



May 27, 2020

Volume 6, Issue 2



## Focus on PCard

This is a recurring section that will feature information on PCard reallocation and record keeping with Quantum. We know that users have experienced many challenges with the new PCard system and hope these feature articles will answer some of your questions. Remember to check out past and future issues of [Quantum Bytes](#) for more PCard information. If you have other PCard related topics that you would like to see featured, send them to [quantumfinancials@umaryland.edu](mailto:quantumfinancials@umaryland.edu) with **Focus on PCard** in the subject line.

## PCard and Year-End Preparation

The first fiscal year end since we converted to Quantum, is quickly approaching. According to the *Quantum Financials Year-End Deadlines [instructions](#)*, the expenses for PCard transactions appearing on the June 25<sup>th</sup> billing statements (and all prior billing periods) must be submitted and approved on expense reports by Tuesday, June 30<sup>th</sup> if you want the expenses to be reflected in FY 20 in a Project or a GL Account Combo other than your default.

Remember that your PCard VISA statements can be obtained anytime via your US Bank Online Access account. Specific instructions on how to access your online account were provided to all cardholders and reviewers in an email from Regina Spencer on Friday, March 27<sup>th</sup>. Please refer to those instructions, and contact Regina if you need assistance with accessing your VISA statement.

All Pcard transactions that have not been submitted and approved on an expense report as of June 30<sup>th</sup> will be posted to the cardholder's default account combo via the monthly accrual process. Note that this is different than how PCard transactions were handled at year-end under eUMB.

If you are having trouble reallocating your PCard transactions in Quantum Financials or finding your submitted PCard expense reports in Quantum Analytics, send your detailed request for help to [help@umaryland.edu](mailto:help@umaryland.edu).

## PCard Tips

**Missing Transactions**—For those of you who have reported that there are transactions on your VISA statement that do not appear in Quantum for reallocation, be aware that this is a known issue that the Quantum support team is working with Oracle to solve. In the interim, you should include all other transactions on your expense report, making a note of the missing transaction, and submit it for approval. Once the missing transaction is loaded in your expense items list it can be included on a separate expense report. The combination of expense reports will agree to your VISA statement and transaction log.



### Inside this issue:

- Focus on PCard— PCard and Year-End Preparations **Pg 1**
- PCard Tips **1**
- Update - Quantum Financials Upgrade Postponed **2**
- Suggested Browsers **2**
- New Quantum Financials Report **2**
- New Quantum Analytics Enhancements **2**
- Quantum Training Continues Online **3**
- Coming Soon **4**
- Reminders **4**

[Previous Quantum Bytes Issues](#)



### Month End Close

The updated Financials Calendar has been posted in the eUMB News section of the Portal page. You can still find the notification of month end closing under Employee News on your Quantum Financials home page. Look for a new and improved Financial Calendar soon!

### Quantum Financials Year-End Deadlines

instructions can be found on the [Announcements page](#) of the Financial Services website. Please note the important deadlines leading up to the FY 20 year-end close.

## Update - Quantum Financials Upgrade Postponed

In our most recent issue of Quantum Bytes (Volume 6, Issue 1) we reported that the Quantum support team was hard at work testing new functionality that Oracle was planning to push out to us in the next quarterly upgrade, starting on Friday, May 15<sup>th</sup>. However, during testing, the team noticed a problem with how some of the functionality would have reacted within our system configuration and requested that Oracle postpone the upgrade until it was able to correct the problem. The upgrade has been rescheduled for Friday, June 19<sup>th</sup>. Look for more information about upgraded features that will impact the user experience, as well as the planned outage period, in future issues.

## Suggested Browsers for Quantum

We received notification that IE (Internet Explorer) will no longer be supported for use with the Oracle Applications beginning with the upgrade we will absorb in November 2020. Browsers that are supported and that users should transition to as soon as possible, include Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.



## New Quantum Financials Report

The Quantum Financials support team is happy to announce that a new report has been added to the Quantum Financials Campus Reports icon on your landing page.



The **QFN098 CBS Customer List** can be used to find the full address for Customers who are external to UMB and who are billed for goods and services provided by UMB Schools or Departments via the Customer Billing System (CBS) process. Users of the CBS process were notified of the new report and how to use the search prompt.

Please contact [Roshawn Nelson](#) with any questions or concerns you have accessing the new report. A UPK tutorial will be available soon.

## New Quantum Analytics Enhancements

The Quantum Analytics support team is happy to announce that the following two enhancements will be available to users next week. To accommodate the application update, Quantum Analytics will be unavailable from 6 pm to 8 pm, Saturday, May 30<sup>th</sup>.

### Drill Down from Award Detail and Budget to Actuals Detail

The ability to drill down from the Award Detail and Budget to Actuals Detail Reports to the expanded transaction details will give users more flexibility to “slice and dice” your data within Quantum Analytics, minimizing the need to export everything to Excel from the Download Dashboard. For example, if you start at the Award Detail report for one of your awards or projects, and want to see the transaction detail available for a specific Object, you will now be able to drill down on the period or LTD

## New Quantum Analytics Enhancements

continued from page 2

amounts to get those results. Once on the drill down page, the displayed result defaults to a Pivot Table view, and you have the option to specify a date range to accommodate multi-month or quarterly reporting. You could also choose to switch to the All Columns view and get the same 54 columns of data as the Transaction Details Union Download. Look for Quantum Analytics classes covering the enhanced drill down functionality.

