

# UDataGlance - 1st level – Financial Summary

This tab displays your Purpose codes with their *current balances* and *current balances including obligations*.

**Financial Summary** tab is a presentation of financial, budget, obligation and transaction data by Purpose code.

This tab is the web statements

These 2 grayed-out tabs are the data tools coming in the *near future*.

**Fin Position Report** tab is a forecasting tool for basic operating funds.

Handy links for your convenience. Use **Feedback** to report data issues or suggest enhancements.

**Change accounting period** button allows users to see balances for a different Fiscal Year and Accounting period.

Period and FY with date & time the data was last updated

Download to Excel w/ checkboxes

Change the order of the Purpose list by clicking any of the blue column headings.

The screenshot shows the 'Financial Summary' page for Period 12 2012 as of 7am 06/11/2012. It features a table with columns: Check All or None, Purpose code, Purpose description, Balance (Min/Max), Balance including Obligations (Min/Max), Project ID, Project PI, Project End date (From/To), Award ID, Project Sponsor, and Dept ID. A 'Download to Excel' button is visible. A callout box labeled 'Balances' points to the 'Balance including Obligations' column. Another callout points to the 'Check All or None' column, stating 'Click Purpose to view more details'.

Click Purpose to view more details

Or press **Enter** key

Enter one or many values in the fields to narrow your search & click **GO**. (Hint: Click the column *labels* to change the sort order of the list of Purposes.)

Checkbox	Purpose code	Purpose description	Balance	Balance including Obligations	Project ID	Project PI	Project End date	Award ID	Project Sponsor	Dept ID
Use with <b>Action/GO</b> for Excel download	Enter full or partial Purpose code	Enter key word(s) and the results will include Purposes with word(s) anywhere in the description	Leave as is to see all balances OR enter min and max amounts	Leave as is to see all balances OR enter min and max amounts	Enter full or partial Project ID	Enter PI's last name; results will include Purpose description	Enter dates with mm/dd/yyyy format or use calendar icons	Enter full or partial Award ID	Enter full or partial Sponsor name (do not use acronyms, e.g. NSF)	Enter 5-digit Dept ID

## Purpose Code Summary - 2nd level

General Information and high level financial data related to the Purpose  
with drill through links to transaction details  
(Example shown is a fictitious grant code)

