



Queen's

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.

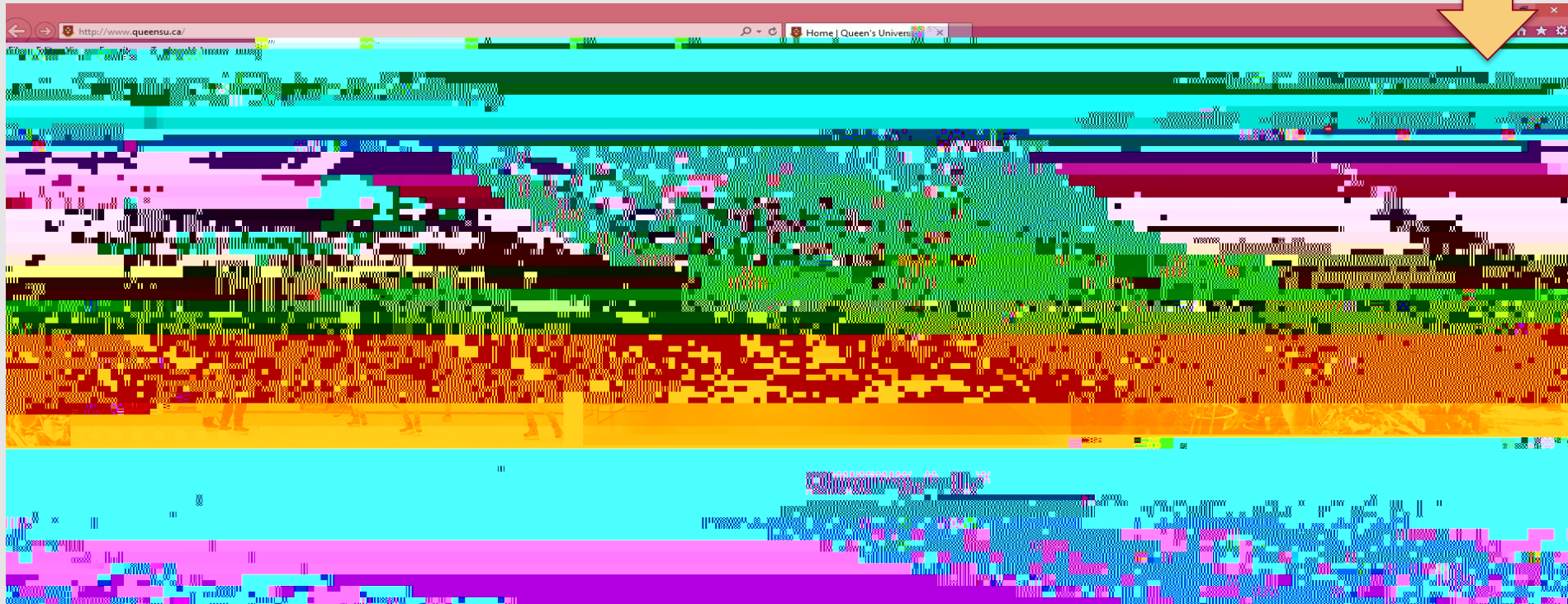
After reviewing this training material, you will learn how to:

- 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.

