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INTRODUCTION:

Occasionally, there may be an instance when the Funds Allocation Report did not accurately reflect the deposit amount or allocation, and was not caught prior to running the Single Action Invoice process. Making a correction for this is referred to as a Post FAR Adjustment. There are 3 basic types of Post FAR Adjustments that may be needed.

1. Use Scenario 1 – JDP (Adjustment Deposit): To adjust the Deposit Revenue amount as a Post-Z Adjustment. (Either Reduce or Increase the Revenue for **Cash or Check payments only**).
2. Use Scenario 2 – JAD (Adjustment Other):
 - a. To move the revenue from one Charge Code to another Charge Code as a Post-Z Adjustment for any bill payment method.
3. Use Scenario 3 – JCR, JEC, JCU, JPP (Miscellaneous Adjustments):
 - a. To increase or decrease the amount entered through the register, when found to be incorrect after the Single Action Invoice process was completed

Scenario 1: Post FAR Adjustment Process to Reduce/Increase Revenue

Prior to any adjustment for a Revenue Deposit discrepancy in GEARS, DBF should be contacted to determine if the adjustment should be made immediately or if the adjustment in GEARS should be completed after notification from Banking Services.

Scenario: The deposit has already been sent to the bank and the FAR Report completed. It was then discovered that the amount of the deposit did not equal the FAR Report. The FAR Report needs to be adjusted to reflect the actual amount of the deposit.

NOTE: The below example is for increasing revenue. Should you need to decrease revenue, where the instructions indicate to enter a **Positive** amount, you would instead enter the amount as a **Negative** amount.

NOTE: Before getting started, gather a copy of the original transaction(s) information (if available). In GEARS - print the Acctg – Rev Distribution page of all the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier. Page 9 in the OTC- User Guide Appendix instructs how to look up a bill from a Receipt Number.

STEP 1: Create a new Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be assigned.
 - iii. **Bill Type Identifier:** Enter or select JDP – Adjustment- Deposit Amount.
 - iv. **Bill Source:** “ONLINE”, since the bill is being entered online.
 - v. **Customer:** “JUD##”, Same as the Business Unit.
 - vi. **Invoice Date:** enter current date.
 - vii. **Accounting Date:** enter current date.
 - c. Click the **Add** button.

Bill Entry

Business Unit 

Invoice

Bill Type Identifier 

Bill Source 

Customer 

Invoice Date 

Accounting Date 

NOTE: Back dating of this process is only allowed if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing a Post Far Adjustment on September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August. Also, please note, even if you have not completed your EOM local revenue for other earlier months, you may only back date to the immediate past month, in this example that would be August (not July or earlier).

2. **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1
Line - Info 1

<p>Unit JUD07 Invoice NEXT Pretax Amt 0.00 USD</p> <p>Status NEW</p> <p>*Type JDP</p> <p>*Customer JUD07</p> <p>Cecil County Circuit Court</p> <p>*Invoice Form NO_PRINT</p> <p>Accounting Date 02/07/2017</p> <p>Remit To PNC</p> <p>Sales DEFAULT</p> <p>Credit DEFAULT</p> <p>Billing Specialist DEFAULT</p> <p>Default Biller</p>	<p>Invoice Date 02/07/2017</p> <p>Source ONLINE</p> <p>SubCust1</p> <p>From Date</p> <p>Pay Terms IMMED</p> <p>Bank Account 07</p> <p>Bill Inquiry Phone</p> <p>Collector DEFAULT</p> <p>Billing Authority DEFAULT</p> <p>Default Biller</p>	<p>Cycle ID DAILY</p> <p>*Frequency Once</p> <p>SubCust2</p> <p>To Date</p> <p>Pay Method Check</p>
---	---	---

Get to

Notes

Summary

Header Info 2

Express Entry

Bill Search

Address

Line Search

Copy Address

Attachments

Navigation Header - Info 1

Page Series

Prev Next

Save Notify Refresh

Add Update/Display

3. The **Header – Note** tab will display.
 - a. Include the following information on your audit note:
 - i. Original Receipt Number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - iii. DBA # if provided from DBF.
 - iv. Select the: *Header-Order Info* from the **Navigation:** drop-down at the bottom of page.

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

Unit JUD07 Bill To JUD07 Pretax Amt 0.00 USD
 Invoice NEXT Cecil County Circuit Court

Customer Notes

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

Standard Note Flag Std Note

Internal Only Flag Note Type

Note Text:

DBA# 45678, Deposit date 02/01/2017 for check# 13954 was entered as \$ 10 rather than \$ 100, receipt# 130022566.

143 characters remaining

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

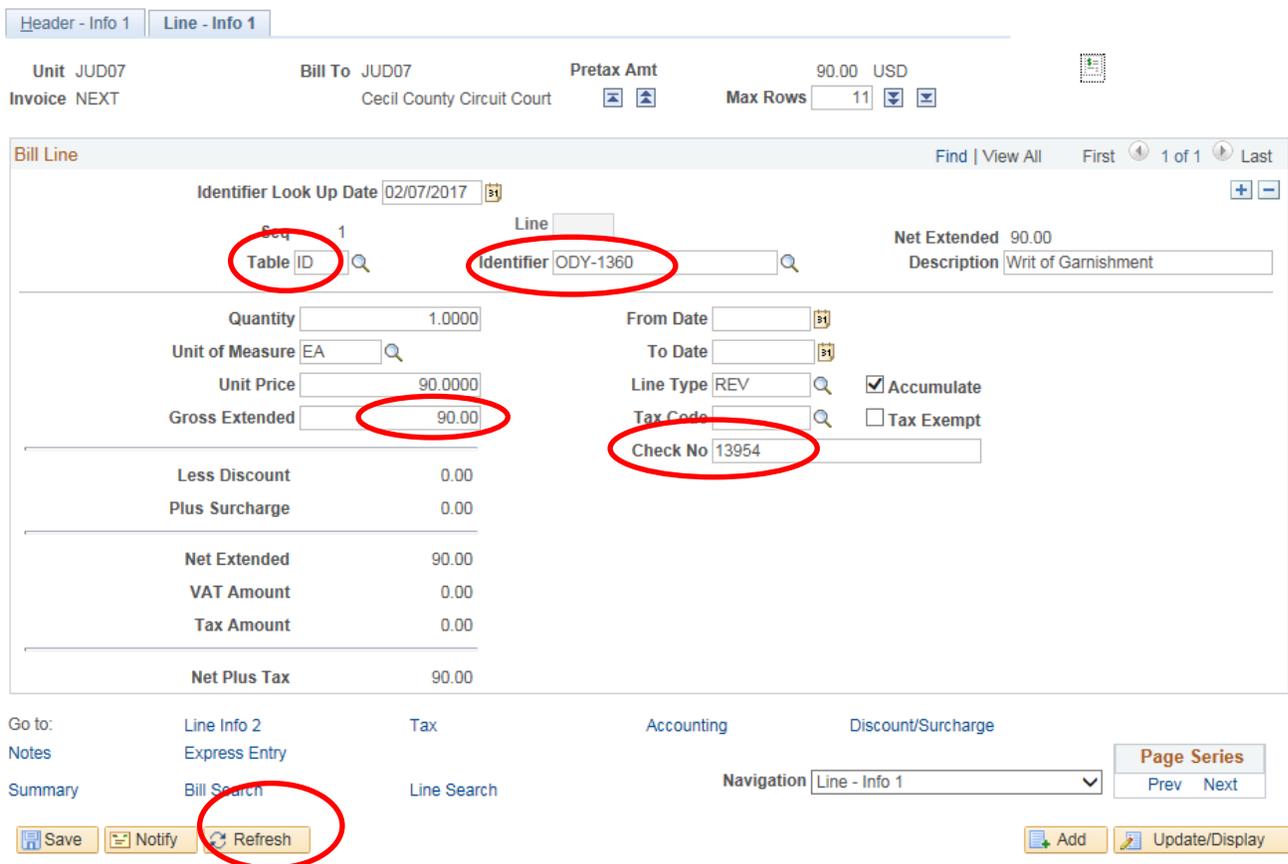
4. The **Header – Order Info** tab will display.
 - a. **Receipt No:** Enter the Original Receipt number, if known, (include all leading zeros).
 - b. **Case Number:** Enter the number if associated to a case.
 - c. Click the **Line – Info 1** tab to add bill lines.

