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

A. Procedure when the RCS Cash Register(s) was NOT Reset

Please email mdcourts@service-now.com or call 410-260-1114 for any questions or issues.

Occasionally, there *may be an* instance when an RCS Cash Register was not Reset on the day in which the Funds were received. The cash register Reset date becomes the Z-date/Accounting date in the JIS BUS and GEARS.

The below instructions are to be used if one or more registers were **not** Reset from the previous day:

Recommendation #1:
- If the register(s) has **not** been Reset and the deposit has **NOT** been sent to the bank, the recommendation is to include both days work (previous day and current day) in the Reset for the current day. You will have just one deposit ticket#/treasury code for both days work.
  - If the money is in the deposit bag to go to the bank, you must go to the vault and remove the money from the deposit bag for the register which was NOT reset. Also, re-write the deposit ticket, removing the cash and/or checks you are taking for the un-reset register.
  - You will know if all your registers were reset when you review the Total amounts on the JIS BUS page and the Total equals your deposit ticket.
    - *Note: The amounts on the JIS BUS also include your registry/escrow money.*

Recommendation #2:
- If the deposit was already sent to the bank, then perform a Reset for the current day for the register(s) that had not been Reset from the previous day. This will mark the previous day's work with the current date as the Z-date for the register(s) not Reset.
  - Go to JIS BUS – confirm the previous day's total for RCS (and if applicable for MDEC) is correct. Submit data to GEARS.
  - Go to JIS BUS – confirm the current day's totals for the RCS register(s) that was **not** reset the previous day is now correct and now has the current date as the Z-date. Submit data to GEARS.
  - Go to GEARS Local Accounting Cash Drawer – following the GEARS Daily Deposit instructions, enter the Treasury Code (6-digit Deposit Number) in both rows; the row with yesterday's date and the row with today's/current date.
    - If the amounts displayed on the Local Cash Drawer in GEARS are incorrect, do **not** proceed, enter a Service Now ticket.
    - Complete all queries, reports and processes for the two days date range.

Recommendation #3:
- If you have already completed the previous day's work in GEARS, except for the register(s) **not** Reset, then you will need to add a different Treasury Code (Deposit Ticket number) in GEARS. Use the next one in your stack with a note, "this was used for Register XXX not Reset until the morning of xx/xx/20xx." Complete all queries, reports and processes.
- NOTE: You will need to use the checkboxes on the JIS BUS to remove the registers by clicking the 'Delete Selected Registers' button in the upper right corner, above the grid for those which were successfully sent to GEARS the day before. This will leave you with just the registers needing to be sent to GEARS.

Fund Allocation Report (FAR):

If for any reason, the FAR report for a day's deposit is split between two different treasury codes or different dates, please send an email to Suzie Bishop and Vesta Davis at DBF informing them of the error, so that they can inform the General Accounting Division (GAD).

Last Revised: 11/17/2020

➥ Include the following information in your email to DBF:
  ➥ Treasury Code(s) (deposit ID)
  ➥ Actual Date Deposit was sent to the bank
  ➥ Deposit Amount
  ➥ Z-Date/Accounting Date (the Z-date will be the date the RESET occurred)

B. Becoming Familiar with Bill Components

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

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

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

Bill Entry

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

Business Unit `=` `JUD08`
Invoice `begins with`
Bill Status `=`
Customer `begins with`
Receipt No `begins with`
Bills in Business Unit `=`
Template Invoice Flag `=`

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All								First ◄ 1-100 of 105 ► Last	
Business Unit	**Invoice**	**Invoice Type**	**Bill Type Identifier**	**Bill Status**	**Bill Source**	**Customer**	**Receipt No**	**Bills in Business Unit**	**Template Invoice Flag**
JUD08	0011283451	Regular	BUS	New Bill	REGISTER	JUD08	7973998	JUD08	No
JUD08	0011283450	Regular	BUS	New Bill	REGISTER	JUD08	7973892	JUD08	No
JUD08	0011283449	Regular	BUS	New Bill	REGISTER	JUD08	7973871	JUD08	No

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

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

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

3. The *Header – Order Info* page will display.
    a. Review the following information:
        i. **Receipt No:** = Original Receipt Number
        ii. **Case Number:** = Case Number
        iii. **Treasury Code:** = Treasury Code
        iv. **PO Ref:** = Register Name/Number
    b. Click the *Line - Info 1* tab to review the Charge Code, bill amounts, etc.
        *Note: If changes are needed to the Charge ID - The **Table:** field = "ID" is very important.*

4. The *Line – Info 1* tab will display.
    a. Click the Accounting link at the bottom of the page to see the accounting breakout.
    b. Increase the Max Rows, if necessary, to see all bill lines.
    Example, if you show "1 of 11" bill lines, increase *Max Rows* from 11 to e.g. 21 (see next screen), then click the single down arrow to refresh your bill lines.
    c. Use the **Next in List** and **Previous in List** buttons to navigate through the bills.

Header - Info 1	Line - Info 1

Unit JUD08   Bill To JUD08   **Pretax Amt**   0.00 USD
Invoice 0011283451   Charles County Circuit Court   **Max Rows** 11

Bill Line   Find | View All   First 1 of 11 Last

Identifier Look Up Date 03/15/2017

Seq   1   Line   Net Extended 11.00
Table ID   Identifier RCS-55   Description Notary Commission

Quantity 1.0000   From Date
Unit of Measure EA   To Date
Unit Price 11.0000   Line Type REV   ☑ Accumulate
Gross Extended 11.00   Tax Code   ☐ Tax Exempt
          Check No 56789

Less Discount 0.00
Plus Surcharge 0.00

Net Extended 11.00
VAT Amount 0.00
Tax Amount 0.00

Net Plus Tax 11.00

Go to: Line Info 2   Tax   Accounting   Discount/Surcharge
Notes   Express Entry   **Page Series**
Summary   Bill Search   Line Search   Navigation Line - Info 1   Prev   Next

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

In this example, the lines displayed were increased to 20. The View All link can be used to view all bill lines, which should include allocations and a payment.

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

C. Review Billing Information

These steps are listed to help familiarize you with where to locate an invoiced bill (bill status is INV) in billing.

Locate Bill by Invoice Number

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

1. The *Bill Inquiry* page will display.
   a. Enter **Business Unit:** "JUD##", where ## is your 2-digit county code.
   b. **Invoice begins with:** Enter the exact invoice number;
       or
   c. **Invoice contains:** Enter a portion of the Invoice Number.
   d. Click the Search button to display a list of bills in the system.
   e. Click on a bill line to open the details associated with that bill and payment.

