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Objective of this Guide

To provide you a general overview of how to access your financial information relating to the research fund 400/500 cost centre(s) you control.

Accessing Your Research Cost Centres

*Things you require before logging into the eReports website:*

**Passport York ID**

If you do not have a Passport York Account, you can obtain one by following the instructions located at: [http://www.yorku.ca/computing/facultystaff/accounts/](http://www.yorku.ca/computing/facultystaff/accounts/)

Alternatively, you can send an email request including your name and employee number to accounts@yorku.ca

💡 Forgot your password – send an email to accounts@yorku.ca and request a new Password.

**Access Privileges**

Once you have a York passport ID, send an email to ithelp@yorku.ca and request access to eReports. List your grant numbers and your user ID in the email.
Getting Started

During the training session you will use a training server with false data.

Logging into eReports web-site

- Once you are granted access, go to the link below:

https://ereports.uit.yorku.ca/ereports/

Alternatively, you can access from the York web site

- Click on Faculty & Staff

Next click on Administrative Resources
• Click e-Reports - Enterprise Reporting

<table>
<thead>
<tr>
<th>Administrative Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Units and Offices</td>
</tr>
<tr>
<td>• York Atlas - Email and Phone Directory</td>
</tr>
<tr>
<td>• York U Organization</td>
</tr>
<tr>
<td>• Faculties</td>
</tr>
<tr>
<td>Useful Resources</td>
</tr>
<tr>
<td>• ClassList (View Class Enrolment)</td>
</tr>
<tr>
<td>• Classroom Equipment Order (CED)</td>
</tr>
<tr>
<td>• Student Information System (SIS)</td>
</tr>
<tr>
<td>• Printing Services</td>
</tr>
<tr>
<td>• Telecommunications/Telecom York</td>
</tr>
<tr>
<td>• Mailing Labels</td>
</tr>
<tr>
<td>• Templates (Download letterhead, powerpoint, memo, graphic standards, etc.)</td>
</tr>
<tr>
<td>• Mailing Services</td>
</tr>
<tr>
<td>• York University Fact Book</td>
</tr>
<tr>
<td>Finances</td>
</tr>
<tr>
<td>• Finance Department</td>
</tr>
<tr>
<td>• Finance Forms</td>
</tr>
<tr>
<td>• Procurement Services</td>
</tr>
<tr>
<td>• eReports - Enterprise Reporting</td>
</tr>
</tbody>
</table>

• Click on the Button. This will direct you to the eReports log in page:
Add https://ereports.uit.yorku.ca/ereports/ as a shortcut to your desktop.
• Enter your Passport York username and password

[Image of Passport York Login]

• Click the button to log into the eReports home page

After you have entered your Passport ID Username and Password, a window will appear briefly informing you that you have authenticated successfully.

[Image of Passport York Login window]

💡 If you have problems logging in – contact ithelp@yorku.ca
To ensure confidentiality and security, and to avoid leaving your eReports session “hanging”, you should always log out properly.

Locate the Logout button in the upper-right hand corner of the window. Clicking this button will log you out of eReports securely.
Navigate within eReports

The Home page and Menu tabs

When you log into eReports, you will see the Home page. The home page contains announcements for all reporting systems in eReports.

From the Home Page you will be able to navigate by selecting the appropriate tabs at the top of the page.

💡 You will only be able to see the tabs that you are allowed to access.

Tabs

To view the summary page and the reports available, select the Finance Tab at the top of the page.
The Finance Tab

Most Frequently used Reports by the Research Community

- Institutional Advances
- Internal Grant
- Signing Authority
- Statement of Operations
- Transactions Details
Reading your eReports

Current Month’s Statement

To view the most current month’s statement click on the balance available highlighted in blue for any of the cost centres (grants) listed on the Summary Page.

