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PCard Expense Report – Attachment 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](#). During Pandemic Teleworking, if wet signatures are not possible, either electronic signatures or an email documenting when the reconciliation was completed, are acceptable. Please refer to the SSAS [web-site](#) for the most up to date information in the [PCard User’s Guide](#) as well as [PCard Responsibilities during Pandemic Telework](#).

Quantum Financials Notes

GL Trial Balance for Campus and Central Office Reports

The QFN170 GL Trial Balance report found on the Quantum Financials home page under Campus Reports provides all the ledger balances for a school or department in a single spreadsheet for a selected month. It can be filtered for an Org and any component of the SOAPF or Object. It includes both Income Statement and Balance Sheet Objects (such as 7062, study participant payments). The report is useful for doing spreadsheet analysis of balances. The report may be helpful for those who do not regularly use Quantum Analytics and just want to know balances. It can also serve to detect any mathematical errors that have occurred in the double-entry accounting system. It ensures the entries are properly balanced. The Period Net DR’s minus the Period Net CR’s should equal the amount in the Balance column.



QFN170 - GL Trial Balance Report

School	All	Object	7062	Accounting Fiscal Year	2021
Department Category	All	Source	All	Accounting Period Name	Begin Adj Jul-20-Jul-20-Aug-20
Department	E1040900-Neurology	Activity	All	Ledger Name	UMB_FL
Sub Department	All	Purpose	All	Object Type	All
Organization	All	Function	All	<input type="button" value="Apply"/>	

State Check Number and Check Date in Quantum Analytics

Quantum Analytics Transaction Details Union Report includes a new enhancement that allows users to search for State Check Number and State Check Date for PO Invoices and NONPO Invoices, helping users respond to requests from Suppliers regarding when to expect their payments from the State. Selecting the transaction type “PO Invoice/AP Travel” to search for State payments on a PO invoice and “Check Request/Working Fund” to search for State payments on a NONPO invoice will provide a result with the State check information in the columns titled Attribute 6 and 7. Entering the invoice number in the Document Number search prompt will cut down on the need to search through a list of results. Note that the State Check Date is when the check was prepared and Suppliers should allow for a regular mailing and delivery period.

State Invoice Payments in Quantum Financials

Quantum Financials users with the NONPO Initiator and Accounts Payable Inquiry role, can find the State Check Number and State Check Date for NONPO invoices on the Installments Details pop-up when searching for payments.

Instructions for how to access the State payment details can be found in the updated [Searching for Payments UPK tutorial](#).

Fiscal Period End:

Accounting Date Between:

Transaction Type: PO Invoice / AP Travel

Document Number:

Reference:

- CBS Revenue Bill
- Service Center - Telephone
- Check Request / Working Fund
- CO - Revenue Recognition
- Burden Cost

Search:

[Previous Quantum Bytes Issues](#)

Changes to using CBS for Affiliated Foundation Billing

The process for billing Affiliated Foundations (UMB Foundation and USM Foundation) has changed! Affiliated Foundation customers have been set up as CBS Billing Customers in Quantum Financials and they should be billed using the Customer Billing module. In addition, an electronic e-DRF form will be rolled out by the UMB Foundation (UMBF) soon. Until then, continue to use the current DRF form. The USM Foundation (USMF) already has an electronic request form in place. If you are not set up to use it please request access via Usmf-business-support@usmd.edu. The Affiliated Foundation customer numbers are:

- USM Foundation – Customer # CBS8888888
- UMB Foundation – Customer # CBS9999999

It is important for department users who bill the Affiliated Foundations to take the **Customer Billing Course in Quantum Financials**. A separate UPK training simulation will be forthcoming for Affiliated Foundation Billing. New users will also need to request the appropriate roles on the Quantum Financials User Authorization Form.

Departments will need to set up Bill-to sites specific to each billing unit (department, school, service center) for each customer (UMBF and USMF) where a primary department collector (and backup collectors if desired) can be assigned. Departments will also need to set up memo lines (where the revenue will be attributed) specific to each SOAPF and foundation. The revenue objects of 0322 (USMF) and 0323 (UMBF) will be assigned to these memo lines.

