

The FAST Finance Reporting Application has an Updated User Interface

The updated FAST Finance Reporting application is now available. The updated version of the application is called 'Finance Reporting'.

You will continue to see both 'Finance Classic Reporting' and 'Finance Reporting' in your FAST menu until it disappears from the menu in the next fiscal year. Until that time you may choose to use either version of the application. **The data in both versions will be identical**, however, FAST Classic Reporting may have limited or degraded functionality.

It is in your best interest to switch to 'Finance Reporting' now as 'Finance Classic Reporting' is no longer supported by Millennium (i.e. it may break at any time).

WHAT HAS CHANGED?

1. The name of this FAST application has changed from 'Finance Classic Reporting' to 'Finance Reporting'.

Carleton UNIVERSITY Canada's Capital University

Version: 4.5.03.11 Environment: PPRD8

Nataliia Chernenko

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Finance Reporting (Data as of 12-05-2019 07:48:50 AM)

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: ☐

Finance Links


News

Note: 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.

- The button which returns you to the application's main menu screen looks different and has changed location. The button's function remains the same.

How it looked in 'Finance Classic Reporting'



Carleton UNIVERSITY Canada's Capital University Version: 4.5.03.11 Environment: PPR08

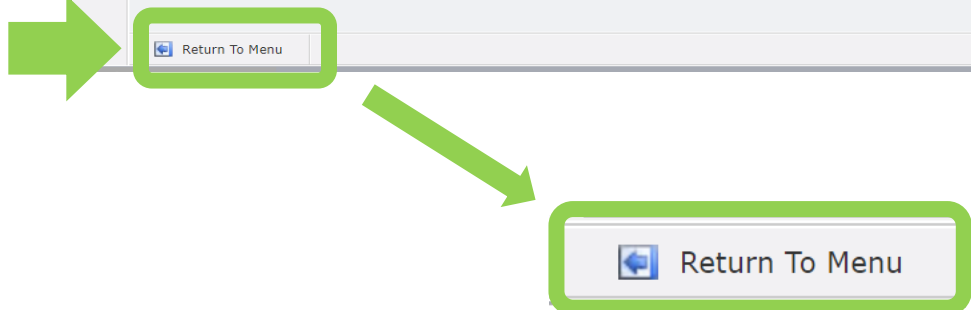
Home

Current Year: Nov-2019 (Open) By: Orgn: 498 Finance Office Fund Type: 1A Period: Nov-2019 Adj: 2019/11/22 07:45:AM Form: SUMS (NATALIIACHERNENKO) Display: 0

OrgLevel	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Nov-2019 Month Actual	Nov-2019 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
7021 Assistant Vice-Pres(Financial Srvs)								
498 Finance Office		1,213,264	0	0	341,137	885,783	(1,226,920)	U
Total		1,213,264	0	0	341,137	885,783	(1,226,920)	

U-Unfavourable
Millennium F.A.S.T.

How it looks in the NEW 'Finance Reporting'



Carleton UNIVERSITY Canada's Capital University Version: 4.5.03.11 Environment: PPR08

Return to Summary by Hierarchy - Current Year (03:10:37 PM) Return to Report

Operating Statement Help

Finance Reporting Summary by Hierarchy Current Year (Data as of 12-03-2019 07:52:23 AM)

Filter Options Advanced Options Report Results Help + More

Current Year: Apr-2008 (Year End) By: Fund Display: 0

Chart = M

Fund	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Apr-2008 Month Actual	Apr-2008 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
18	Internally Restricted Funds	0	0	0	(14,242)	0	14,242	F
30	Restricted Sponsored Research	0	213,047	0	273,137	8,929	(69,019)	32.4% U
		0	213,047	0	258,895	8,929	(54,777)	0% U

Return To Menu Save As...

Return To Menu

- To get to the transaction level detail for a given report, you now click on the footer (Total Revenues Less Expenses and Transfers) instead of the header (e.g. Dec-2019 YTD Actual).

