

Procure to Pay: Creating and Managing Procurement

Training

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Procurement Specialist Procurement, Contract and Grant Administration Wednesday, April 4, 2018







A little bit about us...

- **Kevin Jones,** *Deputy Director of Procurement, Contract, and Grant Administration (DPCGA)*
- Lisa Peters, Procurement Manager
- Robin Smith, Procurement Specialist, "Buyer"
- **April Molley**, *Procurement Specialist*, "Buyer"

The **Office of Procurement** concentrates on the bid solicitation process, terms contracts, etc. and oversees the purchasing functions of the GEARS system, including:

- Contracts
- Requisitions
- Purchase Orders
- Express Purchase Orders
- Judiciary's Procurement Credit Card (P-Card) Program







- Laura Jones, Director District Court Finance
- Larry Tucker, Deputy Director- District Court Finance

The **Department of Budget and Finance** handles the accounting, budgeting, and financial services of the Judiciary. Key functional responsibilities include:

- Accounts payable / Receivable / Revenue
- Justification and execution of the Judiciary budget
- Oversight of the security and operational aspects of the financial computer operating system (GEARS).



SPENDING





Introduce Yourself...

- Your Name
- Your Title
- Your Court/Program Location



Agenda and Training Objectives



By the end of training, you will be able to:

- Understand the lifespan of a Procure to Pay Document
- Define how different types of purchases are handled at the Judiciary
- Understand in general terms how the Judiciary does business
- Explain the purpose of the Chart of Accounts (Chartfields)
- Explain the different features of the GEARS purchasing system and how they function together
- Understand, create, and manage: Requisitions, Purchase Orders (POs)
- Understand how to receive goods and services
- Understand how to voucher and invoice for paying vendors
- Understand various online inquiries and reports
- Understand how to manage and maintain procurement documents





SUPPLIERS

PRICES

What is Procure-to-Pay (PTP)?

LIFE SPAN OF A PTP DOCUMENT

SERVICES

QUOTE

PRODUCTS



What Is Procure To Pay (PTP)?

 A term used in the software industry to designate a specific subdivision of the procurement process

NARYLAN

- Procure-to-pay enables the integration of the purchasing department with the account payables department
- All procurement related documents (purchase orders, requisitions, vouchers/invoices) must include the correct budget coding for proper allocation and validation of funding
- Each court or program has a budget and/or grants established for spending throughout the fiscal year
- Must become familiar with the correct budget codes for your court and/or program









Requisition





What is a Requisition?

- Requisitions "pre-encumber" (reserve) dollar amounts from the budget before a PO is entered
- All requisitions must be entered, budget checked, and approved before moving ahead in the process

When and Why is a Requisition Needed?

- For any intended purchase that is more than \$2500 (\$500 for District Court) and/ or requires a corporate purchase order to be created
- To enter into a contract for services or goods with a specific or an awarded vendor

GEARS General Enterprise And Resource Support

<u>NOTE</u>: When creating Requisitions for "service maintenance", be sure the serial number is listed on <u>first part of the description</u>

Purchase Order (PO)





What is a PO?

- POs "encumber" (liquidates) the dollar amounts from the budget
- Request to the vendor to order the goods / services
- Commitment to purchase the goods / services from vendor
- POs can be created from a requisition, a contract, manual entry or copying an existing PO
- PO must be approved and budget checked before dispatching

When and Why is a PO Needed?

- Express POs created by Field users purchases less than \$2500 (\$500 for District Court)
- Regular POs created by Procurement, includes approved Requisitions sourced to a PO (assigned to a Buyer)

Two Types of POs

- Quantity PO (for purchases that you can order in quantities)
- Amount Only PO (for services-related purchases)



Approval / Dispatch





What is an Approval?

- Functionality which enables you to automatically trigger workflow notifications to inform the approver of the pending transaction
- After successful budget check, Requisition is submitted for approval
- POs are submitted for approval first; budget checked after approved
- Required approvals may include: (1) local supervisor, (2) DBF Review (>\$25K), and in some cases (3) JIS (for IT category purchases)

What is Dispatch?

- PO must be approved and budget checked before dispatching
- Purchase orders can be dispatched by email or by print
- Dispatch sends copy of PO to vendor
- POs must be dispatched before receiving and/or vouchering against PO



Receiving





What is Receiving?