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	=	JUD64	🔍
Invoice	begins with	0012604657	🔍
Bill Status	=		
Customer	begins with		🔍
Receipt No	begins with		
Case Number	begins with		

☐ **Case Sensitive**

Search	Clear	Basic Search	📰 Save Search Criteria

Search Results

| View All | | | | | | | First ◀ 1 of 1 ▶ Last |

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Receipt No	Case Number
JUD64	0012604657	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2018-00000549	D-033-CV-17-000025

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

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 [=] [JUD64] 🔍
Invoice [contains] [4657] 🔍
Bill Status [=] [▼]
Customer [begins with] [ ] 🔍
Receipt No [begins with] [ ]
Case Number [begins with] [ ]
☐ **Case Sensitive**

[Search] [Clear] Basic Search 🔲 Save Search Criteria

Search Results

View All | First ◀ 1-2 of 2 ▶ Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Receipt No	Case Number
JUD64	0012604657	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2018-00000549	D-033-CV-17-000025
JUD64	0002634657	Regular	Invoiced	BUS	REGISTER	JUD64	3561033	10CV761

Locate Bill by Receipt Number

NAVIGATION: *Main Menu > Billing > Review Billing Information > Details*
   2. The *Bill Inquiry* page will display.
      a. Enter **Business Unit:** "JUD##", where ## is your 2-digit county code.
      b. **Receipt No begins with:** Enter the exact receipt number;
      c.   or
      d. **Receipt No contains:** Enter a portion of the receipt number.
      e. Click the Search button to display a list of bills in the system.
      f. Click on a bill line to open the details associated with that bill and payment.

Find an Existing Value

▼ **Search Criteria**

Business Unit	= ▾	JUD64
Invoice	begins with ▾	
Bill Status	= ▾	▾
Customer	begins with ▾	
Receipt No	begins with ▾	0303-2018-00000549
Case Number	begins with ▾	

☐ **Case Sensitive**

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   First ◄ 1 of 1 ► Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Receipt No	Case Number
JUD64	0012604657	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2018-00000549	D-033-CV-17-000025

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

Find an Existing Value

▼ **Search Criteria**

Business Unit [= ▼] [JUD64] 🔍
Invoice [begins with ▼] [ ] 🔍
Bill Status [= ▼] [▼]
Customer [begins with ▼] [ ] 🔍
Receipt No [contains ▼] [00000549]
Case Number [begins with ▼] [ ]

☐ Case Sensitive

[Search] [Clear] Basic Search 🖳 Save Search Criteria

Search Results

View All   First ◀ 1-3 of 3 ▶ Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Receipt No	Case Number
JUD64	0007946249	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2016-00000549	00000004C0QK0
JUD64	0009482422	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2017-00000549	D-033-CV-17-000089
JUD64	0012604657	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2018-00000549	D-033-CV-17-000025

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

Locate Bill by Case Number

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

3. The *Bill Inquiry* page will display.
   a. Enter **Business Unit:** "JUD##", where ## is your 2-digit county code.
   b. **Case Number begins with:** Enter the exact case number;
      or
   c. **Case number contains:** Enter a portion of the case number.
   d. Click the Search button to display a list of bills in the system.
   e. Click on a bill line to open the details associated with that bill and payment.

Find an Existing Value

▼ **Search Criteria**

Business Unit	= ∨	JUD64
Invoice	begins with ∨	
Bill Status	= ∨	
Customer	begins with ∨	
Receipt No	contains ∨	
Case Number	begins with ∨	D-033-CV-17-000025

☐ Case Sensitive

[Search]   [Clear]   Basic Search   Save Search Criteria

Search Results

View All   First ◄ 1-6 of 6 ► Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Receipt No	Case Number
JUD64	0012604657	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2018-00000549	D-033-CV-17-000025
JUD64	0011497585	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2017-00002241	D-033-CV-17-000025
JUD64	0011274572	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2017-00002020	D-033-CV-17-000025
JUD64	0009626787	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2017-00000697	D-033-CV-17-000025
JUD64	0009397465	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2017-00000455	D-033-CV-17-000025
JUD64	0009049678	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2017-00000148	D-033-CV-17-000025

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

GEARS
General Enterprise And Resource Support

Find an Existing Value

▼ **Search Criteria**

Business Unit [= ▾] [JUD64] 🔍
Invoice [begins with ▾] [ ] 🔍
Bill Status [= ▾] [▾]
Customer [begins with ▾] [ ] 🔍
Receipt No [contains ▾] [ ]
Case Number [contains ▾] [000025]
☐ **Case Sensitive**

[Search] [Clear] Basic Search 🖳 Save Search Criteria

Search Results

View All   First ◀ 1-84 of 84 ▶ Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Receipt No	Case Number
JUD64	0008031746	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2016-00000604	0000000250QP3
JUD64	0009049271	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2017-00000120	03-03-0000025-2016
JUD64	0008373220	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2016-00000867	03-03-0000250-2016
JUD64	0007841701	Regular	Invoiced	BUS	REGISTER	JUD64	0303-2016-00000480	03-03-0000250-2016

Locate Bill by Queries

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

4. The *Query Viewer* page will display.

   a. **Query Name begins with:** Enter AOC_RECEIPT_NO_LOOKUP
   b. Click the Search button to display the query.
   c. Click the Favorite link to add the query to the 'My Favorite Queries' list.

Query Viewer

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

*Search By [Query Name ▾] begins with [AOC_RECEIPT_NO_LOOKUP]
[Search] Advanced Search

Search Results

*Folder View [-- All Folders -- ▾]

Query									

Personalize | Find | View All | 🔗 | 🖩   First ◀ 1 of 1 ▶ Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_RECEIPT_NO_LOOKUP	Invoice Lookup by Receipt No	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

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

d. Click the Excel link to run the query to Excel; a query prompt window will open.

e. **Unit**: Enter Business Unit: "JUD##", where ## is your 2-digit county code.
f. **Receipt Number**: Enter the exact receipt number.
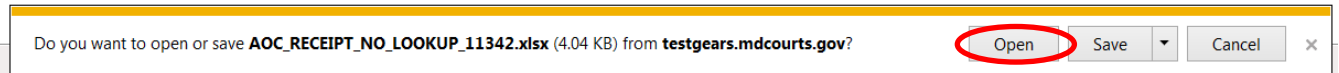g. Click the View Results button and a message will appear at the bottom of the page.

h. Click the Open button and an Excel sheet will open with the query result.

i. Click the Enable Editing button to delete the first line and adjust the column width.

	A	B	C	D	E	F	G	H	I
1	Invoice Lookup by Recei	6							
2	Invoice	Receipt #	Pay Metho	Unit	Acctg Date	Case No	Charge Code	Gross	Bill Type
3	0012604657	0303-2018-00000549	CRD	JUD6	03/26/2018	D-033-CV-17-000025	CLEAR-CRD	-10.000	BUS
4	0012604657	0303-2018-00000549	CRD	JUD6	03/26/2018	D-033-CV-17-000025	CLEAR-CRD	-15.000	BUS
5	0012604657	0303-2018-00000549	CRD	JUD6	03/26/2018	D-033-CV-17-000025	CLEAR-CRD	-40.000	BUS
6	0012604657	0303-2018-00000549	CRD	JUD6	03/26/2018	D-033-CV-17-000025	ODY-3370	10.000	BUS
7	0012604657	0303-2018-00000549	CRD	JUD6	03/26/2018	D-033-CV-17-000025	ODY-3514	15.000	BUS
8	0012604657	0303-2018-00000549	CRD	JUD6	03/26/2018	D-033-CV-17-000025	ODY-3914	40.000	BUS

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

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

5. The *Query Viewer* page will display.
    a. **Query Name begins with:** Enter AOC_CASE_NUMBER_LOOKUP
    b. Click the Search button to display the query.
    c. Click the Favorite link to add the query to the 'My Favorite Queries' list.

