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PROCESSING Monthly E-Recording Transactions

You will need the monthly list of transactions from your E-Recording filing.

STEP 1: Run Query – You will run the below query which is from the Treasury file of transactions sent to DBF for the current month. The query summary result should equal the summary amount of the transactions you received from Simpli-File for E-Recordings.

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

1. The **Query Viewer** page will display.
2. Enter **'AOC_TREASURY_ERECORDING'** in the “begins with” box and click Search.
 - a. Run to HTML or Excel. Then download to Excel if you run to HTML.
 - b. Add to Favorites for future ease.

*Search By begins with

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_TREASURY_ERECORDING	Erecording Received	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

AOC_TREASURY_ERECORDING - Erecording Received

2 Digit Batch County

From Date MMDDYY

To Date MMDDYY

View All | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-1 of 1 Last

	Treasury Type	Date	Total Amt	Account	Business Unit	AOC Document #	County Name	FY
1	CRSIMPLIFI	103119	60.00	0595	05290	DCB19308	CAROLINE COUNTY	20



3. Compare the query result to the Simpli-file report and confirm the summary amounts match.
 - a. If the Simpli-file report is greater than the query, then run the query again for the next business day, to ensure the money was received.
 - b. Then begin Step 2, recording the monthly transactions using the amounts from the Simpli-file report.

Simplifile E-recording Banking Report

Detail View

Prepared for: Christine Blades
 Included Organization: Caroline County
 For the period: 10/31/2019
 Account number: MDCBYW
 Cost center: JUD05
 Report generated: 11/01/2019 04:55 AM MDT

Charges

NAME	ENTRY	RECORD DATE	TYPE	PG INITIALS	Recording Fees	LRIF Surcharge	State Transfer Tax	County Recordation Tax	County Transfer Tax	TOTAL
BWW Law Group										
BWW Law Group	B 1383 P 086	10/31/2019 04:19 PM EDT	Assignment of Dead of Trust	2 CB	20.00 A	40.00 A	0.00	0.00	0.00	60.00
					20.00	40.00				60.00
Total of All Charges					20.00	40.00				60.00

Payments

PAYMENT PROCESSING	DESCRIPTION	BANK DATE	ACCOUNT #	Recording Fees	LRIF Surcharge	State Transfer Tax	County Recordation Tax	County Transfer Tax	TOTAL
Simplifile ACH: Bank of America Checking	CR Simplifile	11/01/2019	*****4459	20.00 A	40.00 A	0.00	0.00	0.00	60.00
Total of All Payments				20.00	40.00				60.00

Document Count: 1

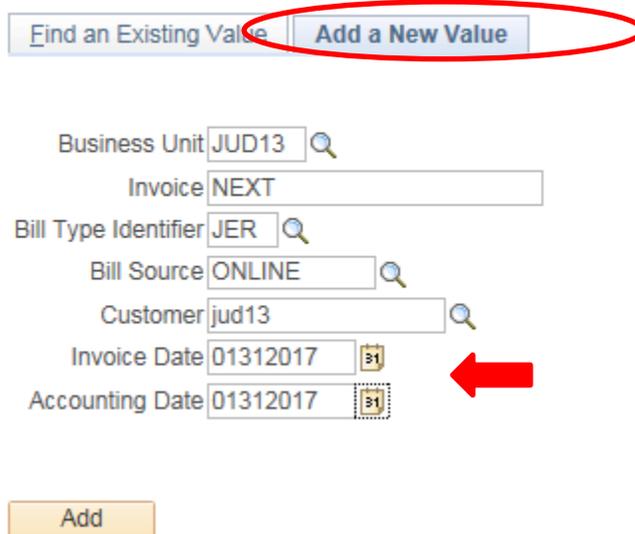
STEP 2: Create a New E-Recording Bill – Create a new \$0.00 ERS Bill.

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:** “JUD##”, where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to “NEXT”. The next available bill number will be automatically assigned.
 - iii. **Bill Type Identifier:** “JER” = (Adjustment E-Recording).
 - iv. **Bill Source:** “ONLINE”.
 - v. **Customer:** “JUD##”.
 - vi. **Invoice Date:** Current date (see note below).
 - vii. **Accounting Date:** Current date (see note below).
 - c. Click the **Add** button.

Note: Back dating of this process can only happen if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing an ERS bill September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August.

Bill Entry



The screenshot shows the 'Bill Entry' form with the following fields and values:

- Business Unit: JUD13
- Invoice: NEXT
- Bill Type Identifier: JER
- Bill Source: ONLINE
- Customer: jud13
- Invoice Date: 01312017
- Accounting Date: 01312017

Annotations in the image include a red oval around the 'Add a New Value' tab and a red arrow pointing to the 'Invoice Date' and 'Accounting Date' fields.



