Procure to Pay: Creating and Managing Procurement
Training

Robin Smith

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

GEARS
General Enterprise And Resource Support

Introduction – About DBF

A little bit about us…

- **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).

Introductions – Welcome!

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

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What is Procure-to-Pay (PTP)?

LIFE SPAN OF A PTP DOCUMENT

What Is Procure To Pay (PTP)?

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

- **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

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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

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

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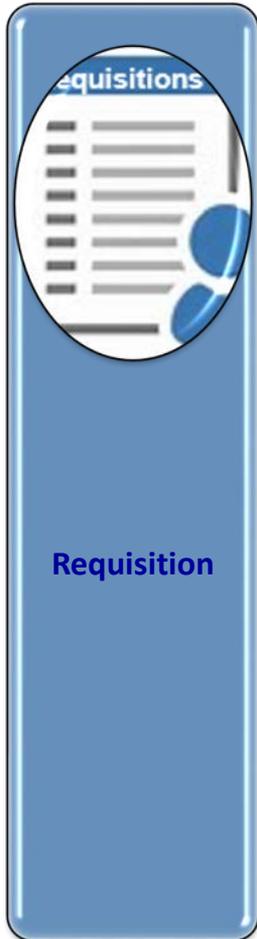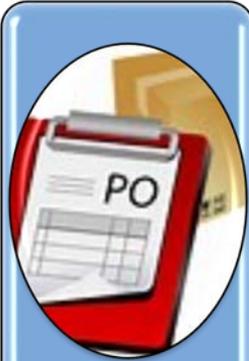
Purchase Order (PO)

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)

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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

Approval/ Dispatch

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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)

Receiving

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

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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
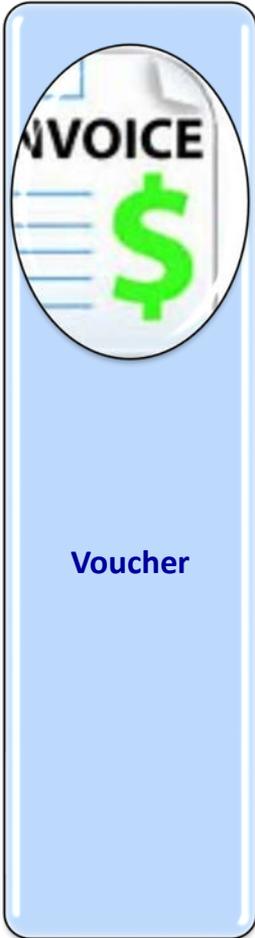
Voucher

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

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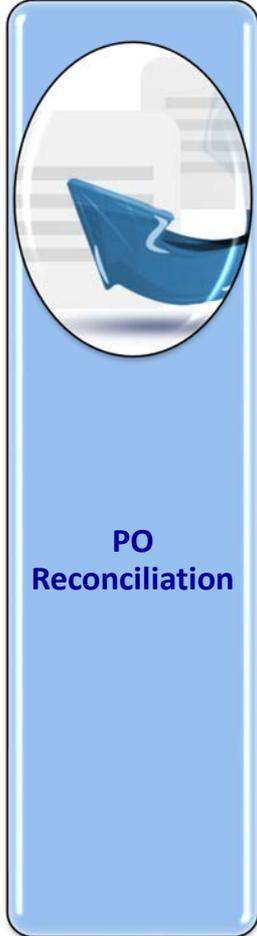
NOTE: More on PO reconciliation in the PO Managing and Monitoring part of the training session

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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
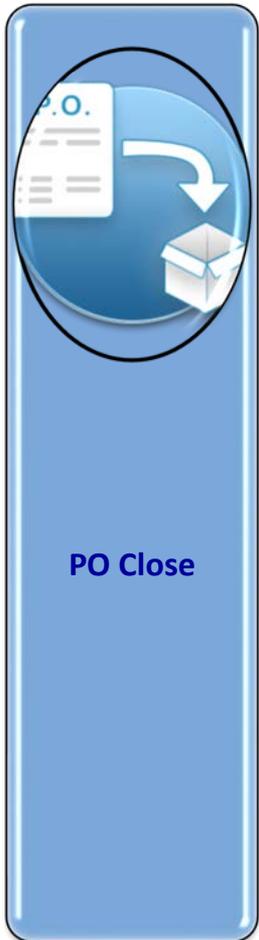
PO Close

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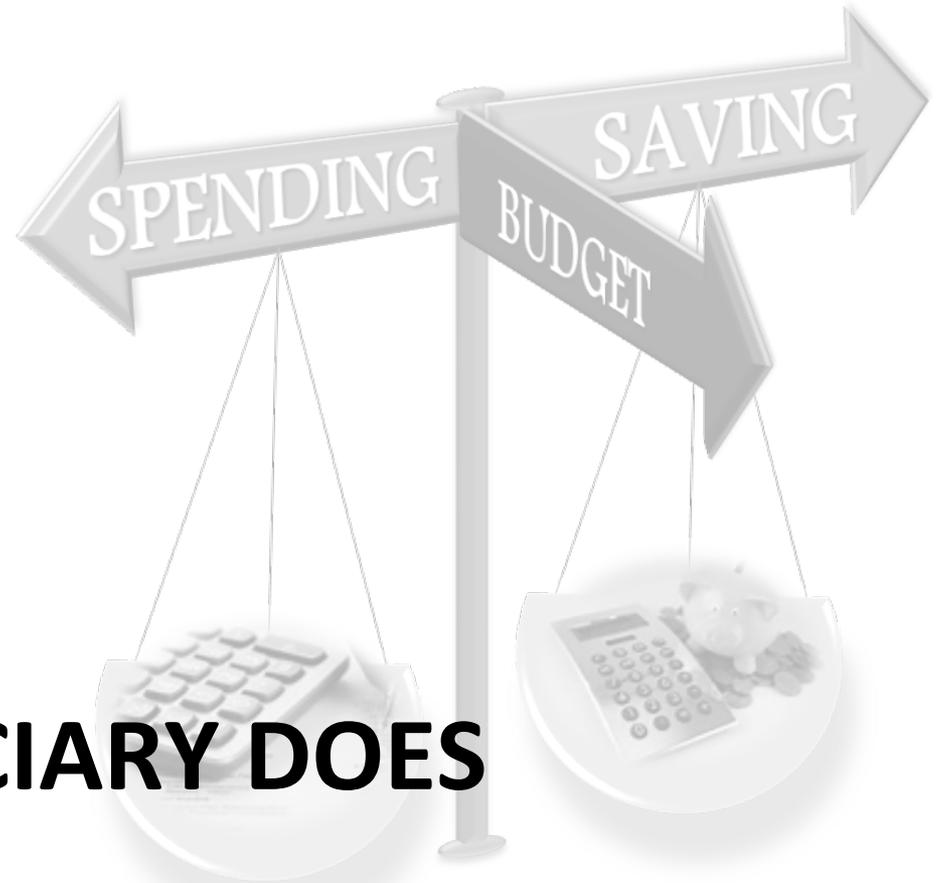
Tracking Purchases

HOW THE JUDICIARY DOES BUSINESS

Budgeting

Allocating Funds:
- Operating
- Grants
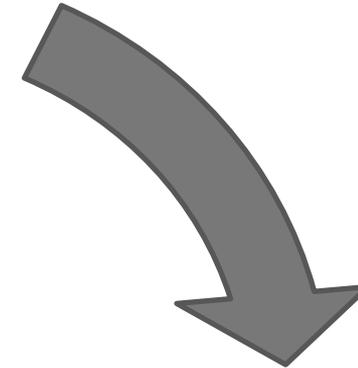
Spending

Purchasing and paying for goods and services:
- Vouchers (Invoice)
- Requisitions
- Purchase Orders
- Expenses

Judiciary's Fiscal Cycle (Jul – Jun)

Managing

Using reports to manage spending:
- PO Buydown Report
- Voucher Inquiry
- Budget Detail

