



uOttawa

***Monthly Reports FTR541S (Summary) &  
FTR541D (Detailed)***

***WebFOCUS***

Researcher's Guide

Version 1.0

August 2017

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## 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:

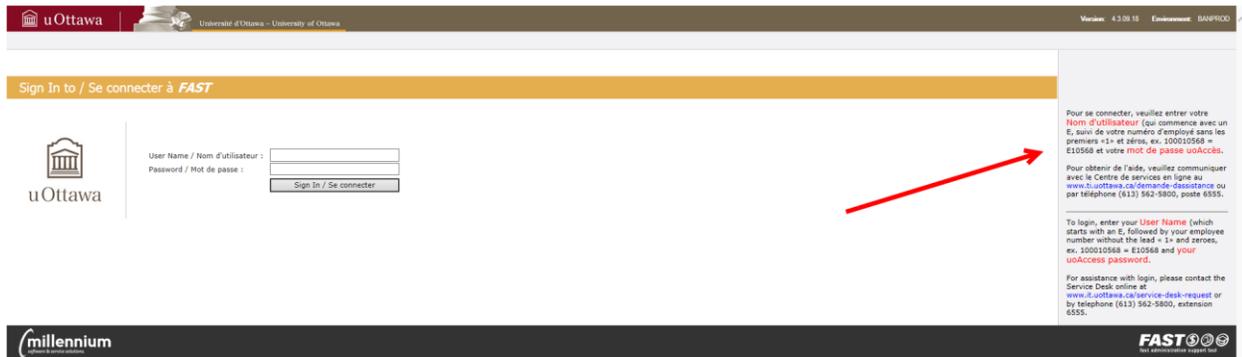
1. Go to the Web page :  
[https://fast.uottawa.ca/FASTPORTAL\\_PROD/Login.aspx](https://fast.uottawa.ca/FASTPORTAL_PROD/Login.aspx)
2. Your user name is your employee number without the first numbers 1 and 0, preceded by an E. (e.g.: E101010 or e101010).
3. Your system password is the same as the one 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.



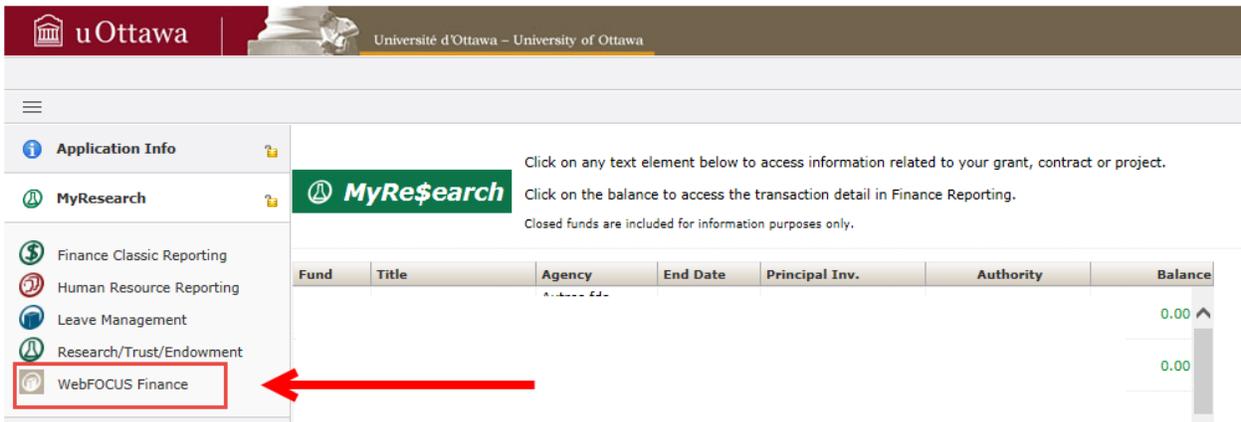
N.B. : Financial data is updated daily, overnight.

### 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.



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Application Info

MyResearch

MyRe\$earch

Click on any text element below to access information related to your grant, contract or project.

Click on the balance to access the transaction detail in Finance Reporting.

Closed funds are included for information purposes only.

Fund	Title	Agency	End Date	Principal Inv.	Authority	Balance
						0.00
						0.00

Click on **Researchers**.



