TO: UMB Administrators/Directors

SUBJECT: Update for COOP Invoice Procedures during Teleworking phase

DATE: March 18, 2020

Based on an update from Maryland General Accounting Division (GAD) they will be able to process critical payments below the $100K threshold at this stage but they only have a skeleton crew so we need to be judicious in the invoices we send. At this point the state says we can determine what is critical. Our priority will be to pay the oldest invoices as well as invoices for individuals, small businesses, and COVID-19 related invoices. All other invoices will be processed as soon as possible but may be delayed due to limited personnel. Financial Services- Disbursements (FSDB) will also give priority to invoices that are complete meaning we are able to process them without contacting departments for additional information or correction. GAD has made clear that their ability to process these payments can change at any time but they are going to do their best to accommodate our needs and the needs of all other state agencies. If circumstances change we will notify you with another update.

Please process your invoices in accordance with the following guidance:

I. PO Invoices

A. Mail will be delivered to Financial Services and we will be looking for invoices that can be paid with a pcard. If a regular pcard can be used we will contact the department and ask that the payment be made using the department’s pcard.

B. The Emergency Release Card (ERC) has not been activated yet so we do not have the option to use ERC for the $5-25K invoices.

C. If you receive a PO invoice that needs to be paid, please send it to AP_FINSVC@umaryland.edu

D. Reminder that PO Invoices cannot be paid unless they have been received. YOU SHOULD NOT WAIT UNTIL YOU RECEIVE AN INVOICE TO ENTER THE RECEIPT. Receipts should be entered when goods are received or services are delivered. Not having a receipt in the system will push your invoice to the bottom of the pile so we can move on to the invoices where receipts have been completed before we return to the invoices that require additional work.
II. NONPO Invoices- State Payments

A. This is where we ask you to be judicious about the NONPO Invoices you are requesting. Please enter the items that are critical for your immediate needs.

B. During this phase we will accept the backup documentation that still needs to be sent to the state in electronic format and FSDB will print it out. However, the supporting documentation must be sent to rs-bf-nonpo@umaryland.edu via Accellion.

III. NONPO Invoices- General Working Fund Payments

A. It is expected that only critical payments are requested during this phase so we are still requiring that the working fund checks be picked up by the department from the Saratoga office. If the check request is important enough for you to pick it up it is important enough for us to generate it. If you have already submitted documentation for working fund checks that you anticipate picking up during this phase, please send an email to fs-workingfund@umaryland.edu

B. These invoices will be processed as usual except that the supporting documentation must be sent to rs-bf-nonpo@umaryland.edu via Accellion.

IV. NONPO Invoices- Student Working Fund Payments

A. If a check for an emergency student loan is required, please email studentaccountmgmt@umaryland.edu with your request.

B. The Student Accounting staff will generate the invoice but the check will be issued out of the General Working Fund and the check will be available for pickup at the Saratoga office.

V. Foreign Wire Payments – PO and NONPO Invoices

A. At this point the state is also processing wire payments to foreign suppliers. Two state divisions with skeleton crews must work together to make these payments happen so be proactive and get your requests in ASAP. We cannot do working fund wire payments so if the state moves to the next phase of 100% telework these will be more of a challenge.
B. Please follow the instructions for routing the documentation based on the type of payment (PO or NONPO).

C. PLEASE make sure the X-9 forms are accurate and complete. With limited staff to process all of these transactions and knowing that many of you are working flexible teleworking schedules, we do not want to lose time going back and forth with corrections.

VI. RSTARS payments

A. Payments to other state agencies via RSTARS transfers will be processed as usual using the RSTARS Transfer Request form:

https://www.umaryland.edu/financialservices/general-accounting/rstars-request-forms/submit-rstars-transfer-request/

Thank you for your anticipated cooperation.
***For those who don’t know how to access Accellion, these are the easy steps you can use to add it to your portal page:

1. Go to the Portal page > UMB Application Signon Req’d pagelet and click on the drop-down arrow.
2. Select ‘Personalize’ from drop-down menu
3. Check the ‘Accellion Secure File Transfer’ application
4. Click ‘Save’.
5. Click on ‘Return to Home’ and the Accellion application should be in the pagelet for you to use.

Additional information can be found at: https://www.umaryland.edu/cits/services/accellion/