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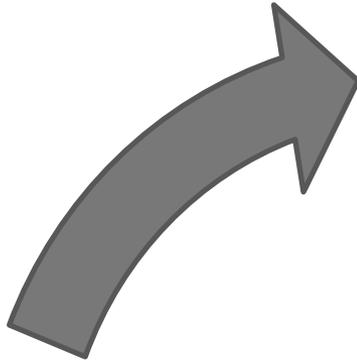
GEARS Purchasing Modules Flow

- Purchase from a Vendor
- Receive Goods / Services
- Procurement Contracts

Purchasing Module
(Contracts, Requisitions, Express Purchase Orders, Corporate Purchase Orders, Receipts, Corporate P-Card)

- Perform budget check from other modules

Commitment Control Module
(Controls expenditures against predefined, authorized budgets)

Accounts Payable Module
(Vouchers / Invoices)

- Pay a Vendor (companies and individuals)
- Create vouchers for payment

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Tracking Purchases Against Budget

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

Account	Batch Agency	Fund	Program	Approp Number	Approp Year	PCA
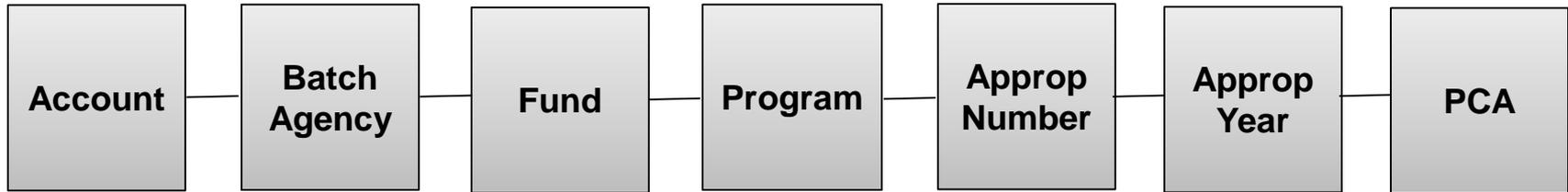
- Seven fields of information
- When combined define the proper allocation of transactions within general ledger, budgeting and procure to pay, i.e. PO's, vouchers
- The type and purpose of the transaction determines which Chartfields to complete
- All fields of the Chartfields are required to define 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:
http://courtnet/finance/index.html

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Judiciary's Chartfields in GEARS

Account	Batch Agy	Fund	Program	Approp Number	Approp Year	PCA
①	②	③	④	⑤	⑥	⑦
0902	C25	0001	B009	A0009	AY2017	90001

#		
1	Account	This represents how the expense is being categorized (e.g., 0902 – General Office Supplies, 0809 Equip Maintenance & Repair)
2	Batch Agency	Identifies AOC and Circuit Court (C25) vs District Court (C50)
3	Fund	Type of money being spent, e.g., general vs special fund
4	Program	Identifies the court or program (e.g., B004 – District Court)
5	Appropriation Number	Identifies the appropriation program in which the program resides under
6	Appropriation Year	The budget year that the money was assigned to be expensed from. The year is based on when the fiscal year ends. (State Fiscal Year runs July 1 – June 30). E.g., AY2016 for spending during July 1, 2015 and ends, June 30, 2016. For past encumbrances and accruals, the AY entered would be from a previous year.
7	Program Cost Account (PCA)	Identifies the court or program responsible for the transaction (e.g., 90001 Judiciary Information Services)

What is a SpeedChart?

- 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)

| *Distribute By | Qty | | | | | SpeedChart | 90001 | |

Accounting Lines

| Chartfields1 | Chartfields2 | Details | Details 2 | Asset Information | Asset Information 2 | Budget Info |

Account	Batch Agy	Fund	Program	Approp Number	Approp Year	PCA	Dept	PC Bu
0902	C25	0001	B009	A0009	AY201	9000'		

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 SAME unit cost should be ***Quantity***
   - Service(s) with VARYING price should be ***Amount Only***

❑ 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)

