



GEARS

General Enterprise And Resource Support

1

GEARS Training

Procure to Pay

Department of Budget & Finance

Department of Procurement,
Contracts, Grant Administration



Agenda

- ❖ **Introductions & Overview**
- ❖ **Tools to Begin**
- ❖ **Lifespan of a Procure to Pay Document**
- ❖ **Requisition Review**
- ❖ **Purchase Order Review**
- ❖ **Receiving Review**
- ❖ **Voucher Review**
- ❖ **Voucher Validation**
- ❖ **Vendor Questions**
- ❖ **AP Inquiry & Reporting**
- ❖ **PO Reconciliation**



Introductions

- ❖ **Valerie L. Mitchell:** Procurement Officer, Department of Procurement, Contract, and Grant Administration (DPCGA)
- ❖ **Whitney Williams:** Procurement Manager, Department of Procurement, Contract, and Grant Administration (DPCGA)
- ❖ **Dana Brazerol:** Manager, Accounting Operations, Department of Budget and Finance (DBF)
- ❖ **Brandy Lee:** Accounts Payable Supervisor, Department of Budget and Finance (DBF)
- ❖ **Trudy Brown:** Accounts Payable Lead Worker, Department of Budget and Finance (DBF)

Department of Procurement, Contract and Grant Administration Overview

The Department of Procurement, Contract, & Grant Administration is responsible for procuring goods and services for the Judiciary.

Key functional responsibilities include:

- ❖ Provide assistance and oversight throughout the entire procurement process, from requisition to award.
- ❖ Ethically source contracts that benefit the public and our internal stakeholders.

Department of Budget & Finance Overview

The Department of Budget and Finance handles the accounting, budgeting, and all financial services of the Judiciary.

Key functional responsibilities include:

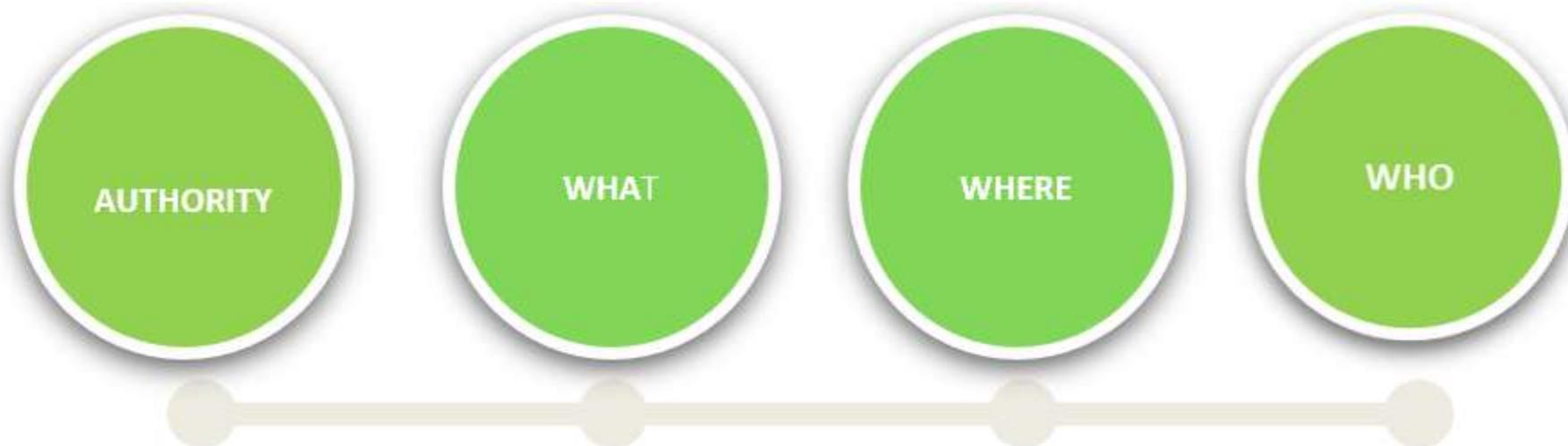
- ❖ Review and record accounts payable and revenue transactions.
- ❖ Justification and execution of the Judiciary budget.
- ❖ Responsible for the oversight of the security and operational aspects of the GEARS financial system of record.

Introduce
Yourself

Your Name
Your Title
Your Location
Fun Fact



Tools to Begin



Authority

Budget Appropriation



Appropriation Year

- ❖ Each appropriation year starts on July 1st and ends on June 30th. The appropriation year is defined by the calendar year associated with the June 30th date.
- ❖ For example, we are currently in AY2022 that started on July 1, 2021, and ends on June 30, 2022.
- ❖ The AY year is one of the fields that you must select in the GEARS distribution lines.

Distribution Lines														Personalize	Find	View All	Print	Calendar	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	Project							
<input type="checkbox"/>	1	710.00		1.0000 MDJUD	C25	R1600	0001	0912	R160	A0010	AY2022										

What

Goods and Services to Procure?



LOCATING THE CHART OF ACCOUNTS (COA)

The Chart of Accounts is used to categorize and code expenses and revenue into buckets for tracking and reporting.

The screenshot shows the CourtNet Maryland Courts Intranet website. The header includes the logo "CourtNet Maryland Courts Intranet" and a search bar. The navigation menu contains links for Home, Employees, MD Courts, Administration, Reference, and Mission & Vision. Below the navigation menu, there is a "You are in: Budget and Finance" section with a list of links: Staff, Forms, FAQs, Quick Reference (highlighted with a red box), Newsflash, and Questions/Comments. To the right of this list is a "Quick Reference" section with a note and a list of links. The link "Account Codes and Definitions" in the list is highlighted with a red box.

CourtNet
Maryland Courts Intranet

Search C
Servi

Home Employees MD Courts Administration Reference Mission & Vision

MARYLAND JUDICIARY You are in: Budget and Finance

Staff
Forms
FAQs
Quick Reference
Newsflash
Questions/Comments

Quick Reference

Note: The below items are listed here in order to be easily accessible. Please use the Questions/Comments link to let us know of any additional items that you feel would be appropriate for this section.

- Expenditure Chart of Accounts - All
- Revenue Chart of Accounts - Circuit Court Clerks
- Revenue Chart of Accounts - District Court
- Revenue Chart of Accounts - Programs
- **Account Codes and Definitions**
- Document Type Prefixes
- Sales Tax Exemption Certificate
- State Approved Bank List
- State of MD One Stop Vendor Payment Inquiry System
- Maryland Judiciary W-9 Form

GEARS / RStars Expenditures

Accounts and Definitions

Account Class	Account	Description	Eligible for Encumbrance Review (E) or not eligible (NE)	Definition
	0820	Medical Care	NE	Contractual services related to medical care costs.
	0821	Management, Studies & Consultants	E	Contractual services related to management studies, consultants and architect costs.
	0823	Security Services	E	Contractual services related to security services costs.
	0824	Laboratory Services	NE	Laboratory Services costs.
	0826	Delivery, Shipping & Moving	E	Contractual services related to delivery, shipping and moving costs.
	0827	Trash Removal	NE	Contractual services related to trash and garbage removal costs.
	0828	Office Assistance	NE	Contractual services related to office assistance costs (ex. Temporary Manpower).
	0829	Fiscal Services	NE	Contractual services and fees related to fiscal and accounting services.
	0832	Education & Training Reimbursement (HR Only)	NE	Judicial College Use ONLY - Contractual services related to education & training contract costs.
	0834	American Sign Language Interpretation Services	NE	Contractual services related to American sign language interpretive services.
	0854	Computer Hardware & Software Maintenance	NE	Preventive or remedial maintenance charges.
	0858	Software Licenses	E	Fees paid to a software vendor for the publisher's permission to use proprietary software.
	0870	Payment to Panel Attorneys	NE	Costs to provide panel attorney representation.
	0872	Bar Exam Services	E	Costs to provide the bar-exam, including Board of Director expenses.
			E	Miscellaneous services furnished by the private sector (ex. messenger, courier, armored car services, web site, network services).
				State Retirement Administrative Fee

Chart of Accounts (COA)

You will need to select an account code for requisitions, express PO's, and vouchers, by reviewing the account code descriptions.

Account Code Breakout

- ❖ **0809 Equipment & Furniture Maintenance, Repair & Rental**, such as Xerox. The invoice should contain maintenance and warranty costs for copiers, tables, printers, and other office equipment.
- ❖ **0854 Computer Hardware & Software Maintenance**, such as BMC Software. The invoice should contain the maintenance charges of the software.
- ❖ **0858 Software Licenses**, such as Schedule Interpreter. The invoice should contain the service period for the use of the software.
- ❖ **0892 Subscription Database Services**, such as LexisNexis and Thomson West. The invoice should contain the number of users and a membership/subscription fee to use the software.

