

All:

The GEARS team would like to provide notice to all users of the following announcements and reminders.

**GENERAL:**

**Training Schedule \*Still time to register\*** – The spring 2019 GEARS training schedule has been distributed and classes start very soon. Please review the GEARS courtnet site for detailed training information and the registration form. Remember, these classes are only offered two times a year, so get your registration form in!

**Travel Policy** – Please be sure to review the courtnet travel page as the mileage rate increased as of January 1, 2019 and there have been some minor updates to the travel policy.

**ORDER TO CASH (OTC):**

**Copy Bill** – The GEARS team has enhanced the OTC Copy Single Bill feature in GEARS allowing users to now copy a bill from a previous fiscal year. The Appropriation Year will need to be updated on the revenue distribution page and prompts will display for other required changes on the new copied bill. This enhancement should be most useful during the year-end timeframe when the fiscal year changes. The instructions for using the Copy Single Bill functionality are in the Bad Check Processing and Appendix Chapters in the OTC Guide and have been updated accordingly.

**End of Month Local Revenue Disbursements** – The GEARS team has made improvements to the end of month local revenue disbursement process to make it more efficient for our users. Please be sure to review the applicable chapters of the OTC Guide, which have been updated on the GEARS site. Below is a summary of the changes:

**1. Disbursement Transmittal Summary report – STEP 4**

This report has a slightly new look. The Customer ID has been added, as well as sub-totals for each customer. Additionally, an 'Approved By' line has been added as requested by Internal Audit.

**2. The AR Aging report will not need to be run – STEP 10**

The new modified disbursement transmittal summary report contains all the required information for entry on the worksheets, such as Customer ID and Customer Name, and provides an invoice amount subtotal for each customer.

**3. There is no need to “re-run” the AR Aging report either – STEP 12**

Instead, please verify the “Customer Item List” does not display any open items, meaning all refund worksheets for each customer have been created.

**4. A new Interest Allocation report in Excel format (Circuit Courts only)**

The new interest allocation report displays the calculated interest per charge code/per customer in Excel format. Please subtotal the interest by customer ID and add any rounding differences or customer interest amounts less than \$1.00 to the customer with the largest interest amount. This change replaces the Interest Amount Box on the disbursement reports page.

New report page navigation:

[Main Menu > Maryland Judiciary > AOC Custom Reports > AOC Interest Allocation Report](#)

*\*Reminder – **Baltimore City District Court** has a separate End of Month Local Revenue Disbursement chapter of the OTC Guide.*

If you should any questions about the above information, please feel free to contact me.

Thank you,  
Tammy

Tammy Sitar, CPA  
Maryland Judiciary  
Deputy Director Budget and Finance

GEARS, Project Team  
580 Taylor Avenue, Bldg A-4  
Annapolis, MD 21401  
410-260-1419  
443-496-2926 Cell  
410-260-1290 Fax  
[tammy.sitar@mdcourts.gov](mailto:tammy.sitar@mdcourts.gov)