# Table of Contents

1. Introduction .................................................................................................................. 3
2. Fund Types ...................................................................................................................... 3
3. Access ............................................................................................................................... 3
4. FAST MyResearch .......................................................................................................... 4
   4.1 Hyperlink to access FAST MyResearch ...................................................................... 4
   4.2 Printing the dashboard ............................................................................................... 7
   4.3 Information page of a specific fund ........................................................................... 10
APPENDIX 1. VPN Client – To access the system off-campus ............................................. 11
APPENDIX 2. Documents .................................................................................................... 12
APPENDIX 3. How to read the balance of a research fund and a trust fund ......................... 13
APPENDIX 4. Transaction details and date of the last transaction posted to a fund .............. 15
APPENDIX 5. Project To Date ............................................................................................ 17
APPENDIX 6. New feature in Finance Reporting .................................................................. 20
APPENDIX 7. Navigation in Finance Reporting .................................................................... 22
   7.1 Selecting another fund ............................................................................................. 22
   7.2 Getting back to the previous screen .......................................................................... 23
   7.3 Getting back to main menu ....................................................................................... 23
1. Introduction

FAST MyResearch is a dashboard specifically designed for researchers. The objective of MyResearch is to simplify the task of researchers by providing them with an effective tool to manage their funds. MyResearch allows easy viewing of the balances of all funds to which the researcher has online access. In addition, by using MyResearch, researchers can view multiple documents and relevant fund-specific financial reports.

2. Fund Types

A research fund is a fund specifically assigned for the fulfillment of a research project with an external or internal funding source, depending on the grantor. The number assigned to a research fund is always 6 digits long.

A trust fund is assigned to activities other than research. The number assigned to a trust fund is always 5 digits long. A trust fund with agreement starts with a 5 and a trust fund without agreement starts with an 8.

3. Access

Access to funds to which a researcher currently has online access will be given automatically. Access to new research funds in MyResearch is automatically given to the principal investigator twice a month, on the 15th and last day of every month.

The "Request for access to the Financial System for researchers and assistants" form must be completed and signed by the principal investigator to obtain access to trust funds to which the principal investigator does not currently have online access.

The "Request for access to the Financial System for researchers and assistants" form must be completed and signed by a co-investigator or an assistant to gain access to research funds and trust funds. The principal investigator’s signature is required.

Here is the link to the form:
https://it.uottawa.ca/sites/it.uottawa.ca/files/access_form_researchers_2016.pdf
4. FAST MyResearch

4.1 Hyperlink to access FAST MyResearch

You will find instructions to access the financial system below:

1. Go to the Web page:
   https://fast.uottawa.ca/FASTPORTAL_PROD/Login.aspx

2. Your user name is your employee number without the first numbers 1 and 0, preceded by an E. (e.g.: E101010 or e101010).

3. Your system password is the same as the one you use for your uoAccess account.

If you have any questions or experience problems accessing FAST, please contact the IT Service Desk at http://it.uottawa.ca/service-desk-request or by phone at extension 6555.

You can access the FAST system off campus. Please refer to Appendix 1 of this guide.

In FAST, enter your user name and password.

Click on the Sign In button.

N.B. : Financial information is updated daily, overnight.
The **MyResearch** screen is displayed.

Click on any text element below to access information on your grant, contract or project. Example: Click an element in the **Fund** column or in the **Title** column.

Click on any amount in the **Balance** column to go directly to the **Finance Reporting** application to view your transaction details and thus the date of the last transaction applied to your fund. Please refer to Appendix 4 of this guide.

The **Fund** field shows a research fund if it is 6 digits long and a trust fund if it is 5 digits long. (The example above shows only 3 digits in the **Fund** column, the last 3 digits having been deleted for confidentiality purposes.)

The **Title** field shows the long title.

The **Agency** field shows the granting agency.

The **End Date** field shows the end date of the project.

The **Principal Inv.** field shows the last name and first name of the principal investigator. (In the example above, that field is blank for confidentiality purposes.)

