

## Table of Contents

|  |    |
|--|----|
| INTRODUCTION:.....   | 2  |
| FIX 1: Change MOP on All Related Bills.....                                | 2  |
| FIX 2: FAR Report is Greater Than Deposit Amount - Bill is not Valid:..... | 6  |
| FIX 3: FAR Report is Less Than Deposit Amount - Bill is not in GEARS:..... | 7  |
| FIX 4: Wrong Charge Code from the Register: .....                          | 13 |

## INTRODUCTION:

Occasionally there may be instances when the Funds Allocation Report does not accurately reflect the deposit amount. It is important to recognize and correct these errors before running the Single Action Invoice process which will finalize your bills. The following list outlines possible scenarios where corrections would be required in OTC – Billing to adjust FAR amounts:

1. Wrong Method of Payment (MOP) used on a transaction that impacts the FAR.
  - o Wrong MOP = Escrow, Check and Cash (=Revenue FAR), Credit, Electronic Check=ECK, Central Collections Unit=CCU, Probation & Parole=PNP, Appeals Cases=APL, Judgement Liens=LNJ, or Electronic Fund Transfer=EFT for STARS.
2. FAR Report is Greater than the actual Deposit amount.
  - o Ex. Cashier missed a Void or amount rung incorrectly.
3. FAR Report is Less than the actual Deposit amount.
  - o Ex. Cashier rang a revenue item as Escrow.
4. Wrong Charge Code from register, Accounting Allocation needs correction (Business License Scenario).

## FIX 1: Change MOP on All Related Bills

**Possible Scenario:** Wrong Method of Payment used on a receipt.

**Solution:** Locate the affected bill to correct the Pay Method on the Header and DeptID on the Accounting line. Re-run the FAR to see the corrections made.

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

1. The **Bill Entry** page will display. Find all related Bills.
  - a. Enter your **Business Unit:** (JUD##), where ## is your 2-digit county code.
  - b. Enter the **Receipt No** for the transactions that need to be adjusted.
 

**NOTE:** There may be multiple Bills per receipt that need to be adjusted. Do not assume it is a 1:1 relationship.
  - c. Click the **Search** button.
    - i. Select the Bill that needs to be adjusted from the Search Results list. If not listed modify the search criteria to find the transaction.

**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 = [v] JUD13 [m]

Invoice begins with [v] [m]

Bill Status = [v] [m]

Customer begins with [v] [m]

Receipt No begins with [v] 1500001338 [m]

Bills in Business Unit = [v] [m]

Template Invoice Flag = [v] [m]

Case Sensitive

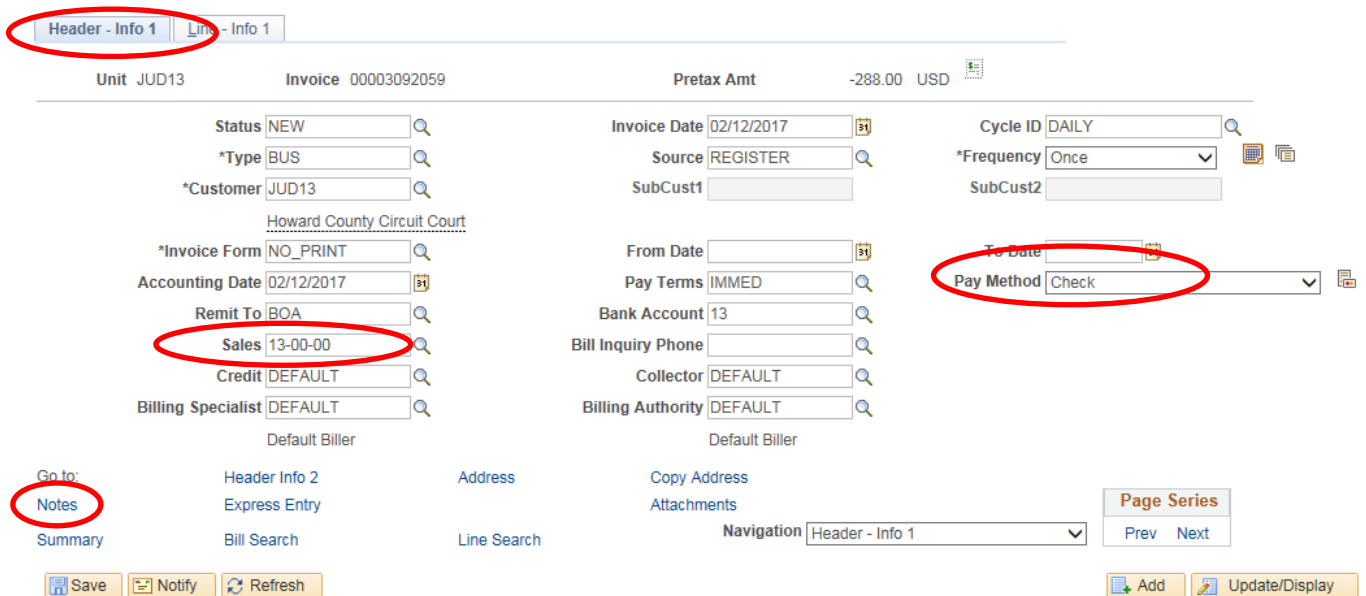
Search | Clear | Basic Search | Save Search Criteria

2. The default tab, **Header – Info 1**, of the Bill detail page will display.

a. Change the **Pay Method** on the Bill as required.

