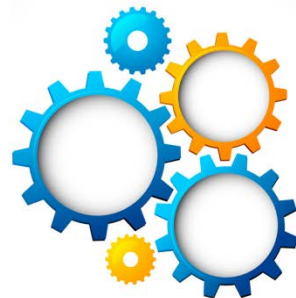




# Supervisory/Administrator GEARS Overview

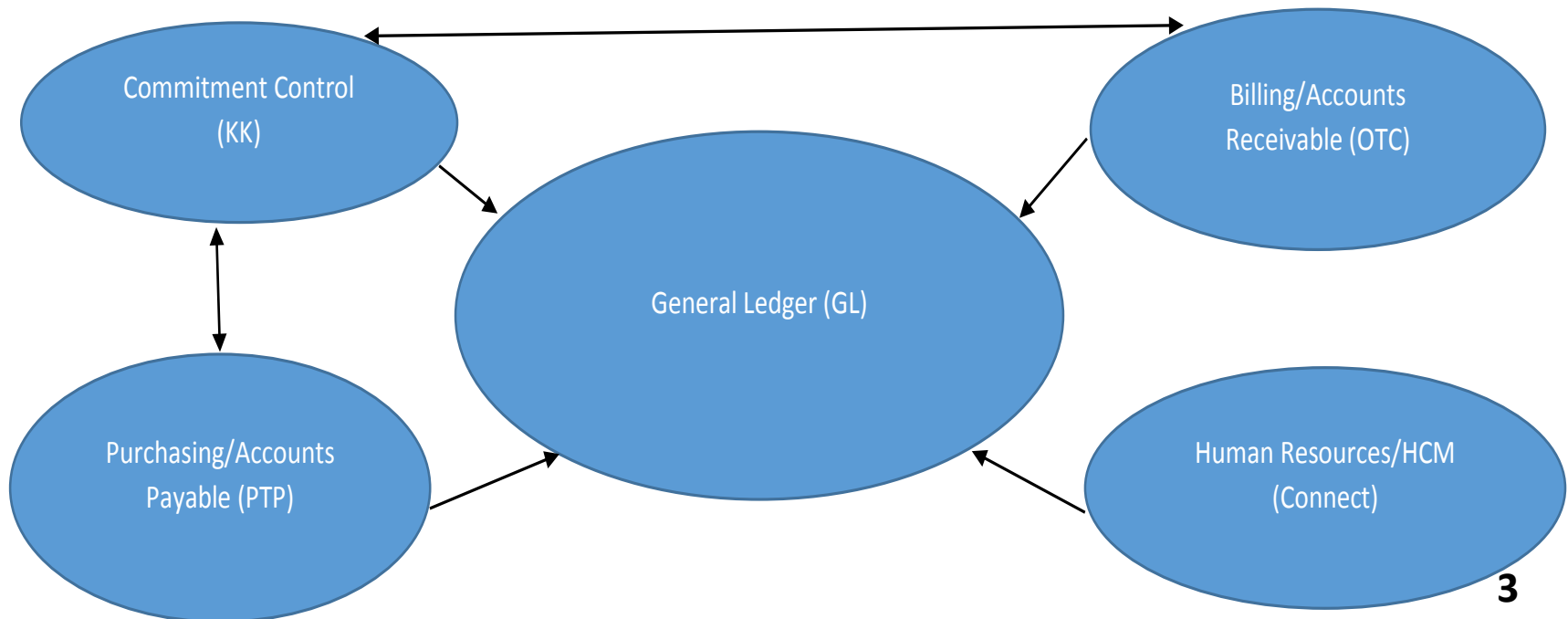


**GEARS**

General Enterprise and Resource Support

- Overview of GEARS System
- Overview of Workflow
- Overview of Procure to Pay (PTP)
- Overview of Commitment Control (KK)
- Checklist
- Tools and Inquiries
  - PTP
  - KK
  - GL
- Security Queries

