GEARS
General Enterprise And Resource Support

Procure to Pay Training
Accounts Payable

Department of Budget & Finance
Brittanie Collier and Sharon Hoff

Going to Cover:

- Vendor Search & Verification
- PO, Receipt & Contract Requirements Summary
- Verifying your PO Information
- PO Buydown Report
- Creating a Receipt
- Creating Vouchers
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Vendor Search & Verification

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Review Vendors

Search Criteria

*SetID:	SHARE	Vendor ID:
Name:	Equal to	ShortName: Equal to
Withholding Name:	Equal to	Classification:
Vendor Status:		Type:
		Persistence:
Address:	Equal to	City:
Customer Number:		Country:
ID Type:	Tax Identification Number	521439761	State:
VAT Registration ID:		Postal:
Withholding Tax ID:		Bank Account #:

Search   Clear

Search Results

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

Main Information | Additional Vendor Info | Audit Information

Vendor ID	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Status
0000005387	521439761	000	RUDOLPHS OFFICE & COMPUTER SUPPLY INC	5020 CAMPBELL BLVD, SUITE C		BALTIMORE	MD	21236-4968	Approved

▶ Searching for Vendors by FEIN# or SS# is recommended. If the number is unknown, ask the vendor. (SS# will never display in the system.)
Example: Rudolph's Office Supply- FEIN# 52-1439761

Verify that the vendor information in GEARS matches your invoice:

❖ FEIN#

❖ Remit to Address

❖ If the PO is included on the BPO list, you must use the exact vendor ID (number) listed

❖ Complete a Vendor Maintenance form if changes are needed.

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PO, Receipt & Contract Requirements Summary

****District Court requirements may be different.****

▶ Receipts:

- **Are not** required for Express POs for purchases $2,500 or under.

- **Are** required on purchases for goods on POs issued by Procurement.

- **Are not** required for services.

▶ Express Purchase Order's

- **Are** required for Judiciary Blanket Contracts. The contract number needs to be entered in the Express PO.

- **Are not** required for purchases under the State Contracts/BPOs $2,500 or under.

▶ Requisitions & Purchase Orders issued by Procurement

- **Are** required for purchases over $2,500.

Verify PO Information (prior to creating the voucher)

▶ Make sure the PO is Dispatched:

   ❖ A PO cannot be used without being Approved, Budget Checked and Dispatched.

▶ Vendor:

   ❖ Verify your vendor is correct, by searching the FEIN#, and verify the remit to address.

▶ Line Detail Setup:

   ❖ Is the PO set up as quantity or amount only as needed?

   ❖ Is a receipt required?

   Receipts are required for goods and are optional for services.

▶ Chart Field:

   ❖ Verify the account coding is correct based on the goods or services being purchased.

▶ Document Status:

   ❖ Ensure the PO receipt has not been used previously.

▶ Encumbrance Balance (not year-end encumbrance):

   ❖ Verify available open balance is correct.

   These items are much more difficult to change once a voucher is created and may require additional steps, such as closing the voucher and cancelling the receipt.

PO Buydown Report

► Tip Sheet is located on the GEARS courtnet website.

► This report allows you to see the activity on a PO, including available line balances and the vouchers & receipts against the PO.

► Run this report before vouchering against the PO.

► Ensure that the amount needed for the invoice is available on each required line.

► Run these reports on a regular basis to check all purchase order balances and activity.

► When a PO is complete, run the PO Close request process, which electronically routes the request to Procurement.

► Before requesting the PO to be closed, please ensure that all vouchers associated with a PO have been processed by accounts payable and are in "submitted to state" status. This can easily be done by reviewing the AOC MD Payment tab of the voucher. The status will show "Submitted to State" and a Ref. Document Number will be listed.

- Pay close attention to the PO Balance on each line.

- Even though the overall PO may have an available balance, the line(s) you are vouchering against has to be able to cover the associated line(s) of the voucher.

Purchase Order Buydown Report

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Run Date November 3, 2017
Run Time 8:57 AM

Report Criteria: Select: PO_ID = 0000062640 and Include Closed PO's

Page 1 of 1

PO ID: 0000062640

PO Date	Vendor Id		Status								PO Amt	Vchrd Amt	PO Balance
07/01/2017	0000000731		A	XEROX CORPORATION									
	Cf	PO Line	Description		Dist Ln	Bud Ref	PCA	Fund	Account		PO Amt	Vchrd Amt	PO Balance
	NE	1	SN XEL589877 Annual Maintenanc		1	AY2018	60091	0001	0809		869.40	217.35	652.05
	NE	2	All Meter 1 (B&W) prints at $0		1	AY2018	60091	0001	0809		336.00	95.78	240.22

PO Totals: 1,205.40   313.13   892.27

Voucher ID: 00359410

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		089978147	08/01/2017	1	1	AY2018	60091	0001	0809	72.45
NE		089978147	08/01/2017	2	1	AY2018	60091	0001	0809	39.18

Voucher ID: 00367968

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		090330052	09/01/2017	1	1	AY2018	60091	0001	0809	72.45
NE		090330052	09/01/2017	2	1	AY2018	60091	0001	0809	30.45

Voucher ID: 00375746

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		090672898	10/01/2017	1	1	AY2018	60091	0001	0809	72.45
NE		090672898	10/01/2017	2	1	AY2018	60091	0001	0809	26.15

	PO Amt	Vchrd Amt	PO Balance
PO Report Totals:	1,205.40	313.13	892.27

Using the Tip Sheets provided, try creating a:

▶ Receipt

▶ PO Receipt Voucher

▶ PO Voucher

▶ Non-PO Voucher

All Tip Sheets are located on the GEARS courtnet website and should be referenced for exact steps during processing.

Invoice Number

The invoice number must be keyed in exactly as stated on the original. If an invoice number is not provided by the vendor, the below standardizations MUST be followed:

Standardization for Judicial expense vouchers:

YYYYMMDDII (Date by year, month and day, first and last name initials of the employee as displayed in the vendor records in capital letters).

Standardization for interpreter invoice standardization:

IIMMDDYY0000 (First and last initials, date by month, day, year and docket time.

For all invoices numbers that involve name initials, the last "last name" should be utilized in the invoice number. This includes all names.

      Examples: John Andrews-Sanders, invoice number would utilize the initials JS.
                       Andy Jon De Smith, invoice number would utilize the initials AS.
                       Sherry Bennett Harris, invoice number would utilize the initials SH

Standardization for vendor invoices that do not provide a written invoice number:

YYYYMMDD (Date of the invoice, followed by the initials of the company name in capital letters.)

      Example: An invoice is received and dated March 15, 2015 from Office Supply Network. The user should enter the invoice number as 20150515OSN.

Attachments

- Make sure all pages are scanned and attached.

- All attachment need to be in PDF format. No exceptions.

- No attachments, unclear images, or incorrect images will cause the voucher to be delayed.

- Make sure any required approval emails/letters are attached.

- Catering for Special Meetings, Events and Staff Appreciation:
  - Meals must follow meal allowance per diem rates.
  - Per diem rates are inclusive of tips, delivery fees and taxes.
  - Provide the full list of attendees that food was ordered for.
  - If seeking reimbursement, vendor's original receipt must be provided.

Processing Credit Invoices

Enter them the same way you do a charge voucher; just make sure the dollar amount is entered as a negative.

Duplicate Invoice

When entering your invoices, you might get a Warning:

e.g. "Warning-Duplicate invoice detected. See voucher 0017931 for Business Unit MDJUD. Voucher can be saved and posted." Please verify whether or not this is a duplicate voucher.

* If after your review of the previous voucher cited, you determine that the current voucher is a duplicate, and you have not saved the voucher, then you should select cancel. This will put you back into your current voucher page. From here, you should navigate to home. The system will then provide a second message stating that you have unsaved data. You should select cancel. The system will exit from your current voucher without saving the document or creating a new voucher number.

