



# What are my POs and PRs? RAC Mentoring Session Sept 2023

## 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.

For this SOAPF Code:

- Who Is Being Funded?
- What Are The POs and PRs?

## 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 Kual Research proposals and awards utilize the Kual 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.

Report Selector:

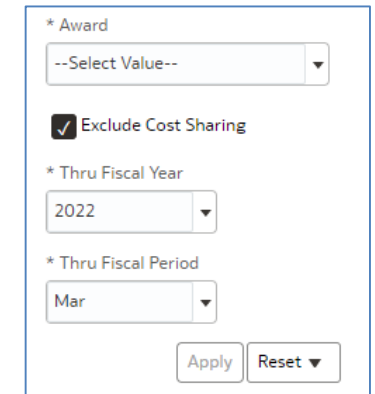
- What Are The POs and PRs On This Award?
- Who Is This Award/Project Funding?
- What Is The History Of Funding On This Award?

# Agenda

- Quick Review of where PO and PR reports are available.
- Leverage **Report Filters**
- Become familiar with the **secondary Award Detail** reports:
  - *Who is funded? What are my PRs & POs, History of Funding?* and more...
- **Drill Down** on Month (Period) \$\$, LTD \$\$, Raw Commitment \$\$ w/ multiple views
  - Step through the “**view results & view filters**”: report criteria, object code summary, pivot by month, etc.
- **Continuing Ed** Learning Resources

# Award Detail (QA4.P4) – Award & LTD Centric

- **Nine (9) reports** from three (3) *Dashboard Prompts*
- ***One stop shopping*** for award and project budgets, LTD expenses, encumbrances and who is funded (salary, fringe, encumbrance/employee)
- **Six (6) ways** to view **POs and PR** encumbrances – (“R50” Report)
  - 5 Pivot Table Views and 1 Transaction Detail view!
- **Print options & download** to Formatted Excel or Data Excel/CSV from all “Views”



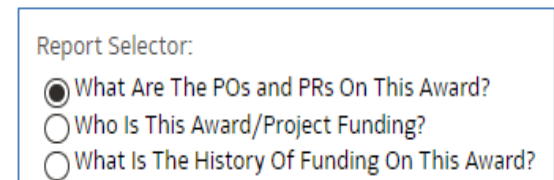
\* Award  
--Select Value--

Exclude Cost Sharing

\* Thru Fiscal Year  
2022

\* Thru Fiscal Period  
Mar

Apply Reset



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?

# PO and PR Reports – The R50 Report

## Multiple “Views” including Transaction Detail

### What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)

Run by: Byron Merrick

Time run: 9/25/2023 11:13:09 AM

View By:

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

PO/Reference	Original Doc/Doc Nbr	Accounting Event	Line Item Detail	Att. Cat	Attribute 1	Attribute 2	Created Date/Att
1000000939	1000002634	R21-01 - Purchase Requisition Approved	1 - Dell Nodes052692__2xH500__0046652__4xH500__317,070.52046675__12xA200__613,513.20Trade Credit__-378,000.00November PO Incentive__-200,000.00	Stacy,Holton	Stacy,Holton	IT Sup/Equip	12/11/2019
		R23-10 - Purchase Requisition Converted to PO	1 - Dell Nodes Storage Devices		Stacy Holton	IT Sup/Equip	12/12/2019
1000000939		R25-12 - Purchase Order Approved	1 - Dell Nodes Storage Devices		Stacy Holton	IT Sup/Equip	12/12/2019
1000000939		R26-20 - PO Invoiced Amount	1 - Dell Nodes Storage Devices	0000026813 - CAMBRIDGE COMPUTER SERVICES, INC.	Daugherty,Sheree.13430012	74186	12/12/2019

# The R50 Report - Examples of other "Views"

## What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)

Run by: Byron Merrick

Time run: 9/25/2023 1:16:55 PM

View By: Open Balances (Large to Small)

Transaction Group	Original Doc/Doc Nbr	PO/Reference	Amount
PO	1000015415	1000015415	124451.13
	1000015416	1000015416	77538.00
	1000016110	1000016110	70090.83
	1000015148	1000015148	63802.56