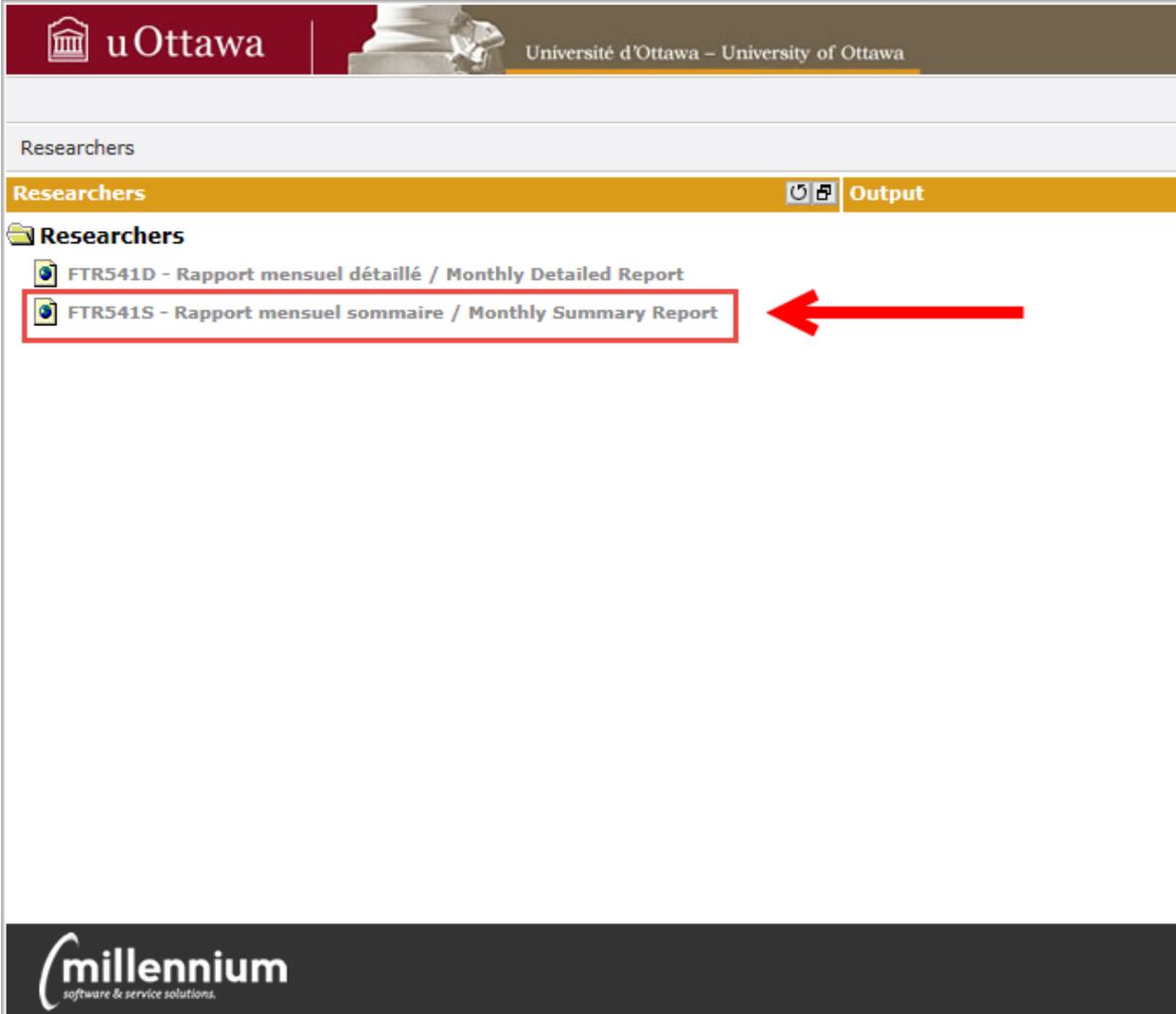
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Researchers

millennium software & service solutions

#### 4. Report FTR541S – Monthly report – Summary

Click on **FTR541S – Rapport mensuel sommaire / Monthly Summary Report** to generate the summary report.



The screenshot displays the uOttawa Researchers interface. At the top, there is a header with the uOttawa logo and the text "Université d'Ottawa – University of Ottawa". Below the header, there is a navigation bar with "Researchers" and "Output" tabs. The "Researchers" tab is active, and a folder icon labeled "Researchers" is visible. Inside this folder, two report options are listed: "FTR541D - Rapport mensuel détaillé / Monthly Detailed Report" and "FTR541S - Rapport mensuel sommaire / Monthly Summary Report". The second option is highlighted with a red rectangular box, and a red arrow points to it from the right.



