



UMB
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*A leap forward. Transforming systems.
Empowering People!*

Change Champions

April 25, 2019

Agenda

- Project Status Check-in
- Chart of Accounts and Crosswalk
- PCard Business Processes under Quantum

Project Status Check-in



- completing build out and testing of integrations
- executing successful conversions
- conducting remaining testing cycles (CRP3, SIT, UAT)
- completing business process documentation and education sessions
- executing training plan
- go-live

Project Status Check-in

Testing cycles (CRP3, SIT, UAT)

- Starting next week thru Summer
- Keep sending test script scenarios to Susan
- Orientation for SMEs and other testers

Project Status Check-in

Business Process Education Sessions

- PCard - done
- Purchasing and Receiving, Processing and Paying Invoices, Requesting Payments and Working Fund Checks – coming soon

Chart of Accounts and Crosswalk

- Look for COA Presentation – coming soon
- HRMS users have access to view crosswalk via query
- Crosswalk is being opened back up to make changes
 - Still accessible via eUMB Financials
 - For the same users, starting 4/29
 - Updates as of 5/28 – will be used for UAT
 - “One to Many” – new page is being developed – coming soon
 - Send questions/requests to quantumfinancials@umaryland.edu



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***Business Process Education
- Quantum PCard***

at Purchasing Card Refresher Session

April 18, 2019

Disclaimer

- This is not meant to be **TRAINING** – training will be offered closer to Go-Live – some will be required to get Quantum access

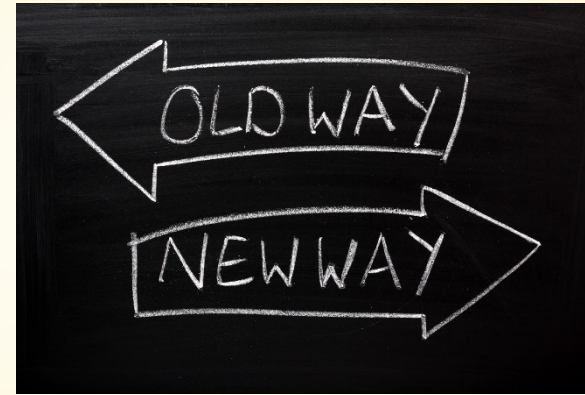


- Today's purpose is to start exposing users to business process changes and new terminology
- Some business processes are still evolving

Agenda

PCard Business Processes under Quantum

- What is Not Changing
- What is Changing
- Business Process
 - Roles
 - Quantum Expenses for PCard
 - Usage and Recordkeeping
 - Reallocation
 - Approvals



What is Not Changing

- How cardholders use the PCard
- State of Maryland General Accounting Division (GAD) will still administer program
- USBank will continue to be the servicing bank
- The card will still be a **VISA**
- Strategic Sourcing and Acquisition Services (SSAS) will continue to administer the program at UMB
- MAS will continue to manage compliance monitoring efforts
- Transactions will be loaded into Quantum daily from USBank

What is Not Changing

- Still need to obtain appropriate supporting documentation for each purchase
- Still need to maintain transaction log
- Cardholder will still reconcile **VISA** statement, log, and documentation
- Authorized Reviewer must still review all transactions to ensure appropriate business purpose and completeness of documentation
- Signatures still required on log and **VISA** statement
- These are all State requirements

What is Changing

- Default Chartstring - forms
- Delegate Role (Reallocator)
- Reallocation Functionality – Quantum Expenses
- No Monthly Sweep
- Attaching Supporting Documentation
- Verification Reviewer



Business Process - Roles

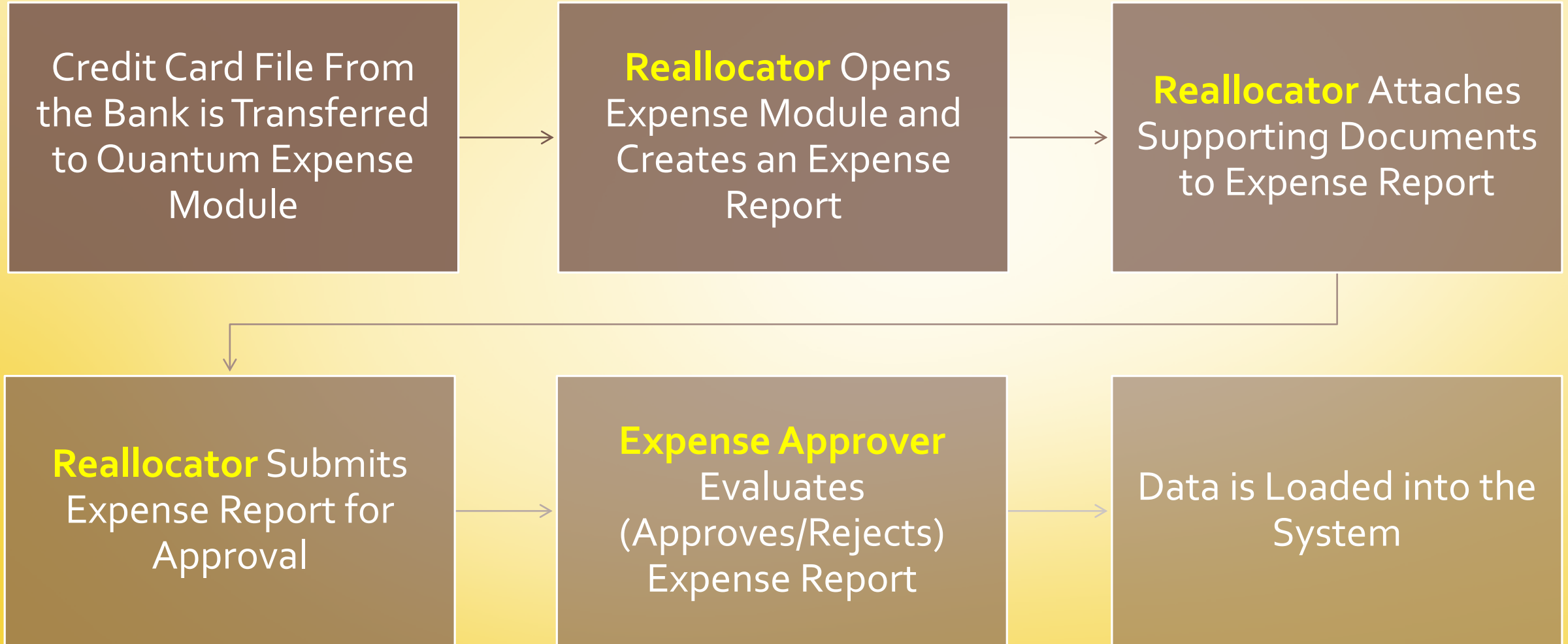
- Corporate Purchasing Card Administrator
- Cardholders
- Delegates (Reallocators)
- Expense Approvers (Authorized Reviewers)
- Accounts Payable



Business Process - Quantum Expenses for PCard

- Quantum Expenses will replace eUMB PCard Reallocation
- Was built for Travel and Expense
- Each PCard transaction loaded daily from USBank will be listed as an Expense Item
- Reallocation will be initiated by creating Expense Reports made up of the Expense Items
- Approval will allow Expense Reports to be processed and reallocated charges to be accounted for and recorded

Quantum Expense Business Process



Business Process – Usage and Recordkeeping

Purchasing requirements and restrictions are not changing

- Make only allowable purchases – consult SSAS or MAS when uncertain
- No gift cards, employee gifts/awards, personal items, alcohol included in catering/meals– even if planning to seek Foundation reimbursement



Business Process – Usage and Recordkeeping

- Transaction Log – continue using current log completing all columns, including clear business purpose and delivery date
- Signatures on log and **VISA** statement are still required
- In Quantum – transactions will show as list of expense items
- The plan is to be able to generate a log from Quantum and request a waiver from State – after go-live



