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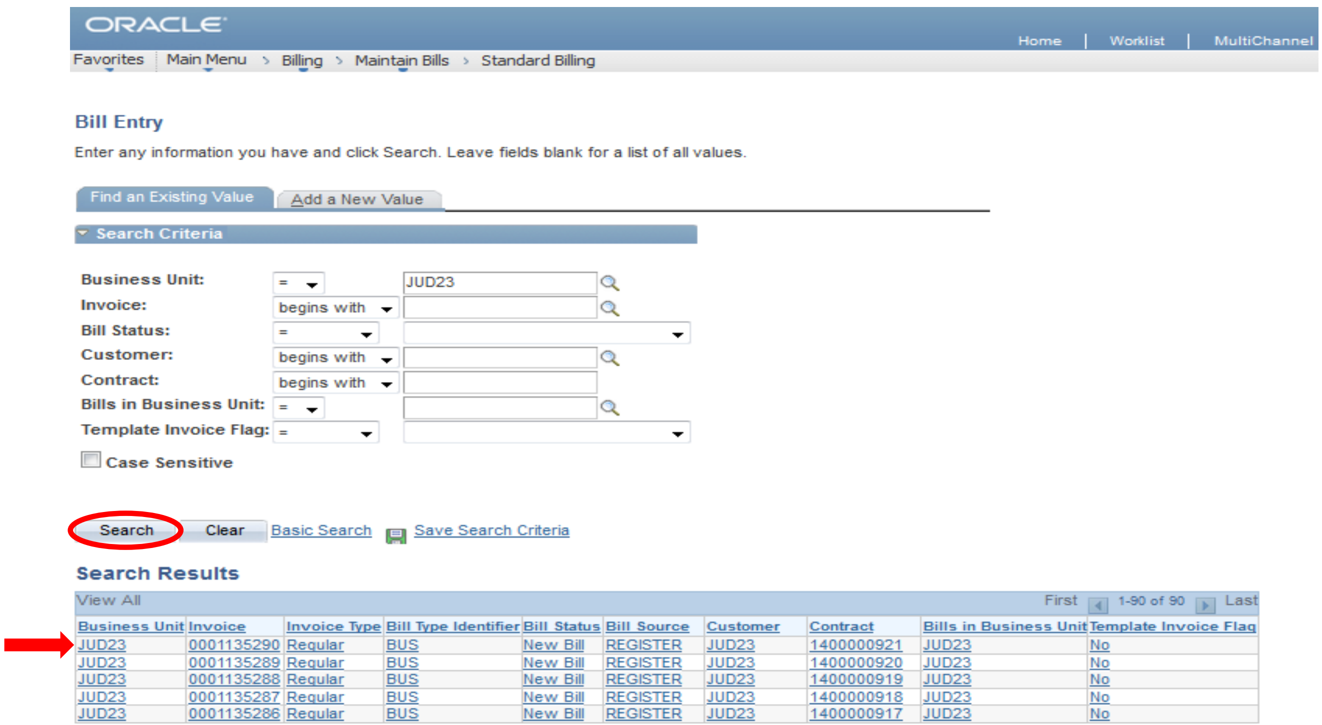
A. Becoming Familiar with Bill Components

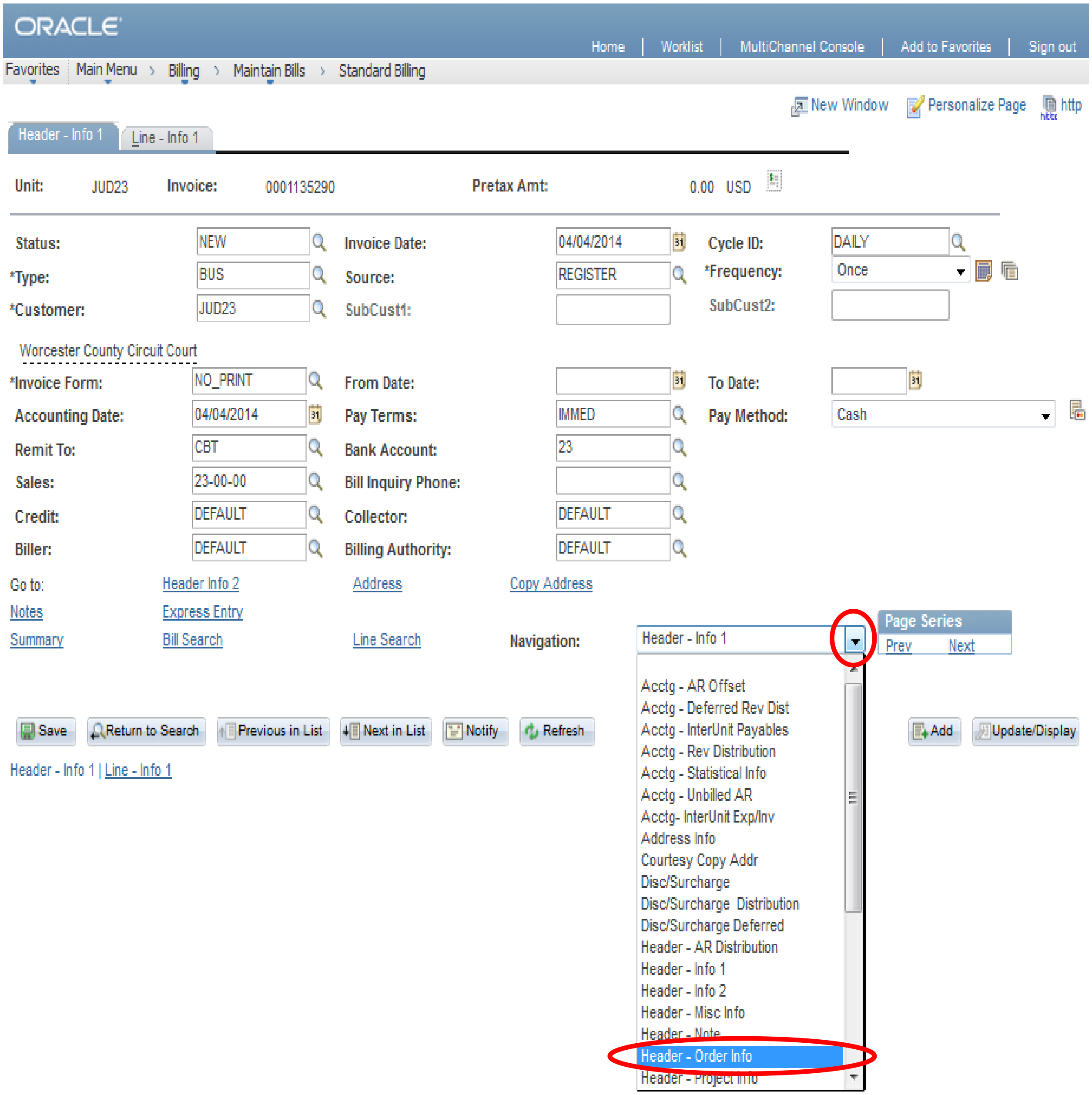
This step is listed to help familiarize you with where to locate a bill (invoice) in Billing as well as the bill components.

