

Quantum Financials

***A leap forward. Transforming systems.
Empowering People!***

Using CBS for Foundation Billing

February 18, 2021

Agenda

- Proposed change and why
 - Susan McKechnie- AVP & University Controller- Office of the Controller
- Demo of billing changes & required actions by departmental users
 - Sheri Myers- Director- General Accounting- Office of the Controller
- Questions

Proposed Change & Why

Susan McKechnie

High Level New Process

- Specifically we will be requiring a CBS bill to be created for each Disbursement Request Form (DRF) that is sent to either the UMB Foundation (UMBF) or the USM Foundation (USMF)
- Historically we have had issues with applying payments to correct revenue accounts and timely recognition of revenue
- We will be recognizing revenue for UMBF and USMF when it is billed- not when it is collected like we do for other CBS bills
 - Bills can be created in the month that expenses are incurred so that there is not a deficit in the account at the end of the month

High Level New Process

- UMBF & USMF will issue payments via ACH weekly and send General Accounting a list of the bills that were paid so they can apply the payments to the bills
 - Checks will no longer be mailed from USMF to depts for cashier deposits; during COVID they have been mailed to the lockbox but we must wait for depts to contact General Accounting to tell us where to post the revenue
 - While UMBF has been ACHing payments there is often a discrepancy with the SOAPF that prevents timely application

Goals for Process Change

- Depts can better match revenue with expense for the foundation accounts
- Payments can be processed electronically, timely, and accurately
- Depts do not have to wait for USMF checks to be received via postal mail and then walk the checks to the Cashier

Collaboration with Foundations

- UMBF is moving to an electronic DRF (eDRF)- targeted for go-live in March
 - On the new UMBF eDRF there will not be a place where you can identify a SOAPF- you can only enter a bill/invoice number (CBS or SPAC)
- USMF has had an eDRF but it hasn't been used consistently by everyone
 - There is not a place to enter bill numbers or SOAPFs on the eDRF because that identification was done when depts deposited the checks
 - The bill/invoice numbers will need to be entered in the description
- The CBS bill should be attached as supporting documentation to eDRFs for both UMBF and USMF

Foundation eDRF Set Up

- UMBF instructions for setting up eDRF will be forthcoming from Pam Heckler's office in March
- USMF instructions for setting up eDRF and processing requests can be obtained by contacting USMF at Usmf-business-support@usmd.edu
 - In the body of the email, ask for instructions on how to use the eDRF and to schedule a one-on-one training session

Side Note Observations

- When looking at the SOAPFs where revenue from UMBF and USMF have been recorded we are finding that the source of the SOAPFs may be incorrect (or revenue objects could be incorrect)
 - This can lead to inaccurate reporting and assumptions
 - Depts should create SOAPFs that use the appropriate source for foundation activity
 - 505 for UMB Foundation with 0323 revenue object
 - 525 for USM Foundation with 0322 revenue object
- Should consider setting up correct SOAPFs at this time
- Contact Susan McKechnie for further discussion

New billing will require:

- Set up of Bill-to sites specific to each billing unit (dept, school, service center) for each customer (UMBF and USMF) where a primary dept collector (and backup collectors if desired) can be assigned
- Set up of memo lines specific to each SOAPF and foundation
 - The revenue objects of 0322 (USMF) and 0323 (UMBF) will be assigned to these memo lines
 - Do not need to override the revenue object when creating a bill
- Depts to send us this information ASAP so that it can be set up before UMBF goes live with their eDRF
 - During the interim period we will be processing receipts both the old and new way

Collections

- The dept collectors will be able to see the outstanding foundation bills on their dashboard and should review periodically to see if the foundation paid their bills
- Since we are crediting the revenue to your account at the time of billing, general accounting will also be overseeing the collections
- Bills that have not been paid after **60** days will be written off
 - The foundations are very reliable payers and if they have not paid a bill in that timeframe then there was probably an issue with it
 - If a foundation tells you there is an issue with the amount you should request that we write-off the original bill and you create a new one

Demo

Sheri Myers

Highlights

- Customer IDs
- Bill-to site description format
- Memo Line description flexibility
- Collections dashboard

USM Foundation Bill-Customer# CBS88888888



Create Transaction: Invoice

Save Complete and Create Another Cancel

General Information [Show More](#)

