

Attachment 3 - MD Judiciary Cashiering Systems Overview

The MD Judiciary Revenue Collection System currently consists of 3 different cash register systems. Two of the systems are legacy, DOS based, personal computer, point-of-sale systems that are approaching 15 years old and different versions are deployed in all Circuit and District Court locations. The third system is a cashiering system integrated with the UCS Case Management System and is currently being deployed within the Circuit Courts only for the collection of case-related payments. System Specifications are provided in the SOW.

The following table shows the number of cash registers currently in use per court and location.

Jurisdiction	Circuit #	# of PC Registers (CC)	# of UCS Registers (CC)	# of CC deployment locations per county	District #	# of PC Registers (DC)	# of DC deployment locations per county	Function
Dorchester	1	1	0	1	2	1	1	Revenue Collection
Somerset	1	1	0	1	2	1	1	Revenue Collection
Wicomico	1	2	0	1	2	1	1	Revenue Collection
Worcester	1	2	1	1	2	2	2	Revenue Collection
Caroline	2	1	0	1	3	1	1	Revenue Collection
Cecil	2	2	2	1	3	1	1	Revenue Collection
Kent	2	1	0	1	3	1	1	Revenue Collection
Queen Anne's	2	2	0	1	3	1	1	Revenue Collection
Talbot	2	1	0	1	3	1	1	Revenue Collection
Baltimore County	3	10	6	1	8	9	3	Revenue Collection
Harford	3	5	2	2	9	2	1	Revenue Collection
Allegany	4	2	0	1	12	1	1	Revenue Collection
Garrett	4	1	0	1	12	1	1	Revenue Collection
Washington	4	2	1	1	11	1	1	Revenue Collection
Anne Arundel	5	10	5	1	7	4	2	Revenue Collection
Carroll	5	4	2	1	10	1	1	Revenue Collection
Howard	5	4	0		10	2	1	Revenue Collection
Montgomery	6	10	0		6	6	2	Revenue Collection
Frederick	6	3	0	1	11	1	1	Revenue Collection
Calvert	7	3	1	1	4	2	1	Revenue Collection
Charles	7	3	0	1	4	2	1	Revenue Collection

Prince George's	7	15	0		5	8	2	Revenue Collection
St. Mary's	7	2	0	1	4	2	1	Revenue Collection
Baltimore City	8	10	7	2	1	11	4	Revenue Collection
JIS	N/A	1	2	1	N/A	0	N/A	Testing and Support
HQ - Traffic Processing Center	N/A	N/A	N/A	N/A	N/A	13	N/A	Revenue Collection
Bar Library	N/A	1	N/A	1	N/A	0	N/A	Revenue Collection
Court of Appeals	N/A	1	N/A	1	N/A	0	N/A	Revenue Collection
Court of Special Appeals	N/A	1	N/A	1	N/A	0	N/A	Revenue Collection
TOTALS	N/A	98-107	29	34	N/A	77	33	TOTALS

Approximate measurements of Cash Register components:

PC	17" x 6" x 17"
Monitor	16" x 14" x 8"
Receipt Printer	7" x 7" x 14"
Validator	10" x 12" x 10"
Cash drawer (big)	19" x 4" x 20"
Cash drawer (small)	19" x 4" x 16"
UPS	7" x 9" x 17"
Neoware (in tower position) UCS Registers ONLY	5" x 12" x 9"

Circuit Court Cashiering Systems

Two variations of cash register systems are used within the Circuit Courts of Maryland. The PC Cash Register and the UCS Cash Register. PC registers are stand-alone without any network connectivity and are deployed in all 24 MD Jurisdictions. UCS registers are connected to the JIS data center via ATM over DS-3 circuits and are deployed in 7 MD Jurisdictions. The number of cash registers per location varies based on the requirements of that jurisdiction. Many of the rural court locations only have 1-2 registers, where the larger court locations may have up to 15. Only 5 Circuit Court locations accept credit cards as a payment method and the credit card reconciliation process is a manual, cumbersome process.

PC Cash Register within the Circuit Courts

The PC Cash Register system within Circuit Court is a "homegrown" system centered around a 386

/ 33 Mhz personal computer and requires a 3 ½" floppy drive for operation and data transfer. 12 jurisdictions using this system are for the most part very small, rural jurisdictions lying furthest from the center of the state. 4 jurisdictions, Baltimore County, Baltimore City, Montgomery County and Prince George's County are the largest containing the greatest number of cashiering stations and most urban of those in Maryland.

