



Central Collections Unit

<http://dbm.maryland.gov/ccu/Pages/CCUAgencies.aspx>

State/Local Agency Instructions: Using CCU's Access Database Template

If you would like to use our **Access Database Template** for referring your debts to Central Collection Unit, please follow these directions:

If you have Office 97,  [download the database](#) to your computer. The file will be saved in a zipped format. Click on the file to unzip and save to your directory.



If you have Office 2000 or later,  [download the database](#) to your computer. The file will be saved in a zipped format. Click on the file to unzip and save to your directory.

OPEN MICROSOFT ACCESS. Click on the option to create a new blank database. A box will come up for you to locate where you would like to store the database. From the toolbar, click on the word "File", choose the option to "Get External Data....Import". A prompt will appear and ask you where to look on the computer for the information. You should choose the location where you downloaded and unzipped the file from this web page. Once you choose the file location, click "OK". A prompt will pop up called "Import Objects". There will be tabs going across the top called tables, queries, forms, etc. Going across to each tab, click on the word "Select All". When you have selected each tab and the "Select All" option, click OK. This will copy all of the database information to the new database on your computer. Once this is done, click on the word "Tools" located on the toolbar. Click on the word "Start Up". On the right side of the box that appears, look for the drop down box that is called "Display Form/Page". Click on the drop down option and select "Switchboard", then click "OK". Then click on the word "FORMS" and select "Switchboard". This will bring you to the opening screen of the CCU Collector Database. You are now ready to use the Collector Database.

Click on "View Debtor Information Form". You may type the debtor information directly into this form. This data will be added to a table. Once you enter all the items into the forms, you may close the form. You will then go back to the main menu. You can click on "View Data" button to see the table. The next step is to send the data to the "C" drive. The data will be called "newtable.txt". Please forward this data to CCU either by email ccu.information@maryland.gov or send via floppy diskette. Please be sure to include a cover letter or email detailing the count and amount of the accounts being forwarded to CCU.

You may re-use this database after you have completed sending the information to CCU. To do so, you should clear out the records on the database. To do this, click on "View Data". Go to the word "Edit" above the toolbar. Click "Select All" with the left mouse button, then press the "Delete" button. A prompt will ask you if you want to delete all records. Click yes. We have also included buttons on the database if you wish to delete automatically as well as copy and rename the file you submitted.

Forms

-  [Debt Referral Form](#)
-  [New Client Form](#)