



Operations Group

Finance Access & Reporting



Community Brainstorm

Agenda

- Overview - focus on systems and reports available to assist in performing operational tasks
- Exercise 1: What works well?
- Break (20 minutes)
- Exercise 2: Opportunities for development
- Exercise 3: Prioritisation of Improvement Opportunities



Operations Group

What operational tasks or reporting requirements connect me with the UCD Finance Office?

- Requesting Goods/Services
- Need to view Purchase Orders/Invoices
- Tracking of Income/Expenditure and Budgets (School/Unit; Cost Centres/Projects etc..)
- Student Scholarship Payments & Transfers
- Credit Card Receipts



Operations Group

What systems and reports are available to enable me to connect with UCD Finance:

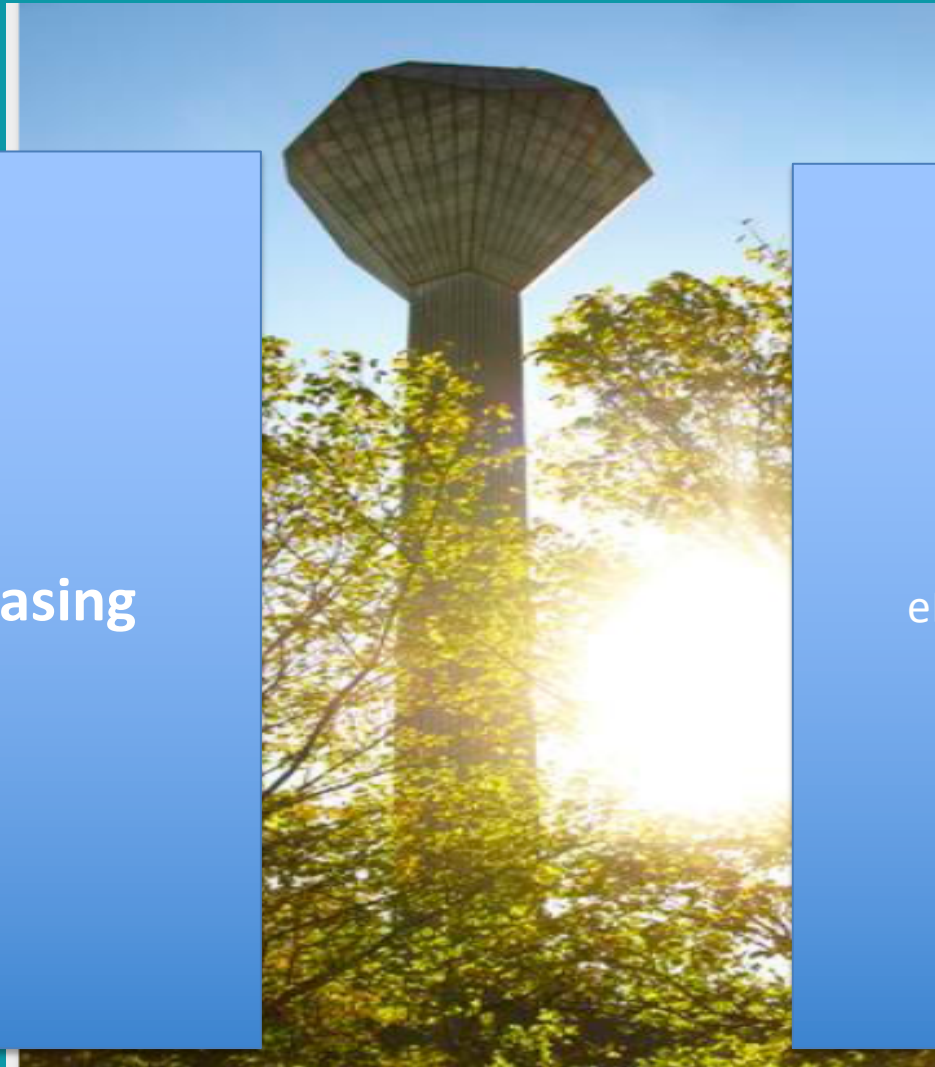
- eProcurement used to request goods/services and reviewing PO's/Invoices
- InfoHub - used to review financial reports—summary and transactional
- InfoHub – used to request, process and manage Research Scholarships (Stipends) and Fees Scholarships (Transfers)



Operations Group

Purchasing

eProcurement





Operations Group

eProcurement

Who has access?

- Available to all staff – on request
- What do you need to do:
 - Request goods/services?
 - Approve the request for goods/services?
- Against what budget?
 - Cost centres, types of expenditure, research projects etc...
- To what value?



Why do they have access?

To request/approve the request for goods/services
To confirm receipt of good/service to allow the payments of invoices
Review images of Purchase Orders/Invoices

Access Request
Submit request to
finance.systems@ucd.ie.



Operations Group

eProcurement – WorkFlow Enquiry (Traffic Light Reporting)

Enquiry Filters Results

Workflow Enquiry - Results

Maximum retrieval limit of 20 exceeded. Partial results are displayed below.

Requisition	Purchase Order	Receipt	Invoice	Payment
R387197	BE21155	1082997		
R387198	BS67758			
R387199	Multi	Multi	Multi	
R387200	BS67742			
R387201	NS06290			
R387202	CD08822			
R387203	NS06293	1082464		
R387204	AA27334	1082487		
R387205	AC16041	1082511		
R387206	BE21163			
R387207	R387206	BE21163		
R387208	R387207			
R387209	R387208			
R387210	R387209		Multi	
R387211	R387210			
R387211	R387211		2188983	B000093588
R387212	R387212			

R387207

- Requisition: R387207
- Requisitioner: gclough
- Created: 28-Feb-2020
- Status: Awaiting Approval
- Approver: suer
- Buyer: 5
- Approved: Waiting 2



eProcurement – General Enquiries

eProcurement 5.0.2.197 eFinancials 5 Live

Enquiry Filters Results

Enquiries - Selection and Filters

Category: requisition enquiries Enquiry: my requisition status

Clear Retrieve

Category	Enquiry
requisition enquiries	my department's requisitions
requisition enquiries	my requisition status
requisition approval enquiries	my department's requisitions
purchase lines enquiries	my outstanding requisitions
purchase order enquiries	requisition status
provisioning enquiries	by requestor
receipting enquiries	your unapproved requests
product enquiries	referred back baskets
	requisitions by product



Operations Group

eProcurement – General Enquiries: What is the status of my Requisition?

