

## Table of Contents

PROCESSING LOCAL REVENUE DISBURSEMENTS .....	2
STEP 1: Verify Data .....	2
STEP 2: Create Local Revenue Bills.....	3
STEP 3: Run the Billing Interface .....	5
STEP 4: Run Disbursement Reports .....	11
STEP 5: Update Bill Status .....	18
STEP 6: Process Single Action Invoice .....	20
STEP 7: Run the AR_UPDATE Process for Local Revenue .....	25
STEP 8: Verify Local Revenue Disbursements .....	28
STEP 9: Create A Refund Worksheet.....	29
STEP 10: Re-Run the AR_UPDATE Process for Local Revenue .....	34
STEP 11: Verify Local Revenue Disbursements .....	37
STEP 12: Load to AP for Voucher Creation .....	38

**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 date.

## PROCESSING LOCAL REVENUE DISBURSEMENTS

**STEP 1: Verify Data** – The results of this query will determine if you have any adjustments required before beginning the initial process. Also, this query will be used to balance to your Disbursement Summary Report.

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

1. The **Query Viewer** page will display.
  - a. Enter “AOC\_CHARGE\_ID\_ALLOC\_EOM” as your search criteria.
  - b. Click the **Search** button.

### Query Viewer

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

\*Search By  begins with   
 [Advanced Search](#)

### Search Results

\*Folder View

Query				Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CHARGE_ID_ALLOC_EOM	Charges inc9588,9591,7530w/OTH	Public	OTC	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

- 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).

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

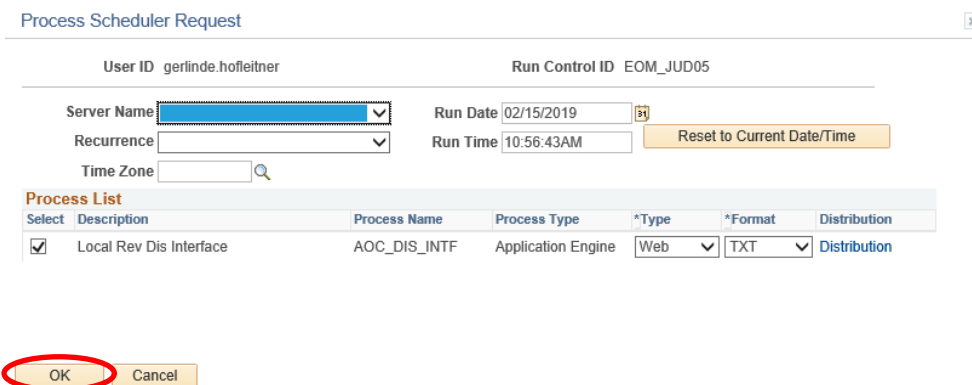
## STEP 2: Create Local Revenue Bills - This process creates summarized credit bills for each Local Disbursement customer and Charge Code.

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

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



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



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

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

### Local Revenue Disbursements Interface

Run Control ID EOM\_JUD05 Report Manager [Process Monitor](#) [Run](#)

Process Instance: 1877450

**Run Control Parameters**

\*Business Unit:

\*From Date:

\*Through Date:

Accounting Date:

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

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

Process List Server List

---

**View Process Request For**

User ID   Type  Last  Days

Server  Name   Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

---

**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
<input type="checkbox"/>	1877450		Application Engine	AOC_DIS_INTF	gerlinde.hofleitner	02/15/2019 10:56:43AM EST	Success	Posted	<a href="#">Details</a>

Message Log

**Process**

Instance: 1877450      Type: Application Engine

Name: AOC\_DIS\_INTF      Description: Local Rev Dis Interface

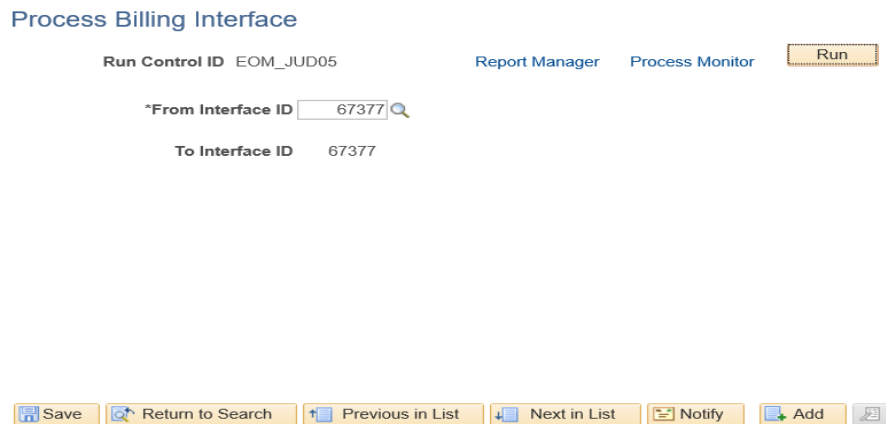
Personalize | Find | View All |  | First 1-3 of 3 Last

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

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

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

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





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

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

### Message Log

**Process**

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

<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>      					
			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	<a href="#">Explain</a>		
10	11:17:20AM	Transactions in Error: 0	<a href="#">Explain</a>		
10	11:17:20AM	New Bill Headers Created: 10	<a href="#">Explain</a>		
10	11:17:20AM	New Bill Lines Created: 133	<a href="#">Explain</a>		
	11:17:31AM	Published message with ID 321abe92-313d-11e9-83c2-9c014540e63d to create entry in folder GENERAL.	<a href="#">Explain</a>		
	11:17:31AM	Successfully posted generated files to the report repository	<a href="#">Explain</a>		

