



ADMINISTRATION AND FINANCE

Procure to Pay

January 30, 2024

Presenters:

Office of the Controller-Disbursements

Strategic Sourcing and Acquisition Services

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

Purpose of the Workshop

- To provide greater understanding of the procure to pay process at UMB.
- To identify common issues negatively impacting the process.
- To identify best practices to successfully complete procurements and payments to suppliers.
- To discuss UMB's delay rate and the impact within the University System of Maryland.

Agenda

- UMB Funds
- The Procurement Process
- Break
- The Disbursements Process
- Delay rate
- Best practices
- Reissues/cancellations
- Resources
- Questions

UMB Funds

Authority: The State requires all agencies to assign fiscal responsibilities.

UMB Office of the Controller is charged with developing policies and procedures that govern university financial transactions.

UMB Legal Counsel created the following definition of UMB Funds:

All funds administered by UMB, regardless of fund source. UMB funds include State-appropriated general funds, tuition, fees, and other income, as well as auxiliary funds, revolving/discretionary funds, Designated Research Initiative Funds, gifts, contract or grant revenues, and other restricted funds.

- VIII-7.11(A) UMB Code of Ethics and Conduct

- Act as good stewards of the resources entrusted to UMB's care. Comply with financial requirements and internal controls applicable to funds and property managed by them and under their oversight.

VIII-7.11(A) UMB Code of Ethics and Conduct (cont'd.)

- Comply with all laws, rules, regulations, policies, procedures, and professional standards, including the Maryland Public Ethics Law, applicable to their employment and their UMB responsibilities, and cooperate with training and continuing education initiatives of UMB to make them aware of their responsibilities.
- Comply with their assigned or assumed responsibilities to fulfill UMB's obligations under contracts, grants, and other legal agreements.

VIII-7.11(A) UMB Code of Ethics and Conduct (cont'd.)

- Disclose and avoid improper or unlawful conflicts of interest and conflicts of commitment.
- Report known or reasonably suspected wrongdoing; refrain from retaliating against those who report known or reasonably suspected wrongdoing; and cooperate fully with authorized investigations of reports of wrongdoing.

Who Does What?

- SSAS (procurement)
 - Determines whether a procurement or purchase is required
 - Sets the agreement between the department and supplier for goods or services
 - Reviews and approves requisitions
 - Generates purchase orders
- Disbursements
 - Responsible for the payment of invoices from suppliers
 - Researches and resolves payment discrepancies
 - Works directly with the State of Maryland for supplier updates

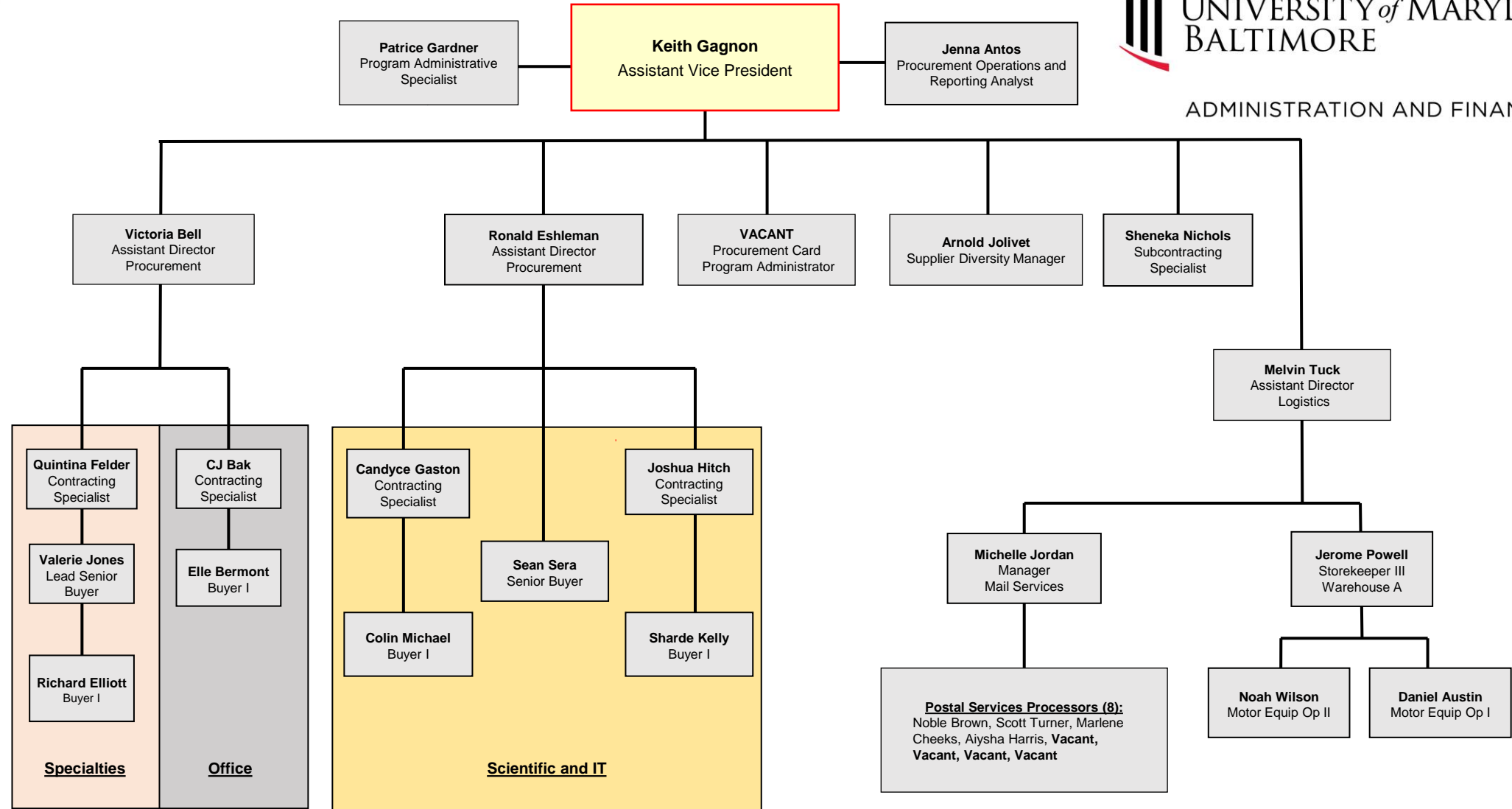
The Procurement Process (Requisition to Purchase Order)



Strategic Sourcing and Acquisition Services Organizational Chart



UNIVERSITY of MARYLAND
BALTIMORE



WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

Purchasing Groups - Office

The **Office Group** procures goods and services to support general office needs such as furniture, office equipment and supplies, janitorial supplies, signage, communication and media services, cell phone service, temporary labor, and moving services.

