Using Quantum Analytics’ “Transaction Detail Union” Report to Reconcile iLab/Core Charges

The Transaction Detail Union report will provide all the information you need to accurately understand which PI’s and/or lab members’ charges have been posted to a particular funding source and at which Cores the charges originated.

Login to myUMB with your myUMB credentials

“CLICK” on Quantum Analytics on right-side Enterprise Menu
“CLICK” on Transaction Details Union report found on the Quantum Analytics landing page.
1. Select 2020 as the Fiscal Year
2. If desired select the range you wish to return results for within FY20
3. Select “Service Center – iLab” as the Transaction Type
4. Unselect the “button” next to include cost sharing
1. Select the “SOAPF” Code you wish to view related to iLab/Core charges

2. “CLICK” on More/Search

3. “CLICK” on (All Column Values)

4. Then “CLICK” on the arrow noted below to move that out of the criteria
5. Type in the SOAPF code you wish to report on and “CLICK” search (or hit return on your keyboard)

6. “CLICK” on the SOAPF code highlighted in yellow

7. “CLICK” on the arrow indicated to move the SOAPF into the “Selected” field

8. “CLICK” on the SOAPF code highlighted in yellow that is now in the “Selected” field

9. “CLICK” Ok
Results can be viewed within Quantum Analytics but it is recommended that you export the results to your preferred format. (See the next page)
Scroll to the bottom of the results and the **EXPORT** link will be found in the bottom-left corner of the page.

The CSV format allows for great flexibility with sorting, filtering and creating Pivot Tables if needed.

This report should provide you with everything you need to reconcile iLab/Core related charges posted to your funding sources.