

GEARS Update 11.28.17

Good afternoon.

The GEARS team would like to make all users aware of the following announcements.

GENERAL:

Accounting Day – Save the Date – Next year's Accounting Day is planned for Tuesday, November 13, 2018.

Close Dates – Please be sure to reference the Quick Reference link on the GEARS site for monthly closing dates.

GEARS Training – There are still a few more GEARS training classes to be held this week and next week. Please review the training schedule found on the GEARS site.

PROCURE TO PAY:

Interpreter Invoice Monitoring – If you are involved in the processing of interpreter invoices for your locality, please be sure to review the document on monitoring interpreter invoices. The document can be found under the Vouchers/Invoices Tip Sheet section of the GEARS site. This document will help you in understanding statuses of invoices and what actions should be taken.

Requisition Names – As noted in the ePro Requisition Tip Sheet, it is important to give requisitions meaningful names to make them easier to find later as needed. In addition, it is a requirement to begin all requisition names with the applicable fiscal year, i.e. AY18.

Any questions about any of the above, please be sure to let me or the GESRS Team know.

Thank you,

Tammy

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