

Last Revised Date: 01/30/2017

General Information

Task	Process Information
Creating an Expense Voucher	A direct entry (i.e. non-source) voucher that is entered from an Expense Report for all offices except for District Court. District court only will use the "Quick Invoice Entry" to process travel expenses. Employee expense reimbursements should be processed under the appropriate method for your court/department.

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>

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

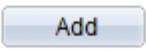
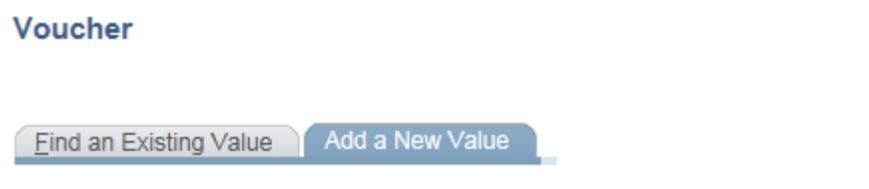
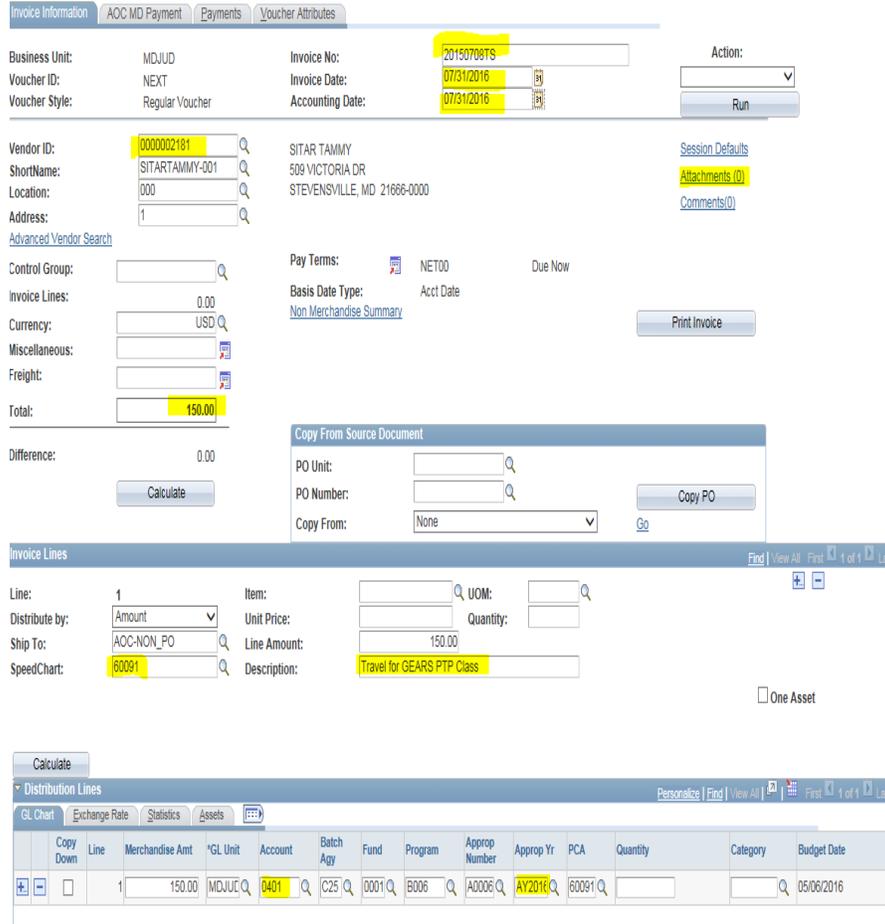
GEARS Navigation

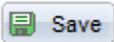
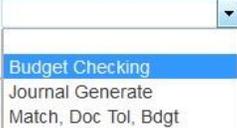
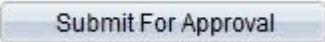
Accounts Payable > Vouchers > Add/Update > Regular Entry	
--	--