Roles and Delegations



Expenses

Travel and Expenses

Actions ▾

Expense Items

20 Overdue

20 Card Charges

Expense Reports

0

Actions ▾



Add to Report ▾

Create Report

Sort By

Date ▾

Lab Supplies - WA, United States
AMAZON.COM*MI52B5P11
56 days old

02/17/2019

309.98 USD
Card

Medical/Dental Supplies - ID, United States
MWI*VETERINARYSUPPLY
56 days old

02/15/2019

129.16 USD
Card

Lab Supplies - MD, United States
RIDGE PRINTING
56 days old

02/15/2019

1,408.00 USD
Card

Travel and Expenses

Actions ▼

Expense Items

2 Card Charges

Expense Reports

1 Requires Action

1 In Progress

Actions ▼ >

Add to Report ▼

Create Report

Sort By Date ▼

Lab Supplies
AMZN MKTP US*MW4J92E11

03/19/2019

134.19 USD
Card

Lab Supplies
SQ *WWW.DFTEES.COM

03/18/2019

2,009.00 USD
Card

Business Process - Reallocation

Reallocation vs. Reconciliation

- Reallocation – purpose is to transfer the purchase from a default account to a more appropriate account
- Reconciliation – purpose is to ensure all charges are authorized and valid by comparing transaction log and supporting documentation against **VISA** statement
 - Still required within 7 days of receipt of **VISA** statement

Business Process - Reallocation

- PCard Reallocation will be done in Quantum by creating and submitting expense reports
- All expense items (PCard transactions) must be added to an expense report and submitted for approval
- Include purpose and business description for each transaction
- Default account combo (formerly chartstring) will show
- Can change to different account combo or project number
- Expense type (mapped to Object) - associated with every charge

Business Process - Reallocation

- Can reallocate as often as you want
- F&A (Burden) will be applied at the same time expense items are accounted
- Transactions not added to expense reports will not be swept to default account combos – accrued at month end
- Accrued expense items will be identified with cardholder name
- Supporting documentation must be attached for expense approver and will also be accessible to MAS or Procurement to respond to audit requests

Create Expense Report

Save ▼ Submit ▼ Cancel

Purpose

Attachments None +

* Cardholder

 ▼

* Approver

 ▼

Report Total

0.00 USD

Expense Items

Sort By Newest date ▼

Actions ▼



Add Existing

Apply Project ▼

Apply Account ▼

No data to display.



* Date 02/15/2019

* Type Lab Supplies ▼

* Amount USD - ▼ 336.35

Personal Amount 0.00 USD

Business Amount 336.35 USD

Billed Amount 336.35 USD

Reimbursable Amount 336.35 USD

Attachments None +

Receipt missing

▲ Details

Description

Merchant Name TMOBILE*POSTPAID TEL

Account 3914-000-09302000-000000-00000000

Project Number

Task Number

Contract Number

Funding Source

Business Process – Usage and Recordkeeping

- Supporting Documentation - Continue maintaining same detailed itemized documentation – Block out card number, expiration date, security code on any documents
- Documentation Audit Issues
 - Total on receipt/invoice must match amount on **VISA** statement
 - Approved travel requests must be included with hotel receipts
 - Food purchases must include all proper documentation in accordance with policy and be properly authorized to ensure event is allowable
 - Catering for social events and routine staff meetings not allowed
 - Fellows and Residents are not students

Business Process – Usage and Recordkeeping



Supporting Documentation in Quantum

- Cardholders or Delegates will be attaching supporting documentation to Quantum Expense reports
- All documentation will be available for Expense Approver review
- Once approved, more documentation cannot be added later

