



TO: MSDE Headquarters Staff
FROM: Justin Dayhoff, Assistant State Superintendent, Financial Planning, Operations, and Strategy
DATE: April 1, 2023
SUBJECT: Invoice Process Guidance and Expectations

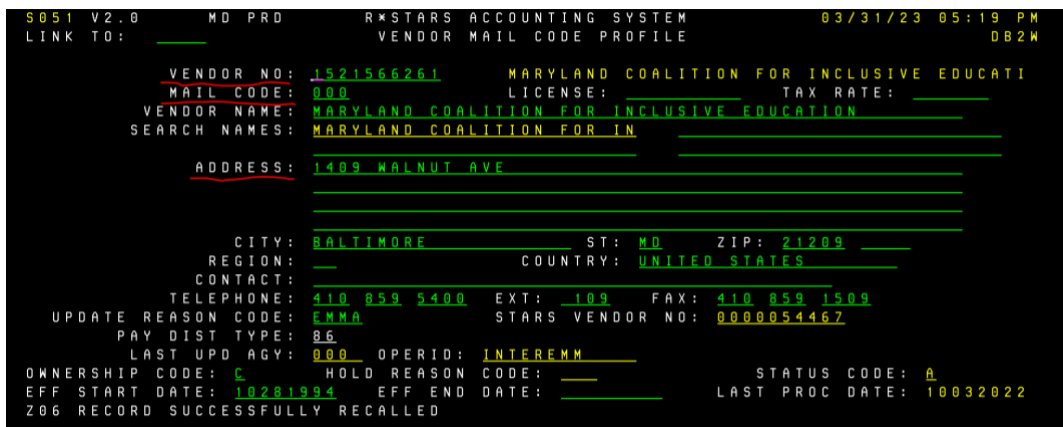
MSDE Business Hub

The MSDE business hub reflects a consolidated hub for key MSDE finance processes that intersect internal and external stakeholders. The hub supports a consolidated place for information related to vendor/organization/interagency payments and includes the MSDE-designed end-to-end invoice tracking and monitoring system, accountability for MSDE Programs and MSDE Accounting for invoice processing, and support for MSDE program staff tasked with completing invoice review and approval.

Invoice Processing Guidance and Expectations

When program staff review an invoice for approval, program staff should:

1. Check the vendor name, Federal ID, and vendor legal address in the FMIS system 51 screen and make sure each match the information in the invoice as submitted.



- a. If the vendor’s name, Federal ID, and/or legal address information in FMIS is different from the remittance information included in the invoice, program staff must reach out to the MSDE Vendor Coordinator (listed on the MSDE business hub) to update the vendor information in FMIS. Please be aware it may take the General Accounting Division (GAD) of the Comptroller one to two weeks to update the vendor information in FMIS.

2. Check the mail code for the payment address. Sometimes, the payee may request the payment to be sent to an address other than the legal address. FMIS uses mail code to track different addresses.

After clicking functional key F6 in the FMIS system 51 screen, FMIS will show all the current (A-Active) and historical (I-Inactive) vendor addresses (MC- Mail Code). Ensure that the mail code selected matches the desired payment address.

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S03N V2.0      MD PRD      R*STARS ACCOUNTING SYSTEM      04/04/23 04:55 PM
                VENDOR NUMBER INQUIRY      DB2W

