

# FAST Finance Reporting How-To Sheets

## How do I find the operating statement for an index?

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### This how-to sheet outlines the steps required to:

- Find and view **operating statement data** for an index (e.g. a departmental budget, a research grant).

### This how-to sheet does not:

- Outline how to interpret financial data. [Interpreting the data found in reports is explained in other how-to sheets.](#)

### Definition of index:

- An [index](#) is a short code for the Fund and Organization (called 'Orgn' in FAST) portions of the FOAPAL accounting string.
- For example,
  - Departmental Index: 100000 498 becomes D498
  - Ancillary Index: 120000 621 becomes A621
  - Research Index: 315774 166 becomes 315774

### TIP:

- If you do not know which index you have access to, visit the [Financial Authority and Access Management \(FAAM\) Tool](#).

## STEPS

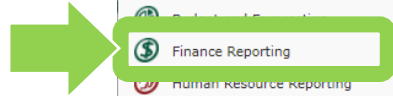
### 1. Log into FAST

The steps, to log into FAST and open the 'Finance Reporting' application, are outlined in the ['How do I log into the Finance Reporting application?' how-to sheet](#).

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2. From the FAST home screen, click on 'Finance Reporting', located in the menu on the left side of your screen.

**Note:** Depending on your role at Carleton, you may have fewer menu options.



**Carleton University**

Application Info Add New Alert

MyResearch

Pinned Reports

Training Videos

Accounts Receivable

Finance Reporting

Human Resource Reporting

Journal Vouchers

Purchasing Card

Research Administration

Site Administration

Student Reporting

You have logged in the **Carleton University FAST Portal**, a system that contains confidential and personal information of individuals.

This information should not be accessed or disclosed to anyone other than persons who are authorized to receive such information. When you are in doubt as to whether certain information is confidential or personal, no disclosure should be made without approval from management personnel. This policy of caution and discretion in handling information applies to both internal and external disclosure.

Every person having the ability to access such confidential and personal information, who, without written consent or authorization, knowingly accesses, uses, communicates or allows to be communicated the confidential and personal information (otherwise than as required or authorized by law, or in the course of duties in connection with their position) may be guilty of an offence and will be subject to disciplinary action up to and including immediate dismissal. Access, use or disclosure of such information can result in civil or criminal penalties, both for the individuals involved and Carleton University.

If you have questions or need assistance with a particular module, please look for the contact information on the Application Info tab of that

3. This is the Finance Reporting application's landing page.

There are two ways to build an operating statement report.

Let's begin with the quickest way to generate financial data for a given month.

**Tip:** Step 5 outlines how to choose additional report options.

Operating Statement Balance Sheet Additional Reports Financial Statements Queries Administration Help

Home

Finance Reporting

Add New Alert

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

Chart(s):  M - Carleton University Trial COA

Index:

Fund:

Orgn:

Acct:

Prog:

Actv:

Fund Type:

Acct Type:

Fiscal Period:

Report:

Reset Parameters

**?** If you prefer you can simply leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts.

Note: You can enter multiple values in any field by separating them with a comma. You can also enter a range in any field by separating the two values with a colon. You can also use the % character as a wildcard.

4a. **Quickest way to generate operating statement report**

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Type an index in the 'Index' field and press the 'Tab' key on your keyboard.

**Tip:** letter in index is not case sensitive

**Important!** Pressing the Tab key ensures that the system generates the report for correct index.

Once the system has filled in the 'Fund', 'Orgn', and 'Prog' fields, press the grey 'Enter' button.

**Tip:** The keyboard shortcut for the 'Enter' button is <Ctrl> + <Enter>.

**Finance Reporting**

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

Chart(s): M - Carleton University Trial COA

**Index:**

**Finance Reporting**

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

Chart(s):  M - Carleton University Trial COA

**Index:**

**Fund:**

**Orgn:**

**Acct:**

**Prog:**

**Actv:**

**Fund Type:**

**Acct Type:**

**Fiscal Period:**

**Report:**

4b. **Quickest way to generate an operating statement report**

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A 'Summary by Acct Detail' report will be generated.

**Tip:** Blue numbers indicate where you can drill down into transaction level data.

For example, to look at year to date actuals for 'Equip/Computer items <10,...' click on '4,600'.

