FAST MyResearch How-To Sheets

7. How do I find financial transaction-level detail for a Fund?

This how-to sheet outlines the steps required to:

- Find financial transaction-level details for a particular research Fund

NOTE: If you have just finished reading/completing the 6th how-to sheet in this series, you can skip to step 4.

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STEPS

1. From the MyResearch landing page, click on any Fund number listed.
2. 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. The Fund’s current expenses for the year (i.e. May to current date) will be displayed in the page that opens.
4. Choosing transactions to view:

a. To specify a date range, click on the ‘dropdown arrow’ button in the ‘Period’ field. Double click on ‘Date Range’ in the dropdown menu options. Select the beginning and end months of the desired date range.

b. To view all transactions in the Fund within the current month, click on the ‘Month Actual’ footer. (See Step 5 for a screen capture)

c. To view all transactions in the Fund within the current fiscal year (i.e. May to present date); click on the ‘YTD Actual’ column footer. (See Step 5 for a screen capture)

d. To view all transactions within the Fund for a specific Account, click on an amount next to the account code under either the ‘Month Actual’ or the ‘YTD Actual’ column. (See Step 8 for a screen capture)
5. Viewing all transactions in a Fund within the current the current month or fiscal year (i.e. May to present date):

a. Transactions are automatically sorted by Account code ('Acct' column).

To re-sort the transactions, click on a column header for which a sort is desired.

To reverse the sort order, click on the column header a second time.

6. Researchers often find this information most useful:

a. The ‘Tran Date’, or transaction date, is the date that the expense was charged to the Fund.

b. If the ‘Document’, or document number, begins with

   - “E”, it was submitted through eShop
   - “TR”, it was submitted through the Travel and Expense System
   - “PC”, it was a transaction on a Pcard
   - “FJ”, it was a FAST journal entry
7. a. The ‘Description’ typically includes the name of the vendor or claimant, and/or description of the transaction.

b. If a ‘PO’ is associated with the transaction, the Purchase Order number is listed here.

8. If you’ve completed Step 4d, the screen that opens up shows all transactions in that Account.

What next?
- Visit the FACTS’ MyResearch tools and support page to find more how-to sheets.