



Operations Group

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# Finance Access & Reporting

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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



## 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

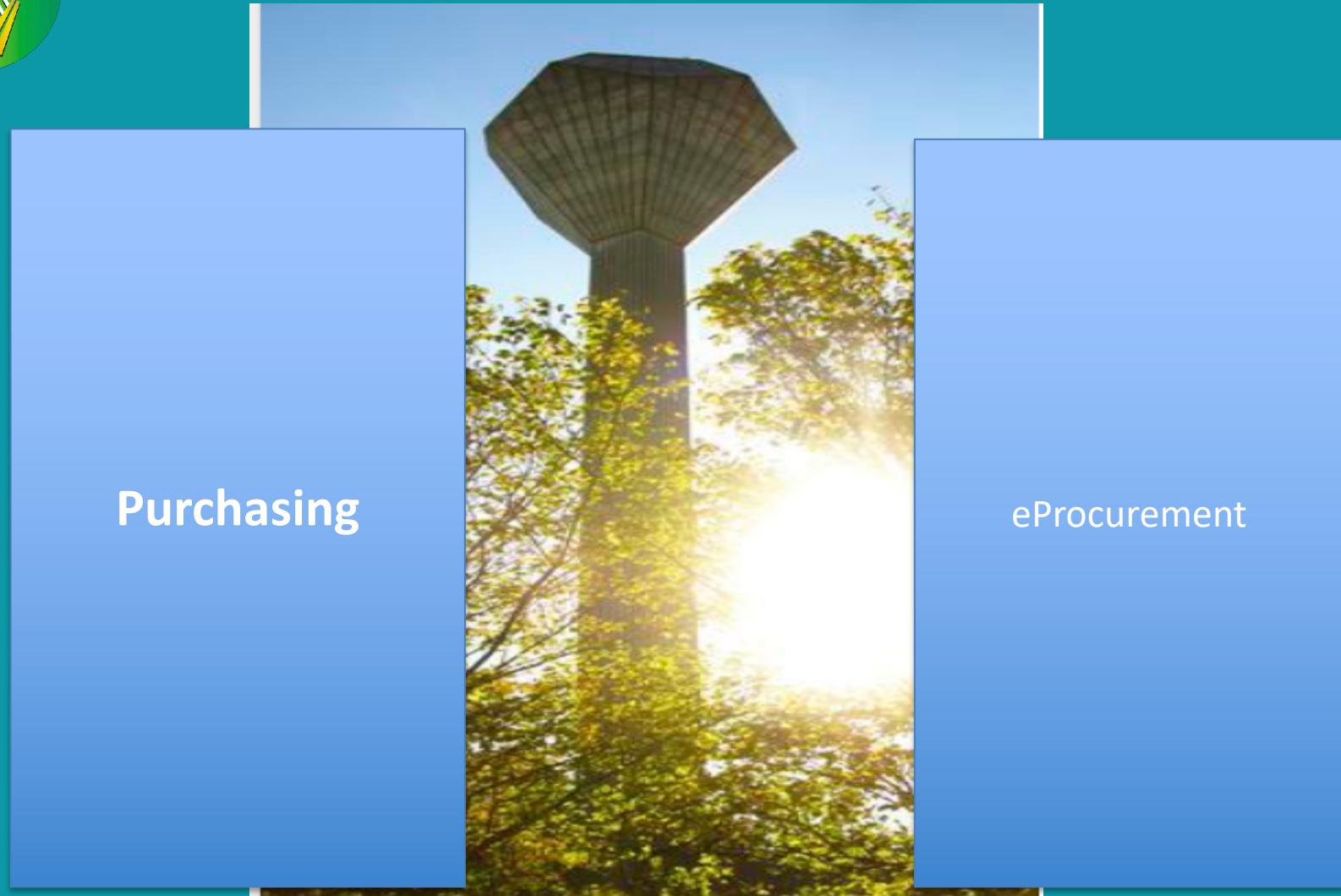


## What systems and reports are available to enable me to connect with UCD Finance:

- 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**



# 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](mailto:finance.systems@ucd.ie).



# eProcurement – WorkFlow Enquiry (Traffic Light Reporting)

Enquiry Filters Results

### Q. Workflow Enquiry - Results

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

Requisition	Purchase Order	Receipt	Invoice	Payment
R387197 <span style="color: green;">i</span>	BE21155 <span style="color: green;">i</span>	1082997 <span style="color: green;">i</span>		
R387198 <span style="color: green;">i</span>	BS67758 <span style="color: green;">i</span>			
R387199 <span style="color: green;">i</span>	Multi <span style="color: orange;">i</span>	Multi <span style="color: orange;">i</span>	Multi	
R387200 <span style="color: green;">i</span>	BS67742 <span style="color: green;">i</span>			
R387201 <span style="color: green;">i</span>	NS06290 <span style="color: green;">i</span>			
R387202 <span style="color: green;">i</span>	CD08822 <span style="color: green;">i</span>			
R387203 <span style="color: green;">i</span>	NS06293 <span style="color: green;">i</span>	1082464 <span style="color: green;">i</span>		
R387204 <span style="color: green;">i</span>	AA27334 <span style="color: green;">i</span>	1082487 <span style="color: orange;">i</span>		
R387205 <span style="color: green;">i</span>	AC16041 <span style="color: green;">i</span>	1082511 <span style="color: green;">i</span>		
R387206 <span style="color: green;">i</span>	BE21163 <span style="color: green;">i</span>			
R387207 <span style="color: red;">i</span>	R387206 <span style="color: green;">i</span>	BE21163 <span style="color: green;">i</span>		
R387208 <span style="color: green;">i</span>	R387207 <span style="color: red;">i</span>	<span style="color: red;">● Requisition</span>	R387207 <span style="color: red;">X</span>	
