FAST Reporting

Contents

FAST Reporting at the University of Manitoba

The University of Manitoba uses the FAST reporting tool to track revenue and expenditures on both operating and research funds. It is the responsibility of each Faculty and Unit to review, reconcile, and manage their funding and FAST can help you do this.

Some things to note about FAST:

(1) F.A.S.T. = Financial Administration Support Tool (purchased from Millennium Computer Systems)

(2) It is a dynamic, web-based budgeting and reporting tool

(3) Downloads data from Banner, stores it in the FAST database, and presents financial information in an easy-to-read and understandable format

FAST updates every day – usually before 5am

Accessing FAST

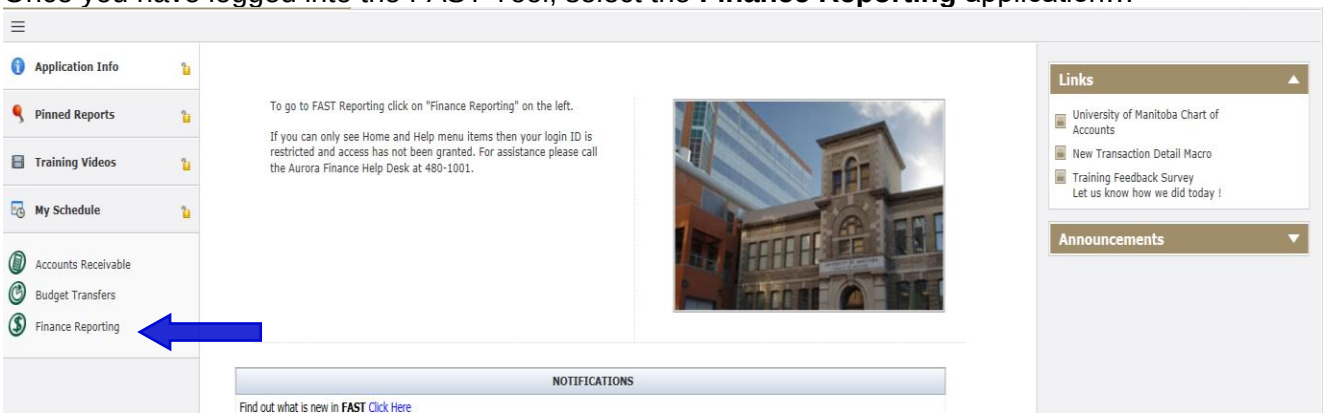
FAST offers you:

- A web based application
- Point and click navigation
- Ability to query on specific elements, Fund or Account Types, ranges and use wildcards
- Comparative and date range views of data
- Filter on any combination of FOAPAL elements
- Report on any period or date range
- The ability to refine your data
- Filter options to speed up the return of data
- Ability to save reports
- Export to Microsoft Excel or PDF

Logging in & Finding Reporting

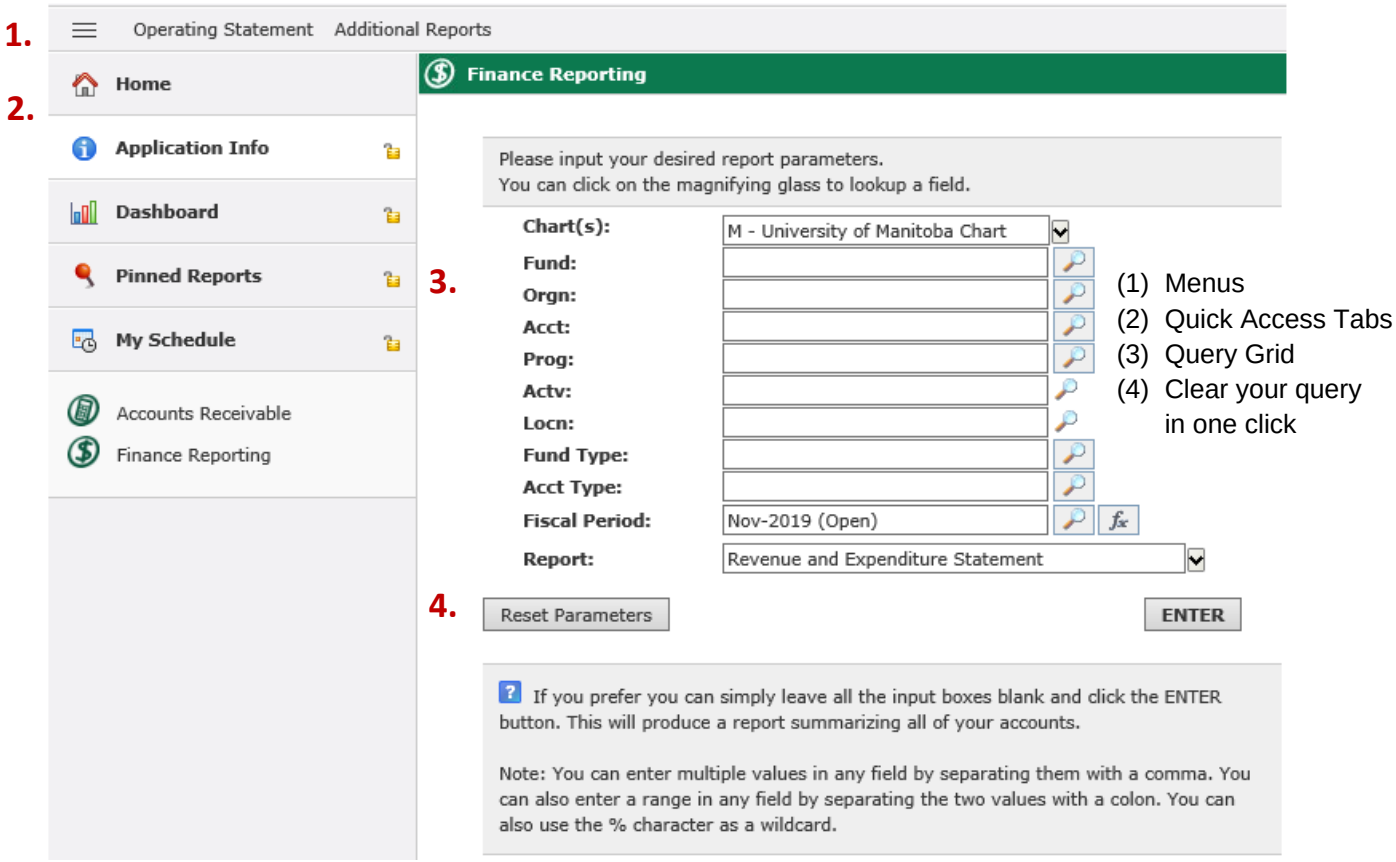
FAST is accessed from the UofM homepage. You will need to know your UMnetID & password.