Financial Summary
Statement View
Query
Proposal
Award
Human
Student
Dashboard

### Purpose Code Summary

**Purpose:** FAKE322116 (C & G PURPOSE TITLE)

**Project title:** US SOIL SOBA 10-11 DD    **Award PI:** Doorright, Dudley

**Begin date:** 7/1/10    **Award ID:** F20GG01588-10

**End date:** 6/30/11    **Project ID:** FAKE32211610000

**F&A Funded Rate:** 53%    **Project PI:** Doorright, Dudley

**Sponsor:** US OFFICE OF SOIL

**Total FTE Budgeted Amount:** 0.00

**Actuals Summary**

Budget Total (\$): 10,877.00

PTD Actuals

PTD Expense + Transfers Out (\$): 3,009.92

Available Balance (\$): 7,867.08

Available Balance - Obligations (\$): 7,867.08

**PTD Distribution Spending**

**PTD Rate of Spending**

**Show F&A Distribution**

**Percent spent:** 27.67%

**Total Budgeted FTE:** 0.000

**Show Viewers/Approve**

**Speedtype info**

**Action:** Download to spr

**Purpose Project:** FAKE32211610000    **Dates:** 2011 period 2

Expenses and Transfers Out	PTD Budget (\$)	Current Month Exp and Transfers Out (\$)	Total PTD Exp and Transfers Out (\$)	Obligations (\$)	Percent Spent of PTD Budget including Obligations (%)	Remaining Budget (\$)
GRADUATE STUDENT SALARIES	5,358.00	0.00	1,916.66	525.00	36.0%	3,441.34
EMPLOYEE BENEFIT EXPENSE	214.00	0.00	76.67	0.00	36.0%	137.33
<b>TOTAL PERSONNEL COSTS</b>	<b>5,572.00</b>	<b>0.00</b>	<b>1,993.33</b>	<b>0.00</b>	<b>36.0%</b>	<b>3,578.67</b>
TRAVEL	466.00	0.00	0.00	0.00	0.0%	466.00
SUPPLIES AND GENERAL	1,165.00	0.00	0.00	0.00	0.0%	1,165.00
OVERHEAD - F&A RATE RECOVERY	3,674.00	0.00	1,016.59	0.00	28.0%	2,657.41
<b>TOTAL SUPPORT FUNDS</b>	<b>5,305.00</b>	<b>0.00</b>	<b>1,016.59</b>	<b>0.00</b>	<b>19.0%</b>	<b>4,288.41</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>10,877.00</b>	<b>0.00</b>	<b>3,009.92</b>	<b>0.00</b>	<b>28.0%</b>	<b>7,867.08</b>
(PTD Budget does not equal cash received)						
Revenue and Transfers In (C&G)	PTD Budget (\$)	Current Month Rev and Transfers In (\$)	Total PTD Rev and Transfers In (\$)	Obligations (\$)	Percent Spent of PTD Budget including Obligations (%)	Remaining Budget (\$)
REVENUE	0.00	0.00	0.00	0.00	0.0%	0.00
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>10,877.00</b>	<b>0.00</b>	<b>3,009.92</b>	<b>0.00</b>	<b>28.0%</b>	<b>7,867.08</b>
<b>Cost Share</b>						

This area shows Project and F&A information for this grant Purpose. The information provided for a non-project code is more limited.

Click these 3 links for more info

This box gives a quick summary with two Available Balance amounts.

Click on the graphs to enlarge them

Download to

When the Purpose is a project or grant code, the data displayed below is based on the Project ID.

Click the blue drill-down links to see:

PTD\* or YTD\*\* budget details

Expenses for the current month

PTD\* or YTD\*\* expenses

Obligation details

Expense transactions by category

All expense transactions

Use the  and  buttons to open and close the Expense, Revenue and Cost Share sections.

**Obligations** reflect the remaining amount of committed expenses for salaries, overhead and open Purchase Orders. (See page 7 for more details about Obligations.)

\* PTD = Project to Date    \*\* YTD = (fiscal) Year to Date

## Purpose Code Summary – Account (Contract or Grant example) - 3rd level

left side

This page display transaction details based on the link clicked on the previous level.

**Financial Summary** | **Statement View** | Query | Proposal Data | Award Data | Human Resources | Student Advisement | Dashboard

**Purpose Code Summary** ➔ **Account** ← Click these are “breadcrumbs” to go back one level to **Purpose Code**

**Purpose:** FAKE322116 (C & G PURPOSE TITLE)

**Project title:** US SOIL SOBA 10-11 DD    **Award PI:** Doorright, Dudley  
**Begin date:** 7/1/10    **Award ID:** F20GG01588-10  
**End date:** 6/30/11    **Project ID:** FAKE32211610000  
**F&A Funded Rate:** 53%    **Project PI:** Doorright, Dudley  
**Sponsor:** US OFFICE OF SOIL

**Actuals Summary**  
 Budget Total (\$): 10,877.00  
 PTD Actuals: 3,099.92  
 PTD Expense + Transfers Out (\$): 7,567.08  
 Available Balance (\$): 7,567.08  
 Available Balance + Obligations (\$): 7,567.08

**PTD Distribution Spending** | **PTD Rate of Spending**

**Show F&A Distribution**

**Percent spent:** 72.33%    **Total FTE Budgeted Amount:** 0.00  
**Total Budgeted FTE:** 0.000

**Show Viewers/Approvers on this code**  
**Speedtype info**

Action:   ← **Download to**

Viewing 1 to 8 of 8

Transaction detail for selected periods (TOTAL EXPENSES & TRANSFERS)    Dates: 2011 period 1 – 2011 period 2

Trans Date	Account	Description	Reference #	Journal ID	Trans Src	Ledger	Expense (\$)	Fiscal Year	Accounting Period	Pcard Holder	Project ID	Accounting Date	Source
From	From						Min	From	From			From	
To	To						Max	To	To			To	
07/19/2010							468.95	2011	1	Lepine, Ellen		07/19/2010	
							9.			Lepine, Ellen		07/19/2010	
							-468.			Lepine, Ellen		07/20/2010	
07/20/2010	141000	TECHSMITH CORPORATION					-9.			Lepine, Ellen		07/20/2010	
08/13/2010	141000	THE ELEARNING GUILD		GPC0266436	PO	ACTUALS	247.5			Lepine, Ellen		08/13/2010	
08/18/2010	141000	OFFICEMAX CT IN#214677		GPC0266932	PO	ACTUALS	125.48	2011	2	Lepine, Ellen		08/18/2010	
08/14/2010	144100	ABRCMS Booth	<a href="#">1212122</a>	WEB0227108	000	ACTUALS	750.00	2011	2				

Hint - Click on the column labels to change the sort order of the transactions.

