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?

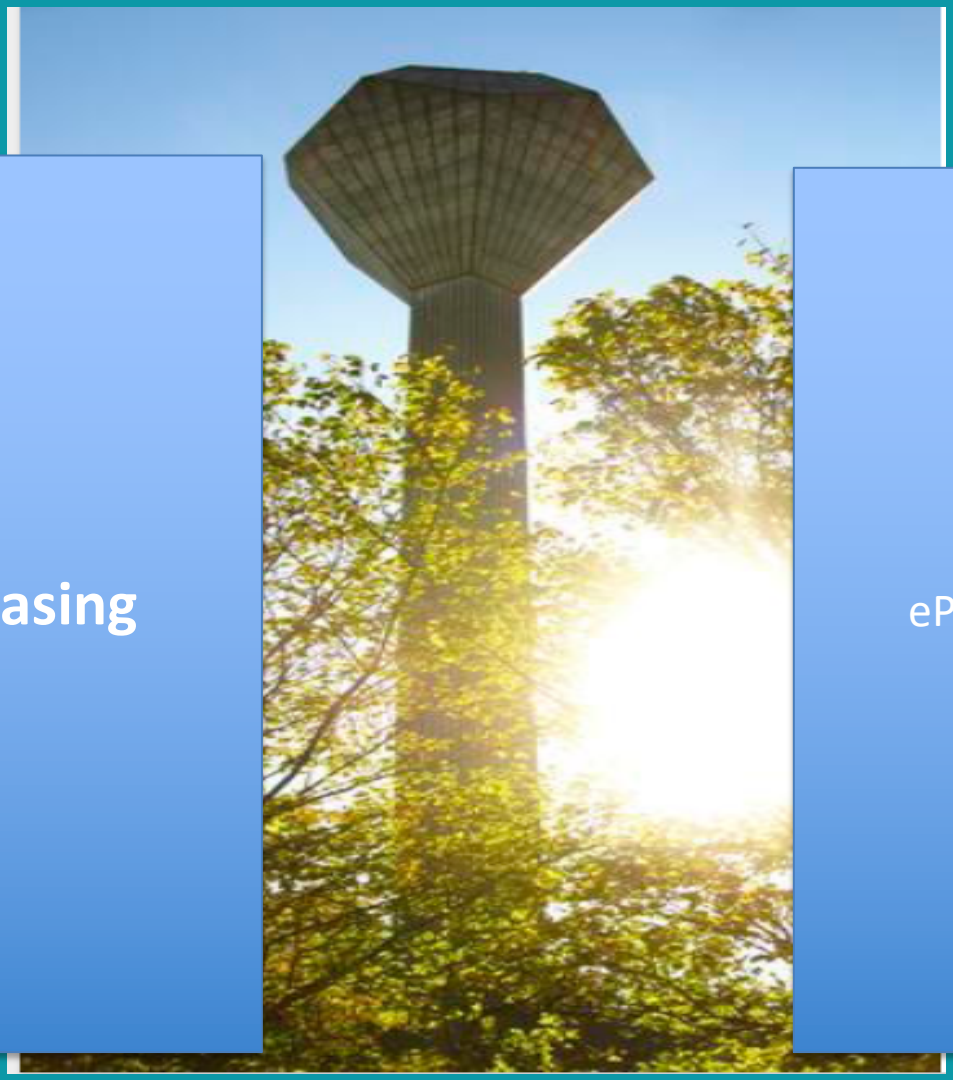
- Requesting Goods/Services
- Need to view Purchase Orders/Invoices
- Tracking of Income/Expenditure and Budgets (School/Unit; Cost Centres/Projects etc..)
- Student Scholarship Payments & Transfers
- Credit Card Receipts

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

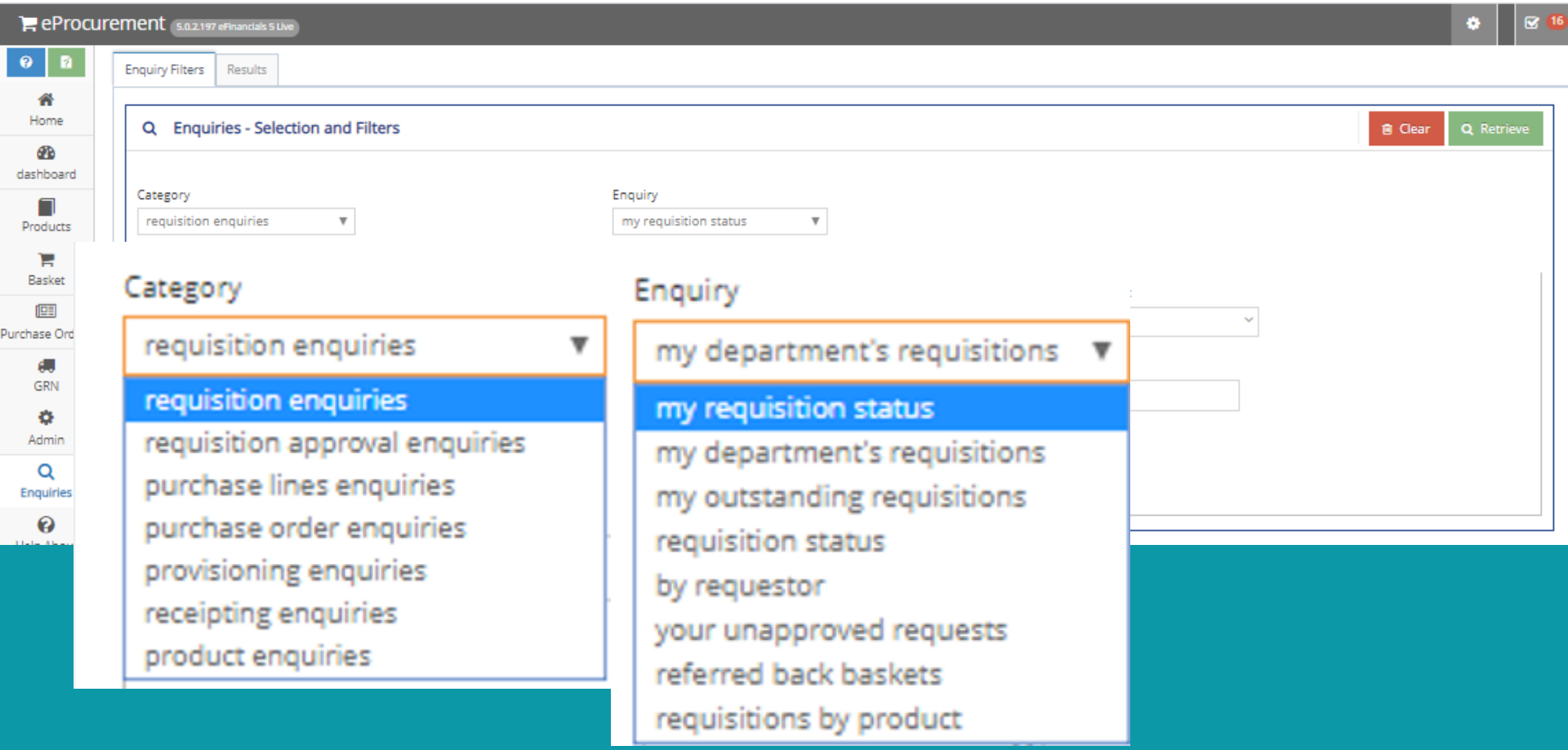
Access Request
Submit request to finance.systems@ucd.ie.

