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PCard Reminders

How to Prepare for a Cardholder Leaving

When a cardholder terminates employment in your department, their PCard must be canceled and returned to SSAS. A best practice suggestion is for the cardholder to stop making new purchases and that activity be transferred to another cardholder as soon as they announce their resignation, to minimize transactions that may get processed after the card is canceled. Additionally, if not already established, a reallocation delegate should be assigned prior to the cardholder's termination. Before leaving, the cardholder must make all their outstanding purchase documentation available to their authorized reviewer. The authorized reviewer is responsible for making sure the final reconciliation and reallocation is completed, either by the cardholder or assigned reallocation delegate. Note that any automatically recurring charges must be moved to a different PCard. For more information about that and other recommended steps to ensure a more seamless transition, see the [PCard Closeout Process](#) document available on the SSAS website. The QFN130 PCard Transaction Report, found on the Quantum Financials Home page under Campus Reports, is a helpful tool for identifying any outstanding cardholder activity.

How to Assign a PCard Reallocation Delegate

To ensure all PCard transactions are fully reallocated when a cardholder changes departments or leaves UMB, the best business practice is to assign a reallocation delegate. The reallocation delegate will identify to which project or SOAPF, each PCard transaction should be charged, on behalf of the cardholder. A reallocation delegate can be requested by submitting an [Account Maintenance Form](#) and a [Delegate Access Form](#) to SSAS. Delegates are required to attend the Reallocating & Approving Procurement Card Transactions class, which you can register for via the [Quantum Financials Calendar](#), and then complete the online [User Authorization Form](#) to request the PCard Reallocator role. Questions about assigning reallocation delegates should be directed to SSAS at PCard-Admin@umaryland.edu.

New Email for PCard Communications

SSAS has created a new email for communications regarding the PCard. Please send communications you previously directed to Regina Spencer, to the new email PCard-Admin@umaryland.edu. Congratulations to Regina, who retired effective January 1.

Quantum Financials Notes

Annual Role Validation

The annual validation of security roles held in both Quantum Financials and eUMB HRMS is about to get underway. Administrative Deans, Department Administrators or Directors should look for notifications in their email soon with instructions for how to run the reports of security roles, validate the employees and roles, use DocuSign to sign the certification statement, and send the reports to rolevalidation@umaryland.edu. **Signed reports will be due back by February 28, 2022.**



Upgrade to Quantum Financials

The Quantum support team will be busy over the next month preparing for the quarterly upgrade to Quantum Financials (22A), which will be absorbed into our production environment on February 18. All upgrades are extensively tested before being moved to the production environment where system users will experience them, so each upgrade process takes several weeks. If any upgrade features will significantly impact the end user experience, we will cover that in our next issue. Stay tuned!

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

Quantum Financials Campus Reports

QFN201 PPM Trial Balance Report for Sponsored Projects

The QFN201 PPM Trial Balance is a report that pulls balances from the Project Portfolio Management (PPM) subledger using sponsored projects account combo information selected by the user, to verify to related General Ledger balances and ensure accounting accuracy. The report contains the Accounting Period totals and YTD ledger balance for the sponsored account combo and contains multiple filtering options such as School, Department, and Organization. Note that account combo logic must be considered when running this report. Therefore, the Source and Object selected has to be a possible combination. Function, which describes the award activity, has to match with the Source. The example below uses the revenue object code 0601 for Federal Awards matching to the Source code 315 for Federal Awards and the Function code 210 for Organized Research.

QFN201 - PPM Trial Balance Report

School	All	Object	0601	Accounting Fiscal Year	2021
Department Category	All	Source	315	Accounting Period Name	Beg Adj Jul-20;Jun-21
Department	All	Activity	All	Ledger Name	UMB_PL
Sub Department	All	Purpose	All	Award Number	All
Organization	All	Function	210	Project Number	All

QFN201 - PPM Trial Bala...

The results returned illustrate the YTD Revenue Balance for a Federal Award based on the Sponsored Projects Account Combo and can be used to verify to the Budget to Actuals Detail and Budget to Actuals Summary Report in Quantum Analytics, which pulls from the General Ledger.

QFN201 - PPM Trial Balance Report

COMBO	AWARD_NUMBER	PROJECT_NUMBER	FISCAL_YEAR	PERIOD_NUM	PERIOD_NAME	ENTERED_DR	ENTERED_CR	BALANCE	YTD_BALANCE	AWARD_NAME	AWARD_TYPE	BILLING_BASIS	PROJECT_DESCRIPTION	PROJECT_MANAGER	PROJECT_MANAGER_EMAIL	FUNDING_SOURCE_NUM	FUNDING_SOURCE_NAME	CFDA	SPONSOR_AWARD_NUMBER	AWARD_BURDEN_SCHEN	AWARD_PRJ_BUDGET	AWARD_FUNCTION	FT_PRIORITY
0601-315-10417051-0000000-210-00-00000-000	1701050	10018227	2021	13	Jun-21	0	245.54	-245.54	-94040.43	A Community-based Family Navigator intervention to impr	315-C&G-Federal	LOC	A Community-based family Navi	Gloria Reeves	0001978	000024	National Institute of Mental Health	93.242	5F01MH10945-04	26.0%_M TDC	26.0%_M TDC		

Quantum Analytics Notes

Project Profile Card in Award Detail Report

The Project Profile Card, like the Award Profile Card, can be displayed in the Quantum Analytics Award Detail Report by selecting the Project Number in the **Projects on this Award** dropdown box. This enhancement provides all Project Numbers that have been set up for the Award and the resulting information can be used to verify the accuracy of Award set up. The Award Profile Card includes details at the Award level, such as Award Number and Name, Sponsor information, Allocated Funding Amount, Institute Proposal information and Award dates. The Project Profile Card includes Project specific details like Project Number and Name, Purpose and Activity information, and Project dates.

