How to Run the Object 7062 Report in Quantum Analytics

Object 7062 is a clearing Object used to record study participant payment (SPP) requests for cash and gift cards. After cash or gift cards have been disbursed to the study participant, a debit memo is needed to credit Object 7062 and charge Object 3125 Participant Study Pay - Group. Be careful not to select Object 3130. (Object 3130 – Participant Study Pay – Indiv is used for checks made payable directly to the study participant).

1. Log into Quantum Analytics.

2. Click SPP 7062 Activity on the Quantum Analytics Landing Page:

Need access to Quantum Analytics? Complete the Access Request Form.
3. Two Options:

   a. General Ledger option returns multiple SOAPFs:

      System defaults to the General Ledger (SOAPF). It is based on the Org and can be useful for determining all of the 7062 activity for projects mapped to the same Org (i.e. managed under the same Org).
b. Transaction Details option can be used to view the 7062 activity for one project:

![SPP Transaction Details]


<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>AP Invoice Header #</th>
<th>Transaction Number</th>
<th>Costs</th>
<th>AP Invoice Header Description</th>
<th>AP Invoice Created By</th>
<th>Check#</th>
<th>Check Date</th>
<th>Supplier</th>
<th>AP Invoice Line #</th>
<th>Object</th>
<th>Fiscal Period</th>
<th>SOAPF Code Combination String</th>
<th>GL Code Combination String</th>
<th>Source Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Request/Wiring Fund</td>
<td>21-SK0175</td>
<td>21-SK0175</td>
<td>$6,000.00</td>
<td></td>
<td></td>
<td>181538</td>
<td>11/23/2020</td>
<td></td>
<td></td>
<td></td>
<td>Dec-20</td>
<td></td>
<td>7062-Cash Study Participant Pay</td>
<td>385</td>
</tr>
<tr>
<td></td>
<td>21-SK0175A</td>
<td>21-SK0175A</td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td>112065</td>
<td>01/28/2021</td>
<td>UMB Account Transfers</td>
<td>Study participants have been compensated</td>
<td></td>
<td>Jan-21</td>
<td></td>
<td>7062-Cash Study Participant Pay</td>
<td>385</td>
</tr>
</tbody>
</table>

4. Export the results:

![Export Results]

5. Attend Analytics Training to learn how to format the columns (e.g. reorder, delete, etc.) to make the report easier to manage. Quantum Analytics training recordings:

https://www.umaryland.edu/quantum/quantum-webex-seminars/