



Fiscal Onboarding
University of Florida

Data: It's Not Just For Nerds

WELCOME!

POST IN THE CHAT:

- **Your Name**
- **Where You Work**
- **How long you have been at UF**

Who are we?



The Controller's Office Center for Excellence is designed to achieve strategic goals through training, innovation, data, and implementation of efficient processes.

We coordinate Professional development opportunities for Finance and Accounting staff and work with campus partners to better serve our customers (YOU).

Learning Objectives

1. Define data curiosity
2. Know how to find validated data
3. Be empowered to be data curious

Topic Overview



Everything is data.

Data is everything!

Key Terms

Data Literacy

The ability to read, understand, interpret, and effectively communicate with data

Validated Data

Reports or website that have been reviewed and vetted by the core offices

Data Curiosity

Data curiosity is a mindset and approach to working with data that encourages individuals to explore, question, and seek deeper understanding from the information they encounter.

Data Preparation

The process of collecting, cleaning, and organizing data in order to make it suitable for analysis.

Key Terms

Enterprise Analytics

University-wide reporting environment. Data shown here is as of the night before.

Budgets Overview

Peoplesoft (MyUFL) screen that answers “what is my available spending authority?” Data here is real time.

Monthly Financial Reports(MFR)

A set of 8 delivered reports that provide different information on a department’s financial activities. Normally used for reconciliation. Data is as of the end of the prior month.

myInvestigator

An online decision-support tool for sponsored projects. Data shown here is as of the night before.

Comprehensive Financial Reporting Suite

Reports within Enterprise Analytics similar to MFRs that can be run “on-demand” and using a variety of different prompts. Data here is as of the night before.

Big Idea!

**Data Literacy + Critical Thinking
= Data Curiosity**



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Data Literacy Skills

The ability to read and comprehend data is like learning to read.

- Continuous growth, not a one-time thing
- Always improving, always learning new words and adding vocabulary
- Building skills to master language, just like building skills to analyze data
- Seeing patterns in reading helps comprehension, much like seeing patterns in reports leads to better decision-making





3 Pillars of Data Curiosity

Challenge Your Data
And Observations



Ask Questions



Provide Actionable
Insight





3 Pillars of Data Curiosity

Challenge Your Data
And Observations



Ask Questions



Provide Actionable
Insight



Data Tip!

A data curious professional knows where accurate data is found, thinks critically, and *provides actionable insight*



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Importance of Data-Driven Decision Making

- Data provides clear answers that lead to actions
- Helps departments steward their finances to support the mission of the University
- Drives cutting-edge research for sponsored projects
- Upholds operational excellence by analyzing HR processes like payroll



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Where can I find data?

Key Data Locations

- myUFL/Peoplesoft
- UFIRST
- myUF Marketplace
- myInvestigator
- Enterprise Analytics
- Delivered Monthly Financial Reports (MFR)
- Websites (in your handout)

***May need security role to access certain reports**





Timing of Data

Real Time / **Prior Business Day** / **Prior Month**

| | | |
|------------------------|----------------------|---|
| myUFL (AKA PeopleSoft) | UFIRST | myUFL Marketplace |
| myInvestigator | Enterprise Analytics | Delivered Monthly Financial Reports (MFR) |

Data Tip!

Use validated data because it's efficient, reliable, and consistent.

It allows employees to focus on analysis, ensures compliance with standards, and minimizes errors.



Validated Data Scavenger Hunt



Break Out Room #1

In your breakout group, find at least one of the items in each group found on the Scavenger Hunt Handout from the following websites:

- Financial Data Reports
- Enterprise Analytics Toolkits
- HR Data Services & People Analytics
- Sponsored Projects Reporting





Validated Data Scavenger Hunt – Activity #1

Find at least one from each group below:

1. Visit the [Financial Data Solution Center](#) and find the following:
 - a. What is the email address for report suggestions/additional resources to be sent to?
 - b. How many payroll reports are currently listed in the Financial Data Reports?
 - c. What is the recommended output for the Comprehensive Open Encumbrance Report?
 - d. Where is the Enterprise Analytics-Basic-User-Guide_V2-1 found?

2. Visit the [Enterprise Analytics Toolkits website](#) and find the following:
 - a. What is the number of “Comprehensive Report” specific guides?
 - b. The toolkit on the Comprehensive Available and Projected Balance Report. Does the MTD Expenditure include F&A?
 - c. The toolkit on the Comprehensive Transaction Detail Report. How many ChartField prompt values are there?
 - d. What is the name of one training course that is available?

3. Visit the [HR Data Services & People Analytics website](#) and find the following:
 - a. What is the name of one training course linked on the website?
 - b. What is the name of one Data Report called out?

4. Visit the [Sponsored Projects Reporting website](#) and find the following:
 - a. Where is the Sponsored Projects Report Guide found?