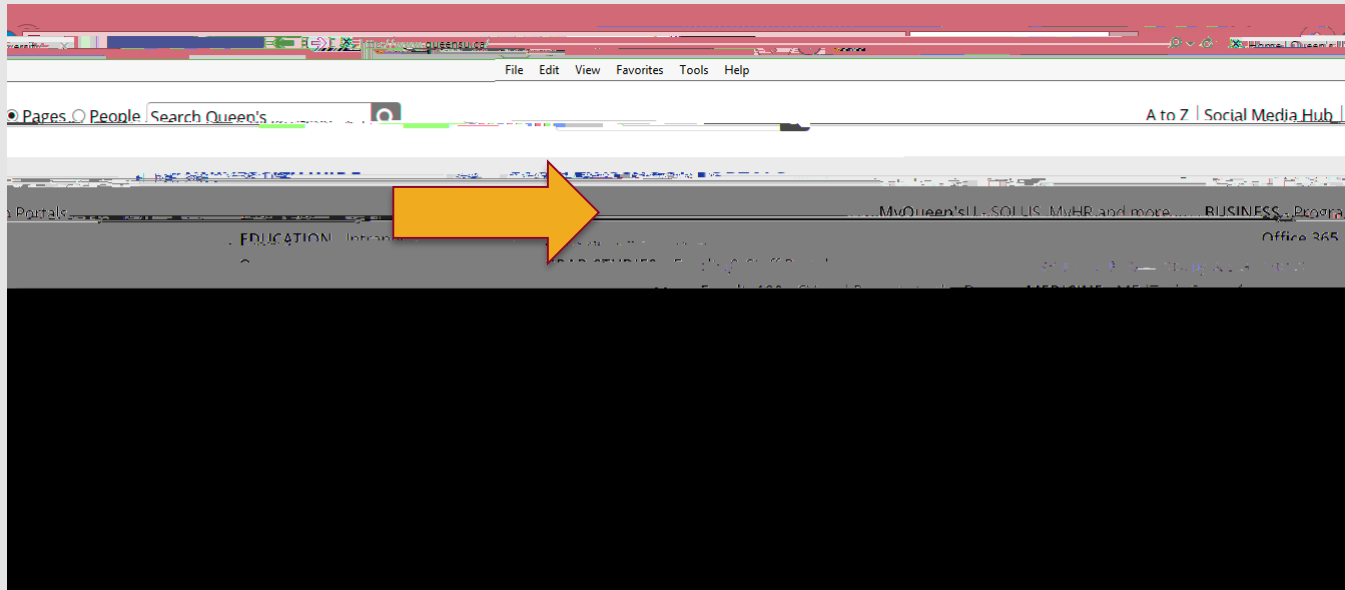


Report Navigation



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

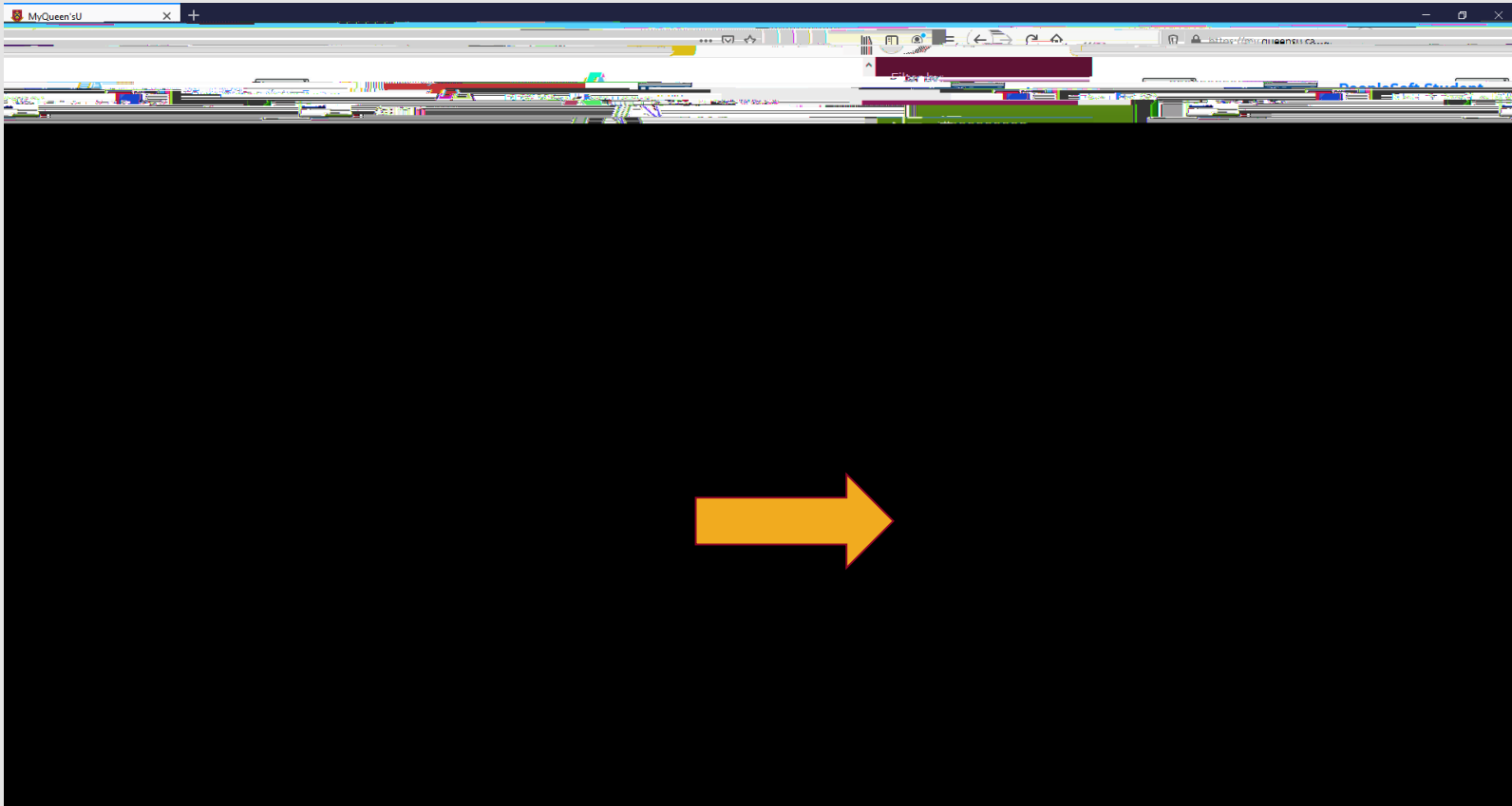


Report Navigation Cont'd



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Click on the Financial Reporting (FAST) link:

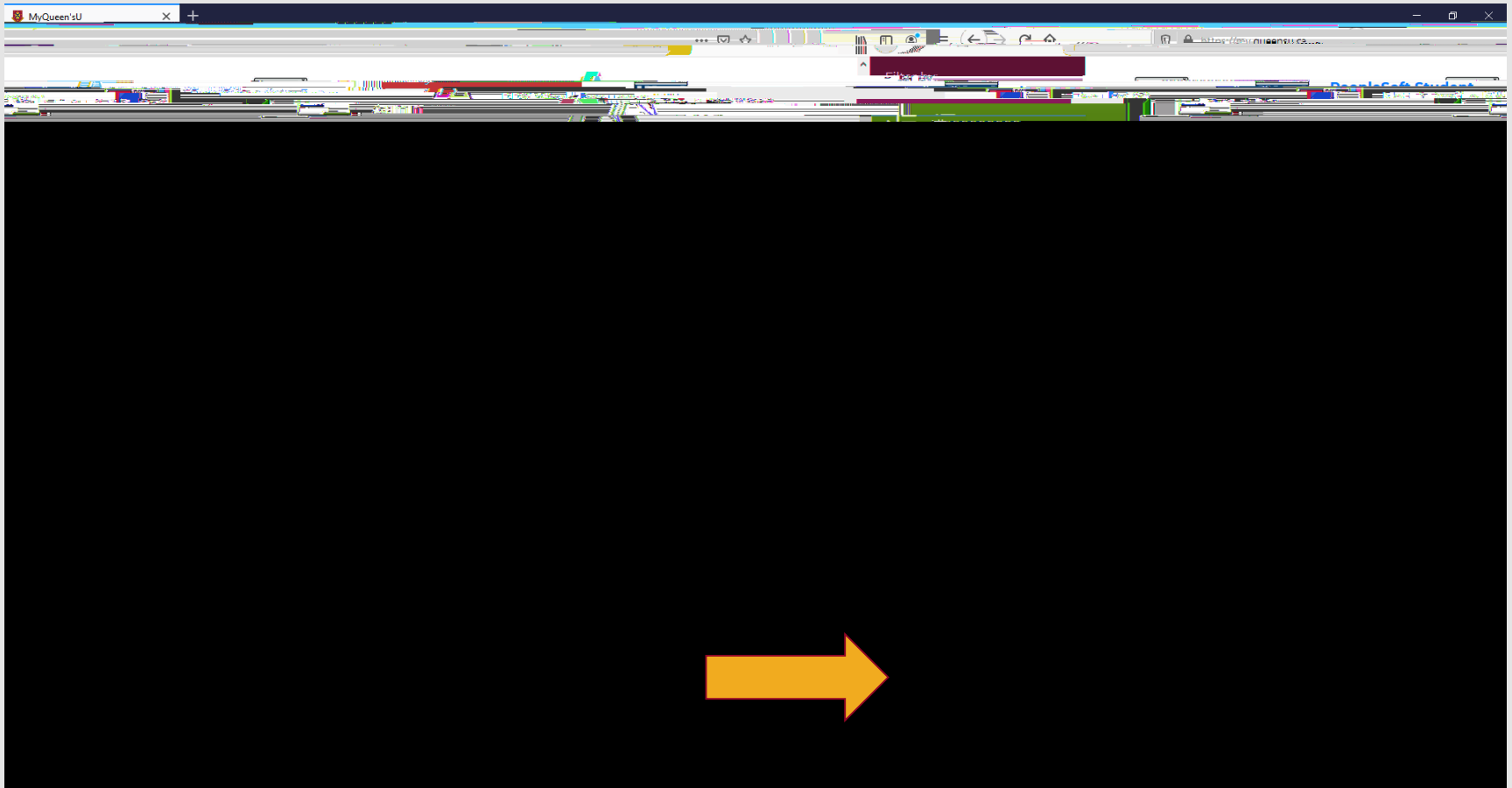


Report Navigation Cont'd



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Click on the Statement of Operations Research link:



Report Navigation Cont'd



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



Report Navigation Cont'd



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You may also access the Statement of Operations Research report

The screenshot displays the 'FAST Single Sign On Suite' interface. The main window title is 'OS | FAST Single Sign On Suite'. The report title is 'Statement of Operations Research' with a date filter '(Data as of 13/04/2018 09:11:27 AM)'. The report is currently set to 'By Tree' and 'By Account'. The interface includes several navigation and filtering options:

- ACCOUNT** and **PROGRAM** filters with expand/collapse icons.
- A dropdown menu for 'Statement of Operations Research' with options for 'Monthly Trend' and 'Annual Trend'.
- Search and filter icons for various data points.
- A 'Transaction Details Revenue and Expense' tab.
- A 'Department' filter.
- A red banner at the bottom left that says 'required'.
- A red banner at the bottom right that says '+ Re'.

At the bottom of the interface, a green text message reads: *****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



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

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

Notifications | Global | Local Settings | Logout

Operating Statements | Non-Research Reports | Research Reports

Statement of Operations Research (Data as of 03/04/2010 09:02:54 AM)

Filter Options

PROJECT FISCAL PERIOD CLASS

* Required

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

Fiscal Period



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

The screenshot displays the PeopleSoft Employee Portal interface. At the top, there are browser tabs for 'OS | FAST Single Sign On Suite' and 'PeopleSoft Employee Portal'. The main content area shows a navigation menu on the left with options like 'Drill Down Pages' and 'Help'. The central part of the screen features a table with columns for 'Fiscal Period' and 'Required'. A red arrow points to the 'Fiscal Period' column, which contains a drop-down menu currently set to 'May-2018'. The interface also includes a 'Filter Options' section on the right and a 'javascriptvoid(0);' label at the bottom right.

Fiscal Period Cont'd



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

The screenshot displays the PeopleSoft Employee Portal interface. At the top, there are browser tabs for 'OS | FAST Single Sign On Suite' and 'PeopleSoft Employee Portal'. The main content area shows a 'Statement of Operations Research' report. A dropdown menu for 'FISCAL PERIOD' is open, and a red arrow points to the 'Function' button. Below the dropdown, a red box with the text '* Required' is visible. At the bottom of the screen, there is a note: '* ** If you filter on Function, Department, Class, or Program you won't see commitments or budget items in this report.'

