



Actuals & Encumbrances in Transaction Detail Union Reports

QA6.P1 - GL Balances QA6.P2 - Payroll QA6.P3 - Quantum Awards QA6.P4 - Quantum Projects QA6.P5 - Kuali Awards QA6.P6 - Kuali Proposals QA6.P7 - Transaction Details Union

Landing Page

Tips for Using this Page:

- User Aids - Cheat Sheets
 - Actuals - [Click here](#)
 - Encumbrances - [Click here](#)
- Description of Transaction Types - [Click here](#)
- List of all Quantum Analytics User Aids - [Click Here](#)
- Tip - To view the full life cycle of a specific Purchase Order, use the "Reference" Dashboard Prompt
- Tip - To view Life to Date (LTD) activity for an Award or Project, select one or more Transaction Types and one or more Fiscal Years

Hide Tips

QA9.P1.X01

* Amount Type Actuals Encumbrance Both

Goals and Objectives



Goal:

- For you to feel comfortable and confident to leverage the power and versatility of the Transaction Details Union Reports

Objectives:

- To discuss the types of reports this page provides
- To demonstrate how to run several different types of reports
- To show you how to use the User Aids (Cheat Sheets)

Agenda

- Quick review
- Step through report examples
 - Actuals (SOAPF, Award, Project, & PO)
 - Encumbrances (SOAPF, Award, Project, PO, & Requisition)
 - Both (SOAPF and PO)
 - Compare Trans Detail Reporting with the R50 reports found in Awards Detail and Budget to Actuals Detail reports
- Leverage the Cheats Sheets along the way
- Q&A





Transaction Details Union Reporting

- Provides “one-stop shopping” on Actuals, Encumbrances & Both
- Takes into account the Lifecycle of Requisitions thru Final Close POs including Burden and Salary & Fringe
- Similar results can be found in other Dashboard Reports, but this is one table with transaction – not summary - detail (this report is not a pivotized pivot table – the others are!!)
- If you run a report for one option (Actuals) and then change to another option (Encumbrances), the report will remember the same criteria – this is called a “pass through”
- ❖ **Note** – if you had “Saved Customizations” in Transaction Details Union prior to September you will need to update them - for *Transaction Detail Union reports ONLY!*

Updated Tips Section for QA6.P7

QA6.P1 - GL Balances QA6.P2 - Payroll QA6.P3 - Quantum Awards QA6.P4 - Quantum Projects QA6.P5 - Kualii Awards QA6.P6 - Kualii Proposals QA6.P7 - Transaction Details Union

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Hide Tips

QA9.P1.X01

* Amount Type Actuals Encumbrance Both

Actuals Reporting

QA9.P1.X01

* Amount Type Actuals Encumbrance Both

Required (indicated by purple arrows):

- * Fiscal Year
- * Transaction Type

Commonly used (indicated by green arrows):

- Award Number - Name
- Project Number - Name
- Document Number
- Reference
- PO Invoice #
- Purchase Order #
- SOAPF Code

Other fields include: Fiscal Period Beg, Fiscal Period End, Accounting Date, Object Level A, Object Level C, School, Department Category, Department, Sub Department, Object, Source, Org, Activity, Purpose, Function, Unit, Future, Interfund, Employee Home Org, Exclude Cost Sharing.

Buttons: Apply, Reset

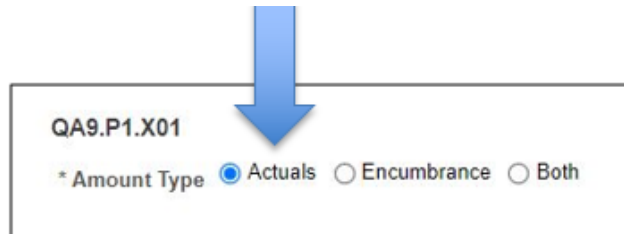
Many Dashboard Prompts are Field Names defined in the Cheats Sheets!!

