

Financial Services

FAST Project Statement Report

What is the FAST Project Statement Report?



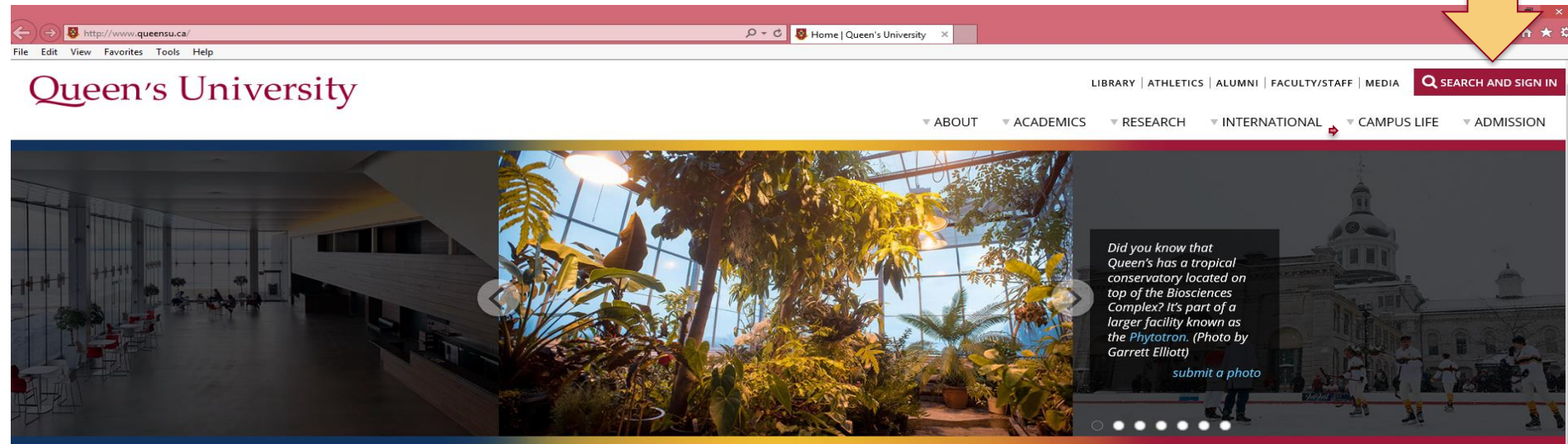
The **Project Statement Report** displays important cumulative research project data for individual research projects, including:

- 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.