Operations Group

eProcurement – WorkFlow Enquiry (Traffic Light Reporting)

Operations Group

eProcurement – General Enquiries



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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			Viber Gel Doc service agreement GELDOC/03	8070
R387090	03-Mar-2020			Tuesday 03/03/2020 Tea/Coffee/Scones for 14 people in the CRID	8070
	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 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 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

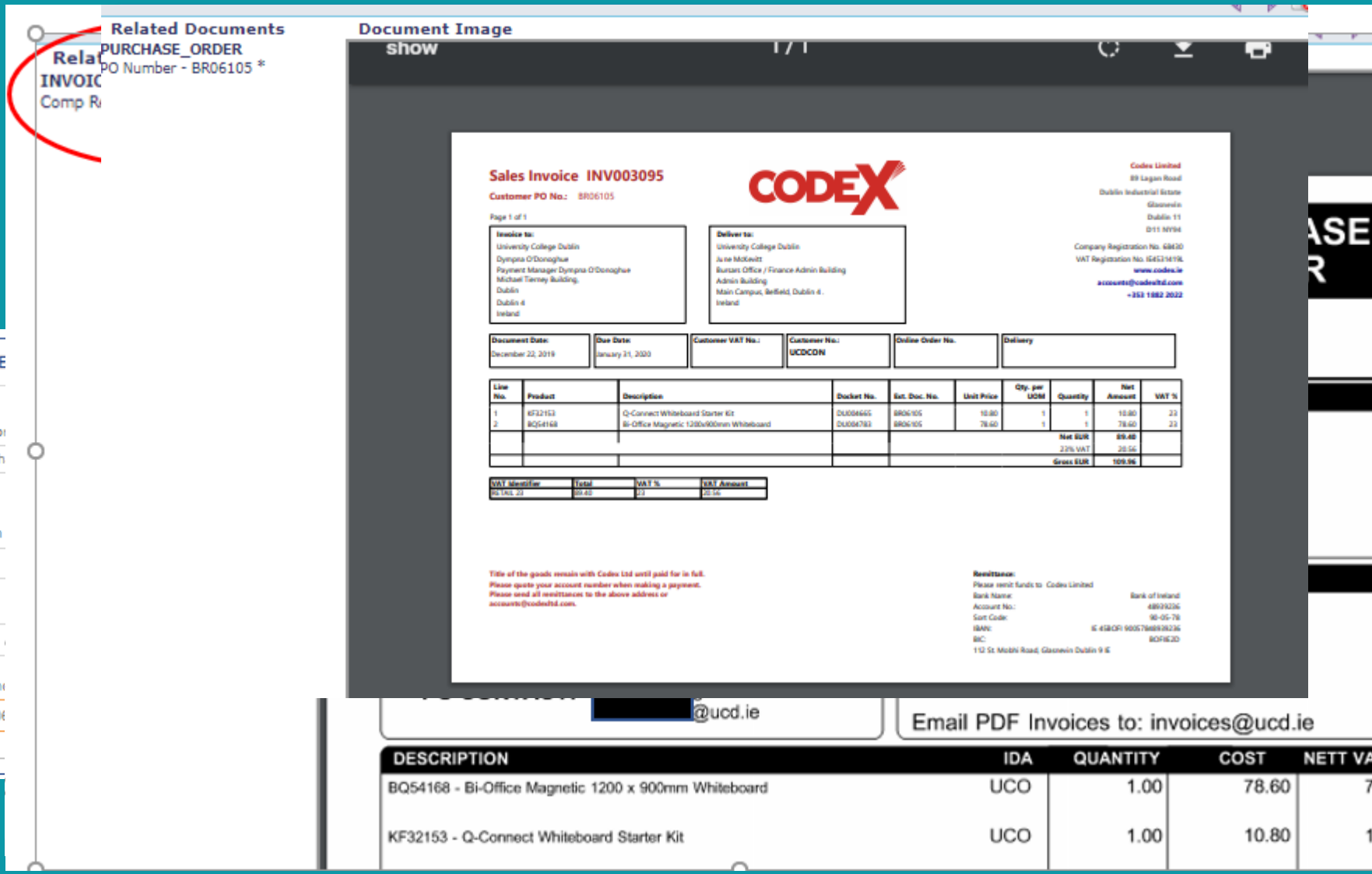
Email PDF Invoices to: invoices@ucd.ie

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



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eProcurement – General Info.

- Training guide and YouTube training guides available at: https://www.ucd.ie/bursar/bursarsoffice/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

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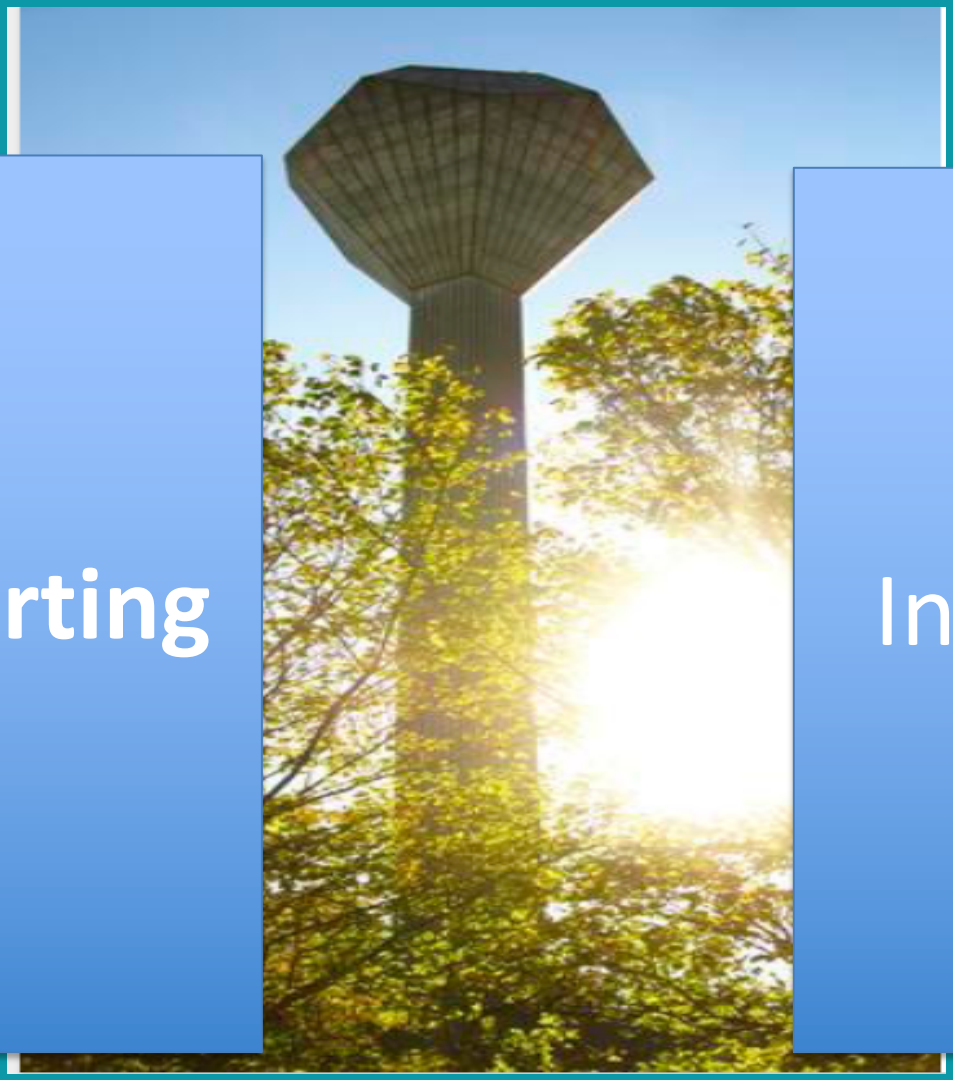
Reporting