Filter Options Screen

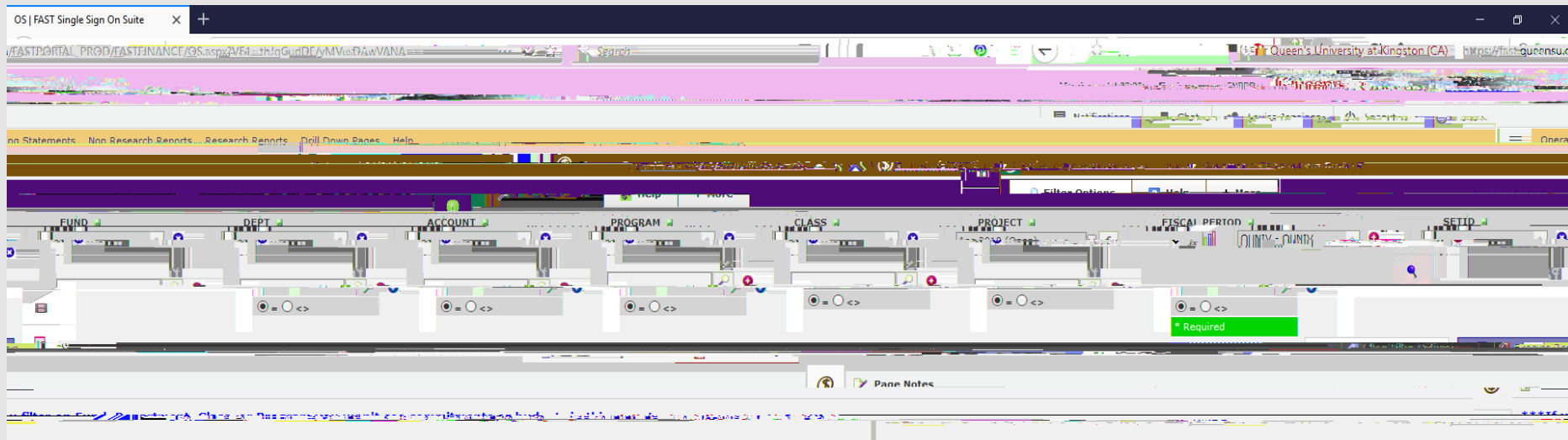


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You can filter your report results by Fund, Department, Account, Program, Class, Project and Fiscal Period.

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

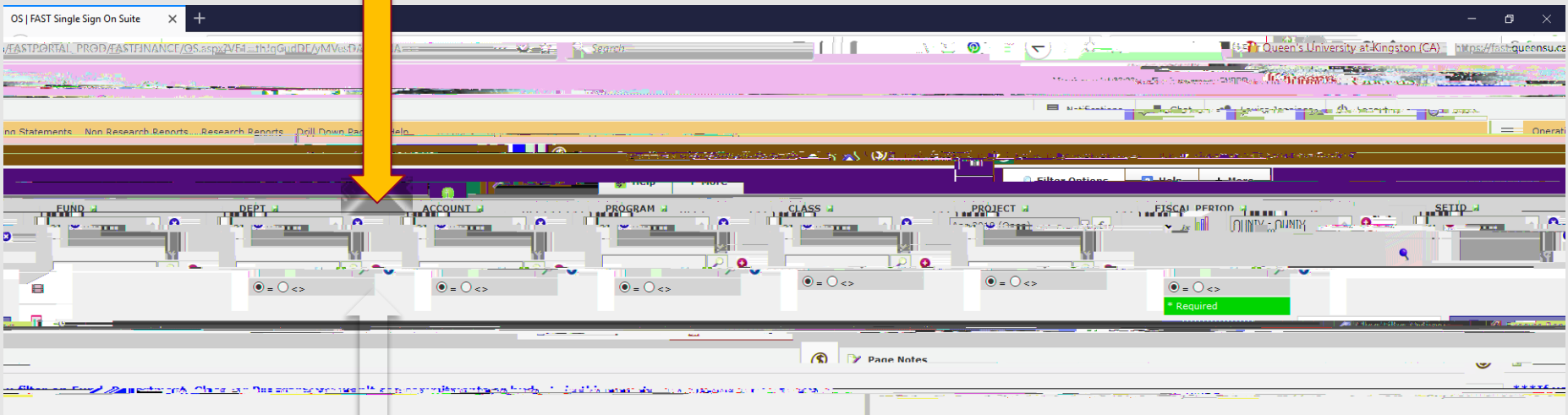
If you filter based upon Fund, Department, Class or Program, the budget and commitments will not appear in your report. This is because budgets and commitments are not loaded at this level in PeopleSoft Finance.



