University of Regina

FAST
Finance Reporting
# Table of Contents

## Chapter 1  Getting Started

A. Logging on/off ................................................................. 5  
B. Navigation ........................................................................ 5  

## Chapter 2  FAST Home Pages

A. Access Finance Reporting .................................................. 7  
B. Finance Reporting Home Page ........................................... 7  
a. Hamburger Icon .................................................................. 7  
b. Home .................................................................................. 7  
c. Application Info ................................................................. 8  
d. Dashboard (see Chapter 8) ................................................. 8  
e. Pinned Reports (see Chapter 5) ......................................... 8  
f. Training Videos (see Chapter 9) ........................................ 8  
g. My Schedule (see Chapter 5) ............................................ 8  

## Chapter 3  General Operating

A. Finance Report/Operating Statement .................................. 9  
B. Understanding the Operating Statement .............................. 11  

## Chapter 4  Reports

A. Standard Reports ............................................................... 12  
B. User Defined Reports ........................................................ 14  
C. Document Type Query ..................................................... 15  
D. Document Number Search ................................................ 15  
E. Invoice Query Report ......................................................... 16  
F. My Outstanding Purchase Orders and Requisition Report ...... 16  
G. Help Tab ............................................................................ 16  
H. More Tab ........................................................................... 16  
I. Advanced Options Tab ....................................................... 16  

## Chapter 5  Pinned and Scheduled Reports

A. Pinned Reports ..................................................................... 17  
B. Virtual Columns .................................................................. 18  
C. Scheduled Reports .............................................................. 19  

## Chapter 6  Exporting Reports

A. Exporting Reports to Excel .................................................. 20  
B. Exporting Reports to PDF .................................................... 20  
C. Exporting Reports to CSV ................................................... 20  

## Chapter 7  Creating Graphs

A. Available Graph Types ........................................................ 22  

## Chapter 8  The Dashboard

............................................................................................. 23
Chapter 1  Getting Started

The Fast Administration Support Tool (FAST) is a web based reporting package that reports on information stored in the BANNER system. Reports can be run based on various criteria decided by the user.

A.  Logging on/off

   To log on:
   1. Go to www.uregina.ca/faculty-staff/
   2. Select FAST from the list of Log in pages.
   3. Enter your @uregina.ca username and password.
   4. Click Login.

   To logout:
   1. Select the Logout button in the top right corner.

   Note: After logging out, click the University of Regina logo to log in again.

B.  Navigation

   • Click on anything blue to get more information.
   • PDF or export information to Excel or a CSV by clicking the link at the bottom of each page.
   • Do not use the ‘Back’ button on the browser. Use the links provided on the page.
   • Return to the FAST Home Page by clicking the Home button in the left-hand menu.
   • FAST is updated nightly from Banner’s production database; the data is one day old.
To specify how funds are displayed:
1. Open the display drop down menu in the top right hand corner.
2. Select the desired display format by clicking on the option and pressing the green checkmark or double clicking on the format option.
   - 0 – figures rounded to the nearest dollar
   - 0.00 – figures displayed to the cent
   - K – figures rounded to the nearest thousand

To return to the previous report:
1. Select the Return to button at the top of the page.

To open a report generated during the current session:
1. Select the report from the Return to Report drop down menu.

To lock a tab as the home screen:
Users are able to make any of the tabs in the menu their homescreen.
1. Login to FAST.
2. Click the lock icon next to whichever tab will be the new homepage.

To change the locked home screen:
1. Click on the lock icon to unlock the homescreen.
2. Click the lock icon on whichever tab will be the new homepage.
Chapter 2  FAST Home Pages

Once you login, the FAST Home Page will open. Each application will also have a Home Page with the tabs below. However, most users will only have access to the Finance reporting module.

A.  Access Finance Reporting

To access Finance Reporting:

1. Select Finance Reporting from the side menu pane.

![Image of FAST Home Page]

**Note:** Each application in FAST has its own Home Page. The landing Home Page when you login to FAST is **NOT** the Home Page for Finance Reporting. To access the Finance Reporting Home Page, you must open the Finance Reporting Module. To access the Home Page for other modules, you must open the Module first.