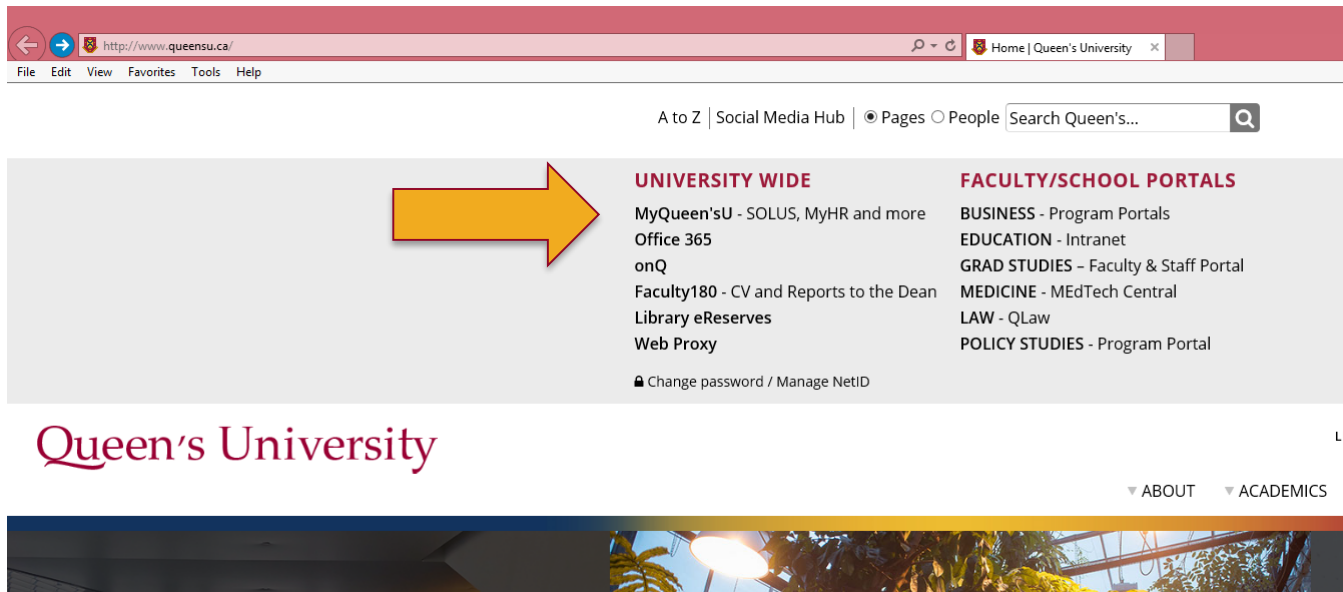
Queen's gazette



Navigation to a FAST Project Statement Report



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



A screenshot of the Queen's University website navigation menu. The browser address bar shows "http://www.queensu.ca/". The navigation menu includes links for "A to Z", "Social Media Hub", "Pages", and "People". A search bar is labeled "Search Queen's...". A large orange arrow points to the "UNIVERSITY WIDE" section, which lists "MyQueen'sU - SOLUS, MyHR and more", "Office 365", "onQ", "Faculty180 - CV and Reports to the Dean", "Library eReserves", "Web Proxy", and "Change password / Manage NetID". The "FACULTY/SCHOOL PORTALS" section lists "BUSINESS - Program Portals", "EDUCATION - Intranet", "GRAD STUDIES - Faculty & Staff Portal", "MEDICINE - MedTech Central", "LAW - QLaw", and "POLICY STUDIES - Program Portal". The Queen's University logo is at the bottom left, and "LIB" is at the bottom right. Navigation links for "ABOUT" and "ACADEMICS" are also present.

http://www.queensu.ca/ Home | Queen's University

A to Z | Social Media Hub | ☒ Pages ☐ People Search Queen's...

UNIVERSITY WIDE

- MyQueen'sU - SOLUS, MyHR and more
- Office 365
- onQ
- Faculty180 - CV and Reports to the Dean
- Library eReserves
- Web Proxy
- Change password / Manage NetID

FACULTY/SCHOOL PORTALS

- BUSINESS - Program Portals
- EDUCATION - Intranet
- GRAD STUDIES - Faculty & Staff Portal
- MEDICINE - MedTech Central
- LAW - QLaw
- POLICY STUDIES - Program Portal

Queen's University LIB

▼ ABOUT ▼ ACADEMICS

Navigation to a FAST Project Statement Report Cont'd



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

A screenshot of the my.queensu.ca portal. The browser address bar shows "Queen's University at Kingston [CA]" and "https://my.queensu.ca/". On the left is a dark blue sidebar with a "Filter by:" section containing "All", "Student", "Faculty", and "Staff" with corresponding icons. Below this is a "Sort By..." dropdown and a "Search MyQueen'sU..." search bar. The main content area is divided into two sections: "Equity Applications" and "Finance Applications". Under "Equity Applications" are four links: "Equity DEAP Tool", "Equity QEAP Tool", "Equity RTPC Tool", and "Equity Traini". Under "Finance Applications" are four links: "acQuire", "Expense Reimbursement (ERS)", "Financial Reporting (FAST)", and "PeopleSoft Finance". A large yellow arrow points from the "Expense Reimbursement (ERS)" link to the "Financial Reporting (FAST)" link. At the bottom of the page, there are several small icons for navigation.

