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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

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Newsletter Date November 11 2013

Volume 1, Issue 3

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—Updates

The AOC Self Service page for Interpreter Invoices went under a small change.

The requirement for more than one line of entry was removed, so a voucher can be saved with only one line of entry. An example of this would be an invoice billed for just time based on a case cancellation.

To select the different applicable rates of compensation, simply select the magnifying glass under the Expense Type column on the Court Certified Interpreter row and then pick the appropriate rate. If selecting INT-COMP01 through INT-COMP03, the applicable rate displays, verify the rate for your selection and then enter the quantity of hours, the system will calculate the total compensation. If you are paying based on a different rate than the options provided, select INT-COMP04 and enter the full compensation total. All other expenses can be captured together in one amount in line #2 or you can isolate the amounts by adding additional lines. To add additional lines, you click the plus (+) sign at the end of the invoice information lines. The Expense Types are used for reporting purposes within Program Services.

Invoice Number—shown on the court invoice form, or on the agency's provided invoice, if applicable, or use 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.

REQUISITIONS:

Similar to our procedure before GEARS, you should create a requisition for any purchase that is estimated over the small procurement threshold for the Procurement Department to manage and source to a PO. Express PO's are not meant to replace the requisition process.

Going on Vacation??? Please 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 specify 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 should be 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.

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

Currently, you only have access to process reimbursements charged to your own PCA. Reimbursements charged to HR-60081, or AOC-60001, or other applicable PCA's, must be mailed to the applicable department for processing. We are working on an enhancement, which will allow these to be processed in the field as well.

NEW—Expense Reimbursements should be routing to the local PCA supervisor as the first level of approval. After this approval, all expense vouchers are routed via workflow to Administrative Services. Upon their review, the voucher may be denied and returned to you if there are any issues with your expenses or reimbursement request. Please check the comments section under the workflow.



HELP DESK
410-260-1114

VENDORS

Please be sure to review previous newsletters for important information.

The "Vendor Form" has been revised slightly. Please ensure that you are using the most recent version (Oct. 13). Vendor related information should be sent to sfc@mdcourts.gov. Please be sure to follow all directions on the vendor form, including attaching supporting documentation to ensure that your request is completed timely.

Voucher—Do and Do Not's

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

DO—Please be sure to add your **attachments**, such as the invoice or any other required documents.

DO NOT—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.

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

DO NOT—Please do not select to **Voucher Post** under the action button. This process is completed by the Department of Budget and Finance.

DO NOT—Please do not **change the vendor name** that is pulled in from using a purchase order or receipt. This should be the correct vendor. If the remit-to address needs changed, this can be done under the **PAYMENT** tab.

DO NOT—Please do not change the **Accounting Date**. It should default to the date of entry.

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 as required, attachments added, and budget checked.

Approvers should check their emails on a regular basis for notifications, navigate directly to their worklist off of the home page, or enter through Approval Framework-Vouchers (which can be found under Vouchers—Approve) 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.

ADDING AN APPROVAL LEVEL

If you are an approver, you can add another person to the approval path. To do this, on the approval page, click the plus (+) sign after your name and insert the new approver person's name.

Voucher DELETIONS and CHANGES:

Vouchers (invoices entered for payment) can be modified before they have been approved. If changes are made, please be sure to click the Submit for Approval again.

If a voucher should not have been entered and needs to be deleted, please send an email to Melinda Jensen with the voucher number and supporting details.

Voucher Inquiry:

A query is being developed in which users will be able to quickly see the status of vouchers.

Watch the GEARS site for updates and other relevant information.



The Help Desk and Other Assistance

As we progress through the stages of project implementation, staff and AOC Departments are becoming more familiar with processes and the system. As such, some calls that may have previously been submitted to the Help Desk for assistance can now possibly be resolved by dealing directly with staff in AOC departments.

Purchase Order questions about setup and/or receiving can be directed to the Department of Procurement and Contract Administration.

Budget Exception questions can be directed to the Budget Unit within the Department of Budget and Finance.

Security questions can also be directed to jjsdatabsecurity@mdcourts.gov or to Tammy Sitar. The security form can be found using the below address: <https://jportal.mdcourts.gov/xmlpserver/Security/Security-Peoplesoft+Access/Security-Peoplesoft+Access.xdo>

QUICK TIP SHEETS LIBRARY

(All can be found on our [GEARS site](#).)

