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[http://
mdcourts.gov/gears/
index.html](http://mdcourts.gov/gears/index.html)

Special points of interest on our website:

- User Procedures, which can be run in various UPK modes.
- Training materials
- Updated FAQ's
- Announcements

In this issue:

Launch 1

Speed Charts 1

Requisition Process 2

Voucher Process 2

Vendor Information 2

Expense Reimbursements 2

Purchase Orders 2

Workflow 2

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The purpose of this newsletter is to keep users of the GEARS Judiciary financial system informed and up to date on process information, including updates and changes in procedures, as well as tips to perform their jobs efficiently and effectively.

GEARS Launch



ON JULY 1, GEARS went live across the Judiciary with FY14 data. GEARS is the name provided for our new integrated PeopleSoft accounting system.

During this go-live Phase of the project, functionality was introduced for the Procure to Pay, Accounts Payable, General Ledger, Commitment Control and Grants/Projects areas. These areas include processes for requisitions, purchase orders, vouchering invoices for payment, journal entries, managing your budget and accumulating and tracking costs for grants and projects.

With the start of PeopleSoft, two systems have been decommissioned, This includes RAPOR, which was made read-only and the Department of Budget and Finance's (DBF) AS400, which is being utilized for the close-out of FY13 only. Per year-end information distributed by DBF, invoices for FY13 should be sent to their office for processing.

The Order to Cash functionality is scheduled for go-live on August 1. Please review the GEARS website for announcements.

FY13—Processed in legacy system.

FY14—Processed in GEARS.

Use of Speed Charts

To assist the user in defining chart of account fields, the use of speed charts is found throughout the Procure to Pay and GL areas, which is inclusive of requisitions, purchase orders, accounts payable and GL journals. The required fields of entry are Batch agency, Appropriation Year, Appropriation Number, PCA, Fund, Account, GL Unit, and Program. For items associated with a grant or project, the project and activity fields may also need to be completed. Do not complete fields that are not required for your invoice. Many of these fields would be new to the users, so speed charts are very useful to expedite the process and to complete the required fields accurately.

By using speed charts, the user can simply insert their current known PCA's in the speed chart field (which is generally found above the distribution line) or utilize the lookup option (magnifying glass) next to the speed chart field to look up the values. Once a speed chart is selected, the majority of the required fields of entry for the full chart string will populate. To complete all other required fields, the user will only need to enter the account number (4 digit subobject) and the appropriation year (6 digit year.)

Similar functionality can be found in the Revenue area called Speed Types and Billing Distribution Codes. More details on this will follow.

The Requisition Process

The requisition process has changed slightly from the training environment. It will be based on categories, rather than specific items. This enables the process to be more user friendly and requires less system maintenance of items and vendor relationships.

Basically, "items" previously defined in the system setup are now identified as Categories. This allows the user to provide further detailed information on the specific item they would like to order. The categories can be found in one of the three Item Catalogs; MDJUD, JIS and District Court. These catalogs can be searched on to find the appropriate category. Each category has a default account associated with it that can be modified during the requisition process as needed.

Please review the attached document, **ePro Requisition Process**, provided for specific instructions on how to complete a requisition.



HELP DESK
410-260-1114

VENDOR Information

When searching for a vendor to pay an invoice, you should use the "review vendor" menu. This is the path: vendors—vendor information—add/update vendor—review vendors. You should use the ID Type (taxpayer ID) and the Address to search for the correct vendor. If you are not able to find the correct vendor, you should complete a new **vendor request form** to the Department of Budget and Finance. Be sure to note the instruction tab and follow the steps noted.

The Department will notify you of the correct vendor to use or will create a new vendor.

EXPENSE Reimbursements

Employee expense reimbursements should be processed under the appropriate method for your court/department, quick entry or regular entry, as specified above.

The Department of Budget and Finance has standards for the invoice date and invoice number.

INVOICE NUMBER - Enter only the earliest date of the travel as shown in **Section H or J** of the Judicial Branch Expense Account template followed by the first and last initial of the traveler's name as shown on **Line C**. The format is yyyymmddXX. For example, if Tammy Sitar traveled from 3/14/2007 to 3/17/2007, the entry is 20070314TS.

INVOICE DATE - Using the format of mmddyyyy enter the current date (today).

ACCOUNTING DATE - Should always remain defaulted as "today's" date.

Attach scanned images of supporting documentation.

These items will be routed electronically to Administrative Services for approval.

The Vouchering Process

District Court staff should only use the AOC Self Service menu for recording Interpreter invoices and the voucher Quick Invoice Entry process to record all other invoices for payment. These options route the documents to DCHQ for review and finalization.

Circuit and Appellate Courts and Programs and Department Staff should use the AOC Self Service menu for recording Interpreter invoices and the voucher Regular Entry to record all other invoices for payment. Vouchers need to be budget checked before submission for approval.

*Invoice Number—Be sure to use the invoice number provided on the invoice.

*Accounting Date—Should always remain defaulted as "today's" date.

*Attachments—Be sure to scan and attach all documents in PDF format.

PURCHASE Orders

FY14 Purchase Orders created prior to July 1 have been created in GEARS and are available for receiving and vouchering. If you can not access a known FY14 PO, please report this to the Help Desk.

FY13 Purchase Orders have not been loaded into GEARS yet. They are pending the final spending and close-out of FY13. This will happen after approximately the third week of July. At that time, a review will be made of encumbrances and open PO balances to be entered in GEARS.

WORKFLOW:

Automated workflow is incorporated into the GEARS solution for requisitions, purchase orders, regular entry vouchers, journal entries and budget transfers. Workflow in GEARS allows documents to be automatically routed for approval providing an electronic audit trail. It helps expedite the flow of business as Approvers are able to review the documents in their online GEARS Worklist and work those items to move forward in the required process. The GEARS workflow is oriented around our current business process. Most items require one level of local approval before being routed to an AOC or DCHQ office. Keep in mind that the approval request may be routed to multiple people but only one approval is necessary. With this process being new to everyone, please report any workflow issues the Help Desk.

