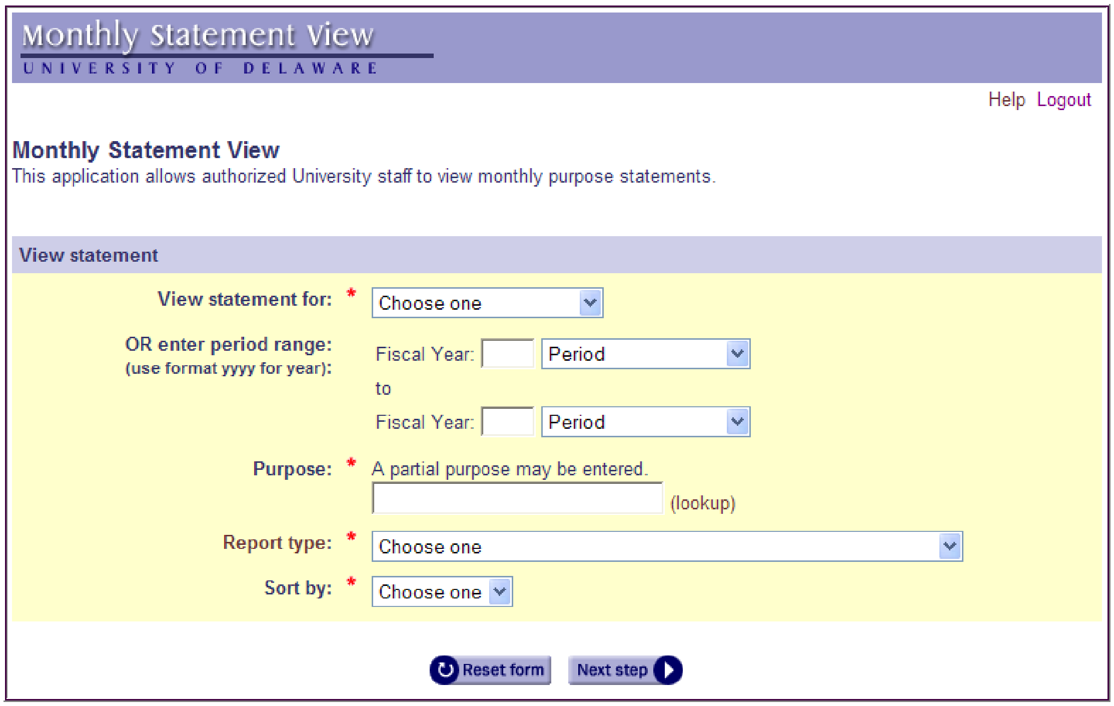
Monthly Statement View (Web Statement)

The Web Statement provides financial information for Purposes under your administration. Use this link - www.udel.edu/monthlystatement.

Features to note:

- The current period is available even if the current month is not yet closed.
- Data for prior fiscal years and periods is available back to the inception of UD Financials (July 2003).



1. Select either a period or range of periods:
    - **Use View statement** dropdown box for one *recent* period
    - OR enter **Fiscal Years** and **Periods** to select a range of periods
        - The larger the date range and/or the more Purpose codes, the longer the processing time will be.
        - Results are quickest with one Purpose/one period.
        - A range of dates allows for all activity related to a multi-year project to be viewed on one report.
        - If you want multi-year summary or complete reports, you need to run a report for each year, using the final close (992) as your Period
2. Enter your **Purpose** - partial purpose codes are permitted (such as CHEG11).
3. Select a **Report type** from dropdown box.
    - See next page for a brief summary of each report type and its information. Note that each of the report has an alternative "Support funds only" version.
4. Select **Sort by** from the last dropdown box:
    - Account
    - Date
    - Click **Next step** button (Be patient – it may take a little while to run)

Report Types

1. ***Detail Transaction Activity (non-budget)** and **Support Funds - Detail Transaction Activity (non-budget)**
   This option lists information about all regular (non-budget) transactions for the periods which you have selected.
   - Enter a partial Purpose
   - The YTD summary at the bottom of the page is totals as of the last period for the last fiscal year in the range of dates that you have selected.
   - It does NOT include *beginning balances*, so the total on the page is NOT the equivalent of funds available.
   - You need to use the "Summary Balances by Account Category" or the "Detailed Account Balances Including PTD Activity".

