QUANTUM ANALYTICS

UNIVERSITY *of* MARYLAND BALTIMORE

Right Click Techniques

Tips, Tricks, & Troubleshooting
All Activities Mgt Dashboard

When to clear cache?

Dashboards
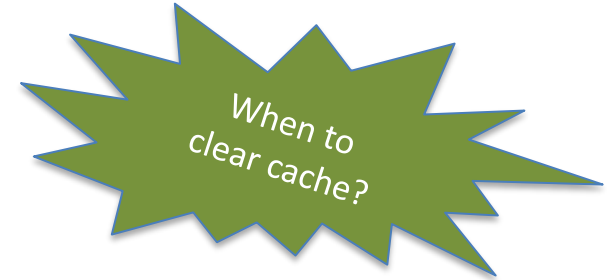
Quantum Analytics Report Search Bar

'Type Here to Search'

Refresh

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!
Several resources are available to help you get familiar with Quantum Analytics.
Step through UPK tutorials here.
Find User Aids here.
Find Analytics WebEx Workshop Seminar Recordings here.
Visit the Training and Support page of the Quantum website here for other training information and links, such as recorded Webinars, Training FAQs, and the Quantum Organization Hierarchy.

Additional Functionality Now Available:
Report Search Bar on Landing Page
Transaction Details Union Report (QA6.P7)
What is the Balance of Object 7062 and 7072 on this Award/Project?
What are my POs on this SOAPF Code or Award/Project?

Improved Reports

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.

F&A Yield
Displays "F&A Yield" – a calculation of the yield of the effective indirect cost rate, expressed as a percentage of total direct costs. Page provides users the option to see the results either with or without Cost Share.

SPP 7062 Activity
Displays all study participant payment (SPP) activity processed through Object 7062 (Cash Study Participant Pay), including the initial issuance of the working fund check and the debit memo charges to Object 3125 (Participant Study Pay Group) reflecting distributions to participants. Drillable to NONPO invoice and debit memo details.

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.

Trans Detail vs. R50

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.

Kuali Proposals
Provides a summary of proposals download detail

Kuali Awards
Download Kuali Research award information at the award and project level.

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

November 2021

Goals

- ✓ To become familiar with a variety of tips, tricks, and troubleshooting techniques that will help you spend more time analyzing data than gathering it!

- ✓ To explore User Aids and other Learning Resources.

- ✓ To provide an opportunity to share tips and tricks **_you_** have discovered in your use of Analytics.

Analytics 2021 Discovery & Collaboration

Agenda

- Tips & Tricks for:
  - All Activities Reports (Non-Spon)
  - R50 Reports in Award Detail & Budget to Actuals Detail
- Misc. Troubleshooting Techniques
- Quick tips for Transaction Union Detail reports
- Any tips you have to share?

All Activities Management

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

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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.

All Activities Tips

All Activities Reports

✓ **Drill to Expenses Only**! Use Object Level A – then Apply

QA3.P1 - Trends   QA3.P2 - All Source   QA3.P3 - Search   **QA3.P4 - Budget to Actuals Summary**   QA3.P5 - Budget to Actuals Detail

