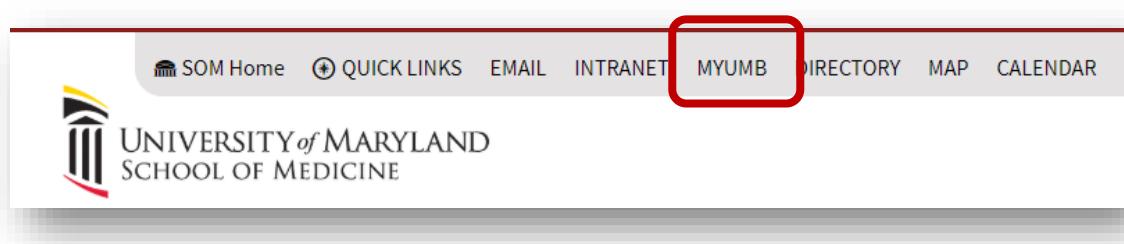
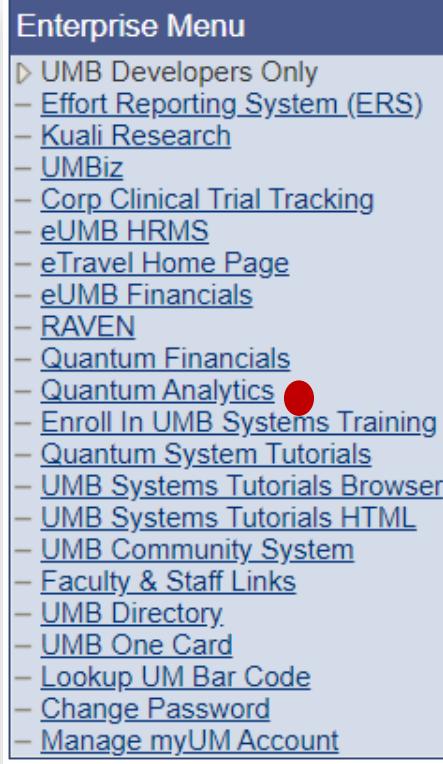


## Using Quantum Analytics' “Transaction Detail Union” Report to Reconcile iLab/Core Charges

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 rollforward. 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 Kuali Research proposals and awards utilize the Kuali 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 OSAPF/UF 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.

#### **Kuali Proposals**

Provides a summary of proposals download detail.

#### **Kuali Awards**

Download Kuali 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

The screenshot shows a search interface with various dropdown menus and input fields. Red numbers 1 through 4 are overlaid on the interface to indicate specific steps:

- 1** Fiscal Year: A dropdown menu showing "2020".
- 2** Fiscal Period Beg >=: A dropdown menu showing "NOV-19".
- 3** Fiscal Period End <=: A dropdown menu showing "MAR-20".
- 4** Accounting Date Between: A date range input field with two calendar icons.
- 3** \* Transaction Type: A dropdown menu showing "Service Center - iLabs".
- Document Number**: A dropdown menu showing "(All Column Values)".
- Award Number - Name**: A dropdown menu showing "--Select Value--".
- Project Number- Name**: A dropdown menu showing "(All Column Values)".
- Object Level A**: A dropdown menu showing "(All Column Values)".
- Object Level C**: A dropdown menu showing "(All Column Values)".
- School**: A dropdown menu showing "(All Column Values)".
- Department Category**: A dropdown menu showing "(All Column Values)".
- Department**: A dropdown menu showing "(All Column Values)".
- Sub Department**: A dropdown menu showing "(All Column Values)".
- Object**: A dropdown menu showing "(All Column Values)".
- Source**: A dropdown menu showing "(All Column Values)".
- Org**: A dropdown menu showing "(All Column Values)".
- Activity**: A dropdown menu showing "(All Column Values)".
- Purpose**: A dropdown menu showing "(All Column Values)".
- Function**: A dropdown menu showing "(All Column Values)".
- Unit**: A dropdown menu showing "(All Column Values)".
- Future**: A dropdown menu showing "(All Column Values)".
- Interfund**: A dropdown menu showing "(All Column Values)".
- SOAPF Code**: A dropdown menu showing "(All Column Values)".
- Employee Home Org**: A dropdown menu showing "(All Column Values)".
- Include Cost Sharing?**: A checkbox labeled "No" with a red outline.

At the bottom right are "Apply" and "Reset" buttons.

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

The screenshot shows a search interface with various filters. On the left, there are dropdowns for Fiscal Year (2020), Fiscal Period Beg (NOV-19), Fiscal Period End (MAR-20), Accounting Date (Between), Transaction Type (Service Center - iLabs), Document Number, Award Number - Name, and Project Number - Name. In the center, there are dropdowns for Object Level A, C, and School, Department Category, Department, Sub Department, Object, Source, Org, Activity, Purpose, and Function. On the right, there are dropdowns for Unit, Future, Interfund, and SOAOP Code. The SOAOP Code dropdown is expanded, showing a list of values. A red '1' is next to the SOAOP Code label, a red '2' is next to the list, a red '3' is inside the list next to '(All Column Values)', and a red '4' is next to the left arrow button in the 'Selected' list.

