ORBIT PROJECT REPORTING

OVERVIEW OF CHANGES – NOVEMBER 2019

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What income will my project receive each year for my Grant or Contract?

- The Projected Income table on the Projections tab shows an annual breakdown of funding for the Finance Project Code.

- This information is now available for contracts managed by RBP in the Inteum contract management system. This information already exists for grants managed by Research Services in the Research Master 6 contract management system.

- This table is automatically updated as variations and indexation are/is applied to the grant/contract.

- For contracts where **indirect cost allocations** are applied, the projected income is the overall **Net income** for the project for the year (after levies have been deducted).

- For contracts that are in a **foreign currency**, the amounts in this table are shown in AUD using an annual exchange rate managed by Finance & Procurement. This may vary from the income received at the time of invoicing due to the fluctuation between the annual and daily exchange rates.

- If there have been missed milestones in a prior year which have not been invoiced the future annual projected income will not be updated to reflect this.

What are the current & future year commitments (Purchase Orders) for my finance project code?

The Net Available Balance screen displays the PO commitments for the current calendar year e.g. collaborator payments. Note: Purchase orders for collaborator payments will be established in quarter 1 2020.

Project I...	Title	Cost Centre	Primary Investigator	Carryforward	Actual Income	Act Salary Exp	Act Stipend Exp	Act Operating Exp	PO Commitments	Transfer To/From Reserves	Actual Balance
20118373	17ARC_DP170101922_Dynamic	222	Withayachumnankul...	933.81	10,377.51	6,835.00	600.00	12,850.77	2,000.00	0.00	(10,974.45)
	Total			933.81	10,377.51	6,835.00	600.00	12,850.77	2,000.00	0.00	(10,974.45)

If you click on the hyperlink for the project, the Monthly Actuals by GL Account screen also shows the PO Commitments for up to and including the current calendar year in the Project Summary

Project Summary

Carryforward	Actual Income	Act Salary Exp	Act Stipend Exp	Act Operating Exp	PO Commitments	Transfer To/From Reserves	Actual Balance
933.81	10,377.51	6,835.00	600.00	12,850.77	2,000.00	0.00	(10,974.45)

Scroll down to the Purchase Order Commitments table at the bottom of the screen to view a full breakdown of Purchase Orders by calendar year with references to the PO ID, the vendor name and the requisition details.

Purchase Order Commitments

Budget...	PO ID	Vendor Name	GL Account	Account Description	PO Reference	Amount
2019	0000382807	RMIT University	2570	Research Collaborator Payments	MATRICCIANI, D - REQ96990	2,000.00
			Total			2,000.00
2020	0000382807	RMIT University	2570	Research Collaborator Payments	MATRICCIANI, D - REQ96990	3,000.00
			Total			3,000.00
2021	0000382807	RMIT University	2570	Research Collaborator Payments	MATRICCIANI, D - REQ96990	4,000.00
			Total			4,000.00

How do I see the detailed financial contract setup for my Grant or Contract?

- The General Project Details information on the General Details tab shows information for tied research contracts managed by RBP as well as tied research grants managed by Research Services.

- Two new tables show details of the financial arrangements for the contract or grant.

- Contract Financial Summary show the funding arrangements for the tied research agreement (from external funding sources or internal co-contributions).

Contract Financial Summary			
Funding Organisation	Billing Type	Treatment of Unspent Funds	Amount
Australian Research Council	ARC & NHMRC Direct Funded		502,953.72
Santos Ltd	Grant		120,000.00
Imperial Oil & Gas Pty Limited	Grant		150,000.00
Department of Primary Industry and	Grant		150,000.00
Origin Energy Ltd	Grant		120,000.00
	Total Externally Funded		1,042,953.72
	Internal School no billing		30,000.00
	Internal DVCR no billing		15,000.00
	Total Internally Funded		45,000.00
	Total Amount		1.087.953.72

This amount will be updated with variation and indexation changes over the life of a grant or contract

- The Finance Project Code Allocation table shows the Finance Project codes established to manage the allocation of research funding. In some cases there will be multiple finance project codes which may be established in multiple cost centres.

