



User Guide

Financial Records

Last Updated: 5/7/2021

<https://ujportal.pacourts.us>





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Introduction


Overview

The AOPC maintains a web-based application that allows the public to search for contracts, purchase orders, and judicial expenditure records.

Accessing the UJS Web Portal

The information on contracts, purchase orders and judicial expenditures is available through Pennsylvania's Unified Judicial System (UJS) Web Portal which is a free, public website that provides access to a variety of court related documents.

Site Requirements

The UJS Portal requires a current web browser with JavaScript and cookies enabled. Other browsers without JavaScript and cookies enabled will see graphical errors or may be denied access completely. Due to the technology used in creating this site, using **Google Chrome**  provides the most satisfying user experience. Also, the images that appear in this guide may vary slightly in appearance depending on the browser used and the version.

The reporting and printing functions on the site require Adobe Reader. Please be advised that pop-up blockers may prevent pages and reports from opening properly.

Navigation

Open your internet browser and enter the following web address:

<https://ujportal.pacourts.us/>



Financial Records

Click the *Financial Records* link within the Portal's header.

The Financial Records page opens. To begin the search for the information you need, click on either the *Contracts/Purchase Order Summaries* or the *Judicial Expenditures* link.

WEB PORTAL

Collections in the Courts
Financial Records

Home My Services Case Information Pay Online Help & Support

Home > Financial Records

[Our menu navigation has changed. Click here to learn more.](#)

Financial Records Help

This Web site provides public access to search, view and print summary information on Unified Judicial System (UJS) purchase orders and contracts of \$5000 or more, and detailed expenditure information. Also posted are reports of annual appropriation, personnel complement and annual compensation information for the Supreme, Superior and Commonwealth courts and Administrative Office of Pennsylvania Courts.

Financial Records Search

- [Contracts/Purchase Order Summaries](#)
- [Judicial Expenditures](#)

Financial Records Reports

- [Monthly Complement and Annual Salaries - Judges](#)
- [Monthly Complement and Annual Salaries - Staff](#)
- [Annual Compensation Report - Judges](#)
- [Annual Compensation Report - Staff](#)
- [Fiscal Year 2020-2021 Appropriations](#)



Contracts and Purchase Orders

In June 2008, the Supreme Court amended Rule of Judicial Administration 509. Effective January 1, 2009, Rule 509 mandates that the AOPC establish a website for the posting of Unified Judicial System (UJS) contracts and purchase orders. The website displays summary information on purchase orders and contracts of \$5000 or more. The UJS entities covered are the appellate courts, AOPC, Supreme Court boards and committees, courts and court-related offices in the judicial districts, and judicial entities that have elected to follow Rule 509 (Judicial Conduct Board and Court of Judicial Discipline). UJS entities must post the contract and purchase order information on the website within 10 days of being fully executed.

Business Rules

The following business rules are presumed when using the application to search for contracts and purchase orders:

- Only contracts, purchase order, and amendments executed on or after July 1, 2008 will be available to search on the website.
- The information provided is an extract or summary of the contract, purchase order, or amendment. Complete details on each posting are not available on the website. A process is available, however, for requesting additional information.

Terminology

The following is a list of terminology used for contracts and purchase orders:

Amount	The dollar amount of the contract, amendment, or purchase order. Note that if search results are returned with this field left blank, it may indicate that the document does not contain an assigned, definite amount in its terms (e.g., contract for employment services where only an hourly or per diem rate is established).
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Begin Date of Contract	Date on which an obligation first becomes due under the contract.
End Date of Contract	Date on which obligations under the contract cease.
Execution Date	Date of the last necessary signature to fully execute the contract, purchase order, or amendment.
Judicial Office	Name of the court or office within the judiciary entering into the contract.
Minor Object Description	A value that describes the nature of the contract or purchase order (i.e. consulting, supplies, software, hardware, etc.).
Parent Contract Number	Refers to the original contract number that is associated to amendment postings.
Posting Number	A unique alphanumeric identifier assigned to a posting in its system.
Posting Type	Describes the type of posting recorded: contract, amendment, or purchase order.
Subject Matter	A brief narrative description of the services or commodities to be provided under the contract.
Vendor	The party providing a service or commodity under the contract or purchase order.



