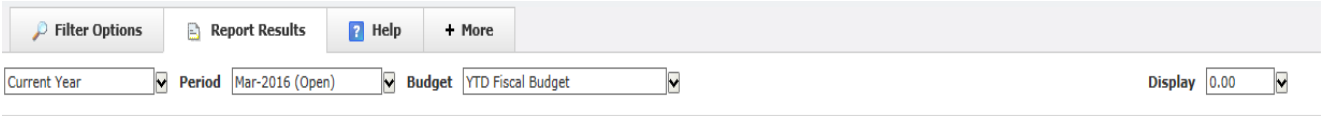
Advanced FAST - Reference Guide

Contents:

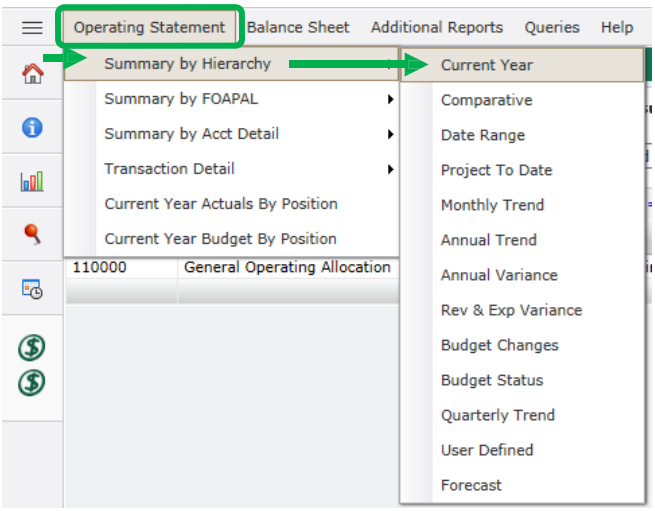
1. Using FAST Reporting

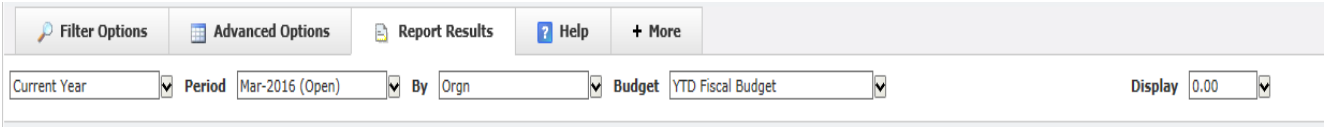
The following selection fields appear at the top of every **FAST** report screen:

By default the report will display Summary by Account Detail which will give the following options.



If a higher level view of the report is desired, changing the Operating Statement to Summary by Hierarchy will present the following options.





You can use the drop-down lists to choose the data for the report and/or the format of the report.

Current Year: Select one of the following to change the format of the Operating Statement:

- **Current Year**: Displays the data for the fiscal year of the selected period.
- **Comparative**: Displays the data for the previous and current fiscal years.
- **Date Range**: Displays all data found between the start of the first selected period to the end of the second selected period.
- **Budget Changes**: Displays budget changes to your FOAP.

Period: Select the desired reporting period for the statement.

By: Displays the report sorted by the FOAPAL code selected.

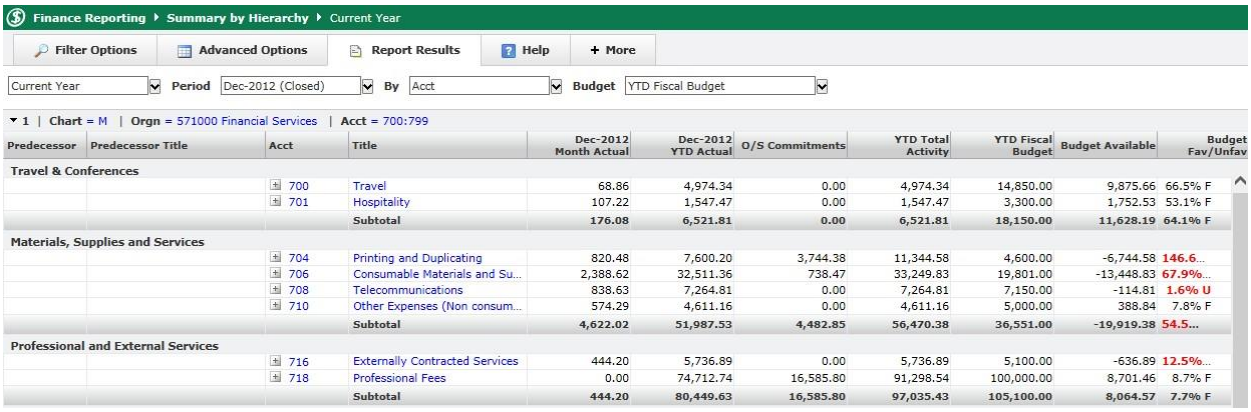
Budget: Select one of the following to change the data in the Budget column.

- **YTD Fiscal Budget**: Displays the Fiscal budget.
- **YTD Base Budget**: Displays the Base budget.

Display: Display dollar amounts as a whole number or decimal.

The **Operating Statement** also contains the following:

Data as of: Displays the date of the last update from Banner.



Predecessor	Predecessor Title	Acct	Title	Dec-2012 Month Actual	Dec-2012 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
Travel & Conferences										
		700	Travel	68.86	4,974.34	0.00	4,974.34	14,850.00	9,875.66	66.5% F
		701	Hospitality	107.22	1,547.47	0.00	1,547.47	3,300.00	1,752.53	53.1% F
			Subtotal	176.08	6,521.81	0.00	6,521.81	18,150.00	11,628.19	64.1% F
Materials, Supplies and Services										
		704	Printing and Duplicating	820.48	7,600.20	3,744.38	11,344.58	4,600.00	-6,744.58	146.6...
		706	Consumable Materials and Su...	2,388.62	32,511.36	738.47	33,249.83	19,801.00	-13,448.83	67.9%...
		708	Telecommunications	838.63	7,264.81	0.00	7,264.81	7,150.00	-114.81	1.6% U
		710	Other Expenses (Non consum...	574.29	4,611.16	0.00	4,611.16	5,000.00	388.84	7.8% F
			Subtotal	4,622.02	51,987.53	4,482.85	56,470.38	36,551.00	-19,919.38	54.5...
Professional and External Services										
		716	Externally Contracted Services	444.20	5,736.89	0.00	5,736.89	5,100.00	-636.89	12.5%...
		718	Professional Fees	0.00	74,712.74	16,585.80	91,298.54	100,000.00	8,701.46	8.7% F
			Subtotal	444.20	80,449.63	16,585.80	97,035.43	105,100.00	8,064.57	7.7% F

Code: Depending on how you view the report, the code can be any FOAPAL element. Click any blue hyperlink to drill down to the next level of code.

Title: The description for the Code in the previous column.

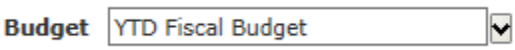
Month Actual: The transactional activity for the month selected.

YTD Actual: A total of all transactional activity from April 1 to the month selected. When viewing an Expenditure Account, this column would represent all expenses made to the Account from the beginning of the year to the current period selected.

O/S Commitments: Represents your commitment for a purchase or salary.

YTD Total Activity: A sum of the **YTD Actual** and the **O/S Commitments** columns.

YTD Fiscal or **YTD Base Budget**: The column displays either the Year to Date Fiscal Budget or the Year to Date Base Budget, depending on the type of budget you select from the **Budget** drop-down field located at the top of the screen.



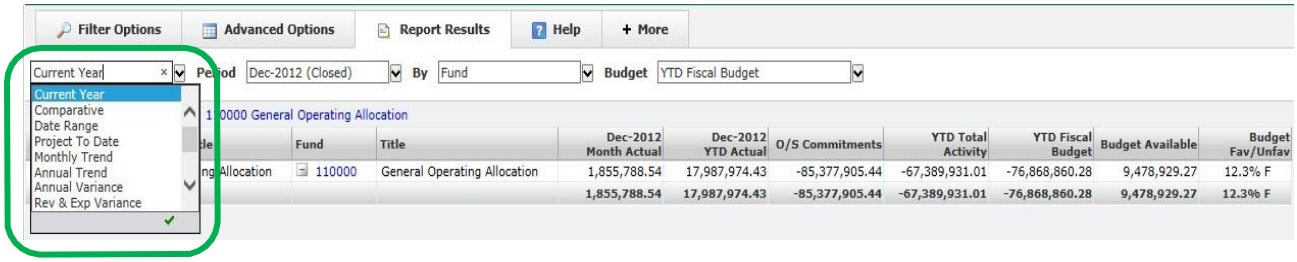
Budget Available: Amount remaining to be spent after YTD Actual Expenses and Commitments have been deducted from the YTD Fiscal or Base Budget.

Budget Available: Displays an **F** for a Favourable variance or a **U** for an Unfavourable variance.

- *Favourable* - there are funds left to be spent
- *Unfavourable* - overspent

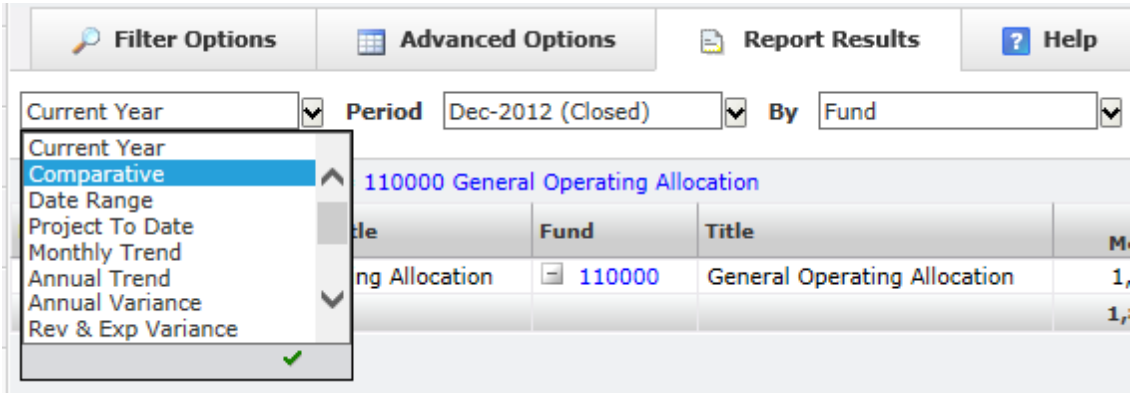
2. Report View Options

FAST reports provide many different views of the same data. The standard or default view is the **Current Year** report (shown below), which displays year to date.

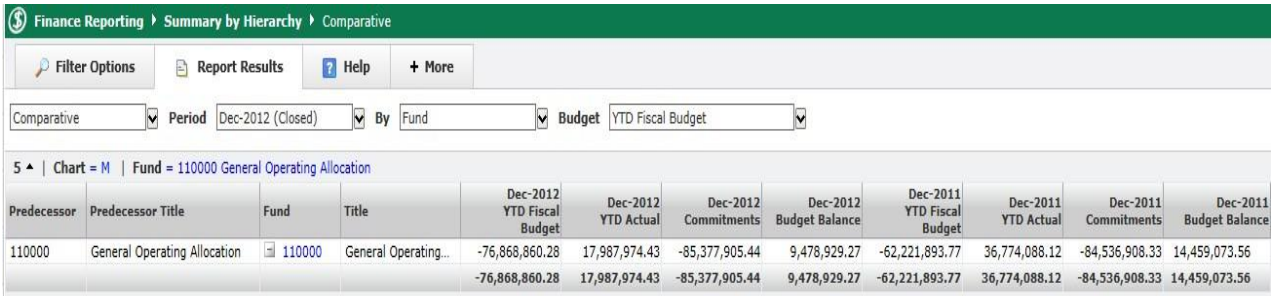


Note the *Report Selection drop-down field* in the upper left of the screen, enables you to change the way you view the data selected.

