MyBalance management reports

User guide
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MyBalance management reports

MyBalance is a visualisation tool which helps Chief Investigators and Project Managers keep track of their project budgets providing on-demand information (updated nightly) at any time. The information displayed in MyBalance is loaded from the finance budget workbook, UniFi and UQ's Expense Management System.

MyBalance management reports have been designed for use by Finance Professional Services team (PSt) Transactional and Advisory staff to assist with management of:

- Research funds,
- MyBalance user access, and
- usage of MyBalance.

A number of reports are available in Business Objects (Reportal) in Standard Reports > Finance > Projects > MyBalance Administration.

The MyBalance Grant Eligibility report for use by Transactional staff is available in Standard Reports > Finance > Projects.
Generating reports

**Recommended schedule**

Below is the recommended schedule for Transactional and Advisory teams to generate and review MyBalance reports. Click the name of the report to view more information.

**Transactional teams**

<table>
<thead>
<tr>
<th>Report</th>
<th>Frequency</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyBalance Grant Eligibility Report</td>
<td>Daily</td>
<td>Review eligible expenditure on requisitions, expense claims and corporate credit card transactions.</td>
</tr>
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**Advisory teams**

<table>
<thead>
<tr>
<th>Report</th>
<th>Frequency</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Status</td>
<td>Weekly</td>
<td>During grant round periods.</td>
</tr>
<tr>
<td></td>
<td>Monthly</td>
<td>Monitor progression of plan completion.</td>
</tr>
<tr>
<td>Large Purchases</td>
<td>Weekly</td>
<td>Visibility of large purchases.</td>
</tr>
<tr>
<td>Spending on Restricted</td>
<td>Weekly</td>
<td>Identify spending on goods or services defined as ineligible expenditure in the funding rules.</td>
</tr>
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### Plan vs Forecast for Staff Costs
- **Monthly**
- Identify plans which need to be updated due to significant inconsistencies between planned and forecast staff costs.

### Projects without Actuals
- **Monthly**
- Identify planned projects without actual expenditure.

### Project Listing
- **Monthly**
- Identify all projects approaching end date, and identify large surpluses and deficits of these projects.

### Project Listing
- **Quarterly**
- Identify all consultancy projects with large accumulated balances or deficits.

### Access Review
- **Monthly**
- View all users who have accessed MyBalance in a specified period.

### Access Analysis
- **Monthly**
- View all users who have projects but have not accessed MyBalance, and view all users who have not been set up in MyBalance.

### Access Rights
- **Monthly**
- View all users with access to projects in MyBalance.

## Using the reports

### MyBalance Grant Eligibility
The MyBalance Grant Eligibility report should be used as required on a daily basis by the Professional Services team (PSt) Transactional staff to check expenditure complies with funding rules defined in the contract or grant agreement.

Refer to the Quick Reference Guide: MyBalance Grant Eligibility Report for instructions on using the report.

### Plan Status
The Plan Status report enables Advisory staff to monitor the progress of a project plan. Reporting should be undertaken weekly in grant round periods, and on a monthly basis otherwise.

Use the following to view project plans at an organisational unit level:
- Faculty
- School
- Operational unit

Use the following to view specific projects, types of projects, or new projects:
- Project Code
- Project Type e.g. RSH
- Project Status Description e.g. Pre-GRL
• Start Dates Newer Than

The report is displayed. Click the Project Code hyperlink to drill to MyBalance.

Large Purchases
The Large Purchases report provides visibility of large purchases for Advisory staff who are not in the purchasing workflow.

The report displays all purchases greater than $20,000 (GST exclusive) which have been:

- committed to the project by a Requisition or Purchase Order, or
- Goods receipted in UniFi.

**Spending on Restricted**

The Spending on Restricted report displays all actual expenditure costed to ineligible expenditure types defined in the:

- funding rules, and
- information entered into MyBalance by Advisory staff.

The report is displayed. Click the Project Code hyperlink to drill to MyBalance.
Plan vs Forecast for Staff Costs

The Plan vs Forecast for Staff Costs report displays project plans which may need to be updated due to variations in the staff plan and staff forecast. The staff plan is created by Advisory staff and initially will be the same as the forecast. Over time the staff plan will change as actuals are realised and increments occur.

This report displays the plans and forecasts which are different, enabling Advisory staff to update the affected plans as required. The parameters can be modified to include projects without plans, enabling Advisory staff to create an initial plan if required.
Projects without Actuals

The Projects without Actuals report displays all project plans without actual expenditure. This may indicate a risk with milestone completion and the project may require a variation.

Project Listing

The Project Listing report is useful for identifying higher risk projects for Advisory and Head of School priority focus including a monthly check for:

- projects with large surpluses or deficits close to project end,
- projects close to project end so end of project checks can begin, and
- projects close to project end date without actual expenditure, using the End Dates Older Than filter.
The Project Listing report can be used on a quarterly basis to check for consultancy projects with large balances or deficits.

This example displays consultancies with large balances and deficits which may need to be discussed with the academic staff or the Head of School.
Access Review

The Access Review report displays how many projects have been accessed and how many different days the user has logged in.
Access Analysis

The Access Analysis report displays all users with projects who have not accessed MyBalance, and users whose access has not been set up.

The report displays each user listed with the number of projects they have access to and the number of days they have accessed MyBalance. In this example many of these users have multiple projects however have not accessed MyBalance.
Access Rights

The Access Rights report can be used to view access for a project or user. In this example searching by username displays access rights for the user in MyBalance.

The Personal Project Indicator column indicates if a project is available via the web url-based version or within the Business Objects (Reportal) version of MyBalance:

- **Y**: available in web MyBalance
- **N**: available in Reportal MyBalance
Contact details

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