MARYLAND JUDICIARY

GEARS

General Enterprise And Resource Support

PO235 Creating and Managing Purchase Orders

June 9, 2013

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PO235

PO235 Creating and Managing Purchase Orders

Course Overview
Creation and management of Purchase Orders is an essential component of any business system. Purchase Orders allow companies to acquire the goods and services that are needed by the organization and also allow meaningful records to be retained for future reference.

Once POs have been created and have been communicated to Vendors, it is sometimes necessary to revise those POs in some way. When that situation arises a 'Change Order' is created and the original PO is revised. The resulting PO changes are communicated to the Vendor. Depending upon the change, the PO may have to go through the Approval and Budget Checking Process again.

In some cases, it may even become necessary to cancel a PO in its' entirety. The GEARS System provides this capability. Cancellation is a terminal step and cannot be reversed once the Cancellation has been saved.

When any action is taken regarding Purchasing activity, the system records pertinent data about the activity. The system retains the specifics of the activity including the system sign-on of the person doing the activity along with the date and time of the action.

Course Outline
The following lessons will help users understand the concepts associated with Purchase Orders and to manage Purchase Orders for the Judiciary.

- Course Audiences and Prerequisites
- Lesson 1: Understanding the Purchase Order Document Structure
- Lesson 2: Entering and Updating Purchase Orders
- Lesson 3: Canceling POs
- Lesson 4: Inquiring on Purchase Order Information
- Course Summary

Course Audience and Prerequisites

Audience
The Judiciary audiences for this course are:

- AOC Procurement and Contract Administration

GEARS Role
This course is intended for Judiciary employees with the following GEARS role(s):

- Procurement Buyer

Prerequisites
The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- PO100 Understanding GEARS Purchasing
- PO230 Creating and Managing Requisitions in Purchasing

Lesson 1: Understanding the Purchase Order Document Structure

In GEARS, there are four levels in the transactional hierarchy of a purchase order:

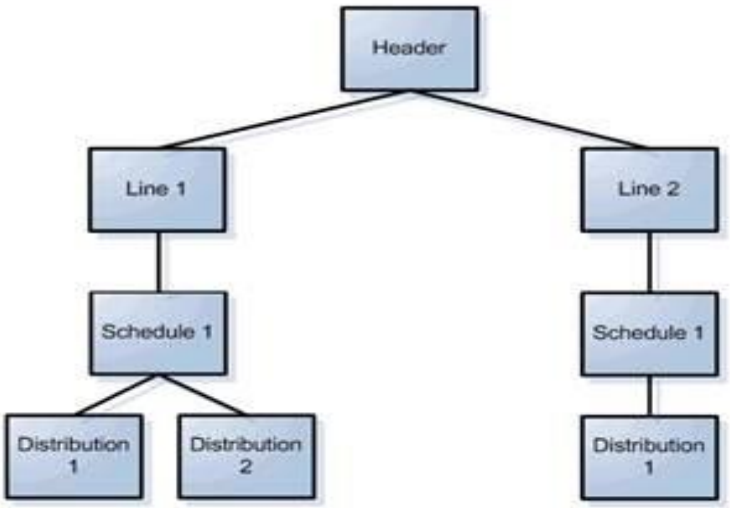
- Header
- Line
- Schedule
- Distribution

The four levels in the hierarchy contain the important information that defines the transaction (i.e., who, what, when, where, and how much). Requisitions use the same hierarchy.

After completing this lesson, you will be familiar with the sections of a purchase order and be able to identify where the following information is located on a purchase order:

- the purchase order vendor, amount, status and other identifying information
- line information (for what you are encumbering funds)
- the funding source(s) of a purchase order (i.e., the PCAs, Accounts or other Chartfield accounting distribution to be used to record the transaction in the budget and general ledger)

The example below illustrates the transaction hierarchy. In this example, there is one header, two lines, two schedules and three distributions for the transaction.



Header

Headers contain high-level information about the transaction. This information applies to the entire transaction and is "inherited" by the attached line(s), schedule(s), and distribution(s). Below are other attributes of the header of a transaction:

- There is only one header per transaction

· For purchase orders, header information includes the:
- *PO ID:* number assigned to the obligation
- *PO Date:* date obligation created
- *Vendor:* vendor on the obligation (required)
- *Buyer:* user managing the transaction with the vendor or supplier (required)
- *Budget Status:* status of budget checking process (e.g., not checked, valid, error)
- *PO Status:* status of the obligation (e.g., initial, open, pending, approved, dispatched, cancelled, complete)

Line
For purchase orders, line-level information includes the goods or services being requested, how many goods or services are being requested, how much the good or service costs, what the calculated dollar amount of the good or service is (based on the selected unit of measure).

Below are other attributes of the line of a transaction:

· Headers may have one or more lines. In the illustration above, there are two lines. A transaction could potentially have an unlimited number of lines.
· There must be at least one line per header
· The line contains item or service level information about the header
· A line can be "amount only" if it will be invoiced by amount rather than by quantity. Lines for services or flat amounts are generally "amount only" lines. Exceptions may include services that are billed by the hour, day, week, etc.

The line contains the following major fields:

· *Item ID:* Item ID assigned in the item master associated with a good/service
· *Description:* Description of the good or service
· *Unit of Measure (UOM):* used to quantify or track resources (e.g., EA – Each)
· *PO Quantity:* quantity to be obligated; lines for services or flat amounts will have a quantity of "1".
· *Price:* unit price or cost of a good or service
· *Amount:* line amount calculated after entering PO quantity and price
· *Category:* type of good or service
· *Status:* status of the obligation line (e.g., open, approved, canceled)

Schedule
In GEARS, schedule-level information identifies the due date of a purchase and the Judiciary shipping location or location where a service will be performed. Each line must have a corresponding Schedule. The line must have a minimum of one schedule.
In simple terms, this means that a single line on a PO can have a portion of it scheduled to be delivered to the Judiciary on one date and the remainder scheduled for delivery on another date. A PO Line could be for a quantity of 300 with 100 due to be delivered on the first of the month for 3 months.

The illustration above shows only one schedule per line.

The schedule contains the following major fields:

· *Due Date:* Item ID assigned in the Item Master associated with a good/service
· *Ship To:* The value used to indicate where goods are to be shipped or where a service will be received

Distribution
The distribution of a transaction contains accounting (funding source) information about the line and schedule. The distribution is where Chartfield information defines how the cost will be expensed, whether the expense is done by quantity or amount, and what percent of the quantity or amount to expense. Other attributes of the distribution are:

A distribution can be split by amount or quantity. In the illustration above, Line 1 on the transaction has two distributions.

The fields on the distribution include:
· *Distribute by*: quantity or amount, the methods to allocate the expense. **Note:** Purchase orders for services or flat costs are generally distributed by "Amount."
· *Percent:* percentage of either the quantity or amount to be distributed or allocated to a funding source entered (depending on the "Distribute by" method selected)
· *Chartfield:* accounting codes used to identify the funding source for the transaction
· *Entry Event*: codes used to define the accounting entries for the transaction
· *Status:* status of the distribution line (e.g., open, canceled, closed)

Lesson 2: Entering and Updating Purchase Orders

Lesson Overview
In this lesson, you learn how to create a purchase order (PO) from a source document in GEARS. Purchase orders can be created using information already entered in the system from existing requisitions or POs. This reduces entry of redundant information and streamlines data in the system. Once a PO has been created, data can be adjusted as necessary prior to being sent to the vendor.

A PO that has been cancelled cannot be re-opened but that PO can be copied and a new PO can be created from it (with a new PO number).

Lesson Objectives
After completing this lesson, you will be able to:

- Create a purchase order from another document (requisition or another PO)
- Update PO Line data on an existing PO

2.1 Creating a Purchase Order from a Requisition

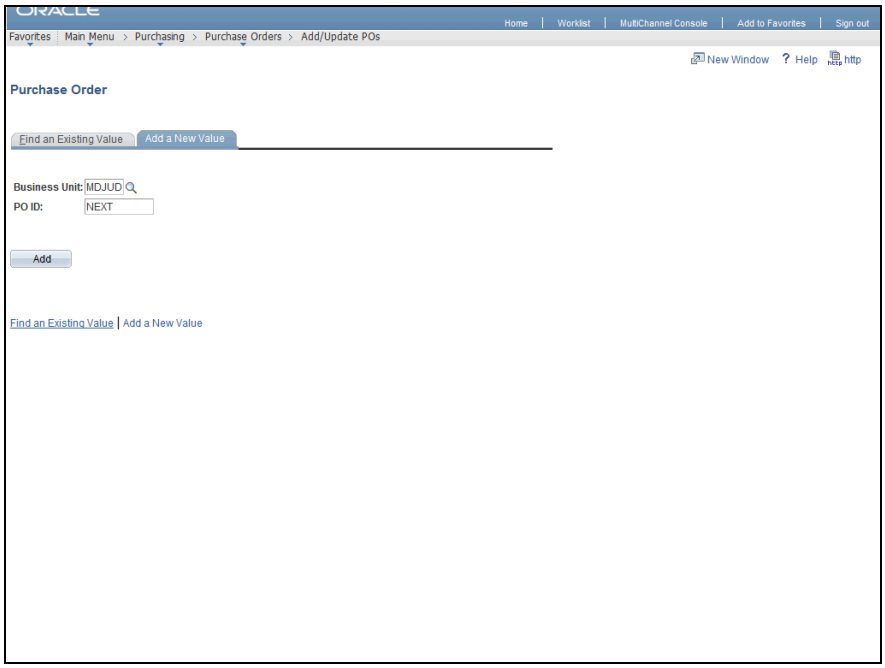
After completing this topic you will be able to:

- Create a purchase order from a requisition and approve the purchase order via the copy feature

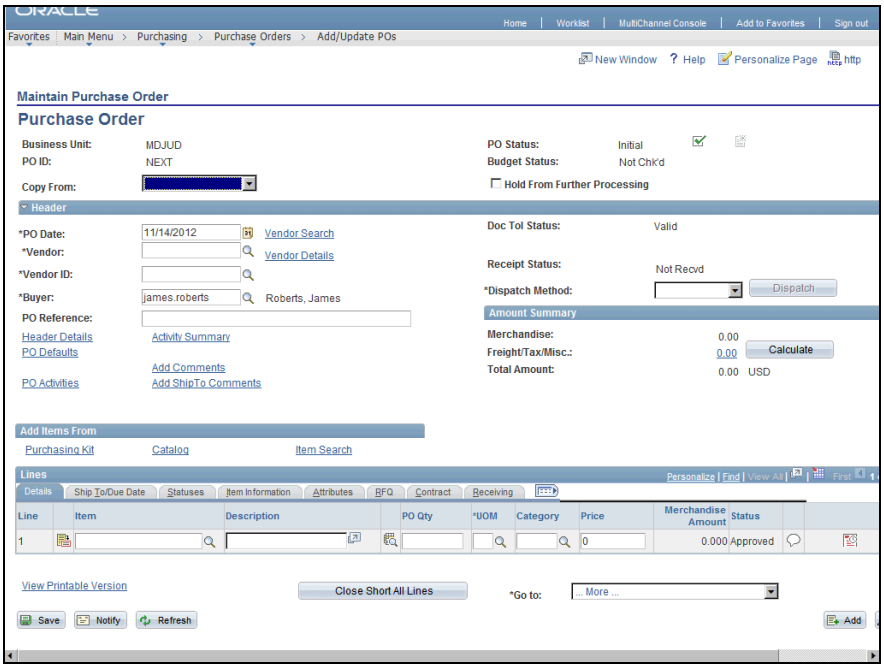
Procedure

In this topic, a requisition will be used to create a purchase order.

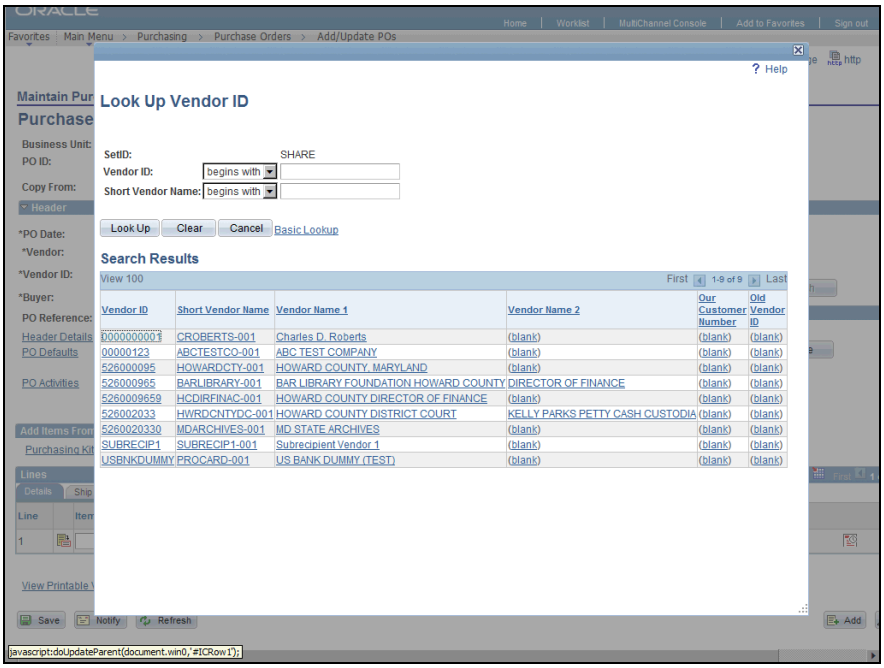
Step	Action
1.	Navigate to the **Purchase Orders** page. Click the **Purchasing** link. ▷ Purchasing
2.	Click the **Add/Update POs** link. Add/Update POs



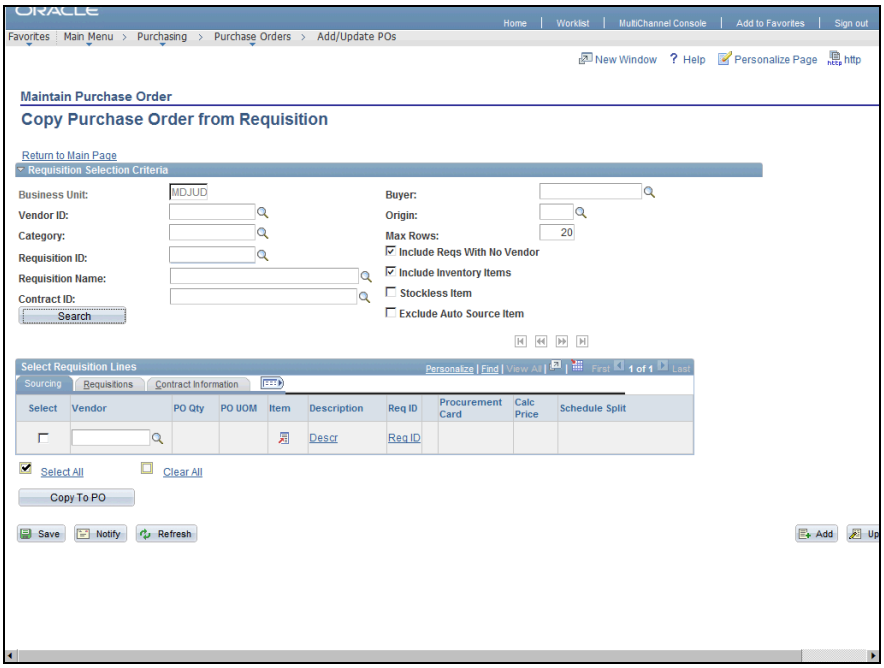
Step	Action
3.	The **Purchase Order - Add a New Value** page displays. Verify that the following: - the **Business Unit** field displays "MDJUD" - the **PO ID** field displays "NEXT"
4.	**NOTE:** The purchase order number is system generated. The PO ID field displays "NEXT" to indicate that the system will generate the next sequential purchase order number once the purchase order is saved.
5.	Click the **Add** button. Add



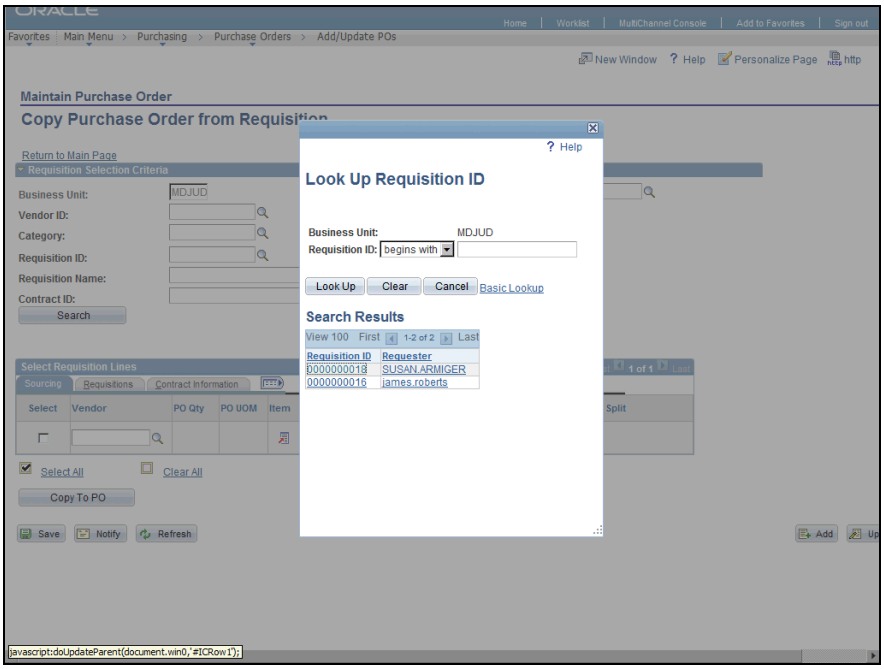
Step	Action
6.	The **Purchase Order** page displays. You must identify a vendor first. Click the **Look Up Vendor** button.