requisition no	date required	product	supplier product code	description	cost centre
R383966	05-Mar-2020			Tea/Coffee/Pastries	3612
R386796	03-Mar-2020			Wiber Gal Doc service agreement GELDQC/03	8070
R387090	03-Mar-2020			Tuesday 03/03/2020 Tea/Coffee/Scones for 14 people in the CRID	8070
R387		BB52974	BB52974 - Fellowes Premium Graphite Monitor Riser	6108 COD002 CODEX LIMITED	
R387		GJ07760	GJ07760 - Purell Hygienic Hand Rub 300ml Bottle	6224 COD002 CODEX LIMITED	
R387397	03-Mar-2020			Pureshield Argon size W - 11-W - 11.01 ml	4076
R387479	04-Mar-2020			Logo concepts x 2 options. Presentation of concept visuals.	1159
R387479	04-Mar-2020			Artwork - Ruth Martin	1159
R387490	05-Mar-2020			Tea, coffee pastries and sandwiches for 3 on 05.03.2020 - G.17A	1150
R387549	03-Mar-2020			Lunch for QQI-UCD Annual Dialogue Meeting 2020	7260
R387550	03-Mar-2020			Change of Flight cost for Eric Clinton to August	2206



UNIVERSITY COLLEGE DUBLIN
An Coláiste Ollscoile, Baile Átha Cliath

**PURCHASE
ORDER**

SUPPLIER DETAILS:
CODEX LIMITED
89A LAGAN ROAD
DUBLIN INDUSTRIAL ESTATE
GLASNEVIN
DUBLIN 11

DELIVER TO:
FINANCE SYSTEMS
ROOM 005 TIERNEY BUILDING
UNIVERSITY COLLEGE DUBLIN
BELFIELD
DUBLIN 4

ORDER DETAILS:
ORDER NUMBER: BR06171
ORDER DATE: 04-MAR-20
ACCOUNT CODE: COD002
PO CONTACT: Siobhan B Dunne
SIOBHAN.DUNNE@UCD.IE

INVOICE TO:
UNIVERSITY COLLEGE DUBLIN
PAYMENTS MANAGER
TIERNEY BUILDING
BELFIELD DUBLIN 4
Email PDF Invoices to: invoices@ucd.ie

DESCRIPTION	IDA	QUANTITY	COST	NETT VALUE
BB52974 - Fellowes Premium Graphite Monitor Riser	SBD	2.00	28.17	56.34
PSI Performance Chair (Bluebell YS097)		1.00	320.00	320.00
VAT No. IE6517386K			TOTAL NETT EUR	376.34



Operations Group

eProcurement – General Enquiries: How to view Orders and Invoices

Related Documents

PURCHASE ORDER
PO Number - BR06105 *

Related INVOICE
Comp R

Document Image

show

Sales Invoice INV003095

Customer PO No.: BR06105

CODEX

Invoice to:
University College Dublin
Dympsra O'Donoghue
Payment Manager Dympsra O'Donoghue
Michael Tierney Building,
Dublin 4
Ireland

Deliver to:
University College Dublin
Aine McKeivitt
Bursar's Office / Finance Admin Building
Admin Building
Main Campus, Belfield, Dublin 4,
Ireland

CodeX Limited
89 Lagan Road
Dublin Industrial Estate
Glasnevin
Dublin 11
D11 XH94
Company Registration No. 68420
VAT Registration No. IE4511419K
www.codex.ie
accounts@codexhd.com
+353 1882 2022

Document Date:	Due Date:	Customer VAT No.:	Customer No.:	Online Order No.:	Delivery
December 22, 2019	January 31, 2020		UCDCON		

Line No.	Product	Description	Docket No.	Est. Doc. No.	Unit Price	Qty. per UOM	Quantity	Net Amount	VAT %
1	KF32153	Q-Connect Whiteboard Starter Kit	DL008465	BR06105	10.80	1	1	10.80	23
2	BQ54168	Bi-Office Magnetic 1200x900mm Whiteboard	DL004783	BR06105	78.60	1	1	78.60	23
Net EUR								89.40	
23% VAT								20.56	
Gross EUR								109.96	

VAT Identifier	Total	VAT %	Net Amount
IE4511419K	89.40	23	109.96

Title of the goods remain with Codex Ltd until paid for in full.
Please quote your account number when making a payment.
Please send all remittances to the above address or accounts@codexhd.com.

Remittance:
Please remit funds to: CodeX Limited
Bank Name: Bank of Ireland
Account No: 48929236
Sort Code: 90-05-78
IBAN: IE 438001 90057800029236
BIC: BOFI3333
112 St. Mobin Road, Glasnevin Dublin 9 IE

accounts@codexhd.com

accounts@codexhd.com

Email PDF Invoices to: invoices@ucd.ie

DESCRIPTION	IDA	QUANTITY	COST	NETT VALU
BQ54168 - Bi-Office Magnetic 1200 x 900mm Whiteboard	UCO	1.00	78.60	78.60
KF32153 - Q-Connect Whiteboard Starter Kit	UCO	1.00	10.80	10.80



Operations Group

eProcurement – General Info.

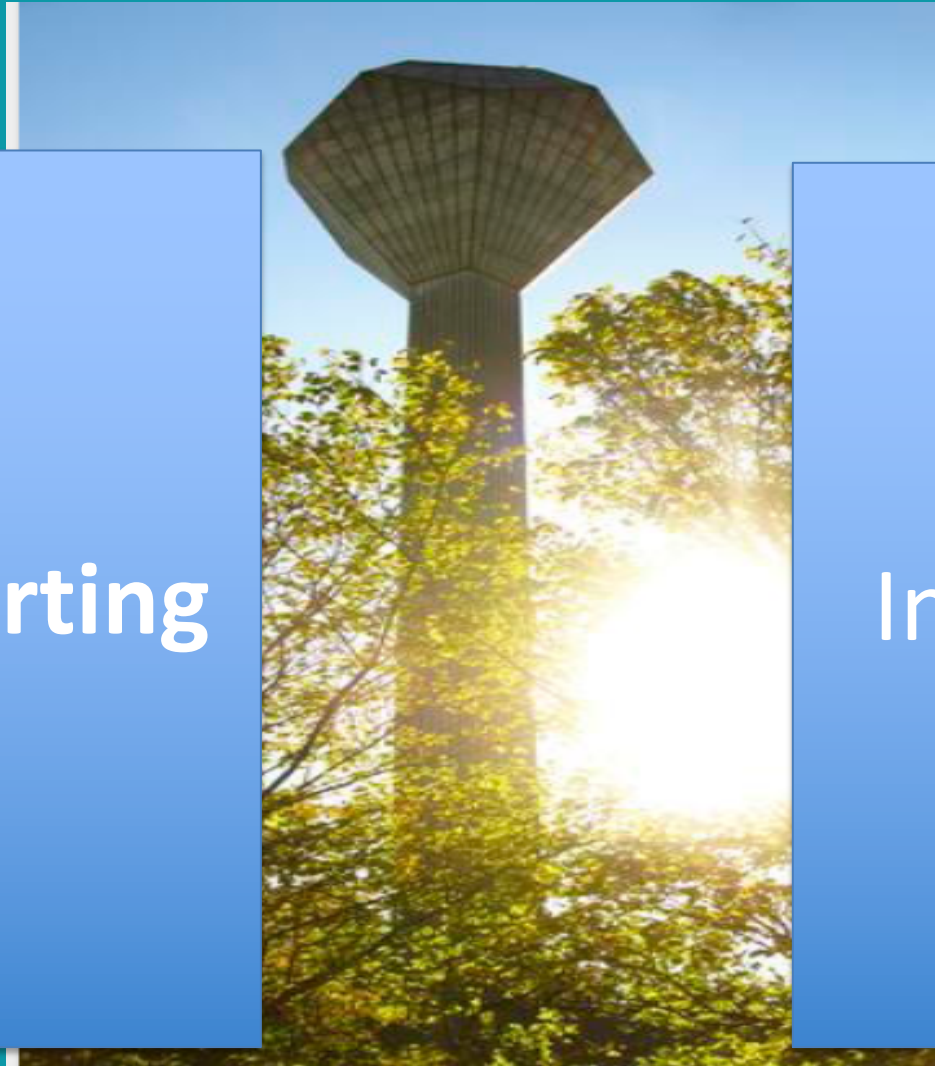
- Training guide and YouTube training guides available at:
<https://www.ucd.ie/bursar/bursaroffice/financesystems/trainingsupport/eprocurement/>
- Places at formal training sessions can be booked via the People Development system on the UCD Connect Portal
- General enquiries should be directed to finance.systems@ucd.ie