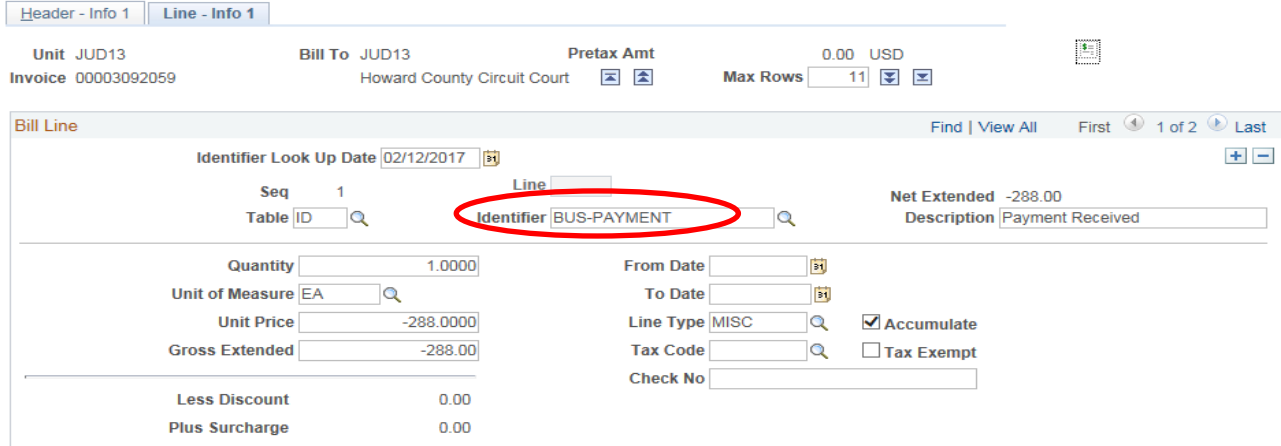
- i. CASH = Cash
- ii. CHECK = Check
- iii. CREDIT = Credit
- iv. ECK = Electronic Check
- v. CCU = Central Collection Unit
- vi. PNP = Parole and Probation
- vii. APL = Appeal Cases
- viii. LNJ = Judgement Liens
- ix. STARS = Electronic Fund Transfer

b. Click the **Notes** link at the bottom of the screen and add an audit note as to the reason for the change.



c. Click the **Line – Info 1** tab at the top.

3. The **Line – Info 1** tab, of the Bill detail page will display.
  - a. If you are changing the Pay Method from Cash or Check to Credit, ECK, CCU, PNP, APL, LNJ or STARS, then you will need to change the line with identifier of BUS-PAYMENT.



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

Unit JUD13      Bill To JUD13      Pretax Amt 0.00 USD  
 Invoice 00003092059      Howard County Circuit Court      Max Rows 11

Bill Line      Find | View All      First 1 of 2 Last

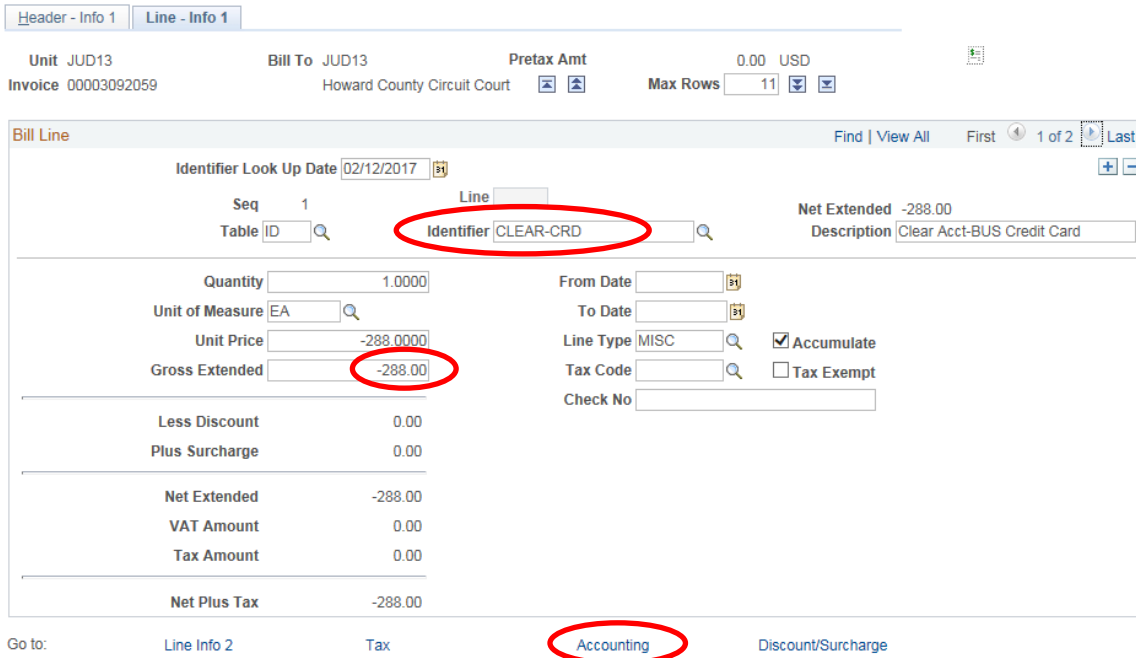
Identifier Look Up Date 02/12/2017

Seq 1      Line      Net Extended -288.00  
 Table ID      Identifier BUS-PAYMENT      Description Payment Received

Quantity 1.0000      From Date      To Date  
 Unit of Measure EA      Line Type MISC       Accumulate  
 Unit Price -288.0000      Tax Code       Tax Exempt  
 Gross Extended -288.00      Check No

Less Discount 0.00  
 Plus Surcharge 0.00

- b. Change the row from Bus-Payment to the appropriate CLEAR-XXX. (xxx = the Pay Method from the Header- Info 1 page). You will be prompted with several questions, answer 'OK'.
- c. Re-enter the Amount in the Gross Extended as a negative amount.
- d. If Pay Method is check, enter check number in the Check No field (recommended, but NOT required).
- e. Click the Accounting link.