Some users may have access to FAST Accounts Receivable in addition to FAST Finance Reporting. For training in FAST Accounts Receivable, please contact Matthew Murray - External Accounts Receivable Clerk, Financial Services.

B.  Finance Reporting Home Page

a. Hamburger Icon

Click the hamburger icon to minimize the menu options. When clicked, only the icons will be visible. Click the hamburger icon and the menu will be fully opened.

b. Home

Click Home to return to the FAST homepage.
c. Application Info

F – Fund
O – Organization Code
A – Account Code
P – Program Code
A – Activity Code
L – Location

Fund Fin Mgr: Selects data for the funds controlled by a specific manager.

d. Dashboard (see Chapter 8)

The dashboard allows users to develop customized grids and graphs from selected reports.

e. Pinned Reports (see Chapter 5)

Commonly used reports can be saved here for easy access in the future.

f. Training Videos (see Chapter 9)

Training videos by Millenium are available through FAST.

g. My Schedule (see Chapter 5)

FAST now allows users to automate pinned reports. Users can have reports run automatically and email a copy to the user on a set schedule. My Schedule allows the user to see the reports that will be run during the week or month.
Chapter 3  General Operating

A. Finance Report/Operating Statement

The finance report provides an overview of the FOAPAL budget and what expenses have been charged to the account.

- If it is a main roll-up org, information for each org that rolls up into that main org is displayed.
- The Orgn Level may be changed to summarize information but it is recommended to continue to drill down to the listing by account codes.
- The default report is the Operating Statement.

Note: Fund can be expanded up to 5 levels, Orgn up to 8 levels, Acct up to 4 levels and Prog up to 5 levels. Actv and Locn codes cannot be expanded.

To look up a fund:
1. Select the fiscal period – the default is the current period.
2. Press Enter to see all the funds you have access to.

To look up a specific fund, organization or account:
1. Enter the Org code into the Orgn field.
2. If you know the Acct, Prog, Actv, Locn, Fund Type and Acct Type, enter the information into the appropriate fields.
3. Select the fiscal period.
4. Select the type of report.
5. Press Enter.

OR
1. Press the magnifying glass icon beside the Orgn field.
2. Select the checkbox for the Org Code (multiple Org Codes can be selected). Press the green checkmark at the bottom of the menu.
3. Select the fiscal period.
4. Select the type of report.
5. Press Enter.
Dynamic Fiscal Selection:
The fiscal period has a dynamic selection option. By using the dynamic selection, the report will always update as per the users choice. This is an important feature if you are going to save your report (see Pinned Reports).

Commonly used Dynamic Fiscal Selection queries are:
- Current Fiscal Year/Current Period – shows amounts as of the previous day
- Current Fiscal Year/Last Period – shows amounts as of the last month
- Current Fiscal Year/Q1 – Q4 – shows amounts as of the last day of the chosen quarter

Using the wildcard search function:
- Like Banner, the percentage symbol can be used as a wildcard value. For example, to search for an Org code that begins with the number 3 can be entered as:

```
Orgn: 3%
```

Using the range search function:
- To search for a range of information, the colon symbol can be used. For example, a search for all funds between 120000 and 130000 can be entered as:

```
Fund: 120000:130000
```

Using the list search function:
- To list information on specific accounts, the comma symbol can be used. For example, a search for information on the accounts of 6242, 624201, 624202 and 624203 can be entered as:

```
Acct: 6242,624201,624202,624203
```

To see information for a prior month/year:
1. Change to the desired time period from the Fiscal Period dropdown menu.

To see information for the current fiscal year/period:
1. Leave the fiscal period on the current period or choose another period from the dynamic fiscal period selector.

To access detailed FOAPAL information:
1. Once you have accessed the Orgn account, high level account details will be visible.
2. To access further information, drill down on anything blue.
3. Continue to drill down to see transaction details for the account.

