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Disbursements

Presenter: Lynell Pendleton
Manager, Disbursements

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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

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Introductions

- Financial Services Management
- Disbursement staff members

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General Information

- Job Aids

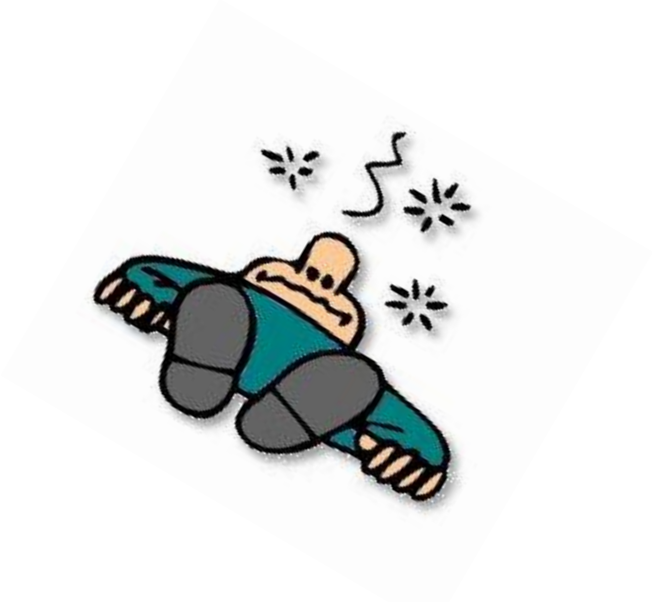
Quantum Financials webpage-

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



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Supplier Registration

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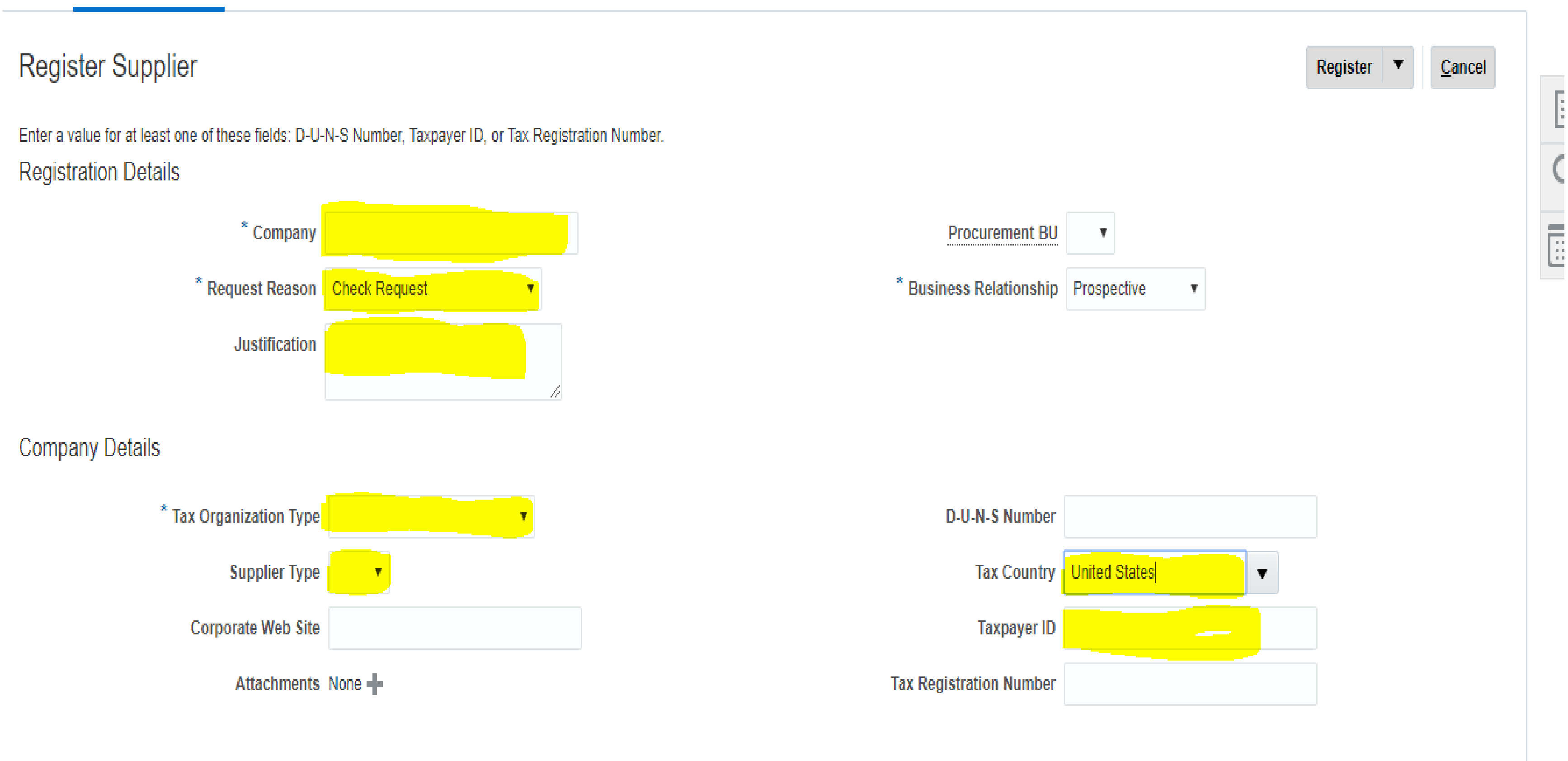
Supplier Registration-Requirements

