

LAKEHEAD EFIN

User Guidance

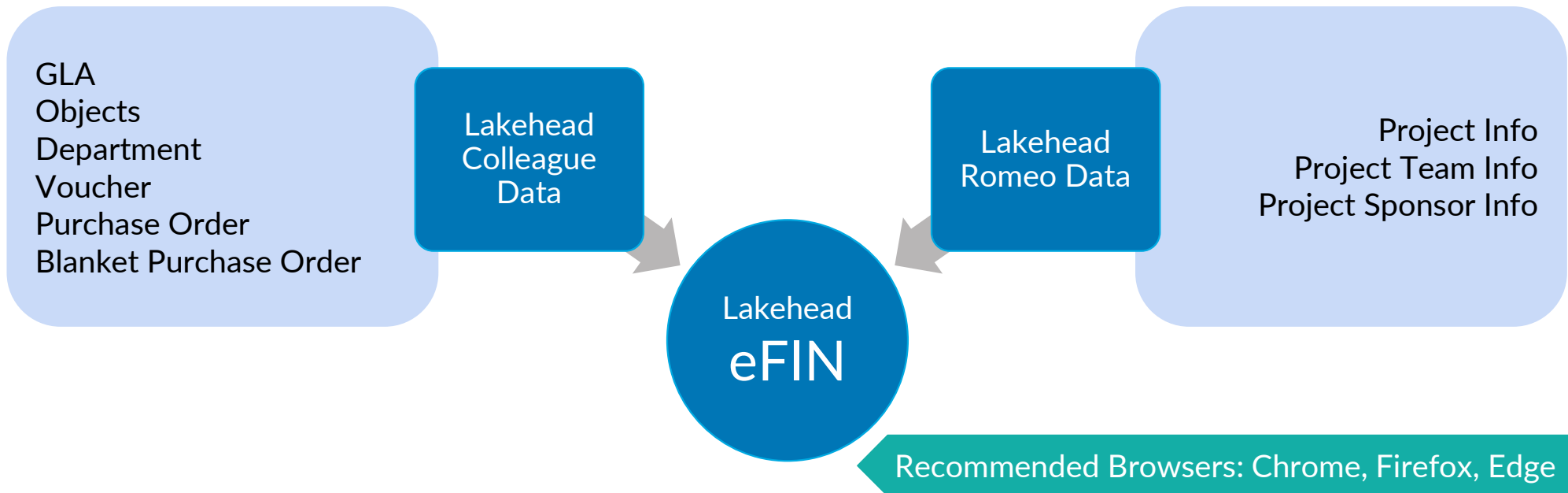


Overview



We've recently added Romeo eFIN to Lakehead University's research admin online toolkit, to ameliorate and expedite annual Form 300 processes, and offer our researchers simple views of their research account spending. Thank you for taking a few moments to learn some eFIN basics.

Lakehead eFIN data is a paired combination of Lakehead Colleague and Lakehead Romeo data. Data is updated nightly, and views are always current to 1 day prior. Default view parameters are April 01 of current fiscal year to Today, but can be adjusted to query previous period transactions.



Login



To access your Romeo eFIN research account views, login via SSO to your [Lakehead Romeo Research Portal](#) account and navigate to any Award file Project Sponsor Info tab, where Account Nos are now hyperlinked for click thru access to Romeo eFIN. For assistance, contact bknot@lakeheadu.ca for Romeo access or resacctg@lakeheadu for Account No questions.

Powered by **Process Pathways**

File No: 1509937

Project Title: Conversion Facility for Value-Added Products from Boreal Forest

Project Workflow State: Approval Decision Made

Close

Print

Export to Word

Export to PDF

Project Info

Project Team Info

Project Sponsor Info

Attachments

Approvals

Logs

	Investigator	Agency	Program	Funder Status	Account No	Total Requested Amount	Total Awarded Amount
View	Dr. Very Smart (Principal Investigator)	Canada Foundation for Innovation	Infrastructure Operating Fund (IOF)	Active	11-50-28876300	CAD : 14,289.00	CAD : 14,289.00
						CAD : 14,289.00	CAD : 14,289.00

View: Account List



Upon successful authenticate and redirect from Research Portal to eFIN, the Account List view displays a list of all Active research accounts you have access to. Select an Account No to navigate to Account Summary view.

CHANGE PASSWORD

LOGOUT



Account List

Account Summary

Account Balance

Details

Transaction Details

List

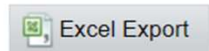
Voucher

Purchase Order

Blanket PO

Object Details

Account List



Account No	Title	Actual (\$)	Emcumbrance (\$)	Balance (\$)
CONFIDENTIAL	CONFIDENTIAL	\$8,840.07	\$0.00	\$8,840.07
CONFIDENTIAL	CONFIDENTIAL	\$0.00	\$0.00	\$0.00
CONFIDENTIAL	CONFIDENTIAL	\$158,589.23	\$0.00	\$158,589.23
CONFIDENTIAL	CONFIDENTIAL	\$0.00	\$0.00	\$0.00
CONFIDENTIAL	CONFIDENTIAL	\$5,250.00	\$0.00	\$5,250.00

View: Account Summary | Financial Information



The Account Summary Financial Information tab displays the Actual, Encumbrance and Balance values for Balance Forward, Revenue, Expenditures and Project Total for the Start and End Date range

CHANGE PASSWORD

LOGOUT



- Account List
- Account Summary
- Account Balance Details
- Transaction Details List

- Voucher
- Purchase Order
- Blanket PO
- Object Details

Start Date

Apr

1

2022

End Date

Apr

13

2022

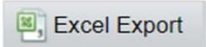


Account Summary (Your Account No / Your Account Name)

Financial Information

Header Information

Project Team



	Actual (\$)	Encumbrances (\$)	Balance (\$)
BALANCE FORWARD	\$23,448.22	(\$3,499.19)	\$19,949.03
REVENUE	\$32,205.00	\$0.00	\$32,205.00
EXPENDITURES	(\$11,876.37)	\$1,051.17	(\$10,825.20)
PROJECT TOTAL	\$43,776.85	(\$2,448.02)	\$41,328.83

View: Account Summary | Header Information



The Account Summary Header Information tab displays research project data from Romeo.



Account List

Account Summary

Account Balance Details

Transaction Details List

Voucher

Purchase Order

Blanket PO

Object Details

Start Date

Apr ▼ 1 ▼ 2022 ▼

End Date

Apr ▼ 13 ▼ 2022 ▼



Account Summary (Your Account No / Your Account Name)

Financial Information

Header Information

Project Team

Header Detail

PI Name: CONFIDENTIAL

Fund: 50

PI Email: CONFIDENTIAL

File No: CONFIDENTIAL

Sponsor End Date: 20/12/28

Agency: Lakehead University

Source: Not-for-Profit Organizations (Societies, Assoc.,Institutes)

Sponsor Comments: CONFIDENTIAL

Certification:

No certifications.

Account Status: COMPLETED

Dept: CONFIDENTIAL

Project Title: CONFIDENTIAL

Sponsor Start Date: 17/12/29

Account Close Date:

Agency No: CONFIDENTIAL

View Account Summary: Project Team



The Account Summary Project Team tab displays research project team data from Romeo.



Account List

Account Summary

Account Balance Details

Transaction Details List

Voucher

Purchase Order

Blanket PO

Object Details

Start Date

Apr ▼

1 ▼

2022 ▼

End Date

Apr ▼

13 ▼

2022 ▼



Account Summary (Your Account No / Your Account Name)

Financial Information

Header Information

Project Team

Name	Email	Phone
CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL
CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL

View: Account Balance Details



Click Account Balance Details to view account balance summary for the Start and End Date range selected.