Landing Page
QA3.P4.X1

How Much Budget Is Left? (QA3.P4.R1)
Time run: 11/4/2021 9:36:55 AM

Object Level C ▼

* Fiscal Year	Source Level C
2022 ▼	(All Column Values ▼

* Thru Fiscal Period	Source Level D
Sep ▼	(All Column Values ▼

School	Source Level E
(All Column Values ▼	(All Column Values ▼

Tip: you can use source to query just your Fed grants – 315 & 335

Department	Source
(All Column Values ▼	(All Column Values ▼

Org	Object Level A
10205000~SOM C ▼	A100~Expenses ▼

Activity	Object Level B
--Select Value-- ▼	(All Column Values ▼

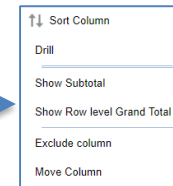| Activities Category	Object Level A	Object Level C	Period Activity Amount	Budget Amount	Actuals	Encumbrance Balance	Budget Variance
Net Activity Deficit/(Surplus)	A100~Expenses	C100~Salaries	$1,526,047.95	$19,569,703.99	$3,855,913.84	$15,379,881.51	$333,908.64
		C200~Fringe Benefits	$429,405.38	$5,559,118.34	$1,088,617.61	$4,371,995.21	$98,505.52
		C300~Operating Expenses	$1,458,579.65	$10,991,397.80	$2,986,329.12	$1,195,041.75	$6,810,026.93
		C600~Indirect Costs	$188,058.23	$0.00	$606,290.05	$0.00	($606,290.05)
A100~Expenses Total			$3,602,091.21	$36,120,220.14	$8,537,150.62	$20,946,918.47	$6,636,151.05
Net Activity Deficit/(Surplus) Total			$3,602,091.21	$36,120,220.14	$8,537,150.62	$20,946,918.47	$6,636,151.05
Net Asset Balance Deficit/(Surplus)			$3,602,091.21	$36,120,220.14	$8,537,150.62	$20,946,918.47	$6,636,151.05

Refresh - Print - Export

Then - Drill "Through" on Labels – Drill "Down" on numbers

All Activities Reports

- ✓ **Drill "*Through*"** columns **_AND_** rows!!
  vs. **Drill "*Down*"** on numbers (opens in another browser tab)

- ✓ Lots of *Right Click* technique options

Sort Column
Drill
Show Subtotal
Show Row level Grand Total
Exclude column
Move Column

- ✓ All reports provide Return & Back hyperlinks

  Return - Back - Refresh - Print - Export

- ✓ Budget to Actuals Summary **Drill Down** to SOAPF Detail Tip

SOAPF Code	Source	Org	Activity	Purpose	Function	Period Activity	Budget Amount	Actuals
105-06508100-000000-00151031-720	105~General Appropriation	06508100~Maintenance and Operations Adm	000000~Unspecified	00151031~Facilities Maintenance Admin	720~Building Maintenance	$0.00	$0.00	$174,127.5

- ✓ Multiple "Report Selectors" – referred to as "radio buttons"
  in Budget to Actuals (B2AD) Detail only

  Report Selector:
  - ⦿ What Are The POs and PRs On This Award?
  - ○ Who Is This Award/Project Funding?
  - ○ What Is The History Of Funding On This Award?

All Activities Tips/Techniques Cont.

1. **Left Click** (LC) a blue column label (hyperlink) 3 times, to "Drill" to the Object Level   **OR**

2. **Right Click** (RC) **a blue column label** and select "**Drill**" (hyperlink) 3 times to *get to the Object Level*

    Then, **RC > Exclude** the columns you don't need

3. If you "Exclude" a column, it is always available to "Include" later

4. RC to **Sort** a column and/or **Move**

5. Budget to Actuals Summary:
   Use Dashboard Prompts to *limit the answer* **BEFORE**
   you *ask the question*!
   (ex. - choose to NOT include Revenues – Object Level A – then Apply)

All Activities Tips/Techniques Cont.

1. In ***Budget to Actuals Detail and/or Summary***
   Find a SOAPF by **first entering an Activity**
   or Purpose (and Org if needed) – the list of
   available SOAPFs will then be filtered for you!

2. Use the ROW hyperlinks to zero in on specific
   Object Level C budgets (such as Operating Expenses)

3. Use the Return and Back Hyperlinks
   located under each answer (table)
   (Note - not available for Sponsored reports)

All Activities Tips/Techniques Cont.

Drill Down on **numeric values:**

- For **Budget to Actuals Summary** – opens to the SOAPF list in a *separate browser tab*. You can drill down again on the SOAPF Code (to open in Budget to Actual Detail) or a numeric value to look at Transaction by Transaction reporting.

SOAPF Code	Source	Org	Activity	Purpose	Function	Period Activity
105-06508100-000000-00151013-720	105~General Appropriation	06508100~Maintenance and Operations Adm	000000~Unspecified	00151013~FM Fund Balance Projects	720~Building Maintenance	$0.00
105-06508100-000000-00151031-720	105~General Appropriation	06508100~Maintenance and Operations Adm	000000~Unspecified	00151031~Facilities Maintenance Admin	720~Building Maintenance	($75,252.32)

- In **Budget to Actuals Details - Drill Down** opens the "Show Me All My Transactions" report in a separate browser tab. Pivot or All Columns (Trans Detail) Views.

