

Quick Reference Tip Sheet

Updated: 03/21/2018

General Information

Task	Process Information
<p>How to Review a Voucher and View the Attachment</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</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 > Accounts Payable > Vouchers > Add/Update > Regular Entry</p>	
---	--

1.0 Process

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

STEP	ACTION	DETAILS
1.	Click the Find an Existing Value tab.	<p>Voucher</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>

<p>2.</p>	<p>Enter your Voucher ID with the “contains” parameter.</p>	<p>Voucher</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit = ▼ MDJUD</p> <p>Voucher ID contains ▼ 1227</p> <p>Invoice Number begins with ▼</p> <p>Invoice Date = ▼</p> <p>Short Vendor Name begins with ▼</p> <p>Vendor ID begins with ▼</p> <p>Vendor Name begins with ▼</p> <p>Voucher Style = ▼</p> <p>Related Voucher begins with ▼</p> <p>Entry Status = ▼</p> <p>Voucher Source = ▼</p> <p>Incomplete Voucher = ▼</p> <p>Ref Doc begins with ▼</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
<p>3.</p>	<p>Click the Search button.</p>	<p>Voucher</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit = ▼ MDJUD</p> <p>Voucher ID contains ▼ 1227</p> <p>Invoice Number begins with ▼</p> <p>Invoice Date = ▼</p> <p>Short Vendor Name begins with ▼</p> <p>Vendor ID begins with ▼</p> <p>Vendor Name begins with ▼</p> <p>Voucher Style = ▼</p> <p>Related Voucher begins with ▼</p> <p>Entry Status = ▼</p> <p>Voucher Source = ▼</p> <p>Incomplete Voucher = ▼</p> <p>Ref Doc begins with ▼</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>

4. Find your Voucher ID in the Search Results, and click on it.

Search Results

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID
MDJUD	00291227	CS1107160130CC	114.93	114.93	11/07/2016	CAROLINESC-001	0000011144
MDJUD	00281227	ATT10022016SZ	300	300	10/02/2016	STEPHANIEZ-001	0000011615
MDJUD	00271227	0400K23	15	15	08/24/2016	SINGLEPAY-1	999999999
MDJUD	00261227	2666016-0	374.5	374.5	07/12/2016	RUDOLPHSOF-001	0000005387
MDJUD	00251227	1280JFB	275.5	275.5	06/08/2016	CIRCUITCOU-077	0000006726
MDJUD	00241227	20160421DD	119.27	119.27	04/29/2016	DOVELDOTTI-001	0000003499
MDJUD	00231227	ATT03152016SR	417.28	417.28	03/15/2016	STERLINGWA-001	0000012394
MDJUD	00221227	SK0201161100	95.48	95.48	02/01/2016	SOHYUNESTH-001	0000001183
MDJUD	00212279	034W0ASY	80	80	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212278	032Z0ASY	180	180	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212277	027H0AFQ	34.5	34.5	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212276	02280H90	83	83	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212275	02270H90	80	80	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212274	01W20CDV	150	150	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212273	01VR0DM2	90	90	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212272	01T90J7H	50	50	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212271	01T80J7H	44	44	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212270	01SM0B68	160	160	01/05/2016	SINGLEPAY-1	999999999

5. On the Voucher Page, click the Invoice Information Tab.

Summary | Related Documents | **Invoice Information** | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit MDJUD Invoice Date 03/23/2015
 Voucher ID 00141227 Invoice No CN0323150900
 Voucher Style Regular Invoice Total 163.68 USD
 Vendor Name CAMERON NIAKAN
 10101 GROSVENOR PL, APT 620
 ROCKVILLE, MD 20852-0000
 Entry Status Postable Pay Terms Due Now
 Match Status No Match Voucher Source Self-Service Invoices
 Approval Status Approved Origin INT
 Post Status Posted Created On 04/02/2015 12:00AM
 Created By LOUISE ROSE
 Last Update 10/07/2015 12:00AM
 Modified By GERTRUDE BROWN
 ERS Type Not Applicable
 Close Status Open

Budget Status Valid
 Budget Misc Status Valid
 *View Related Payment Inquiry Go

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

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

6. The Chartfields used on the Voucher are displayed at the bottom of the page, on the Distribution Line.

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit MDJUD Invoice No CN0323150900 Invoice Total 163.68
 Voucher ID 00141227 Accounting Date 04/02/2015 *Currency USD
 Voucher Style Regular Voucher Pay Terms NET00 Due Now
 Invoice Date 03/23/2015 Basis Date Type Acct Date
 CAMERON NIAKAN
 Vendor ID 0000007344 Control Group 1192-FY15
 ShortName CAMERONNIA-001 Accrual Voucher
 Location 000
 *Address 1

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 4 Last

Line 1 SpeedChart
 *Distribute by Amount Ship To AOC-NON_PO
 Item INT-COMP03 Description 1101-SP243-2015
 Quantity 2.0000
 UOM EA
 Unit Price 45.00000
 Line Amount 90.00

