Project Finance – The Handy Guide

Project Finance gives **viewing rights only** to information on R and P codes in Oracle. The information is fed directly from Oracle Financials.

Queries about getting viewing rights for individual projects, adding Project Players (see below) or individual transactions should be referred to your local research finance team. If you have any technical problems with the performance of the application, please report the fault with the ITS Helpdesk through the usual routes.

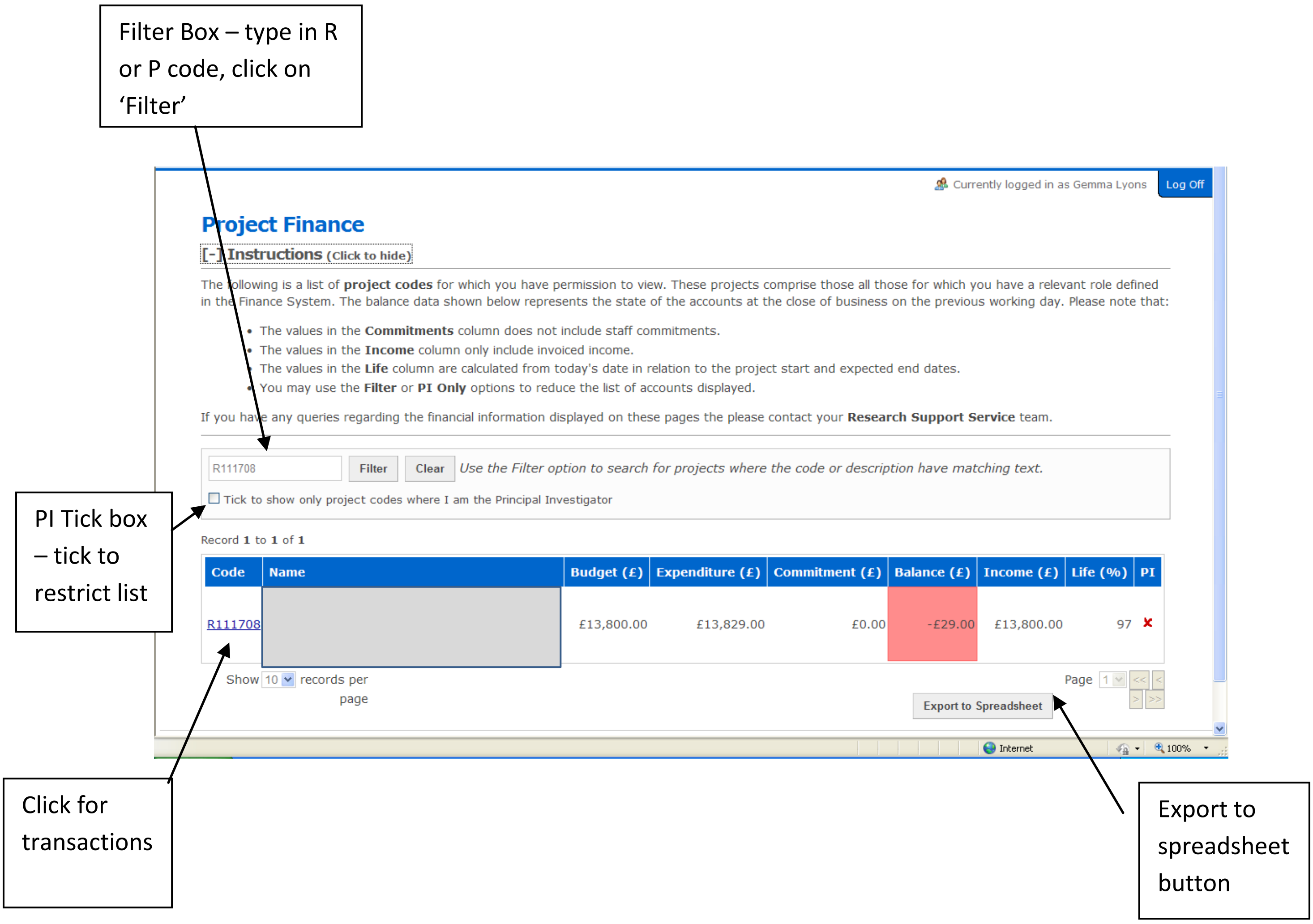
Log-In

Access Project Finance by logging into Staff Portal at http://my.manchester.ac.uk (using University username and password).

