Accounts Payable Workshop
February 6, 2019

Kenyatta Woolridge,
Acting Manager – Disbursements

Disbursements Staff:
Gina Baker
Donna Coates
Monica Honza
Agenda

• Introduction
• Procedures
• Types of AP Payments
• **eUMB Financials**  
  – MyUMB > eUMB Financials
• **Quantum Financials**
“Agency fiscal personnel will be held accountable for the accuracy and content of their financial information in R*STARS [the State accounting system].”

- UMB Financial Services is charged with developing policies and procedures that govern university financial transactions.
Policies and Procedures
Policies and Procedures

• Disbursements Procedures:
  – About UMB
    • Policies and Procedures
      – Visit the Library
        » VIII. Financial Affairs
        • Procedures
          • Expenses – Operating

• Links to related Policies and Procedures are provided within the Disbursements Procedures
Policies

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

  – Act as good stewards of the resources entrusted to UMB’s care, and 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.
• 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.
Procedures

- University Procedure Library
  - Disbursements for Standard Procurements
    - Used for PUR01
  - Miscellaneous Disbursements
    - Used for PUR02
    - e-Z Payments
Policies

- VIII-7.11(A) UMB Code of Ethics and Conduct
- VIII-11.00(A) UMB Policy on Business Travel for UMB Employees and Nonemployees
- VIII-14.00(A) UMB Policy on Approval, Payment, and Reimbursement of Personal Business-Related Expenses of UM Employees
- VIII-99.00(A) UMB Food and Business Meals Expense
- VIII-99.00(B) UMB Research Study Participant Payments
Procedures

• Disbursements for Standard Procurements
• Food and Business Meals
• Interagency Transfers
• Miscellaneous Disbursements
• Processing Tuition Reimbursement Payments to Employees
• Research Study Participant Payments
• Travel
• Working Fund
• Payments to Foreign National Independent Contractors
Procedures

• Financial Services - Disbursements

  – Subcontracts

  – Honoraria
Types of Payments

- PUR01
- PUR02
- e-Z Payments
A PUR01 is the method established in the UMB financial system to process transactions for payments that are subject to standard State procurement procedures. (See *UMB Purchasing Guide*).
Beginning on page 5 of the UMB Purchasing Guide:

1. Purchases less than $5,000
   a. P-Card or
   b. PUR01

2. Purchases equal to, or greater than $5,000, require a PUR01.
PUR01
Standard Purchase Order

Important:

• All purchases that require a signed contract must be submitted to Strategic Sourcing and Acquisition Services (aka SSAS, Procurement) regardless of dollar amount or the method of purchase (P-card or requisition).

Only SSAS is authorized to sign a contract on behalf of UMB.

• Read the Financial Services Procedure on how invoices are processed here: https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/disbursements-for-standard-procurements.php
PUR01

• Invoice required for all PUR01 payments
• Invoices must be sent Accounts Payable (AP)
  – Financial Services – Accounts Payable
    Saratoga Building
    220 Arch Street, Room 02-121
    Baltimore, MD 21201
  – AP_FinSvc@umaryland.edu

• < $5,000 automatically paid

• = or > $5,000 Receiver required
  – Receipt should be entered based on packing list/items actually received
  – Receipt should be entered immediately upon receiving the goods
PUR01

• Even though the receipt has been entered, AP may not have the invoice

• Invoices received by Procurement are not forwarded to AP

• Invoices should be sent to AP directly from Vendor. If Department receives invoice they must forward to AP
PUR01

• Change Orders
  – What is a Change Order
  – UPK: Requisition Change Order Procedures
    • MyUMB > UMB Systems Tutorials Brower > Requisition Change Order Procedures
  – Required when insufficient funds on PO
PUR01

• Invoice Processing Delays
  – No receipt
  – Invoice doesn’t match goods/services on PO
  – Services performed outside of the PO date parameters
  – PO vendor information and invoice vendor information are different
  – Foreign vendor issues
FedEx

• Rules
• Foreign vendors will need an international FedEx waybill
  – Address must match the Invoice
• $250,000 or greater domestic payment
  – FedEx
  – ACH (i.e. Direct Deposit)
A PUR02 is the method established in the UMB financial system to process transactions for payments that are **NOT** subject to standard State procurement procedures.
PUR02
Payment Request

• Financial Services Procedure on Miscellaneous Disbursements:
  
PUR02
Payment Request

• UMB Tutorial for processing a PUR02 is available in the myUMB portal:

  UMB Systems Tutorials Browser>eUMB Financials>Managing Requisitions

• The Requisitioner Role is required to process a PUR02.
e-Z Payments

• Honorariums & Stipends
  o Discussed in detail during the Assorted Payments Workshop
  o Presentation is available here: https://www.umaryland.edu/media/umb/af/fs/workshops/Presentation.pdf
Processing Timeline

• 30 days after AP processes the invoice, the check will be issued by Annapolis for PUR01s

• 21 days after AP processes the PUR02 or e-Z Payment, the check will be issued by Annapolis
Check Cancellations

• Must wait a minimum of 30 days after the issue date before contacting AP

• Damaged or incorrect checks can be returned to AP and will be cancelled and reissued without waiting 30 days
Payment Inquiry Details

Sign into the portal:

Under the Menu list select:

- eUMB Financials

The next screen should be:

Under eUMB Financials Menu list select:

- Accounts Payable
  Then click on:

- Payments
eUMB Financials (Cont’d.)