Rapport / Report: FTR541S	
 uOttawa <small>L'Université canadienne / Canada's university</small>	
Rapport mensuel au 2017/01/31 / Monthly Report Ending 2017/01/31 Rapport sommaire / Summary Report	
Nom de famille, prénom / Family Name, Given Name	1 ▶ Date de début du projet / Project Start Date 2015/11/01
Compte à l'université / University Account (FOAP)	2 ▶ Date de fin du projet / Project End Date 2019/10/31
Agence / Agency	3 ▶ Fin d'année du projet / Project Year-End octobre / October
Projet / Project	
<b>FONDS DISPONIBLES POUR L'ANNÉE EN COURS</b>	
<b>FUNDS AVAILABLE FOR CURRENT YEAR</b>	
Solde de la subvention à la fin de l'année précédente / Balance of grant at close of previous year	4 ▶ \$17,027.93
Subvention pour l'année en cours / Current year grant	5 ▶ \$68,250.00
Total des fonds disponibles pour l'année en cours / Total funds available for current year	6 ▶ \$85,277.93

	7 ▶	8 ▶	9 ▶
<b>CALCUL DES DÉPENSES POUR L'ANNÉE EN COURS</b>	Mois	Projet à ce jour	Année en cours
<b>EXPENDITURES INCURRED FOR CURRENT YEAR</b>	Month	Project to Date	Current Year
1) Salaires versés aux étudiants / Salaries to students			
a) Étudiants au baccalauréat / Bachelor's		\$1,999.82	
b) Étudiants à la maîtrise / Master's	\$1,363.64	\$13,152.30	\$4,090.92
c) Étudiants au doctorat / Doctorate	\$625.00	\$17,435.83	\$2,875.00
2) Salaires versés aux non-étudiants / Salaries to non-students			
a) Stagiaires postdoctoraux / Postdoctoral			
b) Autres / Other	\$1,184.06	\$4,836.08	\$1,184.06
3) Avantages / Benefits	\$98.55	\$344.45	\$98.55
4) Services/contrats professionnels et techniques / Professional and technical services/contracts	\$432.00	\$2,799.63	\$432.00
5) Provisions / Supplies	\$80.80	\$5,861.46	\$411.95
6) Équipement / Equipment	\$143.53	\$7,880.56	\$143.53
7) Déplacement (Inclut avance de voyage) / Travel (Includes travel advance)	\$377.11	\$8,748.35	\$2,657.57
8) Frais généraux / Overhead			
9) Transfert collaboration / Transfer collaboration			
10) Autres / Others		\$126.55	\$69.38
<b>Total des dépenses / Total expenditures</b>	<b>\$4,304.69</b>	<b>\$63,185.03</b>	<b>\$11,962.96</b>

Total des dépenses pour l'année en cours / Total Expenditures for the current year	10 ▶ \$11,962.96
Solde (Excluant les engagements) / Balance (Excluding commitments)	\$73,314.97
Engagements impayés / Outstanding commitments	11 ▶ \$10,389.30
<b>Solde disponible / Balance available</b>	<b>12 ▶ \$62,925.67</b>

**Légende:**

Mois: Transactions encourues pendant le mois  
 Projet à ce jour: Transactions encourues depuis le début du projet  
 Année en cours: Transactions encourues pour l'année en cours du projet

