Welcome to HQ102
Hyperion
ARC Acquittals

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MEMORIES

For those of you who completed ARC Acquittals last year:

• What special memories do you hold?
• What would you like to see improved for this year?
Course Review

Hyperion ARC Acquittals
Preparation Tools
- Access Preparation Tools
- Complete
  - Year-End Checklist
  - Proforma Statement
  - Salary Supplementation Template
Course Review

Hyperion ARC Acquittals
Preparation Tools
Access Preparation Tools
Complete
Year-End Checklist
Proforma Statement
Salary Supplementation Template
Course Overview

LECTURE PRESENTATION

Hyperion ARC Acquittals
- Access
- Forms
- Work In Progress
- Review
- Approve

INTERACTIVE

Complete Acquittals process from personal workstation using Hyperion ARC Acquittals application.
ROLLCALL

Are you here?
Hyp – enter Form 1  
(Hyp – enter Form 2 Linkage)  

Status 2 ‘Under Review’  
Send to Research Office  
(can reject)  

Status 3 ‘Approved’  
Send to ARC  
End of Process
Supporting documents that will be required at the training.

Prepare copy of relocation claim if you have not submitted to the research office administration team(s) and all supporting invoices. We are unable to submit reimbursement to ARC if these documents are absent;

If more than one year of salary supplementation was transferred in 2006, bring a copy of journal details that shows the amount for 2006. As this years acquittal is reported as of ledger, the Corporate Finance (Research) team, (Danny & Tabitha), will make adjustments as needed for you if you present supporting documents to us.

An R16 report has been sent out to individual finance personnel. Therefore, if you have received this please communicate the situation with the CI now and bring all the information with you to the training, so you can enter the explanation into the system.

Confirm with the CI about the in-kind contribution in Linkage projects. Again, any information you gathered can be entered in the training.

For shared grants, follow up with the external institution if you have not received the pro forma statement from them. The adjustment for shared grants expenses will be made by us based on this document.

Go to Hyperion Acquittals to check what notional adjustments were made last year; particularly look for any information in CELL TEXT & SUPPORTING DETAILS. This information may be useful as it has information that is not in the ledger.
Accessing Hyperion ARC

Welcome... to the Hyperion Management Reporting System.

- Period 1 (January) 2007 is closed. You may now access your January 2007 results.
- The Capital Preserved Trust (CPT) 5% child account allocation for 2007 has been processed
- The "2. College Reports" folder has been removed from the Hyperion Reports repository. All reports and report books that were in this folder are now in "1. Financial Management Reports" folder. A number of the reports have been re-named for consistency purposes
Re-Login

Login page with fields for User Name, Password, and Application.
ARC Acquittals form – everyone fills this one in
Responsibility Centre
The majority of this form tells the story of how you end up with the final figures to report to the ARC this year.
Valid Project Flag

Confirms that the RC and PJ exist together as a combination.

<table>
<thead>
<tr>
<th>RC</th>
<th>PJ</th>
<th>Start Day</th>
<th>Start Month</th>
<th>Start Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>XYZ</td>
<td>14</td>
<td>7</td>
<td>2013</td>
</tr>
<tr>
<td>ABC</td>
<td>DEF</td>
<td>30</td>
<td>6</td>
<td>2006</td>
</tr>
</tbody>
</table>
Only enter if ARC green cells are empty.
ditto
Fill in only if Fellow attached to Grant UNLESS a Federation (or ‘FED’) Fellow, where the whole Grant is a Fellowship (ie. Only fill in columns Start Date columns just looked at – don’t complete the FS ones displayed here).
This amount includes the APAI RC 44108 balance.
That is, if you have a Student on a Linkage Grant, it includes his ‘stipend’ (ie. Student salary).

RC 44108 is a discreet Research Office Account that displays the Total of all RC’s associated with that Project Code. You only see one, but the ARC require the Total.
This is basically reflecting some of the ‘fiddling around’ you might have done last year.

In other words, the data displayed here represents the Notional Adjustments you made last year.

HOWEVER – no Notional Adjustments are allowed from here on in... that is, no Notional Adjustments for 2007.
This field displays USYD funds to cover shortfalls.
Because the funds are USYD, and not part of the Grant, the ARC is not really interested in this field.

An scenario of when data might be displayed here would be when the ARC grants a salary of $10K, but it ends up being $12K. The University somehow covers the cost by providing an additional $2K. Therefore, $2000.00 would be displayed in this cell.
The First Half of 2006 is displayed here – that is, January to June. We may not run our account periods this way, but the ARC does.
This amount is calculated by adding **Reversible Entries** plus **Claimable Expenses**.

It is a 2005 figure that impacts the totals for 2006.
This reflects the data from July to December.
This cell is only entered to bring the Deficit Balance back to Zero.

Eg. In this sample, you’ll notice that the Grant Balance = +13497.

Because it is in surplus, we don’t have to enter any details into this field.

