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## OTC – Central Collection Unit (CCU) Adjustments

The Central Collection Unit (CCU) sends money they collected monthly via an inter-agency transfer to AOC Department of Budget & Finance. Below are the steps you should follow to record the money via the cash register, and steps to follow to return money to CCU by way of a Journal Adjustment to DBF, along with email notifications to both DBF and CCU administration.

#### Step 1: Notification of Monies Received

AOC Department of Budget & Finance (DBF) sends an email with an excel spreadsheet of the monthly amount Central Collection Unit collected for each Court.

#### Central Collection Unit

PAYMENTS RECEIVED object 5467 PCA XX010

To be adjusted by Courts with object 5468 and PCA XX010

FISCAL YEAR: 20

CCU DOC#	JE190166	JE200010	JE200020									
GEARS #	216016	217326	220490									
E-MAILED	07/17/19	08/07/19	09/11/19				E T	19 79	171 1		Y	TD Balanc
AOC												
Allegany	526,50	165.00	v									691.5
Anne Arundel	887.59	977.79	1,123.11									2,988.49
Baltimore	1,217.78	690.50	645.75									2,554.03
Calvert	344.44		311.50	*								655.94

### Step 2: Retrieving CCU Detail Report

Each fiscal clerk logs into the CCU portal to retrieve any reports/statements reflecting payments collected.

- To access your statements, Please follow the instructions below:
  - Log onto the <u>CCU Creditor Portal</u>
  - o Click the "File Center" Tab
  - o Click "Invoices/Statements"
  - Select the creditor for which you want to search
- Click the "Search" button to scan the system for the invoices/statements that match the

#### criteria.

- The system displays results in the top pane of the screen.
- Double click on the ID # or statement file name for the statement to download.

Going forward, statements will be available by the fifth of each month.

For any additional assistance or access, please email ccu.information@maryland.gov.

## Link to CCU portal:

https://ccuportal.md.gov/TitaniumPortal/portal/creditor



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

**FICO** Log Off Last Login: 7/29/19 1:38 PM File Center Search Upload View Reports Invoices/Statements Invoice/Statement Search Results Creditor Created 12368 Creditor Payment Reversal Statement JUDCALCO 03 19.pdf JUDCALCO - JUDICIARY-CALVERT 04/15/2019 COUNTY CIRCUIT 12:00 14114 Creditor Payment Reversal Statement JUDCALCO-08 19.pdf JUDCALCO - JUDICIARY-CALVERT 09/06/2019 COUNTY CIRCUIT 10:00 14563 Creditor Payment Reversal Statement JUDCALCO 09 19.pdf JUDCALCO - JUDICIARY-CALVERT 10/04/2019 COUNTY CIRCUIT 14:00 12570 Creditor Payment Reversal Statement CALCO200 04 19.pdf CALCO200 - JUDICIARY CALVERT 05/14/2019 COUNTY CIRCUIT COURT 10:00 12258 Creditor Payment Reversal Statement CALCO200 03 19.pdf CALCO200 - JUDICIARY CALVERT 04/15/2019 COUNTY CIRCUIT COURT 12:00 Total: 15 < Page 2 of 2

#### Step 3: Balance DBF Funds Received to CCU Detail Report

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

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

#### TOTAL COLLECTIONS SUMMARY PAGE

TOTAL COLLECTION CCU: \$365.90

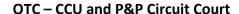
TOTAL COLLECTION CREDITOR: \$0.00

TOTAL COLLECTION THIRD PARTY: \$0.00

GROSS COLLECTION FOR PERIOD ENDING: \$365.90

NET COLLECTION DUE TO CREDITOR: \$311.50

PLEASE REMIT PAYMENT: \$0.00





## Step 4: Print Payment Pages or Document Case information.

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



LARRY HOGAN Governer

BOYD.K. RUTHERFORD Lieutenant Governor RM 500 300 WEST PRESTON STREET BALTMORE, MD 21201-2321 410-767-0479 or 1245 DAVID. R.BRINKLEY Secretary

> MARC L.NICOLE Deputy Secretary

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

JUDICIARY-CALVERT COUNTY CIRCUIT

#### PAYMENTS AND REVERSALS

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

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

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

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

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



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Last Revised: 11/12/2019



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

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

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

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

## Step 8: Returning Money to CCU

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

			_	_								
				Dofun	d Fund t	o CCII				DDF !t	11	
				Kelun	(DBF internal use only)							
					Journal ID#							
					Exclude JID#							
							FMIS JE#					
							Date Posted					
							Date Posted					
							Agency Ref.#				Date	
•											-	
-												
							Prepare By:					
LOCATION:					_							
							Approved By:					
(Note: Complete the	area h	ighlighted	in yellov	v, Replace	XX with	location cod						
		FINANCIAL	BATCH			DEBIT	CREDIT					
REASON FOR ADJUSTMENT	FY	AGENCY	COUNTY	PCA	ОВЈЕСТ	AMOUNT	AMOUNT	TC	REV.	P&P		DESCRIPTION
Return Fund to	XX	C00	CXX	XX010	5468			411		Invoice#		
Central Collections		F10	an	12257	9651		-	410	REV.	Name#		
										DPP#		
										Docket#		
					TOTALS	_	_					
revised 2/21/19 smb												