Change the transaction list by entering values in one or more boxes. Then press **Enter** or click **GO**.

To change the date range, enter the **From** and **To** boxes for both **Fiscal Year** and **Accounting Period**

**Blue links** in the **References #** column are Web Req #s and allow you to drill down to the actual webform!

Scroll to the right to see the additional fields and use the **Trans Tag** feature.

Continued on next page...

## Purpose Code Summary – Account (Contract or Grant example) - 3rd level

**right side**

Transaction details based on the link clicked on Purpose Code Summary.

**Distribution Spending**

**Rate of Spending**

Viewing 1 to 6 of 6

Dates: 2011 period 1 – 2011 period 2

g	Pcard Holder	Project ID	Accounting Date	Source	Invoice Number	PO Number	UD Userfield	Trans Tag 1	Trans Tag 2	Trans Tag 3	Trans Tag 4	Trans Tag 5
			From									
			To									
	Lepine, Ellen B		07/19/2010									
	Lepine, Ellen B		07/19/2010					test				
	Lepine, Ellen B											
	Lepine, Ellen B											
	Lepine, Ellen B											
	Lepine, Ellen B											

**Transaction Detail** Close window

Transaction Date: 2010-07-19

Description: TECHSMITH CORPORATION

Reference #:

Account: 141000

Journal ID: GPC0263467

Trans Source: PO

Expense (\$): 9.49

Revenue (\$):

Trans Tag 1: test

Trans Tag 2:

Trans Tag 3:

Trans Tag 4:

Trans Tag 5:

Click these buttons to enter **Trans Tags** in this pop-up window.

The Trans Tag data will display immediately; and will be included if you download the transactions to Excel with this tool.

[However, the Trans Tag data will have a one-day delay for any queries run in PS Query in FIRPT.]

A **Trans Tag** has a maximum character-length of 50, including spaces.

## Additional Information - Tagging Transactions

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 project names
  - Faculty or staff names, or Employee IDs
  - 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
4. How to use tags for reporting:
  - **UDataGlance** – click **Download to Excel** link while on the "Account" level page
  - **PS Query/Query Manager** – join two tables **UOD\_TRN\_NOTE\_VW** to **UOD\_TRANS\_DTL**
    - Accept suggested joins for ALL the fields in common
    - Add the five fields **UOD\_NOTE\_1**, **UOD\_NOTE\_2**, etc.

The screenshot shows a web form titled "Transaction Detail" with a "Close window" link in the top right. The form contains the following fields and values:

Transaction Date:	2010-07-19
Description:	TECHSMITH CORPORATION
Reference #:	
Account:	141000
Journal ID:	GPC0263467
Trans Source:	PO
Expense (\$):	9.49
Revenue (\$):	
Trans Tag 1:	test
Trans Tag 2:	
Trans Tag 3:	
Trans Tag 4:	
Trans Tag 5:	

A "Submit form" button is located at the bottom center of the form.

**Note** – The Trans Tag data are in UDataGlance immediately, and 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 the Statement View and PS Query.

## 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 use the same data; 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.)
- **UDataGlance** is the best tool to use for Trans Tags – they are visible and download-able immediately.
- Below are some advantages and disadvantages to tagging you should know about:

Advantages	Disadvantages
Tags are entered after the transaction is posted to the GL 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 – UDataGlance-Financial Summary, PS Query, UDataGlance –Statement View	Tag info is visible in the Monthly Statement View, but you must click the <b>More info</b> button to view the data.
Trans Tag entries are posted immediately in UDataGlance and FIPRD.	Tags take 1 day to be available for PS Query reporting and Statement View.
Trans Tags allow units to get rid of cumbersome shadow systems	
Tags allow Cut & Paste text from other sources Tags can be up to 50 characters (Including spaces)	
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 over-writing data in a Trans Tag field that already has an entry.

## Additional information – OBLIGATIONS – Purpose Code Summary

This project has all three kinds of Obligations – salary/benefits, open PO and overhead. Click any **blue number link** to see more details.

