

# Research Financial Reporting

Research and Consulting Balance  
(MyBalance)



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

Create change



# Research and Consulting Balance (MyBalance) is Coming

- Pilot – August 2018
- UQ Wide – October 2018

Be aware that Research and Consulting Balance (MyBalance) is in testing/pilot and slight changes to the format of the report will occur.

[Staff List](#)      [Invoice List](#)

Project Description    Project Schedule    Project Status    Fund and Description    Main Party Name    Customer Name    RM Number    Generic Chart String

0123456 John      11/04/2016 to      426 DE - ARC  
Lennon ARC      24/10/2020      Approved Project    Discovery ECR Award    John Lennon      2015123456    1005501-01-426-21-0123456

	2018				2019			2020			Others		
	Plan	Actuals	Commitments	Remaining	Plan	Commitments	Remaining	Plan	Commitments	Remaining	Plan	Commitments	Remaining
<b>Funds</b>													
ARC Research Income	300,000	75,000	0	225,000	300,000	0	300,000	300,000	0	0	0	0	0
Accum Funds Opening Balance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Funds</b>	<b>300,000</b>	<b>75,000</b>	<b>0</b>	<b>225,000</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>													
Salaries Non Casual - Academi	60,079	0	60,079	0	121,496	121,496	0	123,316	123,316	0	61,866	61,866	0
Salaries Non Casual - General	10,000	0	0	10,000	24,000	24,000	0	24,000	24,000	0	0	0	0
General Operating Expenses	60,000	0	0	60,000	40,000	0	40,000	40,000	0	40,000	20,000	0	20,000
Equipment - Non Capitalised	20,000	0	0	20,000	0	0	0	0	0	0	0	0	0
<b>Total Expenses</b>	<b>150,079</b>	<b>0</b>	<b>60,079</b>	<b>90,000</b>	<b>185,496</b>	<b>145,496</b>	<b>40,000</b>	<b>187,316</b>	<b>147,316</b>	<b>40,000</b>	<b>81,866</b>	<b>61,866</b>	<b>20,000</b>
<b>Unallocated Funds</b>	<b>149,921</b>				<b>114,504</b>			<b>112,684</b>			<b>(81,866)</b>		
<b>Grant Available Balance</b>	<b>295,243</b>												

**Management Accountant Comments**

Grant will require an extension

# Research and Consulting Balance (MyBalance) is Coming

- The plan is the Researcher's plan for spending the project money.
  - The plan will change over time, but only when the researcher wants it to.
- Research and Consulting Balance (MyBalance) will display the UniFi Actuals, spending rules, commitments and comments from the MA.

[Staff List](#)   [Invoice List](#)

Project Description   Project Schedule   Project Status   Fund and Description   Main Party Name   Customer Name   RM Number   Generic Chart String

0123456 John Lennon ARC   11/04/2016 to 24/10/2020   Approved Project   426 DE - ARC Discovery ECR Award   John Lennon   2015123456   1005501-01-426-21-0123456

	2018				2019			2020			Others		
	Plan	Actuals	Commitments	Remaining	Plan	Commitments	Remaining	Plan	Commitments	Remaining	Plan	Commitments	Remaining
<b>Funds</b>													
ARC Research Income	300,000	75,000	0	225,000	300,000	0	300,000	300,000	0	0	0	0	0
Accum Funds Opening Balance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Funds</b>	<b>300,000</b>	<b>75,000</b>	<b>0</b>	<b>225,000</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>													
Salaries Non Casual - Academic	60,079	0	60,079	0	121,496	121,496	0	123,316	123,316	0	61,866	61,866	0
Salaries Non Casual - General	10,000	0	0	10,000	24,000	24,000	0	24,000	24,000	0	0	0	0
General Operating Expenses	60,000	0	0	60,000	40,000	0	40,000	40,000	0	40,000	20,000	0	20,000
Equipment - Non Capitalised	20,000	0	0	20,000	0	0	0	0	0	0	0	0	0
<b>Total Expenses</b>	<b>150,079</b>	<b>0</b>	<b>60,079</b>	<b>90,000</b>	<b>185,496</b>	<b>145,496</b>	<b>40,000</b>	<b>187,316</b>	<b>147,316</b>	<b>40,000</b>	<b>81,866</b>	<b>61,866</b>	<b>20,000</b>
Unallocated Funds	149,921				114,504			112,684			(81,866)		
Grant Available Balance	295,243												



60,079

**Management Accountant Comments**  
Grant will require an extension

Note that Unallocated Funds has replaced "Unidentified Proj Exp" in the report.