- 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



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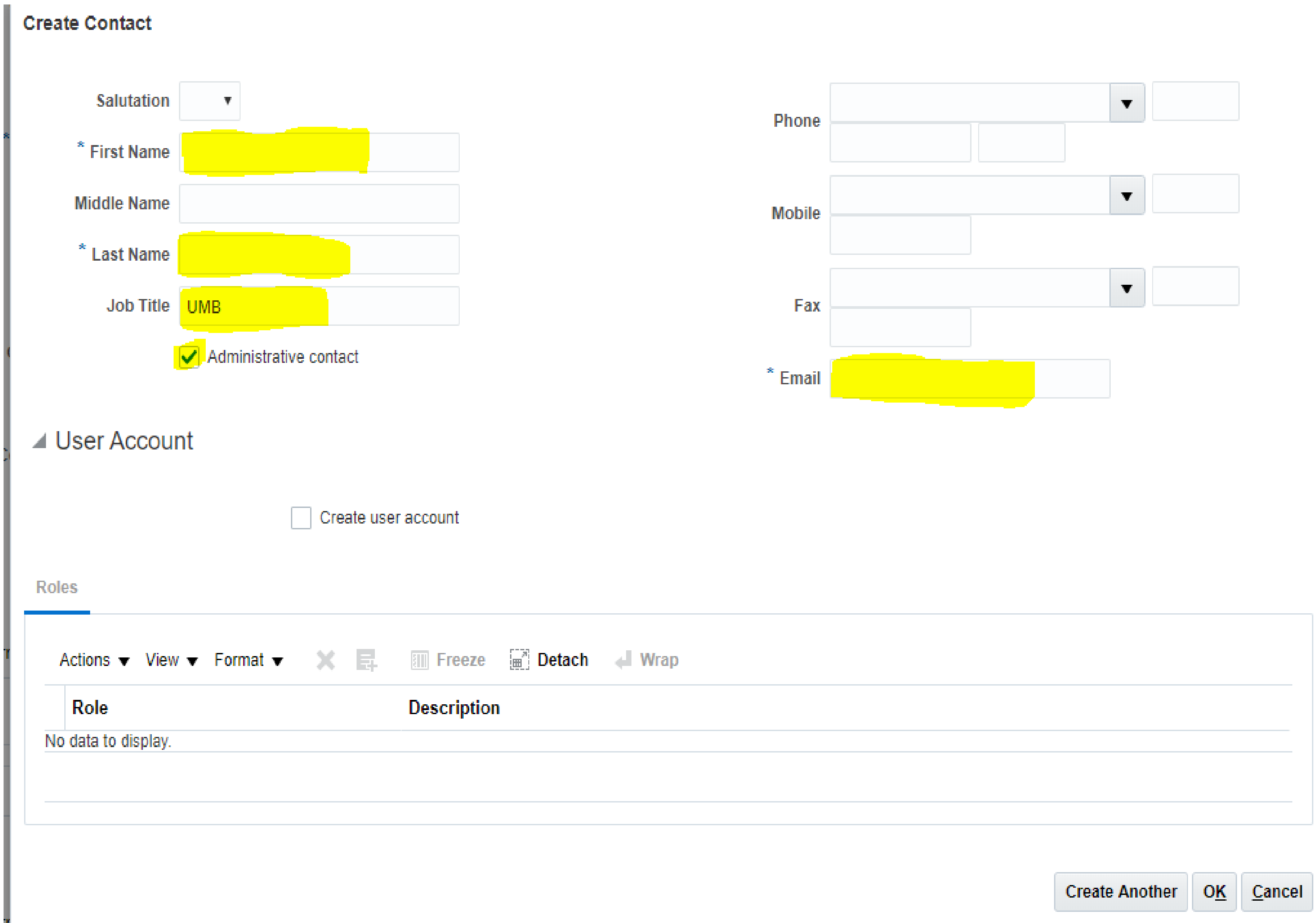
Supplier Registration-Requirements

