

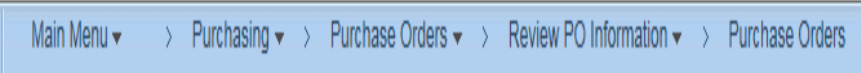
Quick Reference Tip Sheet

NEW: 05/01/2017

General Information

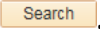

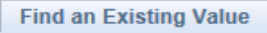










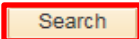
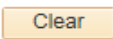


Task	Process Information
<p style="text-align: center;">Using the Purchase Order Inquiry Page</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>The Purchase Order Inquiry page can be used to assist in the PO Close Request process. Use the Purchase Order Inquiry to help identify POs that have <u>NOT</u> been 'Dispatched' which may include the following:</p> <ol style="list-style-type: none"> 1) POs created in GEARS by mistake or no longer needed 2) POs with PO Status of Approved, Canceled, Denied, Open, Pending Approval, and Pending Cancellation 3) POs with Budget Error(s) <p>After you have identified POs that have NOT been Dispatched that are eligible to be closed, notify DPCGA (Procurement) which POs should be closed (via email to DPCGA). Procurement will then close the requested POs and any associated Requisitions.</p>

GEARS Navigation

<p>Purchasing > Purchase Orders > Review PO Information > Purchase Orders</p>	
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1.0 Process

This document is intended to provide a quick reference to using the Purchase Order Inquiry Page within GEARS.

STEP	ACTION	DETAILS
<p>1.</p>	<p>Specify the PO Selection Parameters. Enter the criteria for your PO selection, and then click  .</p> <p> To select POs that have NOT been 'Dispatched' for your PCA, enter parameters in the Program Cost Account (PCA) and PO Status fields. You should run a search and analyze PO results by the following PO Status: Approved, Canceled, Denied, Initial, Line Denied, Open, Pending Approval/Approved, and Pending Cancel.</p> <p>Note: POs with PO Status 'Complete' are already closed in GEARS.</p>	<p>Purchase Order Inquiry</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p></p> <p>Search Criteria</p> <p>Business Unit = <input type="text" value="MDJUD"/> </p> <p>PO ID begins with <input type="text"/></p> <p>Contract SetID begins with <input type="text"/> </p> <p>Contract ID begins with <input type="text"/> </p> <p>Release Number = <input type="text"/></p> <p>Purchase Order Date = <input type="text"/> </p> <p>PO Status = <input type="text"/> </p> <p>Program Cost Account begins with <input type="text"/> </p> <p>Vendor ID begins with <input type="text"/> </p> <p>Vendor Name begins with <input type="text"/> </p> <p>Buyer begins with <input type="text"/> </p> <p>Buyer Name begins with <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p>  Basic Search  Save Search Criteria</p> <p> To view POs in your PCA including all PO Statuses, <u>except</u> those POs that have already been closed or dispatched, use the following parameters. Enter your PCA number in the 'Program Cost Account' field. Set the PO Status drop down to 'in', Hold the CTRL key and select Approved, Canceled, Denied, Initial, Line Denied, Open, Pending Approval/Approved, and Pending Cancel.</p>

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of :

Find an Existing Value

▼ Search Criteria

Business Unit	=	▼	MDJUD	x	🔍
PO ID	begins with	▼			
Contract SetID	begins with	▼			🔍
Contract ID	begins with	▼			🔍
Release Number	=	▼			
Purchase Order Date	=	▼			📅
PO Status	in	▼			
<div style="border: 1px solid red; padding: 5px;"><ul style="list-style-type: none">ApprovedCanceledCompleteDeniedDispatchedInitialLine DeniedOpenPending Approval/ApprovedPending Cancel</div>					
Program Cost Account	begins with	▼	6		
Vendor ID	begins with	▼			🔍
Vendor Name	begins with	▼			🔍
Buyer	begins with	▼			🔍
Buyer Name	begins with	▼			🔍
<input type="checkbox"/> Case Sensitive					
<div style="display: flex; justify-content: space-between; align-items: center;"><div style="border: 1px solid red; padding: 5px 15px;">Search</div><div style="padding: 5px 15px;">Clear</div><div style="padding: 5px 15px;">Basic Search </div><div style="padding: 5px 15px;">Save Search Criteria</div></div>					

2. The results from your search criteria display the following fields: PO ID, Contract ID, Release Number, PO Date, PO Status, Program Cost Account (PCA), Vendor ID, Vendor Name, Buyer, PO Type, Purchase Order Reference, Hold From Further Processing.

Note: Make note of any POs that are eligible to be closed. Submit an email to DPCGA (Procurement) with a list of POs to be closed.

