



April 19, 2023



UNIVERSITY of MARYLAND  
BALTIMORE

Volume 39, Issue 1

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Quantum Bytes [here](#)

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## Quantum Financials

### Reassigning Inactive Employees' PCard Expenses – Coming Soon!

The Quantum support team is developing new functionality that will provide an easier method for an inactive employee's outstanding PCard expense transactions to be processed. Once this improvement is rolled out, authorized reviewers (approvers) will be notified via the Quantum Financials notification bell that there are transactions to be processed and can then instruct a reallocation delegate for the inactive employee to process the transactions. This improved functionality will eliminate several manual and inefficient processes. Final testing will occur during the upcoming quarterly upgrade (23B) in early May, and detailed instructions with updated training tutorials communicated thereafter. Look for more information in the May issue of Bytes.



### Quarterly Upgrade 23B

The next quarterly upgrade to Quantum Financials (23B) will be absorbed into our production environment the evening of May 19. The Quantum support team is preparing to evaluate the upgrade functionality and conduct testing in early May. Anything that impacts on the end user experience will be highlighted in the next issue of Bytes.

## Quantum Analytics



### New Report – HR Combo Codes

A new report has been added to the Quantum Analytics (QA) Payroll Management Dashboard. The HR Combo Codes report helps Payroll managers easily match the Project ID with the HR Comp Code which is necessary for setting up Employee Funding Profiles and running the UMB Payroll Detail Charges Report. The report is available to all QA users with the Payroll Analyst role. It can be run by Org, Project, or Employee.

### Award Profile Card Improvements

Two new fields, *SPAC Team* and *Sponsor PO #*, have been added to the Award Profile Card on the Award Detail page. *SPAC Team* identifies the team that services the award, and *Sponsor PO #* will show the number under which your award is identified by your Sponsor, where applicable. This number is provided by the sponsor and populated by the SPAC team during the set-up process. If an award should have a sponsor PO # and it is not shown in QA, please contact the SPAC set-up team at [spacsetup@umaryland.edu](mailto:spacsetup@umaryland.edu)

[QA4.P4 - Award Detail](#) [QA4.P5 - Find My Award](#) [QA4.P6 - F&A Yield](#) [QA4.P7 - 7062 Activity](#) [QA4.P8 - Rep](#)

#### Award Profile Card

**Award Number:** 3004465  
**Award Name:** A sequenced-strategy

#### Award Profile Card

**Status:** Active  
**Type:** 315-C&G- Federal  
**Billing Basis:** Cost  
**Start Date:** 12/27/2022  
**Adj Start Date:** 12/27/2022  
**End Date:** 12/26/2023  
**Adj End Date:** 12/26/2023  
**Pre-Award Date:** 7/1/2007  
**Cost Structure:** NONE  
**F&A Rate:** 0.00%  
**Sponsor PO #:** 512C30128

Owning School: C1000000-School Of Medicine  
Owning Department: E1040800-Medicine  
Owning Org: 10408150-Med Rheumatology  
CFDA Number: 93.846  
Allocated Funding Amount: \$42,349.34  
Discontinuing Amount: \$27,420.00  
Indirect Funding Amount: \$14,939.02  
SPAC Team: NONFED

Continued on Page 2

Continued from Page 1

## Award Profile Card Improvements

The SPAC teams are now named:

<b>NONFED</b>
<b>FED</b>
<b>VMS</b>
<b>QA (for all LOC awards)</b>

If your award still reflects the old SPAC team designations (i.e., Red, White, Green or Blue) please contact Asst Director, [Krista Salsberg](#) or Director, [Michelle Ward](#) so the appropriate action can be taken to clear up or close the award.

The SPAC Setup team will never appear on the profile card and should only be contacted for the following reasons:

- When is my project going to be set up?
- My project is set up wrong.
- The PI, Sponsor or F&A is wrong on the project.
- Why is my project set up this way?
- Why can't I have multiple projects?
- Why are the projects on different awards?
- Need cost share on my award.
- Question on child project.
- Question on Temp Award. (Temp Award setup requests go to SPA)
- My budget is wrong on my award.
- My budget is not showing up in QA.
- Questions on NCE, expirations



If you want a project to be opened so a charge or credit can come through, that request should be sent to the Billing team, not the Setup team. Be aware that there are a lot of implications to reopening an award after it has been reported. There may need to be a funding entry, a refund, or a change of final report to the sponsor. Normally after final reporting has been sent to the sponsor, SPAC is not able to recoup additional charges, but are required to refund any credits to the account.