R387209 <span style="color: green;">i</span>	R387208 <span style="color: green;">i</span>	Requisitioner	gclough <span style="color: green;">i</span>	
R387210 <span style="color: green;">i</span>	R387209 <span style="color: green;">i</span>	Created	28-Feb-2020 <span style="color: green;">i</span>	
R387211 <span style="color: green;">i</span>	R387210 <span style="color: green;">i</span>	Status	Awaiting Approval <span style="color: green;">i</span>	
R387211 <span style="color: green;">i</span>	R387211 <span style="color: green;">i</span>	Approver	suer5 <span style="color: green;">i</span>	
R387212 <span style="color: green;">i</span>	R387212 <span style="color: green;">i</span>	Buyer	2188983 <span style="color: green;">i</span>	B000093588
R387212 <span style="color: green;">i</span>	R387212 <span style="color: green;">i</span>	Approved	Waiting2 <span style="color: green;">i</span>	



eProcurement 5.0.2.197 eFinancials 5 Live

Enquiry Filters Results

Category Enquiry

requisition enquiries my requisition status

Clear Retrieve

Category

requisition enquiries

requisition enquiries

requisition approval enquiries

purchase lines enquiries

purchase order enquiries

provisioning enquiries

receipting enquiries

product enquiries

Enquiry

my department's requisitions

my requisition status

my department's requisitions

my outstanding requisitions

requisition status

by requestor

your unapproved requests

referred back baskets

requisitions by product

Clear Retrieve



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

reqquisition no	date required	product	supplier	product code	description	cost centre
R383966	05-Mar-2020				Tea/Coffee/Pastries	3612
R386796	03-Mar-2020				Wiber Gel Doc service agreement GELDOC/03	8070
R387090	03-Mar-2020				Tuesday 03/03/2020 Tea/Coffee/Scenes for 14 people in the CRID	8070
BB52974		BB52974 - Fellowes Premium Graphite Monitor Riser		6108	COD002	CODEX LIMITED
GJ07760		GJ07760 - Purell Hygienic Hand Rub 300ml Bottle		6224	COD002	CODEX LIMITED
R387397	03-Mar-2020			PureShield Argon size W - 11-W - 11.01 m3		4078
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 QCI-UCD Annual Dialogue Meeting 2020		7260
R387550	03-Mar-2020			Change of Flight cost for Eric Clinton to August		2206