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

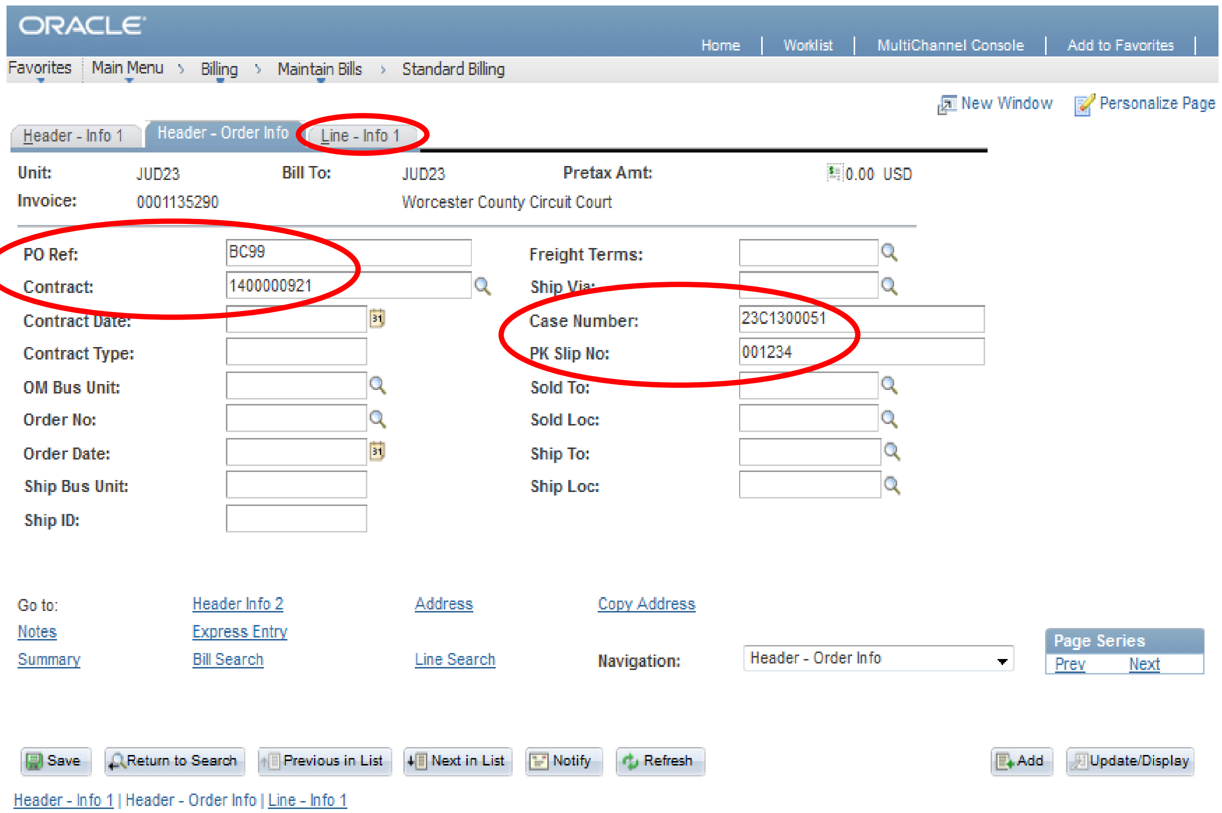
1. The *Bill Entry* page will display.
    a. Enter **Business Unit:** "JUD##".
    b. Click the **Search** button to display a list of Bills in the system.
    c. Click on a bill line to open the details associated with that Bill and Payment.



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.



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.*



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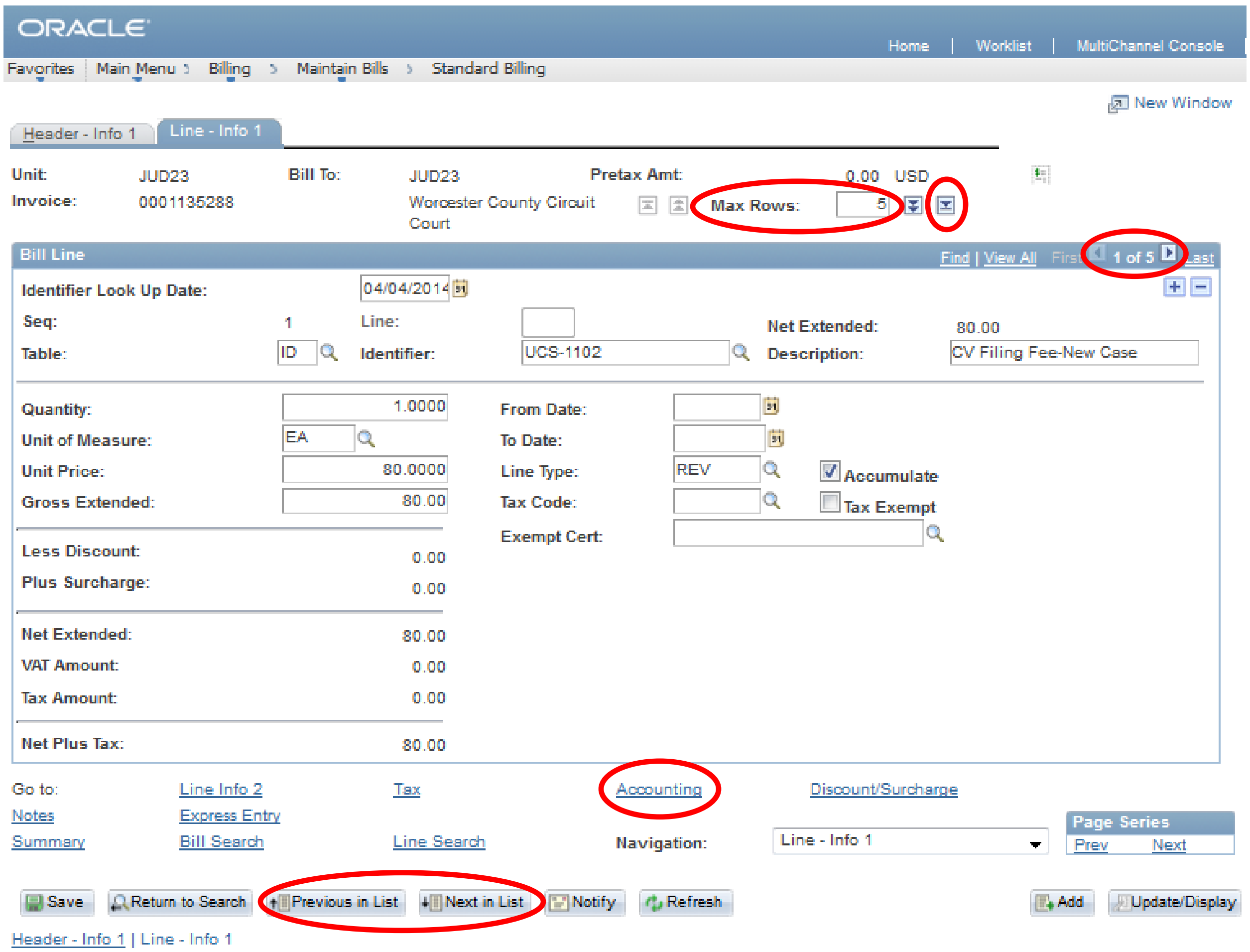
4. The *Line – Info 1* tab will display.
   a. Click the Accounting link at the bottom of the page to see the accounting breakout.
   b. Increase the Max Rows, if necessary, to see all Bill Lines. Bill lines should be even in number. *Example*, if you show "1 of 5" bill lines, increase *Max Rows* to 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.

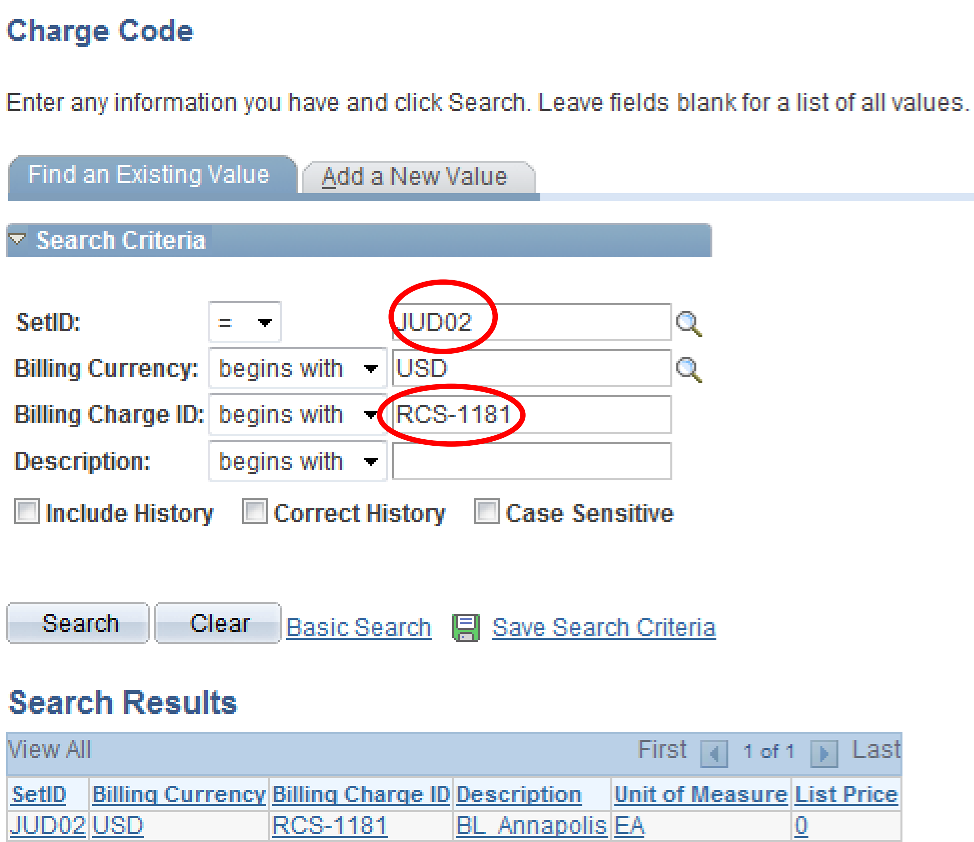


B. How To Look-up a Charge Code

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.