Transaction Class: Invoice	Transaction Date: 02/10/2021	* Currency: USD US Dollar
* Business Unit: NONSPON	Accounting Date: 02/10/2021	Transaction Total: 1,000.00
* Transaction Source: Online	Salesperson:	Lines: 1,000.00
* Transaction Type: SOL	Invoicing Rule:	Tax: 0.00
* Transaction Number:	Attachments: None	Freight: 0.00
Document Number:	Notes:	Charges: 0.00

Customer

Payment

* Bill-to Name: USM Foundation	Ship-to Name:	* Payment Terms: 30 Net
Bill-to Site: SOL-879005	Ship-to Site:	Due Date: 03/12/2021

Invoice Lines

View + X Detach Edit Freight

Line Information Tax Determinants Revenue Sched

OAA-530046	3300 Metzert Rd	No
10100500-530043	3300 Metzert Rd	No
08150000-530044	3300 Metzert Rd	No
SOL-879005	3300 Metzert Rd	Primary

Line	Item	* Description	Memo Line	UOM	* Quantity	* Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Rule	Type	Revenue
1		Purpose of Bill	SMF-L40284-525-820	EA	1	1,000.00	1,000.00						
2													
3													
4													

Windows taskbar showing icons for File Explorer, Outlook, Teams, Edge, Firefox, Chrome, PowerPoint, Excel, Word, and system tray with time 9:22 AM 2/10/2021.

UMB Foundation Bill-Customer# CBS99999999



Create Transaction: Invoice

Save Complete and Create Another Cancel

General Information [Show More](#)

Transaction Class Invoice

* Business Unit NONSPON

* Transaction Source Online

* Transaction Type SOL

* Transaction Number

Document Number

Transaction Date 02/10/2021

Accounting Date 02/10/2021

Salesperson

Invoicing Rule

Attachments None

Notes

* Currency USD US Dollar

Transaction Total 2,000.00

Lines 2,000.00

Tax 0.00

Freight 0.00

Charges 0.00

Customer

* Bill-to Name UMB Foundation

Bill-to Site 11000000-879001

Ship-to Name

Ship-to Site

Payment

* Payment Terms 30 Net

Due Date 03/12/2021

Invoice Lines

View + X Detach Edit Freight

Line Information Tax Determinants Revenue Sched

11000000-879001	220 N Arch St	Primary
IGS-530038	220 N Arch St	No
13305000-530041	220 N Arch St	No
CASS-879004	220 N Arch St	No

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Rule	Type	Revenue
1		Purpose of Bill	MBF-L40520-505-410	EA	1	2000.00	2,000.00						
2													
3													
4													

Windows taskbar showing icons for File Explorer, Outlook, Teams, Edge, Firefox, Chrome, PowerPoint, and Excel. System tray shows time 9:16 AM, date 2/10/2021, and network/sound icons.

Memo Line Selection

General Information [Show More](#)

Create Transaction: Invoice

Transaction Class: Invoice

Transaction Date: 02/15/2021

Save Complete and Create Another Cancel

* Business Unit: NONSPON

* Transaction Source: Online

* Transaction Type: SOL

* Transaction Number: [Empty]

Document Number: [Empty]

Accounting Date: 02/15/2021

Salesperson: [Empty]

Invoicing Rule: [Empty]

Attachments: None +

Notes: [Empty]

Transaction Total: 2,000.00

Lines: 2,000.00

Tax: 0.00

Freight: 0.00

Charges: 0.00

Customer

* Bill-to Name: USM Foundation

Bill-to Site: SOL-879005

Ship-to Name: [Empty]

Ship-to Site: [Empty]

Payment

* Payment Terms: 30 Net

Due Date: 03/17/2021

Invoice Lines

View + X Detach Edit Freight Edit Default Sales Credits

Line Information Tax Determinants Revenue Scheduling

Line	Item	* Description	Line Information				Tax Determinants				
			Memo Line	UOM	* Quantity	* Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Rule
1		Purpose of Bill	11207	EA	1	2,000.00	2,000.00				
2											
3											
4											
5											

Charles Morris Howard Fund-ADR 11207000-UMBF-L00ADR-00440027-535-120 Line

Ginsburg Scholarship 11207000-USMF-L40284-525-820 Line

Louise Biggs Caffrey Scholarship 11207000-USMF-L40089-525-820 Line

[More...](#)

Default Collections Dashboard

Collections Search

Delinquent

31

Customer

Promises

0

Strategy Tasks

0

Activities

0

ⓘ Some table columns are being updated. Refresh the page after some time to see the updates.