The PC Cash Register software consists of 3 programs written to provide the functionality needed to operate the cashiering system. The first, called the "setup" program, is used to create and store the parameters required to run the system. The second, called the "user" program, creates the information screens used by the cashier when processing transactions. The third program is called the "Accounting" program, which is used to generate the data file written to the floppy diskette for transfer to the local accounting system.

When multiple cashiering stations exist in a jurisdiction consistency across all systems must be maintained. To accomplish this only one station is identified as the primary at that location. The "setup" program can only be accessed on the primary cashiering station to make changes to the terminal(s) functionality and settings. A change file is generated then copied to a floppy diskette to be taken to each secondary cashiering station for upload.

The PC Cash Register system is a cashier-based system, rather than a drawer-based system. Although each register will accommodate up to 3 physical drawers, it will accommodate up to 9 cashiers. When the additional 6 cashiers use the system no drawer will open. These cashiers are required to place monies collected and their beginning bank in a lock box or bag for storage. At the end of the day each cashier must balance his or her drawer, lock box or bag and log off the system for the day.

Three levels of systems access have been established for the Circuit Court PC Cash Registers. These include a Master level, Supervisor level and Cashier level.

Master Level – The master or system administrator is the person(s) in the office with controlling authority over the cash register(s). This level has access to and control of every feature of the "setup" and "user" programs of the system, but cannot change the register ID number.

Supervisor Level – The supervisor level is assigned by the master and enables an individual to access all features of the "user" operations program on one or more registers. Supervisor access is required to void transactions, enter overrides / offsets, to perform an x-reading and to perform a z-reading. Supervisor access also allows an individual the ability to add or delete cashier accounts, change passwords, and modify access levels for cashiers.

Cashier Level – The Cashier access level permits a user to enter transactions, validate documents, access their own cash drawer and perform x-readings on their cash drawer. Cashier access may also be limited to specific functional areas: Criminal, Civil, Land Records, etc...

Access to the system is controlled through a userid and password, which are defined using the "setup" program and can be changed at any time by an authorized individual. A valid password is

required to initiate each and every transaction at the register. Invalid logon attempts are recorded and provided as part of the end-of-month system rollover and reporting routine.

UCS Cash Register within the Circuit Courts

The current configuration of the UCS Cash Register system within the Circuit Court is a system centered around an HP NeoWare CA9 thin client (Washington, Worcester, Harford, Queen Anne's, Cecil and Calvert), older implementations (Baltimore County, Baltimore City, Anne Arundel and Carroll) are using an HDS ViewStation thin client. Both are connected to the Judiciary network but require access to a 3 ½" floppy drive for data transfer for the Circuit Court Local Accounting system. Data from all registers is stored in the UCS database and retrieved into a single file daily to be submitted to the Accounting department.

10 jurisdictions use this system: Baltimore City, Baltimore County, Anne Arundel and Carroll were the first and are among the largest deployments. Washington, Worcester, Harford, Queen Anne's, Cecil and Calvert are using the current HP configuration and are more recent deployments.

The UCS Cash Register software is written in Progress Version 7.3 4GL/ Progress Database. It is an integrated component of the Uniform Court System (UCS) Case Management System. The application was originally developed by Aquidneck Management Associates, now SAIC, but has been completely enhanced and maintained by JIS since 2000. Coding resides on RS/6000 servers running AIX Version 4.3. Within the UCS Accounting Module there are components for cashiering, accounts receivable, escrow and reporting.

Access to the system is controlled through a userid and password, which are managed by the UCS team. A valid password is required to initiate each and every transaction at the register. Invalid logon attempts are recorded and provided as part of the end-of-month system rollover and reporting routine. Monies are collected against case-related obligations, which are managed within the UCS Case Management System. Monies for licenses (Marriage, Business, etc...) collected at the Circuit Courts cannot be taken at UCS registers.

District Court Cashiering System

PC Cash Register within the District Courts

The PC Cash Register system within the District Courts are a legacy system centered around a Intel Celeron processor 2.7 Ghz personal computer and is connected to the Judiciary network. All 12 Districts use this system. 5 Districts: Anne Arundel County, Baltimore County, Baltimore City, Montgomery County and Prince George's County are the largest containing the greatest number of cashiering stations and most urban of those in Maryland.

