EMORY UNIVERSITY | Research Administration Services

RAS Central / Operations and Data Analytics & Strategic Support

Effective Date: 8 September 2023
Version Information: 8 September 2023 v1

FAQs: Sponsored FORT Resources & Frequently Asked Questions

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Accessing FORT

1. **Do I have to use VPN to access the web-based FORT?**

   No, a VPN connection is no longer required to use FORT.

2. **Do I need to use a specific browser to access FORT?**

   No, FORT should work in all major browsers (Chrome, Firefox, Edge, Safari).

3. **I cannot log in to FinPro. What do I do?**

   Make sure you have entered your email as your NetID@emory.edu on the FinPro login page and that you have entered your Emory netID and password correctly. If those are correct, you may not have access to Emory Business Intelligence (EBI). Access to EBI is required for using FORT. ***Contact RAS Central at ras.centraloperations@emory.edu for questions/concerns regarding EBI access.***

4. **I can log in to FinPro, but I cannot see the Upload & Save button.**

   You have View Only access to FORT and cannot Upload & Save data to the database. ***Contact RAS Central at ras.centraloperations@emory.edu to gain full access to FORT.***

5. **Does the web-based version of FORT log me out automatically?**

   The online/web version of FORT will automatically log you out if you have been inactive for more than sixty (60) minutes. Please Upload & Save often to avoid losing any of your work.

6. **Can I have more than one FORT browser tab open at one time?**

   No, you should only have one instance of FORT open in your browser at one time.

7. **Can I still enter projections in the Excel version of FORT and upload them to the database?**

   NO. Projections should only be entered using the new online version of FORT. Projections entered in Excel will not be uploaded to the FinPro database and will not be saved. If you choose to download a copy of FORT to Excel, that should be used for informational purposes only.

Slow Performance Speeds

1. **It is taking a long time for projects to populate in FORT. What is causing this and what can I do?**

   FORT download speeds may be impacted by slow internet speeds or a poor VPN connection. Try disconnecting from the VPN (as it is not required to use the web-based FORT) and running an internet speed test.

   You can also try clearing your browser cache.

2. How can I perform an Internet Speed Test?

Navigate to speakeasy.net. Select *Go to Speed Test.*

Select *Start Test*.

A download speed of 100 and an upload speed between 25 and 30 is desirable. A download speed of 45 and an upload speed between 10 and 20 will still provide acceptable performance. If your download and upload speeds aren't in this range you may be able to work with your Internet Service Provider (ISP) to increase your speeds.

FORT Data Questions

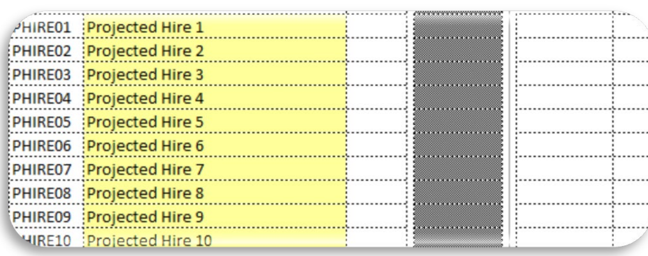
1. If I submit an RST, how will that show up on FORT?

RSTs calculate into the total salary paid to that employee within the month that they have posted to the ledger, just like on the trend report in EBI. Both FORT and the trend report run based on post date (not pay date).

2. I am forecasting new hires using the Projected Hire 1 - 10 rows. When will the actual hire data appear? Do I need to remove the Projected Hire forecast data that I entered?

The new hire will appear in the FORT as soon as the weekly or monthly refresh has occurred after the employee is hired and labor expenditures are processed.

When the new hire appears in the FORT, you must delete the Projected Hire data.



3. Some of my PI's projects are not displaying in FORT. Why not?

Projects will not display until a budget is loaded or expenses have posted. If the primary award is outside your department, Account Administrator assignments may need to be updated (which is required to allow the data to load into the FORT). Each RAS Director has access to update Account Administrator settings.

4. Does FORT include projections for "Other" expenses?

You must manually calculate the projections for "Other" expenses. Only labor data will project automatically based on percentage earnings for the project period or termination date, whichever is sooner.