* If after review of the previous voucher cited, you determine that the current voucher is a duplicate, and you have saved the voucher, you can re-use (recycle) this voucher for another invoice. Make all necessary changes to match the new invoice that you are going to process, i.e. Vendor #, PCA, Amount, Invoice Date and Number, and attachment.

* Do not forward the invoice for approval until you have changed the voucher to the information on your new invoice.

Double Check your Voucher

The highlighted sections should be verified.

Voucher statuses if completed correctly:

Match Status:
No Match-*non PO voucher*
Matched-*PO voucher*

Approval Status:
Pending-*Submitted for Approval*
Approved-*Approval is complete*

Budget Status, Budget Misc Status
All Valid

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

Business Unit MDJUD
Voucher ID 00416154
Voucher Style Regular
Vendor Name RUDOLPHS OFFICE & COMPUTER SUPPLY INC
6610 AMBERTON DR STE 400
ELKRIDGE, MD 21075

Entry Status Postable
Match Status No Match
Approval Status Pending
Post Status Unposted

Approval History

Budget Status Valid

Budget Misc Status Valid
*View Related Payment Inquiry   Go

Invoice Date 03/12/2018
Invoice No 3253156-0
Invoice Total 15.01   USD

Pay Terms Due Now
Voucher Source Online
Origin ONL
Created On 03/13/2018 8:22AM
Created By
Last Update 03/13/2018 8:27AM
Modified By
ERS Type Not Applicable
Close Status Open

[Return to Search]   [Notify]   [Refresh]   [Add]   [Update/Display]

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

Double check your Voucher

Incorrect statuses for a voucher that indicate further action is required:

Match Status:
Ready-*Matching has not been run*
Exceptions-*PO is not matched successfully to the voucher*

Approval Status:
Not Submitted-*Has not been submitted for approval*
Denied-*Approval was denied*

Budget Status, Budget Misc Status
Not Checked-*Budget checking has not been run*
Error-*Budget error has occurred*

Did you Submit for Approval:

Verify that you have submitted the voucher for approval. This button will only display after a successful budget status has been reached.

Voucher Exceptions:

Match Exceptions have to be corrected before the voucher can be processed.

| Favorites ▾ | Main Menu ▾ | > | Accounts Payable ▾ | > | Review Accounts Payable Info ▾ | > | Vouchers ▾ | > | Voucher Activity Inquiry | > | Regular Entry |

GEARS

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

Business Unit MDJUD	**Invoice Date** 01/30/2017
Voucher ID 00313219	**Invoice No** 22398086
Voucher Style Regular	**Invoice Total** 6,999.19 USD
Vendor Name THOMSON REUTERS WEST	
Payment Center	
PO Box 6292	
Carol Stream, IL 60197-6292	

Entry Status Postable		**Pay Terms** Due Now
Match Status Exceptions		**Voucher Source** Online
Approval Status Pending		**Origin** ONL
Post Status Unposted		**Created On** 02/07/2017 12:00AM
		Created By ▮▮▮▮▮
		Last Update 02/08/2017 12:00AM
Budget Status Valid		**Modified By** ▮▮▮▮▮
		ERS Type Not Applicable
Budget Misc Status Valid		**Close Status** Open
*View Related Payment Inquiry ▾ Go		

Return to Search   Notify   Refresh   Add   Update/Display

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

Exception details on Invoice Information Tab

Payment Tab-Remit to Address

GEARS

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

Business Unit MDJUD

Voucher ID 00313937

Voucher Style Regular Voucher

Total Amount 720.00

Vendor Name RUDOLPHS OFFICE & COMPUTER SUPPLY INC

Invoice No 2864085-0
Invoice Date 02/02/2017

Pay Terms NET00   Due Now

Action [▾]   [Run]

[Schedule Payments]

