

# Disbursements

Presenter: Lynell Pendleton

Manager, Disbursements

# Agenda

1. Introductions
2. General information
3. Supplier registration
4. NONPO invoices
5. PO invoices
6. Researching payments
7. Guest Speaker: Susan McKechnie, AVP and University Controller, Quantum Finance Lead

# Introductions

- Financial Services Management
- Disbursement staff members

## General Information

- Job Aids

Quantum Financials webpage-

<http://cf.umaryland.edu/upk/quantum/PlayerPackage/data/toc.html>

- New system's impact on workflow
- Employee News

## What has been processed thus far?

- 2,450 suppliers created
- 6,124 requests for payment (PO & NONPO)
- 1,433 working fund checks printed



# Supplier Registration

# Supplier Registration-Requirements

- Company-name of the supplier being requested
- Request reason-should always be “Check Request”
- Justification-brief description of the reason the request is being made
- Tax organization type-individual, foreign individual, etc.

# Supplier Registration-Requirements

- Supplier type-State or GWF
- Tax country
- Taxpayer ID-SSN



# Supplier Registration-Requirements

## Register Supplier

Register ▼

Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

### Registration Details

\* Company

\* Request Reason

Justification

Procurement BU

\* Business Relationship

### Company Details

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number



# Supplier Registration-Requirements

- Contact page
  - first name
  - last name
  - job title
  - check the box next to administrative contract
  - email address

# Supplier Registration-Requirements

**Create Contact**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile




Fax

\* Email

▲ **User Account**

Create user account

**Roles**

Actions ▼ View ▼ Format ▼ ✕  Freeze  Detach  Wrap

Role	Description
No data to display.	

Create Another OK Cancel

# Supplier Registration

- Create address for the supplier
  - address name (Primary)
  - country
  - address lines
  - city
  - state
  - Zipcode
  - purpose (check box for Remit to)

# Supplier Registration

**Create Address**

\* Address Name

\* Country  ▼

\* Address Line 1

Address Line 2

Address Line 3

\* City

\* State

\* Postal Code

Postal Code Ext

County

\* Address  Ordering

Purpose  Remit to

RFQ or Bidding






Phone 1  ▼

Fax 1  ▼

Email

▲ Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼    Freeze  Detach  Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

# Supplier Registration-Common Errors

- Name format (Last name, First name)
- Supplier type missing
  - must select State or GWF
- Address name
  - should be “Primary”
- Dashes in the SSN
  - correct format: 123456789



## Supplier Registration-Approvals and Rejections

- Processing timeframe for requests
- 2 step approval process within Disbursements
  - system approval (email notification received)
  - additional fields completed for the supplier and the supplier is promoted to spend/authorize
- Locating rejection reasons
  - navigation: Procurement>Suppliers>Manage supplier registration requests

# Supplier Registration-Approvals and Rejections

## ▲ Approval History

View ▼ Format ▼  Freeze  Detach  Wrap

Action	Name	Action Date	Additional Information
Submit		10/16/2019 12:34:11 PM	201317- honorarium for seminar on 09/11/19 to students and Faculty of UMB SSW
Reject	 Williams-Tong, Kerrie	10/16/2019 02:57:52 PM	address needs to be entered



# NONPO Invoices

## NONPO Invoices

- Invoice numbers
  - identifiable to the department or the payee
  - can be easily searched
  - only the first 30 characters will go to the state
- Invoice group
  - helps limit the search for invoices
  - should not be the same as the invoice number
  - a value that is used on multiple invoices

## NONPO Invoices

- Description
  - further explains what the payment request is for
- Paygroup and payment method
  - must match
- Invoice header
  - a hard copy of the invoice header and the supporting documentation must be mailed or hand delivered to AP for ALL NONPO invoices

# NONPO Invoices

- Attachments
  - optional
  - cannot contain any Personally Identifiable Information (PII). According to UMB's policy, PII is defined as the following:
    - An individual's first name or first initial and last name, personal mark, or unique biometric or genetic print or image, in combination with one or more of the following data elements (all elements are not listed)
      - SSN
      - Financial or account number
      - Individual account number issued by a unit
      - [Policy X-99.11\(A\) UMB IT Incident Response Policy](#)

## NONPO Invoices

- GAD requires the invoice header sheet to be attached to each payment request
  - must be printed in portrait format
  - must display the entire supplier address

