

All:

The GEARS team would like to provide notice to all users of the following announcements and reminders.

## **ORDER TO CASH:**

**End of Month Clearing Account Reconciliations** – The revenue staff of the Department of Budget and Finance, in coordination with the GEARS Team, has created a new section for the Order to Cash Manual. This section covers the EOM Clearing Account Reconciliation process, inclusive of credit cards, parole and probation, central collection unit, chargebacks, judgement liens and e-recording.

The document can be found on the GEARS site under the Tip Sheet section.

### Order-to-Cash - Billing/Accounts Receivable

- [User Guide Cover](#) (Updated 05-01-17)
- [Order-to-Cash Overview](#) (Updated 11-16-17)
- [Daily Revenue Deposit Process](#) (Updated 11-16-17)  
--[Flowchart - Daily Revenue Deposit](#) (Updated 06-30-17)
- [Making FAR Corrections](#) (Updated 11-16-17)
- [Post FAR Adjustments](#) (Updated 11-16-17)
- [AP Revenue Refund Process](#) (Updated 11-16-17)
- [Bad Check Process](#) (Updated 11-16-17)
- [Bad Check Process - Traffic Processing Center](#) (Updated 05-01-17)
- [EOM Local Revenue Disbursements Process](#) (Updated 02-09-18)  
--[Flowchart - End-of-Month Local Revenue Disbursement](#) (Updated 06-30-17)
- [EOM Local Revenue Disbursements Process-Balt. City District Ct. ONLY](#) (Updated 02-09-18)
- [EOM Clearing Account Reconciliations](#) (Added 03-12-18)
- [Central Collection Unit \(CCU\)/Parole and Probation \(P&P\) – Circuit Court](#) (Updated 11-16-17)
- [Central Collection Unit \(CCU\)/Parole and Probation \(P&P\) - District Court](#) (Updated 11-16-17)
- [Creating E-Recording Bills](#) (Updated 05-01-17)
- [User Guide Appendix](#) (Updated 11-16-17)
- [Running the Revenue Detail Activity Report](#) (Updated 05-01-17)

## **PROCURE TO PAY:**

**REQUISITIONS:** Please remember to have all AY2019 requisitions approved. They will not be able to move forward in the process until they have been approved (step d below).

**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.

**Vouchers** – A change has been made in the system that will now prevent a voucher from being saved if it does not have an attachment. When creating vouchers, please ensure that your attachment(s) has been scanned first and is ready to be added to the voucher. Vouchers will not successfully save unless an attachment is present.

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

Thank you,  
Tammy

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