GEARS

General Enterprise And Resource Support

Procure to Pay Training

Department of Procurement, Contract & Grant Administration

Robin Smith

Department of Budget & Finance

Tammy Sitar and Sharon Hoff

Introduction – About DPCGA

A little bit about us…

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

The Procurement Department concentrates on the bid solicitation process, 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

Introduction – About DBF

A little bit about us…

- Tammy Sitar, *Deputy Director of Budget and Finance*
- Vacant, *Unit Director*
- Sharon Hoff, *Supervisor*
- Trudy Brown, *Lead Worker*

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

- Review and recording of Accounts Payable and Revenue transactions.
- Justification and execution of the Judiciary budget.
- Oversight of the security and operational aspects of the financial computer operating system (GEARS).

Introductions

- Introduce Yourself…
  - Your Name
  - Your Title
  - Your Court/Program Location

Going to Cover:

- Understanding the Chart of Accounts
- Vendor Search & Verification
- Completing a Vendor Maintenance Form
- Lifespan of a Procure to Pay Document
- PO, Receipt & Contract Requirements Summary
- Things to Remember for Procurement Documents
- Creating a Requisition
- Creating an Express PO
- Managing Requisitions
- Finding an Existing PO
- Verifying your PO Information
- PO Buydown Report
- Creating a Receipt

Going to Cover:

- Creating Vouchers
- Voucher Tips
- How to Correct Exceptions/Errors
- Payment Information
- Liability Offset
- What to Pay
- Prior Balance Research
- Voucher Activity Inquiry
- RIR Notifications
- Finding an Existing Voucher
- Marking Corrections to a Voucher
- How to Recycle a Voucher
- Monitoring Procurement Documents
- PO Close Request
- Questions

Understanding the Chart of Accounts (COA)

- The COA is used to categorize expenses and revenue into "buckets" for tracking and reporting. This is done by various elements within the COA, which can then identify the exact purpose of the funds.
  - PCA - Each court has a variety of Project Cost Accounts (PCA's) for revenue and expenditures, i.e. B0200, B0211, B0219, B0223 and 02010, 02030. For expense PCA's, the last digit also indicates the fund type.
  - Fund – The Judiciary has four fund types.
    - General (GF-01)
    - Special (Land Records, SF-03)
    - Federal (FF-05)
    - Reimbursable (RF-09)
  - Appropriation Year – Each appropriation year begins July 1 and ends June 30. It is based on the ending date. We are currently in AY2019 (and have been since July 1, 2018).

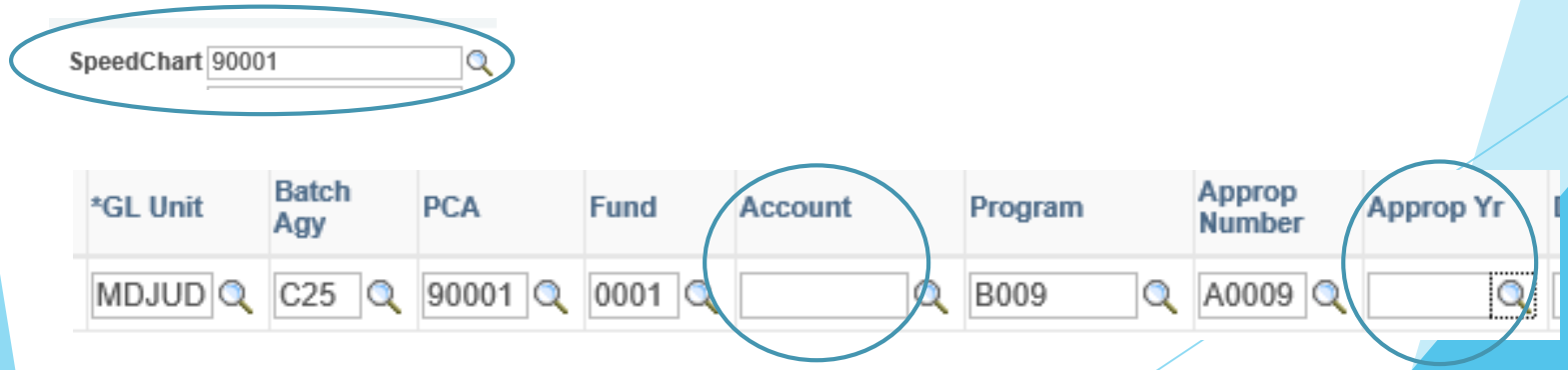
Understanding the Chart of Accounts

- Batch Agency – All circuit courts use C25 for expenses, but have their own unique batch agency for revenue transactions, i.e. JUD01, C01.
- Account – This is the lowest level of the COA and identifies the specific type of expense or revenue, i.e. 0902 Office Supplies or 5466 GF revenue.
- All fields of the Chatfield's are required to define and validate funding.
- Example:

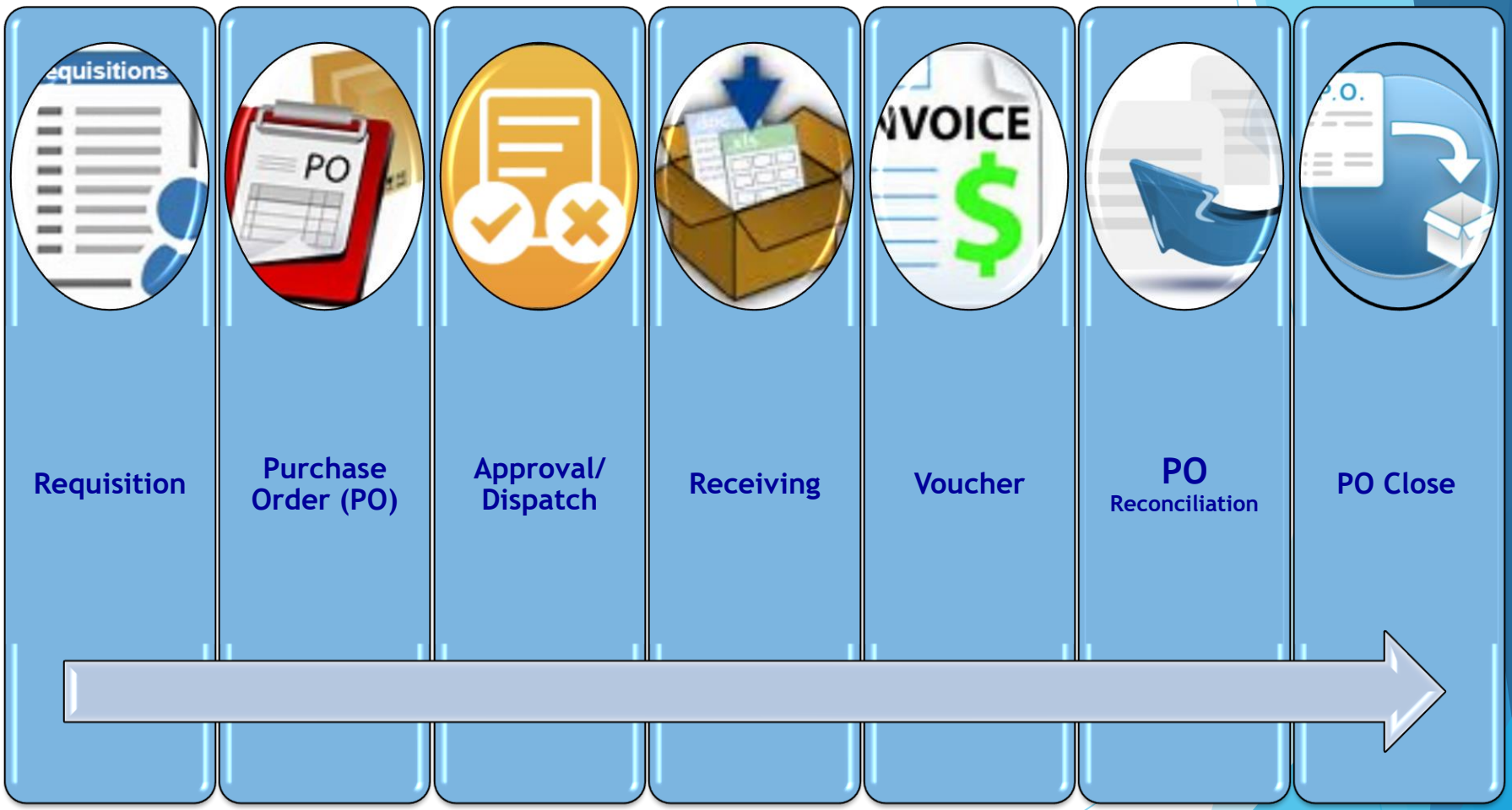
Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr
C25	90001	0001	0304	B009	A0009	AY2019

