Travel Professionals Group
3rd Quarter 2019
October 30, 2019

Presenter: Cindy Lyons,
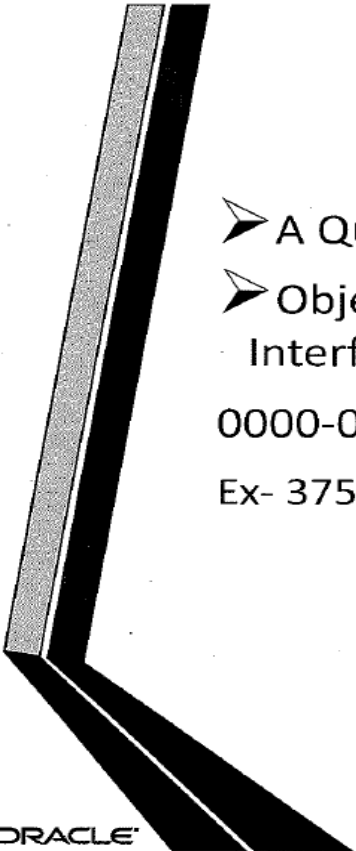   Acting Assistant Controller

Agenda

1. Quantum Financials and Analytics
2. UMB Policies and Procedures
3. Hot Topics
4. Upcoming Disbursements Workshop on Travel
5. Open Discussion and Questions
6. What's New

Part 1: Quantum Financials

Quantum Financials

General Ledger- COA

➢A Quantum Account will be in this format:

➢Object-Source-Org-Activity-Purpose-Function-Unit-Future-Interfund

0000-000-00000000-000000-00000000-000-00-00000-000

Ex- 3752-105-06203000-000000-00000000-620-00-00000-000

ORACLE

Quantum Financials

Quantum Financials

- Note that Activity and Purpose Segments (aka "fields) are optional.

- If the fields are set up in Quantum, you can use them in eTravel.

- For example, a department may choose to track expenses by faculty member and use the Purpose to enter the faculty ID. When you enter the travel transaction, select the "Account Combo" (aka "chartstring") that includes the faculty ID so that the travel transactions will show in the Quantum reports as attributable to the faculty member.

- Check with your Dean's or VP's office to determine specific protocol for assigning values to these fields.

Quantum Financials

- Temporary Requisitions
  - Users with the Requisitioner role can submit a "Temporary Requisition"
  - Record a future obligation
  - No PO is generated
  - Needs to be manually canceled

Quantum Financials

- Temporary Requisitions
  - Can be used as a tool to encumber/obligate travel funds
  - More details to come in Quantum training.
  - If interested, be sure to ask when you attend training!

Quantum Financials & eTravel System

- Entering and submitting forms remains the same.

- Changes have been made to accommodate the new accounting structure in Quantum.

- Funding can be either by a Sponsored Project (e.g. Grant), a Nonsponsored source (e.g. State funds), or both

Quantum Financials & eTravel System

If travel is funded by a Nonsponsored Source (e.g. State, Revolving), enter the Account Combo and Object.

If travel is funded by a Sponsored Project (e.g. Grant), enter a Project ID and Object.

A transaction may be split-funded. For example, funded partially by a revolving source and a grant.

Quantum Financials & eTravel System

Read the eTravel Quantum help document here:

https://www.umaryland.edu/media/umb/af/fs/travel/Travel-Go-Live-Help.pdf

How to use the Quantum Crosswalk to find your funding sources:

https://www.umaryland.edu/media/umb/af/fs/travel/Crosswalk-UPK.pdf

Quantum Financials & eTravel System

Find the Quantum Chart of Accounts overview and definitions of segments here:

https://www.umaryland.edu/quantum/chart-of-accounts/
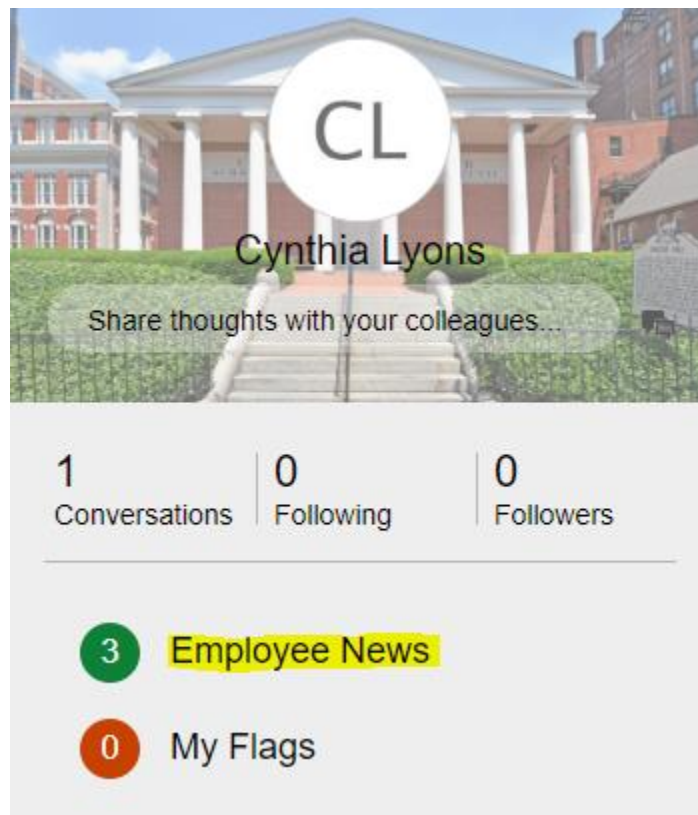
Quantum Financials

Q - What replaced a PUR02?

