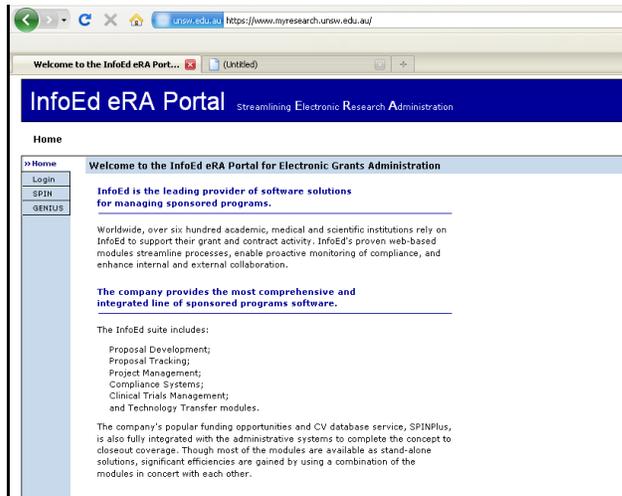# Guide to Obtaining a Research Account Financial Statement using InfoEd
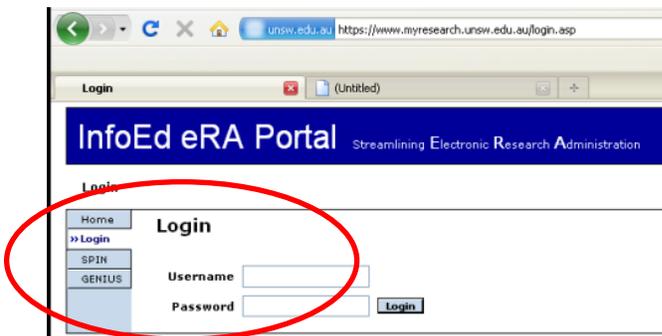
A video walkthrough of this process is also available at:
https://tv.unsw.edu.au/video/generating-a-research-account-statement-using-infoed
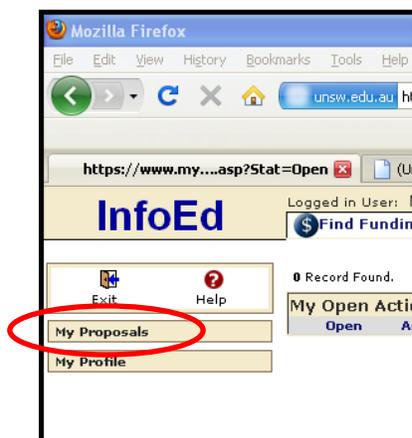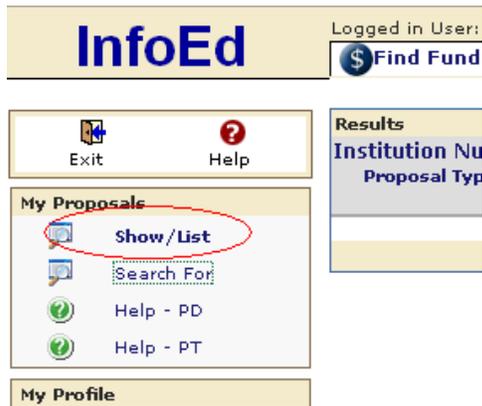
1. **Go to the InfoEd website-** https://www.myresearch.unsw.edu.au/

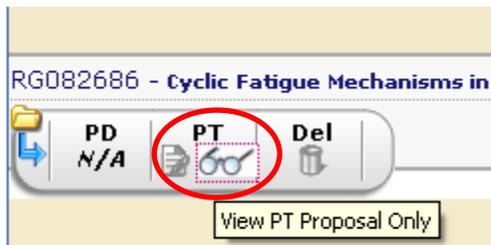2. **Log in using your z ID and password**

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

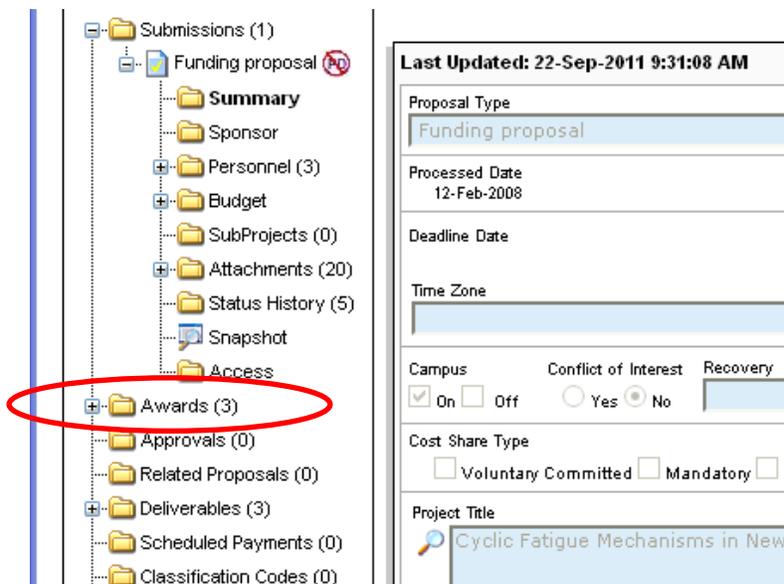**4. Within 'My Proposals' click on 'Show/List'**

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.**

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.**

   a. Select 'Research Statement' within field 'Report Desired'

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

10. Two new windows will pop up. A first window called 'Employee-Facing Registry Content' and a second window called 'SQR Report- FUPGL005'

    a. 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.

    b. 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!