Under the Payment Inquiry page:

1. Payment Reference ID: PSUMB
2. Bank Code: Bank Account:
3. Pay Cycle: Pay Cycle Seq #:
4. Remit SetID: Remit Vendor:
5. Vendor Name: Amount Rule:
6. Amount: To Date:
7. From Date: Currency: Max Rows:
8. Show Chart: *Chart Type: Bar Chart
9. *Sort Type: Asc
eUMB Financials (Cont’d.)

Enter: **1** Payment Reference ID: [Blank]
(Located under the Document column in Raven) (The digits after AP001(2)-XXXXXXXX)

**OR**

Enter: **2** Vendor Name: XEROX CORPORATION

Then:

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<th>Payment Method</th>
<th>Amount</th>
<th>Currency</th>
<th>Creation Date</th>
<th>Payment Date</th>
<th>Payment Status</th>
<th>Recon Status</th>
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**Payment reference ID key**

- **00XXXXXX**  Voucher No. (payment has been processed in Disbursements)
- Start with **04 or 05**  Check No.
- Start with **50**  Direct deposit (ACH payment)
- Start with **“ X ”**  Wire transfer payment reference no.
Upcoming Events

• February Disbursements Workshop
• Travel Professionals Group Meeting
• Quantum Financials
Next Disbursements Workshop

Wednesday, February 27, 2019
10:00 AM – 12:00 PM
School of Pharmacy, Room N211
Subject: TBD
• Travel Professionals Group Meeting
  – Thursday, March 14, 2019
  • 10:00 AM – 12:00 PM
  • School of Nursing, Room 130
Contacts

AP_FinSvc@umaryland.edu

(underscore after “AP”)

Is to be used only for sending invoices to Disbursements.
## Contacts

<table>
<thead>
<tr>
<th>STAFF MEMBER</th>
<th>PHONE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Lynell Pendleton</td>
<td>(62931)</td>
<td>Manager</td>
</tr>
<tr>
<td>Accounts Payable</td>
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<td></td>
</tr>
<tr>
<td>Monica Honza</td>
<td>(66796)</td>
<td>Accountant</td>
</tr>
<tr>
<td>Kenyatta Woolridge</td>
<td>(62155)</td>
<td>Disbursement Program Specialist/Working Fund Supervisor</td>
</tr>
<tr>
<td><strong>Payment Team</strong></td>
<td></td>
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<tr>
<td>Gina Baker</td>
<td>(67763)</td>
<td>Supervisor - MCE, Xerox</td>
</tr>
<tr>
<td>Sheree Daugherty</td>
<td>(65142)</td>
<td>Vendors: A, B, C</td>
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<tr>
<td>Donna Coates</td>
<td>(63504)</td>
<td>Vendors: D, E, F, G, H</td>
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<tr>
<td>Lynne Wilson</td>
<td>(63529)</td>
<td>Vendors: I, J, K, L, M</td>
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<tr>
<td>Tambra Bennett</td>
<td>(62465)</td>
<td>Vendors: Advance, N, O, P, Q, R, S</td>
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<tr>
<td>Jameta Rooths</td>
<td>(62857)</td>
<td>Vendors: T, U, V, W, X, Y, Z, AT&amp;T, Director of Finance, Verizon</td>
</tr>
<tr>
<td>Janell Hooks</td>
<td>(68067)</td>
<td>Vendors: BGE, E-Z Payments, PUR02</td>
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http://www.umaryland.edu/financialservices/disbursements/accounts-payable/about-accounts-payable/contact/
Questions?
Quantum Financials

• New financial accounting system to replace eUMB Financials

• Implementation in Summer/Fall 2019

• Website: https://www.umaryland.edu/quantum/
Quantum Financials

• Begin to learn the Chart of Accounts and Account Combo structure here:
  – https://www.umaryland.edu/quantum/chart-of-accounts/

• Subscribe to the Elm Weekly for announcements and training sessions:
  – https://www.umaryland.edu/cpa/web-communications/about-the-elm/
Quantum Financials

General Ledger - COA

- A Quantum Account will be in this format:
- Object-Source-Org-Activity-Purpose-Function-Unit-Future-Interfund

0000-000-00000000-000000-00000000-000-00-00000-000

Ex- 3752-105-06203000-000000-00000000-620-00-00000-000