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

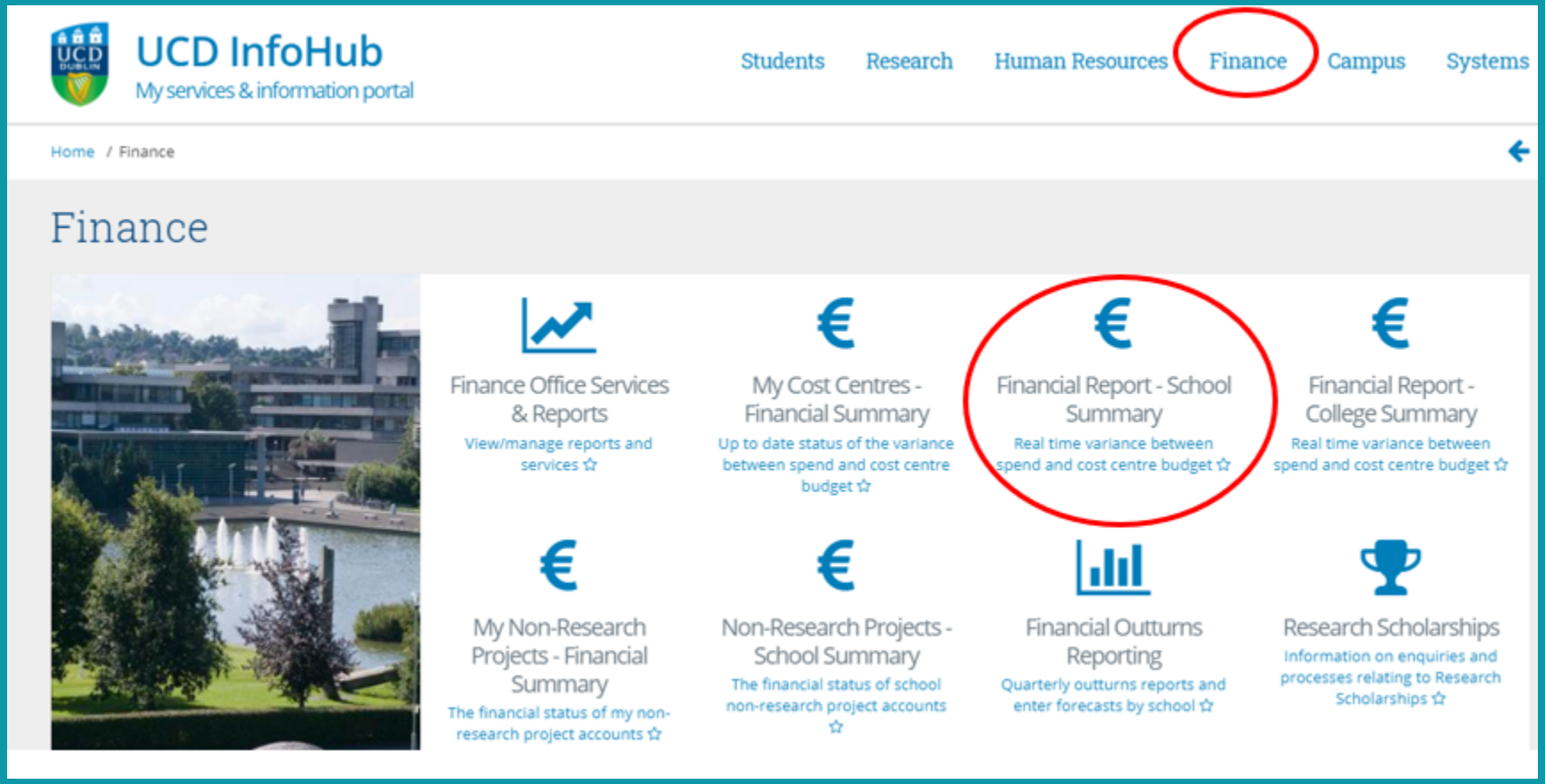
School/Unit Financial Summary

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

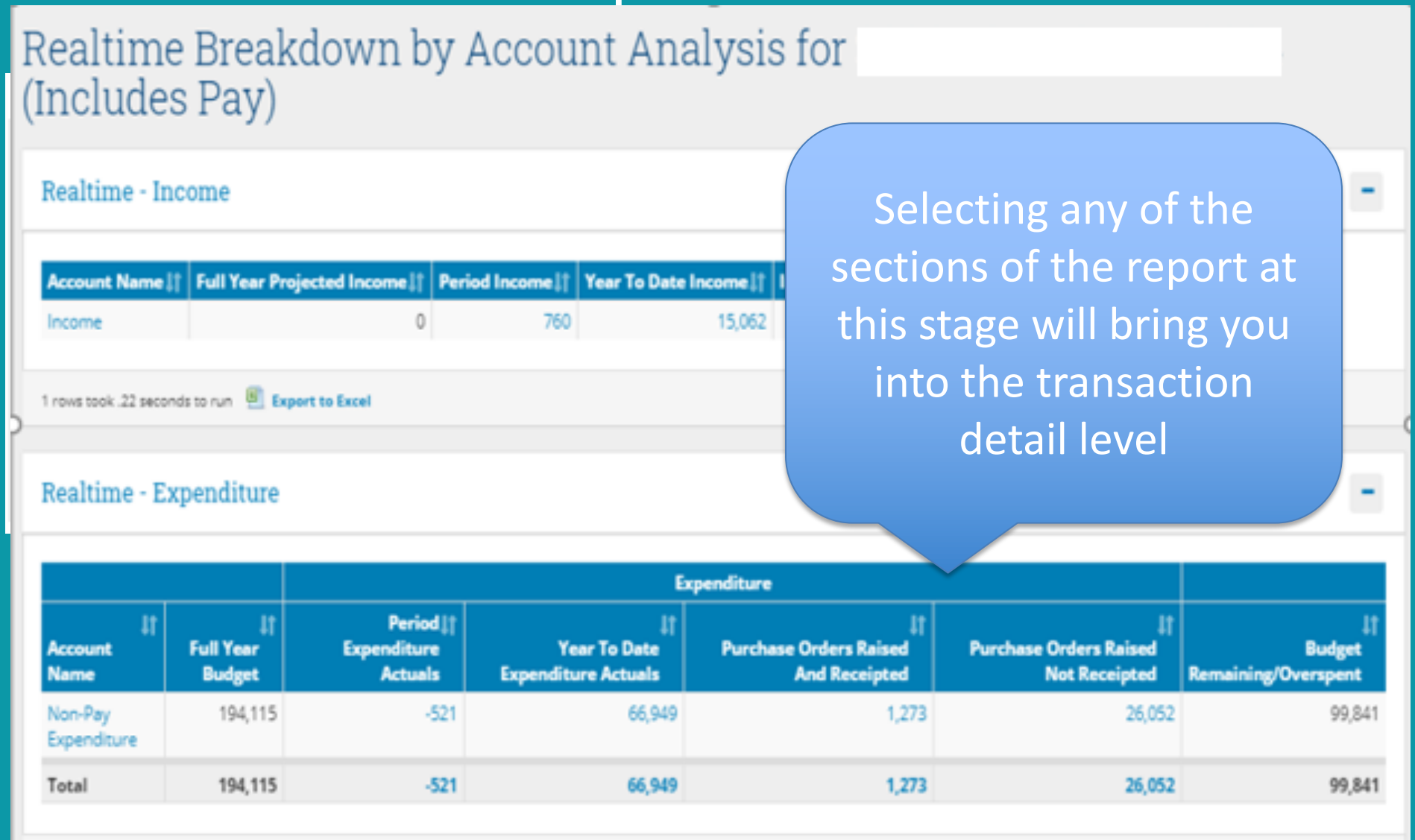
School/Unit Financial Summary



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

Realtime - Expenditure

		Expenditure				
Account Name	Full Year Budget	Period Expenditure Actuals	Year To Date Expenditure Actuals	Purchase Orders Raised And Receipted	Purchase Orders Raised Not Receipted	Budget Remaining/Overspent
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	Purchase Orders Raised and Receipted
.	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 Surplu
Income	0	0	-1,500	1,5