**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	=	▼	<input type="text" value="JUD74"/>	🔍
Invoice	begins with	▼	<input type="text"/>	🔍
Bill Status	=	▼	<input type="text"/>	▼
Customer	begins with	▼	<input type="text" value="LOC0005990"/>	✕ 🔍
Receipt No	begins with	▼	<input type="text"/>	
Bills in Business Unit	=	▼	<input type="text"/>	🔍
Template Invoice Flag	=	▼	<input type="text"/>	▼

**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.

Header - Info 1
Line - Info 1

Unit JUD74	Invoice 0009182177	Pretax Amt -62,440.00	USD
------------	--------------------	-----------------------	-----

**Status**

\*Type

\*Customer

SHERIFF OF BALTIMORE CITY

\*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](#)    [Address](#)

Notes: [Express Entry](#)    [Copy Address](#)

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

Navigation:

Page Series

Prev Next

**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.

### Change Status of Bills



Run Control ID: Hold\_to\_Ready | Language: English | Report Manager | Process Monitor | Run

**From Status**

New |  Ready  
 Hold |  Canceled  
 Pending

**To Status**

\*New Bill Status: Ready Bill

Include Consolidation Group

Business Unit: JUD74 | Customer: LOC0005990 | Bill Type: LRV | Source: LOCAL\_REV

Save | Notify | Add | Update

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     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

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.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195612		SQR Report	BIIVCSTS	debbie.seipp	04/07/2017 11:01:32AM EDT	Success	Posted	<a href="#">Details</a>

Name	File Size (bytes)	Datetime Created
<a href="#">BIIVCSTS_1195612.PDF</a>	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
<b>RDY</b>	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.

Aoc Dis Sum Rpt

### Disbursement Reports

Run Control ID EOM\_JUD05
Report Manager
Process Monitor
Run

Report Request Parameters

\*Business Unit  
\*Date From:  
\*Date To:

Reports

Disbursement Summary

Disbursement Statement

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

**Process Scheduler Request**

User ID gerlinde.hofleitner      Run Control ID EOM\_JUD05

Server Name       Run Date

Recurrence       Run Time      

Time Zone

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

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

**Process List**      **Server List**

**View Process Request For**

User ID       Type       Last       14 Days      

Server       Name       Instance From       Instance To

Run Status       Distribution Status        Save On Refresh

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

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

Process Detail

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

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

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

OK      Cancel

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

View Log/Trace

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

Return

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

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



### DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_

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

CUSTOMER ID	CUSTOMER NAME	INVOICE NUMBER	INVOICE DATE	INVOICE NAME	PCA	ACCT	INVOICE AMOUNT	INTEREST AMOUNT	TOTAL
LOC0008145	CAROLINE COUNTY SHERIFF	0014844339	2018-12-31	Sheriff Fee Caroline	05270	9511	\$288.53	\$0.00	
Customer Total:							\$288.53	\$0.00	\$288.53
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844332	2018-12-31	LR County Transfer Tax	05270	9511	\$34,242.73	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844333	2018-12-31	Marriage License App	05270	9511	\$300.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844334	2018-12-31	Marriage Civil Ceremony	05270	9511	\$40.00	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844336	2018-12-31	Fine	05270	9511	\$177.80	\$0.00	
LOC0006147	CAROLINE COUNTY COMMISSIONERSUS	0014844338	2018-12-31	BL County	05270	9511	\$13.78	\$0.00	
Customer Total:							\$34,774.11	\$0.00	\$34,774.11
LOC0006777	COMMISSIONERS OF GREENSBORO	0014844331	2018-12-31	BL Greensboro	05270	9511	\$8.89	\$0.00	
Customer Total:							\$8.89	\$0.00	\$8.89
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844330	2018-12-31	Appearance Fee Civil Action	05270	9511	\$180.00	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844335	2018-12-31	Appearance Fee Criminal Case	05270	9511	\$277.07	\$0.00	
LOC0012219	BAR LIBRARY FUND FOR CAROLINE COUNTY	0014844337	2018-12-31	Fine	05270	9511	\$159.85	\$0.00	
Customer Total:							\$616.92	\$0.00	\$616.92
<b>GRAND TOTALS:</b>							<b>\$35,686.45</b>	<b>\$0.00</b>	<b>\$35,686.45</b>

- 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.

Aoc Dis Sum Rpt

### Disbursement Reports

Run Control ID EOM\_JUD05      Report Manager      Process Monitor      **Run**

**Report Request Parameters**

\*Business Unit       \*Date From:       \*Date To:

**Reports**

Disbursement Summary

**Disbursement Statement**

**Save**    Return to Search    Notify    Add    Update/Display

The *Process Scheduler Request* page will display.