# Research and Consulting Balance (MyBalance) is Coming

- Research and Consulting Balance (MyBalance) requires some new data be captured via the budget workbook.

		2018			
		Plan	Actuals	Commitments	Remaining
<b>Funds</b>					
	<a href="#">ARC Research Income</a>	300,000	75,000	0	225,000
	<a href="#">Accum Funds Opening Balance</a>	0	0	0	0
<b>Total Funds</b>		<b>300,000</b>	<b>75,000</b>	<b>0</b>	<b>225,000</b>
<b>Expenses</b>					
	<a href="#">Salaries Non Casual - Academi</a>	60,079	0	60,079	0
	<a href="#">Salaries Non Casual - General</a>	10,000	0	0	10,000
	<a href="#">General Operating Expenses</a>	60,000	0	0	60,000
	<a href="#">Equipment - Non Capitalised</a>	20,000	0	0	20,000
<b>Total Expenses</b>		<b>150,079</b>	<b>0</b>	<b>60,079</b>	<b>90,000</b>
<b>Unallocated Funds</b>		<b>149,921</b>			
<b>Grant Available Balance</b>		<b>295,243</b>			

<b>Management Accountant Comments</b>	
Grant will require an extension	

Grant spending rules, traffic lights.  
Mouse over comments

Researcher spending plan

Salary commitments

Comments for the grant

## Research and Consulting Balance (MyBalance) is Coming

- *The purpose of Research and Consulting Balance (MyBalance) is to give the researcher up to date financial information about their Grants and other funds.*
- The budget workbook has been updated to collect the new data.
- The Plan is entered (by using the current Forecast functionality).
- The traffic light indicators of spending rules are entered via the links column.
- Comments appear in Research and Consulting Balance (MyBalance) by entering them in the “Plan” notes column .
- The Plan and Forecast are exported when the MA and researcher are satisfied it is a useful and realistic representation of the projected activities.

# Research and Consulting Balance (MyBalance) is Coming

- The Forecast is entered in the WKB using the existing Edit, Staff and Transfers functions.
- The Forecast is copied via a new button to become the Plan
- The Plan is exported and loaded into MyBalance from the WKB
- The Plan remains static until overwritten by the MA in the WKB (by overwriting the Plan with a revised Forecast). *The Plan is not overwritten by Actuals.*
- The Forecast can be changed without adjusting the Plan
- A material variance between the current Forecast and the last updated Plan is a trigger for review, seek input and provide advice to the researcher.
- There is no financial reporting requirement to update the Plan
- There is a client service requirement to update the Plan

# Enter Forecast

## Enter Forecast in Edit, Staff and Transfer

- Whole of Project Life columns are auto-populated
  - Actuals Prior Years, Forecast Current Year to End of Project, Forecast Whole of Project

LATEST FORECAST & BUDGET (Actuals to Period 5)	Link	Actuals 2016	Actuals 2017	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Actuals Prior_Years = (1)	Forecast Current Year To End of Project= (2)	Forecast Whole of Project Life [(1)+(2)]	Plan 2018	Plan 2019	Plan 2020	Plan 2021	Budget Original	Variance: Plan v Forecast (Project Life)
RESEARCH INCOME		-32,896	-45,851	-47,665	-12,660	-47,225	-47,225	-78,747	-202,000	-280,747						-233,522
SCHOLARSHIPS & DONATIONS																
COMMERCIAL SERVICES																
OTHER INCOME																
REVENUE		-32,896	-45,851	-47,665	-12,660	-47,225	-47,225	-78,747	-202,000	-280,747						233,522
INTERNAL ADJUSTMENTS																
AVAILABLE REVENUE		-32,896	-45,851	-47,665	-12,660	-47,225	-47,225	-78,747	-202,000	-280,747						233,522
ACADEMIC SALARIES NON-CASUAL				37,529					37,529	37,529						-37,529
ACADEMIC SALARIES CASUAL																
GENERAL SALARIES NON-CASUAL	35,717	20,930	17,642	8,854				56,647	8,854	56,647						-56,647
GENERAL SALARIES CASUAL		17,642	8,854					17,642	8,854	26,495						-26,495
OTHER EMPLOYMENT COSTS																
STAFF DEVELOPMENT			591					591		591						-591
GENERAL OPERATING EXPENSES			199	4,038				199	4,038	4,238						-4,238
PROFESSIONAL & SERVICE CHGS																
EQUIPMENT - CAPITALISED																
EQUIPMENT - NON CAPITALISED																
TRAVEL																
HOSPITALITY																
SCHOLARSHIPS																
COLLABORATIVE PROJECTS																
OTHER EXPENSES																
UNDEFINED PROJECT EXPENSES																
DEPN AMORTIS'N & IMPAIRMENT																
EXPENDITURE		35,717	39,362	50,421				75,079	50,421	125,500						-125,500
OPERATING RESULT		2,821	-6,489	2,756	-12,660	-47,225	-47,225	-3,668	-151,579	-155,247						108,022
RETAINED PROFITS			2,821	-3,668	-912	-13,572	-60,797									
ACCUMULATED POSITION		2,821	-3,668	-912	-13,572	-60,797	-108,022									

