

Table of Contents

PROCESSING BAD CHECKS	2
STEP 1: Locate Original Bill	2
Step 1.1 Locate Original Bill by Bill Inquiry	2
Step 1.2 Locate Original Bill by Queries:	4
STEP 2: Reverse Revenue Process	6
STEP 3: Track and Send Out Notices-Circuit Court Only	15
STEP 3.1 – Confirm if Customer Exists	15
STEP 3.2 – Customer Creation	16
STEP 3.3 – Bill Creation	19
STEP 4: Process Payment Received	28

Page **1** of **28**



PROCESSING BAD CHECKS

Before getting started, make sure to gather a copy of the bad check. The receipt number is usually found on the back of the returned bad check.

STEP 1: Locate Original Bill

Step 1.1 Locate Original Bill by Bill Inquiry

– If you know the Receipt number and/or the Case number, follow the below instructions to locate the bill and print the Acctg – Rev Distribution page of all of the original transaction bill lines.

NAVIGATION: Main Menu > Billing > Review Billing Information > Details

- 1. The *Bill Inquiry* page will display.
 - a. Click the *Find an Existing Value* tab.
 - i. Business Unit: Enter "JUD##", where ## is your 2-digit county code.
 - ii. Receipt No: Enter the original Receipt number.
 - iii. Case Number: Enter the case number, if case related, or when receipt# is not known.
 - iv. Click the Search button.

Bill Inquiry

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 = 🗸	JUD17	Q
Invoice begins with 🗸		0
Bill Status = 🗸		~
Customer begins with 🗸		0
Receipt No begins with 🗸	76748510	
Case Number begins with 🗸		
Case Sensitive		
Search Clear Bas	sic Search 📴 Save Searc	h Criteria



Header - I	nfo 1 Line - Info	1						
Uni	it JUD12	Invoice 0009149580		Invoice An	nt	0.00 US	SD HI	
	Status	INV		Invoice Date	02/07/2017		Cycle ID	DAILY
	Туре	BUS		Source	REGISTER		Frequency	Once
	Customer	JUD12		SubCust1			SubCust2	
		Harford County Circuit Cour	t	To Unit				
	Invoice Form	NO_PRINT		From Date			To Date	
	Accounting Date	02/07/2017		Pay Terms	IMMED		Pay Method	Check
	Remit To	BOA		Bank Account	12			
	Sales	12-00-00		Bill Inquiry Phone				
	Credit	DEFAULT		Collect	DEFAULT			
	Billing Specialist	DEFAULT		Billing Authority	DEFAULT			
		Default Biller			Default Biller			
Go to:	Head	er Info 2	Address	Copy Address		Notes		
Summary	Com	nit Cntrl					Page Seri	es
Bill Search	Line	Search		Header - Info	1	\sim	Pre Nex	t

b. Click the Navigation dropdown list – *Acctg – Rev Distribution*.

- c. Print this page, as it will assist you with completing the next step. To be sure you are printing all the lines, if in the Max Rows box the number is 11, change the number to 21, then click the double arrow down icon. Review the number in the blue bar to be sure you are displaying all the lines. Then click the View All for printing the page.
 - i. You will be using the Identifier, Accounting codes and Amounts for the next step.

bill 10012 bill 10 30012 Harford County Circuit Court I Line I Line Seq 1 Line 1 Identifier RCS-70 Bill Line Distribution - Revenue Personalize Find View All Algoen Approp Percent 100.00 Amount 10.00 Gross Extended 10.00 Seq 2 Line 2 Net Extended 40.00 Identifier RCS-71 Description Seq 2 Line 2 Net Extended 40.00 Identifier RCS-71 Description	120300234	012	12030	3003	0234	1205	AUUZI	ATZUIT	URK	100.000	4
Unit 30012 bill 10 30012 Harford County Circuit Court I Line I Line 1 Seq 1 Line 2 Bill Line Distribution - Revenue Personalize Find View All Alton Percent 10.00 Amount 10.00 Gross Extended 10.00 Percent 10.00 Amount 10.00 Gross Extended 10.00 Reference Information Class		Agy					Number				Am
bin to JUD12 Harford County Circuit Court Harford County Circuit Court Seq 1 Line 1 Wat Rows 11 € E Line 1 Wat Rows 11 € E Recreated 10.00 Description BI Creates GL Acct Entries Bill Line Distribution - Revenue Personalize Find View All E E Bill Line Distribution - Revenue Personalize Find View All E E Bill Line Distribution - Revenue Personalize Find View All E Find View All E E Bill Line Distribution - Revenue Personalize Find View All E A to 10 to 0 Last Acctg Information Reference Information Dede Batch PCA Fund Account Program Approp Approp Yr Dept Percentage 120105466 C12 12010 0001 5466 1201 A1200 AY2017 CHK 100.000 Percent 100.00 Amount 10.00 Gross Extended 10.00 Seq 2 Line 2 Net Extended 40.00 Identifier RCS-71 Description	Acctg Information		ence Inform	ation							
bill 10 JU12 bill 10 JU12 Harford County Circuit Court I Line I Line 1 I Line 1 <	Bill Line Distributi	on - Rev	venue	F	ersonalize Fi	nd View All 🗖	🔣 🛛 Firs	st 🕚 1 of 1 🤇	Last		
bill 10 JU12 bill 10 JU12 Harford County Circuit Court I Line I Line			Iden	tifier RCS	8-71		Description				
June 30012 Bill 10 30012 Harford County Circuit Court I Line I Line	Seq 2			Line 2		1	let Extended	40.00			
I Line Imvole Amt Max Rows 11 Imvole Amt I	Percent	100.0	00	Amount			Gross Ex	tended	10.00		
Unit JUDI 2 Involve Antrest bile 0009149580 Harford County Circuit Court I Line Seq 1 Line 1 Identifier RCS-70 Description						<					2
Juine 30012 Juine 30012 Involve Antrest Juine 0009149580 Harford County Circuit Court Imvolve Antrest I Line Imvolve Antrest Imvolve Antrest Seq 1 Line 1 Net Extended 10.00 Job Creates GL Acct Entries Identifier RCS-70 Bill Line Distribution - Revenue Personalize Find View All Imvolve All Imvol	120105466		12010	0001	5466	1201		AY2017	СНК	100.000	
Juine 30012 Juine 30012 Involve Antrest Juine 1 Harford County Circuit Court Imvolve Antrest Seq 1 Line 1 Net Extended 10.00 Identifier RCS-70 Description	ode		PCA	Fund	Account	Program		Approp Yr	Dept	Percentage	
I Line I Line 1					ersonalize FI		I and First		Lasi		
Seq 1 Line 1 Net Extended 10.00 Identifier RCS-70 Description			anua		lorgonaliza Ei		L 📰 Ein	4 (4) 4 454 (Last		
I Line I			Ident	tifier RCS	5-70		Description				
oice 0009149580 Harford County Circuit Court I ▲ Max Rows 11 I I I III	Seq 1			Line 1			let Extended	10.00			
Bill to JUDI2 Invoice Amt	l Line								Find	View 1 First 1-4 of	4 🕘 l
	DICE 0009149560			Harior	County Circuit	Court 🛋 🛋	IVIAA	Rows		:	
	Unit JUD12		Bill T					0.00		EE ALL	

Page **3** of **28**



Note: If you do not have the original receipt number, but you have a copy of the returned check with a check number, you may find the two queries listed below helpful to locate the original bill.

