

# FAST Finance Classic Reporting 101

[Carleton.ca/FAST](http://Carleton.ca/FAST)

2017

## What We Will Cover:

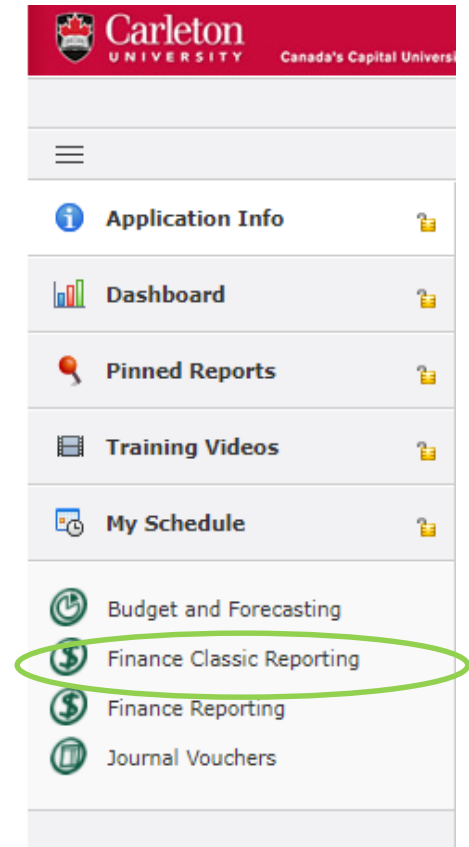
- What is FAST Finance Classic Reporting?
- FOAPAL elements overview
- How to retrieve your Operating Statement
- Operating Statement overview (Operating Fund)
- Non-operating fund: Special Purpose Fund
- JV's and BAR's: impact on FAST Finance Classic Reporting
- What to look for

# FAST Finance Classic Reporting

## What is it?

### FAST Finance Classic Reporting:

- Application in FAST that provides actual historical financial results over a specified period of time
- Tied to financial security
- Allows a user to compare actual results against budget
- Reporting tool; figures cannot be adjusted in this application



# FAST Finance Classic Reporting **FOAPAL Overview**

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

Chart  ☐ Use Multiple Charts

Fund

Orgn

Acct

Prog

Actv

Fund Type

Acct Type

Period

Desired Option

[Help ?](#)

[Click Here For Tutorial](#)

If you prefer, you can also just 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. Currently however you cannot have a comma or a colon or a percent character in the same field.

100000 - 541 - 710000 - 1600 - 5413

↑                    ↑                    ↑                    ↑

Fund                    Org/Orgn                    Account                    Program                    Activity

## FOAPAL Elements:

- **Fund:** which bucket of money transaction belongs to
- **Org:** represents ownership
- **Account:** nature of the transaction
- **Program:** functional use of transactions; used for external reporting purposes
- **Activity:** fine-grain reporting; optional

# FAST Finance Classic Reporting Overview

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You can click on the arrow to lookup a field.

**Chart**  ☐ Use Multiple Charts

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## Period:

- Provides actual results for the start of the fiscal year (May 1<sup>st</sup>) up to the period selected (i.e. current selection would be May 1, 2017 to October 31, 2017)
- Date ranges can be customized once in the report

## Desired Options:

- Operating Statement most commonly used

## **FAST Finance Classic Reporting Application live demo**

# FAST Finance Classic Reporting Operating Statement

Carleton UNIVERSITY Canada's Capital University Version: 4.3.09.20 Environment: PPRD

Home

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Current Year ▼ Period: Apr-2016 (Year End) ▼ By Orgn ▼ Form: SUMS (NICOLEMERRIMAN) Display 0 ▼

Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Fund Type 1A Period: Apr-2016 As At:2017/10/05 07:51:AM

OrgnLevel	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Apr-2016 Month Actual	Apr-2016 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
6	7021 Assistant Vice-Pres(Financial Srvs)							
498	Finance Office	982,987	1,319,813	0	1,094,885	1,144	223,784	17.0% F
5	<b>Total</b>	982,987	1,319,813	0	1,094,885	1,144	223,784	