The forms to request new memo lines and to request Foundation customer Bill-to sites be created for your departments are located [here](#). For more information, review the [presentation](#) on Affiliated Foundation Billing. Please contact [Sheri Myers](#) in Office of the Controller- General Accounting for further instructions.

Quantum Analytics Notes

Sponsored Management Dashboard - Using Search for Award, Projects and Key Personnel

The Search Report under the Sponsored Management Dashboard provides multiple reporting options and results for Quantum Awards, Projects, and Kualii Award Key Personnel. The Award and Projects report contains information such as Budget, LTD Costs, Encumbrances, Budget Variance and Billing information allowing you to drill thru to the Award details.

To search for Award, Project, and Award Key Personnel, select the following prompts, giving you summary results by School, Department, or Owning Org. When running these reports, select "All" for Quantum Awards and Quantum Projects.

QA4.P1 - Trends **QA4.P2 - Search** QA4.P3 - PI Profile QA4.P4 - Award Detail QA4.P5 - Find My Award QA4.P6 - F&A Yield QA4.P7 - 7062 Activity

Landing Page

- Quantum Awards
- Quantum Projects
- Kualii Award Key Personnel

Exclude Cost Sharing Awards Ending Within 30 Days Yes

Only Show Active Awards? Yes Awards Ending Within 60 Days Yes

Awards Ending Within 90 Days Yes

Object Level View in Award Detail Report in Quantum Analytics

The Award Detail Report under the Sponsored Management Dashboard defaults to displaying the Budget to Costs and Commitments Summary at Object Level C for Budgets and LTD Costs. To get additional budget/cost details, users can right click on the column Object Level C, hover over the "Include" option and select Object to include this column in your report. The Object column shows you the detailed Expenditure Type for Budgets and Costs.

What is the Budget to Costs and Commitments Summary for this Award/Project? (QA4.P4.R10)
Time run: 5/4/2021 3:56:26 PM

By Object

Object Level B	Cost Structure	Object Level C	Budget	LTD Costs	Raw Commitments	Projected Total Cost
B100-Direct Costs	MTDC	C100-Salaries	\$475,101.00	\$498,801.56	\$39,671.66	\$538,473.22
		C200-Fringe Benefits	\$117,906.00	\$123,358.06	\$11,058.93	\$134,417.79
		C300-Operating Exp	\$168,658.00	\$62,818.25	\$1,500.00	\$64,318.25
		MTDC Total	\$761,665.00	\$684,978.67	\$52,230.59	\$737,209.26
		Non-MTDC	\$1,279,745.00	\$1,172,690.73	\$183,668.30	\$1,356,359.03
		Non-MTDC Total			\$183,668.30	\$1,356,359.03
B100-Direct Costs Total					\$225,898.89	\$2,093,568.29
B600-Indirect Costs	F&A	C600-Indirect Costs			\$0.00	\$372,615.96
	F&A Total		\$5,734.43		\$0.00	\$372,615.96
B600-Indirect Costs Total			\$5,734.43		\$0.00	\$372,615.96
Total Costs			\$16,256.37		\$225,898.89	\$2,466,184.25

Analyze - Refresh - Print - Export



Important Reminders

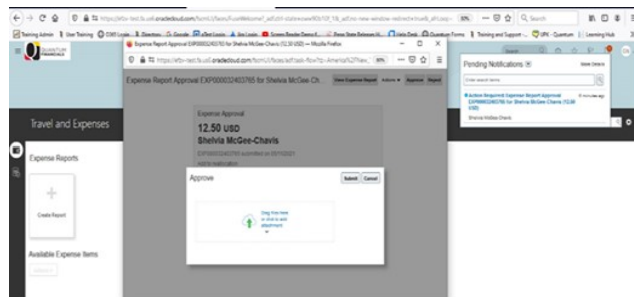
Important Fiscal Year-End Close Deadlines

Financial Services has issued the Year-End Closing Letter for FY 21 providing many important dates and deadlines. The letter can be found via the Financial Services Announcements [web page](#). As we approach the second year closing and are operating in a challenging Telework environment, adherence to prescribed procedures are important. Please circulate this letter to all personnel involved in the fiscal and business operations in your department. You can also click on this link to go directly to the [Quantum Financials Fiscal Year-End Deadlines](#) letter from the Office of the Controller (OTC).