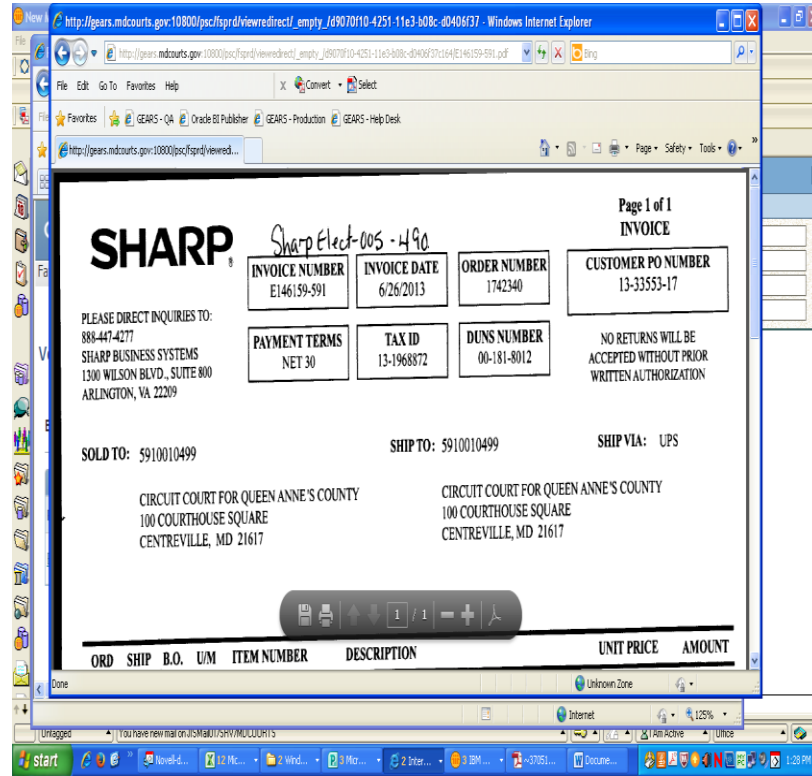
Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Search Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project
	1	90.00	2.0000	MDJUD	C50	40601	0001	0891	B004	A0004	AY2015			

<p>7.</p>	<p>Click the Attachments Link.</p>	<p>Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary</p> <p>Business Unit MDJUD Invoice No CN0323150900 Voucher ID 00141227 Accounting Date 04/02/2015 Voucher Style Regular Voucher Pay Terms NET00 Due Now Invoice Date 03/23/2015 Basis Date Type Acct Date</p> <p>Invoice Total Line Total 163.68 *Currency USD Total 163.68 Difference 0.00</p> <p>Session Defaults Comments (1) Attachments (3)</p> <p>Save Action Run Calculate Print</p> <p>Copy From Source Document</p> <p>Invoice Lines Find View All First 1 of 4 Last</p> <p>Line 1 SpeedChart *Distribute by Amount Ship To AOC-NON_PO Item INT-COMP03 Description 1101-SP243-2015 Quantity 2.0000 UOM EA Unit Price 45.00000 Line Amount 90.00 Calculate</p> <p>Distribution Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Copy Down</th> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>*GL Unit</th> <th>Batch Agy</th> <th>PCA</th> <th>Fund</th> <th>Account</th> <th>Program</th> <th>Approp Number</th> <th>Approp Yr</th> <th>Dept</th> <th>PC Bus Unit</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>90.00</td> <td>2.0000</td> <td>MDJUD</td> <td>C50</td> <td>40601</td> <td>0001</td> <td>0891</td> <td>B004</td> <td>A0004</td> <td>AY2015</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project		1	90.00	2.0000	MDJUD	C50	40601	0001	0891	B004	A0004	AY2015			
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project																		
	1	90.00	2.0000	MDJUD	C50	40601	0001	0891	B004	A0004	AY2015																					
<p>8.</p>	<p>Click the link for the file name to open.</p>	<p>Voucher Header Attachment</p> <p>Business Unit MDJUD Voucher ID 00141227</p> <p>Details Personalize Find View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> <th>User</th> <th>Name</th> <th>Date/Time Stamp</th> </tr> </thead> <tbody> <tr> <td>LR772686_1.PDF</td> <td></td> <td>GERTRUDE.BROWN</td> <td>BROWN GERTRUDE</td> <td>10/07/2015 3:51:53PM</td> </tr> <tr> <td>LO145288_1.PDF</td> <td></td> <td>CINDA.FOOTE</td> <td>CINDA FOOTE</td> <td>04/16/2015 4:15:55PM</td> </tr> <tr> <td>CN0323150900.pdf</td> <td>CN0323150900</td> <td>LOUISE.ROSE</td> <td>LOUISE ROSE</td> <td>04/02/2015 10:34:49AM</td> </tr> </tbody> </table> <p>Adding 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	Description	User	Name	Date/Time Stamp	LR772686_1.PDF		GERTRUDE.BROWN	BROWN GERTRUDE	10/07/2015 3:51:53PM	LO145288_1.PDF		CINDA.FOOTE	CINDA FOOTE	04/16/2015 4:15:55PM	CN0323150900.pdf	CN0323150900	LOUISE.ROSE	LOUISE ROSE	04/02/2015 10:34:49AM										
File Name	Description	User	Name	Date/Time Stamp																												
LR772686_1.PDF		GERTRUDE.BROWN	BROWN GERTRUDE	10/07/2015 3:51:53PM																												
LO145288_1.PDF		CINDA.FOOTE	CINDA FOOTE	04/16/2015 4:15:55PM																												
CN0323150900.pdf	CN0323150900	LOUISE.ROSE	LOUISE ROSE	04/02/2015 10:34:49AM																												

9. The attachment (invoice) opens in a new window.



End of Document