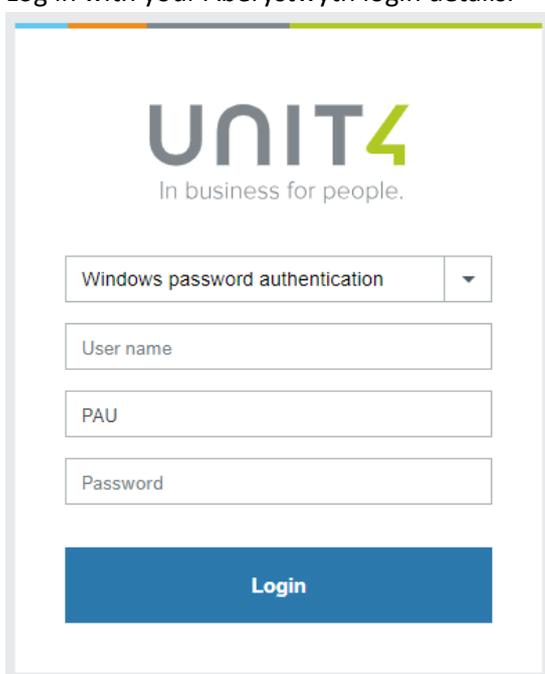**ABW Research Project Report**

This step-by-step guide aims to provide Grant Holders and Administrators access to live summative financial reports on their research projects.

To access these reports, you must be registered with ABW Finance. All AU staff are registered on Pobl Aber People and the finance element is just another menu option on the same screen. If you are not registered for ABW Finance please follow this link https://bisaccess.aber.ac.uk/en/index.php and register for "Finance (ABW)" access, specifically asking for "Views on my Research Projects".

1. Locate the ABW web portal via the Aber BIS systems web page: https://abw.aber.ac.uk/BusinessWorld/Login/Login.aspx?ReturnUrl=%2fBusinessWorld%2f

2. Log in with your Aberystwyth login details.

3. Locate the reports tab on the left-hand side of the home screen menu. Open the Finance folder, then open the Research Reports folder. You should then open the Research Project Report
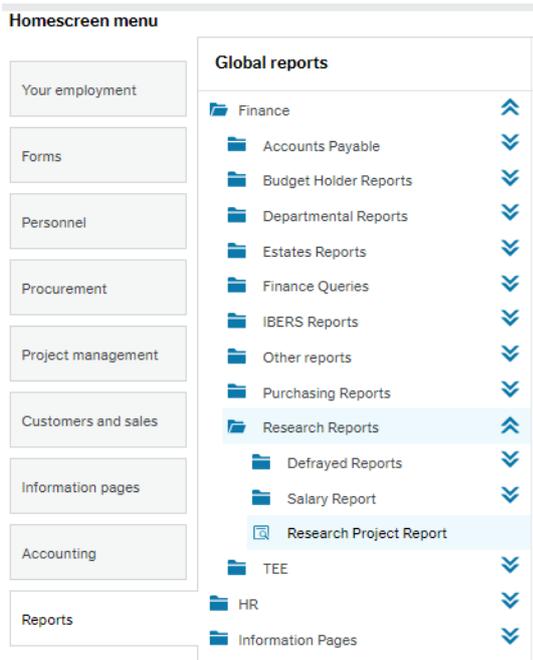
4. Type your project code into the 'Project like' cell followed by a *, e.g., 12345*, and then click 'Search'.

Results will bring up the following summary;

- Budget (A) is the Project Budget
- Amount (B) is the amount charged to the project to date
- Outstanding Commitments (C) is any outstanding POs, requisitions or incoming invoices waiting approval.
- Variance (A-D) is the balance available to spend per budget line

| Recattree (T)	Accgrp (T)	Budget (A)	Amount (B)	Outstanding Commitments (C)	Actual + Commitments (D=B+C)	Variance (A-D)	Links to reports
Income	Research Income	-516,654.44	-319,335.79	0.00	-319,335.79	-197,318.65	Select link ▾
Income		-516,654.44	-319,335.79	0.00	-319,335.79	-197,318.65	
Expenditure	Pay Costs	286,821.05	277,067.96	0.00	277,067.96	9,753.09	Select link ▾
Expenditure	Casual Pay	0.00	2,164.38	0.00	2,164.38	-2,164.38	Select link ▾
Expenditure	Equipment	0.00	19,243.90	0.00	19,243.90	-19,243.90	Select link ▾
Expenditure	Travel & Subsistence	55,675.00	9,505.46	0.00	9,505.46	46,169.54	Select link ▾
Expenditure	Advertising & Marketing	0.00	35.00	0.00	35.00	-35.00	Select link ▾
Expenditure	General Consumables	72,720.76	54,694.41	0.00	54,694.41	18,026.35	Select link ▾
Expenditure	Professional Fees	16,082.84	2,337.92	0.00	2,337.92	13,744.92	Select link ▾
Expenditure		431,299.65	365,049.03	0.00	365,049.03	66,250.62	
DA Allocati...	DA Staff	85,354.79	85,354.79	0.00	85,354.79	0.00	Select link ▾
DA Alloca...		85,354.79	85,354.79	0.00	85,354.79	0.00	
		0.00	131,068.03	0.00	131,068.03	-131,068.03	