Purchasing Groups - Specialties

The **Specialties Group** procures specialized commodities such as conference services, consulting services, insurance, leases, library services, parking services, special events management, student health insurance, subscriptions, and travel management. In addition, this group supports Auxiliary Services by administering the contracts associated with the bookstore, vending, and food service.

Purchasing Groups - Scientific

The **Scientific Group** procures scientific supplies, equipment, and services. These procurements include such items as HPLC equipment, centrifuges, spectrophotometers, microscopes, dental handpieces, chemicals, biologicals, and diagnostic equipment. Services can include maintenance and repair of instrumentation, diagnostic laboratory testing services, annual certifications, and calibrations.

Purchasing Groups – Information Technology

The **Information Technology Group** procures IT commodities such as computer hardware, software, IT consulting services, telecommunications, and security equipment.

Getting Started: Procurement 101

Procurement 101

What is procurement?

Procurement is the process of agreeing to terms and purchasing goods, services, or other works from an external source, often using a competitive bidding process.

Procurement Thresholds

- Procurement Dollar Thresholds and Limits Guide
 - <https://www.umaryland.edu/media/umb/af/procurement/guides/Procurement-Dollar-Thresholds-and-Limits-Guide.pdf>
- Highlights:
 - Purchases \leq \$4,999 can be made using PCard
 - Purchases \geq \$5,000 purchase must go through SSAS via requisition
 - Purchases $>$ \$25,000 competition is required
 - Purchases $>$ \$200,000 formal competition required (IFB, RFP)
- Other approvals VCAF, BPW, BOR

Procurement 101

1. If the department determines SSAS should be involved, the process is as follows:
 1. Gather and review documentation
(e.g. quote, sole source, W-9, vendor agreement terms etc.)
 2. Create requisition and attach documentation
 3. Creation of the purchase order by SSAS

Procurement Documentation

- Should tell the story of the purchase so anyone now or in the future can understand the ***who, what, when, where, how, how much, and why*** of the procurement
 - Who – who is making the purchase and who are they making it from
 - What – what is being purchased
 - Goods – e.g. item description, quantities, specifications, etc.
 - Services – e.g. statement of work, scope etc.
 - When – what is the required delivery date or period of performance
 - Where – where are the goods to be delivered or services to be performed
 - How – what method of procurement is being used
 - How Much – what is the cost of the items
 - Why – Why are you purchasing the goods/services – what is the business need/justification
(If it is not self-evident, or if it is an unusual purchase, explain on the requisition)

Submitting A Requisition

Submitting a Requisition

1. Provide any additional department or vendor contact information?
2. If supplier is not already in Quantum, submit current W-9 from vendor
3. Add information and attach relevant documentation (More on next slide)
4. Submit requisition → goes through department workflow/approvers
5. Once approved requisition goes into SSAS queue
6. SSAS Management assigns to buyer (note unassigned show Keith)

Submitting a Requisition

- What to include
 - Line items
 - Amount vs. Quantity (Usually amount)
 - Quote
 - Make sure it is still current
 - Supplier Info
 - Current W9
 - Contact information (Name, email address)
 - Scope
 - Any vendor contract documents for SSAS to review
 - Only SSAS has authority to sign a contract

Questions?



Creating A Purchase Order

Creating a Purchase Order

1. Requisition and all pertinent documents have been submitted and approved in Quantum.
2. Requisition is assigned to the appropriate buyer
3. Assigned buyer will pull all documents from Quantum and review documents for accuracy and completeness.
 1. Timeframe for status change-requisition to purchase order
 1. Note: Many factors may increase turnaround times. These factors include dollar value, complexity of specifications, negotiation of contract terms, additional approvals (VCAF, BOR, BPW, IT, COI, MEC, Facilities and BAA/NDA, etc.), availability of end-users/evaluation committee members, responsiveness of vendor, etc.
4. A purchase order will be created once all required terms have been negotiated and all required documents have been signed or received from the vendor.
5. Finalized purchase order and applicable documents (terms, signed quotes, etc.) will be sent to the vendor via email.
 1. Quantum notifies the end-user when the purchase order has been approved in Quantum
 2. Assigned buyer may also send end-user email notification that the purchase order has been completed

After the Fact (ATF) memos

- A PO is required to be issued ***before*** a supplier provides goods or services
- UMB and supplier are at risk when a proper PO is not issued prior
- ATF are by Exception only!
- A proper PO
 - Ensures supplier has been vetted
 - Ensures that appropriate procurement process was completed
 - Ensures that Terms and Conditions are acceptable
 - Ensures that Risks are appropriately addressed (insurance, etc.)
 - Ensures that there is an enforceable legal agreement
- What to include in ATF memo (Put on letterhead and sign)
 - What vendor was used
 - The dollar amount of the purchase
 - What was purchased
 - Why the procurement process was not followed
 - What the department will do to keep this from happening again

Change Orders

Change Orders

1. What is a change order?

When you need to make a change to an existing PO after it has been issued

2. Requirements for requesting a change order

Submit requisition and indicate what PO is being changed and what the changes are

3. Attach any relevant documentation

4. Zero dollar changes

Closing a PO

When should I request to close a PO?

- If the PO has remaining funds that you are not going to use and you want to liquidate the remaining encumbrance
- Example:
 - PO 10000XXXXX was issued for \$100,000
 - The supplier has completed all work and the cost was only \$80,000
 - You have received the \$80,000
 - \$80,000 in invoices have been processed/paid
 - There are no other outstanding invoices
 - Note: \$20,000 in encumbrances now remain, but supplier is done with work and fully paid for the work completed. The department wants to release \$20,000 encumbrance.

