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PROCESSING BAD CHECKS

The purpose for this process is to reverse the revenue which was posted for the charges. This can only be done by looking up the original receipt posted and indicated on the back of the returned check.

Before getting started, make sure to gather a copy of the bad check.

STEP 1: Identify the Original Bill – From the back of the returned check you will be able to find the Batch County (court) who originally deposited the check and the Receipt Number and/or Case Number (Ticket Number). You will then need to run one of the below queries based on Batch County and Receipt Number or Batch County and Case Number, in order to determine which Charge Code(s) and Account Allocation should be credited.

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

1. The **Query Viewer** page will display.
 - a. In the **Begins With** box enter:
 - i. AOC_RECEIPT_NO_LOOKUP or
 - ii. AOC_CASE_NUMBER_LOOKUP
 - b. Click Search

Favorites Main Menu > Reporting Tools > Query > Query Viewer

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](#)

Favorites Main Menu > Reporting Tools > Query > Query Viewer

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](#)



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- c. The Query Name and details for running it will appear.
 - i. You should click the 'FAVORITE' link so when you come into Query Viewer in the future your Favorite queries will auto appear and you will not need to look them up each time.
- d. Click the HTML link under the Run to HTML header. This will open a new page to run your query to. Or you may choose Excel, and the query will run directly to Excel.

*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	Add to Favorites
AOC_RECEIPT_NO_LOOKUP	Invoice Lookup by Receipt No	Public	OTC	HTML	Excel	XML	Schedule	Favorite

- e. **Unit:** Enter 'JUD' and then the Batch County number from the back of the check. Example below JUD66, this is Prince George County
- f. **Receipt Number:** Enter the Receipt number from the back of check.
- g. Click **View Results**.

AOC_RECEIPT_NO_LOOKUP - Invoice Lookup by Receipt No

Unit:

Receipt Number:

Invoice	Contract/Receipt	Pay Method	Unit
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- h. From here you can either print out this information to be entered in the Bad Check excel spreadsheet or download it to excel to be printed or copied into the Bad Check excel.
 - i. To download to excel click the Excel Spreadsheet link.
 - ii. Once Excel opens with this data you will need to click the 'Enable Editing' button at the top to save or print or make any changes.

AOC_RECEIPT_NO_LOOKUP - Invoice Lookup by Receipt No

Unit:

Receipt Number:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

Invoice	Contract/Receipt	Pay Method	Unit	Acctg Date	Case No	ID	Gross
1 0007481542	6603973	CHK	JUD66	07/26/2016	JM12056	RCS-317	42,000 BUS
2 0007481542	6603973	CHK	JUD66	07/26/2016	JM12056	RCS-731	7,500 BUS
3 0007481542	6603973	CHK	JUD66	07/26/2016	JM12056	RCS-426	3,000 BUS
4 0007481542	6603973	CHK	JUD66	07/26/2016	JM12056	RCS-423	22,500 BUS



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STEP 2: Update the Bad Check Excel Spreadsheet

This is required to obtain weekly totals to be entered in GEARS with the proper Charges and Revenue codes.

1. From the above information, you will need to add one line in the Bad Check Excel Spreadsheet for each Bad Check. Notice there are 4 lines in the query above, so each line will need to have a value or amount entered in the correct Charge Code field.
2. Column F ‘Received From’ – Enter the person or company who wrote the check.
3. Column G ‘Check No’ - Enter the check number from the front of the check.
4. Column H ‘Check Amt’ – Enter the amount from the front of the check.
5. The remaining columns are the ODY or RCS codes from the original check and the R7503, R7506, etc number below that is the Revenue CODE you will need in Step 3. #4 below.
6. Make sure all the columns going across add up to the Total column (AW).