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

Supplier Registration-Requirements



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Supplier Registration

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

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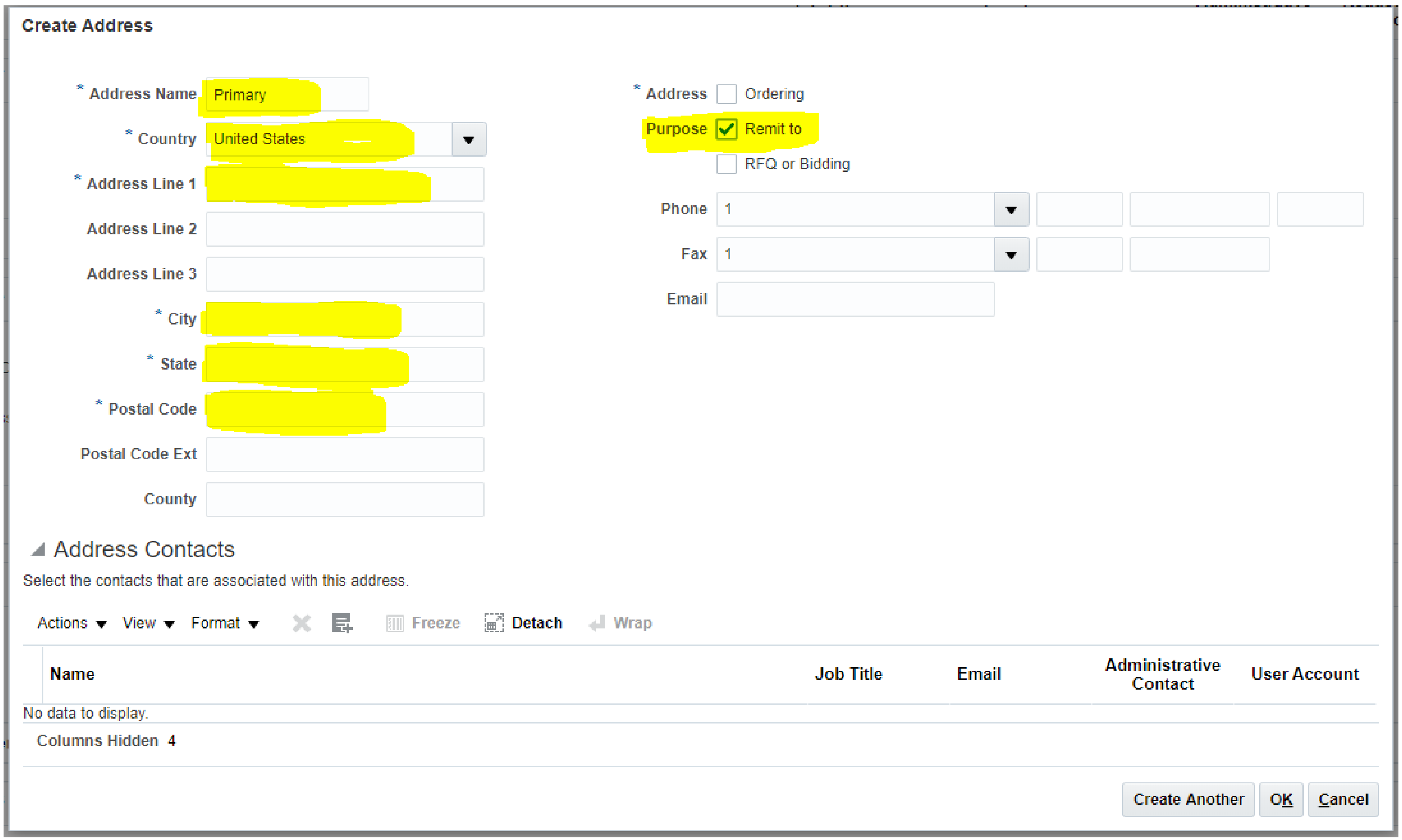
Supplier Registration