Payment Information
Find | View All   First ◀ 1 of 1 ▶ Last

➕ ➖

Payment 1

*Remit to 0000005387 🔍 📇

Location 000 🔍

*Address 1 🔍

RUDOLPHS OFFICE & COMPUTER SUPPLY INC
5020 CAMPBELL BLVD, SUITE C
BALTIMORE, MD 21236-4968

Gross Amount   720.00 USD
Discount   0.00 USD

Scheduled Due 02/09/2017 📅
Net Due 02/09/2017
Discount Due
Accounting Date

Payment Inquiry
Express Payment
Payment Comments(0)
Holiday/Currency

Payment Options

*Bank M&T 🔍

*Account MAIN 🔍

*Method CHK 🔍 Check

Message [   ]

Message will appear on remittance advice.

Pay Group [   ] 🔍

*Handling Regular Payments ▾

Hold Reason [▾]

*Netting Not Applicable ▾
L/C ID [   ]

▾ Actions

Vendor Bank Messages

☐ Hold Payment
☐ Separate Payment

Schedule Payment

*Action Schedule Payment ▾

Pay [▾]

Payment Date [   ]

Reference [   ]

[Save]

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[🔍 Return to Search] [📧 Notify] [🔄 Refresh]

[➕ Add] [🔁 Update/Display]

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

Payment Information

The highlighted section shows the payment information as processed by GAD to the vendor.

Payment Method Types:

- ACH- Electronic payment to the vendors bank account.

    (To setup ACH payments, the Vendor must contact The Comptrollers Office.)

- CHK- Check payment mailed to the vendor.

Liability Offset

The highlighted section shows that Liability Offset has captured the payment due to an outstanding balance the vendor owes the state. The vendor will receive notification with information on where to call if they have questions. This notification can also be found in the attachments section of the voucher.

The Judiciary's debt to the vendor has been satisfied and nothing further needs to be done.

Favorites ▾ | Main Menu ▾ | > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher Activity Inquiry > Regular Entry

GEARS

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

Business Unit:	MDJUD
Voucher ID:	00007488
Voucher Style:	Regular Voucher
Control Group ID:	A093-FY14
Ref. Document Number:	VZA09303

Invoice No:	G13006-4
Invoice Date:	08/15/2013
Gross Invoice Amount:	5312.00
State Status:	Paid by State
AOC Vendor ID:	COMMUNITYA-001
Vendor:	COMMUNITY ALTERNATIVE MEDIATION INC

Add/Update Comments

State Payments

Personalize | Find | View All | 📷 | 🔢   First ◀ 1-2 of 2 ▶ Last

	Received Date	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method	Offset Amount	Warrant Amount	Archive Reference Number
1	08/15/2013		242	Payment	LO059481	LOF		5312.00	14012690
2	08/15/2013		730	Liability Offset – Capture Expense			5312.00		

State Adjustments

Personalize | Find | View All | 📷 | 🔢   First ◀ 1 of 1 ▶ Last

	Received Date	Trans Type	Transaction Description	Adjustment Amount	Adjustment Date	Adjustment Number	Doc ID	Document Date	Invoice Description
1									

Save

Return to Search | Notify | Refresh

Add | Update/Display

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

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Voucher (Invoice) Tips

▶ Remember to attach your invoice.

▶ Ensure the invoice number and invoice date agree with the invoice.

▶ The PO may have been set up under the Corporate Address. Make sure the address on the Payment Tab is the *Remit to* Address if the two vendor ID's have the same FEIN#.

▶ Use the description field to record important information, such as serial numbers that will help identify the expense. Enter these items on your requisition, so the information is also pulled into the PO & voucher.

▶ Make sure the description does not have any special characters, such as ` : \ ' /. Many of these are copied over from the Requisition and/or PO descriptions. If these are present, the system will issue a warning and will not save the voucher until the characters have been removed.

- ▶ Phone bills are entered at DBF and do not require local approval. The invoices are attached to the voucher. You may locate these vouchers through the voucher activity inquiry or by running GL reports.

