Queen's University

Financial Services

FAST Project Statement Report

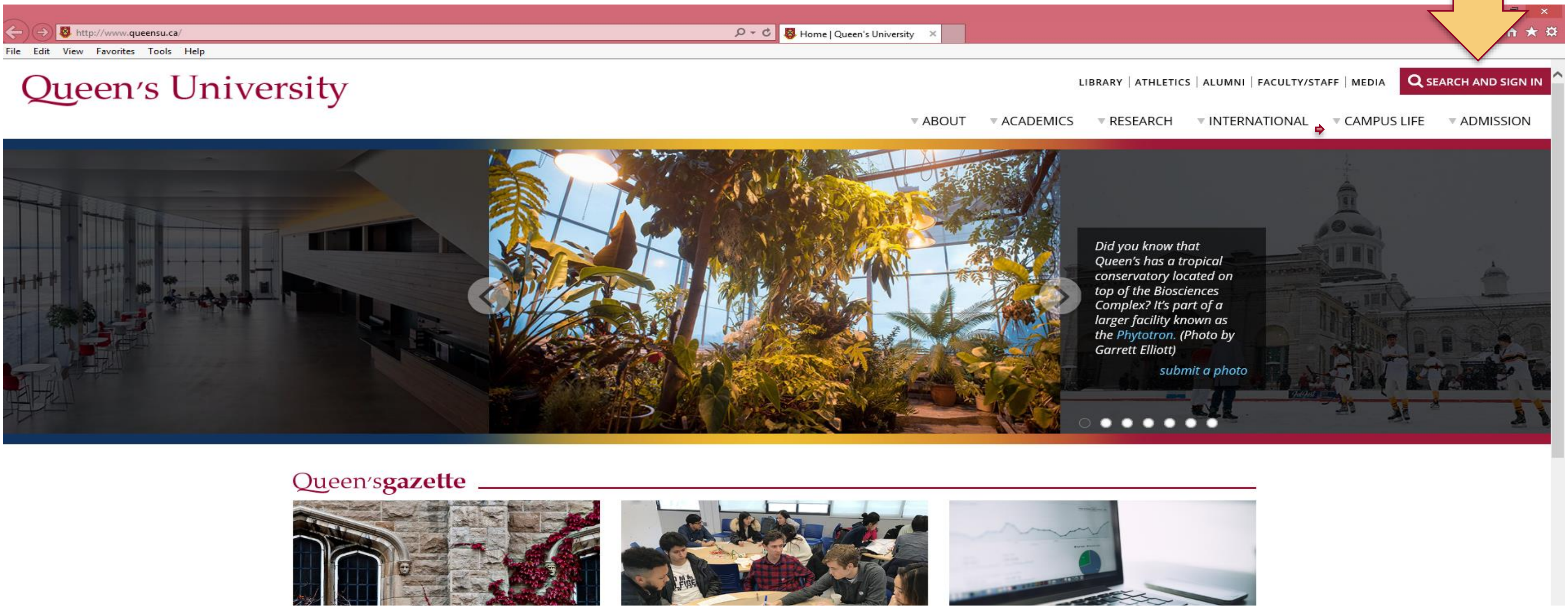
What is the FAST Project Statement Report?

The **Project Statement Report** displays important cumulative **research project** data for individual research projects, including:

- Expense Budget to Date
- Expense Totals by Category
- Transfers to Other Institutions
- Total Expenses (includes Transfers to other Institutions)
- Outstanding Commitments
- Balance available/(Deficit)

