GEARS

General Enterprise and Resource Support

Accounting Day

November 19, 2013

Creating Express Purchase Orders
&
Creating Purchase Order Receipts

MARYLAND JUDICIARY

Agenda

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- Introductions
- Discussion & Demonstration
  - ✓ Review of Express POs
  - ✓ Review of Receiving
- What Happens Next
- Questions

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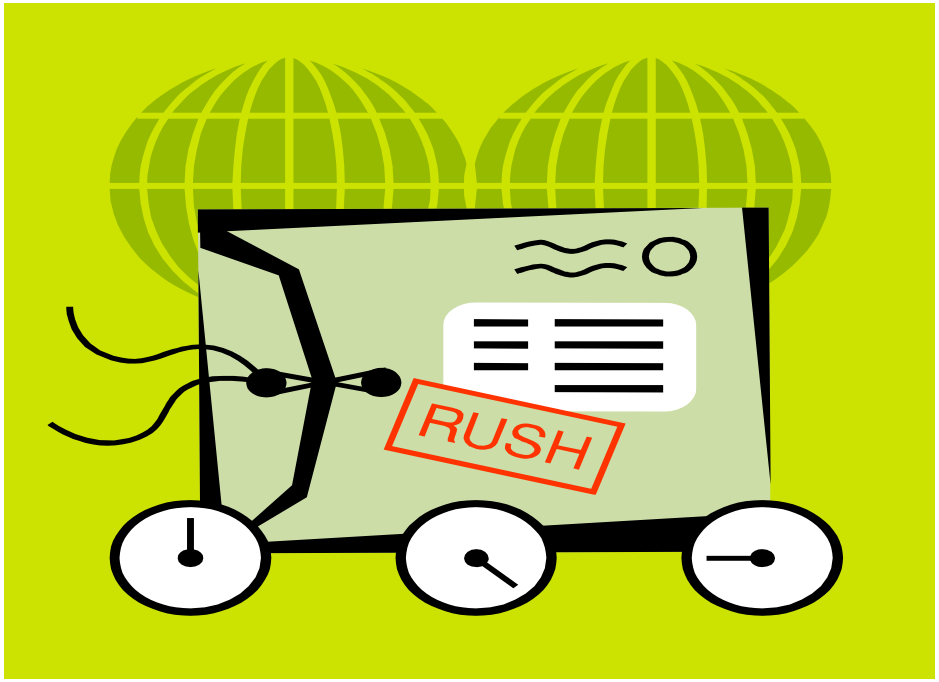
What is an Express Purchase Order?

A *rapid-entry* version of the standard Purchase Order page, where you can view line, schedule, and distribution information all on one page.



When is an Express PO Created?

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- Express POs are generated for items under $2500 (or $500 for District Court)
- Express POs are generated for items covered by Blanket Contract vendors (e.g. Rudolph's or Staples)

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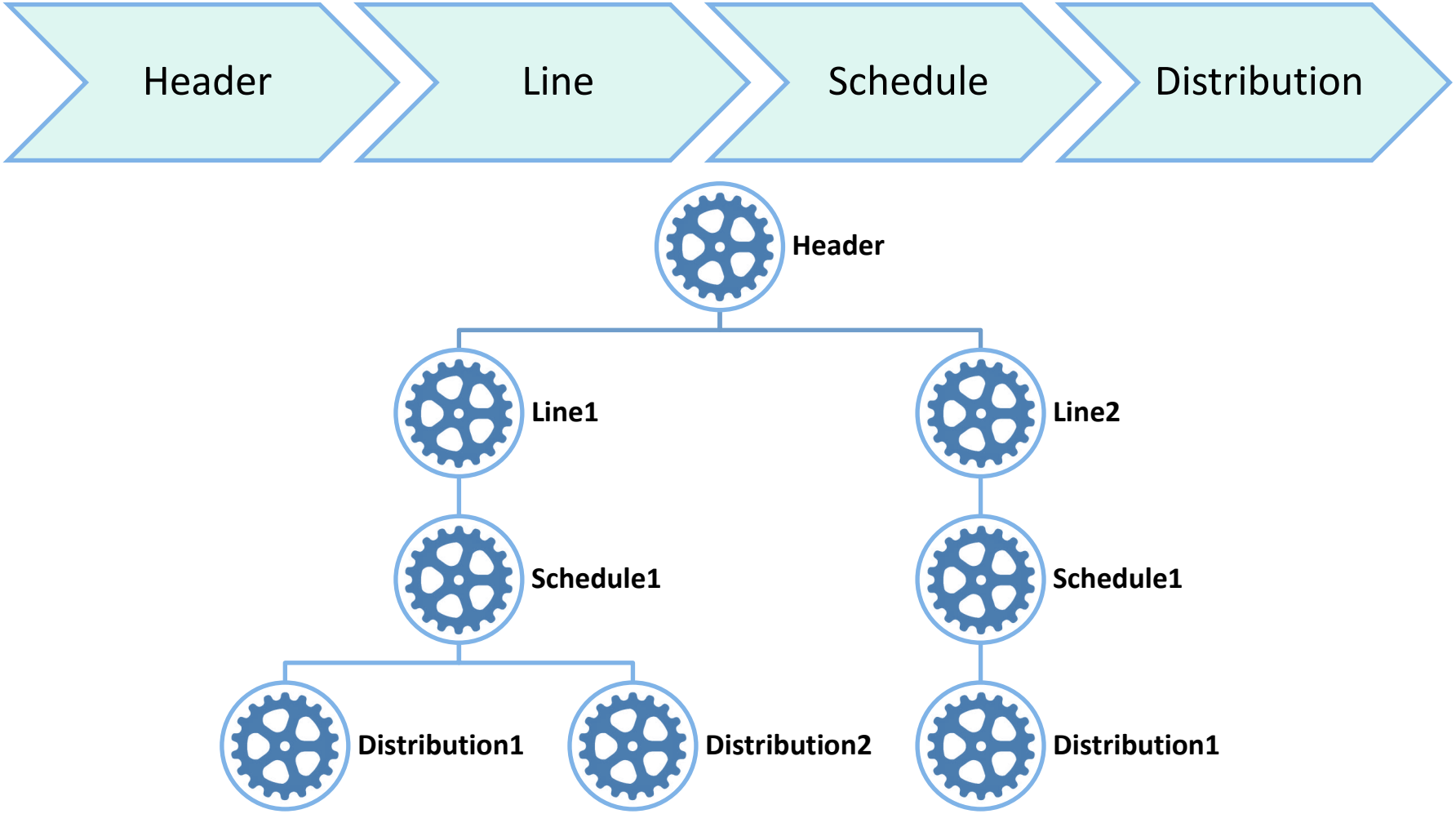
Structure of an Express PO



