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**PROCESSING THE DAILY REVENUE DEPOSIT** (GEARS – OTC Processing of BUS Data)

**NOTE:** If one or more of your registers/tills were not reset or closed, please refer to the Appendix for the recommended procedure to follow. Daily work completed by 2:30 pm each day will be forwarded on to FMIS that same day. If Single Action Invoice is not completed by 2:30 pm, the work will be submitted the following day.

**STEP 1: Process the Local Accounting Cash Drawer - The Local Accounting Cash Drawer is the area of the system where your data is staged to be used for verification and approval as a prerequisite to it being processed in OTC Billing.**

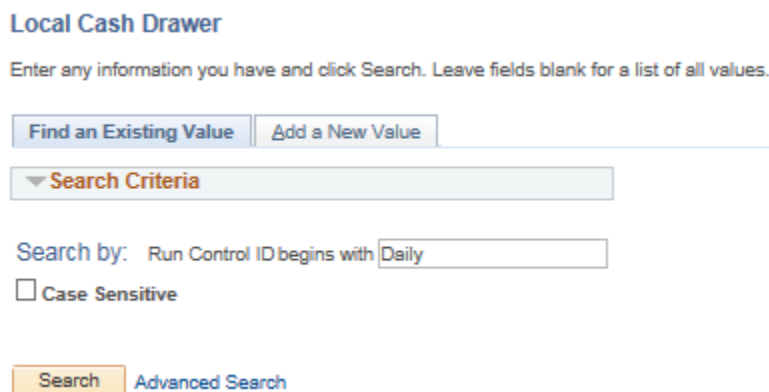
**STEP 1.1 – Verify the Data from the BUS is Available**

STAGING/BUS DATA APPROVAL PAGE - Use Local Acctg Cash Drawer (LACD) to search what is in the Staging (STG) Table and to confirm the register data was submitted successfully through the BUS.

**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

1. The **Process LACD** Run Control page will display.
  - a. Select 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.: Daily)

**NOTE:** Spaces are not allowed in run control names.



**Local Cash Drawer**

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

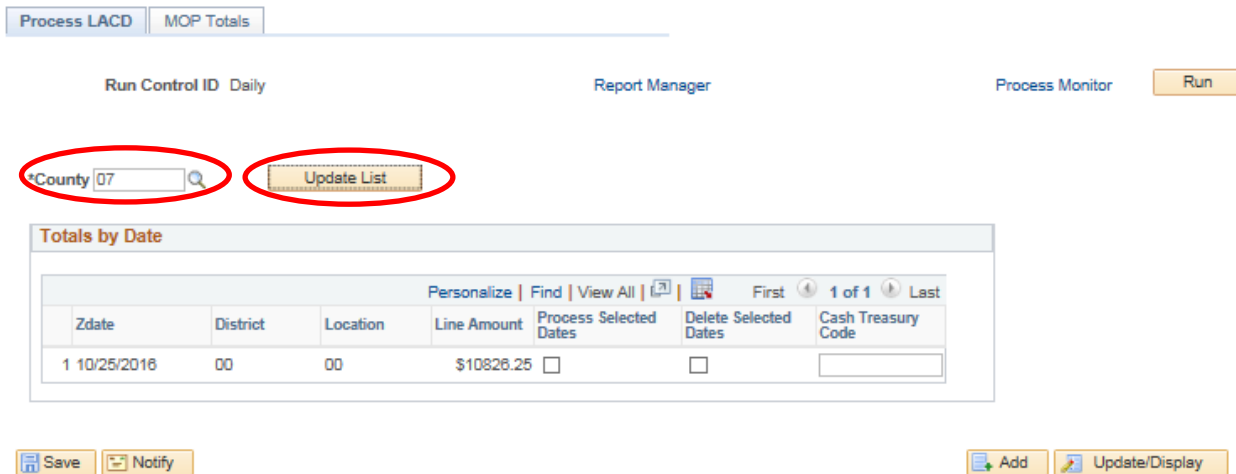
▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

2. The **Process LACD** page will display.
  - a. Enter your 2-digit **County** code (or select from the lookup list by clicking on the magnifying glass icon).
  - b. Click the **Update List** button to refresh the screen and display the data that was submitted to GEARS. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
  - c. Click the “View All” link to view multiple days of data if necessary.



Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 10/25/2016	00	00	\$10826.25	<input type="checkbox"/>	<input type="checkbox"/>	

**NOTE:** Should data be displayed in the list from a previous date already processed in GEARS, it can be deleted by selecting the “Delete Selected Dates” check box then click the **Run** button to initiate the process of removing the data.

- d. Select the MOP Totals tab to verify the amount breakdown by method of payment.
 

**REMEMBER:** CASH and CHECK Totals include ALL types of money. (REVENUE, ESCROW)
- e. Verify against the BUS SUMMARY PAGE REPORT that all totals are correct. (Deposit Slip + Escrow = BUS/GEARS total).
  - i. If all looks good then – Your data made its way to GEARS successfully.

**STEP 1.2 – Run QA Query – Verify the Data is Valid**

**QA (Quality Assurance) STEP:** Run queries to verify the validity of all data awaiting approval.

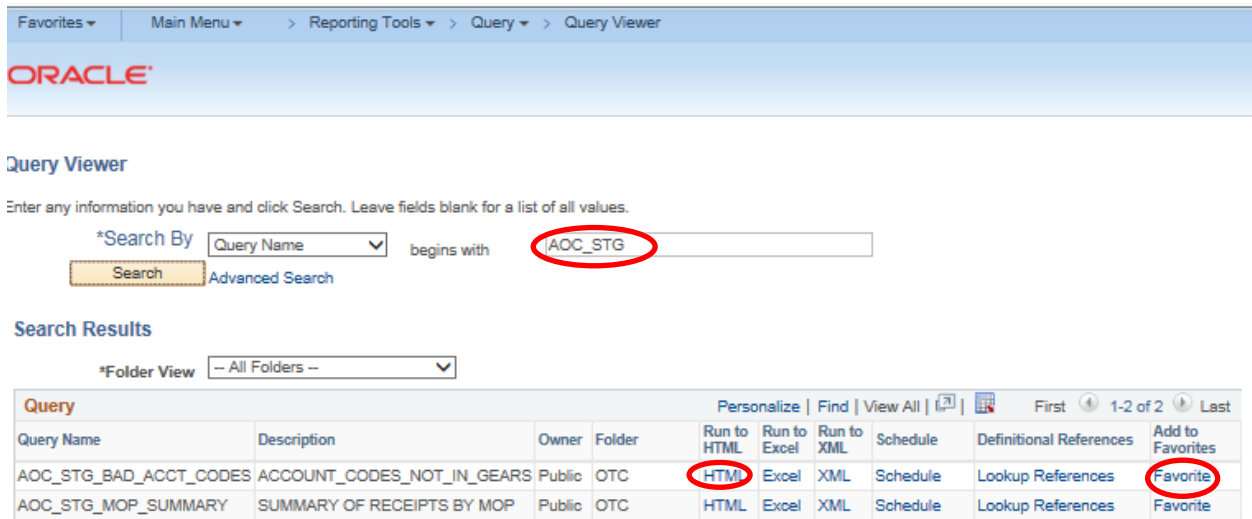
1. Select the **New Window** link in the upper right corner of the screen. This will open a new window so it can be used for your queries without disrupting your current LACD page, as you will be coming back to it to approve your data after verification that there are no problems with the data in the Staging area.

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

**NOTE:** Data will not be available for these queries after the LACD has been processed.

2. The [Query Viewer](#) search page will display.
  - a. Enter **AOC\_STG** as your search criteria then click the **Search** button.
 

**NOTE:** Frequently used queries can be added to a favorites list by clicking the [Favorite](#) link next to the query you want to save.



