

Last Revised Date: 09/21/2020

General Information

| Task | Process Information |
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| <p>Creating a Non-PO (Purchase Order) Voucher</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p> | <p>A non-PO voucher is a voucher that is entered with no corresponding source documentation (eg. Receipt and /or Purchase Order). You can do a non-PO voucher for any order less than or equal to \$2500 (less than or equal to \$500 for District Court) that is NOT covered by a Blanket Contract.</p> |

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

<http://mdcourts.gov/gears/forms.html>

| Actions | Vendor ID | Part Name | FEIN Number | Mail Code | Name 1 | Address | Address Line 2 | City | State | Postal Code | Effective Status |
|---------|------------|---------------|-------------|-----------|--------------------------------|--------------|----------------|-------------|-------|-------------|------------------|
| ▼ | 0000009385 | HEABUNDAN-001 | 202603133 | 000 | THE ABUNDANCE CATERING COMPANY | 9 VERNON AVE | | GLEN BURNIE | MD | 21061-0000 | Active |




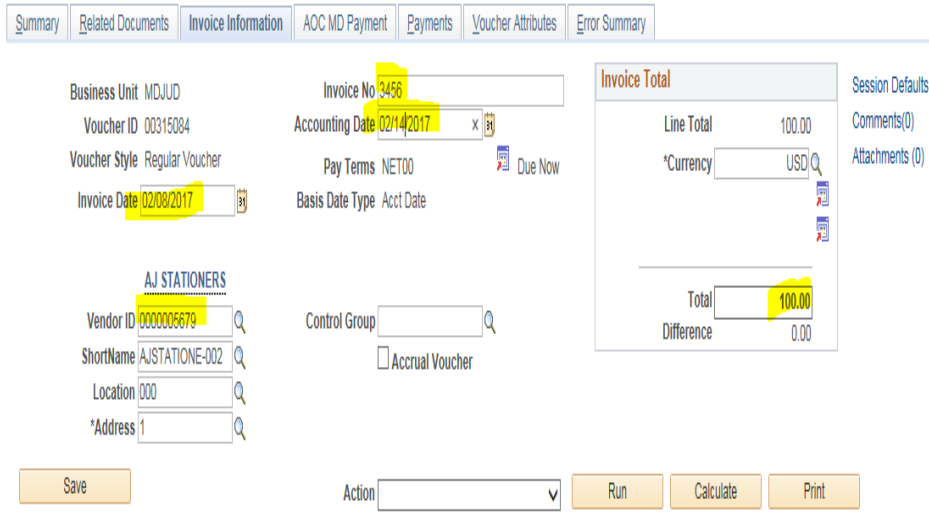
GEARS Navigation

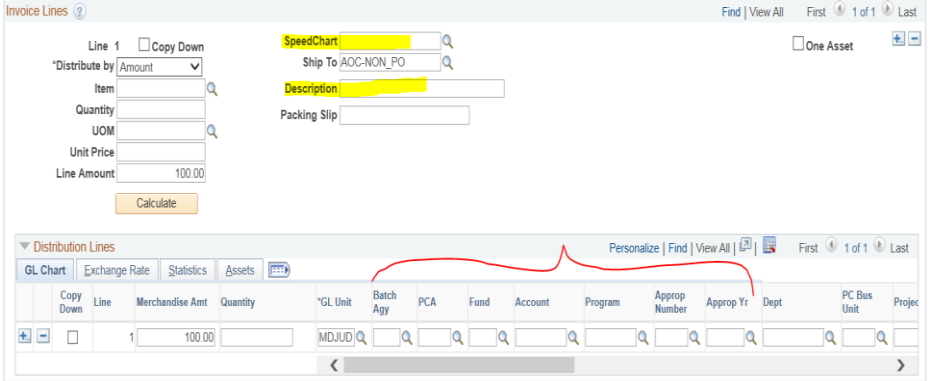

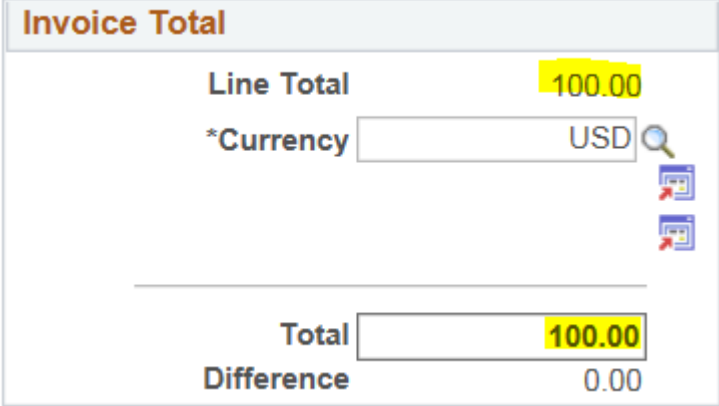

Accounts Payable > Vouchers > Add/Update > Regular Entry


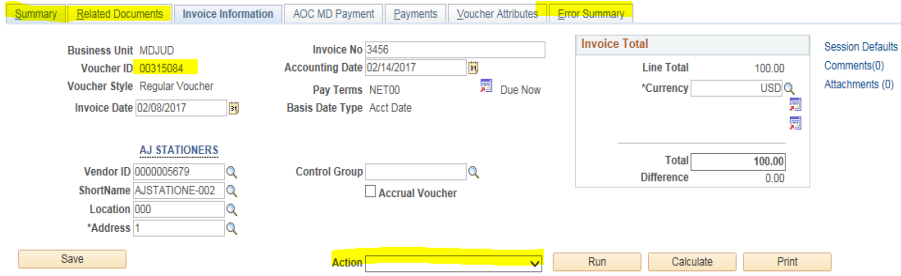


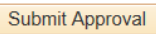
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1.0 Process

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

| STEP | ACTION | DETAILS |
|------|--|---|
| 1. | From the "Add a New Value" Tab | <p>Voucher</p>  |
| 2. | Click the  button. | |
| 3. | <p>On the  tab - enter the following information:</p> <p>Follow these Department of Budget and Finance standards:</p> <p>Please enter the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.</p> <ul style="list-style-type: none"> Invoice No (Number) – Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters. Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN. Note: Where hyphenated or multiple last names are used, the last “last name” is to be utilized in the invoice number for all invoices. Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS. Invoice Date – Enter the exact date of the invoice as found on the invoice from the vendor. Accounting Date – Using the format of <u>mmddyyyy</u> enter the current date (today). Select / Enter Vendor ID (as found in “Before you Begin” at |  <p>The screenshot shows the 'Invoice Information' tab with the following fields and values:</p> <ul style="list-style-type: none"> Business Unit: MDJUD Voucher ID: 00315084 Voucher Style: Regular Voucher Invoice Date: 02/08/2017 Invoice No: 3456 Accounting Date: 02/14/2017 Pay Terms: NET00 Basis Date Type: Acct Date Vendor ID: 0000006679 Short Name: AJSTATIONE-002 Location: 000 *Address: 1 Control Group: [Empty] Accrual Voucher: <input type="checkbox"/> Invoice Total: Line Total 100.00, *Currency USD, Total 100.00, Difference 0.00 |

