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Before getting started, make sure the following is complete:

- All revenue data for the period has been processed.
- All adjustments for the period have been made and have the proper accounting and invoice dates.
- There are no open bills for the period: Run the AOC_OPEN_BILLS query.

PROCESSING LOCAL REVENUE DISBURSEMENTS

STEP 1: Verify Data – There are two parts of the data verification process. First to run the Revenue Detail Activity Report and second to run a query to determine if you have any adjustments required before beginning the initial process. The totals from each of these reports should match, otherwise an adjustment may need to be made. If you are unsure, please enter a Service Now ticket for assistance from the GEARS Team or contact DBF for assistance. Also, this query will be used to balance to your Disbursement Summary Report.

Part I: Review Revenue Detail Activity Report

NAVIGATION: Main Menu > General Ledger > General Reports > Revenue Detail Activity Report

1. The report Run Control will display.
 - a. Select the Run Control ID you use for processing your EOM Local revenue processes.

Revenue Detail Activity Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search
Advanced Search

Search Results

Run Control ID	Language Code
2	English
Local_EOM	English

b. Fill in the information for your court and for the month you are closing.


i. For Circuit Courts


1. Enter PCA From and To as xx270 to xx290 (xx represents your court ID).
2. Enter Account From and To as 9588 to 9591.
3. Click Save.
4. Click Run.



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



Report Request Parameters

Revenue Detail Activity Report

*Business Unit: 

*Accounting Date From: 

*PCA From:  *PCA To: 

*Account From:  *Account To: 


ii. For District Courts


1. Enter PCA From and To as xx250 (xx represents your court ID).
2. Enter Account From and To as 7530 to 7530.
3. Click Save.
4. Click Run.



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



Report Request Parameters

Revenue Detail Activity Report

*Business Unit: 

*Accounting Date From: 

*PCA From:  *PCA To: 

*Account From:  *Account To: 

For All Courts:

- Click OK.

Process Scheduler Request

User ID DEBORAH.SEIPP Run Control ID Local_EOM

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOC Revenue Bal Report	AOCRVRPT	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

- Go to the Process Monitor. Wait until your Run Status is ‘Success’ and Distribution Status is ‘Posted’.
- Click the Details link.

View Process Request For

User ID Type Last Hours

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List										Personalize	Find	View 100	First	1-50 of 632	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	2250597		SQR Report	AOCRVRPT	DEBORAH.SEIPP	01/30/2020 12:15:55PM EST	Success	Posted	Details						

8. Click View Log/Trace

Process Detail

Process

Instance 2250597	Type SQR Report
Name AOCRVRPT	Description AOC Revenue Bal Report
Run Status Success	Distribution Status Posted

Run	Update Process
------------	-----------------------

Run Control ID Local_EOM	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT3	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="checkbox"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
------------------	----------------

Request Created On 01/30/2020 12:16:56PM EST	Parameters	Transfer
Run Anytime After 01/30/2020 12:15:55PM EST	Message Log	
Began Process At 01/30/2020 12:17:05PM EST	Batch Timings	
Ended Process At 01/30/2020 12:17:19PM EST	View Log/Trace	

9. Open the PDF file to view the report.

10. Use the total from this report to compare to the query being run in the next step below.

Distribution Details

Distribution Node PSUNIX	Expiration Date 02/06/2020
---------------------------------	-----------------------------------

File List

Name	File Size (bytes)	Datetime Created
AOCRVRPT_2250597.PDF	11,946	01/30/2020 12:17:19.394337PM EST
AOCRVRPT_2250597.out	18,154	01/30/2020 12:17:19.394337PM EST
SQR_AOCRVRPT_2250597.log	1,713	01/30/2020 12:17:19.394337PM EST

Part 2: Review AOC_CHARGE_ID_ALLOC_EOM QUERY

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

1. The **Query Viewer** page will display.
 - a. Enter “AOC_CHARGE_ID_ALLOC_EOM” as your search criteria.
 - b. Click the **Search** button.

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](#)

Search Results

*Folder View

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_CHARGE_ID_ALLOC_EOM	Charges inc9588,9591,7530w/OTH	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

- c. The AOC_CHARGE_ID_ALLOC_EOM query will display.
 - i. Click the [HTML](#) or [Excel](#) link, then enter your JUD## (SetID) and Z-date range values for the search (include the entire month, i.e. 12/01/2018 to 12/31/2018).
 - ii. The results will show the allocation of all payments and adjustments.
- d. Click the **View Results** button.

2. The query should be downloaded to Excel and **sub-totaled by Charge Code**.

- a. Review each Sub-Total Amount to confirm none are a negative (-) sub-total amount. **Should there be a negative sub-total amount, an adjustment must be entered before proceeding to Step 2** (see Excel Tips in the Appendix).
- b. Compare the query total amount to the Revenue Detail Activity Report total. They should match.

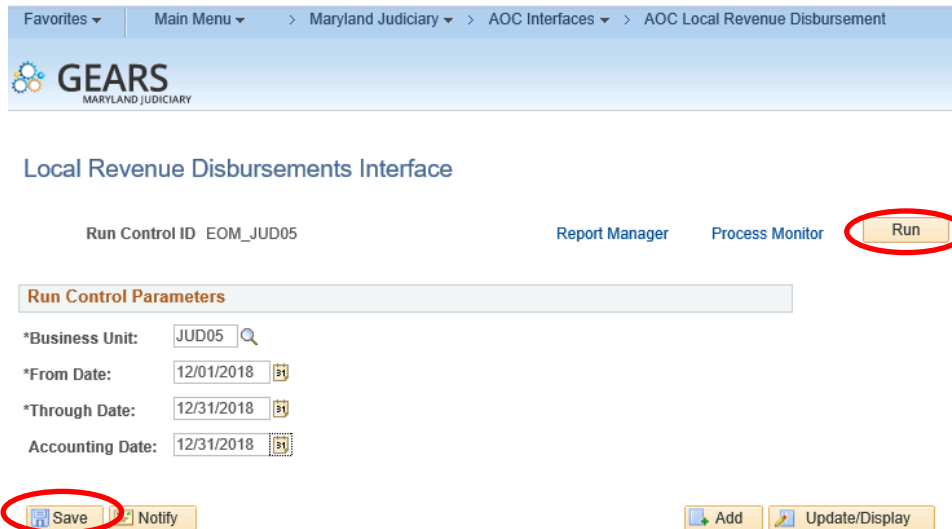
Helpful Hint: *If your reports do not match, check if there are any revenue refunds listed on the Revenue Detail Activity Report. If so, be sure an adjustment “OTH” bill was created.*

NOTE: Any errors or differences found must be fixed before moving forward. Navigate to the bill in error to review and make corrections. **Contact the JIS Helpdesk for support.**

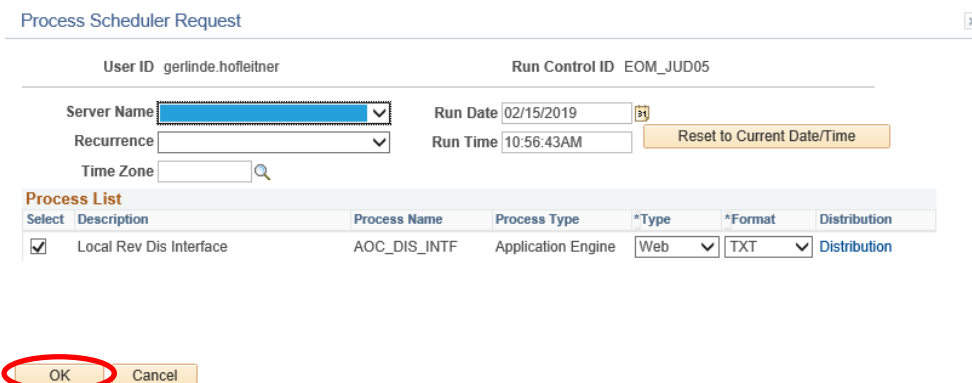
STEP 2: Create Local Revenue Bills - This process creates summarized credit bills for each Local Disbursement customer and Charge Code.

NAVIGATION: Main Menu > Maryland Judiciary > AOC Interfaces > AOC Local Revenue Disbursement

1. The **Local Revenue Disbursement** – Run Control page will display.
 - a. Select a Run Control – Click Search to “Find an Existing Value” or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g. ‘LRV’ or ‘Local_Revenue’).
 - b. The **Local Revenue Disbursements Interface** page will display.
 - i. **Business Unit:** Enter JUD##.
 - ii. **From Date:** Enter Beginning date of the disbursement period (i.e.: 1st of Prior month).
 - iii. **Through Date:** Enter Ending date of the disbursement period (i.e.: last of Prior month).
 - iv. **Accounting Date:** Will default to the selected Through Date. (i.e.: Prior month end date).
 - v. Click the **Save** button.
 - vi. Click the **Run** button.



- c. The **Process Scheduler Request** page will display.
 - i. Confirm the **AOC_DIS_INTF** Process Name is selected in the Process List section.
 - ii. Click the **OK** button.



Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Local Rev Dis Interface	AOC_DIS_INTF	Application Engine	Web	TXT	Distribution

- d. The [Local Revenue Disbursements Interface](#) page will display.
 - i. A Process Instance number will display to show that processing has begun.
 - ii. Click the [Process Monitor](#) link.

Local Revenue Disbursements Interface

Run Control ID EOM_JUD05
Report Manager

Process Monitor

Run

Process Instance: 1877450

Run Control Parameters

*Business Unit:

*From Date:

*Through Date:

Accounting Date:

The [Process List](#) page will display.

- iii. Review the process list to see the AOC_DIS_INTF process is running.
- iv. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 1. If the Run Status = NO SUCCESS – **STOP!**
 2. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
 3. Once the Run Status = *Success* and Distribution Status = *Posted*. Click the Details link, then the Message Log to obtain the INTF_ID# for the next process.

Process List
Server List

View Process Request For

User ID Type Last Days

Server Name Instance From 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"/>	1877450		Application Engine	AOC_DIS_INTF	gerlinde.hofleitner	02/15/2019 10:56:43AM EST	Success	Posted	Details

Message Log

Process

Instance: 1877450 Type: Application Engine

Name: AOC_DIS_INTF Description: Local Rev Dis Interface

Severity	Log Time	Message Text	Explain
	11:01:51AM	INTF_ID 67377 Created with 133 Lines and total of -35686.45	<input type="button" value="Explain"/>
	11:01:58AM	Published message with ID 05eb6852-313b-11e9-83c2-9c014540e63d to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	11:01:58AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

STEP 3: Run the Billing Interface – This step transmits the local revenue disbursement data from the staging table to the billing module creating new LRV bills. This step also processes your transactions and allocates the revenue based on the accounting rules and system configuration settings.

NAVIGATION: Main Menu > Billing > Interface Transactions > Process Billing Interface

1. The **Process Billing Interface** Run Control page will open.
 - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID to be used each month for processing your local revenue.
 - b. Look up your Interface ID by using the Magnifying Glass icon to the right of the **From Interface ID** field.
 - i. **There should only be one Interface ID in your list.**
 - ii. Click the new Interface ID number to add it to the **From Interface ID** field.
 - c. Click the **Save** button.
 - d. Click the **Run** button.







2. The **Process Scheduler Request** page will display.
 - a. Confirm the **BIIF0001** Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.
3. The **Process Billing Interface** page will display.
 - a. A Process Instance number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.
4. The **Process List** page will display.
 - a. Review the process list to see the BIIF0001 process is running.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS – **STOP!**
 - ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
 - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.

- d. Click the [Message Log](#) Link – **THIS IS AN IMPORTANT STEP.**
 - i. The Message Log page will display.

Message Log

Process

Instance: 1877451 Type: Application Engine
 Name: BIIF0001 Description: Billing Interface

Personalize Find View All  			
			First  1-6 of 6  Last
Severity	Log Time	Message Text	Explain
10	11:16:37AM	BI Interface was started: 67377 To: 67377 Option: ALL	<input type="button" value="Explain"/>
10	11:17:20AM	Transactions in Error: 0	<input type="button" value="Explain"/>
10	11:17:20AM	New Bill Headers Created: 10	<input type="button" value="Explain"/>
10	11:17:20AM	New Bill Lines Created: 133	<input type="button" value="Explain"/>
	11:17:31AM	Published message with ID 321abe92-313d-11e9-83c2-9c014540e63d to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	11:17:31AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

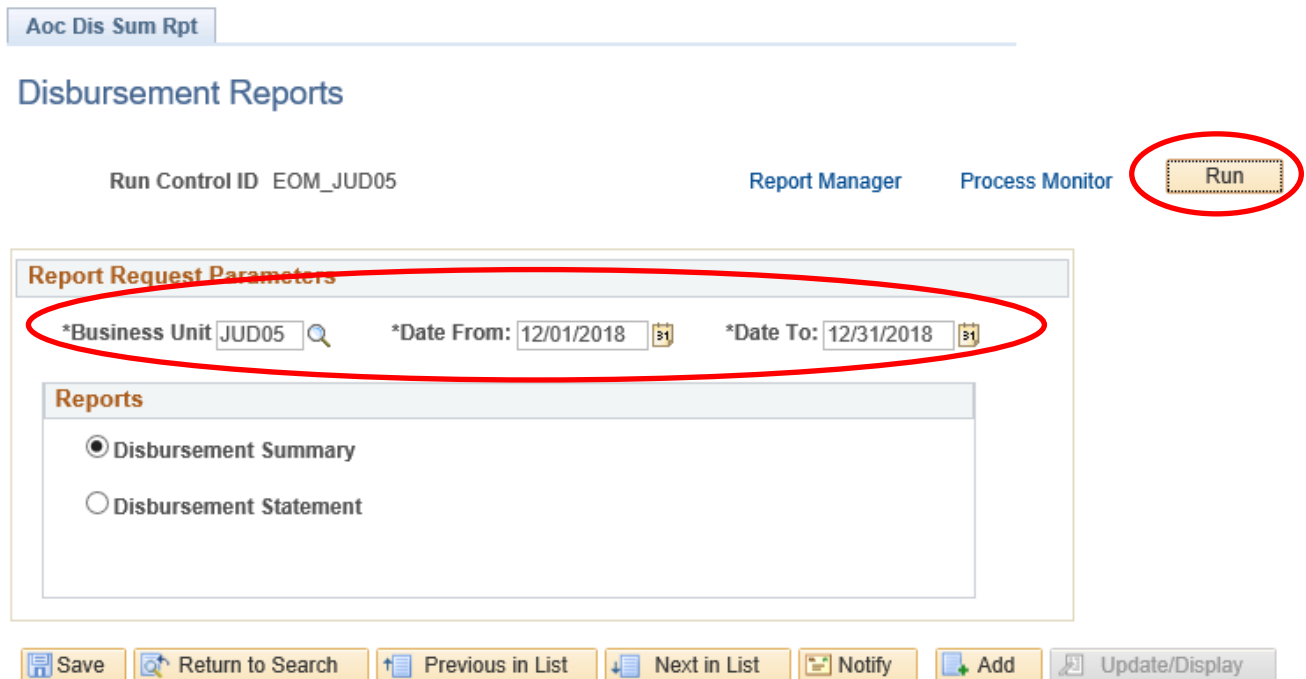
NOTE: Write down the “New Bill Headers Created” (number of bills created), as this will be needed further in the process.