5. The F&A rate for the year looks wrong.

Confirm the F&A rate for the project/activity in EBI. If FORT displays a different F&A rate than EBI, contact RAS Central at ras.centraloperations@emory.edu to request assistance.

6. **How does FORT calculate F&A on subcontracts?**

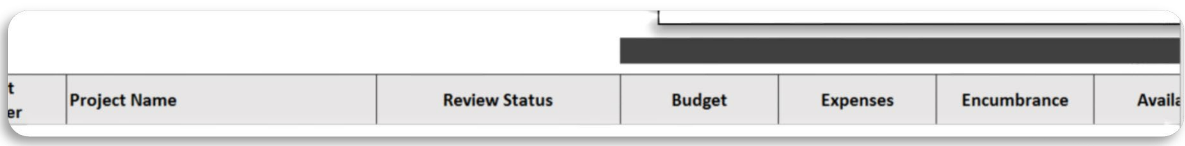
   The entire subcontract is encumbered. Actual subcontract expenditures display as a credit in the encumbrance line. You should not need to project subcontract expenses but if you want to see the F&A impact on your project, you must manually enter the F&A projections for encumbrances. COMPASS (the source of the data displayed in the FORT) does not include F&A expenses on encumbrances.

Using FORT

1. **I have selected a PI but NO data has loaded. What do I do?**

   Double check that you have selected the Submit button. If you are certain the PI has funded awards/projects and you are still not seeing any data, contact RAS Central at ras.centraloperations@emory.edu to request assistance.

2. **Why isn't the budget, expense, and encumbrance data displaying on the Project Summary page?**

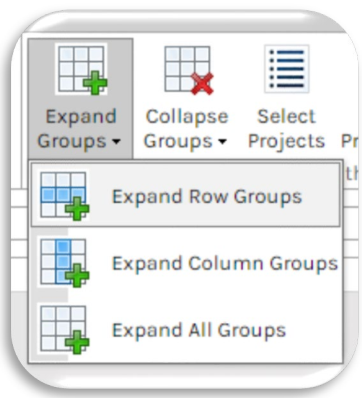


   You must select a PI from the Principal Investigator Lookup dropdown menu and select Submit to load the Project Summary.

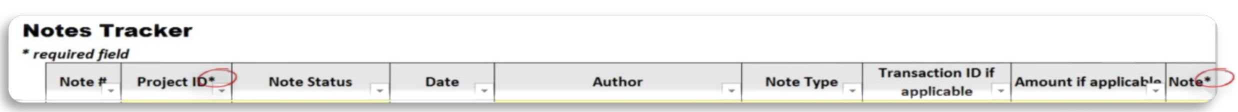
3. **I don't see the "+" and "-" tabs at the top of the project summary page in the web-FORT workbook. How can I view the hidden columns?**

   Use the Expand Groups button in the FinPro ribbon and select Expand Column Groups.

   NOTE: *The "+" and "-" buttons are in development and should be available in the web version soon.*



4. **What does the "*" designate in the Notes?**

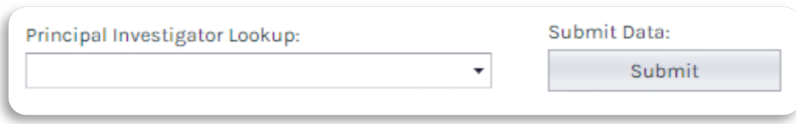


   Items marked with a "*" are required. If you want to add and load a note, you must include the mandatory/required fields, at a minimum. The current required files are Project ID and Note.

5. How do I clear the template, after I finished the reconciliation for my PI and uploaded my FORT?

Select the **Templates** button in the FinPro ribbon and select **FORT Template**. That will clear the selected PI and all open worksheets.

You can also select a **new PI** from the dropdown menu and select **Submit** to load data for the next PI portfolio you want to reconcile.



6. Do formulas load to the FinPro database?

No, if you use a formula in a project reconciliation worksheet in the FORT workbook, the result of the calculation will be saved, but not the formula.

7. Who do I contact if I have additional questions?

If you require FORT troubleshooting assistance, please contact RAS Central at ras.centraloperations@emory.edu.