

All:

The end of fiscal year 2014 is approaching fast. In order for us to comply with the prescribed closing schedule of the State Comptroller, we need your assistance in the timely processing of revenue and expenditure related transactions. The importance of timely submission cannot be emphasized enough.

Accordingly, we have developed the below schedule and appreciate your compliance for a smooth close-out process. Please review the below information very carefully, paying particular attention to stated due dates. If a staff member responsible for any of the below tasks is scheduled for vacation during these crucial time periods, please be sure to assign a designee to accomplish the required tasks.

PROCURE TO PAY – PURCHASING

AY14 ORDERING AND EXPRESS PO's - Please have all of your ordering and Express PO's completed by Friday, June 13. This should allow time for receipt of invoices and processing by the cut-off date of Friday, July, 11 (see below detail under invoices/vouchering).

REQUISITIONS:

Associated with AY15 only:

1. Can be entered into GEARS now by users.
2. Please start your requisition name with "AY15" for easy identification. This may be a good naming habit for all requisitions throughout the year. Additional details and information can also be entered in the comments section.
3. Please ensure that the correct AY2015 Appropriation Year is referenced in the chartfield distribution line(s).
4. Can be approved.
5. Do not budget check. If they happen to be budget checked, they should be in a budget status of "error."
6. Once the budget is in (estimated to be 3rd week of May), the Department of Budget and Finance (DBF) will perform a process to change the accounting and budget dates on the requisitions to coincide with AY2015 (required) and perform a mass budget check. This process will be done on an as needed basis to allow the Department of Procurement (DPCA) time to issue the AY15 purchase orders. AY15 purchase orders cannot be used or have any activity associated with them prior to July 1.

Associated with AY14 and AY15 both:

1. Must be entered as two different requisitions.
2. Can process the AY14 requisition as currently done and complete the full process.
3. The AY15 requisition would need to follow the process noted above.

END OF YEAR REQUISITION AND PURCHASE ORDER ANALYSIS:

Courts and Departments Process:

1. Courts and Departments should review the status of their **requisitions** on a regular basis throughout the year, but this review is essential at year-end. Follow the navigation below to enter your PCA and get a listing of requisitions by PCA number.
Main Menu > Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity
 - a. If requisitions are listed that should not have a remaining amount after PO issuance, please contact DPCA for assistance.
 - b. Review the listing for open requisitions that will not be utilized at all, i.e. not sourced to a PO. Please cancel these requisitions.

- c. Review open requisitions and ensure that any which apply to FY15 have not been budget checked and they have the correct AY2015 appropriation year referenced. If they happen to be budget checked, they should be in a budget status of “error.”
2. Courts and Departments should review the status of their **purchase orders** on a regular basis throughout the year but this review is essential at year-end. Follow the navigation below to enter your PCA and get a listing of the purchase orders by PCA number. By June 1, please review this report and note your recommended appropriate action next to each PO as described in the below steps (a-d) and then return a copy of the report to the DBF Budget Unit at jfbu@mdcourts.gov.
Main Menu > Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity
 - a. If purchase orders are listed that should not have a remaining amount, please note “DPCA action.” The Department of Procurement will soon be sending out a PO listing to each court and department soliciting detailed input on your open purchase orders.
 - b. If you expect the PO to be fully utilized with remaining invoices (AY14 or earlier), please note “invoices pending.”
 - c. If you believe a PO should be encumbered with AY14 or earlier funds, please note ENC and the applicable appropriation year, i.e. “ENC AY14.” (Please review the AOC process indicated below to understand the additional steps completed.)
 - d. If a purchase order has a remaining a balance, which should be used against your FY15 budget, please note “FY15 Budget.”

Administrative Office of the Courts Process:

1. With GEARS, every purchase order with a remaining balance at the end of vouchering AY14 invoices will need to be reviewed and have appropriate action taken. After vouchering ends on July 11, the Department of Budget and Finance (DBF) will analyze all PO’s taking into account Judiciary-wide year-end budget status and utilizing your input from above to determine the final encumbrances and appropriate PO actions required.
2. DBF will work with the Department of Procurement to make adjustments as needed on the purchase orders.
3. During this period of time, PO’s will not be available for vouchering. We are anticipating this to be an approximate two-week window.
4. DBF will notify the courts/departments of all final encumbered purchase orders.