Operations Group

Reporting

InfoHub





Operations Group

Tracking Income/Expenditure & Budgets

Areas of Focus:

- School/Unit Financial Summary
- Cost Centre/(s) Financial Summary
- Management Accounts & Quarterly Outturns
- Non-Research Financial Summary
- Fee Income & FTE's
- Aged Debtors Reporting
- Card Receipts Payments Summary
- Conference Allowances
- Utility Recharging
- Research Projects Financial Summary
- My Research Projects
- My Research Scholarships



Operations Group

School/Unit Financial Summary

Who has access?

- Head of School/Unit & School/Unit Manager roles
- Service Override for School Level Reporting available on request, if access required and authorised by Head of School/Unit or College Finance Manager
- Access to pay expenditure determined by role access on the finance system (eFinancials role)
- Enquiries on access should be directed to finance.systems@ucd.ie
- Enquiries on content should be directed to accounts.queries@ucd.ie



Why do they have access?

Reports used to assist with review of Actual
Income & Expenditure against Operational
Budget



Operations Group

School/Unit Financial Summary

Report Views

- Real-time reporting of Actuals, PO's raised not receipted, PO's Raised and Receipted, and Full Year Operational Budget (PO values include an estimate of self assessment VAT)
- Summary by Period of Current Financial Year, displaying Actuals, commitments, accruals and YTD Operational Budget (accrual and commitment values at this stage are as per the Finance system, i.e. no estimate for self assessment VAT)
- Previous Financial Years Actuals and Full Year Operational Budget reports available



Operations Group

School/Unit Financial Summary



UCD InfoHub

My services & information portal

Students

Research

Human Resources

Finance

Campus

Systems

Home / Finance



Finance



Finance Office Services & Reports

View/manage reports and services ☆



My Cost Centres - Financial Summary

Up to date status of the variance between spend and cost centre budget ☆



Financial Report - School Summary

Real time variance between spend and cost centre budget ☆



Financial Report - College Summary

Real time variance between spend and cost centre budget ☆



My Non-Research Projects - Financial Summary

The financial status of my non-research project accounts ☆



Non-Research Projects - School Summary

The financial status of school non-research project accounts ☆



Financial Outturns Reporting

Quarterly outturns reports and enter forecasts by school ☆



Research Scholarships

Information on enquiries and processes relating to Research Scholarships ☆



Operations Group

School/Unit Financial Summary

Real-Time Report

Realtime Breakdown by Account Analysis for [Redacted]
(Includes Pay)

Realtime - Income

Account Name	Full Year Projected Income	Period Income	Year To Date Income
Income	0	760	15,062

1 rows took .22 seconds to run [Export to Excel](#)

Realtime - Expenditure

Account Name	Full Year Budget	Expenditure				Budget Remaining/Overspent
		Period Expenditure Actuals	Year To Date Expenditure Actuals	Purchase Orders Raised And Received	Purchase Orders Raised Not Received	
Non-Pay Expenditure	194,115	-521	66,949	1,273	26,052	99,841
Total	194,115	-521	66,949	1,273	26,052	99,841

Selecting any of the sections of the report at this stage will bring you into the transaction detail level



Operations Group

School/Unit Financial Summary

Summary by Period of Current Financial Year

Month-End Cost Centre Financial Report (Includes Pay)

February Month-End Income and Expenditure Summary for

Budget	Income		Expenditure			
	Full Year Projected Income	Full Year Budget Expenditure	Period Income Actuals	Year to Date Income Actuals	Period Expenditure Actuals	Year to Date Expenditure Actuals
0	25,417	0	-1,500	4,606	27,578	2,954

1 rows took .28 seconds to run [Export to Excel](#)

February Month-End Income Summary for

Account Name	Full Year Projected Income	Period Income	Year to Date Income	Income Surplus
Income	0	0	-1,500	1,500

1 rows took .21 seconds to run [Export to Excel](#)

February Month-End Expenditure Summary for

Account Name	Full Year Budget	Expenditure				Budget Remaining
		Period Expenditure Actuals	Year to Date Expenditure Actuals	Purchase Orders Raised and Received	Purchase Orders Raised Not Received	
Non-Pay Expenditure	25,417	4,606	27,578	2,954	4,921	-7,082
Total	25,417	4,606	27,578	2,954	4,921	-7,082

Selecting any of the sections of the report at this stage will bring you into the transaction detail level



Operations Group

Cost Centre/(s) Financial Summary

Who has access?

- All staff – access provided if you have access to a cost centre/(s) for other purposes, for example requesting goods/service, processing scholarships etc..
- Access to pay expenditure determined by role access on the finance system (eFinancials role)
- Enquiries on access should be directed to finance.systems@ucd.ie
- Enquiries on content should be directed to accounts.queries@ucd.ie



Why do they have access?

Reports used to assist with review of Actual Income & Expenditure against Operational Budget on a cost centre/(s) they have responsibility for, or have initiated or approved financial transactions on



Operations Group

Cost Centre/(s) Financial Summary Report Views

- Real-time reporting of Actuals, PO's raised not receipted, PO's Raised and Receipted, and Full Year Operational Budget (PO values include an estimate of self assessment VAT)
- Summary by Period of Current Financial Year, displaying Actuals, commitments, accruals and YTD Operational Budget (accrual and commitment values at this stage are as per the Finance system, i.e. no estimate for self assessment VAT)
- Previous Financial Years Actuals and Full Year Operational Budget reports available