Query Viewer

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

\*Search By  begins with

Search Advanced Search

Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_STG_BAD_ACCT_CODES	ACCOUNT_CODES_NOT_IN_GEARs	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite
AOC_STG_MOP_SUMMARY	SUMMARY OF RECEIPTS BY MOP	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

3. The following queries are used for review and verification of the BUS data before processing your daily work for the revenue deposit. This ensures there are no issues with charge codes and methods of payment.
  - a. Select the **AOC\_STG\_BAD\_ACCT\_CODES** query to check for any invalid account codes submitted to GEARS.
    - i. Click the [HTML](#) link to view the query in a new window.
    - ii. Enter the **Zdate From** and **Zdate Thru** for the deposit.
    - iii. Enter the 2-digit **County** code.
    - iv. Click the **View Results** button.

ACCOUNT_CODES_NOT_IN_GEARs								
County	AOC_District	Location	Zdate	Cashier ID	MOP	Sum Line Amt	Count Trans Type	
52	07	01	06/02/2013	RCS-273	CHECK	35.00	1	
52	07	01	06/02/2013	RCS-3782	CASH	40.00	1	

- v. If nothing displays, there are no invalid codes. If any codes display, STOP and contact the JIS Helpdesk to report the issue and **DO NOT continue until you have a response from someone on the GEARS Support Team.**

## OTC – The Daily Revenue Deposit Process

**NOTE:** Codes that appear are not in GEARS, therefore the revenue will not appear on the FAR report.

- vi. Close the results window to return to the Query Viewer screen.
- b. Select the **AOC\_STG\_MOP\_SUMMARY** query to see the day’s work broken down by Method of Payment (MOP) to reconcile against the source system and BUS amounts.
  - i. Click the [HTML](#) link to view the query in a new window.
  - ii. Enter the **Zdate From** and **Zdate Thru** date range for the deposit
  - iii. Enter the 2-digit **County** code.
  - iv. Click the **View Results** button to review the method of payment breakdown.
  - v. Close the results window to return to and close the Query Viewer window.

Summary of Receipts by MOP						
MOP	Trans Type	County	AOC_District	Location	Zdate	Sum Line Amt
CCU	Billing and Payment	03	00	00	05/11/2016	4382.47
CASH	No action	03	00	00	05/11/2016	4419.78
CASH	Billing and Payment	03	00	00	05/11/2016	4778.50
CHECK	Billing and Payment	03	00	00	05/11/2016	138625.20
CREDIT	Billing and Payment	03	00	00	05/11/2016	1091.00

**NOTE:** *Trans Type* of: No action = ESCROW. Billing and Payment = REVENUE (CASH+CHECK), CREDIT CARD, ECK, CCU or PNP Transactions.

**STEP 1.3 – Process the LACD Data**

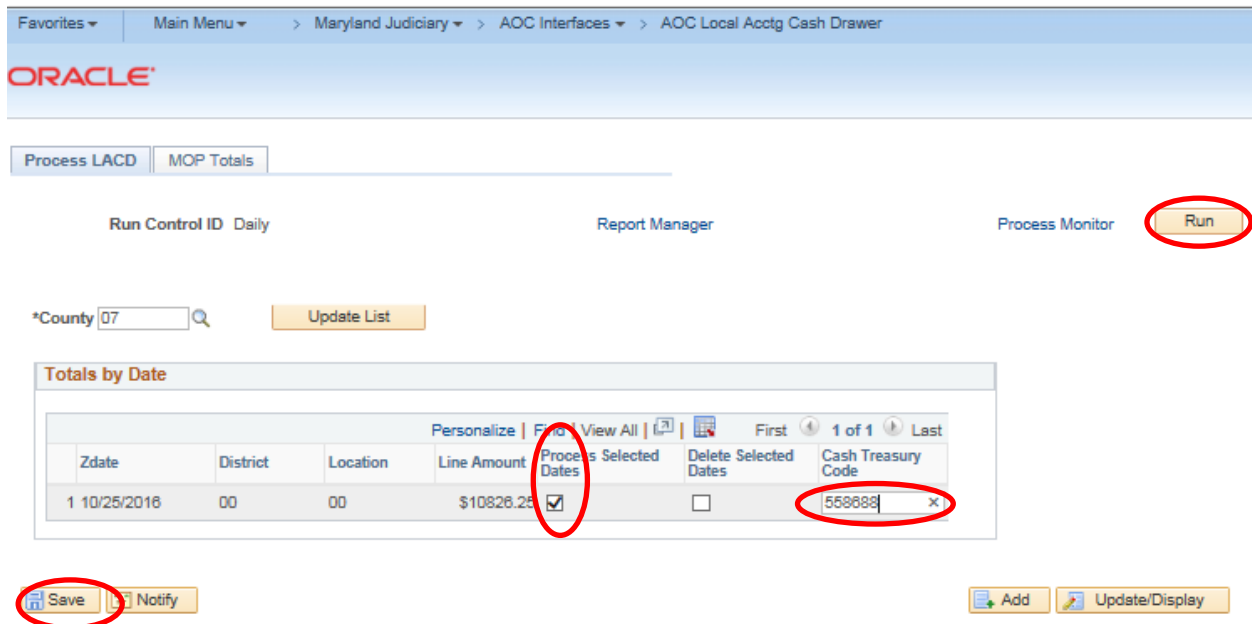
This step processes the cash register receipt data to the GEARS Billing module.

**NOTE:** There is **not** a 1 to 1 relationship between transactions/receipts and Bills created. Multiple bills are created when multiple payment methods were used on the same receipt or if payments were made on multiple cases on a single receipt.

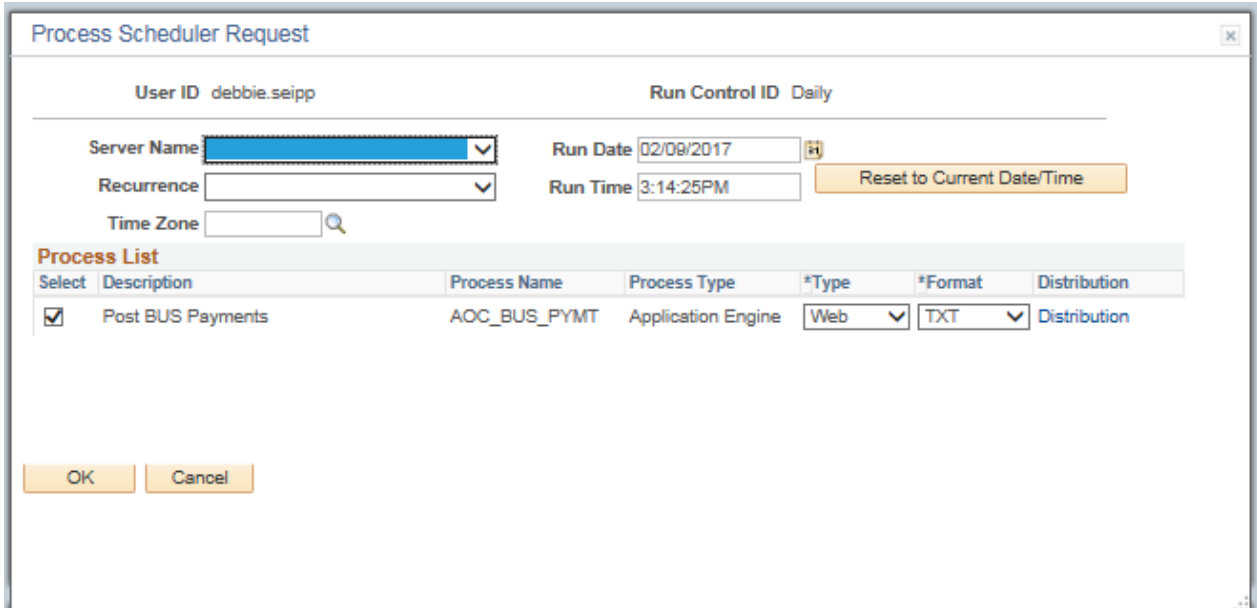
**NAVIGATION:** Main Menu > Maryland Judiciary > AOC Interfaces > Local Actg Cash Drawer

1. The **Process LACD** Run Control page will display.
  - a. Select a Run Control - Search for the Run Control ID created in Step 1.1 above.
2. The **Process LACD** page will display.
  - a. Enter your 2-digit **County** code (or click the magnifying glass to select your county).
  - b. Click the **Update List** button to refresh the screen and display the data.
    - i. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
  - c. Click the “View All” link to view multiple days of data if necessary.
  - d. Return to the **Process LACD** tab.
  - e. Click the “Process Selected Dates” check box for the selected Z-date line.
 