[Running the Ledger Inquiry with Transaction Drilldowns](#)

[Running the Trial Balance Report](#)

[Running a Budget Status Report](#)

[Running a Budget Overview](#)

[Creating an eProcurement Special Request Requisition](#)

[Creating an Expense Voucher](#)

[Creating an Express Purchase Order](#)

[Creating a Non-PO Voucher](#)

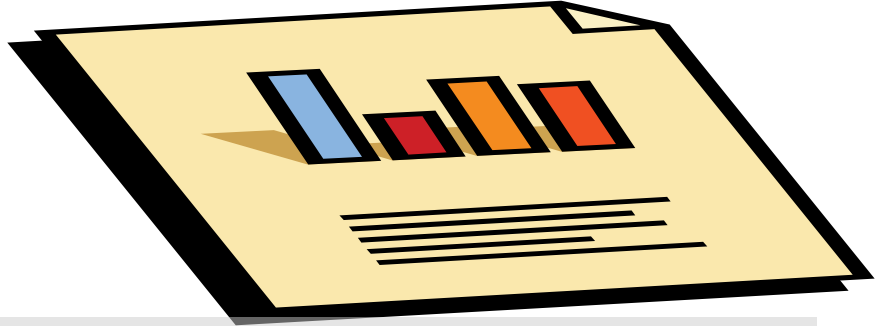
[Creating a PO Receipt Voucher](#)

[Creating a PO Receipt](#)

[All OTC documentation](#)

REMINDER—PO's and Contracts have been entered

All open AY13 purchase orders have been entered in GEARS. In addition, contracts have been entered for what was previously known as "Judiciary Blanket Purchase Orders." Express PO's should be done against the contracts, as well as receipts, prior to vouchering an applicable invoice for payment. See the Quick Tip Sheet for Creating an Express PO. Attached is the most recent [Contract Listing](#). Some early PO's were loaded with a low PO number. If you can not find a PO, please let Procurement know.



REPORTS and RECONCILIATION

The Department of Budget and Finance is diligently working on finalizing our new process for reconciling the Judiciary GEARS records to the state's FMIS system. In addition, we recognize the need for you to reconcile your GEARS financial data to your local records. Quick Tip Sheets have been prepared to assist you in running reports from GEARS for this purpose. **Please review the GEARS site for these Tip Sheets.** In the short-term, we will be distributing your FMIS reports, until we have all the reconciliation details finalized.

Chartfield Descriptions

Chartfield elements have always been required for processing invoices and other documents. While, these elements are not new; they may be "new" to you. Here is a brief description to assist in your understanding:

PCA—Program Cost Account (ex. 60091)—This is your PCA account that you have used in the past, whether a revenue or expense PCA. If the PCA is used in the speedchart / speedtype field, most of the other required fields will populate.

Fund (ex. 0001)—This number represents whether the expense is general funds (0001), special funds (0003), federal funds (0005) or reimbursable funds (0009). A PCA is only associated with one fund type.

Appropriation Number (ex. A0006) - These numbers represent the program that is associated with a PCA. A PCA is only associated with one appropriation number. Examples—Court of Appeals (A0001), Circuit Courts (A0010).

GL Unit - This is unique to GEARS and in most cases, it will be "MDJUD." (Business Unit is used in the Order to Cash module.)

Batch Agency—This identifies revenues and expenditures to your court. For expenses, only two different batch agencies are used. C50 is used for all District Court expenses and C25 is used for all others. For revenue, individual batch agencies/business units associated with your court are used, i.e. C01 Allegany County CC, C52 Anne Arundel District Court.