- e. If there are **Transactions in Error: STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem.**
- f. Return to the [Process Detail](#) Page by clicking the **Return** button.
- g. Return to the [Process List](#) Page by clicking the **OK** button.
- h. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.

STEP 4: Run Disbursement Reports – Disbursement Reports consist of a single summary report and statement reports of credit refunds to be made to each local municipality. You will run and print both sets of reports.

NAVIGATION: Main Menu > Maryland Judiciary > AOC Custom Reports > AOC Disbursement Reports

1. The **AOC Dis Sum Rpt** Run Control page will display.
 - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control ID you created for LRV or Local Revenue.
2. The **Disbursement Reports** page will display.
 - a. **Business Unit:** Enter JUD##.
 - b. **Date From:** and **Date To:** Enter the date range of the disbursement period.
 - c. Select the **Disbursement Summary** option.
 - d. Click the **Save** button to save your run control parameters.
 - e. Click the **Run** button.



Aoc Dis Sum Rpt

Disbursement Reports

Run Control ID EOM_JUD05

Report Manager Process Monitor **Run**

Report Request Parameters

*Business Unit *Date From: *Date To:

Reports

Disbursement Summary

Disbursement Statement

Save Return to Search Previous in List Next in List Notify Add Update/Display

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button to return to the [Disbursement Reports](#) page.

Process Scheduler Request ✕

User ID **gerlinde.hofleitner** Run Control ID **EOM_JUD05**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	Distribution

4. The [Disbursement Reports](#) page will display.
 - a. A Process Instance number will display below the Run button indicating that the AOCDISBSUM process has begun.
 - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
5. The [Process List](#) page will display.
 - a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status.

View Process Request For

User ID Type Last 14 Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877452		BI Publisher	AOCDISBSUM	gerlinde.hofleitner	02/15/2019 11:22:38AM EST	Success	Posted	Details

6. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link.

Process Detail

Process	
Instance	1877452
Type	BI Publisher
Name	AOCDISBSUM
Description	Disbursement Reports
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	EOM_JUD05
Location	Server
Server	PSNT3
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	02/15/2019 11:23:29AM EST
Run Anytime After	02/15/2019 11:22:38AM EST
Began Process At	02/15/2019 11:23:33AM EST
Ended Process At	02/15/2019 11:23:48AM EST
	Parameters Transfer Message Log View Locks Batch Timings View Log/Trace

7. The [View Log/Trace](#) page will display.
 - a. Click the [AOC_DISB_SUM.pdf](#) link to open and review the Disbursement Summary Report.

View Log/Trace

Report			
Report ID	1797125	Process Instance	1877452
Name	AOCDISBSUM	Process Type	XML Publisher
Run Status	Success		
Disbursement Reports			
Distribution Details			
Distribution Node	PSUNIX	Expiration Date	02/22/2019
File List			
Name	File Size (bytes)	Datetime Created	
AE_AOCDISBSUM_1877452.stdout	303	02/15/2019 11:23:48.421149AM EST	
AE_AOCDISBSUM_1877452.trc	0	02/15/2019 11:23:48.421149AM EST	
AOC_DISB_SUM.pdf	38,880	02/15/2019 11:23:48.421149AM EST	
Distribute To			
Distribution ID Type	*Distribution ID		
User	gerlinde.hofleitner		

OTC – End-of-Month Local Revenue Disbursements Process

- b. Review the Disbursement Transmittal Summary Report. All amounts to be disbursed will be displayed on the report as a summary invoice amount per charge code/per customer.
 - i. This report should balance to the AOC_CHARGE_ID_ALLOC_EOM query run in the previous step.

Note: If the results do not match, please enter a Helpdesk ticket for assistance in balancing.



DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By _____

Approved By _____

Business Unit: JUD05 - Caroline County Circuit Court
 Date From: 12-01-2018 Date To: 12-31-2018

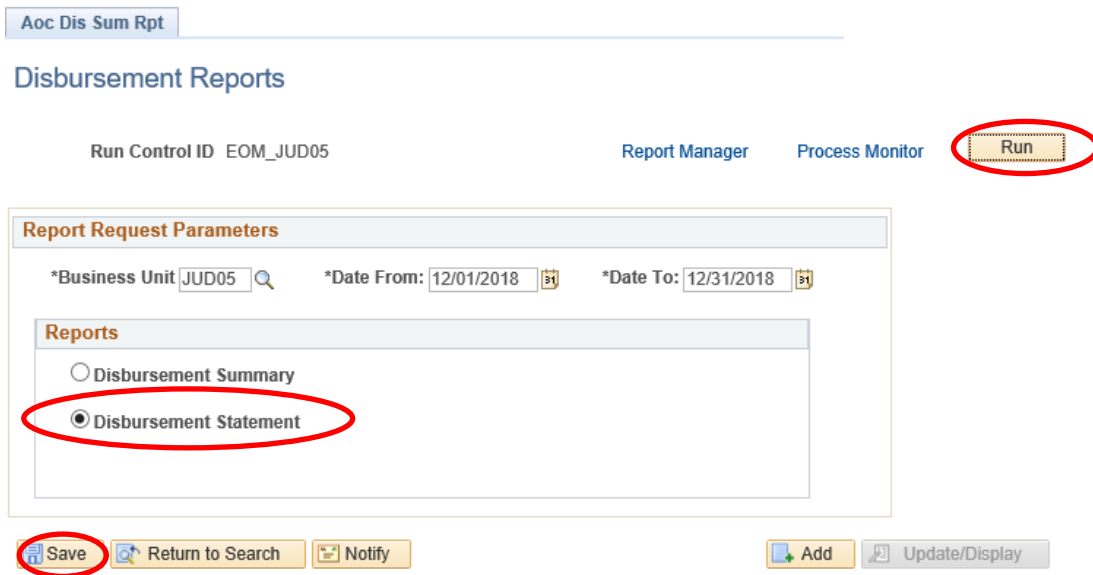
CUSTOMER ID	CUSTOMER NAME	INVOICE NUMBER	INVOICE DATE	INVOICE NAME	PCA	ACCT	INVOICE AMOUNT	INTEREST AMOUNT	TOTAL
LOC0008145	CAROLINE COUNTY SHERIFF	0014844339	2018-12-31	Sheriff Fee Caroline	05270	9511	\$288.53	\$0.00	
Customer Total:							\$288.53	\$0.00	\$288.53
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844332	2018-12-31	LR County Transfer Tax	05270	9511	\$34,242.73	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844333	2018-12-31	Marriage License App	05270	9511	\$300.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844334	2018-12-31	Marriage Civil Ceremony	05270	9511	\$40.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844336	2018-12-31	Fine	05270	9511	\$177.80	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844338	2018-12-31	BL County	05270	9511	\$13.78	\$0.00	
Customer Total:							\$34,774.11	\$0.00	\$34,774.11
LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	2018-12-31	BL Greensboro	05270	9511	\$8.89	\$0.00	
Customer Total:							\$8.89	\$0.00	\$8.89
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	2018-12-31	Appearance Fee Civil Action	05270	9511	\$180.00	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	2018-12-31	Appearance Fee Criminal Case	05270	9511	\$277.07	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	2018-12-31	Fine	05270	9511	\$159.85	\$0.00	
Customer Total:							\$616.92	\$0.00	\$616.92
GRAND TOTALS:							\$35,886.45	\$0.00	\$35,886.45

- c. Click the **Return** button to go back to the [Process Detail](#) page.
- d. Click the **OK** button to return to the Process List.
- e. Click the [Go back to AOC DIS SUM](#) link at the bottom of the page above the Save button.

8. The *Disbursement Reports* page displays.

NOTE: Circuit Court should process this report after STEP 5 – Interest is processed.

- a. **Business Unit:** (JUD##) and date range are still populated.
- b. **Disbursement Statement:** Select this option. (This report should be distributed to each Disbursement recipient to communicate monies being received.)
- c. Click the **Save** button.
- d. Click the **Run** button.



Aoc Dis Sum Rpt

Disbursement Reports

Run Control ID EOM_JUD05 Report Manager Process Monitor **Run**

Report Request Parameters

*Business Unit: JUD05 *Date From: 12/01/2018 *Date To: 12/31/2018

Reports

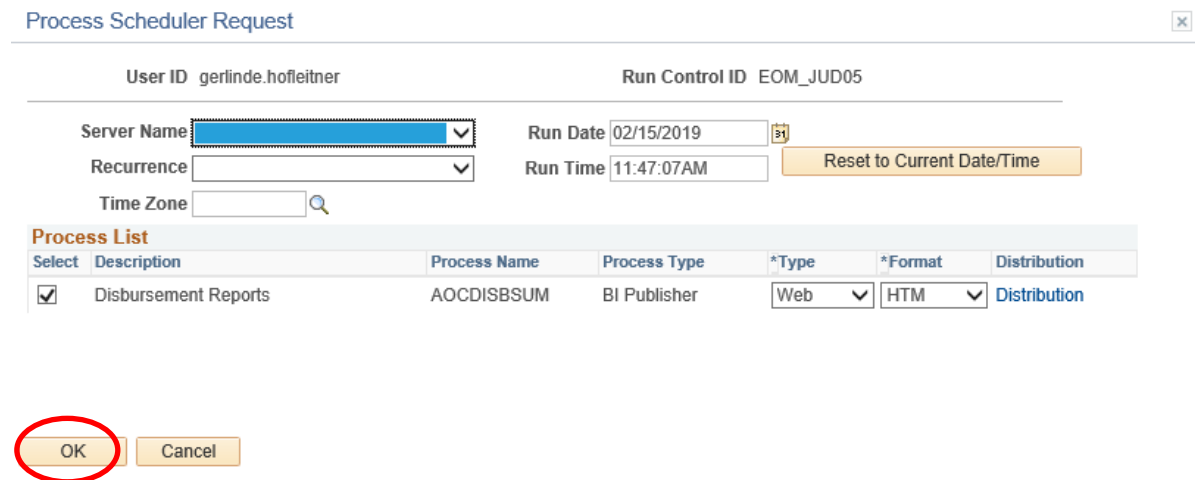
Disbursement Summary

Disbursement Statement

Save Return to Search Notify Add Update/Display

The *Process Scheduler Request* page will display.

- e. Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
- f. Click the **OK** button to return to the Disbursement Reports page.



Process Scheduler Request

User ID gerlinde.hofleitner Run Control ID EOM_JUD05

Server Name: [dropdown] Run Date: 02/15/2019 Run Time: 11:47:07AM Reset to Current Date/Time

Recurrence: [dropdown] Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	Distribution

OK Cancel

9. The [Disbursement Reports](#) page will display.
 - a. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
 - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
10. The [Process List](#) page will display.
 - a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status.

Process List | Server List

View Process Request For

User ID: Type: Last: Days: **Refresh**

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | | First 1-10 of 10 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877453		BI Publisher	AOCDISBSUM	gerlinde.hofleitner	02/15/2019 11:47:07AM EST	Queued	N/A	Details

11. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link.

Process Detail

Process

Instance 1877453 Type BI Publisher
 Name AOCDISBSUM Description Disbursement Reports
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID EOM_JUD05
 Location Server
 Server PSNT3
 Recurrence

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 02/15/2019 11:48:33AM EST Parameters Transfer
 Run Anytime After 02/15/2019 11:47:07AM EST Message Log View Locks
 Began Process At 02/15/2019 11:48:52AM EST Batch Timings
 Ended Process At 02/15/2019 11:49:07AM EST **View Log/Trace**

OK Cancel

12. The [View Log/Trace](#) page will display.
 - a. Click the [AOC_DISB_STM.pdf](#) link to open and review the Disbursement Statements.
 - b. Multiple statements will be generated for this report and printed as separate pages by Customer.