Searching for Contract and Purchase Order Postings

To view contract and purchase order postings, you must begin by performing a search.

Performing the Search

The judicial office that is linked to a contract or purchase order must be specified in every search. This requirement is indicated by the red star (*) that appears next to the corresponding field.

The screenshot shows a search form with the following fields: *** Judicial Office:** (dropdown menu, highlighted with a red arrow), Vendor: (text input), Posting Type: (dropdown menu), Minimum Amount(\$): (text input), Maximum Amount(\$): (text input), Minor Object: (dropdown menu), Minor Object Description: (dropdown menu), Execution Start Date: (calendar icon), Execution End Date: (calendar icon), Document Start Date: (calendar icon), Document End Date: (calendar icon), and Search and Clear buttons.

Tips for entering search criteria:

- If you are looking for a wide selection of postings, follow the “less is more” approach. Limit the search criteria you enter to return a broad set of results. You can always narrow your search further later if your results are too general.
- If you know the specific posting(s) you’re looking for, enter as much search criteria as you have available. If your search is too specific, you can always remove criteria later.
- The **Vendor** field uses a type-ahead function. You can type a name or partial name in the field and a dropdown list displays with all the available vendors that have that text anywhere within its name. Conversely, without using type-ahead,



clicking on the dropdown arrow only displays a partial list of vendors based on alphabetical order.

After entering your criteria, click SEARCH. If no postings match the criteria entered, a message will display below the criteria fields.

Posting Type	Parent Contract	Judicial Office	Execution Date	Amount	Begin Date	End Date
No results found						

Search Results

If contract and purchase order postings are found, a grid appears beneath the search fields and populates with your results. For each posting, the grid displays the **Posting Number**, **Posting Type**, **Parent Contract** number, **Judicial Office**, **Execution Date**, **Amount**, **Begin Date** and **End Date**, and **Vendor**.

Posting No.	Posting Type	Parent Contract	Judicial Office	Execution Date	Amount	Begin Date	End Date	Vendor	
<input type="checkbox"/> 80000059	Purchase Order		AOPC	08/27/2008	\$7,490.00			Melissa Data Corp	
<input type="checkbox"/> 80000060	Purchase Order		AOPC	08/27/2008	\$8,976.76			ePlus Technology, Inc.	
<input type="checkbox"/> 80000061	Purchase Order		AOPC	08/27/2008	\$104,261.19			ePlus Technology, Inc.	
<input type="checkbox"/> 80000058	Purchase Order		AOPC	08/26/2008	\$592,169.58			CDW Government, LLC	
<input type="checkbox"/> 2	Amendment	9000	AOPC	08/25/2008	\$0.00	01/01/2009	12/31/2009	United Behavioral Health	
<input type="checkbox"/> 2286	Contract		AOPC	08/22/2008	\$38,225.00	08/22/2008	08/21/2011	Interchange Technologies	
<input type="checkbox"/> 80000055	Purchase Order		AOPC	08/22/2008	\$212,835.00			Interchange Technologies	

Viewing Records

To view the details of a posting, click on the Document Postings Detail icon . The Document Details screen opens which contains expanded details about the posting.



Importantly, the **Minor Object** and **Subject Matter** fields provide additional information that is not available within your search results.

Document Details [X]

Posting Type:

Posting Number:

Parent Contract:

Judicial Office:

Minor Object:

Vendor:

Amount:

Execution Date:

Begin Date:

End Date:

Subject Matter:

To request more information on this Posting, enter additional comments and your email address and click Submit.

* Your Email Address:

* Additional Comments:

For more information on printing the details of a posting, see *Print Preview Functions* on page 19.



Additional information can be requested for each posting. For more information, see *Requesting Additional Information on a Contract or Purchase Order Posting* on page 12.

To return to the Contracts/Purchase Order Postings Search screen and the search results grid, click the "X" in the upper-right corner of the Document Details screen.



