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

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What is Changing

➢ Default Chartstring - forms

➢ Delegate Role (Reallocator)

➢ Reallocation Functionality – Quantum Expenses

➢ No Monthly Sweep

➢ Attaching Supporting Documentation

➢ Verification Reviewer

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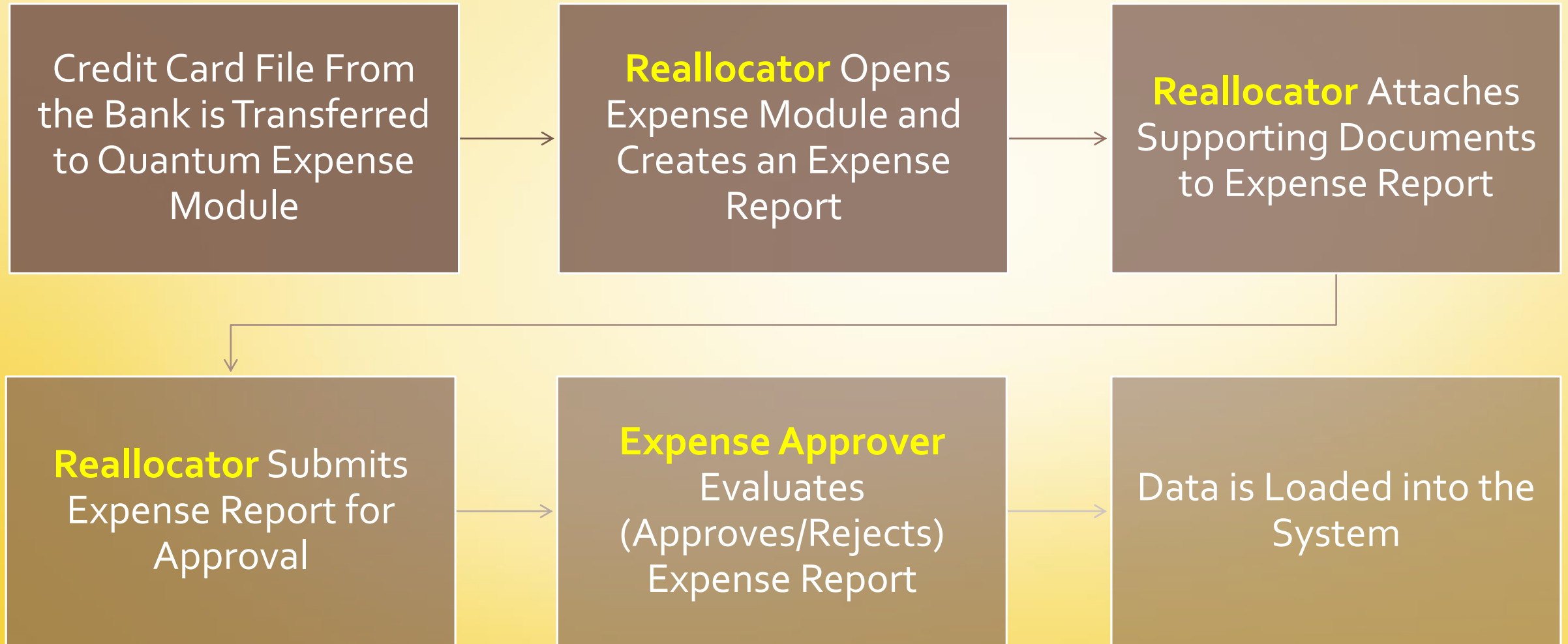
Business Process - Roles

- 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

➢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

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Quantum Expense Business Process

Credit Card File From the Bank is Transferred to Quantum Expense Module

→

Reallocator Opens Expense Module and Creates an Expense Report

→

Reallocator Attaches Supporting Documents to Expense Report

Reallocator Submits Expense Report for Approval

→

Expense Approver Evaluates (Approves/Rejects) Expense Report

→

Data is Loaded into the System

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

Travel and Expenses

Actions ▼

Expense Items	Expense Reports
2 Card Charges	**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

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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

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Create Expense Report

Save ▼ | Submit ▼ | Cancel

Purpose [   ]

Attachments None ➕

Report Total
0.00 USD

* Cardholder Davis.Elizabeth ████ ▼

* Approver [   ] ▼

Expense Items

Sort By Newest date ▼

Actions ▼ ➕ | **Add Existing** | Apply Project ▼ | Apply Account ▼

No data to display.

