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Last Revised: 02/06/2020

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

View All First ◀ 1-4 of 4 ▶ Last

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 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: JUD74

*Accounting Date From: 12/01/2019   Accounting Date To   12/31/2019

*PCA From: 74250   *PCA To: 74250

*Account From: 7530   *Account To: 7530

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

5. Click OK.

Process Scheduler Request

User ID DEBORAH.SEIPP   Run Control ID Local_EOM

Server Name   Run Date 01/30/2020
Recurrence   Run Time 12:15:55PM | Reset to Current Date/Time |
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	AOC Revenue Bal Report	AOCRVRPT	SQR Report	Web	PDF	Distribution

| OK | | Cancel |

6. Go to the Process Monitor. Wait until your Run Status is 'Success' and Distribution Status is 'Posted'.

7. Click the Details link.

Process List	Server List

View Process Request For

User ID		Type		Last		10 Hours	Refresh
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
☐	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   ○ Hold Request
Location Server   ○ Queue Request
Server PSNT3   ○ Cancel Request
Recurrence   ☐ Delete Request
                                            ○ Re-send Content   ○ 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 [Query Name ▾] begins with [AOC_CHARGE_ID_ALLOC_EOM]

[Search] Advanced Search

Search Results

Folder View [-- All Folders -- ▾]

Query					Personalize | Find | View All | 🗗 | 🖩	First ◀ 1 of 1 ▶ Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_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 <u>before</u> moving forward. Navigate to the bill in error to review and make corrections. **Contact the JIS Helpdesk for support**.*
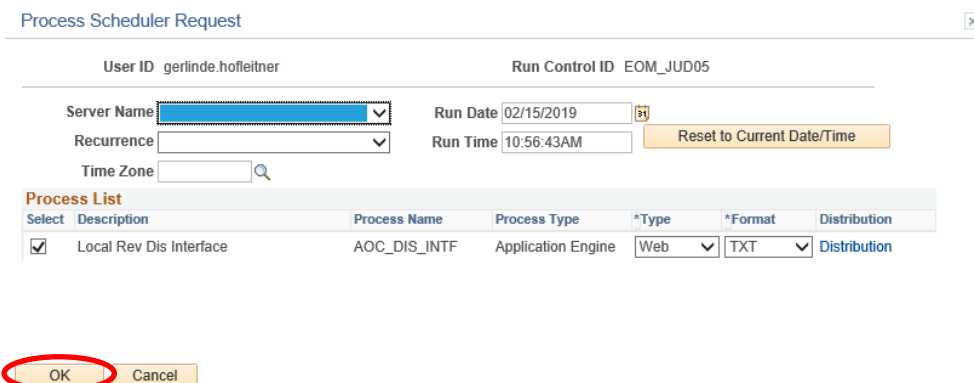
STEP 2: Create Local Revenue Bills - **This process creates summarized credit bills for each Local Disbursement customer and Charge Code.**

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.

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: JUD05

*From Date: 12/01/2018

*Through Date: 12/31/2018

Accounting Date: 12/31/2018

[Save] [Notify]   [Add] [Update/Display]

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 gerlinde.hofleitn   Type [   ] [Last   ]   14 [Days   ]   [Refresh]
Server [   ]   Name [   ] Instance From [   ] Instance To [   ]
Run Status [   ]   Distribution Status [   ] ☑ Save On Refresh

Process List   Personalize | Find | View All | | | First ◀ 1-7 of 7 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	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

Personalize | Find | View All | | | First ◀ 1-3 of 3 ▶ Last

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

Process Billing Interface

Run Control ID EOM_JUD05   Report Manager   Process Monitor   [Run]

*From Interface ID   67377 🔍

To Interface ID   67377

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add]
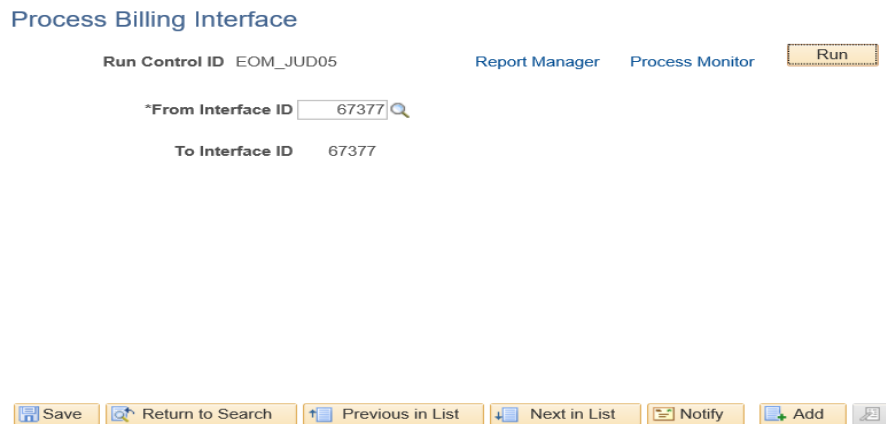
2. The *Process Scheduler Request* page will display.
   a. Confirm the **BIIF0001** Process Name is listed and selected in the Process List section.
   b. Click the **OK** button.
3. The *Process Billing Interface* page will display.
   a. A Process Instance number will display to show that processing 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 – <mark>THIS IS AN IMPORTANT STEP</mark>.

   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	Explain
10	11:17:20AM	Transactions in Error: 0	Explain
10	11:17:20AM	New Bill Headers Created: 10	Explain
10	11:17:20AM	New Bill Lines Created: 133	Explain
	11:17:31AM	Published message with ID 321abe92-313d-11e9-83c2-9c014540e63d to create entry in folder GENERAL.	Explain
	11:17:31AM	Successfully posted generated files to the report repository	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 3A: ==Baltimore City District Court Only==: Locate the Sheriff Bills for Special Handling

The sheriff bills are only paid out quarterly, (September, December, March, and June). If you are processing for a non-sheriff disbursing month then you will need to place your sheriff bill(s) on a status of 'HOLD' to prevent from being paid out in the current month.

NOTE: Process 1 should only be completed for months: July, August, October, November, January, February, April and May.

Process 2 should be completed for months: September, December, March, and June.

*Process 1:   **NAVIGATION:** Main Menu > Billing > Maintain Bills > Standard Billing*

1. The *Bill Entry* page will display.
    a. The *"Find an Existing Value"* tab will default in.
    b. **Business Unit:** Enter "JUD74".
    c. **Customer:** Enter 'LOC0005990' which is the customer number for the Baltimore City Sheriff.
    d. Click the Search button to locate the Sheriff's bill.

Bill Entry

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

Business Unit	= ▼	JUD74 🔍
Invoice	begins with ▼	🔍
Bill Status	= ▼	▼
Customer	begins with ▼	LOC0005990 ✕ 🔍
Receipt No	begins with ▼	
Bills in Business Unit	= ▼	🔍
Template Invoice Flag	= ▼	▼

☐ Case Sensitive

Search	Clear	Basic Search 🔲 Save Search Criteria

e. Header – Info tab will open.
    i. Change the Status from 'New' to 'Hld' (Hold Bill). This will ensure the bill does not get processed until the appropriate month.
    ii. Click the Save button.
    iii. Proceed to **STEP 4** below.

END OF PROCESS 1.

NOTE: Process 2 for months: September, December, March, and June.

The below instructions are the months which you will be disbursing the money to the Sheriff. For any one of the above months you will have 2 previous month bills which were placed in a HOLD status. Plus, you will have a current bill for the Sheriff in the status of 'New' as all your other LRV bills. These instructions are how to change the 2 bills with a status of HOLD to 'Ready to Bill' so they can be disbursed.

Process 2: 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 – *Note*: *Be sure to create a new run control the very first time you run this process. It will then be available each time you need to run this in the future*. *Name this Run Control 'Hold_to_Ready'*.
      a. Search for the run control named, **'Hold to Ready'**.

2. The *Change Status of Bills* Run Control page will display.
   a. Complete the following run control settings:
      i. **From Status**: Select "Hold".
      ii. **To Status:** Select "Ready Bill".
      iii. **Range Selection:** Select "Cust ID".
      iv. **Business Unit**: Select "JUD74".
      v. **Customer**: Enter "LOC0005990"
      vi. **Bill Type**: Enter "LRV".
      vii. **Source:** Enter "LOCAL_REV".
   b. Click the **Save** button.
   c. Click the **Run** button.

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.

Process Scheduler Request

User ID debbie.seipp	Run Control ID Hold_to_Ready

Server Name		Run Date 04/07/2017		
Recurrence		Run Time 11:01:32AM	Reset to Current Date/Time	
Time Zone				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

OK   Cancel

4. The *Change Status of Bills* page will display.
   a. Click the Process Monitor link.
5. The *Process List* page will display.
   a. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
   b. 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.
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.

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
☐	1195612		SQR Report	BIIVCSTS	debbie.seipp	04/07/2017 11:01:32AM EDT	Success	Posted	Details

File List

Name	File Size (bytes)	Datetime Created
BIIVCSTS_1195612.PDF	3,033	04/07/2017 11:04:02.778759AM EDT
BIIVCSTS_1195612.out	0	04/07/2017 11:04:02.778759AM EDT
SQR_BIIVCSTS_1195612.log	1,697	04/07/2017 11:04:02.778759AM EDT

   b. You should have 2 bills listed in the report that were changed from Hold to Ready.

```
Report ID:  BIIVCSTS                              INVOICE STATUS CHANGE REPORT


Status    Unit    Invoice Number    Type  Bill-To Customer Name    Customer Number   Line  Level  Error Message
------    -----   --------------    ----  --------------------     ---------------   ----  -----  -------------
RDY       JUD74   0009096500        LRV   SHERIFF OF BALTIMORE CIT  LOC0005990
RDY               0009096501        LRV   SHERIFF OF BALTIMORE CIT  LOC0005990

Range Option:      CUST ID
Bill-To Cust Id:   LOC0005990
Bill Source Id:    LOCAL_REV
Bill Type:         LRV
Business Unit:     JUD74
Total Number of bills updated:          2
```
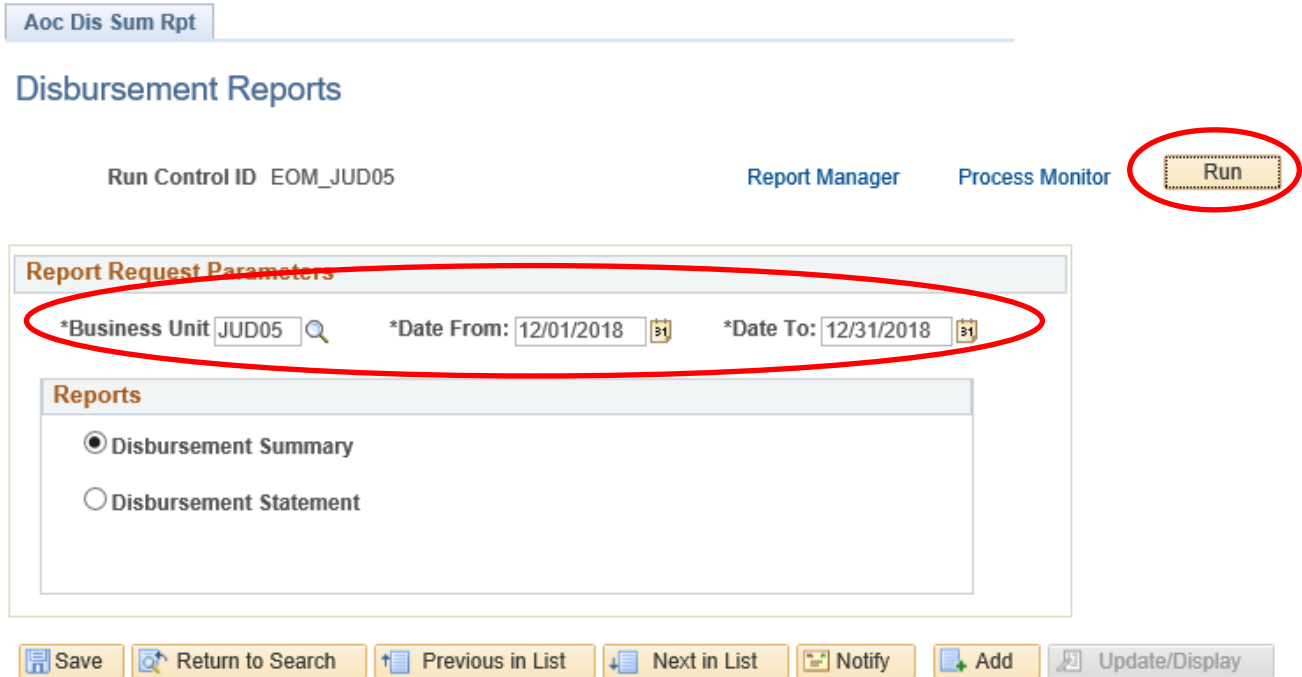
END OF PROCESS 2.

