

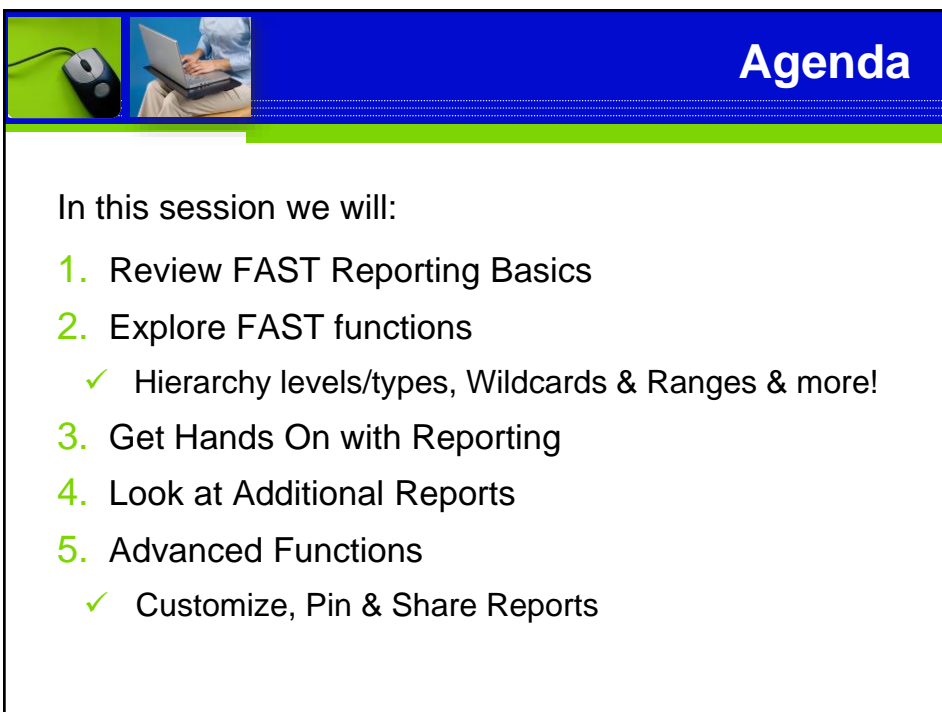


WELCOME

Advanced FAST

**AURORA**  
Finance

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Agenda

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


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## 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


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## FAST Reporting Basics

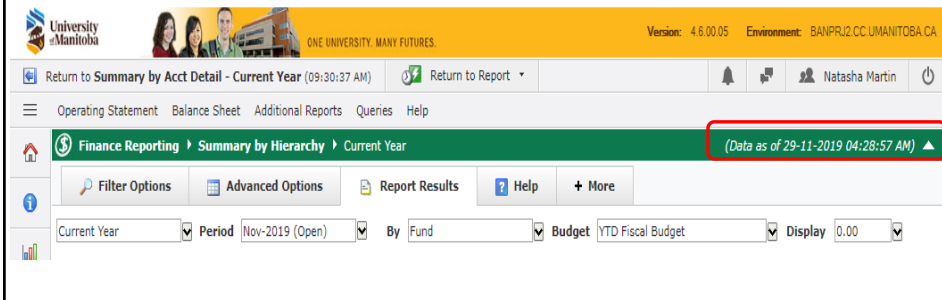
- **FAST: What is it?**
  - Financial Administration Support Tool
  - Houses 3 applications
    - Accounts Receivable
    - Budget Transfers
    - Finance Reporting ★

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# 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



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# 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...

-  Accounts Receivable
-  Budget Transfers
-  Finance Reporting 

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.

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# 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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# FAST Reporting Basics

- 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.

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## FAST Reporting Basics

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

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## FAST Reporting Basics

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.

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## FAST Reporting Basics

- The filter options 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 these include budget reports.


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## FAST Reporting Basics

- 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?

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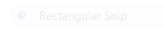
## FAST Functions

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

Predecessor Account:

Account Type	706	Consumable Materials and Supplies
Account Group	7060	Office Supplies
Account Category	70600	Office Supplies
Account - Data Entry	706003	Office Consumables




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## 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

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## 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

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## 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

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## 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

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## 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

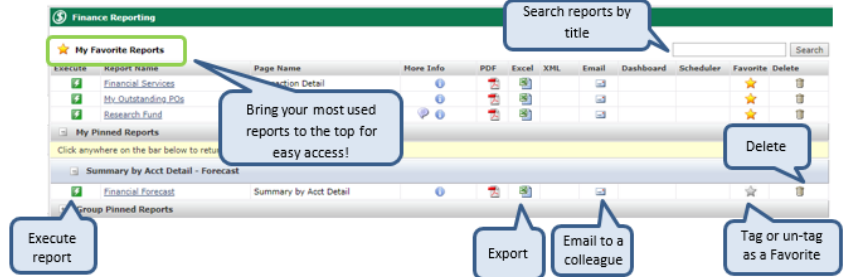
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# Advanced Functions

## 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.*

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# Advanced Functions


## 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=Lo4NeRA5BNPr6Ca36ETB6w=&REPORTTYPE=sXBU0M3vUVU=&REPORTREQUEST=1PUPexi](https://fastest.cc.umanitoba.ca:443/FASTPORTAL_PPRD/FASTFINANCE/SUMM.aspx?VE1=Lo4NeRA5BNPr6Ca36ETB6w=&REPORTTYPE=sXBU0M3vUVU=&REPORTREQUEST=1PUPexi)

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

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## 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

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## 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




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## Assistance

- **Need additional support?**
  - **Aurora Finance Customer Service Desk** for system support at 204-480-1001 or [aurora\\_finance@umanitoba.ca](mailto: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](http://umanitoba.ca/computing/renewal/aurora/finance/subscribe_to_list.html)

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## Questions



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Thank you!