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

## What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)

Run by: Byron Merrick

Time run: 9/25/2023 1:16:55 PM

View By: Object

Object	Original Doc/Doc Nbr	PO/Reference	Amount
3718-CS- Printing & Reproduction Services	1000025999	1000013858	9718.05
	1000026671	1000014226	9718.05
	1000052387	1000013858	0.00
	1000052816	1000014226	0.00
		1000013858	-9718.05
		1000014226	-9718.05
<b>3718-CS- Printing &amp; Reproduction Services Total</b>			<b>-0.00</b>
3732-Subcontract < \$25,000	1000000633	SR00005678	0.00
	1000000734	SR00005680	0.00

## What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)

Run by: Byron Merrick

Time run: 9/25/2023 1:16:55 PM

View By: Project

Project	Transaction Group	Original Doc/Doc Nbr	Attr Cat	Created Date/Attribute 5	PO/Reference	Amount
10023629- Child: GCID - Core B - Tech Co	PO	1000001811	0000035115 - OXFORD NANOPORE TECHNOLOGIES INC	02/25/2020	1000001811	-12873.00
				02/25/2020	1000001811	12872.97
		<b>1000001811 Total</b>				<b>-0.03</b>
<b>10023629- Child: GCID - Core B - Tech Co Total</b>						<b>-0.03</b>
10023630- Child: GCID - Core C - Data Co		1000000939	0000026813 - CAMBRIDGE COMPUTER SERVICES, INC.	12/12/2019	1000000939	-20000.00
				12/12/2019	1000000939	20000.00
		<b>1000000939 Total</b>				<b>0.00</b>

## What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)

Run by: Byron Merrick

Time run: 9/25/2023 1:16:55 PM

View By: Accounting Date (Oldest to Recent)

Accounting Date	PO/Reference	Original Doc/Doc Nbr	Accounting Event	Line Item Detail	Name	Attr Cat	Created Date/Attribute 5	Amount
12/11/2019	1000000939	1000002634	R21-01 - Purchase Requisition Approved	1 - Dell Nodes052692_2xH500_0046652_4xH500_317,070.52046675_12xA200_613,513.20Trade Credit_-_378,000.00November PO Incentive_-_200,000.00	0000026813 - CAMBRIDGE COMPUTER SERVICES, INC.	Stacy,Holton	12/11/2019	20000.00
		<b>1000002634 Total</b>						<b>20000.00</b>
			R23-10 - Purchase Requisition Converted to PO	1 - Dell Nodes Storage Devices	0000026813 - CAMBRIDGE COMPUTER SERVICES, INC.		12/12/2019	-20000.00
								-20000.00
	<b>1000000939 Total</b>							<b>0.00</b>

# Purchasing Document View – the default “View”



What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)

Run by: Byron Merrick  
Time run: 5/12/2021 2:17:43 PM



View By:

Attribute 2 displays the invoice number for POs, Type of service, & PO# for PRs

PO/Reference	Original Doc/Doc Nbr	Accounting Event	Line Item Detail	Attr Cat	Attribute 1	Attribute 2	Created Date/Attribute 5	Amount
1000001703	1000003964	R21-01 - Purchase Requisition Approved	1 - Genewiz quote tracking #30-331233927 dated 1/15/2020	Judy, Pennington	Judy, Pennington	Services	04-FEB-20	20548.00
	1000003964	R21-02 - Generated Burden from Approved Purchase Requisition	1 - Genewiz quote tracking #30-331233927 dated 1/15/2020	Judy, Pennington	Judy, Pennington	Services	04-FEB-20	6164.40
	1000003964	R23-10 - Purchase Requisition Converted to PO	1 - Library preparation and Illumina HiSeq per quote #30-331233927 R3		Judy Pennington	Services	17-FEB-20	-20548.00
	1000003964	R23-10 - Purchase Requisition Converted to PO (Generated Burden)	1 - Library preparation and Illumina HiSeq per quote #30-331233927 R3		Judy Pennington	Services	17-FEB-20	-6164.40
	1000001703	R25-12 - Purchase Order Approved	1 - Library preparation and Illumina HiSeq per quote #30-331233927 R3		Judy Pennington	Services	17-FEB-20	20548.00
	1000001703	R25-13 - Generated Burden from Approved Purchase Order	1 - Library preparation and Illumina HiSeq per quote #30-331233927 R3		Judy Pennington	Services	17-FEB-20	6164.40
	1000001703	R26-20 - PO Invoiced Amount	1 - Library preparation and Illumina HiSeq per quote #30-331233927 R3	0000029641 - GENEWIZ, LLC	Coates.Donna.70420013	US80903816858	17-FEB-20	-16516.00
	1000001703	R27-21 - Burden Relieved from PO Invoice			Coates.Donna.70420013	US80903816858	17-FEB-20	-4954.80
1000001703 Total							5241.60	
Grand Total							5241.60	