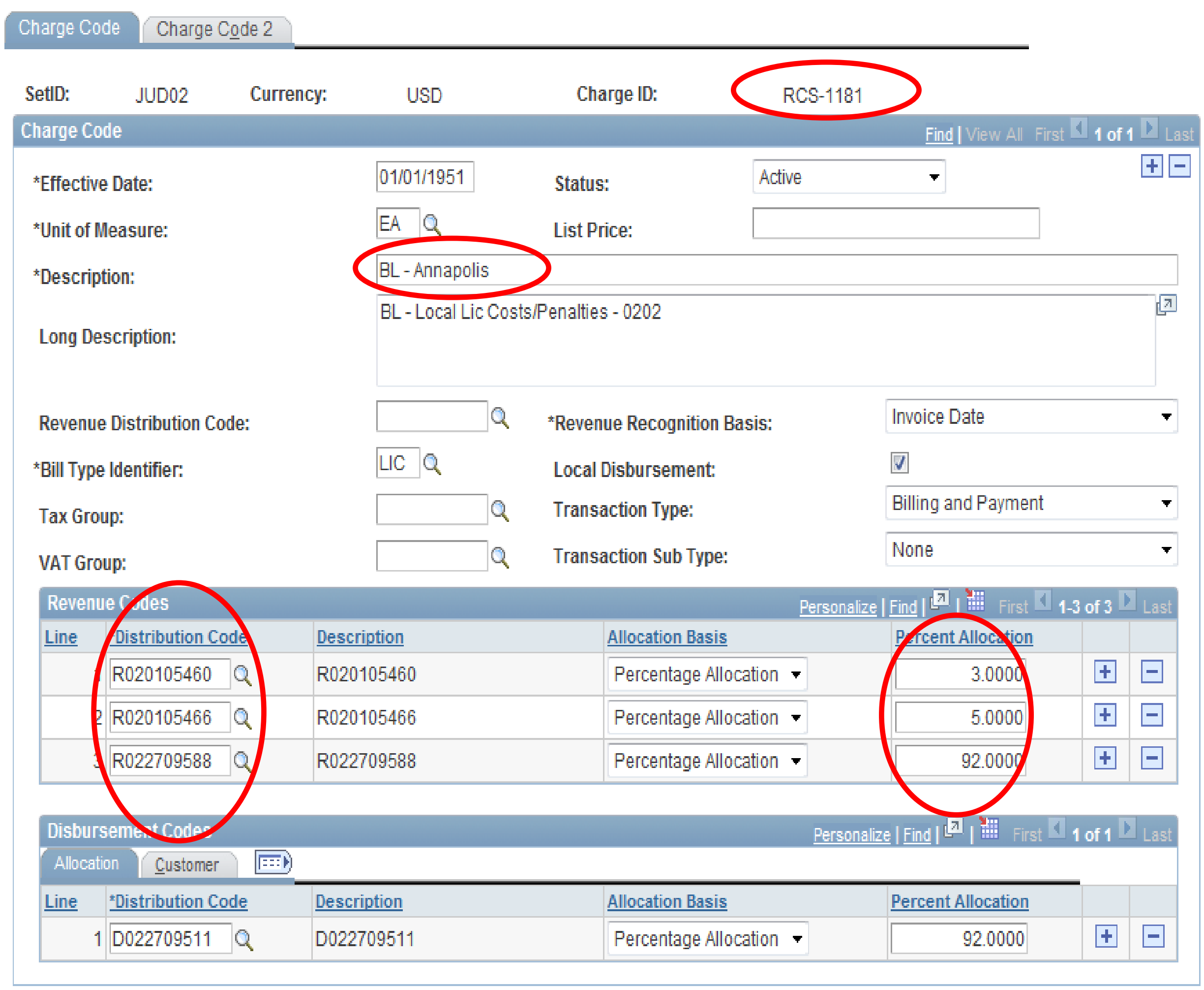
NAVIGATION: *Main Menu > Set Up Financials/Supply Chain > Product Related > Billing Setup > Charge Code*

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.



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.



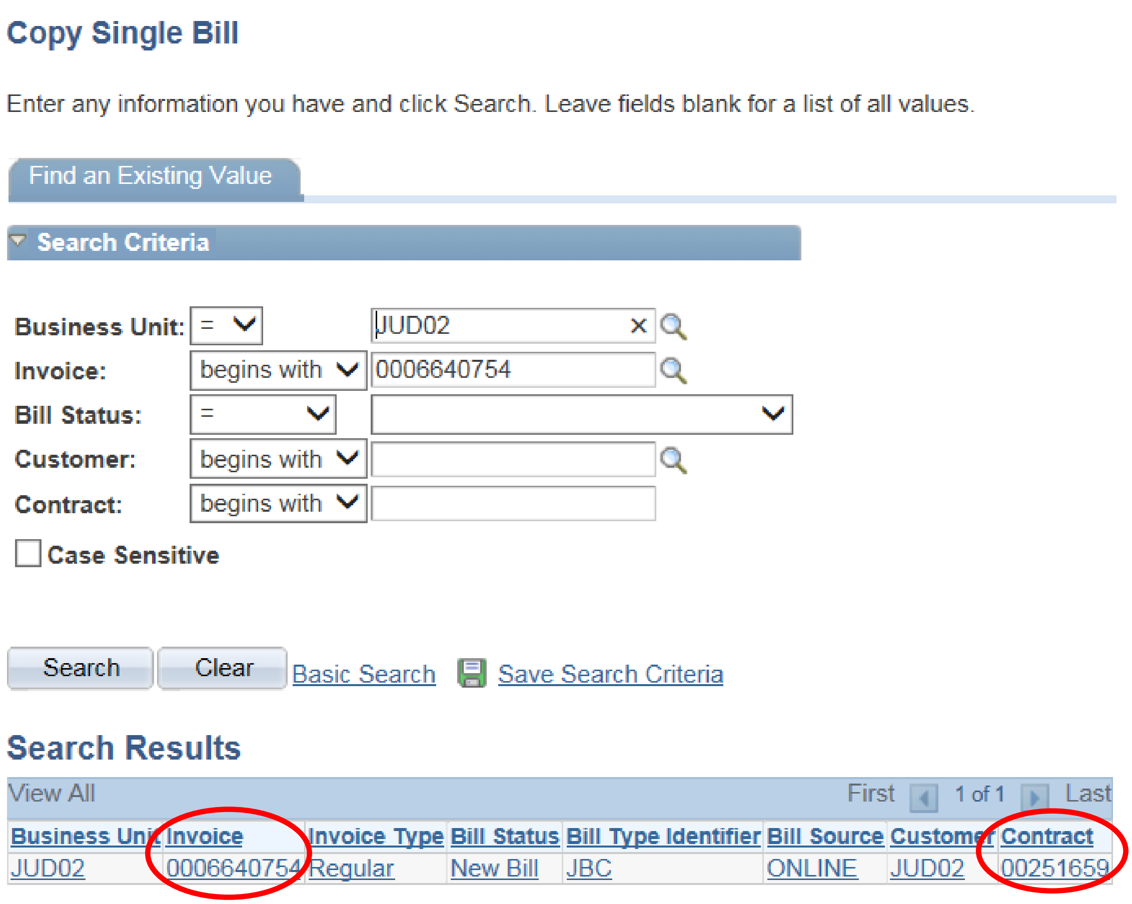
C. Using Copy Single Bill

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.

