New Features and Functions in FAST!

New features and functions that have been added in the latest update to FAST. Some of these include more options for sorting, customizing and interacting in the system. Let’s take a look at some of the highlights of these changes!

New Icons and Functions
From the FAST homepage, you will notice a few new and different icons.

Notifications
Receive notifications directly in the system! Be alerted to any grouped pinned reports created by Financial Services, Budget Transfers or External Invoices sent for approval. Click on the icon to be shown all alerts that you have received. This feature will be visible throughout your navigation in FAST.

Chat
Chat with others in the system! Click on the Chat icon to open a window where you can select Start New Chat and choose an individual.

Fiscal Period
An exciting change with Fiscal Period is that it has been reorganized by Fiscal Year. Now you can choose your Fiscal Year then expand it to select the month you wish to run the report on.

By default, the current Fiscal Year will be expanded for immediate selection.
Additonal Filter Options

More options are now available in the Filter Options tab! You can make further changes to your reports to get them to display just as you need.

**Suppress $0 lines**

Click on the checkbox for **Suppress $0 Lines** to exclude lines from your report where zero dollar values would be displayed. By doing this you will be left with a concise report of elements only containing transactions!

**Suppress Hyperlinks**

Want to remove those hyperlinks from the report? Click on the **Suppress Hyperlinks** checkbox available in the reports *Current Year Actuals by Position* and *Current Year Budget by Position* to no longer have the totals hyperlinked.

**Subtotal By**

Specify what you want subtotaled in your report! In the same reports mentioned above, you have a choice with the new filter option **Subtotal By**. Click in the field to select which subtotal, if any, you would like displayed in your report.
Quick Access to Filters
You can right click on a value in a report to be provided options for applying a custom filter for the value selected or the column.

New to Advanced Options
There are even more options available for customizing your reports with this newest version of FAST.

Column Titles and Alignment
One of these exciting new features is the ability to change the title of your columns and choose an alignment for it.

Once you navigate away from the report, it will return to the default format. So remember to pin your customized reports to run them in the same format later!

Tabulation Report
Cross Tab was a feature that was only available in one report but now is an option in Transaction Details. You can create a tabulation report with your choice of column headings, data, format, calculation, and column alignment.
Subtotaling Fields

In the report *This Month – Budget Changes* you have the ability to choose fields to subtotal. Also, you can select the option to display a record count of those subtotals.

For instance, you can select the field Fund and execute the report to have a count on how many budget changes went through as well as the total amount for each Fund.

Pinned Reports

There are a couple new options and features for pinned reports.

When creating a graph then pinning the report, the graph will be displayed by default each time your pinned report is executed.

Additional options will be available from the window that appears when updating or pinning a new report:

- Export File Name – give the exported file a different name than the report.
- Make Pinned Report Available in Menu – access your pinned report through the Operating Statement menu as well as your pinned report tab.
If you choose to make your pinned report available in the Operating Statement menu, it will be located under the category of the report type: