

Last Revised Date: 05/24/2016

General Information

Task	Process Information
Creating a Non-PO (Purchase Order) Voucher	A non-PO voucher is a voucher that is entered with no corresponding source documentation (eg. Receipt and /or Purchase Order). You can do a non-PO voucher for any order below \$2500 (\$500 for District Court) that is NOT covered by a Blanket Contract.

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:
<http://mdcourts.gov/gears/forms.html>

Review Vendors

Search Criteria

*SetID: SHARE
Name: Equal to
Withholding Name: Equal to
Vendor Status:
Address: Equal to
Customer Number:
ID Type: Tax Identification Number (202603133)
VAT Registration ID:
Withholding Tax ID:

Vendor ID:
ShortName:
Classification:
Type:
Persistence:
City:
Country:
State:
Postal:
Bank Account #:

Search Results

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000009385	THE ABUNDANCE CATERING COMPANY	THEABUNDAN-001	9 VERNON AVE	GLEN BURNIE	MD	USA	Active

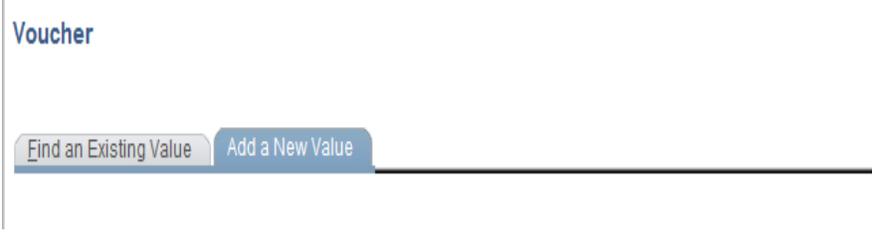
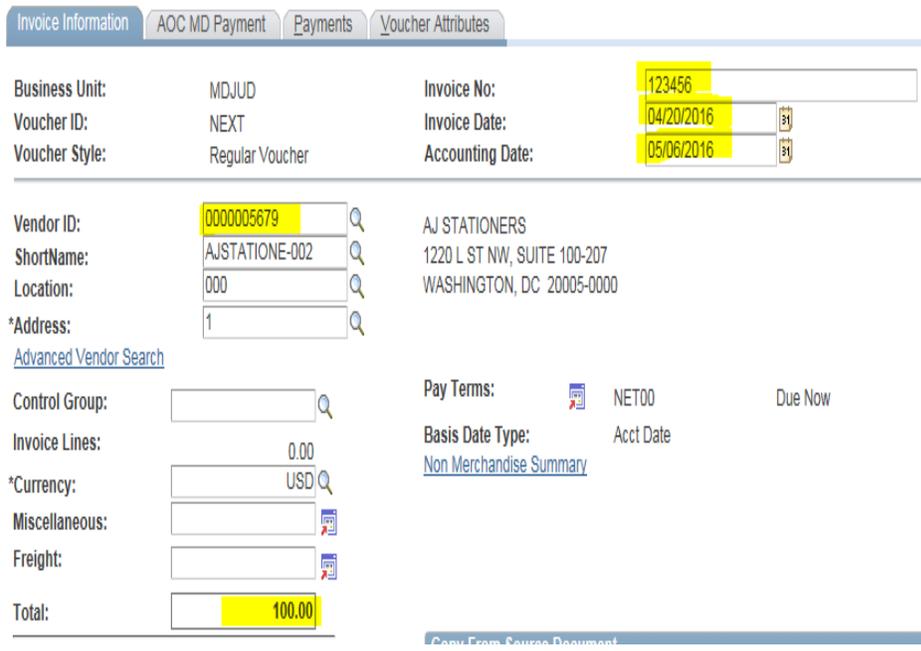
GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry

Accounts Payable > Vouchers > Add/Update > Regular Entry

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	From the "Add a New Value" Tab	
2.	Click the  button.	
3.	<p>On the  tab - enter the following information:</p> <p>Follow these Department of Budget and Finance standards:</p> <ul style="list-style-type: none"> • Invoice Number – Enter this just as it appears on the vendor invoice. • Invoice Date – Enter this just as it appears on the vendor invoice. • Accounting Date – Using the format of <u>mmddyyyy</u> enter the current date (today). • Select / Enter Vendor ID (as found in "Before you Begin" at the top of this document). • Total – Enter the total of your invoice. 	

