

All:

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

Accounting Day – Please review the Department of Budget and Finance courtnet site for important information on our upcoming Accounting Day scheduled for Tuesday November 13. If you plan to attend, please be sure to RSVP by Wednesday, October 31.

Close Dates – Below are the close dates for the remainder of FY19. Please be sure to have all documents and end-of-month processing complete by the last date noted for each month. When a period is closed, the system will provide date messages that will prevent the saving of documents/work. Please note, there is a Tip Sheet titled, “What to do if you get a closed period message”, on the GEARS site under the “general” heading.

<u>MONTH</u>	<u>LAST POSTING DATE</u>
October	November 15
November	December 17
December	January 15
January	February 15
February	March 15
March	April 15
April	May 15
May	June 17
June	Please follow deadlines that will be published in the year-end schedule.

Training – The next GEARS training has been scheduled. Please be sure to review the schedule and related information on the GEARS courtnet site and register as soon as possible. Classes begin on October 31.

ORDER TO CASH:

New Payment Method – MDEC rolled out a new ACH method of payment,

Electronic Checks, for filing in File and Serve, effective October 19th. The Electronic Checks (E-checks) will be processed in GEARS as a separate Payment Method, ECK, but will be reported with the credit card transactions. Documentation has been updated on the GEARS site. Please note the below changes:

1. A new column on the JIS BUS, labeled 'ECK', will be visible to all and any payments made by ECK will appear in this column.
2. The Credit Card FAR report will include all E-check payments and will be titled Credit Card and Electronic Checks FAR.
3. The query 'AOC_BI_CREDIT_PYMTS' will now be titled 'AOC_BI_CREDIT_ECHECK_PYMTS' and will contain both Credit Card and E-Check transactions.
4. The query 'AOC_CREDIT_CARD_PAYMENTS' will now be titled 'AOC_CREDIT_ECHECK_PAYMENTS' and should be used to balance the daily credit card and E-check receipts.
5. There will be a new payment method, ECK, on the Billing Header-Info page and should only be used when there is a need to do a FAR Correction.
6. Two new Identifiers or Charge Codes – 'CLEAR-ECK' and 'CLEAR-JEC' will be available for FAR Corrections and Post FAR Adjustments.
7. A new Bill Type of 'JEC' – Adjustment Electronic Check will also be available and should be used when there is a need to do a Post FAR Adjustment.
8. The OTC Training Guides for Daily Revenue, FAR Correction, Post FAR Adjustments, and the EOM Reconciliation have been updated and are available on the GEARS Tip Sheets courtnet site.

PROCURE TO PAY:

Express PO's and Contracts – The List of Blanket Contracts can be found on the GEARS and Procurement courtnet site. When referencing the list and noting that an Express PO is required, please ensure that the related contract is also added/linked to the PO. This process is referenced in step #13 of the Tip Sheet, Creating an Express PO. Missing information on Express PO's will delay the processing of vouchers.

Receipts – Receipts are required on all Procurement purchase orders for the purchase of goods, over \$500 for District Court and over \$2,500 for all others.

Please reference the Tip Sheet, Creating a Receipt, for detailed instructions.
Missing receipts will delay the processing of vouchers.

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

Thank you,
Tammy

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