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

Unit JUD07 Bill To JUD07 Pretax Amt 0.00 USD
 Invoice NEXT Cecil County Circuit Court

PO Ref <input type="text"/> Receipt No <input type="text" value="130022566"/> <input type="text"/> Contract Date <input type="text"/> <input type="text"/> Contract Type <input type="text"/> OM Bus Unit <input type="text"/> <input type="text"/> Order No <input type="text"/> <input type="text"/> Order Date <input type="text"/> <input type="text"/> Ship Bus Unit <input type="text"/> Ship ID <input type="text"/>	Freight Terms <input type="text"/> <input type="text"/> Ship Via <input type="text"/> <input type="text"/> Case Number <input type="text"/> <input type="text"/> Treasury Code <input type="text"/> Sold To <input type="text"/> <input type="text"/> Sold Loc <input type="text"/> <input type="text"/> Ship To <input type="text"/> <input type="text"/> Ship Loc <input type="text"/> <input type="text"/>
--	---

5. The **Line –Info 1** page will display.
 - a. A new bill line needs to be added for each Charge Code/**Identifier** (e.g. ODY-1360) used on the original receipt.
 - b. Click the plus sign **+** on the right of the bill line to add each line needed.
 - c. Add the following information to each credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended:** This is the amount of each item/charge code. All additional amounts should be entered in as a **positive** amount to increase the revenue.
 - iv. **Check No:** If the Pay Method is check, enter the check number in the Check No field (recommended, but NOT required).
 - v. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.



Header - Info 1 | Line - Info 1

Unit JUD07 | Invoice NEXT | Bill To JUD07 | Cecil County Circuit Court | Pretax Amt 90.00 USD | Max Rows 11

Bill Line | Identifier Look Up Date 02/07/2017 | Find | View All | First 1 of 1 Last

Seq 1 | Line | Net Extended 90.00

Table ID | Identifier ODY-1360 | Description Writ of Garnishment

Quantity 1.0000 | From Date | To Date

Unit of Measure EA | Unit Price 90.0000 | Line Type REV | Accumulate

Gross Extended 90.00 | Tax Code | Tax Exempt

Check No 13954

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	90.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	90.00

Go to: Line Info 2 | Tax | Accounting | Discount/Surcharge

Notes | Express Entry

Summary | Bill Search | Line Search | Navigation Line - Info 1 | Page Series | Prev | Next

Save | Notify | Refresh | Add | Update/Display

- d. After all Charge Code lines are added, then click the plus sign  to add one last line for the CLEAR-JDP amount.
 - i. This amount will be a **negative** amount and will be credited from CASH. (This should be the total amount of all debit Bill Lines.)
 - ii. **Table:** Enter “ID”.
 - iii. **Identifier:** Enter “CLEAR-JDP”.
 - iv. **Gross Extended:** Enter amount as a negative (\$-) amount.
 - v. Click the **Refresh** button.
 - vi. Click the [Accounting](#) link to add the Accounting Distribution information.
 - vii. Confirm the **Pretax Amt:** is **\$0.00** USD. If so – the bill is balanced.

Header - Info 1
Line - Info 1

Unit JUD07
Invoice NEXT

Bill To JUD07
Cecil County Circuit Court

Pretax Amt
 USD

Max Rows

Identifier Look Up Date

Seq 2	Line <input type="text"/>	Net Extended -90.00
<input type="text" value="Table ID"/>	<input type="text" value="Identifier CLEAR-JDP"/>	Description Clear Acct-ADJ Deposit Corr

Quantity <input type="text" value="1.0000"/>	From Date <input type="text"/>
Unit of Measure <input type="text" value="EA"/>	To Date <input type="text"/>
Unit Price <input type="text" value="-90.0000"/>	Line Type <input type="text" value="MISC"/> <input checked="" type="checkbox"/> Accumulate
<input type="text" value="Gross Extended -90.00"/>	Tax Code <input type="text"/> <input type="checkbox"/> Tax Exempt
Less Discount 0.00	Check No <input type="text"/>
Plus Surcharge 0.00	
Net Extended -90.00	
VAT Amount 0.00	
Tax Amount 0.00	
Net Plus Tax -90.00	

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

Notes: [Express Entry](#)

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

Navigation

6. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the ‘How to Look up a Charge Code’ chapter in in the Index portion of the reference guide.)
 - b. On the **Acctg – Rev Distribution** page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass.
 - i. Code: Enter an ‘R’ to select the correct PCA and account. (e.g., R070107536)
 - ii. Enter the corresponding allocation percent in the percentage field, if applicable.
 - iii. Enter **JDP** in the **Dept ID** box. This is the bill “Type” entered on the *Header – Info 1 page*.
 - iv. The CLEAR-JDP allocation will be added by the system with required information. No changes are required.
 - v. Click the **Save** Button.

Header - Info 1
Line - Info 1
Revenue Distribution

Unit JUD07 Bill To JUD07 Pretax Amt 0.00 USD Max Rows 5

Invoice NEXT Cecil County Circuit Court

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

Seq 1 Line Net Extended 90.00
 Identifier ODY-1360 Description Writ of Garnishment

BI Creates GL Acct Entries

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

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R070107536	C07	07010	0001	7536	0701	A0700	AY2017	JDP	100.000

Percent 100.00 Amount 90.00 Gross Extended 90.00

Seq 2 Line Net Extended -90.00
 Identifier CLEAR-JDP Description Clear Acct-ADJ Deposit Corr

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

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
CLEAR-JDP	C07	07990	7099	9652	0799	A0799	AY2017	JDP	100.000

Percent 100.00 Amount -90.00 Gross Extended -90.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Acctg - Rev Distribution

Save
Notify
Refresh

Page Series
 Prev Next

STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
3. Click the **Save** button.

Header - Info 1
Line - Info 1

Unit JUD07
Invoice 0009171784
Pretax Amt 0.00 USD

Status

*Type

*Customer

Cecil County Circuit Court

*Invoice Form

Accounting Date

Remit To

Sales

Credit

Billing Specialist

Default Biller

Invoice Date

Source

SubCust1

From Date

Pay Terms

Bank Account

Bill Inquiry Phone

Collector

Billing Authority

Default Biller

Cycle ID

*Frequency

SubCust2

To Date

Pay Method

Go to: [Header Info 2](#)

Notes: [Express Entry](#)

Summary: [Bill Search](#)

Address

Copy Address

Attachments

Navigation:

Page Series

Prev Next

Save

STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JCR, JEC, JBC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JDP (Deposit Amount) Adjustment.

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

1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “JDP” or “Adjustment_Deposit”. You can then use this Run Control each time you process a JDP adjustment, by searching for it under the “Find an Existing Value” tab.

