

**Financial Services**

**FAST Statement of Operations Research  
Report**

# Statement of Operations Research Report



The **Statement of Operations Research Report** is a summary of detailed financial information for a single research project.

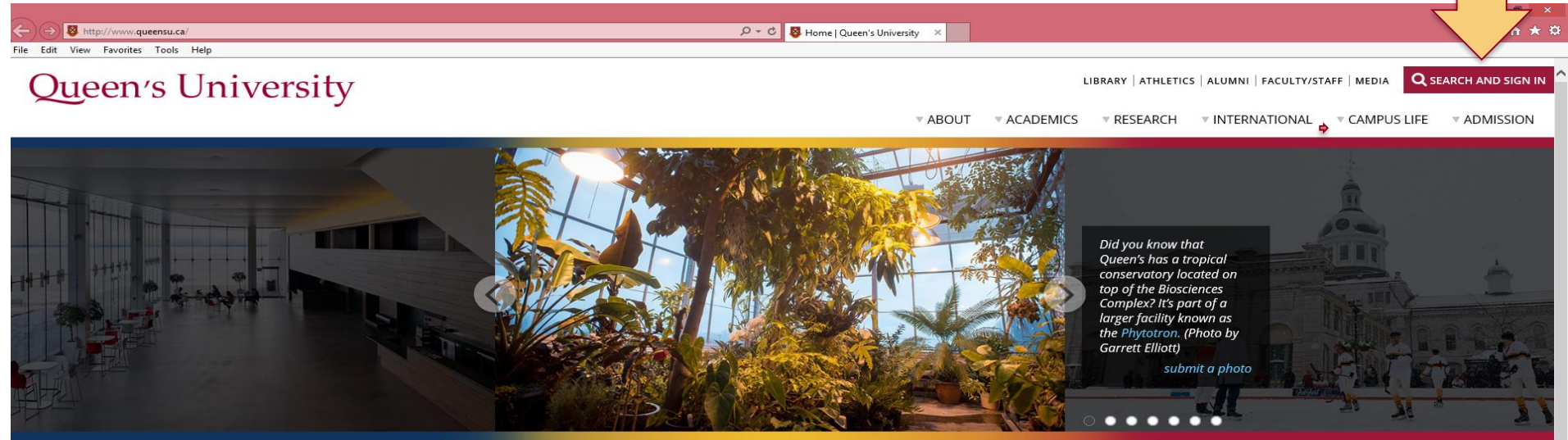
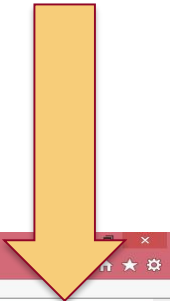
After reviewing this training material, you will learn how to:

- 1) Access and run the Statement of Operations Research Report;
- 2) Understand the layout of the report and interpret your results; and
- 3) Perform the monthly reconciliation process.

# Generating a Report



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



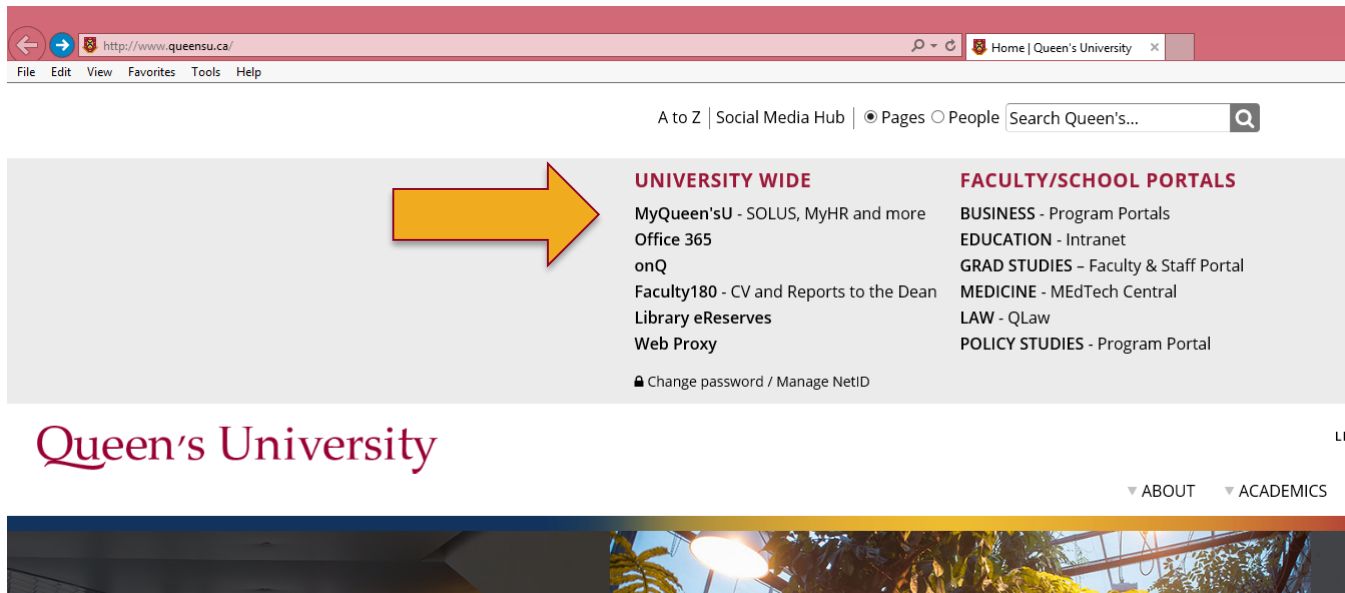
Queen's gazette



# Report Navigation



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




The screenshot shows a web browser window with the URL <http://www.queensu.ca/>. The browser's address bar shows "Home | Queen's University". Below the browser window, there is a navigation menu with the following items:

- A to Z | Social Media Hub |  Pages  People
- 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

A large orange arrow points to the "MyQueen'sU - SOLUS, MyHR and more" link under the "UNIVERSITY WIDE" section.

Queen's University LIB

▼ ABOUT ▼ ACADEMICS

A decorative banner image at the bottom of the page showing a close-up of a light fixture and foliage.

