



Queen's

The  displays important information including:

- Current Available Balance (Surplus/Deficit)
- Prior Month Available Balance (Surplus/Deficit)
- Expense Budget (Current)
- Future Budgets
- Actual Expenses
- Recorded Revenue
- Commitments
- Project Spending Deadline
- Finance Contact



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To generate a report, begin on the Queen's University Home Page by clicking on the [Home](#) button.





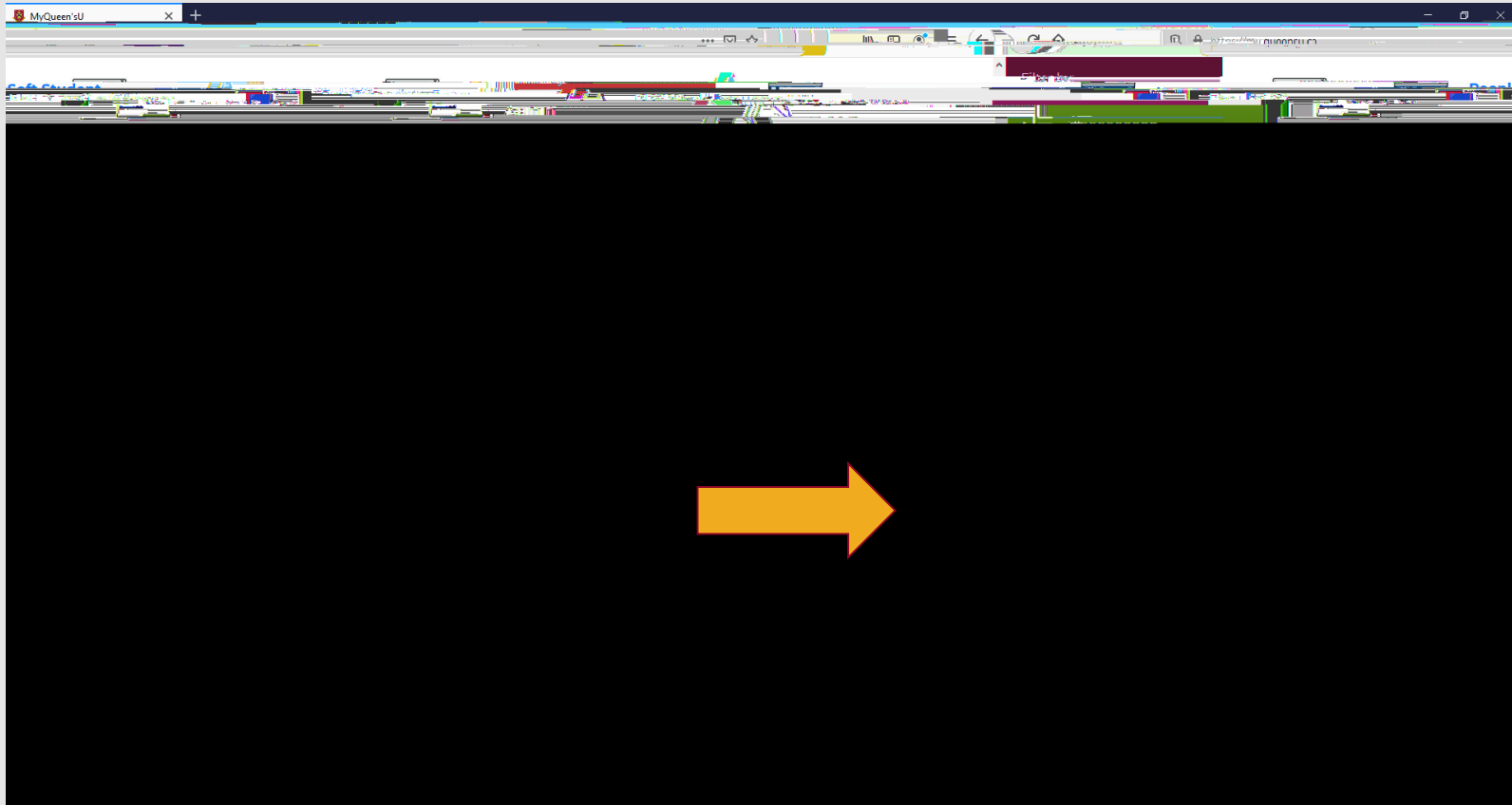
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Click on the