This report was generated  
by inputting the following:  
Fund: 100000  
Org: 498  
Period: Apr-2016 (Year End)

F-Favourable, U-Unfavourable



1. Drop-down box will provide the report in various forms, including customized date ranges
2. Period as shown is providing us figures from May 1, 2015 to April 30, 2016
3. Drop-down box allows for sorting data by any FOAPAL element
4. Up/down arrows allow you to see more/less details of the FOAPAL element
5. Any figure highlighted in **blue** can be clicked on to expand
6. Report can be exported to Excel and PDF (useful for printer-friendly version)



FINANCIAL ADMINISTRATION  
COMMUNITY TRAINING & SOLUTIONS

# FAST Finance Classic Reporting

## Operating Statement

Current Year	Period: Apr-2015 (Year End)	Form: OS (NICOLEMERRIMAN) Display 0						
Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Acct 610 611 620 630 Fund Type 1A Period: Apr-2015 As At 2017/10/10 07:48:AM								
Code	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Apr-2015 Month Actual	Apr-2015 YTD Actual	O/S Commitments	Budget Available	Budg Fav/Unf
Revenue								
533014	Miscellaneous Sundry Income	0	0	0	(1,891)	0	1,891	F
	Subtotal	0	0	0	(1,891)	0	1,891	
	Total Revenue	0	0	0	(1,891)	0	1,891	
Direct Expenditures								
710000	Office Supplies	7,000	7,000	0	1,696	0	5,304	75.8% F
710003	Computer Supplies	0	0	0	559	0	(559)	U
710004	Software Supplies	0	0	0	1,018	0	(1,018)	U
711000	Photocopying Charges & Supplies	1,500	4,800	0	4,792	0	8	0.2% F
711001	Printing Costs & Supplies	2,000	2,000	0	1,902	0	98	4.9% F
712000	Long Distance Charges	300	300	0	144	0	156	52.1% F
712002	Postage Expense	300	300	0	45	0	256	85.2% F
712003	Courier & Freight Charges	200	200	0	162	0	38	18.9% F
712008	Electronic Telecommunications	0	0	0	768	0	(768)	U
713000	Telephone Equipment Rentals	3,060	3,060	0	2,387	0	673	22.0% F
713002	Pager/Cell Phone	2,950	2,950	0	2,208	0	742	25.1% F
713203	Software Maintenance	0	2,500	0	2,378	0	122	4.9% F
716310	Society Membership Fees	0	0	0	910	0	(910)	U
716800	Networking/Reception Expenses	2,000	7,000	0	6,594	0	406	5.8% F
716900	Staff Development Costs	5,674	8,574	0	8,544	0	30	0.3% F
717300	Building Repair/Maintenance	0	0	0	1,188	0	(1,188)	U
719100	Travel - General Costs	15,000	15,000	0	17,842	760	(3,602)	24.0% U
719500	Local Surface Transportation	0	0	0	338	0	(338)	U
719502	Parking	0	0	0	424	0	(424)	U
720004	Consulting & Advisory Fees	0	12,000	0	10,496	0	1,504	12.5% F
723000	Equip/Computer items <\$10,000	4,250	4,250	0	3,879	0	371	8.7% F
723100	Equipment Exp >\$10,000	0	0	0	31	0	(31)	U
723102	Computer Equip > \$10,000	16,000	16,000	0	0	0	16,000	100.0% F
726101	Unallocated Salary Saving/(Deficit)	15,363	0	0	0	0	0	
726102	Prior Year Budget Carry-forward	0	310,567	0	0	0	310,567	100.0% F
	Subtotal	75,597	396,501	0	68,305	760	327,436	
	Total Direct Expenditures	75,597	396,501	0	68,305	760	327,436	
	Total Expenses	75,597	396,501	0	68,305	760	327,436	
	Total Revenues Less Expenses	75,597	396,501	0	66,414	760	329,327	

BARs

Journal Vouchers (JVs)