Please note that the effective date of the queries is July 1st, 2018. Therefore, the queries cannot be used to locate bills with an Accounting and Invoice date before July 1st, 2018.

Step 1.2 Locate Original Bill by Queries:

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

- 1. The *Query Viewer* page will display.
 - a. Query Name begins with: Enter AOC_CHECK_NUMBER_LOOKUP
 - b. Click the Search button to display the query.
 - c. **Business Unit:** Enter Business Unit: "JUD##", where ## is your 2-digit county code.
 - d. Enter %Check No%: Enter the exact check number
 - e. **or**
 - f. Enter **%Check No%:** Enter % followed by a portion of the check number and %
 - g. Enter or select From Accounting Date: MM/DD/YYYY
 - h. Enter or select To Accounting Date: MM/DD/YYYY
 - i. Click the View Results button and the query result will appear when run to HTML.

AOC_CHECK_NUMBER_LOOKUP is a summary report and allows to search for a portion of the check number.





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

- 2. The *Query Viewer* page will display.
 - a. Query Name begins with: Enter AOC_CHECK_NUMBER_LOOKUP_DETAIL
 - b. Click the Search button to display the query.
 - c. **Business Unit:** Enter Business Unit: "JUD##", where ## is your 2-digit county code.
 - d. Enter Check No: Enter the exact check number
 - e. Enter or select From Accounting Date: MM/DD/YYYY
 - f. Enter or select To Accounting Date: MM/DD/YYYY
 - g. Click the View Results button and the query result will appear when run to HTML.

AOC_CHECK_NUMBER_LOOKUP_DETAIL is a detailed report that lists the charge and revenue codes for the exact check number given. Print out this report and utilize the information to enter the JBC adjustment bill to reverse the revenue.

AOC_CHECK_NUM	BER_LOOKUP_DET/	AIL - Lookup Detail exact 'C	heck No'						
Business Unit J	IUD15 Q								
Enter exact Check No 8	1716								
From Accounting Date 0	i3/01/2018 🛐								
To Accounting Date 0	J3/31/2018 🗒								
View Results									
Download results in :	Excel SpreadSheet CSV	Text File XML File (1 kb)							
View All									
									First 1-4 of 4 Last
Unit	Bill Type	Invoice	Acctg Date	Receipt No	Charge Code	Code	Check No	Case No.	First 1-4 of 4 Last Amount
1 JUD15	Bill Type BUS	Invoice 0012911539	Acctg Date 03/09/2018	Receipt No 9966010	Charge Code RCS-4086	Code R150105469	Check No 8716	Case No.	
			-		-			Case No.	Amount
1 JUD15	BUS	0012911539	03/09/2018	9966010	RCS-4086	R150105469	8716	Case No.	Amount 60.00



STEP 2: Reverse Revenue Process (*For Non-Case and Case Related Bills*) – Create a new \$0.00 Adjustment 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", next available bill number will be automatically assigned.
 - iii. **Bill Type Identifier:** "JBC" = (Adjustment type = Bad Check).
 - iv. Bill Source: "ONLINE"
 - v. Customer: "JUD##"
 - vi. Invoice Date: Current date (see note below).

Bill Entry

vii. Accounting Date: Current date (see note below).

Note: Bad checks should always be processed in a timely fashion as they are received. Back dating of this process can only happen 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 bad check 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).

c. Click the Add button.

Find an Existing Value Add a New Value
Business Unit JUD12
Invoice NEXT
Bill Type Identifier JBC
Bill Source online
Customer JUD12
Invoice Date 02/20/2017
Accounting Date 02/20/2017
Add

Page 6 of 28



- 2. The *Header Info 1*, of the Bill detail page will display.
 - a. Confirm the Type: field is set to "JBC".
 - b. Confirm the **Source:** field is set to "ONLINE".
 - c. Click the <u>Notes</u> link at the bottom of the page to add an audit note explaining the reason for the adjustment.

Header - Info 1 Line - Info Unit JUD12	1 Invoice NEXT		Drot	ax Amt	0.00 USD	\$ ==]				
			1100		0.00 000	1				
Status	NEW	۹,	Invoice Date	02/20/2017	31	Cycle ID	DAILY		Q	
Туре	JBC	۹,	Source	ONLINE	Q	*Frequency	Once	~		ē
*Custome	JUD12	۹,	Subcust			SubCust2				
	Harford County Circui	t Court								
*Invoice Form	NO_PRINT	۵	From Date		FI	To Date		31		
Accounting Date	02/20/2017	31	Pay Terms	IMMED		Pay Method	Check			~
Remit To	BOA	2	Bank Account	12						
Sales	DEFAULT	2	Bill Inquiry Phone		Q					
Credi	t DEFAULT	2	Collector	DEFAULT	Q					
Billing Specialis	t DEFAULT	2	Billing Authority	DEFAULT	Q					
	Default Biller			Default Biller						
Go to: Head	ler Info 2	Address	Copy Ad	ddress						
Notes Expr	ess Entry		Attachm	ients				Page Series		
Summary Bill S	earch	Line Search		Navigation He	eader - Info 1		~	Prev Next		
🔚 Save 🖹 Notify 🔗 F	lefresh							📑 Add 🔰	Update	e/Displa

- d. Add a note to the bill header with returned check information to include:
 - DBA#, Check#, Check Date, Check Amount, Original Receipt #, Case #, Reason
- e. Select Header-Order Info option from the Navigation Drop-Down at the bottom of the page.

