

MyBalance management reports

User guide



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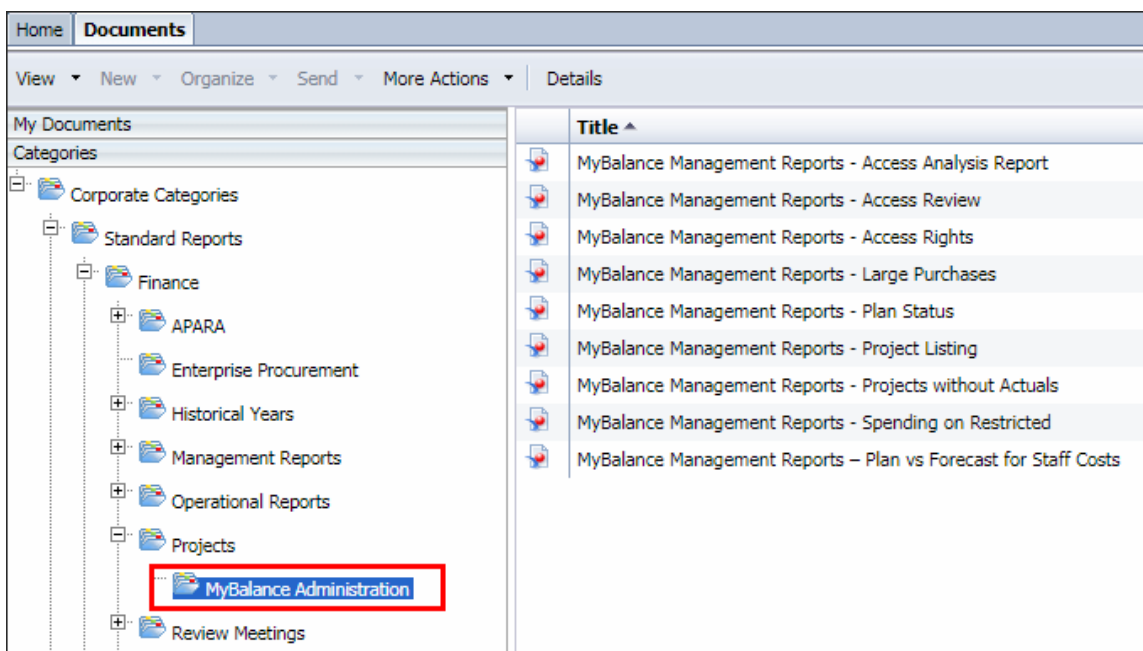
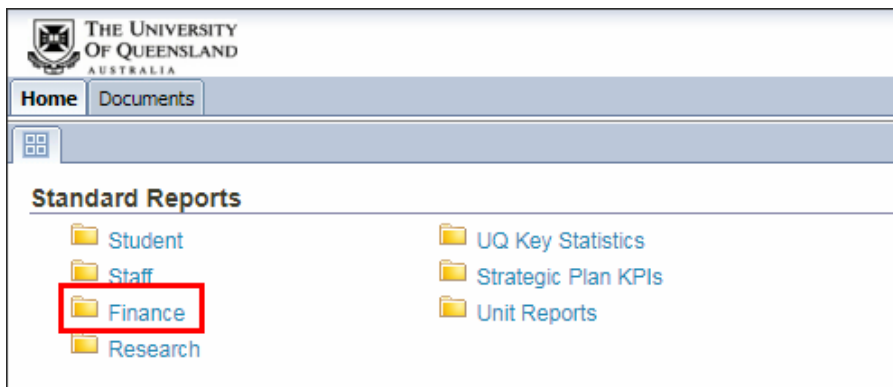
MyBalance management reports

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.

