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UNIVERSITY of MARYLAND  
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## Best Practice when Preparing to Surrender Your PCard

When a cardholder is planning to surrender their PCard due to termination of employment, change of department, etc., there are certain steps that must be followed. Detailed instructions can be found in section 3.7 of the [Corporate Purchasing Card Users Guide](#). In addition to those steps, and during the weeks leading up to the last day of employment, a suggested best business practice is for the cardholder to stop making purchases as soon as possible and to work with the approver to submit all outstanding PCard expense items on expense reports for review and approval. In addition, a delegate should be assigned for the terminating cardholder so that any trailing charges can be reallocated after the cardholder leaves. Assigning a delegate requires both an Account Maintenance form and a Delegate Access form, which can be found on the [Forms page](#) of the SSAS website.

## Quantum Financials Notes

### Disabling SOAPF's

To close a SOAPF code, the Net Asset Balance must be zero and no open encumbrances on the Quantum Analytics, Budget to Actuals Detail report. If there is a SOAPF 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](mailto: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.

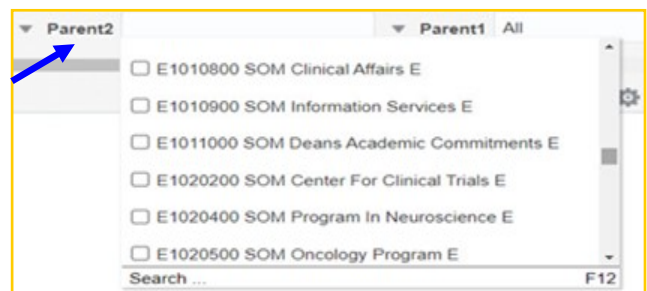
3 - Search QA3.P4 - Budget to Actuals Summary QA3.P5 - Budget to Actuals Detail

**How Much Budget is Left on this SOAPF Code? (QA3.P5.R9)**  
Time run: 4/6/2021 4:52:08 PM

Activities Category	Activities Subcategory	Object Level C	Period Activity Amount	Budget Amount	Actuals	Encumbrance Balance	Budget Variance	Burn Rate %	% Of Budget
Net Asset Beginning Balance	Net Assets	C900-N/A-Unrestricted - B	\$0.00	\$0.00	(\$383.56)	\$0.00	\$383.56	0.00%	0.00%
	<b>Net Assets Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$383.56)</b>	<b>\$0.00</b>	<b>\$383.56</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Net Asset Beginning Balance Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$383.56)</b>	<b>\$0.00</b>	<b>\$383.56</b>	<b>0.00%</b>	<b>0.00%</b>
Net Activity Deficit(Surplus)	Revenues	C000-Revenues	\$383.56	\$0.00	\$383.56	\$0.00	(\$383.56)	0.00%	0.00%
	<b>Revenues Total</b>		<b>\$383.56</b>	<b>\$0.00</b>	<b>\$383.56</b>	<b>\$0.00</b>	<b>(\$383.56)</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Net Activity Deficit(Surplus) Total</b>			<b>\$383.56</b>	<b>\$0.00</b>	<b>\$383.56</b>	<b>\$0.00</b>	<b>(\$383.56)</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Net Asset Balance Deficit(Surplus)</b>			<b>\$383.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>

### Org and Object Hierarchy Includes New Descriptions

The Org and Object Hierarchy reports in Quantum Financials now include detailed descriptions using the Parent level prompts. The example here for Parent Level 2, provides the detailed level E Org description, which includes the School and/or department name



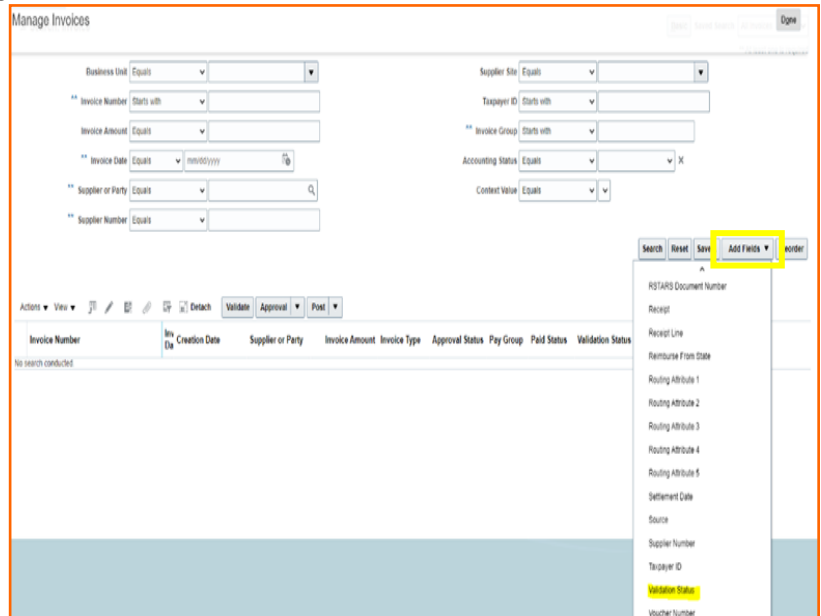
[Previous Quantum Bytes Issues](#)