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.

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.

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.

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

7. The *View Log/Trace* page will display.
    a. Click the AOC_DISB_SUM.pdf link to open and review the Disbursement Summary Report.

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
LOC0006145	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	$177.60	$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	$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	
						Customer Total:	$616.92	$0.00	$616.92
						GRAND TOTALS:	$35,686.45	$0.00	$35,686.45

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.

    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.

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.

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.

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

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 |

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.

MARYLAND JUDICIARY

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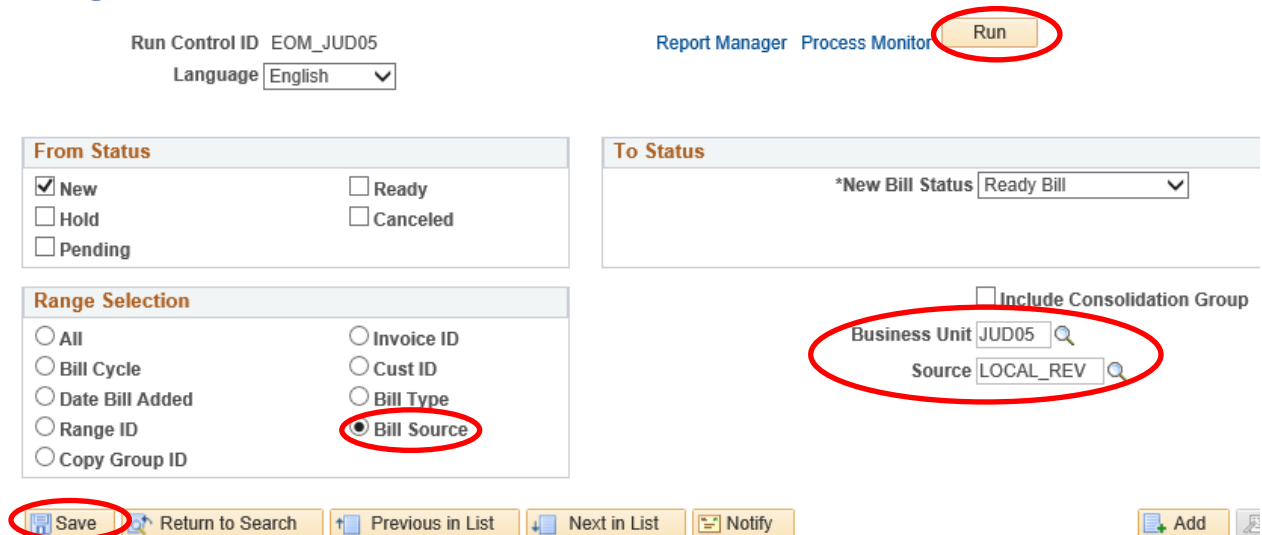
All Checks will be issued by the Comptroller's Office.

STEP 5: 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

8. The *Bill Status Change* Run Control page will display.
    b. 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.
9. 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.

10. 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.

11. 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.
12. 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.
13. 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

14. 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
Report ID:  BIIVCSTS                          INVOICE STATUS CHANGE REPORT                                        Page No.  1
                                                                                                                 Run Date 02/15/2019
                                                                                                                 Run Time 16:51:44

