

LAST REVISED DATE: 03/21/2018

## General Information

Task	Process Information
<p><b>Creating a Quick Invoice Voucher</b> <i>(For District Court Only)</i></p> <p><b>Note:</b> If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>Quick Invoices are used by District Court <u>only</u>. Quick Invoices are used to process Travel Expense Reimbursements, as well as Appointed Attorney Invoices.</p>

## Before you Begin

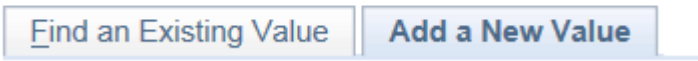
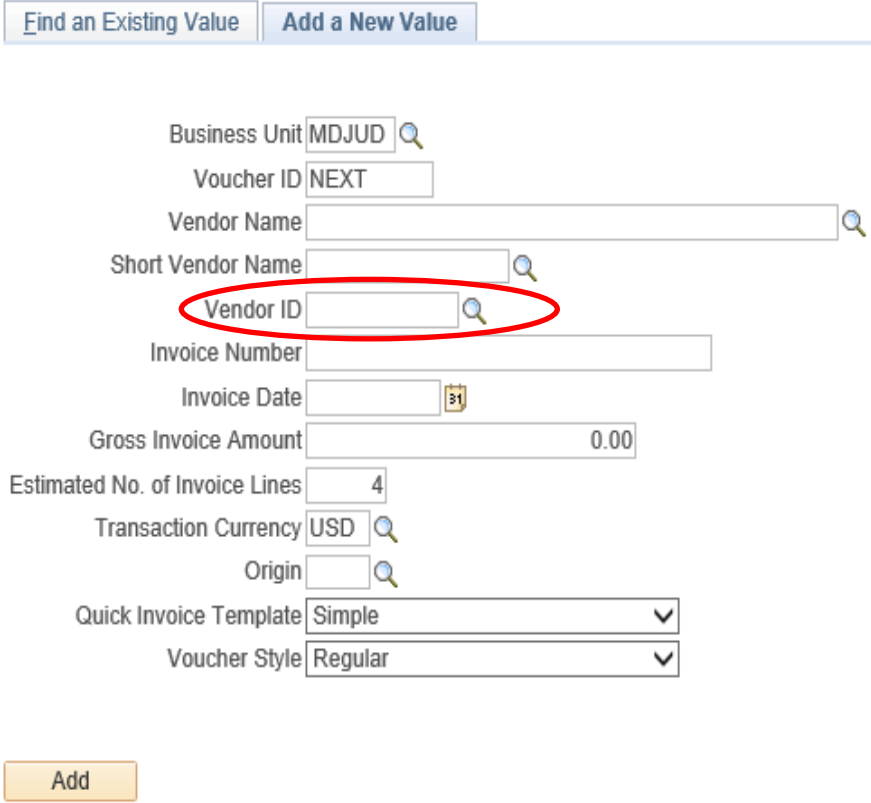
<p>If you do NOT know the GEARS Vendor ID to be used on the voucher, District Court Headquarters (DCHQ) will complete the vendor information for you.</p> <p>You can also look up the Vendor ID using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.</p> <p><b>Note:</b> Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website: <a href="http://mdcourts.gov/gears/forms.html">http://mdcourts.gov/gears/forms.html</a></p>	<p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Vendor ID</th> <th>Short Name</th> <th>FEIN Number</th> <th>Mail Code</th> <th>Name 1</th> <th>Address</th> <th>Address Line 2</th> <th>City</th> <th>State</th> <th>Postal Code</th> <th>Effective Status</th> </tr> </thead> <tbody> <tr> <td>Actions</td> <td>0000009385</td> <td>FEABUNDAN-001</td> <td>202603133</td> <td>000</td> <td>THE ABUNDANCE CATERING COMPANY</td> <td>9 VERNON AVE</td> <td></td> <td>GLEN BURNIE</td> <td>MD</td> <td>21061-0000</td> <td>Active</td> </tr> </tbody> </table>	Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status	Actions	0000009385	FEABUNDAN-001	202603133	000	THE ABUNDANCE CATERING COMPANY	9 VERNON AVE		GLEN BURNIE	MD	21061-0000	Active
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## GEARS Navigation

<p>Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Quick Invoice Entry</p>	<p>Favorites &gt; Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Quick Invoice Entry</p>
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## 1.0 Process

This document is intended for District Court employees to provide a quick reference to completing Quick Invoice entry transactions within GEARS.

