Tips, Tricks, & Troubleshooting
All Activities Mgt Dashboard

Dashboard

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 repositioning. Credible to SQUPF detail.
- Search: Tool to identify SQUPF codes meeting various criteria. Credible 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 SQUPF code. Includes comparison to budget, previous fiscal year, and variances on transactions and current balances. Ideal for managing an individual budget. Credible 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. HT1: To search Kuali Research proposals and awards utilize the Kuali dashboard on the download dashboard.
- PI Profile: Provides a one-stop shop to provide information on the entire sponsored portfolio of an individual Principal Investigator. Credible to Award Detail for a deeper analysis of each award.
- Award Detail: Comprehensive information necessary to manage an individual award or project. Includes budget to actual as well as various reports of revenue and expenditure activity in an internal-to-date basis.
- Find My Award: Having trouble finding your Award number but you know other attributes like the Project Number, PI, Country Organization, and Sponsor? Use this page to most 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 filters to select the option to see the result either with or without Cost Share.
- SPP 7062 Activity: Displays all fraud and participant payment (SPP) activity processed through Object 7062 (Cost Study Participant Pay), including the initial issuance of the working level check and the debit memo charges to Object 3125 (Participant Study FTE Group) resulting distributions to participants. Credible to RUPP memo and debit memo detail.

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. Credible to various levels of detail (employee, SQUPF project).
- Payroll Portfolio by Funding Department: Displays how labor costs are funded organization-wide and how funding across its sources and by the home department of the employed whose salaries they are funding. Credible to various levels of detail (employee, SQUPF project).
- Payroll General Ledger Details: Analyze payroll activity charged to an individual SQUPF code.
- Payroll Sponsored Details: Analyze payroll activity charged to an individual sponsored award or project.
- Employee Details: Analyze payroll changes 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 CSG/PPUP level. Includes balance for period, actuals, sub-accounts, and concurrencies, and annual budgets.
- Quantum Awards: Download Quantum Awards with budget, revenues, billing, costs, and commitments summarized at the award level. Also includes demographic data describing the awardee. All data from Quantum Financials.
- Quantum Projects: Download Quantum projects with budget, revenues, billing, costs, and commitments summarized at the project level. Also includes demographic data describing the projects and the awardee with which they are associated. All data from Quantum Financials.
- HRMS Payroll: Download payroll changes detail by employee, object, SQUPF, RUPP (if applicable), effective pay period, and grossed pay period. Available only to those with the Payroll Analyst role.
- Kuali Proposals: Provides a summary of proposals downoaded 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.
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

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.
All Activities Reports

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

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

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

✓ All reports provide Return & Back hyperlinks

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

✓ Multiple “Report Selectors” – referred to as “radio buttons” in Budget to Actuals (B2AD) Detail only
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.

<table>
<thead>
<tr>
<th>SOAPF Code</th>
<th>Source</th>
<th>Org</th>
<th>Activity</th>
<th>Purpose</th>
<th>Function</th>
<th>Period Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>105-06508100-000000-00151013-720</td>
<td>105-General Appropriation</td>
<td>06508100-Maintenance and Operations Adm</td>
<td>000000-Unspecified</td>
<td>00151013-IFM Fund Balance Projects</td>
<td>720-Building Maintenance</td>
<td>$0.00</td>
</tr>
<tr>
<td>105-06508100-000000-00151031-720</td>
<td>105-General Appropriation</td>
<td>06508100-Maintenance and Operations Adm</td>
<td>000000-Unspecified</td>
<td>00151031-Facilities Maintenance Adm</td>
<td>720-Building Maintenance</td>
<td>($75,252.32)</td>
</tr>
</tbody>
</table>

• 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
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

- Enjoy the “View(s)”
  - 5 “View By” in Budget to Actuals Details
  - 6 in Award Details

“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 **Encumbrances Cheat Sheet** for R50 column definitions
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!)

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 Analytics User Aids

- All Activities Reports Descriptions in Quantum Analytics [PDF]
- Drill Down Enhancements for Award Detail and Budget to Actuals Reporting [PDF]
- 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
- Transaction Details Union Encumbrance Report Cheat Sheet [XLSX] NEW
- Transaction Type Definitions for Transaction Union Details Report [PDF]
- What Are My POs and PRs on Awards and SOAPFs - The R50 Report [PDF] NEW
- 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 Help Desk email submissions to: help@umaryland.edu
Quantum Non-Sponsored Accounting String
(Former eUMB Chartstring)

<table>
<thead>
<tr>
<th>O</th>
<th>S</th>
<th>O</th>
<th>A</th>
<th>P</th>
<th>F</th>
<th>U</th>
<th>F</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object (Acct)</td>
<td>Source (Fund)</td>
<td>Organization (Owner Dept)</td>
<td>Activity NEW</td>
<td>Purpose NEW</td>
<td>Function (Program)</td>
<td>Unit (GLBU )</td>
<td>Future TBD</td>
<td>Interfund (Crossing Funds)</td>
</tr>
<tr>
<td>XXXX</td>
<td>XXX</td>
<td>XXXXXXXXX</td>
<td>XXXXXX</td>
<td>XXXXXXXXX</td>
<td>XXX</td>
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</tbody>
</table>
Questions