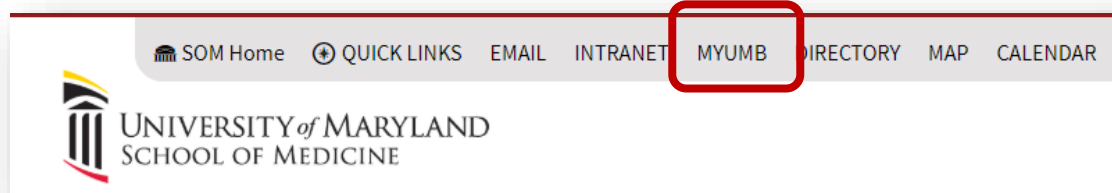
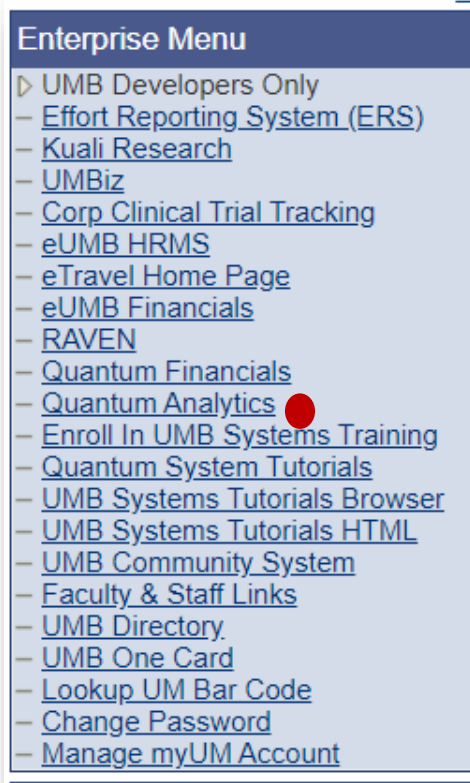


## Using Quantum Analytics' "Transaction Detail Union" Report to Reconcile iLab/Core Charges

The Transaction Detail Union report will provide all the information you need to accurately understand which PI's and/or lab members' charges were charged against a particular fund 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 For example, fiscal year 2020 combined with fiscal periods May 2019 to June 2019 will not prod
- To view life to date (LTD) activity, select a Transaction Type (or All Column Values) and an Award
- For further explanation of Transaction Types, [Click Here](#)

QA9.P1.X01

Fiscal Year	2020	Object Level A	(All Column Values)
Fiscal Period Beg >=	FEB-20	Object Level C	(All Column Values)
Fiscal Period End <=	MAR-20	School	(All Column Values)
Accounting Date Between		Department Category	(All Column Values)
* Transaction Type	Service Center - iLabs	Department	(All Column Values)
Document Number	(All Column Values)	Sub Department	(All Column Values)
Award Number - Name	--Select Value--		
Project Number - Name	(All Column Values)		

1

2

- (All Column Values)
- 00430012- Federick County Infants Todd
- 00430014- Federick County Infants Todd
- 00430017- Federick County Infants & Todd
- 00430076- Ryan White Title I Drug Reimbu
- 00430129- Ryan White Title I Drug Reimb

More/Search...

1. Select the “PROJECT NUMBER” 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

### Select Values

Available

Name Starts

Match Case

- 00430012- Federick County Infants Todd
- 00430014- Federick County Infants Todd
- 00430017- Federick County Infants & Todd
- 00430076- Ryan White Title I Drug Reimbu
- 00430129- Ryan White Title I Drug Reimb
- 00430451- Prevention with Positive High
- 00430452- Prevention for Positives

