

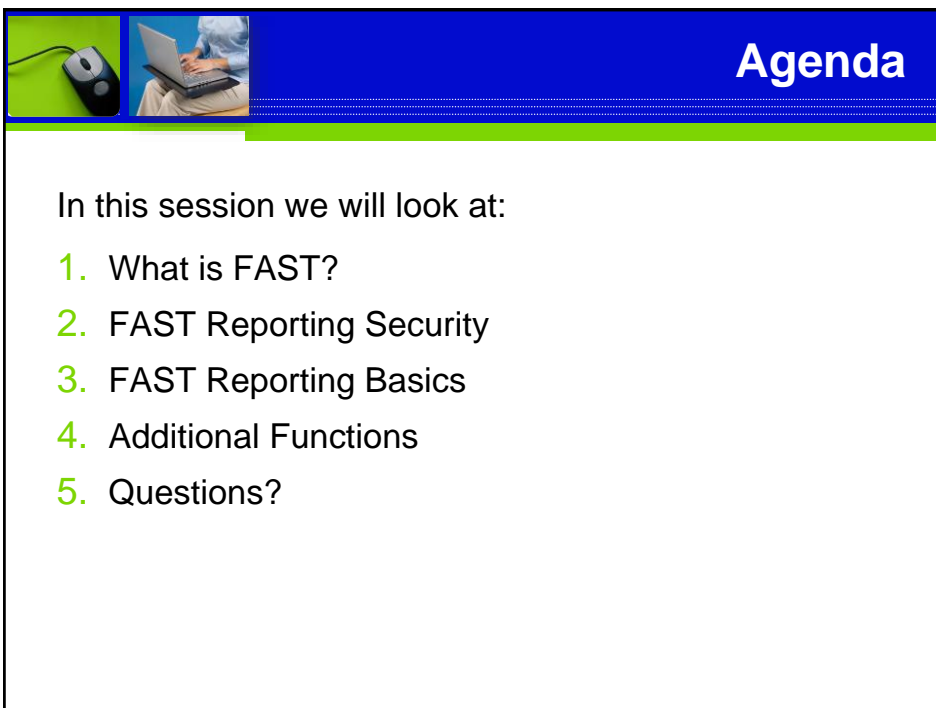


WELCOME

Fundamentals of FAST

AURORA
Finance

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Agenda

In this session we will look at:

1. What is FAST?
2. FAST Reporting Security
3. FAST Reporting Basics
4. Additional Functions
5. Questions?


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Expectations

- By the end of today's session you will have a basic understanding how to:
 - Log in and navigate FAST
 - Run common reports
 - Use basic report filter options
 - Export reports


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What is FAST?

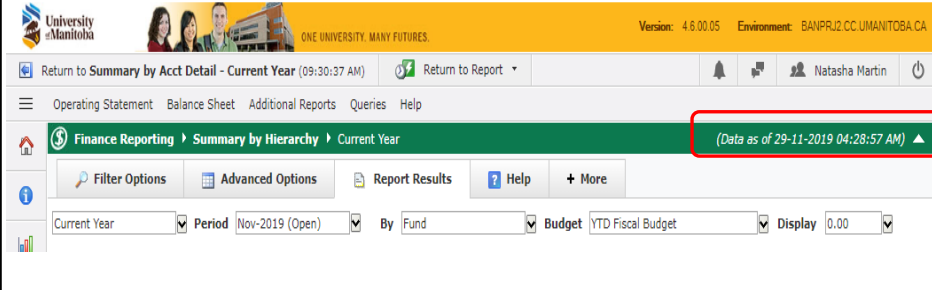
- **FAST: What is it?**
 - Financial Administration Support Tool
 - Houses 3 applications
 - Accounts Receivable
 - Budget Transfers
 - Finance Reporting 

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What is FAST?