1.0 Process

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

STEP	ACTION	DETAILS
------	--------	---------

<p>1.</p>	<p>From the "Add a New Value" Tab, click the  button.</p>																																																										
<p>2.</p>	<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 the first day of travel, followed by the traveler’s first and last initials in capital letters. The format should be as follows: <u>YYYYMMDDXX</u>. <i>For example, if Tammy Sitar traveled from 7/08/2015 to 7/12/2015, the entry would be 20150708TS.</i> • Invoice Date – Using the format of <u>mmddyyyy</u> enter the current date (today). • 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. • 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. • Invoice Line Description – i.e., summarize what is being paid. • Attachments – Be sure to attach a copy of your invoice along with any other supporting documentation. 	 <p>Invoice Information AOC MD Payment Payments Voucher Attributes</p> <p>Business Unit: MDJUD Invoice No: 20150708TS Action: <input type="button" value="Run"/></p> <p>Voucher ID: NEXT Invoice Date: 07/31/2016</p> <p>Voucher Style: Regular Voucher Accounting Date: 07/31/2016</p> <p>Vendor ID: 0000002181 SITAR TAMMY ShortName: SITARTAMMY-001 509 VICTORIA DR Location: 000 STEVENSVILLE, MD 21866-0000 Address: 1</p> <p>Control Group: Invoice Lines: 0.00 Currency: USD Miscellaneous: Freight: Total: 150.00 Difference: 0.00</p> <p>Pay Terms: NET00 Due Now Basis Date Type: Acct Date Non Merchandise Summary</p> <p>Copy From Source Document PO Unit: PO Number: Copy From: None</p> <p>Invoice Lines</p> <table border="1"> <tr> <td>Line:</td> <td>1</td> <td>Item:</td> <td></td> <td>UOM:</td> <td></td> </tr> <tr> <td>Distribute by:</td> <td>Amount</td> <td>Unit Price:</td> <td></td> <td>Quantity:</td> <td></td> </tr> <tr> <td>Ship To:</td> <td>AOC-NON_PO</td> <td>Line Amount:</td> <td>150.00</td> <td></td> <td></td> </tr> <tr> <td>SpeedChart:</td> <td>60091</td> <td>Description:</td> <td>Travel for GEARS PTP Class</td> <td></td> <td></td> </tr> </table> <p>One Asset</p> <p>Calculate</p> <p>Distribution Lines</p> <table border="1"> <thead> <tr> <th>GL Chart</th> <th>Exchange Rate</th> <th>Statistics</th> <th>Assets</th> <th>...</th> </tr> </thead> <tbody> <tr> <td>Copy Down</td> <td>Line</td> <td>Merchandise Amt</td> <td>*GL Unit</td> <td>Account</td> <td>Batch Agg</td> <td>Fund</td> <td>Program</td> <td>Approp Number</td> <td>Approp Yr</td> <td>PCA</td> <td>Quantity</td> <td>Category</td> <td>Budget Date</td> </tr> <tr> <td></td> <td></td> <td>150.00</td> <td>MDJUC</td> <td>0401</td> <td>C25</td> <td>0001</td> <td>0006</td> <td>A0006</td> <td>AY2016</td> <td>60091</td> <td></td> <td></td> <td>05/06/2016</td> </tr> </tbody> </table>	Line:	1	Item:		UOM:		Distribute by:	Amount	Unit Price:		Quantity:		Ship To:	AOC-NON_PO	Line Amount:	150.00			SpeedChart:	60091	Description:	Travel for GEARS PTP Class			GL Chart	Exchange Rate	Statistics	Assets	...	Copy Down	Line	Merchandise Amt	*GL Unit	Account	Batch Agg	Fund	Program	Approp Number	Approp Yr	PCA	Quantity	Category	Budget Date			150.00	MDJUC	0401	C25	0001	0006	A0006	AY2016	60091			05/06/2016
Line:	1	Item:		UOM:																																																							
Distribute by:	Amount	Unit Price:		Quantity:																																																							
Ship To:	AOC-NON_PO	Line Amount:	150.00																																																								
SpeedChart:	60091	Description:	Travel for GEARS PTP Class																																																								
GL Chart	Exchange Rate	Statistics	Assets	...																																																							
Copy Down	Line	Merchandise Amt	*GL Unit	Account	Batch Agg	Fund	Program	Approp Number	Approp Yr	PCA	Quantity	Category	Budget Date																																														
		150.00	MDJUC	0401	C25	0001	0006	A0006	AY2016	60091			05/06/2016																																														

<p>3.</p>	 <p>Ensure the Gross Invoice Amount and Invoice Line Amounts balance on the Voucher header.</p>	<p>Invoice Lines: 150.00</p> <p>*Currency: USD</p> <p>Miscellaneous:</p> <p>Freight:</p> <p>Total: 150.00</p> <hr/> <p>Difference: 0.00</p> <p>Calculate</p>
<p>4.</p>	 <p>Save the voucher by clicking the  button.</p>	
<p>5.</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>6.</p>	 <p>Budget Check your voucher.</p>	<p>Choose the "Budget Checking" option from the Action drop down box</p> <p>Action:</p>  <p>and then click Run</p>
<p>7.</p>	<p>Click  to submit voucher for approval.</p> <p>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.