

## Voucher (Invoice) Tips

(Last Revised Date: 08/25/17)

**Late fees** - As a general rule, the Judiciary does not pay late fees on invoices. Please remove late fees from the amount due on your invoices before creating Purchase Orders and Receipts, and before processing your vouchers. Contact the vendor to have them removed from your account. Please note that prior balances shown on your invoices may be late fees that you did not previously pay. Please research any prior balances to ensure late fees are not paid.

**Statements** - The Judiciary does not pay from vendor statements. Payments must be made only from invoices which display the amount due. Balances can not include any balance forward amounts. Any balance forward amounts should be researched and the vendor contacted for copies of required invoices as needed.

**Sales Tax** - The State of Maryland does not pay sales tax. Please remove sales tax from all invoices before creating applicable Purchase Orders and Receipts, and before processing your vouchers. Contact the vendor to have them removed from your account. Please note that prior balances that are shown on your invoices may be sales tax that you did not previously pay. Please research any prior balances to ensure sales tax is not paid.

**Pay Current Activity** - As a general rule, only pay the current activity amount on a voucher. If the full amount outstanding is paid without thorough research, there is a risk of making a duplicate payment, or paying a charge that the Maryland Judiciary does not usually pay, such as sales tax or late fees.

**Freight & delivery charges** - The State of Maryland has negotiated contracts with some vendors in order to get overall preferential pricing and terms. Some vendor agreements do not allow delivery charges, as follows:

Rudolph's - No delivery charges except for oversize items.

RGH - No delivery charges except for small orders under \$35. If an order was placed for over \$35, no delivery charges can be made for multiple shipments.

Pitney Bowes - No delivery charges for supplies. Delivery charges will occur for orders placed for cartons of sealers.

Please remove the above cited delivery charges from the amount of your invoice before creating Purchase Orders and Receipts, and before processing your vouchers. Also, contact the vendor to have them removed from your account. Please note that prior balances that are shown on your invoices may be delivery charges that you did not previously pay. Please research any prior balances to ensure out-of-contract delivery charges are not paid.

**Instructions for Thomson Reuters Blanket Purchase Order - BPO No. 13-32772-25L**- The AOC has successfully entered into a 5-year, statewide contract with West Publishing Corporation (Thomson Reuters, Thomson West) beginning (9/2013) for the AOC, Circuit Courts, COA, COSA and Court Related Agencies. During the term, **and upon request**, West shall extend a 20%-off the then-current retail rates.

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**Invoice Number** - Please use in GEARS, the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.

### ***Vendor Invoice Standardization:***

Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters.

Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN.

### ***Employee Expense Reimbursement Standardization:***

Enter only the earliest date of travel on which reimbursable expenses are incurred, followed by the traveler's first and last initials as capital letters. The format should read as follows: yyyymmddXX.

Example: if Tammy Sitar traveled from 7/08/2015 to 7/12/2015, the entry would be 20150708TS.

### ***Interpreter Invoice Standardization:***

Enter the First and Last Initial of the Vendor/Payee, Assignment Date (MMDDYY), and Docket Time in hours/minutes (HHMM). The format would be XXMMDDYYHHMM for all court locations.

Example: if Tammy Sitar interpreted for a case on 8/16/17 with a docket time of 8:30, the entry would be TS0816170830.

### ***Note:***

Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices.

Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.

**Invoice Line and PO Descriptions** - Please note, the field for "invoice line description" in vouchers will not accept the punctuation marks of a **backtick (`)**, **colon (:)**, **apostrophe (')**, **forward slash (/)** or **back slash (\)**. This is impacted in all areas of voucher entry, Regular Entry, Quick Entry and Interpreter Entry. The system will issue a warning upon trying to save the voucher, if you have one of the invalid punctuation marks in the voucher line description. If you receive the warning, simply change your invoice line description removing these punctuation marks and the voucher will then successfully save. The description field should be used to record serial numbers and other information that will help identify and process your invoices. **Additional Information** - Please note that PO line descriptions (both from Express PO's and DPCA PO's) default into the voucher invoice line descriptions when copying from these source documents into vouchers. Therefore, please avoid use of these special punctuation marks in these PO lines as well to avoid additional issues with the voucher.