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

➢ PCard is covered in a separate session

➢ Some business processes are still evolving

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Agenda

Business Processes under Quantum

➢ What is Not Changing

➢ What is Changing

➢ Business Processes

- Requisitions

- Purchase Orders and Agreements

- Receiving

- PO Invoices

- NONPO Invoices for Payment Requests (formerly PUR02, EZ Pay, Working Fund)

- Supplier Registration

What is Not Changing

➢ Purchasing options

- Requisition ($5,000 and above)

- PCard (less than $5,000)

- Payment Requests (non-travel payments/reimbursements, working fund checks)

➢ Requisitions created and approved in departments

➢ Strategic Sourcing and Acquisition Services (SSAS) will sign agreements with suppliers and create POs

What is Not Changing

➢ Receiving needed to complete the match with POs and invoices

➢ Financial Services – Disbursements (AP) receives invoices from suppliers

➢ Payment Request Forms and hard copy supporting documentation must be sent to AP – State requirement

➢ SSAS will monitor payment requests to identify any that should be on a PO

What is Changing

➢ Chart of Accounts – forms

➢ Catalog and Non-Catalog Requisitions

➢ Temporary Requisitions

➢ Buyer Created or Touchless POs

➢ Change orders

What is Changing

➢ Purchase Agreements and Invoices viewable in Quantum

➢ 100% Receiving - no $5,000 threshold

➢ Payment requests (e.g., PUR02, EZ Pay, Working Fund) created and approved in Quantum as NON PO invoices

➢ Supplier registration process - new

Business Process Requisitions

Business Process - Requisitions

➢ Non-Catalog - Catalog – Smart Form - Temporary

➢ Non-Catalog Requisition

- SSAS will still create PO and send manually

➢ Catalog Requisition

- Internal or External (Punch-Out)

- Auto creates a PO and sent via email (Internal Catalog) or electronically (External Catalog)

- Self-Serve - No human intervention after department approval (Touchless)

Non catalog Requisition

Requisition: 1000000091

[Check Funds] [View Life Cycle] [Actions ▼] | [Done]

Requisitioning BU PO	**Creation Date** 06/20/2019	**Requisition Amount** 100,000.00 USD
Entered By ⬘Stacy Holton	**Status** Approved	**Approval Amount** 100,000.00 USD
Description Utility Services	**Justification**	**Funds Status** Liquidated
		Attachments None

Requisition Lines

Actions ▼   View ▼   Format ▼   ⬚ Freeze   ⬚ Detach   ⬚ Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Fund
1		Utility Services	Electricity				100,000.00	Approved	Liquid

Rows Selected 1   Columns Hidden 13

Line 1: Details

Requester ⬘Stacy Holton		**Destination Type** Expense
Requested Delivery Date 06/20/2019		**Buyer** ⬘Joseph Evans
Deliver-to Location Type Internal		**Suggested Supplier** BALTIMORE GAS AND ELECTRIC
Deliver-to Location 670 W. Baltimore Street		**Supplier Item**

◢ Billing

View ▼   Format ▼   ⬚ Freeze   ⬚ Detach   ⬚ Wrap

Catalog Requisition

Catalog Requisition

Business Process - Requisitions

➢ Smart Form Requisitions

- Consultant – to set up a consultant relationship

- Subrecipient – to set up a subrecipient relationship

- Change Order – to request a change to an approved PO

Smart Form Requisitions

Business Process - Requisitions

➢ Temporary Requisitions

  ➢ In response to user requests

  ➢ To reserve funds for a future planned expenditure

  ➢ Auto approved – no workflow

  ➢ No PO generated

  ➢ Needs to be manually canceled

Business Process - Requisitions

➤ Approvals

- Workflow approval notices will go to all department approvers

- Multi-Department – Approval needed from each department

- Departments will use dashboard to monitor approval status and progress to PO

- SSAS will check accuracy of Purchasing Categories and notify departments of corrections

- Financial Services - General Accounting will not approve Requisitions

Dept. Approvals Notification

Business Process - Requisitions

➢ Amendments

- Only for Non-Catalog Requisitions and before PO

- Required if Requisition is rejected/returned to department by SSAS

- Catalog Requisitions cannot be amended

➢ Departments can track Requisition lifecycle

- Status, Approvals, Reassign Ownership

- Printable Requisitions

Printable Requisition

Requisition: 1000000091

Check Funds   View Life Cycle   Actions ▼ | Done

Requisitioning BU	PO	
Entered By	▰Stacy Holton	
Description	Utility Services	

Creation Date   06/20/2019
Status   Approved
Justification

Requ... A
Approval A
Funds
Attach...