Search Results

View All	PO ID	Contract SetID	ContractID	Release Number	Purchase Order Date	PO Status	Program Cost Account	Vendor ID	Vendor Name	Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
	MJLUD	M170202K	SHARE	(SHARE)	0	06/26/2016	Approved	60051	000000133 BALTIMORE COUNTY, MD GOVERNMENT	LYNNE.KELLEHER	General	REQ#5591	N
	MJLUD	0000031548	SHARE	(SHARE)	3	1/17/2011	Approved	60051	000000641 NEC CORPORATION OF AMERICA	KEVIN.JONES	Contract	Req #20878	N
	MJLUD	0000031548	SHARE	(SHARE)	4	1/17/2011	Approved	60051	000000641 NEC CORPORATION OF AMERICA	KEVIN.JONES	Contract	Req #20878	N
	MJLUD	0000039415	SHARE	(SHARE)	0	0/19/2017	Approved	60101	000000115 ANDREA R. GENTRY	ALLISON.LEEBRICK	General	(blank)	N
	MJLUD	0000050205	SHARE	(SHARE)	0	0/19/2016	Approved	60141	000013007 H&A INC.	FIELD_BUYER	General	Catering Services	N
	MJLUD	0000057202	SHARE	(SHARE)	0	05/02/2016	Approved	60161	000000507 AMERICAN DESIGN ASSOCIATES	KAREN.HOANG	General	(blank)	N
	MJLUD	PKL_7511	SHARE	(SHARE)	0	1/23/2016	Approved	60201	000000103 MICHAEL ADRIAN	FIELD_BUYER	General	(blank)	N
	MJLUD	0000054036	SHARE	(SHARE)	0	1/23/2016	Penal Appr	60051	000000747 SELL MARKETING LP	ROBIN.SMITH	General	Online Str From Req 000005051	N
	MJLUD	0000052529	SHARE	(SHARE)	1	06/27/2016	Penal Appr	60051	000000748 MTM RECOGNITION	ROBIN.SMITH	General	req. 4472 service awards	N
	MJLUD	0000050401	SHARE	(SHARE)	0	06/29/2016	Penal Appr	60171	000000230 FIDUCIARY OFFICE & COMPUTER SUPPLY INC	KAREN.HOANG	General	(blank)	N
	MJLUD	0000054008	SHARE	(SHARE)	0	1/26/2016	Penal Appr	60051	000001315 DEAF ACCESS SOLUTIONS INC	FIELD_BUYER	General	Online Str From Req 000005051	N
	MJLUD	0000057510	SHARE	(SHARE)	0	05/18/2016	Penal Ctr	60001	000000949 WYLAND CONCRECTIONAL ENTERPRISE	FIELD_BUYER	General	ACC Lath&Head & Envelopes	N
	MJLUD	0000050002	SHARE	(SHARE)	0	06/02/2016	Penal Ctr	60001	000013411 CAPE CONTRACT FURNITURE INC.	APRIL.MOLLEY	General	Recpt#145Baking Cabinet Chair	N
	MJLUD	0000056040	SHARE	(SHARE)	0	04/18/2016	Penal Ctr	60071	000000741 PITNEY BOWES INC	FIELD_BUYER	General	ACC Programs Pitney Bowes	N
	MJLUD	0000055448	SHARE	(SHARE)	1	02/01/2016	Penal Ctr	60101	000000026 CROSBELL PERFORMANCE CARE LLC	KAREN.HOANG	General	2016 Chevrolet Suburban	N
	MJLUD	0000054461	SHARE	(SHARE)	0	1/23/2015	Penal Ctr	60101	000000664 LDM USA INC DBA COUNTRY INN & SUITES	FIELD_BUYER	General	(blank)	N
	MJLUD	0000054106	SHARE	(SHARE)	0	1/14/2015	Penal Ctr	60101	000000664 LDM USA INC DBA COUNTRY INN & SUITES	FIELD_BUYER	General	(blank)	N
	MJLUD	0000050916	SHARE	(SHARE)	0	02/29/2015	Penal Ctr	60141	000000042 BEST BUY	APRIL.MOLLEY	General	Recpt#71 Sony DISCOX220	N
	MJLUD	57438	SHARE	(SHARE)	750	05/13/2016	Penal Ctr	60201	0000000355 THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	FOOD SERVICES	N
	MJLUD	0000054602	SHARE	(SHARE)	0	1/22/2015	Penal Ctr	60201	0000000355 THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	(blank)	N
	MJLUD	0000054441	SHARE	(SHARE)	0	1/23/2015	Penal Ctr	60201	000000664 LDM USA INC DBA COUNTRY INN & SUITES	FIELD_BUYER	General	(blank)	N
	MJLUD	0000054106	SHARE	(SHARE)	0	1/14/2015	Penal Ctr	60201	000000664 LDM USA INC DBA COUNTRY INN & SUITES	FIELD_BUYER	General	(blank)	N
	MJLUD	0000052503	SHARE	(SHARE)	0	06/29/2015	Penal Ctr	60201	0000000355 THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	(blank)	N
	MJLUD	0000052628	SHARE	(SHARE)	0	07/22/2015	Penal Ctr	60421	0000012643 DIGITAL TECHNOLOGY PRODUCTS SALES & SERV	FIELD_BUYER	General	(blank)	N
	MJLUD	016J00225	SHARE	(SHARE)	0	07/01/2015	Penal Ctr	60001	000000004 ALLEGANY COUNTY COMMISSIONERS	LYNNE.KELLEHER	General	REQ# 3138	N
	MJLUD	0000050389	SHARE	(SHARE)	0	07/01/2016	Penal Ctr	60701	0000000355 THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	Judges Mediation Training Thur	N
	MJLUD	0000050388	SHARE	(SHARE)	0	07/01/2016	Penal Ctr	60701	0000000355 THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	Judges Mediation Training Wed	N
	MJLUD	0000050585	SHARE	(SHARE)	0	06/30/2016	Penal Ctr	60701	0000000355 THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	Judges Mediation Training Tues	N
	MJLUD	0000050383	SHARE	(SHARE)	0	06/30/2016	Penal Ctr	60701	0000000355 THE ABUNDANCE CATERING COMPANY	FIELD_BUYER	General	Judges Mediation Training Mon	N
	MJLUD	0000057795	SHARE	(SHARE)	0	07/01/2016	Penal Ctr	60701	0000000731 XEROX CORPORATION	APRIL.MOLLEY	General	Req#486MACRO SNAP#923140	N