2. The **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the **Type:** field is set to “JER”.
 - 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.

Header - Info 1 | Line - Info 1

Unit JUD13 Invoice NEXT Pretax Amt 0.00 USD

Status NEW
 *Type **JER**
 *Customer JUD13

Invoice Date 01/31/2017
 Source **ONLINE**
 SubCust1

Cycle ID DAILY
 *Frequency Once
 SubCust2

Howard County Circuit Court
 *Invoice Form NO_PRINT
 Accounting Date 01/31/2017
 Remit To BOA
 Sales DEFAULT
 Credit DEFAULT
 Billing Specialist DEFAULT

From Date
 Pay Terms IMMED
 Bank Account 13
 Bill Inquiry Phone
 Collector DEFAULT
 Billing Authority DEFAULT

To Date
 Pay Method Check

Default Biller

Go to: **Notes** | Header Info 2 | Address | Copy Address | Page Series
 Summary | Bill Search | Line Search | Attachments | Navigation Header - Info 1 | Prev Next

Save | Notify | Refresh | Add | Update/Display

1. Add a note to the bill header indicating the timeframe of the E-Recordings.

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

Standard Note Flag Std Note
 Internal Only Flag Note Type

Note Text:
 Record Simplifile transactions for the month of January 2017.
 193 characters remaining

- d. Click the **Line – Info 1** tab.



3. The **Line –Info 1** page will display.

NOTE: A new Bill line will need to be added for each unique Identifier/Charge Code with each Type of Revenue Charge recorded through Simpli-File for the current month.

a. Complete the following fields:

- i. **Table:** Enter “ID”.
- ii. **Identifier:** Enter the charge code (ERS -) for the first item that needs to be added.
- iii. **Gross Extended:** Enter amount of the item/charge code. All amounts should be entered in as a positive amount.
- 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.

b. Repeat steps (3a. i-v) for all E-Recording items

Header - Info 1 | **Line - Info 1**

Unit JUD13 Bill To JUD13 Pretax Amt 1,100.00 USD
 Invoice NEXT Howard County Circuit Court Max Rows 5

Bill Line Find | View All First 1 of 1 Last 

Identifier Look Up Date 01/31/2017

Seq 1 Line Net Extended 1,100.00
 Table ID Identifier ERS-1000 Description Erecord County Transfer Tax

Quantity 1.0000 From Date
 Unit of Measure EA To Date
 Unit Price 1,100.0000 Line Type REV Accumulate
 Gross Extended 1,100.00 Tax Code Tax Exempt
 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	1,100.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	1,100.00

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



- c. After all lines are added for the charge codes, click the plus sign to add another bill line for the Clearing Account.
 - i. This amount will be a credit. (This should be the total of all the debit Bill lines).
- d. Complete the following fields:
 - i. **Table:** Enter "ID".
 - ii. **Identifier:** Enter "CLEAR-JER".
 - iii. **Gross Extended:** Enter the amount as a *credit*.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1 | Line - Info 1

Unit JUD13 Bill To JUD13 Pretax Amt **0.00 USD** Max Rows 5

Invoice NEXT Howard County Circuit Court

Bill Line Find | View All First 2 of 2 Last

Identifier Look Up Date 01/31/2017

Seq 2 Line Net Extended -1,100.00

Table ID Identifier **CLEAR-JER** Description CLEAR Acct - JER E-Recording

Quantity 1.0000 From Date To Date

Unit of Measure EA Line Type MISC Accumulate

Unit Price -1,100.0000 Tax Code Tax Exempt

Gross Extended **-1,100.00** Exempt Cert

Less Discount 0.00

Plus Surcharge 0.00

Net Extended -1,100.00

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax -1,100.00

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:** Enter ‘R’, then select the proper PCA+ Account from the look-up list. The correct code is required to save the bill. See the Appendix for How to Look Up a Charge Code.
 - c. **Dept:** Enter “JER” in this field, which corresponds to the **Bill Type** found on *Header – Info 1* tab.
 - d. The CLEAR-JER accounting information is auto-filled and should not be changed.
 - e. Confirm that the **Pretax Amt:** is 0.00 USD.
 - f. Click the **Save** button.
 - g. Click the *Header – Info 1* tab.