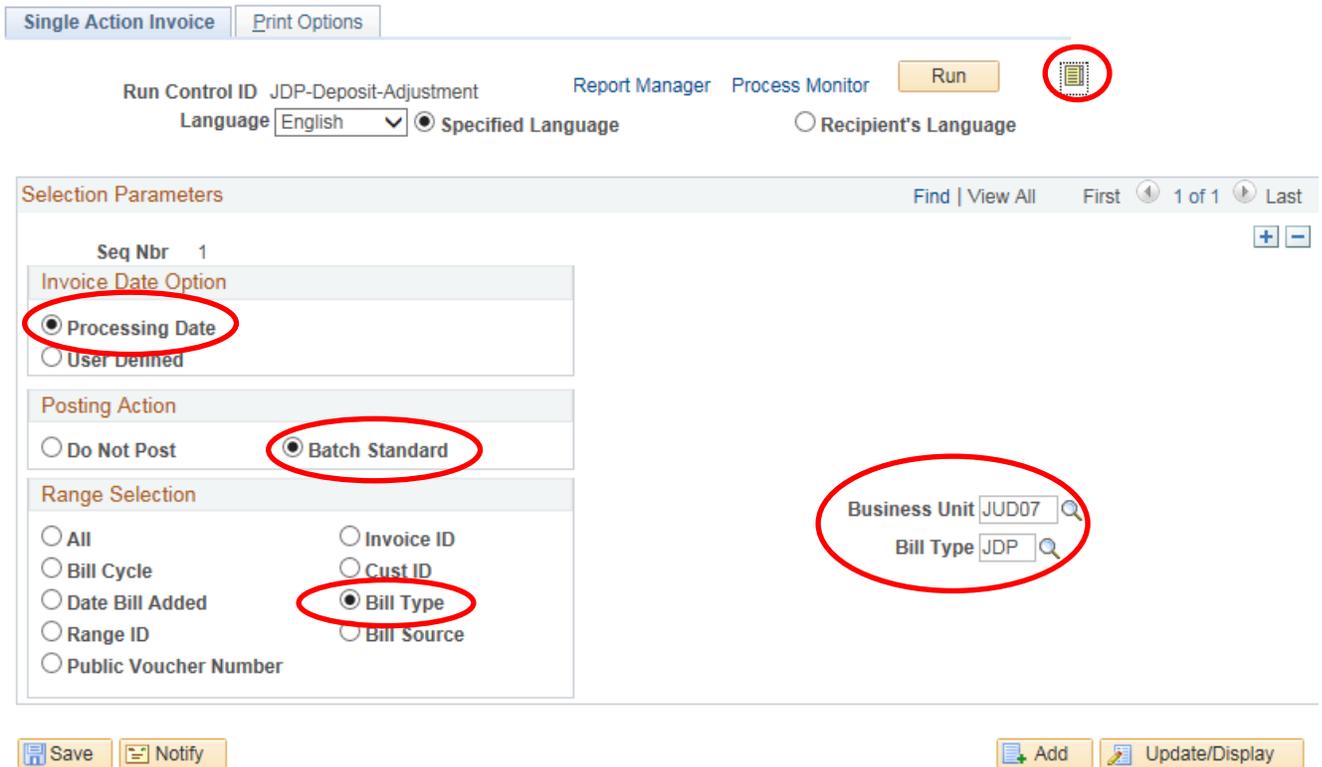
Single Action Invoice

<input type="button" value="Find an Existing Value"/>	<input type="button" value="Add a New Value"/>
---	--

Run Control ID

The *Single Action Invoice* Run Control page will display.

- b. Complete the following run control settings:
 - i. **Invoice Date Option:** “Processing Date” will default in.
 - ii. **Posting Action:** Enter “Batch Standard”.
 - iii. **Range Selection:** Enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JDP”.
 - vi. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of bills that are ready to be finalized.
 - i. View the number of bills in the blue bar to ensure all your JDP bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
NOTE: *If nothing is listed or the number of bills to process does not match what is expected, then there is a problem. STOP and call the Service Desk for assistance.*
- d. Click the **Run** button.



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

Process Scheduler Request

User ID **debbie.seipp** Run Control ID **JDP-Deposit-Adjustment**

Server Name Run Date

Recurrence Run Time

Time Zone

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

3. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display under the Run button indicating the process has begun.
 - b. Click the [Process Monitor](#) link.
4. The [Process List](#) page will display.
 - a. Review the *Process List* to see that the [AOC MAIN](#) process is running.
NOTE: This is a multi-part process and may take a few minutes to run.
 - b. Click the [AOC MAIN](#) process name link to see its sub-processes.
 - c. Click the **Refresh** button periodically until the status of all sub-processes reads “SUCCESS”.
 - i. Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
 1. Click the [Message Log](#) on the [BIIVC000](#) to confirm the correct number of bills were processed.
 2. Click the [View Log/Trace](#) link and open the **PDF** file on the [BILDAR01](#) process to confirm “0” bills were sent to AR.

1192895 - AOC_MAIN Success

1192896 - BIIVC000 Success

1192897 - BI_IVCEXT Success

1192898 - BICURCNV Success

1192899 - BIPRELD Success

1192900 - BILDGL01 Success

1192901 - BILDAR01 Success

STEP 4: Query Viewer - Suggested but Optional

Run the AOC_BILL_ADJUSTMENT query to confirm your adjustment was processed as expected. Add the query to your query favorite list.

AOC_BILL_ADJUSTMENTS - Select:JAD, JBC,JPP, etc

Business Unit

Invoice Date From

Invoice Date To

Bill Type

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

	Unit	Invoice	Date	Bill Type	Receipt Number	ID	PCA	Account	Amount	
1	JUD09	0014191426	10/02/2018	JDP		RCS-2732	09010	5466	-20.00	Counterfeit \$20.00 bill presented as payment for marriage license
2	JUD09	0014191426	10/02/2018	JDP		CLEAR-JDP	09990	9652	20.00	Counterfeit \$20.00 bill presented as payment for marriage license

End of Process to Increase/Reduce the Revenue Amount.

Scenario 2: Post FAR Adjustment Process to Move Revenue from One Charge Code to another Charge Code as a Post-Z Adjustment

Scenario: *The Charge Code on the Final FAR was found to be incorrect. Two bill lines will need to be added, one to credit the incorrect Charge Code and the second to add the new correct Charge Code. This scenario should be used for any payment methods when changing the Charge Codes/Identifiers.*

NOTE: *Before getting started, gather a copy of the original transaction(s) information (if available). In GEARS - print the Acctg – Rev Distribution page of all the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier. Page 9 in the OTC- User Guide Appendix instructs how to look up a bill from a Receipt Number.*

STEP 1: Create a New Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be assigned.
 - iii. **Bill Type Identifier:** Enter or select correct Adjustment Bill type as “JAD”.
 - iv. **Bill Source:** “ONLINE”, since the bill is being entered online.
 - v. **Customer:** “JUD##”, Same as the Business Unit.
 - vi. **Invoice Date:** is the current date.
 - vii. **Accounting Date:** is the current date.
 - c. Click the **Add** button.