- Dynamic, web-based budgeting and reporting tool
 - Downloads data from Banner, stores it in FAST database and presents financial information in an easy-to-read and understandable format
 - Updates every morning




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FAST Reporting Security

- **How do I gain access to FAST Reporting?**
 - Complete the Aurora Finance Systems Access Request form
 - Access is based on the **Funds** & **Orgs** you require
 - Access can also be given according to a fund/org hierarchy level e.g. 11
 - You can only view or post transactions to combinations you have access to
 - Aurora does not provide security over the Account


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FAST Reporting Security

- Different types of access are available dependent on your job responsibilities
 - Query
 - Viewing information only
 - Posting
 - Creating transactions
 - E.g. Budget Transfers, Accounts Receivable
 - Both Query and Posting




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FAST Reporting Basics

- FAST is accessed from the U of M homepage under the Faculty and Staff tab
- 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 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

1. Menus

The menus available at the top allow you to access applications and reports

- **Hamburger icon** allows you to shrink the view of the quick access tabs
- **Operating Statement & Additional Reports** provides you with quick access to your report options

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FAST Reporting Basics

2. Quick Access Tabs


The quick tabs allow you to access information directly.

- When you log into FAST Reporting you will automatically be on the Application Info Tab
- Tabs available are:
 - Home
 - Application Info
 - Dashboard
 - Pinned Reports
 - My Schedule



The screenshot shows a vertical list of navigation tabs: Home (with a house icon), Application Info (with an information icon and a lock icon), Dashboard (with a bar chart icon and a lock icon), Pinned Reports (with a magnifying glass icon and a lock icon), My Schedule (with a calendar icon and a lock icon), and Finance Reporting (with a dollar sign icon).

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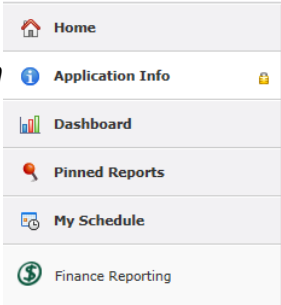


FAST Reporting Basics

2. Quick Tabs cont.

You can choose any of the available tabs as your own personal default landing page.

- Simply click the ***unlocked lock icon*** on a tab & this will be your default screen at log in.
- The icon will change to a locked lock icon; the icon will be removed from the other tabs.



The screenshot shows the same navigation tabs as above, but the 'Application Info' tab is highlighted in blue, and its lock icon is now an open lock, indicating it is the selected default tab.

Change your mind? Just click the locked lock icon and change your selection!

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FAST Reporting Basics

3. Report Grid

The report grid allows you to enter your report parameters to quickly access any standard report.

From the grid you can:

- Search, select and enter FOAPAL information
- Choose your desired report
- Enter Hierarchy levels of Fund & Account
- Select the desired Fiscal Period to report on

Please input your desired report parameters.
You can click on the magnifying glass to lookup a field.

Chart(s):	M - University of Manitoba Chart	🔍
Fund:		🔍
Orgn:		🔍
Acct:		🔍
Prog:		🔍
Actv:		🔍
Locn:		🔍
Fund Type:		🔍
Acct Type:		🔍
Fiscal Period:	Nov-2019 (Open)	🔍 <input type="button" value="fx"/>
Report:	Revenue and Expenditure Statement	

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FAST Reporting Basics

4. Action Icons

Below the grid there are two icons:


Reset Parameters

- This icon allows you to clear your report options and start fresh.

Enter

- This icon executes your desired report when you enter information in the grid.

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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	▪ Transaction Details
▪ Endowment Report	▪ Document Type Query
▪ Expenditures Only Report	▪ My Outstanding Purchase Orders and Requisitions
▪ Revenues Only Report	▪ This Month Budget Changes
▪ Grant Expenditures Report	▪ Trial Balance
▪ Grant Revenues Report	▪ Current year Actuals by Position
▪ Trust Report	▪ Current Year Budget by Position
▪ Trust Capital Report	

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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
- 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 Reporting Basics

Revenue & Expenditure Statement

- Displays summary or detailed information about FOAPAL elements (*all revenue, expense, payroll and transfers*) **and** amount available to spend on your FOP
- Displayed in a revenue minus expenditure format

Revenues Only Statement


- Displays all revenue received against a FOP or a combination of FOAP elements. Excludes all expenditure details

Expenditures Only Statement

- Displays the amount spent on a particular expense **and** amount available to spend on your FOP w/o revenue details.