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

Unit JUD13 Bill To JUD13 Pretax Amt 0.00 USD
 Invoice NEXT Howard County Circuit Court Max Rows 5

Bill Line Find | View 1 First 1-2 of 2 Last

Seq 1 Line Net Extended 1,100.00
 Identifier **ERS-1000** Description Erecord County Transfer Tax

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1-2 of 2 Last

Acctg Information | Reference Information

	Code	Batch Agy	PCA	Fund	Account	Approp Number	Approp Yr	Dept	Percentage	Amount
+ -	R130105466	C13	13010	0001	5466	A1300	AY2017	JER	5.000	55.00
+ -	R132709588	C13	13270	0713	9588	A1327	AY2017	JER	95.000	1045.00
Percent 100.00 Amount 1,100.00 Gross Extended 1,100.00										

Seq 2 Line Net Extended -1,100.00
 Identifier CLEAR-JER Description CLEAR Acct - JER E-Recording

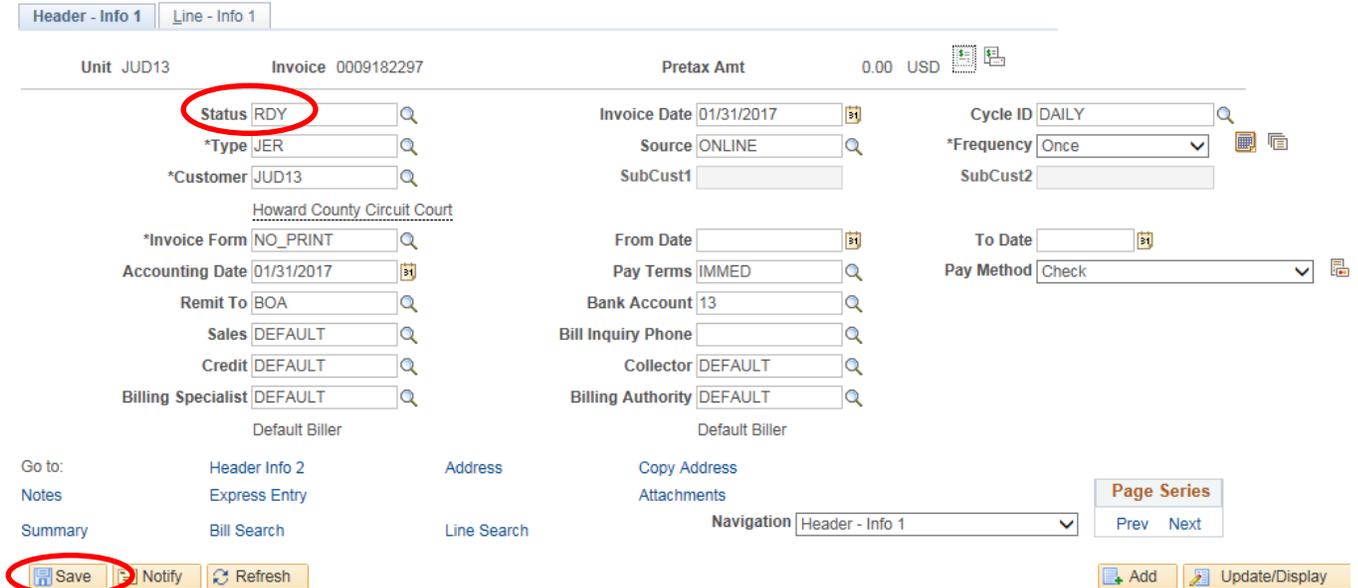
Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information | Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	Amount
+ -	CLEAR-JER	C13	13290	7029	9595	1329	A1329	AY2017	JER	100.000	-110.00
Percent 100.00 Amount -1,100.00 Gross Extended -1,100.00											

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation Acctg - Rev Distribution Page Series
Save Notify Refresh Add Update/Display

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



Header - Info 1 | Line - Info 1

Unit JUD13 Invoice 0009182297 Pretax Amt 0.00 USD

Status **RDY** Invoice Date 01/31/2017 Cycle ID DAILY

*Type JER Source ONLINE *Frequency Once

*Customer JUD13 SubCust1 SubCust2

Howard County Circuit Court

*Invoice Form NO_PRINT From Date To Date

Accounting Date 01/31/2017 Pay Terms IMMED Pay Method Check

Remit To BOA Bank Account 13

Sales DEFAULT Bill Inquiry Phone

Credit DEFAULT Collector DEFAULT

Billing Specialist DEFAULT Billing Authority DEFAULT

Default Biller Default Biller

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh Page Series Prev Next

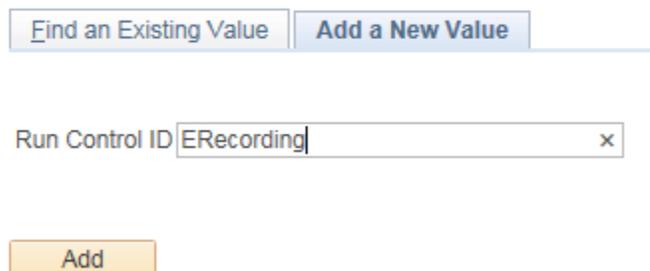
Add Update/Display

STEP 3: Run Single Action Invoice

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

6. The **Single Action Invoice** page will display.
 - a. Add a New Value for ERecording or JER, something that will be meaningful to you. Or if you already have this run control, then select it from the Search box.
 - b. Click the Add button.