2. ***Detail budget revision activity** and **Support Funds - Detail budget revision activity**
   This report lists information about all budgetary transactions for the selected periods.

3. ***Detail PO activity** and **Support Funds - Detail PO activity**
   This report lists information about PO Activity for the selected periods.

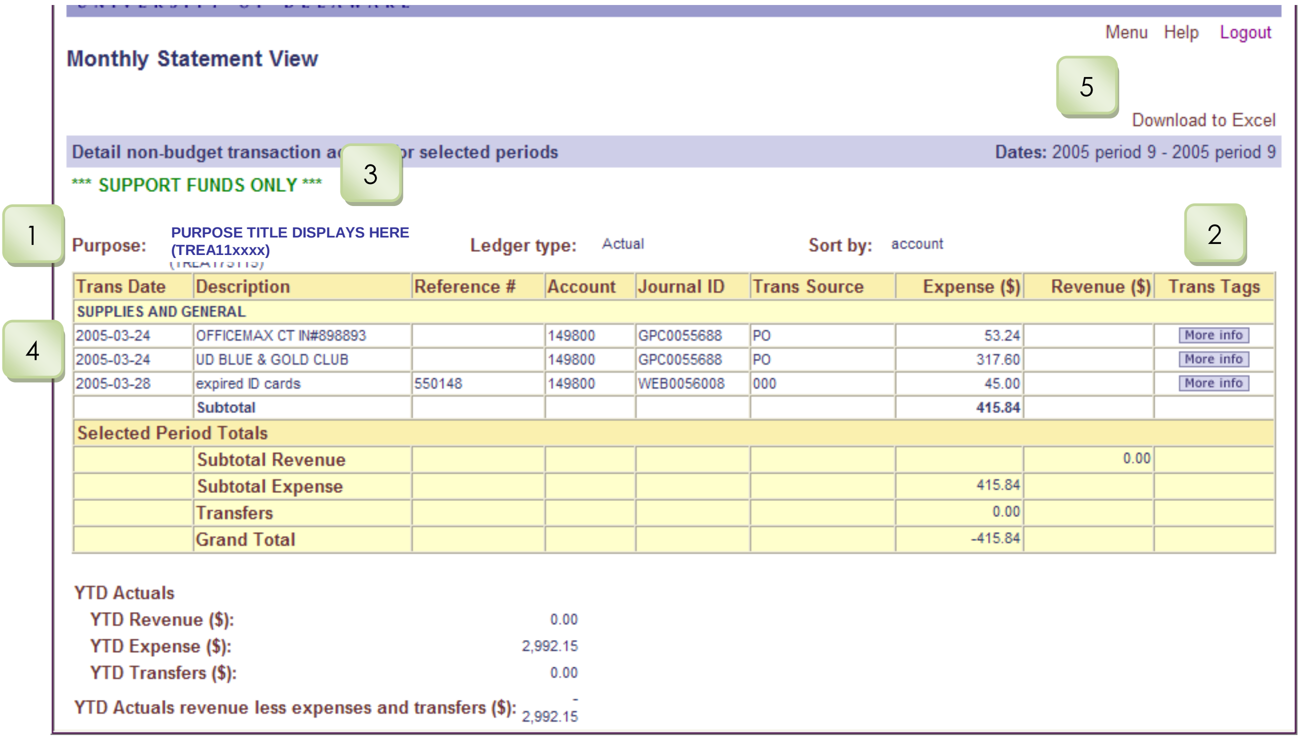
4. ***Summary Balances by Account Category** and **Support Funds - Summary Balances by Account Category**
   This report lists totals by Account category for the periods and Purposes that you have selected.
   - This report is most effective for a single Purpose. Multiple Purpose codes are not recommended (i.e. don't enter a partial Purpose)
   - There is also a recap at the bottom of this report, showing revenue/expense/transfer summaries and the Purpose balance.

5. ***Detailed Account Balances Including PTD Activity** and **Support Funds - Detailed Account Balances Including PTD Activity**
   This report lists totals by Account categories for the periods and Purpose that you have selected.
   - A cash summary is shown at the top, and details of revenue and expenses by account are shown
   - This report is not recommended for contract & grant Purpose codes; budgets are not included and balances may not reflect related "match" transactions.