- Once the goods (items) are received, it is required that you acknowledge so in GEARS system by using Receipts
- You have the ability to partially receive or fully receive the goods (items)

NOTE: More on receiving/receipts in GEARS later in the training session



Voucher





What is a Voucher?

In general:

- After the PO (good or service) has been received in full or in part, the vendor may send you an invoice
- The PO number and/or the Receipt number is used to pull the information into the Voucher screen for payment
- Accounts Payable will use the voucher/invoice information to reconcile budgets and to submit vouchers to the State for payment

NOTE: More on vouchers / invoice, including variations, exceptions, and best practices for processing vouchers/invoices later in the training session



PO Reconciliation





What is a PO Reconciliation?

- Purchasing documents (POs/Requisitions) that will no longer be utilized to purchase goods or services <u>or</u> that has completed its purchasing lifecycle through to payment, should be closed
- Reconciling POs, requisitions, and receipts involves running inquiries and reports to determine which of these items can be closed

NOTE: More on PO reconciliation in the PO Managing and Monitoring part of the training session



PO Close





What is a PO Close?

 This is the process run to remove POs (and Reqs) that are received in full, canceled, or will no longer be needed to purchase goods/services

NOTE: More on PO close in the PO Managing and Monitoring part of the training session





SAVIN

SPENDING

Tracking Purchases

HOW THE JUDICIARY DOES BUSINESS



Doing Business at the Judiciary





Managing Using reports to manage spending:

- PO Buydown Report
- Voucher Inquiry
- Budget Detail

Judiciary's Fiscal Cycle (Jul – Jun)





Budgeting

Allocating Funds:

- Operating
- Grants



Spending

Purchasing and paying for goods and services:

- Vouchers (Invoice)
- Requisitions
- Purchase Orders
- Expenses

GEARS Purchasing Modules Flow







What is the Chart of Accounts (COA)?

- An organized listing of an organization's accounts that helps track financial transactions against the correct budget
- Segregate expenditures, revenue, asset and liabilities
- Allows for sophisticated financial reporting
- Known as 'Chartfields' in GEARS system



Overview of the Judiciary's COA/ Chartfields





- Seven fields of information
- When combined define the proper allocation of transactions within general ledger, budgeting and procure to pay, i.e. PO's, vouchers
- The type and purpose of the transaction determines which Chartfields to complete
- All fields of the Chartfields are required to define and validate funding

For more details regarding budget and finance chart of accounts and object codes and definitions, visit the budget and finance site at: <u>http://courtnet/finance/index.html</u>



Judiciary's Chartfields in GEARS



		Accounting	j Lines								
		Chartfields1	Chartf	ields2	<u>D</u> etails	De <u>t</u> a	ails 2	Asset	Information	Asse	t <u>I</u> r
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3	Fu	nd	Type of m	oney bei	ng spent,	e.g., (general v	vs speo	cial fund		
4	Pro	ogram	Identifies	the court	or progra	am (e	.g., B004	– Dis	trict Court)		
5	Αp Nι	propriation Imber	Identifies	the appro	opriation	progr	am in wł	nich th	he program	resides ι	under
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- A SpeedChart code is used to automatically populate 5 of the 7 fields that make up the Chartfield string
 - Increases data efficiency by reducing the number of keystrokes
- Enter your Program Cost Account (PCA) in SpeedChart field, the system auto populates (Batch Agency, Fund, Program, Appropriation Number, and PCA)
- In most cases, you will need to enter the two other fields, account and Appropriation Year.
- For Express PO's only, the Account code will auto populate from the category
- Enter the Appropriation Year (year is based on the year that the current fiscal year ends, unless the expense was accrued or encumbered)





BREAK 10 min. See 3-6





Setting Up Procurement Documents in GEARS

CREATING REQUISITIONS

Things to Remember When Setting Up Procurement Documents In GEARS

- Record important information such as serial number and period of coverage dates in the Name and Item Description fields
 - Helps to identify the purchase and expense
 - Especially when creating requisitions for "service maintenance"
 - Do no use special characters (e.g., '/:;) in the name; vouchers
- Attach contracts to Express POs for blanket (BPO) contract vendors
- Must set-up your Requisitions/Express POs in the manner in which you wish to Receive goods and services
 - Goods/service at the <u>SAME</u> unit cost should be <u>**Quantity**</u>
 - Service(s) with <u>VARYING</u> price should be <u>Amount Only</u>
- Unit of measure (UOM) for "Amount Only" purchase documents should be AMT
- Remember to check the Amount Only checkbox, if you are creating an "Amount Only" purchase document
 - Located under the **Attributes** section on the **Line Details** icon
- Know the correct budget codes (PCA) for your transaction(s)