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

Unit JUD13      Bill To JUD13      Pretax Amt 0.00 USD  
 Invoice 00003092059      Howard County Circuit Court      Max Rows 11

Bill Line      Find | View All      First 1 of 2 Last

Identifier Look Up Date 02/12/2017

Seq 1      Line      Net Extended -288.00  
 Table ID      Identifier CLEAR-CRD      Description Clear Acct-BUS Credit Card

Quantity 1.0000      From Date      To Date  
 Unit of Measure EA      Line Type MISC       Accumulate  
 Unit Price -288.0000      Tax Code       Tax Exempt  
 Gross Extended -288.00      Check No

Less Discount 0.00  
 Plus Surcharge 0.00

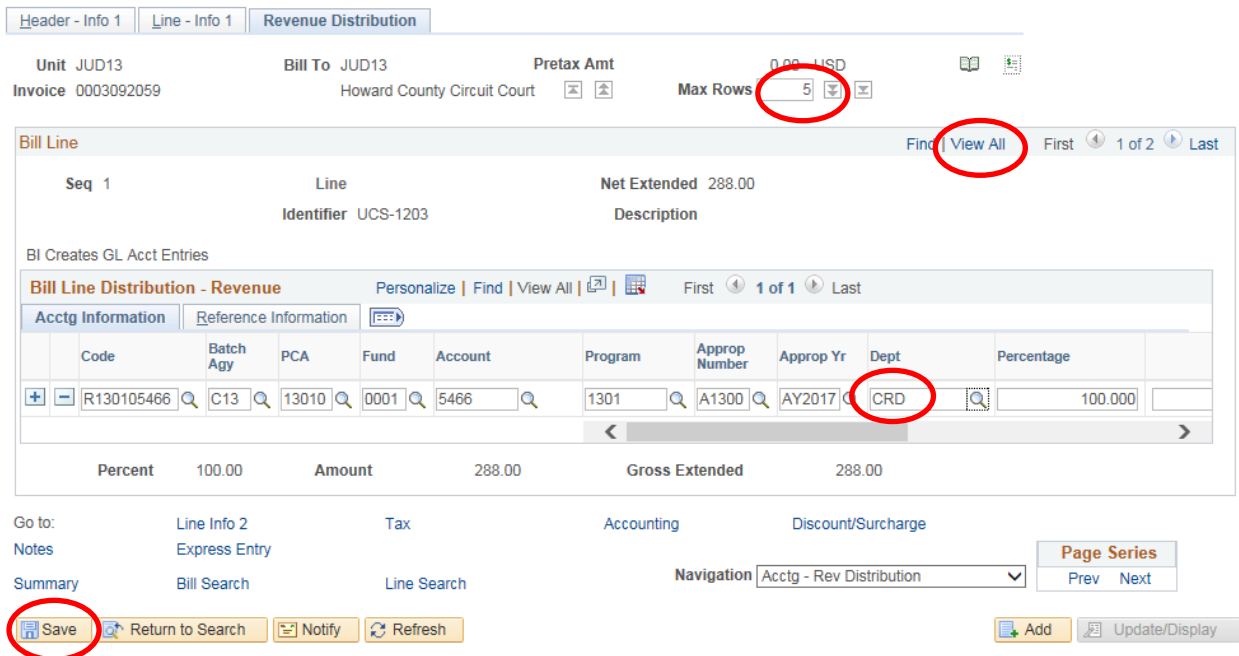
Net Extended -288.00  
 VAT Amount 0.00  
 Tax Amount 0.00

Net Plus Tax -288.00

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

4. The **Acctg – Rev Distribution** page will display.

- a. Increase the Max Rows to see all Bill Lines if needed; click “View All” to see all bill lines.
- b. Enter the corresponding **Dept ID** (see Header – Info 1 tab to confirm Pay Method) in the “Dept” field for all bill lines with Line Type = “REV”.
  - CSH = Cash
  - CHK = Check
  - CRD = Credit
  - ECK = Electronic Check
  - CCU = Central Collection Unit
  - PNP = Parole and Probation
  - APL = Appeal Cases
  - LNJ = Judgement Liens
  - EFT = STARS
- c. Click the **Save** Button.
- d. Repeat the process for each Bill header related to the receipt being changed.



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

Unit JUD13      Bill To JUD13      Pretax Amt 0.00 USD  
 Invoice 0003092059      Howard County Circuit Court      Max Rows 5

Bill Line      Net Extended 288.00      Find View All      First 1 of 2 Last

Seq 1      Line Identifier UCS-1203      Description

BI Creates GL Acct Entries

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

| Code       | Batch Agy | PCA   | Fund | Account | Program | Approp Number | Approp Yr | Dept | Percentage |
|------------|-----------|-------|------|---------|---------|---------------|-----------|------|------------|
| R130105466 | C13       | 13010 | 0001 | 5466    | 1301    | A1300         | AY2017    | CRD  | 100.000    |

Percent 100.00      Amount 288.00      Gross Extended 288.00

Go to: Line Info 2      Tax      Accounting      Discount/Surcharge

Notes      Express Entry      Page Series

Summary      Bill Search      Line Search      Navigation Acctg - Rev Distribution      Prev Next

Save      Return to Search      Notify      Refresh      Add      Update/Display

**NAVIGATION:** Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

5. The **AOC Run FAR** Run Control page will display.
  - a. Choose your Run Control and re-run the FAR to see the changes reflected on the Reports.
 

**NOTE:** Ex. If changing from REVENUE to Credit you will need to re-run both the REVENUE and Credit Card and Electronic Check FAR reports, or whichever two payment methods were affected by the change.

