Accounts Payable FAQ (Revised 8/15/19)

1. Q: Do you have a clear set of procedures and requirements for processing various documents and ensure the processing is done consistently based on those requirements

   A: The AP unit has not had any documented procedures in the past other than the General Accounting Division (GAD) manual issued by the State. We are just beginning to develop written procedures as well as training for the campus. We also are in need of training for our staff as there are inconsistencies on how they are handling different situations. The AP manager is in the process of getting a focus group together to solicit input for the training. Please contact her if you are interested in participating.

2. Q: Who does what in the entire AP? (including working fund)

   A: Attached is an updated contact list for AP. The working fund is not handled by AP. The manager for working fund is Kathy Moody and she is at 5-2595.

3. Q: If we have an inquiry regarding a pending payment, how should we go about getting the status?

   A: The vendors can actually check the status of their pending payments via the link to the State: https://interactive.marylandtaxes.gov/extranet/gad/GADLogin/login.asp. However, if someone in the campus office wants to know the status, they should add seven days to the Pay Date reflected on the corresponding KFS Doc, to determine the approximate date of issue, prior to calling Accounts Payable. Check details can be located under the RSTARS Payment Information tab of the corresponding KFS Doc.

4. Q: How should we be submitting invoices/travel? (Email apadmin@umd.edu, mail over paperwork)

   A: Vendors should submit their invoices billing the University of Maryland, referencing the corresponding PO number to apadmin@umd.edu. Non-employee travels are processed by entering the request through the ELF form on ARES, the information will then get fed to KFS and an automated DV would be created. The department then should mail all original receipts to AP, not email. We are actively working with the State of Maryland General Accounting Division to explore initiatives to eliminate all paper.

5. Q: What can be paid with the Disbursement Voucher:

   A: The Disbursement Voucher is for processing payments for reimbursements and miscellaneous type transactions such as honoraria, licenses and permits for employees (e.g., electricians, CDL), petty cash reimbursements, reimbursement for non-travel related expenses, memberships, approved cultural event contracts and legal settlements. This form should not be used to procure goods/services that can be purchased with the Pcard or Purchase Order.

6. Q: How do we know whether payment was issued in the form of a check or via ACH/EFT?

   A: If the check number begins with the number 5, payment was issued via ACH/EFT. Otherwise, a check was issued for payment.

7. Q: What does it mean when check number begins with LO?

   A: If the check number field reflects **LO**XXXXXX, the payment was intercepted by the Liability Offset Division of the State of Maryland. The University's obligation to vendor was satisfied when payment was processed. It is the responsibility of vendor to contact Liability Offset and resolve the issue. A copy of the letter sent to vendor by Liability Offset can be obtained from the Invoice Image tab of the corresponding KFS Doc.

8. Q: What is required for payment to be processed as a wire transfer?

   A: Wire transfers are processed for vendors with a foreign address. Vendor must submit a completed, signed form X-9 with each invoice for which payment should be sent via wire transfer; the invoice and X-9 should not be submitted under separate cover.

9. Q: What is required for payment to be processed via the Automated Clearing House (ACH)?

   A: Vendors who want to receive ACH payments must have a U.S. bank account and need to submit a form X-10 directly to the General Accounting Division of the State of Maryland. Once established as an ACH Vendor for the State of Maryland, all payments issued to their company by any Maryland State Agency will be sent via ACH.