Query Viewer

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

*Search By	Query Name ⌄	begins with	AOC_CASE_NUMBER_LOOKUP

Search   Advanced Search

Search Results

*Folder View   -- All Folders --   ⌄

Query							Personalize | Find | View All | 🗗 | 🖩		First ◀ 1 of 1 ▶ Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CASE_NUMBER_LOOKUP	Lookup exact or partial Case #	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

   d. Click the Excel link to run the query to Excel; a query prompt window will open.

▼ My Favorite Queries							Personalize | Find | 🗗 | 🖩		First ◀ 1 of 1 ▶ Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
AOC_CASE_NUMBER_LOOKUP	Lookup exact or partial Case #	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	➖

Clear Favorites List

   e. **Business Unit**: Enter Business Unit: "JUD##", where ## is your 2-digit county code.
   f. **Enter %case#%**: Enter the exact case number
       or
   g. **Enter %case#%:** Enter % followed by a portion of the case number and %
   h. Click the View Results button and a message will appear at the bottom of the page.

AOC_CASE_NUMBER_LOOKUP - Lookup exact or partial Case #

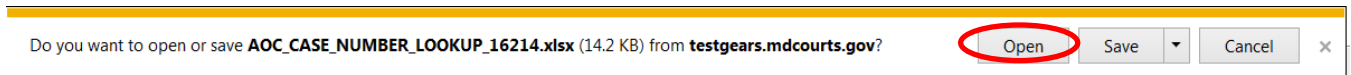Business Unit   JUD64   🔍
Enter %case#%   D-033-CV-17-000025

View Results

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

AOC_CASE_NUMBER_LOOKUP - Lookup exact or partial Case

Business Unit JUD64 🔍

Enter %case#% %000025%

View Results

i. Click the Open button and an Excel sheet will open with the query result.

Do you want to open or save **AOC_CASE_NUMBER_LOOKUP_16214.xlsx** (14.2 KB) from **testgears.mdcourts.gov**? | Open | Save ▾ | Cancel | ✕

j. Click the Enable Editing button to delete the first line and adjust the column width.

🛡 PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing

A1 | ✕ ✓ fx | Lookup full or partial Case #

	A	B	C	D	E	F	G
1	Looku	330					
2	Unit	Case No.	Invoice	Acctg Date	Charge Code	Receipt No	Gross
3	JUD64	030300002502015	0004342524	07/29/2015	BUS-PAYMENT	4605720	-10.000
4	JUD64	030300002502015	0004342524	07/29/2015	BUS-PAYMENT	4605720	-18.000
5	JUD64	030300002502015	0004342524	07/29/2015	BUS-PAYMENT	4605720	-6.000
6	JUD64	030300002502015	0004342524	07/29/2015	RCS-247	4605720	10.000
7	JUD64	030300002502015	0004342524	07/29/2015	RCS-351	4605720	18.000
8	JUD64	030300002502015	0004342524	07/29/2015	RCS-3539	4605720	6.000

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

6. 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. Click the Favorite link to add the query to the 'My Favorite Queries' list.

| AOC_CHECK_NUMBER_LOOKUP | Lookup exact or partial Check# | Public | OTC | HTML | Excel | XML | Schedule | Lookup References | ⊟ |

Query Viewer

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

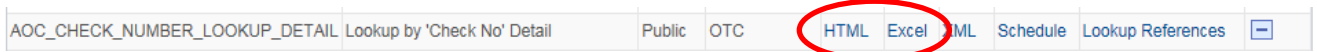*Search By | Query Name ▾ | begins with | AOC_CHECK_NUMBER_LOOKUP

Search   Advanced Search

Search Results

*Folder View | -- All Folders -- ▾

Query							Personalize	Find	View All	⧉	🔳	First ◀ 1-2 of 2 ▶ Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CHECK_NUMBER_LOOKUP	Lookup exact or partial Check#	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

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

d. Click the HTML link to run the query to HTML or click Excel to run the query to Excel; a query prompt window will open.

| AOC_CHECK_NUMBER_LOOKUP | Lookup exact or partial Check# | Public | OTC | HTML | Excel | XML | Schedule | Lookup References | ⊟ |

e. **Business Unit**: Enter Business Unit: "JUD##", where ## is your 2-digit county code.

f. **Enter %Check No%**: Enter the exact check number

or

g. **Enter %Check No%:** Enter % followed by a portion of the check number and %

h. **Enter or select From Accounting Date:** MM/DD/YYYY

i. **Enter or select To Accounting Date:** MM/DD/YYYY

j. Click the View Results button and the query result will appear when run to HTML.

AOC_CHECK_NUMBER_LOOKUP - Lookup exact or partial Check#
_____

Business Unit JUD15
Enter %Check No% %8716%
From Accounting Date 03/01/2018
To Accounting Date 03/31/2018

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All   First 1-1 of 1 Last

	Unit	Bill Type	Invoice	Acctg Date	Receipt No	Check No	Case No.	Sum Gross
1	JUD15	BUS	0012911539	03/09/2018	9966010	8716		922.750

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

7. 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. Click the Favorite link to add the query to the 'My Favorite Queries' list.

Query Viewer

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

*Search By Query Name   begins with   AOC_CHECK_NUMBER_LOOKUP_DETAIL

Search   Advanced Search

Search Results

*Folder View -- All Folders --

Query									
					Personalize	Find	View All	🔲	First ◀ 1 of 1 ▶ Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CHECK_NUMBER_LOOKUP_DETAIL	Lookup by 'Check No' Detail	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

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

d. Click the HTML link to run the query to HTML or click Excel to run the query to Excel; a query prompt window will open.

AOC_CHECK_NUMBER_LOOKUP_DETAIL	Lookup by 'Check No' Detail	Public	OTC	HTML Excel XML	Schedule	Lookup References	−

e. **Business Unit**: Enter Business Unit: "JUD##", where ## is your 2-digit county code.
f. **Enter Check No**: Enter the exact check number
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_DETAIL - Lookup Detail exact 'Check No'

Business Unit JUD15
Enter exact Check No 8716
From Accounting Date 03/01/2018
To Accounting Date 03/31/2018

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.	Amount
1	JUD15	BUS	0012911539	03/09/2018	9966010	RCS-4086	R150105469	8716		60.00
2	JUD15	BUS	0012911539	03/09/2018	9966010	RCS-61	R150105466	8716		20.00
3	JUD15	BUS	0012911539	03/09/2018	9966010	RCS-62	R150306234	8716		40.00
4	JUD15	BUS	0012911539	03/09/2018	9966010	RCS-63	R153603012	8716		802.75

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

D. How to Look-Up a Charge Code

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

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

1. The Charge Code search criteria page will display.
   a. **SetID**: Enter JUDxx for your batch county.
   b. **Billing Charge ID**: Enter the full charge code ID or a portion.
      or
   c. **Description:** change to "contains" and enter a portion of the charge code description.
   d. Click the Search button.