But what if the Grant Balance field showed a **deficit** of $13497.00?

Then +13497.00 should be entered in this field to bring the account balance back to zero.
In Preparation for this course today, you were requested to bring your Relocation Form.

You also need copies of Invoices to validate the amount you enter here to send to the ARC.

The ARC will NOT reimburse the amount entered here without invoice evidence.
This reflects the remaining funds no longer required, and to be reimburse to the ARC.

Whatever is entered into this field impacts the amount automatically calculated into the **Requested amt to carry over** column.

Eg. If you had only $20.00 left in your grant, and you didn’t need it for the following year, then you can enter 20.00 in this field, and the **Requested amt to carry over** field will have 0 now appear.
This is basically a message to the ARC indicating the funds that are left over, and requesting these left-over funds to be re-invested into the Research Project for the next year.

The amount = **Max amt to carry over** (Budget) + **Excess Carry Over** (Blow out)
This should automatically display Reason Code 16 if the **Excess carry over** is more than zero.

Reason 16 is an ARC Code.

If 16 is not displayed in this cell, click on the cell.

A list of options from R1-R15 appear.

Enter the appropriate code.

Note that you can only have one code entered here – no more than that one.
The options for which you can enter in this cell are found in the Cell Text feature (note the blue corner?).
Click on the cell, and click on Edit....
...then select **Cell Text**...
You will typically enter:

2 WIP (Work in Progress)

3 For RO to review (when you feel you have finished the acquittal, and you want the Research Office to approve)

Once approved, someone from the Research Office will change this status to 3 Completed.
Now that you have entered your required data, you need to Save the data. Any cells that are bright yellow indicate the data has not been fully saved.
Most of you only have to complete the first form – the ARC Acquittal form. However, if your research project is linked with an industry partner, you must also complete Form 2.

If you need to complete Form 2, this is what you must do.

Click on **02 LINKAGE Industry Partner**.
DO NOT AUTOMATICALLY START ENTERING DATA!
The ARC Form 1 has Project Codes beginning with A, but the Linkage Project Codes begin with R.
Click on the PJ search button...
Set Linkage Parameters
Set Linkage Parameters
Industry Partner cash contribution per GL should equal Industry Partner contribution per contract.

Per contract is the funds promised by the Industry Partner for the Research Project.

Per GL displays the amount that was actually deposited by the Industry Partner – thus, the two should be the same.
**In-Kind contributions per contract** is an alternative to cash – for example, working on the premises, use of computers, coffee etc.

Talk to the CI to see if they feel they got the amount displayed as value. If so, then enter the same amount in the **In-Kind received** column.

If not, it could be due to something like the Project starting late etc.
The **Name of Industry Partner** cell is blank, yet it is also green (cannot be amended).

There is also a blue corner, which means that it has a cell note attached.

To view the Partner, view the cell note.
Industry Partners

Edit / Cell Text
If you don’t agree which company is displayed, then you can update the details here (eg. Original partner went bankrupt, and you now have a new one etc)
This cell has a Cell Note attached.
If you are not sure what to enter in this cell, click on Edit/ Cell Note to view options.
In most circumstances, you enter 2, requesting the Research Office to approve your entries.
Later, the Research Office will change it to 3, indicating the Approval.
Click on **Save**.
The Research Office will send an email informing you when they have approved it, but feel free to open this form under the same parameters at any time to check the status.

When your acquittals have been approved (Complete Flag indicates 3), you must go into Hyperion Reports to generate a letter for your CI (Chief Investigator) to sign.

But before we have a look at that, we notice there is a **Form 3 – Industry Partner Details**.

Let’s take a quick look at that – click on **03 Industry Partner details**.
This form only applies to Linkage Projects only.
It is information only – no entry.
It is a snapshot of the agreed contract of commitment from the Industry Partner over the life of the Grant (note – several years are displayed...)
Now let's pretend we got our acquittals approved by the Research Office. Go to Hyperion Reports – you will notice a new folder is displayed, called Acquittals. Click on **7. Acquittals**
Two letters are listed.
One is for those projects with a Linkage; and the other is for those without.
For our demonstration, we will click on the letter for a Linkage Project.
Enter your RC.
Click on OK.
In this form, there are two Project Codes we need to enter.
The first one is the A4 Project Code, which we used as a parameter for Form 1.
The Project Codes for Linkage Projects have the code begin with R. Search for the R Code using the second field.
(Note – if a Linkage Project, both fields must be populated)
Unlike other Hyperion Reports, tick the box when the code has been located, and click on OK.
Click on Run
A letter is produced.
Your CI must sign this, but you must convert to PDF first.
Click on PDF.
Click on the PDF Print icon to produce the letter, and have your CI sign it.

MAKE A COPY of the signed document, and send the original to Danny and Tabitha at the Research Office.
Let’s get our ARC Acquittals underway!
Welcome to HQ102
Hyperion
ARC Acquittals

Tabitha Daines
Martin Dennison
Danny Sun