



9.2 UPGRADE TRAINING ANNOUNCEMENT

The GEARS Team will conduct the below 9.2 Upgrade training sessions. Each session will contain a general overview of the upgrade, specific information regarding the stated functional area, and then allow time for user questions or to walk-through select processes. All classes are either AM (9:00-11:00) or PM (1:00-3:00).

Please remember the classes are being offered primarily for those that feel more comfortable having a GEARS team member present for their first glance and review of the upgraded system. Attendance to the sessions is not mandatory and you will certainly still be able to complete your job functions.

To attend training, a person should be an active “user” of the GEARS system and already have a User ID.

9.2 Order to Cash – These sessions will cover the enhancement upgrades related to Order to Cash, i.e. daily processing, billing, adjustments, inquiry and reporting.

9.2 Procure to Pay – District Court: These sessions will cover the enhancement upgrades related to Procure to Pay, i.e. requisitions, Express PO's, receipts and voucher processing, specific to District Court processing, as well as the Voucher Activity Inquiry tool.

9.2 Procure to Pay – Judicial Assistants: These sessions will cover the enhancement upgrades related to Procure to Pay for just Judicial Assistants, i.e. voucher processing and inquiry and reporting. As time allows, questions or comments in regards to the travel policy will be responded to.

9.2 Procure to Pay – All others: These sessions will cover the enhancement upgrades related to Procure to Pay, i.e. requisitions, Express PO's, receipts and voucher processing, as well as the Voucher Activity Inquiry tool. (Please note, DC will hold its own training session.)

9.2 Reporting: General Ledger (GL) and Commitment Control (KK) – These sessions will cover the enhancement upgrades related to journal entries and reporting options within both the general ledger and the commitment control modules.

***** All training will be held at the Judicial College (formerly known as the JECC) in Lower Level Room #10.*****
****Training sessions are subject to cancelation pending enrollment numbers.****

Please ensure you have registered at least one week before selected class date(s). Please keep in mind that we can accommodate 20 people in each class and the registrations will be processed in the order they are received. You will receive an email confirmation in return.



GEARS

General Enterprise And Resource Support

“9.2 Upgrade” TRAINING REGISTRATION FORM

NAME _____ PHONE # _____

EMAIL _____ OFFICE LOCATION _____

Please check – I have received approval from my supervisor to attend the specified workshop(s).

Please select training dates from the below (AM 9:00-11:00; PM 1:00-3:00):

Order to Cash - AM March 30 PM March 30 PM April 11 PM April 18

Procure to Pay (DC) - PM March 27 AM April 11

Procure to Pay (Judicial Assistants) - PM April 13 AM April 24

Procure to Pay (others/non-DC) - AM March 27 AM April 6 AM April 7

PM April 7 AM April 13 AM April 19 PM April 19

Reporting: GL and KK (non-DC) - PM April 4 AM April 10 PM April 10

AM April 18 PM April 24

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND FAX TO GEARS PROJECT at 410-260-1290.

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**** Please ensure you have registered at least one week before selected class date(s). Training sessions are subject to cancelation pending enrollment numbers.****