Filter Screen Buttons



Red x button: Used to delete fields from each filter

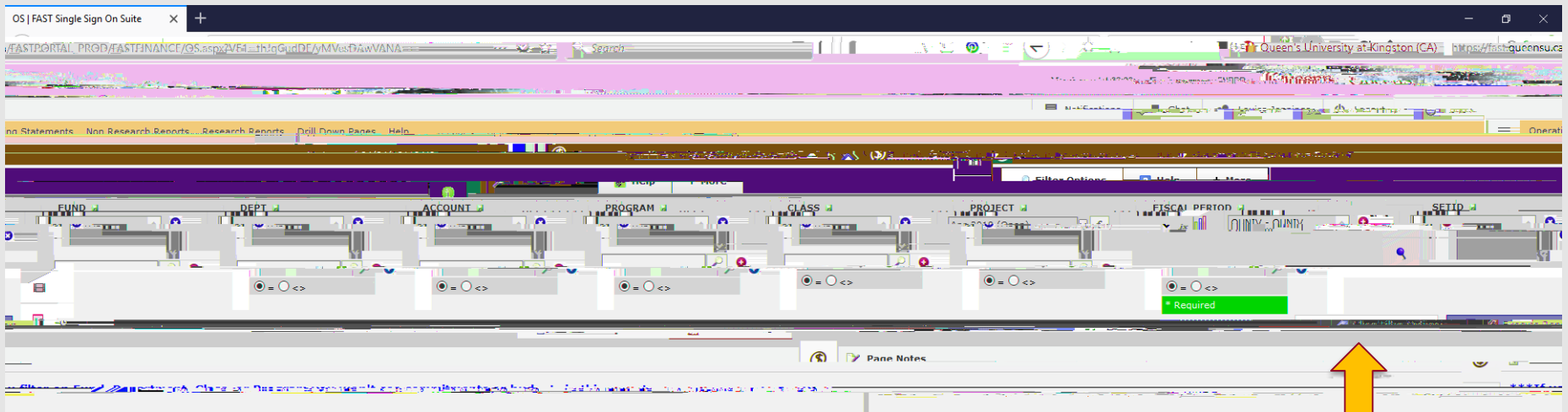


Green + button: Used to add multiple fields to each filter

Clear Filter Options



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

Multiple Filter Values

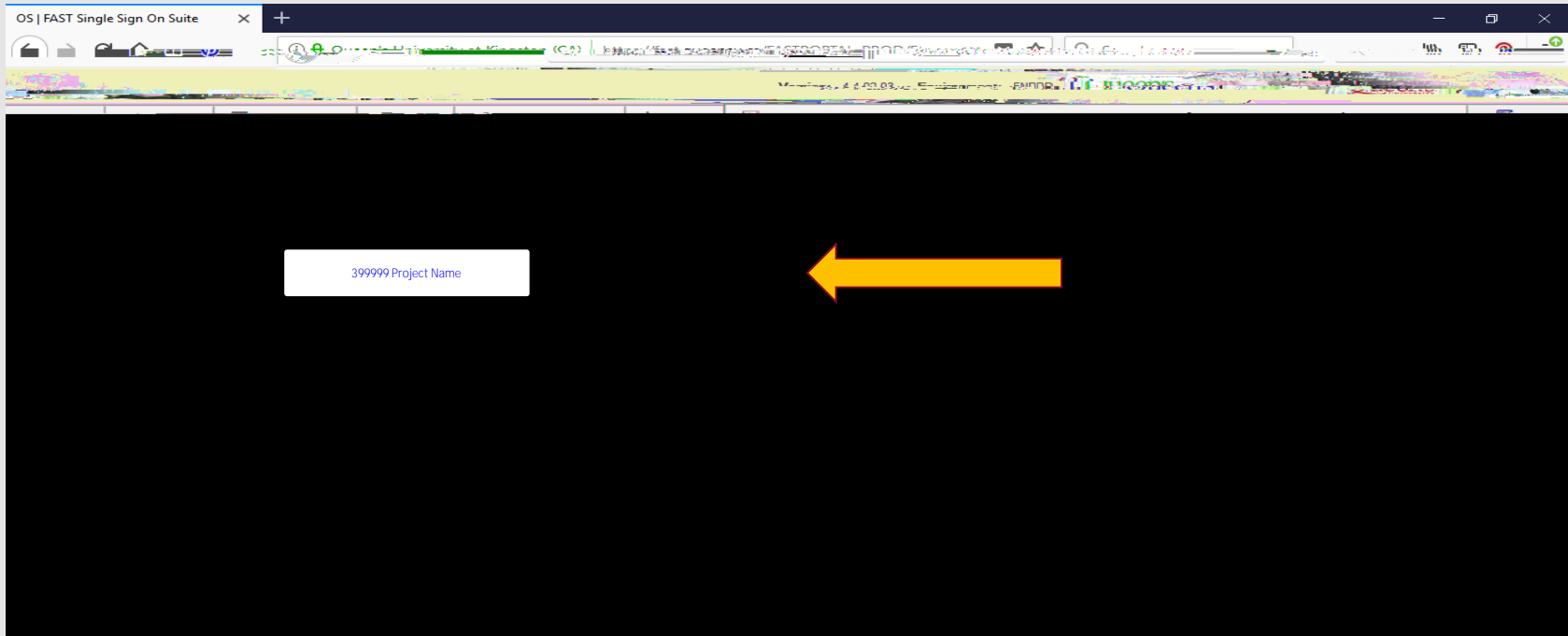


Multiple filters for fields such as Program can be added in a range by using a colon

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.