**NOTE:** Only process one Z-date deposit at a time.
  - f. Enter the **Cash Treasury Code** – This is the 6-digit Treasury Code Number (TC#) for the selected Z-date deposit.
  - g. Click the **Save** button.
  - h. Click the **Run** button.



3. The *Process Scheduler Request* page will display.
  - a. Confirm the **AOC\_BUS\_PYMT** process name is selected the *Process List* section.
  - b. Click the **OK** button.



Process Scheduler Request

User ID debbie.seipp Run Control ID Daily

Server Name [dropdown] Run Date 02/09/2017 [calendar icon]

Recurrence [dropdown] Run Time 3:14:25PM [button: Reset to Current Date/Time]

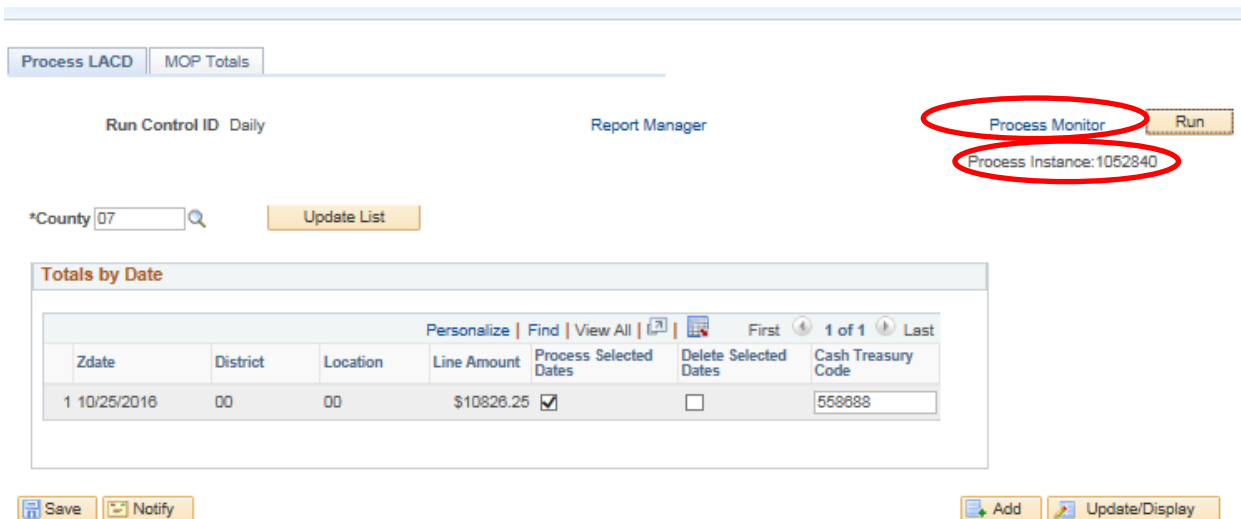
Time Zone [input] [magnifying glass icon]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Post BUS Payments	AOC_BUS_PYMT	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

[button: OK] [button: Cancel]

4. The *Process LACD* page will display.
  - a. A **Process Instance** number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.



Process LACD | MOP Totals

Run Control ID Daily Report Manager

[button: Process Monitor] [button: Run]

Process Instance: 1052840

\*County 07 [magnifying glass icon] [button: Update List]

**Totals by Date**

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 10/25/2016	00	00	\$10826.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	558888

[button: Save] [button: Notify] [button: Add] [button: Update/Display]

5. The **Process List** page will display.
  - a. Review the process list to see the **AOC\_BUS\_PYMT** process status.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. If the Run Status = NO SUCCESS – **STOP!**
    - i. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
  - d. Click the [Details](#) link.

Process List
Server List

**View Process Request For**

User ID   Type  Last   Days

Server  Name   Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List** Personalize | Find | View All |  |  First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1052840		Application Engine	AOC_BUS_PYMT	debbie.seipp	02/09/2017 3:14:25PM EST	Success	Posted	<a href="#">Details</a>

6. The **Process Detail** page will display.
  - a. Click the [Message Log](#) link to view the Interface ID to be used for Step 2 on page 10. And the Total Amount should be for all Revenue, no Registry or Escrow money.

### Message Log

**Process**

**Instance:** 1052840      **Type:** Application Engine

**Name:** AOC\_BUS\_PYMT      **Description:** Post BUS Payments

Personalize | Find | View All |  |  First 1-10 of 10 Last

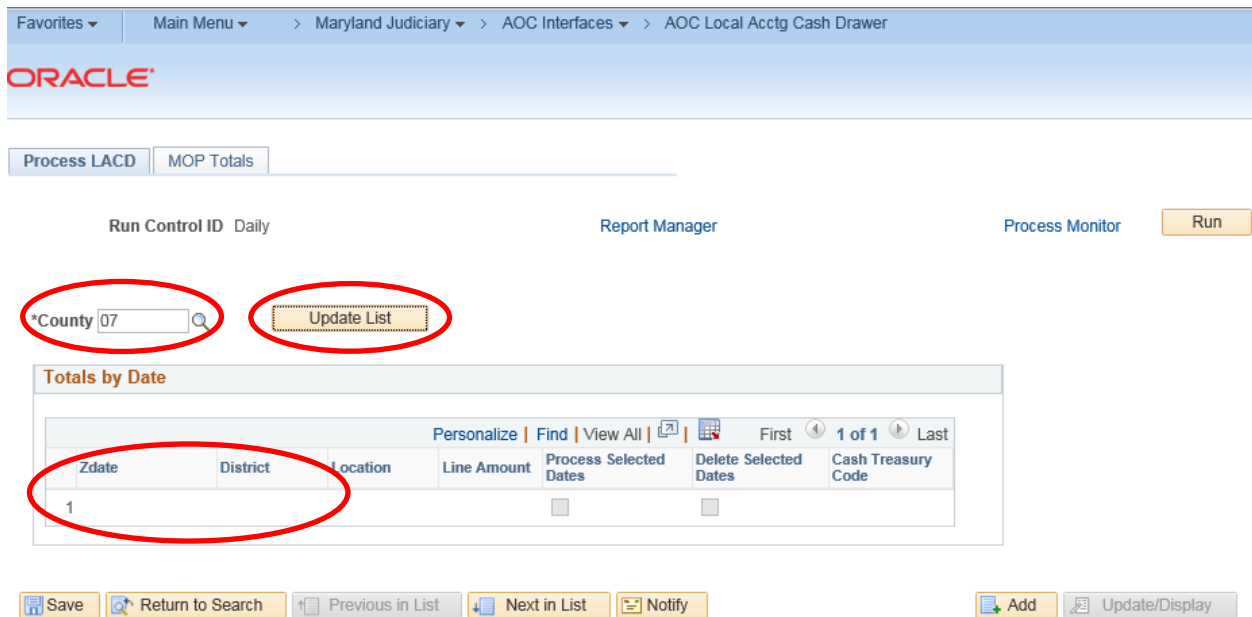
Severity	Log Time	Message Text	Explain
	3:17:29PM	Program AOC_BUS_PYMT Transaction Log Interface ID: 34652 Process Instance: 1052840	<input type="button" value="Explain"/>
	3:17:29PM	*** Completed Transactions ***	<input type="button" value="Explain"/>
	3:17:29PM	Record Count: 230 Total Amount: 10826.25	<input type="button" value="Explain"/>
	3:17:29PM	*** Charge Code Error Transactions ***	<input type="button" value="Explain"/>
	3:17:29PM	--- None Processed ---	<input type="button" value="Explain"/>