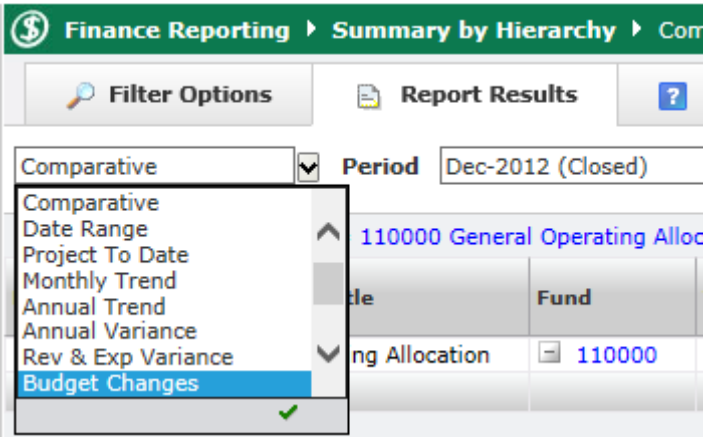
To view a report which compares the period currently selected with the same period last year, select the **Comparative** option:



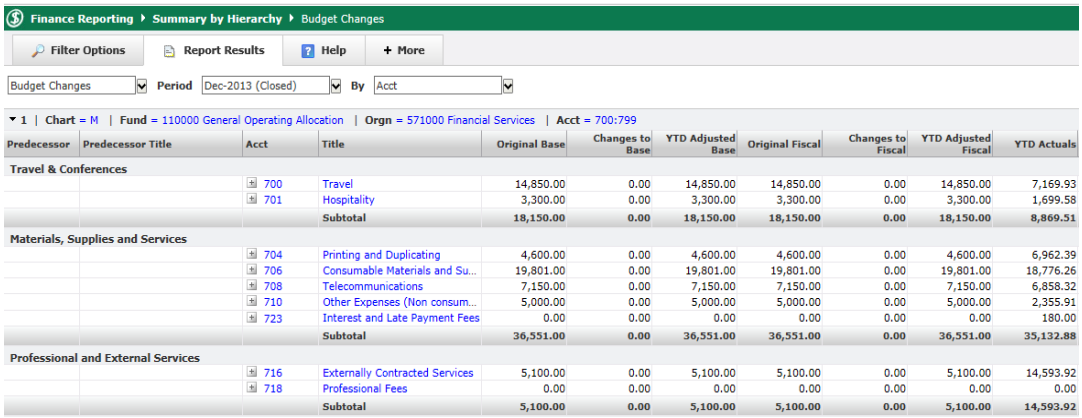
Here is an example of the resulting report:



To view budget changes made to your FOAP, select the **Budget Changes** view option.



Here is an example of the resulting report:



Predecessor	Predecessor Title	Acct	Title	Original Base	Changes to Base	YTD Adjusted Base	Original Fiscal	Changes to Fiscal	YTD Adjusted Fiscal	YTD Actuals
Travel & Conferences										
		700	Travel	14,850.00	0.00	14,850.00	14,850.00	0.00	14,850.00	7,169.93
		701	Hospitality	3,300.00	0.00	3,300.00	3,300.00	0.00	3,300.00	1,699.58
			Subtotal	18,150.00	0.00	18,150.00	18,150.00	0.00	18,150.00	8,869.51
Materials, Supplies and Services										
		704	Printing and Duplicating	4,600.00	0.00	4,600.00	4,600.00	0.00	4,600.00	6,962.39
		706	Consumable Materials and Su...	19,801.00	0.00	19,801.00	19,801.00	0.00	19,801.00	18,776.26
		708	Telecommunications	7,150.00	0.00	7,150.00	7,150.00	0.00	7,150.00	6,858.32
		710	Other Expenses (Non consum...	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	2,355.91
		723	Interest and Late Payment Fees	0.00	0.00	0.00	0.00	0.00	0.00	180.00
			Subtotal	36,551.00	0.00	36,551.00	36,551.00	0.00	36,551.00	35,132.88
Professional and External Services										
		716	Externally Contracted Services	5,100.00	0.00	5,100.00	5,100.00	0.00	5,100.00	14,593.92
		718	Professional Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Subtotal	5,100.00	0.00	5,100.00	5,100.00	0.00	5,100.00	14,593.92

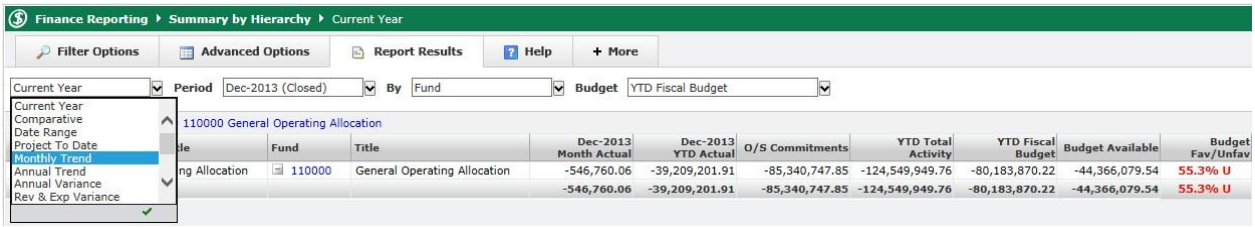
This report includes fields related to your base budget:

Original Base: The base budget for the period selected. In the above example, this column would represent the budget for Dec. 2013 which is also the opening budget for Jan. 2014.

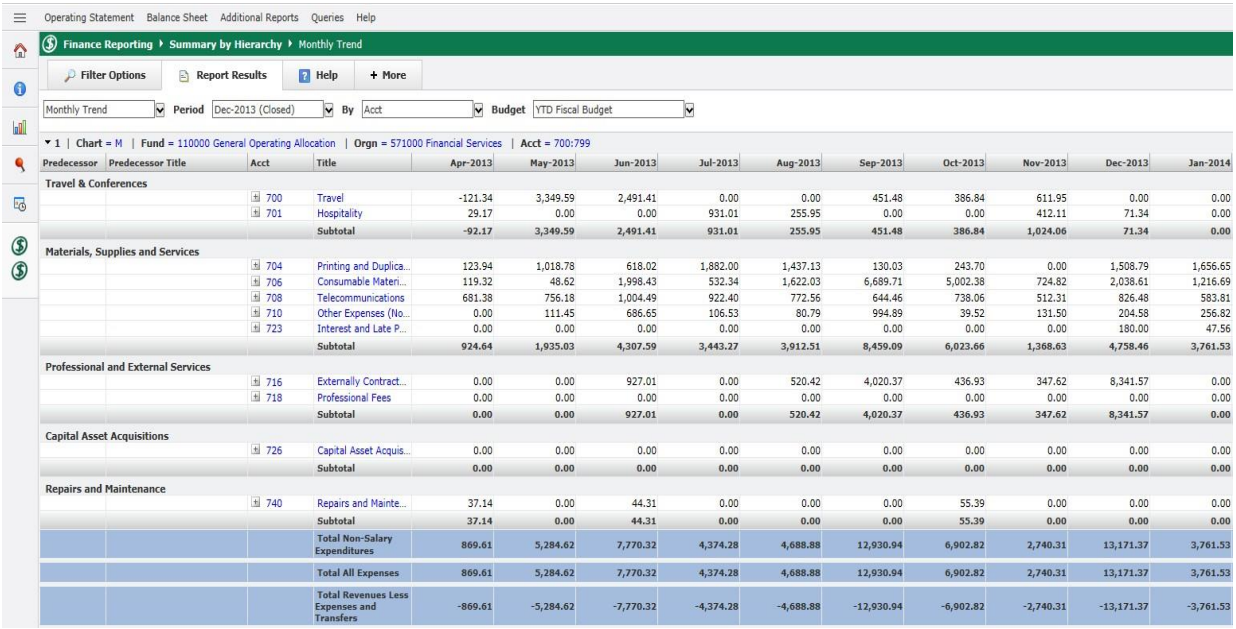
Changes to Base: The budget changes made in the current period selected.

YTD Adjusted Base: The ending budget for the period selected, which is calculated by combining the opening budget and any changes made throughout the period selected.

To view a monthly trend report, select the **Monthly Trend** option:



Here is an example of the resulting report:



3. Revenue and Expenditures Statement

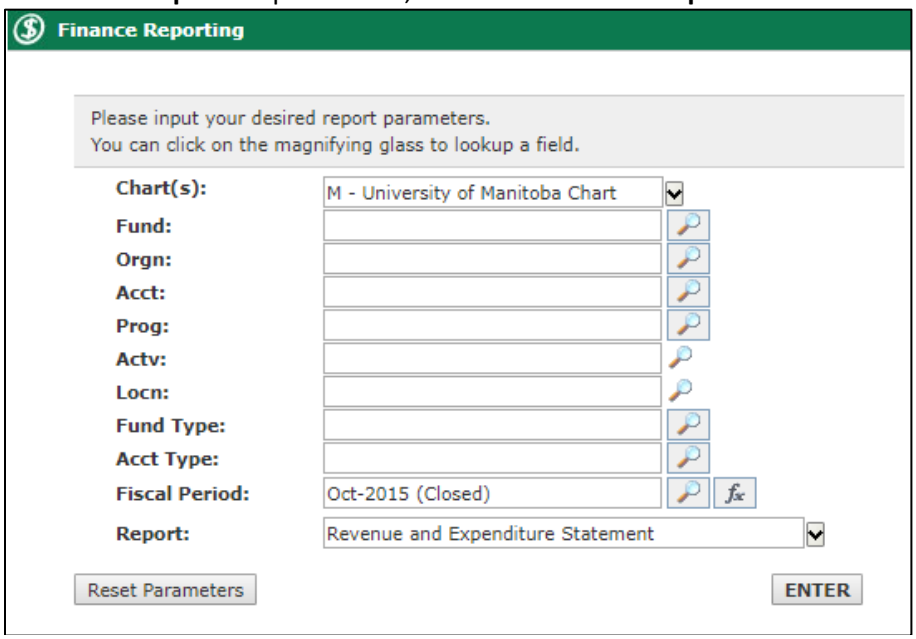
The Revenue and Expenditures statement is one of the most commonly used reports. This report displays the summary or detailed information about FOAPAL elements (e.g. all revenue, expense, payroll and transfers) and the *amount available* to spend on your FOP. This report displays all revenue and expenditure details in a revenue minus expenditure format.

You can generate a high-level view of the Operating Statement, or you can enter specific FOAPAL elements to display only those codes in the report.

To display the Revenue and Expenditures Statement, do one of the following:

a) For a high-level report:

- In the Main Menu, leave all FOAPAL fields blank.
- Select the **Fiscal Period**.
- From the **Report** drop-down list, select **Revenue and Expenditures Statement**.



- Click **ENTER** to run the report.

The resulting report will display all data for every Fund and Organization combination you have authority to see.

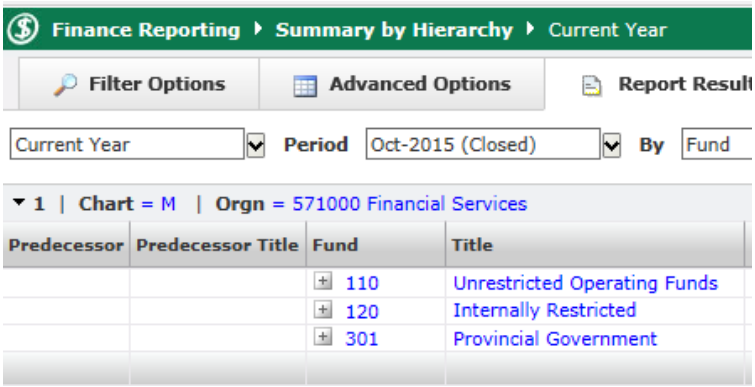
b) For a report based on specific FOAPAL elements, input the information in the grid, select the period and then click ENTER.

