MARYLAND JUDICIARY

GEARS General Enterprise And Resource Support

Quick Reference Tip Sheet

Last Revised Date: 01/20/2015

General Information

Task	Process Information
Running the PO Buydown Report	This report should be run at any time to view the detail of transactions associated with a purchase order(s) and the remaining open balance. The information helps to manage your open POs by showing what you have left and what you have been spending, including PO balances, what has been unpaid, and what vouchers have been posted against the PO (coding included). Only POs that are in 'Dispatched' status will appear on the report. Only vouchers that have a 'Valid' budget check will appear on the report. Note: This report can be exported to Excel.

GEARS Navigation

Purchasing > Purchase Orders > Review PO Information > PO Buydown Report	

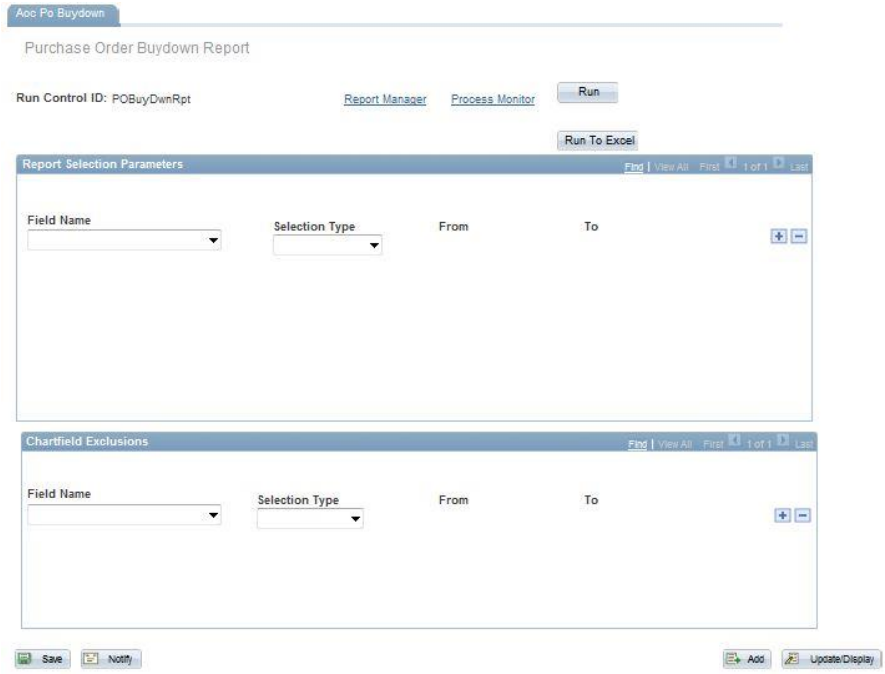
1.0 Process

This document is intended to provide a quick reference to running the PO Buydown Report within GEARS.

STEP	ACTION	DETAILS
1.	**<u>Create the Run Control ID</u>. The first time you run the PO Buydown Report, you must create a new Run Control ID. Click on the** Add a New Value **tab.** **NOTE: A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the Find an Existing Value tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.**	 To use a Run Control ID that you previously created, click the Find an Existing Value tab, and then click the Search button. A list of Run Control IDs appears.

2. **Click the** Add **button.**

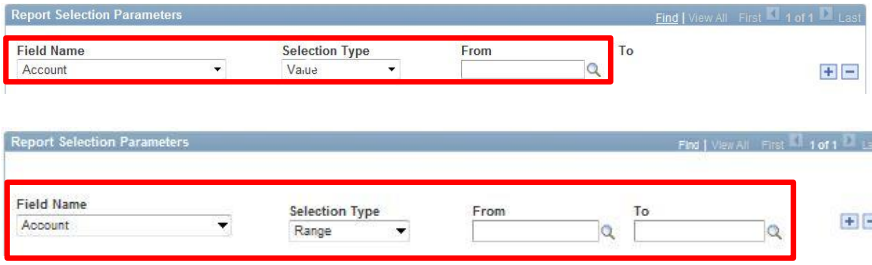
3. **The Purchase Order Buydown Report Run Control page displays.**



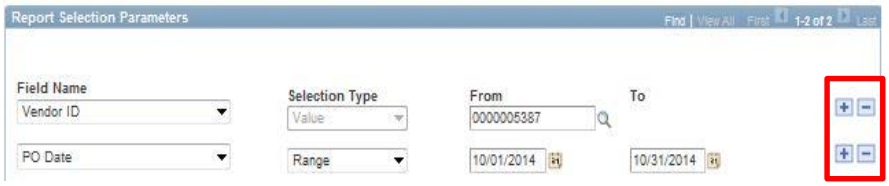
4a. **<u>Specify the Report Parameters</u>. Select the Field Name criteria for your report and select either a specific Value or a Range of Values for the field.**

You can report on any single or combination of the following fields: Account, Appropriation Year, Account Encumbrance Indicator, Fund, PO Date, PO Number, Program Cost Account (PCA), Project, Vendor ID, or Vendor Name.