How to Request a PO Close

- Before making the request, ensure that all invoices you are expecting for the PO are processed
- Email to PO Close → po_close@umaryland.edu
 - Note: underscore not a dash
- In Subject Line:
 - “Close PO <PO Number>”
 - OR
 - “Close Multiple POs”
- In message body include PO# **AND** the Supplier Name
 - If your request is to close multiple POs, include the PO number and supplier name for each PO
 - This can be a list in the body or an attachment
- It is critical to include the Supplier Name for each PO so that SSAS can ensure that they are closing the correct PO.

Then what?

- You will get an email back typically with 5 business days indicating it has been closed

OR

- You will get back an email requesting additional information

OR

- You will get back an email indicating there is an error/issue

Responses from PO Close

Email response from PO_Close	Next Action/Meaning
I have closed the PO(s).	None. PO(s) successfully closed.
This PO has had \$\$\$\$ received but only \$\$ has been invoiced/paid. Are you expecting additional invoices to be processed on this PO?	SSAS holds off on closing PO. Department needs to confirm that no more invoices will need to be processed or needs to wait until outstanding invoices are processed.
PO Close Requests require both the PO number and supplier name for each PO to ensure that the correct PO is closed. Please reply to this email with the supplier name for each PO	Department needs to reply with supplier names for PO(s).
I attempted to close the PO(s) and encountered a budget date error. I will work with the Quantum team to close the PO(s).	The budget end date for the project has passed, so Quantum will not allow the PO to close. SSAS adds it to a list of POs with this issue and the Quantum team closes these through a workaround at the end of each month.

Once the PO gets manually closed,

- The PO **Status** will change to **Finally Closed**
- The PO **Fund Status** will change to **Liquidated**
- Any remaining encumbrance balance is released
- Changes reflected in Quantum Financials immediately
- Changes reflected in Quantum Analytics after daily data update (usually next day)

Understanding PO Status

Purchase Order status is a high-level indication of where the purchase order is in its life cycle

PO Status	Trigger	Notes
Open	PO is created and fully approved	Automatic system action to set this status. PO will remain Open until fully received or fully invoiced.
Closed for Receiving	PO is fully received	Automatic system action once fully received.
Closed for Invoicing	PO is fully invoiced	Automatic system action once fully invoiced.
Closed	PO is fully received and fully invoiced	Automatic system action once fully received and fully invoiced. If your PO is in Closed status, you would not need to send a PO close request.
Finally Closed	Manual action by SSAS	End user sends email to PO_Close@umaryland.edu to close a PO with a remaining balance.

This list does include all PO statuses but includes those relevant to PO closing.

Best Practices

- Review documentation for accuracy and completeness
- Submit requisition at least 30 days prior to the services starting
- Submit all required documents, vendor contact information, including the W9 form in Quantum (Quantum is a secure platform.)

Common Mistakes

- Outdated quotes
- No defined period of service
- Dollar amount on quote and requisition do not match
- Incomplete or outdated W9 forms
- No vendor contact or email
- No sole source form for orders over \$25,000
- Not submitting order in a timely manner
- Incorrect Project ID

SSAS Contact List

- First point of contact – the buyer listed on the PO.
- Important email addresses:
<https://www.umaryland.edu/procurement/staff-directory/>
- Links for website: <https://www.umaryland.edu/procurement/>

Questions?



Break

The Disbursements Process (Payment of Invoices)

The Disbursements Team



Gina Baker

Program Specialist/Supervisor



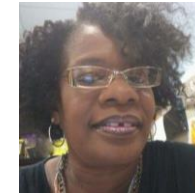
Cherylann Baribeault

Accounting Associate



Brandi Baylor

Program Specialist



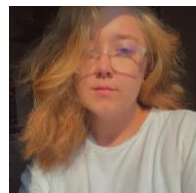
Donna Coates

Program Specialist



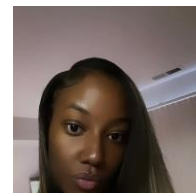
Katrina Foster

Accounting Associate



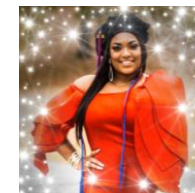
Stephanie Fuller

Accounting Associate



Mahogany Gorden

Accounting Associate



India Lewis-Taylor

Travel Program Specialist

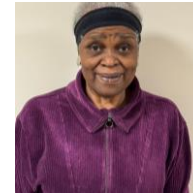
The Disbursements Team



Nikki McCormick
Accounting Associate



Chris Smoker
Accounting Associate



Joanne Thompson
Accounting Associate



Damon West
Disbursements
Specialist/Supervisor



Kenyatta Woolridge
Sr. Program
Specialist/Supervisor

Invoice Procedures

Invoice Procedures

- Invoices are received in Disbursements via mail, email from a supplier, or directly from the department.
- Invoices are assigned to staff based on alphabetical letters.
- Disbursements staff review the invoice to confirm that the following is present:
 - Bill to address is UMB/department of UMB (must have AP's address or the department's campus address)
 - Invoice date
 - Description of goods or services
 - Remit to address
- If the invoice contains all required information **and** a receipt is in the system, the invoice is entered into Quantum Financials and the invoice including supporting documentation is sent to the State for payment.

Invoice Procedures

- If a receipt *has not* been entered on the PO, the invoice **will be entered** into Quantum Financials; however, the invoice will be in a “**Needs Revalidation**” status.
- Once the invoice is entered into Quantum Financials, Disbursements will “index” the invoice in ImageNow. ImageNow will automatically send a PDF copy of the invoice via email to the requestor listed on the PO.



ADMINISTRATION AND FINANCE

Invoice Procedures

Immediate Action Required: PO#100000[REDACTED] Inv#[REDACTED]



disbursements

To [REDACTED]



321Z81J_04KKTMPDR00005S.pdf
1 MB

Reply

Reply All

Forward



Wed 1/17/2024 2:11 PM

You don't often get email from disbursements@umaryland.edu. [Learn why this is important](#)

Hello.

*** **Please do not reply to this email. This mail account is not monitored.**

The attached invoice has been entered into Quantum Financials. In order to pay the invoice, please create a receipt. Be sure the receipt matches the invoice. Instructions for creating a receipt in Quantum Financials can be found [here](#).

If you have already created a receipt, no further action is needed. Invoices that are not receipted within 7 days will be cancelled out of the financial system and will not be paid.


For questions related to the invoice, please contact the [team member](#) assigned to the supplier.


