

# ALES RESEARCH TIP SHEET #13 Generating eTRAC reports to move expenditures between accounts March 2024



#### 1. Requesting expenditures to be moved between accounts

 In order to move expenditures between accounts, you will need to generate an eTRAC report, highlight the expense lines that need to be moved and email the PDF file to <u>alescash@ualberta.ca</u>.

#### 2. Accessing eTRAC from the Self-Service Centre

General Inquiry	Welcome to eTRAC
SpeedCode Inquiry*	electronic Tracking of Research Awards and Contracts
PER Balance Inquiry*	
Researcher Home Page*	View My Projects Show all projects for which I am responsible
eTRAC Home	Search Projects Search my projects by date, status, type or other criteria

- eTRAC is a tool used for generating financial reporting for your research projects. It provides details on revenue, expenses and commitments, including salary/benefits expenses, and other non-salary/benefit expenses by accounting category.
- Access eTRAC from the General Inquiry category in the Self-Service Centre: https://www.prodps.ualberta.ca/psp/finprd/?cmd=login
  - Select the project for which you would like to generate a report by choosing one of the two:
    - <u>View My Project</u> option will generate a list of all your projects (for researchers).
    - <u>Search Projects</u> option allows to search for a project based on specific criteria, for example, by a RES# or a speedcode (for administrators).

#### 3. Generating PDF reports to use for moving expenditures

• Select the <u>Expenditure Details</u> option under the Print Reports section in order to generate a PDF file for the appropriate reporting period.

Inquire Online	Print Reports
Overview* Expense Budget Expenditure Details Salary Details	Expenditure Details* Salary Details Revenue Details
Revenue Details Actuals Funds Available	Project Overview*

### ALES Research Team:

For more information and resources check the ALES Research webpage (intranet):

https://intranet.ales.ualberta.ca/research/

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