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INTRODUCTION:

The Accounts Payable (AP) Revenue Refund process is required when an overpayment was received and a refund check needs to be issued to the individual that made the overpayment. This could be case related or non-case related. The AP revenue refund requires a two-step process to complete:

1. Enter a new voucher in Accounts Payable, which will result in a check being sent to the vendor.
2. Enter an adjustment bill in Billing to capture the Charge Code of the refund, so that the EOM Local Revenue process will be adjusted accordingly. **Note: District Court locations need to process this adjustment *only* if the refund is for a Local Revenue item (e.g., parking fines or municipal infractions).**

Before getting started with this process:

1. *Gather a copy of the original transaction(s) information from GEARS. Go to the Acctg – Rev Distribution page in GEARS - print that page for all bill lines, as this will help verify the original allocation strategy.*
2. *Scan in all refund request documents ahead of time and store them in a common folder prior to getting started with this process.*

Bond Forfeiture Remission process for all Circuit Courts on MDEC - outlined in the MDEC Financial User Guide (FUG):

1. **Request the forfeited money (95%) back from the county and/or the law library. Deposit the received check(s) into the Registry Fund account (ODY-1011).**
2. **The remaining 5% recorded into the General Fund (5466) will require the processing of an AP Revenue Refund voucher payable to your court using account 5466 in the distribution line. When this check is received, it should also be deposited into the Registry Fund account.**
3. **Part 2, creating an OTH adjustment bill is not required, since the refund to the surety company will be from the Registry Bank Account.**

Bond Forfeiture Remissions for non-MDEC Circuit Courts – Please continue to process according to your current court directed procedures.

OTC – AP Revenue Refund Process

PART 1 – Submitting a Refund Request in Accounts Payable (Non-Vendor and Vendor) - **Revenue Refund Requests** will be processed through the Accounts Payable module as either a **Single Payment Voucher** (a one-time Vendor not in GEARS) OR a **Regular Voucher** (when the Vendor exists in GEARS). The One Time Vendor will make use of the 999-99-9999 Vendor ID, which will not be sent to GAD for new vendor approval.

STEP 1: Determine if the vendor is an already existing vendor. (If the vendor does not exist, you will use the Single Payment Voucher style in the next step.)

NAVIGATION: Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

1. The preferred method is to look up the vendor by Tax Id or SS#. *(Detailed instructions are in the ‘Looking Up Vendor Information’ on the GEARS Tip Sheet page.)*
 - a. *If this vendor is new and does not exist in GEARS but you plan to pay this vendor again in the future, please complete a New Vendor Request form from the GEARS web page. You will need to wait to process this payment until the new vendor has been established.*

Review Vendors

Search Criteria

*SetID

Vendor Status

Name

Withholding Name

Address

Vendor ID

Short Name

Classification

Type

Persistence

City

Country

State

Postal

Bank Account #

Customer Number

ID Type

VAT Registration ID

Withholding Tax ID

Max Rows

Search Results Personalize | Find | View All | | First 1 of 1 Last

Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status
▼ Actions	0000009385	THEABUNDAN-001	202603133	000	THE ABUNDANCE CATERING COMPANY	9 VERNON AVE		GLEN BURNIE	MD	21061-0000	Active

OTC – AP Revenue Refund Process

2. Or you can look up a vendor by name.
 - a. The ‘%’ percent sign can be used as a ‘wild card’.
 - b. The key to finding the correct vendor by name is to be sure the address is the same and that the status is ‘Approved’. **NOTE:** There are 7 vendors in the sample search criteria below, so you would need to review all information before determining which is the correct vendor.
 - c. Write down the vendor ID to use in the next step.

Review Vendors

Search Criteria

*SetID

Vendor Status

Vendor ID Short Name

Classification

Type

Persistence

Customer Number

ID Type

VAT Registration ID

Withholding Tax ID

Address

City

Country

State

Postal

Bank Account #

Max Rows

Search Results Personal First 1-7 of 7 Last

Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status
<input type="button" value="Actions"/>	000001834	WILLIAM E JSMI-001		000	WILLIE J SMITH JR	11207 BROOKDALE LN		UPPER MARLBORO	MD	20772-0000	Active
<input type="button" value="Actions"/>	000002309	WILLIAM JSM-001		000	WILLIAM J SMITH JR	914 WINDING WAY		SALISBURY	MD	21804-0000	Active
<input type="button" value="Actions"/>	000002433	WILLIAM E SM-001		000	WILLIAM E SMITH	4637 PRESTON RD		FEDERALSBURG	MD	21632-0000	Active

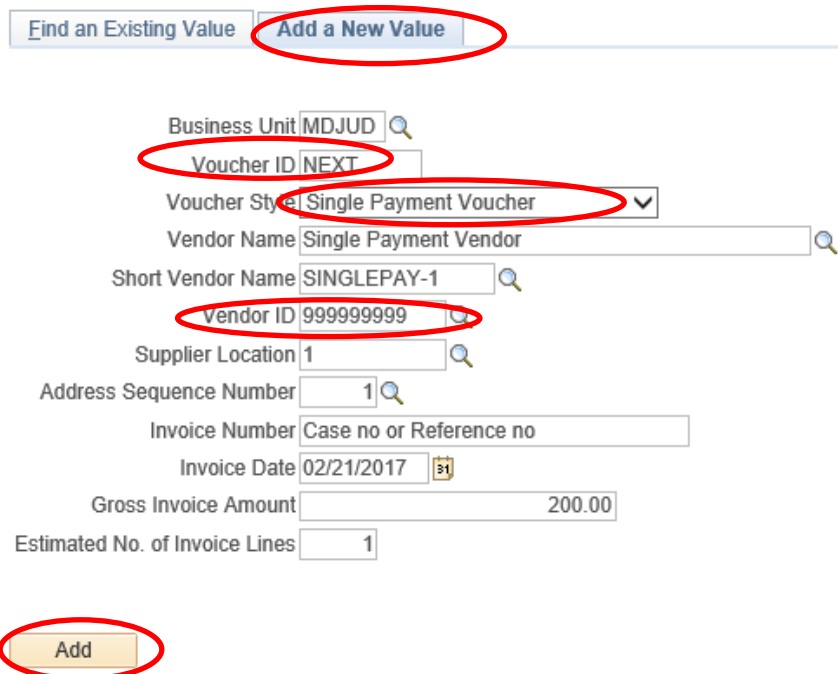
START HERE FOR EITHER VOUCHER TYPE:

STEP 2: Create a Voucher in Accounts Payable.

NAVIGATION: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1. The **Voucher** search page, defaulted to the *Add a New Value* tab, will display.
 - a. Enter the following information:
 - i. **Business Unit:** “MDJUD” – this will ALWAYS be the Business Unit for all Accounts Payable transactions.
 - ii. **Voucher ID:** Leave set to “NEXT” – the system will auto-assign the next available number to the voucher.
 - iii. **Voucher Style:** Choose either “Single Payment Voucher” or “Regular Voucher”.
 1. If you choose Regular Voucher, enter the Vendor ID from Step 1 above.
 2. If you choose Single Payment Voucher, the Vendor ID and Vendor Location fields will auto fill. The Single Payment Vendor ID will always be ‘999999999’.
 - iv. **Invoice Number:** Enter the case or reference number if available. **Only 14 characters will be submitted to FMIS to be printed on the check. (For Civil case numbers, some courts are replacing part of the year with a dash – to meet the allowed length.)**
NOTE: This information will print on the check issued by GAD.
 - v. **Invoice Date:** Use the current date (you can enter “t” here to default to the current date).
 - vi. **Gross Invoice Amount:** The amount to refund.
 - b. Click the **Add** button.

