UNIVERSITY of MARYLAND BALTIMORE



Analytics

2022

It takes a Village

Not a Silo

Case Study Workshop Payroll Reporting

Buzz Merrick

Training Lead, Quantum Financials

Published February 2022

Agenda

QA1 - Landing Page

Ö

OA Landing Page

Report Search Bar on Landing Page

Award/Project

Transaction Details Union Report (QA6.P7) What is the Balance of Object 7062 and 7072 on this

What are my POs on this SOAPF Code or Award/Project?

Welcome to Quantum Analytics! Your one-stop-shop for all of your reporting needs at UMBI The data on these dashboards is sourced from Quantum Financials, Quantum Planning and Budgeting, Kuali Research, and PeopleSoft HRMS. The data is updated nightly between 8 PM and 8 AM, so reporting during this time might return inconsistent results. After 8 AM Quantum Analytics will reflect the data from the source systems as of the close of business yesterday.

Dashboards **Payroll reporting** Quantum Analytics Report Search Bar 'Type Here to Search' Refresh Learning Resources îíl **Org Health Check** Sponsored Management **Payroll Management Downloads Management** All Activities Management Org Health Check Trends Trends **Payroll Portfolio by Home Department Ouantum GL Balances** Provides various metrics, key performance indicators, and Provides various graphical and tabular displays to analyze Analyze year-over-year trends of sponsored proposals, Displays how the labor costs of individuals employed by an compliance statistics for all levels of the University's trends in revenues and expenses. awards, and expenditures on a fiscal year basis. Includes organizational unit are funded across sources and by funding **Demo Production examples** organizational structure. graphical and tabular displays of the data. organization. Drillable to various levels of detail (employee, î SOAPE, project). All Source Search **Ouantum Awards** Provides revenue and expense detail across sources. Includes **Payroll Portfolio by Funding Department** net asset rollforward. Drillable to SOAPF detail. Identify Quantum awards and Quantum projects meeting various criteria. HINT: To search Kuali Research proposals and Displays what labor costs an organizational unit is funding awards utilize the Kuali download pages on the download across its sources and by the home department of the Get Started with Quantum Analytics! Search dashboard. employees' whose salaries they are funding. Drillable to from Quantum Financials. Several resources are available to help you get familiar Tool to identify SOAPF codes meeting various criteria. Drillable Q&A various levels of detail (employee SOAPE project) to Budget to Actual Detail with Quantum Analytics. PI Profile **Ouantum Projects Payroll General Ledger Details** Step through UPK tutorials here. Provides a one-stop shop to provide information on the entir **Budget to Actuals Summary** Find User Aids here. Analyze payroll activity charged to an individual SOAPF code sponsored portfolio of an individual Principal Investigator Analyzes revenues and expenses with comparisons to budget Drillable to Award Detail for a deeper analysis of each award Find Analytics WebEx Workshop Seminar Recordings and previous fiscal years, summarized by chart of account Payroll Sponsored Details segments. Financials. Award Detail Analyze payroll activity charged to an individual sponsored Visit the Training and Support page of the Quantum **Budget to Actuals Detail** omprehensive details necessary to manage an individual award or project. website here for other training information and links. award or project. Includes budget to actual as well as variou HRMS Payroll such as recorded Webinars, Training FAQs, and the Comprehensive review of activity for a single SOAPF code. reports of revenue and expense activity on an inception-to Quantum Organization Hierarchy. Includes comparison to budget, previous fiscal years, and late basis Employee Detail various reports on transactions and current balances. Ideal f Analyze payroll charges for an individual employee across a managing an individual budget. Drillable to transaction detail. Find My Award of their funding sources. Available only to those with the Having trouble finding your Award Number but you know Payroll Analyst role. other attributes like the Project Number, PI, Owning Additional Functionality Now Available: 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

Download General Ledger Balances by fiscal period at the OSOAPFUFI level. Amounts include fiscal period actuals, yearto-date actuals and encumbrances, and annual budgets.

Download Quantum Awards with budgets, revenues, billings, costs and commitments summarized at the award level. Also includes demographic data describing the awards. All data

> 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

Download payroll charges detail by employee, object, SOAP 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.

The Big Picture of Analytics î

Case Studies

Case Studies are stories used as teaching tools to show how a theory or concept applies to real situations. Topic-specific Case Studies workshops will demonstrate how Quantum Analytics reporting can be leveraged for specific business areas of our workforce, leveraging multiple Analytics Dashboards.



Workshop Objective

This workshop is targeted to employees who manage budgets and payroll. The primary focus is to provide the context of why, when, and how users run reports from the various Quantum Analytics Dashboards and to help users understand the connect between the HRMS Payroll system and Quantum Analytics.



