

Using FAST to self-identify your over spent FOPs instead of relying on the O/E report from Central Admin.

Budget Checking

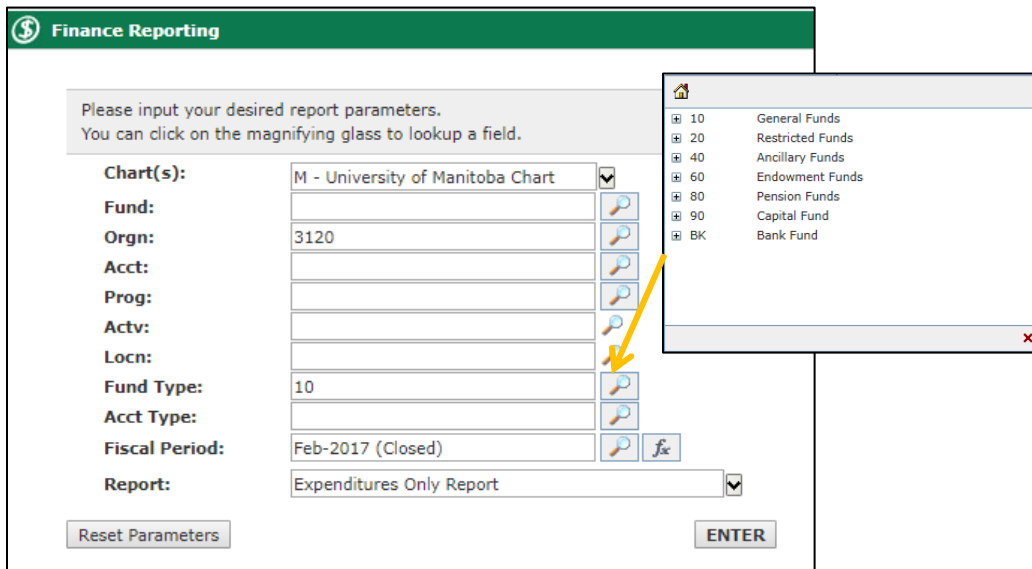
- At the Expenditure FOP level
- Checks whether you have sufficient budget to support expenditures
- NO Available Budget → transaction is sent to the NSF Queue

Expenditures Only Report

- Select Expenditures Only Report because Budget Checking is at the expenditure FOP level of detail.

E.g. 110000-3XXXXX-1100

- Depending on your level of Fund /Orgn security, you may want to put in your Faculty/Unit Organization code
- Choose a Fund Type to narrow your query. **Fund Type 10 includes all operating Funds.** If you were doing this for Research Funds, you would select Fund Type 30 which falls under Fund Type 20 (restricted funds).



Finance Reporting

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: 3120
Acct:
Prog:
Actv:
Locn:
Fund Type: 10
Acct Type:
Fiscal Period: Feb-2017 (Closed)
Report: Expenditures Only Report

Reset Parameters ENTER

10	General Funds
20	Restricted Funds
40	Ancillary Funds
60	Endowment Funds
80	Pension Funds
90	Capital Fund
BK	Bank Fund

- Change the report to view by **Program**

Finance Reporting > Summary by Hierarchy > Current Year (Data as of 25-06-2018 04:31:39 AM)

Filter Options | Advanced Options | Report Results | Help | + More

Current Year | Period: Feb-2018 (Open) | By: Fund | Budget: YTD Fiscal Budget | Display: 0.00

Chart = M | Orgn = 3120 Agricultural & Food Sciences | Acct Type = 60:90

Predecessor	Predecessor Title	Fund	Title	Feb-2018 Month Actual	Feb-2018 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
		110	Unrestricted	-652.89	-3,126,715.09	-1,880,720.57	-5,007,435.66	-5,915,436.00	908,000.34	15.3% F
		120	Internally Restricted	-717.08	-768,610.59	-374,952.81	-1,143,563.40	-813,382.00	-330,181.40	40.6% U
				-1,369.97	-3,895,325.68	-2,255,673.38	-6,150,999.06	-6,728,818.00	577,818.94	8.6% F

Select level 5 to expand the view of the program code in the report.