Operations Group

Cost Centre/(s) Financial Summary



UCD InfoHub

My services & information portal

Students

Research

Human Resources

Finance

Campus

Systems

Home / Finance



Finance



Finance Office Services & Reports

View/manage reports and services ☆



My Cost Centres - Financial Summary

Up to date status of the variance between spend and cost centre budget ☆



Financial Report - School Summary

Real time variance between spend and cost centre budget ☆



Financial Report - College Summary

Real time variance between spend and cost centre budget ☆



My Non-Research Projects - Financial Summary

The financial status of my non-research project accounts ☆



Non-Research Projects - School Summary

The financial status of school non-research project accounts ☆



Financial Outturns Reporting

Quarterly outturns reports and enter forecasts by school ☆



Research Scholarships

Information on enquiries and processes relating to Research Scholarships ☆





Operations Group

Cost Centre/(s) Financial Summary

My Cost Centres - Financial Summary

Select Cost Centre:

Realtime Year to Date Summary of Cost Centre Finances

Click Below For Accounts	Full Year \updownarrow Budget	Period \updownarrow Actuals	Year To Date \updownarrow Actuals	Inc
Realtime Breakdown by Account Analysis	-579,126	-44,137	-756,235	Purc

1 rows took 2.75 seconds to run [Export to Excel](#)

Summary by Period of Current Financial Year [+](#)

Summary by Period of Previous Financial Year [+](#)

Summary of Previous Financial Years [+](#)

From here the methods of viewing the data for Real-time, Summary by Period of Current Financial Year, and Previous Year reports mirror the School/Unit Financial Summary Reports



Operations Group

Management Accounts and Quarterly Outturns

Who has access?

- Management Accounts - prepared on PBCS, available to:
 - College Principals/Vice Principals
 - Heads of School/Unit
 - Finance Managers
- **Quarterly Outturns - accessed via InfoHub, available to:**
 - College Principals/Vice Principals
 - Heads of School/Unit
 - School Managers
 - Finance Managers





Management Accounts

	Actual Q1	Budget Q1	Variance	Actual Actual YTD	Budget Budget YTD	Variance	Forecast Year Total	Budget Year Total	Variance
<u>Fee Income</u>									
Undergraduate EU				-2,273	-2,231	42	-2,273	-2,231	42
Undergraduate NonEU				-754	-864	-110	-773	-864	-91
Graduate Taught EU				237	228	9	235	228	7

	Actual Q1	Budget Q1	Variance	Actual Actual YTD	Budget Budget YTD	Variance	Forecast Year Total	Budget Year Total	Variance
<u>Net Direct Expenditure</u>									
Fee Salary Recovery	0	0	0	0	0	0	0	0	0
Und Internal Income	-16	-35	-19	-16	-35	-19	-69	-148	-79
Und	58	25	33	58	25	33	127	128	1

<u>Opening Discretionary Reserves</u>	1,000
Transfer to/(from) Reserves to meet Budget Target	-75
Transfer to/(from) reserves	
School share of NDE variance	-19
School share of Net Fee variance	2
Other transactions	
<u>Closing Discretionary Reserves</u>	909

Note: Positive reserve indicates surplus



Quarterly Outturns

Finance

Income/Expenditure Category	Year to Date 000s			Full Year 000s		
	Actuals	Budget	Variance	Forecast	Budget	Variance
School of [Redacted]						
Fee Income						
Fee-Related Expenditure						
Net Fee Income						
Pay						
Nonpay						
Other Income						
Committed Funds						
Net Direct Expenditure	1,14					-24
Opening Balance Discretionary Reserves at 1 Oct 2019	1,000			1,000		
Movement to/(from) Discretionary Reserves	-75	-19	56	-75	-75	-0
Indicative Transfers to/(from) Reserves						
Performance Based Funding *				2		
Net Direct Expenditure Proceeds *				-19		
Closing Balance Discretionary Reserves *				909		

Current InfoHub Quarterly Outturn format is an abridged version of the report produced in the Quarterly Management Pack



Operations Group

Suggested New Format for School/Unit & Cost Centre Financial Summary Reports

Com

- Cu
- CO
- To
- Inc

Income/Expenditure Category	YTD Spend	YTD Budget	Budget Remaining	Full Year Budget	Budget Remaining
Fee Related Expenditure	375,595	-	375,595	422,417	46,822
Net Direct Expenditure					
Other Income					
Pay - Salaries and Wages					
Pay - Salaries and Wages Costs					
Pay - Vacancy Savings					
Total Pay Salaries and Wages					
Other Pay Group					
Other Pay - Occasional Lecturers					
Other Pay - Tutors					
Other Pay - Scholarships					
Other Pay - Research Demonstrators					
Other Pay - Social Costs					
Other Pay - Other					
Total Other Pay					
Non-Pay Expenditure Group					
Non-Pay Expenditure					
Allowances					
Total Non-Pay Expenditure Group					
Committed Funds	- 237,639				
Total Net Direct Expenditure	1,632,887	2,401,877	531,351	4,695,689	2,825,163
Other Movement					
Movement to/(from) Discretionary Reserves		- 74,939			

- Suggested Initial View - replacing current single line view on reports
- $YTD\ Spend = YTD\ Actuals + POs\ Raised\ and\ Received\ (Accruals)$
- Budget Remaining excludes POs Raised not Received (Commitments)
- Fee Income is not included on the reports
- Other reports to be provided to detail PO information and Residual Budget for Budget Checking purposes



Operations Group

Non-Research Projects School Summary

Who has access?

- **Head of School/Unit & School/Unit Manager** roles
- Service Override for School Level Reporting available on request, if access required and authorised by Head of School/Unit or College Finance Manager
- Enquiries on access should be directed to finance.systems@ucd.ie
- Enquiries on content should be directed to accounts.queries@ucd.ie



Why do they have access?

Reports used to assist with review of Actual Income & Expenditure against Operational Budget, on a 'non' research job codes within the school/unit. The 'D' job code/ non research project is normally created for a specific activity such as a seminar series/conference and it is expected that income & expenditure match. Non-research projects can span over more than one financial year and the Actuals v's Budget should be viewed for the life of the project, i.e. inception to date



Operations Group

Non-Research Projects School Summary



UCD InfoHub

My services & information portal

Students

Research

Human Resources

Finance

Campus

Systems

Non-Research Projects - School Summary

Select School/Unit: School of I

Non-Research Projects Real-time Financial Summary

Funding Category	Number of Projects	Expenditure		Cumulative Expenditure	Budget Remaining or Overspent
		Purchase Orders	Purchase Orders		
Departmental Funds	10		0,438	2,104,223	182,647
Total	10		0,438	2,104,223	182,647

Click here to drill into the top level financial summary of each non-research Project

1 rows took 3.77 seconds to run [Export to Excel](#)

Non-Research Project Exceptions

Click to extend and view non-research project exceptions



Operations Group

Non-Research Projects School Summary

Financial Statement for

- Non-research project summary data provided on spend, budget, duration, status and manager information
- Additional blocks categorising the financial summary, Funded Allowances and

mitted spend to date versus elapsed time

Project Summary

Drill to summary of non-pay costs

Drill to transactional data

	Budget		Commitments				Current Financial Position			
	Budget €	Actual €	PO's Outstanding	Student Scholarships	Student Fees	Pay Costs	Total (inc Committments)	Budget Remaining	Income Shortfall	
Project	19,141	11,685.00					11,685.00		7,456	
Total Project	19,141	11,685.00	0	0	0	0	11,685.00	0	7,456	
Project Expenditure										
Project Non-Pay Costs	19,141	8,553.75				0	11,931.17	7,210		
Total Project Expenditure	19,141	8,553.75				0	11,931.17	7,210	0	

Funded Allowances Summary



Operations Group

Non-Research Project Exceptions

Non-Research Project Exceptions

Note that a project may be classified under more than one exception type.