# NONPO Invoices

Edit Invoice: 024243-20191209-2

Validated Invoice Actions Save Save and Close Cancel

Last Saved 12/17/2019 03.46.58 PM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO	Number	024243-20191209-2	Date	12/09/2019
Business Unit	NONPO		Payment Terms	Immediate
Payment Business Unit	NONPO	* Amount	USD - US	60,000.00
Supplier	US POSTMASTER	Dollar	Goods Received	
Supplier Number	0000000992	Payment Currency	USD - US Dollar	Invoice Received
Supplier Site	1-900 E FAYETTE	Type	Standard	Terms Date
Supplier Site Address	900 E FAYETTE ST, BALTIMORE, MD 21230,	Description	Funds for postage mail metering machines acct# 51708	Requester
Legal Entity	University of Maryland Baltimore		— Intercompany invoice	Attachments
First-Party Taxpayer ID	52-6002033		— Allow prepayment application	Note
Invoice Group				

Lines Match Invoice Lines

View + [Icons] Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution				Budgetary Control		
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	60,000.00		3210-205-06503052-000000-0039705	12/09/2019	<input type="checkbox"/>	12/09/2019	Reserved	Funds for post

Taxes

# PO Invoices

# PO Invoices

- 3-way match required on all PO invoices (not just over \$5,000)
  - purchase order
  - receipt
  - Invoice
- PO invoices should be sent directly to AP from the vendor
- If an invoice is sent directly to the department, create a receipt in Quantum and send the invoice to AP at the following email address:

[AP\\_FinSvc@umaryland.edu](mailto:AP_FinSvc@umaryland.edu)



# PO Invoices

## Questions about creating a receipt?

CONTACTS FOR PO INVOICES		
Contact	Extension	Assigned Vendors
<a href="#">Gina Baker</a>	6-7763	Supervisor
<a href="#">Sheree Daugherty</a>	6-5142	Vendors: A, B, C
<a href="#">Donna Coates</a>	6-3504	Vendors: D, E, F, G, H
<a href="#">Lynne Wilson</a>	6-3529	Vendors: I, J, K, L, M
<a href="#">Tambra Bennett</a>	6-2465	Vendors: Advance, N, O, P, Q, R, S
<a href="#">Jameta Rooths</a>	6-2857	Vendors: T, U, V, W, X, Y, Z, AT&T, Director of Finance, Verizon
<a href="#">Janell Hooks</a>	6-8067	Vendors: BGE, MCE, Xerox

# Payments

## Payment Information



- Solution still in progress to allow campus access to State payment information (i.e. check number and check date)
- It will be a Quantum Analytics dashboard when completed
- To review NONPO payment information navigate to: Invoices>Manage Invoices

# Payment Information: NONPO Invoice

Search Results [024243-20191209-2](#)

## Invoice Details

Validated Actions

Invoice Date	12/09/2019	Invoice Amount	60,000.00 USD	Business Unit	NONPO
Invoice Type	Standard	Applied Prepayments	0.00 USD	Payment Business Unit	NONPO
Supplier or Party	US POSTMASTER	Unpaid Amount	0.00 USD	Payment Terms	Immediate
Supplier Site	1-900 E FAYETTE	Holds	0	Payment Currency	USD
Address	900 E FAYETTE ST, BALTIMORE, MD-21230	Notes		Attachments	None 

Lines Holds and Approvals **Payments** Installments

## Payments

Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address	Remit-to Account
105193	State Paym...	Negotiable	No	US POSTMASTER	12/17/2019	60,000.00 USD	900 E FAYETTE ST, BALTIMORE, MD 21230,	

## Payment Information: PO Invoice

- Refer to the PO life cycle to see what invoices have been paid against the PO
- Navigation: Purchase Orders>Manage Orders

# Payment Information: PO Invoices

## ▲ Invoices

Actions ▼ View ▼ Format ▼ 
 

 Freeze 
  Detach 
  Wrap

	Invoice	Invoice Date	Status	<u>Invoice Total</u>	Paid	Matched Amount	Receipt	Packing Slip
	6192450	01/22/2020	Validated	46.80	46.80	46.80		
	6192089	01/21/2020	Validated	297.25	297.25	297.25		
	6192086	01/21/2020	Validated	1,312.50	1,312.50	1,312.50		
	6192087	01/21/2020	Validated	579.55	579.55	579.55		
	6192088	01/21/2020	Validated	763.00	763.00	763.00		

Columns Hidden 3

# Susan McKechnie

# Topics

- Pcard Expense vs Pcard Accrual
- RSTARS payments
- Saving Searches and Page Personalizations
- EOM Close and Sweep process
- Security access/roles