SUPPLIER DETAILS:		DELIVER TO:			
CODEX LIMITED 89A LAGAN ROAD DUBLIN INDUSTRIAL ESTATE GLASNEVIN DUBLIN 11		FINANCE SYSTEMS ROOM 005 TIERNEY BUILDING UNIVERSITY COLLEGE DUBLIN BELFIELD DUBLIN 4			
ORDER DETAILS:					
<b>ORDER NUMBER:</b> BR06171 <b>ORDER DATE:</b> 04-MAR-20 <b>ACCOUNT CODE:</b> COD002 <b>PO CONTACT:</b> 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	
<b>VAT No.</b> IE6517386K	<b>TOTAL NETT EUR</b>				376.34



# eProcurement – General Enquiries: How to view Orders and Invoices

Related Documents

PURCHASE\_ORDER  
PO Number - BR06105 \*

Rela  
INVOIC  
Comp R

Q E

Category

purch

from

to

PO no

BR06

Document Image

show

1 / 1

**Sales Invoice INV003095**

Customer PO No.: BR06105

**CODEX**

Page 1 of 1

**Invoice to:**  
University College Dublin  
Dympna O'Donoghue  
Payment Manager Dympna O'Donoghue  
Michael Tennyson Building,  
Dublin  
Dublin 4  
Ireland

**Deliver to:**  
University College Dublin  
Jane McKeown  
Business Office / Finance Admin Building  
Admin Building  
Main Campus, Belfield, Dublin 4.  
Ireland

**Document Date:** December 23, 2019 **Due Date:** January 31, 2020 **Customer VAT No.:** **Customer No.:** UCDON **Online Order No.:** **Delivery:**

**Line No.** **Product** **Description** **Bucket No.** **Ext. Disc. No.** **Unit Price** **Gty. per UCDM** **Quantity** **Net Amount** **VAT %**

1	KF32153	Q-Connect Whiteboard Starter Kit	DU0004665	BR06105	10.80	1	1	10.80	23
2	BQ54168	Bi-Office Magnetic 1200x900mm Whiteboard	DU0004763	BR06105	78.60	1	1	78.60	23
								<b>Net EUR</b>	<b>89.40</b>
								<b>23% VAT</b>	<b>20.55</b>
								<b>Gross EUR</b>	<b>109.95</b>

**VAT Identifier** **Total** **VAT %** **VAT Amount**

Net EUR 23	89.40	23	20.55
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**Remittance:**  
Please remit funds to: Codex Limited  
Bank Name: Bank of Ireland  
Account No: 4899326  
Sort Code: 90-05-78  
IBAN: IE 43 BIC: 90057869999236  
BIC: BOFIIE0D  
112 St. Michan Road, Glasnevin Dublin 9 E

@ucd.ie

Email PDF Invoices to: [invoices@ucd.ie](mailto:invoices@ucd.ie)

DESCRIPTION	IDA	QUANTITY	COST	NETT VALUE
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



# eProcurement – General Info.

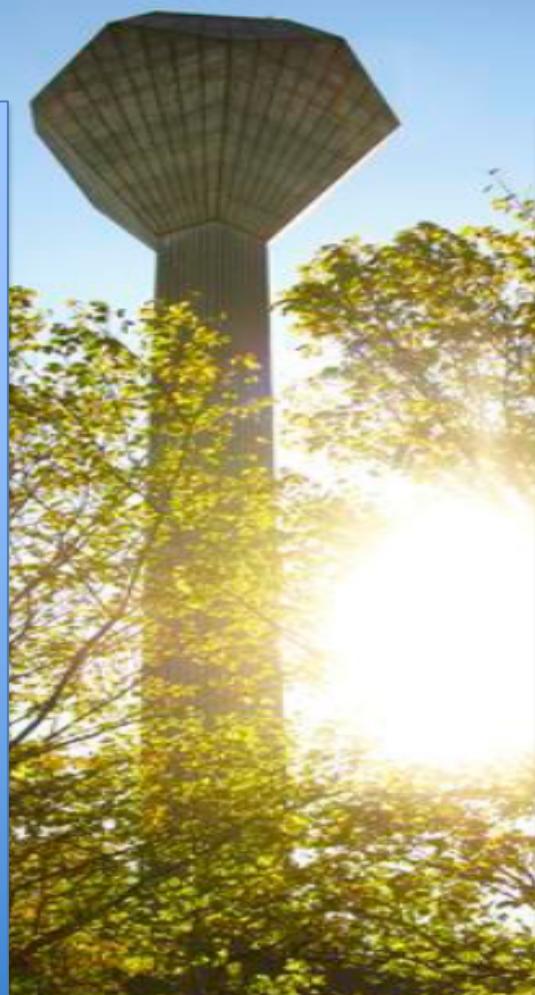
- **Training guide and YouTube training guides available at:**  
<https://www.ucd.ie/bursar/bursaroffice/financesystems/trainingsupport/eProcurement/>
- **Places at formal training sessions can be booked via the People Development system on the UCD Connect Portal**
- **General enquiries should be directed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



