

## 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.

Filter Box – type in R or P code, click on 'Filter'

PI Tick box – tick to restrict list

Click for transactions

The screenshot shows the 'Project Finance' application interface. At the top right, it says 'Currently logged in as Gemma Lyons' with a 'Log Off' button. Below the title, there is an 'Instructions (Click to hide)' link. A list of instructions follows, explaining the data shown and how to use the 'Filter' and 'PI Only' options. Below the instructions, there is a search box containing 'R111708' and buttons for 'Filter' and 'Clear'. A checkbox labeled 'Tick to show only project codes where I am the Principal Investigator' is also present. Below this, a table displays project data for 'Record 1 to 1 of 1'. The table has columns: Code, Name, Budget (£), Expenditure (£), Commitment (£), Balance (£), Income (£), Life (%), and PI. The row for 'R111708' shows a balance of '-£29.00' in red. At the bottom right, there is an 'Export to Spreadsheet' button. Annotations with arrows point to the filter box, the PI tick box, the project code 'R111708', and the 'Export to Spreadsheet' button.

Project Finance

[Instructions \(Click to hide\)](#)

The following is a list of **project codes** for which you have permission to view. These projects comprise those all those for which you have a relevant role defined in the Finance System. The balance data shown below represents the state of the accounts at the close of business on the previous working day. Please note that:

- The values in the **Commitments** column does not include staff commitments.
- The values in the **Income** column only include invoiced income.
- The values in the **Life** column are calculated from today's date in relation to the project start and expected end dates.
- You may use the **Filter** or **PI Only** options to reduce the list of accounts displayed.

If you have any queries regarding the financial information displayed on these pages the please contact your **Research Support Service** team.

R111708   Use the Filter option to search for projects where the code or description have matching text.

☐ Tick to show only project codes where I am the Principal Investigator

Record 1 to 1 of 1

Code	Name	Budget (£)	Expenditure (£)	Commitment (£)	Balance (£)	Income (£)	Life (%)	PI
R111708		£13,800.00	£13,829.00	£0.00	-£29.00	£13,800.00	97	✗

Show 10 records per page

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Export to spreadsheet button

## Project Detail

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

**Project Finance**  
**Account Code: R111708 -** [Redacted]  
Start Date: 01-10-2009  
End Date: 31-12-2011  
Project Status: C-Awarded

[Task Breakdown](#) | [Expenditure](#) | [Commitments](#) | [Project Players](#)

**Task Breakdown**  
The task breakdown for a project provides real-time budgets and balances for each task defined for the project. Please note that the values for high level tasks are the sum of their sub-tasks, e.g. the budget for task A is the sum of the budget for the subtasks Ann and similarly values for A01 are the sum of the values for its subtasks A01nn.  
fEC codes (A10, A11, A12, A14, A15 and A19) are not available for expenditure and these purely relate to internal journals that will be done by relevant finance staff within the faculty.  
Please click on a task code to view the Expenditure transactions for that task - much quicker than accessing transactions for all tasks.

Record 1 to 6 of 6

Task	Name	Budget (£)	Expenditure (£)	Commitment (£)	Balance (£)	Income (£)
A	SAC					
<a href="#">A05</a>	Travel and Subsisten					
<a href="#">A07</a>	Consumables					
<a href="#">A10</a>	DA Estates Costs					
<a href="#">A12</a>	DA Staff Costs					
<a href="#">A14</a>	DA Indirect Costs					

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[Export to Spreadsheet](#)

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Research Office, The University of Manchester, Christie Building, Oxford Road, Manchester, UK, M13 9PL | [Comments and suggestions](#)

## Expenditure

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

**Project Finance**  
**Account Code: R107518** [Redacted]  
Start Date: 01-01-2009  
End Date: 28-02-2014  
Project Status: G-Awarded

[Task Breakdown](#) | [Expenditure](#) | [Commitments](#) | [Project Players](#)

**Expenditure**  
The Expenditure tab of project finance provides real-time actual transaction information for the selected project.  
The **Filter** option may be used to search for transactions where the selected column has matching text.

