GAD COOP Goal:
Ensure the processing of **critical payments** in a time of systemic disruption.

**COOP Requirements:**
- Simple to implement
- Clearly understood by all
- Meets the state telework operational requirements
General Accounting Division
Payment Processing
General Accounting Division

Payment Processing System Flow - Current

**AGENCY**
- Create Purchase Orders
- Match Invoices to Goods/Services Received
- Approve Invoices for Payment
- Batch invoices into Transmittal for GAD Processing

**SYSTEMS**
- Agency ERP
- ADPICS
- R*STARS

**CURRENT STATE**

**COMPTROLLER**
- Audits agency invoice transmittals
- Final approval of invoice for payment
- Approves disbursing warrant sent to STO

**SYSTEMS**
- R*STARS

**TREASURER**
- Receives disbursing warrant from GAD
- Issues disbursements – prints checks
- Issues disbursements – ACH/EFT

**SYSTEMS**
- TBAIS/i5
GAD Payment Processing COOP Plan:

During the activation of Elevated Level 2 and beyond/GAD COOP, the following plan would address the state agencies ability to process and make critical payments:\footnote{Critical Payments would be defined and identified by the agency CFO’s and/or their designees.}

- **TIER 1** - State Agencies would utilize current **CPC cards** to capacity.
- **TIER 2** - **CPC Emergency Release Cards (ERC)** would then be an alternative, as granted by the Office of the Governor.
- **TIER 3** – For interfacing FMIS payment files and large transactions, agencies would operate within the current **FMIS payment process** with GAD.
- **TIER 4** - State Agencies would utilize internal **Working Fund** accounts to make critical payments.
## General Accounting Division

### Payment Processing System Flow - COOP

#### STATE OF MD PAYMENT PROCESSING – GAD COOP/LEVEL 2+

<table>
<thead>
<tr>
<th>CRITICAL PAYMENT</th>
<th>TIER 1 – CPC PMT</th>
<th>TIER 2 – ERC PAYMENT</th>
<th>TIER 3 – FMIS PAYMENT</th>
<th>TIER 4 – WORKING FUND PMT</th>
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<tbody>
<tr>
<td>Critical Payment Identified?</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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</tr>
<tr>
<td>Hold Payment until GAD communicates normal payment operations resume</td>
<td>Yes</td>
<td>No</td>
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</tr>
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<td>Agency CFOs determine critical payments for their respective agencies.</td>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<tr>
<td>Is the payment to be made on the existing agency CPC card?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Execute payment on the existing agency CPC card</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Can the payment be made on the Agency ERC Card?</td>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<td>Is the critical payment to GAD Interface File?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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<td>Is the critical payment Over $100k?</td>
<td>Yes</td>
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<td>Send the transmittal to GAD in the normal, existing workflow</td>
<td>Yes</td>
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<td>Request Temporary Emergency Working Fund advance from GAD</td>
<td>Yes</td>
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<td>Yes</td>
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**GENERAL ACCOUNTING DIVISION**

**Payment Processing System Flow - COOP**

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Implementation:
Leading up to the implementation of the GAD COOP Plan

**GAD Implementation**
- Accelerate Payables queue for pending payments
- Plan for temporary Working Fund advances to agencies

**Agency Implementation**
- Review, approve, and process all outstanding payables and transmit to GAD for payment ASAP.
- Review Working Fund balances, plan level of disbursements based on projected emergency payables, and request temporary Working Fund advances to meet short-term, emergent need.
- Work with the Office of the Governor for any CPC Emergency Release Card need.
- Communicate with GAD any other specific payment flow that will need to be addressed.
Activation of Level 2+/COOP\(^1\):

*Operations during Level 2+/Payment Processing COOP Plan*

**GAD Operations**
- Issue temporary Working Fund advances to agencies as needed, on an emergency basis
- Maintain critical payment flows through the FMIS system

**Agency Operations**
- Utilize current CPC cards to capacity. Pursue Emergency Release Cards (ERC), where applicable, for emergency payments
- Request additional Working Fund advances from GAD as needed
- Channel critical payment flows through GAD as planned and discussed
- Pay critical invoices through agency Working Fund accounts

\(^1\) Elevated Level 2 (Level 2+) was declared by Governor Larry Hogan on 3/12/20 at 4:00pm
Payment Processing Contact Information:

Sandra Zinck  
*Director, GAD*  
410-260-7859  
bwaters@marylandtaxes.gov

Christopher Kratzen  
*Deputy Director, GAD*  
410-260-7821  
ckratzen@comp.state.md.us
Payment Processing COOP

TIERS 1 & 2

CPC & Emergency Release Cards (ERC)
Emergency Release Cards (ERCs) are just that, emergency P-Cards. We recommend all agencies use the following tiered approach:

**TIER 1: CPC Utilization**
- Agencies should utilize current CPC P-cards to their fullest capacity in the Level 2+/COOP
- Current CPC Program limits and guidelines still apply as it exists.