## System Updates



### Change Management Network (CMN) Group

The CMN Group is a partnership between Central Business Offices and Campus Schools/Departments which has helped to build a coalition of individuals who support managing change across our business processes and structures. This includes participating in periodic meetings, offering feedback, weighing in on development and design concepts, participating in testing, reinforcing training and knowledge sharing, and building support for change across campus. By using this methodology, we are accomplishing our goals of helping Quantum users stay connected, share best practices, and build connections.

We are expanding our group to include Subject Mater Experts (SMEs) in Human Resources Management and Payroll Processing as part of the Quantum HCM project (QHCM), and to compliment the Quantum Financials CMN SMEs. If you are interested in getting involved, please contact Beth Gallico at [bgallico@umaryland.edu](mailto:bgallico@umaryland.edu) to sign up for CMN Group participation.

### Quantum HCM Project – A reminder of what it's all about

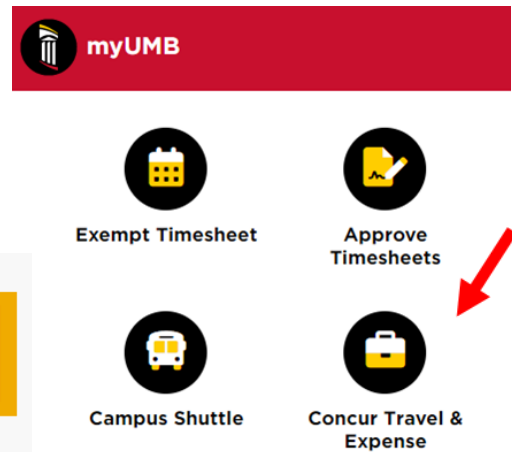
As we change from PeopleSoft eUMB HRMS to Oracle Cloud Quantum HCM, we will be eliminating security risks, developing a full integration between our Oracle Cloud (Quantum) products, offering better functionality and increased efficiency, new automation, and better reporting with new analytics capabilities. We will be replacing ePaf actions, Taleo for recruiting, Percipio for learning management, and the current performance management process. The Key functional areas that will be impacted with this change include recruitment, compensation and workforce management, performance management, learning management, onboarding/offboarding, position management, payroll processing, leave and timekeeping, and reporting.

During the Pre-Implementation Phase, which was completed February 2023, the HCM Project Team was able to accomplish gaps review & information gathering sessions, proof of concept development, define HCM organizational structure, define business processes that will replace current workflow, and identify HCM Analytics reporting needs. Project leadership is currently developing the HCM Implementation strategy, with plans to start July 2023. Implementation will focus on planning, building, designing, testing, and deploying the new system. This process will take several years, with an estimated go-live date of April 2025. Follow the Bytes for important system implementation updates.



## Concur Travel and Expense is Live

The Concur Travel and Expense system is now live for all users, as of April 10, 2023. Be sure to sign into Concur from the icon located on the myUMB Portal **ONLY**. You will then enter the same UMID and Password (i.e., single sign-on - SSO) that you use to access many other UMB applications.



There have been numerous large and small group sessions to help prepare everyone for using the new system, which is required for any airfare or rail ticket bookings. If you are a Traveler or Approver and have not taken advantage of one of the focused information sessions that have been offered over the past few weeks, there are still a few instructor-led traveler sessions remaining. Register on the Business Applications website at this [link](#). A recording of an approver session is also available for viewing at the same link.

## Concur Drop-In Sessions

The Concur Support Team is offering Drop-In Sessions throughout the month of April. Concur experts will be available in the following virtual Drop-In Sessions to help with any questions you or your travelers may have. If one-on-one assistance is needed, one of our experts will join you in a virtual break out room to walk through the application with you! Join any of the remaining sessions using this Zoom link <https://umaryland.zoom.us/j/91506298777>.

Tuesday, April 18 – 1 p.m. – 2 p.m.  
 Wednesday, April 19 – 11 a.m. – noon  
 Thursday, April 20 – 3 p.m. – 4 p.m.

Tuesday, April 25 – 1 p.m. – 2 p.m.  
 Wednesday, April 26 – 11 a.m. – noon  
 Thursday, April 27 – 3 p.m. – 4 p.m.