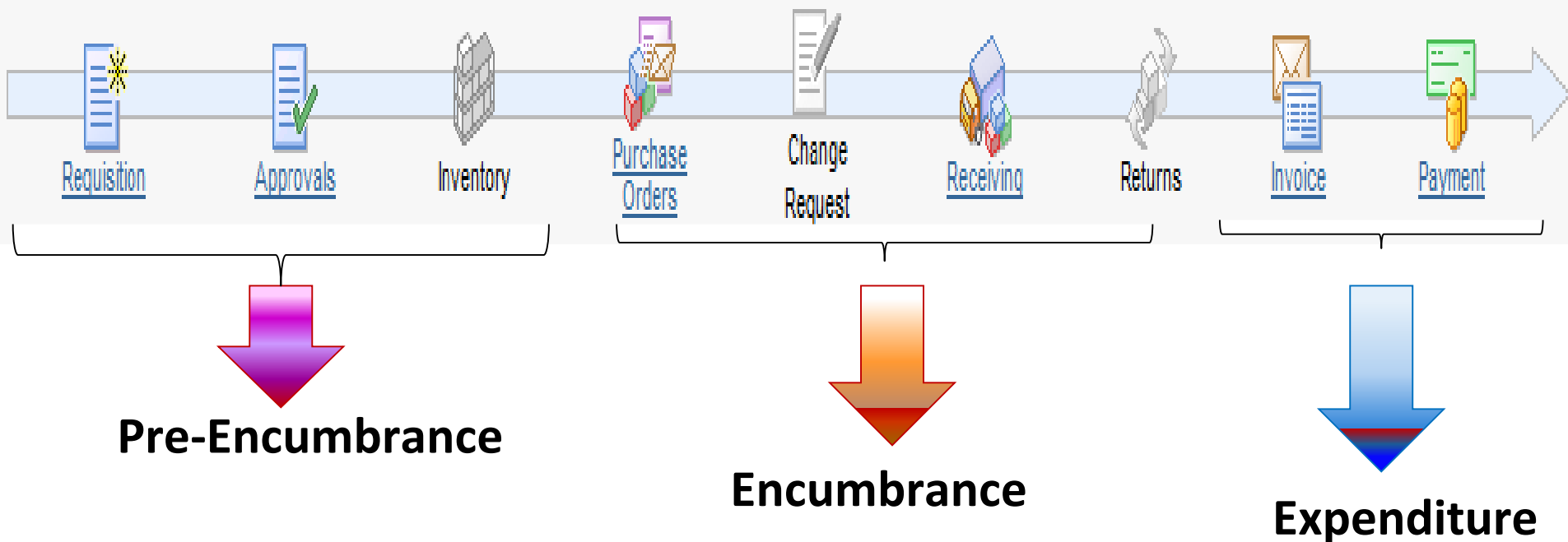
- Modules communicate to each other and to the General Ledger (GL).
- The GL is the module “owner” of the data.
- Subsidiary modules updated throughout the day with work completed.
- Daily posting of all subsidiary modules to the GL (3PM).



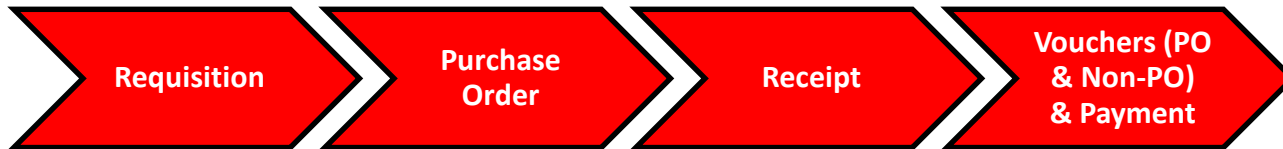
## Workflow and Approvals

- The term workflow refers to the automated approval process in PeopleSoft.
- It is a “to-do/action” list. From the worklist, approvers can directly access the pages needed to perform a workflow action (i.e. approve a transaction).
- Workflow routing rules have been setup based on various indicators on all types of transactions and configuration elements (e.g., requisitions, PO’s, vouchers, journal entries, vendors, etc.).
- Rules will route transactions to one or more users’ worklist to review and either approve or deny a transaction.
- Any user who has access to the transaction can review the workflow routing process and approval status.

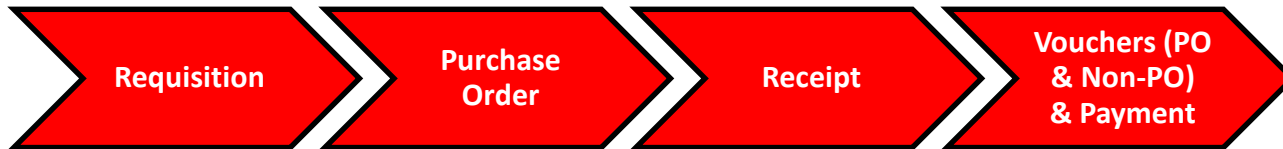
# Procure to Pay (PTP) Language and the Lifeline of a PTP Document



- **Pre-Encumbrance:** Reservation of Funds from your Budget (reqs) pending approval and action.
- **Encumbrance:** Funds from your Budget liquidated from Requisition to PO (not the same as YE encumbrances)
- **Expenditure:** Committed Funds paid out to vendor liquidated from PO or they can come from Journal Entries or Non-PO vouchers.
- These are columns that display in your budget reports.