Unit JUD12 voice NEXT	Bill To JUD12 Harford County Circuit Cou	Pretax Amt	0.00 USD	
	Hanora obanty onean oba		istomer Notes	
Bill Header Notes		Find View All	First 🕚 1 of 1	🕑 Last
Standard Note Flag	Std Note	Q		+ -
Internal Only Flag	Note Type	Q		
Note Text. DBA # 18073072, check # 5489	15 for \$ 50 returned for NSF for receipt# 7	748510, original receipt dated 02	2/07/2017	[2]
DBA # 18073072, check # 5489	15 for \$ 50 returned for NSF for receipt# 7	748510, original receipt dated 02	2/07/2017	[7]
DBA # 18073072, check # 5489 142 characters remaining		748510, original receipt dated 02 Copy Address	2/07/2017	[7]
DBA # 18073072, check # 5489 142 characters remaining	Info 2 Address	Copy Address Attachments		<u>[</u>]
DBA # 18073072, check # 5489 142 characters remaining to to: Header	Info 2 Address s Entry	Copy Address Attachments	2/07/2017 On Header - Note	

Last Revised: 02/26/2019

Page **7** of **28**

Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.



- 3. The *Header Order Info* screen will display.
 - a. **Receipt No:** Enter the Original Receipt number (enter the number exactly as it appears including all leading zeros). *Note: No Matching Values message will appear, ignore this.*
 - b. Case Number: Enter case number if known.
 - c. Click the *Line Info 1* tab.

Header - Info 1 Header - Or	der Info				
Unit JUD12	Bill To JUD12		Pretax Amt	0.00 USD	
Invoice NEXT	Harford C	County Circuit Court			
PO Ref			Freight Terms	Q	
Receipt No	7748510	Q	Ship Via	Q	
Contract Date	31		Case Number		>
Contract Type			Treasury Code		
OM Bus Unit	Q		Sold To	Q	
Order No	Q		Sold Loc	Q	
Order Date	31		Ship To	Q	
Ship Bus Unit			Ship Loc	Q	
Ship ID					
Go to: Head	er Info 2	Address	Copy Address		
	ess Entry		Attachments		
Summary Bill Se	-	Line Search	Navigation	Header - Order Info	~
🔚 Save 🔛 Notify 📿 Re	fresh				📑 Add

Page 8 of 28



- 4. The *Line –Info 1* page will display.
 - a. Refer to the *Acctg Rev Distribution* Page(s) previously printed out as part of your Bad Check Processing preparation.

NOTE: A new Bill line will need to be added for each unique Charge Code (Identifier – e.g.: RCS-70) used on the original receipt.

- b. Complete the following fields:
 - i. Table: Enter "ID".
 - ii. Identifier: Enter the charge code of the item from the receipt that needs to be added.
 - iii. **Gross Extended**: Enter amount of the item/charge code. All reverse amounts should be entered in as a *negative* (\$-) amount to reverse the revenue. (e.g.: -10.00).
 - iv. Check No: Enter the check number.
 - v. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - vi. Click the plus sign 🗄 to the right of the line to add additional bill lines.

Header - Info 1	Line - Info 1					
Unit JUD12		Bill To JUD12	Pretax Amt	-10	0.00 USD	
Invoice NEXT		Harford County Ci	rcuit Court 🔳 🛣	Max Rows	11 関 🗵	
Bill Line					Find Vie	w All First 🕚 1 of 1 🕑 Last
	Identifier Loo	ok Up Date 06/15/2018	j			
	Seq	1	Line		Net Extended	-10.00
	Table		entifier RCS-70	Q	Description	LR Release Recording Fee
	Quantity	1.0000	From	Date		
	Unit of Measure	EA 🔍	То	Date)	
	Unit Price	-10.0000	Line	Type REV Q	Accumulate	
	Gross Extended	-10.00	Тах	Code	Tax Exempt	
			Chec	ck No 548915		
	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	Тах	Ac	counting	Discount/Surcharge	
Notes	Express Entry			_		Page Series
Summary	Bill Search	Line Search	1	Navigation Lir	ne - Info 1	✓ Prev Next
🔚 Save 🖃 N	lotify 📿 Refresh					Add Dipdate/Display

c. Repeat steps (4.b. i-vi) for all charge items on the original receipt.

Page 9 of 28



- d. After all lines are added for the charge codes, click the plus sign 💷 to add another bill line for the CLEAR-JBC amount.
 - i. This amount will be a debit. (This should be the total of all the credited Bill lines).
- e. Complete the following fields:
 - i. Table: Enter "ID".
 - ii. Identifier: Enter "CLEAR-JBC".
 - iii. Gross Extended: Enter the amount as *positive* (e.g.: 50.00).
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the <u>Accounting</u> link at the bottom of the page.

Header - Info 1	Line - Info 1					
Unit JUD12	E	Sill To JUD12	Pretax Amt		0.00 USD	
Invoice NEXT		Harford County Circuit	Court 🗷 🛣	Max Rows	11 😨 🗵	
Bill Line					Find Vi	ew All 🛛 First 🕚 3 of 3 🕑 Last
	Identifier Look	Up Date 02/20/2017				+ -
	Sea	3 Li	ne		Net Extended	50.00
	Table II	D D Identif	ier CLEAR-JBC	Q	Description	Clear Acct-ADJ Bad Check
	Quantity	1.0000	From Date		31	
	Unit of Measure	A Q	To Date		31	
	Unit Price	50.0000	Line Type	MISC	🔍 🗹 Accumulate	
	Gross Extended	50.00	Tax Code	(🔍 🗌 Tax Exempt	
·			Check No			
	Less Discount	0.00				
	Plus Surcharge	0.00				
	Net Extended	50.00				
	VAT Amount	0.00				
	Tax Amount	0.00				
	Net Plus Tax	50.00				
Go to:	Line Info 2	Тах	Accountin	g	Discount/Surcharge	
Notes	Express Entry					Page Series
Summary	Bill Search	Line Search		Navigation	Line - Info 1	✓ Prev Next
🔚 Save 🖃 N	lotify 📿 Refresh	D				🛃 Add 🛛 🔊 Update/Display

Page **10** of **28**



- 5. The *Acctg Rev Distribution* page will display.
 - a. Click the "View All" link to complete the Charge Code allocation information for each bill line.
 - b. **Code:** Enter 'R' then select the number from your print out. Must enter all lines if more than 1.
 - c. Dept: Enter "JBC" in this field, which corresponds to the Bill Type found on Header Info 1 tab. NOTE: The "Dept" field is <u>required</u> for all bill lines with Line Type = "REV".
 - d. The CLEAR-JBC accounting information is auto-filled and should not be changed.
 - e. Confirm that the **Pretax Amt:** is 0.00 USD.
 - f. Click the **Refresh** button.
 - g. Click the **Save** button.
 - h. Click the *Header Info 1* tab.