Bill Entry

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

Business Unit JUD08

Invoice NEXT

Bill Type Identifier JAD

Bill Source ONLINE

Customer JUD08

Invoice Date 02/02/2017

Accounting Date 02/02/2017

Add

2. The default tab, *Header – Info 1*, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous *Add a New Value* page are correct.
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1
Line - Info 1

Unit JUD08	Invoice NEXT	Pretax Amt	0.00 USD
------------	--------------	------------	----------

Status NEW

***Type JAD**

***Customer JUD08**

Charles County Circuit Court

*Invoice Form NO_PRINT

Accounting Date 02/02/2017

Remit To BOA

Sales DEFAULT

Credit DEFAULT

Billing Specialist DEFAULT

Default Biller

Invoice Date 02/02/2017

Source ONLINE

SubCust1

From Date

Pay Terms IMMED

Bank Account 08

Bill Inquiry Phone

Collector DEFAULT

Billing Authority DEFAULT

Default Biller

Cycle ID DAILY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to:

Notes

Summary

Header Info 2

Express Entry

Bill Search

Address

Copy Address

Attachments

Navigation Header - Info 1

Save

Notify

Refresh

Page Series

Prev Next

Add

Update/Display

3. The **Header – Note** tab will display.
 - a. Include the following information on your audit note:
 - i. Original receipt number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - b. Select the: **Header - Order Info** from the **Navigation:** drop-down at the bottom of the page.

Header - Info 1
Line - Info 1
Header - Note

Unit JUD08
Invoice NEXT

Bill To JUD08
Charles County Circuit Court

Pretax Amt 0.00 USD



Customer Notes
Find | View All
First 1 of 1 Last

Standard Note Flag
 Internal Only Flag

Std Note 
 Note Type CUSTNOTE 

Note Text: Customer Note

check# 17740946835, case# D-112-CV-17-00083, Receipt 201600001450 clerk ran \$ 10.00 in incorrect charge code

145 characters remaining

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search

Navigation Header - Note

 Save
 Notify
 Refresh

 Add

4. The **Header – Order Info** tab will display.
 - a. **Receipt No:** Enter the original receipt number exactly as it appears (include all leading zeros).
 - b. **Case Number:** Enter the case number, if associated to a case.
 - c. Click the **Line – Info 1** tab to add bill lines.

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

Unit JUD08
Invoice NEXT

Bill To JUD08
Charles County Circuit Court

Pretax Amt 0.00 USD



PO Ref

Receipt No 201600001450 

Contract Date 

Contract Type

OM Bus Unit 

Order No 

Order Date 

Ship Bus Unit

Ship ID

Freight Terms 

Ship Via 

Case Number D-112-CV-17-00083

Treasury Code

Sold To 

Sold Loc 

Ship To 

Ship Loc 

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Last Revised: 11/12/2019

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

5. The **Line –Info 1** page will display.
 - a. A new Bill line will need to be added for the incorrect Charge Code/**Identifier** used on the original transaction(s).
 - b. Add the following information to the Credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** This is the charge code. Use the copy of Acctg. Rev Dist page previously printed.
 - iii. **Gross Extended:** enter the amount of the charge code. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue.
 - iv. **Check No:** If the Pay Method is check, enter the check number in the Check No field (recommended, but NOT required).
 - v. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.
 - c. Click the + icon to add a new bill line for the correct Charge Code/**Identifier** that should have been used in the original transaction(s).

Header - Info 1
Line - Info 1

Unit JUD08
Bill To JUD08
Pretax Amt -10.00 USD

Invoice NEXT
Charles County Circuit Court
Max Rows 11

Identifier Look Up Date 02/02/2017
Find | View All
First 1 of 1 Last

Seq	1	Line		Net Extended	-10.00
Table ID		Identifier	UCS-1206	Description	Overage from Check
Quantity	1.0000	From Date			
Unit of Measure	EA	To Date			
Unit Price	-10.0000	Line Type	REV	<input checked="" type="checkbox"/> Accumulate	
Gross Extended	-10.00	Tax Code		<input type="checkbox"/> Tax Exempt	
Less Discount	0.00	Check No	17740946835		
Plus Surcharge	0.00				
Net Extended	-10.00				
VAT Amount	0.00				
Tax Amount	0.00				
Net Plus Tax	-10.00				

Go to:
Line Info 2
Tax
Accounting
Discount/Surcharge

Notes
Express Entry

Summary
Bill Search
Line Search
Navigation
Line - Info 1

Save
Notify
Refresh
Add
Update/Display

- d. Add the following information to each Credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter the correct charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended:** Enter amount. The amount will be a **positive** amount (\$+) and will be debited from the charge codes selected.
 - iv. **Check No:** If the Pay Method is check, enter the check number in the Check No field (recommended, but NOT required).
- e. Click the **Refresh** button.
- f. Confirm the Pretax Amt: is \$0.00 USD. If so – the bill is balanced.
- g. Click the [Accounting](#) link to add the accounting distribution information.

Header - Info 1
Line - Info 1

Unit JUD08
Bill To JUD08
Pretax Amt 0.00 USD
Max Rows 11

Invoice NEXT
Charles County Circuit Court

Identifier Look Up Date 02/02/2017
Find | View All
First 2 of 2 Last

Seq 2
Line
Net Extended 10.00

Table ID
Identifier UCS-1101
Description CV Filing Fee

Quantity 1.0000
From Date

Unit of Measure EA
To Date

Unit Price 10.0000
Line Type REV
 Accumulate

Gross Extended 10.00
Tax Code
 Tax Exempt

Less Discount 0.00
Check No 17740946835

Plus Surcharge 0.00

Net Extended 10.00

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax 10.00

Go to: Line Info 2
Tax
Accounting
Discount/Surcharge

Notes Express Entry

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

Save
Notify
Refresh
Add
Update/Display

6. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation information for each bill line.
 - b. Add the Distribution Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass. The correct code and percent are required in order to save the bill.
 - i. Code: Enter an ‘R’ to select the correct PCA and Account. (e.g., R080105466)
 - c. **Dept ID**: Enter **JAD**. The ‘Type’ field you entered on the Header – Info 1 page.
 - i. JAD = Adjustment – Other
 - d. Click the Save button.

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

Unit JUD08 Bill To JUD08 Pretax Amt 0.00 USD
 Invoice 0006170479 Charles County Circuit Court Max Rows 5

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

Seq 1 Line 5 Net Extended -10.00
 Identifier UCS-1206 Description Overage from Check

BI Creates GL Acct Entries

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

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R080105466	C08	08010	0001	5466	0801	A0800	AY2017	JAD	100.000
Percent	100.00	Amount	-10.00	Gross Extended	-10.00				

Seq 2 Line 6 Net Extended 10.00
 Identifier UCS-1101 Description CV Filing Fee

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

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R080107536	C08	08010	0001	7536	0801	A0800	AY2017	JAD	100.000
Percent	100.00	Amount	10.00	Gross Extended	10.00				

