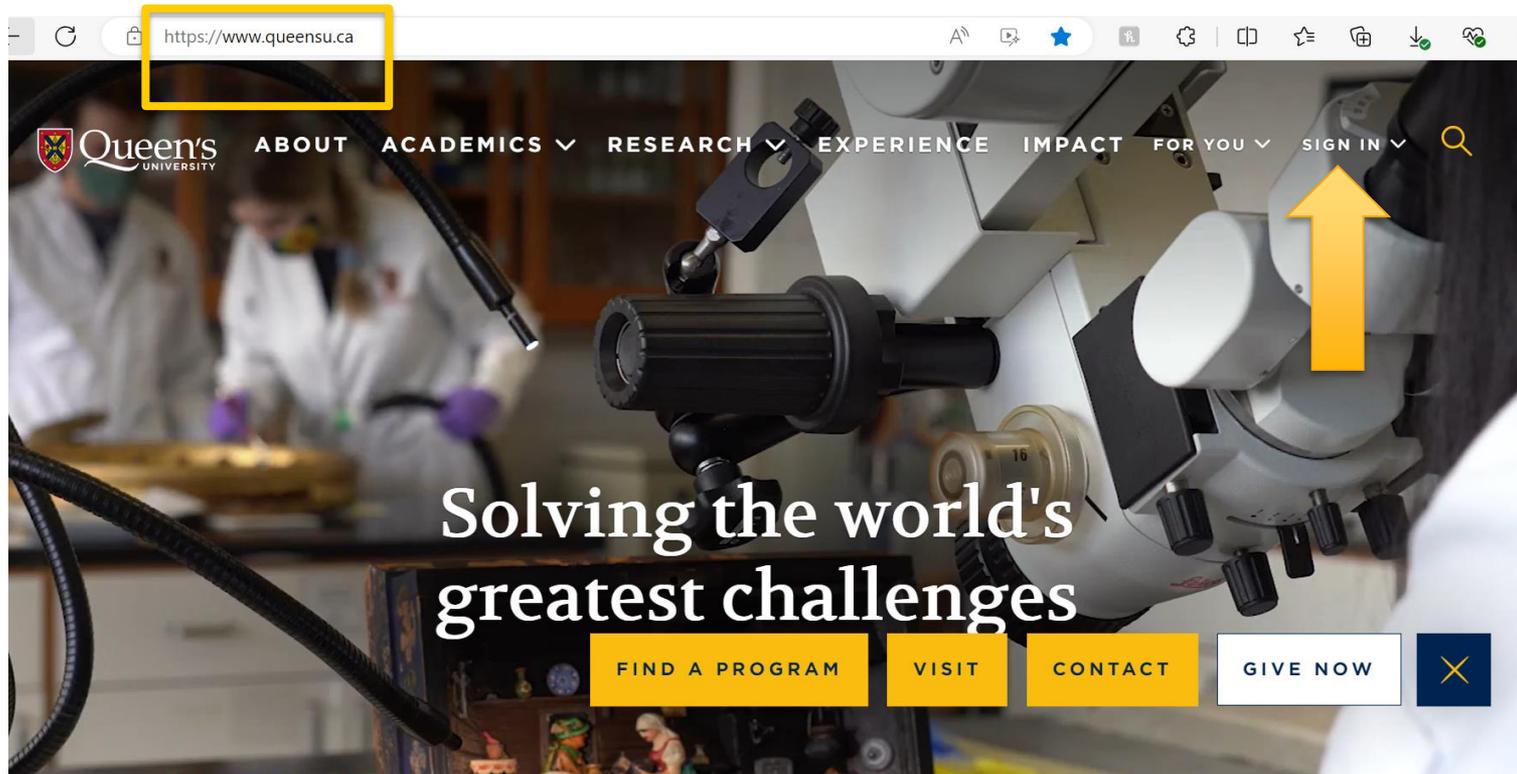# Financial Services

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":

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.

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.

What is my Project Balance?

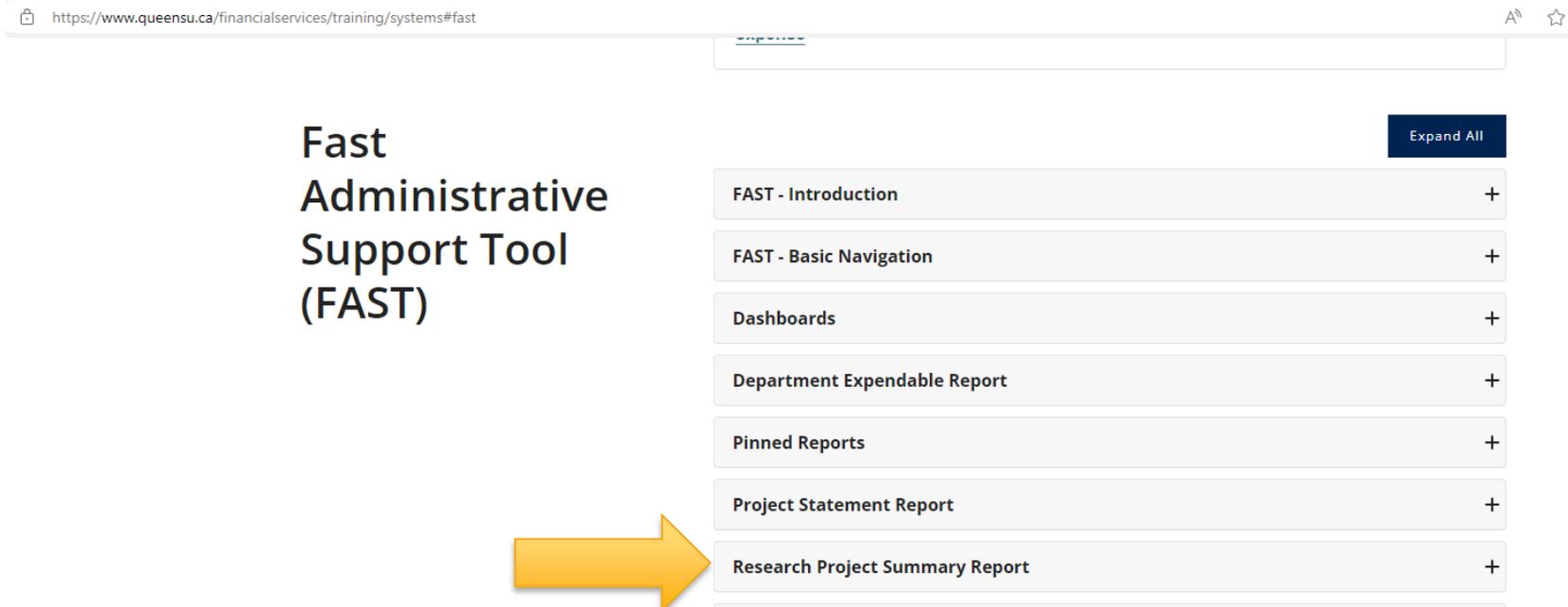The **Project Balance** column is circled below and is also referred to as the **Project Surplus or Deficit**.

Menu	Operating Statements	Balance Sheet	Non Research Reports	Research Reports	Capital Reports	Security Reports	Financial Statements	Queries	Administration	Drill Down

Finance Reporting ▶ Project Summary | Project Summary

🔍 Filter Options	📄 Report Results	❓ Help	✏️ Administration	➕ More

| AS OF DATE = Jun-2024

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)