**Legend:**

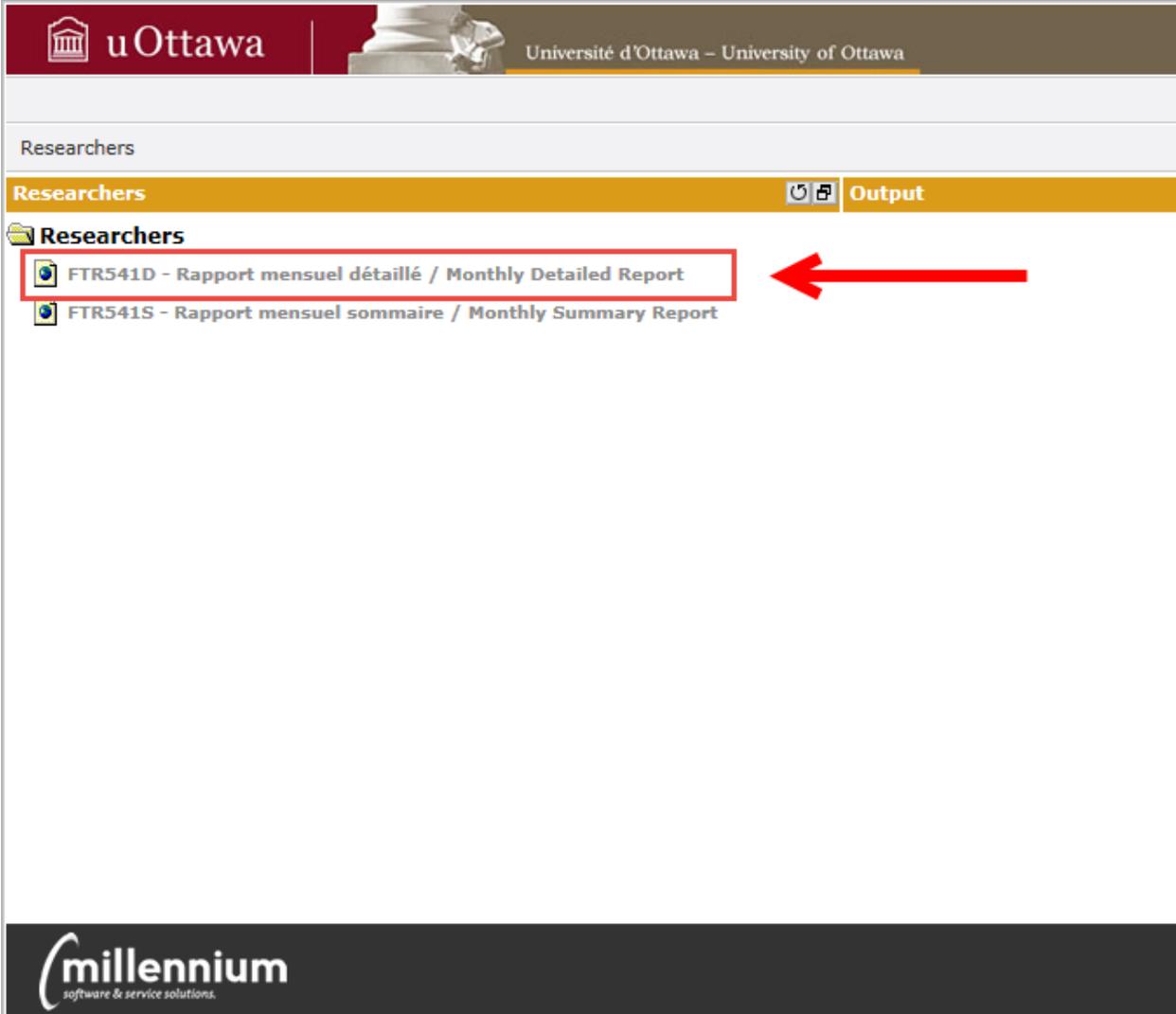
Month: Transactions incurred during the month  
 Project to Date: Transactions incurred since the project start date  
 Current Year: Transactions incurred during the project current year

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 1<sup>st</sup>, 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 31<sup>st</sup>, 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 1<sup>st</sup>, 2015 (project start date) and January 31<sup>st</sup>, 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 1<sup>st</sup>, 2016 to January 31<sup>st</sup>, 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 1<sup>st</sup>, 2016 to October 31<sup>st</sup>, 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.



The screenshot displays the uOttawa Researchers interface. At the top, the uOttawa logo and the text 'Université d'Ottawa – University of Ottawa' are visible. Below this, a navigation bar contains the word 'Researchers' and an 'Output' button. A folder icon labeled 'Researchers' is shown, containing two report options: 'FTR541D - Rapport mensuel détaillé / Monthly Detailed Report' and 'FTR541S - Rapport mensuel sommaire / Monthly Summary Report'. The first option is highlighted with a red rectangular box, and a red arrow points to it from the right. At the bottom of the interface, the 'millennium software & service solutions.' logo is present.

**Parameters for generating the FTR541D report (Detailed)**

**Rapports Finance » Recherche » FTR541D - Rapport mensuel détaillé**

**Finance Reports » Research » FTR541D - Monthly Detailed Report**

**Paramètres / Parameters**

Année fiscale :  ▼  
Fiscal Year

Période fiscale :  ▼  
Fiscal Period

Fonds :   
Fund

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 / Report: FTR541D	
 <b>uOttawa</b> <small>L'Université d'Ottawa Ottawa's university</small>	
Rapport mensuel au 2017/01/31 / Monthly Report Ending 2017/01/31 Rapport détaillé / Detailed Report	
Nom de famille, prénom / Family Name, Given Name	Date de début du projet / Project Start Date 2015/11/01
Compte à l'université / University Account (FOAP)	Date de fin du projet / Project End Date 2019/10/31
Agence / Agency	Fin d'année du projet / Project Year-End octobre / October
Projet / Project	

