MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

LAST REVISED DATE: 12/11/2018

General Information

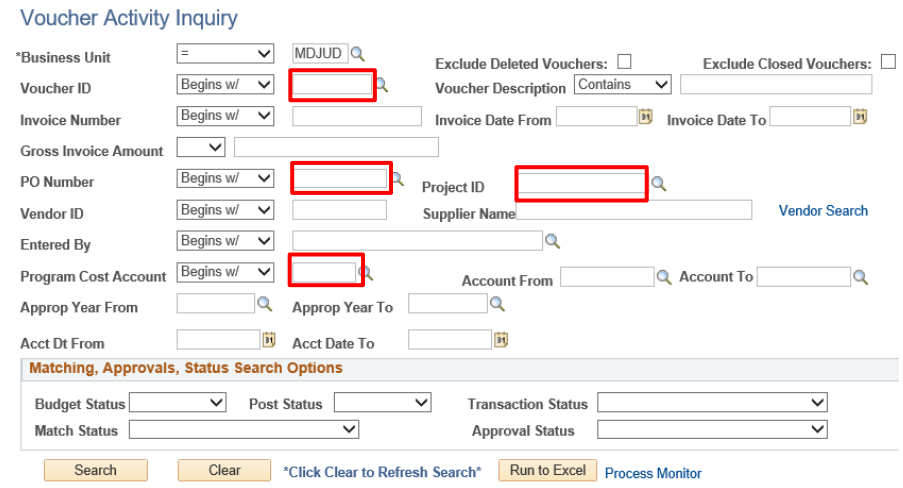
Task	Process Information
Running a Voucher Activity Inquiry	The Voucher Activity Inquiry Page will allow users to inquire on voucher information using a variety of criteria. Criteria might include Voucher ID, PO Number, Project ID, PCA, Entered By, Budget Status, Approval Status, Match Status, etc. Please note that voucher drilldown capability is secured via the user's PCA access in the system.

GEARS Navigation

Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry	Favorites ▾ Main Menu ▾ 〉 Accounts Payable ▾ 〉 Review Accounts Payable Info ▾ 〉 Vouchers ▾ 〉 Voucher Activity Inquiry

1.0 Process

This document is intended to provide a quick reference to running an inquiry within GEARS.

STEP	ACTION	DETAILS
1.	Enter and/or select search criteria on the **Voucher Activity Inquiry** page to search for and review the status of voucher(s) and any payment information. You can enter as much search criteria as you like. **Note:** At a minimum, you must enter a Voucher ID, **OR** PO Number, **OR** Project ID, **OR** PCA (Program Cost Account). At least one of these four fields is required in order to execute the search. In this example, PCA (Program Cost Account), "60081", is entered. **Note:** For a detailed description of the search criteria fields, refer to the table at the end of this document.	

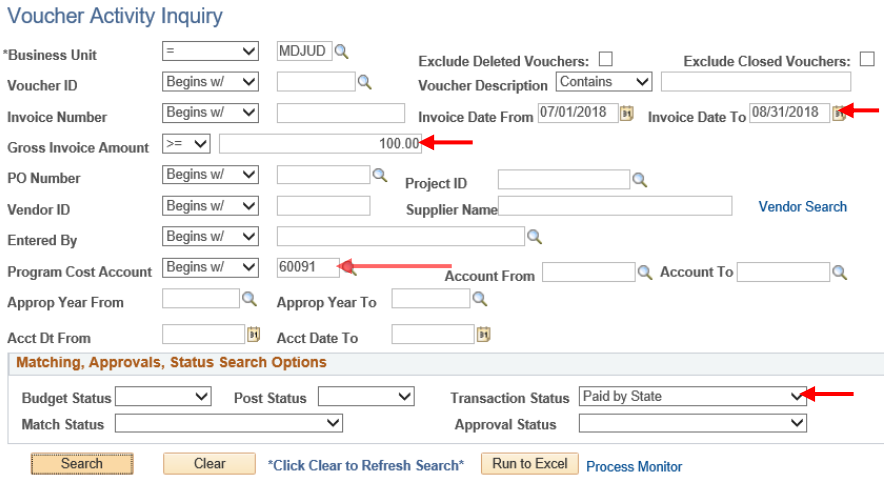
2.

Enter criteria in any other fields as desired, or select from any of the other drop down selections.

