MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

LAST REVISED DATE: 05/25/2016

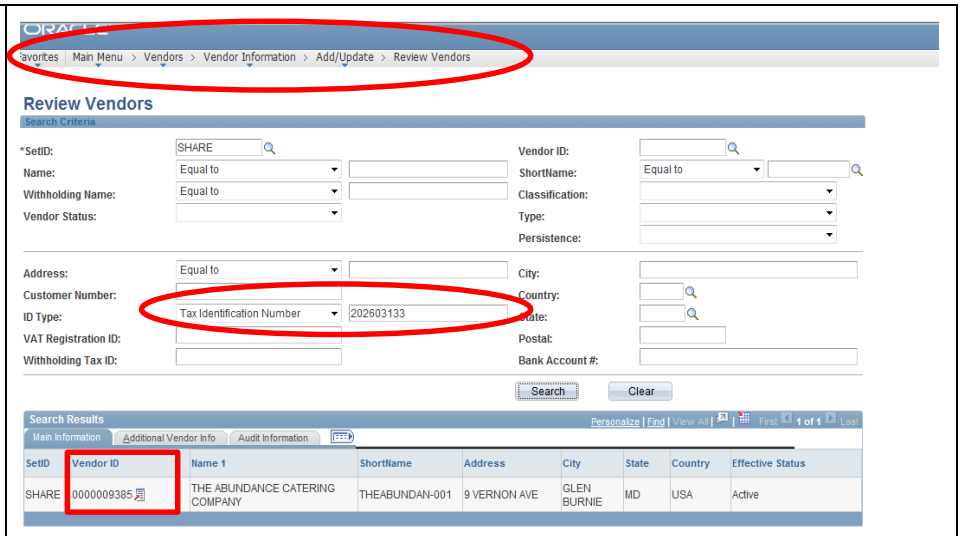
General Information

Task	Process Information
Creating a PO (Purchase Order) Receipt Voucher	A voucher that is entered with PO Receipt information (i.e., voucher entry for PO goods/services received in GEARS). **NOTE:** It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.

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

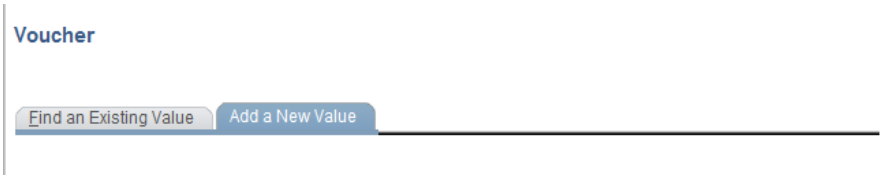
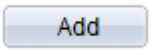
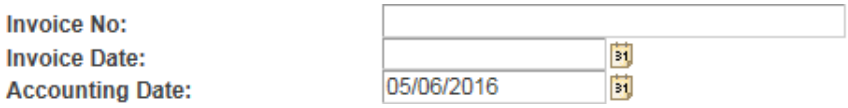


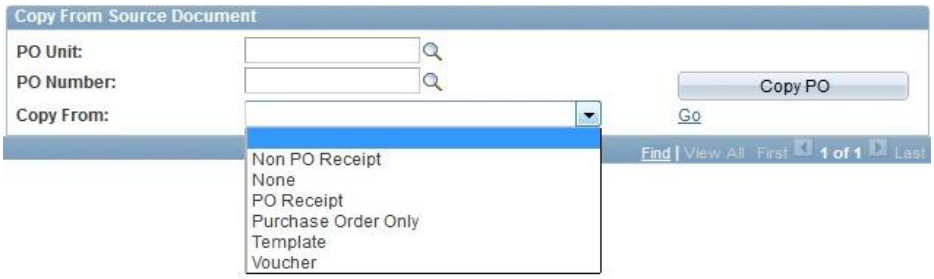
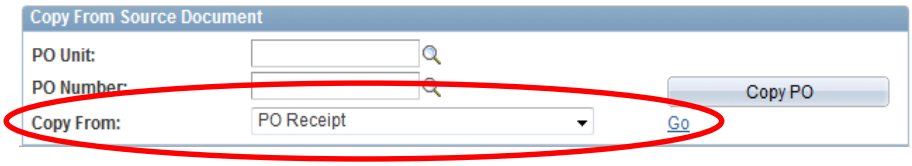
GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry

1.0 Process

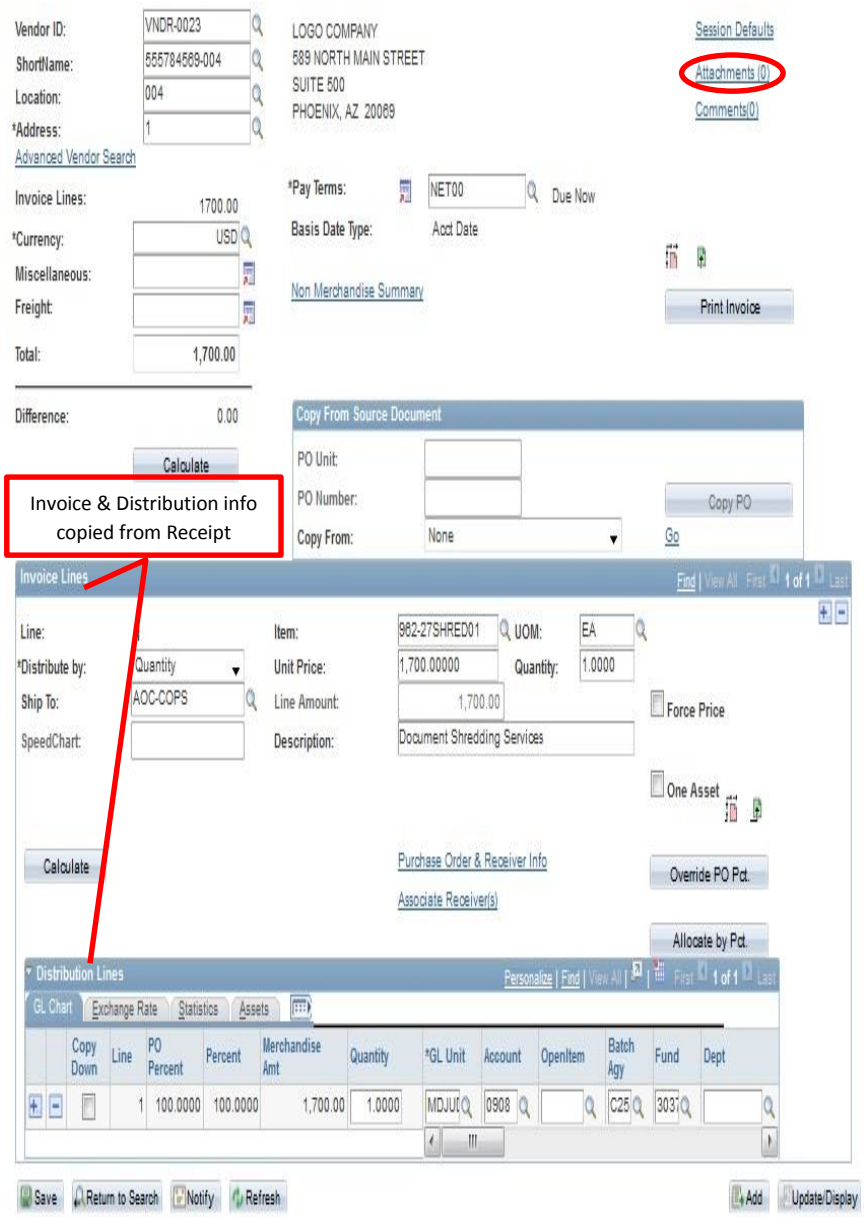
This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	**Select the "Add a New Value" Tab**	
2.	**Click the**  **button.**	
3.	**On the** **tab - enter the following information:** • **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 mmddyyyy enter the current date (today).	

4.	**On the** Invoice Information **tab – Copy From Source Document.**	Select "PO Receipt" from the "Copy From:" dropdown list and then click the Go hyperlink to the right.  
6.	**On the** Copy Worksheet **screen**	Receipt Unit: Receipt Number From: You can search for the receipt's business unit and number by selecting the magnifying glass. **NOTE:** It is recommended that you create only one voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.
7.	**Click the** Search **button.**	
8.	**On the** Select Receiver Lines / Main Information **tab**	Select the checkbox ☑ for the retrieved receipt.
9.	**Click the** Copy Selected Lines **button.**	

10. **On the** Invoice Information **tab – enter the following information.**

- **NOTE**: The Invoice and Distribution line information have carried over from the PO Receipt.
- **Attachments** – Be sure to attach a copy of your invoice.



11. Save the voucher by clicking the Save button.

12.

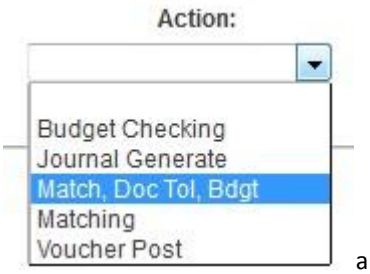
Confirm your voucher is saved.

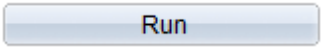
1. You have (3) new tabs. (Summary, Related Documents and Error Summary).
2. You have an (8) digit Voucher ID.
3. You have "Actions" in your drop down box.

13.

Run your actions.

Select the "Match, DocTol, Bdgt" action,



and then click 

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NOTE: If you have already run the **"Match, Doc Tol, Bdgt"** Action on a voucher and it results in an exception, please resolve the exception and then re-run only the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.

For example, you run the **"Match, Doc Tol, Bdgt"** action, and get Budget Exceptions, though Matching and Doc Tolerance are valid. Resolve the budget issue and then re-run only the **"Budget Checking"** action.

14.

Click

to submit voucher for approval.

NOTE: Upon a "Valid" budget check, the Submit for Approval" button will become active on the "Invoice Information" tab.

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.