Once you have logged into the FAST Tool, select the **Finance Reporting** application…



FAST Reporting Homepage

The FAST Reporting page provides you with access to reports through menus or a query grid.



Menus

The menus available at the top allow you to access applications and reports.

- Selecting the hamburger icon allows you to shrink the view of the quick access tabs.
- Operating Statement & Additional Reports provides you with quick access to your report options.

Tabs

One of the features in FAST is the availability of quick tabs.

When you log into FAST Reporting you will automatically be on the Application Info Tab as shown above.

Tabs available are:

- Home – Returns you to the main page of the FAST system
- Application Info – Returns you to the main page of the selected application.
- Dashboard – Customized views of reports in chart format for a quick view (personalized).
- Pinned Reports – Holds personal reports you have saved for quick access. Some public reports that have been customized for everyone may also appear here.
- My Schedule – A calendar that allows you to see any scheduled reports.

You can choose any of the available tabs as your own personal default landing page.

Simply click the unlocked lock icon  on a tab and this will be the screen that appears when you log in. The icon will change to a locked lock indicating that it is now your default; the icon will be removed from the other tabs.

Changed your mind? Just click the lock icon and change your selection!

Reset Parameters

An icon is available that allows you to clear your report options and start fresh. This is located at the bottom left side of the grid on the application tab.

FAST Basics

Available Reports

Reports can be accessed through the drop down menu when using the grid or through the menus at the top of the screen.

Within the dropdown menu the available reports 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

Within the **Operating Statement** menu the available reports are:

- Summary by Hierarchy
- Summary by FOAPAL
- Summary by Account Detail
- Transaction Detail

- Current Year Actuals by Position
- Current Year Budget by Position

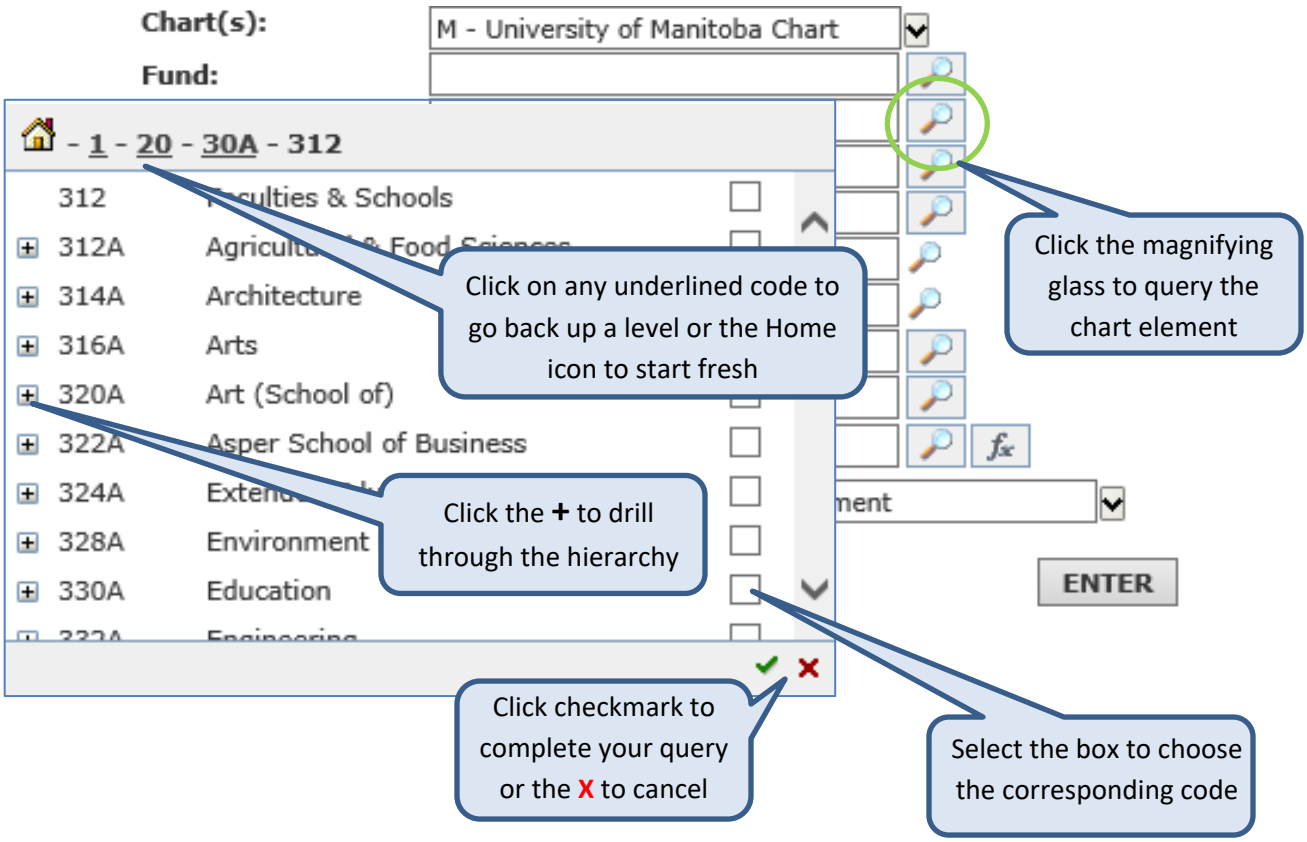
The first 3 options include filter options upfront so that you can view the report in the format that best fits your needs right away. These include:

Current Year	Project to Date	Annual Variance	Budget Status	User Defined
Comparative	Monthly Trend	Rev & Exp Variance	Quarterly Trend	Forecast
Date Range	Annual Trend	Budget Changes		

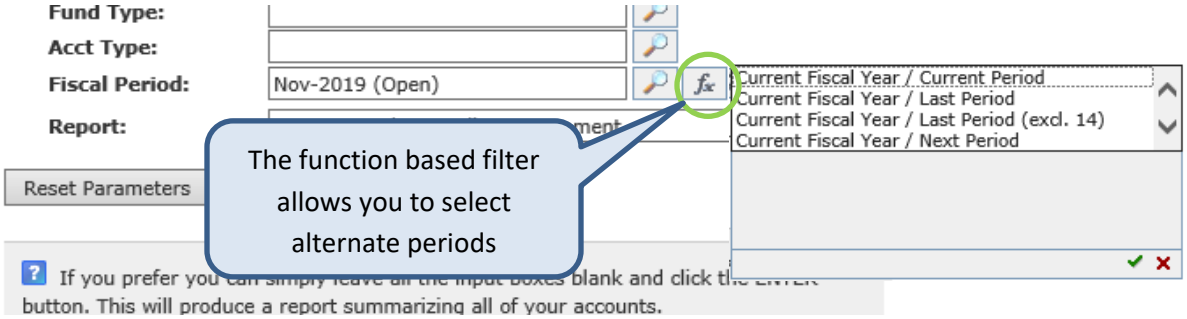
The **Additional Reports** menu contains custom reports which you have access to. Currently this menu includes the *Other Budget Reports – Budget Changes* Report.