You can search on any single or combination of the following fields: Voucher ID/Description, Invoice Number, Invoice Date, Invoice Amount, PO Number, Project ID, PCA, Entered By, Vendor ID/Name, Entered By, PCA (Program Cost Account), Account, Budget Status, Post Status, Transaction Status, Match Status, and Approval Status.

For example, you can search for vouchers in PCA *'60091'* by Invoice Date range, *09/01/2016 to 12/01/2016* with Gross Invoice Amount greater than $100.00 (*> 100*) and Transaction Status of *Submitted to State*.

Note: The more selection criteria entered, the more granular your results will be.



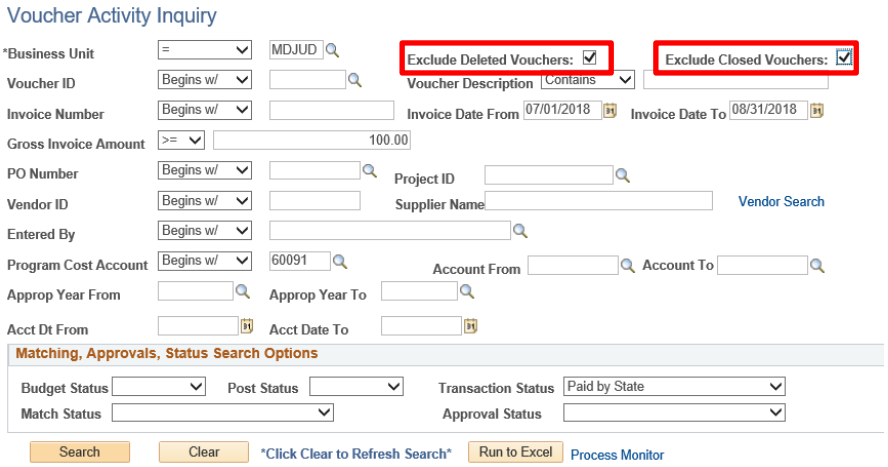
3.

You can exclude deleted and/or closed vouchers from your search results.

To exclude deleted vouchers, click the check box next to the Exclude Deleted Vouchers: ☑ field.

To exclude closed vouchers, click the check box next to the Exclude Closed Vouchers: ☑ field.

Note: Deleted vouchers do not impact General Ledger (GL) account activity. Closed vouchers will display in GL account activity as both a charge and a credit. In these instances, if necessary, the invoice was processed with a new voucher.



4.

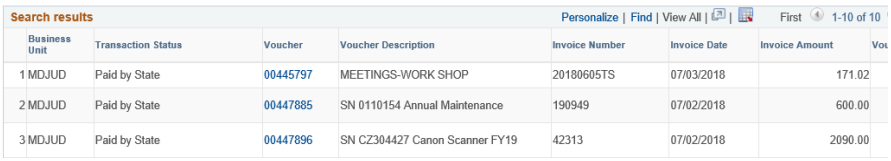
Click the Search **button.**

Note: For alternate ways of running large quantities of data, see step 11.

5a.

The search results appear at the bottom of the Voucher Activity Inquiry page and includes the following information:

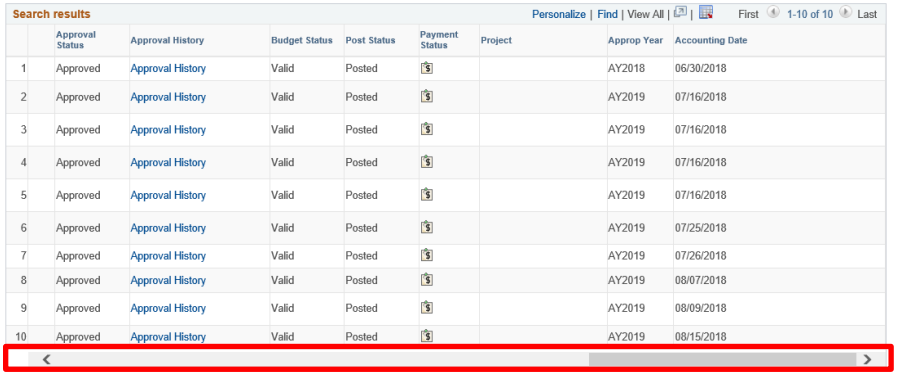
Transaction Status, Voucher ID/Description, Invoice Number, Date, and Amount, PCA, Account, Monetary Amount (Line Amount), Vendor ID/Name, PO Number, Match Status, Approval Status, Approval History, Budget Status, Post Status, Payment Status and Project.



