

# ALES RESEARCH TIP SHEET #13

## Generating eTRAC reports to move expenditures between accounts

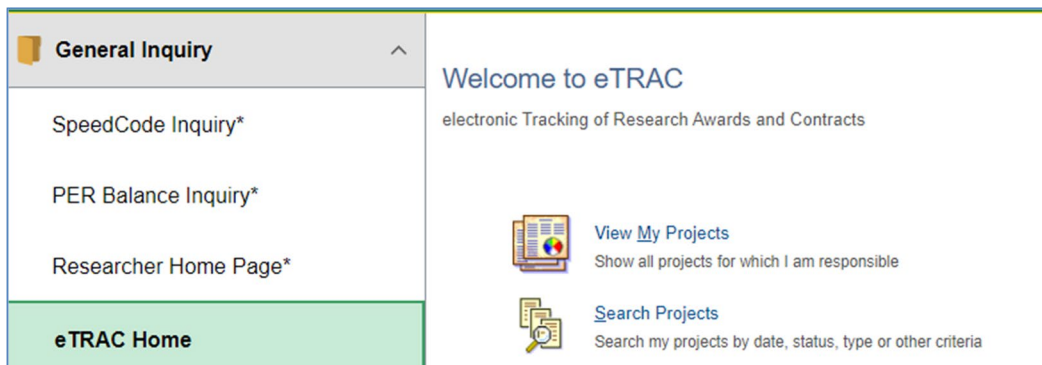
**March 2024**



### 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 [alescash@ualberta.ca](mailto:alescash@ualberta.ca).

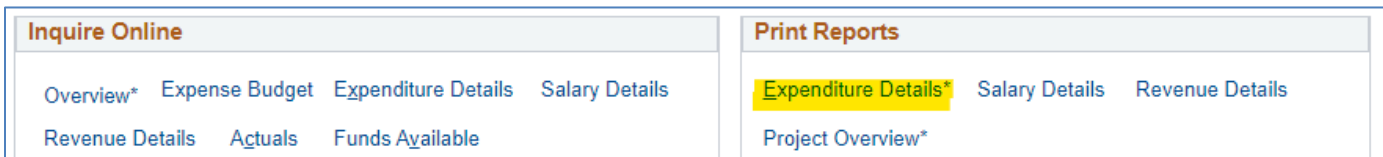
### 2. Accessing eTRAC from the Self-Service Centre



- 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:
  - View My Project option will generate a list of all your projects (for researchers).
  - Search Projects 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 Expenditure Details option under the Print Reports section in order to generate a PDF file for the appropriate reporting period.



### ALES Research Team:

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

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