4.

Invoice Information

On the tab - enter the following information:

- **Attachments** – Be sure to attach a copy of your invoice.
- **Line Description** – Summarize what is being paid.
- **Enter Distribution Line Chartfield Values** or select your **SpeedChart**.
- **Note:** The selection of a SpeedChart will fill in the Chartfield values (i.e., accounting codes) with the exception of the “Account” (i.e. sub-object) and “Approp Yr” (i.e. fiscal year) - you will need to enter both. **SpeedCharts are labeled the same as your current known PCAs.**

Vendor ID: VNRD-0000 AOC TEST VENDOR
 ShortName: 000123456-000 999 DBF BOULEVARD
 Location: 000 SUITE# MDJUD
 *Address: 1 ANNAPOLIS, MD 55571

Session Defaults
 Attachments(0)
 Comments(0)

Advanced Vendor Search

Control Group: [] *Pay Terms: NET00 Due Now
 Invoice Lines: 0.00 Basis Date Type: Acct Date
 *Currency: USD Non Merchandise Summary
 Miscellaneous: []
 Freight: []
 Total: 150.00

Difference: 0.00 Calculate

Copy From Source Document
 PO Unit: []
 PO Number: [] Copy PO
 Copy From: None Go

Invoice Lines
 Line: 1 Item: [] UOM: []
 *Distribute by: Amount Unit Price: [] Quantity: []
 Ship To: [] Line Amount: 150.00
 SpeedChart: [] Description: [] One Asset

Calculate

Distribution Lines
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agy	Fund	Dept	Program	Approp Number	Ap
[+]	1	150.00		MDJUD								

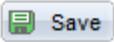
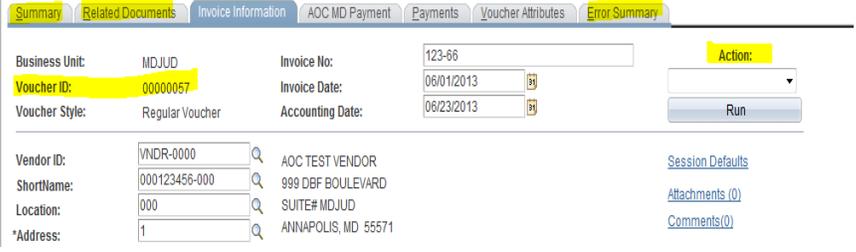
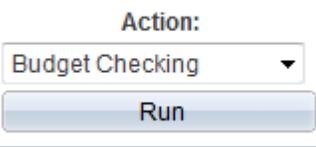
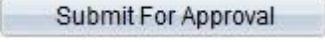
Save Notify Refresh Add Update/Display

5.



Ensure the Gross Invoice Amount and Invoice Line Amounts balance on the Voucher header.

Invoice Lines: 150.00
 *Currency: USD
 Miscellaneous: []
 Freight: []
 Total: 150.00
 Difference: 0.00

<p>6.</p>	 <p>Save the voucher by clicking the  button.</p>
<p>7.</p>  <p>Confirm your voucher is saved.</p>	<ol style="list-style-type: none"> 1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have "Actions" in your drop down box. 
<p>8.</p>  <p>Run your actions.</p>	<p>Select the "Budget Checking" action, and then click "Run".</p> 
<p>9.</p>  <p>Click Submit For Approval to submit voucher for approval. NOTE: Upon a "Valid" budget check, the Submit for Approval" button will become active on the "Invoice Information" tab.</p>	

 **Important**

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