HRMS and Analytics Comparison



Front End Payroll Processing	Back End Payroll Management
(using eUMB HRMS)	(using Quantum Analytics)
 <u>Create</u> payroll transactions; e-PAF, Employee Funding Profile (EFP), pay adjustments, and employee terminations <u>Review</u> Paychecks and Paycheck distributions UMB HRMS <u>Payroll Charges Detail Report</u> <u>Monitor</u> Payroll Clearing Account – who enters data into PCAs? (depends on Org structure) <u>Monitor</u> EFP's and funded effort (FTE) 	 <u>Monitor</u> Payroll activity – what's posted and encumbered <u>Reconcile</u> payroll- verification of funded effort and monitor budget to actual costs <u>Review retroactive payroll adjustments</u> – Direct Retro process, payroll adjustments, FTE redistribution <u>Payroll Analysis</u> – includes reconciliation and forecasting for Project or SOAPF level, w/in schools or orgs <u>Payroll Reporting/Forecasting</u> – includes summarizing higher level of data (multiple ORG's, Dept., School) and forecasting annualized funded effort (All Funds Budgeting) <u>Pro-actively manage</u> payroll for future funding of new awards, project extensions, and pending grant continuations <u>Forecasting</u> budgets to Life to Date Costs, including encumbrances for Sponsor reporting and grant close out

HRMS Query Viewer

Employee Funding (CA) - Employee Reports used for Payroll Management

My Reports	Query Viewer										
Process Monitor	Enter any information yo *Search I		rch. Leave fields blank for a list of all v	alues.							
Query Viewer	Search	Advanced Sear	-								
Worklist							Deeree				() Let
Wedding Datally	My Favorite Qu	leries	Description	0	Tables	Run to		Run to	nd 🛃 📗	First 1-9 of 9	
Worklist Details	Query Name		Description	Owner	Folder	HTML	Excel	XML	JUIEUUIE		Remove
	UMB_CA_EFP_BY_D	EPT_ID	EFP- All Employees in Dept	Public		HTML		XML	Schedule	Lookup References	-
	UMB_CA_NO_EFP		List EEs with No EFP setup	Public		HTML	Excel	XML	Schedule	Lookup References	-
	UMB_CA_PROJSTAT	S_BY_DEPTID	Project Dates-Status by DEPTID	Public		HTML	Excel	XML	Schedule	Lookup References	-
	UMB_HR_COMPRAT	E_DEPT	All Comp Rates	Public		HTML	Excel	XML	Schedule	Lookup References	-
	UMB_HR_EMP_HOM	IE_ADDR	Emp home addresses by paygroup	Public		HTML	Excel	XML	Schedule	Lookup References	-
	UMB_HR_FACULTY_	ACTIONS_LIST	Faculty Actions Detail List	Public		HTML	Excel	XML	Schedule	Lookup References	-
	UMB_HR_JOB_HIST	ORY_DEPARTMENT	Job History by Department	Public		HTML	Excel	XML	Schedule	Lookup References	-
		ONS_FACULTY	Pay Actions for faculty ees	Public		HTML	Excel	XML	Schedule	Lookup References	-

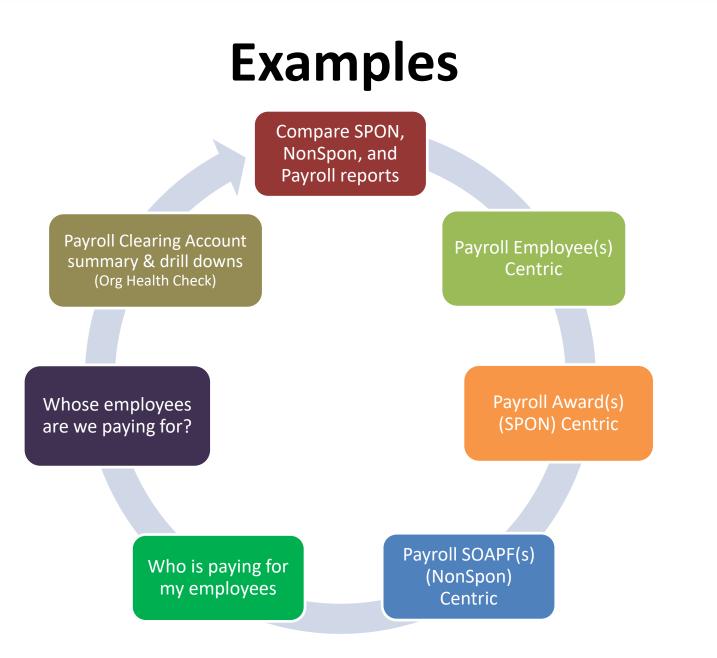
Questions that Payroll reports can answer...

