Quantum Bytes — an update on all things Quantum

December 14, 2022

DECEMBER

UNIVERSITY of MARYLAND BALTIMORE

Find prior issues of Quantum Bytes here

Coming Soon: Stream– Lined Invoice Payments

Exciting improvements are coming in how purchase order (PO) invoices are processed! The new stream-lined process will reduce a number of manual tasks and provide more efficient payment processing.

This functionality is on schedule to go-live January 9, 2023. The first training for this new functionality was held on December 7, with two more to follow on January 4 and January 19.

Register now on the Disbursements Website for this training.

2022 Calendar Year End Processing Deadlines

The UMB Winter break is Monday, **December 26** through Monday, **January 2**. The Office of the Controller and Sponsored Projects Accounting and Compliance will be closed during this time. The 2022 Calendar Year-End Processing Deadlines can be found here.

Monday	Tuesday	Wednesday	Thursday	Friday
19	20	21 Last Day for Cashiering *(picked up in evening processing)*	22	23 PR 23-13 Visible in QA after 8am
Nightly Quantum Financials (QF) accounting processes will run and Quantum Analytics (QA) will be updated				
26	27	28	29	30
No QF Processing – No QA updates				
2 Processing Un-Paused	3	4	5	6
Nightly Quantum Financials (QF) accounting processes will run and Quantum Analytics (QA) will be updated				

Quantum Holiday Processing Schedule

Over the holiday break, Quantum Financials will be available for entering transactions and Quantum Analytics for running reports. Nightly accounting processes will occur through **Friday, December 23**, including posting payroll #23-13 on the evening of Thursday, December 22 so that it will be available in Quantum Analytics after 8 am on December 23. Between Monday, **December 26 and Friday, December 30**, nightly accounting processes will be suspended so Quantum Analytics will not reflect results of transactions entered during those days. On Monday, January 2, the overnight processes, and updates will commence and by **Tuesday, January 3**, Quantum Analytics users will see the results of any transactions processed since December 24.

The Quantum team wishes everyone a happy and restful holiday season!

SYSTEM UPDATES

Concur Travel and Expense System

The Concur pilot phase has started!! Several departments successfully started using Concur to process their Travel and Business Expense requests and reimbursements on Monday, November 28. The pilot phase will continue until the system is rolled out to all users starting February 20.

The third Town Hall, held on Wednesday, December 7, provided an overview of the Concur Travel and Expense system, an update on policy and procedures from the OOTC, and international operations updates from the Global Hub. There were over 240 attendees at this meeting. If you missed the Town Hall, you can review the slides and recording on the Business Applications website under Presentations.

HCM UPDATE

The QHCM project team is now in the Pre-Implementation Proof of Concept phase, reviewing and solutioning the gaps identified in the Discovery phase. The project team is working with Huron consulting partner to develop POC final deliverables by the end of February 2023.

At this time, the project team is evaluating the functionality of Taleo compared to Oracle Recruiting Cloud which is being considered as a replacement for Taleo. While no firm decision has been made, the project team is reaching out to campus to learn what is liked about the current system, and what enhancements would be helpful.

Listening sessions are scheduled for December and January with HR Council members from schools/depts to discuss current HRIS system data management and reporting, what works well with other UMB HR systems, and what could be better. The goal is to discuss the HCM project, address concerns, and solicit requests for process improvements.

INTRO TO CONCUR : Training

In preparation for go-live in February 2023, the Training Team opened registration for the Concur Travel and Expense system introductory courses campus–wide.

The **Introduction to Concur is a mandatory** course for all potential travelers and travel administrators. The introduction is a self-study pre-recorded WebEx that can be taken at your leisure. For Travel Administrators, there are 5 additional classes offered that will help you to understand processing transactions in Concur.

Travel Administrators

Registration for Concur instructor led classes

Instructor Led Training is required for all Travel Administrators before they gain access to the system. The training for Travel Administrators will begin January 17, 2023 and run through the end of February, 2023. Information on how to register for the five instructor led sessions has been sent to all Travel Administrators.

Please register for Intro to Concur first, because it is a prerequisite for all other Concur courses.

You only need to register for one session of each course. After you register, you'll receive a confirmation email, and a Webex invite from The Quantum Team with the link to attend the Webex.

Special note: **If you were part of the Concur Pilot group with early access, please do not register to take the classes again. The Training Team will be offering Refresher courses in 2023.**

CONCUR Early Learning

In addition to the Intro to Concur, other training materials have been placed on UMB's Travel page, and also on the Business Applications page. These **Early Learning Resources** are available to compliment the instructor led sessions. Spend some time with these self-study resources now to familiarize yourself with Concur and especially before attempting to register for any other courses.