Navigation to a FAST Project Statement Report Cont'd



Click on the **Project Statement** link:

A screenshot of the MyQueen'sU portal interface. The left sidebar contains a "Filter by:" section with icons for "All", "Student", "Faculty", and "Staff", a "Sort By..." dropdown, a search bar, and a "Sign in to MyQueen'sU" button. The main content area displays a grid of application tiles. A large orange arrow points from the "Expense Reimbursement (ERS)" tile to the "Financial Reporting (FAST)" tile. The "Financial Reporting (FAST)" tile is expanded, showing a list of reports under "Department Reports" and "Research Reports".

MyQueen'sU

https://my.queensu.ca

Filter by:

- All
- Student
- Faculty
- Staff

Sort By...

Search MyQueen'sU...

To customize your own list:

Sign in to MyQueen'sU

Faculty180

NetID Profile Manager

PeopleSoft Student Admin

PPS Work Requests

Siteimprove

Equity Applications

Equity DEAP Tool

Equity QEAP Tool

Equity RTPC Tool

Equity Training

Finance Applications

acquire acquire

Expense Reimbursement (ERS)

Financial Reporting (FAST)

Go to FAST Administrative Support Tool (FAST)

Department Reports

- Statement of Operations Non-Research
- Statement of Ops Non-Research ICR Report
- Transaction Detail Revenue and Expense
- Accounts Payable Details
- Trust and Endowment

Research Reports

- Project Summary
- Project Statement
- Statement of Operations Research
- Transaction Detail Revenue and Expense
- Accounts Payable Details