# FAST Finance Classic Reporting **Operating Statement**

**Base Budget:** starting budget for the year; annual allocation of the overall University budget

**Fiscal Budget:** the base budget which has been adjusted for events in the current fiscal year

**YTD Actual:** the actual revenue/expenses incurred from the fiscal year start (May 1) to date for the period selected

**Budget Available:** how much we are over or under spent

# FAST Finance Classic Reporting

## Budget Status Report

Budget Status ▼		Period: Apr-2015 (Year End) ▼		Form: OS (NICOLEMERRIMAN) Display 0 ▼				
Chart M Fund 100000 Regular Operating Fund		Orgn 498 Finance Office		Acct -610,-620101 Fund Type 1A Period: Apr-2015 As At:2017/11/28 07:28:AM				
Code	Title	Original Base Budget	Adjusted Base Budget	Original Fiscal Budget	Adjusted Fiscal Budget	Apr-2015 YTD Actual	O/S Commitments	Budget Available
713002	Pager/Cell Phone	2,950	2,950	2,950	2,950	2,208	0	742
713203	Software Maintenance	0	0	0	2,500	2,378	0	122
716310	Society Membership Fees	0	0	0	0	910	0	(910)
716800	Networking/Reception Expenses	2,000	2,000	2,000	7,000	6,594	0	406
716900	Staff Development Costs	5,674	5,674	5,674	8,574	8,544	0	30
717300	Building Repair/Maintenance	0	0	0	0	1,188	0	(1,188)
719100	Travel - General Costs	15,000	15,000	15,000	15,000	17,842	760	(3,602)
719500	Local Surface Transportation	0	0	0	0	338	0	(338)
719502	Parking	0	0	0	0	424	0	(424)
720004	Consulting & Advisory Fees	0	0	0	12,000	10,496	0	1,504
723000	Equip/Computer items <\$10,000	4,250	4,250	4,250	4,250	3,879	0	371
723100	Equipment Exp >\$10,000	0	0	0	0	31	0	(31)
723102	Computer Equip > \$10,000	16,000	16,000	16,000	16,000	0	0	16,000
726101	Unallocated Salary Saving/(Deficit)	2,056	15,363	2,056	0	0	0	0
726102	Prior Year Budget Carry-forward	0	0	0	310,567	0	0	310,567
<b>Subtotal</b>		62,290	75,597	62,290	396,501	68,305	760	327,436
<b>Total Direct Expenditures</b>		62,290	75,597	62,290	396,501	68,305	760	327,436
<b>Total Expenses</b>		62,490	75,797	62,490	410,769	83,844	760	326,165
<b>Total Revenues Less Expenses</b>		62,490	75,797	62,490	410,769	81,953	760	328,056

Base BARs

Fiscal BARs

**Original Base Budget:** base budget set at May 1<sup>st</sup>

**Adjusted Base Budget:** base budget, adjusted for any base budget adjustments (i.e. new permanent position to be added to the base budget indefinitely). Gets carried forward to next fiscal year.

**Original Fiscal Budget:** base budget set at May 1<sup>st</sup> (same as the Original Base Budget)

**Adjusted Fiscal Budget:** original fiscal budget, adjusted for any current year fiscal adjustments (i.e. adjustments required to the budget for the current year only – special events, major purchases, etc.)

### **Overspending:**

- Is there a valid reason for the overage (BAR?)?
- Has something been posted to the wrong FOAPAL in error (JV required)?

### **Underspending:**

- Is there a valid reason why we are under budget? Is there something missing?

# FAST Finance Classic Reporting

## JV or BAR?

Journal Voucher (JV)	Budget Adjustment (BAR)
Impacts actual results of the University (YTD Actual)	Impacts the budget of the University
Record an actual transaction between any FOAPAL element (any fund)	Adjusts budget between any FOAPAL element within the Operating Fund
Correct FOAPAL elements of an actual transaction that has been posted	Transfer budget within your department or to another operating department
Split an actual expense between various FOAPAL's	
Correct Purchasing Card (P Card) reconciliation errors	
Add an activity code to an actual transaction	
All funds	Operating Fund only (Fund 100000)