Invoice Procedure

- Every weekday morning a process will run in Quantum Financials to validate invoices. If the PO invoice does not find a receipt, a **Quantum System generated** email will be sent to the requestor.
- The requestor will be able to receive up to the amount of the invoice from the email or go directly into Quantum Financials and receive the goods/services.

Invoice Procedures

Action Required: Purchase Order 1000012405 Requires Receipt Confirmation

  <efzv-test.fa.sender@workflow.mail.us6.oraclecloud.com>
To  Griffin, Lynell

 if there are problems with how this message is displayed, click here to view it in a web browser.

 Reply  Reply All  Forward  

Tue 1/3/2023 11:38 AM


CAUTION: This message originated from a non-UMB email system. Hover over any links before clicking and use caution opening attachments.

Access this task in the [Workspace Application](#) or take direct action using the links in this email:

Actions: [Receive up to the Invoiced Amount](#)

Purchase Order 1000012405 Requires Receipt Confirmation

Details

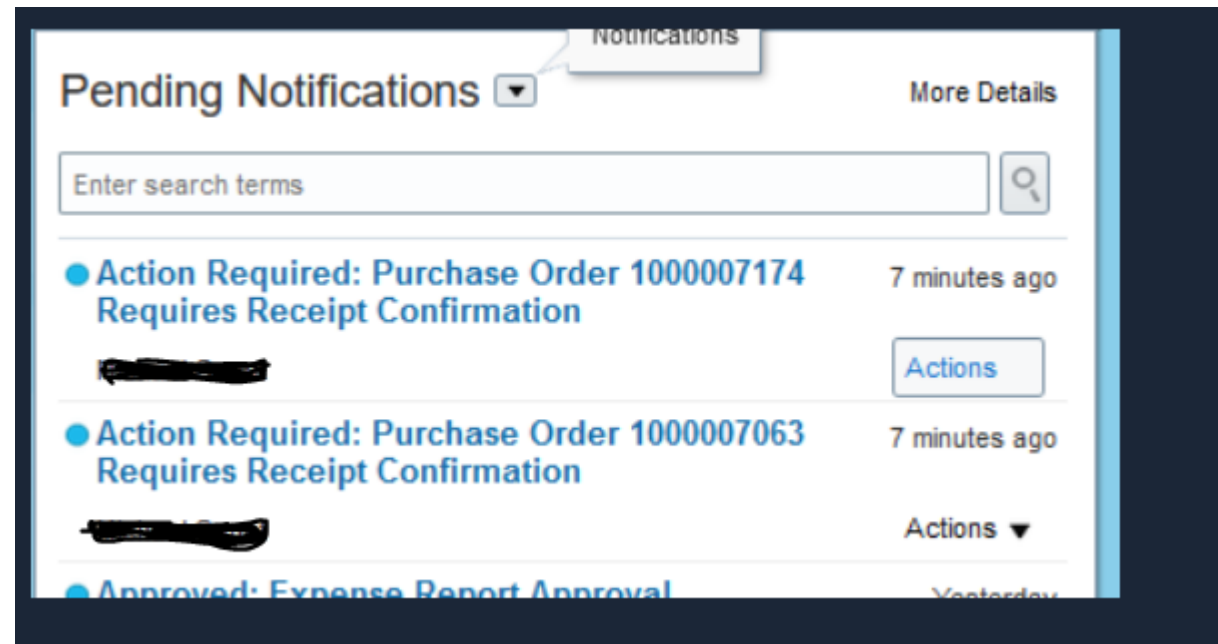
Assignee  90560012
Assigned Date 01/03/2023 11:37:29 AM
Expiration Date 01/18/2023 11:37:29 AM
Task Number 1305361

Information

Purchase Order 1000012405
Supplier EVERYLIBRARY INSTITUTE NFP
Expected Receipt Date 09/23/2022
Buyer Eshleman, Ronald

Invoice Procedure

- Notifications will also be in the bell icon on the Quantum Financials homepage.



Invoice Procedures

- A requestor will receive the notification only **once**.
- After the 7th day, two things will happen:
 - A notification will be sent alerting the requestor that the receipt confirmation request has expired. This means there will be no additional notifications related to this receipt request.
 - Disbursements will cancel the invoice out of Quantum financials and the invoice will not be paid.


Invoice Procedures

Expired: Purchase Order 1000012421 Requires Receipt Confirmation



[REDACTED] <efzv-test.fa.sender@workflow.mail.us6.oraclecloud.com>

To  Griffin, Lynell

 If there are problems with how this message is displayed, click here to view it in a web browser.

 Reply  Reply All  Forward

CAUTION: This message originated from a non-UMB email system. Hover over any links before clicking and use caution opening attachments.

Access this task in the [Workspace Application](#)

Purchase Order 1000012421 Requires Receipt Confirmation

Details

Assignee **[REDACTED]**

Assigned Date 01/09/2023 04.08.43 PM

Expiration Date 01/11/2023 04.08.43 PM

Task Number 1306127

Information

Purchase Order 1000012421

Supplier LEWES PUBLIC LIBRARY INC

Expected Receipt Date 09/19/2022

Invoice Procedures

- A few things to consider:
 - The invoice will go to the requestor on the purchase order. If the person responsible for receipting the PO is different, the requestor will need to forward the notification to the appropriate person.
 - Email communication directly from a Disbursements staff member will still occur for concerns relating to missing PO numbers, invoice corrections, etc. A response is required with **48 hours**.
 - Departments are encouraged to continue to submit invoices along with the receipt numbers with the first invoice submission to the AP email inbox.

The Delay Rate

The Delay Rate

- In accordance with the State Finance and Procurement Article of the Annotated Code of Maryland, Section 15-103, all invoices received by the State must be paid within 30 days.
- Section 15-104 of the Annotated Code provides for the payment of interest by State agencies on late payments. Effective June 2023 we are obligated to pay interest.
- The annual interest rate is 9%

The Delay Rate

Under Title 21.07.01 of the State Procurement Regulations a **“Delayed Payment”** condition exists when the invoice is received in the General Accounting Division (GAD) more than 25 days after the date of receipt of invoice or goods, whichever is later.

