Enhancements to eUMB Financials

School of Nursing Auditorium

February 5, 2015
AGENDA

- Security/Role Enhancements
- Fringe Benefit Encumbrances
- Purchase Order (PO) email notification
- New Vendor Information Page for PUR01 & PUR02 Requisitions
- Future Enhancements
Security/Role Changes

• Campus initiative to enhance data & system security and protect sensitive data

• All central office and departmental eUMB Financial roles have been reviewed

• As a result, many roles have been refined and re-aligned. Example – Grants Project View (GPV) will be available to all Financial users.

• Security access forms will be updated accordingly

• Should you experience any system access or system privilege issues please call the Campus IT Help Desk (6-HELP) or email help@umaryland.edu
Fringe Benefit Encumbrances

• Fringe encumbrance process will mirror the salary encumbrance process
• The fringe encumbrances will utilize the current fringe rates
• Fringe encumbrances will be displayed in RAVEN – Financials (Summary Tabs & Transaction Detail)
• Fringe encumbrances will NOT include student employees (accounts 2074, 2075)
• Fringe encumbrance process begins Pay Period 15-16 (Payroll Actuals on February 13, 2015)
RAVEN...Transaction Detail

Original Encumbrance

Reversal Encumbrance

Re-calculated Encumbrance
Purchase Order email notification

Requisition/PO workflow primer ....
Step 1.....Department initiates and approves a requisition for good/services
Step 2 ....General Accounting validates funding source(s) and approves
Step 3....Procurement validates Requisition, vendor information and routes Requisitions to selected buyers.
Step 4....Buyers apply procurement rules (e.g. RFP, master contract purchase, sole source, etc). Buyer sources the Requisition to a Vendor, approvals applied (if necessary) and Purchase Orders are dispatched accordingly

*Step 5.... At the end of each workday, all dispatched POs (including change orders) will be gather by the system and notification emails are sent to the Requisitioner stating a Purchase Order has been dispatched to the vendor
PO notification email

-----Original Message-----
From: psworkflow-fndev@campus.umaryland.edu [mailto:psworkflow-fndev@campus.umaryland.edu]
Sent: Wednesday, October 01, 2014 2:09 PM
To: Hughes, Anne (Financial Systems)
Subject: PO: 0000028066 - dispatched

Database : FNSIT88
FROM : POP0005
CREATED : 2014-10-01-14.08.28.651503
To : 024235

This is to notify you that your Purchase Order 0000028066, Requisition ID = 0000042500, Business_Unit = PUR01 has been dispatched.
USM published IT Security Standards (June 2014)

Protecting ‘sensitive data’ is one component of the new standards and includes such data as SSN, Passport#, credit card #

Institutions must implement measures to protect ‘sensitive data’ within their enterprise application portfolio

Processing eUMB Requisitions requires SSNs and TINs for certain purchasing transactions
Purchasing > Requisitions > Add/Update Requisitions....

Maintain Requisitions

Requisition

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>PUR02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition ID:</td>
<td>NEXT</td>
</tr>
<tr>
<td>Status:</td>
<td>Open</td>
</tr>
<tr>
<td>Budget Status:</td>
<td>Not Chkd</td>
</tr>
<tr>
<td>Hold From Further Processing:</td>
<td></td>
</tr>
</tbody>
</table>

**Header**

- **Requester:** [ ]
- **Requisition Date:** 01/30/2015
- **Origin:** ONL
- **Currency Code:** USD
- **Accounting Date:** 01/30/2015

**Amount Summary**

- **Total Amount:** 0.00 USD

**Add Items From**

- **Purchasing Kit**
- **Catalog**
- **Requester Items**

**Line Details**

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Vendor</th>
<th>Vendor Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Information**

- **Vendor Name:** [ ]

**Go to:** More....

**Buttons:**

- Save
- Notify
- Refresh

**Options:**

- Add
- Update/Display
### eUMB Vendor Look Up Page

**Look Up Vendor**

**Set ID:**
- **Vendor ID:** begins with 
- **Short Vendor Name:** begins with 

[Buttons: Look Up, Clear, Cancel, Basic Lookup]

**Search Results**

Only the first 300 results can be displayed.