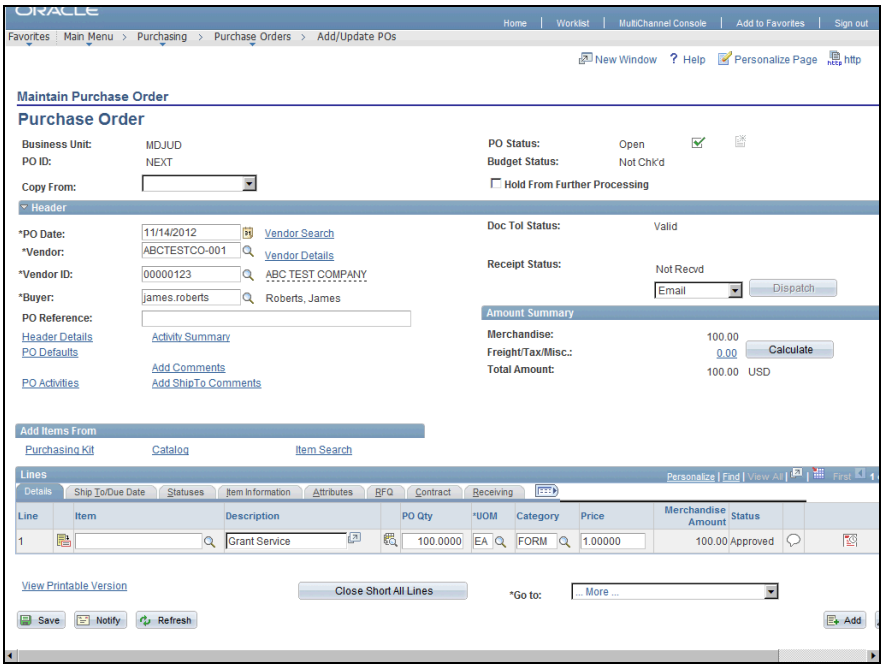
Step	Action
7.	The **Look Up Vendor ID** page displays. Click a vendor link. ABCTESTCO-001
8.	Click the **Copy From** list.
9.	Click the **Requisition** list item. Requisition
10.	The **Copy Purchase Order from Requisition** page displays. In the **Requisition Selection Criteria** section enter one or more values to retrieve the requisition you want to copy.

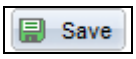


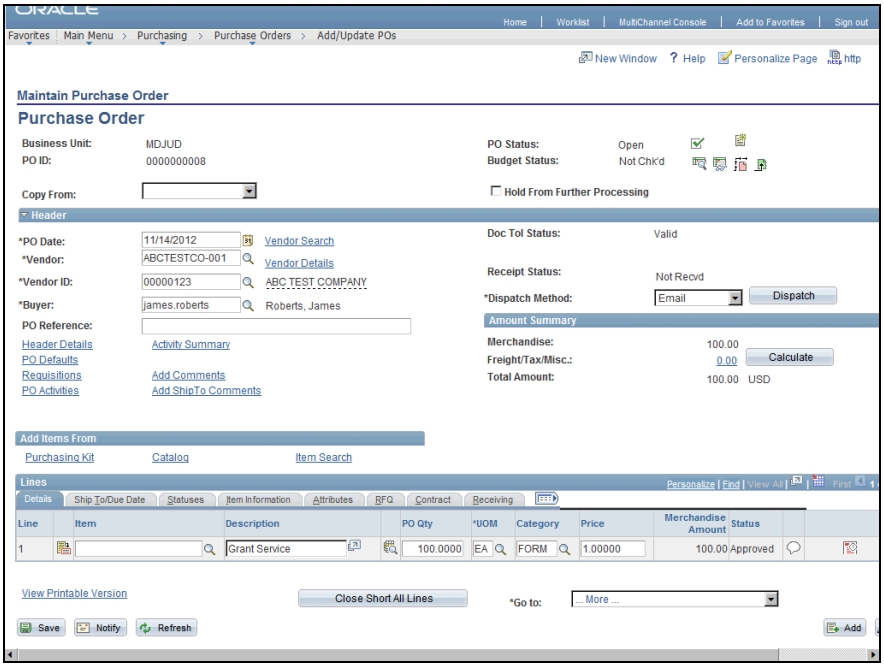
Step	Action
11.	**NOTE:** The requisition must have a requisitions status of "Approved" and a budget status of "Valid" to be eligible for selection. Click the **Look Up Requisition ID** button.



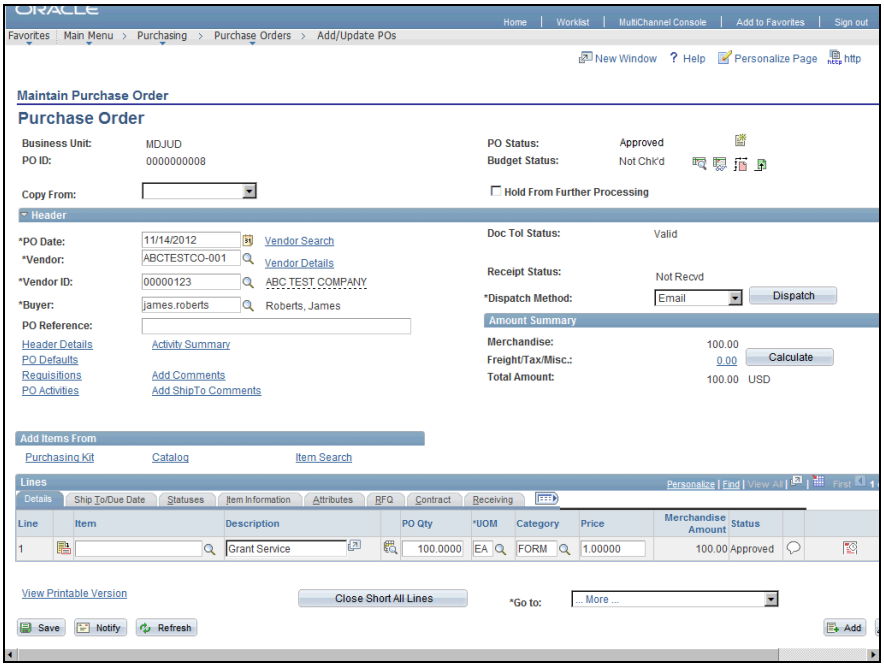
Step	Action
12.	The **Look Up Requisitions** window displays. Select the requisition you want to copy to the purchase order. **NOTE:** If the requisition you want to copy is not listed in the search results, enter the (full or partial) requisition number and click **Search.** Click the requisition link in the **Search Results** section. 0000000016
13.	Click the **Search** button. Search
14.	Requisition lines for the requisition you selected display in the **Select Requisitions Lines** section. Click the check box for the requisition line(s) you want copy to the purchase order.
15.	Click the **Copy To PO** button. Copy To PO
16.	The requisition lines, schedule(s) and distribution lines are copied to the purchase order. Review the line information. Update the line quantities/amounts, if needed, keeping in mind all the required fields.



Step	Action
17.	Click the **Save** button. 

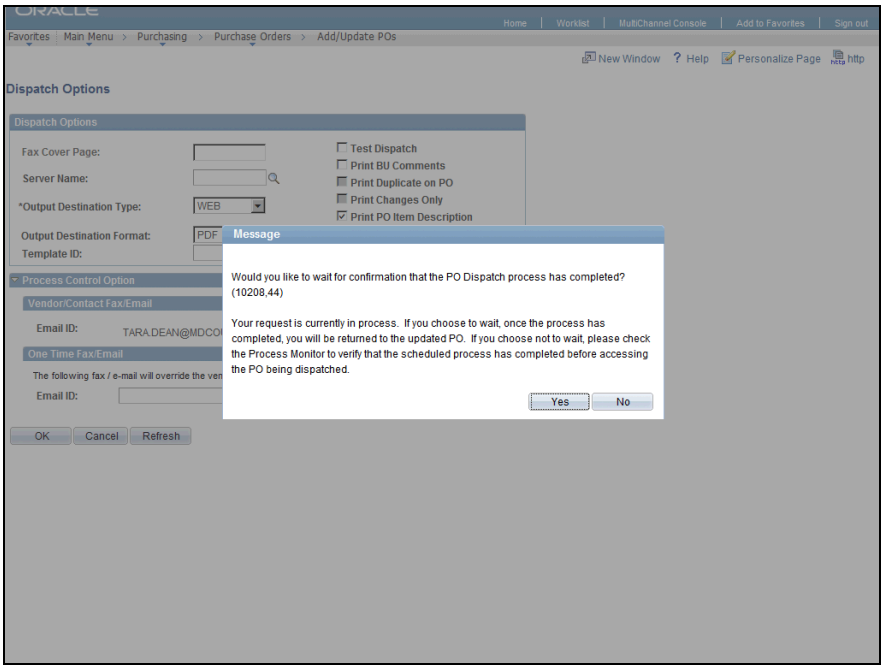


Step	Action
18.	A **PO ID** has been assigned to the purchase order.
19.	Click the **Approve** button.

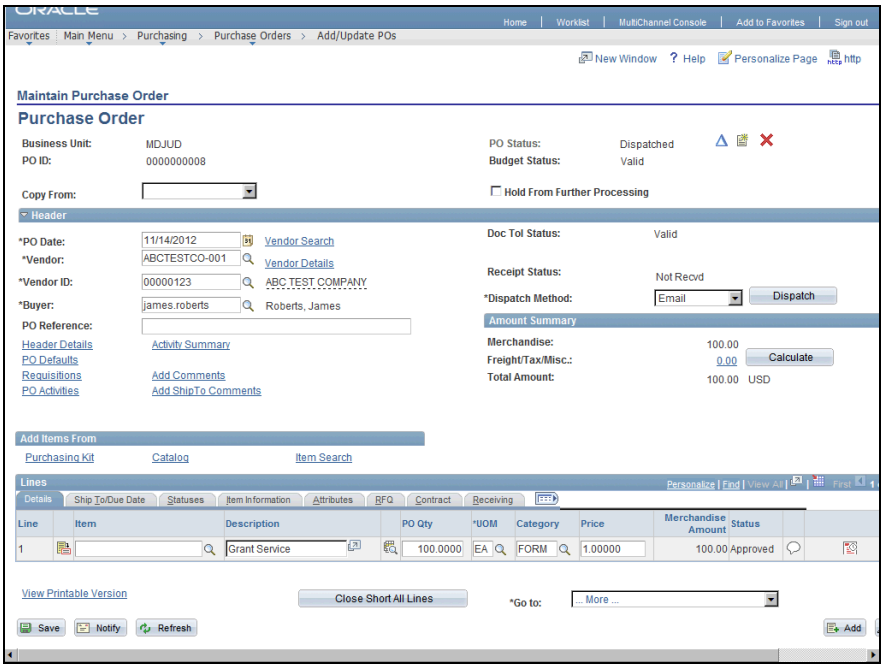


Step	Action
20.	The PO Status now displays "Approved".
21.	Next, the PO must be budget checked. Click the **Budget Check** button.
22.	Verify that the Budget Status is "Valid".
23.	The last processing step is dispatching the purchase order. The default dispatch method is via Email. Click the **Dispatch** button. Dispatch

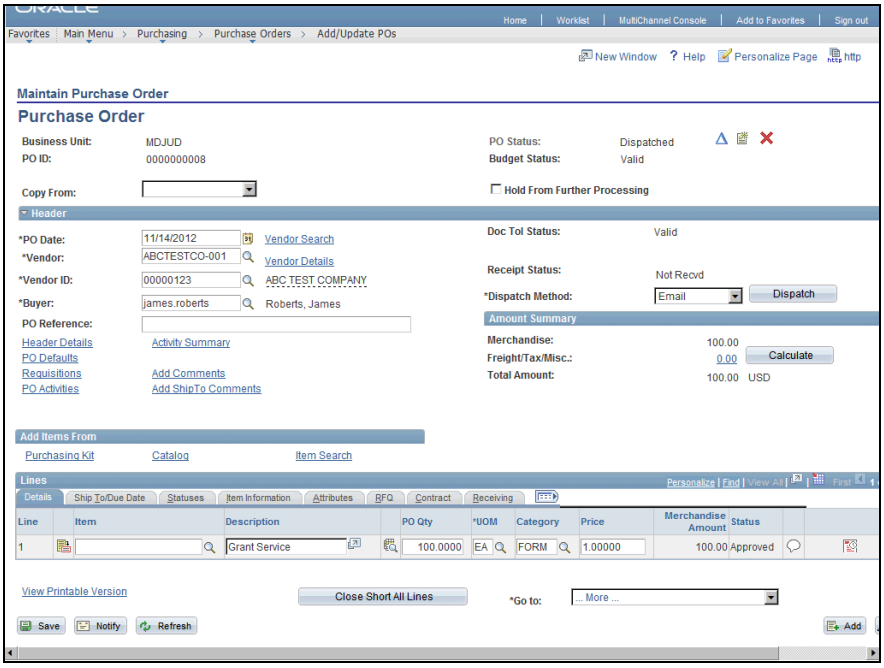
Step	Action
24.	The **Dispatch Options** page displays. The email of the vendor selected on the **Purchase Order** page displays in the **Vendor/Contact Fax/Email** section. If necessary, enter an alternative vendor email address into the **Email ID** field. **NOTE:** If an alternate email ID is entered, the alternate email ID entered overrides the default email ID listed for the vendor.
25.	Click the **OK** button. OK



Step	Action
26.	The successful completion of the Dispatch Process is not an acknowledgement of receipt of the PO by the vendor. When a PO has a status of dispatched, it just means that the system will allow receipts to be posted against that PO. Once complete, the dispatch process will send the PO to the supplier - in this case, via email. Click the **Yes** button. Yes



Step	Action
27.	After the Dispatch process completes, the **Purchase Order** page displays. The PO Status should now display "Dispatched".



Step	Action
28.	You have successfully completed the *Creating a Purchase Order from a Requisition* topic. You have learned how to: - Create a purchase order from a requisition - Approve a purchase order - Budget check a purchase order - Dispatch a purchase order **End of Procedure.**

2.2 Creating a Purchase Order from an existing Purchase Order

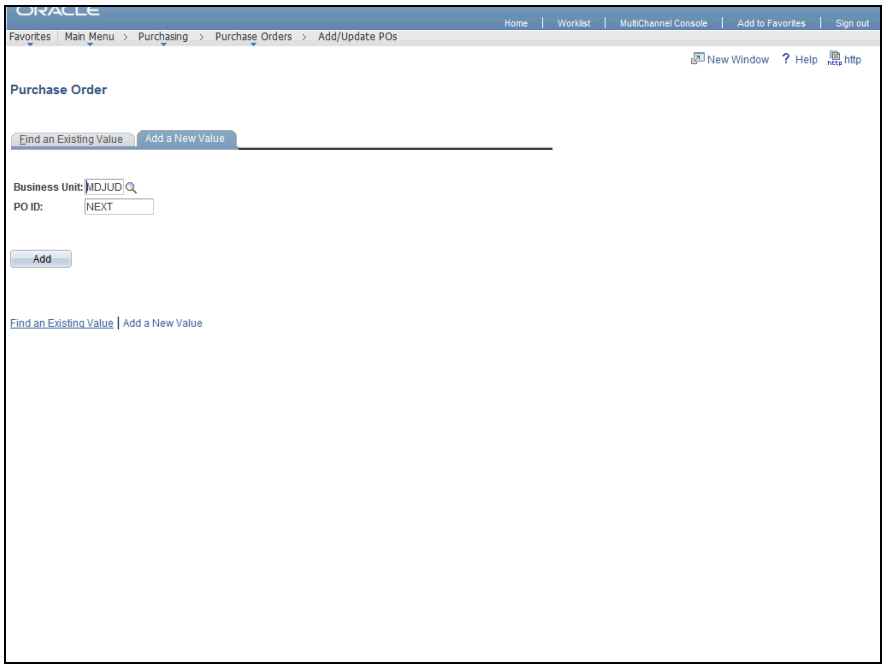
After completing this topic, you will be able to:

- Copy an existing PO to create a new PO

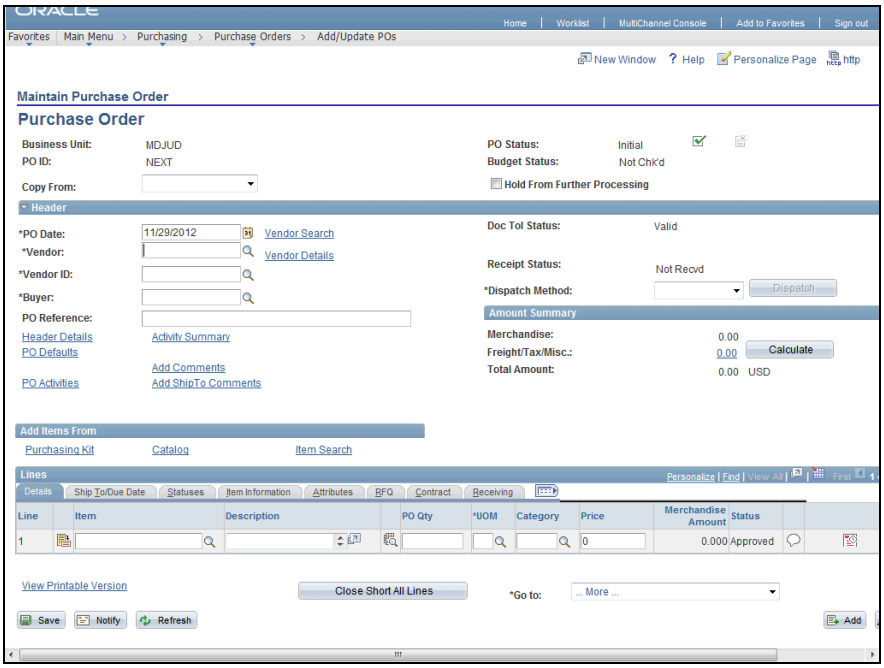
Procedure

In this topic, you will copy an existing PO to create a new PO.

