



December 17, 2019

Volume 1, Issue 2



Quantum Financials Tips and Tricks

In this issue, you will find tips and tricks to help users successfully process **Debit Memos, Requisitions, NONPO Invoices for Check Requests, and Supplier Registration**. Remember that numerous UPK tutorials are available and should be used as a companion resource while you are still learning how to use Quantum Financials. Several UPKs have been updated recently so be sure to follow the [link from the Quantum Financials Training and Support page](#) so you are viewing the most recent versions.

Inside this issue:

- Quantum Financials Tips and Tricks **Pg 1**
- Updated User Authorization Form **3**
- Status of quantum financials email **3**
- Quantum Holiday Processing Schedule **3**

NEW!!
Quantum Org and SOAPF Request Forms will be available 12/20/19 on the [Financial Systems Forms page](#)

Debit Memos in Quantum Financials have taken the place of the journal entries that departments frequently processed in eUMB.

1) All debit memos need an Org number for workflow routing. The org number to which the debit memo should route is found on the **Show More** screen. Without an Org# in the **Org# for Debit Memo Approval Routing** field, the debit memo cannot route and is auto-rejected by the system.

2) Debit memos may route to an org (formerly Owner Dept ID) where there are several approvers. Often, when a user thinks the debit memo is "stuck" in the system, it has not been opened and processed by an approver. Approvers must access debit memos and approve them in a timely manner.

3) When entering line items in debit memos, it is best to press Tab on your keyboard after an entry to move between fields. Note: this applies to NONPO invoices as well.

4) Debit memos follow standard double-

entry accounting rules for journal entries. That means that for every business transaction, amounts must be recorded in a minimum of two accounts (i.e., a debit and a credit) and the debits and credits must equal. For a debit memo to successfully process, add a line with a negative (-) amount to **credit the account** and a line with a positive amount to **debit the account**. In general, revenue normally has a credit balance and expense normally has a debit balance.

5) Rejected Debit memos that are not reworked and resubmitted must be canceled. If the debit memo is no longer needed, the initiator should delete/cancel it prior to month end by clicking on Actions and selecting Cancel Invoice.

6) All debit memo transactional data can be seen in full in Quantum Analytics details, where it can be exported and printed. For detail to be available in Analytics, the debit memo must have been approved by Financial Services and posted via overnight processing to the account combos and/or projects.

Requisition Reminder

When creating requisitions or using punch out please do NOT use HR locations when selecting the "Ship To" location. HR locations are identified by the -HR-HR in the location code. For example the Saratoga Building is 8115-HR-HR.

(continued on page 2)



(continued from page 1)

NONPO Invoices for Check Requests

in Quantum Financials have taken the place of the PUR02, EZPay, and Working Fund requests from eUMB.

- 1) Object codes 4861 and 4862 should no longer be used as charge objects. Object code 7062 is now used in place of 4862 for Study Participant Pay Imprest funds. Individual study participant payments should use code 3130. If you're requesting imprest funds to pay multiple participants, the Supplier should be the departmental person who will be cashing the General Working Fund (GWF) check.
- 2) Existing check request documentation requirements are still in effect for all NONPO Invoices created. Departments must print all attachments, and a copy of the Invoice screen when completed, and submit to Financial Services - Disbursements (FSDB) office. If documentation is not received by FSDB within 5 days, the invoice will be rejected. Attaching documentation in Quantum to the NONPO invoice by the department is optional. However, if any Personally Identifiable Information (PII) is found on the docu-

Register a Supplier

In Quantum Financials, Suppliers must be "registered" and "spend authorized" to be eligible for use on both NONPO Invoices and PO invoices. Departments **DO NOT** have to register Suppliers for purchase orders (PO). Strategic Sourcing and Acquisition Services (SSAS) will handle that. However, when entering a NONPO Invoice, department users must register a supplier if the supplier is not already available in the Quantum NONPO Business Unit.

- 1) Suppliers must be identified as being in the NONPO business unit to be used for NONPO Invoicing. See Training topic: ***Verifying Supplier is Available for NONPO Invoicing*** for instructions.
- 2) If the Supplier is an individual, the name must be formatted as Doe, Jane on the registration form.
- 3) Taxpayer ID information **should be included** on the form when it's available. It will be masked in Quantum so it's not visible to others. If there is no SSN available, text can be provided in the Taxpayer ID field (e.g., none, not available).
- 4) The supplier request should indicate if you need a State Payment or a GWF payment.

mentation, the attached documentation will be removed from the system by FSDB.

3) Payment turnaround times are approximately, 3-5 days for GWF and 30 days for state payments.

4) If your NONPO Invoice is auto-rejected by the system, the most likely reason is that there is data missing for the sponsored project. See UPK Topics ***Creating a Check Request for State Payments, Creating General Working Fund Check Request, and Creating a GWF Study Payment*** for instructions on entering sponsored project data on a NONPO Invoice line.

5) Rejected NONPO Invoices that are not reworked and resubmitted must be canceled. If the check request is no longer needed, the initiator should delete/cancel the invoice by clicking on Invoice Actions and selecting the appropriate option. Any NONPO invoice that is not submitted for approval to FSDB will be deleted/cancelled by FSDB after 30 days.

Questions and answers from the Quantum training sessions are captured and made available in a [FAQ document](#) on the Training and Support page of the Quantum website.



Updated Quantum Financials User Authorization Form

The Quantum Financials User Authorization Form has been updated to include the additional role of PCard Approver. This role is required for an Authorized Reviewer to be able to view the reallocation distribution details for the cards you are responsible for approving. You may submit the user authorization form to request the additional access, but you must already be an approved Authorized Reviewer to be able to see your cardholders' transactions. To be recognized as an Authorized Reviewer, [complete the necessary forms](#) available on the Strategic Sourcing and Acquisition Services website – Account Maintenance Form, Authorized Reviewer Form.

Should I send my question to quantumfinancials@umaryland.edu or help@umaryland.edu (or both)?

At this time, most of your questions about using or getting results from Quantum Financials or Quantum Analytics should be sent to help@umaryland.edu so that it can be triaged to the appropriate Quantum team member for an answer. Quantumfinancials@umaryland.edu is not being monitored and answered as timely while our limited resources are focused on clearing help desk tickets. Please do not send your question to both addresses as that will cause duplication of efforts. We apologize for the delays and are doing our best to help you.

Quantum Holiday Processing Schedule

Over the holiday break, Quantum Financials will continue to be available for entering transactions and nightly accounting processes will occur. However, Quantum Analytics will not accept updated information from December 25th through January 1st. On January 2nd, Quantum Analytics overnight updates will commence and on January 3rd, users will see the results of any transactions processed since December 25th. The Quantum team wishes everyone a happy and restful holiday season.