View Log/Trace ✕

Report

Report ID	1797126	Process Instance	1877453	Message Log
Name	AOCDISBSUM	Process Type	XML Publisher	
Run Status	Success			

Disbursement Reports

Distribution Details

Distribution Node	PSUNIX	Expiration Date	02/22/2019
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File List

Name	File Size (bytes)	Datetime Created
AE_AOCDISBSUM_1877453.stdout	303	02/15/2019 11:49:07.542148AM EST
AE_AOCDISBSUM_1877453.trc	0	02/15/2019 11:49:07.542148AM EST
AOC_DISB_STM.pdf	44,016	02/15/2019 11:49:07.542148AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	gerlinde.hofleitner

[Return](#)

- c. Disbursement Statement example. Use the scroll button to the right to view all the reports.



Caroline County Circuit Court
 MARKET STREET
 DENTON MD 21629
 410/479-1812

Date From: 12/01/2018 Date To: 12/31/2018

CAROLINE COUNTY COMMISSIONERS
 COURTHOUSE
 109 MARKET ST, ROOM 109
 DENTON MD 21629-0000

DISBURSEMENT STATEMENT

INVOICE NUMBER	INVOICE DT	INVOICE NAME	FED ID	INVOICE AMOUNT
0014844332	2018-12-31	LR County Transfer Tax	526000905	34,242.73
0014844333	2018-12-31	Marriage License App	526000905	300.00
0014844334	2018-12-31	Marriage Civil Ceremony	526000905	40.00
0014844336	2018-12-31	Fine	526000905	177.60
0014844338	2018-12-31	BL County	526000905	13.78
Net disbursed to:			CAROLINE COUNTY COMMISSIONERS	34,774.11

All Checks will be issued by the Comptroller's Office.

If District Court – Skip STEP 5 and go to STEP 6.

If Circuit Court and NOT posting Local Revenue Interest – Skip STEP 5 and go to STEP 6.

If Circuit Court and Posting Local Revenue Interest - Proceed with STEP 5 below.

STEP 5: Calculate Local Revenue Interest - CIRCUIT COURT ONLY – As part of the Local Revenue Disbursement process, the interest generated against Local Revenue must be entered into GEARS as a separate bill per customer so it can also be disbursed. To calculate the amount of interest to be disbursed to each customer, run the AOC Interest Allocation Report. This will provide the total interest to be paid to each customer for the period entered. Interest will be calculated on all Charge Codes except those you have requested to be excluded from Interest calculation in the setup.

Note: The Local Revenue Interest emailed to you from DBF in the current month should be used for the following month's interest calculation, unless you disburse interest annually. As a reminder, the monthly interest filers will have 2 months of interest to use in their calculation and disbursement for the month of June.

STEP 5.1 – Generate and Print AOC Interest Allocation Report

NAVIGATION: Main Menu > Maryland Judiciary > AOC Custom Reports > AOC Interest Allocation Report

1. The **AOC Int Alloc Rpt** Run Control page will display.
 - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control ID you created for LRV or Local Revenue.
2. The **Interest Allocation Report** page will display.
 - a. **Business Unit:** Enter JUD##.
 - b. **Date From:** and **Date To:** Enter the 1st and last day of the month interest is being calculated.
 - c. Enter the total interest amount to be disbursed (e.g. \$359.31).
 - d. Click the **Save** button.
 - e. Click the **Run** button.

AOC Int Alloc Rpt

Interest Allocation Report

Run Control ID EOM_JUD05
Report Manager
Process Monitor
Run

User ID

*Business Unit
*Date From:
*Date To:

Reports

Interest Disbursement Calculation	Enter Total Interest Amount	<input style="border: 2px solid red;" type="text" value="359.310"/>
-----------------------------------	-----------------------------	---

Save
Return to Search
Notify
Add
Update/Display

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the **AOCDISBINT** Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button to return to the Disbursement Reports page.

Process Scheduler Request

User ID gerlinde.hofleitner Run Control ID EOM_JUD05

Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Interest Allocation Report	AOCDISBINT	BI Publisher	Web	HTM	Distribution

OK
Cancel

- c. A Process Instance number will display indicating that the AOCDISBSINT process has begun.
 - d. Select the [Process Monitor](#) link to see the run and distribution statuses.
4. The [Process List](#) page will display.
 - a. Review the Process List to see the AOCDISBINT process is running.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status.

Process List
Server List

View Process Request For

User ID

Server

Run Status

Type

Name

Distribution Status

Last

Instance From

Instance To

14

Days

Save On Refresh

Refresh

Process List Personalize | Find | View All | First | 1-11 of 11 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877455		BI Publisher	AOCDISBINT	gerlinde.hofleitner	02/15/2019 12:46:04PM EST	Queued	N/A	Details
<input type="checkbox"/>	1877453		BI Publisher	AOCDISBSUM	gerlinde.hofleitner	02/15/2019 11:47:07AM EST	Success	Posted	Details

5. The *Process Detail* page will display.
 - a. Click the View Log/Trace link.

Process Detail

Process	
Instance 1877455	Type BI Publisher
Name AOCDISBINT	Description Interest Allocation Report
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID EOM_JUD05	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT3	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 02/15/2019 12:46:44PM EST	Parameters Transfer
Run Anytime After 02/15/2019 12:46:04PM EST	Message Log View Locks
Began Process At 02/15/2019 12:47:02PM EST	Batch Timings
Ended Process At 02/15/2019 12:47:17PM EST	View Log/Trace

6. The *View Log/Trace* page will display.
 - a. Click the [AE AOCDISBINT.xlsx](#) link to open and review the **Interest Allocation Report**.

View Log/Trace

Report			
Report ID 1797128	Process Instance 1877455	Message Log	
Name AOCDISBINT	Process Type XML Publisher		
Run Status Success			

Interest Allocation Report

Distribution Details			
Distribution Node PSUNIX	Expiration Date	02/22/2019	

File List		
Name	File Size (bytes)	Datetime Created
AE_AOCDISBINT_1877455.stdout	330	02/15/2019 12:47:17.783660PM EST
AE_AOCDISBINT_1877455.xlsx	4,685	02/15/2019 12:47:17.783660PM EST

Distribute To	
Distribution ID Type	*Distribution ID
User	gerlinde.hofleitner

OTC – End-of-Month Local Revenue Disbursements Process

- b. After reviewing the report, notice that all interest amounts to be disbursed are displayed on the report as an interest amount per charge code/per customer. Note: Invoices with zero amounts are not listed on the report output.

- i. In this example:

The Caroline County Sheriff, Caroline County Commissioners, Commissioners of Greensboro, and Bar Library Fund for Caroline County have allocated interest.

Unit	Customer ID	Customer Name	Invoice Number	Invoice Date	Invoice Name	PCA	Account	Invoice Amount	Interest Amount
Unit = JUD05									
Date From = 2018-12-01									
Date To = 2018-12-31									
Run Cntl = EOM_JUD05									
Interest Amount = 359.31									
JUD05	LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	12/31/2018	Sheriff Fee Caroline	05270	9511	288.53	2.930
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844332	12/31/2018	LR County Transfer Tax	05270	9511	34242.73	348.080
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844336	12/31/2018	Fine	05270	9511	177.60	1.800
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844338	12/31/2018	BL County	05270	9511	13.78	0.130
JUD05	LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	12/31/2018	BL Greensboro	05270	9511	6.89	0.060
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	12/31/2018	Appearance Fee Civil Action	05270	9511	180.00	1.820
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	12/31/2018	Appearance Fee Criminal Case	05270	9511	277.07	2.810
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	12/31/2018	Fine	05270	9511	159.85	1.620

- c. Select all transaction rows, except the top rows with the report parameters, and sub-total/sum the interest amount per customer ID as outlined below.

Unit	Customer ID	Customer Name	Invoice Number	Invoice Date	Invoice Name	PCA	Account	Invoice Amount	Interest Amount
JUD05	LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	12/31/2018	Sheriff Fee Caroline	05270	9511	288.53	2.930
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844332	12/31/2018	LR County Transfer Tax	05270	9511	34242.73	348.080
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844336	12/31/2018	Fine	05270	9511	177.60	1.800
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844338	12/31/2018	BL County	05270	9511	13.78	0.130
JUD05	LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	12/31/2018	BL Greensboro	05270	9511	6.89	0.060
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	12/31/2018	Appearance Fee Civil Action	05270	9511	180.00	1.820
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	12/31/2018	Appearance Fee Criminal Case	05270	9511	277.07	2.810
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	12/31/2018	Fine	05270	9511	159.85	1.620

Subtotal ? X

At each change in:
Customer ID

Use function:
Sum

Add subtotal to:

- Invoice Date
- Invoice Name
- PCA
- Account
- Invoice Amount
- Interest Amount

Replace current subtotals
 Page break between groups
 Summary below data

Remove All
OK
Cancel

- d. The sub-total amounts per customer ID will be useful when creating the Interest Bills. By running this process, the system generates the amounts for you rather than doing it manually. However, there could be slight rounding differences that would require an adjustment when entering the interest bills. In this example, the rounding difference is \$ 359.31-359.25= \$ 0.06. Also, total interest per customer that is less than \$ 1 has to be added to the customer with the largest interest amount of the local revenue. In this example, the interest of \$ 0.06 for the Commissioners of Greensboro is added to the Caroline County Commissioners.

Unit	Customer ID	Customer Name	Invoice Number	Invoice Date	Invoice Name	PCA	Account	Invoice Amount	Interest Amount
JUD05	LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	12/31/2018	Sheriff Fee Caroline	05270	9511	288.53	2.930
	LOC0006145 Total								2.930
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844332	12/31/2018	LR County Transfer Tax	05270	9511	34242.73	348.080
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844336	12/31/2018	Fine	05270	9511	177.60	1.800
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844338	12/31/2018	BL County	05270	9511	13.78	0.130
	LOC0006147 Total								350.010
JUD05	LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	12/31/2018	BL Greensboro	05270	9511	6.89	0.060
	LOC0006777 Total								0.060
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	12/31/2018	Appearance Fee Civil Action	05270	9511	180.00	1.820
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	12/31/2018	Appearance Fee Criminal Case	05270	9511	277.07	2.810
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	12/31/2018	Fine	05270	9511	159.85	1.620
	LOC0012219 Total								6.250
	Grand Total								359.250


- e. Using the information on the report, a single interest bill will need to be created for each unique customer.
- f. For the report shown, three interest bills must be created to disburse the interest:
 \$ 2.93 interest to LOC0006145 Caroline County Sheriff.
 \$ 350.01 + 0.06 rounding diff. + 0.06 from LOC0006777 = total \$ 350.13 interest to LOC0006147.
 \$ 6.25 to LOC0012219 Bar Library Fund for Caroline County.
- g. The Grand Total interest amount listed must match the interest amount entered.

Unit	Customer ID	Customer Name	Invoice Num	Invoice Date	Invoice Name	PCA	Account	Invoice Amount	Interest Amount
JUD05	LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	12/31/2018	Sheriff Fee Caroline	05270	9511	288.53	2.930
	LOC0006145 Total								2.930
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844332	12/31/2018	LR County Transfer Tax	05270	9511	34242.73	348.080
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844336	12/31/2018	Fine	05270	9511	177.60	1.800
JUD05	LOC0006147	CAROLINE COUNTY COMMISSIONERS	0014844338	12/31/2018	BL County	05270	9511	13.78	0.130
	LOC0006147 Total								350.010
								round.diff. added	0.060
								interest < \$ 1 Greensboro added	0.060
	LOC0006147 Total								350.130
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE CO	0014844330	12/31/2018	Appearance Fee Civil	05270	9511	180.00	1.820
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE CO	0014844335	12/31/2018	Appearance Fee Crim	05270	9511	277.07	2.810
JUD05	LOC0012219	BAR LIBRARY FUND FOR CAROLINE CO	0014844337	12/31/2018	Fine	05270	9511	159.85	1.620
	LOC0012219 Total								6.250
	Grand Total								359.310


STEP 5.2 – Create a Local Interest Bill per Customer**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. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - c. **Bill Type Identifier:** Enter “INT”
 - d. **Bill Source:** Enter “LOCAL_REV”
 - e. **Customer:** Enter the Local Disbursement Customer that will receive the interest.
 - f. **Invoice Date:** Enter the last day of the previous month (same date as local revenue bills).
 - g. **Accounting Date:** Enter the last day of the previous month (same date as local revenue bills).
 - h. Click the Add button to create the new interest bill.


Bill Entry


Business Unit 


Invoice

Bill Type Identifier 

Bill Source 

Customer 

Invoice Date 

Accounting Date 

2. The default tab, **Header - Info 1**, of the bill detail page will display.
 - a. Click the **Line – Info 1** tab.

3. The **Line – Info 1** page will display.
 - a. **Table:** Enter “ID”.
 - b. **Identifier:** Enter “INTEREST”.
 - c. **Gross Extended:** Enter the **negative** dollar amount (e.g. **-\$ 350.13**) to be disbursed to the proper customer listed on the Interest Allocation report. If there is a rounding issue and the disbursement amount on the report is different than what was entered at the time the report was run: (e.g.: \$1000.00 entered BUT \$999.98 is disbursed on report):
 - i. Add the difference to the disbursement customer with the largest interest amount.
 - ii. Be sure to add this to the Gross Extended amount on the bill.
 - d. Click the **Refresh** button.
 - e. Click the [Accounting](#) link.

