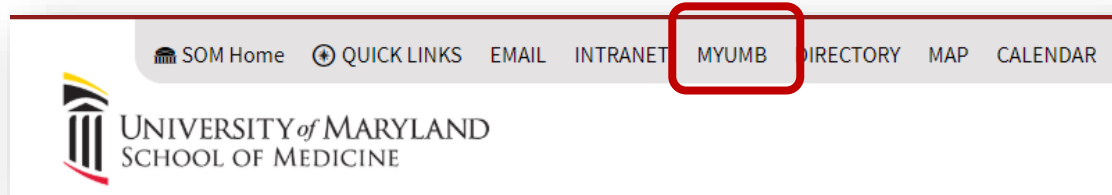
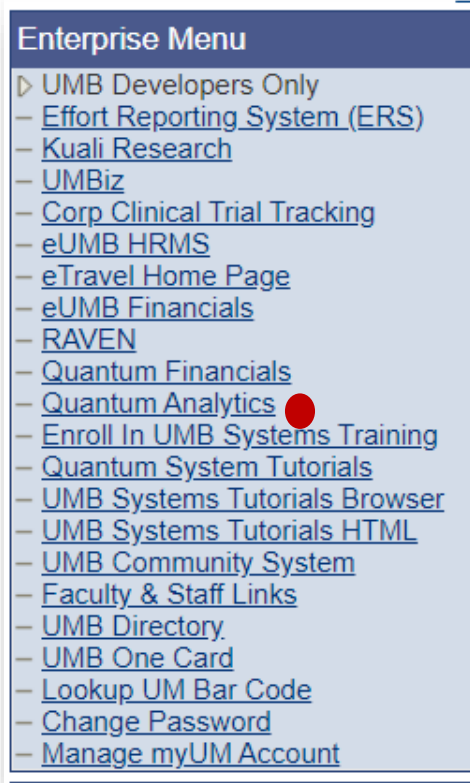


## Using Quantum Analytics' "Transaction Detail Union" Report to Reconcile iLab/Core Charges

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

updated nightly and therefore represents the data in these systems as of the close of business yesterday.

Dashboards

Org Health Check

Org Health Check

Provides various metrics, key performance indicators, and compliance statistics for all levels of the University's organizational structure.

Get Started with Quantum Analytics!

Step through the following trainings and UPKs: HERE

- Understanding Quantum Analytics
Creating a Budget to Actuals Summary Report
Creating an All Source Report
Understanding Hierarchies in Quantum Analytics
Exploring Print Options in Quantum Analytics
Saving Report Options in Quantum Analytics

Visit the Training & Support page of the Quantum website for Classes, Demos, Webex Seminars, Courses, Training FAQs, and Quantum Organization Hierarchy Materials: HERE

Additional Functionality Now Available:

- What is the activity on the 7062 & 7072 Cash Been On This Award/Project?
What are my POs on this SOAPF Code?
What are my POs on this Award/Project?
Drill to Transaction Details from:
QA3.P5 - Budget to Actuals Detail
QA4.P4 - Award Detail

All Activities Management

Trends

Provides various graphical and tabular displays to analyze trends in revenues and expenses.

All Source

Provides revenue and expense detail across sources. Includes net asset rollover. Drillable to SOAPF detail.

Search

Tool to identify SOAPF codes meeting various criteria. Drillable to Budget to Actual Detail.

Budget to Actuals Summary

Analyzes revenues and expenses with comparisons to budget and previous fiscal years, summarized by chart of account segments.

Budget to Actuals Detail

Comprehensive review of activity for a single SOAPF code. Includes comparison to budget, previous fiscal years, and various reports on transactions and current balances. Ideal for managing an individual budget. Drillable to transaction detail.

Sponsored Management

Trends

Analyze year-over-year trends of sponsored proposals, awards, and expenditures on a fiscal year basis. Includes graphical and tabular displays of the data.

Search

Identify Quantum awards and Quantum projects meeting various criteria. HINT: To search Kualii Research proposals and awards utilize the Kualii download pages on the download dashboard.