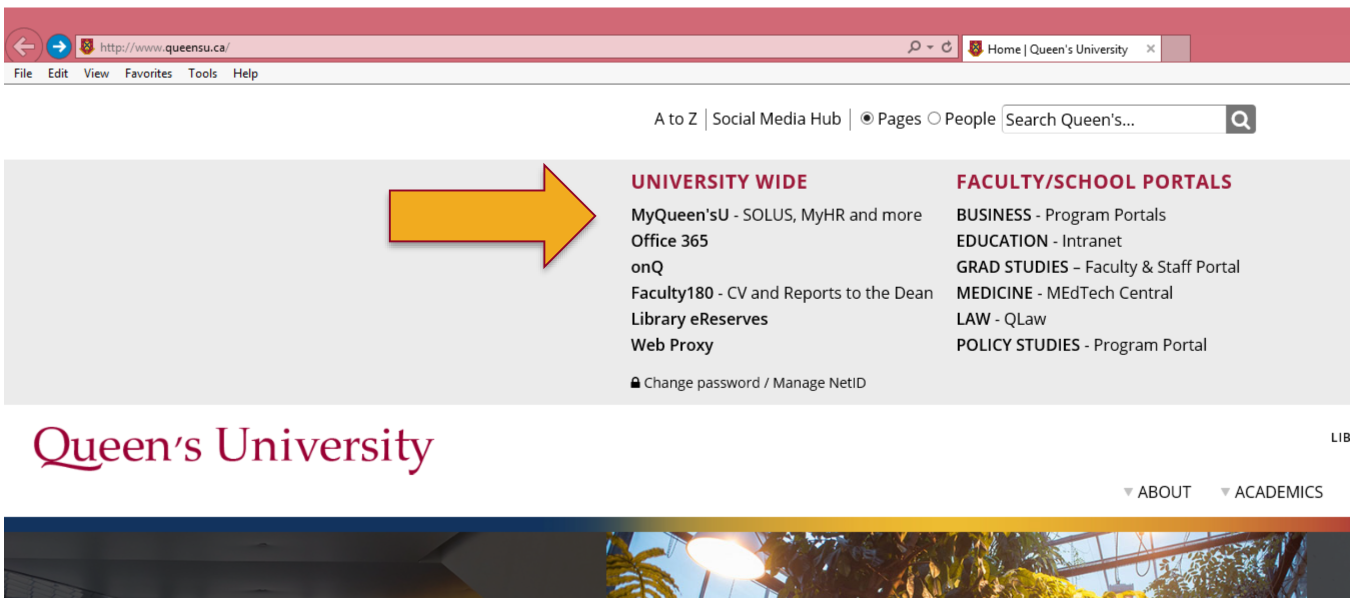
How do I generate a Project Statement Report?

To generate a report, begin on the Queen's University Home Page by clicking on the **Search and Sign In** button.



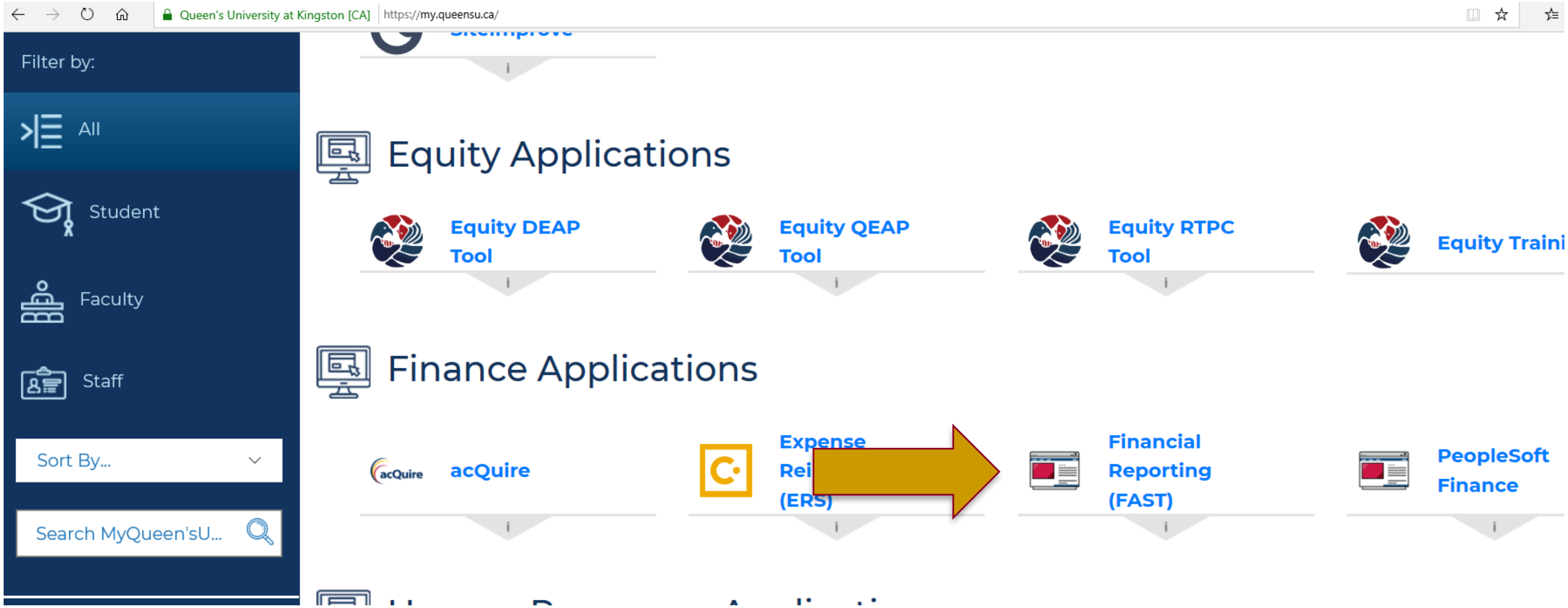
Navigation to a FAST Project Statement Report

To navigate to a report, click **MyQueen'sU – SOLUS, MyHR and more**.



