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Got 4 minutes? Tell us what you think!

We've published Quantum Bytes since 2019 and want your feedback to improve! Take this [five-question survey](#) to let us know how we can better communicate about system and process updates.

Quantum Financials

Was Your NONPO Invoice or Debt Memo Rejected?

A workflow issue with NONPO invoices and debit memos has recently been fixed, but it might have left you wondering why you are receiving “**Rejected**” emails from the Workflow System.

When your invoice is rejected by the Workflow system, it means you forgot to enter an Org# for routing. Org values are needed whenever:

- You create a debit memo, regardless of using a SOAPF or project
- You create a NONPO invoice where any line is using a project

If you receive that rejection email or notice your Approval History looks like the one below, that means you need to edit the invoice to add the Org# in the appropriate location then resubmit the invoice for approval.

Need more information?

Check out this [debit memo tutorial](#) or this [NONPO tutorial](#) for a General Working Fund Request to see where to enter the Project Owning Org.

Approval and Notification History				
View ▼ Detach				
Workflow Type	Line	Action	Action Date	Approver
Invoice approval		Initiated	08/25/2023 11.10.14 AM	Stacey Marriott
Invoice approval		Assigned to	08/25/2023 11.10.37 AM	FUSION_APPS_FIN_ADF_APPID
Invoice approval		Automatic rejected	08/25/2023 11.10.37 AM	Workflow system

PO Close Email: Reminder

Please remember to include both the *PO number* and *supplier name* in your PO close requests to PO_Close@umaryland.edu. The supplier name is required to ensure that the correct PO is closed.



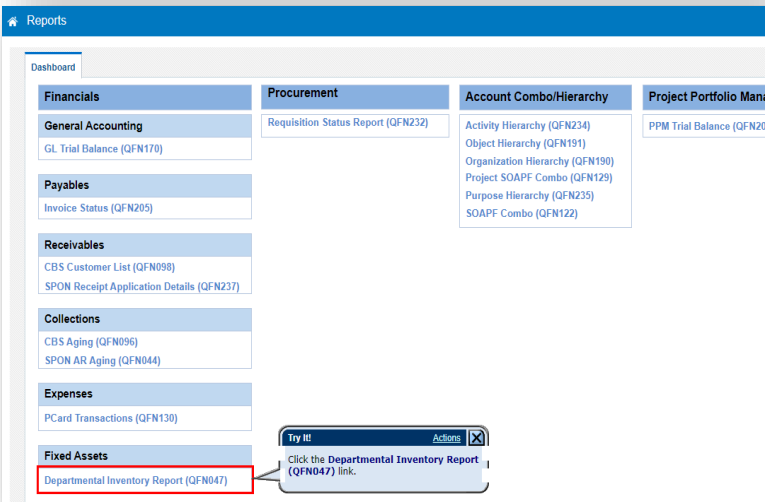
NONPO Reminders

NONPO Invoice initiators are reminded that when uploading supporting documentation to the webform and routing NONPO invoices, you must remember to:

- **Ensure that NONPO invoices are promptly reviewed by the department approver.** Disbursements receives a large volume of documentation through the webform for invoices that have not been approved by the department and therefore cannot be processed. Initiators can check the status of their invoice in Quantum to ensure that the invoice is promptly approved in the department. The August [issue](#) of Quantum Bytes contains important information, like how to view approval status.
- **Correct and resubmit NONPO invoices that have been rejected by Disbursements within 48 hours (2 business days) of the rejection date.** Invoices not submitted within 48 hours will be removed from the Disbursements workflow and resubmission of supporting documentation to the NONPO webform will be required.
- **Respond to Disbursements email requests for additional information within 48 hours (2 business days).**

New: Departmental Inventory Report

A Departmental Inventory Report (QFN047) is now available via the Reports dashboard in Quantum Financials. It is used by departments to complete the biennial inventory count of capital assets, which resumed this month. Check out [this tutorial](#).



Asset Management Workshop

Office of The Controller is providing a workshop on capital and non-capital asset management and compliance with procedures. This workshop is highly recommended for anyone with responsibilities procuring or purchasing assets, managing, and maintaining capital or non-capital assets. Capital asset tags will be available for pickup. Attendees are encouraged to ask questions. Related procedures can be found at:

[Capital Asset Procedures](#)

[Non-Capital Asset Procedures](#)

Date: September 26, 2023

Time: 10:00 a.m. - noon

Place: Pharmacy Hall N211

To attend in-person register [HERE](#)

To attend virtually register [HERE](#)

Quantum Analytics

NEW: Activity Level Options in Reports

Observant users may have seen newly available Activity levels in the following reports: Budget to Actuals Detail (QA3.P5), Budget to Actuals Summary (QA3.P4), Transaction Union Details (QA6.P7), and Payroll (QA6.P2). These levels are currently used by the School of Medicine only. Though you may see dropdown selections in these fields, they will not produce any results if you are in a different school. Consider whether your school would benefit from creating your own Activity hierarchy to gain greater insights into your own finances.

