In this session we will:

1. Review FAST Reporting Basics
2. Explore FAST functions
   - Hierarchy levels/types, Wildcards & Ranges & more!
3. Get Hands On with Reporting
4. Look at Additional Reports
5. Advanced Functions
   - Customize, Pin & Share Reports
Expectations

- By the end of today’s session you will be able to:
  - Run reports from the grid and menus
  - Use report filter options
  - View reports in different formats
  - Customize and Save your reports
  - Confidently produce and interpret financial reports for your department/unit

FAST Reporting Basics

- FAST: What is it?
  - Financial Administration Support Tool
  - Houses 3 applications
    - Accounts Receivable
    - Budget Transfers
    - Finance Reporting ★
FAST Reporting Basics

- Dynamic, web-based budgeting and reporting tool
- Downloads data from Banner Finance and presents financial information in an easy-to-read format
- Updates every morning

FAST Reporting Basics

FAST is accessed from the U of M homepage.

- You will need to know your UMnetID & password

In FAST, select the Finance Reporting application...

Available applications in FAST will depend on the roles assigned to you for your current position. Most people will have Finance Reporting as a minimum if working with UofM Funds.
FAST Reporting Basics

The FAST Reporting homepage allows you to access

1. Menus
2. Quick Access Tabs
3. Query Grid
4. Clear your query in one click

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There are multiple reports available to you in FAST to help manage your budget, expenditures and revenue.

Each report can be:
- Viewed in several ways
- Customized by you
- Saved to your personal dashboard

Reports can be accessed through the drop down menu on the grid or through the menus.
Reports available in the drop down list include:

- Revenue and Expenditure Statement
- Endowment Report
- Expenditures Only Report
- Revenues Only Report
- Grant Expenditures Report
- Grant Revenues Report
- Trust Report
- Trust Capital Report
- Transaction Details
- Document Type Query
- My Outstanding Purchase Orders and Requisitions
- This Month Budget Changes
- Trial Balance
- Current year Actuals by Position
- Current Year Budget by Position

Reports available in the Operating Statement menu are:

- Summary by Hierarchy
- Summary by FOAPAL
- Summary by Account Detail
- Transaction Detail
- Current Year Actuals by Position
- Current Year Budget by Position

The first 3 reports include filter options upfront so that you can view in the format that best fits your needs right away.
The filter options include:

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Project to Date</th>
<th>Annual Variance</th>
<th>Budget Status</th>
<th>User Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparative</td>
<td>Monthly Trend</td>
<td>Rev &amp; Exp Variance</td>
<td>Quarterly Trend</td>
<td>Forecast</td>
</tr>
<tr>
<td>Date Range</td>
<td>Annual Trend</td>
<td>Budget Changes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Additional Reports menu contains custom reports which you have access to. Currently these include budget reports.

Key reports that can provide all of the financial information for your unit are:
- Revenue & Expenditure Statement
- Revenue Only Statement
- Expenditures Only Statement
- Transaction Detail Report
- Document Query

These reports can answer most of your questions such as:
- What is our available budget?
- How much have we spent?
- What was this transaction for?
FAST Functions

All FOAPAL elements are built into a ‘hierarchy’

- Used to facilitate financial reporting
- Upper levels of the hierarchy referred to as “levels”, “predecessors” or “types”
- The last level of the hierarchy is referred to as “data enterable” level

FAST Functions

FAST allows you to:

- **Search** for any element of the Chart of Accounts by selecting this icon
- Use **% as a Wildcard** to provide available options when you may not have all the details
- Use **Ranges** to obtain a series of information by including `:` in your search
- Select varying **Filter** and **Sort Options** to design the report you need
- **Export** any report to excel or PDF
# Hands on Reporting

Let’s get started in FAST and work with these functions:

- Running Reports
- Drill downs
- Filter Options & Searches
- Wildcards & Ranges
- Sort By and Levels options
- Reviewing Base vs. Fiscal budget

## Additional Reports

- **The Actuals By Position** and **Budget By Position**
  reports display salary details and budget information
  - Ensure staff being paid on your FOP are valid employees for your area
  - Ensure staff being paid on your FOP have sufficient budget allocated
    - Necessary for correct salary/merit increases
  - Provides employee details from VIP (employee # and position #)
  - Both reports are available in the Operating Statement menu
Additional Reports

- If you are managing the budget, the **Budget Changes** report allows you to ensure adjustments are on track
  - Displays the history of budget transfers for the specified period (month)
  - This report is displayed in the Additional Reports menu

Advanced Functions

You can customize your reporting experience in FAST by:

- Hiding report columns, group data and change how information is sorted on demand
- Going back to reports you ran during a session using the **Return to Report** function
- Saving your reports - using the **Pinned Reports** function
- **Emailing** a report directly from FAST to a colleague
- Setting up a **Personal Dashboard** with your custom reports & graphs for quick access
Sharing Reports
Pinned Reports can be shared with colleagues via email.

- You can send a PDF, excel, XML or the option to run the report directly in FAST.
  - Note: The execute in FAST only works for individuals who have access to the funds/orgs within the report.

Sharing Reports - Sample email

312007 Summary Report
Kristine.Ward@umanitoba.ca

Sent: Thu 8/11/2016 10:52 AM
To: Kristine Ward

Please open and save report in FAST for monthly verification Execute Report:
https://fastest.cc.umanitoba.ca:443/FASTPORTAL_PPRD/FASTFINANCE/SUMM.aspx?VE1=Lo4NeRA4BNPr6Ca16ETB6v---&REPORTTYPE=xUH0M4xvUvY---&REPORTREQUEST=1PUPcx

A link will be sent to open the report in the desired format
Session Summary

- FAST is a powerful reporting tool
- Many ways to produce reports
  - Every financial transaction that occurs is recorded and can be viewed in FAST Reporting
- Updates every morning
- Remember…
  - Higher levels of the FOAP
  - Fund Types / Account Types
  - Wildcards
  - Various views & menus to produce reports
  - Customize, PIN & Share your commonly used reports

Additional Training

- **Banner & FAST Training**
  - Introduction to Aurora Finance
  - Aurora For Researchers
  - BANNER Navigation Fundamentals
  - Journal Entries & Interdepartmental Charges (JE’s & IDC’s)
  - Advanced FAST
  - External Invoicing (FAST A/R)
  - Budget Transfers

- **Concur**
  - Travel and Expense Management

- **EPIC**
  - Introduction to EPIC
  - EPIC – After the Order
  - Contracts

How many certificates can you achieve?
Need additional support?

- **Aurora Finance Customer Service Desk** for system support at 204-480-1001 or aurora_finance@umanitoba.ca
- **Guides, Manual & eLearns** available on the Aurora Finance page
  - Visit the Aurora Finance website Training & Resources Hub: http://umanitoba.ca/computing/renewal/aurora/finance/index.html
- **ASK Aurora! Sessions**
- **Subscribe to our client mailing list to stay up to date!**
  - http://umanitoba.ca/computing/renewal/aurora/finance/subscribe_to_list.html
Thank you!