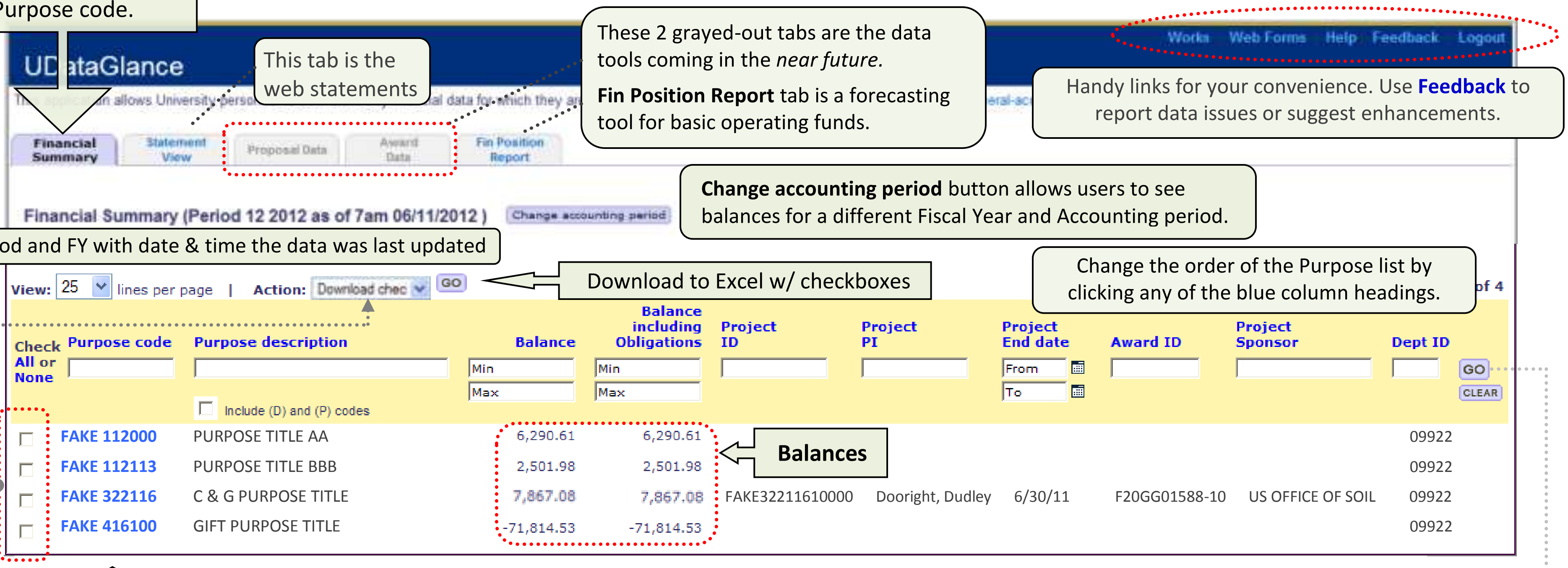
UDataGlance - 1st level – Financial Summary

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.



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 **Action/GO** 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