Carleton University

Return to Report

Operating Statement Balance Sheet Additional Reports Help

**Finance Reporting** Summary by Acct Detail Current Year

Filter Options Report Results Help More

Current Year Period Sep-2021 (Open)

Chart = M Fund = 100000 Regular Operating Fund Orgn = 498 Finance Office Prog = 1300 Adm

Acct	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Sep-2021 Month Actual	Sep-2021 YTD Actual	O/S Commitments	YTD Total Activity	Budget Available	Budget Fav/Unfav
<b>Labor</b>									
611200	Administrative P/T Salaries	0	0	0	20,110	15,143	35,253	(35,253)	U
611205	Student P/T Salaries-Adminst...	0	0	0	3,181	0	3,181	(3,181)	U
620000	Internal FMP Labour Charges	200	200	0	0	0	0	200	100% F
	<b>Subtotal</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>23,291</b>	<b>15,143</b>	<b>38,434</b>	<b>(38,234)</b>	<b>0% U</b>
	<b>Total Labor</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>23,291</b>	<b>15,143</b>	<b>38,434</b>	<b>(38,234)</b>	<b>0% U</b>
<b>Direct Expenditures</b>									
710000	Office Supplies	4,000	4,000	0	4	45	50	3,950	98.8% F
710002	Subscriptions	0	0	0	0	1,430	1,430	(1,430)	U
710004	Software Supplies	0	0	0	9	0	9	(9)	U
711000	Photocopying Charges & Supp...	1,500	1,500	0	0	0	0	1,500	100% F
711001	Printing Costs & Supplies	2,000	2,000	0	0	0	0	2,000	100% F
712000	Long Distance Charges	300	300	0	0	0	0	300	100% F
712002	Postage Expense	300	300	0	0	0	0	300	100% F
712003	Courier & Freight Charges	200	200	0	0	0	0	200	100% F
713000	Telephone Equipment Rentals	3,060	3,060	0	212	0	212	2,848	93.1% F
713002	Pager/Cell Phone	2,950	2,950	0	162	0	162	2,788	94.5% F
713203	Software Maintenance	0	0	0	0	7,684	7,684	(7,684)	U
716310	Society Membership Fees	0	0	0	213	0	213	(213)	U
716400	General Advertising/Publicity	0	0	0	51	0	51	(51)	U
716800	Networking/Reception Expens...	2,000	2,000	0	0	391	391	1,609	80.4% F
717000	Staff Development Costs	5,674	5,674	0	0	0	0	5,674	100% F
717000	Travel - General Costs	15,000	15,000	38	0	9,333	10,155	4,845	32.3% F
717000	Equip/Computer items <10,...	4,250	4,250	0	4,600	29,855	34,454	(30,204)	710.7% U
717000	Furniture Purchases < \$10,000	0	0	0	0	280	280	(280)	U
717000	General Internal Cost Recover...	(46,600)	(46,600)	0	0	0	0	(46,600)	100% U
	<b>Subtotal</b>	<b>(5,366)</b>	<b>(5,366)</b>	<b>38</b>	<b>6,072</b>	<b>49,019</b>	<b>55,091</b>	<b>(60,457)</b>	<b>0% U</b>
	<b>Total Direct Expenditures</b>	<b>(5,366)</b>	<b>(5,366)</b>	<b>38</b>	<b>6,072</b>	<b>49,019</b>	<b>55,091</b>	<b>(60,457)</b>	<b>0% U</b>
	<b>Total All Expenses</b>	<b>(5,166)</b>	<b>(5,166)</b>	<b>38</b>	<b>29,364</b>	<b>64,162</b>	<b>93,526</b>	<b>(98,692)</b>	<b>0% U</b>
	<b>Total Revenues Less Expenses and Transfers</b>	<b>(5,166)</b>	<b>(5,166)</b>	<b>38</b>	<b>29,364</b>	<b>64,162</b>	<b>93,526</b>	<b>(98,692)</b>	<b>0% U</b>

4c. **Quickest way to generate an operating statement report**

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These are the transaction level details.