# Copy Forecast to Plan

- MA and Researcher are happy with Forecast
  - Press  to copy Forecast data to Plan

LATEST FORECAST & BUDGET		Link	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Actuals	Forecast	Forecast	Plan	Plan	Plan	Plan	Budget	Variance
Account Code	(Actuals to Period 5)		2016	2017	2018	2019	2020	2021	Prior_Years = (1)	Current Year To End of Project = (2)	End of Project [(1)+(2)]	2018	2019	2020	2021	Original	Plan v Forecast (Project Life)
404000	RESEARCH INCOME		-32,896	-45,851	-47,665	-12,660	-47,225	-47,225	-78,747	-202,000	-280,747	-47,665	-12,660	-47,225	-47,225		78,747
410000	SCHOLARSHIPS & DONATIONS																
412000	COMMERCIAL SERVICES																
415000	OTHER INCOME																
	<b>REVENUE</b>		<b>-32,896</b>	<b>-45,851</b>	<b>-47,665</b>	<b>-12,660</b>	<b>-47,225</b>	<b>-47,225</b>	<b>-78,747</b>	<b>-202,000</b>	<b>-280,747</b>	<b>-47,665</b>	<b>-12,660</b>	<b>-47,225</b>	<b>-47,225</b>		<b>78,747</b>
	<b>AVAILABLE REVENUE</b>		<b>-32,896</b>	<b>-45,851</b>	<b>-47,665</b>	<b>-12,660</b>	<b>-47,225</b>	<b>-47,225</b>	<b>-78,747</b>	<b>-202,000</b>	<b>-280,747</b>	<b>-47,665</b>	<b>-12,660</b>	<b>-47,225</b>	<b>-47,225</b>		<b>78,747</b>
600000	ACADEMIC SALARIES NON-CASUAL				37,529					37,529	37,529	37,529					
600300	ACADEMIC SALARIES CASUAL																
601000	GENERAL SALARIES NON-CASUAL		35,717	20,930					56,647		56,647						-56,647
601300	GENERAL SALARIES CASUAL			17,642	8,854				17,642	8,854	26,495	8,854					-17,642
650000	OTHER EMPLOYMENT COSTS																
660000	STAFF DEVELOPMENT			591					591		591						-591
701000	GENERAL OPERATING EXPENSES			199	4,038				199	4,038	4,238	4,038					-199
703000	PROFESSIONAL & SERVICE CHGS																
704000	EQUIPMENT - CAPITALISED																
705000	EQUIPMENT - NON CAPITALISED																
707000	TRAVEL																
717000	HOSPITALITY																
726000	SCHOLARSHIPS																
727000	COLLABORATIVE PROJECTS																
728000	OTHER EXPENSES																
729000	UNDEFINED PROJECT EXPENSES																
850000	DEPN AMORTIS'N & IMPAIRMENT																
	<b>EXPENDITURE</b>		<b>35,717</b>	<b>39,362</b>	<b>50,421</b>				<b>75,079</b>	<b>50,421</b>	<b>125,500</b>	<b>50,421</b>					<b>-75,079</b>
	<b>OPERATING RESULT</b>		<b>2,821</b>	<b>-6,489</b>	<b>2,756</b>	<b>-12,660</b>	<b>-47,225</b>	<b>-47,225</b>	<b>-3,668</b>	<b>-151,579</b>	<b>-155,247</b>	<b>2,756</b>	<b>-12,660</b>	<b>-47,225</b>	<b>-47,225</b>		<b>3,668</b>
301000	RETAINED PROFITS			2,821	-3,668	-912	-13,572	-60,797									
	<b>ACCUMULATED POSITION</b>		<b>2,821</b>	<b>-3,668</b>	<b>-912</b>	<b>-13,572</b>	<b>-60,797</b>	<b>-108,022</b>									

