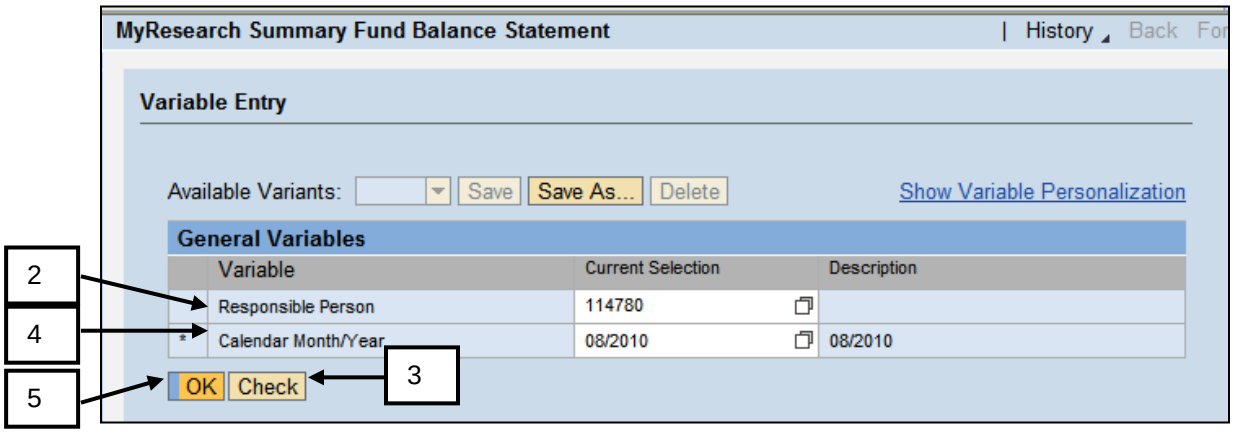
MyResearch Summary Fund Balance Statement

*Note: The report provides a summary of the fund balance for **all** of your **non-award-based** Cost Objects (Fund Codes), including discretionary funds, gift funds, and other non-award funds.*

1. From the *MyResearch Reports* page, click on the **MyResearch Summary Fund Balance Statement** (underlined link) to display the report's selection screen.

On the *MyResearch Summary Fund Balance Statement Variable Entry* page:



2. To run the report for a **particular Prinicipal Investigator (PI)**, enter the **Duke Unique ID (DUID)** for the PI in the **Responsible Person** field or search by name to find the DUID per the ***Tips for Selecting Criteria for Reports Labeled as MyResearch*** section of this Guide.

3. If desired, click on the **Check** button to display and verify the name associated with the DUID entered in the Responsible Person field (name displays in the Description field).

