

Enhancements to Submission of NONPO Invoice Supporting Documentation and W-9 forms

June 07, 2022

June 13, 2022

Presenters:

Lynell Griffin, Director of Disbursements

Cindy Lyons, AVP & University Controller

Agenda

1. Definitions
2. Enhancements-Webforms
3. Current W-9 submission process
4. New W-9 submission process
5. Current NONPO invoice documentation submission process
6. New NONPO invoice documentation submission process
7. Webform demonstrations
8. Useful resources and upcoming events
9. Questions

1. Definitions

Definitions

- Quantum Financials
 - UMB's financial system. Used to process and record transactions.
- Supplier Registration
 - Mechanism used in Quantum Financials to add a new supplier into the financial systems to receive payment

1-Definitions (cont'd)

- W-9 form
 - IRS form used to provide the correct taxpayer identification number (TIN) to the person/business entity required to report income paid to the individual/business entity
 - State of Maryland requires October 2018 revised version
 - Must have a wet signature or a digital signature that includes the date and time stamp (Adobe verified signature)
 - Signature date cannot be older than one year

1-Definitions (cont'd)

- NONPO Invoice
 - Non purchase order payments initiated by the department in Quantum Financials.
 - Also called payment requests or check requests
 - Includes but not limited to: research study participants, honorariums, stipends, and other miscellaneous reimbursements.

<https://www.umaryland.edu/media/umb/af/procurement/guides/Payment-Type-Table.pdf>

Part 2: Enhancements: Webforms

2 – Enhancements: Webforms

To improve the efficiency of processing NONPO invoices, the following two webforms have been created:

- W-9 submission webform
- NONPO invoice documentation submission webform

3. Current W-9 Submission Process

3 – Current W-9 Submission Process

When is a W-9 needed?

- If the supplier is a new supplier and will be paid via the state payment method
- If the supplier will receive a payment \geq \$100
- If there is a change to the name or address of an existing supplier
- If the supplier registration team identifies a discrepancy between the State's records and Quantum Financials

3 – Current W-9 Submission Process (cont'd)

W-9 Submission:

- Current process:
 - W-9s are submitted to the supplier registration team via email to request updates to supplier information.
 - Central office does not retain copies of W-9s. This results in multiple submissions if a W-9 cannot be located
 - Interruption in service when the secure feature is not operating

Part 4: New W-9 Submission Process

4 – New W-9 Submission Process

W-9 Submission:

- Effective July 1, 2022:
 - W-9s will be submitted via an online webform-replacing the email requirement.
 - W-9s will be retained for one year from the date submitted via the webform.
 - Please note: This webform does not replace the requirement to submit a supplier registration request for a new supplier.

Part 5: Current NONPO Invoice Documentation Submission Process

5 – Current NONPO submission

NONPO Invoice Documentation Submission:

- Current process:
 - Supporting documentation for NONPO invoices is currently emailed to the NONPO email inbox.
 - Volume of emails can be challenging due to the multiple payment methods being used and the inconsistent email subjects.
 - Current method of using [secure] emails often causes retrieval issues within the central office. Difficult for some schools to submit documentation.

Part 6: New NONPO Invoice Supporting Documentation Submission Process

6 – New NONPO submission process

NONPO Invoice Supporting Documentation Submission:

- Effective July 1, 2022:
 - NONPO invoice supporting documentation will be submitted via an online webform-replacing the email requirement.
 - Documentation will be stored in ImageNow, removing the hurdle of emails either expiring or being deleted in error.
 - Use of the online webform will reduce processing times by eliminating some of the manual steps completed by Disbursements.

Part 7: Webform Demonstration

Part 8: Useful Resources and Upcoming Events

8 – Useful Resources

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

8 – Useful Resources (con't)

- Quick Reference Guides for Purchases and Payments
 - <https://www.umaryland.edu/finance/quick-reference-guides-for-purchases-and-payments/>

(Page includes guides for general procurement processes, procurement dollar thresholds and limits, a payment type table, and invoice and payment workflow.)

- Travel Talks
 - Bi-weekly meeting to discuss travel specific questions or concerns.
 - Upcoming meetings: June 15th and June 29th from 10:00 – 11:00 AM
 - Register here:
 - https://cf.umaryland.edu/cits_training/show_schedule.cfm?cid=203

Contact Information

- For questions or concerns related to supplier registration, please email supplierregistration@umaryland.edu
- For questions or concerns related to NONPO invoices, please email rs-bfnonpo@umaryland.edu

Questions?