There are two places that you can drill down – e.g. show more detail about a FOAPAL code:

- On the Main Menu
- Within a generated report

To drill down on the Main Menu:

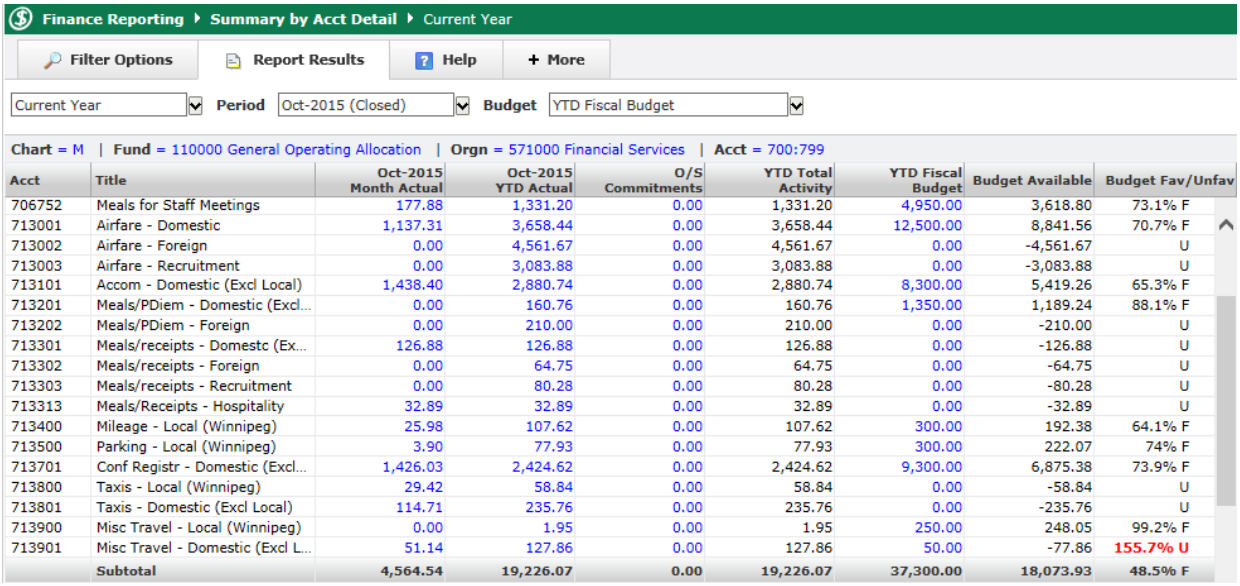
In any of the FOAPAL fields, either enter a code or click the blue hyperlink to drill-down to list the detailed codes that report to it. A list of codes opens.



Click a blue code to view the drill down to the details.

To drill down within a generated report:

When you open a Revenue and Expenditures Statement, you can continue to drill down as long as there are blue hyperlinks.



Acct	Title	Oct-2015 Month Actual	Oct-2015 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
706752	Meals for Staff Meetings	177.88	1,331.20	0.00	1,331.20	4,950.00	3,618.80	73.1% F
713001	Airfare - Domestic	1,137.31	3,658.44	0.00	3,658.44	12,500.00	8,841.56	70.7% F
713002	Airfare - Foreign	0.00	4,561.67	0.00	4,561.67	0.00	-4,561.67	U
713003	Airfare - Recruitment	0.00	3,083.88	0.00	3,083.88	0.00	-3,083.88	U
713101	Accom - Domestic (Excl Local)	1,438.40	2,880.74	0.00	2,880.74	8,300.00	5,419.26	65.3% F
713201	Meals/PDiem - Domestic (Excl...	0.00	160.76	0.00	160.76	1,350.00	1,189.24	88.1% F
713202	Meals/PDiem - Foreign	0.00	210.00	0.00	210.00	0.00	-210.00	U
713301	Meals/receipts - Domestc (Ex...	126.88	126.88	0.00	126.88	0.00	-126.88	U
713302	Meals/receipts - Foreign	0.00	64.75	0.00	64.75	0.00	-64.75	U
713303	Meals/receipts - Recruitment	0.00	80.28	0.00	80.28	0.00	-80.28	U
713313	Meals/Receipts - Hospitality	32.89	32.89	0.00	32.89	0.00	-32.89	U
713400	Mileage - Local (Winnipeg)	25.98	107.62	0.00	107.62	300.00	192.38	64.1% F
713500	Parking - Local (Winnipeg)	3.90	77.93	0.00	77.93	300.00	222.07	74% F
713701	Conf Registr - Domestic (Excl...	1,426.03	2,424.62	0.00	2,424.62	9,300.00	6,875.38	73.9% F
713800	Taxis - Local (Winnipeg)	29.42	58.84	0.00	58.84	0.00	-58.84	U
713801	Taxis - Domestic (Excl Local)	114.71	235.76	0.00	235.76	0.00	-235.76	U
713900	Misc Travel - Local (Winnipeg)	0.00	1.95	0.00	1.95	250.00	248.05	99.2% F
713901	Misc Travel - Domestic (Excl L...	51.14	127.86	0.00	127.86	50.00	-77.86	155.7% U
	Subtotal	**4,564.54**	**19,226.07**	**0.00**	**19,226.07**	**37,300.00**	**18,073.93**	**48.5% F**

4. Expenditures Only Report

The Expenditures Only report is used:

a) To determine the amount spent on a particular expense during a month.

b) To determine the amount available to spend on your FOP.

Note: This report excludes all revenue from report details.

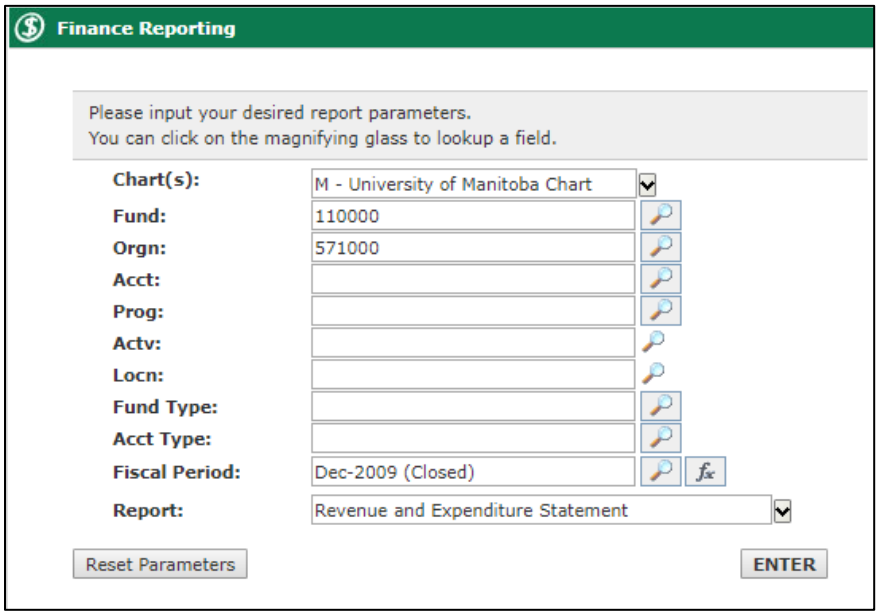
A) To determine the amount spent on a particular expense during the month:

View the **Expenditures Only Report** using one of the following queries:

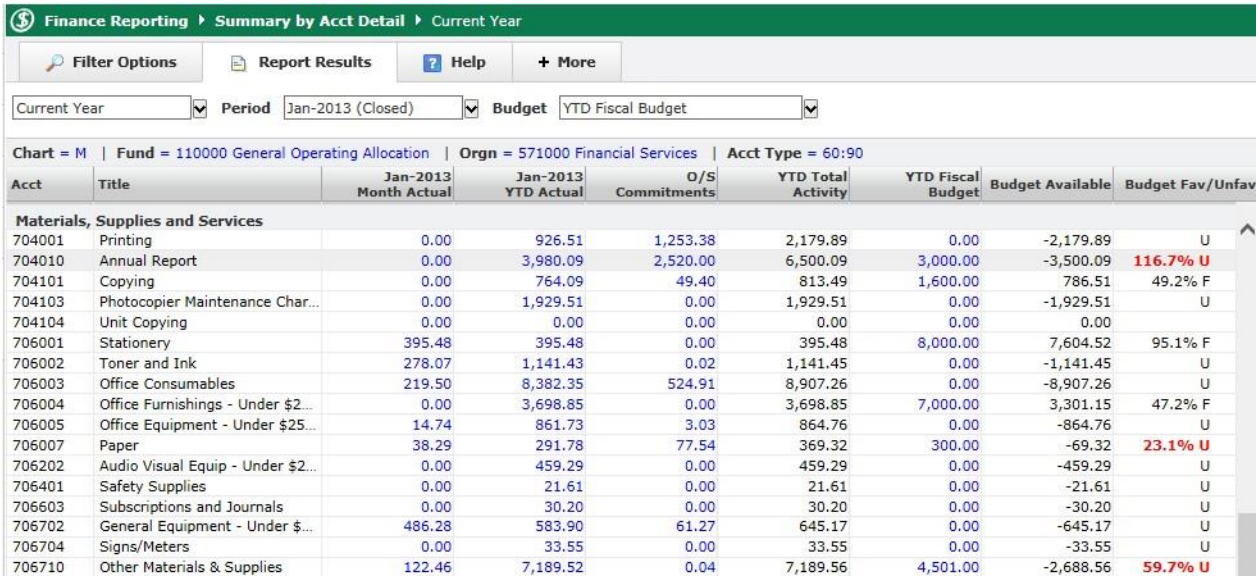
1. Specify any combination of FOAP elements by entering them into their respective fields.
2. Leave FOAP element fields blank. Without any restrictions, the query will return a combination of all data for every Fund and Organization combination you have authority to see.

Option 1: Specify a FOAP combination

- In the Main Menu, type in the Fund and Orgn you want to view.
- From the **Report** drop-down list, select the **Expenditures Only Report**.
- Click **ENTER** to run the report.

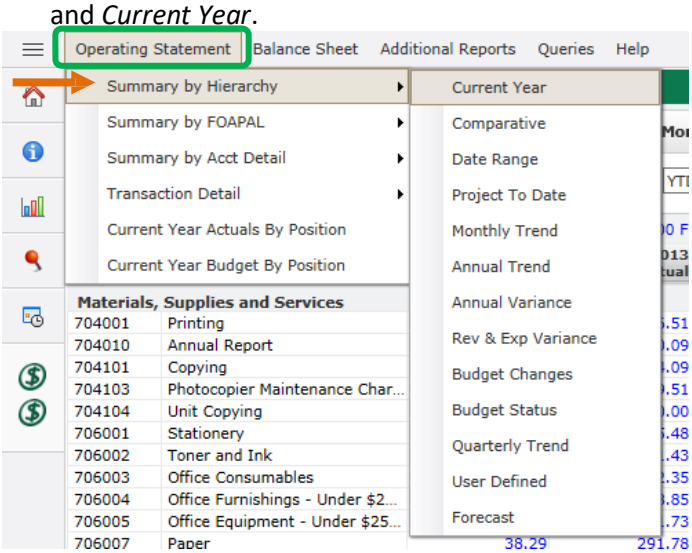


- The report will display a *Summary by Account Detail*.