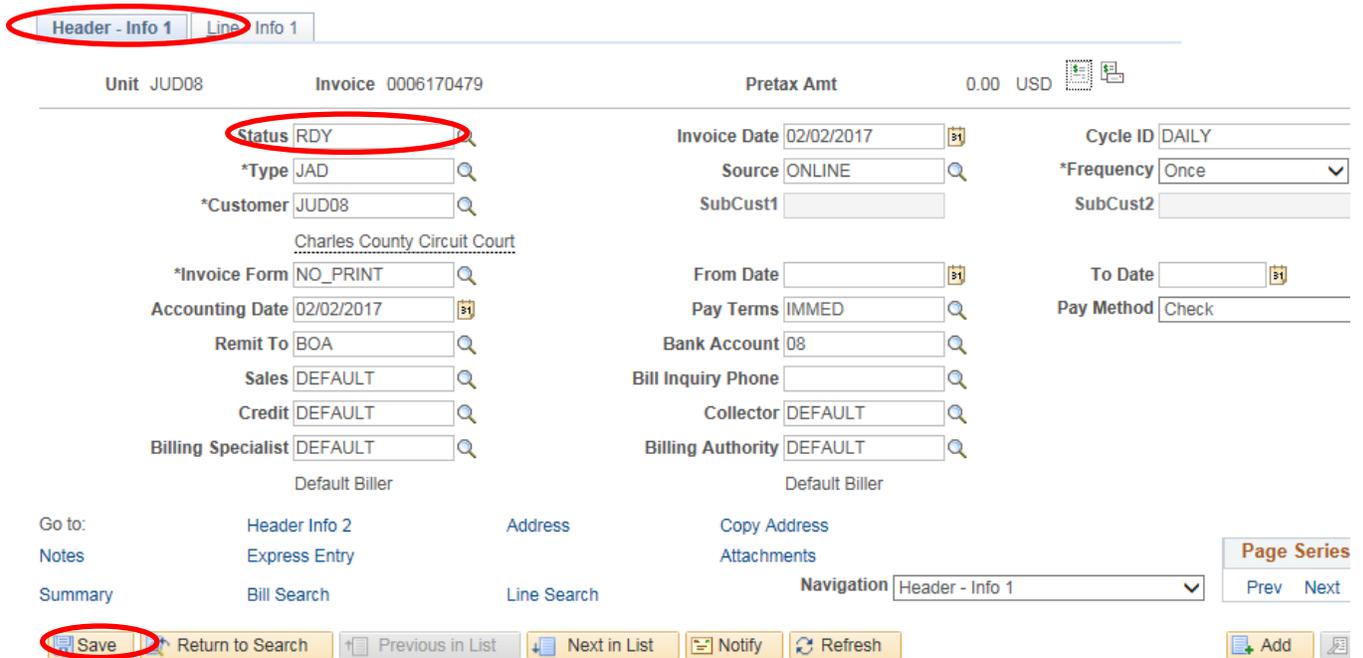
Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation Acctg - Rev Distribution Page Series Prev Next

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

NOTE: If the Charge Code has more than one Revenue Distribution Code, be sure to enter the percent or fixed amount for each row. To find the allocation strategy, go to the Appendix, “How To Look Up A Charge Code”.

STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
3. Click the **Save** button.



Unit JUD08 Invoice 0006170479 Pretax Amt 0.00 USD

Status RDY Invoice Date 02/02/2017 Cycle ID DAILY

*Type JAD Source ONLINE *Frequency Once

*Customer JUD08 SubCust1 SubCust2

Charles County Circuit Court

*Invoice Form NO_PRINT From Date To Date

Accounting Date 02/02/2017 Pay Terms IMMED Pay Method Check

Remit To BOA Bank Account 08

Sales DEFAULT Bill Inquiry Phone

Credit DEFAULT Collector DEFAULT

Billing Specialist DEFAULT Billing Authority DEFAULT

Default Biller Default Biller

Go to: Header Info 2 Address Copy Address
 Notes Express Entry Attachments
 Summary Bill Search Line Search Navigation Header - Info 1

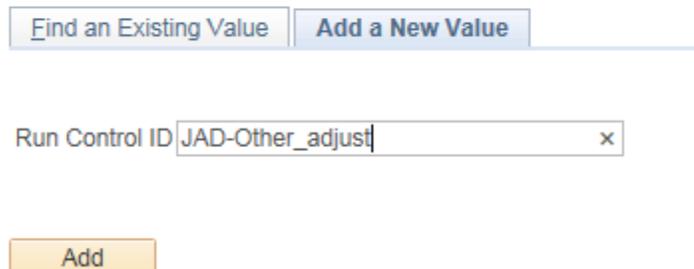
Save Return to Search Previous in List Next in List Notify Refresh Add

STEP 3: Run 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 – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “JAD” or “Adjustment_Other”. You can then use this Run Control each time you process an adjustment, by searching for it under the “Find an Existing Value” tab.

Single Action Invoice

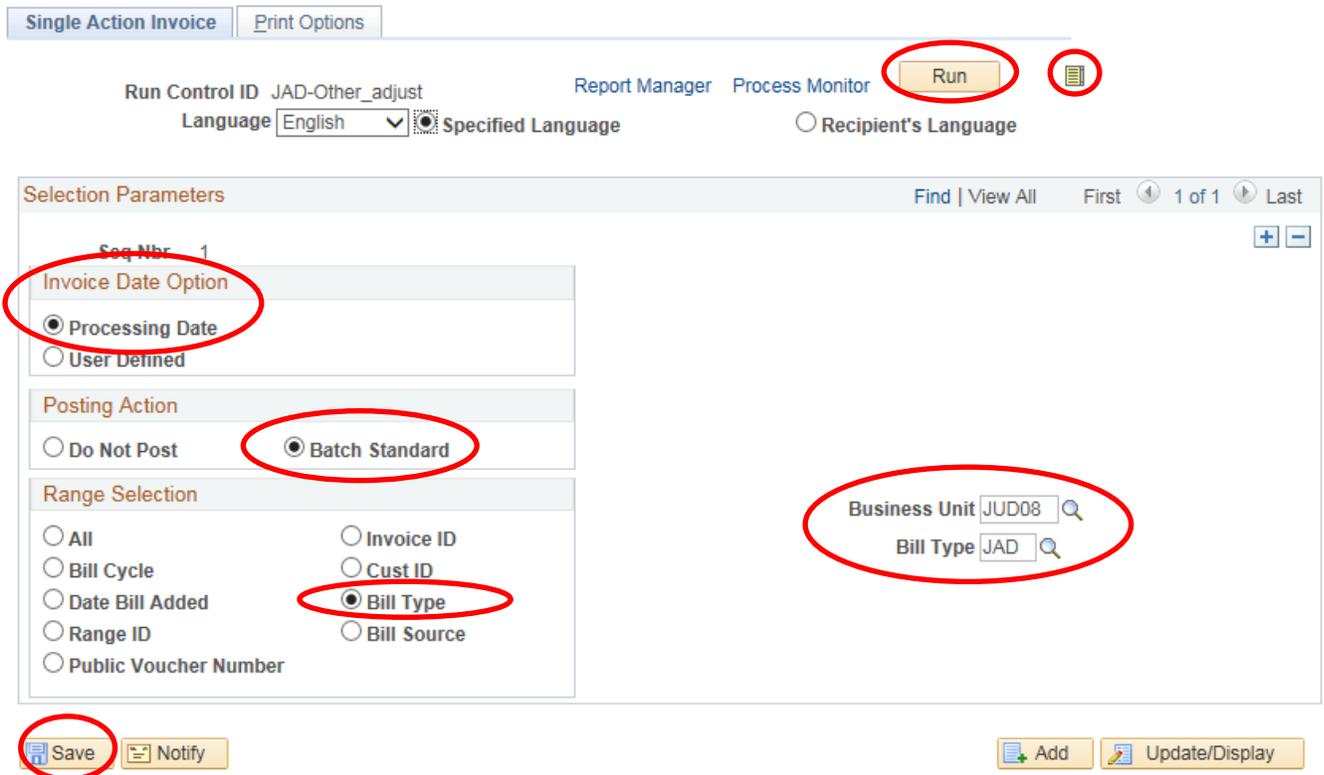


Find an Existing Value Add a New Value

Run Control ID JAD-Other_adjust

Add

2. The *Single Action Invoice* Run Control page will display.
 - a. Complete the following run control settings:
 - i. **Invoice Date Option:** enter “Processing Date”.
 - ii. **Posting Action:** enter “Batch Standard”.
 - iii. **Range Selection:** enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type “JAD”.
 - vi. Click the **Save** button.
 - b. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of bills that are ready to be finalized.
 - i. View the number of bills in the Selection Parameters blue bar to ensure all your bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
NOTE: *If nothing is listed or the number of bills to process does not match what is expected then there is a problem. STOP and call the Service Desk for assistance.*
 - c. Click the **Run** button.