Unit	Case No.	Invoice	Acctg Date	Receipt No	Received From	Check No	Check Amt	RCS-113 R7503	RCS-114 R7503	RCS-115 R7506	RCS-317 R7503	RCS-423 R7503	RCS-426 R7506	RCS-571 R7543	RCS-731 R7543
JUD66	JM12N56	0007481542	07/26/2016	6603973	Dalin J Gray	1006	75.00				42.00	22.50	3.00		7.50

7. You will need to repeat Step 1.e. through 1.h. for each check/receipt for the week. Filling in the appropriate Charge Codes and Check information.
8. Once the Excel spreadsheet contains all checks for the previous week, Total or Sum all the amount columns.
 - iii. Again check to ensure all the Charge Code columns equal the amount in the Check Amt column.

Unit	Case No.	Invoice	Acctg Date	Receipt No	Received From	Check No	Check Amt	RCS-113 R7503	RCS-114 R7503	RCS-115 R7506	RCS-317 R7503	RCS-423 R7503	RCS-426 R7506	RCS-571 R7543	RCS-731 R7543
JUD66	JM12N56	0007481542	07/26/2016	6603973	Dalin J Gray	1006	75.00				42.00	22.50	3.00		7.50
JUD53	13W0DJS	0007497532	07/27/2016	6610599	Permits on Demand LLC	1072	83.00	50.00	22.50	3.00				7.50	
Total							158.00	50.00	22.50	3.00	42.00	22.50	3.00	7.50	7.50

Excel Template below:



Bad_check_traffic_tem
plate.xls

Step 3: Reverse Revenue Process – Create a new \$0.00 Bad Check Adjustment Bill.

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

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD77".
 - ii. **Invoice:** Defaults to "NEXT", next available bill number will be automatically assigned.
 - iii. **Bill Type Identifier:** "JBC" = (Adjustment type = Bad Check).
 - iv. **Bill Source:** "ONLINE"
 - v. **Customer:** "JUD77"
 - vi. **Invoice Date:** Current date (see note below).
 - vii. **Accounting Date:** Current date (see note below).

Note: Bad checks should always be processed in a timely fashion as they are received.

- c. Click the **Add** button.



Bill Entry

Business Unit:

Invoice:

Bill Type Identifier:

Bill Source:

Customer:

Invoice Date:

Accounting Date:

2. The [Header – Info 1](#), of the Bill detail page will display.
 - a. Confirm the **Type:** field is set to “JBC”.
 - b. Confirm the **Source:** field is set to “ONLINE”
 - c. Click the [Notes](#) link at the bottom of the page to add an audit note explaining the reason for the adjustment.



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Header - Info 1 | Line - Info 1

Unit: JUD77 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 08/24/2016 Cycle ID: DAILY
*Type: JBC Source: ONLINE *Frequency: Once
*Customer: JUD77 SubCust1: SubCust2:

Traffic Processing Center

*Invoice Form: NO_PRINT From Date: To Date:
Accounting Date: 08/24/2016 Pay Terms: IMMED Pay Method: Check
Remit To: BOA Bank Account: 77
Sales: DEFAULT Bill Inquiry Phone:
Credit: DEFAULT Collector: DEFAULT
Biller: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address
Notes Express Entry
Summary Bill Search Line Search

Navigation: Header - Info 1 Page Series: Prev Next

Save Notify Refresh Add Update/Display

- i. Add a note to the bill header with returned check information to include:
 - 1. List check #'s, and excel spreadsheet name/date.
 - 2. Click the *Line – Info 1* tab.



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Header - Info 1 | Line - Info 1 | Header - Note

Unit: JUD77 Bill To: JUD77 Pretax Amt: 0.00 USD

Invoice: NEXT Traffic Processing Center

[Customer Notes](#)

Bill Header Notes Find | View All | First 1 of 1 Last

Standard Note Flag Std Note:

Internal Only Flag Note Type:

Note Text:

Ck#s 1006, 1072 from excel sheet , bad_chks_traffic_08252016

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) **Navigation:**

Save Notify Refresh

3. The **Line -Info 1** page will display.
 - a. Refer to the Excel spreadsheet you created previously as part of your Bad Check Processing preparation.

