

All:

The Department of Budget and Finance (DBF) has almost completed all tasks for our FY18 year-end close! For GEARS, the last task was to set up the prior year budgets and complete the roll of our encumbered and accrued PO's in the system. Budget and Finance has been working hard on this process for the past couple weeks. As of today, the roll process for encumbered and accrued PO's and their associated lines has been completed. We do have just a few PO's that we are still working through final issues on. While the full year-end process went fairly smoothly, we always look for ways to improve on the processes, as well as communication. However, it is really important that all users stay current on year-end information, important dates and details, and their procurement document monitoring throughout the year. For example, we had roughly 500 PO's with zero balances or small balances that should have been closed before year-end and we had receipts tied to PO's, which were only partially vouchered. All of these types of items require additional analysis, time and further work within a time-sensitive period.

All of the successfully rolled encumbered and accrued PO's have been removed from "hold" and are available for use in vouchering at this time. Notices will be distributed soon with information regarding your PO's that were encumbered or accrued and the related appropriation year (AY). If entering a voucher for an accrued invoice, not associated with a PO, please be sure to check the Accrual Voucher checkbox (shown below) to receive a valid budget status.

The screenshot shows the 'Voucher Attributes' tab in the GEARS system. The form contains the following fields and values:

- Business Unit: MDJUD
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: [Empty]
- Invoice No: [Empty]
- Accounting Date: 08/13/2017
- Pay Terms: NET00
- Basis Date Type: Acct Date
- Vendor ID: [Empty]
- ShortName: [Empty]
- Location: [Empty]
- \*Address: [Empty]
- Control Group: [Empty]
- Accrual Voucher:

At the bottom of the form, there is a 'Save' button and an 'Action' dropdown menu.

Please remember that all FY18 PO's, unless encumbered or accrued, will be closed and will not be available for use in FY19. Previous year-end notifications

requested users to have requisitions and PO's completed on a fiscal year basis and users were instructed to create new FY19 requisitions for any PO's that crossed fiscal years. If you are not sure of the status of a PO or experience any trouble processing vouchers, please contact DBF, DPCGA or Service Now for assistance. Any other questions, please let me know.

On a very positive note, each year we continually improve on the overall year-end processing within the GEARS financial system and have once again finished timely! Much of this is due to the work and dedication that each of you has put into the process, as well as all of the staff within the AOC Departments. The GEARS team continues to welcome your input on processes and possible improvements.

Great job everyone!

Thank you,  
Tammy

Tammy Sitar, CPA  
Maryland Judiciary  
Deputy Director Budget and Finance  
GEARS, Project Team  
580 Taylor Avenue, Bldg A-4  
Annapolis, MD 21401  
410-260-1419  
410-260-1290 Fax  
[tammy.sitar@mdcourts.gov](mailto:tammy.sitar@mdcourts.gov)