Creating A Requisition

External Catalogs
 Browse Supplier Website Items

Creating A Requisition

Requisition Settings

- 1. Fill in requisition name- something you can identify with for future use.
- 2. Click on Override button The defaults entered will populated on ALL your requisition lines.
- 3. Fill in your SpeedChart info. Everyone should know there Program Information

Requisition Settings

Bus	iness Unit	MDJUD				Administra	ative Office o	f Court	1 Requis	ition Name			
	Requester	ROBIN.SMITH				Robin Smi	ith			Priority Media	um 🗸		
	*Currency	USD											
Default Options	s 🕐												
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Line Defaults 🕐													
										-			
	Vendor			-			Category						
Vendor	Location			Q		Unit	of Measure		Q				
	Buyer		Q										
Shipping Defaults													
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	Due Date			31			Attention	n					
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Click on Special Requests

Create Requisition ②

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All Request Options	Special Requests	?					
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Recently Ordered	Manufacturer						
Futureal Catalana	Mfg ID		Q				
Additional Information							
				2 1 2			
Send to Supplier	Show at Rec	eipt	Show at Vo	bucher			
Request New Item							
Request New Iter	A notification will be sen	t to a buyer re	egarding this new ite	m request.			
Add to Cart							

Creating A Requisition

Review and Submit – Add Ship To, Distribute By (Quantity vs Amount), Accounting Lines (Chartfields / SpeedChart), Req Header Comments

Requisition Lines 👔								
Line Description	Item ID	Vndr Name		Quantity	UOM	Price	Total	Details Comments
JIS 176 Prince Frederick				1.0000 A	MOUNT	15000.0000	15000.00	🖺 🖗 Edit
Shipping Line 1	*Ship	To JIS - MAIN	Q		Quantity	1.0000		+[
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Creating A Requisition

Enter Req Line Comments and Attachments (e.g., quotes) – click 'Send to Supplier' box for Vendor to see comments

Req	uisition	n Lines 🕜									
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•	🗆 1 🧬	JIS 176 Prince Frede Distr	erick			1.0000	AMOUNT	15000.0000	15000.00		dit
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	OK	Cancel									
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General Enterprise And Resource Support

Save & Preview Approvals / Check Budget – Check and validate budget before submitting for approval. GEARS assigns Req ID number, verify total amounts, number of lines, etc.;

Contractor/Vendor Supplier Solicitation

Data Title	Data Information to be viewed or written in Exercise
Vendor / Vendor ID:	N/A
Line Description:	Solicit for Bid – Professional Movers
PO Qty.	1
Length:	3 days of work
Category:	Professional Services
Unit of Measure:	Hours or Dollar Amount
Merchandise Amt:	N/A
Line Details Attributes:	Amount Only - Checked
Due Date:	Ship To:
Distribution:	
Distribution:	
Distribution: Justification:	Needed to move all electronic equipment and install furniture within the new office location for [your office name here].
Distribution: Justification: Comments:	Needed to move all electronic equipment and install furniture within the new office location for [your office name here]. Solicit for bids and ensure that movers can meet all requirements to disassemble and reassemble all furniture & equipment from the old location to the new properly. See attachment for a list of the must have requirements.

Setting Up Procurement Documents in GEARS

CREATING PURCHASE ORDERS

Before You Begin – Look Up Vendor First

Review Vendors – look up by Tax Identification Number, Social Security Number or by Name (must verify address); If Vendor is not correct, the voucher will not process accurately and must redo documents

	endors											
	,	SetID SHARE			Namo			Vendor I	D	Q	Short Name	
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	Customer Nu	ımber					_	Countr	у	Q		
	ID	Type Tax Identification Number	· •		20260313	33		Stat	e	Q		
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Search Res	sults							Personaliz	e Find '	View All 🖾 🔣	First 🕙 1 of	1 🕑 Last
Main Inform	nation <u>A</u> dd	litional Vendor Info Audit Infor	mation 📰)								
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✓ Actions	0000009385	THEABUNDAN-001	202603133	000	THE ABUNDANCE CATERING COMPANY	9 VERNON AVE		GLEN BURNIE	ИD	21061-0000	Approved	
						1						

Purchase Order Header – Enter Vendor ID/Vendor (ID from Review Vendor page); enter PO Reference (e.g., *Catering – Fall Conference*)

