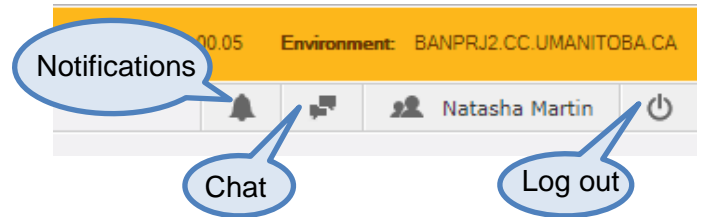


New Features and Functions in FAST!

New features and functions that have been added in the latest update to FAST. Some of these include more options for sorting, customizing and interacting in the system. Let's take a look at some of the highlights of these changes!

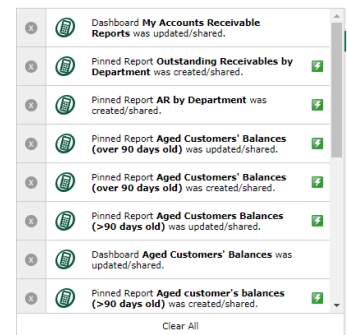
New Icons and Functions

From the FAST homepage, you will notice a few new and different icons.



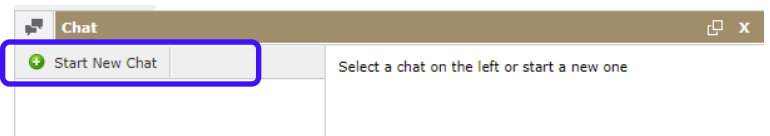
Notifications

Receive notifications directly in the system! Be alerted to any grouped pinned reports created by Financial Services, Budget Transfers or External Invoices sent for approval. Click on the icon to be shown all alerts that you have received. This feature will be visible throughout your navigation in FAST.



Chat

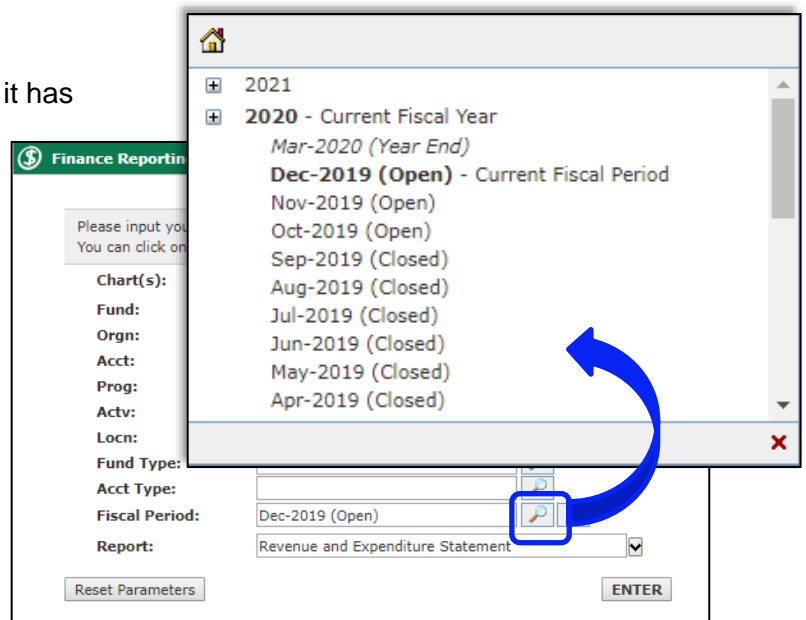
Chat with others in the system! Click on the Chat icon to open a window where you can select Start New Chat and choose an individual.



Fiscal Period

An exciting change with Fiscal Period is that it has been reorganized by Fiscal Year. Now you can choose your Fiscal Year then expand it to select the month you wish to run the report on.

By default, the current Fiscal Year will be expanded for immediate selection.



Additonal Filter Options

More options are now available in the Filter Options tab! You can make further changes to your reports to get them to display just as you need.

Suppress \$0 lines

Click on the checkbox for **Suppress \$0 Lines** to exclude lines from your report where zero dollar values would be displayed. By doing this you will be left with a concise report of elements only containing transactions!

Suppress \$0 Lines?

Acct	Title	Met									
Travel & Conferences											
700BGT	Travel - Budget		0.00	0.00	0.00	0.00	40,500.00	40,500.00	100%	F	
701BGT	Hospitality - Budget		0.00	0.00	0.00	0.00	2,200.00	2,200.00	100%	F	
713001	Airfare - Domestic		1,746.56	1,746.56	0.00	1,746.56	0.00	-1,746.56		U	
713101	Accom - Domestic (Excl Local)		2,019.34	2,019.34	0.00	2,019.34	0.00	-2,019.34		U	
713201	Meals/PDiem - Domestic (Excl ...		73.07	73.07	0.00	73.07	0.00	-73.07		U	
713301	Meals/receipts - Domestic (Excl...		165.46	165.46	0.00	165.46	0.00	-165.46		U	
713400	Mileage - Local (Winnipeg)		18.38	18.38	0.00	18.38	0.00	-18.38		U	
713500	Parking - Local (Winnipeg)		11.69	11.69	0.00	11.69	0.00	-11.69		U	
713701	Conf Registr - Domestic (Excl ...		306.88	306.88	0.00	306.88	0.00	-306.88		U	
713702	Conf Registr - Foreign		0.00	0.00	229.33	229.33	0.00	-229.33		U	
713800	Taxis - Local (Winnipeg)		24.36	24.36	0.00	24.36	0.00	-24.36		U	
713801	Taxis - Domestic (Excl Local)		246.41	246.41	0.00	246.41	0.00	-246.41		U	
Subtotal			4,612.15	4,612.15	229.33	4,841.48	42,700.00	37,858.52	88.7%	F	

Suppress Hyperlinks

Want to remove those hyperlinks from the report? Click on the **Suppress Hyperlinks** checkbox available in the reports *Current Year Actuals by Position* and *Current Year Budget by Position* to no longer have the totals hyperlinked.