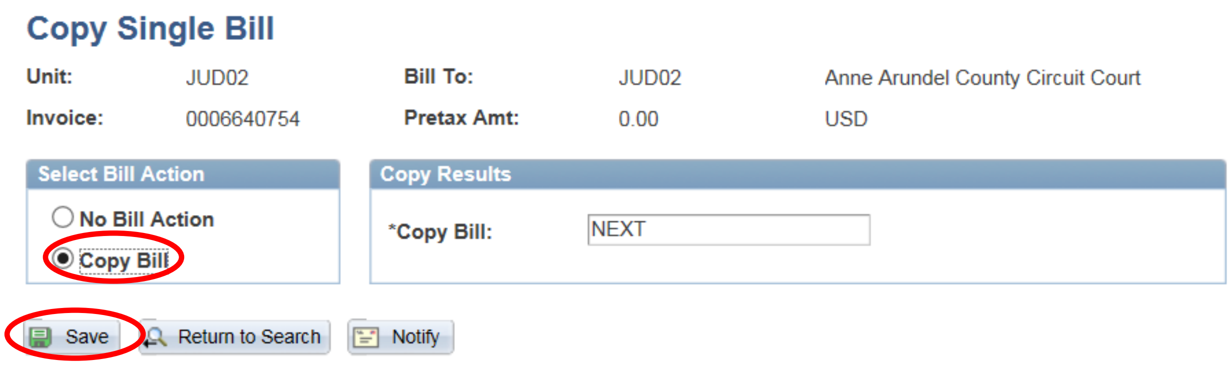
This function only allows you to copy a bill from the current fiscal year. [Ex. If the current Fiscal Year is FY2015 (07/01/2014 through 06/30/2015) you may not copy a bill from 06/30/2014, which was Fiscal Year FY2014]

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

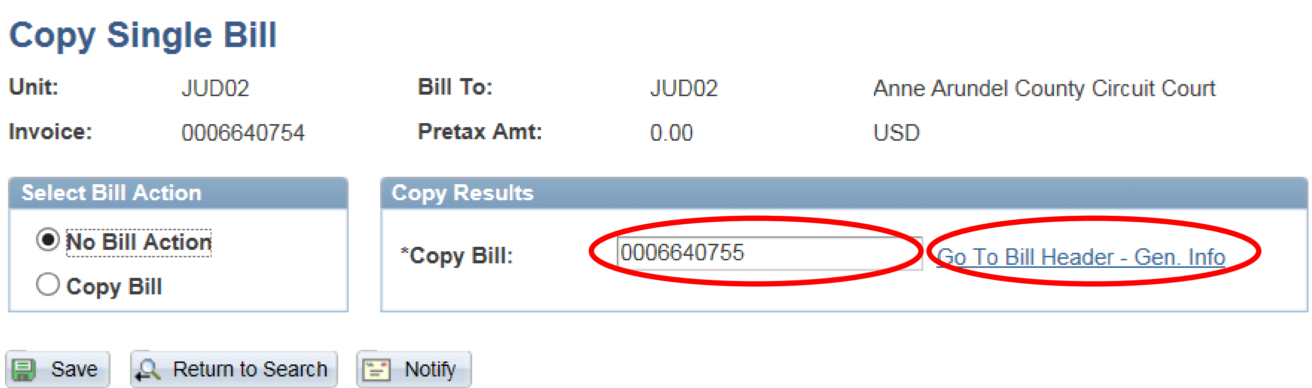
1. The ***Copy Single Bill*** page will display.
    a. **Contract:** Enter the Receipt number to find the Bill to copy.
    OR
    b. **Invoice:** Enter the Invoice number you want to copy from
    c. Click the **Search** button to display search results.
        i. Search results should include **Bill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



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.



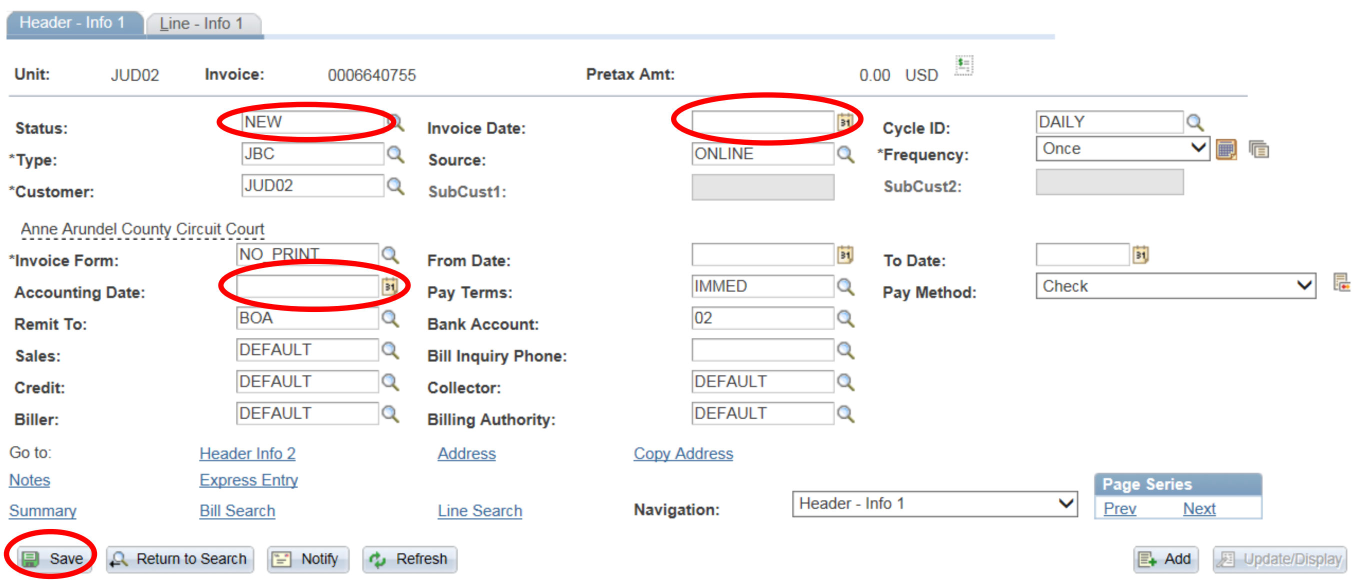
   d. The new Bill number and navigation link are displayed after the page saves.



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.*



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.

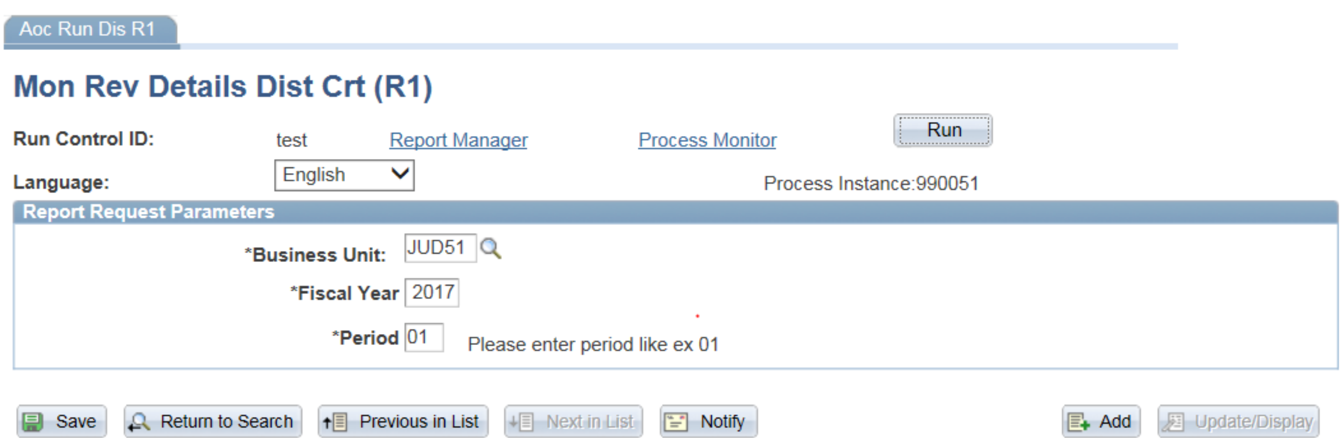
The first report is the Monthly Revenue Details District Court (R1) report. This report contains information specific to your daily deposits for Cash and Checks for revenue.