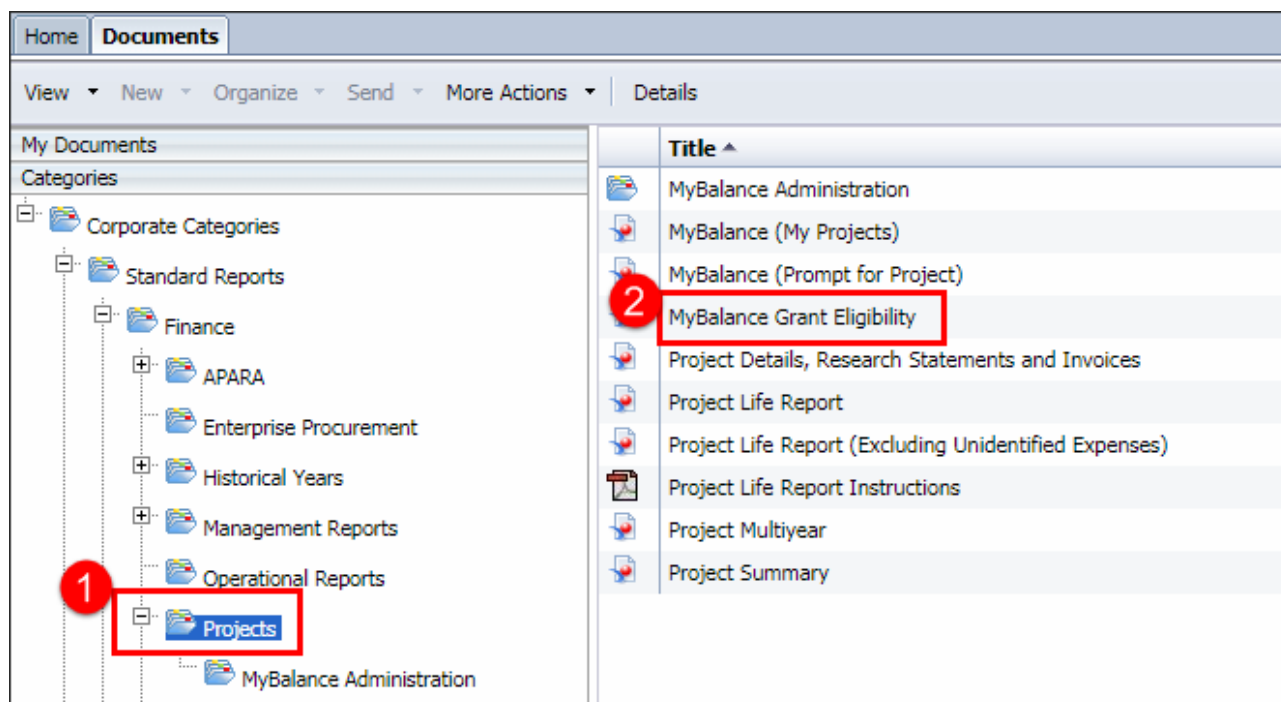
MyBalance management reports have been designed for use by Finance Professional Services team (PSt) Transactional and Advisory staff to assist with management of:

- 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

Report	Frequency	Usage
MyBalance Grant Eligibility Report	Daily	Review eligible expenditure on requisitions, expense claims and corporate credit card transactions.

Advisory teams

Report	Frequency	Usage
Plan Status	Weekly	During grant round periods.
	Monthly	Monitor progression of plan completion.
Large Purchases	Weekly	Visibility of large purchases.
Spending on Restricted	Weekly	Identify spending on goods or services defined as ineligible expenditure in the funding rules.

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.

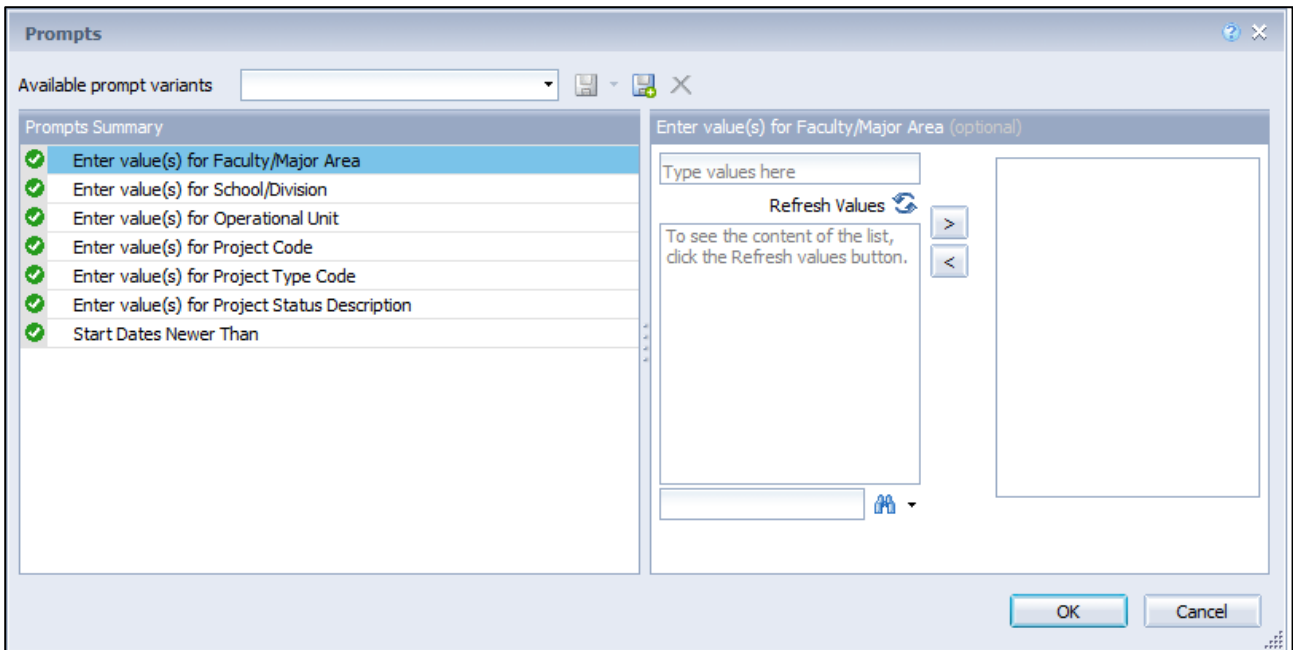
Use the following to view project plans at an organisational unit level:

- 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.