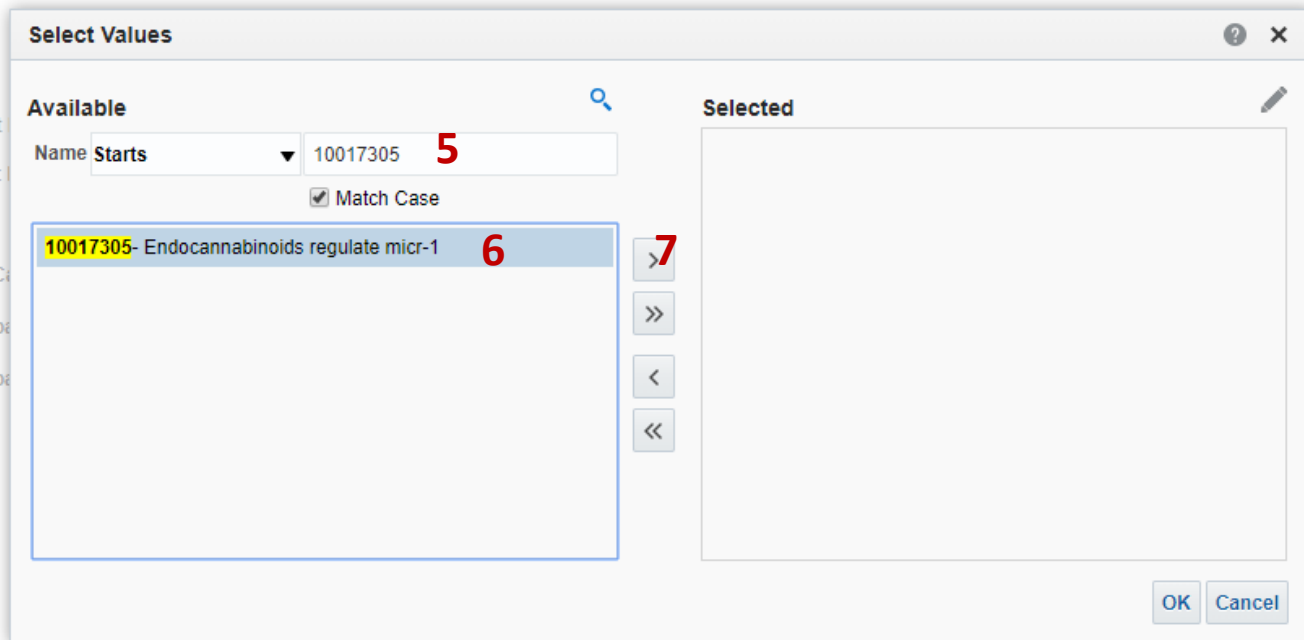
Choices Returned: 1 - 256 + [More...](#)

Selected

- (All Column Values) 3

4

OK Cancel



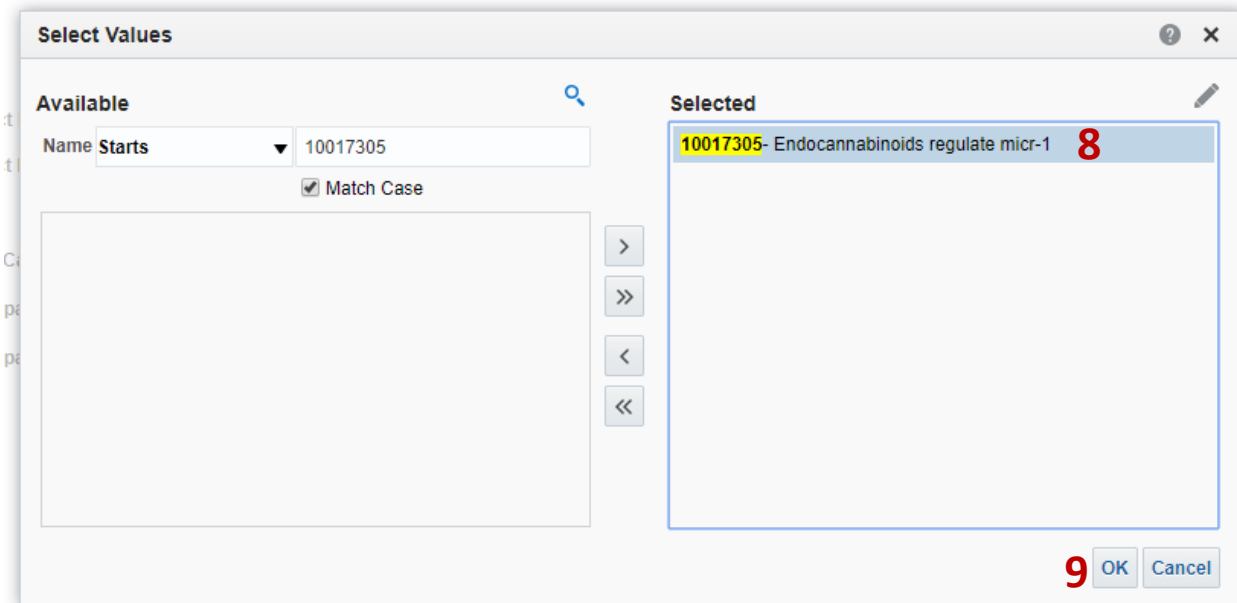
5. Type in the PROJECT NUMBER you wish to report on

