

All:

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

GENERAL:

Year-end – We are quickly approaching the busy time for fiscal year-end. Please be sure that the Department of Budget and Finance (DBF) year-end documentation has reached all appropriate staff and has been thoroughly discussed and reviewed by all. The year-end close schedule, checklist and encumbrance request form can be found on courtnet under both the GEARS and DBF sites. Adhering to the recommended actions and established deadlines will allow for a smooth and accurate Judiciary close-out.

<https://mdcourts.gov/gears>

<http://courtnet/finance/index.html>

PROCURE TO PAY:

Receipts – Recently, the GEARS Team has assisted multiple users through Service Now with receipts. Please remember that within the Judiciary Procurement Policy, receipts are only required when purchasing “goods.” They are not required when purchasing “services.” If this policy is followed in the setup of your purchase orders, these kinds of issues would be minimized.

SECURITY: Due to new mandates from the state’s Office of Legislative Audits department, GEARS will be implementing an automated lockout of user accounts that have not logged into the GEARS system in 180 days. Prior to this final lockout, GEARS accounts that have been inactive for 150 days will receive the below email warning message. To prevent your user ID from being locked, please log into GEARS on a regular basis or at a minimum upon receipt of the email warning.

Sample email: Warning! Your Gears user account has been inactive for 150 days. Please log into GEARS within the next 30 days to keep your account active. Otherwise, the system will automatically lock your account after the 30-day period.

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

Thank you,
Tammy

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