- ePro Requisition (for larger dollar amount transactions or any other purchases generally handled by DPCGA (i.e. Sharp)). There are different dollar thresholds based on Circuit/AOC or DC
- Purchase Orders – Please be sure to check the current Procurement Policy for differences between Circuit/AOC and DC. (Below statements apply to Circuit/AOC.)
  - Express PO’s – done locally for Judicial Contracts/Blanket POs or small dollar amount PO’s. Express PO’s are not required for the state Contracts/Blanket POs. You may directly voucher these invoices.
  - Purchase Orders – completed by DPCGA. These are often referred to as “corporate” PO’s.
  - Review PO Information upon notification that it is complete before vouchering.
- Receipts – Please be sure to check the current Procurement Policy for differences between Circuit/AOC and DC. (Recommend they are not used unless required!)
  - Required for all DPCGA PO’s in which goods were purchased.
  - Not required for DPCGA PO’s in which services were purchased.
  - Not required for Express PO’s



- Voucher & Payment

- Quick invoices (used by District Court)
- PO Vouchers
- Non-PO Vouchers
- Interpreter Invoices

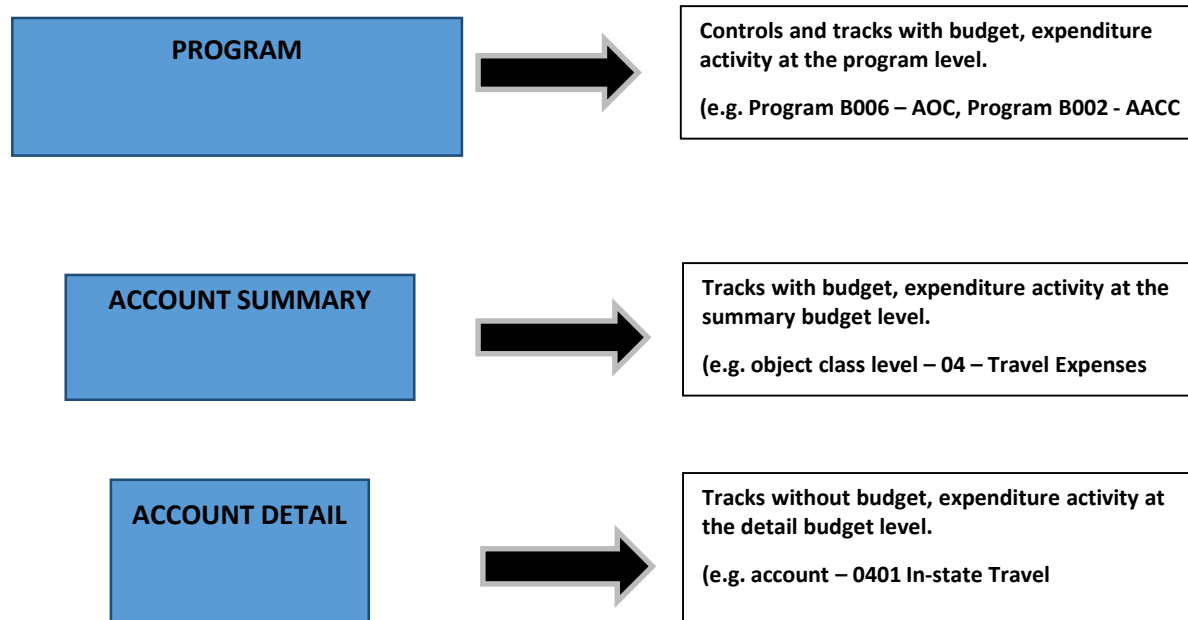
**\*Note:** For more information, see the FAQs and Tip Sheets on the GEARS project website (<http://mdcourts.gov/gears/index.html>)

- Both requisitions and purchase orders should be on a Fiscal Year basis only (if the period of performance covers multiple years split the request).
- Contracts can cover multiple years, but as noted above, the associated requisitions and PO's should be associated with only one fiscal year.
- Begin all requisition descriptions with the associated FY year, i.e. FY2017 Copier Maintenance
- GEARS receipts are required for all goods (not mandatory for services)
- For AOC, remember the purchasing threshold of \$2,500.