Header - Info 1
Line - Info 1

Unit JUD05
Invoice NEXT

Bill To LOC0006147
CAROLINE COUNTY
COMMISSIONERSUS

Pretax Amt
Max Rows 11

-350.13 USD

Bill Line
Find | View All
First 1 of 1 Last

Identifier Look Up Date 12/31/2018

Seq 1 Line

Net Extended -350.13

Table ID

Identifier INTEREST

Description Local Revenue Interest

Quantity 1.0000

From Date

Unit of Measure EA

To Date

Unit Price -350.1300

Line Type REV Accumulate

Gross Extended -350.13

Tax Code Tax Exempt

Less Discount 0.00

Check No

Plus Surcharge 0.00

Net Extended -350.13

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax -350.13

Go to: [Line Info 2](#) [Tax](#) Accounting [Discount/Surcharge](#)

Notes: [Express Entry](#)

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

Save
Notify
Refresh

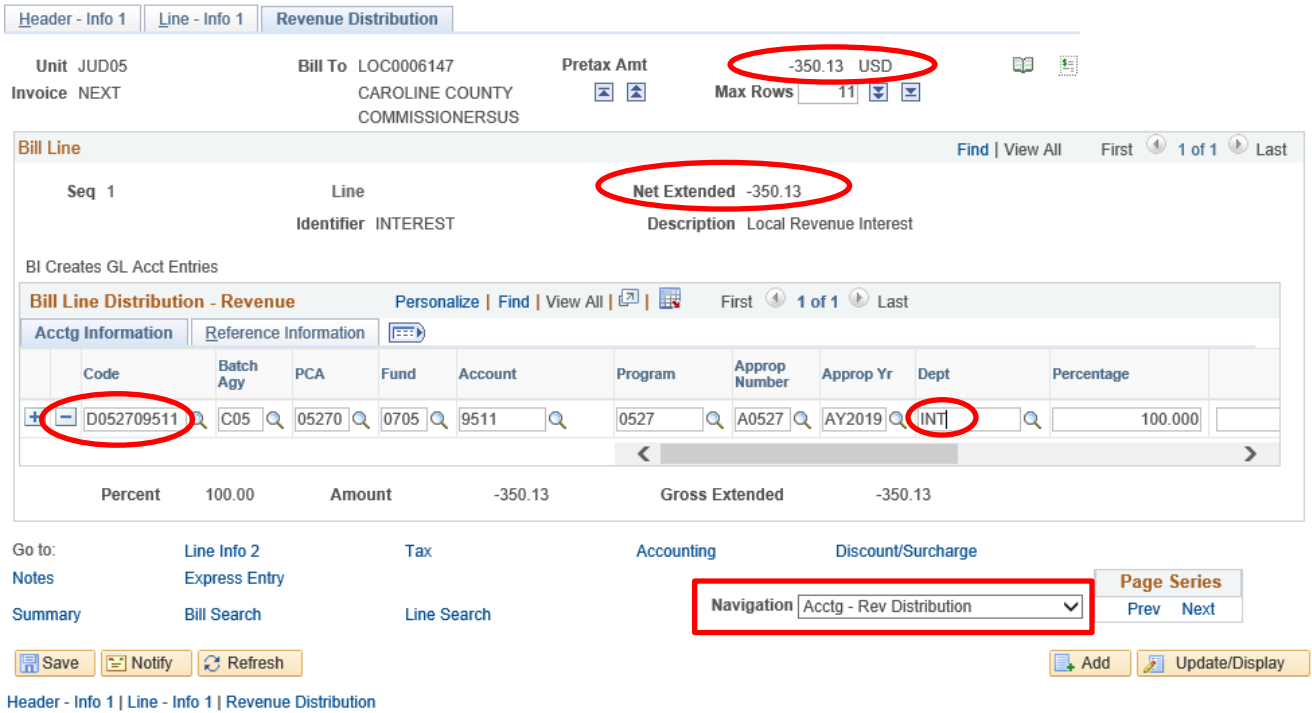
Add
Update/Display

Navigation Line - Info 1

Page Series
Prev Next

Header - Info 1 | Line - Info 1

4. The **Acctg – Rev Distribution** tab will display.
 - a. Verify the **Identifier:** = INTEREST, **Amounts** (Pretax and Net Extended) are correct and the **Distribution Code information** is correct (e.g.: Dxx2709511).
 - i. Add “INT” in the “Dept” field (INT is the Bill Type ID from the Header Info 1 page).
 - b. Click the **Save** button. (Note: An Invoice ID is assigned to your interest bill when saved).
 - c. Select the **Header – Order Info** option from the **Navigation:** drop-down at the bottom right of the page.

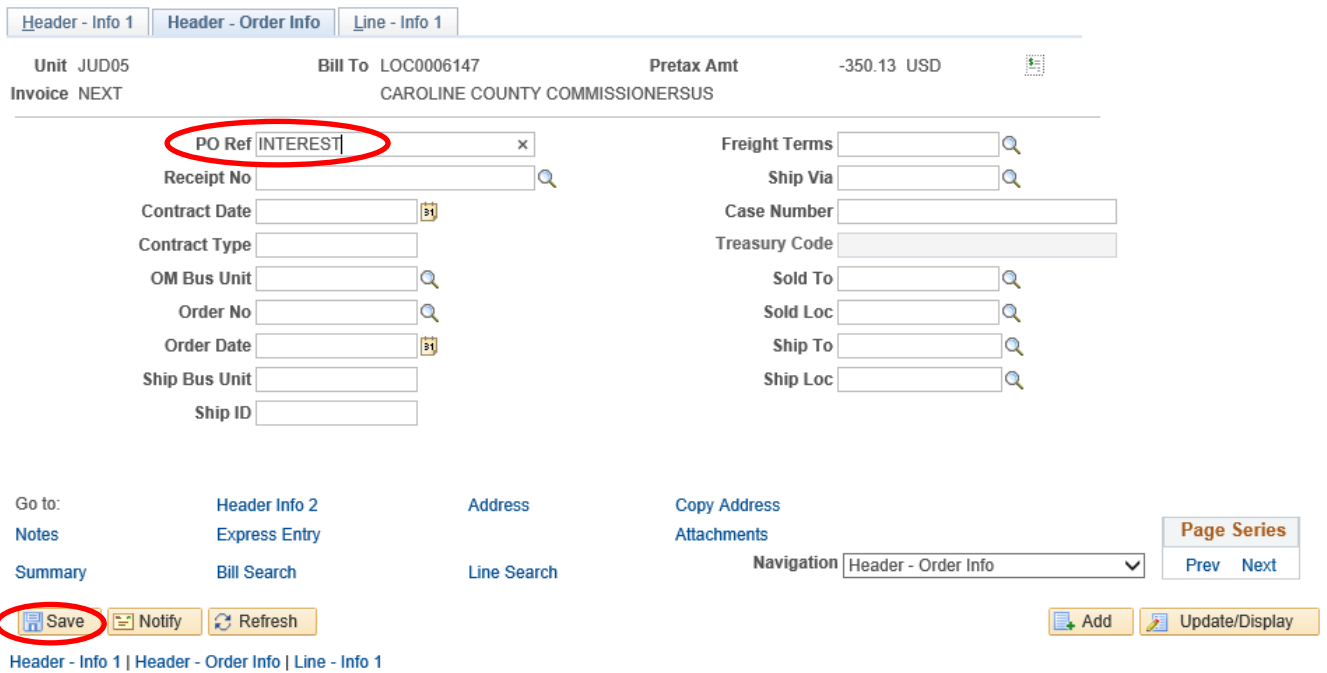


The screenshot displays the 'Revenue Distribution' tab with the following details:

- Unit:** JUD05, **Invoice:** NEXT
- Bill To:** LOC0006147, CAROLINE COUNTY COMMISSIONERSUS
- Pretax Amt:** -350.13 USD
- Max Rows:** 11
- Bill Line:** Seq 1, Line, Identifier INTEREST, Description Local Revenue Interest, Net Extended -350.13
- Bill Line Distribution - Revenue:**

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
D052709511	C05	05270	0705	9511	0527	A0527	AY2019	INT	100.000
Percent	100.00	Amount	-350.13	Gross Extended	-350.13				
- Navigation:** Acctg - Rev Distribution

5. The **Header – Order Info** tab will display.
 - a. Enter “INTEREST” in the PO Ref: field. **NOTE:** Must be spelled out as INTEREST.
 - b. Click the **Save** button.



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

Unit JUD05 Bill To LOC0006147 Pretax Amt -350.13 USD
 Invoice NEXT CAROLINE COUNTY COMMISSIONERSUS

PO Ref: **INTEREST** x

Receipt No: []

Contract Date: []

Contract Type: []

OM Bus Unit: []

Order No: []

Order Date: []

Ship Bus Unit: []

Ship ID: []

Freight Terms: []

Ship Via: []

Case Number: []

Treasury Code: []

Sold To: []

Sold Loc: []

Ship To: []

Ship Loc: []

Go to: Header Info 2 Address Copy Address
 Notes Express Entry Attachments
 Summary Bill Search Line Search Navigation: Header - Order Info

Save Notify Refresh Add Update/Display

Header - Info 1 | Header - Order Info | Line - Info 1

6. Repeat the **Create a Local Interest Bill Process (STEP 5.2)** for each disbursement customer that will receive a portion of the interest generated on Local Revenue.

You can create the rest of the interest bills by using the ‘Copy Single Bill’ feature; see User Guide Appendix D for instructions.

STEP 5.3 – Run the Disbursement Reports

Run and print the Disbursement Transmittal Summary and Disbursement Statement Reports now that you have created your Interest Bill. You will need the Transmittal Summary Report for Step 10 below.

NAVIGATION: Main Menu > Maryland Judiciary > AOC Custom Reports > AOC Disbursement Reports

See STEP 4 on page 7 for detail instructions.

Example of the Disbursement Transmittal Summary report with interest amount.



DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By _____

Approved By _____

Business Unit: JUD05 - Caroline County Circuit Court
Date From: 12-01-2018 Date To: 12-31-2018

CUSTOMER ID	CUSTOMER NAME	INVOICE NUMBER	INVOICE DATE	INVOICE NAME	PCA	ACCT	INVOICE AMOUNT	INTEREST AMOUNT	TOTAL
LOC0006145	CAROLINE COUNTY SHERIFF	0014844339	2018-12-31	Sheriff Fee Caroline	05270	9511	\$288.53	\$0.00	
LOC0006145	CAROLINE COUNTY SHERIFF	0014844365	2018-12-31	Local Revenue Interest	05270	9511	\$0.00	\$2.93	
Customer Total:							\$288.53	\$2.93	\$291.46
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844332	2018-12-31	LR County Transfer Tax	05270	9511	\$34,242.73	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844333	2018-12-31	Marriage License App	05270	9511	\$300.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844334	2018-12-31	Marriage Civil Ceremony	05270	9511	\$40.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844336	2018-12-31	Fine	05270	9511	\$177.50	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844338	2018-12-31	BL County	05270	9511	\$13.78	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844364	2018-12-31	Local Revenue Interest	05270	9511	\$0.00	\$350.13	
Customer Total:							\$34,774.11	\$350.13	\$35,124.24
LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	2018-12-31	BL Greensboro	05270	9511	\$6.89	\$0.00	
Customer Total:							\$6.89	\$0.00	\$6.89
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	2018-12-31	Appearance Fee Civil Action	05270	9511	\$180.00	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	2018-12-31	Appearance Fee Criminal Case	05270	9511	\$277.07	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	2018-12-31	Fine	05270	9511	\$159.85	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844366	2018-12-31	Local Revenue Interest	05270	9511	\$0.00	\$6.25	
Customer Total:							\$616.92	\$6.25	\$623.17
GRAND TOTALS:							\$35,686.45	\$359.31	\$36,045.76

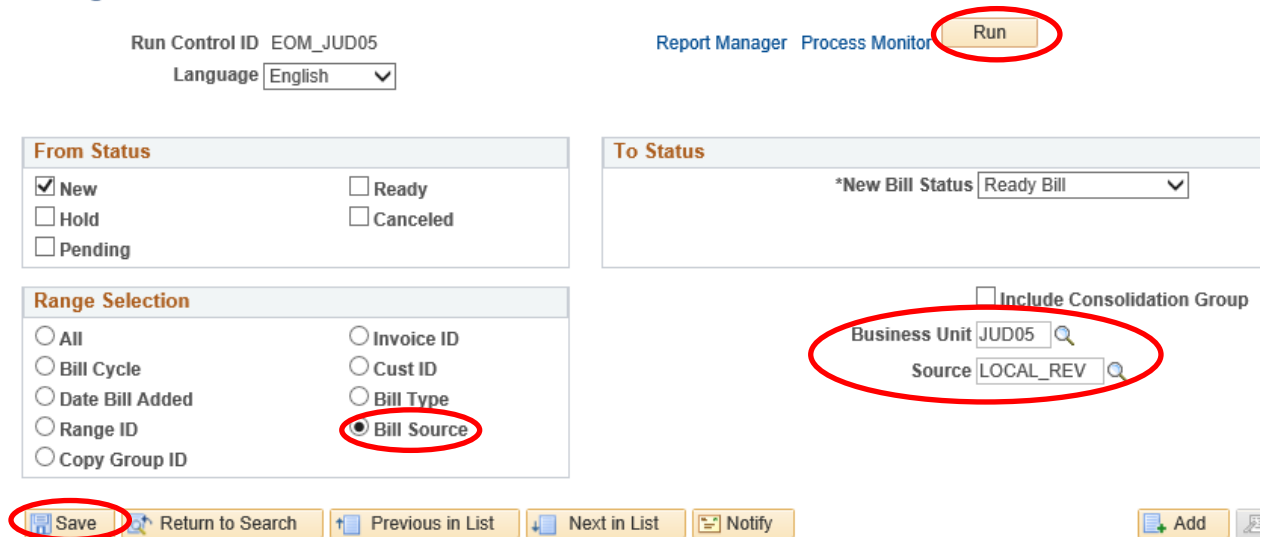
END OF THE "INTEREST FOR CIRCUIT COURT ONLY" PORTION.