# Pcard Transactions

## Pcard Expense

- A Pcard transaction becomes an expense on your grant or account combo when it has been added to an expense report, submitted, and approved by Pcard approver AND
- When it passes validation and accounting edits in the Payables module as a Payment Request in the UMB Business Unit (BU)

## Pcard Expense

- Payment requests can be viewed on Manage Invoices page
- Payment requests are interfaced to Quantum Analytics where transactions can be viewed on Transaction Download Dashboard
  - What are the PCard Expense Transactions?  
(QA7.P1.R04)

## Pcard Expense

- Transactions can be processed at a frequency your department desires but at a minimum must be done monthly before the end of the NEXT billing cycle
- Example- Transactions received on 1/26-2/25 can be processed on ANY day in this period but MUST be processed by 3/25

## Pcard Accrual

- Transactions that have not been processed through to an expense via the expense report still need to be reflected in our general ledger as expenses
- The sweep of the unprocessed transactions to the cardholders' default expense accounts is referred to as the Pcard accrual

## Pcard Accrual

- Generally the Pcard accrual will be done after the billing cycle ends (usually 25<sup>th</sup> of month) and before the 1<sup>st</sup> of the next month
  - The January Pcard accrual will be processed on 1/30 with an effective date of 1/27 (25<sup>th</sup> was on weekend)
- The accrual is uploaded as a Journal Entry in the General Ledger

## Pcard Accrual

- Currently the JE is displaying the Cardholder Name- Billing Cycle- Expense Report status on the line description
  - The JE will be changed to display Billing Cycle- Cardholder Name- Expense Report status starting with the January accrual
- The Pcard accrual is (generally) REVERSED on the 1<sup>st</sup> of the following month
  - Ex- January accrual is reversed effective 2/1

## Pcard Accrual

- Journal Entries are interfaced to Quantum Analytics where transactions can be viewed on Transaction Download Dashboard
  - What are the PCard Accrual Journal Transactions? (QA7.P1.R12)
- Reminder- these transactions appear on the cardholder's default expense account
  - If default needs to change contact SSAS



# Pcard Reports in Analytics

Quantum Analytics Search All

QA6 - Downloads Home Catalog Favorites Dashboards

QA6.P1 - GL Balances QA6.P2 - Payroll QA6.P3 - Quantum Awards QA6.P4 - Quantum Projects QA6.P5 - Kuall Awards QA6.P6 - Kuall Proposals **QA6.P7 - Transaction Details**

**Landing Page**

Based on the dashboard prompts applied to the right, the reports on this dashboard page are now filtered by:

Fiscal Period Year is equal to 2020  
and Fiscal Month Name is equal to Oct  
and Accounting Date is between 01/01/2019 and 01/31/2020  
and SOAPF Code Combination String is equal to 000-00000000-000000-00000000-000  
and Cost Share Flag is equal to No

**Tips for Using This Page:**

- To see all details for a Debit Memo, PO Invoice, Check Request Invoice, Working Fund Invoice, CBS Revenue Bill, or Miscellaneous Receipt, click on the blue hyperlink within each of the reports
- To see all details on a Purchase Order, use the "AP - PO Invoice / AP Travel" check box
- To view "PPM - Revenue Recognition" transactions, please select at least one value across any of the GL Org hierarchy prompts (School, Department, Org, etc.)
- To view PCard Expense items not yet approved, use the "GL - PCard Accrual Journal" check box
- To view transactions on Awards/Projects, there is no need to use the Transaction Type "GL - XXX Journal" check boxes
- To view transactions prior to Oct-19 for SOAPF Codes, use the Transaction Type "GL - Conversion Journal" check box

QA7.P6.X01

\* Transaction Types:  AP - Debit Memo  
 AP - PO Invoice / AP Travel  
 AP - Check Request / Working Fund  
 AP - PCard Expense  
 Revenue - CBS Revenue  
 AR - Miscellaneous Receipt  
 PPM - Burden Cost  
 PPM - Revenue Recognition  
 PPM - Miscellaneous Project Cost  
 GL - Subledger Journal  
 GL - SIMS Journal  
 GL - PCard Accrual Journal  
 GL - AutoCopy / Manual / Spreadsh  
 GL - Conversion Journal  
 GL - HX Journal

\* Fiscal Year: 2020  
 Fiscal Period: Oct  
 Accounting Date Between: 01/01/2019 - 01/31/2020  
 Account Combo: --Select Value  
 SOAPF Code: 000-00000000

Object Level A: --Select Value  
 Sector: --Select Value  
 School: --Select Value  
 Department Category: --Select Value  
 Department: --Select Value  
 Sub Department: --Select Value

Object: --Select Value  
 Source: --Select Value  
 Org: --Select Value  
 Activity: --Select Value  
 Purpose: --Select Value  
 Function: --Select Value  
 Unit: --Select Value  
 Future: --Select Value  
 Interfund: --Select Value

Quantum Award: --Select Value  
 Project: --Select Value  
 Include Cost Sharing?  No

[Apply](#) [Reset](#)

**What are the PCard Expense Transactions? (QA7.P1.R04)**

No data fits the combination of dashboard prompts you have selected.