CHANGE PASSWORD

LOGOUT

Account List

Account Summary

Account Balance Details

Transaction Details List

Voucher

Purchase Order

Blanket PO

Object Details

Start Date

Apr ▼ 1 ▼ 2022 ▼

End Date

Apr ▼ 13 ▼ 2022 ▼

Unit Balance Summary (Your Account No / Your Account Name)

Excel Export

ObjectId	Description	Actual	Encumbrance	Balance
BALANCE FORWARD		\$46,216.71	(\$4,895.64)	\$41,321.07
REVENUE				
REVENUE TOTAL		\$0.00	\$0.00	\$0.00
EXPENDITURES				
Salaries & Benefits				
50351	INSTRUCT & RESEARCH F/T SALARY	(\$1,960.00)	\$1,960.00	\$0.00
50357	INSTRUCT & RESEARCH F/T BENEFITS	(\$235.76)	\$235.36	(\$0.40)
50358	INSTRUCT & RESEARCH F/T PENSION	(\$244.10)	\$252.26	\$8.16
EXPENDITURES TOTAL		(\$2,439.86)	\$2,447.62	\$7.76
PROJECT TOTAL		\$43,776.85	(\$2,448.02)	\$41,328.83

View: Object Details



Click the Object IDs in Account Balance Details view to see all transactions for that Object ID for the Start and End Date range selected.



Account List

Account Summary

Account Balance Details

Transaction Details List

Voucher

Purchase Order

Blanket PO

Object Details

Start Date

Apr ▼ 1 ▼ 2020 ▼

End Date

Mar ▼ 31 ▼ 2022 ▼



Excel Export

Object Detail

(Your Account No / Your Account Name)

Object Balance: (\$5,084.40)

Object Id	Date	Source	Reference	Description	Debit	Credit
61226	20/04/15	EP	B0006130	A&D Precision LLC	\$0.00	\$120.09
61226	20/04/27	JE	P_CARD	SQ ^GETT NORTH AMER	\$600.45	\$0.00
61226	20/06/11	EP	B0006270	Multi-Ply Components Ltd	\$0.00	\$760.00
61226	20/06/11	EP	B0006270	Multi-Ply Components Ltd	\$0.00	\$760.00
61226	20/06/11	PJ	V0710848	Multi-Ply Components Ltd	\$2,652.00	\$0.00
61226	20/06/11	PJ	V0710849	Multi-Ply Components Ltd	\$890.94	\$0.00
61226	20/06/15	EP	B0006270	Multi-Ply Components Ltd	\$760.00	\$0.00
61226	20/06/15	PJ	V0710848	Multi-Ply Components Ltd	\$0.00	\$2,652.00
61226	21/04/27	PJ	V0729257	CONFIDENTIAL	\$4,473.10	\$0.00
TOTAL					\$9,376.49	\$4,292.09

Object Balance: (\$5,084.40)

View: Transaction Details List



Click Transaction Details List to view a list of all transactions for the Start and End Date range selected.

CHANGE PASSWORD

LOGOUT



- Account List
- Account Summary
- Account Balance Details
- Transaction Details List

- Voucher
- Purchase Order
- Blanket PO
- Object Details

Start Date

May 1 2021

End Date

May 2 2021



Transaction Detail (Your Account No / Your Account Name)

Excel Export

Object Id	Date	Source	Reference	Description	Debit	Credit
39999	21/05/01	JE	RSCH	April 2021 Balance Fwd	\$0.00	\$42,051.26
44110	21/05/02	JE	J092942	CONFIDENTIAL	\$11,894.00	\$0.00
44110	21/05/02	JE	J092970	CONFIDENTIAL	\$0.00	\$11,894.00
50351	21/05/01	EN	2022PE	PR Encumbrance 2022	\$23,520.00	\$0.00
50357	21/05/01	EN	2022PE	PR Encumbrance 2022	\$2,692.74	\$0.00
50358	21/05/01	EN	2022PE	PR Encumbrance 2022	\$2,277.20	\$0.00
TOTAL					\$40,383.94	\$53,945.26

View: Voucher



When Transaction Details List or Object Details views display Voucher IDs, you can click the Voucher link to see Voucher details.