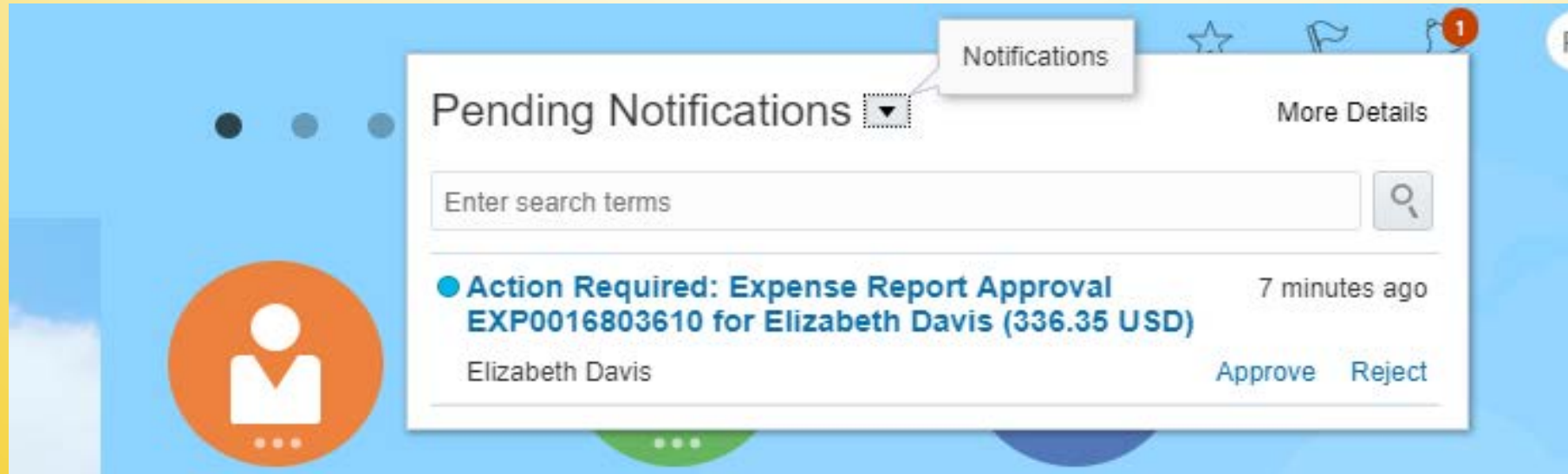
Business Process - Approvals

Authorized Reviewers are still the University's primary line of defense against non-compliant and potentially fraudulent purchases

- Authorized Reviewer must still:
 - Review all transactions to ensure appropriate business purpose and completeness of documentation
 - Verify all transactions were accurately recorded on log with clear descriptions supporting business purpose, log columns are fully completed, cardholder has signed and dated log and **VISA** statement
 - Sign and date log and **VISA** statement (open items should be identified and followed up)

Business Process - Approvals

- Authorized Reviewer = Expense Approver in Quantum
- Will receive notification of Expense Reports to review and approve
- Once approved, transactions will be posted nightly



▲ Details

Assignee ▶ Patricia Parkent	Report Period	02/15/2019 - 02/15/2019
From Elizabeth Davis	Report Total	336.35 USD
Assigned Date 04/04/2019 10:33 AM	Submission Date	04/04/2019
Task Number 207672	Cardholder	Davis.Elizabeth ██████████
	Approver	Parkent.Patricia ██████████
	Context Segment	
	Purpose	February Stmt 4/4/19

▲ Recent Similar Expenses

Expense	Date	Amount
Lab Supplies	02/16/2019	907.05 USD
Lab Supplies	02/16/2019	375.12 USD
Lab Supplies	02/15/2019	178.13 USD
Lab Supplies	12/05/2018	-1,400.00 USD

▲ Recurring Violations

Violation Type	Occurrences
No data to display.	

▲ Recent Returned Reports

Expense Report Number	Submission Date	Report Total
No data to display.		

▲ Unapplied Cash Advances

Status	Due Date	Advance Balance
No data to display.		

▲ Expense Items

View ▼ Format ▼ Expense Items Requires your approval ▼ Detach Wrap

Expense	Requires Your Approval	Date	Original Receipt Required	Imaged Receipt Required	Amount (USD)	Expense Class
Lab Supplies	✓	02/15/2019	✓		336.35	Business

Columns Hidden 6

▲ Comments

No data to display

+ ▲ Attachments + ×

emergencyremit.pdf

▶ History

Business Process - Approvals

- Expense Approver can Approve, Reject, or Request More Information
- Will review attached documentation for completeness, agreed to hard copies
- Verify accuracy of allocation




Business Process - Approvals



Verification Reviewer

- Role will not be needed with Quantum
- Actions by cardholder and authorized reviewer can be monitored in Quantum
- We won't need a third person to do that manually



Stay Tuned for More Quantum Information

Quantum website – www.umaryland.edu/quantum

Town Hall – early June

Business Process Education Sessions