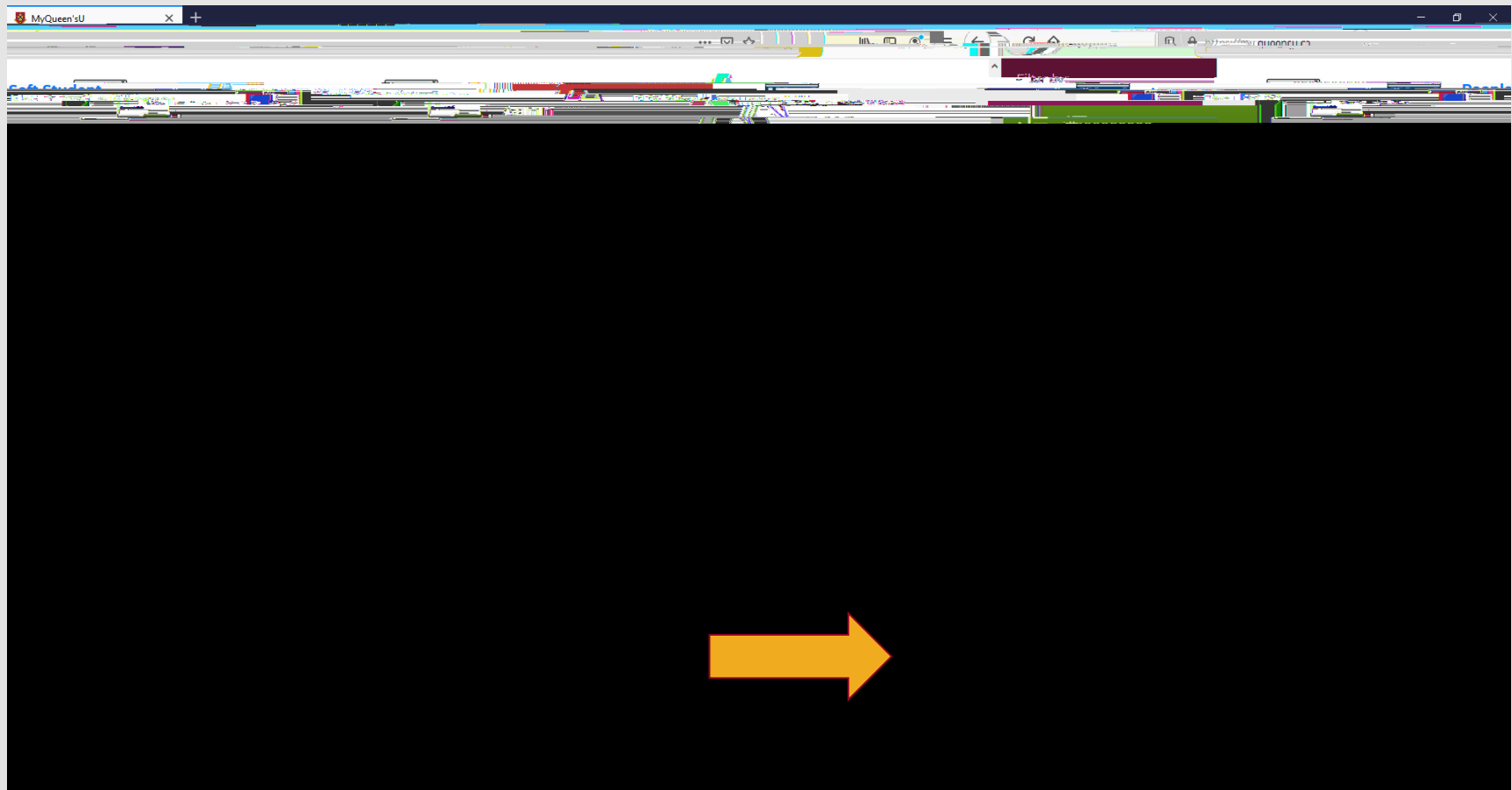
link:





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Click on the link





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You can filter your report results by one or more
,
or



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In order to filter your report by