- Required
- Commonly used

Transaction Details Report for Actuals (QA7.P9.R01)
 Run by: Byron Merrick
 Time run: 9/13/2021 2:33:47 PM
 Object Code: 3752

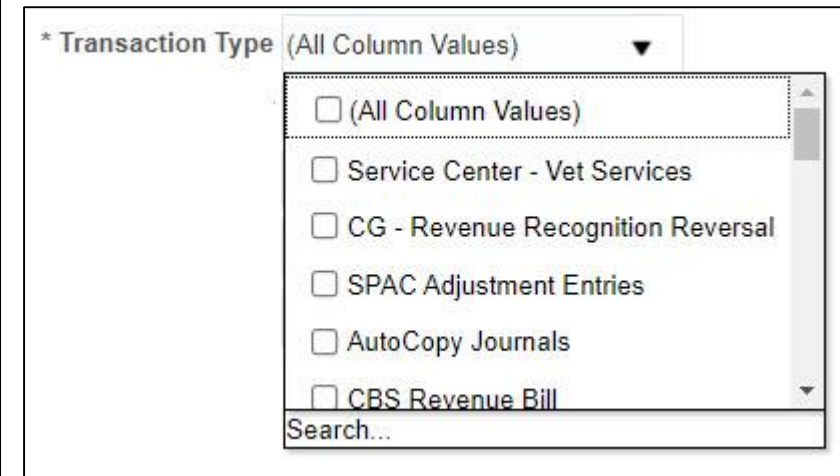
Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference	Comments
R04.B-Pcard Accrual	Accrual of PCard Expenses for the month	\$31.79	Actuals	PCard Accrual Journal Entry Accrual		30 - JUL-2021-Colette Beaulieu-Not Created	Not Applicable	
R04.B-Pcard Accrual	Accrual of PCard Expenses for the month	\$219.00	Actuals	PCard Accrual Journal Entry Accrual		30 - MAY-2021-Colette Beaulieu-Not Created	Not Applicable	

Actuals Works the Same It Always Has



QA9.P1.X01
* Amount Type Actuals Encumbrance Both

- Uses the same Transaction Types as March 2020 (e.g., Debit Memo; PO Invoice / AP Travel; Pcard Expense; Payroll)
 - Similar results can be found in other Dashboards, but this is *one table with transaction* detail (AND it is *not* a pivoted pivot table)
- However, we *refined and updated* the User Aid [Transaction Details Union Actuals Report Cheat Sheet.xlsx](#)
- Invoices against the POs are found in Actuals

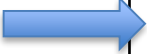


* Transaction Type (All Column Values) ▼

- (All Column Values)
- Service Center - Vet Services
- CG - Revenue Recognition Reversal
- SPAC Adjustment Entries
- AutoCopy Journals
- CBS Revenue Bill

Search...

Actuals - Helpful Hints Dashboard Prompts

<p>Use the Reference Dashboard Prompt to report on PO #s</p>	<p>Reference <input type="text" value="0000000000"/></p>
<p>Use the Document Number prompt to report on Invoice numbers and receipts</p>	<p>Document Number <input type="text" value="(All Column Values)"/></p>
<p>To get info on a Project use the Project Number prompt AND set the Award Number field to display "<u>All Column Values</u>" (Also – select one or more Fiscal Years for LTD reporting)</p>	<p>Award Number - Name <input type="text" value="(All Column Values)"/></p> <p>Project Number - Name <input type="text" value="040474C1S1- Supp-Middle E"/></p> 
<p>You can report on one or more SOAPF Codes using this prompt</p>	<p>SOAPF Code <input type="text" value="(All Column Values)"/></p>
<p>Cost Share Tip – <u>leave the Cost Share checkbox unchecked</u> (the default setting) if you WANT to see Cost Share Place a checkmark in the box if you wish to <u>EXCLUDE</u> Cost Share from the report</p>	<p><input type="checkbox"/> Exclude Cost Sharing</p>

Apply Subtotals, Move to Prompts or Sections

What you can do with the answer!!