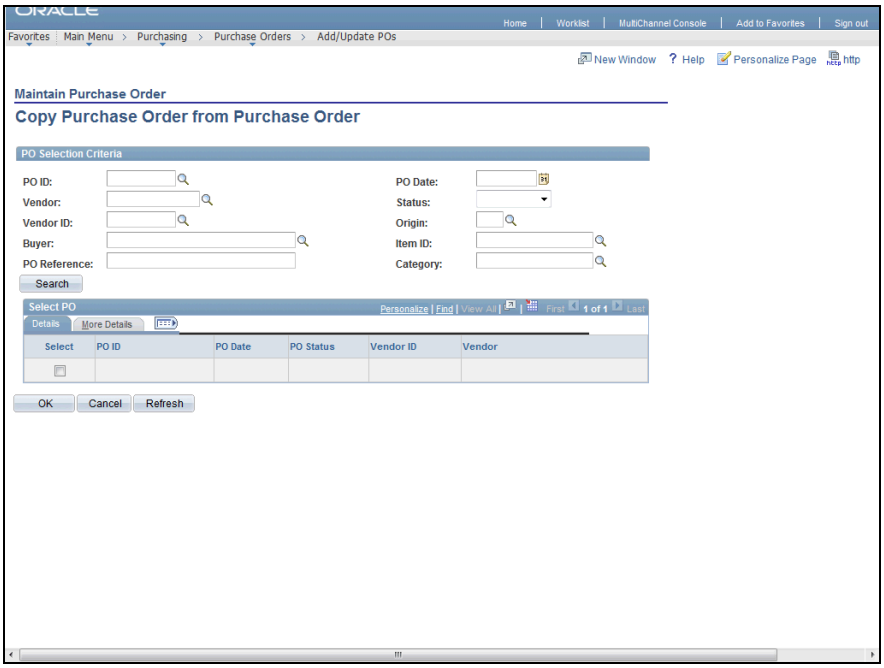
Step	Action
1.	As a way to make PO creation easier, GEARS allows a PO to be created based upon a PO that was previously used. This capability does not have to be used but it does offer efficiency improvements in those cases where it can be used.
2.	Navigate to the **Purchase Order** page. Click the **Purchasing** link. ▷ Purchasing
3.	Click the **Add/Update POs** link. Add/Update POs



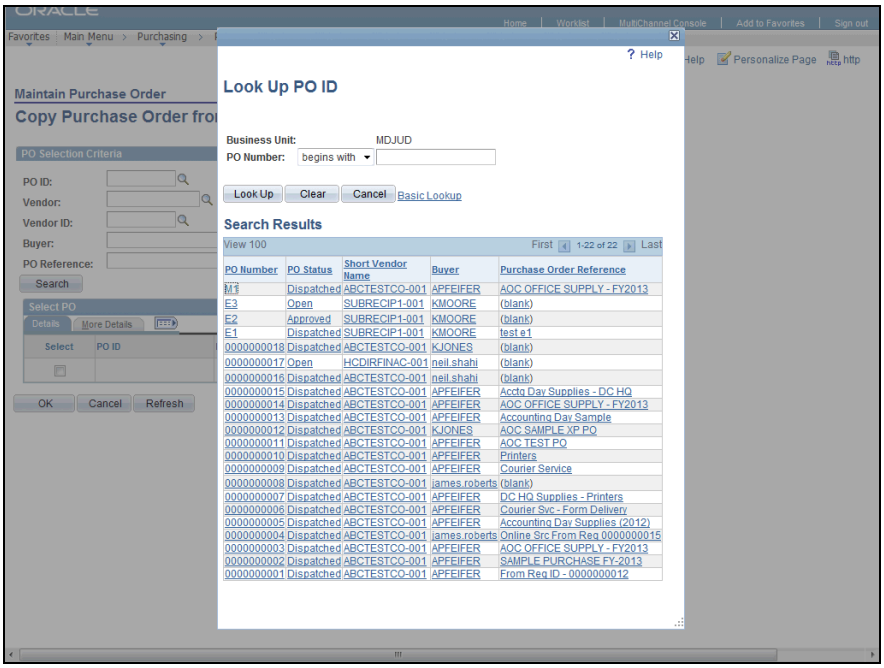
Step	Action
4.	The **Purchase Order** search page displays. Since we are creating a new PO, we will use the 'Add a New Value' tab. Click the **Add** button. Add



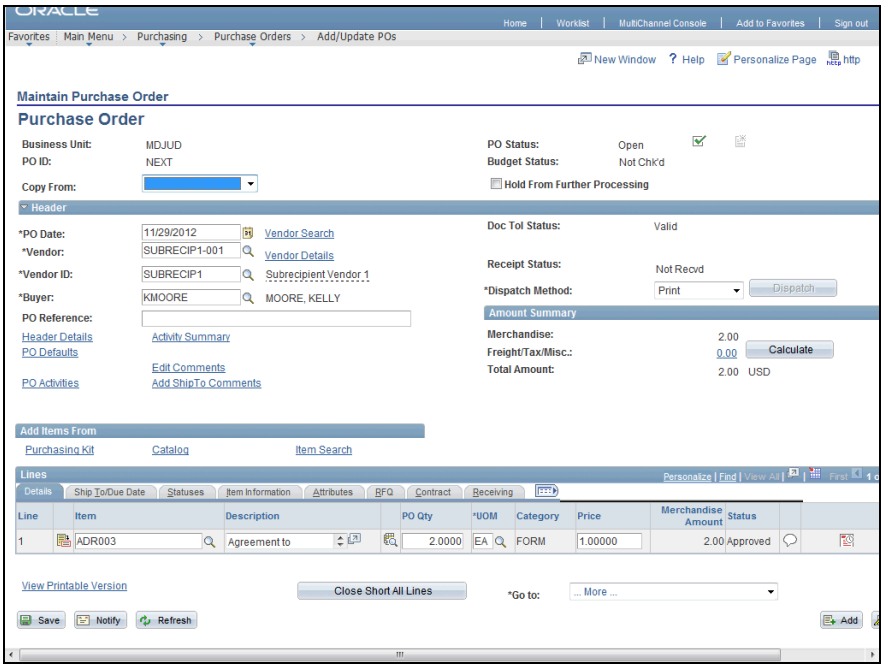
Step	Action
5.	The **Purchase Order** page displays. The next few steps allow you to select the PO that is to be copied. If you are not copying an existing PO, you can simply leave the 'Copy From' field blank. Click the **Copy From** list.
6.	Click the **Purchase Order** list item. Purchase Order



Step	Action
7.	The **Copy Purchase Order from Purchase Order** page displays. The system allows you to search for the PO ID that you want to copy. Click the **Look Up PO ID** button.



Step	Action
8.	Select the appropriate PO. Click the **E1** link, for example. E1
9.	This search allows the system to show you the details of the PO you have selected. Click the **Search** button. Search
10.	Click the **Select** option.
11.	Click the **OK** button. OK



Step	Action
12.	Once the details have been displayed, you can revise the details as required by the new PO. In other words, you can revise the quantity before creating the new PO. You have successfully copied from an existing PO to a new PO. Click the **Save** button. Save
13.	You have successfully completed the *Copying a PO to Create a new PO* topic. You have learned how to: - Create a new PO by copying a previously created PO **End of Procedure.**

2.3 Updating PO Lines: Quantity, Amount and Shipping Locations

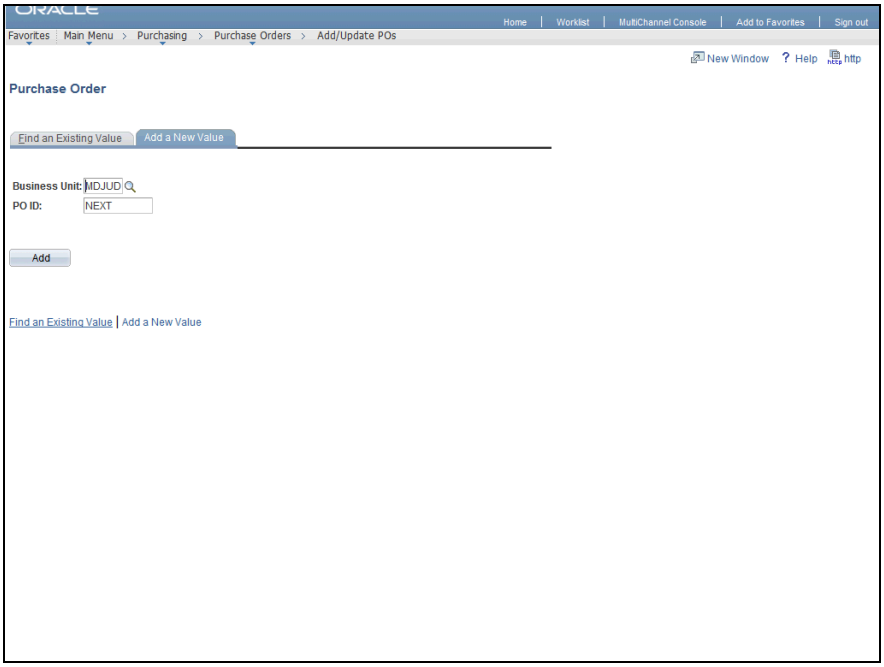
After completing this topic, you will be able to:

- Navigate and update purchase order lines

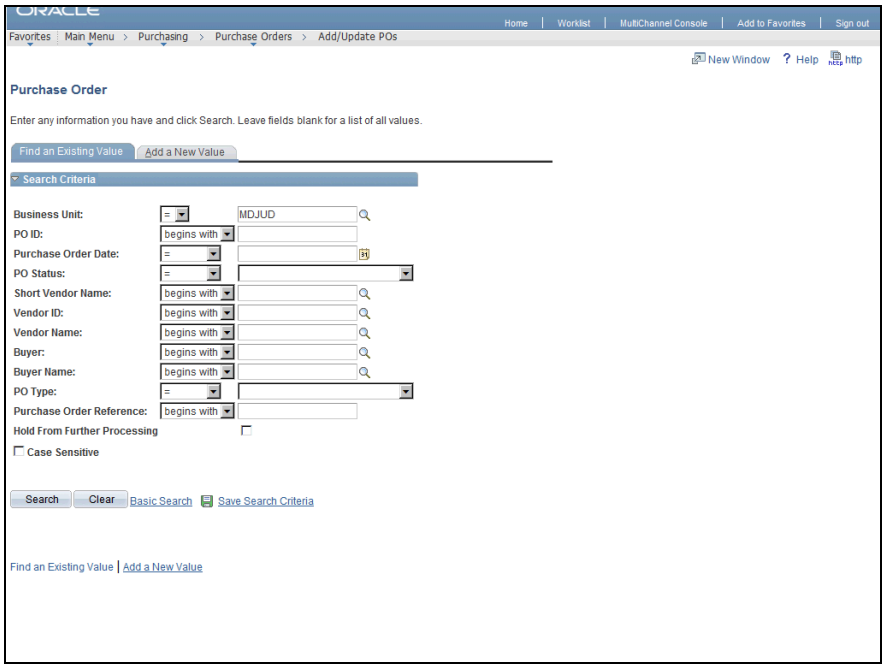
Procedure

In this topic, you will learn how to update specific Purchase Order lines.

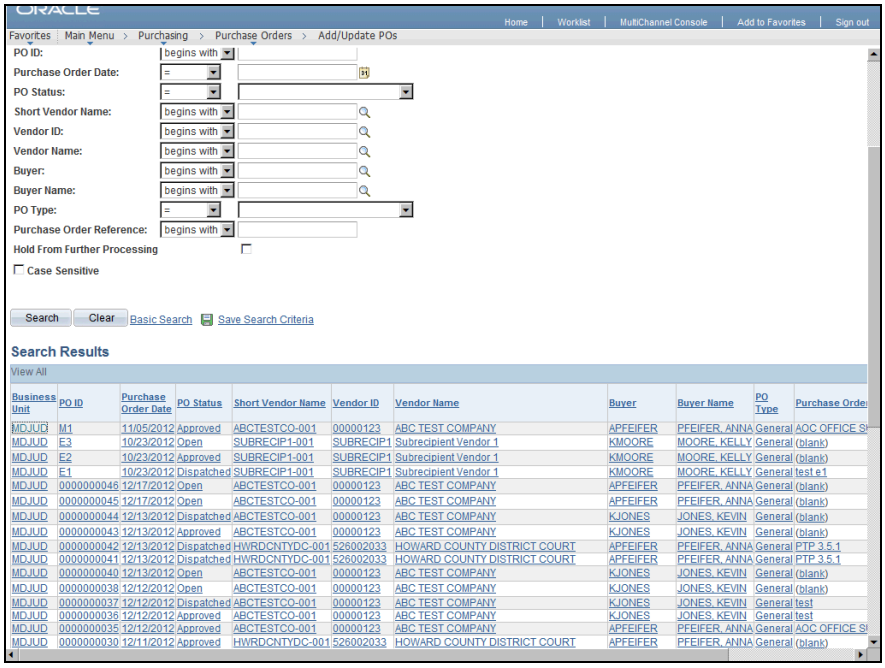
Step	Action
1.	Navigate to the **Purchasing Order** page. Click the **Purchasing** link. ▷ Purchasing
2.	Click the **Add/Update POs** link. Add/Update POs



Step	Action
3.	The **Purchase Order** search page displays. Since we are looking for information about a PO that already exists, we use the 'Find an Existing Value' Tab. Click the **Find an Existing Value** link. Find an Existing Value

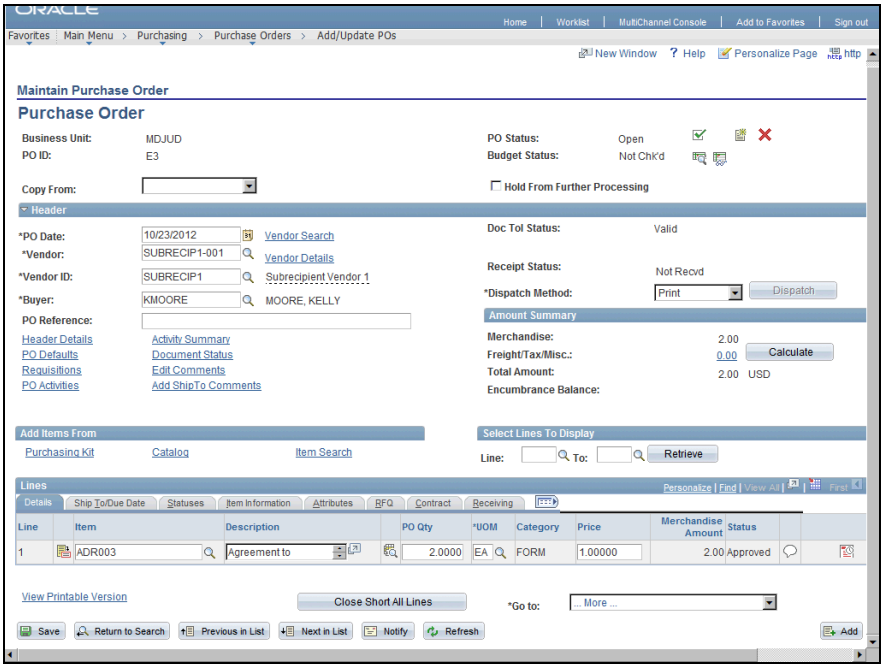


Step	Action
4.	The **Find an Existing Value** tab displays. Click the **Search** button. Search