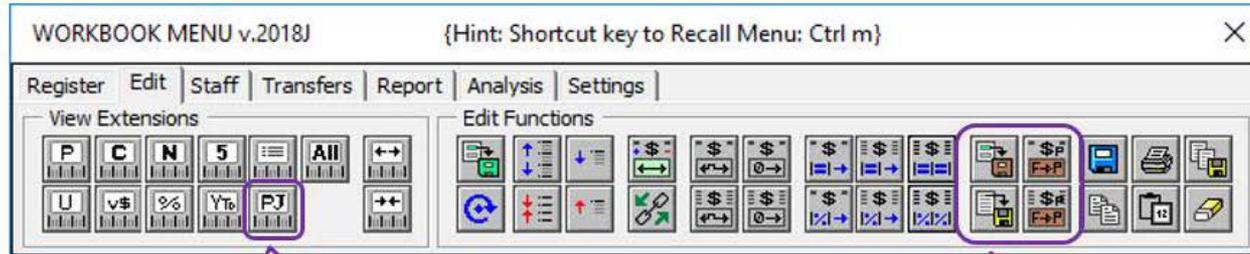
# “New” actuals do not change Plan

- The following month, DLDUNIFI process is run and actuals were higher than forecast.
- The Plan remains unchanged
  - Until the MA and Researcher review, change the Forecast and copy to Plan

LATEST FORECAST & BUDGET (Actuals to Period 5)	Link	Actuals 2016	Actuals 2017	Forecast 2018	Forecast 2019	Forecast 2020	Forecast 2021	Actuals Prior_Years = (1)	Forecast Current Year To End of Project= (2)	Forecast Whole of Project Life [(1)+(2)]	Plan 2018	Plan 2019	Plan 2020	Plan 2021	Budget Original	Variance Plan v Forecast (Project Life)
RESEARCH INCOME		-32,896	-45,851	-47,665	-12,660	-47,225	-47,225	-78,747	-202,000	-280,747	-47,665	-12,660	-47,225	-47,225		78,747
SCHOLARSHIPS & DONATIONS																
COMMERCIAL SERVICES																
OTHER INCOME																
REVENUE		-32,896	-45,851	-47,665	-12,660	-47,225	-47,225	-78,747	-202,000	-280,747	-47,665	-12,660	-47,225	-47,225		78,747
INTERNAL ADJUSTMENTS																
AVAILABLE REVENUE		-32,896	-45,851	-47,665	-12,660	-47,225	-47,225	-78,747	-202,000	-280,747	-47,665	-12,660	-47,225	-47,225		78,747
ACADEMIC SALARIES NON-CASUAL				38,563					38,563	38,563	37,529					-1,033
ACADEMIC SALARIES CASUAL								56,647		56,647						-56,647
GENERAL SALARIES NON-CASUAL		35,717	20,930					17,642	13,303	30,945	8,854					-22,091
GENERAL SALARIES CASUAL			17,642	13,303												
OTHER EMPLOYMENT COSTS																
STAFF DEVELOPMENT			591					591		591						-591
GENERAL OPERATING EXPENSES			199	8,077				199	8,077	8,276	-4,038					-4,238
PROFESSIONAL & SERVICE CHGS																
EQUIPMENT - CAPITALISED																
EQUIPMENT - NON CAPITALISED																
TRAVEL																
HOSPITALITY																
SCHOLARSHIPS																
COLLABORATIVE PROJECTS																
OTHER EXPENSES																
UNDEFINED PROJECT EXPENSES																
DEPN AMORTIS'N & IMPAIRMENT																
EXPENDITURE		35,717	39,362	59,942				75,079	59,942	135,021	50,421					-84,600
OPERATING RESULT		2,821	-6,489	12,277	-12,660	-47,225	-47,225	-3,668	-142,058	-145,726	2,756	-12,660	-47,225	-47,225		-5,853
RETAINED PROFITS			2,821	-3,668	8,609	-4,051	-51,276									
ACCUMULATED POSITION		2,821	-3,668	8,609	-4,051	-51,276	-98,501									

# Workbook Changes for Research and Consulting Balance (MyBalance)

## Edit Tab



Display Project Plan details.

Save Plan data.

Account Code	Actuals Prior_Years = (1)	Forecast Current Year To End of Project = (2)	Forecast End of Project [(1)+(2)]	Plan 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Budget Original	Variance Plan v Forecast (Project Life)	Plan Notes
157 705100											
158 705000	515		515							-515	
161 705000											
162 705300	515		515							-515	
163 705400											
164 707000	5,548	43,261	48,809	10,361	10,600	11,000	11,300		43,260	-5,508	
165 707000											
167 707100	3,920	16,715	20,635	4,115	4,100	4,200	4,300		43,260	-3,920	Project 018554
168 707200	1,629	26,546	28,174	6,246	6,500	6,800	7,000			-1,629	
169											
170											

Linked to Transfers tab.



Create change

# Workbook Changes for Research and Consulting Balance (MyBalance)

Edit Columns BY to CI breakdown:

Consolidated forecast years.

