UNIVERSITY *of* MARYLAND BALTIMORE

September 16, 2020

Volume 10, Issue 1

Quantum Bytes will now be issued monthly. All prior issues can be found at:

Previous Quantum Bytes Issues

Focus on PCard

This is a recurring section that will feature information on PCard reallocation and record keeping with Quantum. Check out past and future issues of Quantum Bytes for more PCard information, and if you have other PCard related topics that you would like to see featured, send them to quantumfinancials@umaryland.edu with **Focus on PCard** in the subject line.

Never Create PCard Items

Cardholders and Reallocation Delegates should never use the "Create Item" feature when adding PCard transactions to an expense report. If you do not see an item listed for a PCard transaction that you expect to see, it has not been loaded from USBank yet. Although transactions are loaded daily, the load will only include those transactions Merchants have fully processed. If a transaction appears on your VISA statement and still does not appear in your expense items list, please contact help@umaryland.edu for assistance.

Importance of Completing Reallocations

PCard transactions are loaded into Quantum Financials daily via a file load from USBank. Once loaded, the transactions are identified as expense items in the Quantum Expenses module and should be validated and added to an expense report at least monthly.

When the items are added to an expense report, they will usually need to be reallocated from the default account combo associated with the PCard to the appropriate funding account combo or project. The reallocation could involve just changing the Object to more accurately reflect the type of purchase, or changing to a different account combo or project completely.

The act of adding the items to an expense report and reallocating them is how the charges will be identified to the appropriate project or account combo. Once approved, they are accounted for nightly and appear in Quantum Analytics reports the next day. So, completing PCard reallocations in a timely manner is important for financial reporting purposes.

As specified in the Clarification of PCard Responsibilities during Pandemic Telework, reallocations should be completed as soon as possible throughout the month, allowing enough time for review and approval by the 25th of the month after the billing period ends. Reallocations are considered delinquent if the transactions have been on the expense items list for more than 30 days. A pattern of delinquent reallocations may lead to consequences imposed against the cardholder and/or authorized reviewer.

PCard Transaction Report and Expense Report Status Definitions

The PCard Transaction Report available in Quantum Financials can be a very useful tool for managing your PCard activity. The report can be found under the Campus Reports icon and a "how to" document can be found on the Quantum website. More details about using the report and where you can find the expense report status definitions was featured in Volume 9, Issue 1 of Quantum Bytes.

Finding Your SOAPF

To convert from eUMB Financials to Quantum Financials we had to identify all eUMB Financials project IDs and translate them to Quantum Financials account combos or projects. This was accomplished in coordination with Schools and Departments using a Crosswalk tool. At the time of conversion, users could enter the old eUMB project ID into the crosswalk and get the new account combo (SOAPF). However, now that departments have requested changes to how their SOAPF's were originally established due to reorganizations and updated decisions, the Crosswalk tool is **not** the best place to go to identify your current SOAPF. That's why the SOAPF and Project SOAPF reports were developed. They are available via the Campus Reports icon in Quantum Financials.
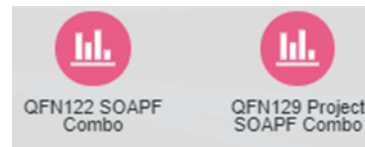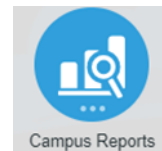
If there is an account combo that you no longer want anyone to be able to use, you can request that it be disabled by emailing DL-Fin-Financial-Systems@umaryland.edu. After being disabled, the value in the Enabled column on your reports will change from Y to N for that SOAPF.

A Message From the Training Team

Information on required training for each Quantum Financials role is available on the Quantum Training and Support page.

If you need additional information on Quantum training, email the Quantum Training Team at DL-FIN-Financial-Systems@umaryland.edu

We're looking forward to seeing you soon!

Budget Update

FY 21 All Funds Budgets have been loaded in Quantum and are reflected in the Budget to Actuals Summary and Detail reports in Quantum Analytics.