How it looked in 'Finance Classic Reporting'

Carleton UNIVERSITY Canada's Capital University Version: 4.5.03.11 Environment: PPRD8

Home

Current Year Period: Dec-2019 (Open) Form: OS (NATALIIACHERNENKO2) Display K

Chart M Fund 370288 CooS:Lake Nipissing Recreational Ecosystems Orgn 166 Biology Fund Type OS Period Dec-2019 As At:2019/12/05 07:48:AM

Code	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Dec-2019 Month Actual	Dec-2019 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
Thousands of Dollars								
Opening Fund Balance - All Orgn Codes Included							35	
Labor								
612001	Masters Research Salary Costs	0	0	0	3	1	(3)	U
612006	Associates' Research Salary Costs	0	0	0	3	0	(3)	U
630001	Gov't Benefits - CPP Casual Empl	0	0	0	0	0	(0)	U
630003	Gov't Benefits - EI Casual	0	0	0	0	0	(0)	U
630005	Gov't Benefits - EHT	0	0	0	0	0	(0)	U
630007	Gov't Benefits - WSIB	0	0	0	0	0	(0)	U
	Subtotal	0	0	0	6	1	(7)	
	Total Labor	0	0	0	6	1	(7)	

How it looks in the NEW 'Finance Reporting'

Carleton UNIVERSITY Canada's Capital University

Return to Summary by FOAPAL - Current Year (03:41:50 PM) Return to Report

Operating Statement Help

Finance Reporting ▶ Summary by Acct Detail ▶ Current Year

Filter Options Report Results Help + More

Current Year Period Dec-2019 (Open)

Chart = M | Fund = 393032 Real-Time Aquatic Ecosystem | Orgn = 166 Biology

Acct	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Dec-2019 Month Actual	Dec-2019 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
	Opening Fund Balance - All Orgn Codes Included						0	
	Direct Expenditures							
723100	Equipment Exp > \$10,000	0	0	0	15,921	113	(16,035)	U
	Subtotal	0	0	0	15,921	113	(16,035)	0% U
	Total Direct Expenditures	0	0	0	15,921	113	(16,035)	0% U
	Total All Expenses	0	0	0	15,921	113	(16,035)	0% U
	Total Revenues Less Expenses and Transfers			0	15,921	113	(16,035)	0% U
	Closing Fund Balance - All Orgn Codes Included						(16,035)	

- Report options that were accessible from the dropdown menu on the application's landing page may now be found by navigating the application's menu.

How it looked in 'Finance Classic Reporting'

Please Input your desired report parameters.
You can click on the arrow to lookup a field.

Chart: M Use Multiple Charts

Fund: [dropdown]

Orgn: [dropdown]

Acct: [dropdown]

Prog: [dropdown]

Actv: [dropdown]

Fund Type: [dropdown]

Acct Type: [dropdown]

Period: Nov-2019 (Open)

Desired Option: [dropdown menu open]

- Operating Statement
- Operating Statement-Excluding F/T Salaries
- Balance Sheet
- Balance Sheet - 5 Year Trend
- Current Year Actuals By Position
- Position Subledger
- Document Type Query
- Document Lookup
- FOAPAL Codes
- Invoice Query
- My Outstanding Purchase Orders and Requisitions

ENTER

How it looks in the NEW 'Finance Reporting'

NOTE: the menu options that appear depend upon your access (e.g. some users will NOT have 'Balance Sheet')

Return to FOAPAL

Return to Report

Nataliaa Chernenko

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

Fund: 100000

Orgn: 091

Acct: [dropdown]

Prog: [dropdown]

Actv: [dropdown]

Fund Type: [dropdown]

Acct Type: [dropdown]

Fiscal Period: Nov-2019 (Open)

Report: [dropdown menu open]

- Balance Sheet
- Balance Sheet - 5 Year Trend
- Trial Balance


ENTER

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


IMPROVEMENTS TO THE UPDATED USER INTERFACE

1. Visually, the **report tables are better organized**. The reports contain all the same options and data.


How it looked in 'Finance Classic Reporting'