Expected End Position of Project

Plan data.

2016+2017+ Prior Years

Actuals Prior_Years = (1)	Forecast Current Year To End of Project= (2)	Forecast End of Project [(1)+(2)]
515		515
515		515
5,548	43,261	48,809
3,920	16,715	20,635
1,629	26,546	28,174

Plan 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022
10,361	10,600	11,000	11,300	
4,115	4,100	4,200	4,300	
6,246	6,500	6,800	7,000	

Project Life  
Original  
Budget.

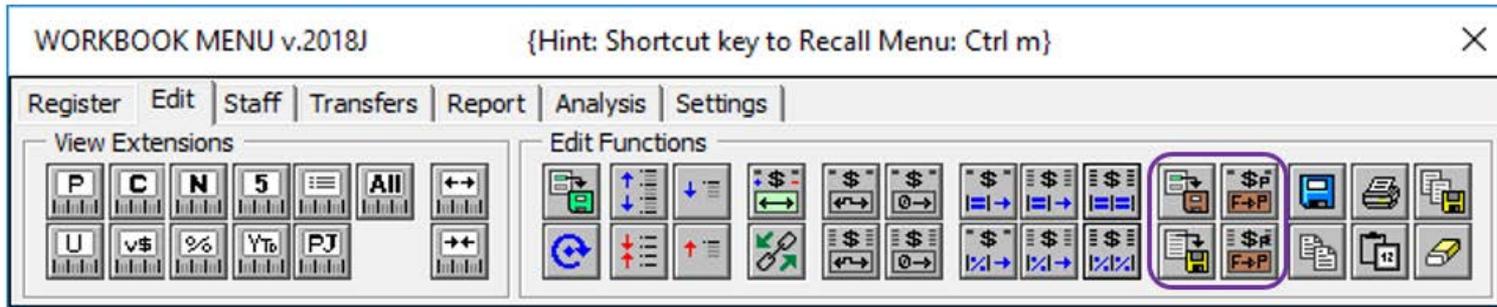
Budget Original	Variance Plan v Forecast (Project Life)	Plan Notes
		GENERIC LEVEL 1 COMMENTARIES INSERT HERE! DAVID LE (will require to display more lines!)
	-515	
	-515	
43,260	-5,548	
43,260		Project 018554
	-3,920	
	-1,629	

Generic Commentary for  
Level 1 Chart String.

Variance between  
Planned vs Forecast  
at Project End.

Commentaries at account  
level (level 6 CS).

# Workbook Changes for Research and Consulting Balance (MyBalance)



*Saving Plan to Plan dataset.*

*Copy Forecast to Plan for selected account (for all forecast Years).*

*Exporting Forecast and Plan for Chart String. This include any Staff Plan and Transfers tab related transactions.*

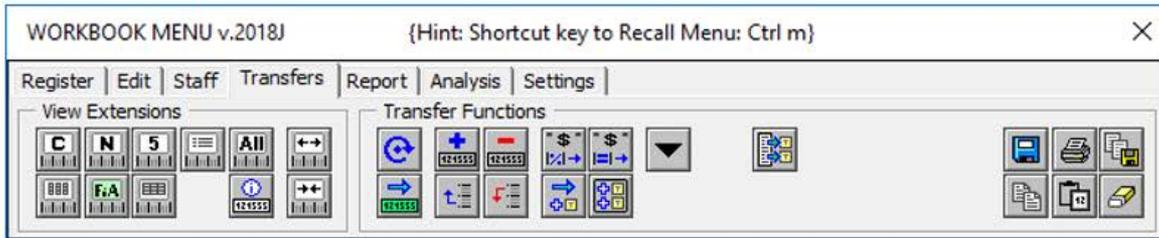
*Copy Forecast to Plan for ALL accounts (for all forecast years).*

Undefined Project expenses does not copy.

# Traffic Lights

## Transfers Tab (Linking)

New functionality to provide info on funding rules relating to expenditure types



*Link Check = Ok or X*  
*Link Type = selection*

Calc Type	Offset Code	OAR Link	Generic Chartstring	Budget Account	FFT Ref	Journal Description	Linking Chartstring	Chartstring Description	Account Description	Link Check	Link	2018	2019	2020
INTERNAL TRANSFERS														
50														
51														
52	OFF	WARNING	9444909-01-414-21-018554	707100				endosome at atomic resolution (Project)	Travel - Domestic	Ok	W	4,000	4,100	4,200
53	OFF	WARNING	9444909-01-414-21-018554	707200				endosome at atomic resolution (Project)	Travel - International	Ok	W	6,200	6,500	6,800
54	OFF	WARNING	9444909-01-414-21-018554	728100				endosome at atomic resolution (Project)	Marketing & Advertising	Ok	W	2,018	2,019	2,010
55														
56	EOR											-175,373	12,619	11,020

