

# FAST Pinned Report & Report Scheduling

## For Faculty Members

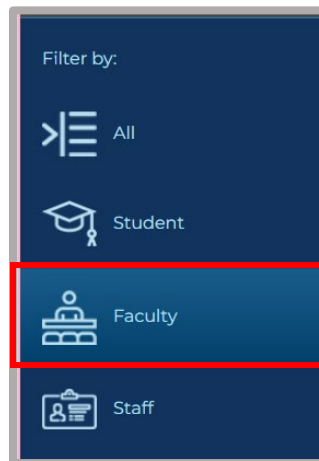


### Overview

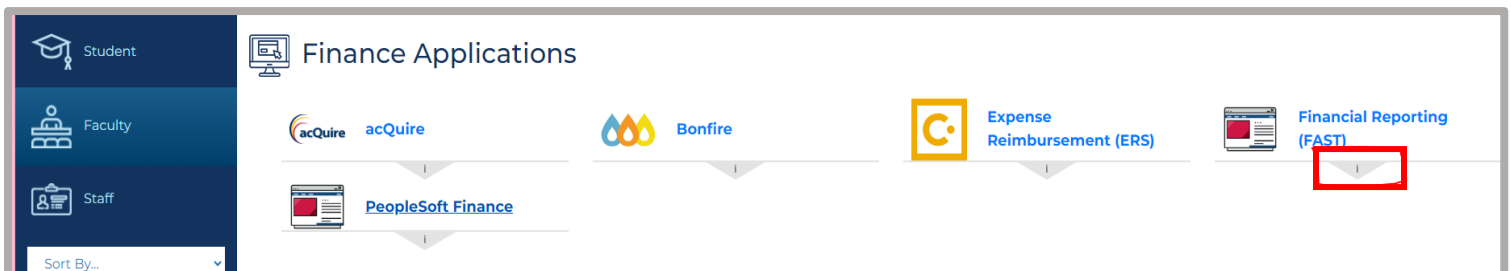
This document provides step-by-step information on how to run a [FAST Project Summary Report](#). Next it will cover how to set up that FAST Project Summary Report as a [pinned report](#). Finally, this document will detail how to [schedule the Pinned Report to be emailed](#) to you on a regular basis. More details about how to run a FAST Project Summary Report and the applications of the report can be found lined here ([FAST Project Summary Report](#)).

### Run a FAST Project Summary Report

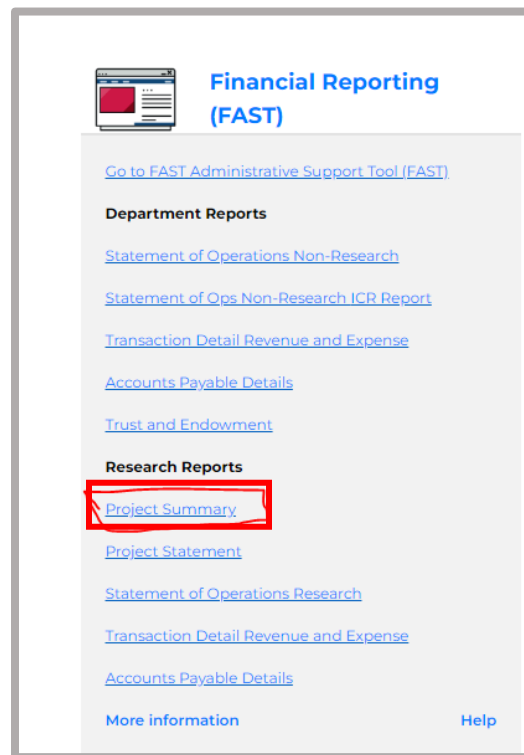
1. Sign into *MyQueens U* at [MyQueen'sU \(queensu.ca\)](https://myqueensu.ca)
2. Select “Faculty” on the left side of the screen.



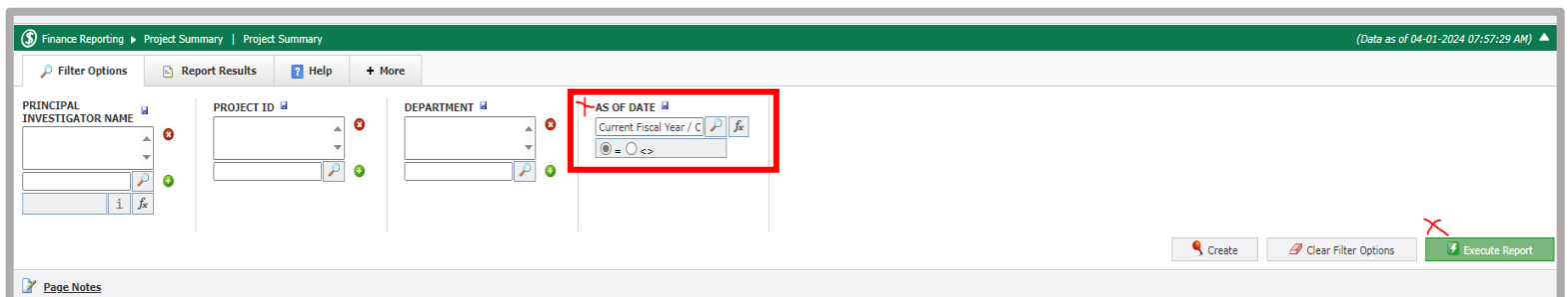
3. Under *Finance Applications*, click on “r” under “Financial Reporting (FAST)”



4. Select “Project Summary” under *Research Reports*



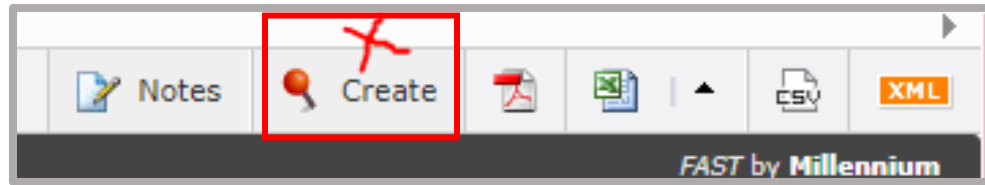
5. This is the Project Summary filter options within the FAST dashboard.
  - a. Under “AS OF DATE” click “fx” then select “Current Fiscal Year / Current Period”
6. Click “Execute Report” on the right-hand side of the screen.



7. You will now see the *Project Summary* report with all the research projects you have access to. This report summary shows data as of the current date. This data will update as expenses are paid, new commitments are added, and new projects are set up.

## **Set up the FAST Project Summary Report as a Pinned Report**

8. At the bottom right of the *Project Summary* report, click “Create” to create a pinned report.

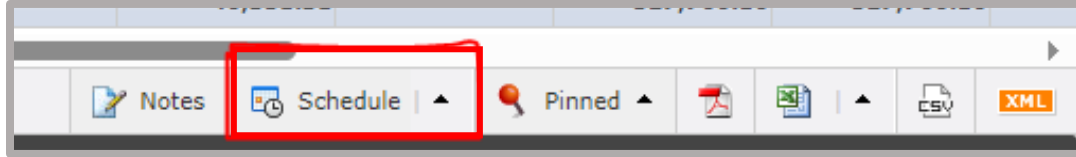


9. Fill in the required details for the report. Recommended name for report: “Project Summary Report”. The other fields aren’t required unless you feel they will be helpful. Then click “Save” which will create your *pinned project summary* report.

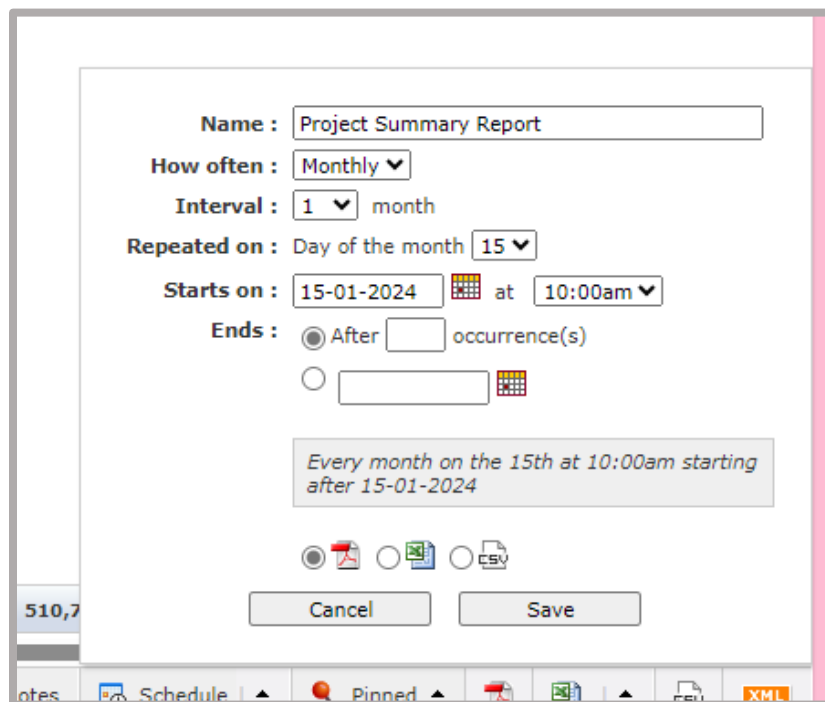
A screenshot of a dialog box titled "Create a new pinned report" with a close button (X) in the top right corner. The dialog contains several input fields and checkboxes. The "Report Name" field is highlighted with a red box and contains the text "Project Summary Report". To its right is a "Description (Optional)" field. Below the "Report Name" field are three checkboxes: "Make Graph Available on Dashboard", "Make Grid Available on Dashboard", and "Make Pinned Report Available in Menu". To the right of these checkboxes is a "Display on Export" checkbox. Below the "Description" field is an "Export File Name (Override) - report name is used by default" field. At the bottom right of the dialog are two buttons: "Cancel" and "Save".

**Schedule the Pinned Report to be emailed**

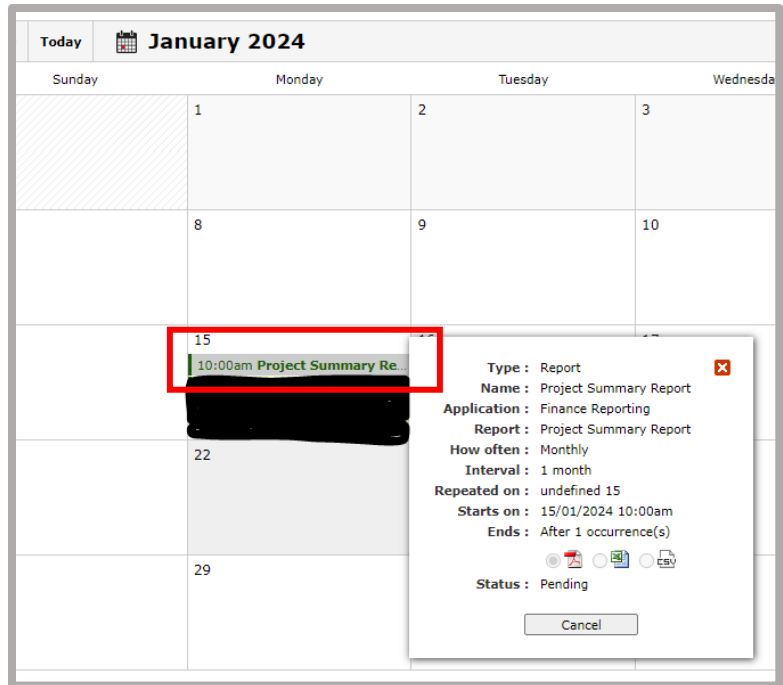
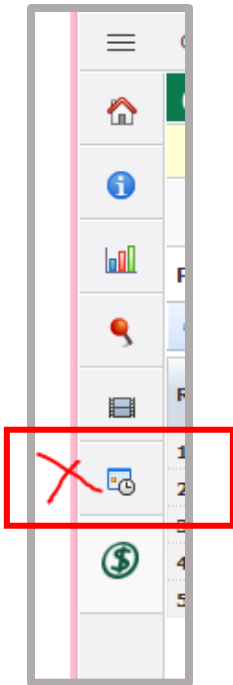
10. At the bottom right of the *Project Summary* report, click “Schedule” to create the schedule for how often you would like the report to be emailed to you.



