

July 16, 2017

All:

This email contains important year-end information. It is **critical** that you read this message to stay up to date in requirements and possible changes to ensure a smooth year-end process. In addition, please be sure to review the 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.

We are closing in on the final stages impacting the staff of the courts and departments. However, it is still essential that staff pay careful attention to their work and data entry. After this time, the focus of finalizing year-end tasks shifts to Budget and Finance, Procurement, and District Court Headquarters.

PROCURE TO PAY:

A. GEARS INVOICES AND EXPENSE REIMBURSEMENTS:

1. **Effective Monday, July 17, FY18 invoices can now be processed.** Before attempting to voucher any FY18 invoices, please ensure that any related PO's have been completed and are ready for use.

Monday, July 17	PTP-Accounts Payable and OTC – Order to Cash	Begin processing any FY18 invoices and FY18 revenue refunds.
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2. FY18 PO's should be available for the receipting process as applicable.
3. **FY17 Invoices received after July 14** – These invoices will need to be processed against your FY18 budget (unless associated with a PO to be encumbered or accrued). The **accounting date should default into the current date (as done normally throughout the year)** and the distribution lines **should contain AY2018**.

4. FY17 open PO's will no longer be available for use in vouchering beginning on Monday, July 17. Unless the PO is encumbered or accrued, the PO will eventually be closed.

Monday, July 17	PTP – Purchasing	All PO's from FY17 are no longer available for use and will be closed unless encumbered or accrued. If you have an invoice applicable to a PO that will be encumbered or accrued, you must hold it until notification is received that the encumbered/accrued PO is available for vouchering.
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5. After July 14, all invoices needing to be vouchered against an **AY2017 encumbered or accrued purchase order should be held** locally until the encumbrance or accrual notification is given by DBF to proceed.
6. By Friday, July 14, all encumbrance request forms should have been submitted to the Budget Unit of DBF. If not already done, please complete this action. The form can be found on the GEARS site. Encumbered PO's are anticipated to be available for use by August 4.

Friday, July 14	PTP – Purchasing	Notify DBF of any purchase orders that you would like to be encumbered or accrued. For encumbrances, please use the new Encumbrance Request form and submit it to JFBU@mdcourts.gov .
Friday, August 4 (approximately)	PTP – Purchasing	PO's that were rolled into FY18 and encumbered or accrued from AY17 or earlier will be available for use. A notification will be sent when processing can resume against the PO's.

B. Express PO page will be active again on Monday, July 17. The Express PO page is now active for users and PO's may be created for AY2018. Once active, please do not create any Express PO's with AY17 associated lines. If you are not sure what to do with a specific invoice, please contact AP staff in Budget and Finance.

C. Contract Listing – The Department of Procurement has created the FY18 contract listing. It is located on their website, as well as the GEARS site.

D. Requisitions – Please be sure to use AY2018 in all requisition distribution lines.

ORDER TO CASH:

E. DBF has received and distributed the local June interest amounts. Please complete your end of month June local disbursements in a timely manner.

Friday, July 14 (approximately)	OTC – Order to Cash	Once June interest is received from DBF, please ensure that EOM disbursements are processed timely with an accounting date of June 30 and AY2017.
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F. FY18 Revenue refunds can be processed beginning on Monday, July 17. Please ensure that the distribution line contains AY18. (AY17 should no longer be used).

Monday, July 17	PTP-Accounts Payable and OTC – Order to Cash	Begin processing any FY18 invoices and FY18 revenue refunds.
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G. Reports Due – Please ensure that you have submitted the below reports to DBF.

Friday, July 7	OTC – Order to Cash	Send: 1. Nonresident MD withholding report for June 2017 2. Litigant (Escrow) Bank account information to DBF.
Monday, July 10	OTC – Order to Cash	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.

As always, please feel free to contact me or the Service Now desk if you should have any questions or need further assistance.

Thank you,
Tammy