A leap forward. Transforming systems. Empowering People!

Business Process Education - Quantum PCard

July 9, 2019
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
What is Changing

- Default Chartstring - forms
- Delegate Role (Reallocator)
- Reallocation Functionality – Quantum Expenses
- No Monthly Sweep
- Attaching Supporting Documentation
- Verification Reviewer
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
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
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

<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Expense Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overdue</td>
<td>0</td>
</tr>
<tr>
<td>Card Charges</td>
<td>0</td>
</tr>
</tbody>
</table>

### Expense Reports

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
<th>Date</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Supplies - WA, United States</td>
<td>309.98 USD</td>
<td>02/17/2019</td>
<td>AMAZON.COM*M52B5P11</td>
<td>Card</td>
</tr>
<tr>
<td>Medical/Dental Supplies - ID, United States</td>
<td>129.16 USD</td>
<td>02/15/2019</td>
<td>MWI*VETERINARYSUPPLY</td>
<td>Card</td>
</tr>
<tr>
<td>Lab Supplies - MD, United States</td>
<td>1,408.00 USD</td>
<td>02/15/2019</td>
<td>RIDGE PRINTING</td>
<td>Card</td>
</tr>
</tbody>
</table>

Select actions:
- Add to Report
- Create Report
Travel and Expenses

Expense Items

- **Card Charges**

Expense Reports

- **1 Requires Action**
- **1 In Progress**

Actions ▼ ▶

Add to Report ▼ ▶ Create Report ▼ ▶

Sort By ▼ ▶ Date ▼ ▶

<table>
<thead>
<tr>
<th>Lab Supplies</th>
<th>Date</th>
<th>Amount</th>
<th>Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMZN MKTP US*MW492E11</td>
<td>03/19/2019</td>
<td>$134.19</td>
<td>Card</td>
</tr>
<tr>
<td>SQ *<a href="http://WWW.DFEES.COM">WWW.DFEES.COM</a></td>
<td>03/18/2019</td>
<td>$2,009.00</td>
<td>Card</td>
</tr>
</tbody>
</table>
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
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
Create Expense Report

Purpose

Attachments

* Cardholder: Davis Elizabeth

* Approver

Expense Items

No data to display.
Lab Supplies 02/15/2019

* 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

Account: 3914-000-09302000-000000-0000000000

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
    - Catering for social events and routine staff meetings not allowed
    - 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
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 clear 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
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
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
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