MyBalance Management Reports - Plan Status					
Faculty/Major Area	School/Division	Project Code	Project Description	Funding Body	Generic Chart String
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Consultancies	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Directors Initiative	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Internal Support Funds	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Directors Initiative	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Directors Initiative	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Directors Initiative	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Non Research Other	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Consultancies	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Directors Initiative	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Consultancies	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Directors Initiative	[Faded]
AIBN	Australian Institute of Bio & Nanot	[Hyperlink]	[Faded]	Internal Scholarships & Prizes	[Faded]

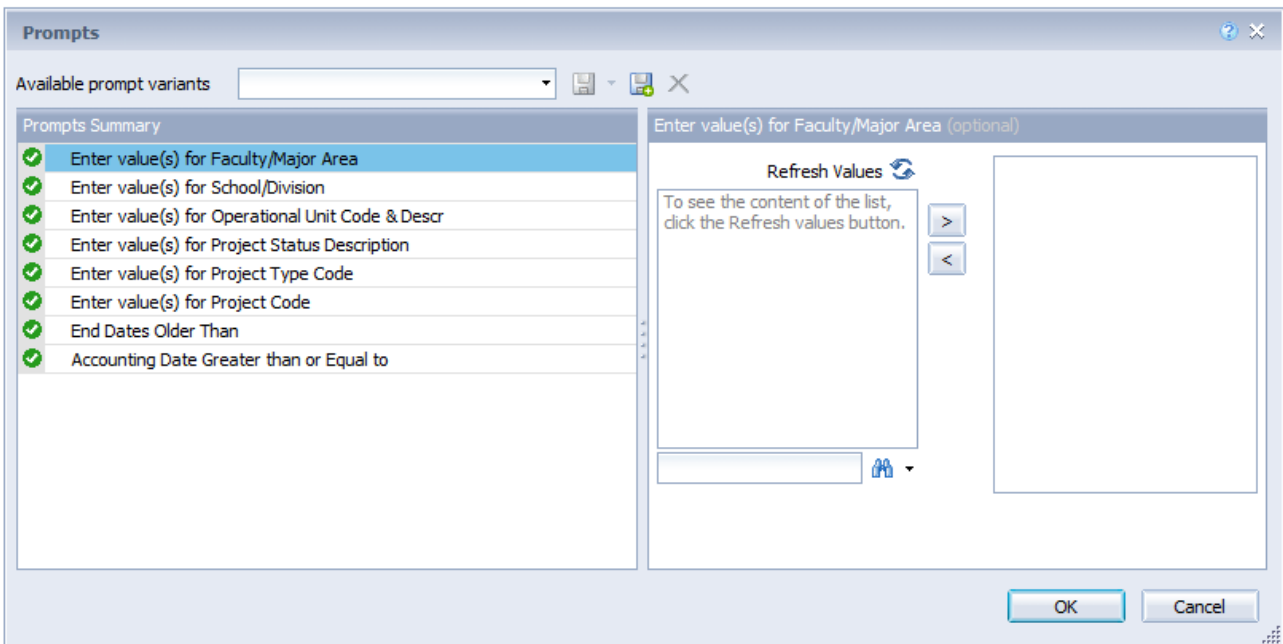
Large Purchases

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

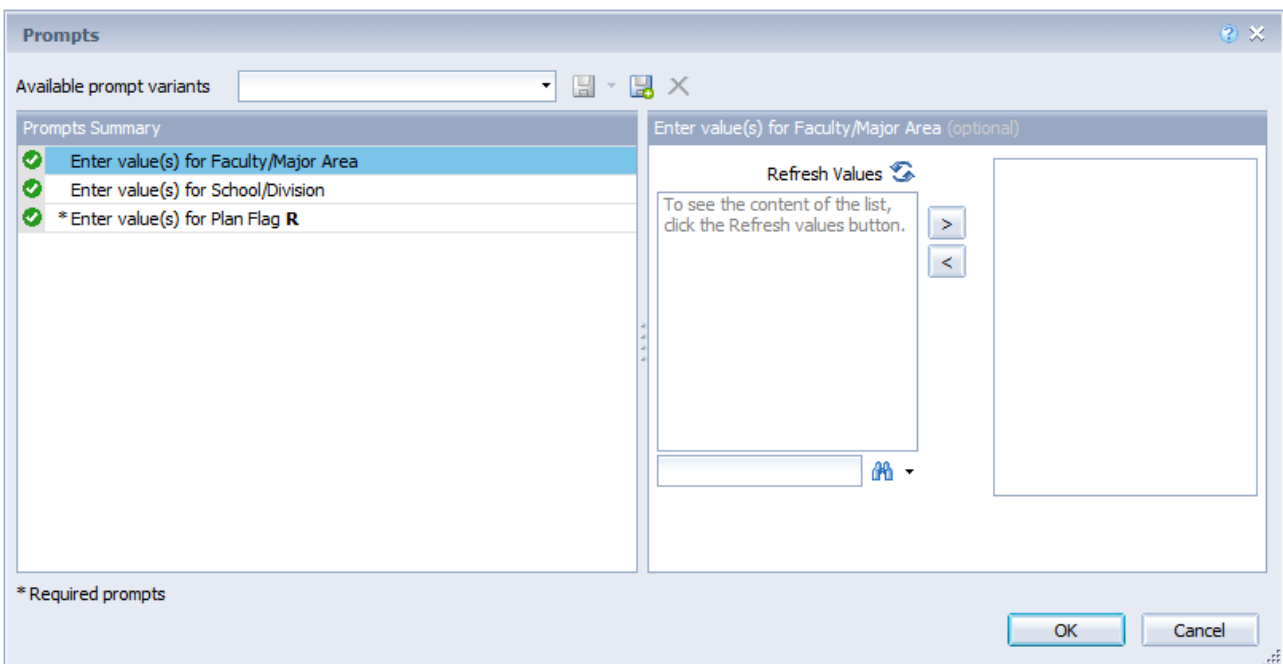
- Goods received in UniFi.



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.

My Balance Management Reports - Spending on Restricted

Faculty/Major Area	School/Division	Project Code	Project Description	Funding Body	Investigator	Project Status
●				DVC (R)		Approved Project
●				DVC (R)		Approved Project
●				FT - ARC Future Fellowships		Preliminary Close
●				DP - ARC Discovery Projects		Final Close
●				DP - ARC Discovery Projects		Final Close
●				DP - ARC Discovery Projects		Final Close
●				DP - ARC Discovery Projects		Final Close
●				DP - ARC Discovery Projects		Final Close
●				FT - ARC Future Fellowships		Preliminary Close
●				FT - ARC Future Fellowships		Preliminary Close
●				FT - ARC Future Fellowships		Preliminary Close

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.

Prompts

Available prompt variants

Prompts Summary

- Enter value(s) for Faculty/Major Area
- Enter value(s) for School/Division
- Enter value(s) for Operational Unit
- Enter value(s) for Project Code
- Enter value(s) for Project Type Code
- Enter value(s) for Project Status Description
- End Dates Older Than
- Enter Zero To Exclude Empty Plans 0

Enter value(s) for Faculty/Major Area (optional)

