Table of Contents

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

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 checks.

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.

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

Search   Advanced Search

Search Results

*Folder View -- All Folders --

Query									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

Personalize | Find | View All

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

Search   Advanced Search

Search Results

*Folder View -- All Folders --

Query									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 by Case Number	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

Personalize | Find | View All

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.

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

e. **Unit**: Enter 'JUD' and then the Batch County number from the back of the check. The example below is for JUD66 (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 JUD66 🔍

    Receipt Number 6603973 ✕

    View Results

AOC_RECEIPT_NO_LOOKUP - Invoice Lookup by Receipt No

    Unit JUD66 🔍

Receipt Number 6603973

View Results

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

View All

	Invoice	Receipt #	Pay Method	Unit	Acctg Date	Case No	Charge Code	Gross
1	0007481542	6603973	CHK	JUD66	07/26/2016	JM12056	RCS-317	42.000
2	0007481542	6603973	CHK	JUD66	07/26/2016	JM12056	RCS-423	22.500
3	0007481542	6603973	CHK	JUD66	07/26/2016	JM12056	RCS-426	3.000
4	0007481542	6603973	CHK	JUD66	07/26/2016	JM12056	RCS-731	7.500

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.

Last Revised: 05/01/2017

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

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 (BH).

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_template.xls

Last Revised: 05/01/2017

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

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". The 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

Find an Existing Value	Add a New Value

Business Unit JUD77
Invoice NEXT
Bill Type Identifier JBC
Bill Source ONLINE
Customer JUD77
Invoice Date 04/10/2017
Accounting Date 04/10/2017

Add

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

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.

    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.

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:

Bad Checks traffic - ck #'s 1006,10072, etc from excel sheet 01/17/2017

183 characters remaining

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:
      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.

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

| Header - Info 1 | Line - Info 1 |

Unit JUD77   Bill To JUD77   Pretax Amt   -50.00 USD
Invoice NEXT   Traffic Processing Center   Max Rows 5

Bill Line   Find | View All   First 2 of 2 Last

Identifier Look Up Date 04/10/2017

Seq 2   Line   Net Extended 0.00
Table ID   Identifier RCS-115   Description DC CICF VCF Minor Traffic

Quantity 1.0000   From Date
Unit of Measure EA   To Date
Unit Price 0.0000   Line Type REV   ☑ Accumulate
Gross Extended 30.00   Tax Code   ☐ Tax Exempt
    Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended 0.00
VAT Amount 0.00
Tax Amount 0.00

Net Plus Tax 0.00

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 Notify Refresh   Add Update/Display

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).

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.

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

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 ◄ 3 of 3 ► Last

Identifier Look Up Date 04/10/2017

Seq   3   Line   Net Extended 50.00
Table ID   Identifier CLEAR-JBC   Description Clear Acct-ADJ Bad Check

Quantity   1.0000   From Date
Unit of Measure EA   To Date
Unit Price   50.0000   Line Type MISC   ☑ Accumulate
Gross Extended   50.00   Tax Code   ☐ Tax Exempt
Exempt Cert

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   Navigation Line - Info 1   **Page Series**
Summary   Bill Search   Line Search   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.
    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.

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

Header - Info 1 | Line - Info 1 | Revenue Distribution

Unit JUD77	Bill To JUD77	Pretax Amt	0.00 USD	
Invoice 0009182301	Traffic Processing Center		Max Rows 5	

Bill Line   Find | View 1   First ◀ 1-3 of 3 ▶ Last

Seq 1   Line   Net Extended -20.00

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 -20.00   Gross Extended -20.00

Seq 2   Line   Net Extended -30.00

Identifier RCS-115   Description DC CICF VCF Minor Traffic

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	Am
➕ ➖	R773407506	C77	77340	3034	7506	7734	A5034	AY2017	JBC	100.000	-3

Percent 100.00   Amount -30.00   Gross Extended -30.00

Seq 3   Line   Net Extended 50.00

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	Am
➕ ➖	CLEAR-JBC	C77	77990	7099	9652	7799	A7799	AY2017	JBC	100.000	5

Percent 100.00   Amount 50.00   Gross Extended 50.00

Go to:				
Notes	Line Info 2	Tax	Accounting	Discount/Surcharge
Summary	Express Entry			
	Bill Search	Line Search		

Navigation: Acctg - Rev Distribution

Page Series: Prev | Next

Save | Notify | Refresh   Add | Update/Display

The *Header - Info 1* page will display

    i.   **Status:** Change from "NEW" to "RDY" (Ready to Invoice).

    j.   Click the **Save** button.

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

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 Action 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).