**End of Method of Payment Correction Process**

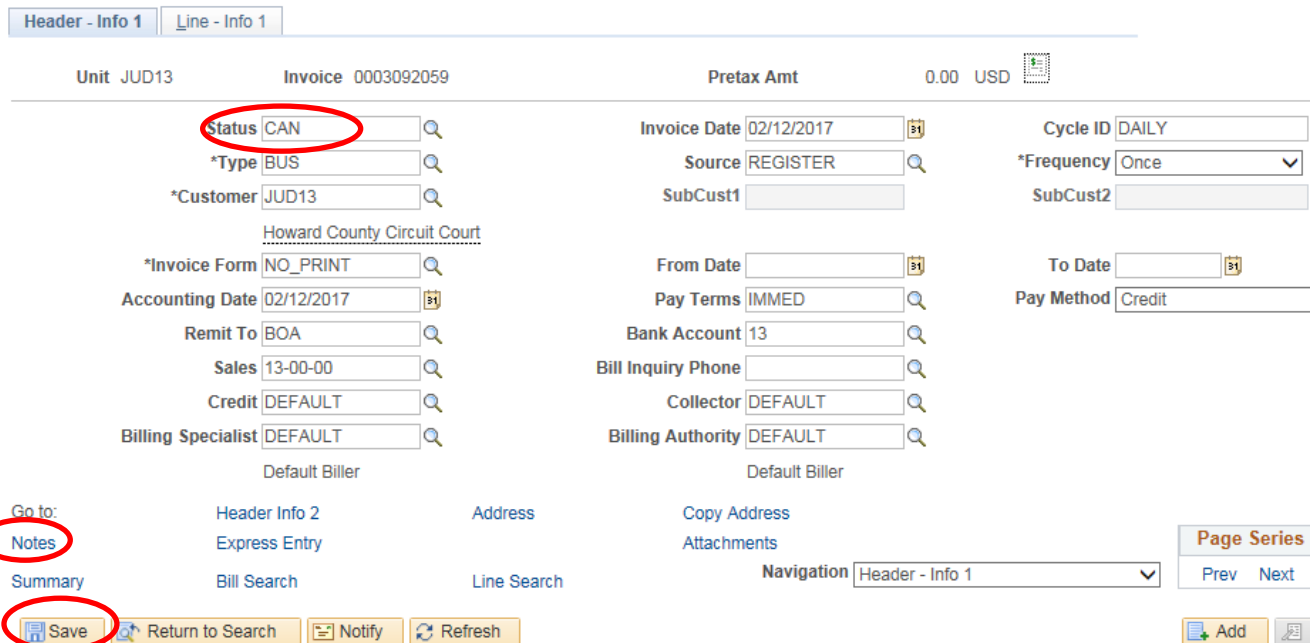
## FIX 2: FAR Report is Greater Than Deposit Amount - Bill is not Valid:

**Possible Scenarios:** Cashier rang payment in as Revenue instead of the Escrow, or Cashier missed a void and there is an overage on the FAR.

**Solution:** The bill needs to be canceled to remove the amount from the FAR totals.

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

1. The **Bill Entry** page will display. Find all related Bills.
  - a. **Business Unit:** Enter (JUD##), where ## is your 2-digit county code.
  - b. **Receipt No:** Enter original Receipt number.
  - c. Click the **Search** button.
    - i. Select the Bill that needs to be adjusted from the Search Results list.
2. The default tab, **Header – Info 1**, of the Bill detail page will display.
  - a. Change the Status of the Bill to Canceled = CAN to remove it from the FAR balance.
  - b. Click the **Notes** link at the bottom of the page to add an audit note with the reason for the change.
  - c. Click the **Save** button.



Header - Info 1 | Line - Info 1

Unit JUD13 Invoice 0003092059 Pretax Amt 0.00 USD

Status **CAN** Invoice Date 02/12/2017 Cycle ID DAILY

\*Type BUS Source REGISTER \*Frequency Once

\*Customer JUD13 SubCust1 SubCust2

Howard County Circuit Court

\*Invoice Form NO\_PRINT From Date To Date

Accounting Date 02/12/2017 Pay Terms IMMED Pay Method Credit

Remit To BOA Bank Account 13

Sales 13-00-00 Bill Inquiry Phone

Credit DEFAULT Collector DEFAULT

Billing Specialist DEFAULT Billing Authority DEFAULT

Default Biller Default Biller

Go to: Header Info 2 Address Copy Address

**Notes** Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

**Save** Return to Search Notify Refresh

Page Series Prev Next

Add

**NAVIGATION:** Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

3. The **AOC Run FAR** Run Control page will display.
  - a. Choose your Run Control and re-run the FAR to see the changes reflected on the Reports.

### End of Bill Cancellation Process

### FIX 3: FAR Report is Less Than Deposit Amount - Bill is not in GEARS:

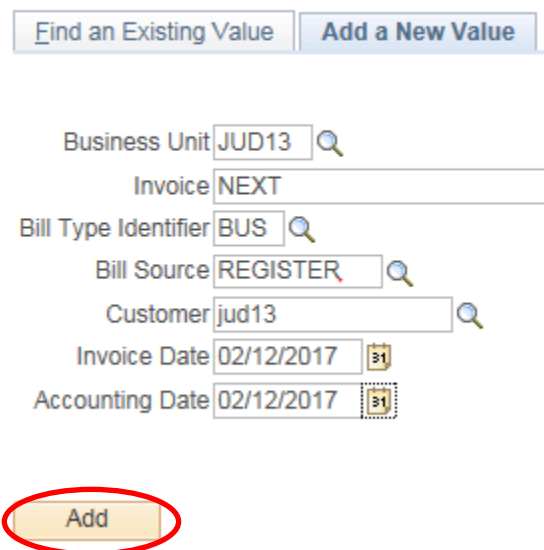
**Possible Scenario:** Cashier rang payment in as Escrow instead of Revenue, or cashier used an invalid register key which is not setup in GEARS, or the cashier ran an incorrect amount. **Note:** Be sure you have run all your FAR reports to ensure the amount is not over for another payment method.

**Solution:** A Bill needs to be added to the batch of work to add the missing amount to the FAR.

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

1. The **Bill Entry** page will display.
  - a. Click the **Add a New Value** tab to create a new Bill.
  - b. Complete all fields with the following:
    - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
    - ii. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be automatically assigned.
    - iii. **Bill Type Identifier:** “BUS”
    - iv. **Bill Source:** “REGISTER”
    - v. **Customer:** “JUD##”
    - vi. **Invoice Date:** Same as other transactions.
    - vii. **Accounting Date:** Same as Z-date
  - c. Click the **Add** button.

