Finance Workshop Questions and Feedback

Opportunities for Improvement

Category	Commentary	Finance Response
Training	• Practical sessions in interpreting financial reports and eliminating "Accountancy Speak". User friendly InfoHub finance training EG is a minus good/bad – how do you know. • A guide for non financial staff – training/ glossary of terms • Regular training • List of terms – glossary • Finance terms – Jargon Buster	• The Finance Office will communicate with users of the financial reports to determine what the is the best type of training, and frequency of delivery. There are different reports for various requirements, and while there may be some overlap on the users of these reports, that is not always the case, for example transactional reporting on cost centres v's quarterly reporting on Outturns; Direct research v's teaching and & support activities; Review of Fee Income and Expenditure from Census Snapshot data etc.. • The Finance Office intend on producing a glossary and guide to reviewing financial reports, which will be produced and available on the Finance Office website. Where possible we will attempt to reduce the level of 'financial' terminology used, however where this remains we will provide a definition of the term and examples of use. *As noted in the presentation Finance will work with EAG to produce a new suite of reports to replace the current cost centre reports available within InfoHub. The schedule for this development has not been confirmed, however the hope is that these reports will be available this financial year. Training sessions will be provided on how to navigate and interpret these reports.
Access	• Scholarships report – access for schools on a school basis	• We have raised the request for a school level report on 'Research Scholarships' with EAG and will work with EAG and the Research Finance Office to deliver this enhancement to the existing report set. A review of the data presented needs to be completed, as the current suite allows access to personal data.

	• Speed of access • Reports to run faster	• In the generation of the new cost centre reports, the intention is to reduce the number of 'clicks' the user has to make to drill into the data and make it simpler to extract the data. This may mean different reports for different needs. In relation to the speed of access/time it takes to run a report, we need to determine exactly what reports are felt to be performing below expected levels. We will communicate with users of the reports to determine where the issues exist. It should be noted however – a lot of the reporting from InfoHub is realtime and in many cases retrieving data from multiple systems, (for example research reports retrieves data from Core|HR, eFinancials and USIS), this may lead to an increase in the time to extract and produce the data in the format required.
Functionality	• Research Real time: if income exceeds original budget this isn't reflected in the summary at the top right with budget/days/spent/timeline. This has to be requested to update • Having to change currency in eProcurement • Research Reports – Ability to filter on PI • Filter report by period , PO & supplier	• The Financial Summary for a project clearly displays the Income Received on the top level of the report, the School level reports also include 'Exception' reports, with one of the exception types being where 'Income Exceeds Budget'. Where the income received exceeds the budgeted income an extension to the budget is not automatic. In cases where a cost extension is required the researcher needs to contact the Grant Registration Office (grantreg@ucd.ie), providing a copy of the supporting documentation from the sponsor confirming the budget extension agreement. The Grant Registration Office will then issue a Cost Extension Form, which allows the researcher to detail how the additional budget is to be categorised across the different categories of expenditure on the research project. Cost Extensions over 100,000 also require the approval of the Head of School and Lead Investigator. Please note there is also the possibility of income being incorrectly applied to a research project, where this has occurred the researcher should contact the Research Finance Office to arrange for the reclassification of income (RFO@ucd.ie)

	• Ability to see PO number within Accruals • W/in cc reports – Dashboard (clocks) • Simplified reports – easy to understand by non finance people • Income and expenditure reports different format • Closed months no click through for all cost centres • (Is Available on InfoView to export and report on) • Ability to display report in different formats • Ability to choose content • Run Parameters (ie Dates) in InfoHub search • Run excel sheet with pay and non pay separate (research accounts)	• eProcurement is the front end requisitioning application for the University's finance system - eFinancials. The application is provided from Advanced Group, not an in-house developed or bespoke system, therefore we are limited in changing the application's appearance and performance. In UCD we use the sub-ledgers for a number of different purposes, the main one on the Creditors side being to indicate the currency you are using. We by default allow eProcurement users to access suppliers against four sub-ledgers, P31 – Euro within Republic of Ireland,P32 all other euro, P03 – USD & P09 GBP. We can add other sub-ledgers to user roles when required. The default setting is P31, however this can be changed from the Basket Analysis screen or the Basket Default screens within eProcurement. Please note the selected sub-ledger will update the residual budget by the currency rate of exchange at that time on the system, and also filter the suppliers available by the sub-ledger selected. • Research Reports ability to filter on PI – The School Research Projects - Financial Summary allows you to sort the projects by PI, however to review the breakdown by category of expenditure or transactional details you still need to select a specific job code and drill into the transactions. We can review the requirements with users and the • Research Finance Office and further developments of the reports may be possible in conjunction with EAG & RFO • We are currently reviewing options on Single Sign on capabilities with eProcurement, eFinancials, and Xcel Uploader with the software providers and IT Services. All three of these applications use the same username and password credentials, however we do not have much overlap between users of these three applications outside of central finance. Finance Systems will use the users UCD connect username when creating an account, however the password is not currently synched with UCD Connect credentials. The applications do provide a 'Forgotten Password/Password Re-set' functionality. The cost of single-sign on options will be weighed against the benefits gained, in this review.

	• Simplify info access (less drilling) • More info about PO's/Reqs in the traffic light grid – so you don't have to go to enquiries • Remove subheads when exported to excel • Single sign on for eProcurement	• InfoHub Reporting enhancements: As noted we plan to work with EAG to develop a suite of reports to replace the current cost centre reports within InfoHub. The aim is to reduce the number of drills a user has to make to retrieve useful information. There may be a number of different reports to meet different user groups requirements. We have taken the suggestions noted in the presentation on board and will work towards meeting these where possible.
Communication	• System changes need to be communicated and not assume people automatically check the website. Should be targeted comms and ezine. • Full list of suppliers and what they do • Guidelines on how to read reports ○ Terminology ○ Finance for non finance people ○ Plain English	• The Finance Office promotes the website as a point of reference for training guides, procedures, updates and points of contact. Communications are also issued using maintained Listserv's and Targeted Communications. • Full List of Suppliers and what they do: We cannot provide a full list of suppliers and what they do, as this list is not static, and we do not maintain a full list of goods and services provided by all active suppliers.. The active supplier database can be reviewed by selecting a sub-ledger within eProcurement and searching for a supplier. We would also ask you to liaise with the School/Unit's Buyer if enquiring about procuring particular goods or services. From within eProcurement you can punchout to the UCD Approved Supplier Catalogues – this will allow you to review products these suppliers have loaded with agreed UCD prices. The Central Purchasing Unit are also categorising high volume suppliers and working with Finance Systems and EAG to develop a report on categorised suppliers, further details will be provided when this development has been completed.

	• A guide for non financial staff – training/ glossary of terms • Email re accruals – E-fin transaction sub type • List of terms – glossary • Finance terms – Jargon Buster • Central point of contact	• Central Point of Contact: We would like to advice you of the following office email addresses for queries in relation to finance operations: accounts.queries@ucd,ie – queries in relation to data within your financial reports, internal transfers, sales invoices, credit card receipts and other electronic transfer receipts finance.systems@ucd.ie – queries in relation to user access and authorities, systems issues, training and reporting requirements finance.payments@ucd.ie – queries relating to accounts payable expenses@ucd.ie – queries relating to the reimbursement of staff expenses RFO@ucd.ie – queries in relation to post award activity on research projects, and the management of research scholarships