- ▶ Budget Check Warnings Exist-

  - ➢ No action is required by the user.

- ▶ Budget Check Errors-

  - ➢ Please check the budget exception page to view the error details. If you need assistance, please call the DBF, Budget Unit.

- ▶ Make sure all statuses are Valid and that the Voucher is approved.

- ▶ Follow the Travel Policy- For more information, please visit the travel website on Courtnet or register for the GEARS Travel Class.

- ▶ When a vendor does not provide an invoice number the following standardization should be used:

  - ▶ YYYYMMDDII (Date by year, month and day, initials of the company as found in the vendor record in capital letters)

- ▶ For expense reimbursement vouchers, the invoice standardization is as follows:

  - ▶ YYYYMMDDII (Date by year, month and day, first and last name initials of the employee as found on the vendor record in capital letters)

What to pay:

- Pay Current Activity - A voucher should represent only the current activity/balance displayed on the supporting invoice. All past due balances on invoices must be reviewed to determine if they have already been processed for payment or if further action is required. Sometimes, calls to the vendor are required to obtain copies of missing invoices.

- Remove sales tax & late fees from invoices, note this on the invoice before scanning, and notify the vendor so they can adjust your account.

- Before scanning these invoices, make the necessary notes and/or corrections on the invoice, then attach it to the voucher.

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Prior Balance Research

- Pay Current Activity- A voucher should represent only the current activity/balance displayed on the supporting invoice.

- All past due balances on invoices must be reviewed to determine if they have already been processed for payment or if further action is required.

- Any missing payments cannot be made based on a past due balance. Contact the vendor to obtain copies of any missing invoices and process them separately.

Search Options:

▶ Using Voucher Activity Inquiry, enter the vendor ID, PCA and Approp year or accounting date range.

▶ If you use the voucher description* to put identifying information that can be used to search as well.

Suggested to use this field to enter equipment serial numbers or account numbers.

Favorites ▾   Main Menu ▾   > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher Activity Inquiry

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Voucher Activity Inquiry

*Business Unit	=	MDJUD 🔍	Exclude Deleted Vouchers: ☐ Exclude Closed Vouchers: ☐
Voucher ID	Begins w/	🔍	Voucher Description	Contains	
Invoice Number	Begins w/		Invoice Date From	Invoice Date To
Gross Invoice Amount			
PO Number	Begins w/	🔍	Project ID	🔍
Vendor ID	Begins w/	0000000731	Supplier Name	Vendor Search
Entered By	Begins w/	🔍		
Program Cost Account	Begins w/	60091 🔍	Account From 🔍 Account To 🔍
Approp Year From	AY2018 🔍	Approp Year To AY2018 🔍	
Acct Dt From		Acct Date To	

Matching, Approvals, Status Search Options

Budget Status [   ]   Post Status [   ]   Transaction Status [   ]
Match Status [   ]   Approval Status [   ]

[Search]   [Clear]   *Click Clear to Refresh Search*

Search results   Personalize | Find | View All | 🔳 | 🔳   First ◀ 1-15 of 15 ▶ Last

