Quantum Bytes — an update on all things Quantum

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

Previous Quantum Bytes Issues

Focus on PCard—Reminders and Notifications

Never Create PCard Items

We covered this topic in a previous issue, but are recycling it here because we are still finding that Cardholders or Reallocation Delegates are selecting the Create Item button when reallocating PCard transactions.

There is **NEVER** a need to use the Create Item feature since all valid PCard transactions are loaded into your expense items list daily from USBank. When an expense item is also "created" it is duplicating the actual transaction. Worse yet, when those "created" items are added to an expense report and approved, significant effort from both the Office of the Controller, Financial Services and the Department who "created" the item is required to reverse the effects. If you have already prepared an expense report containing items that were created instead of moved from your expense items list, please submit a request to help@umaryland.edu for assistance with how to correct it.

The Quantum support team is working on eliminating the Create Item button from the Expenses page and expects that change to be in place soon. Until then, Cardholders and Reallocation Delegates should remember to never use the "Create Item" feature when adding PCard transactions to an expense report. If a transaction appears on your VISA statement and still does not appear in your expense items list three days after the item's posted date, please contact help@umaryland.edu for assistance.

Improvement to PCard Transaction Report

PCard billing cycles usually end on the 25th of each month, except when the 25th falls on either a holiday or weekend. In those cases, the billing cycle ends on the next business day. The PCard Transactions Report, available under the Campus Reports icon in Quantum Financials, has been improved to reflect in the next billing cycle, those transactions that were purchased in the current month but posted after the current billing period end date.

Do Not Use Capital Equipment Expenditure Types When Reallocating PCard Transactions

Capital Equipment has a unit cost of $5,000 or greater, so it cannot be purchased using the PCard. Therefore, when completing PCard reallocations for purchases made on a Project, you should never use an Expenditure Type (i.e., the E in POETAF) that starts with 42xx or 43xx, as they are reserved for Capital Equipment purchases.

PCard User's Guide Update and Refresher Training

The PCard User's Guide on the Strategic Sourcing and Acquisition Services (SSAS) website has been updated. Save the date for a new refresher training session which will be offered by Change Management and Advisory Services and SSAS on Thursday, December 3rd from 10 AM to 12 PM. Registration details will be available soon.

Role Entitlement Report Name Change

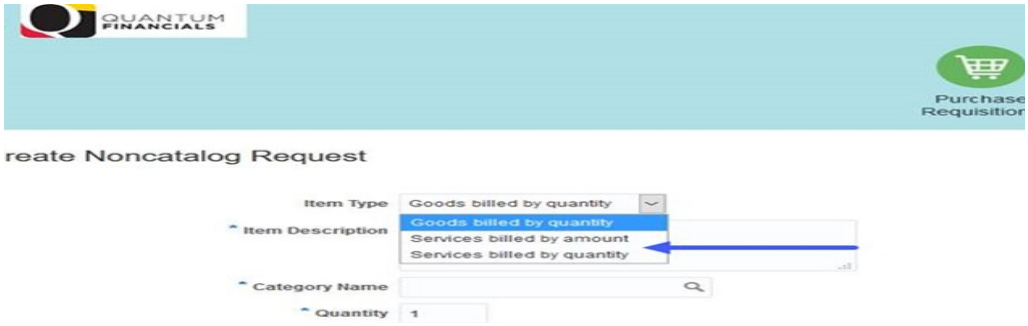
The Role Entitlement report that has been available under the Campus Reports icon in Quantum Financials is getting a new name. The report has been renamed ***User Security Roles*** to more accurately describe its purpose. The report also now includes an additional column for PCard Expense Approver. This column will identify, for those who have a role in PCard reallocation, whether they are also a PCard Approver per SSAS records.

Quantum Financials Upgrade

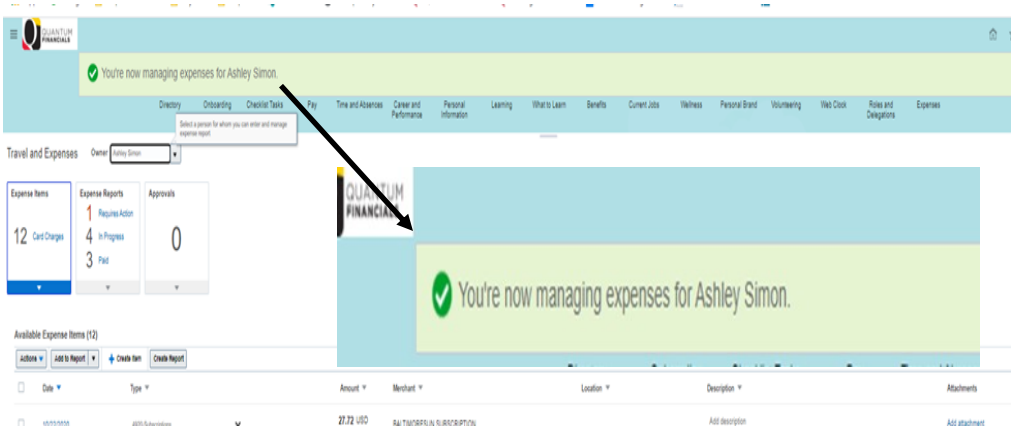
Quantum Financials will be unavailable from 10 PM Friday, November 20th to 12 PM Saturday, November 21st while it absorbs its next quarterly upgrade.