Show Me All of My Transactions (QA3.P2.D1.R3)
Run by: Byron Merrick
Time run: 9/23/2021 2:32:01 PM

View By Pivot View ▼

Pivot View
All Columns

Obj Lvl C Concat	Object Code	Object Description	Transaction Type	Document Number	Line Item Details

R50 Report Tips

Found in **Award Detail** and
Budget to Actual Detail reports

What Are The Transactions Impacting Operating Expenses Commitments? (QA3.P5.R50)
Run by: Byron Merrick
Time run: 9/29/2021 9:36:20 AM
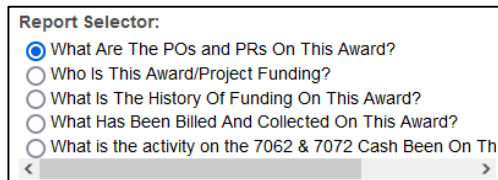
R50 Tips/Techniques

Accessed on the left side using "Report Selectors"

➢ "These are secondary reports found in:
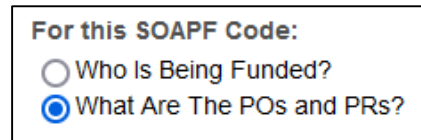
Award Detail   Budget to Actuals

Report Selector:
- ⦿ What Are The POs and PRs On This Award?
- ○ Who Is This Award/Project Funding?
- ○ What Is The History Of Funding On This Award?
- ○ What Has Been Billed And Collected On This Award?
- ○ What is the activity on the 7062 & 7072 Cash Been On Th
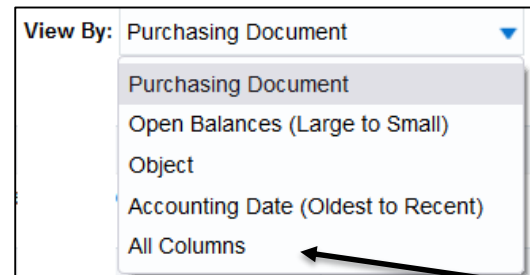
For this SOAPF Code:
- ○ Who Is Being Funded?
- ⦿ What Are The POs and PRs?
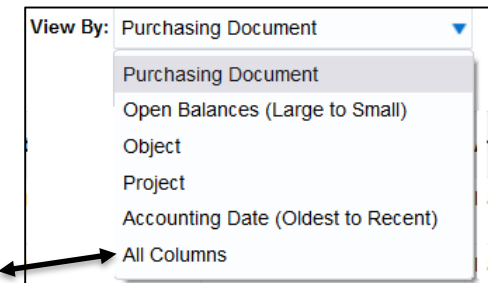
➢ Enjoy the "View(s)"
5 "View By" in Budget to Actuals Details   6 in Award Details

View By: Purchasing Document
- Purchasing Document
- Open Balances (Large to Small)
- Object
- Accounting Date (Oldest to Recent)
- All Columns

View By: Purchasing Document
- Purchasing Document
- Open Balances (Large to Small)
- Object
- Project
- Accounting Date (Oldest to Recent)
- All Columns

"All Columns" is Transaction Union Details! 56 columns

R50 Tips/Techniques Cont.

➢ **Right Click** (RC) to Include other columns

➢ **RC and Move to Prompts** to reduce "clutter"

➢ **RC and Move to Sections** to have one long list broken down by sections – no need to click the double headed blue arrow to expand the list

➢ Use the <u>Encumbrances Cheat Sheet</u> for R50 column definitions

↑↓ Sort Column	▶
Show Subtotal	▶
Show Row level Grand Total	▶
Exclude column	
Include column	▶
Move Column	▶
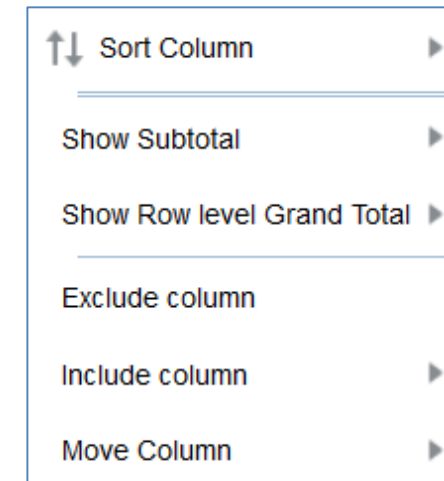
R50 Tips/Techniques Cont.