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.

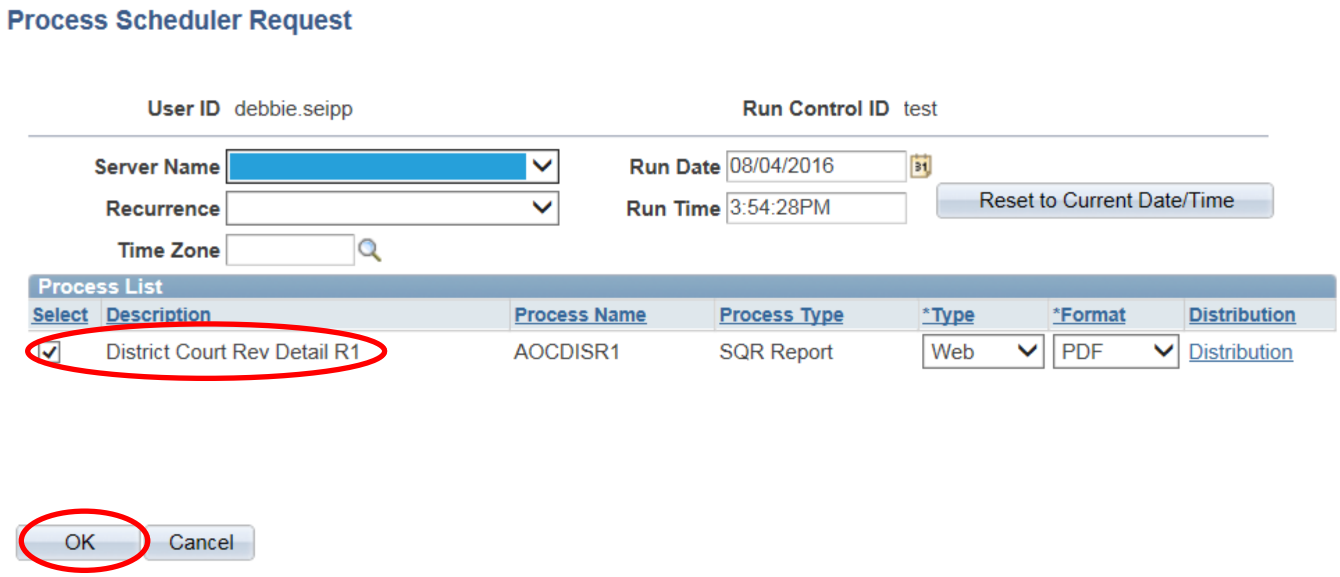
Report 1: Monthly Revenue Details District Court (R1) report

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



5. On the *Process Scheduler Request* page, the AOCDISR1 Process Name will be selected.
6. Click the **OK** button.



7. 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.
8. On the *Process List* page, click the Details link of the completed AOCDISR1 process (i.e., Run Status = "SUCCESS" and a Distribution Status = "POSTED").
9. On the *Process Detail* page, click the View Log/Trace link to select and view the PDF report.

Report ID: AOCDISR1 D I S T R I C T C O U R T O F M A R Y L A N D Page No: 1
BU: JUD51 Fiscal Year: 2017 Month: JUL Monthly revenue Detail (R-1) Date: 08/04/2016

Date	Treas Code	Total Deposit	Fine&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

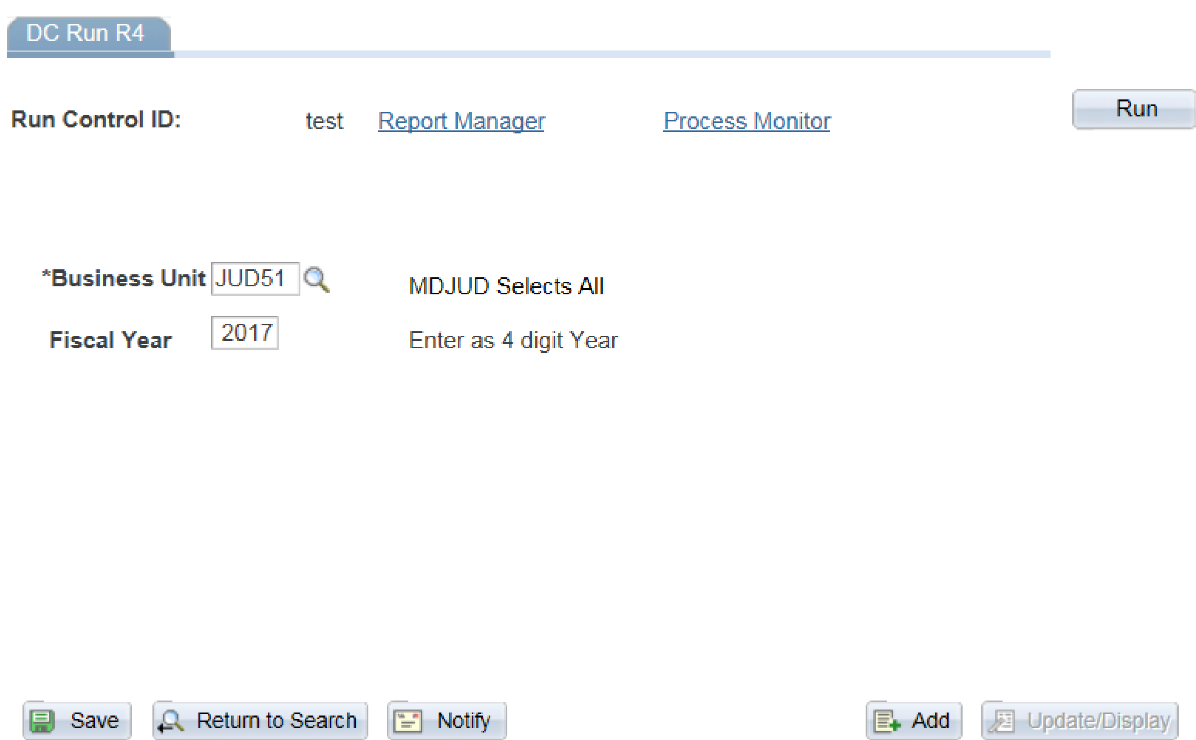
District Court Monthly Rev Detail (R-1)

Report 2: DC – Yearly/Period Breakdown Report

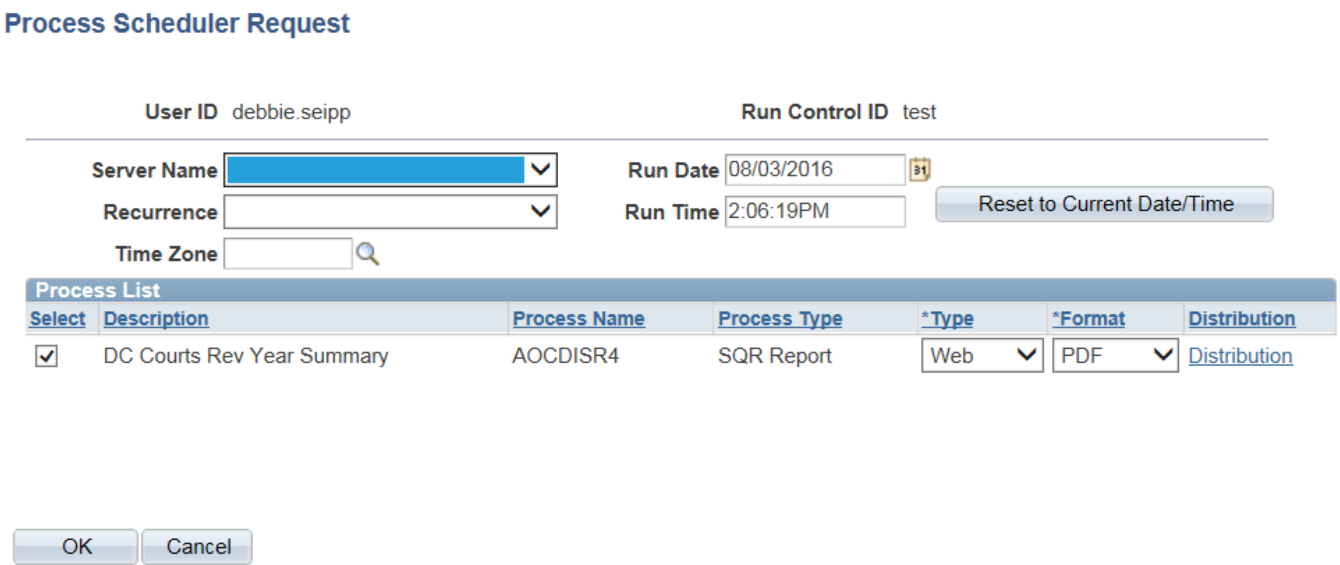
This report replaces the DC- Monthly Fines and Costs report (R2). The report is very similar, but the breakdown now is only of Fines and Costs (7503 account). Please compare the Total Amount on this report to the previous report, Monthly Revenue Details District Court (R1) report, where the amount in 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*