View ▾ 📄 📧 📄 📄 Detach

Customer	Total Amount Due	Work Status	Work Status Date	Delinquencies	Days Late	Last Paid Date	Contact	Strategy	Score	Predelinquent Strategy
Independent Dialysis Foundation>CBS...	1,089.00 USD	Open	11/11/2019	0	-12		📧 @ @			
Faculty Physicians Inc.>CBS0000510...	29,170.59 USD	Open	03/09/2020	1	22		📧 @ @			
Warren, John W>CBS0001602>06502...	242.00 USD	Open	09/30/2019	1	23		📧 @ @			
Siemens Industry, Inc.>CBS0000155>...	780.00 USD	Open	09/30/2019	1	23		📧 @ @			
Civil Justice>CBS0000508>06502000-2...	601.17 USD	Open	12/07/2019	2	23	03/12/2020	📧 @ @			

Personalized Collections Dashboard

Collections Search

Delinquent

26

Customer

Promises

0

Strategy Tasks

0

Activities

0

ⓘ Some table columns are being updated. Refresh the page after some time to see the updates.

View 📄 📱 🖨️ **Detach**

Business Unit	Customer	Work	Days Late	Work Status	Current	1-30 Days	31-60 Days	61-90 Days	91-120 Days	121-180 Days	181+	Total Amount Due	Last Paid Date
NONS...	DOVETAIL GENOMICS>CBS0007283...	Open	78	11/30/2019	27,900.00	18,450.00	2,700.00	5,400.00	0.00	0.00	0.00	54,450.00 USD	
NONS...	The Jackson Laboratory>CBS0005014...	Open	-1	11/30/2019	44,000.00	0.00	0.00	0.00	0.00	0.00	0.00	44,000.00 USD	
NONS...	The George Washington University>C...	Open	78	03/30/2020	787.50	0.00	0.00	22,000.00	0.00	0.00	0.00	22,787.50 USD	06/13/2020

Dept Actions

- Use on-line form for Bill-to site information
 - <https://www.umaryland.edu/financialservices/general-accounting/customer-billing-forms/Submit-CBS-USMFUMBF-Customer-Request/>