- Where can I get a list of my Department employees payroll?
- Which report do I run to reconcile my employees retro pay?
 Can I do that for a group of employees?
- Which of my employees get some of their pay from Awards & Projects (Spon) and from Nonsponsored (NonSpon) sources
- Where I can go to get summary and detail for my PCAs (Payroll Clearing Account)
- Which employees on campus is my department paying for?
- > Which of *my employees* are being paid by *other departments*?



Financials Calendar – Payroll Dates

			January 2022	2		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 ses: Nightly Processing (See	27 P Detail)	28	29	30	31	
	- Dorany			Click the labels	to view details	
2	3		F		7	
2 ses: Nightly Processing (Re		4	5	6 PP#22-14 Processed	DECEMBER Month Closed	OA: DEC Month End Data
in the second					PP#22-14 Data Available in	
9	10	11	12	13	14	
		QA Payroll Management Da	Using NONPO Invoices for (QA All Activities Managemer		
			QA Sponsored Management			
		Searching for NONPO Supp				
16	17	18	19	20	21	
		Receiving Orders	Creating & Approving Requi	PP#22-15 Processed	PP#22-15 Data Available in	
		Creating and Managing Cus	Viewing and Collecting CBS	Using Debit Memos for Accc	Billing USMF and UMBF For	
				Reallocating & Approving Pr		
23	24	25	26	27	28	
		QA Quantum Analytics Coac	QA Case Studies Workshop			



Payroll answers from different Dashboards

Award Detail Payroll Dashboard reports & the Budget to Payroll Transaction Detail report are Dashboard Actuals "payroll centric"! Their focus is Detail reports Payroll pay period and employee. Reporting Budget to Transaction Actuals Detail Summary (Downloads Mgt

Dashboard)

Reports in other Dashboards are "budget centric" providing Payroll reporting along with other expenses and revenue. Award Detail and Budget to Actuals Detail provide secondary reports that focus on payroll, but are NOT Pay Period centric.

Library of Payroll Reports Available in Quantum Analytics

Which Dashboard reports support Payroll reporting?

Reports from Sponsored, All Activities, Payroll, Org Health Check, and Downloads Management Dashboards

Question	Dashboard	Analytics Report
Which employees is my department paying for? (Note: Sponsored and All Activities Dashboard reports are "budget centric" reports that provide revenue and expenses summary and detail data.)	Sponsored	<u>QA4.P4 – Award Detail</u> you can "Drill Through" on \$\$\$ to open in a report in a second bowser tab AND it automatically displays QA4.P4.R2 (this 2 nd report opens below Award Detail report because the "Who Is This Award/Project Funding" radio button is selected by default. Tip: Right Click on Period Salary to the "Include" Posted Pay Period Name column in the result!
	All Activities	<u>QA3.P4.R1 – Budget to Actuals Summary</u> displays "How Muc Budget Is Left?". You can "Drill Through" on \$\$\$) to open QA3.P4.R1.D1 "What is the SOAPF Code Combo Makeup" <i>in a second browser tab</i> – but this answer is SOAPF centric, not Payroll centric! It is a rollup of expenses by SOAPF not payroll, <u>QA3.P5 – Budget to Actuals Detail</u> (Drill Through on \$\$\$) AND a second default report displays below it: QA3.P5.R3 – "Who is being Funded by this SOAPF Code?" (this 2 nd report opens below the Budget to Actuals Detail report because the "Who is being Funded by this SOAPF Code?" radio button is selected by default.
Which report do I run to reconcile my employees retro pay? Can I do that for a group of employees?	Payroll	QA5.P5 – Employee Detail Includes 2 answers: QA5.P5.R1 ("How is a particular employee's salary being paid?" QA5.P5.R2 ("When were salary charges posted and affected?")
Who are the employees on one or more Awards?	Payroll	<u>QA5.P4 – Payroll Detail-Sponsor</u> – answers one question: QA5.P4.R1 – "Who are the employees on this budget?" Includes Pay Period and encumbrances. Can select multiple awards. Tip: Right Click on "Posted Pay Period" to include the "Affected Pay Period Name" row as a column header
Who are the employees on one or more SOAPFs?	Payroll	<u>QA5.P3 – Payroll Detail-GL</u> – results in: QA5.P3.R1Who are employees on this budget? (Can choose one or more SOAPFs)
Which of my employees get some of their pay from my department and some from other departments?	Payroll	QA5.P1 - Payroll Portfolio by Home Department QA5.P1.R1 – "What Organizations Are Funding Our Employees And How Are They Funding Them?" Tip: Right Click on Funding Department column header to Include Home Dept. Also - Right Click on Funding Department and Include Salary & Fringe as a column. Tip: Right Click on a \$\$ hyperlink to open a 2 nd report in a new browser tab: QA5.P1.R1.D1 – "Who are the employees on this budget?"
Which employees who are part of other organizations are we paying for?	Payroll	QA5.P2 – Payroll Portfolio by Funding Department (QA5.P2.R1) – "What Organizations' Employees Are We Fundin and How Are We Funding Them?" Tip. Right Click on a \$\$ hyperlink to open a 2 nd report in a new browser tab: QA5.P2.R1.D7 – "Who are the employees on this budget?"
What Is The Health Of My Payroll Activities? – PCA Info Tiles	Org Health Check	QA2.T11 – PCA Balance "Drill Through" to SOAPF Level
Results are one dataset – not a Pivot Table. A downloadable report, typically saved as Formatted Excel or CSV format.	Downloads Management	<u>QA6.P2 – Payroll</u> results in QA6.P2.X1 <u>QA6.P7 – Transaction Details Union</u> (for Actuals) results in QA9.P1.X01