 Carleton University Canada's Capital University		Version: 4.5.03.11 Environment: PPR08	
Home		Form: OS (NATALIIA CHERNENKO) Display 0	
Current Year: Nov-2019 (Open)		As At: 2019/11/22 07:45:AM	
Chart M	Fund 100000 Regular Operating Fund	Orgn 498 Finance Office Fund Type 1A Acct Type 70	Period: Nov-2019
Code	Title	Adjusted Base Budget	Adjusted Fiscal Budget
Nov-2019	Nov-2019	Nov-2019	O/S
Month Actual	YTD Actual	Commitments	Budget Available
			Budget Fav/Unfav
Direct Expenditures			
710000	Office Supplies	4,000	0
710012	Other Supplies	0	0
711000	Photocopying Charges & Supplies	1,500	0
711001	Printing Costs & Supplies	2,000	0
712000	Long Distance Charges	300	0
712002	Postage Expense	300	0
712003	Courier & Freight Charges	200	0
712009	Telephone Charges/Adn's Charges	0	0
713000	Telephone Equipment Rentals	3,060	0
713002	Pager/Cell Phone	2,950	0
716800	Networking/Reception Expenses	2,000	0
716900	Staff Development Costs	5,674	0
717300	Building Repair/Maintenance	0	0
719100	Travel - General Costs	15,000	0
719502	Parking	0	0
720040	Other Professional Fees	0	0
723000	Equip/Computer Items <\$10,000	4,250	0
723102	Computer Equip > \$10,000	16,000	0
726007	Contingency - Strategic Allocations	0	0
726100	Unallocated Budget Provision	0	0
726101	Unallocated Salary Savings/(Deficit)	6,820	0
729103	General Overhead Recoveries	(46,600)	0
	Subtotal	17,454	0
	Total Direct Expenditures	17,454	0
	Total Expenses	17,454	0
	Total Revenues Less Expenses	17,454	0


How it looks in the NEW 'Finance Reporting'


 Carleton University Canada's Capital University		Version: 4.5.03.11 Environment: PROD.WORLD	
Return to Summary by Acct Detail - Annual Variance (04:05:12 PM)		Return to Report	
Operating Statement Balance Sheet Additional Reports Help		Nataliaa Chernenko	
Finance Reporting Summary by Acct Detail Current Year		(Data as of 12-03-2019 12:55:59 PM)	
Filter Options Report Results Help + More			
Current Year Period Oct-2006 (Closed)		Display 0	
Chart = M Fund = 100000 Regular Operating Fund Orgn = 2651 Technology Innovations Management			
Acct	Title	Adjusted Base Budget	Adjusted Fiscal Budget
Oct-2006	Oct-2006	O/S	YTD Total
Month Actual	YTD Actual	Commitments	Activity
			Budget Available
			Budget Fav/Unfav
Direct Expenditures			
712008	Electronic Telecommunications	0	0
720040	Other Professional Fees	0	0
726016	Pending Positions Contingency	0	0
	Subtotal	0	0
	Total Direct Expenditures	0	0
	Total All Expenses	0	0
	Total Revenues Less Expenses and Transfers	0	0

2. Now you can use **index codes** in FAST, just like in other financial systems. When you use the index you enter one code instead of three (i.e. Fund, Orgn, and Prog) to choose the funding source.

**Carleton**
UNIVERSITY


Canada's Capital University


 Return to **Summary by FOAPAL - Current Year** (03:14:00 PM)


 Return to Report


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 **Finance Reporting**

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


Index:




Orgn:




Acct:




Prog:




Actv:



Fund Type:




Acct Type:



Fiscal Period:

☒




Report:

☒

Reset Parameters

ENTER

 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.

