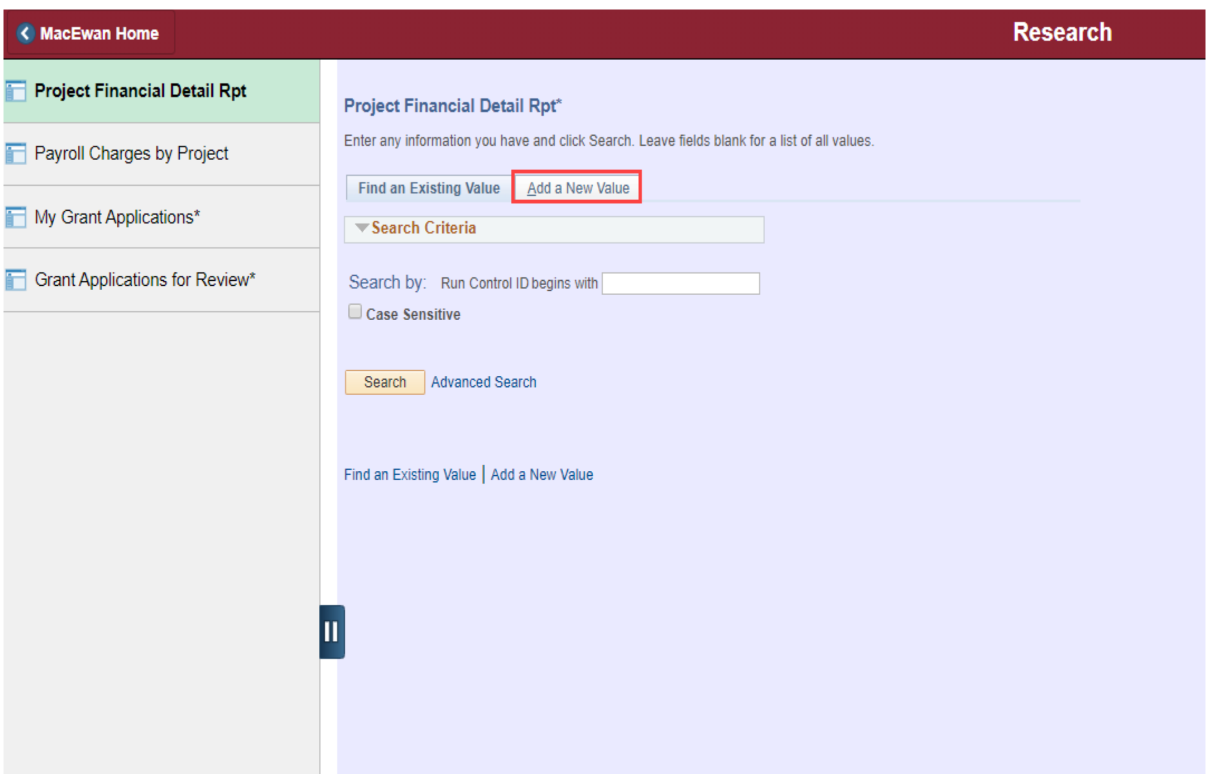
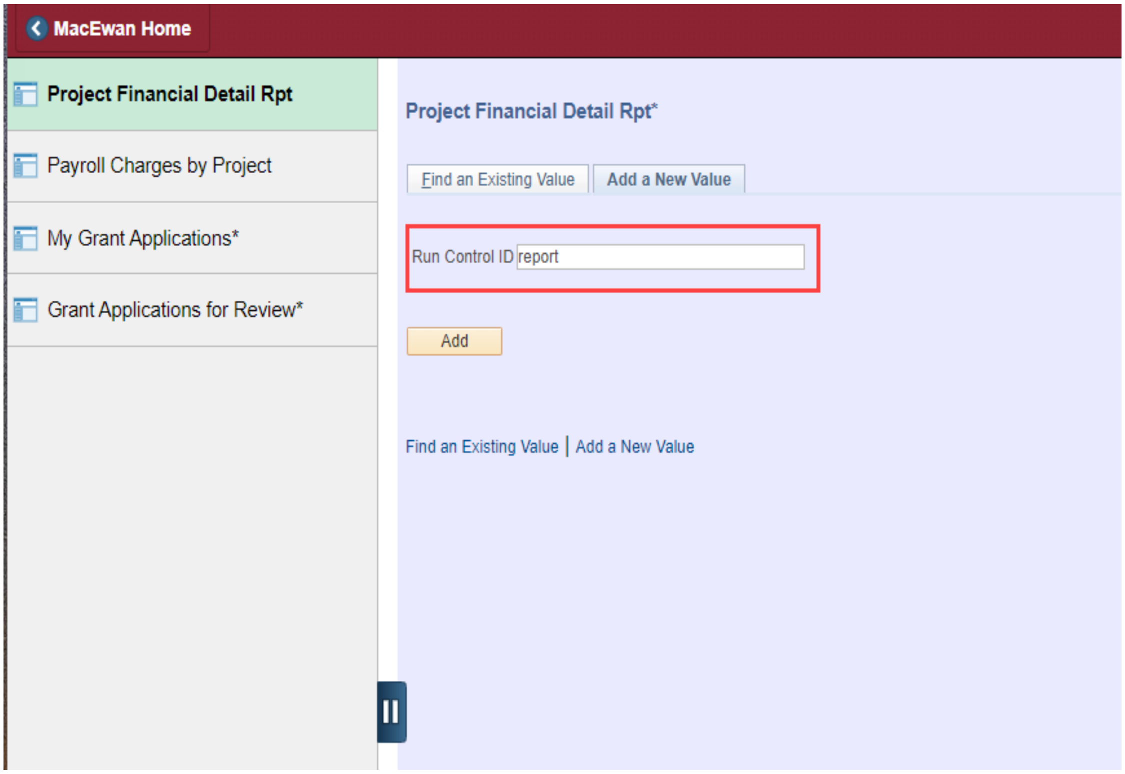
# How to Check a Project's Remaining Budget Available