The Delay Rate

- The “Service Date” must be the date the invoice is first received by the agency. If an employee, or branch or unit of the agency receives the invoice and forwards it to the accounts payable office, then the date the invoice is first received must be used.
- The "clock," i.e., for the 25-day period, starts when an invoice arrives at the agency, regardless of where it is addressed, who receives it, or what the individual does with it.

The Delay Rate

If the General Accounting Division disagrees with the service date recorded in R*Stars after reviewing the dates on the invoice

or

if there is not a received date stamped on the invoice immediately upon receipt, GAD will **change the service date by adding seven days to the invoice date.**

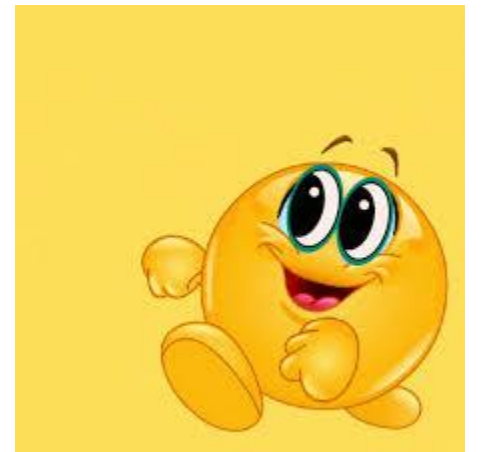
The Delay Rate

Impacts:

- Interest costs that UMB must pay to suppliers
- UMB Bond Rating – negative impact. The Bond Rating is an indicator to investors/stakeholders on the agency's ability to pay its debts.

The Delay Rate

- Senior Vice President Dawn Rhodes and Vice President Scott Bitner receive reports showing the delay rates for each USM School
- We need your help to get us there!



Fourth Quarter Ended 06/30/2023:

The Delay Rate

ADMINISTRATION AND FINANCE

**UNIVERSITY SYSTEM OF MARYLAND
DELAYED INVOICE STATISTICS
QUARTER ENDED JUNE 30, 2023**

	Quarter Ended June 30, 2023 Number of Disbursement Transactions			Apr, 2023 Number of Disbursement Transactions			May, 2023 Number of Disbursement Transactions			Jun, 2023 Number of Disbursement Transactions		
	% Late	Total	Late	% Late	Total	Late	% Late	Total	Late	% Late	Total	Late
BSU	53.59%	2,049	1,098	52.67%	581	306	51.37%	656	337	56.03%	812	455
TU	0.58%	7,734	45	0.63%	1,749	11	0.57%	2,964	17	0.56%	3,021	17
FSU	1.34%	1,567	21	0.52%	383	2	1.63%	615	10	1.58%	569	9
CSU	6.44%	2,174	140	5.84%	753	44	7.59%	725	55	5.89%	696	41
UBalt	1.95%	1,843	36	2.97%	404	12	0.85%	585	5	2.22%	854	19
SU	0.86%	5,102	44	0.68%	1,320	9	0.70%	2,153	15	1.23%	1,629	20
UMB	5.22%	7,593	396	9.41%	2,104	198	2.73%	2,782	76	4.51%	2,707	122
UMCP	3.61%	19,523	704	2.74%	5,885	161	3.56%	7,184	256	4.45%	6,454	287
UMES	5.79%	1,813	105	8.79%	535	47	4.87%	677	33	4.16%	601	25
UMGC	0.00%	7,230	0	0.00%	2,218	0	0.00%	2,387	0	0.00%	2,625	0
UMBC	7.90%	14,136	1,117	5.54%	4,004	222	10.06%	5,489	552	7.39%	4,643	343
UMCES	1.61%	435	7	1.37%	146	2	0.74%	136	1	2.61%	153	4
USG	1.23%	325	4	1.06%	94	1	1.94%	103	2	0.78%	128	1
USM Off.	0.39%	257	1	0.00%	74	0	1.33%	75	1	0.00%	108	0
USM- CAPITAL PROJECT	5.71%	70	4	0.00%	14	0	12.00%	25	3	3.23%	31	1
TOTAL	5.18%	71,851	3,722	5.01%	20,264	1,015	5.13%	26,556	1,363	5.37%	25,031	1,344

Quarter Ended 12/31/2023:

The Delay Rate

ADMINISTRATION AND FINANCE

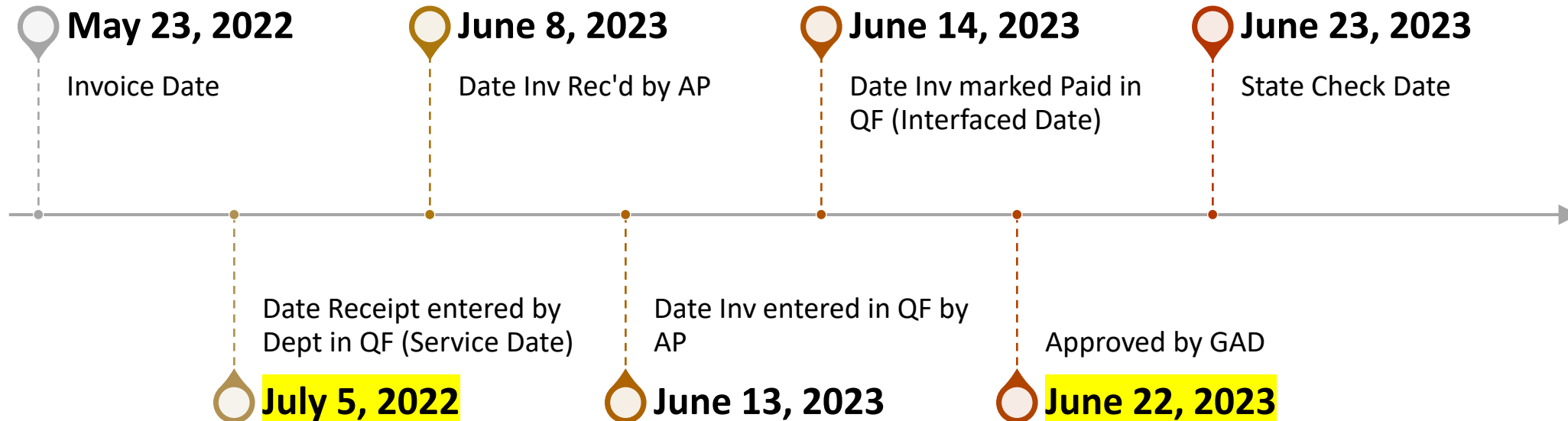
UNIVERSITY SYSTEM OF MARYLAND
DELAYED INVOICE STATISTICS
QUARTER ENDED DECEMBER 31, 2023