Submit CBS USMF/UMBF Customer Request

UMB Requestor Name: *

UMB Requestor Email: *

UMB Requestor Phone #: * - -
####

Customer Name/No * ▾

Assigned Collector: *

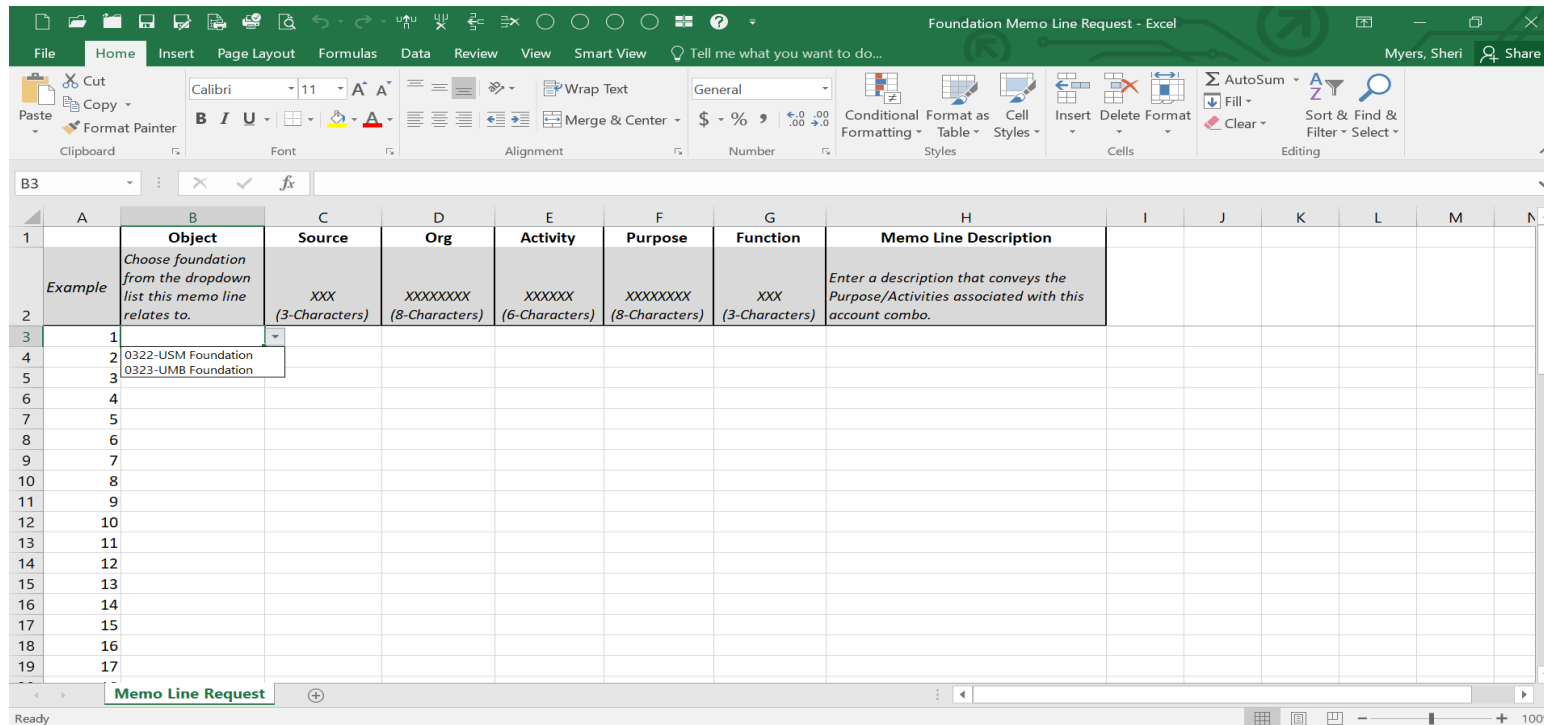
Collector Unit Name or Org#: *

General Accounting will send an email to the requestor confirming that this customer site has been added within 24 hours of receiving this request.

If you have any questions, please email GeneralAccounting@umaryland.edu.

Dept Actions

- Use excel spreadsheet that will be mailed with this presentation to identify the memo line description



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Object	Source	Org	Activity	Purpose	Function	Memo Line Description						
2	Example	Choose foundation from the dropdown list this memo line relates to.	XXX (3-Characters)	XXXXXXXXX (8-Characters)	XXXXXX (6-Characters)	XXXXXXXXX (8-Characters)	XXX (3-Characters)	Enter a description that conveys the Purpose/Activities associated with this account combo.						
3	1													
4	2													
5	3													
6	4													
7	5													
8	6													
9	7													
10	8													
11	9													
12	10													
13	11													
14	12													
15	13													
16	14													
17	15													
18	16													
19	17													

Dept Actions

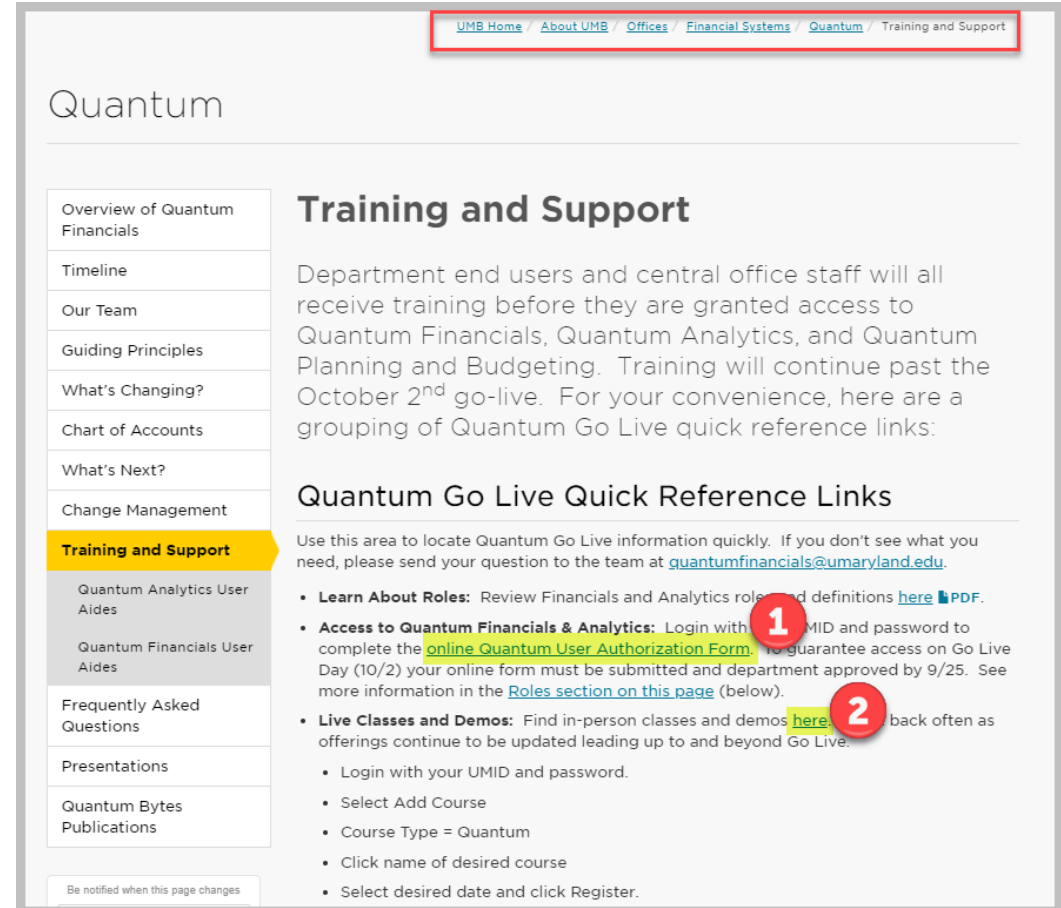
- If dept staff who currently bill the foundations by paper are not set up as CBS users, they should request the CBS roles and attend CBS training (next week)
- CBS Roles:

Receivables and Collections				
Customer Billing Specialist PLUS: -- Accts. Receivable Inquiry	Create, save, print & mail non-sponsored customer bills. This role also requires Accounts Receivable Inquiry role for full functionality.	NEW - replaces CBS request form	NONSPON (CBS)	Creating & Managing Customer Billing
Accounts Receivable Inquiry	View Customer Billing data. Required by Customer Billing Specialist and Grants Viewer/Volume-Based Invoice Initiator roles for full functionality.	NEW	NONSPON (CBS) SPON (Grants Viewer)	Included in training for related roles
Customer Billing Collections Agent	The Collections Agent works only on non-sponsored Customer Billing issues. This role works in concert with the central office Collections Manager role. Collections Agents have access to: <ul style="list-style-type: none"> • view Customer Billing account balances online • create disputes (which stops dunning actions until issue is researched) • add collection-related notes to the customer record • enter adjustment requests (which are reviewed/approved/denied by the central office Collections Manager role) 	NEW	NONSPON (CBS)	Creating & Managing Customer Billing

Dept Actions

Quantum Home Page Training and Support:
<https://www.umaryland.edu/quantum/training-and-support/>

- To request roles, click link labeled 1
- To sign up for training, click link labeled 2
 - Classes are offered 1X per month



UMB Home / About UMB / Offices / Financial Systems / Quantum / Training and Support

Quantum

- Overview of Quantum Financials
- Timeline
- Our Team
- Guiding Principles
- What's Changing?
- Chart of Accounts
- What's Next?
- Change Management
- Training and Support**
- Quantum Analytics User Aides
- Quantum Financials User Aides
- Frequently Asked Questions
- Presentations
- Quantum Bytes Publications

Be notified when this page changes

Training and Support

Department end users and central office staff will all receive training before they are granted access to Quantum Financials, Quantum Analytics, and Quantum Planning and Budgeting. Training will continue past the October 2nd go-live. For your convenience, here are a grouping of Quantum Go Live quick reference links:

Quantum Go Live Quick Reference Links

Use this area to locate Quantum Go Live information quickly. If you don't see what you need, please send your question to the team at quantumfinancials@umaryland.edu.

- **Learn About Roles:** Review Financials and Analytics roles and definitions [here](#) PDF.
- **Access to Quantum Financials & Analytics:** Login with **1** your UMID and password to complete the [online Quantum User Authorization Form](#). To guarantee access on Go Live Day (10/2) your online form must be submitted and department approved by 9/25. See more information in the [Roles section on this page](#) (below).
- **Live Classes and Demos:** Find in-person classes and demos [here](#) **2** back often as offerings continue to be updated leading up to and beyond Go Live.
 - Login with your UMID and password.
 - Select Add Course
 - Course Type = Quantum
 - Click name of desired course
 - Select desired date and click Register.

Contact Sheri Myers at
smyers@umaryland.edu