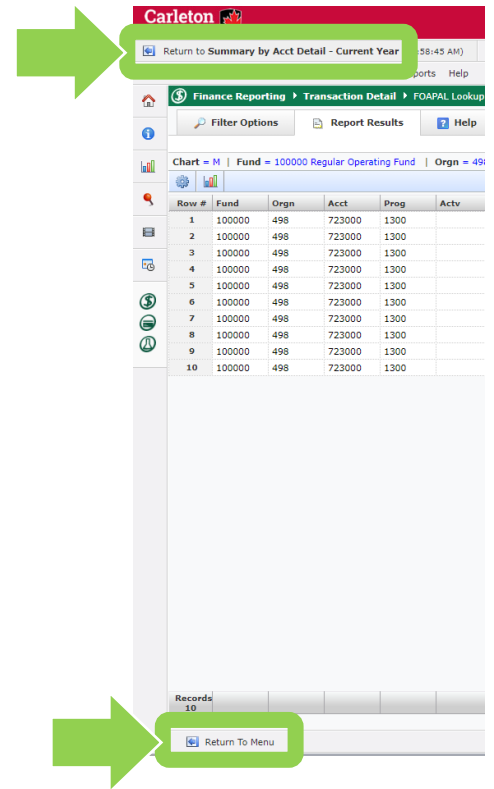
**To return to the previous screen:**

In this example, click on 'Return to Summary by Acct Detail – Current Year' in the upper left corner of your screen to return to the previous screen.

**To return to the Finance Reporting application landing page (i.e. step 3):**

Click on the 'Return to Menu' text in the bottom left corner of your screen.

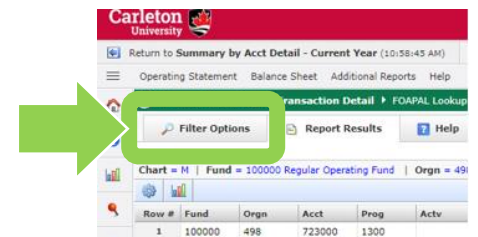
**Tip:** Do not use the browsers back button to return to a previous screen.



4d. **Quickest way to generate an operating statement report**

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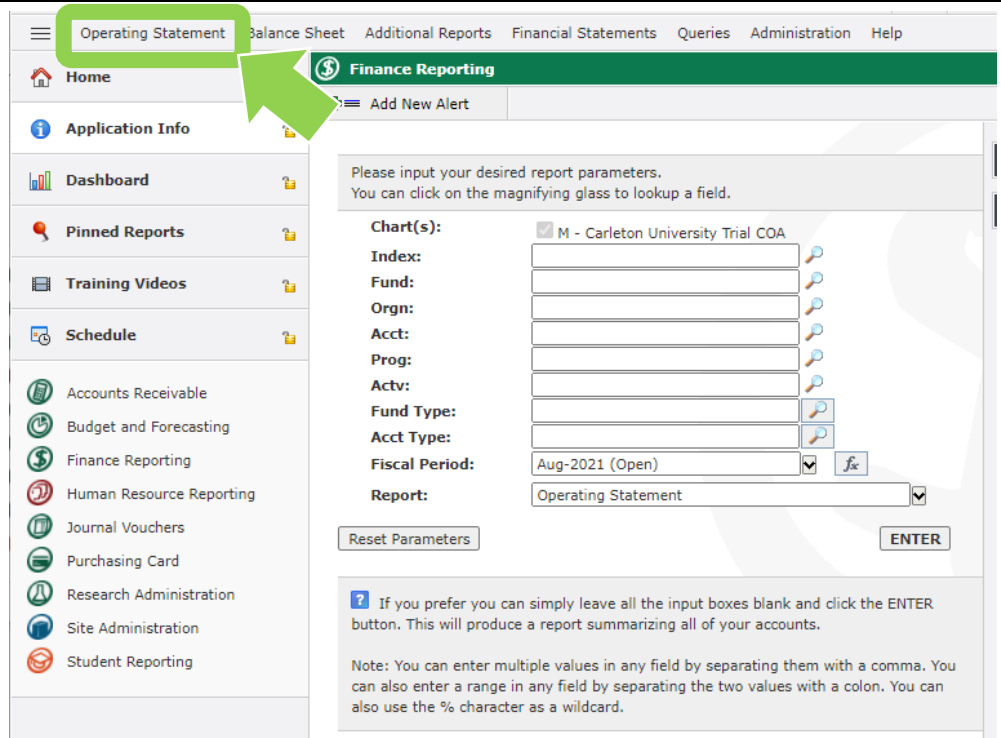
Additional filter options can be accessed on this screen by clicking on the 'Filter Options' tab (see step 5c).



5a. **Additional options for the operating statement report:**

This is the Finance Reporting application's landing page (i.e. step 3).

