

Updated: 09/15/2014

**General Information**

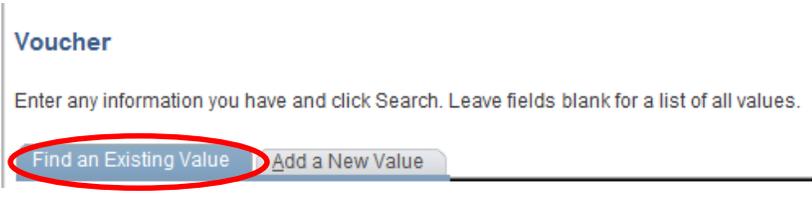
Task	Process Information
<p><b>How to Review a Voucher and View the Attachment</b></p>	<p>Use the Invoice Information tab to see important voucher details including the chartfield distribution string (Batch Agency, Appropriation Year, PCA, Fund, Appropriation Number, Program, and Account). You can also view any attachments, such as the Invoice.</p>

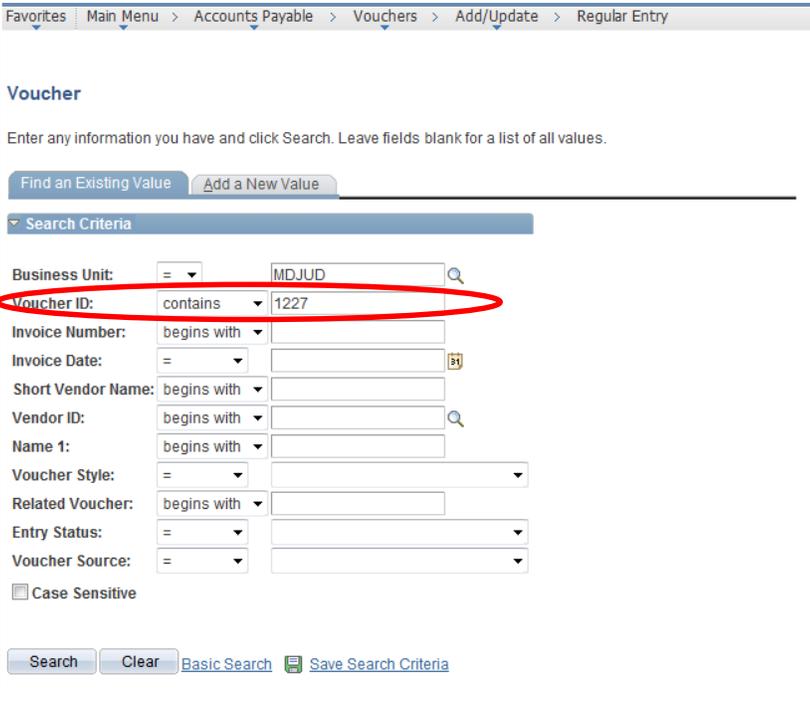
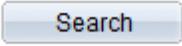
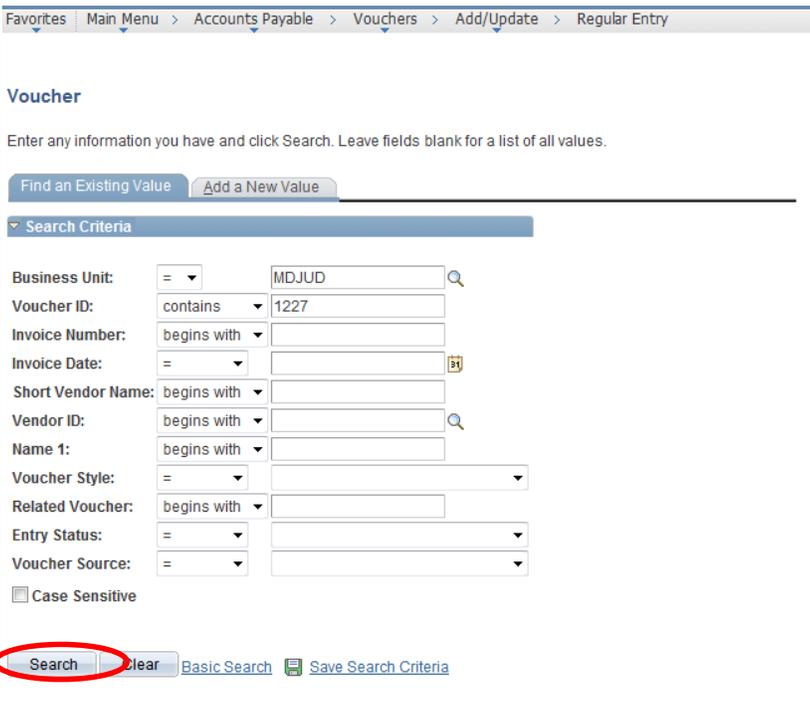
**GEARS Navigation**

