



February 14, 2020

Volume 3, Issue 1



Disbursements WebEx Workshop

The Disbursements staff has scheduled a WebEx workshop for Monday, February 24 from 10:00 a.m. – 12 Noon. To register [click here](#).

This is an opportunity for individuals to converse with Disbursements staff on matters related to processing payments in Quantum Financials. Rather than a formal presentation, Disbursements will provide individualized attention according to the needs of the caller.

Participants are encouraged to review the [January 29 presentation](#).

The Quantum Financials Workshops held January 28, 2020 for [Quantum Billing System](#) and January 29, 2020 for [Disbursements](#) are now available on Financial Services website.

February Training

The following Quantum training schedule has been set for February. Please take the time to register and attend the sessions that will help you in your Quantum education journey!

February 2020 Quantum Training Schedule

Topic	Date	Time
Sponsored Management Dashboard	Tues, Feb 18, 2020	1:00 pm – 4:00 pm
Using NONPO Invoices for Check Requests	Wed, Feb 19, 2020	9:00 am – 12:00 pm
Creating Volume-Based Billing Events	Wed, Feb 19, 2020	1:30 pm – 3:30 pm
Payroll Management Dashboard	Wed, Feb 19, 2020	9:00 am – 12:00 pm
Using Debit Memos for Accounting Transfers	Thurs, Feb 20, 2020	9:00 am – 2:00 pm
Reallocating and Approving PCard Transactions	Tues, Feb 25, 2020	1:30 pm – 3:30 pm
Creating and Approving Requisitions and Receipts	Wed, Feb 26, 2020	9:00 am – 3:00 pm
Payroll Management Dashboard	Wed, Feb 26, 2020	1:00 pm – 4:00 pm
All Activities Management Dashboard	Thurs, Feb 27, 2020	9:00 am – 12:00 pm

To register:

- Login to the [training registration database](#)
- Choose **Add Course**
- Choose **Course Type = Quantum**
- Choose **Course Name = Select a course name**
- Click **Register (you will receive a confirmation email)**

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UPK Tutorials Updated

The UPK tutorials have been reviewed and updated by the Quantum Training Team to provide the most recent views and training tips for users. If it's been a while since you attended training and printed your UPK job aide, please visit the [UPK site](#) again to see what's new.

PCard Accrual Basics - Correction

A basic explanation of the PCard Accrual process was included in the previous issue of Quantum Bytes (Volume 2, Issue 2 dated January 31, 2020), with navigation provided to help you identify which cardholders' expenses are being accrued using the Quantum Analytics Transaction Detail download. One step was mistakenly omitted from those instructions. We apologize for the oversight. The updated instructions are:

On the Transaction Detail download page, you should select the Transaction Type – GL – Pcard Accrual Journal and then decide which prompts you want to fill in. For example, if you want to see for your whole Org, which cardholders' expenses were accrued at the most recent month end, you would complete:

Fiscal Year – 2020

Fiscal Month – Dec

Org – select your Org number from the Search box

Uncheck the "Include Cost Sharing?" box

When you click the Apply button, your results will return in the report:



What are the PCard Accrual Journals Transactions? (QA7.P1.R12)

In the Journal Line Description column, you will see the cardholder's name, period of expenses, and if the expense report has not been created or is pending approval. That will tell you whether you need to follow-up with the cardholder or authorized reviewer.

Month End Close

The updated Financials Calendar has been posted in the eUMB News section of the Portal page. You can still find the notification of month end closing under Employee News on your Quantum Financials home page too.



Reminders, Tips, and Tricks

Some of these reminders are included from previous issues. Please take note of them and reach out to quantumfinancials@umaryland.edu if you have questions.

Ship To Location Code

When creating requisitions or using punch out please DO NOT use HR locations when selecting the "Ship To" location. HR locations are identified by the –HR–HR in the location code. For example the Saratoga Building is 8115-HR–HR.

Approving Lengthy PCard Expense Reports

When approving lengthy expense reports, instead of clicking Done after each expense item use the left/right arrows or the dropdown list to "scroll" from one expense item to the next, letting you move more quickly through a long list of items as you review for approval. This tip works for expense reports of any length, but is particularly useful for lengthy reports.