Single Action Invoice

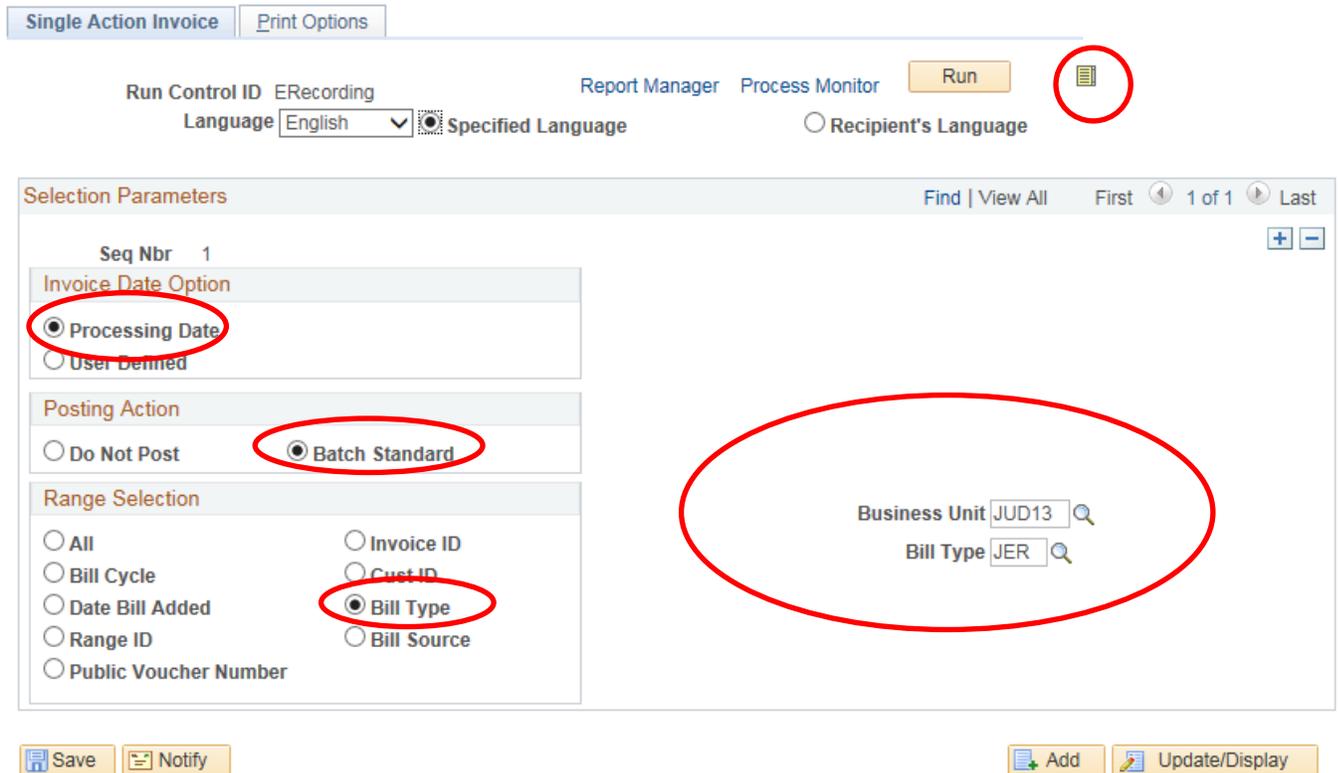


Find an Existing Value Add a New Value

Run Control ID ERecording

Add

7. 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 “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Select “JER”.
 - 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, there is a problem.
 - i. Confirm the number of bills 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 ERecording | Report Manager | Process Monitor | Run | 

Language English | Specified Language | Recipient's Language

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

Invoice ID

Bill Cycle

Cust ID

Date Bill Added

Bill Type

Range ID

Bill Source

Public Voucher Number

Business Unit JUD13

Bill Type JER

Save | Notify | Add | Update/Display

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

Process Scheduler Request

User ID Run Control ID

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

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	BIVC000	Application Engine	Web	TXT	Distribution

9. 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.
10. 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 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.**

View Process Request For

User ID Type Last 1 Hours

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
<input type="checkbox"/>	1195613		PSJob	AOC_MAIN	debbie.seipp	04/07/2017 1:51:34PM EDT	Success	Posted	Details



- c. Click the **BIIVC000** sub-process.
 - i. Click the [Message Log](#) link to review the number of bills processed.
 - ii. Click the Return button, and then OK to return to the **Process Detail** page.
- d. 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.

End of Monthly E-Recording Process