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| Document Title | PGR Funding Management: Finance Communications |
| Audience | Finance related roles in the PGR Funding Management Process  |
| Document Owner | PGR Funding Management Project |
| Document Author(s) | Cath |
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## Finance Communications

Please see <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/intro/> for an overview of the the PGR Funding Management Project. There are a number of specific tasks / decisions delivered by Approvers, Finance Officers, Research Finance Officers, Senior Research Officers, Accountants, and Finance Managers. The following clarifies the implications for their processes.

#### Management of PGR Funding through the Student Lifecycle Project: Implications for Finance Operators

* Set up and activate activity code <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/activitycode/>
	+ Activity code creators should receive requests to set up a P code using a standard template ‘[Activity Code Request Form PGR’](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29379)
	+ Activity code creators should send the Oracle activity code to the requestor within the SLA of 48 hours. The agreed SLA for P code creation is from receipt of request to the close of play the following day if all information has been provided, the customer is in Oracle and Oracle is active
	+ The following new documentation is available to support the process
		- [Oracle Activity Coding of PGR Studentship Process Guidance](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29378)
		- ‘[How to structure and manage a P code as a studentship’](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29380)
* For ‘Approval of expenditure RTSG / consumables’ <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/expenditure/> ‘Approvers’ of expenditure for PGR Studentships are required to check
	+ the student details are correct
	+ the task code is correct
	+ there is sufficient balance in the account
	+ the expenditure is eligible

There is specific documentation ‘[PGR Funding: Guide to funding eligibility and Terms and Conditions’](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29377) to help identify eligible expenditure

There is also sample email text to aid in communicating this to Supervisors and Students. The Project Team requests that this is done at the start of each academic year and at the points of registration throughout the year.

* Additional ‘[Journal Transfers Guidance for P Codes’](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29381) defining protocol requirements including format and naming conventions, journal lines, ensuring audit trails and communication requirements for PGR studentship journals.

All documentation is available from <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/>.

#### How to feedback

Between now and 9th December 2016 please feedback any comments on the process, the process maps, process documentation or communications using the [feedback survey](https://apps.mhs.manchester.ac.uk/surveys/TakeSurvey.aspx?SurveyID=n21Hlm3K) at [https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=n21Hlm3K](https://apps.mhs.manchester.ac.uk/surveys/TakeSurvey.aspx?SurveyID=n21Hlm3K). The project team will be reviewing the process and your feedback in January 2017.

You may receive further communications depending on your specific role.