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Validated Data Scavenger Hunt

Share Out



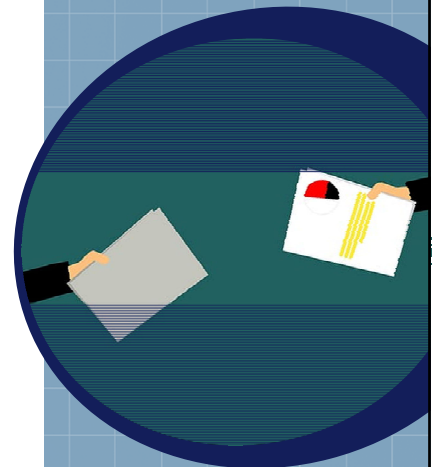
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Comprehensive Reports

UF Offers a Suite of Comprehensive Reports as a Resource

1. Comprehensive Transaction Detail
2. Comprehensive Available and Projected Balance
3. Comprehensive Open Encumbrance
4. Comprehensive Payroll Reconciliation
5. Comprehensive Projected Payroll

***More continue to be added to the suite**





Remember

**Data Literacy + Critical Thinking
= Data Curiosity**



**For financial data, our ChartField values
are the main data fields that start our story**

THE NUMBERS

Dept ID: 10045060
Fund: 201
Program Code: 2200
Account: 731100
Project: P0250287
Source of Funds: G000010

THE STORY

Dr. Roe's lab (**Dept ID**) purchased lab supplies (**Account Code**) for research (**Program Code**) on his federal (**Fund Code**) R01NS110307 (**Project**) from HHS (**Source of Funds**)



There is a saying...

GARBAGE



IN

GARBAGE



OUT

under by Unknown Author's licensed



Where do I fit in?

Depending on where you are in your career, you might be the person entering the data, manipulating the data, or analyzing the data.

At any level, you can apply the pillars of data curiosity.



Source: Peoplesoft Deposits

Accounting Entries | Deposit Control

Unit 0100 Deposit ID 233 Payment 181AX Seq 1

Currency Details

Amount 1,050.00 USD

Complete Entry Event

Budget Status Documents

Distribution Lines

ChartFields | Budget | Journal Reference Information | Distribution Creation / Update Details |

| Distribution Sequence | *GL Unit | Speed Type | Line Amount | Line Descr | Currency | *Account | Source | Fund |
|-----------------------|----------|------------|-------------|---------------------------|----------|----------|--------|------|
| 1 | UFLOR | Speed Type | -1,050.00 | Soil Samples INV2023-1049 | USD | 440500 | | 179 |

Total

Lines 0 Total Debits 0.00 Currency USD Total Credits 1,050.00 Currency USD Net -1,050.00

Accounting Entries | Deposit Control

Source: Peoplesoft Deposits

Accounting Entries | Deposit Control

Unit 0100 **Deposit ID 233** Payment 181AX Seq 1

Currency Details

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Complete Entry Event

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Total

Lines 0 Total Debits 0.00 Currency USD Total Credits 1,050.00 Currency USD Net -1,050.00

Accounting Entries | Deposit Control




Comprehensive Transaction Detail

| Transaction Detail | Encumbrance Description | Document Description Detail | Vendor I | Vendo | Doc Desc | Posted Amount | Account Code | Account Desc |
|---------------------|-------------------------|-----------------------------|----------|-------|----------------------------|---------------|--------------|-----------------------------|
| DEPOSIT# 0100 - 227 | - | - | | | Soil Samples INV2023-1035 | (\$250.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 226 | - | - | | | Soil Samples INV2023-1022 | (\$625.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 228 | - | - | | | Soil Samples INV2023-1053 | (\$310.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 229 | - | - | | | Soil Samples INV2023-1041 | (\$350.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 230 | - | - | | | Soil Samples INV2023-1054 | (\$300.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 230 | - | - | | | Soil Samples INV2023-1042 | (\$225.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 230 | - | - | | | Soil Samples INV2023-1048 | (\$1,400.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 230 | - | - | | | Soil Samples INV2023-1051 | (\$375.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 231 | - | - | | | Soil Samples INV2023-1025 | (\$625.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 233 | - | - | | | Soil Samples INV 2023-1049 | (\$1,050.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 233 | - | - | | | Soil Samples INV2023-1040 | (\$350.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 234 | - | - | | | Soil Samples INV2023-1056 | (\$170.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 235 | - | - | | | Soil Samples INV2023-1038 | (\$175.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 236 | - | - | | | Soil Samples INV2023-1061 | (\$2,050.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 236 | - | - | | | Soil Samples INV2023-1060 | (\$200.00) | 440500 | SALES & SERVICES - EXTERNAL |