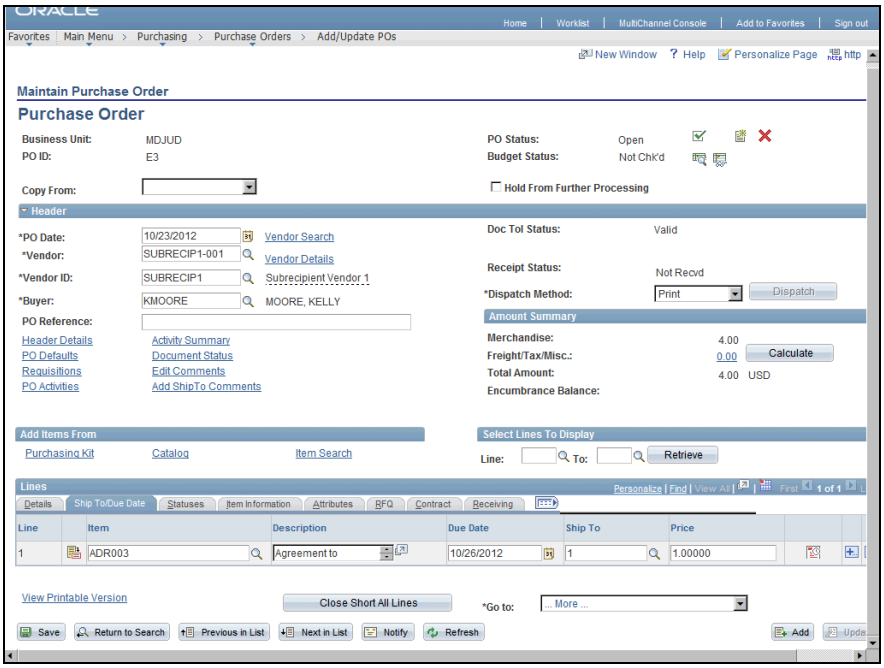


Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	Buyer Name	PO Type	Purchase Orde
MDJUD	M1	11/05/2012	Approved	ABCTESTCO-001	00000123	ABC TEST COMPANY	APFEIFER	PFEIFER, ANNA	General	AOC OFFICE S
MDJUD	E3	10/23/2012	Open	SUBRECIP1-001	SUBRECIP1	Subrecipient Vendor 1	KMOORE	MOORE, KELLY	General	(blank)
MDJUD	E2	10/23/2012	Approved	SUBRECIP1-001	SUBRECIP1	Subrecipient Vendor 1	KMOORE	MOORE, KELLY	General	(blank)
MDJUD	E1	10/23/2012	Dispatched	SUBRECIP1-001	SUBRECIP1	Subrecipient Vendor 1	KMOORE	MOORE, KELLY	General	test e1
MDJUD	0000000046	12/17/2012	Open	ABCTESTCO-001	00000123	ABC TEST COMPANY	APFEIFER	PFEIFER, ANNA	General	(blank)
MDJUD	0000000045	12/17/2012	Open	ABCTESTCO-001	00000123	ABC TEST COMPANY	APFEIFER	PFEIFER, ANNA	General	(blank)
MDJUD	0000000044	12/13/2012	Dispatched	ABCTESTCO-001	00000123	ABC TEST COMPANY	KJONES	JONES, KEVIN	General	(blank)
MDJUD	0000000043	12/13/2012	Approved	ABCTESTCO-001	00000123	ABC TEST COMPANY	KJONES	JONES, KEVIN	General	(blank)
MDJUD	0000000042	12/13/2012	Dispatched	HWRDCNTYDC-001	526002033	HOWARD COUNTY DISTRICT COURT	APFEIFER	PFEIFER, ANNA	General	PTP 3.5.1
MDJUD	0000000041	12/13/2012	Dispatched	HWRDCNTYDC-001	526002033	HOWARD COUNTY DISTRICT COURT	APFEIFER	PFEIFER, ANNA	General	PTP 3.5.1
MDJUD	0000000040	12/13/2012	Open	ABCTESTCO-001	00000123	ABC TEST COMPANY	KJONES	JONES, KEVIN	General	(blank)
MDJUD	0000000038	12/12/2012	Open	ABCTESTCO-001	00000123	ABC TEST COMPANY	KJONES	JONES, KEVIN	General	(blank)
MDJUD	0000000037	12/12/2012	Dispatched	ABCTESTCO-001	00000123	ABC TEST COMPANY	KJONES	JONES, KEVIN	General	test
MDJUD	0000000036	12/12/2012	Approved	ABCTESTCO-001	00000123	ABC TEST COMPANY	KJONES	JONES, KEVIN	General	test
MDJUD	0000000035	12/12/2012	Approved	ABCTESTCO-001	00000123	ABC TEST COMPANY	APFEIFER	PFEIFER, ANNA	General	AOC OFFICE S
MDJUD	0000000030	12/11/2012	Approved	HWRDCNTYDC-001	526002033	HOWARD COUNTY DISTRICT COURT	APFEIFER	PFEIFER, ANNA	General	(blank)

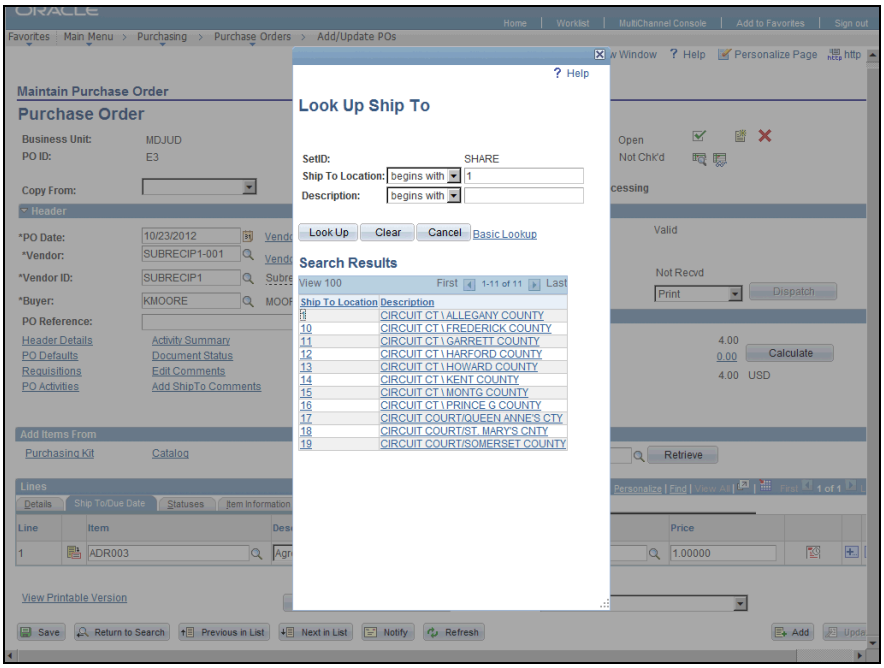
Step	Action
5.	The system will display the PO's that satisfy the search criteria that was entered. You can scroll through the listed values until you find the desired PO or you can enter additional search criteria to limit the search. Click the **E3** link as an example. E3



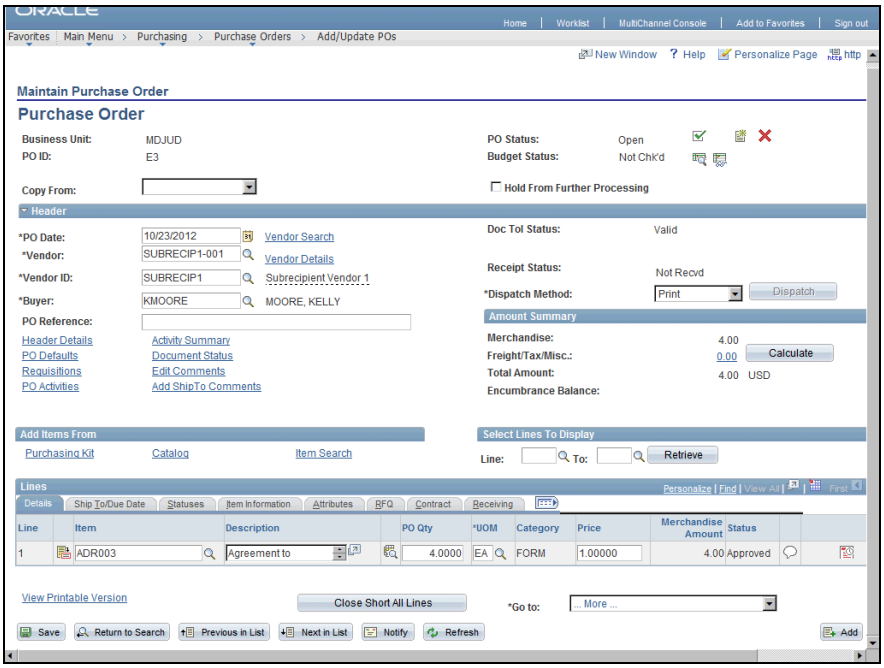
Step	Action
6.	The **Purchase Order** page displays. You can revise the Quantity or Amount on this page. Notice the Quantity is 2.00. Enter the desired information into the **PO Qty** field. Enter a valid value e.g. "**4**".
7.	If you want to revise the Ship To Location, you need to click on the 'Ship To/Due Date' Tab. Click the **Ship To/Due Date** tab. Ship To/Due Date



Step	Action
8.	Click the **Look up Ship To** button to see a list of valid Ship To Locations.



Step	Action
9.	The **Look Up Ship To** page displays. Select the revised Ship To from the list of valid values. Click the **Ship To Location 14** link. 14
10.	Click the **Details** tab. Details



Step	Action
11.	If the Quantity or Price was changed, the system will automatically recalculate a new Merchandise Amount to reflect the changes. Notice the Merchandise Amount changed to 4.00 from 1.00.
12.	Click the **Save** button. Save
13.	**NOTE:** Revising the PO data actually creates a Change Order against the PO. In order to become effective, the PO must be re-dispatched. It may also have to go through the Approval and Budget Checking processes again depending upon the change that was made.

Step	Action
14.	You have successfully completed the *Updating PO Line: Qty, Amount and Shipping Location* topic. You have learned how to: - Update the quantity, amount and shipping location for your POs **End of Procedure.**

Lesson 3: Canceling Purchase Orders

Lesson Overview
You may need to cancel a purchase order or lines on a purchase order that has been established for any number of reasons. For example, the services or goods may have never been received or you may have decided to use another vendor, among other reasons. In any case, you can cancel purchase orders or applicable lines from the **Maintain Purchase Order - Purchase Order** entry pages.

Considerations

Canceling a Purchase Order with an Associated Requisition
A purchase order that references one or more requisitions can be canceled, as needed. When the purchase order or purchase order lines are canceled, you have the option to return the money to the budget.

Canceling a Purchase Order with Associated Receipts or Invoices
You cannot cancel a purchase order or purchase order lines that have been received against. If appropriate, cancel the associated receipt before canceling the purchase order.

Additionally, if no voucher or payment (either partial or full) has been created using the encumbered funds, the purchase order (and associated requisition) must be closed to unencumber the balance of the funds. Closing purchase orders and their associated requisitions is discussed in detail in the *YE400 Performing Period End Reconciliation and Closing Activities* course.

Lesson Objectives
After completing this lesson, you will be able to:

- Cancel a purchase order created from a requisition
- Cancel a "Dispatched" purchase order that is un-invoiced

3.1 Canceling an Uninvoiced PO

After completing this topic, you will be able to:

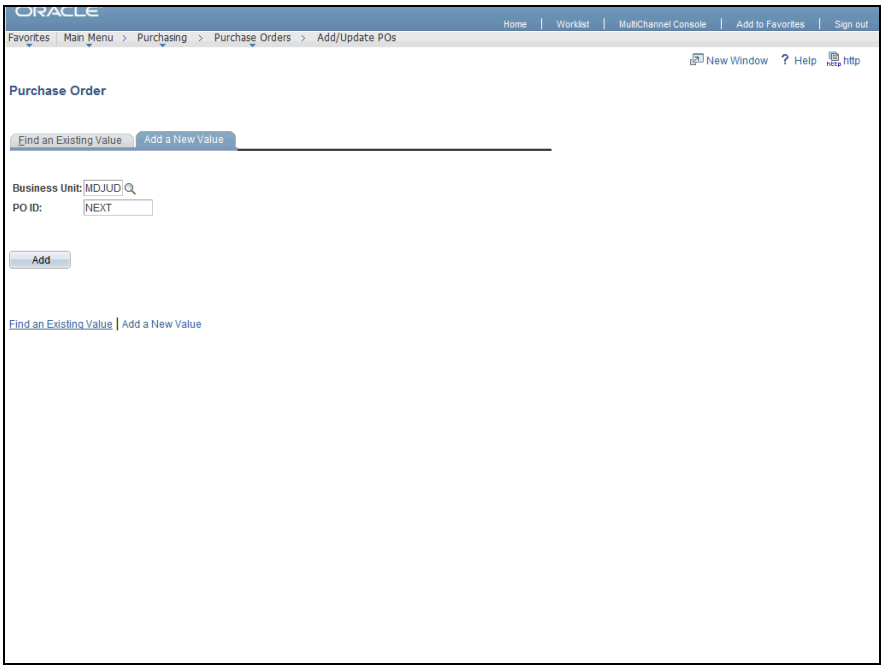
- Cancel an uninvoiced PO

Procedure

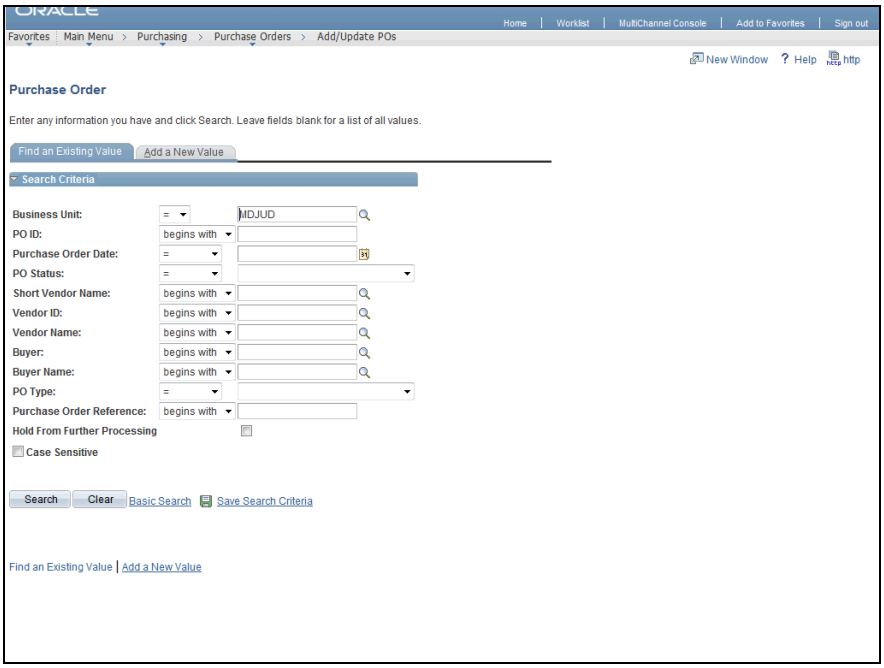
In this topic, you will cancel an uninvoiced PO.

Step	Action
1.	Navigate to the **Purchase Order** page. Click the **Purchasing** link. ▷ Purchasing

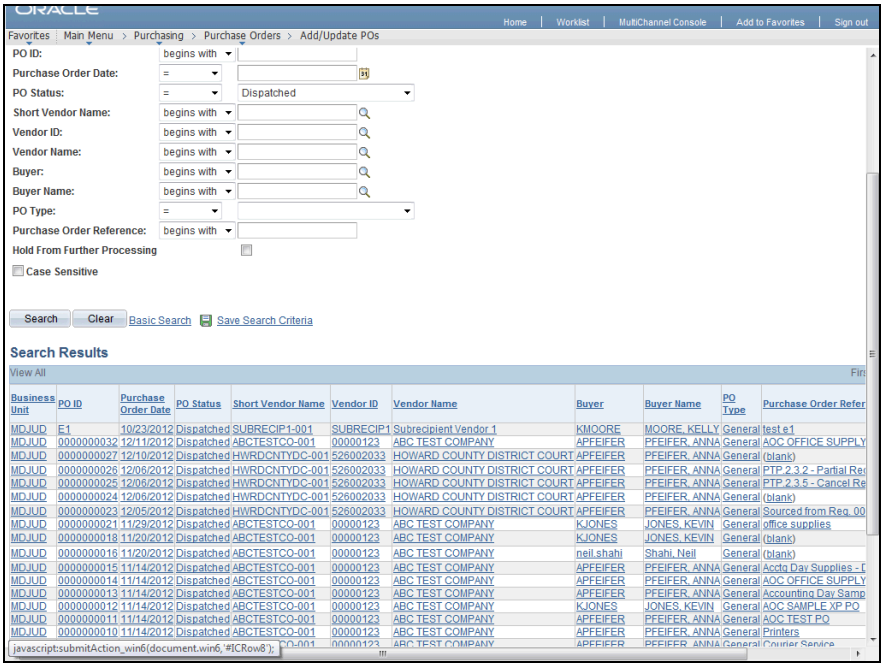
Step	Action
2.	Click the **Purchase Orders** link. Purchase Orders
3.	Click the **Add/Update POs** link. Add/Update POs



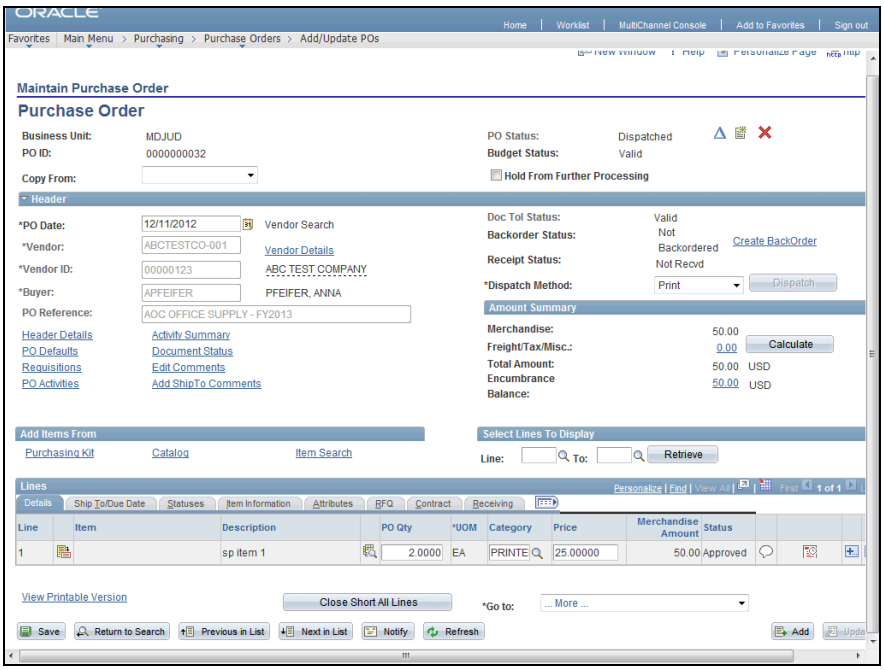
Step	Action
4.	The **Purchase Order** search page displays. Click the **Find an Existing Value** link. Find an Existing Value