More information

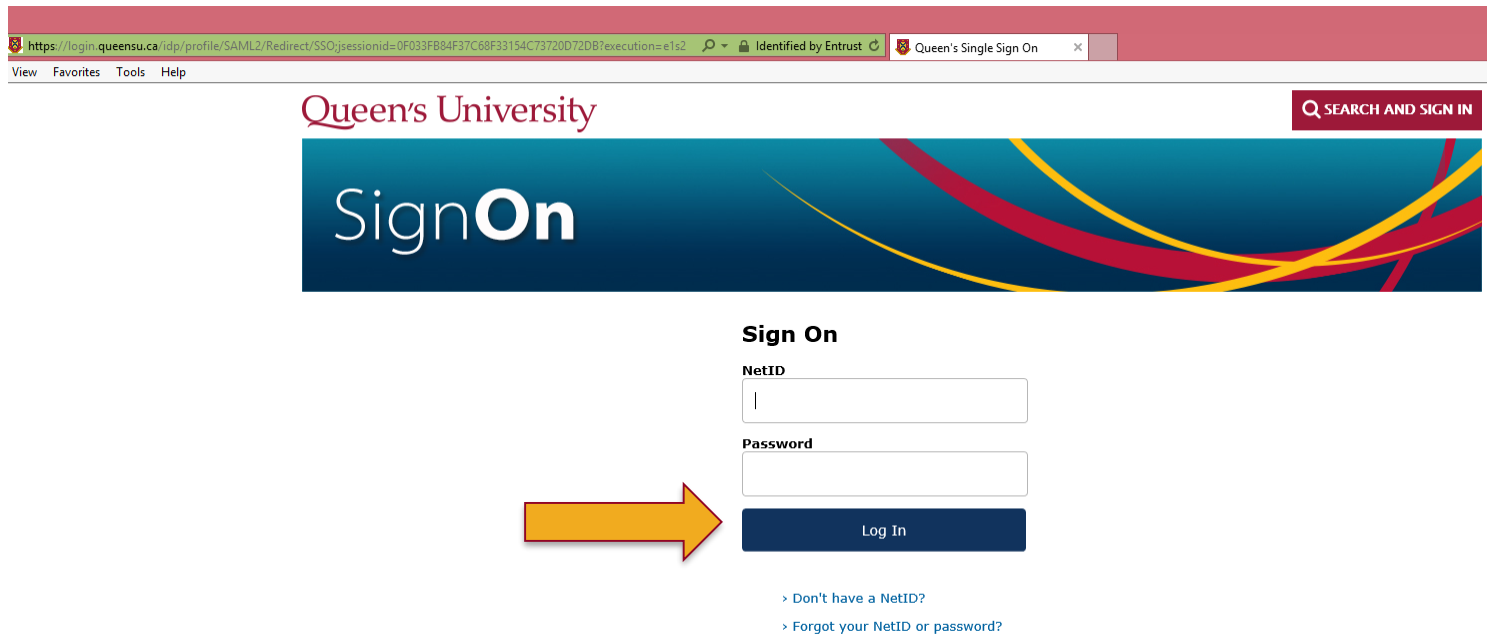
Help

PeopleSoft Finance

Navigation to a FAST Project Statement Report Cont'd



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

A screenshot of the Queen's University Sign On page. The browser address bar shows a URL starting with "https://login.queensu.ca". The page header includes the Queen's University logo and a "SEARCH AND SIGN IN" button. The main heading is "SignOn". Below this, there is a "Sign On" section with two input fields: "NetID" and "Password". A large orange arrow points to the "Log In" button. At the bottom, there are two links: "> Don't have a NetID?" and "> Forgot your NetID or password?".

[https://login.queensu.ca/idp/profile/SAML2/Redirect/SSO?sessionid=0F033FB84F37C68F33154C73720D72DB?execution=e1s2](#) Identified by Entrust Queen's Single Sign On

View Favorites Tools Help

Queen's University

SEARCH AND SIGN IN

SignOn

Sign On

NetID

Password

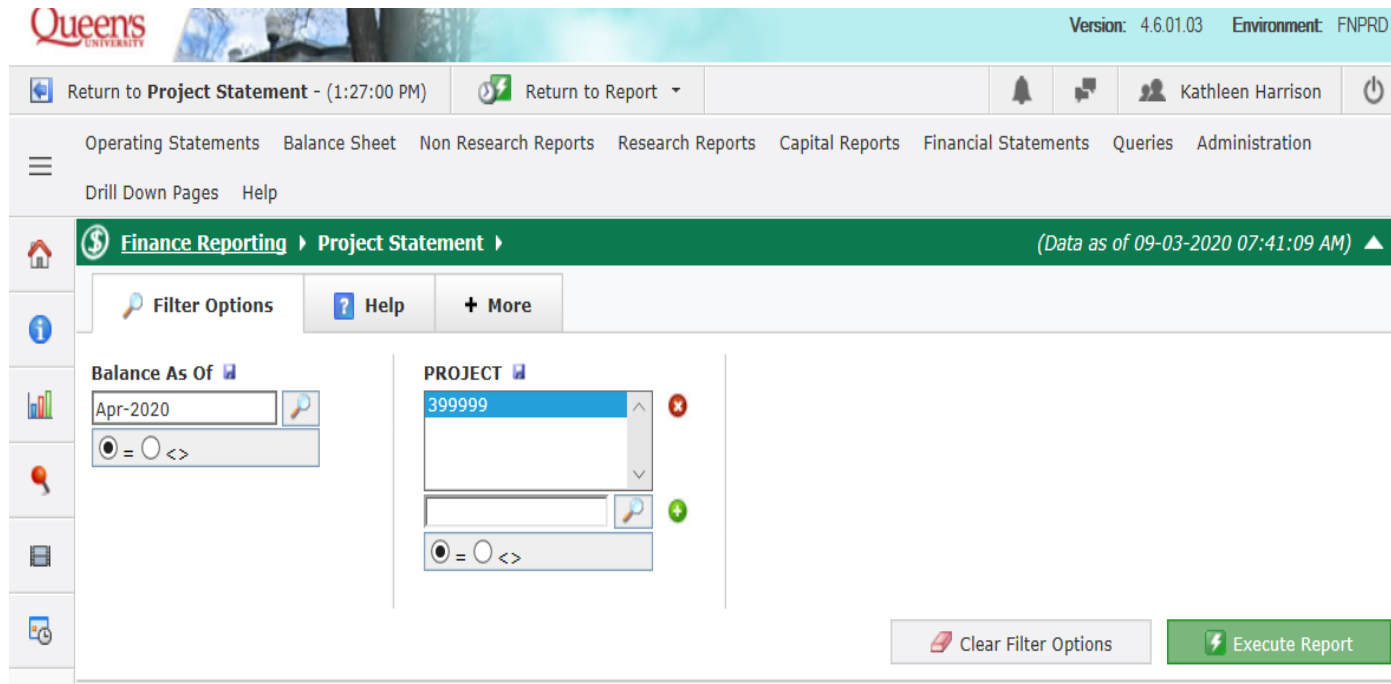
Log In

[> Don't have a NetID?](#)