1 SOAOP Code

2

3

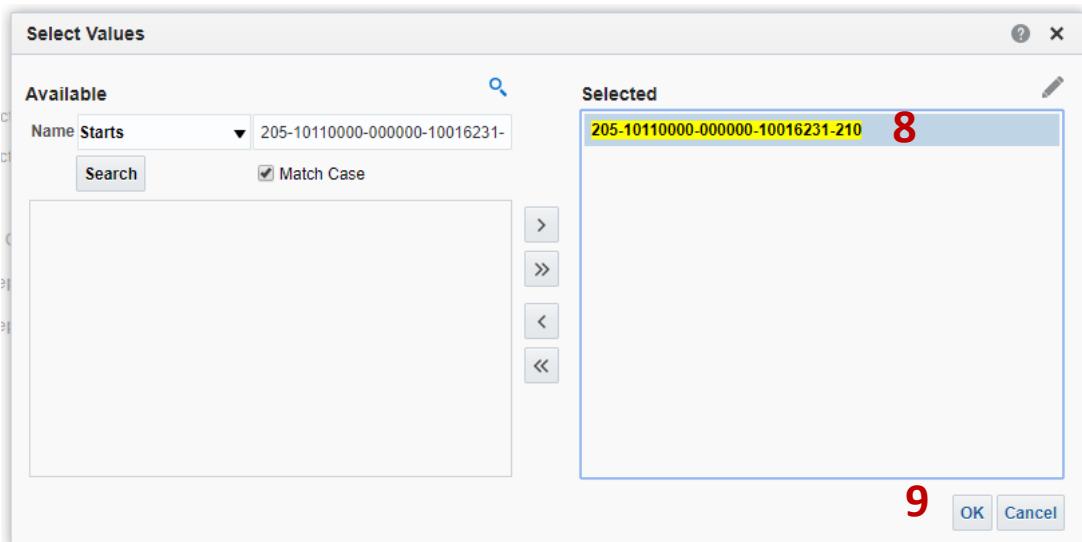
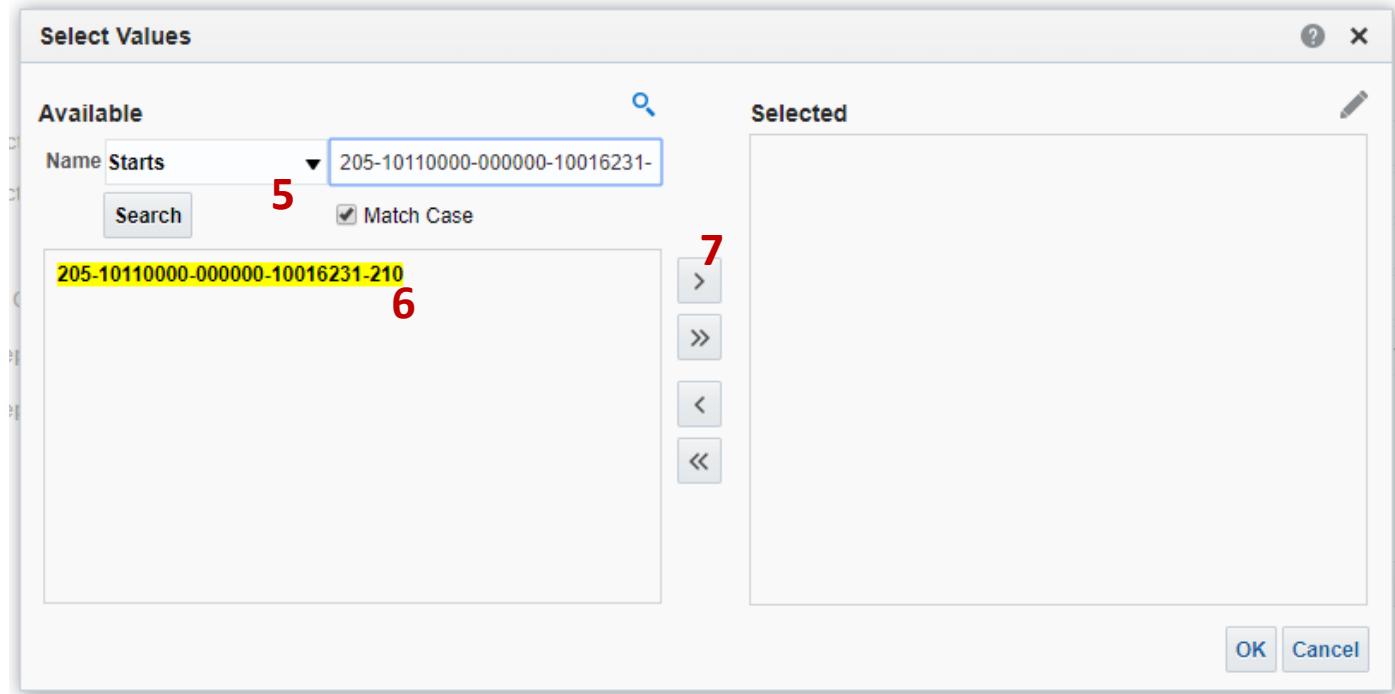
4