University Sponsored Research

- 480458 Generic (Minor/Startup/Other) - Smith Peter $11,128.27
- 480459 Generic (Minor/Startup/Other) - Smith Peter $10,087.50
- 480460 Generic (Minor/Startup/Other) - Smith Peter $11,060.27
- 480461 Generic (Minor/Startup/Other) - Smith Peter $10,544.80
- 480462 Generic (Minor/Startup/Other) - Smith Peter $14,124.70
- 480463 Generic (Minor/Startup/Other) - Smith Peter $14,856.70
- 480464 Generic (Minor/Startup/Other) - Smith Peter $81,259.00

External Sponsored Research

- 510100 SSHRC-Standard Research Grants - Smith Peter $51,25
- 510101 SSHRC-Standard Research Grants - Smith Peter $0.00
- 510102 SSHRC-Standard Research Grants - Smith Peter $0.00
- 510103 SSHRC-Standard Research Grants - Smith Peter $0.00
- 510104 SSHRC-Standard Research Grants - Smith Peter $0.00
- 510105 SSHRC-Standard Research Grants - Smith Peter $0.00

This takes you to the most current month’s statement:

- University Sponsored Research – Internal Grant Statement for Funds 400

![Internal Grant Statement](image1)

- External Sponsored Research – Statement of Operations for Funds 500

![Statement of Operations](image2)

- Click to return to the Finance Page
In either case, a page will appear that allows you to select the cost centre, month and year. (Hint: If you want to see all your grants, just select the fund and click Fetch report.)

For External Research Grants be sure to include Fund 500 in your criteria. The Internal Grant Statement criteria page defaults to Fund 400.

In your personal profile you will only be able to see the cost centres that you have been granted access to.
To view Internal Grants

- Click Internal Grants from the main menu (i.e. PER, Generic and other Internal Grants)
- This will take you to the criteria page as shown below

1. Type in your Cost Centre
2. Select Month and Year

Example

- In the cost centre tab key in #480009
- Note it will default to Fund: 400
- Change Calendar month to April & Calendar Year to 2011

Click Fetch Report
• Result:

![Image of the ledger and expense report](image)

![Image of internet explorer window](image)

• Other Examples:
  - Cost Centre # 480010 - Period Ending April 2012
  - Cost Centre # 497193 - Period ending April 2012
  - Cost Centre #492413 - Period Ending Dec 2011

• To return to the internal grant criteria click [Close] and this will exit you from the current report

• Click Yes

• To return to the main Finance page click [X]

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Statement of Operations

- To view the inception to date revenues, expenses and balance available for either your internal or external grants, click on the **Statement of Operations** from the main menu.

Each Statement of Operations provides, along with a current month actual column, a current year to date column. The current year to date column summarizes revenues and expenses to date for the current fiscal year. The Statement of Operations for Fund 500 External Grant Reports also provides inception to date amounts for individual grants.

---

**Example Fund 500**

- Cost Centre #564024
- Fund 500
- Calendar Month: January
- Calendar Year: 2012

---

**Example Fund 400**

- Cost Centre #492413
- Fund 400
- Calendar Month: October
- Calendar Year: 2012

---

Click **Close** to return to the Statement of Operations criteria page.
Reading your Statement of Operations

<table>
<thead>
<tr>
<th>Account #</th>
<th>Description</th>
<th>Total</th>
<th>Commitment</th>
<th>Intention</th>
<th>Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Support Stk Salary &amp; Ben</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.000.02</td>
<td></td>
<td>1,165.07</td>
<td>0.00</td>
<td>1,165.07</td>
<td>1,165.07</td>
</tr>
<tr>
<td>30.000.03</td>
<td></td>
<td>182,340.72</td>
<td>20,321.02</td>
<td>212,671.74</td>
<td>442,292.18</td>
</tr>
<tr>
<td>409000.01</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>409000.02</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>409000.03</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20.000.01</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>20.000.02</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20.000.03</td>
<td></td>
<td>0.00</td>
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<td>0.00</td>
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<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1.000.02</td>
<td></td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1.000.03</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1.000.04</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1.000.05</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1.000.06</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- Cost Centre Status either “ACTIVE” or “INACTIVE”
- Start Date & End Date
- Current Month Actual (Revenue & Expenses)
- Account # (Based on Chart of Accounts list of accounts available on Finance Division website)
- Actual YTD
- Commitment YTD
- Inception to Date Actual
- Total Expenses
- Surplus (Deficit) Current Year (balance prior to commitments/advances/tolerance)
- Employee /Inst. Advances

(As of May 1, 2014, the Employee Advances will be available on the Travel and Expense system and will no longer be reflected on the Statement of Operations report)

- Commitments
- Approved Tolerance
- Balance Available (Overspent)

### Practice Example Fund 500
- Cost Centre #500020
- Fund 500
- Calendar Month: June
- Calendar Year: 2011

### Practice Example Fund 400
- Cost Centre #480175
- Fund 400
- Calendar Month: March
- Calendar Year: 2011
Transaction Details Report

The Transaction Details Report allows you to view a listing of transactions that are summarized in the Internal Grant Report and Statement of Operations.