eader - Info 1	e - Info 1 R	evenue Dis	tribution												
Unit JUD12 voice NEXT		Bill To JU Ha	JD12 arford Cour	nty Circuit (etax Amt	Max Ro		.00 U.D		E	9			
ill Line										F	ind Vie	ew 1	First 🧭 1	-3 of 3	🔊 La
Seq 1		Line				Net Ext	ended -10.	00							
		Identifier	RCS-70			Descr	iption LR	Releas	e Record	ling Fee					
I Creates GL Acct En	tries														
Bill Line Distributio	on - Revenue	е	Persona	alize Find	I View	Ali 🖾 🔜	First () 1 of	f 1 🕑 La	ast					
Acctg Information	Reference I	nformation													
Code	Batch Agy	PCA	Fund	Account		Program	Appro Numb	p er	Арргор Үг	Dept		Perc	entage		
+ - R120105466	Q C12 Q	12010 🔍	0001 🔍	5466	Q	1201	Q A120	0 Q	AY2017	JBC	$\boldsymbol{\mathcal{S}}$	۹ 🗌	100.	000	
\smile						<									>
Percent	100.00	Amou	int	-10	.00	Gro	s Extende	d	-	10.00					
Seq 2 Bill Line Distributio)n - Revenue	Line Identifier e		alize Find	I View		ended -40. iption LR First	Releas	se Surcha f 1 🕑 La	-					
Seq 2 Bill Line Distributio Acctg Information	on - Revenue Reference I Batch	Identifier e Information	Persona		l <mark> </mark> View	Descr Ali 🗇 📑	First	Releas	f 1 🕑 La	ast		Percenta			
Seq 2 Bill Line Distribution Acctg Information	Reference I Batch Agy	Identifier e Information PCA	Persona Fund	Account		Descr All 🗇 📑	First	Releas	f 1 🕑 La rop Yr	ast Dept		Percenta			A
Seq 2 Bill Line Distributio Acctg Information	Reference I Batch	Identifier e Information	Persona		View	Descr All 7 R Program	First Approp Number	Releas	f 1 🕑 La rop Yr	ast) a	Percenta	ge 100.000		
Seq 2 Bill Line Distribution Acctg Information	Reference I Batch Agy	Identifier e Information PCA	Persona Fund 3003 Q	Account	Q	Descr All 🔄 🗰 Program 1203 C K	First Approp Number	Releas	F1 🕑 La rop Yr 2017 🔍	ast Dept) a	Percenta			A >
Seq 2 Bill Line Distribution Acctg Information Code Prime R120306234	Reference I Batch Agy C12 Q	Identifier e nformation PCA 12030 Q	Persona Fund 3003 Q	Account 6234	Q	Descr All] Program 1203 C Gross	First Approp Number	Releas	F1 🕑 La rop Yr 2017 🔍	ast Dept JBC		Percenta			
Seq 2 Bill Line Distribution Acctg Information Code E R120306234 Percent	Reference I Batch Agy C12 Q	Identifier Information PCA 12030 Amou Line	Persona Fund 3003 Q	Account 6234 -40	Q	Descr All 2 Program 1203 C Gross Net External	First Approp Number A0027 C	Releas	f 1 🕑 La rop Yr 2017	ast Dept JBC 40.00) a	Percenta			
Seq 2 Bill Line Distribution Acctg Information Code Percent Seq 3 Bill Line Distribution	Reference I Batch Agy C12 Q 100.00	Identifier	Persona Fund 3003 Q Int CLEAR-JE Persona	Account [6234 -40	.00	Descr All 2 Program 1203 C Gross Net External	First Approp Number A0027 C ss Extende	Releas	f 1 🕑 La rop Yr 2017	ast Dept 40.00 Check) a	Percenta			
Seq 2 Bill Line Distribution Acctg Information Code E R120306234 Percent Seq 3	Reference I Batch Agy C12 Q 100.00	Identifier	Persona Fund 3003 Q Int CLEAR-JE	Account [6234 -40	.00	Descr All] Program 1203 C C Gross Net Exter Descr	iption LR First Approp Number Number SS Extende ended 50.0 iption Clear First	Releas	f 1 🕑 La rop Yr 2017 🔍 - ADJ Bad	ast Dept 40.00 Check	20	Percenta			
Seq 2 Bill Line Distribution Acctg Information Code Percent Seq 3 Bill Line Distribution	Reference I Batch Agy C12 Q 100.00	Identifier	Persona Fund 3003 Q Int CLEAR-JE Persona	Account [6234 -40	.00	Descr All] Program 1203 C C Gross Net Exter Descr	First Approp Number A0027 C ss Extende	Releas	f1 È La rop Yr 2017 A -ADJ Bad	ast Dept 40.00 Check		Percenta	100.000		A



6. The *Header - Info 1* page will display

- a. **Status:** Change from "NEW" to "RDY" (Ready to Invoice).
- b. Click the **Save** button.

Header - Info 1	1						
Unit JUD12	Invoice 0009	9178029	Pretax	Amt	0.00 USD		
Status	RDY	Q	Invoice Date 02	2/20/2017	Cycle ID	DAILY	Q
*Тур	e JBC	0	Source O	NLINE	*Frequency	Once	 Image: Image: Ima
*Custome	r JUD12	Q	SubCust1		SubCust2	2	
	Harford County (Circuit Court					
*Invoice Form	NO_PRINT	Q	From Date	3	To Date		aj
Accounting Date	e 02/20/2017	31	Pay Terms IN	IMED C	Pay Method	Check	×
Remit To	BOA	Q	Bank Account 12	2 0	2		
Sale	DEFAULT	Q	Bill Inquiry Phone	0	2		
Credi	t DEFAULT	Q	Collector D	EFAULT	2		
Billing Specialis	t DEFAULT	Q	Billing Authority D	EFAULT	2		
	Default Biller		D	efault Biller			
Go to: Head	der Info 2	Address	Copy Addr	ress			
Notes Expr	ess Entry		Attachmen	its		Page	e Series
Summary Bill S	earch	Line Search		Navigation Header	- Info 1	✓ Prev	v Next
Save Notify 2 F	Refresh					📑 Ad	dd 🛛 🖉 Update/Disp

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

7. The *Single Action Invoice* page will display.

a. Search for the Run Control used for Bad Check Processing – "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.: "BADCHK" for Bad Checks).