Right Click on the Transaction Type Column label to:

- 1) Apply Subtotals
- 2) Move to Prompts which will allow you to review results one *Transaction Type* at a time! (This can be done with other columns such as Object)
- 3) Move to Sections, opens the result to show ALL transactions, grouped, without need to expand the answer (click the double headed blue arrow)

Transaction Type	Document Number	Amount
R01-Debit	920210604-2	\$12,345.67
R01-Debit		(243.34)
R01-Debit	6-20210623-1	(\$70,000.00)
R01-Debit	6-20210625-2	(\$1,215.00)
R01-Debit Memo	JE313158RSTARS	\$214,551.00
R01-Debit Memo Total		\$143,226.27

Transaction Type	Document Number	Amount
R01-Debit	20210604-2	
R01-Debit	3-20210601-1	
R01-Debit	3-20210623-1	(\$1,215.00)
R01-Debit		
R01-Debit Memo	JE313158RSTARS	
R01-Debit Memo Total		

Actuals Cheat Sheet – User Aid

Transaction Details Union Actuals Report Cheat Sheet.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Smart View Tell me what you want to do... Merrick, B

Clipboard Font Alignment Number Styles Cells Editing

B11 : R02

1 University of Maryland Baltimore
 2 Quantum Analytics
 3 Revised June 2021 Use this column's filter to explore! Column F begins the columns that are returned with each report

Filter	Query #	Query Name	Subledger	Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference
Field Names	R02	PO Invoices / AP Travel	Accounts Payable (AP)	PO Invoice / AP Travel	AP Invoice Header #	AP Invoice Distribution Amount	Actuals Encumbrance (Comittments)	AP Invoice Header Description	Supplier Number - Name	AP Invoice Line Number - Description	PO #
Example	R02	PO Invoices / AP Travel	Accounts Payable (AP)	R02-PO Invoice / AP Travel	302331-23	\$ 20.30	Actuals		0000001664 - UNIV OF MARYLAND COLLEGE PARK	1 - Subrecipient Agreement	SR00004232
Example	R02	PO Invoices / AP Travel	Accounts Payable (AP)	R02-PO Invoice / AP Travel	32282432	\$ 259.34	Actuals		0000000420 - RICOH USA, INC	1 - Ricoh MP C8004EX	0000042353
Example	R02	PO Invoices / AP Travel	Accounts Payable (AP)	R02-PO Invoice / AP Travel	31637	\$ 9,132.93	Actuals		0000031882 - BOISE STATE UNIVERSITY	1 - This a new PO request for Y4 between UMB and Boise State University	SR00005779
Example	R02	PO Invoices / AP Travel	Accounts Payable (AP)	R02-PO Invoice / AP Travel	32	\$ 4,445.01	Actuals		0000006265 - UNIV OF IDAHO	1 - CHANGE ORDER to increase PUR01 SR00005368 for internal purposes ONLY	SR00005368

Helpful Definitions

- **Encumbrance(s)** = unspent planned expenditures expressed as Requisitions and Purchase Orders
- **Raw Commitments are encumbered expenses** in Quantum Analytics Award reporting and includes committed salary
- **Burden (F&A* only)** = allowable overhead charges from expenditures on Sponsored funds – and therefore are only found in Award/Project reports
 - Encumbered Burden (unspent planned F&A for a PO or Requisition) - is not found in the Raw Commitments, but is found in the R50 report
- **Final Close of open encumbrances** = open commitments (encumbrances) will be removed or “reduced to zero” to remove the balance of the encumbrance, in order to close a PO
 - * (Facilities & Administrative)