PI Profile

Provides a one-stop shop to provide information on the entire sponsored portfolio of an individual Principal Investigator. Drillable to Award Detail for a deeper analysis of each award.

Award Detail

Comprehensive details necessary to manage an individual award or project. Includes budget to actual as well as various reports of revenue and expense activity on an inception-to-date basis.

Find My Award

Having trouble finding your Award Number but you know other attributes like the Project Number, PI, Owning Organization, and Sponsor? Use this page to more quickly identify Awards.

Payroll Management

Payroll Portfolio by Home Department

Displays how the labor costs of individuals employed by an organizational unit are funded across sources and by funding organization. Drillable to various levels of detail (employee, SOAPF, project).

Payroll Portfolio by Funding Department

Displays what labor costs an organizational unit is funding across its sources and by the home department of the employees' whose salaries they are funding. Drillable to various levels of detail (employee, SOAPF, project).

Payroll General Ledger Details

Analyze payroll activity charged to an individual SOAPF code.

Payroll Sponsored Details

Analyze payroll activity charged to an individual sponsored award or project.

Employee Detail

Analyze payroll charges for an individual employee across all of their funding sources. Available only to those with the Payroll Analyst role.

Downloads Management

Quantum GL Balances

Download General Ledger Balances by fiscal period at the OSOAPFUFI level. Amounts include fiscal period actuals, year-to-date actuals and encumbrances, and annual budgets.

Quantum Awards

Download Quantum Awards with budgets, revenues, billings, costs and commitments summarized at the award level. Also includes demographic data describing the awards. All data from Quantum Financials.

Quantum Projects

Download Quantum projects with budgets, revenues, billings, costs and commitments summarized at the project level. Also includes demographic data describing the projects and the awards with which they are associated. All data from Quantum Financials.

HRMS Payroll

Download payroll charges detail by employee, object, SOAPF, POETAF (if applicable), affected pay period, and posted pay period. Available only to those with the Payroll Analyst role.

Kualii Proposals

Provides a summary of proposals download detail

Kualii Awards

Download Kualii Research award information at the award and project level.

Transaction Details

Find and download transaction detail information across all sub-ledgers.

Transaction Details Union

Find and download transaction detail information across all sub-ledgers.

“CLICK” on Transaction Details Union report found on the Quantum Analytics landing page

## Landing Page

### Tips for Using this Page:

- Include a Year or Date restriction to avoid loading too many rows
- When using fiscal year, fiscal period, accounting date: be sure to consider how the combination of values will affect the results. For example, fiscal year 2020 combined with fiscal periods May 2019 to June 2019 will not produce results.
- To view life to date (LTD) activity, select a Transaction Type (or All Column Values) and an Award and/or Project
- For further explanation of Transaction Types, [Click Here](#)

QA9.P1.X01

<b>1</b> Fiscal Year	2020	Object Level A	(All Column Values)	Object	(All Column Values)	Unit	(All Column Values)
<b>2</b> Fiscal Period Beg >=	NOV-19	Object Level C	(All Column Values)	Source	(All Column Values)	Future	(All Column Values)
Fiscal Period End <=	MAR-20	School	(All Column Values)	Org	(All Column Values)	Interfund	(All Column Values)
Accounting Date Between		Department Category	(All Column Values)	Activity	(All Column Values)	SOAPF Code	(All Column Values)
<b>3</b> * Transaction Type	Service Center - iLabs	Department	(All Column Values)	Purpose	(All Column Values)	Employee Home Org	(All Column Values)
Document Number	(All Column Values)	Sub Department	(All Column Values)	Function	(All Column Values)	Include Cost Sharing?	<input type="checkbox"/> No
Award Number - Name	--Select Value--						<b>4</b>
Project Number - Name	(All Column Values)						

Apply Reset

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

## Landing Page

### Tips for Using this Page:

- Include a Year or Date restriction to avoid loading too many rows
- When using fiscal year, fiscal period, accounting date: be sure to consider how the combination of values will affect the results. For example, fiscal year 2020 combined with fiscal periods May 2019 to June 2019 will not produce results.
- To view life to date (LTD) activity, select a Transaction Type (or All Column Values) and an Award and/or Project
- For further explanation of Transaction Types, [Click Here](#)

