



UNIVERSITY *of* MARYLAND

Enhancements to eUMB Financials

School of Nursing Auditorium

February 5, 2015



UNIVERSITY *of* MARYLAND

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

Chartfield Selection

Fund	Acct	Tx Dept
000	2790	UMB
All Funds		University of Maryland, Balto

*Amount Type: Encumbrance Source: Fetch

Transaction Info | Chartfield Values | Add Information

Amount	Amount Type	Source	Date	Type	Journal	Name	Description	Line Descr
904.43	Encumbrance	GL_JOURNAL	Nov-2014	Journal	TEST000002	Jrnl Source = ALO-Allocation Process	Faculty Fringe Encumbrance	017582
14,430.29	Encumbrance	GL_JOURNAL	Nov-2014	Journal	TEST000002	Jrnl Source = ALO-Allocation Process	Faculty Fringe Encumbrance	026039
-904.43	Encumbrance	GL_JOURNAL	Nov-2014	Journal	TEST000002	Jrnl Source = ALO-Allocation Process	Faculty Fringe Encumbrance	017582
-14,430.29	Encumbrance	GL_JOURNAL	Nov-2014	Journal	TEST000002	Jrnl Source = ALO-Allocation Process	Faculty Fringe Encumbrance	026039
851.89	Encumbrance	GL_JOURNAL	Nov-2014	Journal	TEST000002	Jrnl Source = ALO-Allocation Process	Faculty Fringe Encumbrance	017582
13,592.02	Encumbrance	GL_JOURNAL	Nov-2014	Journal	TEST000002	Jrnl Source = ALO-Allocation Process	Faculty Fringe Encumbrance	026039

Amount: 14,443.91

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 2General 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 : POPO005

CREATED : 2014-10-01-14.08.28.651503

To : 024235

This is to notify you that your Purchase Order 0000028066, Requisition ID = 0000042580, Business_Unit = PUR01 has been dispatched.

New Vendor Info Page

- 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

Business Unit: PUR02

Status: Open

Requisition ID: NEXT

[Copy From](#)

Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester:

[Requisition Defaults](#) [Requisition Activities](#) [New Vendor Info](#)

*Requisition Date: 01/30/2015 [Requester Info](#)

[Add Comments](#)

Origin: ONL Online

Amount Summary

*Currency Code: USD Dollar

Total Amount: 0.00 USD

Accounting Date: 01/30/2015

Add Items From

[Purchasing Kit](#)

[Catalog](#)

[Item Search](#)

[Requester Items](#)

Line	Item	Description	Vendor	Vendor Name	Location
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#)

*Go to: [...More...](#)

eUMB Vendor Look Up Page

Look Up Vendor

SetID: PSUMB

Vendor ID:

Short Vendor Name:

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Vendor ID	Short Vendor Name	Name 1	Name 2	Our Customer Number	Old Vendor ID
000000003	THERMOFORM-001	THERMO FORMA INC	(blank)	(blank)	(blank)
000000004	SPORTSOFFI-001	SPORTS OFFICIAL INC	(blank)	(blank)	(blank)
000000005	ROBERTHALF-001	ROBERT HALF INTERNATIONAL	(blank)	(blank)	(blank)
000000006	NUAIREINC-001	NUAIRE INC	(blank)	(blank)	(blank)
000000008	RIDGEPRINT-001	RIDGE PRINTING CORPORATION	(blank)	(blank)	(blank)
000000009	CANONFINAN-001	CANON FINANCIAL SERVICES INC	(blank)	(blank)	(blank)
000000010	PERKINELME-001	PERKIN ELMER HEALTH SCIENCES INC.	(blank)	(blank)	(blank)
000000011	ALACRITYMA-001	ALACRITY MARINE BIOLOGICAL SERVICES	(blank)	(blank)	(blank)
000000012	DRYICECORP-001	DRY ICE CORP	(blank)	(blank)	(blank)
000000013	DELLMARKET-001	DELL MARKETING LP	(blank)	(blank)	(blank)
000000014	AIRGASUSAL-001	AIRGAS USA, LLC	(blank)	(blank)	(blank)
000000016	AMBIONINC-001	AMBION INC	(blank)	(blank)	(blank)
000000017	DHLEXPRESS-001	DHL EXPRESS (USA) INC	(blank)	(blank)	(blank)
000000018	MARRIOTTHO-001	MARRIOTT HOTELS & RESORTS	(blank)	(blank)	(blank)
000000019	AJSTATIONE-001	AJ STATIONERS	(blank)	(blank)	(blank)
000000020	WERTBOOKBI-001	WERT BOOK BINDING INC	(blank)	(blank)	(blank)
000000021	HUFRIEDYMF-001	HU-FRIEDY MFG CO IN	(blank)	(blank)	(blank)
000000022	RICOHCORPO-001	RICOH CORPORATION	(blank)	(blank)	(blank)
000000023	ONESOURCEI-001	ONE SOURCE INDUSTRIES	(blank)	(blank)	(blank)
000000024	XEROXCORPO-001	XEROX CORPORATION	(blank)	(blank)	(blank)
000000025	TENNANTSAL-001	TENNANT SALES AND SERVICE COMPANY	(blank)	(blank)	(blank)
000000026	CERTOLINTE-001	CERTOL INTERNATIONAL LLC	(blank)	(blank)	(blank)
000000027	SHARPELECT-001	SHARP ELECTRONICS CORPORATION	(blank)	(blank)	(blank)
000000028	CATONSVILL-001	CATONSVILLE PHARMACY	(blank)	(blank)	(blank)
000000029	SHREDITBAL-001	SHRED-IT BALTIMORE	(blank)	(blank)	(blank)
000000030	DIGITALACC-001	DIGITAL ACCESS CONTROL INC	(blank)	(blank)	(blank)
000000031	BIOEXPRESS-001	BIO EXPRESS INC	(blank)	(blank)	(blank)
000000032	ALPHAOMEGA-001	ALPHA OMEGA CO USA INC	(blank)	(blank)	(blank)
000000033	CORPORATEC-001	CORPORATE CLEANERS INC	(blank)	(blank)	(blank)
000000035	OPENBIOSYS-001	OPEN BIOSYSTEMS INC	(blank)	(blank)	(blank)
000000036	PROMEDEQUI-001	PROMED EQUIPMENT SERVICES LLC	(blank)	(blank)	(blank)
000000037	OMNIIMAGIN-001	OMNI IMAGING	(blank)	(blank)	(blank)
000000038	SWIFTSTAFF-001	SWIFT STAFFING	(blank)	(blank)	(blank)

