

All:

The end of fiscal year 2015 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**

**A. AY15 ORDERING AND EXPRESS PO's** - Please have all of your ordering and Express PO's completed by Friday, June 19. This should allow time for receipt of invoices and processing of vouchers by the cut-off date of Tuesday, July 14 (see below detail under invoices/vouchering). The Express PO should be done at the same time of the order prior to June 19.

### **B. REQUISITIONS:**

#### **1. Associated with AY16 only:**

- a. Can be entered into GEARS on Monday, April 27. An email reminder will be sent.
- b. Please start your requisition name with "AY16" for easy identification. We recommend this naming convention for all requisitions throughout the year. Additional details and information can also be entered in the comments section.
- c. Please ensure that the correct "AY2016" Appropriation Year is referenced in the chartfield distribution line(s).
- d. Please have the requisition approved.
- e. Do not budget check the requisition. If a user happens to budget check the requisition, you should receive a budget status of "error", due to the entry date of the requisition.
- f. The GEARS Team will perform a weekly process to change the accounting and budget dates on the requisitions to coincide with AY2016 (required) and perform a mass budget check. This process will be done on a regular basis and as needed to allow the Department of Procurement (DPCGA) time to issue the AY16 purchase orders. AY16 purchase orders cannot be used or have any activity associated with them prior to July 1.

#### **2. Associated with AY15 and AY16 both:**

- a. Must be entered as two different requisitions.
- b. Can process the AY15 requisition as currently done and complete the full process.
- c. Any AY16 requisitions would need to follow the process noted above in B-1.
- d. AOC recommends that all requisitions and purchase orders be done on a fiscal year basis.

### **C. END OF YEAR REQUISITION AND PURCHASE ORDER ANALYSIS:**

#### **1. Courts and Departments Process:**

- a. 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

1. If requisitions are listed that should not have a remaining amount after PO issuance, please contact DPCGA for assistance.
2. Review the listing for open requisitions that are no longer needed. Please cancel these requisitions.
3. Review open requisitions applicable to FY15 and follow-up with DPCGA to ensure that a PO is dispatched, if still required.
4. Review open requisitions applicable to FY16 goods or services to ensure they have the correct AY2016 appropriation year referenced and have not been budget checked. If they happen to have been budget checked, they should be in a budget status of "error."

- b. Courts and Departments should review the status of their **purchase orders** on a regular basis throughout the year but this review is even more critical at year-end. Please review the “Monitoring Procurement” tip sheet section on the GEARS site and take all appropriate action. As noted in the guidance, these actions should be started immediately for a smooth year-end and completed continuously. This message has been relayed in GEARS Notification emails and by the DPCGA numerous times already. If you should have any questions or concerns, please reach out to DPCGA now.
- c. Courts and Departments should notify the Budget Unit within DBF of all purchase orders that they would like to be considered for an encumbrance or accrual by Wednesday, July 15 via email to [JFBU@mdcourts.gov](mailto:JFBU@mdcourts.gov).

**2. Administrative Office of the Courts Process:**

- a. With GEARS, every purchase order with a remaining balance at the end of vouchering AY15 invoices will need to be reviewed and have appropriate action taken. After vouchering ends on July 14, the Department of Budget and Finance (DBF) will analyze all open PO’s taking into account Judiciary-wide year-end budget status and make a determination which ones will be encumbered. Your input from C-1-c above will be considered in this process.
- b. If a PO is selected to be encumbered or accrued, it will be moved forward into FY2016, but with corresponding AY2015 open lines.
- c. All other remaining PO’s will be closed. For current PO’s with services crossing the two fiscal years, a new requisition/PO will be required, as these PO’s will be closed as well. We encourage all service PO’s to be established on a fiscal year timeframe.
- d. DBF will work with the DPCGA to make adjustments as needed on the purchase orders.
- e. After July 14, AY2015 encumbered or accrued PO’s will not be available for vouchering. We are anticipating this timeframe to be an approximate two to three week window. **A notification will be sent when vouchering can be resumed against these PO’s. Please do not attempt to voucher after the cut-off date against any AY2015 PO’s, as it locks up the PO and causes many additional issues.**
- f. DBF will notify via email to the courts/departments of all final encumbered purchase orders.

**PROCURE TO PAY – ACCOUNTS PAYABLE INVOICES/VOUCHERING**

**D. GEARS INVOICES: Please process all FY15 invoices in GEARS by Tuesday, July 14. (This includes travel expense reimbursement requests.)**

- 1. FY15 Invoices received before July 14 - Invoices applicable to FY15 can be processed through Tuesday, July 14. Between July 1 and July 14, please be sure to use a **June 30** accounting date on all FY15 vouchers and ensure AY2015 (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, the budget date will default in to match the accounting date specified. However, if the accounting date is subsequently changed, the budget date will need to be changed manually as well. Before saving the voucher, please double-check all dates.
- 2. All FY16 invoices should be held for processing until after Tuesday, July 14. On Wednesday, July 15, the FY16 accounting periods will be open and available for use in the Accounts Payable module of the system. Please be sure to have your FY16 PO’s completed and ready for use before attempting to voucher any related invoices.
- 3. FY15 Invoices received after July 14 – These invoices will need to be processed against your FY16 budget (unless an encumbrance or accrual). The accounting date used must be after July 1 (it should default to the current date) and the distribution lines should contain AY2016 (or the appropriate encumbrance/accrual AY year).
- 4. After July 14, all invoices needing to be vouchered against encumbered AY2015 purchase orders should be held until notification is given by DBF to proceed. (See C-2-e above.)

