



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.

Finance Reporting

Please input your desired report parameters.
You can click on the magnifying glass to lookup a field.

Chart(s): 1 - University Of Victoria

Index:

Fund:

Orgn:

Acct:

Prog:

Actv:

Locn:

Fund.Fin.Mgr:

Orgn.Fin.Mgr:

Fund Type:

Acct Type:

Fiscal Period: Sep-2016 (Open)

Report: Research/Specific Purpose/Capital - PTD

Reset Parameters

ENTER

Insert your Fund number here

Select the period you wish to view

Select "Research/Specific Purpose/Capital - PTD" as the "Report" option

Click Enter

? If you prefer you can simply leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts.

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.

The report is returned:

Return to **Summary by FOAPAL - Project To Date** (11:38:28 AM)

Operating Statement Balance Sheet Additional Reports Queries Help

Finance Reporting ▶ **Summary by Acct Detail** ▶ Project To Date

Filter Options Report Results Help

Project To Date Period Sep-2016 (Open)

Fund = 3XXXX Project Name

Acct	Title	Sep-2016 Total Budget	Sep-2016 Month Actual
Revenues			
5738	External Cost Recov...	0.00	0.00
	Subtotal	0.00	0.00
	Total Revenue	0.00	0.00
Salaries			
6112	Res Grant - Post Do...	0.00	0.00
6900	Personnel Benefits	0.00	0.00
	Subtotal	0.00	0.00
	Total Labor	0.00	0.00

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?

Return to **Summary by FOAPAL - Project To Date** (11:38:28 AM) Return to Report

Operating Statement Balance Sheet Additional Reports Queries Help GACCT Reports

Finance Reporting ▶ **Summary by Acct Detail** ▶ Project To Date

Filter Options Report Results Help

Project To Date Period Sep-2016 (Open)

Fund = 3XXXX Project Name | Orgn = 5XXXX Organization Name

Acct	Title	Sep-2016 Total Budget	Sep-2016 Month Actual	Sep-2016 YTD Actual	Sep-2016 Project Actuals	O/S Commitments	Sep-2016 Budget Balance
Revenues							
5738	External Cost Recov...	0.00	0.00	0.00	-1,000.00	0.00	1,000.00
	Subtotal	0.00	0.00	0.00	-1,000.00	0.00	1,000.00
	Total Revenue	0.00	0.00	0.00	-1,000.00	0.00	1,000.00
Salaries							
6112	Res Grant - Post Do...	0.00	0.00	0.00	5,000.00	0.00	-5,000.00
6900	Personnel Benefits	0.00	0.00	0.00	5,000.00	0.00	-5,000.00
	Subtotal	0.00	0.00	0.00	10,000.00	0.00	-10,000.00
	Total Labor	0.00	0.00	0.00	10,000.00	0.00	-10,000.00
General Expenses							
7003	Relocation Travel	0.00	0.00	0.00	2,000.00	0.00	-2,000.00
7004	Employee Travel -...	0.00	0.00	0.00	1,000.00	0.00	-1,000.00
7009	Prepaid Air	0.00	0.00	0.00	1,000.00	0.00	-1,000.00
7391	Research Budget	13,000.00	0.00	0.00	0.00	0.00	13,000.00
	Subtotal	13,000.00	0.00	0.00	4,000.00	0.00	9,000.00
	Total Direct Expenditures	13,000.00	0.00	0.00	4,000.00	0.00	9,000.00
	Total All Expenses	13,000.00	0.00	0.00	14,000.00	0.00	-1,000.00
	Total Revenues Less Expenses and Transfers	13,000.00	0.00	0.00	13,000.00	0.00	0.00

Click on anything highlighted in blue, to drill down for more detailed information.

What is my account balance?

Return to **Summary by FOAPAL - Project To Date** (11:38:28 AM) Return to Report

Operating Statement Balance Sheet Additional Reports Queries Help GACCT Report

Finance Reporting ▶ **Summary by Acct Detail** ▶ Project To Date

Filter Options Report Results Help + More

Project To Date Period Sep-2016 (Open)

Fund = 3XXXX Project Name | Orgn = 5XXXX Organization Name

Acct	Title	Sep-2016 Total Budget	Sep-2016 Month Actual	Sep-2016 YTD Actual	Sep-2016 Project Actuals	O/S Commitments	Sep-2016 Budget Balance
Revenues							
5738	External Cost Recov...	0.00	0.00	0.00	- 1,000.00	0.00	1,000.00
	Subtotal	0.00	0.00	0.00	- 1,000.00	0.00	1,000.00
	Total Revenue	0.00	0.00	0.00	- 1,000.00	0.00	1,000.00
Salaries							
6112	Res Grant - Post Do...	0.00	0.00	0.00	5,000.00	0.00	- 5,000.00
6900	Personnel Benefits	0.00	0.00	0.00	5,000.00	0.00	- 5,000.00
	Subtotal	0.00	0.00	0.00	10,000.00	0.00	- 10,000.00
	Total Labor	0.00	0.00	0.00	10,000.00	0.00	- 10,000.00
General Expenses							
7003	Relocation Travel	0.00	0.00	0.00	2,000.00	0.00	- 2,000.00
7004	Employee Travel -...	0.00	0.00	0.00	1,000.00	0.00	- 1,000.00
7009	Prepaid Air	0.00	0.00	0.00	1,000.00	0.00	- 1,000.00
7391	Research Budget	13,000.00	0.00	0.00	0.00	0.00	13,000.00
	Subtotal	13,000.00	0.00	0.00	4,000.00	0.00	9,000.00
	Total Direct Expenditures	13,000.00	0.00	0.00	4,000.00	0.00	9,000.00
	Total All Expenses	13,000.00	0.00	0.00	14,000.00	0.00	- 1,000.00
	Total Revenues Less Expenses and Transfers	13,000.00	0.00	0.00	13,000.00	0.00	0.00

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.