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

Process Scheduler Request

User ID gerlinde.hofeitner      Run Control ID EOM\_JUD05

Server Name       Run Date       Run Time       **Reset to Current Date/Time**

Recurrence       Time Zone

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

**OK**    Cancel

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

Process List
Server List

**View Process Request For**

User ID   Type  Last  14  Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

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

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

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

**Process Detail**

**Process**

Instance 1877453      Type BI Publisher

Name AOCDISBSUM      Description Disbursement Reports

Run Status Success      Distribution Status Posted

**Run**

Run Control ID EOM\_JUD05

Location Server

Server PSNT3

Recurrence

**Update Process**

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content       Restart Request

**Date/Time**

Request Created On 02/15/2019 11:48:33AM EST

Run Anytime After 02/15/2019 11:47:07AM EST

Began Process At 02/15/2019 11:48:52AM EST

Ended Process At 02/15/2019 11:49:07AM EST

**Actions**

[Parameters](#)      Transfer

[Message Log](#)      [View Locks](#)

[Batch Timings](#)

[View Log/Trace](#)



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	<a href="#">Message Log</a>
Name	AOCDISBSUM	Process Type	XML Publisher	

Run Status Success

Disbursement Reports

**Distribution Details**

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

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

**Distribute To**

Distribution ID Type	*Distribution ID
User	gerlinde.hofleitner

[Return](#)

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



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

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

---

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

**DISBURSEMENT STATEMENT**

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

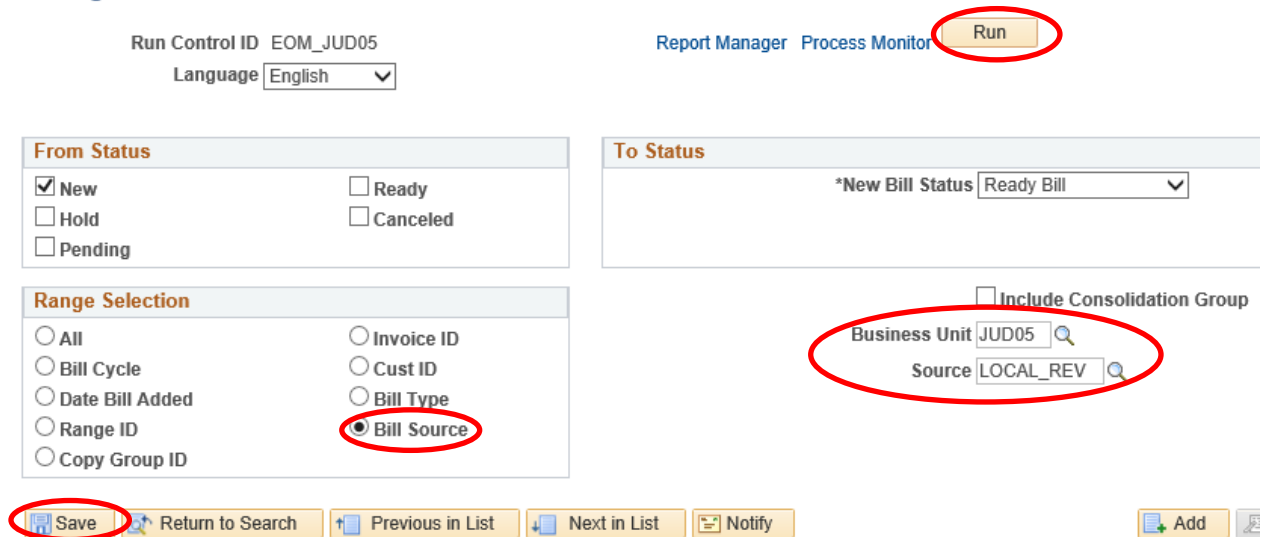
All Checks will be issued by the Comptroller's Office.

**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.

### Change Status of Bills



Run Control ID EOM\_JUD05      Report Manager Process Monitor **Run**

Language English

**From Status**

New       Ready  
 Hold       Canceled  
 Pending

**To Status**

\*New Bill Status Ready Bill

Include Consolidation Group

Business Unit JUD05  
 Source LOCAL\_REV

**Range Selection**

All       Invoice ID  
 Bill Cycle       Cust ID  
 Date Bill Added       Bill Type  
 Range ID       Bill Source  
 Copy Group ID

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

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	<a href="#">Message Log</a>
Name	BIIVCSTS	Process Type	SQR Report	
Run Status	Success			

Invoice Status Change

**Distribution Details**

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

Name	File Size (bytes)	Datetime Created
<a href="#">BIIVCSTS_1877484.PDF</a>	3,143	02/15/2019 4:51:52.182416PM EST
<a href="#">BIIVCSTS_1877484.out</a>	0	02/15/2019 4:51:52.182416PM EST
<a href="#">SQR_BIIVCSTS_1877484.log</a>	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  
INVOICE STATUS CHANGE REPORT


