MyRe$earch

Help Documentation and Tips – Phase 2

http://www2.carleton.ca/finance/research-accounting/myresearch/

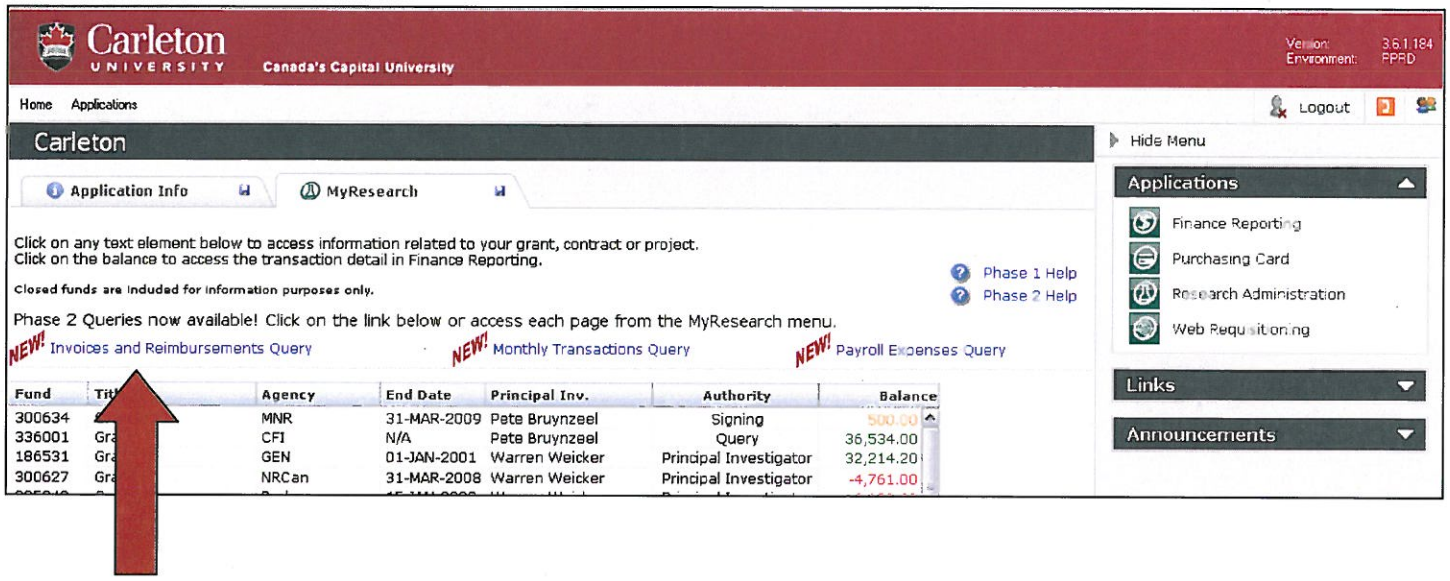
What's new in Phase 2?

The second phase of MyRe$earch focuses on giving you the ability to easily access to commonly requested data, such as Invoices and Reimbursements, Payroll Expenses, Outstanding Purchase Orders, or Outstanding Travel Advances so you or your delegate can quickly surmise who is being paid or has been paid, for what and from where. Also included is a Monthly Transaction facility so that you can easily download a statement-like view of your project finances within only one or two clicks of the mouse.

