

SUBMITTING A FINAL FINANCIAL STATEMENT FOR ADMINISTRATIVE CONTACTS

Document Approval and Version Control

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|-----------------------|--|
| Procedure | Clarity User Guide |
| Document version: | Version 1.0 |
| Prepared By: | Nicole Legovich |
| Date: | 11 July 2018 |
| Approved By: | General Manager, Research & Innovation |
| Date: | 13 July 2018 |
| Effective date: | 13 July 2018 |
| Policy review due by: | 13 July 2021 |

Responsible Officer

| Name | Position | Contact Details |
|--------------|--|-----------------|
| Michael Beer | General Manager, Research & Innovation | (02) 6923 6915 |

1. How to Login to Clarity

In the address window of your internet browser, enter the URL (<http://research.agrifutures.com.au>) and click **Go**.

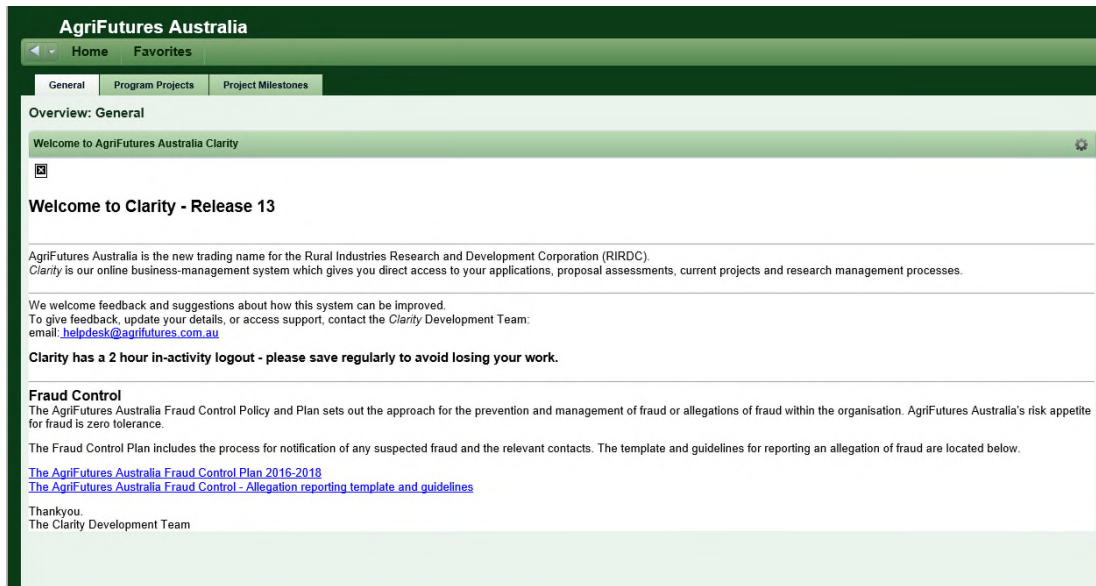
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



Forgotten your login details?

Email AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au

Your personal overview page will appear. Please verify the information on the screen. If the information is correct please continue. If not, please email the AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au to have it updated.



2. Completing the Final Financial Statement in Clarity

An email notification will be sent to you, as the Administrative Contact, when the Final Deliverable for the Project is approved. This email will contain a link to the Final Financial Statement.

From: Clarity@agrifutures.com.au <Clarity@agrifutures.com.au>

Sent: Friday, April 6, 2018 3:20 PM

To: Administrative Contact

Subject: The Final Financial Statement for PRJ-011345 is required to be submitted

Dear {First Name},

The Final Financial Statement for PRJ-011345 Test is now due. Please follow the link below to assess the statement

http://research.agrifutures.com.au/niku/nu#action:projmgr.projectProperties&odf_view=project.custr3_FinalStatement&id=xxxxxxx&odf_pk=xxxxxx

Regards,

AgriFutures Australia

Ph: 02 6923 6900

Email: Helpdesk@agrifutures.com.au

Web: www.agrifutures.com.au

Please Do Not Respond to this Email.

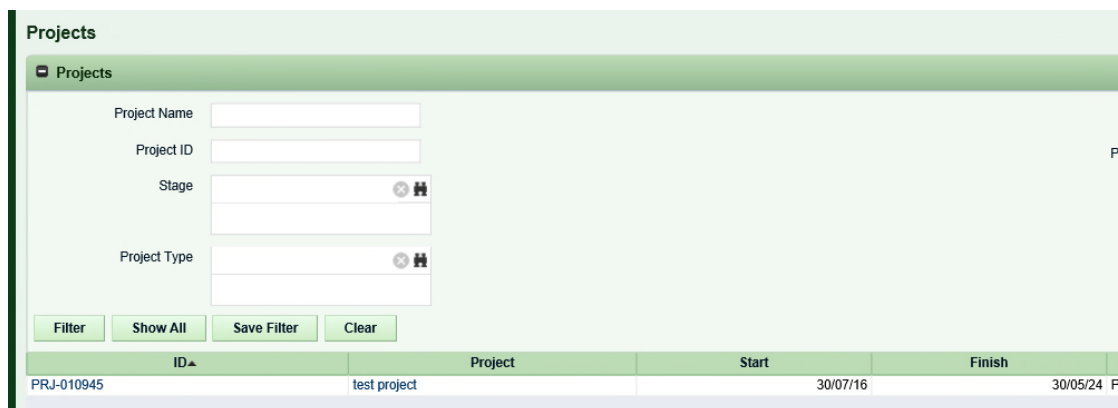
This email is intended only for the use of the recipient(s) named above and may contain information that is confidential or privileged. If you are not the intended recipient, you are not authorised and you must not disseminate, distribute, forward or copy this email. If you have received this email in error please notify me immediately by return email or telephone and destroy the original message.