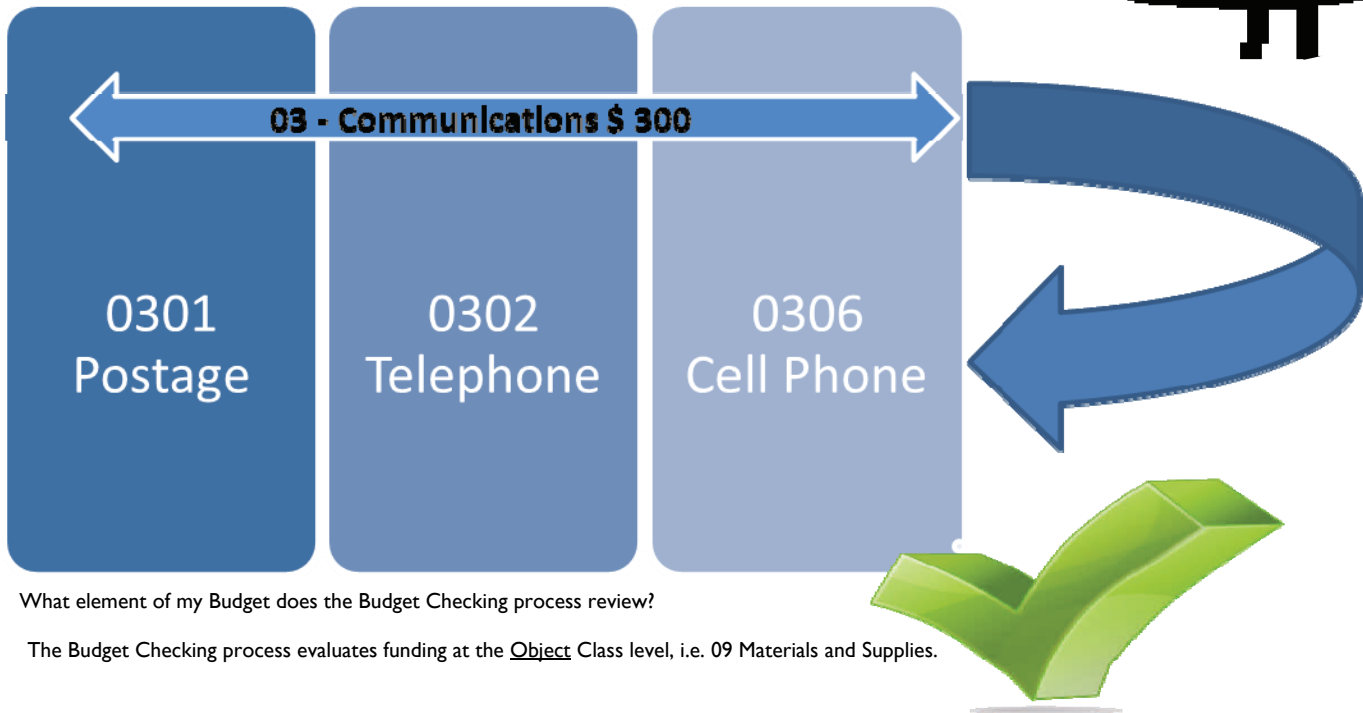
The above five fields are prefilled with the selection and use of a speedchart for expenses or speedtype for revenue.

Appropriation Year—This indicates what year the amount should be posted. In most instances, it should be the current open year, AY2014. Earlier years should only be used with encumbrances and accruals.

Account—This is the 4-digit actual subobject (i.e. 0401, 0902) that the revenue or expense should be recorded to and is the same as what was used previous to GEARS.



Budget Checking FAQ's



Q. What element of my Budget does the Budget Checking process review?

A. The Budget Checking process evaluates funding at the Object Class level, i.e. 09 Materials and Supplies.

Q. Why am I getting a Budget Warning Pop-up Box when I have plenty of money in my budget?

A. If you are receiving a "Warning" Pop-up message, and your budget status is "Valid", this is due to the fact that you may have exceeded your budget tolerance at your Subobject level, yet stayed within your overall Object Level. Let's use the diagram above as an example. If you are processing a voucher for \$125 using **0303 (Postage)**, the voucher will successfully pass Budget Check with a status of "Valid." However, you will have a pop-up warning because you've exceeded the **\$100** budget for that subobject **0301**, yet remained within the overall **\$300** budget of that object class (**0301 Communications.**)

SHIP TO—

All non-PO vouchers have a default ship to address populated of AOC-NON_PO. Please do not change this data. If you are vouchering against a PO, the ship to associated with the PO should default into the voucher.

Q. Can I move budget funding from one Object Class to another Object Class?

A. Yes! However, in order to increase the budget funding for another Object, you must specify which subobject is being reduced and which subobject is being increased.



The P-Card Process

We believe we have resolved the issues with the originally designed p-card process. We are testing it internally in November and will then inform and distribute it to the p-cardholders for use. As always, please continue to complete your logs and follow all current procedures. We will provide further guidance.

VENDOR INVOICE NUMBERS—14 Characters!

The invoice number field should be limited to 14 characters. This is the maximum field length in the state FMIS system. Please ensure you only use 14 characters. Anything above this amount will be truncated and not display on the vendor payment.

The GEARS project team is looking for Subject Matter Experts (SME's) that are excited about the project and would like to help!