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

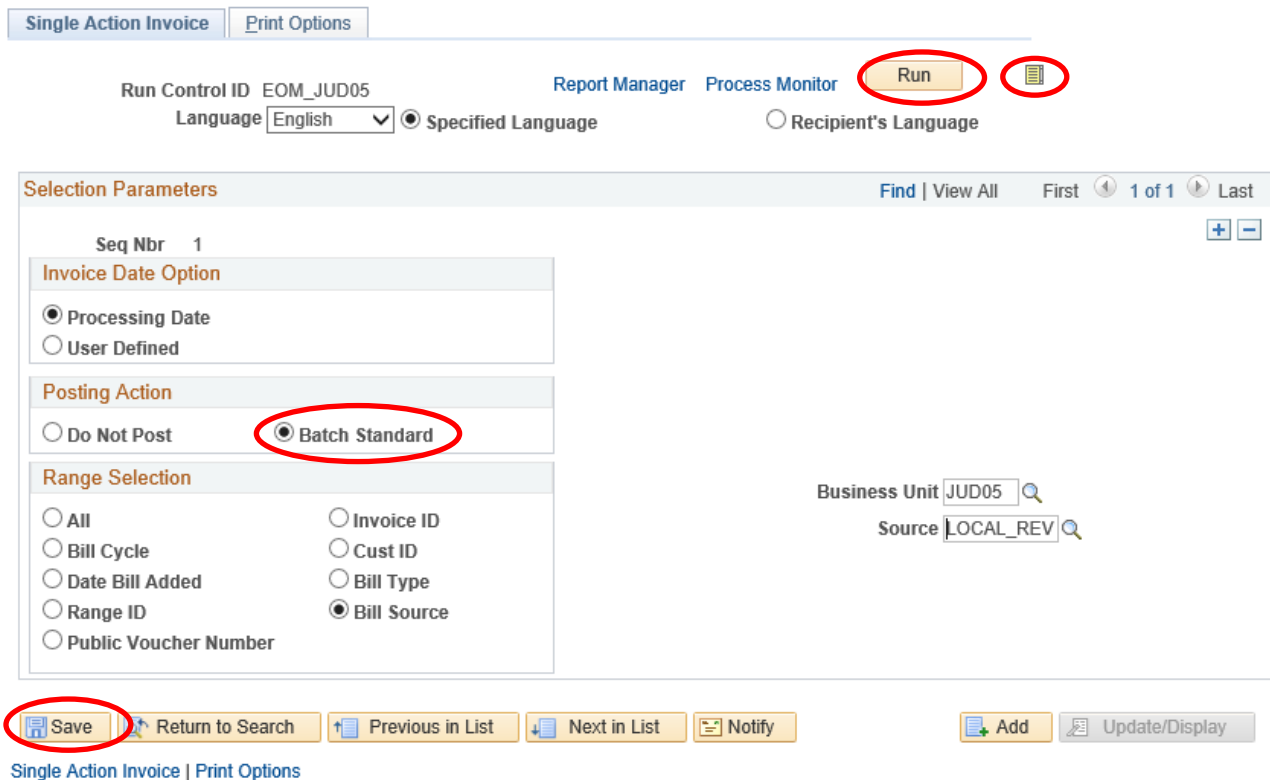
Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD05	0014844330	LRV	BAR LIBRARY FUND FOR CAR	LOC0012219				IMMED	B	H	N
RDY		0014844331	LRV	COMMISSIONERS OF GREENSB	LOC0006777				IMMED	B	H	N
RDY		0014844332	LRV	CAROLINE COUNTY 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.



Single Action Invoice | Print Options

Run Control ID EOM\_JUD05      Report Manager    Process Monitor    **Run**    

Language English    Specified Language      Recipient's Language

Selection Parameters      Find | View All      First 1 of 1 Last

Seq Nbr 1

**Invoice Date Option**

Processing Date  
 User Defined

**Posting Action**

Do Not Post       **Batch Standard**

**Range Selection**

All                       Invoice ID  
 Bill Cycle               Cust ID  
 Date Bill Added       Bill Type  
 Range ID               **Bill Source**  
 Public Voucher Number

Business Unit JUD05  
Source LOCAL\_REV

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

Single Action Invoice | Print Options

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

Bills To Be Processed ✕

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

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

Return

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

Process Scheduler Request ✕

User ID gerlinde.hofleitner Run Control ID EOM\_JUD05

---

Server Name  Run Date

Recurrence  Run Time  Reset to Current Date/Time

Time Zone

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

OK Cancel

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

Single Action Invoice
Print Options

Run Control ID EOM\_JUD05

Language English  Specified Language

Report Manager [Process Monitor](#) Run

Recipient's Language

Process Instance:1877513

Selection Parameters

Find | View All    First 1 of 1 Last

Seq Nbr 1 + -

Invoice Date Option

Processing Date

User Defined

Posting Action

Do Not Post       Batch Standard

Range Selection

<input type="radio"/> All	<input type="radio"/> Invoice ID
<input type="radio"/> Bill Cycle	<input type="radio"/> Cust ID
<input type="radio"/> Date Bill Added	<input type="radio"/> Bill Type
<input type="radio"/> Range ID	<input checked="" type="radio"/> Bill Source
<input type="radio"/> Public Voucher Number	

Business Unit JUD05

Source LOCAL\_REV

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

[Single Action Invoice](#) | [Print Options](#)

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

Process Detail ✕

---

Process Name [AOC\\_MAIN](#) Refresh

Main Job Instance 1877513

Left | Right

---

- 1877513 - AOC\_MAIN Success
- 1877514 - BIIVC000 Success
- 1877515 - BICURCNV Success
- 1877516 - BIPRELD Success
- 1877517 - BILDGL01 Success
- 1877518 - BILDAR01 Success

Return

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

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

[Message Log](#)

Process			
Instance:	1877514	Type:	Application Engine
Name:	BIIVC000	Description:	Pre-process & Finalization
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>			
		First	1-6 of 6
Severity	Log Time	Message Text	Explain
10	9:33:49AM	13 bill(s) were selected for processing.	<span style="border: 1px solid #ccc; padding: 2px 5px;">Explain</span>
10	9:33:49AM	0 bill(s) were found to contain error(s).	<span style="border: 1px solid #ccc; padding: 2px 5px;">Explain</span>
10	9:33:49AM	13 bill(s) were processed successfully.	<span style="border: 1px solid #ccc; padding: 2px 5px;">Explain</span>
10	9:33:49AM	Total amount processed: -36045.76 in USD.	<span style="border: 1px solid #ccc; padding: 2px 5px;">Explain</span>
	9:34:02AM	Published message with ID 66ca0462-3453-11e9-9dc0-f1dd9e66f6be to create entry in folder GENERAL.	<span style="border: 1px solid #ccc; padding: 2px 5px;">Explain</span>
	9:34:02AM	Successfully posted generated files to the report repository	<span style="border: 1px solid #ccc; padding: 2px 5px;">Explain</span>

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

1. Click the [View Log/Trace](#) link and select the PDF file. Review the “Load AR Pending Items” report to confirm the total # of invoices and amounts.