# Report Navigation Cont'd



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

The screenshot shows the MyQueen'sU portal interface. On the left is a dark blue sidebar with a "Filter by:" section containing "All", "Student", "Faculty", and "Staff" options, along with a "Sort By..." dropdown and a search bar. Below the sidebar is a "To customize your own list:" section with a "Sign in to MyQueen'sU" button. The main content area is a grid of application tiles. The tiles are organized into sections: "Faculty180", "NetID Profile Manager", "PeopleSoft Student Admin", "PPS Work Requests", "Siteimprove", "Equity Applications" (with sub-tiles for "Equity DEAP Tool", "Equity QEAP Tool", "Equity RTPC Tool", and "Equity Training"), "Finance Applications" (with sub-tiles for "acquire acquire", "Expense (ERS)", "Financial Reporting (FAST)", and "PeopleSoft Finance"), and "Human Resources Applications" (with sub-tiles for "CareerQ CareerQ for Applicants", "CareerQ CareerQ for Hiring Managers and Committee Members", "Childcare System", "GroupNet for Plan Members", "MyHR", "Aon Pension Self-Service", and "PeopleSoft HR Admin"). A large orange arrow points to the "Financial Reporting (FAST)" tile.

# Report Navigation Cont'd



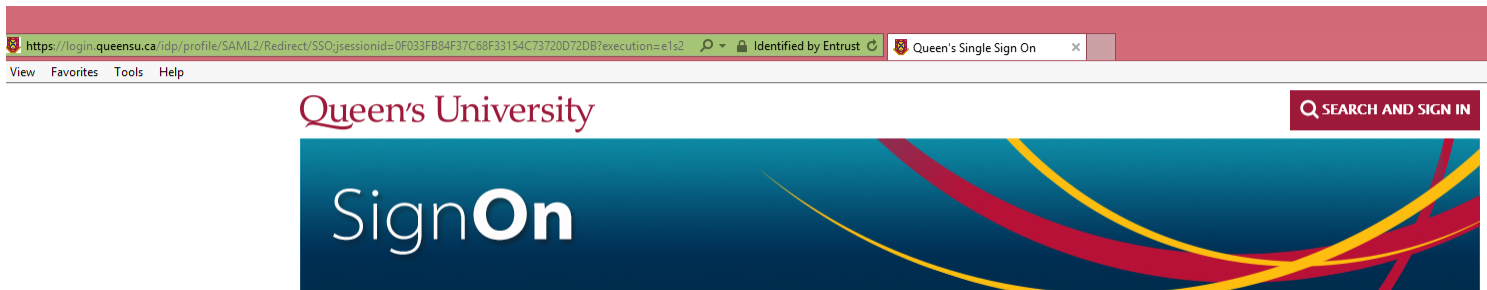
Click on the **Statement of Operations Research** link:

The screenshot shows the MyQueen'sU dashboard interface. On the left is a navigation sidebar with filters for 'All', 'Student', 'Faculty', and 'Staff', along with a search bar and a 'Sign in to MyQueen'sU' button. The main dashboard area contains various application tiles. The 'Expense Reimbursement (ERS)' tile is highlighted with a yellow arrow pointing to its dropdown menu. The dropdown menu lists 'Department Reports' (including Statement of Operations Non-Research, Statement of Ops Non-Research ICR Report, Transaction Detail Revenue and Expense, Accounts Payable Details, and Trust and Endowment) and 'Research Reports' (including Project Summary, Project Statement, Statement of Operations Research, Transaction Detail Revenue and Expense, and Accounts Payable Details). Other visible tiles include 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, and PeopleSoft Finance.

# Report Navigation Cont'd



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



## Sign On

NetID

Password

Log In

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

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

# Report Navigation Cont'd



You may also access the **Statement of Operations Research** report within FAST by choosing **Operating Statements** → **By Tree/By GL Code Pivot/By Account** → **Statement of Operations Research**.

The screenshot displays the FAST Single Sign On Suite interface. The browser address bar shows the URL: [https://fast.queensu.ca/FASTPORTAL\\_PROD/](https://fast.queensu.ca/FASTPORTAL_PROD/). The page header includes the Queen's University logo, version information (4.4.02.03), and environment (FNPRD). The main navigation menu is open, showing the path: **Operating Statements** → **By Account** → **Statement of Operations Research**. The **Statement of Operations Research** option is highlighted with a blue bar and a yellow arrow pointing to it. Below the navigation menu, there are several filter fields: **ACCOUNT**, **PROGRAM**, **CLASS**, and **PROJECT**. The **PROJECT** field is set to "Apr-2018 (Open)". At the bottom of the page, there is a red warning message: **\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report.**



# Report Navigation Cont'd



There are 3 ways the Statement of Operations Research report can be generated:

**By Tree** – this statement will be summarized by category, rather than by individual General Ledger Accounts.

**By GL Code Pivot** – allows the user to generate the statement summarized by the ChartField of the user's choosing (e.g. by Program then by Account).

**By Account** – this statement summarizes transactions by General Ledger Account.

# Filter Options Screen



Both the **Project** and **Fiscal Period** filters are required in order to run a Statement of Operations Research Report.

The screenshot shows the PeopleSoft Employee Portal interface. The browser address bar indicates the URL is [https://fast.queensu.ca/FASTPORTAL\\_PROD/F/](https://fast.queensu.ca/FASTPORTAL_PROD/F/). The page title is "Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 11/04/2018 08:09:33 AM)".

The "Filter Options" section contains several dropdown menus:

- SETID**: QUNIV - QUNIV
- FUND**: Empty
- DEPT**: Empty
- ACCOUNT**: Empty
- PROGRAM**: Empty
- CLASS**: Empty
- PROJECT**: Empty, with a red bar below it that says "\* Required".
- FISCAL PERIOD**: Empty, with a red bar below it that says "\* Required".

At the bottom right, there are two buttons: "Clear Filter Options" and "Execute Report".

At the bottom of the page, a red warning message reads: **\*\*\*If you filter on Fund, Department Class, or Program you will not see commitments or budgets in this report.**

Three yellow arrows point to the "PROJECT" and "FISCAL PERIOD" filters, highlighting that they are required for the report.

# Fiscal Period



To select a date, click on the **Fiscal Period** drop-down menu and select a specific month and year.