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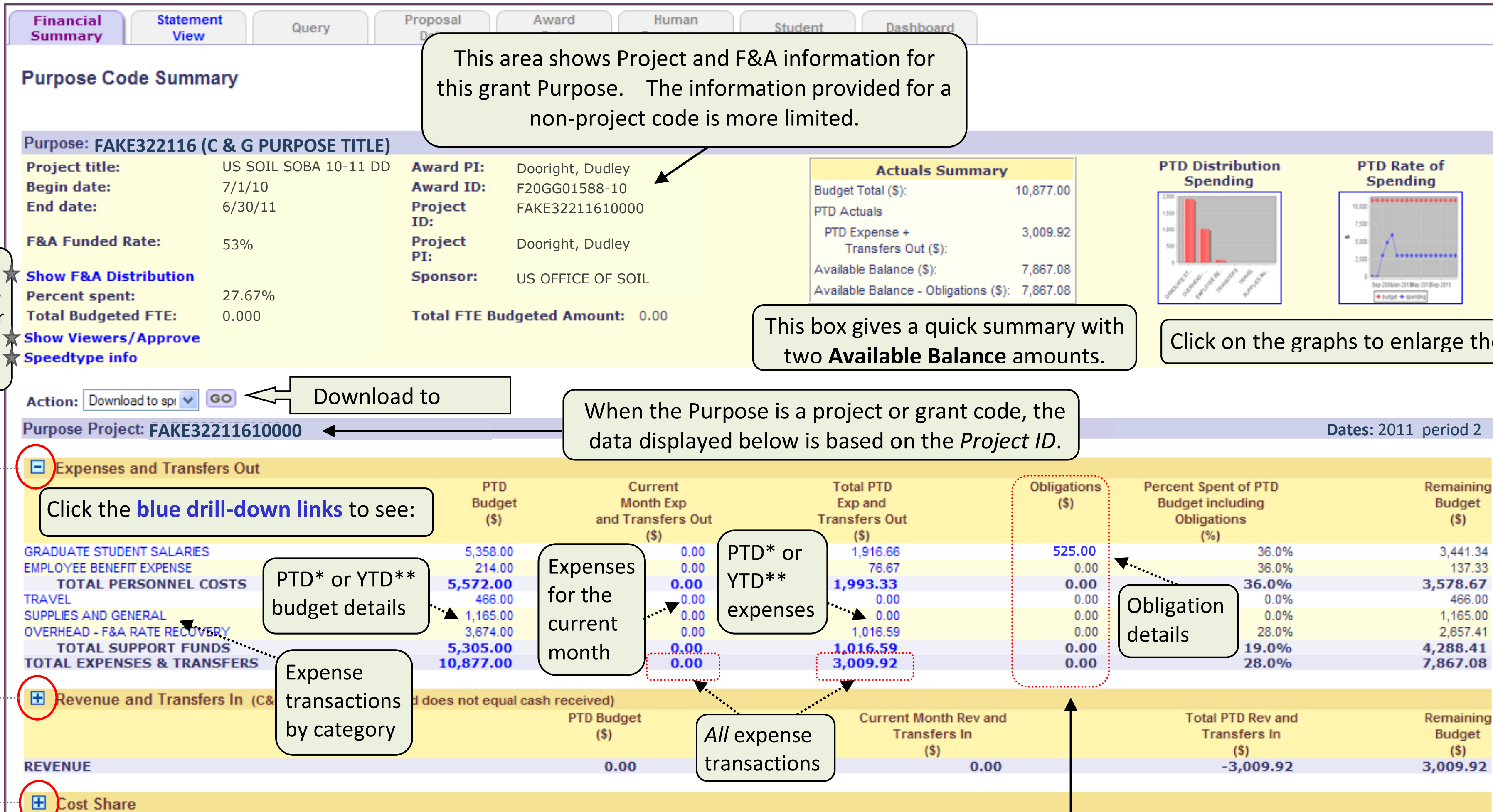
Purpose Code Summary - 2nd level

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)



	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
TOTAL PERSONNEL COSTS	5,572.00	0.00	1,993.33	0.00	36.0%	3,578.67
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
TOTAL SUPPORT FUNDS	5,305.00	0.00	1,016.59	0.00	19.0%	4,288.41
TOTAL EXPENSES & TRANSFERS	10,877.00	0.00	3,009.92	0.00	28.0%	7,867.08

	PTD Budget ($)	Current Month Rev and Transfers In ($)	Total PTD Rev and Transfers In ($)	Remaining Budget ($)
REVENUE	0.00	0.00	-3,009.92	3,009.92

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.