Keep in mind that these are for early learning and not meant to replace instructor led training before campus go-live.

7062 Activity Report

The **SPP 7062** Activity Report is now accurately reflecting all expected transactions.

This report was created to support your requests for working fund checks for research study participant payments (SPP), and it now shows all checks issued and/or disbursements allocated from Object 7062 to Object 3125, and any related adjustments by **Project, Award** and by **Organization.**

If you have any other concerns about the 7062 report, please send your request to help@umaryland.edu so the appropriate Quantum support team member can investigate and respond.

PAYROLL ENCUMBRANCE REPORTING

The following notice has been added to the Quantum Analytics **Award Detail** and **Budget to Actuals Summary** pages to explain differences you may experience when reconciling payroll encumbrances.

__Notice:__ When reconciling payroll encumbrances, please be aware that slight differences between encumbrance balances per the Award Detail or Budget to Actuals Summary and HRMS reports will occur if a pay date falls in a different month than the pay period end date, which generally happens twice a year. This is because encumbrance calculations are based on the month end date for Quantum Analytics reports and on the pay period end date for HRMS reports.

Requisition Approver Role+

If an Approver receives an item in her/his Notifications but is not able to access the transaction document inside Quantum Financials, she/he should NOT try to *APPROVE OR REJECT* the item. The Approver has not been granted the required system access which authorizes her/him to approve that transaction. **CAUTION:** *Quantum will not notify the initiator if a transaction is Rejected by an Approver who has not been granted the required system access.*

*** The above text has been added under the Policy Violations section of the Invoice Approval and Requisition Approval Email notifications. If you have concerns about which Quantum Financials role(s) you should have, send your inquiry to help@umaryland.edu so the appropriate Quantum support team member can investigate and respond.

DIFFERENCES IN FRINGE BALANCES

You may notice slight differences in the fringe balances reported on Quantum Analytics (QA) reports like the Award Detail or Transaction Details Union reports and the HRMS Payroll Charges Detail reports. Those differences are due to rounding that occurs in how the HRMS system calculates and reports fringe balances. **Use the QA reports for a more accurate fringe balance since they are not affected by rounding.**

Important Reminders

Starting in Jan 2023 Quantum Analytics classes will be scheduled after Quantum Financials classes! In response to customer feedback, Analytics Intro classes (All Activities, Sponsored, & Payroll) ⸺ *will be scheduled later each moth* to follow Financials training.

Travel Agency Changes

Concur Travel goes live on February 20, 2023!

With the new system implementation, Travel Leaders Corp will be our travel agency partner.

Therefore, the Globetrotter and Omega UMB travel credit card accounts will be closed **effective January 1, 2023**. To avoid any issues, please discontinue charging the UMB travel card for Globetrotter and Omega travel as of December 23, 2022. Until Concur is live on February 20, 2023, any trips booked using **Globetrotter or Omega** will need to be paid with personal funds.

Quantum Financials

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 via the Financial Calendar and Training Registration Database. 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 on the Quantum Training and Support page.
If you need additional information on Quantum training, please email the Quantum Training Team at DL-BFBusinessApplications@umaryland.edu.

UPKs

Training Tutorials are called **UPKs**. They are available to review for any class and many topics are covered in our list of UPKs. For example, you'll see a course called *Creating Business Expense Requests and Reports*. This class is self-study and requires no registration. Just step through the UPK Tutorials to see how it works!

Quantum Analytics

The **Excel @ Analytics Webinar** is now available on the **Quantum Webex Seminars website** in the Quantum Analytics section: *Excel @ Analytics 2022*.

Webinars now incorporate a new WebEx feature – chapters. The Bookmarks icon enables you to navigate specific "Chapters" in the webinar. *For convivence to the end user,* the WebEx recordings have two navigation tools – Transcripts and Bookmarks. *First* select the Bookmarks icon to view the "chapters." Then, scroll, select, and play a specific chapter.

Quantum Analytics classes are delivered via WebEx, but do not require advance registration. You can access all the sessions using the following log-in information:

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

Access code: 730 028 347   **To phone in:** 415-655-0001

new!
System Announcements Widget

System Announcements are located on the *myUMB* portal page and contain important information on system downtimes for maintenance, planned upgrades, and any unusual system processing schedules for our enterprise applications. This is a good place to go for planning purposes if you are going to use a system outside of normal work hours.