To view this report:

- Select the Transactions Detail Report from the Finance Tab.
- A screen then appears that allows you to enter criteria such as:
  - The beginning and end dates of the data you wish to retrieve,
  - Cost centres
  - Fund 400 or 500
  - Accounts, and
  - Activity, Time, Location (if necessary).

Practice Example

- In the from Date enter 07/01/2012 either Manually or using the
- In the to Date enter 09/30/2012 either Manually or using the
- Enter Cost centre #524541
- Select Fund 500
- Click the button.
• Sample detailed report for the period July 1, 2012 to September 30, 2012

Practice Examples

1. 
   • Start Date April 1, 2011 – March 31, 2012
   • Cost Centre #524541
   • Fund 500

2. 
   • Start date January 1, 2012 – April 30, 2012
   • Cost Centre #480103
   • Fund 400

3. 
   • Start date March 1, 2011 – March 31, 2011
   • Cost Centre #510535
   • Fund 500

💡 Some reports contain hyperlinks to allow users to move from the current report to a related report. Hyperlinks are blue and underlined, and the cursor changes to a small hand when you point at them. Not all reports include hyperlinks.
Institutional Advances report is the primary report on eReports for an itemized listing of outstanding institutional advances. This report provides details as to which institution has been advanced funds from an individual grant.

To select the Institutional Advances report:

- Go back to the Finance home page
- Select Institutional Advances
- Enter in Cost centre #503004
- Select Fund 500
- Click Fetch Report
When an advance is cleared the item remains on the Institutional Advances Report for one month and then it is removed.

A link to the Institutional Advances report is also available from the Statement of Operations for an individual cost centre. To go directly to the Institutional Advances report click on the amount listed for advances on the last page of the Statement of Operations.
**Signing Authority**

This report allows you to see who has been assigned signing authority on a cost centre.

*The general rule is that signing authorities on research Cost Centres can only be granted to full time York employees*

- Go to the main Finance page

  ![Reports - Financial Management]

- Click Signing Authority

  ![Signing Authority]

- Enter your cost centre information

- Example #510731
Primary – Holder of the Grant/Award
Delegated – Delegated through the Research Accountability Document Process

*New roles have been introduced as part of Smartbuy. The new roles (Director/EO, AVP/Dean, VP Designate) correspond to signing thresholds in the University’s institutional signing register*

- Director/EO
- AVP/Dean
- VP Designate

**Salary Commitment Report**

The Salary Commitment report lists all outstanding salary commitments for the current fiscal year

- A link is provided from the Statement of Operations. Clicking on this link takes you directly to the Salary Commitment report.
Example of a Salary Commitment report

These pages are only granted to authorised individuals

Questions regarding the Salary Commitment report should be directed to the Human Resources Department

Follow Hyperlinks

Some reports contain hyperlinks to allow users to move from the current report to a related report. Hyperlinks are blue and underlined, and the cursor changes to a small hand when you point at them. Not all reports include hyperlinks.

Paging through a report

When viewing a report, you can use the paging controls in the toolbar above the report to page through.

- With your mouse over the icons, the icon description will be displayed

- Use icon  to go to the first page
- Use icon  to go to the previous page
- Use icon  to go to the next page
- Use icon  to go to the last page of the report
- Enter a page number and press the  button to go directly to a page

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Zoom In & Out

- Zooming in and out of a report makes it easier to view specific sections of a report or an entire report page. The scaling range is from 25% to 400%.

Printing a Report

- When you have fetched a report, you can then choose to print the report.