Comprehensive Transaction Detail

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| DEPOSIT# 0100 - 227 | - | - | | | Soil Samples INV2023-1035 | (\$250.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 226 | - | - | | | Soil Samples INV2023-1022 | (\$625.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 228 | - | - | | | Soil Samples INV2023-1053 | (\$310.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 229 | - | - | | | Soil Samples INV2023-1041 | (\$350.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 230 | - | - | | | Soil Samples INV2023-1054 | (\$300.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 230 | - | - | | | Soil Samples INV2023-1042 | (\$225.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 230 | - | - | | | Soil Samples INV2023-1048 | (\$1,400.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 230 | - | - | | | Soil Samples INV2023-1051 | (\$375.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 231 | - | - | | | Soil Samples INV2023-1025 | (\$625.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 233 | | Soil Samples INV 2023-1049 | | | (\$1,050.00) | 440500 | SALES & SERVICES - EXTERNAL | |
| DEPOSIT# 0100 - 233 | | Soil Samples INV2023-1040 | | | (\$350.00) | 440500 | SALES & SERVICES - EXTERNAL | |
| DEPOSIT# 0100 - 235 | - | - | | | Soil Samples INV2023-1038 | (\$175.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 236 | - | - | | | Soil Samples INV2023-1061 | (\$2,050.00) | 440500 | SALES & SERVICES - EXTERNAL |
| DEPOSIT# 0100 - 236 | - | - | | | Soil Samples INV2023-1060 | (\$200.00) | 440500 | SALES & SERVICES - EXTERNAL |



| PO Line | Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | | | | | | | | | | | | |
|--|---|--|------------------|--|----------|------------|--|---------|----------|--------------|-----------|---|----|---|-------------|-----------|----|-----------|
| 1 ✓ | 1 Boise(R) X-9(R) Multi-Use Printer amp; Copier Paper, Letter Size (8 1/2 x 11), 5000 Total Sheets, 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams ↕ | 196517 | CS | 44.02 USD | 2 CS | 88.04 USD | | | | | | | | | | | | |
| <p>Manufacturer Name: BOISE WHITE PAPER, L.L.C. Manufacturer Part Number: OX9001-CTN Supplier Part Auxiliary ID: 196517</p> | | <p>PO: 2401160223 Substitute Item: ✖ Line Match Status: Matched Tolerance Status: Exact</p> | | <p>External Note: Extrinsic: UNSPSC=14111507 Internal Note: no note External Line Attachments Internal Line Attachments</p> | | | | | | | | | | | | | | |
| <p>Matching Summary</p> <table border="1"> <thead> <tr> <th></th> <th>Ordered</th> <th>Received</th> <th>Net Invoiced</th> </tr> </thead> <tbody> <tr> <td>Quantity:</td> <td>2</td> <td>--</td> <td>2</td> </tr> <tr> <td>Ext. Price:</td> <td>88.04 USD</td> <td>--</td> <td>88.04 USD</td> </tr> </tbody> </table> | | | | | | | | Ordered | Received | Net Invoiced | Quantity: | 2 | -- | 2 | Ext. Price: | 88.04 USD | -- | 88.04 USD |
| | Ordered | Received | Net Invoiced | | | | | | | | | | | | | | | |
| Quantity: | 2 | -- | 2 | | | | | | | | | | | | | | | |
| Ext. Price: | 88.04 USD | -- | 88.04 USD | | | | | | | | | | | | | | | |
| <p>Related Documents Invoices: 0 / Credits: 0 / Receipts: 0 Commodity Code: 14000000 Paper Materials and Products Override Withholding: ✖ DMR_MatchType: no value Invoice Owner (Requisitioner): Jim Mcelveen</p> | | | | | | | | | | | | | | | | | | |
| 2 ✓ | 2 Office Depot(R) Brand Professional Steno Book, 6 x 9, Legal/Wide Ruled, 140 Pages (70 Sheets), Black/Gray, Pack Of 4 ↕ | 634313 | PK | 9.75 USD | 3 PK | 29.25 USD | | | | | | | | | | | | |
| <p>Manufacturer Name: OFFICE DEPOT Manufacturer Part Number: CJV202268 Supplier Part Auxiliary ID: 634313</p> | | <p>PO: 2401160223 Substitute Item: ✖ Line Match Status: Matched Tolerance Status: Exact</p> | | <p>External Note: Extrinsic: UNSPSC=14111514 Internal Note: no note External Line Attachments Internal Line Attachments</p> | | | | | | | | | | | | | | |
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| | Ordered | Received | Net Invoiced | | | | | | | | | | | | | | | |
| Quantity: | 3 | -- | 3 | | | | | | | | | | | | | | | |
| Ext. Price: | 29.25 USD | -- | 29.25 USD | | | | | | | | | | | | | | | |
| <p>Related Documents</p> | | | | | | | | | | | | | | | | | | |

