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Below is the list you will choose from to print and review the correct month’s report.

FICO Log Off Last Login: 7/29/19 1:38 PM

Search File Center

Upload View Reports **Invoices/Statements**

Invoice/Statement Search Results

| Id | Name | Creditor | Created |
|-----------------------|--|---|------------------|
| 12368 | Creditor Payment Reversal Statement JUDCALCO 03 19.pdf | JUDCALCO - JUDICIARY-CALVERT COUNTY CIRCUIT | 04/15/2019 12:00 |
| 14114 | Creditor Payment Reversal Statement JUDCALCO-08 19.pdf | JUDCALCO - JUDICIARY-CALVERT COUNTY CIRCUIT | 09/06/2019 10:00 |
| 14563 | Creditor Payment Reversal Statement JUDCALCO 09 19.pdf | JUDCALCO - JUDICIARY-CALVERT COUNTY CIRCUIT | 10/04/2019 14:00 |
| 12570 | Creditor Payment Reversal Statement CALCO200 04 19.pdf | CALCO200 - JUDICIARY CALVERT COUNTY CIRCUIT COURT | 05/14/2019 10:00 |
| 12258 | Creditor Payment Reversal Statement CALCO200 03 19.pdf | CALCO200 - JUDICIARY CALVERT COUNTY CIRCUIT COURT | 04/15/2019 12:00 |

Total: 15 << < Page 2 of 2

Step 3: Balance DBF Funds Received to CCU Detail Report

The Net Collection Due to Creditor amount from the Total Collections Summary page should equal the excel spreadsheet from DBF.

Ex. Below. The Net Collection Due to Creditor of \$311.50 matches the amount from DBF’s spreadsheet above for Calvert County.

| TOTAL COLLECTIONS SUMMARY PAGE | |
|--|----------|
| TOTAL COLLECTION CCU: | \$365.90 |
| TOTAL COLLECTION CREDITOR: | \$0.00 |
| TOTAL COLLECTION THIRD PARTY: | \$0.00 |
| GROSS COLLECTION FOR PERIOD ENDING: | \$365.90 |
| NET COLLECTION DUE TO CREDITOR: | \$311.50 |
| PLEASE REMIT PAYMENT: | \$0.00 |



Step 4: Print Payment Pages or Document Case information.

Typically, the Clerk will review the report documenting the case number to apply the money to, or indicate if there should be money applied to another case, or if there is money to be refunded.



**DEPARTMENT OF
BUDGET & MANAGEMENT
CENTRAL COLLECTION UNIT**

LARRY HOGAN
Governor

BOYD.K. RUTHERFORD
Lieutenant Governor

RM 500
300 WEST PRESTON STREET
BALTIMORE, MD 21201-2321
410-767-0479 or 1245

DAVID. R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

CREDITOR SHORT NAME : JUDCALCO
STATEMENT DATE RANGE : 8/1/2019 to 8/31/2019

JUDICIARY-CALVERT COUNTY CIRCUIT

PAYMENTS AND REVERSALS

| DEBTOR NUMBER | ACCOUNT NUMBER | CREDITOR REFERENCE NUMBER | DEBTOR NAME | JUDGEMENT STATUS | PAYMENT AMOUNT | TENDERED DATE | AMOUNT PAID TO | PAYMENT MEMO CODE | FINANCIAL BUCKET | CCU COMMISSION | AMOUNT DUE CREDITORS |
|---------------|----------------|---------------------------|---------------------|------------------|----------------|---------------|----------------|-------------------|------------------|----------------|----------------------|
| 11279442 | 2214111 | 9070-P07-92 | BARRETT, AARON D | N | \$8.50 | 08-08-19 | CCU | DEBITCD | ColFee | \$8.50 | \$0.00 |
| 11279442 | 2214111 | 9070-P07-92 | BARRETT, AARON D | N | \$41.50 | 08-08-19 | CCU | DEBITCD | Pri | \$0.00 | \$41.50 |
| 9226552 | 1665692 | 8095-P04-036 | FORD, DERRICK D | N | \$17.85 | 08-07-19 | CCU | MDSTLOT | ColFee | \$17.85 | \$0.00 |
| 9226552 | 1665692 | 8095-P04-036 | FORD, DERRICK D | N | \$105.00 | 08-07-19 | CCU | MDSTLOT | Pri | \$0.00 | \$105.00 |
| 12992009 | 23358057 | 394585 | MACKRITIS, DENISE K | N | \$28.05 | 08-15-19 | CCU | DEBITCD | ColFee | \$28.05 | \$0.00 |
| 12992009 | 23358057 | 394585 | MACKRITIS, DENISE K | N | \$165.00 | 08-15-19 | CCU | DEBITCD | Pri | \$0.00 | \$165.00 |

Step 5: Entry into MDEC or RCS for non-case related items.