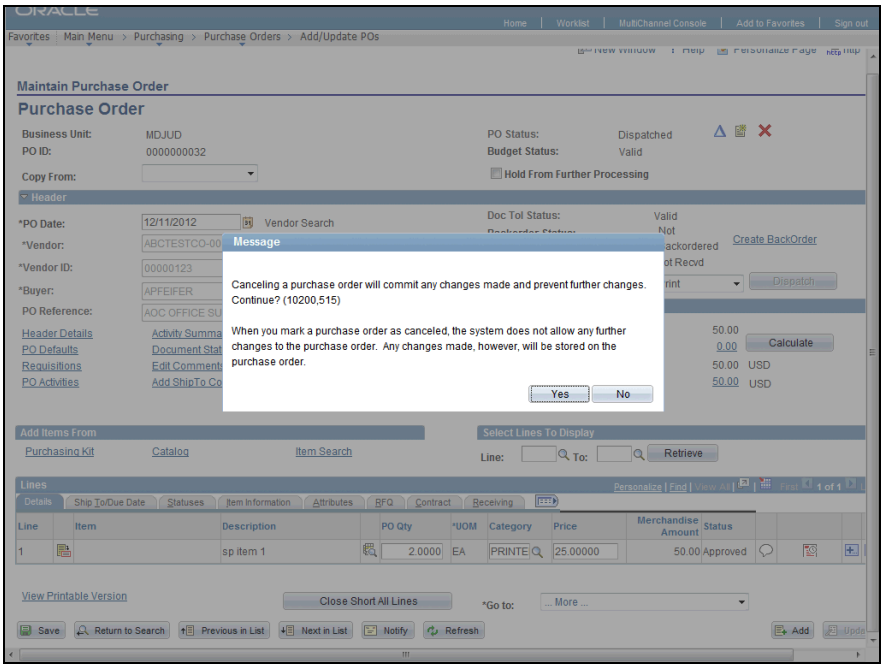
Step	Action
5.	The **Find an Existing Value** page displays. Click the **Search** button. Search



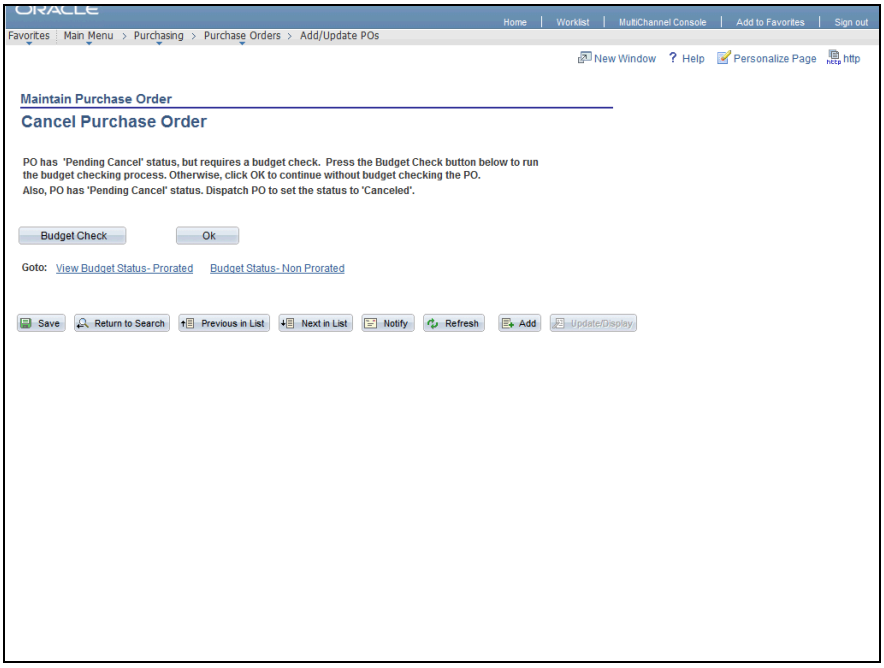
Step	Action
6.	Select a PO having a PO Status of 'Dispatched' and not associated with a voucher. Select PO **ID 0000000032,** for example 0000000032



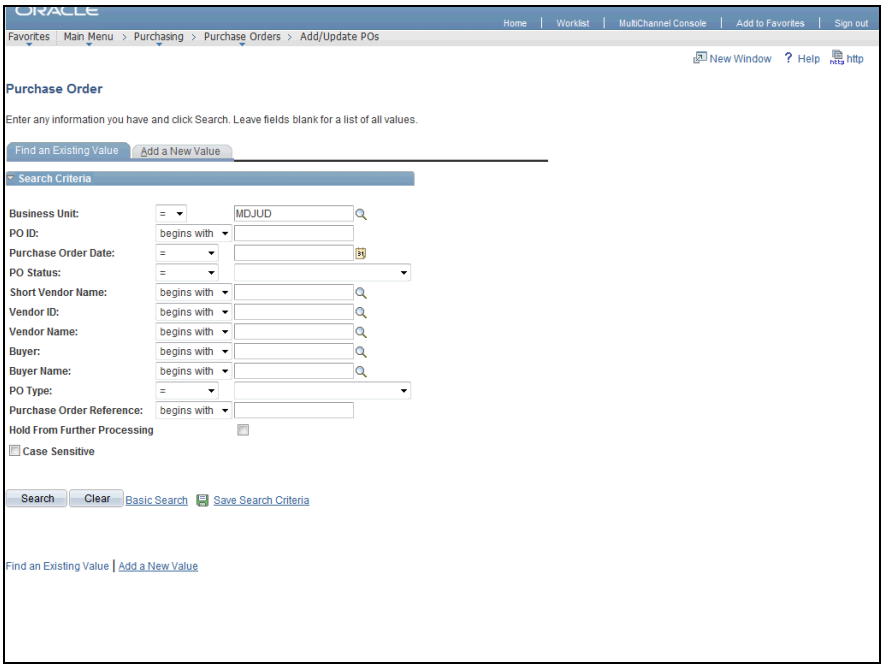
Step	Action
7.	The **Purchase Order** page displays. Click the **Cancel PO** button. ❌



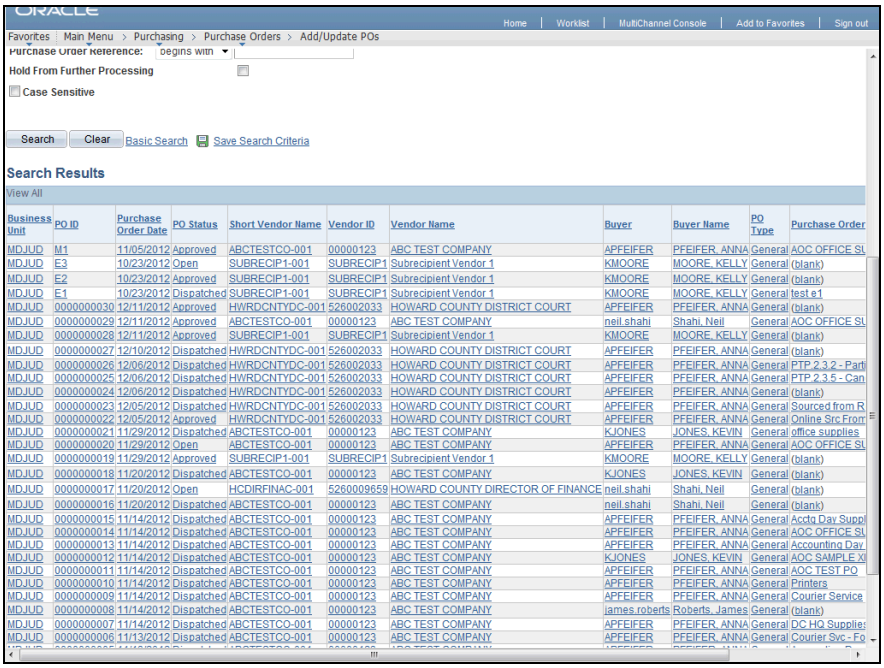
Step	Action
8.	A message displays confirming the action being taken. Click the **Yes** button. Yes



Step	Action
9.	The **Cancel Purchase Order** page displays. Click the **Budget Check** button to relieve the encumbrance (this puts the money back into the available budget). **FYI:** The status of 'Pending Cancel' will be updated to 'Canceled' when the PO Dispatch status is run in batch mode every evening. Budget Check



Step	Action
10.	Once the 'Budget Check' process has completed, you should be directed into the PO search page. Once a PO is in 'Pending Cancel' or 'Cancel' status, you will *no longer* be able to view it on-line. To validate this, click the **Search** button. Search



Step	Action
11.	**PO 0000000032** is no longer accessible since it is in 'Pending Cancel' status.
12.	You have successfully completed the *Canceling an Uninvoiced PO* topic. You have learned how to: - Cancel an uninvoiced PO **End of Procedure.**

3.2 Canceling Dispatched PO Lines

When you cancel lines on a "Dispatched" purchase order (PO), a change order is created and documented in the system.

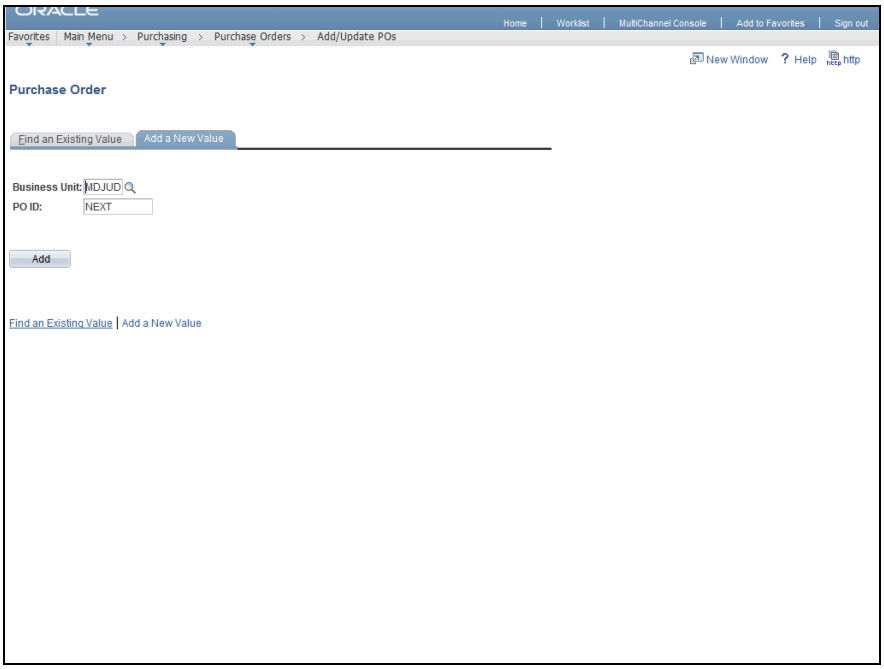
After completing this topic, you will be able to:

- Cancel PO lines in a "Dispatched" PO
- Create a change order request

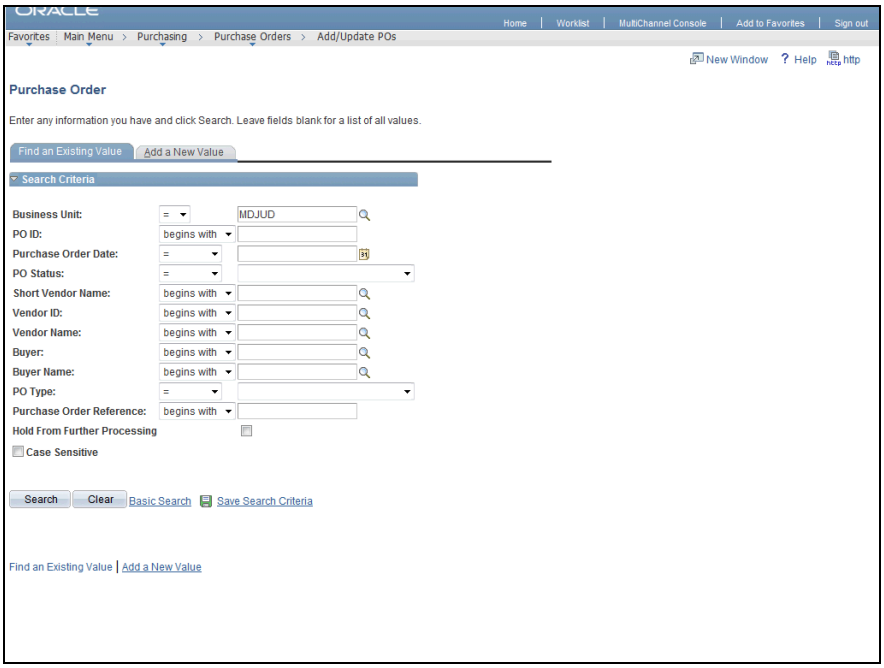
Procedure

In this topic, you will cancel a dispatched PO line and return the encumbered funds.

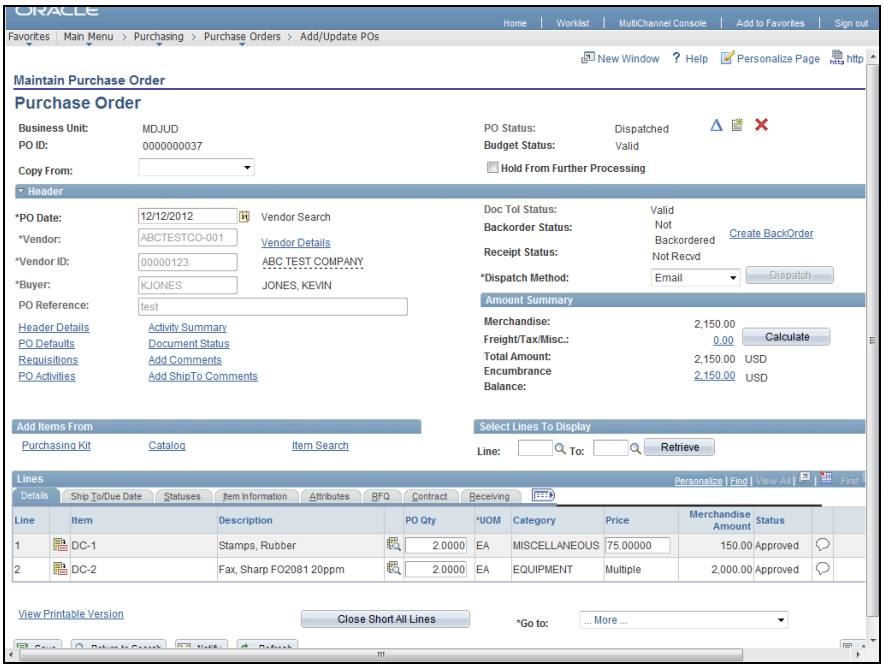
Step	Action
1.	Begin by navigating to the **Purchase Order** page. Click the **Purchasing** menu link. Purchasing
2.	Click the **Purchase Orders** link. Purchase Orders
3.	Click the **Add/Update POs** link. Add/Update POs



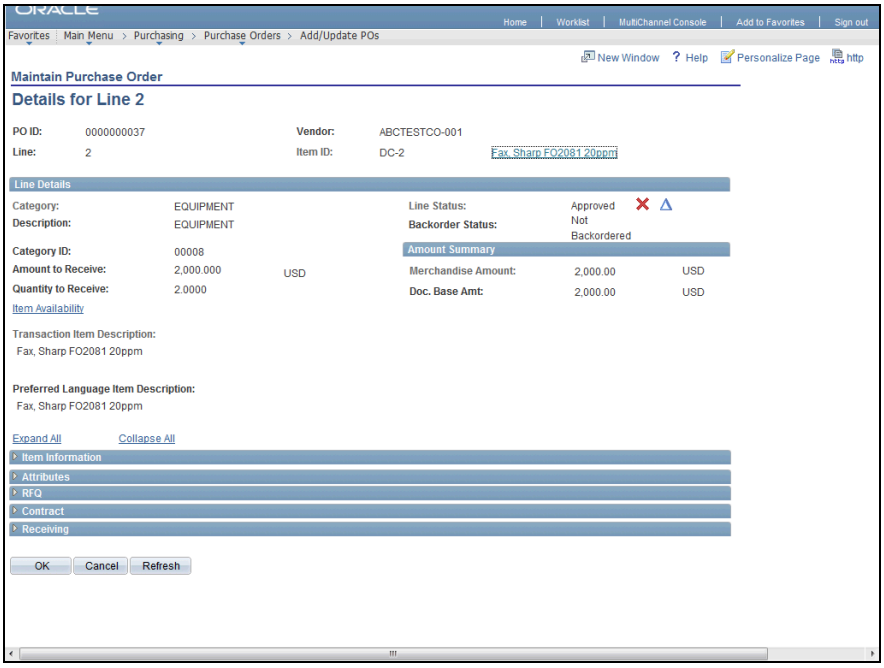
Step	Action
4.	The **Purchase Order - Add a New Value** page displays. Click the **Find an Existing Value** tab. Find an Existing Value



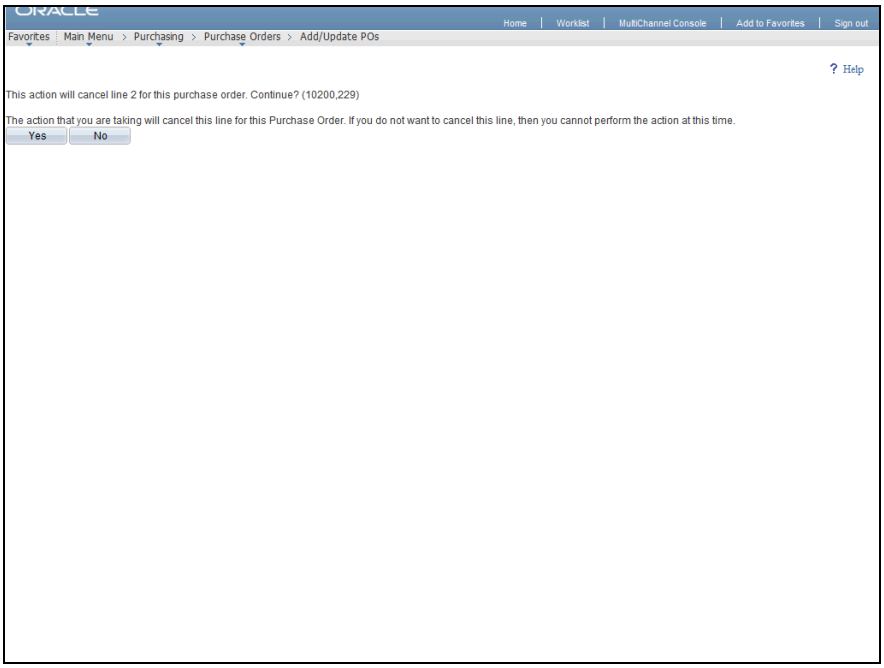
Step	Action
5.	The **Find an Existing Value** page displays. Use one or more search fields to retrieve the purchase order. Enter the PO ID (purchase order number), if known.
6.	Click the **Search** button. Search
7.	Click the purchase order link. 0000000037



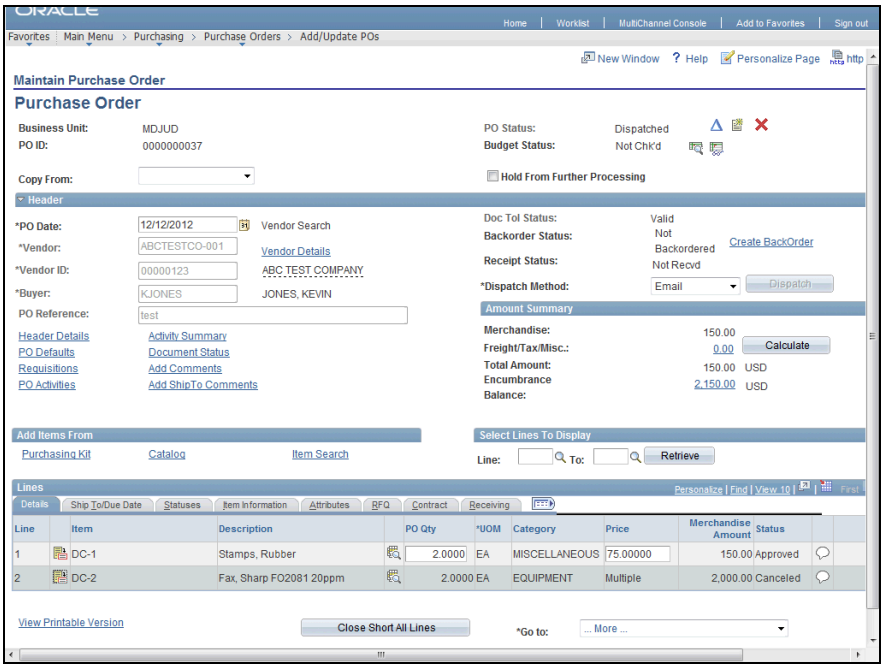
Step	Action
8.	The **Purchase Order** page displays. Note the PO Status is "Dispatched" and the Budget Status is "Valid".
9.	Click the **Line Details** button for line you want to cancel.



