

FAST MyResearch How-To Sheets

6. How do I find financial summary information for a Fund?

This how-to sheet outlines the steps required to:

- Find financial summary information for a particular Fund

December 2019

STEPS

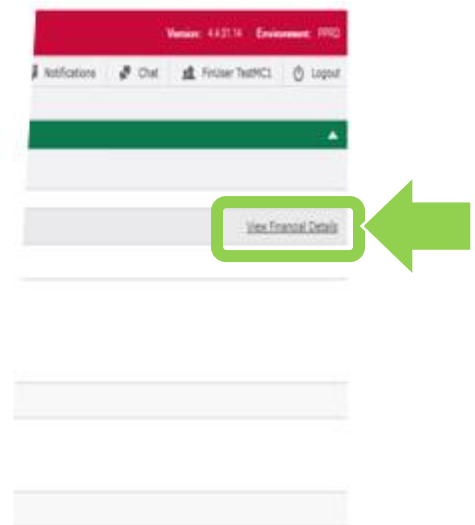
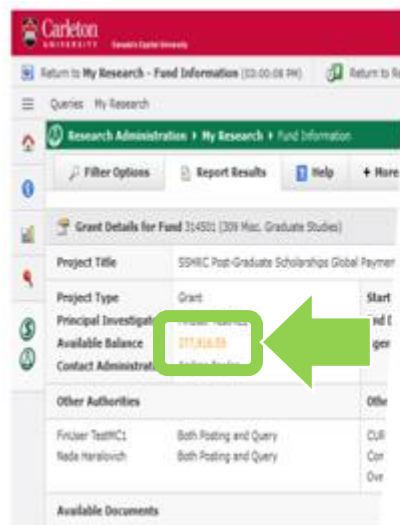
- From the MyResearch landing page, click on any Fund number listed.



Click on any text element below to access information related to your grant, contract or project. Click on the balance to access the transaction detail in Finance Reporting. Closed funds are included for information purposes only.

Fund	Title	Agency	End Date	Principal Inv.	Authority	Balance
314501	SSHRC Post-Graduate Scholarships Global Payment	SSHRC	N/A	Laura Landriault	Both Posting and Query	14,567.79
319999	Development Grant for Demonstration or Training Purposes	NSERC	31-MAR-2024	Laura Landriault	Both Posting and Query	19,000.00
305199	Systematic Review and Data Analysis of Fishing	Fish Can	31-MAR-2020	Office of VP Research and International	Query	30,000.00

- From the page that opens, click on either the 'Available Balance' field OR the 'View Financial Details' button to view related financial summary information.



3. In the page that opens, the Fund's expenses for Carleton's current fiscal year (i.e. May to current date) will be displayed.

a. To view data for an alternate time period, click the 'dropdown arrow' for options.

Click an option to select it from the drop down menu.

b. The second column, 'Title', shows the type of expenses charged to the Fund.

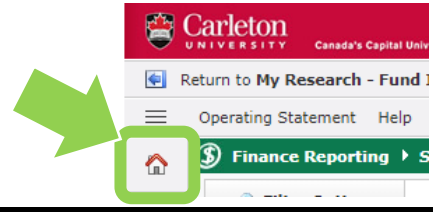
c. The sixth column, 'YTD Actual', shows expenses charged against the Fund for the current fiscal year (beginning May).

d. The seventh column, 'O/S Commitments', shows committed expenses, to be paid.

e. The 'Closing Fund Balance' is the budget available to spend, after any outstanding commitments have been deducted.

Title	Adjusted Base Budget	Adjusted Fiscal Budget	M	Dec-2019 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
Opening Fund Balance - All Orgn Codes Included						0	
Labor							
612001 Masters Research Salary Costs	0	15,000	0	0	0	15,000	100% F
Subtotal	0	15,000	0	0	0	15,000	0% F
Total Labor	0	15,000	0	0	0	15,000	0% F
Direct Expenditures							
712000 Long Distance Charges	0	5,000	0	0	0	5,000	100% F
726100 Unallocated Budget Provision	0	5,000	0	0	0	5,000	100% F
729007 General Research O/H	0	5,000	0	0	0	5,000	100% F
Total Direct Expenditures	0	15,000	0	0	0	15,000	0% F
Total All Expenses	0	30,000	0	0	0	30,000	0% F
Total Revenues Less Expenses and Transfers	0	30,000	0	0	0	30,000	0% F
Closing Fund Balance - All Orgn Codes Included						30,000	

4. To return to the MyResearch landing page, click on the 'Home' button.



What next?

- Visit the [FACTS' MyResearch tools and support page](#) to find more how-to sheets.