Research Project Financial Management Reports

User Guide

Contents

Overview of research project reports

Research project reports are web-based financial reports in Business Objects (Reportal). These have been designed primarily for use by Finance Professional Services team (PSt) Advisory staff, Finance Managers and other users to access a range of research project financial information. In accordance with the *Contract Research and Grants Procedure,* Finance Advisory PSts are responsible for accessing these reports on a regular basis for review, monitor, follow-up and/or action based on report information.

Report name	Purpose	User	Report type
Project Details	Various project information	All	Information
Research Income Forecast	Future research income information by type	PSt Advisory & Finance Manager	Maintenance
Project Closeout	Identification of projects past end date and due to end in next 30 days	PSt Advisory & Finance Manager	Maintenance
Finance Manager	Identification of high-risk projects	Finance Manager	Exception

Detailed report descriptions

Project Details

The Project Details report is the information report which assists users in accessing a variety of project information.

The report contains six sub-reports:

- Summary – a quick snapshot of the status of the project in various areas.
- Project Listing – a list of projects with fundamental information including fund code, granting body, chief investigator name and applicability of refund, overheads and margin.
- Invoices and RCTI – historical and future billing information.
- Transfers – future income data to be transferred between split projects, UQ Advancement and other non-research projects. Negative income (denoted by '-') indicates income is to be transferred to other project(s).
- Financial Statements – outstanding and upcoming financial statements with reporting requirements including basis of preparation, special template and CGA comments on the progress of the financial statement.
- Research Debts – unpaid research invoices with priority and progress of debt collection and outstanding days.

Research Income Forecast

The Research Income Forecast Report is a maintenance report which provides users with up-to-date future research income data for the purpose of forecasting and budgeting. The income data shows in a cross-table format against respective chartstrings and period.

The report contains three sub-reports:

- Forecast (Invoices and RCTI) – future research income data for billing and recipient created tax invoices (RCTI). Income in foreign currency display in red text. Users are required to use appropriate exchange rates to convert in AUD.
- Forecast (ARC/NHMRC) – future research income data for ARC and NHMRC grants. The income data displays yearly instead of monthly.
    - Current Year – displays the remaining income amount.
    - Future Years – displays the full income amount for each calendar year.
- Forecast (Transfers) – future research income data to be received from or to be allocated to other charstring(s). Positive balance means income is to be transferred to other project(s).

Project Closeout

The Project Closeout report is a maintenance report which provides users with a list of projects that have ended and/or are due to end in next 30 days with a current balance and the required closeout actions for each fund code.

PSt Advisory receive a monthly reminder from Contract and Grants Accounting with a link to the report.

Five closeout actions/links are in the report. Each link is directed to the following sub-reports:

- Accruals/Commitments – a list of outstanding accruals/commitments to be closed/finalised.
- Staff Plans – a list of staff who are costed beyond the project end date.
- CS Balance – a list of chartstings with multiple function and site codes not netting to zero.
- Billing – a list of outstanding billing to be finalised by CGA.
- Financial Statement – a list of outstanding financial statements to be completed by CGA.

Finance Manager

The Finance Manager report is an exception report which provides users with a list of high-risk projects. Finance Managers receive the report on a monthly basis in Microsoft Excel format.

The report contains six sub-reports:

- Summary – a quick snapshot of the status of the project with high risks in various areas.
- High Risk Project Listing –a list of continuing and finished projects which:
    - are 3 months overdue from being closed,
    - which have a debit balance of $100,000.00 or greater, and
    - which have a credit balance of $100,000.00 or greater
- Pending Billing – future billing overdue more than 3 months.
- Pending Transfers – future income transfer overdue more than 3 months.
- Pending Financial Statements – outstanding financial statement overdue more than 3 months.
- High Priority Research Debts – unpaid research invoices with priority 1, 2 and 3.

Contact details

Finance and Business Services
T +61 7 3346 6205
E fbs.support@uq.edu.au
W uq.edu.au

CRICOS Provider Number 00025B