The page displays a certain number of POs at a time. Depending on the total number of results, there may be more POs as a result of your search. To view additional POs as needed, use the left and right arrow buttons on the top right of the grid. In this example, there were 30 POs based on the search criteria used.

First 1-30 of 30 Last

Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
LYNNE.KELLEHER	General	REQ#5591	N
KEVIN.JONES	Contract	Req #20878	N
KEVIN.JONES	Contract	Req #20878	N
ALLISON.LEEBRICK	General	(blank)	N
FIELD_BUYER	General	Catering Services	N
KAREN.HOANG	General	(blank)	N
FIELD_BUYER	General	(blank)	N
ROBIN.SMITH	General	Online Str From Req 000005051	N

You can click on a PO ID link to access the PO Header/Inquiry Page to look at a more detailed view of the PO.

Purchase Order Inquiry

Purchase Order

Business Unit: MJLUD PO ID: 0000031548 PO Status: Approved Budget Status: Error

Change Order: 2

Header

PO Date: 11/17/2011 Vendor Name: NECCORPORA-001 Supplier ID: 0000009641 Buyer: Kevin Jones PO Reference: Req #20878

Doc Tot Status: Valid Backorder Status: Not Backordered Receipt Status: Received Hold From Further Processing

Amount Summary

Merchandise	1,120,154.05
Freight/Tax/Misc.	0.00
Total	1,120,154.05 USD
Encumbrance Balance	0.00 USD

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		New Telephone systems at DC Up	COMM_EQUIP_PHONE	1.0000	AMT	327,187.00 USD	Approved
2		Telecommunications Equipment a	COMM_EQUIP_PHONE	1.0000	AMT	31,198.13 USD	Approved
3		Telecommunications Equipment a	COMM_EQUIP_PHONE		AMT	0.00 USD	Canceled
4		Telecommunications Equip. & Se	COMM_EQUIP_PHONE	1.0000	AMT	87,500.00 USD	Approved

View Approvals View Printable Version

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Related Links](#)

After you have reviewed details of the PO. Click the [Return to Search](#) button to return to PO Selection results.

3. If there were no results from the PO selection criteria, the system will return the message,

“ No matching values were found. ”.

In this example, the search parameters included, PO Status ‘Open’ and PCA ‘40801’.

Purchase Order Inquiry


Enter any information you have and click Search. Leave fields blank for a list of a

[Find an Existing Value](#)

▼ Search Criteria

Business Unit	=	▼	MDJUD	x	🔍
PO ID	begins with	▼			
Contract SetID	begins with	▼			🔍
Contract ID	begins with	▼			🔍
Release Number	=	▼			
Purchase Order Date	=	▼			📅
PO Status	=	▼	Open		▼
Program Cost Account	begins with	▼	40801		
Vendor ID	begins with	▼			🔍
Vendor Name	begins with	▼			🔍
Buyer	begins with	▼			🔍
Buyer Name	begins with	▼			🔍

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

No matching values were found.



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