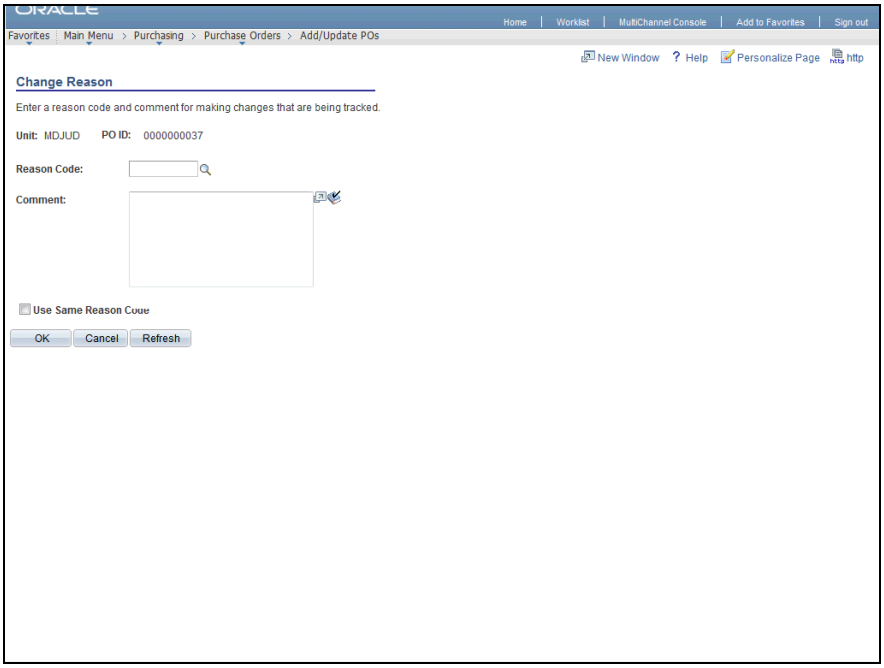
Step	Action
10.	The **Details for Line** page displays. Click the **Cancel** button.



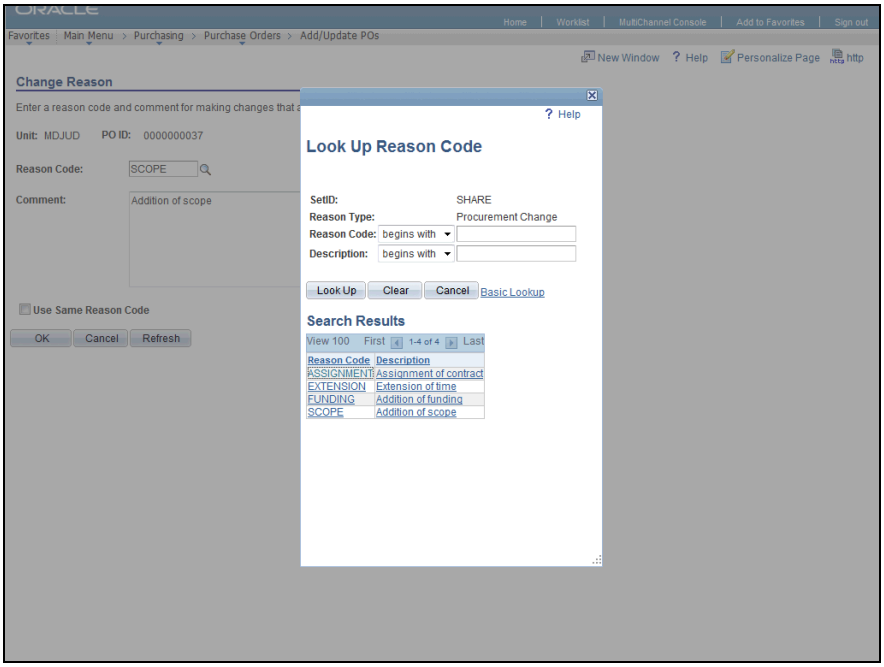
Step	Action
11.	A message displays confirming the action being performed. Click the **Yes** button to confirm the cancelation.



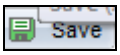
Step	Action
12.	The line status of the canceled line displays "Canceled".
13.	The Budget Status now displays "Not Chk'd".

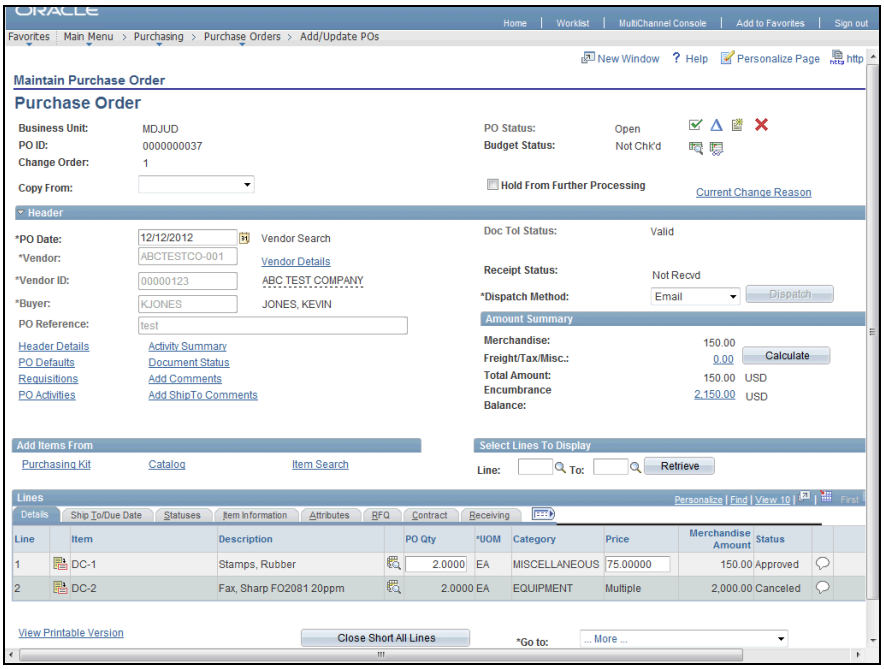


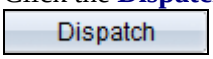
Step	Action
14.	The **Change Reason** page displays. Click the **Look up Reason Code** button.

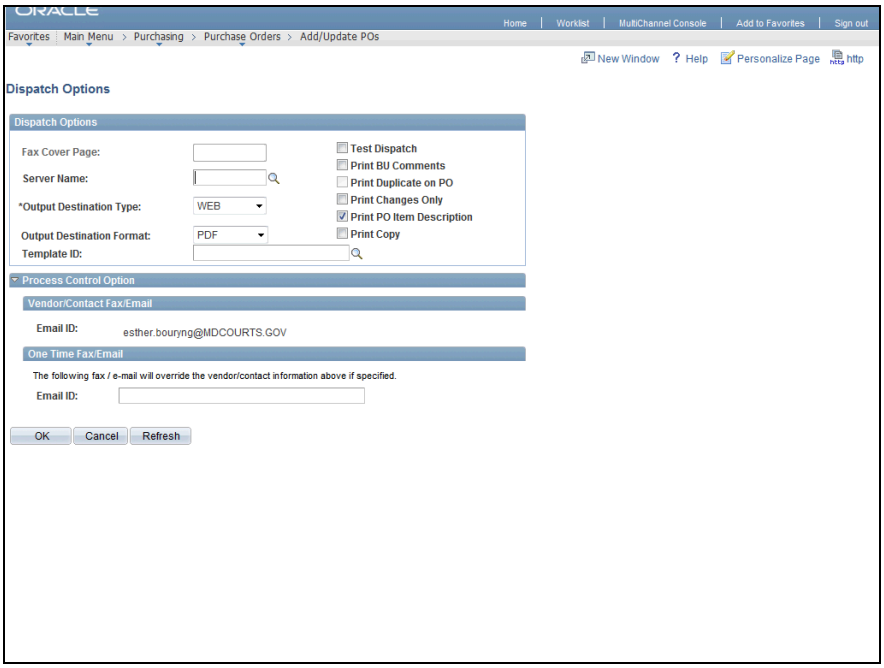


Step	Action
15.	The **Look Up Reason Code** window displays. Select a reason code from the listed values to indicate the reason for the change order. Click a reason code link. FUNDING
16.	The reason code selected and the respective description displays in the **Reason Code** and **Comment** fields. You can add additional text for further explanation or replace the text in the **Comment** field, if needed.
17.	Click the **OK** button. OK

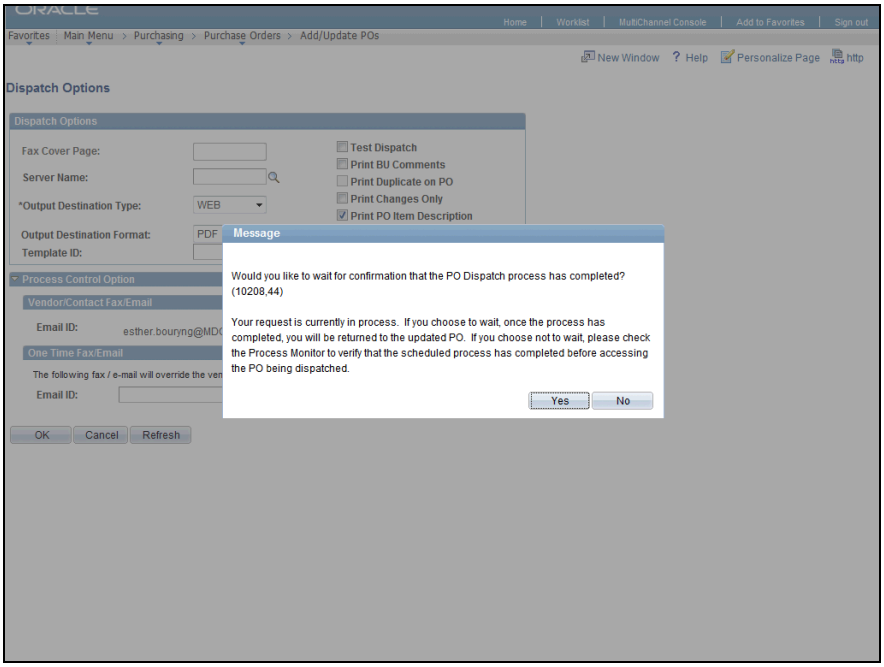
Step	Action
18.	The **Purchase Order** page displays. Click the **Save** button. 



Step	Action
19.	You have just created a change order request on your PO. Change Order Status = 1 (indicates there was 1 change order processed against this PO)
20.	Click the **Approve PO** button to manually approve this PO.
21.	Click the **Budget Check** button.
22.	Click the **Dispatch** button. 



Step	Action
23.	The **Dispatch Options** page displays. Click the **OK** button. OK



Step	Action
24.	Click the **Yes** button. Yes
25.	Verify your PO Status = '**Dispatched**'.
26.	You have successfully completed the *Canceling Dispatched PO Lines Creating a Change Order* topic. You have learned how to: - Cancel dispatched PO lines - Create a change order **End of Procedure.**

Lesson 4: Inquiring on Purchase Order Information

Lesson Overview
GEARS provides online inquiry pages to view purchase order information entered in the Purchasing module.

Lesson Objectives
After completing this lesson, you will be able to:

- View detailed purchase order information
- View open obligation amount and vouchers that reference a purchase order
- Cross reference transactions associated with a purchase order

4.1 Reviewing a Purchase Order

In GEARS Purchasing, purchase order information can be viewed on the **Purchase Order Inquiry** pages. You may view a specific purchase order's details including header (vendor, amount and status), line (what is being purchased), schedule (who is receiving services or goods), and distribution (PCA, Account and other Chartfields) information. The inquiry pages do not allow you to update the obligation.

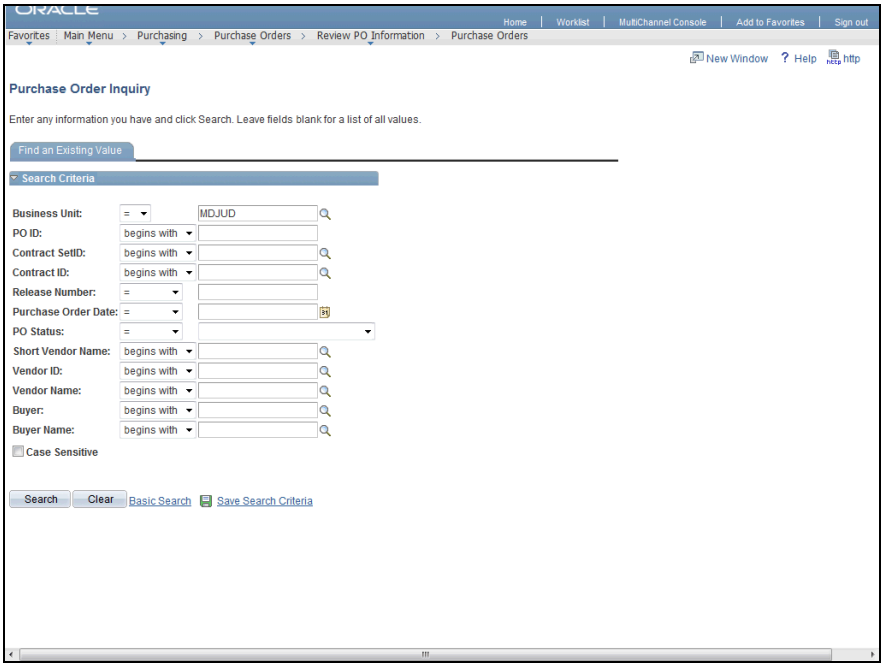
After completing this topic, you will be able to:

- Review a purchase order that has been entered into the system

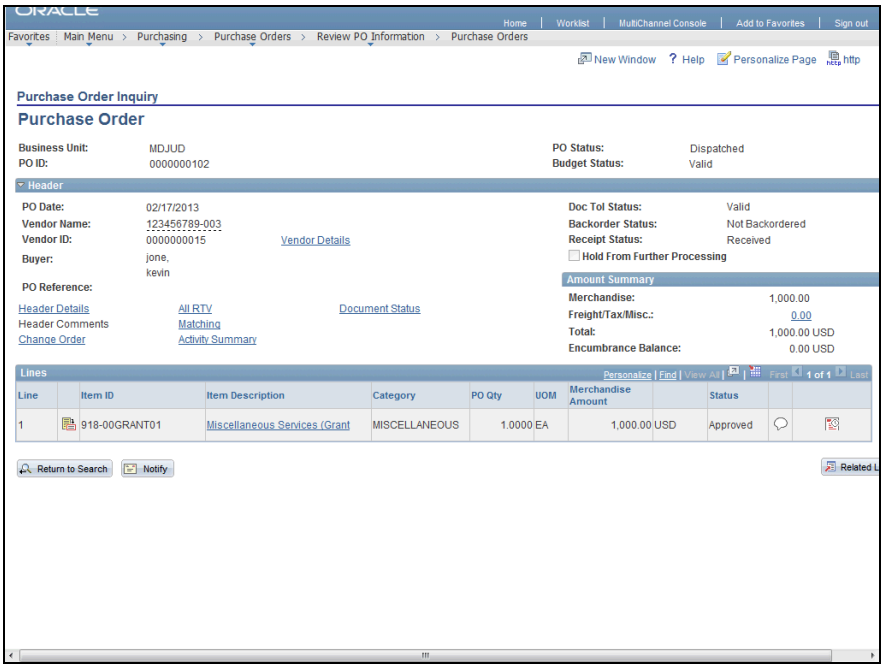
Procedure

In this topic, you will use the **Purchase Order Inquiry** pages to view the purchase order information.

