



Table of Contents

OTC – Central Collection Unit (CCU) Adjustments.....	2
Step 1: Notification of Monies Received.....	2
Step 2: Retrieving CCU Detail Report.....	2
Step 3: Balance DBF Funds Received to CCU Detail Report.....	2
Step 4: Print Payment Pages.....	2
Step 5: Accounting Review and Allocation for Partial Payments.....	2
Step 6: Entry into the Cash Register.....	3
Step 7: CCU data Loaded into GEARS via the JIS BUS.....	3
Step 8: Returning Money to CCU.....	4
Step 9: Reconciling CCU Money Received – To be completed by the Accounting Office.....	4
Step 10: Distributing Reports.....	4
OTC – Parole and Probation (PNP) Processing and Adjustments.....	5
Step 1: Notification of Monies Received.....	5
Step 2: Receipt of Detail Cases from Parole and Probation.....	5
Step 3: Balance DBF Funds Received to Case Detail from Parole and Probation.....	5
Step 4: Review Report and Print Payment Pages.....	5
Step 5: Accounting Review and Allocation for Partial Payments.....	6
Step 6: Entry into the Cash Register.....	6
Step 7: P&P data Loaded into GEARS via the JIS BUS.....	6
Step 8: Returning Money to Parole and Probation.....	7
Step 9: Reconciling P&P Money Received – To be completed by the Accounting Office.....	8
Step 10: Distributing Reports.....	8

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.

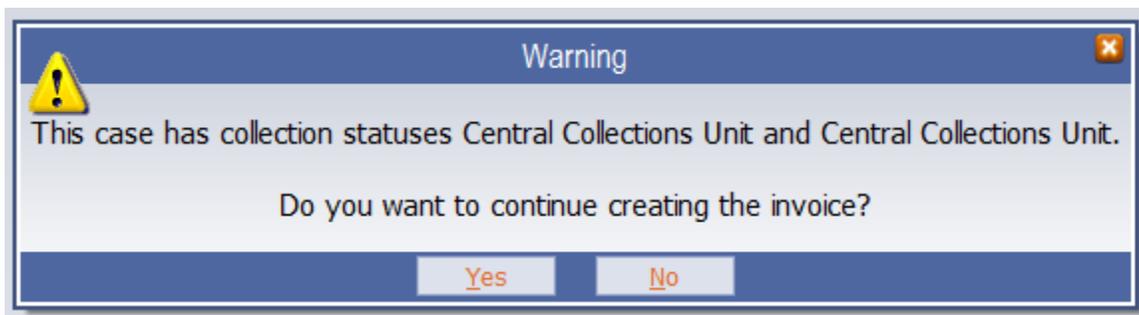
Step 4: Print Payment Pages

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, 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.

NOTE: If you are unable to locate a case number in the case management system, it may be necessary to review the expunged cases before returning funds to CCU.



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.



- A. For MDEC - Once all of the invoices are processed, Accounting will close the STARS CCU Till.
- B. Should you have a credit item from CCU on the report, usually due to a bad check from a previous payment, you will need to open the adjustment till to record this transaction.
 - a. Please contact your Accounting Area Specialist for assistance.

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

- A. The next morning load the CCU data into GEARS with the other previous day's work.
- B. Run the CCU-FAR report in GEARS to confirm the money matches receipts, less returns.

AOC Run FAR

Run Control ID daily Report Manager Process Monitor **Run**

Which Report?

*Report

Report Parameters

*Business Unit To Business Unit

*Run Date From *Run Date To

Location To Location



CCU Fund Allocation Report

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

Printed: 09-NOV-2017
 Deposit Date: 27-SEP-2016

Verified By: _____

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



Step 8: Returning Money to CCU

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) to be sent back to CCU. Please complete only one form with a line for each case being returned.

Refund Fund to CCU

(DBF internal use only)	
Journal ID#	
Exclude JID#	
FMIS JE#	
Date Posted	

Agency Ref.# _____ Date _____

Prepare By: _____

Approved By: _____

LOCATION: _____

(Note: Complete the area highlighted in yellow, Replace XX with location code)

REASON FOR ADJUSTMENT	FY	FINANCIAL AGENCY	BATCH COUNTY	PCA	OBJECT	DEBIT AMOUNT	CREDIT 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 link to open a new CCU Refund Form.