**Source:
My UFMarketplace**



| PO Line | Product Description | Unit Price | Quantity | Ext. Price | | | | | | | | | | | | |
|---|---|---|--------------|--|---------|----------|--------------|--------------|-----------|----|----|-------------|-------------|-----------|-----------|--|
| 1 ✓ | 1 Boise(R) X-9(R) Multi-Use Printer amp; Copier Paper, Letter Size (8 1/2 x 11), 5000 Total Sheets, 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams ↕ | 44.02 USD | 2 CS | 88.04 USD | | | | | | | | | | | | |
| <p>Supplier Part Auxiliary ID: 196517</p> | | <p>Matching Summary</p> <table border="1"> <thead> <tr> <th></th> <th>Ordered</th> <th>Received</th> <th>Net Invoiced</th> </tr> </thead> <tbody> <tr> <td>Quantity:</td> <td>2</td> <td>--</td> <td>2</td> </tr> <tr> <td>Ext. Price:</td> <td>88.04 USD</td> <td>--</td> <td>88.04 USD</td> </tr> </tbody> </table> | | | Ordered | Received | Net Invoiced | Quantity: | 2 | -- | 2 | Ext. Price: | 88.04 USD | -- | 88.04 USD | <p>External Note: Extrinsic: UNSPSC=14111507 Internal Note: no note External Line Attachments Internal Line Attachments</p> |
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| <p>Related Documents Invoices: 0 / Credits: 0 / Receipts: 0 Commodity Code: 14000000 Paper Materials and Products Override Withholding: ✖ DMR_MatchType: no value</p> | | | | | | | | | | | | | | | | |
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| Quantity: | 3 | -- | 3 | | | | | | | | | | | | | |
| Ext. Price: | 29.25 USD | -- | 29.25 USD | | | | | | | | | | | | | |
| <p>Related Documents</p> | | | | | | | | | | | | | | | | |

**Source:
My UFMarketplace**

Invoice Summary - Supplier Invoice No. 856 (Doc. No. [V1272166](#))

Supplier Invoice No. 856
Supplier Name Flaky Idea Inc

Fiscal Onboarding
University of Florida

| General | Addresses | Note/Attachments |
|--|---|--|
| Invoice Type Invoice Invoice Source Digital Mailroom Import Invoice Number V1272166 Supplier Invoice No. 856 Supplier Name Flaky Idea Inc Invoice Date 7/25/2023 Discount Date Terms 0% 0, Net 10 Terms Discount 0.00 USD Payment Handling Code no value Payment Handling Justification no value Payment Message no value Business Purpose Leaders working Lunch for Together Towards Tomorrow session. | Remit To Remit To Location List: edit dba The Flying Biscuit Cafe 4150 NW 16 Blvd Gainesville, Florida 32605 United States Address id 1002 Bill To no address Payment Information Internal Note no note Pay Status Paid Payment Record No. 0000762164 Payment Method ACH | External Note ***** Seq: 1 Payment Ref: 0000762164 Payment Date: 2023-08-03 External Attachments Internal Attachments 23206997660001.pdf Attendees 7-25-23... |

Chartfields

| | | | | | |
|---|---|----------------------------|-----------|---|-----------|
| 3 | ✓ | "Moon Duste" Potatoes Side | 36.00 USD | 1 | 36.00 USD |
|---|---|----------------------------|-----------|---|-----------|

PO no value
Substitute Item x
Line Match Status Unmatched
Matching Summary

| | Ordered | Received | Net Invoiced |
|-------------|---------|----------|--------------|
| Quantity: | -- | -- | 1 |
| Ext. Price: | -- | -- | 36.00 USD |

Related Documents
 Invoices: 0 / Credits: 0 / Receipts: 0
Commodity Code no value
Override Withholding x
DMR_MatchType no value
Invoice Owner (Requisitioner) Rachel Victoria

External Note no note
Internal Note no note
External Line Attachments
Internal Line Attachments

Source:
My UFMarketplace

Invoice Summary - Supplier Invoice No. 856 (Doc. No. [V1272166](#))

Supplier Invoice No. 856
Supplier Name Flaky Idea Inc

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Chartfields

| | | | | | |
|---|---|----------------------------|-----------|---|-----------|
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PO no value
Substitute Item x
Line Match Status Unmatched
Matching Summary

| | Ordered | Received | Net Invoiced |
|-------------|---------|----------|--------------|
| Quantity: | -- | -- | 1 |
| Ext. Price: | -- | -- | 36.00 USD |

Related Documents
 Invoices: 0 / Credits: 0 / Receipts: 0
Commodity Code no value
Override Withholding x
DMR_MatchType no value
Invoice Owner (Requisitioner) Rachel Victoria

External Note no note
Internal Note no note
External Line Attachments
Internal Line Attachments

Source:
My UFMarketplace



Comprehensive Transaction Detail

| Document Description Detail | Vendor ID | Vendor | Doc Desc | Posted Amount | Account Code | Account Desc |
|-----------------------------|------------|------------------|---|---------------|--------------|--------------------------------|
| INVOICE# 327580396001 | 0000000007 | Mister Paper Inc | Mister Paper Inc - Office Depot(R) Brand Perforat | \$13.30 | 732100 | OFFICE SUPPLIES - GENERAL |
| INVOICE# 327580396001 | 0000000007 | Mister Paper Inc | Mister Paper Inc - Quality Park(R) Pen-Style Enve | \$18.78 | 732100 | OFFICE SUPPLIES - GENERAL |
| INVOICE# 327580396001 | 0000000007 | Mister Paper Inc | Mister Paper Inc - Office Depot(R) Brand Professi | \$29.25 | 732100 | OFFICE SUPPLIES - GENERAL |
| INVOICE# 327580396001 | 0000000007 | Mister Paper Inc | Mister Paper Inc - Office Depot(R) Brand Side-App | \$8.98 | 732100 | OFFICE SUPPLIES - GENERAL |
| INVOICE# 327580396001 | 0000000007 | Mister Paper Inc | Mister Paper Inc - Boise(R) X-9(R) Multi-Use Prin | \$88.04 | 732100 | OFFICE SUPPLIES - GENERAL |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Biscuit Sandwich Platter | \$150.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Continental Tray | \$36.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - "Moon Dusted " Potatoes Side | \$36.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - FREIGHT Fee | \$65.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Coffee | \$42.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Large Fruit Tray | \$45.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Gratuity | \$30.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Orange Juice | \$16.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |



Comprehensive Transaction Detail

| Document Description Detail | Vendor ID | Vendor | Doc Desc | Posted Amount | Account Code | Account Desc |
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| INVOICE# 327580396001 | 0000000007 | Mister Paper Inc | Mister Paper Inc - Office Depot(R) Brand Professi | \$29.25 | 732100 | OFFICE SUPPLIES - GENERAL |
| INVOICE# 327580396001 | 0000000007 | Mister Paper Inc | Mister Paper Inc - Boise(R) X-9(R) Multi-Use Prin | \$88.04 | 732100 | OFFICE SUPPLIES - GENERAL |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - "Moon Dusted " Potatoes Side | \$36.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - "Moon Dusted " Potatoes Side | \$36.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - FREIGHT Fee | \$65.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Coffee | \$42.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Large Fruit Tray | \$45.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Gratuity | \$30.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |
| INVOICE# 856 | 0000144876 | Flaky Idea Inc | Flaky Idea Inc - Orange Juice | \$16.00 | 799400 | FOOD & BEVERAGES HUMAN CONSUMP |



Work in silos, we do not.
In silos, we do not work!



Comprehensive Transaction Detail

| Row Labels | Sum of Posted Amount |
|---------------------------------|----------------------|
| ACCOUNTING SERVICES | 50,991.44 |
| BOOKS & PUBLICATN - NON LIB | 108.79 |
| CELLULAR PHONES & SERVICE PLAN | 960.00 |
| COMPUTER SOFTWARE GENERAL | 34,052.28 |
| COMPUTER SOFTWARE SPECIALIZED | 86,351.00 |
| COMPUTER SUPPLIES | 5,505.02 |
| FOOD & BEVERAGES HUMAN CONSUMP | 2,055.32 |
| IN STATE TRAVEL | 16,956.88 |
| MEMBERSHIPS & DUES | 1,500.00 |
| MISC. OPERATING EXPENSE | 139.21 |
| OFFICE EQUIP & FURNITURE <5000 | 4,274.56 |
| OFFICE SUPPLIES - GENERAL | 775.45 |
| OUT OF STATE TRAVEL | 16,790.01 |
| PRINTING/PHOTOCOPYING | 236.82 |
| REPAIRS AND MAINT - BUILDINGS | 6,422.17 |
| SPECIALTY PRINTING | 262.68 |
| SUBSCRIPTIONS | 478.49 |
| TELEPHONE - LOCAL | 680.40 |
| TELEPHONE - LONG DISTANCE | 16.25 |
| Transfers Within Fund | (22,478.00) |
| TRSFERS TO UF FR COMPONENT UNIT | (463.52) |
| Grand Total | 205,615.25 |



Comprehensive Transaction Detail

| Row Labels | Sum of Posted Amount |
|----------------------------------|----------------------|
| ACCOUNTING SERVICES | 50,991.44 |
| BOOKS & PUBLICATN - NON LIB | 108.79 |
| CELLULAR PHONES & SERVICE PLAN | 960.00 |
| COMPUTER SOFTWARE GENERAL | 34,052.28 |
| COMPUTER SOFTWARE SPECIALIZED | 86,351.00 |
| COMPUTER SUPPLIES | 5,505.02 |
| FOOD & BEVERAGES HUMAN CONSUMP | 2,055.32 |
| IN STATE TRAVEL | 16,956.88 |
| MEMBERSHIPS & DUES | 1,500.00 |
| MISC. OPERATING EXPENSE | 139.21 |
| OFFICE EQUIP & FURNITURE <5000 | 4,274.56 |
| OFFICE SUPPLIES - GENERAL | 775.45 |
| OUT OF STATE TRAVEL | 16,790.01 |
| PRINTING/PHOTOCOPYING | 236.82 |
| REPAIRS AND MAINT - BUILDINGS | 6,422.17 |
| SPECIALTY PRINTING | 262.68 |
| SUBSCRIPTIONS | 478.49 |
| TELEPHONE - LOCAL | 680.40 |
| TELEPHONE - LONG DISTANCE | 16.25 |
| Transfers Within Fund | (22,478.00) |
| TRSFERS TO UF FR COMPONENT UNIT | (463.52) |
| Grand Total | 205,615.25 |