"Who is being funded?"

Dashboard				Analytic	s Repo	rt											
Sponsored	second QA4.P4 s This / <mark>Tip:</mark> Rig	 4.P4 – Award Detail you can "Drill Through" on \$\$\$ to open in a report in a ond bowser tab AND it automatically displays 4.P4.R2 (this 2nd report opens below Award Detail report because the "Who his Award/Project Funding" radio button is selected by default. Right Click on Period Salary to the "Include" Posted Pay Period Name imm in the result! 									Posted Pay Period Name Period Actuals Posted Pay Period						
Job Name	Job Code	Home Org	Project	Funding Source Number	Funding Source	Period Salary		Period Fringe		Salary	Fringe	Salary and Fringe					
Assistant Professor	217502	10213000~SOM Institute For Genome Science	10023631	000004	National Institute of Allergy	\$0.00	19-22	\$0.00	\$0.00	\$4,128.86	\$ \$1,010.86	\$5,139.72					
Dashboard					/tics R				410.0]						
All Activities	Bud QA in a Pay QA a so QA 2 nd bed but	3.P4.R1 – E dget Is Left? 3.P4.R1.D1 a second bro yroll centric! 3.P5 – Bud cond defau 3.P5.R3 – " report open cause the "W ton is select use the R	". You "What i wser ta It is a i get to A It repor Who is b below Vho is b	can "Dr is the S rollup o A <i>ctuals</i> t displa being Fu eing Fu efault.	rill Thro OAPF t this an f expen <u>s Detai</u> ys belo unded udget to unded l	bugh" Code nswer nses t d (Dril by it: by th by this	on \$\$9 comb is SO oy SO I Throu is SO ials De s SOA	6) to c to Ma APF c APF n Igh or Igh or APF C tail re PF Cc	open keup" centric ot pay n \$\$\$) code?' oport	c, not yroll, AND ' (this	View By	Object Emplaye	ee				

Employee(s) Centric – Employee Detail Report

QA5.P1 - Payroll Portfolio by	Home Departm	nent QA5.P2	- Payroll Portfolio	by Funding Department	QA5.P3 - Payroll Detail-GL QA5.P4	- Payroll De	etail-Spo	nsor Q/	A5.P5 - Employee De	tail						¢0
Landing Page QA5.P5.X1 * Select	Time run: 1 Employee N	particular e 1/26/2022 9:4, lumber: 002505 lame: Merrick,Bo	12:42 AM 5	salary being paid?	(QA5.P5.R1)				Î			sted c v or Sa				
Pay Period Postec								ſ	Posted Pay Period							
									Salary \$							
* Start Pay Period									Pay Period Posted	22-05	22-06	22-07	22-08	22-(09 22	2-10 :
>= 22-05									Posted Pay Period End Date	08/28/2021	09/11/2021	09/25/2021	10/09/20	021 10/:	23/2021 11	/06/2021
* End Pay Period <=	Employee ID	Full Name	Object Code - Description	Sponsor/NonSponsor	SOAPF Code	Project		Project Name	Funding Source							
22-12 🔻			1013~Exempt Staff	Non-Sponsored	105-06203000-000000-0000000-620							\$25,292.7	\$4,070).00 \$4	4,070.00 \$	64,070.00
Fiscal Period Year			Stan		105-06204000-000000-0000000-630					\$4,070.00	\$4,070.00	(\$21,222.1	4)			
Select Value-	Grand Tota	al								\$4,070.00	\$4,070.00	\$4,070.0	\$4,070).00 \$4	4,070.00 \$	4,070.00
Thru Fiscal Period Select Value-▼		ere salary cl 1/26/2022 9:4		ed and affected? (C	QA5.P5.R2)			F	Refresh - Print - Expoi	rt		Retro P	& Cu eriod			Pay
Home School									Salary \$			_				
Select Value-▼																
Home Department									Pay Period Po			-06	22-07		22-08	22-09
(All Column Va									Posted Pay Period End Da	08/28/	/2021 09/11	/2021 09/28	5/2021		10/09/2021	10/23/20
										Curre	nt Curre	ent Retro) Ci	urrent	Current	Current
Home Org (All Column Va ▼	Employee ID	Full Name	Object Code - Description	Sponsor/NonSponsor	r SOAPF Code	Project Number			ect Funding Source	•						
* Employee ID			1013~Exempt Staff	Non-Sponsored	105-06203000-000000-0000000-620	D						\$21	,222.14 \$4	4,070.00	\$4,070.00	\$4,070.
* Employee ID - Name			Staff		105-06204000-000000-0000000-630	٥				\$4,0	70.00 \$4,0	70.00 (\$21,	222.14)			
•	Grand Tota	ıl								\$4,0	70.00 \$4,0	70.00	\$0.00 \$4	4,070.00	\$4,070.00	\$4,070.
Apply Reset V								F	Refresh - Print - Expor	rt						

