Changes to ORBIT Project Reporting

Introduction

To improve the overall quality and the level of financial details captured for tied research grants and contracts, significant process and system changes have been made by Finance, Research Grants Unit (RGU) and Research and Business Partnerships (RBP). This financial information will be available to researchers in the Project Reporting section within ORBIT.
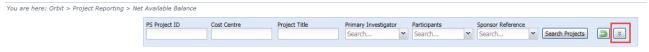
The key areas that have changed are listed below, with details of the changes provided in the following sections:

1. Searching for projects by grant, contract or HPE reference number
2. Projected Income
3. Purchase Order Commitment details for a project
4. General Details associated with a project
    4.1. General Project Details
    4.2. Variations
    4.3. Contract Financial Summary
    4.4. Finance Project Code Allocation
    4.5. Project Milestones
    4.6. Full Life Estimate

1. Searching by Grant, Contract or HPE reference numbers

ORBIT has been updated so that the advanced searching screen includes options to facilitate searching for projects based on their associated grant, contract or RMO (HPE) reference number.

Click on the advanced searching icon to view the available searching options.

In the fields called Grant/Contract Id: or RMO No: enter the value or click on the arrow icon on the right hand side to bring up a list of available values.

Start typing in the box to reduce the options returned in the search.

Then click on the Search Projects icon to return the results of your search.

The search results will list the details of the Finance Project Codes associated with the grant or contract that you are authorised to access.
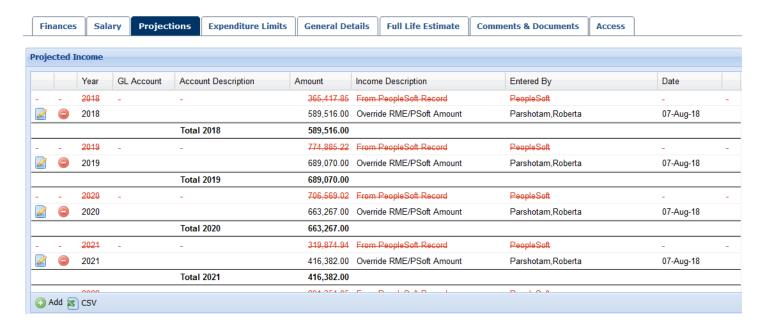
2. Projected Income

The Projected Income table on the Projections tab shows an annual breakdown of funding for the Finance Project Code associated with a grant or contract. This information has been available for grants and was sourced from ResearchMaster6 (RM6) but not updated to reflect any changes over the life of the grant. This information was previously not available for contracts managed by RBP in the Inteum contract management system.

For tied research grants or contracts, this information will now be sourced from the Finance system. This change will assist researchers to more accurately manage their budgets across the lifecycle of their grant or contract. The projected income table includes:

- Projected funding information for all projects, including sponsor, partner and internal funding.
- Updates for formal variations to tied research grants or contracts.
- Updates for indexation where it is applied to tied research grants or contracts, including ARC and NHMRC.

Projected Income

Year	GL Account	Account Description	Amount	Income Description	Entered By	Date
2016			65,000.00	From PeopleSoft Record	PeopleSoft	
		Total 2016	65,000.00			
2017			65,000.00	From PeopleSoft Record	PeopleSoft	
		Total 2017	65,000.00			
2018			110,047.00	From PeopleSoft Record	PeopleSoft	
		Total 2018	110,047.00			
2019			32,500.00	From PeopleSoft Record	PeopleSoft	
		Total 2019	32,500.00			
		Total Projected Income	272,547.00			

If the projected income amount has been updated manually in the project reporting module in ORBIT, it will continue to show as an override. An override of this data is for budgeting purposes only and will not be reflected back into any of the tied research and contract core systems. Any updates that relate to a formal contractual variation must be notified to either RGU for grants or RBP for contracts to ensure the variation is processed within the tied research and contract core systems.