Voucher



The screenshot shows the 'Voucher' search interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and circled in red. Below the tabs, several input fields are visible, each with a magnifying glass icon for search:

- Business Unit: MDJUD
- Voucher ID: NEXT
- Voucher Style: Single Payment Voucher (dropdown menu)
- Vendor Name: Single Payment Vendor
- Short Vendor Name: SINGLEPAY-1
- Vendor ID: 999999999
- Supplier Location: 1
- Address Sequence Number: 1
- Invoice Number: Case no or Reference no
- Invoice Date: 02/21/2017
- Gross Invoice Amount: 200.00
- Estimated No. of Invoice Lines: 1

 At the bottom left of the form, there is a yellow 'Add' button, which is also circled in red.

FOR A SINGLE PAYMENT VOUCHER TYPE (ONLY):**STEP 3: Single Payment Voucher Entry (Skip This Step for Regular Voucher Types)**

1. The *Vendor Information – Single Payment Voucher* page will display.
 - a. Enter in the following information for the Payee:
 - i. **Name 1:** = Enter the name of the payee.
 - ii. **Address:** = Enter the street address of the payee.
 - iii. **City:** = Enter the address city of the payee.
 - iv. **State:** = Enter the address state of the payee.
 - v. **Postal:** = Enter the address zip code of the payee.
 - b. Click the *Invoice Information* tab.

Invoice Information	AOC MD Payment	Payments	Voucher Attributes	Single Payment Vendor
----------------------------	----------------	----------	--------------------	-----------------------

Vendor Information

Vendor Bank Vendor Bank Address Transfer to EFT options

Business Unit	MDJUD	Voucher ID	NEXT	Payment Method	CHK
---------------	-------	------------	------	----------------	-----

Vendor Name Jane Doe

Additional Name

Country USA United States

Address 1 123 Main Street

Address 2

Address 3

City Annapolis

County

State MD

Postal 21401


Email ID

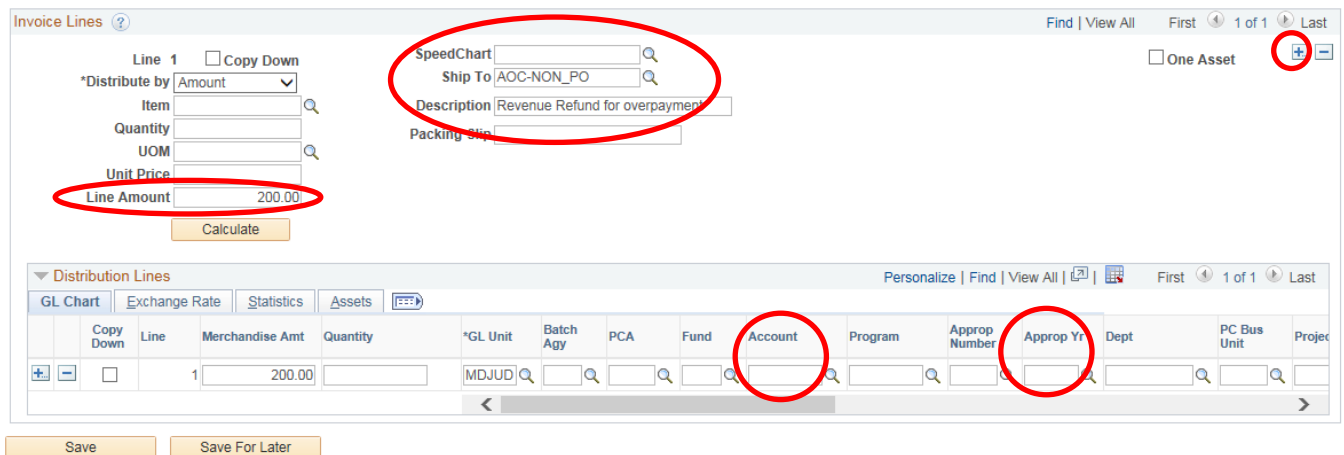
Save Save For Later

NOTE: If you click the save button, the system will display a message stating that data is missing. Wait until all invoice information data and the attachment(s) are entered before saving.

FOR SINGLE PAYMENT VOUCHERS and REGULAR VOUCHERS do the following:

STEP 4: Complete the Invoice Information page.

1. The *Invoice Information* page will display.
 - a. In the *Invoice Lines* section, click the plus sign  to add an invoice line for each account associated with a refund. *Note:* Circuit Courts, please be aware, multiple lines are required for refunds where the bill allocation was split. Use the revenue allocations from the bill being refunded.
 - b. For each invoice line, fill in the following:
 - i. **Ship To:** The location should default, if not, use the magnifying glass to choose your correct location.
NOTE: *This is a required field; nothing will actually be shipped to you.*
 - ii. **Line Amount:** Amount of the refund to the payee (defaults from the previous screen).
 - iii. **Description:** Enter why the refund is necessary.
 - iv. **SpeedChart:** This is your PCA. Enter your 2-digit batch county (e.g.02) to display a list of valid PCA values for your court.
 1. Select the SpeedChart to auto-fill chartfield information with the exception of two values in the Distribution Line.
2. In the *Distribution Lines* section, enter:
 - i. **Account:** Use the magnifying glass to select the correct code for the refund.
 - ii. **Approp Yr:** This is equivalent to the current Fiscal Year.



The screenshot shows the 'Invoice Lines' section with the following fields: Line 1, Copy Down, Distribute by (Amount), Item, Quantity, UOM, Unit Price, and Line Amount (200.00). Below this is the 'Distribution Lines' table with columns: GL Chart, Exchange Rate, Statistics, Assets, Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Batch Agy, PCA, Fund, Account, Program, Approp Number, Approp Yr, Dept, PC Bus Unit, and Project. The 'Account' and 'Approp Yr' fields in the table are highlighted with red circles. A plus sign icon in the top right corner of the 'Invoice Lines' section is also circled in red.

Invoice Lines Find | View All | First 1 of 1 Last

Line 1 Copy Down SpeedChart 52010 One Asset

*Distribute by Amount Ship To: AOC-NON_PO

Item Description: Revenue Refund for overpayment

Quantity Packing Slip

UOM

Unit Price

Line Amount 200.00

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Projec
				<input type="checkbox"/>	1	200.00		MDJUD	C52	52010	0001	7503	5201	A5200	AY2017			

- c. Once all the Vendor, Invoice and Distribution information is entered, the DCA21 (DC), or AOC Revenue Refund form (CC), must be attached to the voucher.
- d. Click the [Attachments \(0\)](#) link in the upper right area (under the Run button) of the *Invoice Information* page. After an attachment is added, the link will change to [Attachments \(1\)](#).
NOTE: The number in parenthesis will correspond to the number of attachments added.