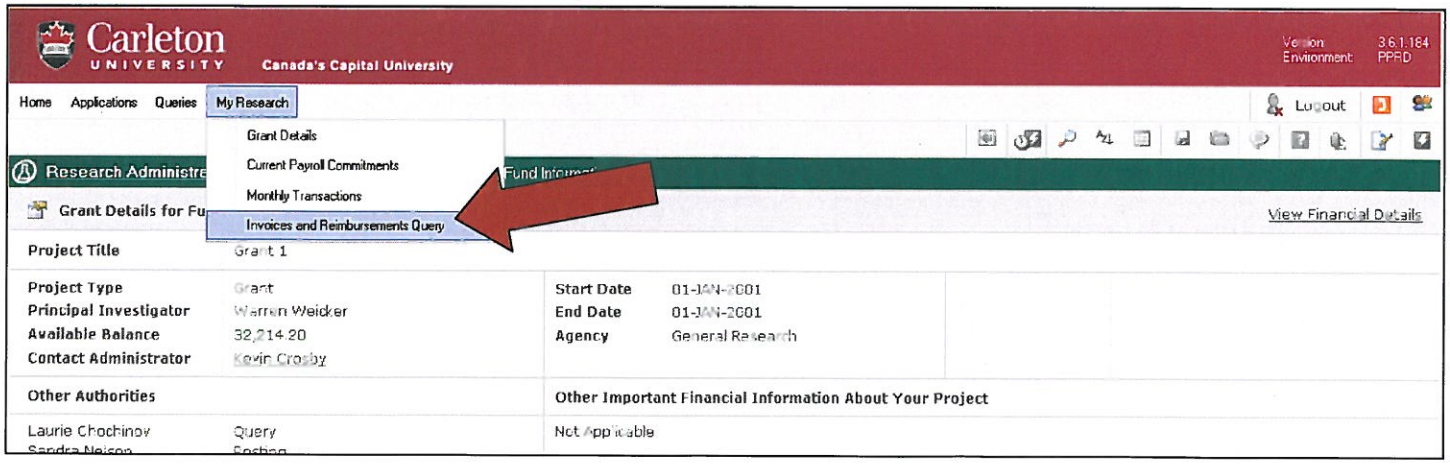
How do I access the new options?

There are two ways to access the new options:

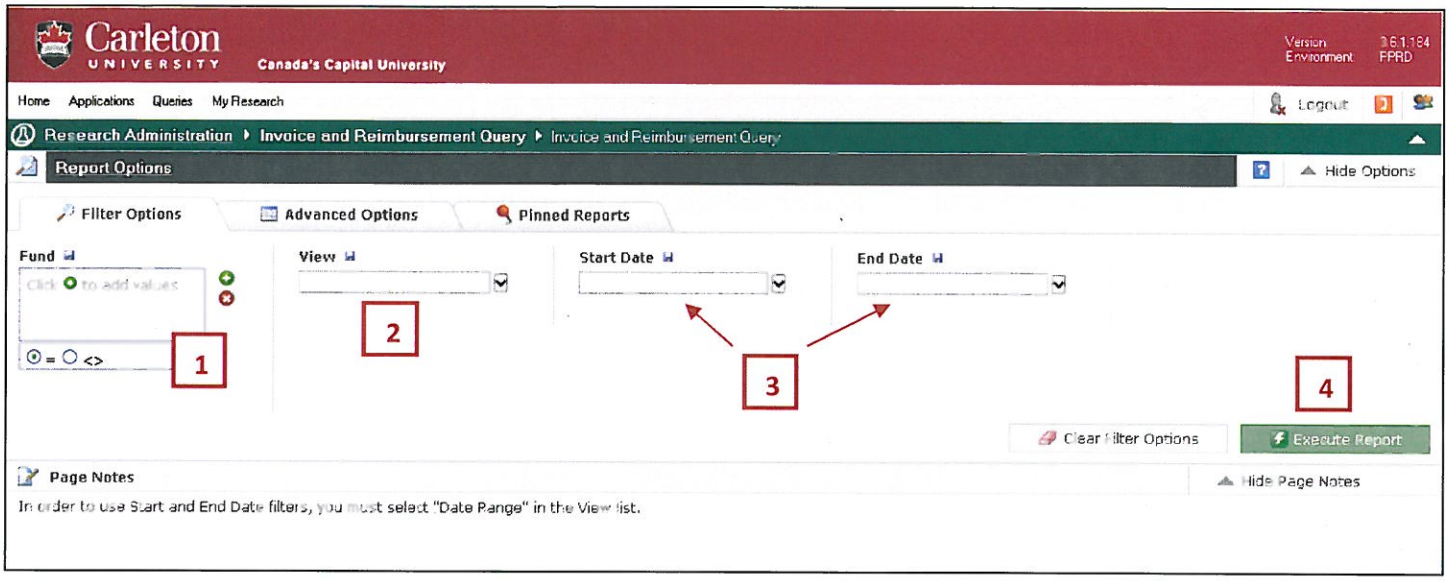
1) Use one of the links on the MyRe$earch Dashboard page