STEP 6: Update Bill Status – All bills generated from the Billing Interface or created manually are saved with a status of “New”. These Bills must be changed from a “New” status to “Ready” status to prepare the bill for finalization. The system allows you to run the *Change Status of Bills* process, which changes the bill status to “Ready”. The process will also generate an Invoice Status Change Report, which lists all bills where the status changed to “Ready”.

NAVIGATION: Main Menu > Billing > Maintain Bills > Change Status of Bills

1. The *Bill Status Change* Run Control page will display.
 - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control ID you created for LRV or Local Revenue.
2. The *Change Status of Bills* Run Control page will display.
 - a. Complete the following run control settings:
 - i. **From Status:** select “New”.
 - ii. **To Status:** select “Ready Bill”.
 - iii. **Range Selection:** select “Bill Source”.
 - iv. **Business Unit:** select “JUD##”, where ## is your 2-digit county code.
 - v. **Source:** enter “LOCAL_REV”.
 - b. Click the **Save** button.
 - c. Click the **Run** button.

Change Status of Bills



3. The *Process Scheduler Request* page will display
 - a. Confirm the **BIIVCSTS** Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

4. The [Change Status of Bills](#) page will display.
 - a. A Process Instance number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the process list to see the [BIIVCSTS](#) process is running.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status.
6. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link to review the logs associated with the results of the process.

View Log/Trace ✕

Report

Report ID	1797150	Process Instance	1877484	Message Log
Name	BIIVCSTS	Process Type	SQR Report	
Run Status	Success			

Invoice Status Change

Distribution Details

Distribution Node	PSUNIX	Expiration Date	02/22/2019
-------------------	--------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
BIIVCSTS_1877484.PDF	3,143	02/15/2019 4:51:52.182416PM EST
BIIVCSTS_1877484.out	0	02/15/2019 4:51:52.182416PM EST
SQR_BIIVCSTS_1877484.log	1,696	02/15/2019 4:51:52.182416PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	gerlinde.hofleitner

[Return](#)

7. The [View Log/Trace](#) page will display.
 - a. Click the [BIIVCSTS](#) PDF file to open the Invoice Status Change Report to review all bills. Notice that all bills have a status of “RDY”. The local revenue bills of type LRV and for Circuit Courts only the interest bills of type INT are listed.

PeopleSoft BI
INVOICE STATUS CHANGE REPORT


Page No. 1
Run Date 02/15/2019
Run Time 16:51:44

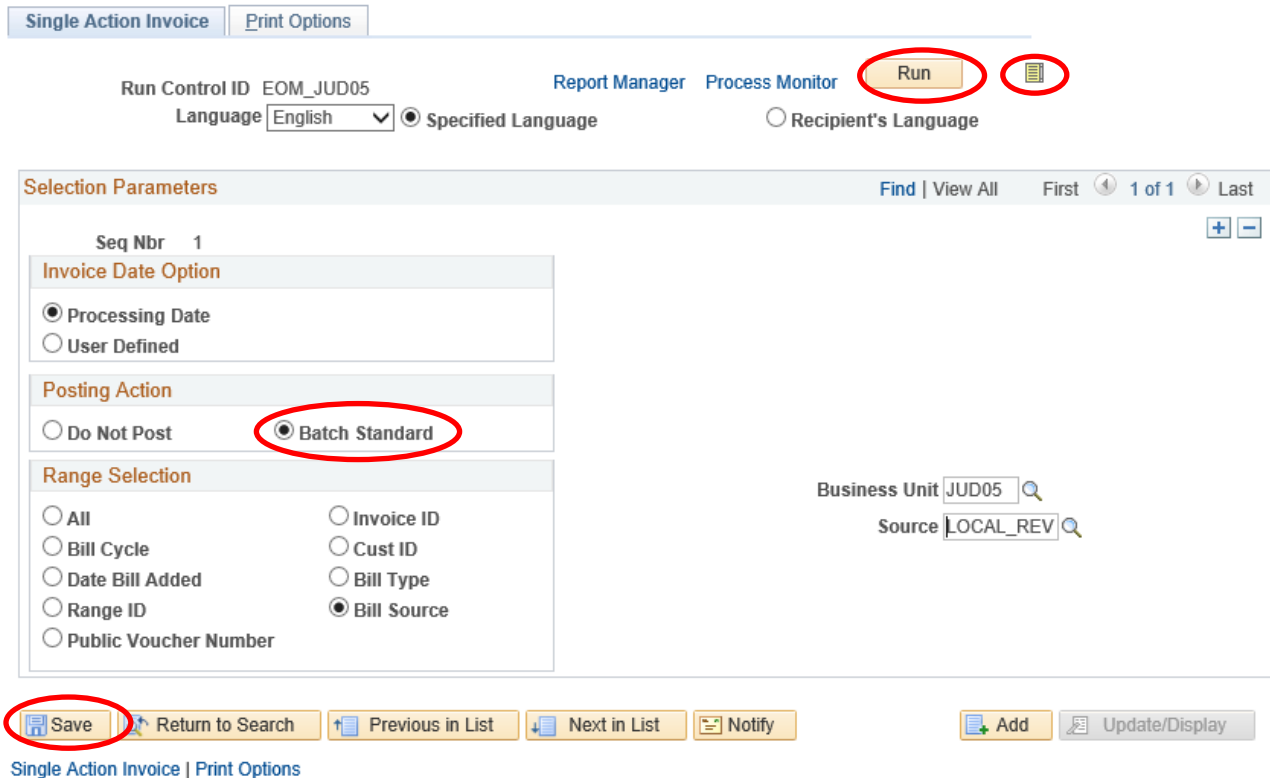
Report ID:	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
BIIVCSTS	JUD05	0014844330	LRV	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N
		0014844331	LRV	COMMISSIONERS OF GREENSB	LOC0006777				IMMED	B	H	N
		0014844332	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
		0014844333	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
		0014844334	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
		0014844335	LRV	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N
		0014844336	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
		0014844337	LRV	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N
		0014844338	LRV	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
		0014844339	LRV	CAROLINE COUNTY SHERIFF	LOC0006145				IMMED	B	H	N
		0014844364	INT	CAROLINE COUNTY COMMISSI	LOC0006147				IMMED	B	H	N
		0014844365	INT	CAROLINE COUNTY SHERIFF	LOC0006145				IMMED	B	H	N
		0014844366	INT	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N

Range Option: BILL SOURCE
 Bill Source Id: LOCAL_REV
 Business Unit: JUD05
 Total Number of bills updated: 13


STEP 7: Process Single Action Invoice - Finalize bills by running the Single Action Invoice process.

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

1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – Our recommendation is to use the run control ID created for LRV or Loc. Rev.
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 Source”.
 - iv. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - v. **Source:** Enter “LOCAL_REV”.
 - b. Click the **Save** button.
 - c. Click the “Bills to be Processed” icon  in the upper right to confirm the number of Bills.



Single Action Invoice | Print Options

Run Control ID EOM_JUD05 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 JUD05
Source LOCAL_REV

Save Return to Search Previous in List Next in List Notify Add Update/Display

Single Action Invoice | Print Options

- i. Click the **Return** button to return to the *Single Action Invoice* run control page, and then click the **Run** button.

Bills To Be Processed ✕

Bills To Be Processed
Personalize | Find | View All | |
First 1-9 of 13 Last

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD05	0014844330	RDY	LOC0012219	XMLPUB	X	Print Copy
JUD05	0014844331	RDY	LOC0006777	XMLPUB	X	Print Copy
JUD05	0014844332	RDY	LOC0006147	XMLPUB	X	Print Copy
JUD05	0014844333	RDY	LOC0006147	XMLPUB	X	Print Copy
JUD05	0014844334	RDY	LOC0006147	XMLPUB	X	Print Copy
JUD05	0014844335	RDY	LOC0012219	XMLPUB	X	Print Copy
JUD05	0014844336	RDY	LOC0006147	XMLPUB	X	Print Copy
JUD05	0014844337	RDY	LOC0012219	XMLPUB	X	Print Copy
JUD05	0014844338	RDY	LOC0006147	XMLPUB	X	Print Copy

Return

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

Process Scheduler Request ✕

User ID gerinde.hofleitner
Run Control ID EOM_JUD05

Server Name

Recurrence

Time Zone

Run Date

Run Time

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

OK
Cancel

4. The *Single Action Invoice* Run Control page will display.
 - a. A Process Instance number will display indicating that the **AOC_MAIN** process has begun.
 - b. Click the [Process Monitor](#) link.

Single Action Invoice | Print Options

Run Control ID EOM_JUD05 Report Manager **Process Monitor** Run

Language English Specified Language Recipient's Language

Process Instance: 1877513

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 JUD05
Source LOCAL_REV

Save Return to Search Previous in List Next in List Notify Add Update/Display

Single Action Invoice | Print Options

5. The [Process List](#) page will display.
 - a. Click the [AOC MAIN](#) process name link to see its sub-processes.
 - b. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.

Process Detail ✕

Process Name AOC_MAIN Refresh

Main Job Instance 1877513

Left | Right

- 1877513 - AOC_MAIN Success
- 1877514 - BIIVC000 Success
- 1877515 - BICURCNV Success
- 1877516 - BIPRELD Success
- 1877517 - BILDGL01 Success
- 1877518 - BILDAR01 Success

Return

- i. Click the **BIIVC000** sub-process.
- ii. Click the [Message Log](#) link. This number should match the number of bill headers you noted from the Billing Interface process; Local revenue (LRV) and interest (INT) bills, if any.

NOTE: Make sure that “0 bill(s) were found to contain errors(s).” **If there are errors, STOP and call the helpdesk.**

[Message Log](#)

Process				
Instance:	1877514	Type:	Application Engine	
Name:	BIIVC000	Description:	Pre-process & Finalization	
Personalize Find View All				
		First	1-6 of 6	Last
Severity	Log Time	Message Text	Explain	
10	9:33:49AM	13 bill(s) were selected for processing.	Explain	
10	9:33:49AM	0 bill(s) were found to contain error(s).	Explain	
10	9:33:49AM	13 bill(s) were processed successfully.	Explain	
10	9:33:49AM	Total amount processed: -36045.76 in USD.	Explain	
	9:34:02AM	Published message with ID 66ca0462-3453-11e9-9dc0-f1dd9e66f6be to create entry in folder GENERAL.	Explain	
	9:34:02AM	Successfully posted generated files to the report repository	Explain	

- iii. Click the **Return** button, then the **OK** button to return to AOC_MAIN. Click the **BILDAR01** sub-process.
 - 1. Click the [View Log/Trace](#) link and select the PDF file. Review the “Load AR Pending Items” report to confirm the total # of invoices and amounts.

Report ID: BILDAR01	PeopleSoft BI LOAD AR PENDING ITEMS	Page No. 1 Run Date 02/19/2019 Run Time 09:37:01
Range Option: BILL_SOURCE		
Bill Source Id: LOCAL_REV		
Business Unit: JUD05		
Post Action: Post Later		

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
1882	1	LOC0006145	0014844339		CR	LRVDS	IT-02	-288.53	USD	-288.53	USD	2018-12-31	IMMED
	2	LOC0006145	0014844365		CR	LRINT	IT-02	-2.93	USD	-2.93	USD	2018-12-31	IMMED
	3	LOC0006147	0014844332		CR	LRVDS	IT-02	-34,242.73	USD	-34,242.73	USD	2018-12-31	IMMED
	4	LOC0006147	0014844333		CR	LRVDS	IT-02	-300.00	USD	-300.00	USD	2018-12-31	IMMED
	5	LOC0006147	0014844334		CR	LRVDS	IT-02	-40.00	USD	-40.00	USD	2018-12-31	IMMED
	6	LOC0006147	0014844336		CR	LRVDS	IT-02	-177.60	USD	-177.60	USD	2018-12-31	IMMED
	7	LOC0006147	0014844338		CR	LRVDS	IT-02	-13.78	USD	-13.78	USD	2018-12-31	IMMED
	8	LOC0006147	0014844364		CR	LRINT	IT-02	-350.13	USD	-350.13	USD	2018-12-31	IMMED
	9	LOC0006777	0014844331		CR	LRVDS	IT-02	-6.89	USD	-6.89	USD	2018-12-31	IMMED
	10	LOC0012219	0014844330		CR	LRVDS	IT-02	-180.00	USD	-180.00	USD	2018-12-31	IMMED
	11	LOC0012219	0014844335		CR	LRVDS	IT-02	-277.07	USD	-277.07	USD	2018-12-31	IMMED
	12	LOC0012219	0014844337		CR	LRVDS	IT-02	-159.85	USD	-159.85	USD	2018-12-31	IMMED
	13	LOC0012219	0014844366		CR	LRINT	IT-02	-6.25	USD	-6.25	USD	2018-12-31	IMMED