The report is given to a cashier for entry. There could be partial payments as well.

Reminder: should there be a credit amount on the CCU report, usually due to a returned check from a previous payment, that amount will need to be entered in the Adjustment till. In this case, the combined amounts of the CCU Till and the Adjustment Till should equal the CCU Report.

Below is a link to the STARS Reconciliation section of the MDEC Financial User Guide (FUG), updated 02/06/2019.



MDEC_STARS_Reconciliation_upd02062



Step 6: Tills and Cash Registers Closed Out – End of Day

The CCU Till and register(s) are closed out at the end of the day as usual.

Step 7: CCU Data Loaded into GEARS via the JIS BUS

Run the CCU-FAR Report in GEARS to confirm the money entered matches what was received less any returns.

Step 8: Returning Money to CCU

1. The Accounting Clerk completes the Accounting Adjustment Form provided by DBF. This form is only for refunds going back to CCU, listing the amounts and case numbers for payment.

| Refund Fund to CCU | | | | | | | (DBF internal use only) | | | | |
|---|----|------------------|--------------|-------|--------|--------------|-------------------------|-----|------|----------|-------------|
| | | | | | | | Journal ID# | | | | |
| | | | | | | | Exclude JID# | | | | |
| | | | | | | | FMIS JE# | | | | |
| | | | | | | | Date Posted | | | | |
| LOCATION: _____ Agency Ref.# _____ Date _____ Prepare By: _____ Approved By: _____ | | | | | | | | | | | |
| (Note: Complete the area highlighted in yellow, Replace XX with location code) | | | | | | | | | | | |
| REASON FOR ADJUSTMENT | FY | FINANCIAL AGENCY | BATCH COUNTY | PCA | OBJECT | DEBIT AMOUNT | CREDIT AMOUNT | TC | REV. | P&P | DESCRIPTION |
| Return Fund to | XX | C00 | CXX | XX010 | 5468 | | | 411 | | Invoice# | |
| Central Collections | | F10 | an | 12257 | 9651 | | - | 410 | REV. | Name# | |
| | | | | | | | | | | DPP# | |
| | | | | | | | | | | Docket# | |
| TOTALS | | | | | | - | - | | | | |
| revised 2/21/19 smb | | | | | | | | | | | |



Return Funds
CCU_2019.xls

See attached Excel Link for access to the CCU Refund form.

2. Upon completion of the form, it should be sent to the appropriate DBF email address below:
Judiciary Finance Revenue Circuit Court
3. Also, send the completed form to the following 2 persons:
Dennis.noon@maryland.gov
Nizam.ali@maryland.gov



OTC – Parole and Probation (PNP) Processing and Adjustments

The Parole and Probation Unit (P&P) sends money monthly via an inter-agency transfer to AOC Department of Budget & Finance for the money they collected for that month. Below are the steps you should be following to record the money via the cash register and steps to follow to return money to P&P by way of a Journal Adjustment to DBF.

Step 1: Notification of Monies Received

AOC Department of Budget & Finance (DBF) sends an email with an excel spreadsheet of the monthly amount Parole and Probation received for each Court.

CIRCUIT COURT PAROLE & PROBATION - 9651-XX240

adjustment made in FMIS

END OF MONTH REVENUE
FISCAL YEAR: 20

| GEARS | 216148 | | | | | | | | |
|----------------|-----------|--|--|--|--|--|--|--|--|
| P&P DOC # | JAVZA201 | | | | | | | | |
| 1 Allegany | 4,901.85 | | | | | | | | |
| 2 Anne Arundel | 7,572.68 | | | | | | | | |
| 3 Baltimore | 14,934.43 | | | | | | | | |
| 4 Calvert | 4,124.74 | | | | | | | | |

Step 2: Receipt of Detail Cases from Parole and Probation

P&P sends a 'green bar' report each month with the detail case numbers and amounts received.