- Provides a Pivot Table View of the “lifecycle” of a PO (from Requisition to close)
- Attribute 1 displays created by (& type of service)
- **Attribute 2 displays the invoice number for POs (and PO# for Reqs) and type of service**
- Utilizes some, not all, of the 56 columns of the Transaction Details Union report
- Take the Accounting Event Column and **Move to Prompt** for a picklist (see slide 7)

# Use the “Move To Prompts” technique

## Step 1

### What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)

Run by: Byron Merrick  
Time run: 9/26/2023 4:19:56 PM

View By: Purchasing Document

PO/Reference	Original Doc/Doc Nbr	Accounting Event	Line Item Detail	Attr Cat	Attribute 1
1000002278	1000005282	R21-01 - Purchase Requisition Approved		Judy, Pennington	Judy, Pennington
		R21-01 - Purchase Requisition Approved		Judy, Pennington	Judy, Pennington
	1000022833	R21-01 - Purchase Requisition Approved		ston	Shereece, Sing
	1000022866	R21-01 - Purchase Requisition Approved	1 - Change Order: Need to increase PO #1000002278 by 334,688.28 and extend date to 12/31/22	ston	Shereece, Sing

Right Click on Accounting Event, over and down to Move Column, over and down to To Prompts

Move Column

To Prompts

To Sections

## Step 2 – click the pick list drop down arrow

### What Are The Transactions Impacting Operating Expenses Commitments? (QA4.P4.R50)

Run by: Byron Merrick  
Time run: 9/26/2023 12:02:57 PM

View By: Purchasing Document

Accounting Event	PO/Reference	Original Doc/Doc Nbr	Line Item Detail	Attr Cat	Attribute 1
R21-01 - Purchase Requisition Approved					
R21-01 - Purchase Requisition Approved					
R21-02 - Generated Burden from Approved Purchase Requisition					
R23-10 - Purchase Requisition Converted to PO					
R23-10 - Purchase Requisition Converted to PO (Generated Burden On Change Order)					
R23-10 - Purchase Requisition Converted to PO (Generated Burden)					
R25-12 - Purchase Order Approved					
R25-13 - Generated Burden from Approved Purchase Order					
R25-14 - Change Order Approved					
R25-15 - Generated Burden from Change Order					
R26-20 - PO Invoiced Amount					
R27-21 - Burden Relieved from PO Invoice					
R27-21 - Burden Relieved from PO Invoice (Change Order PO)					
R27-21 - Burden Reversal from PO Invoice (Change Order PO)					
R28-28 - PO Receipt					

## Step 3 – experience bliss!

View By: Purchasing Document

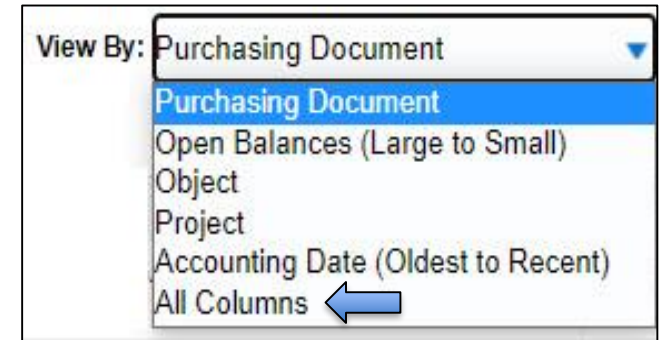
Accounting Event: R26-20 - PO Invoiced Amount