## Concur April readiness tasks:

- ⇒ Attend a traveler and/or approver informational session! These sessions are ongoing into early May 2023. They are short and focused on end-to-end traveler and approver tasks. Register [here for an informational session](#).
- ⇒ Sign up for more training! Concur instructor-led classes began again this week. Classes are open to the campus and available as a refresher if you've already been trained. The full suite of classes will be held monthly. Register [here for training](#).
- ⇒ Step through the training tutorials. There are over 50 tutorials to show you the specifics of creating and approving travel requests, booking travel, and creating travel and business expense forms. [Tutorials are located here](#).
- ⇒ Get up to speed on Policy and Procedure. Important updates to policy will affect your work in Concur. [Read up on the latest here](#).
- ⇒ Log into Concur from the myUMB Portal using Single Sign on and create your Concur profile settings. These settings include personal information, verifying your email address, and choosing your delegates (someone who performs work in Concur for you).
- ⇒ Download the Concur mobile app and the Triplt Pro mobile app to your mobile device to assist in traveling (must have a verified email address in your profile settings.) See [helpful job aids](#) to learn how.
- ⇒ If you are a Travel Administrator and have not completed the four instructor-led classes, be sure to register ASAP. Travel Administrators must complete the classes to be granted the role needed to approve travel forms for your department. A list of the classes you've attended, which is available under *Your Previous Courses* when you log into the [training system](#), should be attached to the User Authorization Form.

## Concur – Do Not Book from the Homepage!

What does this pop-up mean? It is a very important reminder that booking travel can only be accomplished from an approved travel request and not from the Trip Search feature on the Concur homepage.

You can use the Trip Search area on the Concur homepage (Image 1) to collect information for your travel estimates, but **YOU CANNOT ACTUALLY BOOK A FLIGHT FROM HERE**. If you select book, it will put a hold on seats with the airline, but unless you book via an approved travel request (Image 2), the seats you selected will be cancelled and **no booking will have occurred**.

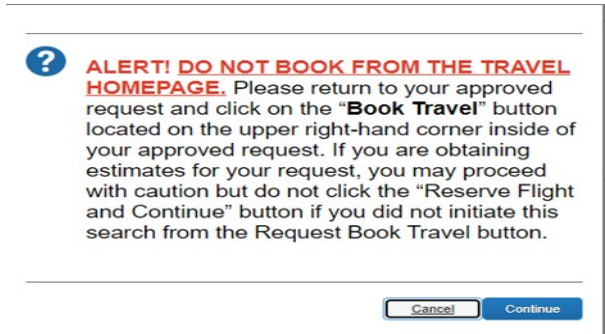
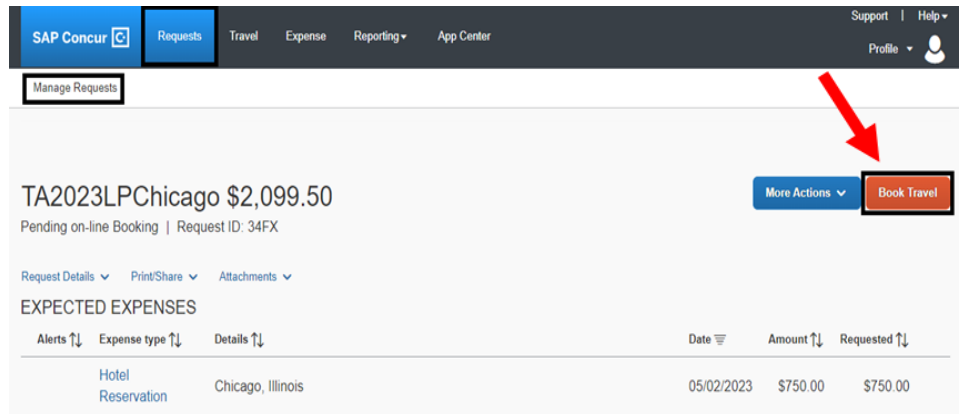
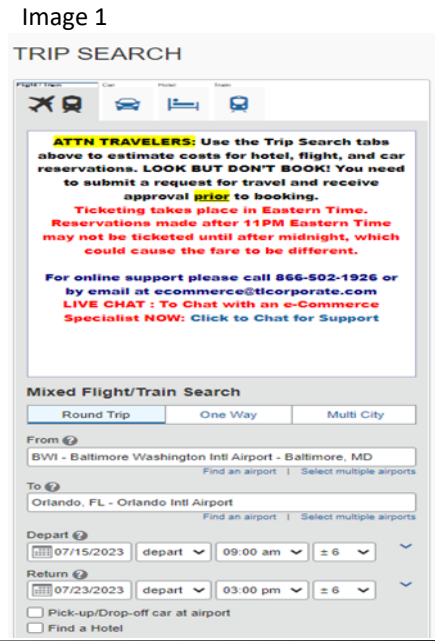