***Provides best summary report for research grants. Alternative is the Grant Expenditures Report*

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FAST Reporting Basics

Transaction Details

- Displays a listing of all the transactions processed against a FOP or combination of FOAP elements
- Filter with wildcards to view only necessary accounts:


Revenue, Salary, and Expenditures	500:799
All Revenue	5%
All Salary	6%
All Expenditures	7%

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FAST Reporting Basics

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 Options** to design the report you need

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FAST Reporting Basics

Let's get started in FAST and work with these functions:

- Running Reports
- Searching in FAST
- Drill downs
- Filter Options

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FAST Reporting Basics

Exercise – Revenue & Expenditure Statement

How do I see ALL activity on a specific FOAP?

- Using the report grid enter **Fund 110000 & Org 312100**.
- Select the **Fiscal Period** as **January 2019**
- Select the **Revenue & Expenditure Statement** from the **Report** drop-down list.
- Select **ENTER** to generate the report.

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FAST Reporting Basics

Exercise - Checking your Available Budget

How do I determine the amount available on a FOP?

View the **Expenditures Only** report, as follows.

- Using the report grid leave all fields blank to see **all** FOP combinations you are authorized to see.
- Select the **Fiscal Period** as **January 2019**
- Select the **Expenditures Only Report** from the **Report** drop-down list.
- Select **ENTER** to generate the report.
- View the **Budget Available** column total.

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FAST Reporting Basics

Exercise – Find the details of a Transaction

How do I find what an expense was for?

View the **Expenditures Only** report, as follows.

- Continuing from the report we just ran
- Drill down on the blue hyperlink labeled **Unrestricted '110'** then select Org code **312200**, Animal Science
- Find account code **706007**
- Click on the month actuals total of **\$450.66**
- Drill down on invoice # **I1891568** to view the description of what the expense was for.

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Exercise – Find Transactions for Monthly Reconciliations

View the **Transaction Detail** report, as follows.

- Using the report menus select the **Transaction Detail** option, then FOAPAL Lookup (actuals)
- The report filters screen will open
- Enter Org **312200**
- Select a range for your account codes of **700:799**
- Change your date range to **Jan-2019** to **Jan-2019**
- Execute report.

- Keep this report on your screen – we are not done with it yet!

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All reports generated in FAST can be exported to PDF or Excel

- The PDF option is a great option to share information with others
- The Excel option allows you to filter information **AND**
- Use the Transaction Detail Macro for your Monthly Reconciliation process
 - This resource summarizes the output from your FAST Transaction Details report to provide a more manageable list to reconcile
- The Transaction Detail Macro is available on the Aurora Finance website
<http://umanitoba.ca/computing/renewal/aurora/finance/reports/index.html#trdetail>

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Exercise – Exporting Reports

Using the **Transaction Detail** report we just ran:

- Select the Excel icon to Export.
- Try exporting the same report to PDF
 - PDF versions are easily viewed on screen. If you are trying to print the PDF report you may need to adjust your printer settings

Using the Transaction Detail Macro

- Summarizes the output of your Transaction Detail Report
- Provides a checklist to help with your reconciliations
 - Procedure
 - Template
- Let us demo this for you 😊

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What is Budget Checking?

- Budget Checking occurs for the **combined FOP** upon creating entries against the FOP
- The **Account** is “ignored” which allows you to be overspent in one account (*e.g. Printing*) and under spent in another (*e.g. Telephone, Equipment rental*)
- It’s the **overall** Budget Available that reflects the funds you have available.

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FAST Reporting Basics

University of Manitoba | ONE UNIVERSITY. MANY FUTURES. | Version: 4.6.00.05 | Environment: SANFRED CC UMANITOBSA.CA

Return to Summary by Hierarchy - Current Year (09:50:28 AM) | Return to Report

Operating Statement | Balance Sheet | Additional Reports | Queries | Help

3 Finance Reporting | Summary by Act Detail | Current Year (Data as of 29-11-2019 04:28:57 AM)

Filter Options | Report Results | Help | More

Current Year | Period: Oct-2011 (Closed) | Budget | YTD Fiscal Budget | Display: 0.00

Chart = M | Fund = 310000 General Operating Allocation | Orgn = 312100 Agribusiness/Agricult. Economics