What is a SpeedChart/SpeedType?

- A SpeedChart/Type code is used to automatically populate 5 of the 7 fields that make up the COA chartfield string.
- Within revenue, the register code is used similar to a SpeedChart. By entering the register code all applicable fields will populate except for Dept.
- Within expenses or GL/KK, enter your Program Cost Account (PCA) in the SpeedChart/Type field and the system will auto populate Batch Agency, Fund, Program, Appropriation Number, and PCA.
- In most cases, you will need to enter the two other fields, account and Appropriation Year because this can be different.
- Enter the Appropriation Year (year is based on the ending period of the current fiscal year, i.e. AY2019, unless the item was accrued).



Lifespan of a Procure to Pay Document



Vendor ID Information:

- Before beginning a PTP document, such as a requisition, Express PO or voucher, the vendor ID must be known.
  - If using an existing contract from the current listing, always use the vendor ID specifically stated.
  - Otherwise, if the vendor ID is unknown, a query of the system must be done first!
  - If a vendor does not have a valid ID, then the vendor maintenance form must be completed.

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	State:	
VAT Registration ID:		Postal:	
Withholding Tax ID:		Bank Account #:	

521439761

Search | Clear

Search Results

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

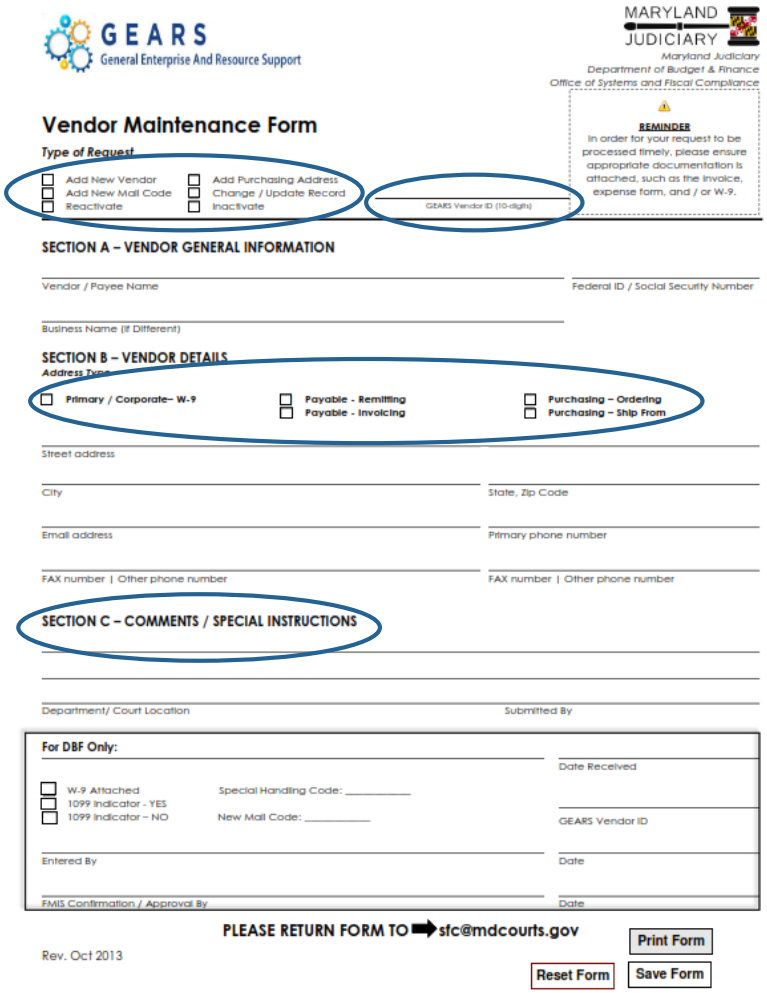
Main Information | Additional Vendor Info | Audit Information

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 document/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.

Completing a Vendor Maintenance Form

- The form can be found on the GEARS Courtnet site under the forms link.
- Make sure the form is completed in its entirety including:
  1. Select a type of request.
  2. If updating an existing vendor, enter their GEARS Vendor ID.
  3. Section B- Select an address type.
  4. Add any necessary notes to Section C.
     -If the vendor has a different remit to address add it here.
- Attach a copy of the invoice and/or W-9. (W-9 is required for a business name change.)
- Return to- sfc@mdcourts.gov
- DBF staff will notify you when the vendor has been updated and approved.



GEARS
General Enterprise And Resource Support

MARYLAND JUDICIARY
Maryland Judiciary
Department of Budget & Finance
Office of Systems and Fiscal Compliance

Vendor Maintenance Form

Type of Request

☐ Add New Vendor ☐ Add Purchasing Address
☐ Add New Mail Code ☐ Change / Update Record
☐ Reactivate ☐ Inactivate

GEARS Vendor ID (10-digits)

REMINDER
In order for your request to be processed timely, please ensure appropriate documentation is attached, such as the invoice, expense form, and / or W-9.