5. To open the reports, select a link on the right-hand side of the screen 'Links to reports'. There are three options to choose from
    a. Commitments which generates a report with the outstanding commitments against the project, e.g. Invoices not yet allocated against Purchase Orders and incoming Invoices currently in the approval workflow.
    b. GL Trans (All) which generates a report with ALL the transactions charged to the project code.
    c. GL Trans (Per Line) which generates a report with transactions to the specific budget line e.g. below would produce a report for the Equipment line only.

Expenditure	Equipment	0.00	19,243.90	0.00	19,243.90	-19,243.90	Select link ▾
Expenditure	Travel & Subsistence	55,675.00	9,505.46	0.00	9,505.46	46,169.54	Select link
Expenditure	Advertising & Marketing	0.00	35.00	0.00	35.00	-35.00	Commitments / GL Trans. (All)
Expenditure	General Consumables	72,720.76	54,694.41	0.00	54,694.41	18,026.35	GL Trans. (Per Line)

6. To produce an Excel spreadsheet, you will need to export the report by clicking Export at the bottom of the report.

Choose columns	Graphical presentation	Export

Then click 'Browser [.xlsx]' this will create a downloaded version of the report which you will be able to find in your downloads.
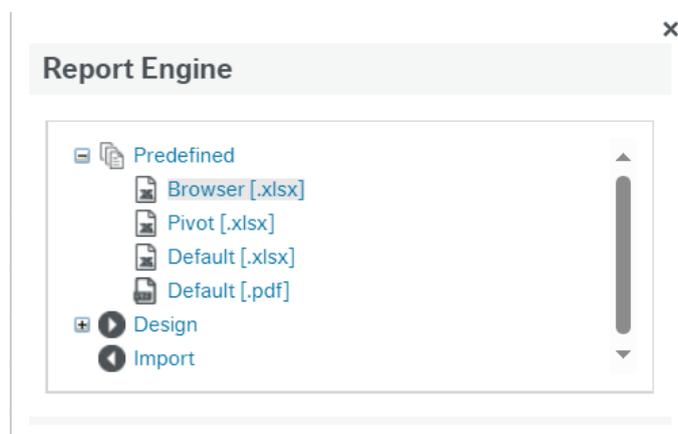
Interpreting the report

In the example above, the budgeted income of the project (Budget (A)) is £516,654.44 This represents the total award made by the funder to the project and is the figure shown on the award letter and/or contract issued by the funding body to Aberystwyth University. This figure is also the award value on the internal Announcement Memo.

The Amount (B) column shows the actual income received to date of £319,335.79. This can be made up of cash received at the bank and any invoices raised on the project but not yet paid.

The budgeted income of £516,654.44 minus the income received to date of £319,335.79 results in a variance of £197,318.65. This means we have not yet recovered the full value of the award. There can be several reasons why this may be: not all invoices have been submitted, not all claims have been made because the project is ongoing, etc.

Expenditure (Directly Incurred)

We ask you to pay particularly close attention to this category.

There is a row for each category of spend.

In this example, the budget for Pay costs is £286,821.05 and the actual pay costs charged to the project to date is £277,067.96, leaving £9,753.09 to spend. Depending on the length of time the project has left to run, and the project plan, you may wish to investigate any underspends with your Research Finance Officer. Likewise, an overspend here would also need investigating.

Consider the Equipment on the project. There is no budget, but the actual spend to date is £19,243.90. This is shown by using the minus sign in front of the -£19,243.90 in the Variance (A-D) column. This should alert you that you are not spending within the budget headings assigned and should be investigated with your Research Finance Officer.

There may be cases where the coding structure of ABW does not match the coding of the funder. For example, the purchase of a laptop might be coded through ABW as equipment, but the funder may look at this as a consumable purchase, care must be taken here when reading these reports.

Care should be taken to ensure the items you expected to be paid against the project were paid, and that there are no miscoded items on your project. Consider Travel claims, the funder would only expect

to see the PI/ COI(s), Staff, and students who are named/ appointed on the project traveling. Any travel claims made by non-associated people will need to be investigated.

Strategic Overheads Costs

These costs are the Directly Allocated Staff time, Directly Allocated Facilities, University Overheads, and Department Overheads. When a project is awarded, the total award made to these categories is programmed into a Journal, and an equal charge is made against the project each month over the duration of the project.

In this example, we have an Overhead budget of £85,354.79.

This is mostly the concern of the Research Finance Office.