*Link Type selection:*  
**W** = Warning  
**R** = Restricted  
**T** = General link to Transfer tab

*Note: leaving selection blank will default to link type 'T' when create link routine is run.*

Account Description	Link Check	Link	2018
-	-		
-	-		
Travel - Domestic	Ok	W	4,000
Travel - International			6,200
Marketing & Advertising			2,018
			-175,373

# Traffic Lights in MyBalance

Putting an “R” in the Link column in the workbook will result in a Red Traffic Light.

Putting a “W” in the Link column will result in an Amber Traffic Light.

Expenses		LATEST FORECAST & BUDGET (Actuals to Period 3)			Link
		Account Code			
 <u>Salaries Non Casual - Academic</u>	27,698				
 <u>Consumables</u>	26,909				
 <u>Professional &amp; Oth Servcs</u>	5,750				
 <u>Capitalised Equipment</u>	0	705100	Capitalised Equipment		R
 <u>Minor Equipment Purchases</u>	4,531	705000	EQUIPMENT - NON CAPITALISED		
 <u>Travel - Domestic</u>	1,770	705000	Equip't - Non Capitalised (Generic)		
 <u>Unidentified Proj Exp</u>	233,759	705300	Minor Equip't (incl. Lease/Rental)		
<b>Total Expenses</b>	<b>300,416</b>	705400	Minor Works & Fac' Maintenance		
		707000	TRAVEL		
		707000	Travel (Generic)		
		707100	Travel - Domestic		W
		707200	Travel - International		

Note that Unallocated Funds has now replaced “Unidentified Proj Exp” in the report.

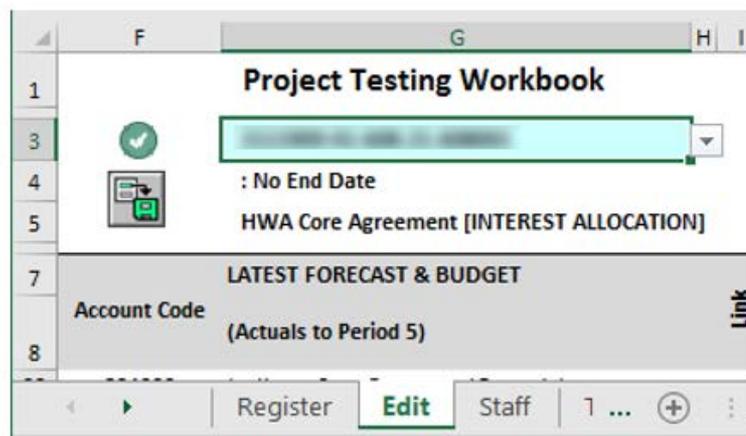
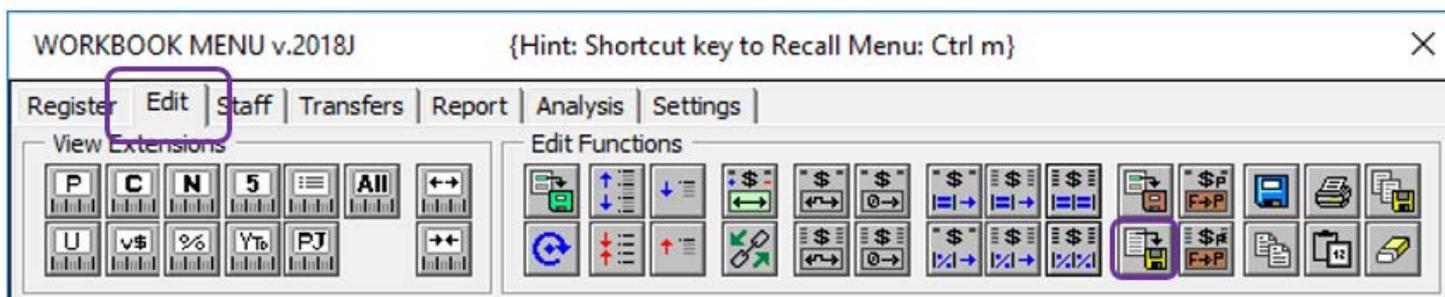
# Workbook Changes



## Exporting Plan data to the Reportal for a Project (from the Edit tab):

Forecast and Plan for one chart string at a time.