Budget To Date Column



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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. A yellow arrow points to the 'Budget To Date' column in the report. The report shows various budget items and their values.

Account	Description	Budget To Date	Actual	Variance
550031	Master's Stu. Cdn...	0	0	3,289
550033	Doctorate Stu. Cd...	0	0	-54,258
550044	Benefits Perch...	0	0	0
		0	0	10,860
		0	0	-10,860
		0	0	0
		0	0	88,070
		1.585		-89,655
		0% LL		
				570001 Pension
				570002 Additional Pension
				Subtotal
				4,403
				-182,867
				56% U
				95,000
				502301 Post Doctoral Cdn
				502303 Non-Stu & Non-Po...
				Subtotal
				326,600
				0
				505,063
				Staff
				502000
				BUD Admin Prof &
				65,000
				0
				0

Month Actual Column



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

The screenshot displays the FAST Single Sign On Suite interface. A yellow arrow points to the 'Month Actual' column in the financial data table. The table shows various financial metrics for different categories, including student-related expenses and pension contributions.

Category	Code	Description	Revenue	Expense	Net
Master's Stu. Cdn	550031	Master's Stu. Cdn	0	3,289	-3,289
Doctorate Stu. Cd...	550033	Doctorate Stu. Cd...	0	-54,258	54,258
Benefits Perch...	550044	Benefits Perch...	0	0	0
Subtotal			0	0	0
Pension	570001	Pension	0	0	0
Additional Pension	570002	Additional Pension	0	0	0
Subtotal			0	0	0
Post Doctoral Cdn	502301	Post Doctoral Cdn	0	0	91,211
Non-Stu & Non-Po...	502303	Non-Stu & Non-Po...	0	0	413,853
Subtotal			326,600	0	505,063
Staff	502000	Staff	0	0	0

Budget Balance With Commitments Column



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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.

The screenshot displays the FAST Single Sign On Suite interface. A yellow arrow points to the 'Budget Balance With Commitments' column in the report table. The table shows various budget items and their corresponding values.

Item	Budget	Actuals	Commitments	Budget Balance With Commitments
550031 Master's Stu. Cdn...	0	0	3,289	-3,289
550033 Doctorate Stu. Cd...	0	0	-54,258	54,258
550044 Benefits Perch...	0	0	0	0
Subtotal	0	0	0	0
570001 Pension	0	0	0	0
570002 Additional Pension	0	0	0	0
Subtotal	0	0	0	0
502301 Post Doctoral Cdn	0	0	0	91,211
502303 Non-Stu & Non-Po...	0	0	0	413,853
Subtotal	0	0	0	505,063
Staff	0	0	0	0
502000 BUD Admin Prof &	0	0	0	0

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.

The screenshot shows a web browser window titled "OS | FAST Single Sign On Suite". The browser's address bar contains a URL starting with "https://www.queen's.ca/". The page content includes a navigation menu with items like "Operating Statements", "Non Research Reports", "Research Reports", "Drill Down Pages", and "Help". Below the navigation menu is a search bar containing the text "399999 Project Name". A large yellow arrow points to the search bar.