PROCURE TO PAY ACCOUNTS PAYABLE INVOICES/VOUCHERING

GEARS INVOICES: Please process all FY14 invoices in GEARS by Friday, July 11.

1. FY14 Invoices received before July 11 - Invoices applicable to FY14 can be processed through Friday, July 11. Between July 1 and July 11, please be sure to use a June 30 accounting date on all FY14 vouchers and ensure AY2014 (or earlier encumbrance year) is referenced in the voucher distribution lines. Additionally, please make sure that the budget date in the distribution line is June 30 as well. Initially, it will default in to match the accounting date. However, if the accounting date is later changed, the budget date needs to be changed manually as well. Before saving the voucher, please double-check all dates.
2. FY15 invoices should be held for processing until after Friday, July 11. On Monday, July 14, FY15 accounting periods will be open and available for use in the Accounts Payable module of the system.
3. FY14 Invoices received after July 11 – These invoices will need to be processed against your FY15 budget (unless an encumbrance). The accounting date used must be after July 1 and the distribution lines should contain AY2015 (or the appropriate encumbrance AY year).
4. After July 11, all invoices needing to be vouchered against purchase orders should be held until notification is given by DBF to proceed.

NON-GEARS INVOICES/USERS: Please submit the below items as currently done by Monday, July 7:

1. All FY14 local jurisdiction reimbursement requests through June 30 for jurors, masters and interpreters should be submitted to DBF.
2. Original employee expense account forms for tuition reimbursements through June 30 should be submitted to the Human Resources Professional Development Educational Assistance Unit.
3. Please submit all inter-agency invoices normally processed by DBF.
4. All other invoices not processed by users in GEARS should be sent to DBF.

GEARS VOUCHER REVIEW AND CLEAN-UP: Please start and continue this review through June 30.

All FY14 vouchers must be in a full complete finished state at year-end. DBF will be monitoring and reviewing vouchers but it is important that the courts/departments review their vouchers as well. This can be done through the Voucher Activity Inquiry page. Details about this functionality can be found on the GEARS site under News and Information; GEARS Update 3.24.14. Please review vouchers in different statuses, such as budget statuses that are in "Error" or "Not Checked", approvals that are "Pending" or "Denied", and match statuses with "Exceptions." Again, vouchers with these statuses need reviewed and in most cases, need further action. Consider whether the voucher should be denied. Are there comments listed? Was the voucher a duplicate entry? Does it need a correction? If it is determined that a voucher is no longer needed, please notify Melinda Jensen via email that it should be deleted and the reason. If you need any assistance in processing vouchers, please contact the Help Desk or DBF staff.

BUDGET

FY15 BUDGET: We are expecting to have the FY15 budgets entered in GEARS approximately the third week of May. Further notice will be provided upon completion.

FY14 Budget Transfers: Please process all GEARS Budget Transfers by Friday, June 13. DBF will handle any required budget transfers after this date. Contact the DBF Budget Unit with any questions.

ORDER TO CASH

DEPOSITS FOR GEARS/BUS OTC USERS:

1. It is important that the processing of daily deposits is kept current as we get close to the end of the year. Since June 30 is a Monday, the previous weekend could be used for catch-up work as needed.
2. As typical, the deposit for Monday, June 30 will be the done the following day. However, it will be posted using the accounting day of June 30.
3. There are no further actions required for credit card payments. Please process as normally completed.

DEPOSITS FOR NON-GEARS OTC USERS:

1. Beginning June 16 and continuing through the end of the month, please fax the Certificate of Deposit (CD) to the attention of the Judiciary Finance Revenue Unit. The fax number to use is 410-260-1290. When faxing the Certificate of Deposit, please be careful to use a clear and readable copy. For those courts which have the ability to scan, Certificates of Deposit can be scanned and e-mailed daily to the Judiciary Finance Revenue Unit at jfru@mdcourts.gov. In addition, to avoid duplicate entries, please retain the original CD; do not subsequently mail the original or a copy to our office.