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Structure of an Express PO

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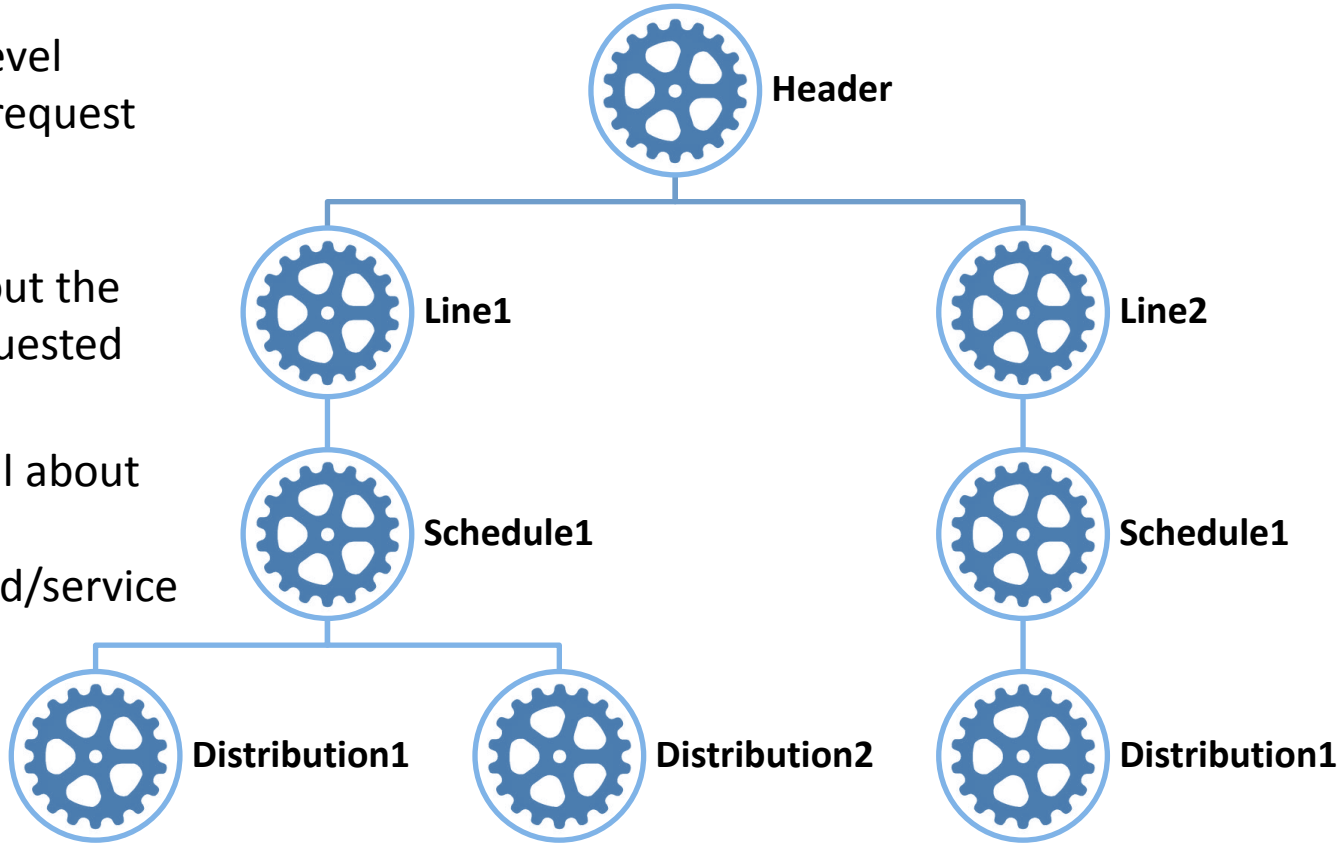
Header contains high-level information about the request