Viewing Parent Contract Records

An amendment posting represents an alteration to an existing contract. As a result, all amendment postings must be associated to a posting that represents the original or “parent” contract. When this relationship is established, the Parent Contract Document Posting Details icon  displays for amendments returned in your search results.

Posting No.	Posting Type	Parent Contract	Judicial Office	Execution Date	Amount	Begin Date	End Date	Vendor	
<input type="checkbox"/> 2	Amendment	9000	AOPC	08/25/2008	\$5500.78	01/01/2009	12/31/2009	United Behavioral Health	 

Clicking this icon opens the information for the parent contract posting in the Document Details screen.

Document Details ✕

Posting Type:

Posting Number:

Judicial Office:

Minor Object:

Vendor:

Amount:

Execution Date:

Begin Date:

End Date:

Subject Matter:

To request more information on this Posting, enter additional comments and your email address and click Submit.


* Your Email Address:

* Additional Comments:

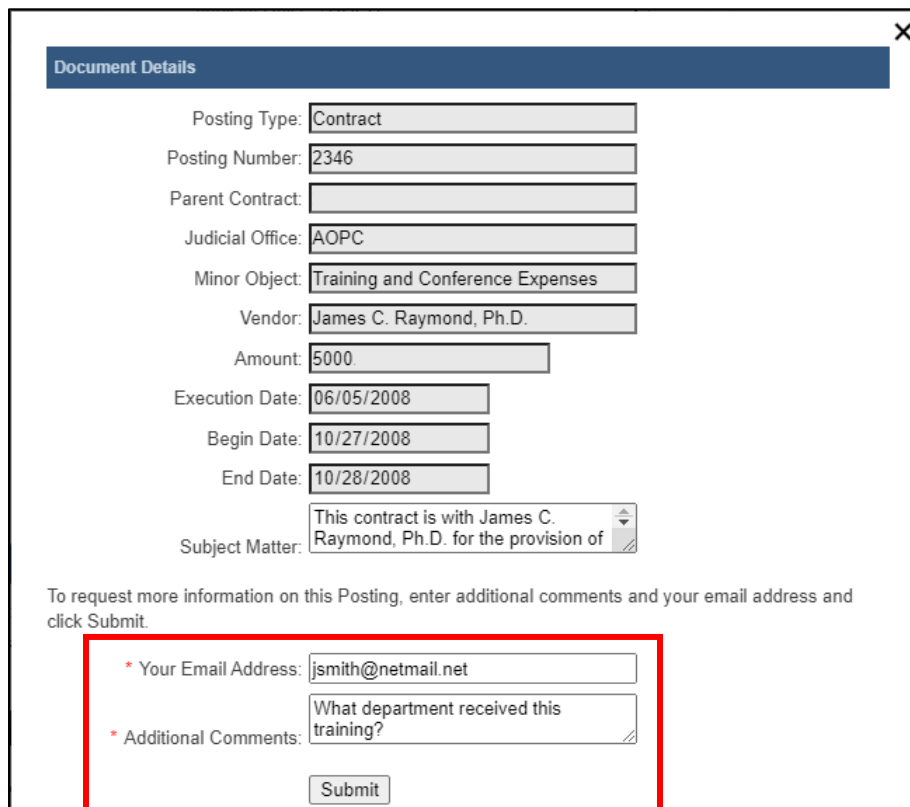
Purchase order and contract postings do not have parent contracts.



Requesting Additional Information on a Contract or Purchase Order Posting

The Document Details screen, accessed for any posting through the Document Postings Detail icon , shows a summary of the posting.

Additional information can be requested beyond what is displayed. At the bottom of the screen, enter your request, a valid email address at which you can be contacted, and click the SUBMIT button.



The screenshot shows a window titled "Document Details" with a close button (X) in the top right corner. The form contains the following fields:

- Posting Type: Contract
- Posting Number: 2346
- Parent Contract: (empty)
- Judicial Office: AOPC
- Minor Object: Training and Conference Expenses
- Vendor: James C. Raymond, Ph.D.
- Amount: 5000
- Execution Date: 06/05/2008
- Begin Date: 10/27/2008
- End Date: 10/28/2008
- Subject Matter: This contract is with James C. Raymond, Ph.D. for the provision of (dropdown menu)

Below these fields is a text instruction: "To request more information on this Posting, enter additional comments and your email address and click Submit."