Exception Type	Number of Projects	Action
Income Exceeds Budget	4	*Contact the General Ledger team to discuss this D account, or to post a reclassification journal if income has exceeded the budget (email: accounts.queries@ucd.ie)
With <= 10% Budget Remaining	4	
Over Time	3	*The end date associated with the D account has passed. Please contact a member of the General Ledger team to discuss/review (email: accounts.queries@ucd.ie)
Within 6 Months of Completion	1	
Over Budget	0	*Please contact a member of the General Ledger team to discuss/review (email: accounts.queries@ucd.ie)
Zero Budget	0	*All active accounts require an appropriate budget in place to assist with budgetary controls and the production of meaningful reporting. Please contact a member of the General Ledger team to arrange the application of an appropriate budget (email: accounts.queries@ucd.ie)

Drill to view individual projects within this exception type



Operations Group

Fee Income & FTE's

Who has access?

- **College Principals, Heads of School, School Manager and College Finance Manager** roles
- Service Override for School Level Reporting available on request, if access required and authorised by Head of School/Unit or College Finance Manager
- Enquiries on access should be directed to finance.systems@ucd.ie



Why do they have access?

Reports used to assist with the projection of Net Fee Income. Reports comprised from a snapshot of census data at a census point e.g. November, March, July. The reports allows comparison of as census against budget, and other census periods. The Fee Related Expenditure is pulled from data posted to the finance system for the selected census period



Fee Income & FTE's

Home / Finance / Fee Income and FTEs / School Fee Income - Budget vs Actual

School Fee Income - Budget vs Actual

Select School/Unit:

Select dates to compare:

- March 2020 compared to budget
- March 2020 compared to same date previous year
- March 2020 compared to November 2019
- March 2020 compared to February 2020
- February 2020 compared to November 2019
- February 2020 compared to same date previous year
- November 2019 compared to same date previous year
- November 2019 compared to March 2019
- November 2019 compared to July 2019**
- March 2019 compared to same date previous year
- July 2019 compared to November 2018
- July 2019 compared to March 2019
- July 2019 compared to same date previous year
- July 2019 compared to same date previous year

Not Useful Not at all

[SUBMIT FEEDBACK](#)

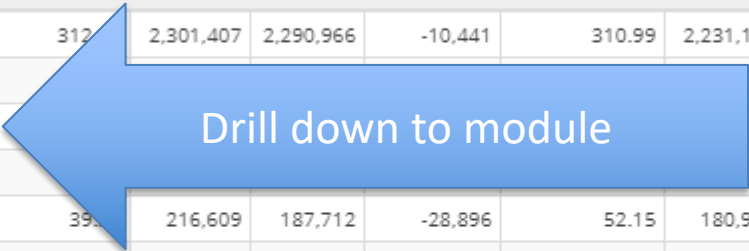
Select appropriate view



Fee Income & FTE's

Gross Fee Income Breakdown by Level and EU/Non EU

Level	November 2018				November 2019				Change from November 2018	
	Number of FTEs	Fee Budget	Fee Actual	Fee Variance	Number of FTEs	Fee Budget	Fee Actual	Fee Variance	Change in FTEs	Change in Fee Actual
EU										
Undergraduate	312.00	2,301,407	2,290,966	-10,441	310.99	2,231,117	2,273,189	42,073	-1.43	-17,776
UG Certificates & Diplomas						35	8,156	-380	.00	-927
Occasional						86	9,451	-4,035	-.52	-1,347
Graduate Taught						31	237,038	9,107	-.21	8,702
Graduate Research	39.74	216,609	187,712	-28,896	52.15	180,979	225,468	44,489	12.77	37,755
Total EU	410.74	2,790,932	2,726,895	-64,038	421.35	2,662,048	2,753,302	91,255	10.61	26,408
Non EU										
Undergraduate	32.61	620,522	816,728	196,206	28.80	864,255	754,179	-110,076	-3.81	-62,549
UG Certificates & Diplomas	2.24	2,120	8,172	6,051	1.35	9,909	2,853	-7,056	-.89	-5,318
Occasional	12.17	319,616	213,223	-106,393	10.99	250,080	202,784	-47,296	-1.18	-10,439
Graduate Taught	45.49	354,959	591,813	236,853	43.85	604,494	611,505	7,011	-1.64	19,692
Graduate Research	15.90	178,440	146,521	-31,918	16.40	129,671	130,609	938	.50	-15,912
Total Non EU	108.41	1,475,658	1,776,457	300,799	101.39	1,858,409	1,701,930	-156,479	-7.02	-74,527
Total	519.15	4,266,590	4,503,352	236,762	522.74	4,520,457	4,455,233	-65,224	3.59	-48,119





Aged Debtors Reporting

Who has access?

- Access to Sales Ledger Balances is restricted to areas responsible for the issuing of sales invoices and collection of debts
- Access is by sales ledgers, typically a sales ledger exists for each college/management units, or areas with significant sales volumes
- Enquiries on access should be directed to finance.systems@ucd.ie



Why do they have access?

To review aged Debtors and assist with the collection of outstanding receipts



Aged Debtors Reporting

Customer Code	Customer Name	Contact Email	0 To 30 Days	30 To 60 Days	60 To 90 Days	Over 90 Days	Not Yet Due/Cash	Ledger Balance
GNC001			33,000.00	101,706.00	.00	.00	.00	134,706.00
ARR009			.00	.00	.00	.00	150.00	150.00
BAR204			75.00	.00	.00	.00	.00	75.00
DCU024			.00	.00	.00	1,094.70	.00	1,094.70
DCU027			.00	.00	.00	255.84	.00	255.84
FTD001			.00	.00	30,000.00	.00	.00	30,000.00

Drill to view outstanding/unallocated invoices/credit notes

Financial Statement for GNC001 -

[Download Statement](#)

Statement in PDF available here

Outstanding and Unallocated Transactions

Transaction Date	Due Date	Our Reference	Customer Reference	Transaction Reference	Transaction Type	Transaction Status	Sub Ledger	Cost Centre	AGE	Balance
31 Jan 2020	31 Jan 2020	L0001894		2710	Invoice	Outstanding	507	3621	30 to 60 days	101,706.00
29 Feb 2020	29 Feb 2020	L0001921		2756	Invoice	Outstanding	507	3621	0 to 30 days	33,000.00
Total										134,706.00

ZOE009					.00	.00	.00	.00	233.70	233.70
ZOE008					.00	.00	.00	492.00	.00	492.00
Total										100,207.45



Operations Group

Card Receipts Payment Summary

Who has access?