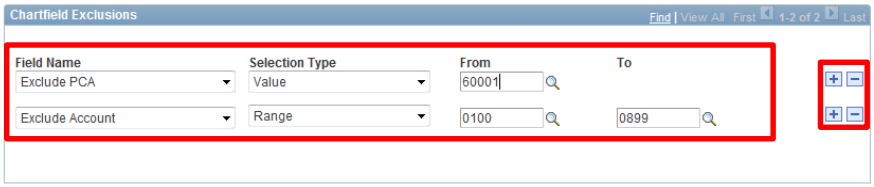
NOTE: If one of the PO Lines meets your criteria, then <u>all</u> of the PO Lines will display. This is so that PO balance and totals are accurate. To refine your results, you can use the Excel download to filter on your criteria.



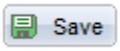
You can select multiple field names. Add/delete field names as needed by using the "+" and "- "buttons to the right of the line.



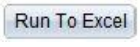
4b. **You can exclude any single or combination of the following ChartFields:** Exclude Account, Exclude Fund, Exclude PCA, Exclude Program, Exclude Project, Exclude Zero Balance POs.

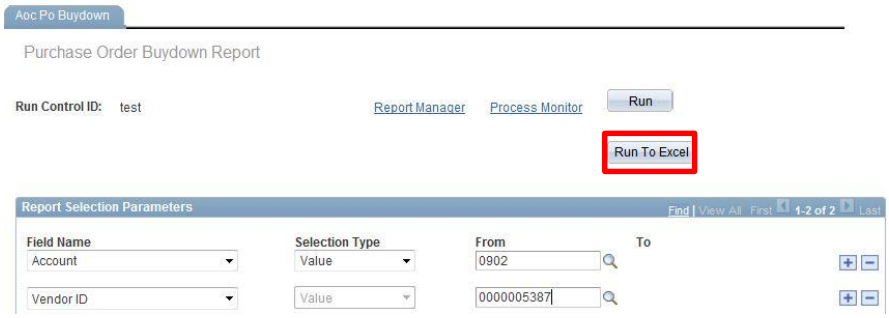


NOTE: You can select multiple field names. Add/delete field names as needed by using the "+" and "-" buttons to the right of the line.

5. **Save the parameters selected by clicking the**  **button.**

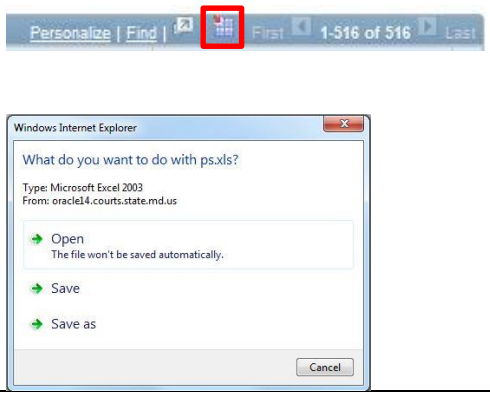
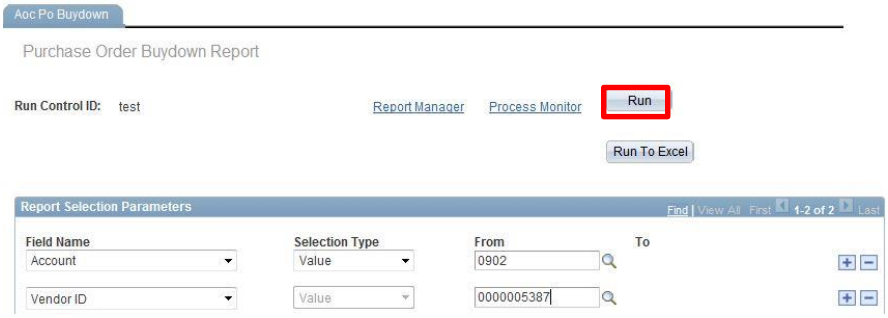
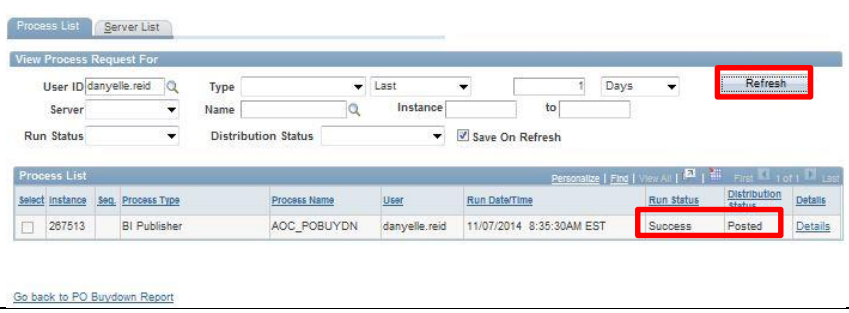
6. **To download the results to Excel, Continue to Step 7. To run and print the report, skip to Step 10.**