Last Revised: 05/01/2017

Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.
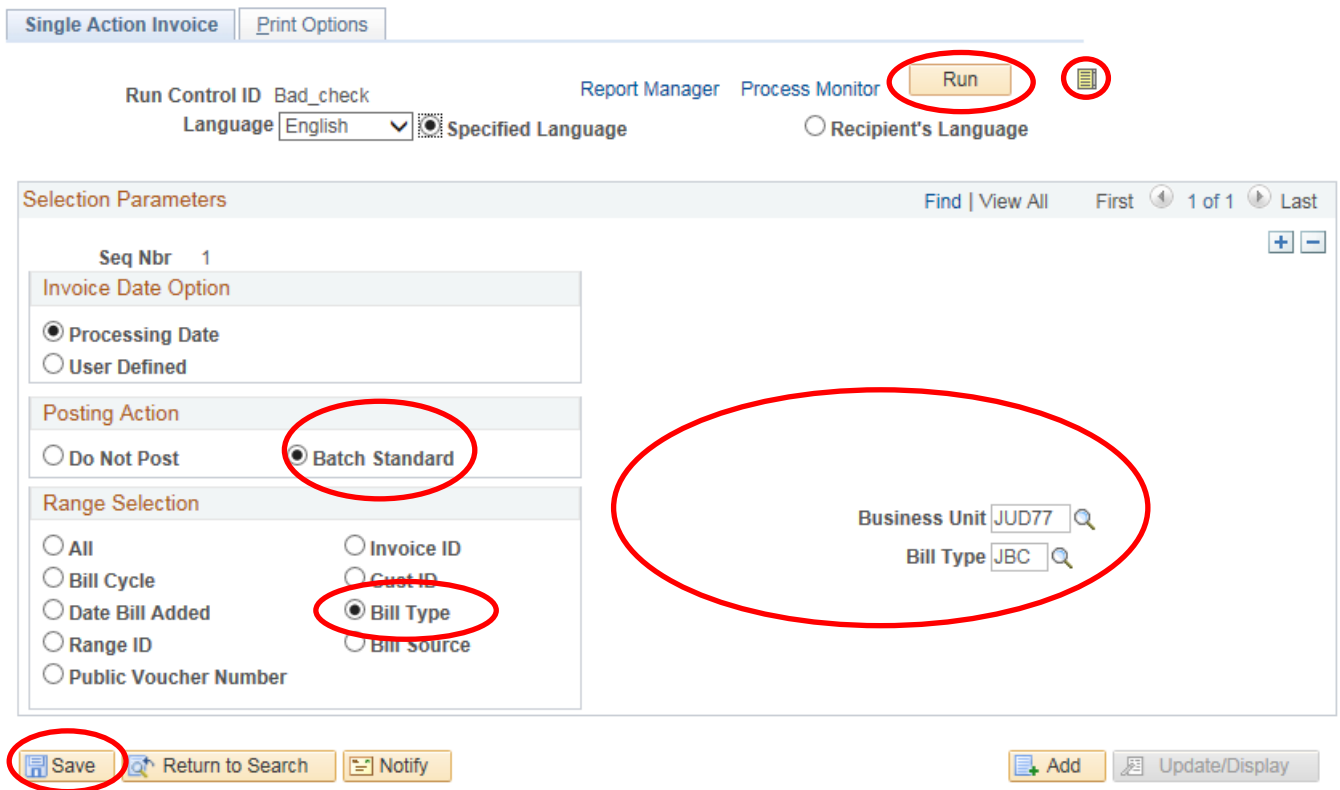
2. The *Single Action Invoice* Run Control page will display.
   a. Complete the following run control settings:
      i. **Invoice Date Option:** Select "Processing Date".
      ii. **Posting Action:** Select "Batch Standard".
      iii. **Range Selection:** Select "Bill Type".
      iv. **Business 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.

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.

Last Revised: 05/01/2017
Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.

Process Scheduler Request

Help

User ID debbie.seipp   Run Control ID Bad_check

Server Name [_____▼]   Run Date 04/18/2017 [📅]
Recurrence [_____▼]   Run Time 1:57:54PM   [Reset to Current Date/Time]
Time Zone [_____] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) ▼	(None) ▼	Distribution
☐	Pre-process & Finalization	BIIVC000	Application Engine	Web ▼	TXT ▼	Distribution

[OK]   [Cancel]

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 | Server List |

View Process Request For

User ID debbie.seipp 🔍   Type [_____▼] [Last ▼]   [1] [Hours ▼]   [Refresh]
Server [_____▼]   Name [_____] 🔍   Instance From [_____]   Instance To [_____]
Run Status [_____▼]   Distribution Status [_____▼]   ☑ Save On Refresh

Process List   Personalize | Find | View All | 📷 | 🖩   First ◁ 1 of 1 ▷ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	1195862		PSJob	AOC_MAIN	debbie.seipp	04/18/2017 1:57:54PM EDT	Queued	N/A	Details

Click the *BIIVC000* sub-process.
        iii. Click the Message Log link to review the number of bills processed.
        iv. 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.

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

ii. Confirm that the report shows all bills = $0.00.

End of Reverse Revenue Process

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