Duplicate
Reassign
View Document History
View PDF
Edit Order

Requisition Lines

Actions ▼   View ▼   Format ▼   ▦ Freeze   ▤ Detach   ⏎ Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Fund
1		Utility Services	Electricity				100,000.00	Approved	Liquid

Rows Selected 1   Columns Hidden 13

Line 1: Details

Requester	▰Stacy Holton
Requested Delivery Date	06/20/2019
Deliver-to Location Type	Internal
Deliver-to Location	670 W. Baltimore Street

Destination Type	Expense
Buyer	▰Joseph Evans
Suggested Supplier	BALTIMORE GAS AND ELECTRIC
Supplier Item	

Printable Requisition

Report Date 2019-06-27 1:54:04 PM
Page 1 of 1

INTERNAL USE ONLY- THIS IS NOT A PURCHASE ORDER
University of Maryland
Requisition

Requisition Number	1000000091		
Requisitioning BU	PO	**Requisition Amount**	100,000 USD
Entered By	Stacy Holton	**Status**	Approved

Lines

Line	Description	Quantity	UOM	Price	Amount (USD)
1	Utility Services			USD	100000.00

Requester	Stacy Holton	**Supplier**	BALTIMORE GAS AND ELECTRIC
Deliver-to Address	670 W. Baltimore Street, Baltimore, MD 21201, UNITED STATES	**Supplier Site**	1-PO BOX 13070
Note to Buyer			
Note to Receiver			

Distributions

Distribution	Charge Account	Budget Date	Percentage	Quantity	Amount (USD)
1	3530-105-10213000-000000-00000000-210-00-00000-000	06/20/2019	100		100000.00

Comments

End of Report

Business Process
Purchase Orders and Agreements

Business Process - Purchase Orders

➢ Auto created for Catalog Requisitions (Touchless)

➢ Buyer created for Non-Catalog and Smart Form Requisitions

➢ No PO for Temporary Requisitions

➢ Approvals - Workflow within SSAS based on approval thresholds

➢ Buyers will be able to close PO

Business Process - Purchase Orders

➢ Change Order

- Departments will create Change Order Smart Form Requisition to amend an already approved PO

- Cannot be done for Catalog PO – must create new Requisition

- SSAS Buyers will use department created Smart Form Requisition to initiate change to existing PO

Business Process - Agreements

➢ Purchase Agreements will be available in Quantum for departments to access

➢ SSAS will keep Agreements updated

➢ Blanket Purchase Agreements (BPA)/Standing Orders/Internal Catalog

➢ Some Agreements will only be accessible to specific departments

Business Process
Receiving

Business Process - Receiving

➢ Departments must Receive on all PO goods and services – no longer using a $5,000 threshold

➢ Invoices will not be paid until Receiver is done

➢ Requestors will get system notifications of Invoices on hold awaiting Receipt

➢ You can Receive on behalf of others

➢ No longer need to send Receipt information to AP

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Quantum Financials

Business Process
PO Invoices

Business Process - PO Invoices

➢ PO Invoices should still be received in AP

➢ AP will redact any Personally Identifiable Information (PII) and scan Invoices into Quantum

➢ Chart of account/project distribution details - pulled from PO

➢ Departments will have access to view Invoices - based on role

➢ Invoices can be placed on hold if not validated (e.g., missing documentation/receipts, amount/quantity does not match PO)

PO Invoice

Business Process
NON PO Invoices for Payment Requests

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Business Process – NON PO Invoices for Payment Requests

➢ Departments will create Non PO Invoices for Payment Requests

- General Working Fund (GWF) payments

- State payments

- RSTARS transfers

➢ Replaces PUR02 and EZ Pays

➢ Department approval will be via workflow

➢ Will see more details in Quantum (Working Fund, RSTARS)

Business Process – NON PO Invoices for Payment Requests

➢ Departments will still complete and send hard copy request forms, original invoices and supporting documentation to AP

➢ AP will mask PII and attach documentation in Quantum

➢ AP will receive Non PO Invoices via workflow – will hold until hard copy documentation is received

➢ SSAS will be part of the workflow and will monitor for requests that should be on PO

NON PO Invoice

Business Process
Supplier Registration

Quantum Financials

Business Process - Supplier Registration

New suppliers must be registered and spend authorized to pay invoices

PO Invoices

- SSAS Buyers will initiate supplier registration
- SSAS Supplier Manager will approve and change to Spend Authorized

NON PO Invoices (payment requests)

- Departments will select from existing suppliers or initiate supplier registration if new
- AP will approve and change to Spend Authorized
- Department will get bell notification when supplier is spend authorized
- If duplicate supplier registration is received, AP will notify department of existing supplier

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Quantum Financials

Supplier Registration

Register Supplier

Register ▾   **Cancel**

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Registration Details

* Company	Swanson Catering II
* Request Reason	Check Request ▾
Justification	State Payment

Procurement BU	▾
* Business Relationship	Prospective ▾

Company Details

* Tax Organization Type	Corporation ▾
Supplier Type	State ▾
Corporate Web Site	swansonfood.com
Attachments	None ✚

D-U-N-S Number	
Tax Country	United States ▾
Taxpayer ID	811234567
Tax Registration Number	

Contacts

Actions ▾   View ▾   Format ▾   ✚   ✏   ✕   ▦ Freeze   ▣ Detach   ↵ Wrap

Name	⬇	Job Title	Email	Administrative Contact	Request User Account
Pogliano, Laura		UMB	lpogliano@umaryland.edu	✓	—

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Addresses

Actions ▾   View ▾   Format ▾   ✚   ✏   ✕   ▦ Freeze   ▣ Detach   ↵ Wrap

Address Name	Address	Phone	Address Purpose
Primary	123 Main Street,Baltimore, MARYLAND 21214		Ordering; Remit to

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Business Classifications

☐ None of the classifications are applicable

Stay Tuned for More Quantum Information

Quantum website – www.umaryland.edu/quantum

Business Process Education Sessions
COA Sessions
Training
Roles

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