



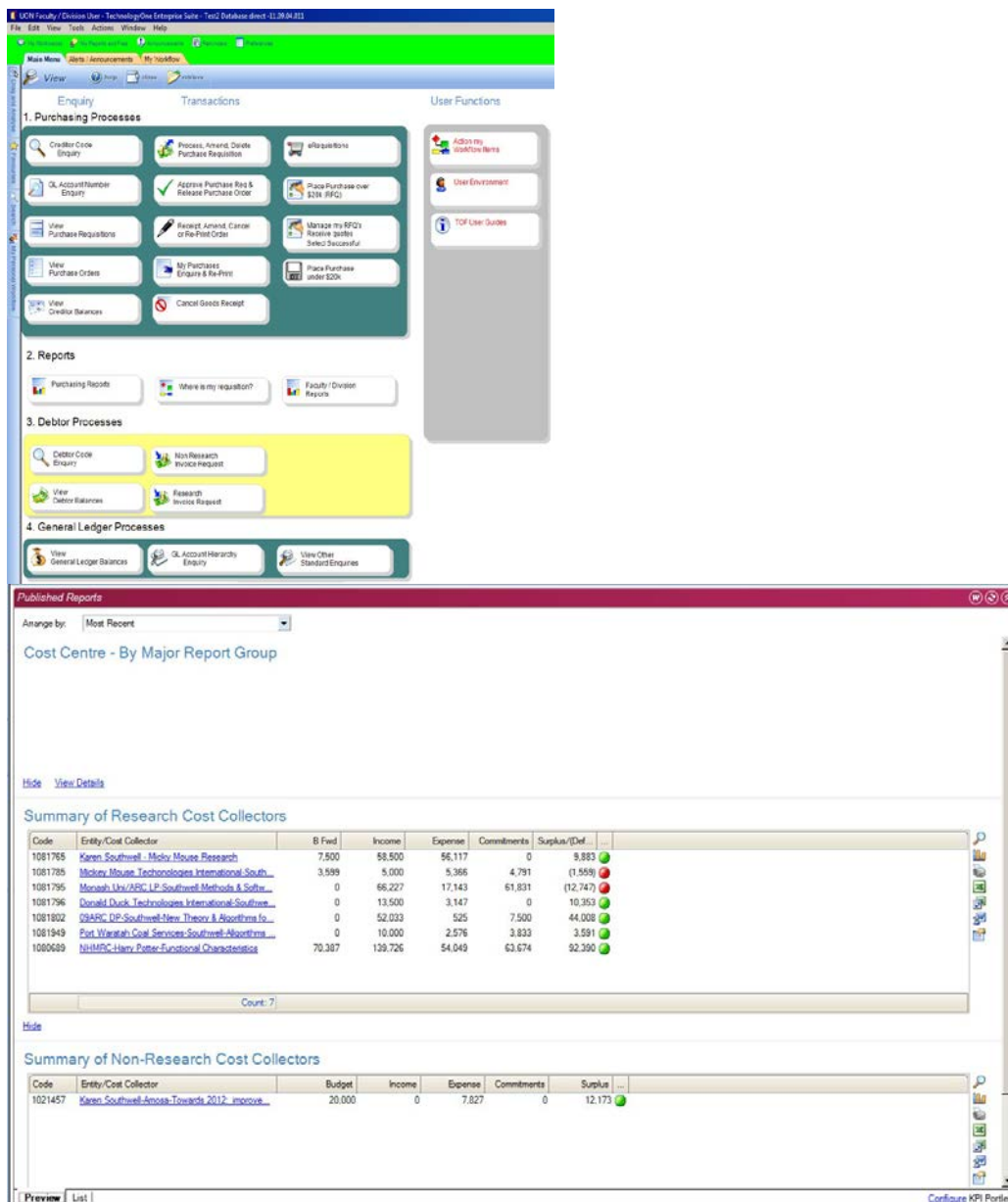
Technology One Financials

Research Reporting through the Alerts/Announcements Tab

Note: The Action menu on the top of the Technology One application will allow you to change Page Layouts.

Step 1

1. The following screen shots show the **Main Menu Tab** of Technology One Financials. Click on the **Alerts/Announcements Tab** to the right of the Main Menu Tab.
2. The traffic lights indicate a surplus  or a deficit  against the Cost Collectors.
3. Simply click on the [underline blue text](#) to enter the required Cost Collector report (RF01 Report).



The screenshot shows the Technology One Financials Main Menu and a Published Reports window. The Main Menu has tabs for Enquiry, Transactions, and User Functions. The Published Reports window displays a summary of Research Cost Collectors and Non-Research Cost Collectors.