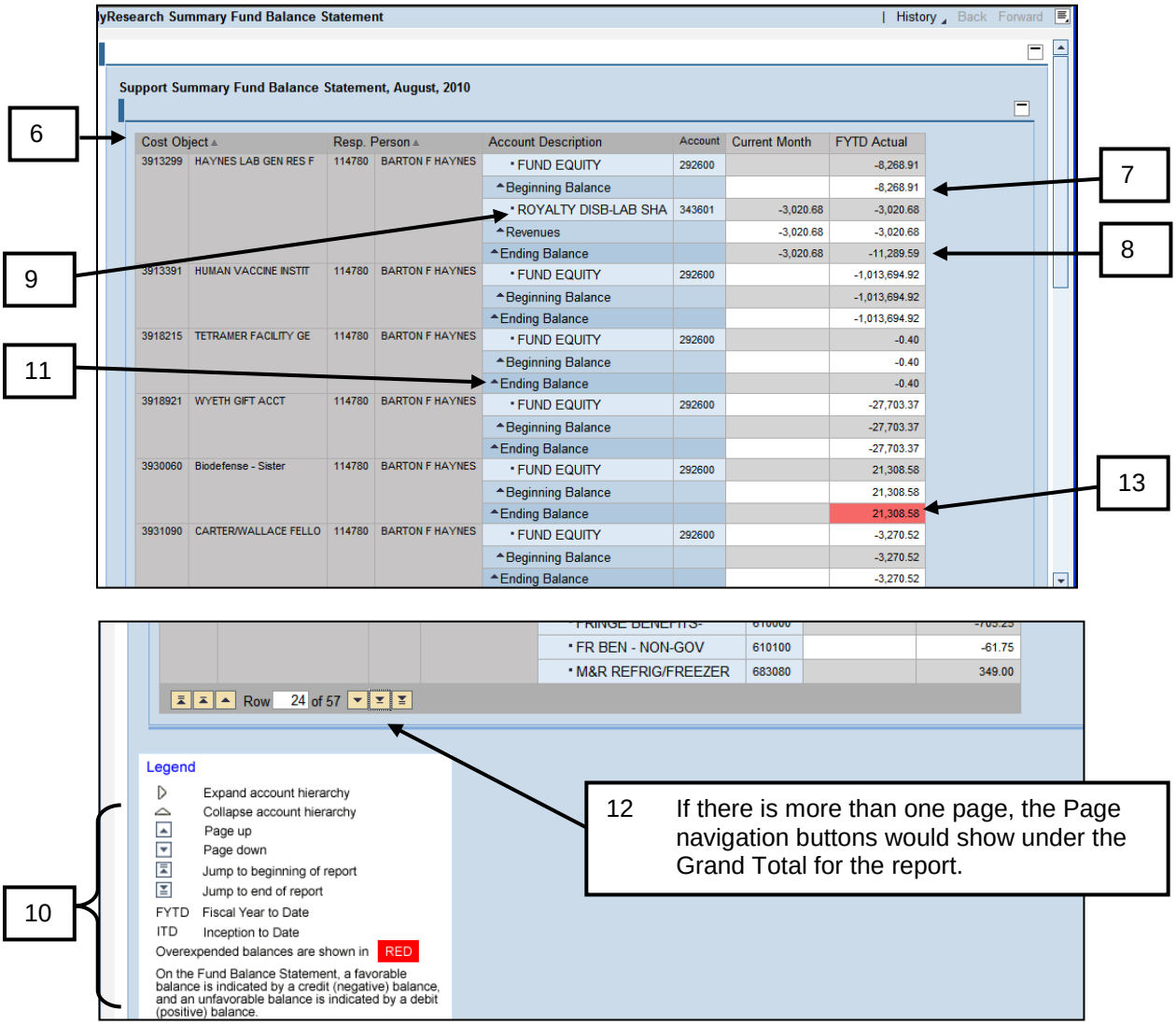
4. Enter the **calendar month and year** (NOT fiscal month and year) to be selected for the report in the **Calendar Month/Year** field.

   *Note: This application allows the entry of calendar months and years which will be **converted to fiscal months and years** to select data for reports.*

5. After completing the desired selection fields, click on the **OK** button.

Summary Fund Balance Statement (cont.)

On the resulting *Summary Fund Balance Statement*:



Note: *The default view is for **all non-award based projects** to be displayed for the PI selected. Use the **Other MyResearch Report Functions** in the Guide to **filter to specific cost objects/projects as desired.***

6. On the report, review the **columns** that provide **details for each non-award fund by the General Ledger account** (object code), as outlined below:
   - **Cost Object** – Number and description of the seven digit fund code.
   - **Resp. Person** - Duke Unique ID and name of the Principal Investigator (Person Responsible).

Summary Fund Balance Statement (cont.)

- **Account Description and Account number** – The description and six digit number for each General Ledger (GL) Account (formerly known as object code).
- **Current Month** – Actual expenditures for the fiscal month selected.
- **FYTD Actual** - Fiscal year-to-date actual expenses.

7. Review the **Beginning Balance** rows that display the fund balance at the beginning of the fiscal year for certain Cost Objects (Fund Codes).

8. Review the **Ending Balance** rows that display the ending fund balance as of the fiscal month selected per the guidance below:
   - On this type of report, **favorable balances** are indicated by a **credit (negative) amount**.
   - Any **unfavorable or "overexpended" balances** are indicated by a **debit (positive) amount and will be shown in red**.

9. Review the **subtotals** for Revenues and Expenses (note that the default setting is to display the detail for each GL Account, such as 600000, etc., and the subtotals).

10. Use the **Legend** provided at the bottom of each screen to identify the meaning of icons or special characters in the report as outlined in the next steps.