Express Purchase Order				
Purchase Order				
Business Unit MDJUD		PO Status	Open 🗹	ľ
PO ID NEXT		Budget Status	Not Chk'd	
Copy From 🗸			Hold From Furt	her Processing
▼ Header 👔				
*PO Date 04/19/2017	Vendor Search	Doc Tol Status	Valid	
*Vendor THEABUNDAN-001	Vendor Details			
*Vendor ID 0000009385 Q	THE ABUNDANCE CATERING COMPA	NY Receipt Status	Not Recvd	
*Buyer FIELD_BUYER		*Dispatch Method	Print V	Dispatch
PO Reference		Amount Summary 🕧		
Header Details	Activity Summary	Merchandise	0.00	Onliviate
PO Defaults	Add Comments	Freight/Tax/Misc	. 0.00	Calculate
PO Activities	Add ShipTo Comments	Total Amoun	t 0.00	USD

Purchase Order Line Information – description, PO Qty, Unit of Measure (Amt or Ea), Category, Schedules – Due Date, Ship To, Price, Distribute By (Amount vs Quantity), Distributions – Chartfields (including Bath Agency, Fund, Program, Approp Number, Approp Year, Account, PCA)

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PO Defaults Link – Use the SpeedChart field to populate 5 of the 7 Chartfields fields (Batch Agency, Program, Approp Number, Fund, and PCA); you can manually add the Approp Year (e.g., *AY2016*)

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Apply SpeedChart to all PO Lines, Schedules, and Distributions – Click Select All and OK

	Purchase O	rder		
Retrofi	t field cha	inges to "all" exis	sting PO lines/sche	dules/distributions
	Business Un	it MDJUD P	O ID NEXT	Vendor THEABUNDAN-001
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Retrofit	Field Selecti	on Person	alize Find View All 년기	First 🕙 1-7 of 12 🕑
Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
\checkmark		Ship To	AOC-ADMN	
\checkmark		Ship Via	COMMON	
✓		Freight Terms Code	DES	
\checkmark	1	Pct	100	
~	1	GL Unit	MDJUD	
	1	Batch Agy	C25	

(For Amount Only Pos) Line Details > Attributes / Assign Amount Only – Click Amount Only checkbox

Lines 🕐					Find	First 🕚 1 o	of 1 🕑 Last
Line	Descrij	otion	PO Qty	*UOM Category	Merchandise Amt	Status	
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Details for Line	e 1						×
PO ID NE Line 1	EXT	Vendor Item ID	THEABUNDAN-001	Food Se	ervices - Conf. 9/6 - 9/15		
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Amo	ount to Receive	USD		Merchandise Doc. Ba	Amount 535.00 ase Amt 535.00	USD USD	-
Transaction Item Food Services - 0 222 characters rea Preferred Langua	Description Conf. 9/6 - 9/15 maining age Item Description						
Expand All	Collapse All ation						
Attributes	Physical Nature Goods *Price Qty Schedule *Price Date PO	Quantity V t Only					
Contract							
	Cancel Refresh						
GEA General Enterp	RS rise And Resource Support						

(For Contracts) Contract Search > Attach the Contract – Click Search button. Choose contract and click OK.

es	?											Find	First	C
Lin	e	Item		Descriptio	n			PO Qty	*UOM	Category	Me	rchandise Amt	Status	
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			Master Contract I	D		Q		Cate	gory 0898	Q				
			Contract Reference Typ	e		\checkmark		Corporate Con	tract	~				
			PO Dat	e 02/08/2017										
	;	Search	Clear											
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Save, Submit for Approval, Budget Check, Dispatch PO

Amount Only

DATA TITLE	DATA INFORMATION TO BE V	IEWED OR WRITTEN IN EXE	RCISE							
VENDOR:	SHURA INC.									
PO AMOUNT ONLY	AMT. ONLY CHECKBOX	CONTRACT ID	K16-0064-25							
CATEGORY	0401 In State Operations									
UNIT OF MEASURE	AMT. ONLY									
MERCHANDISE AMT	\$225.00									
JUSTIFICATION	N/A									
COMMENTS	FOOD SERVICES FOR COURT C	FOOD SERVICES FOR COURT OPERATION TRAINING								