Charge Code

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

| Find an Existing Value | Add a New Value |

▼ Search Criteria

SetID = JUD07
Billing Currency begins with
Billing Charge ID begins with RCS-
Description contains BL
☐ Include History ☐ Correct History ☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   First ◄ 1-15 of 15 ► Last

SetID	Billing Currency	Billing Charge ID	Description	Unit of Measure	List Price
JUD07	USD	RCS-3173	BL Cecilton	EA	0
JUD07	USD	RCS-3177	BL Charlestown	EA	0
JUD07	USD	RCS-3174	BL Chesapeake City	EA	0
JUD07	USD	RCS-3144	BL County	EA	0
JUD07	USD	RCS-41	BL County Auctioneer License	EA	0
JUD07	USD	RCS-40	BL County Palm Fortune Telle	EA	0
JUD07	USD	RCS-3175	BL Elkton	EA	0
JUD07	USD	RCS-226	BL Issuing Fees	EA	0
JUD07	USD	RCS-3176	BL North East	EA	0
JUD07	USD	RCS-3180	BL Perryville	EA	0
JUD07	USD	RCS-3179	BL Port Deposit	EA	0
JUD07	USD	RCS-3178	BL Rising Sun	EA	0
JUD07	USD	RCS-22	BL Special Retail Cigarette	EA	0
JUD07	USD	RCS-20	BL State License Costs Penal	EA	0
JUD07	USD	RCS-21	BL Transfer Fee	EA	0

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

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

In the example below: RCS-3174 for JUD07 has 3 revenue distribution codes. Each one of these codes will need to be added to the *Acctg – Rev Distribution* page to accurately complete the allocation for this charge code.

Last Revised: 11/17/2020
Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.

E. Using Copy Single Bill

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

This function allows you to copy a bill from the current fiscal year or a previous fiscal year. Should you choose to copy from a previous fiscal year, a few extra steps are required before saving the bill is allowed.

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

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

    a. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.

    b. **Receipt No:** Enter the Receipt number to find the bill to copy.
       or
    c. **Invoice:** Enter the Invoice number you want to copy from.
    d. Click the **Search** button to display search results.
       i. Search results should include **Bill Type**, **Bill Source**, and **Receipt No**
    e. Select the bill from the list.

Copy Single Bill

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

Find an Existing Value

▼ **Search Criteria**

Business Unit = ⌄ JUD07 🔍
Invoice begins with ⌄ 0011274749 🔍
Bill Status = ⌄ ⌄
Customer begins with ⌄ 🔍
Receipt No begins with ⌄

☐ **Case Sensitive**

[Search] [Clear] Basic Search 🔲 Save Search Criteria

Search Results

View All					First ◄ 1 of 1 ►	Last		
Business Unit	**Invoice**	**Invoice Type**	**Bill Status**	**Bill Type Identifier**	**Bill Source**	**Customer**	**Receipt No**
JUD07	0011274749	Regular	Invoiced	BUS	REGISTER	JUD07	9200988

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

Copy Single Bill

Unit JUD07	**Bill To** JUD07	Cecil County Circuit Court
Invoice 0011274749	**Invoice Amt** 0.00	USD

Select Bill Action

○ No Bill Action
◉ Copy Bill

Copy Results

*Copy Bill [NEXT]

[Save] [Return to Search] [Notify]

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

Copy Single Bill

Unit JUD07	**Bill To** JUD07	Cecil County Circuit Court
Invoice 0011274749	**Invoice Amt** 0.00	USD

Select Bill Action

◉ No Bill Action
○ Copy Bill

Copy Results

*Copy Bill [0011283456]   Go To Bill Header - Gen. Info

[Save] [Return to Search] [Notify]

3. Click the Go To Bill Header – Gen. Info link. This will take you to the *Header – Info 1* tab within the bill.

    a. **Invoice Date:** Enter current date.
    b. **Accounting Date:** Enter current date.

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

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

Note: If this was copied from a prior fiscal year, you will need to modify the revenue distribution page (Accounting link) before saving. See below instructions.

4. If copied from previous fiscal year. Go to the revenue distribution page. From the Line Info 1 page, click the 'Accounting' blue hyperlink at the bottom of the page.

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

<mark>For each Bill Line:</mark>

      a.   Change the **Appr. Year** to the current fiscal year.

      b.   Then add the **Revenue Code**, as it will be removed when approp. year is updated.

      c.   Then add the applicable **Dept**.

      d.   Then **SAVE**.

5.   Run the Single Action Invoice process for the bill type just completed.

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

F. Attach Documents to a Bill

These steps explain how to attach documents to a bill in status NEW, RDY (ready), HLD (hold), CAN (canceled), or to a bill in status INV (invoiced). Note: The navigation to attach documents to invoiced bills is different.

All attachments must be in a PDF format, so please scan your document(s) prior to attaching to a bill.

Attach Documents to a Bill in status NEW, RDY, HLD, CAN

The bill must be saved and have an invoice number, which is automatically generated by the system upon save.

NAVIGATION: *Billing> Maintain Bills > Standard Billing*

1. The *Bill Entry* page will display. Find the bill to add the document(s).

   a. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
   b. **Receipt No:** Enter the Receipt number or
   c. **Invoice:** Enter the Invoice number
   d. Click the **Search** button to display search results.
   e. Select the bill from the list.

Bill Entry

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

Business Unit	= ∨	JUD01	🔍
Invoice	begins with ∨	0017054735	🔍
Bill Status	= ∨		∨
Customer	begins with ∨		🔍
Receipt No	begins with ∨		
Bills in Business Unit	= ∨		🔍
Template Invoice Flag	= ∨		∨

☐ Case Sensitive

Search	Clear	Basic Search	🔲 Save Search Criteria

Search Results

View All

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer
JUD01	0017054735	Regular	JDP	New Bill	ONLINE	JUD01

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

2. The default tab, *Header – Info 1*, of the Bill detail page will display.

    a. Click the *Attachments* link.

3. The default tab, *Header Documentation* of the *Supporting Documentation* page will display.
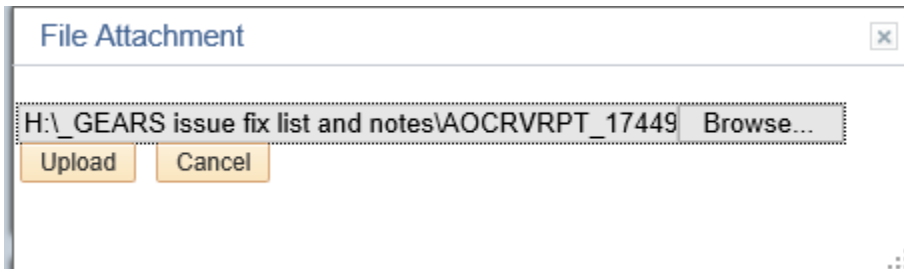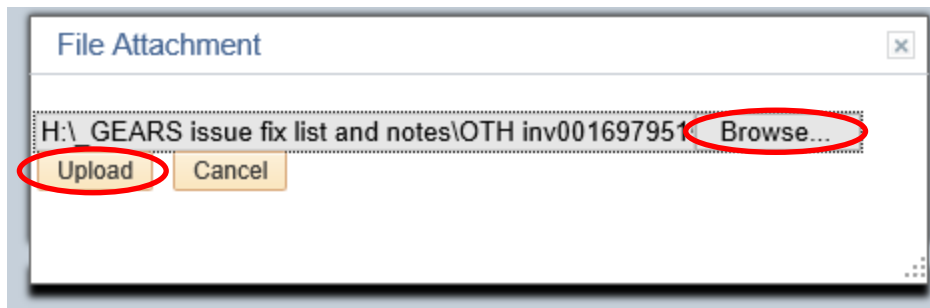   a. Click the **Upload** button

b. *The File Attachment* box will display.
c. Click the **Browse**… button to navigate to the location of the scanned document.
d. Choose the file to be uploaded. Select it so that it appears in the File name field
e. Click the **Open** button to return to the *File Attachment* box.
f. Click the **Upload** button.

