



Fiscal Onboarding

University of Florida

Data Literacy : It's Not Just For Nerds

WELCOME!

POST IN THE CHAT:

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

1

Who are we?



The CFO's Finance Strategy & Analytics team is designed to achieve strategic goals through training, innovation, data, and implementation of efficient processes.

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

2

Learning Objectives

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

3

Topic Overview



Everything is data.

Data is everything!

4

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.

5

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.

6

Big Idea!

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

7



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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



8



3 Pillars of Data Curiosity

Challenge Your Data
And Observations

Ask Questions

Provide Actionable
Insight

9



10



3 Pillars of Data Curiosity

Challenge Your Data
And Observations



Ask Questions



Provide Actionable
Insight



11

Data Tip!

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

12



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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



13



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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*



14



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Timing of Data

Real Time | **Prior Business Day** | **Prior Month**

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

15

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.

16



Validated Data Scavenger Hunt



17

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



18



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



19



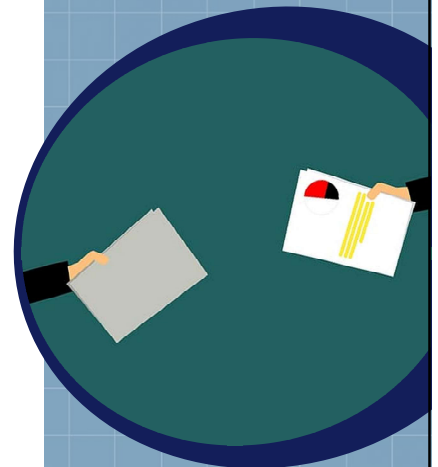
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Comprehensive Reports

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*



20



Remember

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

21



**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)

22



There is a saying...

GARBAGE



IN

GARBAGE



OUT

under by Unknown Author is licensed

23



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.



24

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

Distribution Lines

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

25

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

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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


26



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

27



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 - 233	-	-			Soil Samples INV2023-1056	(\$170.00)	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

28

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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Quantity:	3	--	3															
Ext. Price:	29.25 USD	--	29.25 USD															
<p>Related Documents</p>																		

**Source:
My UFMarketplace**

29

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												
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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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<p>Related Documents</p>																

**Source:
My UFMarketplace**

30

Invoice Summary - Supplier Invoice No. 856 (Doc. No. V1272166)

Supplier Invoice No. 856
Supplier Name Flaky Idea Inc

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General	Remit To	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: no value Terms: 0% 0, Net 10 Terms Discount: 0.00 USD Payment Handling Code: no value Payment Handling Justification: no value Payment Message: Leaders working Lunch for Together Towards Tomorrow session. Business Purpose: no value Invoice Owner (Requisitioner): Rachel Victoria Match Status: Unmatched Contains substituted item(s): X Contract No.:	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	External Note: ***** Sac: 1 Payment Ref: 0000762164 Payment Date: 2023-08-09 External Attachments Internal Attachments: 23206997660001.pdf Attendees 7-25-23...	
Payment Information Internal Note: no note Pay Status: Paid Payment Record No.: 0000762164 Payment Method: ACH			

Chartfields

3	✓	"Moon Dusted" 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

Source: My UFMarketplace

31

Invoice Summary - Supplier Invoice No. 856 (Doc. No. V1272166)

Supplier Invoice No. 856
Supplier Name Flaky Idea Inc

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University of Florida

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 Override Withholding: **X**
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 Invoice Owner (Requisitioner): Rachel Victoria

Source: My UFMarketplace

32



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

33



Comprehensive Transaction Detail

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INVOICE# 856	0000144876	Flaky Idea Inc	Flaky Idea Inc - "Moon Dusted " Potatoes Side	\$36.00	799400	FOOD & BEVERAGES HUMAN CONSUMP
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INVOICE# 856	0000144876	Flaky Idea Inc	Flaky Idea Inc - Orange Juice	\$16.00	799400	FOOD & BEVERAGES HUMAN CONSUMP

34



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

35



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

36



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

37



Comprehensive Transaction Detail

Sum of Posted Amount	Column Labels			Grand Total
Row Labels	101	159	171	Grand Total
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