	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	Vou
1	MDJUD	Paid by State	00445797	MEETINGS-WORK SHOP	20180605TS	07/03/2018	171.02	
2	MDJUD	Paid by State	00447885	SN 0110154 Annual Maintenance	190949	07/02/2018	600.00	
3	MDJUD	Paid by State	00447896	SN CZ304427 Canon Scanner FY19	42313	07/02/2018	2090.00	

5b.

Scroll to the right in the search results to view additional result information, if needed.

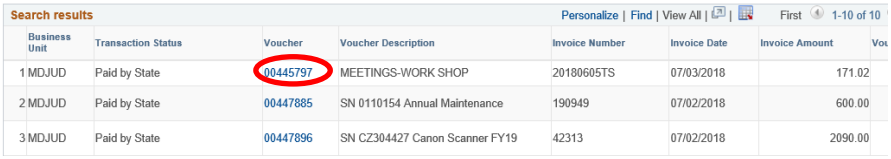


	Approval Status	Approval History	Budget Status	Post Status	Payment Status	Project	Approp Year	Accounting Date
1	Approved	Approval History	Valid	Posted			AY2018	06/30/2018
2	Approved	Approval History	Valid	Posted			AY2019	07/16/2018
3	Approved	Approval History	Valid	Posted			AY2019	07/16/2018
4	Approved	Approval History	Valid	Posted			AY2019	07/16/2018
5	Approved	Approval History	Valid	Posted			AY2019	07/16/2018
6	Approved	Approval History	Valid	Posted			AY2019	07/25/2018
7	Approved	Approval History	Valid	Posted			AY2019	07/26/2018
8	Approved	Approval History	Valid	Posted			AY2019	08/07/2018
9	Approved	Approval History	Valid	Posted			AY2019	08/09/2018
10	Approved	Approval History	Valid	Posted			AY2019	08/15/2018

6.

If the result contains a hyperlink, you may click the hyperlink to view the information.

For example, click on the Voucher Number in the search results to view the Voucher Summary Information page (opens in a new window).



	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	Vou
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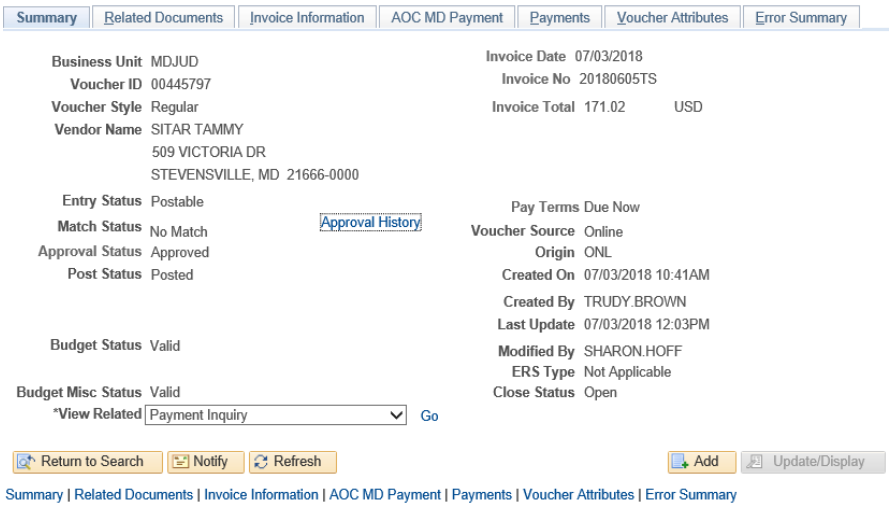
2	MDJUD	Paid by State	00447885	SN 0110154 Annual Maintenance	190949	07/02/2018	600.00	
3	MDJUD	Paid by State	00447896	SN CZ304427 Canon Scanner FY19	42313	07/02/2018	2090.00	

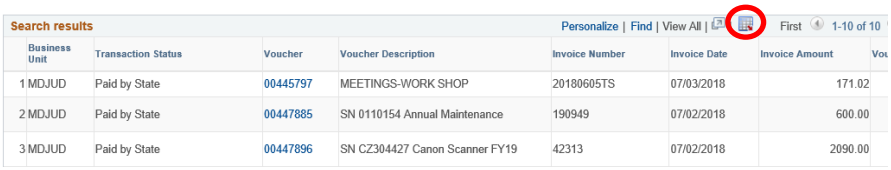
7.

The Voucher Summary Page displays in a new window.

Note: You must have the appropriate security access to view the page.