Suggested Browsers for Quantum

Internet Explorer (IE) will no longer be supported for use with Oracle Applications beginning with the upgrade we will absorb in November 2020. Browsers that are supported and that users should transition to as soon as possible, include Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari. Be sure you are working from the most up-to-date version of whichever browser you use.

Employee Expense Reimbursement Changes

Effective August 31, 2020 the eTravel System was expanded to include **EMPLOYEE** reimbursements for certain types of UMB business-related expenses. The system is now referred to as the **Travel/Business Expense (TBE) System**.

Instead of using the Quantum NONPO invoice process and waiting for a check from the State, employees can now request reimbursements in TBE. These reimbursements will be included in the employee's paycheck.

Note that an employee does **not** need to incur travel-related expenses to use TBE. A UMB employee can use TBE to request reimbursements for office supplies, postage, conference materials, PPE supplies, and other expenses categorized by Object Codes.

Visit the Employee Reimbursements page on the Disbursements website for a complete list of available Object Codes, a step-by-step manual, and presentation. Please note that this is only for **EMPLOYEE** expense reimbursements. Reimbursements for Non-Employees are still accomplished using the NONPO Invoice process.

Tips And Reminders
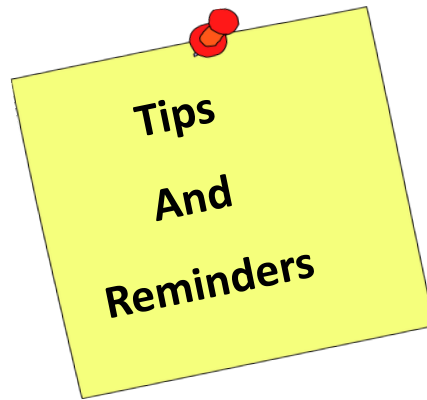
Customer Billing Tips

If you create Customer Bills in Quantum Financials, here are two important tips that will help ensure your bills are accepted and processed.

Always Enter a Memo Line When Creating Customer Bills

For every customer bill created, a memo line **must** be designated in the bill. The memo line indicates which revenue account will receive the payment from the customer, so without it, your department will not receive credit for the revenue once the bill is paid. Bills without memo lines cannot be corrected and a new bill will have to be created.

Do Not Change Payment Terms and Accounting Date

Payment terms for customer bills are derived from the Customer's profile and should not be altered. Only payment terms of "30 Net", "45 Net", or "Immediate" are available for use. The bill's due date is derived by adding the payment terms to the transaction date (i.e., Transaction Date + 30 Days Net = Due date). The Accounting Date on the bill should never be changed. Changing the accounting date will cause the bill to be posted to a future month and will lead to recognition issues if the customer happens to pay before that future date. If your department needs more time for a customer to pay a bill, please contact General Accounting. Do not update the Accounting date or Payment terms on your own.

Clear Cache Often

This is especially important after upgrades and patches so that you access the most up-to-date version. Best practice suggestion is to clear your browser cache everyday as part of signing into Quantum. Instructions can be found here.

Keep Clearing Requisitions

Remember to keep clearing your abandoned requisitions – those that you no longer need because they were returned by the buyer or rejected by the approver. Those unused requisitions will artificially inflate encumbrances in the Project commitment records if you do not clear them from your workflow list.

Steps for clearing the requisitions were sent to those who were identified as having abandoned requisitions and can also be found on the Quantum website. A new UPK tutorial is available to help you. If you received the request, you should complete the steps as soon as possible so that your Quantum Analytics reports will more accurately reflect encumbrances. If you run into any problems, please contact help@umaryland.edu so that the appropriate Quantum support team member can assist you.

Several "how to" sessions have been held and those who have attended remark at how quick and easy the steps are to complete the clearing process. If you would rather walk through the steps with someone, make sure you attend one of the few remaining sessions being offered by Buzz Merrick this week.

Helpdesk Requests

The Quantum support team continues to work on reducing the number of helpdesk tickets and wait times to receive a response. Please keep sending your Quantum requests for help to help@umaryland.edu and not directly to individual support team members or to quantumfinancials@umaryland.edu. Using the helpdesk builds the knowledgebase for the responders on the Quantum support team and also enables tracking of issues so we can appropriately tailor training and communications. Sending your requests for help directly to individuals on the support team, often causes duplication of efforts and is an inefficient use of the limited support team resources. We thank you for your patience as the team works through your requests for help.

