Project Financials provides access for **Portfolio Managers** and supporting staff to manage budgets and operational finances of their projects

- People with department/entity access to see all projects in their department

### What for?

- **Provide an overview of the financials for your portfolio of projects with an emphasis on budget remaining.** (This includes all projects in your department if you manage a department).

- **Provides the ability to further explore additional information regarding the values already expended on your projects, including people costs.**

- **Provides the ability to quickly obtain financial codes for your project, including the department and fund code for processing purchase orders, credit cards and reimbursements.**
How to Access

1. Sign into myUNSW and click on the My Finance tab at the top of the page.

2. Look for Project Financials under the Resources to the right of the page. You may need to scroll right depending on how your browser displays the page.

To watch this video please click on the picture below.

If you are offsite, ensure that you are connected to the VPN (click to learn how). If you don’t have VPN installed on your machine, you need to download it from IT Website.
(1) In the Financial Summary top banner are drop down filters that allow to expand or limit the data you see in your report.

(2) Under the banner to the left is a link to an additional report showing Projects by Grant – All Years, and Collaborator Payments. Clicking on this will open the report in a new tab.

The Financial Summary report shows Project details, its budget (3), expenses and commitments for the year (4), People Costs and budget for the following year (5), and sponsor information (if available) (6).
Filters

When filters are set, the report only shows data which satisfies all the filters. Your previous set of filters will be remembered and it will default to your zID in the portfolio field.

Always check the filters to ensure you are seeing the right set of data.

1. Filters could appear as a drop down list. This is the case for: **Year & Month** and **Is Strategy** (False/True/Unknown flag indicator)

2. Or, it can open a Member Explorer. Refer to the “Using Member Explorer” video.

3. You should never leave this field as empty or use unknown value. If there is a problem, select the highest level, which is “All”, or refresh the browser.
Drilling Down

When you hover a mouse pointer over an information, and it turns blue, it indicates you can see further information (drill down).

Hover a mouse pointer around the report and explore available drill-down fields.

From Financial Summary these information can be further explored:

1. Project Details
2. Expended Report
3. Transaction Details
4. People Cost

To watch this video please click on the picture below.

Video length: 00:01:24
• When you click on the **Projects by Grant – All Years** link from the Financial Summary report you will see information for the current, prior and future years that cover the lifetime of the project. You will not be able to drill down for additional information in this report.

• If the project’s life-span is more than the current financial year (UNSW’s financial year is January to December), then this report will show you prior and subsequent years.
When you click on the **Collaborator Payments** link from the Financial Summary report you will see the list of collaborators/partners for current projects, their funds and budget, invoiced, remaining quantity and remaining budget.

You will be able to drill down for more detail by clicking on the Vendor’s Name.
Project Manager, Portfolio Manager & Authorised Nominee

Project Manager

Project Manager is specified when the project is set up. Project Manager is generally the person who is running or administering the project.

Unless authorised, a Project Manager does not automatically have access to the Project Financials. If needed, a request can be made as Authorised Nominee.

Portfolio Manager

Portfolio Manager is specified during project set up by adding to a project an attribute called “Portfolio”.

Portfolio Manager has financial accountability for the project and it can be the same person as the Project Manager.

When a project is created via InfoEd, the Chief Investigator (CI) is added to a project as Portfolio Manager.

The Portfolio Manager is the primary user of the Project Financials report.

Authorised Nominee

Authorised Nominee is appointed by Portfolio Manager to have access to the financials of one or more projects.

Access is provided on a project by project basis given the confidentiality of the finance information.

The Portfolio Manager needs to submit an Authorised Nominee Form and specify the projects.

An authorised nominee should always refer to a project using the Portfolio Manager’s name, not his/her own.

If an update to a project is made in NSF, that update will not synchronised in InfoEd; and vice versa. Manual updates must be made to both systems.
For Academics/Professionals:

- for research related financial information contact the research office
- for non research financial information contact MR&A (Management Reporting & Analysis)

To contact us, locate your school’s assigned finance service team on the Finance Contact page
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