<p>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</p>	
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**1.0 Process**

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

STEP	ACTION	DETAILS
<p><b>1.</b></p>	<p>Click the Find an Existing Value tab.</p>	

<p><b>2.</b></p>	<p>Enter your Voucher ID with the “contains” parameter.</p>	
<p><b>3.</b></p>	<p>Click the  button.</p>	

<p><b>4.</b></p>	<p><b>Find your Voucher ID in the Search Results, and click on it.</b></p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Search Results</b></p> <p>View All</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr style="background-color: #e1eef6;"> <th>Business Unit</th> <th>Voucher ID</th> <th>Invoice Number</th> <th>Gross Invoice Amount</th> <th>Payment Amount</th> <th>Invoice Date</th> <th>Short Vendor Name</th> <th>Vendor ID</th> </tr> </thead> <tbody> <tr><td>MDJUD</td><td>00081227</td><td>00FV0FRN</td><td>110</td><td>110</td><td>08/13/2014</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00071227</td><td>3233158378</td><td>16.61</td><td>16.61</td><td>06/03/2014</td><td>STAPLESADV-002</td><td>0000008009</td></tr> <tr><td>MDJUD</td><td>00061227</td><td>2-644-05835</td><td>22.55</td><td>22.55</td><td>05/06/2014</td><td>FEDEX-002</td><td>0000007431</td></tr> <tr><td>MDJUD</td><td>00051227</td><td>20140318JW</td><td>116.8</td><td>116.8</td><td>03/21/2014</td><td>JERILWADDE-001</td><td>0000002827</td></tr> <tr><td>MDJUD</td><td>00041227</td><td>1410987-0</td><td>41.48</td><td>41.48</td><td>01/16/2014</td><td>RUDOLPHSOF-001</td><td>0000005387</td></tr> <tr><td>MDJUD</td><td>00031227</td><td>0602-3465-2013</td><td>75</td><td>75</td><td>12/12/2013</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00021227</td><td>50917897</td><td>99.23</td><td>99.23</td><td>10/04/2013</td><td>MATTHEWBEN-001</td><td>0000000631</td></tr> <tr><td>MDJUD</td><td>00012279</td><td>RS0521130800</td><td>1031.25</td><td>1031.25</td><td>05/28/2013</td><td>GOREBROTHE-002</td><td>0000005012</td></tr> <tr><td>MDJUD</td><td>00012278</td><td>MDJ-25</td><td>22757.07</td><td>22757.07</td><td>09/05/2013</td><td>COMP CAMPIN-001</td><td>0000009912</td></tr> <tr><td>MDJUD</td><td>00012277</td><td>VA0813130830</td><td>171.43</td><td>171.43</td><td>08/13/2013</td><td>VIRGINIAIE-001</td><td>0000000833</td></tr> <tr><td>MDJUD</td><td>00012276</td><td>VA0911130100</td><td>110.43</td><td>110.43</td><td>09/11/2013</td><td>VIRGINIAIE-001</td><td>0000000833</td></tr> <tr><td>MDJUD</td><td>00012275</td><td>8067</td><td>223</td><td>223</td><td>08/27/2013</td><td>THEABUNDAN-001</td><td>0000009385</td></tr> <tr><td>MDJUD</td><td>00012274</td><td>070033578</td><td>86.22</td><td>86.22</td><td>09/05/2013</td><td>XEROXCORPO-001</td><td>0000000731</td></tr> <tr><td>MDJUD</td><td>00012273</td><td>20130909JP</td><td>43.56</td><td>43.56</td><td>09/13/2013</td><td>JERMAINECP-001</td><td>0000010985</td></tr> <tr><td>MDJUD</td><td>00012272</td><td>080400308812012</td><td>20</td><td>20</td><td>09/16/2013</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00012271</td><td>080400194352013</td><td>20</td><td>20</td><td>09/16/2013</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00012270</td><td>080400172962012</td><td>20</td><td>20</td><td>09/16/2013</td><td>SINGLEPAY-1</td><td>999999999</td></tr> <tr><td>MDJUD</td><td>00011227</td><td>20130807CK</td><td>365.4</td><td>365.4</td><td>09/11/2013</td><td>CHRISTIANM-001</td><td>0000003006</td></tr> <tr><td>MDJUD</td><td>00001227</td><td>E146159-591</td><td>640</td><td>640</td><td>06/26/2013</td><td>SHARPELECT-005</td><td>0000000490</td></tr> </tbody> </table> </div>	Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	MDJUD	00081227	00FV0FRN	110	110	08/13/2014	SINGLEPAY-1	999999999	MDJUD	00071227	3233158378	16.61	16.61	06/03/2014	STAPLESADV-002	0000008009	MDJUD	00061227	2-644-05835	22.55	22.55	05/06/2014	FEDEX-002	0000007431	MDJUD	00051227	20140318JW	116.8	116.8	03/21/2014	JERILWADDE-001	0000002827	MDJUD	00041227	1410987-0	41.48	41.48	01/16/2014	RUDOLPHSOF-001	0000005387	MDJUD	00031227	0602-3465-2013	75	75	12/12/2013	SINGLEPAY-1	999999999	MDJUD	00021227	50917897	99.23	99.23	10/04/2013	MATTHEWBEN-001	0000000631	MDJUD	