

All:

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

ORDER to CASH:

BILL SEARCHES – An enhancement was recently done to allow a search of bills using Case Number on the Review Billing Details page. In addition, the AOC_CASE_NUMBER_LOOKUP query was modified to allow a search using a portion of the case number and the wildcard operator (%). Please review the revised Tip Sheets, which can be found on the GEARS website.

GENERAL:

FY18 YEAR-END – It is critical that you read this information to stay up to date in requirements and possible changes for the Judiciary to have a smooth year-end process. Please also be sure to review the full FY18 year-end memo and checklist on a regular basis to ensure that you are in compliance with all required items. Both documents can be found on the GEARS site for further details.

A. Budget and Finance has encountered problems in previous year-ends with Post Office box rentals. These invoices are due June 30 and the Post Office is not very forgiving if they are not paid by this date. They will often close the boxes and refuse mail delivery. To prevent any issues, please process these invoices as soon as they are received and give a quick call to AP staff or do an email to judiciary.finance.accounts.payable.unit@mdcourts.gov to let our staff know.

B. Please review your interpreter invoices on a regular basis. The link to the tip sheet, How to Review/Reopen Interpreter Invoices, is provided below and should be helpful. In the past, there have been many invoices that have been partially started, denied or abandoned in an unfinished status.

<http://mdcourts.gov/gears/tipsheets92/ptp/vouchers/92viewingreopeninginterpreterinvoice.pdf>

C. Additional details regarding grant accruals was distributed via email on June 5th. Please send your accrual information by July 6th.

Monday, June 5	PTP – Purchasing	Grant Awarding Departments – Please review email information from the DBF for guidance on your year-end grant accruals due by July 6.
----------------	------------------	---

- D. Ongoing review of open purchasing documents. This should continue throughout June on a regular basis. Procurement has been steadily closing requested PO's with notifications back to the requestors.

Friday, June 15	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.
-----------------	------------------	--

- E. Please review your vouchers using the Voucher Activity Page. DBF continues to find many vouchers that have not been submitted for approval, pending approval, or have an associated match exception. These issues keep the voucher in a pending status and DBF is not able to process the voucher any further. Additional guidance for using the voucher activity page can be found on the GEARS site. To avoid running into match exceptions on vouchers, it is recommended that you run a PO Buydown report to check availability on PO lines before completing a voucher linked to the PO. These issues are frequently happening on copier invoices. Please notify Procurement or Budget and Finance if you run into an exception to receive assistance.

Friday, June 15	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.
-----------------	------------------	--

- F. The deadline for Express PO's is Friday, June 15th. Please be sure that all Express PO's required for your office orders or other items have been completed to allow time for your invoices to be received and processed as vouchers by the July 13th deadline.

Friday, June 15	PTP – Purchasing	Complete all ordering and Express PO's for FY18 to allow for receipt and voucher entry by July 13.
-----------------	------------------	--

- G. Please ensure that interest earned on Escrow accounts is transferred by Friday, June 15th. In addition, please send copies of statements from July 2017 to May 2018 showing any interest earned, as well as the June statement once received.

Friday, June 15	OTC – Order to Cash	Circuit Court only – Transfer all interest earned on Escrow Accounts to account 8049.
-----------------	---------------------	---

- H. It is important that the processing of daily deposits is kept current as we get close to the end of the year. The weekend of June 23rd and June 24th would be a good time to complete any catch-up work as needed.

Saturday, June 24 and Sunday, June 25	OTC – Order to Cash	GEARS Users – Recommended weekend for courts to “catch-up” and process any outstanding deposits.
---------------------------------------	---------------------	--

- I. Please ensure that all FY18 revenue refunds and adjustments are processed by Friday July 6th.

Friday, July 6	OTC – Order to Cash	All FY18 Revenue refunds should be recorded in GEARS. Non-GEARS users, such as COA, COSA and BLE, should have paper revenue refund requests submitted to DBF.
Friday, July 6	OTC – Order to Cash	Ensure all FY18 adjustments, such as returned checks, deposit errors, eRecording, CCU, and P&P, are completed in GEARS and send all other remaining DBF OTC adjustments, such as appeals and agency return of funds, to DBF via fax or email jfru@mdcourts.gov .

- J. All journal entries should be processed by Friday, July 6th using a journal date of 6/30/2018. This includes adjustments needed to clear the 0995 account for P-card transactions. (Remember, you can modify your accounts online with US Bank before receiving the statement.)

Friday, July 6	GL – General Ledger	Please complete any remaining FY18 journal entries in GEARS using a journal date of June 30, 2018 . This includes any entries required to clear the 0995 Pcard account. Please ensure that journals are approved to allow for posting as well.
----------------	---------------------	---

- K. Please process your June end-of-month disbursements in a timely manner (by July 13 approximately). However, please be sure to wait for June interest amounts to ensure that June interest is allocated and paid with your June EOM.

Friday, July 13 (approximately)	OTC – Order to Cash	Once June interest is received from DBF, please ensure that EOM disbursements are processed timely with an accounting date of June 30 and AY2018.
---------------------------------	---------------------	---

As always, please feel free to contact me or the Service Desk if you should have any questions or need further assistance.

Regards
The GEARS Team

Tammy Sitar, CPA
Maryland Judiciary
Deputy Director Budget and Finance

GEARS, Project Director
580 Taylor Avenue, Bldg A-4
Annapolis, MD 21401
410-260-1419
410-260-1290 Fax
tammy.sitar@mdcourts.gov