STEP	ACTION	DETAILS
1.	From the "Add a New Value" Tab.	<p><b>Quick Invoice Entry</b></p> 
2.	<p>Select / Enter Vendor ID (as found in <b>"Before you Begin"</b> at the top of this document).</p> <p><b>NOTE:</b> The vendor is the payee. If you don't know the vendor information, DCHQ will complete the vendor information for you.</p>	<p><b>Quick Invoice Entry</b></p> 
3.	<p><b>Enter the following:</b></p> <ul style="list-style-type: none"> <li>- Invoice Number</li> <li>- Invoice Date</li> <li>- Gross Invoice Amount</li> </ul>	<p><b>Follow these Department of Budget and Finance standards:</b></p> <p>Please enter 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.</p> <p><b>Invoice Number (FOR TRAVEL REIMBURSEMENT INVOICES)</b> – Formatted as follows: YYYYMMDDXX (year, month, day, payee's first and last initials). <i>Invoice Number is based on the first day of travel.</i></p>

		<p><b>Invoice Number (FOR APPOINTED ATTORNEY INVOICES)</b> - Formatted as follows: ATMMDDYYYYIP (ATT, month, day, year, initials of payee (attorney or 1<sup>st</sup> two initials of law firm). Invoice Number is based on the first day of services rendered.</p> <p><b>NOTE:</b> 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.</p> <p><b>Invoice Date</b> – Invoice Date should be the current date (today).</p> <p><b>Gross Invoice Amount</b> – The total amount of the invoice.</p> <div style="text-align: center;"> <p>Invoice Number <input type="text"/></p> <p>Invoice Date <input type="text" value="31"/> </p> <p>Gross Invoice Amount <input type="text" value="0.00"/></p> </div>																				
<p>4.</p>	<p>Click Add:</p>	<p>Click the  button.</p>																				
<p>5.</p>	<p>Enter a Description (and Chartfield Values, if known)</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Invoice Lines</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Copy Down</th> <th style="width: 5%;">Line</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">GL Unit</th> <th style="width: 30%;">Description</th> <th style="width: 5%;">Batch Agy</th> <th style="width: 5%;">PCA</th> <th style="width: 5%;">Fund</th> <th style="width: 5%;">Account</th> <th style="width: 5%;">Program</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> <td style="text-align: center;">□</td> <td style="text-align: center;">p.000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p><b>NOTE:</b> A Description is required. However, if you do not know the Chartfield Values (i.e. Accounting Codes), DCHQ will complete these fields for you.</p> <p><b>NOTE:</b> If you do enter Chartfield Values (i.e. Accounting Codes), you must also enter an Accounting Date (or ensure the default is correct). The Accounting Date must be consistent with the Appropriation Year.</p>	Copy Down	Line	Amount	GL Unit	Description	Batch Agy	PCA	Fund	Account	Program	+	-	□	p.000						
Copy Down	Line	Amount	GL Unit	Description	Batch Agy	PCA	Fund	Account	Program													
+	-	□	p.000																			
<p>6.</p>	<p>Add Attachments/Comments</p>	<p><a href="#">Attachments (0)</a> <a href="#">Comments(0)</a></p> <ul style="list-style-type: none"> <li>• Attach copies of your invoice along with any other supporting documentation. <b>NOTE: Your voucher will not save without an attachment.</b></li> <li>• Add Comments noting your name and contact information.</li> </ul>																				
<p>7.</p>	<p>Save</p>	<p>Click the  button to generate a Voucher ID.</p>																				
<p>8.</p>	<p>Ready for DCHQ</p>	<p>The Quick Invoice is ready for processing by District Court Headquarters once a voucher number has been assigned.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Quick Invoice</p> <p>Business Unit: MD/JUD</p> <p>Voucher: 00314048</p> <p>Voucher Style: Regular</p> <p>*Invoice Number: 20170301RF</p> <p>*Invoice Date: 02/27/2017</p> <p>Accounting Date: <input type="text"/></p> <p>Prepaid Ref: <input type="text"/> <input checked="" type="checkbox"/> Auto Apply</p> <p>Action: <input type="text" value="Run"/></p> <p><input type="button" value="Run"/></p> <p><input type="button" value="Calculate"/></p> <p><input type="button" value="Print Invoice"/></p> <p><input type="button" value="Edit Combinations"/></p> </div> <p>You will receive an email notification once your invoice is approved or denied.</p> <p><b>NOTE:</b> You may want to do a print screen of the invoice for your records.</p>																				



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