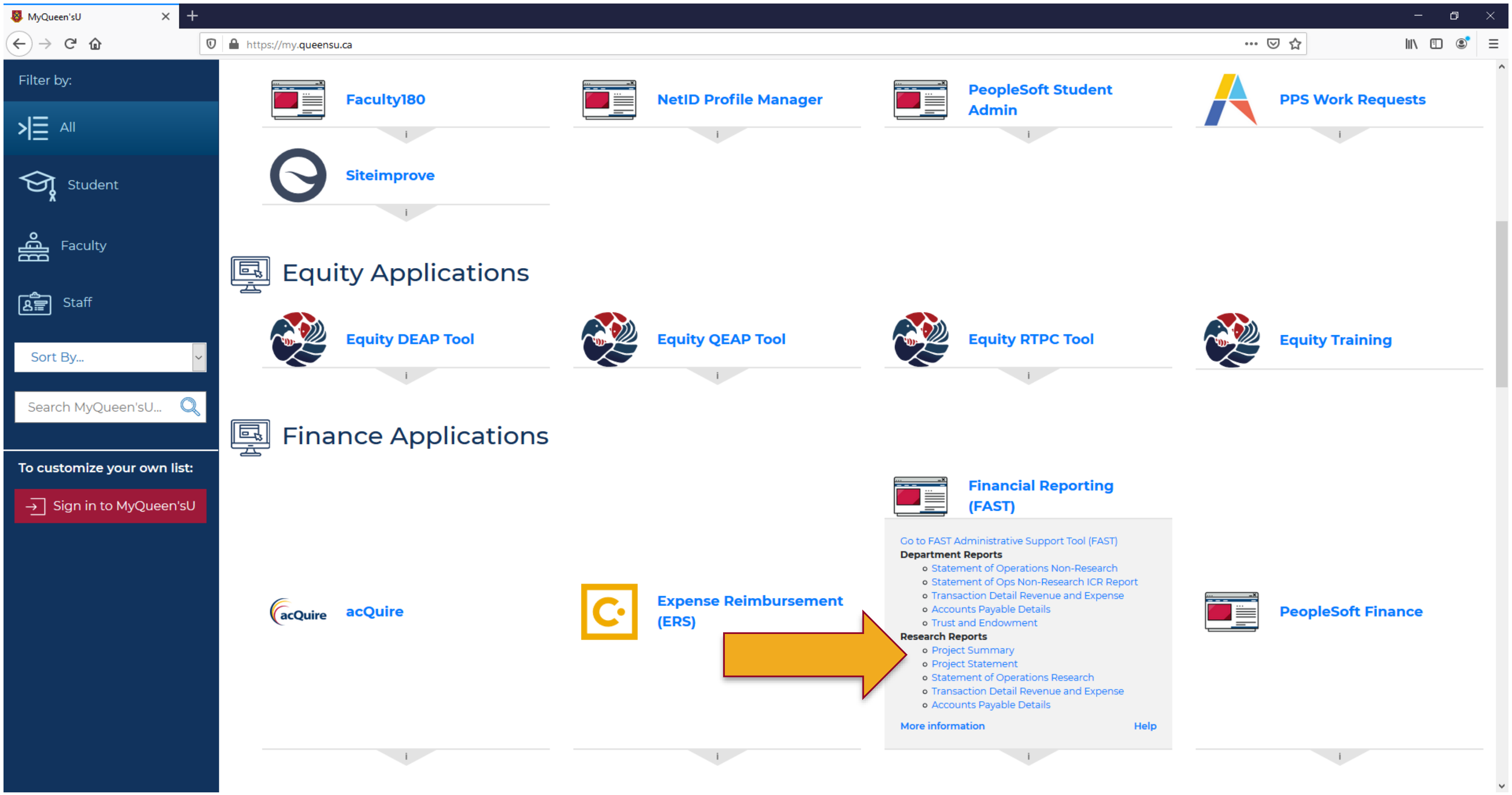
Navigation to a FAST Project Statement Report Cont'd

Click on the **Financial Reporting (FAST)** link:



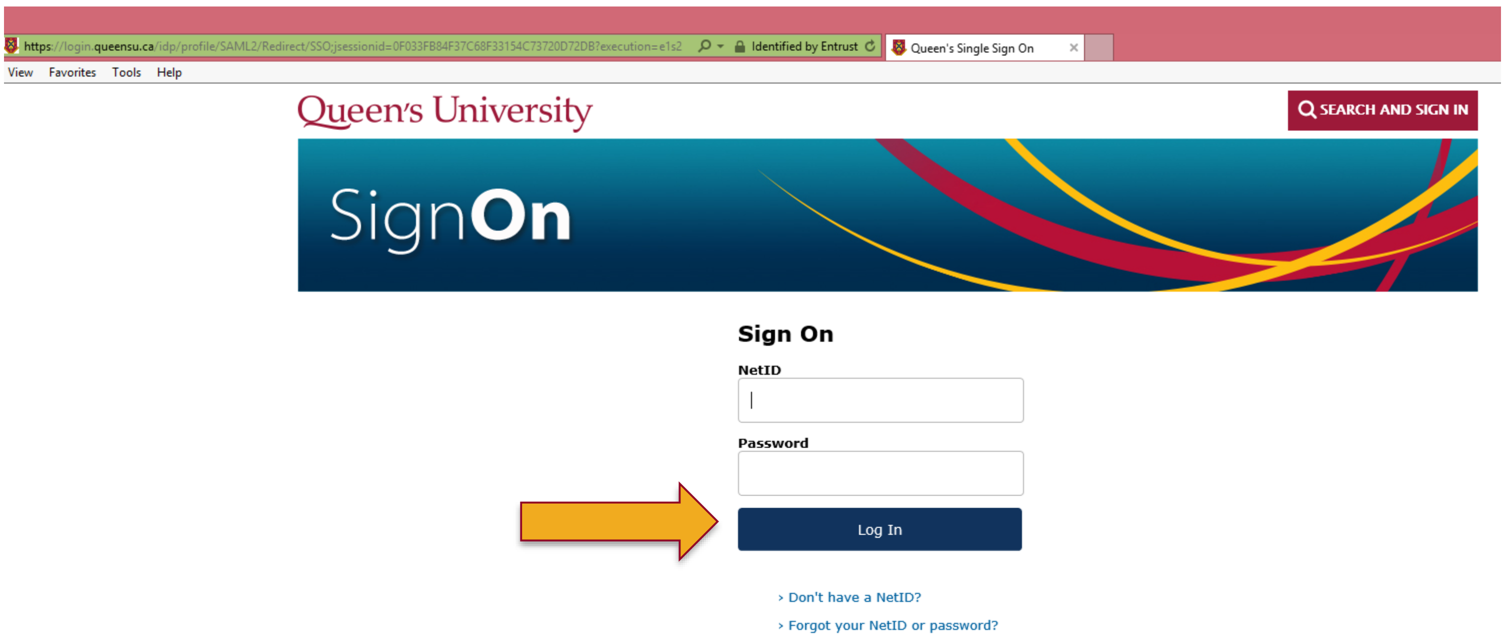
Navigation to a FAST Project Statement Report Cont'd

Click on the **Project Statement** link:



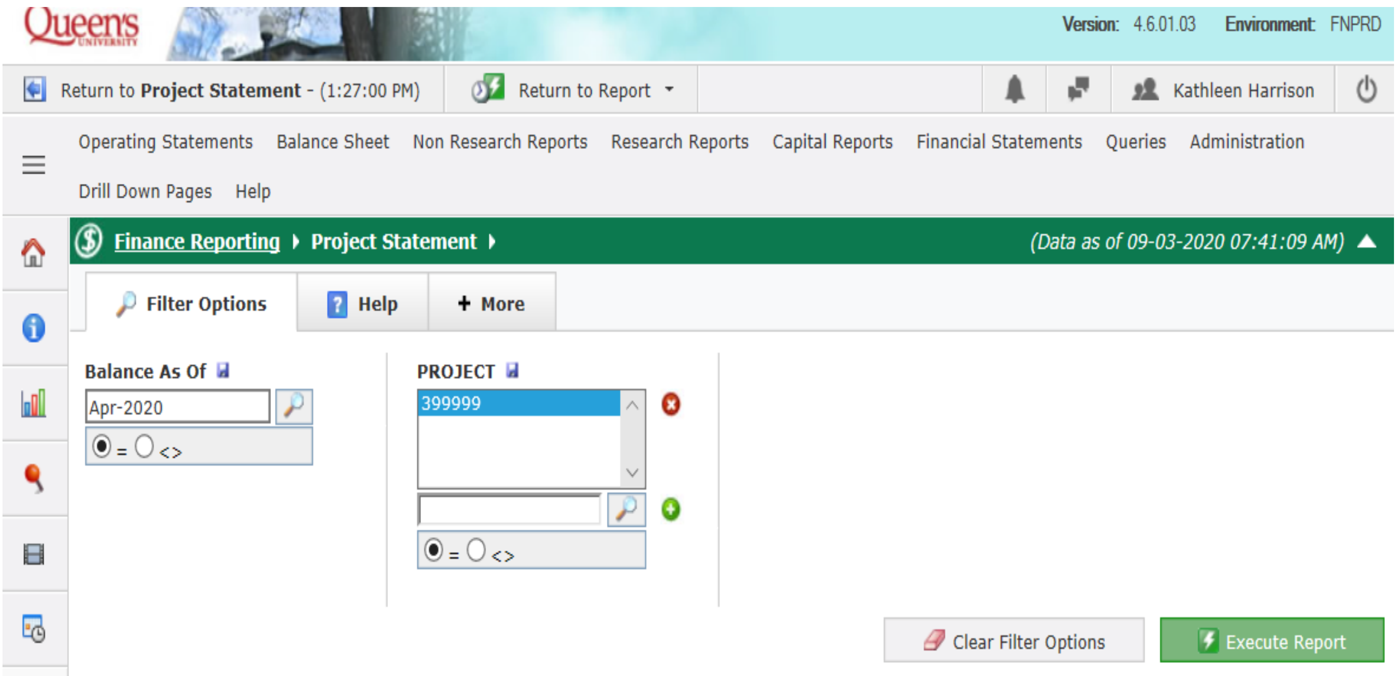
Navigation to a FAST Project Statement Report Cont'd