**Operations Group**

# Reporting

# InfoHub





# 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



## 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](mailto:finance.systems@ucd.ie)
- Enquiries on content should be directed to [accounts.queries@ucd.ie](mailto:accounts.queries@ucd.ie)



## Why do they have access?

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



## Report Views

- Real-time reporting of Actuals, PO's raised not received, PO's Raised and Received, 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



# 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 ☆

A red circle highlights the "Financial Report - School Summary" and "Financial Report - College Summary" sections.



Operations Group

# School/Unit Financial Summary

## Real-Time Report

Realtime Breakdown by Account Analysis for    
(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](#)

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

### 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



# 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	Purchase Orders Raised and Received	
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	1,200

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



# 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](mailto:finance.systems@ucd.ie)
- Enquiries on content should be directed to [accounts.queries@ucd.ie](mailto: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



# Cost Centre/(s) Financial Summary

## Report Views

- Real-time reporting of Actuals, PO's raised not received, PO's Raised and Received, 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



# Cost Centre/(s) Financial Summary

**UCD InfoHub**  
My services & information portal

Students   Research   Human Resources   **Finance**   Campus   Systems

Home / Finance ←

## Finance



**€** **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 ☆

**trophy icon** **Research Scholarships**  
Information on enquiries and processes relating to Research Scholarships ☆



# 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  Budget	Period  Actuals	Year To Date  Actuals	Purc
Realtime Breakdown by Account Analysis	-579,126	-44,137	-756,235	

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



# 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

Fee Income	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Budget	Variance
	Q1	Q1		Actual YTD	Budget YTD		Year Total	Year Total	
Undergraduate EU				-2,273	-2,231	42	-2,273	-2,231	42
Undergraduate NonEU				-754	-864	-110	-773	-864	-91
Accommodation				AS1	AS2	AS3	AS1	AS2	AS3

Fee	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Budget	Variance
	Q1	Q1		Actual YTD	Budget YTD		Year Total	Year Total	
<b>Net Direct Expenditure</b>									
Fee	Salary Recovery	0	0	0	0	0	0	0	0
Und	Internal Income	-16	-35	-16	-35	-19	-69	-148	-79
Und		52	25	52	25	27	157	100	57
									42
									91

Opening Discretionary Reserves **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

Closing Discretionary Reserves **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						
<b>Net Fee Income</b>						
Pay						
Nonpay						
Other Income						
Committed Funds						
<b>Net Direct Expenditure</b>	1,741	1,741	0	1,741	1,741	-24
<b>Opening Balance Discretionary Reserves at 1 Oct 2019</b>	1,000			1,000		
Movement to/(from) Discretionary Reserves	-75	-19	56	-75	-75	-0
<b>Indicative Transfers to/(from) Reserves</b>						
Performance Based Funding *					2	
Net Direct Expenditure Proceeds *					-19	
<b>Closing Balance Discretionary Reserves *</b>					909	

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



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

## Comparison

- Current
- CO.
- Total
- Inc.