Quantity Based

Data Title	Data Information to be viewed or written in Exercise
Vendor:	Staples Advantage
Line Description:	Daytimer Refill – 2014 Year
PO Qty:	10
Category:	Office Supplies
Unit of Measure:	Pkg or ea.
Merchandise Amt:	\$15/ea
Line Description:	3-tab Manila File Folders – 100 pack
PO Qty:	5
Category:	Office Supplies
Unit of Measure:	Bx
Merchandise Amt:	\$9 /bx
Line Item:	Green Hanging File Folders – Letter Size (100 / bx)
PO Qty:	5
Category:	Office Supplies
Unit of Measure:	Bx
Merchandise Amt:	\$13 / bx
Due Date:	Ship To:
Distribution:	
Justification:	N/A
Comments:	See attached online order form for more details

• Amount Only

DATA TITLE	DATA INFORMATION TO BE VIEWED OR WRITTEN IN EXERCISE									
VENDOR:	MARYLAND CORRECTIONS ENTERPRISE									
PO AMOUNT ONLY	AMT. ONLY CHECKBOX	CONTRACT ID	BPO000034063-2017							
CATEGORY	0902 OFFICE SUPPLIES									
UNIT OF MEASURE	AMT. ONLY									
MERCHANDISE AMT	\$500.00									
JUSTIFICATION	N/A									
COMMENTS	NAME PLATES: 1. AVERY	CLARK – LAWYER								
	NAME PLATES: 2. BILL JONES – CHIEF CLERK									
	NAME PLATES: 3. HONORABLE CHRIS WALL - JUDGE									

Procurement Documents in GEARS

MANAGING PROCUREMENT DOCUMENTS

- Requisitions & Express POs
 - Find Documents
 - Edit Documents
 - Copy Documents
 - Cancel Documents
- Receipts
 - Find
 - Looking at Information inside document
- GEARS Reports Matrix

Manage Requisitions – Sample Activity Timeline

Requisition Activity – activity status timeline, actions: cancel, copy, edit, view approvals, view printable version

Manage Requisitions

_																		
To lo	ocate req	uisitior	ns, edit t	he criteria bel	ow and cli	ck the Se	earch button.								Approx	vale		
	Bu	siness	s Unit N	IDJUD	Q		Requisi	ition Name							Cance	vais J		
	Re	quisiti	ion ID 0	000005705	Q		Req	uest State A	II but Con	nplete			\checkmark	Budget	Copy			
		Date	From		31			Date To 04	1/19/2017	7	31				Edit			
		Requ	uester C	OLLEEN.CAN	NTLEF Q		E	Entered By			Q				View F	Print		
	Search	I		Clear			Show Adva	anced Search							Selec	t Action	1	
Requ	uisition	s ?)														/	,	
o vie	ew the life	espan	and line	items for a re	auisition. a	lick the E	Expand trian	ale icon.										
To ed	dit or perf	form ar	nother a	ction on a requ	uisition, m	ake a sel	ection from t	the Action drop	odown list	t and click G	0.							
To ed R	dit or perf Req ID	form ar	nother a	ction on a requ tion Name	uisition, m	ake a sel BU	ection from t Date	the Action drop Request Sta	odown list ate	t and click G Budget	0.	Tota	al	_		/		
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Main Menu > Purchasing > Purchase Orders > Add/Update Pos > Find Existing Value

