

LAST REVISED DATE: 03/21/2018

General Information

Task	Process Information
<p>Creating a PO (Purchase Order) Receipt Voucher</p> <p>NOTE: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>A voucher that is entered with PO Receipt information (i.e., voucher entry for PO goods/services received in GEARS).</p> <p>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.</p>

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>

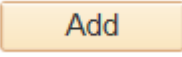
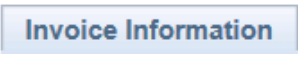




Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status
▼ Actions	000009385	HEABUNDAN.001	202603133	000	THE ABUNDANCE CATERING COMPANY	9 VERNON AVE		GLEN BURNIE	MD	21061-0000	Active


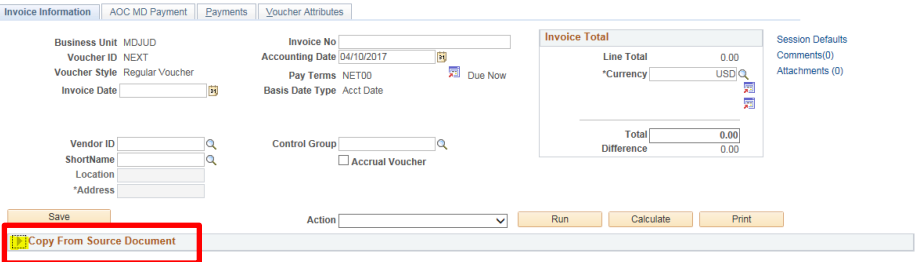
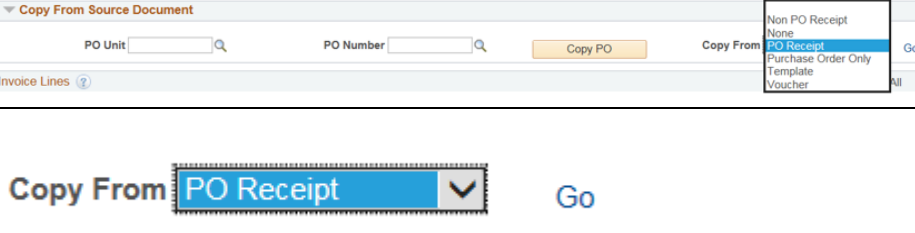



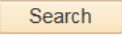
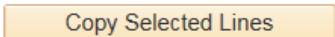
GEARS Navigation

<p>Accounts Payable > Vouchers > Add/Update > 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
1.	Select the "Add a New Value" Tab	<p>Voucher</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p>
2.	Click the  button.	
3.	<p>On the  tab - enter the following information:</p> <p>Follow these Department of Budget and Finance standards: Please enter the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.</p> <ul style="list-style-type: none"> Invoice Number Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters. Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN. NOTE: Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices. Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS. Invoice Date – Enter this just as it appears on the vendor invoice. 	<p>Business Unit MDJUD Invoice No <input type="text"/></p> <p>Voucher ID NEXT Accounting Date 02/28/2017 </p> <p>Voucher Style Regular Voucher Pay Terms NET00  Due Now</p> <p>Invoice Date <input type="text"/> </p> <p>Invoice Received <input type="text"/> </p> <p>Basis Date Type Acct Date</p>

	<ul style="list-style-type: none"> • Accounting Date – Using the format of mmddyyyy enter the current date (today). 	
<p>4.</p>	<p>On the Invoice Information tab – Click on the  next to Copy From Source Document to open the PO Copy area.</p>	
<p>5.</p>	<p>On the Invoice Information tab – Copy From Source Document.</p>	<p>Select “PO Receipt” from the “Copy From:” dropdown list and then click the Go hyperlink to the right.</p> 
<p>6.</p>	<p>On the screen Copy Worksheet</p>	<p>Receipt Unit <input type="text" value="MDJUD"/> </p> <p>Receipt Number From <input type="text"/> </p> <p> You can search for the receipt’s business unit and number by selecting the magnifying glass.</p> <p>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.</p>
<p>7.</p>	<p>Click the  button.</p>	
<p>8.</p>	<p>On the Select Receiver Lines , Main Information tab</p>	<p>Select the checkbox <input checked="" type="checkbox"/> for the retrieved receipt.</p>
<p>9.</p>	<p>Click the  button.</p>	

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. **NOTE:** Your voucher will not save without an attachment.