Search functions

When searching for chart elements within FAST there are a few different functions to consider.

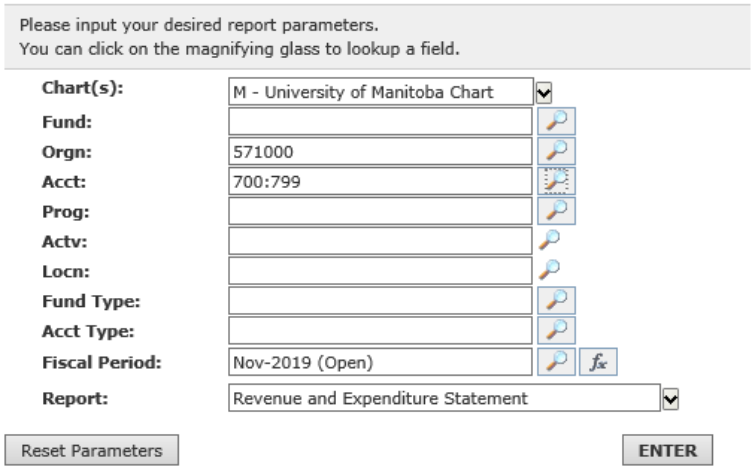


The option of function-based filter options is also available to you. Using the Function Key  to build a query allows you to avoid “hard-coding” a point in time with your queries and allows for date-based selection such as “current” Fiscal period or “last” Fiscal period.

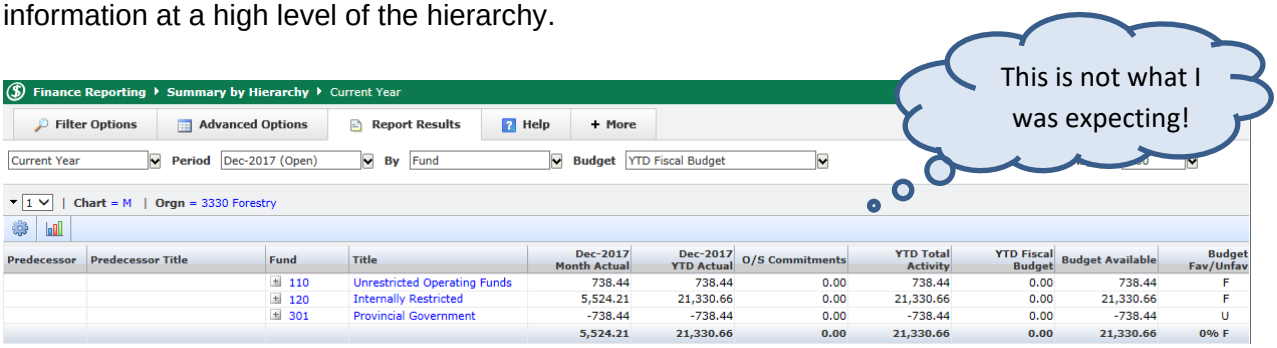


Running Reports

To access your primary queries you can enter your FOAPAL information, period and report selection in the grid and select *Enter*.

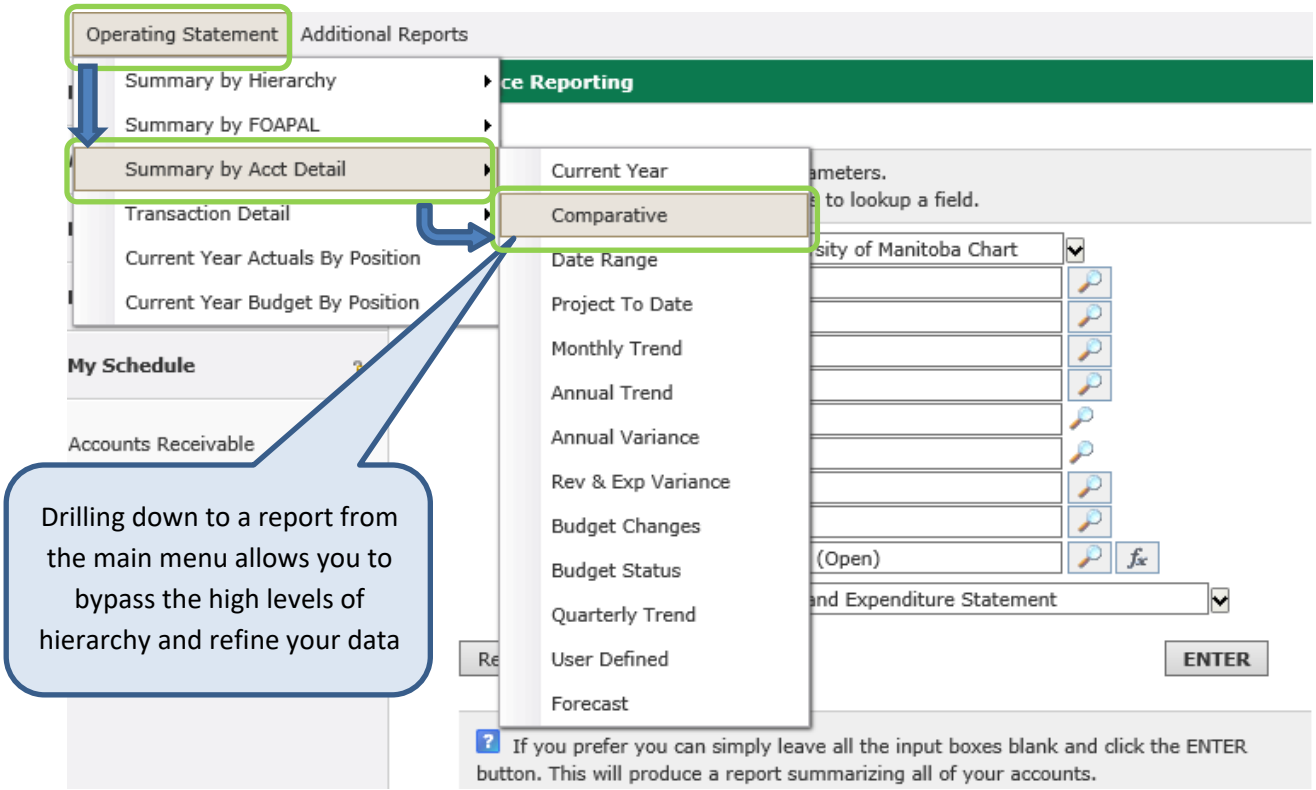


If you use the grid on the *Application Info* tab to access your reports you will be provided the information at a high level of the hierarchy.