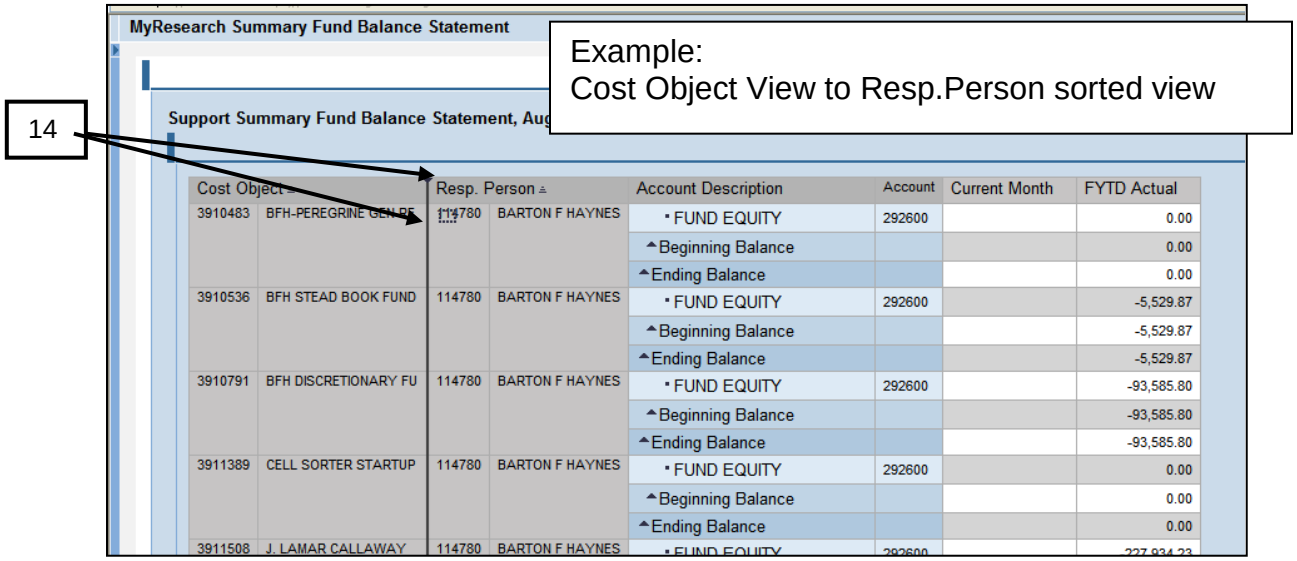
11. If desired, click on the **Collapse** (**triangle shaped**) button **beside each subtotal** to **collapse** the report to a more summarized view (see collapsed view above).

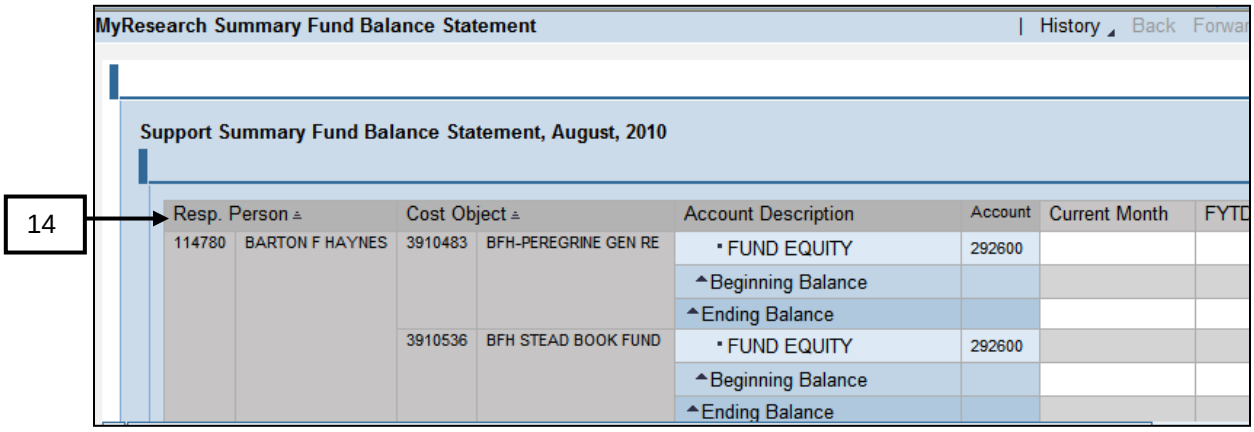
    Note: If a subtotal is collapsed, use the ***Expand (triangle shaped)*** *button beside each subtotal to expand the report back to a more detailed view.*

12. Review the bottom of each section to see the number of rows currently displayed and the total number rows, and use buttons to scroll up or down as follows:
    Next Line / **Next Page** / **Last Entry** (Page)
    Previous Line / **Previous Page** / **First Entry** (Page)
    Note: To go to a specific line, enter the line item number in the white display field and press Enter on the keyboard.

13. Note that amounts in the **Balance** column for any code in which the expenses exceed the budget (overexpended) are **highlighted in red**.

Summary Fund Balance Statement (cont.)





14. To change the order of the columns and thus the sorting of the report use the **click and drag and drop** feature with column headings – refer to **Other MyResearch Report Functions** in the Guide for the details (NOTE: This is the same as the "Swap with" functionality - example from Cost Object view to a Responsible Person sorted view).