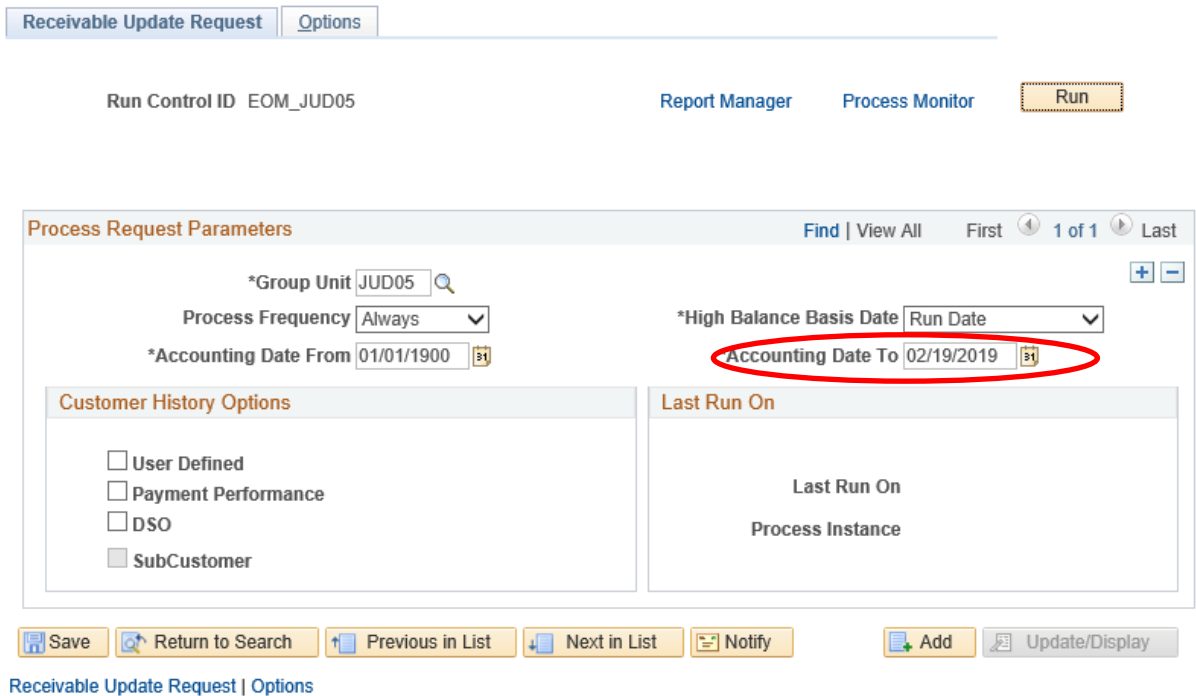
# OF INVOICES IN GROUP:	13
# OF AR ENTRIES IN GROUP:	13
ACCOUNTS RECEIVABLE AMOUNT:	-36,045.76 USD

TOTAL # OF INVOICES PROCESSED:	13
TOTAL # OF AR ENTRIES GENERATED:	13

STEP 8: Run the AR_UPDATE Process for Local Revenue – The Request Receivables Update process updates each customer’s bills or payments in the AR module.

NAVIGATION: Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

1. The *Request Receivables Update* Run Control page will display.
 - a. Select a Run Control - Search if needed using the “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.: “LRV” for Local Revenue).
2. The *Receivable Update Request* page will display.
 - a. Enter the following run control parameters.
 - i. **Group Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - ii. **Process Frequency:** = “Always”.
 - iii. **Accounting Date From:** 01/01/1900 which is the default.
 - iv. **Accounting Date To:** Enter today’s date.
 - b. Click the **Save** button.
 - c. Click the **Run** button.



Receivable Update Request | Options

Run Control ID EOM_JUD05 Report Manager Process Monitor Run

Process Request Parameters Find | View All First 1 of 1 Last

*Group Unit JUD05 *High Balance Basis Date Run Date

Process Frequency Always *Accounting Date To 02/19/2019

*Accounting Date From 01/01/1900

Customer History Options

User Defined
 Payment Performance
 DSO
 SubCustomer

Last Run On

Last Run On
Process Instance

Save Return to Search Previous in List Next in List Notify Add Update/Display

Receivable Update Request | Options

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the ARUPDATE ([PS/AR Receivable Update](#)) Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

User ID gerlinde.hofleitner
Run Control ID EOM_JUD05

Server Name:

Recurrence:

Time Zone:

Run Date:

Run Time:

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

[OK](#)
[Cancel](#)

4. The [Receivable Update Request](#) page will display.
 - a. A Process Instance number will display indicating that the [ARUPDATE](#) process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the [Process List](#) to see the [ARUPDATE](#) process is running.
 - b. Click the [ARUPDATE](#) process name link to see its sub-processes.

[Process List](#)
[Server List](#)

View Process Request For

User ID Type Last Days


Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

[Refresh](#)

Process List [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877519		PSJob	ARUPDATE	gerlinde.hofleitner	02/19/2019 10:19:13AM EST	Processing	N/A	Details
<input type="checkbox"/>	1877513		PSJob	AOC_MAIN	gerlinde.hofleitner	02/19/2019 9:32:36AM EST	Success	Posted	Details







6. The **Process Detail** page will display.
 - a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
 - b. Click the expand icon  for the **AR POST** sub-process.
 - c. Click the **AR POST1** link.

Process Detail

Process Name ARUPDATE Refresh

Main Job Instance 1877519

Left | Right

-  1877519 - ARUPDATE Success
-  1877520 - AR_UPDATE Success
-  1877521 - AR_PGG Success
-  1877522 - AR_POST Success
-  1877525 - AR_POST1 Success
-  1877523 - AR_UPDATE2 Success

Return

- d. Click the **Message Log** link to review the number of updated transactions. Take note of:
 - i. The number of Transactions selected. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier (e.g., 13 transactions selected to be processed; includes 10 local revenue and 3 local interest bills).
 - ii. The number of Transactions rejected. If there are rejected transactions, **STOP and call the JIS Help Desk to submit a ticket.**

Message Log

Process

Instance: 1877525 Type: Application Engine

Name: AR_POST1 Description: PS/AR Posting

Severity	Log Time	Message Text	Explain
10	10:21:53AM	Phase I - Building Work Tables	Explain
10	10:21:54AM	1 Groups Selected	Explain
10	10:22:01AM	1 Row(s) Processed	Explain
10	10:22:06AM	4 Customers will be affected in 1 Business Units	Explain
10	10:22:08AM	13 Transactions Selected(0 Affecting Existing Items, 13 Creating New Items)	Explain
10	10:22:09AM	0 Transactions rejected	Explain
10	10:22:12AM	13 Transactions affecting 13 Items (0 Existing, 13 New, 0 Errs) Selected	Explain
10	10:22:15AM	13 Items to be processed, 13 New, 0 Existing	Explain
10	10:22:19AM	Phase II - Database Update	Explain
10	10:22:21AM	0 Service Purchase Messages created in Receivables Log record	Explain
10	10:22:23AM	0 Service Purchase Messages published to Pension Administration	Explain
10	10:22:24AM	1 Groups with 13 Transactions affecting 13 Items of 4 Customers Processed	Explain
	10:22:35AM	Published message with ID 2ef714d7-345a-11e9-83e5-d20468d1a2a2 to create entry in folder GENERAL.	Explain
	10:22:35AM	Successfully posted generated files to the report repository	Explain

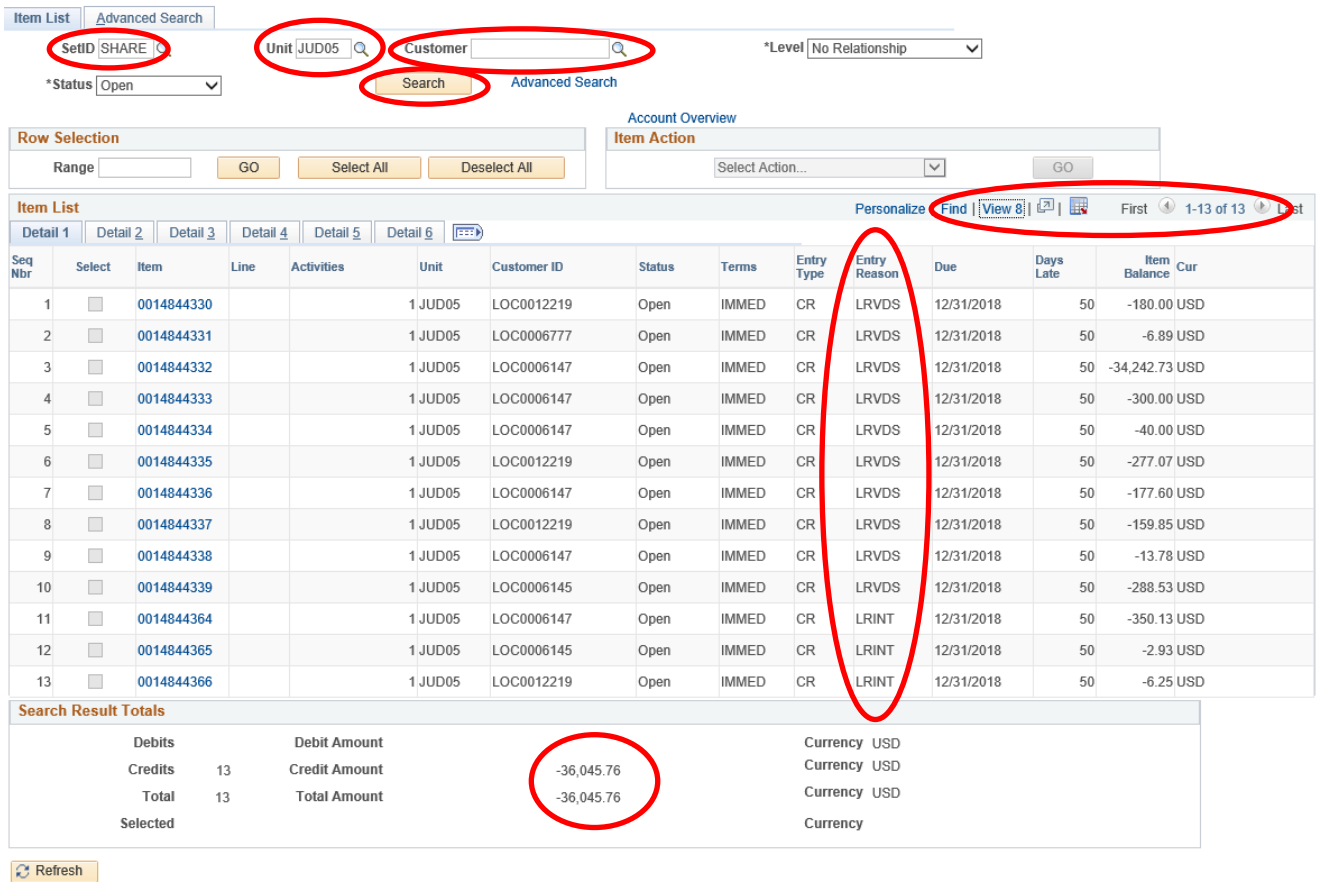
Return

STEP 9: Verify Local Revenue Disbursements - Review individual customer accounts.

NOTE: To view all payments, leave the Customer field blank.

NAVIGATION: Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

1. The *Item List* page will display.
 - a. **SetID:** Leave set to the default of “SHARE”.
 - b. **Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - c. **Customer:** Leave blank to view all open items for all customers.
 - d. Click the **Search** button.
 - e. Click **View All** to expand list.
 - f. Review the results in the *Item List* section to ensure the Total Amount is correct, and the number of bill in the Item List (blue line) is correct, and that the **Entry Reason** reads “LRVDS” or “LRINT”, as these are the items to be processed.



Search Result Totals

Debits		Debit Amount		Currency USD
Credits	13	Credit Amount	-36,045.76	Currency USD
Total	13	Total Amount	-36,045.76	Currency USD
Selected				Currency

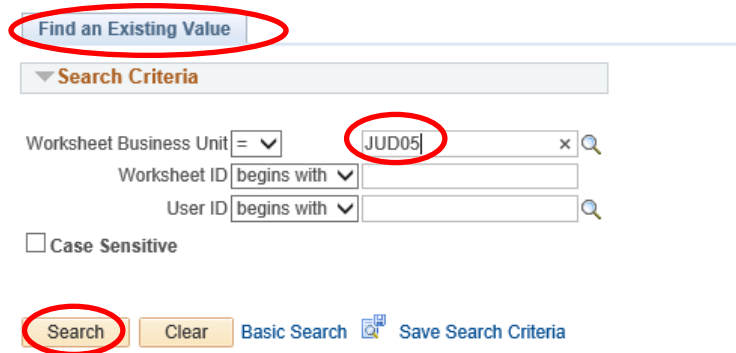
STEP 10: Create A Refund Worksheet - The worksheet will be used to mark the open items (invoices) as refunds so they can be processed by the Request Refund Item process which loads the items into Accounts Payable for disbursement. You will use the Disbursement Transmittal Report, created in Step 5, to create the Refund Worksheets.

NOTE: Click Search to see if there are already existing worksheets before creating a new worksheet. *If a worksheet exists, be sure it is completed and do not create another one for this same Customer ID.*

NAVIGATION: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

Update Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.



TO CREATE A NEW REFUND WORKSHEET

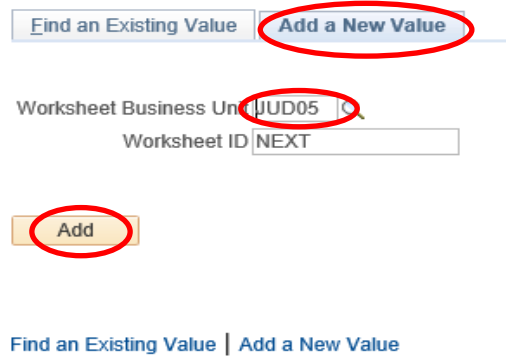
NAVIGATION: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

1. Click the *Add a New Value* tab to create a new worksheet.

NOTE: A Refund Worksheet must be created for each customer to receive a disbursement.

