Oracle Social Network (OSN) update
RAC meeting
07/11/24
By: Michelle Ward

OSN Update and effective changes

Current process overview:

- For Volume and Milestone billing departments are required to initiate the billing.
- Departments can request invoices as either:
  - **Record only** – invoice has already been sent to sponsor but needs to be recorded to facilitate the application of the payment when received.
  - **Record and send to sponsor** - SPAC creates the invoice and sends the invoice.
    These are done via creating events in the Quantum Financials Contracts Module.
- The supporting documentation is then submitted via OSN.
- Then SPAC creates the invoice and merge with the supporting document and submit to the sponsor.

Changes effective July 19th 2024

- **Landing page access**: Current access to OSN for department administrators and staff will be hidden until it is completely removed by the 24C Quantum Financials patch update in mid -August.
  - **Email notifications** from Quantum Financials will be disabled as well.
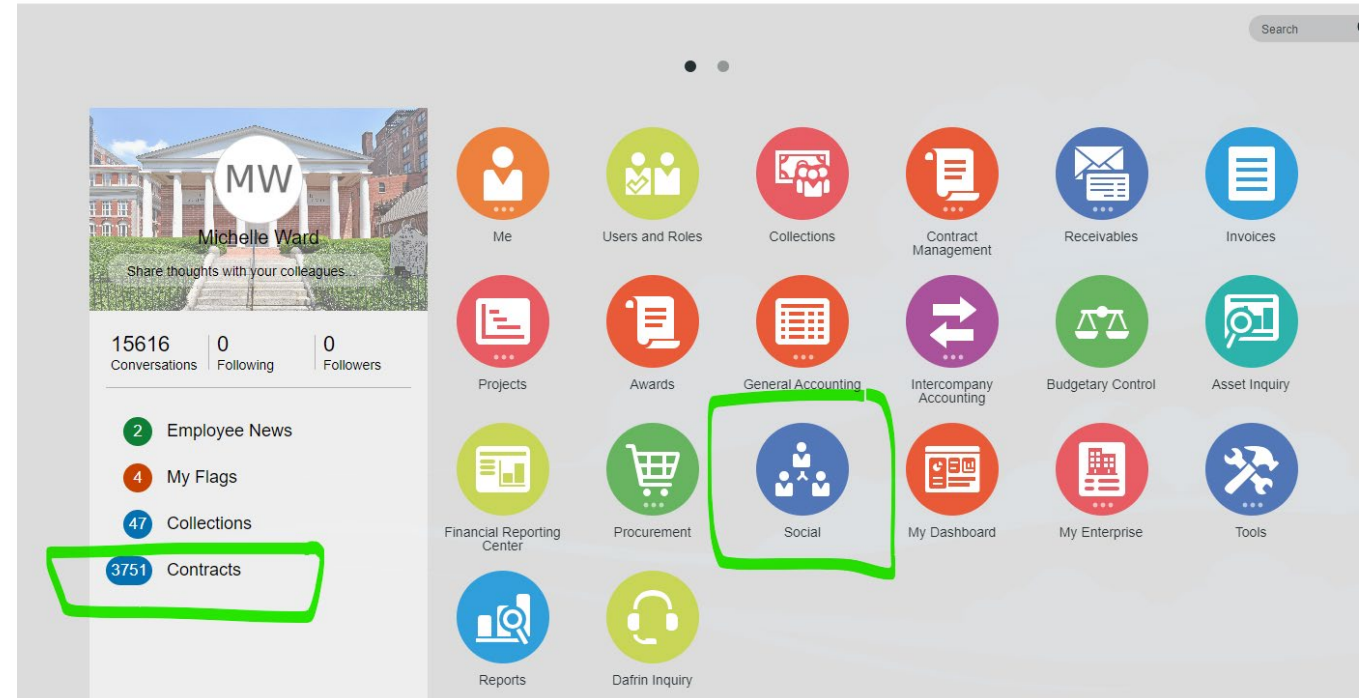
What's changing

- **Upload of supporting documents:** Documents can be submitted via SPAC's VMS supporting documentation form which can be found on SPAC's webpage under Forms.

  - Fill in all fields and an attachment is required.

