

All:

The GEARS team would like to make all of our users aware of the following announcements and reminders.

GENERAL:

FY2018 Year-End – The Department of Budget and Finance (DBF) will soon distribute the complete guidance and supporting documentation for year-end. However, in the meantime, please note that users may begin to enter AY2019 requisitions on Wednesday, March 14. Please be sure to review the specific instructions below before the process is started.

REQUISITIONS:

1. Associated with AY2019 only:

- a. Can be entered into GEARS on Wednesday, March 14.
- b. Please start your requisition name with “AY19” for easy identification. This naming convention should be used for all requisitions throughout the year. Additional details and information can also be entered in the comments section.
- c. Please ensure that the correct “AY2019” Appropriation Year is referenced in the chartfield distribution line(s).
- d. Please have the requisition approved.
- e. **Do not** budget check the requisition. If a user happens to budget check the requisition, the requisition will receive a budget status of “error”, due to the entry date of the requisition.
- f. The GEARS Team will perform a weekly process to change the accounting and budget dates on the requisitions to coincide with AY2019 (required) and perform a mass budget check. This process will be done on a regular basis and as needed to allow the Department of Procurement (DPCGA) time to issue the AY19 purchase orders. AY19 purchase orders cannot be used or have any activity associated with them prior to July 1.

2. Associated with AY2018 and AY2019 both:

- a. Must be entered as two separate requisitions.
- b. Can process the AY18 requisition as currently done and complete the full process.
- c. Any AY19 requisitions would need to follow the process and steps noted above in #1.
- d. All requisitions and purchase orders should be done on a fiscal year basis.

GEARS Training – Please review the GEARS courtnet website for important information on upcoming GEARS training opportunities, <https://mdcourts.gov/gears>. Classes are only offered twice a year, so enrollment is encouraged and spots are still available. Classes begin March 19th and run through April 2nd. As usual, users can always contact the respective AOC offices for direct assistance with GEARS issues at any time.

Travel Policy – As originally announced in January, the Judiciary has a new travel reimbursement rate of .545 cents per mile, which went into effect on January 1, 2018. As always, all travel information can be found on CourtNet at: <http://www.courts.state.md.us/administration/travel.html>.

GENERAL LEDGER:

Journal Entries – All journal entries must have supporting documentation attached to the journal. Users should review their Detail Trial Balance or other inquiry and report options in GEARS on a regular basis to identify possible issues requiring journal entries.

ORDER TO CASH:

End of Month Local Revenue Disbursements – A system enhancement was made to the OTC End-of-Month Local Revenue Disbursements Process and was announced in a February 16th email. In the past, a manual count of the refund invoices after running AR_Refund was required to validate your results to the

transactions listed in the AR_Update process. The message log has now been modified to include the total count of refund invoices for you. Please review the tip sheets - End of the Month Local Revenue Disbursements Process and End of Month Local Revenue Disbursements Process - Baltimore City DC Only as applicable (pages 47 and 53 respectively) for detailed information. As always, both of these tip sheets can be found on the GEARS website.

Example of the new Message Log:

Message Log

Process

Instance: 1509660 Type: Application Engine
 Name: AR_REFUND Description: AR_REFUND

Severity	Log Time	Message Text	Explain
10	2:19:01PM	Start Receivables Refund Process	Explain
10	2:19:02PM	Stop Receivables Refund Process	Explain
	2:19:02PM	Total number of refund invoices: 9	Explain
	2:19:16PM	Published message with ID f4117e70-0d04-11e8-80c3-a6bd384208c3 to create entry in folder GENERAL	Explain
	2:19:16PM	Successfully posted generated files to the report repository	Explain

Revenue Refunds – When processing revenue refund requests through the Accounts Payable module, please first determine whether the vendor/payee is an established vendor by utilizing the review vendor page and searching the vendor records. The Single Payment Vendor, 9999999, should only be used for a **one-time** vendor/payee that is not a vendor in the GEARS system. Court locations, bondsmen and surety companies should only be paid using an established GEARS Vendor ID. If a vendor ID is needed and cannot be found, please complete the vendor maintenance form to have a vendor ID created.

PROCURE TO PAY:

Document Tolerance – As a result of a recent system review, it was determined that a check of Document Tolerance on vouchers was not needed and it has been

turned off to enhance system performance. Tip sheets are being reviewed and updated accordingly. This change does not actually impact any of your processing steps. However, you may notice that the summary tab of the regular voucher entry page looks slightly different with only two statuses related to budget now listed. The document tolerance status is no longer displayed (see example below).



Budget Status Valid



Budget Misc Status Valid

Invoice Processing – Please be sure to always process invoices on a timely basis. Invoices should be processed as they are received. This is especially critical as we get closer to year-end for monitoring your budget.

Procurement Monitoring – The courts/field offices are responsible for monitoring and taking required action on their procurements. To assist in this endeavor, the GEARS system has a custom PO Buydown Report and PO Close Request page. Please reference the respective tip sheets on the GEARS site for detailed instructions on using these tools.

PO Buydown Report – There are many different parameters to select from for inclusion on the report, as well as exclusion.



Favorites Main Menu > Purchasing > Purchase Orders > Review PO Informa

PO Close Request – With this tool, PO's are "selected" for closure and the system will send an automated email to Procurement notifying them of your request. A single PO or multiple PO's can be selected.



Favorites Main Menu > Purchasing > Purchase Orders > Review PO Informa

Receipts – As a reminder, below is a quick summary of when receipts are required in GEARS:

Corporate PO's (PO's created by DPCGA):

Services – Receipts are not required. (This includes copy invoices.)

Goods – Receipts are always required.

Express PO's:

\$2,500 or under - Receipts are not required. **Exception: Receipts are required for all Express POs for District Court.**

Tip Sheet "NEW" – A new tip sheet, titled **Modifying an eProcurement Requisition**, has been created to assist when changes are required to a requisition. It can be found on the GEARS courtnet site along with all other tip sheets.

Vendor Maintenance Form – Please be aware that the vendor maintenance form should be completed by internal staff only. The form should not be provided to the vendor (person or company) for completion.

If you should any questions about the above information, please feel free to contact me.

Thank you,
Tammy

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