- a. **Worksheet Business Unit:** Enter "JUD##".
- b. Click the **Add** button.

Create Worksheet



2. The **Worksheet Selection** page will display.
 - a. **CustID:** Enter the customer number from the Disbursement Transmittal Summary report.
 - b. Hit the “TAB” key on your keyboard to auto-fill the remaining information.
 - c. **Be sure the Business Unit field has your JUDxx filled in. If not, insert it.**
 - d. Be sure that the **Acctg Date:** defaults to today’s date.
 - e. Click the **Build** button.

Worksheet Selection
Worksheet Matches

Unit JUD05
Worksheet ID NEXT

Customer Criteria

*Customer Criteria

Customer Items

Customer Reference

Cust ID LOC0006147

Name CAROLINE COUNTY COMMISSIONERSUS

Remit SetID SHARE

Corporate SetID SHARE

MICR ID Link MICR

Rate Type CRRNT

Business Unit JUD05

Remit From ID LOC0006147

Corporate ID LOC0006147

Acctg Date 02/19/2019

Reference Criteria

*Reference Criteria

None

*Restrict to

All Customers

*Match Rule

Exact Match

Anchor BU

Item Reference

Personalize | Find | View All | | | First 1 of 1 Last

Qual Code	Reference	To Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>

Item Inclusion Options

All Items

Exclude Collection Items

Deduction Items Only

Exclude Deduction Items

Items in Dispute Only

Exclude Dispute Items

[Advanced Inclusion Options](#)

Worksheet Action

Build
Clear

Created Date/Time

Worksheet Application

Number of items in worksheet

Worksheet Action

0

Worksheet Selection

Save Notify Refresh

Add Update/Display

Worksheet Selection | Worksheet Matches

3. The **Worksheet Application** page will display. Perform the following steps **in the order they are listed**:
 - a. **Reason Code:** Enter “LOCAL_REV” in the upper right corner of the page.
 - b. In the *Item Action* section:
 - i. **Entry Type:** Select “Refund A Credit”.
 - ii. **Reason:** Select “LRVDS” or select from the look-up list by using the magnifying glass.
 - c. In the *Item List* section, click the [View All](#) link if necessary to see all entries for disbursement.
 - i. “SEL” - Select the checkbox to the left of Item Balance for **ALL** of the entries to be disbursed, including interest.
 - d. Click the **Refresh** button to auto-fill the *Type* and *Reason* fields for each line selected.
 - e. Click the **Save** button.
 - f. Click the [Worksheet Action](#) link at the bottom of the page.

Worksheet Application

Unit: JUD05 Worksheet ID: 1883 Currency: USD Accounting Date: 02/19/2019

Reason Code: LOCAL_REV

Item Action
 Entry Type: Refund A Credit
 Reason: LRVDS

Row Selection
 Choice: Select Range
 Range:

Display Control
 Display: All Items Go

Absolute Value Sort

Item List Personalize | [View All](#) | 1-6 of 6 | First | Last

View Detail	Seq Nbr	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Service Purchase ID	Installation Number	Tax Status	Amount selected
<input checked="" type="checkbox"/>	1	-34,242.73	USD	0014844332		RC	LRVDS	JUD05	LOC0006147			Not Applicable	
<input checked="" type="checkbox"/>	2	-300.00	USD	0014844333		RC	LRVDS	JUD05	LOC0006147			Not Applicable	
<input checked="" type="checkbox"/>	3	-40.00	USD	0014844334		RC	LRVDS	JUD05	LOC0006147			Not Applicable	
<input checked="" type="checkbox"/>	4	-177.60	USD	0014844336		RC	LRVDS	JUD05	LOC0006147			Not Applicable	
<input checked="" type="checkbox"/>	5	-13.78	USD	0014844338		RC	LRVDS	JUD05	LOC0006147			Not Applicable	
<input checked="" type="checkbox"/>	6	-350.13	USD	0014844364		RC	LRVDS	JUD05	LOC0006147			Not Applicable	

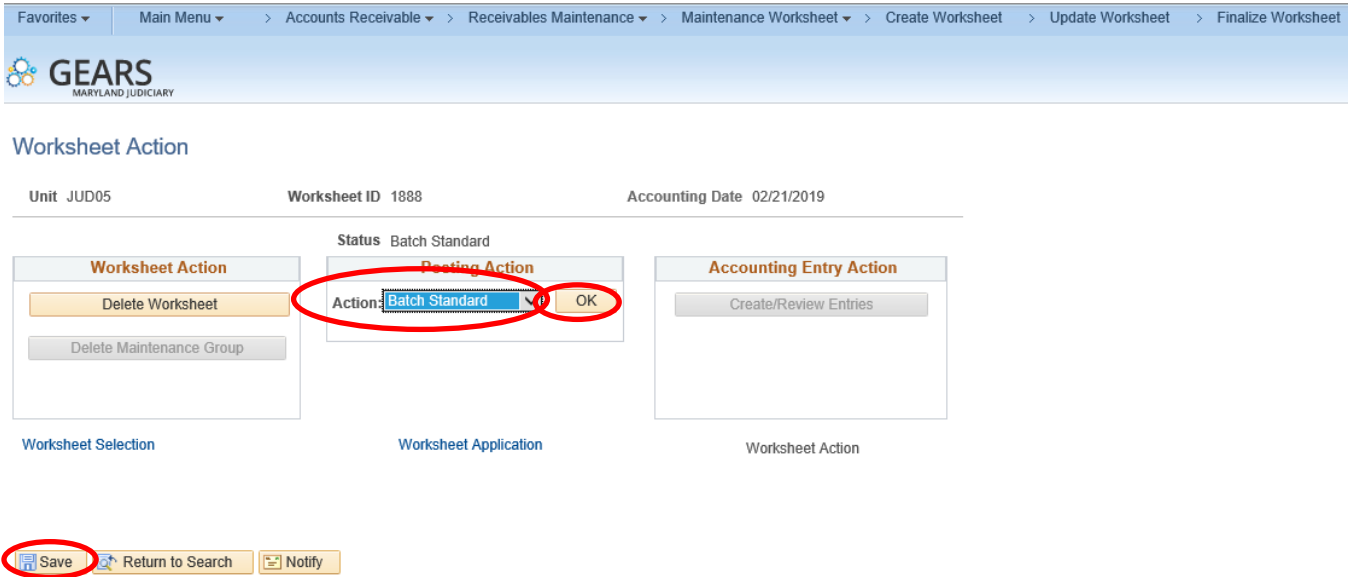
Add Item Group View

Balance						
Dr	Cr	Adj	Net	WO	Ref	
0.000	0.000	0.000	0.000	0.000	-35,124.24	

Worksheet Selection
Worksheet Application
Worksheet Action
Attachments (0)
View Audit Logs

Save
Return to Search
Notify
Refresh

4. The **Worksheet Action** page will display.
 - a. In the *Posting Action* section, select the *Batch Standard* option.
 - b. Click the **OK** button.
 - c. Click the **Save** button.



GEARS MARYLAND JUDICIARY

Worksheet Action

Unit JUD05 Worksheet ID 1888 Accounting Date 02/21/2019

Status Batch Standard

Worksheet Action

Delete Worksheet

Delete Maintenance Group

Worksheet Selection

Posting Action

Action: Batch Standard [v] OK

Worksheet Application

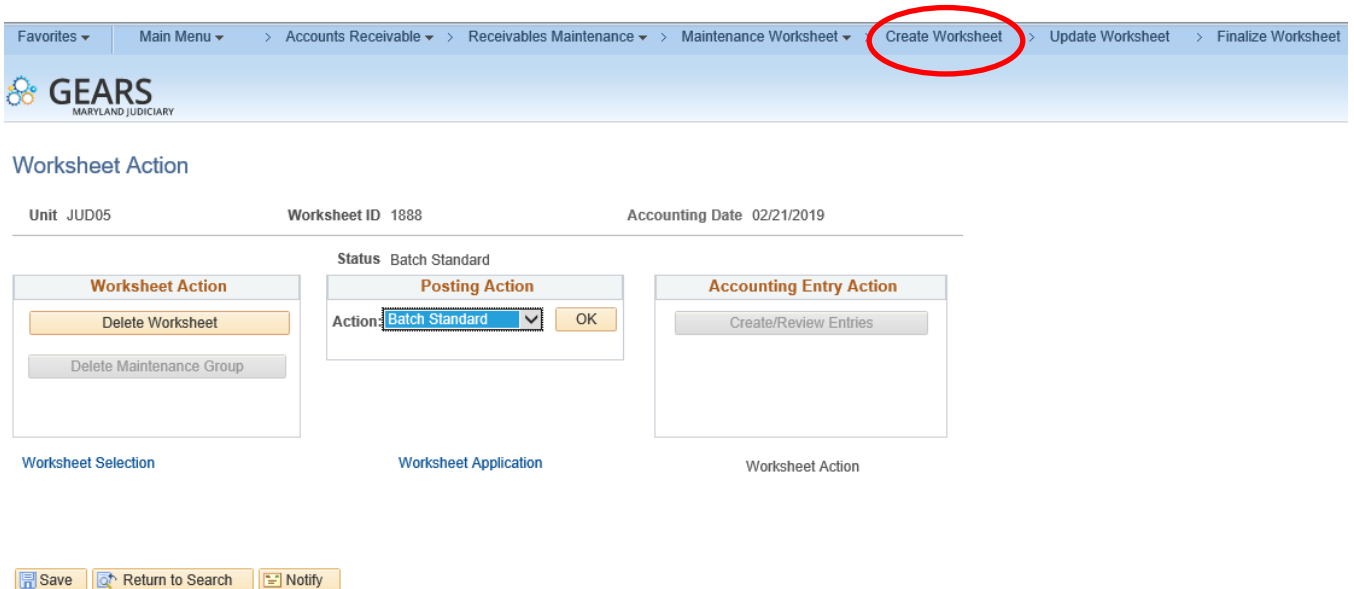
Accounting Entry Action

Create/Review Entries

Worksheet Action

Save Return to Search Notify

- d. In order to create the next new worksheet, click the **Create Worksheet** breadcrumb at the top **2 times**.



GEARS MARYLAND JUDICIARY

Worksheet Action

Unit JUD05 Worksheet ID 1888 Accounting Date 02/21/2019

Status Batch Standard

Worksheet Action

Delete Worksheet

Delete Maintenance Group

Worksheet Selection

Posting Action

Action: Batch Standard [v] OK

Worksheet Application

Accounting Entry Action

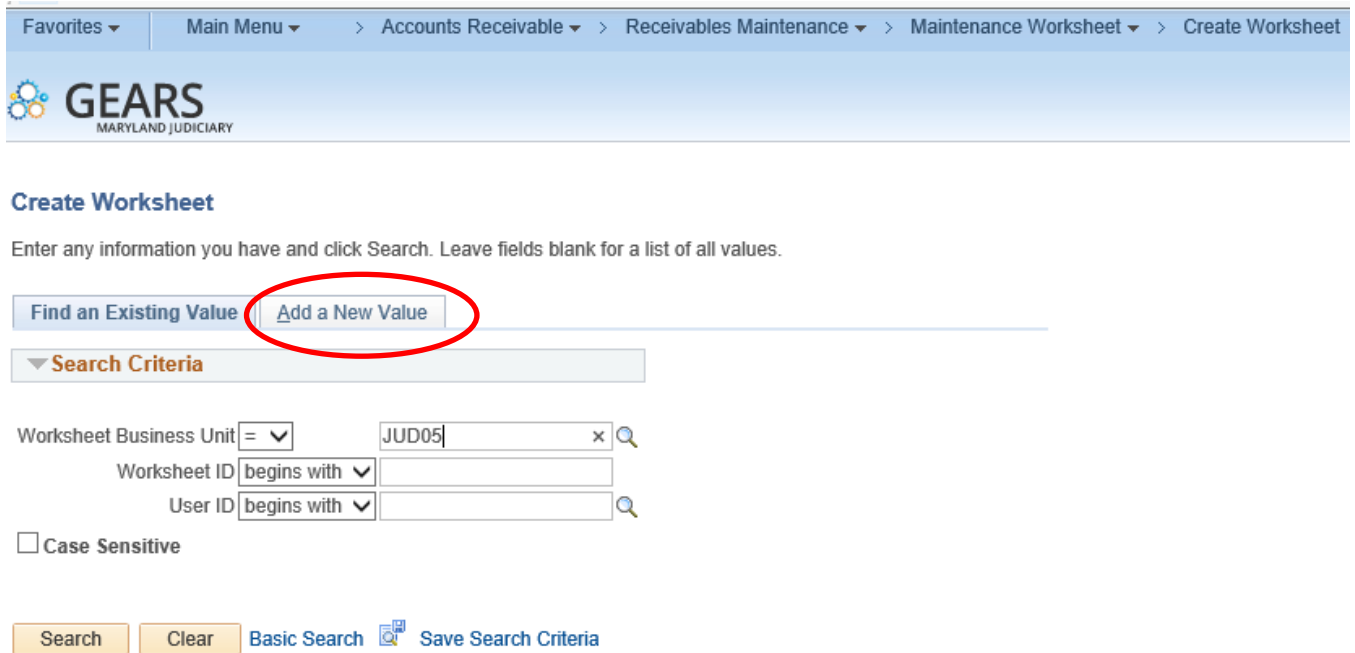
Create/Review Entries

Worksheet Action

Save Return to Search Notify

The 2nd click will take you to this page.