A screenshot of the PeopleSoft Employee Portal interface. The browser window shows the URL "https://fast.queensu.ca/FASTPORTAL\_PROD/F/". The page title is "Finance Reporting > Operating Statement By Account > Statement of Operations Research". The "Fiscal Period" filter is expanded, showing a list of months from May-2018 to Dec-2017. A red arrow points to the "Fiscal Period" filter. Below the filters, there is a "Page Notes" section with a red warning message: "\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report." The bottom left corner of the page contains the text "javascript:void(0);".

OS | FAST Single Sign On Suite x PeopleSoft Employee Portal x +

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPORTAL\_PROD/F/ Search

Version: 4.4.02.03 Environment: FNPRD

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 11/04/2018 08:09:33 AM)

Filter Options Help + More

SETID QUNIV - QUNIV

FUND

DEPT

ACCOUNT

PROGRAM

CLASS

PROJECT

FISCAL PERIOD

- \* Required
- May-2018
- Apr-2018
- Mar-2018
- Feb-2018
- Jan-2018
- Dec-2017

Clear Filter Options Execute Report

Page Notes

**\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report.**

javascript:void(0);

# Fiscal Period Cont'd



You may also click on the **Function** button and select a specific date criteria such as **Current Fiscal Year/Current Period**.

A screenshot of a web browser displaying the PeopleSoft Employee Portal. The browser tabs include "OS | FAST Single Sign On Suite" and "PeopleSoft Employee Portal". The address bar shows "Queen's University at Kingston (CA)" and the URL "https://fast.queensu.ca/FASTPORTAL\_PROD/F/". The page header includes the Queen's University logo, version "4.4.02.03", and environment "FNPRD". The main navigation bar shows "Operating Statements", "Non Research Reports", "Research Reports", "Drill Down Pages", and "Help". The breadcrumb trail is "Finance Reporting > Operating Statement By Account > Statement of Operations Research" with a timestamp "(Data as of 11/04/2018 08:09:33 AM)". The "Filter Options" section contains several dropdown menus: SETID (QUNIV - QUNIV), FUND, DEPT, ACCOUNT, PROGRAM, CLASS, and PROJECT. The "FISCAL PERIOD" dropdown is highlighted in red and labeled "\* Required". A yellow arrow points to a small "fx" icon (Function button) next to the Fiscal Period dropdown. At the bottom right, there are buttons for "Clear Filter Options" and "Execute Report". A red text note at the bottom states: "\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report."/>

OS | FAST Single Sign On Suite x PeopleSoft Employee Portal x +

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPORTAL\_PROD/F/ Search

Version: 4.4.02.03 Environment: FNPRD

Notifications Chat Louisa Jennings Logout

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 11/04/2018 08:09:33 AM)

Filter Options Help + More

SETID QUNIV - QUNIV

FUND

DEPT

ACCOUNT

PROGRAM

CLASS

PROJECT

FISCAL PERIOD

\* Required

fx

Clear Filter Options Execute Report

Page Notes

\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report.

# Filter Options Screen



You can filter your report results by **Fund, Department, Account, Program, Class, Project** and **Fiscal Period**.

It is recommended that you only filter by **Project** if you wish to see all activity for the Project.

- If you filter based upon **Fund, Department, Class** or **Program**, the budget and commitments will not appear in your report. This is because budgets and commitments are not loaded at this level in PeopleSoft Finance.

A screenshot of a web browser displaying the "FAST Single Sign On Suite" interface. The browser address bar shows the URL: https://fast.queensu.ca/FASTPORTAL\_PROD/FASTFINANCE/OS.aspx?VE1=thJqCudDE/yMVesDAwVANA= . The page title is "OS | FAST Single Sign On Suite". The interface includes a navigation menu with "Operating Statements", "Non Research Reports", "Research Reports", and "Drill Down Pages". The main content area is titled "Finance Reporting > Operating Statement By Account > Statement of Operations Research". Below this, there is a "Filter Options" section with a search bar and a "Help" button. The filter options are organized into columns: SETID (with a dropdown menu showing "QUNIV - QUNIV"), FUND, DEPT, ACCOUNT, PROGRAM, CLASS, PROJECT, and FISCAL PERIOD (with a dropdown menu showing "Apr-2018 (Open)"). Each filter column has a search icon and a "Required" indicator. At the bottom right, there are buttons for "Clear Filter Options" and "Execute Report". A red banner at the bottom of the page reads: "\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report."/>

OS | FAST Single Sign On Suite

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPORTAL\_PROD/FASTFINANCE/OS.aspx?VE1=thJqCudDE/yMVesDAwVANA=

Version: 4.4.02.03 Environment: FNPRD

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 04/04/2018 08:12:13 AM)

Filter Options Help + More

SETID QUNIV - QUNIV

FUND

DEPT

ACCOUNT

PROGRAM

CLASS

PROJECT

FISCAL PERIOD Apr-2018 (Open)

Required

Clear Filter Options Execute Report

Page Notes

\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report.

# Filter Screen Buttons



**Red x button:** Used to delete fields from each filter

OS | FAST Single Sign On Suite

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPORTAL\_PROD/FASTFINANCE/OS.aspx?VE1=thJqCudDE/yMVesDawVANA==

Version: 4.4.02.03 Environment: FNPRD

Notifications Chat Louisa Jennings Logout

Operating Statements Non Research Reports Research Reports Down Pages Help

Finance Reporting > Operating Statement By Account > Department of Operations Research (Data as of 04/04/2018 08:12:13 AM)

Filter Options Help + More

SETID QUNIV - QUNIV

FUND

DEPT

ACCOUNT

PROGRAM

CLASS

PROJECT

FISCAL PERIOD Apr-2018 (Open) fx

\* Required

Clear Filter Options Execute Report

Page Notes

\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report.