Spon Centric – Payroll Detail-Sponsor

nding Page A5.P4.X1	<i>Time run:</i> Award Num	the employe 1/26/2022 9:50: ber: 1400685A e: A Genomics Ba	09 AM		-					Ca		ed or A r Salar				
* Select							Pos	ted Pay Perio	d 🔻	Ja	lary U	i Salal	y & ri	inge		
Pay Period Postec▼	Tip:	Right Click	on "Poste	ed Pav Pe	riod"		Sa	ary \$	•							
Start Pay Period	to in	clude the " e" row as a	Affected F	Pay Period			Posted Pay Period	22-01	22-02	22-03	22-04	22-05	22-06	22-07	Encumbrance- 22-07	Grand Tota
>= 22-01 ▼	Award	Full Name	Employee ID	Project	Organization	Object Code - Description	Job Code									
End Pay Period <= 22-07 ▼	1400685A			1400685A3C1	10213000~SOM Institute For Genome Science	1013~Exempt Staff	E0764F	\$354.63	\$354.63	\$354.60	\$354.63	\$354.63	\$354.63	\$354.63	\$4,736.88	\$7,219.2
22-07 ▼ ⁷ Award 1400685A-A Genc▼				1400685A3C4	10213000~SOM Institute For Genome Science	1013~Exempt Staff	E0764F	\$1,063.90	\$1,063.90	\$1,063.91	\$1,063.90	\$1,063.90	\$1,063.90	\$1,063.90	\$14,210.64	\$21,657.9
Project Select Value ▼				1400685A3C5	10213000~SOM Institute For Genome Science	1012~Faculty 12 Month	148510				\$1,813.67	\$564.26	\$564.24	\$564.25	\$7,536.77	\$11,043.1
Funding Org Select Value ▼				1400685A3C1	10213000~SOM Institute For Genome Science	1013~Exempt Staff	E3307E	\$750.99	\$750.99	\$750.99	\$750.99	\$750.99	\$750.99	\$750.99	\$10,031.03	\$15,287.9
Funding Source (All Column Value:▼				1400685A3C7	10213000~SOM Institute For Genome Science	1013~Exempt Staff	E3307E	\$625.82	\$625.82	\$625.82	\$625.83	\$625.82	\$625.83	\$625.82	\$8,359.21	\$12,739.9
Object Code Select Value ▼				1400685A3C6	10213000~SOM Institute For Genome Science	1012~Faculty 12 Month	123509	\$1,724.86	\$1,724.87	\$1,724.87	\$2,197.37	\$2,997.49	\$1,871.88	\$1,871.87	\$25,002.87	\$39,116.
Apply Reset v				1400685A3C3	10213000~SOM Institute For	1012~Faculty 12 Month	148510	\$1,564.93	\$1,564.93	\$1,564.93	\$1,564.93	\$1,564.93	\$1,564.93	\$1,564.93	\$20,903.02	\$31,857.5