4. The default tab, Header Documentation of the Supporting Documentation page will display.

    a. Confirm the correct document is listed in the Attached File field.
    b. Enter a short **description** of the document in the Document Description field.
    c. Click the **Save** button.
    d. Click the **+** button to add more documents.
    e. Click the **View** button to view the attached document(s).
    f. Click the **Additional Info** button to display the date and time the document was added, and the name of the user that attached it.
    g. When completed, click in Standard Billing, or close the *Supporting Documentation* page, which will bring you back to the default tab, *Header – Info 1*.

Last Revised: 11/17/2020
Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.
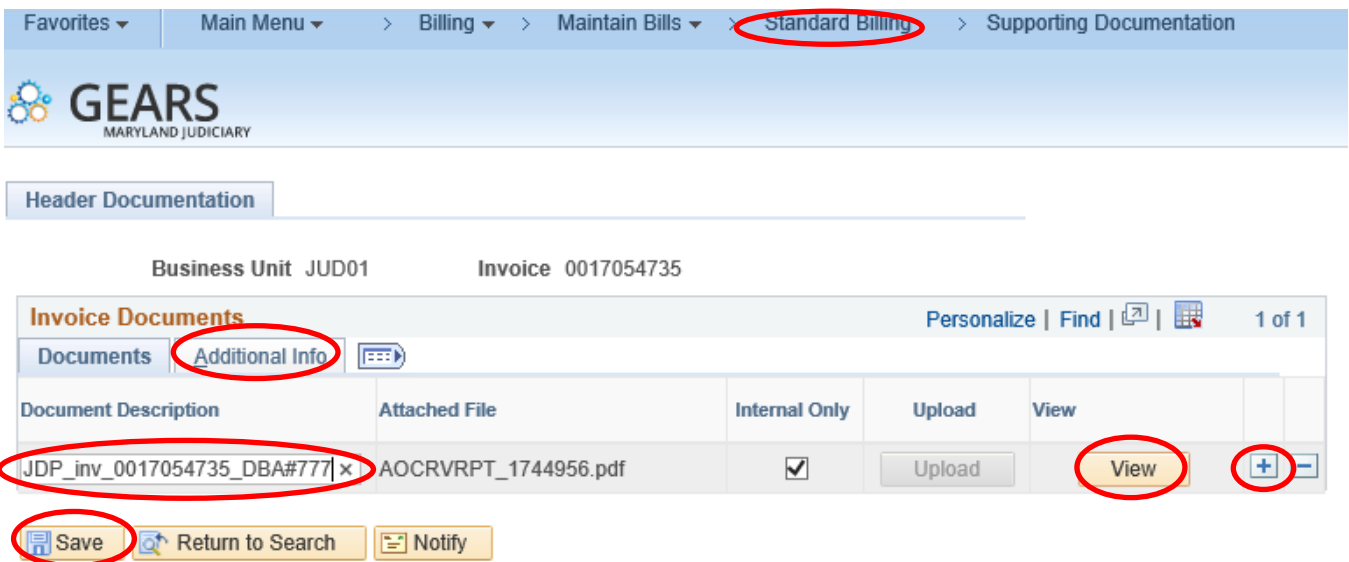
Attach Documents to a Bill in status INV

The bill is already invoiced and has a status of INV for invoiced, but you need to attach supporting documents.

NAVIGATION: *Billing> Maintain Bills > Supporting Documentation*

1. The ***Supporting Documentation*** page will display. Find the bill to add the document(s).
    a. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
    b. **Receipt No:** Enter the Receipt number or
    c. **Invoice:** Enter the Invoice number
    d. Click the **Search** button.

| Favorites ▾ | Main Menu ▾ | > Billing ▾ > Maintain Bills ▾ > Supporting Documentation |

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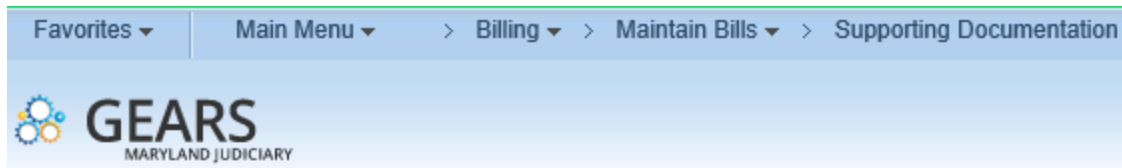
Supporting Documentation

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	= ▾	JUD01
Invoice	begins with ▾	0016979515
Bill Status	= ▾	
Customer	begins with ▾	
Receipt No	begins with ▾	
Template Invoice Flag	= ▾	

☐ Case Sensitive

Search   **Clear**   Basic Search Save Search Criteria

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2. The default tab, *Header Documentation* of the **Supporting Documentation** *page* will display.
   a. Click the **Upload** button

Header Documentation

Business Unit JUD01   Invoice 0016979515

Invoice Documents				Personalize	Find	[icon]	[icon]	1 of 1		
Documents	Additional Info	[icon]					
Document Description		**Attached File**	**Internal Only**	**Upload**	**View**		
			☑	Upload	View	+	−

   b. *The File Attachment* box will display.
   c. Click the **Browse**… button to navigate to the location of the scanned document.
   d. Choose the file to be uploaded. Select it so that it appears in the File name field
   e. Click the **Open** button to return to the *File Attachment* box.
   f. Click the **Upload** button.

File Attachment   ☒

H:\ GEARS issue fix list and notes\OTH inv0016979515   Browse...
Upload   Cancel

3. The default tab, *Header Documentation* of the ***Supporting Documentation*** *page* will display.
   a. Confirm the correct document is listed in the Attached File field.
   b. Enter a short **description** of the document in the Document Description field.
   c. Click the **Save** button.
   d. Click the **+** button to add more documents.
   e. Click the **View** button to view the attached document(s).
   f. Click the **Additional Info** button to display the date and time the document was added, and the name of the user that attached it.

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

Review or Delete Documents previously attached to a Bill

You may review or delete documents attached to a bill in any status.

