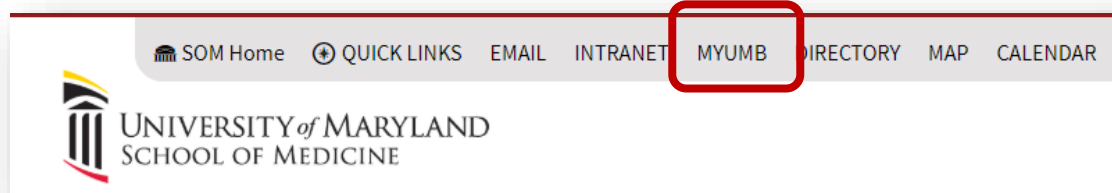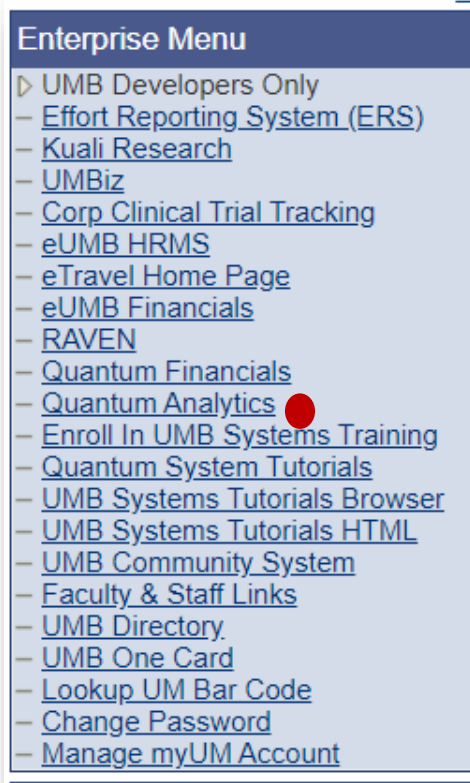# Using Quantum Analytics' "Transaction Detail Union" Report to Reconcile iLab/Core Charges

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.

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– UMB One Card
– Lookup UM Bar Code
– Change Password
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"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 "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
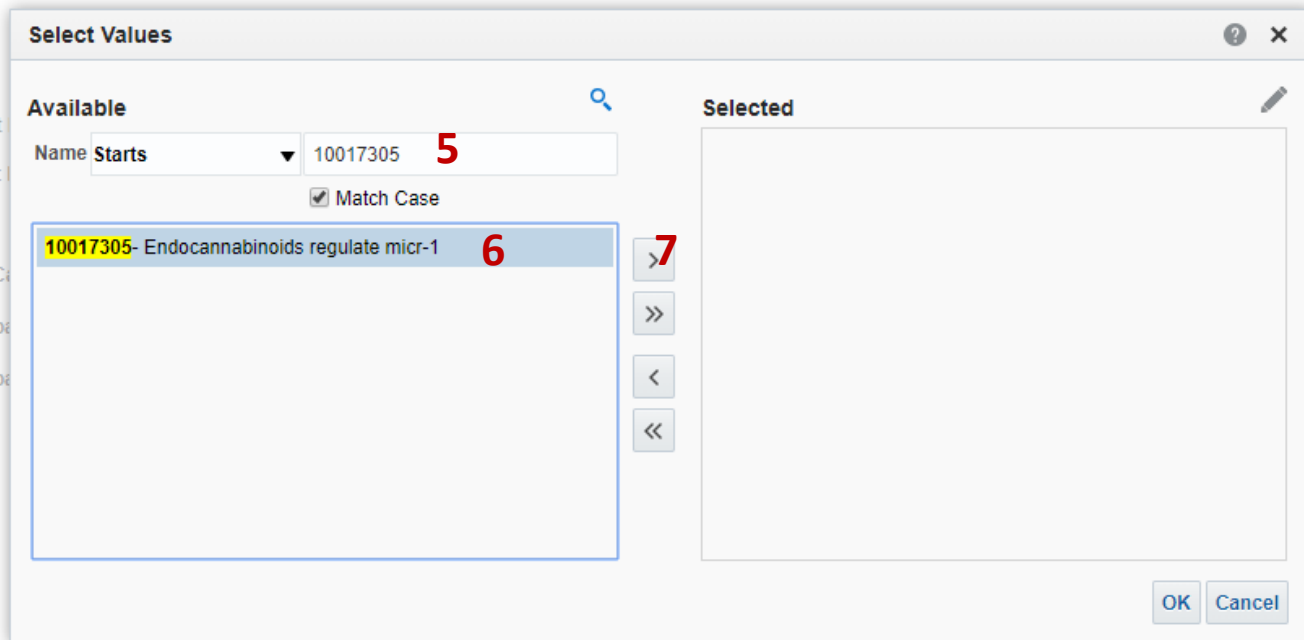
5. Type in the PROJECT NUMBER you wish to report on