Please check your criteria and try again.

[Refresh](#)

**What are the PCard Accrual Journal Transactions? (QA7.P1.R12)**

No data fits the combination of dashboard prompts you have selected.

Please check your criteria and try again.

[Refresh](#)

## Summary- Pcard Expense vs. Accrual

- The goal is to have ALL pcard transactions processed through the Expense module
- As a default, pcard transactions not FULLY processed at the end of the month will be accrued via a Journal Entry and reversed in the subsequent month (temporary measure)
- Transactions that are accrued must still be processed through the Expense module

# RSTARS Payments

## RSTARS Payments

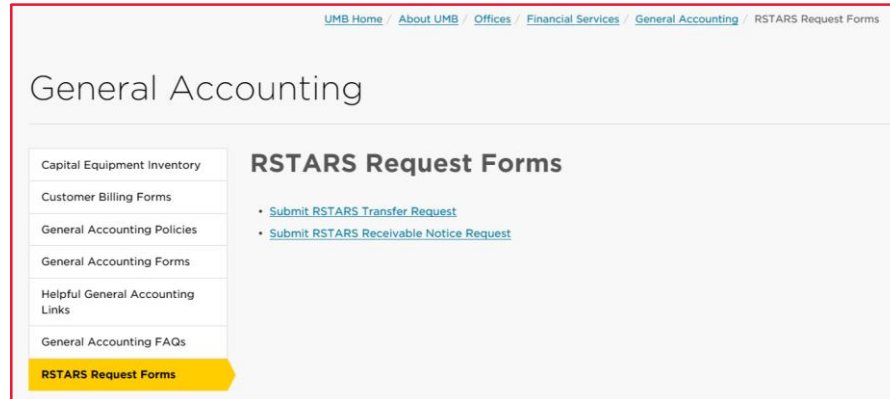
- When payment needs to be made to another state agency (including other USM institutions) we must create a transfer in the State's general ledger AKA RSTARS
- Initially we asked depts to create a NONPO invoice for this transfer but the timing of creating the transaction in Quantum vs creating it in RSTARS did not work

## Interim RSTARS Processing

- Then we tried having FSGA enter the NONPO invoice and the timing worked out but the accounting is not right
- We couldn't hold up transactions any longer so FSGA has processed the RSTARS transfers via Debit Memo

# RSTARS Payments

- New procedure- Depts enter the information for the transfer via on-line form on FSGA website
  - <https://www.umaryland.edu/financialservices/general-accounting/rstars-request-forms/>



The screenshot shows a web page titled "General Accounting" with a navigation breadcrumb: "UMB Home / About UMB / Offices / Financial Services / General Accounting / RSTARS Request Forms". On the left is a sidebar menu with items: "Capital Equipment Inventory", "Customer Billing Forms", "General Accounting Policies", "General Accounting Forms", "Helpful General Accounting Links", and "General Accounting FAQs". The "RSTARS Request Forms" item is highlighted in yellow. The main content area is titled "RSTARS Request Forms" and contains two links: "Submit RSTARS Transfer Request" and "Submit RSTARS Receivable Notice Request".

## Future Plan for RSTARS Processing

- FSGA staff will process the transaction in RSTARS and then create the transaction as a NONPO invoice in QF
- The invoice will be routed to the Org approver based on where it is charged just like any other NONPO invoice
- AP staff approve the invoice and expense is recorded in nightly processing

## RSTARS Payments

- RSTARS transfers can be viewed on Manage Invoices page- filter on Invoice Type=Debit Memo
- RSTARS transfers are interfaced to Quantum Analytics where transactions can be viewed on Transaction Download Dashboard
  - What are the Debit Memo Transactions?  
(QA7.P1.R01)



# Searches & Personalizations

## Saving Searches

- Use of Invoice Group is important for relevant searches
- Remember to save searches
- Everyone should have a default saved search of unprocessed transactions
- Use advanced search for additional fields

