



December 16, 2020



UNIVERSITY of MARYLAND
BALTIMORE

Volume 13, Issue 1



Inside this issue:

- Focus on PCard— Reminders and Notifications **Pg 1**
- New PO Close Email Address **2**
- Keep Clearing Abandoned Requisitions **2**
- Quantum Holiday Processing Schedule **3**
- Quantum Analytics SPP 7062 Activity Report **3**
- Quantum Training Schedule **4**

Quantum Bytes will now be issued monthly. All prior issues can be found at:

[Previous Quantum Bytes Issues](#)

Focus on PCard—Reminders and Notifications

Personal Amount Field

Although there is a *Personal Amount* field on the PCard transaction reallocation page, that field should **NEVER** be used. If you mistakenly make a personal charge using your PCard, you should immediately attempt to get a refund from the merchant and note both the personal charge and anticipated refund in the description field. If you are not able to get the merchant to agree to process a refund, you will have to write a personal check and deposit it to the same GL account combo to which the charge was reallocated. The procedures for depositing checks can be found in the instructions on the Financial Services announcements [page](#). Remember, no charges should be entered in the Personal Amount field.



PCard Transaction Report

The PCard Transactions Report, available under the Campus Reports icon in Quantum Financials, is a versatile tool that can be used by cardholders, authorized reviewers, reallocation delegates, and department administrators to manage PCard responsibilities. A best practice suggestion is to run the report at least monthly.

User's Guide Update

The PCard User's Guide was updated as of October 19, 2020 and is available on the Strategic Sourcing and Acquisition Services (SSAS) [website](#). If it's been a while since you read the guide, now would be a good time to check it out.

PCard Refresher Recap

On December 3rd we held the first virtual PCard Refresher Training session with over 150 people in attendance. The agenda included some basics about PCard, cardholder and authorized reviewer responsibilities, a discussion of who looks at your PCard transactions and what they can see, in addition to new Quantum features, expectations under COVID-19 telework, and User's Guide updates. All cardholders and authorized reviewers should check your inbox for an email from Keith Gagnon including a link to the recording. The slides are available [here](#) and are also being added to the Learning Management System (LMS). We are working on a Q&A document and that will be posted soon.

Importance of Completing Reallocations

PCard transactions are loaded into Quantum Financials daily via a file load from USBank. Once loaded, the transactions are identified as expense items in the Quantum Expenses module and should be validated and added to an expense report at least monthly. The act of adding the items to an expense report and reallocating them is how the charges will be identified to the appropriate project or account combo. Once approved, they are accounted for nightly and appear in Quantum Analytics reports the next day. If PCard reallocations are not up-to-date, the financial reports run in Quantum Analytics will not truly reflect your department's financial position.



PCard Reallocation Timeline

As specified in the [Clarification of PCard Responsibilities during Pandemic Telework](#), reallocations should be completed as soon as possible throughout the month, allowing enough time for review and approval by the 25th of the month after the billing period ends. Reallocations are considered delinquent if the transactions have been on the expense items list for more than 30 days. A pattern of delinquent reallocations may lead to consequences imposed against the cardholder and/or authorized reviewer.

Viewing Saved and Submitted PCard Expense Reports

Instructions on how to view a list of saved and submitted expense reports, and open the expense reports to view the detailed transactions, are available on the Quantum [website](#). Cardholders and those who reallocate PCard charges for others are able to access this feature via the Magnifying Glass icon on the Travel and Expense page in Quantum Financials. That’s the same page where expense items are listed and expense reports are created.



Remember Clear Cache Often

This is especially important after upgrades and patches so that you access the most up-to-date page versions.

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

Instructions can be found [here](#).



New PO Close Email Address

SSAS is streamlining its PO close process and has set up a special PO Close email address for this purpose. When you require a PO to be closed, please follow these guidelines:

- 1) Send an email to the PO Close email: po_close@umaryland.edu
- 2) Use the Subject Line “Close PO# XXXXXXXXXX”
- 3) In the body of the email indicate:
 - a. The PO#
 - b. The Supplier Name
- 4) If you are sending multiple POs in one email:
 - a. Use the subject “Close multiple POs”
 - b. List each PO# and Supplier Name in the body of the email or in an attachment
- 5) SSAS will send you a confirmation email once the POs are closed



Please use this PO Close email address only for correspondence regarding closing POs, not for any other communication with SSAS.

Keep Clearing Abandoned Requisitions From Your Workflow List...

... so they don’t artificially inflate encumbrances in the Project commitment records. Steps for clearing requisitions returned by buyer or rejected by approver can be found on the Quantum [website](#) and a [UPK tutorial](#) is available to help you.