QA9.P1.X01

Fiscal Year: 2020  
Fiscal Period Beg >=: NOV-19  
Fiscal Period End <=: MAR-20  
Accounting Date Between: [ ] - [ ]  
\* Transaction Type: Service Center - iLabs  
Document Number: (All Column Values)  
Award Number - Name: --Select Value--  
Project Number - Name: (All Column Values)

Object Level A: (All Column Values)  
Object Level C: (All Column Values)  
School: (All Column Values)  
Department Category: (All Column Values)  
Department: (All Column Values)  
Sub Department: (All Column Values)

Object: (All Column Values)  
Source: (All Column Values)  
Org: (All Column Values)  
Activity: (All Column Values)  
Purpose: (All Column Values)  
Function: (All Column Values)

Unit: (All Column Values)  
Future: (All Column Values)  
Interfund: (All Column Values)  
SOAPF Code: (All Column Values) **1**  
Employee Home Org:  (All Column Values)  
Include Cost Sharing?:  000-00006202-000000-00000000-210  
 000-00006202-000000-10011578-350  
 000-00006202-000000-10017188-660  
 000-00006202-000000-10017189-210  
 000-00006202-000000-10017190-210  
More/Search... **2**

Select Values

Available

Name: Starts

Search  Match Case

000-00006202-000000-00000000-210  
000-00006202-000000-10011578-350  
000-00006202-000000-10017188-660  
000-00006202-000000-10017189-210  
000-00006202-000000-10017190-210  
000-00006202-000000-10017602-210  
000-00006202-000000-FAOFFSET-210

Choices Returned: 1 - 256 + More...