- RIR's – DBF attempts to make phone call contact first, but if an RIR is sent, please respond accordingly.
- Recycle Voucher – reuse the voucher by replacing fields.
- Closed Voucher – debit and credit entries will display (must contact DBF)
- Deleted Voucher – no impact on accounting entries (must contact DBF)

- AOC Budget Structure (ledger groups)**



- Budget Ledger impacts in PTP process

Ledgers	Description
<i>Budget</i>	The amount you are able to spend for different accounts/sub-object classes (e.g., 0301 - Postage, 0400 - Travel, 0302 - Telephone, 1299 - Grants, Subsidies & Contributions).
<i>Pre-Encumbrance</i>	Amount that you can expect to spend, but which you have no legal obligation to spend. A requisition is a pre-encumbrance transaction.
<i>Encumbrance</i>	Amount that you have a legal obligation to spend in the future. Issuance of a purchase order to a vendor is an encumbrance transaction.
<i>Expense</i>	Amount that you are obligated to pay a vendor. An invoice (voucher) received from a vendor is an expense transaction.

These are items that an AA should ensure are being done for all of their respective departments:

Daily:

- Approvers complete required actions in worklist (more details for vouchers later)

Weekly:

- Review the Voucher Activity Inquiry – recommendations on GEARS site - Tipsheets

Monthly:

- Review the Budget Status Report
- Review the Detail Trial Balance Report
- Review PO Buydowns and run the close request (weekly closer to year-end, March-June.)
- Review the Requisition and PO Budgetary Activity Report
- Review user access by running the security queries
- Ensure the P-card is reconciled timely, log and coding reviewed and submitted for approval and any required journal entries are completed.

- **Voucher Activity Inquiry**

- Stay current on your worklist actions
- Please review on a regular basis
- Follow recommendations document as shown on the GEARS site.

Main Menu>Accounts Payable>Review Accounts Payable Information>Vouchers>Voucher Activity Inquiry

- **PO Buydown and Close Request**

- Be sure to monitor PO's – Follow Tip Sheets
- Follow DPCGA recommendations

Menu>Purchasing>Purchase Orders>Review PO Information>PO Buydown

- **Review Requisitions**

- Provide a good description
- PTP Training class

Main Menu>Purchasing>Requisitions>Review Requisitions>Requisition

- **Budget Status Report**
  - Report that displays a static view of budget information, including budget, pre-encumbrance, encumbrance, expense and available budgeted expenses.

Main Menu>Commitment Control>Budget Reports>Budget Status

- **Budgets Overview Inquiry**
  - Budgets Overview provides an online summary and detailed information about activity in accounts and allows you to drill into source transactions within Budget, Expense and Encumbrances.

Main Menu>Commitment Control>Review Budget Activities>Budget Overview

- Budget Journals & Transfers (information only-done by DBF)
  - Navigation: Commitment Control > Budget Journals > Enter Budget Journals/Enter Budget Transfers
  - Journal – enter new budget(s) into GEARS (controlled by DBF only)
  - Transfers – move existing budgets within one PCA between accounts (controlled by DBF only - FMIS reconciliation issue)
- Budget Error handling
  - Navigation: Commitment Control > Review Budget Check Exceptions > {GEARS module} > {transaction type}
  - Error – this will prevent a transaction from posting
    - No Budget Exists (track with budget and controlled, chart field issue)
    - Exceeds Budget Tolerance (only on controlled ledger groups)
    - “Tree” error – probably an issue with setup
  - Warning – this is just informational and will not prevent a transaction from posting – can be ignored

- **Detail Trial Balance Report**

- Report that provides transactional level detail in accounts based on parameters selected.

Main Menu>General Ledger>General Reports>GL Trial Balance Detail Report

- **Trial Balance Report**

- Report that displays summary balances by chartfield. Does not show budget information, only debits and credits (no details).

Main Menu> General Ledger>General Reports>Trial Balance

- **Ledger Inquiry**

- Online inquiry on ledger balances by chartfield range.
- Can drill into results
- May receive security violation errors on some drill-downs due to the way the system summarizes entries.