#### Bill Entry



Find an Existing Value    Add a New Value

Business Unit JUD13

Invoice NEXT

Bill Type Identifier BUS

Bill Source REGISTER

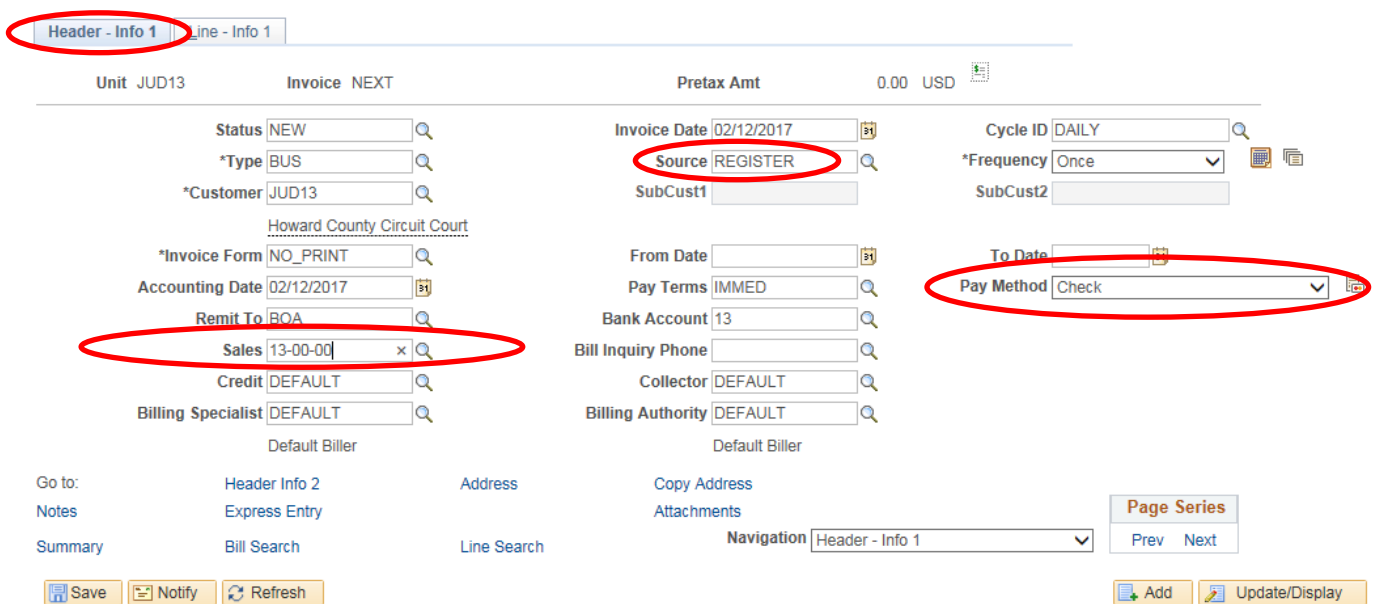
Customer jud13

Invoice Date 02/12/2017

Accounting Date 02/12/2017

Add

2. The default tab, **Header – Info 1**, of the Bill detail page will display.
  - a. **Sales:** change value from “DEFAULT” to your county location number (e.g.: “13-00-00”).
  - b. **Source:** confirm field is set to “REGISTER”.
  - c. **Pay Method:** select Check, Cash, Credit, Electronic Check=ECK, Central Collections Unit=CCU, Probation & Parole=PNP, Appeals Cases=APL, Judgement Liens=LNJ, or Electronic Fund Transfer=EFT for STARS.
  - d. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
  - e. Click the **Line – Info 1** tab.




The screenshot shows the 'Header - Info 1' tab selected. The form contains the following fields and values:

- Unit: JUD13
- Invoice: NEXT
- Pretax Amt: 0.00 USD
- Status: NEW
- \*Type: BUS
- \*Customer: JUD13
- Howard County Circuit Court
- \*Invoice Form: NO\_PRINT
- Accounting Date: 02/12/2017
- Remit To: BOA
- Sales: 13-00-00**
- Credit: DEFAULT
- Billing Specialist: DEFAULT
- Default Biller
- Invoice Date: 02/12/2017
- Source: REGISTER**
- SubCust1: [Empty]
- Cycle ID: DAILY
- \*Frequency: Once
- SubCust2: [Empty]
- From Date: [Empty]
- Pay Terms: IMMED
- Bank Account: 13
- Bill Inquiry Phone: [Empty]
- Collector: DEFAULT
- Billing Authority: DEFAULT
- Default Biller
- To Date: [Empty]
- Pay Method: Check**

Navigation and utility buttons at the bottom include: Save, Notify, Refresh, Page Series (Prev, Next), and Add, Update/Display.

3. The **Line –Info 1** page will display.




- a. Complete the following fields:
  - i. **Table:** Enter "ID".
  - ii. **Identifier:** Enter charge code of the item from the receipt that needs to be added.
  - iii. **Gross Extended:** Enter amount of the item/charge code.
  - iv. **Check No:** If Pay Method is Check, enter check number in the Check No field (recommended, but NOT required).
  - v. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
  - vi. If the original receipt has more than one Charge Code, add another bill line.
    1. Select the plus sign  to the right to add.
  - vii. Repeat steps (3.a. i-vi.) for all items on the original receipt, except BUS-Payment or CLEAR-XXX.

Header - Info 1
Line - Info 1


Unit JUD13  
Invoice NEXT


Bill To JUD13  
Howard County Circuit Court

Pretax Amt 80.00 USD  
Max Rows 11



Bill Line
Find | View All
First 1 of 1 Last

Identifier Look Up Date 02/12/2017 



Seq 1

Line

Net Extended 80.00

Table ID

Identifier UCS-1101

Description CV Filing Fee

---

Quantity 1.0000

From Date

Unit of Measure EA

To Date

Unit Price 80.0000

Line Type REV  Accumulate

Gross Extended 80.00

Tax Code  Tax Exempt

Less Discount 0.00

Check No 7777

Plus Surcharge 0.00

---

Net Extended 80.00

VAT Amount 0.00

Tax Amount 0.00

---

Net Plus Tax 80.00



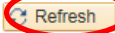
Go to: Line Info 2 Tax Accounting Discount/Surcharge



Navigation Line - Info 1

Notes Express Entry

Page Series Prev Next

Summary Bill Search Line Search

 Save
  Notify
  Refresh

 Add
  Update/Display

- b. After all lines are added for the Charge Codes, click the plus sign to add another bill line to represent the BUS-Payment or CLEAR-XXX amount. (This line will be the total of all the Bill lines entered as a credit to balance your transaction.)
- c. Complete the following fields:
  - i. **Table:** Enter "ID".