1 rows took .21 seconds to run Export to Excel

February Month-End Expenditure Summary for

		Expenditure				
Account Name	Full Year Budget	Period Expenditure Actuals	Year to Date Expenditure Actuals	Purchase Orders Raised and Receipted	Purchase Orders Raised Not Receipted	Budget Remaining
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 ☆

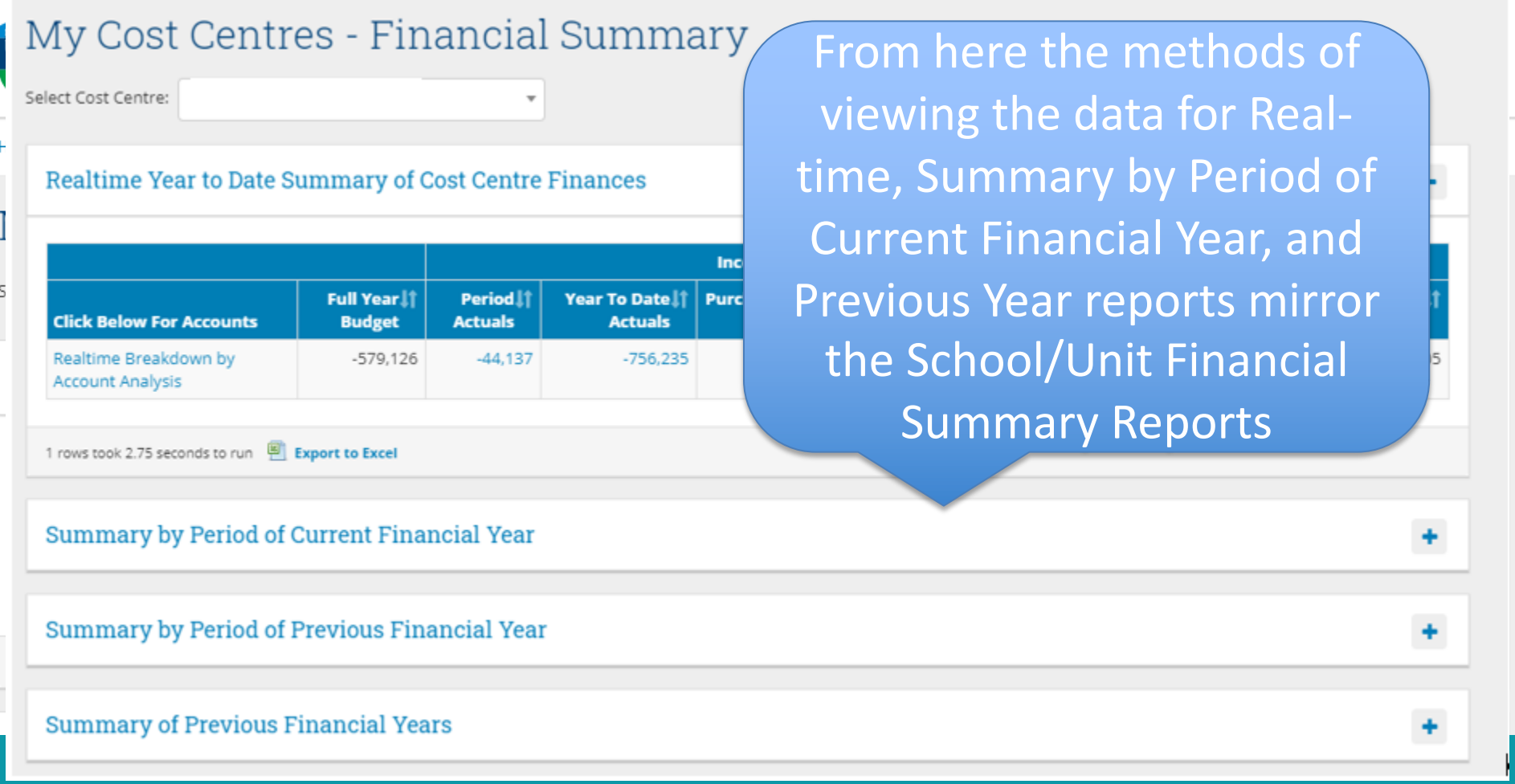
Non-Research Projects - School Summary
The financial status of school non-research project accounts ☆

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



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 Qutturns

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

Operations Group

Management Accounts

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

	Actual Q1	Budget Q1	Variance	Actual Actual YTD	Budget Budget YTD	Variance	Forecast Year Total	Budget Year Total	Variance	
Net Direct Expenditure										
Salary Recovery	0	0	0	0	0	0	0	0	0	
Internal Income	-16	-35	-19	-16	-35	-19	-69	-148	-79	42

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

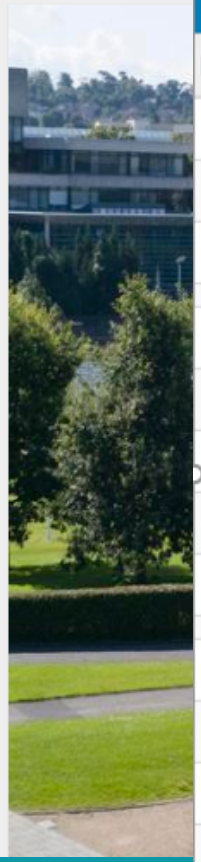
Closing Discretionary Reserves 909

Note: Positive reserve indicates surplus

Operations Group

Quarterly Outturns

Financ



Income/Expenditure Category	Year to Date 000s Actuals	Budget	Variance		Full Year 000s Forecast	Budget	Variance
School of							
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 - Vacency 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 Receipted (Accruals)**
- **Budget Remaining excludes POs Raised not Receipted (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?

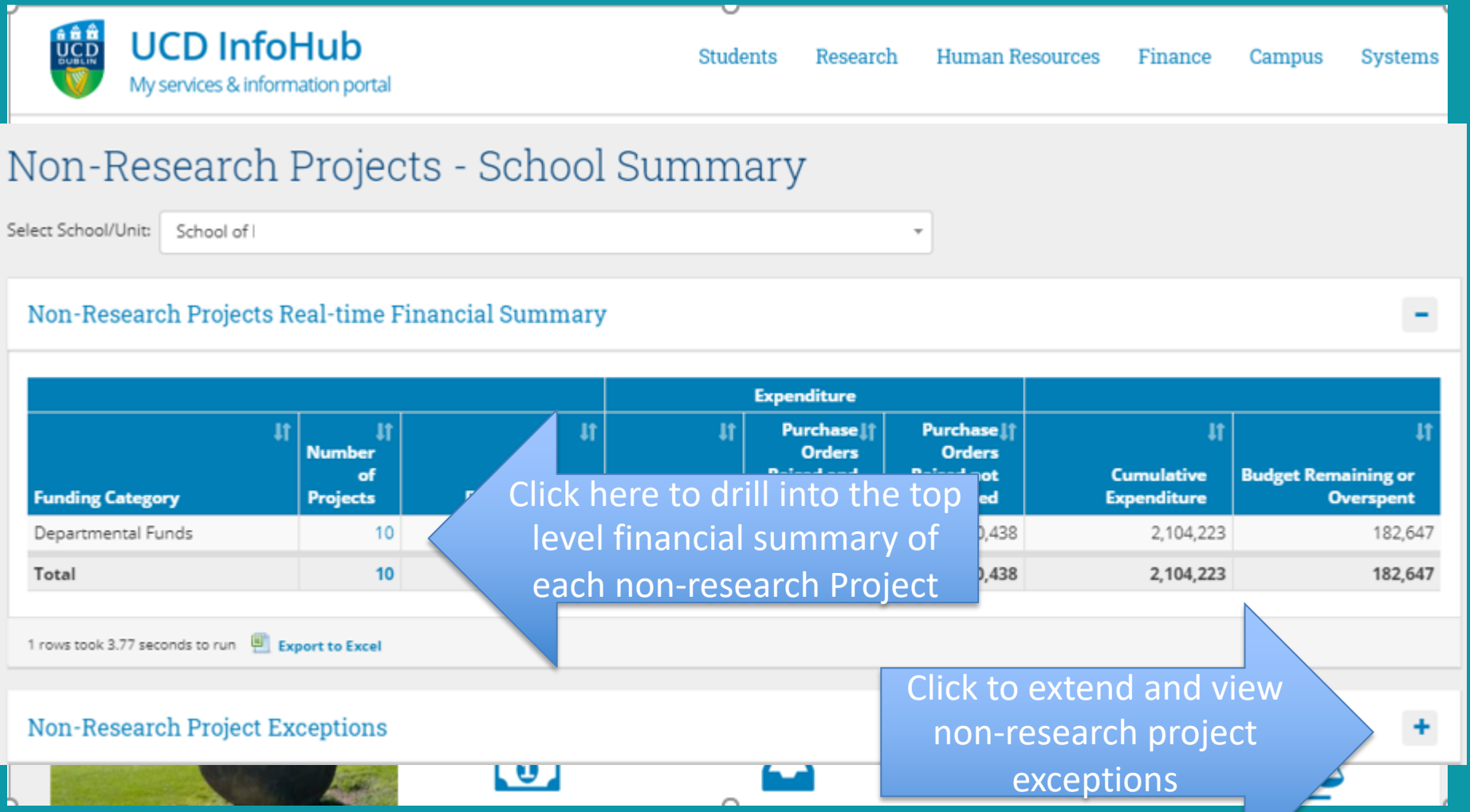
- **Head of School/**Unit & School/Unit Manager roles
- Service Override for School Level Reporting available on request, if access required and authorised by Head of School/Unit or College Finance Manager
- Enquiries on access should be directed to finance.systems@ucd.ie
- Enquiries on content should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