- Available on request – for staff who need to track & analyse credit card receipts
- Access when provided will display all credit card payment sources for the School/Unit – currently cannot be restricted to a specific payment source
- Request for access must be authorised by Head of School/Unit, or College Finance Manager
- Enquiries on access & content should be directed to accounts.queries@ucd.ie



Why do they have access?

To assist in tracking and analysing credit cards receipts when reconciling sundry income on cost centre reports



Card Receipts Payment Summary



Card Receipts Payments Summary

View Incompleted Payments

Card Receipt Details for €

								eFinancials	
Trans.No	Date	ID	Name	Amt (€)	Email		Reference	Posted	
1630494	21-JAN-2020 1						ER0978	300.00	
1630460	21-JAN-2020 1					0490 2020	ER0978	300.00	
1629717	21-JAN-2020 1						ER0978	300.00	
1629529	21-JAN-2020 0						ER0978	300.00	
1617959	07-JAN-2020 2						ER0941	300.00	
1595712	28-NOV-2019					Trip 2020	ER0860	300.00	
1585281	16-NOV-2019 09:29:14						ER0838	300.00	
1581723	12-NOV-2019 09:29:14						ER0828	300.00	
1581523	11-NOV-2019 20:14:23						ER0827	300.00	
1581197	11-NOV-2019 14:07:28						ER0827	300.00	
Total				3,000.00				3,000.00	

Source Number for the journal posted to the finance system. Transactions on the finance system tend to be a cumulative value for the cost centre/account/job combination. Journals posted daily



Operations Group

Conference Allowances

Who has access?

- College Principals, Head of School/Unit, College Finance Managers, & School Managers
- Service Override provided on request and authorised by Head of School/Unit or College Finance Manager
- Enquiries on access should be directed to finance.systems@ucd.ie



Why do they have access?

To view staff in the School/Unit who have a Conference Allowance associated with their record for the current allowance period and historic periods



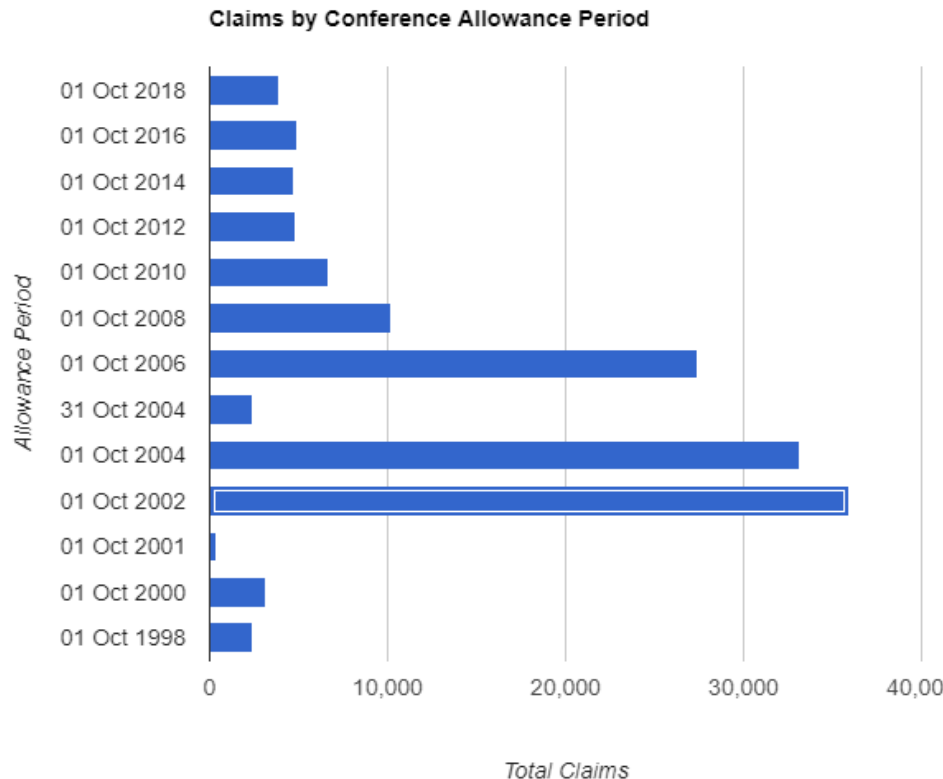
Conference Allowances

Shows staff members in your school or unit who currently have a Conference Allowance associated with them, their current claims and their existing balance.

Conference Allowance Claims Over Time

Shows total historical claims for each conference allowance period based on cost centres in your school / unit, regardless of whether the claimants are current staff in UCD or still reside in your area.

For example, claim amounts will appear for staff who have left UCD and / or have moved units.



From Date ↓↑	To Date ↓↑	Number of Staff ↓↑	Total Claims ↓↑
01 Oct 2018	30 Sep 2020	5	3,846.57
01 Oct 2016	30 Sep 2018	5	4,910.43
01 Oct 2014	30 Sep 2016	5	4,735.73
01 Oct 2012	30 Sep 2014	4	4,819.62
01 Oct 2010	30 Sep 2012	9	6,707.38
01 Oct 2008	30 Sep 2010	11	10,224.30
01 Oct 2006	30 Sep 2008	25	27,406.17
31 Oct 2004	30 Sep 2006	2	2,419.50
01 Oct 2004	30 Sep 2006	31	33,150.22
01 Oct 2002	30 Sep 2004	29	35,917.75
01 Oct 2001	30 Sep 2002	1	393.26
01 Oct 2000	30 Sep 2002	5	3,151.79
01 Oct 1998	30 Sep 2000	7	2,394.82
Total		139	140,077.54



Operations Group

Utility Recharging

Who has access?

- College Finance Managers and Personnel within Estate Services
- Enquiries on access should be directed to finance.systems@ucd.ie



Why do they have access?

- College Finance Managers – to view re-charge, usage etc..
- Estate Services Personnel – to process the re-charge journal



Who has access?

- College Principals, Heads of Schools/Institutes, Schools Managers, College Finance Managers
- Service Override given to those with School level responsibility for research projects, for e.g. Research Administrators
- Enquiries on access should be directed to finance.systems@ucd.ie
- Enquiries on content should be directed to rfo@ucd.ie
- rfo@ucd.ie



Why do they have access?

To view the financial status of research grants associated with the School



Summary position on spend and duration of the project

Financial Statement for [redacted]

Please note to ensure the efficient running of this report the data is refreshed from CoreHR nightly.

