

Financial Services

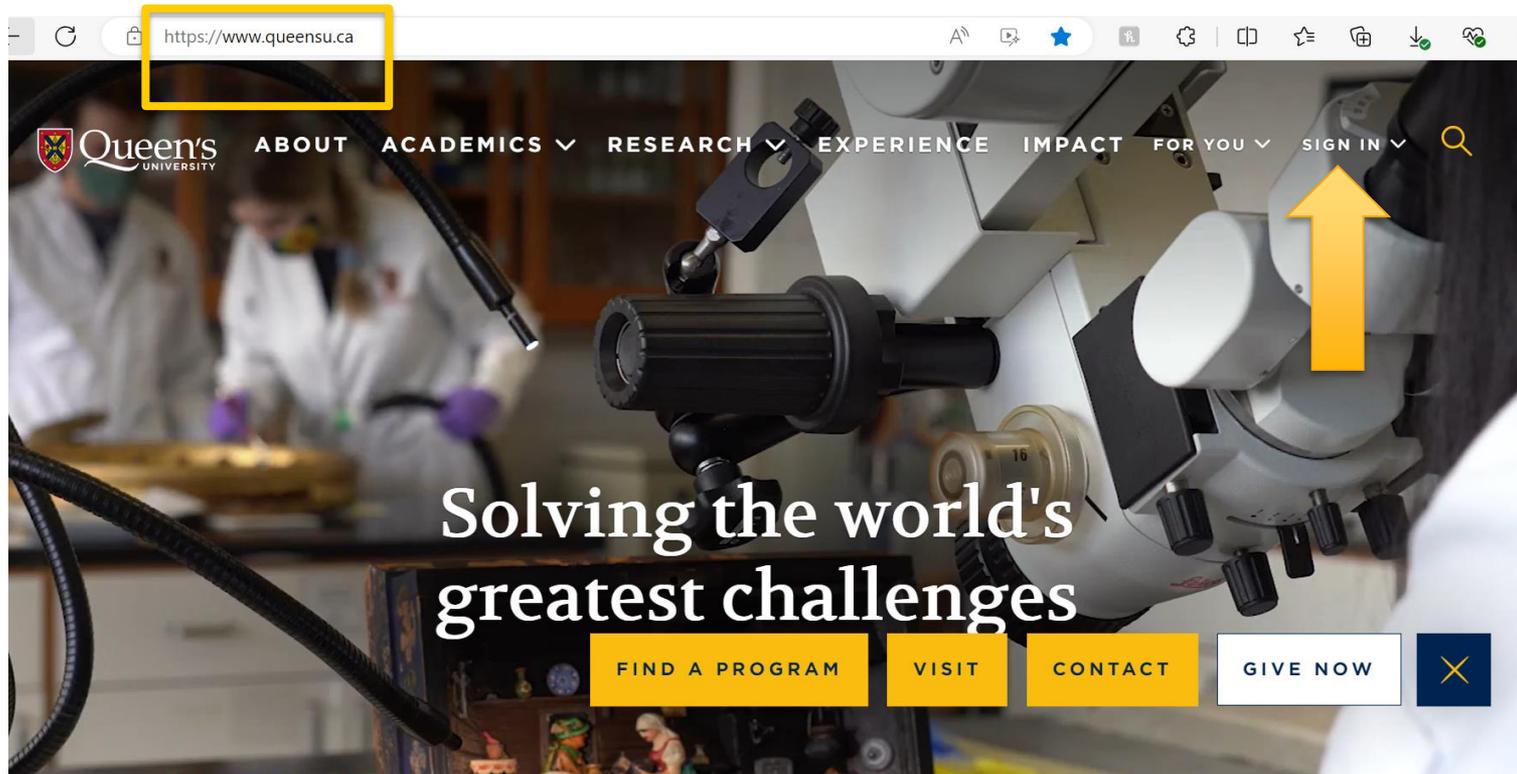
What's my Research Project Balance?