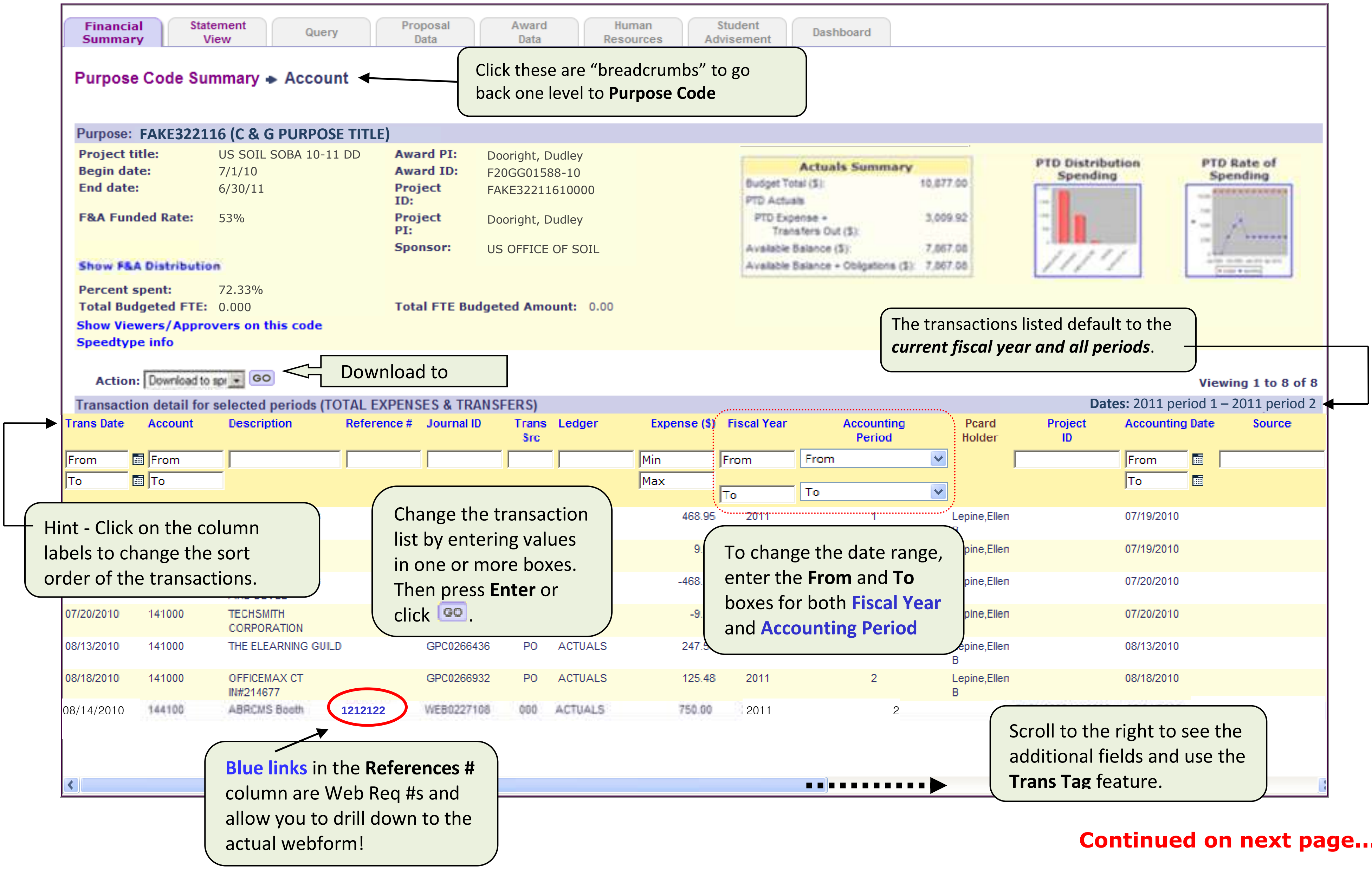
(See page 7 for more details about Obligations.)

* **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.