VENDOR NO: 1520595110      AGY: _____

S  VENDOR NO /MC  PDT  ST      VENDOR NAME      ADDRESS 1
- 1520595110  AAA  00  I  JOHN HOPKINS HEMATOLOGY      720 RUTLAND AVE ROSS
- 1520595110  AAB  00  I  JHU CITY AND COMMUNITY RELATIONS  3333 GREENMOUNT AVE
- 1520595110  AAC  00  I  HOPKINS/HIV INFECTION COURSE  JOHN HOPKINS UNIVER
- 1520595110  AAD  00  I  JOHNS HOPKINS UNIVERSITY      DOWNTOWN CENTER IN B
- 1520595110  AAE  00  I  JOHNS HOPKINS UNIVERSITY      SCHOOL OF PROFESSIONA
- 1520595110  AAF  00  I  JHU INSTITUTE FOR POLICY STUDIES  MYMAN BUILDING 5TH F
- 1520595110  AAG  00  I  JOHNS HOPKINS CENTER FOR PUBLIC HEA  615 NORTH WOLFE STRE
- 1520595110  AAH  00  A  JOHNS HOPKINS UNIVERSITY CENTRAL LO  C/O BANK OF AMERICA
- 1520595110  AAJ  00  A  JOHN HOPKINS UNIVERSITY      PO BOX 64362
- 1520595110  AAK  00  A  JOHNS HOPKINS UNIVERSITY      1830 E MONUMENT STRE
- 1520595110  AAL  00  A  JOHN HOPKINS BLOOMSBURG SCHOOL OF P  CENTER FOR PREVENTIO
- 1520595110  AAI  00  I  JHU/CTR FOR TECHNOLOGY IN ED      6740 ALEXANDER BELL
- 1520595110  AA2  00  I  JOHNS HOPKINS UNIVERSITY      JHU SYSTEMS FOR CHIL
- 1520595110  AA3  00  A  J H BAYVIEW MED CTR      3910 KESWICK ROAD
- 1520595110  AA4  00  A  EVERGREEN MUSEUM & LIBRARY      AKA: JOHNS HOPKINS-E
Z06 RECORD SUCCESSFULLY RECALLED
    
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3. Check the remaining balance in the Purchase Order/encumbrance in FMIS 64 screen and confirm there are sufficient funds to process the requested payment.

The first screenshot, below, shows the FMIS system 64 screen for regular PO payments. The “Doc Balance” must be equal or greater than the approved payment amount.

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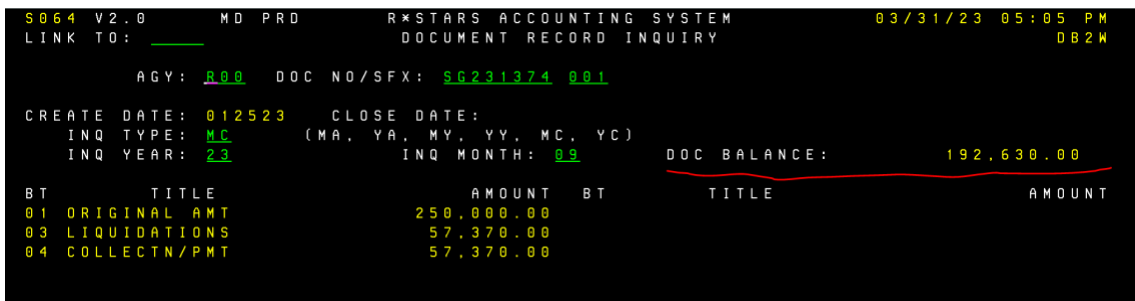
S064 V2.0      MD PRD      R*STARS ACCOUNTING SYSTEM      03/31/23 04:55 PM
LINK TO: _____      DOCUMENT RECORD INQUIRY      DB2W

AGY: R00      DOC NO/SFX: P1600354 001

CREATE DATE: 070122      CLOSE DATE:
INQ TYPE: MC      (MA, YA, MY, YY, MC, YC)
INQ YEAR: 23      INQ MONTH: 09      DOC BALANCE: 4,000.00

BT      TITLE      AMOUNT      BT      TITLE      AMOUNT
01 ORIGINAL AMT      14,450.00
03 LIQUIDATIONS      10,450.00
04 COLLECTN/PMT      10,450.00
    
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The next screenshot, below, shows the FMIS system 64 screen for regular grant payments. The “Doc Balance” must be equal or greater than the approved payment amount.



If there are not sufficient funds left in the P.O./encumbrance, the program should hold the invoice and work with its respective Business Services Partner and Planning and Budget Analyst from their Core Services Team to resolve the issue.

4. Review the invoice and the supporting documentation. Confirm that: goods and services were received; the costs were allowable; and the expenditures were charged to the proper grant, proper grant phase, and within the proper grant performance period.
5. Update the invoice update request for the corresponding invoice, including invoice Status, for Accounting Branch processing to process and remit corresponding payment.

Additional Tips and Reminders

- The federal fiscal year runs from October 1 through September 30 each year while the State fiscal year runs from July 1 to June 30 each year.
- The effective date of the invoice should be consistent with the time when the good and services are received and can only be charged to a grant while the effective date falls within the grant period.