(A quick guide for Principal Investigators)

Step #1



Click "SIGN IN" from the Queen's University homepage, www.queensu.ca, as indicated below:



Step #2



Click "MyQueen'sU – SOLUS, MyHR and more":

A screenshot of the Queen's University website. The browser address bar shows "https://www.queensu.ca". The navigation menu includes "ABOUT", "ACADEMICS", "RESEARCH", "EXPERIENCE", "IMPACT", "FOR YOU", and "SIGN IN". A dropdown menu is open, listing "University Wide" services: "MyQueen'sU - SOLUS, MyHR, and more", "Microsoft 365", "Outlook on the web - Email onQ", "Course Reserves", "Web Proxy", and "Change password / Manage NetID". A yellow arrow points to the "MyQueen'sU - SOLUS, MyHR, and more" option. The main content area features a photograph of students and the text "Solving the world's greatest challenges".

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Queen's UNIVERSITY

ABOUT ACADEMICS ▾ RESEARCH ▾ EXPERIENCE IMPACT FOR YOU ▾ SIGN IN ▾ 🔍

University Wide

- MyQueen'sU - SOLUS, MyHR, and more
- Microsoft 365
- Outlook on the web - Email onQ
- Course Reserves
- Web Proxy
- Change password / Manage NetID

Faculty/School Portals

Solving the world's greatest challenges

Step #3



Under the "Finance Applications" section, Click the "i" (information) under the **Financial Reporting (FAST)** App icon. This provides links to commonly used Financial Reports.



Step #4



Select "Project Summary" – this is a Financial Report that will provide Research Project balances.

A screenshot of a web browser displaying the MyQueen'sU website. The browser's address bar shows "https://my.queensu.ca". The page content is divided into a left sidebar and a main content area. The sidebar, titled "Filter by:", contains four categories: "All", "Student", "Faculty", and "Staff", each with a corresponding icon. Below these is a "Sort By..." dropdown menu. The main content area is titled "Financial Reporting (FAST)" and contains several links under the heading "Department Reports": "Go to FAST Administrative Support Tool (FAST)", "Statement of Operations Non-Research", "Statement of Ops Non-Research ICR Report", "Transaction Detail Revenue and Expense", and "Accounts Payable Details". Below these is a "Trust and Endowment" link. Under the heading "Research Reports", the link "Project Summary" is highlighted with a large yellow arrow pointing to it from the right. To the right of the main content area, there is a "PeopleSoft Finance" link with a small icon.

Step #5 and #6



Once logged onto FAST, click the magnifying glass to select the "AS OF DATE" (e.g. Jun-2024).

Next, click the green **Execute Report** Button.

A screenshot of the FAST web application interface. The browser address bar shows the URL: https://fast.queensu.ca/FASTPORTAL_PROD/FASTBUILDER/Page.aspx?PAGENAME=QA/Qec6cgZs3AJY9... The page header includes the Queen's University logo and navigation links: Operating Statements, Balance Sheet, Non Research Reports, Research Reports, Capital Reports, Security Reports, Financial Statements, Queries, Administration, Drill Down Pages, and Help. The main content area is titled "Finance Reporting" and "Project Summary". It features a "Filter Options" section with four input fields: "PRINCIPAL INVESTIGATOR NAME", "PROJECT ID", "DEPARTMENT", and "AS OF DATE". The "AS OF DATE" field is set to "Jun-2024" and has a magnifying glass icon next to it. A large yellow arrow points to this magnifying glass icon. Below the filter options are two buttons: "Clear Filter Options" and "Execute Report". A second large yellow arrow points down to the "Execute Report" button. The status bar at the bottom right indicates "FNPRD 5.0.00.13".

What is my Project Balance?



The **Project Balance** column is circled below and is also referred to as the **Project Surplus or Deficit**.

