August 2, 2023

UNIVERSITY *of* MARYLAND BALTIMORE

Quantum Financials

NONPO Invoice – Remember to Upload Supporting Documentation Using the Webform

Those responsible for creating NONPO invoices are reminded that after a NONPO invoice is approved in the department, supporting documents must be uploaded using the webform available via the Disbursement website.

Due to the high volume of invoices received in the Disbursements office, *it is the webform submission that triggers Disbursements to review the invoice.* Without the supporting documentation, the invoice cannot be processed for payment. A process is regularly run to identify NONPO invoices that do not have supporting documentation submitted into the webform. All such invoices will be rejected by Disbursements after ten days from the submission date and a system notification sent to the initiator.

A presentation outlining the new required webform was provided in June 2022 and can be viewed here.

My Approver Doesn't See My Invoice. Why?

If you submit **NONPO Invoices** or **Debit Memos**, make sure the routing information is entered in the correct spot. If you forget to complete the necessary routing fields, your invoice will not go to any approvers because you didn't tell the system where to route it.

Here's a quick reference for where to enter the approval Org routing information:

- On a **NONPO invoice**, if you are using a project distribution, you must enter the project details on the end of the line. Click the blue Details ( ) icon to enter the **Project Number** then select **Project Owning Org**. The Creating a General Working Fund Study Payment tutorial demonstrates completing a project distribution ledger line. If you are using a SOAPF, you do not need to add the Org # anywhere else on the invoice.

- On a **Debit Memo**, select *Show More* in the header, then *Additional Information*, and fill out the **Org # for Debit Memo Approval Routing**. This must be done for all debit memos. The Creating a Debit Memo tutorial displays these steps for a debit memo.

Check the Holds and Approvals section to confirm that your invoice is in the approval workflow. After you submit an invoice for approval, an assignment to UMB_WF_*org#* should display within 10 minutes in the Approval section. If it does not, go back to check that you entered the Org# for approval routing as outlined above. If you need assistance with NONPO Invoices or Debit Memos, email help@umaryland.edu.

Expenditure Types for PCard Allocations

When allocating PCard expenses, only Expense category Expenditure Types (e.g., 3530 – Util Electricity) should be selected. To eliminate errors made when PCard Reallocators choose non-Expense category Expenditure Types (e.g., 0901 – Rents), the non-Expense category options have been removed from the list of Expenditure Types available for users to choose when entering project information.

If you are unsure which Expenditure Type to select, you can refer to the PPM Expenditure Type column in the Object Hierarchy (QFN191) Report, available from the Reports dashboard in Quantum Financials.
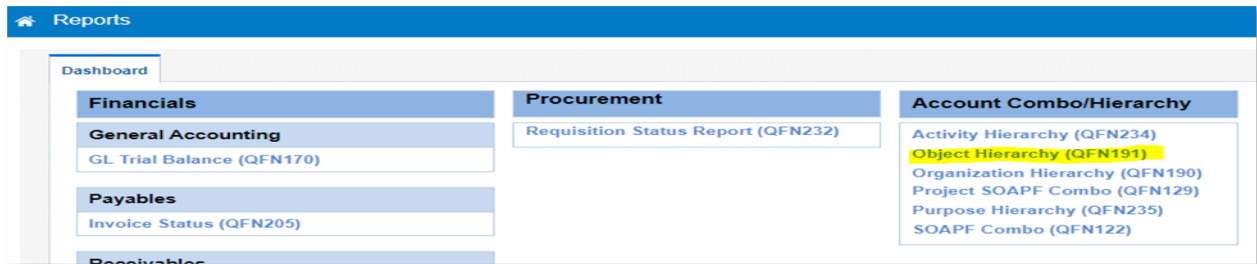
Changing Requisition Preferences to Support Creation of Non-Catalog Requisitions

For anyone who is new to creating Non-Catalog Requisitions, remember that your Requisitioning BU (Business Unit) must be set to 'PO'. To change from the default BU of 'UMB', which is used to create Temporary Requisitions, follow these steps:

How to Change Requisition Preferences to support creation of a Non-Catalog requisition:

- Login to **Quantum Financials**.
- Click the **Procurement** icon.
- Click the **Purchase Requisitions** icon.
- Click the **More Tasks** dropdown menu.
  - o If the menu **looks like** this screenshot, then click **Update Requisition Preferences** and change your **Requisitioning BU** from 'UMB' to '**PO.**' Click **Save and Close** to lock in your change.

  - o If the menu **does not look like** the screenshot above, and you see **Request Non-Catalog Item** at the top of the menu listing, you are ready to create a Non-Catalog Requisition.

Users can change back and forth between the 2 types of requisitions as often as needed.

Quantum Analytics

Receipt Date Now Available in the "R50" and Transaction Details Reports

Based on user requests, the Receipt Date has been added to the R50 report in Budget to Actuals Details, Award Details reports, and Transaction Union Details Report. See the new Quantum Analytics user aid *Receipt Date Now Available in Analytics Reporting* for more details on where to find the date.

Selecting Multiple Projects on the Award Detail Report

In response to a request made by an end user, the Award Detail page has been updated to allow for the selection of multiple projects. Prior to this change you could select either one project or all projects under an Award. Now, you can select any combination of projects to get a combined report. For example, if you have three projects under one award, you could now retrieve results for two of the three projects combined. Remember, though, that the project profile card will only display results for the first project you select.