Where

Location Department Unit



ANALYTICS DEPARTMENT



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Program Cost Account (PCA)

The Program Cost Account (PCA) is a 5-digit code that defines where the revenue or expenses are earned or incurred for tracking and reporting purposes. You will need to know your PCA to use the speedchart function in GEARS. For example, 60091.

- ❖ Position 1 and 2 define the program, such as 60 for the Administrative Office of the Courts (AOC).
- ❖ Position 3 and 4 define the location or department, such as 09 for the Department of Budget & Finance.
- ❖ Position 5 defines the fund, such as 1 for the general fund.

Who

Identifying the Vendor:
Blanket Po List
Vendor Lookup Query
Vendor Maintenance Form



Blanket PO List

FY 22 LIST OF BLANKET CONTRACTS

VENDOR NAME	DESCRIPTION	VENDOR PHONE & FAX NUMBERS	VENDOR CONTACT NAME	VENDOR ID (use this ID # on Express PO's)	STATE CONTRACT AOC- No Express PO Required <\$2500 DC-Express PO Required	JUDICIARY BLANKET CONTRACT AOC& DC- Express PO Required
AJ STATIONER	Office Supplies toner, computer accessories	Tel:855-846-2257 Fax: 877-859-1875	Donna Myers 410-360-4900 Pam Shaffer 866-379-1601	0000005491	BPO0000034140-2022	
Certified Mail Done Fast	Certified Mailers	Tel: (513) 481-6116 Fax: (513) 481-6119	Terilyn Reber	0000004403		BPO0000034142-2022
Penn Jersey	Cleaning supplies & misc. janitorial supplies	Tel: (410) 268-7877 Fax: (410) 268-7886	Joann Rogers	00000012898		BPO0000034064-2022
*Lincoln Rubber Stamp Co, Inc.	Rubber Stamps	Tel: (443) 749-4940 Fax: (443) 749-4941	Elwood Abbott orders@lincolnstamp.com H:\Form letters\Order Form-Lincoln.pdf	0000010621		BPO0000034058-2022
*Maryland Corrections Enterprises	Stationery/Envelopes Business Cards/Name plate	Tel: (410) 540-5555 Tel: (410) 540-5447 Fax: (410) 799-8604	Customer Services Jim Jackson	0000006439	BPO0000034063-2022	

How to Look Up Vendor Information



GEARS

GENERAL ENTERPRISE AND RESOURCE SUPPORT

YOU ARE IN:

GEARS
General Enterprise
And Resource
Support

Quick Reference

Acronyms

FAQs

9.2 Tip Sheets

Training

Tip Sheets

General

- **How to Look Up Vendor Information** (Updated 05-01-17)



LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
<p>Looking Up Vendor Information in GEARS</p> <p>Note: If additional assistance is needed, please contact the respective ADC Department staff or the JIS Service Desk.</p>	<p>Search for a vendor(s) using the search criteria in GEARS to validate if a Vendor is in the system and review information relating to that vendor.</p> <p>This tip sheet will review the steps to looking up vendor information using the search criteria.</p> <p>Tip: Once you locate the Vendor ID, make a list of your most commonly used vendors so you can have that information on hand for future use, but remember, at times, vendor information does change.</p> <p>If the vendor has not been established in GEARS, you may need to complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website: http://mdcourts.gov/gears/forms.html</p>

GEARS Navigation

Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

[Favorites](#) >
 [Main Menu](#) >
 [Vendors](#) >
 [Vendor Information](#) >
 [Add/Update](#) >
 [Review Vendors](#)

Locating the Vendor Maintenance Form



GEARS

GENERAL ENTERPRISE AND RESOURCE SUPPORT

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Quick Reference

Acronyms

FAQs

9.2 Tip Sheets

Training

Forms

Archived Messages

Welcome to GEARS

GEARS is the Judiciary-wide financial system that supports the Budget, Finance, Procurement, and Grants Management processes, as well as Local Court Accounting for Circuit and District Courts. The system went live July 1, 2013 and allows for centralized real-time data, along with improved flow of information, transactions and reports. In addition, the system enables a uniform application of our policies and procedures across the Judiciary.

Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.

GEARS Login



Forms

- [GEARS General Ledger Journal Entry Template](#) (fillable PDF)
- [GEARS General Ledger Journal Entry Template Example](#)
- [GEARS Security Access Form](#) (fillable PDF)
- [GEARS Security Access Form Instructions](#)
- [Location Maintenance Request Form](#) (fillable pdf)
- [Location Form Procedures](#)
- [Location Maintenance Request Worksheet](#) (Excel)
- [Vendor Maintenance Form](#) (fillable PDF)

Items to remember when completing the form:

1. Select a type of request.
2. If updating an existing vendor, enter their GEARS Vendor ID in section A.
3. Select an address type in section B.
4. Add any necessary notes to section C.
5. Attach a copy of the invoice and/or W-9. (W-9 is required for a business name change.)



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

<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Add Purchasing Address	<input type="text" value=""/>
<input type="checkbox"/> Add New Mail Code	<input type="checkbox"/> Change / Update Record	<input type="text" value=""/>
<input type="checkbox"/> Reactivate	<input type="checkbox"/> Inactivate	GEARS Vendor ID (16-Digit)

REMINDEE

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

<input type="text" value=""/>	<input type="text" value=""/>
Vendor / Payee Name	Federal ID / Social Security Number
<input type="text" value=""/>	
Business Name (If Different)	

SECTION B – VENDOR DETAILS

Address Type

<input type="checkbox"/> Primary / Corporate - W-9	<input type="checkbox"/> Payable - Remitting Payable - Invoicing	<input type="checkbox"/> Purchasing - Ordering Purchasing - Ship From
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<input type="text" value=""/>	
Street address	
<input type="text" value=""/>	<input type="text" value=""/>
City	State, Zip Code
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>
Email address	Primary phone number
<input type="text" value=""/>	<input type="text" value=""/>
FAX number Other phone number	FAX number Other phone number
<input type="text" value=""/>	<input type="text" value=""/>

SECTION C – COMMENTS / SPECIAL INSTRUCTIONS

<input type="text" value=""/>	
<input type="text" value=""/>	
<input type="text" value=""/>	
Department / Court Location	Submitted by
<input type="text" value=""/>	<input type="text" value=""/>

For DBF Only:

<input type="checkbox"/> W-9 Attached	Special Handling Code: <input type="text" value=""/>	Date Received: <input type="text" value=""/>
<input type="checkbox"/> 1099 Indicator - YES	New Mail Code: <input type="text" value=""/>	GEARS Vendor ID: <input type="text" value=""/>
<input type="checkbox"/> 1099 Indicator - NO		Date: <input type="text" value=""/>
Entered By: <input type="text" value=""/>		Date: <input type="text" value=""/>
PMS Confirmation / Approval By: <input type="text" value=""/>		Date: <input type="text" value=""/>

PLEASE RETURN FORM TO sfc@mdcourts.gov

Rev. Oct 2013

Return to- sfc@mdcourts.gov

Lifespan of a Procure to Pay Document



Requisition Overview

An internal document created by a requestor, through e-Procurement, authorizing the commencement of a purchasing transaction.

Should include a description of the need and other information that is relative to the transaction.

Is eventually processed into a Purchase Order.

Must contain as much detail as possible about the request to assist the Procurement Department with fulfilling the request.

Requisition Types



Requisitions for Non-Asset Items



Requisitions for Asset Items to be received locally- Special Requests



Requisitions for Asset Items to be received at the Warehouse- Express Item Entry



Requisitions for add-ons or groupings

What do I include with my requisition?



Description of the goods or services that the requisitioner wants to procure

Quote(s)

Scope of Work

Source Justification

Estimated price of the goods and/or services

Recommended/Suggested Vendors

Delivery Specifications

Due by date

Creating an eProcurement Non-Asset Requisition



Quick Reference Tip Sheet can be found at https://mdcourts.gov/sites/default/files/import/gears/tipsheet_s92/ptp/requisitions/92creatinganonassetrequisition.pdf



GEARS Navigation: Main Menu > eProcurement > Requisition



A non-asset requisition is created in the eProcurement module for procuring non-asset goods/services.

Creating an eProcurement Non-Asset Requisition (cont.)