A red rectangular box highlights the following fields:

- * Your Email Address: jsmith@netmail.net
- * Additional Comments: What department received this training?

A "Submit" button is located at the bottom of the highlighted area.


An email is sent to the appropriate contracts and purchase orders records manager who will respond to the request via the email address you provided.










Generating a Print Preview for Contract and Purchase Order Postings Information

After identifying the necessary records, they can be printed individually, or all records in a search result can be printed at once.

Generating a Print Preview for Individual Records


To print individual postings, select the checkboxes for one or more records and click the Three Lines menu button . Click the 'Print Selected' option.

Posting No.	Posting Type	Parent Contract	Judicial Office	Execution Date	Amount	Begin Date	End Date	Vendor	Print	
<input checked="" type="checkbox"/>	1	Amendment	31688	AOPC	01/01/2009	\$10,000.00	01/01/2009	12/31/2010	AT&T	
<input checked="" type="checkbox"/>	80000169	Purchase Order		AOPC	12/08/2008	\$5,513.78			Dell Marketing L.P.	
<input checked="" type="checkbox"/>	80000166	Purchase Order		AOPC	12/04/2008	\$11,196.80			Dell Marketing L.P.	
<input type="checkbox"/>	100	Contract		AOPC	12/01/2008	\$1,000.00	01/01/2009	12/31/2009	Washington County Bar Association	
<input type="checkbox"/>	80000143	Purchase Order		AOPC	11/20/2008	\$43,680.00			Verizon Select Services, Inc.	
<input type="checkbox"/>	80000122	Purchase Order		AOPC	11/19/2008	\$14,981.00			Office Furniture Outlet	
<input type="checkbox"/>	70000454	Purchase Order		AOPC	11/06/2008	\$19,840.24			Transamerican Office Furniture, Inc.	





The report opens in a new browser window, or your PDF viewer, and populates with the information from the selected postings. The report can be viewed on the screen, printed, and saved. For more information, see *Print Preview Functions* on page 19.



Generating a Print Preview for All Records

To print all the records in the search results, it is not necessary to select the checkboxes of any of the records in your results. Click on the Three Lines menu button  and select 'Print All.'



Posting No.	Posting Type	Parent Contract	Judicial Office	Execution Date	Amount	Begin Date	End Date	Vendor	Print
<input type="checkbox"/> 1	Amendment	31688	AOPC	01/01/2009	\$10,000.00	01/01/2009	12/31/2010	AT&T	
<input type="checkbox"/> 80000169	Purchase Order		AOPC	12/08/2008	\$5,513.78			Dell Marketing L.P.	
<input type="checkbox"/> 80000166	Purchase Order		AOPC	12/04/2008	\$11,196.80			Dell Marketing L.P.	
<input type="checkbox"/> 100	Contract		AOPC	12/01/2008	\$1,000.00	01/01/2009	12/31/2009	Washington County Bar Association	
<input type="checkbox"/> 80000143	Purchase Order		AOPC	11/20/2008	\$43,680.00			Verizon Select Services, Inc.	
<input type="checkbox"/> 80000122	Purchase Order		AOPC	11/19/2008	\$14,981.00			Office Furniture Outlet	
<input type="checkbox"/> 70000454	Purchase Order		AOPC	11/06/2008	\$19,840.24			Transamerican Office Furniture, Inc.	

The report opens in a new browser window, or your PDF viewer, and populates with the information from all the postings that were returned in the search. The report can be viewed on the screen, printed, and saved. For more information, see *Print Preview Functions* on page 19.



Judicial Expenditures

Effective December 17, 2012, amendments to Rule 509 further expanded the existing website to include information related to appropriations, expenditures, personnel complement, and annual compensation information for the Supreme, Superior, and Commonwealth courts and the Administrative Office of Pennsylvania Courts. The website posts judicial expenditures dating back to November 19, 2012.