PO/Reference	Original Doc/Doc Nbr	Line Item Detail	Attr Cat	Attribute 1	Attribute 2	Created Date/Attribute 5	Amount
1000002278	1000002278	1 - Change Order: Need to increase PO #1000002278 by 334,688.28 and extend date to 12/31/22	0000000293 - VIRGINIA POLYTECHNIC INST	Foster, Katrina.15050188	22	04/07/2020	-36991.81
					23	04/07/2020	-68975.72
					24	04/07/2020	-28240.16
					25	04/07/2020	-36723.57



# What are the R50 “Views” & What Can I do with Each?

- ✓ Right Click to Move individual Columns (Left/right) and...
- ✓ Right Click to Turn Columns into Prompts (or Sections) *using the “Move” option*
- ✓ Right Click to Exclude and/or Include Columns
- ✓ Drag Columns Left/Right to relocate them
- ✓ Export to Excel (add a text box to display report Criteria)
- ✓ Print, Save, Export to PDF
- ✓ Save the “structure” & later apply the same report “structure” to an alternate Award or SOAPF 😊 (via Saved Customizations)
- ✓ Each “View By” option sorts the list and limits the # of columns in “view”. More or fewer columns can be added using the Right Click > Include/Exclude option



- **Note:** “**All Columns**” **View** *is* the Transaction Details Union Report – all 56 columns Expenses Encumbrances – not including Salary & Benefits – without having to run that report in the Downloads Mgt Dashboard! Scroll to the middle to of the report to return to one of the other Views.



# Training & Support Learning Resources

## **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.

## WebEx Recordings

- **Webex Seminars**

- Upcoming live and recorded Webex seminars are listed [here](#).

Reports

Home Catalog Favorites Dashboards New Open

Dashboard

Financials	Account Combo/Hierarchy	Project Portfolio Management (PPM)	Security/Workflow
<b>General Accounting</b> GL Trial Balance (QFN170)	Activity Hierarchy (QFN234) Object Hierarchy (QFN191) Organization Hierarchy (QFN190) Project SOAPF Combo (QFN129) Purpose Hierarchy (QFN235) SOAPF Combo (QFN122)	PPM Trial Balance (QFN201)	User Security Roles (QFN071)
<b>Payables</b> Invoice Status (QFN205)			
<b>Receivables</b> CBS Customer List (QFN098) SPON Receipt Application Details (QFN237)			
<b>Collections</b> CBS Aging (QFN096) SPON AR Aging (QFN044)			
<b>Expenses</b> PCard Transactions (QFN130)			

### Quantum Financials Reports



Reports

## Quantum Analytics User Aids

[Sponsored Management Dashboard](#) ▾

[All Activities Management Dashboard](#) ▾

[Payroll Management Dashboard](#) ▾

[Downloads Management Dashboard](#) ▾

[General Reporting](#) ▾

# Resources

Quantum Help Desk email  
submissions to:  
[help@umaryland.edu](mailto:help@umaryland.edu)

## Code Definitions

- ✓ [OSOAPFUPI \(Segment\) 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](#)
- ✓ [Department Org List](#)

“Cheat Sheets” User Aids - column Definitions in  
Transaction Union Details and other reports:  
Actuals - [Click here](#)  
Encumbrances - [Click here](#)  
*(these open as Excel documents and are also  
known as Data dictionaries)*



QUANTUM  
ANALYTICS

תודה  
Dankie Gracias شكراً  
Спасибо  
Köszönjük  
Grazie Dziękujemy  
Merci Takk  
Terima kasih  
Dekojame  
Vielen Dank Paldies  
Dakujeme  
Kiitos Täname teid 谢谢  
**Thank You** Tak  
感謝您  
Obrigado Teşekkür Ederiz  
Σας Ευχαριστούμ 감사합니다  
Bedankt Děkujeme vám  
ありがとうございます  
Tack