Comprehensive Transaction Detail

| Sum of Posted Amount | Column Labels | | | Grand Total |
|---------------------------------|-------------------|-----------------|-----------------|-------------------|
| Row Labels | 101 | 159 | 171 | |
| ACCOUNTING SERVICES | 47,491.44 | 3,500.00 | | 50,991.44 |
| BOOKS & PUBLICATN - NON LIB | 108.79 | | | 108.79 |
| CELLULAR PHONES & SERVICE PLAN | 960.00 | | | 960.00 |
| COMPUTER SOFTWARE GENERAL | 34,052.28 | | | 34,052.28 |
| COMPUTER SOFTWARE SPECIALIZED | 66,425.00 | 19,926.00 | | 86,351.00 |
| COMPUTER SUPPLIES | 5,505.02 | | | 5,505.02 |
| FOOD & BEVERAGES HUMAN CONSUMP | | 2,055.32 | | 2,055.32 |
| IN STATE TRAVEL | 16,327.88 | 629.00 | | 16,956.88 |
| MEMBERSHIPS & DUES | 1,500.00 | | | 1,500.00 |
| MISC. OPERATING EXPENSE | - | 139.21 | | 139.21 |
| OFFICE EQUIP & FURNITURE <5000 | 4,274.56 | | | 4,274.56 |
| OFFICE SUPPLIES - GENERAL | 775.45 | | | 775.45 |
| OUT OF STATE TRAVEL | 16,790.01 | | | 16,790.01 |
| PRINTING/PHOTOCOPYING | 236.82 | | | 236.82 |
| REPAIRS AND MAINT - BUILDINGS | 6,422.17 | | | 6,422.17 |
| SPECIALTY PRINTING | 262.68 | | | 262.68 |
| SUBSCRIPTIONS | 478.49 | | | 478.49 |
| TELEPHONE - LOCAL | 680.40 | | | 680.40 |
| TELEPHONE - LONG DISTANCE | 16.25 | | | 16.25 |
| Transfers Within Fund | | (22,478.00) | | (22,478.00) |
| TRSFERS TO UF FR COMPONENT UNIT | | | (463.52) | (463.52) |
| Grand Total | 202,307.24 | 3,771.53 | (463.52) | 205,615.25 |




Comprehensive Transaction Detail

| Sum of Posted Amount | Column Labels | 171 | Grand Total |
|----------------------------------|-------------------|-----------------|-------------------|
| Row Labels | 101 | | |
| ACCOUNTING SERVICES | | 00.00 | 50,991.44 |
| BOOKS & PUBLICATN - NON LIB | 108.79 | | 108.79 |
| CELLULAR PHONES & SERVICE PLAN | 960.00 | | 960.00 |
| COMPUTER SOFTWARE GENERAL | 34,052.28 | | 34,052.28 |
| COMPUTER SOFTWARE SPECIALIZED | 66,425.00 | 19,926.00 | 86,351.00 |
| COMPUTER SUPPLIES | 5,505.02 | | 5,505.02 |
| FOOD & BEVERAGES HUMAN CONSUMP | | 2,055.32 | 2,055.32 |
| IN STATE TRAVEL | 16,327.88 | 629.00 | 16,956.88 |
| MEMBERSHIPS & DUES | 1,500.00 | | 1,500.00 |
| MISC. OPERATING EXPENSE | - | 139.21 | 139.21 |
| OFFICE EQUIP & FURNITURE <5000 | 4,274.56 | | 4,274.56 |
| OFFICE SUPPLIES - GENERAL | 775.45 | | 775.45 |
| PRINTING/PHOTOCOPIING | 230.82 | | 230.82 |
| REPAIRS AND MAINT - BUILDINGS | 6,422.17 | | 6,422.17 |
| SPECIALTY PRINTING | 262.68 | | 262.68 |
| SUBSCRIPTIONS | 478.49 | | 478.49 |
| TELEPHONE - LOCAL | 680.40 | | 680.40 |
| TELEPHONE - LONG DISTANCE | 16.25 | | 16.25 |
| Transfers Within Fund | | (22,478.00) | (22,478.00) |
| TRSFRS TO UF FR COMPONENT UNIT | | (463.52) | (463.52) |
| Grand Total | 202,307.24 | 3,771.53 | (463.52) |
| | | | 205,615.25 |