	Single Action Invoice
	Find an Existing Value Add a New Value
<	Run Control ID Bad_check ×
	Add



- 8. The *Single Action Invoice* Run Control page will display.
 - a. Complete the following run control settings:
 - i. Invoice Date Option: Select "Processing Date".
 - ii. Posting Action: Select "Batch Standard".
 - iii. Range Selection: Select "Bill Type".
 - iv. Business Unit: Enter "JUD##", where ## is your 2-digit county code.
 - v. **Bill Type:** Select "JBC".
 - b. Click the **Save** button.
 - c. Click the small "Bills to be Processed" icon in the upper right of the page to confirm the number of Bills that are ready to be finalized. If there are no bills listed or the number of bills does not match what is expected, there is a problem.
 - i. Confirm the number of bill equals those you just entered.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
 - d. Click the Run button.

Single Action Invoice Print Options	
Run Control ID Bad_check Language English V Specified Lan	Report Manager Process Monitor Run guage O 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 O Do Not Post Batch Standard	
Range Selection All Invoice ID Bill Cycle Cuet ID Date Bill Added Bill Type Range ID Bill Source Public Voucher Number	Business Unit JUD12 Q Bill Type JBC Q
Save E Notify	📑 Add 🛛 🗾 Update/Display



- 9. 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

Proce	ss List					
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None) V	(None) 🗸	Distribution
·	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) 🗸	(None) 🗸	Distribution
	Pre-process & Finalization	BIIVC000	Application Engine	Web 🗸	TXT 🗸	Distribution



- 10. The *Single Action Invoice* Run Control page will display.
 - a. A Process Instance number will display below the Run button to show processing has begun.
 - b. Click the <u>Process Monitor</u> link.
- 11. The *Process List* page will display.
 - a. Click the AOC_MAIN process name link to review the status of all its sub-processes.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS STOP! Call the helpdesk to submit a ticket DO NOT DELETE THE PROCESS. This will be needed by the support staff to troubleshoot the issue.

Proce	ss List	<u>S</u> erv	er List							
View	Process	Requ	iest For							
5	ser ID deb Server Status	bie.se		Type Name Distribution St	v tatus	Instance Fro	Instance To Save On Refresh	irs V	Refresh	
Proc	ess List						Personalize Find View All	🛛 📑 🛛 🖓 Fi	rst 🕙 1 of 1	Last
Select	Instance	Seq.	Process Type		Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	1193252		PSJob		AOC_MAIN	debbie.seipp	02/28/2017 7:39:52AM EST	Processing	N/A	Details

- c. Click the *BIIVC000* sub-process.
 - i. Click the Message Log link to review the number of bills processed.
 - ii. Click the Return button, and then OK to return to the *Process Detail* page.
- d. Click the **BILDAR01** sub-process.
 - i. Click the <u>View Log/Trace</u> link and select the PDF of the "Load AR Pending Items" report.
 - ii. Confirm that the report shows all bills = \$0.00.

End of Reverse Revenue Process

Page 14 of 28



STEP 3: Track and Send Out Notices-Circuit Court Only (For Non-Case Related ONLY) - The

purpose for this section is to track and send out a notice to the local customer of the Bad Check.

STEP 3.1 – Confirm if Customer Exists - Confirm whether or not the customer already exists – if not, create a new Customer before creating the bill.

NAVIGATION: Main Menu > Customers > Customer Information > General Information

- 1. The *General Information* page will display.
 - a. Click the *Find an Existing Value* tab.
 - i. SetID: Leave the default value set to "SHARE".
 - ii. Name 1: Change criteria to "contains", then enter the last name of the customer.
 - b. Click the Search button.
 - c. Review the names provided in the list to determine if customer already exists.
 - i. If the name is correct, click on that customer, review the address to be certain this is the correct customer.
 - 1. If YES, write down the Customer ID, and skip to Step 3.3.
 - ii. If the name or address is <u>not</u> correct, then proceed to Step 3.2 below.

General Information

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

Find an Existing Va	lue <u>A</u> dd a New Valu	Je					
Search Criteria							
			_				
SetID = 🗸	SHARE	×Q					
Customer ID begins w	vith 🗸	Q					
Name 1 contains	✓ Albright						
Name 2 begins w	/ith 🗸						
Telephone begins w	/ith 🗸						
City begins w	/ith 🗸						
State begins w	vith 🗸						
Postal Code begins w	vith 🗸						
Include History	Correct History	Case Sensi	itive				
	_						
Search Clear	r 🛛 Basic Search 🔯	Save Search	n Criteria				
Search Results							
View All					First 🕚	1-3 of	з 🕑 Last
SetID Customer ID	Name 1		Name 2	Telephone	City	State	Postal Code
SHARE 1000027953 A	DAMSON-ALBRIGHT,	CLINTON 2N	D (blank)	(blank)	GLEN BURNIE	MD	21060
SHARE 1000013914 A	LBRIGHT, CRAIG		0T00070651	(blank)	ELKRIDGE	MD	21075



STEP 3.2 – Customer Creation

To create a new customer, follow the below steps.

NAVIGATION: Main Menu > Customers > Customer Information > General Information

- 1. The *General Information* page will display.
 - a. Click the Add a New Value tab.
 - i. Leave the default settings as displayed. SetID: = "SHARE" and Customer ID: = "NEXT".
 - b. Click the **Add** button.

General Information

Find an Existing Value	Add a New Value	
SetID: SHARE Q Customer ID: NEXT	Q	
Add		

- 2. The *General Info* tab of the Customer record will display.
 - a. Name 1: Enter Last Name, First Name of the customer.
 - b. Short Name: Will auto-fill with first 10 characters of the Name 1.
 - c. Select Currency Code: = "USD" and Rate Type: = "CRRNT".

General Info	Bill To Options	Ship To Options	Sold To Options	Miscellaneous General Info		
SetID	SHARE	Customer ID NEX	ХT		General Info Links	
	*Status Active		Copy From Custor			Regular V
	*Name 1 Albrig				*Short Name	Albright,
Cu	Name 2		Rate Type CRF			



- d. Roles section, select the check boxes for the Bill To Customer and Sold To Customer options.
- e. *Support Teams* section, enter **Team Code** = "SALES" and check the **Default** check box.