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

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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

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Supplier Registration-Approvals and Rejections

Approval History

View ▾ Format ▾ Freeze Detach Wrap

Action	Name	Action Date	Additional Information
Submit	[redacted]	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

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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

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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

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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

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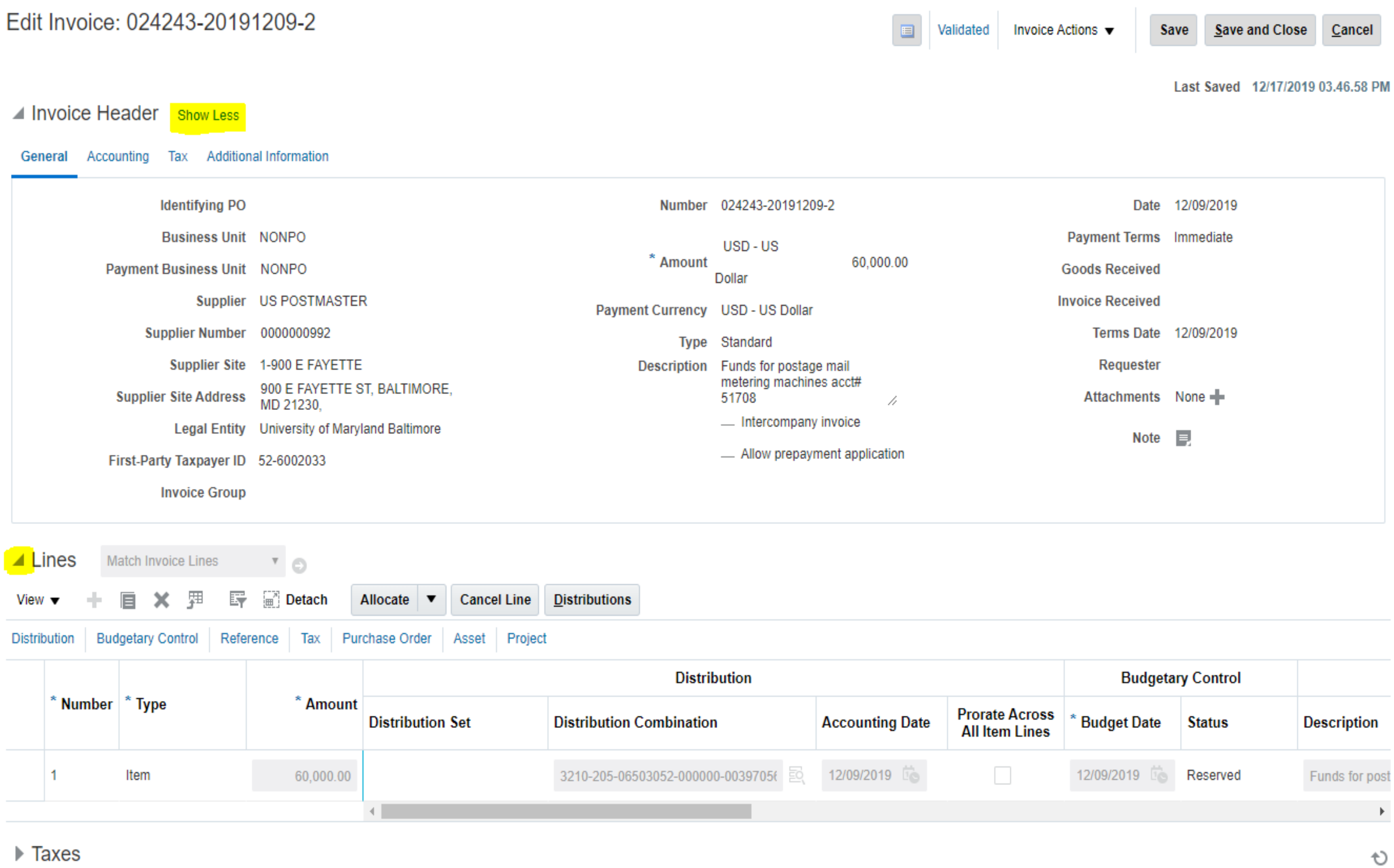
NONPO Invoices