SECTION A – VENDOR GENERAL INFORMATION

Vendor / Payee Name
Federal ID / Social Security Number
Business Name (If Different)

SECTION B – VENDOR DETAILS
Address Type

☐ Primary / Corporate– W-9 ☐ Payable - Remitting ☐ Purchasing – Ordering
☐ Payable - Invoicing ☐ Purchasing – Ship From

Street address
City
State, Zip Code
Email address
Primary phone number
FAX number | Other phone number
FAX number | Other phone number

SECTION C – COMMENTS / SPECIAL INSTRUCTIONS

Department/ Court Location
Submitted By

For DBF Only:

Date Received
☐ W-9 Attached
☐ 1099 Indicator - YES
☐ 1099 Indicator – NO
Special Handling Code: _____
New Mail Code: _____
GEARS Vendor ID
Entered By
Date
FMIS Confirmation / Approval By
Date

PLEASE RETURN FORM TO ➡ sfc@mdcourts.gov

Rev. Oct 2013

Print Form
Reset Form
Save Form

PO, Receipt & Contract Requirements Summary

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

- eProcurement requisitions are required for purchases over $2,500. DPCGA must solicit and source the requisition into a corporate PO.

- Receipts:
  - Are not required for Express PO's for purchases $2,500 or less (CC/AOC).
  - Are required on purchases for goods on PO's issued by Procurement.
  - Are not required for services.
  - Should not be used and selected, unless the policy requires them.

- Express Purchase Order's
  - Are required for Judiciary Blanket Contracts. Contract numbers must be entered on Express PO's.
    - Refer to the Judiciary BPO List for the complete listing.
  - Are not required for purchases $2,500 or less (CC/AOC).

Things to Remember When Creating Procurement Documents

- 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.
  - Greatly assist when creating requisitions for "service maintenance."
  - Do no use special characters (e.g., '/:;) in the description field.
- Attach contracts to express POs for blanket (BPO) contract vendors.
- Must set-up the requisitions/express PO's in the manner in which the goods and services will be received.
  - 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).

Using the Tip Sheets provided, try creating a:

- Requisition
- Express PO

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

Creating A Requisition – Your Turn

Contractor/Vendor Supplier Solicitation	
Vendor:	**N/A**
Description:	**Solicitation for Professional Movers**
Category ID:	**0826**
PO Qty.:	**1 (Amount)**
Justification: if needed	**Needed to move all electronic equipment and install furniture with the new office location for (your name)**
Merchandise Amount:	**$3,000.00 – price is estimated.**
Comments:	**Solicit for bids and ensure that movers can meet all requirements to disassemble and reassemble all furniture & equipment properly from the old location to the new. Can attach additional information.**

Creating an Express PO – Your Turn

Amount Only with BPO

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		
CONTRACT ID	K16-0064-25		

Creating an Express PO – Your Turn

Quantity Based

VENDOR:	Penn Jersey		
CATEGORY	0902 Office Supplies		
ITEM:	Daytimer Refill 2019 year	Manila File Folders 100/pk	Envelopes 50/box
PO QTY:	10	5	2
UNIT OF MEASURE	EACH	EACH	EACH
MERCHANDISE AMT	$15.00	$9.00	$5.00
CONTRACT ID	BPO0000034142-2019		

Manage Requisitions – Sample Activity Timeline

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

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit MDJUD
Requisition ID 0000005705
Date From
Requester COLLEEN.CANTLEF
Requisition Name
Request State All but Complete
Date To 04/19/2017
Entered By
Budget St
P

Approvals
Cancel
Copy
Edit
View Print
[Select Action]

Search | Clear | Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000005705	Ay17 JIS 131 Change Order	MDJUD	10/25/2016	PO(s) Completed	Valid	17,609.84 USD	[Select Action] Go

Requester Colleen Cantler **Entered By** Colleen Cantler **Priority** Medium
Pre-Encumbrance Balance 0.00 USD

Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns | Invoice | Payment

Request Lifespan:

Line Information

Personalize | Find | First 1 of 1 Last

Line		Description	Status	Price		Quantity	UOM	Vndr Name	
1		JIS 131 Change Order for Cal...	PO Completed	17609.84000	USD	1.0000	AMT	SCD INFORMATION TECHNOLOGY LLC	✕

Finding Existing POs

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

Favorites ▾ | Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update Express POs

GEARS

Express Purchase Order

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit	=	MDJUD
PO ID	begins with	%572
Purchase Order Date	=	
PO Status	=	
Short Vendor Name	begins with	
Vendor ID	begins with	
Vendor Name	begins with	
Buyer	begins with	
Buyer Name	begins with	
PO Type	=	
Purchase Order Reference	begins with	

Hold From Further Processing ☐

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name
MDJUD	0000059572	10/07/2016	Dispatched	RUDOLPHSOF-001	0000005387	RUDOLPHS OFFICE & COMPUTER SUPPLY INC
MDJUD	0000057290	05/06/2016	Dispatched	COURTSMART-001	0000000199	COURTSMART DIGITAL SYSTEMS INC
MDJUD	0000057286	05/06/2016	Dispatched	VECTORSECU-001	0000008529	VECTOR SECURITY INC
MDJUD	0000057284	05/06/2016	Dispatched	GRAPHICSEX-001	0000005538	GRAPHICS EXCHANGE INC
MDJUD	0000057267	05/05/2016	Dispatched	CIRDANGROU-001	0000010864	CIRDAN GROUP INC
MDJUD	0000057247	05/04/2016	Dispatched	DOURONINC-001	0000005044	DOURON INC
MDJUD	0000057245	05/04/2016	Dispatched	DOURONINC-001	0000005044	DOURON INC
MDJUD	0000057244	05/04/2016	Dispatched	DOURONINC-001	0000005044	DOURON INC
MDJUD	0000057237	07/01/2016	Dispatched	R&AMOVERSI-001	0000012106	R & A MOVERS INC
MDJUD	0000057200	05/02/2016	Dispatched	PITNEYBOWE-014	0000008741	PITNEY BOWES INC

Another option to review PO's

Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Purchase Orders

Purchase Order Inquiry

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

Find an Existing Value

Search Criteria

Business Unit	=	MDJUD
PO ID	begins with	
Contract SetID	begins with	
Contract ID	begins with	
Release Number	=	
Purchase Order Date	=	
PO Status	=	
Program Cost Account	begins with	
Vendor ID	begins with	
Vendor Name	begins with	
Buyer	begins with	
Buyer Name	begins with	

☐ Case Sensitive

Verify PO Information (prior to creating the voucher)

Breadcrumbs: Main Menu> Purchasing>Purchase Orders>Review PO Information>Purchase Orders

- 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

Breadcrumbs: Main Menu>Purchasing>Purchase Orders>Review PO Information>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 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.

MARYLAND JUDICIARY

Purchase Order Buydown Report

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	
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 invoice from the vendor.

If an invoice number is not provided by the vendor, the below standardizations should be followed.

Standardization for Judicial expense vouchers:

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

Standardization for interpreter invoices:

IIMMDDYYHHMM (First and last initials, assignment date by month, day, year and docket time in hours/minutes.)

***For all invoices numbers that involve name initials, where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number.

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 (each word) in capital letters.)

Example: An invoice is received and dated March 15, 2018 from Office Supply Network. The user should enter the invoice number as 20180515OSN.

