PO (Purchase Order) Invoice and Payment Processing Workflow

- Due to the fluctuations in the number of invoices, allow 5-7 business days for Disbursements to process the invoice if there are no delays.
- After Disbursements processes the invoice, the State usually takes up to 30 days to disburse the funds.

Has the invoice been sent to Disbursements via email or postal mail (USPS)? See note.

- Email
  - Yes
    - Is the Payment by Check/ACH or by Foreign Wire?
      - Yes
        - Check/ACH
          - Delay – US postal mail is delivered to campus mail, sorted, and then delivered to Disbursements
          - Note: Suppliers and Departments should email PO invoices to the AP mailbox: AP_FinSvc@umaryland.edu. Departments should encourage suppliers to email invoices to the AP mailbox to avoid this delay.
          - Follow instructions for submitting a wire payment request.
          - After Disbursements enters wire payments manually into the State system, Disbursements can enter the PO invoice into Quantum.
        - Foreign Wire
          - Delay – Disbursements will research. SSAS, the Department, and/or the supplier may be included in order to resolve the issue.
      - No
        - Send invoice to Disbursements via email or postal mail.

- Foreign Wire
  - Delay – Disbursements will research. SSAS, the Department, and/or the supplier may be included in order to resolve the issue.

Does the supplier information in Quantum, on the PO, and on the invoice match?

- Yes
  - Delay – Disbursements will research. SSAS, the Department, and/or the supplier may be included in order to resolve the issue.

- No
  - Delay – Department needs to work with SSAS to resolve.

Does Quantum Supplier information match the State Supplier information?

- Yes
  - Delay – Department needs to work with SSAS to resolve.

- No
  - Delay – Disbursements will research. SSAS, the Department, and/or the supplier may be included in order to resolve the issue.

Is the PO setup correctly (e.g. amount vs. quantity)?

- Yes
  - Delay – Department needs to work with SSAS to resolve.

- No
  - Delay – Department needs to enter receipt. Receipts should be entered immediately upon receiving goods or services to avoid delays. Departments should not be waiting for Disbursements to contact them to enter a receipt.

Is the receipt in the system?

- Yes
  - Delay – Disbursements researches the issue. May require action from the Department and/or SSAS (override, change order, etc.)

- No
  - Delay – Disbursements needs to enter receipt. Receipts should be entered immediately upon receiving goods or services to avoid delays. Departments should not be waiting for Disbursements to contact them to enter a receipt.

Disbursements enters the invoice into Quantum. Is the invoice marked validated in Quantum?

- Yes
  - Invoice information is transmitted to the State electronically. 1–2 business days later
  - Upon receiving authorization from the State, the invoices and supporting documentation are sent to the State for payment processing.

- No
  - State processes payment within 30 days after the date sent to the State.

Check Payments:
- Allow 7-10 business days for receipt of payment.

ACH Payments:
- Allow 3-5 business days for receipt of payment.
NONPO (Non-Purchase Order) Invoice and Payment Processing Workflow

1. **Does the Supplier exist?**
   - Yes → **Department enters and approves invoice.**
   - No → **Delay - Submit Supplier Registration. Allow 2 business days for supplier approval. Invoice cannot be entered until the supplier is approved (i.e. “spend authorized”) by Disbursements.**

2. **Is the Supplier information correct?**
   - Yes → **Disbursements compares Quantum Supplier information with State System information.**
   - No → **Delay - Disbursements will research. SSAS, the Department, and/or the supplier may be included in order to resolve the issue.**

3. **Does Quantum Supplier information match the State Supplier information?**
   - Yes → **Disbursements approves the invoice.**
   - No → **Delay - Disbursements contacts the Department.**

4. **Does the submitted documentation match the Quantum invoice and is the documentation complete?**
   - Yes → **State processes payment within 30 days after the date sent to the State.**
   - No → **Disbursements reviews, sorts, and prepares checks for department pickup.**

5. **Is the payment a State Check or a General Working Fund Check?**
   - State Check → **Disbursements prints checks.**
   - General Working Fund Check → **Disbursements emails check pickup notification to the department contact.**

   **Note:** Disbursements cannot process the invoice until the documentation is received. NONPO email: Rs-bf-nonpo@umd.edu Send via SecureXfer

- **Due to the fluctuations in the number of invoices, allow 5-7 business days for Disbursements to process the invoice if there are no delays.**
- **State Checks:** After Disbursements processes the invoice, the State usually takes up to 30 days to disburse the funds.
- **General Working Fund Checks:** After Disbursements prints the checks, allow an additional business day to receive the email notification with instructions for picking up the checks.

- **Check Payments:** Allow 7-10 business days for receipt of payment.
- **ACH Payments:** Allow 3-5 business days for receipt of payment.

- **State:** Upon receiving authorization from the State (1-2 business days later), the invoices and supporting documentation are sent to the State for payment processing.