Customization Tips
- To rearrange columns, click on the column heading and drag it to the desired location.
- To filter, sort or hide a column, left click on the column heading and select the desired option.
B. Understanding the Operating Statement

- The current available budget for a FOAPAL is the dollar amount in the Budget Available column, Total Revenues Less Expenses and Transfers row.
- For specific accounts, the budget available is the dollar amount of the Budget Available column for the specific account.
- Anything in blue can be clicked on to see more information.

<table>
<thead>
<tr>
<th>Acct</th>
<th>Title</th>
<th>Jan-2019 Month Actual</th>
<th>Jan-2019 YTD Actual</th>
<th>O/S Commitments</th>
<th>YTD Total Activity</th>
<th>Annual Adjusted Budget</th>
<th>Budget Available</th>
<th>Budget Fav/Unf</th>
</tr>
</thead>
<tbody>
<tr>
<td>6013</td>
<td>Co op Students</td>
<td>0</td>
<td>0</td>
<td>10,592</td>
<td>10,592</td>
<td>0</td>
<td>-10,592</td>
<td>U</td>
</tr>
<tr>
<td>6031</td>
<td>Admin Technical Staff</td>
<td>0</td>
<td>112,150</td>
<td>76,497</td>
<td>208,647</td>
<td>219,339</td>
<td>228,887</td>
<td>20,240</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>0</td>
<td>132,150</td>
<td>87,497</td>
<td>219,339</td>
<td>219,339</td>
<td>228,887</td>
<td>9,648</td>
</tr>
<tr>
<td>6080</td>
<td>Benefits</td>
<td>0</td>
<td>23,614</td>
<td>23,614</td>
<td>47,196</td>
<td>49,396</td>
<td>2,202</td>
<td>4,5% F</td>
</tr>
<tr>
<td>6089</td>
<td>Benefits- Parental Leaves</td>
<td>0</td>
<td>3,896</td>
<td>3,896</td>
<td>3,896</td>
<td>0</td>
<td>0</td>
<td>U</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>0</td>
<td>27,510</td>
<td>23,382</td>
<td>47,196</td>
<td>49,396</td>
<td>2,202</td>
<td>4,5% F</td>
</tr>
<tr>
<td></td>
<td>Total Labour</td>
<td>0</td>
<td>175,680</td>
<td>110,872</td>
<td>270,333</td>
<td>282,181</td>
<td>11,808</td>
<td>4,2% F</td>
</tr>
</tbody>
</table>

- Non-Capital Expenditures
- 6102 General Materials & Supplies | 0 | 349 | 349 | 0 | -349 | U
- 6109 Food | 0 | 413 | 413 | 0 | -413 | U
- 6131 Printing & Duplicating | 0 | 214 | 214 | 0 | -214 | U
- 6151 Telephone Fax | 0 | 0 | 0 | 0 | 0 | U
- 6205 Computer Maintenance & Rep. | 0 | 106 | 106 | 0 | -106 | U
- 624201 Hotel | 0 | 1,019 | 1,019 | 0 | -1,019 | U
- 624202 Meals & per-diems (travel) | 0 | 124 | 124 | 0 | -124 | U
- 624303 Airfare | 0 | 596 | 596 | 0 | -596 | U
- 624204 Transportation and Parking | 0 | 14 | 14 | 0 | -14 | U
- 624205 Conference Fees (travel) | 0 | 559 | 559 | 0 | -559 | U
- POOL Miscellaneous Expenditures B. | 0 | 0 | 0 | 14,650 | 14,650 | 100% F
|      | Subtotal | 0 | 3,384 | 0 | 3,384 | 14,650 | 11,266 | 76.2% F |
|      | Total All Expenses | 77,351 | 1,032,227 | 466,608 | 1,901,838 | 1,824,511 | 232,875 | 17,3% F |
|      | Total Revenues Less Expenses and Transfers | -77,351 | -405,871 | -466,609 | -1,365,488 | -1,604,511 | 259,031 | 14.0% F |

