



FAST Reporting Cheat Sheet

Find out which report to run in FAST based on questions commonly asked when managing Funds.

<u>Questions:</u>	<u>Report Name:</u>	<u>Key Information Provided:</u>
How much is left to spend? How much has been spent? What was this charge/transaction for?	Revenue and Expenditure Statement	<ul style="list-style-type: none"> Summary and detailed information of revenue, expense, payroll, and transfers. Budget Available column and Total All Expenses row provides the budget available/money left to spend. <p>NOTE: For <u>Research Grants</u>, refer to the last line in the report titled "Closing Fund Balance – All Orgn Codes Included" to determine amounts left to spend/Budget available.</p>
	Expenditures Only Report	<ul style="list-style-type: none"> Summary and detailed information of expenses only between account types 60:90. Budget Available column and Total All Expenses row provides Budget available/amount left to spend.
How much money has been received?	Revenue Only Statement	<ul style="list-style-type: none"> Revenue received on a FOP or combination of FOAP elements. Excludes expenditures.
What has the funds been spent on? Which report to use for reconciling?	Transaction Details	<ul style="list-style-type: none"> Lists all expenditure transactions processed against a FOP or combination of FOAP elements. Option to specify account types and Fiscal Period range.
What is this transaction for?	Document Type Query	<ul style="list-style-type: none"> Search by document number and review the details of the transaction including the User ID, batch process that posted the transaction to banner, the date it was entered, descriptions, amounts, and more.
What changes have been made to this budget?	This Month – Budget Changes	<ul style="list-style-type: none"> Lists all budget adjustments made during a specific month.
Who is being paid out of this Fund?	Current Year – Actuals By Position	<ul style="list-style-type: none"> List of staff being paid from the FOAP elements specified.
What is the budget for each staff in this Fund?	Current Year – Budget By Position	<ul style="list-style-type: none"> Lists staff being paid from the FOAP elements specified and the budget allocated to cover each of their salaries.