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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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.
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.
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
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

- **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)

- **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:

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To learn more or to review additional Training Resources and Video Tutorials visit the Financial Services Training page