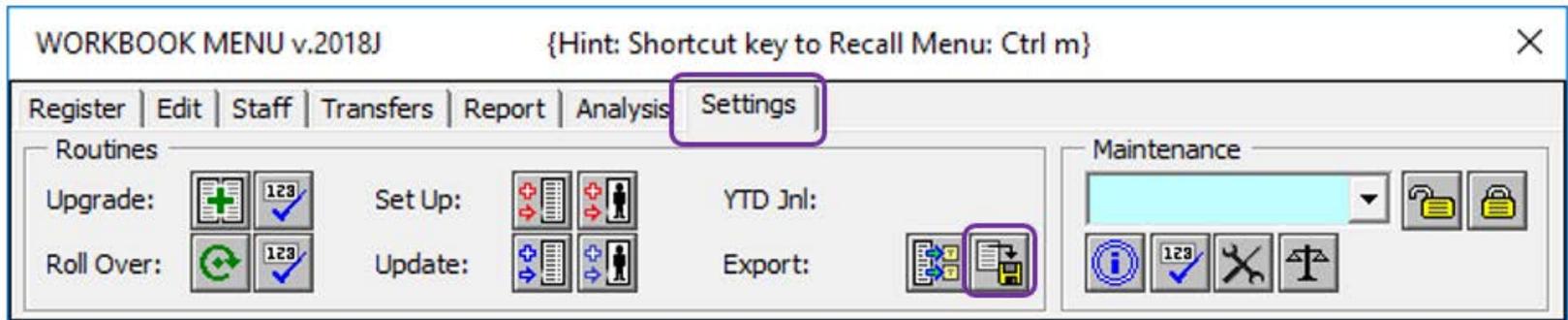
This means you can work on individual plans for your researchers.



*Executing Export routine from the Edit tab will export forecast and plan data to the Reportal for specific project (ie. lvl 1 CS)*

# Workbook Changes

Exporting Plan data to the Reportal for the entire Workbook (from the Settings tab):



This will upload all Plans to Research and Consulting Balance (MyBalance) and all Forecasts to BO.

A chartstring without Plan data will show as blank in Research and Consulting Balance (MyBalance)

*Executing from the Settings tab will export all forecast and plan data to the Reportal!*

# Workbook Changes

For the pilot period:

ure the Settings tab have the following details:

The image shows a screenshot of the 'Project Testing Wkb SETTINGS' interface. On the left, three callout boxes provide instructions: 'Workbook Version = 2018J', 'Current Year is 2018 and Last Actuals Period is 6', and 'Ensure Export Scenario needs to reflect the latest scenario Eg. F\_Q2\_2018'. The settings list includes Workbook\_Version, Workbook\_Unit, Current\_Year, Last\_Actuals\_Period, Increment\_Months, Last Update - UniFi, Last Update - Aurion, Last\_Quarter, Export Ledger, and Export Scenario. On the right, a 'Show Menu' dropdown is open, showing options: 2018J, Project Testing Wkb, 2018, 6, 12, 11/07/2018, 11/07/2018, Q1, FORECAST, and F\_Q2\_2018. The 'Project Testing Wkb' and 'F\_Q2\_2018' options are highlighted in green.

Setting	Value
Workbook_Version	2018J
Workbook_Unit	Project Testing Wkb
Current_Year	2018
Last_Actuals_Period	6
Increment_Months	12
Last Update - UniFi	11/07/2018
Last Update - Aurion	11/07/2018
Last_Quarter	Q1
Export Ledger	FORECAST
Export Scenario	F_Q2_2018

# Workbook and Research and Consulting Balance (MyBalance)

The plan in the workbook, loads into the report.

	Plan 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022
<b>Salaries Non Casual - Academic</b>	27,698				
<b>Consumables</b>	26,909				
<b>Professional &amp; Oth Servcs</b>	5,750				
<b>Capitalised Equipment</b>	0				
<b>Minor Equipment Purchases</b>	4,531				
<b>Travel - Domestic</b>	1,770				
<b>Unidentified Proj Exp</b>	233,759				
<b>Total Expenses</b>	<b>300,416</b>				

**Expenses**

 <u>Salaries Non Casual - Academic</u>	27,698
 <u>Consumables</u>	26,909
 <u>Professional &amp; Oth Servcs</u>	5,750
 <u>Capitalised Equipment</u>	0
 <u>Minor Equipment Purchases</u>	4,531
 <u>Travel - Domestic</u>	1,770
 <u>Unidentified Proj Exp</u>	233,759
<b>Total Expenses</b>	<b>300,416</b>

# Workbook and Research and Consulting Balance (MyBalance)

Comments can be entered via the workbook and display as the researcher moves their mouse over the traffic lights.