NAVIGATION: *Billing> Maintain Bills > Supporting Documentation*

1. The ***Supporting Documentation*** page will display. Find the bill to review or delete the document(s).
   a. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
   b. **Receipt No:** Enter the Receipt number or
   c. **Invoice:** Enter the Invoice number
   d. Click the **Search** button.

Last Revised: 11/17/2020
Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.

2. The default tab, *Header Documentation* of the **Supporting Documentation** *page* will display.

   a. Click the **-** button to delete previously attached documents.
   b. Click the Save button.
   c. Click the **View** button to view previously attached document(s).
   d. Click the **Additional Info** button to display the date and time the document was added, and the name of the user that attached it.

Header Documentation	Line Documentation

Business Unit JUD01   Invoice 0017054735

Invoice Documents   Personalize | Find | 🗗 | 📇   1 of 1

| Documents | Additional Info | |

Document Description	Attached File	Internal Only	Upload	View		
JDP_inv_0017054735_DBA#777	AOCRVRPT_1744956.pdf	✓	Upload	View	+	−

G. Running District Court Monthly Revenue Reports

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

The first report is the Monthly Revenue Details District Court (R1) report. This report contains information specific to your daily deposits for cash, checks and credit cards for revenue.

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

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

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

1. The *Mon Rev Details Dist Crt (R1)* Run Control page will display.
   a. Enter a Run Control – Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value*" tab and enter a Run Control ID (e.g.: "Reports").
2. On the *Mon Rev Details Dist Crt (R1)* page, complete the following run control settings:
   a. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
   b. **Fiscal Year:** Enter the current 4-digit fiscal year.
   c. **Period:** Enter the 2-digit fiscal month, (e.g. July = 01, August = 02, etc.).

3. Click the **Save** button.
4. Click the **Run** button.

Aoc Run Dis R1

Mon Rev Details Dist Crt (R1)

Run Control ID Monthly   Report Manager Process Monitor   [Run]
Language English

Report Request Parameters

*Business Unit: JUD51
*Fiscal Year 2017
*Period 08 Please enter period like ex 01

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

---

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

Process Scheduler Request   ⊠

Help

User ID debbie.seipp   Run Control ID Monthly

Server Name [▼]   Run Date 04/12/2017
Recurrence [▼]   Run Time 4:26:22PM   [Reset to Current Date/Time]
Time Zone [   ]

Process List

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

[OK] [Cancel]

---

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

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

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

Date	Treas Code	Total Deposit	Fine&Cost 7503 51010	CICF/VCF 7506 51340	CICF 7518 51320	V.C.F 7521 51330	VWPR 7523 51350	Local 7530 51250	SUBABUSE 7531 51731	MLSC 7537 51370	Transcript 7707 51010	RIF 6234 51030	VCAF 7543 51343
07/01/16	333063	3522.50	3055.50	42.00	280.00					106.00		39.00	
07/05/16	333064	4187.00	3436.00	92.00	280.00			70.00		224.00		85.00	
07/06/16	333065	883.50	694.00	12.00	35.00					76.00		29.00	37.50
07/07/16	333066	2779.50	2395.00	54.00	175.00					8.00		3.00	144.50
07/08/16	333067	1853.00	1335.50	27.00	175.00					170.00	15.00	63.00	67.50
07/11/16	333068	1914.00	1530.00	39.00	140.00					62.00		23.00	120.00
07/12/16	333069	1898.00	1370.00	33.00	70.00					242.00		93.00	90.00
07/13/16	333070	1075.00	935.00	18.00						56.00		21.00	45.00
07/14/16	333071	1465.00	1174.50	36.00	70.00					52.00	15.00	20.00	97.50
07/15/16	333072	3410.00	2916.50	33.00	245.00					74.00		29.00	112.50
07/18/16	333073	17451.00	16917.00	27.00	210.00					152.00		55.00	90.00
07/19/16	333074	1748.85	1528.85	36.00						50.00		18.00	116.00
07/20/16	333075	1945.00	1550.50	39.00	35.00					160.00		63.00	97.50
07/21/16	333076	3685.50	2444.00	39.00	350.00					538.00		202.00	112.50
07/22/16	333077	1624.50	1215.50	36.00	70.00					142.00		56.00	105.00
07/25/16	333078	2568.50	2126.00	30.00	210.00					90.00		30.00	82.50
07/26/16	333079	1713.50	1298.50	31.00	35.00					176.00		72.00	101.00
07/27/16	333080	1346.00	1013.00	12.00	70.00					140.00		51.00	60.00
07/28/16	333081	1671.50	1345.00	33.00	35.00					98.00	15.00	33.00	112.50
** Total **		56741.85	48280.35	669.00	2485.00	0.00	0.00	70.00	0.00	2616.00	45.00	985.00	1591.50

District Court Monthly Rev Detail (R-1)

Report 2: DC – Yearly/Period Breakdown Report

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

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

1. The *DC-Yearly/Period Breakdown* Run Control page will display.
    a. Enter a Run Control – Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value"* tab and enter a Run Control ID (e.g.: "Reports").
2. On the *DC-Yearly/Period Breakdown (DC Run R4)* page, complete the following run control settings:
    a. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
    b. **Fiscal Year:** Enter the current 4-digit fiscal year.
3. Click the **Save** button.
4. Click the **Run** button.

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

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DC Run R4

Run Control ID Monthly   Report Manager   Process Monitor   Run

*Business Unit JUD51 🔍   MDJUD Selects All

Fiscal Year 2017   Enter as 4 digit Year

💾 Save   🔍 Return to Search   📑 Previous in List   📑 Next in List   📧 Notify   📗 Add   📄 Update/Display

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

Process Scheduler Request   ✕

                                                                                 Help

User ID debbie.seipp   Run Control ID Monthly

Server Name   Run Date 04/12/2017 📅
Recurrence   Run Time 4:29:12PM   Reset to Current Date/Time
Time Zone   🔍

Process List

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

OK   Cancel

Last Revised: 11/17/2020
Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.

7. On the *DC – Yearly/Period Breakdown (R4)* page, the Process Instance number below the Run button indicates processing has begun; click the Process Monitor link.

