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How to View Your Saved and Submitted PCard Expense Reports

New instructions on how to view a list of your saved and submitted expense reports, and open the expense reports to view the detailed transactions, have been posted to the Quantum Financials [website](#). Those who are cardholders and/or reallocate PCard charges for others will be able to access this feature via the Magnifying Glass icon on the Travel and Expense page in Quantum Financials. That’s the same page where expense items are listed and expense reports are created.



All 4862 Balances Have Been Moved to 7062

As we have reported in several prior issues, Object 7062 – Cash Study Participant Pay, is now being used to record working fund checks issued for payments to multiple study participants. If you had any balances still remaining in Object 4862 at the time of conversion to Quantum Financials, they have now all been moved to Object 7062. For study participant payment reconciliation purposes, you will now only need to monitor the activity in and out of Objects 7062 and 3125. A new report will be available soon in Quantum Analytics to help with that reconciliation.

Tip – No Results Error When Using Saved Customizations

If you are getting a “No Results” error message when drilling through to more detail from a summary screen, and have cleared cache, switched browsers, and cleared customizations on the summary screen with no success, check to see if you also have saved customizations on the detail screen. If so, you have to clear those customizations to get your drill through to return with proper results.





Important COVID-19 Related Announcements from Financial Services

Visit the Financial Services Announcements [page](#) for important information regarding temporary modifications to Research Study Participant Payment procedures, invoice processing, and other services under the Continuity of Operations Plan (COOP) Teleworking Phase in response to COVID-19.

Month End Close

The updated Financials Calendar has been posted in the eUMB News section of the Portal page. You can still find the notification of month end closing under Employee News on your Quantum Financials home page too.

Travel Agency Charges

Please be aware that posting of travel agency charges to the appropriate Projects or SOAPF Account Combos in Quantum Financials has been delayed. Financial Services is working on getting those charges applied as soon as possible.

Quantum Analytics Upgrade

The Quantum Analytics support team is in the process of testing the first upgrade to Analytics, which we will absorb later this month from Oracle. Similar to how our cell phones and other devices receive periodic system upgrades to push out new functionality and security patches, Oracle also pushes out quarterly upgrades to our Quantum systems.

To make sure that the upgrade will not negatively affect our systems, the support team must conduct extensive testing in our test (i.e., non-production) environment, before the upgrade is pushed to our actual (i.e., production) environment. Once in the production environment, that's where users will experience the changes that come with the upgrade.

Here are some new features to look forward to.

- The Landing Page will have a slightly different look, with a colored bar at the top and a new search field to help you locate reports throughout Quantum Analytics
- Each prompt Search box now defaults to "Contains" with "Match Case" unchecked
- More rows of data are now viewable on screen (5000 instead of 500)
- The Export to Formatted Excel feature now results in an Excel file with numbers that no longer appear as text

The upgrade to Quantum Analytics will be available to you on Monday, April 20th. Look for an announcement email to be sent to all Quantum Analytics users that day.

Service Requests and Enhancement Requests

Some of our helpdesk tickets have pointed out issues with features within Quantum Financials or Quantum Analytics that either do not work as intended or which we would prefer to work differently than delivered. So what do we do about them?

The Quantum support team follows the protocol of logging Service Requests (SRs) or Enhancement Requests (ERs) with Oracle for these issues. The SRs are more critical and have varying levels of severity depending on the issue and how it is affecting system production. The ERs represent features that either do not exist or which users would like to see work differently to enhance the user experience with the systems. From Oracle's perspective, ERs that have the strongest business case or impact the largest number of customers will usually take precedence.

Both SRs and ERs are regularly tracked by the Quantum support team and once addressed by Oracle, will appear in maintenance patches or quarterly upgrades.



Quantum Training Has Moved to WebEx

All Quantum Financials and Analytics training sessions are now being offered via WebEx delivery format.

Quantum Financials WebEx sessions require advance registration by logging into the [training registration database](#)

- Choose **Add Course**
- Choose Course Type = **Quantum**
- Choose Course Name = Select a course name
- Click **Register**
- (You will receive a confirmation email)

Quantum Analytics WebEx sessions do not require advance registration and are accessed using this log-in information for all sessions:

<https://umaryland.webex.com/meet/lquell>

Access code: 732 868 109

1-415-655-0001 (to phone in)

Upcoming sessions are:

Quantum Analytics Course Name	Date	Time
Introduction to All Activities Management Dashboard	Wed, April 15, 2020	9:00 -11:00 am
Introduction to Sponsored Management Dashboard	Thurs, April 16, 2020	9:00 -11:00 am
Introduction to Payroll Management Dashboard	Fri, April 17, 2020	9:00 -11:00 am

WebEx Seminars Webpage

The Quantum Analytics Training and Support team recently held several WebEx sessions which have all been recorded and are available for viewing on the Quantum WebEx Seminars [page](#) of the Quantum Website.



Reminders

Clear Cache

Remember to clear your cache frequently to optimize the Quantum pages. [Instructions](#) on clearing cache using various browsers are available on the CITS website.

Help Desk

Please continue to send your questions about using or getting results from Quantum Financials or Quantum Analytics to help@umaryland.edu. Unfortunately, while our limited resources are focused on clearing help desk tickets we are not able to actively monitor quantumfinancials@umaryland.edu so requests sent there will not be answered as timely. Please do not send your question to both addresses as that will cause duplication of efforts. We apologize for the delays and are doing our best to help you.

Hierarchies

You can find the Quantum Org and Quantum Object hierarchies on the Chart of Accounts page on the Quantum Financials [website](#).