Next, log in with your Queen's **NetID** and **Password**.

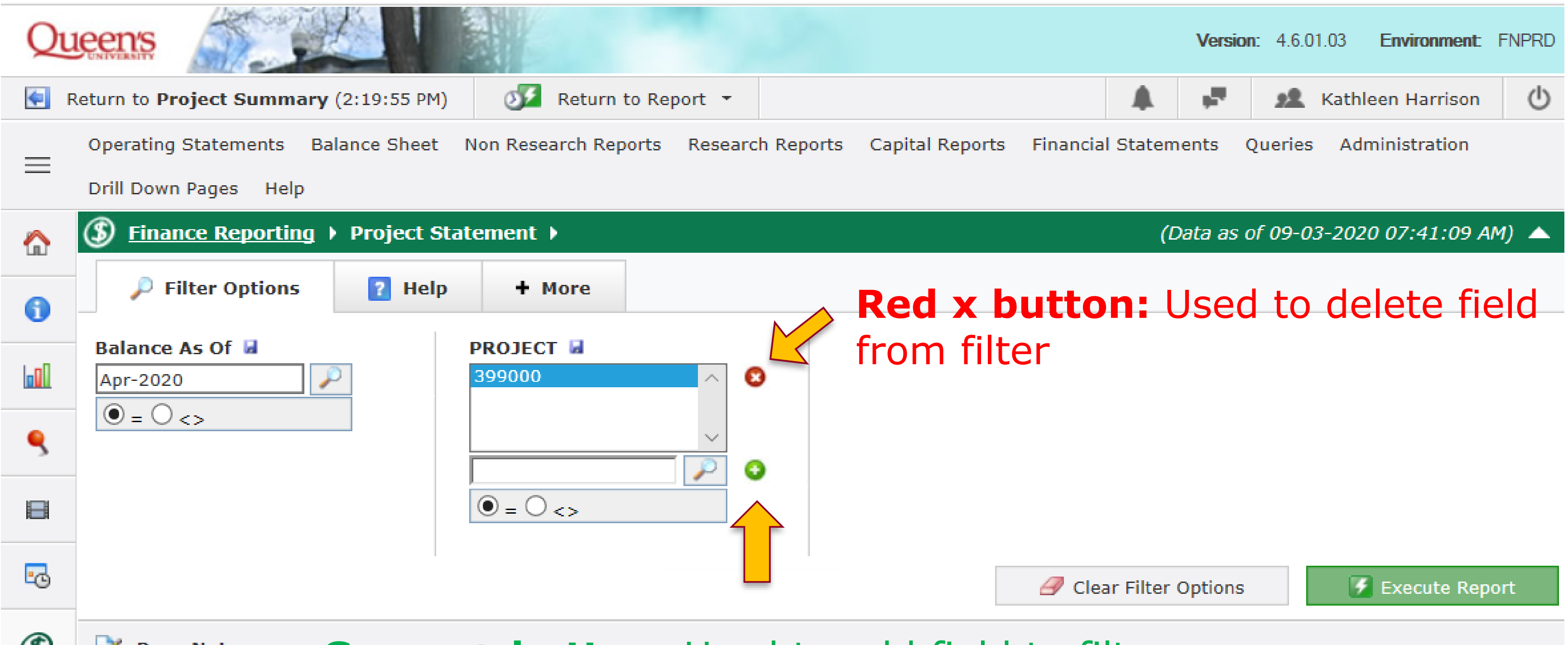


Filter Options Screen

Next, you must select **only one** Project number **and** choose a **Balance As Of Date**.