7. **Click the**  **button.**



8. **The Purchase Order Buydown Search Results page displays the following fields:** PO Number, PO Date, Vendor ID, Vendor Status, Vendor Name, PO Line, PO description, Distribution Line, Account, PCA, Fund, Approp Year, Project, PO Amount, Vouchered (Vchrd) Amount, PO Balance, and Account Encumbered/Non-Encumbered status.

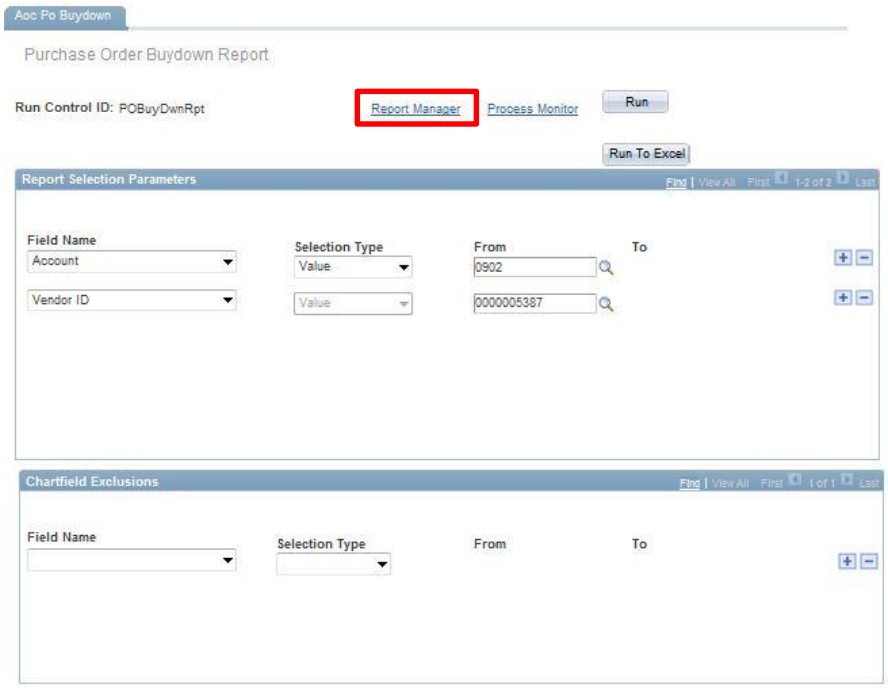
The page displays a certain number of POs at a time. If you have more POs to view, as a result of your search, view additional POs by using the left and right arrow buttons to the top right of the grid.

9.	**Click the button to download the results into Excel and open and/or save in Excel.** ****This completes the steps for downloading results into Excel.**	
10.	**<u>Run the Report.</u> Click the Run button.**	
11.	**<u>Schedule the Process</u>. The Process Scheduler Request page displays.** **These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.** **NOTE: Confirm the AOC_POBUYDN report is selected (checked) and the *Format is PDF.**	
12.	**Click the OK button.**	
13.	**<u>Make Sure The Process Runs</u>. Make note of the Process Instance number, and then click the Process Monitor link.**	
14.	**<u>Check the Process Status</u>. The Process List page displays.** **Click the Refresh button and continue clicking the *Refresh* button until the Run Status = Success and Distribution Status = Posted.**	

15. **<u>Retrieve the Report.</u> Click the** Go back to PO Buydown Report **link to return to the** Report Request Parameters **page.**