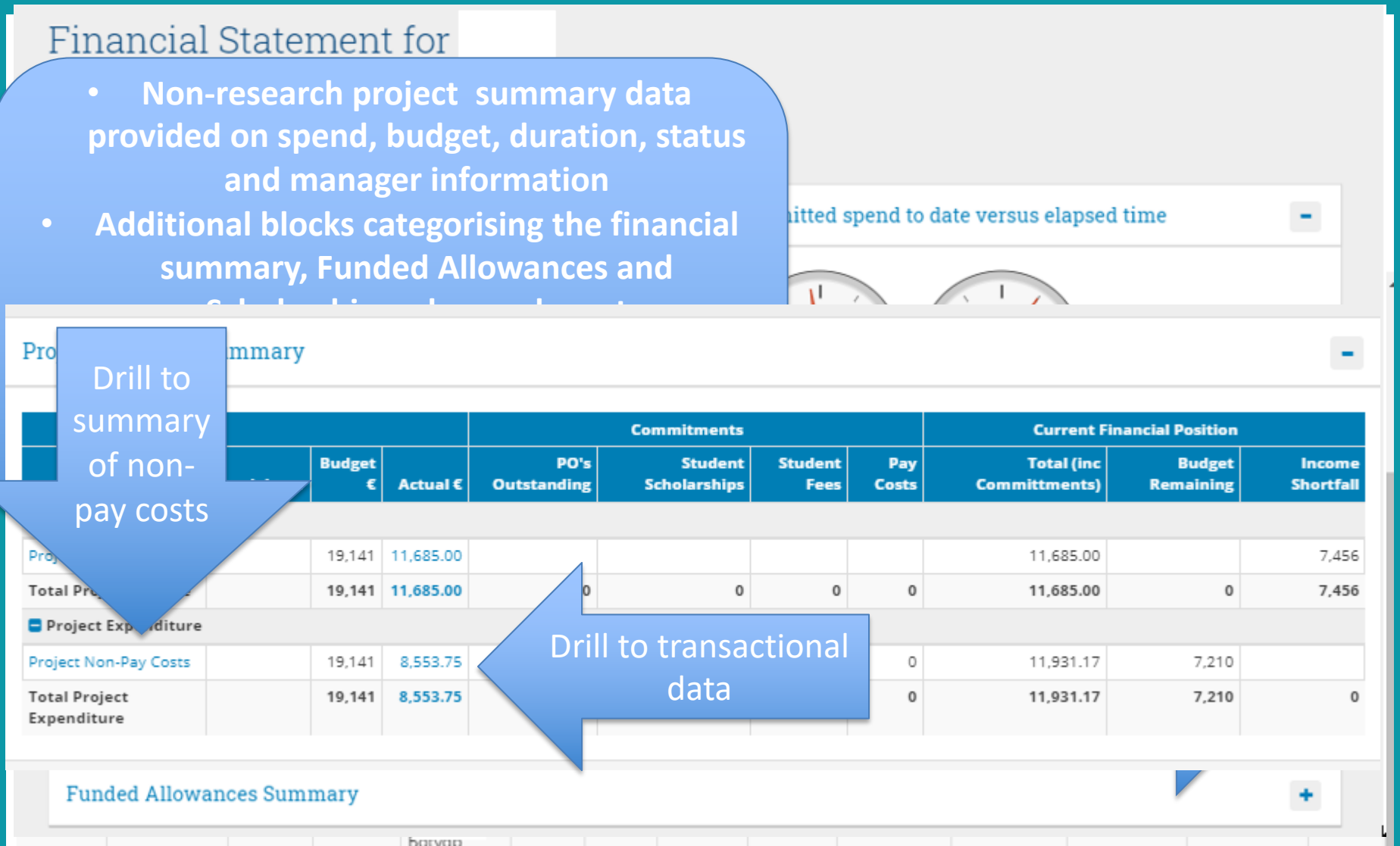
Operations Group

Non-Research Projects School Summary



Operations Group

Non-Research Projects School Summary



				Commitments				Current Financial Position		
		Budget €	Actual €	PO's Outstanding	Student Scholarships	Student Fees	Pay Costs	Total (inc Committments)	Budget Remaining	Income Shortfall
Proj		19,141	11,685.00					11,685.00		7,456
Total Pr		19,141	11,685.00	0	0	0	0	11,685.00	0	7,456
Project Exp diture										
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

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	*C… …st this D account, or to post a reclassification journal if income ha… …@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