Attachments

- Make sure all pages are scanned and attached.
- All attachments need to be in PDF format. No exceptions.
- Unclear images, incorrect images, or no attachments will cause the voucher to be returned for correction and delay the payment processing.
- Make sure any required approval emails/letters are attached.
- Catering for Special Meetings, Events and Staff Appreciation
  - Meals must adhere to the approved per diem meal allowance 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 with proof of payment.

Processing Credit Invoices

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

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | AOC MD Payment | Payments | Voucher Attributes

Business Unit MDJUD
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 03/31/2017

Invoice No 12345
Accounting Date 04/07/2017
Pay Terms NET00 Due Now
Basis Date Type Acct Date

Invoice Total
Line Total -129.15
*Currency USD
Miscellaneous
Freight
Total -129.15
Difference 0.00

Session Defaults
Comments(0)
Attachments (0)

RUDOLPHS OFFICE & COMPUTER SUPPLY INC
Vendor ID 0000005387
ShortName RUDOLPHSOF-001
Location 000
*Address 1
Control Group
Accrual Voucher

Save | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines — Find | View All — First 1 of 1 Last

Line 1
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount -129.15
Calculate

SpeedChart 60091
Ship To AOC-NON_PO
Description
One Asset

Distribution Lines — Personalize | Find | View All | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Projec
☐	1	-129.15		MDJUD	C25	60091	0001	0902	B006	A0006	AY2017			

Save

Notify | Refresh | Add | Update/Display

Invoice Information | AOC MD Payment | Payments | Voucher Attributes

Duplicate Invoices

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

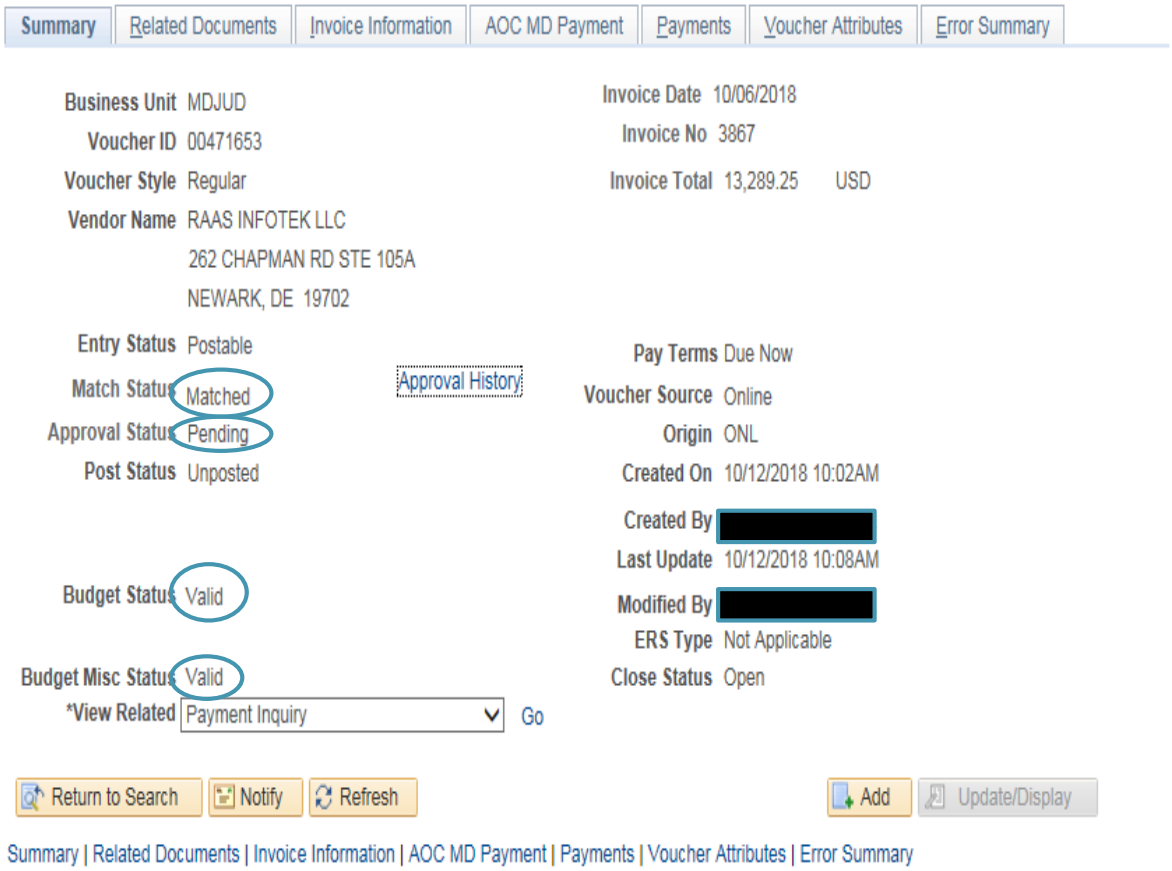
The circled sections should be verified.

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



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.

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

Business Unit MDJUD
Voucher ID 00469504
Voucher Style Regular Voucher
Invoice Date 10/03/2018

Invoice No 56779
Accounting Date 10/04/2018
Pay Terms NET00 Due Now
Basis Date Type Acct Date

Invoice Total
Line Total 2,050.00
*Currency USD
Total 2,050.00
Difference 0.00

Session Defaults
Comments(1)
Attachments (1)
Preview Approval

THE HARFORD FOREST COMPANY
Vendor ID 0000010014
ShortName THEHARFORD-001
Location 000
*Address 1

Accrual Voucher

Save | Action | Run | Calculate | Print | Submit Approval

Copy From Source Document

Invoice Lines — Find | View All — First 1 of 1 Last

Line 1
*Distribute by Quantity
Item
Quantity 4.0000
UOM AMT
Unit Price 512.50000
Line Amount 2,050.00

SpeedChart
Ship To C03-CLERK
Description 4 Cubicles for Child Support

Purchase Order
MDJUD|0000069896|1|1
Associate Receiver(s)
Force Price

One Asset

Calculate

Distribution Lines — Personalize | Find | View All | — First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept
☐	1			2,050.00	4.0000	MDJUD	C25	C0300	0001	0912	C030	A0010	AY2019	