Project Fav/Unfav vs. Budget Column Cont'd



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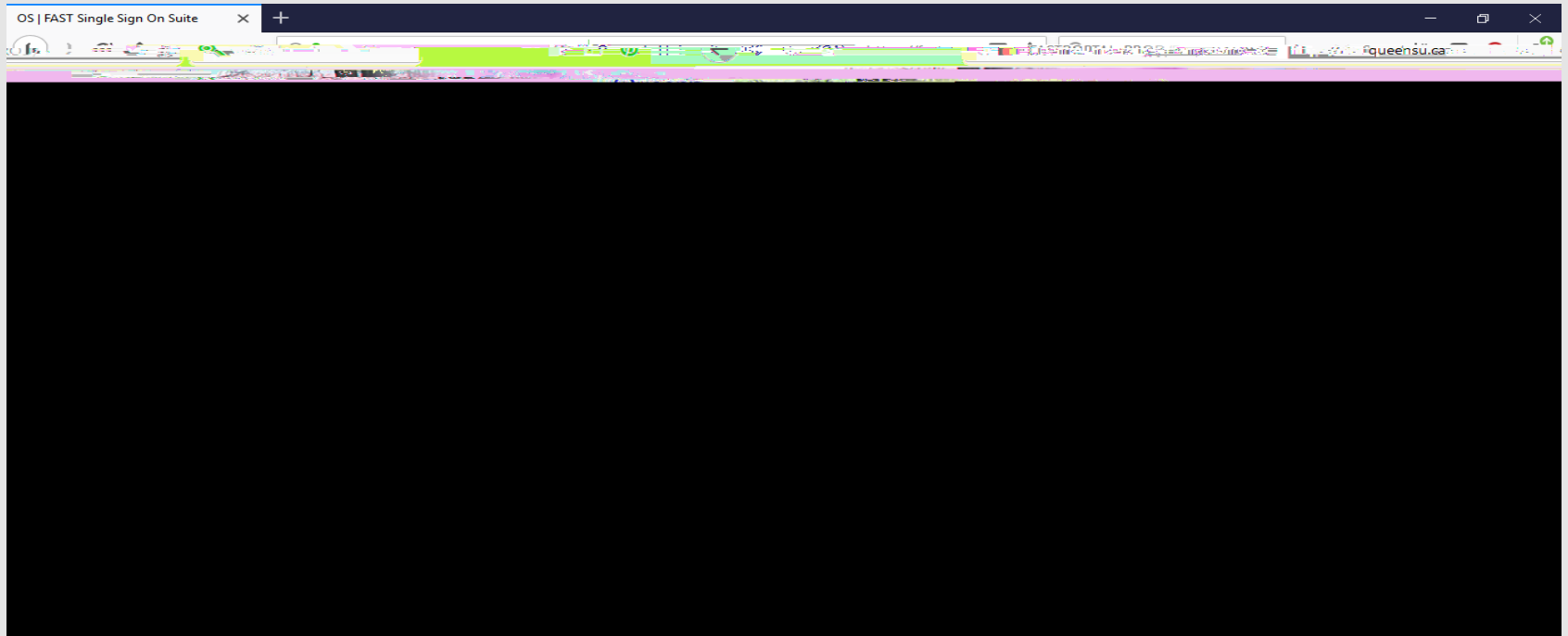
You will see a U for Unfavorable if expenses exceed budget or

Total Labour



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



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.

The screenshot displays a web application interface for a financial reporting system. The browser window title is "OS | FAST Single Sign On Suite". The application header includes navigation links for "Operating Statements", "Non Research Reports", "Research Reports", "Drill Down Pages", and "Help". The user is identified as "Louisa Jeppings" with a "Logout" option. The current report is titled "399999 Project Name". The interface includes a "Period" dropdown set to "Apr-2018" and a "Display" dropdown set to "0". A "Statement of Operation" dropdown is also visible. A large yellow arrow points to a specific row in the data table below the header.

Total All Expenses



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

The screenshot displays a web-based financial reporting application. The browser window title is "OS | FAST Single Sign On Suite". The application interface includes a navigation menu with options like "Operating Statements", "Non Research Reports", "Research Reports", "Drill Down Pages", and "Help". A "Period" dropdown is set to "Apr-2018". A "Display" dropdown is set to "0". A "Statement of Operation" dropdown is visible. A table is shown with a row containing the text "399999 Project Name". A large yellow arrow points to this row from the bottom right of the screenshot.

Total



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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 a web-based financial reporting application. The browser window title is "OS | FAST Single Sign On Suite". The application interface includes a navigation menu with options like "Operating Statements", "Non Research Reports", "Research Reports", "Drill Down Pages", and "Help". A "Period" dropdown is set to "Apr-2018". A "Display" dropdown is set to "0". A "Statement of Operation" dropdown is visible. A table is shown with a "Total" row. A blue hyperlinked value is present in the "Total" row, and a yellow arrow points to it from the bottom right.

Important Tips to Remember



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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.



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Reconciling Your Report



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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 Cont'd



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How to Rebuild your CV/Resume of the 100s bim / Gs bGttGm



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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 a financial reporting application window titled "TDOS | FAST Single Sign On Suite". The main area shows a table of transactions with columns for various identifiers and amounts. A specific transaction is highlighted in blue, and a yellow arrow points to it. Below the table, a drill-down view shows a bar chart and a summary of records.

Journal ID	Account	Amount	Date	Description
30000	11540	600009	Other Supplies	
388271	399999		11/04/2018	12 2018 0000324190 reverse original JE 321691 - ... re

Records: 1, Amount: 2,217.85