2) Select the option from the My Research menu once you are inside MyRe$earch (Research Administration)

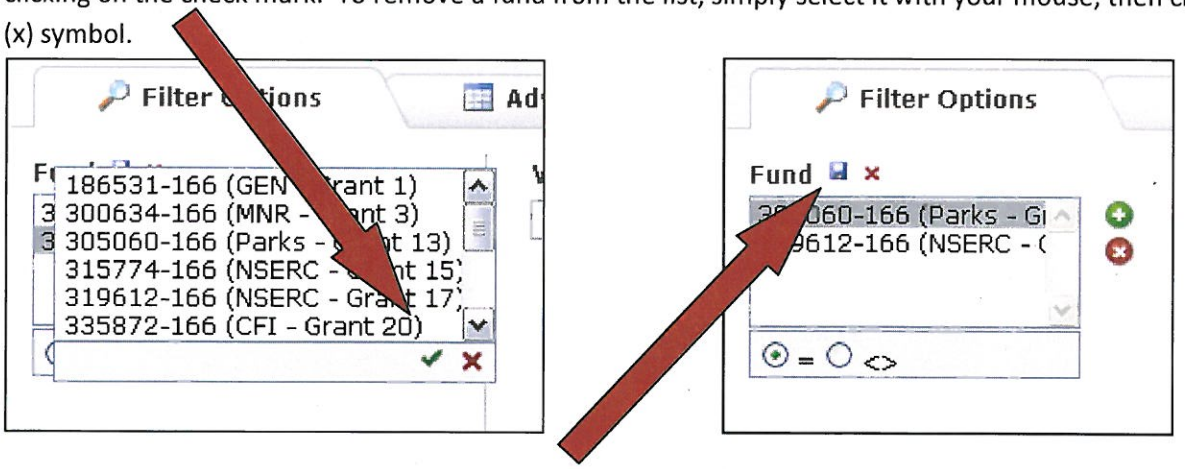


Invoice and Reimbursement Query



When you first enter the Invoice and Reimbursement Query page, you will be presented with Report Options. These options are purposely simplistic in design, but are also optional. By simply executing the report, you will be given a list of all transactions on all active funds for which an invoice was paid or an individual was reimbursed since the beginning of each of your funds. Alternatively, you may use the filters to refine your search.

1 The **Fund** filter lists all of the funds to which you have been given access. Clicking on the (+) symbol opens of the list of your funds, from which you can add one or multiple funds by using your mouse or ctrl+mouse, and then clicking on the check mark. To remove a fund from the list, simply select it with your mouse, then click on the (x) symbol.