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

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PO Invoices
Questions about creating a receipt?

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

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Payment Information: NONPO Invoice

Search Results 024243-20191209-2

Invoice Details

Validated Actions ▾ Save Save and Close Cance

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

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Payment Information: PO Invoices

◢ Invoices

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	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

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Susan McKechnie

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Topics

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

Pcard Transactions

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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)

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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

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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 25th of month) and before the 1st of the next month
  - The January Pcard accrual will be processed on 1/30 with an effective date of 1/27 (25th was on weekend)
- The accrual is uploaded as a Journal Entry in the General Ledger

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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 1st of the following month
  - Ex- January accrual is reversed effective 2/1

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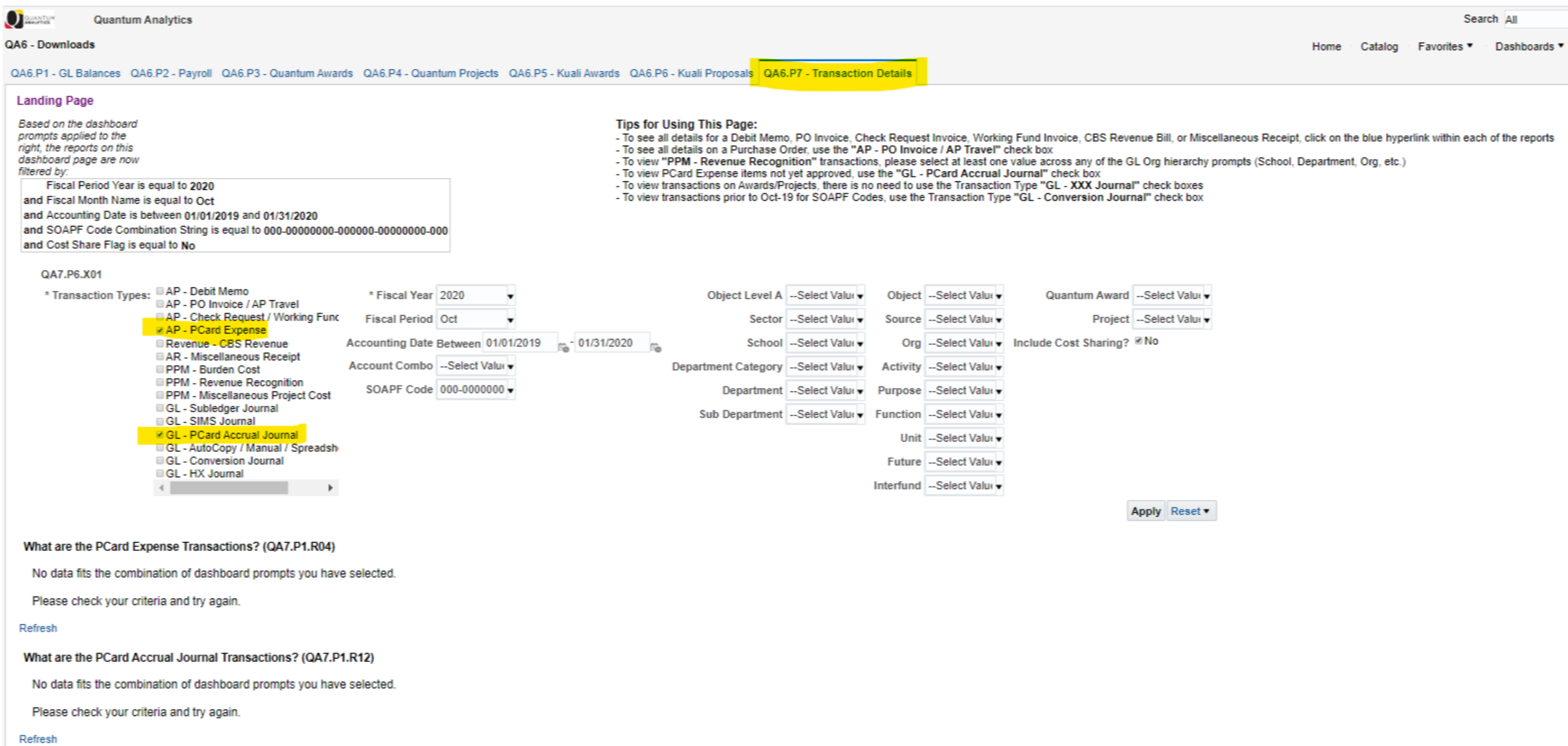
Pcard Accrual

- 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