- To print - click the button on the toolbar at the top of the page
- A criteria page then appears.
Under select one of the options available i.e. All, Current page or Pages you would like to print.

Click to display the report.

To print click on the button.

If there are multiple pages you wish to print, make sure that you click on the ALL button and this will automatically display all the pages.

If you want to save the report as a PDF select under

If you wish to save the document as a PDF, you can

click on View Report and using the menu bar,

click on File then Save As, and name the file.

Another way of saving the file is by clicking on the button. The following window will appear and then select the button.
The document will open in Adobe and will appear as a PDF Document. If you wish to save the document, click on the Menu bar and click **File** and then **Save As**. If you wish to save the document, you require the full version of Adobe Reader Professional. You cannot save the document if you just have the Adobe Reader. You will also be able to print the document by selecting the.
Searching and Downloading

When viewing a report you can search for specific data within the report.

Example: You wish to print out all the transactions in order for a period of time to create a report.

- Create a transaction detail report selecting the start range of 04/01/2011 and an end range of 03/31/2012
- Enter Cost centre #502740
- Enter fund code 500
- Then click [Fetch Report]

- Then click on the [Search] button in the navigation bar and this opens the search frame on the left hand side of the report window and a new window will appear.

- If you move the cursor over a field turns into a pointing hand icon, you can search on that field.

- Click on the data to insert its field label into the search frame. (If you click on the data in the same field again, that field will be removed from the search pane). As you select each type of field, the field on the report will appear grayed out. Note that when selecting fields from columns, all the fields do NOT have to be on the same row.

Using operators in a search expression:
The following table lists and describes the operators you can use in search expressions specified in the Value column in the SmartSearch window.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Examples</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Equals. Be default, the = operator is implied</td>
<td>=MR1500, MR1500</td>
<td>MR1500</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than or alphabetically after</td>
<td>&gt;100, &gt;A</td>
<td>101, 102, 103, B, C etc.</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than or alphabetically before</td>
<td>&lt;100, &lt;C</td>
<td>1, 2, 3...99, A, B</td>
</tr>
<tr>
<td>&gt;=</td>
<td>Greater than or equal to</td>
<td>&gt;=100</td>
<td>100, 101, 102, 103</td>
</tr>
</tbody>
</table>
Using wildcard characters in a search expression:
Use wildcard characters to do pattern matching on text objects. The following table lists and describes the wildcard characters you can use in search expressions specified in the Value column in the SmartSearch window.

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Description</th>
<th>Example</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>Find any 1 character</td>
<td>M?1680</td>
<td>MR1680, MS1680</td>
</tr>
<tr>
<td>*</td>
<td>Find any number of characters</td>
<td>3M*</td>
<td>3MA100, 3M200</td>
</tr>
<tr>
<td>#</td>
<td>Find any numeric character (0-9)</td>
<td>MS##90</td>
<td>MS0190, MS1390</td>
</tr>
</tbody>
</table>

- Once you have selected the fields for which you want to search, click on **Search Now**.

The search results will appear as follows:

- Select the **Download** format and press **Go**.
- The File Download dialog prompts for information on how to handle this file.
- If you choose Open to display the file, the file will open in the application associated with the selected file type. E.g. Excel.
- If you choose Save to save the file, in the Save As dialog box that appears, specify the file name and location in which to save the file.
If you choose to open, the Excel program will be launched the file would appear as follows:

<table>
<thead>
<tr>
<th></th>
<th>Cost Centre</th>
<th>Cost Centre Name</th>
<th>Account</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>442086</td>
<td>Special Research</td>
<td>192000</td>
<td>Wages Pt Res Asstnt-Yk Ugrad</td>
</tr>
<tr>
<td>3</td>
<td>442086</td>
<td>Special Research</td>
<td>292000</td>
<td>Ben Pt Res Asstnt - Cdn &amp; Perm</td>
</tr>
<tr>
<td>4</td>
<td>442086</td>
<td>Special Research</td>
<td>391100</td>
<td>Postage Resp Centre</td>
</tr>
<tr>
<td>5</td>
<td>442086</td>
<td>Special Research</td>
<td>413000</td>
<td>Membership Fees Canada</td>
</tr>
</tbody>
</table>