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

Projected Income

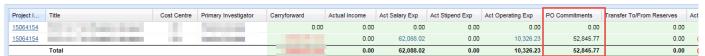|		Year	GL Account	Account Description	Amount	Income Description	Entered By	Date	
-	-	2018	-	-	365,417.85	From PeopleSoft Record	PeopleSoft	-	-
📝	⛔	2018			589,516.00	Override RME/PSoft Amount	Parshotam,Roberta	07-Aug-18	
				Total 2018	589,516.00				
-	-	2019	-	-	774,885.22	From PeopleSoft Record	PeopleSoft	-	-
📝	⛔	2019			689,070.00	Override RME/PSoft Amount	Parshotam,Roberta	07-Aug-18	
				Total 2019	689,070.00				
-	-	2020	-	-	706,569.02	From PeopleSoft Record	PeopleSoft	-	-
📝	⛔	2020			663,267.00	Override RME/PSoft Amount	Parshotam,Roberta	07-Aug-18	
				Total 2020	663,267.00				
-	-	2021	-	-	319,874.94	From PeopleSoft Record	PeopleSoft	-	-
📝	⛔	2021			416,382.00	Override RME/PSoft Amount	Parshotam,Roberta	07-Aug-18	
				Total 2021	416,382.00				

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It should also be noted that;

- 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 during the year which have not been invoiced the annual projected income will not be updated to reflect this.

3. Purchase Order (PO) Commitments against a Finance Project Code

ORBIT has been updated with information from the Finance system so that PO Commitments, e.g. related to affiliate or collaborator payments, displayed on the Net Available Balance screen only show the commitments for the current calendar year.

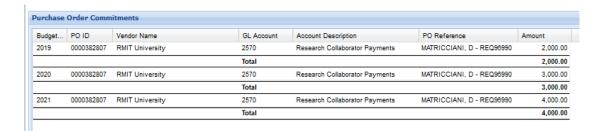| Project I...	Title	Cost Centre	Primary Investigator	Carryforward	Actual Income	Act Salary Exp	Act Stipend Exp	Act Operating Exp	PO Commitments	Transfer To/From Reserves	Act
15064154				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15064154				0.00		62,088.02	0.00	10,326.23	52,845.77	0.00	
	Total			0.00	62,088.02	0.00	10,326.23	52,845.77	0.00		

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

The Purchase Order Commitments table at the bottom of the screen shows a full breakdown of Purchase Orders by calendar year with references to the PO ID.

PO Commitments are displayed only for the current calendar year. If you change the Calendar Year to review prior year financial information PO Commitments value in the Project Summary will be $0 and the Purchase Order Commitments table will not be displayed.

4. General Details associated with a tied research grant or contract
4.1 General Project Details

The General Details tab now shows information associated with tied research contracts managed by RBP in addition to the existing information for a tied research grant managed by RGU.
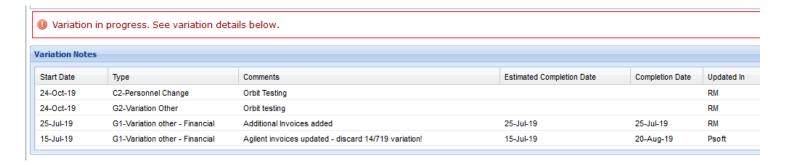
A new field 'Other associated Grant/Contract Ids' has been added to the General Projects Details tab that lists all the tied research grants or contracts that link to the same Finance Project Code. Clicking on the hyperlinks updates the General Details tab with the relevant information for the selected grant or contract.

4.2 Variations

The General Details tab now includes a new table that displays the Variation Notes from 2018 onwards associated with a tied research agreement. The variations displayed in this table are formal variations to contract terms agreed with a sponsor. They also include records that reflect where annual indexation is applied to the grant funding.

A warning message will display on the screen if a variation has commenced but is not yet finalised.

4.3 Contract Financial Summary

The Project Funding table, which is available for tied research grants, reflects the funding amounts for a grant, recorded either at the application or award stage. This table has been renamed to Application/Award Funding and will not be updated for any later changes applied to the grant.