Main Menu>General Ledger>Review Financial Information>Ledger



- Manual Journal Entry

- Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- Journal processing



- Sub-module Journals

- Journals are created in the GL from sub-module transactions through a process called the Journal Generator, which is run daily and picks up only “posted” accounting entries from sub-module transactions.

<b>Journal ID Mask</b>	<b>AP#####</b>	<b>AR#####</b>	<b>BI#####</b>	<b>PAY#####</b>
<b>Sub-module</b>	Accounts Payable	Accounts Receivable	Billing	Payroll Load

- The security form and instructions are found on the “forms” link on the GEARS site.
- Based on required functional needs for your position.
- Should be used to add new users, inactivate users, as well as modify user’s access. (This would include if a staff person leaves your department to work in another department.)
- When processing roles are provided, the user is automatically given the related inquiry and reporting roles.
- Users can also request inquiry and reporting only.
- Usually a 2-3 day turnaround time.

Main Menu > Reporting Tools > Query > Query Viewer

## Security role queries:

- AOC\_SECTY\_USERS\_BY\_RULE

### AOC\_SECTY\_USERS\_BY\_RULE - Users by Security Rule

RULE (e.g. JUD22):  

Include Locked Accounts?

[View Results](#)

	User	Security Rule	Role Name	User Account Locked?
1	SHARON.WRIGHT	AOC_LEGAL	MDJ_AP_ANALYST	
2	SHARON.WRIGHT	AOC_LEGAL	MDJ_AP_INQUIRY	
3	SHARON.WRIGHT	AOC_LEGAL	MDJ_AP_REPORT	
4	SHARON.WRIGHT	AOC_LEGAL	MDJ_GEN_PEOPLESOFT_USER	
5	SHARON.WRIGHT	AOC_LEGAL	MDJ_GL_INQUIRY	
6	SHARON.WRIGHT	AOC_LEGAL	MDJ_GL_JRNL_CREATOR_FIELD	
7	SHARON.WRIGHT	AOC_LEGAL	MDJ_GL_REPORT	
8	SHARON.WRIGHT	AOC_LEGAL	MDJ_KK_INQUIRY	
9	SHARON.WRIGHT	AOC_LEGAL	MDJ_KK_REPORT	
10	SHARON.WRIGHT	AOC_LEGAL	MDJ_PO_FIELD_ANALYST	
11	SHARON.WRIGHT	AOC_LEGAL	MDJ_PO_INQUIRY	
12	SHARON.WRIGHT	AOC_LEGAL	MDJ_PO_PCARD_CRD_HLDR	
13	SHARON.WRIGHT	AOC_LEGAL	MDJ_PO_RCVR	
14	SHARON.WRIGHT	AOC_LEGAL	MDJ_PO_REPORT	
15	SHARON.WRIGHT	AOC_LEGAL	MDJ_PV_INQUIRY	
16	SHARON.WRIGHT	AOC_LEGAL	MDJ_PV_REQ	
17	SHARON.WRIGHT	AOC_LEGAL	PeopleSoft User	

Main Menu > Reporting Tools > Query > Query Viewer

## Security role queries:

- AOC\_SECTY\_USERS\_BY\_PCA

### AOC\_SECTY\_USERS\_BY\_PCA - User Security Rule by PCA

PCA:

Include Locked Accounts?

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (10 kb)

View All

First  1-37

	User	PCA	Security Rule	Role Name	User Account Locked?
1	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_AP_ANALYST	
2	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_AP_INQUIRY	
3	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_AP_REPORT	
4	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_GEN_PEOPLESOFT_USER	
5	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_GL_INQUIRY	
6	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_GL_JRNL_CREATOR_FIELD	
7	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_GL_REPORT	
8	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_KK_INQUIRY	
9	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_KK_REPORT	
10	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_PO_FIELD_ANALYST	
11	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_PO_INQUIRY	
12	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_PO_PCARD_CRD_HLDR	
13	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_PO_RCVR	
14	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_PO_REPORT	
15	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_PV_INQUIRY	
16	SHARON.WRIGHT	60411	AOC_LEGAL	MDJ_PV_REQ	
17	SHARON.WRIGHT	60411	AOC_LEGAL	PeopleSoft User	

If you are an approver, vouchers should be reviewed to ensure the following are accurate or completed successfully:

- Payee
- Invoice Number
- Invoice Date
- Account
- PO attached
- Amount (sales tax/late fees)
- No Match Exceptions
- Receipt as needed
- Attachment
- Review GEARS Checklist for Judiciary Travel
- Review Voucher Invoice Tips

# Questions