Filter Screen Buttons

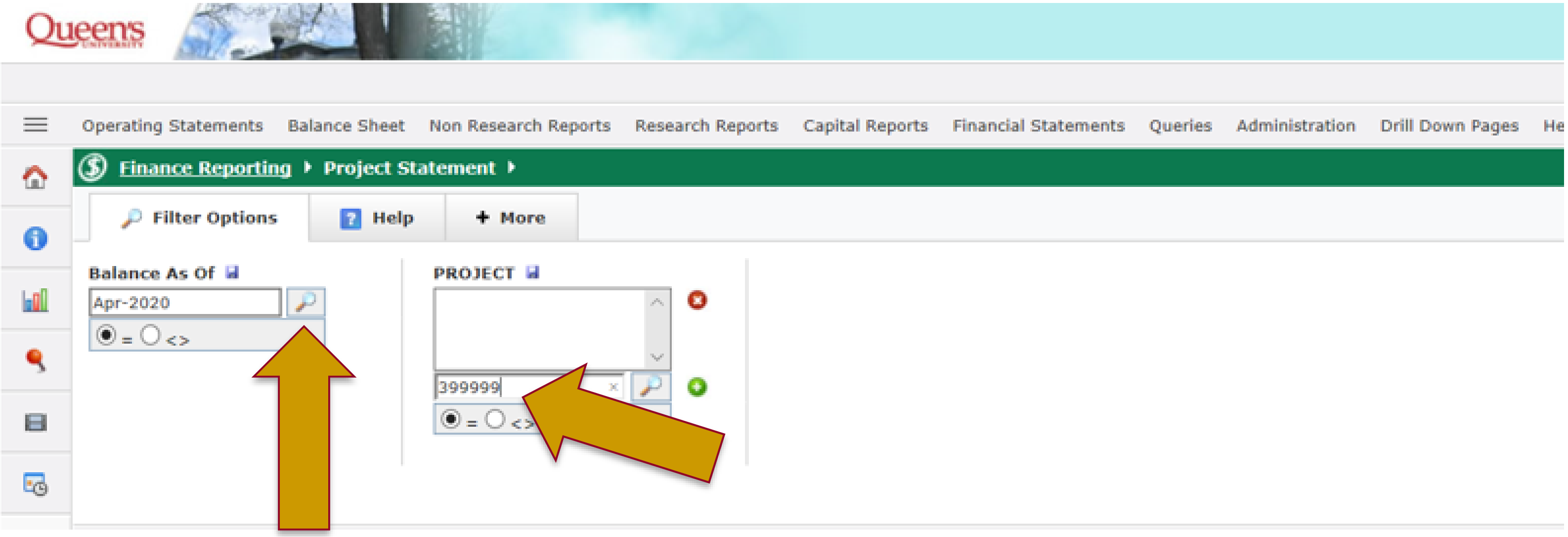


Red x button: Used to delete field from filter

Green + button: Used to add field to filter

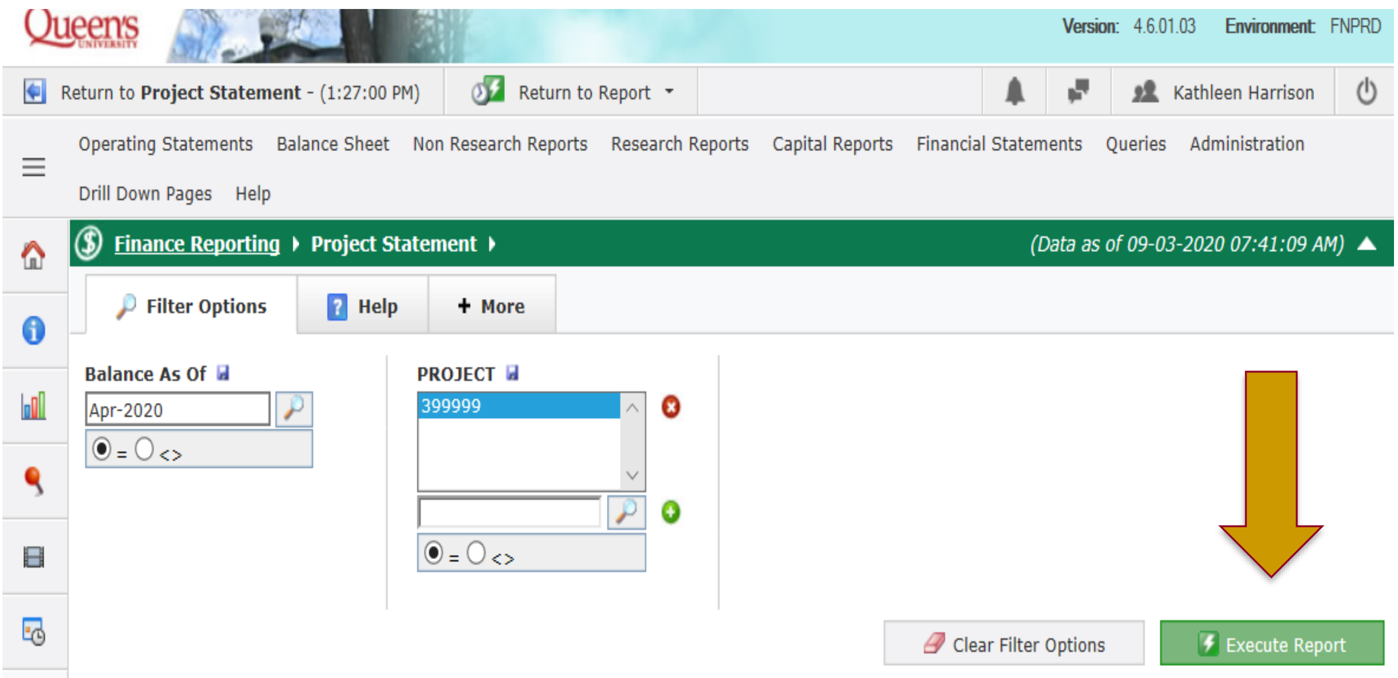
Selecting the Project and Balance As Of Date

