UMB QUANTUM FINANCIALS

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

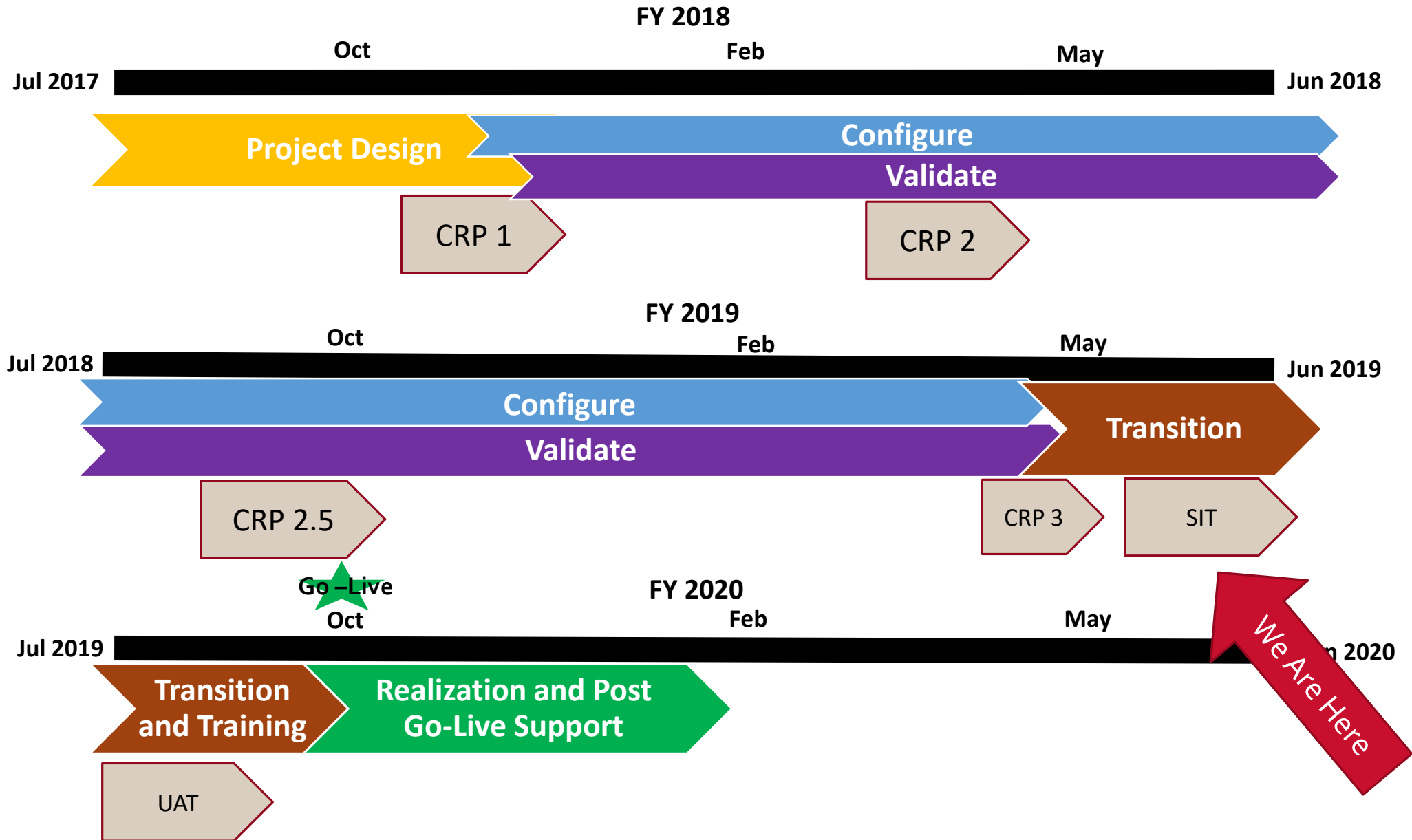➢ Training For Departmental End Users

➢ Closing Remarks

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Project Timeline

FY 2018

Oct   Feb   May

Jul 2017   Jun 2018

Project Design

Configure

Validate

CRP 1

CRP 2

FY 2019

Oct   Feb   May

Jul 2018   Jun 2019

Configure

Validate

Transition

CRP 2.5

CRP 3

SIT

Go –Live

FY 2020

Oct   Feb   May

Jul 2019   Jun 2020

Transition and Training

Realization and Post Go-Live Support

We Are Here

UAT

6/4/19

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

GLBU	Project ID	Owner Dept	Program	Fund	Account	Tx. Dept	Amt
PSUMB	xxxxxxxx	xxxxxxxx	xxx	xxx	xxxx	xxxxxxxx	x

Quantum Account Combo

	S	O	A	P	F			
Object	Source	Organization	Activity	Purpose	Function	Unit	Future	Interfund
xxxx	xxx	xxxxxxxx	xxxxxx	xxxxxxxx	xxx	xx	xxxxx	xxx

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

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Business Process Changes

➢ Pcard

➢ Payment Requests

➢ Budget

➢ Temporary Requisitions

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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

➢ <u>All</u> 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

Roles and Delegations

Expenses

Travel and Expenses

Actions ▼

Expense Items

20 Overdue

20 Card Charges

Expense Reports

0

Actions ▼   +   Add to Report ▼   Create Report

Sort By Date ▼

Lab Supplies - WA, United States
AMAZON.COM*MI52B5P11
56 days old

02/17/2019

309.98 USD
Card

Medical/Dental Supplies - ID, United States
MWI*VETERINARYSUPPLY
56 days old

02/15/2019

129.16 USD
Card

Lab Supplies - MD, United States
RIDGE PRINTING
56 days old

02/15/2019

1,408.00 USD
Card

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

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Business Process Changes

Budget

➢ Budget amendments – No more paper copies. Built into Quantum Planning & Budgeting (QPB). Utilizes workflow for routing and approvals.

➢ 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

Filter: All ⇅

Name	Status	Start	End	Instructions
▽ 📄 **Planner Budget Activity for Employee plantype**	🔴			ⓘ
⠀⠀▽ 📄 **Budget Activity for Planners**	🔴			ⓘ
⠀⠀⠀⠀▦ **Review and Update Employee's Properties and Budget**	🔴			ⓘ
⠀⠀⠀⠀▦ **Add and Plan Vacancy**	🟢	5/31/19	6/4/19	ⓘ
⠀⠀⠀⠀▦ **Add and Plan Turnover Expectancy**	🔴			ⓘ
⠀⠀⠀⠀▦ **Review Employee to Finance Budget**	🔴			ⓘ

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 over-written 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

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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

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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

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Closing Remarks

Dawn Rhodes