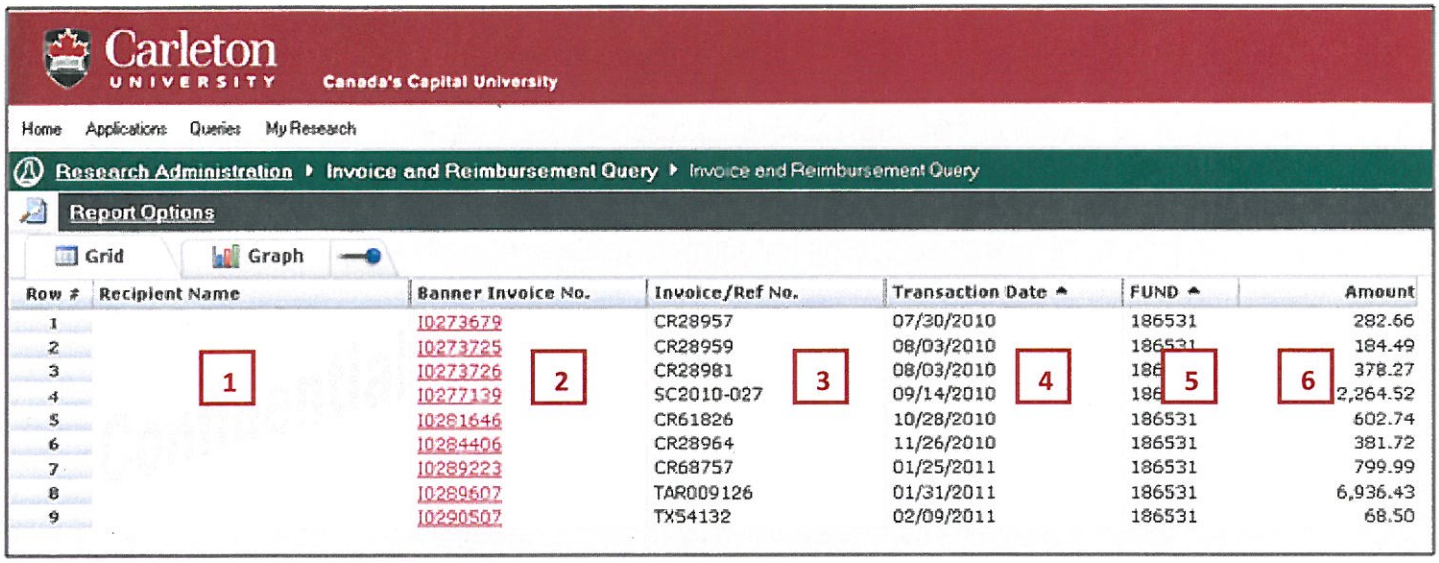


At any time you can click on the blue save disk icon to save your filter settings for the next time you log in. To remove the saved settings, click on the red (x).

2 The **View** filter allows you to select a period of time for which to view your transactions. The options include This Month, Last Month, This Year (To Date), and Last Year (Full). The yearly options follow the University fiscal year, May to April. If you would rather define your own period of time, you may select the Date Range Option.

3 When the **Date Range** option is selected from the View filter, you must select a Start Date and End Date. When select, the transactions included will span from the beginning of the month in the Start Date to the end of the month in the End Date, as of the date the query is run.