The screenshot shows the 'Invoice Information' tab in the GEARs software. The 'Invoice Information' section includes fields for Business Unit (MDJUD), Voucher ID (NEXT), Invoice No., Accounting Date (04/10/2017), Voucher Style (Regular Voucher), Pay Terms (NET00), Invoice Date, Basis Date Type (Acct Date), Vendor ID (00), ShortName (NE), Location (00), and Address (1). The 'Invoice Total' section shows Line Total (252.00) and Currency (USD). The 'Attachments (0)' link is circled in red. A red box highlights the text 'Invoice & Distribution info copied from Receipt'. A red arrow points from the 'Attachments (0)' link to the 'Save' button.

Copy From Source Document

PO Unit: PO Number: Copy PO: Copy From: None Go

Invoice Lines

Line 1: Distribute by: Amount, Item, Quantity: 1.0000, UOM: AMT, Unit Price: 252.00000, Line Amount: 252.00. SpeedChart, Ship To: AOC-ADMN, Description: MD Judiciary Shredding Service, Contract Info: K16-0049-40|2|0|1|5.

Purchase Order

MDJUD|000058413|1|1 Associate Receiver(s)
 Amount Only
 Adjust PO Percentage
 Allocate by Percentage

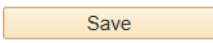
Distribution Lines


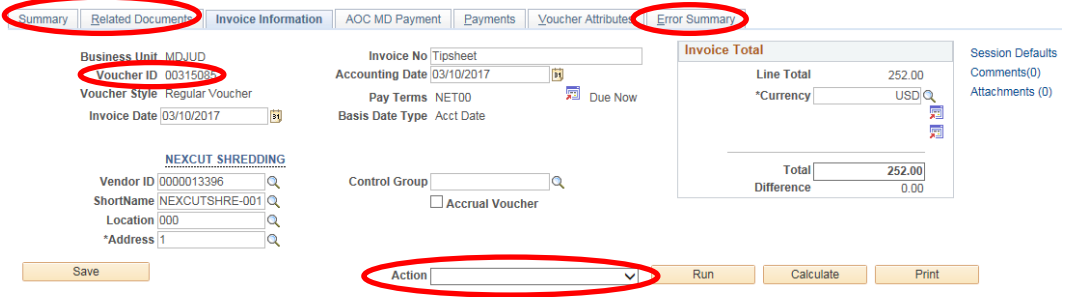


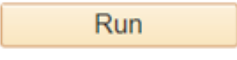
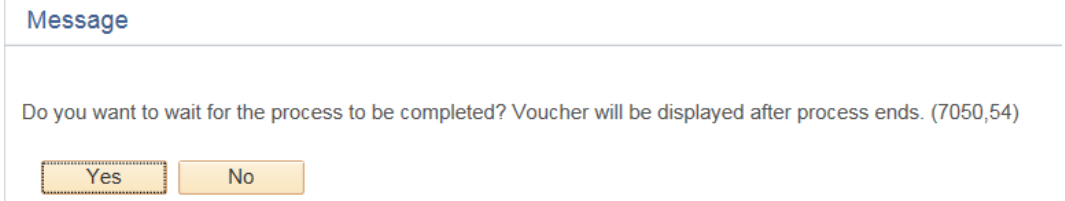

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept
<input type="checkbox"/>	1	100.0000	100.0000	252.00	1.0000	MDJUD	C25	60051	0001	0827	B006	A0006	AY2017	

11.



Save the voucher by clicking the **Save** button.



<p>12.</p>	 <p>Confirm your voucher is saved.</p>	<ol style="list-style-type: none"> You have (3) new tabs. (Summary, Related Documents and Error Summary). You have an (8) digit Voucher ID. You have "Actions" in your drop down box. 
<p>13.</p>	 <p>Run your actions.</p>	<p>Select the "Match, DocTol, Bdgt" action,</p>  <p>and then click .</p> <p>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 <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.</p> <p>For example, if the "Match, Doc Tol, Bdgt" action is run, and Budget Exceptions exist (though Matching is valid), resolve the budget issue and then re-run only the "Budget Checking" action.</p>
<p>14.</p>	<p>Choose whether you want to wait for the process to finish.</p>	
<p>15.</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>	