

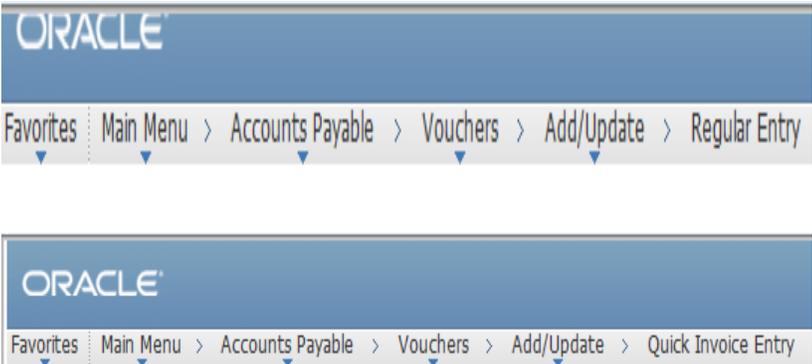
Updated: 10/27/2015

**General Information**

Task	Process Information
<p style="text-align: center;"><b>How to Find an Existing Voucher</b></p>	<p>There are several methods to locate an existing voucher so that vouchers can be modified or reviewed as needed:</p> <ul style="list-style-type: none"> <li>• Via the Voucher Add/Update Page</li> <li>• Via the Voucher Activity Inquiry Page</li> </ul> <p><b>IMPORTANT NOTE:</b> It is critical that an existing voucher be modified when needed, rather than creating a new voucher. Duplicate vouchers (or two vouchers having the same invoice number) cause a number of issues, and delays processing. If you have entered duplicate vouchers by mistake, please contact the Help Desk for assistance. It might also be necessary for a voucher to be recycled or for a voucher to be deleted.</p>

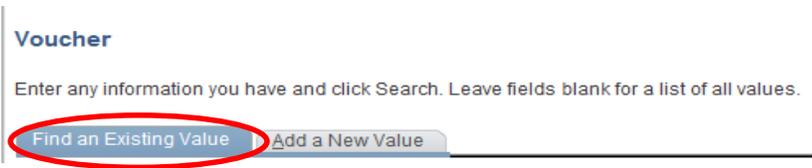
**Method 1: Voucher Add/Update Page**

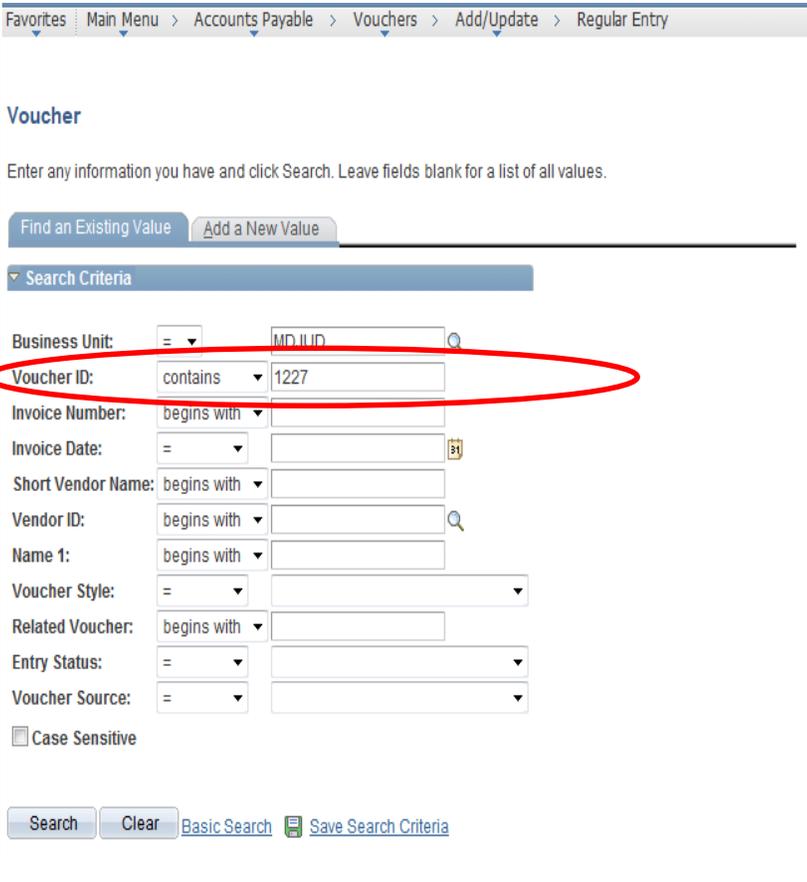
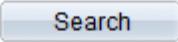
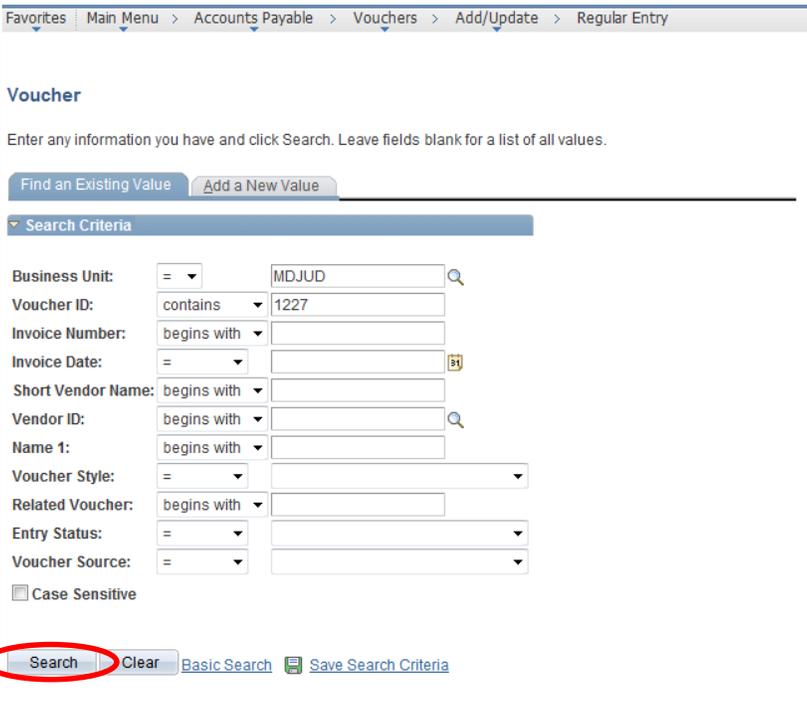
**GEARS Navigation**