Status   Unit   Invoice Number      Type  Bill-To Customer Name      Customer Number   Line  Level  Error Message    Payment Terms  GL  AR  Template
------   -----  --------------      ----  --------------------       ---------------   ----  -----  -------------    -------------  --  --  --------
RDY      JUD05  0014844330          LRV   BAR LIBRARY FUND FOR CAR    LOC0012219                                     IMMED          B   H   N
RDY             0014844331          LRV   COMMISSIONERS OF GREENSB    LOC0006777                                     IMMED          B   H   N
RDY             0014844332          LRV   CAROLINE COUNTY COMMISSI    LOC0006147                                     IMMED          B   H   N
RDY             0014844333          LRV   CAROLINE COUNTY COMMISSI    LOC0006147                                     IMMED          B   H   N
RDY             0014844334          LRV   CAROLINE COUNTY COMMISSI    LOC0006147                                     IMMED          B   H   N
RDY             0014844335          LRV   BAR LIBRARY FUND FOR CAR    LOC0012219                                     IMMED          B   H   N
RDY             0014844336          LRV   CAROLINE COUNTY COMMISSI    LOC0006147                                     IMMED          B   H   N
RDY             0014844337          LRV   BAR LIBRARY FUND FOR CAR    LOC0012219                                     IMMED          B   H   N
RDY             0014844338          LRV   CAROLINE COUNTY COMMISSI    LOC0006147                                     IMMED          B   H   N