Roles				
Bill To Customer Bill To Selection		Correspondence Customer Correspondence Selection		
Ship To Customer Ship To Selection		Remit From Customer Remit From Selection		
Sold To Customer Sold To Selection		Corporate Customer Corporate Selection		
Broker Customer		Consolidation Customer	Consolidation Business Unit	
Indirect Customer		Grants Management Sponsor		
Federal Attributes				
E Federal Customer		Trading Partner Code	Disbursing Office	
Appropriation Symbol No	ot Required for Reimbu	rsable Agreements		
Support Teams			Personalize Find View All 🖾 🔣 First 🕚 1 of 1	🕑 Last
Team Code	Default	Description		
SALES		Default Support Team		+ -

- f. *Address Locations:* Check the **Bill To / Primary, Sold To / Primary, Correspondence Address** checkboxes.
- g. *Address Details* section, enter the address of the Customer. *NOTE: The Address 1 line, City, State and Postal code are required.*

Address Locations			Find View All	First 🕚 1 of	1 🕑 Last
*Location 1 Description	Ship To	Primary	☐ Brover ☐ Indirect ☑ Correspondence #	Primary Primary Address	+ -
	RFID Enabled	VAT Default	VAT Service Tr	reatment Setup	
Address Details			Find View All	First 🕚 1 of	1 🕑 Last
*Effective Date 02/20/2017		*Statu	Active	\checkmark	+ -
Tax Code		Language Cod	e English	~	
Physical Nature	\checkmark	Where Performe	d	~	
Alternate Name 1		Alternate Name	2]
Country USA Q United States Address 1 123 Main Street			View Phone Informa	ation	
Address 3			view i none informa	1001	
City Annapolis County State MD Q	In City Limit	21401 ×			

Page **17** of **28**



- h. Click the *Bill To Options* tab next to the *General Info* tab at the top of the page.
- 3. The *Bill To Options* page will display.
 - a. Credit Analyst: Enter or select "DEFAULT".
 - b. **Collector**: Enter or select "DEFAULT".
 - c. Click the **Save** button at the bottom of the page.

General Info	Bill To Options	Ship To Options	Sold To Options	Miscellaneous General Info			
SetID	SHARE	Customer ID	1000030728	Albright, John			
Customer Bi	II To Options				Find View All	First 🕚 1 of 1	🕑 Last
	*E	ffective Date 02/20/	2017 関		*Status Active	~	+ -
	Cu	Irrency Code USD			Rate Type CRRNT		
Respons	ibilities						
		redit Analyst DEFA			Collector DEFAULT		
	1	AR Specialist	Q		Bill Inquiry Phone	Q	
	Billi	ng Specialist	Q		Billing Authority	Q	



STEP 3.3 – Bill Creation

This step is providing a new way for entering a Bill, by using the Copy Single Bill function. This function copies over everything from the original bill EXCEPT, the Invoice Date and Accounting Date

NAVIGATION: Billing> Maintain Bills> Copy Single Bill

Use the *Copy Single Bill* process to copy the (Reverse Revenue) Bill just created.

- 1. The *Copy Single Bill* page will display.
 - a. **Receipt No:** Enter the Receipt number to find the Bill to copy.
 - b. Click the **Search** button to display search results.
 - i. Search results should include **Bill Type** = "JBC", **Bill Source** = "ONLINE", **Receipt No** = Receipt number.
 - c. Select the bill from the list.

Copy Single	Bill					
Enter any inform	nation you have	and click Sea	rch Leave fields	s blank for a	list of all	values
	iation you nave			biant for a	not of an	raideo.
Find an Exist	ting Value					
Search Cr	riteria					
_						
Business Unit	- 🗸	JUD12	Q			
Invoice	begins with 🗸		Q			
Bill Status				\checkmark		
Customer	begins with 🗸		Q			
Receipt No	contains 🗸 🗸	7748510				
Case Sensi	tive					
Search	Clear Bas	sic Search 🔤	Save Search	Criteria		
Search Result	S					
View All				First 🕚	1-2 of 2	Last
Business Unit	Invoice Invoice	Type Bill Status	Bill Type Identifie	r Bill Source	Customer	Contract
	09178029 Regula					7748510
JUD12 000	09149580 Regula	Invoiced	BUS	REGISTER	JUD12	7748510

2. The *Copy Single Bill* page will display.

Page **19** of **28**



- a. Select Bill Action 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 JUD12	Bill To JUD12	Harford County Circuit Court
Invoice 0009178029	Invoice Amt 0.00	USD
Select Bill Action	Copy Results	
O No Bill Action	*Copy Bill NEXT	
Return to Search	↑ Previous in List Next in List	E Notify

- d. The new Bill number and navigation link are displayed after the page saves.
- e. Click the <u>Go To Bill Header Gen. Info</u> link. This will take you to the *Header Info 1* tab within the bill.

Copy Single Bill

Unit JUD12	Bill To JUD12	Harford County Circuit Court
Invoice 0009178029	Invoice Amt 0.00	USD
Select Bill Action	Copy Results	
No Bill Action Copy Bill	*Copy Bill 0009178030	Go To Bill Header - Gen Info
Return to Search	↑ Previous in List ↓ Next in List	E Notify





Note: There are two Bill Types you should select from, "Bad Check" or "Payment Replacement Required". The Payment Replacement Required Invoice format is to be used when there was a bank error and at no fault of the customer.

- 3. The default tab, *Header Info 1*, of the Bill detail page will display.
 - a. **Status**: Change from "NEW" to "HLD" to put the bill "On-Hold".
 - b. Bill Type: Change from "JBC" to "BAD" (Bad Check) or 'PRR" (Payment Replacement).
 - c. **Customer:** Enter the Customer ID just created or found as an already existing customer.
 - d. Invoice Form: Defaulted to: "BAD_CHECK" or "PAYREP_REQ'.
 - e. Accounting Date: This is the due date.
 - f. Invoice Date: Enter today's date (current date).
 - g. Click the *Line Info 1* tab.