Project Summary

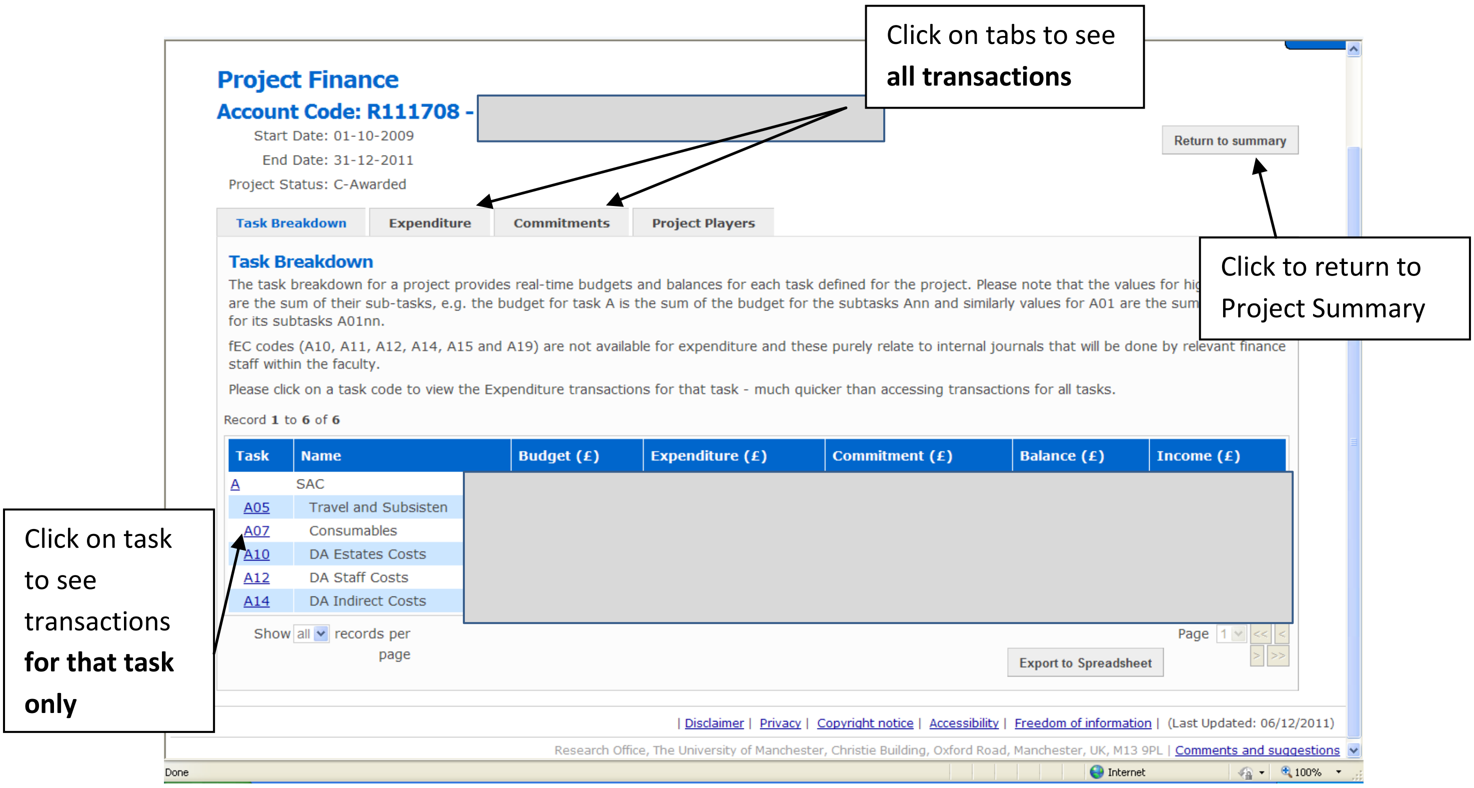
All projects you have permission to view are listed. If there are projects which you believe you should be able to see, but which are missing, please contact your usual research finance support.

This first page is a useful snapshot of project(s) indicating actual expenditure against budget and any current commitments **(P2P ONLY – PAYROLL COMMITMENTS ARE EXCLUDED)**. The **balance column** represents the amount left in the budget to spend – if this is highlighted in red this means the project has exceeded its budget.