LAST REVISED DATE: 11/12/2020

General Information

Task	Process Information
<p>Creating an eProcurement Requisition (For non-Asset Purchases - ONLY)</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JS Service Desk.</p>	<p>A non-asset requisition is created in the eProcurement module for procuring <u>non-asset</u> goods/services. For asset purchases (accounts 0701, 10xx, 11xx, 14xx), please see the appropriate tip sheet.</p> <p>NOTE - for AOC, District Court, Circuit Courts, Appellate Courts, and Programs: Per the FY17 Procurement Policy Change, Receipts will no longer be REQUIRED for <u>Services</u> under Corporate POs (POs created by DPCGA). However, receipts are required for all Goods received, and POs created by DPCGA for Goods will be set to Receipt Required. If you have purchases from a vendor for both Goods and Services, please make sure you create separate lines on your Requisition, so separate lines will be created on your PO. If there is any question by DPCGA as to whether the item is considered Goods or Services, the PO will default to Receipt Required. The Line Details on your PO will indicate if receiving is required. If you want Receipts for Services on your PO, please indicate this request on your Requisition.</p>

GEARS Navigation

Main Menu > eProcurement > Requisition	
--	--

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	<p>Click on the link Requisition Settings. This is where you'll setup the defaults for your Requisition.</p>	



**Let's
Practice!!**

Creating an eProcurement Asset Requisition- *Express Item Entry*



Quick Reference Tip Sheet can be found at <https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/requisitions/92creatingarequisitionforassetsreceivedinthewarehouse.pdf>



GEARS Navigation: Main Menu > eProcurement > Requisition



An Express Item Entry Requisition is created in the eProcurement module for procuring assets that will be received in an Inventory Warehouse location



**Let's
Practice!!**

Creating an eProcurement Asset Requisition- Special Requests



Quick Reference Tip Sheet can be found at <https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/requisitions/92creatingarequisitionforassetsreceivedlocally.pdf>



GEARS Navigation: Main Menu > eProcurement > Requisition



A Special Request Requisition is created in the eProcurement module for procuring assets that will NOT be received in an Inventory or Warehouse location.

Creating an eProcurement Asset Requisition- Special Requests (cont.)



LAST REVISED DATE: 11/12/2020

General Information

Task	Process Information
<p>Creating an eProcurement Requisition for asset purchases to be received in offices or courts locally (using Special Requests)</p> <p>NOTE: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>This Special Request Requisition is created in the eProcurement module for procuring assets that <u>will NOT be received in an Inventory Warehouse location.</u></p> <p>NOTE: An Asset Profile ID is required when using an asset-related category/account (0701, 10xx, 11xx, 14xx) on a requisition or PO.</p>

GEARS Navigation

Main Menu > eProcurement > Requisition	Favorites > Main Menu > eProcurement > Requisition
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Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

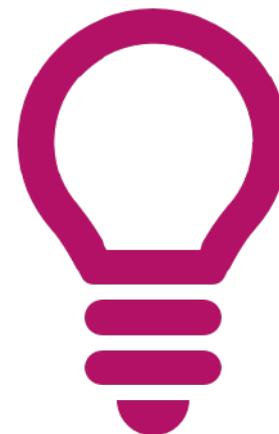
STEP	ACTION	DETAILS
1.	<p>Click on the link Requisition Settings. This is where you'll setup the defaults for your Requisition.</p>	



**Let's
Practice!!**

Modifying an E-Procurement Requisition

- ❖ Quick Reference Tip Sheet can be found at <https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/requisitions/92modifyinganeprorequisition.pdf>
- ❖ GEARS Navigation: Main Menu > eProcurement > Manage Requisitions



Modifying an E-Procurement Requisition (cont.)



Quick Reference Tip Sheet

NEW: 12/11/2017

General Information

Task	Process Information
<p>Modifying an eProcurement Requisition</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>You can modify an ePro requisition if necessary. Modifications might include:</p> <ul style="list-style-type: none"> • Adding/Updating the requisition name (I.e. Add the AY – appropriation year) • Updating Quantity or Amount (Note: May trigger a PO change order) • Changes to Line Description, Ship To, etc. <p>NOTES:</p> <ol style="list-style-type: none"> 1. This process should not be confused with correcting a requisition pushed back from the buyer. There is a separate tip sheet for the Requisition Push Back process. 2. The chartfield distribution cannot be changed on a requisition that has been sourced to a PO (Batch Agency, PCA, Fund, etc.). If this is required, please contact your buyer in the Department of Procurement, Contract and Grant Administration (DPCGA). 3. The current status of the requisition is important when you want to change your request: <ol style="list-style-type: none"> a. If the requisition has not been sourced to a purchase order, then changing the requisition results in an updated requisition. b. If the requisition has been sourced to a purchase order but not yet dispatched to the supplier, then changing the requisition results in an updated purchase order. c. If the requisition has been sourced to a purchase order and dispatched to the supplier, then changing the requisition results in the dispatch of a PO change order to the supplier. 4. Changes <u>may</u> require the ePro Requisition to be budget checked, and resubmitted for approval. 5. Any questions, please contact DPCGA.

GEARS Navigation

eProcurement > Manage Requisitions

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Manage Requisitions



**Let's
Practice!!**

Cancelling an E-Procurement Requisition

- ❖ Quick Reference Tip Sheet can be found at <https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/requisitions/92cancelingarequisition.pdf>
- ❖ GEARS Navigation: Main Menu > eProcurement > Manage Requisitions
- ❖ A requisition may be cancelled when the product or service is no longer needed and certain conditions exist in GEARS.



Cancelling an E-Procurement Requisition (cont.)



Quick Reference Tip Sheet

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
<p>Canceling a Requisition</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>A requisition may be canceled (i.e., when the product or service is no longer needed) if the following conditions exist in GEARS:</p> <ul style="list-style-type: none"> The requisition budget status in the header is <i>Valid</i> (the budget has been checked). When you cancel the requisition, the system changes the budget status in the header to <i>Not Chk'd</i> (not checked). NOTE: <i>In this scenario, after canceling the requisition, you must run a successful budget check in order to post the funds back to the budget.</i> The requisition budget status in the header is <i>Not Chk'd</i> and the requisition has never been budget checked in its life cycle. When you cancel the requisition, the budget status in the header will be <i>Valid</i>. The requisition budget status in the header is <i>Error</i> (the budget checking process found an error). When you cancel the requisition, the budget status in the header will be <i>Valid</i>. <p>Note: If a requisition has already been sourced, denied or on hold, you must contact the assigned Buyer on the requisition by submitting the PO Maintenance form via email.</p>

GEARS Navigation

Main Menu> eProcurement > Manage Requisitions	Favorites ▾ Main Menu ▾ > eProcurement ▾ > Manage Requisitions
---	--



**Let's
Practice!!**

Purchase Order Overview

- ❖ A purchaser's written document to a supplier formalizing all terms and conditions of a proposed transaction, such as a description of the requested items, cost of items being purchased, delivery schedule and terms of payment.
- ❖ DPCGA creates Corporate Purchase Orders
- ❖ The field (non- DPCGA users) can create Express Purchase Orders



Types of Purchase Orders (PO)

Express Purchase Order (PO)

- ❖ Should be under \$2,500 for one purchase or for cumulative purchases/services (Circuit Courts/AOC)
- ❖ Created and issued by the Field Buyer (User)
- ❖ Requires no receipt
- ❖ Not for monthly services/purchases

Blanket Purchase Order (PO)

- ❖ Every year Procurement updates BPO List
- ❖ The BPO list itemizes Judiciary/State contracts with vendors for certain goods/services
- ❖ If the BPO list specifies that an Express PO (XPO) is required, it is created and issued by the Field Buyer (user)
- ❖ If an XPO is required as shown on the listing, the associated contract must be applied to the voucher

DPCGA (Corporate) Purchase Order

- ❖ Initiated from a requisition created by a user
- ❖ Created and issued by a buyer within the AOC Procurement Department
- ❖ Monthly services should have a Procurement PO
- ❖ PO's for the purchase of goods require a Receipt
- ❖ PO's for the purchase of services do not require a Receipt

Express Purchase Orders



An Express PO is a Purchase Order created for items equal to or less than \$2,500.00 (\$500 for District Court)



Express POs are required for purchases made under Judiciary Blanket Contracts



Are used to expedite the procurement process for goods or services being sought under the \$2,500 threshold.

Creating an Express PO

- ❖ Quick Reference Tip Sheet can be found at <https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/expresspo/92creatingexpresspo.pdf>
- ❖ GEARS Navigation: Main Menu > Purchasing > Purchase Orders > Add/Update Express Pos
- ❖ An Express PO is created for items less than or equal to \$2,500 (less than or equal to \$500 for District Court)

Creating an Express PO (cont.)

