Advanced FAST - Reference Guide

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1. Use 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: Display 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.

**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 to someone. It includes items such as outstanding commitments for purchase orders and salary commitments.

**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.

![Report View Options](image1)

**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:

![Comparative View](image2)

Here is an example of the resulting report:
To view budget changes made to your FOAP, select either the **Budget Changes** view option.

Here is an example of the resulting report:

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.
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**.

- 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.

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.

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

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

What is 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:
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 you desire. The results will display just the revenue accounts for the Fund/Organization specified on the Main Menu.
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.

- Further specify your criteria in the filter options. Click **Execute Report**.
- The report will list all transactions for the Period you selected.

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.

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**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.

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- 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.
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.

- 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.

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.

![Finance Reporting](image)

- Click ENTER to run the report.
- Drill down on links until you get to the desired level of detail.

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**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.