### F&A Yield Dashboard

The F&A Yield will be a new selection under the Sponsored Management dashboards on the Quantum Analytics Landing Page. This dashboard provides summarized monthly Contract & Grants direct costs and calculated F&A. Users have the ability to interact with the dashboard through various reporting prompts to refine data being returned to fit your needs without having to export to excel, although data can be exported for further analysis if needed. The Fiscal Year prompt will allow multi-year selections to cover Awards and Projects crossing fiscal years, and the default setting is for cost sharing to be excluded.

The report “What is UMB’s Recovery Rate (F&A Yield)? (QA4.P6.R1)” provides several info tiles to quickly summarize the Total Direct Costs, Calculated F&A, Total Costs and F&A Yield based on the selection criteria entered. A graph and chart depicting the same information is provided for a visualization.

The report “Show Me the Detail (QA4.P6.R7)” provides a data table that supports the selection criteria entered. Users have the ability to present the data either by Project or by Object by changing the report prompt. Selecting by Project displays rows of data as a summary of the monthly direct costs, calculated F&A, Total Costs and F&A Yield %. Selecting by Object displays rows of monthly data based on the object level detail for each project. Supporting information related to the project such as Project owning Org, Project PI, Award, Award Owning Org, and Sponsor are provided.

---

## Quantum Training Continues Online

The Quantum Training Team has developed select course content to be delivered live over WebEx or Zoom in 3 hours or less, including time for your questions. Classes are designed to introduce new users to Quantum Financials and Analytics, but existing users are welcome to join in for a refresher.

For Quantum Financials, you can locate classes, dates, times and registration links in the [training registration database](#) using Course Type = Quantum. When you register by 5 PM the day before the class, you will be sent an email with instructions for joining your class.

Upcoming Quantum Financials classes include:

Quantum Financials Course Name	Date/Time
<b>Reallocating &amp; Approving Procurement Card Transactions</b>	Fri, May 29th—9 am—12:00 pm
<b>Creating &amp; Approving Requisitions</b>	Mon, Jun 15th—9 am—12:00 pm
<b>Using NONPO Invoices for Check Requests</b>	Wed, Jun 17th—9 am—12:00 pm
<b>Receiving Orders</b>	Thu, Jun 18th—9 am—10:00 am
<b>Using Debit Memos for Accounting Transfers</b>	Fri, Jun 19th—9 am—12:00 pm
<b>Reallocating &amp; Approving Procurement Card Transactions</b>	Mon, Jun 22nd—9 am—12:00 pm
<b>Creating Customer Billing and Recording Disputes</b>	Wed, Jun 24th—9 am—12:00 pm

continued on page 4

## Quantum Training Continues Online

continued from page 3

For Quantum Analytics, you do not need to register in advance and can access all of the sessions using this log-in information:

<https://umaryland.webex.com/meet/lquell>

Access code: 732 868 109

1-415-655-0001 (to phone in)

Upcoming Quantum Analytics classes include:



Quantum Analytics Course Name	Date/Time
Introduction to Payroll Management Dashboard	Fri, May 29th—9 am—11 am
Introduction to All Activities Management Dashboard	Tue, Jun 2nd— 9 am—11 am
Drill Down Enhancement – Awards Detail	Wed, Jun 3rd—9 am—10 am
Introduction to Sponsored Management Dashboard	Thu, Jun 4th—9 am—11 am
Drill Down Enhancement – Budget to Actuals Summary & Detail	Fri, Jun 5th—9 am—10 am

If you have questions on which courses are necessary for your access, please email the Quantum Training Team at [fssystems@umaryland.edu](mailto:fssystems@umaryland.edu). We're looking forward to seeing you soon!



Here are a few sneak peaks into features the Quantum support team is working on and will be available for users soon!

We will be replacing the Excel version of the Quantum Financials calendar with a new interactive version that will have a more convenient look and feel with a lot of new functionality.

There will be a new PCard report available to Quantum Financials users that will list all PCard expense items by cardholder, including items that have been added to expense reports but not submitted for approval, items not yet added to expense reports, and items on approved expense reports.

There will be a new selection available under the Sponsored Management dashboard on the Quantum Analytics landing page related to Study Participant Payments (SPP). The SPP 7062 Activity dashboard will display a report of all SPP activity processed through Object 7062 (Cash Study Participant Pay), including the initial issuance of the check (drillable to the NONPO invoice) and the debit memo charges to Object 3125 (Participant Study Pay Group) reflecting distributions to participants (drillable to the debit memo details).

Look for these in early June 2020.

### Reminders

**Clear cache often** – This is especially important after upgrades and patches so that you access the most up-to-date version. Best practice suggestion is to clear your browser cache everyday as part of signing into Quantum.



**Rejected NONPO Invoices** that are not reworked and resubmitted must be canceled. If the check request is no longer needed, the initiator should delete/cancel the invoice by clicking on Invoice Actions and selecting the appropriate option. In preparation for year end, Financial Services – Disbursements will be deleting/cancelling any NONPO invoices that have not been resubmitted for approval within 30 days.