Published Reports

Arrange by: Most Recent

Cost Centre - By Major Report Group


Hide View Details

Summary of Research Cost Collectors

Code	Entity/Cost Collector	B Fld	Income	Expense	Commitments	Surplus/Def	
1001765	Karen Southwell_Mcley Mouse Research	7,500	58,500	56,117	0	9,883	
1001785	Mcley Mouse Technologies International South	3,599	5,000	5,366	4,791	(1,559)	
1001795	Mcley Mouse Technologies International South	0	66,227	17,143	61,831	(12,747)	
1001796	Donald Duck Technologies International South	0	13,500	3,147	0	10,353	
1001802	Q&AFC DP-Southwell-New Theory & Algorithms fo	0	52,033	525	7,500	44,008	
1001849	Piet Wierstah Coal Services-Southwell-Algorithms	0	10,000	2,576	3,833	3,591	
1000689	NHMFPC-Harry Potter-Functional Characterisation	70,387	139,726	54,049	63,674	92,390	

Count: 7

Summary of Non-Research Cost Collectors

Code	Entity/Cost Collector	Budget	Income	Expense	Commitments	Surplus	
1021457	Karen Southwell-Mcley Towards 2012 - income	20,000	0	7,827	0	12,173	

Preview List

Configure KPI Portlet

Step 2

a) Below is an example of a Cost Collector Research Report

Run time: 19-Nov-2008 17:09:23

Research Cost Collector Income Statement - Year To Date

1080974 - ARHRF-Southwell Researcher ReportingTest Project

Period Ending 30th September 2008

Report Code: RF01

Account Code	Year to Date			Fund Source Guide ⁽¹⁾⁽³⁾	Annual Income Variance ⁽²⁾
	Actual	Commit.	Total		
	\$	\$	\$	\$	\$
INCOME					
Brought Forward	45,584	-	45,584	45,584	Variance = AIB - all actual YTD income (Excluding Balance B/fwd)
YTD Income					
Total YTD Income	-	-	-	-	
Total Research Fund Sources	45,584	-	45,584	45,584	
SALARY RELATED EXPENDITURE					
Academic Ongoing & Fixed Term Salaries & Oncosts	-	-	-		
Academic Support Staff Salaries & Oncosts	-	-	-		
Administrative Salaries & Oncosts	16,093	-	16,093		
Administrative Support Salaries & Oncosts	-	-	-		
Unfunded Employee Entitlements	-	-	-		
Cost Transfers	-	-	-		
Other	-	-	-		
Total Salary Related Expenditure	16,093	-	16,093		
NON SALARY EXPENDITURE					
5855 - External Clinics	780	-	780		
Total Non Salary Related Expenditure	780	-	780		
Total Expenditure	16,873	-	16,873	16,873	
Net Surplus / (Deficit)	28,711	-	28,711	28,711	Available Funds ⁽¹⁾⁽³⁾

(1) The Fund Source Guide is intended to assist Chief Investigators (CI) in managing the Research Funds for which they are responsible.

The bottom line of the Fund Source Guide equates to:

Balance Brought Forward + Annual Indicative Income Budget (AIB) - Year to Date (YTD) Expenditure and Commitments = "Available Funds" to Spend

The **Annual Indicative Income Budget (AIB)** is a budget journal representing the estimated annual cash income of the Research Grant based on information provided to Financial Services. When used correctly, it enables CI's to quickly identify the indicative balance of unspent funding. The AIB can also be used by larger Research Centres to make allocations to sub accounts in managing their resources. These AIB amounts will be refreshed on an annual basis in accordance with funding body advice and/or other relevant information. The Balance of Prior years unspent funding is calculated on a cash basis as Grants received less actual expenditure.

(2) The **Annual Income Variance** is intended to assist CI's by highlighting amounts that have not been received due to outstanding/future milestone reports, invoicing being required, or anticipated direct debit income not yet received. The Annual Income Variance is calculated as the **AIB less All sources of Actual YTD income (Excluding Balance B/fwd)**. With the exception of immaterial variances, the actual grant cash income should equate to the AIB by year end. If this does not eventuate then it is the responsibility of CI's to follow this up and take corrective action on any outstanding matters eg funding may have stopped due to a milestone report that has not been submitted.

(3) In the event that no AIB has been determined or communicated to Financial Services the report will still highlight the Actual Total net surplus (deficit) in the tan coloured cell at the bottom of the report.

For further information or assistance please contact your relevant Assistant Research Accountant.

Faculty of Education and Arts
Faculty of Business & Law
Faculty of Engineering
Faculty of Health
Faculty of Science & IT

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Step 3

There is also access to the **Faculty/Division Reports** in Technology One Financials. Some Reports that would be of interest are listed below:

- a) CC01 – Cost Collector – Year To Date
- b) LP01 – Ledger Print – Transactions Report

To run these reports click the Run button and enter the details required.

An example below shows how to run the CC01 – Cost Collector – Year To Date Report.

Cost Collector Reports - CC01 Cost Collector - Year To Date

- a) Select the report link in TechnologyOne. The report will open MS Excel XLOne.
- b) From the Toolbar select the Run icon. This will display the list of criteria required to run the report. Enter the appropriate criteria and click Run.

Note: For Example the input required in this dialog box is **either** an **Organisational Level** or **Entity/Cost Collector**.

The **Organisational Level** can be selected from a **pick list** by clicking on the **spy glass icon**.

The **Entity/Cost Collector** is to be entered in the format for example 1010047.

The **Cost Collector Type** can be selected from a drop down menu.

The report will be **output** according to the report parameters. This generally produces another worksheet within the file with the output from the report.

The **destination** of the output can be changed.

For Systems Support in running the Reports from TechnologyOne contact finserv-systems@newcastle.edu.au or Ext 18640.