NOTE: A new Bill line will need to be added for each unique Charge Code. (Identifier)
 - b. Complete the following fields:



OTC – Bad Check Processing for Traffic Processing Center

- i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter the charge code of the item from the receipt that needs to be added.
 - iii. **Gross Extended:** Enter amount of the item/charge code. All amounts should be entered in as a **negative** (\$-) amount to reverse the revenue. (e.g.: -40.00)
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the plus sign **+** to the right of the line to add additional bill lines, one for each Charge Code from the total line in your spreadsheet.
- c. Repeat steps (3.b. i-v) for all charge items.
 - d. Pretax Amount: should now equal the Check Amount total from your excel sheet.

Header - Info 1 | Line - Info 1

Unit: JUD77 Bill To: JUD77 Pretax Amt: -158.00 USD
Invoice: NEXT Traffic Processing Center Max Rows: 5

Bill Line Find | View All First 1 of 4 Last

Identifier Look Up Date: 08/24/2016

Seq: 1 Line: Net Extended: -50.00
Table: ID Identifier: RCS-113 Description: Minor Traffic Fine PrePay

Quantity: 1.0000 From Date: To Date: Line Type: REV Accumulate
Unit of Measure: EA Tax Code: Exempt Cert: Tax Exempt
Unit Price: -50.0000
Gross Extended: -50.00
Less Discount: 0.00
Plus Surcharge: 0.00
Net Extended: -50.00
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: -50.00

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

- e. After all lines are added for the charge codes, click the plus sign **+** to add another bill line for the CLEAR- JBC amount.
 - i. This amount will be a debit. (This should be the total of all the credited Bill lines).





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- f. Complete the following fields:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter “CLEAR-JBC”.
 - iii. **Gross Extended:** Enter the amount as *positive* (e.g.: 15.00)
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. **Pretax Amount:** Must be 0.00
 - vi. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1 Line - Info 1

Unit: JUD77 Bill To: JUD77 Pretax Amt: 0.00 USD
Invoice: NEXT Traffic Processing Center Max Rows: 5

Bill Line Find | View All First 2 of 5 Last

Identifier Look Up Date: 08/24/2016

Seq: 5 Line: Net Extended: 158.00
Table: ID Identifier: CLEAR-JBC Description: Clear Acct-ADJ Bad Check

Quantity:	1.0000	From Date:	
Unit of Measure:	EA	To Date:	
Unit Price:	158.0000	Line Type:	MISC <input checked="" type="checkbox"/> Accumulate
Gross Extended:	158.00	Tax Code:	<input type="checkbox"/> Tax Exempt
Less Discount:	0.00	Exempt Cert:	
Plus Surcharge:	0.00		
Net Extended:	158.00		
VAT Amount:	0.00		
Tax Amount:	0.00		
Net Plus Tax:	158.00		

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

Save Notify Refresh Add Update/Display

- 4. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation information for each bill line.
 - b. **Code:** Type an ‘R’ in the box and then select the line that ends with the code from the Excel sheet. The correct code is required to save the bill. You MUST enter a ‘Code’ for each row.



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- c. **Dept:** Enter “JBC” in this field, corresponds to the **Bill Type** found on *Header – Info 1* tab.
- d. The **CLEAR-JBC** accounting information is auto-filled and should not be changed.
- e. Confirm that the **Pretax Amt:** is 0.00 USD.
- f. Click the **Refresh** button.
- g. Click the **Save** button.
- h. Click the *Header – Info 1* tab.