**Green + button:** Used to add multiple fields to each filter

# Clear Filter Options

A screenshot of a web application interface. The browser address bar shows "Queen's University at Kingston (CA)" and a URL. The page title is "OS | FAST Single Sign On Suite". The main content area is titled "Finance Reporting > Operating Statement By Account > Statement of Operations Research". Below this, there are several filter options: SETID (QUNIV - QUNIV), FUND, DEPT, ACCOUNT, PROGRAM, CLASS, PROJECT, and FISCAL PERIOD (Apr-2018 (Open)). A red banner below the filters says "\* Required". At the bottom right, there is a "Clear Filter Options" button and an "Execute Report" button. A yellow arrow points to the "Clear Filter Options" button. A red note at the bottom of the page reads: "\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report."/>

OS | FAST Single Sign On Suite

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPORTAL\_PROD/FASTFINANCE/OS.aspx?VE1=thJqCudDE/yMVesDawVANA==

Version: 4.4.02.03 Environment: FNPRD

Notifications Chat Louisa Jennings Logout

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 04/04/2018 08:12:13 AM)

Filter Options Help + More

SETID QUNIV - QUNIV

FUND

DEPT

ACCOUNT

PROGRAM

CLASS

PROJECT

FISCAL PERIOD Apr-2018 (Open)

\* Required

Clear Filter Options Execute Report

Page Notes

\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report.

All filters can be cleared at once simply by clicking on the **Clear Filter Options** button.

# Multiple Filter Values



**Multiple filters** for fields such as Program can be added in a range by using a **colon**. For example, entering **10000:19999** in the Program field will return transactions with a Program beginning with 1.

The **percentage sign** can be used as a **wildcard**. For example, entering **4%** in the Program field will return transactions with a related Program beginning with 4.

**Non-consecutive values** can also be inputted individually by using the **green + button**.

A screenshot of the FAST Single Sign On Suite web application. The browser address bar shows the URL: https://fast.queensu.ca/FASTPORTAL\_PROD/FASTFINANCE/OS.aspx?VE1=thJqCudDE/yMvesDawVANA==. The page title is "OS | FAST Single Sign On Suite". The main content area displays "Filter Options" for various fields: SETID (QUNIV - QUNIV), FUND, DEPT, ACCOUNT, PROGRAM, CLASS, PROJECT, and FISCAL PERIOD (Apr-2018 (Open)). Each field has a search icon and a green plus button. A red banner at the bottom of the filter options area says "\* Required". Below the filter options, there are buttons for "Clear Filter Options" and "Execute Report". A footer note in red text states: "\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report."



# Executing the Report



Once you are satisfied with the filters you have selected, click the green **Execute Report** button to generate a report.

The screenshot shows a web browser window with the URL [https://fast.queensu.ca/FASTPORTAL\\_PROD/F/](https://fast.queensu.ca/FASTPORTAL_PROD/F/). The page title is "OS | FAST Single Sign On Suite". The user is logged in as "Louisa Jennings". The page displays the "Finance Reporting" section, specifically "Operating Statement By Account" and "Statement of Operations Research". The data is as of 11/04/2018 08:09:33 AM. The interface includes several filter options: SETID (QUNIV - QUNIV), FUND, DEPT, ACCOUNT, PROGRAM, CLASS, PROJECT, and FISCAL PERIOD. A red banner indicates that FISCAL PERIOD is required. At the bottom right, there are two buttons: "Clear Filter Options" and "Execute Report". A yellow arrow points to the "Execute Report" button. A red banner at the bottom of the page reads: "\*\*\*If you filter on Fund, Department, Class, or Program you won't see commitments or budgets in this report."

# Filter Trail



Once the report is generated, you will notice the **filter trail** displays the **project number**, **project name** and the **project spending deadline**. To return to the filter options screen, simply click on the hyperlinked filter trail.

The screenshot shows the FAST Single Sign On Suite interface. The browser address bar indicates the URL is [https://fast.queensu.ca/FASTPORTAL\\_PROD/F/](https://fast.queensu.ca/FASTPORTAL_PROD/F/). The page title is "Return to Operating Statement By Account - Statement of Operations Research (04:05:05 PM)". The main content area displays "Operating Statements" and "Operating Statement By Account" for "Statement of Operations Research" as of 11/04/2018 08:09:33 AM. The filter trail shows "SETID = QUNIV | PROJECT = 399999 Project Name | Project Spending Deadline 2023/03/31". A yellow arrow points to the "Project Spending Deadline 2023/03/31" link. Below the filter trail is a table with the following columns: ACCOUNT, ACCT DESCRIPTION, BUDGET TO DATE, Apr-2018 MONTH ACTUAL, PROJECT TO DATE ACTUAL, O/S COMMITMENTS, BUDGET BALANCE WITH COMMITMENTS, and PROJECT FAV/UNFAV VS BUDGET.

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
<b>Grants</b>							
400105	Fed.Gov't-NSERC	1,336,312	0	936,000	0	0	
400999	RESTRICTED: Prio...	0	0	292,312	0	0	
	<b>Subtotal</b>	<b>1,336,312</b>	<b>0</b>	<b>1,228,312</b>	<b>0</b>	<b>0</b>	<b>0%</b>
	<b>Total Revenues</b>	<b>1,336,312</b>	<b>0</b>	<b>1,228,312</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Benefits</b>							
550000	BUD-Benefits	0	0	0	1,585	-1,585	
550001	Fringe Benefits	0	0	-213	0	213	
550002	PDF Grant Tax	0	0	0	0	0	
550003	Grant Tax	0	0	1,654	0	-1,654	
550004	Benefit Grant Tax	0	0	703	0	-703	
550005	Worker Comp	0	0	460	0	-460	

# Budget To Date Column



The **Budget To Date** column represents the total budget posted to the project from project inception to the period specified.

The screenshot displays the FAST Single Sign On Suite interface. The browser address bar shows the URL: [https://fast.queensu.ca/FASTPORTAL\\_PROD/F/](https://fast.queensu.ca/FASTPORTAL_PROD/F/). The page title is "Statement of Operations Research (04:05:05 PM)". The interface includes navigation tabs for "Operating Statements", "Non Research Reports", "Research Reports", and "Drill Down Pages". The main content area shows a "Statement of Operations Research" report for "Statement of Operations Research" (Data as of 11/04/2018 08:09:33 AM). The report is filtered by "Statement of Operation: Research" and "Period: Apr-18". The "BUDGET TO DATE" column is highlighted with a yellow arrow. The table below shows the following data:

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
550031	Master's Stu. Cdn ...	0	0	3,289	0	-3,289	
550033	Doctorate Stu. Cd...	0	0	-54,258	0	54,258	
550044	Benefits Rsrch - n...	0	0	0	0	0	
570001	Pension	0	0	10,860	0	-10,860	
570002	Additional Pension	0	0	0	0	0	
	Subtotal	0	0	88,070	1,585	-89,655	0% U
<b>Faculty</b>							
502300	BUD-Post Doc & n...	326,600	0	0	4,403	322,197	
502301	Post Doctoral Cdn	0	0	91,211	0	-91,211	
502303	Non-Stu & Non-Po...	0	0	413,853	0	-413,853	
	Subtotal	326,600	0	505,063	4,403	-182,867	56% U
<b>Staff</b>							
502000	BUD Admin Prof &	05,000	0	0	0	05,000	

# Month Actual Column



The **Month Actual** column represents the revenue and expense activity for the month selected in the date criteria.