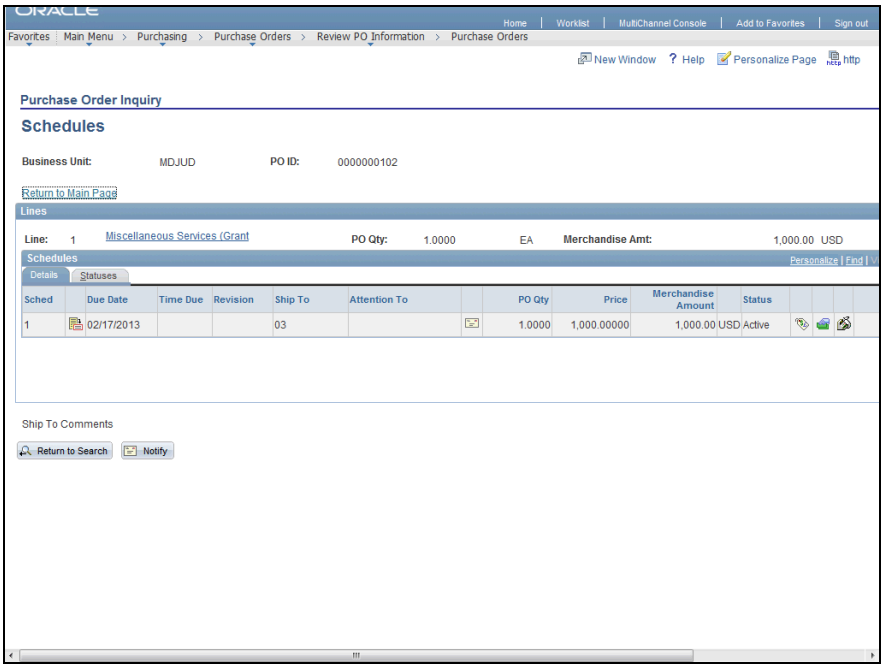
Step	Action
1.	Navigate to the **Purchase Order Inquiry** search page. Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Purchase Orders** menu. Purchase Orders
4.	Click the **Review PO Information** menu. Review PO Information
5.	Click the **Purchase Orders** menu. Purchase Orders



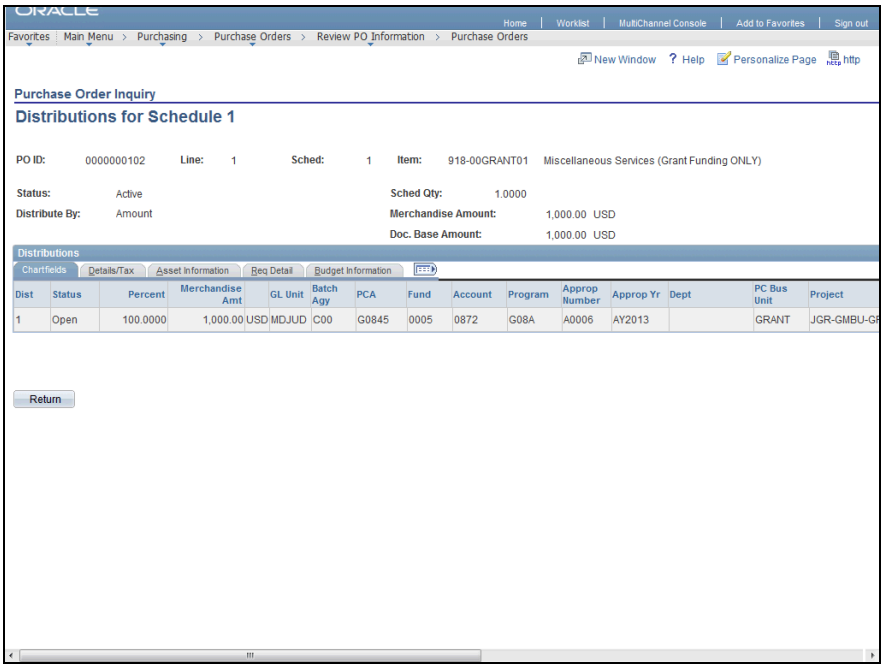
Step	Action
6.	The **Purchase Order Inquiry** search page displays. Verify that **Business Unit** field displays "MDJUD".
7.	Use one or more of the search fields to find the purchase order. Enter the PO ID, if known.
8.	Enter the desired information into the **PO ID** field. Enter a valid value e.g. "**0000000102**".
9.	**NOTE:** If your search criteria retrieves one purchase order, the system directs you to the Purchase Order Inquiry page for the specified purchase order. Otherwise select the purchase order from the **Search Results** grid. Click the **Search** button. Search



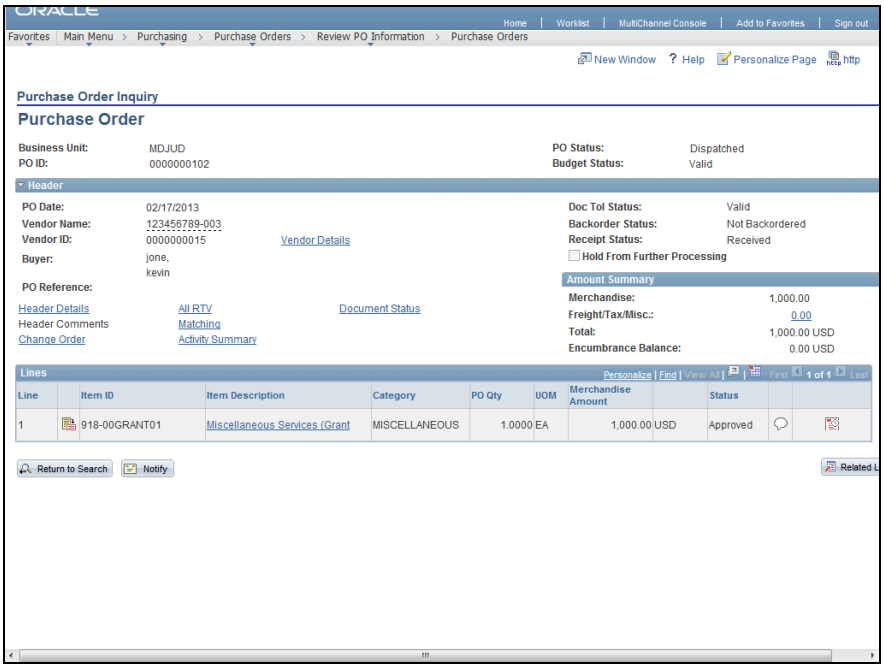
Step	Action
10.	The **Purchase Order Inquiry** page displays. Review the purchase order header information including the purchase order ID, when the purchase order was created, the vendor name, amount, who processed the document (i.e., buyer), and the budget and PO status.
11.	Review the amount summary information, including the purchase order amount and balance.
12.	Other statuses, such as the **Receipt Status** and the **Document Tolerance Status** are displayed in the purchase order header for review.
13.	Click the various links to view detailed purchase order information, including the **Document Status** page and **Activity Summary** pages.
14.	The **Lines** section displays the Item ID, Item Description, category, quantity, unit of measure (UOM) and amount.
15.	View comments for a line, if applicable. **NOTE:** If comments were entered for the whole obligation rather than line, a **Header Comments** link displays in the header section of the purchase order.
16.	You can review purchase order shipping and due date information for each line on the purchase order schedule page. Click the **Schedule** button located at the end of the line.



Step	Action
17.	The **Schedules** page displays. The **Due Date** of the item(s) and **Ship To** location displays in the **Schedule** section for the purchase order line.
18.	Click the **Distributions/Chartfields** button to view funding information.



Step	Action
19.	The **Distributions for Schedule** page displays. Review the PCA, Account and other Chartfields used to pay for the line item on the **Chartfields** tab. The project related chartfields (PC Business Unit, Project and Activity) display for grant or capital/operating project purchase orders.
20.	Asset Management information such as the asset Profile ID and tag number (if applicable) display on the **Asset Management** tab.
21.	Confirm the date that the transaction was posted to the budget ledgers and view the encumbrance balance for the distribution line on the **Budget Information** tab.
22.	When you have finished reviewing the distribution information, click the **Return** button. Return
23.	The **Schedules** page displays. Click the **Return to Main Page** link. Return to Main Page



Step	Action
24.	The **Purchase Order** page displays. To search for other purchase orders, click the **Return to Search** button. Return to Search
25.	You have successfully completed the *Reviewing a Purchase Order* topic. You have learned how to: - Search for purchase orders created online - View purchase order information using the **Purchase Order Inquiry** pages **End of Procedure.**

4.2 Viewing the PO Activity Summary

In GEARS, you can view a snapshot of a purchase order including original amount, open balance and vouchers that have been created using encumbered funds. Use the **Activity Summary** page to view this information.

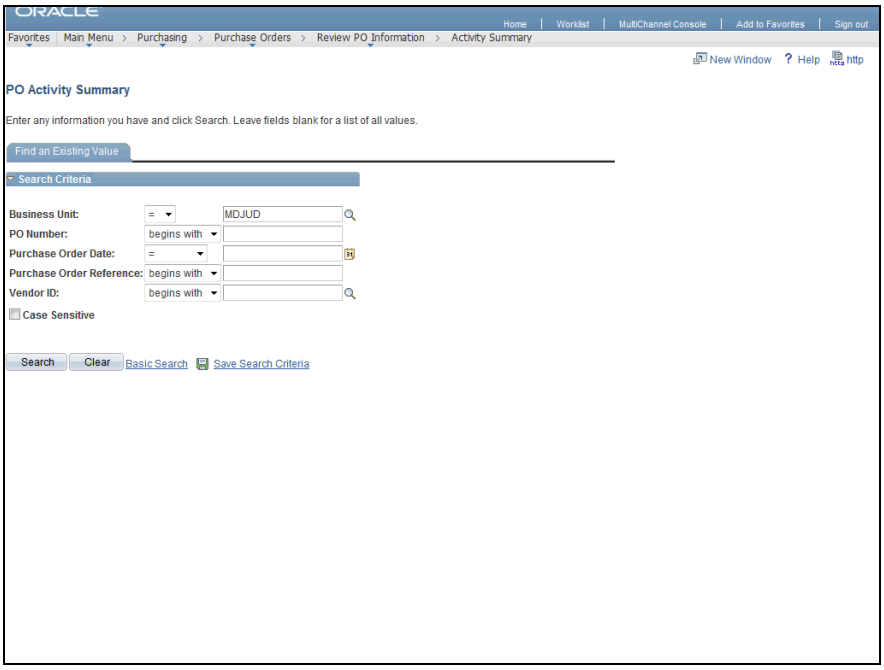
After completing this topic, you will be able to:

- Use search criteria to find an existing Purchase Order
- View the open balance for a Purchase Order
- View the total amount invoiced and the vouchers that make up the total

Procedure

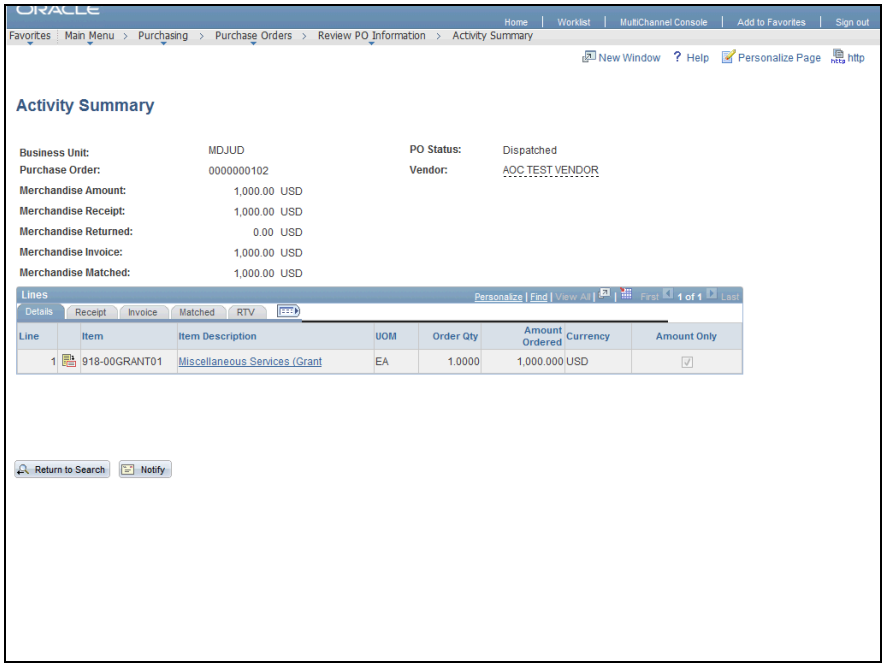
In this topic, you will use the **PO Activity Summary** page to view the receipt and voucher information as well as the purchase order balance.

Step	Action
1.	Navigate to the **PO Activity Summary** page. Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Purchase Orders** menu. Purchase Orders
4.	Click the **Review PO Information** menu. Review PO Information
5.	Click the **Activity Summary** menu. Activity Summary

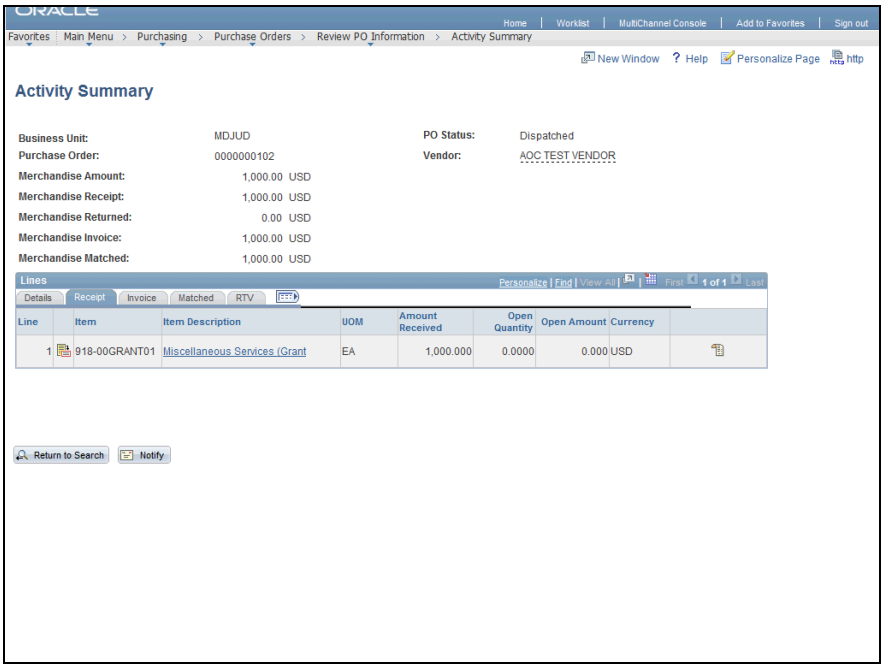


Step	Action
6.	The **PO Activity Summary** page displays. Verify that "MDJUD" displays in the **Business Unit** field.