A. Month Actual - Expenses incurred in the current month
B. Year to date (YTD) Actual - Expenses incurred since the beginning of the fiscal year (May) to the current month
C. O/S Commitments - Commitments for future expenses (Salary and purchase orders and requisitions not yet received will be in this column)
D. YTD Total Activity - Total of actual expenses and commitments for the budget year
E. Annual Adjusted Budget - Current years budget for that line item
F. Budget Available - Remaining budget available (budget less actual expenses)
G. Budget Fav/UnfPercentage amount over/under budget
Chapter 4  Reports

A.  Standard Reports

There are several report types already created in FAST to allow reports to be generated easily.

To use a standard report:

1.  Choose the category of report from the top menu bar.
2.  From the drop-down list, choose the report option.
3.  In the Filter Options tab, enter parameters by:
   •  If you know the parameter value, enter it directly by
     entering the value in the field and clicking on the green
     + button or Enter.
   •  Click the magnifying glass button below the parameter.
     From the drop down list, select all the items to be
     included in the report and press the green checkmark
     or double click.

   Note:  Click on the + sign to expand a group.

4.  To delete an item, select the parameter and press the red X next to the parameter box.
5.  Select Execute Report.

   Note:  To clear all the filter options, select the Clear Filter Options button.
To use a comparative report:
1. Open the Org code, and select the Comparative report from the dropdown menu.

   ![Comparative report image]

   The comparative report compares the current selected period to the previous periods for that time period.

To use a monthly, annual or quarterly trend report:
1. Open the Org code and select the trend report from the dropdown menu.

   ![Monthly trend report image]

To use a date range report:
1. Open the Org code and select the Date Range report from the dropdown menu.
2. In Fiscal Period From, select the beginning date.
3. In Fiscal Period To, select the end date for the report.

   ![Date range report image]
B. User Defined Reports

Users can create reports and customize them for the information needed. User defined reports are available for the Summary by Hierarchy, FOAPAL and Acct Detail Operating Statement reports.

To use a user defined report:

1. In the Application Info tab, click Operating Statement and hover over the Summary. Choose User Defined from the list.
2. On the Filter Options page, enter the parameters for your search. Press Execute Report.
3. Click + More and choose Advanced Options.
C. Document Type Query

The Document Type Query searches for receipt numbers, p-card numbers, work order numbers, journal entry numbers, etc.

To use a document type query:

1. In the Application Info tab, choose Document Type Query from the Report drop down menu and press Enter.
2. On the Filter Options page, enter the parameters for your search.
3. If you know the type of document, choose it from the document type list. If not, leave the document type blank and all documents will be searched.

Note: The different document codes can be viewed on the Financial Services Website (Employees/FAST/Document Codes) - http://www.uregina.ca/fs/employees/fast/document-codes.html

D. Document Number Search

To use the document number search report:

1. In the Application Info tab, choose Document Number Search from the Report drop down menu and press Enter.
2. On the Filter Options page, enter the information for your search into the Document Number field. Press the green circle with the positive sign. To remove a number from the list, select the red circle containing the x.
E. **Invoice Query Report**

The Invoice Query Report searches for an invoice through a variety of search parameters.

**To use an invoice query report:**

1. In the Application Info tab, choose Invoice Query from the Report drop down menu and press Enter.
2. On the Filter Options page, enter the information for your search. You can search by account, payee name or invoice number.
3. Enter the fiscal period (this information is required).
5. Drill down through the vendor and document details by clicking on the blue highlighted vendor and invoice numbers.
6. On the Line Items page, if there are attached documents, view them by clicking the View Documents button and selecting the invoice number.

F. **My Outstanding Purchase Orders and Requisition Report**

This report identifies outstanding purchase orders and requisitions. Requisition amounts that have been entered but not yet received can be seen in the O/S Commitments column of the Operating Statement.