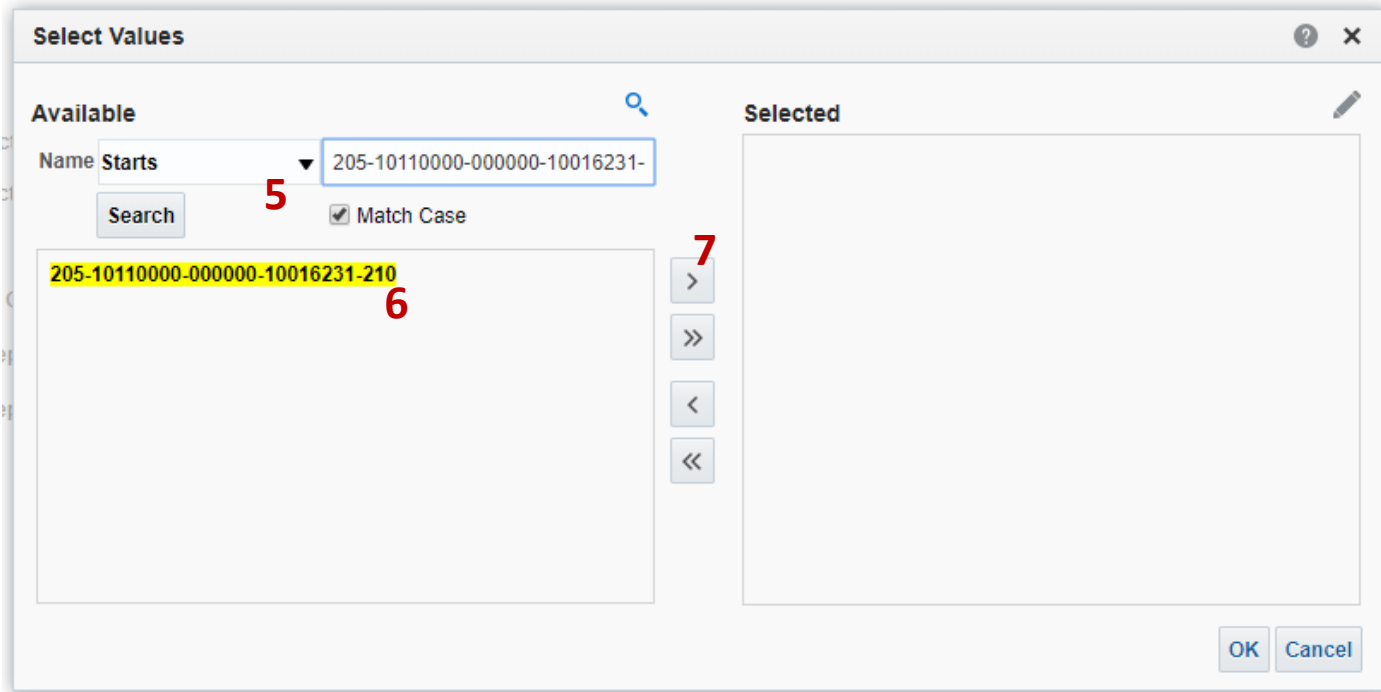
Selected

(All Column Values) **3**

**4**

OK Cancel

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



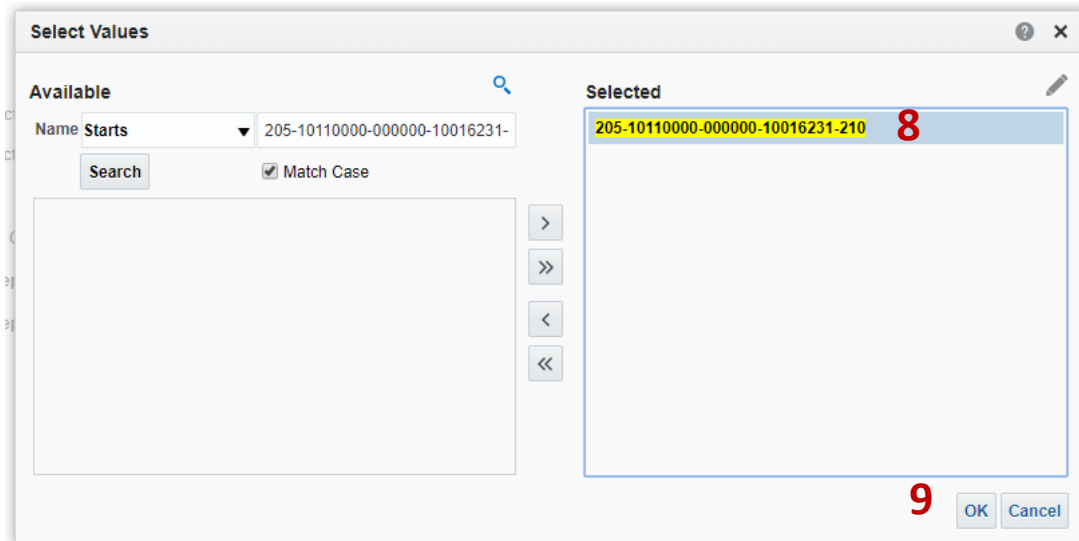
5. Type in the SOAPF code you wish to report on and “CLICK” search (or hit return on your keyboard)

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



Unit (All Column Values) ▼

Future (All Column Values) ▼

Interfund (All Column Values) ▼

SOAPF Code 205-10110000-000000-10016 ▼

Employee Home Org (All Column Values) ▼

Include Cost Sharing?  No

**“CLICK” Apply**

Apply Reset ▼

Allow time for results to load

The estimated number of records returned in the report based on the dashboard prompt selections is: **73**