ALLOCATION/ADJUSTMENT FOR DISBURSEMENT AND RECEIPT ACCOUNTS

DISBURSEMENT MONTH OF JJULY 20, 2019

| | | | |
|--------------|---|-----------------|----------------------|
| AGENCY NAME: | <u>DIVISION OF PAROLE & PROBATION</u> | AGENCY REF. NO. | JAVZA201 |
| Court Type: | <u>Circuit Court Costs and Fines</u> | PREPARED BY | DEVRA MOULTON-BAKER |
| | | CONTACT: | 410-339-5977 7/23/19 |

| REASON FOR ADJUSTMENT | FY | FIN AGY | PCA | PROJECT | OBJECT | CHARGE AMOUNT | | TC | REV | TRANSACTION DESCRIPTION |
|-----------------------|----|---------|-------|---------|--------|---------------|-------------|-----|-----|-------------------------|
| DIV. OF P & P | 19 | Q00 | CC520 | | | \$79,364.35 | | 414 | | TO TRANSFER FUNDS |
| ALLEGANY | 19 | C00 | 01240 | | 9651 | | \$4,901.85 | 410 | | COLLECTED |
| ANNE ARUNDEL | 19 | C00 | 02240 | | 9651 | | \$7,572.68 | 410 | | |
| BALTIMORE CO. | 19 | C00 | 03240 | | 9651 | | \$14,934.43 | 410 | | |
| CALVERT | 19 | C00 | 04240 | | 9651 | | \$4,124.74 | 410 | | |

Step 3: Balance DBF Funds Received to Case Detail from Parole and Probation

The total amount from the 'green bar' detail report from P&P should equal the excel spreadsheet from DBF.



Step 4: Review Report and Document payment information

Typically, the Clerk will review the report documenting the case information to apply the money, or indicate if there should be money applied to another case for the same defendant, or if there is money to be refunded.

B10372

PAYMENT OF COURT COSTS

MEMORANDUM OF ADJUSTMENT – SUPPORTING LIST
FROM THE DIVISION OF PAROLE & PROBATION

DIRECT INQUIRIES TO MANAGER, CSA UNIT
DIVISION OF PAROLE AND PROBATION
COLLECTIONS & ACCOUNTING UNIT
6776 REISTERSTOWN RD SUITE 305
BALTIMORE, MARYLAND 21215
PHONE: 410-585-3551

CALVERT COUNTY CC 22-01-04
ATTN: AUDREY B. EVANS
COURTHOUSE
PRINCE FREDERICK, MD.

P&P PGM NO: 052
LIST NO: 3C201-02C

07/20/19
PAGE NO. 1
SEQ. NO. 500

| CLIENT NAME | COURT REF. NO. | OPEN DATE | ORDERED AMOUNT | PREVIOUS DISBURSEMENT | THIS DISBURSEMENT | BALANCE DUE |
|---|----------------------|-----------|----------------|-----------------------|-------------------|-------------|
| ALBRIGHT, HENRY P&P: 2627271 AGENT: SMITH BROOKE **** TRACKING#: 117004001011 | K15-061 | 012916 | \$165.00 | \$ 00 | \$165.00 | \$ 00 |
| ANSPACH, NATHAN P&P: 8189281 AGENT: MATTS CHARICE **** TRACKING#: 140001813151 | 04K16-296 K16-296 | 040717 | \$330.00 | \$200.00 | \$130.00 | \$ 00 |
| BATSON, IAN P&P: 4046241 AGENT: WOOD ANDREW **** TRACKING#: 177004001042 | 04CR18-260 | 032917 | \$165.00 | \$ 00 | \$165.00 | \$ 00 |
| BELL, BRITTANY DECARLA P&P: 3081761 AGENT: WOOD ANDREW | 04K16000410 410 | 012317 | \$165.00 | \$110.60 | \$35.00 | \$19.40 |

Step 5: Entry into MDEC

The report is usually given to the Criminal Supervisor or cashier for entry into MDEC.

Reminder: Any refunds processed through the Adjustment Till in MDEC will need to be manually processed in GEARS.

Below is the link to the STARS Reconciliation section of the MDEC Financial User Guide (FUG), updated 02/06/2019.