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	1195741		SQR Report	AOCDISR4	debbie.seipp	04/12/2017 4:29:12PM EDT	Success	Posted	Details

Go back to DC Year/Period Breakdown

Save   Notify

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

9. On the *Process Detail* page, click the <u>View Log/Trace</u> link to select and view the PDF report.
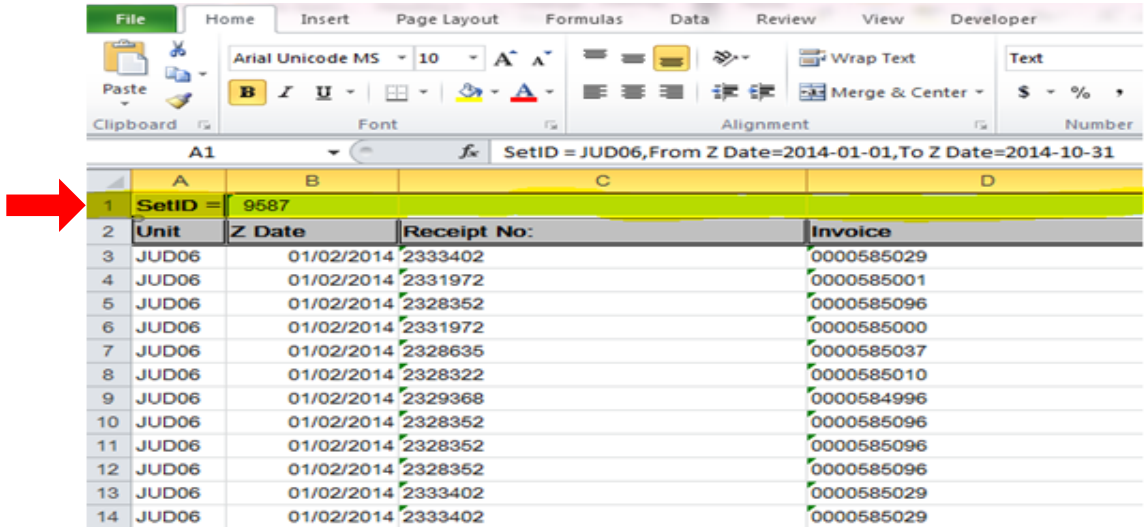
Note: Totals row should equal the Total from the R1 report above.

```
Report ID:   AOCDISR4                          D I S T R I C T   C O U R T   O F   M A R Y L A N D
Business Unit:  JUD51                               Allegany County District Court
             Fiscal Year:   2017                     Annual Breakdown Fines & Costs                              Date:    04/12/2017
                       July      August   September  October   November  December  January   February   March     April     May       June       Total
             ------------------------------------------------------------------------------------------------------------------------------------------------
    Traffic Fines   19512.50   23243.25   24755.75   16839.80   19623.00   18308.00   17952.00    4950.00     00.00     00.00     00.00     00.00    145184.30
    Traffic Costs    5722.00    6206.00    6614.00    5032.50    5672.00    4829.50    5162.00    1270.00     00.00     00.00     00.00     00.00     40508.00
    Criminal Fines   2735.00    2685.00    2832.50    3000.00    3645.00    3395.00    2527.50     477.50     00.00     00.00     00.00     00.00     21297.50
    Criminal Costs    702.50     895.00    1002.50     892.50     755.00     741.95     920.00     200.00     00.00     00.00     00.00     00.00      6109.45
    DNR/MTA Fines    1950.00    1605.00    1325.00    1207.50     955.00     661.00     625.00      00.00     00.00     00.00     00.00     00.00      8328.50
    DNR/MTA Costs     135.00      90.00      67.50      22.50      00.00      67.50      45.00      00.00     00.00     00.00     00.00     00.00       427.50
    Bond Forfeiture 15100.00    2946.12   21750.00     250.00     250.00     350.00    6929.90      00.00     00.00     00.00     00.00     00.00     47576.02
    Civil Costs      2824.00    3578.00    3118.00    2608.00    2559.00    2980.00    3150.00     780.00     00.00     00.00     00.00     00.00     21597.00
    Local Costs         5.00       5.00       5.00      00.00      42.50      00.00       5.00      00.00     00.00     00.00     00.00     00.00        62.50
    Marijuana         350.00     725.00    1180.00     672.50     525.00     895.00     692.50     270.00     00.00     00.00     00.00     00.00      5310.00
    Work Zone          00.00      00.00      00.00      00.00      00.00      00.00      00.00      00.00     00.00     00.00     00.00     00.00         0.00
    Miscellaneous    1105.35    1022.00    1156.00    1178.50    1469.50    1245.40     904.30     582.00     00.00     00.00     00.00     00.00      8662.05
    Totals          50141.35   43000.37   63806.25   31703.80   35496.00   33473.35   38913.20    8529.50      0.00      0.00      0.00      0.00    305063.82
    JAD               00.00      00.00      00.00     -20.00       5.00     -45.00       0.00      00.00     00.00     00.00     00.00     00.00       -60.00
    JBC               00.00      00.00      00.00      00.00      00.00      00.00      00.00      00.00     00.00     00.00     00.00     00.00         0.00
    JCR               00.00      00.00      00.00      00.00      00.00      00.00      00.00      00.00     00.00     00.00     00.00     00.00         0.00
    JCU               00.00      00.00      00.00      00.00      00.00      00.00      00.00      00.00     00.00     00.00     00.00     00.00         0.00
    JDP               00.00      00.00      00.00      00.00      00.00      00.00      00.00      00.00     00.00     00.00     00.00     00.00         0.00
    JER               00.00      00.00      00.00      00.00      00.00      00.00      00.00      00.00     00.00     00.00     00.00     00.00         0.00
    JLT               00.00      00.00      00.00      00.00      00.00      00.00      00.00      00.00     00.00     00.00     00.00     00.00         0.00
    JPP               00.00      00.00      00.00      00.00      00.00      00.00      00.00      00.00     00.00     00.00     00.00     00.00         0.00
    Adjustments        0.00       0.00       0.00     -20.00       5.00     -45.00       0.00       0.00      0.00      0.00      0.00      0.00       -60.00
    Grand Total     50141.35   43000.37   63806.25   31683.80   35501.00   33428.35   38913.20    8529.50      0.00      0.00      0.00      0.00    305003.82
```

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

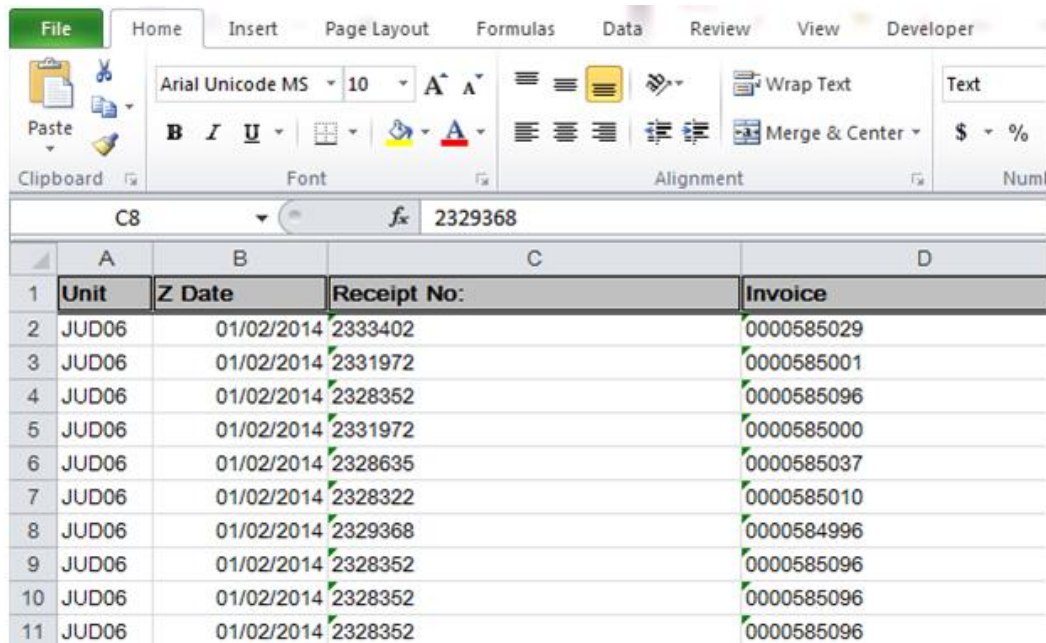## H. How to Filter and Sort Query Data Downloaded to Excel