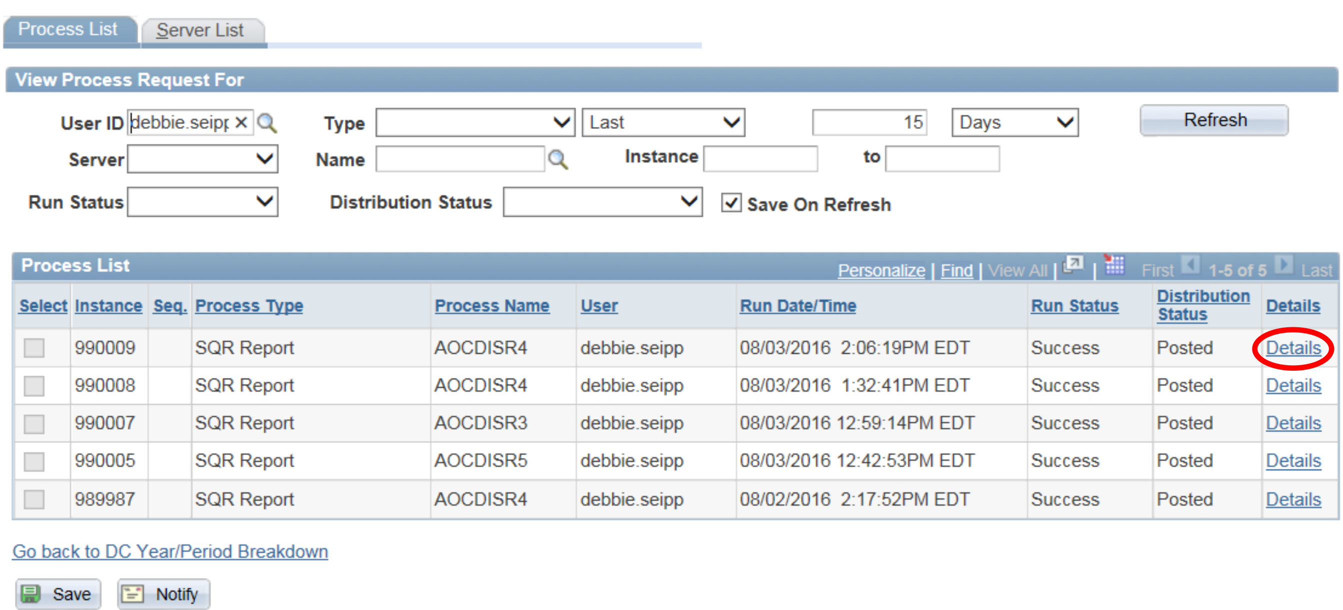
1. The *DC-Yearly/Period Breakdown* Run Control page will display.
    a. Enter a Run Control – Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value*" tab and enter a Run Control ID (e.g.: "Reports").
2. On the *DC-Yearly/Period Breakdown (DC 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.



5. On the *Process Scheduler Request* page, the AOCDISR4 Process Name will be selected.
6. Click the **OK** button



7. 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.
8. On the *Process List* page, click the Details link of the completed AOCDISR4 process (i.e., Run Status = "SUCCESS" and a Distribution Status = "POSTED").



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.

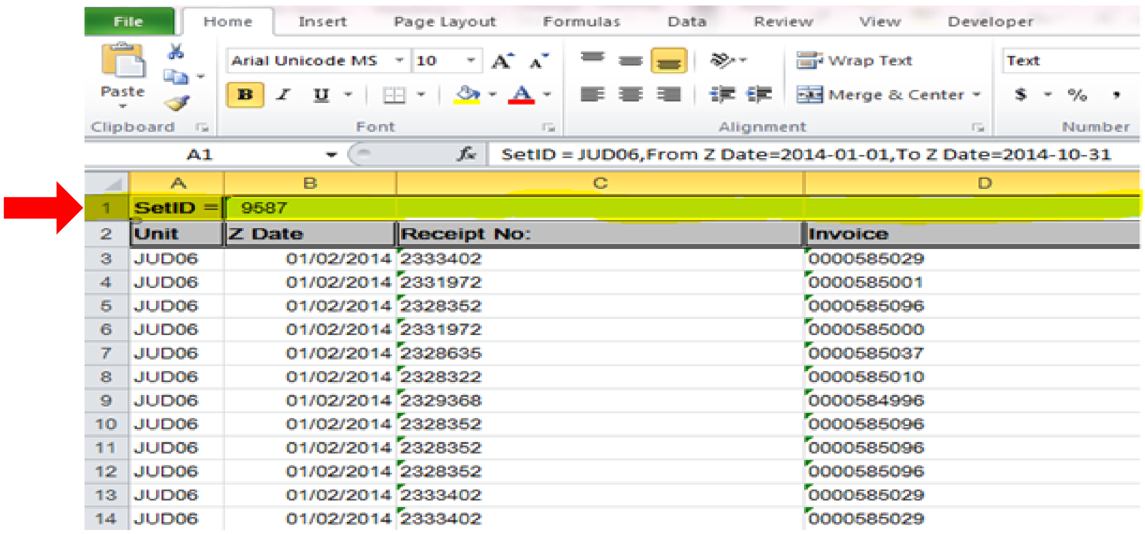
Report ID: AOCDISR4 D I S T R I C T C O U R T O F M A R Y L A N D
Business Unit: JUD51 Allegany County District Court
Fiscal Year: 2017 Annual Breakdown Fines & Costs Date: 08/03/2016

	July	August	September	October	November	December	January	February	March	April	May	June	Total
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

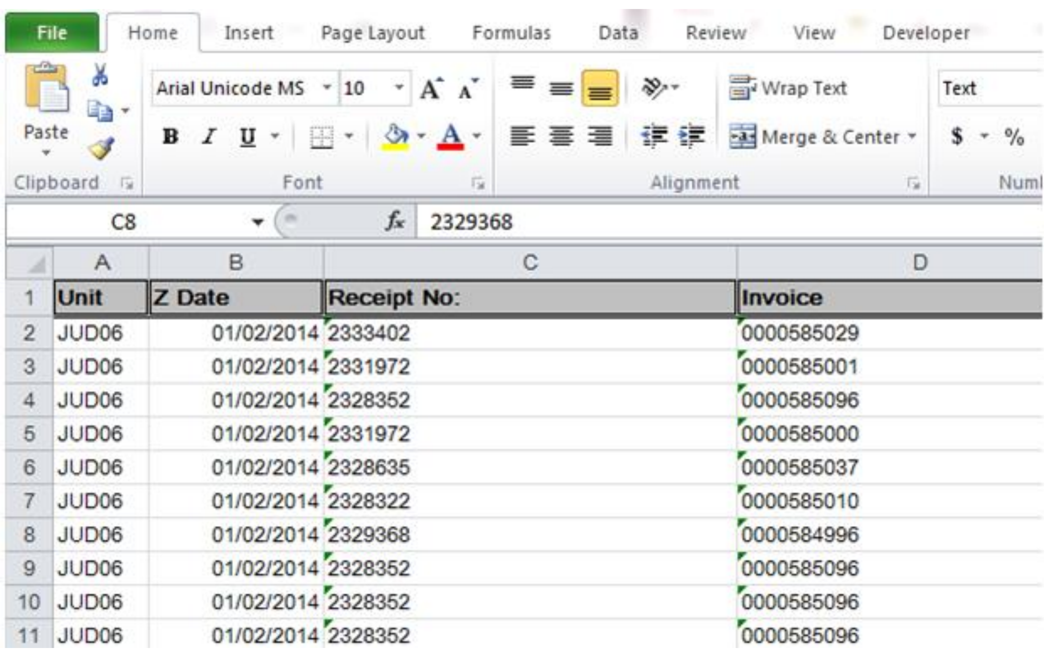
E. How to Filter and Sort Query Data Downloaded to Excel

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.