Searching for Judicial Expenditure Postings

To view and print judicial expenditure postings, you must begin by performing a search.

Performing the Search

At a minimum, all searches must identify a **Department Appropriation** or **Vendor**.

Department Appropriation: (One or more of these fields is required)

Vendor: (One or more of these fields is required)

Paid Start Date:

Paid End Date:

Minimum Amount(\$):

Maximum Amount(\$):

Fiscal Year:

Tips for entering search criteria:

- If you are looking for a wide selection of expenditures, follow the “less is more” approach. Limit your search criteria to return a broad set of results. You can always narrow your search further later if your results are too general.
- If you know the specific expenditure(s) you’re looking for, enter as much search criteria as you have available. If your search is too specific, you can always remove criteria later.



- The **Vendor** field uses a type-ahead function. You can type a name or partial name in the field and a dropdown list displays with all the available vendors that have that text anywhere within its name. Conversely, without using type-ahead, clicking on the dropdown arrow only displays a partial list of vendors based on alphabetical order.

After entering the available criteria, click the SEARCH button. If no postings match the criteria entered, a message will display below the criteria fields.

Payment Date	Amount	Payee Name	Address	Fiscal Year
No results found				

Search Results

If postings are found, a grid appears beneath the search fields and populates with your results. For each expenditure, the grid displays the **Department Appropriation, Payment Date, Amount, Payee Name, Address, and Fiscal Year.**

Department Appropriations	Payment Date	Amount	Payee Name	Address	Fiscal Year
Supreme Court	12/05/2012	\$84.99	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2012 - 2013
Supreme Court	12/05/2012	\$40.00	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2012 - 2013
Supreme Court	12/05/2012	\$86.23	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2012 - 2013
Supreme Court	12/05/2012	\$10.00	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2012 - 2013
Supreme Court	12/05/2012	\$13.50	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2012 - 2013



Generating a Print Preview for Judicial Expenditures Postings Information

After identifying the necessary records, they can be printed individually or all records in a search result can be printed at once.

Generating a Print Preview for Individual Records

To print individual postings, select the checkboxes for one or more records and click the *Print Selected* link.

	Department Appropriations	Payment Date	Amount	Payee Name		
<input checked="" type="checkbox"/>	Supreme Court	12/05/2012	\$84.99	United Parcel Service	Philadelphia, PA 191700001	2008 - 2009
<input checked="" type="checkbox"/>	Supreme Court	12/05/2012	\$40.00	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$86.23	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$10.00	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$13.50	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$34.76	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	C2	American Expediting Company, Inc.	801 N Primos Avenue Folcroft, PA 19032	2008 - 2009

The report opens in a new browser window, or your PDF viewer, and populates with the information from the selected postings. The report can be viewed on the screen, printed, and saved. For more information, see *Print Preview Functions* on page 19.



Generating a Print Preview for All Records

To print all the records in the search results, it is not necessary to select any checkboxes. Simply click the *Print All* link. If the search results grid contains multiple pages, all records in the results grid are added to the report.