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

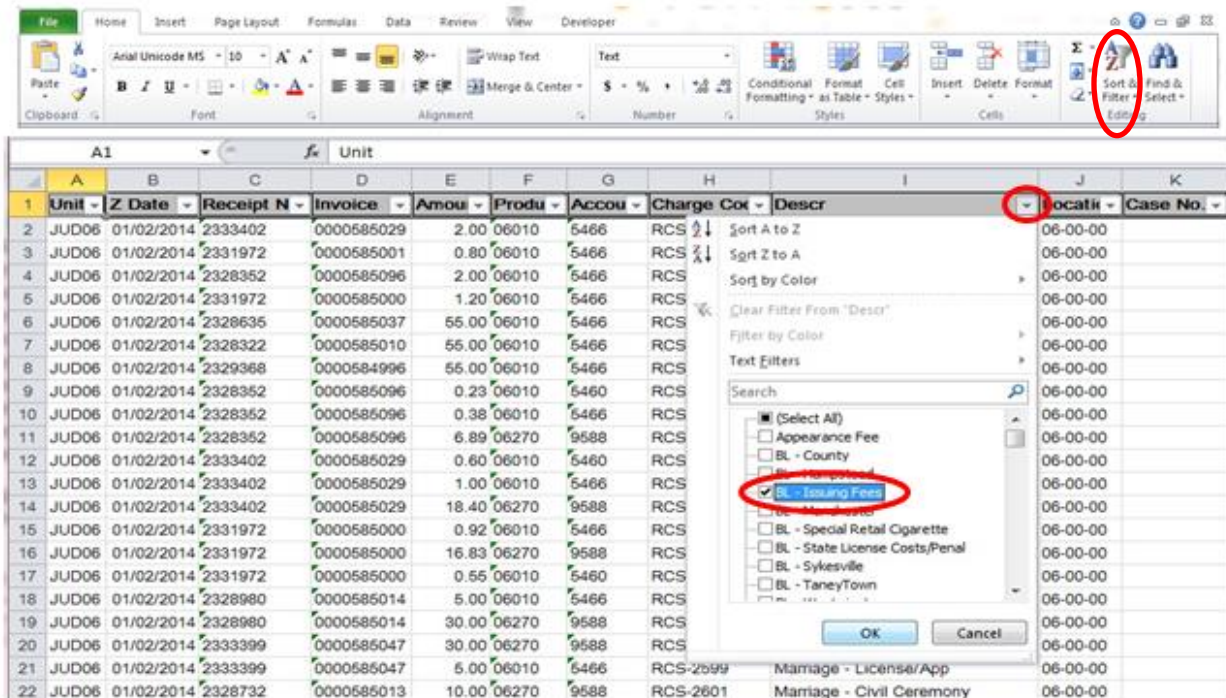1. Delete the first row so that your column headers become the first row.

2. Select the entire table of data by clicking the corner field at A1 and then auto fit your columns by double clicking the column separators.
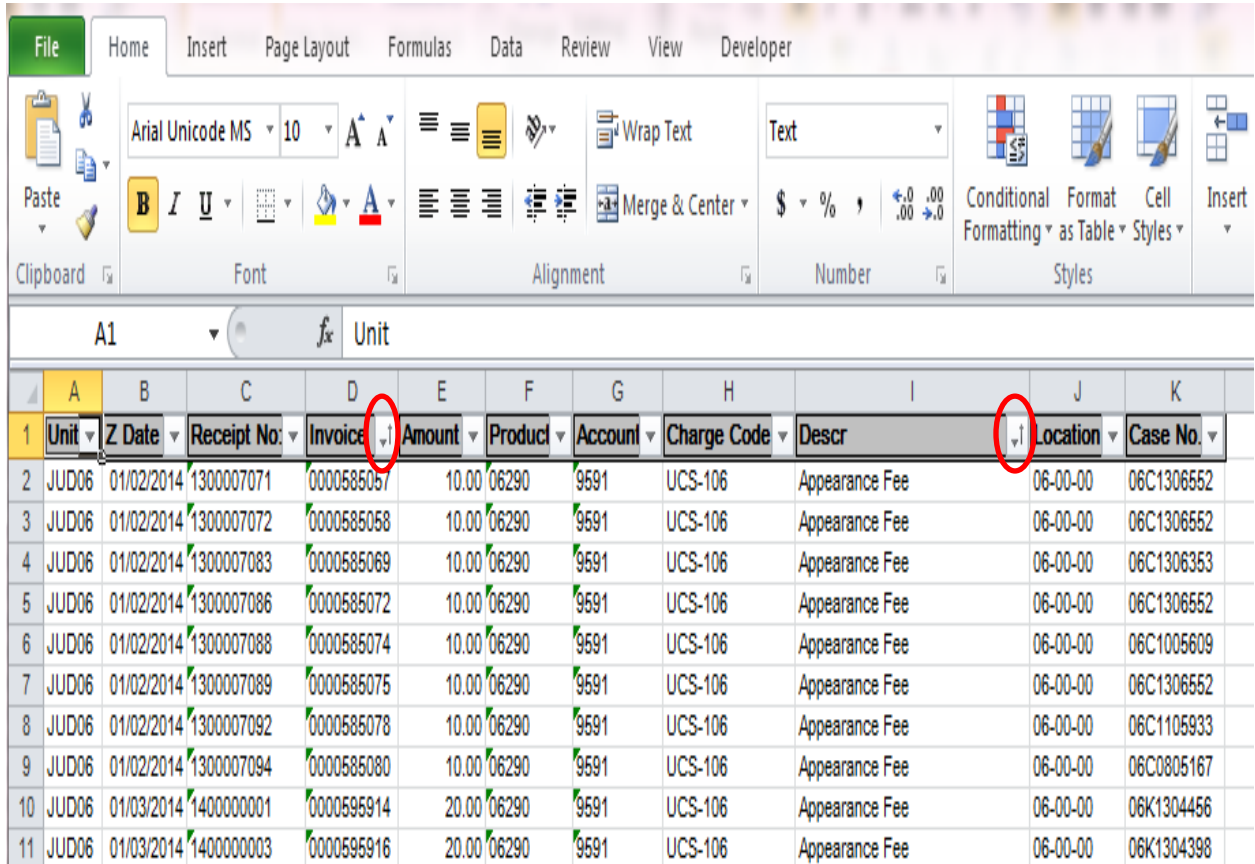

3. You can search for specific results in one of two ways: Filtering or Sorting. Use the "Filter" option on the Sort & Filter button (Found on the "Home" tab of the Excel Ribbon). Below is an example of filtering for all transactions where "BL – Issuing Fees" is the description.

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

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

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

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

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