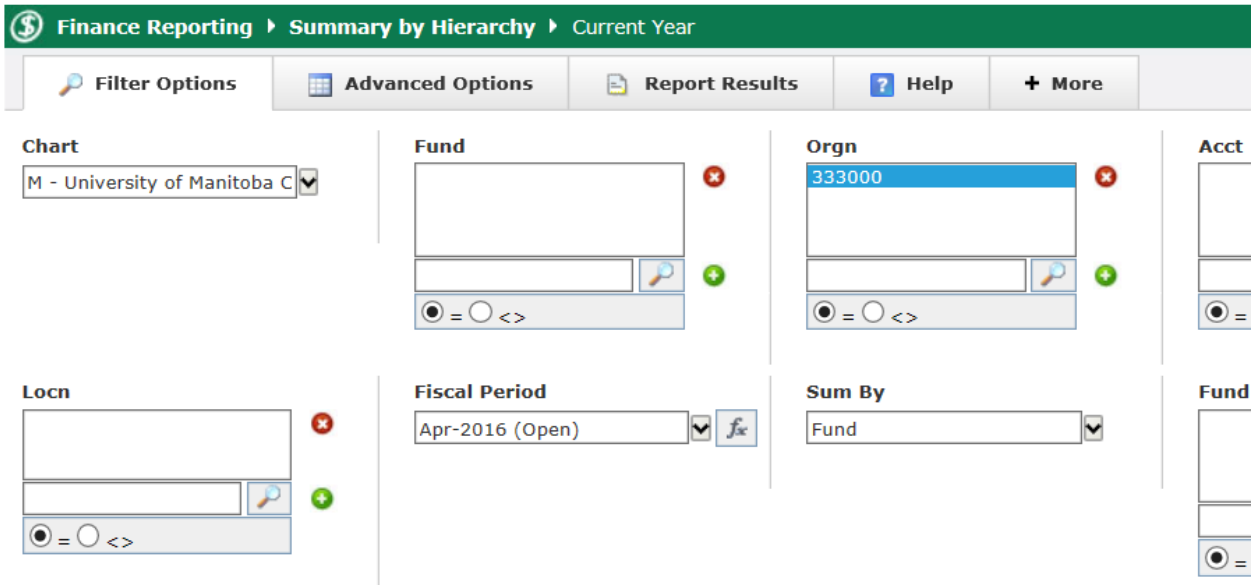
Note: You can change the view at this screen or drill down to the expected data. For example, if the expectation was to see all the expenditures by Account, I could change the ***By*** *field to Account to achieve the desired results.*

Using the menus at the top of the screen will provide you with options to access your financial information to the desired level of detail and data summary options quicker.



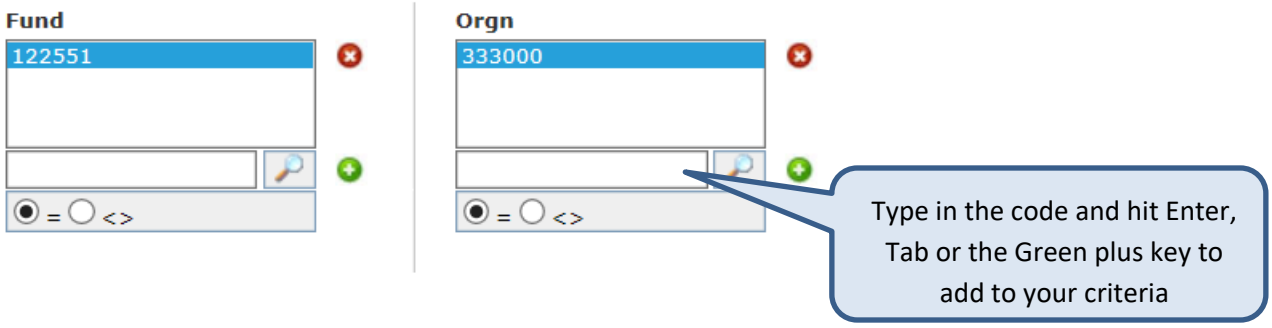
Filtering Options

On all reporting pages there is a *Filter Options* tab. This tab allows you to refine your query without exiting the report.



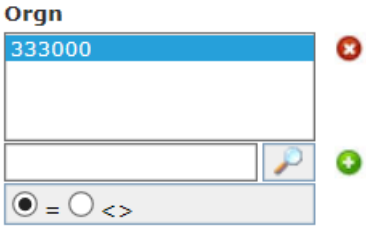
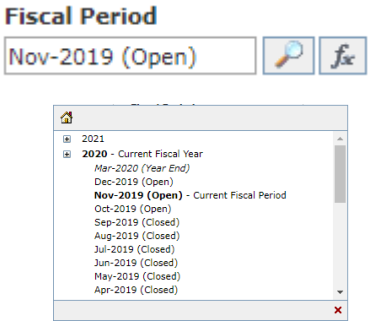
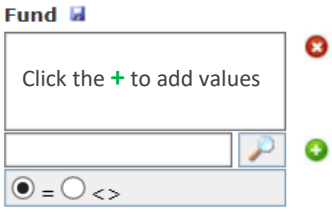
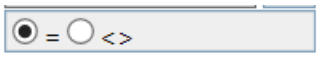
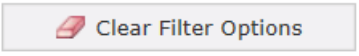
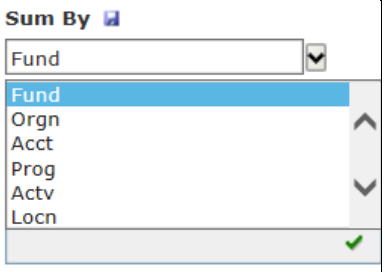
There are several different filter option controls and you can use them to minimize, filter and refine your report. The types of filter options used within a report depend on the type of data being collected.

