

GEARS Update 8.13.17

All:

The Department of Budget and Finance (DBF) has almost completed all tasks for our FY17 year-end close! For GEARS, the last task was to set up the prior year budgets and complete the roll of our encumbered and accrued PO's in the system. Budget and Finance, in coordination with the Department of Procurement, Contracts, and Grants Administration (DPCGA) staff, has been working hard on this process for the past couple weeks. As of tonight, the roll process for the bulk of the PO's and their associated PO lines has been completed. We have a nominal amount of PO's that we are still working through final issues on and anticipate their resolution in the next couple days. While the process went fairly smoothly, we always look for ways to improve on this last step to minimize voucher downtime. However, it is really important that users stay current on year-end information, important dates and details, and procurement document monitoring throughout the year. For example, we had roughly 1200 open PO lines with zero balances that should have been closed before year-end, roughly 500 PO lines with balances to be closed, and we had receipts tied to PO's, which were only partially vouchered. All of these types of items require additional analysis, time and further work within a time-sensitive period.

All of the successfully rolled encumbered and accrued PO's have been removed from "hold" and are available for use in vouchering at this time. Notices will be distributed soon with information regarding your PO's that were encumbered or accrued and the related appropriation year (AY). The few PO's that are still being reviewed remain on "hold" until we can resolve pending issues. If entering a voucher for an accrued invoice, not associated with a PO, please be sure to check the Accrual Voucher checkbox (shown below) to receive a valid budget status.

The screenshot displays the GEARS Maryland Judiciary interface for entering voucher information. The top navigation bar includes tabs for 'Invoice Information', 'AOC MD Payment', 'Payments', and 'Voucher Attributes'. The main form area contains the following fields and options:

- Business Unit:** MDJUD
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Invoice Date:** [Input field]
- Invoice No:** [Input field]
- Accounting Date:** 08/13/2017
- Pay Terms:** NET00
- Basis Date Type:** Acct Date
- Vendor ID:** [Input field]
- ShortName:** [Input field]
- Location:** [Input field]
- *Address:** [Input field]
- Control Group:** [Input field]
- Accrual Voucher:** (highlighted in yellow)

At the bottom of the form, there is a 'Save' button and an 'Action' dropdown menu.

Please remember that all other FY17 PO's, unless encumbered or accrued, will be closed and will not be available for use in FY18. Previous year-end notifications requested users to have requisitions and PO's completed on a fiscal year basis and users were instructed to create new

FY18 requisitions for any PO's that crossed fiscal years. If you are not sure of the status of a PO or experience any trouble processing vouchers, please contact DBF, DPCGA or Service Now for assistance. Any other questions, please let me know.

On a very positive note, each year we continually improve on the overall year-end processing within the GEARS financial system and we will finish timely once again! Much of this is due to the work and dedication that each of you has put into the process, as well as all of the staff within the AOC Departments. The GEARS team continues to welcome your input on processes and possible improvements.

Great job!

Thank you,
Tammy

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