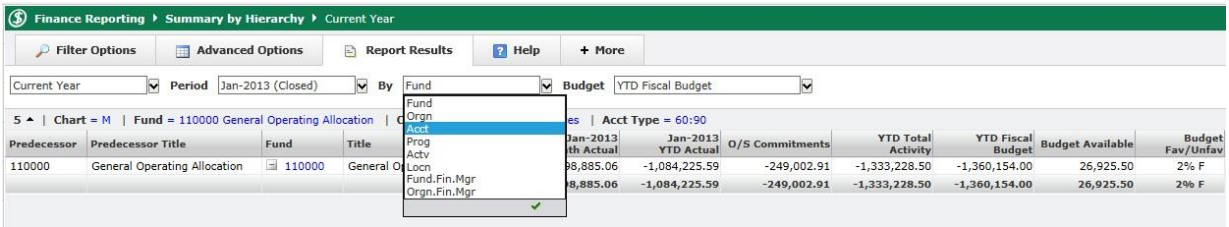


Acct	Title	Jan-2013 Month Actual	Jan-2013 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
Materials, Supplies and Services								
704001	Printing	0.00	926.51	1,253.38	2,179.89	0.00	-2,179.89	U
704010	Annual Report	0.00	3,980.09	2,520.00	6,500.09	3,000.00	-3,500.09	116.7% U
704101	Copying	0.00	764.09	49.40	813.49	1,600.00	786.51	49.2% F
704103	Photocopier Maintenance Char...	0.00	1,929.51	0.00	1,929.51	0.00	-1,929.51	U
704104	Unit Copying	0.00	0.00	0.00	0.00	0.00	0.00	
706001	Stationery	395.48	395.48	0.00	395.48	8,000.00	7,604.52	95.1% F
706002	Toner and Ink	278.07	1,141.43	0.02	1,141.45	0.00	-1,141.45	U
706003	Office Consumables	219.50	8,382.35	524.91	8,907.26	0.00	-8,907.26	U
706004	Office Furnishings - Under $2...	0.00	3,698.85	0.00	3,698.85	7,000.00	3,301.15	47.2% F
706005	Office Equipment - Under $25...	14.74	861.73	3.03	864.76	0.00	-864.76	U
706007	Paper	38.29	291.78	77.54	369.32	300.00	-69.32	23.1% U
706202	Audio Visual Equip - Under $2...	0.00	459.29	0.00	459.29	0.00	-459.29	U
706401	Safety Supplies	0.00	21.61	0.00	21.61	0.00	-21.61	U
706603	Subscriptions and Journals	0.00	30.20	0.00	30.20	0.00	-30.20	U
706702	General Equipment - Under $...	486.28	583.90	61.27	645.17	0.00	-645.17	U
706704	Signs/Meters	0.00	33.55	0.00	33.55	0.00	-33.55	U
706710	Other Materials & Supplies	122.46	7,189.52	0.04	7,189.56	4,501.00	-2,688.56	59.7% U

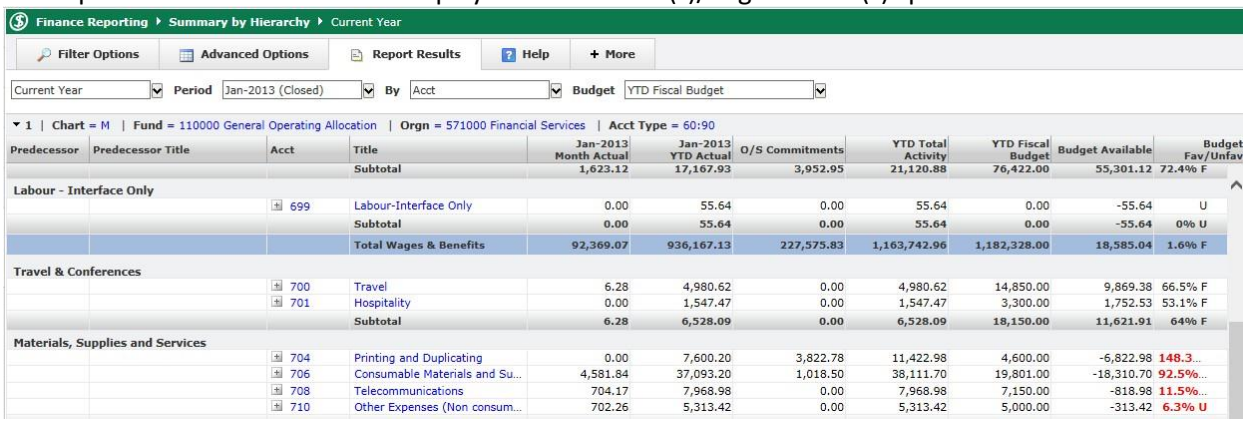
- If you prefer a higher level view of the report. Select *Operating Statement*, *Summary by Hierarchy* and *Current Year*.



- The view of the report will change to the following. To display the Accounts, select Acct from the **By** drop down list at the top of the report.



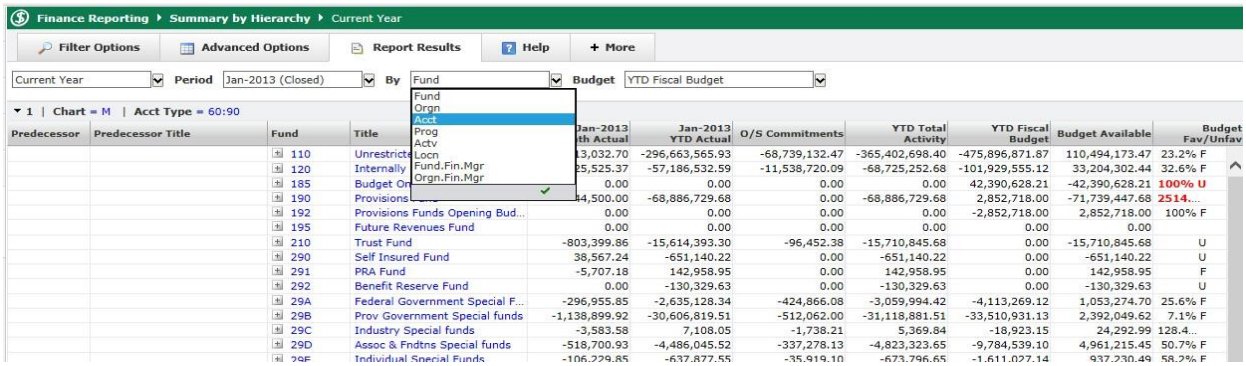
- Expenditure Accounts will be displayed for the Fund(s)/Organization(s) specified.



Predecessor	Predecessor Title	Acct	Title	Jan-2013 Month Actual	Jan-2013 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
			Subtotal	1,623.12	17,167.93	3,952.95	21,120.88	76,422.00	55,301.12	72.4% F
Labour - Interface Only										
		699	Labour-Interface Only	0.00	55.64	0.00	55.64	0.00	-55.64	U
			Subtotal	0.00	55.64	0.00	55.64	0.00	-55.64	0% U
			Total Wages & Benefits	92,369.07	936,167.13	227,575.83	1,163,742.96	1,182,328.00	18,585.04	1.6% F
Travel & Conferences										
		700	Travel	6.28	4,980.62	0.00	4,980.62	14,850.00	9,869.38	66.5% F
		701	Hospitality	0.00	1,547.47	0.00	1,547.47	3,300.00	1,752.53	53.1% F
			Subtotal	6.28	6,528.09	0.00	6,528.09	18,150.00	11,621.91	64% F
Materials, Supplies and Services										
		704	Printing and Duplicating	0.00	7,600.20	3,822.78	11,422.98	4,600.00	-6,822.98	148.3...
		706	Consumable Materials and Su...	4,581.84	37,093.20	1,018.50	38,111.70	19,801.00	-18,310.70	92.5%...
		708	Telecommunications	704.17	7,968.98	0.00	7,968.98	7,150.00	-818.98	11.5%...
		710	Other Expenses (Non consum...	702.26	5,313.42	0.00	5,313.42	5,000.00	-313.42	6.3% U

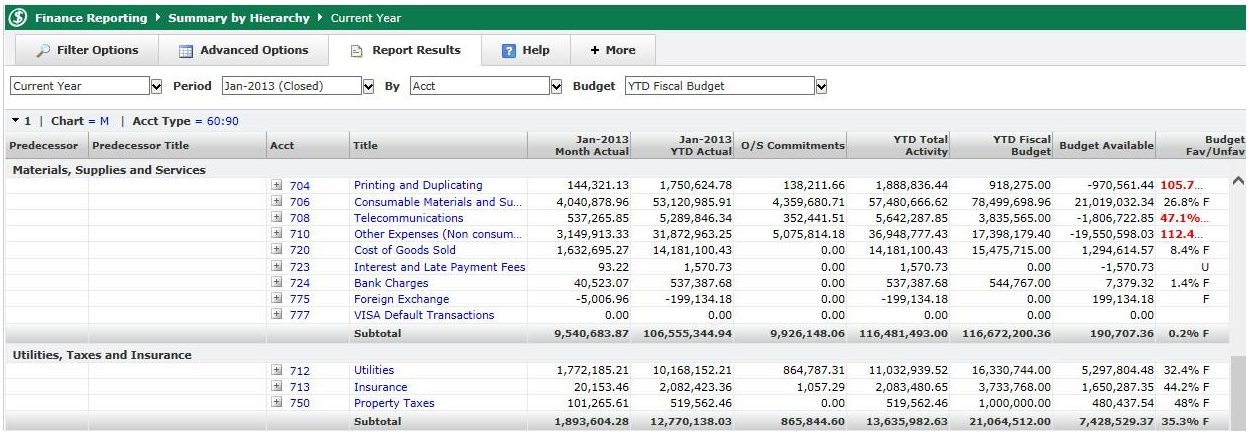
Option 2: Leave FOAP element fields blank.

- In the Main Menu, leave all fields blank.
- From the **Report** drop-down list, select the **Expenditures Only Report**.
- Click **ENTER** to run the report.
- View the report by Account by selecting **Acct** from the **By:** drop-down list located at the top of the screen.



Predecessor	Predecessor Title	Fund	Title	Jan-2013 th Actual	Jan-2013 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
		110	Unrestricte	13,032.70	-296,663,565.93	-68,739,132.47	-365,402,698.40	-475,896,871.87	110,494,173.47	23.2% F
		120	Internally	25,525.37	-57,186,532.59	-11,538,720.09	-68,725,252.68	-101,929,555.12	33,204,302.44	32.6% F
		185	Budget On	0.00	0.00	0.00	0.00	42,390,628.21	-42,390,628.21	100% U
		190	Provisions	4,500.00	-68,886,729.68	0.00	-68,886,729.68	2,852,718.00	-71,739,447.68	2514...
		192	Provisions Funds Opening Bud...	0.00	0.00	0.00	0.00	-2,852,718.00	2,852,718.00	100% F
		195	Future Revenues Fund	0.00	0.00	0.00	0.00	0.00	0.00	
		210	Trust Fund	-803,399.86	-15,614,393.30	-96,452.38	-15,710,845.68	0.00	-15,710,845.68	U
		290	Self Insured Fund	38,567.24	-651,140.22	0.00	-651,140.22	0.00	-651,140.22	U
		291	PRA Fund	-5,707.18	142,958.95	0.00	142,958.95	0.00	142,958.95	F
		292	Benefit Reserve Fund	0.00	-130,329.63	0.00	-130,329.63	0.00	-130,329.63	U
		29A	Federal Government Special F...	-296,955.85	-2,635,128.34	-424,866.08	-3,059,994.42	-4,113,269.12	1,053,274.70	25.6% F
		29B	Prov Government Special funds	-1,138,899.92	-30,606,819.51	-512,062.00	-31,118,881.51	-33,510,931.13	2,392,049.62	7.1% F
		29C	Industry Special funds	-3,583.58	7,108.05	-1,738.21	5,369.84	-18,923.15	24,292.99	128.4...
		29D	Assoc & Fndtns Special funds	-518,700.93	-4,486,045.52	-337,278.13	-4,823,323.65	-9,784,539.10	4,961,215.45	50.7% F
		29E	Individual Special Funds	-106,229.85	-637,877.55	-35,919.10	-673,796.65	-1,611,027.14	937,230.49	58.2% F

- Scroll down until you reach the Expenditure Account section you desire. The results will display the expenditure accounts for every Fund/Organization combination you have authority to see.



