

PCARD REFRESHER TRAINING - QUESTIONS AND ANSWERS

<p>What causes items to end up on the clearing account even when properly reallocated? Who then moves them off from the invoice hold system and how often?</p>	<p>If Quantum identifies an error on any line of an expense report, the whole Expense report is moved to the clearing account (central system) and has to be cleared by Financial Services. This is done once a week. We can look at this internally, depending on the error. We can potentially communicate on this in a better way on what those errors are and how to avoid them. Continue to use the help desk to address problems. Report to the help desk if the expense reports are not showing up in Quantum Analytics</p>
<p>Any chance someone will be in the office at some point to issue the new cards that expired in April so we can get usable physical cards again? Maybe a week and scheduled time slots to pick up cards?</p>	<p>Regina Spencer and Keith Gagnon are in the office one day each per week. Email: <a href="mailto:rpsencer@umarylan.edu">rpsencer@umarylan.edu</a> <a href="mailto:kgagnon@umaryland.edu">kgagnon@umaryland.edu</a></p>
<p>I am new to Quantum. Once I submit my expense reports and they are approved is there something else I need to do?</p>	<p>Generally, you should not need to do anything else once it is approved, but run the PCard transaction report periodically to make sure Expense Reports are marked as "Paid" status.</p>
<p>As a P-card holder, how can I find old expense reports that have been approved months ago?</p>	<p>User Aid on Quantum Website <a href="https://www.umaryland.edu/media/umb/af/quantum/financials-user-aides/Quantum-Financials-Viewing-Saved-and-Submitted-Expense-Reports.pdf">https://www.umaryland.edu/media/umb/af/quantum/financials-user-aides/Quantum-Financials-Viewing-Saved-and-Submitted-Expense-Reports.pdf</a> Viewing Saved and Submitted Expense Reports</p>
<p>Do you still need a verifier signature on the paper version of the transaction log?</p>	<p>No, the verification reviewer is no longer needed. We can now see in Quantum if the cardholder or approver has completed their duties If PCard holders have been instructed to continue getting this signature as an internal decision, please work with supervisor before discontinuing the process.</p>
<p>Will we be required to create hard copies of documentation in the future?</p>	<p>Documentation should be maintained electronically and in Quantum. If you need any in hard copy, they could be printed out. If review is occurring outside of Quantum, you still need hard copies. Good business practice now (COVID19) is to maintain all your documentation electronically.</p>
<p>Should there be a signed copy of the Log and Visa statement uploaded in the expense report header in Quantum?</p>	<p>Best practice suggestion is to upload the log and visa statement in Quantum in the header section of the Expense statement</p>
<p>Should we put non-sponsored and sponsored charges on the Pcard expense report?</p>	<p>Best practice – it should not make a difference if they are combined on one expense report. This topic is covered in QF training</p>

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<p>Is there a tax exempt certification number available?</p>	<p>Yes, it is available on the PCard, the SSAS website and also in a hyper link in the PCard Users Guide.  <a href="https://www.umaryland.edu/media/umb/af/procurement/UserGuide.pdf">https://www.umaryland.edu/media/umb/af/procurement/UserGuide.pdf</a></p>
<p>Since residents and fellows are not employees are catering lunches allowable?</p>	<p>Catered lunches for staff meetings are not allowable. The Food Policy contains specifics about when catered lunches are allowable, including bringing in a speaker or students being present. These often need to be evaluated based on the merits of the meeting. Reach out to CMAS for guidance.</p>
<p>Is there a different way we can sign our logs and visa statements digitally?          Is a wet signature required?</p>	<p>At this time, if a wet signature is not possible, other options are to save as PDF and sign and date the PDF or to request an email approval from the Reviewer.          DocuSign access set up is thru SSAS and is being rolled out thru Campus, but is not available for VISA statements. UMB DocuSign information link  <a href="https://www.umaryland.edu/cits/services/docusign/">https://www.umaryland.edu/cits/services/docusign/</a></p>
<p>Are there PCard requirements during COVID?</p>	<p>PCard requirements during COVID - link  <a href="https://www.umaryland.edu/media/umb/af/procurement/PCard-Responsibilities-during-Pandemic-Telework.pdf">https://www.umaryland.edu/media/umb/af/procurement/PCard-Responsibilities-during-Pandemic-Telework.pdf</a></p>
<p>How can the pcard holder upload the log and bank statement to the expense report? The approver needs to review the expense report and all the receipts in QF first before they sign the log and bank statement. Should the approvers upload the fully signed log and bank statement when they approve the expense report in QF?</p>	<p>Currently either approach (signed or unsigned) would be considered acceptable</p>
<p>I have a PCard but I do not have Quantum Access. How do I get Quantum Financial Access?</p>	<p>Quantum Financials website/Training/User Authorization form/Quantum Financials and Quantum Analytics          Link to Quantum Training &amp; Support page:  <a href="https://www.umaryland.edu/quantum/training-and-support/">https://www.umaryland.edu/quantum/training-and-support/</a></p>
<p>Where can I find a list of the object codes?</p>	<p>Object codes are on the Quantum COA website  <a href="https://www.umaryland.edu/quantum/chart-of-accounts/">https://www.umaryland.edu/quantum/chart-of-accounts/</a></p>