A – NONPO Invoice

Attend training to learn how to enter a NONPO Invoice.

UPKs: UPK – Quantum

Quantum Financials – Helpful Tools

Employee News:

Quantum Financials – Helpful Tools

Training and Support:
https://www.umaryland.edu/quantum/training-and-support/

FAQs:
https://www.umaryland.edu/media/umb/af/quantum/Training-FAQs.pdf

Understanding the Quantum Chart of Accounts (i.e. accounting structure is not project-driven like eUMB Financials): https://www.umaryland.edu/quantum/chart-of-accounts/education-session-information/

Quantum Analytics

- Replaces RAVEN

- Separate Menu Item in myUMB Portal

- Training classes are available

- UPK is available

Part 2. UMB Policies and Procedures

- Policy Library: https://www.umaryland.edu/policies-and-procedures/library/

  Navigation: About UMB>Policies and Procedures>Library

- Travel Policy: https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-1100a.php

- Travel Procedure: http://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/travel.php

Part 2. UMB Policies and Procedures

- Update to Procedure:
  - Clarify – Lodging and rental car transactions paid with the PCard require approved Travel Requests

  - Replace eUMB Financials references and terminologies with Quantum

Part 2. UMB Policies and Procedures

– Issues with International Travel SOS?

– Email clyons@umaryland.edu

Part 3. Roles

eTravel Roles are defined here:

https://www.umaryland.edu/media/umb/af/fsys/Roles_Updated_082614.pdf

One individual should not have all three roles: Travel Administrator, Travel Approver, Travel Supervisor

Part 3. Roles

Use caution when assigning the Supervisor role:

Policy VIII-14.00(A) Approval, Payment and Reimbursement of Personal Business-Related Expenses of UMB Employees

https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-1400a.php

Part 3. Roles

- The following actions that directly benefit a UMB employee must be approved by a UMB supervisor of that employee:

- Reimbursement of personal business expenses, defined as out-of-pocket costs for travel and other business activities on behalf of UMB or an affiliate that are allowable expenses under the policy of UMB or one of its affiliates.

Part 3. Roles

- A supervisor may appoint a designee to act on the supervisor's behalf. A designee may not approve an action affecting a person senior to the designee in the reporting structure of the school or unit of the supervisor and designee. No person may approve an action described in this Policy that will affect a member of his or her own family or the family of his or her supervisor.

Part 3. Roles

How to Set up Supervisors:

UPK Library

The UPK for setting up supervisors will be posted on the following webpage:

https://www.umaryland.edu/financialservices/disbursements/travel/etravel-help/

Part 3. Roles

eTravel System Access Updates

- Quantum security does not use roll-up functionality like eUMB Financials

  o Each Org must be listed on the access request form or listed on a spreadsheet and uploaded with the access request

Part 3. Roles

eTravel System Access Updates

- Access is granted after access request form is fully approved

- Access request form approvers acknowledge that the individual is authorized to perform transactions on the listed Org(s). CITS does not confirm this, but relies on the individuals who have approved the access request form.

Part 3. Taxable Travel Objects

- Use caution when selecting the object
- Implications of selecting a taxable travel object in error:

  - Employees - Additional expense to the department for employer share of payroll taxes

  - Nonemployees – may receive a 1099-MISC if payments total $600

Part 3. Taxable Travel Objects

– Potential system solution:

- Explore adding a pop-up message when a taxable object is selected

- All approvers in the workflow will see the message

Part 3. Mixed Topics

- Lodging
  - "Contracted" Hotels – obsolete – we do not have contracts with hotels
  - UMB, VA, or UMM may be eligible for "preferred" or "patient" rates
  - Some hotels will accept a purchase order
- Travel submitted 60 days late – The travel system calculates the days and will automatically check the box indicating the expense form is late and will require the Late Submission Form
- Reminder that supporting documentation must include details about the transaction. Provide receipts with VENMO statements and similar services.

Part 4: Upcoming Events

- Disbursements Workshop
  - Thursday, November 21, 2019
    - 10:00 AM – 12:00 PM
    - Lexington Building, Room 4104

  - Basic hands-on entering travel and reviewing scenarios. Designed for new Travel Administrators. Bring your travel forms to enter!

  - Limited seating. Email clyons@umaryland.edu if interested.

Questions?

Part 6. What's New?

- Debbie Tatum is retiring!

- December, 2019