Quantum Bytes — an update on all things Quantum

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Focus on PCard

This is the first of several features on PCard reallocation and record keeping with Quantum. We know that users have experienced many challenges with the new PCard system and hope these feature articles will answer some of your questions. Remember to check out past and future issues of [Quantum Bytes](#) for more PCard information, but if you have other PCard related topics that you would like to see featured, send them to quantumfinancials@umaryland.edu with **Focus on PCard** in the subject line.

PCard Reallocation Rules

Expense items, created from PCard transactions, are posted to the general ledger (GL) once the items are added to an expense report and the expense report is approved. Nightly system processes load the approved expense reports as a payment request invoice to Payables, and the "create accounting" process for the invoice creates the transaction that is posted to the GL.

Users have the option of creating expense reports as frequently as desired. However, all PCard transactions must be added to expense reports no later than 30 days after the billing cycle ends. Generally, the billing cycle will end on the 25th of a month so the transactions that are part of the billing cycle in one month must be submitted and approved before the 25th of the following month.

In order to reflect expenses in the GL in the month that they are incurred (required by state rules), an accrual entry will be created for any PCard transaction that was not submitted on an expense report by the end of the current billing cycle. The cardholder's default account combo will be charged by the accrual entry.

It is normal that every cardholder will have an accrual entry for the current billing cycle. If an accrual is created for a billing cycle prior to the current billing cycle, it means that the cardholder/delegate is delinquent in the allocation.

Remember that reallocations should not be completed and approved 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 your expense reports are approved 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 the specific dates each month.

PCard Tips and Notifications

Missing Transactions—For those of you who have reported that there are transactions on your VISA statement that do not appear in Quantum for reallocation, be aware that this is a known issue that the Quantum support team is working with Oracle to solve. In the interim,

PCard Tips and Notifications

you should include all other transactions on your expense report, making a note of the missing transaction, and submit it for approval. Once the missing transaction is loaded in your expense items list it can be included on a separate expense report. The combination of expense reports will agree to your VISA statement and transaction log.

Auto Populating Project Field—This tip is for users who reallocate to both Projects and GL Account Combos. There is an auto populate feature on the PCard reallocation screen that could cause some inaccurate reallocations if you don't notice it. Specifically, when you change the Type (i.e., Object) field near the top left of the screen, and have previously allocated to a Project, the system is auto populating the previously used Project number into the Project field on the bottom right of the screen. If that is not the Project to which you intended to reallocate, or if you intended to reallocate to a GL Account Combo, you must delete the auto populated number and either enter the correct Project number or adjust the Account segments. Remember that whatever appears in the Project fields on the reallocation screen will override the Account field.

Notification—We are happy to report that many of the previously stuck expense reports have been processed using solutions developed from working with Oracle support. If you have been waiting to see the results of your reallocations for such expense reports, you should now see them posted in Quantum Analytics. Your fully processed PCard expense reports can be found in Quantum Analytics on the Transaction Details Union download report by selecting the PCard Expense transaction type.

Quantum Financials Upgrade Testing

The Quantum Financials support team is in the process of testing the next quarterly upgrade which will be pushed out to all users as of May 16th. To accommodate the upgrade, Quantum Financials will be unavailable for a few hours between Friday, May 15th and Saturday, May 16th. A more detailed announcement will be added to the IT Alerts section of the Portal page before the outage.

Users should be sure to clear your browser cache before you sign in to Quantum Financials after the upgrade so that any new features or fields will appear. If you do not clear cache, your browser may return an older version of the Quantum screens and you will not be working with the most up to date system features. A best practice suggestion is to clear browser cache every day prior to signing into both Quantum Financials and Quantum Analytics.

After the upgrade, the Quantum support team also requests that if you see something that looks inaccurate when using the system, please send that information, with a screen shot, to help@umaryland.edu so that it can be investigated. Although the team is doing extensive testing to ensure the system will be operating properly with the upgrade, it is not possible to test everything in the two week testing period. So, if you see something – please say something.

New CITS Caution message on emails

CAUTION: This message originated from a non-UMB email system. Hover over any links before clicking and use caution opening attachments.

You may have noticed this new message on some of your emails starting last week. The Elm includes an explanation of this new security awareness feature. Be aware that some Quantum email notifications may originate from a non-UMB address.

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. Look for a new and improved Financial Calendar soon!

