Quantum Financials Stats

Quantum Financials went live on October 2, 2019 and as of this week, there are almost 800 users with access to execute and/or approve various transactions in the new financial system. So what is happening? Is work getting done? The Quantum team is excited to share the following statistics to show you what you all have accomplished in the first 40 business days:

# of requisitions created	1834
# of POs dispatched	725
# of requests for payment (PO & NONPO) sent to the State	4202
# of working fund checks printed	696
# of debit memos processed	1290
# of customer billings processed (non-project)	820
# of Pcard expense reports created	1014
# of Awards created	284
# of Projects created	395

So the answer is YES - vendors are getting paid, checks are being cut, purchase orders are being dispatched, sponsors are getting billed - a lot of work is getting done and congratulations are in order! Of course we recognize that there are still some challenges that the team continues to work to solve, but that is to be expected with any major system implementation. As a matter of fact, we have cleared over 700 helpdesk tickets and are still actively working on about 50 more. Thank you for your continued patience and persistence as we all adapt to Quantum.

What's New with Quantum Analytics?

Quantum Analytics is our reporting system designed to replace RAVEN. Additional functionality and enhancements continue to be rolled out to address your reporting needs. As of November 22nd users now have access to the Transaction Detail download page with a selection of 15 different transaction types to choose from with results returning in separate reports, drill down capabilities to the lowest level detail for those transactions, and the ability to export in various formats and to print. Coming on December 6th, users will also be able to drill through from the already available Budget to Actuals Detail (for non-projects) and Award Detail (for projects) pages to the detail level transactions that make up the period or life-to-date actuals - similar to what you were able to get from RAVEN.

New GL Account Combo Segments or SOAPF Set Up – Coming Soon!

Be aware that the process and forms that will need to be completed to request new SOAPF's or Activity and Purpose segments are being finalized and will be available soon through Financial Systems. We know you are anxious to get these set up and appreciate your patience as we work through this complicated process.

New Research Study Participant Payment Request Form

If you request working fund checks or gift cards to pay study participants, there is a new form that you should use. You can find the form on the Financial Services website.

Quantum Training

Quantum training consists of both in person and self-paced learning sessions, with new classes being developed as additional functionality is rolled out. See registration instructions below.

NEW! Quantum Analytics: Transaction Details Demo

This in person demo introduces you to reporting from the Quantum Analytics Transaction Details page, which is now available on the Downloads Management Dashboard. You will learn how to run, save, and export transaction detail reports.

NEW! Quantum Analytics: All Activities Management Dashboard

In this hands-on workshop you will learn about the reports that make up the Quantum Analytics All Activities Management Dashboard: the Budget to Actuals Summary, Budget to Actuals Detail, All Source, and Trends reports. You will learn how to run, save, print, and export data from each of these reports.

If you have not already attended one of the previously offered Chart of Accounts presentations, we urge you to review the short Chart of Accounts presentation (Password=8Bp62AJQ) prior to attending this new demo. We also recommend the 'What Is Available in Quantum Analytics?' self-paced course.

Training FAQs

Questions and answers from the Quantum training sessions are captured and made available in a FAQ document on the Training and Support page of the Quantum website.

December classes are scheduled. January class sessions are being added this week.

If you have training questions, please email us at QuantumFinancials@umaryland.edu

Quantum Financials Training Continues

If you have not made it to all of your Quantum training yet – or you need a refresher – please schedule time to go. Many of your questions will be answered during class.

HOW TO REGISTER:

- Login to the training registration database to review dates, times and locations.
- Choose **Add Course**
- Choose **Course Type = Quantum**
- Choose desired **Course Name**
- Review available dates & click to select desired date
- Click **Register**

PCard Reallocation

Multi-Line Reallocations – There may be times when you need to reallocate to more than one SOAPF or Project (or both). An enhancement to accommodate such situations has been added to the PCard reallocation pages in the Expense module. You are now able to reallocation to multiple SOAPFs, multiple Projects or a combination of the two. Step-by-step instructions are included in the UPK topic titled, "Creating a Multi-Line Reallocation." **Please follow directions carefully.**

Reallocating Trailing Expenses – While the vast majority of PCard charges to Projects occur between the Projects Start and End Dates, occasionally you may need to reallocate an expense which was ordered during the active period, but was not billed to your card until after the Project End Date. An enhancement to Quantum Financials now accommodates such situations. Step-by-Step instructions are located on the Quantum Financials Training and Support page under Quick Reference Links - Supporting Documentation.

Tips to help you complete reallocation of your PCard transactions using the Quantum Expense functionality

Working with Lengthy Expense Reports – These two tips will help all PCard Reallocators and Approvers, but particularly those who are creating or approving lengthy PCard Expense reports.

1. **Add 99 or fewer expense items to any Expense report.** Currently expense reports can handle no more than 99 expense items per report. Add up to 99 expense items to a report and then complete and submit the report. Add remaining items to another report(s) until all expense items are reallocated. A second option is to submit smaller reports more frequently, such as weekly. This option has the added benefit of keeping your Project financials more current by including your posted, reallocated PCard expenses.

2. **When approving, use the 'Done' button only to leave the page when you are done reviewing.** Instead, use the left/right arrows or the dropdown list to "scroll" from one expense item to the next, letting you move more quickly through a long list of items as you review for approval. This tip works for expense reports of any length, but is particularly useful for lengthy reports. Should you need it, the training topic, 'Approving an Expense Report' includes a view of the left/right arrows and dropdown.