The Quantum support team has spent the past 10 days testing the upgrade features and although the testers have not noticed any significant impact to the end user experience, we do want to call your attention to the following new features certain users will notice:

- When creating Non-Catalog requisitions, users will notice a new item type for *Services Billed by Quantity*. While this option will be available to select, you should not use it until the team can determine the appropriate business case for this selection and how it will impact on the complete procure-to-pay process.



- When reallocating another cardholder's PCard transactions, Delegates will notice a new feature to help remind them for which cardholder they are reallocating. The reminder appears as a banner at the top of the expense screen after you select the cardholder from your dropdown list.



Once you select Create Report and the next screen opens, you must again select the appropriate cardholder and the related approver though. This has been identified as an issue and the support team is working on a solution.

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Remember Clear Cache Often

This is especially important after upgrades and patches so that you access the most up-to-date page versions.

Best practice suggestion is to clear your browser cache everyday as part of signing into Quantum.

Instructions can be found here.

Quantum Financials Upgrade

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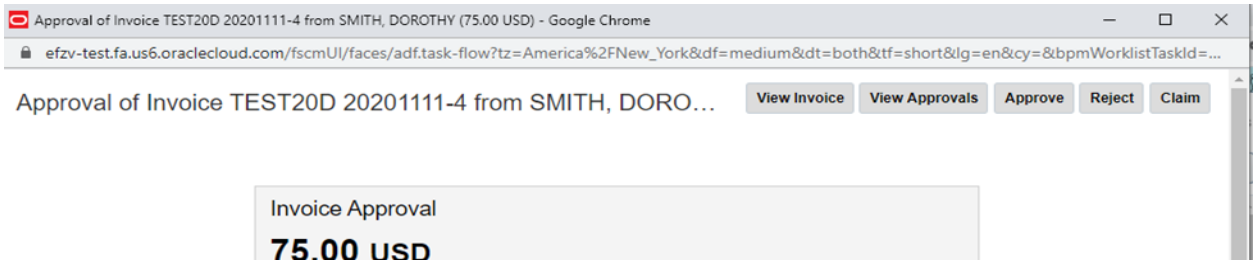
- When reviewing and approving work flowed items, approvers will find new buttons on their approval screens that provide direct access to view the details of the item. For example, View Invoice opens the invoice for review. Once open, you can review it and close it to return to the options to approve or reject. View Approvals generates a list of current approvals/rejections for an item. These new buttons are available across the application. Look for updated training materials on these new features soon .



Important NONPO Invoice Information

Tango e-Cards for Research Study Participant Payments

Important information concerning changes to the process for requesting e-Cards for payments to research study participants from Tango Card was recently shared by Financial Services. The details can be found in the Directions for Purchasing e-Cards from Tango Card, but the primary change is that Tango e-Cards must now be requested as a NONPO invoice using the payment method of State Payment, instead of General Working Fund (GWF). The State may take up to four weeks to process the check request and will mail checks directly to Tango. The email address for submitting Tango invoice documentation to Disbursements is fs-workingfund@umaryland.edu.

Supplier Address Changes

If you need to change the address for a NONPO Supplier that is being paid $100 and above **or** that is a State Supplier, a W-9 must be securely sent via Accellion to supplierregistration@umaryland.edu.

If the NONPO Supplier is being paid less than $100 and is a GWF supplier type, a W-9 is not required to process the change, but the request to update the supplier address must still be sent to supplierregistration@umaryland.edu.

Validation or Workflow Routing Errors

Are you receiving validation errors or workflow routing errors on your Debit Memos or NONPO Invoice transactions? If so, there are new UPK tutorials available that address these errors, with specific examples of common errors from help tickets. It's helpful to know how the errors are created and what to do to correct them. You can also request help from the Quantum Financials team via the help desk at help@umaryland.edu.

How to view a Supplier Registration Rejection

When a supplier registration is rejected, the initiator of that registration receives an email notification. The initiator can then access the supplier registration as follows and read the comments about why it was rejected.

1. Open the Manage Supplier Registration Requests link in the Task pane
2. Search by Supplier name or the assigned Supplier registration number
3. When the registration opens, scroll to the bottom of the screen and read the Reject action comments.

