What Are My POs and PRs?

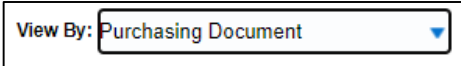*Understanding the R50 Report
in Award Details & Budget to Actuals Details*

Buzz Merrick

Training Lead, Quantum Financials Project
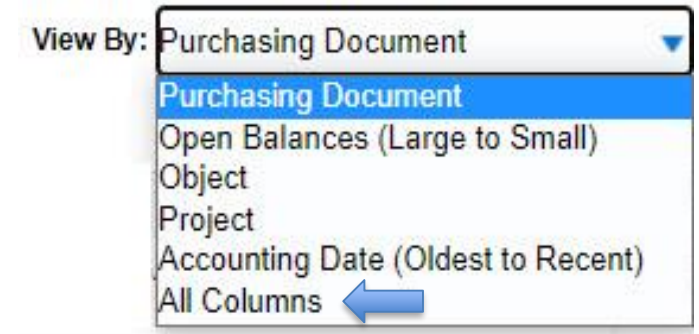
March 2022

Agenda

- ➤ Explain and describe the reporting capabilities (PowerPoint)

- ➤ Step thru an example R50 Report
  - – Briefly demo each "View"   View By: Purchasing Document
  - – Discuss benefits and advantages of each "View" (pivot tables)
  - – How the R50 relates to the Transaction Details Union Report
    (R50 does NOT include Salary encumbrances – only PRs and POs)

- ➤ What you can do with each different "View"
  - – Discuss the default columns/structure
  - – Demonstrate how to use the **Right Click > Include (or Exclude)** technique
  - – Demonstrate Sorting defaults and how to manually sort
  - – Demonstrate the "Move to Prompts" technique

- ➤ Demo Sponsored and Non-Spon examples

- ➤ Now you try!

What Can I Do With Each "View"?

- ✓ Move Columns, Exclude/Include Columns
- ✓ Drag Columns Left/Right to relocate them
- ✓ Turn Columns into Prompts (or Sections)
- ✓ Export to Excel (add a text Box with Criteria)
- ✓ Export to PDF
- ✓ Save the structure & later apply the same report structure to an alternate Award ☺

- ➢ Note: "*All Columns*" View **_is_** the Transaction Union Details Encumbrances Report – all 56 columns – not including Salary & Benefits – without having to run that report in Downloads Dashboard!

Purchasing Document 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: Purchasing Document ▼

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)

➢ Utilizes some, not all, of the 56 columns of the Transaction Details Union report

➢ Attribute 1 displays created by (& type of service)

➢ Attribute 2 displays the invoice number for POs (and PO# for Reqs) and type of service

➢ You can "Include" and "Exclude" columns (for example, "Name" field to show Supplier)

➢ Can easily sort, move Left or Right, and Move to Prompt

Learning Resources - User Aids

Quantum Analytics User Aides

- All Activities Reports Descriptions in Quantum Analytics ⬇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
- Payroll Report Descriptions in Quantum Analytics ⬇PDF
- QF Pocket Guide ⬇PDF
- Sponsored Management Report Descriptions in Quantum Analytics ⬇PDF
- What Reports are in Quantum Analytics ⬇PDF
- Transaction Type Definitions for Transaction Union Details Report ⬇PDF
- How To Remove Saved Customizations in Quantum Analytics ⬇PDF
- Where to find Other Revenue and Closeout Information on an Award ⬇PDF
- Transaction Details Union Report Cheat Sheet ⬇XLSX
- Drill Down Enhancements for Award Detail and Budget to Actuals Reporting ⬇PDF

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.