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

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



## OTC – Parole and Probation (PNP) Processing and Adjustments

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

## Step 1: Notification of Monies Received

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

# CIRCUIT COURT PAROLE & PROBATION - 9651-XX240



#### Step 2: Receipt of Detail Cases from Parole and Probation

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

#### ALLOCATION/ADJUSTMENT FOR DISBURSEMENT AND RECEIPT ACCOUNTS

			DIS	BURSEM	ENT MOI	NTH OF JJULY 20	, 2019				
e de la como de la composição de la como de	And Control of the Co				222000000000000000000000000000000000000	AGENCY REF	. NO	•	JAVZA201  DEVRA MOULTON- BAKER  410-339-5977 7/23/19		
AGENCY NAME:	DIVISIO	N OF PAR	ROLE & I	PROBATION	ON .	PREPARED	BY				
Court Type:	Circuit	Court C	osts an	d Fines			CONTACT:				
April 1	2	3	5	2	4	9	9	3	1		
REASON FOR ADJUSTMEN	T FY	FIN AGY	<u>PCA</u>	PROJECT	OBJECT	CHARGE AMOUNT		TC	REV	TRANSACTION DESCRIPTION	
DIV. OF P & P	19	Q00	CC520			\$79,364.35		414		TO TRANSFER FUNDS	
ALLEGANY	19	C00	01240		9651		\$4,901.85	410		COLLECTED	
ANNE ARUNDEL	19	C00	02240		9651	*	\$7,572.68	410		4	
BALTIMORE CO.	19	C00	03240		9651		\$14,934.43	410			
CALVERT	19	C00	04240	acpetikelik	9651	You 1	\$4,124.74	410		aller to the same	

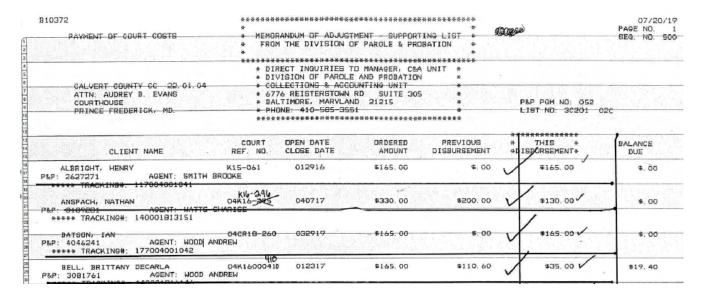
### Step 3: Balance DBF Funds Received to Case Detail from Parole and Probation

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



#### Step 4: Review Report and Document payment information

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



Step 5: Entry into MDEC

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

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

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





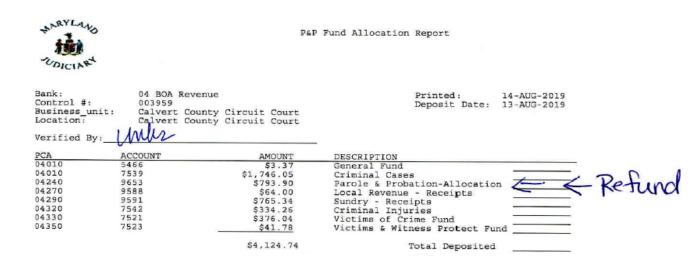
## Step 6: Tills Reconciled and Closed Out – End of Day

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

#### **Till Balance and Transaction Report** Sort: By Till, By Date Closed Cashier: All Users Calvert Circuit Court STARS - P&P - Till continued... Location Assigned To **Date Created** Date Closed **Date Deposited** STARS - P&P - Till 08/13/2019 08/13/2019 08/13/2019 CASH STARS Tender Methods CASH PP Till Totals 4,124.74 0.00 4,124.74 Transaction Totals 4,124.74 0.00 4.124.74 8/14/19 (Short) / Over 0.00 0.00 0.00 Tender Totals 40 40

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

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



#### OTC - CCU and P&P Circuit Court



## Step 8: Returning Money to Parole and Probation

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

				Refun	(DBF internal use only)						
							Journal ID#				
							Exclude JID#				
							FMIS JE#				
							Date Posted				
							Agency Ref.#	J0400	)1 (pag	e 1 of 2)**	Date 9/12/19
LOCATION:	Calver	t County Ci	rcuit Court				Prepare By:	Dana	Floyd		
(Note: Complete the are	a high	nlighted in	yellow, Re	place XX	with locati		Approved By:				
		FINANCIAL	BATCH			DEBIT	CREDIT				
REASON FOR ADJUSTMENT	FY	AGENCY	COUNTY	PCA	OBJECT	AMOUNT	AMOUNT	TC	REV.	P&P	DESCRIPTION
Return Fund to	18	C00	C00	04240	9651	793.90		411		Invoice#	
Parole and Probation		Q00		CC520	na		793.90	414	REV.	Name#	Corey Michael Coffren (\$113.90)
										DPP#	2001631
										Docket#	K13-554/tracking#07004002691
					TOTALS	793.90	793.90	0			

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



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