Quantum Holiday Processing Schedule

Over the holiday break, Quantum Financials will be available for entering transactions and Quantum Analytics for running reports. Nightly accounting processes will occur through Thursday, December 24th, including posting payroll 21-13 on the evening of Wednesday, December 23rd so that it will be available in Quantum Analytics after 8 am on December 24th. Between Friday, December 25th and Friday, January 1st, nightly accounting processes will be suspended so Quantum Analytics will not reflect results of transactions entered during those days. On Monday, January 4th, the overnight processes and updates will commence and by Tuesday, January 5th, Quantum Analytics users will see the results of transactions processed since December 25th. The Quantum team wishes everyone a happy and restful holiday season.



December 2020/January 2021

20	21	22	23	24	25	26
	Nightly Quantum Financials (QF) accounting processes will run and Quantum Analytics (QA) will be updated			PR 21-13 visible in QA after 8am	No QF Processing – No QA updates	
27	28	29	30	31	1	2
No QF Processing – No QA updates						
3	4	5	6	7	8	9
No QF Processing – No QA updates	Nightly Quantum Financials (QF) accounting processes will run and Quantum Analytics (QA) will be updated					



Quantum Analytics SPP 7062 Activity Report

A new report was recently added under the Sponsored Management dashboard called SPP 7062 Activity. This report can be used to get the detailed working fund/check request and debit memo activity related to study participant payments (SPP). Although it is located under the sponsored dashboard, it will show non-sponsored activity as well. The results are drillable to the related NONPO invoice or debit memo details. The report includes two radio button options - one that will provide results based on data captured from the general ledger (SPP 7062 GL) and the other from the projects and AP sub ledgers (SPP 7062 Transaction Details). If you request working funds for payments to study participants, this report should help you summarize your activity. Any questions or concerns about the report results should be directed to help@umaryland.edu.

Remember – new SOAPF combos will show in Quantum Analytics *only* after they have been created *and* there is some activity posted to them.

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 January **Quantum Financials** training classes includes:

Quantum Financials Course Name	Date/Time
Introduction to Quantum Financials	Tue, Jan 19 th – 1:30 PM – 3:30 PM
NONPO - Searching for NONPO Suppliers	Wed, Jan 20 th – 1:30 PM – 3:00 PM
NONPO - Using NONPO Invoices for Check Requests	Thu, Jan 21 st – 1:00 PM – 4:00 PM
Creating Customer Billing and Recording Disputes	Mon, Jan 25 th – 9:00 AM – 12:00 PM
Reallocating & Approving Procurement Card Transactions	Tue, Jan 26 th - 1:30 PM – 4:00 PM
Using Debit Memos for Accounting Transfers	Wed, Jan 27 th – 9:00 AM – 12:00 PM
Requisitions - Creating & Approving Requisitions	Thu, Jan 28 th – 9:00 AM – 12:00 PM
Requisitions - Receiving Orders	Fri, Jan 29 th – 9:00 AM – 10:00 AM

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

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 new **Analytics Showcase Workshop** session previously planned for December had to be pushed to January due to a scheduling conflict. **Mark your calendars for Tuesday, January 12th from 11 am – 12 pm** when the Center for Vaccine Development and Global Health will show us how they incorporate Sponsored Management Reports (Award Detail and PI Profile) into their monthly PI award/project check-ins.

The January **Quantum Analytics** classes include:

Quantum Analytics Course Name	Date/Time
Analytics Showcase Workshop (Center for Vaccine Development & Global Health – rescheduled from Dec)	Tue, Jan 12 th – 11:00 AM – 12:00 PM
Transaction Details Union Encumbrance Reports Workshop	Wed, Jan 13 th – 9:00 AM – 11:00 AM
Transaction Details Union Encumbrance Reports Workshop	Wed, Jan 13 th – 2:00 PM – 3:00 PM
Payroll Management Dashboard Intro	Thu, Jan 14 th – 9:00 AM – 11:00 AM
Sponsored Management Dashboard Intro	Tue, Jan 19 th – 9:00 AM – 11:00 AM
Drill Through vs. Drill Down for Sponsored Reporting	Wed, Jan 20 th - 2:00 PM – 3:00 PM
All Activities Dashboard Intro	Thu, Jan 21 st - 9:00 AM – 11:00 AM
Drill Through vs. Drill Down for Sponsored Reporting	Fri, Jan 22 nd - 9:00 AM – 10:00 AM
Transaction Details Union Encumbrance Reports Workshop	Tues, Jan 26 th - 9:00 AM – 10:00 AM
Drill Through vs. Drill Down for All Activities (Nonspon) Reporting	Wed, Jan 27 th - 9:00 AM – 10:00 AM
Drill Through vs. Drill Down for All Activities (Nonspon) Reporting	Thu, Jan 28 th - 2:00 PM – 3:00 PM

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!

