



INTRODUCTION:

The Order to Cash (OTC) function is designed to provide a method of capturing and recording the daily revenue transactions of each court for the purpose of allocating revenue. The transactions are rung through various cash register systems where each charge allocation is recorded into a repository, the AOC Staging table, where data waits for review and approval prior to processing. This is intended to ensure the appropriate revenue and cash accounting entries are generated.

The OTC function also provides a means to manually create or adjust a revenue transaction before or after being sent to the Financial Management Information System (FMIS). These processes will be known as FAR Corrections and Post FAR Adjustments.

The OTC function includes a process for reversing revenue due to the collection of a 'Bad Check' and for requesting and processing an Accounts Payable Revenue Refund transaction due to an over payment.

Lastly, the Order to Cash function provides an interface process which accumulates all the daily revenue transactions and adjustments processed for a specific month. The revenue allocation for each transaction indicates the amount to be disbursed to the specific Local Agencies. This process creates a transaction which will be passed to Accounts Payable, where a check will be requested from the General Accounting Division to the Agency.

This Training Guide includes the following Chapters, explaining each process and step in detail:

1. Daily Revenue Deposit
2. Making FAR Correction
3. Post FAR Adjustments
4. Accounts Payable Revenue Refund
5. Bad Check Process
6. EOM Local Revenue Process
7. Central Collection Unit (CCU) and Parole and Probation (P&P) Processing
8. Creating E-Recording Bills
9. Appendix
 - a. Becoming Familiar with Bill Components
 - b. How to Look Up A Charge Code
 - c. Using Copy Single Bill
 - d. Running District Court Monthly Revenue Reports
 - e. How to Filter and Sort Query data downloaded to Excel



NOTES