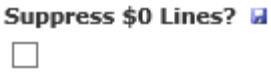
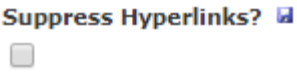
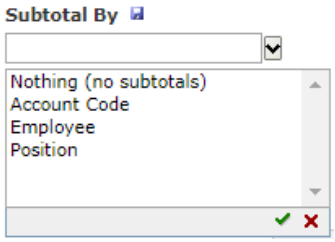
You can select multiple filter options including Fund, Organization and Acct codes:



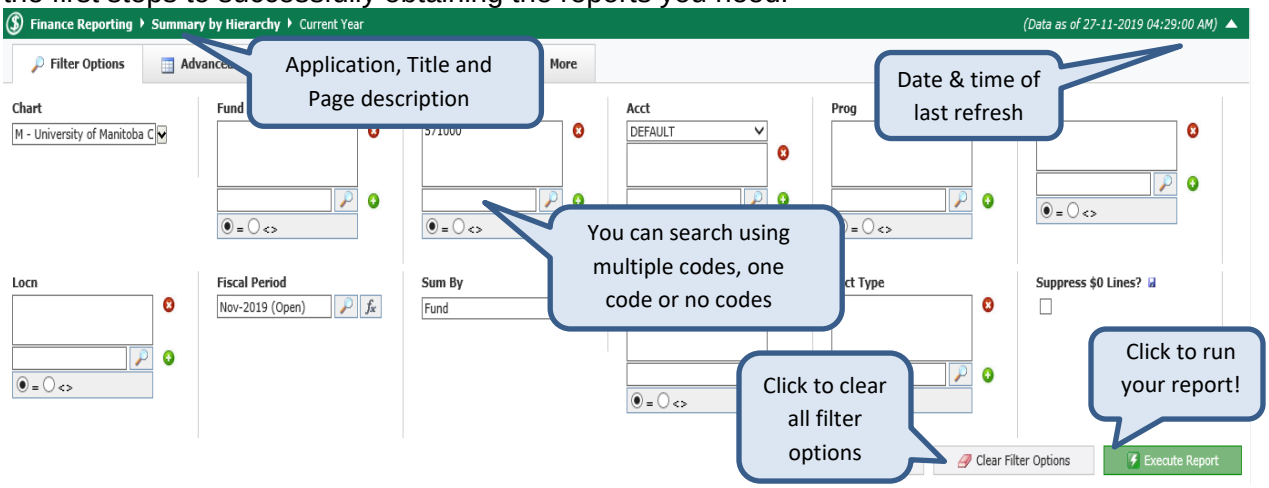
Here are some examples of the filter controls used in various reporting pages:

- You can narrow the results of your report by selecting one or more filter options.
- Selecting filter options is optional with most reports.

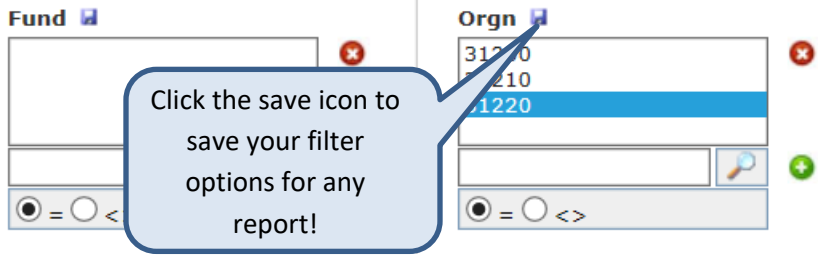
Search Field: 	Multi Search Box: 	Search Box: 
Multi-select List: 	Dynamic Function Button: 	Include or Exclude from: 
Clear Filters: 	Sum by field: 	Date Ranges: 

Suppress $0 Lines:	Suppress Hyperlinks:	Subtotal By:
		

Understanding how to apply the filter options and what functions are available on this page are the first steps to successfully obtaining the reports you need.



You can save filter options to customize your own reports!



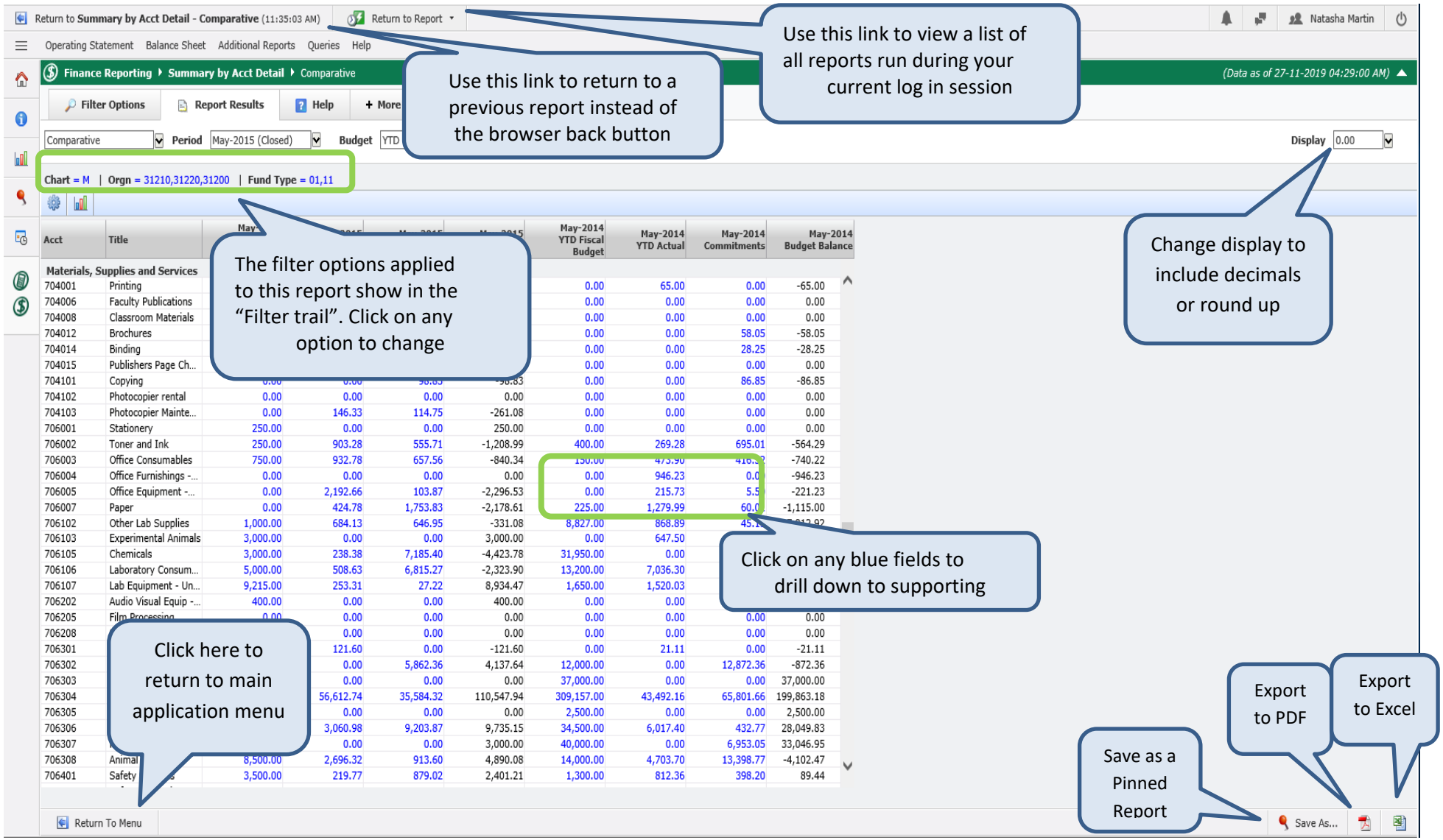
Understanding your Report

Once you have run your report the information that is displayed will be based on the selected filters. You can adjust your filters, go back to other reports and start fresh using a few simple functions from your report query page.