| | | |
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| | <p>the top of this document).</p> <ul style="list-style-type: none"> Total – Enter the total of your invoice. <p>* Note: If this was an Accrual Voucher as informed by DBF at year-end, check the <input type="checkbox"/> Accrual Voucher checkbox.</p> | |
| <p>4.</p> | <p>At the top right of the Invoice Information tab, click on the Attachments link – Be sure to attach a copy of your invoice. Note: Your voucher will not save without an attachment.</p> | <p>Session Defaults Comments(0) Attachments (0)</p> |
| <p>5.</p> | <p>On the Invoice Information tab - enter the following information:</p> <ul style="list-style-type: none"> Line Description – Summarize what is being paid. Enter Distribution Line Chartfield Values or select your SpeedChart. Note: The selection of a SpeedChart will fill in the Chartfield values (i.e., accounting codes) with the exception of the “Account” (i.e. sub-object) and “Approp Yr” (i.e. fiscal year) - you will need to enter both. SpeedCharts are labeled the same as your current known PCAs. |  <p>The screenshot shows the 'Invoice Lines' window. At the top, there are fields for 'SpeedChart', 'Ship To', 'Description', and 'Packing Slip'. Below these is a 'Calculate' button. The 'Distribution Lines' table is visible below, with columns for 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', '*GL Unit', 'Batch Agy', 'PCA', 'Fund', 'Account', 'Program', 'Approp Number', 'Approp Yr', 'Dept', 'PC Bus Unit', and 'Project'. A red bracket highlights the 'Approp Number' and 'Approp Yr' columns.</p> |
| <p>6.</p> | <p></p> <p>Ensure the Gross Invoice Amount and Invoice Line Amounts balance on the Voucher header.</p> |  <p>The screenshot shows the 'Invoice Total' summary. It includes fields for 'Line Total' (100.00), '*Currency' (USD), 'Total' (100.00), and 'Difference' (0.00). There are also icons for printing and saving.</p> |
| <p>7.</p> | <p></p> <p>Save the voucher by clicking the Save button.</p> | |

| | | |
|-------------------|---|---|
| <p>8.</p> |  <p>Confirm your voucher is saved.</p> | <ol style="list-style-type: none"> You have (3) new tabs. (Summary, Related Documents and Error Summary). You have an (8) digit Voucher ID. You have "Actions" in your drop down box.  |
| <p>9.</p> |  <p>Run your actions.</p> | <p>Select the "Budget Checking" action, and then click "Run".</p>  |
| <p>10.</p> | <p>Click  to submit voucher for approval. NOTE: Upon a "Valid" budget check, the Submit for Approval" button will become active on the "Invoice Information" tab.</p> | |

 **End of Document**