QA3.P5 – Budget to Actuals Detail



System Updates—Quantum HCM Project

Since implementation started two months ago, the project team has worked on critical tasks such as:

- confirming initial business process maps/inventories for system modules
- creating over 300 test scripts to be used during Familiarization Sessions
- identifying stakeholder groups from the 8700+ UMB employees who will interact with Quantum HCM.

Oracle Familiarization Sessions for the core project team members began in-person on August 21 and have seen great success. With the data gathered from these sessions in a test environment, the team will make initial system design and configuration decisions in preparation for the first Conference Room Pilot (CRP1) testing phase in the coming months. Stay tuned for more updates and when you will be able to get a first look at Quantum HCM.

“It is extremely beneficial to have an idea of the look and feel before starting to design and build a new system.”

– Juliet Dickerson, Quantum HCM Project HR Lead

Concur Travel and Expense



Travel Talks

Travel talks are held every other Wednesday at 10 a.m. The meetings are held by the Office of the Controller, Disbursements—Travel and include UMB travel experts. It’s a great way to learn more about travel policy and Concur. Check out the Travel [website](#) for the Travel Talk link.

Receipts for Airfare

If airfare is booked by TLC...	...then you will <i>not</i> receive an e-receipt in the Available Expenses area of your expense report.	You will indicate TMC Card as the payment method on Airfare Expense Type.
If airfare booked via Concur...	...and paid by personal credit card, then you <i>will</i> receive an e-receipt.	You will indicate Out of Pocket payment method on Airfare Expense Type.

Regardless of how your airfare is booked, make sure the Payment Method on the Expense Type reflects how the booking was paid, and that your receipt matches the Payment Method. Here is link to a tutorial on [Creating a Travel Expense Report from a Concur Booking](#).

Drop-In Sessions

The Concur Support Team is continuing to offer Drop-In Sessions. Bring your Concur questions to the experts at one of the following virtual sessions!

September 27 – 11 a.m.-noon
October 18 – 11 a.m.-noon

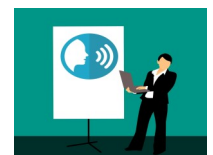
November 1 – 11 a.m.-noon
November 29 – 11 a.m.-noon



Join using this Zoom link <https://umaryland.zoom.us/j/91506298777>.

Concur Training Classes

All four of the instructor-led Concur classes are being offered once per month and are open to everyone. Check out the [financial calendar](#) for upcoming dates and to register.




Training



Widgets

Training and Tutorial Widget

Be sure to check out the Training and Tutorial Widget on the myUMB Portal for important links. If you don't see the Widget, use the Settings gear

() to select and add the Widget or to move it higher on your display.

Training & Tutorials
Concur Travel & Expense System Tutorials
ePAF - Personnel Action eForms Tutorials
eUMB HRMS & eUMB Timesheets Tutorials
Office 365 Tutorials & Team Request
Quantum Financial Calendar
Quantum System Tutorials
UMB Systems Training Database

Quantum Financials Training

Please note that the **Introduction to Quantum Financials** class is a prerequisite to all Quantum Financials training classes and is offered monthly. Some Quantum Financials classes may have additional prerequisites. Please look for those requirements when registering. Quantum Financials classes are delivered via WebEx and designed to introduce new users to the application. Current users are welcome to join any class for a refresher.

Register either via the [financial calendar](#) or the [training registration database](#) by 5 PM the day before the class to receive an email with instructions for joining your virtual class session.

Information on required training for each Quantum Financials role is available [here](#).

If you need additional information on Quantum training, please email the Business Applications Training Team at:

Quantum Analytics Training

Coaching Session:

This workshop offers 45-minute timeslots for individuals or small groups of Quantum Analytics users to receive coaching and instruction on reports of their choosing. To schedule a time slot for a coaching session, contact [Buzz Merrick](#).

Recorded Webinars and Workshops:

There are several recorded webinars and workshops available [here](#), including each of the Quantum Analytics Intro classes (All Activities Management, Sponsored Management, Payroll Management). Be sure to check out one or two as a refresher!

Advance registration for Quantum Analytics classes is not required. To access all QA WebEx sessions, use the following to log-in information:

<https://umaryland.webex.com/join/bmerrick>

Access code: 730 028 347

To phone in: 415-655-0001

