



October 18, 2023



UNIVERSITY of MARYLAND  
BALTIMORE

Volume 44, Issue 1

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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

### Travel Clearing Accounts

During the implementation of the Concur Travel and Expense application, a Travel Clearing Account (TCA) was created for each department. The TCA is the same as the department's Payroll Clearing Account (PCA) except that the Purpose of 55555555 is used to differentiate travel charges from payroll charges.

The TCA appears as the default expense account for a traveler's Travel Requests and Expense Reports and must be updated by the traveler, traveler delegate, or approver when allocating charges to the correct Project or SOAPF.

When there are mismatches with information entered for travel expenses, charges will be pushed to the TCA and must be moved via debit memo to get them to the correct Project/SOAPF. For example, when travel dates fall outside of Project Dates, when the Cost Share Source is entered instead of the Sponsored Source, or when a Sponsored Source is used with a SOAPF.

Users can identify these charges using the Transaction Details Union Report in Quantum Analytics. Select the fiscal year, School or Org, and Purpose 55555555 to see any charges that may need to be moved. Charges can be matched by the traveler's name to the Concur reports. Still have questions? Email [help@umaryland.edu](mailto:help@umaryland.edu).

QA9.P1.X01

\* Amount Type  Actuals  Encumbrance  Both

\* Fiscal Year: 2024

Fiscal Period Beg: --Select Value--

Fiscal Period End: --Select Value--

Accounting Date: Between [ ] [ ]

\* Transaction Type: (All Column Values)

Document Number: (All Column Values)

Reference: (All Column Value)

Award Number - Name: --Select Value--

Project Number - Name: (All Column Values)

Object Level A: (All Column Values)

Object Level C: (All Column Values)

Object: (All Column Values)

School: C1100000-School Of Law

Department Category: (All Column Values)

Department: (All Column Values)

Sub Department: (All Column Values)

Source: (All Column Values)

Org: (All Column Values)

Activity Level B: --Select Value--

Activity Level C: --Select Value--

Activity Level D: --Select Value--

Activity Level E: --Select Value--

Activity: (All Column Values)

Purpose: 55555555-Travel Clearing A

Function: (All Column Values)

Unit: (All Column Values)

Future: (All Column Values)

Interfund: (All Column Values)

SOAPF Code: (All Column Values)

Employee Home Org: (All Column Values)

## Updates to Departmental Inventory Report

Two new fields – PO# and Building Name – have been added to the Departmental Inventory Report (QFN047), available on the Quantum Financials Reports Dashboard. The report is used by departments to complete the biennial inventory count of capital assets. Check out [this tutorial](#).

## PO Close Email Reminder

Please remember to include both the *PO number* and *supplier name* in your PO close requests to the email address [PO\\_Close@umaryland.edu](mailto:PO_Close@umaryland.edu). The supplier name is required to ensure that the correct PO is closed.

## Important Reminders

### 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 timesheets. 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 that final payouts cannot be processed if an employee has any incomplete/missing timesheets when they leave UMB.

### Avoid Losing Leave at the End of Calendar Year 2023

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 October 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](mailto:DL-BFPayrollHelp@umaryland.edu).

**Important Reminder:** Check out [job aids](#) from the Office of the Controller.

**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.

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## Quantum Analytics

### Two New User Aids

If you missed it at a recent RAC mentoring session, there are two (2) new user aids to help you use the *What are my POs and PRs?* radio buttons on the Budget to Actuals and Award Detail reports in Quantum Analytics. They are located under [Sponsored Management Dashboard](#).

## System Updates—Quantum HCM Project

The Quantum HCM Project Team will utilize various forms of communication to deliver messages to the UMB community throughout the project implementation. One of these forms of communication is the QHCM Project webpage within the Quantum website.

The website information will be updated frequently and will include:

- What's Changing? Current State vs Future State plus Benefits
- End-User Training Updates and Timeline
- Articles/Announcements about QHCM
- Project Team and Project SMEs Information Updates
- Change Champions Information Updates
- Project Leadership Messages



The official launch date is coming soon!

## Concur Travel and Expense



### Problems Booking Airfare?

Check out this job aid on [Common Mistakes When Booking In Concur](#), available on the [Business Applications Concur Training page](#).

### Concur – Access for Affiliates and Non-Employees

Affiliates and non-employees do not receive Concur profiles automatically. A profile must be requested using the [Concur User Authorization form](#). After it is approved, a profile is created for them within 48 hours.

Here are key differences between these two types of Concur profiles.

	<b>Affiliate</b>	<b>Non-Employee</b>
<b>Who</b>	Not paid by UMB	A non-affiliate of UMB (job applicants, lecturers, researchers), Not paid by UMB
<b>UMB Logon</b>	Has a UMB logon	Does Not have UMB logon
<b>Request for Concur user authorization</b>	Submits request themselves	UMB employee must submit authorization request for them
<b>Booking travel</b>	Using standard UMID & password they can request and book travel themselves or set up a delegate and travel arranger. Can also be a delegate or arranger for another Concur user	Delegate and travel arranger responsible for creating and submitting request forms and booking travel

**Now Allowed: Airbnb**

We are now allowed to use Airbnb and similar accommodations under the conditions specified in the [UMB Procedure on Business Travel for Employees](#) and the [UMB Procedure on Business Travel for Nonemployees](#). The updated information begins on page 6.

**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.

**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!

November 1: 11 a.m.-noon	November 29: 11 a.m.-noon
December 13: 11 a.m.-noon	Jan. 10: 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**

**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** 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