## OTC – Making FAR Corrections

- ii. **Identifier:** Enter BUS-PAYMENT if Pay Method = Cash or Check
  1. Enter CLEAR-XXX if Pay Method = CRD, ECK, EFT, CCU, APL, LNJ or PNP
- iii. **Gross Extended:** Enter the **NEGATIVE** amount of the item/charge code. (e.g. -80.00)
  1. Be sure the Pretax Amt at the top is **\$0.00**
- iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
- v. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1
Line - Info 1

Unit JUD13  
 Invoice NEXT

Bill To JUD13  
 Howard County Circuit Court

Pretax Amt 0.00 USD

Max Rows 11

Identifier Look Up Date 02/12/2017
Find | View All
First 2 of 2 Last

Table ID

Identifier BUS-PAYMENT

Net Extended -80.00  
 Description Payment Received

Quantity 1.0000  
 Unit of Measure EA  
 Unit Price -80.0000  
Gross Extended -80.00

From Date  
 To Date  
 Line Type MISC  Accumulate  
 Tax Code  Tax Exempt  
 Check No

---

|                     |               |
|---------------------|---------------|
| Less Discount       | 0.00          |
| Plus Surcharge      | 0.00          |
| <b>Net Extended</b> | <b>-80.00</b> |
| VAT Amount          | 0.00          |
| Tax Amount          | 0.00          |
| <b>Net Plus Tax</b> | <b>-80.00</b> |

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
 Notes Express Entry  
 Summary Bill Search Line Search

Navigation Line - Info 1

Page Series  
 Prev Next

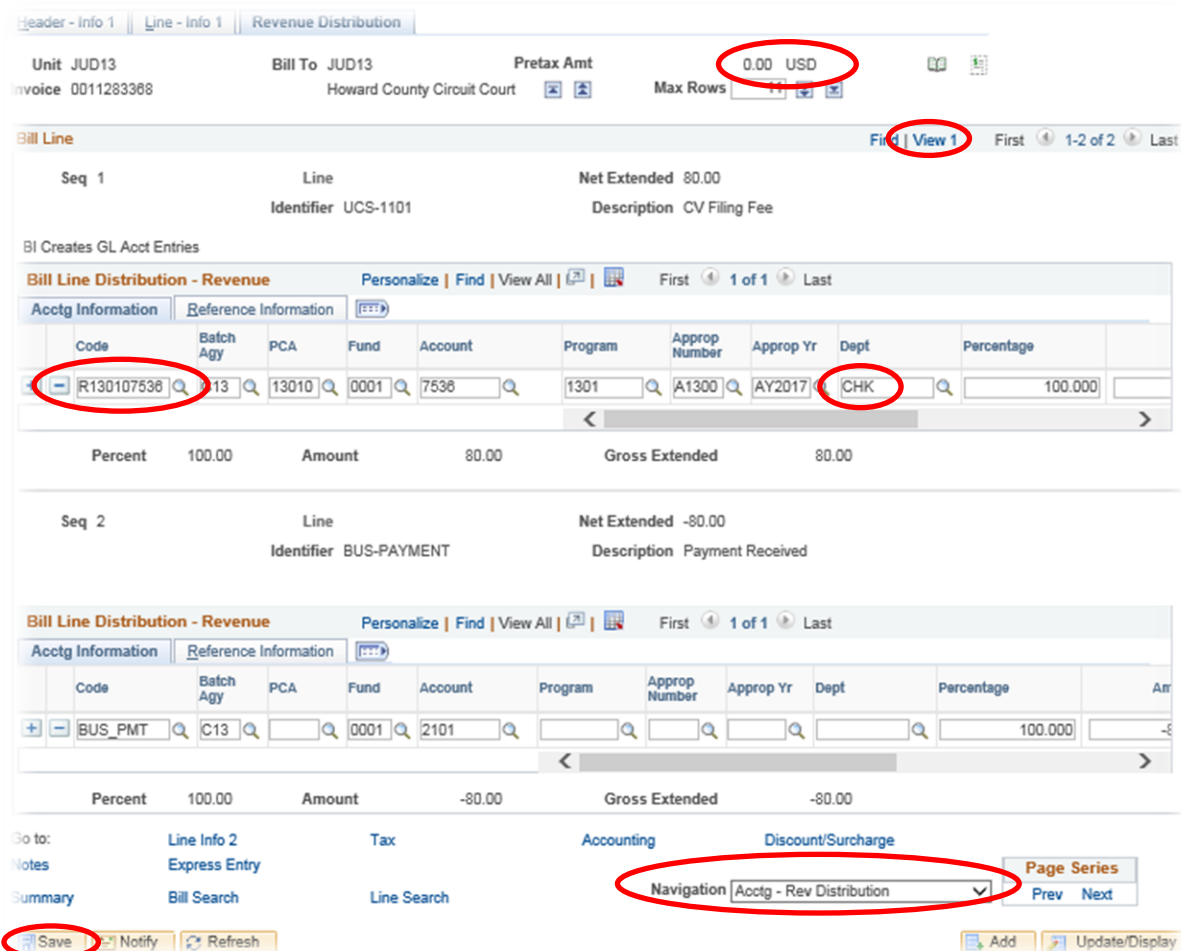
Save Notify Refresh

Add Update/Display

4. The **Acctg – Rev Distribution** page will display.
  - a. Click the “View All” link to complete the Charge Code allocation information for each bill line. If you do not know the allocation strategy for the Charge Code, use the Charge Code Look up section in the Appendix or run the AOC\_CHARGE\_ID\_LISTING query.
  - b. Enter the corresponding **Dept ID** in the “Dept” field for all bill lines with Line Type = “REV”.
 