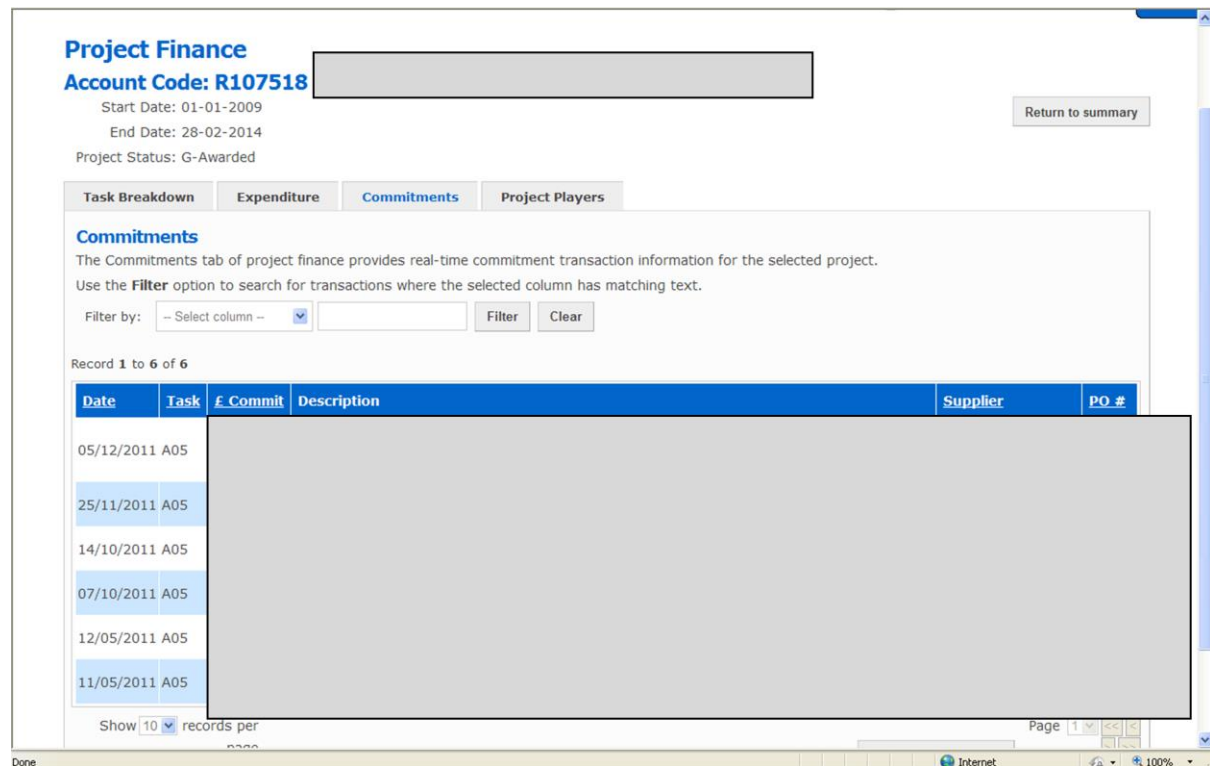
Filter by:  [Filter](#) [Clear](#)

Record 461 to 470 of 482

Date	Task	Actual	Description	Supplier	Invc #	Vchr #	PO #	TransId
30/08/2009	A14							
26/07/2009	A12							
26/07/2009	A10							
26/07/2009	A14							
28/06/2009	A14							
28/06/2009	A12							
28/06/2009	A10							
31/05/2009	A10							
31/05/2009	A14							

## Commitments

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



**Project Finance**  
**Account Code: R107518**

Start Date: 01-01-2009  
End Date: 28-02-2014  
Project Status: G-Awarded

[Return to summary](#)

**Task Breakdown** | **Expenditure** | **Commitments** | **Project Players**

### Commitments

The Commitments tab of project finance provides real-time commitment transaction information for the selected project. Use the **Filter** option to search for transactions where the selected column has matching text.