Summary | Related Documents | **Invoice Information** | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary

Business Unit MDJUD Invoice No Case no or Reference no

Voucher ID 00314580 Accounting Date 03/15/2017

Voucher Style Single Payment Voucher Pay Terms NET00 Due Now

Invoice Date 02/21/2017 Basis Date Type Acct Date

Invoice Received

Single Payment Vendor

Vendor ID 999999999 Control Group

ShortName SINGLEPAY-1 Accrual Voucher

Location 1

*Address 1

Invoice Total

Line Total	200.00
*Currency	USD
Total	200.00
Difference	0.00

Non Merchandise Summary
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments \(0\)](#)
[Template List](#)
[Vendor Hierarchy](#)
[Vendor 360](#)

2. The **Voucher Header Attachment** page will display.
 - a. Click the **Add Attachment** button.

Voucher Header Attachment

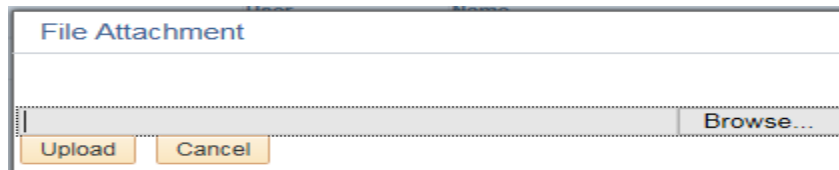
Business Unit MDJUD Voucher ID 00314580

Details Personalize | Find | View All | First 1 of 1 Last

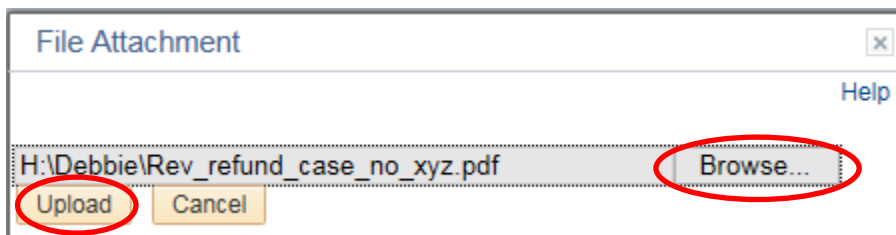
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

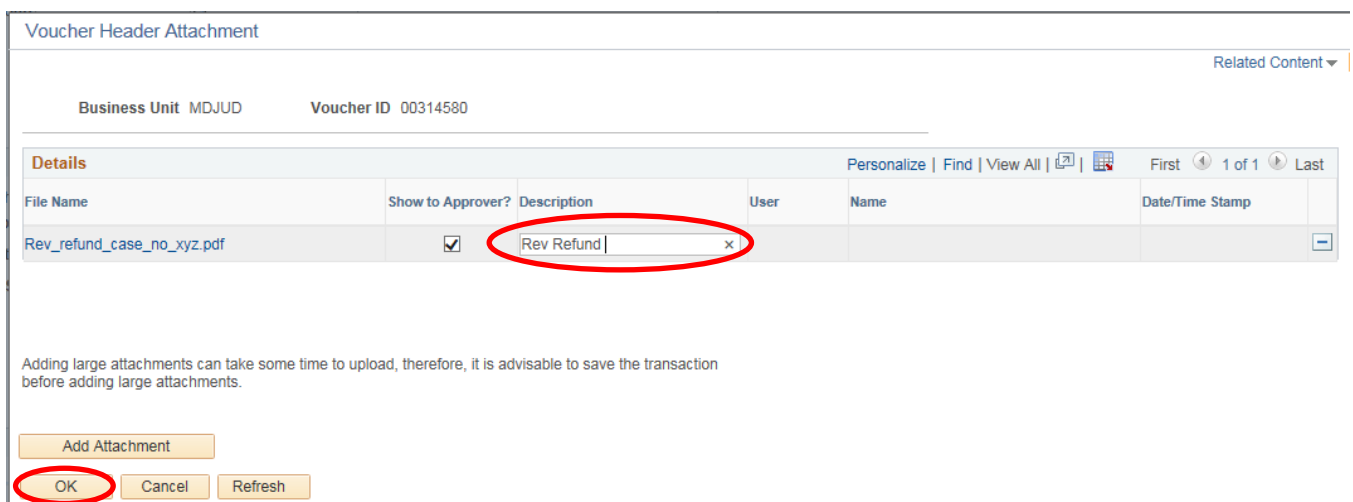
- b. The *File Attachment* box will display.
- c. Click the **Browse...** button to navigate to the location of the scanned document.



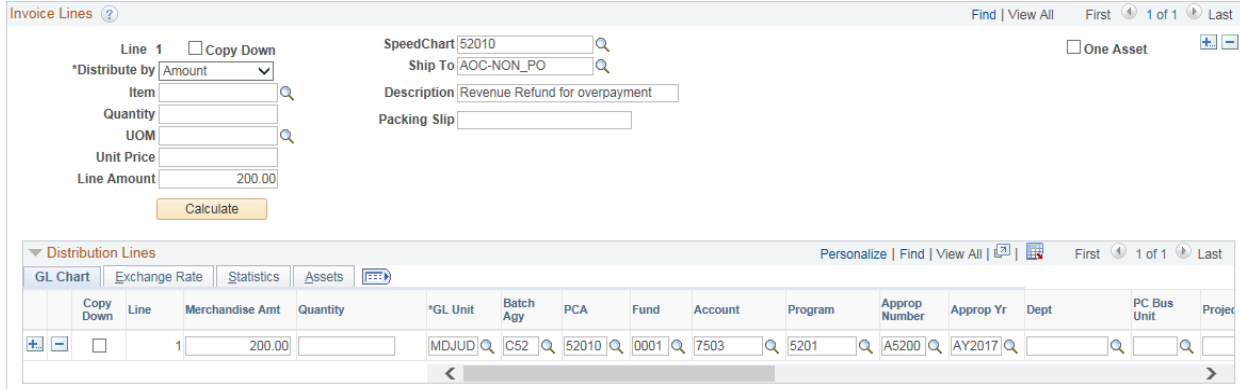
- d. Once the document is located, select it so the name appears in the **File name:** field.
- e. Click the **Open** button to return to the *File Attachment* box.
- f. Click the **Upload** button.



- 3. The *Voucher Header Attachment* page will display.
 - a. Confirm the correct document was attached.
 - b. Enter a **Description** of the document in the Description field.
 - c. Click the **OK** button after all documents are attached.



4. The **Invoice Information** page will display.
 - a. Click the **Save** button at the bottom left of the page. **(THIS IS REQUIRED.)** Your Voucher ID has changed from “NEXT” to the next system available number.



Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 200.00

Calculate

SpeedChart 52010

Ship To AOC-NON_PO

Description Revenue Refund for overpayment

Packing Slip

One Asset

Find | View All First 1 of 1 Last

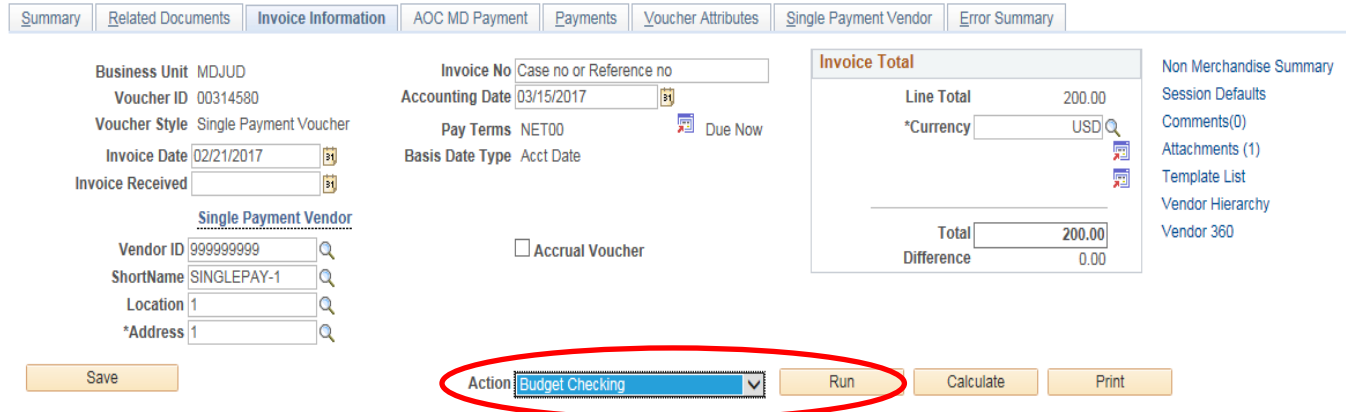
GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Projct
<input type="checkbox"/>	1	200.00		MDJUD	C52	52010	0001	7503	5201	A5200	AY2017			

Personalize | Find | View All First 1 of 1 Last

Save

- b. Select the **Budget Checking Action** from the **Action:** dropdown list. **(THIS IS REQUIRED.)**
NOTE: If the Voucher has not been saved, the Actions drop down list will be empty.
- c. Click the **Run** button.



Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Single Payment Vendor Error Summary

Business Unit MDJUD

Voucher ID 00314580

Voucher Style Single Payment Voucher

Invoice Date 02/21/2017

Invoice Received

Single Payment Vendor

Vendor ID 999999999

ShortName SINGLEPAY-1

Location 1

*Address 1

Invoice No Case no or Reference no

Accounting Date 03/15/2017

Pay Terms NET00 Due Now

Basis Date Type Acct Date

Accrual Voucher

Invoice Total

Line Total	200.00
*Currency	USD
Total	200.00
Difference	0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (1)

Template List

Vendor Hierarchy

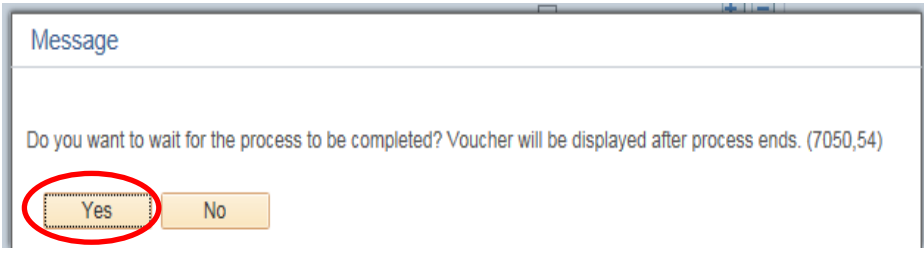
Vendor 360

Save

Action: Budget Checking

Run Calculate Print

- i. A message will be displayed. Click “Yes” to wait for the Budget Checking process to complete. (Although, this could take up to a couple minutes, it is suggested that you wait so that the voucher can be submitted for approval.)



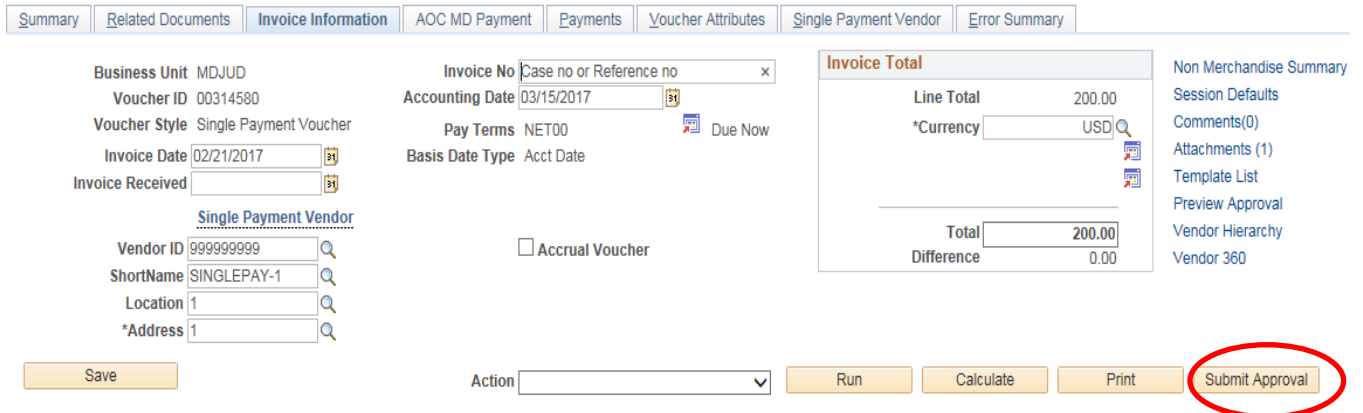
Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes No

d. After the Budget Checking process has completed, click the **Submit for Approval** button.

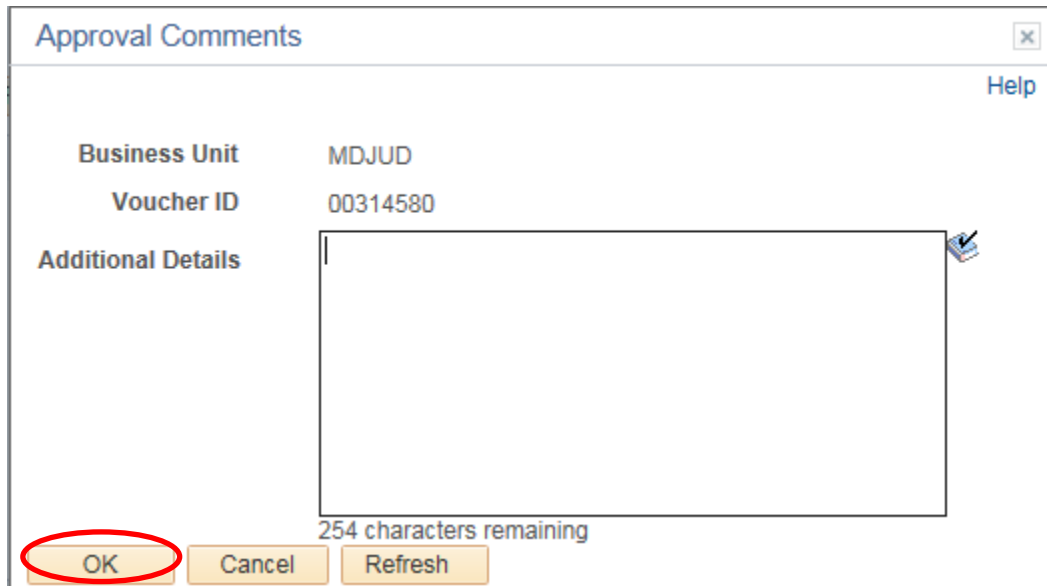
NOTE: This step is required. Vouchers created for revenue refunds do not go through approval workflow and do not require specific approval. Instead, they will automatically be routed to the Department of Budget & Finance (DBF) for processing.



The screenshot shows a software interface for creating a voucher. The 'Invoice Information' tab is active. Fields include Business Unit (MDJUD), Voucher ID (00314580), Invoice Date (02/21/2017), and Invoice Received. The 'Single Payment Vendor' section shows Vendor ID (999999999), ShortName (SINGLEPAY-1), Location (1), and Address (1). The 'Invoice Total' summary shows a Line Total of 200.00 and a Total of 200.00. The 'Submit Approval' button is circled in red.

5. The **Approval Comment** page will display.

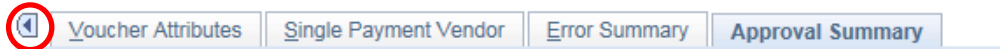
- Enter a comment in the space provided, if you choose.
- Click the **OK** button to display the **Approval Summary** tab.



The 'Approval Comments' dialog box displays the Business Unit (MDJUD) and Voucher ID (00314580). It features a large text area for 'Additional Details' with a '254 characters remaining' indicator. The 'OK' button is circled in red.

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- c. Notice the “No approvals required” message; this is fine, as your voucher has been routed to DBF for final processing.
- d. Click the *Summary* tab by scrolling the tabs to the left or use the [Summary](#) link at the bottom of the page.