- To select the **Balance As Of** date, click on the magnifying glass within that filter box. A date listing will appear, and from there you can choose the required date.
- To select the **Project**, enter the 6 digit number in the Project filter box, then click the green + button.



Executing the Report

Once you have selected both the **Balance As Of Date** and **Project,** you are now ready to generate your report by clicking the green **Execute Report** button.



Project Statement Report Results

Important Notes:

- In order to see the entire report you must use the scroll bar on the right-hand side of the **Project Statement Report**.
- The **Outstanding Commitments** and **Balance available/(Deficit)** appear at the bottom on the report.
- Any value on a FAST report that appears in blue font represents a hyperlink, which allows you to drill down and access additional details.

Project Statement Report Results (Cont'd)

Next, we will review the different sections of the Project Statement Report.

Header: This area indicates the Project Number, Project Name, the Project Spending Deadline and the PI Name

Balance As Of = Apr-2020 | **PROJECT** = 399999

		AMOUNT
1	399999- The Great Research Project – Project Spending Deadline 2021/08/31 PI Name	
3	Budget	53,000.00
4		
5	Bachelor's Students - Canadian	0.00
6	Bachelor's Students - Foreign	0.00
7	Master's Students - Canadian	16,060.44
8	Master's Students - Foreign	0.00
9	Doctorate Students - Canadian	314.18
10	Doctorate Students - Foreign	0.00

Project Statement Report Results (Cont'd)

Budget: This is the cumulative expense budget, based on the date specified in the report filter. This example was run as of April 2020.

Tip: This is the same total budget that you would see if you ran the FAST Project Summary Report.

Balance As Of = Apr-2020 | PROJECT 399999

Row #	CATEGORY	AMOUNT
1	399999- The Great Research Project – Project Spending Deadline 2021/08/31 PI Name	
2		
3	Budget	53,000.00
4		
5	Bachelor's Students - Canadian	0.00
6	Bachelor's Students - Foreign	0.00
7	Master's Students - Canadian	16,060.44
8	Master's Students - Foreign	0.00
9	Doctorate Students - Canadian	314.18
10	Doctorate Students - Foreign	0.00

Project Statement Report Results (Cont'd)

Expense Categories: Directly below the **Budget** (as described in the previous slide) are the expenses summarized by category.

These figures represent total expenses by category, from project inception to the **Balance As of Date** specified in the filter. In this example, there has been a total of $133.13 spent on Travel expenses.

18	Materials, Supplies and Other Expenditures	16,372.20
19	Travel	133.13
20	Transfers to other Institutions	0.00
21	Overhead	13,288.46
22		
23	Total Expenses	46,509.43
24		
25	Outstanding Commitments	1,853.82
26		
27	Balance available/(Deficit)	4,636.75

Project Statement Report Results (Cont'd)

Outstanding Commitments: This is the total of known future expenses, which have not yet been incurred.

This figure may include committed amounts related to Salaries and Benefits, Purchase Orders, Travel or Subject Payment Advances and Overhead.