[> Forgot your NetID or password?](#)

Filter Options Screen

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



The screenshot shows the 'Filter Options' screen for the 'Project Statement' report. The interface includes a top navigation bar with the Queen's University logo, version (4.6.01.03), and environment (FNPRD). Below this is a user menu for Kathleen Harrison. The main navigation area lists various report types: Operating Statements, Balance Sheet, Non Research Reports, Research Reports, Capital Reports, Financial Statements, Queries, and Administration. The 'Finance Reporting' section is active, showing 'Project Statement' with a data as of date of 09-03-2020 07:41:09 AM. The 'Filter Options' section contains two main filters: 'Balance As Of' and 'PROJECT'. The 'Balance As Of' filter has a dropdown menu set to 'Apr-2020' and a radio button for '=<>'. The 'PROJECT' filter has a dropdown menu set to '399999' and a radio button for '=<>'. At the bottom right, there are buttons for 'Clear Filter Options' and 'Execute Report'.

Version: 4.6.01.03 Environment: FNPRD

Return to Project Statement - (1:27:00 PM) Return to Report

Operating Statements Balance Sheet Non Research Reports Research Reports Capital Reports Financial Statements Queries Administration

Drill Down Pages Help

Finance Reporting Project Statement (Data as of 09-03-2020 07:41:09 AM)

