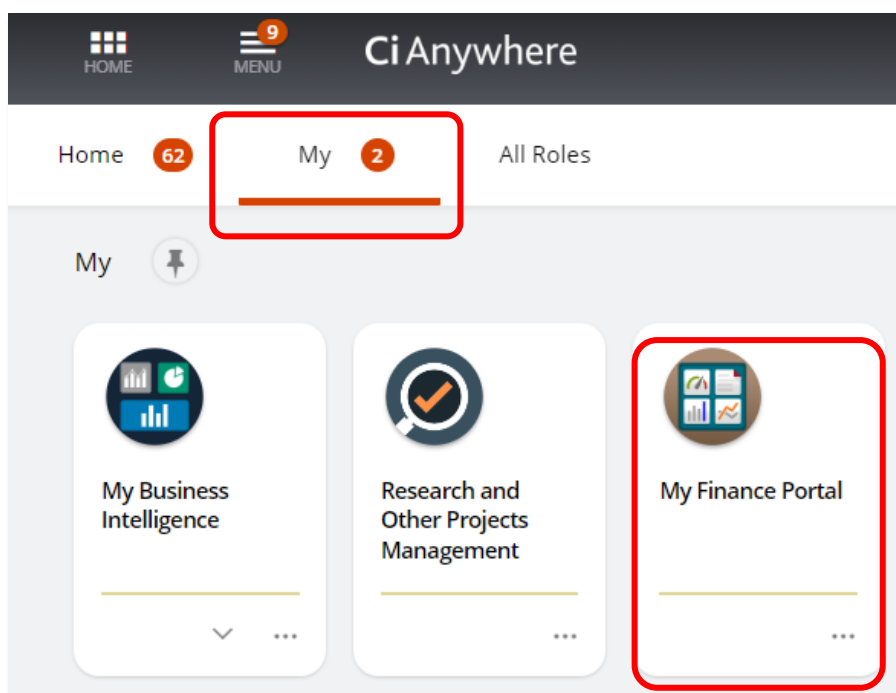


## Student Funding – Reporting on RTSG Budgets

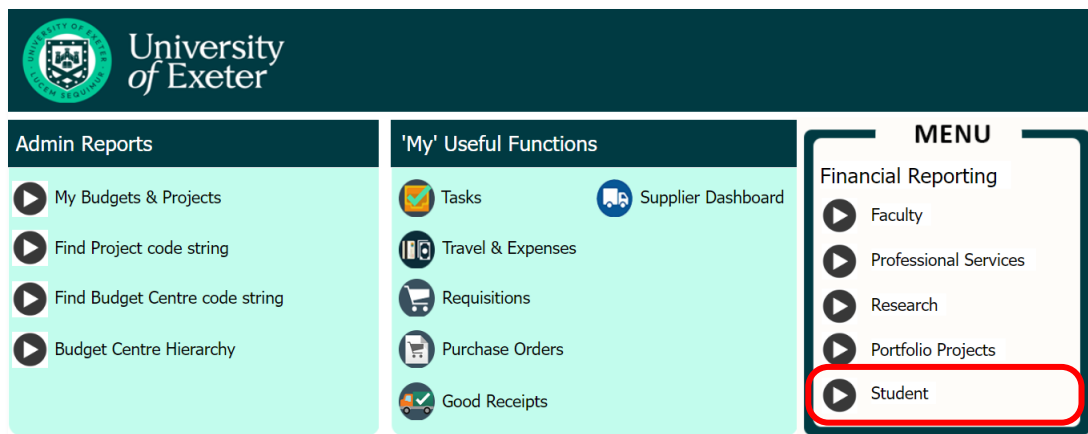
As part of the system improvements launched from 31<sup>st</sup> January 2023, a new Student Report has been created to immediately give up-to-date figures to track your RTSG spend towards your awarded budgets.

You can access the reports here:

- Firstly, access T1 using the standard link:  
<https://exe.t1cloud.com/T1Default/CiAnywhere/Web/EXE/Workplace>
- Then click on 'My Finance Portal' on the 'My' page:

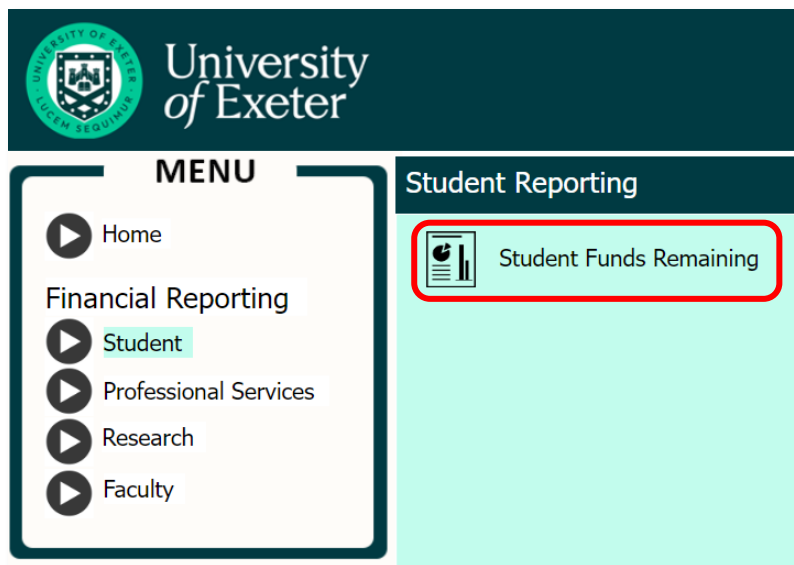


- Once here, you'll see a menu of reports that are available. Don't worry if your screen doesn't look exactly like this as access depends on your T1 profile.
- Click on the 'Student' link:

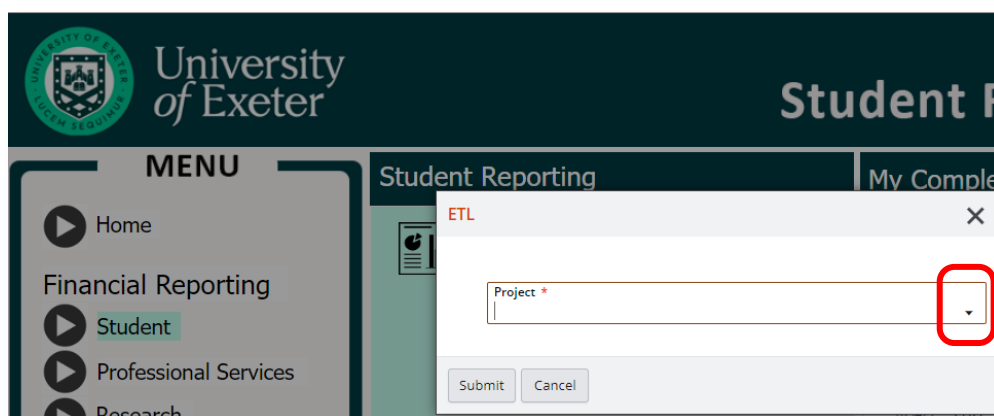


- If you're don't have access to the 'Student' button shown above and believe that you should, please contact [financesystems@exeter.ac.uk](mailto:financesystems@exeter.ac.uk)

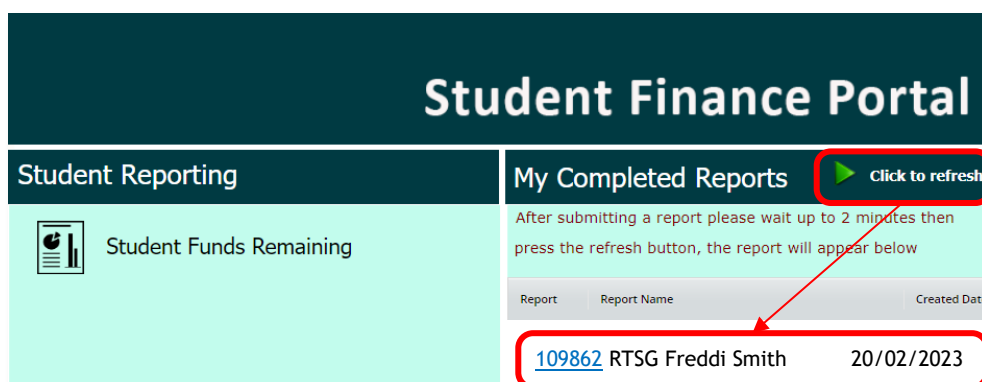
- In the screen that opens, click on the 'Student Funds Remaining' link:



- This displays a pull down that will *only* shows the projects that are available for you to report on.  
Select the project that you want the report for and click 'Submit'.



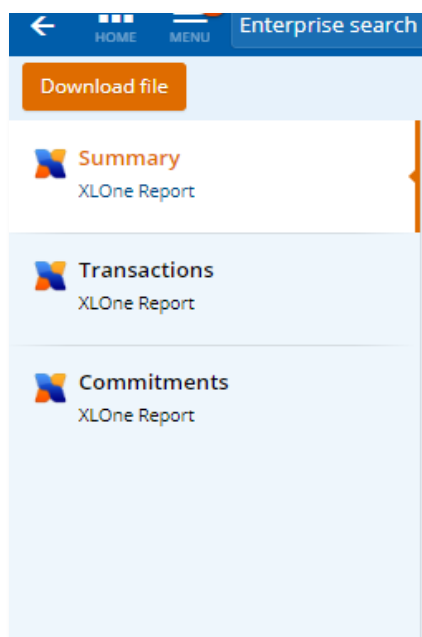
- The system takes a few minutes to pull your report together.  
After about five minutes, click the refresh button and a link to your report will appear in the report list.  
Click the blue number at the start of the report name to view the report:



- The initial summary will show you your start and end dates of your funding, your supervisor, the budget and funder and the amount that you have spent to date:

31-Jan-2023		STFC DTP		
Project Lead	Start Date	End Date		
	01/10/2019	31/03/2023		
Fund Source	Full Life Project Budget	Full Life Project Actuals	Commitments	Balance Remaining
1073 - Science and Technology Facilities Council	7,260	4,536	-	2,724
<b>Total</b>		<b>4,536</b>	<b>-</b>	<b>2,724</b>

- On the left-hand side of the screen, there are links to:
  - Download the report
  - View the entire transaction list
  - View any committed expenditure that's in the system – this includes purchase orders and travel expenses that have yet to be approved or paid.



- If you see 'Operating Budget' under the Fund Source heading, this denotes funding that is received and paid for by the University.

If for any reason you don't agree with the budgets that are shown on your report, please send a copy of the report with your queries to [fdc-researchfinance@exeter.ac.uk](mailto:fdc-researchfinance@exeter.ac.uk) and we will investigate it for you.

PLEASE NOTE: If you receive funding from more than one source, there may be instances where the split is showing incorrectly, but the totals are correct overall. We are aware of this issue and are working to get these corrected on an individual basis.