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Focus on PCard—Reminders, Suggestions, Notifications

Personal Amount Field

The *Personal Amount* field on the PCard transaction reallocation page has been removed. If you inadvertently made 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 for that expense item. If you are unable to get a refund, you must provide a personal check to be deposited 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](#).

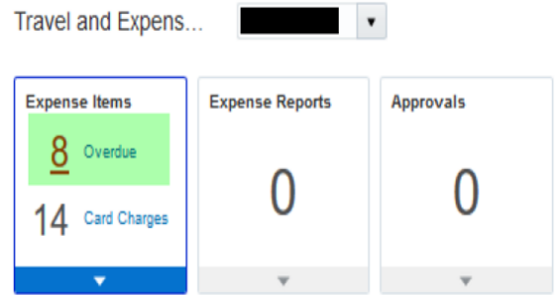
Reallocation Suggestion

If an authorized reviewer (approver) leaves before approving a submitted expense report, the cardholder or reallocation delegate should withdraw the report (see [UPK](#) for instructions) and then resubmit it to the new approver. Remember the new approver must be set up through Strategic Sourcing and Acquisition Services (SSAS) by submitting the Account Maintenance and Authorized Reviewer [forms](#) first.

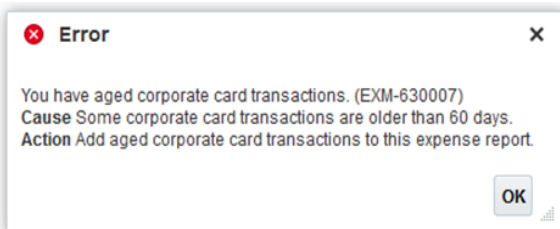
Delinquent PCard Transactions

Management Advisory Services (MAS) and SSAS have been contacting cardholders and authorized reviewers with PCard transactions that are not reallocated and fully approved, to determine if assistance is needed getting this important step completed.

If you have expense items reflected on the Expense dashboard as Overdue, or if you have been getting the error message below when attempting to reallocate your newest PCard expense items, please be sure to address the overdue items as soon as possible. Quantum will require you to move the overdue items to an expense report, before you can reallocate all of your newer items. A pattern of delinquent reallocations may lead to consequences imposed against the cardholder and/or authorized reviewer.



Actions	Add to Report	Create Report
3946-Medicine/Drugs/Chemical ... - OH, United States		12/31/2019
AIRGAS USA, LLC		
61 days old		
3916-Office Supplies - MD, United States		12/09/2019
AJ STATIONERS		
83 days old		



PCard Refresher Recap

The slides and Q&A document created from the December 3rd PCard Refresher Training session are [posted](#), and all cardholders and authorized reviewers received an email from Keith Gagnon with a link to the recording.

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

[Previous Quantum Bytes Issues](#)



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.

Attachments Reminder

When reallocating PCard transactions, remember to include all supporting documentation as attachments. A best practice suggestion is to include documents supporting each transaction at the line item level and, on at least one expense report each month, include the transaction log and Visa statement at the header level. Instructions for how to include attachments can be found in the UPK tutorial for [Reallocating and Approving PCard Transactions](#).

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](#).



PO Close email Reminder

In the December [issue](#) of Quantum Bytes, SSAS introduced a New PO Close email Address, PO_Close@umaryland.edu, to streamline requests to close Purchase Orders. The new process is working well. SSAS reminds you to **include both the PO number and supplier name in your requests**. The supplier name is required to ensure that the correct PO is closed.

Closed POs and Change Orders

Quantum Financials automatically closes a PO when the total of the PO has been “received” in the system and those receipts are matched with the applicable paid invoices. However, unlike our former system – eUMB Financials – this “close” action is not permanent. In certain situations, the PO can be reopened for additional actions such as adding to the balance through a Change Order Requisition. When a Change Order Requisition is submitted to add to the balance of an already liquidated PO, SSAS will re-open the PO to process the Change Order, which will establish the new PO balance.

Customer Billing Update - Memo Line Now Required Field

The Quantum support team was able to make the memo line for customer bills a required field in Quantum Financials. The memo line indicates which revenue account will receive the payment from the customer. Without that information, departments would not receive credit for the revenue once the bill was paid and since bills without memo lines could not be corrected, a new bill had to be created. If the memo line is not completed, users will now receive an error message.

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.

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

Quantum Analytics Notes

Transaction Details Union with Encumbrance Reporting

Please note that the Quantum Analytics Transaction Details Union with Encumbrance Reporting functionality is still being tested and validated to ensure users will receive accurate results when it is released. Once the release date is confirmed, training workshops will be scheduled. Thank you for your continued patience and support.

SPP 7062 Activity Report

The SPP 7062 Activity Report provides the detailed working fund/check request and debit memo activity related to both sponsored and non-sponsored funded study participant payments (SPP). 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.

Vocabulary

Burn Rate % and **% of Budget** found on the Quantum Analytics Budget to Actuals Summary – How Much Budget is Left? (QA3.P4.R1) report (below) should be used to evaluate the status of spending at a point-in-time, as compared to anticipated spending for the year.