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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

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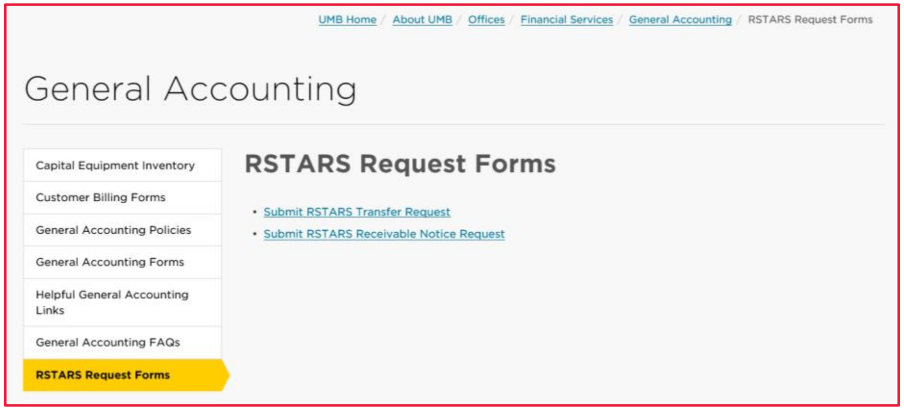
Interim RSTARS Processing

- 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/



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

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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

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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

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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

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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)

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Resources

PO Invoices

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NONPO Invoices

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

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Supplier Registration

Supplier Registration Contacts	
Contact	**Extension**
NONPO SUPPLIERS	
supplierregistration@umaryland.edu	
PO SUPPLIERS	
PO suppliers are set up and managed by Strategic Sourcing and Acquisition Services (SSAS).	

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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

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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

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Tutorials – PO Invoice Receiving Goods and Services

- 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 Invoi
  - 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

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Questions?