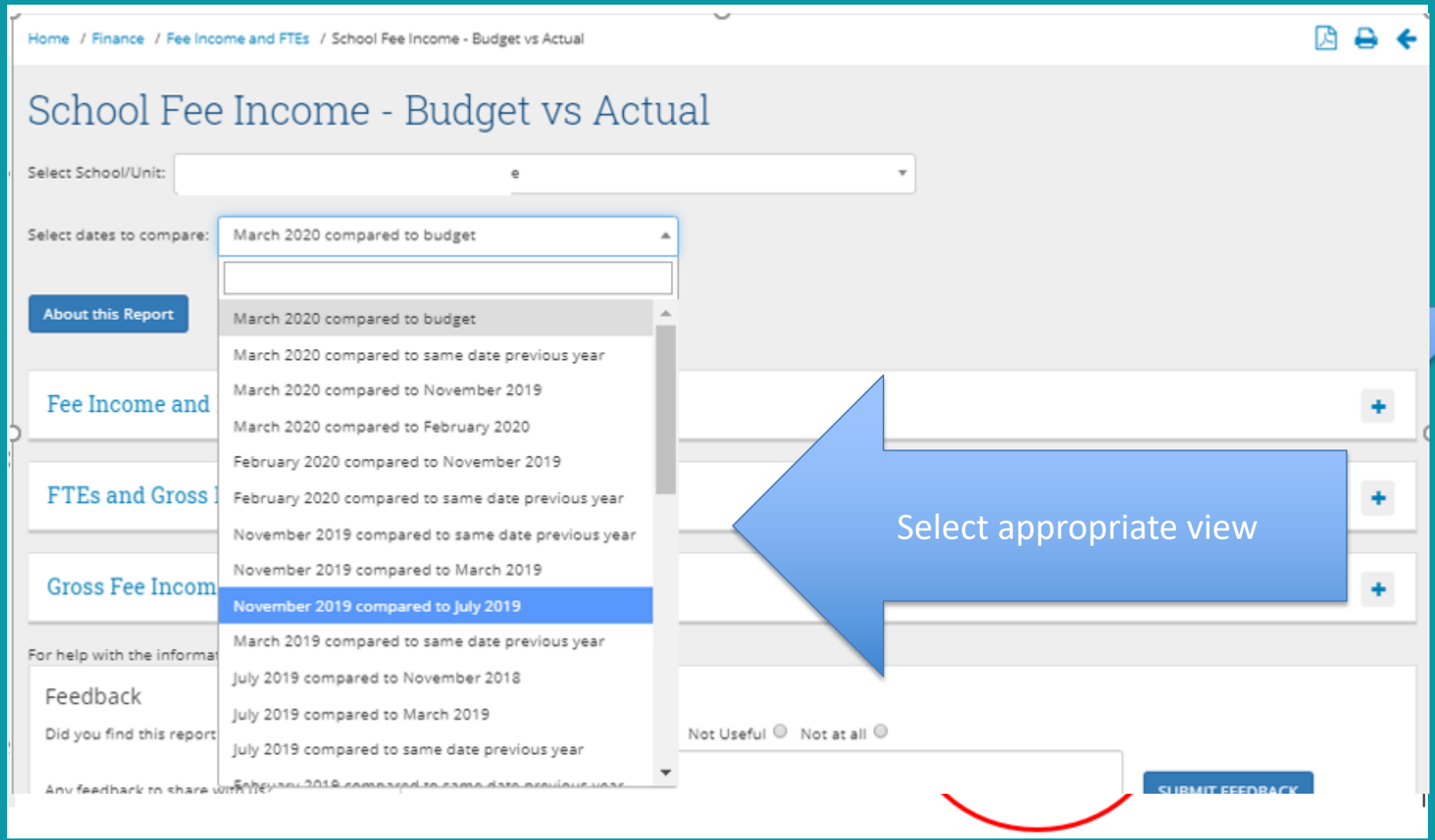
- Enquiries on access should be directed to finance.systems@ucd.ie

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

Operations Group

Fee Income & FTE's



Operations Group

Fee Income & FTE's

Gross Fee Income Breakdown by Level and EU/Non EU

	November 2018				November 2019				Change from November 2018	
Level	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	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**
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**

Drill down to module

Operations Group

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

Operations Group

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
ZOE009			.00	.00	.00	.00	233.70	233.70
ZOE008			.00	.00	.00	492.00	.00	492.00

Drill to view outstanding/unallocated invoices/credit notes

Financial State ent for GNC001 -

Download Statement

Statement in PDF available here

Outstanding and Unall ed 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	S07	3621	30 to 60 days	101,706.00
29 Feb 2020	29 Feb 2020	L0001921		2756	Invoice	Outstanding	S07	3621	0 to 30 days	33,000.00
Total										134,706.00

UCD DUBLIN

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**

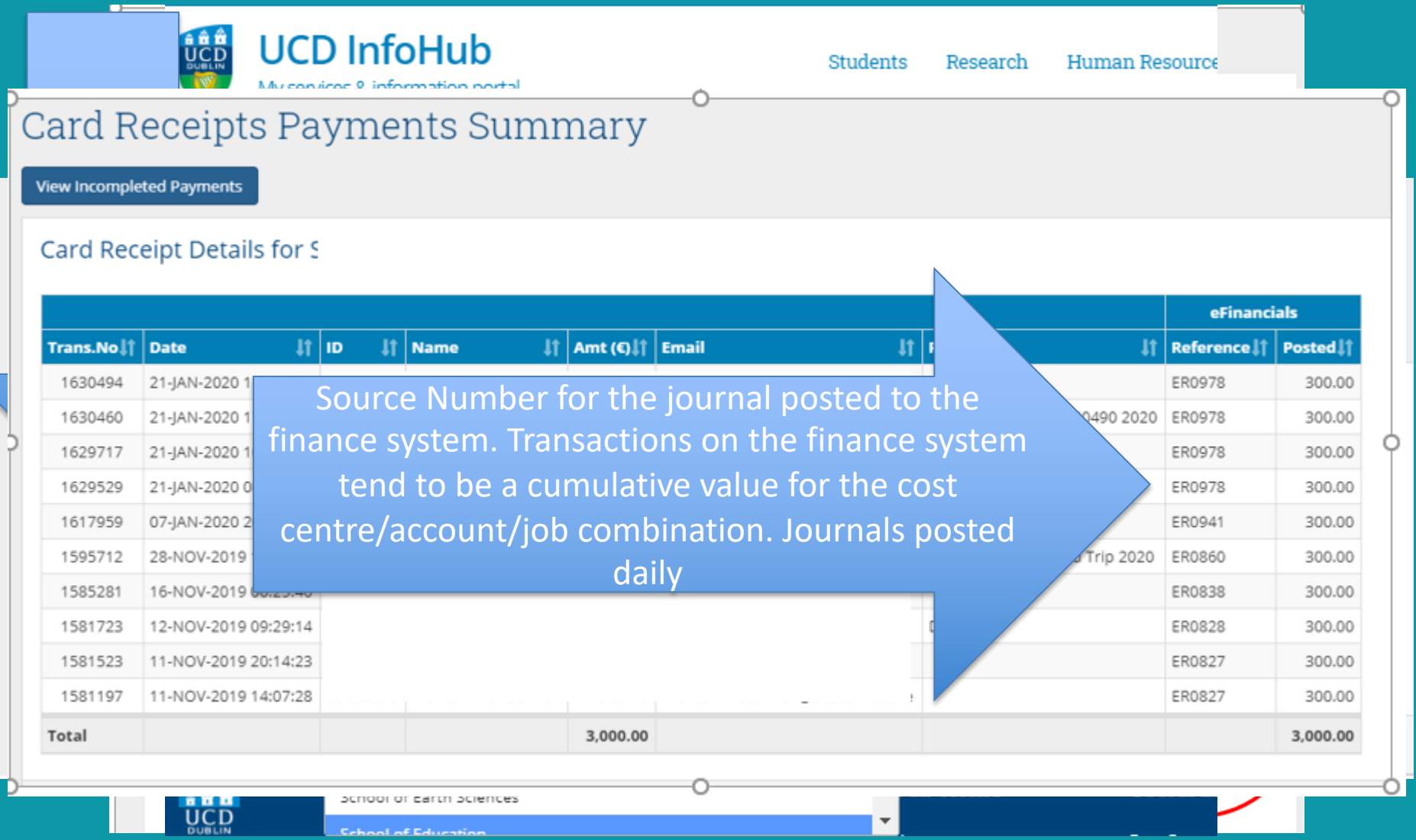
- Enquiries on access & content should be directed to accounts.queries@ucd.ie

Why do they have access?