38



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
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

39



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	
	Amazon Capital Services Inc - Mr. Pen- Sticky Tabs, 1600 Pcs	
	Amazon Capital Services Inc - Office Privacy Sign,6 Inch Do	
	Amazon Capital Services Inc - Window Glass and Window Clean	
	Amazon Capital Services Inc - Ysenchan 3PCS Multifunctional	
		19.49
		6.98
		27.98
		3.37
		8.98
VCHR# UFLOR - V1290903	Amazon Capital Services Inc - Misofuki 3000 PCS 3/4" Round C	
		7.99
VCHR# UFLOR - V1291030	Amazon Capital Services Inc - Wireless Keyboard and Mouse Co	
		7.99
		28.99
VCHR# UFLOR - V1309948	Amazon Capital Services Inc - 321Done Ruled Index Cards - Ma	
	Amazon Capital Services Inc - HUKOOKA 5 Pack College Ruled	
	Amazon Capital Services Inc - Pilot Varsity Disposable Fount	
		25.98
		28.99
		26.74
VCHR# UFLOR - V1317121	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
		55.44
VCHR# UFLOR - V1330734	Mister Paper Inc - Boise(R) X-9(R) Multi-Use Prin	
	Mister Paper Inc - Office Depot(R) Brand Perforat	
	Mister Paper Inc - Office Depot(R) Brand Professi	
	Mister Paper Inc - Office Depot(R) Brand Side-App	
	Mister Paper Inc - Quality Park(R) Pen-Style Enve	
		88.04
		13.30
		29.25
		8.98
		18.78
VCHR# UFLOR - V1350915	Amazon Capital Services Inc - Amazon Basics 48-Pack AA Alkal	
		13.43
		13.43

40



Comprehensive Transaction Detail

Account Code	732100	
Sum of Posted Amount		Account Desc
Transaction Detail		
☰ VCHR# UFLOR - MP000008	Doc Desc	OFFICE SUPPLIES - GENERAL
	Mister Paper Inc - PO-2200987921	177.88
☰ VCHR# UFLOR - V1288193	Mister Paper Inc - Office Depot(R) Brand Side-App	(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
☰ VCHR# UFLOR - V1291030	Amazon Capital Services Inc - Wireless Keyboard and Mouse Co	28.99
☰ VCHR# UFLOR - V1309948	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	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 -	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	Amazon Capital Services Inc - Amazon Basics 48-Pack AA Alkal	13.43

41



Comprehensive Activity



42

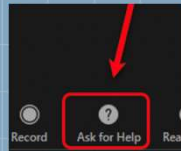
Break Out Room #2

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.



43

Activity # 2

Share Out

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



44

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 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?

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.



45



Questions?

46

Course evaluations are distributed electronically

We take your feedback seriously and make changes to our
courses based on attendee responses.



It only takes a few minutes to complete!



47

Upcoming Topic Sessions: Fall 2024

September

Disbursements 9/18

Banking and Merchant
Services 9/25

October

Asset
Management 10/2

Payroll Services 10/16

Procurement 10/23

Cost Analysis 10/30

November

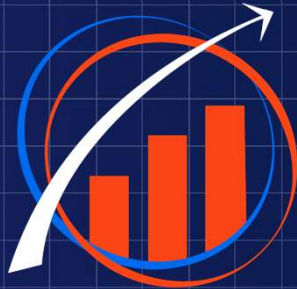
UF Research Pre and
Post Award 11/6

General Accounting
and Financial
Reporting 11/13

Financial Basics 11/20

Registration details at Fiscal Onboarding | CFO CFO <https://go.ufl.edu/2nmwoig>

48



Fiscal Onboarding
University of Florida

Thank you!

Michelle Romero
controller-office@ad.ufl.edu

Additional Data Literacy Courses:

[DLP103 – Finance Data Literacy: Analyzing Departmental Transactions](#)

[DLP001 – Data Governance and Data Management](#)

<https://hr.ufl.edu/professional-development/training-programs/data-literacy/>