Expenses and Transfers Out	PTD Budget (\$)	Current Month Exp and Transfers Out (\$)	Total PTD Exp and Transfers Out (\$)	Obligations (\$)	Percent Spent of PTD Budget including Obligations (%)	Remaining Budget (\$)
PROFESSIONAL SALARIES	22,042.00	99.48	935.48	<a href="#">316.52</a>	6.0%	20,790.00
FACULTY SALARIES	10,985.00	0.00	10,985.00	0.00		0.00
GRADUATE STUDENT SALARIES	48,000.00	3,062.49	33,437.43	<a href="#">33,687.39</a>		-19,124.82
EMPLOYEE BENEFIT EXPENSE	12,588.00	0.00	5,467.06	<a href="#">2,266.75</a>	61.0%	4,854.19
<b>TOTAL PERSONNEL COSTS</b>	<b>93,615.00</b>	<b>3,161.97</b>	<b>50,824.97</b>	<b>36,270.66</b>	<b>93.0%</b>	<b>6,519.37</b>
TRAVEL	5,460.00	418.80	1,877.45	0.00	34.0%	3,582.55
SUPPLIES AND GENERAL	32,760.00	1,688.15	18,458.02	0.00		14,301.98
OCCUPANCY & MAINTENANCE	141,078.00	0.00	70,340.89	<a href="#">70,737.11</a>		0.00
CAPITAL OUTLAY	35,409.00	0.00	10,000.00	<a href="#">14,200.00</a>	68.0%	11,209.00
OVERHEAD - F&A RATE RECOVERY	83,123.00	2,792.51	50,965.06	<a href="#">19,223.45</a>		12,934.49
<b>TOTAL SUPPORT FUNDS</b>	<b>297,830.00</b>	<b>4,899.46</b>	<b>151,641.42</b>	<b>104,160.56</b>		<b>42,028.02</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>391,445.00</b>	<b>8,061.43</b>	<b>202,466.39</b>	<b>140,431.22</b>	<b>88.0%</b>	<b>48,547.39</b>

salaries/benefits

open purchase orders

overhead/F&A

Questions?  
LAM -call  
Budget  
ADD – call  
HR/Payroll

UD ID	Account	Name	Amount (\$)	Class	Project ID	Dept ID	Fund Code	Program Code	Chartfield2	Userfield	Trans Source	End Date
	From		Min								LAM	From
	To		Max								LAM	To
99999	122600	Whiplash, Snyderley	11,229.13	349	FAKE32211609000	00006	OPBAL	RSCH1	3300000000		LAM	01/15/2011
777777777	122600	Fenwick, Nell	11,229.13	352	FAKE32211609000	00006	OPBAL	RSCH1	3300000000		LAM	01/15/2011
777888999	122600	Moose, Bullwinkle J.	11,229.13	379	FAKE32211609000	00006	OPBAL	RSCH1	3300000000		LAM	01/15/2011
<b>Subtotal</b>			<b>33,687.39</b>									

salaries/benefits  
obligation  
details

"ADD" Trans Source is an S-Contract, GNCP or staff overtime and becomes obligated with the first webform approval.

Questions?  
Call  
Procurement  
Services

Amount (\$)	Fiscal Year	Accounting Period	Pcard Holder	Project ID	Accounting Date	Source	Invoice Number	PO Number
Min	From	From			From			
Max	To	To			To			
14,200.00	2011	6		FAKE32211609000	12/21/2010	3300000000		<a href="#">000055555</a>
<b>14,200.00</b>								

open purchase orders  
obligation  
details

Click this link to go to the **Requisition/Purchase Order View**

Questions?  
Call  
Research  
Office

UD ID	Account	Name	Amount (\$)	Class	Project ID	Dept ID	Fund Code	Program Code	Chartfield2	Userfield	Trans Source
	From		Min								
	To		Max								
99999	195000	Whiplash, Snyderley	119.52	000	FAKE32211609000	00006	OPBAL	RSCH1	3300000000		ADD
777777777	195000	Fenwick, Nell	10,332.78	379	FAKE32211609000	00006	OPBAL	RSCH1	3300000000		LAM
<b>Subtotal</b>			<b>10,452.30</b>								

overhead/F&A  
obligation  
details

Obligations for overhead are calculated on salaries and benefits.