Predecessor	Predecessor Title	Acct	Title	Jan-2013 Month Actual	Jan-2013 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
Materials, Supplies and Services										
		704	Printing and Duplicating	144,321.13	1,750,624.78	138,211.66	1,888,836.44	918,275.00	-970,561.44	105.7...
		706	Consumable Materials and Su...	4,040,878.96	53,120,985.91	4,359,680.71	57,480,666.62	78,499,698.96	21,019,032.34	26.8% F
		708	Telecommunications	537,265.85	5,289,846.34	352,441.51	5,642,287.85	3,835,565.00	-1,806,722.85	47.1%...
		710	Other Expenses (Non consum...	3,149,913.33	31,872,963.25	5,075,814.18	36,948,777.43	17,398,179.40	-19,550,598.03	112.4...
		720	Cost of Goods Sold	1,632,695.27	14,181,100.43	0.00	14,181,100.43	15,475,715.00	1,294,614.57	8.4% F
		723	Interest and Late Payment Fees	93.22	1,570.73	0.00	1,570.73	0.00	-1,570.73	U
		724	Bank Charges	40,523.07	537,387.68	0.00	537,387.68	544,767.00	7,379.32	1.4% F
		775	Foreign Exchange	-5,006.96	-199,134.18	0.00	-199,134.18	0.00	199,134.18	F
		777	VISA Default Transactions	0.00	0.00	0.00	0.00	0.00	0.00	
			Subtotal	9,540,683.87	106,555,344.94	9,926,148.06	116,481,493.00	116,672,200.36	190,707.36	0.2% F
Utilities, Taxes and Insurance										
		712	Utilities	1,772,185.21	10,168,152.21	864,787.31	11,032,939.52	16,330,744.00	5,297,804.48	32.4% F
		713	Insurance	20,153.46	2,082,423.36	1,057.29	2,083,480.65	3,733,768.00	1,650,287.35	44.2% F
		750	Property Taxes	101,265.61	519,562.46	0.00	519,562.46	1,000,000.00	480,437.54	48% F
			Subtotal	1,893,604.28	12,770,138.03	865,844.60	13,635,982.63	21,064,512.00	7,428,529.37	35.3% F

B) To determine the amount available to spend on your FOAP:

View the **Expenditures Only Report**, as follows.

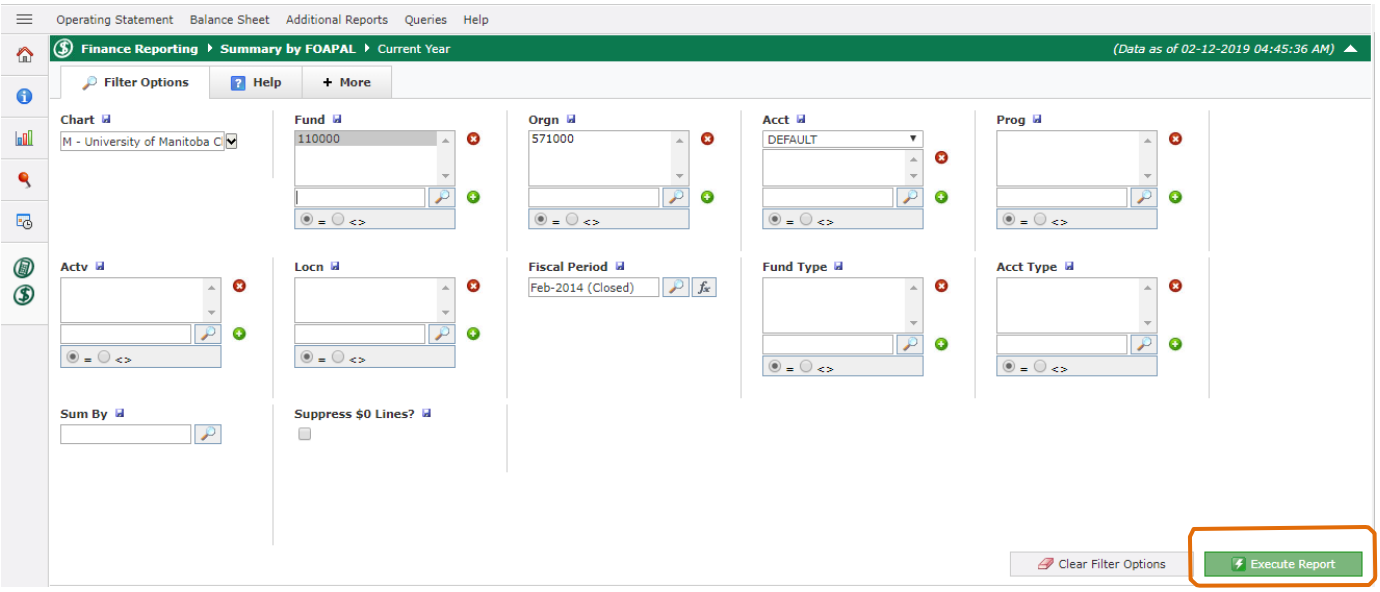
- In the Main Menu, type in the Fund and Organization you want to view or leave blank to see all FOAP combinations you are authorized to see.
- From the **Report** drop-down list, select the **Expenditures Only Report**.
- Click **ENTER** to run the report.

Acct	Title	May-2013 Month Actual	May-2013 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
Materials, Supplies and Services								
704001	Printing	1,008.97	1,131.95	2,673.78	3,805.73	0.00	-3,805.73	U
704010	Annual Report	0.00	0.00	2,520.00	2,520.00	3,000.00	480.00	16% F
704101	Copying	9.81	10.77	51.33	62.10	1,600.00	1,537.90	96.1% F
704103	Photocopier Maintenance Char...	0.00	0.00	0.00	0.00	0.00	0.00	
706001	Stationery	0.00	0.00	0.00	0.00	8,000.00	8,000.00	100% F
706002	Toner and Ink	0.00	0.00	4.52	4.52	0.00	-4.52	U
706003	Office Consumables	2.84	89.02	950.84	1,039.86	0.00	-1,039.86	U
706004	Office Furnishings - Under $2...	0.00	0.00	0.00	0.00	7,000.00	7,000.00	100% F
706005	Office Equipment - Under $25...	0.00	81.25	218.40	299.65	0.00	-299.65	U
706007	Paper	0.00	10.74	50.76	61.50	300.00	238.50	79.5% F
706202	Audio Visual Equip - Under $2...	0.00	-123.84	0.00	-123.84	0.00	123.84	F
706401	Safety Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
706702	General Equipment - Under $...	0.00	64.99	97.64	162.63	0.00	-162.63	U
706710	Other Materials & Supplies	0.00	0.00	1,449.31	1,449.31	4,501.00	3,051.69	67.8% F

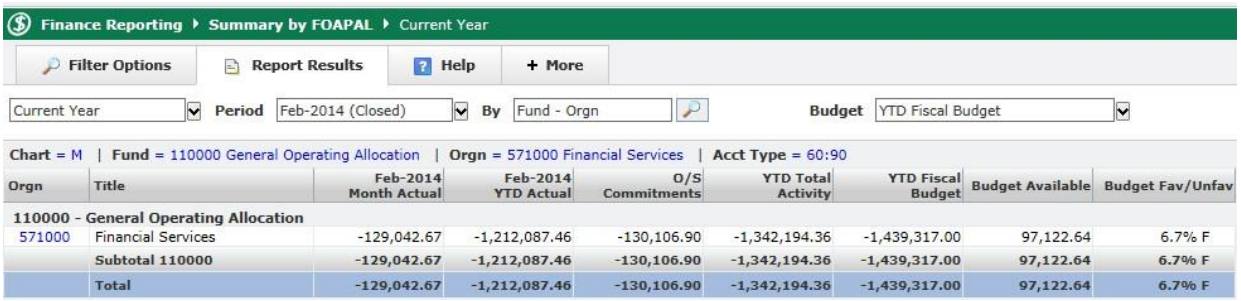
- View **Budget Available** column total. The report will give you an amount for every account.

What is the Budget Available? This is the amount remaining to be spent after YTD Actual Expenses and Commitments have been deducted from the YTD Fiscal Budget.

- If you prefer an overview of the total **Budget Available**, select *Operating Statement* at the top of the screen and choose *Summary by FOAPAL*, *Current Year*. You will be brought to the filters options page, the Fund and Organization will remain entered. Select **Execute Report**.



Here is an example of the resulting report:

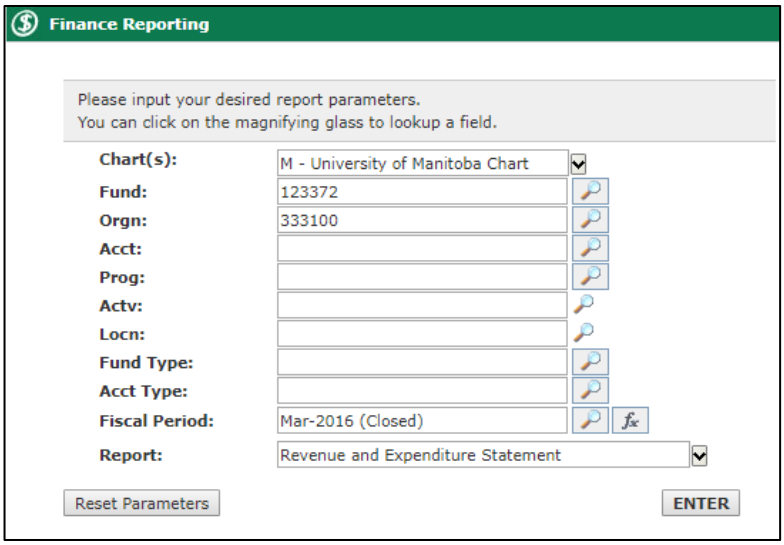


Orgn	Title	Feb-2014 Month Actual	Feb-2014 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
110000 - General Operating Allocation								
571000	Financial Services	-129,042.67	-1,212,087.46	-130,106.90	-1,342,194.36	-1,439,317.00	97,122.64	6.7% F
	Subtotal 110000	-129,042.67	-1,212,087.46	-130,106.90	-1,342,194.36	-1,439,317.00	97,122.64	6.7% F
	Total	-129,042.67	-1,212,087.46	-130,106.90	-1,342,194.36	-1,439,317.00	97,122.64	6.7% F

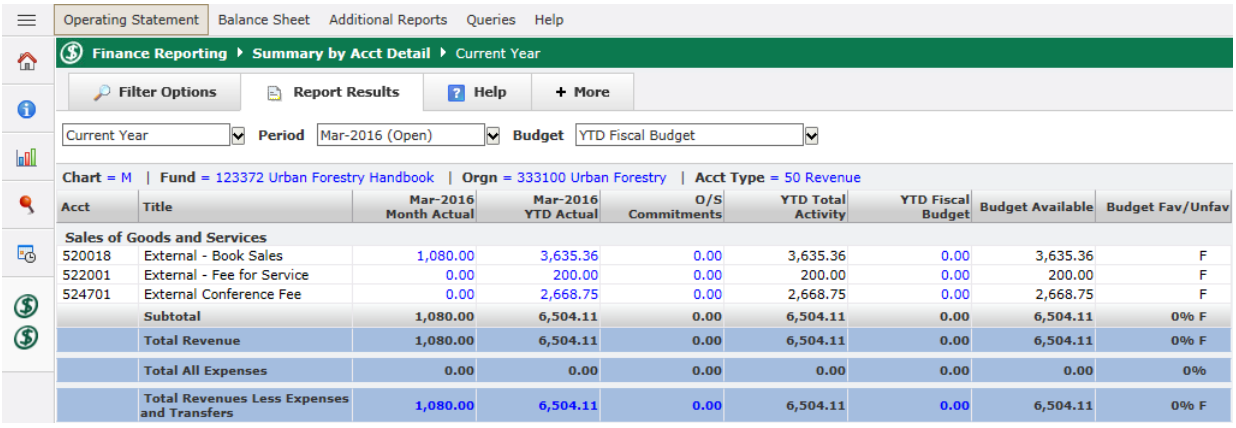
5. Revenues Only Statement

The Revenue Only statement is used to display all Revenue received on a FOP or a combination of FOAP elements. This report excludes all expenditure details.