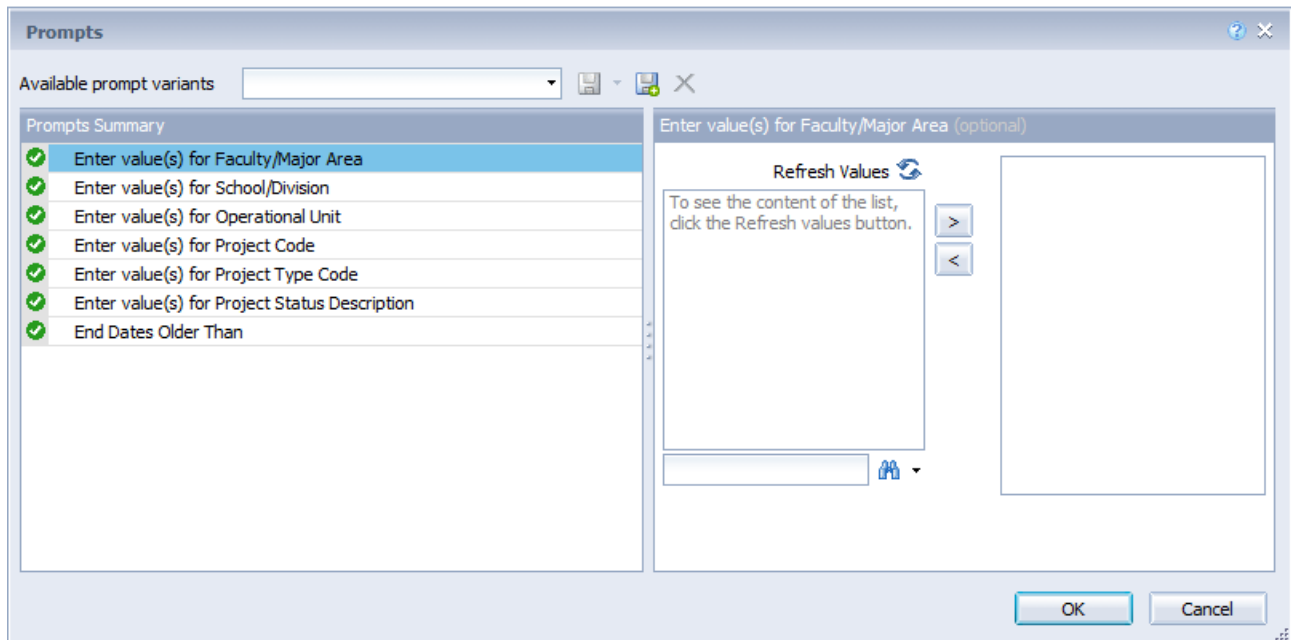
Refresh Values

To see the content of the list, click the Refresh values button.

OK Cancel

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.

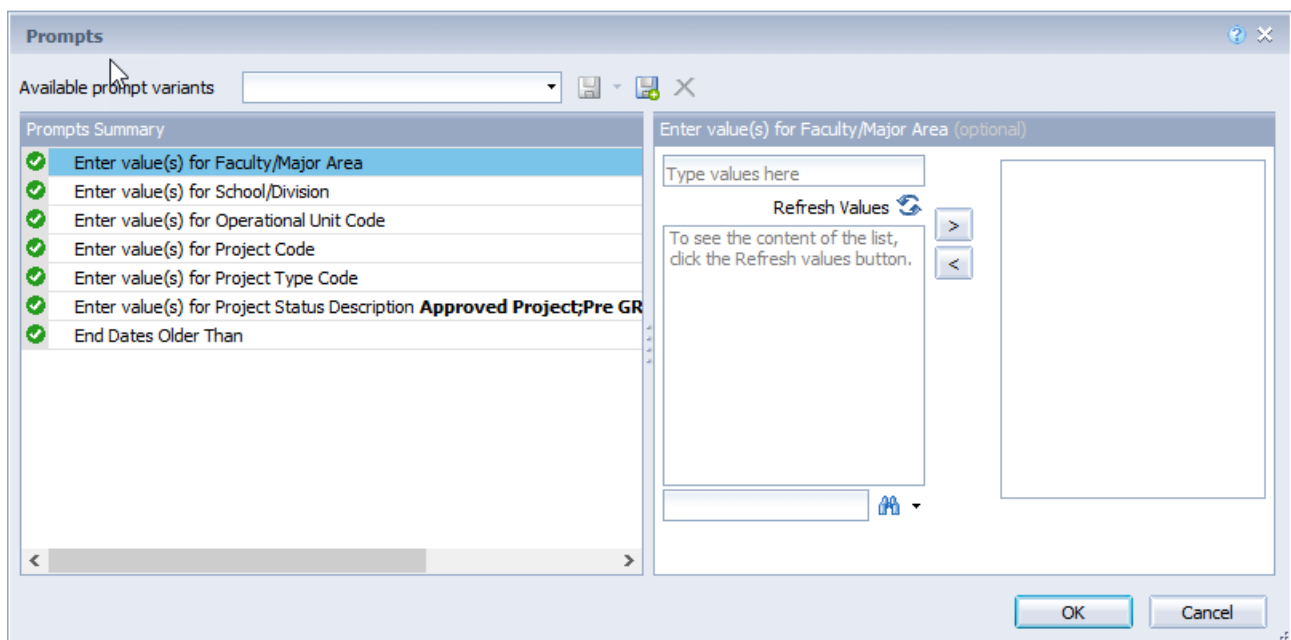


The screenshot shows the 'Prompts' dialog box. At the top, there is a dropdown menu for 'Available prompt variants' and icons for save, print, and close. Below this is a 'Prompts Summary' list with seven items, each with a green checkmark: 'Enter value(s) for Faculty/Major Area', 'Enter value(s) for School/Division', 'Enter value(s) for Operational Unit', 'Enter value(s) for Project Code', 'Enter value(s) for Project Type Code', 'Enter value(s) for Project Status Description', and 'End Dates Older Than'. The first item is selected. To the right is a section titled 'Enter value(s) for Faculty/Major Area (optional)'. It contains a 'Refresh Values' button with a circular arrow icon, a text box with the instruction 'To see the content of the list, click the Refresh values button.', and two arrow buttons (> and <). Below this is a small input field with a user icon and a dropdown arrow. At the bottom right are 'OK' and 'Cancel' buttons.