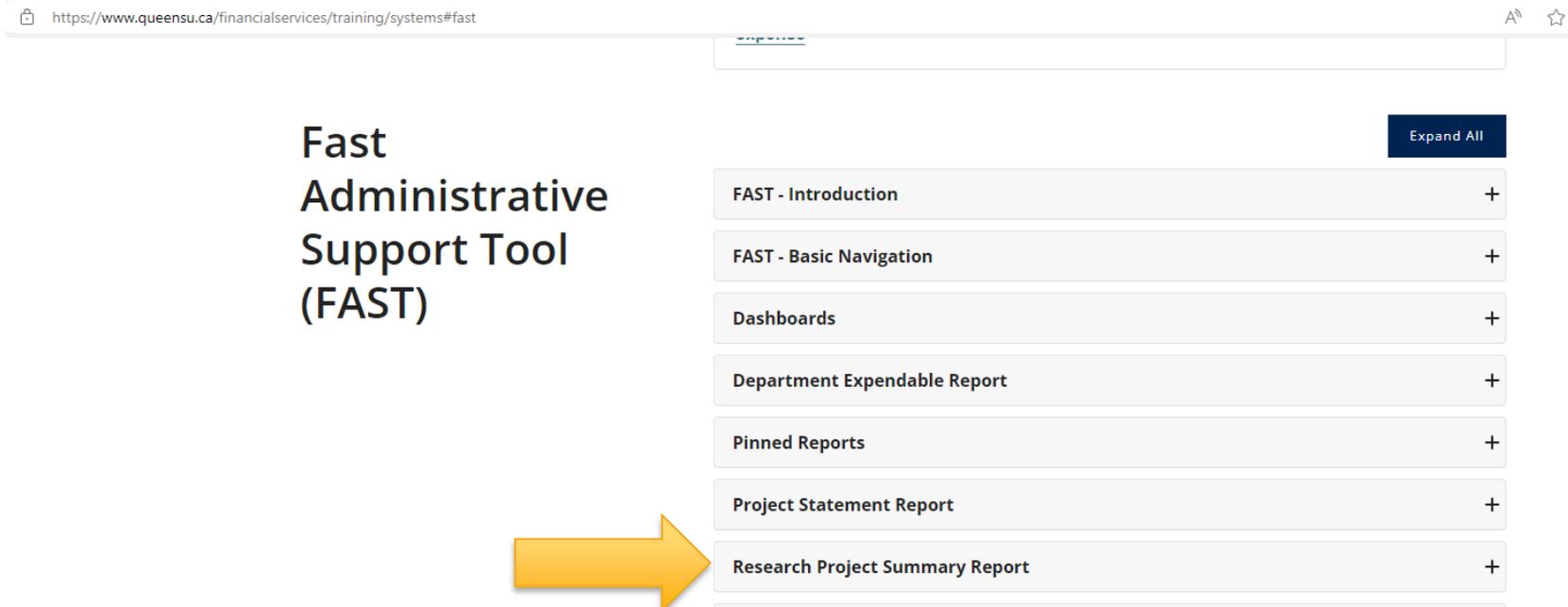
Row #	PROJECT	DESCRIPTION	PI NAME	DEPARTMENT	DEPARTMENT NAME	FUND	END DATE	STATUS	PROJECT SPENDING DEADLINE	(B-A) SURPLUS DEFICIT
1	399001	Research Project 1	Doe, Jane	13151	School of Nursing	31000	Apr-30-2024	I	2024/04/30	186.33
2	399002	Research Project 2	Doe, Jane	13151	School of Nursing	31000	Aug-31-2024	A	2024/08/31	101.70
3	399003	Research Project 3	Doe, Jane	13151	School of Nursing	31000	Dec-31-2024	A	2024/12/31	1,500.00
4	399004	Research Project 4	Doe, Jane	13151	School of Nursing	31000	Dec-31-2024	A	2024/12/31	4,396.00
5	399005	Research Project 5	Doe, Jane	13151	School of Nursing	31000	Mar-08-2024	I	2024/03/31	-215.91
6	399006	Research Project 6	Doe, Jane	13151	School of Nursing	31000	Dec-31-2022	I	2022/12/31	2,044.54

The Project Summary Report



The **Project Summary Report** provides other useful information. To learn more about this report, visit the Financial Services training link below and select "Research Project Summary Report":

[Systems Training | Financial Services \(queensu.ca\)](https://www.queensu.ca/financialservices/training/systems#fast)

A screenshot of a web browser showing a training menu. The browser address bar displays "https://www.queensu.ca/financialservices/training/systems#fast". The page content includes a search bar, a list of training topics, and an "Expand All" button. A large yellow arrow points to the "Research Project Summary Report" item in the list.

Fast Administrative Support Tool (FAST)

Expand All

- FAST - Introduction +
- FAST - Basic Navigation +
- Dashboards +
- Department Expendable Report +
- Pinned Reports +
- Project Statement Report +
- Research Project Summary Report +