Redesigned Financial Calendar

The newly redesigned Financial Calendar can be accessed via Employee News on the Quantum Financials landing page, as well as under eUMB/Quantum News on the myUMB Portal Page.
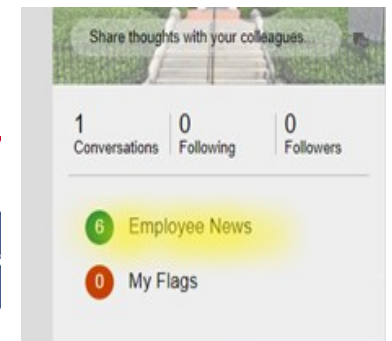
Redesigned Financial Calendar

The calendar will continue to be updated with important processing deadlines and now includes Quantum Financials and Quantum Analytics training dates. Look for the color-coded blue Training entries. Simply click to view class start/stop times and reach the registration page. You can continue to navigate directly to the training registration database and view options using Course Type = Quantum if you prefer.

Quantum Training Schedule

Quantum Financials classes are designed to introduce new users to the application, but current users are welcome to join any class for a refresher. The Quantum Training Team delivers classes over Webex and has selected course content which can be delivered in 3 hours or less, including time for your questions. Register by 5 PM the day before the class to receive an email with instructions for joining your virtual class session.

The September **Quantum Financials** training classes includes:

Quantum Financials Course Name	Date/Time
Introduction to Quantum Financials	Mon, Sep 21st – 9:00 AM – 11:00 AM
NONPO - Searching for NONPO Suppliers	Mon, Sep 21st – 2:00 PM – 3:30 PM
NONPO - Using NONPO Invoices for Check Requests	Tue, Sep 22nd – 1:30 PM – 4:30 PM
Requisitions - Creating & Approving Requisitions	Wed, Sep 23rd – 9:00 AM – 12:00 PM
Requisitions - Receiving Orders	Thu, Sep 24th – 9:00 AM – 10:00 AM
Creating Customer Billing and Recording Disputes	Fri, Sep 25th – 9:00 AM – 12:00 PM
Using Debit Memos for Accounting Transfers	Mon, Sep 28th – 9:00 AM – 12:00 PM
Reallocating & Approving Procurement Card Transactions	Wed, Sep 30th - 9:00 AM – 11:30 AM

Note: Searching for NONPO Suppliers is now a separate class and a pre-requisite for the Using NONPO Invoices for Check Requests class.

Quantum Analytics classes do not require advance registration. You can access all of the sessions using this log-in information:

https://umaryland.webex.com/join/bmerrick
Access code: 730 028 347
To phone in: 415-655-0001

The September and October **Quantum Analytics** classes include:

Quantum Analytics Course Name	Date/Time
Create Customized PI & Dept Award/Project Reports	Tue, Sep 29th – 9:00 AM – 10:00 AM
Create Customized PI & Dept Award/Project Reports	Wed, Sep 30th – 3:00 PM – 4:00 PM
Sponsored Management Dashboard Intro	Wed, Oct 7th – 9:00 AM – 11:00 AM
Payroll Management Dashboard Intro	Thu, Oct 8th – 9:00 AM – 11:00 AM
All Activities Management Dashboard Intro	Tue, Oct 13th – 9:00 AM – 11:00 AM
Create Customized All Activities GL Reports	Wed, Oct 14th – 9:00 AM – 11:00 AM
Create Customized All Activities GL Reports	Thu, Oct 15th – 2:00 PM – 3:00 PM
Best Practices for Transaction Detail Union Reporting	Tue, Oct 20th – 2:00 PM – 3:00 PM
Best Practices for Transaction Detail Union Reporting	Wed, Oct 21st – 9:00 AM – 10:00 AM
PO and PR reporting for GL and Awards reports	Wed, Oct 28th – 9:00 AM – 10:00 AM
PO and PR reporting for GL and Awards reports	Thu, Oct 29th – 2:00 PM – 3:00 PM