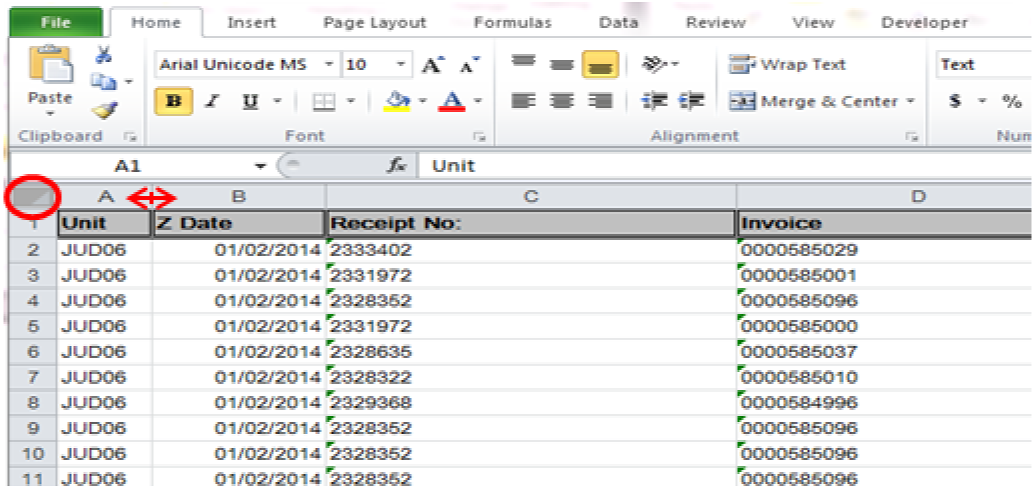


	A	B	C	D
1	SetID =	9587		
2	Unit	Z Date	Receipt No:	Invoice
3	JUD06	01/02/2014	2333402	0000585029
4	JUD06	01/02/2014	2331972	0000585001
5	JUD06	01/02/2014	2328352	0000585096
6	JUD06	01/02/2014	2331972	0000585000
7	JUD06	01/02/2014	2328635	0000585037
8	JUD06	01/02/2014	2328322	0000585010
9	JUD06	01/02/2014	2329368	0000584996
10	JUD06	01/02/2014	2328352	0000585096
11	JUD06	01/02/2014	2328352	0000585096
12	JUD06	01/02/2014	2328352	0000585096
13	JUD06	01/02/2014	2333402	0000585029
14	JUD06	01/02/2014	2333402	0000585029

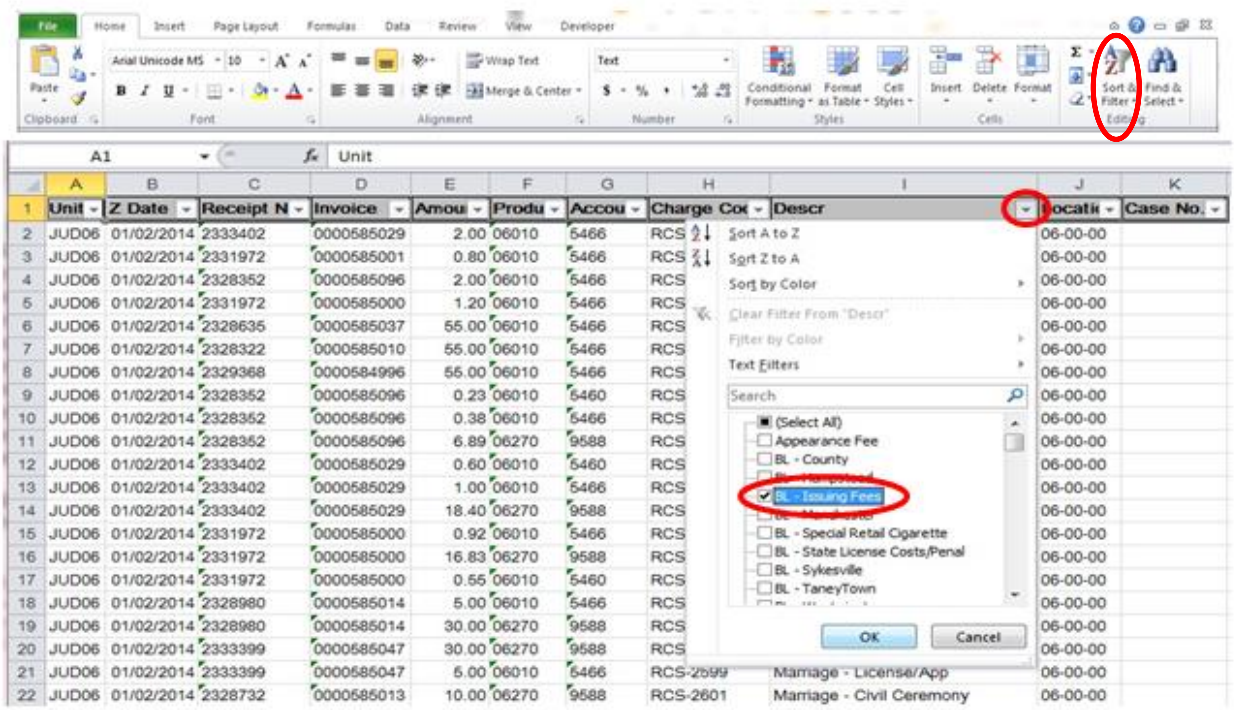


	A	B	C	D
1	Unit	Z Date	Receipt No:	Invoice
2	JUD06	01/02/2014	2333402	0000585029
3	JUD06	01/02/2014	2331972	0000585001
4	JUD06	01/02/2014	2328352	0000585096
5	JUD06	01/02/2014	2331972	0000585000
6	JUD06	01/02/2014	2328635	0000585037
7	JUD06	01/02/2014	2328322	0000585010
8	JUD06	01/02/2014	2329368	0000584996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

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.