Finance Reporting > Summary by Hierarchy > Current Year

Filter Options | Advanced Options | Report Results | Help | + More

Current Year | Period: Feb-2018 (Open) | By: Fund

Chart = M | Orgn = 3120 Agricultural & Food Sciences | Acct Type = 60:90

5

Predecessor	Predecessor Title	Prog	Title
		0	Revenue
		1	Operating
		2	Sponsored

This view displays where you might have Program errors.

For example, we have queried the Expenditures Only Report for all Operating Funds, but yet we have transactions coded to the **Sponsored Research Expense Program 2000** which is reserved for Research Funds.

Finance Reporting > Summary by Hierarchy > Current Year (Data as of 25-06-2018 04:31:39 AM)

Filter Options | Advanced Options | Report Results | Help | + More

Current Year | Period: Feb-2018 (Open) | By: Prog | Budget: YTD Fiscal Budget | Display: 0.00

5 | Chart = M | Orgn = 3120 Agricultural & Food Sciences | Fund Type = 10 General Funds | Acct Type = 60:90

Predecessor	Predecessor Title	Prog	Title	Feb-2018 Month Actual	Feb-2018 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
0000	Revenue (Non-Tuition)	0000	Revenue (Non-Tuition)	0.00	500.00	0.00	500.00	500.00	0.00	
1100	Academic - General Expenses	1100	Academic - General Expenses	-1,369.97	-3,895,437.03	-2,255,673.38	-6,151,110.41	-6,729,318.00	578,207.59	8.6% F
2000	Sponsored Research Expenses	2000	Sponsored Research Expenses	0.00	-388.65	0.00	-388.65	0.00	-388.65	U
				-1,369.97	-3,895,325.68	-2,255,673.38	-6,150,999.06	-6,728,818.00	577,818.94	8.6% F

Drill into the improper Program Code to investigate and correct.

Finance Reporting > Transaction Detail > FOAPAL Lookup (Actuals) (Data as of 25-06-2018 04:31:39 AM)

Filter Options | Report Results | Help | + More

Chart = M | Fund = 110000 General Operating Allocation | Orgn = 312100 Agribusiness/Agricult. Economics | Acct = 710902 Annual Licence Fees | Prog = 2000 Sponsored Research Expenses

Row #	Fund	Orgn	Acct	Prog	Actv	Locn	Acct Name	Tran Date	Actv Date	User ID	Document	Description	Document Text	PO #	Inv./Ref. #	Chk. #	Date Cashed	Amount
1	110000	312100	710902	2000			Annual Licence Fees	19-10-2017	19-10-2017	HAMELM	10398506	SAS - N. Nitafan - LABS						200.00

To get a listing of the over spent FOPS that have been coded to your correct Program, drill down into your actual Program code.

In this example, the Program code for this Faculty is **1100** Academic General Expenses.

Finance Reporting Summary by FOAPAL Current Year (Data as of 25-06-2018 04:31:39 AM)

Filter Options Report Results Help + More

Current Year Period Feb-2018 (Open) By Fund - Orgn Budget YTD Fiscal Budget Display 0.00

Chart = M | Orgn = 3120 Agricultural & Food Sciences | Prog = 2000 Sponsored Research Expenses | Fund Type = 10 General Funds | Acct Type = 60:90

Orgn	Title	Feb-2018 Month Actual	Feb-2018 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
110000 - General Operating Allocation								
312100	Agnibusiness/Agricult. Econom...	0.00	-200.00	0.00	-200.00	0.00	-200.00	U
312200	Animal Science	0.00	-188.65	0.00	-188.65	0.00	-188.65	U
Subtotal 110000		0.00	-388.65	0.00	-388.65	0.00	-388.65	0% U
Total		0.00	-388.65	0.00	-388.65	0.00	-388.65	0% U

- By drilling into the Program code, FAST displays the available balance for each Expenditure FOP combination.