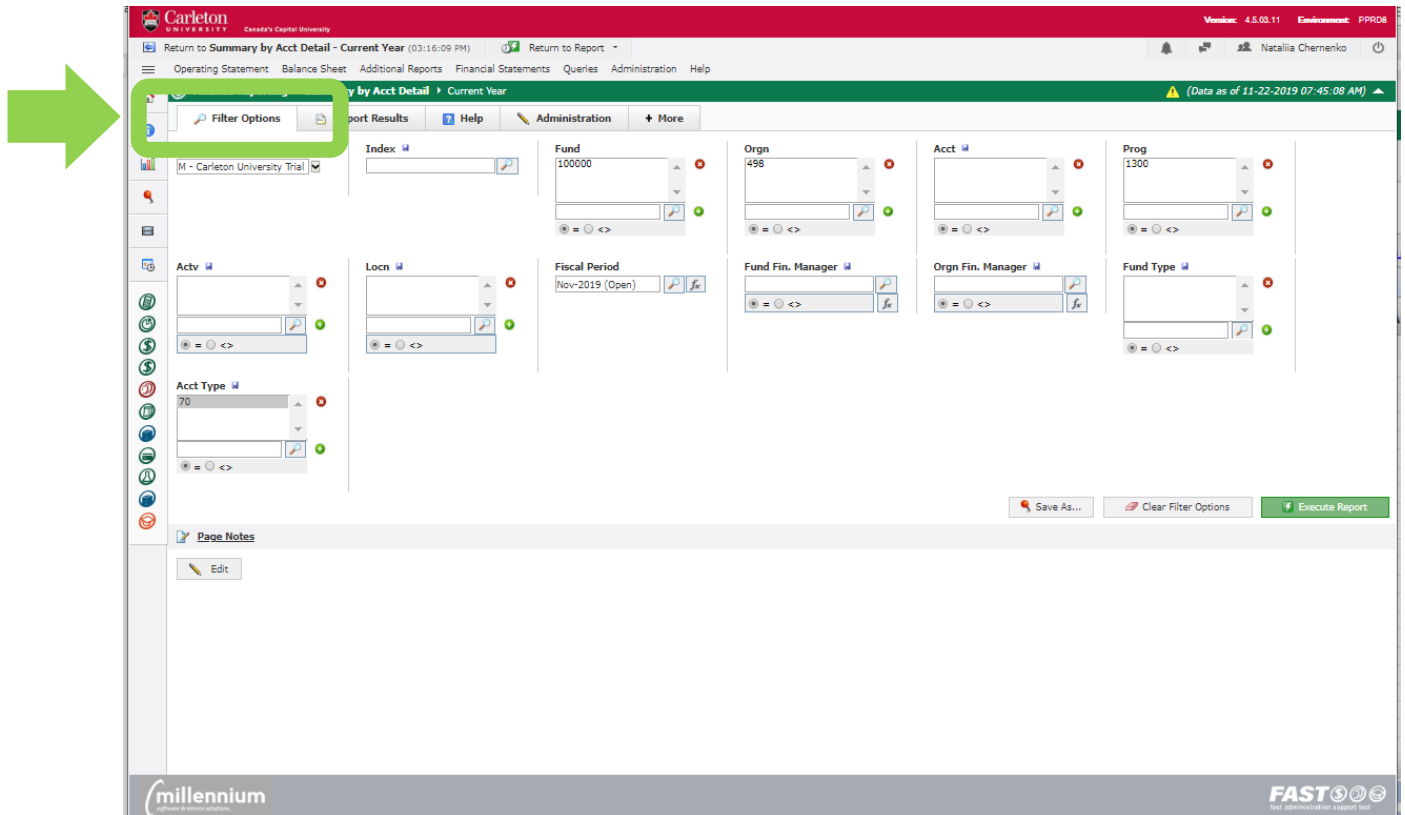
 **millennium**
software & service solutions

3. Now you can **switch the report type** by choosing the desired report type option from a drop down menu, without having to return to the home screen.

