Quantum Bytes — an update on all things Quantum

Coming Soon: New Look & Format for Bytes

Next month this newsletter will get a fresh look and a new format. We will still send "**Bits & Bytes: Updates on UMB Systems & Processes"** by email and post it to the UMB website, but it will be in a more accessible format, aligning with campus-wide efforts to ensure equal access to all UMB websites.

Quantum Financials

NONPOs & Project Funding

When you use a project for a NONPO invoice, remember these steps on the invoice line:

- Set the "Distribution Set" field to **Project Distribution.** Skipping this will cause a distribution error or incorrect charges.
- At the end of the line, open the blue "Details" icon to enter the **project number** and select the **project owning org**. If you forget to enter the project details at the end of the line, your invoice will be automatically rejected by the approval workflow.

Year-End Processing Deadlines

The Quantum 2023 Calendar Year-End financial processing deadlines are posted here: https://www.umaryland.edu/controller/announcements/.

Important Reminders

Avoid Losing Your 2023 Leave

This year employees can use their 2023 leave up to PP24-15 (PPE 1/13/24). Department payroll reps are advised to communicate this message to their employees and to make sure timesheets are submitted with the following deadlines in mind:

- Leave adjustments for 2023 are due by 1/18/24.
- All 2023 timesheets must have final approval by 1/24/24.
- 2023 leave may not be reinstated in 2024.

Take the time now to complete already delinquent/missing timesheets so that you can focus on making sure timesheets from now through the end of the year have been approved. Your assistance is greatly appreciated! If you have any questions, please email DL-BFPayrollHelp@umaryland.edu.

Coming Soon: A joint **Procure to Pay Workshop** is in the works for January 2024! Representatives from Strategic Sourcing and Acquisition Services (SSAS) and Disbursements will present information on purchasing goods and services and processing invoices, followed by Q&A. More information to come.

Payroll Data Clean Up Campaign

The Office of the Controller (OOTC) – Payroll, reminds you that as we move towards implementing Quantum HCM, please focus on the following eUMB HRMS timesheet cleanup efforts**:**

- Department payroll reps are advised to remind employees/supervisors to avoid any outstanding time-sheets. Employees are required to submit an electronic timesheet each pay period, preferably on Monday, after the end of each pay period. A pay period date schedule is available.
- A paper timesheet is required when timesheets are so late that they can no longer be processed electronically. Department payroll reps must also complete a reconciliation process when a timesheet is not submitted electronically. A reconciliation job aid is available.
- When leave is reported on a paper timesheet, the department payroll rep must submit a payroll adjustment form to adjust the employee's leave record.

Remember: final payouts cannot be processed if an employee has any incomplete timesheets when they leave UMB.

Quantum Analytics

New: Transaction Details for Net Asset Balances

The QA Budget to Actuals Summary and Detail reports as well as the Transaction Details Union report was updated to reflect detail transactions for Object Code 9000 Net Asset/Fund Balance. This enhancement will allow users to reconcile any differences in Fund Balance between fiscal years as well as view the detail for any manual entries made throughout the year to Fund Balance on all SOAPFs.

This data can be accessed by drilling into the Net Asset balance on the QA Budget to Actuals reports or running the Transaction Details Union report using Object Code 9000-N/A-Unrestricted in the prompts.

Receipt Date Now Available in the "R50" and Transaction Details Reports

Based on user requests, the Receipt Date was added to the R50 report in Budget to Actuals Details, Award Details reports, and Transaction Details Union Report. See this Quantum Analytics user aid *Receipt Date Now Available in Analytics Reporting* for more details on where to find the date.

System Updates—Quantum HCM Project

The Quantum HCM Project Change Management and Training Team is collecting nominations for **Quantum HCM Change Champions** from schools and central offices through November 30, 2023. A QHCM Change Champion will support successful user adoption of the new cloud system. As a point of contact for departments/divisions and the QHCM Change Management and Training Team, QHCM Change Champions will facilitate two-way communications between the Quantum HCM Project Team and department end users.

Responsibilities include attending one monthly meeting to obtain the latest information, view in-system demonstrations, disseminate key messages and feedback regarding Quantum HCM, and share important information such as new system training as it becomes available.

If you are interested in being a QHCM Change Champion for your School/Department, please **contact your department leadership**.

Concur Travel and Expense

Concur Notes

- When creating a Travel Request, **always update the default Project/SOAPF funding fields in the header**. The funding account defaults to a travel clearing account, indicated by a Purpose code of 55555555. It must be changed to an active SOAPF or Project.
- **Using project funding for a trip?** The transaction date of an expense item in Concur must be before the project end date. If you use a project after its end date, Concur will not be able to charge it. The charges will be posted to the Travel Clearing Account.
- When **booking a train** through UMB's travel agency, TLC, the UMB Card may be used for the payment method. The UMB Card is available for train purchases only when you book through the travel agency.

Travel Talks

Travel talks are held every other Wednesday at 10 a.m with the Office of the Controller, Disbursements and UMB travel experts. It's a great way to learn more about travel policy and Concur. Here's the link to the bi-weekly meeting. The full schedule is on the Travel website.

Drop-In Sessions

Nov. 29: 11 a.m.-noon	Dec. 13: 11 a.m.-noon
Jan. 10: 11 a.m.-noon	Feb. 7: 11 a.m.-noon

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

Training

Reduced Training Schedule for November-December

Instructor-led sessions for Quantum and Concur will be offered once over the course of November and December due to the holidays. If you will be referring new employees to training, please keep the reduced schedule in mind. Introduction to Quantum is the exception, with two sessions scheduled to align with the University's onboarding schedule. All scheduled classes are posted on the Quantum Calendar.

Quantum Financials Training
Quantum Financials classes are designed for new users and are delivered via WebEx. The prerequisite class, Introduction to Quantum Financials, is offered monthly; some classes have additional prerequisites. 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 details and a link. Which training do you need for your role? Look here. Questions? Contact the Business Applications Training Team.

Quantum Analytics Training
Recorded Webinars and Workshops are available here, including each of the Quantum Analytics Intro classes (All Activities Management, Sponsored Management, Payroll Management). 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