How to access research accounts in FAST

The title of your account includes your name, the funder’s name and award number. Your FAST account number is made up of the following:

- Fund – 3XXXX
- Orgn – 5XXXX
- Expense accounts – Salary 6XXX; General Expense 7XXX, 8XXX and 9XXX

➤ You can click on anything in blue to drill down for further information including copies of invoices, purchase order information and outstanding commitments.
➤ If you have any questions regarding your budget or expenses Research Accounting staff can help you.

To view your research account in FAST, log in to FAST and follow the instructions below.

1. Insert your Fund number here
2. Select the period you wish to view
3. Select “Research/Specific Purpose/Capital – PTD” as the “Report” option
4. Click Enter

Note: You can enter multiple values in any field by separating them with a comma. You can also enter a range in any field by separating the two values with a colon. You can also use the % character as a wildcard.
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The report is returned:

Viewing Research Accounts in the “3XXXX” series with the “Project To Date” report ensures the balances include any previous year budgets and expenses.

How to get more detail on transactions?

Click on anything highlighted in blue, to drill down for more detailed information.
What is my account balance?

Your account balance is located at the bottom right corner of the FAST screen. A negative number in this space means your account is overspent.