OS | FAST Single Sign On Suite

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPORTAL\_PROD/FI

Version: 4.4.02.03 Environment: FNPRD

Return to Operating Statement By Account - Statement of Operations Research (04:05:05 PM)

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting Operating Statement By Account Statement of Operations Research (Data as of 11/04/2018 08:09:33 AM)

Filter Options Report Results + More

Statement of Operation: Period Apr-2018 Display 0

SETID = QUNIV PROJECT = 399999 Project Name - Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
550031	Master's Stu. Cdn ...	0	0	3,289	0	-3,289	
550033	Doctorate Stu. Cd...	0	0	-54,258	0	54,258	
550044	Benefits Rsrch - n...	0	0	0	0	0	
570001	Pension	0	0	10,860	0	-10,860	
570002	Additional Pension	0	0	0	0	0	
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>88,070</b>	<b>1,585</b>	<b>-89,655</b>	<b>0% U</b>
<b>Faculty</b>							
502300	BUD-Post Doc & n...	326,600	0	0	4,403	322,197	
502301	Post Doctoral Cdn	0	0	91,211	0	-91,211	
502303	Non-Stu & Non-Po...	0	0	413,853	0	-413,853	
	<b>Subtotal</b>	<b>326,600</b>	<b>0</b>	<b>505,063</b>	<b>4,403</b>	<b>-182,867</b>	<b>56% U</b>
<b>Staff</b>							
502000	BUD Admin Prof &	05,000	0	0	0	05,000	

Return To Menu Notes Save As...

millennium software & service solutions FAST

# Project To Date Actual Column



The **Project To Date Actual** column represents revenue and expense activity from project inception to the selected date criteria.

OS | FAST Single Sign On Suite

Queen's University at Kingston (CA) https://fast.queensu.ca/FASTPORTAL\_PROD/FI

Version: 4.4.02.03 Environment: FNPRD

Return to Operating Statement By Account - Statement of Operations Research (04:05:05 PM) Return to Report

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 11/04/2018 08:09:33 AM)

Filter Options Report Results Help

Statement of Operation: Period Apr-2018 Display 0

SETID = QUNIV | PROJECT = : 399999 Project Name - Project Ending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
550031	Master's Stu. Cdn ...	0	0	3,289	0	-3,289	
550033	Doctorate Stu. Cd...	0	0	-54,258	0	54,258	
550044	Benefits Rsrch - n...	0	0	0	0	0	
570001	Pension	0	0	10,860	0	-10,860	
570002	Additional Pension	0	0	0	0	0	
	Subtotal	0	0	88,070	1,585	-89,655	0% U
<b>Faculty</b>							
502300	BUD-Post Doc & n...	326,600	0	0	4,403	322,197	
502301	Post Doctoral Cdn	0	0	91,211	0	-91,211	
502303	Non-Stu & Non-Po...	0	0	413,853	0	-413,853	
	Subtotal	326,600	0	505,063	4,403	-182,867	56% U
<b>Staff</b>							
502000	BUD Admin Prof &	05,000	0	0	0	05,000	

Return To Menu Notes Save As...

millennium software & service solutions FAST

# O/S Commitments Column



The **O/S Commitments** column represents the total commitments outstanding for the project.

The screenshot displays the FAST Single Sign On Suite interface. The browser address bar shows the URL: [https://fast.queensu.ca/FASTPORTAL\\_PROD/F/](https://fast.queensu.ca/FASTPORTAL_PROD/F/). The page title is "Operating Statement By Account - Statement of Operations Research (04:05:03)". The interface includes navigation tabs for "Operating Statements", "Non Research Reports", "Research Reports", and "Drill Down Pages". The main content area shows a "Statement of Operations Research" report for the period "Apr-2018". The report includes a table with columns for "ACCOUNT", "ACCT DESCRIPTION", "BUDGET TO DATE", "Apr-2018 MONTH ACTUAL", "PROJECT TO DATE ACTUAL", "O/S COMMITMENTS", "BUDGET BALANCE WITH COMMITMENTS", and "PROJECT FAV/UNFAV VS BUDGET". A yellow arrow points to the "O/S COMMITMENTS" column.

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
550031	Master's Stu. Cdn ...	0	0	3,289	0	-3,289	
550033	Doctorate Stu. Cd...	0	0	-54,258	0	54,258	
550044	Benefits Rsrch - n...	0	0	0	0	0	
570001	Pension	0	0	10,860	0	-10,860	
570002	Additional Pension	0	0	0	0	0	
	Subtotal	0	0	88,070	1,585	-89,655	0% U
<b>Faculty</b>							
502300	BUD-Post Doc & n...	326,600	0	0	4,403	322,197	
502301	Post Doctoral Cdn	0	0	91,211	0	-91,211	
502303	Non-Stu & Non-Po...	0	0	413,853	0	-413,853	
	Subtotal	326,600	0	505,063	4,403	-182,867	56% U
<b>Staff</b>							
502000	BUD Admin Prof &	05,000	0	0	0	05,000	

# Budget Balance With Commitments Column



The **Budget Balance With Commitments** column represents the budget to date minus project to date actuals and outstanding commitments, based on the selected date criteria.

