

Scan completed form and email to:
For District Courts: laura.jones@mdcourts.gov
For Circuit Courts and all others: gearsaccess@mdcourts.gov

Gears Access Security Form

Due to separation of duties, the same user will not be granted both a processing role and the related approval role.

Type of Request: New User Modify Inactivate User Change Name Transfer

Legal Name of User: _____

Other Names Known As: _____

Work Email: _____

Requestor Phone No.: _____

Work Location: _____

Position Title: _____

Current User ID (if applicable): _____

What functions do you want to perform?
(NOTE: All roles will include the inquiry and report roles.)

Order to Cash

Add Remove

- Process Daily Revenue
 Process Bill Adjustments

Field Accounting

Add Remove

- Enter General Ledger Journals

Other

Add Remove

- Internal Auditor
 Asset Manager (Whse only)
 Inventory Analyst (Whse only)
 Inventory Manager (Whse only)
 MBE Manager

Department of Budget & Finance Roles

Add Remove

- Approve Requisitions
 Approve Vendors
 Budget Analyst
 DBF Management Access
 Enter General Ledger Journals
 Enter Vendors
 Manage Accounts Payable Unit
 Manage Budget Unit
 Manage Payroll
 Manage Voucher Batch Process
 P-Card Reconciliation
 Process Vouchers
 Run HX/TRN/HOBO Interfaces
 Run Traffic/Non-Est Interfaces
 Setup / Financial Control

Procure to Pay

Add Remove

- Enter Expense Reports
 Enter Express PO's
 Enter Interpreter Invoices
 Enter Invoices (vouchers)
 Enter Receipts
 Enter Requisitions
 Manage My P-Card
 Manage a P-Card for:

_____ <ENTER NAME>

Approvals

Add Remove

- Approve Express PO's
 Approve General Ledger Journals
 Approve Requisitions
 Approve Vouchers
 Approve Interpreter Invoices*

*LIMITED - DCHQ or Access to Justice ONLY

Department of Procurement, Contract & Grant Administration Roles

Add Remove

- Approve Purchase Orders
 Create & Manage Contracts
 Create & Manage Purchase Orders
 P-Card Administrator

Additional Roles

(In the space below, please specify a need to add or remove a role not covered by the role selections above.)

Access to Judicial Branch systems are restricted to authorized users only and are limited to approved business purposes. Information accessed through these systems are confidential and not for personal use. Authorized users of these systems shall not provide any non-public information to third parties and/or unauthorized parties at any time or may be subject to criminal and/or civil penalties.

User Sign: _____

Request Date: _____

Supervisor Sign: _____

Supervisor Name: _____

Date Approved: _____

Supervisor Title: _____

Access will be granted based upon the need to perform the above assignee's duties and business purposes only
FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY WILL RESULT IN PROCESSING DELAYS.