Quantum Bytes — an update on all things Quantum

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Inside this issue:

Approved PCard Expenses Not Appearing in Quantum Analytics - an UPDATE

The Quantum support team has successfully executed the Oracle suggested solution to move those approved PCard expense reports that contained reallocations to grants that had ended, through Accounts Payable processing and into Quantum Analytics. You should now see the effects of those expense reports in the Transaction Details in Quantum Analytics. There are still other approved expense reports that remain hung up for other reasons for which the team is working to identify a solution. Thank you for your patience as we continue to troubleshoot.

PCard Expense Reallocation Tips

To minimize the number of PCard expense items that continue to get stuck while making their way through the accounting process, we have the following suggestions until a better process is identified:

- Separate those items that will be reallocated to a project that has ended, from all other expense items, when creating expense reports.
- PCard expense items to be charged to a project that has ended should be reallocated within the month the purchase was posted or at least before that month is closed.
- For those PCard expense items that need to be charged to a project that has ended, first reallocate them to a revolving (or State) account combo and then process a debit memo to move them to the proper project.
- Reallocations should not be done between the day after the billing cycle end date (usually the 26th of the month) and the 1st of the next month to allow for the PCard accrual and reversal processes to take place. If you reallocate charges during this time, you may see your charges duplicated until the reversal entry is processed on the 1st of the next month. You can consult the financials calendar for specific dates each month.

Quantum Analytics User Aides

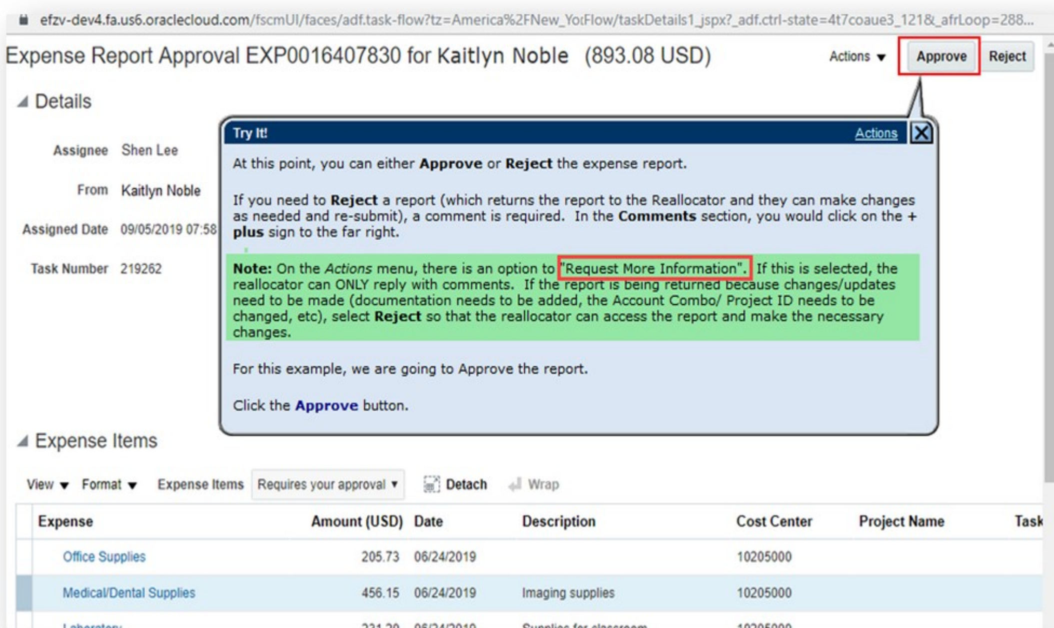
Several Quantum Analytics user aides have been developed by the training team and distributed to attendees during Analytics training sessions. In case you would like an electronic version, the user aides have been added to the Training and Support page of the Quantum website here. The UPK tutorials include similar job aides. You can access the aides by using the **Print It!** button for each tutorial.

NONPO Invoice Rejections – Correction

Note that the February 14th issue of Quantum Bytes, which can be viewed [here](), has been corrected to reflect that the common rejection reason relates to NONPO invoices only and not to Debit Memos. We regret the error.

Should You Reject or Request More Information?