The Burn Rate % reflects the actual expenditures as a percent of the overall budget amount. So it's the portion of the budget that has actually been spent to date.

The % of Budget reflects both the actual expenditures and the encumbered balance together as a percent of the overall budget amount. So it's the portion of the budget that has been spent, or committed to be spent, to date. Encumbered balances include what has been committed to be spent via Purchase Requisitions and Purchase Orders.

Activities Category	Object Level A	Object Level C	Period Activity Amount	Budget Amount	Actuals	Encumbrance Balance	Budget Variance	Burn Rate %	% Of Budget
Net Asset Beginning Balance	A900-Net Position	C900-N/A- Unrestricted - B	\$0.00	\$0.00	(\$107,056.03)	\$0.00	\$107,056.03		
A900-Net Position Total			\$0.00	\$0.00	(\$107,056.03)	\$0.00	\$107,056.03		
Net Asset Beginning Balance Total			\$0.00	\$0.00	(\$107,056.03)	\$0.00	\$107,056.03		
Net Activity Deficit/(Surplus)	A000-Revenues	C000-Revenues	\$0.00	(\$842,970.00)	(\$420,121.00)	\$0.00	(\$422,849.00)	49.84%	49.84%
A000-Revenues Total			\$0.00	(\$842,970.00)	(\$420,121.00)	\$0.00	(\$422,849.00)	49.84%	49.84%
A100-Expenses	C100-Salaries		\$34,408.96	\$574,645.33	\$176,960.36	\$316,995.94	\$80,089.03	30.83%	86.05%
	C200-Fringe Benefits		\$13,144.24	\$219,205.32	\$67,598.89	\$121,092.42	\$30,504.01	30.83%	86.05%
	C300-Operating Expenses		\$969.00	\$49,639.35	\$3,926.85	\$0.00	\$45,712.50	7.91%	
A100-Expenses Total			\$48,522.20	\$842,970.00	\$248,486.10	\$438,088.36	\$156,395.54	29.48%	81.45%
Net Activity Deficit/(Surplus) Total			\$48,522.20	(\$0.00)	(\$171,634.90)	\$438,088.36	(\$266,453.46)	4,352,901,436.85%	(6,757,632,910.83%)
Net Asset Balance Deficit/(Surplus)			\$48,522.20	(\$0.00)	(\$278,690.93)	\$438,088.36	(\$159,397.43)	7,067,892,288.48%	(4,042,542,059.20%)

Net Assets generally represents the sum of all surpluses or deficits. It is often referred to as Retained Earnings or Fund Balance. A positive Revenue or Net Asset balance (i.e., a surplus) is displayed as a credit – which is a number in parentheses.

Activities Category	Activities Subcategory	2019	2020	2021
Net Asset Beginning Balance	Net Assets	(\$140,234.20)	(\$134,801.79)	(\$107,056.03)
Net Asset Beginning Balance Total		(\$140,234.20)	(\$134,801.79)	(\$107,056.03)
Net Activity Deficit/(Surplus)	Revenues	(\$110,447.50)	(\$235,103.00)	(\$420,121.00)
	Expenses	\$154,187.59	\$180,240.97	\$248,486.10
Net Activity Deficit/(Surplus) Total		\$43,740.09	(\$54,862.03)	(\$171,634.90)
Net Asset Balance Deficit/(Surplus)		(\$96,494.11)	(\$189,663.82)	(\$278,690.93)

Upgrades to Financials & Analytics

The Quantum support team will be busy over the next month preparing for upgrades to both Quantum Financials and Quantum Analytics. All upgrades are extensively tested before being absorbed into the production environment where system users will experience them, so each upgrade process takes several weeks. The upgraded Analytics environment should be live by February 1st and the upgraded Financials environment should be live by February 22nd. If any upgrade features will significantly impact the end user experience, we will cover that in our next issue. Stay tuned!

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 include:

Quantum Financials Course Name	Date/Time
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

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 January/February **Quantum Analytics** classes include:

The first **Analytics Showcase Workshop** session was held on January 12th with the Center for Vaccine Development and Global Health presenting how they incorporate Sponsored Management Reports (Award Detail and PI Profile) into their monthly PI award/project check-ins. The session was a great success and the recording will be posted soon. If you would like to share how you use Quantum Analytics to get the work of your department done, please email the Quantum Training Team at [DL-BF Financial Systems](#).

Quantum Analytics Course Name	Date/Time
Drill Through vs. Drill Down for Sponsored Reporting	Fri, Jan 22 nd - 9:00 AM – 10:00 AM
Drill Through vs. Drill Down for All Activities (Nonspn) Reporting	Wed, Jan 27 th - 9:00 AM – 10:00 AM
Drill Through vs. Drill Down for All Activities (Nonspn) Reporting	Thu, Jan 28 th - 2:00 PM – 3:00 PM
All Activities Dashboard Intro	Tue, Feb 9 th – 9:00 AM – 11:00 AM
Sponsored Management Dashboard Intro	Thu, Feb 11 th – 9:00 AM – 11:00 AM
Payroll Management Dashboard Intro	Wed, Feb 17 th - 9:00 AM – 11:00 AM

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!