CONFIDENTIAL

CHANGE PASSWORD

LOGOUT



Account List

Account Summary

Account Balance Details

Transaction Details List

Voucher

Purchase Order

Blanket PO

Object Details

Start Date

Apr ▾1 ▾2021 ▾

End Date

Mar ▾31 ▾2022 ▾



Voucher

(Your Account No / Your Account Name)

Voucher Detail

Voucher Number: V0745815

Voucher Date: 22/01/19

AP Type: US

Cheque Number: US^0011348

Due Date: 22/02/18

Created From: [P0025361](#)

Voucher Status: R

Voucher Maintenance Date: 22/02/07

Voucher Amount: \$4,879.05

Paid Date: 22/01/20

Vendor ID and/or Name: 0495805 - TA INSTRUMENTS - WATERS LLC

 Excel Export

Item Description	Vendor Item Number	Quantity	Unit of Issue	Price	Tax Expense	GL Number	Invoice Number	Tax Code
Part #:545712.901 DHR &		1		\$2,170.74	\$0.00	CONFIDENTIAL		
Part #:545666.901 HA		1		\$2,682.71	\$0.00	CONFIDENTIAL		
freight		1		\$25.60	\$0.00	CONFIDENTIAL		

View: Purchase Order



When Transaction List Details or Object Details views display Purchase Order IDs, you can click the Purchase Order link to see Purchase Order details.



Account List

Account Summary

Account Balance

Details

Transaction Details

List

Voucher

Purchase Order

Blanket PO

Object Details

Start Date

Apr ▼

1 ▼

2019 ▼

End Date

Mar ▼

31 ▼

2022 ▼



Purchase Order

(Your Account No / Your Account Name)

Purchase Order Detail

Purchase Order Number: P0024584

Requestor Name:

Confirmation E-mail Address:

Maintenance Date: 01/01/01

AP Type:

Ship to: SR

Vouchers: [V0709883](#)

Purchase Order Status: R

Initiator Name: **CONFIDENTIAL**

Purchase Order Date: 20/04/08

Vendor ID and/or Name: 1149646 ACCRATECH INC.

Purchase Order Total: \$6,500.00

Commodity Code:

Comments: UPS is to have CSA certification.^Shipping, customs broker fee and GST extra. OHST to be self assessed.

 Excel Export

Item Description	Quantity	Unit of Issue	Price	Tax Expense	GL Number	Tax Code
CONFIDENTIAL	1		\$6,500.00	\$0.00	11_50_16602052_71470	

View: Blanket PO



When Transaction List Details or Object Details views display Blanket Purchase Order IDs, you can click the Blanket PO link to see Blanket PO details.



Account List

Account Summary

Account Balance Details

Transaction Details List

Voucher

Purchase Order

Blanket PO

Object Details

Start Date

Apr ▼ 1 ▼ 2019 ▼

End Date

Mar ▼ 31 ▼ 2022 ▼



Blanket Purchase Order

(Your Account No / Your Account Name)

Blanket Purchase Order Detail

BPO Number: B0006741

Initiator Name: CONFIDENTIAL

Maintenance Date: 21/04/28

Vendor ID and/or Name: AIT INSTRUMENTS

BPO Total: \$15,000.00

Vouchers: [V0733966](#)

BPO Status: C

BPO Date: 21/11/05

Expiration Date:

AP Type: CN

Ship to:

Comments: CONFIDENTIAL

 Excel Export

GL Account Number	Encumbered Amount	Expensed Amount	Remaining Amount
CONFIDENTIAL	\$15,000.00	\$15,394.27	(\$394.27)