Line contains detail about the good/service being requested

Schedule contains detail about shipping and delivery information for the good/service

Distribution contains details about budget and accounting



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Let's Look at an Express Purchase Order

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Express Purchase Order

Purchase Order

Business Unit: US001

PO ID: 0000000091

Copy From:

PO Status: Dispatched

Budget Status: Valid

Hold From Further Processing

Header

*PO Date: 11/04/2003 Vendor Search

Vendor: BIKE-001 Vendor Details

*Vendor ID: SCM0000001 BIKE SHOP

*Buyer: PATRICKSANCHEZ Anita Gardner

PO Reference:

Header Details | PO Activities | Add Comments

PO Defaults | Activity Summary | Add ShipTo Comments

Requisitions | Document Status

Doc Tol Status: Valid

Backorder Status: None

Create BackOrder

Receipt Status: Not Recvd

*Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 104,000.00

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 104,000.00 USD

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Let's Look at an Express Purchase Order

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Lines — Find First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Merchandise Amt	Status
1		general office supplies	1.0000	AMT	OFFICE_SUPPLIE	123.45	Approved

Schedules — Find First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amt	Status	*Distribute by
1	11/18/2013	AOC-JISOPS	1.0000	123.45000	123.45	Active	Amount

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

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information

Dist	Status	Percent	Curr	*GL Unit	*Account	Batch Agy	Fund	Dept	Program	Approp Number	Approp Yr	PCA	PC Bus Unit
1	Open	100.0000	USD	MDJUD	0902	C25	0001		B009	A0009	AY2014	90001	

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Finalizing Your Express PO

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- Save
  - ✓ generates an Express PO ID
- Submit for Approval
  - ✓ sends to management for approval
- Budget Check
  - ✓ determines availability of funds
- Dispatch
  - ✓ prints the PO & sets PO Status to *"Dispatched"*

Express PO Fail Budget Check?

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- Some of the circumstances that generate errors include:
  - ✓ Insufficient funds for a particular transaction.
  - ✓ Inconsistent ChartField combinations.
  - ✓ Budget date for a transaction is out of bounds or closed for processing.

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Receiving Against a Purchase Order

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- Before you can receive your Purchase Order **must** be in a *"Dispatched"* status.
- The manner in which your Purchase Order is set-up determines how you will receive against that Purchase Order.
  - ✓ PO distributed by "Amount"; PO Receipt will be entered as an amount.
  - ✓ PO distributed by "Quantity"; PO Receipt will be entered an a quantity.

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Receiving Against a Purchase Order

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- Can’t locate your Purchase Order lines?
  - ✓ Is your Purchase Order “Dispatched”?
  - ✓ Is there an existing receipt?
  - ✓ Have you minimized your Search Criteria?
  - ✓ Did you click the “OK” button instead of “Search”?

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Finalizing Your PO Receipt

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- Verify Receipt Lines
  - ✓ Have you selected the correct PO
  - ✓ Have you selected the correct PO lines to receive
- Verify Amount/Quantity received
- Save
  - ✓ Generates a Receipt ID
- Verify Receipt Status

Questions?

Resources Going Forward

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- GEARS Website *(http://mdcourts.gov/gears/index.html)*
  - ✓ GEARS Newsletters
  - ✓ Quick-Tip Guides
  - ✓ On-line Training Manuals
- Help Desk
  - ✓ Submit a requst: helpdesk@courts.state.md.us or call 410-260-1114)

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Thank You for Attending!

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Accounting Day Sessions

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	12:50-1:30	1:30 – 2:10	2:10-2:25	2:25-3:05	3:05-3:45
Talk to the Project Team	Room 5	Room 5	**Break**	Room 5	Room 5
Reporting including ChartField Explanation	Room 6	Room 6	**Break**	Room 6	Room 6
Requisition Creation and Manage Requisitions	Room 7	Room 7	**Break**	Room 7	Room 7
Regular Entry Vouchering (incl. expense reimbursements)	Room 8	Room 8	**Break**	Room 8	Room 8
Express PO's and Receiving	Room 9	Room 9	**Break**	Room 9	Room 9
Order to Cash Forum	Room 10	Room 10	**Break**	Room 10	Room 10

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