Project Listing

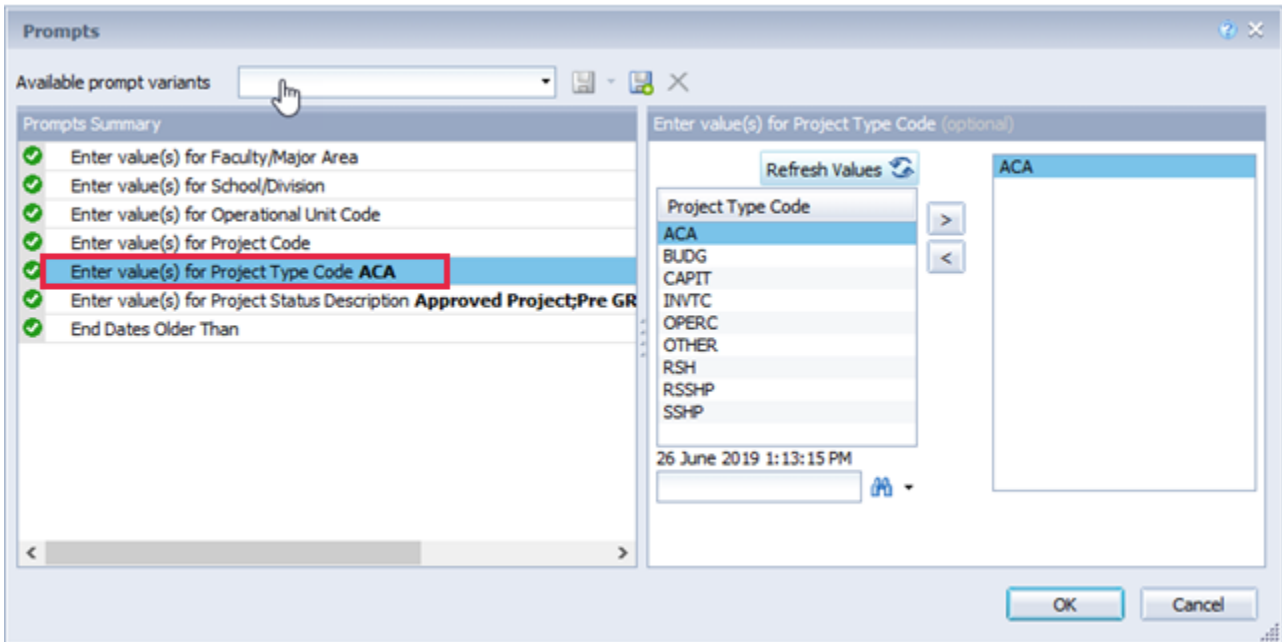
The Project Listing report is useful for identifying higher risk projects for Advisory and Head of School priority focus including a monthly check for:

- 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 screenshot shows the 'Prompts' dialog box. At the top, there is a dropdown menu for 'Available prompt variants' and icons for save, print, and close. Below this is a 'Prompts Summary' list with seven items, each with a green checkmark: 'Enter value(s) for Faculty/Major Area', 'Enter value(s) for School/Division', 'Enter value(s) for Operational Unit Code', 'Enter value(s) for Project Code', 'Enter value(s) for Project Type Code', 'Enter value(s) for Project Status Description **Approved Project;Pre GR**', and 'End Dates Older Than'. The first item is selected. To the right is a section titled 'Enter value(s) for Faculty/Major Area (optional)'. It contains a text box with the placeholder 'Type values here', a 'Refresh Values' button with a circular arrow icon, a text box with the instruction 'To see the content of the list, click the Refresh values button.', and two arrow buttons (> and <). Below this is a small input field with a user icon and a dropdown arrow. At the bottom right are 'OK' and 'Cancel' buttons.

The Project Listing report can be used on a quarterly basis to check for consultancy projects with large balances or deficits.