14

NonSpon Centric – Payroll Detail - GL

QA5.P1 - Payroll Po	ortfolio by	Home Departmer	nt QA5.P2 - Payroll	Portfolio by Fu	inding Department	QA5.P3 - Pa	ayroll Detail-(GL QA5.P	4 - Payroll Det	ail-Sponsor	QA5.P5 - Er	nployee Detai	I				÷
QA5.P3.X1			26/2022 9:58:45 Al 105-10105030-00000	0-0000000-1	• 40 Veterinary Resource	ces-Unspecified	-Unspecified-	Department	al Admin			Post	ed or	Affecte	ed		
* Select	Tip: I	Right Click	on "Posted		,				osted Pay Peri	od 🔻	5	Salary	or Sala	iry & F	ringe		
Pay Period Pos	Pay P	eriod" to i	nclude the					s	alary \$	•							
	"Affe	cted Pay P	eriod Name"														
* Start Pay Peri	row a	is a colum	n header		Posted Pay Period	22-06	22-07	22-08	22-09	22-10	22-11	22-12	22-13	22-14	22-15	Encumbrance- 22-15	Grand Total
>= 22-06	¥	SOAPF Code	Employee	Employee ID	Object Code - Description												
* End Pay Period	d	105- 10105030- 000000-			1012~Faculty 12 Month					\$2,540.09	\$5,926.87	\$3,209.48	\$5,316.40	\$5,316.40	\$5,316.40	\$63,037.29	\$90,662.93
<= 22-15	•	000000- 0000000- 140			1012~Faculty 12 Month	\$3,452.05	\$3,452.05	\$3,452.05	\$12,274.03	\$4,526.03	\$4,526.03	\$4,526.03	\$4,526.03	\$4,526.03	\$4,526.03	\$53,665.75	\$103,452.11
Fiscal Period Ye					1012~Faculty 12 Month	\$3,040.83	\$2,812.85	\$2,812.85	\$2,812.85	\$2,812.85	\$2,812.85	\$2,812.85	\$2,812.85	\$2,812.85	\$2,812.85	\$33,352.30	\$61,708.78
Select Value	•				1013~Exempt Staff	\$3,249.19	\$3,249.18	\$3,249.18	\$3,249.18	\$3,249.19	\$3,249.18	\$3,249.19	\$3,249.19	\$3,249.19	\$3,249.19	\$38,526.03	\$71,017.89
Thru Fiscal Perio	od T				1012~Faculty 12 Month	(\$17,733.88)											(\$17,733.88)
* SOAPF Code					1012~Faculty 12 Month	\$5,314.89	\$2,263.02	\$2,263.02	\$2,263.02	\$2,263.02	\$2,263.02	\$2,263.02	\$2,263.02	\$2,263.02	\$2,263.02	\$26,832.88	\$52,514.95
105-10105030-0	0(1013~Exempt Staff	(\$857.12)	\$1,168.21	\$1,168.21	\$1,168.21	\$0.00							\$2,647.51
Employee ID - N	ame	Grand Total				(\$3,534.04)	\$12,945.31	\$12,945.31	\$21,767.29	\$15,391.18	\$18,777.95	\$16,060.57	\$18,167.49	\$18,167.49	\$18,167.49	\$215,414.25	\$364,270.29
Select Value	•							Re	fresh - Print -	Export							

Department Centric – By Funding Dept

(What Org's people are we paying for and how are we funding them?)

A5.P1 - Payroll Portfolio by Home Departmen	QA5.P2 - Payroll Portfolio by Funding Depart	tment QA5.P3 - P	ayroll Detail-GL QA5.P4 - Payr	oll Detail-Sponso	r QA5.P	5 - Employee De	tail			
anding Page										
QA5.P2.X1	What Organizations' Employees A	re We Funding	and How Are We Fund	ing Them? (QA5.P2.	R1)				
* Fiscal Year			Please Sele	ect: Salary \$	•					
2022 🔻					-					
* Thru Fiscal Period	Home Department	State Appropriation	DRIF - Designated Research Initiatives	Revolving	Cost Share	Auxiliary	Contracts And Grants	Hospital Contracts	Other Restricted	Total
Jan 🔻	E0000000~Institution Wide E	\$0.00		\$0.00			\$0.00			\$
Funding School	E0210000~Office Of The President, UMB E	\$1,059,323.30		\$73,146.50			\$7,249.56			\$1,139,71
Select Value	E0220000~University Counsel E	\$826,351.14		\$1,250,521.85						\$2,076,87
	E0240000~External Relations E	\$2,045,408.03		\$11,611.41			\$100,476.94			\$2,157,49
Funding Department	E0260000~VP of Equity, Diversity, and Inclusion E	\$75,138.00		\$0.00						\$75,13
Funding Org	E0320000~Philanthropy E	\$1,629,225.58		\$17,100.22						\$1,646,32
Select Value	E0410000~Office of the Provost/OAA VP E	\$1,299,364.94		\$4,326.67						\$1,303,69
Object	E0430300~OAA Enrollment And Admissions	\$445,946.26		\$11,780.87		\$3,036.16			\$469,368.10	\$930,13
Select Value	E0430500~OAA Student Services	\$643,066.00		\$900.00		\$308,810.75	\$360.00			\$953,13
	E0430700~OAA Auxiliary Enterprises E	\$189,324.02		\$24,193.72		\$642,482.26	\$396.43		\$320.00	\$856,71
Job Code	E0470100~HS/HSL Library	\$1,542,137.18		\$72,035.85			\$315,889.39			\$1,930,06
Select Value	E0500000~Research And Development E	\$3,948,692.61	\$1,000.00	\$63,218.19			\$10,330.79		\$0.00	\$4,023,24
Apply Reset v	E0610000~A&F Office Of The VP E	\$392,774.78		\$0.00						\$392,77
ased on the dashboard prompts	E0620100~Office of Senior AVP Finance E	\$167,163.70		\$0.00						\$167,16
pplied above, the reports on this	E0620200~Budget & Financial Analysis E	\$355,590.68		\$0.00						\$355,59
ashboard page are now filtered by: Fiscal Period Year is equal to 2022	E0620300~Financial Services E	\$1,926,082.29		\$22,484.39						\$1,948,56
and Fiscal Month Name is equal to Jan Refresh - Print - Export	E0620500~Central Admin Support Services E	\$852,454.24		\$17,770.19						\$870,22