The **Authority** field shows **Principal Investigator** if you are the principal investigator or **Query** if you are a “co-investigator”, or an assistant for this fund.
The **Balance** field shows the balance available in this fund (Budget–expenses–commitments). By clicking one of the amounts in the Balance column, you will access your fund’s financial data.

The amount in the **Balance** column is **red** when your fund is in deficit and **green** when it is not in deficit.
4.2 Printing the dashboard

The summary report lets you print on a single page the information you see in MyResearch.

Follow these steps to print the summary report:

1. Click on the Research/Trust/Endowment application.
2. Click on MyResearch.
3. Click on My Summary.
4. The **MyResearch Summary** screen is displayed.

(The example above shows only 3 digits in the **Fund** column, the last 3 digits having been deleted for confidentiality purposes.)

The summary report can be printed in PDF or Excel format.

Click on the appropriate button which is located in the lower right.
Click on the **Home** button which is located at the top left to return to the **MyResearch** screen and then get back to the main screen.
4.3 Information page of a specific fund

By clicking on one of the fields of MyResearch screen, the Fund Information Page will be displayed.

In the Available Documents section, you can click on a document in blue in the File Name column to view the document. Most financial reports and other relevant financial documents will be available to MyResearch.

You can click on Available Balance in the Grant Details for Fund or on View Financial Details, which is located in the upper right, to view the Finance Reporting application according to the Current Year option for this fund.

The Filter Options tab allows you to select another fund from Fund Information Page without returning to the MyResearch screen.
APPENDIX 1. VPN Client – To access the system off-campus

You can access the FAST application off-campus but you must be in a secure area. You must connect through the VPN Client. For more information on the VPN Client, go to the Web page https://it.uottawa.ca/software.

Click on Software and VPN Client, located in the Download Software section.

Select the option appropriate for your computer.

For assistance, please contact the IT Service Desk at http://it.uottawa.ca/service-desk-request or by phone at extension 6555.

N.B. Instructions for installing the VPN Client differ depending on the computer and internet browser used by the user. We are not able to include complete instructions in this guide given the complexity. The expertise of a computer specialist is required for the proper installation of the VPN Client on your computer.

You can also contact your faculty’s IT technical support team to help you install the VPN Client on your computer.
APPENDIX 2. Documents

To help easily identify transactions in Finance Reporting, there are many document types.

Under budget accounts 50000, 70000, 70010, 70020, 70030, 70040 and 70090, documents starting with:

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVTB</td>
<td>balances carried forward as at April 30, 2008 (conversion entry),</td>
</tr>
<tr>
<td>RB and RS</td>
<td>budgets created in FAST Research.</td>
</tr>
</tbody>
</table>

Please ignore documents that begin with DRL, ENRL and MJ. These are documents generated by the financial system to carry over budgets.

Under Current accounts (Revenue & Expense):

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>CVT</td>
<td>Conversion Entry</td>
</tr>
<tr>
<td>DA, H and PY</td>
<td>Deposit</td>
</tr>
<tr>
<td>F</td>
<td>Payroll</td>
</tr>
<tr>
<td>I</td>
<td>Supplier Invoice</td>
</tr>
<tr>
<td>J</td>
<td>Journal Entry</td>
</tr>
<tr>
<td>RS</td>
<td>Invoices - Research</td>
</tr>
</tbody>
</table>

Fund Types

Research funds are 6 digits long and trust funds (not research) are 5 digits long. Trust funds with agreement start with a 5 and trust funds without agreement start with an 8.
APPENDIX 3. How to read the balance of a research fund and a trust fund

<table>
<thead>
<tr>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>A budget must be created by Financial Services for each research fund and trust fund in order for the amounts to be available. An update is necessary for the budget to be applied to the fund in the Finance Reporting application. This transaction creating a budget in a fund is updated once a day from Banner (financial system) to the FAST Finance Reporting application. The update is done overnight.</td>
</tr>
<tr>
<td>The funds are controlled at the budget level and not at the revenue account (actual) level in Banner. The Revenue budget is posted to the 50000 account while the budget Expense is posted to one of the following accounts: 70000, 70010, 70020, 70030, 70040 and 70090.</td>
</tr>
</tbody>
</table>

View the balance of a research fund and a trust fund

You must always use the Current Year option to view a fund balance.