6. **Assets and Liabilities**
   This report is for asset or liability Purpose codes only.
   - Assets are Purpose codes are 6 characters beginning with A
   - Liabilities are Purpose codes are 6 characters beginning with L

* Each of the first five reports above has a "support funds only" counterpart. You may now select reports that will just display support funds .This series of reports is to accommodate those administrators who would like to be able to provide *non-salary* information to individuals who reconcile the monthly statements.

Detail Transaction Activity (non-budget) and Support Funds - Detail Transaction Activity (non-budget)



Menu Help Logout

Monthly Statement View

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Download to Excel

Detail non-budget transaction ac 3 r selected periods — Dates: 2005 period 9 - 2005 period 9

*** SUPPORT FUNDS ONLY ***

1 Purpose: PURPOSE TITLE DISPLAYS HERE (TREA11xxxx) — Ledger type: Actual — Sort by: account — 2

Trans Date	Description	Reference #	Account	Journal ID	Trans Source	Expense ($)	Revenue ($)	Trans Tags
SUPPLIES AND GENERAL								
2005-03-24	OFFICEMAX CT IN#898893		149800	GPC0055688	PO	53.24		More info
2005-03-24	UD BLUE & GOLD CLUB		149800	GPC0055688	PO	317.60		More info
2005-03-28	expired ID cards	550148	149800	WEB0056008	000	45.00		More info
	Subtotal					**415.84**		
Selected Period Totals								
	Subtotal Revenue						0.00	
	Subtotal Expense					415.84		
	Transfers					0.00		
	Grand Total					-415.84		

YTD Actuals

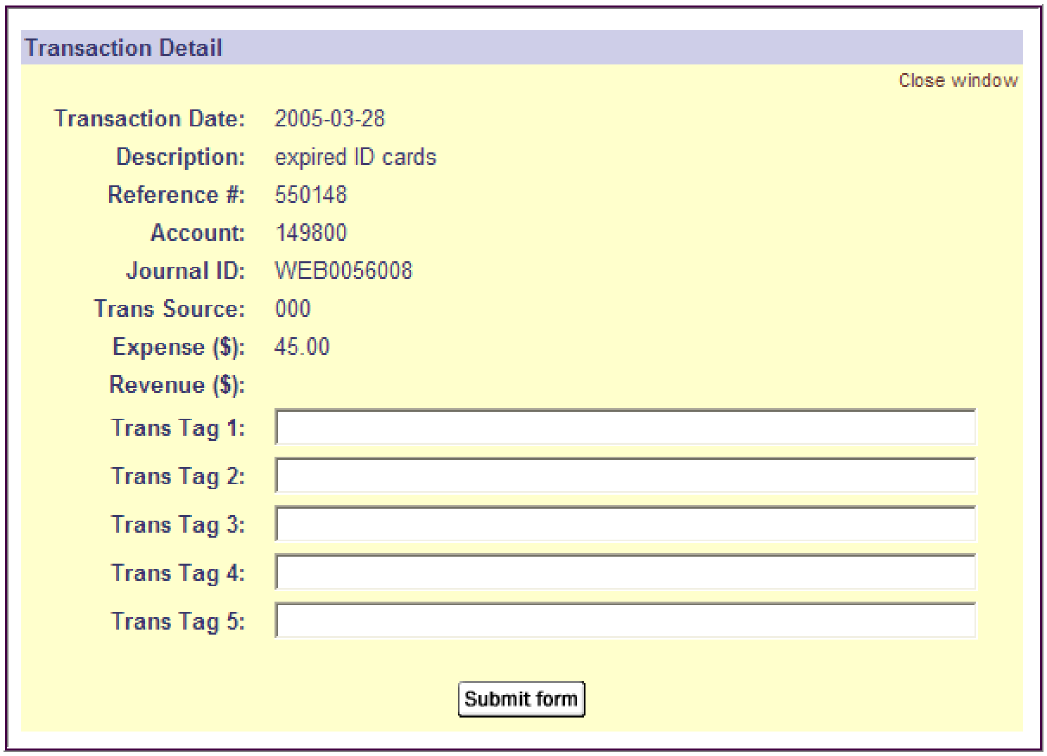
YTD Revenue ($):	0.00
YTD Expense ($):	2,992.15
YTD Transfers ($):	0.00
YTD Actuals revenue less expenses and transfers ($):	-2,992.15