OS | FAST Single Sign On Suite

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPC...L\_PROD/FI

Version: 4.4.02.03 Environment: FNPRD

Return to Operating Statement By Account - Statement of Operations Research (04:05:05 PM)

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 11/04/2018 08:09:33 AM)

Filter Options Report Results Help + More

Statement of Operation: [v] Period: Apr-2018 [v] Display: 0 [v]

Current Fiscal Year / Current Period

SETID = QUNIV | PROJECT = : 399999 Project Name - Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
550031	Master's Stu. Cdn ...	0	0	3,289	0	-3,289	
550033	Doctorate Stu. Cd...	0	0	-54,258	0	54,258	
550044	Benefits Rsrch - n...	0	0	0	0	0	
570001	Pension	0	0	10,860	0	-10,860	
570002	Additional Pension	0	0	0	0	0	
	Subtotal	0	0	88,070	1,585	-89,655	0% U
<b>Faculty</b>							
502300	BUD-Post Doc & n...	326,600	0	0	4,403	322,197	
502301	Post Doctoral Cdn	0	0	91,211	0	-91,211	
502303	Non-Stu & Non-Po...	0	0	413,853	0	-413,853	
	Subtotal	326,600	0	505,063	4,403	-182,867	56% U
<b>Staff</b>							
502000	BUD Admin Prof &	05,000	0	0	0	05,000	

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# Project Fav/Unfav vs. Budget Column



The **Project Favourable/Unfavourable vs. Budget** column represents the percentage under or over budget for each revenue and expense category. You will see an **F** for **Favorable** if expenses are within budget or revenues exceed the budget.

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Version: 4.4.02.03 Environment: FNPRD

Return to Operating Statement By Account - Statement of Operations Research (04:05:05 PM)

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 11/04/2018 08:09:33 AM)

Filter Options Report Results Help + More

Statement of Operation: Period: Apr-2018

Current Fiscal Year / Current Period

SETID = QUNIV | PROJECT = 399999 Project Name - Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
Subtotal		0	0	88,070	1,583	-89,655	0% U
<b>Faculty</b>							
502300	BUD-Post Doc & n...	326,600	0	0	4,403	322,197	
502301	Post Doctoral Cdn	0	0	91,211	0	-91,211	
502303	Non-Stu & Non-Po...	0	0	413,853	0	-413,853	
Subtotal		326,600	0	505,063	4,403	-182,867	56% U
<b>Staff</b>							
503000	BUD-Admin Prof &...	96,000	0	0	0	96,000	
503996	Summer Student	0	0	7,444	0	-7,444	
503997	Casual & Overtime...	0	0	13,888	0	-13,888	
Subtotal		96,000	0	21,332	0	74,668	77.8% F
<b>Students</b>							
503000	BUD-Students (S...	326,600	0	0	0	326,600	

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# Project Fav/Unfav vs. Budget Column Cont'd



You will see a **U** for **Unfavorable** if expenses exceed budget or revenue is less than budget. This is calculated by **dividing the Budget Balance with Commitments column by the Budget to Date column**.

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Version: 4.4.02.03 Environment: FNPRD

Return to Operating Statement By Account - Statement of Operations Research (04:05:05 PM)

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 11/04/2018 08:09:33 AM)

Filter Options Report Results Help + More

Statement of Operation: Period: Apr-2018

SETID = QUNIV | PROJECT = 399999 Project Name - Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
	Subtotal	0	0	88,070	1,583	-89,655	0% U
<b>Faculty</b>							
502300	BUD-Post Doc & n...	326,600	0	0	4,403	322,197	
502301	Post Doctoral Cdn	0	0	91,211	0	-91,211	
502303	Non-Stu & Non-Po...	0	0	413,853	0	-413,853	
	Subtotal	326,600	0	505,063	4,403	-182,867	56% U
<b>Staff</b>							
503000	BUD-Admin Prof &...	96,000	0	0	0	96,000	
503996	Summer Student	0	0	7,444	0	-7,444	
503997	Casual & Overtime...	0	0	13,888	0	-13,888	
	Subtotal	96,000	0	21,332	0	74,668	77.8% F
<b>Students</b>							
503000	BUD-Students (S...	326,600	0	0	0	326,600	

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# Total Revenues



The **Total Revenues** row reports the sum of actuals and budget activity for revenues.

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Version: 4.4.02.03 Environment: FNPRD

Return to Project Summary - Project Summary (03:37:04 PM) Return to Report

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Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 12/04/2018 08:08:32 AM)

Filter Options Report Results Help + More

Statement of Operation: Period: Apr-2018 Display: 0

Current Fiscal Year / Current Period

SETID = QUNIV | PROJECT = 399999 Project Name Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
<b>Grants</b>							
400105	Fed.Gov't-NSERC	1,336,312	0	936,000	0	0	
400999	RESTRICTED: Prio...	0	0	292,312	0	0	
	<b>Subtotal</b>	<b>1,336,312</b>	<b>0</b>	<b>1,228,312</b>	<b>0</b>	<b>0</b>	<b>0%</b>
	<b>Total Revenues</b>	<b>1,336,312</b>	<b>0</b>	<b>1,228,312</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Benefits</b>							
550000	BUD-Benefits	0	0	0	1,585	-1,585	
550001	Fringe Benefits	0	0	-213	0	213	
550002	PDF Grant Tax	0	0	0	0	0	
550003	Grant Tax	0	0	1,654	0	-1,654	
550004	Benefit Grant Tax	0	0	703	0	-703	
550005	Worker Comp	0	0	460	0	-460	

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# Total Labour



The **Total Labour** row reports the sum of all actuals, commitments, and budget activity for all salary and benefit expenses.

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Version: 4.4.02.03 Environment: FNPRD

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Operating Statements | Non Research Reports | Research Reports | Drill Down Pages | Help

Finance Reporting | Operating Statement By Account | Statement of Operations Research (Data as of 12/04/2018 08:08:32 AM)

Filter Options | Report Results | Help | More

Statement of Operation: | Period: Apr-2018 | Display: 0

SETID = QUNIV | PROJECT: 399999 Project Name - Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
503997	Casual & Overtime...	0	0	13,888	0	-13,888	
	Subtotal	96,000	0	21,332	0	74,668	77.8% F
<b>Students</b>							
505000	BUD-Students (Re...	246,600	0	0	0	246,600	
505001	Bachelor's Student...	0	0	68,486	0	-68,486	
505101	Master's Students...	0	0	67,530	0	-67,530	
505201	Doctorate Student...	0	0	76,738	0	-76,738	
506103	Undergrad TA:Und...	0	0	0	0	0	
	Subtotal	246,600	0	212,755	0	33,845	13.7% F
	<b>Total Labour</b>	<b>669,200</b>	<b>0</b>	<b>827,219</b>	<b>5,988</b>	<b>-164,008</b>	<b>24.5% U</b>
<b>Capitalized Furniture &amp; Equip</b>							
614000	BUD-Furn & Equip ...	96,600	0	0	0	96,600	

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# Total Non-Salary Expenses



The **Total Non-Salary Expenses** row reports the sum of all actuals, commitments and budget activity for all non-salary expenses.