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: JUD77 Bill To: JUD77 Pretax Amt: 0.00 USD
Invoice: NEXT Traffic Processing Center Max Rows: 5

Bill Line Fin | View 1 | 1-5 of 5 | Last

Seq: 1 Line: Net Extended: -50.00
Identifier: RCS-113 Description: Minor Traffic Fine PrePay

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First | 1 of 1 | Last

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R770107503	C77	77010	0001	7503	7701	A7700	AY2017	JBC	100.000

Percent: 100.00 Amount: -50.00 Gross Extended: -50.00

Seq: 5 Line: Net Extended: 158.00
Identifier: CLEAR-JBC Description: Clear Acct-ADJ Bad Check

Bill Line Distribution - Revenue Personalize | Find | View All | First | 1 of 1 | Last

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
CLEAR-JBC	C77	77990	7099	9652	7799	A7799	AY2017	JBC	100.000

Percent: 100.00 Amount: 158.00 Gross Extended: 158.00

Save Notify Refresh

5. The *Header - Info 1* page will display
 - a. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
 - b. Click the **Save** button.



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Header - Info 1 | Line - Info 1

Unit: JUD77 Invoice: 0007841879 Pretax Amt: 0.00 USD

Status: **RDY** Invoice Date: 08/24/2016 Cycle ID: DAILY
 *Type: JBC Source: ONLINE *Frequency: Once
 *Customer: JUD77 SubCust1: SubCust2:

Traffic Processing Center

*Invoice Form: NO_PRINT From Date: To Date:
 Accounting Date: 08/24/2016 Pay Terms: IMMED Pay Method: Check
 Remit To: BOA Bank Account: 77
 Sales: DEFAULT Bill Inquiry Phone:
 Credit: DEFAULT Collector: DEFAULT
 Biller: DEFAULT Billing Authority: DEFAULT

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
[Notes](#) [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 Page Series: Prev Next

Save Notify Refresh Add Update/Display

Step 4: Finalize the Bills – Run Single Action Invoice

This process will complete the bills and move the data to the area for inclusion in the General Ledger.

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

1. The *Single Action Invoice* page will display.
 - a. Search for the Run Control used for Bad Check Processing – “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: “BADCHK” for Bad Checks).

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window http

Single Action Invoice

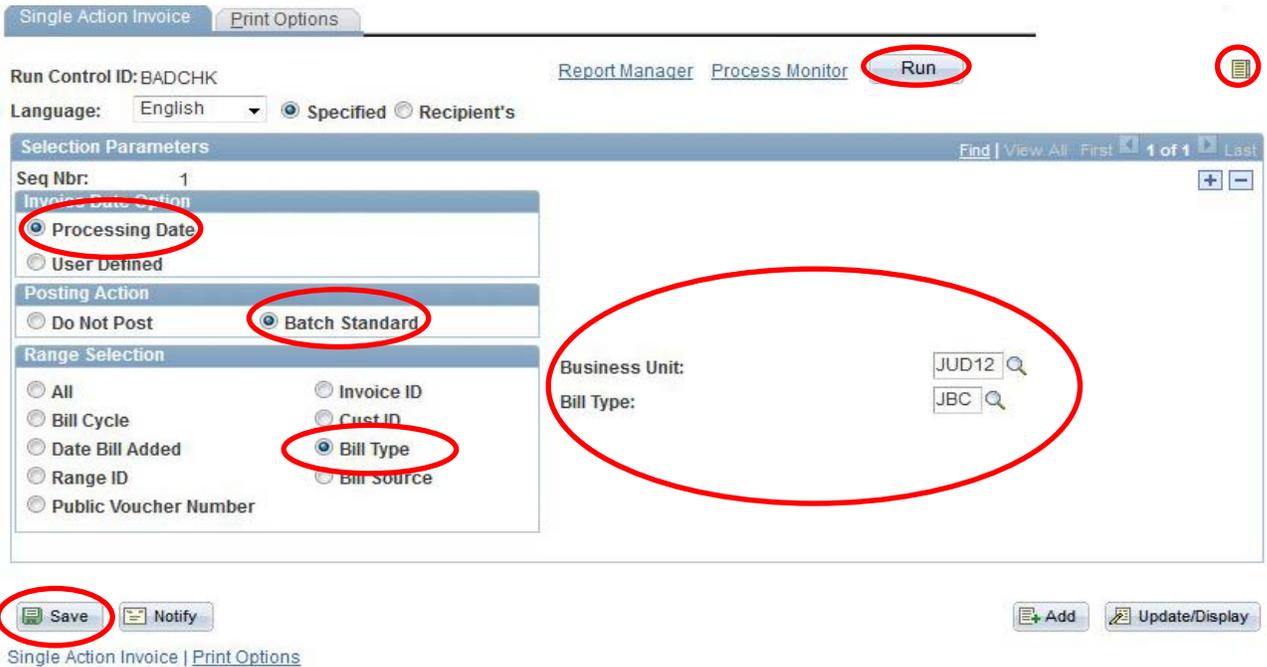
Find an Existing Value | **Add a New Value**