**STEP 1.4 – Confirm Data Was Processed**

**QA (Quality Assurance) Step:**

1. Return to the *Process LACD* page by clicking on the [Go back to Process LACD](#) link at the bottom of the page.
  - a. Enter the **County** code
  - b. Click the **Update List** button.
    - i. If your Z-date is no longer listed on the page this means the data was processed and is ready for the next step.  
NOTE: In our example below the Z-date 10/25/2016 no longer displays.
    - ii. If your Z-date remains on the page, repeat Step 1.3 to process the deposit.



Process LACD | MOP Totals

Run Control ID Daily | Report Manager | Process Monitor | Run

\*County 07 | Update List

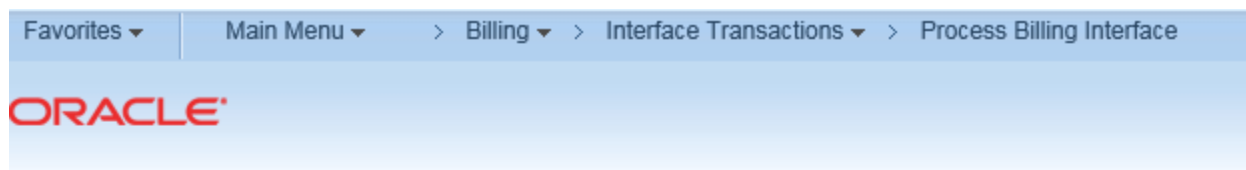
Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1						

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

**STEP 2: Process the Billing Interface: Creation of Bills** – This step allocates the revenue based on the accounting rules/system configuration settings to the proper PCA and Account codes.

**NAVIGATION:** *Main Menu > Billing > Interface Transactions > Process Billing Interface*

1. The **Process Billing Interface** page will display.
  - a. Select a Run Control – Search or create one (e.g., “Daily”) that you will use each day for this process.
  - b. Look up your Interface ID by using the Magnifying Glass icon to the right of the “From Interface ID:” field.
    - i. There should only be one Interface ID available to choose from. **If there is more than one ID, please STOP, call the helpdesk and submit a ticket.**
    - ii. Click the Interface ID to add it to the “From Interface ID” field.



## Process Billing Interface

Run Control ID Daily

Report Manager

Process Monitor

Run

\*From Interface ID  

To Interface ID 34652

- c. Click the **Save** button.
- d. Click the **Run** button.

## OTC – The Daily Revenue Deposit Process

2. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [AOC\\_BIIF0001](#) Process Name is listed and selected in the *Process List* section.
  - b. Click the **OK** button.

**Process Scheduler Request**

---

User ID debbie.seipp Run Control ID Daily

---

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution

3. The [Process Billing Interface](#) page will display.
  - a. A **Process Instance** number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.

### Process Billing Interface

Run Control ID Daily

Report Manage [Process Monitor](#)

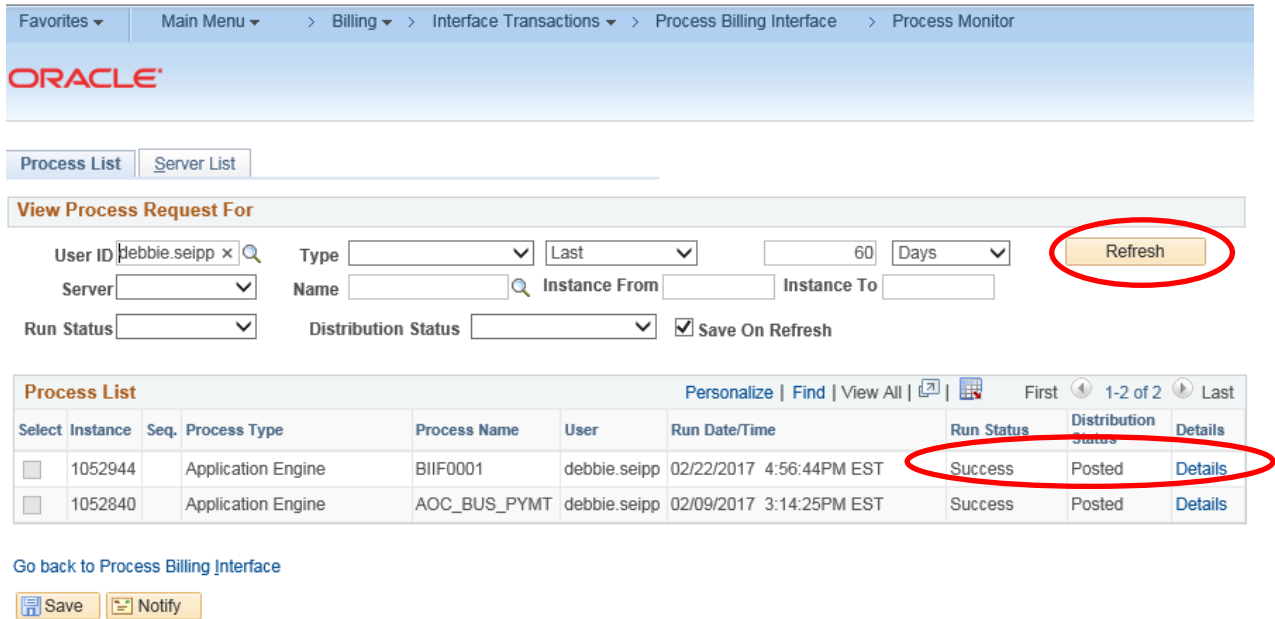
**Process Instance: 1052944**

\*From Interface ID

To Interface ID 34652

---

4. The [Process List](#) page will display.
  - a. Review the process list to see the AOC\_BIIF0001 process until its status of completion.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
    - i. If the Run Status = NO SUCCESS – **STOP!**
    - ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
  - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.



Process List | Server List

View Process Request For

User ID  Type  Last  60 Days  **Refresh**

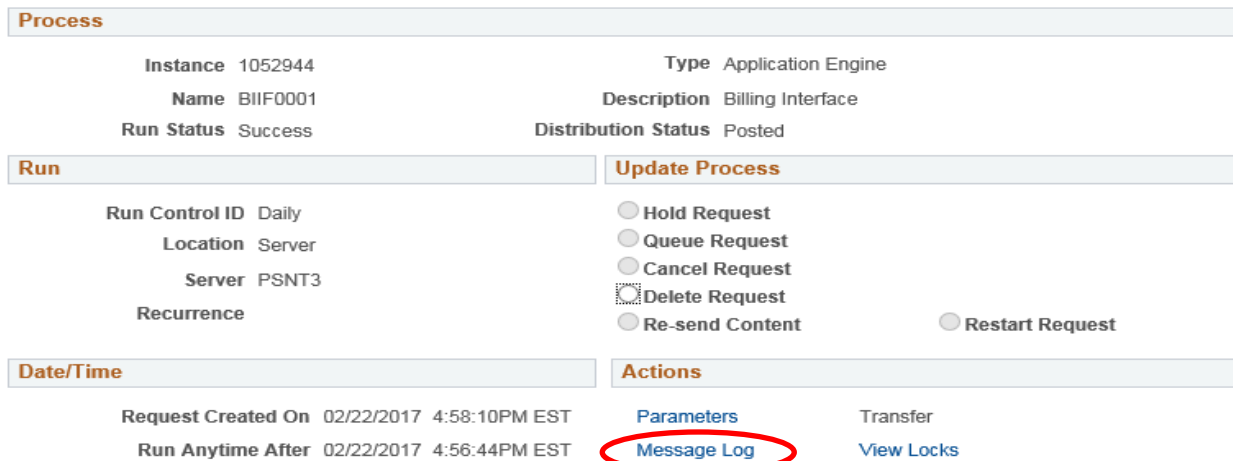
Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1052944		Application Engine	BIIF0001	debbie.seipp	02/22/2017 4:56:44PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1052840		Application Engine	AOC_BUS_PYMT	debbie.seipp	02/09/2017 3:14:25PM EST	Success	Posted	<a href="#">Details</a>