## Page Personalizations

- Columns in results areas can be “personalized”
- Add, delete, and reorder columns
- Use Query by Example button for find item within the search

# End of Month Payables Processing

## EOM Close and Sweep process

- In order to close a month, all transactions that have not been fully processed must be deleted or “swept” to next month
- Fully processed means processed through AP approval and accounted
- Due to learning curve (central and end-user) we have been sweeping since October
- January is the last month we will sweep more than one month prior

## EOM Close and Sweep process

- Action- Search for your transactions that have not been fully processed
  - Contact FSDB if you still want transaction processed but don't know how to move it forward
  - Or delete/cancel transaction if no longer needed

## EOM Close and Sweep process

- At end of February, transactions with original transaction date prior to 1/1/2020 and not DEPT APPROVED will be deleted by central staff
  - If invoice can't be approved by AP it will be rejected (ex- still waiting for paperwork)
- Deletions/cancellations will continue on a rolling basis going forward
- For fiscal year end we may tighten the timeframe

## Problem Invoices

- Some of the transactions that have been swept were due to errors- many were when a user entered a GL Account Combo for a project or didn't enter the project funding source
- We are working on a fix that will include asking the dept to do a debit memo to move the expense from the GL Account Combo to the project



# Security/Access

## Security access/roles

- Depts were allowed to choose whatever roles they wanted for users- no training or other requirement
- At some point training will be required
- At some point users that have roles who have not created transactions may be questioned
- Keep this in mind while working on business process design in your org(s)

# Resources

# PO Invoices

CONTACTS FOR PO INVOICES		
Contact	Extension	Assigned Vendors
<a href="#">Gina Baker</a>	6-7763	<b>Supervisor</b>
<a href="#">Sheree Daugherty</a>	6-5142	<b>Vendors:</b> A, B, C
<a href="#">Donna Coates</a>	6-3504	<b>Vendors:</b> D, E, F, G, H
<a href="#">Lynne Wilson</a>	6-3529	<b>Vendors:</b> I, J, K, L, M
<a href="#">Tambra Bennett</a>	6-2465	<b>Vendors:</b> Advance, N, O, P, Q, R, S
<a href="#">Jameta Rooths</a>	6-2857	<b>Vendors:</b> T, U, V, W, X, Y, Z, AT&T, Director of Finance, Verizon
<a href="#">Janell Hooks</a>	6-8067	<b>Vendors:</b> BGE, MCE, Xerox

# NONPO Invoices

<b>CONTACTS FOR NONPO INVOICES</b>		
<b>Contact</b>	<b>Extension</b>	<b>Category</b>
<b>STATE PAYMENTS</b>		
<a href="#">Gina Baker</a>	6-7763	Supervisor
<a href="#">Janell Hooks</a>	6-8067	NONPO State Payments
<b>WORKING FUND PAYMENTS</b>		
<a href="#">Kenyatta Woolridge</a>	6-2155	Supervisor
<a href="#">Damon West</a>	6-1485	NONPO Working Fund Payments
<a href="#">Michele Robinson</a>	6-6746	NONPO Working Fund Payments
<b>NONEMPLOYEE TRAVEL</b>		
<a href="#">Lynne Wilson</a>	6-3529	Nonemployee Travel Payments

# Supplier Registration
















Supplier Registration Contacts	
Contact	Extension
<b>NONPO SUPPLIERS</b>	
<a href="mailto:supplierregistration@umaryland.edu">supplierregistration@umaryland.edu</a>	
<b>PO SUPPLIERS</b>	
PO suppliers are set up and managed by <a href="#">Strategic Sourcing and Acquisition Services (SSAS)</a> .	