Business Unit MDJUD
Voucher ID 00314580

No approvals required



[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) |

- 6. The voucher *Summary* page will display.
 - a. Verify the data displayed to ensure the voucher was entered correctly.
 - b. **Approval Status** Confirm this field status displays “Approved”.
 - c. **Budget Status** Confirm this field displays “Valid”. If errors exist, return to the *Invoice Information* tab and verify Distribution Line values are correct; make corrections if necessary.
NOTE: *If corrections to the Distribution line are made, you must re-run Budget Checking.*

Summary | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Vendor](#) |

Business Unit MDJUD	Invoice Date 02/21/2017
Voucher ID 00314580	Invoice No Case no or Reference no
Voucher Style SinglePay	Invoice Total 200.00 USD
Vendor Name Single Payment Vendor	

Entry Status Postable	Approval History	Pay Terms Due Now
Match Status No Match		Voucher Source Online
Approval Status Approved		Origin ONL
Post Status Unposted		Created On 03/15/2017 4:12PM
		Created By debbie.seipp
		Last Update 03/16/2017 9:53AM
Budget Status Valid		Modified By SUZIE.BISHOP
		ERS Type Not Applicable
		Close Status Open

Budget Misc Status Valid
*View Related

- d. Repeat as needed for each refund request.

End of Part 1 – Submitting a Refund Request in Accounts Payable

PART 2 – Creating an Adjustment in Billing

This is done in the Billing module to ensure any Local Revenue refund adjustments are made accurately to impact any associated disbursements.

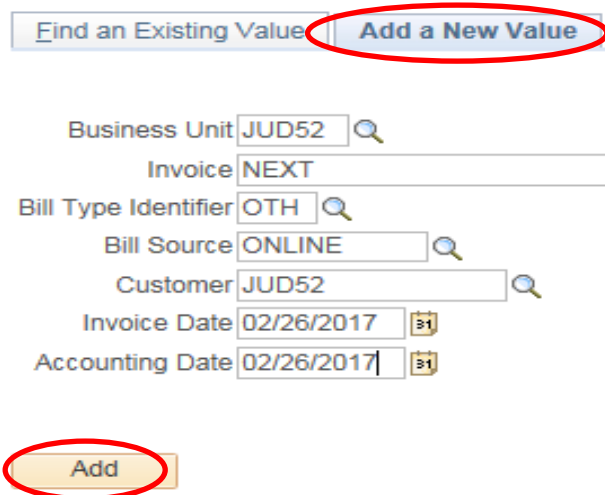
Note 1: *District Court should only process this step IF the refund impacts a charge that is Local Revenue, account 7530 (i.e., Parking Fines and Municipal Infractions will need Part 2 processed).*

Note 2: *MDEC Circuit Court, for Bond Forfeiture Remissions, this step should NOT be processed, since the money being returned to your court will be deposited into and disbursed from the Registry account.*

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

1. Create a new 'OTH' Bill.
 - a. Click the *Add a New Value* tab.
 - i. **Business Unit:** Enter your "JUD##"
 - ii. **Invoice:** value = NEXT (The system will auto-assign the next available number to the voucher.)
 - iii. **Bill Type Identifier:** Enter "OTH" (i.e., Other – used only for Refund Adjustments).
 - iv. **Bill Source:** = "ONLINE"
 - v. **Customer:** The same as the Business Unit above, JUDxx.
 - vi. **Invoice Date:** Should be the current date.
 - vii. **Accounting Date:** Should be the current date.
 - b. Click the **Add** button to add the new bill.

Bill Entry



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

Business Unit JUD52

Invoice NEXT

Bill Type Identifier OTH

Bill Source ONLINE

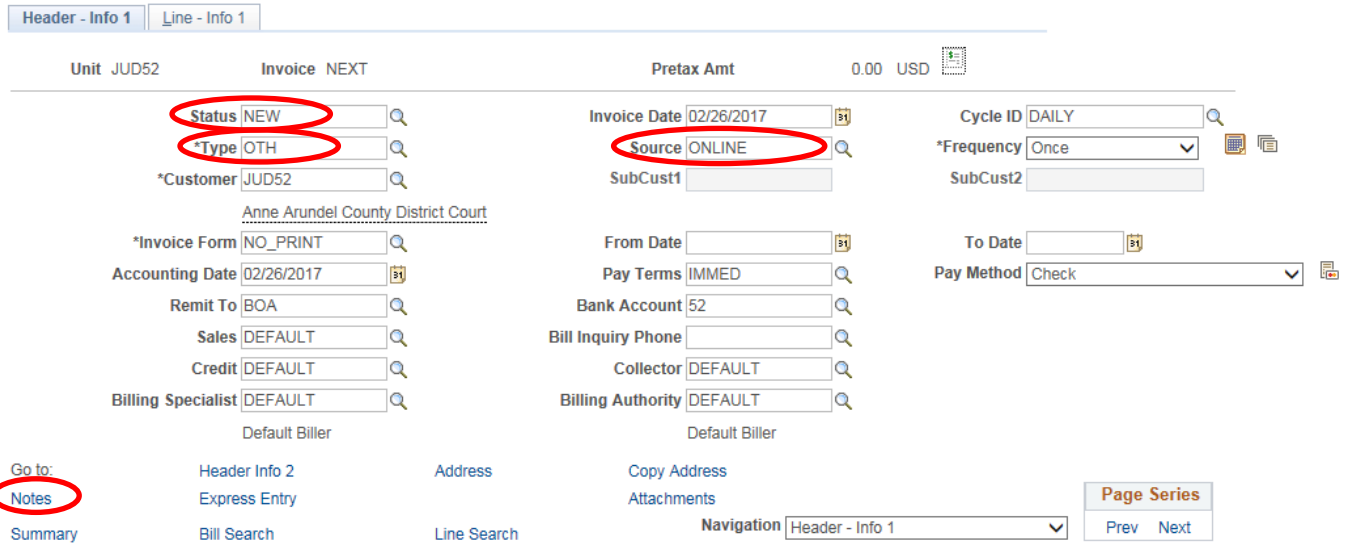
Customer JUD52

Invoice Date 02/26/2017

Accounting Date 02/26/2017

Add

2. The default tab, **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the following:
 - i. **Status:** = “NEW”
 - ii. **Type:** = “OTH”
 - iii. **Source:** = “ONLINE”
 - b. Click the [Notes](#) link to add an audit note.



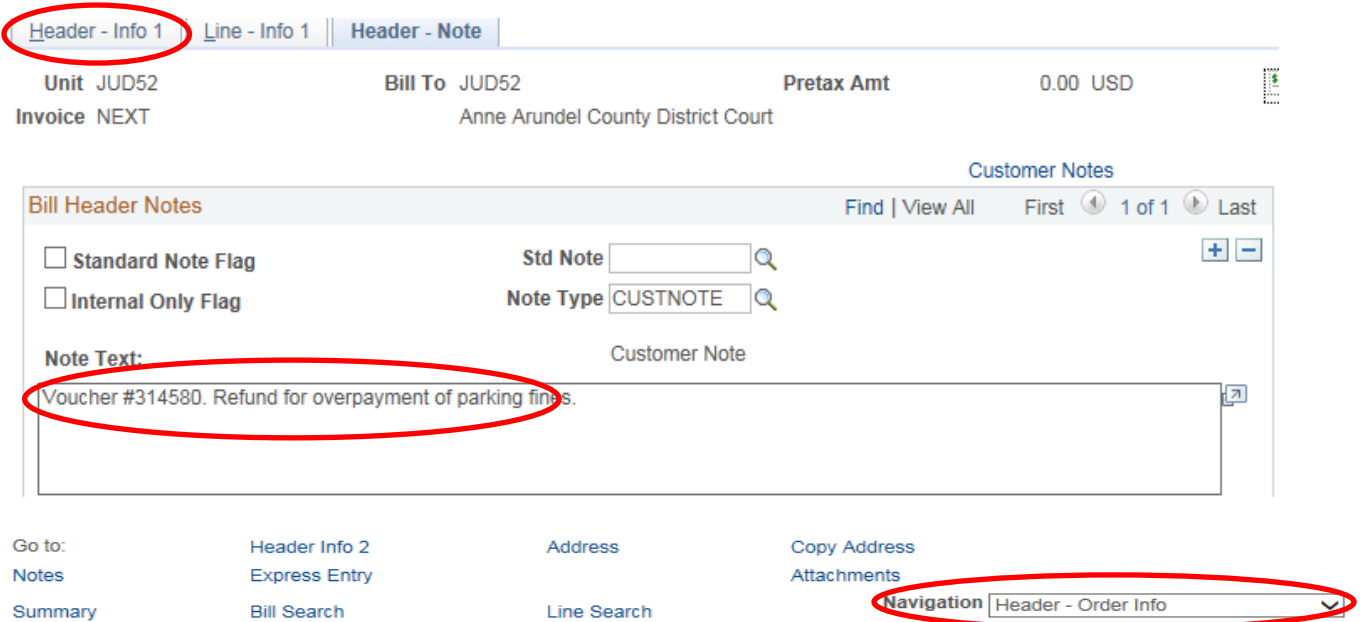
Unit JUD52 Invoice NEXT Pretax Amt 0.00 USD