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Creating A Requisition

Create Requisition

Clink here Requisition Setting
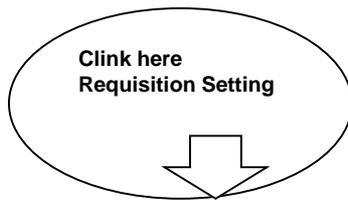
Create Requisition ⓘ

Welcome   **Robin Smith**

🏠 Home   ✏️ My Preferences   ⚙️ Requisition Settings | 🛒 0 Lines   [Checkout]

[Request Options ▼]   Search [All ▼]   [   ]   [Search]   Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Catalog
Browse Catalogs
MDJUD - Item Category NEW

Web
Browse Supplier Websites

Express Item Entry
Create an Express Requisition

Special Requests
Create a non-catalog request

Forms
Create and Submit Forms
Business Cards

Favorites
Browse Favorite Items and Services

Templates
Browse Company and Personal Templates

ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Recently Ordered
View recently ordered items and services
SUPPLIES
office supplies
Office Supplies
software maintenance
more paper
More...

External Catalogs
Browse Supplier Website Items

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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

Business Unit	MDJUD	Administrative Office of Court	① Requisition Name	
Requester	ROBIN.SMITH	Robin Smith	Priority	Medium
*Currency	USD			

Default Options ?

○ Default — If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

● Override ② — If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults ?

Vendor		Category	
Vendor Location		Unit of Measure	
Buyer			

Shipping Defaults

Ship To	AOC-DPCA	Add One Time Address
Due Date		Attention

Distribution Defaults

SpeedChart [ ] ③

Accounting Defaults   Personalize | Find | 🗗 | 🎟️   First ◀ 1 of 1 ▶ Last

Chartfields1 | Details | Asset Information | 🎟️▶

Dist	Percent	Location	GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept
1		AOC-DPCA	MDJUD								

OK   Cancel

Creating A Requisition

Create Requisition ⑦

Welcome **Robin Smith**

🏠 Home   ⚡ My Preferences   ⚙️ Requisition Settings   🛒 0 Lines   [Checkout]

Request Options ▼   Search [All ▼]   [   ]   [Search]   Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Catalog
Browse Catalogs
MDJUD - Item Category NEW

Web
Browse Supplier Websites

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ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Recently Ordered
View recently ordered items and services
SUPPLIES
office supplies
Office Supplies
software maintenance
more paper
More...

External Catalogs
Browse Supplier Website Items

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Create Requisition ⑦

Welcome **Robin Smith**

🏠 Home   ✳ My Preferences   ⚙ Requisition Settings | 🛒 0 Lines   [Checkout]

| Request Options ▾ | Search | All ▾ | | Search | Advanced Search |

All Request Options

Catalog
    MDJUD - Item Category NEW

Web

Express Item Entry

Special Requests

Forms
    Business Cards

Favorites

Templates

ePro Services
    Fixed Cost Service
    Variable Cost Service
    Time and Materials

Recently Ordered

~~External Catalogs~~

Special Requests ⑦

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description [_____]

*Price [_____]   *Currency [USD]

*Quantity [_____]   *Unit of Measure [_____] 🔍

*Category [_____] 🔍   Due Date [_____] 📅

Supplier

Vendor ID [_____] 🔍

Supplier Name [_____] 🔍   Suggest New Supplier

Supplier Item ID [_____]

Manufacturer

Mfg ID [_____] 🔍

Additional Information

[_____] 🔗✔

☐ Send to Supplier   ☐ Show at Receipt   ☐ Show at Voucher

⚙ **Request New Item**

☐ **Request New Item**   A notification will be sent to a buyer regarding this new item request.

[Add to Cart]

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Creating A Requisition

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

Creating A Requisition

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

Requisition Lines ?

Line	Description	Item ID	Vndr Name	Quantity	UOM	Price	Total	Details	nts
☐ 1	JIS 176 Prince Frederick Distr			1.0000	AMOUNT	15000.0000	15000.00		Edit

Line Comment ✕

Help

Business Unit MDJUD   Requisition Date 02/09/2017
Requisition ID 0000006006   Status Pending
Line 1

Comments   Find   First ◀ 1 of 1 ▶ Last

Entered On: 02/09/2017 7:56:33AM

1 << See attached SOW.