18	Materials, Supplies and Other Expenditures	16,372.20
19	Travel	133.13
20	Transfers to other Institutions	0.00
21	Overhead	13,288.46
22		
23	Total Expenses	46,509.43
24		
25	Outstanding Commitments	1,853.82
26		
27	Balance available/(Deficit)	4,636.75

Project Statement Report Results (Cont'd)

Balance available/(Deficit): This is the amount you have available to spend on eligible, direct cost of research.

If this value is a negative number **(-)**, the Project is in deficit.

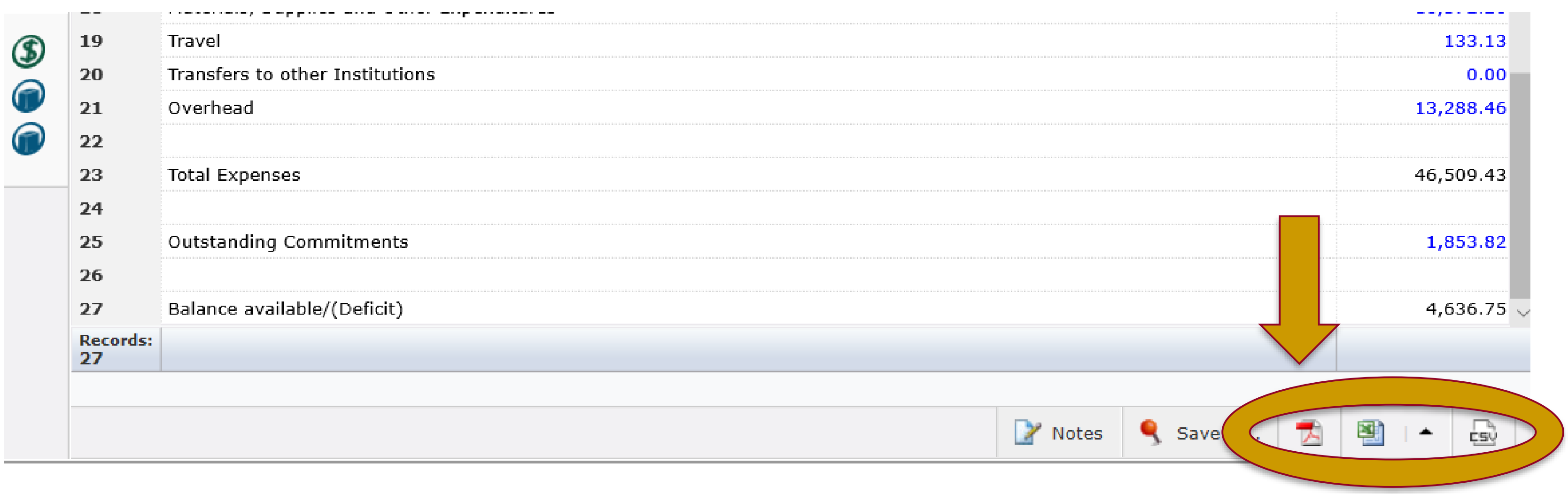
Tip: Budget - Total Expenses - Outstanding Commitments = Balance available/(Deficit)

18	Materials, Supplies and Other Expenditures	16,372.20
19	Travel	133.13
20	Transfers to other Institutions	0.00
21	Overhead	13,288.46
22		
23	Total Expenses	46,509.43
24		
25	Outstanding Commitments	1,853.82
26		
[illegible]	Balance available/(Deficit)	4,636.75

Alternate Report Formats

Like many FAST reports, you are able to download this report as an **Excel, PDF** or **CSV** document. To do so, click one of the icons at the bottom right-hand corner of the report.

Feedback suggests the Project Statement report is viewed best when downloaded as a **PDF** report.



PDF Version of Project Statement Report

Project Statement -
Finance Reporting (Data as of 10-03-2020 07:37:12 AM)

Balance As Of = Apr-2020 | PROJECT : 399999

CATEGORY	AMOUNT
399999- The Great Research Project – Project Spending Deadline 2021/08/31 PI Name	
Budget	53,000.00
Bachelor's Students - Canadian	0.00
Bachelor's Students - Foreign	0.00
Master's Students - Canadian	16,060.44
Master's Students - Foreign	0.00
Doctorate Students - Canadian	314.18
Doctorate Students - Foreign	0.00
Postdoctoral Students - Canadian	0.00
Postdoctoral Students - Foreign	0.00
Academic Salary	0.00
Other Salary	0.00
Payroll Benefits	0.00
Professional and Tech. Services/Contracts	0.00
Equipment and Maintenance	0.00
Materials, Supplies and Other Expenditures	16,372.20
Travel	133.13
Transfers to other Institutions	0.00
Overhead	13,288.46
Total Expenses	46,509.43
Outstanding Commitments	1,853.82
Balance available/(Deficit)	4,636.75