16. **The PO Buydown Report Run Control page displays.**

Click the Report Manager **link.**

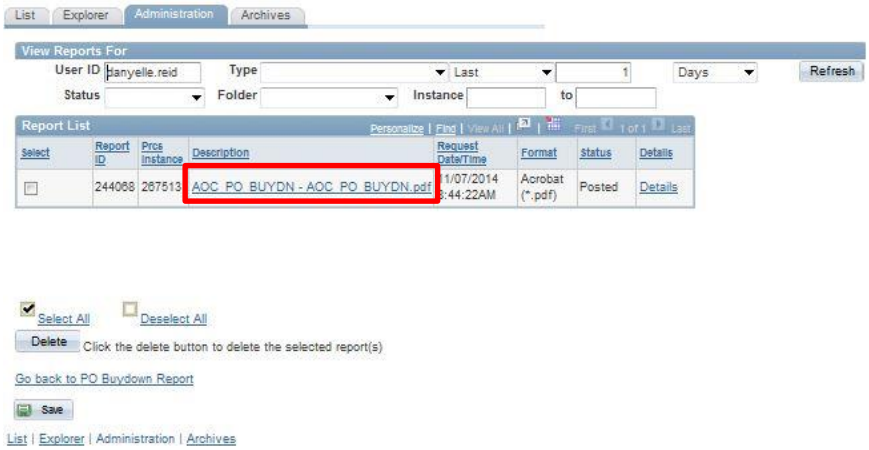


17. **Click the** Administration **tab.**

18. **<u>View the Report.</u> The View Reports page displays.**

Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.

The report will open as a PDF file in a separate window. See below for sample output.



19.

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Purchase Order Budgetary Activity Report

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

Exclude: Zero Balance PO's

Run Date January 15, 2015

Run Time 13:19 PM

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PO ID: 0000046716

PO Date	Vendor Id	Status	
07/16/2014	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	OFFICE SUPPLIES	1	AY2015	4054C	0001	0902	2.94	0.00	2.94
							PO Totals:	2.94	0.00	2.94

PO ID: 0000046730

PO Date	Vendor Id	Status	
07/17/2014	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	OFFICE SUPPLIES	1	AY2015	40551	0001	0902	438.04	432.79	5.25
							PO Totals:	438.04	432.79	5.25

Voucher ID: 00080422

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000008567	1456702-0	07/03/2014	1	1	AY2015	40551	0001	0902	432.79

PO ID: 0000046841

PO Date	Vendor Id	Status	
07/23/2014	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	RUDOLPHS SUPPLY ORDER# 1460525	1	AY2015	40741	0001	0902	2,777.67	2,739.39	38.28
							PO Totals:	2,777.67	2,739.39	38.28

20.

PO BUYDOWN REPORT FIELD NAMES:

Account – The four-digit numeric sub-object account number, i.e. 0808 Equipment Rental, 0902 Office Supplies, which would include any leading zeros.
Approp Year (Bud Ref) – The six-digit alpha numeric appropriation year, i.e. AY2014.
Account Encumbrance Indicator / Encumbrance (E) – This information is displayed as "Cf" on the report. Includes all accounts that are eligible for encumbering at year-end per the state's General Accounting Division. It DOES NOT mean that the returned PO's were in fact encumbered or not encumbered by the Department of Budget and Finance.
Account Encumbrance Indicator / Non Encumbrance (NE) – This information is displayed as "Cf" on the report. Includes all accounts that are NOT eligible for encumbering at year-end per the state's General Accounting Division. It DOES NOT mean that the returned PO's were in fact encumbered or not encumbered by the Department of Budget and Finance.
Fund – The four-digit numeric funding source, i.e. 0001 General Funds, 0003 Special Funds, which would include any leading zeros.
Purchase Order Date – The date the purchase order was created and the format would be MM/DD/YYYY.
PO Balance – The amount remaining on the PO.
PO Number – The ten-digit numeric PO number in GEARS, i.e. 0000044512, which would include any leading zeros.
Program Cost Account (PCA) – The five-digit alpha-numeric or numeric number assigned to your court or department, i.e. 60091, B0200. If included in your selection criteria, this information is displayed as "Product" on the Report Criteria line.
Project – The 15-digit alpha numeric number assigned to a project within the Grants/Project Costing module. This would not be used by many people.
Receipt ID – The receipt number associated with the voucher line.
Status – The Vendor Status (e.g., A = Active, I = Inactive).
Vchrd Amt – The voucher amount that has been posted against the PO. Only vouchers with a 'Valid' budget check will appear in the report.
Vendor ID – The ten-digit numeric vendor ID assigned by GEARS, which should include any leading zeros.
Vendor Name – The alpha-numeric name for the vendor.

Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.