- Click on **Download to Excel link** to take data to Excel
  - It will include additional fields not available on the screen view
- Click on **Menu** link to run another web statement
- Click on **Logout** to leave the web statement application

Detail Transaction Activity - new features added in January 2009:

1. **Purpose title** will display above the Purpose code when a *single* code is selected
2. New column **Trans Tag** added.
   - This powerful feature allows users to add *additional* information to the database for a given transaction after it's been posted to the GL
   - Five tags are available for each transaction.
   - The tag information will be posted to the FIPRD database immediately and available for reporting in FIRPT the next day.
   - More detailed instructions for tagging are on page 4.
3. ***** SUPPORT FUNDS ONLY***** will appear when selecting "support funds only" version
4. When **Sort by Account** is selected, the results sort by Account and then by Date
5. **Download to Excel** has two improvements:
   - Fixed problem of values with leading zeros displaying incorrectly. (For example, Class value of 001, department value 00175.)
   - Fixed column order:
     - **Account description** moved to the right of **Account**
     - **Accounting Date** moved next to the **Transaction Date**.

Detail Transaction Activity **– Tagging Transactions**


Transaction Detail

Close window

Transaction Date:	2005-03-28
Description:	expired ID cards
Reference #:	550148
Account:	149800
Journal ID:	WEB0056008
Trans Source:	000
Expense ($):	45.00
Revenue ($):	
Trans Tag 1:	
Trans Tag 2:	
Trans Tag 3:	
Trans Tag 4:	
Trans Tag 5:	

Submit form

1. **Trans Tag 1 – 5** – Enter the additional information in one or more fields
   - This is a free-form field
   - The maximum length is 50 characters, including spaces
2. Suggestions for tagging:
   - Special projects names
   - Faculty or staff names
   - Course/section numbers
   - Expense categories unique to your unit's needs
3. Click **Submit form** button
   - Your **Trans Tag(s)** becomes new data elements associated with this transaction
   - The tag information is updated immediately, but you will probably have to log out and log back in to see the new tag data in Statement View.
4. How to use tags for reporting purposes:
   - Monthly Statement View – click **Download to Excel** link,
   - PS Query/Query Manager – join **UOD_TRN_NOTE_VW** (new table) to **UOD_TRANS_DTL**
     - Accept suggested joins for ALL the fields in common
     - Add the five fields **UOD_NOTE_1**, **UOD_NOTE_2**, etc.