Expenses			Plan Notes
	Salaries Non Casual - Academic	27,698	Appears in the mouse over text, should be about the light.
	Consumables	26,909	
	Professional & Oth Servcs	5,750	
	Capitalised Equipment	0	Equipment disallowed on this grant.
	Minor Equipment Purchases	4,531	
	Travel - Domestic	1,770	
	Unidentified Proj Exp	233,759	Field work only.
	<b>Total Expenses</b>	<b>300,416</b>	

Comments that appear on the bottom of the Grant, are entered at the top of the column.

Budget	Variance	Plan Notes
Original	Plan v Forecast (Project Life)	GENERIC LEVEL 1 COMMENTARIES INSERT HERE! DAVID LE (will require to display more lines!)

*Generic Commentary for  
Level 1 Chart String.*

# About Commitments

- Commitments come from three different places.

	2018			
	Plan	Actuals	Commitments	Remaining
<b>Funds</b>				
● <u>Accum Funds Opening Balance</u>	129,775	129,775	0	0
● <u>ARC Research Income</u>	170,641	97,606	0	73,034
<b>Total Funds</b>	<b>300,416</b>	<b>227,382</b>	<b>0</b>	<b>73,034</b>
<b>Expenses</b>				
● <u>Salaries Non Casual - Academic</u>	27,698	25,425	1,914	359
● <u>Consumables</u>	26,909	16,459	10,354	96
● <u>Professional &amp; Oth Servcs</u>	5,750	0	5,750	0
● <u>Capitalised Equipment</u>	0	0	0	0
● <u>Minor Equipment Purchases</u>	4,531	4,531	0	0
● <u>Travel - Domestic</u>	1,770	1,770	0	0
● <u>Unidentified Proj Exp</u>	233,759	0	0	233,759
<b>Total Expenses</b>	<b>300,416</b>	<b>48,184</b>	<b>18,019</b>	<b>234,213</b>
<b>Grant Available Balance</b>				<b>234,213</b>

Staff commitments come from the staff plan in the workbook.

Collaborative payments are from the forecast also.

Purchase order commitments come from Unifi.

## Guidelines to help CI get the most out of Research and Consulting Balance (MyBalance)

All contractual commitments to be included in the Plan

- All fixed and continuing staff appointments to be included in the Staff tab
  - Consider the nature of any casual appointments
    - Casual working regular hours for an extended period → useful to include in Staff tab
    - Casual working irregular hours and/or for short period → direct entry to Edit tab may be more appropriate
- All income (external and internal) to be included in the Transfers tab
- Collaborator payment to be included in the Transfers tab

Budget items with a *firm* plan should be included

Use of Undefined Project Expenses (UPE) **THIS WILL NEED MORE EXPLANATION**

- “Undefined Project Expenses” are not be copied from Forecast to Plan
  - current practice can continue for Forecast purposes (e.g. undefined project expenses by CS, by fund group 999999 or other method)
- FiA → may need to use UPE to populate “full” income in plan
  - If there are not firm plans for the full FiA grant amount but the entire amount is expected to be spent in year, include UPE to trigger FiA calculation in Transfers tab

## Guidelines to help CI get the most out of Research and Consulting Balance (MyBalance)

How should we treat firm plans and a soft plans to get the most out of Research and Consulting Balance (MyBalance)?

In many cases, it will be beneficial to *not* include any budget items that are *not* firm. This will allow Research and Consulting Balance (MyBalance) to show a complete “Unallocated Funds” figure:

### Salaries

- Firm plan
  - Employment contracts in place
  - Positions in recruitment (be sensible about the projected start date)
  - Appointments required for the project
  - Work that may be undertaken by an appointee or a consultant (best guess on whether actuals will be *salaries* for *professional services*)
- Soft plan
  - Activities that may be undertaken by existing staff

## Guidelines to help CI get the most out of Research and Consulting Balance (MyBalance)

### Equipment

- Firm plan
  - project requires a piece of equipment (useful indicator – included in OB?)
    - include on equipment line of *Forecast* (copied to *Plan* as equipment)
- Soft plan
  - CI notes they will probably buy some minor equipment some time during the project life
    - do not include a provision (this \$ amount will be shown in *Research and Consulting Balance (MyBalance)* as *Unallocated Funds*)

### Consumables

- Firm plan
  - project is part of a research team working in a lab. MA can estimate monthly spend on consumables required to run lab
    - include on consumables line of *Forecast* (copied to *Plan* as General Operating Expenses)
- Soft plan
  - Project may require some consumables but magnitude is low and timing unknown
    - do not include a provision (this \$ amount will be shown in *Research and Consulting Balance (MyBalance)* as *Unallocated Funds*)