Department Centric – Home Dept

"What Org's are funding our employees and how are they funding them?"

QA5.P1 - Payroll P	Portfolio by Home Department Q	A5.P2 - Payroll Portfolio by Funding Department QA5.P3 - Payro	II Detail-GL QA5.P	4 - Payroll Detail-Sponsor QA5.F	P5 - Employee D	etail			1
Landing Page									
	QA5.P1.X1	What Organizations Are Funding Time run: 1/26/2022 10:09:26 AM	Our Employee	s And How Are They Fu	nding Them	? (QA5.P1	.R1)		
	* Fiscal Year			Please Select: Salary \$	•				
	2022 🔻								
	* Thru Fiscal Period	Funding Department	State Appropriation	DRIF - Designated Research Initiatives	Revolving	Cost Share	Contracts And Grants	Hospital Contracts	Total
	Jan 🗸	E0000000~Institution Wide E	\$0.00	\$0.00	\$141,053.64	\$0.00	\$0.00	\$0.00	\$141,053.64
	Home School	E0210000~Office Of The President, UMB E					\$1,588.09		\$1,588.09
	(All Column Value:▼	E0630000~Human Resources E	\$2,000.00						\$2,000.00
	Home Department	E0810000~SON Dean's Office E			(\$1,500.00)				(\$1,500.00)
	(All Column Value:▼	E1010500~SOM Ofc of Rsch & Grad Studies E	\$34,996.42						\$34,996.42
	Home Org	E1010550~SOM Cores			\$21,042.54				\$21,042.54
	10205000~SOM C	E1010590~Grad Prog In Life Sciences			\$13,333.32				\$13,333.32
	Object Code	E1020500~SOM Oncology Program E	\$433,853.20	\$10,500.00	\$2,550,526.99	\$68,341.07	\$4,416,141.63	\$2,341,055.50	\$9,820,418.39
	Select Value	E1020700~Institute Of Human Virology	\$0.00			\$1,936.38	\$7,021.94		\$8,958.32
	Job Code	E1021300~SOM Institute Of Genome Science E				\$336.01	\$1,304.53		\$1,640.54
	(All Column Value:▼	E1021700~Clinical Translational Science E				\$5,260.62			\$5,260.62
	Apply Reset v	E1030400~Pharmacology E			\$14,707.50		\$24,063.81		\$38,771.31

Handy Tips/Techniques

- Payroll reports are *Payroll* and *Pay Period "c*entric", the results come <u>directly</u> from HRMS system – All Activities and Sponsored Mgt reports show payroll in pivotized format – salary and fringe are always separate hyperlinks
- ✓ Right Click (RC) columns/row labels to Include, Exclude, etc.
- Project and Award have been added to the Employee Detail and Sponsored Details reports
- ✓ Payroll reports have Return & Back hyperlinks
- ✓ Drilling on numbers provides multiple choices for Payroll by Home or Funding Reports

↑⊥ Sort Column

Return - Back - Refresh - Print - Export

Drill to Employees

Drill to SOAPF Detail

Drill to SOAPF and Employees

Get Started with Quantum Analytics!

Several resources are available to help you get familiar with Quantum Analytics. Step through UPK tutorials here. Find User Aides 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.

Quantum Financials Campus Reports

Campus Reports				
QFN122 SOAPF	QFN129 Project	QFN98 CBS	QFN071 User	QFN130 PCard
Combo	SOAPF Combo	Customer List	Security Roles	Transactions
QFN190 ORG	QFN191 OBJECT	QFN170 GL Trial	QFN044 SPON AR	
Hierarchy	Hierarchy	Balance	Aging	