Encumbrances

QA9.P1.X01

* Amount Type Actuals Encumbrance Both

Fiscal Year

* Encumbrance As of

Accounting Date Between -

* Transaction Type

Document Number

Reference

Award Number - Name

Project Number - Name

Object Level A

Object Level C

School

Department Category

Department

Sub Department

Object

Source

Org

Activity

Purpose

Function

Unit

Future

Interfund

SOAPF Code

Employee Home Org

Exclude Cost Sharing

Apply Reset

Required (indicated by purple arrows)

Commonly used (indicated by green arrows)

Requisition # (indicated by green arrow pointing to Reference field)

Purchase Order # (indicated by green arrow pointing to Document Number field)


 Required

 Commonly used

Encumbrance Transaction Types

- Five (5) **new** Transaction Types for Encumbrances
 - Which deliver results via 27 queries (labeled R-01 thru R-27)
- Same data results as the R50 Reports found in Award Details and Budget to Actuals Details reports, but much more (example of R50 below)

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 T

What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)
 Run by: Byron Merrick
 Time run: 6/17/2021 2:52:27 PM

View By: Purchasing Document ▼

PO/Reference	Original Doc/Doc Nbr	Accounting Event	Acct Cmbo	Line Item Detail	Attr Cat	Attribute 1	Attribute 2
1000000035	1000000013	R21-01 - Purchase Requisition Approved	3752-315-10218100-000000-000000000-210-00-00000-000	1 - Consulting	Jefferson,Crum	Jefferson,Crum	Services
	1000000013	R21-02 - Generated Burden from Approved Purchase Requisition	3752-315-10218100-000000-000000000-210-00-00000-000	1 - Consulting	Jefferson,Crum	Jefferson,Crum	Services
	1000000013	R21-03 - Purchase Requisition Approved	3752-315-10218100-000000-000000000-210-00-00000-000	1 - Consulting	Jefferson,Crum	Jefferson,Crum	Services

The 5 New Encumbrance Transaction Types

- ✓ ENC - Payroll
- ✓ ENC - Requisition – Burden
- ✓ ENC - Requisition
- ✓ ENC - Purchase Order – Burden
- ✓ ENC - Purchase Order

QA9.P1.X01

* Amount Type Actuals Encumbrance Both

Fiscal Year --Select Value--

* Encumbrance As of <= --Select Value--

Accounting Date Between

* Transaction Type (All Column Values)

Document Number

Reference

Award Number - Name

Project Number - Name

- (All Column Values)
- ENC - Payroll
- ENC - Requisition - Burden
- ENC - Requisition
- ENC - Purchase Order - Burden
- ENC - Purchase Order

Search...

A red arrow points from the 'Encumbrance' radio button to the 'Transaction Type' dropdown menu.

New Encumbrance Transaction Types - Detail

Transaction Type	Detailed Results show
ENC - Payroll	Payroll Fringe
	Payroll Salary

Transaction Type	Detailed Results show
ENC - Requisition	Requisition – Approved
	Requisition - Adjusted
	Requisition - Cancelled
	Requisition - Converted to PO


Transaction Type	Detailed Results show
ENC - Requisition - Burden	Requisition - Approved (Burden)
	Requisition - Converted to PO (Burden)

New Transaction Types - Detail

Transaction Type	Detailed Results show
ENC - Purchase Order	PO - Approved
	PO - Incomplete
	PO - Invoice
	PO - Change Order Approved
	PO - Final Close
	PO - Reopened

Transaction Type	Detailed Results show
ENC - Purchase Order - Burden	PO - Approved (Burden)
	PO - Invoice (Burden)
	PO - Change Order Approved (Burden)
	PO - Final Close (Burden)
	PO - Reopened (Burden)