	Quarter Ended December 31, 2023 Number of Disbursement Transactions			Oct, 2023 Number of Disbursement Transactions			Nov, 2023 Number of Disbursement Transactions			Dec, 2023 Number of Disbursement Transactions		
	% Late	Total	Late	% Late	Total	Late	% Late	Total	Late	% Late	Total	Late
BSU	30.91%	2,061	637	44.08%	769	339	24.56%	631	155	21.63%	661	143
TU	0.54%	8,368	45	0.38%	3,981	15	0.37%	2,154	8	0.99%	2,233	22
FSU	3.01%	1,494	45	0.62%	486	3	0.63%	477	3	7.34%	531	39
CSU	5.45%	2,404	131	5.78%	1,141	66	5.98%	702	42	4.10%	561	23
UBalt	0.61%	1,632	10	0.43%	701	3	0.46%	436	2	1.01%	495	5
SU	0.76%	5,030	38	1.01%	1,790	18	0.92%	1,417	13	0.38%	1,823	7
UMB	2.74%	7,042	193	2.31%	2,513	58	2.22%	1,938	43	3.55%	2,591	92
UMCP	6.65%	18,611	1,238	4.32%	7,083	306	9.53%	5,624	536	6.71%	5,904	396
UMES	3.32%	1,955	65	2.81%	713	20	3.78%	582	22	3.48%	660	23
UMGC	0.00%	6,925	0	0.00%	4,150	0	0.00%	1,625	0	0.00%	1,150	0
UMBC	4.55%	14,756	671	4.36%	5,487	239	5.67%	4,589	260	3.68%	4,680	172
UMCES	1.00%	402	4	0.00%	149	0	2.80%	107	3	0.68%	146	1
USG	0.83%	362	3	1.79%	112	2	1.15%	87	1	0.00%	163	0
USM Off.	0.46%	216	1	0.00%	91	0	0.00%	59	0	1.52%	66	1
USM- CAPITAL PROJECT	5.71%	70	4	0.00%	24	0	18.75%	16	3	3.33%	30	1
TOTAL	4.33%	71,328	3,085	3.66%	29,190	1,069	5.34%	20,444	1,091	4.26%	21,694	925

Invoice Timeline

Invoice Processing Timeline

PO Invoice VZ024977 = **349 days to process**



Invoice Processing Timeline

What contributes to invoice payment delays

- Invoices not sent directly to AP
 - ✓ Contract requirement for vendors to send invoices directly to AP
 - ✓ Invoices sent to wrong personnel and ignored or employee receiving emails leaves UMB
 - ✓ If department personnel receives the invoice, please forward to AP immediately and advise vendor if possible
- Receipts not entered resulting in canceled invoices
- Audit findings for delayed invoice payments

Best Practices

Best Practices

- PO numbers are required on all invoices
- Only current invoice amounts should be receipted and paid
- Enter receipts one to one (one receipt per invoice). Notes can be added to a receipt to reference an invoice number.
- Create receipt as goods are received or services are completed
- DO NOT resend invoices to the AP mailbox *if* the AP mailbox is copied on the original email from the supplier. This results in duplicate invoices.

Best Practices

- Overrides
 - Can be done for an amount \leq \$499.99
 - Only allowed once per purchase order
 - Regular overrides are an auditing concern
 - Should not be used because freight was excluded from the purchase order. Use the pcard to pay the freight charge or estimate the freight at the time of the requisition.

Payment Reissues/Cancellations

Reissue or Cancel Payment?

Reissue Payment

- Check is NOT in “paid” status (hasn’t cleared the bank as cashed or deposited)
- Remittance address is the same as the original payment, but the supplier did NOT receive payment.
- Payment amount is the same as the original payment
- Contact AP_FinSvc@umaryland.edu to have the payment reissued
- Disbursements will send the required documentation to the State of Maryland
- Timeframe is 30-45 days

Reissue or Cancel Payment?

Cancel Payment

- Check is NOT in “paid” status (hasn’t cleared the bank as cashed or deposited).
- Supplier did NOT receive payment because it was sent to the wrong address.
- Original payment issued was for the wrong amount. Check must be returned to UMB.
- Contact AP_FinSvc@umaryland.edu to have a payment cancelled.
- Disbursements will send the required documentation to the State of Maryland
- Timeframe is 30-45 days.

Locating Payment Information

How to Check for Payments



ADMINISTRATION AND FINANCE

Three Options:

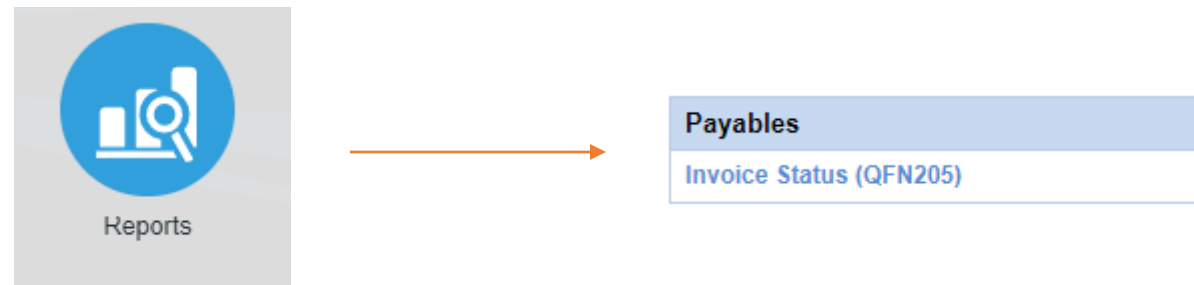
- Quantum Financials Report QFN-205
- Quantum Analytics Budget to Actuals Details Report
- Quantum Analytics Transaction Details Report

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

How to Check for Payments

Quantum Financials:



QFN205 - Invoice Status Report

Invoice Number	Invoice Amount	Line Amount	Invoice Date	Creation Date	Supplier	Supplier Site	Validation Status	Approval Status	Payment Status	Invoice Type	Payment Method	Check Number	Payment Date	State Check Number	State Check Date	Created By	BU Name	Distrib Line Posted?	Account Combo/SOAPF	Org	Project	Award	Invoice Group	Line Hold Name	Line Hold Reason	PO Number
INV898701	\$769.43	\$569.10	2022-07-28	2022-08-02	ADVANCE BUSINESS SYSTEMS	3-P.O. BOX 748408	Validated	NOT REQUIRED	Fully paid	Standard	STATE PAYMENT	169779	2022-08-02	054583548	2022-08-09	Foster, Katrina.15050188	PO	Y	3717-105-06203000-000000-000000000-620-00-00000-000	06203000						1000011705
INV899060	\$769.43	\$200.33	2022-07-28	2022-08-02	ADVANCE BUSINESS SYSTEMS	3-P.O. BOX 748408	Validated	NOT REQUIRED	Fully paid	Standard	STATE PAYMENT	169780	2022-08-02	054583548	2022-08-09	Foster, Katrina.15050188	PO	Y	3717-105-06600000-000000-10006491-620-00-00000-000	06600000						1000011705

Criteria: PO Number = 100011705. There are many search options!

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

How to Check for Payments

Quantum Analytics:



ADMINISTRATION AND FINANCE

All Activities Management

Trends

Provides various graphical and tabular displays to analyze trends in revenues and expenses.

All Source

Provides revenue and expense detail across sources. Includes net asset rollforward. Drillable to SOAPF detail.

Search

Tool to identify SOAPF codes meeting various criteria. Drillable to Budget to Actual Detail.

Budget to Actuals Summary

Analyzes revenues and expenses with comparisons to budget and previous fiscal years, summarized by chart of account segments.

Budget to Actuals Detail

Comprehensive review of activity for a single SOAPF code. Includes comparison to budget, previous fiscal years, and various reports on transactions and current balances. Ideal for managing an individual budget. Drillable to transaction detail.

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

How to Check for Payments

Quantum Analytics:

- Enter SOAPF
- After the report details are displayed, scroll down and Select PO Radio Button:

Additional Functionality Now Available:

New Report: What are my POs on this SOAPF Code?

New Drill to Transaction Details from Budget to Actuals Detail (this page):

Additional Functionality To Be Delivered:

New Report: Who is being funded by Cost Sharing by this SOAPF Code?

For this SOAPF Code:

Who Is Being Funded?

What Are The POs and PRs?

How to Check for Payments

Quantum Analytics:

- The results show all POs funded by the SOAPF
- Sample screenshot:

PO/Reference	Original Doc/Doc Nbr	Accounting Event	Line Item Detail	Attr Cat	Attribute 1	Attribute 2	Created Date/Attribute 5 ▲▼	Amount
1000009119		R23-10 - Purchase Requisition Converted to PO	1 - Accounting Services- Reporting services [REDACTED]		Atheena Bostic	Services	01/03/2022	-45000.00
	1000009119	R25-12 - Purchase Order Approved	1 - Accounting Services- Reporting services [REDACTED]		Atheena Bostic	Services		45000.00
	1000009119	R26-20 - PO Invoiced Amount	1 - Accounting Services- Reporting services [REDACTED]	[REDACTED]	McCormick.Nikki.79860185	2112S7X 2201S7X 2201T7X		-1607.39 -2154.45 -7865.31

How to Check for Payments

Quantum Analytics: (another option)

Downloads Management

Quantum GL Balances

Download General Ledger Balances by fiscal period at the OSOAPFUFU level. Amounts include fiscal period actuals, year-to-date actuals and encumbrances, and annual budgets.

Quantum Awards

Download Quantum Awards with budgets, revenues, billings, costs and commitments summarized at the award level. Also includes demographic data describing the awards. All data from Quantum Financials.

Quantum Projects

Download Quantum projects with budgets, revenues, billings, costs and commitments summarized at the project level. Also includes demographic data describing the projects and the awards with which they are associated. All data from Quantum Financials.

HRMS Payroll

Download payroll charges detail by employee, object, SOAPF, POETAF (if applicable), affected pay period, and posted pay period. Available only to those with the Payroll Analyst role.

Kuali Proposals

Provides a summary of proposals download detail

Kuali Awards

Download Kuali Research award information at the award and project level.

Transaction Details Union

Find and download transaction detail information across all sub-ledgers.

How to Check for Payments

Quantum Analytics:

- Enter Parameters
- Select PO Invoice/AP Travel for Transaction Type
- When the results appear, look at Attribute 6 and Attribute 7 columns for check number and check date:

Transaction Type	Document Number	Amount	Amount Type	Document Description	Attribute 6	Attribute 7
R02-PO Invoice / AP Travel	00	\$0.00	Actuals			
R02-PO Invoice / AP Travel	13429	\$9,700.00	Actuals			
R02-PO Invoice / AP Travel	2052713319	\$110.48	Actuals		054568079	02-AUG-22
R02-PO Invoice / AP Travel	2052886808	\$110.32	Actuals		054634483	31-AUG-22
R02-PO Invoice / AP Travel	2053045480	\$110.80	Actuals		054729122	13-OCT-22

Payments Tips

- If the check number starts with “50” the supplier is paid via ACH (direct deposit). The supplier should check their bank statements on or around the date of the “check.”
- If the check number starts with “05” the supplier is paid by check. The supplier should expect payment in the mail within 10-15 days from the date of the invoice.
- If the check number starts with “LOE” or “LOD” the supplier has a liability with the State of Maryland and will need to contact the liability department directly and reference the “LOE” or “LOD” number.

Payments Tips

Remember, :

“50”= Direct Deposit

“05”= Check

“LOE” or “LOD”= Liability

State of MD Compliance-Vendor Liability Offset 410-767-1642.

Resources

Resources

- **ACH Payments**

Suppliers requesting to be paid via ACH are required to complete this [form](#). Instructions are included.



**STATE OF MARYLAND
ACH/DIRECT DEPOSIT
AUTHORIZATION FOR VENDOR PAYMENTS**

Type of authorization (select one only):

NEW: Enter all banking information requested below and submit this form. *(Complete lines 1-12 and 16-22)*

Note: Student refunds, Lottery payments, DORS payments, Renters tax credits, and Restitution payments are NOT eligible for ACH.