Navigating in your Report

After you select your filter options and run your report, the results page opens.

Navigating in your Report

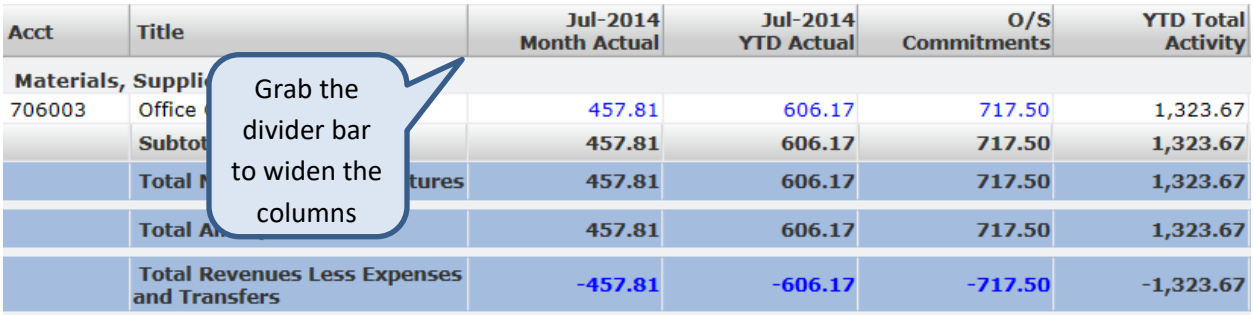


Acct	Title	May-2014 YTD Fiscal Budget	May-2014 YTD Actual	May-2014 Commitments	May-2014 Budget Balance
Materials, Supplies and Services					
704001	Printing	0.00	65.00	0.00	-65.00
704006	Faculty Publications	0.00	0.00	0.00	0.00
704008	Classroom Materials	0.00	0.00	0.00	0.00
704012	Brochures	0.00	0.00	58.05	-58.05
704014	Binding	0.00	0.00	28.25	-28.25
704015	Publishers Page Ch...	0.00	0.00	0.00	0.00
704101	Copying	0.00	0.00	86.85	-86.85
704102	Photocopier rental	0.00	0.00	0.00	0.00
704103	Photocopier Mainte...	0.00	0.00	0.00	0.00
706001	Stationery	0.00	0.00	0.00	0.00
706002	Toner and Ink	400.00	269.28	695.01	-564.29
706003	Office Consumables	150.00	475.90	416.32	-740.22
706004	Office Furnishings -...	0.00	946.23	0.00	-946.23
706005	Office Equipment -...	0.00	215.73	5.50	-221.23
706007	Paper	225.00	1,279.99	60.00	-1,115.00
706102	Other Lab Supplies	8,827.00	868.89	45.12	[illegible]
706103	Experimental Animals	0.00	647.50	[illegible]	[illegible]
706105	Chemicals	31,950.00	0.00	[illegible]	[illegible]
706106	Laboratory Consum...	13,200.00	7,036.30	[illegible]	[illegible]
706107	Lab Equipment - Un...	1,650.00	1,520.03	[illegible]	[illegible]
706202	Audio Visual Equip -...	0.00	0.00	[illegible]	[illegible]
706205	Film Processing	0.00	0.00	0.00	0.00
706208	[illegible]	0.00	0.00	0.00	0.00
706301	[illegible]	0.00	21.11	0.00	-21.11
706302	[illegible]	12,000.00	0.00	12,872.36	-872.36
706303	[illegible]	37,000.00	0.00	0.00	37,000.00
706304	[illegible]	309,157.00	43,492.16	65,801.66	199,863.18
706305	[illegible]	2,500.00	0.00	0.00	2,500.00
706306	[illegible]	34,500.00	6,017.40	432.77	28,049.83
706307	[illegible]	40,000.00	0.00	6,953.05	33,046.95
706308	Animal [illegible]	14,000.00	4,703.70	13,398.77	-4,102.47
706401	Safety [illegible]	1,300.00	812.36	398.20	89.44

Customizing your Report data

There are several things you can do right on the page to customize the information on this page.

Resize columns: Place your cursor between two headers and drag the column divider to the desired width.

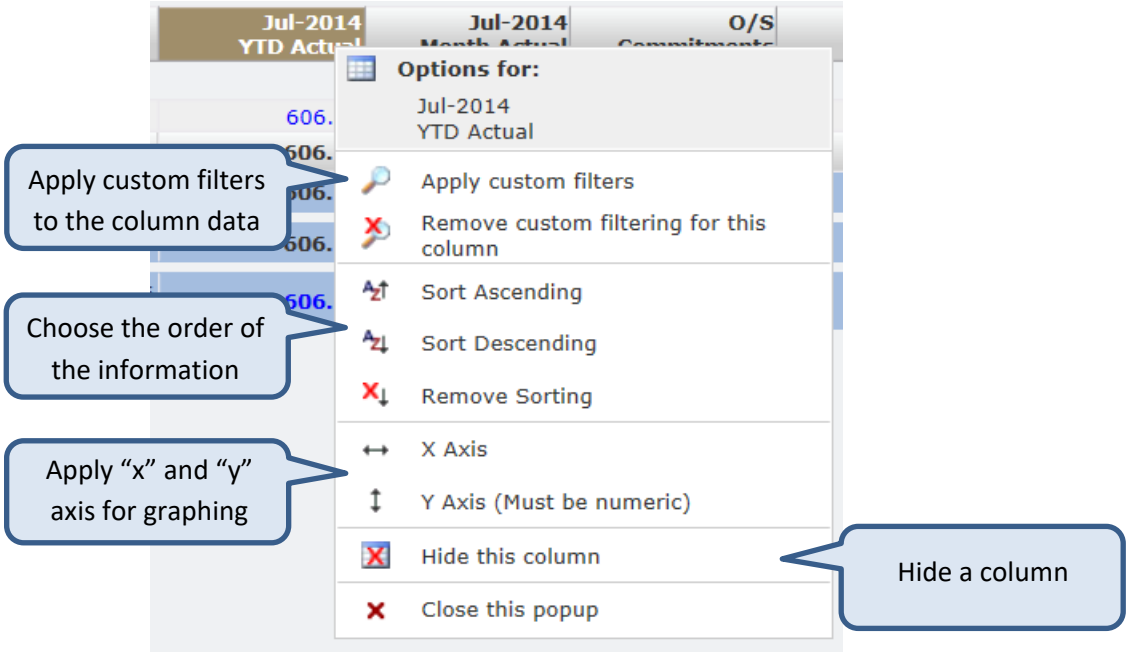


Acct	Title	Jul-2014 Month Actual	Jul-2014 YTD Actual	O/S Commitments	YTD Total Activity
Materials, Suppli					
706003	Office	457.81	606.17	717.50	1,323.67
	Subtot	457.81	606.17	717.50	1,323.67
	Total M tures	457.81	606.17	717.50	1,323.67
	Total Ar	457.81	606.17	717.50	1,323.67
	Total Revenues Less Expenses and Transfers	-457.81	-606.17	-717.50	-1,323.67

Move column order: Simply drag & drop the column to wherever you'd like it to display!