Favorites -	Main N	/lenu 👻	> Pure	hasing 👻	> Purchase O	rders	s 🔻 > Add	d/Update Express POs	
Express P	urchase O	rder							
Enter any info	ormation you h	have and cli	ick Search	n. Leave fiel	ds blank for a lis	t of a	III values.		
-	-								
Find an Ex	isting Value	Add a N	lew Value	•					
Soarch	Critoria								
* Search	Citteria								
	Rusino		-	MDIUD					
	Busines			MDJOD		_			
		PO ID beg	ins with N	/ %572		-			
P	urchase Orde	er Date =	~			31			
	PO	Status =	~				\sim		
	Short Vendor	Name beg	ins with N	4		2			
	Ven	dor ID beg	ins with N	4		2			
	Vendor	Name begi	ins with N			0			
		Buyer begi	ins with N			_Q			
	Buyer	Name begi	ins with 🔨	<u> </u>		Q			
	PC	Type =	\sim				\sim		
Purcha	se Order Refe	erence begi	ins with 🥆	<u> </u>					
Hold From F	urther Proce	essing							
Case Sen	sitive								
			-8						
Search	Clear	Basic Sear	rch 🖾 S	Save Search	n Criteria				
Secreb Dec	aulta								
Search Res	suits								
View All									
Business Unit	0000050572	Purchase O	order Date	PO Status	Short Vendor N	ame	Vendor ID	Vendor Name	INC
MDJUD	0000059572	05/06/2016	5	Dispatched	COURTSMART	-001	00000003387	COURTSMART DIGITAL SYSTEMS INC	INC
MDJUD	0000057286	05/06/2016	5	Dispatched	VECTORSECU	-001	0000008529	VECTOR SECURITY INC	
MDJUD	0000057284	05/06/2016	6	Dispatched	GRAPHICSEX-	001	0000005538	GRAPHICS EXCHANGE INC	
MDJUD	0000057267	05/05/2016	6	Dispatched	CIRDANGROU	-001	0000010864	CIRDAN GROUP INC	
MDJUD	0000057247	05/04/2016	6	Dispatched	DOURONINC-0	01	0000005044	DOURON INC	
MDJUD	0000057245	05/04/2016	5	Dispatched	DOURONINC-0	01	0000005044	DOURON INC	
MDJUD	0000057244	05/04/2016	5	Dispatched	DOURONINC-0	001	0000005044		
MDJUD	0000057237	07/01/2016	2	Dispatched	R&AMOVERSI-	001	0000012106		
MDJUD	0000007200	03/02/2010	,	Dispatched	THREE BOWE-	014	0000000741	THALL DOWED INC	

Finding Information on Express POs

Activity Summary - view receipts, invoices, and match related to the PO

Favorites -	Main Menu 🗸	>	Purchasing ->	F	Purchase Orders 👻	>	Review PO Information - Activity Summary	

Activity Summary

		Bus	siness Ur	nit MDJUD				PO Status	Compl			
		Purch	nase Ord	er 0000057	7252			Vendor	STAPLES AD	VANTAGE		
		Merchandis	se Amou	nt	91.52 U	SD	Sup	plier Location	002			
	Merchandise Receipt					SD						
	Merchandise Returned					SD						
	Merchandise Invoice					SD						
		Merchandis	e Match	ed	91.52 U	SD						
Lines							Pers	sonalize Find	View All 🗵	🔣 - I	First 🕚 1 of	1 🕑 Last
Details	E	eceipt Inv	voice	Matched	R <u>T</u> V							
Line		item	Item Des	cription	UOM	Manufact	turer ID	Mfg Itm ID		GTIN		
1	ŀ		office su	pplies	AMT							
						<						>

Return to Search

🖃 Notify

Finding Information on Express POs

PO Activity Summary – Receipt Info

Favorites -	Main Menu 🗸	> Purchasing → Purchase Orders → Review PO Information → Activity Summary

Unit	MDJUD	PO ID 00000	057252	Line 1		Item ID						
Receip	ot						Personalize	Find View All 🔄] 🔢	First 🕙 1 of 1	🕑 La	ast
Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Supp Rcpt Qty	Supp Reject Qty	Merchandise Amt	Currency			
1	MDJUD	0000022508	1	Received	1	1.0000	0.0000	91.520	USD		+	-

Go Back To Activity Summary

💇 Return to Search 🛛 🖃 Notify

PO Activity Summary – Voucher Info

Favorites -	Main Menu 👻	>	Purchasing -	>	Purchase Orders -	>	Review PO Information -	>	Activity Summary

Unit MDJUD PO No. 0000057252 Line 1 Item ID

Invoice			P	ersonalize	🔣 🛛 First 🕚) 1 of 1 🕑 Last	
Sched Num	AP Unit	Voucher	Invoice Date	Line	Quantity Invoiced	Amount Invoiced	
1	MDJUD	00244302	03/16/2016	1	1.0000		91.520 🛨 💻

Activity Summary

한 Return to Search 🛛 🖃 Notify

PO Activity Summary – Matched Info

Favorites -	Main Menu 🗸	> Purchasing -> Purchase Orders -> Review PO Information -> Activity Summary	

Activity Summary

	Business Unit MDJUD			JUD PO Status			Compl					
	Purchase Order 00000		order 0000057	000057252			Vendor		STAPLES ADVANTAGE			
	Merchandise Amount			91.52 U	JSD	Supplier Location 002						
Merchandise Receipt		ceipt	91.52 USD									
	Merchandise Returned		rned	0.00 (JSD							
	Merchandise Invoice		voice	91.52 U	USD							
	Merchandise Matched		ched	91.52 l	JSD							
Lines						Personalize	e Find View	All 🖾] 🔢	First 🕚	1 of 1	🕑 Last
<u>D</u> etails	<u>R</u> ec	eipt <u>I</u> nvoice	Matched	R <u>T</u> V	[:::]							
Line		Item	Item Descriptio	n	NON	Qty Matched	Amt M	atched	Currency			
1	ŀ		office supplies	•	AMT	0.0000		91.520	USD			4

Teturn to Search

Notify

BREAK 10 min.