The new Contract Financial Summary has been introduced to allow researchers to understand the funding arrangements agreed for tied research grants and contracts. Over the life of a tied research grant or contract this funding information will change to reflect any contractual changes agreed with sponsors or associated funding bodies, including increases for indexation where they apply. This table will show the external financial funding amounts as well as any internal co-contributions in written agreements. The information provided is defined below:

Contract Financial Summary	
Funding Organisation	Name of the organisation(s) committing funds to the tied research grant or contract.
Billing Type	Indicates the financial nature of the contract eg. if the contract is GST inclusive or GST exempt
Treatment of Unspent Funds	The treatment of any unspent funds at the end of the tied research grant or contract in accordance with the agreement and the Tied Research Funds Policy.
Amount	The funding amounts per the agreement by funding organisation.

The following image shows an example of a contract with one funding organisation that only receives external funding.

The following is an example of a contract with multiple funding organisations and both external and internal co-contributions funding.

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

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4.4 Finance Project Code Allocation

For a tied research grant or contract, Finance & Procurement establish specific Finance Project Codes to support the agreed financial arrangements. The Finance Project Code Allocation table has been introduced to show researchers where there are multiple Finance Project Codes established to manage the funding under the tied research grant or contract. The information provided is defined below:

Finance Project Code Allocation	
Project Manager	The person responsible for the funds associated with this Finance Project Code, generally the lead Chief Investigator.
Dept Code	The Finance department ID of the Finance Project Code.
GL Code	The Finance Project Code established to manage the funding under the tied research grant or contract.
Description	An abbreviated description based on tied research core system entered by RGU for grants or RBP for contracts associated with the Finance Project Code.
Revenue allocated	Based on the allocation of revenue established in the Finance system to manage the funding amounts.
Expenditure Plan Type	Indicates whether the expenditure for the project is fixed or variable based on the contract terms.
Project Budget Description	This is the project budget by expense category per the agreement.
Project Expenditure Allocated	This is the project budget amount per expense category per the agreement.

The following is an example of a contract with multiple Finance Project Codes and a fixed expenditure plan.

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			

4.5 Project Milestones

Financial milestones for invoicing and financial statement reporting established in the Finance system are now displayed in the Project Milestones table with the associated Milestone Description for both tied research grants and contracts. As milestones are updated the table will reflect their latest status.   For tied research grants managed by RGU, the project milestone table will also display the non-financial milestones as recorded in RM6 including; Progress Reports, Final Reports, Closure of Grant, etc.

A new table for Internal Contributions is also available that shows detailed internal co-contribution milestone information.
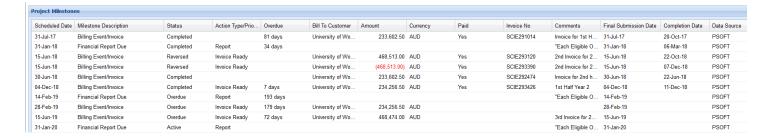
These changes have been introduced to assist researchers to answer questions such as:
- When is an invoice due to be raised?
- Has an invoice been raised (per the Invoice No. column)?
- Has an invoice been paid (per the Paid column)?
- When is a financial report due for completion?
- Has the financial report been completed?
- When is a progress report due for completion?
- Has a progress report been completed?
- When will internal funding contributions be allocated?

You may notice a change in some of the scheduled dates as a result of financial information now being sourced from the Finance system. Where an item is overdue or was completed after the scheduled date, the number of overdue days is now displayed.

To view Milestone information either;
- Click on the Project Reporting module, search to open the project, click on the General Details tab and scroll to Project Milestones
- Click on the Researcher Profiles module, search to open the project (using the RME Project ID), scroll to Project Milestones and Internal Contributions

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

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

4.6 Full Life Estimate

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.

Amounts on the Full Life Estimate tab are displayed in AUD. For research agreements in a foreign currency, the budget amounts are converted to AUD using an annual 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

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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

Contact Us
For further support or questions, Please contact the Research Support Helpdesk. Telephone: (08) 8313 7799 Email:
researchsupport@adelaide.edu.au