General Information

Task	Process Information
<p>Creating an Express PO (Purchase Order)</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>An Express PO is a purchase order created for items less than or equal to \$2,500 (or less than or equal to \$500 for District Court). This document also serves as a formal purchase order for Blanket Contract vendors requiring one.</p> <p>NOTE - for AOC, Circuit Courts, Appellate Courts, and Programs: Per the FY15 Procurement Policy Change, Express POs <u>will no longer be REQUIRED</u> for purchases under the State Contracts/BPOs for purchases less than or equal to \$2,500. These contracts include Rudolph's Office Supply, Staples, MD Correctional, etc. A voucher (non-PO voucher) can be processed without adding an Express PO. Express POs are optional for these Contracts/BPOs. You may continue to create Express POs if they meet the business practices of your Court or Program, or if they are requested by the vendor.</p> <p>Express POs <u>will continue to be REQUIRED</u> for purchases under the Judiciary Blanket Contracts as a way for the DPCGA to track the contract values. They are also <u>REQUIRED</u> for any purchases under State Contracts/BPOs for purchases over \$2,500.</p> <p>Please always refer to the complete list of Contract/BPOs for the most current information on requirements for Express POs, which can be found on the GEARs Tip Sheet page. Please be sure to use the exact Vendor ID referenced on the Contract/BPO listing.</p> <p>NOTE - for District Court: District Court will continue to <u>REQUIRE</u> Express POs for purchases under the State Contracts/BPOs and the Judiciary Contracts/BPOs.</p>

Before you Begin

If you do NOT know the GEARs Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 3 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARs website:

<http://mdcourts.gov/gears/forms.html>

The screenshot shows the Oracle GEARs Vendor Information page. The search criteria are: Field SHARC, ID Type: Tax Identification Number, and Max Rows: 200. The search results table is as follows:

Action	Vendor ID	Vendor Name	FDM Number	Mail Code Name 1	Address	Address Line 2 City
→ Actions	00000000	THE ABUNDANCE CATERING COMPANY	200002101	300	315 BRINN AVE	GLEN ELLEN



**Let's
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Creating an Express PO Change Order

- ❖ Quick Reference Tip Sheet can be found at <https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/expresspo/92creatingchangeorderexpresspo.pdf>
- ❖ GEARS Navigation: Main Menu > Purchasing > Purchase Orders > Add/Update Express Pos
- ❖ Changes to Express Pos may required that the Express PO be resubmitted for approval; budget checked; and dispatched.



Reasons for Creating an Express PO Change Order

The price/amount or quantity has increased

An additional line is required

Distribution and/or shipping information has changed

Creating an Express PO Change Order (cont.)

LAST REVISED DATE: 09/13/2019

General Information

Task	Process Information
<p>Creating a Change Order for an Express Purchase Order</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>When you update an Express PO that has been dispatched, you create or append a change order in GEARS. Additions, deletions, and/or changes to an Express PO line or schedule will create a change order. Updates to an Express PO may include things such as:</p> <ul style="list-style-type: none"> • Increase price/amount or quantity • Add a line to a PO, <u>OR</u> • Change distribution or shipping information <p>NOTE: Changes to Express POs may require that the Express PO be (1) resubmitted for approval; (2) budget checked; and (3) dispatched.</p>

GEARS Navigation

Purchasing > Purchase Orders > Add/Update Express POs	
---	--

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Locate the existing Express PO that you want to update by selecting the "Find an Existing Value" Tab.	<p>Express Purchase Order</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p>



**Let's
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Associate a Contract to a Dispatched Express PO

- ❖ Quick Reference Tip Sheet can be found at <https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/expresspo/92addingcontracttodispatchedpo.pdf>
- ❖ GEARS Navigation: Main Menu > Purchasing > Purchase Orders > Add/Update Express Pos
- ❖ Associating a Contract to a PO allows the Judiciary to accurately track expenses against Contracts.

Associate a Contract to a Dispatched Express PO (cont.)

General Information

Task	Process information
<p>Associating a Contract to a Dispatched PO</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>The association of Contracts to PO line(s) gives the Judiciary the ability to accurately track expenses against contracts.</p>

GEARS Navigation

Purchasing > Purchase Orders > Add/Update Express POs	
---	--

Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	<p>Select the Find an Existing Value tab. Enter the PO number and click </p>	



**Let's
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Approval/ Dispatch

Maintain Purchase Order

Purchase Order

Business Unit MDJUD
PO ID 0000082363

PO Status Dispatched

Budget Status Valid

Copy From

Hold From Further Processing

Header

*PO Date 08/25/2021 Vendor Search
*Vendor BUSINESSMA-001 Vendor Details
*Vendor ID 0000005770 BUSINESS MACHINES
*Buyer VALERIE L MITCHEL Valerie L. Mitchell
PO Reference req 14181 Business machines

Header Details Activity Summary
PO Defaults Edit Comments
PO Activities Add Ship To Comments
Requisitions Document Status
Actions Procurement Group

Backorder Status Not Backordered

Create BackOrder

Receipt Status Partial

*Dispatch Method Email

Dispatch

Amount Summary

Merchandise 5,859.00
Freight/Tax/Misc. 0.00
Total Amount 5,859.00 USD
Encumbrance Balance 0.00 USD

Calculate

Add Items From

Catalog Item Search
Purchasing Kit

Select Lines To Display

Search for Lines Line To Retrieve

Lines

Personalize Find View All First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
2		KYOCERA 508ci Maintenance. Period of Performance 7/1/2021-6/30/2022 Credit of \$1,139.00 received for Maintenance paid on Okidata C93535, PO81856	1.0000	AMT	0809	499.00000	499.00	Approved			
1		KYOCERA 508ci	1.0000	AMT	1006	5,360.00000	5,360.00	Approved			

View Printable Version

❖ Prior to creating a receipt, the PO must be in a dispatched status.

Reasons for Cancelling an Express PO

The express PO was entered by mistake

The express PO is a duplicate

The express PO is required to be cancelled by the purchasing organization.



Cancelling an Express PO

- ❖ Quick Reference Tip Sheet can be found at https://mdcourts.gov/sites/default/files/import/gears/tipsheet_s92/ptp/expresspo/92cancelingexpresspo.pdf
- ❖ GEARS Navigation: Main Menu > Purchasing > Purchase Orders > Add/Update Express Pos
- ❖ Can only be canceled when in approved and dispatched status with no activity.

Canceling an Express PO (Cont.)

General Information

Task	Process Information
<p data-bbox="454 549 782 578">Canceling an Express PO (Purchase Order)</p> <p data-bbox="444 628 850 692">Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p data-bbox="908 521 1400 564">Use this tip sheet to cancel an Express Purchase Order under the following circumstances:</p> <ol data-bbox="908 578 1400 706" style="list-style-type: none"> 1) The Express Purchase Order was entered by mistake 2) The Express Purchase Order is a duplicate 3) The Express Purchase Order is required to be canceled by the Purchasing organization. <p data-bbox="908 721 1400 763">An Express Purchase Order must be in one the following states in order to be canceled:</p> <p data-bbox="908 778 1410 892"><u>An Express Purchase Order is allowed to be canceled when the PO Status is: 'Approved'</u> (whether Budget Checked or not Budget Checked) and there is no activity, or the PO Status is: 'Dispatched' and there is no activity. No activity means the Express PO does not have any receipts or associated vouchers posted against it.</p> <p data-bbox="908 906 1420 956"><u>An Express Purchase Order is NOT allowed to be canceled when the PO Status is: 'Dispatched' or 'Approved'</u> and it has had activity.</p> <p data-bbox="908 971 1420 1128">The steps and messages will be different when canceling an Express PO based on what status the Express PO is in prior to canceling it. These instructions provide the steps to cancel an Express PO for the most common scenarios. If you need to cancel an Express PO which does not fit the most common scenarios, you should call the Procurement Office or complete a Help Desk ticket for further assistance.</p>

GEARS Navigation

Main Menu > Purchasing > Purchase Orders > Add/Update Express POs

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



**Let's
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Receiving



GEARS

GENERAL ENTERPRISE AND RESOURCE SUPPORT

YOU ARE IN:

GEARS
General Enterprise
And Resource
Support

Quick Reference

Acronyms

FAQs

9.2 Tip Sheets

Tip Sheets

Receipts

- [Creating a PO Receipt](#) (Updated 02-26-18)
- [Associating a Receipt to a Voucher](#) (Added 11-13-20)

Receipt Requirements

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
- ❖ Match errors may occur if the requirement for receipts is not set up correctly on a PO. Please contact DBF or DPCGA for assistance, as needed. The PO may need to be modified.