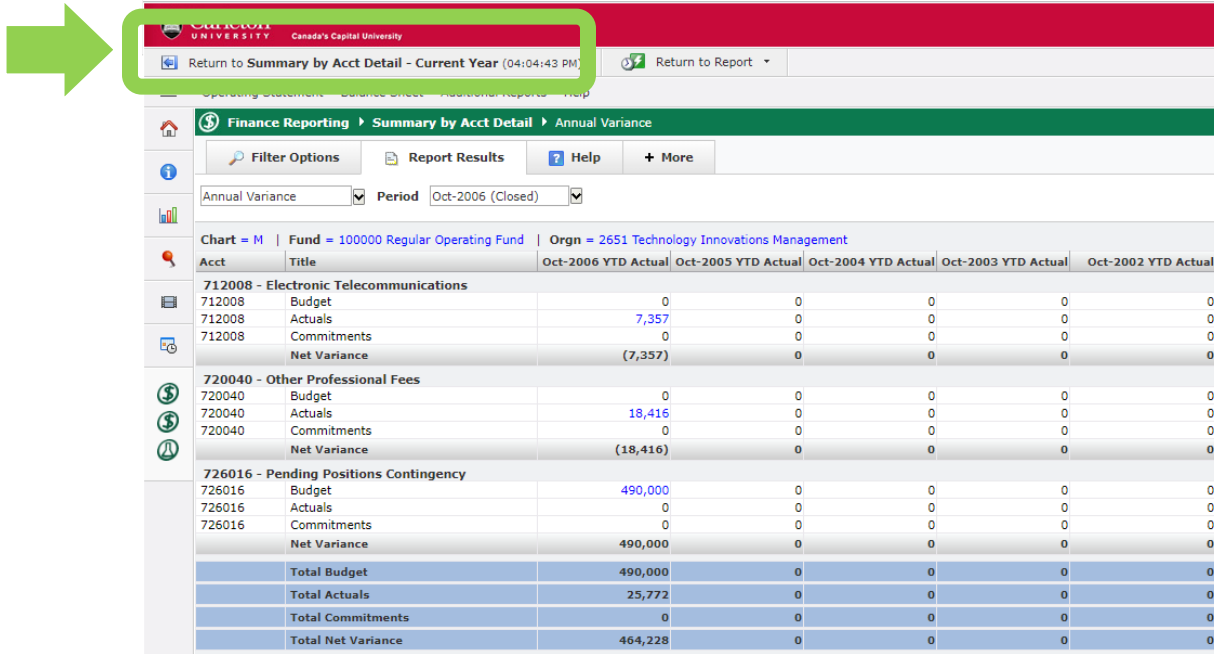
The screenshot displays the Carleton University FAST system interface. A green box highlights the 'Operating Statement' dropdown menu, which is open, showing options: 'Summary by Hierarchy', 'Summary by FOAPAL', 'Summary by Acct Detail', 'Transaction Detail', 'Current Year Actuals By Position', and 'Current Year Budget By Position'. The main report area shows a table with columns: 'Acct', 'Title', 'Adjusted Base Budget', 'Adjusted Fiscal Budget', 'Nov-2019 Month Actual', 'Nov-2019 YTD Actual', 'O/S Commitments', 'Budget Available', and 'Budget Fav/Unfav'. The table data includes rows for '720040 Other Professional Fees', 'Subtotal', 'Total Direct Expenditures', 'Total All Expenses', and 'Total Revenues Less Expenses and Transfers'. The bottom of the screen features the 'millennium' logo and the 'FAST' logo with the text 'fast administration support tool'.

Acct	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Nov-2019 Month Actual	Nov-2019 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
720040	Other Professional Fees	0	0	0	0	23,504	(23,504)	U
	Subtotal	0	0	0	0	23,504	(23,504)	0% U
	Total Direct Expenditures	0	0	0	0	23,504	(23,504)	0% U
	Total All Expenses	0	0	0	0	23,504	(23,504)	0% U
	Total Revenues Less Expenses and Transfers	0	0	0	0	23,504	(23,504)	0% U

4. A **'Filter Options'** tab has been added. This tab allows you to quickly change report parameters without returning to the home screen.