Income/Expenditure Category	YTD Spend	YTD Budget	Budget Remaining	Full Year Budget	Budget Remaining
<u>Fee Related Expenditure</u>	375,595	-	375,595	422,417	46,822
<u>Net Direct Expenditure</u>					
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				
<u>Total Net Direct Expenditure</u>	1,632,887	2,401,877	531,351	4,695,689	2,825,163
<u>Other Movement</u>					
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



# 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](mailto:finance.systems@ucd.ie)
- Enquiries on content should be directed to [accounts.queries@ucd.ie](mailto: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



# Non-Research Projects School Summary



## Non-Research Projects - School Summary

Select School/Unit: School of |

### Non-Research Projects Real-time Financial Summary

Funding Category	Number of Projects	Expenditure			Cumulative Expenditure	Budget Remaining or Overspent
		Purchase Orders	Purchase Orders Pending	Purchase Orders Not Yet Filled		
Departmental Funds	10	0,438	0,438	0,438	2,104,223	182,647
Total	10	0,438	0,438	0,438	2,104,223	182,647

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

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

### Non-Research Project Exceptions

Click to extend and view non-research project exceptions



# 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

Submitted spend to date versus elapsed time



Pro

mmery

Drill to summary of non-pay costs

Proj

Budget € Actual €

Commitments

Current Financial Position

PO's Outstanding

Student Scholarships

Student Fees

Pay Costs

Total (inc Commitments)

Budget Remaining

Income Shortfall

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

Drill to transactional data

Funded Allowances Summary

+



# 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/review (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



## 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](mailto: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:

**About this Report**

**Fee Income and**

**FTEs and Gross I**

**Gross Fee Incom**

For help with the information

**Feedback**

Did you find this report

Any feedback to share with the team

Not Useful  Not at all

**Submit Feedback**

 Select appropriate view

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



# 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
<b>EU</b>										
Undergraduate	312	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.	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
<b>Non EU</b>										
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

Drill down to module



## 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](mailto: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 -

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
<b>Total</b>										<b>134,706.00</b>

Transactions	Customer Name	Customer Reference	Transaction Reference	Due Date	Amount	Amount	Amount	Amount	Amount	Amount	Amount
ZOE009					.00	.00	.00	.00	.00	233.70	233.70
ZOE008					.00	.00	.00	.00	492.00	.00	492.00
<b>Total</b>					42,691.14	102,501.60	32,029.50	8,081.00	4,914.12	190,207.45	



## 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](mailto: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

UCD InfoHub  
My services & information portal

## Card Receipts Payments Summary

[View Incompleted Payments](#)

### Card Receipt Details for S

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					Summer Trip 2020	ER0860	300.00
1585281	16-NOV-2019 09:29:40					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	
<b>Total</b>				<b>3,000.00</b>			<b>3,000.00</b>	