Common reasons for rejection include:

* The Supplier already exists
* The Supplier registration contains errors, such as incorrect format on the name or address
* The request reason 'check request' was not used
* There is no Supplier type selected, i.e. State Payment or GWF
* There are dashes in the Tax ID or no Tax ID was supplied
* State is not abbreviated

UPK tutorials for both Supplier Address Changes and Viewing Supplier Registration requests are available.

NONPO Invoice Documentation Request

When sending documentation supporting NONPO invoices via Accellion, please remember to include the ***invoice number in the subject of the email*** so Disbursements staff can identify the documentation to the appropriate invoice.

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. The Quantum support team is working to make this a required field.

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).

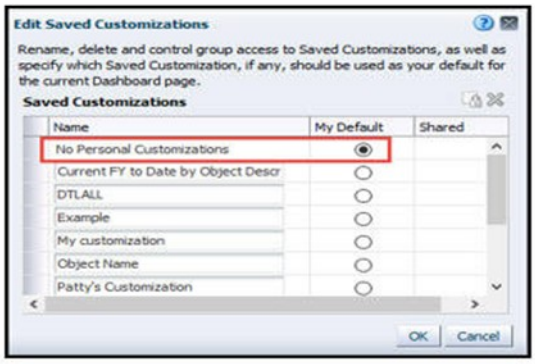
The Accounting Date on the bill should **NEVER** be changed. Changing the accounting date will cause the bill to be posted to a future month and will lead to recognition issues if the customer happens to pay before that future date. If your department needs more time for a customer to pay a bill, please contact General Accounting. Do not update the Accounting date or Payment terms on your own.

Don't Default that Customization

Customizations can be a great time saver within Quantum Analytics but defaulting a customization—meaning that the customization will appear as soon as you bring up the dashboard - is not recommended. The best practice suggestion is to remove the customization from being a default and instead apply the customization each time you run the report. To remove default customizations:

1. Click on the Gear ⚙ in the upper right corner and select Edit Saved Customizations.
2. Click the radio button for No Personal Customizations.
3. Click OK at the bottom of the page.

You will still have saved customizations, but none will be set as the default.



Remember – new SOAPF combos will show in Quantum Analytics *only* after they have been created *and* there is some activity posted to them.

Keep Clearing Requisitions

Remember to keep clearing your abandoned requisitions from your workflow list – those that you no longer need because they were returned by the buyer or rejected by the approver – so they don't continue to artificially inflate encumbrances in the Project commitment records. Steps for clearing the requisitions can be found on the Quantum website and a new UPK tutorial is available to help you.

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.

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. You can register either via the financial calendar or the training registration database.

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

Quantum Financials Course Name	Date/Time
Introduction to Quantum Financials	Mon, Dec 7th – 1:30 PM – 3:30 PM
NONPO - Searching for NONPO Suppliers	Tue, Dec 8th – 1:30 PM – 3:00 PM
NONPO - Using NONPO Invoices for Check Requests	Wed, Dec 9th – 9:00 AM – 12:00 PM
Requisitions - Creating & Approving Requisitions	Thu, Dec 10th – 9:00 AM – 12:00 PM
Requisitions - Receiving Orders	Fri, Dec 11th – 9:00 AM – 10:00 AM
Creating Customer Billing and Recording Disputes	Mon, Dec 14th – 9:00 AM – 12:00 PM
Reallocating & Approving Procurement Card Transactions	Tue, Dec 15th - 1:30 PM – 4:00 PM
Using Debit Memos for Accounting Transfers	Wed, Dec 16th – 9:00 AM – 12:00 PM

Note: Searching for NONPO Suppliers is a separate class and 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 December **Quantum Analytics** classes include:

Quantum Analytics Course Name	Date/Time
All Activities Dashboard Intro	Wed, Dec 9th – 9:00 AM – 11:00 AM
Sponsored Management Dashboard Intro	Thu, Dec 10th – 9:00 AM – 11:00 AM
Analytics Showcase (Center for Vaccine Development & Global Health)	Thu, Dec 10th – 2:00 PM – 3:00 PM
Transaction Details Union Encumbrance Reports Workshop	Tue, Dec 15th – 2:00 PM – 3:00 PM
Payroll Management Dashboard Intro	Wed, Dec 16th – 9:00 AM – 11:00 AM
Transaction Details Union Encumbrance Reports Workshop	Thu, Dec 17th – 9:00 AM – 10:00 AM

NEW Analytics Workshop

Starting December 2020, we will begin offering ***Analytics Showcase*** sessions – at this workshop we'll showcase how a department, school, or central office is leveraging Quantum Analytics for their reporting needs. This month, the Center for Vaccine Development and Global Health will show us how they incorporate Sponsored Management Reports (Award Detail and PI Profile) into their monthly PI award/project check-ins. (See December 10 listing above).

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, please email the Quantum Training Team at DL-FIN-Financial-Systems@umaryland.edu. We're looking forward to seeing you soon!