You can also access the **Final Financial Statement** the following way.

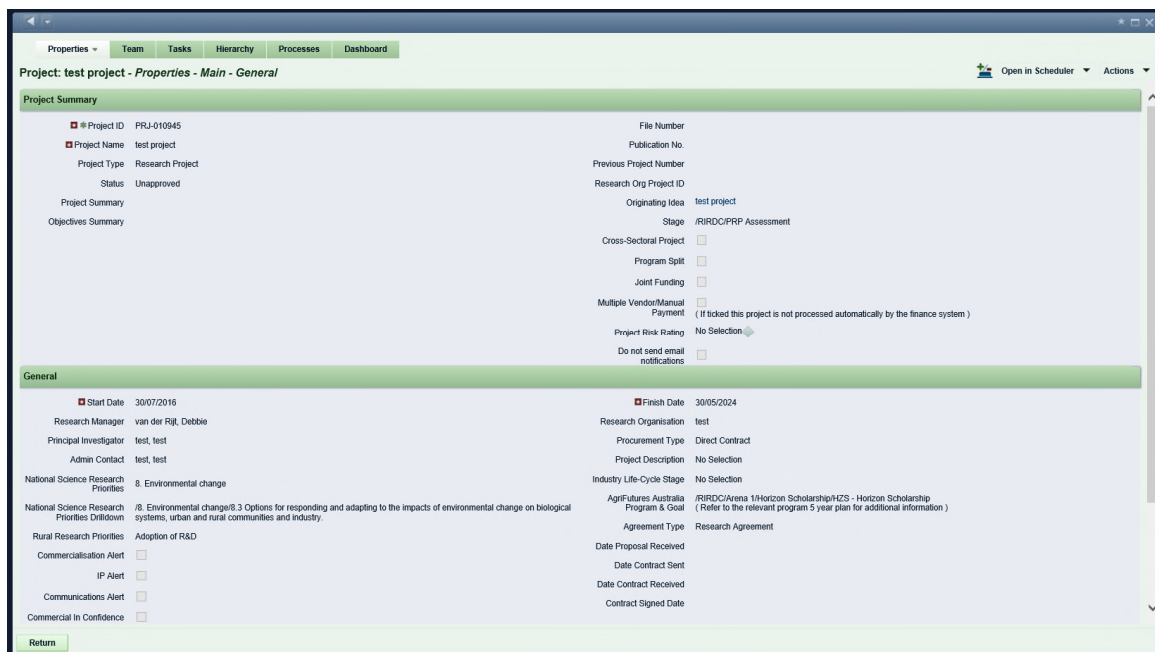
Go to **Home -> Portfolio Management -> Projects**



A list of your projects will be displayed. Select the project that you need to create a Final Financial Statement for by clicking on the **Project Name**.



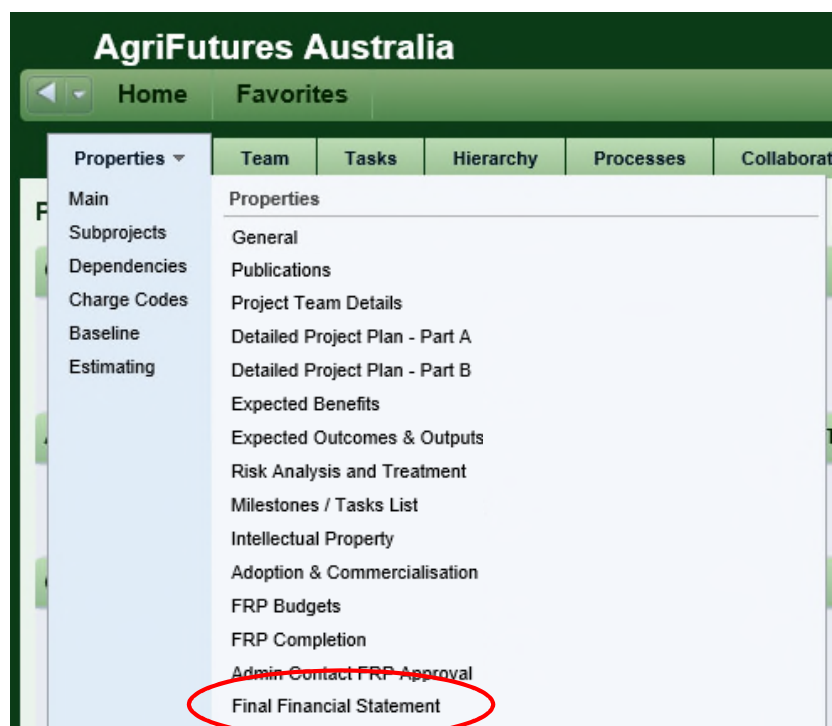
The **Project Properties – Main – General** page will be displayed.