Run Control ID:

Add

2. The *Single Action Invoice* Run Control page will display.
 - a. Complete the following run control settings:

- i. **Invoice Date Option:** Select “Processing Date”.
 - ii. **Posting Action:** Select “Batch Standard”.
 - iii. **Range Selection:** Select “Bill Type”.
 - iv. **Business Unit:** Enter “JUD77”.
 - v. **Bill Type:** Select “JBC”.
- b. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized. If there are no bills listed or the number of bills does not match what is expected, please call the helpdesk to enter a GEARS Service Now ticket.
- i. Confirm the number of bill equals those you just entered.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
- d. Click the **Run** button.



Single Action Invoice | Print Options

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

Language: English | Specified | Recipient's

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

Business Unit: JUD12

Bill Type: JBC

Save | Notify | Add | Update/Display

Single Action Invoice | Print Options

3. The *Process Scheduler Request* page will display.
- a. Select the checkbox for the AOC_MAIN_([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
 - b. Click the **OK** button.

Process Scheduler Request

User ID: lauren.smith

Run Control ID: BADCHK

Server Name: Run Date: 03/18/2014

Recurrence: Run Time: 3:07:28PM

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

4. The **Single Action Invoice** Run Control page will display.
 - a. A Process Instance number will display below the Run button to show processing has begun.
 - b. Click the [Process Monitor](#) link.
5. The **Process List** page will display
 - a. Click the [AOC_MAIN](#) process name link to review the status of all its sub-processes.
 - b. Click the **Refresh** button periodically until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS – **STOP! Call the helpdesk to submit a ticket – DO NOT DELETE THE PROCESS, this will be needed by the support staff to troubleshoot the issue.**
 - ii. Click the [AOC_Main](#) process name link.

Process List

Actions

User ID Type Last 1 Days

Server Name 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"/>	189408		PSJob	AOC_MAIN	lauren.smith	03/18/2014 3:07:28PM EDT	Success	Posted	Details



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- iii. Click the [BIIVC000](#) sub-process.
 - iv. Click the [Message Log](#) link to review the number of bills processed.
 - v. Click the Return button, and then OK to return to the [Process Detail](#) page.
- c. Click the [BILDAR01](#) sub-process.
- i. Click the [View Log/Trace](#) link to select a downloadable PDF of the “Load AR Pending Items” report.
 - ii. Confirm that the report shows all bills = \$0.00.

Process Detail

Process Name AOC_MAIN

Refresh

Main Job Instance 1053497

Left | Right

-  [1053497 - AOC_MAIN Success](#)
-  [1053498 - BIIVC000 Success](#)
-  [1053499 - BI_IVCEXT Success](#)
-  [1053500 - BICURCNV Success](#)
-  [1053501 - AOC_BIPRELD Success](#)
-  [1053502 - BIL DGI 01 Success](#)
-  [1053503 - BILDAR01 Success](#)

Return

End of Reverse Revenue Process