The screenshot shows a 'Select Values' dialog box. The 'Available' list on the left contains a search bar with 'Name Starts' and a 'Match Case' checkbox, and a list of values: 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, and 000-00006202-000000-FAOFFSET-210. The 'Selected' list on the right contains '(All Column Values)' and a red '3' is next to it. Below the lists are buttons for '>', '>>', '<', and '<<'. The bottom of the dialog box shows 'Choices Returned: 1 - 256 +' and 'More...', and has 'OK' and 'Cancel' buttons.

3

4

1. Select the “SOAOP” 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

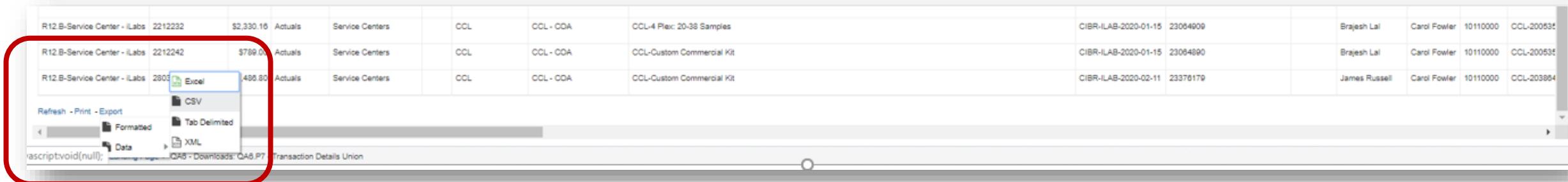
Run by: Thomas McHugh

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	1258644	\$6,368.00	Actuals	Service Centers		TLSS	TLSS - COA	TLSS-Peritoneal Tumor Growth and Imaging	CIBR-ILAB-2019-11-14	21862599		France Carrier	Carol Fowler	10110000	TLSS-19308
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-19598

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



R12.B-Service Center - iLabs	2212232	\$2,330.16	Actuals	Service Centers	CCL	CCL - COA	CCL-4 Plex: 20-38 Samples	CIBR-ILAB-2020-01-15	23064909		Brajesh Lal	Carol Fowler	10110000	CCL-200534
R12.B-Service Center - iLabs	2212242	\$789.00	Actuals	Service Centers	CCL	CCL - COA	CCL-Custom Commercial Kit	CIBR-ILAB-2020-01-15	23064890		Brajesh Lal	Carol Fowler	10110000	CCL-200534
R12.B-Service Center - iLabs	2803	498.80	Actuals	Service Centers	CCL	CCL - COA	CCL-Custom Commercial Kit	CIBR-ILAB-2020-02-11	23376179		James Russell	Carol Fowler	10110000	CCL-203864
<b>Refresh - Print - Export</b>														
<a href="#">Excel</a> <a href="#">CSV</a> <a href="#">Formatted</a> <a href="#">Tab Delimited</a> <a href="#">Data</a> <a href="#">XML</a>														
ascriptvoid(null);														
Q4B - Downloads/Q4B.P7 Transaction Details Union														

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
1 Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference	Comments	Batch
2 R12.B-Service Center - iLabs	1258644	6368	Actuals	Service Centers	TLSS	TLSS - COA	TLSS-Peritoneal Tumor Growth and Imaging		CIBR-ILAB-2019-11-14
3 R12.B-Service Center - iLabs	1294631	450	Actuals	Service Centers	UMGCCBIOSTATS	UMGCCBIOSTATS - COA	UMGCCBIOSTATS-Analysis		CIBR-ILAB-2019-11-20
4 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
5 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
6 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
7 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
8 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
9 R12.B-Service Center - iLabs	1511144	30	Actuals	Service Centers	EMC	EMC - COA	EMC-Additional ultrathin sections, up to 12 grids		CIBR-ILAB-2019-12-10
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
11 R12.B-Service Center - iLabs	1511169	50	Actuals	Service Centers	EMC	EMC - COA	EMC-New work order set up		CIBR-ILAB-2019-12-10
12 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
13 R12.B-Service Center - iLabs	2198133	3360	Actuals	Service Centers	TLSS	TLSS - COA	TLSS-Efficacy - flank (nude/NSG)		CIBR-ILAB-2020-01-10