➢ Use the [Encumbrances Cheat Sheet](#) for R50 column definitions

➢ Examples of Columns you may wish to include are:

  ✓ Account Combo = OSOAPFUFI

  ✓ Attribute 4 = Req #

  ✓ Attribute 6 = Invoice Paid (Y)

 ✓ Attribute 7 = Posted Pay Period End Date

Misc Tips/Troubleshooting

- Use **Control + Page Up** or **Page Down** to manually move from one ***browser tab*** to another *(Edge, Chrome, Firefox)*
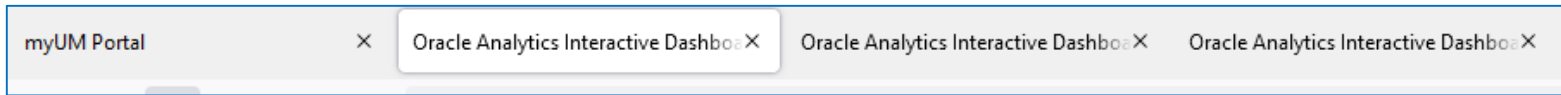
- **Clear Customizations** to begin a brand new report or to start over – also helpful if the spinner doesn't stop!
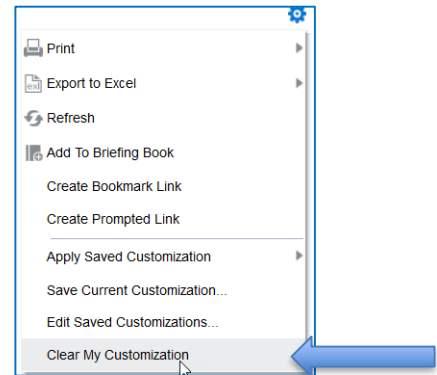
- **Clear Cache Daily** – use Control + Shift + Del
    - Also, clear cache, close and reopen browser is helpful!
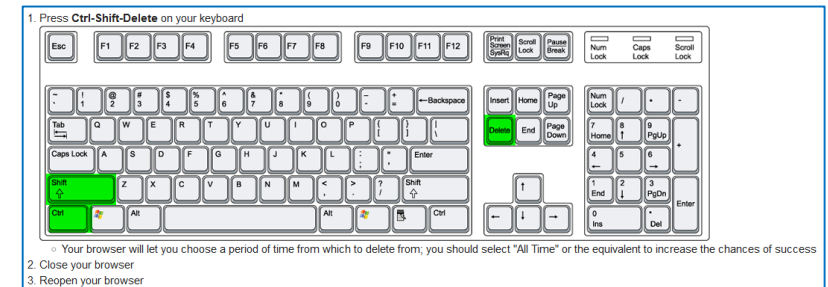
Misc Tips/Troubleshooting Cont.

❖ Have **more than one** Analytics session open

❖ **Copy/Paste columns** from Analytics to Excel (select one column at a time or use Shift + Click to select multiple columns)

❖ Dashboard Prompt "**Search**" Tip – copy paste a SOAPF or Award number instead of typing

❖ **Save Customization** Tip – type an existing report name in the Save section to "Replace" the report (update) with the same name ("yes" to replace)

❖ Any Requisitions with **leading zeros** were "converted" at Go-Live (so they begin with zeros)

   – Example: 0000043670 – all others begin with a "1" (1000000762)

❖ **Leverage Quantum Financials "Campus Reports"** (e.g. QFN129 Project SOAPF Combo; QFN130 Pcard Transactions, and more!)