Report ID: BILDAR01		PeopleSoft BI LOAD AR PENDING ITEMS										Page No. 1 Run Date 02/19/2019 Run Time 09:37:01	
Range Option: BILL_SOURCE													
Bill Source Id: LOCAL_REV													
Business Unit: JUD05													
Post Action: Post Later													
GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
1882	1	LOC0006145	0014844339		CR	LRVDS	IT-02	-288.53	USD	-288.53	USD	2018-12-31	IMMED
	2	LOC0006145	0014844365		CR	LRINT	IT-02	-2.93	USD	-2.93	USD	2018-12-31	IMMED
	3	LOC0006147	0014844332		CR	LRVDS	IT-02	-34,242.73	USD	-34,242.73	USD	2018-12-31	IMMED
	4	LOC0006147	0014844333		CR	LRVDS	IT-02	-300.00	USD	-300.00	USD	2018-12-31	IMMED
	5	LOC0006147	0014844334		CR	LRVDS	IT-02	-40.00	USD	-40.00	USD	2018-12-31	IMMED
	6	LOC0006147	0014844336		CR	LRVDS	IT-02	-177.60	USD	-177.60	USD	2018-12-31	IMMED
	7	LOC0006147	0014844338		CR	LRVDS	IT-02	-13.78	USD	-13.78	USD	2018-12-31	IMMED
	8	LOC0006147	0014844364		CR	LRINT	IT-02	-350.13	USD	-350.13	USD	2018-12-31	IMMED
	9	LOC0006777	0014844331		CR	LRVDS	IT-02	-6.89	USD	-6.89	USD	2018-12-31	IMMED
	10	LOC0012219	0014844330		CR	LRVDS	IT-02	-180.00	USD	-180.00	USD	2018-12-31	IMMED
	11	LOC0012219	0014844335		CR	LRVDS	IT-02	-277.07	USD	-277.07	USD	2018-12-31	IMMED
	12	LOC0012219	0014844337		CR	LRVDS	IT-02	-159.85	USD	-159.85	USD	2018-12-31	IMMED
	13	LOC0012219	0014844366		CR	LRINT	IT-02	-6.25	USD	-6.25	USD	2018-12-31	IMMED
# OF INVOICES IN GROUP:			13										
# OF AR ENTRIES IN GROUP:			13										
ACCOUNTS RECEIVABLE AMOUNT:			-36,045.76 USD										
TOTAL # OF INVOICES PROCESSED:			13										
TOTAL # OF AR ENTRIES GENERATED:			13										



**STEP 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.

Receivable Update Request
Options

---

Run Control ID EOM\_JUD05
Report Manager
Process Monitor
Run

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

\*Group Unit

Process Frequency

\*Accounting Date From

\*High Balance Basis Date

**Accounting Date To**

**Customer History Options**

User Defined

Payment Performance

DSO

SubCustomer

**Last Run On**

Last Run On

Process Instance

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

Receivable Update Request | Options

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

Process Scheduler Request ✕

---

User ID gerlinde.hofleitner Run Control ID EOM\_JUD05

---

Server Name:  Run Date:    
 Recurrence:  Run Time:    
 Time Zone:

**Process List**

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

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

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


---

**View Process Request For**

User ID    Type  ▾ Last  ▾  Days ▾   
 Server  ▾ Name   Instance From  Instance To   
 Run Status  ▾ Distribution Status  ▾  Save On Refresh

**Process List** Personalize | Find | View All |  |  First 1-14 of 14 Last

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

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

Process Detail







---

Process Name ARUPDATE Refresh

Main Job Instance 1877519

Left | Right

---

-  1877519 - ARUPDATE Success
-  1877520 - AR\_UPDATE Success
-  1877521 - AR\_PGG Success
-  1877522 - AR\_POST Success
-  1877525 - AR\_POST1 Success
-  1877523 - AR\_UPDATE2 Success

Return

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

Message Log

---

**Process**

Instance: 1877525      Type: Application Engine  
 Name: AR\_POST1      Description: PS/AR Posting