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Version: 4.4.02.03 Environment: FNPRD

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Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting Operating Statement By Account Statement of Operations Research (Data as of 12/04/2018 08:08:32 AM)

Filter Options Report Results Help + More

Statement of Operation: Period Apr-2018 Display 0

SETID = QUNIV | PROJECT 399999 Project Name Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
640009	Accommodations	0	0	7,468	0	-7,468	
640012	Travel Meals	0	0	3,651	0	-3,651	
640013	Field Travel	0	0	12,060	0	-12,060	
640015	Parking	0	0	266	0	-266	
640016	Sundry Expenses	0	0	419	0	-419	
640018	Fuel - Travel	0	0	337	0	-337	
	Subtotal	182,600	0	149,428	2,000	31,172	17.1% F
	<b>Total Non-Salary Expenses</b>	<b>667,112</b>	<b>2,218</b>	<b>345,855</b>	<b>2,000</b>	<b>319,257</b>	<b>47.9% F</b>
	<b>Total All Expenses</b>	<b>1,336,312</b>	<b>2,218</b>	<b>1,173,074</b>	<b>7,988</b>	<b>155,249</b>	<b>11.6% F</b>
	<b>Total</b>	<b>0</b>	<b>-2,218</b>	<b>55,238</b>	<b>-7,988</b>	<b>155,249</b>	<b>0% F</b>

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# Total All Expenses



The **Total All Expenses** row reports the sum of all actuals, commitments and budget activity for all expenses.

OS | FAST Single Sign On Suite

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPORTAL\_PROD/f/

Version: 4.4.02.03 Environment: FNPRD

Return to Project Summary - Project Summary (03:37:04 PM) Return to Report

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting Operating Statement By Account Statement of Operations Research (Data as of 12/04/2018 08:08:32 AM)

Filter Options Report Results Help + More

Statement of Operation: Period Apr-2018 Display 0

Current Fiscal Year / Current Period

SETID = QUNIV | PROJECT 399999 Project Name Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
640009	Accommodations	0	0	7,468	0	-7,468	
640012	Travel Meals	0	0	3,651	0	-3,651	
640013	Field Travel	0	0	12,060	0	-12,060	
640015	Parking	0	0	266	0	-266	
640016	Sundry Expenses	0	0	419	0	-419	
640018	Fuel - Travel	0	0	337	0	-337	
	Subtotal	182,600	0	149,428	2,000	31,172	17.1% F
	Total Non-Salary Expenses	667,112	2,218	345,855	2,000	319,257	47.9% F
	<b>Total All Expenses</b>	<b>1,336,312</b>	<b>2,218</b>	<b>1,173,074</b>	<b>7,988</b>	<b>155,249</b>	<b>11.6% F</b>
	Total	0	-2,218	55,238	-7,988	155,249	0% F

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# Total



The **Total** row reports the net of all revenue and expense activity. You can drill down on any blue hyperlinked value to view additional transactions that support these figures.

The screenshot displays the FAST Single Sign On Suite interface. The main content is a financial report table for the period of April 2018. The table includes columns for Account, Description, Budget to Date, Actuals, and various financial metrics. The 'Total' row is highlighted in blue and has a yellow arrow pointing to it.

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
640009	Accommodations	0	0	7,468	0	-7,468	
640012	Travel Meals	0	0	3,651	0	-3,651	
640013	Field Travel	0	0	12,060	0	-12,060	
640015	Parking	0	0	266	0	-266	
640016	Sundry Expenses	0	0	419	0	-419	
640018	Fuel - Travel	0	0	337	0	-337	
	Subtotal	182,600	0	149,428	2,000	31,172	17.1% F
	Total Non-Salary Expenses	667,112	2,218	345,855	2,000	319,257	47.9% F
	Total All Expenses	1,336,312	2,218	1,173,074	7,988	155,249	11.6% F
	<b>Total</b>	<b>0</b>	<b>-2,218</b>	<b>55,238</b>	<b>-7,988</b>	<b>155,249</b>	<b>0% F</b>

# Important Tips to Remember



Financial data is updated nightly, and is therefore **24 hours old** at most.

When viewing your available balance, it is a good idea to consider which monthly transactions **have not yet been posted to the General Ledger**. Examples may include telephone or courier expenses, P-Card transactions, the monthly payroll & benefit distribution and related commitment adjustments.

To access the **Availability of Financial Information during the Month** reference document, visit the **Researchers** tab on the **Financial Services** website.

# Important Tips to Remember Cont'd



If running a report for the purpose of performing a reconciliation, it is important to note:

- Month-end will not officially close until the 3<sup>rd</sup> business day of the new calendar month
- On the 4<sup>th</sup> business day, some final edit processes are conducted (e.g. research overhead)

Therefore it is a good idea to wait until the **5<sup>th</sup> business day** of the new calendar month to run your report.



# Reconciling Your Report



**Reconciling** your Statement of Operations Research report is an essential step in monitoring the activity posted to your project. The reconciliation process ensures that:

- ✓ All transactions posted to your project have been accounted for
- ✓ Identifies any incorrectly coded transactions
- ✓ Brings any outstanding items, which are not yet posted, to your attention

# Best Practices for Reconciling



In order to reconcile your report:

- 1) Run a Statement of Operations Research Report on a monthly basis
- 2) Export the data to Excel
- 3) Match each transaction to your records or source documents

**Important Reminder:** Remember to run your report for a closed period by specifying the project and fiscal period.

# How to Reconcile Your Report



Once the report has been executed, scroll down to the bottom of your report to view the totals. Next, click on the hyperlinked value in the **Month Actual** column on the **Total** row to view all transaction details for that month.