Questions/Problems/Enquiries

For all questions, problems and enquires regarding your statements please contact Research Accounting at ext 20232 or resacct@yorku.ca.
## Appendix A – Source Code Listings

### Journal Source Codes & Contacts

<table>
<thead>
<tr>
<th>Source</th>
<th>Source Code Description</th>
<th>Contact Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV</td>
<td>Advancement</td>
<td>Advancement Services</td>
</tr>
<tr>
<td>ALO</td>
<td>Allocation Journals (e.g. GST, PST, HST, Interest Allocations)</td>
<td>Financial Reporting, Finance</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable Feed (AP Transactions - e.g. Invoice Payments, Expense Reimbursement)</td>
<td>Accounts Payable, Finance</td>
</tr>
<tr>
<td>ARU</td>
<td>ACCPAC Upload for A/R Invoices</td>
<td>General Accounting, Finance</td>
</tr>
<tr>
<td>BKS</td>
<td>Bookstore Charges (All Bookstore Sales and Cost Recoveries Transactions)</td>
<td>Bookstore, CSBO</td>
</tr>
<tr>
<td>BU</td>
<td>Budget Journals - General</td>
<td>Office of Budgets &amp; Planning, Finance</td>
</tr>
<tr>
<td>BU1</td>
<td>Budget Journals - Vicki Abaca</td>
<td>Office of Budgets &amp; Planning, Finance</td>
</tr>
<tr>
<td>BU2</td>
<td>Budget Journals - Vicki Abaca / Community</td>
<td>Office of Budgets &amp; Planning, Finance</td>
</tr>
<tr>
<td>BU3</td>
<td>Budget Journals - Esmael Balatbat</td>
<td>Office of Budgets &amp; Planning, Finance</td>
</tr>
<tr>
<td>BU4</td>
<td>Budget Journals - Esmael Balatbat / Community</td>
<td>Office of Budgets &amp; Planning, Finance</td>
</tr>
<tr>
<td>BU5</td>
<td>Budget Journals - Wendy Castanha</td>
<td>Office of Budgets &amp; Planning, Finance</td>
</tr>
<tr>
<td>PA1</td>
<td>Payroll Correction Entries</td>
<td>Payroll, Human Resources</td>
</tr>
<tr>
<td>PAY</td>
<td>Payroll Feed to GL (Payroll Entries)</td>
<td>Payroll, Human Resources</td>
</tr>
<tr>
<td>PO</td>
<td>Procurement Services PO - Purchase Orders</td>
<td>Procurement Services, Finance</td>
</tr>
<tr>
<td>PR1</td>
<td>Payroll Adjustments</td>
<td>Payroll, Human Resources</td>
</tr>
<tr>
<td>PRT</td>
<td>Printing Services Upload Journals</td>
<td>Publishing &amp; Printing Operations, CSBO</td>
</tr>
<tr>
<td>PUR</td>
<td>Purchasing Journals / Correction</td>
<td>Procurement Services, Finance</td>
</tr>
<tr>
<td>RAA</td>
<td>Research Accounting - A. Zeno</td>
<td>Research Accounting, Finance</td>
</tr>
<tr>
<td>RA0</td>
<td>Research Accounting - C. Leier</td>
<td>Research Accounting, Finance</td>
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<tr>
<td>RA1</td>
<td>Research Accounting - M. Liang</td>
<td>Research Accounting, Finance</td>
</tr>
<tr>
<td>RA2</td>
<td>Research Accounting - S. Hutson</td>
<td>Research Accounting, Finance</td>
</tr>
<tr>
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<td>Research Accounting - V. Wang</td>
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Some other important Links

*How to Services for Research Accounting*

http://www.yorku.ca/finance/howtoservices/researchgrants/index.htm

*Documents, Guidelines, SOP’s, Finance Forms, Chart of Accounts*

http://www.yorku.ca/finance/documents.htm

http://www.yorku.ca/finance/forms.htm

http://www.yorku.ca/finance/coa.htm

*Research Accounting Contact list*

http://www.yorku.ca/finance/services/contactlist.htm

*Frequently asked questions*

http://www.yorku.ca/finance/faq.htm