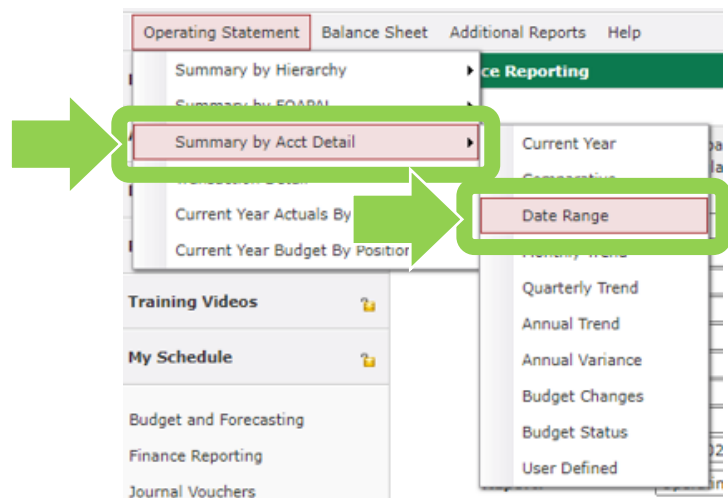
If, instead of generating the data found in step 4, you prefer to first choose specific report options, click on **'Operating Statement'** in the upper left-hand corner of the screen.



5b. **Additional options for the operating statement report:**

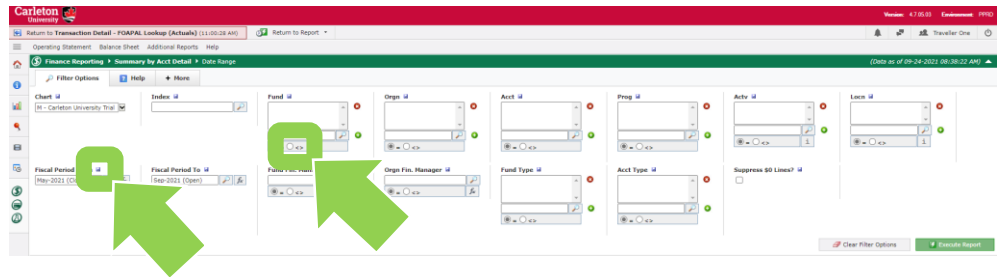
Choose **'Summary by Acct Detail'** from the drop-down list.

Choose an option from the second drop down list. For this example, we will choose **'Date Range'**, the most commonly used option.



5c. **Additional options for the operating statement report:**

Filter options allow you to choose the financial data that will be displayed within a report.



You can choose to include or exclude data:

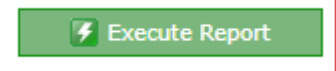
- To include data, enter parameters in one or more related fields (e.g. type D498 in the 'Index' field).
- To exclude data, enter a parameter in the related field and click on the radio button beside the '<>' symbol (e.g. exclude all salary accounts).

**Tip:** Click on the floppy disk icon to save a parameter for future searches.

5d. **Additional options for the operating statement report:**

Once you have included/excluded the parameters, click the green **'Execute Report'** button. A report will be generated, similar to one shown in step 4b.

**Tip:** The keyboard shortcut for clicking the green **'Execute Report'** button is **<Ctrl> plus <Enter>**.

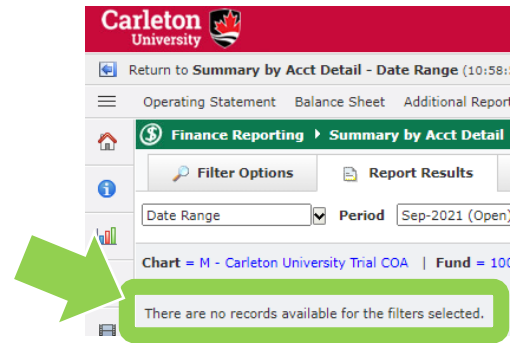


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6. If **'There are no records available for the filters selected.'** text appears on the 'Report Results' tab, this means:

- There is no data related for the report options you've chosen, and/or
- you do not have financial access to the selected index.

To review or to choose new report options, click on the **'Filter Options'** tab.



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#### What next?

- Visit the [FACTS' FAST Finance Reporting tools and support page](#) to find more how-to sheets.
  - Questions about the system? Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca)
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