All District Court locations accept credit cards as a payment method with the support of the VitalChek payment system. Credit Cards are processed by VitalChek and a paper check is generated for the clerk who then processes the check payment against the fees/costs collected. The customer is required to pay an additional fee for the convenience of paying with a credit card.

The PC Cash Register software consists of programs written to provide for the functionality needed to operate the cashiering system and collect monies associated with traffic, criminal and civil cases. At the end of the day a file of all register transactions is sent to JIS to be processed. Traffic and criminal payments are split into separate transaction files and used to update the respective case management database. Civil payments are processed manually.

District Court Transaction file Specifications as of 3/6/2009:

DTPRD602 JOB receives cashier's payment file from the PC cash registers using NETNAV– Network Navigator.

Filename: A70E.MF.BARCODE.CASHIER.PAYMENTS

This file contains all cashier transactions for all District Court systems.
Created by NETNAV. (File Format Specification included below.)

Cash Register System Transaction Separation:

A70TD202 (previously A07TD602): Mainframe Program that Splits the transactions per type into separate files for processing.

Program reads the cashier's payment file ('**NNPUB.A70E.MF.BC.CASHIER.PAYMENTS**'), which is received through FTP (file transfer protocol) from the PC cash registers within District Court. This file will contain daily transactions for all systems. All traffic transactions are selected and a traffic payment file is created to input to (Program A70TD225). All criminal and DNR transactions are selected and a criminal payment file is created to input to (Program A70CD014). The output files are GSAM/VSAM databases.

Traffic

Job DTPRD225/program A70TD225: Traffic Payments file

A70TD225: DC Mainframe Program that Updates Traffic System Accounting Receivables from the transaction files from the PC cash registers.

Criminal

A70CD014: Criminal Payments file

A70CD214: Mainframe Program that reads all criminal payment transactions and updates the criminal database with payments against accounts receivables from the transaction files from the PC cash registers.

Civil

Civil transactions are not processed as part of the transactions split out and processed by the mainframe. They are entered directly into the mainframe from the clerks in DC.

File Format Specification:

CASHIER RECORD: 'NNPUB.A70E.MF.BC.CASHIER.PAYMENTS' is received through FTP (file transfer protocol), is backed up to a catalogued tape, A70E.UF.BARCODE.CASHIER.PMNTS.BKUP' and is split into:

A70V.MF.DCCRIM.CASHIER.PAYMENTS and
A70V.MF.DCTRAF.CASHIER.PAYMENTS

Organization: Sequential

Record Size: 223

Block Size: 15387

Field Description	Type	Length	From	To	Values
CASHIER-TRANS-NUM	AN	06	1	6	
CASHIER-DATE	AN	06	7	12	YYMMDD
CASHIER-CASE-NUM	AN	12	13	24	
CASHIER-DISTRICT	AN	02	25	26	
CASHIER-LOCATION	AN	02	27	28	
CASHIER-REGISTER	AN	02	29	30	
CASHIER-CLERK-NUM	AN	05	31	35	
CASHIER-SYSTEM	AN	01	36	36	1-Traffic 2-Criminal 3-Civil 4-DNR 5-other
CASHIER-FILING-TYPE	AN	01	37	37	
FILLER	AN	04	38	41	
CASHIER-AMOUNT	N	10	42	51	S 9(8) V99
CASHIER-AMOUNT-SIGN	AN	01	52	52	'-' or space
CASHIER-COURT-COST	N	10	53	62	S 9(8) V99
CASHIER-COURT-COST-SIGN	AN	01	63	63	'-' or space
CASHIER-APPEAL-COST	N	10	64	73	S 9(8) V99
CASHIER-APPEAL-COST-SIGN	AN	01	74	74	'-' or space
CASHIER-CRIMINAL-INJURY	N	10	75	84	S 9(8) V99
CASHIER-CRIMINAL-INJURY-SIGN	AN	01	85	85	'-' or space
CASHIER-LETF	N	10	86	95	S 9(8) V99
CASHIER-LETF-SIGN	AN	01	96	96	'-' or space
CASHIER-CASE-LAST-NAME	AN	24	97	120	
CASHIER-CASE-FIRST-NAME	AN	24	121	144	

CASHIER-CASE-STREET	AN	24	145	168	
CASHIER-CASE-CITY	AN	24	169	192	
CASHIER-CASE-STATE	AN	02	193	194	
CASHIER-CASE-ZIP	AN	05	195	199	
CASHIER-CASE-DEFENDANT	AN	24	200	223	

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