Go back to [Process Billing Interface](#)

5. The [Process Detail](#) page will display.
  - a. Click the [Message Log](#) Link – **THIS IS AN IMPORTANT STEP.**



**Process**

Instance 1052944 Type Application Engine  
 Name BIIF0001 Description Billing Interface  
 Run Status Success Distribution Status Posted

**Run** | **Update Process**

Run Control ID Daily  
 Location Server  
 Server PSNT3  
 Recurrence

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content  Restart Request

**Date/Time** | **Actions**

Request Created On 02/22/2017 4:58:10PM EST  
 Run Anytime After 02/22/2017 4:56:44PM EST

[Parameters](#) Transfer  
[Message Log](#) View Locks

6. The *Message Log* page will display.

**NOTE:** Write down the number of “New Bill Headers Created” as they will be needed further in the process.

- a. If there are **Transactions in Error: STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem.**
- b. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.

**Process**

Instance: 1052944      Type: Application Engine  
 Name: BIIF0001      Description: Billing Interface

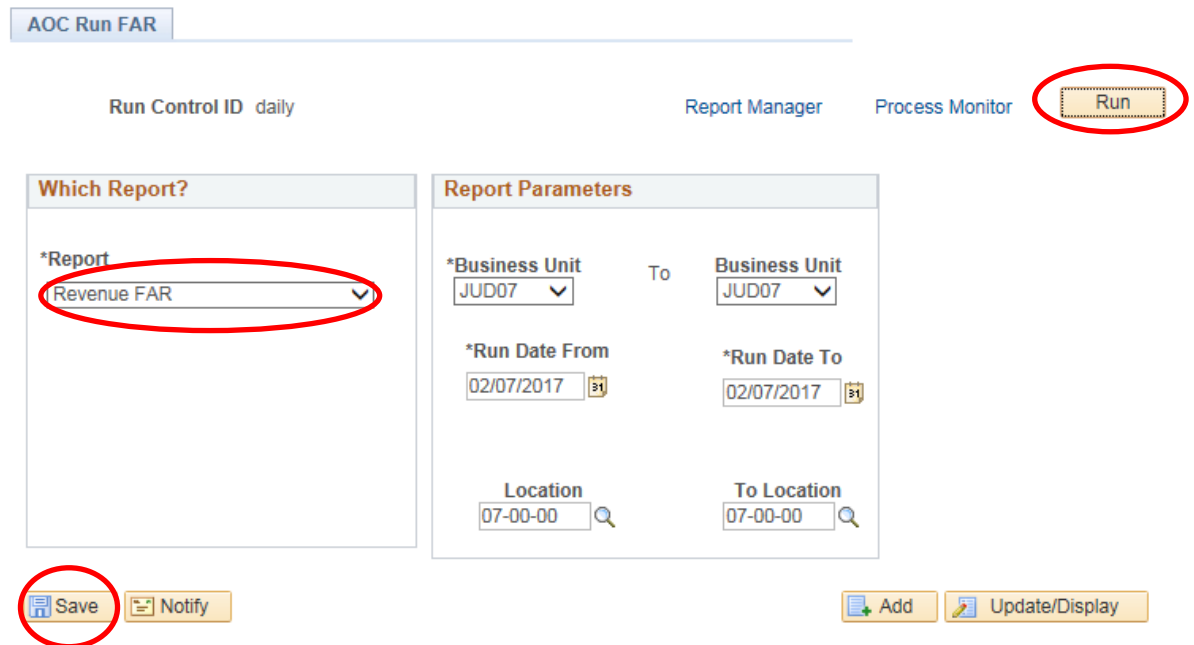
Severity	Log Time	Message Text	Explain
10	4:58:50PM	BI Interface was started: 34652 To: 34652 Option: ALL	<input type="button" value="Explain"/>
10	5:00:15PM	Transactions in Error: 0	<input type="button" value="Explain"/>
10	5:00:15PM	New Bill Headers Created: 85	<input type="button" value="Explain"/>
10	5:00:15PM	New Bill Lines Created: 460	<input type="button" value="Explain"/>
	5:00:21PM	Published message with ID 4dec8d9b-f94a-11e6-b7f7-c4a5cf4e657a to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	5:00:21PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

**STEP 3: Create the FAR Reports** – This step is required to generate the FAR Reports for Revenue, Credit Cards and Electronic Check, CCU, PNP, LNJ (Judgement Liens) and STARS (PG and Montgomery Circuit Courts only). MDEC Circuit Courts will also have Appeal Case FAR reports. These reports are used to verify all payment allocations. Run a FAR Report for each type of transaction you processed.

**STEP 3.1 – Run the Revenue FAR Report**

**NAVIGATION:** Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

1. The **AOC Run FAR** page will display.
  - a. Select a Run Control – Search for the run control you created previously.  
**NOTE:** Once a Run Control is created, it will be there to use each day thereafter.
2. The **AOC Run FAR** Run Control page will display.
  - a. Enter Run Control parameters into all fields on this page.
    - i. **Report type:** Select from dropdown list: APL (Appeal Case), CCU, Credit Card and ECheck, FAR, LNJ (Lien Adjustments, P&P (Parole and Probation), Revenue or STARS FAR.
    - ii. **Business Unit:** Enter your “JUD##” in both fields.
    - iii. **Run Date From:** and **Run Date To:** This is your Z-date.
    - iv. **Location:** and **To Location:** This is your county location sales person code.
  - b. Click the **Save** button.
  - c. Click the **Run** button.



3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [AOCARR01](#) Process Name is listed and selected in the *Process List* section.
  - b. Click the **OK** button.

Process Scheduler Request x

[Help](#)

User ID  Run Control ID

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOCARR01	AOCARR01	SQR Report	Web	PDF	Distribution

4. The [AOC Run FAR](#) Run Control page will display.
  - a. A Process Instance number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see the AOCARR01 process Run Status equals Success.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the [Details](#) Link next to the Distribution Status for the messages and logs.

Process List

**View Process Request For**

User ID:  Type:  Last:  6 Days

Server:  Name:  Instance From:  Instance To:

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1192877		SQR Report	AOCARR01	debbie.seipp	02/23/2017 4:37:08PM EST	Success	Posted	<a href="#">Details</a>

Go back to [AOC Billing FAR Report](#)

6. The *Process Detail* page will display.
  - a. Click the [View Log/Trace](#) link.
  - b. Select the PDF link to view the FAR.