CHANGE: Complete this form by entering changes to the financial institution, account number, or type of account; and submit the completed form. Do not close your old bank account until electronic payments are received in your new account. *(Complete all lines)*

CANCELLATION (Revocation): You may cancel (revoke) your prior Authorization by checking this box and completing and submitting this form. *(Complete lines 1-7, 13-15 and 17-22)*

Please complete all sections of this Enrollment Form and attach either a voided check OR a letter signed by your bank representative, confirming account name, account number, and ABA routing number for ACH payments. Starter checks or counter checks are NOT acceptable. Online credit cards are NOT eligible for ACH transfer.

Send completed form and documentation to: State of Maryland, Comptroller of Maryland, ACH Registration, General Accounting Division, Room 205, P.O. Box 746, Annapolis, Maryland 21404-0746 or fax the form to 410-974-2309. If you have any questions, contact the General Accounting Division at 410-260-7813 or toll free at 888-784-0144.

Please type or print legibly. PAYEE INFORMATION	The number below is:
1. Payee Name	<input type="checkbox"/> Social Security No.(SSN) <input type="checkbox"/> Federal Employer No.(FEIN)
	2. SSN or FEIN

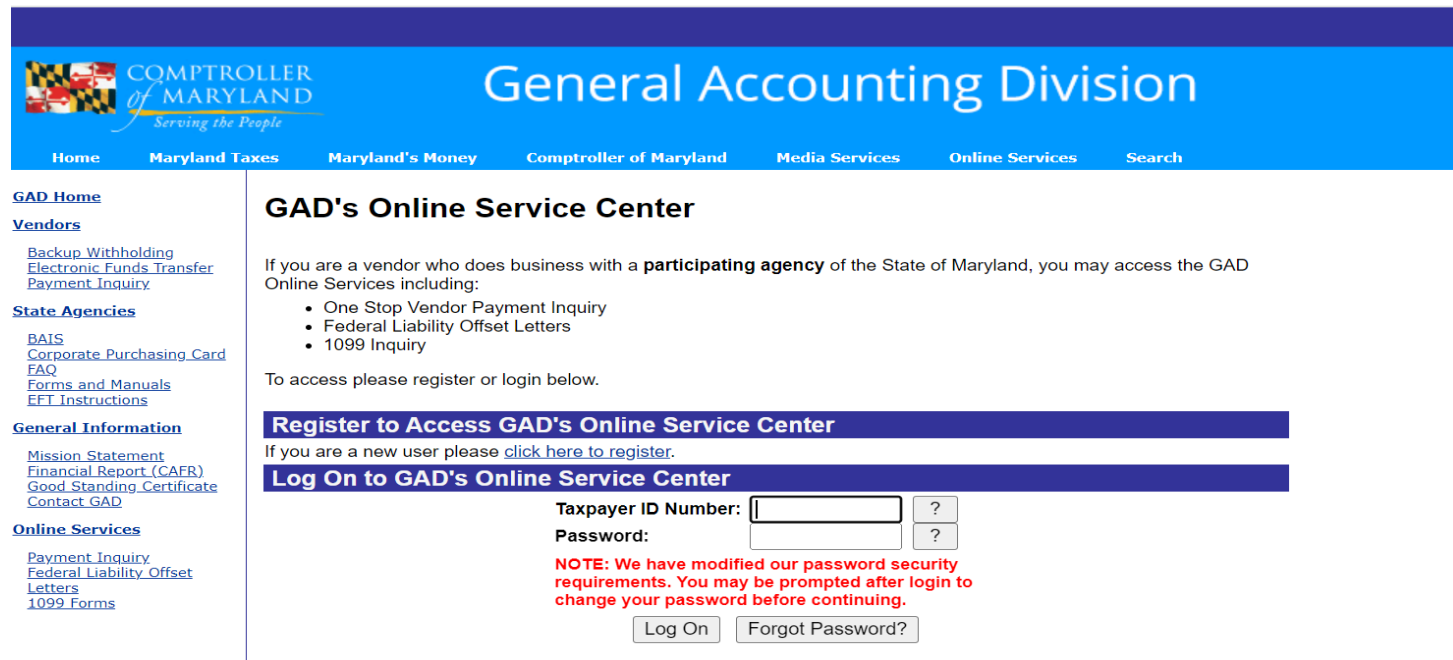
WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

Resources

- **One Stop Vendor Payment Inquiry (OSVPI)** system online.

Registration is required to access this free online portal 24/7. Click the [link](#) to access the site.



COMPTROLLER of MARYLAND
Serving the People

General Accounting Division

Home Maryland Taxes Maryland's Money Comptroller of Maryland Media Services Online Services Search

GAD Home

Vendors

- [Backup Withholding](#)
- [Electronic Funds Transfer](#)
- [Payment Inquiry](#)

State Agencies

- [BAIS](#)
- [Corporate Purchasing Card](#)
- [FAQ](#)
- [Forms and Manuals](#)
- [FFT Instructions](#)

General Information

- [Mission Statement](#)
- [Financial Report \(CAFR\)](#)
- [Good Standing Certificate](#)
- [Contact GAD](#)

Online Services

- [Payment Inquiry](#)
- [Federal Liability Offset Letters](#)
- [1099 Forms](#)

GAD's Online Service Center

If you are a vendor who does business with a **participating agency** of the State of Maryland, you may access the GAD Online Services including:

- One Stop Vendor Payment Inquiry
- Federal Liability Offset Letters
- 1099 Inquiry

To access please register or login below.

Register to Access GAD's Online Service Center

If you are a new user please [click here to register](#).

Log On to GAD's Online Service Center

Taxpayer ID Number: ?

Password: ?

NOTE: We have modified our password security requirements. You may be prompted after login to change your password before continuing.

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

Resources

- Disbursements webpage:
<https://www.umaryland.edu/controller/disbursements/>
- Quantum Financials Training and Support:
<https://www.umaryland.edu/quantum/training-and-support/>
- Quantum UPKs:
<https://cf.umaryland.edu/upk/quantum/PlayerPackage/index.html?Guid=f4c7c798-0b6b-4e89-bcb5-786b4cc57060>

Upcoming Events

- Change to GWF check pick up, effective Monday, February 5, 2024. Additional information in [Quantum Bits and Bytes](#).
- Pcard Policy Refresher, February 6, 2024. Registration information located in the [Elm](#).

Questions?

