Using FAST to self-identify your over spent FOPs instead of relying on the O/E report from Central Admin.

**Budget Checking**

- At the Expenditure FOP level
- Checks whether you have sufficient budget to support expenditures
- NO Available Budget → transaction is sent to the NSF Queue

**Expenditures Only Report**

- Select Expenditures Only Report because Budget Checking is at the expenditure FOP level of detail.
  
  E.g. 110000-3XXXXX-1100

- Depending on your level of Fund/Orgn security, you may want to put in your Faculty/Unit Organization code

- Choose a Fund Type to narrow your query. **Fund Type 10 includes all operating Funds.** If you were doing this for Research Funds, you would select Fund Type 30 which falls under Fund Type 20 (restricted funds).
- Change the Report view to read **by Program**

![Image of FAST System](image1)

- Drill into the improper Program Code to investigate and correct:

![Image of FAST System](image2)

This view displays where you might have Program errors.

For example, we have queried the Expenditures Only Report for all Operating Funds, but yet we have transactions coded to the **Sponsored Research Expense Program 2000** which is reserved for Research Funds.
To get a listing of the over spent FOPs that have been coded to your correct Program, drill down into your actual Program code.

In this example, the Program code for this Faculty is **1100** Academic General Expenses.

- By drilling into the Program code, FAST displays the available balance for each Expenditure FOP combination.
In order to produce a listing of your over spent FOPs, you can **Download** the report into Microsoft Excel.

Once the report is in Excel, you can manipulate it how you choose:

- Sorting
- Filtering etc.

To isolate the over expended FOPs from the ones with favourable balances.