1-14 of 14   Last

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

Return

**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.

**Item List** | Advanced Search

SetID: SHARE | Unit: JUD05 | Customer: | \*Level: No Relationship

\*Status: Open | Search | Advanced Search

---

Row Selection: Range | GO | Select All | Deselect All

Account Overview: Item Action | Select Action... | GO

---

**Item List** | Personalize | Find | View 8 | First | 1-13 of 13 | Last

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	0014844330			1 JUD05	LOC0012219	Open	IMMED	CR	LRVDS	12/31/2018	50	-180.00	USD
2	<input type="checkbox"/>	0014844331			1 JUD05	LOC0006777	Open	IMMED	CR	LRVDS	12/31/2018	50	-6.89	USD
3	<input type="checkbox"/>	0014844332			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-34,242.73	USD
4	<input type="checkbox"/>	0014844333			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-300.00	USD
5	<input type="checkbox"/>	0014844334			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-40.00	USD
6	<input type="checkbox"/>	0014844335			1 JUD05	LOC0012219	Open	IMMED	CR	LRVDS	12/31/2018	50	-277.07	USD
7	<input type="checkbox"/>	0014844336			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-177.60	USD
8	<input type="checkbox"/>	0014844337			1 JUD05	LOC0012219	Open	IMMED	CR	LRVDS	12/31/2018	50	-159.85	USD
9	<input type="checkbox"/>	0014844338			1 JUD05	LOC0006147	Open	IMMED	CR	LRVDS	12/31/2018	50	-13.78	USD
10	<input type="checkbox"/>	0014844339			1 JUD05	LOC0006145	Open	IMMED	CR	LRVDS	12/31/2018	50	-288.53	USD
11	<input type="checkbox"/>	0014844364			1 JUD05	LOC0006147	Open	IMMED	CR	LRINT	12/31/2018	50	-350.13	USD
12	<input type="checkbox"/>	0014844365			1 JUD05	LOC0006145	Open	IMMED	CR	LRINT	12/31/2018	50	-2.93	USD
13	<input type="checkbox"/>	0014844366			1 JUD05	LOC0012219	Open	IMMED	CR	LRINT	12/31/2018	50	-6.25	USD

---

**Search Result Totals**

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

Refresh

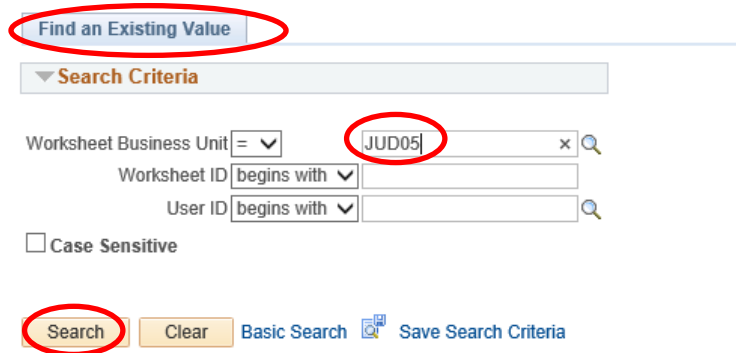
**STEP 9: Create A Refund Worksheet** - The worksheet will be used to mark the open items (invoices) as refunds so they can be processed by the Request Refund Item process which loads the items into Accounts Payable for disbursement. You will use the Disbursement Transmittal Report, created in Step 4, 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.



**TO CREATE A NEW REFUND WORKSHEET**

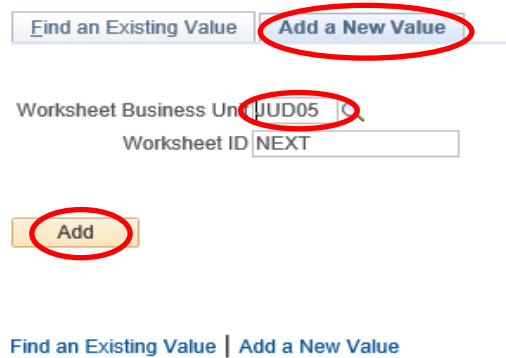
**NAVIGATION:** Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

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

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

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

**Create Worksheet**



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

Worksheet Selection
Worksheet Matches

Unit JUD05
Worksheet ID NEXT

**Customer Criteria**

\*Customer Criteria

Customer Items

Customer Reference

Cust ID LOC0006147

Name CAROLINE COUNTY COMMISSIONERSUS

Remit SetID SHARE

Corporate SetID SHARE

MICR ID

Rate Type CRRNT

Business Unit JUD05

Remit From ID LOC0006147

Corporate ID LOC0006147

Acctg Date 02/19/2019

Find | View All First 1 of 1 Last

**Reference Criteria**

\*Reference Criteria

None

\*Restrict to

All Customers

\*Match Rule

Exact Match

Anchor BU

Item Reference

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

Personalize | Find | View All First 1 of 1 Last

**Item Inclusion Options**

All Items

Exclude Collection Items

Deduction Items Only

Exclude Deduction Items

Items in Dispute Only

Exclude Dispute Items

[Advanced Inclusion Options](#)

**Worksheet Action**

**Build**

Created Date/Time

Number of items in worksheet 0

Worksheet Selection
Worksheet Application
Worksheet Action

Worksheet Selection | Worksheet Matches

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

**Worksheet Application**

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

**Reason Code**: LOCAL\_REV

**Anchor Information**

**Item Action**

Entry Type: Refund A Credit

Reason: LRVDS

**Row Selection**

Choice: Select Range

Range:  Go

**Display Control**

Display: All Items    Go

Absolute Value Sort

**Item List**

Personalize | Filter | **View All** | 1-6 of 6 | First | Last

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

Add Item    Group View

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

Worksheet Selection

Worksheet Application

**Worksheet Action**

Attachments (0)