This page will give a brief overview of the project (including name, research manager, program, organisation etc).

Please note: this page cannot be edited. If there is something you think is incorrect, please contact the Program Manager to have it amended.

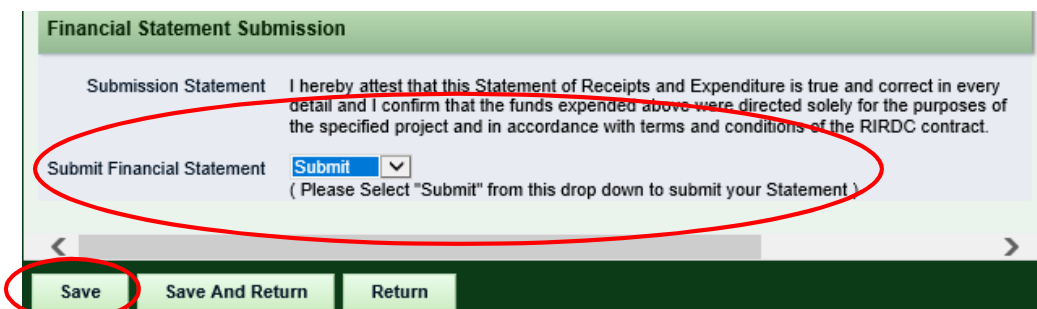
Click on **Properties** -> **Final Financial Statement**



Fill in the following details.

| Cash received from AgriFutures Australia (Ex-GST) | | | | |
|--|---|----------------------|------------------------------------|------------------------------|
| \$ Operating Received | 0.00 | x | \$ Capital Received | 0.00 |
| \$ Total Received | 0.00 (calculated on save) | | | |
| Approved Transfers (between Operating & Capital - Prior approval needed, Ex-GST) | | | | |
| \$ Operating Transfer | 0.00 | | \$ Capital Transfer | 0.00 |
| \$ Total Transfer | 0.00 | | | |
| Cash Available (Ex-GST) | | | | |
| \$ Operating Available | 0.00 | (calculated on save) | \$ Capital Available | 0.00 (calculated on save) |
| \$ Total Available | 0.00 (calculated on save) | | | |
| Expenditure (Ex-GST) | | | | |
| \$ Operating Expenditure | 0.00 | | \$ Capital Expenditure | 0.00 |
| \$ Total Expenditure | 0.00 (calculated on save) | | | |
| Outstanding Commitments (Ex-GST) | | | | |
| \$ Operating Outstanding Commitments | 0.00 | | \$ Capital Outstanding Commitments | 0.00 |
| \$ Total Outstanding Commitments | 0.00 (calculated on save) | | | |
| Total funds committed (Ex-GST) | | | | |
| \$ Operating Total Funds Committed | 0.00 | (calculated on save) | \$ Capital Total Funds Committed | 0.00 (calculated on save) |
| \$ Total Funds Committed | 0.00 (calculated on save) | | | |
| Uncommitted funds (Ex-GST) | | | | |
| \$ Operating Uncommitted | 0.00 | (calculated on save) | \$ Capital Uncommitted | 0.00 (calculated on save) |
| \$ Total Uncommitted | 0.00 (calculated on save) | | | |
| Financial Statement Submission | | | | |
| Submission Statement | I hereby attest that this Statement of Receipts and Expenditure is true and correct in every detail and I confirm that the funds expended above were directed solely for the purposes of the specified project and in accordance with terms and conditions of the RIRDC contract. | | | |
| Submit Financial Statement | [-Select-] v (Please Select "Submit" from this drop down to submit your Statement) | | | |
| <input type="button" value="Save"/> <input type="button" value="Save And Return"/> <input type="button" value="Return"/> | | | | |

Once the form is filled in, please select **Submit** from the drop-down menu and then click **Save**.



Financial Statement Submission

Submission Statement I hereby attest that this Statement of Receipts and Expenditure is true and correct in every detail and I confirm that the funds expended above were directed solely for the purposes of the specified project and in accordance with terms and conditions of the RIRDC contract.

Submit Financial Statement **Submit** v
(Please Select "Submit" from this drop down to submit your Statement)

This has now submitted your Final Financial Statement to AgriFutures Australia for Approval.

You will receive an email notification once the Program Manager has approved this statement.