6. "CLICK" on the PROJECT NUMBER highlighted in yellow

7. "CLICK" on the arrow indicated to move the PROJECT NUMBER into the selected field

8. "CLICK" on the PROJECT NUMBER 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 (All Column Values) ▼

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: 70

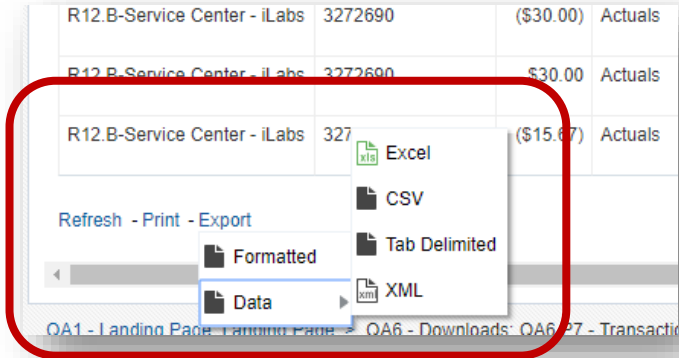
### Transaction Details Report

Run by: Thomas McHugh  
Time run: 3/20/2020 2:50:29 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
R12.B-Service Center - iLabs	2802627	(\$30.00)	Actuals	Service Centers	FCC		FCC - SPON External	FCC-BD Accuri C6 (Accuri)   Monday, January 13	CIBR-ILAB-2020-02-11	23222502		Erin Reinl
R12.B-Service Center - iLabs	2802627	\$30.00	Actuals	Service Centers	FCC		FCC - SPON External	FCC-BD Accuri C6 (Accuri)   Monday, January 13	CIBR-ILAB-2020-02-11	23222502		Erin Reinl
R12.B-Service Center - iLabs	2802643	(\$30.00)	Actuals	Service Centers	FCC		FCC - SPON External	FCC-BD Accuri C6 (Accuri)   Friday, January 31	CIBR-ILAB-2020-02-11	23425444		Emily Graham

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	K	
1	Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference	Comments	Batch	Original Transaction Reference	Emp
2	R12.B-Service Center - iLabs	2802627	-30	Actuals	Service Centers	FCC	FCC - SPON External	FCC-BD Accuri C6 (Accuri)   Monday, January 13		CIBR-ILAB-2020-02-11	23222502	
3	R12.B-Service Center - iLabs	2802627	30	Actuals	Service Centers	FCC	FCC - SPON External	FCC-BD Accuri C6 (Accuri)   Monday, January 13		CIBR-ILAB-2020-02-11	23222502	
4	R12.B-Service Center - iLabs	2802643	-30	Actuals	Service Centers	FCC	FCC - SPON External	FCC-BD Accuri C6 (Accuri)   Friday, January 31		CIBR-ILAB-2020-02-11	23425444	
5	R12.B-Service Center - iLabs	2802643	30	Actuals	Service Centers	FCC	FCC - SPON External	FCC-BD Accuri C6 (Accuri)   Friday, January 31		CIBR-ILAB-2020-02-11	23425444	