Campus Reports
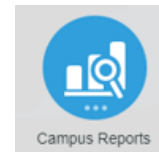
New Reports in Sponsored Dashboard

SPP 7062 Activity

Displays all study participant payment (SPP) activity processed through Object 7062 (Cash Study Participant Pay), including the initial issuance of the working fund check and the debit memo charges to Object 3125 (Participant Study Pay Group) reflecting distributions to participants. Drillable to NONPO invoice and debit memo details.

MGIC 7072 Activity

Displays all activity processed through Object 7072 (Cash MGIC Accounts) used to track global funding and related expenditures. The report includes STO Wire Transfers and State Payments, as well as the related debit memos charging expenditure Objects. Drillable to NONPO invoice and debit memo details.

Transaction Union Detail Tips

- **Now includes** Actuals, Encumbrances, and Both reports
- Use a **minimum number** of Dashboard Prompts
  - Fiscal Year Prompts; Award, Project, SOAPF – then apply
- When the report opens, **RC on Transaction Type** and
  - Apply Subtotals
  - Move to Prompts
  - Move to "Sections
- When you **Move** to columns, it always lands in the left most column in the dataset (the report)

Recommended [User Aids]

Quantum

Quantum Analytics User Aids

Overview of Quantum Financials	• [All Activities Reports Descriptions in Quantum Analytics] 📄**PDF**
Timeline	• [Drill Down Enhancements for Award Detail and Budget to Actuals Reporting] 📄**PDF**
Our Team	• [eUMB Chartstring and Quantum Non-Spon Comparison] 📄**PDF**
Guiding Principles	• [Excel Tips for Working with an Analytics Export] 📄**PDF**
What's Changing?	• [Export Features and Tips] 📄**PDF**
	• [How to Change the Default Report Time Setting] 📄**PDF**
Chart of Accounts	• [How To Remove Saved Customizations in Quantum Analytics] 📄**PDF**
What's Next?	• [Payroll Report Descriptions in Quantum Analytics] 📄**PDF**
Change Management	• [QF Pocket Guide] 📄**PDF**
	• [Sponsored Management Report Descriptions in Quantum Analytics] 📄**PDF**
Training and Support	• [Transaction Details Union Actuals Report Cheat Sheet] 📄**XLSX** **UPDATED**
▶ **Quantum Analytics User Aids**	• [Transaction Details Union Encumbrance Report Cheat Sheet] 📄**XLSX** **NEW**
Quantum Financials User Aides	• [Transaction Type Definitions for Transaction Union Details Report] 📄**PDF**
	• [What Are My POs and PRs on Awards and SOAPFs - The R50 Report] 📄**PDF** **NEW**
Frequently Asked Questions	• [What Reports are in Quantum Analytics] 📄**PDF**
	• [Where to find Other Revenue and Closeout Information on an Award] 📄**PDF**

[WebEx Recordings](#) for Move To Prompts

To review the Move to Prompts technique:

- – Minute 31:40 in the *[Transaction Details Union Encumbrance Workshop (3/4/21)](#)* WebEx recording
- – Minute 30:09 in the *[What Are My POs and PRs on an Award or SOAPF? - May 2021](#)* WebEx recording

Resources

Code Definitions

- ✓ [OSAOPFUFI (Segment) Names and Definitions](#)

- ✓ [Source (Fund) Values, Descriptions and Definitions](#)

- ✓ [Function Values, Descriptions and Definitions](#)

- ✓ [Object (Acct) Expense Accounts list](#)

- ✓ [Object (Acct) Revenue Accounts list](#)

- ✓ [Balance Sheet Accounts](#)

- ✓ Departments (Org) Definitions – use in Campus Reports in Quantum Financials (log in and select Campus Reports icon)

Quantum Non-Sponsored Accounting String
(Former eUMB Chartstring)

SOAPF = eUMB PROJECT ID								

O	S	O	A	P	F	U	F	I
Object (Acct)	**Source** (Fund)	**Organization** (Owner Dept)	**Activity** *NEW*	**Purpose** *NEW*	**Function** (Program)	**Unit** (GLBU)	**Future** *TBD*	**Interfund** *(Crossing Funds)*
xxxx	xxx	xxxxxxxx	xxxxxx	xxxxxxxx	xxx	xx	xxxxx	xxx

Questions