

All:

The end of fiscal year 2018 is approaching fast. In order for us to comply with the prescribed closing schedule of the State Comptroller, we need your assistance in the timely processing of revenue and expenditure related transactions. The importance of timely submission cannot be emphasized enough.

Accordingly, we have developed the below schedule and appreciate your compliance for a smooth close-out process. Please review the below information very carefully, paying particular attention to stated due dates. If a staff member responsible for any of the below tasks is scheduled for vacation during these crucial time periods, please be sure to assign a designee to accomplish the required tasks.

PROCURE TO PAY – PURCHASING

A. AY18 ORDERING AND EXPRESS PO's - Please have all of your ordering and Express PO's completed by Friday, June 15. This should allow time for receipt of goods, invoices and processing of vouchers by the cut-off date of Friday, July 13 (see below detail under invoices/vouchering). The Express PO should be done at the same time of the order prior to June 15.

B. REQUISITIONS:

1. Requisitions Associated with AY19 only:

- a. Can be entered into GEARS on Wednesday, March 14.
- b. As always, please start your requisition name with the appropriation year "AY19" for easy identification. This naming convention should be used for all requisitions throughout the year. Additional details and information can also be entered in the comments section.
- c. Please ensure that the correct "AY2019" Appropriation Year is referenced in the chartfield distribution line(s).
- d. Please have the requisition approved.
- e. Do not budget check the requisition. If a user happens to budget check the requisition, you should receive a budget status of "error", due to the entry date of the requisition.
- f. The GEARS Team will perform a weekly process to change the accounting and budget dates on the requisitions to coincide with AY2019 (required) and perform a mass budget check. This process will be done on a regular basis and as needed to allow the Department of Procurement (DPCGA) time to issue the AY19 purchase orders. AY19 purchase orders cannot be used or have any activity associated with them prior to July 1.

2. Requisitions Associated with AY18 and AY19 both:

- a. Must be entered as two different requisitions.
- b. Can process the AY18 requisition as currently done and complete the full process.
- c. Any AY19 requisitions would need to follow the process noted above in B-1.
- d. Please remember, it is a requirement that all requisitions and purchase orders be done on a fiscal year basis.

C. END OF YEAR REQUISITION AND PURCHASE ORDER ANALYSIS:

1. Courts and Departments Process:

- a. Courts and Departments should review the status of their **requisitions** on a regular basis throughout the year, but this review is essential at year-end. A requisition reserves budgeted funds, so action should be taken on unneeded requisitions to accurately monitor and fully spend your budget. Follow the navigation below to enter your PCA and get a listing of requisitions by PCA number.
Main Menu > Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity

1. If requisitions are listed that should not have a remaining amount after PO issuance, please contact DPCGA for assistance.
2. Review the listing for open requisitions that are no longer needed. Please cancel these requisitions.
3. Review open requisitions applicable to FY18 and follow-up with DPCGA to ensure that a PO is dispatched, if still required. Please keep in mind that all goods and services ordered must be received by June 30, unless the PO is eligible for encumbrance. If the goods or services are not received and the PO is not eligible for encumbrance, the PO will be closed and if still needed, a new AY19 requisition will need to be created.

4. Review open requisitions applicable to FY19 goods or services to ensure they have the correct AY2019 appropriation year referenced and have not been budget checked. If they happen to have been budget checked, they should be in a budget status of “error” until the DBF process stated in B-1-f above is completed.
- b. Courts and Departments should review the status of their **purchase orders** on a regular basis throughout the year but this review is even more critical at year-end. A purchase order reserves budgeted funds, so action should be taken on open purchase orders to accurately monitor and fully spend your budget. Please review the “Monitoring Procurement” tip sheet section on the GEARS site and take all appropriate action to close unneeded PO’s. As noted in the guidance, these actions should be started immediately for a smooth year-end and performed continuously. This message has been relayed in GEARS Notification emails and by the DPCGA numerous times already. If you should have any questions or concerns, please reach out to DPCGA now.
- c. Courts and Departments should notify the Budget Unit within DBF of all purchase orders that they would like to be considered for an encumbrance by Friday, July 13th. **The PO Encumbrance Request form should be utilized and sent via email to JFBU@mdcourts.gov by the due date of July 13.**

2. Administrative Office of the Courts Process:

- a. Every purchase order with a remaining balance at the end of vouchering AY18 invoices will need to be reviewed and have appropriate action taken. After vouchering ends on Friday, July 13, the Department of Budget and Finance (DBF) will analyze all open PO’s taking into account Judiciary-wide year-end budget status and make a determination which ones will be encumbered. Your input from C-1-c above will be considered in this process.
- b. If a PO is selected to be encumbered or accrued, it will be moved forward into FY2019 with corresponding AY2018 open lines.
- c. All other remaining PO’s will be closed. For current PO’s with services crossing the two fiscal years, a new requisition/PO will be required, as these PO’s will be closed as well. We require all service PO’s to be established on a fiscal year timeframe.
- d. DBF will work with the DPCGA to make adjustments as needed on the purchase orders.
- e. After July 13, AY2018 PO’s selected for encumbering or accruing, as well as any additional open prior year encumbered PO’s, will not be available for vouchering. We are anticipating this timeframe to be an approximate three week window. **A notification will be sent when vouchering can be resumed against these PO’s. Please do not attempt to voucher after the cut-off date against any AY2018 PO’s or earlier, as it may lock up the PO and cause additional issues.**
- f. DBF will notify the courts/departments via email of all final encumbered purchase orders.