The screenshot displays the 'Single Action Invoice' Run Control interface. At the top, there are tabs for 'Single Action Invoice' and 'Print Options'. Below this, the 'Run Control ID' is 'JAD-Other_adjust' and the 'Language' is set to 'English'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run' (circled in red). A 'Bills to be Processed' icon (circled in red) is located in the upper right corner. The 'Selection Parameters' section includes:

- Invoice Date Option:** 'Processing Date' is selected (circled in red).
- Posting Action:** 'Batch Standard' is selected (circled in red).
- Range Selection:** 'Bill Type' is selected (circled in red).
- Business Unit:** 'JUD08' (circled in red).
- Bill Type:** 'JAD' (circled in red).

 At the bottom, there are 'Save' (circled in red), 'Notify', 'Add', and 'Update/Display' buttons.

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

Process Scheduler Request

User ID Run Control ID

Server Name Run Date

Recurrence Run Time

Time Zone

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

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. Review the *Process List* to see that the [AOC MAIN](#) process is running.
 - b. Click the [AOC_MAIN](#) process name link to see its sub-processes.

Process List |

View Process Request For

User ID Type Last Minutes

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"/>	1192902		PSJob	AOC_MAIN	debbie.seipp	02/24/2017 8:24:03PM EST	Processing	N/A	Details

- c. Periodically click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.

NOTE: This is a multi-part process and may take a few minutes to run.

Process Detail

Refresh

Process Name AOC_MAIN

Main Job Instance 1192902

[Left](#) | [Right](#)

 **1192902 - AOC_MAIN Processing**

-  **1192903 - BIIVC000 Success**
-  1192904 - BI_IVCEXT Success
-  1192905 - BICURCNV Success
-  1192906 - BIPRELD Success
-  1192907 - BILDGL01 Success
-  **1192908 - BILDAR01 Success**

- i. Click both the **BIIVC000** and **BILDAR01** sub-process.
1. Click the [Message Log](#) in the **BIIVC000** process to confirm completion and to make sure that the correct number of bills were processed successfully.
 2. Click the [View Log/Trace](#) link and open the PDF file in the **BILDAR01** process to confirm “0” bills were sent to AR.

STEP 4: Query Viewer - Suggested but Optional

Run the **AOC_BILL_ADJUSTMENT** query to confirm your adjustment was processed as expected. Add the query to your query favorite list.

AOC_BILL_ADJUSTMENTS - Select:JAD, JBC,JPP, etc

Business Unit
 Invoice Date From
 Invoice Date To
 Bill Type

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

	Unit	Invoice	Date	Bill Type	Receipt Number	ID	PCA	Account	Amount	
1	JUD06	0011928142	01/02/2018	JAD	1700005493	UCS-260	06010	7536	25.00	Original R#17-5493, move from register code 108 to 260
2	JUD06	0011928142	01/02/2018	JAD	1700005493	UCS-108	06010	7536	-25.00	Original R#17-5493, move from register code 108 to 260

End of Process to Move Revenue from one Charge Code to Another.

Scenario 3: Post FAR Adjustment Process to Increase or Decrease the FAR amount when the payment method was NOT Cash or Check.

Scenario: The FAR report and Single Action Invoice processes were completed. It was then discovered that the amount of the Credit Card and Electronic Check, CCU or PNP FAR Report needs to be adjusted to reflect the actual amount of the deposit. The example below is increasing the Credit Card and Electronic Check FAR report.

NOTE: Before getting started, gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all the original transaction bill lines, as this will help verify the original allocation strategy and the charge code/identifier.

STEP 1: Create a New Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be assigned.
 - iii. **Bill Type Identifier:** Enter or select correct Adjustment Bill type as “JCR, JCU, JPP etc.”.
 - iv. **Bill Source:** “ONLINE”, since the bill is being entered online.
 - v. **Customer:** “JUD##”, Same as the Business Unit.
 - vi. **Invoice Date:** is the current date.
 - vii. **Accounting Date:** is the current date.
 - c. Click the **Add** button.

Bill Entry

Business Unit

Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

2. **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1 | Line - Info 1

Unit JUD09 Invoice NEXT Pretax Amt 0.00 USD

Status NEW	Invoice Date 02/03/2017	Cycle ID DAILY
*Type JCR	Source ONLINE	*Frequency Once
*Customer JUD09	SubCust1	SubCust2
Dorchester County Circuit Court		
*Invoice Form NO_PRINT	From Date	To Date
Accounting Date 02/03/2017	Pay Terms IMMED	Pay Method Check
Remit To BOA	Bank Account 09	
Sales DEFAULT	Bill Inquiry Phone	
Credit DEFAULT	Collector DEFAULT	
Billing Specialist DEFAULT	Billing Authority DEFAULT	
Default Biller		Default Biller

Go to: Header Info 2 Address Copy Address

[Notes](#) Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Page Series Prev Next

Save Notify Refresh Add Update/D

3. The **Header – Note** tab will display.
 - a. Include the following information on your audit note:
 - i. Original receipt number (if known).
 - ii. Reason and any other information needed to explain the bill adjustment.
 - iii. Select: *Header - Order Info* from the **Navigation:** drop-down at the bottom of the page.

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

Unit JUD09 Bill To JUD09 Pretax Amt 0.00 USD

Invoice NEXT Dorchester County Circuit Court

Customer Notes

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

Standard Note Flag Std Note

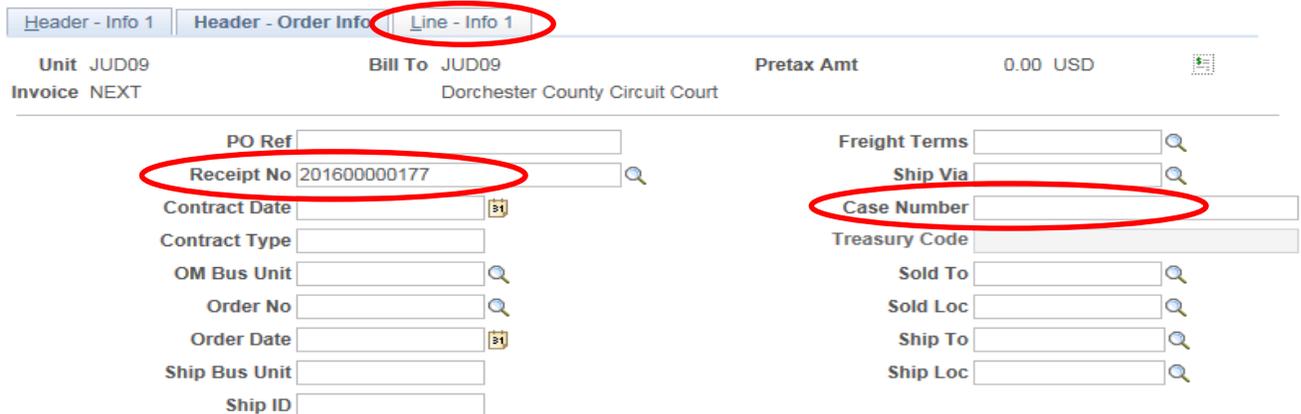
Internal Only Flag Note Type

Note Text:

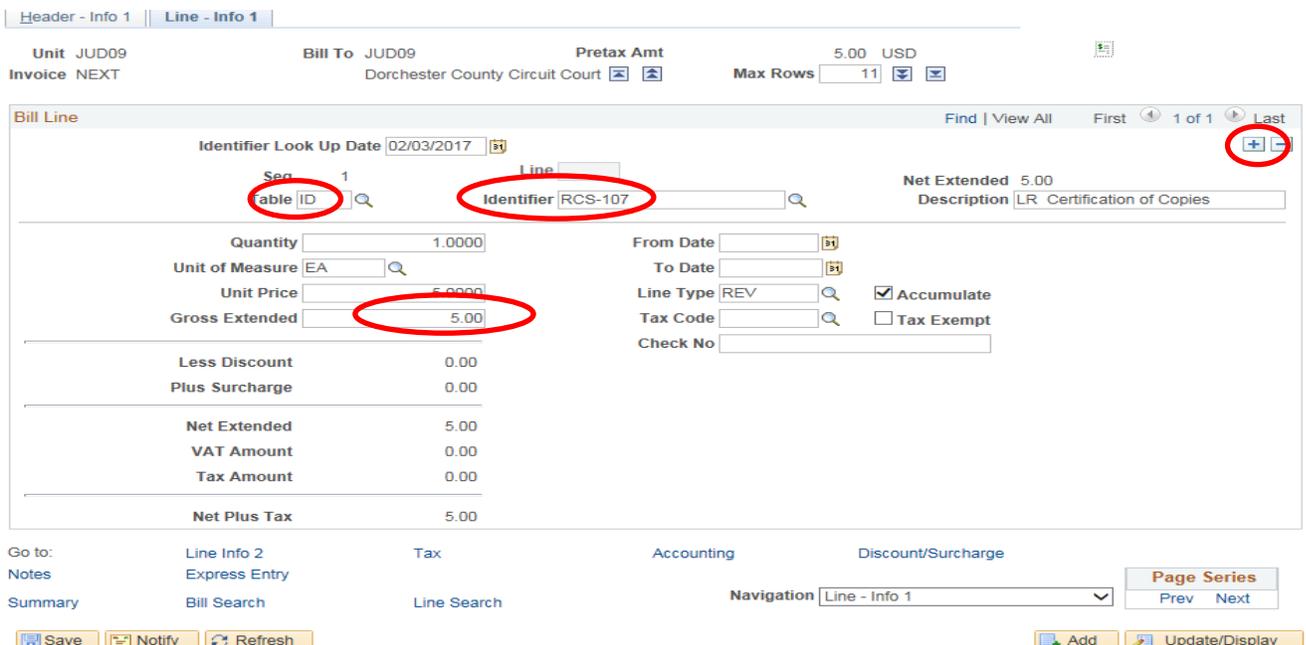
To correct the credit card payment from January 25. The amount was recorded as \$ 15 and should have been \$ 20. Receipt# 201600000177.

121 characters remaining

4. The **Header – Order Info** tab will display.
 - a. **Receipt No:** Enter the original receipt #, if known. Ignore No Matching Values message.
 - b. **Case Number:** Enter the case number, if associated to a case.
 - c. Click the **Line – Info 1** tab to add bill lines.



5. The **Line –Info 1** page will display.
 - a. A new bill line needs to be added for each Charge Code/**Identifier** – e.g. RCS-107)
 - b. Click the plus sign **+** on the right of the bill Line to add each line needed.
 - c. Add the following information to each line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
 - iii. **Gross Extended:** This is the amount of each item/charge code. All additional amounts should be entered in as a **positive** amount to increase the revenue.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.



	Amount
Less Discount	0.00
Plus Surcharge	0.00
Net Extended	5.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	5.00

- v. After all Charge Code lines are added, then click the plus sign  to add one last line for the BUS-Payment amount.
- vi. This amount will be a **negative** amount and will be credited from CASH.
(This should be the total amount of all debit Bill Lines.)
- vi. **Table:** Enter “ID”.
- vii. **Identifier:** Enter “CLEAR-JCR”.
- viii. **Gross Extended:** Enter amount as a negative (\$-) amount.
- ix. Confirm the **Pretax Amt:** is **\$0.00** USD. If so – the Bill is balanced.
- x. Click the **Refresh** button.
- xi. Click the [Accounting](#) link to add the accounting distribution information.

Header - Info 1
Line - Info 1

Unit JUD09
Invoice NEXT

Bill To JUD09
Dorchester County Circuit Court

Pretax Amt
0.00 USD

Max Rows 11

Bill Line Find | View All First 2 of 2 Last

Identifier Look Up Date 02/03/2017

Seq 2 Line

Table ID Identifier CLEAR-JCR

Net Extended -5.00
Description Clear Acct-ADJ Credit Card

Quantity	1.0000	From Date	<input type="text"/>
Unit of Measure	EA	To Date	<input type="text"/>
Unit Price	-5.0000	Line Type	MISC <input checked="" type="checkbox"/> Accumulate
Gross Extended	-5.00	Tax Code	<input type="text"/> <input type="checkbox"/> Tax Exempt
Less Discount	0.00	Check No	<input type="text"/>
Plus Surcharge	0.00		
Net Extended	-5.00		
VAT Amount	0.00		
Tax Amount	0.00		
Net Plus Tax	-5.00		

Go to: Line Info 2 Tax **Accounting** Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Line - Info 1

Page Series Prev Next

Save Notify **Refresh**

Add Update/Display

6. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the ‘How to Look up a Charge Code’ chapter in in the Index portion of the reference guide.)
 - b. On the **Acctg – Rev Distribution** page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass.
 - i. Code: Enter an ‘R’ to select the correct PCA and account. (e.g., R090306235)
 - ii. Enter the corresponding allocation percent in the Percentage field, if applicable.
 - iii. Enter **JCR** in the **Dept ID** box. This is the “Type” field you entered on the *Header – Info 1* page.
 - iv. The CLEAR-JCR allocation will be added by the system with required information. No changes required.
 - v. Click the **Save** Button.

Header - Info 1
Line - Info 1
Revenue Distribution

Unit JUD09
Invoice 0009171785

Bill To JUD09
Dorchester County Circuit Court

Pretax Amt 0.00 USD
Max Rows 5




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

Seq 1

Line

Net Extended 5.00

Identifier RCS-107

Description LR Certification of Copies

BI Creates GL Acct Entries

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

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R090306235	C09	09030	3003	6235	0903	A0027	AY2017	JCR	100.000

Percent 100.00

Amount 5.00

Gross Extended 5.00

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

Seq 2

Line

Net Extended -5.00

Identifier CLEAR-JCR

Description Clear Acct-ADJ Credit Card

BI Creates GL Acct Entries

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

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
CLEAR-JCR	C09	09380	7038	7545	0938	A0938	AY2017	JCR	100.000

Percent 100.00

Amount -5.00

Gross Extended -5.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search

Navigation Acctg - Rev Distribution
Page Series
Prev Next

Save

Notify

Refresh

Add Update/Display

STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).

