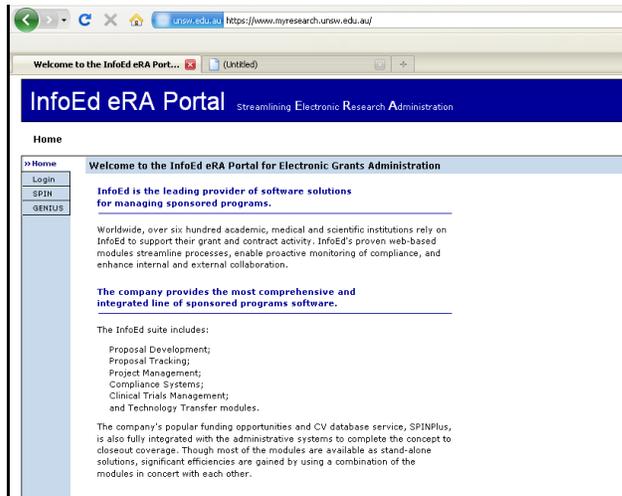


Guide to Obtaining a Research Account Financial Statement using InfoEd

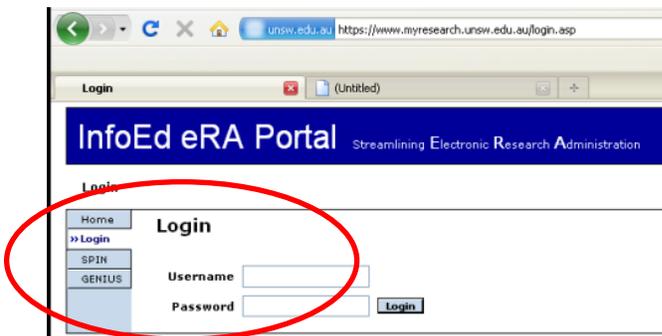
A video walkthrough of this process is also available at:

<https://tv.unsw.edu.au/video/generating-a-research-account-statement-using-infoed>

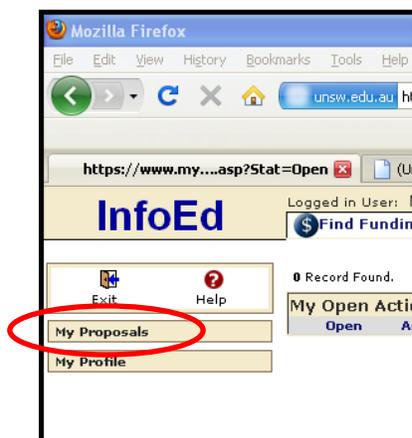
1. Go to the InfoEd website- <https://www.myresearch.unsw.edu.au/>



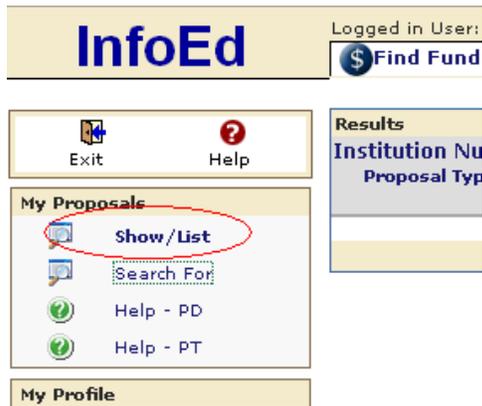
2. Log in using your z ID and password



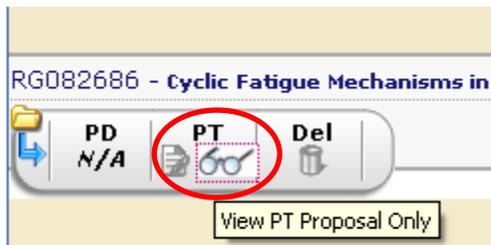
3. On the left hand side menu select 'My Proposals'