Header - I	nfo 1 Line - Info 1											
Uni	t JUD12 Invoice	e 0009178030		Preta	ax Amt	0.00 USD	\$					
	status HLD	Q		Invoice Date	02/20/2017		Cycle ID	DAILY		Q		
	*Type BAD	2		Source	ONLINE	Q	*Frequency	Once	~	E,		
	*Customer 10000309	41 Q		SubCust1			SubCust2					
	Albright, J	ohn										
	*Invoice Form BAD_CH	ECK Q		From Date		B1	To Date		B1			
•	Accounting Date 03/06/201	7 🕑		Pay Terms	IMMED	Q	Pay Method	Check			~	
	Remit To BOA	Q		Bank Account	12	Q						
	Sales DEFAULT	r Q		Bill Inquiry Phone		Q						
	Credit DEFAULT	r Q		Collector	DEFAULT	Q						
	Billing Specialist DEFAULT	r Q		Billing Authority	DEFAULT	Q						
	Default Bi	ller			Default Biller							
Go to:	Header Info 2		Address	Copy Ac	ddress							
Notes	Express Entry			Attachm	ients				Page Series			
Summary	Bill Search		Line Search		Navigation Head	der - Info 1		\checkmark	Prev Next			
Save	E Notify 2 Refresh								📑 Add 🔰	Update	e/Display	/



- 4. The *Line Info 1* page will display.
 - a. Click "View All" to display all bill lines.
 - b. Modify the Gross Extended amounts.
 - i. Change all negative line amounts to positive amounts.

					\sim	
Bill Line					Find View 1 First	🖗 1-2 of 2 🕑 Last
Identifier Loo	ok Up Date 02/20/2017	81				+ -
Seq	1	Line			Net Extended 10.00	
Table	ID Q	Identifier RCS-70		Q	Description LR Release Red	cording Fee
L					•	
Quantity	1.0000]	From Date	31		
Unit of Measure	EA 🔍		To Date	31		
Unit Price	10.0000]	Line Type	REV Q	Accumulate	
Gross Extended	10.00	D	Tax Code	0	Tax Exempt	
			Check No	548915		
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					
Identifier Los	ok Up Date 02/20/2017	litta				+ -
	-	Line				
Seq	2				Net Extended 40.00	-
Table	ID 🔍	Identifier RCS-71		Q	Description LR Release Sur	charge
Quantity	1.0000		From Date	31		
Unit of Measure		1	To Date	31		
Unit Price	40.0000	1	Line Type		✓ Accumulate	
Gross Extended	40.00	1	Tax Code	Q	Tax Exempt	
			Check No			
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					



c. Change the existing CLEAR-JBC line identifier to:

- i. Identifier: Enter "BAD-CHECK".
- ii. Click the **Refresh** button at the bottom of the page to auto-fill remaining values.
- iii. Gross Extended: Enter "10.00" or the current fee charged for bad checks.
- iv. Click the Save button.

NOTE: If you have copied this bill from a previous fiscal year bill, you will need to go to the Accounting link and remove the Revenue codes before saving. (Revenue codes are not required for Bill Types 'BAD' or 'PRR'). (See below image.)Click the Header – Info 1 tab to add notes to be displayed on the bill.

	Seq 3 Table ID			Q	Net Extended Description	50.00 Clear Acct-AD	J Bad Check
	Quantity	1.0000	From Date	81			
	Unit of Measure EA	Q	To Date	31			
	Unit Price	50.0000	Line Type MISC	Q	Accumulate		
	Gross Extended	50.00	Tax Code	Q	Tax Exempt		
			Check No				
	Less Discount	0.00					
	Plus Surcharge	0.00					
	Net Extended	50.00					
	VAT Amount	0.00					
	Tax Amount	0.00					
	Net Plus Tax	50.00					
to:	Line Info 2	Тах	Accounting		Discount/Surcharge		
tes	Express Entry						Page Series
mmary	Bill Search	Line Search	Naviga	tion Line	- Info 1	~	Prev Next

Note Above: Remove each Revenue line by clicking the '-' button for all Identifiers.

ill Line								Find View 1	I First 🕚 1-3	3 of 3 🕑 L
Seq 1		Line	6		Net Extend	ed 20.00				
		Identifier	RCS-302		Descripti	on LR Deed	NoTaxes Re	cording		
BI Creates GL Acct Entries										
Bill Line Distribut	ion - Reve	ıue	Persona	alize Find View Al	🛛 🔜	First 🕙 1 o	of 1 🕑 Last			
Acctg Information	Reference	e Information								
Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	
	Q C12	Q 12010 Q	0001 Q	5466 🔍	1201	A1200 Q	AY2016 Q	JBC Q	100.0	00
+ -										

Page 23 of 28



	Seq 3 Table ID	Line	BAD-CHECK	Net Extended Description	10.00 Bad Check Charge
<	Quantity Unit of Measure EA Unit Price Gross Extended	1.0000 10.0000 10.000	To Date Line Type RE∨ Tax Code	iii © ♀ ☑ Accumulate ♀ □ Tax Exempt	
	Less Discount Plus Surcharge	0.00	Check No		
	Net Extended VAT Amount Tax Amount	10.00 0.00 0.00			
	Net Plus Tax	10.00			
Go to: Notes	Line Info 2 Express Entry	Тах	Accounting	Discount/Surcharge	Page Series
Summary	Bill Search	Line Search	Navigation	Line - Info 1	Prev Next

Page 24 of 28



The *Header – Info 1* page will display.

d. Click the <u>Notes</u> link at the bottom of the page.

Header - Info 1	Info 1								
Unit JUD12	Invoice 000917	8030	Preta	ax Amt	60.00 USD				
S	tatus HLD	Q	Invoice Date	02/20/2017	31	Cycle ID DAILY	 		
*	Type BAD	Q	Source	ONLINE	Q	*Frequency Once	~	e f	
*Cust	omer 1000030941	Q	SubCust1			SubCust2			
	Albright, John								
*Invoice I	Form BAD_CHECK	Q	From Date		31	To Date	BI		
Accounting	Date 03/06/2017	31	Pay Terms	IMMED	Q	Pay Method Check	<	~	
Rem	nit To BOA	Q	Bank Account	12	Q				
5	Sales DEFAULT	Q	Bill Inquiry Phone		Q				
C	redit DEFAULT	Q	Collector	DEFAULT	Q				
Billing Spec	ialist DEFAULT	Q	Billing Authority	DEFAULT	Q				
	Default Biller			Default Biller					
Go to:	Header Info 2	Address	Copy Ac	idress					
Notes	Express Entry		Attachm	ents			Page Series		
Summary	Bill Search	Line Search		Navigation	Header - Info 1	~	Prev Next		
Save Notify	2 Refresh						📑 Add 🛛 🖉 Up	pdate/Display	

 Update the note as needed to reference payments, court language or "PD in FULL".
 NOTE: Comments in the Bill Header Notes are displayed on the customer invoice, unless the "Internal Only Flag" checkbox is selected. (See below image.)