1. Log in the PeopleSoft and click the "Research" tile

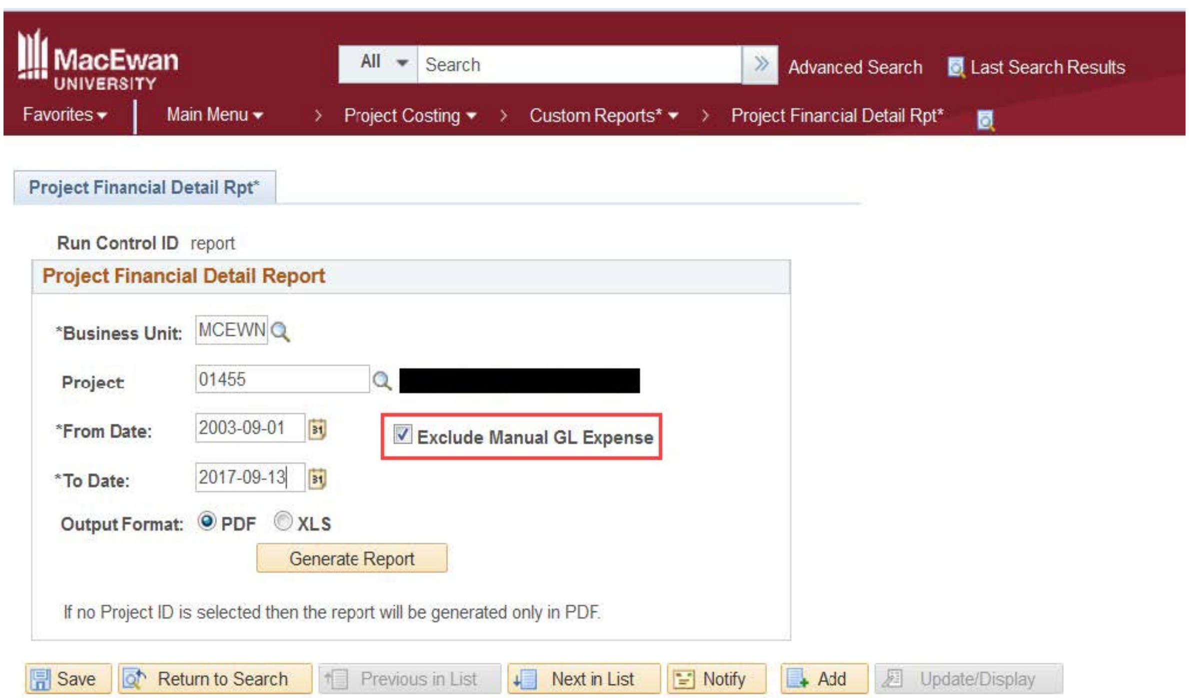

2. Select "Project Financial Detail Rpt" if the screen does not default to this tab. Click the "add a New Value" tab.



3. Name the Run Control ID for this report. You can use the word "report" as shown in this example.



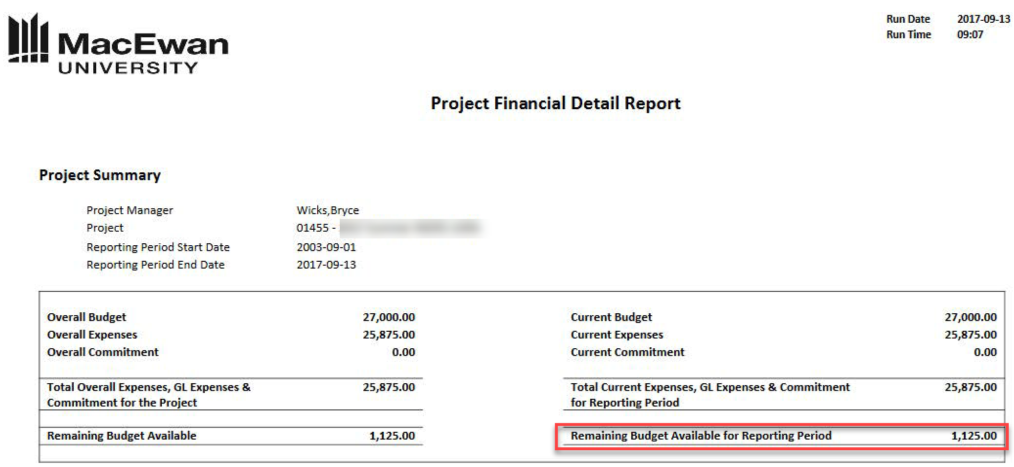

4. Enter your project number, date range, and output preference. Once all information has been entered, click "Save" and then "Generate Report"



Notes:

- Ensure the correct Project Number is entered (including 0 as the first digit). If you are unsure of your project's number, contact the Office of Research Services research@macewan.ca
- When entering the "**From**" date, select a date at least five years in the past. When entering the "**To**" date, select today's date. If you wish to see the budget for the entire life of your project, you can put a future date of when your project will be ending.
- **Ensure the "Exclude Manual GL Expense" box is selected.** Leaving this box unselected could cause your report to generate with additional erroneous data.

5. Your report will open in a new window (please ensure Pop-Up Blockers are turned off). Please review your report to ensure all pertinent financial data has been captured. To see your available balance remaining in your research project, please look at the value highlighted on the box below.




6. When you have generated this report at least once, you will then be able to search for it in the "Find an Existing Value" screen