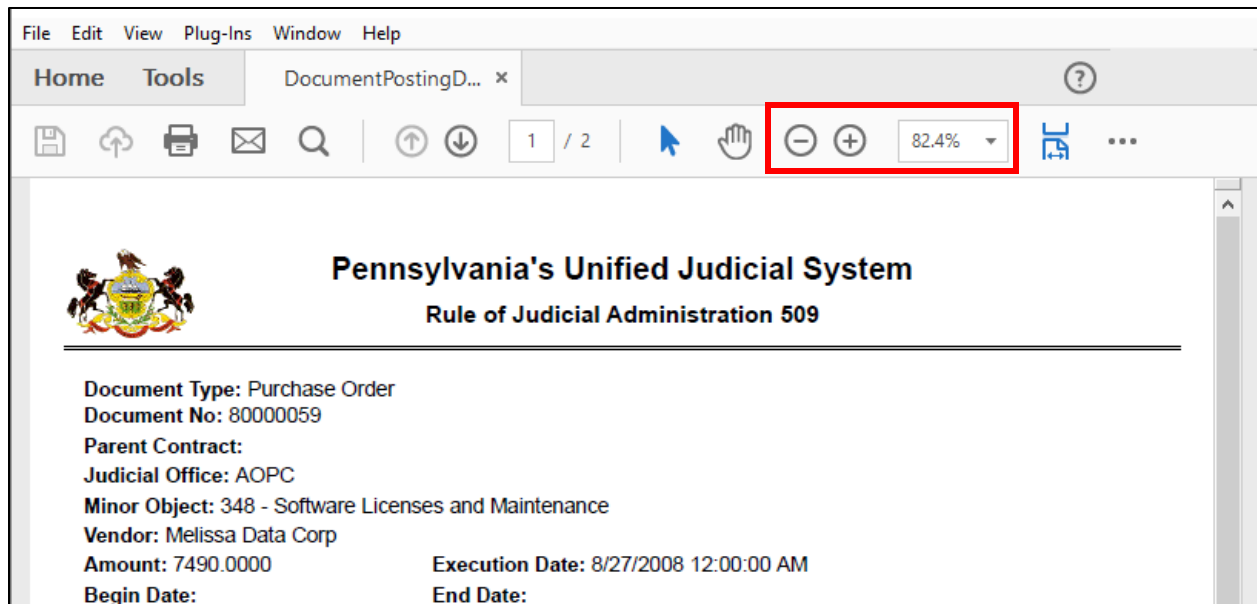
	Department Appropriations	Payment Date	Amount	Payee Name		
<input type="checkbox"/>	Supreme Court	12/05/2012	\$84.99	United Parcel Service	Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$40.00	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$86.23	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$10.00	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$13.50	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	\$34.76	United Parcel Service	P. O. Box 7247-0244 Philadelphia, PA 191700001	2008 - 2009
<input type="checkbox"/>	Supreme Court	12/05/2012	C2	American Expediting Company, Inc.	801 N Primos Avenue Folcroft, PA 19032	2008 - 2009

The report opens in a new browser window, or your PDF viewer, and populates with the information from all the postings that were returned in the search. The report can be viewed on the screen, printed, and saved. For more information, see *Print Preview Functions* on page 19.



Print Preview Functions

When a report opens in the preview window, the icons in the toolbar can be used to print, save, or navigate through the report (if there is more than one page). The plus and minus icons are used to magnify the report for ease of viewing.



When finished, close the window and return to search screen.

Note: If the report opens in Adobe Reader, Adobe Acrobat, or another PDF viewer, refer to the user manual for that application on how to navigate and print documents.



Other Financial Reports

Several other reports are also available for viewing directly on the Financial Records site. These reports are always available for viewing without having to search for them.

To view one of these reports, click on the link for the report you want to view.

The screenshot shows the 'WEB PORTAL' for the Financial Records section. The navigation menu includes 'Home', 'My Services', 'Case Information', 'Pay Online', and 'Help & Support'. The breadcrumb trail is 'Home > Financial Records'. A message states: 'Our menu navigation has changed. Click here to learn more.' The main heading is 'Financial Records' with a 'Help' icon. Below this, a paragraph describes the site's purpose: 'This Web site provides public access to search, view and print summary information on Unified Judicial System (UJS) purchase orders and contracts of \$5000 or more, and detailed expenditure information. Also posted are reports of annual appropriation, personnel complement and annual compensation information for the Supreme, Superior and Commonwealth courts and Administrative Office of Pennsylvania Courts.' There are two sections: 'Financial Records Search' with links for 'Contracts/Purchase Order Summaries' and 'Judicial Expenditures'; and 'Financial Records Reports' which is highlighted with a red box and contains links for 'Monthly Complement and Annual Salaries - Judges', 'Monthly Complement and Annual Salaries - Staff', 'Annual Compensation Report - Judges', 'Annual Compensation Report - Staff', and 'Fiscal Year 2020-2021 Appropriations'.

The report opens in a new browser window, or your PDF viewer, and populates with the information from the selected postings. The report can be viewed on the screen, printed, and saved. For more information, see *Print Preview Functions* on page 19.