Acct	Title	Oct-2011 Month Actual	Oct-2011 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
Support Salaries & Wages								
65700	FT AESES Support Continuing	14,316.44	88,031.78	78,741.00	166,772.78	179,670.00	12,897.22	7.2% F
65701	PT AESES Support Continuing	0.00	0.00	0.00	0.00	16,471.00	16,471.00	100% F
65706	AESES Support Casual	0.00	5,485.75	0.00	5,485.75	0.00	-5,485.75	U
65725	PT AESES Tech Project	0.00	13.67	0.00	13.67	0.00	-13.67	U
65726	AESES Tech Casual	0.00	430.29	0.00	430.29	0.00	-430.29	U
65900	Overhead	143.64	1,609.38	0.00	1,609.38	810.00	-799.38	24.6% U
	Subtotal	14,460.08	94,870.77	78,741.00	173,711.77	196,951.00	23,239.23	11.8% F
Student Wages								
66050	PT Student Grader/Marker	0.00	2,378.13	0.00	2,378.13	0.00	-2,378.13	U
66051	PT Student Teaching Asst	1,781.24	2,453.67	39.00	2,492.67	10,200.00	7,707.33	75.6% F
66200	FT Student Support Cas Bach	0.00	0.00	0.00	0.00	0.00	0.00	U
66203	FT Student Support Cas Mast	20.48	928.01	0.00	928.01	0.00	-928.01	U
66204	EE Student Support Cas Mast	628.75	339.33	4,466.00	761.33	0.00	-354.33	U
	Subtotal	2,325.49	6,497.13	53.00	6,550.13	10,200.00	3,649.87	35.8% F
Benefits								
68000	Employment Insurance	370.59	7,349.99	8,010.00	15,359.99	0.00	-15,359.99	U
68001	Canada Pension Plan	842.07	16,392.84	16,920.00	33,312.84	0.00	-33,312.84	U
68010	Pension 1993	6,964.16	47,215.50	36,736.00	83,951.50	0.00	-83,951.50	U
68020	Dental	981.40	6,285.60	5,103.00	11,388.60	0.00	-11,388.60	U
68030	Spending account	702.72	4,670.45	3,671.00	6,341.45	0.00	-6,341.45	U
68040	GWL Supp Health	415.00	2,734.87	2,145.00	4,879.87	0.00	-4,879.87	U
68041	GWL Group Insurance	215.48	1,495.99	1,121.00	2,616.99	0.00	-2,616.99	U
68042	GWL Disability Insurance	990.28	7,057.93	4,874.00	11,931.93	0.00	-11,931.93	U
68050	Workers Compensation	280.00	2,235.42	1,583.00	3,818.42	0.00	-3,818.42	U
68070	Campus Development Initiativ.	1,665.64	11,209.34	8,130.29	19,339.63	0.00	-19,339.63	U
68080	Combined Benefits	0.00	0.00	0.00	0.00	176,866.00	176,866.00	100% F
68100	Misc A/R/O	1.88	32.88	0.00	32.88	0.00	-32.88	U
	Subtotal	13,435.22	106,700.01	88,293.29	194,993.30	176,866.00	-18,127.30	10.2% U

Return To Menu | Save As...


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Additional Functions

Beyond the reports & functions we have looked at today in FAST you can:

- Hide report columns, group data and change how information is sorted on demand
- Go back to reports you ran during a session using the Return to Report function
- Save your reports - using the **Pinned Reports** function
- **Email** a report directly from FAST to a colleague
- Set up a **Personal Dashboard** with your custom reports & graphs for quick access

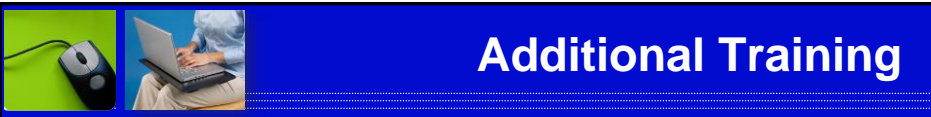
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Session Summary

- 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...
 - Access depends on what you require
 - There are multiple reports available and you can change the views to create the desired report
 - Filter options help you get to the information you need
 - Export any report

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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
 - EPIC Contracts

How many certificates can you achieve?


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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
 - **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

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Questions



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Thank you!