00012279	RS0521130800	1031.25	1031.25	05/28/2013	GOREBROTHE-002	0000005012	MDJUD	00012278	MDJ-25	22757.07	22757.07	09/05/2013	COMP CAMPIN-001	0000009912	MDJUD	00012277	VA0813130830	171.43	171.43	08/13/2013	VIRGINIAIE-001	0000000833	MDJUD	00012276	VA0911130100	110.43	110.43	09/11/2013	VIRGINIAIE-001	0000000833	MDJUD	00012275	8067	223	223	08/27/2013	THEABUNDAN-001	0000009385	MDJUD	00012274	070033578	86.22	86.22	09/05/2013	XEROXCORPO-001	0000000731	MDJUD	00012273	20130909JP	43.56	43.56	09/13/2013	JERMAINECP-001	0000010985	MDJUD	00012272	080400308812012	20	20	09/16/2013	SINGLEPAY-1	999999999	MDJUD	00012271	080400194352013	20	20	09/16/2013	SINGLEPAY-1	999999999	MDJUD	00012270	080400172962012	20	20	09/16/2013	SINGLEPAY-1	999999999	MDJUD	00011227	20130807CK	365.4	365.4	09/11/2013	CHRISTIANM-001	0000003006	MDJUD	00001227	E146159-591	640	640	06/26/2013	SHARPELECT-005	0000000490
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<p><b>5.</b></p>	<p><b>On the Voucher Page, click the Invoice Information Tab.</b></p>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e1eef6; padding: 2px;"> <p>ORACLE</p> <p>Favorites   Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p>Summary   Related Documents   <b>Invoice Information</b>   AOC MD Payment   Payments   Voucher Attributes   Error Summary</p> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Business Unit:</td> <td>MDJUD</td> <td style="width: 30%;">Invoice Date:</td> <td>06/26/2013</td> </tr> <tr> <td>Voucher ID:</td> <td>00001227</td> <td>Invoice No:</td> <td>E146159-591</td> </tr> <tr> <td>Voucher Style:</td> <td>Regular</td> <td>Invoice Total:</td> <td>640.00 USD</td> </tr> <tr> <td>Contract ID:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vendor Name:</td> <td>SHARP ELECTRONICS CORP DBA SHARP BUSINESS SYSTEMS PO BOX 757509 PHILADELPHIA, PA 19175-7509</td> <td>Pay Terms:</td> <td>Due Now</td> </tr> <tr> <td></td> <td></td> <td>Voucher Source:</td> <td>Online</td> </tr> <tr> <td>Entry Status:</td> <td>Postable</td> <td>Origin:</td> <td>ONL</td> </tr> <tr> <td>Match Status:</td> <td>No Match <a href="#">Approval History</a></td> <td>Created:</td> <td>07/26/2013</td> </tr> <tr> <td>Approval Status:</td> <td>Approved</td> <td>Created By:</td> <td>ANNE.LAPIER</td> </tr> <tr> <td>Post Status:</td> <td>Posted</td> <td>Modified:</td> <td>07/30/2013</td> </tr> <tr> <td></td> <td></td> <td>Modified By:</td> <td>GERTRUDE.BROWN</td> </tr> <tr> <td>Doc Tol Status:</td> <td>Valid</td> <td>ERS Type:</td> <td>Not Applicable</td> </tr> <tr> <td>Budget Status:</td> <td>Valid</td> <td>Close Status:</td> <td>Open</td> </tr> <tr> <td>Budget Misc Status:</td> <td>Valid</td> <td></td> <td></td> </tr> </table> <p>*View Related <span style="border: 1px solid #ccc; padding: 2px;">Payment Inquiry</span> <a href="#">Go</a></p> <div style="margin-top: 10px; font-size: 0.8em;"> <p> <span>Save</span> <span>Return to Search</span> <span>Previous in List</span> <span>Next in List</span> <span>Notify</span> <span>Refresh</span> <span>Add</span> <span>Update/Display</span> </p> </div> <div style="font-size: 0.8em; margin-top: 5px;"> <p>Summary   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">AOC MD Payment</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a></p> </div> </div> </div>	Business Unit:	MDJUD	Invoice Date:	06/26/2013	Voucher ID:	00001227	Invoice No:	E146159-591	Voucher Style:	Regular	Invoice Total:	640.00 USD	Contract ID:				Vendor Name:	SHARP ELECTRONICS CORP DBA SHARP BUSINESS SYSTEMS PO BOX 757509 PHILADELPHIA, PA 19175-7509	Pay Terms:	Due Now			Voucher Source:	Online	Entry Status:	Postable	Origin:	ONL	Match Status:	No Match <a href="#">Approval History</a>	Created:	07/26/2013	Approval Status:	Approved	Created By:	ANNE.LAPIER	Post Status:	Posted	Modified:	07/30/2013			Modified By:	GERTRUDE.BROWN	Doc Tol Status:	Valid	ERS Type:	Not Applicable	Budget Status:	Valid	Close Status:	Open	Budget Misc Status:	Valid																																																																																																										
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**6.** The Chartfields used on the Voucher are displayed at the bottom of the page, on the Distribution Line.