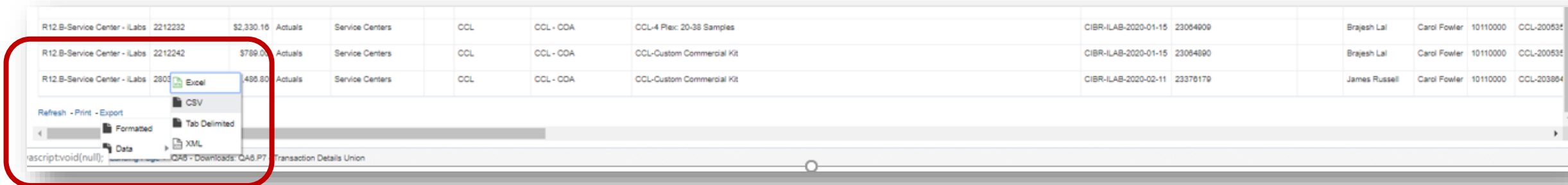
### Transaction Details Report

Run by: Thomas McHugh  
Time run: 3/19/2020 6:48:58 PM

Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference	Comments	Batch	Original Transaction Reference	Employee Home Org	Attribute 1	Attribute 2	Attribute 3	Attribute 4
R12.B-Service Center - iLabs	125844	\$6,388.00	Actuals	Service Centers		TLSS	TLSS - COA	TLSS-Peritoneal Tumor Growth and Imaging	CIBR-ILAB-2019-11-14	21862599		France Carrier	Carol Fowler	10110000	TLSS-19306
R12.B-Service Center - iLabs	1294631	\$450.00	Actuals	Service Centers		UMGCCBIOSTATS	UMGCCBIOSTATS - COA	UMGCCBIOSTATS-Analysis	CIBR-ILAB-2019-11-20	21511288		Susan Conroy	Carol Fowler	10110000	BABSS-193
R12.B-Service Center - iLabs	1494130	\$40.00	Actuals	Service Centers		FCC	FCC - COA	FCC-BD Canto II (Canto II)   Wednesday, November 20	CIBR-ILAB-2019-12-04	22383844		Mohammad Khan	Carol Fowler	10110000	FCC-19596

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**

A	B	C	D	E	F	G	H	I	J
Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference	Comments	Batch
R12.B-Service Center - iLabs	1258644	6368	Actuals	Service Centers		TLSS	TLSS - COA	TLSS-Peritoneal Tumor Growth and Imaging	CIBR-ILAB-2019-11-14
R12.B-Service Center - iLabs	1294631	450	Actuals	Service Centers		UMGCCBIOSTATS	UMGCCBIOSTATS - COA	UMGCCBIOSTATS-Analysis	CIBR-ILAB-2019-11-20
R12.B-Service Center - iLabs	1494130	40	Actuals	Service Centers		FCC	FCC - COA	FCC-BD Canto II (Canto II)   Wednesday, November 20	CIBR-ILAB-2019-12-04
R12.B-Service Center - iLabs	1494133	150	Actuals	Service Centers		FCC	FCC - COA	FCC-BD Canto II (Canto II)   Thursday, November 21	CIBR-ILAB-2019-12-04
R12.B-Service Center - iLabs	1494158	20	Actuals	Service Centers		FCC	FCC - COA	FCC-BD Canto II (Canto II)   Thursday, November 14	CIBR-ILAB-2019-12-04
R12.B-Service Center - iLabs	1511133	50	Actuals	Service Centers		EMC	EMC - COA	EMC-Technical Assistance, per 1/2 hour	CIBR-ILAB-2019-12-10
R12.B-Service Center - iLabs	1511134	70	Actuals	Service Centers		EMC	EMC - COA	EMC-TEM ultramicrotome oriented sectioning or slot grids	CIBR-ILAB-2019-12-10
R12.B-Service Center - iLabs	1511144	30	Actuals	Service Centers		EMC	EMC - COA	EMC-Additional ultrathin sectins, up to 12 grids	CIBR-ILAB-2019-12-10
R12.B-Service Center - iLabs	1511167	720	Actuals	Service Centers		EMC	EMC - COA	EMC-TEM/SEM scope usage, assisted per 30 min	CIBR-ILAB-2019-12-10
R12.B-Service Center - iLabs	1511169	50	Actuals	Service Centers		EMC	EMC - COA	EMC-New work order set up	CIBR-ILAB-2019-12-10
R12.B-Service Center - iLabs	1994883	25	Actuals	Service Centers		FCC	FCC - COA	FCC-Operator Assisted Data Analysis Charge (\$50/30 min)	CIBR-ILAB-2020-01-07
R12.B-Service Center - iLabs	2198133	3360	Actuals	Service Centers		TLSS	TLSS - COA	TLSS-Efficacy - flank (nude/NSG)	CIBR-ILAB-2020-01-10