Filter Options Help + More

Balance As Of

Apr-2020

☒ = ☐ <>

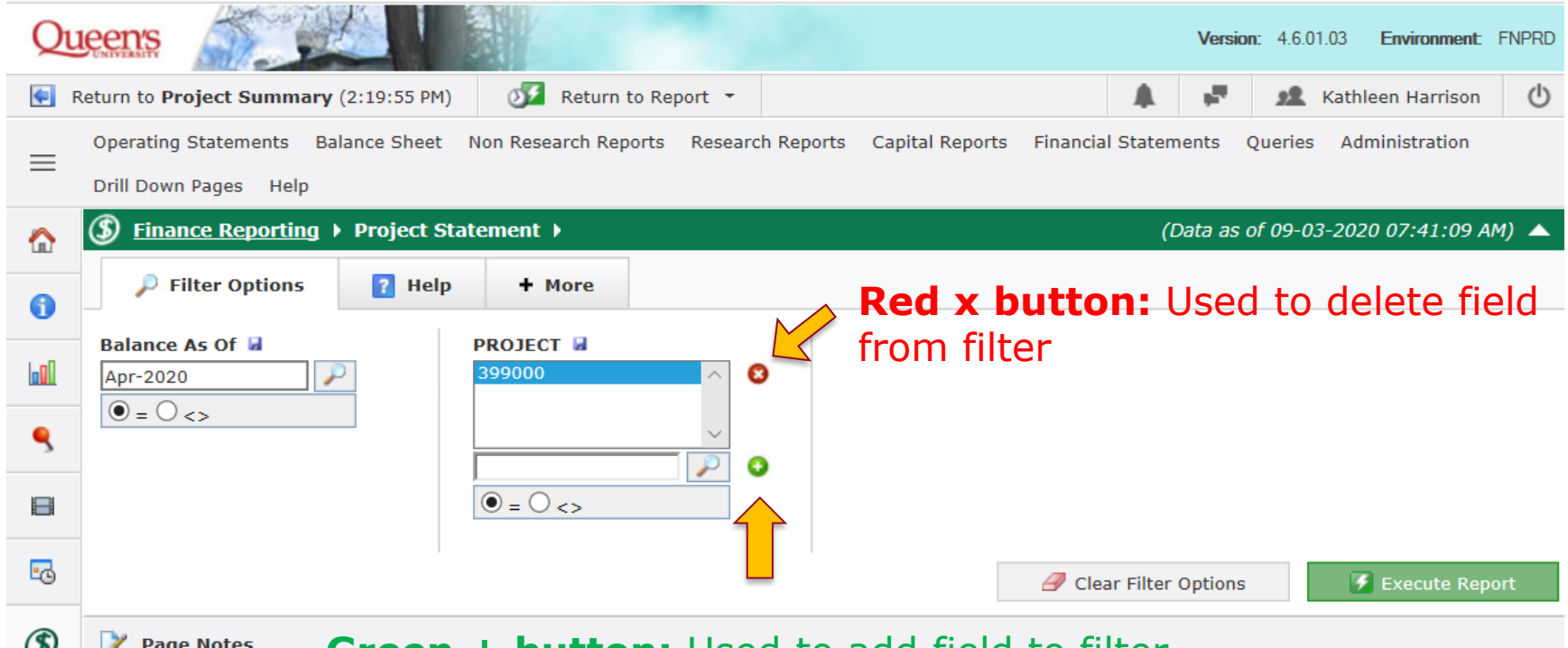
PROJECT

399999

☒ = ☐ <>

Clear Filter Options Execute Report

Filter Screen Buttons



Version: 4.6.01.03 Environment: FNPRD

Return to **Project Summary** (2:19:55 PM) Return to Report ▾

Operating Statements Balance Sheet Non Research Reports Research Reports Capital Reports Financial Statements Queries Administration

Drill Down Pages Help

Finance Reporting ▶ **Project Statement** ▶ (Data as of 09-03-2020 07:41:09 AM) ▲