Status NEW Invoice Date 02/26/2017 Cycle ID DAILY
 Type OTH Source ONLINE *Frequency Once
 *Customer JUD52 SubCust1 SubCust2

Anne Arundel County District Court
 *Invoice Form NO_PRINT From Date To Date
 Accounting Date 02/26/2017 Pay Terms IMMED Pay Method Check
 Remit To BOA Bank Account 52
 Sales DEFAULT Bill Inquiry Phone Collector DEFAULT
 Billing Specialist DEFAULT Billing Authority DEFAULT
 Default Biller Default Biller

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

3. The **Header – Note** page will display. Add an audit note explaining the reason for the adjustment. Include the following information in the audit note.
 - a. Enter: Name of Party, Voucher ID, Reason, Case Number, etc.
 - b. Navigate To: Header Order Info page



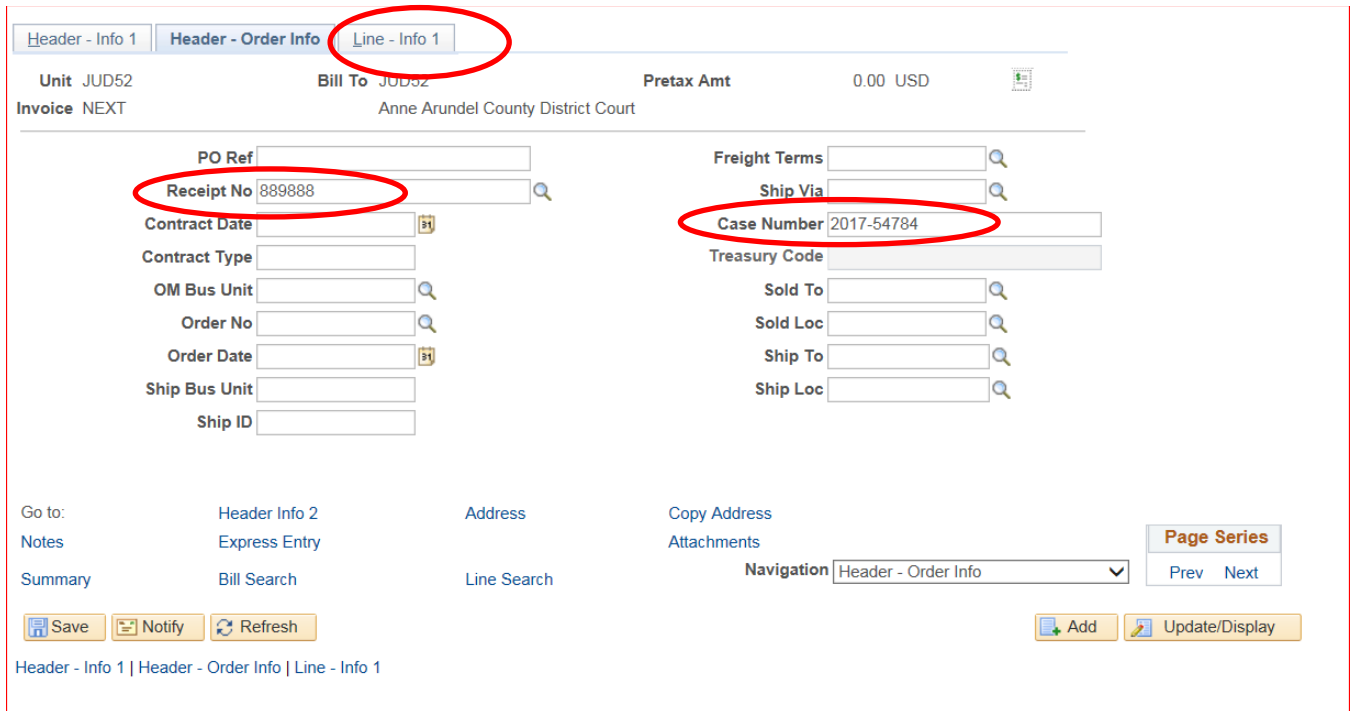
Header - Info 1 | Line - Info 1 | **Header - Note**

Unit JUD52 Bill To JUD52 Pretax Amt 0.00 USD
 Invoice NEXT Anne Arundel County District Court

Customer Notes
 Bill Header Notes Find | View All First 1 of 1 Last
 Standard Note Flag Std Note
 Internal Only Flag Note Type CUSTNOTE
 Note Text: Customer Note
 Voucher #314580. Refund for overpayment of parking fins.
 Go to: Header Info 2 Address Copy Address
 Notes Express Entry Attachments Navigation Header - Order Info
 Summary Bill Search Line Search












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4. The **Header – Order Info** page will display.
 - a. If the Refund is for a Single Receipt – Enter the Original Receipt # into the **Receipt No** field exactly as it appears, include all leading zeros.
 - b. If the Refund is for multiple receipts – Enter the word ‘Multiple’, in the **Receipt No** field.
 - c. Case Number: enter if known.
 - d. Click the **Line – Info 1** tab.








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


Unit JUD52 Bill To JUD52 Pretax Amt 0.00 USD
Invoice NEXT Anne Arundel County District Court

PO Ref Freight Terms 
Receipt No 889888  Ship Via 
Contract Date  **Case Number** 2017-54784
Contract Type Treasury Code
OM Bus Unit  Sold To 
Order No  Sold Loc 
Order Date  Ship To 
Ship Bus Unit Ship Loc 
Ship ID

Go to: Header Info 2 Address Copy Address
Notes Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Order Info  **Page Series**
Prev Next

 Save  Notify  Refresh  Add  Update/Display

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

5. The **Line – Info 1** page will display.
 - a. Find the original receipt to locate the Charge Code.
 - b. Add a new line to the bill for each unique Charge Code (e.g., ODY-3836) being refunded.
 - c. Use the plus sign  on the right of the Bill Line to add each credit line as needed. Add the following information to each credit line:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter Charge Code or select from the list, using the lookup magnifying glass.
 - iii. **Gross Extended:** Enter the amount for each line. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue. (e.g., -200.00)
 - iv. Click the **Refresh** button at the bottom of the page to auto-fill remaining values.