System Updates

The Quantum Human Capital Management (QHCM) Implementation phase is just getting started as of July 2023 and will continue thru the go-live date of April 2025. The project will follow an iterative approach of design – build – test for each business process before the system is deployed and stabilized. Watch this area of Bytes for monthly project updates and opportunities for you to participate in the process.
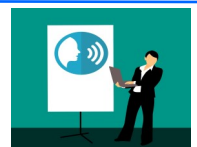
Concur Travel and Expense

Important Concur Reminders: Get Your Reimbursement!

Here are a few Concur reminders that will help you get your travel processed and reimbursed in a timely manner.

♦ *You must have a travel request fully approved before traveling*. Concur does not allow for backdating requests or trying to book travel the day the trip begins. There have been very few approvals of expense reports without approved requests.

♦ Some common delays in getting travel requests approved include:
  – forgetting to include an expense type or conference agenda so the request gets sent back to the traveler.
  – indicating the wrong booking type on the request, causing it to get stuck in a Pending Online Booking status.
  – not having your delegates and profile set up correctly.

♦ Your booking type must match how you actually book.
  – Booking Type 'Book in Concur' means you will use the Concur booking tool to book your airfare.
  – If you have a request that is stuck in Pending Online Booking status, this means you chose Book in Concur and the system is waiting for that step.
  – Airfare can be booked with UMB's travel agency, Travel Leaders Corporation. To do this, choose the Booking Type 'Agent Assist' on the request.

♦ Always go through the approved Concur Request to create the Travel Expense Report. Open the Request, and then click the **Create New Report** button, and go from there.

♦ Never select PCard as the payment type for airfare – Although PCard can be used to pay for travel expenses like conference registration or hotel, it cannot be used to pay airfare. This has always been a State-wide restriction and has not changed with the implementation of Concur.

♦ There are ample training materials, job aids, class recordings and a short video series on some frequent functions on the Concur Travel and Expense Training page on the Business Applications website.

Concur Training Classes
All four of the instructor-led Concur classes are being offered once per month and are open to everyone.
Check out the financial calendar for upcoming dates and to register.

<u>Concur Travel and Expense</u>

Use the Correct Source for Travel Expenses

Travel Leaders airfare charges will post to the Project or SOAPF entered in the header section of the Travel Authorization Request Form. Cost Center Approvers should carefully review this information to ensure the information provided is valid. Common errors include:

- Entering a SOAPF that includes a restricted Source value (e.g., Source 285 – Cost Share, 315-C&G Federal, or any other Source beginning with the number "3") which cannot post in Quantum. If attempting to post to a project, enter the project number instead of a SOAPF.

- Using the clearing value Source "000." If used, any charges posted to Source "000" will have to be reallocated to a valid SOAPF account combo or Project.

More information on Source codes is available here. New to UMB or need a refresher on the chart of accounts? Visit the Quantum Chart of Accounts page.

Drop-In Sessions

The Concur Support Team is continuing to offer Drop-In Sessions. Bring your Concur questions to the experts at one of the following virtual sessions!

August 9 – 11 a.m.-noon	September 6 – 11 a.m.-noon
August 23 – 11 a.m.-noon	September 27 – 11 a.m.-noon

Join using this Zoom link https://umaryland.zoom.us/j/91506298777.

Concur E-Receipts Have Been Enabled

E-receipts have been enabled for all Concur users. E-receipts are those created by booking in Concur or booking with Travel Leaders Corporation, and formerly, you had to activate a setting in your profile for E-receipts. But now, when you book travel in Concur or with Travel Leaders, the Concur booking reservation auto-generates an E-receipt after the trip has been taken, with all the details of the booking. The E-receipts from bookings will appear in your **Available Expenses** area in the **Report Library.** You'll just need to pull the receipt into the expense report. If any of your prior E-receipts do not appear under **Available Expenses**, please contact TLC to make those expenses available.

Remember! **Clear your browser cache** every day as part of signing into Quantum. Instructions can be found here.

Training

Widgets

Training and Tutorial Widget

Be sure to check out the Training and Tutorial Widget on the myUMB Portal for important links. If you don't

see the Widget, use the Settings gear (   ) to select and add the Widget or to move it higher on your display.

Training & Tutorials

Concur Travel & Expense System Tutorials

ePAF - Personnel Action eForms Tutorials

eUMB HRMS & eUMB Timesheets Tutorials

Office 365 Tutorials & Team Request

Quantum Financial Calendar

Quantum System Tutorials

UMB Systems Training Database

Quantum Financials Training

Please note that the ***Introduction to Quantum Financials*** class is a prerequisite to all Quantum Financials training classes and is offered monthly. Some Quantum Financials classes may have additional prerequisites. Please look for those requirements when registering. Quantum Financials classes are delivered via WebEx and designed to introduce new users to the application. Current users are welcome to join any class for a refresher.

Register either via the financial calendar or the training registration database by 5 PM the day before the class to receive an email with instructions for joining your virtual class session.

Information on required training for each Quantum Financials role is available here.

If you need additional information on Quantum training, please email the Business Applications Training Team at:

DL-BFBusinessApplications@umaryland.edu.

Quantum Analytics Training

Coaching Session:
This workshop offers 45-minute timeslots for individuals or small groups of Quantum Analytics users to receive coaching and instruction on reports of their choosing. To schedule a time slot for a coaching session, contact Buzz Merrick.

Recorded Webinars and Workshops:

There are several recorded webinars and workshops available here, including each of the Quantum Analytics Intro classes (All Activities Management, Sponsored Management, Payroll Management). Be sure to check out one or two as a refresher!

Advance registration for Quantum Analytics classes is not required. To access all QA WebEx sessions, use the following to log-in information:

https://umaryland.webex.com/join/bmerrick   **Access code:** 730 028 347   **To phone in:** 415-655-0001