Transaction Summary by Year & Period

Summary Information

Job Description:	Medical Devices For Buccal Delivery Of Bioactive Drugs: An Sfi Curam Core Project
Funding Category:	Science Foundation Ireland
Project Sponsor:	Science Foundation Ireland (Sfi)
Manager:	I pj
Cost Centre:	3090
Start Date:	01 Jan 2015
End Date:	01 Jan 2021
Status:	Current Project

1 rows took .25 seconds to run [Export to Excel](#)

Committed spend to date versus elapsed time



	Budget	Used*	Remaining*
Duration(Days)	2,192	1,894	298
Amount €	366,913	327,069	39,844

* figure includes commitments for Scholarships, Pay Costs, Student Fees and Purchase Orders Received

2 rows took 5.66 seconds to run [Export to Excel](#)

Project Financial Summary

Funded Employees Salaries Summary

Funded Allowances Summary



-	Breakdown	Budget		Commitments				Current Financial Position		
		€	Actual €	PO's Outstanding	Student Scholarships	Student Fees	Pay Costs	Total (inc Commitments)	Budget Remaining	Income Shortfall
Project Income										
	Project Income	366,913	.00					.00		366,913
	Total Project Income	366,913	.00	0	0	0	0	.00	0	366,913
Project Expenditure										
	Project Non-Pay Overhead	84,349	84,349.00		0	0	0	84,349.00	0	
	Project Non-Pay	297	84,473.87						9,742	
	Project	267	127,400.03						30,102	
	Total Project Expenditure	913	296,222.90						39,844	0

4 rows took 5.04 seconds to run [Export to Excel](#)

Drill to categorised view

Drill to transaction level

Funded Employees Salaries Summary

This table shows a summary of employees salary costs for the specified project.
Estimated Employer cost: Salary + (PRSI and Pension Cost) @ 30.85%

Employee Status	Number of Employees	Annual Salary	Annual Allowance	Estimated Employers	Estimated Total Cost to	Projected Remaining Cost to
Temporary	2	56,724				9,765
Total	2	56,724				9,765

Drill to see contract start/end dates, allocations, salary costs

1 rows took 5.04 seconds to run [Export to Excel](#)

Funded Allowances Summary

This table shows a summary of employees allowances costs for the specified project.
Estimated Employer cost: Salary + (PRSI and Pension Cost) @ 30.85%

Employee Status	Number of Employees	Annual Allowance	Annual Salary	Estimated Employers	Estimated Total Cost to	Projected Remaining Cost to
	0					
Total	0	0				0

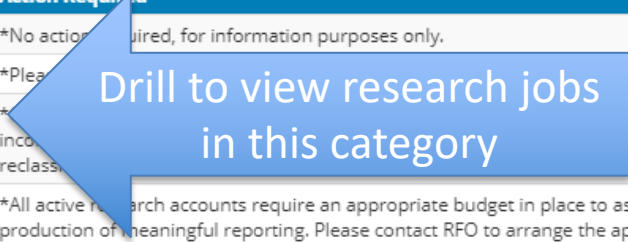
Drill to see scholarship/stipend details



Research Project Budget Exceptions

Note that a project may be classified under more than one exception type.

Exception Type	Number of Projects	Action Required
With <= 10% Budget Remaining	91	*No action required, for information purposes only.
Over Budget	37	*Please contact RFO to discuss/review (email: RFO@ucd.ie).
Income Exceeds Budget	27	*Please contact RFO to discuss/review (email: RFO@ucd.ie). If income exceeds budget, please contact RFO to arrange for reclassification (email: ucdresearchservices@ucd.ie).
Zero Budget	2	*All active research accounts require an appropriate budget in place to assist with budgetary controls and the production of meaningful reporting. Please contact RFO to arrange the application of an appropriate budget (email: RFO@ucd.ie).



4 rows took 40.01 seconds to run [Export to Excel](#)

Research Project Time Exceptions

Note that a project may be classified under more than one exception type.

Exception Type	Number of Projects	Action Required
Over Time	160	*Please contact RFO to discuss/review (email: RFO@ucd.ie).
On Hold	85	*A research account may be placed on hold if the contract date has lapsed and/or the account is over budget, please contact RFO to discuss/review (email: RFO@ucd.ie).
Within 6 Months of Completion	25	*No action required, for information purposes only.
>50% Time Lapsed and >95% Budget Remaining	15	*A spend of this size at this point in the project is unusual, please contact the RFO to discuss the spend to date/unutilised budget and the possible requirement to contact the sponsor to review possible contract extension requirements (email: RFO@ucd.ie).



Operations Group

My Research Projects – Financial Summary

Who has access?

- PI's, Budget Managers
- Staff that have access to a research job code for reporting, or transactional purposes
- **Authorisation of the PI required for access**
- Enquiries on access should be directed to finance.systems@ucd.ie
- Enquiries on content should be directed to rfo@ucd.ie
- rfo@ucd.ie



Why do they have access?

To view the financial status of research grants they own/manage



Operations Group

My Research Projects – Financial Summary

Summary position all research job codes you have access to

Drill to categorised summary by research job code. From this drill the views are similar to the 'Research Projects – Financial Summary' reports

My Research Projects Real-time Financial Summary



Project Code	Project Name	Status	Cost Centre	School	Start Date	End Date	Budget	Income Received	Actual	Received	Received	Amount	Percent	% Time Left
R0616	95/482/3060/Pve/A3/Mm Ciul Net	Current Project	4122	Architecture, Planning & Env. Policy	01-Jan-1996	31-Dec-2022	199,135	199,135	101,687	44	0	97,403	48.91	10.42
R0867	Ace	Current Project		Architecture, Planning & Env. Policy	01-Dec-1996	30-May-	106,316	112,624	112,624	0	0	-6,308	-5.93	.00
R10400	Measuring And Monitoring Sport	Current Project											2.19	5.83
R10407	Ucd Epa Sustainable Developmen	Current Project		Policy									8.97	17.59
R10432	Prof Mike Gibney Startup Funds	Current Project		Agriculture & Food Science	31-Dec-2006	31-Jan-2020	870,708	871,704	870,647	0	0	61	.01	.00
R10620	Marine Processes And Basin Dev	Current Project	3774	School Of Earth Sciences	01-Aug-2007	31-Aug-2020	1,545,255	1,545,256	1,300,742	0	0	244,513	15.82	3.68
R10621	Capability Building For The	Current Project	3774	School Of Earth Sciences	01-Oct-2007	31-Aug-2016	671,956	671,956	664,207	0	0	7,749	1.15	.00



Operations Group

My Research Scholarships

Who has access?

- Principal Investigators whose grants include a Research Scholarship element
- Staff that have submitted a 'Research Scholarship' request
- Enquiries on content should be directed to rfo@ucd.ie



Why do they have access?