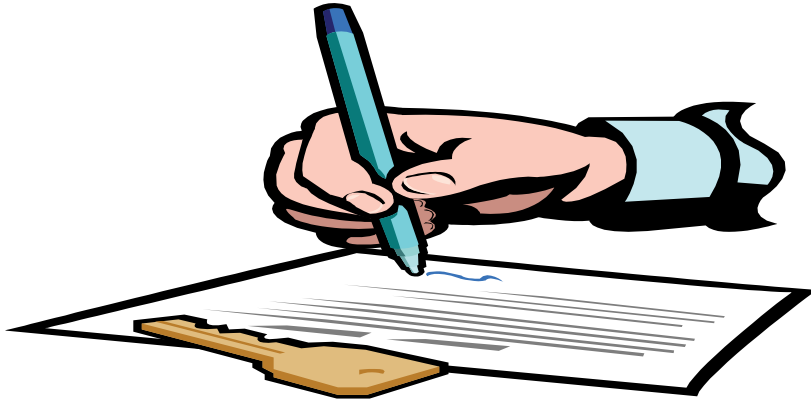
Are you feeling comfortable with GEARS? Would you like to be more involved? Are you comfortable reaching out to others?

We are looking for staff that would like to act as Subject Matter Experts (SME) for the project. These people would assist co-workers and peers with issue resolution, assist JIS technical staff in evaluating GEARS new releases for impact on processes, evaluate potential enhancements, and assist in forming other support options.

We've heard comments from people that are loving the system. If this is you and the above details appeal to you, please email or call Tammy Sitar, 410-260-1419, tmmy.sitar@mdcourts.gov. We'd be happy to hear from you!

GEARS Stats (as of 10/25)

- * 4,493 Journals Processed
- * 21,104 Vendor Invoices Processed
- * 6,074 PO's Processed (including conversion)
- * 356 Requisitions Created
- * Over 110,000 Billing Invoice Lines Processed



REMINDER Contracts and Express PO's:

Please be sure to use the Express PO functionality when you need to order from Judiciary-wide contracts. (In most instances, these contracts relate to what was formerly called “blanket PO’s.”) Please refer to the updated [contract listing](#). If the contract is not utilized as required, Budget and Finance will begin returning vouchers for correction. Additionally, in most cases, it is best to have Express PO's set to Amount only for possible partial deliveries. This needs to be selected under the Attributes tab (not just done by selecting the UOM Amount.) Be sure to review the Quick Tip Sheet.



TIMELINESS OF INVOICES

Please remember to process all invoices in a timely manner and ensure that all statuses of the voucher are valid. We have found that in many cases, the invoice has not been processed yet by the field or it still has other open issues, such as needing approval or needing to be budget checked. We want to ensure that payments are made on time to our

Production is for live work only!

The GEARS site should not be used for test purposes. If you are not sure of the process to be completed, please contact the help desk. At times, it can be more difficult to correct issues caused by “testing” a process, rather than if a question was asked to begin with. We appreciate your support.

Order to Cash Update:

Currently, all circuit courts are live on GEARS and there are 5 pilot sites live on District Court.

*The BUS and transfer of revenue has run smoothly for some time. However, we ran into an issue in the past couple days in which 2 days of register data were Z'd out on the same day. Currently, the BUS can not handle two different days of work with the same Z date. It will not isolate the date for two deposits. If you are not able to Z-out on a specific date, please do not send a corresponding deposit. It will need to be combined into one deposit with the subsequent work as well. If you have sent your deposit already, you will still need to move forward with the combined data and send details to DBF for reconciliation purposes and Treasury notification. Stay tuned for further information. Please avoid this situation by Z'ing out each day.

*Please review the GEARS website, as all of the OTC instruction documents are located with the Quick Tips.

*When processing revenue refunds, please be sure to enter your own business unit and check the box for “Load Directly to AP”.

*If you receive a status of 'queued' or 'blocked' in the process monitor while processing your job, continue to click refresh occasionally until your process completes. The Queued and Blocked just means there is another user ahead of you processing the same job.

*Please follow the instructions provided, running the processes and queries where indicated, and reviewing the message logs where requested, to ensure your end results are accurate.

RECEIVING and VOUCHERING —DID YOU KNOW...

All purchase orders should have an associated receipt before processing the invoice. This is what makes a 3-way match possible between the PO, receipt and invoice. Some of the converted PO's brought into GEARS may not have the receiving requirement, but all new PO's will have this requirement. When completing your voucher, you should “copy from receipt” on the Invoice Information tab of the Regular Entry voucher screen. This will pull only the PO lines and payment information specific to your receipt and will assist in ensuring that you have a good match without needing to make changes.



INSERTING ATTACHMENTS

Multiple file attachments can be added in GEARS to one document (i.e. voucher, receipt, etc.) There are different ways to do this depending on the process you are completing. In some areas, you select the “add attachment” button and upload another image. While in other areas, there is a plus (+) sign to add another attachment. This prevents you from having to scan multiple file documents into one GEARS document