Finance Project Code Allocation							
Project Manager	Dept ...	GL Code	Description	Revenue Allocated	Expenditure plan type	Project Budget Description	Project Expenditure Allocated
Externally Funded							
	322	61122685	18THRF_2018/056-8100-01_Salary	356,175.00	Fixed	Salaries	356,175.00
	322	61122686	18THRF_2018/056-8100-01_operat	123,825.00	Fixed	Operating	123,825.00
			Total	480,000.00			480,000.00
			Overall Externally Funded total	480,000.00			
			Total Amount	480,000.00			

Expenditure plan type indicates whether the terms of the contract have fixed or variable expenditure categories

The total amounts in this table will align with the contract financial summary table in ORBIT.

What is the current status of the milestones (including invoices) for my Grant or Contract?

The Project Milestones table on the General Details tab now shows more detailed milestone information.

An invoice has been raised when the invoice number shows in this column

An invoice has been paid by the customer when Yes shows in this column

The contractual due date for a milestone

Shows whether a milestone is complete, overdue or reversed (a credit note issued).

Project Milestones

Scheduled Date	Milestone Description	Status	Action Type/Prio...	Overdue	Bill To Customer	Amount	Currency	Paid	Invoice No	Comments	Final Submission Date	Completion Date	Data Source
31-Jul-17	Billing Event/Invoice	Completed		81 days	University of Wo...	233,602.50	AUD	Yes	SCIE291014	Invoice for 1st H...	31-Jul-17	20-Oct-17	PSOFT
31-Jan-18	Financial Report Due	Completed	Report	34 days						"Each Eligible O...	31-Jan-18	06-Mar-18	PSOFT
15-Jun-18	Billing Event/Invoice	Reversed	Invoice Ready		University of Wo...	468,513.00	AUD	Yes	SCIE293120	2nd Invoice for 2...	15-Jun-18	22-Oct-18	PSOFT
15-Jun-18	Billing Event/Invoice	Reversed	Invoice Ready		University of Wo...	(468,513.00)	AUD	Yes	SCIE293390	2nd Invoice for 2...	15-Jun-18	07-Dec-18	PSOFT
30-Jun-18	Billing Event/Invoice	Completed			University of Wo...	233,602.50	AUD	Yes	SCIE292474	Invoice for 2nd h...	30-Jun-18	22-Jun-18	PSOFT
04-Dec-18	Billing Event/Invoice	Completed	Invoice Ready	7 days	University of Wo...	234,256.50	AUD	Yes	SCIE293426	1st Half Year 2	04-Dec-18	11-Dec-18	PSOFT
14-Feb-19	Financial Report Due	Overdue	Report	193 days						"Each Eligible O...	14-Feb-19		PSOFT
28-Feb-19	Billing Event/Invoice	Overdue	Invoice Ready	179 days	University of Wo...	234,256.50	AUD				28-Feb-19		PSOFT
15-Jun-19	Billing Event/Invoice	Overdue	Invoice Ready	72 days	University of Wo...	468,474.00	AUD			3rd Invoice for 2...	15-Jun-19		PSOFT
31-Jan-20	Financial Report Due	Active	Report							"Each Eligible O...	31-Jan-20		PSOFT

The type of milestone (non-financial, financial report or invoice) is displayed in this column

Indicates whether any milestone is dependent ('linked') to another (eg. an invoice linked to a final report)

Shows the agreed invoicing currency in the contract. The Amount column shows each amount in the contract currency. For non-AUD contracts, this will be converted to AUD at the time of payment by the customer.

What is the current status of the contributions of the University to my Grant?

A new table on the General Details tab now shows detailed internal contribution milestone information.

The scheduled date for the allocation of funds

The cost centre contributing the funding to the project

Shows whether a milestone is complete or still to be processed (active)

Internal Contributions

Schedule Date	Internal Type	Internal Contributor Deptid	Amount	Comments	DeptID	Project ID	Status	Completion Date	Data Source
01-Jan-18	Internal (School)	141	75,000.00		141	17123757	Completed	03-May-19	PSoft
01-Jan-19	Internal (DVCR)	716	100,000.00		141	17123757	Active		PSoft
01-Jan-19	Internal (Faculty)	314	20,000.00		321	17124620	Active		PSoft
01-Jan-19	Internal (School)	141	75,000.00		141	17123757	Completed	03-May-19	PSoft
01-Jan-19	Internal (School)	284	20,000.00		284	17124567	Active		PSoft
01-Jan-20	Internal (DVCR)	716	100,000.00		141	17123757	Active		PSoft
01-Jan-20	Internal (Faculty)	314	20,000.00		321	17124620	Active		PSoft

The cost centre and project receiving the funding

What variations have there been to my grant or contract?

