

# 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 6<sup>th</sup> how-to sheet in this series, you can skip to step 4.*

December 2019

### STEPS

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

Fund	Title	Agency	End Date	Principal Inv.	Authority	Balance
314501	SSHRC Post-Graduate Scholarships Global	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

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.

Carleton UNIVERSITY Canada's Capital University

Return to Summary by Acct Detail - Current Year

My Research

Research Administration My Research

Filter Options Report Results

Grant Details for Fund 314501 (309 Misc)

Project Title	SSHRC Post-Grad
Project Type	Grant
Principal Investigator	Laura Landriault
Available Balance	14,567.79
Contact Administrator	Andrea Fowler

Other Authorities

Laura Landriault	Both Posting and
Nada Haralovich	Both Posting and
Patrice Smith	Both Posting and

Available Documents

Document Reference ID : RSGRANT314501

There are currently no attachments present.

Version: 4.5.03.11 Environment: PPRD8

Laura Landriault

View Financial Details

3. The Fund's current expenses for the year (i.e. May to current date) will be displayed in the page that opens.

Carleton UNIVERSITY Canada's Capital University

Return to My Research - Fund Information (04:43:56 PM) Return to Report

Operating Statement Help

Finance Reporting Summary by Acct Detail Current Year

Filter Options Report Results Help + More

Current Year Period Dec-2019

Chart = M Fund = Orgn = 309 Misc. Graduate Studies

Acct	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Dec-2019 Month Actual	Dec-2019 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
	Opening Fund Balance - All Orgn Codes Included						457,068	
<b>Labor</b>								
612001	Masters Research Salary Costs	0	0	0	179,167	0	(179,167)	U
612002	Doctoral Research Salary Costs	0	0	0	763,333	0	(763,333)	U
	Subtotal	0	0	0	942,500	0	(942,500)	0% U
	Total Labor	0	0	0	942,500	0	(942,500)	0% U
<b>Direct Expenditures</b>								
726100	Unallocated Budget Provision	0	500,000	0	0	0	500,000	100% F
	Subtotal	0	500,000	0	0	0	500,000	0% F
	Total Direct Expenditures	0	500,000	0	0	0	500,000	0% F
	Total All Expenses	0	500,000	0	942,500	0	(442,500)	0% U
	Total Revenues Less Expenses and Transfers	0	500,000	0	942,500	0	(442,500)	0% U
	Closing Fund Balance - All Orgn Codes Included						14,568	

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)

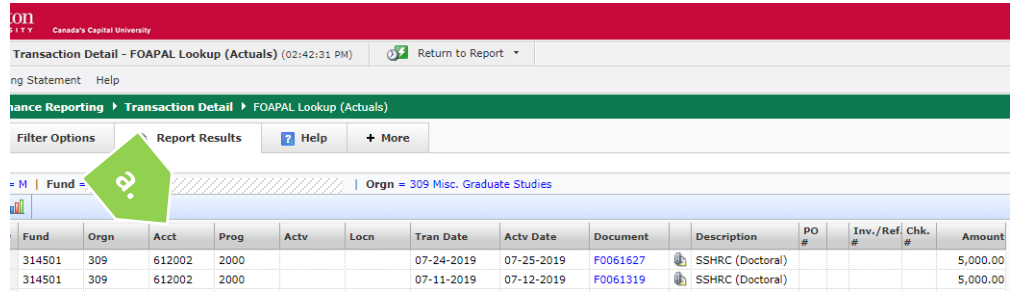
- c. To view all transactions in the Fund **within the current fiscal year** (i.e. May to present date); click on the 'YTD Actual' column footer. (See Step 5 for a screen capture)

- 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)

Acct	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Dec-2019 Month Actual	Dec-2019 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
	Opening Fund Balance - All Orgn Codes Included						457,068	
<b>Labor</b>								
612001	Masters Research Salary Costs	0	0	0	179,167	0	(179,167)	U
612002	Doctoral Research Salary Costs	0	0	0	763,333	0	(763,333)	U
	Subtotal	0	0	0	942,500	0	(942,500)	0% U
	<b>Total Labor</b>	0	0	0	942,500	0	(942,500)	0% U
<b>Direct Expenditures</b>								
726100	Unallocated Budget Provision	0	500,000	0	0	0	500,000	100% F
	Subtotal	0	500,000	0	0	0	500,000	0% F
	<b>Total Direct Expenditures</b>	0	500,000	0	0	0	500,000	0% F
	<b>Total All Expenses</b>	0	500,000	0	942,500	0	(442,500)	0% U
	<b>Total Revenues Less Expenses and Transfers</b>	0	500,000	0	942,500	0	(442,500)	0% U
	Closing Fund Balance - All Orgn Codes Included						14,568	

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).



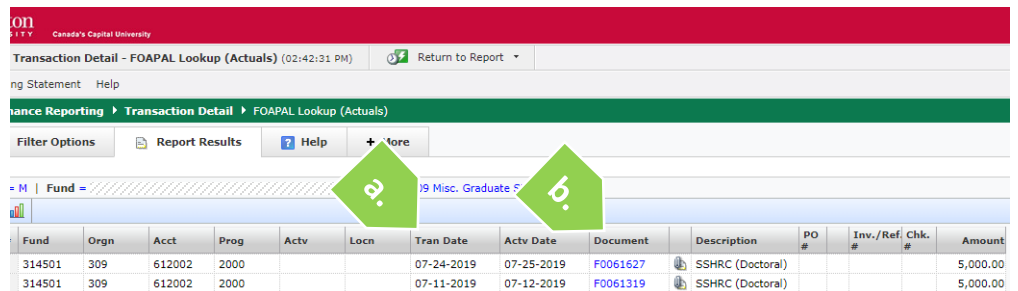
Fund	Orgn	Acct	Prog	Actv	Locn	Tran Date	Actv Date	Document	Description	PO #	Inv./Ref. #	Chk. #	Amount
314501	309	612002	2000			07-24-2019	07-25-2019	F0061627	SSHRC (Doctoral)				5,000.00
314501	309	612002	2000			07-11-2019	07-12-2019	F0061319	SSHRC (Doctoral)				5,000.00

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.



Fund	Orgn	Acct	Prog	Actv	Locn	Tran Date	Actv Date	Document	Description	PO #	Inv./Ref. #	Chk. #	Amount
314501	309	612002	2000			07-24-2019	07-25-2019	F0061627	SSHRC (Doctoral)				5,000.00
314501	309	612002	2000			07-11-2019	07-12-2019	F0061319	SSHRC (Doctoral)				5,000.00

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.

Fund	Orgn	Acct	Prog	Actv	Locn	Tran Date	Actv Date	Document	Description	PO #	Inv./Ref. #	Chk. #	Amount
314501	309	612002	2000			07-24-2019	07-25-2019	F0061627	SSHRC (Doctoral)				5,000.00
314501	309	612002	2000			07-11-2019	07-12-2019	F0061319	SSHRC (Doctoral)				5,000.00

8. If you've completed Step 4d,

The screen that opens up shows all transactions in that Account.

Fund	Orgn	Acct	Prog	Actv	Locn	Tran Date	Actv Date	Document	Description	PO #	Inv./Ref. #	Chk. #	Amount
314501	309	612001	2000			07-09-2019	07-10-2019	F0061232	SSHRC Masters				10,000.00
314501	309	612001	2000			05-09-2019	05-10-2019	F0059522	SSHRC Masters				5,833.33

### What next?

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