	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date ▾	Invoice Amount	Voucher Line	Distributio
1	MDJUD	Paid by State	00375746	SN XEL589877 Annual Maintenanc	090672898	10/01/2017	98.60	1	
2	MDJUD	Paid by State	00375746	All Meter 1 (B&W) prints at $0	090672898	10/01/2017	98.60	2	
3	MDJUD	Paid by State	00375744	All Meter 2 (Color) prints at	090672900	10/01/2017	115.11	3	
4	MDJUD	Paid by State	00375744	SN XKP523788 Annual Maintenanc	090672900	10/01/2017	115.11	1	
5	MDJUD	Paid by State	00375744	All Meter 1 (B&W) prints at $0	090672900	10/01/2017	115.11	2	
6	MDJUD	Paid by State	00367968	SN XEL589877 Annual Maintenanc	090330052	09/01/2017	102.90	1	
7	MDJUD	Paid by State	00367968	All Meter 1 (B&W) prints at $0	090330052	09/01/2017	102.90	2	
8	MDJUD	Paid by State	00367966	All Meter 1 (B&W) prints at $0	090330054	09/01/2017	39.73	2	
9	MDJUD	Paid by State	00367966	All Meter 2 (Color) prints at	090330054	09/01/2017	39.73	3	
10	MDJUD	Paid by State	00367966	SN XKP523788 Annual Maintenanc	090330054	09/01/2017	39.73	1	
11	MDJUD	Paid by State	00359410	SN XEL589877 Annual Maintenanc	089978147	08/01/2017	111.63	1	
12	MDJUD	Paid by State	00359410	All Meter 1 (B&W) prints at $0	089978147	08/01/2017	111.63	2	
13	MDJUD	Paid by State	00359406	All Meter 1 (B&W) prints at $0	089978149	08/01/2017	49.99	2	
14	MDJUD	Paid by State	00359406	SN XKP523788 Annual Maintenanc	089978149	08/01/2017	49.99	1	
15	MDJUD	Paid by State	00359406	All Meter 2 (Color) prints at	089978149	08/01/2017	49.99	3	

Voucher Activity Inquiries

Breadcrumbs: Accounts Payable>Review Accounts Payable Information>Vouchers>Voucher Activity Inquiry

▶ Run inquiries following the Tip Sheet provided and the Recommendations document.

▶ The inquiry page will allow you to search the following criteria: Voucher ID #, PO #, PCA, Entered By, Budget Status, Approval Status, Match Status, Invoice Description, etc.

▶ Check this inquiry page on a regular basis to ensure all vouchers are moving forward in the payment process.

Voucher Activity Inquiry Example

Voucher Activity-Statuses

▶ Not Submitted / In the field – If the voucher does not meet the criteria for being moved into the DBF queue, it would show this status. i.e., not submitted for approval, not budget checked.

▶ DBF in Process – The voucher has been placed in a Control Group for payment. The control group can be found on the AOC MD payment tab of regular entry, Control Group ID.

▶ DBF Processing Hold –This status would capture those vouchers that are in one of the DBF special hold control groups.

▶ Submitted to State – The voucher has been submitted to the state for payment via our daily electronic file, as evidenced by the population of the ref document number. This information is found on the AOC MD Payment tab of the regular entry.

▶ Paid by State – The voucher has payment information from the state in the AOC MD payment tab of regular entry.

▶ Cancelled Payment – The voucher went through the payment selection process but subsequently, the payment was cancelled.

▶ Closed – The voucher was posted and then subsequently closed.

RIR Notifications

Workflow Notifications:

► Accounts Payable has identified that a correction is required before the voucher can be processed.

► Once you have revised the voucher, please reply to the RIR (with History) to: DBF Accounts Payable, so processing can continue in a timely manner.

Finding an Existing Voucher

Breadcrumps: Main Menu>Accounts Payable>Vouchers>Add/Update>Regular Entry

Making Corrections & Resubmitting a Voucher

- On the Invoice Information Tab, make any and all necessary changes to the voucher.

- Once complete, re-run budget checking, and matching if needed.

- Re-submit for approval.

- Same process for using a "recycled" voucher.

How to Recycle a Voucher

If you have entered a voucher by mistake or if it is no longer needed, it is possible the voucher can be recycled. In order to recycle a voucher, it must have statuses of unapproved and not submitted. If the voucher is in DBF in Process Status, please contact Accounts Payable before recycling.

Follow the below steps to recycle the voucher, next time you have an invoice to process.

1. Find the existing voucher, enter the voucher number that is being recycled.

2. Go to the Invoice Information Tab and change all required information, *i.e. Vendor, Amount, Invoice Number, Attachment.*

3. Run Budget Checking and/or Matching.

4. Submit tor Approval.

Any Questions?

Please feel free to Contact Us:

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