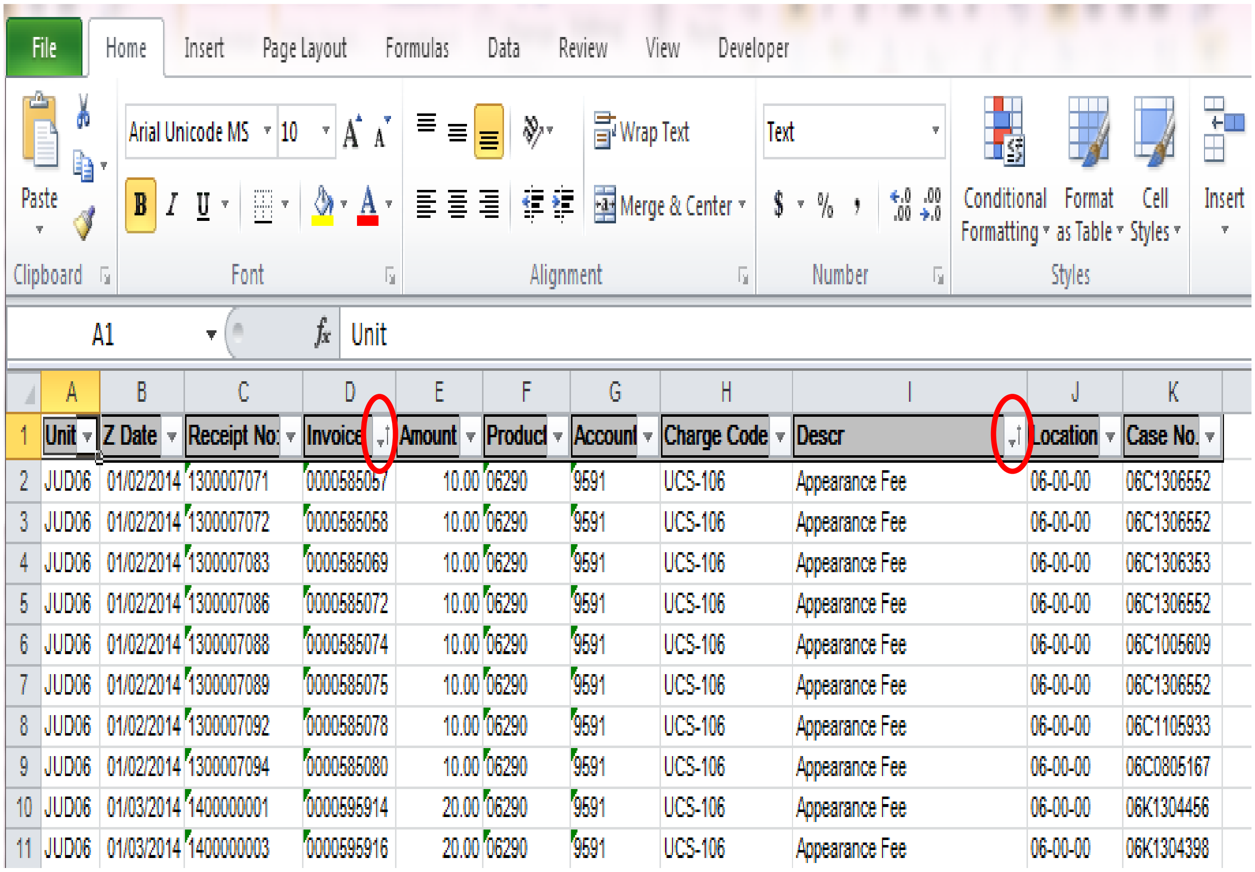


3. Use the “Filter” option on the Sort&Filter button (Found on the “Home” tab of the Excel Ribbon). Below is an example of filtering for all transactions where “BL – Issuing Fees” is the description.



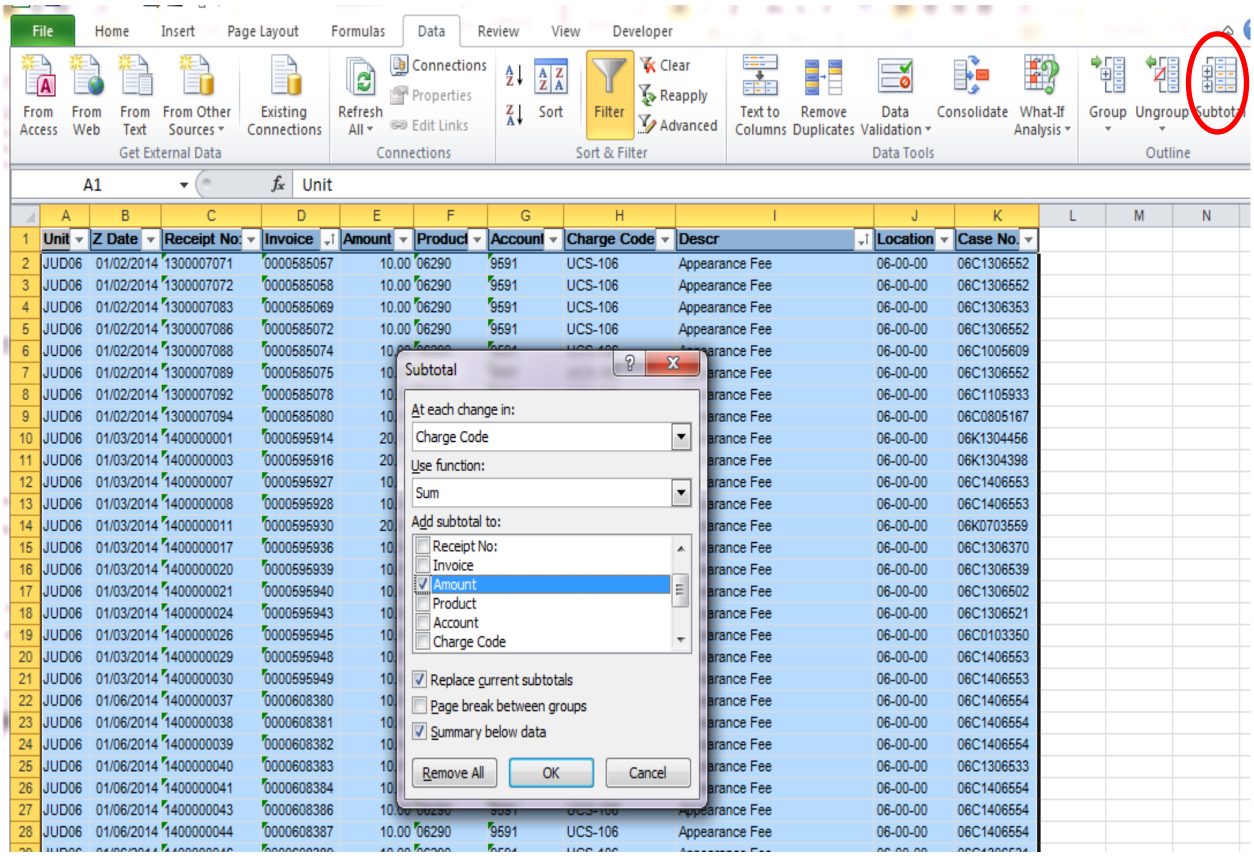
Last Revised: 08/04/2016

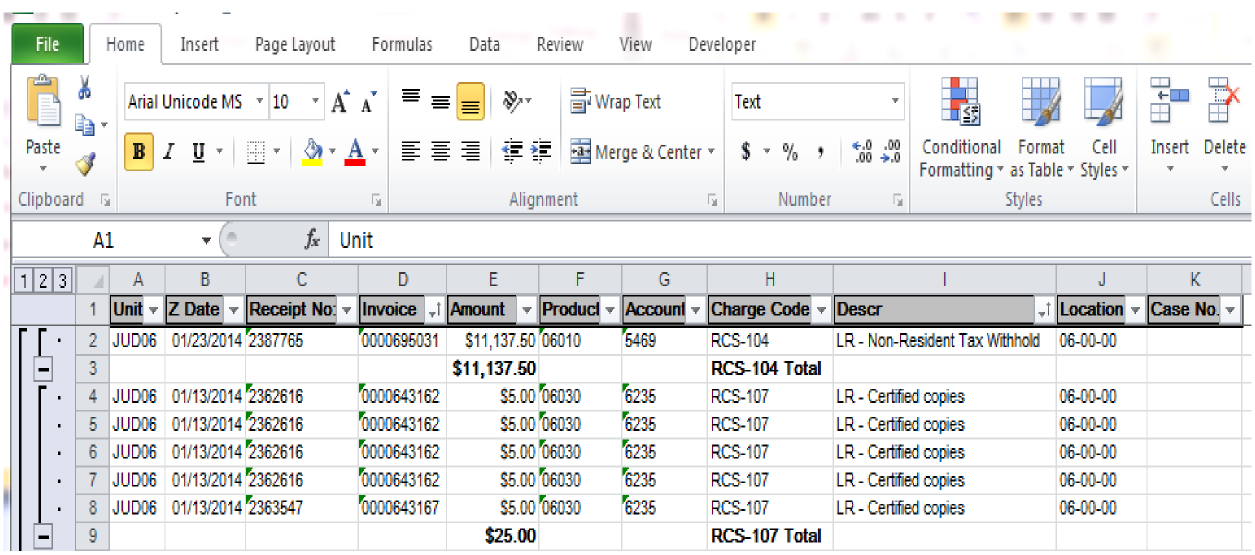
4. Use the “Custom Sort” option on the Sort&Filter button to group your data set by a particular field. The following sample data set is sorted by “Descr” and then by “Invoice”.



	A	B	C	D	E	F	G	H	I	J	K
1	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

5. 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.***





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