Comprehensive Transaction Detail

| Account Code | 732100 | |
|------------------------|--|---------------------------|
| Sum of Posted Amount | | |
| Transaction Detail | Doc Desc | Account Desc |
| VCHR# UFLOR - MP000008 | Mister Paper Inc - PO-2200987921 | OFFICE SUPPLIES - GENERAL |
| | | 177.88 |
| VCHR# UFLOR - V1288193 | Mister Paper Inc - Office Depot(R) Brand Side-App | 177.88 |
| | | (8.98) |
| VCHR# UFLOR - V1288450 | Amazon Capital Services Inc - Logitech M280 Wireless Mouse | 19.49 |
| | Amazon Capital Services Inc - Mr. Pen- Sticky Tabs, 1600 Pcs | 6.98 |
| | Amazon Capital Services Inc - Office Privacy Sign,6 Inch Do | 27.98 |
| | Amazon Capital Services Inc - Windex Glass and Window Clean | 3.37 |
| | Amazon Capital Services Inc - Ysenchan 3PCS Multifunctional | 8.98 |
| VCHR# UFLOR - V1290903 | Amazon Capital Services Inc - Misofuki 3000 PCS 3/4" Round C | 7.99 |
| | | 7.99 |
| VCHR# UFLOR - V1291030 | Amazon Capital Services Inc - Wireless Keyboard and Mouse Co | 28.99 |
| | | 28.99 |
| VCHR# UFLOR - V1309948 | Amazon Capital Services Inc - 321Done Ruled Index Cards - Ma | 25.98 |
| | Amazon Capital Services Inc - HUKOOKA 5 Pack College Ruled | 28.99 |
| | Amazon Capital Services Inc - Pilot Varsity Disposable Fount | 26.74 |
| VCHR# UFLOR - V1317121 | Amazon Capital Services Inc - Rediform Extra Sheets for 4-Ri | 9.90 |
| | | 9.90 |
| VCHR# UFLOR - V1329620 | Amazon Capital Services Inc - Smead File Jacket, Reinforced | 55.44 |
| | | 55.44 |
| VCHR# UFLOR - V1330734 | Mister Paper Inc - Boise(R) X-9(R) Multi-Use Prin | 158.35 |
| | Mister Paper Inc - Office Depot(R) Brand Perforat | 88.04 |
| | Mister Paper Inc - Office Depot(R) Brand Professi | 13.30 |
| | Mister Paper Inc - Office Depot(R) Brand Side-App | 29.25 |
| | Mister Paper Inc - Office Depot(R) Brand Side-App | 8.98 |
| | Mister Paper Inc - Quality Park(R) Pen-Style Enve | 18.78 |
| VCHR# UFLOR - V1350915 | Amazon Capital Services Inc - Amazon Basics 48-Pack AA Alkal | 13.43 |
| | | 13.43 |



Comprehensive Transaction Detail

| Account Code | 732100 | |
|---------------------------|--|---------------------------|
| Sum of Posted Amount | | Account Desc |
| Transaction Detail | | |
| ☰ VCHR# UFLOR - MP000008 | Doc Desc | OFFICE SUPPLIES - GENERAL |
| | | 177.88 |
| ☰ VCHR# UFLOR - V1288193 | Mister Paper Inc - PO-2200987921 | 177.88 |
| ☰ VCHR# UFLOR - V1288450 | Mister Paper Inc - Office Depot(R) Brand Side-App | (8.98) |
| | | 66.80 |
| | Amazon Capital Services Inc - Logitech M280 Wireless Mouse | 19.49 |
| | Amazon Capital Services Inc - Mr. Pen- Sticky Tabs, 1600 Pcs | 6.98 |
| | Amazon Capital Services Inc - Office Privacy Sign,6 Inch Do | 27.98 |
| | Amazon Capital Services Inc - Windex Glass and Window Clean | 3.37 |
| | Amazon Capital Services Inc - Ysenchan 3PCS Multifunctional | 8.98 |
| ☰ VCHR# UFLOR - V1290903 | | 7.99 |
| ☰ VCHR# UFLOR - V1291030 | Amazon Capital Services Inc - Misofuki 3000 PCS 3/4" Round C | 7.99 |
| ☰ VCHR# UFLOR - V1309948 | Amazon Capital Services Inc - Wireless Keyboard and Mouse Co | 28.99 |
| | | 81.71 |
| | Amazon Capital Services Inc - 321Done Ruled Index Cards - Ma | 25.98 |
| | Amazon Capital Services Inc - HJUKOOKA 5 Pack College Ruled | 28.99 |
| | Amazon Capital Services Inc - Pilot Varsity Disposable Fount | 26.74 |
| ☰ VCHR# UFLOR - V1317121 | | 9.90 |
| ☰ VCHR# UFLOR - V1329620 | Amazon Capital Services Inc - Rediform Extra Sheets for 4-Ri | 9.90 |
| ☰ VCHR# UFLOR - V1329620 | Amazon Capital Services Inc - Smead File Jacket, Reinforced | 55.44 |
| ☰ VCHR# UFLOR - V1329620 | Mister Paper Inc - Boise(R) X-9(R) Multi-Use Prin | 88.04 |
| | Mister Paper Inc - Office Depot(R) Brand Professi | 29.25 |
| | Mister Paper Inc - Office Depot(R) Brand Side-App | 8.98 |
| | Mister Paper Inc - Quality Park(R) Pen-Style Enve | 18.78 |
| ☰ VCHR# UFLOR - V1350915 | | 13.43 |
| | Amazon Capital Services Inc - Amazon Basics 48-Pack AA Alkal | 13.43 |



Comprehensive Activity



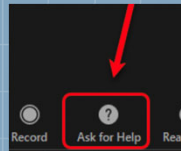
Break Out Room #2

In your breakout group review the handout for breakout room #2 activity.