4 Once all filters are specified, click on the **Execute Report** button to run your query.

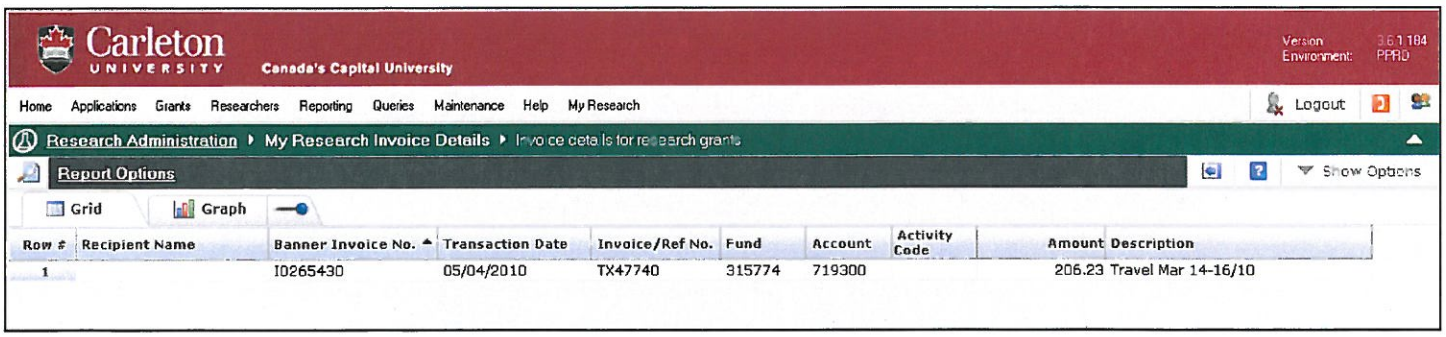


When the query has completed, the report will return the following data for the fund(s) you have selected:

1. **Recipient Name**: This will display the name of the individual or company to whom you paid the invoice or reimbursement.
2. **Banner Invoice No.**: This column references the Banner document number produced upon data entry in Accounts Payable in the Business Office. The number is hyperlinked to the details of the document. By clicking on the hyperlink, a new data grid will open displaying the details and accounting of the complete invoice or reimbursement. This is of particular interest when the item has been split across multiple funds and/or accounts.
3. **Invoice/Ref No.**: This reference typically displays the control number on the document that was received by the Business Office, unless the vendor invoice contained the company's own reference. If multiple vendor invoices were paid on the same requisition, this field will say MULTIPLE.
4. **Transaction Date**: The transaction date represents the date the item was posted to the general ledger.
5. **Fund**: This field denotes where the invoice or reimbursement was charged, or partially charged. If an item was charged to multiple funds, you will see the details when you click on the Banner Invoice No. link. Alternatively, if you selected more than one fund in your filter, you may see one document charged to multiple places.
6. **Amount**: The amount field represents the total amount of the Banner Invoice No. charged to that particular fund, regardless of account. To display the account information, click on the Banner Invoice No. link.

Banner Invoice Details

When you click on the Banner Invoice No. link for a particular document, you will be presented with the details for the complete invoice or reimbursement.

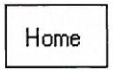


1. **Recipient Name**: This will display the name of the individual or company to whom you paid the invoice or reimbursement.
2. **Banner Invoice No.:** This column references the Banner document number produced upon data entry in Accounts Payable in the Business Office and will match the number that you clicked on in the previous query page.
3. **Transaction Date**: The transaction date represents the date the item was posted to the general ledger.
7. **Invoice/Ref No.:** This reference typically displays the control number on the document that was received by the Business Office, unless the vendor invoice contained the company's own reference. If multiple vendor invoices were paid on the same requisition, this field will say MULTIPLE.
4. **Fund**: This field denotes where the invoice or reimbursement was charged, or partially charged. If an item was charged to more than one fund, account and activity code combination, you will see more than one line displayed. If this is the case, you may see funds other than the one initially selected unless part of the invoice was charged to a fund to which you do not have access.
5. **Account**: This field denotes the account code to which all or part of the invoice was charged.
6. **Activity Code**: This field denotes the activity code to which all or part of the invoice was charged, if applicable.
7. **Amount**: The amount field represents the net amount of the Banner Invoice No. charged to that particular fund, account and activity code.
8. **Description**: The description field will display a portion of the line item descriptions associated with the invoice or reimbursement.

If you wish to return to your query after viewing the details, click on the icon in the upper right corner of the screen.