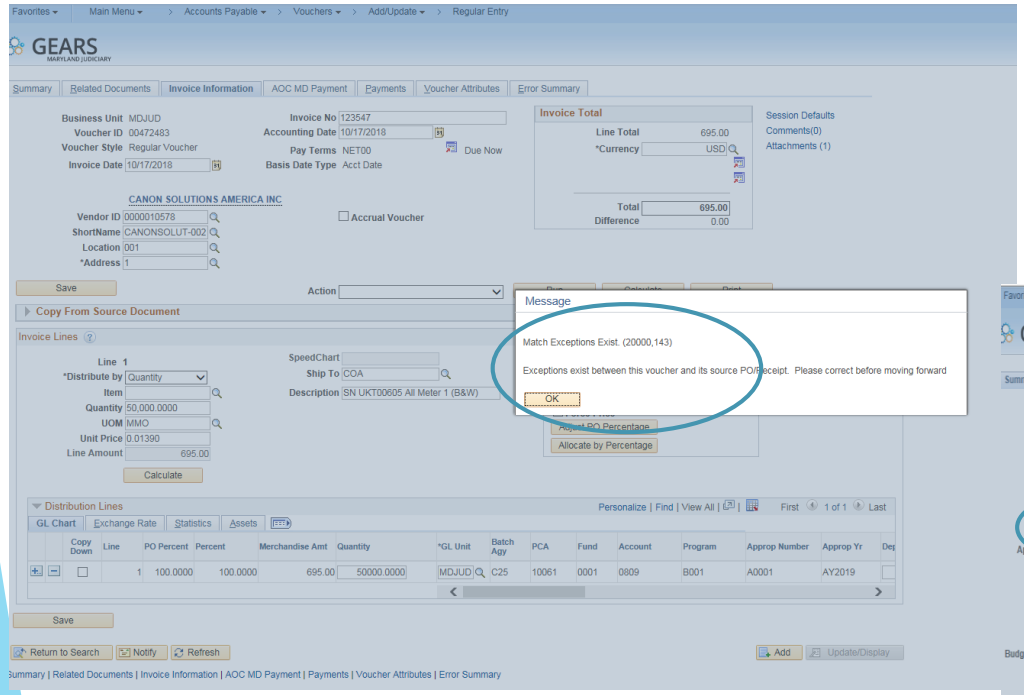
Save

Return to Search | Notify | Refresh | Add | Update/Display

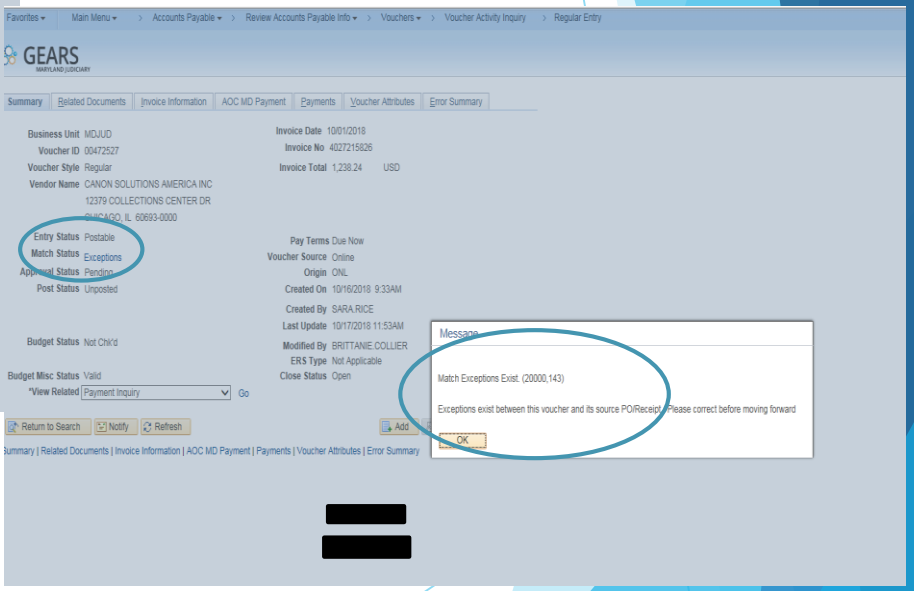
Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Match Exception Warnings

Exceptions give warnings when they are received.



As well as when a voucher is reopened.



Identifying Match Exceptions

The Errors box shows the type of Match Exception Received

The View Source PO/Receiver Information shows the PO number and line number, this invoice line is associated with.

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

GEARS MARYLAND JUDICIARY

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

Business Unit MDJUD
Voucher ID 00472527
Voucher Style Regular Voucher
Invoice Date 10/01/2018
Invoice No 4027215826
Accounting Date 10/16/2018
Pay Terms NET00 Due Now
Basis Date Type Acct Date

Invoice Total
Line Total 1,238.24
*Currency USD
Total 1,238.24
Difference 0.00

Session Defaults
Comments(1)
Attachments (1)

CANON SOLUTIONS AMERICA INC
Vendor ID 0000010578
ShortName CANONSOLUT-002
Location 001
*Address 1
Accrual Voucher

Save | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines — Find | View All — First 1 of 2

Line 1
*Distribute by Quantity
Item
Quantity 52,236.0000
UOM MMO
Unit Price 0.01390
Line Amount 726.08
Calculate

SpeedChart
Ship To COA
Description SN UKT00605 All Meter 1 (B&W)

Purchase Order
MDJUD|0000069714|1|1
Associate Receiver(s)
Force Price
Adjust PO Percentage
Allocate by Percentage

One Asset

Distribution Lines — Personalize | Find | View All — First 1 of 1

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr
	1	100.0000	100.0000	726.08	52236.0000	MDJUD	C25	10061	0001	0809	B001	A0001	AY2019

Save

Return to Search | Notify | Refresh | Add | Update/D

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

Errors for Invoice Line 1

Personalize | Find | View All — First 1-2 of 2 Last

Field Name	Message
RULE_V200	Life To Date Voucher Qty > PO Qty + %Tolerance
RULE_V300	Life to Date Voucher Amount > PO Amount (No Price Tolerance Specified)