The screenshot displays the FAST portal interface. At the top, there's a navigation bar with 'Return to Project Summary' and 'Return to Report'. Below that, a green banner indicates 'Finance Reporting > Operating Statement By Account > Statement of Operations Research'. The main content area shows a table with columns: ACCOUNT, ACCT DESCRIPTION, BUDGET TO DATE, Apr-2018 MONTH ACTUAL, PROJECT TO DATE ACTUAL, O/S COMMITMENTS, BUDGET BALANCE WITH COMMITMENTS, and PROJECT FAV/UNFAV VS BUDGET. The 'Total' row is highlighted in blue, and a yellow arrow points to the value '-2,218' in the 'Apr-2018 MONTH ACTUAL' column.

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
640009	Accommodations	0	0	7,468	0	-7,468	
640012	Travel Meals	0	0	3,651	0	-3,651	
640013	Field Travel	0	0	12,060	0	-12,060	
640015	Parking	0	0	266	0	-266	
640016	Sundry Expenses	0	0	419	0	-419	
640018	Fuel - Travel	0	0	337	0	-337	
	Subtotal	182,600	0	149,428	2,000	31,172	17.1% F
	Total Non-Salary Expenses	667,112	2,218	345,855	2,000	319,257	47.9% F
	Total All Expenses	1,336,312	2,218	1,173,074	7,988	155,249	11.6% F
	Total	0	-2,218			155,249	0% F

# How to Reconcile Your Report Cont'd



To reconcile transactions for more than one month, click on the hyperlinked value in the **Project To Date Actual** column to view all transaction details from project inception to date.

The screenshot displays the FAST Single Sign On Suite interface. The browser address bar shows the URL: [https://fast.queensu.ca/FASTPORTAL\\_PROD/](https://fast.queensu.ca/FASTPORTAL_PROD/). The page title is "Return to Project Summary - Project Summary (03:37:04 PM)". The user is identified as Louisa Jennings.

The report is titled "Finance Reporting > Operating Statement By Account > Statement of Operations Research" with data as of 12/04/2018 08:08:32 AM. The period is set to "Apr-2018".

The report details for Project 399999 (Project Name) are as follows:

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
640009	Accommodations	0	0	7,468	0	-7,468	
640012	Travel Meals	0	0	3,651	0	-3,651	
640013	Field Travel	0	0	12,060	0	-12,060	
640015	Parking	0	0	266	0	-266	
640016	Sundry Expenses	0	0	419	0	-419	
640018	Fuel - Travel	0	0	337	0	-337	
	Subtotal	182,600	0	149,428	2,000	31,172	17.1% F
	Total Non-Salary Expenses	667,112	2,218	345,855	2,000	319,257	47.9% F
	Total All Expenses	1,336,312	2,218	1,173,074	7,988	155,249	11.6% F
	Total	0	-2,218	55,238			0% F

A yellow arrow points to the value 55,238 in the "PROJECT TO DATE ACTUAL" column for the "Total" row.

# How to Reconcile Your Report Cont'd



The report may be downloaded into an **Excel** or **PDF** document. To do so, click one of the icons on the bottom right corner of the report.

OS | FAST Single Sign On Suite

Queen's University at Kingston (CA) | https://fast.queensu.ca/FASTPORTAL\_PROD/

Version: 4.4.02.03 Environment: FNPRD

Return to Project Summary - Project Summary (03:37:04 PM) Return to Report

Operating Statements Non Research Reports Research Reports Drill Down Pages Help

Finance Reporting > Operating Statement By Account > Statement of Operations Research (Data as of 12/04/2018 08:08:32 AM)

Filter Options Report Results Help + More

Statement of Operation: Period Apr-2018 Display 0

Current Fiscal Year / Current Period

SETID = QUNIV | PROJECT 399999 Project Name Project Spending Deadline 2023/03/31

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Apr-2018 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
640009	Accommodations	0	0	7,468	0	-7,468	
640012	Travel Meals	0	0	3,651	0	-3,651	
640013	Field Travel	0	0	12,060	0	-12,060	
640015	Parking	0	0	266	0	-266	
640016	Sundry Expenses	0	0	419	0	-419	
640018	Fuel - Travel	0	0	337	0	-337	
	Subtotal	182,600	0	149,428	2,000	31,172	17.1% F
	Total Non-Salary Expenses	667,112	2,218	345,855	2,000	319,257	47.9% F
	Total All Expenses	1,336,312	2,218	1,173,074	7,988	155,249	11.6% F
	Total	0	-2,218	55,238	-7,988	155,249	0% F

Return To Menu Notes Save

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# How to Reconcile Your Report Cont'd



Next, begin matching each transaction to your records or source documents. You can drill down on the hyperlinked Journal IDs to view further details.

The screenshot displays the FAST Single Sign On Suite interface. The browser address bar shows the URL: [https://fast.queensu.ca/FASTPORTAL\\_PROD/](https://fast.queensu.ca/FASTPORTAL_PROD/). The page title is "Return to Operating Statement By Account - Statement of Operations Research (03:38:18 PM)". The navigation menu includes "Operating Statements", "Non Research Reports", "Research Reports", "Drill Down Pages", and "Help". The main content area is titled "Finance Reporting > Transaction Details Revenue and Expense > Transaction Lookup (Actuals)" with a timestamp "(Data as of 12/04/2018 08:08:32 AM)".

Filter options are set to: SETID = QUNIV | PROJECT = 399999 Project Name | Project Spending Deadline 2023/03/31 | DATE RANGE FROM = Current Fiscal Year / Current Period | DATE RANGE TO = Current Fiscal Year / Current Period.

Row #	FUND	DEPT	ACCOUNT	ACCT DESCRIPTION	PROGRAM	PROGRAM DESCRIPTION	CLASS	CLASS DESCRIPTION	PROJECT	AMOUNT	DATE	PERIOD	YEAR	JOURNAL ID	HEADER DESCRIPTION
1	30000	11540	600009	Other Supplies	-	-	-	-	399999	2,217.85	11/04/2018	12	2018	0000324190	reverse original JE 321691 - ...

Records: 1 | 2,217.85

Buttons: Return To Menu, Notes, Save As...

Logos: millennium software & service solutions, FAST