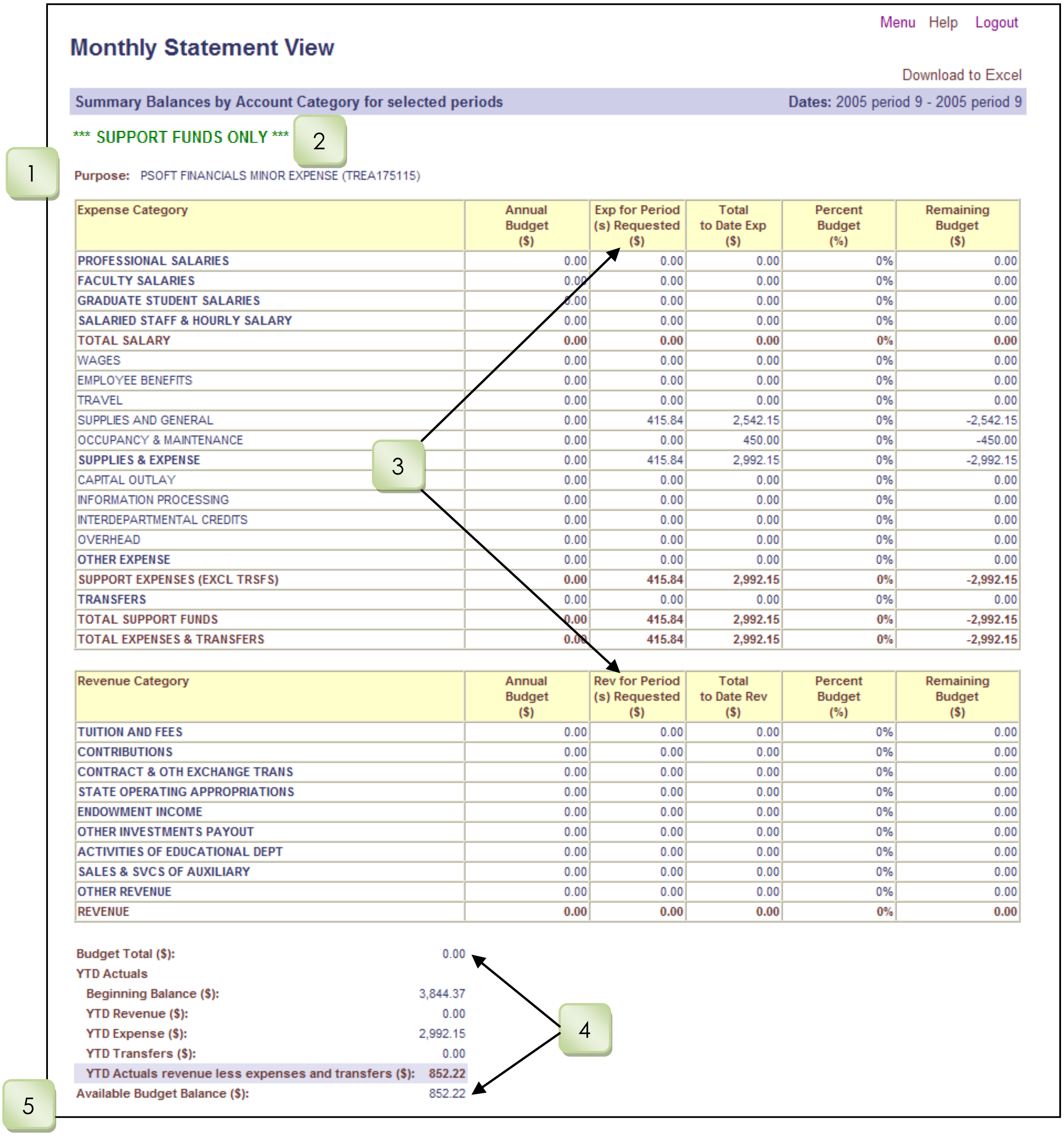
> **Note** – The tag data are posted to the production database (FIPRD) immediately and posted to the reporting database (FIRPT) the next day when the information will be available for reporting in PS Query.
> *For example: A JV you approve today will be available to tag tomorrow in Monthly Statements. The tagging can be seen the following day in PS Query or Monthly Statement Excel download.*

Trans Tagging – Important Things to Consider

- Before tagging, think about how you want to use them and make a plan
- Meet and discuss with others in your unit who may need similar/same information; you'll want to coordinate tagging efforts
  - Look at any "shadow systems" to see what you are already tracking offline – these are good candidates for Tags
  - Decide whether to use **text/descriptions** or your own **codes**
  - Decide if you will be using each Trans Tag for a specific reason (i.e., Trans Tag 1 for employee name, Trans Tag 2 for special project name, etc.)
- Below are some advantages and disadvantages to tagging you should know about:

Advantages	Disadvantages
Tags are done after the fact and can be changed (Unlike UD UserField which must be included with the original transaction or corrected by JV)	Important to be very consistent with tags for reporting to be effective, especially with Excel features such as pivot tables or v-lookup
Reporting available in three places – PS Query, UDataGlance Statement View and Financial Summary (must download to Excel)	Tag info is NOT visible in the Statement View unless you log out and log back in to UDataGlance
Tag entries are posted immediately to the production database; then the following day they are available in PS Query.	Tags take 1 day to be available for reporting in PS Query.
Allows units to get rid of cumbersome shadow systems	Tagging is only available in the two transactions reports
Allows Cut & Paste text from other sources Tags can be up to 50 characters (Including spaces)	The Trans Tag entry screen is quirky – entries are visible only on the first day they are entered, thereafter you must download the report to Excel or run a query to see them
Tags can be changed or corrected by entering new data in a Trans Tag entry field on a subsequent day – it will overwrite the pre-existing data	Tags can be changed inadvertently by entering data is a Trans Tag field that already has an entry (nothing in the Tag entry field indicates pre-existing data)