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

UCD DUBLIN SCHOOL OF EARTH SCIENCES School of Education



# 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](mailto: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



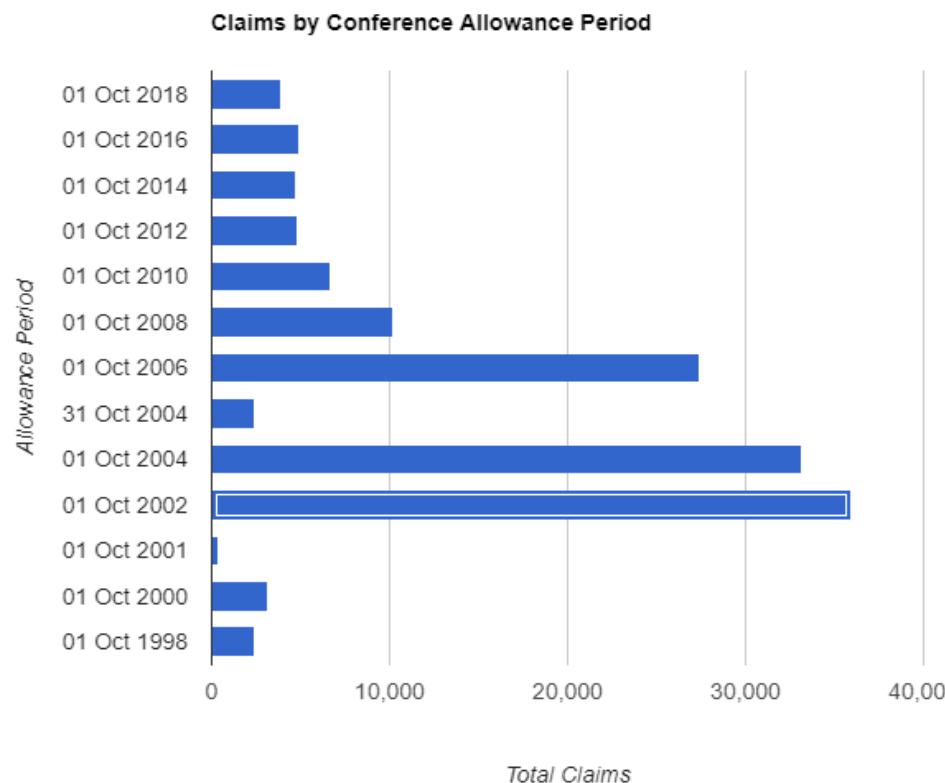
# Conference Allowances

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
<b>Total</b>		<b>139</b>	<b>140,077.54</b>



# Utility Recharging

## Who has access?

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



# Utility Recharging

Utility Recharge in €							
Month	Financial Period	Electricity Usage	Water Usage	Postage Charges	Telephone Charges	Recharge	Asset Booking
Nov 2017	Period 2, 2018	1,106.35					
Dec 2017	Period 3, 2018	985.67					
Jan 2018	Period 4, 2018	1,218.73					
Feb 2018	Period 5, 2018	1,210.07					
Mar 2018	Period 6, 2018	1,256.34					
Apr 2018	Period 7, 2018	1,052.73					

## Utility Recharging Statements

Select School/Unit:

Electricity Usage for Dec 2019

					Meter Reading				
Description(MAX50 chars)	Quantity or measure	Unit Cost	Cost	Building	Unit to Charge	Date of reading	Reading in KWHR	%Building Space	
Newman Building	442	.1485	65.57	Newman Building	A040100	31 Dec 2019	69,094	.6391	
Newman Building	1,414	.1485	209.97	Newman Building	A040100	31 Dec 2019	69,094	2.0464	
James Joyce Library Building	0	.1485	.00	James Joyce Library Building	A050100	31 Dec 2019	87,018	.0000	
<b>Total</b>	<b>1,855</b>		<b>275.54</b>				<b>225,206</b>		

3 rows took .06 seconds to run

Nov 2019	Period 2, 2020	1,100.97					
Dec 2019	Period 3, 2020	845.27					
<b>Total</b>		<b>55,926.14</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>



## 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](mailto:finance.systems@ucd.ie)
- Enquiries on content should be directed to
- [rfo@ucd.ie](mailto:rfo@ucd.ie)



## Why do they have access?

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



## Financial Statement for

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

## Transaction Summary by Year &amp; 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:	l 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](#)

## Project Financial Summary

## Funded Employees Salaries Summary

## Funded Allowances Summary

Summary position  
on spend and  
duration of the  
project

## 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](#)



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

## 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	Estimated Employers	Estimated Total Cost to IT	Projected Remaining Cost to IT
Temporary	2	56,724			
Total	2	56,724			

1 rows took 5.04 seconds to run

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 Stipend	Stipend to Project
	0			
Total	0	0	0	0



## 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). If the account is over budget, please contact RFO to arrange for reclassification.
Income Exceeds Budget	27	*Please contact RFO to discuss/review (email: RFO@ucd.ie). If the account is over budget, please contact RFO to arrange for reclassification.
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](#)

Drill to view research jobs in this category

## 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)



## 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](mailto:finance.systems@ucd.ie)
- Enquiries on content should be directed to [rfo@ucd.ie](mailto:rfo@ucd.ie)



## Why do they have access?

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



# My Research Projects – Financial Summary

Operations Group

My Research Projects Real-time Financial Summary

Summary position all research job codes you have access to

Project Details												Financial Summary					
Project Code	Project Name	Status	Cost Centre	School	Start Date	End Date	Budget	Income Received	Actual	Received	Remaining	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.	01-Dec-1996	30-May-	106,316	112,624	112,624	0	0	-6,308	-5.93	.00			
R10400	Measuring And Monitoring Sport	Completed											2.19	5.83			
R10407	Ucd Epa Sustainable Developmen	Completed											8.97	17.59			
R10432	Prof Mike Gibney Startup Funds	Current Project		Policy													
R10620	Marine Processes And Basin Dev	Current Project	3774	Agriculture & Food Science	31-Dec-2006	31-Jan-2020	870,708	871,704	870,647	0	0	61	.01	.00			
R10621	Capability Building For The	Current	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			
HU_REPORTING.P_DISPLAY_REPORT?p_report=RP15...																	

