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 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.
The FAST Reporting homepage allows you to access:

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

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.
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

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.
FAST Reporting Basics

- 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.

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?
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=Lo4NwRA5BNPr6Ca36ETB6w==&REPORTTYPE=xBU0M3yUVU==&REPORTREQUEST=1PUPcex

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
**Assistance**

- 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
  - 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)
Thank you!

AURORA Finance