ORACLE Transactional Business Intelligence

Quantum Financials Campus Reports

UMB Campus Reports

Dashboard

Financials	Account Combo/Hierarchy	Project Portfolio Management (PPM)
General Accounting	SOAPF Combo (QFN122)	PPM Trial Balance (QFN201)
GL Trial Balance (QFN170)	Project SOAPF Combo (QFN129)	
	Organization Hierarchy (QFN190)	
Payables	Object Hierarchy (QFN191)	
Invoice Status (QFN205)		
Receivables		
CBS Customer List (QFN098)		
Collections		
SPON AR Aging (QFN044)		
CBS Aging (QFN096)		
Expenses		
PCard Transactions (QFN130)		

Overview of Quantum Financials	**Quantum Analytics User Aids**
Timeline	• All Activities Reports Descriptions in Quantum Analytics PDF
Our Team	• Drill Down Enhancements for Award Detail and Budget to Actuals Reporting PDF
Guiding Principles	• eUMB Chartstring and Quantum Non-Spon Comparison PDF
What's Changing?	• Excel Tips for Working with an Analytics Export PDF
Chart of Accounts	• Export Features and Tips PDF
What's Next?	• How to Change the Default Report Time Setting PDF
Change Management	• How To Remove Saved Customizations in Quantum Analytics PDF
Training and Support	• Payroll Report Descriptions in Quantum Analytics PDF
Quantum Analytics User Aids	• QF Pocket Guide PDF
Quantum Financials User Aides	• Sponsored Management Report Descriptions in Quantum Analytics PDF
Frequently Asked Questions	• Transaction Details Union Actuals Report Cheat Sheet XLSX UPDATED
Presentations	• Transaction Details Union Encumbrance Report Cheat Sheet XLSX NEW
Quantum Bytes Publications	• 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

Volume 16, Issue 1 - March 17, 2021 ▾

Volume 15, Issue 1 – February 17, 2021 ▾

- **Webex Seminars**
  - Upcoming live and recorded Webex seminars are listed here.

WebEx Recordings

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WebEx Workshop Recordings

Quantum Webex Seminars

Recorded Seminars

- Quantum Analytics - Using the Search Report in Sponsored Management - April 2021
- Quantum Analytics Transaction Details Union Encumbrance Workshop (3/4/21)
- Quantum Analytics – Drill Through vs. Drill Down in All Activities Report Jan 2021
- Quantum Analytics – Drill Through vs. Drill Down in Sponsored Reports Jan 2021
- Quantum Analytics – Analytics Showcase Jan 2021 CVD Monthly PI Reporting
- Quantum Analytics - Create Customized PI & Dept Grant Reports Workshop – September 29, 2020
- Quantum Analytics - Advanced Drill Down Technique Workshop – July 15, 2020
- Quantum Analytics - Budget to Actuals Detail Encumbrances – July 9, 2020
- Quantum Financials – Campus Reports Icon – May 1, 2020
- Quantum Analytics Downloads Management Dashboard Reports Workshop – April 10, 2020
- Quantum Analytics Payroll Management Dashboard Reports Workshop – April 8, 2020
- Quantum Analytics All Activities Management Dashboard Reports Workshop – April 7, 2020
- Quantum Analytics Sponsored Management Dashboard Reports Workshop – April 2, 2020
- Quantum Analytics Excel and Printing Tips Workshop - March 31, 2020

WebEx Recording Controls

Click in the transcript to advance the video

Turn off/on closed caption

Full Screen hides transcript

Press the Esc button on your keyboard to return to regular view

Tips

➢ POs that begin with Zeros were "converted" (0000041781)
  - No Requisition History -
POs created after Go-Live begin with a "1" (1000001815)
  - Lifecycle begins with Req history -

➢ Clear cache – everyday (Ctrl + Shift + Delete)

➢ "Clear My Customization" to reset the Dashboard Prompts and clear the current report from view (start over)

➢ Export to *Formatted > Excel* remembers exactly how you changed the display of you report

➢ Export to *Data > Excel* or *Data > CSV* - all data - unformatted!

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 [QFN190 ORG Hierarchy] in Campus Reports in Quantum Financials (log in and select Campus Reports icon)