Lab Supplies 02/15/2019

Close ▼ | Canc

* **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

◢ Details

Description

Merchant Name TMOBILE*POSTPAID TEL

Attachments None ✚

☐ Receipt missing

Account 3914-000-09302000-000000-0000000(

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

  o Catering for social events and routine staff meetings not allowed

  o 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

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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 <u>clear</u> 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
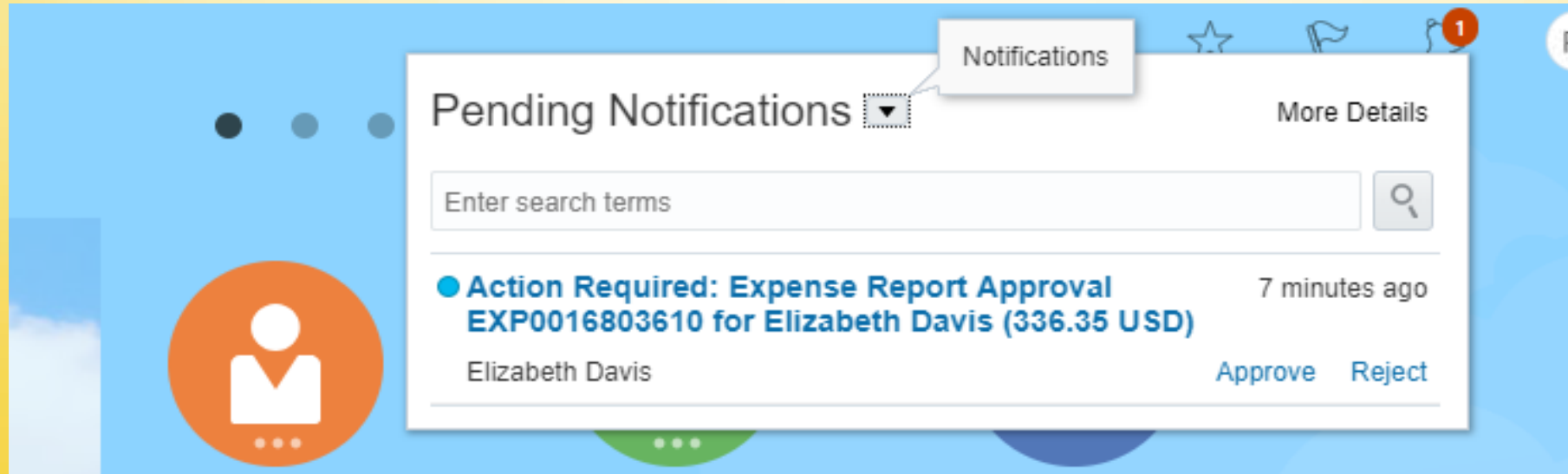
Expense Report Approval EXP0016803610 for Elizabeth Davis (336.35 USD)

Actions ▼ | Approve | Reject

◢ Details

Assignee	▶ Patricia Parkent	
From	Elizabeth Davis	
Assigned Date	04/04/2019 10:33 AM	
Task Number	207672	

Report Period	02/15/2019 - 02/15/2019
Report Total	336.35 USD
Submission Date	04/04/2019
Cardholder	Davis.Elizabeth. ▮
Approver	Parkent.Patricia ▮
Context Segment	
Purpose	February Stmnt 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.	

◢ 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

◢ Recent Returned Reports

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

◢ Comments

➕

No data to display

◢ Attachments

➕ ✖

emergencyremit.pdf

◢ Unapplied Cash Advances

Status	Due Date	Advance Balance
No data to display.		

▶ 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

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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

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Stay Tuned for More Quantum Information

Quantum website – www.umaryland.edu/quantum

Business Process Education Sessions
Chart of Accounts
Purchasing & Paying for Goods and Services
Training
Roles

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