Creating a Receipt Against a PO



LAST REVISED DATE: 03/10/2021

General Information

Task	Process Information
<p align="center">Creating a Receipt against a PO (Purchase Order)</p>	<p>A receipt indicates that goods/services have been received. A receipt is created against a Purchase Order. Receipts are not required for Express POs created by AOC Field Users for purchases less than or equal to \$2,500. Exception: Receipts are required for Express POs for District Court.</p> <p>NOTE - for AOC, District Court, Circuit Courts, Appellate Courts, and Programs: Per the Department of Procurement, Contracts and Grants Administration (DPCGA) procedures, all POs created by DPCGA for the purchase of Goods will be set to Receipt Required. This means that receipts must be completed in GEARS to support these purchases and to successfully complete the matching requirement within the system. (Receipts are not required for the purchase of Services.) If there is any question by DPCGA as to whether the item is considered Goods or Services, the PO will default to Receipt Required. The Line Details on your PO will indicate if receiving is required.</p>

GEARS Navigation

Purchasing > Receipts > Add/Update Receipts

[Favorites](#) ▾ |
 [Main Menu](#) ▾ |
 > [Purchasing](#) ▾ |
 > [Receipts](#) ▾ |
 > [Add/Update Receipts](#)

Associating a Receipt to a Voucher



LAST REVISED DATE: 11/13/2020

General Information

Task	Process Information
Associating a Receipt to a Voucher.	<p>Steps to associating a Receipt to a Voucher that was linked to a PO and not to a Receipt.</p> <p>Note: The receipt must already be created in GEARS first before completing this process and you should have the receipt number</p>

GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
--	--



**Let's
Practice!!**

Vouchers



GEARS

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FAQs

9.2 Tip Sheets

Tip Sheets

Vouchers/Invoices

- [Creating a PO Receipt Voucher](#) (Updated 03-21-18)
- [Creating a PO Voucher](#) (Updated 03-21-18)
- [Creating a Non-PO Voucher](#) (Updated 09-21-20)
- [Creating an Expense Voucher](#) (Updated 03-21-18)

Gather Required Documents



Chart of Accounts

Account Number	Account Discription	Nature of Account	Categories
10001	Land & Building	Assets	Balance Sheet
10002	Plant & Machinery	Assets	Balance Sheet
10003	Inventory	Assets	Balance Sheet
10004	Accounts Receivable	Assets	Balance Sheet
10005	Cash	Assets	Balance Sheet
20001	Long Term Borrowings	Liability	Balance Sheet
20002	Short Term Borrowings	Liability	Balance Sheet
20003	Trade Payables	Liability	Balance Sheet
20004	Interest Payable	Liability	Balance Sheet

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-** Please make a note on the invoice before scanning and notify the vendor so they can adjust your account.

Invoice Number Tips

Voucher (Invoice) Tips

(Last Revised Date: 08/25/17)

66

Invoice Number - Please use in GEARS, the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.

Vendor Invoice Standardization:

Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters.

Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN.

Employee Expense Reimbursement Standardization:

Enter only the earliest date of travel on which reimbursable expenses are incurred, followed by the traveler's first and last initials as capital letters. The format should read as follows: `yyyymmddXX`.

Example: if Tammy Sitar traveled from 7/08/2015 to 7/12/2015, the entry would be 20150708TS.

Interpreter Invoice Standardization:

Enter the First and Last Initial of the Vendor/Payee, Assignment Date (MMDDYY), and Docket Time in hours/minutes (HHMM). The format would be `XXMMDDYYHHMM` for all court locations.

Example: if Tammy Sitar interpreted for a case on 8/16/17 with a docket time of 8:30, the entry would be TS0816170830.

Note:

Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices.

Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.

Invoice Line and PO Descriptions - Please note, the field for "invoice line description" in vouchers will not accept the punctuation marks of a **backtick (`)**, **colon (:)**, **apostrophe (')**, **forward slash (/)** or **back slash (\)**. This is impacted in all areas of voucher entry, Regular Entry, Quick Entry and Interpreter Entry. The system will issue a warning upon trying to save the voucher, if you have one of the invalid punctuation marks in the voucher line description. If you receive the warning, simply change your invoice line description removing these punctuation marks and the voucher will then successfully save. The description field should be used to record serial numbers and other information that will help identify and process your invoices. **Additional Information** - Please note that PO line descriptions (both from Express PO's and DPCA PO's) default into the voucher invoice line descriptions when copying from these source documents into vouchers. Therefore, please avoid use of these special punctuation marks in these PO lines as well to avoid additional issues with the voucher.

Duplicate Warning Popup

The screenshot displays a software interface for managing vouchers. The background window is titled "Payments" and "Voucher Attributes". It contains the following fields and sections:

- Invoice No:** 014192909
- Accounting Date:** 09/27/2021
- Pay Terms:** NET00
- Basis Date Type:** Acct Date
- Due Now:** (with a calendar icon)
- Invoice Total:**

Line Total	0.00
*Currency	USD
<hr/>	
Total	0.00
Difference	0.00
- Control Group:** (empty field with search icon)
- Accrual Voucher**
- Session Defaults:** Comments(0), Attachments(0)

A "Message" popup window is overlaid on the interface, displaying the following text:

Warning -- Duplicate invoice detected -- see voucher 00691030 for Business Unit MDJUD. Voucher can be saved and posted. (7030,141)

A duplicate invoice has been detected, according to criteria established for the current voucher's Business Unit, Voucher Origin, Control Group, or Vendor. Refer to the indicated voucher to inspect duplicate entry values. The current voucher can be saved and posted; duplicate identification is done for informational purposes only.

At the bottom of the popup are two buttons: **OK** and **Cancel**.

PO-Receipt Voucher



LAST REVISED DATE: 03/21/2018

General Information

Task	Process Information
<p>Creating a PO (Purchase Order) Receipt Voucher</p> <p>NOTE: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>A voucher that is entered with PO Receipt information (i.e., voucher entry for PO goods/services received in GEARS).</p> <p>NOTE: It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.</p>

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

NOTE: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:
<http://mdcourts.gov/gears/forms.html>

The screenshot shows the 'Review Vendor' form in the GEARS system. The 'Tax ID Number' field is circled in red. Below it, the 'Vendor ID' field is also circled in red. At the bottom, a table lists vendors, with the 'Vendor ID' column highlighted by a red box.

GEARS Navigation

Accounts Payable > Vouchers >
Add/Update > Regular Entry

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

PO Voucher



Last Revised Date: 03/21/2018

General Information

Task	Process Information
<p>Creating a PO (Purchase Order) Voucher</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>A voucher that is entered from an Express Purchase Order or Purchase Order <u>without</u> having a receipt.</p>

GEARS Navigation

<p>Accounts Payable > Vouchers > Add/Update > Regular Entry</p>	<p> Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry </p>
---	---



**Let's
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Non-PO Voucher

Types of invoices that do not require a PO.

- ❖ Employee Expense Report
- ❖ Interpreter Invoices (standard)
- ❖ Non-recurring Invoices under \$2,500 (Circuit Courts/AOC)
- ❖ Petty Cash

Credit Invoices



- ❖ You may receive a credit invoice because of a return of an item to the vendor.
- ❖ On your credit invoice, reference the voucher number that the credit originated from.
- ❖ Code the credit invoice using the same vendor ID#, PCA and account code as the original invoice.
- ❖ Key in the credit invoice as a negative amount into GEARS.
- ❖ If possible, process the original invoice and the credit invoice at the same time, but with separate voucher numbers.
 - ❖ When processed together, the check will be issued for the difference.
 - ❖ Both the original invoice and the credit memo will be on the remittance of the check for the vendor to credit accordingly.





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Expense Account Forms

Judicial Branch Expense Account Form - Travel taken **on or after** January 1, 2021

Judicial Branch Expense Account Form - Travel taken **before** January 1, 2021

Judicial Branch Expense Account Form Instructions - (Step-by-Step)

Judicial Branch Expense Account Form - Instruction Template

GEARS Checklist for Processing the Expense Reimbursement

Travel Form & Instructions

Travel Form Overview

JUDICIAL BRANCH EXPENSE ACCOUNT FORM

For Travel Taken after XXXXX, XX, XXXX

(Please refer to Instructions)

- (1) Department _____
- (2) Unit or Division _____
- (3) Social Security Number (last 4 digits only) _____
- (4) GEARS Vendor Number (if known) _____
- (5) Employee/Payee Name _____
- (6) Work Phone # _____
- (7) Assigned Office Location (Town/City) _____
- (8) Full Home Address _____
- (9) Mileage Reimbursement Rate (cents per mile) = _____
- (10) Total Commute Miles (round trip to office) = _____
- (11) Are you a Recalled / Senior Judge? (Yes or No) _____
- (12) Are you a Judicial Branch employee? (Yes or No) _____

(13)	Date of Travel							Total
	Day of Travel							
(14) Overnight Lodgings- Check box	<input type="checkbox"/>							
Hotel Room*								0.00
Standard Daily Meal Allowance#								0.00
Airfare, Taxi, Shuttle, etc.*								0.00
Rental Car *								0.00
(15) Bus or Metro								0.00
Bridge, Tunnel or Road Toll								0.00
Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking*								0.00
Miscellaneous Expenses*								0.00
Total Reimbursement	0.00	0.00						

* Receipts required, except as noted in the Travel Policy.