Solde de la subvention à la fin du mois précédent / Balance of grant at close of previous month	\$77,619.66
Montant reçu pendant le mois / Amount received during the month	\$0.00
<b>Total des fonds disponibles pour le mois en cours / Total funds available for current month</b>	<b>\$77,619.66</b>

<b>Salaires et avantages / Salaries and benefits</b>	<b>\$3,271.25</b>
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100 -	\$125.00
100 -	\$1,262.61
100 -	\$500.00
100 -	\$1,363.64

<b>Services/contrats professionnels et techniques / Professional and technical services/contracts</b>	<b>\$432.00</b>
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2017-01-18 - J0121301 - - - XRD/March-August16	\$432.00
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<b>Provisions / Supplies</b>	<b>\$80.80</b>
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2017-01-31 - J0121988 - - - Store January 2017	\$80.80
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<b>Équipement / Equipment</b>	<b>\$143.53</b>
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2017-01-26 - PC016146 - SIGMA ALDRICH CANADA	\$143.53
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<b>Déplacement (Inclut avance de voyage) / Travel (Includes travel advance)</b>	<b>\$377.11</b>
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2017-01-10 - I0642579 - R - travel reimb Kingston -	\$192.91
2017-01-10 - I0642580 - R - travel reimb Kingston -	\$184.20

<b>TOTAL - Transactions</b>	<b>\$4,304.69</b>
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<b>Solde à la fin du mois / Balance end of the month</b>	<b>\$73,314.97</b>
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<i>Engagements / Encumbrances</i>	
<i>Salaires et avantages / Salaries and benefits</i>	<i>\$10,389.30</i>

100. - - - 2017/10/15	\$1,062.50
100. - - - 2017/03/15	\$4,554.06
100. - - - 2017/05/15	\$4,772.74

<i>Total des Engagements / Encumbrances</i>	<i>\$10,389.30</i>
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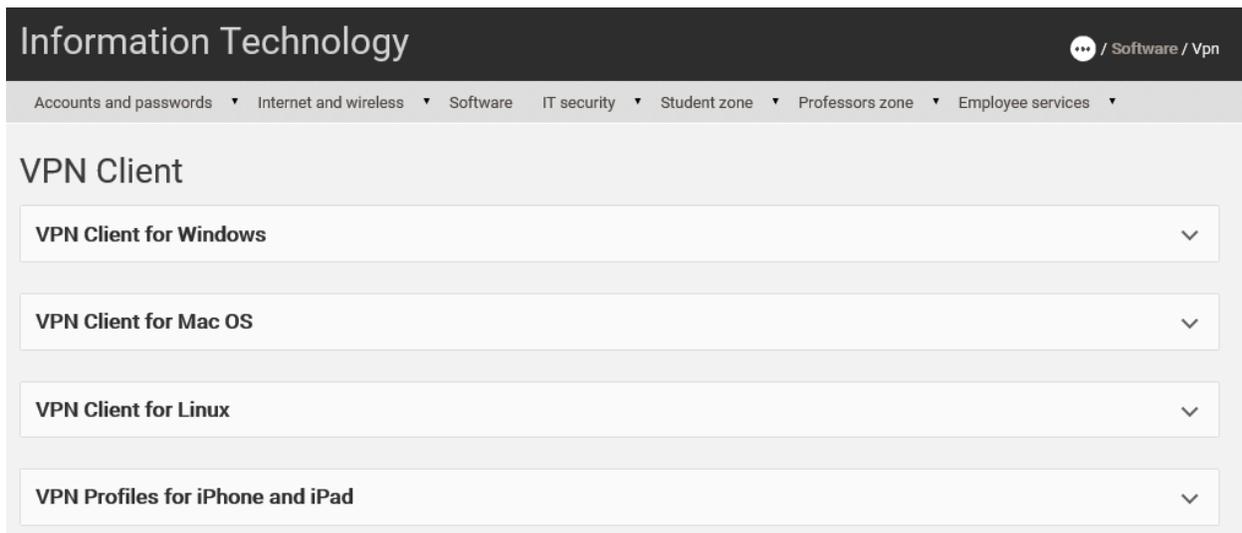
<b>Solde disponible / Balance available</b>	<b>\$62,925.67</b>
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## APPENDIX 1. VPN Client – To access the system off-campus

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.



The screenshot shows the 'Information Technology' website. The header includes the text 'Information Technology' and a navigation menu with items: 'Accounts and passwords', 'Internet and wireless', 'Software', 'IT security', 'Student zone', 'Professors zone', and 'Employee services'. The main content area is titled 'VPN Client' and contains four dropdown menu items: 'VPN Client for Windows', 'VPN Client for Mac OS', 'VPN Client for Linux', and '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.