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## Focus on PCard – Reminders, Suggestions, Notifications

### 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](#). If wet signatures were not possible during the period of telework due to Covid restrictions, either electronic signatures or an email documenting when the reconciliation was completed, are acceptable. See [PCard Responsibilities during Pandemic Telework](#) for more details.

## Quantum Financials Notes

### Quantum Financials Campus Reports

The **QFN191 Object Hierarchy Report** has been updated to include a Purchasing Category column along with the description of the Object Expense Type. End users will now know which Object will be charged based on the purchasing category selected.



## QFN191 - OBJECT Hierarchy Report

Parent 2	Parent 1	Object Value	Flat List	Object Description	PPM Expenditure Type	Expense Type	Purchasing Category
		3110	3110	Honorariums	3110-Honorariums	3110-Honorariums	Honorariums
		3125	3125	Participant Study Pay- Group	3125-Participant Study Pay- Group		
		3130	3130	Participant Study Pay- Indiv	3130-Participant Study Pay- Indiv	3130-Study Participant Pay-Indiv	Study Participant Pay-Indiv
		3134	3134	Travel Stipend	3134-Travel Stipend		
		3135	3135	Post Doc Fellow Stipend	3135-Post Doc Fellow Stipend		
		3136	3136	Post Doc Fellow Health Stipend	3136-Post Doc Fellow Health Stipend		
		3140	3140	Prizes And Awards	3140-Prizes and Awards		
		3150	3150	Royalties	3150-Royalties	3150-Royalties	Royalties
		ZE31	ZE31	Budget - Technical & Special Fees	ZE31-Budget - Technical & Special Fees		
D320			D320	Communications - D			
	E320		E320	Communications - E			
		3210	3210	Postage & Mail	3210-Postage & Mail	3210-Postage & Mail	Postage & Mail
		3220	3220	Telephone Expense	3220-Telephone Expense	3220-Telephone Expense	Telephone Expense
		3221	3221	Telecommunication Allocation (Internal)	3221-Telecommunication Allocation		
		3270	3270	Dgs-Telecommunications	3270-DGS-Telecommunications		
		3285	3285	Cell Phone Expenditures	3285-Cell Phone Expenditures	3285-Cell Phone Expenditures	Cell Phone Expenditures
		3290	3290	Mailing Service	3290-Mailing Service	3290-Mailing Service	Mailing Service

### QFN205 Invoice Status Report Update

Users have reported that the QFN205 Invoice Status Report has not been consistently returning results, especially when using broad search criteria. The Quantum support team is investigating this issue and will report out when it is corrected. While it is being worked on, users experiencing this problem should further limit their search criteria where possible to achieve results.

#### Inside this issue:

PCard–Attachment Reminder	<b>Pg. 1</b>
QF Notes	<b>1</b>
Campus Reports	
– QFN191 Object Hierarchy Update	
– QFN205 Invoice Status Report Issue	
QA Reporting for CBS Revenue Transactions	<b>2</b>
Holiday Processing Schedule	<b>2</b>
QA Notes	<b>3</b>
– New QA Seminars, Workshops, Courses, User Aids	
Important Reminders	<b>3</b>
– 2021 Year End Processing Deadlines	
– QF Org Change Request Form Update	
– New Segment and SOAPF Set Up for December	
• Quantum Training Schedule	<b>4</b>

Find prior issues of Quantum Bytes [here](#)



### Quantum Analytics Reporting for CBS Revenue Transactions

The CBS Billing & Collections function within Quantum Financials is used to generate, process, and account for receivable transactions between UMB and external entities. Departments create the bills with supporting documentation. CBS generates an accounting entry when the bills are processed, debiting object code 7132 (A/R-CBS Eumb) and crediting 8530 (Deferred Revenue-CBS). Once payment is received from the customer, General Accounting applies the payment received to the bill and the Department receives a credit to their Department account combo revenue code based on the memo line(s) selected on the bill.