- In the Main Menu, type in the Fund and Organization you want to view.
- From the **Report** drop-down list, select the **Revenues Only Statement**.
- Click **ENTER** to run the report.



- Scroll down until you reach the Revenue Account section desired. The results will display just the revenue accounts for the Fund/ Organization specified on the Main Menu.

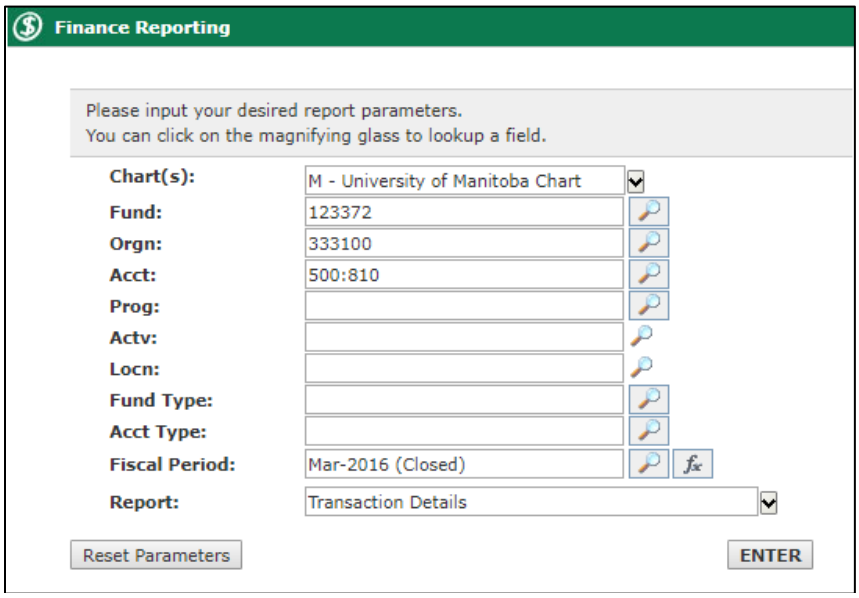


Acct	Title	Mar-2016 Month Actual	Mar-2016 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
Sales of Goods and Services								
520018	External - Book Sales	1,080.00	3,635.36	0.00	3,635.36	0.00	3,635.36	F
522001	External - Fee for Service	0.00	200.00	0.00	200.00	0.00	200.00	F
524701	External Conference Fee	0.00	2,668.75	0.00	2,668.75	0.00	2,668.75	F
	Subtotal	1,080.00	6,504.11	0.00	6,504.11	0.00	6,504.11	0% F
	Total Revenue	1,080.00	6,504.11	0.00	6,504.11	0.00	6,504.11	0% F
	Total All Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0%
	Total Revenues Less Expenses and Transfers	1,080.00	6,504.11	0.00	6,504.11	0.00	6,504.11	0% F

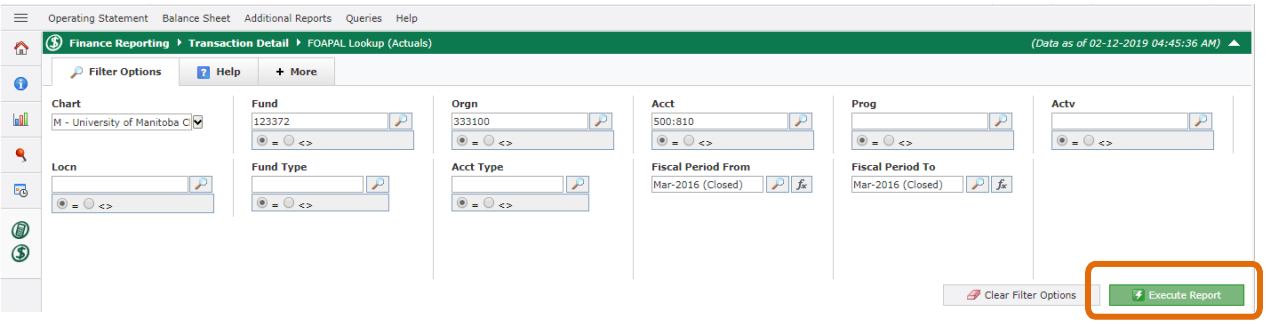
6. Transaction Details

The Transaction Detail report is used to display a listing of all the expenditure transactions processed against a FOP or combination of FOAP elements.

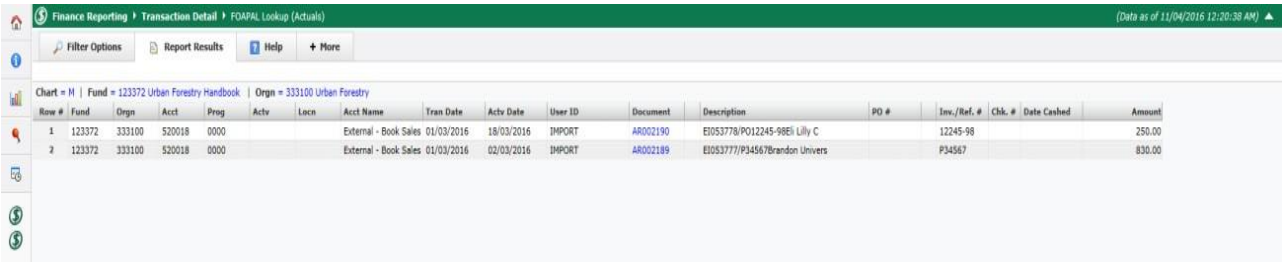
- In the Main Menu, select the FOP you wish to query.
  Note: In the Transaction Details and Document Query reports invoices and cheques will often display control account lines - FOAPs that include Account codes such as 101101 and 210101. These are behind-the-scenes control accounts that must occur for every invoice and cheque. These lines do not affect your FOPs. To ensure that you do not view these detail lines, you can restrict your query by specifying an Account, an Account range or an Account Type of 50 or higher.
- Using ranges or wildcards will restrict the listing to specific accounts. Enter the range **500:810** in the **Acct** field for all Revenue, Salary, and Expenditures. Enter **5%** for all Revenue; **6%** for Salary; **7%** for Expenditures.
- Select the **Fiscal Period** from the drop-down list.
- From the **Report** drop-down list, select **Transaction Details**.



- Click **ENTER** to run the report.
- You can further specify your criteria in the filter options. Click **Execute Report**.



- The report will list all transactions for the Period you selected.



Row #	Fund	Orgn	Acct	Prog	Actv	Locn	Acct Name	Tran Date	Actv Date	User ID	Document	Description	PO #	Inv./Ref. #	Chk. #	Date Cashed	Amount
1	123372	333100	520018	0000			External - Book Sales	01/03/2016	18/03/2016	IMPORT	AR002190	EI053778/PO12245-98Eli Lilly C		12245-98			250.00
2	123372	333100	520018	0000			External - Book Sales	01/03/2016	02/03/2016	IMPORT	AR002189	EI053777/P34567Brandon Univers		P34567			830.00

If you wish to obtain a list of transactions for your fiscal year-to-date or for a specified range of periods, you can change the Period range by changing the selections in the **Fiscal Period From** and **Fiscal Period To** drop-down lists in the Filter Options tab.

7. Document Query

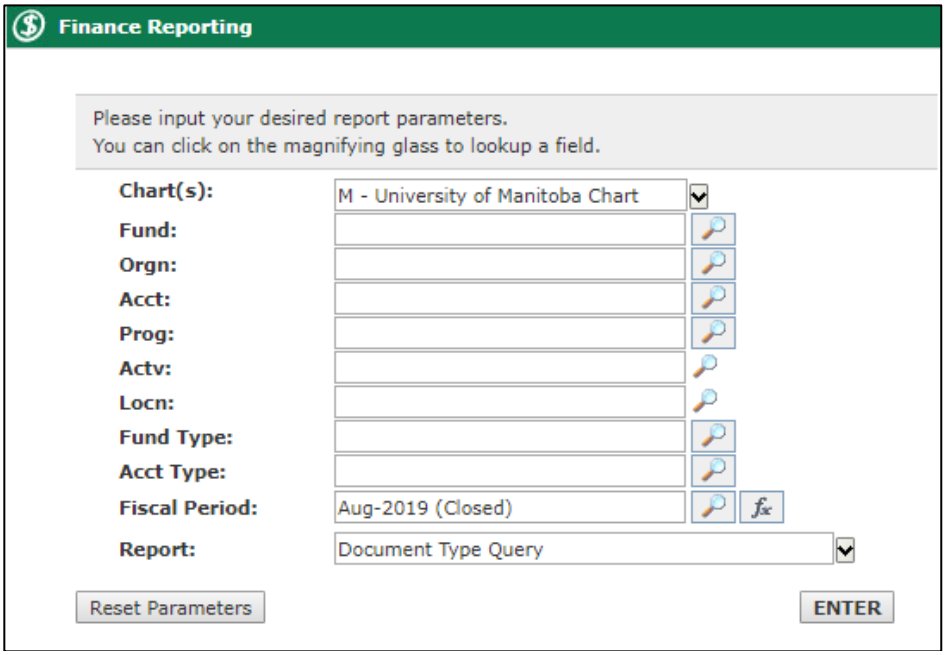
The Document Query report is used to query a specific transaction document

Note: Purchase Orders (PO's) without a payment history cannot be displayed with this report.

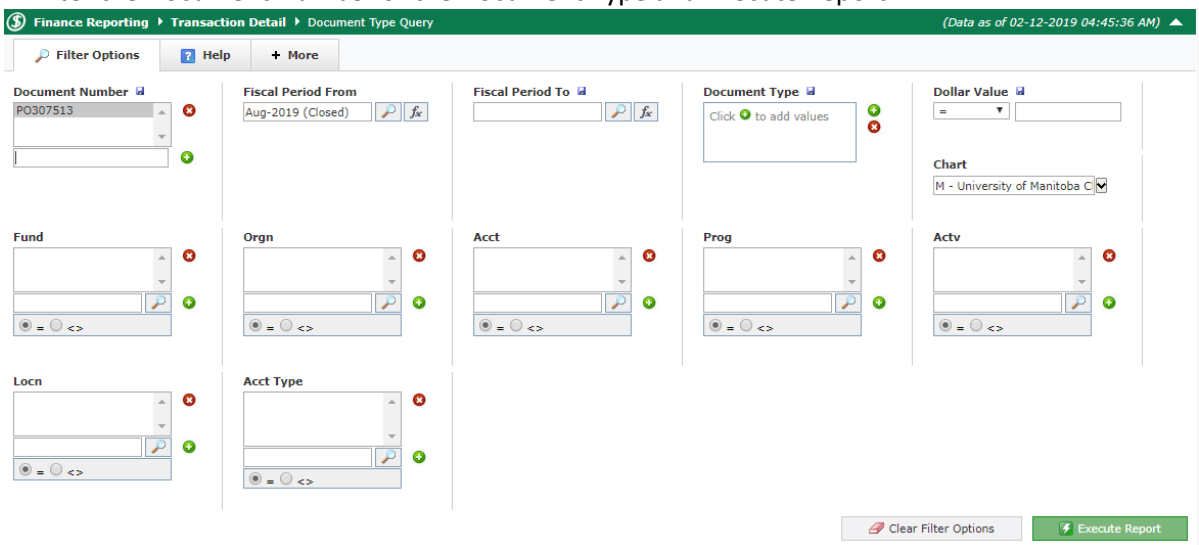
What is a Document? Each transaction is assigned a unique ***document number*** which identifies the type of transaction.