Finance Reporting Summary by FOAPAL Current Year (Data as of 30-07-2018 03:54:09 AM)

Filter Options Report Results Help + More

Current Year Period Feb-2018 (Open) By Fund - Orgn Budget YTD Fiscal Budget Display 0.00

Chart = M | Orgn = 3120 Agricultural & Food Sciences | Prog = 1100 Academic - General Expenses | Fund Type = 10 General Funds | Acct Type = 60:90

Orgn	Title	Feb-2018 Month Actual	Feb-2018 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
110000 - General Operating Allocation								
312000		-468,406.68	-269,641.97	-738,048.65	-820,102.00	82,053.35	10% F	
312001		-192.00	0.00	-192.00	-192.00	0.00		
312002		-23,977.32	-12,136.42	-36,113.74	-273,916.00	237,802.26	86.8% F	
312006		-8,483.90	-1,194.17	-9,678.07	-417,618.00	407,939.93	97.7% F	
312007		-120.60	0.00	-120.60	-5,904.00	5,783.40	98% F	
312100		-1,038,492.75	-651,659.39	-1,690,152.14	-1,751,840.00	61,687.86	3.5% F	
312200		-1,351,789.85	-790,770.69	-2,142,560.54	-2,237,265.00	94,704.46	4.2% F	
312201		-97,396.61	-58,116.62	-155,513.23	-192,029.00	36,515.77	19% F	
312202		-37,528.53	-15,559.39	-53,087.92	-52,005.00	-1,082.92	2.1% U	
312203		-23,618.87	-15,220.50	-38,839.46	-63,537.00	24,697.54	38.9% F	
312204		-40,695.63	-27,638.41	-68,334.04	-101,528.00	33,193.96	32.7% F	
312205		-36,123.70	-38,782.92	-74,906.62	0.00	-74,906.62	U	
Total		-3,126,826.44	-1,880,720.57	-5,007,547.01	-5,915,936.00	908,388.99	15.4% F	

Use this view to quickly spot over spent FOPs.

F = Favourable

U = Unfavourable

- In order to produce a listing of your over spent FOPS, you can **Download** the report into Microsoft Excel.

The screenshot shows the 'Finance Reporting Summary by FOAPAL' interface. The table below displays budget data for various organizational units (Orgn) and titles. A text box with an arrow points to the Excel icon in the bottom right corner of the interface.

Orgn	Title	Feb-2018 Month Actual	Feb-2018 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
110000 - General Operating Allocation								
312000	Deans Office Ag	-255.50	-468,406.68	-269,641.97	-738,048.65	-820,102.00	82,053.35	10% F
312001	General Faculty Ag	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
312002	Agriculture Faculty Fees	0.00	0.00	0.00	0.00	0.00	237,802.26	86.8% F
312006	Agriculture Faculty Recruitment	0.00	0.00	0.00	0.00	0.00	407,939.93	97.7% F
312007	Agriculture Computer Lab	0.00	0.00	0.00	0.00	0.00	5,783.40	98% F
312100	Agribusiness/Agricult. Econom...	0.00	0.00	0.00	0.00	0.00	61,687.86	3.5% F
312200	Animal Science	-397.00	0.00	0.00	0.00	0.00	94,704.46	4.2% F
312201	Farm Management	0.00	0.00	0.00	0.00	0.00	36,515.77	19% F
312202	Farm Mgmt Dairy Unit	0.00	0.00	0.00	0.00	0.00	-1,082.92	2.1% U
312203	Farm Mgmt Swine Unit	0.00	-23,618.87	-15,220.59	-38,839.46	-63,537.00	24,597.54	38.9% F
312204	Farm Mgmt Poultry Unit	0.00	-40,695.63	-27,638.41	-68,334.04	-101,528.00	33,193.96	32.7% F
312205	Animal Sci Default Rsrch Sala...	0.00	-36,123.70	-38,782.92	-74,906.62	0.00	-74,906.62	U
Subtotal 110000		-652.89	-3,126,826.44	-1,880,720.57	-5,007,547.01	-5,159,936.00	908,388.99	15.4% F

The dialog box at the bottom asks: "Do you want to open or save SUMM_CurrentYear_30-07-2018_01-38-41_PM.xls (14.5 KB) from fasnext.ad.umanitoba.ca?" with buttons for "Open", "Save", and "Cancel".

- Once the file is in Excel, use tools such as sorting or filtering to isolate the over expended FOPs from the ones with favourable balances.