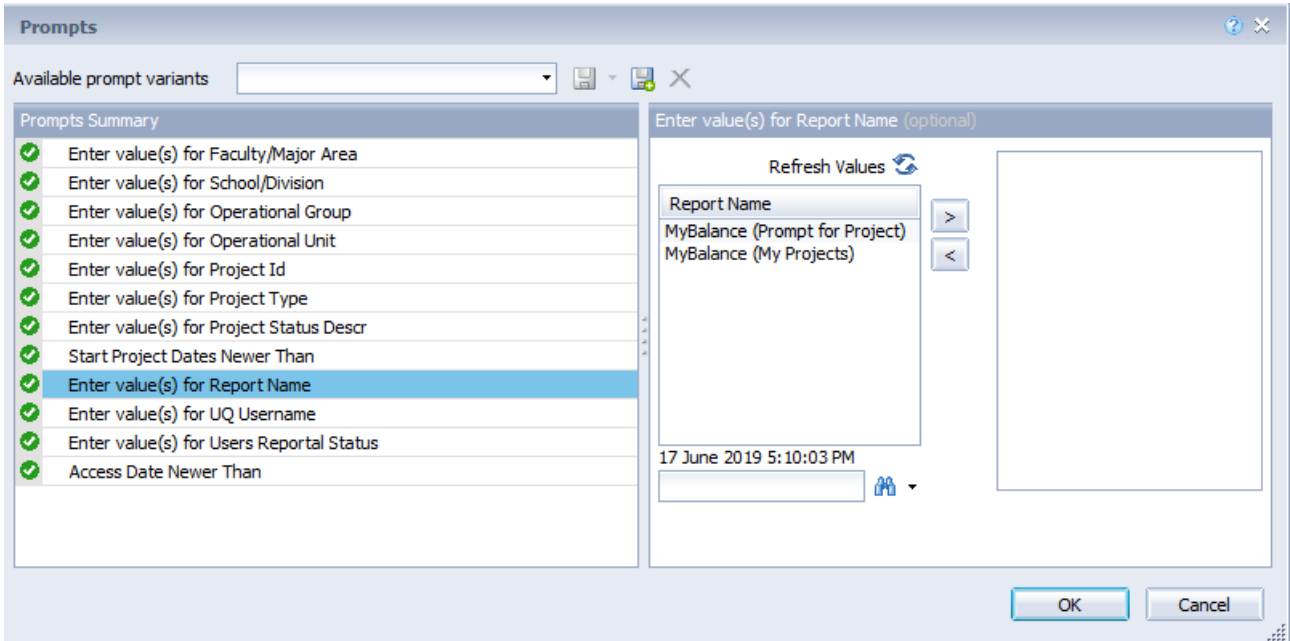


This example displays consultancies with large balances and deficits which may need to be discussed with the academic staff or the Head of School.

MyBalance Project Listing					GL Balance	Total Unallocated Funds	Balance of Unplanned/Overspend	Whole of Life Available Balance
Operational Group	Project	Project Description	Fund Code	Funding Body				
			241	Consultancies	28,082	28,082	0	28,082
			241	Consultancies	(1,741)	(1,443)	(298)	(1,741)
			241	Consultancies	(99)	(99)	0	(99)
			241	Consultancies	80,312	97,329	(19,544)	71,445
			241	Consultancies	55,383	91,124	(78,792)	3,732
			241	Consultancies	(48,429)	(31,171)	(17,258)	(48,429)
			241	Consultancies	(45,107)	(22,860)	(22,227)	(45,107)