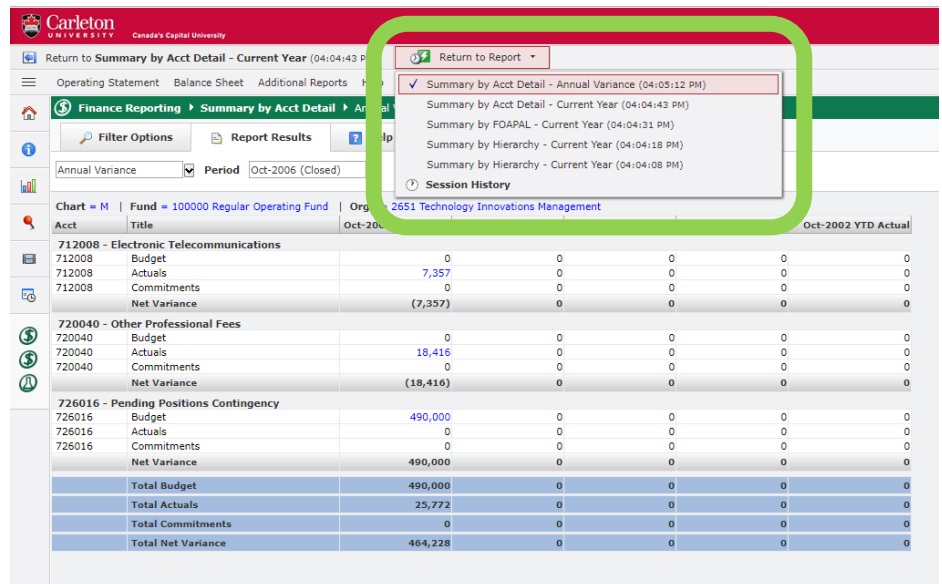
- In Finance Reporting, the web browser's 'Go back' button does not always work as you expect (i.e. it may not return you to the previous screen). Instead, use the 'Return to the previous page button' within the application to return to the previous view of the report.



The screenshot shows the Carleton University Finance Reporting interface. The top navigation bar includes a 'Return to Summary by Acct Detail - Current Year' button, which is highlighted by a green arrow. Below the navigation bar, the main content area displays a table of financial data for the period Oct-2006 (Closed). The table is organized by account (Acct) and title, with columns for YTD Actuals for various years. The data is grouped into sections: 712008 - Electronic Telecommunications, 720040 - Other Professional Fees, and 726016 - Pending Positions Contingency. The table includes rows for Budget, Actuals, Commitments, and Net Variance. The total budget is 490,000, total actuals are 25,772, total commitments are 0, and the total net variance is 464,228.

To return two or more steps before or to return to a different report that you ran during the current session, use 'Return to Report' button.

Note: The 'Return to Report' list will only contain reports that were run during current session. If you log out, this list will reset.



The screenshot shows the Carleton University Finance Reporting interface. The 'Return to Report' button in the top navigation bar is highlighted by a green circle. A dropdown menu is open, showing a list of reports that were run during the current session. The reports listed are: Summary by Acct Detail - Annual Variance (04:05:12 PM), Summary by Acct Detail - Current Year (04:04:43 PM), Summary by FOAPAL - Current Year (04:04:31 PM), Summary by Hierarchy - Current Year (04:04:18 PM), and Summary by Hierarchy - Current Year (04:04:08 PM). The dropdown menu also includes a 'Session History' link.

6. From the Finance Reporting home screen you may access **how-to sheets** which demonstrate how to complete specific tasks in the application.

The screenshot displays the Carleton University Finance Reporting application. The top header includes the Carleton University logo and the text "Canada's Capital University". The version is 4.5.03.11 and the environment is PPRD8. The user is Nataliaia Chernenko. The main content area is titled "Finance Reporting" and shows a form for inputting report parameters. The form includes fields for Chart(s), Index, Fund, Orgn, Acct, Prog, Actv, Fund Type, Acct Type, Fiscal Period, and Report. A green arrow points from the "Finance Reporting" section to the "Finance Links" sidebar on the right. The "Finance Links" sidebar contains a link to "Finance Reporting how-to sheets".

Carleton UNIVERSITY Canada's Capital University

Version: 4.5.03.11 Environment: PPRD8

Nataliaia Chernenko

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Finance Reporting (Data as of 12-05-2019 07:48:50 AM)

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: Dec-2019 (Open)

Report: Operating Statement

Reset Parameters

ENTER

Finance Links

Finance Reporting how-to sheets

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.

Questions about the system? Contact financial.systems@carleton.ca