Monthly Reports FTR541S (Summary) & FTR541D (Detailed)

WebFOCUS

Researcher’s Guide

Version 1.0

August 2017
Table of Contents

1. Introduction ........................................................................................................................................... 3
2. Hyperlink to access FAST......................................................................................................................... 3
3. Online access to Monthly Reports FTR541 ............................................................................................... 5
5. Report FTR541D – Monthly report – Detailed.......................................................................................... 10

APPENDIX 1. VPN Client – To access the system off-campus ................................................................. 13
1. Introduction

Monthly reports FTR541S and FTR541D are financial reports developed to facilitate the management of research and other restricted funds. The first report, FTR541S, is a summary report on which we can find the financial summary of a fund for the selected month, the current year of the project and the project to date. On the second detailed report, FTR541D, we can find transactions for the selected month: salary and benefits per employee, other expenses with a level of detail that makes it easy to recognize transactions and details regarding encumbrances. On each report, it is easy to see the balance available.

2. Hyperlink to access FAST

You will find the 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 data is updated daily, overnight.
3. Online access to Monthly Reports FTR541

You can view and print your monthly reports FTR541 using the **WebFOCUS** application.

**Attention**: Only the **Internet Explorer** browser is supported with the **WebFOCUS** application.

Click on the **Webfocus Finance** application.

Click on **Researchers**.
4. Report FTR541S – Monthly report – Summary

Click on FTR541S – Rapport mensuel sommaire / Monthly Summary Report to generate the summary report.
Parameters for generating the FTR541S report (Summary)

To generate the report, you must.

a) Select the fiscal year from the drop down list **Fiscal Year**.

b) Select the month from the drop down list **Fiscal Period**.

c) Enter your fund number in the **Fund** field.

d) Click on the **Générer / Run** button to generate the summary report.

N.B. For confidentiality reasons, some data is hidden in the example that follows.
Rapport / Report: FTR541S

Rapport mensuel au 2017/01/31 / Monthly Report Ending 2017/01/31

Nom de famille, prénom / Family Name, Given Name

Compte à l’université / University Account (FOAP)

Agence / Agency

Projet / Project

**Fonds disponibles pour l’année en cours / Funds available for current year**

<table>
<thead>
<tr>
<th>Description</th>
<th>Mois</th>
<th>Projet à ce jour</th>
<th>Année en cours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solde de la subvention à la fin de l’année précédente / Balance of grant at close of previous year</td>
<td>$17,027.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subvention pour l’année en cours / Current year grant</td>
<td>$66,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total des fonds disponibles pour l’année en cours / Total funds available for current year</td>
<td>$85,277.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Calcul des dépenses pour l’année en cours / Expenditures incurred for current year**

<table>
<thead>
<tr>
<th>Description</th>
<th>Mois</th>
<th>Projet à ce jour</th>
<th>Année en cours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Salaires versés aux étudiants / Salaries to students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Étudiants au baccalauréat / Bachelor’s</td>
<td>$1,968.02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Étudiants à la maîtrise / Master’s</td>
<td>$13,152.30</td>
<td></td>
<td>$4,109.57</td>
</tr>
<tr>
<td>a) Étudiants au doctorat / Doctorats</td>
<td>$825.00</td>
<td>$17,435.33</td>
<td>$2,875.00</td>
</tr>
<tr>
<td>2) Salaires versés aux non-studiants / Salaries to non-students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Salariés postdoctoraux / Postdoctoral</td>
<td>$1,184.06</td>
<td>$4,836.06</td>
<td>$1,184.06</td>
</tr>
<tr>
<td>b) Avantages / Benefits</td>
<td>$98.55</td>
<td>$344.45</td>
<td>$98.55</td>
</tr>
<tr>
<td>5) Services/contrats professionnels et techniques / Professional and technical services/contracts</td>
<td>$432.00</td>
<td>$2,709.53</td>
<td>$432.00</td>
</tr>
<tr>
<td>4) Provisions / Supplies</td>
<td>$50.00</td>
<td>$5,661.40</td>
<td>$411.95</td>
</tr>
<tr>
<td>6) Equipment / Equipment</td>
<td>$163.53</td>
<td>$7,888.56</td>
<td>$183.53</td>
</tr>
<tr>
<td>7) Déplacement (notre avance de voyage) / Travel (includes travel advances)</td>
<td>$377.11</td>
<td>$5,748.35</td>
<td>$2,657.57</td>
</tr>
<tr>
<td>8) Frais généraux / Overhead</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9) Fonds de collaboration / Transfer collaboration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10) Autres / Others</td>
<td>$126.55</td>
<td>$503.36</td>
<td></td>
</tr>
<tr>
<td>Total des dépenses / Total expenditures</td>
<td>$4,304.69</td>
<td>$63,185.03</td>
<td>$11,982.96</td>
</tr>
</tbody>
</table>

**Total des dépenses pour l’année en cours / Total Expenditures for the current year**

<table>
<thead>
<tr>
<th>Description</th>
<th>Année en cours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solde (Excluant les engagements) / Balance (Excluding commitments)</td>
<td>$11,962.96</td>
</tr>
<tr>
<td>Engagements impayés / Outstanding commitments</td>
<td>$73,314.07</td>
</tr>
<tr>
<td>Solde disponible / Balance available</td>
<td>$52,925.87</td>
</tr>
</tbody>
</table>

**Légende**

- **Mois**: Transactions écourtées pendant le mois
- **Projet à ce jour**: Transactions écourtées depuis le début du projet
- **Année en cours**: Transactions écourtées pour l’année en cours du projet
The following explains how to read report FTR541S in the example on page 8.