Access Review

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

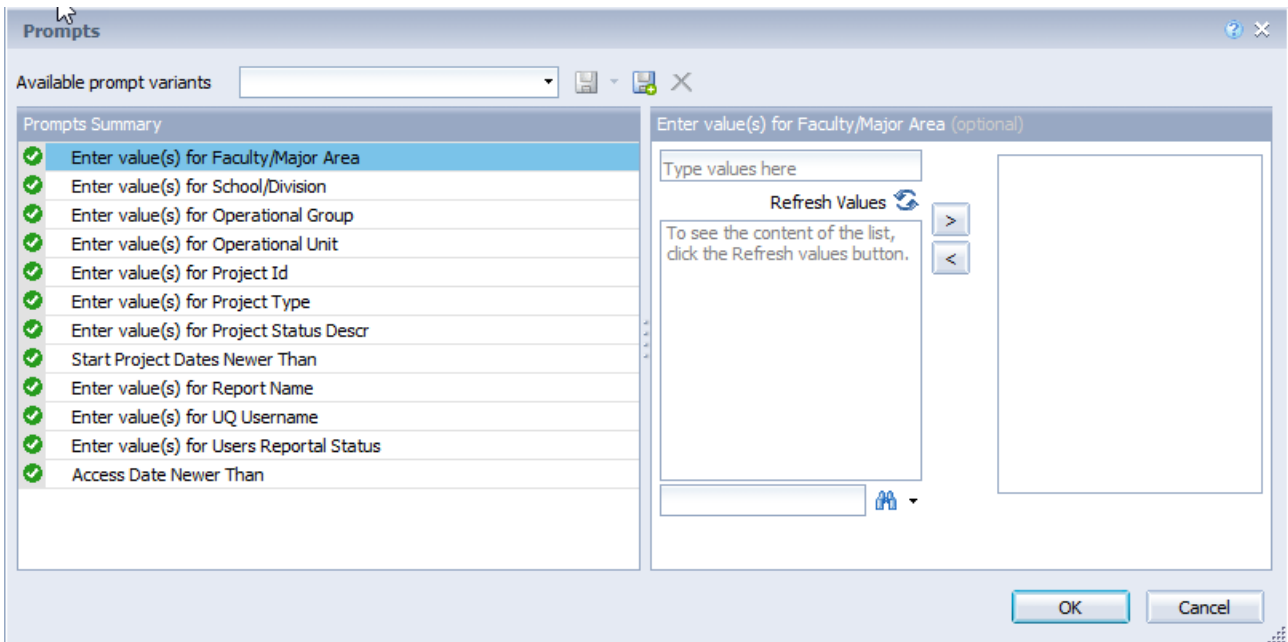


My Balance Management Reports - Report Access Counts

Faculty/Division	School/Division	Full Name	Academic or Professiona	Days Count	Projects Count
			Academic	1	6
			Academic	1	0
			Professional	1	0
			Academic	0	0
			Academic	0	0
			Academic	0	1
			Academic	0	0
			Academic	0	0
			Academic	0	0
			Professional	0	0
			Academic	0	0

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.

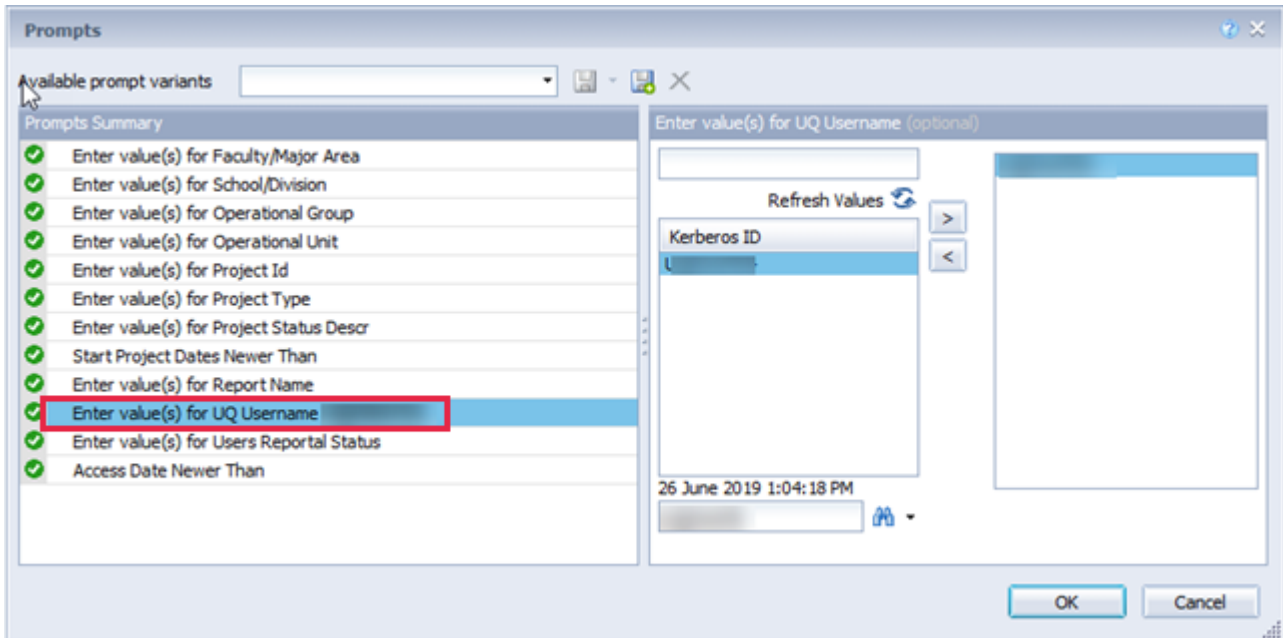


The report displays each user listed with the number of projects they have access to and the number of days they have accessed MyBalance. In this example many of these users have multiple projects however have not accessed MyBalance.

Access Analysis Report - No Accesses Yet					
Faculty/Division	School/Division	Full Name	Academic Professional Indicator	Days Count	Projects Count
			Professional	0	0
			Professional	0	3
			Professional	0	0
			Academic	0	1
			Academic	0	0
			Academic	0	5
			Academic	0	8
			Academic	0	0
			Academic	0	3
			Academic	0	0
			Academic	0	1
			Academic	0	7
			Academic	0	4

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

Project Faculty/Institute	Project School/Division	Project Code	Project Description	Project Status	Personal Project Indicator
DVC (Research)	Research Computing Centre			Approved Project	N
DVC (Research)	Research Computing Centre			Preliminary Close	N
Faculty of EAIT	Architecture			Approved Project	N
Faculty of EAIT	Civil Engineering			Final Close	N
Faculty of Health & Behav Sci	Qld Alliance Environ Hlth Sci			Approved Project	N
Faculty of Humanities & Soc Sc	Social Science			Approved Project	N
Faculty of Medicine	School of Biomedical Science			Approved Project	N

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