MyResearch Transaction Statement

Note: The report provides detailed transaction (line item) data for all Cost Objects (Fund Codes) for which you have responsibility.

1. From the MyResearch Reports page, click on the MyResearch Transaction Statement (underlined link) to display the report’s selection screen.

On the My Research Transaction Statement Variable Entry page:

2. To run the report for a particular Principal 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 – to display transactions for only one calendar month, enter the same values in from and to fields.

   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 OK button.
On the resulting *Transaction Statement*:

6. On the report, review the **columns**, subtotals, and totals that provide **details for the transactions** as outlined below:
   - **Cost Object** – Number and description of the seven digit fund code.
   - **Account** – The six digit number and description for each General Ledger (GL) Account (formerly known as object code).
   - **Document date** – The date of the transaction.
   - **Fiscal Month** – The fiscal month in which the transaction was posted.
   - **FY** – The Fiscal Year in which the transaction was posted.
   - **Line Item Text** – The description of the transaction.
   - **Offset Acct Desc** – An additional description; the vendor name will appear in this column if the transaction is for the payment of an Accounts Payable invoice.

8. If there is more than one page, the Page navigation buttons would show under the Grand Total for the report.
Transaction Statement (cont.)

- **Amount** – The amount of the transaction
- **Results rows** – The results rows provide subtotals for each G/L Account as well as Grand Totals by each Cost Object (Fund Code).

7. 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.

8. 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.