1) **Project Start Date** is the start date of the project as per the Agency agreement. In this case, the project started on November 1st, 2015.

2) **Project End Date** is the end date of the project as per the Agency Agreement, including any extension. In this case, the project end date is October 31st, 2019.

3) **Project Year-End** represents the last month of the project financial year. In this case, the year-end is in October.

4) **Balance of grant at close of previous year** is based on the financial year-end of the Agency. In this case, the previous financial year-end is October 2016 (see **Project Year-End** in the report header).

5) **Current year grant** represents the amount awarded by the Agency for the current year. In this case, the amount awarded is $68,250.00.

6) **Total funds available for the current year** is the sum of 4) and 5). In this case, total funds available is $85,277.93.

7) The amounts under the column **Month** represent total expenses per expense type incurred during the month. In this case, for expenses incurred during the month of January 2017 (see **Monthly Report Ending** 2017/01/31 in the report header).

8) The amounts under the column **Project to date** represent total expenses per expense type incurred since the beginning of the project. In this case, it represents expenses incurred between November 1st, 2015 (project start date) and January 31st, 2017.

9) The amounts under column **Current Year** represent total expenses per expense type for the current year of the project, as per the project financial year, not the University’s. In this case, the current year period is from November 1st, 2016 to January 31st, 2017, since the project year-end is October (see 3).

10) **Total Expenditures for the current year** is the same as the total expenditures of column **Current Year**.

11) **Outstanding commitments** represents encumbrances for the current year of the project. In this case, the amount is $10,389.30 for the period of November 1st, 2016 to October 31st, 2017.

12) The **Balance available** is the balance including encumbrances. In this case, the balance available is $62,925.67 as of the end of January 2017.
5. Report FTR541D – Monthly report – Detailed

Click on **FTR541D – Rapport mensuel détaillé / Monthly Detailed Report** to generate the detailed report.
Parameters for generating the FTR541D report (Detailed)

To generate the report, you must.

   e) Select the fiscal year from the drop down list Fiscal Year.

   f) Select the month from the drop down list Fiscal Period.

   g) Enter your fund number in the Fund field.

   h) Click on the Générer / Run button to generate the detailed report.

N.B. The information that is included in the detailed report is for a specific month. In this case for the month of January 2017.

The Salaries and benefits category includes salary and benefits per person.

For confidentiality reasons, some data is hidden in the example that follows.
Rapport mensuel au 2017/01/31 / Monthly Report Ending 2017/01/31

Nom de famille, prénom / Family Name, Given Name

Compte à l'université / University Account (FOAP)

Agence / Agency

Projet / Project

Date de début du projet / Project Start Date
2015/11/01

Date de fin du projet / Project End Date
2019/10/31

Fin d'année du projet / Project Year-End
octobre / October

Solde de la subvention à la fin du mois précédent / Balance of grant at close of previous month $77,615.66
Montant reçu pendant le mois / Amount received during the month $0.00
Total des fonds disponibles pour le mois en cours / Total funds available for current month $77,615.66

Salaires et avantages / Salaries and benefits $3,271.25

100 - $125.00
100 - $1,282.61
100 - $500.00
100 - $1,385.64

Services/contrats professionnels et techniques / Professional and technical services/contracts $432.00

2017-01-18 - J0121301 - - XRD/March-August18 $432.00

Provisions / Supplies $30.00

2017-01-31 - J0121988 - - Store January 2017 $50.00

Équipement / Equipment $143.53

2017-01-26 - FCC16146 - SIGMA ALDRICH CANADA $143.53

Déplacement (inclut avance de voyage) / Travel (Includes travel advance) $377.11

2017-01-10 - I0642570 - R - travel reimb Kingston - $102.91
2017-01-10 - I0642580 - R - travel reimb Kingston - $164.20

TOTAL - Transactions $4,304.69

Solde à la fin du mois / Balance end of the month $73,314.97

Engagements / Encumbrances $10,388.30

Salaires et avantages / Salaries and benefits $10,388.30

100 - $1,062.50
100 - $4,554.06
100 - $4,772.74

Total des Engagements / Encumbrances $10,388.30

Solde disponible / Balance available $62,925.67
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 Software and VPN Client, located in the Download Software section.

Select the option appropriate for your computer.

<table>
<thead>
<tr>
<th>Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts and passwords</td>
</tr>
</tbody>
</table>

VPN Client

- VPN Client for Windows
- VPN Client for Mac OS
- VPN Client for Linux
- VPN Profiles for iPhone and iPad

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.