JUNE END OF MONTH (EOM) DISBURSEMENTS:

1. Please wait until the June interest amount is received from the Department of Budget and Finance before processing the end of month disbursements.

2. Once received, please process your June EOM in a timely manner. (Please ensure all previous months have been processed.) The accounting date used on the disbursements should be June 30 with appropriation year AY2014 referenced.

REVENUE REFUNDS:

1. GEARS OTC users: Please process all applicable FY14 revenue refunds by Monday, July 7 in the system and ensure AY2014 is referenced.
2. GEARS OTC users: All FY15 refunds should be held from processing until after July 11. A notification will be distributed to confirm when these invoices can be processed. When entering, the accounting date used must be after July 1 and the distribution lines should contain AY2015.
3. Non-GEARS OTC users: Please send all paper FY14 revenue refund requests to DBF by Monday, July 7.

REVENUE ADJUSTMENTS:

1. GEARS OTC users: Please ensure all FY14 local adjustments, such as bad checks, CCU, and P&P, are completed in the GEARS system by Monday, June 30. Please send all remaining adjustments routinely processed by DBF, such as appeals and return of funds to other agencies, via fax or email to jfru@mdcourts.gov by Monday, July 7.
2. Non-GEARS OTC users: Please send all remaining FY14 adjustments to DBF for processing via email as currently done to jfru@mdcourts.gov by Monday, June 30.

REVENUE REPORTS: Please submit the below reports to DBF by Monday, July 7.

- Nonresident withholding report for June 2014 (MW506 monthly report)
- Litigants (Escrow) Bank Account Information. Please send copies of the final bank statements that include June 30, as the State has asked for this information during the audit the past several years.

CHILD SUPPORT GRANT by Monday, July 7: Cooperative Reimbursement Agreement Reports (Child Support Allocations and Employee Time Reports) are due to the Family Division at cra@mdcourts.gov Fax# 410-974-5577 by Monday, July 7.

ACCOUNTS RECEIVABLE by Wednesday, July 9: Please submit Accounts Receivable Summaries for the month of June 2014 and fiscal year-end compilation reports to DBF by Wednesday, July 9.

PURCHASING CARD

FINAL PCARD REVIEW: The last statement of P-card charges for AY14 will be June 25.

1. Please be advised that due to timing issues, charges that post to your purchasing card account after June 25th (the statement cycle end date for June) through June 30th (the fiscal year end) will be applied against your FY15 budget with the July statement. In addition, once email notification to review your June statement has been received, please be sure to complete this action in a timely manner. Any charges applied to default object 0995 should be corrected.

GENERAL LEDGER

JOURNAL ENTRIES: Please complete all journal entries and submit to DBF by Wednesday, July 9.

1. GEARS USERS: Please complete any FY14 journal entries in GEARS. The journal date on the first screen of entry defaults to the date of entry. For any FY14 journal entries done between July 1 and July 9 please ensure that the journal date is manually changed to June 30 to reflect the correct appropriation year.
2. NON-GEARS USERS: Please send all remaining adjustments to DBF for processing.

If you have any questions or expect to have difficulty in meeting any of the above deadlines, please contact:

GEARS Project Director / DBF Deputy Director, Tammy Sitar 410-260-1419

DBF Revenue Unit Supervisor, Suzie Bishop 410-260-1413

DBF Accounts Payable Unit Supervisor, Sharon Hoff 410-260-1412

DBF Reports and Reconciliation Supervisor, Jaye Hall 410-260-1242

DBF Budget Supervisor, Elisa Chavous 410-260-1592

DBF Senior Accounting Analyst, Trish Gugliotta 410-260-1251

DPCA Deputy Director, Kevin Jones 410-260-1411

DPCA, Procurement Manager, Lisa Peters 410-260-1265

Thank you for your cooperation with this schedule.