

A presentation by
Queen's University
Financial Services

Alternative formats for this presentation can be found on the Financial Services website.

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Financial Services

Fast Administrative Support Tool (FAST)

An Introduction to the FAST Financial Reporting Tool

Objective



The objective of this module is to introduce the **Fast Administrative Support Tool (FAST)** to the Queen's reporting community, provide an overview of the most commonly used reports and give guidance on how to receive access and online training.

What is FAST?



Fast Administrative Support Tool (FAST) is a financial reporting tool that provides the Queen's reporting community with quick and easy access to financial reporting information.

Where to access FAST



Authorized users access **FAST** from the [Queen's Home](#) page. User logs in to **MYQueensU/SOLUS**, navigate to the **My Applications** page and select the **FAST** link listed under **Financial Reporting Information**.

A screenshot of the MyQueen'sU website interface. The top navigation bar includes "Home", "My Applications" (highlighted in yellow), "Software Centre", "My Library", and "Resources". A red "SOLUS" badge is visible in the top right corner. The main content area is titled "Financial Reporting Information" and contains the text: "New financial reporting functionality makes it faster and easier for the Queen's community to get financial information. The tool is intuitive and easy to use." Below this text are three links: "Go to Fast Administrative Support Tool (FAST)", "Department Reports", and "RESEARCH REPORTS".

MyQueen'sU

Home **My Applications** Software Centre My Library Resources

SOLUS

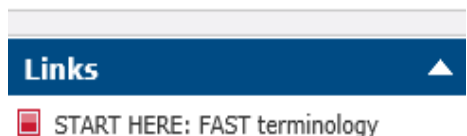
Financial Reporting Information

New financial reporting functionality makes it faster and easier for the Queen's community to get financial information. The tool is intuitive and easy to use.

Go to Fast Administrative Support Tool (FAST) Department Reports RESEARCH REPORTS

Where to begin

Step 1. Upon receiving access to FAST, review the '**START HERE FAST Terminology**' pdf document located on the [FAST Home page](#) under the [Links](#) section.



Step 2. Review the **3 'Getting Started' videos** listed in the [Learning Catalogue](#) located under the [Financial Services Training](#) page:

- * **FAST** Basic Navigation
- * **FAST** Dashboards
- * **FAST** Pinned Reports

FAST Non-Research Reports



FAST Non-Research Reports

- **Statement of Operations Non-Research**

A report showing an account level summary of opening surplus/(deficit) plus adjustments, current month actuals, year-to-date actuals, commitments, budget and closing surplus/(deficit) excluding and including commitments for the selected criteria.

- **Transaction Detail Revenue and Expense**

A report showing revenue and expense transaction line detail (account range 400000-999999) for the selected criteria.

FAST Non-Research Reports (Cont'd)

- **Accounts Payable Details**

A report showing Accounts Payable information such as vendor, invoice number and invoice date for selected criteria. Department security is applied.

- **Trust and Endowment**

A report for Trust and Endowment funds tracking opening and closing balances for expendable equity, i.e. surplus/(deficit), capital contributions and endowment units as well as in year equity, revenue, expense, capital contributions and unit activity.

FAST Research Reports



FAST Research Reports

- **Project Summary**

A report showing surplus/(deficit), budget, revenue, expenses, and commitments for research projects at a summary level. This report can be run by **Project, P.I.** or by **Department**.

- **Statement of Operations Research**

A report showing current month and inception to date actuals, inception to date budgets and commitments and the current balance. This report can be run by **Tree** at a summary level, by **G/L Pivot** displayed by Program/Account for CFI Projects or by **Account** (recommended method for most Projects).

FAST Research Reports (Cont'd)



FAST Research Reports (Cont'd)

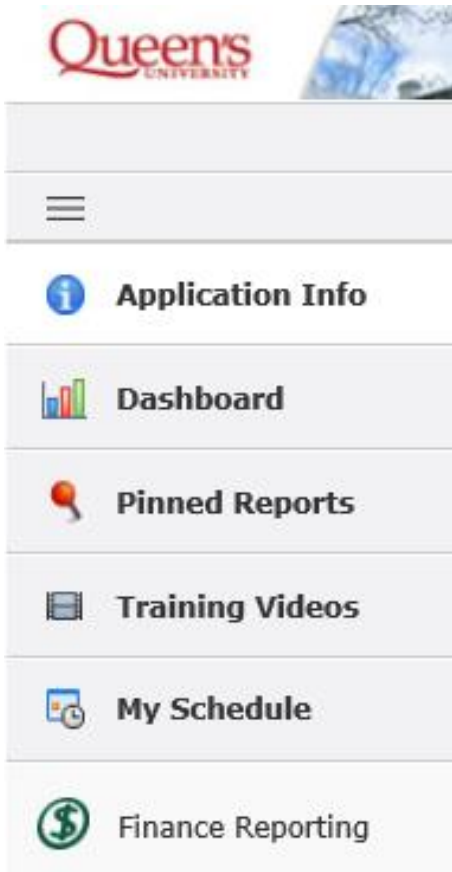
- **Transaction Detail Revenue and Expense**

A report showing revenue and expense transaction line detail (account range 400000-999999) for the selected criteria.

- **Accounts Payable Details**

A report showing Accounts Payable information such as vendor, invoice number and invoice date for the criteria entered. Project security is applied.

Additional FAST Reports



To run these reports and others, navigate using the menu and links located on the left hand side of the page.

Instructional Videos for these reports and more are available through the **online Learning Catalogue** located on the [Financial Services Training](#) page.

How to request access to FAST



Access to FAST is granted at various levels.

To receive access, complete the appropriate form (selecting applicable roles only) and forward the form to Financial Services. Access forms are located on the [Financial Services Forms](#) page. Potential access options are listed below.

1. FAST Research Reports and Non-Research Reports – **by Department ID:**
[Financial Systems Security Access Request](#) form
 - ✓ Select GL Inquiry Financial Reporting role
 - ✓ Select Research Reports role
2. FAST Research Reports – **all Project IDs by Department ID:**
[Financial Systems Security Access Request](#) form
 - ✓ Select Research Reports role
3. FAST Research Reports – **specific Project IDs only:**
[Signing Authority & Research Reports Access – Research](#) form
 - ✓ Select Add Research Report Access role

Remember



If you are responsible for financial reporting,
FAST is a **user-friendly** reporting tool
that will help you achieve success in your role!

How may we help you today?



Contact us:

Tel: 613-533-2050

Fax: 613-533-6433

Email: finance@queensu.ca

Website: [Financial Services](#)

Location: Financial Services
207 Stuart Street,
3rd Floor, Rideau Building

Hours: Monday – Friday
Open 8:00 am – 4:00 pm



To learn more or to review additional

Training Resources

and Video Tutorials

visit the [Financial Services Training](#) page