The General Details tab shows information on the formal variations that have taken place to tied research agreements managed by Research Services and RBP.

Start date is when the variation was recorded in the agreement source system.

A warning message will appear on the screen if there are variation records in progress with no completion date.

All variations to agreements will be shown in this table. The Completion date and 'Updated In' fields show which agreement source systems have currently processed the variation, and for all financial related variations these will be finalised once updated in the finance system (Psoft).

⚠ Variation in progress. See variation details below.

Variation Notes

Start Date	Type	Comments	Estimated Completion Date	Completion Date	Updated In
24-Oct-19	C2-Personnel Change	Orbit Testing			RM
24-Oct-19	G2-Variation Other	Orbit testing			RM
25-Jul-19	G1-Variation other - Financial	Additional Invoices added	25-Jul-19	25-Jul-19	RM
15-Jul-19	G1-Variation other - Financial	Agilent invoices updated - discard 14/719 variation!	15-Jul-19	20-Aug-19	Psoft

- Variation records will be **shown from 2018 only** and exclude any previously completed variations to the contracts or grants.

- For grants where indexation is applied annually, a variation record of **'I2-Indexation'** will display, note that these records have no completion date.

- Variations to tied research contracts managed by RBP show variation records only from the Peoplesoft Finance system.

What is the remaining estimate for the full life of my grant or contract?

The Full Life Estimate tab shows information about the project budget, projected income, actual income and expenditure and commitments. This information can be used to estimate the overall financial position of a research agreement. The estimated balance available is the budget income less life to date actual expenditure less commitments raised. The information on this tab shows;

- Budget income and expenditure from the General Details tab

- Agreement budget separated into expenditure categories

- All amounts on the Full Life Estimate tab are displayed in AUD. For foreign currency agreements the budget amounts per the General Details tab are **converted from foreign currency to AUD .**

- The income is displayed net of Indirect Cost Allocations.

Budget details for the project converted to AUD using the annual currency conversion rate

You are here: Orbit > Project Reporting > Net Available Balance > Full Life Estimate

| Finances | Salary | Projections | Expenditure Limits | General Details | **Full Life Estimate** | Comments & Documents | Access |

Important notice about estimates

Project Start Date: 01-Jan-17 Project End Date: 31-Dec-20

Full Life Estimate

	Total Expenditure Limits	Budget	Life to Date Actuals	PO Commitments	Salary, Stipend ** & Operating ...	
Income						**Income to be invoiced**
Income		976,956.43	664,546.47			312,409.96
Expenditure						**Net Balance**
Salary	None Entered	429,240.61	424,529.52	0.00	69,070.55	(64,359.46)
Stipend	None Entered	0.00	0.00	0.00	0.00	0.00
Operating	None Entered	231,339.82	164,095.60	2,227.85	0.00	65,016.37
Travel	None Entered	0.00	0.00	0.00	0.00	0.00
Capital	None Entered	0.00	0.00	0.00	0.00	0.00
Transfer to Collaborators	None Entered	316,376.00	197,735.00	0.00		118,641.00
Transfer to Affiliates	None Entered	0.00	0.00	0.00		0.00
Profit Margin or Overhead	None Entered	0.00	0.00	0.00		0.00
Total Expenditure	0.00	976,956.43	786,360.12	2,227.85	69,070.55	119,297.91
Total Estimated Balance Available						119,297.91

CSV

The total estimate balance is calculated using the following formula:
Total Income Budget less Life to Date actuals less PO and Salary and Stipend committments = Total Estimated Balance Available
Indirect Cost Allocation is excluded from the expenditure net balance as the projected income is Net(i.e. gross revenue less indirect cost allocation).
Foreign currency amounts are converted to $AUD using the Finance annual foreign currency exchange rate. The General Details page provides currency details for tied research grants and contracts.
** As currently recorded in HR

What Finance Project Codes are associated with my Grant or Contract?

1. Click on the Advanced Search icon to display all search options.

3. Click on 'Search Projects' to return the results of your search.

2. Enter your grant or contract ID, or your HPE reference number to search for all finance project codes associated with grant or contract that *you are authorised to access*.