Training & Support Learning Resources

Overview of Quantum Financials	Quan
Timeline	• <u>All Activi</u>
Our Team	 <u>Drill Dow</u> <u>eUMB Ch</u>
Guiding Principles	<u>Excel Tip</u>
What's Changing?	<u>Export Fe</u>
what's changing.	• How to C
Chart of Accounts	• How To F
What's Next?	<u>Payroll R</u>
	QF Pocket
Change Management	<u>Sponsore</u>
Training and Support	• <u>Transacti</u>
	• <u>Transacti</u>
Quantum Analytics User Aids	• <u>Transacti</u>
Quantum Financials User Aides	What Are
Frequently Asked Questions	What Rep
	Where to
Presentations	Volume
Quantum Bytes Publications	Volume

Quantum Analytics User Aids

Transaction Details Union Encumbrance Report Cheat Sheet XLSX OPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW Transaction Type Definitions for Transaction Union Details Report PDF		Payroll Report Descriptions in Quantum Analytics PDF
Transaction Type Definitions for Transaction Union Details Report PDF		
	Transaction Type Definitions for Transaction Union Details Report PDF	QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED
What Are My POs and PRs on Awards and SOAPFs - The R50 Report PDF NE		QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX Transaction Details Union Encumbrance Report Cheat Sheet XLSX
 What Reports are in Quantum Analytics PDF 	What Are My POs and PRs on Awards and SOAPFs - The R50 Report PDF NEW	QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW Transaction Type Definitions for Transaction Union Details Report PDF
<u>What Reports are in Quantum Analytics</u> PDF	What Are My POs and PRs on Awards and SOAPFs - The R50 Report PDF NEW	QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW Transaction Type Definitions for Transaction Union Details Report PDF
 Transaction Type Definitions for Transaction Union Details Report PDF 		QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF
	Iransaction Details Union Encumprance Report Cheat Sheet MLSX NEW	QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF
Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW		QF Pocket Guide PDF
 <u>Transaction Details Union Actuals Report Cheat Sheet</u> XLSX UPDATED <u>Transaction Details Union Encumbrance Report Cheat Sheet</u> XLSX NEW 	Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED	Payroll Report Descriptions in Quantum Analytics
 Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW 	 Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED 	
 QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW 	 <u>QF Pocket Guide</u> PDF <u>Sponsored Management Report Descriptions in Quantum Analytics</u> PDF <u>Transaction Details Union Actuals Report Cheat Sheet</u> XLSX UPDATED 	How To Remove Saved Customizations in Quantum Analytics
 Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW 	 Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED 	How to Change the Default Report Time Setting
 Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW 	 How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED 	Export Features and Tips
 How to Change the Default Report Time Setting PDF How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW 	 How to Change the Default Report Time Setting PDF How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED 	Excel Tips for Working with an Analytics Export
 How to Change the Default Report Time Setting PDF How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW 	 Export Features and Tips PDF How to Change the Default Report Time Setting PDF How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED 	eUMB Chartstring and Quantum Non-Spon Comparison
 Excel Tips for Working with an Analytics Export PDF Export Features and Tips PDF How to Change the Default Report Time Setting PDF How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX VPDATED Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW 	 Excel Tips for Working with an Analytics Export PDF Export Features and Tips PDF How to Change the Default Report Time Setting PDF How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED 	Drill Down Enhancements for Award Detail and Budget to Actuals Reporting
 eUMB Chartstring and Quantum Non-Spon Comparison PDF Excel Tips for Working with an Analytics Export PDF Export Features and Tips PDF How to Change the Default Report Time Setting PDF How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX NEW 	 eUMB Chartstring and Quantum Non-Spon Comparison PDF Excel Tips for Working with an Analytics Export PDF Export Features and Tips PDF How to Change the Default Report Time Setting PDF How To Remove Saved Customizations in Quantum Analytics PDF Payroll Report Descriptions in Quantum Analytics PDF QF Pocket Guide PDF Sponsored Management Report Descriptions in Quantum Analytics PDF Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED 	All Activities Reports Descriptions in Quantum Analytics
	• • • • •	

Webex Seminars

Upcoming live and recorded Webex seminars are listed <u>here</u>.

Resources

Quantum Help Desk email submissions to: <u>help@umaryland.edu</u>

Code Definitions

- ✓ OSAOPFUFI (Segment) Names and Definitions
- ✓ <u>Source (Fund) Values, Descriptions and Definitions</u>
- ✓ Function Values, Descriptions and Definitions
- ✓ Object (Acct) Expense Accounts list
- ✓ Object (Acct) Revenue Accounts list
- ✓ Balance Sheet Accounts
- ✓ Department Org List
- Departments (Org) Definitions use QFN190 ORG Hierarchy in Campus Reports in Quantum Financials (log in and select Campus Reports icon)



Quantum Non-Sponsored Accounting String (Former eUMB Chartstring)

		SOAPF = el	JMB PROJ	ECT ID				
Ο	S	0	Α	Р	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	xxxxxxx	xxxxxx	XXXXXXXX	XXX	XX	XXXXX	XXX