## What do the State Check Numbers Mean?

We now can see the State check number and check date information in the Quantum Analytics Transaction Details Union Report by searching on transaction type “PO Invoice/AP Travel” and “Check Request/Working Find”. The State check number and date are in the columns titled Attribute 6 and 7. If the State check number starts with a 5, this is a direct deposit payment using ACH. If the number starts with a 0, a physical check was issued. If the check number starts with LOC, there was a liability due to the State from the payee and the payment has been intercepted.

## Searching for the Validation Status of Invoices

To get a list of your invoices and their validation status, navigate to Quantum Financials > Invoices > Manage Invoices, where you can add the search parameter for “Validation Status.” To add the search parameter, click the “Advanced” button on the top right of the Manage Invoices screen and then the “Add Fields” button to the bottom right of the search parameter section. Scroll down to select “Validation Status.” Once the “Validation Status” search parameter appears, select “Needs revalidation” as the prompt. If you create search parameters to view all expense reports that are in a Needs Revalidations status, you can click the “Save” button to save that search. You can even have a saved search default and have it run automatically when you go into Manage Invoices. Saved searches are found on the top right of the Manage Invoices screen.



## Quantum Analytics Notes

### New Quantum Analytics WebEx Seminars and User Aids

The Training and Support page on the Quantum website has been updated to include new [WebEx Seminars](#) and [User Aids](#).

The new WebEx seminar for [What Are My POs and PRs on an Award or SOAPF? - May 2021](#) and the accompanying [User Aid](#) focuses on the enhanced features found in the Award Detail Report (QA4.P4) **and** the Budget to Actuals Details Report (QA3.P5). These reports are accessed by using the “What Are My POs and PRs” from the Report Selector and provides the transactions for Purchase Orders (POs) and Purchase Requisitions (PRs) on specific Awards or SOAPs. We refer to these as the “R50 reports”. The information is displayed in several formats or “Views” (Report Filters). These “Views” provide different and helpful ways to view PO and PR encumbrances (including Temporary Requisitions). You can access the recorded seminars and User Aids from the above links.

### New Quantum Analytics Workshop for Transaction Details Union Reporting

[Actuals & Encumbrances in Transaction Details Union Report](#) is a new workshop available for Quantum Analytics users. This workshop introduces you to a broad range of reporting available in the Transaction Details Union report located on the Downloads Management Dashboard. You will learn how to run, save, and export transaction detail reports for Actuals, Encumbrances, and/or both. You will also learn how to leverage the Transaction Details Union Report Cheat Sheets. There is one for Actuals and one for Encumbrances reporting. These User Aids enable you to have a better understanding of the columns of data that display in these and other Analytics reports. Advance registration is not required. WebEx room information will be sent via Gentle Reminder email before the course. The User Aids for both Actuals and Encumbrances can be found on the Quantum Training and Support page under [Quantum Analytics User Aids](#).



## Important Fiscal Year-End Close Deadlines

Financial Services has issued the Year-End Closing Letter for FY 21 providing many important dates and deadlines. The letter can be found via the Financial Services Announcements [web page](#). As we approach the second year closing and are operating in a challenging Telework environment, adherence to prescribed procedures is important. Please circulate this letter to all personnel involved in the fiscal and business operations in your department. You can also click on this link to go directly to the [Quantum Financials Fiscal Year-End Deadlines](#) letter from The Office of the Controller (OOTC). **Please be aware the processing deadlines are as of 5:00 PM on the deadline date.**

## Clear Cache Every Day

This is especially important after quarterly upgrades and patches to access the most up-to-date version of Quantum. The best practice suggestion is to clear your browser cache every day as part of signing into Quantum. Instructions can be found [here](#).

## Don't Default Customizations

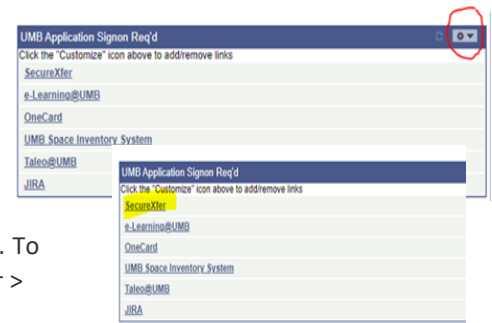
Saving customizations in Quantum Analytics can be a time saver, but remember the best practice suggestions is to NOT set them up as a default. See the July 2020 [issue](#) of Quantum Bytes for more information about why.