**To use an outstanding purchase order and requisition report:**

1. In the Application Info tab, choose Outstanding Purchase Orders and Requisitions from the Report drop down menu and press Enter.

G. **Help Tab**

The Help tab provides information about how to use reporting pages.

H. **More Tab**

The More tab allows user to go directly to the pinned reports, advanced options, graphs and edit my tabs pages.

I. **Advanced Options Tab**

In the Advanced Options tab, users can customize their report by choosing which columns to display and how to sort the columns. To save adjustments, pin the report.
Chapter 5  Pinned and Scheduled Reports

A.  Pinned Reports

A pinned report saves the parameters of a report so the same report can be re-generated without entering the parameters again. If it is a report that will be generated periodically, pinned reports can save time.

- My Favourite reports are pinned reports that have been made favourites.
- My Pinned Reports are your reports and only you can access them.
- Group Pinned Reports are shared with a specific Group and anyone within that Group can access them (ex. Finance may have some shared reports that only Finance employees can access).

To create a pinned report:
1. Once you have created a report, select the Save As button at the bottom of the page.
2. Enter a report name and description for the report.
3. Click Make Grid Available on Dashboard if you want to show it on the dashboard.
4. Select the Save button to save the report.

Note: When pinning reports, it is important to use the Dynamic Fiscal Selection. If you set a specific time frame (ex. March 2015), the report will always run for that time. If you set the time frame with the Dynamic Fiscal Selection, the report will run with the most up-to-date data for the selected time frame.

To view pinned reports:
1. Click on Pinned Reports in the left side menu.
2. Open My Pinned Reports.
3. Open the sub-category for the report.
4. To run the report, click the report name.

Note: You can email, create a PDF or Excel spreadsheet or delete the report by clicking on any of the icons.
To make a pinned report a favourite:
1. Click on Pinned Reports in the left side menu.
2. Open My Pinned Reports.
3. Open the sub-category for the report.
4. To run the report, click the report name.
5. Click the Star icon to make this report a favourite.

B. Virtual Columns

Virtual columns can be added to Pinned reports. Virtual columns allow users to calculate a desired result. For example, a user wants to calculate what Column A – Column B is for a report. They can create virtual Column C = Column A - Column B.

Virtual columns can be created by clicking the gear icon in a pinned report.

For help creating virtual columns, please contact Financial Services or refer to the FAST training videos.
C. Scheduled Reports

Scheduled reports can be run from any pinned report. A report that is run on a scheduled basis will automatically run on the set dates and send a copy (via email) to the user.

To set-up a scheduled report:
1. Click on Pinned Reports in the left side menu.
2. Open My Pinned Reports.
3. Open the sub-category for the report.
4. To run the report, click the report name.
6. At the bottom of the page, click Schedule.
7. Enter the schedule for the report to run.

![Scheduled Report Setup]

- **How often** - run the report daily, weekly, monthly or yearly.
- **Interval** - an interval of one means it will run each day/week/month or year. An interval of two will run biweekly or bimonthly.
- **Repeated on** - what day the report will run.
- **Starts on** - when the first report will run.
- **Ends** - when the report will end.
- **Type** - what type of report will be run.

To update a scheduled report:
1. Click on Pinned Reports in the left side menu.
2. Open My Pinned Reports.
3. Open the sub-category for the report.
4. To run the report, click the report name.
6. At the bottom of the page, click up arrow next to Schedule.
7. Enter the schedule for the report to run.
8. Click Schedule this report to be sent to me.
9. Update the schedule and press Save.

**Note:** To delete any scheduled items for the report, click Manage scheduled items for this report. Press the trash can beside any report to cancel that scheduled item. Users can also click on the My Schedule tab and remove scheduled reports directly from the calendar.
Chapter 6  Exporting Reports

A. Exporting Reports to Excel

Pages that display the Excel icon can be exported into an Excel spreadsheet allowing you to manipulate the information.

To export to Excel:
1. Select the Excel icon in the bottom right-hand corner.
2. When the file download dialog box appears, select Open to open the file or Save to save it to a specific location.