# Tutorials

<https://cf.umaryland.edu/upk/quantum/PlayerPackage/data/toc.html>

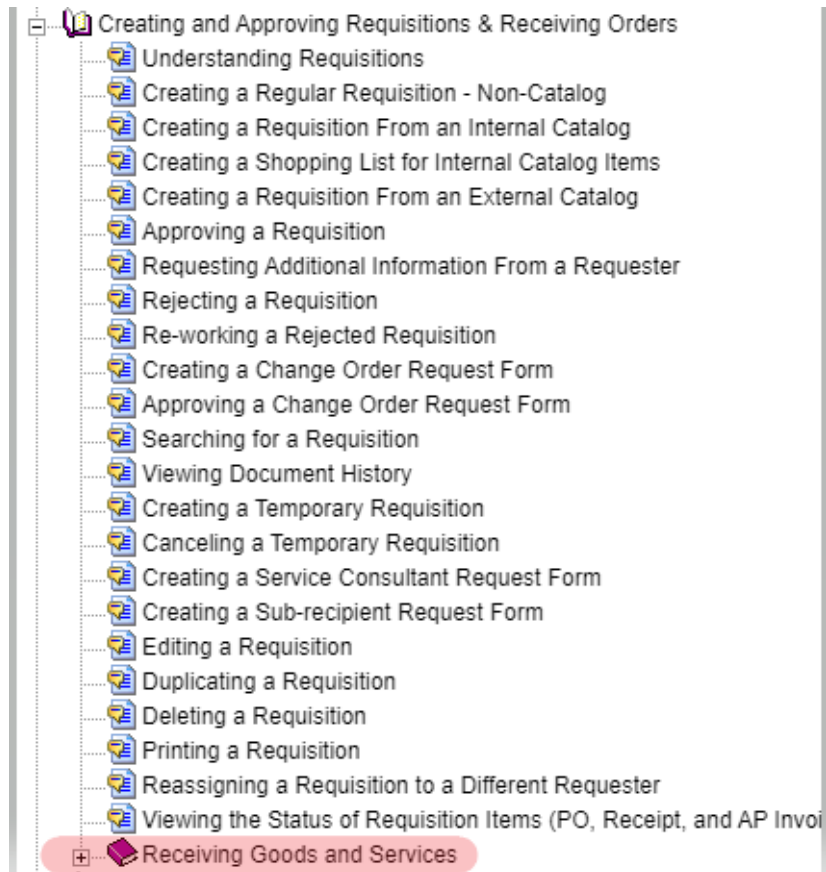
- + Introduction to Quantum
- + **Using NONPO Invoices for Check Requests**
- + Creating and Approving Requisitions & Receiving Orders
- + Using Debit Memos for Accounting Transfers
- + Reallocating and Approving Procurement Card Transactions
- + Creating Customer Billing and Recording Disputes
- + Creating Volume-Based Billing Events
- + Quantum Analytics

# Tutorials - NONPO

- [-]  **Using NONPO Invoices for Check Requests**
  -  Understanding NONPO Invoicing
  -  First Stop: Searching For and Registering a Supplier
  -  Verifying Supplier as Available for NONPO Invoicing
  -  Viewing Supplier Registration Requests
  -  Creating a Check Request for a State Payment
  -  Creating a General Working Fund Request
  -  Creating a General Working Fund Study Payment
  -  Holding and Releasing a NON PO Invoice
  -  Modifying a NONPO Invoice
  -  Correcting a Validation Error - Project Ended
  -  Approving NONPO Invoice
  -  Rejecting a NONPO Invoice With Comments
  -  Reworking and Resubmitting a NONPO Invoice
  -  Searching for Payments



# Tutorials – PO Invoice Receiving Goods and Services



A screenshot of a software tutorial menu. The menu is titled "Creating and Approving Requisitions & Receiving Orders" and contains 23 items. The last item, "Receiving Goods and Services", is highlighted with a pink oval. Each item has a small icon to its left, representing a document or folder.

- Creating and Approving Requisitions & Receiving Orders
  - Understanding Requisitions
  - Creating a Regular Requisition - Non-Catalog
  - Creating a Requisition From an Internal Catalog
  - Creating a Shopping List for Internal Catalog Items
  - Creating a Requisition From an External Catalog
  - Approving a Requisition
  - Requesting Additional Information From a Requester
  - Rejecting a Requisition
  - Re-working a Rejected Requisition
  - Creating a Change Order Request Form
  - Approving a Change Order Request Form
  - Searching for a Requisition
  - Viewing Document History
  - Creating a Temporary Requisition
  - Canceling a Temporary Requisition
  - Creating a Service Consultant Request Form
  - Creating a Sub-recipient Request Form
  - Editing a Requisition
  - Duplicating a Requisition
  - Deleting a Requisition
  - Printing a Requisition
  - Reassigning a Requisition to a Different Requester
  - Viewing the Status of Requisition Items (PO, Receipt, and AP Invo
  - Receiving Goods and Services**

# Tutorials – PO Invoice Receiving Goods and Services

- Receiving Goods and Services
  - Searching for a Purchase Order & Creating the Receipt
  - Returning Items in Quantum
  - Searching for a Receipt
  - Correcting a Receipt
  - Canceling a Receipt

# Questions?

