University of Maryland Baltimore

April 21, 2021

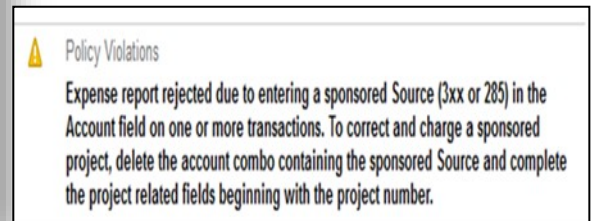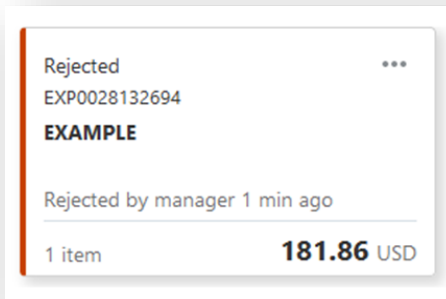Volume 17, Issue 1

Happy Spring

Inside this issue:

Focus on PCard—Reminders, Suggestions, Notifications

PCard Expense Report – Auto Reject Using sponsored Source codes (3xx or 285)

You will now notice that expense reports will automatically be rejected if an expense item on the report uses a sponsored Source code (3xx or 285) in the Non-sponsored Account field on one or more transaction. On the Expense Report dashboard, you will see a notice of "Rejected by manager" on these reports. When you access the rejection notice from your bell icon, you will see the message below under Policy Violations. If an expense report is automatically rejected due to using a sponsored Source code in the Non-sponsored Account field please correct these expense items by deleting the account combo containing the sponsored Source and entering the sponsored project and related fields beginning with the project number. Follow this link to the UPK located on the Quantum System Tutorials homepage under Quantum Financials, Reallocating and Approving PCard Transactions. Fixing an Automatically Rejected Reallocation
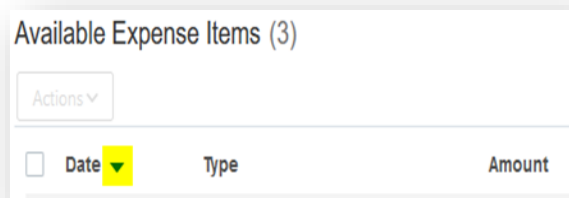

Rejected
EXP0028132694
EXAMPLE

Rejected by manager 1 min ago

1 item   **181.86** USD

⚠ Policy Violations

Expense report rejected due to entering a sponsored Source (3xx or 285) in the Account field on one or more transactions. To correct and charge a sponsored project, delete the account combo containing the sponsored Source and complete the project related fields beginning with the project number.

PCard Reallocation Page – Sort by Overdue Items

With the changes that were made to the Travel and Expense Report landing page, a suggested best practice is to re-sort expense items so you can view the list of overdue expense items at the top of the list. Items older than 60 days are required to be reallocated and submitted on expense reports before newer items can be reallocated. Overdue Items are those which have come in from the bank more than 60 days ago and have not been added to an Expense Report and submitted for review & approval. To sort from oldest to the most recent expense items, click on the arrow next to the Date field. This will change the sort order of expense items by reversing the Date column order to bring the older items to the top of the list.

Available Expense Items (3)

Actions ⌄

☐ Date ▼   Type   Amount

Quantum Planning and Budgeting (QPB) Process Changes

Quantum Planning and Budgeting (QPB) has replaced the legacy budget prep system, including the budgeting pages in eUMB HRMS. Security roles have been removed and users no longer have access to those online pages.

All QPB access requests should be made using the QPB User Authorization form, available along with instructions, via the online Quantum User Authorization Form link on the [Training and Support page](#) of the Quantum website. Questions about using QPB or requesting access should be sent to help@umaryland.edu.

Training and Support

Quantum Analytics User Aides

- **Learn About Roles:** Review Financials and Analytics roles and definitions here ▶ PDF.
- **Access to Quantum Financials & Analytics:** Login with your UMID and password to complete the online Quantum User Authorization Form. To guarantee access on Go Live Day (10/2) your online form must be

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Quantum Financials Notes

Org & Object Hierarchies Now Available as Campus Reports

The Org and Object hierarchies have been added to the Campus Reports selections in Quantum Financials. These reports were previously available only as static Excel documents maintained on the Chart of Accounts page of the Quantum website. The new hierarchy reports allow users to choose how to run them using the Parent level prompts. To obtain the entire hierarchy, no changes to the prompts are necessary. To limit the results to a specific hierarchy group, complete the prompts starting with the highest Parent level, moving to lower levels from left to right.

Campus Reports | QFN190 ORG Hierarchy | QFN191 OBJECT Hierarchy

QFN#190 Org Hierarchy

Parent 6 = A—All Orgs
Parent 5 = B—Institution/Central/Academic
Parent 4 = C—School/VP
Parent 3 = D—Dean's Office/Academic Area
Parent 2 = E—Dept
Parent 1 = F—Dept Division
ORG Value = Flat Org #

QFN#191 Object Hierarchy
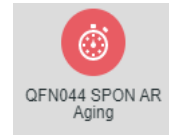
Parent 5 = A Revenue/Expense
Parent 4 = B Revenue/Direct Costs
Parent 3 = C Cost Category
Parent 2 = D Cost Description
Parent 1 = E Cost Detail

QFN190 – Org Hierarchy Report

PARENT6	PARENT5	PARENT4	PARENT3	PARENT2	PARENT1	ORG VALUE	FLAT	ORG DESCRIPTION
A0000000							A0000000	All Organizations
	B0000000						B0000000	Institution Wide B
		C0000000					C0000000	Institution Wide C
			D0000000				D0000000	Institution Wide D
				E0000000			E0000000	Institution Wide E
		C1000000					C1000000	School Of Medicine
			D1010000				D1010000	SOM Dean's Office D
				E1041700			E1041700	Psychiatry
					F1041700		F1041700	Psychiatry Administration
						10417011	10417011	Psych Admin Office

QFN191 – OBJECT Hierarchy Report

Parent 5	Parent 4	Parent 3	Parent 2	Parent 1	Object Value	Flat List	Object Description	PPM Expenditure Type	
A000						A000	Revenues - A		
	B000					B000	Revenues - B		
		C000				C000	Revenues - C		
			D055			D055	Non Operating Revenue - D		
				E055		E055	Non Operating Revenue - E		
A100						A100	Expenses - A		
	B100					B100	Direct Costs - B		
		C100				C100	Salaries - C		
			D100			D100	Faculty Salaries - D		
				E100		E100	Faculty Salaries - E		
					1012	1012	Faculty 12 Month	1012-Faculty 12 Month	
					1013	1013	Exempt Staff	1013-Exempt Staff	

NEW!

When you drill to transaction details from the Budget to Actuals or Award Details reports for PO invoiced amounts that have relieved an encumbrance, you will now see the invoice number and who entered it in Attribute 2 & 1 respectively, on the QA4.P4.R50 report. More information on this expanded feature will be included in the next issue of Quantum Bytes.

Remember to Clear Cache Often

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

Instructions can be found [here](#).

QFN044 – SPON AR Aging Report on Quantum Financials Home Page

QFN044 SPON AR Aging

The new QFN044 SPON AR Aging Report is now available as a Campus Report in Quantum Financials to help manage the status of sponsored award billings and collections. This report shows the amount due to UMB that has been billed through Quantum Receivables (PPM-Project Accounting) and will help end users monitor remaining balances due on each invoice. Report filters include Award Number, Organization, Customer (Sponsor) Number, Billing Basis and Invoice Status. Results also include Customer (Sponsor) Name and Invoice Types PA Invoice (Project Accounting Invoice) and PA Credit memo (Project Accounting invoice reversal entry to correct original invoice). Outstanding balances are reflected in statuses of 60/120/180 days. Choosing by Organization provides all the awards that roll up to that Organization. The results can be viewed in four different report formats—The SPON AR Aging Report with no subtotals, with Award subtotals, with Customer (Sponsor) subtotals, and with a Grand Total.

Tab 1 – SPON AR Aging Report – Report with no subtotals
Tab 2 – Award Totals Report – By award sub totals and ORG grand total
Tab 3- A report with Customer totals – By Sponsor
Tab 4 – Report with Grand Total – All awards in one ORG grand total

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Quantum Analytics Notes

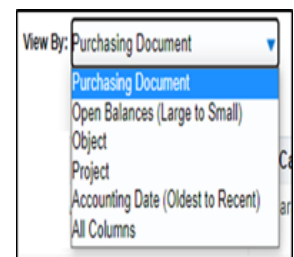### What are the POs and PRs on my Award Detail Report- Understanding the QA4.P4.R50 Report

The Sponsored Management Award Detail Report - QA4.P4 now includes enhanced features and functionality for Purchase Orders (POs) and Purchase Requisitions (PRs). When you choose the Report Selector "What are the POs and PRs on this award?" the result returned is the report "What are the Transactions Impacting Operating Expenses Commitments?" (QA4.P4.R50). The report defaults to "View By - Purchasing Document" format. There are six different ways to "view" your PO and PR encumbrances. With any of the six views you can right click on any column and select "Include Column" to choose other variables to be added to your report such as Object and Account Combo. POs and PRs are listed as hyperlinks, enabling you to open the PO or PR in a separate browser window.