View Audit Logs

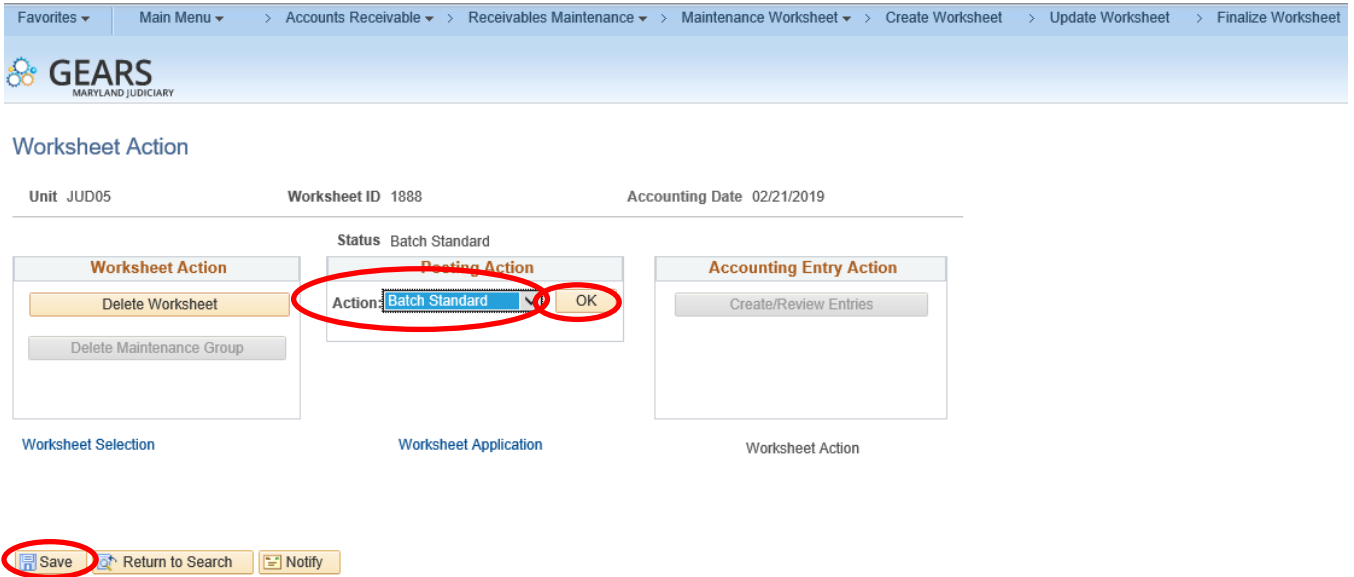
Save

Return to Search

Notify

Refresh

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



Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Receivables Maintenance ▾ > Maintenance Worksheet ▾ > **Create Worksheet** > Update Worksheet > Finalize Worksheet

**GEARS**  
MARYLAND JUDICIARY

Worksheet Action

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

Status Batch Standard

**Worksheet Action**

Delete Worksheet

Delete Maintenance Group

Worksheet Selection

**Posting Action**

Action: Batch Standard ▾ **OK**

Worksheet Application

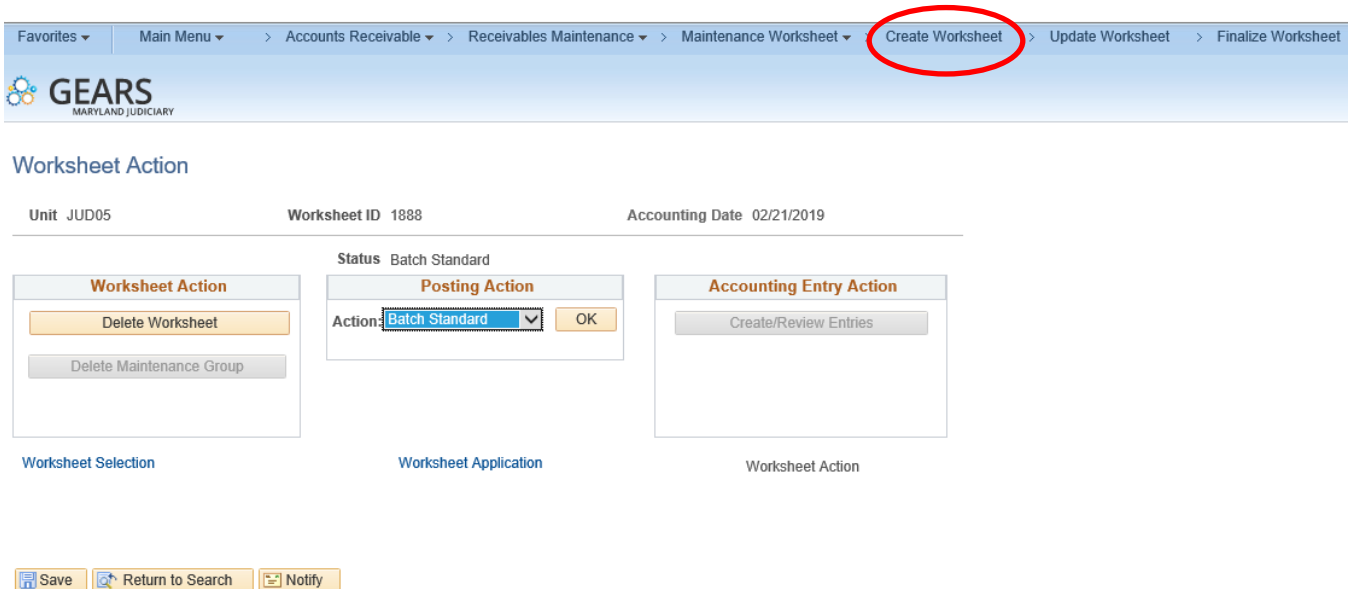
**Accounting Entry Action**

Create/Review Entries

Worksheet Action

**Save** Return to Search Notify

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



Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Receivables Maintenance ▾ > Maintenance Worksheet ▾ > **Create Worksheet** > Update Worksheet > Finalize Worksheet

**GEARS**  
MARYLAND JUDICIARY

Worksheet Action

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

Status Batch Standard

**Worksheet Action**

Delete Worksheet

Delete Maintenance Group

Worksheet Selection

**Posting Action**

Action: Batch Standard ▾ **OK**

Worksheet Application

**Accounting Entry Action**

Create/Review Entries

Worksheet Action

Save Return to Search Notify




The 2<sup>nd</sup> click will take you to this page.