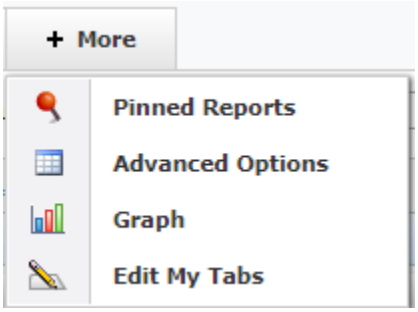
Fund Type = 01,11					
Apr-2015 YTD Fiscal Budget	Apr-2015 YTD Actual	Apr-2014 Commitments	Apr-2015 Commitments	Apr-2015 Budget Balance	Apr-2014 YTD Fiscal Budget
	00	0.00	0.00	250.00	0.00
	04.80	496.46	1,050.21	-905.01	300.00
	237.74	265.46	991.39	-479.13	150.00
	0.00	0.00	0.00	0.00	0.00
	0.00	5.50	103.87	-103.87	0.00
	407.44	53.25	1,753.83	-2,161.27	25.00
	69.12	0.00	0.00	930.88	0.00
3,000.00	0.00	2,729.92	0.00	3,000.00	0.00
3,000.00	0.00	940.04	858.44	2,141.56	30,250.00
1,000.00	20.99	169.50	83.22	895.79	200.00
0.00	18.00	0.00	0.00	-18.00	450.00
0.00	0.00	0.00	0.00	0.00	0.00
10,000.00	0.00	5,968.74	5,862.36	4,137.64	12,000.00
0.00	0.00	0.00	0.00	0.00	37,000.00
202,745.00	19,465.72	54,098.42	23,657.77	159,621.51	309,157.00

Customize each column by clicking the HEADER row to do the following:

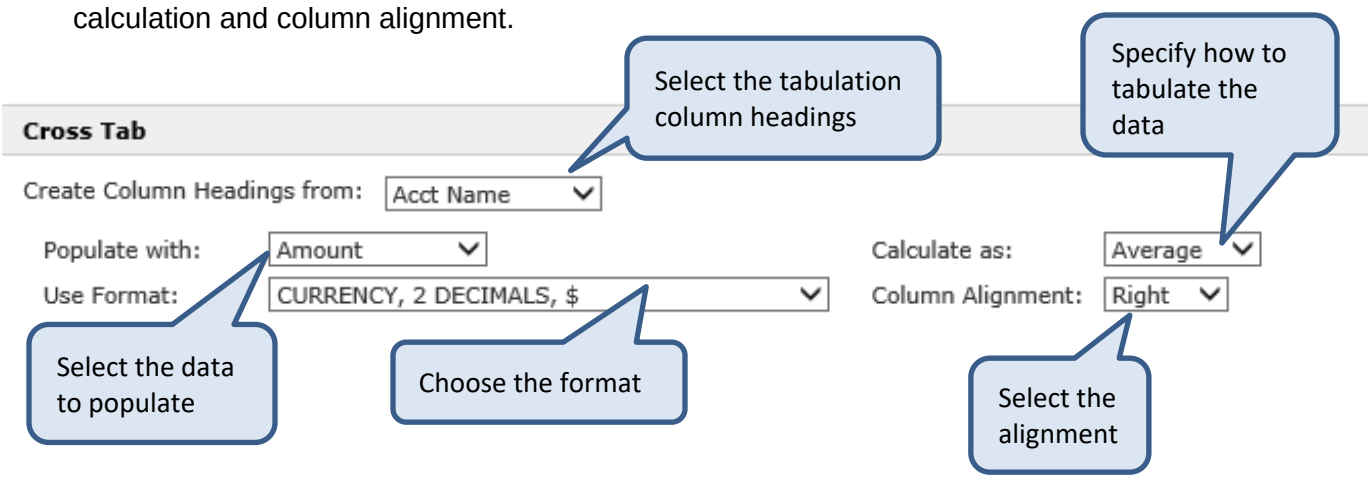


Advanced Options Tab

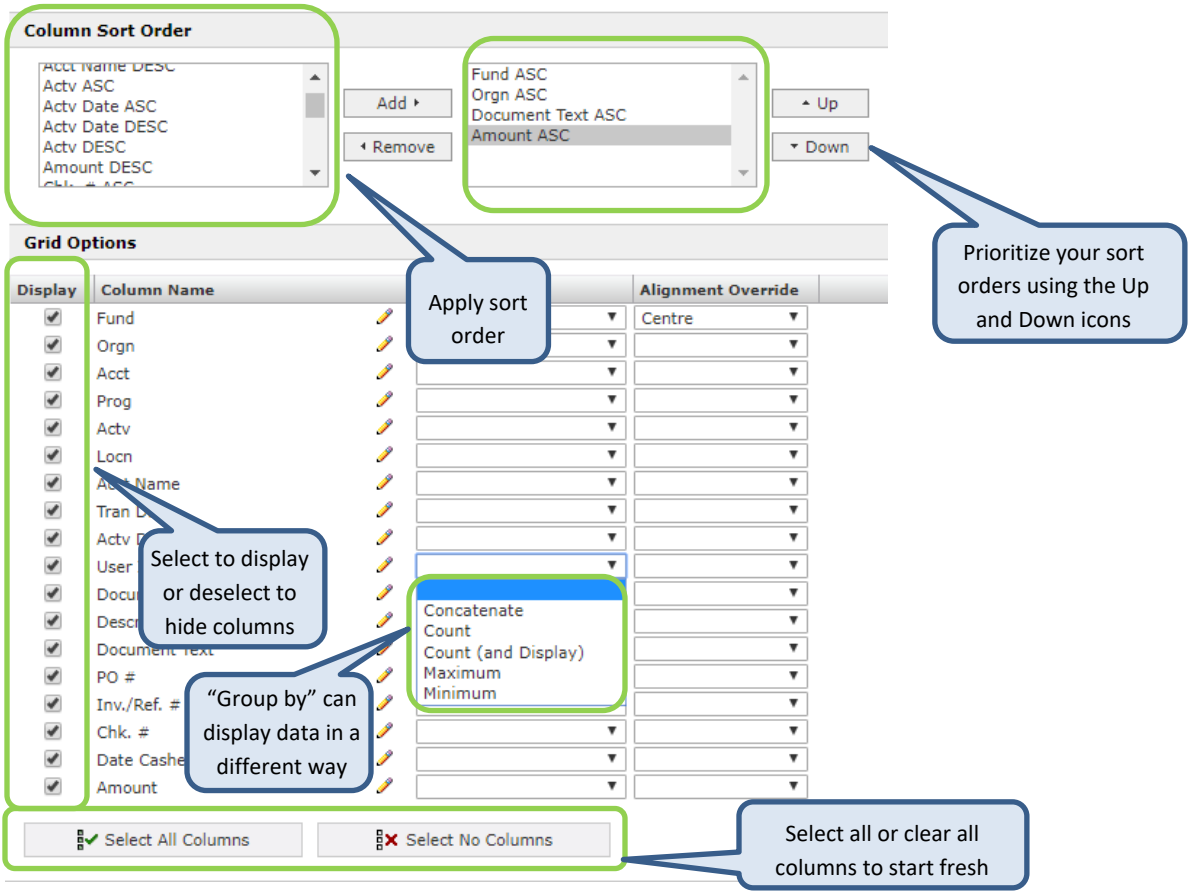
To customize your report further, the Advanced Options tab allows you to adjust your display. This tab can be accessed through the + *More* menu within a report.