Return Funds
CCU_2019.xls

Step 9: Reconciling CCU Money Received – To be completed by the Accounting Office

Confirm the total of the CCU FAR Report plus the Total amount of Refunds to CCU equals the Central Collection Unit spreadsheet received from DBF.

Step 10: Distributing Reports

- A. Upon completion of the form it should be sent to the appropriate DBF email address below:
[Judiciary Finance Revenue District Court - judfinrevdc@mdcourts.gov](mailto:judfinrevdc@mdcourts.gov)
- B. Also send the completed form to the following 2 persons:
Dennis.noonan@maryland.gov
Kim.ey@maryland.gov



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.

Note: When P&P money is accepted by the court in error, it is no longer necessary to process an adjustment through DBF to refund the money to P&P. When this occurs, send an email to Devra (devra.moulton@maryland.gov), notifying her of the payment and attaching a copy of the receipt and the mainframe/MDEC information. She will process a credit to the case to avoid violating the probation for non-payment.

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 2 'green bar' reports each month; the Status of Cost and Fines, which is a summary of all new cases entered in that month, and the Memorandum of Adjustment, a list of cases in which money was disbursed that month and includes the detail case numbers and amounts received.

NOTE: The Status of Costs and Fines should be reviewed each month. Any identified Circuit Court cases should be notated and email the corrected report to Devra at P&P. (See refund procedure below)

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

The total amount from the 'Memorandum of Adjustment' 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 verifying the money that is owed on the case number listed on the report. Due to system limitations, if there are related cases that are referred to have fines and costs paid through Parole and Probation, they are combined under one case number in the system. Court staff must review all related citations when applying funds received from Parole and Probation before returning any funds. Additionally, if you are unable to locate a case number in the case management system, it may be necessary to review the expunged cases before returning funds to P&P. Once the review is complete the accounting clerk 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 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 daily Report Manager Process Monitor Run

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

Save Return to Search Notify Add Update/Display



P&P Fund Allocation Report

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

Printed: 09-NOV-2017
Deposit Date: 27-SEP-2016

Verified By: _____

Table with 4 columns: PCA, ACCOUNT, AMOUNT, DESCRIPTION. Rows include 56010 (Fines & Costs), 56320 (Criminal Injuries), and a Total Deposited row.

Step 8: Returning Money to Parole and Probation

- A. Highlight or circle the cases on the 'green bar' report received from P&P that are being returned.
B. The Accounting Clerk completes the Accounting Adjustment Form provided from DBF. This form lists the amounts and case numbers for misdirected payments...
C. The Court will only return funds to Parole and Probation for the following reasons:
i. The money was ordered to be paid to the Court, either the same day or deferred.
ii. There is no money owed on the case.
iii. Overpayment – money received exceeds the amount ordered by the Court.
iv. The case is a Circuit Court case.

NOTE: If the fines and costs were to be paid through Parole and Probation, but the defendant paid both the Court and Parole and Probation, the money will be applied to the case and a refund generated by the Court to the defendant.



Refund Fund to P&P

(DBF internal use only)	
Journal ID#	
Exclude JID#	
FMIS JE#	
Date Posted	

Agency Ref.# _____ Date _____

Prepare By: _____

Approved By: _____

LOCATION: _____

(Note: Complete the area highlighted in yellow, Replace XX with location code)

REASON FOR ADJUSTMENT	FY	FINANCIAL AGENCY	BATCH COUNTY	PCA	OBJECT	DEBIT AMOUNT	CREDIT AMOUNT	TC	REV.	P&P	DESCRIPTION
Return Fund to	XX	C00	CXX	XX240	9653			411			Invoice#
Parole and Probation		Q00		CC520	na		-	414	REV.		Name#
											DPP#
											Docket#
TOTALS						-	-				

revised 2/21/19 smb



Return Funds
PP_2019.xls

See link to open a new P&P Refund form.

Step 9: Reconciling P&P Money Received – To be completed by the Accounting Office

Confirm the total of the PNP FAR Report plus the total amount of refunds to P&P equal the Parole and Probation spreadsheet received from DBF.

Step 10: Distributing Reports

- A. Upon completion of the 'Refund Fund to P&P' form, send it via email to the appropriate DBF email address:
 - i. [Judiciary Finance Revenue District Court - judfinrevdc@mdcourts.gov](mailto:judfinrevdc@mdcourts.gov)
- B. Also send the completed Accounting Adjustment form and the Highlighted/Circled 'green bar' report to the following person: devra.moulton@maryland.gov