Tips for Encumbrances Dashboard Prompts

<p>Use the Reference field to report on a specific PO #</p>	<p>Reference <input type="text" value="0000000000"/></p>
<p>Use the Document Number field to report on a specific Requisition number</p>	<p>Document Number <input type="text" value="(All Column Values)"/></p>
<p>To get info on a Project use the Project Number field <u>AND</u> set the Award Number field to “All Column Values” Also – select one or more Fiscal Years</p>	<p>Award Number - Name <input type="text" value="(All Column Values)"/> Project Number - Name <input type="text" value="040474C1S1- Supp-Middle E"/></p>
<p>You can report on one or more SOAPF Codes</p>	<p>SOAPF Code <input type="text" value="(All Column Values)"/></p>
<p>Cost Share Tip – Leave the checkbox unchecked if you WISH to see your Cost Share – place a checkmark in the box if you wish to EXCLUDE Cost Share</p>	<p><input type="checkbox"/> Exclude Cost Sharing</p>
<p>When using Encumbrances or Both report options, using Clear Customizations <u>resets</u> the Prompts <u>back</u> to Actuals</p>	<p>QA9.P1.X01  * Amount Type <input checked="" type="radio"/> Actuals <input type="radio"/> Encumbrance <input type="radio"/> Both</p>

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R01-Debit		
R01-Debit Memo	JE313158RSTARS	\$214,551.00
R01-Debit Memo Total		\$143,226.27

Encumbrances Cheat Sheet – User Aid

Quantum Attribute Name	Query #	Query Name	Subledger	TDU Transaction Type Prompt	Transaction Type	Document Number	Amount	Amount Type	Document Description	Name	Line Item Details	Reference
Field Names	R21-01	Requisition - Approved	Procurement	ENC - Requisition	QA Transaction Type	Requisition Number	Requisition Amount	Amount Type	Item Description	Supplier # - Name	Line Description	PO Number
Example	R21-01	Requisition - Approved	Procurement	Enc - Requisition	R21-01 - Purchase Requisition Approved	1000007390	52,500.00	Encumbrance	Change order	1000003682 - SORENSEN,MATTHEW DILLON	1 - Consultant Matthew Sorensen will continue to work for Dr Goodlett after original end date	1000002240
Example	R21-01	Requisition - Approved	Procurement	Enc - Requisition	R21-01 - Purchase Requisition Approved	1000000746	15,000.00	Encumbrance	Consultant	0000039471 - DURRANT,HELEN	1 - Consultant	1000000378
Example	R21-01	Requisition - Approved	Procurement	Enc - Requisition	R21-01 - Purchase Requisition Approved	TREQ0000047	7,933.23	Encumbrance	registration fees for short course Oct 2019#201927729056186stamp ed #161627		1 - registration fees for short course Oct 2019#201927729056186stamp ed #161627	
Field Names	R21-05	Purchase Requisition Canceled	Procurement	ENC - Requisition	QA Transaction Type	Requisition Number	Requisition Amount	Amount Type	Item Description	Supplier # - Name	Line Description	PO Number
Example	R21-05	Purchase Requisition Canceled	Procurement	ENC - Requisition	R21-05 - Purchase Requisition Canceled	1000000142	(69,805.40)	Encumbrance	NetBackup License Renewal	DISYS SOLUTIONS INC	1 - NetBackup License Renewal	1000000020
Example	R21-05	Purchase Requisition Canceled	Procurement	ENC - Requisition	R21-05 - Purchase Requisition Canceled	1000000893	(238,583.48)	Encumbrance	20-MC0105, This is an URGENT REQUEST. Lab supplies on quote 8031112847		2 - 20-MC0105, Lab supplies listed on Quote 8031112847	
Example	R21-05	Purchase Requisition Canceled	Procurement	ENC - Requisition	R21-05 - Purchase Requisition Canceled	TREQ0006837	(269.53)	Encumbrance	Paige Zambrana Amazon HP 80X 2 Toner Cartridges		1 - Paige Zambrana Amazon HP 80X 2 Toner Cartridges	

Note: the Reference Column (M) always displays PO Number. If R21, 22 & 23 has blank value of Reference, means that Requisition was not assigned to any PO.