Campus Reports PowerPoint and WebEx

In a previous issue, we announced the creation of the Campus Reports icon on the Quantum Financials landing page and the addition of the QFN122 SOAPF Combo report and the QFN129 Project SOAPF report, which are available to all Quantum Financials users.

The QFN122 SOAPF Combo report answers the question "What SOAPFs do I have." It allows users to look up what SOAPFs exist by any SOAPF segment. You can review what SOAPFs are on your Org or Purpose and this will allow users to determine if a SOAPF exists before having a project set up.

The QFN 129 Project SOAPF report answers the question "What SOAPF is a Project on." It allows users to run a report by Award, Project, or Org to view all Projects and their SOAPFs.

Instructional PowerPoint slides and a recorded webinar have been posted to the Quantum Financials website to assist users with how to use these reports.

A Request from Your Service Centers

When completing debit memos or journal entries sent to you by another department for entry, please remember to include the entire SOAPF (Nonspon) or POETAF (Spon) segments - especially the project number. Note – when you are trying to charge a sponsored source of funding, you must include a project number. This will help in expediting the processing of your debit memo or journal entry.

Quantum Training Continues Online

Live Quantum training is still available as most of us telework. Classes are designed to introduce new users to Quantum Financials and Analytics, but existing users are welcome to join in for a refresher.

Here's how remote delivery is working. For delivery over WebEx or Zoom, the Quantum Training Team has selected course content which can be delivered in 2.5 hours or less, including time for your questions.

For Quantum Financials, you can locate classes, dates, times and registration links in the training registration database using Course Type = Quantum. When you register by 5 PM the day before the class, you will be sent an email with instructions for joining your class.

Upcoming Quantum Financials classes include:

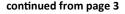| Quantum Financials Course Name	Date/Time
Creating and Approving Requisitions	Mon, May 18th—9 am—11:30 am
Using NONPO Invoices for Check Requests	Wed, May 20th— 9 am—11 am
Receiving Orders	Thurs, May 21st—2:30 pm—4 pm
Using Debit Memos for Accounting Transfers	Fri, May 22nd—9 am—11 am
Creating Customer Billing and Recording Disputes	Wed, May 27th— 9 am—11 am
Reallocating & Approving Procurement Card Transactions	Fri, May 29th—9 am—11:30 am

Quantum Training Continues Online

For Quantum Analytics, you do not need to register in advance and can access all of the sessions using this log-in information:

https://umaryland.webex.com/meet/lquell
Access code: 732 868 109
1-415-655-0001 (to phone in)

Upcoming Quantum Analytics classes include:

Quantum Analytics Course Name	Date/Time
Introduction to Payroll Management Dashboard	Fri, May 29th—9 am—11 am
Introduction to All Activities Management Dashboard	Tues, Jun 2nd— 9 am—11 am
Introduction to Sponsored Management Dashboard	Thurs, Jun 4th—9 am—11 am

If you have questions on which courses are necessary for your access, please email the Quantum Training Team at fssystems@umaryland.edu. We're looking forward to seeing you soon!

COMING SOON

Here are a few sneak peaks into features the Quantum support team is working on and will be available for users soon!

We will be replacing the Excel version of the Quantum Financials calendar with a new interactive version that will have a more convenient look and feel with a lot of new functionality.

Quantum Analytics users will have a new drill thru feature from the Budget to Actuals Details and Award Details pages to the Transaction Details Union report information. You will be able to search and organize your view of expenditures by Object and will also have a Pivot Table view where you can include or remove columns as you like. This feature should give you more ability to "slice and dice" your data within Quantum Analytics, minimizing the need to export everything to Excel.

There will be a new PCard report available to Quantum Financials users that will list all PCard expense items by cardholder, including items that have been added to expense reports but not submitted for approval, items not yet added to expense reports, and items on approved expense reports.

Look for all of these by early June 2020.

Reminders

Hierarchies

Important

You can find the Quantum Org and Quantum Object hierarchies on the Chart of Accounts page on the Quantum Financials website.

Rejected NONPO Invoices that are not reworked and resubmitted must be canceled. If the check request is no longer needed, the initiator should delete/cancel the invoice by clicking on Invoice Actions and selecting the appropriate option. In preparation for year end, Financial Services – Disbursements will be deleting/cancelling any NONPO invoices that have not been resubmitted for approval within 30 days.