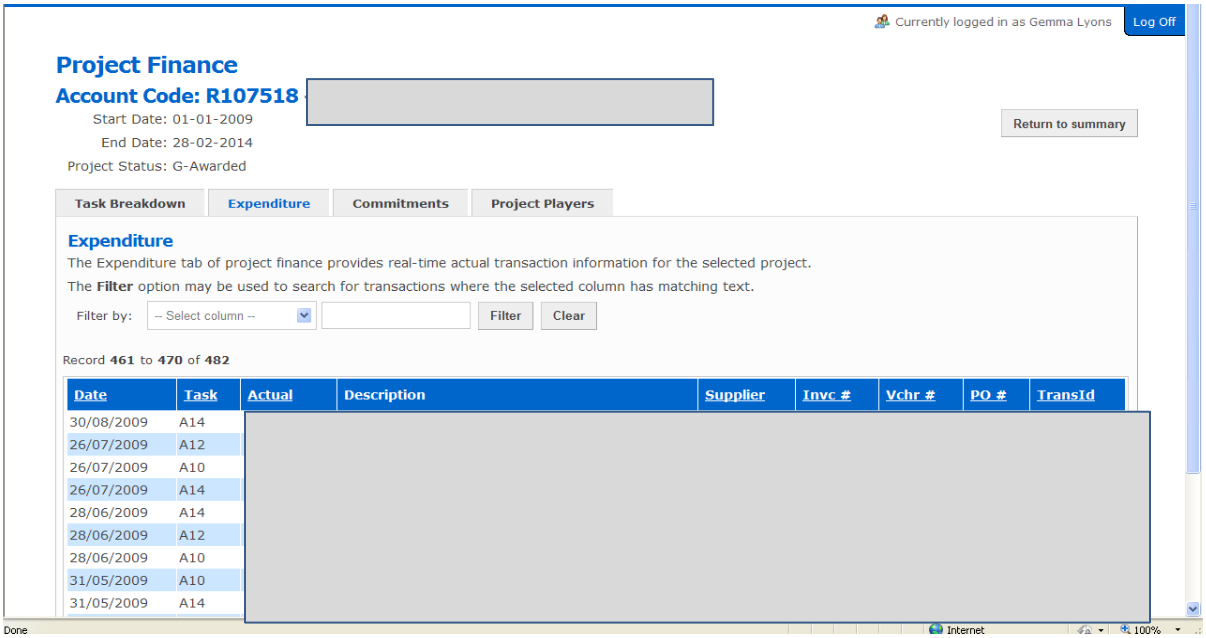
Project Detail

Clicking on an individual code on the Summary Page brings up the page below.



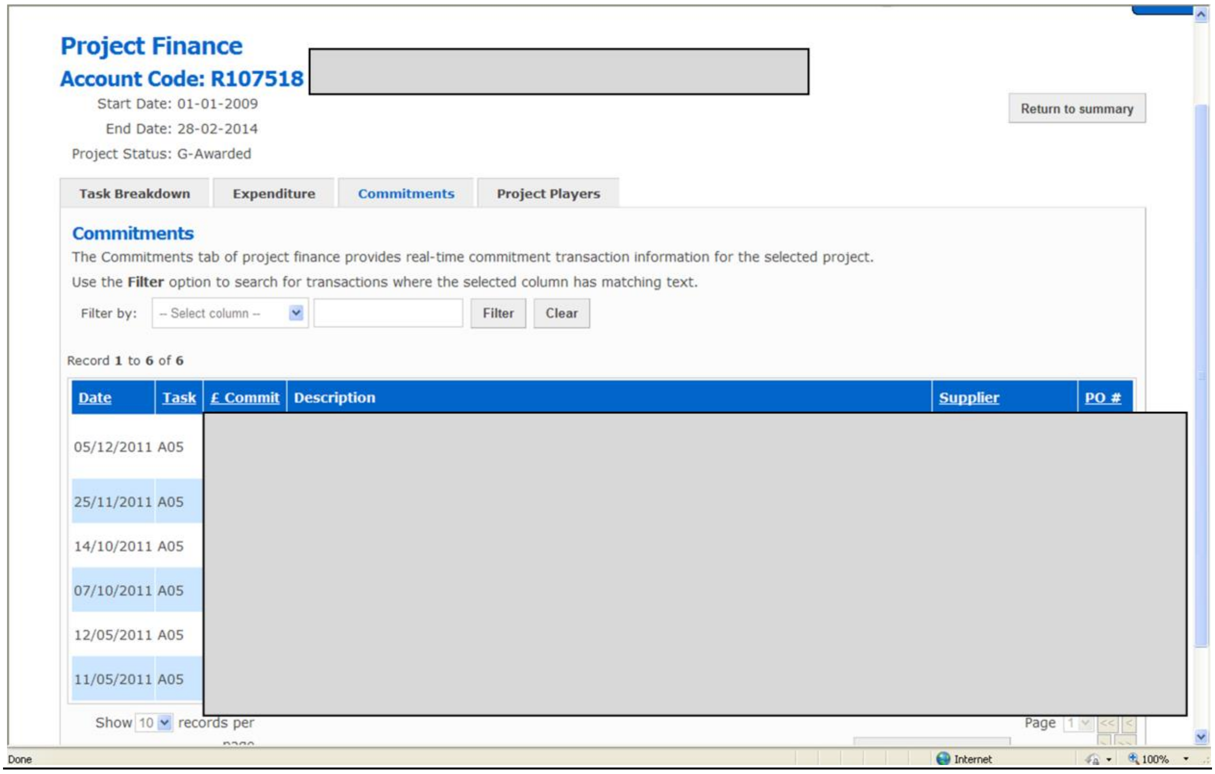
Expenditure

This page shows all actual expenditure – filter function can be used on columns.



Commitments

This page shows all outstanding commitments **EXCLUDING PAYROLL COMMITMENTS** – filter function can be used on columns.



Project players

All individuals associated with the project, plus contact details. To add someone else – contact local research finance team.