ServiceNow Incident INC0072588

☑ Send to Supplier   ☐ Show at Receipt   ☐ Show at Voucher

Add Attachments

▼ Attachments

Attached File	User/Date Time	View	Send to Supplier	
1 JIS_176_SOW_Prince_Frederick_DC_Data_Wiring_-_MDEC.docx	COLLEEN.CANTLER 2017-02-09-08.03.16.018	View	☐	—

OK   Cancel

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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.;

Check Budget

Budget Checking Status: Valid

Save & submit   Save for Later   Add More Items

Confirmation

Your requisition has been submitted.

Requested For	Colleen Cantler	**Number of Lines**	1
Requisition Name	AY17 JIS 160 CO 1 Allegany Co.	**Total Amount**	30,584.68 USD
Requisition ID	0000005999	**Pre-Encumbrance Balance**	30584.68 USD
Business Unit	MDJUD		
Status	Pending		
Priority	Medium		
Budget Status	Valid		

View printable version   Edit This Requisition   Check Budget

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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:		
Justification:	Needed to move all electronic equipment and install furniture within the new office location for [your office name here].	
Comments:	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.	

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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

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Creating an Express PO

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

Creating an Express PO

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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Creating an Express PO

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*)

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

Creating an Express PO

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

Creating an Express PO

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

Once you click Search, the active 'Contract ID' associated with the vendor populates. Select the checkbox and click 'OK'

Save, Submit for Approval, Budget Check, Dispatch PO

Purchase Order

Save | Notify | Refresh

Save PO, GEARS assigns PO Number

Business Unit MDJUD
PO ID 0000061198

Copy From

PO Status Open
Budget Status Not Chk'd

Submit PO for Approval

PO Status: Approved
Budget Status: Not Chk'd

After Approval, perform the Budget Check

PO Status Approved
Budget Status Valid

☐ Hold From Further Processing

After Budget Check, Check Budget Status

Doc Tol Status Valid

Receipt Status Not Recvd

*Dispatch Method Print | Dispatch

Choose Dispatch Method and Dispatch PO

- ## Amount Only

DATA TITLE	DATA INFORMATION TO BE VIEWED OR WRITTEN IN EXERCISE		
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 OPERATION TRAINING		

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• # 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	

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- ## 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

Managing Documents in GEARS

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

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

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Finding Your Express POs

Main Menu > Purchasing > Purchase Orders > Add/Update Pos > Find Existing Value

Finding Information on Express POs

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

Favorites ▾   Main Menu ▾   › Purchasing ▾ › Purchase Orders ▾ › Review PO Information ▾ › Activity Summary

GEARS

Activity Summary

Business Unit MDJUD		**PO Status** Compl	
Purchase Order 0000057252		**Vendor** STAPLES ADVANTAGE	
Merchandise Amount	91.52 USD	**Supplier Location** 002	
Merchandise Receipt	91.52 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	91.52 USD		
Merchandise Matched	91.52 USD		

Lines   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

Details   **Receipt**   **Invoice**   **Matched**   **RTV**   📄▶

Line	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	GTIN
1	📋	office supplies	AMT			

Return to Search   Notify

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Finding Information on Express POs

PO Activity Summary – Receipt Info

Finding Information on Express POs

PO Activity Summary – Voucher Info

| Favorites ▾ | Main Menu ▾ | > Purchasing ▾ | > Purchase Orders ▾ | > Review PO Information ▾ | > Activity Summary |

GEARS

Unit MDJUD   **PO No.** 0000057252   **Line** 1   **Item ID**

Invoice

Personalize | Find | View All | 🔲 | 🏢   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

[Return to Search] [Notify]

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Finding Information on Express POs

PO Activity Summary – Matched Info

GEARS

Activity Summary

Business Unit	MDJUD	**PO Status**	Compl
Purchase Order	0000057252	**Vendor**	STAPLES ADVANTAGE
Merchandise Amount	91.52 USD	**Supplier Location**	002
Merchandise Receipt	91.52 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	91.52 USD		
Merchandise Matched	91.52 USD		