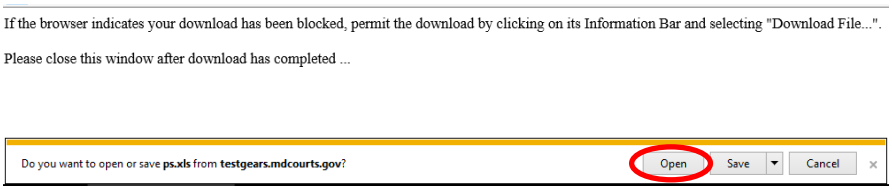
8. To further analyze and manipulate the Search results, they can be exported to a spreadsheet format by clicking the "Download Search results Table to Excel" button.



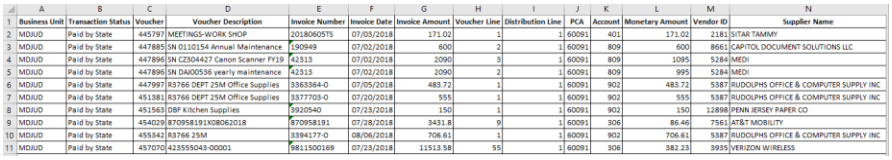
	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	Vou
1	MDJUD	Paid by State	00445797	MEETINGS-WORK SHOP	20180605TS	07/03/2018	171.02	
2	MDJUD	Paid by State	00447885	SN 0110154 Annual Maintenance	190949	07/02/2018	600.00	
3	MDJUD	Paid by State	00447896	SN CZ304427 Canon Scanner FY19	42313	07/02/2018	2090.00	

9. A new browser window will open with the download message. Click on 'Open' to download the file.

Note: You may receive a warning popup message about the file extension. If so, click 'Okay'.



10. The Excel file will open for edit.

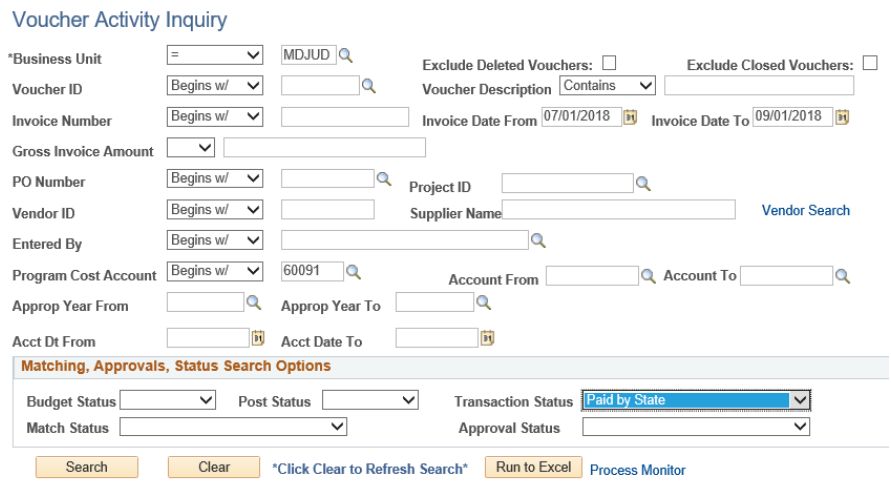


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	Voucher Line	Distribution Line	PCA	Account	Monetary Amount	Vendor ID	Supplier Name
2	MDJUD	Paid by State	445797	MEETINGS-WORK SHOP	20180605TS	07/03/2018	171.02	1	1	60091	401	171.02	2181	SITAR TAMMY
3	MDJUD	Paid by State	447885	SN 0110154 Annual Maintenance	190949	07/02/2018	600	2	1	60091	809	600	8661	CAPITOL DOCUMENT SOLUTIONS LLC
4	MDJUD	Paid by State	447896	SN CZ304427 Canon Scanner FY19	42313	07/02/2018	2090	3	1	60091	809	1095	5284	MEDI
5	MDJUD	Paid by State	447896	SN DA00536 yearly maintenance	42313	07/02/2018	2090	2	1	60091	809	995	5284	MEDI
6	MDJUD	Paid by State	447997	R3766 DEPT 25M Office Supplies	3363364-0	07/05/2018	483.72	1	1	60091	902	483.72	5387	RUDOLPHS OFFICE & COMPUTER SUPPLY INC
7	MDJUD	Paid by State	451381	R3766 DEPT 25M Office Supplies	3377703-0	07/20/2018	555	1	1	60091	902	555	5387	RUDOLPHS OFFICE & COMPUTER SUPPLY INC
8	MDJUD	Paid by State	451563	DBF Kitchen Supplies	5920540	07/23/2018	150	1	1	60091	902	150	12898	PENN JERSEY PAPER CO
9	MDJUD	Paid by State	454029	870958191X08062018	870958191	07/28/2018	3431.8	9	1	60091	306	86.46	7561	AT&T MOBILITY
10	MDJUD	Paid by State	455342	R3766 25M	3394177-0	08/06/2018	706.61	1	1	60091	902	706.61	5387	RUDOLPHS OFFICE & COMPUTER SUPPLY INC
11	MDJUD	Paid by State	457070	423555043-00001	9811500169	07/23/2018	11513.58	55	1	60091	306	382.23	3935	VERIZON WIRELESS