**NOTE:** Review the totals on your FAR Reports to verify they are correct. If Billing Corrections are needed to adjust FAR report allocations they must be made prior to finalizing the Bills (Single Action Invoice process.). **To help resolve any issues, refer to the document “OTC – FAR Corrections in Billing Process”.**



Fund Allocation Report

Bank: 07 PNC Revenue  
 Control #: 319497  
 Business\_unit: Cecil County Circuit Court  
 Location: Cecil County Circuit Court

Printed: 07-NOV-2017  
 Deposit Date: 07-FEB-2017

Verified By: \_\_\_\_\_

PCA	ACCOUNT	AMOUNT	DESCRIPTION
07010	5460	\$0.11	3% on Local Licenses
07010	5466	\$1,141.19	General Fund
07010	5469	\$178.13	Non-Resident Tax
07010	7536	\$95.00	Civil Cases
07030	6234	\$1,830.00	Imp. Fund Surcharge
07030	6235	\$15.50	Imp. Fund Copy Fee
07270	9588	\$713.45	Local Revenue - Receipts
07290	9591	\$20.00	Sundry - Receipts
07360	3012	\$2,708.00	Transfer Tax
07370	7537	\$55.00	Maryland Legal Services
07390	7520	\$50.00	Forclosure Mediation
		<b>\$6,806.38</b>	<b>Total Deposited</b>



AOC Run FAR

Run Control ID daily

Report Manager

Process Monitor

Run

**Which Report?**

\*Report  
 Credit Card and ECheck FAR

**Report Parameters**

\*Business Unit To Business Unit  
 JUD03 JUD03

\*Run Date From \*Run Date To  
 05/11/2016 05/11/2016

Location To Location  
 03-00-00 03-00-00

Save Notify

Add Update/Display



Credit Card and Electronic Check Fund Allocation Report

Bank: 03 BOA Revenue  
 Control #: 003116  
 Business unit: Baltimore County Circuit Court  
 Location: Baltimore County Circuit Court

Printed: 04-OCT-2018  
 Deposit Date: 11-MAY-2016

Verified By: \_\_\_\_\_

PCA	ACCOUNT	AMOUNT	DESCRIPTION
03010	5457	\$22.00	Notary Commissions
03010	5460	\$2.40	3% on Local Licenses
03010	5466	\$210.00	General Fund
03010	7536	\$210.00	Civil Cases
03010	7539	\$80.00	Criminal Cases
03030	6234	\$112.00	Imp. Fund Surcharge
03270	9588	\$199.60	Local Revenue - Receipts
03320	7542	\$20.00	Criminal Injuries
03330	7521	\$22.50	Victims of Crime Fund
03350	7523	\$2.50	Victims & Witness Protect Fund
03370	7537	\$110.00	Maryland Legal Services
		\$991.00	Total Deposited

AOC Run FAR

Run Control ID daily

Report Manager

Process Monitor

Run

Which Report?	Report Parameters
<p>*Report</p> <p>CCU FAR</p>	<p>*Business Unit To Business Unit</p> <p>JUD02 JUD02</p> <p>*Run Date From *Run Date To</p> <p>01/17/2017 01/17/2017</p> <p>Location To Location</p> <p>02-00-00 02-00-00</p>

Save Notify

Add Update/Display



CCU Fund Allocation Report

Bank: 02 BOA Revenue  
 Control #: 003377  
 Business\_unit: Anne Arundel Circuit Court  
 Location: Anne Arundel Circuit Court

Printed: 08-NOV-2017  
 Deposit Date: 17-JAN-2017

Verified By: \_\_\_\_\_

PCA	ACCOUNT	AMOUNT	DESCRIPTION
02010	5466	\$328.17	General Fund
02010	7536	\$874.45	Civil Cases
02030	6234	\$221.10	Imp. Fund Surcharge
02270	9588	\$176.50	Local Revenue - Receipts
02370	7537	\$554.16	Maryland Legal Services
		\$2,154.38	Total Deposited

**NOTE: See CCU and P&P Tip Sheets for instructions to return mis-directed payments and over payments to Central Collection Unit (CCU) and Parole and Probation (PNP).**

## OTC – The Daily Revenue Deposit Process

**STEP 3.2 – Data Verification** – Run this query to verify the payment allocation amounts for check and cash, find Revenue FAR Report errors and review detail data included on the Revenue FAR Report.

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

1. The **Query Viewer** page will display.
  - a. Enter “**AOC\_CHARGE\_ID\_ALLOCATIONS**” in the “Search By” field.
  - b. Add this query to your list of Favorite queries.
  - c. Click the **Search** button and Click the [Excel](#) link for the corresponding query.

### Query Viewer

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

\*Search By  begins with  

[Advanced Search](#)

### Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CHARGE_ID_ALLOCATIONS	AOC Charge Item GL Breakdown	Public	OTC	HTML	<b>Excel</b>	XML	Schedule	Lookup References	<b>Favorite</b>

2. The **AOC\_CHARGE\_ID\_ALLOCATIONS – AOC Charge Item GL Breakdown** query page will display.
  - a. Enter **Setid:** “JUD##”.
  - b. Enter **From Z Date:** the date the revenue was collected.
  - c. Enter **To Z Date:** the date the revenue was collected.
  - d. Click the **View Results** button and click Download to Excel link. Filter and sub-total by Location and Account to match to your FAR Report.

### AOC\_CHARGE\_ID\_ALLOCATIONS - AOC Charge Item GL Breakdown

Business Unit

From Z Date

To Z Date

Account (Blank for all)

Do you want to open or save **AOC\_CHARGE\_ID\_ALLOCATIONS\_28292.xlsx** (11.7 KB) from **gears.mdcourts.gov**?

Unit	Z Date	Receipt No.	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case No.
JUD07	02/07/2017	07-2017-00000583	0009152125	80.00	07010	7536	ODY-1300	Filing Fee	07-00-00	C-07-FM-17-000095
JUD07	02/07/2017	07-2017-00000583	0009152125	55.00	07370	7537	ODY-1320	Maryland Legal Service Corp	07-00-00	C-07-FM-17-000095
JUD07	02/07/2017	07-2017-00000589	0009152126	50.00	07390	7520	ODY-1324	Foreclosure Req for Mediation	07-00-00	C-07-CV-16-000197
JUD07	02/07/2017	07-2017-00000580	0009152122	15.00	07010	7536	ODY-1328	Voluntary Dismissal	07-00-00	C-07-FM-16-000559
JUD07	02/07/2017	07-2017-00000583	0009152125	30.00	07030	6234	ODY-1410	RIF Surcharge New Case	07-00-00	C-07-FM-17-000095
JUD07	02/07/2017	07-2017-00000587	0009152127	20.00	07290	9591	ODY-1612	Appearance Fee Criminal Case	07-00-00	C-07-CR-16-000625
JUD07	02/07/2017	07-2017-00000589	0009152126	2.00	07010	5466	ODY-1825	Copy By Clerk	07-00-00	C-07-CV-16-000197
JUD07	02/07/2017	07-2017-00000582	0009152124	39.50	07010	5466	ODY-1825	Copy By Clerk	07-00-00	
JUD07	02/07/2017	07-2017-00000588	0009152123	0.50	07010	5466	ODY-1825	Copy By Clerk	07-00-00	07-C-15-001945
JUD07	02/07/2017	07-2017-00000588	0009152123	5.00	07010	5466	ODY-1827	Copy Certified	07-00-00	07-C-15-001945
JUD07	02/07/2017	7748216	0009152179	2.00	07010	5466	RCS-226	BL Issuing Fees	07-00-00	