Learning Resource – Transaction Types



Transaction Union Report Transaction Type Definitions

Transaction Type Name	Definition
Autocopy Journals	Journal entries created on GL account combos.
Burden Cost	Formerly referred to as F&A (Indirect Costs).
CBS Revenue Bill	Non-sponsored revenue collected from departmental external customer billing.
CG - Revenue Recognition	(CG = Contracts & Grants) Recognize revenue when (or as) the entity fulfills a performance obligation. For all Awards, revenue is recognized as costs are incurred up to the Contract Limit.
CG - Revenue Recognition Reversal	(CG = Contracts & Grants) Entries made as part of the process of converting data from eUMB to Quantum. These are reversing Revenue Recognition generated in Quantum for historical project costs which were converted into PPM. eUMB Revenue (and all other account balances) were converted into the GL as part of GL Balance conversion.
Capital Projects	Accounting for Capital Projects expenditures.
Check Request / Working Fund	AP invoices not related to Purchase Orders that have been paid from the State or the Working Fund.
Conversion	Financial transactions converted from eUMB Financials into Quantum Financials.
Conversion Cost	Historical costs brought into Quantum. Accounting was not generated for these costs because all eUMB account balances were converted directly into Quantum GL.
Debit Memo	Transactions that transfer revenues and/or expenses between projects and/or GL account combos. Equivalent of a journal entry in eUMB.
Employee Home Org	Used to report all funding sources for employees in a specific Org.
ENC – Payroll	Payroll and Fringe encumbrances for future periods.
ENC – Requisition	An approved requisition that has not been assigned as a Purchase Order.
ENC – Requisition – Burden	The F&A related to approved requisition that has not been assigned as a Purchase Order.
ENC – Purchase Order	An executed Purchase Order (PO) that has had some or no payments made against it. The amount outstanding is reduced as payments are made against the PO. Once all payments have been made against the PO it should be closed.
ENC – Purchase Order - Burden	The F&A related to the PO encumbrance. As the PO encumbrance is reduced this amount is reduced as well.

Tips for Using this Page:

- Include a Year or Date restriction to avoid loading too many
- When using fiscal year, fiscal period, accounting date: be s
For example, fiscal year 2020 combined with fiscal periods
- To view life to date (LTD) activity, select a Transaction Type
- For further explanation of Transaction Types, [Click Here](#)

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.

Recommended User Aids

Quantum

Overview of Quantum Financials
Timeline
Our Team
Guiding Principles
What's Changing?
Chart of Accounts
What's Next?
Change Management
Training and Support
Quantum Analytics User Aids
Quantum Financials User Aides
Frequently Asked Questions

Quantum Analytics User Aids

- [All Activities Reports Descriptions in Quantum Analytics](#) PDF
- [Drill Down Enhancements for Award Detail and Budget to Actuals Reporting](#) PDF
- [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**
- [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

Overview of Quantum Financials

Timeline

Our Team

Guiding Principles

What's Changing?

Chart of Accounts

What's Next?

Change Management

Training and Support

- Quantum Analytics User Aids
- Quantum Financials User Aids
- Quantum Webex Seminars**
- Frequently Asked Questions

Quantum Webex Seminars

Quantum Analytics

- [What Are My POs and PRs on an Award or SOAPF? - May 2021](#) **NEW**
- [Using the Search Report in Sponsored Management - April 2021](#) **NEW**
- [Transaction Details Union Encumbrance Workshop \(3/4/21\)](#)
- [Drill Through vs. Drill Down in All Activities Report Jan 2021](#)
- [Drill Through vs. Drill Down in Sponsored Reports Jan 2021](#)
- [Analytics Showcase Jan 2021 CVD Monthly PI Reporting](#)
- [Create Customized PI & Dept Grant Reports Workshop - September 29, 2020](#)
- [Advanced Drill Down Technique Workshop - July 15, 2020](#)
- [Budget to Actuals Detail Encumbrances - July 9, 2020](#)
- [Downloads Management Dashboard Reports Workshop - April 10, 2020](#)
- [Payroll Management Dashboard Reports Workshop - April 8, 2020](#)
- [All Activities Management Dashboard Reports Workshop - April 7, 2020](#)
- [Sponsored Management Dashboard Reports Workshop - April 2, 2020](#)
- [Excel and Printing Tips Workshop - March 31, 2020](#)
- [Transaction Details Union Report Webinar - March 17, 2020](#)
This session starts at the 2:11 mark.