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

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

---



### Create Worksheet

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

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

▼ Search Criteria

Worksheet Business Unit = ▾ JUD05 [x] 🔍

Worksheet ID begins with ▾ [ ]

User ID begins with ▾ [ ] 🔍

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

**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.

Receivable Update Request
Options

Run Control ID EOM\_JUD05
Report Manager
Process Monitor
Run

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

\*Group Unit

Process Frequency

\*Accounting Date From

\*High Balance Basis Date

\*Accounting Date To

**Customer History Options**

User Defined

Payment Performance

DSO

SubCustomer

**Last Run On**

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

Process Instance 1877523

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

Receivable Update Request | Options

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

Process Scheduler Request ✕

User ID gerlinde.hofleitner Run Control ID EOM\_JUD05

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

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

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

Process List

**View Process Request For**


User ID  Type  Last  14 Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

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

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







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

Process Detail ✕

Process Name ARUPDATE

Main Job Instance 1877528

Left | Right





-  1877528 - ARUPDATE Success
-  1877529 - AR\_UPDATE Success
-  1877530 - AR\_PGG Success
-  [1877531 - AR\\_POST Success](#)
-  [1877534 - AR\\_POST1 Success](#)
-  1877532 - AR\_UPDATE2 Success

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

### Message Log ✕

**Process**

**Instance:** 1877638      **Type:** Application Engine  
**Name:** AR\_POST1      **Description:** PS/AR Posting

Personalize | Find | View All |  | 
First  1-14 of 14  Last

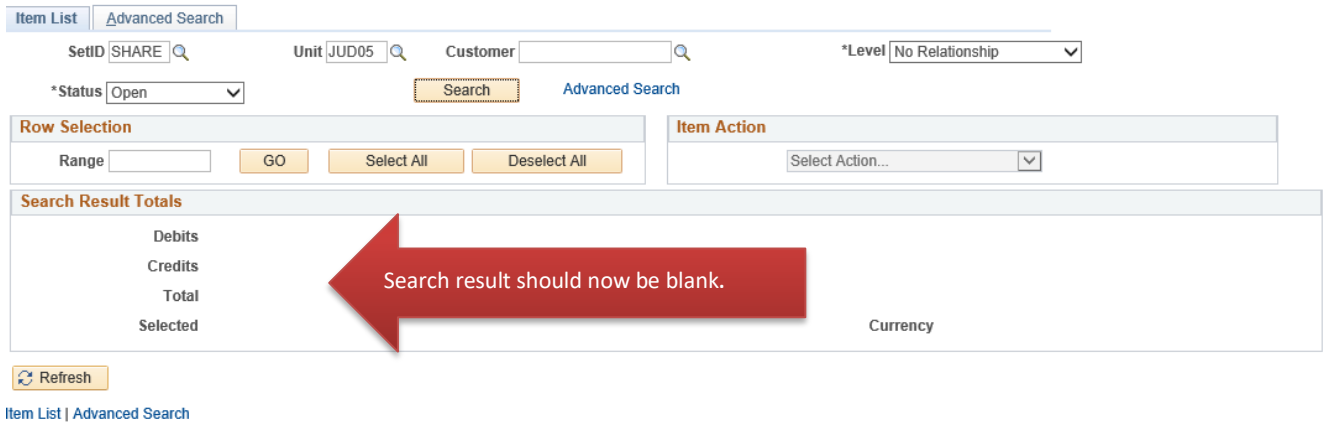
Severity	Log Time	Message Text	Explain
10	2:03:55PM	Phase I - Building Work Tables	<span style="border: 1px dashed black; padding: 2px;">Explain</span>
10	2:03:56PM	4 Groups Selected	<span style="border: 1px solid #ccc; padding: 2px;">Explain</span>
10	2:03:58PM	1 Row(s) Processed	<span style="border: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

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.**



The screenshot shows the 'Item List' page with the following search criteria: SetID: SHARE, Unit: JUD05, Customer: (blank), \*Level: No Relationship, and \*Status: Open. A red arrow points to the 'Search Result Totals' section, which is currently blank, with the text 'Search result should now be blank.' overlaid on it. The interface includes buttons for 'Search', 'GO', 'Select All', 'Deselect All', and 'Refresh'.

**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. **THIS IS VERY IMPORTANT.**
  - c. Click the **Save** button.
  - d. Click the **Run** button.

Refunds

Run Control ID EOM\_JUD05 Report Manager Process Monitor **Run**

Refund Request Parameters		Personalize	Find	View All	Print	First	1 of 1	Last
*Business Unit	Description	Load Directly to AP						
1 JUD05	Caroline County Circuit Court	<input checked="" type="checkbox"/>						

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

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

Process Scheduler Request

User ID gerlinde.hofleitner Run Control ID EOM\_JUD05

Server Name [dropdown] Run Date 02/19/2019 [calendar icon]

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

Time Zone [dropdown]

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

**OK** Cancel

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

Process List
Server List

**View Process Request For**

User ID  Type  Last  Days  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						
<input type="checkbox"/>	1877542		Application Engine	AR_REFUND	gerinde.hofleitner	02/19/2019 3:21:32PM EST	Success	Posted	Details						
<input type="checkbox"/>	1877535		PSJob	ARUPDATE	gerinde.hofleitner	02/19/2019 2:11:44PM EST	Success	Posted	Details						

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

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

**Message Log** ✕

**Process**

Instance: 1877542      Type: Application Engine

Name: AR\_REFUND      Description: AR\_REFUND

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**