Suppress Hyperlinks?

	April	May	June	July	August	September	October
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4,132.75	8,266.48	5,510.97	5,511.00	5,511.00	5,511.00	5,511.00
	5,422.75	10,844.70	7,229.78	7,229.79	7,229.80	7,229.80	7,229.80
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9,308.04	18,615.29	12,410.20	12,410.20	12,410.18	12,410.19	12,410.19
	8,274.70	16,796.70	11,197.79	11,197.80	11,197.80	11,197.79	11,197.80
	7,257.75	14,870.60	10,032.20	10,032.20	10,032.20	10,032.20	10,032.20

Subtotal By

Specify what you want subtotaled in your report! In the same reports mentioned above, you have a choice with the new filter option **Subtotal By**. Click in the field to select which subtotal, if any, you would like displayed in your report.

Subtotal By

Nothing (no subtotals)

Account Code

Employee

Position

Quick Access to Filters

You can right click on a value in a report to be provided options for applying a custom filter for the value selected or the column.

Acct Name	Tran Date ↔	Actv Date	User ID	Document
Other Postage	30-09-2019	03-10-2019	ADPCFM	PS000242
Consulting Fees	30-09-2019	03-10-2019	ADPCFM	J0455431
Consulting Fees	30-09-2019	03-10-2019	ADPCFM	J0455431
Printing				1999599
Printing				1999599
Office Consum				1999530
Office Consum				1999530
Water Coffee				J0454949
Water Coffee Drinks	30-09-2019	30-09-2019	ADPCFM	J0454949
Water Coffee Drinks	30-09-2019	30-09-2019	ADPCFM	J0454949

New to Advanced Options

There are even more options available for customizing your reports with this newest version of FAST.

Column Titles and Alignment

One of these exciting new features is the ability to change the title of your columns and choose an alignment for it.

Grid Options

Display	Column Name		Alignment Override
<input type="checkbox"/>	Change your Title	✖	Centre
<input checked="" type="checkbox"/>	Title	✎	
<input checked="" type="checkbox"/>	May-2019 Month Actual	✎	
<input checked="" type="checkbox"/>	May-2019 YTD Actual	✎	
<input checked="" type="checkbox"/>	O/S Commitments	✎	
<input checked="" type="checkbox"/>	YTD Total Activity	✎	
<input checked="" type="checkbox"/>	YTD Fiscal Budget	✎	
<input checked="" type="checkbox"/>	Budget Available	✎	
<input checked="" type="checkbox"/>	Budget Fav/Unfav	✎	

Use the **pencil icon** to edit the field.

Once you navigate away from the report, it will return to the default format. So remember to pin your customized reports to run them in the same format later!

Tabulation Report

Cross Tab was a feature that was only available in one report but now is an option in *Transaction Details*. You can create a tabulation report with your choice of column headings, data, format, calculation, and column alignment.

Create Column Headings from: Acct

Populate with: Amount

Use Format: NUMBER, 2 DECIMALS

Default Width: 75 (Default)

Calculate as: Sum

Column Alignment: Right

Select the data to populate

Select the tabulation column headings

Specify how to tabulate the data

Select the width of the cross tab columns

Choose the format

Select the alignment

Subtotaling Fields

In the report *This Month – Budget Changes* you have the ability to choose fields to subtotal. Also, you can select the option to display a record count of those subtotals.

Subtotaling Fields		Display Record Count
Field 1:	Acct	<input checked="" type="checkbox"/>
Field 2:		<input checked="" type="checkbox"/>
Field 3:		<input checked="" type="checkbox"/>

For instance, you can select the field Fund and execute the report to have a count on how many budget changes went through as well as the total amount for each Fund.

Expand subtotal for details.

Fund	Batch ID	Fund	Fiscal	Base
▲ 110000 (1 records)				
	BT088188	110000	35,000.00	0.00
Total 110000			35,000.00	0.00
▶ 129536 (2 records)			2,749.00	0.00
▶ 321690 (2 records)			0.00	0.00
▶ 321725 (2 records)			0.00	0.00
▶ 321862 (2 records)			0.00	0.00

Pinned Reports

There are a couple new options and features for pinned reports.

When creating a graph then pinning the report, the graph will be displayed by default each time your pinned report is executed.

Additional options will be available from the window that appears when updating or pinning a new report:

- Export File Name – give the exported file a different name than the report.
- Make Pinned Report Available in Menu – access your pinned report through the Operating Statement menu as well as your pinned report tab.

Save As... X

Report Name Expenses	Description (Optional) Revenue and Expenditure	Display on Export <input type="checkbox"/>
<input checked="" type="checkbox"/> Make Graph Available on Dashboard	Export File Name (Override) - report name is used by default Expenses for 571000	
<input type="checkbox"/> Make Grid Available on Dashboard		
<input type="checkbox"/> Make Pinned Report Available in Menu		

X Cancel Save

Click the **checkbox** to access the report from the Operating Statement menu.

Give the exported file a different name than the report.

If you choose to make your pinned report available in the Operating Statement menu, it will be located under the category of the report type:

