

# Accounts Payable Workshop

## February 6, 2019

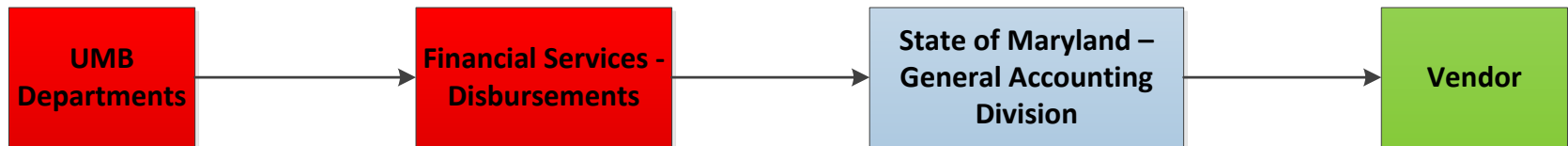
Kenyatta Woolridge,  
Acting Manager –  
Disbursements

Disbursements Staff:  
Gina Baker  
Donna Coates  
Monica Honza

# Agenda

- Introduction
- Procedures
- Types of AP Payments
- [eUMB Financials](#)
  - MyUMB > eUMB Financials
- [Quantum Financials](#)

## State of Maryland Regulations - Summarized



**“Agency fiscal personnel will be held accountable for the accuracy and content of their financial information in R\*STARS [the State accounting system].”**

- **UMB Financial Services is charged with developing policies and procedures that govern university financial transactions.**

# Policies and Procedures

# Policies and Procedures

- Disbursements Procedures:
  - About UMB
    - Policies and Procedures
      - Visit the Library
        - » VIII. Financial Affairs
          - Procedures
            - Expenses – Operating
- Links to related Policies and Procedures are provided within the Disbursements Procedures

## Policies

- VIII-7.11(A) UMB Code of Ethics and Conduct
  - Act as good stewards of the resources entrusted to UMB's care, and 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.



# Procedures

- University Procedure Library
  - [Disbursements for Standard Procurements](#)
    - Used for PUR01
  - [Miscellaneous Disbursements](#)
    - Used for PUR02
    - e-Z Payments

# Policies

- [VIII-7.11\(A\) UMB Code of Ethics and Conduct](#)
- [VIII-11.00\(A\) UMB Policy on Business Travel for UMB Employees and Nonemployees](#)
- [VIII-14.00\(A\) UMB Policy on Approval, Payment, and Reimbursement of Personal Business-Related Expenses of UM Employees](#)
- [VIII-99.00\(A\) UMB Food and Business Meals Expense](#)
- [VIII-99.00\(B\) UMB Research Study Participant Payments](#)

## Procedures

- Disbursements for Standard Procurements
- Food and Business Meals
- Interagency Transfers
- Miscellaneous Disbursements
- Processing Tuition Reimbursement Payments to Employees
- Research Study Participant Payments
- Travel
- Working Fund
- Payments to Foreign National Independent Contractors

# Procedures

- Financial Services - Disbursements
  - [Subcontracts](#)
  - [Honoraria](#)

# Types of Payments

- PUR01
- PUR02
- e-Z Payments

# PUR01

## Standard Purchase Order

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*A PUR01 is the method established in the UMB financial system to process transactions for payments that are subject to standard State procurement procedures*  
*(See [UMB Purchasing Guide](#)).*

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# PUR01

## Standard Purchase Order

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Beginning on page 5 of the UMB Purchasing Guide:

1. Purchases less than \$5,000
    - a. P-Card or
    - b. PUR01
  
  2. Purchases equal to, or greater than \$5,000, require a PUR01.
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# PUR01

## Standard Purchase Order

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### Important:

- All purchases that require a signed contract must be submitted to Strategic Sourcing and Acquisition Services (aka SSAS, Procurement) regardless of dollar amount or the method of purchase (P-card or requisition).