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Reminders, Tips, and Tricks


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4862 vs. 7062

Object code 4862 should no longer be used as a charge object for study participant payments. Instead, when a working fund check is issued to pay multiple participants the object code 7062 - Study Participant Pay Imprest funds - will be charged. When study participants are paid, a debit memo should be processed to move the cost of the participant payments from 7062 to 3125 – Participant Study Pay - Group.

NONPO Invoice Rejections

A common reason NONPO invoices get rejected is that the Project Number and Project Owning Org on the Details link for the NONPO invoice line is not completed. Before completing the line on the NONPO invoice, be sure to click the Details icon to open the Update Additional Information: Line: dialog box and fill in both Project Number and Project Owning Org then click OK.

Asset		Project							Details
Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	* Contract Number	* Funding Source		
<input type="checkbox"/>	10018656	1	01/09/2020	3916-Office	10404000-E	050155C	Fogarty Inte		

Update Additional Information: Line : 1

ProjectNumber

ProjectOwningOrg

Context Value

Regional Information

OK Cancel

Quarterly Update for Quantum Financials

The Quantum support team is hard at work now testing functionality that may be affected by the February 2020 quarterly update to Quantum Financials (i.e., 20A). The update will be pushed into production by February 21st.

Remember the Crosswalk!

The Crosswalk that was used to map your projects from eUMB to Quantum is still available via eUMB Financials on your Portal page. It should be used as a reference to identify your Quantum account combos – and there’s even a UPK to help you!

Search – Select – Tab

A useful tip to remember throughout Quantum is to **Search – Select – Tab**. This means, when completing a prompt field, it is always recommended to use the **Search** feature, **Select** the value you want, then **Tab** out of the field. If you just type into the prompt field, your selection is not always recognized by the system.



Update to Award Detail Report—you can now see entries for other revenue and closeout on an award

An update has been made to the Award detail report on the Sponsored management Dashboard to show LTD Miscellaneous Revenue as part of the summary Infotile.

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The *Other Revenue* accounts listed below are now reflected on the Award Detail Report QA4.P4.T2 for LOC/Cost/Schedule-based in Quantum Analytics. This change allows users to see the dollars transferred in or out for activities such as interest, refunds, or moving a surplus or funding deficit.

0604-Unexpended Grant Balances
 0605-Refunds to Sponsors
 0691-Invest Income
 0693-Additive Interest Income
 0715-Investment Income - State Treasury
 0903-Library Fines

0924-USM Institutions Revenue
 0932-Surplus Property Sales
 0969-Grant Cost Overrun Funding
 0992-Other Revenue
 0998-Internal Billing Revenue
 0999-Internal Revenue Transfers

Additional functionality to be delivered soon—Drill through activity and other revenue for Volume based awards.



Approved PCard Expenses Not Appearing in Quantum Analytics

As mentioned in the email sent to all Quantum Financials users on 2/5/2020, we have identified an issue causing PCard charges that are allocated to a grant that has ended, to get hung up when trying to properly account for them through Accounts Payable processing. As a result, the entire expense report is not posted as allocated and therefore not viewable in Quantum Analytics. This issue was elevated to Oracle and we are waiting for a solution. You will be notified as soon as it is corrected.



Where to Find Forms used to Request New Segments or SOAPF Combinations

The form to request new Purpose and Activity values, as well as new SOAPF combinations, are located on the [Financial Systems website](#). Both forms are included on the “New Segment Value Request Form” shown below – they are separate tabs in the same Excel file.

New Quantum Departments

- [New ORG Request Form](#) **DOCX**
- Please submit an Excel copy of the SOAPF form as well as the signed New Org form.
- [ORG Change Request Form](#) **DOCX**
- [New Segment Value Request Forms](#) **XLSX**

Remember to please allow a week from final Budget Office and Financial Systems approval for new Purpose and Activity values and SOAPFs to be created. Generally this will be done on Sunday evenings depending on the availability of Financial Systems staff. You will be notified as soon as the setup is complete.

Remember to send your questions about using or getting results from Quantum Financials or Quantum Analytics to help@umaryland.edu.