There are three groups of questions:

- I. What's the story?
- II. Dr. Luca's receipt
- III. Get funky with it

* Please be sure to download the spreadsheet before manipulating it.



Activity # 2

Share Out

- I. What's the story?
- II. Dr. Luca's receipt
- III. Get funky with it



Virtual Fiscal Onboarding Comprehensive Activity #2

The following handout will be used for your second breakout room activity.

I. What's the story?

Remember when we talked about ChartField values being the main data fields that tell our story?

Using the transaction below, write up the story it is telling us. *Screenshot from the Comprehensive Transaction Detail*

| Jrnl Date | Fiscal Year | Transaction Detail | Encumbrance Description | Document Description Detail | Doc Desc | Posted Amount | Account Code | Account Desc | DeptID | DeptID Desc |
|------------|-------------|--|--|-------------------------------------|--|---------------|--------------|-----------------------|----------|--------------------|
| 06/06/2022 | 2022 | PCard Merch Ref - 34801973083690035620224 | VCHR# UFLOR - C0016168 LN# 1 RPT# XBWZR4 | EMP# 10533139 - James Cameron | SOCIETY FOR NEUROSCIENCE - Renew SFN Membership | \$330.00 | 791000 | MEMBERSHIPS & DUES | 13340000 | OF-Dept Fiction |

| Fund Code | Fund Descr | Program Code | Program Descr | Budget Reference | Source of Funds Code | Source of Funds Descr | Project Code | Project Title | Project DeptID | Project Manager UFID | Project Manager Name |
|-----------|----------------------------|--------------|-----------------------------------|------------------|----------------------|-----------------------|--------------|---------------------------------|----------------|----------------------|----------------------|
| 211 | C&G - RETURNED OVERHEAD | 2200 | INDIVIDUAL OR PROJECT RESEARCH | CRRNT | - | - | 114335 | Cameron- Returned OH Proj | 13340000 | 10533139 | James Cameron |

Spreadsheet Link

Download a copy of the spreadsheet below on your desktop before manipulating it.

[Comprehensive Transaction Detail Report](#)

II. Dr. Luca's Receipt

Use the receipt **on page 26** and your downloaded spreadsheet from above to answer the following questions:

Dr. Luca has just dropped off a receipt and said, "I'm not sure if this has been paid yet." You check myUF Marketplace by the invoice number and that invoice isn't there.

1. Which spreadsheet(s) would you use to find out if this invoice has been paid?

2. Are there any other questions you need to ask Dr. Luca?

3. Was the receipt paid?

III. Get Funky with It: Use downloaded spreadsheet to answer the following questions:

1. How much has been spent on out of state travel this past fiscal year?

2. Who are the top 3 travelers based on amount spent?

3. Was there anything else you learned from the data that you think your boss should know?



INVOICE

Invoice No: APC600230260
Invoice Date: 09-12-22
Sequence No: 2021IEEEEX00028318
Publisher VAT/Tax ID: 13-1656633
Account No: 3001896566
CCC Federal ID: 13-2922432
Terms: Paid

John Luca
UF Fiction DEPT

PO BOX 13650
GAINESVILLE, FL, 32611

Customer/Author Location:

John Luca
973 Center Dr
Gainesville, FL, 32611

Order No: [10000299767](#) **ORCID ID(s):** 0000-0002-9285-6732
Order Date: 12-Sept-2022 **License:** IEEE
Manuscript ID: DOI 10.1109/TIFS.2021.3092135

Publication: IEEE Transactions on Information Forensics and Security

Title: SARO: Scalable Attack-Resistant Logic Locking

Author/Editor: John Luca

| | Original Price | Tax | Type & Country | Publisher VAT/Tax ID | Final Price |
|-------------------|-----------------|-------------|----------------|----------------------|---------------------|
| Page charge | 1,320.00 | 0.00 (0%) | TAX US | 13-1656633 | 1,320.00 USD |
| Subtotals: | 1,320.00 | 0.00 | | | 1,320.00 USD |

| Tax Totals by Country | Tax |
|-----------------------|--------------|
| UNITED STATES | 0.00 USD TAX |

Invoice Amount - Paid: 1,320.00 USD
 VISA, Ending in 3730

For internal use only. (Not for payment.)

| | |
|---------------------------------|---------------------|
| Subtotal: | 1,320.00 USD |
| TAX: | 0.00 USD |
| Total (Not for payment): | 1,320.00 USD |

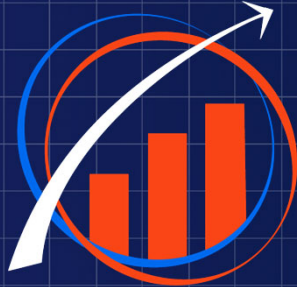
Balance Due: 0.00 USD

Big Idea!



As a data literate professional, you get an opportunity to craft your 'data story' to explain complex information clearly and effectively, ensuring that your data not only informs but also engages and inspires action in others.

Questions?



Fiscal Onboarding
University of Florida

Thank you!

Michelle Romero
controller-office@ad.ufl.edu