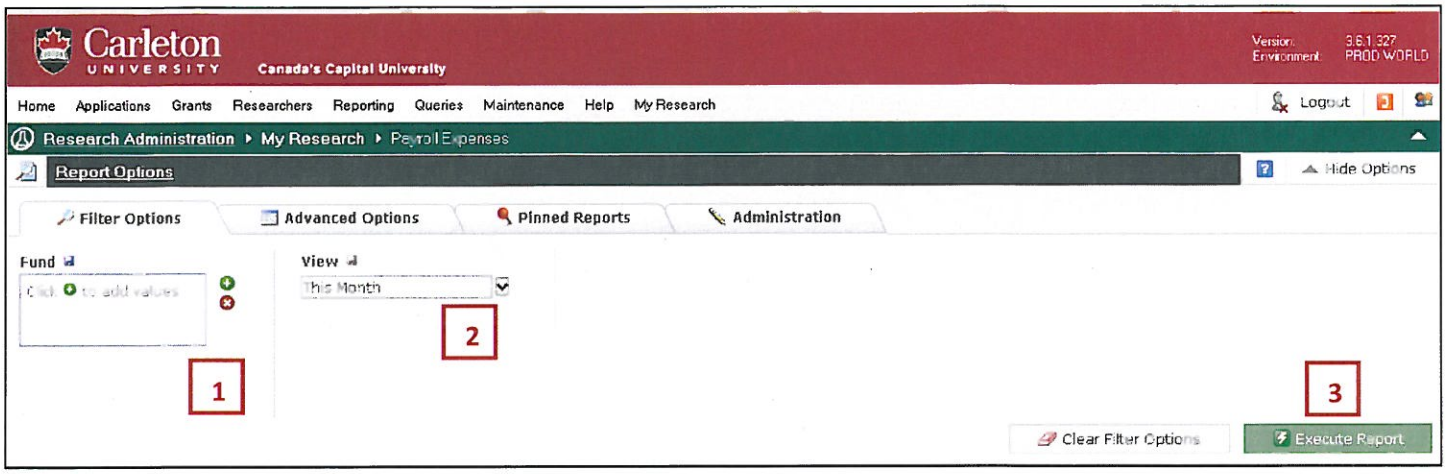
To return to your filter options, click on the

link in the upper left hand corner of your screen.

To return to your MyRe$earch Dashboard summary at any time, click on the 

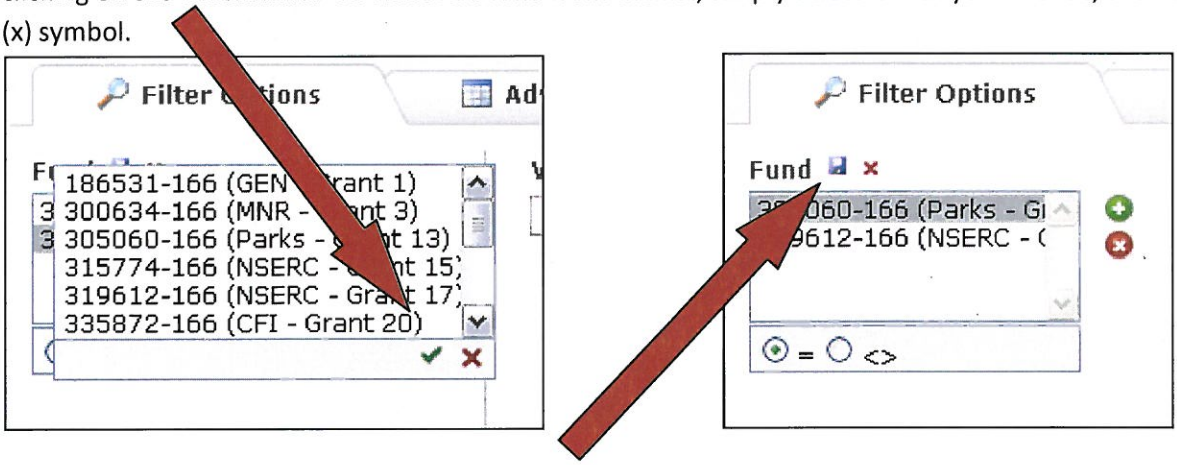
button in the upper left hand corner of your screen.

Payroll Expenses Query



When you first enter the Payroll Expenses Query page, you will be presented with Report Options. These options are purposely simplistic in design, but are also optional. By simply executing the report without specifying any filters, you will be given a list of all individuals that you are currently paying or will be paying on all active funds, based on the current month. Alternatively, you may use the filters to refine your search.