In Quantum Analytics, under the Transaction Details Union Dashboard, CBS Revenue Billing information is available by selecting the following parameters: Fiscal Year, Transaction Type (CBS Revenue Bill), School, or ORG, and select (All) for Object. The QA7.P9.R01 report shows posted revenue to the Department Account Combo revenue object codes such as 0951- Customer Billing Revenue, 0992- Other Revenue, and 0323- UMB Foundation Revenue. The transactions that are returned represent bills that have been collected. If a bill hasn't been paid it will not appear in this download unless it is for UMBF or USMF (revenue for these foundations is recognized when billed and not when collected). Instructions for running this report can be found in the UPK tutorial for [Generating the Quantum Analytics Receivables Report for CBS Billing](#).

Transaction Details Report for Actuals (QA7.P9.R01)																	
Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference	Comments	Batch	Original Transac	Employee Home Org	Attribute 1	Attribute 2	Attribute 3	Fiscal Year	Account Combo	Object Code
R05-CBS Revenue Bill	2039000	(\$58,522.50)	Actuals		CBS0000896	1 - MPRC Operatin	10417112-00390722					Rice,Andrew.03390118	025426-Rice,Andrew	03/31/2021	2022	0992-235-1041	0992
R05-CBS Revenue Bill	2060002	(\$2,500.00)	Actuals		CBS1727088	1 - CISECMH CERTI	10417051-10007988					Bloss.Tammy.00960013	001721-Bloss,Tammy	04/21/2021	2022	0951-235-1041	0951
R05-CBS Revenue Bill	2060003	(\$2,500.00)	Actuals		CBS1727088	1 - CISECMH CERTI	10417051-10007988					Bloss.Tammy.00960013	001721-Bloss,Tammy	04/21/2021	2022	0951-235-1041	0951

### 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 23<sup>rd</sup>, including posting payroll #22-13 on the evening of Wednesday, December 22<sup>nd</sup> so that it will be available in Quantum Analytics after 8 am on December 23<sup>rd</sup>. Between Friday, December 24<sup>th</sup> and Friday, December 31<sup>st</sup>, nightly accounting processes will be suspended so Quantum Analytics will not reflect results of transactions entered during those days. On Monday, January 3<sup>rd</sup>, the overnight processes and updates will commence and by Tuesday, January 4<sup>th</sup>, Quantum Analytics users will see the results of any transactions processed since December 24<sup>th</sup>. The Quantum team wishes everyone a happy and restful holiday season.



#### December 2021/January 2022



19	20	21	22	23	24	25
				PR 22-13 in QA after 8am		
Nightly QF accounting processes run, QA will be updated, and State interface files processed						
26	27	28	29	30	31	1
No QF Processing – No QA updates – No State Interface files processed						➔
2	3	4	5	6	7	
Nightly QF accounting processes run, QA will be updated, and State Interface files processed						



## Remember

### Clear Cache

This is especially important after quarterly upgrades and patches so that you can access the most up-to-date version of Quantum. The best practice suggestion is to clear your browser cache every day as part of signing into Quantum. Instructions can be found [here](#).

### Quantum Help Desk

The Quantum support team asks that you please keep sending your Quantum requests for help to [help@umaryland.edu](mailto:help@umaryland.edu) and not to individual support team members or the Quantum Financials email box, which is not regularly monitored for such requests. The helpdesk system is designed to document, track, and triage any requests for assistance.

## New Quantum Analytics WebEx Seminars and Workshops

### Tips, Tricks & Troubleshooting for Sponsored Dashboard

This workshop provides user-friendly tips, tricks, and techniques specifically for Sponsored Management reports in Quantum Analytics including: keyboard and mouse shortcuts; reducing report clutter; using report views and filters; drilling on column or row labels vs. drilling on numbers; report hyperlinks; learning resources, and more. We will also delve into troubleshooting techniques that will help you select, design, and leverage your Analytic reports for greater understanding.

### Actuals & Encumbrances in Transaction Details Union Report

This workshop introduces you to the broad range of reporting available in the Transaction Details Union reports and the User Aid "Cheat Sheets" designed to speed your reporting. Learn how to run, save, and export transaction detail reports for Actuals, Encumbrances, and/or both, providing a greater understanding of the columns of data that appear in each report.

