



GEARS

General Enterprise And Resource Support

The Departments of Budget and Finance and Procurement, Contracts and Grants Administration and District Court Headquarters in coordination with the GEARS Team will be offering additional training to assist users in understanding processes to successfully perform their jobs. We are offering sessions specific to select audiences, so please be sure to register for the correct session. As classes fill, additional sessions may be added.

To attend training, a person should be an active “user” of the GEARS system and already have a User ID.

District Court (Procure to Pay, Reporting and Supervisory) 9:00-1:00 -- This session will cover the areas of Procure to Pay, i.e. requisitions, Express PO's, receipts and voucher processing, specific to District Court processing, as well as the Voucher Activity Inquiry tool. In addition, other topics may include supervisory worklist tasks and any other reporting needs deemed necessary by DC Headquarters.

Order to Cash Refresher 8:30-1:00 – This session will be a refresher for OTC court personnel. Topics may include bad check processing, AR revenue refunds, CCU & P&P adjustments, judgment liens, voucher activity inquiry, reporting and a review of adjustment types and their correct usage. *****Please bring your OTC manual to class.*****

Order to Cash Two-day Session 8:30-4:00 – This session is exclusively for OTC staff that are new to the Judiciary and have not been through the full Order to Cash training in the past, whether held on-site prior to go-live or at the JECC. The OTC manual will be used as the guide and will cover all topics of daily and month-end processing. Attendance will be limited to the targeted audience. *****Please bring your OTC manual to class.*****

Procure to Pay 8:30-4:00 – This session will cover the areas of requisitions, Express PO's, receipts and voucher processing, as well as the Voucher Activity Inquiry tool. A review of communication from the AOC and reoccurring voucher issues will also be reviewed. In addition, the tools and schedule for procurement monitoring will be discussed. (Please note, DC will hold its own training session.)

Reporting: General Ledger (GL) and Commitment Control (KK) Entries and Reporting 8:30-4:00 – This session will cover the areas of journal entries and reporting options within both the general ledger and the commitment control modules. Reports and Inquiries to be reviewed include the Trial Balance, Budget Status, Budget Overview, Ledger Inquiry with drilldowns, and the Voucher Activity Inquiry. There will be time in the afternoon for participants to get individual assistance in setting up run controls for their reports or to have other questions or issues addressed. (Please note, DC will hold its own training session.)

Supervisory Overview 1:00-4:30 – This session is exclusively for those Judiciary staff members who receive approval workflow notices and will include what should be reviewed during the approval process, as well as touch on some of the reporting options. (Please note, DC will hold its own training session.)

Travel Policy Review 8:30-12:00 – This session will review the current Judiciary travel policy, as well as the proper completion of the Expense Reimbursement form. In addition, reoccurring errors will be discussed.

***** All training will be held at the Judicial College (formerly known as the JECC) in Lower Level Room #10.*****

****Training sessions are subject to cancelation pending enrollment numbers.****

Lunch is provided for full-day sessions.

Please keep in mind that we can accommodate 20 people in each class and the registrations will be processed in the order they are received. You will receive an email confirmation in return.



GEARS

General Enterprise And Resource Support

TRAINING REGISTRATION FORM

NAME _____ PHONE # _____

EMAIL _____ OFFICE LOCATION _____

- ☐ Please check – I have received approval from my supervisor to attend the specified workshop(s).

Please select training classes/dates from the below:

Procure to Pay (DC) ½ Day AM - ☐ December 5

Procure to Pay (others/non-DC) Full Day - ☐ November 30

Order to Cash Refresher ½ Day AM - ☐ December 6

Order to Cash Comprehensive Two-Day Training - ☐ November 28 and 29

Reporting: GL and KK (non-DC) Full Day - ☐ December 4

Supervisory (non-DC workflow Aprovers) ½ Day PM - ☐ December 7

Travel Policy Review (all) ½ Day AM - ☐ December 7

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND FAX TO GEARS PROJECT at 410-260-1290.

*****All training will be held at the Judicial College (formerly known as the JECC) in Lower Level Room #10.*****

****Training sessions are subject to cancelation pending enrollment numbers.****

Lunch is provided for full-day sessions.