1 The **Fund** filter lists all of the funds to which you have been given access. Clicking on the (+) symbol opens of the list of your funds, from which you can add one or multiple funds by using your mouse or ctrl+mouse, and then clicking on the check mark. To remove a fund from the list, simply select it with your mouse, then click on the (x) symbol.

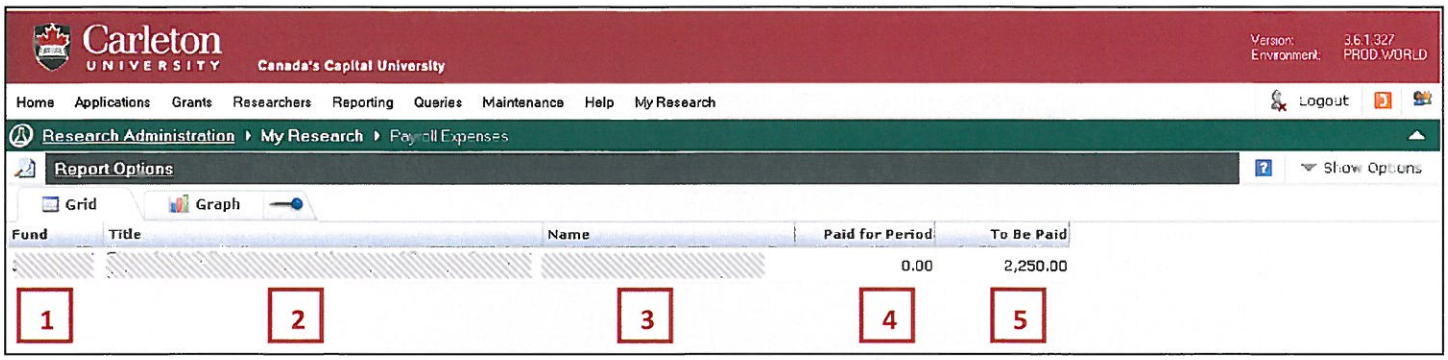


At any time you can click on the blue save disk icon to save your filter settings for the next time you log in. To remove the saved settings, click on the red (x).

2 The **View** filter allows you to select a period of time for which to view your transactions. The options include This Month, Last Month, This Year (To Date), and Last Year (Full). The yearly options follow the University fiscal year, May to April. If you would rather define your own period of time, you may select the Date Range Option.

When the **Date Range** option is selected from the View filter, you must select a Start Date and End Date. When select, the transactions included will span from the beginning of the month in the Start Date to the end of the month in the End Date, as of the date the query is run.

3 Once all filters are specified, click on the **Execute Report** button to run your query.



When the query has completed, the report will return the following data for the fund(s) you have selected:

Note: For confidentiality purposes, names and fund numbers have been hidden.

1. **Fund**: This field denotes where the payroll was/will be charged, or partially charged.
2. **Fund Name:** This column indicates the name of the Fund (or project) to which the payroll is being charged.
3. **Name**: This is the name of the individual you have or will pay in the period specified. If you do not recognize the name, contact Payroll Services or Research Accounting immediately.
4. **Paid for Period**: This is the total amount that was paid to the individual for the period specified. For the details of the payment, you will need to run the "Current Year Actuals By Position" report in FAST Finance Reporting.
5. **To Be Paid**: This is the total amount still encumbered for the individual. The amount could be representative of the amount left for the fiscal year, term, or payment period, depending on the individual and last payroll profile you sent to Payroll Services.

To return to your filter options, click on the

link in the upper left hand corner of your screen.

To return to your MyRe$earch Dashboard summary at any time, click on the Home button in the upper left hand corner of your screen.

Monthly Transactions

Coming Soon!

Outstanding Purchase Orders Query

Coming Soon!

Outstanding Travel Advances Query

Coming Soon!