PROCURE TO PAY – ACCOUNTS PAYABLE INVOICES/VOUCHERING

D. GEARS INVOICES: Please process all FY18 invoices in GEARS by Friday, July 13. (This includes travel expense reimbursement requests.)

1. **FY18 Invoices received on or before July 13** – Invoices applicable to FY18 can be processed through Friday, July 13. Between July 1 and July 13, please be sure to use a **June 30** accounting date on all FY18 vouchers and ensure AY2018 (or earlier encumbrance year) is referenced in the voucher distribution lines.
2. **FY18 Invoices received after July 13** – These invoices will need to be processed against your FY19 budget (unless related to an encumbrance or accrual, see C-2-e above). The accounting date used must be after July 1 (it should default to the current date) and the distribution lines should contain AY2019 (or the appropriate encumbrance/accrual AY year).
3. **Tuition Assistance** – Judicial College should complete all vouchers for tuition assistance courses completed by June 30.
4. **Post Office Box Rentals** – It is important to note that invoices for box rentals **must be processed immediately** upon receipt as a voucher in GEARS (as FY18) or you may call and make payment via credit card. The Post Office will lock your box pretty quickly if payment is not received very timely.
5. **Petty Cash** – Please be sure that you reconcile all petty cash funds at year-end and submit a reimbursement voucher in GEARS by Friday, July 13. This should be done even if the reimbursement is under the normal \$10 threshold.
6. **All FY19 invoices should be held for processing until after Friday, July 13.** On Monday, July 16, the FY19 accounting periods will be open and available for use in the Accounts Payable module of the system. Please be sure to have your FY19 PO’s completed and ready for use before attempting to voucher any related invoices.
7. **After July 13, all invoices needing to be vouchered against encumbered or accrued AY2018 (or earlier) purchase orders should be held until notification is given by DBF to proceed.** (See C-2-e above.)

E. NON-GEARS INVOICES: Please submit the below items as currently done by Friday, July 6:

1. All FY18 local jurisdiction reimbursement requests through June 30 for jurors and magistrates should be submitted to DBF.
2. Please be sure to submit any inter-agency invoices normally processed by DBF.

F. GEARS VOUCHER REVIEW AND CLEAN-UP (for expenditure and revenue vouchers): Please start and continue this review through June 30.

All FY18 vouchers must be in a full complete finished status at year-end. DBF will be monitoring and reviewing vouchers but it is important that the courts/departments review their vouchers as well. This can be done through the Voucher Activity Inquiry page. Details about this functionality can be found under the Tip Sheet section of the GEARS site. Please review vouchers in different statuses, such as budget statuses that are in “Error” or “Not Checked”, approvals that are “Pending” or “Denied”, and match statuses with “Exceptions.” Again, vouchers with these statuses need review and in most cases, need further action. If it is determined that a voucher is no longer needed, please notify Brittanie Collier via email with the details and requested action. In addition, please be sure to also review interpreter invoices that have not been completed, i.e. draft status, denied, or not approved. Please utilize the Interpreter Self-Service Monitoring document that can be found on the GEARS Tip Sheet site. If you need any assistance in processing vouchers, please contact Service Now x1114 or DBF staff.

GRANTS

G. JUDICIARY GRANT ACCRUALS: Please submit your grant accruals to DBF by Friday, July 6.

For those departments that award Judiciary grants, an email from DBF with specific guidance and instructions to record your grant accrual amounts and process your invoices will be distributed in June. Please watch for this email and be sure to complete the requirements within the stated deadline. All University of Maryland invoices must be accrued because they have an internal cut-off date of June 30.

BUDGET

H. FY19 BUDGET: DBF is anticipating to have the exact detailed FY19 budgets entered in GEARS by the end of May. Until this time, a preliminary budget has been entered, which allows users to process FY19 requisitions. DBF will notify you when your preliminary budget is replaced with your final budget (approximately May 31).

ORDER TO CASH

I. DEPOSITS:

1. 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-24th would be a good time to complete any catch-up work as needed.
2. As typical, the deposit for Friday, June 29 will be the done the next business day, July 2, for GEARS users. However, it will be posted using the accounting day of June 30.
3. Non-GEARS users, such as COA, COSA, Board of Law Examiners, Law Library, should email your daily deposits to DBF jfru@mdcourts.gov beginning June 25th through June 29th.
4. For Prince George’s and Montgomery, beginning June 25th and through June 29th, please send daily credit card totals to DBF jfrcs@mdcourts.gov. For all other circuit courts, no additional actions are required for credit card payments. Please process as normally completed.
5. For Circuit Court only, please ensure all interest from Escrow accounts has been transferred for the period of July 2017 through May 2018 to account 8049 by Friday, June 15. June’s interest should be deposited by July 13th utilizing FY19.