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) ▼
clude 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

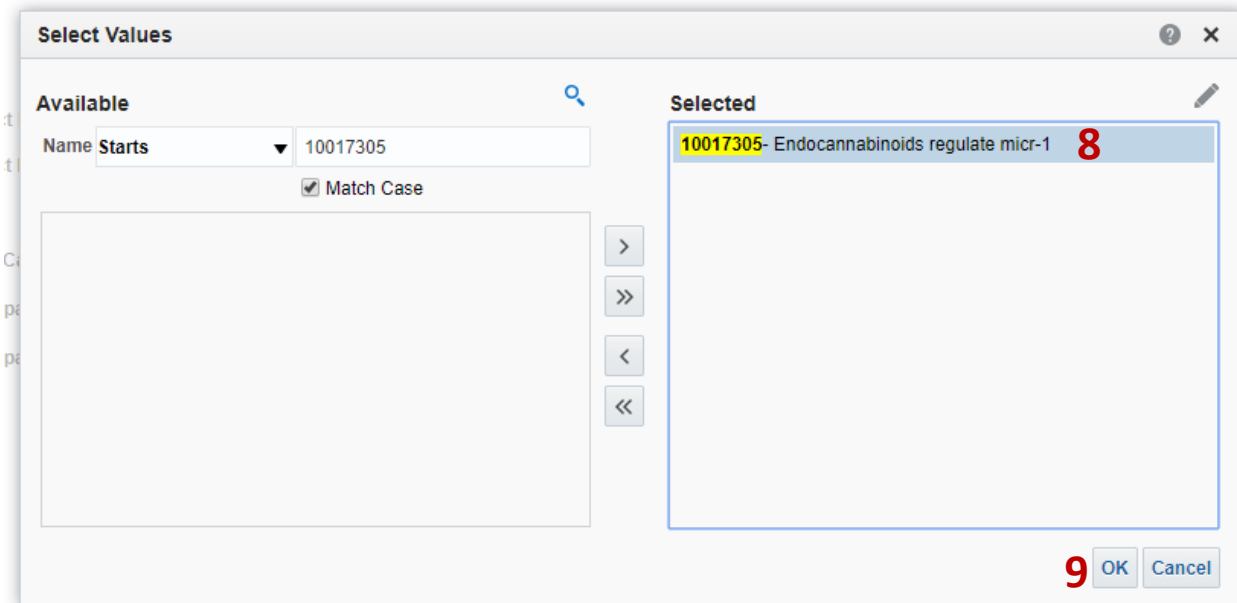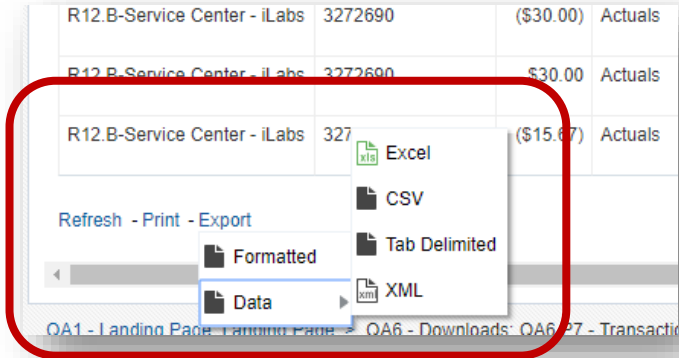| Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference	Comments	Batch	Original Transaction Reference	Employee Home Org	Attribute 1
R12.B-Service Center - iLabs	2802627	($30.00)	Actuals	Service Centers		FCC	FCC - SPON External	FCC-BD Accuri C6 (Accuri) | 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