Dashboard Prompt Tips

* Amount Type Actuals Encumbrance Both

Actuals

* Fiscal Year --Select Value--

Required for Spon & NonSpon

* Transaction Type (All Column Values)

Choose all or pick from list

* Fiscal Year 2020

Fiscal Period Beg >= SEP-19

Choose a FY – that will filter the next two prompts

Fiscal Period End <= NOV-19

Exclude Cost Sharing

Always defaults to unchecked

Encumbrances

Fiscal Year 2022,2021,2020,2019,2018

* Encumbrance As of <= JUN-21

FEB-20

MAR-20

APR-20

MAY-20

JUN-20

JUL-20

Search...

Use the Fiscal Year first to filter the dates found in Encumbrance As of

Exclude Cost Sharing

Always defaults to unchecked

Both

* Fiscal Year --Select Value--

Fiscal Period Beg >= --Select Value--

* Fiscal Period End/Encumbrance As of <= --Select Value--


Can leave Fiscal Year & Fiscal Period Beg blank for SPON

BUT – Fiscal Period End/Encumbrance As of required

Resources

Quantum Help Desk email
submissions to:
help@umaryland.edu

Code Definitions

- ✓ [OSAOPFUFU \(Segment\) 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)

What to Do About Saved Customizations?

You will need to update any “Saved Customizations” created prior to Sept 2021

For Transaction Detail Union reports ONLY!




How to Document Your Saved Customizations

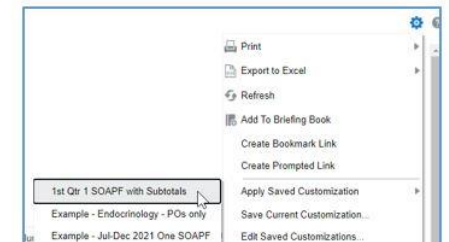
There may be times when a user wishes to record how they created specific reports in Quantum Analytics and saved them. These are called Saved Customizations. This tip sheet describes how to document “Saved Customizations” in the Transaction Detail Union Report located in the Downloads Management Dashboard. Once Saved, they can be applied and edited.

Summary of steps:

1. Navigate to the Transaction Detail Union Report in the Downloads Management Dashboard
2. Click the Gear (Page Options) icon on the top right corner
3. Hover over the Apply Saved Customization option
4. Select the report (Saved Customization) you wish to document
5. Do one of the two options:
 - a. Use your mouse to select the contents of the criteria box and copy the contents
 - b. Use the Snip tool and select the Dashboard prompts used
6. Paste the results into a Word document and save

Step by Step:

1. Navigate to the Transaction Detail Union Report in the Downloads Management Dashboard
2. Click the Gear  (Page Options) icon on the top right corner
3. Hover over the Apply Saved Customization option



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 <i>NEW</i>	Purpose <i>NEW</i>	Function (Program)	Unit (GLBU)	Future <i>TBD</i>	Interfund (<i>Crossing Funds</i>)
XXXX	XXX	XXXXXXXXX	XXXXXX	XXXXXXXXX	XXX	XX	XXXXX	XXX

Questions





QUANTUM
ANALYTICS

תודה
Dankie Gracias شكراً
Спасибо
Köszönjük
Grazie Dziękujemy
Ďakujeme
Kiitos
Thank You Tak
Vielen Dank Paldies
Tänname teid 谢谢
Obrigado Teşekkür Ederiz
Σας Ευχαριστούμ 감사합니다
Bedankt Děkujeme vám
ありがとうございます
Tack