11. There may be cases where the volume of data is too large to run in the online page and will cause the page to time out.

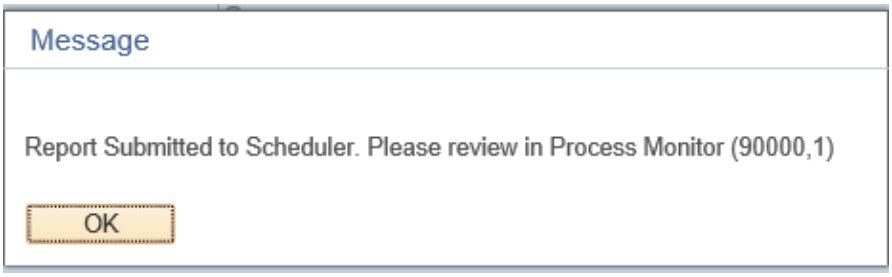
If that is the case, re-open the page and populate the inquiry criteria. Once completed,

Click the Run to Excel **button.**

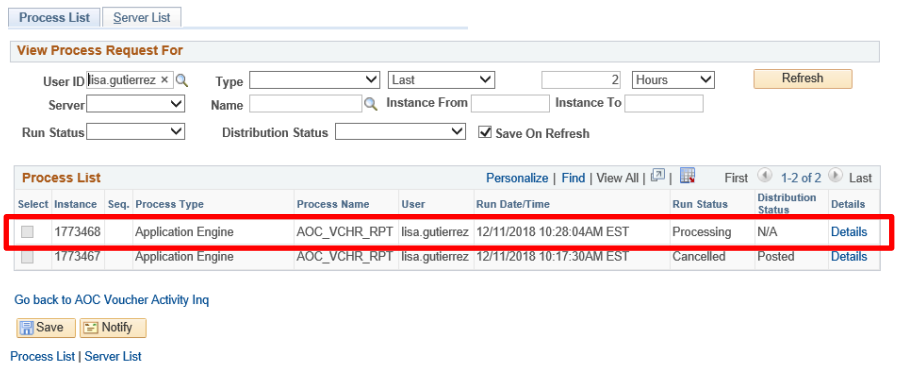


12. A pop-up message appears indicating that a process has been kicked off to run the data to a file.

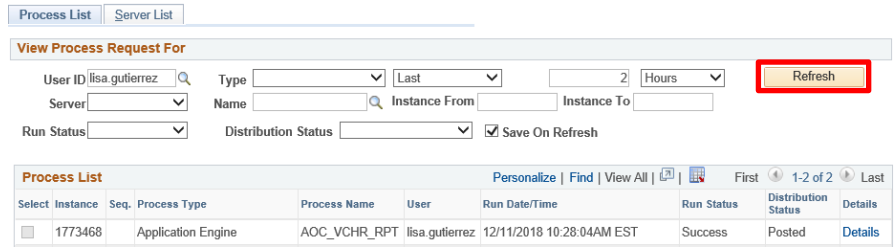
Click the OK **button.**



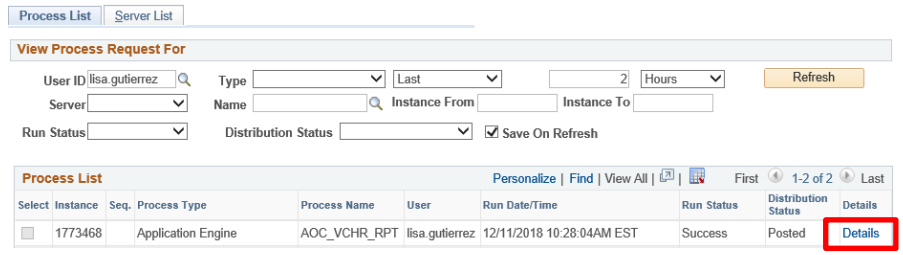
13. Click on the Process Monitor link to review the status of the process.