Click on the magnifying glass then enter the PI's last name

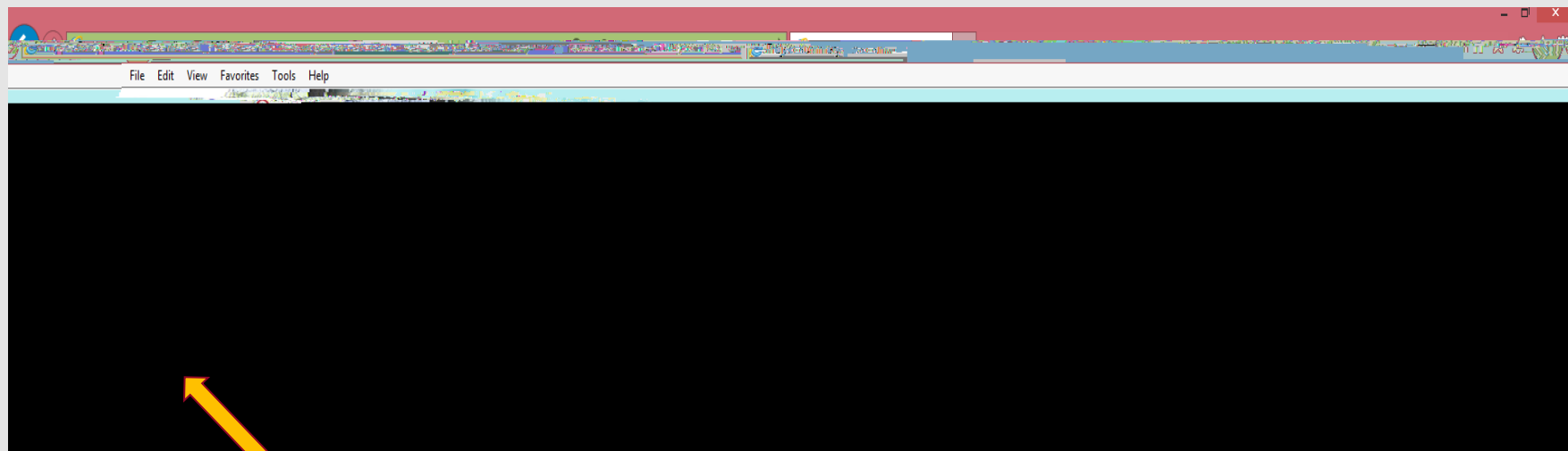
Click

Double-click the appropriate PI from the drop-down menu

To add additional PIs, repeat the process

If you wish to remove a selected PI, click on the PI name then click the red **x** button

Choose the desired [redacted] from the drop-down menu



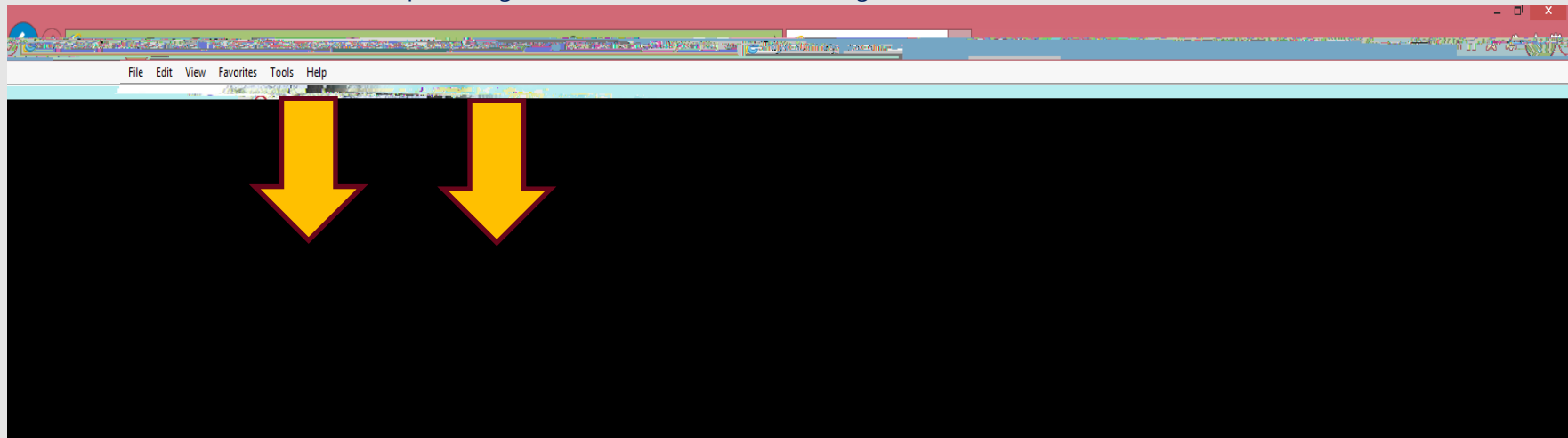


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In order to filter your report by _____ you can either:

1. Enter the Project Number in the _____ field and click the green + button (you may add multiple projects if you wish); or
2. Search by Project by clicking on the magnifying glass and entering a keyword from the Project Title. You can then double-click on the desired project.

Follow the same steps if you wish to filter by _____.





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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 application interface with a search bar at the top. Below the search bar, there are navigation tabs: "Operating Statements", "Non Research Reports", "Research Reports", "Drill Down Pages", and "Help". The main content area displays filter configuration options for "PROJECT ID", "DEPARTMENT", and "AS OF DATE". Each filter has a dropdown menu and a search icon. A red "Execute Report" button is located in the bottom left corner. In the bottom right corner, there is a "Clear Filter Options" button. A yellow arrow points to this button.





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Once generated, the  provides important research project details. Next, we will explain the different fields contained in this report.

PROJECT ID = 399999





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The [redacted] field reflects the research project number assigned by Research Accounting (Financial Services). Research project numbers begin with a " " and are [redacted] in length. If you click the [redacted] field you can access additional information from the TRAQ Awards Module.

The



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The **Remaining Budget** field provides at a quick glance, the financial position of the project.

This figure is calculated by taking the amount in the **Actuals** column and subtracting the amount in the **Commitments** column.

The **Remaining Budget** column is also colour-coded similar to traffic lights:

- Green** = Keep spending, you have > 10% of available budget
- Yellow** = Slow down, you have < 10% of available budget remaining
- Red** = Stop spending, expenses and commitments are > budget

The



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The column represents the total expenses charged to the project to date.

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

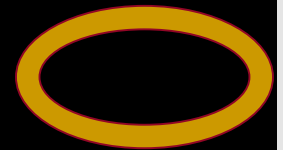


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The column represents the total budget to date.

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

PROJECT ID = 399999





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The column represents future dated budgets for the research project, which are not yet reflected in the column.

The column include amounts



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Any value on a FAST report that appears in blue font represents a



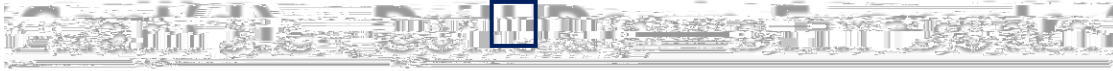
399999

PROJECT = 393255 | AS OF DATE = 201809

COUNT	DESCRIPTION	AMOUNT	PROJECT
640001	Travel		399999
640003	Air Fare		399999
640012	Travel Meals		399999
641007	Registration/Seminars		399999
602007	Technical/Lab Supplies		399999
602008	Animal Care		399999
602026	Tissue Culture		399999
612001	Computer Purchases		399999
612004	Equipment Purchases		399999
640001	Travel		399999
640001	Travel		399999
640003	Air Fare		399999
623001	Externally Contract Serv		399999
640001	Travel		399999
640001	Travel		399999
640004	Rail Transportation		399999
600009	Other Supplies		399999
600009	Other Supplies		399999
601001	Audio Video		399999
640001	Travel		399999
640003	Air Fare		399999
600009	Other Supplies		399999

□ The total at the bottom of the column on the FAST Project Summary Report (see previous slide).

□ Column is the same total in the



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If you would like to view additional expense details, you may drill down further on the [\[redacted\]](#) which are also hyperlinks.

Once you have drilled down on a value, you can return to the original



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

name and extension

Additional

entered by Research Accounting staff



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Once you have retrieved your data, you may wish to download this into an or document. To do so, click one of the icons on the bottom right corner of the report.

PROJECT ID = 399999

640001	Travel
640003	Air Fare
640012	Travel Meals
641007	Registration/Seminars
602007	Technical/Lab Supplies
602008	Animal Care
602026	Tissue Culture

399999
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399999