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Short Vendor Name</th>
<th>Name 1</th>
<th>Name 2</th>
<th>Our Customer Number</th>
<th>Old Vendor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000003 THERMOFORM-001</td>
<td>THERMO FORMA INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000004 SPORTSOFF-001</td>
<td>SPORTS OFFICIAL INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000005 ROBERTHALF-001</td>
<td>ROBERT HALF INTERNATIONAL</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000006 NUARIEINC-001</td>
<td>NUARIE INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000007 RIDGEPRINT-001</td>
<td>RIDGE PRINTING CORPORATION</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000009 CANONFINAN-001</td>
<td>CANON FINANCIAL SERVICES INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000010 PERKINELME-001</td>
<td>PERKIN ELMER HEALTH SCIENCES INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000011 ALCATRITYMA-001</td>
<td>ALCATRITY MARINE BIOLOGICAL SERVICES</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000012 DRYICECORP-001</td>
<td>DRY ICE CORP</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000013 DELLMARKET-001</td>
<td>DELL MARKETING LP</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000014 AIRGASUSA-001</td>
<td>AIRGAS USA LLC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000016 AMBIONINC-001</td>
<td>AMBION INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000017 DHLEXPRESS-001</td>
<td>DHL EXPRESS (USA) INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000018 MARROTHO-001</td>
<td>MARriott HOTELS &amp; RESORTS</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000019 AJSATIONE-001</td>
<td>AJSATIONERS</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000020 WERTBOOKING-001</td>
<td>WERT BOOK BINDING INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000021 HUFRIEDYMFGCO-001</td>
<td>HUFRIEDY MFG CO IN</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000022 RICOHCORPO-001</td>
<td>RICOH CORPORATION</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000023 ONESOURCEI-001</td>
<td>ONE SOURCE INDUSTRIES</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000024 XEROXCORPO-001</td>
<td>XEROX CORPORATION</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000025 TENTANTSALES-001</td>
<td>TENTANT SALES AND SERVICE COMPANY</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000026 CERTOLINE-001</td>
<td>CERTOL INTERNATIONAL LLC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000027 SHARPECORP-001</td>
<td>SHARP ELECTRONICS CORPORATION</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000028 CATONSVILLE-001</td>
<td>CATONSVILLE PHARMACY</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000029 SHREDIT-001</td>
<td>SHRED-IT BALTIMORE</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000030 DIGITALACC-001</td>
<td>DIGITAL ACCESS CONTROL INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000031 BIOEXPRESS-001</td>
<td>BIO EXPRESS INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000032 ALPHAMEGA-001</td>
<td>ALPHAMEGA CO USA INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000033 CORPORATION-001</td>
<td>CORPORATE CLEANERS INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000034 OPENBIOSYSTEMS-001</td>
<td>OPEN BIOSYSTEMS INC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000035 PROMEDIQUE-001</td>
<td>PROMED EQUIPMENT SERVICES LLC</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000037 OMNILAMINO-001</td>
<td>OMNI IMAGING</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000038 SWIFTSTAFF-001</td>
<td>SWIFT STAFFING</td>
<td>(blank) (blank) (blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Do Not Add Vendor SSN/TIN information in ANY Comment field or line description

Delete Vendor SSN/TIN information before scanning and attaching backup
Maintain Requisitions

### Requisition

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>PUR02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition ID:</td>
<td>NEXT</td>
</tr>
<tr>
<td>Status:</td>
<td>Open</td>
</tr>
<tr>
<td>Budget Status:</td>
<td>Not Chkd</td>
</tr>
<tr>
<td>Hold From Further Processing</td>
<td></td>
</tr>
</tbody>
</table>

#### Header

- **Requester:** 01/30/2015
- **Origin:** ONL
- **Currency Code:** USD
- **Accounting Date:** 01/30/2015

#### Add Items From

- Purchasing Kit
- Item Search
- Catalog
- Requester Items

#### Line

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Vendor Information</th>
<th>Item Information</th>
<th>Attributes</th>
<th>Contract</th>
<th>Sourcing Controls</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View Printable Version

*Go to:* ..More...
New Vendor Information Page

New Vendor Information

Business Unit: PUR02  Requisition Date: 01/30/2015
Requisition ID: NEXT  Status: Open

Enter Vendor SSN/TIN

SSN/TIN field will be hidden from downstream approvers
# Critical Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
</table>
| February 7/8   | • Enhancements moved to Production  
• Mass inactivation of comments and attachments related to Dispatched Purchase Orders |
| February 9     | • Begin using New Vendor Info Page  
• No SSN in comments, attachments or backup  
• New Requisitions containing SSNs in comments, attachments or backup will be Denied |
| February 9 - 20| • Requisitioners and Approvers work outstanding requisitions to completion...i.e. approve or cancel  
• Focus on requisitions created in FY 2014 & FY 2015 |
| February 21- 22| • Mass inactivation of all comments and attachments on Requisitions created prior to February 9 |
Purchasing>Requisitions>Review Requisition Information>Requisitions...

Requisition Inquiry

![Requisition Inquiry Form]

- Business Unit: PUR01
- Requisition ID: [Field]
- Req Status: [Field]
- Requester: [Field]
- Requester Name: [Field]
- Requisition Date: 07/01/2013
- Vendor SetID: PSUMB
- Vendor ID: [Field]
- Item SetID: PSUMB
- Item Description: [Field]
- Owner Dept ID: 07100000
- To Req: [Field]
- Origin: [Field]
- To: 02/20/2015
- Vendor Name: [Field]
- Item ID: [Field]
- Vendor Details: [Link]
- Vendor Lookup: [Link]
- Drop Ship: [Checkbox]

[OK] [Cancel]
Future System Enhancements..

- Central Billing System Replacement
  - General Accounting will be initiating billings
  - Department revenue recognized when payment is received

- Faculty Electronic Timesheets
  - Duty Days
  - Proxy Role

- Validation of eUMB Roles in Departments
  - Continuation of campus initiative for security and protection of sensitive data
  - Developing a process where departments will validate certain eUMB Financial and HR system roles held by their department staff are appropriate for the duties and job assignment(s) within their respective departmental organization
Questions..

http://umaryland.edu/financialsystems/presentations