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## PCard Accrual Basics

The accrual of PCard expense items that have not been included on an expense report and/or approved in Quantum Financials is a new process to everyone. Accruing the expenses after the billing period end date (usually the 25<sup>th</sup> of the month) is an accounting process done to recognize expenses in the period they are incurred. The accrual is reversed at the beginning of the next month (usually on the 1<sup>st</sup> of the month) since the items still need to be allocated to an expense in the general ledger. Until the expenses are properly allocated on an expense report, and that expense report is approved, the expenses will continue to be accrued at each month end and then reversed. You can see which cardholders' expenses are being accrued via Quantum Analytics, Transaction Detail download.

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.

## PCard Infolets

Infolets are interactive boxes used throughout the Quantum systems to display important information, sometimes using text and/or charts. Users can drill through from the data displayed in the Infolets to the applicable details.

For PCards, Reallocators and Delegates have access to the following Infolets on the Expense page:

**Expense Items** - includes items in 2 categories:

Overdue (>60 days old) and Card Charges (0-59 days old)

**Expense Reports** - displays reports saved or submitted but not yet approved by at least the PCard Approver, including those in a status of "In Progress" or "Rejected"

**Approvals** - displays those reports which have been approved by at least the PCard Approver and includes those in a status of "Approved"

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Clicking the bar at the bottom of the Infolet displays a list of all items in that group. To view a filtered list of items – including more details about each one – click a link from within the Infolet. For example, these Infolets can be used to quickly show how many PCard transactions (i.e., expense items) are waiting to be added to an expense report and how many expense reports you still have in progress. Particular attention should be paid to the overdue items. These transactions were downloaded from the bank over 60 days ago and have still not been allocated to an appropriate funding source. The system requires that you add any Overdue expense items to an expense report and submit them for approval before or along with current card charges.

### Month End Close

Look for notification of month end closing under Employee News on your Quantum Financials home page and under eUMB News on the Portal page.

Once the closing process is stabilized, an annual calendar will be published.



## 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
All Activities Management Dashboard	Tues, Feb 4, 2020	1:00 pm – 4:00 pm
Sponsored Management Dashboard	Thurs, Feb 6, 2020	9:00 am – 12:00 pm
Creating Customer Billing and Recording Disputes	Thurs, Feb 6, 2020	9:00 am – 3:00 pm
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

Login to the [training registration database](#) to register for one of these sessions:

- Choose **Add Course**
- Choose **Course Type = Quantum**
- Choose a **Course Name**
- Click **Register**

## Service Centers

Use the following chart to help identify your charges from service centers.

Acronym/Abbreviation	Description	
BPSS	Pathology Biorepository Shared Services	iLab
BSC	Biosensor Core	iLab
Bioresco	Biomedical Research Supply Core	
CBT	Center for Bimolecular therapeutics	iLab
CCL	Cytokine Core	iLab
CMC	Confocal Microscope Core	iLab
COMP MED - ANIMAL ORDERS		
COMP MED - PER DIEM		
COMP MED - TECH SERVICES		
CTRIC	Clinical and Translational Research Informatics Center	iLab
CTRIM	Core for Translational Research in Imaging @ Maryland	iLab
CVD_FLOW	Flow Cytometry AND Mass Cytometry Core (CVD)	iLab
EMC	Electron Microscope Core	iLab
FCC	Flow Cytometry Core	iLab
GCF	Genomics Core Facility	iLab
GCRC	General Clinical Research Center	iLab
GIC	Genomics Informatics Core	
GRC	Genomics Resource Center	
HPC	High Performance Computing	
MICROBIOME	Microbiome Service Lab	
MS	Mass Spectrometry Center	iLab
Medical Computer Building		
NORC	Nutrition Obesity Research Center	iLab
PPC	Physiology Phenotyping Core	iLab
PRC	Pharmaceutical Research Computing	
TGL	Translational Genomics Lab	iLab
TLSS	Translational Laboratory Shared Services	iLab
UMGCCBIOSTATS	Biostatistics Core	iLab
UMMS_BIOBANK	UMM Biorepository	iLab
VVC	Virus Vector Core	iLab
Veterinary		
Note: Those marked as iLab are managed within CIBR's iLab system.		

In Quantum Analytics, from the Budget to Actuals Detail (QA3.P5.R1) report or the Award Details (QA4.P4.R10) report, you can drill through from your Operating Expenses to the Transaction Details. The resulting reports, either **What are the GL Subledger Transactions? (QA3.P5.Q7.P2.R101)** or **What are the Miscellaneous Project Cost Transactions? (QA3.P5.Q7.R101)** include Service Center charges. The acronyms or abbreviations for the service centers above will appear in the **Document** column of those reports.



### New Segment and SOAPF Requests

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.

### Quarterly Update for Quantum Financials

FYI - The next quarterly update from Oracle to Quantum Financials is coming in February 2020. The Quantum support team is hard at work now preparing for the update and will have less than two weeks to evaluate and test system functionality before the update is pushed into production by February 21st.



#### Clear Cache

Remember to clear your cache frequently to optimize the Quantum pages. [Instructions](#) on clearing cache using various browsers are available on the CITS website.

#### PII and PCard Numbers

Remember to block out any Personally Identifiable Information (PII) or PCard number, expiration date, etc, from supporting documentation before uploading it in Quantum.

#### Quantum Financials Workshops

Look for presentations from the Quantum Billing System and Disbursements Workshops on the Financials Services and Quantum websites by next week!

Remember to send your questions about using or getting results from Quantum Financials or Quantum Analytics to [help@umaryland.edu](mailto:help@umaryland.edu).

