About

Project Financials provides access to...
- 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 project with an emphasis on what budget is remaining available**. (This includes all the projects in your department if you manage a department).

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

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

1. Sign On 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 how your browser display the page.
In the Financial Summary top banner are drop-down menus that will allow you to choose filters to expand or limit the data you see in your report.

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

The report itself will show you the Project details, its budget, expenses and commitments for the year, People Costs and budget information for the following year, and sponsor information (if available).
Filters

When filters are set, the report only shows data which satisfy all of 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 that you are seeing the right set of data.

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

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

!! 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 (lear
Drilling Down

If you hover your mouse on an information, and it turns blue, it indicates that you can see further information (drill down). Hover your mouse around and explore discover what drilling down can you do on that report.

From Financial Summary, these information can be further explored:

1. Project Details
2. Expended Report
3. Transaction Details
4. People Cost
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 report, 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.
Collaborator Payments

- 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

When a project is set up a Project Manager is specified, this 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

During project set up an attribute is added to the project called “portfolio” and a portfolio manager can be specified. This person has financial accountability for the project. This can be the same as the project manager or not.

When a project is created via InfoEd, the Chief Investigator (CI) will be added to the project attributes using the portfolio attribute as the portfolio manager.

The Portfolio Manager will be the primary user of this report.

Authorised Nominee

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 the project using the Portfolio Manager’s name, and not your 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 system.
For Academics/Professionals:

- Contact the research office for research related finance.

- Contact MR&A (Management Reporting & Analysis) for non research finance.

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

https://www.fin.unsw.edu.au/