Business Unit: MDJUD Invoice No: E110159-591 Action: Run

Voucher ID: 0001227 Invoice Date: 06/26/2013

Voucher Style: Regular Voucher Accounting Date: 07/26/2013

Vendor ID: 0000000490 SHARP ELECTRONICS CORP  
 ShortName: SHARPELECT-005 DBA SHARP BUSINESS SYSTEMS  
 Location: 003 PO BOX 757509  
 \*Address: 1 PHILADELPHIA, PA 19175-7509

Advanced Vendor Search  
 Control Group: A040-FY14 \*Pay Terms: NET100 Due Now  
 Invoice Lines: 640.00 Basis Date Type: Acct Date  
 \*Currency: USD Non Merchandise Summary  
 Miscellaneous: Print Invoice  
 Freight: Calculate  
 Total: 640.00

Difference: 0.00

Invoice Lines

Line: 1 Item: UOM: 1.0000  
 \*Distribute by: Amount Unit Price: 640.00000 Line Amount: 640.00  
 Ship To: C17-CLERK Description: 3L015574 One Asset  
 SpeedChart:

Calculate

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Open Item	Batch Agy	Fund	Dept	Program	Approp Number	Approp Yr	PCA
<input type="checkbox"/>	1	640.00	1.0000	MDJUD	1006	C26	0001	S170	A0010	AY2014	S1700		