**NOTE:** Below are the valid DeptID for bills with Type = “BUS” on the Header – Info 1 tab.

    - CSH = Cash                      CCU = Central Collection Unit
    - CHK = Check                    PNP = Parole and Probation
    - CRD = Credit                  APL = Appeal Cases
    - ECK = Electronic Check
    - EFT = STARS                  LNJ = Judgement Liens
  - i. The BUS\_PMT and CLEAR- XXX GL information automatically fills requiring no change.
  - c. Confirm the **Pretax Amt:** is 0.00 USD. This means your bill is in balance.
  - d. Click the **Save** button to save your bill and generate a new Invoice number.
  - e. Select ‘Header - Order Info’ option from the **Navigation:** drop-down at the bottom of the page.



Unit JUD13      Bill To JUD13      Pretax Amt 0.00 USD      Invoice 0011283368      Howard County Circuit Court      Max Rows 10

Bill Line      Seq 1      Line Identifier UCS-1101      Net Extended 80.00      Description CV Filing Fee

BI Creates GL Acct Entries

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

| Code       | Batch Agcy | PCA   | Fund | Account | Program | Approp Number | Approp Yr | Dept | Percentage |
|------------|------------|-------|------|---------|---------|---------------|-----------|------|------------|
| R130107536 | 13         | 13010 | 0001 | 7536    | 1301    | A1300         | AY2017    | CHK  | 100.000    |

Percent 100.00      Amount 80.00      Gross Extended 80.00

Seq 2      Line Identifier BUS-PAYMENT      Net Extended -80.00      Description Payment Received

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

| Code    | Batch Agcy | PCA | Fund | Account | Program | Approp Number | Approp Yr | Dept | Percentage | Am     |
|---------|------------|-----|------|---------|---------|---------------|-----------|------|------------|--------|
| BUS_PMT | C13        |     | 0001 | 2101    |         |               |           |      | 100.000    | -80.00 |

Percent 100.00      Amount -80.00      Gross Extended -80.00

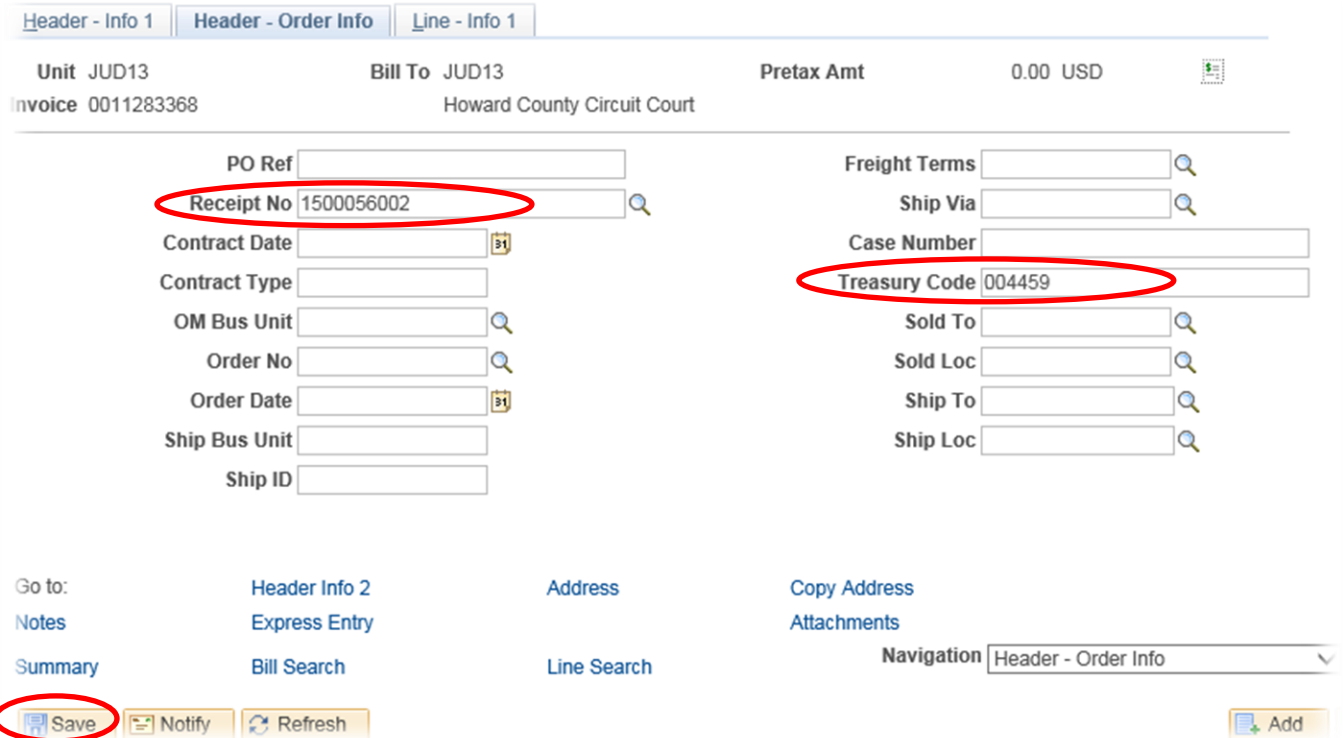
Go to:      Line Info 2      Tax      Accounting      Discount/Surcharge      Page Series

Notes      Express Entry

Summary      Bill Search      Line Search      Navigation Acctg - Rev Distribution      Prev Next

Save      Notify      Refresh      Add      Update/Display

5. The **Header – Order Info** screen will display.
  - a. **Treasury Code:** Enter the **Treasury Code#** (this is the same as your Deposit Slip number.)  
**NOTE: THE TREASURY CODE MUST BE ENTERED - If the Treasury Code is not entered, when the FAR is reprinted, the new bill will print on a separate FAR without a Control Number.**
  - b. Verify or Add the following transaction information:
    - i. **Case Number:** if relevant.
    - ii. **Receipt No:** this is the Original Receipt #.
    - iii. **PO Ref:** this is the Original Cash Register #, if relevant.
  - c. Click the **SAVE** button.