4. Within 'My Proposals' click on 'Show/List'

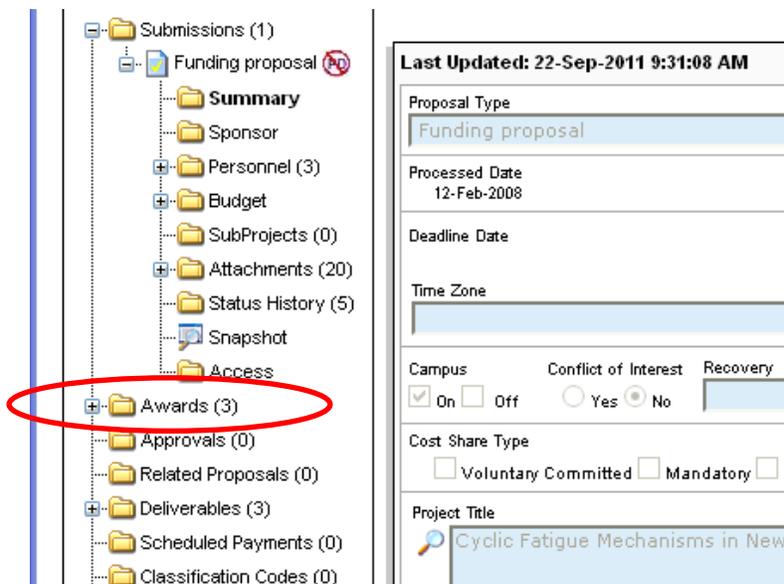


5. Select the funding proposal of interest and choose the 'View PT Proposal Only' option



6. A new window will appear.

Click on the folder 'Awards' from the menu on the left hand side of the screen.



7. The screen will update. Once this happens, find and click the button “Enterprise System Reporting” which will appear on the report section of the screen. You may need to scroll down the screen to find this button.

- Related Proposals (0)
- Deliverables (3)
- Scheduled Payments (0)
- Classification Codes (0)
- Communications (4)
- Attachments (20)

1	01-Jan-2009	31-Dec-2009
2	01-Jan-2010	31-Dec-2010
3	01-Jan-2011	31-Dec-2011

Award Information	
Applied to Period	Date Awarded
1	01-Jan-2009
2	01-Jan-2010
3	01-Jan-2011

Enterprise System Reporting

8. A window entitled ‘Enterprise System Reporting’ will pop up. You can tailor the report to your needs by modifying field ‘Fiscal period’. Do this by selecting the period of analysis: e.g. choosing ‘12’ gets the whole year, ‘6’ equates to Jan through June, etc.

Enterprise System Reporting

Finance Ref: RM06433

Fiscal Year: 2011

Fiscal Period: 12

Report Desired: Transaction List

Generate Report

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

- a. Select ‘Research Statement’ within field ‘Report Desired’

Enterprise System Reporting

Finance Ref: RM06433

Fiscal Year: 2011

Fiscal Period: 06

Report Desired: Research Statement

Generate Report

9. Click the 'Generate Report' button to run the report. Be very patient as this can take quite a few minutes!

Enterprise System Reporting - Mozilla Firefox

unsw.edu.au https://www.myresearch.unsw.edu.au/ptnet:

Enterprise System Reporting

Finance Ref: RM06433

Fiscal Year: 2011

Fiscal Period: 06

Report Desired: Research Statement

Generate Report

10. Two new windows will pop up. A first window called 'Employee-Facing Registry Content' and a second window called 'SQR Report- FUPGL005'
- The 'SQR Report- FUPGL005' window will contain the Financial Statement report. Once the report is generated you can view, save or print. The report is the most recent data on the database used.
 - If you require another financial statement, sign out from the 'Employee-Facing Registry Content' window after the issuing of each report. Not doing so will generate an error in the system!

Employee-facing registry content - Mozilla Firefox

unsw.edu.au https://finance.nss.unsw.edu.au/psp/finpd/EMPLOYEE/ERP/s/WEBLIB_FUP_RS.ISCRIPT1.FieldFormula.IScript_ResStatement?BL

UNSW New South Financials Home Sign out

Research Statement

User ID INFOED

Run Control ID UNSWARM0643320116

'Business Unit' UNSWA

Project RM06433

'Fiscal Year' 2011

'Period' 6

Program Name FUPGL005