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



# 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](mailto:rfo@ucd.ie)



## Why do they have access?

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



# 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	18*			20 Mar 2020	30 Apr 2020	R18572	4077	1,542	2,138.43	.00	2,138.43	Approved	28 Feb 2020	<a href="#">Scholarship Details</a>
Project - Enhancement Of Capri Modelling	32485	1			31 Mar 2020	31 Dec 2020	R16935	4199	1,333	12,042.98	.00	12,042.98	Approved	24 Feb 2020	<a href="#">Scholarship Details</a>
Project - Celtic Advanced Life Science	32565				01 Apr 2020	30 Apr 2020	R17279	3106							<a href="#">Scholarship Details</a>
Project - Broadband Millimetre-Wave Tran	32429				01 Apr 2020	31 Aug 2020	R15853	4077							<a href="#">Scholarship Details</a>
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	<a href="#">Scholarship Details</a>
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	<a href="#">Scholarship Details</a>
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	<a href="#">Scholarship Details</a>

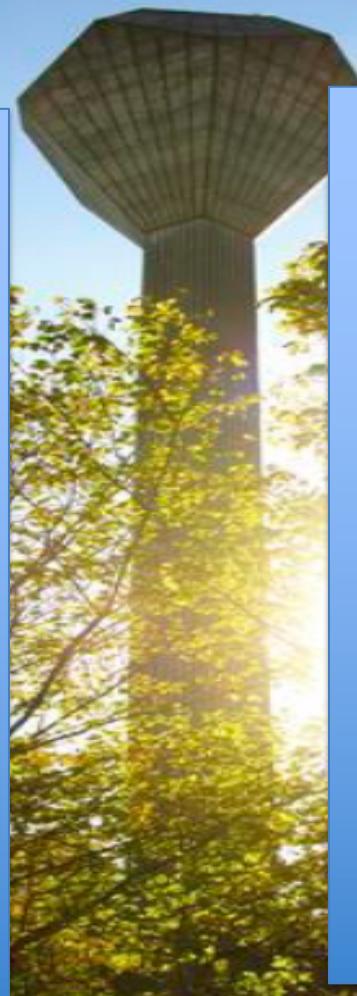
Drill for additional details on sponsor and recipient



**Operations Group**

**Tasks**

**InfoHub**





# 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](mailto: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



# 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 

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Home / InfoHub Tasks

## InfoHub Tasks

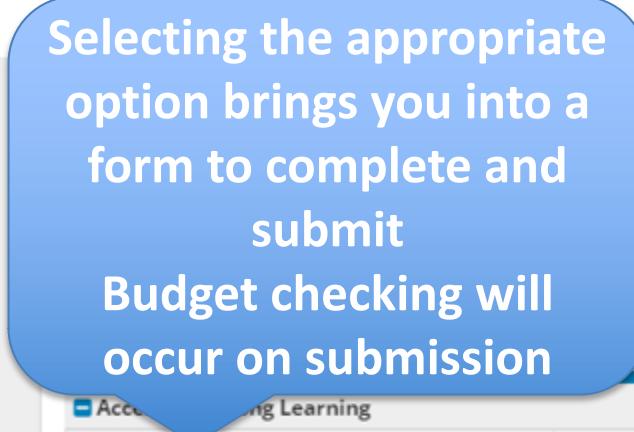
**Tasks assigned to me**

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)**

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



Category	Task	Owner
Access & Lifelong 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



Operations Group





## Exercise 1: What works well?



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## Exercise 2: Opportunities for Improvement



## Exercise 3: Priorities of Improvement Opportunities

Thank You



**Operations Group**

**E: [operationsgroup@ucd.ie](mailto:operationsgroup@ucd.ie)**