Procurement Documents in GEARS

MONITORING PROCUREMENT DOCUMENTS

Purchasing documents (POs/Requisitions) that will no longer be utilized to purchase goods or services <u>or</u> that has completed its purchasing lifecycle through to payment, should be closed

Monitor (Monthly)

Close (Monthly / Year End)

Close ALL POs (except DBF Encumbered POs) New POs to be issued for the remainder of contract period (POs that cross Fiscal Years)

Create (Year End)

Create and Submit new Reqs for POs with services beyond the Fiscal Year (6/30)

No prior year POs entered after Fiscal Year End

*based on AOC Procurement guidelines

Invoice and Payment – Sample PO and Voucher Activity Report

MARYLAND		Purchase Order Budgetary Activity Report	Run Date	January 12, 2015
JUDICIARY 🊟	Report Criteria:	Select: ACCOUNT = 0902 and VENDOR_ID = 0000005387	Run Time	9:33 AM
		Exclude: Zero Balance PO's		Page 3 of 3

*migration to Production (expected Jan, 2015)

Managing Procurement Documents – Sample PO Close Request Page

Personalize Find View All 🖾 🤢							First 🕚 1-50 o	f 99 🕑 Last			
	Close	Business Unit	PO Number	PO Date	Vendor ID	Vendor Status	Supplier Name	PO Amount	Vouchered Amount	PO Balance	PO Lines
1	Close	MDJUD	0000046408	06/30/2014	0000005884	Approved	DATAPOWER INC	211,860.00	211,860.00	0.00	PO Lines
2	Close	MDJUD	0000052047	06/05/2015	0000012695	Approved	PLAN B TECHNOLOGIES INC	75,775.00	61,406.35	14,368.65	PO Lines
3	Close	MDJUD	0000056950	07/01/2016	0000012732	Approved	ADVANCE DIGITAL SYSTEMS INC	199, <mark>1</mark> 76.00	113,916.97	85,259.03	PO Lines
4	Close	MDJUD	0000056966	07/01/2016	0000006923	Approved	ADVANCED SOFTWARE SYSTEMS INC	214,322.40	94,554.00	119,768.40	PO Lines
5	Close	MDJUD	0000056987	07/01/2016	0000007974	Approved	LOGIC PIPELINE INC	192,186.18	63,699.90	128,486.28	PO Lines
6	Close	MDJUD	0000056989	07/01/2016	0000005603	Approved	MANSAI CORP	240,548.00	82,945.75	157,602.25	PO Lines
7	Close	MDJUD	0000057009	07/01/2016	0000005603	Approved	MANSAI CORP	266,920.00	92,138.25	174,781.75	PO Lines
8	Close	MDJUD	0000057014	07/01/2016	0000011555	Approved	CW PROFESSIONAL SVCS LLC DBA LOCHBRIDGE	191,841.60	84,447.92	107,393.68	PO Lines
9	Close	MDJUD	0000057032	07/01/2016	0000008689	Approved	A P VENTURES LLC	308,517.00	163,543.00	144,974.00	PO Lines
10	Close	MDJUD	0000057033	07/01/2016	0000008689	Approved	A P VENTURES LLC	121,548.00	51,398.50	70,149.50	PO Lines

*migration to Production (expected Jan, 2015)

- PO Buydown Report
- PO Close Request Page

Resources and Tools

CONTACTS AND ADDITIONAL INFORMATION

- Vendors
 - Find
 - Which vendor to choose when creating documents?
 - http://mdcourts.gov/procurement/pdfs/bpofy2016.pdf
- When needing to add or update a vendor:
 - Complete and submit Vendor Maintenance Form (GEARS Website > Forms)

http://mdcourts.gov/gears/pdfs/newsletter/vol1issue2/exte

- Vendors
 - Find
 - Which vendor to choose when creating documents?
 - http://mdcourts.gov/procurement/pdfs/bpofy2016.pdf

