

How to run Project Manager Reports from the Menu

Find the menu on the Reports tab called: Project/Cost Centre Manager Reports:

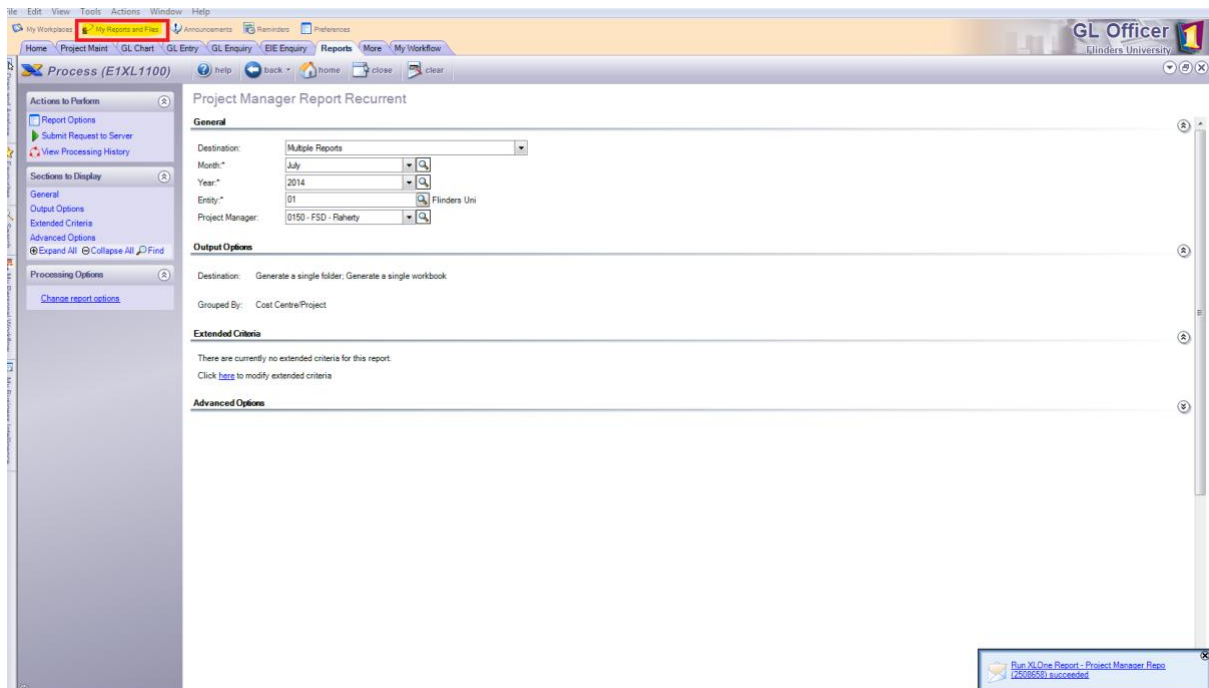


Reports are currently split into two groups:

- recurrent funded projects including projects with funds types of: Operating Tied (OT), Operating Untied (OU), Research Untied (RT)
- research, special purpose and consulting projects including projects with funds types of: Research Tied (RT), Trading Tied (TT), Trading Untied (TU)

The reports for these two groups are slightly different and a project manager may have projects in both categories. They will then receive 2 emails each month with 2 separate reports.

Once either of the Project Manager Reports has been run from this menu, the output will be saved to "My Reports & Files".



The reports will be saved in one of two folders called:

- **Project Manager Reports R,SP&C** for the Research, Special Purpose & Consulting projects
- **Project Manager Reports Recurrent** for the Recurrent projects.

My Reports and Files (\$USRAREA)

Criteria

Name	Type	Size	Date Modified	Date Created
Project Manager Reports R,SP&C	Folder		25/08/2014 4:20:19 PM	21/08/2014 1:48:01 PM
Project Manager Reports Recurrent	Folder		25/08/2014 3:45:04 PM	21/08/2014 1:43:37 PM
temp	Folder		25/08/2014 12:02:05 PM	12/12/2012 11:36:05 AM
Recurrent Project Reports	Folder		21/08/2014 1:22:16 PM	21/08/2014 1:19:55 PM
Project Manager Reports	Folder		8/08/2014 3:17:14 PM	20/06/2014 11:03:44 AM
Grant Project Reports	Folder		31/07/2014 12:27:31 PM	31/07/2014 12:18:52 PM
published	Folder		15/07/2014 8:44:27 AM	12/12/2012 11:19:58 AM
Old Grant Report	Folder		1/07/2014 12:08:27 PM	1/07/2014 12:03:21 PM
AR Outstanding Report	Folder		2/06/2014 10:08:12 AM	2/06/2014 9:52:10 AM
diagrams	Folder		12/12/2012 11:20:03 AM	12/12/2012 11:20:03 AM
Package Report for Project 35435.xlsx	Microsoft Excel Worksheet	81 KB	18/08/2014 11:09:50 AM	18/08/2014 11:08:34 AM
Package Report for Project 35453.xlsx	Microsoft Excel Worksheet	54 KB	18/08/2014 11:06:47 AM	18/08/2014 11:06:13 AM

Open the relevant folder & the Xcel report will be there. Click on it to open.

My Reports and Files (\$USRAREA)

Criteria

Name	Type	Size	Date Modified	Date Created
..	Folder			
0150 July Recurrent Projects.xls	Microsoft Excel 97-2003 Works	468 KB	25/08/2014 3:45:03 PM	21/08/2014 1:43:54 PM

Project Managers currently receive a report with a summary page with links to tabs with individual project reports. The reports run from the menu will only contain the multiple tabs of individual project reports. To run a summary report, if needed, use: "53 Inc/Exp by Project Manager Summary Report" which is found on the same menu.

Instructions on how to read the Project Manager reports can be found on the Finance web page: <http://www.flinders.edu.au/finance-files/documents/TechOneFinancials/How%20to%20read%20Income%20Expenditure%20by%20Project%20Manager%20Reports.docx>