Return

View Source PO/Receiver Information

Unit MDJUD Voucher 00472527 Line 1 *Line Match Option Full Match

PO Number

PO Unit	PO No.	PO Line	PO Schedule
MDJUD	0000069714	1	1

Receipt Number

Receipt Unit	Receipt Number	Line	Schedule

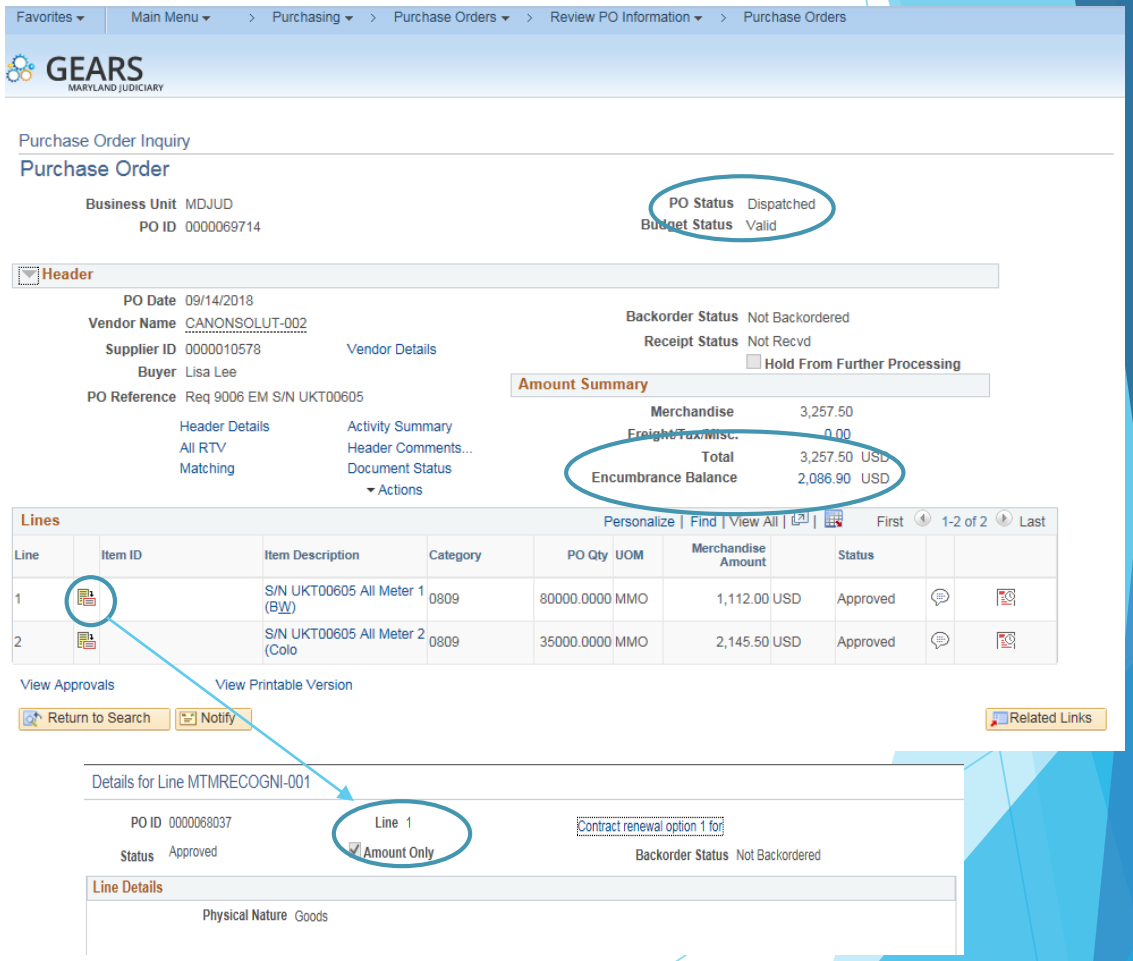
PO/Receipt Comments

OK | Cancel | Refresh

Researching Match Exceptions

Where to look:

1. Open PO using PO Inquiry
   a. Check PO status, should be dispatched.
   b. Check encumbrance balance on PO Inquiry page.
      -Ensure balance covers the invoice you are paying.
   c. If the invoice is less than the PO amount for a service, ensure the PO line is marked amount only.



Researching Match Exceptions

Where to look:

2. Run a PO Buydown Report
   a. Check line available balances for the matching PO line from the voucher.

For this example, PO line 1 has $312.62 available. The invoice line to be paid from the voucher is for $726.00. So, the PO will need to be increased in order to process this voucher.

MARYLAND JUDICIARY

Purchase Order Buydown Report

Run Date October 17, 2018

Run Time 11:36 AM

Page 1 of 1

Report Criteria: Select: PO_ID = 0000069714

Exclude: Closed PO's

PO ID: 0000069714

PO Date	Vendor Id	Status	
09/14/2018	0000010578	A	CANON SOLUTIONS AMERICA INC

Cf	PO Line	Description	Dist Ln	Bud Ref	PCA	Fund	Account	PO Amt	Vchrd Amt	PO Balance
NE	1	S/N UKT00605 All Meter 1 (B&W)	1	AY2019	10061	0001	0809	1,112.00	799.38	312.62
NE	2	S/N UKT00605 All Meter 2 (Colo	1	AY2019	10061	0001	0809	2,145.50	371.22	1,774.28
							PO Totals:	3,257.50	1,170.60	2,086.90

Voucher ID: 00465391

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		4026667408	08/01/2018	1	1	AY2019	10061	0001	0809	347.01
NE		4026667408	08/01/2018	2	1	AY2019	10061	0001	0809	133.63

Voucher ID: 00465392

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		4026925732	09/01/2018	1	1	AY2019	10061	0001	0809	345.62
NE		4026925732	09/01/2018	2	1	AY2019	10061	0001	0809	61.05

Voucher ID: 00469281

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE		4026399213	07/01/2018	1	1	AY2019	10061	0001	0809	106.75
NE		4026399213	07/01/2018	2	1	AY2019	10061	0001	0809	176.54

	PO Amt	Vchrd Amt	PO Balance
PO Report Totals:	3,257.50	1,170.60	2,086.90

Correcting Match Exceptions

- **Error: PO not in Dispatched Status**
  - Solution: Contact the buyer listed at Procurement to dispatch the PO.
- **Error: PO Encumbrance balance does not have enough money to pay invoice**
  - Solution: Contact the buyer listed at Procurement to increase the PO. Supporting documentation will need to be provided, (i.e. invoice, contract, etc.)
- **Error: PO line is not marked amount only**
  - Solution: Contact Brittanie Collier, to disassociate PO from voucher. The buyer can then make corrections to the PO.
- **Error: PO line balance does not have enough money to pay invoice.**
  - Solution: Contact the buyer listed at Procurement to increase the PO. Supporting documentation will need to be provided, (i.e. invoice, contract, etc.).

Note: There are times that vouchers for copies will result in a match exception, where all items appear to be correct. The match exception can be caused by system rounding of the copy prices.

If this situation occurs or additional assistance is needed, please contact Accounts Payable or Tammy Sitar.

Identifying Budget Errors On Vouchers

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

GEARS MARYLAND JUDICIARY

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

Business Unit MDJUD
Voucher ID 00473244
Voucher Style Regular
Vendor Name STAPLES INC DBA QUILL LLC
PO BOX 37600
PHILADELPHIA, PA 19101-0600
Entry Status Postable
Match Status No Match
Approval Status Pending
Post Status Unposted
Budget Status Exceptions
Budget Misc Status Valid
*View Related Payment Inquiry Go

Invoice Date 10/10/2018
Invoice No 123456
Invoice Total 500.00 USD
Pay Terms Due Now
Voucher Source Online
Origin ONL
Created On 10/18/2018 10:19AM
Created By BRITTANIE.COLLIER
Last Update 10/18/2018 10:27AM
Modified By BRITTANIE.COLLIER
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

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry > Voucher

GEARS MARYLAND JUDICIARY

Voucher Exceptions | Line Exceptions

Business Unit MDJUD
Voucher ID 00473244 Actions

*Exception Type Error
Maximum Rows 100
Search

Override Transaction
More Budgets Exist
Advanced Budget Criteria

Budgets with Exceptions
Personalize | Find | View All | First 1 of 1 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		MDJUD	PROGRAM	Exceeds Budget Tolerance	More Detail		Go To ...

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry > Voucher

GEARS MARYLAND JUDICIARY

Voucher Exceptions | Line Exceptions

Business Unit MDJUD
Voucher ID 00473244 Actions

*Exception Type Error
Maximum Rows 100
Search

Override Transaction
More Budgets Exist
Advanced Budget Criteria

Budgets with Exceptions
Personalize | Find | View All | First 1 of 1 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		MDJUD	OPER_SUM	No Budget Exists	More Detail		Go To ...

