

All:

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

ORDER TO CASH ENHANCEMENT:

Bad Checks – Effective July 1, 2018, the ‘BAD’ check process in GEARS has been enhanced to capture and be able to retrieve details, such as the charge and revenue code, for returned checks using check numbers. As always, the Tip Sheets have been revised and can be found on the GEARS website.

1. When the payment method is “check”, the check number will now display on the Line-Info 1 page in Billing.
2. Two new queries have been created to assist in locating bills when the receipt number is not available or cannot be read on the back of the returned check.
 - a. AOC_CHECK_NUMBER_LOOKUP: This query was created to allow a search via a portion of the check number using the wildcard operator %.
 - b. AOC_CHECK_NUMBER_LOOKUP_DETAIL: This query was created to search via the exact check number.

PROCURE TO PAY:

AY2019 Requisitions – With the date now being past July 1, all AY2019 requisitions should be budget checked upon submission and should return a valid budget status. If a budget error status is received, please contact the budget unit in the Department of Budget and Finance. Please follow the Tip Sheet for creating an eProcurement Requisition.

<https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/requisitions/92creatinganeprorequisition.pdf>

FY2018 YEAR-END: Please continue to review the YE Memo and Checklist, which can be found on either the GEARS or DBF courtnet website, to ensure compliance with all due dates and other requirements. The below information contains only highlighted data.

Encumbrances – Please be sure to review open purchase orders from AY2018 and earlier and complete the encumbrance request form as needed.

Express PO's (XPO's) – As customary for year-end, access to create new Express PO's was removed for most users. This is done to minimize errors in processing data between the two open years. All AY2018 XPO's were to be completed by Friday, June 15th. If it is determined that an XPO is required for an invoice which needs to be processed, please contact Brittanie Collier, 410-260-1379 or Sharon Hoff, 410-260-1412 for assistance. It is planned that access to create new AY2019 XPO's will be opened up to users on Monday, July 16th.

Journal Entries – Please complete any remaining AY2018 journal entries in GEARS using a journal date of June 30, 2018 by Friday, July 6th.

Purchase Orders –

1. All dispatched AY2019 Purchase Orders have been placed on hold. They should not be utilized with vouchers until Monday, July 16th. In addition, receipts for these PO's should not be created either until July 16th.
2. After the AY2018 voucher processing period ends, all remaining open AY2018 Purchase Orders will be placed on hold on Monday, July 13th for encumbrance evaluation and the roll forward to AY2019 as applicable. Any purchase orders that are not encumbered (or accrued) will automatically be closed after the encumbrance process has been completed.

Revenue Adjustments – Please be sure to complete all FY2018 revenue adjustments, such as returned checks, deposit errors, eRecording, CCU and P&P, in GEARS by Friday, July 6th.

Revenue End of Month (EOM) Disbursements – Please do not process June EOM until notification of June interest is received.

Revenue Refunds –

1. AY2018 – All AY2018 revenue refunds should be processed by Friday, July 6th.
2. AY2019 – All AY2019 revenue refunds should be held until Monday, July 16th.

Vouchers –

1. AY2018 Invoices: The last day to process vouchers for AY2018 invoices is Friday, July 13th.
2. AY2019 invoices: All AY2019 invoices should be held and not processed until Monday, July 16th.

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

Thank you,
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