RDY             0014844339          LRV   CAROLINE COUNTY SHERIFF     LOC0006145                                     IMMED          B   H   N
RDY             0014844364          INT   CAROLINE COUNTY COMMISSI    LOC0006147                                     IMMED          B   H   N
RDY             0014844365          INT   CAROLINE COUNTY SHERIFF     LOC0006145                                     IMMED          B   H   N
RDY             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
```
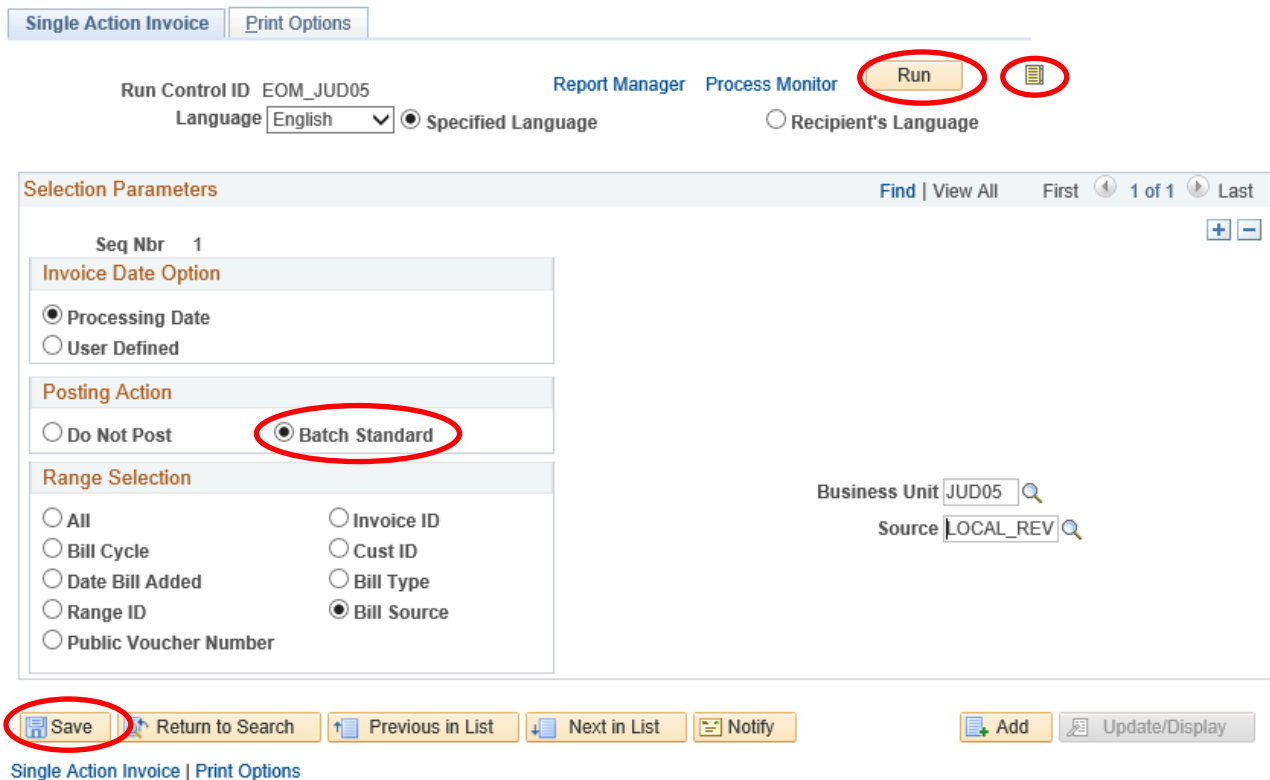
STEP 6: Process Single Action Invoice - **Finalize bills by running the Single Action Invoice process.**

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.

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

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

Personalize | Find | View All | First 1-9 of 13 Last

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 gerlinde.hofleitner   Run Control ID EOM_JUD05

Server Name [   ]   Run Date 02/19/2019
Recurrence [   ]   Run Time 9:32:36AM   Reset to Current Date/Time
Time Zone [   ]

Process List

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

OK   Cancel

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

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".

   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.***
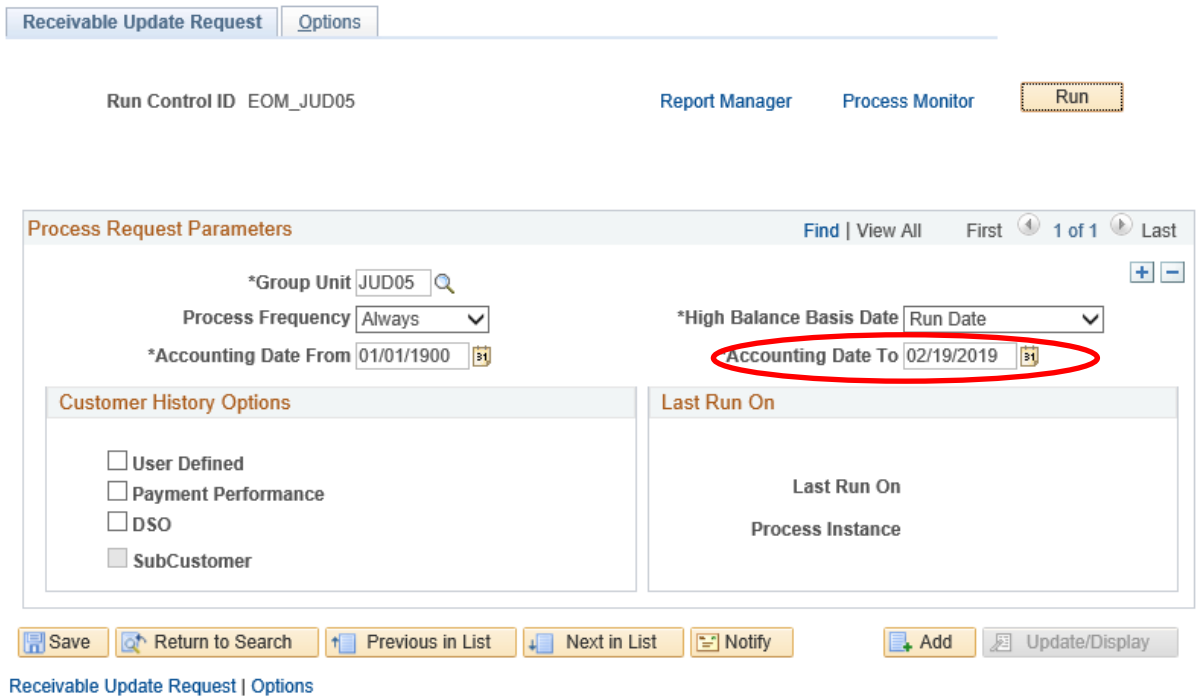
iii. Click the **Return** button, then the **OK** button to return to AOC_MAIN. Click the **BILDAR01** sub-process.

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.