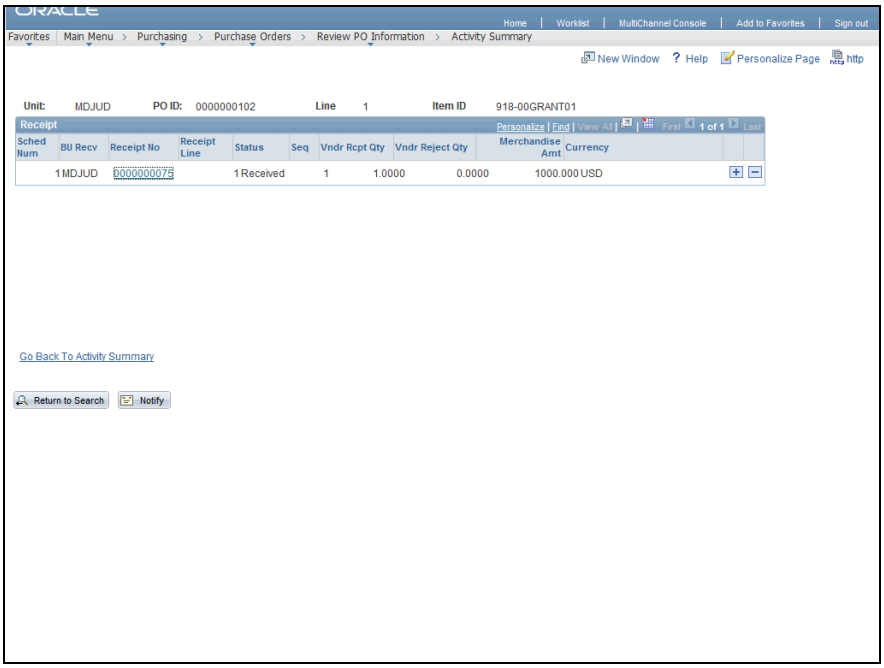
Step	Action
7.	Enter search criteria into one or more fields. Enter the purchase order number, if known.
8.	Enter the desired information into the **PO Number** field. Enter a valid value e.g. "**%102**".
9.	Click the **Search** button. Search
10.	The **Search Results** grid displays the purchase orders that match your search criteria. **NOTE:** If your search criteria retrieves one purchase order, the system may direct you to the **PO Activity Summary** page for the specified purchase order. Otherwise select the purchase order from the **Search Results** grid. Click the purchase order link. 0000000102



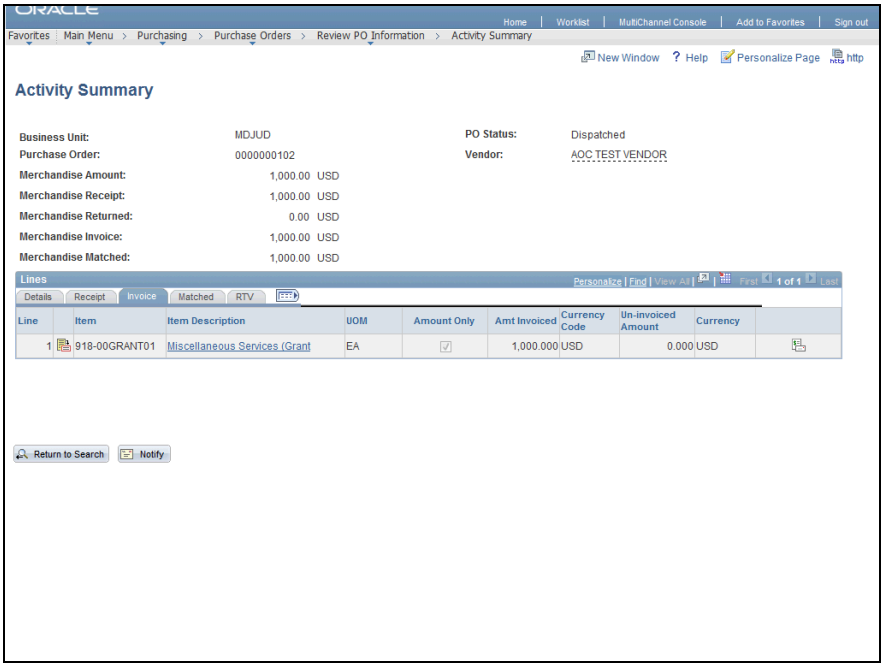
Step	Action
11.	The **Activity Summary** page displays. At the top of the page, a summary of the purchase order information displays including the purchase order number, the status, and the vendor. View the amount encumbered on the purchase order, the amount received/returned, the amount invoiced for payment and the amount matched (on the PO, receipt and voucher).
12.	The **Lines** section displays basic line information for the purchase order, related receipt and invoice activity. On the **Details** tab, view each line, including the description, quantity, unit of measure, and line amount.
13.	This tab also indicates if the line is an "amount only" line. Amount only lines are received and invoiced by amount, rather than by quantity. They also have a quantity of "1."
14.	Click the **Receipt** tab. Receipt



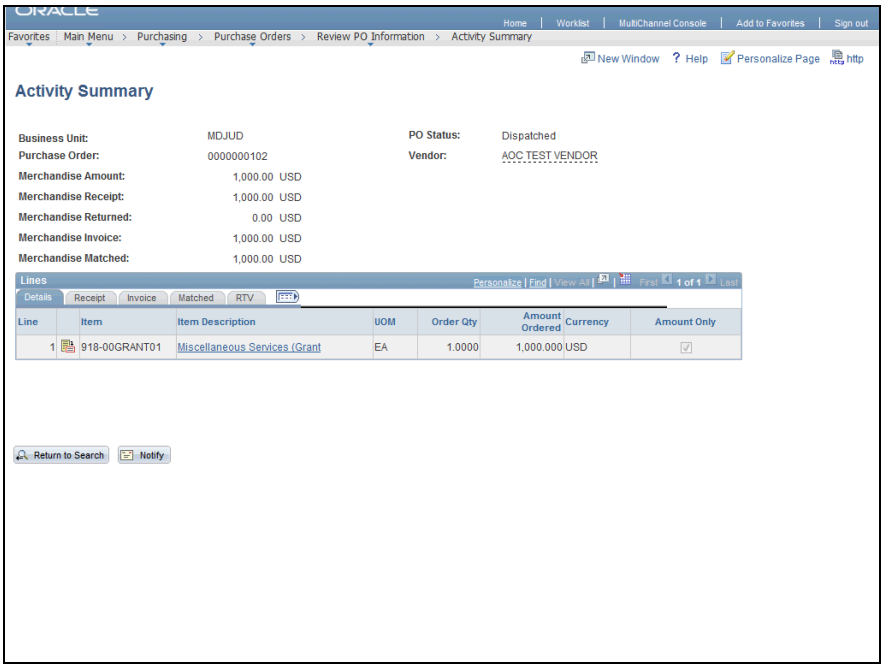
Step	Action
15.	The **Receipt** tab displays. Review the amount received and the open amount/quantity to be received for a purchase order line.
16.	Click the **Receipt** button at the end of the line to view the receipt information in detail.



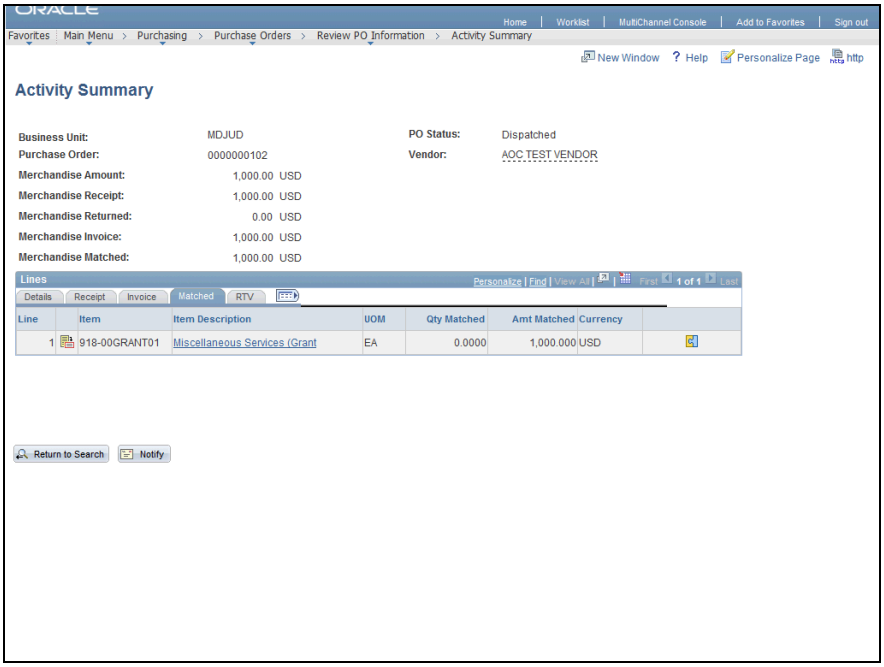
Step	Action
17.	Receipt information for the purchase order line displays. The Receipt Number link allows you to access the **Receipt Inquiry** page. Depending on your security profile, you may not be able to view detailed voucher information.
18.	Click the **Go Back To Activity Summary** link. Go Back To Activity Summary
19.	The **Activity Summary** page displays. Click the **Invoice** tab. Invoice



Step	Action
20.	The **Invoice** tab displays. On the **Invoice** tab, view the amount invoiced for each line and the uninvoiced amount.
21.	Click the **Invoice** button.
22.	Voucher information related to the purchase order line displays. The voucher ID link allows you to view the **Voucher Inquiry** pages. Depending on your security profile, you may not be able to view detailed voucher information.
23.	Click the **Activity Summary** link to return to the Activity Summary page. Activity Summary



Step	Action
24.	Click the **Matched** tab. Matched



Step	Action
25.	The **Matched** tab displays. When matching has been run on the PO voucher, the amount/quantity matched displays.
26.	To search for another purchase order and its related documents, click the **Return to Search** button. Return to Search
27.	You have successfully completed the *Viewing the PO Activity Summary* topic. You have learned how to use the Activity Summary inquiry pages to: - View the open balance for a purchase order - View associated transactions including the total amount received, invoiced and matched **End of Procedure.**

4.3 Viewing a POs Related Transactions (Document Status)

You may cross reference documents created in GEARS using the Purchase Order ID or other search criteria. Use the **Document Status** pages for a Purchase Order to view related documents.

Documents that can be associated with a Purchase Order include:

- Contract
- Requisition
- Voucher
- Payment

The **Purchase Order Document Status** page also links to the basic inquiry, **Purchase Order Inquiry** page, which provides line, schedule and distribution information for a Purchase Order.

NOTE: Depending on your security in GEARS, you may or may not be able to link to all associated documents.

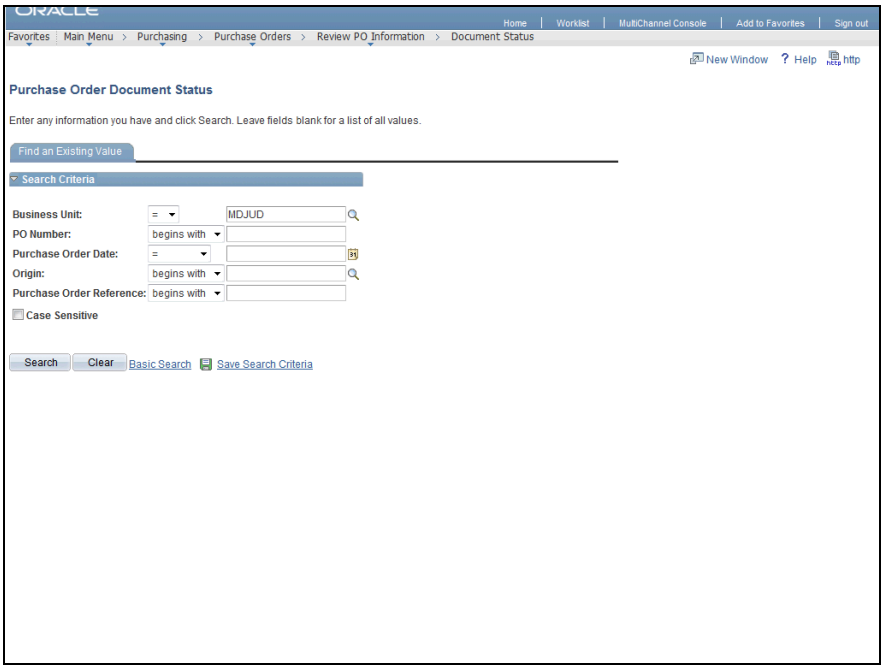
After completing this topic, you will be able to:

- Cross reference transactions for a Purchase Order
- View the details of a transactions found in the Document Status Inquiry

Procedure

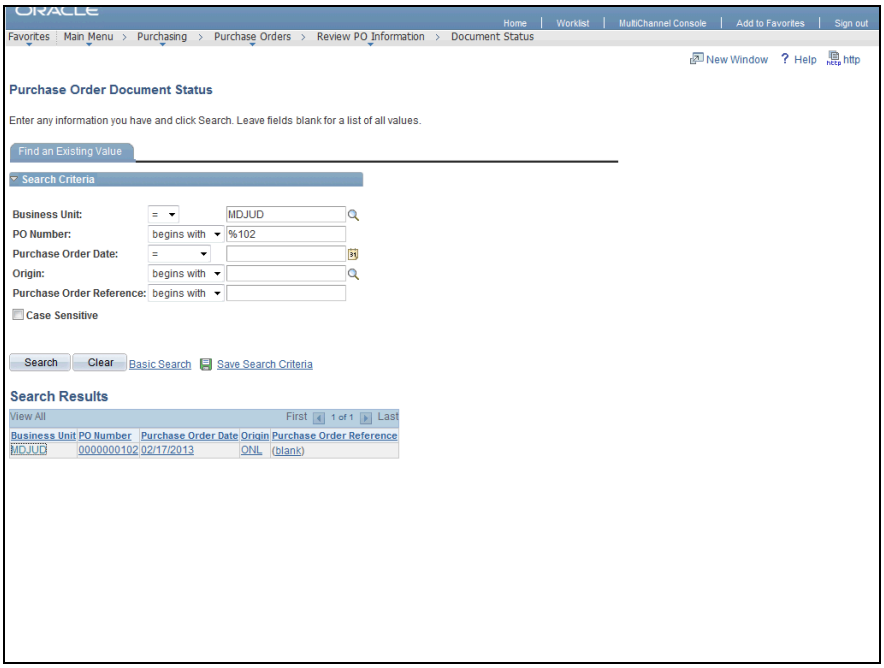
In this topic, you will review PO related transactions.

Step	Action
1.	Navigate to the **Purchase Order Document Status** page. Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Purchase Orders** menu. Purchase Orders
4.	Click the **Review PO Information** menu. Review PO Information
5.	Click the **Document Status** menu. Document Status

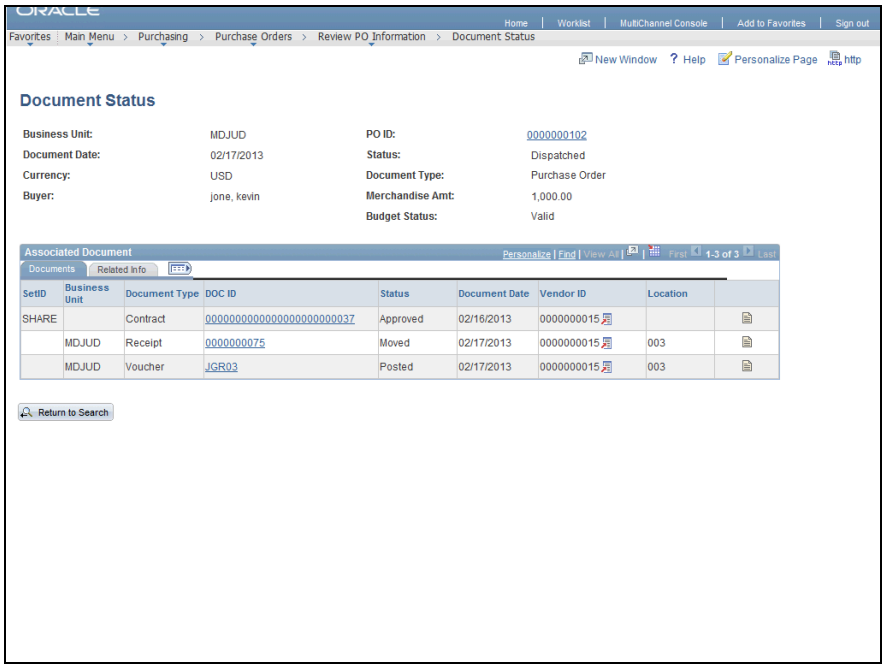


Step	Action
6.	The **Purchase Order Document Status** search page displays. Verify that "MDJUD" displays in the **Business Unit** field.
7.	Enter search criteria into one or more fields. Enter the purchase order number, if known.

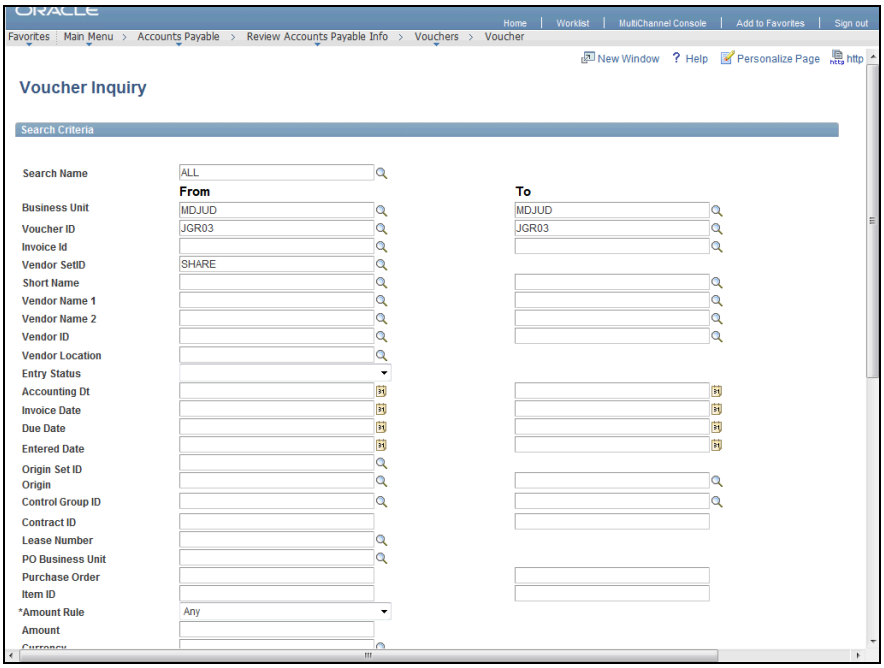
Step	Action
8.	Click the **Search** button. Search



Step	Action
9.	The **Search Results** grid displays the purchase orders that match your search criteria. **NOTE:** If your search criteria retrieves one purchase order, the system may direct you to the **PO Activity Summary** page for the specified purchase order. Otherwise select the purchase order from the **Search Results** grid. Click the purchase order link. 0000000102



Step	Action
10.	The **Document Status** page displays. At the top of the page, the PO ID, the date the purchase order was created and by whom (i.e., the buyer), the status, the amount, and the budget checking status displays.
11.	You can view the **Purchase Order Inquiry** pages by clicking the link next to the PO ID field at the top of the page.
12.	In the **Associated Document - Documents** tab, view all online documents that reference the purchase order (i.e., contract, requisition, voucher and payment information), if applicable.
13.	Click the **Document Status** link shown at the end of the row to cross reference the document(s) listed. For example, a requisition may be referenced on one or more purchase orders.
14.	Click the document ID link in the DOC ID column to view the online inquiry page for the transaction you want to view. JGR03



Step	Action
15.	
16.	You have completed the Viewing a POs Related Transactions (Document Status) topic. You have learned how to use the **Document Status** page to: - Cross reference transactions for a purchase order - View the details of a transaction found in the document status inquiry **End of Procedure.**

Course Summary

Congratulations!

You have successfully completed the *PO235 Creating and Managing Purchase Orders* course. In this course, you have learned about:

- Entering and updating purchase orders in GEARS
- Canceling purchase orders
- Using online inquiry pages to review purchase order information

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at http://courtnet/gears/index.html (http://courtnet/gears/index.html).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gearstraining@mdcourts.gov (mailto:gears@mdcourts.gov).