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

Operations Group

Card Receipts Payment Summary



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

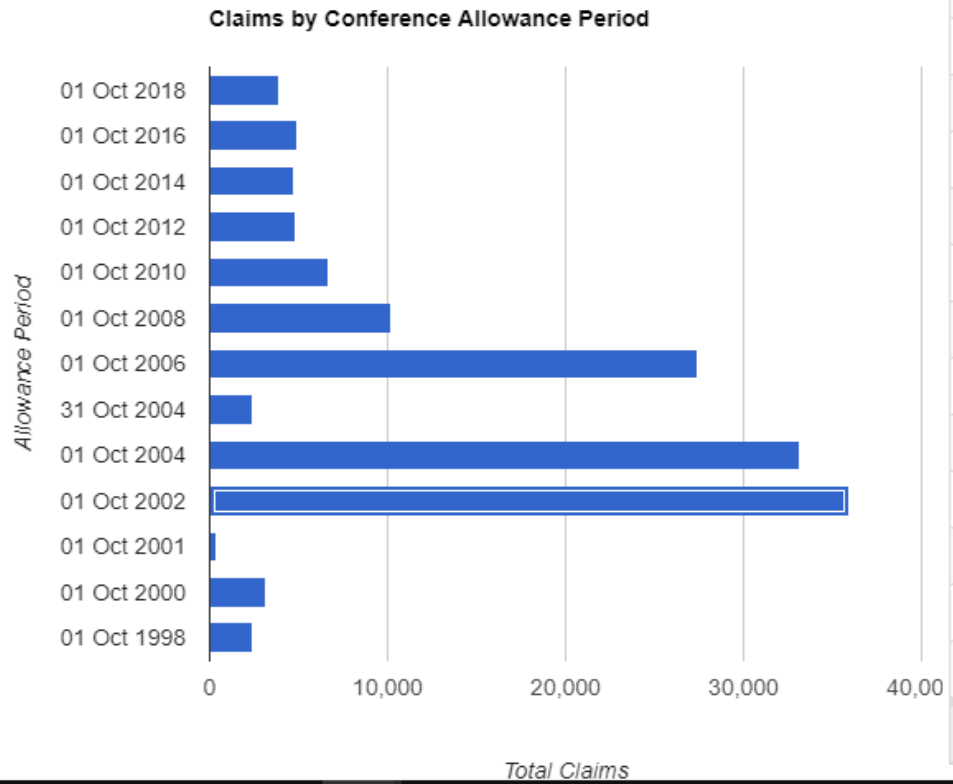
Operations Group

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

Operations Group

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
Total	**1,855**		**275.54**				**225,206**	

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Nov 2019	Period 2, 2020	1,100.97						
Dec 2019	Period 3, 2020	845.27						
Total		**55,926.14**	**.00**	**.00**	**.00**	**.00**	**.00**	

Operations Group

Research Projects – Financial Summary

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

Why do they have access?

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

Operations Group

Research Projects – Financial Summary

Summary position on spend and duration of the project

Financial Statement for

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

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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 committments for Scholarships, Pay Costs, Student Fees and Purchase Orders Received

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Project Financial Summary

Funded Employees Salaries Summary

Funded Allowances Summary

Operations Group

Research Projects – Financial Summary

–	Breakdown	Budget €	Actual €	Commitments: PO's Outstanding	Commitments: Student Scholarships	Commitments: Student Fees	Commitments: Pay Costs	Current Financial Position: Total (inc Committments)	Current Financial Position: Budget Remaining	Current Financial Position: 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 Expenditur										
Project Non-Pay C	verhead	84,349	84,349.00		0	0	0	84,349.00	0	
Project No		297	84,473.87						9,742	
Proje		267	127,400.03						30,102	
Total Pr Expenditu		913	296,222.90						39,844	0

Drill to categorised view

Drill to transaction level

4 rows took 5.04 seconds Export to Excel

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	A	Estimated Employers	Estimated Total Cost to	Projected Remaining Cost to ct
Temporary	2	56,724				,765
Total	2	56,724				,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	Annu			st to ject
	0					
Total	0	0		0	0	0

Drill to see scholarship/stipend details

Operations Group

Research Projects – Financial Summary

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 actio ired, for information purposes only.
Over Budget	37	*Plea
Income Exceeds Budget	27	* ail ucdresearchservices@ucd.ie). If inco se contact RFO to arrange for reclass
Zero Budget	2	*All active r rch 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)

Drill to view research jobs in this category

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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)

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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

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

Project Code	Project Name	Status	Cost Centre	School	Start Date	End Date	Budget	Income Received	Actual	Receipted	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												2.19	5.83
R10407	Ucd Epa Sustainable Developmen			Policy									3.97	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	3774	School Of Earth Sciences	01-Oct-2007	31-Aug-2016	671,956	671,956	664,207	0	0	7,749	1.15	.00

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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

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My Research Scholarships

Who has access?

- Principal Investigators whose grants include a Research Scholarship element
- Staff that have submitted a 'Research Scholarship' request

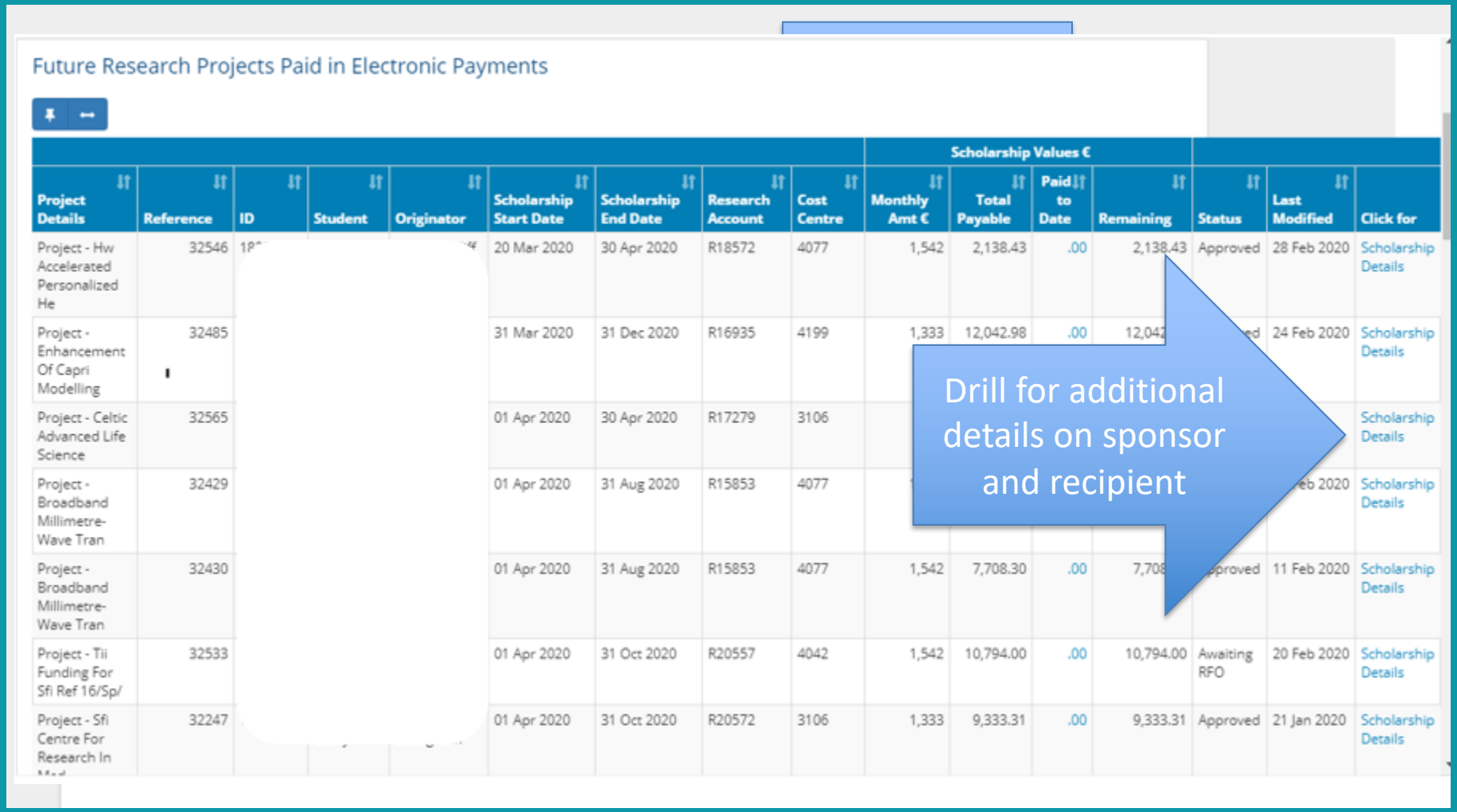
- Enquiries on content should be directed to rfo@ucd.ie

Why do they have access?

