

TO: UMB Administrators/Directors

FROM: Quantum Project Team

SUBJECT: eUMB Financials **FINAL** Processing

DATE: August 12, 2019

As we get closer to the Quantum go-live date of October 2, 2019, there are some important deadlines and significant dates to share with you. Please circulate this memo to all personnel involved in the fiscal and business operations of your department.

1. **eUMB Financials Shutdown**

We will not be running eUMB Financials and Quantum Financials concurrently. Therefore, we will need to stop processing transactions in eUMB Financials and convert data before we can start processing transactions in Quantum Financials.

eUMB Financials will be shut down on September 20, 2019.

The deadlines listed in the accompanying schedule are final dates for departments to submit transactions in eUMB Financials. These deadlines are final so please assess operational needs accordingly.

Transaction processing will resume on October 2, 2019 in Quantum Financials.

eUMB Financials will be re-opened in read only mode on October 2, 2019.

2. **eUMB HRMS Shutdown**

HRMS will need to be shut down for a short period so that the eUMB financial structure can be converted to the Quantum financial structure. There will be no BR and DR processing from October 2 – 7, 2019. Certain HRMS deadlines will be changed and detailed on the Payroll Calendar and the Costing and Compliance Calendar.

3. **Reports**

RAVEN will be accessible for historical data reporting needs throughout the conversion and cutover period and after the Quantum go-live date. However, since eUMB Financials will be shut down on September 20, 2019, RAVEN will only include data processed through September 19, 2019.

Quantum Analytics will be available for reporting needs beginning October 7th.

IMPORTANT: The first deadline on the attached checklist is **Tuesday, August 20, 2019.**

Questions? Please email QuantumFinancials@umaryland.edu

Deadlines Checklist

	Deadline <i>(by 5PM unless otherwise noted)</i>	Description Last Day To:
	Tuesday August 20, 2019	<ul style="list-style-type: none"> • Submit PUR01 Requisitions less than \$200,000 to ensure PO is created and therefore eligible for conversion to Quantum. However, see PUR01 Note.
	Friday August 23, 2019	<ul style="list-style-type: none"> • Request additions/changes to eUMB Financials chartfield values (i.e., department requests, department roll-up changes, etc.)
	Friday August 30, 2019	<ul style="list-style-type: none"> • Request non-sponsored (i.e., state, revolving) project numbers
		<ul style="list-style-type: none"> • Submit Budget Adjustments (i.e., amendments, reallocations)
		<ul style="list-style-type: none"> • Request temporary and child project IDs
		<ul style="list-style-type: none"> • Submit approved PUR02 Requisitions and deliver supporting documentation to Financial Services – General Accounting (deliver, as used throughout this document, is defined as being RECEIVED in Financial Services)
		<ul style="list-style-type: none"> • Submit approved NonEmployee Travel Expense eforms for Foreign Individuals to Financial Services for approval and deliver supporting documentation to Financial Services – Disbursements
		<ul style="list-style-type: none"> • Deliver EZ Pay requests and supporting documentation to Financial Services - Disbursements
	Friday September 6, 2019	<ul style="list-style-type: none"> • Deliver Working Fund requests and supporting documentation to Financial Services – Disbursements
		<ul style="list-style-type: none"> • Deliver International Wire requests and supporting documentation to Financial Services – Disbursements
		<ul style="list-style-type: none"> • Submit NonEmployee Travel Expense eForms to Financial Services – Disbursements for approval
		<ul style="list-style-type: none"> • Deliver NonEmployee Travel supporting documentation to Financial Services - Disbursements • Submit Customer Billing Requests to Financial Services – General Accounting

	Deadline <i>(by 5PM unless otherwise noted)</i>	Description Last Day To:
	Friday September 6, 2019	<ul style="list-style-type: none"> • Request additions/changes to: <ul style="list-style-type: none"> ○ Vendors ○ Customers ○ Awards ○ Sponsored Projects and Grants ○ Sponsored Projects and Grants Budgets • Make updates to the eUMB to Quantum COA crosswalk • Add Purpose and Activity values <p>The eUMB to Quantum COA crosswalk will be frozen September 6, 2019.</p> <ul style="list-style-type: none"> • Submit September FFRs to SPAC <p>August 2019 month end close</p>
	Friday September 13, 2019	<ul style="list-style-type: none"> • Reallocate August PCard Transactions (note this is also the last day for journal entries) • Submit journal entries for Financial Services approval • Process Receipts against open/received invoices • Upload Journal Interfaces
	Wednesday September 18, 2019	<ul style="list-style-type: none"> • Enter deposits in eUMB • Note: Continue to deposit funds at the Cashier's Office. Do not hold deposits. • Deposits will be entered into TouchNet (new cashiering system) beginning Thursday, September 19, 2019.
	Thursday September 19, 2019	September 2019 month-end close
	Friday September 20, 2019	eUMB Financials is closed for new transactions and other updates.
	Invoice Note:	Continue to send invoices for purchase orders (PUR01) to Financial Services – Disbursements after the deadlines so that the invoices can be prepared and ready for processing October 2, 2019. Please do not hold invoices. Be prepared to enter receipts for PO invoices in Quantum Financials starting October 2, 2019.

	Deadline <i>(by 5PM unless otherwise noted)</i>	Description Last Day To:
	PCard Note:	September 2019 PCard charges will not be recorded in eUMB Financials and will not appear on RAVEN reports. September 2019 PCard charges will be loaded into Quantum Financials and reallocated using the Quantum Expense functionality starting October 2, 2019.
	PUR01 Note:	Strategic Sourcing and Acquisition Services will continue to accept PUR01 Requisitions through September 5, 2019. There is no guarantee that all requisitions received will be processed to a PO. Requisitions not processed will require resubmittal in Quantum after go live date.