Procure to Pay

January 30, 2024

Presenters:
Office of the Controller-Disbursements
Strategic Sourcing and Acquisition Services
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)
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 administrating 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](https://www.umaryland.edu/media/umb/af/procurement(guides/Procurement-Dollar-Thresholds-and-Limits-Guide.pdf)

- Highlights:
  - Purchases ≤ $4,999 can be made using PCard
  - Purchases ≥ $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

<table>
<thead>
<tr>
<th>Email response from PO_Close</th>
<th>Next Action/ Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have closed the PO(s).</td>
<td>None. PO(s) successfully closed.</td>
</tr>
<tr>
<td>This PO has had $$$$ received but only $$ has been invoiced/paid. Are you expecting additional invoices to be processed on this PO?</td>
<td>SSAS holds off on closing PO. Department needs to confirm that no more invoices will need to processed or needs to wait until outstanding invoices are processed.</td>
</tr>
<tr>
<td>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</td>
<td>Department needs to reply with supplier names for PO(s).</td>
</tr>
<tr>
<td>I attempted to close the PO(s) and encounter a budget date error. I will work with the Quantum team to close the PO(s).</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>PO Status</th>
<th>Trigger</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>PO is created and fully approved</td>
<td>Automatic system action to set this status. PO will remain <em>Open</em> until fully received or fully invoiced.</td>
</tr>
<tr>
<td>Closed for Receiving</td>
<td>PO is fully received</td>
<td>Automatic system action once fully received.</td>
</tr>
<tr>
<td>Closed for Invoicing</td>
<td>PO is fully invoiced</td>
<td>Automatic system action once fully invoiced.</td>
</tr>
<tr>
<td>Closed</td>
<td>PO is fully received and fully invoiced</td>
<td>Automatic system action once fully received and fully invoiced. If your PO is in <em>Closed</em> status, you would not need to send a PO close request.</td>
</tr>
<tr>
<td>Finally Closed</td>
<td>Manual action by SSAS</td>
<td>End user sends email to <a href="mailto:PO_Close@umaryland.edu">PO_Close@umaryland.edu</a> to close a PO with a remaining balance.</td>
</tr>
</tbody>
</table>

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.
Invoice Procedures

Immediate Action Required: PO#100000 Inv#

D

To

321Z81U4KKTMPDR000005.pdf 1 MB

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

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

- Assigns: [redacted]
- Assigned Date: 01/03/2023 11:37:29 AM
- Expiration Date: 01/16/2023 11:37:29 AM
- Task Number: 1305361

Information

- Purchase Order: 1000012405
- Supplier: EVERYLIBRARY INSTITUTE NFP
- Expected Receipt Date: 09/22/2022
- Buyer: Eshelman, 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 7\(^{th}\) 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

To Griffin, Lynell

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

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 
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

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY
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 within 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!
### UNIVERSITY SYSTEM OF MARYLAND
**DELAYED INVOICE STATISTICS**
**QUARTER ENDED JUNE 30, 2023**

<table>
<thead>
<tr>
<th>Quarter Ended June 30, 2023</th>
<th>Number of Disbursement Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% Late</td>
</tr>
<tr>
<td>BSU</td>
<td>63.59%</td>
</tr>
<tr>
<td>TU</td>
<td>0.68%</td>
</tr>
<tr>
<td>FSU</td>
<td>1.34%</td>
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<tr>
<td>CSU</td>
<td>0.44%</td>
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<tr>
<td>UBill</td>
<td>1.85%</td>
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<tr>
<td>SU</td>
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</tr>
<tr>
<td>UMCP</td>
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<tr>
<td>UMES</td>
<td>5.79%</td>
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<tr>
<td>UMBC</td>
<td>0.60%</td>
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<tr>
<td>UMBC</td>
<td>7.00%</td>
</tr>
<tr>
<td>UMBCES</td>
<td>1.61%</td>
</tr>
<tr>
<td>USG</td>
<td>1.23%</td>
</tr>
<tr>
<td>USG Off.</td>
<td>0.36%</td>
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<tr>
<td>USM-CAPITAL PROJECT</td>
<td>5.71%</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<table>
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<tr>
<th>Apr, 2023</th>
<th>Number of Disbursement Transactions</th>
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<tr>
<td>% Late</td>
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<td>TU</td>
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<tr>
<td>CSU</td>
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<td>UBill</td>
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<td>SU</td>
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<tr>
<td>UMCP</td>
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<td>UMES</td>
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<td>UMBCES</td>
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<tr>
<td>USG</td>
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<td><strong>TOTAL</strong></td>
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<th>May, 2023</th>
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<td>% Late</td>
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<tr>
<td>BSU</td>
<td>51.37%</td>
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<td>TU</td>
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<td>UMES</td>
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<td>USM-CAPITAL PROJECT</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>5.37%</td>
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The Delay Rate