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

Operations Group

My Research Scholarships



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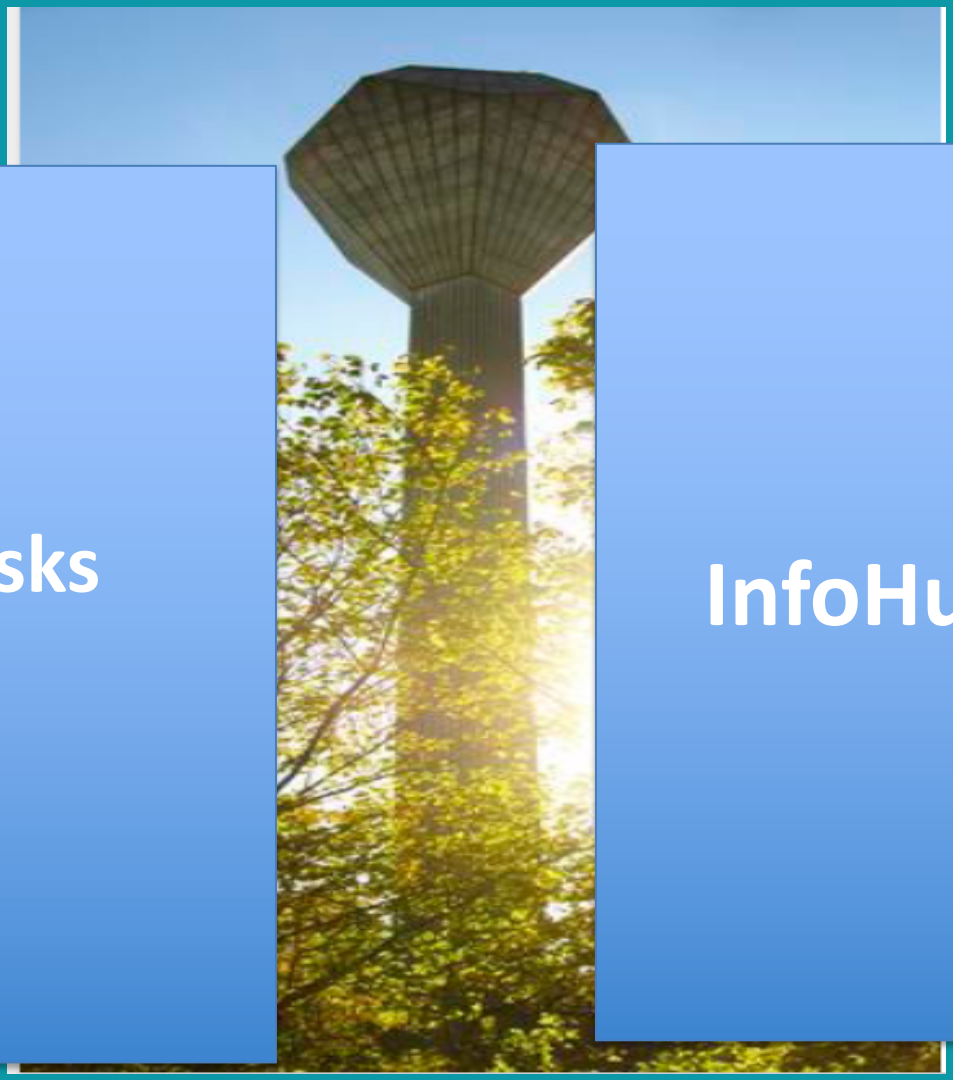

Tasks

InfoHub

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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

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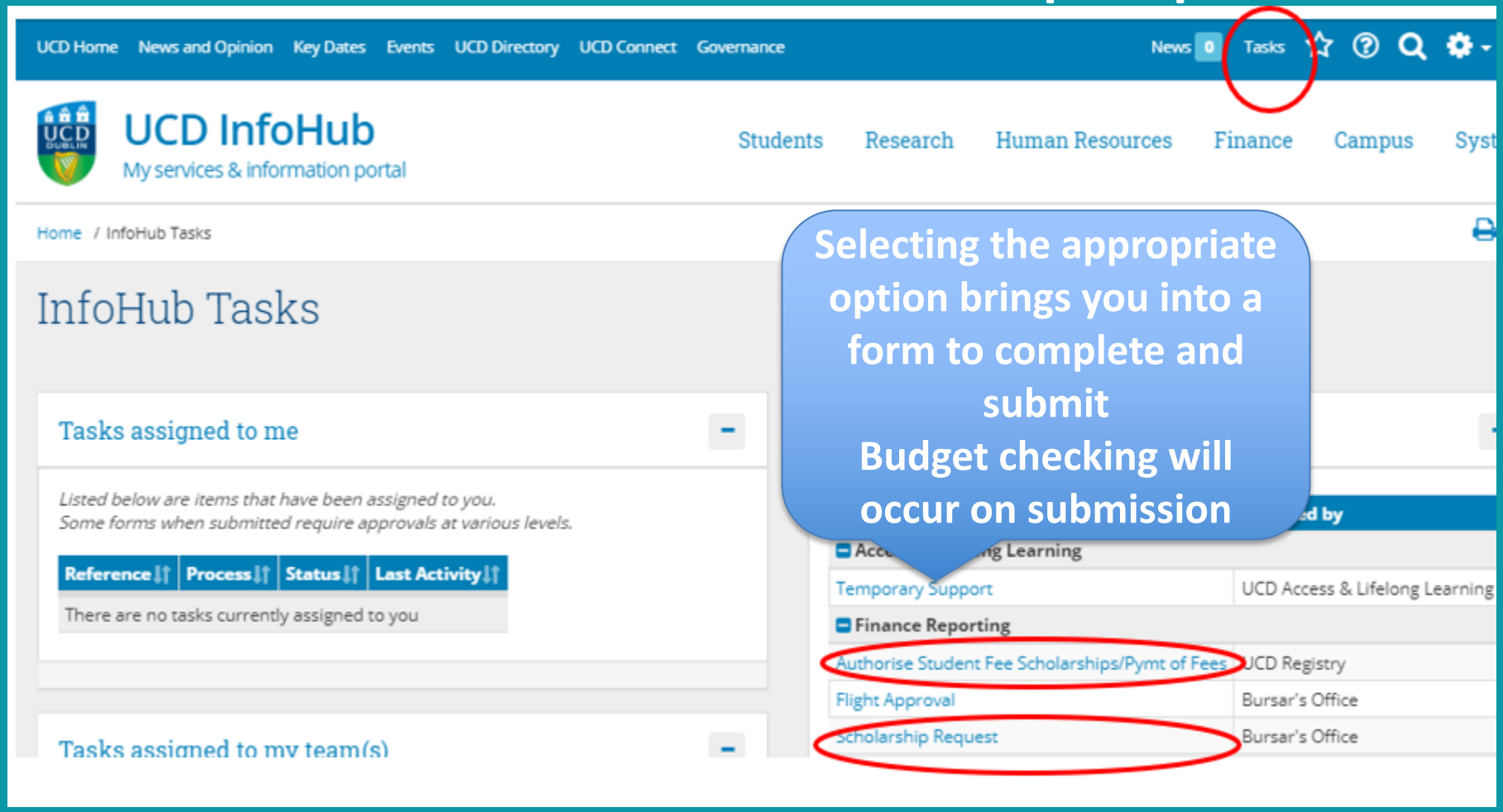
Authorise Student Fee Scholarships/Pymt of Fees & Scholarship Request



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Exercise 1: What works well?

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Exercise 2: Opportunities for Improvement

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Exercise 3: Priorities of Improvement Opportunities

Thank You

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E: operationsgroup@ucd.ie