Filter by:

Record 1 to 6 of 6

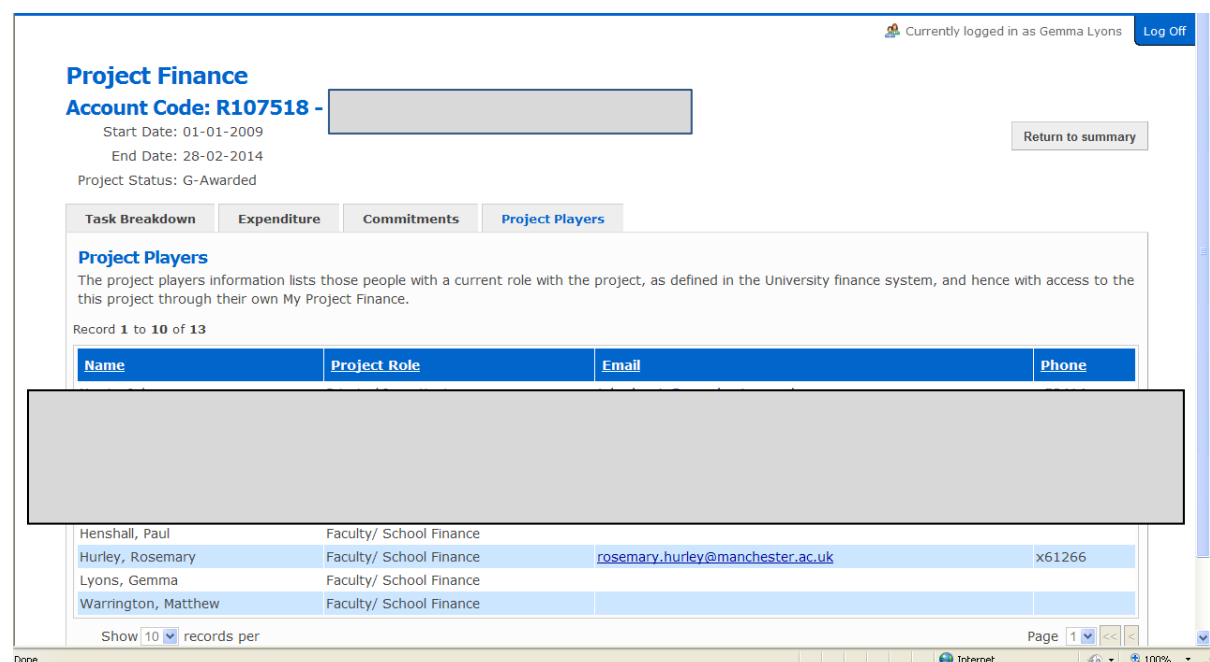
Date	Task	£ Commit	Description	Supplier	PO #
05/12/2011	A05				
25/11/2011	A05				
14/10/2011	A05				
07/10/2011	A05				
12/05/2011	A05				
11/05/2011	A05				

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## Project players

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



**Project Finance**  
**Account Code: R107518 -**

Start Date: 01-01-2009  
End Date: 28-02-2014  
Project Status: G-Awarded

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**Task Breakdown** | **Expenditure** | **Commitments** | **Project Players**

### Project Players

The project players information lists those people with a current role with the project, as defined in the University finance system, and hence with access to the this project through their own My Project Finance.

Record 1 to 10 of 13

Name	Project Role	Email	Phone
Henshall, Paul	Faculty/ School Finance		
Hurley, Rosemary	Faculty/ School Finance	<a href="mailto:rosemary.hurley@manchester.ac.uk">rosemary.hurley@manchester.ac.uk</a>	x61266
Lyons, Gemma	Faculty/ School Finance		
Warrington, Matthew	Faculty/ School Finance		

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