Throughout Quantum Financials, approvers will have the option to **Reject** or **Request More Information** when approving transactions. For example, from the UPK tutorial for *Approving an Expense Report,* the Expense Report Approval screen shows the following options:



Understanding what happens when you select each option should help you decide which one is right for your situation.

Request More Information should be selected by the approver when you just need the initiator to reply with comments. In the expense report approval process, this would allow the PCard Reallocator to explain something about a reallocated transaction, but not make any changes or updates to the expense report that was already submitted for your approval. This is the equivalent of sending an email asking the Reallocator for more information.

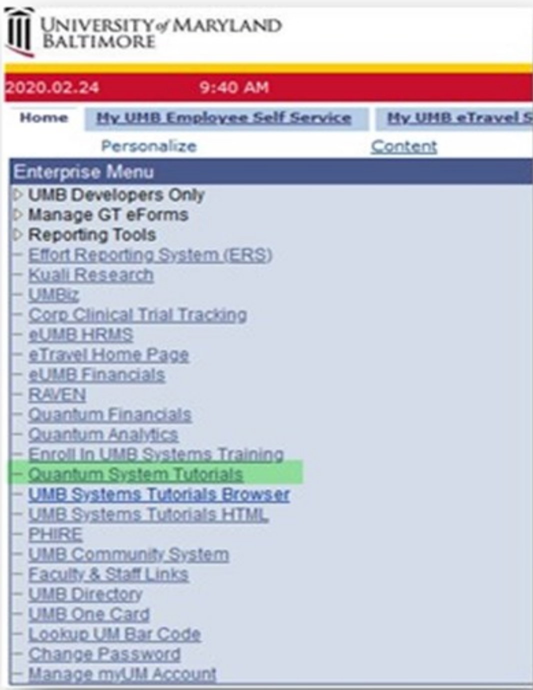
If an approver wants the initiator to change or update what has been entered for the transaction (e.g., add documentation, change the Account Combo/Project ID), **Reject** should be selected. In the expense report approval process, this will allow the PCard Reallocator to access the expense report and make the necessary changes. For quickest, clearest communication, we recommend always using **Reject** to return a transaction to the Reallocator.

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.

New Link from myUMB Portal Menu to Quantum UPK Tutorials

You can now access the Quantum UPK tutorials from the myUMB portal menu as shown below. The tutorials are still available via the Training and Support page on the Quantum website as well.



Update to UPK for *Hold and Release a NONPO Invoice*

Quantum Financials users that create NONPO Invoices should be aware that the process for placing a NONPO invoice on hold, and releasing it from hold, has been changed. The UPK tutorial has been updated and can be accessed here.

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.

Debit Memo Warning Message

Frequent debit memo users have asked if the message that pops up warning of a potential duplicate entry can be deactivated, since several debit memo fields will contain the same values as other debit memos.

The Quantum support team raised this request to Oracle but unfortunately were advised that at this time, deactivating the warning message is not possible. We realize this adds an additional click to the processing of debit memos and will continue to explore solutions wherever possible to minimize required steps that do not add value. We appreciate your patience.

Notes from the Disbursements WebEx Workshop

The Disbursements staff held a workshop via WebEx on Monday, February 24th to provide Quantum users with some updates and the opportunity to ask specific questions about invoice processing (NONPO and PO), Travel, Working Fund, and PCard reallocation. The following are some points of interest:

- If a NONPO invoice was entered before January 1, 2020 and is still not fully processed, please contact Lynell Pendleton to determine next steps.
- Starting March 2, 2020 Disbursements will reject any NONPO invoice for which supporting documentation is not received in the Disbursements' office within 5 days.
- When sending W9 forms to Disbursements for Suppliers (registrations or supplier update requests), please send the W9 form using Accellion, the secure file transfer application used by UMB. For more information on Accellion, or to set up an account, please visit the CITS website.

Common Error to Avoid on NONPO Invoice and Debit Memo Screens

When charging a project, if you do not enter a **Distribution Set** (Project Distribution) on the project line, that line will fail validation, even if everything else is correct.

Without a value in that field, the line isn't picked up in Distribution and the invoice fails validation with this message: ***Total of invoice Distribution Does Not Equal Invoice Amount***. This means the line wasn't picked up for Distributions, which you can easily see by clicking the Distributions button which will show you the Manage Distributions screen with a ***No data to display*** message.