```
                                              PeopleSoft BI
Report ID:  BILDAR01                         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


                                                 ENTRY ENTRY  ENTRY
GROUP ID        Seq #  CUST ID      ITEM (INVOICE)   LINE  TYPE  RSN    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 7: 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.

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.

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.

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 <u>AR POST</u> sub-process.
   c. Click the <u>AR POST1</u> link.

d. Click the <u>Message Log</u> 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.**

STEP 8: 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.

STEP 9: 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 4, 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.

Find an Existing Value

▼ **Search Criteria**

Worksheet Business Unit = ▼ JUD05 ✕ 🔍
Worksheet ID begins with ▼
User ID begins with ▼ 🔍

☐ Case Sensitive

Search   **Clear**   Basic Search 🔡 Save Search Criteria

TO CREATE A NEW REFUND WORKSHEET
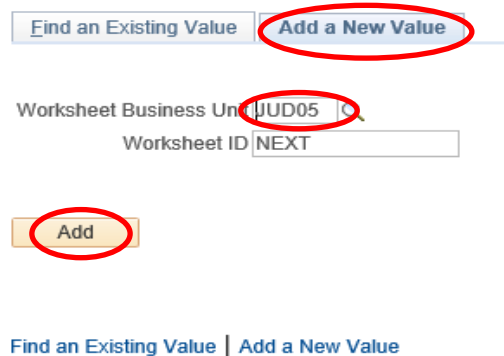
NAVIGATION: *Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet*

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

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

Worksheet Business Unit JUD05 🔍
Worksheet ID NEXT

Add

Find an Existing Value | Add a New Value

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.

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.

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.

   d. <mark>In order to create the next new worksheet, click the Create Worksheet breadcrumb at the top 2 times.</mark>

The 2nd click will take you to this page.

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

Note: Repeat STEP 9 as needed for each customer receiving a disbursement.

STEP 10: 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.

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.

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.

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.

GEARS
General Enterprise And Resource Support

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
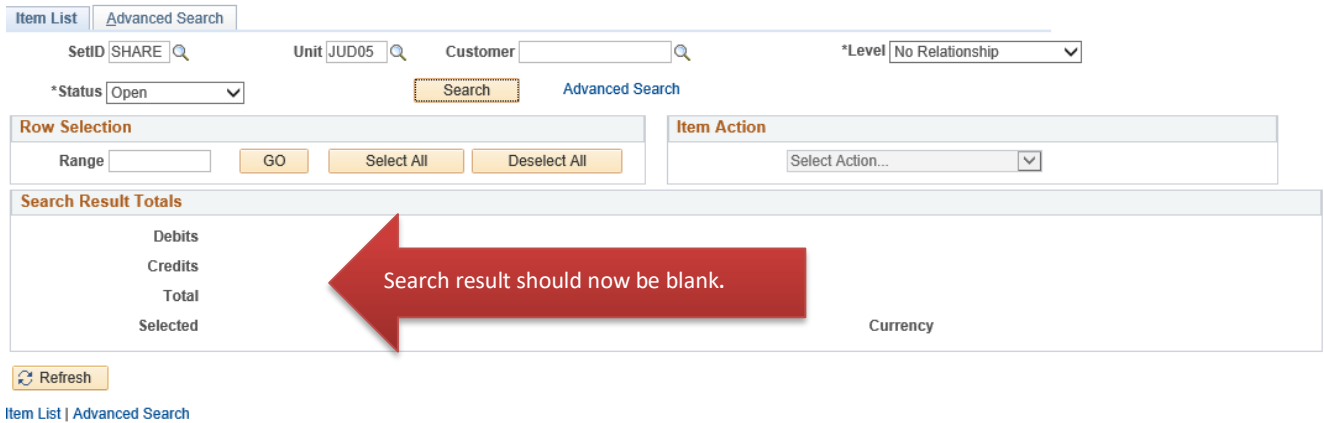
Severity	Log Time	Message Text	Explain
10	2:03:55PM	Phase I - Building Work Tables	Explain
10	2:03:56PM	4 Groups Selected	Explain
10	2:03:58PM	1 Row(s) Processed	Explain
10	2:04:01PM	4 Customers will be affected in 1 Business Units	Explain
10	2:04:02PM	13 Transactions Selected(13 Affecting Existing Items, 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 11: 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 9, to update or create a refund worksheet for each unique customer. Then process Step 10 and Step 11 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.

Search result should now be blank.

STEP 12: 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. <mark>THIS IS VERY IMPORTANT.</mark>
    c. Click the **Save** button.
    d. Click the **Run** button.

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.

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 gerlinde.hofleitn 🔍 Type [▼] Last [▼] 14 Days [▼] ⭕ Refresh

Server [▼] Name [ ] 🔍 Instance From [ ] Instance To [ ]

Run Status [▼] Distribution Status [▼] ☑ Save On Refresh

Process List Personalize | Find | View All | 🗗 | 🏢 First ◀ 1-19 of 19 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	1877542		Application Engine	AR_REFUND	gerlinde.hofleitner	02/19/2019 3:21:32PM EST	Success	Posted	Details
☐	1877535		PSJob	ARUPDATE	gerlinde.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

Personalize | Find | View All | 🗗 | 🏢 First ◀ 1-5 of 5 ▶ Last

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