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

**7.** Click the Attachments Link.

Business Unit: MDJUD Invoice No: E110159-591 Action: Run

Voucher ID: 0001227 Invoice Date: 06/26/2013

Voucher Style: Regular Voucher Accounting Date: 07/26/2013

Vendor ID: 0000000490 SHARP ELECTRONICS CORP  
 ShortName: SHARPELECT-005 DBA SHARP BUSINESS SYSTEMS  
 Location: 003 PO BOX 757509  
 \*Address: 1 PHILADELPHIA, PA 19175-7509

Advanced Vendor Search  
 Control Group: A040-FY14 \*Pay Terms: NET100 Due Now  
 Invoice Lines: 640.00 Basis Date Type: Acct Date  
 \*Currency: USD Non Merchandise Summary  
 Miscellaneous: Print Invoice  
 Freight: Calculate  
 Total: 640.00

Difference: 0.00

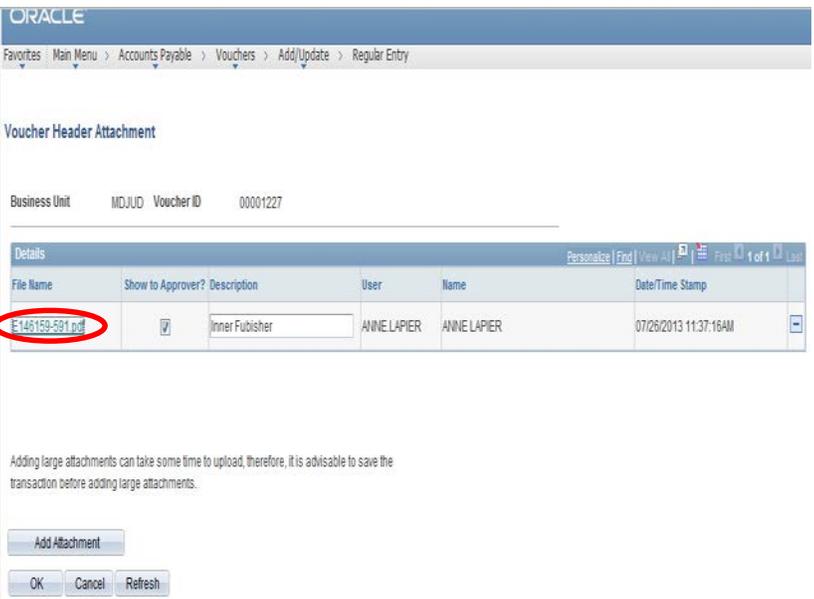
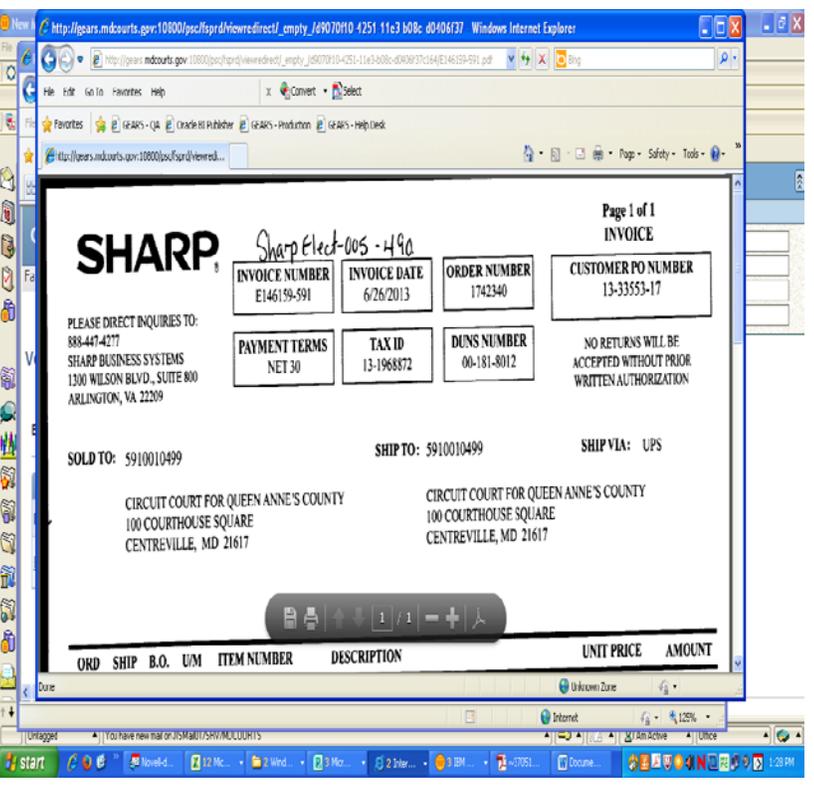
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<input type="checkbox"/>	1	640.00	1.0000	MDJUD	1006	C26	0001	S170	A0010	AY2014	S1700		