For a list of the different types of ***document code prefixes***, see Aurora Document Code Prefixes.

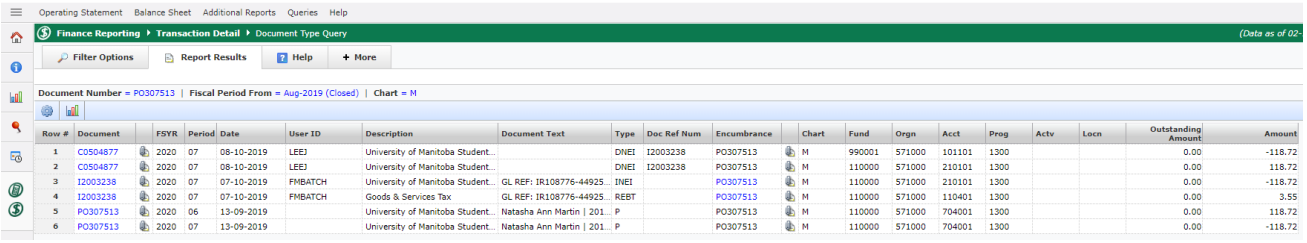
- From the **Report** drop-down list on the Main Menu, select **Document Type Query**.



- Click **ENTER** to go to the **Filter Options** tab.
- Enter the Document Number or the Document Type and Execute Report.



- Review the output, which includes the User ID of the person or batch process that posted the transaction to banner, the date it was entered, descriptions, amounts, and much more.



Operating Statement Balance Sheet Additional Reports Queries Help

Finance Reporting ▸ Transaction Detail ▸ Document Type Query (Data as of 02-

Filter Options | Report Results | Help | + More

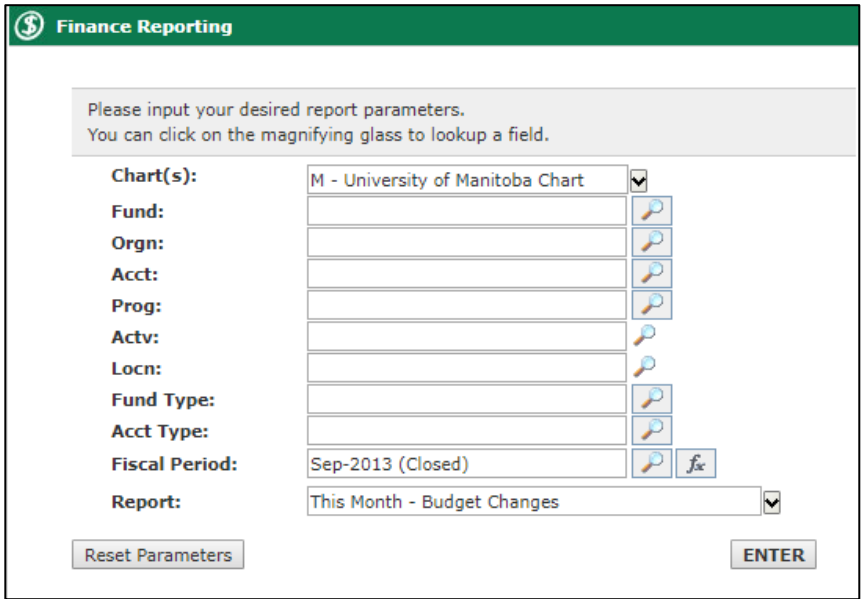
Document Number = PO307513 | Fiscal Period From = Aug-2019 (Closed) | Chart = M

Row #	Document		FSYR	Period	Date	User ID	Description	Document Text	Type	Doc Ref Num	Encumbrance		Chart	Fund	Orgn	Acct	Prog	Actv	Locn	Outstanding Amount	Amount
1	C0504877		2020	07	08-10-2019	LEEJ	University of Manitoba Student...		DNEI	I2003238	PO307513		M	990001	571000	101101	1300			0.00	-118.72
2	C0504877		2020	07	08-10-2019	LEEJ	University of Manitoba Student...		DNEI	I2003238	PO307513		M	110000	571000	210101	1300			0.00	118.72
3	I2003238		2020	07	07-10-2019	FMBATCH	University of Manitoba Student...	GL REF: IR108776-44925...	INEI		PO307513		M	110000	571000	210101	1300			0.00	-118.72
4	I2003238		2020	07	07-10-2019	FMBATCH	Goods & Services Tax	GL REF: IR108776-44925...	REBT		PO307513		M	110000	571000	110401	1300			0.00	3.55
5	PO307513		2020	06	13-09-2019		University of Manitoba Student...	Natasha Ann Martin | 201...	P		PO307513		M	110000	571000	704001	1300			0.00	118.72
6	PO307513		2020	07	13-09-2019		University of Manitoba Student...	Natasha Ann Martin | 201...	P		PO307513		M	110000	571000	704001	1300			0.00	-118.72

8. This Month - Budget Changes

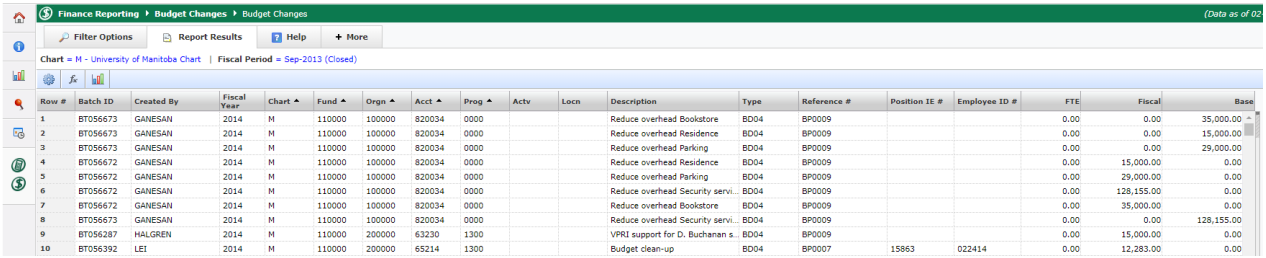
The This Month – Budget Changes reports displays a listing of budget adjustments for a month.

- In the Main Menu, leave FOAP fields blank.
- Select the **Fiscal Period**.
- From the **Report** drop-down list, select **This Month - Budget Changes**.



- Click **ENTER** to run the report.|

- The output will show all Budget Adjustments made to your FOP for the month you indicated on the Main Menu.



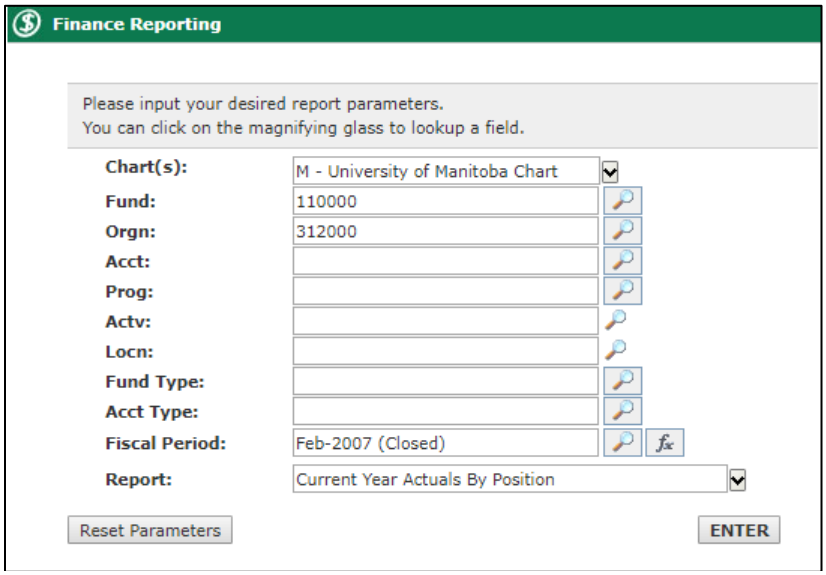
Row #	Batch ID	Created By	Fiscal Year	Chart	Fund	Orgn	Acct	Prog	Actv	Locn	Description	Type	Reference #	Position IE #	Employee ID #	FTE	Fiscal	Base
1	BT056673	GANESAN	2014	M	110000	100000	820034	0000			Reduce overhead Bookstore	BD04	BP0009			0.00	0.00	35,000.00
2	BT056673	GANESAN	2014	M	110000	100000	820034	0000			Reduce overhead Residence	BD04	BP0009			0.00	0.00	15,000.00
3	BT056673	GANESAN	2014	M	110000	100000	820034	0000			Reduce overhead Parking	BD04	BP0009			0.00	0.00	29,000.00
4	BT056672	GANESAN	2014	M	110000	100000	820034	0000			Reduce overhead Residence	BD04	BP0009			0.00	15,000.00	0.00
5	BT056672	GANESAN	2014	M	110000	100000	820034	0000			Reduce overhead Parking	BD04	BP0009			0.00	29,000.00	0.00
6	BT056672	GANESAN	2014	M	110000	100000	820034	0000			Reduce overhead Security servi...	BD04	BP0009			0.00	128,155.00	0.00
7	BT056672	GANESAN	2014	M	110000	100000	820034	0000			Reduce overhead Bookstore	BD04	BP0009			0.00	35,000.00	0.00
8	BT056673	GANESAN	2014	M	110000	100000	820034	0000			Reduce overhead Security servi...	BD04	BP0009			0.00	0.00	128,155.00
9	BT056287	HALGREN	2014	M	110000	200000	63230	1300			VPRI support for D. Buchanan s...	BD04	BP0009			0.00	15,000.00	0.00
10	BT056392	LEI	2014	M	110000	200000	65214	1300			Budget clean-up	BD04	BP0007	15863	022414	0.00	12,283.00	0.00

- You can download your results to Excel for further analysis.

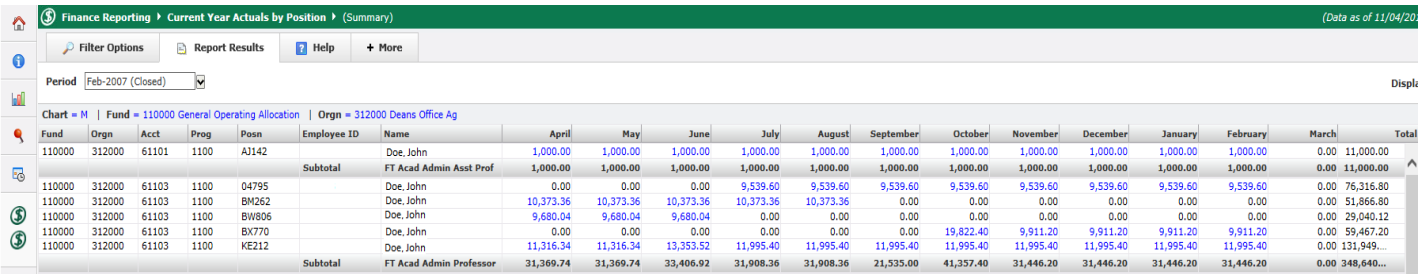
9. Current Year - Actuals By Position

The Current Year – Actuals by Position report is used to ensure that the staff who are being paid on your FOAP(s) are valid employees for your area.