Quantum Financials and Quantum Analytics Upgrade

The Quantum support team is in the process of testing the next quarterly upgrade for both Quantum Financials and Quantum Analytics. Any new features from the upgrades will be available to users effective 5/21/21 for Quantum Analytics and 5/24/21 for Quantum Financials. You can find information about Quantum upgrades and planned outages on the IT Alerts section of the myUMB portal page. Remember to clear your browser cache before you sign in to Quantum Financials and Quantum Analytics after the upgrade so that any new features or fields will appear. After the upgrade, 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.

One new Quantum Financials feature is that when approving PCard expense reports, the Approver/Comments pop-up window no longer includes a comment box. Approvers will still be able to add attachments via the pop-up window and the attachments will show at the header level on the expense report. Best practice suggestion is to attach the fully signed PDF version of the Visa Bank statement and transaction log using this feature.



Quantum Financials Refresher classes

For those Quantum Financials users who attended training more than a few months ago, we encourage you to register and attend again for a refresher session. Since Quantum Financials is upgraded quarterly, there may have been enhancements to functionality or business processes from prior Quantum upgrades that you should know about. The Quantum Training Team wants to keep you up to date with current functionality and is available to assist you with any questions you may have. Classes are delivered via WebEx and include course content which can be delivered in 3 hours or less, including time for your questions. You can register either via the [financial calendar](#) or the [training registration database](#).



Surviving an Audit Info Session

In anticipation of the start of the next legislative audit sometime this summer, CMAS offered the "Surviving an Audit" information session earlier this month. The power point presentation is located on the Training and Education [page](#) of the CMAS website. A repeat session is scheduled for June 10th from 10:00 am to 12:00 pm. You can register via the [Elm](#).

Using the Helpdesk – A Request from the Quantum Support Team

The Quantum support team asks that you please keep sending your Quantum requests for help through the helpdesk at help@umaryland.edu **and not to individual support team members or to quantumfinancials@umaryland.edu**. The helpdesk system is designed to document, track, and triage any requests for assistance. 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.

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](#)

The May /June **Quantum Financials** training classes include:

Quantum Financials Course Name	Date/Time
Introduction to Quantum Financials	Mon, May 24 – 10:30 AM – 12:00 PM
Searching for NONPO Suppliers	Mon, May 24 – 2:30 PM – 4:00 PM
Using NONPO Invoices for Check Requests	Tue, May 25 – 9:00 AM – 12:00 PM
Reallocating & Approving Procurement Card Transactions	Tue, May 25– 1:30 PM – 4:00 PM
Using Debit Memos for Accounting Transfers	Wed, May 26 – 9:00 AM – 12:00 PM
Creating Customer Bills/Recording Disputes	Thu, May 27 – 9:00 AM – 12:00 PM
Creating & Approving Requisitions	Wed, Jun 2 – 9:00 AM – 12:00 PM
Receiving Orders	Thu, Jun 3 – 11:00 AM – 12:00 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 May/June **Quantum Analytics** classes include:

Quantum Analytics Course Name	Date/Time
Payroll Management Dashboard Intro	Wed, May 19 – 9:00 AM – 11:00 AM
Sponsored Management Dashboard Intro	Thu, May 20 – 9:00 AM – 11:00 AM
Sponsored Management Dashboard Intro	Tue, Jun 15 – 9:00 AM – 11:00 AM
Payroll Management Dashboard Intro	Wed, Jun 16 – 9:00 AM – 11:00 AM
All Activities Dashboard Intro	Thu, Jun 17 – 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!

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](#).