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

Unit JUD13      Bill To JUD13      Pretax Amt      0.00 USD

Invoice 0011283368      Howard County Circuit Court

PO Ref       Freight Terms

**Receipt No 1500056002**

Contract Date

Contract Type

OM Bus Unit

Order No

Order Date

Ship Bus Unit

Ship ID

Case Number

**Treasury Code 004459**

Sold To

Sold Loc

Ship To

Ship Loc

Go to:      Header Info 2      Address      Copy Address

Notes      Express Entry      Attachments

Summary      Bill Search      Line Search      Navigation Header - Order Info

**Save**  Notify  Refresh  Add

**NAVIGATION:** Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

6. The **AOC Run FAR** Run Control page will display.
  - a. Choose your Run Control and re-run the appropriate FAR report to see the changes reflected on the Reports. (Should the report not include the new bill, review the previous steps or enter a Helpdesk ticket for assistance.)

**End of Adding a New Bill Process**

## FIX 4: Wrong Charge Code from the Register:

**Possible Scenario:** Wrong Charge code from the register was selected but the amount is correct, or the GEARS Charge Code setup was found to be incorrect. (Ex. Wrong Business License Municipality key was selected.)

**Solution:** Add a new line and notes to the bill to maintain the integrity of the original data and then remove the incorrect line.

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

1. The **Bill Entry** page will display. Find all related Bills.
  - a. **Business Unit:** Enter (JUD##), where ## is your 2-digit county code.
  - b. **Receipt No:** Enter original Receipt number.
  - c. Click the **Search** button.
    - i. Select the Bill that needs to be adjusted from the Search Results list. If not listed modify the search criteria to find the transaction.

### Bill Entry

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

Find an Existing ValueAdd a New Value

---

**▼ Search Criteria**

|                        |             |   |   |   |
|------------------------|-------------|---|---|---|
| Business Unit          | =           | ▼ | <input type="text" value="JUD13"/>      | 🔍 |
| Invoice                | begins with | ▼ | <input type="text"/>                    | 🔍 |
| Bill Status            | =           | ▼ | <input type="text"/>                    | ▼ |
| Customer               | begins with | ▼ | <input type="text"/>                    | 🔍 |
| Receipt No             | begins with | ▼ | <input type="text" value="1500001338"/> |   |
| Bills in Business Unit | =           | ▼ | <input type="text"/>                    | 🔍 |
| Template Invoice Flag  | =           | ▼ | <input type="text"/>                    | ▼ |

Case Sensitive

[Basic Search](#)

2. The default tab, *Header – Info 1*, of the Bill detail page will display.
  - a. Click the [Notes](#) link at the bottom of the screen and add an audit note as to the reason for the change.
  - b. Click the *Line – Info 1* tab.

Header - Info 1
Line - Info 1

Unit JUD13
Invoice 0003092059
Pretax Amt 0.00 USD

---

Status

\*Type

\*Customer

Howard County Circuit Court

\*Invoice Form

Accounting Date

Remit To

Sales

Credit

Billing Specialist

Default Biller

Invoice Date

Source

SubCust1

From Date

Pay Terms

Bank Account

Bill Inquiry Phone

Collector

Billing Authority

Default Biller

Cycle ID

\*Frequency

SubCust2

To Date

Pay Method

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation  Page Series

Prev Next

3. The [Line – Info 1](#) page will display.
  - a. Find the Bill line where the Identifier is incorrect.
  - b. In the Identifier field, enter the correct Charge Code or use the look-up glass to the right of the line to find the correct Charge Code:
    - i. **Identifier:** Enter the correct charge code that should have been added.  
 Note: A warning message will appear telling you the amount will need to be re-entered.
    - ii. **Gross Extended:** Enter amount of the item/charge code.
    - iii. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
    - iv. Click the [Accounting](#) link at the bottom of the [Line Info 1](#) page.

Header - Info 1
Line - Info 1

Unit JUD13  
 Invoice 0003092059

Bill To JUD13  
 Howard County Circuit Court

Pretax Amt -208.00 USD  
 Max Rows 11

Bill Line
Find | View All
First 1 of 2 Last

Identifier Look Up Date 02/12/2017

|       |    |            |          |              |               |
|-------|----|------------|----------|--------------|---------------|
| Seq   | 1  | Line       |          | Net Extended | 80.00         |
| Table | ID | Identifier | UCS-1101 | Description  | CV Filing Fee |

Quantity 1.0000  
 Unit of Measure EA  
 Unit Price 80.0000  
 Gross Extended 80.00  


---

 Less Discount 0.00  
 Plus Surcharge 0.00  


---

 Net Extended 80.00  
 VAT Amount 0.00  
 Tax Amount 0.00  


---

 Net Plus Tax 80.00

From Date  
 To Date  
 Line Type REV  Accumulate  
 Tax Code  Tax Exempt  
 Check No 17005563

Go to: Line Info 2 Tax  
 Notes Express Entry  
 Summary Bill Search Line Search

Accounting
Discount/Surcharge

Page Series  
 Prev Next

Save
Return to Search
Notify
Refresh

Navigation Line - Info 1  
Add
Update/Display





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

5. Run the **AOC\_CHARGE\_ID\_ALLOCATIONS** query to verify the movement of the revenue to the correct charge code.

**NAVIGATION:** *Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts*

6. The **AOC Run FAR** Run Control page will display.
  - a. Choose your Run Control and re-run the appropriate FAR report to see the changes reflected on the Reports.

**End of the Add New Bill Line/Delete Incorrect Bill Line Process.**

**End of Document**