JUD06	01/02/2014	1300007094	0000585080	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C0805167
10	JUD06	01/03/2014	1400000001	0000595914	20.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06K1304456
11	JUD06	01/03/2014	1400000003	0000595916	20.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06K1304398

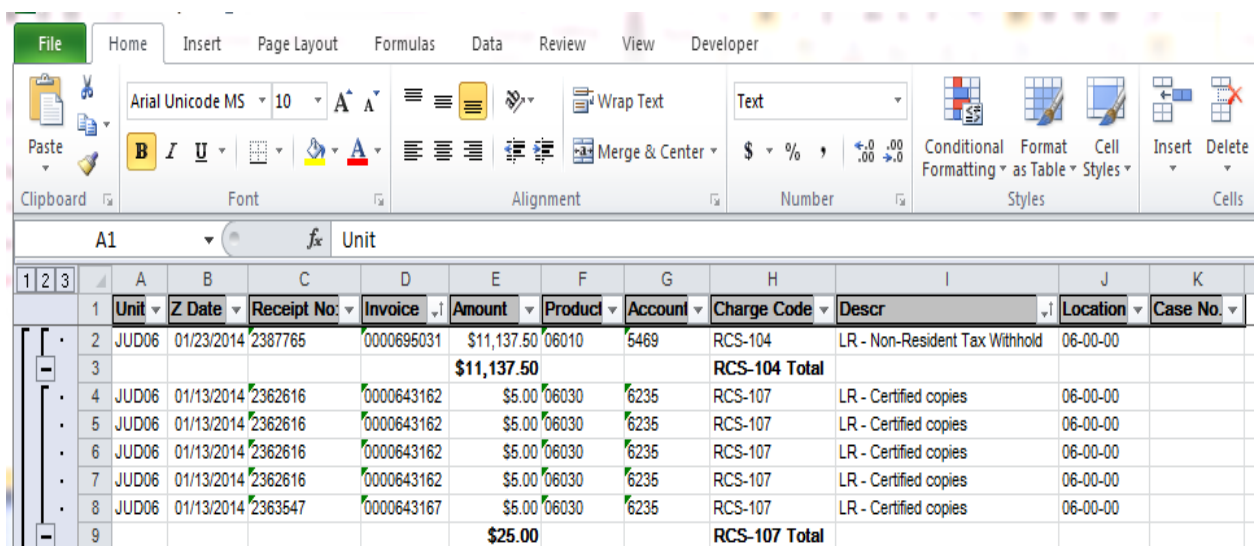
- Use the “Subtotal” button on the “Data” tab to apply functions (average, min, max, count, sum) to data set columns. For example: From this data set, you want to find the total revenue for all charge codes. We are asking Excel to return a **Sum** total for the “Amount” column each time there is a change in the **Charge Code**. *Note: It is much easier to sort your data set first before subtotaling. Here we sorted by Charge Code first then applied the subtotal parameters.*



The screenshot shows the Excel Data tab with the Subtotal dialog box open. The dialog box is configured with the following settings:

- At each change in:** Charge Code
- Use function:** Sum
- Add subtotal to:** Amount (selected)
- Replace current subtotals:** ☒
- Page break between groups:** ☐
- Summary below data:** ☒

The background data table is sorted by Charge Code. The columns are: Unit, Z Date, Receipt No., Invoice, Amount, Product, Account, Charge Code, Descr, Location, Case No.



The screenshot shows the Excel Home tab with the formatted data table. The table is sorted by Charge Code and includes subtotals for each group of rows with the same Charge Code.

Unit	Z Date	Receipt No.	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case No.
JUD06	01/23/2014	2387765	0000695031	\$11,137.50	06010	5469	RCS-104	LR - Non-Resident Tax Withhold	06-00-00	
				\$11,137.50			RCS-104 Total			
JUD06	01/13/2014	2362616	0000643162	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
JUD06	01/13/2014	2362616	0000643162	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
JUD06	01/13/2014	2362616	0000643162	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
JUD06	01/13/2014	2362616	0000643162	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
JUD06	01/13/2014	2363547	0000643167	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
				\$25.00			RCS-107 Total			