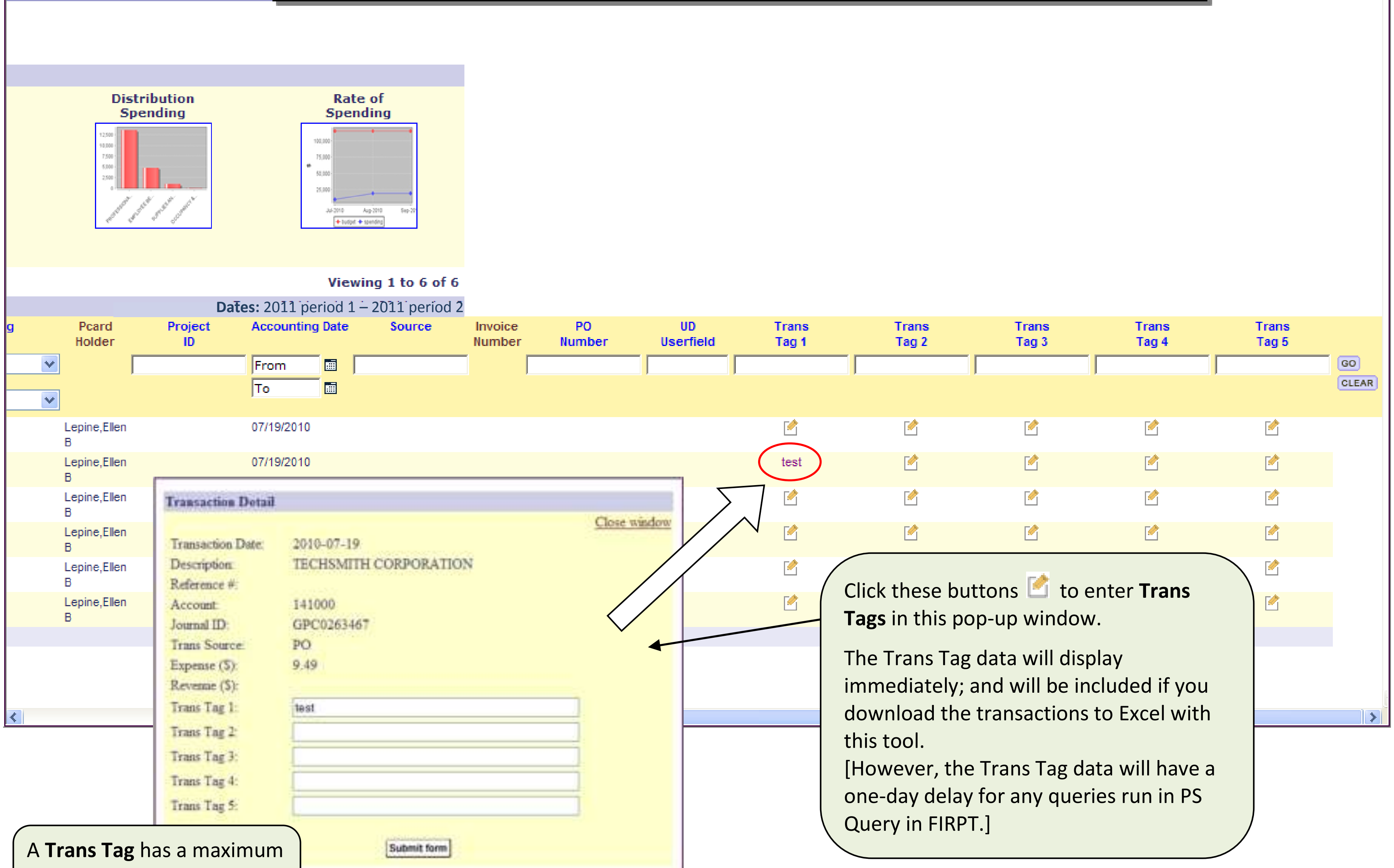


Continued on next page…

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

right side

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



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


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:	

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 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.

> **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.

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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 **More info** 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	316.52	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	33,687.39		-19,124.82
EMPLOYEE BENEFIT EXPENSE	12,588.00	0.00	5,467.06	2,266.75	61.0%	4,854.19
TOTAL PERSONNEL COSTS	**93,615.00**	**3,161.97**	**50,824.97**	**36,270.66**	**93.0%**	**6,519.37**
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	70,737.11		0.00
CAPITAL OUTLAY	35,409.00	0.00	10,000.00	14,200.00	68.0%	11,209.00
OVERHEAD - F&A RATE RECOVERY	83,123.00	2,792.51	50,965.06	19,223.45		12,934.49
TOTAL SUPPORT FUNDS	**297,830.00**	**4,899.46**	**151,641.42**	**104,160.56**		**42,028.02**
TOTAL EXPENSES & TRANSFERS	**391,445.00**	**8,061.43**	**202,466.39**	**140,431.22**	**88.0%**	**48,547.39**

salaries/benefits

open purchase orders

overhead/F&A

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

salaries/benefits obligation details

UD ID	Account	Name	Amount ($)	Class	Project ID	Dept ID	Fund Code	Program Code	Chartfield2	Userfield	Trans Source	End Date
	From / To		Min / Max									From / To
99999	122600	Whiplash, Snydley	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
	Subtotal		33,687.39									

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

Questions?
Call Procurement Services

open purchase orders obligation details

Amount ($)	Fiscal Year	Accounting Period	Pcard Holder	Project ID	Accounting Date	Source	Invoice Number	PO Number
Min / Max	From / To	From / To			From / To			
14,200.00	2011	6		FAKE32211609000	12/21/2010	3300000000		0000555555
14,200.00								

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

Questions?
Call Research Office

overhead/F&A obligation details

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

Obligations for overhead are calculated on salaries and benefits.