Header - Info 1
Line - Info 1

Unit JUD52
 Invoice NEXT

Bill To JUD52
 Anne Arundel County District
 Court

Pretax Amt 0.00 USD
 Max Rows 5

Bill Line
Find | View All
First 1 of 1 Last

Identifier Look Up Date 02/26/2017

Seq 1
 Table ID

Line
 Identifier ODY-3836

Net Extended 0.00
 Description Fine Parking County

Quantity
 Unit of Measure EA
 Unit Price 0.0000
 Gross Extended -200.00

From Date
 To Date
 Line Type REV Accumulate
 Tax Code Tax Exempt
 Exempt Cert

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


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

OTC – AP Revenue Refund Process

- d. After all credit lines are added for the charge codes, use the  to add a new debit line for the CLEAR-OTH amounts.
 - i. This amount will be a debit (this should be the total of all the credited Bill lines).
 - ii. Click the *View All* link to see all bill lines.
 - iii. **Table:** Enter “ID”
 - iv. **Identifier:** Enter “CLEAR-OTH”
 - v. **Gross Extended:** Enter amount as a **positive** (\$+) amount.
 - vi. Confirm the **Pretax Amt** at the top of the bill is \$0.00.
 - vii. Click the **Refresh** button.
 - viii. Select the [Accounting](#) link to update the Accounting Distribution information.


Header - Info 1
Line - Info 1

Unit JUD52
Invoice NEXT

Bill To JUD52
Anne Arundel County District
Court

Pretax Amt 0.00 US\$

Max Rows



Bill Line
Find | View All
First 2 of 2 Last

Identifier Look Up Date

Seq	2	Line		Net Extended	200.00
Table	<input type="text" value="ID"/>	Identifier	CLEAR-OTH	Description	Clear Acct-OTH

Quantity	1.0000
Unit of Measure	EA
Unit Price	200.0000
Gross Extended	200.00

From Date

To Date

Line Type Accumulate

Tax Code Tax Exempt

Exempt Cert






Less Discount	0.00
Plus Surcharge	0.00
Net Extended	200.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	200.00

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

Notes: [Express Entry](#)

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

Navigation

 Save  Notify  Refresh  Add  Update/Display

OTC – AP Revenue Refund Process

6. The **Accounting – Rev Distribution** page will display.
 - a. Click the *View All* link to see all of the accounting lines.
 - b. Add the Accounting Code of **CLEAR-OTH** for each Charge Code.

NOTE: The reason for this is the AP voucher already reduced the revenue GL account, so the revenue account does not need to be adjusted again.

NOTE: The Accounting Code for all bill lines will be CLEAR-OTH.
 - c. By using the Code of **CLEAR-OTH**, the DeptID will auto fill.
 - d. Click the **Refresh** button.
 - e. Click the **Save** button.
7. Click the *Header – Info 1* tab.

Header - Info



Line - Info 1

Revenue Distribution

Unit JUD52
Invoice NEXT

Bill To JUD52
Anne Arundel County District
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 -200.00
Identifier ODY-3836 Description Fine Parking County

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
CLEAR-OTH	C52		0001	2101				OTH	100.000

Percent 100.00 Amount -200.00 Gross Extended -200.00

Seq 2 Line Net Extended 200.00
Identifier CLEAR-OTH Description Clear Acct-OTH

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
CLEAR-OTH	C52		0001	2101				OTH	100.000

Percent 100.00 Amount 200.00 Gross Extended 200.00

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

7. The **Header – Info 1** page will display.
 - a. **Status:** Change from “NEW” to “RDY” (Ready to Invoice)
 - b. Click the **Save** button.

Header - Info 1
Line - Info 1

Unit JUD52	Invoice 0009182204	Pretax Amt 0.00 USD	
-------------------	---------------------------	----------------------------	--


<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Status RDY </td> <td style="width: 33%;">Invoice Date 02/26/2017 </td> <td style="width: 33%;">Cycle ID DAILY</td> </tr> <tr> <td>*Type OTH </td> <td>Source ONLINE </td> <td>*Frequency Once </td> </tr> <tr> <td>*Customer JUD52 </td> <td>SubCust1 <input type="text"/></td> <td>SubCust2 <input type="text"/></td> </tr> <tr> <td colspan="3" style="text-align: center; font-size: small;">Anne Arundel County District Court</td> </tr> <tr> <td>*Invoice Form NO_PRINT </td> <td>From Date <input type="text"/> </td> <td>To Date <input type="text"/> </td> </tr> <tr> <td>Accounting Date 02/26/2017 </td> <td>Pay Terms IMMED </td> <td>Pay Method Check</td> </tr> <tr> <td>Remit To BOA </td> <td>Bank Account 52 </td> <td></td> </tr> <tr> <td>Sales DEFAULT </td> <td>Bill Inquiry Phone <input type="text"/> </td> <td></td> </tr> <tr> <td>Credit DEFAULT </td> <td>Collector DEFAULT </td> <td></td> </tr> <tr> <td>Billing Specialist DEFAULT </td> <td>Billing Authority DEFAULT </td> <td></td> </tr> <tr> <td style="text-align: center; font-size: small;">Default Biller</td> <td style="text-align: center; font-size: small;">Default Biller</td> <td></td> </tr> </table>	Status RDY	Invoice Date 02/26/2017	Cycle ID DAILY	*Type OTH	Source ONLINE	*Frequency Once	*Customer JUD52	SubCust1 <input type="text"/>	SubCust2 <input type="text"/>	Anne Arundel County District Court			*Invoice Form NO_PRINT	From Date <input type="text"/>	To Date <input type="text"/>	Accounting Date 02/26/2017	Pay Terms IMMED	Pay Method Check	Remit To BOA	Bank Account 52		Sales DEFAULT	Bill Inquiry Phone <input type="text"/>		Credit DEFAULT	Collector DEFAULT		Billing Specialist DEFAULT	Billing Authority DEFAULT		Default Biller	Default Biller		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Go to:</td> <td style="width: 33%;">Header Info 2</td> <td style="width: 33%;">Address</td> </tr> <tr> <td>Notes</td> <td>Express Entry</td> <td>Copy Address</td> </tr> <tr> <td>Summary</td> <td>Bill Search</td> <td>Attachments</td> </tr> <tr> <td></td> <td>Line Search</td> <td>Navigation Header - Info 1 </td> </tr> </table>	Go to:	Header Info 2	Address	Notes	Express Entry	Copy Address	Summary	Bill Search	Attachments		Line Search	Navigation Header - Info 1
Status RDY	Invoice Date 02/26/2017	Cycle ID DAILY																																												
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Go to:	Header Info 2	Address																																												
Notes	Express Entry	Copy Address																																												
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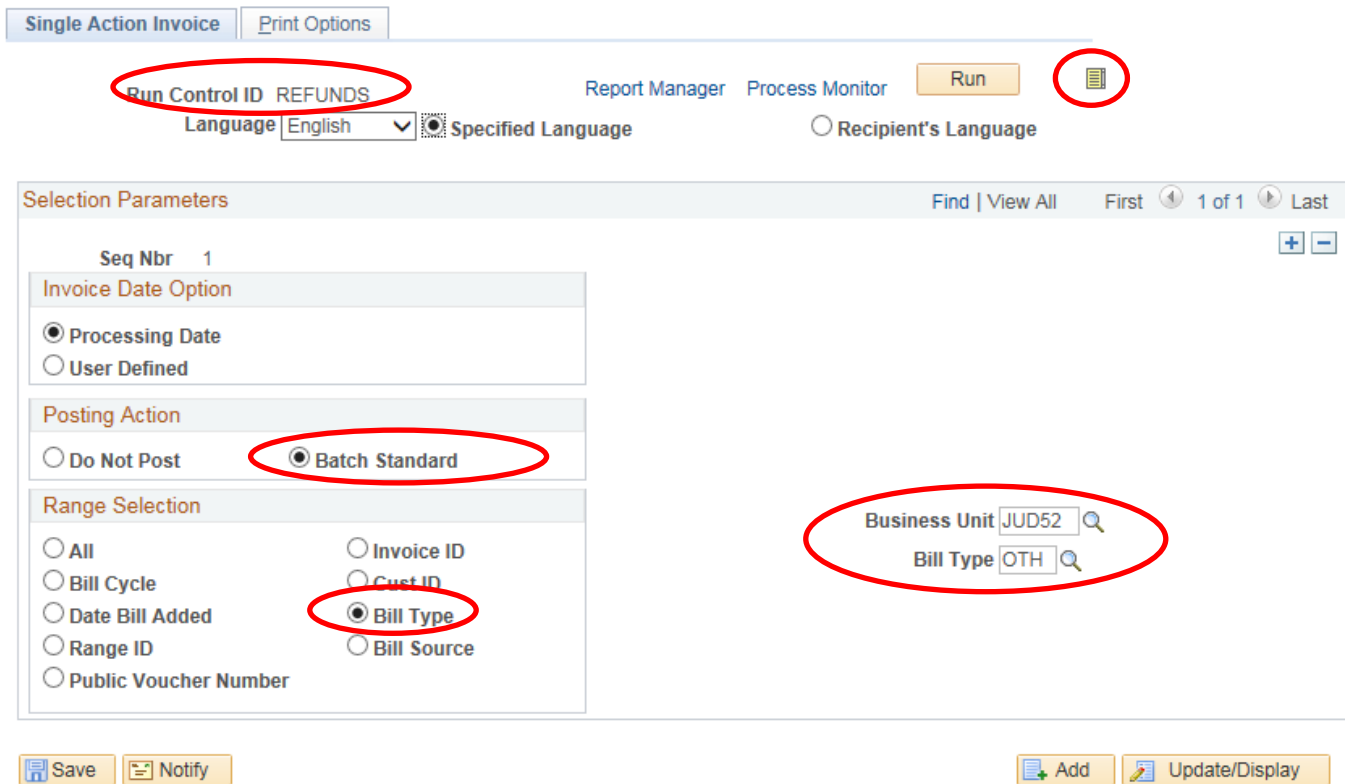
Save
 Notify
 Refresh

