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## OTC – Central Collection Unit (CCU) Adjustments

The Central Collection Unit (CCU) sends money monthly via an inter-agency transfer to AOC Department of Budget & Finance, for the money they collected 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 CCU by way of a Journal Adjustment to DBF. Plan to process your CCU items for each month in a separate batch than your P&P.

### 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 has collected for each Court.

### Step 2: Retrieving CCU Detail Report

CCU sends an email with a link to obtain a Detail report for each case and dollars collected by case. (See link below.)

A new file has arrived into the "[/ Distribution / CCU Clients / 220153-000-DISTRICT COURT-BALTO CO / FROM: CCU / Statements](#)" folder.

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

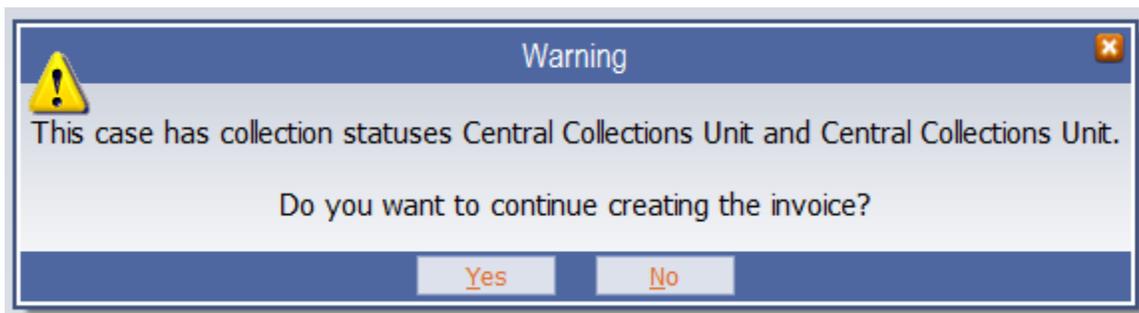
The total amount from the detail report from CCU should equal the excel spreadsheet from DBF.

### Step 4: Print Payment Pages

Typically, the Accounting Clerk gives the report to a clerk to print the payment pages or invoices for each case. To print a payment page, the clerk must use the special payments tab in Clerk's Assistant to override the CCU rejection field.

- Note:**
- A. For non MDEC locations, use the above instructions.
  - B. For MDEC locations, you will use the same process to print invoices as used for any case type.

When printing an invoice in MDEC, if you receive a CCU warning box, you should continue printing if you are working from a list provided by the Accounting Dept. only.



### Step 5: Accounting Review and Allocation for Partial Payments

The clerk then gives the payment pages or invoices to the Accounting Clerk for review and allocation.

- A. RCS- partial payments will need the barcodes on the RCS payment pages reduced in the correct order.
- B. MDEC – nothing needs to be changed on MDEC invoices.



Step 6: Entry into the Cash Register

The Accounting Clerk returns the payment pages or invoices to the cashier for entry into the cash register, with a payment type of STARS - CCU.

Below is a link to the RCS and MDEC cash register instructions for processing your work.



RCS - CCU-PP Tip Sheet.docx



MDEC STARS Reconciliation.Financia

- A. For MDEC - Once all of the invoices are processed, Accounting will close the STARS CCU Till.

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

The next morning load the CCU data into GEARS with the other previous day's work.

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

AOC Run FAR

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Which Report?	Report Parameters
*Report CCU FAR	*Business Unit: JUD56 To Business Unit: JUD56
	*Run Date From: 09/27/2016 To *Run Date To: 09/27/2016
	Location: 56-10-02 To Location: 56-10-02



CCU Fund Allocation Report

Bank: 56 BOA Revenue  
 Control #: 002628  
 Business unit: Carroll County District Court  
 Location: Carroll County - Westminster

Printed: 29-SEP-2016  
 Deposit Date: 27-SEP-2016

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

PCA	OBJECT	AMOUNT	DESCRIPTION
56010	7503	\$22.66	Fines & Costs
56320	7518	\$105.55	Criminal Injuries
		\$128.21	Total Deposited





## 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 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. Plan to process your P&P items for each month in a separate batch than your CCU.

### 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.

### 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.

### 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 Print Payment Pages

The Accounting Clerk reviews the report and then gives the report to a clerk to print the payment pages or invoices for each case.

**NOTE: For Non MDEC locations**, if you print a payment page and the amounts are blank, further research is required to determine if the funds are a double payment and/or a manual adjustment was processed. If you need assistance with determining this, please contact your Accounting Area Specialist.

**For MDEC locations**, you must follow the instructions in the Financial User Guide regarding the review of the Notes tab. If you see a payment was taken by the Court, further research is required to determine if the funds are a double-payment but you still assess the fees and process the disbursement. If it is determined that the funds were paid twice, the money should be refunded to the defendant. If you need assistance with determining this, please contact your Accounting Area Specialist.

### Step 5: Accounting Review and Allocation for Partial Payments

The clerk then gives the payment pages or invoices to the Accounting Clerk for review and allocation.

- A. RCS- partial payments will need the barcodes on the RCS payment pages reduced in the correct order.
- B. MDEC – nothing needs to be changed on MDEC invoices.



Step 6: Entry into the Cash Register

The Accounting Clerk returns the payment pages or invoices to the cashier for entry into the cash register, with a payment type of STARS - PP.

Below is a link to the RCS and MDEC cash register instructions for processing your work.



- A. For MDEC - Once all of the invoices are processed, Accounting will close the STARS PP Till.

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

The next morning load the P&P data into GEARS with the other previous day's work.

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

AOC Run FAR

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Which Report?	Report Parameters
*Report P&P FAR	*Business Unit: JUD56 To Business Unit: JUD56
	*Run Date From: 09/27/2016 To *Run Date To: 09/27/2016
	Location: 56-10-02 To Location: 56-10-02



P&P Fund Allocation Report

Bank: 56 BOA Revenue  
 Control #: 002628  
 Business\_unit: Carroll County District Court  
 Location: Carroll County - Westminster

Printed: 29-SEP-2016  
 Deposit Date: 27-SEP-2016

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

PCA	OBJECT	AMOUNT	DESCRIPTION
56010	7503	\$22.50	Fines & Costs
56320	7518	\$35.00	Criminal Injuries
		\$57.50	Total Deposited