Select 'Add a New Value' tab to create your next Refund Worksheet.



Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Receivables Maintenance ▾ > Maintenance Worksheet ▾ > Create Worksheet

GEARS
MARYLAND JUDICIARY

Create Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

▼ Search Criteria

Worksheet Business Unit ▾ JUD05 🔍
Worksheet ID ▾ begins with ▾
User ID ▾ begins with ▾ 🔍

Case Sensitive

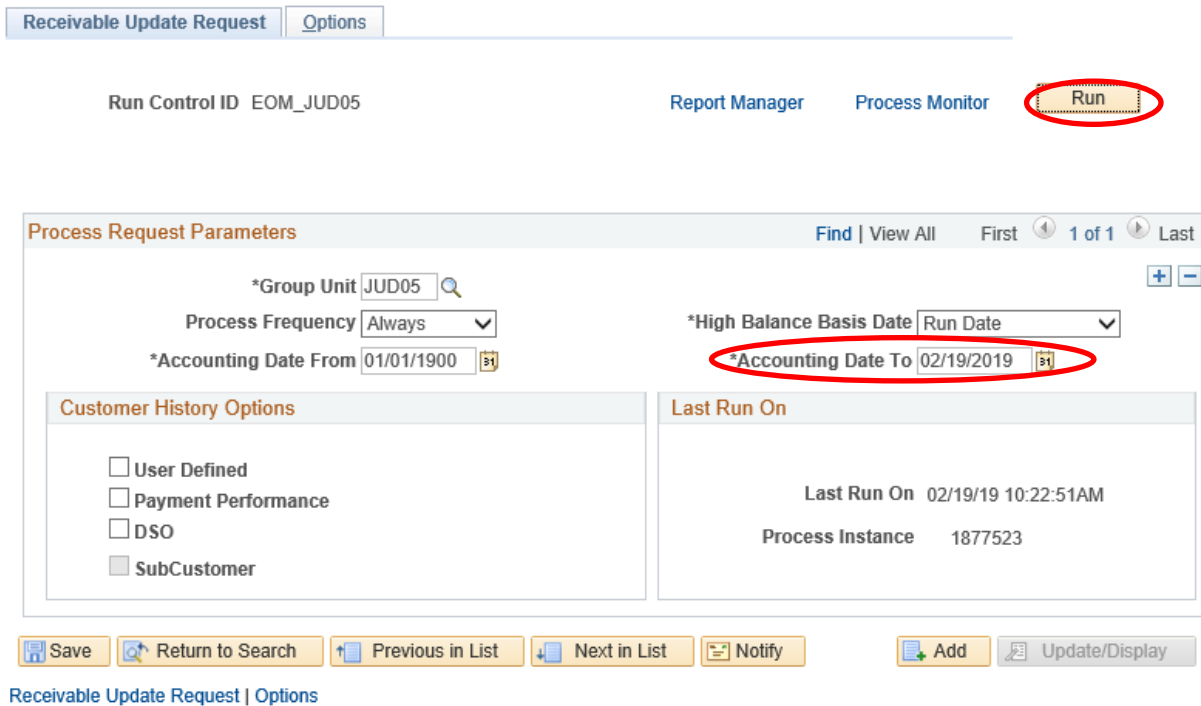
Search Clear Basic Search 🔍 Save Search Criteria

Note: Repeat STEP 10 as needed for each customer receiving a disbursement.

STEP 11: Re-Run the AR_UPDATE Process for Local Revenue

NAVIGATION: Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

1. The **Request Receivables Update** Run Control page will display.
 - a. Select a Run Control - Search if needed using the “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.: “LRV” for Local Revenue).
2. The **Receivable Update Request** page will display.
 - a. Enter the following run control parameters.
 - i. **Process Frequency:** = “Always”.
 - ii. **Accounting Date From:** 01/01/1900 which is the default.
 - iii. **Accounting Date To:** Enter today’s date.
 - b. Click the **Save** button.
 - c. Click the **Run** button.



Receivable Update Request | Options

Run Control ID EOM_JUD05 Report Manager Process Monitor **Run**

Process Request Parameters Find | View All First 1 of 1 Last

*Group Unit JUD05

Process Frequency Always

*Accounting Date From 01/01/1900

*High Balance Basis Date Run Date

***Accounting Date To 02/19/2019**

Customer History Options

- User Defined
- Payment Performance
- DSO
- SubCustomer

Last Run On

Last Run On 02/19/19 10:22:51AM

Process Instance 1877523

Save Return to Search Previous in List Next in List Notify Add Update/Display

Receivable Update Request | Options

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the ARUPDATE ([PS/AR Receivable Update](#)) Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

Process Scheduler Request ✕

User ID gerlinde.hofleitner Run Control ID EOM_JUD05

Server Name Run Date 02/19/2019

Recurrence Run Time 1:58:19PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

4. The [Receivable Update Request](#) page will display.
 - a. A Process Instance number will display indicating that the [ARUPDATE](#) process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the [ARUPDATE](#) process is running.
 - b. Click the [ARUPDATE](#) process name link to see its sub-processes.

Process List

View Process Request For

User ID gerlinde.hofleitn Type Last 14 Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | | First 1-17 of 17 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877528		PSJob	ARUPDATE	gerlinde.hofleitner	02/19/2019 1:58:19PM EST	Processing	N/A	Details

6. The [Process Detail](#) page will display.
 - a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
 - b. Click the expand icon for the [AR POST](#) sub-process.
 - c. Click the [AR POST1](#) link.

Process Detail ✕

Process Name ARUPDATE

Main Job Instance 1877528

Left | Right





- 1877528 - ARUPDATE Success
- 1877529 - AR_UPDATE Success
- 1877530 - AR_PGG Success
- 1877531 - AR_POST Success
- 1877534 - AR_POST1 Success
- 1877532 - AR_UPDATE2 Success

- d. Click the [Message Log](#) link to review the number of updated transactions. Take note of:
- i. The number of groups selected. This should match the number of customers on the Disbursement Statements you printed earlier (e.g., 4 Groups Selected).
 - ii. The number of Items to be processed. This should match the number of invoices on the Disbursement Statements you printed earlier (e.g., 13 Items to be processed).

Message Log ✕

Process

Instance: 1877638 Type: Application Engine
 Name: AR_POST1 Description: PS/AR Posting

[Personalize](#) | [Find](#) | [View All](#) |  |  First  1-14 of 14  Last

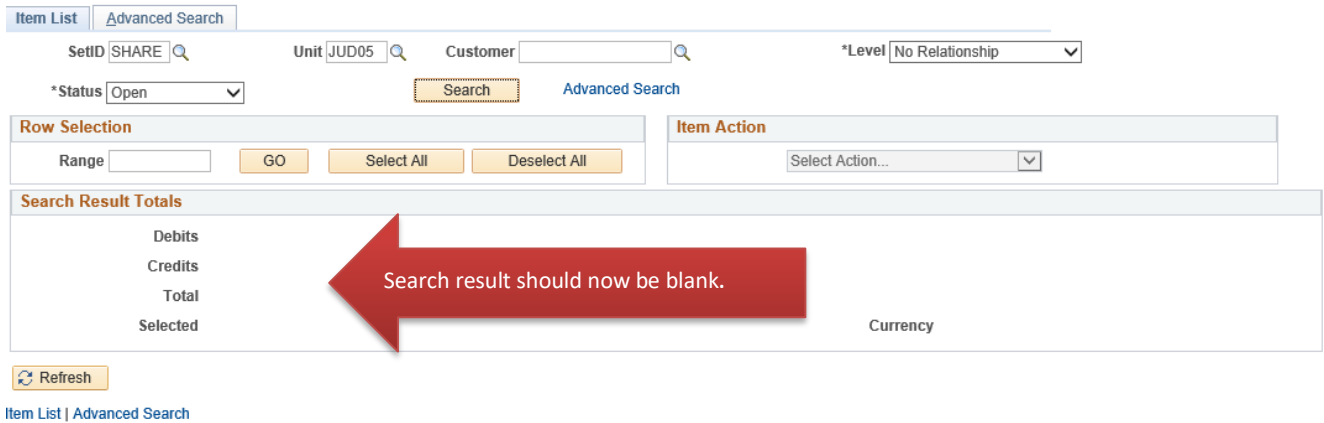
Severity	Log Time	Message Text	Explain
10	2:03:55PM	Phase I - Building Work Tables	Explain
10	2:03:56PM	4 Groups Selected	Explain
10	2:03:58PM	1 Row(s) Processed	Explain
10	2:04:01PM	4 Customers will be affected in 1 Business Units	Explain
10	2:04:02PM	13 Transactions Selected(13 Affecting Existing Items, 0 Creating New Items)	Explain
10	2:04:03PM	0 Transactions rejected	Explain
10	2:04:04PM	13 Transactions affecting 13 Items (13 Existing, 0 New, 0 Errs) Selected	Explain
10	2:04:06PM	13 Items to be processed, 0 New, 13 Existing	Explain
10	2:04:08PM	Phase II - Database Update	Explain
10	2:04:09PM	0 Service Purchase Messages created in Receivables Log record	Explain
10	2:04:09PM	0 Service Purchase Messages published to Pension Administration	Explain
10	2:04:09PM	4 Groups with 13 Transactions affecting 13 Items of 4 Customers Processed	Explain
	2:04:21PM	Published message with ID a9593ebb-36d4-11e9-a573-e2d9c4526d9f to create entry in folder GENERAL.	Explain
	2:04:21PM	Successfully posted generated files to the report repository	Explain

Return

STEP 12: Verify Local Revenue Disbursements – to confirm the LOC Customers invoices no longer exist. **If there are still invoices listed, you will need to go back to Step 10, to update or create a refund worksheet for each unique customer. Then process Step 11 and Step 12 again.**

NAVIGATION: Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

1. The *Item List* page will display.
 - a. **SetID:** Leave set to the default of “SHARE”.
 - b. **Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - c. **Customer:** Leave blank to view all open items for all customers.
 - d. Click the **Search** button.
 - e. Item List *Search Result Totals* must be blank.
 - f. If there are any open item listed, **STOP and call the JIS Help Desk to submit a ticket.**



The screenshot shows the 'Item List' application interface. At the top, there are tabs for 'Item List' and 'Advanced Search'. Below the tabs are search filters: 'SetID' (SHARE), 'Unit' (JUD05), 'Customer' (empty), '*Level' (No Relationship), and '*Status' (Open). A 'Search' button is visible. Below the filters are two panels: 'Row Selection' with 'Range', 'GO', 'Select All', and 'Deselect All' buttons; and 'Item Action' with a 'Select Action...' dropdown. The 'Search Result Totals' section is empty, with a red arrow pointing to it and the text 'Search result should now be blank.' Below the interface is a 'Refresh' button and the text 'Item List | Advanced Search'.

STEP 13: Load to AP for Voucher Creation – After all items are marked as a refund, the Request Refund Item process loads them into Accounts Payable where the vouchers are created and funds are disbursed.

NAVIGATION: Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

1. The *Request Refund Item* page will display.
 - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
2. The *Refunds* page will display.
 - a. **Unit:** Enter JUD##.
 - b. **Load Directly to AP:** Defaults with a check in the checkbox. **THIS IS VERY IMPORTANT.**
 - c. Click the **Save** button.
 - d. Click the **Run** button.

Refunds

Run Control ID EOM_JUD05 Report Manager Process Monitor **Run**

Refund Request Parameters Personalize | Find | View All | [Print] | First 1 of 1 Last

*Business Unit	Description	Load Directly to AP
1 JUD05	Caroline County Circuit Court	<input checked="" type="checkbox"/>

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display]

3. The *Process Scheduler Request* page will display.
 - a. Confirm the **AR_REFUND** Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

Process Scheduler Request [X]

User ID gerlinde.hofleitner Run Control ID EOM_JUD05

Server Name Run Date 02/19/2019 [Calendar]

Recurrence Run Time 3:21:32PM [Reset to Current Date/Time]

Time Zone [Search]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT	Distribution

[OK] [Cancel]

4. The [Refunds](#) page will display.
 - a. A Process Instance number will display, Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the [AR_REFUND](#) process is running.
 - b. Click the **Refresh** button until the *Run Status* reads “Success” and the *Distribution* reads “Posted”.

Process List
Server List

View Process Request For

User ID Type Last Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1877542		Application Engine	AR_REFUND	gerinde.hofleitner	02/19/2019 3:21:32PM EST	Success	Posted	Details
<input type="checkbox"/>	1877535		PSJob	ARUPDATE	gerinde.hofleitner	02/19/2019 2:11:44PM EST	Success	Posted	Details

- c. Click the [Details](#) link. Click the Message Log.
It will list the total number of refund invoices that were loaded to the Voucher Staging tables from where the AP vouchers will be created and funds disbursed.

The total number of refund invoices listed should match the TOTAL transactions listed in the AR-UPDATE message log you ran earlier.

Message Log ✕

Process

Instance: 1877542 Type: Application Engine

Name: AR_REFUND Description: AR_REFUND

Severity	Log Time	Message Text	Explain
10	3:22:58PM	Start Receivables Refund Process	Explain
10	3:23:00PM	Stop Receivables Refund Process	Explain
	3:23:00PM	Total number of refund invoices: 13	Explain
	3:23:12PM	Published message with ID 2e4397d1-3484-11e9-83e5-d20468d1a2a2 to create entry in folder GENERAL.	Explain
	3:23:13PM	Successfully posted generated files to the report repository	Explain

Return

END OF THE LOCAL REVENUE DISBURSEMENT PROCESS