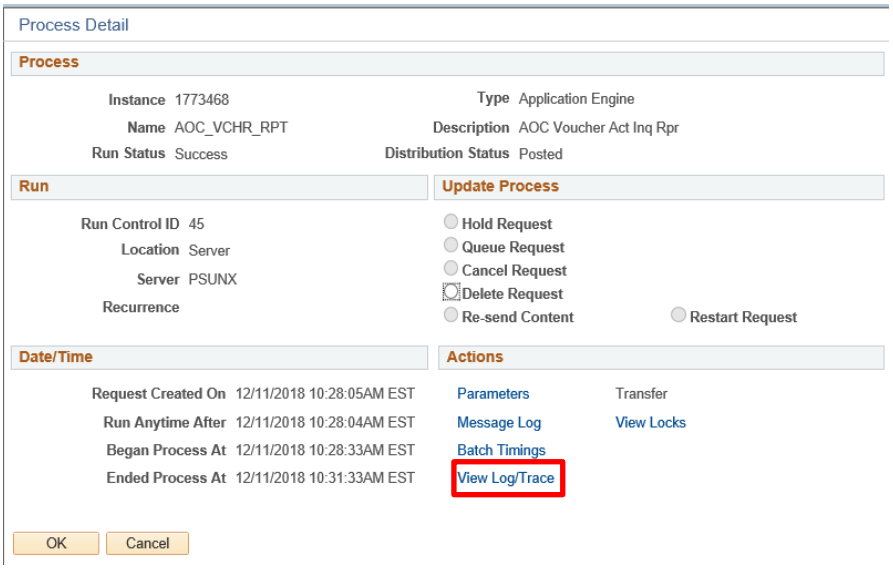
14. Click the Refresh button to monitor the process until the Run Status is "Success".



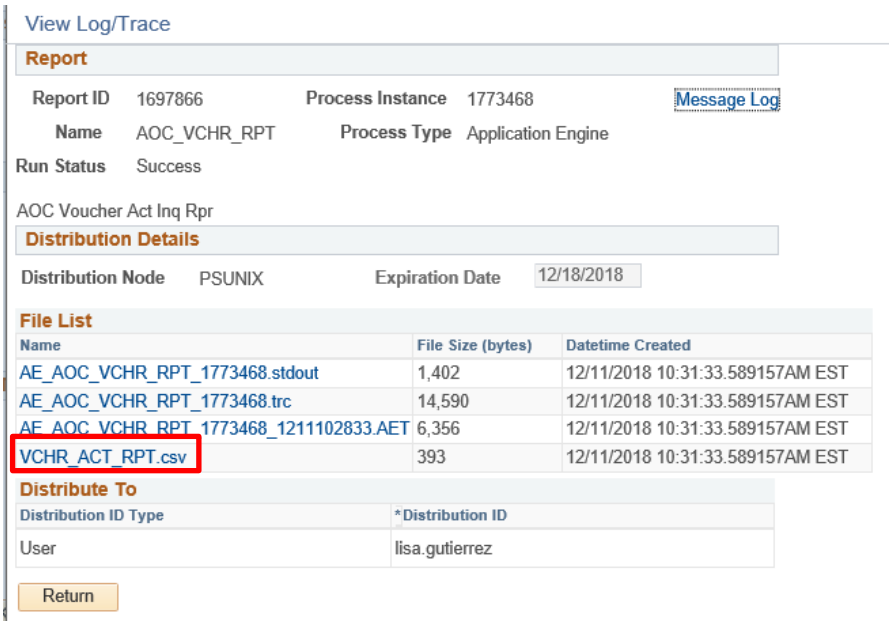
15. Click the Details link for the process instance that was run.



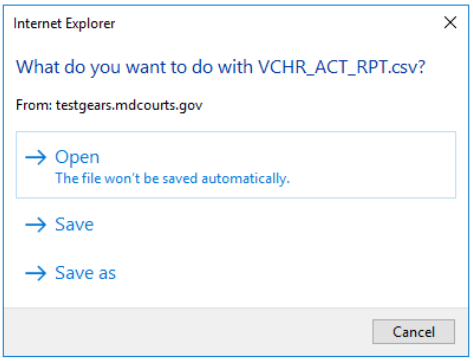
16. Click the View Log/Trace link to open the log file list.