Header - Info 1		Line - Info 1	
Unit	JUD09	Invoice	0009171785
Pretax Amt	0.00	USD	
Status	RDY	Invoice Date	02/03/2017
*Type	JCR	Source	ONLINE
*Customer	JUD09	SubCust1	
	Dorchester County Circuit Court	SubCust2	
*Invoice Form	NO_PRINT	From Date	
Accounting Date	02/03/2017	Pay Terms	IMMED
Remit To	BOA	Bank Account	09
Sales	DEFAULT	Bill Inquiry Phone	
Credit	DEFAULT	Collector	DEFAULT
Billing Specialist	DEFAULT	Billing Authority	DEFAULT
	Default Biller		Default Biller
Go to:	Header Info 2	Address	Copy Address
Notes	Express Entry		Attachments
Summary	Bill Search	Line Search	Navigation
			Header - Info 1
Save	Notify	Refresh	Page Series
			Prev Next
			Add

STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCR, JEC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JCR (Credit Card Amount) Adjustment.

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

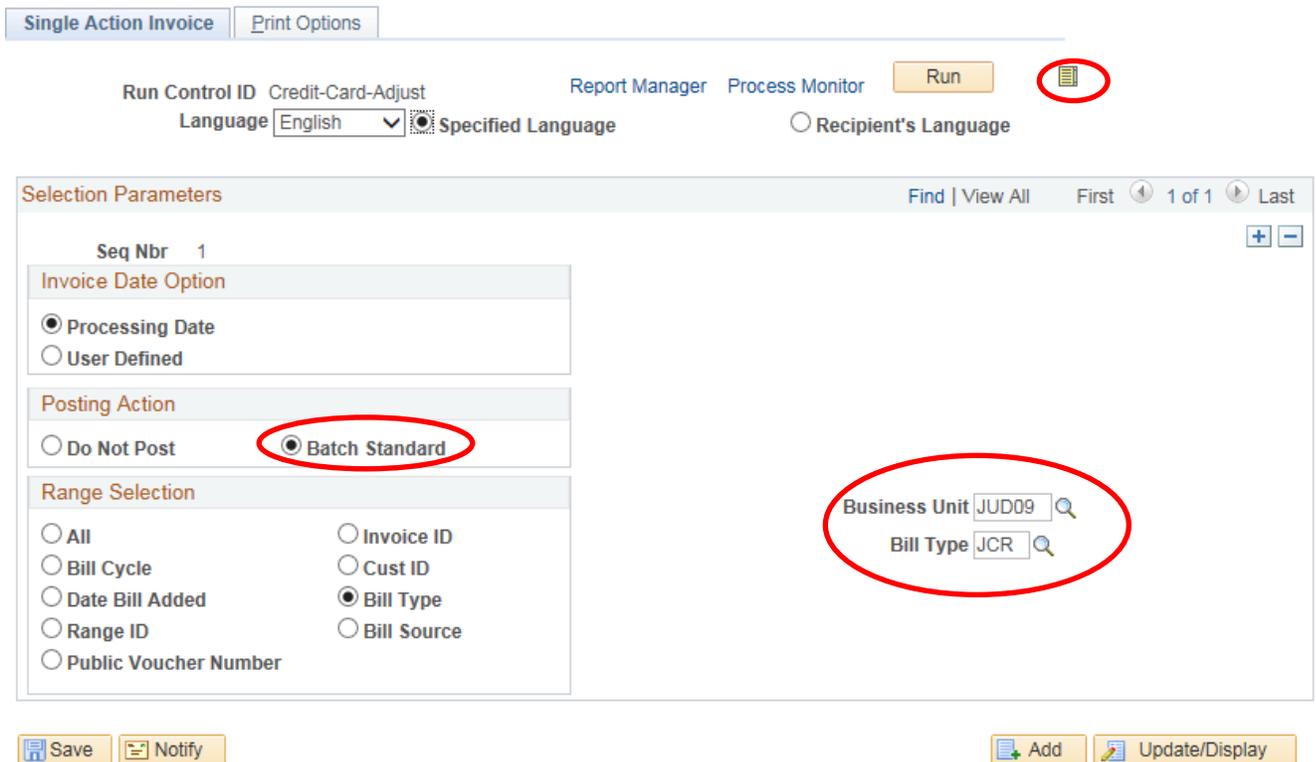
1. The *Single Action Invoice* page will display.
 - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “JCR” or “Credit-Card-Adjust”. You can then use this Run Control each time you process a JCR adjustment, by searching for it under the “Find an Existing Value” tab.

Single Action Invoice

Find an Existing Value	Add a New Value
Run Control ID	Credit-Card-Adjust
Add	

The *Single Action Invoice* Run Control page will display.

- b. Complete the following run control settings:
 - i. **Invoice Date Option:** “Processing Date” will default in.
 - ii. **Posting Action:** Enter “Batch Standard”.
 - iii. **Range Selection:** Enter “Bill Type”.
 - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JCR”.
 - vi. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
 - i. View the number of bills in the blue bar to ensure all your JCR bills are included.
 - ii. Click the **Return** button to return to the *Single Action Invoice* run control page.
NOTE: *If nothing is listed or the number of bills to process does not match what is expected, then there is a problem. STOP and call the Service Desk for assistance.*
- d. Click the **Run** button.



Single Action Invoice | Print Options

Run Control ID Credit-Card-Adjust | 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 JUD09 | Bill Type JCR

Save | Notify | Add | Update/Display

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

Process Scheduler Request

User ID **debbie.seipp** Run Control ID **JDP-Deposit-Adjustment**

Server Name Run Date

Recurrence Run Time

Time Zone

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

- f. The [Single Action Invoice](#) Run Control page will display.
 - i. A Process Instance number will display under the “Run” button indicating that the AOC_MAIN process has begun.
 - ii. Click the [Process Monitor](#) link.
 - a. The [Process List](#) page will display.
 - iii. Review the [Process List](#) to see that the [AOC MAIN](#) process is running. **NOTE:** *This is a multi-part process and may take a few minutes to run.*
 - iv. Click the [AOC MAIN](#) process name link to see its sub-processes.
 - v. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
 - 1. Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
 - a. Click the [Message Log](#) on the [BIIVC000](#) process to confirm completion and to make sure the correct number of bills were processed.
 - b. Click the [View Log/Trace](#) link and open the **PDF** file on the [BILDAR01](#) process to confirm “0” bills were sent to AR.

Process Name **AOC_MAIN**

Main Job Instance **1192902**

Left | Right

- 1192902 - AOC_MAIN Processing
 - 1192903 - BIIVC000 Success
 - 1192904 - BI_IVCEXT Success
 - 1192905 - BICURCNV Success
 - 1192906 - BIPRELD Success
 - 1192907 - BILDGL01 Success
 - 1192908 - BILDAR01 Success

STEP 4: Query Viewer - Suggested but Optional

Run the AOC_BILL_ADJUSTMENT query to confirm your adjustment was processed as expected. Add the query to your query favorite list.

AOC_BILL_ADJUSTMENTS - Select:JAD, JBC,JPP, etc

Business Unit

Invoice Date From 

Invoice Date To 

Bill Type 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

	Unit	Invoice	Date	Bill Type	Receipt Number	ID	PCA	Account	Amount	
1	JUD09	0015712093	04/16/2019	JCR	09-2019-00000006	ODY-1328	09010	7536	15.00	Duplicate payment created on 01/02/2019 during 00000005 and 09-2019-00000006.
2	JUD09	0015712093	04/16/2019	JCR	09-2019-00000006	CLEAR-JCR	09380	7545	-15.00	Duplicate payment created on 01/02/2019 during 00000005 and 09-2019-00000006.

End of Process to Increase/Reduce the Miscellaneous Adjustment Amount.