Reduce the Daily Allowance by the Standard Meal Allowance for each meal that was provided to you. If meal reimbursement is requested for an event not held at the JECC, attach a copy of the agenda as provided.

(16) Purpose of Travel : _____

Judicial Branch Expense Account Form Instructions

Steps for completing the Judicial Branch Expense Account Form (numbered steps match attached expense account):

1. Enter Department name (e.g., Circuit Court for Anne Arundel County, Administrative Office of the Courts, etc.).
2. Enter Unit or Division name (e.g., Civil Division, Department of Human Resources).
3. Enter the last four numbers of your social security number.
4. If known, enter the GEARS Vendor number.
5. Enter your full name.
6. Enter your work phone number.
7. Enter your assigned Office location (town/city).
8. Enter your full home address (street, city, state and zip).
9. Enter the reimbursable mileage rate as cents per mile, if it is not already entered. The format should be \$0.00. The current rate is available on the Judiciary website under the Travel Policy page.
10. Enter the total roundtrip Commute miles from your residence to the Office and back to your residence. This represents your daily total roundtrip Commute miles, which are not eligible for reimbursement and will be deducted from your total miles traveled for reimbursement. (No Commute miles should be listed if you are a senior judge, non-employee, volunteer, or applicant.)
11. Answer yes or no as to whether you are a Recalled/ Senior Judge.

The complete form can be located at

<https://mdcourts.gov/sites/default/files/import/administration/pdfs/judicialbranchexpenseacctformtemplate.pdf>



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Voucher Validation



Double Check your Voucher



Summary	Related Documents	Invoice Information	AOC MD Payment	Payments	Voucher Attributes	Error Summary
Business Unit MDJUD		Invoice Date 10/06/2018				
Voucher ID 00471653		Invoice No 3867				
Voucher Style Regular		Invoice Total 13,289.25 USD				
Vendor Name RAAS INFOTEK LLC						
262 CHAPMAN RD STE 105A						
NEWARK, DE 19702						
Entry Status Postable		Pay Terms Due Now				
Match Status Matched	Approval History	Voucher Source Online				
Approval Status Pending		Origin ONL				
Post Status Unposted		Created On 10/12/2018 10:02AM				
		Created By [REDACTED]				
		Last Update 10/12/2018 10:08AM				
		Modified By [REDACTED]				
		ERS Type Not Applicable				
		Close Status Open				
Budget Status Valid						
Budget Misc Status Valid						
*View Related	Payment Inquiry					Go
Return to Search	Notify	Refresh	Add	Update/Display		

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

Requires Immediate Response (RIR) Notification

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 email using the DBFAccountsPayable@mdcourts, so that processing can continue in a timely manner.

The screenshot shows an email composition interface with a toolbar at the top containing options like Clipboard, Basic Text, Names, Include, Tags, Voice, and My Templates. The email fields are as follows:

- From:** DBFAccountsPayable@mdcourts.gov
- To:** Cinda Foote
- Cc:** (empty)
- Subject:** Enter the Vendor Invoice Standardization for the Invoice Number-Voucher ID: 00589871

Workflow Notification

Processing of this voucher has stopped due to the following:

The invoice number has been entered incorrectly. The correct invoice number should be 123456.

Vendor Invoice Standardization:

- If the vendor has not provided an invoice number, please use the following standardization to create the invoice #: Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters. Example for Office Depot 20160608OD.

Submit for Approval

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

Business Unit MDJUD Invoice No 56779
 Voucher ID 00466504 Accounting Date 10/04/2018
 Voucher Style Regular Voucher Pay Terms NET00 Due Now
 Invoice Date 10/03/2018 Basis Date Type Acct Date

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

Accrual Voucher

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

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

Save Action Run Calculate Print **Submit Approval**

Copy From Source Document

Invoice Lines 1 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
 Calculate

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

Purchase Order
 MDJUD|0000059896|1|1
 Associate Receiver(s)
 Force Price

One Asset

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

GL Chart	Exchange Rate	Statistics	Assets	Merchandise Amt	Quantity	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept
				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

Exceptions

GEARS
MARYLAND JUDICIARY

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

Business Unit MDJUD
 Voucher ID 00670720
 Voucher Style Regular
 Vendor Name XEROX CORPORATION
 PO BOX 827598
 PHILADELPHIA, PA 19182-7598

Entry Status Postable
 Match Status **Exceptions**
 Approval Status Pending
 Post Status Unposted

Budget Status Not Chk'd

Budget Misc Status Valid
 *View Related Go

Invoice Date 05/06/2021
 Invoice No 013363806
 Invoice Total 112.95 USD

Pay Terms Due Now
 Voucher Source Online
 Origin ONL
 Created On 05/24/2021 2:59PM

Close Status Open

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



Why do I have an exception?

Exception Reasons

- ❖ Not enough funds for a line in the PO
- ❖ PO needs a receipt
- ❖ PO is not dispatched and/or valid
- ❖ PO is in error status
- ❖ Unit Price has a rounding issue
- ❖ PO set up as Quantity of 1

Tips to Avoid Exceptions

- ❖ Verify your PO with the PO Buydown Report for each line amount.
- ❖ Verify if your PO requires a receipt.
- ❖ Verify that PO is Dispatched and Valid.
- ❖ Verify that the PO is set up correctly in Quantity

Outstanding Balances on Vendor Accounts

Why is it important to resolve outstanding balances on vendor accounts?

- ❖ To avoid a disruption of services.
- ❖ To avoid late fees being applied to the account.
- ❖ To avoid collection calls and emails.
- ❖ To avoid receiving a follow up call from the Accounts Payable team.



Reasons for Outstanding Balances



Misapplied Payment

- ❖ The vendor applied the payment to the wrong account.

Liability Offset

- ❖ The Judiciary payment was intercepted due to the vendor owing the State or Federal government for taxes or other obligations. In these situations, the company should still record the Judiciary's payment against the invoice.

Payment Not Received

- ❖ The check is lost in the mail or the ACH is unidentified in the vendor's bank account.
- ❖ The voucher was entered into GEARS, but not approved.
- ❖ The vendor address is not updated in the State system (FMIS).

Invoice Not Received

- ❖ The invoice was mailed to the wrong location or misplaced in the office.
- ❖ The vendor never sent the invoice to the Judiciary.

How to Resolve Outstanding Balances on Vendor Invoices

Ready Refresh
JUST CLICK AND SERVICE
Account Number: [REDACTED]
Invoice Number: [REDACTED]
Delivery From: [REDACTED]
Billing Date: [REDACTED]
Delivery Address: [REDACTED]

Total Amount Due by 10/04/20 \$88.43

PREVIOUS BALANCE	\$43.72
PAYMENT / ADJUSTMENT	\$0.00
CURRENT ACTIVITY	\$44.71
PAY THIS AMOUNT	\$88.43

Did you forget about us? Kindly pay upon receipt. Remember, past due accounts are subject to a late fee. Your prompt payment is appreciated. For your convenience, you can pay your bill online. If payment has been made, we thank you.

Upcoming Deliveries:
THU- OCT 01 Access your delivery calendar at
FRI- OCT 30 ReadyRefresh.com

Date	Ticket #	Qty	Description	Amount
PREVIOUS BALANCE				43.72
8/31	5085347937	1	NESTLE PURE LIFE BRAND DRINKING WATER 5 GALLON BOTTLE	5.49
		1	PLASTIC COLD CUPS 9OZ SLEEVE OF 50	3.29
		1	DEER PARK BRAND SPARKLING WATER RAINBOW 12OZ CAN 24PK	14.99
		1	5 GALLON BOTTLE DEPOSIT	6.00
		1	DELIVERY FEE	6.95
9/01	17679698	1	RENT	7.99
Total				\$88.43

News for You
Want to ensure your water dispenser is clean and your drinking water is fresh? The ReadyRefresh Professional Cleaning Service has you covered! To schedule a cleaning or learn more about our professional cleaning service, visit ReadyRefresh.com today.

1-800-274-4332
216 8661 DIXIE HWY, SUITE 4
LOUISVILLE KY 40258

Total Amount Due by 10/04/20 \$88.43

Amount Enclosed: \$

950404430737866 0004473 00068437 5

ReadyRefresh by Nestlé
a Division of Nestlé Waters North America Inc.
P.O. Box 856192
Louisville, KY 40285-6192

Verify in GEARS that a voucher was processed for the invoice.

- ❖ Check the voucher for a warrant number or liability offset number.
- ❖ This can be located under the MD AOC Payment tab.
- ❖ Contact the vendor with the payment information.

If a voucher has not been done:

- ❖ Check to see if the invoice is in the office and if not, contact the vendor to get a new invoice.
- ❖ Verify that late fees and/or sales tax are not applied to the invoice. If so, contact the vendor to request the fees/taxes to be removed from the invoice and account.
- ❖ Process a voucher in GEARS for the new invoice.

