

July 4, 2017

All:

Below are a couple GEARS updates and important year-end schedule information. This is a busy week coming up for year-end. 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 (Reminder)** – 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

**STANDARDIZATION OF INITIALS IN INVOICE NUMBERS** – As our users know, name initials are used in the invoice number standardization for employee expense reimbursements, as well as interpreter invoices. Due to inconsistent use of initials with hyphenated (and non-hyphenated) names, effective immediately, we are providing an initial “standardization” for selection and use in the invoice number. This is important for the accuracy of duplicate invoice checking by the system. For all invoice numbers that involve name initials, the last “last name” should be utilized in the invoice number. This includes all names.

Examples:

\*John Andrews–Sanders, invoice number would utilize the initials JS.

\*Andy Jon De Smith, invoice number would utilize the initials AS.

\*Sherry Bennett Harris, invoice number would utilize the initials SH.

**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. ORDER TO CASH –**

a. Deposits June 30<sup>th</sup> or earlier:

Monday, July 3	OTC – Order to Cash	Process all remaining June deposits utilizing an accounting date of June 30.
----------------	---------------------	--

b. FY17 Revenue Refunds:

Friday, July 7	OTC – Order to Cash	All FY17 Revenue refunds should be recorded in GEARS. All non-GEARS users should have paper revenue refund requests submitted to DBF.
----------------	---------------------	---

c. FY17 Revenue Adjustments:

Friday, July 7	OTC – Order to Cash	Ensure all FY17 adjustments, such as returned checks, deposit errors, CCU, and P&P, are completed in GEARS and send all other remaining DBF OTC adjustments, such as appeals and agency return of funds, to DBF via fax or email <a href="mailto:jfru@mdcourts.gov">jfru@mdcourts.gov</a> .
----------------	---------------------	---

d. FY17 Liens:

Friday, July 7	OTC – Order to Cash	For District Court MDEC locations, any circuit court FY17 lien revenue received but not sent to the courts by this date must be accrued. Please send the data to Laura Jones.
----------------	---------------------	---

e. Revenue Reports:

Friday, July 7	OTC – Order to Cash	Send: 1. Nonresident MD withholding report for June 2017 2. Litigant (Escrow) Bank account information to DBF.
----------------	---------------------	--

f. FY18 Revenue Refunds:

Monday, July 3	PTP – Accounts Payable and OTC – Order to Cash	All FY18 invoice and <b>revenue refund</b> processing should be held until Monday, July 17.
----------------	--	---

**B. INVOICING –**

- a. PO Box Rentals – 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 [dbfaccountspayable@mdcourts.gov](mailto:dbfaccountspayable@mdcourts.gov) to let our staff know.

b. Voucher Activity Page – 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.

c. Hold FY18 Invoices:

Monday, July 3	PTP – Accounts Payable and OTC – Order to Cash	All <b>FY18 invoice</b> and revenue refund processing should be held until Monday, July 17.
----------------	--	---

d. Continue to process FY17 Invoices:

Friday, July 14	PTP – Accounts Payable	Last day to enter vouchers against your FY17 budget. Please be sure that you have processed your final petty cash reimbursement, even if under \$10, as well as any applicable PO Box rental fees.
-----------------	---------------------------	--

e. Master and Juror Invoices:

Friday, July 7	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Masters and Jurors from the applicable counties should be submitted to DBF.
----------------	---------------------------	---

f. Tuition Reimbursement:

Friday, July 7	PTP – Accounts Payable	All tuition reimbursement expense requests should be submitted to the Judicial College Education Division.
----------------	---------------------------	--

g. Inter-agency Invoices:

Friday, July 7	PTP – Accounts Payable	Submit all inter-agency invoices normally processed by DBF.
----------------	---------------------------	---

**C. GRANT ACCRUALS –**

Friday, July 7	PTP - Grants	Submit grant accruals to DBF.
----------------	--------------	-------------------------------

**D. GENERAL LEDGER JOURNAL ENTRIES –**

Friday, July 7	General Ledger	Please complete any remaining FY17 journal entries in GEARS using a journal date of June 30. This includes any entries required to clear the 0995 Pcard account. Non-GEARS users should have paper entries submitted as well. Please ensure that the journals are approved to allow for posting as well.	
----------------	----------------	--	--

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