B. Exporting Reports to PDF

Pages that display the PDF icon can be exported to a PDF file. The PDF file is an easy way to email and print FAST reports.

To export to PDF:
1. Select the PDF icon in the bottom right-hand corner.
2. When the file download dialog box appears, select Open to open the file or Save to save it to a specific location.

C. Exporting Reports to CSV

Pages that display the CSV file can be exported as a Comma Separated File.

To export to CSV:
1. Select the CSV icon in the bottom right-hand corner.
2. When the file download dialog box appears, select Open to open the file or Save to save it to a specific location.
Chapter 7  Creating Graphs

For any report generated, a graph can be created to provide a visual image of the report.

To create a graph:
1. Open the report.
2. Open the + More tab and select the Graph option.
3. Format the Graph type, Graph title and X and Y axis.
4. Click Create Graph.

Note: When the Vertical Side by Side or Vertical Stacked graph type is selected, additional Y series can be added. When the Horizontal Side by Side or Horizontal Stacked graph type is selected, additional X series can be added.

To save a graph:
1. Select the Create a new pinned report or Update This Pinned Report.
2. Enter a report name and description for the report.
3. Click Make Graph Available on Dashboard.
4. Select the Save button to save the graph.

Note: When saving graphs, it is important to use the Fiscal period of “Current Fiscal Year/Current Period” time frame. If you set a specific time frame (ex. March 2015), the graph will always run for that time. If you set the time frame for Current Fiscal Year/Current Period, the graph will run with the most up-to-date data.
To access a saved graph:
1. Click on Pinned Reports in the left side menu.
2. Open My Pinned Reports.
3. Open the sub-category for the report.
4. To run the report, click the report name and press Execute Report.
5. Click on + More and choose Graph. The previously entered graphing parameters will still be entered.

A. Available Graph Types

Pie Graphs

Line Graph

Bar Graphs
Chapter 8  The Dashboard

The dashboard tab displays graphs and grids created from FAST reports. The graphs use data current to the previous business day.

There are multiple Dashboards: on the FAST Home Page and on each modules (ex. Financial Reporting) Home Page. All graphs can be displayed on the FAST Home Page Dashboard but only graphs for the Finance Reporting module will be displayed on the Finance Reporting Dashboard.

To add a dashboard:
1. Open the dashboard tab.
2. Click the Manage Dashboard button.
3. Select the + button.
4. Enter the name for your dashboard. Add a description if desired.
5. Press Save.

Note: Name your dashboard something meaningful. For example, if you have several different Orgs, name this dashboard for one of the Orgs and save all graphs related to that Org code to the that dashboard.

To add grids or graphs to the dashboard:
Before graphs appear on the dashboard, they must be individually added to the appropriate dashboard.
1. Open Finance Reporting and open the dashboard tab.
2. Choose the dashboard from the available dashboards.
3. Press Edit Design to add grids or graphs to the dashboard.
4. Drag the grid or graph from the list of available items into the dashboard.

Note: Private Graphs Available are graphs that you created and only you can access them.
To access a graph:

1. Open Finance Reporting and open the dashboard tab.
2. Choose the dashboard from the available dashboards.

Note: Graphs can be rearranged in the dashboard by dragging and dropping them in the desired position.
Chapter 9  Getting Help

Please submit any requests for assistance or actions for an IT issue, through a footprints ticket at http://www.uregina.ca/is/forms/ticket.html.

Millenium provides a large number of training videos which can be accessed through the Training Videos tabs. To access Finance-specific training videos, first open the Finance Reporting module and then choose the Training Videos tab.

Topics include:

- Introduction to Finance
- Fast Finance Intermediate
- Advanced Report Builder
- Transition Course
- Dashboards and Graphing
- Dynamic Selection Reporting
- Pinned Reports
- Query and Page Builder tutorial
- Financial Statement Editor

Note: Ignore the videos that begin with Admin.