**TIER 2: ERC Request/Activation**
- Request/Activate ERCs as determined necessary by the Office of the Governor
- Contact the Office of the Governor for ERC activation and administration

**NOTE:** The Office of the Governor determines the need and approval of ERCs within the agencies.
CPC Contact Information:

Tina Teasley
_CPC Global Administrator, GAD_
410-260-7458
lteasley@marylandtaxes.gov

Monica Wheatley
_Manager Administrative Services, GAD_
410-260-7520
mwheatley@marylandtaxes.gov
Emergency Release Card Contact Information:

Linda Crawford  
*Finance Special Assistant, Governor’s Office*  
410-974-3071  
linda.crawford@maryland.gov

Mona Vaidya  
*Director of Finance, Governor’s Office*  
410-974-3071  
mona.vaidya@maryland.gov
Payment Processing COOP

TIER 3

Critical FMIS Payments
3. Critical FMIS Payments (COOP)

TIER 3 Normal FMIS Payments during COOP/Level 2+:

Certain payment streams have been identified that cannot be transitioned to Tiers 1 & 2 CPC or ERC alternative payment mechanisms nor Tier 4 Working Fund Agency disbursements. For such payments, the FMIS transmittal payment process through GAD will still operate as designed\(^1\).

COOP/Level 2+ FMIS Payment Criteria:
- Transactions cannot be transitioned to CPC, ERC, or Working Fund or ERC
- Payment files are interfaced through FMIS to GAD
- Payments are individually greater than $100k

\(^1\) Processing times may vary based on circumstances
TIER 3 FMIS Payment GAD/Agency Review:

Agencies will need to work with GAD to strategize the following aspects regarding Tier 3 FMIS Payments under the Level 2+/GAD COOP:

1. Identification and Planning of Tier 3 Payments for your agency
2. Transmittal delivery options and alternatives

Agencies should contact Breanne Waters and Christopher Kratzen to discuss these Tier 3 FMIS Payments anticipated during Level 2+/GAD COOP.
1. TIER 3 FMIS Payment Identification:
Agencies will need to work with GAD to identify and ensure such critical FMIS payment streams remain in effect during the COOP/Level 2+ operation.

FMIS Payment Process Considerations:
- How is the transmittal batch sent to GAD?
- What are the payment distribution types?
- What is the frequency of the payment batches sent?
2. Tier 3 Transmittal Delivery Alternatives:

Given the current pandemic situation is unprecedented and the need to enact telework, GAD will work with agencies who want to discuss alternative methods to deliver transmittal batches.

Current non-electronic Transmittal delivery methods:
- US Postal Service Mail
- Courier
- Fax
- Hand delivery to GAD
Payment Processing Contact Information:

Breanne Waters  
*Vendor Services, GAD*

410-260-7859  
bwaters@marylandtaxes.gov

Christopher Kratzen  
*Deputy Director, GAD*

410-260-7821  
ckratzen@comp.state.md.us
Payment Processing COOP

TIER 4

Working Funds
TIER 4 Working Fund Emergency Requests:

During the activation of Level 2+/COOP, Agencies should request Working Funds considering:

Requirements for Agency Requests
- Working Fund Request Form, completed, and approved. (Ensure all demographic and information is completed on the form)
- Provide a 2-Week AP Aging for the agency supporting the requested amount

Submission of Agency Requests
- Email the form and supporting documentation to GAD_WorkingFund@marylandtaxes.gov

GAD Approval and Disbursement of Advances
- Temporary Advances will be disbursed when (1) the State of MD is in Level 2+ operations or (2) Level 2+ operations have been announced and preparation is underway
TIER 4 Working Fund – Operations:

During the activation of Level 2+/COOP, Agencies should consider the following operational aspects with regards to Working Funds:

- State Agencies should plan on additional checks being disbursed from the Working Fund account(s) and ensure they have adequate check stock
- Advances will not be executed until Level 2+ is declared\(^1\) or enacted
- Agencies are responsible for monitoring their appropriation limits and ensure they are NOT exceeded.

\(^1\) Elevated Level 2+ was declared by Governor Larry Hogan on 3/12/20 at 4:00pm
Once the Level 2+/COOP is lifted, and normal operations resume, additional communications will follow regarding the submission of Working Fund reimbursements. Please keep in mind the following reimbursement criteria when operating in Level 2+/COOP and disbursing Working Funds:

**Reimbursement Transmittal Submission**
- Agencies should pool invoices paid through the working fund COOP in discrete transmittal batches. Do not co-mingle the COOP Emergency invoices with other transmittals
- Label these discrete batches ‘EMERGENCY’ on the Transmittal Cover Sheet

**Subsequent GAD Accounting Considerations**
- GAD will work with the reimbursement transmittals and the agencies to ensure appropriate 1099 reporting, vendor table maintenance, and approvals are documented
Working Fund Contact Information:

GAD_Working_Funds@marylandtaxes.gov

Nikki Doherty  
*Controls Readiness Analyst, GAD*  
410-260-6377  
ndoherty@marylandtaxes.gov

Sandra Zinck  
*Director, GAD*  
410-260-7820  
szinck@marylandtaxes.org