<p><b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b></p> <p><b>For District Court Only:</b> <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Quick Invoice Entry</b></p>	
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**1.0 Process**

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
<p><b>1.</b></p>	<p>Click the <b>Find an Existing Value</b> tab.</p>	<p><b>Voucher</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 

<p><b>2.</b></p> <p>Enter and/or select search criteria such as:</p> <ul style="list-style-type: none"> <li>• Voucher ID</li> <li>• Invoice Number</li> <li>• Vendor ID</li> <li>• Vendor Name (Short Vendor Name or Name 1)</li> </ul> <p>Most search options provide operators such as equal to (=), greater than (&gt;), less than (&lt;), begins with, contains, etc., to assist in defining your criteria.</p> <p><b>Note:</b> If you do not know the Voucher ID or Invoice Number, try using Vendor Name, Invoice Date or other criteria. A combination of the search criteria may help limit results to your specific needs.</p>		 <p>Favorites   Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</p> <p><b>Voucher</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit: = MDJUD</p> <p><b>Voucher ID:</b> contains 1227</p> <p>Invoice Number: begins with</p> <p>Invoice Date: =</p> <p>Short Vendor Name: begins with</p> <p>Vendor ID: begins with</p> <p>Name 1: begins with</p> <p>Voucher Style: =</p> <p>Related Voucher: begins with</p> <p>Entry Status: =</p> <p>Voucher Source: =</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search   Clear   Basic Search   Save Search Criteria</p>
<p><b>3.</b></p> <p>Click the  button.</p>		 <p>Favorites   Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</p> <p><b>Voucher</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit: = MDJUD</p> <p>Voucher ID: contains 1227</p> <p>Invoice Number: begins with</p> <p>Invoice Date: =</p> <p>Short Vendor Name: begins with</p> <p>Vendor ID: begins with</p> <p>Name 1: begins with</p> <p>Voucher Style: =</p> <p>Related Voucher: begins with</p> <p>Entry Status: =</p> <p>Voucher Source: =</p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b>   Clear   Basic Search   Save Search Criteria</p>