Summary Balance by Account Category



Menu Help Logout

Monthly Statement View

Download to Excel

Summary Balances by Account Category for selected periods **Dates:** 2005 period 9 - 2005 period 9

*** SUPPORT FUNDS ONLY ***

Purpose: PSOFT FINANCIALS MINOR EXPENSE (TREA175115)

Expense Category	Annual Budget ($)	Exp for Period (s) Requested ($)	Total to Date Exp ($)	Percent Budget (%)	Remaining Budget ($)
PROFESSIONAL SALARIES	0.00	0.00	0.00	0%	0.00
FACULTY SALARIES	0.00	0.00	0.00	0%	0.00
GRADUATE STUDENT SALARIES	0.00	0.00	0.00	0%	0.00
SALARIED STAFF & HOURLY SALARY	0.00	0.00	0.00	0%	0.00
TOTAL SALARY	0.00	0.00	0.00	0%	0.00
WAGES	0.00	0.00	0.00	0%	0.00
EMPLOYEE BENEFITS	0.00	0.00	0.00	0%	0.00
TRAVEL	0.00	0.00	0.00	0%	0.00
SUPPLIES AND GENERAL	0.00	415.84	2,542.15	0%	-2,542.15
OCCUPANCY & MAINTENANCE	0.00	0.00	450.00	0%	-450.00
SUPPLIES & EXPENSE	0.00	415.84	2,992.15	0%	-2,992.15
CAPITAL OUTLAY	0.00	0.00	0.00	0%	0.00
INFORMATION PROCESSING	0.00	0.00	0.00	0%	0.00
INTERDEPARTMENTAL CREDITS	0.00	0.00	0.00	0%	0.00
OVERHEAD	0.00	0.00	0.00	0%	0.00
OTHER EXPENSE	0.00	0.00	0.00	0%	0.00
SUPPORT EXPENSES (EXCL TRSFS)	0.00	415.84	2,992.15	0%	-2,992.15
TRANSFERS	0.00	0.00	0.00	0%	0.00
TOTAL SUPPORT FUNDS	0.00	415.84	2,992.15	0%	-2,992.15
TOTAL EXPENSES & TRANSFERS	0.00	415.84	2,992.15	0%	-2,992.15

Revenue Category	Annual Budget ($)	Rev for Period (s) Requested ($)	Total to Date Rev ($)	Percent Budget (%)	Remaining Budget ($)
TUITION AND FEES	0.00	0.00	0.00	0%	0.00
CONTRIBUTIONS	0.00	0.00	0.00	0%	0.00
CONTRACT & OTH EXCHANGE TRANS	0.00	0.00	0.00	0%	0.00
STATE OPERATING APPROPRIATIONS	0.00	0.00	0.00	0%	0.00
ENDOWMENT INCOME	0.00	0.00	0.00	0%	0.00
OTHER INVESTMENTS PAYOUT	0.00	0.00	0.00	0%	0.00
ACTIVITIES OF EDUCATIONAL DEPT	0.00	0.00	0.00	0%	0.00
SALES & SVCS OF AUXILIARY	0.00	0.00	0.00	0%	0.00
OTHER REVENUE	0.00	0.00	0.00	0%	0.00
REVENUE	0.00	0.00	0.00	0%	0.00

Budget Total ($):	0.00
YTD Actuals	
Beginning Balance ($):	3,844.37
YTD Revenue ($):	0.00
YTD Expense ($):	2,992.15
YTD Transfers ($):	0.00
YTD Actuals revenue less expenses and transfers ($):	852.22
Available Budget Balance ($):	852.22

Summary Balance by Account Category - new features added in January 2009:

1. **Purpose title** will display above the Purpose code when a single code is selected
2. ***** SUPPORT FUNDS ONLY***** this appears when the "support funds only" version is selected.
3. 3rd column headings have better descriptions – **Exp/Rev for Period(s) Requested**
4. **Summary/Totals** at bottom corrected:
   - **Budget Total($)** is no longer negative with expense only codes
   - **Available Budget Balance** has correct sign (no more false negative amounts)
5. The misleading note at the bottom about carryover balances was removed.