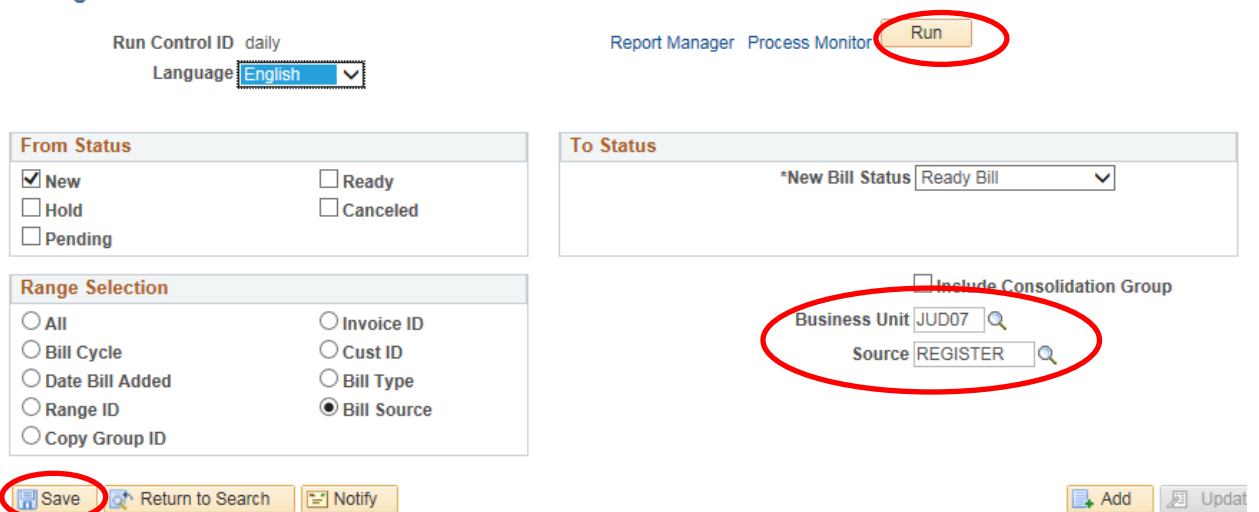
3. Repeat Step 3.4-1-2 for the following queries: Click the [HTML](#) link to show a list of all Payments
  - a. AOC\_BI\_CREDIT\_ECHECK\_PYMTS
  - b. AOC\_BI\_PNP\_PYMTS
  - c. AOC\_BI\_CCU\_PYMTS
  - d. AOC\_BI\_STARS\_PYMTS
  - e. AOC\_BI\_APL\_PYMTS
  - f. AOC\_BI\_LNJ\_PYMTS
4. If there are any errors on the FAR, refer to the document, **“OTC – Making FAR Corrections”**.

**STEP 4: Change Status of Bills Process** – This step prepares the bills for finalization by changing their status from NEW to READY.

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Change Status of Bills

1. The **Bill Status Change** page will display.
  - a. Select a Run Control – Search for the previously created Run Control (e.g., “Daily”), that you will use each day for this process.
2. The **Change Status of Bills** Run Control page will display.
  - a. Set the following run control parameters:
    - i. **From Status** = New
    - ii. **To Status** = Ready Bill
    - iii. **Range Selection** = Bill Source
    - iv. Enter the **Business Unit** = JUD##.
    - v. **Source** = REGISTER
  - b. Click the **Save** button.
  - c. Click the **Run** button.

### Change Status of Bills



Run Control ID: daily      Report Manager   Process Monitor   **Run**

Language: **English**

From Status	
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Ready
<input type="checkbox"/> Hold	<input type="checkbox"/> Canceled
<input type="checkbox"/> Pending	

Range Selection	
<input type="radio"/> All	<input type="radio"/> Invoice ID
<input type="radio"/> Bill Cycle	<input type="radio"/> Cust ID
<input type="radio"/> Date Bill Added	<input type="radio"/> Bill Type
<input type="radio"/> Range ID	<input checked="" type="radio"/> Bill Source
<input type="radio"/> Copy Group ID	

To Status	
*New Bill Status	Ready Bill

Include Consolidation Group

Business Unit: **JUD07**      Source: **REGISTER**

**Save**   Return to Search   Notify      Add   Update

## OTC – The Daily Revenue Deposit Process

3. The [Process Scheduler Request](#) page will display.
  - a. Confirm the [BIIVCSTS](#) (Invoice Status Change) Process Name is selected.
  - b. Click the **OK** button.

### Process Scheduler Request

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

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

4. The [Change Status of Bills](#) Run Control page will display.
  - a. A Process Instance number will display to show that processing has begun.
  - b. Click the [Process Monitor](#) link.

### Change Status of Bills

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

Language

**Process Instance: 1192878**

**From Status**

New  Ready

Hold  Canceled

Pending

**Range Selection**

All  Invoice ID

Bill Cycle  Cust ID

Date Bill Added  Bill Type

Range ID  Bill Source

Copy Group ID

**To Status**

\*New Bill Status

Include C

Business Unit

Source

5. The **Process List** page will display.
  - a. Review the **Process List** to see the BIIVCSTS process status.
  - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
  - c. Click the **Details** Link next to the Distribution Status to review the messages and logs associated with the results of the process.

Process List | Server List

---

**View Process Request For**

User ID:  Type:   Days

Server:  Name:  Instance From:  Instance To:

Run Status:  Distribution Status:   Save On Refresh

---

**Process List** Personalize | Find | View All |  |

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1192878		SQR Report	BIIVCSTS	debbie.seipp	02/23/2017 5:32:53PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1192877		SQR Report	AOCARR01	debbie.seipp	02/23/2017 4:37:08PM EST	Success	Posted	<a href="#">Details</a>

Go back to Bill Status Change

6. The **Process Detail** page will display.
  - a. Click the **View Log/Trace** link.
  - b. Click the PDF link to view the Invoice Status Change Report.
    - i. All bills listed should have a status of "RDY". Compare the total number of Bills on the PDF to the number listed on the Billing Interface Results page previously noted. The number of Bills should match the number of Bill Headers.

Report ID: BIIVCSTS PeopleSoft BI  
INVOICE STATUS CHANGE REPORT

Page No. 2  
Run Date 04/09/2014  
Run Time 19:56:49

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY		0001135267	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135268	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135269	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135270	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135271	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135272	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135273	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135274	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135275	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135276	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135277	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135278	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135279	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135280	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135281	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135282	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135283	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135284	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135285	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135286	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135287	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135288	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135289	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135290	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N

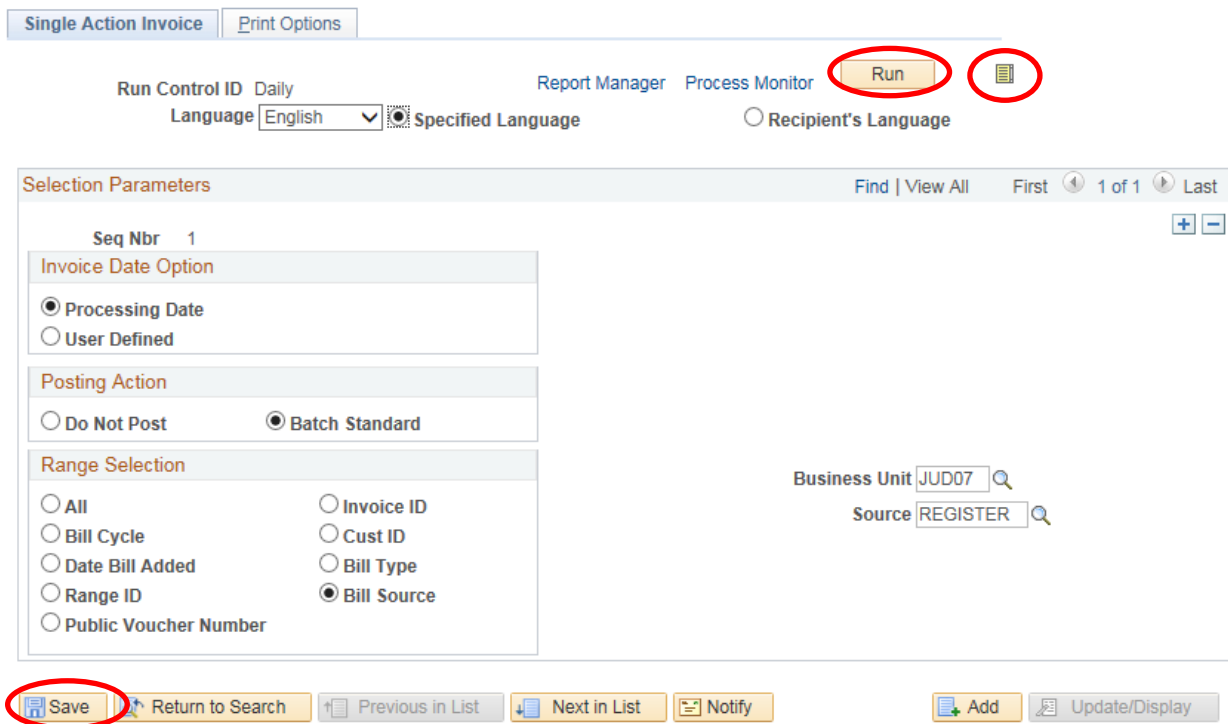
Range Option: BILL SOURCE  
Bill Source Id: REGISTER  
Business Unit: JUD23  
Total Number of bills updated: 70