J. JUNE END OF MONTH (EOM) DISBURSEMENTS:

1. Please ensure all previous months have been processed.
2. 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.** (Please be sure to include all earlier year-to-date interest amounts not previously disbursed.) The accounting date used on the disbursements should be June 30 with appropriation year AY2018 referenced.

K. REVENUE REFUNDS:

1. **FY18 Revenue Refunds:** Please process all applicable FY18 revenue refunds no later than Friday, July 6 and ensure the accounting date is June 30 and AY2018 is referenced.
2. **FY19 Revenue Refunds:** All applicable FY19 revenue refunds should be held from processing until after Friday, July 13. A notification will be distributed to confirm when these invoices can be processed. Upon entry, the accounting date used must be after July 1 and the distribution line(s) should contain AY2019.
3. **Please refer to section F above for review and clean-up of revenue refunds.**

L. REVENUE ADJUSTMENTS:

1. **Chargeback Clearing Account 9651 must have a zero balance at year end.** Please ensure all adjustments have been processed, including returned checks and deposit errors. You may reference the EOM Clearing Account Reconciliation Tip Sheet on the GEARS website and if you have questions about any item in this account please contact Suzie Bishop.
2. **Non-GEARS OTC Adjustments:** Non-GEARS users (COA, COSA, Board of Law Examiners, and Law Library) should send all remaining FY18 revenue adjustments, such as returned checks, to DBF for processing via email to jfru@mdcourts.gov by Friday, June 29.
3. **FY18 Adjustments:** Please ensure all FY18 adjustments, such as eRecording, CCU, and P&P, are completed in the GEARS system and send all remaining DBF OTC adjustments, such as appeals and return of funds to other agencies, to DBF via fax or email to jfru@mdcourts.gov by Friday, July 6.
4. **For District Court MDEC locations, any Circuit Court lien revenue received for FY18, but not sent to the Circuit Courts by Friday, July 6th must be accrued.** The accrual amount should be sent to Laura Jones by Friday, July 6.

M. REVENUE REPORTS: Please submit the below reports to DBF by Friday, July 6.

- Nonresident withholding report for June 2018 (MW506 monthly report)
- Litigants (Escrow) Bank Account Information.
 - * Please send copies of statements from July 2017 to May 2018 showing any interest earned. The Ledger Activity for account 8049 may be run to identify what months are needed.
 - * Please send copies of the final bank statements that include June 30 as they are received.

N. CHILD SUPPORT GRANT by Tuesday, June 26: Cooperative Reimbursement Agreement Reports (Child Support Expense Allocations and Project Timesheets through PPE 6/19/18) are due to the Family Division at cra@mdcourts.gov by Tuesday, June 26.

O. ACCOUNTS RECEIVABLE by Monday, July 9: Please submit Accounts Receivable Summaries for the month of June 2018 and fiscal year-end compilation reports to DBF by Monday, July 9.

PURCHASING CARD

P. FINAL PCARD REVIEW: The last statement of P-card charges for AY18 will be June 25.

Please be advised that due to timing issues, charges that post to your purchasing card account after June 25th (the statement cycle end date for June) through June 30th (the fiscal year end) will be applied against your FY19 budget with the July statement. In addition, once email notification to review your June statement has been received, please be sure to complete this action in a timely manner. A journal entry should be completed by Friday, July 6, to reclass any charges applied to default object 0995.

GENERAL LEDGER

Q. JOURNAL ENTRIES: Please complete all journal entries by Friday, July 6.

1. **GEARS USERS:** Please complete any FY18 journal entries in GEARS. **For any FY18 journal entries done between July 1 and July 6, please ensure that the journal date is manually changed on the first screen of entry to June 30, 2018 to reflect the correct appropriation year.** (It normally defaults to a current date, which would be incorrect for these entries.) In addition, please ensure that journals are approved to allow for timely posting as well to complete the journal process.

If you have any questions or expect to have difficulty in meeting any of the above deadlines, please contact:

GEARS Project Director / DBF Deputy Director, Tammy Sitar 410-260-1419

DBF Unit Director, Accounting Operations, Brittanie Collier 410-260-1379

DBF Revenue Supervisor, Suzie Bishop 410-260-1413

DBF Accounts Payable Supervisor, Sharon Hoff 410-260-1412

DBF Reports and Reconciliation Supervisor, Jaye Hall 410-260-1242

DBF Budget Supervisor, Ralph Sherrill 410-260-1244

DBF Senior Accounting Analyst (Pcard), Trish Gugliotta 410-260-1251

DPCGA Deputy Director, Kevin Jones 410-260-1411

DPCGA, Procurement Manager, Lisa Peters 410-260-1265

Thank you in advance for your cooperation with this schedule.