Add

- c. Repeat the process and add a new bill to reverse the revenue for each refund as needed, then move on to finalize the bills.

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

8. The **Single Action Invoice** page will display.
 - a. Select a Run Control – Search if needed using the “Find Existing Value” tab or create a new one by selecting the “Add New Value” tab and name it ‘Refunds’, as an example.
9. The **Single Action Invoice** Run Control page will display.
 - a. Complete the following run control parameters:
 - i. **Invoice Date Option:** Select “Processing Date”.
 - ii. **Posting Action:** Select “Batch Standard”.
 - iii. **Range Selection:** Select “Bill Type”.
 - iv. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Enter “OTH”.
 - b. Click the **Save** button.
 - c. Select the small “Bills to be Processed” icon  in the upper right corner of the page to confirm the number of Bills that are ready to be finalized.
 - i. **NOTE:** If nothing is listed or the number of bills to process does not match what is expected, then there is a problem. Confirm that your bill Status is “RDY” and check that your Run Control parameters are properly set. If the number of bills still does not match, call the JIS Service Desk.
 - d. Click the **Run** button.



Single Action Invoice | Print Options

Run Control ID: REFUNDS | Report Manager | Process Monitor | Run | Bills to be Processed icon

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

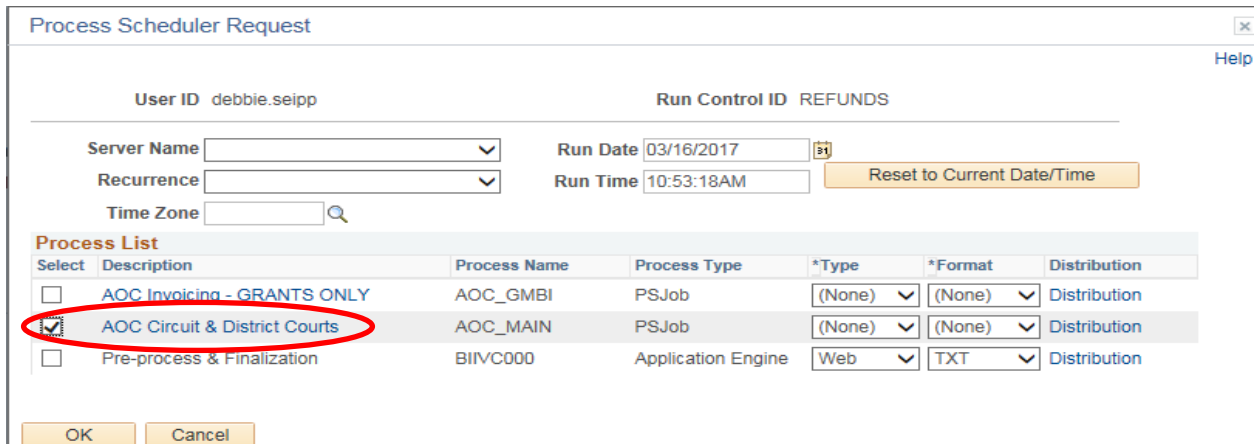
Posting Action: Do Not Post, Batch Standard

Range Selection: All, Invoice ID, Bill Cycle, Cust ID, Bill Type, Range ID, Bill Source, Public Voucher Number

Business Unit: JUD52 | Bill Type: OTH

Buttons: Save, Notify, Add, Update/Display

10. 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 debbie.seipp Run Control ID REFUNDS

Server Name [dropdown] Run Date 03/16/2017 [calendar icon]

Recurrence [dropdown] Run Time 10:53:18AM [button: Reset to Current Date/Time]

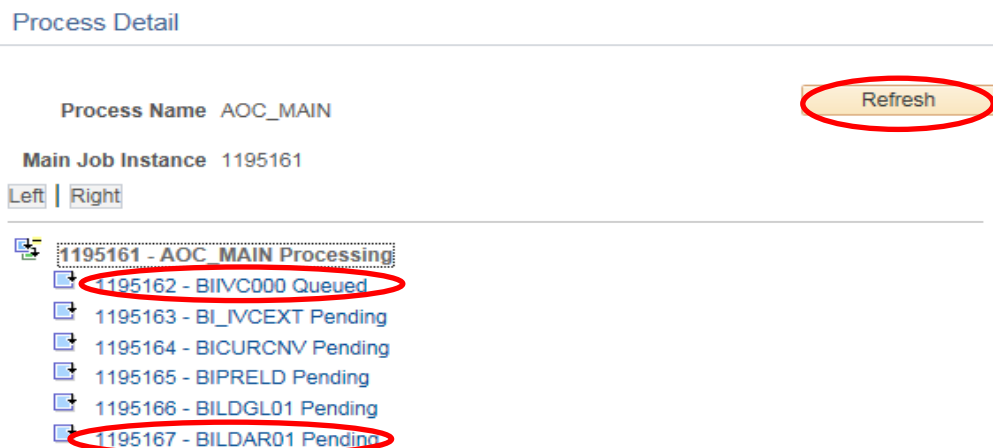
Time Zone [dropdown]

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

[button: OK] [button: Cancel]

11. 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.

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



Process Detail

Process Name AOC_MAIN [button: Refresh]

Main Job Instance 1195161

[button: Left] | [button: Right]

- 1195161 - AOC_MAIN Processing
 - 1195162 - BIIVC000 Queued
 - 1195163 - BI_IVCEXT Pending
 - 1195164 - BICURCNV Pending
 - 1195165 - BIPRELD Pending
 - 1195166 - BILDGL01 Pending
 - 1195167 - BILDAR01 Pending

- d. Click both the [BIIVC000](#) and [BILDAR01](#) sub-processes.
- e. Click the [Message Log](#) to confirm completion and to ensure the correct number of bills were processed.

13. **Query Viewer:** Suggested but Optional:

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

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									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_BILL_ADJUSTS_REFUNDS	OTH Only Bills	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

End of Part 2: Customer Refunds - Reverse Revenue Process

End of the AP Revenue Refund Process