- In the Main Menu, type in the Fund and Organization you want to view or leave blank to see all FOAP combinations you are authorized to see.
- From the **Report** drop-down list, select **Current Year Actuals By Position**.



- Click **ENTER** to run the report.



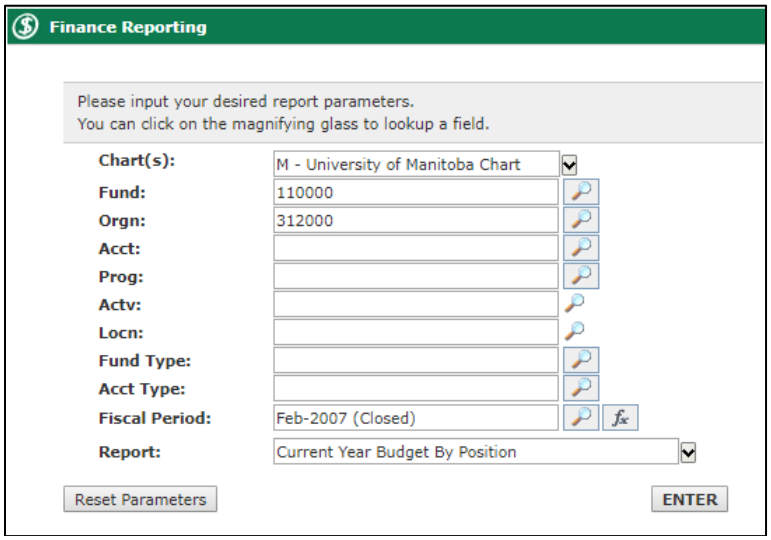
Fund	Orgn	Acct	Prog	Posn	Employee ID	Name	April	May	June	July	August	September	October	November	December	January	February	March	Total
110000	312000	61101	1100	AJ142		Doe, John	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	11,000.00
					Subtotal	FT Acad Admin Asst Prof	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	11,000.00
110000	312000	61103	1100	04795		Doe, John	0.00	0.00	0.00	9,539.60	9,539.60	9,539.60	9,539.60	9,539.60	9,539.60	9,539.60	9,539.60	0.00	76,316.80
110000	312000	61103	1100	BM262		Doe, John	10,373.36	10,373.36	10,373.36	10,373.36	10,373.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,866.80
110000	312000	61103	1100	BW806		Doe, John	9,680.04	9,680.04	9,680.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,040.12
110000	312000	61103	1100	BX770		Doe, John	0.00	0.00	0.00	0.00	0.00	0.00	19,822.40	9,911.20	9,911.20	9,911.20	9,911.20	0.00	59,467.20
110000	312000	61103	1100	KE212		Doe, John	11,316.34	11,316.34	13,353.52	11,995.40	11,995.40	11,995.40	11,995.40	11,995.40	11,995.40	11,995.40	11,995.40	0.00	131,949....
					Subtotal	FT Acad Admin Professor	31,369.74	31,369.74	33,406.92	31,908.36	31,908.36	21,535.00	41,357.40	31,446.20	31,446.20	31,446.20	31,446.20	0.00	348,640...

Drill down on any blue hyperlinks to get further details.

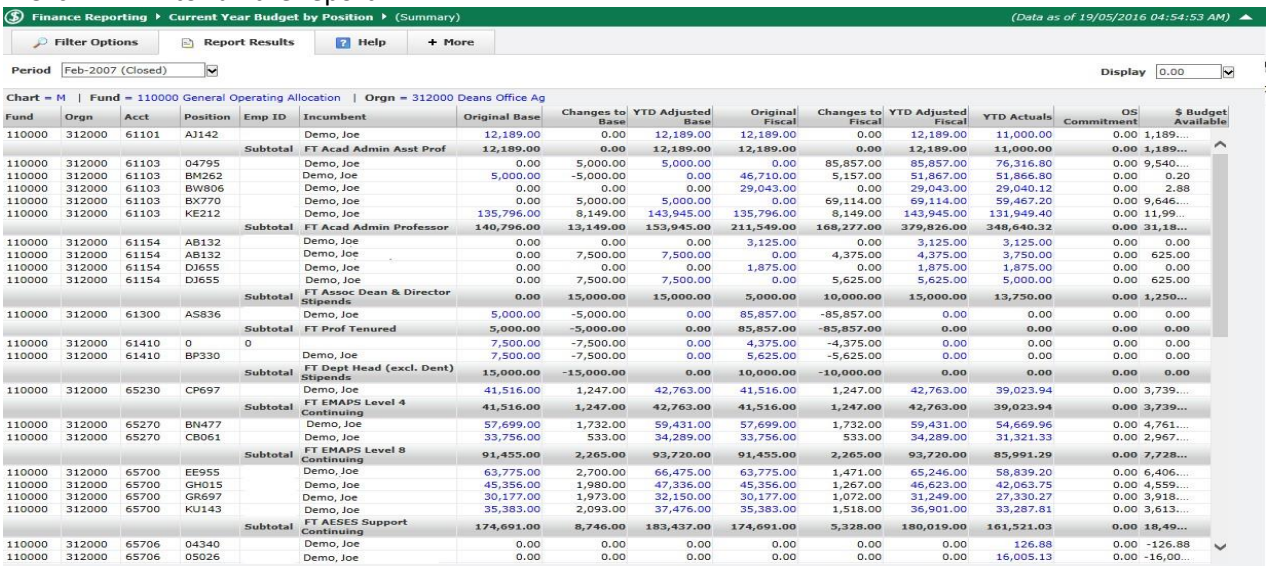
10. Current Year - Budget By Position

The Current Year – Budget by Position report provides you with the information needed to ensure sufficient budget has been allocated to cover the salaries of the staff being paid on your FOAP(s).

- In the Main Menu, type in the Fund and Organization you want to view or leave blank to see all FOAP combinations you are authorized to see.
- From the **Report** drop-down list, select **Current Year - Budget By Position**.



- Click **ENTER** to run the report.



Fund	Orgn	Acct	Position	Emp ID	Incumbent	Original Base	Changes to Base	YTD Adjusted Base	Original Fiscal	Changes to Fiscal	YTD Adjusted Fiscal	YTD Actuals	OS Commitment	$ Budget Available
110000	312000	61101	AJ142		Demo, Joe	12,189.00	0.00	12,189.00	12,189.00	0.00	12,189.00	11,000.00	0.00	1,189...
				Subtotal	FT Acad Admin Asst Prof	12,189.00	0.00	12,189.00	12,189.00	0.00	12,189.00	11,000.00	0.00	1,189...
110000	312000	61103	04795		Demo, Joe	0.00	5,000.00	5,000.00	0.00	85,857.00	85,857.00	76,316.80	0.00	9,540...
110000	312000	61103	BM262		Demo, Joe	5,000.00	-5,000.00	0.00	46,710.00	5,157.00	51,867.00	51,866.80	0.00	0.20
110000	312000	61103	BW806		Demo, Joe	0.00	0.00	0.00	29,043.00	0.00	29,043.00	29,040.12	0.00	2.88
110000	312000	61103	BX770		Demo, Joe	0.00	5,000.00	5,000.00	0.00	69,114.00	69,114.00	59,467.20	0.00	9,646...
110000	312000	61103	KE212		Demo, Joe	135,796.00	8,149.00	143,945.00	135,796.00	8,149.00	143,945.00	131,949.40	0.00	11,99...
				Subtotal	FT Acad Admin Professor	140,796.00	13,149.00	153,945.00	211,549.00	168,277.00	379,826.00	348,640.32	0.00	31,18...
110000	312000	61154	AB132		Demo, Joe	0.00	0.00	0.00	3,125.00	0.00	3,125.00	3,125.00	0.00	0.00
110000	312000	61154	AB132		Demo, Joe	0.00	7,500.00	7,500.00	0.00	4,375.00	4,375.00	3,750.00	0.00	625.00
110000	312000	61154	DJ655		Demo, Joe	0.00	0.00	0.00	1,875.00	0.00	1,875.00	1,875.00	0.00	0.00
110000	312000	61154	DJ655		Demo, Joe	0.00	7,500.00	7,500.00	0.00	5,625.00	5,625.00	5,000.00	0.00	625.00
				Subtotal	FT Assoc Dean & Director Stipends	0.00	15,000.00	15,000.00	5,000.00	10,000.00	15,000.00	13,750.00	0.00	1,250...
110000	312000	61300	AS836		Demo, Joe	5,000.00	-5,000.00	0.00	85,857.00	-85,857.00	0.00	0.00	0.00	0.00
				Subtotal	FT Prof Tenured	5,000.00	-5,000.00	0.00	85,857.00	-85,857.00	0.00	0.00	0.00	0.00
110000	312000	61410	0	0		7,500.00	-7,500.00	0.00	4,375.00	-4,375.00	0.00	0.00	0.00	0.00
110000	312000	61410	BP330		Demo, Joe	7,500.00	-7,500.00	0.00	5,625.00	-5,625.00	0.00	0.00	0.00	0.00
				Subtotal	FT Dept Head (excl. Dent) Stipends	15,000.00	-15,000.00	0.00	10,000.00	-10,000.00	0.00	0.00	0.00	0.00
110000	312000	65230	CP697		Demo, Joe	41,516.00	1,247.00	42,763.00	41,516.00	1,247.00	42,763.00	39,023.94	0.00	3,739...
				Subtotal	FT EMAPS Level 4 Continuing	41,516.00	1,247.00	42,763.00	41,516.00	1,247.00	42,763.00	39,023.94	0.00	3,739...
110000	312000	65270	BN477		Demo, Joe	57,699.00	1,732.00	59,431.00	57,699.00	1,732.00	59,431.00	54,669.96	0.00	4,761...
110000	312000	65270	CB061		Demo, Joe	33,756.00	533.00	34,289.00	33,756.00	533.00	34,289.00	31,321.33	0.00	2,967...
				Subtotal	FT EMAPS Level 8 Continuing	91,455.00	2,265.00	93,720.00	91,455.00	2,265.00	93,720.00	85,991.29	0.00	7,728...
110000	312000	65700	EE955		Demo, Joe	63,775.00	2,700.00	66,475.00	63,775.00	1,471.00	65,246.00	58,839.20	0.00	6,406...
110000	312000	65700	GH015		Demo, Joe	45,356.00	1,980.00	47,336.00	45,356.00	1,267.00	46,623.00	42,063.75	0.00	4,559...
110000	312000	65700	GR697		Demo, Joe	30,177.00	1,973.00	32,150.00	30,177.00	1,072.00	31,249.00	27,330.27	0.00	3,918...
110000	312000	65700	KU143		Demo, Joe	35,383.00	2,093.00	37,476.00	35,383.00	1,518.00	36,901.00	33,287.81	0.00	3,613...
				Subtotal	FT AESES Support Continuing	174,691.00	8,746.00	183,437.00	174,691.00	5,328.00	180,019.00	161,521.03	0.00	18,49...
110000	312000	65706	04340		Demo, Joe	0.00	0.00	0.00	0.00	0.00	0.00	126.88	0.00	-126.88
110000	312000	65706	05026		Demo, Joe	0.00	0.00	0.00	0.00	0.00	0.00	16,005.13	0.00	-16,00...

- Drill down on links until you get to the desired level of detail.

Need Assistance?

Aurora Finance Customer Service – contact 480-1001 or aurora_finance@umanitoba.ca for personal assistance working with the application or with questions regarding your security (access) settings.