Filter Options Help + More

Balance As Of
Apr-2020

PROJECT
399000

Red x button: Used to delete field from filter

Green + button: Used to add field to filter

Clear Filter Options Execute Report

Selecting the Project and Balance As Of Date

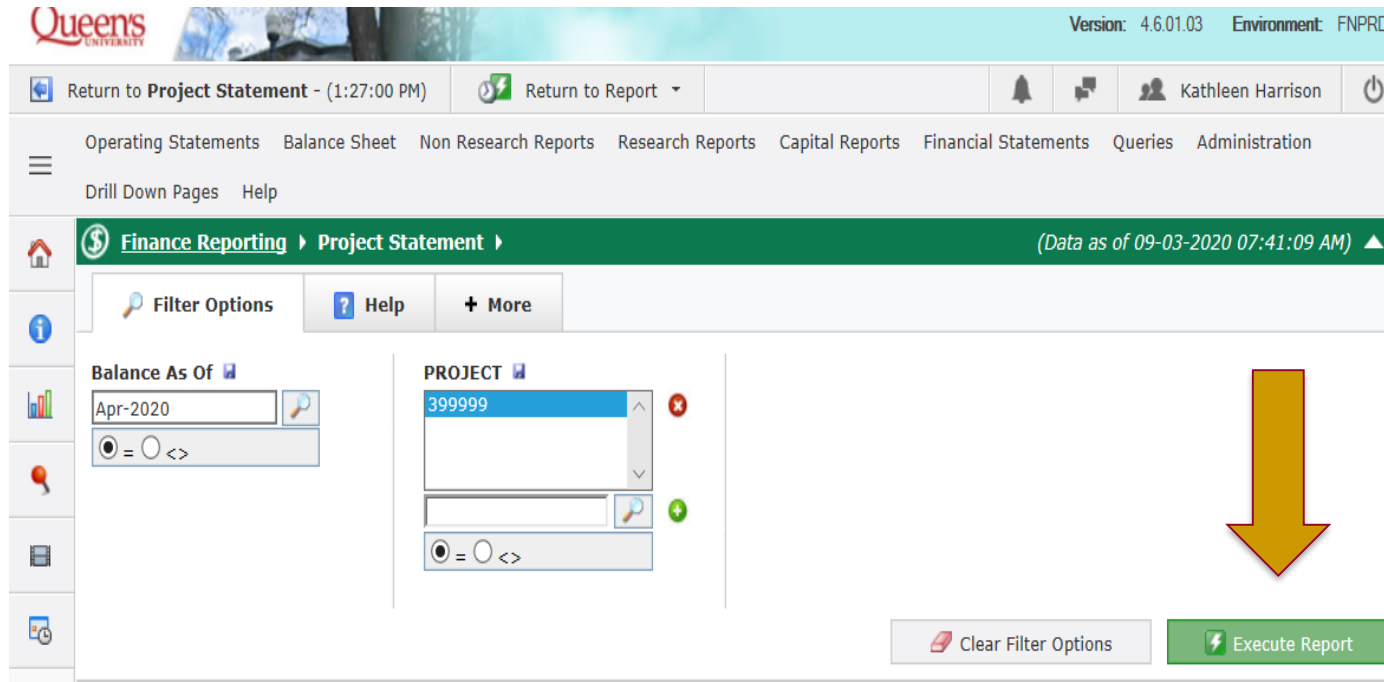


- To select the **Balance As Of** date, click on the magnifying glass within that filter box. A date listing will appear, and from there you can choose the required date.
- To select the **Project**, enter the 6 digit number in the Project filter box, then click the **green +** button.

A screenshot of the Queen's University Finance Reporting Project Statement interface. The interface has a top navigation bar with links like "Operating Statements", "Balance Sheet", "Non Research Reports", "Research Reports", "Capital Reports", "Financial Statements", "Queries", "Administration", and "Drill Down Pages". Below this is a green header bar with "Finance Reporting" and "Project Statement". Under the header, there are tabs for "Filter Options", "Help", and "+ More". The main area contains two filter boxes. The "Balance As Of" box has a text input with "Apr-2020" and a magnifying glass icon. The "PROJECT" box has a text input with "399999" and a green plus button. Two large yellow arrows point to the magnifying glass in the "Balance As Of" box and the green plus button in the "PROJECT" box.

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.



The screenshot displays the Queen's University Finance Reporting interface. At the top, the version is 4.6.01.03 and the environment is FNPRD. The user is Kathleen Harrison. The main navigation bar includes links to Operating Statements, Balance Sheet, Non Research Reports, Research Reports, Capital Reports, Financial Statements, Queries, and Administration. The current view is 'Finance Reporting > Project Statement', with data as of 09-03-2020 07:41:09 AM. The interface shows two input fields: 'Balance As Of' set to 'Apr-2020' and 'PROJECT' set to '399999'. Both fields have a magnifying glass icon and a dropdown arrow. Below these fields are two buttons: 'Clear Filter Options' and 'Execute Report'. A large yellow arrow points down towards the 'Execute Report' button.

Version: 4.6.01.03 Environment: FNPRD

Return to Project Statement - (1:27:00 PM) Return to Report

Operating Statements Balance Sheet Non Research Reports Research Reports Capital Reports Financial Statements Queries Administration

Drill Down Pages Help

Finance Reporting > Project Statement (Data as of 09-03-2020 07:41:09 AM)

Filter Options Help + More

Balance As Of
Apr-2020
= O <>

PROJECT
399999
= O <>

Clear Filter Options **Execute Report**

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	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.

A screenshot of a FAST report interface. On the left, there are three circular icons: a green one with a dollar sign, and two blue ones with document symbols. The main area is a table with rows numbered 19 to 27. Row 19 is 'Travel' with a value of 133.13. Row 20 is 'Transfers to other Institutions' with a value of 0.00. Row 21 is 'Overhead' with a value of 13,288.46. Row 22 is empty. Row 23 is 'Total Expenses' with a value of 46,509.43. Row 24 is empty. Row 25 is 'Outstanding Commitments' with a value of 1,853.82. Row 26 is empty. Row 27 is 'Balance available/(Deficit)' with a value of 4,636.75. Below the table, it says 'Records: 27'. A large yellow arrow points from the 'Balance available/(Deficit)' row down to the download icons at the bottom right.

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

Records: 27



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