Quarter Ended December 31, 2023:

<table>
<thead>
<tr>
<th>Number of Disbursement Transactions</th>
<th>Oct, 2023</th>
<th>Nov, 2023</th>
<th>Dec, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% Late</td>
<td>Total</td>
<td>% Late</td>
</tr>
<tr>
<td>BSU</td>
<td>30.91%</td>
<td>2,061</td>
<td>637</td>
</tr>
<tr>
<td>TU</td>
<td>0.54%</td>
<td>8,368</td>
<td>45</td>
</tr>
<tr>
<td>FSU</td>
<td>3.01%</td>
<td>1,494</td>
<td>45</td>
</tr>
<tr>
<td>GSU</td>
<td>5.65%</td>
<td>2,401</td>
<td>131</td>
</tr>
<tr>
<td>USBal</td>
<td>0.61%</td>
<td>1,632</td>
<td>10</td>
</tr>
<tr>
<td>SU</td>
<td>0.76%</td>
<td>5,030</td>
<td>38</td>
</tr>
<tr>
<td>UMB</td>
<td>2.74%</td>
<td>7,042</td>
<td>193</td>
</tr>
<tr>
<td>UMCOP</td>
<td>6.68%</td>
<td>18,811</td>
<td>1,238</td>
</tr>
<tr>
<td>UMES</td>
<td>3.32%</td>
<td>1,965</td>
<td>65</td>
</tr>
<tr>
<td>UMGC</td>
<td>0.00%</td>
<td>6,925</td>
<td>0</td>
</tr>
<tr>
<td>UMBC</td>
<td>4.55%</td>
<td>14,756</td>
<td>671</td>
</tr>
<tr>
<td>UMACEs</td>
<td>1.00%</td>
<td>402</td>
<td>4</td>
</tr>
<tr>
<td>USG</td>
<td>0.83%</td>
<td>302</td>
<td>3</td>
</tr>
<tr>
<td>USM Off</td>
<td>0.46%</td>
<td>216</td>
<td>1</td>
</tr>
<tr>
<td>USM Capital</td>
<td>5.71%</td>
<td>70</td>
<td>4</td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>4.33%</td>
<td>71,328</td>
<td>3,085</td>
</tr>
</tbody>
</table>
Invoice Timeline
Invoice Processing Timeline

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

- **May 23, 2022**: Invoice Date
- **June 8, 2023**: Date Inv Rec'd by AP
- **June 14, 2023**: Date Inv marked Paid in QF (Interfaced Date)
- **June 23, 2023**: State Check Date
- **July 5, 2022**: Date Receipt entered by Dept in QF (Service Date)
- **June 13, 2023**: Date Inv entered in QF by AP
- **June 22, 2023**: Approved by GAD
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 ≤$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

Three Options:

• Quantum Financials Report QFN-205

• Quantum Analytics Budget to Actuals Details Report

• Quantum Analytics Transaction Details Report
How to Check for Payments

Quantum Financials:

Criteria: PO Number = 100011705. There are many search options!
How to Check for Payments
Quantum Analytics:

**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.
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: 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:
How to Check for Payments

Quantum Analytics:
(another option)

Downloads Management

Quantum GL Balances
Download General Ledger Balances by fiscal period at the OSAAP/RI 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, SOAPE, PDA/PATF (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 downloaded 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:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Document Number</th>
<th>Amount</th>
<th>Amount Type</th>
<th>Document Description</th>
<th>Attribute 6</th>
<th>Attribute 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>R02-PO Invoice / AP Travel</td>
<td>00</td>
<td>$0.00</td>
<td>Actuals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R02-PO Invoice / AP Travel</td>
<td>13429</td>
<td>$9,700.00</td>
<td>Actuals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R02-PO Invoice / AP Travel</td>
<td>2052713319</td>
<td>$110.48</td>
<td>Actuals</td>
<td></td>
<td>054568079</td>
<td>02-AUG-22</td>
</tr>
<tr>
<td>R02-PO Invoice / AP Travel</td>
<td>2052066608</td>
<td>$110.32</td>
<td>Actuals</td>
<td></td>
<td>054634483</td>
<td>31-AUG-22</td>
</tr>
<tr>
<td>R02-PO Invoice / AP Travel</td>
<td>2053045480</td>
<td>$110.80</td>
<td>Actuals</td>
<td></td>
<td>054729122</td>
<td>13-OCT-22</td>
</tr>
</tbody>
</table>
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.
• **ACH Payments**

Suppliers requesting to be paid via ACH are required to complete this form. Instructions are included.
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.
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?