Image 2



## TBE (eTravel) System Has Sunset

The TBE (e-Travel) system was sunset as of Friday, April 7. Use of the system is now restricted to accessing and printing fully approved travel requests. No **NEW** travel requests or expense reimbursements can be entered into e-Travel and **must be done in Concur**.

If you have a **fully approved** travel request that was completed in e-Travel, you should print it to PDF so it can be attached to the corresponding expense reimbursement in Concur. (See **How to Print to PDF from eTravel (TBE) System** below) You have until Friday, April 28 to access and print those documents.

Any expense reimbursement that was **fully approved** in e-Travel prior to April 7 will be processed through e-Travel and will not need to be re-entered in Concur to obtain payment.

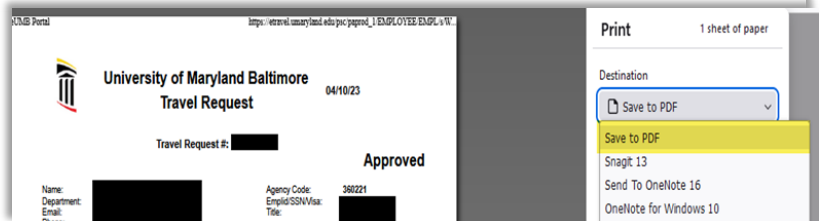


Travel/Business Expense Forms (Retired)

### How To Print to PDF from eTravel

- 1) Access the eTravel link in the myUMB portal.
- 2) Click the link to **View an eTravel/Business Expense Form**.
- 3) Complete the search fields on the next screen to find your eForms.
- 4) When you find the form you need, select the Print function, and use the dropdown to select **Save to PDF**, so you have an electronic copy.

## Electronic Travel/Business Expense (TBE) Form Home Page



**Claiming Tango Payments**

There is a three-step process to claiming your Tango payments:

- 1) Check the Unclaimed Payments report posted on the Office of the Controller - Unclaimed Payments [website](#).
- 2) Review all receipts under the supplier's name "Tango Card, Inc."
- 3) If you still cannot locate the amount requested, email [fs-wf-giftcards@umaryland.edu](mailto:fs-wf-giftcards@umaryland.edu) for assistance.

**State Restriction on Airbnb**

On February 27, 2023, a notification was sent out from the Office of the Controller announcing that the State of Maryland issued a directive disallowing the use of Airbnb. Until UMB has a final resolution in place for the use of such online accommodation marketplaces, travelers are reminded to refrain from using Airbnb or similar accommodations for upcoming UMB travel.

**Important Fiscal Year-End Deadlines**

The FY23 Year-End Deadlines announcement has been posted to the Office of the Controller [Announcements](#) website. Please note the important deadlines. Your cooperation is requested to ensure transactions are properly recorded in the correct accounting period. Adherence to the prescribed procedures is important and exceptions will be limited. The fiscal year ends on Friday, June 30, 2023, and the final balances will be viewable in Quantum Analytics no later than Friday, July 28, 2023. Please circulate this announcement to all personnel involved in the fiscal and business operations in your department.

**Training****Moving Day for Administrative Systems Tutorials ("UPKs")**

Known by many as "UPKs," the tutorials you are accustomed to using with UMB's administrative systems are moving to a new cloud-based platform on May 1. To start, only the location of the tutorials is changing. How you use the tutorials will remain the same. Eventually the new platform will provide multiple features that you will find useful whether you are new to a UMB system or you are an existing user refreshing on a specific topic. Watch the *Elm* for details and new features as they are rolled out over the next few months.

**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:

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

**Access code:** 730 028 347

**To phone in:** 415-655-0001

**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 Quantum Training Team at: [DL-BFBusinessApplications@umaryland.edu](mailto:DL-BFBusinessApplications@umaryland.edu).