If the vendor has denied services until payment is received:

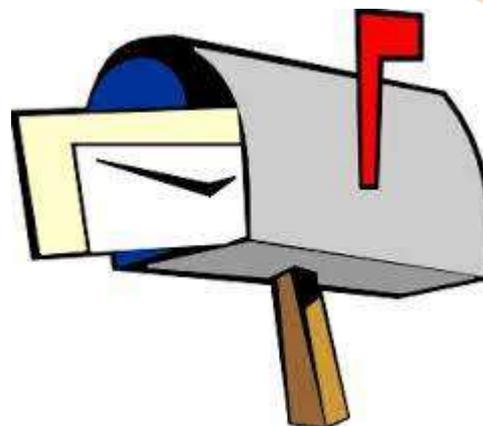
- ❖ Contact Accounts Payable to request that the payment be processed as soon as possible.

Vendor Questions

Where's my Payment?

What is a Liability Offset?

How to Query a Vendor or a Voucher?



Payment Information

Summary	Related Documents	Invoice Information	AOC MD Payment	Payments	Voucher Attributes	E
Business Unit:	MDJUD	Invoice No:	20150609TS			
Voucher ID:	00190861	Invoice Date:	10/09/2015			
Voucher Style:	Regular Voucher	Gross Invoice Amount:	22.57			
Control Group ID:	A230-FY16	State Status:	Paid by State			
Ref. Document Number:	VZA23029	AOC Vendor ID:				
		Vendor:				



State Payments										Personalize	Find	View All		
Received Date	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method	Offset Amount	Warrant Amount	Archive Reference N						
1 10/09/2015	10/30/2015	242	Payment	504057565	ACH		22.57	16021296						

State Adjustments							
Received Date	Trans Type	Transaction Description	Adjustment Amount	Adjustment Date	Adjustment Number	Doc ID	
1							

Liability Offset



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

Business Unit: MDJUD Invoice No: 0893075514
 Voucher ID: 00632053 Invoice Date: 10/06/2020
 Voucher Style: Regular Voucher Gross Invoice Amount: 64.87
 Control Group ID: A192-FY21 State Status: Paid by State
 Ref. Document Number: VZA19201 AOC Vendor ID: [REDACTED]
 Vendor: [REDACTED]

State Payments Personalize | Find | View All | [Icons]

Received Date	Warrant Date	Trans Type	Transaction Description	Warrant Number	Payment Method	Offset Amount	Warrant Amount	Archive Referen
1 10/06/2020		242	Payment	LOC50478	LOF		64.87	21018312
2 10/06/2020		730	Liability Offset – Capture Expense			64.87		

State Adjustments

Received Date	Trans Type	Transaction Description	Adjustment Amount	Adjustment Date	Adjustment Number	Doc ID
1						

Save

Liability Offset Letter

84050 C25 CNVL 01 *****
 NOTICE OF VENDOR PAYMENT HOLD
 OCTOBER 21, 2020

REFERENCE NUMBER: LOC50478

YOU HAVE REQUESTED PAYMENT FROM THE STATE OF MARYLAND FOR THE FOLLOWING ITEM:

INVOICE NO: 0893075514 DATE: 10/06/20 AMOUNT: \$ 64.87
 AGENCY BILLED: ADMINIS. OFFICE OF THE COURTS
 AGENCY CODE: C25 DOCUMENT NUMBER: VZA19201

THE AGENCY YOU BILLED FOR GOODS OR SERVICES HAS SATISFIED ITS OBLIGATION FOR PAYMENT OF YOUR INVOICE. HOWEVER, MARYLAND LAW REQUIRES THAT YOU SATISFY ANY OUTSTANDING DEBTS WITH THE STATE BEFORE PAYMENT CAN BE ISSUED TO YOU. STATE RECORDS INDICATE THAT YOU HAVE THE FOLLOWING OUTSTANDING LIABILITIES:

WITHHOLDING TAX \$1,407.89 (410)767-1642/1-888-614-633

IF YOU HAVE QUESTIONS ABOUT THE NATURE OR AMOUNT OF THE LIABILITIES, OR IF YOU BELIEVE THAT YOU HAVE SATISFIED THESE LIABILITIES, PLEASE CONTACT THE TELEPHONE NUMBER LISTED ABOVE. IF YOU HAVE NOT SATISFIED THESE LIABILITIES, YOU MUST TAKE THE FOLLOWING STEPS TO HAVE YOUR PAYMENT RELEASED:

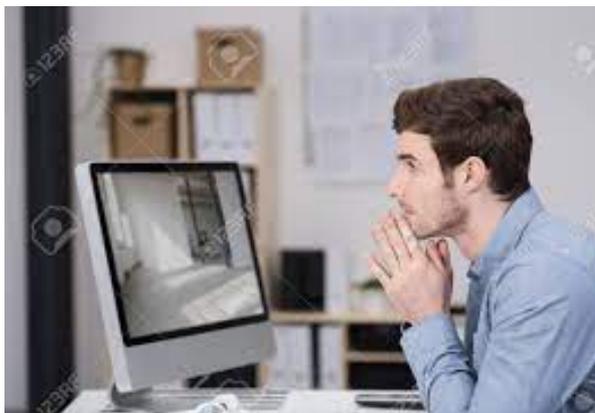
FILE ANY UNFILED RETURNS WITH THE APPROPRIATE TAXING AGENCY
 PAY ALL AMOUNTS DUE AND
 PAY ALL APPLICABLE LATE CHARGES

IF YOU DO NOT SATISFY YOUR LIABILITIES WITHIN TEN (10) DAYS, THE AMOUNT LISTED ABOVE WILL BE APPLIED DIRECTLY TO YOUR LIABILITY. IF THE AMOUNT LISTED ABOVE EXCEEDS YOUR LIABILITY A PAYMENT WILL BE MADE TO YOU FOR THE DIFFERENCE.

NOTE: PAYMENT WITHHELD FOR CHILD SUPPORT MAY BE APPEALED TO THE OFFICE OF ADMINISTRATIVE HEARINGS WITHIN 30 DAYS OF THE DATE OF THIS NOTICE.

PAYMENT WITHHELD FOR MEDICAID COSTS MAY BE APPEALED IN ACCORDANCE WITH TITLE 10 OF THE STATE GOVERNMENT ARTICLE.

- ❖ Invoices can sometimes be caught in the liability offset process at the State Treasurer's Office (STO) during the payment process. The IRS flags all vendors that owe funds to the State of Maryland or the Federal Government.
- ❖ In GEARS, on the MD AOC payment tab, in the warrant field, instead of a check number there will be a capture number (LOxxxx).
- ❖ When the invoices are flagged with a capture number, the funds will be held for 10 days.
- ❖ If the vendor does not contact the STO regarding their outstanding debt within the 10-day window, the funds will be applied to the outstanding debt owed.
- ❖ Only vendors can contact the Liability Offset department to resolve their outstanding debt issue. All the information the vendor needs is on a letter that is sent to them in place of the check.
- ❖ For reference, a copy of the liability offset letter is added as an attachment to the voucher in GEARS.



AP Inquiry & Reporting

Researching Vendors

- ❖ Looking up Vendor Information
- ❖ How to Run the Detailed/Summary Payment

History By Vendor Report (Reports Matrix)

- ❖ How to Find an Existing Voucher
- ❖ How to Run a Voucher Activity Inquiry





GEARS

GENERAL ENTERPRISE AND RESOURCE SUPPORT

YOU ARE IN:

GEARS
General Enterprise
And Resource
Support

Quick Reference

Acronyms

FAQs

9.2 Tip Sheets

Training

Tip Sheets

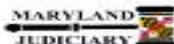
General

- [How to Look Up Vendor Information](#) (Updated 05-01-17)
- [Reports Matrix](#) (Updated 12-29-17)

Vouchers/Invoices

- [How to Find an Existing Voucher](#) (Updated 05-01-17)
- [Running a Voucher Activity Inquiry Search](#) (Updated 12-11-18)
-- [Recommendations](#) (Updated 05-01-17)

How to Look Up Vendor Information



LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
<p>Looking Up Vendor Information in GEARS</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>Search for a vendor(s) using the search criteria in GEARS to validate if a Vendor is in the system and review information relating to that vendor.</p> <p>This tip sheet will review the steps to looking up vendor information using the search criteria.</p> <p>Tip: Once you locate the Vendor ID, make a list of your most commonly used vendors so you can have that information on hand for future use, but remember, at times, vendor information does change.</p> <p>If the vendor has not been established in GEARS, you may need to complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website: http://mdcourts.gov/gears/forms.html</p>