## NONPO Invoice and Debit Memo Descriptions Details

The header description in a NONPO Invoice and Debit memo will default to the line item description. To include more transaction detail at the line item level, initiators can edit the line item description to include more detailed information. The best practice suggestion is to include the purpose and account debit and credit information at the line item level. The line description will carry through to Quantum Analytics.

## How to Add SecureXfer to Your myUMB Portal Home Page

The SecureXfer service provides a secure way to send large files and files containing sensitive information to recipients both inside and outside the University. Rather than using an email account to transfer or receive the attachments, individuals can use SecureXfer to transfer these files. Users upload files to the SecureXfer service and then send out messages to individuals with a link to the file or files stored in SecureXfer. To add the App to your myUmb portal page click on gear setting > personalize > SecureXfer > Save > Return Home.



## PO Close email Reminder

SSAS introduced a New PO Close email address and information found in the December [issue](#) of Quantum Bytes. The PO Close email [PO\\_Close@umaryland.edu](mailto:PO_Close@umaryland.edu) is to streamline requests to close Purchase Orders. When you require a PO to be closed, please follow the SSAS guidelines: send an email to the PO Close email address and use the Subject line "Close PO#XXXXXXXXX". In the body of the email provide the PO# and Supplier name. If you are sending multiple PO's in one email, use in the subject line "Close multiple PO's" and list each PO# and Supplier name in the body of the email. SSAS will send a confirmation email once the PO's are closed.

## Clearing Requisitions from Your Workflow List

To assist users who have requisitions in Rejected or Returned status for more than 30 days that are no longer needed and should be cleared, you will receive an email reminder each Monday morning with links to the "Steps for Clearing Requisitions" and [UPK Tutorial](#). Please follow the instructions and clear the requisitions as soon as possible.

## Purchasing e-Cards from Tango Card

Tango Card is an approved vendor for purchasing e-cards for research study participants. Users must create an account with Tango and submit a NONPO Invoice for State check request made payable to Tango. You must use the State Payment pay group. Please allow up to four weeks after entering the NONPO State check request for the State to process the check request. State Payment checks are mailed directly from Annapolis to Tango. Please use the email address [fs-workingfund@umaryland.edu](mailto:fs-workingfund@umaryland.edu) for submitting the Tango invoices. All check requests for research study participant payments must be submitted to the General Working Fund (GWF) staff who oversee compliance with the Research Study Participant Payment Policy and Procedures for both State and GWF check requests. Directions for Using Tango can be found [here](#). The Tango Refund Request form can be found on the [Tango e-Cards page](#) of the Financial Services website. Policies, Procedures, and reconciliation documentation related to Research Study Participant Payments is available [here](#).

**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 **June Quantum Financials** training classes include:

Quantum Financials Course Name	Date/Time
Introduction to Quantum Financials	Mon, June 21 – 10:30 AM – 12:00 PM
Searching for NONPO Suppliers	Mon, June 21 – 1:30 PM – 3:00 PM
Using NONPO Invoices for Check Requests	Tue, June 22 – 9:00 AM – 12:00 PM
Using Debit Memos for Accounting Transfers	Wed, June 23 – 9:00 AM – 12:00 PM
Creating Customer Bills/Recording Disputes	Thu, June 24 – 9:00 AM – 12:00 PM
Reallocating & Approving Procurement Card Transactions	Mon, June 28 – 1:30 PM – 4:00 PM
Creating & Approving Requisitions	Tue, Jun 29 – 1:00 PM – 4:00 PM
Receiving Orders	Wed, Jun 30 – 11:00 AM – 12:00 PM

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

#### Quantum Financials - Creating Customer Billing

If you have not yet taken the Customer Billing and Recording Disputes course, it is needed to understand how to bill external customers for goods and services provided by UMB. This class is important also to learn about billing our Foundation partners, UMBF (UMB Foundation) and USMF (USM Foundation).

The next Customer Billing class is **June 24<sup>th</sup> 9 am – 12 pm** via WebEx. Register via the Financials Calendar or the [Enterprise Training Database system](#). More information on Foundation billing can be found [here](#).

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-BF Financial Systems](#). We're looking forward to seeing you soon!

The **June Quantum Analytics** classes include:

Quantum Analytics Course Name	Date/Time
Sponsored Management Dashboard Intro	Tues, June 15 - 9:00 AM– 11:00 AM
Payroll Management Dashboard Intro	Wed, June 16 - 9:00 AM– 11:00 AM
All Activities Dashboard Intro	Thurs, June 17 - 9:00 AM– 11:00 AM
Actuals & Encumbrances in Transaction Detail Union Reports	Wed, June 23 - 9:00 AM– 10:30 AM
Actuals & Encumbrances in Transaction Detail Union Reports	Wed, June 23 - 2:00 PM– 3:30 PM

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

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

Are you ready to share what you like about Quantum Analytics and which reports helping you get your work done? The Quantum Training Team is always looking for new Analytics Showcase topics and presenters. Reach out to Buzz with your contact information at [DL-BF Financial Systems](#).

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