

June 25, 2017

All:

Below are a few GEARS updates and important year-end information. Please be sure to read through this document, paying particular attention to those areas that relate to your position responsibilities.

FY18 PER DIEM MEAL ALLOWANCES – Effective for travel happening on or after 7/1/17, the individual per diem meal allowances for breakfast and lunch have increased. Therefore, the total per diem allowance has also increased. Below are the FY17 allowances:

Breakfast	\$10
Lunch	\$12
Dinner	\$25
Total	\$47

GEARS ACCOUNTS – Please keep in mind that GEARS accounts are disabled after 90 days of inactivity and deleted after 180 days of inactivity. To avoid this issue and to minimize the need to complete new forms, it is recommended that you log into GEARS often to keep your account active. If you experience issues with logging in, please contact Service Now.

FY17 YEAR-END – It is critical that you read this information to stay up to date in requirements and possible changes for the Judiciary to have a smooth year-end process. Please also be sure to review the full FY17 year-end memo and checklist on a regular basis to ensure that you are in compliance with all required items. Both documents can be found on the GEARS site for further details.

- A. Budget and Finance has encountered problems in previous year-ends with Post Office box rentals. These invoices are due June 30 and the Post Office is not very forgiving if they are not paid by this date. They will often close the boxes and refuse mail delivery. To prevent any issues, please process these invoices as soon as they are received and give a quick call to AP staff or do an email to judiciary.finance.accounts.payable.unit@mdcourts.gov to let our staff know.
- B. Revenue Adjustments – Please be sure that your accounts, such as P&P, CCU, returned checks, chargeback, have been reviewed and all necessary adjustments have been completed. Any questions about balances or if you need assistance, please contact DBF Revenue Staff.

Friday, June 30	OTC – Order to Cash	Non-GEARS users (COA, COSA, Board of Law Examiners, and Law Library) should send all remaining FY17 revenue adjustments, such as returned checks, via email to DBF jfru@mdcourts.gov .
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C. Ongoing review of open purchasing documents. This should continue through this week.

Friday, June 30	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.
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D. Please review your vouchers using the Voucher Activity Page and ensure that vouchers are approved timely. DBF continues to find many vouchers that have not been budget checked, not submitted for approval, pending approval, or have an associated match exception. These issues keep the voucher in a pending status and DBF is not able to process the voucher any further. Additional guidance for using the voucher activity page can be found on the GEARS site.

Friday, June 30	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page.
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E. The P-card statement cut-off just happened for June. Please be sure to complete all required GEARS actions when the p-card notification email is received. In addition, please complete all required journal entries to ensure your 0995 account has a zero balance. The entries must have a June 30th date or earlier.

Friday, June 23	Purchasing Card	This is the cycle end date for the final P-card statement.
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F. Child Support – Please send your cooperative reimbursement agreement reports in by the deadline.

Tuesday, June 27	OTC – Order to Cash	Cooperative Reimbursement Agreement Reports (Child Support Expense Allocations and Project Timesheets through PPE 6/20/17) are due to the Family Division at cra@mdcourts.gov .
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As always, please feel free to contact me or the Service Desk if you should have any questions or need further assistance.

Thank you,
Tammy