A leap forward. Transforming systems. Empowering People!

Change Champions

April 25, 2019
Agenda

- Project Status Check-in
- Chart of Accounts and Crosswalk
- PCard Business Processes under Quantum
Project Status Check-in

- completing build out and testing of integrations
- executing successful conversions
- conducting remaining testing cycles (CRP3, SIT, UAT)
- completing business process documentation and education sessions
- executing training plan
- go-live
Project Status Check-in

Testing cycles (CRP3, SIT, UAT)

- Starting next week thru Summer
- Keep sending test script scenarios to Susan
- Orientation for SMEs and other testers
Project Status Check-in

Business Process Education Sessions

- PCard - done
- Purchasing and Receiving, Processing and Paying Invoices, Requesting Payments and Working Fund Checks – coming soon
Look for COA Presentation – coming soon

HRMS users have access to view crosswalk via query

Crosswalk is being opened back up to make changes
  • Still accessible via eUmb Financials
  • For the same users, starting 4/29
  • Updates as of 5/28 – will be used for UAT
  • “One to Many” – new page is being developed – coming soon
  • Send questions/requests to quantumfinancials@umaryland.edu
A leap forward. Transforming systems. Empowering People!

Business Process Education - Quantum PCard
at Purchasing Card Refresher Session

April 18, 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
Quantum Financials

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
Quantum Expenses will replace eUMB PCard Reallocation
Was built for Travel and Expense
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
Business Process – Usage and Recordkeeping

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
<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Expense Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Overdue</td>
<td>0</td>
</tr>
<tr>
<td>20 Card Charges</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>Type</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>AMAZON.COM*MI52B5P11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56 days old</td>
<td></td>
<td></td>
<td></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>MWI*VETERINARYSUPPLY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56 days old</td>
<td></td>
<td></td>
<td></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>
<tr>
<td>RIDGE PRINTING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56 days old</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Travel and Expenses

## Expense Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Card Charges</td>
</tr>
</tbody>
</table>

## Expense Reports

<table>
<thead>
<tr>
<th>ID</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Requires Action</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Date</th>
<th>Amount</th>
<th>Card Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Supplies</td>
<td>03/19/2019</td>
<td>134.19 USD</td>
<td>Card</td>
</tr>
<tr>
<td>Lab Supplies</td>
<td>03/18/2019</td>
<td>2,009.00 USD</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
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

Description: 

Merchant Name: TMOBILE*POSTPAID TEL

Account: 3914-000-09302000-000000-000000

Details

Attachments: None

Receipt missing

Project Number

Task Number

Contract Number

Funding Source
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
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
Business Process - Approvals

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
Expense Report Approval EXP0016803610 for Elizabeth Davis (336.35 USD)

Details

- **Assigned to**: Patricia Farrant
- **Report Period**: 02/15/2019 - 02/15/2019
- **Report Total**: 336.35 USD
- **Submission Date**: 04/04/2019
- **Cardholder**: Davis, Elizabeth
- **Approver**: Farrant, Patricia
- **Purpose**: February Stmt 4/4/19

Expense Items

<table>
<thead>
<tr>
<th>Expense</th>
<th>Requires Your Approval</th>
<th>Original Receipt Required</th>
<th>Imaged Receipt Required</th>
<th>Amount (USD)</th>
<th>Expense Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Supplies</td>
<td>✓</td>
<td>02/15/2019</td>
<td>✓</td>
<td>336.35</td>
<td>Business</td>
</tr>
</tbody>
</table>

Recent Similar Expenses

- **Expense**: Lab Supplies
  - **Date**: 02/16/2019
  - **Amount**: 907.05 USD
- **Expense**: Lab Supplies
  - **Date**: 02/16/2019
  - **Amount**: 375.12 USD
- **Expense**: Lab Supplies
  - **Date**: 02/15/2019
  - **Amount**: 178.13 USD
- **Expense**: Lab Supplies
  - **Date**: 12/05/2018
  - **Amount**: -1,400.00 USD

Recurring Violations

- **Violation Type**: None
- **Occurrences**: None

Recent Returned Reports

- **Expense Report Number**: None
- **Submission Date**: None
- **Report Total**: None

Unapplied Cash Advances

- **Status**: None
- **Due Date**: None
- **Advance Balance**: None

Attachments

- **emergencyremit.pdf**

History
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

Town Hall – early June

Business Process Education Sessions