Award Profile Card

Award Number: 1701050
Award Name: 10018227

Status: Active
Type: 315-C&G- Federal
Billing Basis: LOC
Start Date: 7/1/2020
Adj Start Date: 7/1/2020
End Date: 6/30/2024
Adj End Date: 6/30/2024
Pre-Award Date: 7/1/2007
Cost Structure: MTDC
F&A Rate: 54.50%

Owning School: C1000000-School C
Owning Department: E1041900-Surg
Owning Org: 10419140-Surgical Sci
CFDA Number: 93.000
Allocated Funding Amount: \$1,796,600
Direct Funding Amount: \$1,331,068
Indirect Funding Amount: \$465,608

Project Profile Card

Project Number: 30010551S1
Project Name: Supp: Dissecting the kidney allograft fibrosis
Status: Active
Start Date: 7/1/2021
Adj Start Date: 7/1/2021
End Date: 6/30/2022
Adj End Date: 6/30/2022
Purpose Code: 00000000
Purpose Description: Unspecified
Activity Code: 000000
Activity Description: Unspecified
Activity Type Code: 5
Activity Type Description: Resea
Cost Structure: MTDC
F&A Rate: 54.5% MTDC
Owning School: C1000000-School C
Owning Department: E1041900-Surg
Owning Org: 10419140-Surgical S
PI Employee ID: 036255
PI Employee Name: Mas,Valeria

Projects on this Award

30010551S1-Supp: Dissecting the role of dynamic

(All Column Values)

30010551-Dissecting the role of dynamic epigenome prompting pathways leading to ki

30010551S1-Supp: Dissecting the role of dynamic epigenome prompting pathways le...



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 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.

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, the Quantum Analytics Team 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.

Important Reminders

IMPORTANT

PO Close email Reminder

The PO Close email that SSAS set up to streamline requests to close Purchase Orders has been working well. Remember, when you email PO_Close@umaryland.edu to request a PO to be closed, use the Subject line "**Close PO#XXXXXXXX**" and provide the **PO# and Supplier name** in the body of the email. This additional information helps SSAS ensure they are closing the proper PO. If you are sending multiple PO's in one email, use in the subject line "**Close multiple PO's**" and list each **PO# and Supplier name** in the body of the email. SSAS will send a confirmation email once the PO's are closed. **SSAS reminds you to be sure that all receiving and invoicing has been completed *before* submitting the request to close the PO.**

Clearing Requisitions from Workflow

Regularly clearing unneeded requisitions from your workflow in Quantum Financials is important to the accuracy of your encumbrance balances viewed in Quantum Analytics. Those who enter requisitions may notice there are some in your workflow that are no longer needed. They could have been returned by the Buyer, rejected, or otherwise abandoned. These unused requisitions will artificially inflate encumbrances in the Project commitment records and must be cleared from the workflow list. [Steps](#) for clearing the requisitions can be found on the Quantum website.

Don't Default Customizations

Saving customizations in Quantum Analytics can be a time saver, but remember the best practice suggestion is to **NOT** set them up as a default. See the July 2020 [issue](#) of Quantum Bytes for more information about why and instructions to remove default customizations.

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](#). **Please note that the Introduction to Quantum Financials class is a prerequisite to other Quantum Financials training classes and is offered monthly.**

The January/February Quantum Financials training classes include:

Quantum Financials Course Name	Date/Time
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
Intro to Quantum Financials	Mon, Feb 14 – 11:00 AM - 12:00 PM
Reallocating and Approving PCard Transactions	Tue, Feb 15 – 1:00 PM – 3:30 PM
Receiving Orders	Wed, Feb 16 - 10:30 AM – 11:30 AM
Creating and Approving Requisitions	Wed, Feb 16 - 1:00 PM – 4:00 PM
Using Debit Memos for Accounting Transfers	Thu, Feb 17 -- 9:00 AM – 12:00 PM
Searching for NONPO Suppliers	Tue, Feb 22 – 10:30 AM – 12:00 PM
Using NONPO Invoices for Check Requests	Wed, Feb 23 -- 9:00 AM – 12:00 PM
Creating & Managing Customer Bills (Part 1)	Wed, Feb 23 - 1:30 PM - 3:30 PM
Viewing & Collecting CBS Receivables (Part 2)	Thu, Feb 24 - 10:00 AM - 12:00 PM
Billing USM and UMB Foundations (Part 3)	Thu, Feb 24 - 1:30 PM - 2:30 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

The January/February Quantum Analytics training classes include:

Quantum Analytics Course Name	Date/Time
Quantum Analytics Coaching Sessions (45 min timeslots)	Tue, Jan 25 - 9:00 AM – 4:00 PM
Case Studies Workshop	Wed, Jan 26 – 1:00 PM – 3:00 PM
QA Sponsored Management Dashboard Intro	Tue, Feb 08 - 9:00 AM – 11:00 AM
QA All Activities Management Dashboard Intro	Wed, Feb 09 – 9:00 AM – 11:00 AM
QA Payroll Management Dashboard Intro	Thu, Feb 10 - 9:00 AM – 11:00 AM
Quantum Analytics Coaching Sessions (45 min timeslots)	Fri, Feb 25 – 9:00 AM – 4:00 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

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.

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](#).

