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Do Not Use a Sponsored Source with Account Combos

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A practice that continues to cause errors in Quantum Financials is when users include a Source that is reserved specifically for sponsored projects (i.e., 315–375 and 285), into a GL Account Combo (SOAPF) when creating Debit Memos, NONPO Invoices, Purchase Requisitions, and PCard Expense Reports. Entering such a combination will either cause an incorrect accounting entry or the system to hold the transaction for further examination and not properly process it through accounting at all.

If a sponsored project is to be charged, users should complete the Project attributes (POETAF), starting with the Project ID, which will open the remaining applicable attributes for data entry. By entering the proper Project attributes, the system will derive the appropriate SOAPF for General Ledger reporting and the user does not need to make any alterations to those segments.

So please remember, to get your Debit Memos, NONPO Invoices, Purchase Requisitions, and PCard Expense Reports to accurately process:

1. Don't enter Account Combo segments (SOAPF) if you are trying to charge to a sponsored project.
2. It is either/or - an Account Combo or a Project ID on a line item, but not both.
3. Department approvers should be mindful of this error and reject financial transactions with a sponsored project Source in an Account Combo field.
4. Refer to training documentation if you have questions.

TIP – On many screens within Quantum Financials, you are able to reorder the columns to suit your needs. A suggestion, for users who always charge sponsored projects, is to move the project columns to the left so you see them and not the account combo segments.

Object 3125—Not 3130—Should Be Used With 7062

As we reported in a previous issue, Object 4862 will no longer be used as a charge object for study participant payments. Instead, when a working fund check is issued to pay multiple participants, Object 7062 will be charged. This change was necessary to more accurately represent accounting for imprest funds.

After the working fund check is cashed and study participants are paid (either in cash or with a gift card), a debit memo should be

processed to transfer the cost of the participant payments from 7062 to 3125 – *Participant Study Pay - Group*. Once Object 3125 is charged, the payments will be recognized for sponsor billing. Please note that Object 3130 – *Participant Study Pay - Individual* should not be used to record payments to study participants from a working fund check that was initially charged to Object 7062. Object 3130 should be charged when checks are made out directly to study participants.



COVID-19 Announcements



Financial Services Processing Priorities under the Continuity of Operations Plan

Please visit the Financial Services Announcements [page](#) for information on processing invoices and other services under the Continuity of Operations Plan (COOP) Teleworking Phase in response to COVID-19.

Quantum Helpdesk Support While Teleworking

While the majority of the Quantum support team is working from home, answering your helpdesk questions is still a priority. The small but dedicated team continues to triage helpdesk tickets and is doing its best to respond in a timely manner. We recognize that the response times for some tickets have been excessive. The team has recently enlisted additional help and is working on getting responses out more quickly. Thank you for your patience.

More Information About Your Purchase Orders and Requisitions

If you are looking for information about the Purchase Orders and Requisitions charged to your SOAPF Account Combos or Awards, you can find it in Quantum Analytics on the Budget to Actuals Detail and Award Detail pages. Once you complete the prompts for the SOAPF or Award and fiscal year/period you want to see, and click Apply, the initial report results will return and additional radio buttons will appear in the lower left corner of the results page.

Report Selector:

- What Are The POs and PRs On This Award?
- Who Is This Award/Project Funding?
- What Is The History Of Funding On This Award?
- What Has Been Billed And Collected On This Award?

For this SOAPF Code:

- Who Is Being Funded?
- What Are The POs and PRs?

When you select the *What Are the POs and PRs* button, the report at the bottom of the page will refresh and return with those results.

PO Creation Notifications

Starting Tuesday March 31st, Quantum users who submit requisitions will receive an email notification when the associated PO receives final approval. A report will run every day at 6:00 am and will pull from Strategic Sourcing and Acquisition Services approval activity from the previous day to create the notifications. The email notification is similar to the one users received from eUMB Financials when POs were dispatched.



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 too.

Travel Agency Charges

Please be aware that posting of travel agency charges to the appropriate Projects or SOAPF Account Combos in Quantum Financials has been delayed. Financial Services is working on getting those charges applied as soon as possible.

Training

As mentioned in our previous issue, the Quantum Training Team has been working to move all in-person sessions to a WebEx delivery format. Several sessions are now available and we strongly encourage users to attend. Many questions received into the helpdesk can be mitigated by learning from our training team how to properly process transactions through Quantum Financials or extract reports and data from Quantum Analytics.

Quantum Financials WebEx sessions require advance registration by logging into the [training registration database](#)

- Choose **Add Course**
- Choose **Course Type = Quantum**
- Choose **Course Name = Select a course name**
- Click **Register**
- (You will receive a confirmation email)**

Quantum Analytics WebEx sessions are listed below. They do not require advance registration and will be accessed using this log-in information for all sessions:

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

Access code: 732 868 109

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

Quantum Analytics Course Name	Date	Time
Excel and Printing Tips Workshop Focus on alternatives to Print to PDF and Excel Tips & Tricks	Tuesday, March 31, 2020	9:00 -10:00 am
Sponsored Dashboard Reports Workshop Focus on Award Detail & Search reports	Thursday, April 2, 2020	9:00 -10:00 am
All Activities Management Dashboard Reports Workshop Focus on Budget to All Source, Actuals Summary & Detail reports	Tuesday, April 7, 2020	9:00 -10:00 am
Payroll Management Dashboard Reports Workshop Focus on Payroll Portfolio by Home & Funding Department reports	Wednesday, April 8, 2020	9:00 -10:00 am
Download Management Dashboard Reports Workshop Focus on Transaction Details Union & GL Balances reports	Friday, April 10, 2020	9:00 -10:00 am
Introduction to All Activities Management Dashboard	Wednesday, April 15, 2020	9:00 -11:00 am
Introduction to Sponsored Management Dashboard	Thursday, April 16, 2020	9:00 -11:00 am
Introduction to Payroll Management Dashboard	Friday, April 17, 2020	9:00 -11:00 am

WebEx Seminars Webpage

On March 17, 2020, the Quantum Analytics support team held two WebEx sessions on the newly released Quantum Analytics Transaction Details Union Report. One of those sessions was recorded and is available for viewing on the Quantum WebEx Seminars [page](#) of the Quantum Website. As additional sessions are held and recorded, they will be included there as well.

