

Bits & Bytes:

UPDATES ON UMB SYSTEMS AND PROCESSES

Issue 46

December 2023

Welcome to the newsletter that replaces Quantum Bytes. You are receiving this email because you have access to Quantum Financials, Quantum Analytics or have a role with Concur such as Travel Administrator, Delegate or Arranger. We hope this information will be useful for you and your colleagues.

Have feedback or suggestions for future issues? [Let us know!](#)

QUANTUM FINANCIALS

Year-End Processing Deadlines

SOAPF requests must be submitted by noon on Friday, December 15 to be processed prior to year-end. SOAPFs will not be processed the weeks of December 18 or December 25, and normal processing will resume January 2, 2024.

Year-end
processes



Payroll 24-13 will be processed Thursday, December 21 and available in Quantum Analytics on Friday, December 22. All Quantum Financials processing will be paused Saturday, December 23 and normal processing will resume Tuesday, January 2. Any transactions created during that time will be available to view in Quantum Analytics on Wednesday, January 3.

Read the full Quantum 2023 Calendar Year-End financial [processing deadlines](#).

IMPORTANT REMINDERS

2023 Leave Processing



Dates

Employees may use 2023 leave up to January 13, 2024. Leave Adjustments are due by January 18. All 2023 timesheets must have final approval by January 24. Note that 2023 leave may not be reinstated in 2024.

[Read more.](#)

Important: Travel Help is Retiring!

The travelhelp@umaryland.edu email address will no longer be monitored effective December 31, 2023. Starting January 1, 2024 please email help@umaryland.edu with all of your travel questions.

[Read more.](#)

SPA/SPAC Quarterly Meetings for 2024

Coming in the New Year we are resuming our SPA/SPAC meetings. Save the dates below:

- January 17, 2024. 2:30pm – 4pm – VIRTUAL
- April 17, 2024 – 2:30pm – 4pm in person. Site TBD
- August 21, 2024 – 2:30pm – 4pm VIRTUAL
- December 4, 2024 – 2:30pm – 4pm VIRTUAL

Agendas and meeting links will be sent out closer to the meeting.

QUANTUM ANALYTICS

New Billing Process by Vet Resources

Veterinary Resources launched Cayuse, a Vivarium Business Operations software, on October 1. The software is designed to increase animal procurement efficiency, ensure census accuracy, and foster billing transparency.

Starting with the November billing period, Veterinary Resources will generate **trial invoices on the first business day of the month**. Researchers and administrators will have the opportunity to review invoices for accuracy and make changes to funding sources before the **final expenses are**

pushed to Quantum Financials on the 15th day of each month. All animal expenses will appear under object code 3925 – Vet Services Allocation beginning on the 16th day of each month.

SYSTEMS UPDATES



Quantum HCM Project Update

The Quantum HCM (QHCM) Project Change Management and Training Team is wrapping up the QHCM Change Champions nomination process and is excited to report there are 138 Change Champions nominated representing over 200 departments across campus. This group will have an important partnership with the QHCM Project Team and will be vital in

informing and empowering end users across UMB to achieve a successful change adoption to QHCM. [Read more.](#)

Want to know who your QHCM Change Champion is that is representing your department? Curious to learn more about becoming a QHCM Change Champion yourself? See your department leadership for more information or contact [Beth Gallico](#) or [Michele Evans](#) for future assistance.

CONCUR

New Location for Concur Tutorials

Concur tutorials, also referred to as "UPKs" have a new home in our training [Learning Library](#). You can always get to the latest tutorials from the myUMB portal Training & Tutorials widget.

New Concur Theme Coming Soon!

A refreshed look and feel for Concur is coming early 2024. However, it will not change how you work – all functionalities will remain the same.

[Learn more.](#)

Travel Talks

Travel Talks are one-hour virtual

sessions to review and discuss travel-related topics. Participants are encouraged to ask questions, pose suggestions, and to share information.



[View the full schedule](#) and join the Wednesday sessions using this [meeting 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!

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

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

TRAINING

Changes Coming for Quantum Analytics/Financials Training

Quantum Analytics

Instructor led training for the three Quantum Analytics Intro classes is being paused for January and February 2024. In its place, recorded webinars will step new users through the Sponsored Management, All Activities Management, and Payroll Management Dashboards. View these [recorded webinars](#).

Persons whose reporting includes Payroll reconciliation reporting should take the Payroll Dashboard Management course and submit a user authorization request for both QA roles: Campus User and Payroll Analyst.

Quantum Financials

Quantum Webex Seminars

[Quantum Analytics](#) ▾

[Quantum Financials](#) ▾

Starting in January 2024, training for the Introduction to Quantum Financials and the Receiving Orders classes will be delivered online via [webinar](#). The remainder of Quantum Financials training will continue to be delivered as instructor led training. For instructor-led classes, you will find dates, times, locations, and registration information on the [Quantum Financials Calendar](#).

This newsletter is intended to inform and support stakeholders connected to UMB systems. It is compiled from many sources by the Organizational Change Management team.

Want to submit information for a future issue? Contact us at ocm@umaryland.edu.

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