**Only SSAS is authorized to sign a contract on behalf of UMB.**

- Read the Financial Services Procedure on how invoices are processed here: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/disbursements-for-standard-procurements.php>
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# PUR01

- Invoice required for all PUR01 payments
- Invoices must be sent Accounts Payable(AP)
  - Financial Services – Accounts Payable  
Saratoga Building  
220 Arch Street, Room 02-121  
Baltimore, MD 21201
  - [AP\\_FinSvc@umaryland.edu](mailto:AP_FinSvc@umaryland.edu)
- < \$5,000 automatically paid
- = or > \$5,000 Receiver required
  - Receipt should be entered based on packing list/items actually received
  - Receipt should be entered immediately upon receiving the goods

## PUR01

- Even though the receipt has been entered, AP may not have the invoice
- Invoices received by Procurement are not forwarded to AP
- Invoices should be sent to AP directly from Vendor. If Department receives invoice they must forward to AP

# PUR01

- Change Orders
  - What is a Change Order
  - [UPK: Requisition Change Order Procedures](#)
    - MyUMB > UMB Systems Tutorials Brower > Requisition Change Order Procedures
  - Required when insufficient funds on PO

# PUR01

- Invoice Processing Delays
  - No receipt
  - Invoice doesn't match goods/services on PO
  - Services performed outside of the PO date parameters
  - PO vendor information and invoice vendor information are different
  - Foreign vendor issues

# FedEx

- Rules
- Foreign vendors will need an international FedEx waybill
  - Address must match the Invoice
- \$250,000 or greater domestic payment
  - FedEx
  - ACH (i.e. Direct Deposit)

# PUR02

## Payment Request

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*A PUR02 is the method established in the UMB financial system to process transactions for payments that are **NOT** subject to standard State procurement procedures.*

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# PUR02

## Payment Request

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- Financial Services Procedure on Miscellaneous Disbursements:

<https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/miscellaneous-disbursements.php>

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# PUR02

## Payment Request

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- UMB Tutorial for processing a PUR02 is available in the myUMB portal:

UMB Systems Tutorials Browser>eUMB  
Financials>Managing Requisitions

- The Requisitioner Role is required to process a PUR02.
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## e-Z Payments

- Honorariums & Stipends
  - Discussed in detail during the Assorted Payments Workshop
  - Presentation is available here:  
<https://www.umd.edu/media/umb/af/fs/workshops/Presentation.pdf>

## Processing Timeline

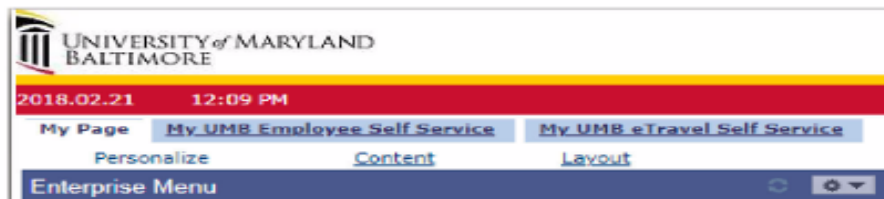
- 30 days after AP processes the invoice, the check will be issued by Annapolis for PUR01s
- 21 days after AP processes the PUR02 or e-Z Payment, the check will be issued by Annapolis

## Check Cancellations

- Must wait a minimum of 30 days after the issue date before contacting AP
- Damaged or incorrect checks can be returned to AP and will be cancelled and reissued without waiting 30 days

## Payment Inquiry Details

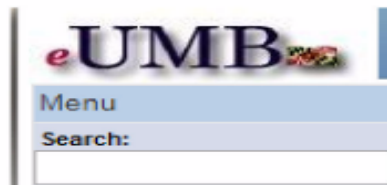
**Sign into the portal:**



**Under the Menu list select:**

– eUMB Financials

**The next screen should be:**




**Under eUMB Financials Menu list select:**

▷ Accounts Payable **Then click on:**

▷ Payments

eUMB Financials (Cont'd.)

 **Payment**  
Review payments by vendor, payment, bank, account, and date.

**Under the Payment Inquiry page:**

**Payment Inquiry**

**Search Criteria**

1 **Payment Reference ID:**  **Payment Status:**  **Payment Method:**

**Bank SetID:**  **Bank Code:**

**Bank Account:**  **Bank Account #:**   **Single Payment**

**Pay Cycle:**  **Pay Cycle Seq #:**

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**Remit SetID:**  **Remit Vendor:**

2 **Vendor Name:**  **Vendor Location:**

**\*Amount Rule:**  **Amount:**  **Currency:**

**From Date:**  **To Date:**  **Max Rows:**

**Show Chart** **\*Chart Type:**

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**Sorting Criteria**

**\*1st sort:**  **\*Sort Type:**

**\*2nd sort:**  **\*Sort Type:**

eUMB Financials (Cont'd.)