<p><b>4.</b></p>	<p>Find your Voucher ID in the Search Results, and click on it to access the voucher. The voucher then opens to the Voucher Summary page. Click on the Invoice Information tab to make any necessary adjustments to the voucher.</p> <p><b>Note:</b> If you enter the Voucher ID exactly in full, search results are not shown. Instead, the voucher will open directly on the Voucher Summary page. Click on the Invoice Information tab to make any necessary adjustments to the voucher.</p>	<p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Voucher ID</th> <th>Invoice Number</th> <th>Gross Invoice Amount</th> <th>Payment Amount</th> <th>Invoice Date</th> <th>Short Vendor Name</th> <th>Vendor ID</th> </tr> </thead> <tbody> <tr><td>MDJUD</td><td>00081227</td><td>00FV0FRN</td><td>110</td><td>110</td><td>08/13/2014</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00071227</td><td>3233158378</td><td>16.61</td><td>16.61</td><td>06/03/2014</td><td>STAPLESADV-002</td><td>0000008009</td></tr> <tr><td>MDJUD</td><td>00061227</td><td>2-644-05835</td><td>22.55</td><td>22.55</td><td>05/06/2014</td><td>FEDEX-002</td><td>0000007431</td></tr> <tr><td>MDJUD</td><td>00051227</td><td>20140318JW</td><td>116.8</td><td>116.8</td><td>03/21/2014</td><td>JERILWADDE-001</td><td>0000002827</td></tr> <tr><td>MDJUD</td><td>00041227</td><td>1410987-0</td><td>41.48</td><td>41.48</td><td>01/16/2014</td><td>RUDOLPHSOF-001</td><td>0000005387</td></tr> <tr><td>MDJUD</td><td>00031227</td><td>0602-3465-2013</td><td>75</td><td>75</td><td>12/12/2013</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00021227</td><td>50917897</td><td>99.23</td><td>99.23</td><td>10/04/2013</td><td>MATTHEWBEN-001</td><td>0000006631</td></tr> <tr><td>MDJUD</td><td>00012279</td><td>RS0521130800</td><td>1031.25</td><td>1031.25</td><td>05/28/2013</td><td>GOREBROTHE-002</td><td>0000005012</td></tr> <tr><td>MDJUD</td><td>00012278</td><td>MDJ-25</td><td>22757.07</td><td>22757.07</td><td>09/05/2013</td><td>COMPCAMPIN-001</td><td>0000009912</td></tr> <tr><td>MDJUD</td><td>00012277</td><td>VA0813130830</td><td>171.43</td><td>171.43</td><td>08/13/2013</td><td>VIRGINIAIE-001</td><td>0000000833</td></tr> <tr><td>MDJUD</td><td>00012276</td><td>VA0911130100</td><td>110.43</td><td>110.43</td><td>09/11/2013</td><td>VIRGINIAIE-001</td><td>0000000833</td></tr> <tr><td>MDJUD</td><td>00012275</td><td>8067</td><td>223</td><td>223</td><td>08/27/2013</td><td>THEABUNDAN-001</td><td>0000009385</td></tr> <tr><td>MDJUD</td><td>00012274</td><td>070033578</td><td>86.22</td><td>86.22</td><td>09/05/2013</td><td>XEROXCORPO-001</td><td>0000000731</td></tr> <tr><td>MDJUD</td><td>00012273</td><td>20130909JP</td><td>43.56</td><td>43.56</td><td>09/13/2013</td><td>JERMAINECP-001</td><td>0000010985</td></tr> <tr><td>MDJUD</td><td>00012272</td><td>080400308812012</td><td>20</td><td>20</td><td>09/16/2013</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00012271</td><td>080400194352013</td><td>20</td><td>20</td><td>09/16/2013</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00012270</td><td>080400172962012</td><td>20</td><td>20</td><td>09/16/2013</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00011227</td><td>20130807CK</td><td>365.4</td><td>365.4</td><td>09/11/2013</td><td>CHRISTIANM-001</td><td>0000003006</td></tr> <tr><td>MDJUD</td><td>00001227</td><td>146159-591</td><td>640</td><td>640</td><td>06/26/2013</td><td>SHARPELECT-005</td><td>0000000490</td></tr> </tbody> </table>	Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	MDJUD	00081227	00FV0FRN	110	110	08/13/2014	SINGLEPAY-1	999999999	MDJUD	00071227	3233158378	16.61	16.61	06/03/2014	STAPLESADV-002	0000008009	MDJUD	00061227	2-644-05835	22.55	22.55	05/06/2014	FEDEX-002	0000007431	MDJUD	00051227	20140318JW	116.8	116.8	03/21/2014	JERILWADDE-001	0000002827	MDJUD	00041227	1410987-0	41.48	41.48	01/16/2014	RUDOLPHSOF-001	0000005387	MDJUD	00031227	0602-3465-2013	75	75	12/12/2013	SINGLEPAY-1	999999999	MDJUD	00021227	50917897	99.23	99.23	10/04/2013	MATTHEWBEN-001	0000006631	MDJUD	00012279	RS0521130800	1031.25	1031.25	05/28/2013	GOREBROTHE-002	0000005012	MDJUD	00012278	MDJ-25	22757.07	22757.07	09/05/2013	COMPCAMPIN-001	0000009912	MDJUD	00012277	VA0813130830	171.43	171.43	08/13/2013	VIRGINIAIE-001	0000000833	MDJUD	00012276	VA0911130100	110.43	110.43	09/11/2013	VIRGINIAIE-001	0000000833	MDJUD	00012275	8067	223	223	08/27/2013	THEABUNDAN-001	0000009385	MDJUD	00012274	070033578	86.22	86.22	09/05/2013	XEROXCORPO-001	0000000731	MDJUD	00012273	20130909JP	43.56	43.56	09/13/2013	JERMAINECP-001	0000010985	MDJUD	00012272	080400308812012	20	20	09/16/2013	SINGLEPAY-1	999999999	MDJUD	00012271	080400194352013	20	20	09/16/2013	SINGLEPAY-1	999999999	MDJUD	00012270	080400172962012	20	20	09/16/2013	SINGLEPAY-1	999999999	MDJUD	00011227	20130807CK	365.4	365.4	09/11/2013	CHRISTIANM-001	0000003006	MDJUD	00001227	146159-591	640	640	06/26/2013	SHARPELECT-005	0000000490
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**Method 2: Voucher Activity Inquiry Page**