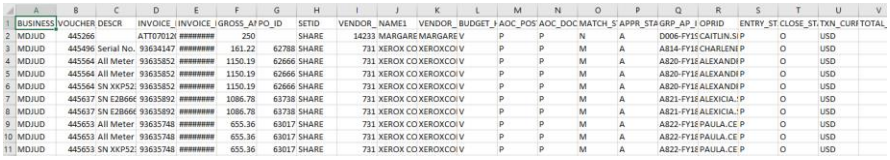
17. Click on the .csv file to open the spreadsheet.



18. Internet Explorer may present a popup message. Click 'Open'.



19. The spreadsheet version of the data results will be displayed.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	BUSINESS	VOUCHER	DESCR	INVOICE_I	INVOICE_I	GROSS_AI	PO_ID	SETID	VENDOR_	NAME1	VENDOR_	BUDGET_I	AOC_POS	AOC_DOC	MATCH_S	APPR_STA	GRP_AP_I	OPRID	ENTRY_ST	CLOSE_ST	TXN_CURI	TOTAL_
2	MDJUD	445266		ATT07012	########	250		SHARE	14233	MARGARE	MARGARE	V	P	P	N	A	D006-FY1	CAITLIN.S	P	O	USD	
3	MDJUD	445496	Serial No.	93634147	########	161.22	62788	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A814-FY1	CHARLENI	P	O	USD	
4	MDJUD	445564	All Meter	93635852	########	1150.19	62666	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A820-FY1	ALEXANDI	P	O	USD	
5	MDJUD	445564	All Meter	93635852	########	1150.19	62666	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A820-FY1	ALEXANDI	P	O	USD	
6	MDJUD	445564	SN XKP52	93635852	########	1150.19	62666	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A820-FY1	ALEXANDI	P	O	USD	
7	MDJUD	445637	SN E2B66	93635892	########	1086.78	63738	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A821-FY1	ALEXICIA.	P	O	USD	
8	MDJUD	445637	SN E2B66	93635892	########	1086.78	63738	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A821-FY1	ALEXICIA.	P	O	USD	
9	MDJUD	445653	All Meter	93635748	########	655.36	63017	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A822-FY1	PAULA.CE	P	O	USD	
10	MDJUD	445653	All Meter	93635748	########	655.36	63017	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A822-FY1	PAULA.CE	P	O	USD	
11	MDJUD	445653	SN XKP52	93635748	########	655.36	63017	SHARE	731	XEROX CO	XEROXCO	V	P	P	M	A	A822-FY1	PAULA.CE	P	O	USD	

20. The .csv file format pulls data and field names straight from the database. Many of the results are a single letter value. Here is a quick reference for these fields and what the values mean.

Budget Header Status

Field Name: BUDGET_HDR_STATUS

	Value	Active	Eff Dt	Long Name	Short Name
1	E	☑	01/01/1900	Error in Budget Check	Error
2	I	☑	01/01/1900	Document In Processing	In Process
3	N	☑	01/01/1900	Not Budget Checked	Not Chk'd
4	P	☑	01/01/1900	Provisionally Valid	Prov Valid
5	V	☑	01/01/1900	Valid	Valid

Post Status

Field Name: POST_STATUS_AP

	Value	Active	Eff Dt	Long Name	Short Name
1	N	☑	01/01/1900	Payment Not Applied	NotApplied
2	P	☑	01/01/1900	Posted	Posted
3	U	☑	01/01/1900	Unposted	Unposted

Match Status

Field Name: MATCH_STATUS_VCHR

	Value	Active	Eff Dt	Long Name	Short Name
1	C	☑	01/01/1900	Overridden - Credit Note	CreditNote
2	D	☑	01/01/1900	Match Dispute	Dispute
3	E	☑	01/01/1900	Match Exceptions Exist	Exceptions
4	M	☑	01/01/1900	Matched	Matched
5	N	☑	01/01/1901	No Match (N/A)	No Match
6	N	☐	01/01/1900	Not Applicable	No Match
7	O	☑	01/01/1900	Manually Overridden	Overridden
8	T	☑	01/01/1900	To Be Matched	Ready

Approval Status

Field Name: APPR_STATUS

	Value	Active	Eff Dt	Long Name	Short Name
1	A	☑	01/01/1900	Approved	Approved
2	D	☑	01/01/1900	Denied	Denied
3	P	☑	01/01/1900	Pending	Pending

The DOC_SEQ_NBR field is a field used primarily for tracking the transaction status.