You can create a tabulation report with your choice of column headings, data, format, calculation and column alignment.

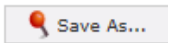


You can customize the display, grouping and sort order of a report:

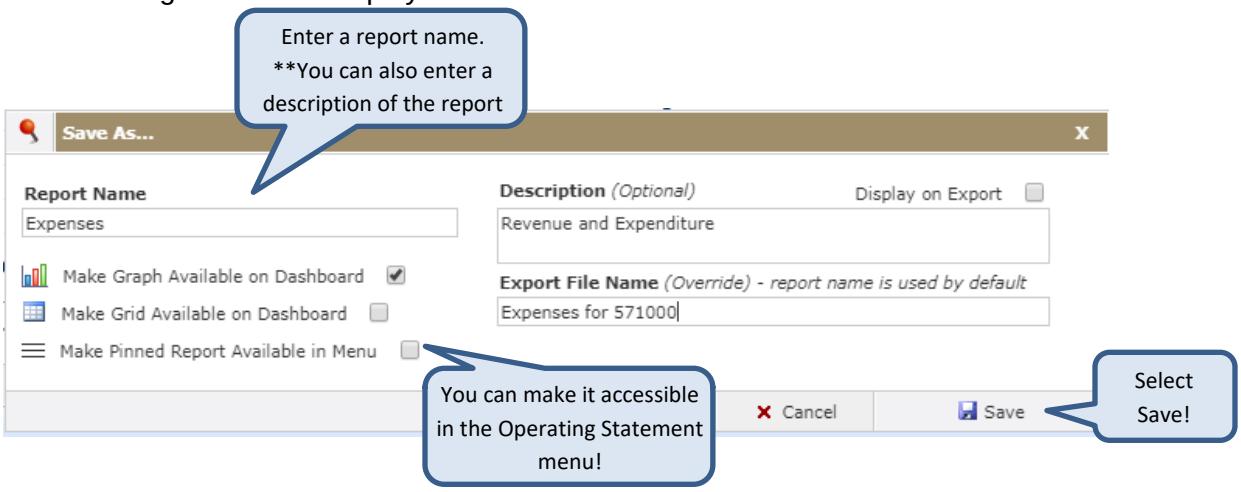


Pinned Reports

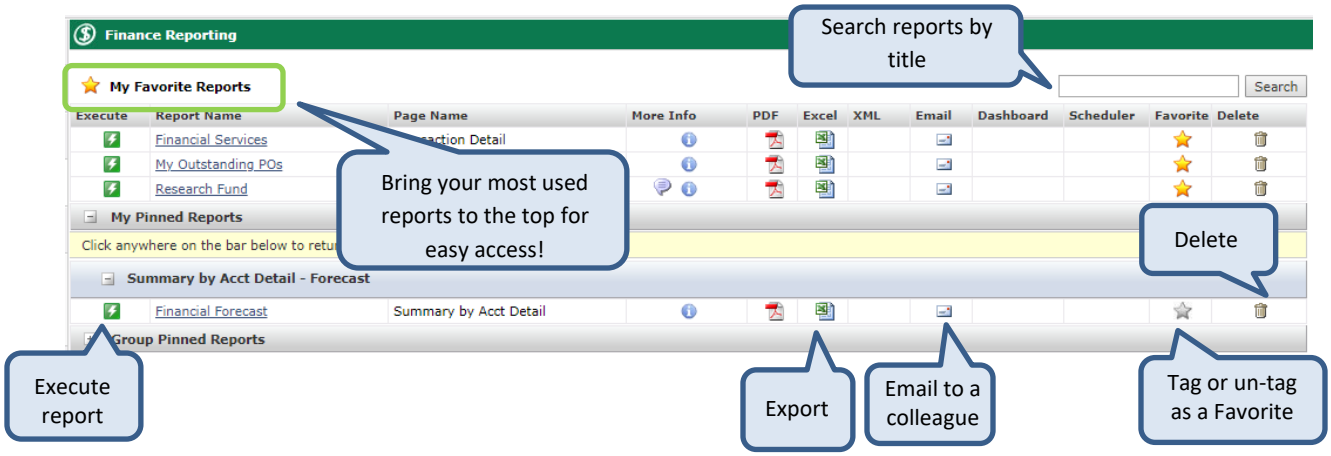
Pinned reports provide you with a very powerful and useful tool! This function allows you to save the reports you use the most frequently with your desired filters. This way you do not need to recreate and format the report each time you run it.

To save a personal report to your *Pinned Reports* tab simply return to the filter options tab and select the *Save As* icon. 

The following box will be displayed:



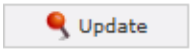
Pinned reports will display in the *Pinned Reports* tab. This includes your personal reports and any public reports that have been posted by the system administration team.



When you pin a report to your "*Favorites*", it is pinned to your profile for easy access. Only you will have visibility of your pinned reports and you can edit or delete them at any time.

Please note: If you delete a personal report accidentally you will need to rebuild it.

Need to update a report you have pinned?

To modify a pinned report execute the report and make your changes to the filters then select the Update icon. 

This icon acts as a *save as* function for previously stored Pinned reports.

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.

- **Aurora Finance Online Help** – the Aurora Finance site contains guides for the University of Manitoba client.

https://umanitoba.sharepoint.com/sites/um-intranet-aurora/SitePages/aurora-finance-overview.aspx