Researching Budget Errors

- Run Budget Overview Inquiry with the chartfield from your voucher to verify available funds.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

GEARS MARYLAND JUDICIARY

Budget Inquiry Criteria

Budget Overview

Inquiry OVERVIEW Description Budget_Overview

Amount Criteria Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit MDJUD Ledger Group/Set Ledger Group Ledger Group OPER_DTL

☐ View Stat Code Budgets Operating Detail Ledger Group

☐ Display Chart

Time Span

*Type of Calendar Detail Budget Period

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

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	OPER_DTL	BY	2019	2019	☑	☐

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	0902	%			Update/Add
Batch Agy	%	%			Update/Add
PCA	60091	%			Update/Add
Fund	%	%			Update/Add
Approp Number	%	%			Update/Add
Program	%	%			Update/Add
Approp Yr	AY2019	AY2019			Update/Add

Budget Status

☑ Open
☑ Closed
☑ Hold

Save | Return to Search | Notify | Refresh Add | Update/Display

Inquiry Results

Business Unit MDJUD
Ledger Group OPER_DTL Operating Detail Budget Def
Type of Calendar Detail Budget Period
Amounts in Base Currency USD
Revenue Associated: ☐

Return to Criteria Max Rows 100 Display Options Search

Ledger Totals (1 Rows)

Budget	24,702.00	Net Transfers
Expense	4,801.95	
Encumbrance	254.23	
Pre-Encumbrance	0.00	
Budget Balance	19,645.82	
Associate Revenue	0.00	
Available Budget	19,645.82	

Budget Overview Results Personalize | Find | View All | First 1 of 1 Last

	Ledger Group	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Budget Period	Budget	Expense	Encumbranc
1	OPER_DTL	C25	60091	0001	0902	B006	A0006	AY2019	2019	24,702.00	4,801.95	254.

How to Correct Budget Errors

- **Error: Exceeds Budget Tolerance**
  - Solution: Contact the Budget Unit.

- **Error: No Budget Exists**
  - Solution: Verify all chartfields were entered correctly (Tip: always use the speed chart). If all fields are correct, contact the Budget Unit.

Budget Unit Staff:

Kate Nagy- Unit Director, 410-260-1409

Ralph Sherrill- Supervisor, 410-260-1244

Dan Grote- Budget Analyst, 410-260-1593

Stephanie Emrick- Budget Analyst, 410-260-1592

Payment Information

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

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 No:	2837675-0
Voucher ID:	00308955	Invoice Date:	01/10/2017
Voucher Style:	Regular Voucher	Gross Invoice Amount:	67.00
Control Group ID:	D560-FY17	State Status:	Paid by State
Ref. Document Number:	VZD56019	AOC Vendor ID:	RUDOLPHSOF-001
		Vendor:	RUDOLPHS OFFICE & COMPUTER SUPPLY INC

Add/Update Comments

State Payments — Personalize | Find | View All | First 1 of 1 Last

	Received Date	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method	Offset Amount	Warrant Amount	Archive Reference Number
1	01/10/2017	02/07/2017	242	Payment	504733930	ACH		67.00	17041379

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

Payment Method Types:

- ACH- Electronic payment to the vendors bank account.

  (To setup ACH payments, the vendor must contact the state's Comptrollers Office.)
- CHK- Check payment is 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 once received by the AOC.
- 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	**Invoice No:**	G13006-4
Voucher ID:	00007488	**Invoice Date:**	08/15/2013
Voucher Style:	Regular Voucher	**Gross Invoice Amount:**	5312.00
Control Group ID:	A093-FY14	**State Status:**	Paid by State
Ref. Document Number:	VZA09303	**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

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.

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.

- Use the voucher description field to enter your account or serial number to assist with research. Data in this field is printed on the remittance detail that is provided to the vendor, which can assist them in applying payments to the correct account(s).

Search Options:

- Using the 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, this 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

GEARS
MARYLAND JUDICIARY

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.
- At a minimum, you must enter a Voucher ID, OR PO Number, OR Project ID, OR PCA (Program Cost Account). At least one of these four fields is required in order to execute the search.
- 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 moving forward in the payment process.

Voucher Activity Inquiry Example

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

GEARS
MARYLAND JUDICIARY

Voucher Activity Inquiry

*Business Unit = MDJUD
Voucher ID Begins w/
Invoice Number Begins w/
Gross Invoice Amount >
PO Number Begins w/
Vendor ID Begins w/
Entered By Begins w/ JOHN.SMITH
Program Cost Account Begins w/ 90001
Approp Year From AY2018
Acct Dt From

Exclude Deleted Vouchers: ☑
Exclude Closed Vouchers: ☑
Voucher Description Contains
Invoice Date From
Invoice Date To
Project ID
Supplier Name
Vendor Search
Account From
Account To
Approp Year To AY2018
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 100 | First 1-230 of 230 Last

	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	Voucher
13	MDJUD	Paid by State	00377539	Miscellaneous computer supplie	PSI1032320	09/30/2017	180.00	
14	MDJUD	DBF in Process	00380721	K10-0073-29 Mod 15 Exercise Op	080649	09/30/2017	113026.25	
15	MDJUD	Not Submitted / In The Field	00377521	Continue base year 1, POP 7_1	17-2000-327847	09/30/2017	2966.66	
16	MDJUD	DBF in Process	00380718	Conference Calls	1743940992	09/30/2017	51.65	
17	MDJUD	Submitted to State	00379109	Miscellaneous computer supplie	PSI1032149	09/29/2017	1280.00	
18	MDJUD	Paid by State	00375737	Miscellaneous computer supplie	PSI1032139	09/29/2017	2128.00	
19	MDJUD	Paid by State	00377547	Miscellaneous computer supplie	PSI1032074	09/28/2017	510.00	
20	MDJUD	Paid by State	00377543	Miscellaneous computer supplie	PSI1032084	09/28/2017	390.00	
21	MDJUD	DBF in Process	00381040	Miscellaneous Packaged softwar	PSI1031890	09/26/2017	169.00	
22	MDJUD	Submitted to State	00379520	BPO for Miscellaneous computer	93629	09/26/2017	66.16	
23	MDJUD	Paid by State	00378131	Exercise second of three optio	INV-0004328300	09/26/2017	39360.68	
24	MDJUD	Paid by State	00377480	IBM Flex System HW and SW Main	3004055	09/25/2017	89508.45	
25	MDJUD	Paid by State	00377480	Lenovo Flex System Hardware Ma	3004055	09/25/2017	89508.45	
26	MDJUD	Paid by State	00375731	Miscellaneous computer supplie	PSI1031789	09/25/2017	1564.00	

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 for a specific reason or waiting on a pending action.
- 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