**STEP 5: Process the Single Action Invoice** – This step finalizes the bills associated with the daily deposit and flags them to create an entry in the daily file sent to FMIS.


**NOTE:** All totals and bill corrections must be done before this step is completed!

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

1. The **Single Action Invoice** page will display.
  - a. Select a Run Control – Search using the “Find an Existing Value” tab for the ID to be used each day for processing your daily deposit. (e.g., “Daily”).
2. The **Single Action Invoice** Run Control page will display.
  - a. Complete the following run control settings:
    - i. Select the **Invoice Date Option** of “Processing Date”.
    - ii. Select the **Posting Action** of “Batch Standard”.
    - iii. Select the **Range Selection** of “Bill Source”.
    - iv. Enter the **Business Unit:** “JUD##”.
    - v. Enter the **Source:** of “REGISTER”.



Single Action Invoice | Print Options

Run Control ID: Daily | Report Manager | Process Monitor | **Run** | 

Language: English | Specified Language | Recipient's Language

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

Seq Nbr: 1

**Invoice Date Option**

Processing Date  
 User Defined

**Posting Action**


Do Not Post |  Batch Standard

**Range Selection**

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

Business Unit: JUD07 | Source: REGISTER





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

- b. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right corner of the page to confirm the number of Bills that are ready to be finalized.

**NOTE:** the number should match the number of bill headers found in the Message Log of your Billing Interface process.

- i. Click the **Return** button to return to the *Single Action Invoice* run control page.
  - ii. Click the **Run** button.
3. The *Process Scheduler Request* page will display.

Bills To Be Processed


Bills To Be Processed							Personalize   Find   View All    	First  1-9 of 85  Last
BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media		
JUD07	0008019070	RDY	JUD07	XMLPUB	X	Print Copy		
JUD07	0008019071	RDY	JUD07	XMLPUB	X	Print Copy		
JUD07	0008019072	RDY	JUD07	XMLPUB	X	Print Copy		
JUD07	0008019073	RDY	JUD07	XMLPUB	X	Print Copy		
JUD07	0008019074	RDY	JUD07	XMLPUB	X	Print Copy		
JUD07	0008019075	RDY	JUD07	XMLPUB	X	Print Copy		
JUD07	0008019076	RDY	JUD07	XMLPUB	X	Print Copy		
JUD07	0008019077	RDY	JUD07	XMLPUB	X	Print Copy		
JUD07	0008019078	RDY	JUD07	XMLPUB	X	Print Copy		

**Return**


- a. Select the checkbox for the AOC\_MAIN ([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
- b. Click the **OK** button.







### Process Scheduler Request

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

Server Name  Run Date  

Recurrence  Run Time

Time Zone  

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

**OK**



4. The [Single Action Invoice](#) Run Control page will display.
  - a. A Process Instance number will display below the Run button indicating that the AOC\_MAIN process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see the [AOC\\_MAIN](#) process status.

Process List | Server List

---

**View Process Request For**

User ID  Type  Last  60 Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

---

**Process List** Personalize | Find | View All |  |  First  1-3 of 3  Last

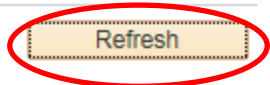
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1052958		PSJob	<a href="#">AOC_MAIN</a>	debbie.seipp	02/24/2017 2:41:16PM EST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1052957		SQR Report	BIIVCSTS	debbie.seipp	02/24/2017 2:27:21PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1052944		Application Engine	BIIF0001	debbie.seipp	02/22/2017 4:56:44PM EST	Success	Posted	<a href="#">Details</a>

[Go back to Single Action Invoice](#)

- b. Click the [AOC\\_MAIN](#) process name link to see its sub-processes.
- c. Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".

Process Detail

Process Name AOC\_MAIN



Main Job Instance 1052958

Left | Right

- 1052958 - AOC\_MAIN Success
  - 1052959 - BIIVC000 Success
  - 1052960 - BI\_IVCEXT Success
  - 1052961 - BICURCNV Success
  - 1052962 - BIPRELD Success
  - 1052963 - BILDGL01 Success
  - 1052964 - BILDAR01 Success

Return

- i. Click the **BIIVC000** sub-process.
  1. Click the [Message Log](#) link – to review the number of Bills Processed. This number should match the number of bill headers you noted from the Billing Interface process.

Instance: 1052959      Type: Application Engine  
 Name: BIIVC000      Description: Pre-process & Finalization

Severity	Log Time	Message Text	Explain
10	2:45:35PM	85 bill(s) were selected for processing.	Explain
10	2:45:36PM	0 bill(s) were found to contain error(s).	Explain
10	2:45:36PM	85 bill(s) were processed successfully	Explain

- a. Click the **Return** button, then the **OK** button to return to the AOC\_MAIN sub-process list on the *Process Detail* page.

- ii. Click the **BILDAR01** sub-process.
  1. Click the [View Log/Trace](#) link and select the PDF file to review the “Load to AR Pending Items” report.
  2. Confirm that all bills = \$0.00.

**OTC – The Daily Revenue Deposit Process**

**NOTE:** All bills should = \$0.00 to prevent any of them from flowing into Accounts Receivable (AR).

PeopleSoft BI  
LOAD AR PENDING ITEMS

Report ID: BILDAR01

Invoice	0002308475	is \$0.00 and was not sent to AR.
Invoice	0002308476	is \$0.00 and was not sent to AR.
Invoice	0002308477	is \$0.00 and was not sent to AR.
Invoice	0002308478	is \$0.00 and was not sent to AR.
Invoice	0002308479	is \$0.00 and was not sent to AR.
Invoice	0002308480	is \$0.00 and was not sent to AR.
Invoice	0002308481	is \$0.00 and was not sent to AR.
Invoice	0002308482	is \$0.00 and was not sent to AR.
Invoice	0002308483	is \$0.00 and was not sent to AR.
Invoice	0002308484	is \$0.00 and was not sent to AR.
Invoice	0002308485	is \$0.00 and was not sent to AR.
Invoice	0002308486	is \$0.00 and was not sent to AR.
Invoice	0002308487	is \$0.00 and was not sent to AR.
Invoice	0002308488	is \$0.00 and was not sent to AR.
Invoice	0002308489	is \$0.00 and was not sent to AR.

TOTAL # OF INVOICES PROCESSED:	0
TOTAL # OF AR ENTRIES GENERATED:	0

**End of the Process for Creating a Revenue Deposit.**