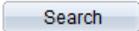
**GEARS Navigation**

<p>Accounts Payable &gt; Review Accounts Payable Info &gt; Vouchers &gt; Voucher Activity Inquiry</p>	
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**2.0 Process**

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
<p><b>1.</b></p>	<p>Enter and/or select search criteria on the <b>Voucher Activity Inquiry</b> page. You can enter as much search criteria as you like.</p> <p><b>Suggestion:</b> If you don't know the Voucher ID or Invoice Number, one approach is to enter your PCA and Userid as shown in this example.</p> <p><b>Note:</b> At a <u>minimum</u>, you must enter a PCA (Program Cost Account), <u>OR</u> Voucher ID, <u>OR</u> PO Number, <u>OR</u> Project ID. At least one of these four fields is required in order to execute the search.</p>	

<p><b>2.</b></p>	<p>Click the  button.</p>																																														
<p><b>3.</b></p>	<p>The search results appear at the bottom of the Voucher Activity Inquiry page.</p> <p>Find your Voucher ID in the Search Results, and click on it to access the voucher. The Voucher Summary page opens in a new window. Click on the Invoice Information tab to make any necessary adjustments to the voucher.</p> <p><b>Note:</b> Please see the <b>Running a Voucher Activity Inquiry</b> tip sheet for more information.</p>	 <table border="1"> <thead> <tr> <th colspan="9">Search results</th> </tr> <tr> <th>Business Unit</th> <th>Transaction Status</th> <th>Voucher</th> <th>Voucher Description</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Invoice Amount</th> <th>PCA</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>1.MDJUD</td> <td>Paid by State</td> <td><a href="#">00027786</a></td> <td>7TH CIRCUIT COURT CONFERENCE</td> <td>20131115KA</td> <td>11/25/2013</td> <td>32.66</td> <td>30001</td> <td>0401</td> </tr> <tr> <td>2.MDJUD</td> <td>Paid by State</td> <td><a href="#">00035155</a></td> <td>Mileage-7th Judicial Cir Conf</td> <td>20131115HE</td> <td>01/07/2014</td> <td>31.64</td> <td>30001</td> <td>0401</td> </tr> <tr> <td>3.MDJUD</td> <td>Paid by State</td> <td><a href="#">00188341</a></td> <td>Travel to Judicial Institute</td> <td>20150818JA</td> <td>08/18/2015</td> <td>28.75</td> <td>30001</td> <td>0401</td> </tr> </tbody> </table>	Search results									Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	PCA	Account	1.MDJUD	Paid by State	<a href="#">00027786</a>	7TH CIRCUIT COURT CONFERENCE	20131115KA	11/25/2013	32.66	30001	0401	2.MDJUD	Paid by State	<a href="#">00035155</a>	Mileage-7th Judicial Cir Conf	20131115HE	01/07/2014	31.64	30001	0401	3.MDJUD	Paid by State	<a href="#">00188341</a>	Travel to Judicial Institute	20150818JA	08/18/2015	28.75	30001	0401
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 **Important**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.