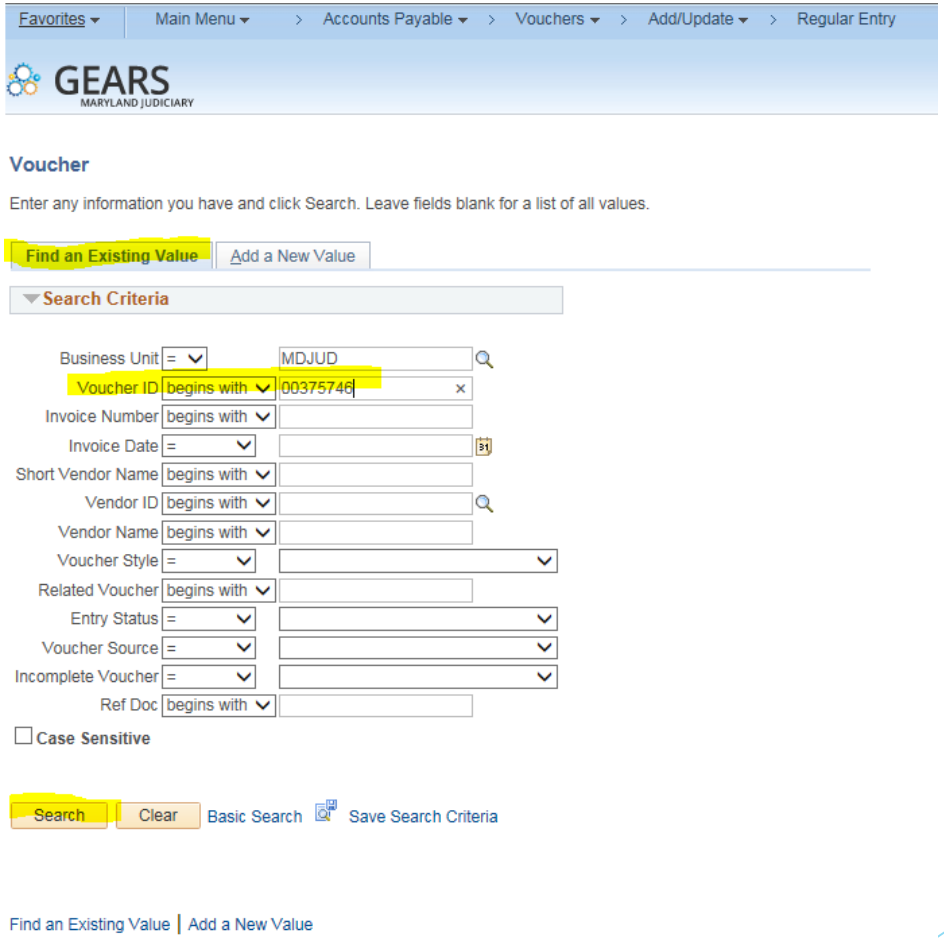
Workflow Notifications:

- 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.

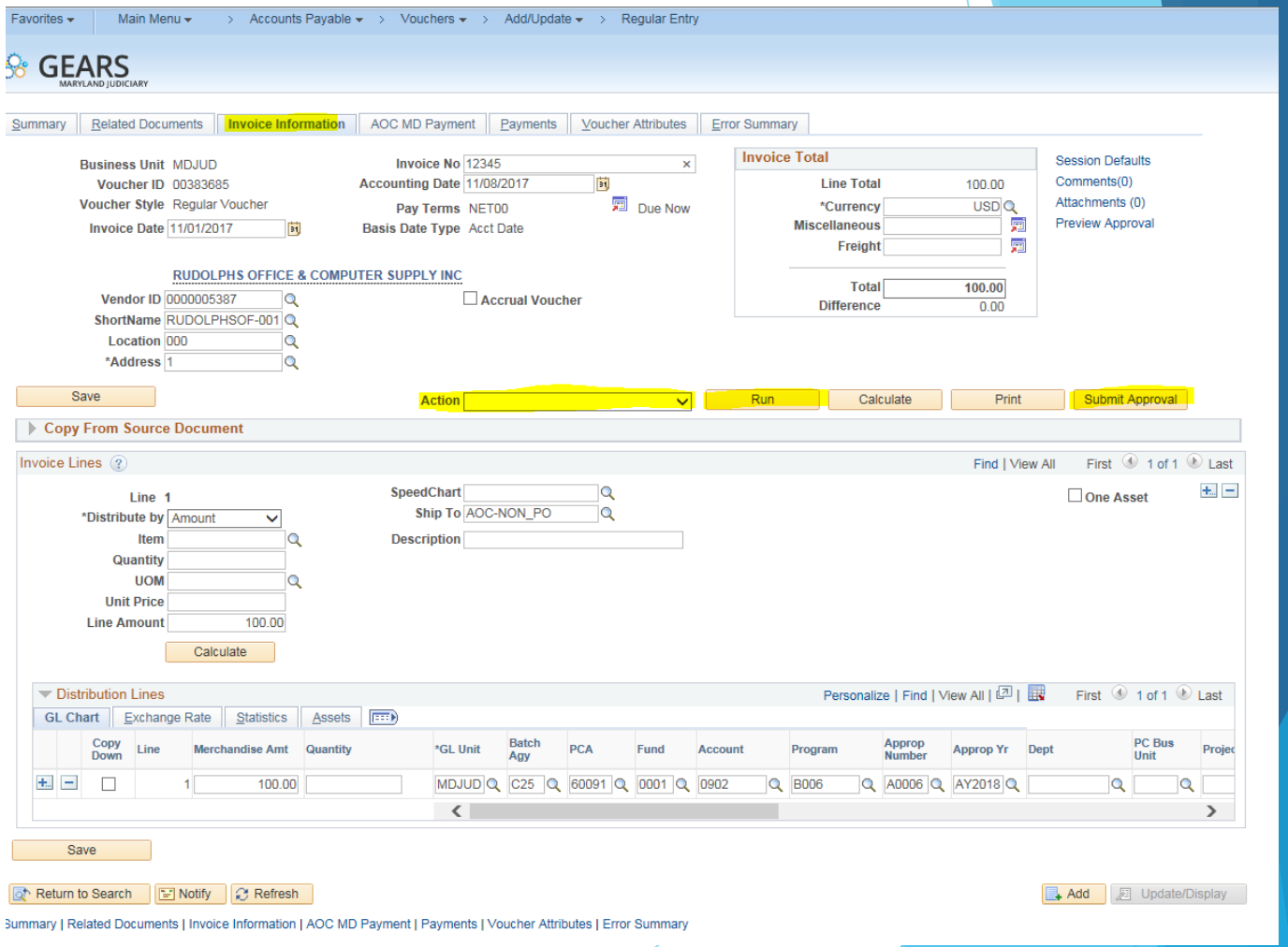
Finding an Existing Voucher

Breadcrumbs: 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.
- Use the 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.

Monitoring Procurement Documents

Purchasing documents (POs/Requisitions) that will no longer be utilized to purchase goods or services or 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)

If PO is for a contract period that crosses Fiscal Years, two requisitions and POs will need to be created. (POs cannot 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 can be used after Fiscal Year End

**based on AOC Procurement guidelines*

PO Close Request Page:

- Run PO Buydown Report to show processed vouchers.
- PO Close Request

*All Tip Sheets are located on the GEARS courtnet website and should be

referenced for exact steps during processing.*

Any Questions?

Please feel free to Contact Us:

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