A leap forward. Transforming systems.
Empowering People!

Town Hall
June 4, 2019
Agenda

- Project Timeline and Milestones
- Chart of Accounts
- Business Process Changes
- Quantum Analytics Demo
- Training For Departmental End Users
- Closing Remarks
Chart of Accounts Changes

- Moving from project centric to hybrid model
- True projects (grants/contracts, capital projects)
  - Have a beginning and ending date
  - May be reported on non-fiscal year basis
  - Will still have Project ID
- If not a true project
  - Fiscal year basis
  - No project ID
  - SOAPF code replaces today’s project ID
eUMB to Quantum Chart of Accounts

**eUMB Chartstring**

<table>
<thead>
<tr>
<th>GLBU</th>
<th>Project ID</th>
<th>Owner Dept</th>
<th>Program</th>
<th>Fund</th>
<th>Account</th>
<th>Tx. Dept</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSUMB</td>
<td>xxxxxxxxx</td>
<td>xxxxxxxxx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxxx</td>
<td>xxxxxxxx</td>
<td>x</td>
</tr>
</tbody>
</table>

**Quantum Account Combo**

<table>
<thead>
<tr>
<th>Object</th>
<th>Source</th>
<th>Organization</th>
<th>Activity</th>
<th>Purpose</th>
<th>Function</th>
<th>Unit</th>
<th>Future</th>
<th>Interfund</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxx</td>
<td>xxx</td>
<td>xxxxxxxxxx</td>
<td>xxxxxxxx</td>
<td>xxxxxxxx</td>
<td>xxx</td>
<td>xx</td>
<td>xxxxxx</td>
<td>xxx</td>
</tr>
</tbody>
</table>

**SOAPF** replaces eUMB Financials Project ID
Chart of Accounts Education Sessions

- Informational session – not training
- Prerequisite to Quantum training
- Schedule
  - Wed. June 12th - 10 am -12 pm SON 130
  - Thur. June 13th - 2 pm – 4 pm SOL 107
  - Tue. June 25th - 2 pm – 4 pm SOD G205
  - Thur. June 27th - 10 am – 12 pm SOP N103
- Look for sign up in the Elm
Business Process Changes

- Pcard
- Payment Requests
- Budget
- Temporary Requisitions
Business Process Changes

PCard

- Default Chartstring will change to default Account Combo
- Reallocation will be done via Quantum Expenses – creating expense reports for all expense items (i.e., pcard transactions)
- Supporting documentation must be attached for review and approval
**Business Process Changes**

**Pcard (continued)**

- Approval will allow Expense Reports to be processed and reallocated charges to be accounted for and recorded.

- **All** items must be added to an expense report - will not be posted to default account combo if not reallocated.

- Verification reviewer will no longer be needed.
## Travel and Expenses

### Expense Items

- **20** Overdue
- **20** Card Charges

### Expense Reports

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Date</th>
<th>Amount</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Supplies - WA, United States</td>
<td>02/17/2019</td>
<td>309.98 USD</td>
<td>Card</td>
</tr>
<tr>
<td>Medical/Dental Supplies - ID, United States</td>
<td>02/15/2019</td>
<td>129.16 USD</td>
<td>Card</td>
</tr>
<tr>
<td>Lab Supplies - MD, United States</td>
<td>02/15/2019</td>
<td>1,408.00 USD</td>
<td>Card</td>
</tr>
</tbody>
</table>
Business Process Changes

Payment Requests (formerly PUR02, EZ Pay, Working Fund)

- Departments will create the payment request in Quantum
- Department approval will be via workflow
- Original documentation will still need to be sent to Financial Services – Disbursements (State requirement)
- Current forms will be updated
- Documentation will be attached in Quantum by Financial Services - Disbursements
Business Process Changes

Payment Requests (continued)

- Supplier registration process – Departments will initiate for payment requests
- Financial Services - Disbursements will approve supplier registration
- Departments will see more details in Quantum for working fund, RSTARS, payment requests
- Strategic Sourcing and Acquisition Services will monitor for requests that should be on PO
Business Process Changes

Budget

- All Funds Budgeting – Can create revenue and expense budgets across all funding sources
- Forecasting – Will allow end users to view prior forecasts anytime throughout the year and see how those forecasts are tracking against actuals
- QPB will have online task lists to walk users through budget cycle steps and link to appropriate forms
### Tasks: All Task Lists

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Start</th>
<th>End</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planner Budget Activity for Employee plantype</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Activity for Planners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review and Update Employee’s Properties and Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add and Plan Vacancy</td>
<td></td>
<td>5/31/19</td>
<td>6/4/19</td>
<td></td>
</tr>
<tr>
<td>Add and Plan Turnover Expectancy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Employee to Finance Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instructions

This form allows the Planner to:

1) Update an Employee's FTE, Budgeted Salary for their Employee Dept. Optionally, the Merit and COLA Increase $ can be updated.

2) It will display each Employee’s FTE, Budgeted Salary, COLA and Merit $ and Fringe $ accounts including the full Quantum Segment.

3) When the form is Saved, the "Calculated Salary and Fringe Expense values will be calculated.

4) Salary Accounts will be automatically smartpush'ed to the Finance cube for the Funding Orgs.

Note1: The COLA and Merit values can be updated, but they may be overwritten by the running of a Business Rule that affects this Org.
Business Process Changes

Temporary Requisition

- As requested by users
- To record a future obligation
- Auto approved – no workflow
- No PO generated
- Needs to be manually canceled
Quantum Analytics Demo
Lynn McGinley
Training for Departmental End Users

- Go Live training: mid-August through mid-November
- Building plans to provide system training for 1500-2000 users
- Developing 12 courses related to Quantum roles
- Users need to take:
  - Chart of Accounts Overview (pre-requisite)
  - Introduction to Quantum Financials
  - The course(s) supporting Quantum role(s) they will request
- Check the Elm/Elm Weekly and Quantum website in mid-July for details
Training for Departmental End Users

- Overview of Quantum Chart of Accounts
- Introduction to Quantum Financials
- Creating & Approving Requisitions/Receiving Orders
- Reallocating Procurement Card Transactions
- Using Debit Memos for Accounting Transfers
- Using NONPO Invoices for Check Requests
- Creating Customer Billing
- Viewing Your Area’s Fixed Assets
- Viewing Grants
- Using Quantum Planning & Budgeting
- Using Quantum Analytics
- Changes to Commitment Accounting Pages in eUMB HRMS
Closing Remarks
Dawn Rhodes