Lines   Personalize | Find | View All | ⬆ | ⊞   First ◀ 1 of 1 ▶ Last

| Details | Receipt | Invoice | **Matched** | RTV | ⊞▸ |

Line		Item	Item Description	UOM	Qty Matched	Amt Matched	Currency	
1	📑		office supplies	AMT	0.0000	91.520	USD	▣

⟲ Return to Search   ✉ Notify

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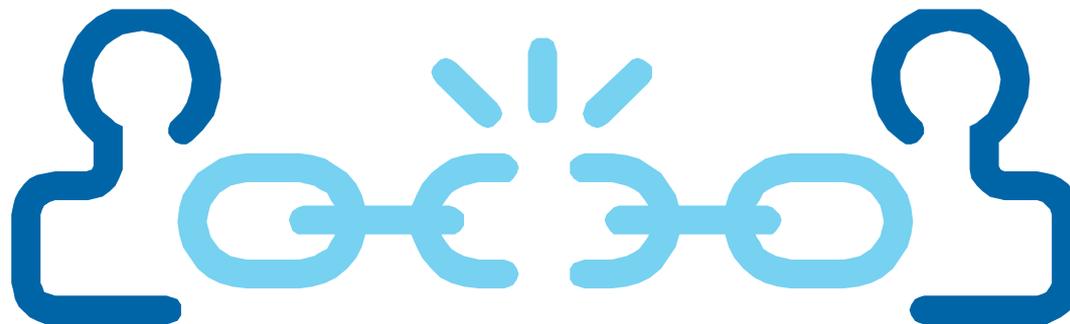
Procurement Documents in GEARS

MONITORING PROCUREMENT DOCUMENTS

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)

Analyze and cancel requisitions no longer needed

Analyze and identify POs to be closed (Field)

Close eligible POs (DPGCA)

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

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based on AOC Procurement guidelines

MARYLAND JUDICIARY

Purchase Order Budgetary Activity Report

Run Date   January 12, 2015

Report Criteria: Select: ACCOUNT = 0902 and VENDOR_ID = 0000005387

Run Time   9:33 AM

Exclude: Zero Balance PO's

Page **3** of **3**

Voucher ID: 00096321

Cf	Invoice	Inv. Dt	Line	Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	1472562-1	09/23/2014	1	1	AY2015	40651	0001	0902	281.06

PO ID: 0000048892

PO Date	Vendor Id	Status									
11/18/2014	0000005387	A	RUDOLPHS OFFICE & COMPUTER SUPPLY INC								

Cf	PO Line	Description	Dist Ln	Bud Ref	PCA	Fund	Account	PO Amt	Vchrd Amt	PO Balance
NE	1	misc. office supplies	1	AY2015	40661	0001	0902	1,387.79	1,349.23	38.56

PO Totals: 1,387.79   1,349.23   38.56

Voucher ID: 00112317

Cf	Invoice	Inv. Dt	Line	Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	1491580-0	11/18/2014	1	1	AY2015	40661	0001	0902	1,349.23

	PO Amt	Vchrd Amt	PO Balance
PO Report Totals:	5,773.33	4,996.23	777.10

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migration to Production (expected Jan, 2015)

Personalize | Find | View All | 🔲 📊   First ◀ 1-50 of 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	199,176.00	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

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migration to Production (expected Jan, 2015)

- **PO Buydown Report**
- **PO Close Request Page**

Resources and Tools

CONTACTS AND ADDITIONAL INFORMATION

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- 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/externalvendormaintenanceformfillable.pdf

Additional Information

- 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	0000005491	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	0000006439	BPO0000034063-2017	

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- 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	0000007337	
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@rudolphsupply.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 michellem@rudolphsupply.com Or Nikki Gaeklein ngaecklein@rudolphsupply.com	0000005387	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	

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Any Questions?

Great Job!!!

Congratulations!!!!

You have successfully completed the course!!!!

Thank You!!!