Enter: <sup>1</sup> Payment Reference ID:   
 (Located under the Document column in Raven) (The digits after AP001(2)-XXXXXXXX)

OR

Enter: <sup>2</sup> Vendor Name:  

Then:

Payment Inquiry Result Personalize | Find | View All | First 1-10 of 10 Last

Payment Details Additional Info Vendor Details

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
VCHR	00 [REDACTED]	Check		USD	01/18/2018	01/18/2018	Paid	Recon	
VCHR	00 [REDACTED]	Check	428.89	USD	02/01/2018	02/01/2018	Paid	Unrecon	
VCHR	00 [REDACTED]	Check	434.60	USD	02/01/2018	02/01/2018	Paid	Unrecon	
VCHR	00 [REDACTED]	Check	436.26	USD	02/01/2018	02/01/2018	Paid	Unrecon	
VCHR	50 [REDACTED]	Check	322.18	USD	12/08/2017	01/10/2018	Paid	Unrecon	

Voucher No. (points to the first two rows)

Check No. (points to the last row)

Payment reference ID key	
00XXXXXX	Voucher No. (payment has been processed in Disbursements)
Start with 04 or 05	Check No.
Start with 50	Direct deposit (ACH payment)
Start with " X "	Wire transfer payment reference no.

## Upcoming Events

- February Disbursements Workshop
- Travel Professionals Group Meeting
- Quantum Financials

# Next Disbursements Workshop

Wednesday, February 27, 2019

10:00 AM – 12:00 PM

School of Pharmacy, Room N211

Subject: TBD



- Travel Professionals Group Meeting
  - Thursday, March 14, 2019
    - 10:00 AM – 12:00 PM
    - School of Nursing, Room 130

# Contacts

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

*(underscore after "AP")*

*Is to be used **only** for sending invoices to  
Disbursements.*

# Contacts

STAFF MEMBER	PHONE	TITLE
<a href="#">Lynell Pendleton</a>	(62931)	Manager
<b>Accounts Payable</b>		
<a href="#">Monica Honza</a>	(66796)	Accountant
<a href="#">Kenyatta Woolridge</a>	(62155)	Disbursement Program Specialist/Working Fund Supervisor
<b>Payment Team</b>		
<a href="#">Gina Baker</a>	(67763)	Supervisor - MCE, Xerox
<a href="#">Sheree Daugherty</a>	(65142)	Vendors: A, B, C
<a href="#">Donna Coates</a>	(63504)	Vendors: D, E, F, G, H
<a href="#">Lynne Wilson</a>	(63529)	Vendors: I, J, K, L, M
<a href="#">Tambra Bennett</a>	(62465)	Vendors: Advance, N, O, P, Q, R, S
<a href="#">Jameta Rooths</a>	(62857)	Vendors: T, U, V, W, X, Y, Z, AT&T, Director of Finance, Verizon
<a href="#">Janell Hooks</a>	(68067)	Vendors: BGE, E-Z Payments, PUR02

<http://www.umaryland.edu/financialservices/disbursements/accounts-payable/about-accounts-payable/contact/>

# Questions?



# Quantum Financials

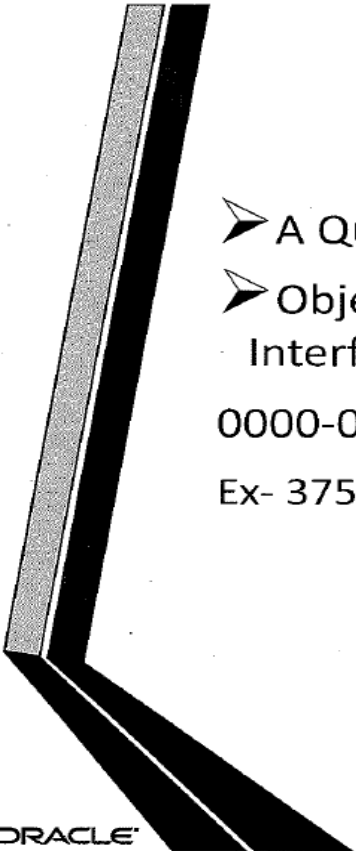
- New financial accounting system to replace eUMB Financials
- Implementation in Summer/Fall 2019
- Website:  
<https://www.umaryland.edu/quantum/>

## Quantum Financials

- Begin to learn the Chart of Accounts and Account Combo structure here:
  - <https://www.umd.edu/quantum/chart-of-accounts/>
- Subscribe to the Elm Weekly for announcements and training sessions:
  - <https://www.umd.edu/cpa/web-communications/about-the-elm/>

# Quantum Financials

## ***General Ledger- COA***

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- A Quantum Account will be in this format:
  - Object-Source-Org-Activity-Purpose-Function-Unit-Future-Interfund

0000-000-00000000-000000-00000000-000-00-00000-000

Ex- 3752-105-06203000-000000-00000000-620-00-00000-000