Project Portfolio Management (PPM) - How POETAF translates to SOAPF

Project Portfolio Management (PPM) is used for sponsored projects, contracts, or grants (SPON) and Capital Projects. The system uses the Project attributes to transfer the transactions to the General Ledger to be recorded to the appropriate Chart of Account Combo Codes. When transactions are created, the desired Attributes are entered and will automatically fill in depending on the Project set up.

Project Attributes

P	Project Number = PID
O	Organization = (Expenditure) Transaction Organization
E	Expenditure Type = Maps the COA Object segment and value
T	Task = defaults to '1'
A	Award = Award/contract # (will populate from Project setup)
F	Funding sources = External Sponsor, CCS, OTC

The 'O' in POETAF = Expenditure Organization (i.e. the transaction Org)

This is the Organization entering the transaction.

Equivalent to the Transaction Organization in eUMB Financials.

The 'O' in SOAPF = Project Organization (Org that owns the funds)

This is the "Owner Org" of the Project, where the charges go.

The System uses this Org to generate the GL Account Combo.

When entering transactions, users enter Orgs in two ways. When entering an Expenditure Org, always enter the Transaction Org or the Org entering the transaction. This field lets everyone know who entered the transaction, it does not drive the accounting. The Project Org drives the accounting of the transaction and generates the GL SOAPF Account Combo as a transaction identifier to book the expense to the General Ledger.

This example illustrates the POETAF translated to the SOAPF

Transaction Details Report for Actuals (QA7.P9.R01)

			GL SOAPF Account Combo	SOAPF					POETAF				
Transaction Type	Amount	Amount Type	Account Combo Code	Source Code	Org Code	Activity Code	Purpose Code	Function Code	Project	Expenditure Org Code	Object Code	Award Number	Funding Source Code
R02-PO Invoice / AP Travel	$644.00	Actuals	5151-975-06507100-000000-00000000-780-00-00000-000	975	06507100	000000	00000000	780	16-350	06507200	5151		

POETAF 16-350-**06507200**-5151-1-0000000-000   = "O" is the Expenditure - Org entering the transaction

        P   O   E   T   A   F

GL SOAPF 5151-975-**06507100**-000000-00000000-780   = "O" is the Project Org that owns the Project. Where the charge goes

        S   O   A   P   F

Important Reminders

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, a new email will be sent weekly starting this week. If you have such requisitions you will receive the email reminder each Monday morning with links to the "Steps for Clearing Requisitions" and UPK tutorial documents. Please follow the instructions and clear the requisitions as soon as possible.

Deactivating UMB Daily Digest Emails

Users of Oracle Social Network (OSN), the platform used for Grant-related communication between departments and SPAC team members, may receive daily digest emails concerning their associated contracts. If you no longer want to receive the UMB Daily Digest emails, please go to the Quantum Website under Training & Support Quantum Financials User Aids for instructions.

Using the Helpdesk– A Request from the Quantum Support Team

The Quantum support team asks that you please keep sending your Quantum request for help through the helpdesk at help@umaryland.edu. Each helpdesk email is ticketed and forwarded to the appropriate support team member who can assist the requester. The Team regularly monitors the workflow of open and closed tickets. The team thanks you for your patience as they work through your requests for help and reminds you to please keep using the helpdesk.

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 April/May **Quantum Financials** training classes include:

Quantum Financials Course Name	Date/Time
Introduction to Quantum Financials	Mon, Apr 26 – 10:30 AM – 12:00 PM
Searching for NONPO Suppliers	Tue, Apr 27 – 9:00 AM – 10:30 AM
Using Debit Memos for Accounting Transfers	Wed, Apr 28 – 1:00 PM – 4:00 PM
Creating & Approving Requisitions	Thu, Apr 29 – 1:00 PM – 4:00 PM
Receiving Orders	Fri, Apr 30 – 9:30 AM – 10:30 AM
Reallocating & Approving Procurement Card Transactions	Mon, May 3 – 1:30 PM – 4:00 PM

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

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 April/May Quantum **Analytics** classes include:

Quantum Analytics Course Name	Date/Time
All Activities Dashboard Intro	Tue, Apr 20 – 9:00 AM – 11:00 AM
Search Report for Awards	Tue, Apr 27 – 9:00 AM – 10:00 AM
Search Report for Awards	Wed, Apr 28 – 2:00 PM – 3:00 PM

Coming Attractions - New Quantum Analytics courses will be scheduled for May including:

Crosswalk for Actuals using Trans Union Details
What are my PO's and PR's in Award Detail
What are my PO's and PR's in Budget to Actuals Detail

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!

Are you ready to share what you like about Quantum Analytics and which reports help 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.