## New Quantum Analytics Courses

### Quantum Analytics Coaching Sessions

This workshop offers 45-minute timeslots for individual or small group Quantum Analytics users to receive coaching and instruction on reports of their choosing. Using WebEx, users will share their screen to work on specific reports with which they would like assistance, and/or to discover new reports they have not yet tried. The focus will be on topics that users bring to the session.

### Quantum Analytics Case Studies Workshop

Case studies are stories used as teaching tools to show how a theory or concept applies to real situations. Beginning in January 2022, Analytics Training and Change Management & Advisory Services will partner to demonstrate UMB Payroll-specific Case Studies on how Quantum Analytics reporting can be leveraged for specific business areas of our workforce, across multiple Analytics Dashboards. This workshop is targeted to those who have the Payroll Analyst role in Quantum Analytics.

### Quantum Analytics User Aids

The Quantum Analytics User Aids are training and support learning resources located on the [Quantum Analytics User Aids](#) webpage on the Quantum website. They provide topic related information and include additional resources for Department end users.

## Important Reminders

### 2021 Calendar Year End Processing Deadlines

The UMB 2021 Winter break is Friday, December 24 through Friday, December 31. The Office of the Controller and Sponsored Projects Accounting and Compliance will be closed during this time. The 2021 Calendar Year-End Processing Deadlines are posted under Financial Services Announcements on the Office of the Controller [webpage](#) and include a printable PDF version. Please circulate this information to individuals in your department who are involved in financial transaction processing.

### New Segments and SOAPF set up for December

Requests for new Segments and SOAPFs will not be processed during the weeks of December 20 and December 27. Normal processing will resume the week of January 3, after the winter break.

### Update—Quantum Financials Organization Change Request Form

The Org Change Request Form has been updated to include changes to Over the Salary Cap (OTC) information. If you need to change how your department's OTC charges are working, please use this form to make the request. The form can be found on the Financial Systems Forms [website](#).

**IMPORTANT**

**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 December/January Quantum Financials training classes include:

Quantum Financials Course Name	Date/Time
Using Debit Memos for Accounting Transfers	Thu, Dec 16 – 1:00 PM – 4:00 PM
Intro to Quantum Financials	Tue, Jan 11- 10:30 AM - 12:00 PM
Searching for NONPO Suppliers	Tue, Jan 11- 1:30 PM - 3:00 PM
Using NONPO Invoices as Check Requests	Wed, Jan 12 - 9:00 AM- 12:00 PM
Creating and Managing Customer Bills (Part 1)	Thu, Jan 13 - 1:30 PM - 3:30 PM
Receiving Orders	Tue, Jan 18 - 9:30 AM - 10:30 AM
Viewing and Collecting CBS Receivables (Part 2)	Tue, Jan 18 - 1:30 PM - 3:30 PM
Creating and approving Requisitions	Wed, Jan 19 - 9:00 AM – 12:00 PM
Billing USM and UMB Foundations (Part 3)	Wed, Jan 19 - 1:30 PM - 2:30 PM
Using Debit Memos for Accounting Transfers	Thu, Jan 20 - 9:00 AM – 12:00 PM
Reallocating and Approving P Card Transactions	Thu, Jan 20 - 1:00 PM - 3:30 PM

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

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!

The December/January Quantum Analytics classes include:

Quantum Analytics Course Name	Date/Time
QA Tips, Tricks, Troubleshooting for Sponsored Reporting	Thu, Dec 16 – 11:00 AM – 12:00 PM
Payroll Dashboard Intro	Tue, Jan 11 - 9:00 AM – 11:00 AM
Sponsored Management Dashboard Intro	Wed, Jan 12 – 1:00 PM – 3:00 PM
All Activities Management Dashboard Intro	Thu, Jan 13 - 9:00 AM – 11:00 AM
Quantum Analytics Coaching Sessions (45 min timeslots)	Tue, Jan 25 - 9:00 AM – 4:00 PM
Case Studies Workshop	Wed, Jan 26 – 1:00 AM – 3:00 PM

Quantum Analytics classes do not require advance registration. You can access all the sessions using this log-in information:

<https://umaryland.webex.com/join/bmerrick>

Access code: 730 028 347 To phone in: 415-655-0001

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](#).