	Header - Info 1	Header - Note			
	Unit JUD12 Invoice 0009178030	Bill To 1000030941 Albright, John	Pretax Amt	60.00 USD	\$ =
				Customer Notes	
	Bill Header Notes		Find View A	ll 🛛 First 🕚 1 of 2 🔇	🕑 Last
	Standard Note Flag	Std Note	Q		+ -
TO HIDE NOTE ON PRO FORMA	Internal Only Flag	Note Type CUSTNOT	EQ		
	Note Text:	Customer I	Note		
		5 for \$ 50.00 returned for NSF for receipt#	7748510, original receipt date	ed 02/07/2017	<u>[7]</u>
	141 characters remaining				

Page 25 of 28



- e. To add the Standard Circuit Court note to the Bill:
 - i. Click the plus sign 🔳 to the right of the line to add an additional line.
 - ii. Select 'Bad_Cir_CT'.This will provide the standard message used in most Circuit Court Bad Check Letters.Note: You now have two notes that will print on the bottom of the Pro-Forma invoice.
- f. Click the **Save** button. The Click **Header Info 1** tab.

Bill Header Notes	S		Find View All	First 🕚 2 of 2 🕑	Last
Standard Not	te Flag	Std Note BAD_CIR_CT			
Internal Only	Flag	Note Type INVOICE	Q		
Note Text:		Invoice Notes			
PLEASE SEND A	A CERTIFIED CHECK OR MO	NEY ORDER MADE PAYABLE	TO: THE CLERK OF THE CI	RCUIT COURT.	2
	EFERRED TO THE STATE CE	CORRESPONDENCE, YOUR A ENTRAL COLLECTION UNIT.	CCOUNT WILL BE DECLARE	ED DELINQUENT	
o to:	Header Info 2	Address	Copy Address		
otes	Express Entry		Attachments		
ummary	Bill Search	Line Search	Navigation	Header - Note	
🖥 Save 🛛 💇 Re	eturn to Search	₿ Refresh			 A

g. Click the Pro Forma Invoice icon ¹⁵ in the upper right corner of the page to print a PDF Invoice/Payment Due Statement to the customer.

Header - Info 1 Line - Info	1										
Unit JUD12	Invoice 0009178	3030	Pret	ax Amt	60.00						
Status	HLD	Q	Invoice Date	02/20/2017	B1	Cycle ID	DAILY	0	2		
*Туре	BAD	Q	Source	ONLINE	Q	*Frequency	Once	~		1	
*Customer	1000030941	Q	SubCust1			SubCust2					
	Albright, John						Acce	ptgiro			
*Invoice Form	BAD_CHECK	Q	From Date		31	To Date		31			
Accounting Date	03/06/2017	BI	Pay Terms	IMMED	Q	Pay Method	Check			\sim	
Remit To	BOA	Q	Bank Account	12	Q						
Sales	DEFAULT	Q	Bill Inquiry Phone		Q						
Credit	DEFAULT	Q	Collector	DEFAULT	Q						
Billing Specialist	DEFAULT	Q	Billing Authority	DEFAULT	Q						
	Default Biller			Default Biller							
Go to: Head	er Info 2	Address	Copy A	ddress							
Notes Expre	ess Entry		Attachn	nents				Page Series			
Summary Bill Se	earch	Line Search		Navigation Head	ler - Info 1		\checkmark	Prev Next			
🔚 Save 🖃 Notify 🤶 R	efresh						(📑 Add 🗾 I	Update/I	Display	1

Page **26** of **28**

Last Revised: 02/26/2019 Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.





h. Print the Pro Forma by using the printer button that appears when you move your mouse over the bottom of the document.

NARYLAND UDICIAR	Invoice No: Notice Date: Page:	Bad Checks 0009178030 06/27/2018 1 of 1
Remit To: Harford County Circuit Court 20 WEST COURTLAND STREET BEL AIR MD 21014	Customer No: Case No: Payment Terms: Due Date:	1000030941 Immediate 03/06/2017
Bill To: Albright, John 123 Main Street Annapolis MD 21401	AMOUNT DUE:	60.00

Line	Description	Quantity	Unit Amt	Original Net Amount
1	LR Release Recording Fee	1.00	10.00	10.00
2	LR Release Surcharge	1.00	40.00	40.00
3	Bad Check Charge	1.00	10.00	10.00
		60.00		
		AMOUNT DUE:		60.00

DBA# 18073072, check# 548915 for \$ 50.00 returned for NSF for receipt# 7748510, original receipt dated 02/07/2017 PLEASE SEND A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO:

THE CLERK OF THE CIRCUIT COURT.

AFTER 60 DAYS FROM THE DATE OF THIS CORRESPONDENCE, YOUR ACCOUNT WILL BE DECLARED DELINQUENT AND WILL BE REFERRED TO THE STATE CENTRAL COLLECTION UNIT.



Page 27 of 28



STEP 4: Process Payment Received (For Non-Case Only Related Bills)

Accounting is notified of the replacement payment and must cancel the bill.

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

- 1. The *Bill Entry* page will display.
 - a. **Status:** Enter "HLD" to display all bills on hold.
 - b. Select the bill you want to cancel.
- 2. The default *Header Info 1* page will display.
 - a. Status: Change from "HLD" to "CAN".
 - i. The Rebill Invoice is canceled and the Bad Check tracking is closed.
- 3. Click the **Save** button.

Header - Info 1 Line - Info	01									
Unit JUD12	Invoice 0009178	3030	Pret	ax Amt	60.00 USD	\$				
Statu	s CAN		Invoice Date	02/20/2017	31	Cycle ID	DAILY	Q		
*Тур	e BAD	Q	Source	ONLINE	Q	*Frequency	Once 🗸		Ē	
*Custome	r 1000030941	Q	SubCust1			SubCust2				
	Albright, John						Acceptgiro			
*Invoice Form	n BAD_CHECK	Q	From Date		31	To Date	81			
Accounting Dat	e 03/06/2017	81	Pay Terms	IMMED	Q	Pay Method	Check		\checkmark	•
Remit T	o BOA	Q	Bank Account	12	Q					
Sale	s DEFAULT	Q	Bill Inquiry Phone		Q					
Cred	It DEFAULT	Q	Collector	DEFAULT	Q					
Billing Specialis	t DEFAULT	Q	Billing Authority	DEFAULT	Q					
	Default Biller			Default Biller						
Go to: Hea	der Info 2	Address	Copy A	ddress						
Notes Expr	ress Entry		Attachm	ients			Page Series			
Summary Bill S	Search	Line Search		Navigation			✓ Prev Next			
Save 🖃 Notify 🥰 F	Refresh						📑 Add 🖉	Update/	Display	/

End of the Bad Check Process

Page 28 of 28