To track scholarships/stipends raised on cost centres/projects, including future commitments



Operations Group

My Research Scholarships

Future Research Projects Paid in Electronic Payments

Project Details	Reference	ID	Student	Originator	Scholarship Start Date	Scholarship End Date	Research Account	Cost Centre	Scholarship Values €				Status	Last Modified	Click for
									Monthly Amt €	Total Payable	Paid to Date	Remaining			
Project - Hw Accelerated Personalized He	32546	1P			20 Mar 2020	30 Apr 2020	R18572	4077	1,542	2,138.43	.00	2,138.43	Approved	28 Feb 2020	Scholarship Details
Project - Enhancement Of Capri Modelling	32485				31 Mar 2020	31 Dec 2020	R16935	4199	1,333	12,042.98	.00	12,042.98	Approved	24 Feb 2020	Scholarship Details
Project - Celtic Advanced Life Science	32565				01 Apr 2020	30 Apr 2020	R17279	3106							Scholarship Details
Project - Broadband Millimetre-Wave Tran	32429				01 Apr 2020	31 Aug 2020	R15853	4077						Feb 2020	Scholarship Details
Project - Broadband Millimetre-Wave Tran	32430				01 Apr 2020	31 Aug 2020	R15853	4077	1,542	7,708.30	.00	7,708.30	Approved	11 Feb 2020	Scholarship Details
Project - Tii Funding For Sfi Ref 16/Sp/	32533				01 Apr 2020	31 Oct 2020	R20557	4042	1,542	10,794.00	.00	10,794.00	Awaiting RFO	20 Feb 2020	Scholarship Details
Project - Sfi Centre For Research In	32247				01 Apr 2020	31 Oct 2020	R20572	3106	1,333	9,333.31	.00	9,333.31	Approved	21 Jan 2020	Scholarship Details

Drill for additional details on sponsor and recipient



Operations Group

Tasks

InfoHub





Operations Group

Authorise Student Fee Scholarships/Pymt of Fees & Scholarship Request

Who has access?

- All staff – if they have ‘approval’ authority against a cost centre, research or non-research project
- PI’s where the grants have a Student Stipend and Student Fee element
- Enquiries on access and authorities should be directed to finance.systems@ucd.ie



Why do they have access?

To submit a request for a scholarship – payment to a student or payment of student fees



Operations Group

Authorise Student Fee Scholarships/Pymt of Fees & Scholarship Request

UCD Home News and Opinion Key Dates Events UCD Directory UCD Connect Governance News 0 **Tasks** ? Q ⚙

UCD InfoHub
My services & information portal

Students Research Human Resources Finance Campus Syst

Home / InfoHub Tasks

InfoHub Tasks

Tasks assigned to me

Listed below are items that have been assigned to you.
Some forms when submitted require approvals at various levels.

Reference	Process	Status	Last Activity
There are no tasks currently assigned to you			

Tasks assigned to my team(s)

Accounting Learning			
Temporary Support			UCD Access & Lifelong Learning
Finance Reporting			
Authorise Student Fee Scholarships/Pymt of Fees			UCD Registry
Flight Approval			Bursar's Office
Scholarship Request			Bursar's Office

Selecting the appropriate option brings you into a form to complete and submit
Budget checking will occur on submission



Operations Group



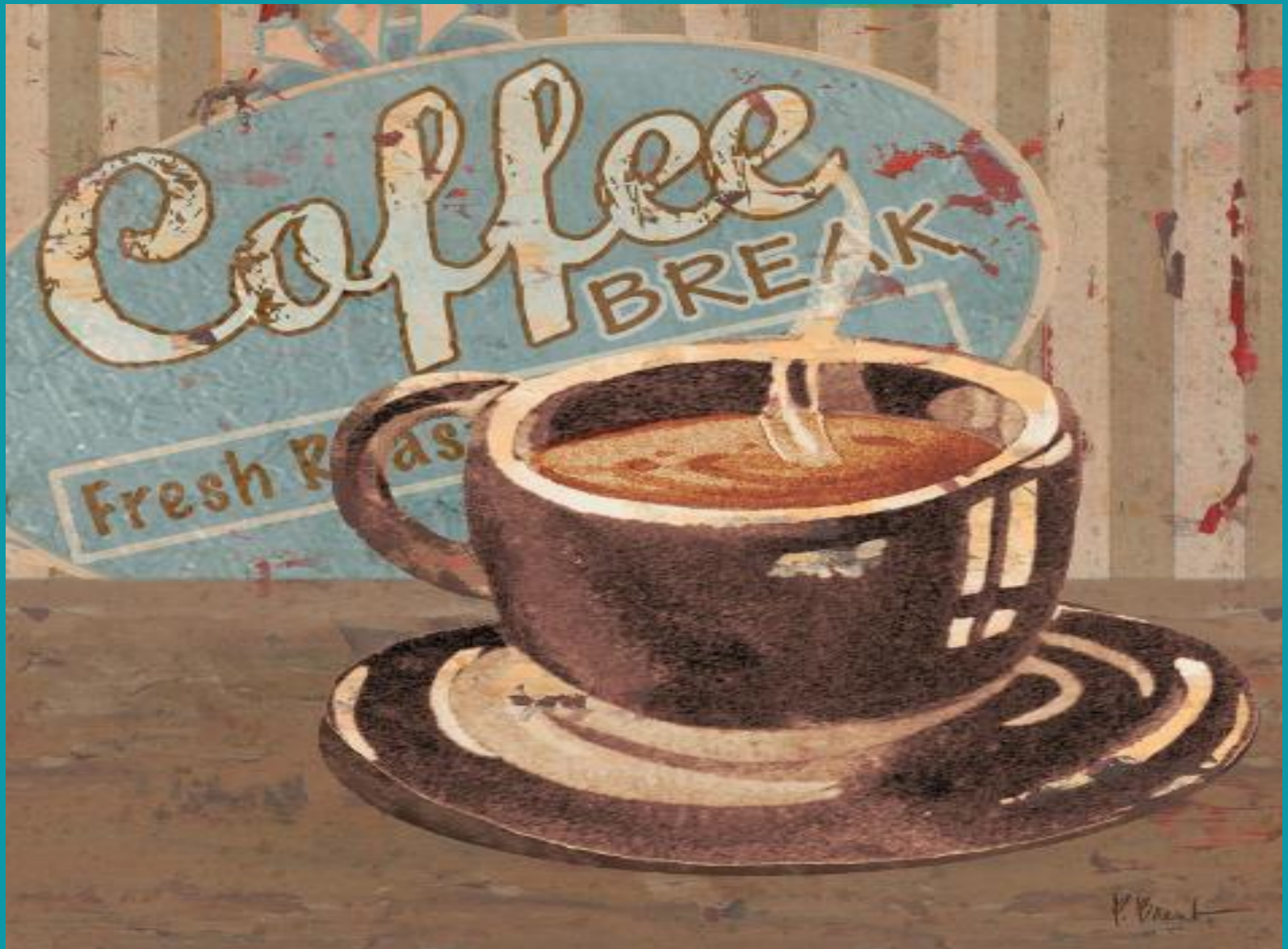


Operations Group

Exercise 1: What works well?



Operations Group






Operations Group

Exercise 2: Opportunities for Improvement



Operations Group

Exercise 3: Priorities of Improvement Opportunities

A 3D-rendered thank you card is shown at an angle. The card is light beige with a thin, double-lined border. The words "Thank You" are written in a vibrant blue, cursive font across the center. The card is propped up by a matching beige stand on the left side, casting a soft shadow on the white background. The top and bottom edges of the image feature a solid teal-colored bar.

Thank You



Operations Group

E: operationsgroup@ucd.ie