The Current Year option lets you view the budget balance (Budget–Expenses–Commitments). You must look at the Effective Budget, YTD Actual and O/S Commitments columns.

Warning! The Current Year option includes posted revenue and expense transactions, including the salary and benefits expenses from May 1 to April 30, the University’s fiscal year.
To read the balance of a **Research Fund** or a **Trust Fund** you must look at the intersection of the **Total All Expenses (incl.Salaries & Ben.)** line and the **Budget Available** column.
APPENDIX 4. Transaction details and date of the last transaction posted to a fund

Here are the steps to get transaction details as well as the date of the last transaction posted to a fund.

1. Click on an amount in the Balance column of the MyResearch screen.

2. By default, the Finance Reporting application is displayed according to the Current Year option and the current month is displayed in the Period field for the selected fund.

3. Click on the amount in blue at the intersection of the line Total Revenues Less Expenses and Transfers and the column YTD Actual.

4. All the posted revenues and expenses transactions, including salaries and benefits from May 1 up to the date selected are displayed. In this example, up to June 30, 2017. See the field Period.
5. Click on the **Tran Date** column heading and select **Sort Descending** to sort transactions by date and obtain the date of the last transaction posted to a fund.

6. Click on the icon to download and print the report in Excel or on the icon to download and print the report in PDF format. The icons are located at the bottom right of the report.

7. Click on **Filter Options** and select a period by clicking on the drill-down list **Fiscal Period From** to consult transaction before May 1st of the current fiscal year. Click on **Execute Report**. For this example, the month of May 2008 was selected to get all transactions since May 2008.

⚠️ Do not use periods **Apr-20xx (Year End)** to select a period.
APPENDIX 5. Project To Date

The **Project To Date** option can be used only for funds that started after May 1, 2008.

The **Project To Date** option must not be used for funds that started before May 1, 2008, as information regarding budgets and YTD expenses are wrong. This is due to the financial system conversion.

To recognize funds created before May 1, 2008 with the **Project To Date** option, perform the following steps:

1) The **Project to Date** option must be selected.

2) Click on the amount at the intersection of the **50000** line and the **Total Budget** column.
3) If a document starting with **CVTB** appears in the **Document** column, this fund was created before May 1, 2008.
The balance for research funds according to the **Project To Date** option is read at the intersection of the **Total All Expenses (incl. Salaries & Ben.)** line and the **Budget Balance** column.

**Total Budget**: Includes every budget created since the beginning of the fund.

**Month Actual**: Includes all monthly revenue and expense transactions.

**YTD Actual**: Includes all revenue and expense transactions for the fiscal year to date.

**Project Actual**: Includes all revenue and expense transactions from the beginning of the fund to the selected date.
APPENDIX 6. New feature in Finance Reporting

Request for a fund

Warning
⚠️ For a fund query, you must type your fund in the field **Funds** and enter the first 2 digits of your Org.

For example:
- 11 for School of Telfer
- 12 for Arts
- 14 for Education
- 15 for Medicine
- 16 for Health Sciences
- 17 for Sciences
- 18 for Engineering
- 19 for Social Sciences
- 21 for Civil Law
- 22 for Common Law
- etc.

(The example above contains only the first 3 digits of the fund number. The last 3 digits were erase for confidentiality reasons.)
Small navigation trick

You can click on your keyboard Enter button instead of the Finance Reporting application.
APPENDIX 7. Navigation in Finance Reporting

7.1 Selecting another fund

To select another fund once you are in the Finance Reporting click on the fund number in blue or on Filter Options.

Remove the fund number in the filter Fund by clicking twice on the x in red and enter the new fund in the field beside the magnifying glass. Click on the Execute Report button.
7.2 Getting back to the previous screen

To get back to the previous screen, click on Return to.

7.3 Getting back to main menu

To get back to Finance Reporting main screen, you can either click on Return To Menu or on $.