**E. NON-GEARS INVOICES: Please submit the below items as currently done by Monday, July 6:**

- 1. All FY15 local jurisdiction reimbursement requests through June 30 for jurors, masters should be submitted to DBF and interpreters should be submitted to Access to Justice.
- 2. Original employee expense account forms for tuition reimbursements through June 30 should be submitted to the Education Division.
- 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.

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

All FY15 vouchers must be in a full complete finished status 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 under the Tip Sheet section of the GEARS site. 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 review and in most cases, need further action. If it is determined that a voucher is no longer needed, please notify Brittanie Collier via email with the details and requested action. If you need any assistance in processing vouchers, please contact the Help Desk x1114 or DBF staff.

**BUDGET**

**G. FY16 BUDGET:** DBF is anticipating to have the exact detailed FY16 budgets entered in GEARS by the end of May. Until this time, a preliminary budget has been entered, which allows users to process FY16 requisitions. DBF will notify you when your preliminary budget is replaced with your final budget.

**ORDER TO CASH**

**H. 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. The weekend of June 27<sup>th</sup>-28<sup>th</sup> would be a good time to complete any catch-up work as needed.
2. As typical, the deposit for Tuesday, June 30 will be the done the following day. However, it will be posted using the accounting day of June 30.
3. For all courts, except Anne Arundel, Circuit and District, Prince George’s Circuit and Montgomery Circuit, there are no further actions required for credit card payments. Please process as normally completed. For the selected courts noted, Anne Arundel, Prince George’s and Montgomery, beginning June 25<sup>th</sup> and through June 30<sup>th</sup>, please send daily credit card totals sent to DBF. District Court can be emailed to [judfinrevdc@mdcourts.gov](mailto:judfinrevdc@mdcourts.gov) and Circuit Courts to [jfrs@mdcourts.gov](mailto:jfrs@mdcourts.gov).

**I. DEPOSITS FOR NON-GEARS OTC USERS:**

1. Beginning June 17 and continuing through the end of the month, please scan and email the Certificate of Deposit (CD) to the attention of the Judiciary Finance Revenue Unit at [jfru@mdcourts.gov](mailto:jfru@mdcourts.gov). In addition, to avoid duplicate entries, please retain the original CD; do not subsequently mail the original or a copy to the DBF office.

**J. 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 AY2015 referenced.

**K. REVENUE REFUNDS:**

1. GEARS OTC users: Please process all applicable FY15 revenue refunds no later than Tuesday, July 7 in the system and ensure the accounting date is June 30 and AY2015 is referenced.
2. GEARS OTC users: All applicable FY16 refunds should be held from processing until after Tuesday, July 14. 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 AY2016.
3. Non-GEARS OTC users: Please send all paper FY15 revenue refund requests to DBF no later than Tuesday, July 7.

**L. REVENUE ADJUSTMENTS:**

1. GEARS OTC users: Please ensure all FY15 local adjustments, such as bad checks, CCU, and P&P, are completed in the GEARS system by Tuesday, 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](mailto:jfru@mdcourts.gov) by Tuesday, July 7.
2. Non-GEARS OTC users: Please send all remaining FY15 adjustments to DBF for processing via email as currently done to [jfru@mdcourts.gov](mailto:jfru@mdcourts.gov) by Tuesday, June 30.

**M. REVENUE REPORTS: Please submit the below reports to DBF by Tuesday, July 7.**

- Nonresident withholding report for June 2015 (MW506 monthly report)
- Litigants (Escrow) Bank Account Information. (Please send copies of the final bank statements that include June 30 as they are received.)

**N. CHILD SUPPORT GRANT by Thursday, July 2:** Cooperative Reimbursement Agreement Reports (Child Support Allocations and Employee Time Reports) are due to the Family Division at [cra@mdcourts.gov](mailto:cra@mdcourts.gov) by Thursday, July 2.

**O. ACCOUNTS RECEIVABLE by Friday, July 10:** Please submit Accounts Receivable Summaries for the month of June 2015 and fiscal year-end compilation reports to DBF by Friday, July 10.

### PURCHASING CARD

**P. FINAL PCARD REVIEW: The last statement of P-card charges for AY15 will be June 25.**

Please be advised that due to timing issues, charges that post to your purchasing card account after June 25<sup>th</sup> (the statement cycle end date for June) through June 30<sup>th</sup> (the fiscal year end) will be applied against your FY16 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. A journal entry should be completed by Thursday, July 9 to reclass any charges applied to default object 0995.

### GENERAL LEDGER

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

1. GEARS USERS: Please complete any FY15 journal entries in GEARS. For any FY15 journal entries done between July 1 and July 9 please ensure that the journal date is manually changed on the first screen of entry to June 30, 2015 to reflect the correct appropriation year. (It normally defaults to a current date, which would be incorrect for these entries.)
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 Unit Director, Accounting Operations, Brittanie Collier 410-260-1379

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 (Pcard), Trish Gugliotta 410-260-1251

DPCGA Deputy Director, Kevin Jones 410-260-1411

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

Thank you for your cooperation with this schedule.