

LAST REVISED DATE: 05/24/2016

General Information

Task	Process Information
<p>Creating a Quick Invoice Voucher <i>(For District Court Only)</i></p>	<p>Quick Invoices are used by District Court <u>only</u>. Quick Invoices are used to process Travel Expense Reimbursements, as well as Appointed Attorney Invoices.</p>

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, District Court Headquarters (DCHQ) will complete the vendor information for you.

You can also look up the Vendor ID 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: Name: Withholding Name: Vendor Status: Vendor ID: ShortName: Classification: Type: Persistence:

Address: City: Customer Number: Country: ID Type: State: VAT Registration ID: Postal: Withholding Tax ID: 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

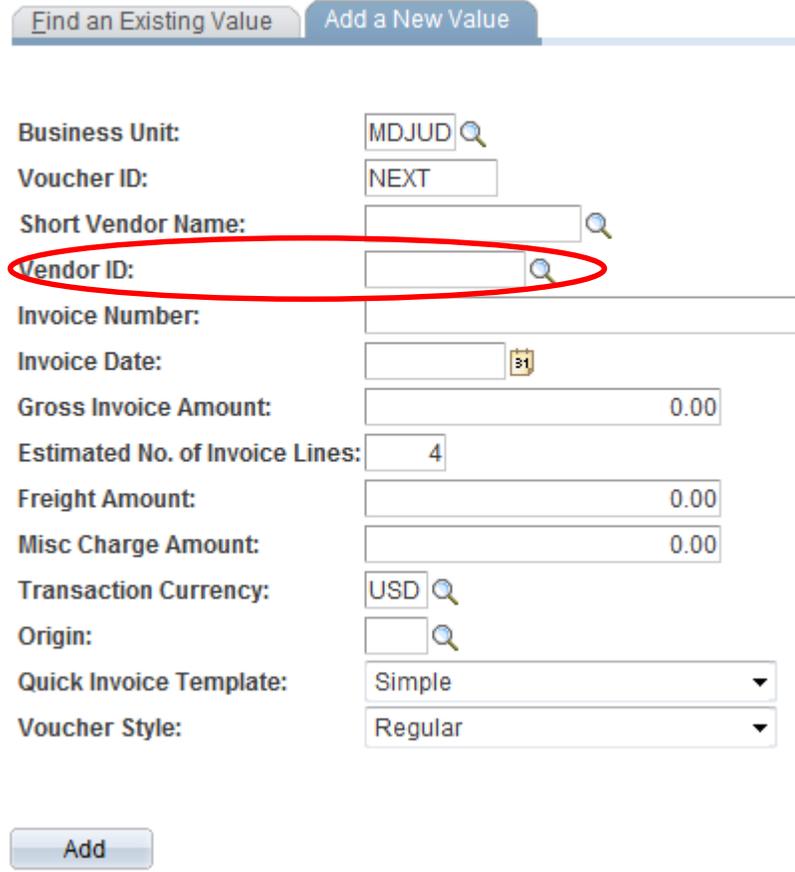
Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

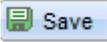
ORACLE

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

1.0 Process

This document is intended for District Court employees to provide a quick reference to completing Quick Invoice entry transactions within GEARS.

STEP	ACTION	DETAILS
1.	From the "Add a New Value" Tab	<p>Quick Invoice Entry</p> 
2.	<p>Select / Enter Vendor ID (as found in "Before you Begin" at the top of this document).</p> <p>NOTE: The vendor is the payee. If you don't know the vendor information, DCHQ will complete the vendor information for you.</p>	<p>Quick Invoice Entry</p>  <p>The screenshot shows the 'Quick Invoice Entry' form with the following fields and values:</p> <ul style="list-style-type: none"> Business Unit: MDJUD Voucher ID: NEXT Short Vendor Name: (empty) Vendor ID: (empty) (This field is circled in red in the original image) Invoice Number: (empty) Invoice Date: (empty) Gross Invoice Amount: 0.00 Estimated No. of Invoice Lines: 4 Freight Amount: 0.00 Misc Charge Amount: 0.00 Transaction Currency: USD Origin: (empty) Quick Invoice Template: Simple Voucher Style: Regular <p>An 'Add' button is located at the bottom of the form.</p>

<p>3.</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> - Invoice Number - Invoice Date - Gross Invoice Amount 	<p style="text-align: center;">Follow these Department of Budget and Finance standards:</p> <p>Invoice Number (FOR TRAVEL REIMBURSEMENT INVOICES) – Formatted as follows: YYYYMMDDXX (year, month, day, payee’s first and last initials). <i>Invoice Number is based on the first day of travel.</i></p> <p>Invoice Number (FOR APPOINTED ATTORNEY INVOICES) - Formatted as follows: ATMMDDYYYYIP (ATT, month, day, year, initials of payee (attorney or 1st two initials of law firm). Invoice Number is based on the first day of services rendered.</p> <p>Invoice Date – The date on the invoice. <i>Invoice Date is the current date (today).</i></p> <p>Gross Invoice Amount – The total amount of the invoice.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Invoice Number: <input type="text"/></p> <p>Invoice Date: <input type="text" value="31"/></p> <p>Gross Invoice Amount: <input type="text" value="0.00"/></p> </div>
<p>4.</p>	<p>Click Add:</p>	<p>Click the  button.</p>
<p>5.</p>	<p>Enter a Description (and Chartfield Values, if known)</p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  </div> <p>NOTE: A Description is required. However, if you do not know the Chartfield Values (i.e. Accounting Codes), DCHQ will complete these fields for you.</p>
<p>6.</p>	<p>Add Attachments/Comments</p>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <p>Attachments (0)</p> <p>Comments(0)</p> </div> <ul style="list-style-type: none"> • Attach copies of your invoice along with any other supporting documentation. • Add Comments noting your name and contact information. </div>
<p>7.</p>	<p>Save</p>	<p>Click the  button to generate a Voucher ID.</p>
<p>8.</p>	<p>Ready for DCHQ</p>	<p>The Quick Invoice is ready for processing by District Court Headquarters once a voucher number has been assigned.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Quick Invoice</p> <p>Business Unit: MDJUD</p> <p>Voucher: 00247253</p> <p>Voucher Style: Regular</p> <p>*Invoice Number: 20160501RF</p> <p>*Invoice Date: 05/10/2016</p> <p>Accounting Date:</p> <p>Prepaid Ref: <input type="checkbox"/> Auto Apply</p> <p style="text-align: right;"> <input type="button" value="Calculate"/> <input type="button" value="Print Invoice"/> <input type="button" value="Edit Combinations"/> </p> </div> <p>You will receive an email notification once your invoice is approved or denied.</p> <p>NOTE: You may want to do a print screen of the invoice for your records.</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.