Field Properties

General | Translate Values

Field Name: DOC_SEQ_STATUS

	Value	Active	Eff Dt	Long Name	Short Name
15	O	☑	01/01/2014	On Hold	On Hold
16	P	☑	01/01/1900	Paid by State	Paid
17	Q	☑	07/01/2016	DBF Voucher Adjustment	VCHRADJ
18	R	☑	01/01/1900	Not Submitted / In The Field	Not Submit
19	S	☑	01/01/1900	Submitted to State	Submitted
20	T	☑	01/01/1900	DBF in Process	DBF in Pro
21	U	☑	01/01/1900	Cancelled Payment	Cancelled
22	V	☑	01/01/1900	Deleted	Deleted
23	W	☑	01/01/1900	Closed	Closed
24	X	☑	01/01/1900	InterAgency-Dispatched	IA Disp

Search Criteria Descriptions

Note:
*A combination of the search criteria may help limit results to your specific needs.

*Many of the search options utilize operators such as equal to (=), greater than (>), less than (<), begins with,

Field Name	Description
Business Unit	The value of MDJUD should not be changed.
Voucher ID	A search can be done utilizing the GEARS Voucher ID. This would be the quickest method to view a known voucher.
Voucher Description	A search can be done utilizing the Invoice Description entered into the voucher line of the GEARS voucher.
Invoice Number	A search can be done utilizing the Invoice Number entered in the voucher within GEARS.

	contains, etc., to assist in defining your criteria.	Invoice Date	A search can be done utilizing the Invoice Date entered in the voucher within GEARS. A range of dates can also be utilized.
		Gross Invoice Amount	A search can be done utilizing the Gross Invoice Amount entered into the header of the GEARS voucher.
		Purchase Order Number	A search can be done utilizing a Purchase Order Number associated with the GEARS voucher.
		Vendor ID Number	A search can be done utilizing the GEARS Vendor ID, and may assist in finding all vouchers in the system payable to a particular vendor under your PCA.
		Vendor Name	A search can be done utilizing the GEARS Vendor Name, and may assist in finding all vouchers in the system payable to a particular vendor under your PCA. Please note that there is also a Vendor Search link that can be used to look up the correct vendor.
		Entered By	A search can be done utilizing the GEARS user that entered the voucher in GEARS. This would be helpful to limit results if there are multiple people that enter vouchers for your department/court.
		PCA (Program Cost Account)	A search can be done utilizing the PCA (Program Cost Account) that is associated to your department/court, i.e. 60091, A0200. This would be very helpful to limit the results to just your respective area.
		Account	A search can be done utilizing the Account Code entered into the voucher line of the GEARS voucher. A range of accounts can also be utilized.
		Budget Status	A search can be done utilizing the different Budget Statuses, such as valid, error, not checked. This would be helpful to identify vouchers that perhaps a budget check was erroneously forgotten.
		Post Status	A search can be done utilizing the different Post Statuses, such as posted and unposted. In general, vouchers become posted once the Department of Budget and Finance (DBF) has processed the voucher. Until this time, the post status would be unposted.
		Transaction Status	A search can be done utilizing the different Transaction Statuses, such as Not Submitted/In the Field, DBF in Process, DBF Processing Hold, Submitted to State, Paid by State, Closed, or Deleted. This would be helpful to identify vouchers that have not met all of the criteria for moving to DBF for processing. Descriptions: • Cancelled Payment – The voucher was processed by DBF, but subsequently the payment was cancelled. • Closed – The voucher was posted by DBF, and then subsequently closed. • DBF in Process – The voucher has reached DBF for processing, and a Control Group number has been assigned. • DBF Processing Hold –The voucher has been put in a "Hold" Control Group by DBF. • Deleted – The voucher has been deleted from the system. NOTE: Once deleted, you can't see the voucher under Voucher/Regular Entry. • Not Submitted / In the field – The voucher does not meet the criteria for being moved to DBF for processing. NOTE: To be processed by DBF, the voucher must have a valid budget check, valid match status, and be approved. • Paid by State – The voucher has been paid by the State. • Submitted to State – The voucher has been submitted to the State, but not yet paid.
		Match Status	A search can be done utilizing the different Match Statuses, such as Match Exceptions Exist, which may indicate that the voucher needs additional attention.
		Approval Status	A search can be done utilizing the different Approval Statuses, such as Approved, Pending and Denied. This would be helpful to identify those vouchers that are awaiting approval or not yet submitted for approval.

End of Document

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