MDEC_STARS_Reconciliation_upd02062



Step 6: Tills Reconciled and Closed Out – End of Day

The register(s) are closed out at the end of the day as usual. The Till Balance and Transaction Report is printed in Odyssey by the Fiscal Clerk when preparing the deposit. When processing in GEARS, there will be a PNP-FAR Report.

Till Balance and Transaction Report

Sort: By Till, By Date Closed

Cashier: All Users

Calvert Circuit Court

STARS - P&P - Till continued...

General Till Information

| Location | Assigned To | Date Created | Date Closed | Date Deposited |
|--------------------|-------------|--------------|-------------|----------------|
| STARS - P&P - Till | | 08/13/2019 | 08/13/2019 | 08/13/2019 |

Till Detail

| Tender Methods | CASH | | STARS |
|--------------------|----------|------|----------|
| | CASH | PP | |
| Till Totals | 4,124.74 | 0.00 | 4,124.74 |
| Transaction Totals | 4,124.74 | 0.00 | 4,124.74 |
| (Short) / Over | 0.00 | 0.00 | 0.00 |
| Tender Totals | 40 | 0 | 40 |

Bms
8/14/19

Step 7: P&P data Loaded into GEARS via the JIS BUS

Run the PNP-FAR Report in GEARS to confirm the money matches what was received including any amount to be refunded.



P&P Fund Allocation Report

Bank: 04 BOA Revenue
 Control #: 003959
 Business_unit: Calvert County Circuit Court
 Location: Calvert County Circuit Court

Printed: 14-AUG-2019
 Deposit Date: 13-AUG-2019

Verified By: *unls*

| PCA | ACCOUNT | AMOUNT | DESCRIPTION |
|-------|---------|------------|--------------------------------|
| 04010 | 5466 | \$3.37 | General Fund |
| 04010 | 7539 | \$1,746.05 | Criminal Cases |
| 04240 | 9653 | \$793.90 | Parole & Probation-Allocation |
| 04270 | 9588 | \$64.00 | Local Revenue - Receipts |
| 04290 | 9591 | \$765.34 | Sundry - Receipts |
| 04320 | 7542 | \$334.26 | Criminal Injuries |
| 04330 | 7521 | \$376.04 | Victims of Crime Fund |
| 04350 | 7523 | \$41.78 | Victims & Witness Protect Fund |
| | | \$4,124.74 | Total Deposited |

← ← Refund



Step 8: Returning Money to Parole and Probation

1. Highlight and circle the cases on the 'green bar' report from P&P that are being returned.
2. The Accounting Clerk completes the Accounting Adjustment Form provided from DBF. This form lists the amounts and case numbers for misdirected payments (money not belonging to your court) and duplicate payments (money which the customer had previously paid and cannot be applied to another case) to be sent back to P&P.

Refund Fund to P&P

| (DBF internal use only) | |
|-------------------------|--|
| Journal ID# | |
| Exclude JID# | |
| FMIS JE# | |
| Date Posted | |

Agency Ref.# J04001 (page 1 of 2)** Date 9/12/19

Prepare By: Dana Floyd

LOCATION: Calvert County Circuit Court

Approved By: _____

(Note: Complete the area highlighted in yellow, Replace XX with location code)

| REASON FOR ADJUSTMENT | FY | FINANCIAL AGENCY | BATCH COUNTY | PCA | OBJECT | DEBIT AMOUNT | CREDIT AMOUNT | TC | REV. | P&P | DESCRIPTION |
|-----------------------|----|------------------|--------------|-------|--------|--------------|---------------|-----|------|----------|----------------------------------|
| Return Fund to | 18 | C00 | C00 | 04240 | 9651 | 793.90 | | 411 | | Invoice# | |
| Parole and Probation | | Q00 | | | na | | 793.90 | 414 | REV. | Name# | Corey Michael Coffren (\$113.90) |
| | | | | | | | | | | DPP# | 2001631 |
| | | | | | | | | | | Docket# | K13-554/tracking#07004002691 |
| TOTALS | | | | | | 793.90 | 793.90 | | | | |

See attached Excel Link for access to the P&P Refund form.



Return Funds
PP_2019.xls

3. Upon completion of the form, it should be sent to the appropriate DBF email address below:
Judiciary Finance Revenue Circuit Court
4. Also, send the completed Accounting Adjustment form and the Highlighted/Circled 'green bar' report to the following person: devra.moulton@maryland.gov