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[http://  
mdcourts.gov/gears/  
index.html](http://mdcourts.gov/gears/index.html)

### Special points of interest on our website:

- User Procedures, which can be run in various UPK modes.
- Training materials
- Updated FAQ's
- Announcements

### In this issue:

Interpreter Invoices 1

My System Profile 1

Expense Reimbursements 2

Voucher Process 2

Vendor Information 2

Approvals 2

Blanket Purchase Orders and Contracts 2

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The purpose of this newsletter is to keep users of the GEARS Judiciary financial system informed and up to date on process information, including updates and changes in procedures, as well as tips to perform their jobs efficiently and effectively.

## Interpreter Invoice Processing

Interpreter invoices are now processed by the court and field personnel. The path for this is Main Menu—AOC Self Service. Select Interpreters and Jurors and then Create Interpreter Invoice. On the “Payee Information” tab, the fields marked with an asterisk are required and should be completed from the paper invoice. The other fields are



optional. When complete, click on the “Invoice Information” tab to provide other needed information. In the Invoice Header box, enter the invoice number, invoice date, and court location. The Invoice line Distributions are split between interpreter compensation and other expenses. When you use the magnifying glass on the compensation line, you will see the possible options to select with the different required rates. Once the hours are entered, the system will calculate the amount due. Insert additional lines as needed using the plus sign for other expenses. Make sure you add your attachments and then click Save and Submit.

Invoice Number—shown on the court invoice form, or on the agency’s provided invoice, if applicable, or the first case number shown (in this preferred order). The location is where the services were provided.

Invoice Date—shown on the court invoice form or on the agency’s provided invoice, if applicable.

Court Location—use the magnifying glass and select the location in which the services were performed.

Please be sure to review the online UPK tutorial for AP-2201 for a demo and further assistance.

## Review your “My System Profile”:

There are some important system setup items found under “My System Profile”. This is where you can change your password, verify your email address, and temporarily assign someone else to receive your workflow routings while out of the office. To access this menu, go to Main menu and then My Systems Profile.

Under Alternate User, you can assign someone to receive your workflow routings and even attach select dates for the routing.

Your email account is displayed. You can modify it directly in the box and then click “save.”

# Expense Reimbursements

Expense reimbursements are processed in the same invoice voucher method that has been approved for your court/department, i.e. Quick Entry for District Court and Regular Entry for all others.

Please review Vol I, Issue I for further details about this process.. Attached is the [Tip Sheet for Expense Vouchers](#).

Typically, expenses are charged to your court or department, Human Resources for approved HR courses, (60081) or an AOC account for project related expenses (60001) , such as GEARS.

Before submission for approval, you should add your local supervisor as the first level of review. All expense vouchers are routed via workflow to Administrative Services for approval. Upon their review, the voucher may be denied and returned to you if there are any issues with your expense statement..



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## VENDOR Information

**INACTIVE STATUS**—Due to a current Department of Budget and Finance (DBF) requirement surrounding a company’s elected payment method, some vendors may be shown as “inactive” in GEARS. With GEARS, we had to make a change to this procedure. If you run into this issue, please complete the attached revised “Vendor Form” and indicate a change of status request to “Activate.”

**ADDRESS CHANGES**– If you believe the address on a vendor needs to be changed, please complete the vendor form and make that selection.

DBF will receive and review the above requests and communicate back.

## APPROVALS

It is essential that Workflow approvals are done in a timely manner. All documents should have all steps completed prior to submission for approval, chartfields entered, match successful, attachments added, and budget checked.

Approvers should check their emails on a regular basis or navigate directly to their worklist off of the home page to review and approve documents. These items do

not route to the next step until approval is complete. Currently, there are numerous vouchers pending approval that DBF can not process yet.

Please contact the help desk if you have any questions about the approval process.

## BLANKET PO’s and CONTRACTS:

Our typical Judiciary-wide blankets (such as Rudolph’s and MD Rubber Stamp) that existed in the past are now in GEARS. However, they are in as contracts and express PO’s must be created to draw upon the contract. The contracts are labeled with the same Blanket Numbers that existed. Please review the Tip Sheets for [Creating Express PO’s against the contracts](#), [Entering Receipts against Department-specific blankets](#) and the attached [listing of the contracts](#).

In addition, department specific PO’s have been created as well. They are available for vouchering directly against the PO.

**KNOWN ISSUES**-There are still some PO’s missing that we are working on getting into GEARS. In addition, there are some PO’s that had multiple lines, which were converted with single lines. These items are being worked on.

# The Vouchering Process

**FREIGHT**—Please do not break out the freight costs in the invoice header section for routine invoices. This field only needs to be used when your invoice is associated with a PO and the PO does not include freight in the charges. In this case, freight should be itemized here to prevent a match exception.

**PAY TERMS**—Please do not change the Pay Terms anywhere in the system, inclusive of the voucher. This should always remain as Net00.

**BUDGET CHECK**—Please be sure to have a successful budget check before submitting any documents for approval, i.e. requisitions, journal entries and vouchers.

**ATTACHMENTS**—Please be sure to attach your invoice and any other required documents.