- a. Recommendations
  - i. **How Often:** Monthly
  - ii. **Interval:** 1
  - iii. **Repeated on: Day of the month:** 15<sup>th</sup>
    - 1. *The previous month end process will be completed by the 15<sup>th</sup> of the month.*
  - iv. **Starts on: & at:** the next 15<sup>th</sup> day and anytime of the day best for you
  - v. **Ends:** After 24 occurrence(s)
    - 1. *The scheduler will only allow up to 24 occurrences (2yrs) then a new request will need to be submitted*
  - vi. **PDF, Excel or CVS file:** PDF or Excel recommended.
- b. Click “Save” and you will receive a message your report is scheduled.



11. To confirm your pinned report request has been saved, click the “scheduler Icon” on the left side of the screen. You will now see a green schedule report on the 15<sup>th</sup> of each month.



12. Additional FAST Training provided by Research Accounting: [Systems Training | Financial Services \(queensu.ca\)](https://www.queensu.ca/systems-training/financial-services)

## Project Summary Report Columns Definitions

PROJECT #	DESCRIPTION	PI NAME	DEPARTMENT	DEPARTMENT NAME	FUND	END DATE	STATUS	PROJECT SPENDING DEADLINE	(B-A) SURPLUS DEFICIT	PRIOR MONTH SURPLUS DEFICIT	ACTUAL EXPENSES	COMMITMENTS	(A) EXPENSES AND COMMITMENTS	(B) EXPENSE BUDGET	RECORDED REVENUE	FINANCE CONTACT	FUTURE BUDGET (non_Overhead)	TRAQ DSS #	COMMENTS
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### 1. Project and Status Field

The **Project** field reflects the research project number assigned by Research Accounting (Financial Services). Research project numbers begin with a “3” and are **6 digits** in length.

The **Project Description, PI Name, Department Number, Department Name** and **Fund Code** affiliated with the Project are additional fields of information which can be found in the Project Summary Report.

The **Status** field reflects the current status of the project, which will either be “**A**” (Active) or “**I**” (Inactive).

**Important:** If a research project has an “**Inactive**” status, you will not be able to process expenses against the project.

### 2. Project Spending Deadline and End Date

The **Project Spending Deadline** or **PSD** is the last day that expenses can be charged to the project.

Many projects have an automatic extension period to spend beyond the **End Date**, therefore the **PSD** is typically  $\geq$  the **End Date** of the project.

### 3. Surplus/Deficit

The **Surplus/Deficit** field provides at a quick glance, the financial position of the project.

This figure is calculated by taking the amount in the **Expense Budget** column and subtracting the amount in the **Expenses and Commitments** column.

The **Prior Month Surplus Deficit** column provides a snapshot of the financial position of the project at the end of the prior fiscal month-end.

### 4. Actual Expenses and Commitments

The **Actual Expenses** column represents the total expenses charged to the project to date.

The **Commitments** column represents the total outstanding commitments for the project. Commitments are known future expenses, which have not yet been incurred and may include:

- Salaries and Benefits
- Purchase Orders
- Travel Advances
- Graduate Research Fellowships (GRFs)
- Subject Payment Advances
- Overhead

The **Expenses and Commitments** column combines the **Actual Expenses** and **Commitments** amounts.

### 5. Expense Budget and Recorded Revenue

The **Expense Budget** column represents the total budget to date.

The **Recorded Revenue** column represents the total revenue that has been recorded in the project from inception to date.

## 6. **Future Budget (Non-Overhead)**

The **Future Budget (Non-Overhead)** column represents future dated budgets for the research project, which are not yet reflected in the **Expense Budget** column.

The **Future Budget** column **does not** include amounts budgeted for overhead (indirect costs). In other words, the **Future Budget** column reflects amounts budgeted for **direct costs (only)**.

## 7. **Additional Report Details**

Additional fields of information contained in the Project Summary report include the following:

**Finance Contact name and extension**

**TRAQ DSS #**

Additional **Comments** entered by Research Accounting staff