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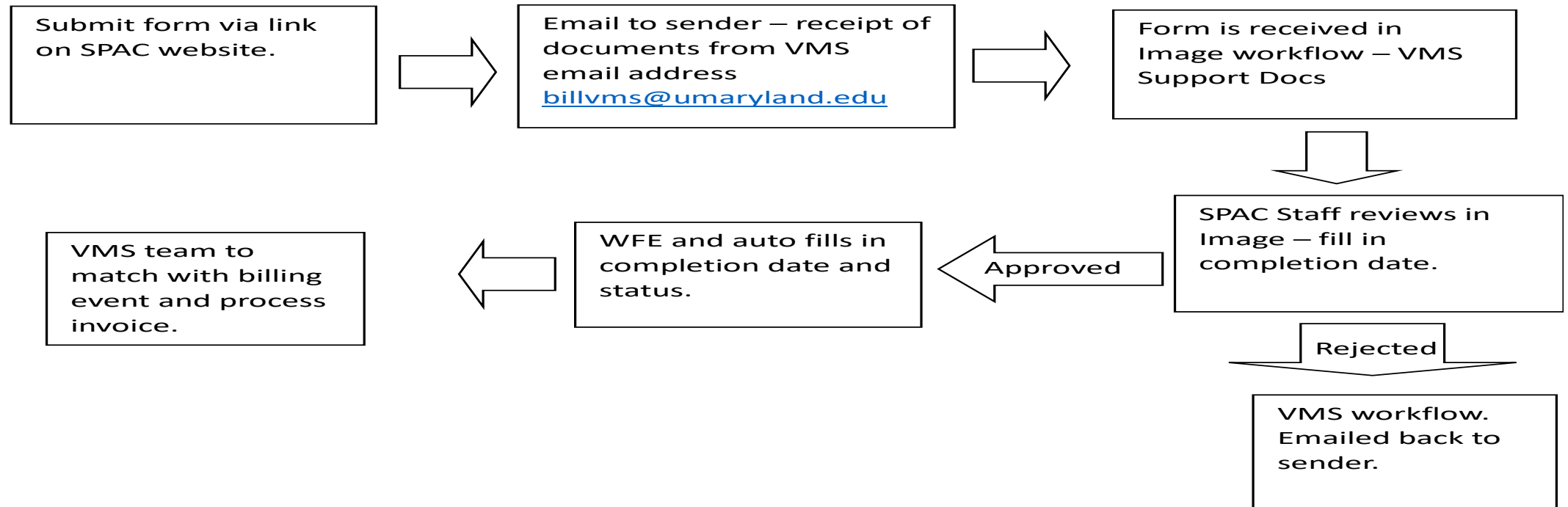Sponsored Projects Accounting and Compliance

SPAC VMS Supporting Documentation Form

This form is for Volume and Milestone awards where an event that has been entered in Quantum Financials needs supporting documentation. Use one form per invoice.

If you have any questions or issues, please contact the VMS team at billvms@umaryland.edu

Date Requested	2024/07/10		
Requestor Name		Requestor Email	
Award Number		Project ID Number	
Event Number		Event Amount	
Comments			

Submit   Reset   Print   Attach

Flow chart for form submission

Flow chart:

| Submit form via link on SPAC website. | → | Email to sender — receipt of documents from VMS email address billvms@umaryland.edu | → | Form is received in Image workflow — VMS Support Docs |

↓

| VMS team to match with billing event and process invoice. | ← | WFE and auto fills in completion date and status. | ← Approved | SPAC Staff reviews in Image — fill in completion date. |

Rejected ↓

VMS workflow. Emailed back to sender.

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What remains the same

- **Initiation of the events in QF.**
  - Quantum Financial Script Instructions will be posted on SPAC website under Procedures [here](#) - ***Volume – Based Billing (Department Administrator + SPAC Team Accountant)***

- **Still require submission of supporting documentation.**

- **UPK with instructions for events**.

  ((https://umaryland.my.uperform.com/). Within the Learning Library, navigation will be: Quantum Systems > Quantum Systems > Quantum Financials > Creating Volume-Based Billing Events

  - Creating Volume-Based Billing Events (07/08/24)
  - Deleting an Event (07/08/24)
  - Duplicating an Event (07/08/24)
  - Editing an Event (07/08/24)
  - Searching for an Event (07/08/24)
  - Viewing Contracts (07/08/24)
  - Viewing Invoices (07/08/24)

Key Dates:

- **July 19th, 2024** – access to OSN will be terminated that evening.
- **July 22nd, 2024** – departments will be required to use the new method.