GEARS Navigation

Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Favorites ▾ Main Menu ▾ > Vendors ▾ > Vendor Information ▾ > Add/Update ▾ > Review Vendors

Reports Matrix

Last Revised Date: 12/29/2017

GEARS Reports Matrix

Module	No.	Question	Report/Inquiry Name	Used When?	Description	Navigation
	16	How do I know what payments I made to a vendor?	Detailed (Summary) Payment History by Vendor Report (APY2000)	Vendors	This report provides a register of payments for a vendor. It uses the Print Options radio buttons on the Payment History by Vendor page to generate either a Detail, or a Summary version of the report. The report output is limited by PCA Security. NOTE: Output must be viewed via Report Manager.	Main Menu > Accounts Payable > Reports > Vendor > Pymt Hist by Vendor w/PCA Secy
	17	How do I know which vouchers have a specific Chartfield value?	Voucher Listing by Chartfield (APSX8003)	Vouchers	This report lists vouchers by business unit, Chartfield, and Voucher ID.	Main Menu > Accounts Payable > Reports > Vouchers > Vouchers Listing by Chartfield

Report Detailed/Summary Payment History by Vendor with PCA Security

Main Menu, Accounts Payable, Reports, Vendors, Payment History by Vendor w/PCA security

APY2000 Detailed (Summary) Payment History by Vendor Report (with PCA Security)

Explanation: This report provides a register of payments for a vendor. It uses the Print Options radio buttons on the Payment History by Vendor page to generate either a Detail, or a Summary version of the report. The output is limited by PCA security.

Navigation: Accounts Payable > Reports > Vendor > Pymt Hist by Vendor w/PCA Secy

Run Control:

The screenshot displays the 'Payment History by Vendor' report configuration page in the GEARs Maryland Judiciary system. The page includes the following elements:

- Navigation:** Favorites, Main Menu, Accounts Payable, Reports, Vendor, Pymt Hist by Vendor w/PCA Secy.
- Header:** GEARs MARYLAND JUDICIARY.
- Title:** Payment History by Vendor.
- Run Control ID:** PAY_HIST_VEN.
- Language:** English (dropdown menu).
- Buttons:** Report Manager, Process Monitor, Run.
- Report Request Parameters:**
 - View Another Date Range:**
 - From Date: 12/01/2017
 - Through Date: 12/05/2017
 - Print Options:**
 - *Detail or Summary: Summary (dropdown menu)
- Selection:**
 - *Remit SetID: [SHARE]
 - *Remit Vendor: [0000005387] RUDOLPHS OFFICE & COMPUTER SUPPLY INC
- Page Navigation:** Find | View All | First | 1 of 1 | Last

How to Find an Existing Voucher



Updated: 05/01/2017

General Information

Task	Process Information
<p style="text-align: center;">How to Find an Existing Voucher</p> <p>NOTE: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>There are several methods to locate an existing voucher so that vouchers can be modified or reviewed as needed:</p> <ul style="list-style-type: none"> • Via the Voucher Add/Update Page • Via the Voucher Activity Inquiry Page <p>IMPORTANT NOTE: It is critical that an existing voucher be modified when needed, rather than creating a new voucher. Duplicate vouchers (or two vouchers having the same invoice number) cause a number of issues, and delays processing. If you have entered duplicate vouchers by mistake, please contact the Help Desk for assistance. It might also be necessary for a voucher to be recycled or for a voucher to be deleted.</p>

Method 1: Voucher Add/Update Page

GEARS Navigation

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

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

How to Run a Voucher Activity Inquiry



LAST REVISED DATE: 12/11/2018

General Information

Task	Process Information
<p>Running a Voucher Activity Inquiry</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>The Voucher Activity Inquiry Page will allow users to inquire on voucher information using a variety of criteria. Criteria might include Voucher ID, PO Number, Project ID, PCA, Entered By, Budget Status, Approval Status, Match Status, etc. Please note that voucher drilldown capability is secured via the user's PCA access in the system.</p>

GEARS Navigation

Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry	
---	--



**Let's
Practice!!**

PO Reconciliation

This is the process that closes purchase orders that meet certain criteria.



Purchasing
Inquiry Report



PO Buydown
Report



PO Close
Request

Purchasing Inquiry Report

- ▶ This report is used to assist in the PO Close Request Process by helping to identify POs that have NOT been 'Dispatched'.

- ▶ Quick Reference Tip Sheet:
<https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/monitoring/92usingpoinquiry.pdf>

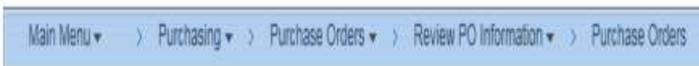
- ▶ This report may include the following types of situations:
 - ▶ Pos created in GEARS that are no longer needed
 - ▶ Pos with a PO Status of Approved, Canceled, Denied, Open, Pending Approval, and Pending Cancelation
 - ▶ POs with Budget Errors

Purchase Order Inquiry

General Information

Task	Process Information
<p data-bbox="490 622 838 644">Using the Purchase Order Inquiry Page</p> <p data-bbox="463 722 823 793">Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p data-bbox="888 575 1576 654">The Purchase Order Inquiry page can be used to assist in the PO Close Request process. Use the Purchase Order Inquiry to help identify POs that have NOT been 'Dispatched' which may include the following:</p> <ol data-bbox="938 662 1557 768" style="list-style-type: none"> 1) POs created in GEARS by mistake or no longer needed 2) POs with PO Status of Approved, Canceled, Denied, Open, Pending Approval, and Pending Cancellation 3) POs with Budget Error(s) <p data-bbox="888 779 1568 886">After you have identified POs that have NOT been Dispatched that are eligible to be closed, notify DPCGA (Procurement) which POs should be closed (via email to DPCGA). Procurement will then close the requested POs and any associated Requisitions.</p>

GEARS Navigation

<p data-bbox="463 1008 838 1051">Purchasing > Purchase Orders > Review PO Information > Purchase Orders</p>	
--	---

1.0 Process

This document is intended to provide a quick reference to using the Purchase Order Inquiry Page within GEARS.



**Let's
Practice!!**

PO Buydown Report

- ❖ This report can be run at any time to view the detail of transactions associated with a purchase order and any remaining open balance.

- ❖ Quick Reference Tip Sheet can be found at <https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/monitoring/92runningpobuydownreport.pdf>

- ❖ This report helps with the management of your open Pos by showing what you have left, what you have been spending what is unpaid, and what vouchers have been posted against the PO.

Purchase Order Buydown Report												
											Run Date:	February 15, 2017
											Run Time:	10:36 AM
Report Criteria: Select: PO_DT Between 07-01-2016 and 02-15-2017											Page 1 of 172	
Exclude: ACCOUNT Between 0100 and 0999 and PRODUCT = 60001 and Zero Balance PO's and Exclude Closed PO's												
PO ID: 000057383												
PO Date	Vendor Id	Status										
07/01/2016	000010509	A		EN NET SERVICES LLC								
CF	PO Line	Description	Dist Ln	Bud Ref	PCA	Fund	Account	PO Amt	Vchrd Amt	PO Balance		
NE	1	BPO for miscellaneous computer	1	AY2017	90001	0001	0926	48,000.00	20,242.31	27,757.69		
PO Totals:								48,000.00	20,242.31	27,757.69		



**Let's
Practice!!**

PO Close Request Page

- The PO Close Request page was created to assist in the PO Close Request process.
- Quick Reference Tip Sheet:
<https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/ptp/monitoring/92runningpobuydownreport.pdf>
- Use the PO Close Request page to select Pos that have a status of 'Dispatched' and are eligible to be closed. This process sends an automatic notification to DPCGA who will then close the request PO.

PO Close Request

Task	Process Information
<p>Using the PO Close Request Page</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>The PO Close Request page was customized for GEARS Field Users to assist in the PO Close Request process. Use the PO Close Request page to select POs that have 'Dispatched' status and that are eligible to be closed. The process will automatically send a notification to Procurement. Procurement will then close the requested POs and any associated Requisitions.</p>

GEARS Navigation

Purchasing > Purchase Orders > Review PO Information > PO Close Request	
---	--

1.0 Process

This document is intended to provide a quick reference to using the PO Close Request Page within GEARS.

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



**Let's
Practice!!**

Any Questions?

Please feel free to Contact Us:

Department of Procurement,
Contract, and Grant Administration

Whitney Williams
Procurement Manager
410-260-1581

Valerie L. Mitchell
Procurement Officer
410-260-3591



Any Questions?

111

Please feel free to Contact Us:

Budget & Finance Accounts Payable

Dana Brazerol

Accounting Operations, Manager

410-260-1379

Brandy Lee

Supervisor

410-260-1748

Trudy Brown

Lead Worker

410-260-1378