Purchasing>Requisitions>Add/Update Requisitions...

Maintain Requisitions

Requisition

Business Unit: PUR02

Status: Open

Requisition ID: NEXT

[Copy From](#)

Budget Status: Not Chk'd

Hold From Further Processing

▼ Header

*Requester:

[Requisition Defaults](#)

[Requisition Activities](#)

[New Vendor Info](#)

*Requisition Date: 01/30/2015

[Requester Info](#)

[Add Comments](#)

Origin: ONL

Online

Amount Summary

*Currency Code: USD

Dollar

Total Amount: 0.00 USD

Accounting Date: 01/30/2015

Add Items From

[Purchasing Kit](#)

[Catalog](#)

[Item Search](#)

[Requester Items](#)

Line

Personalize | Find | View All | | | First 1 of 1 Last

Details	Ship To/Due Date	Status	Vendor Information	Item Information	Attributes	Contract	Sourcing Controls			
Line	Item	Description	Vendor	Vendor Name	Location					
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

[View Printable Version](#)

*Go to: [...More...](#)

Header Comments

Header Comments

Business Unit: PUR01 Requisition Date: 02/02/2015
Requisition ID: NEXT Status: Open

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 1 Last
[Copy Standard Comments](#) Comment Status: Active 

Do Not Add Vendor SSN/TIN information in ANY Comment field or line description

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> Email
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From -> REQ PUR01-NEXT

Delete Vendor SSN/TIN information before scanning and attaching backup

Maintain Requisitions

Maintain Requisitions

Requisition

Business Unit: PUR02

Status: Open

Requisition ID: NEXT

[Copy From](#)

Budget Status: Not Chk'd

[New Vendor Information Link](#)

Hold From Further Processing

▼ Header

*Requester:

[Requisition Defaults](#)

[Requisition Activities](#)

[New Vendor Info](#)

*Requisition Date: 01/30/2015

[Requester Info](#)

[Add Comments](#)

Origin: ONL

Online

Amount Summary

*Currency Code: USD

Dollar

Total Amount: 0.00 USD

Accounting Date: 01/30/2015

Add Items From

[Purchasing Kit](#)

[Catalog](#)

[Item Search](#)

[Requester Items](#)

Line

Personalize | Find | View All | First 1 of 1 Last

Details	Ship To/Due Date	Status	Vendor Information	Item Information	Attributes	Contract	Sourcing Controls
Line	Item	Description	Vendor	Vendor Name	Location		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[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

New Vendor Information

Vendor Name

Address Line 1

Address Line 2

City

State

Postal Code

Country

SSN/TIN

Enter Vendor SSN/TIN

OK Cancel Refresh

SSN/TIN field will be hidden from downstream approvers

Critical Dates

Date	Action
February 7/8	<ul style="list-style-type: none">• Enhancements moved to Production• Mass inactivation of comments and attachments related to Dispatched Purchase Orders
February 9	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Mass inactivation of all comments and attachments on Requisitions created prior to February 9

Purchasing>Requisitions>Review Requisition Information>Requisitions..

Requisition Inquiry

Requisition Inquiry

Business Unit:	<input type="text" value="PUR01"/>		To Req:	<input type="text"/>
Requisition ID:	<input type="text"/>		Origin:	<input type="text"/>
Req Status:	<input type="text" value="0"/>		To:	<input type="text" value="02/20/2015"/>
Requester:	<input type="text"/>		Vendor Name:	<input type="text"/>
Requester Name:	<input type="text"/>		Item ID:	<input type="text"/>
Requisition Date:	<input type="text" value="07/01/2013"/>		<input type="checkbox"/> Drop Ship	
Vendor SetID:	<input type="text" value="PSUMB"/>	Vendor Lookup		
Vendor ID:	<input type="text"/>	Vendor Details		
Item SetID:	<input type="text" value="PSUMB"/>			
Item Description:	<input type="text"/>			
Owner Dept ID:	<input type="text" value="07100000"/>			

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



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Questions..

<http://umaryland.edu/financialsystems/presentations>