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

<p><b>8.</b></p>	<p><b>Click the link for the file name.</b></p>	 <p>ORACLE Favorites   Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</p> <p>Voucher Header Attachment</p> <p>Business Unit MDJUD Voucher ID 00001227</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Show to Approver?</th> <th>Description</th> <th>User</th> <th>Name</th> <th>Date/Time Stamp</th> </tr> </thead> <tbody> <tr> <td>E146159-591.pdf</td> <td><input checked="" type="checkbox"/></td> <td>Inner Publisher</td> <td>ANNE LAPIER</td> <td>ANNE LAPIER</td> <td>07/28/2013 11:37:16AM</td> </tr> </tbody> </table> <p>Add large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.</p> <p>Add Attachment OK Cancel Refresh</p>	File Name	Show to Approver?	Description	User	Name	Date/Time Stamp	E146159-591.pdf	<input checked="" type="checkbox"/>	Inner Publisher	ANNE LAPIER	ANNE LAPIER	07/28/2013 11:37:16AM												
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp																					
E146159-591.pdf	<input checked="" type="checkbox"/>	Inner Publisher	ANNE LAPIER	ANNE LAPIER	07/28/2013 11:37:16AM																					
<p><b>9.</b></p>	<p><b>The attachment (invoice) opens in a new window.</b></p>	 <p>http://gears.mdcourts.gov:10000/psc/fsp/d/viewedirect/_empty_/4907010-4251-11e3-b08c-40104137 Windows Internet Explorer</p> <p>http://gears.mdcourts.gov:10000/psc/fsp/d/viewedirect/_empty_/6507010-4251-11e3-b08c-40104137/E146159-591.pdf</p> <p>File Edit Go To Favorites Help X Convert Select</p> <p>Page 1 of 1 INVOICE</p> <p><b>SHARP</b> Sharp Elect-005-490</p> <table border="1"> <tr> <td>INVOICE NUMBER E146159-591</td> <td>INVOICE DATE 6/26/2013</td> <td>ORDER NUMBER 1742340</td> <td>CUSTOMER PO NUMBER 13-33553-17</td> </tr> <tr> <td>PAYMENT TERMS NET 30</td> <td>TAX ID 13-1968872</td> <td>DUNS NUMBER 00-181-8012</td> <td>NO RETURNS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN AUTHORIZATION</td> </tr> </table> <p>PLEASE DIRECT INQUIRIES TO: 888-447-4277 SHARP BUSINESS SYSTEMS 1300 WILSON BLVD., SUITE 800 ARLINGTON, VA 22209</p> <p>SOLD TO: 5910010499 SHIP TO: 5910010499 SHIP VIA: UPS</p> <p>CIRCUIT COURT FOR QUEEN ANNE'S COUNTY 100 COURTHOUSE SQUARE CENTREVILLE, MD 21617</p> <p>CIRCUIT COURT FOR QUEEN ANNE'S COUNTY 100 COURTHOUSE SQUARE CENTREVILLE, MD 21617</p> <table border="1"> <thead> <tr> <th>ORD</th> <th>SHIP</th> <th>B.O.</th> <th>U/M</th> <th>ITEM NUMBER</th> <th>DESCRIPTION</th> <th>UNIT PRICE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Unlogged   You have new mail on JSMBAU7SHV/MDCOURTS   Internet   125%   Oracle   1:28 PM</p>	INVOICE NUMBER E146159-591	INVOICE DATE 6/26/2013	ORDER NUMBER 1742340	CUSTOMER PO NUMBER 13-33553-17	PAYMENT TERMS NET 30	TAX ID 13-1968872	DUNS NUMBER 00-181-8012	NO RETURNS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN AUTHORIZATION	ORD	SHIP	B.O.	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT								
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 **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.