VENDOR NAME	DESCRIPTION	VENDOR PHONE & FAX NUMBERS	VENDOR CONTACT NAME	VENDOR ID (use this ID # on Express PO's)	STATE CONTRACT AOC- No Express PO Required <\$2500 DC-Express PO Required	JUDICIARY BLANKET CONTRACT AOC& DC- Express PO Required
AJ STATIONER	Office Supplies toner, computer accessories	Tel:855-846-2257 Fax: 877-859-1875	Donna Myers 410-360-4900 Pam Shaffer 866-379-1601	000005491	BPO0000034140-2017	
Certified Mail Done Fast	Certified Mailers	Tel: (513) 481-6116 Fax: (513) 481-6119	Terilyn Reber	0000004403		BPO0000034142-2017
Penn Jersey	Cleaning supplies & misc. janitorial supplies	Tel: (410) 268-7877 Fax: (410) 268-7886	Joann Rogers	00000012898		BPO0000034064-2017
*Lincoln Rubber Stamp Co, Inc.	Rubber Stamps	Tel: (443) 749-4940 Fax: (443) 749-4941	Elwood Abbott orders@lincolnstamp.com	0000010621		BPO0000034058-2017
*Maryland Corrections Enterprises	Stationery/Envelopes Business Cards/Name plate	Tel: (410) 540-5555 Fax: (410) 799-8604	Customer Services	000006439	BPO0000034063-2017	

Vendors

- Find
- Which vendor to choose when creating documents?
- http://mdcourts.gov/procurement/pdfs/bpofy2016.pdf

*Inter Sign National LLC	Rubber Stamps	Tel: (410) 342-9100 Fax: (410) 327-0656	Barbara Myers	0000001048	
*Nic's Toggery Big &Tall	Bailiff Jackets	Tel: (850) 385-6866 Fax: (850) 385-0794	Mike Gavalas	000007337	
Pitney Bowes	Mailroom supplies	Tel: (800) 243-7824 Fax: (800) 882-2499	Customer Service	0000008741	
Rudolph's Office Supply	Office supplies, toner, computer accessories	Tel: (800) 673-8438 Fax: (866) 383-3146	Customer Service orders@rudolphsupply.com joshua@rudolophsupply.com	0000005387	BPO0000034133-2017
Rudolph's Office Supply	Copy Paper Item #'s 8 ½ x11 # ROSEAGLE50 8 ½ x 14 # AME31500502 11 x 17 # AME31500503 8 ½ x 11 (3hp) # HAM 86702 - 3hole punched paper	Tel: (800) 673-8438 Fax: (866) 383-3146	Tel: 410-931-4150 ask first for Michelle Masters <u>michellem@rudolphsupply.com</u> Or Nikki Gaeklein <u>ngaecklein@rudolphsupply.com</u>	000005387	BPO0000034044-2017
RGH Enterprises	Office supplies, toner, computer accessories	Customer Service Tel: 866-648-8349 Fax: 844-294-5898	Rghe@eviversitynetwork.com Clifton@rghproduts.com	0000013381	BPO0034059-2017
Shura Inc.	Catering Services	Justin Beeler, Ext. 3625 Brian Wise, Ext.3609		0000013507	

Contact Us – DPCGA

PROCUREMENT CONTACT NAME	TITLE	PHONE NUMBER	EMAIL ADDRESS
Kevin Kelly	Director, Procurement	(410) 260-1594	Kevin.Kelly@mdcourts.gov
Kevin Jones	Deputy, Procurement	(410) 260-1411	Kevin.Jones@mdcourts.gov
Lisa Peters	Manager, Procurement & P-Card Manager	(410) 260-1465	Lisa.Peters@mdcourts.gov
Robin Smith	Procurement Specialist	(410) 260-1421	Robin.Smith@mdcourts.gov
Lisa Lee	Procurement Specialist & P-Card Administrator	(410) 260-1463	Lisa.Lee@mdcourts.gov
Karen Hoang	Procurement Specialist	(410) 260-1582	Karen.Hoang@mdcourts.gov
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April Molley	Procurement Specialist	(410) 260-1538	April.Molley@mdcourts.gov
Alisha Allmond	Procurement Specialist	(410) 260-1265	Alisha.Allmond@mdcourts.gov
9 <u>×</u> 0 = 4 = 0			

GEARS General Enterprise And Resource Support

Any Questions?

Congratulations!!!!

You have successfully completed the course!!!!

Thank You!!!

