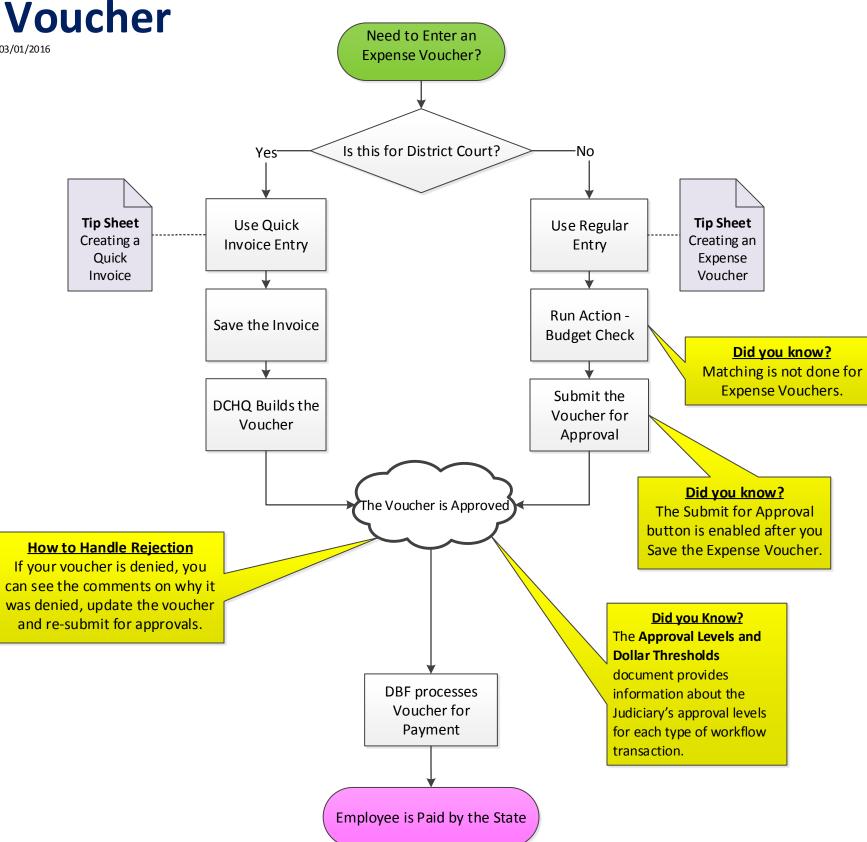
NOTE FOR DISTRICT COURT: **Creating a Voucher for Vouchers** for Goods and Services should only be created by District Court Headquarters (DCHQ) **GEARS Goods & Services** Vendor Invoice has been General Enterprise and Resource Support received **Helpful Hint** For all Voucher Types, be sure to attach supporting documentation. Did you know? -Non-PO Voucher-What type of Voucher is Needed? -PO /Express PO with Receipt-You can do Non-PO vouchers Did you know? for any orders < or = \$2500 The best way to ensure successful **Did you know?** Did you know? (\$500 for District Court) that 3-Way Matching (PO, Receipt, Receipts are optional for Express The best way to ensure successful are not covered by a Judiciary Voucher) POs, and for POs for Services. 2-Way Matching (PO and **BPO** or Contract. is to, "Copy from Source Receipts are required for POs for Voucher) is to, "Copy from Source Document" using the PO Receipt Document" using the Copy PO Goods. (Exception: Receipts are PO/Express PO without Receipt to pull in line and payment required for Express POs for feature to pull in line and information. District Court). payment information. **Tip Sheet Use Regular Entry Tip Sheet** Creating a Tip Sheet Use Regular Entry Use Regular Entry Creating a Non-PO Creating a PO-Receipt PO Voucher Voucher Voucher Run Actions - Match, Run Actions - Match, Doc Tol, Bdgt (NOTE: Run Actions -Doc Tol, Bdgt (NOTE: **Budget Check** Performs Matching, Performs Matching, Document Tolerance, Did you know? **Did you know?** Document Tolerance, **Budget Check)** The Submit for The Submit for **Budget Check)** Approval button Approval button is enabled after is enabled after Submit the Voucher Submit the Submit the successful Saving successful Saving Voucher for for Approval Voucher for and Matching. and Matching. **Approval** Approval **Did you Know? Did you Know? Been Denied?** Read the The Approval Levels and The Approval Levels and comments by **Dollar Thresholds Dollar Thresholds Been Denied?** the approver, document provides document provides Read the The Voucher is Approved The Voucher is Approved The Voucher is Approved make the comments by the information about the information about the adjustments and approver, make Judiciary's approval levels Judiciary's approval levels resubmit. the adjustments for each type of workflow for each type of workflow and resubmit. transaction. transaction. DBF processes **DBF** processes **DBF** processes Voucher for **Been Denied?** Voucher for Voucher for Payment Read the Payment Payment comments by the approver, make the adjustments and resubmit. Vendor is Paid by the State Vendor is Paid by the State Vendor is Paid by the State

Creating an Expense Report Voucher





Creating an Interpreter Invoice

Last Update: 09/04/2014