# FAST Finance Classic Reporting

## Special Purpose Funds (SPURP)

Code	Title	Adjusted Base Budget	Adjusted Fiscal Budget	Apr-2016 Month Actual	Apr-2016 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfa
<b>Opening Fund Balance - All Orgn Codes Included</b>							18,898	
<b>Revenue</b>								
533005	Sponsorship Income	0	0	0	(7,328)	0	7,328	F
	<b>Subtotal</b>	0	0	0	(7,328)	0	7,328	
	<b>Total Revenue</b>	0	0	0	(7,328)	0	7,328	
<b>Direct Expenditures</b>								
710000	Office Supplies	0	0	0	(0)	0	0	
710012	Other Supplies	0	0	0	2,016	0	(2,016)	U
711001	Printing Costs & Supplies	0	0	0	2,022	0	(2,022)	U
712003	Courier & Freight Charges	0	0	0	4	0	(4)	U
713005	IMS Equipment Rental	0	0	0	214	0	(214)	U
716400	General Advertising/Publicity	0	0	0	5,500	0	(5,500)	U
716500	Space Rental Expenses	0	0	0	2,771	0	(2,771)	U
716800	Networking/Reception Expenses	0	0	0	8,217	0	(8,217)	U
717300	Building Repair/Maintenance	0	0	0	124	0	(124)	U
719100	Travel - General Costs	0	0	0	583	0	(583)	U
719501	Local Meal Costs	0	0	0	572	0	(572)	U
719502	Parking	0	0	0	6	0	(6)	U
720040	Other Professional Fees	0	0	0	1,043	0	(1,043)	U
723000	Equip/Computer items <\$10,000	0	0	0	107	0	(107)	U
810000	Interfund Transfers In	0	0	0	(19,998)	0	19,998	F
	<b>Subtotal</b>	0	0	0	3,179	0	(3,179)	
	<b>Total Direct Expenditures</b>	0	0	0	3,179	0	(3,179)	
	<b>Total Expenses</b>	0	0	0	3,179	0	(3,179)	
	<b>Total Revenues Less Expenses</b>	0	0	0	(4,149)	0	4,149	
<b>Closing Fund Balance - All Orgn Codes Included</b>							23,047	

Opening balance  
in SPURP

Transfer of funds  
from another  
fund

Closing balance  
in SPURP

Note regarding interfund transfers (account 810XXX):

- Account 810XXX can only be used in non-operating funds (i.e. non-100000 funds)
- All of Carleton University's 810XXX accounts need to net to zero (not a true revenue/expense)

# FAST Finance Classic Reporting

## Where to find help?

Still have FAST questions?

Emails regarding the working of the actual system:

**[financial.systems@carleton.ca](mailto:financial.systems@carleton.ca)**

To reach the Controllers Office:

**[financial.services@carleton.ca](mailto:financial.services@carleton.ca)**

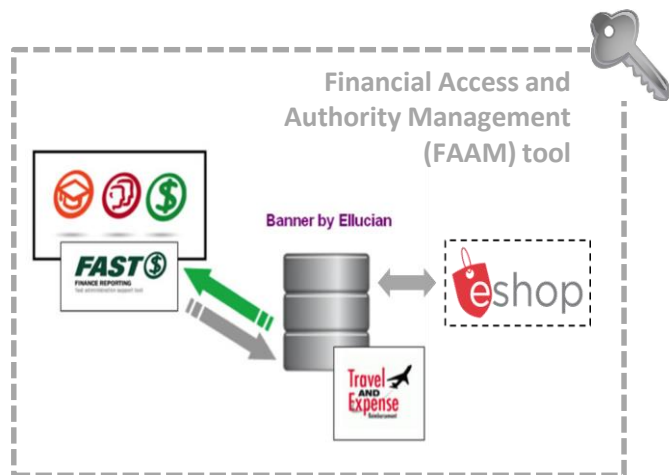
Interested in FAST Tools and Support?

**[www.carleton.ca/FACTS/FAST](http://www.carleton.ca/FACTS/FAST)**



FAST Finance Classic Reporting

# Financial Access and Authority Management (FAAM) Tool



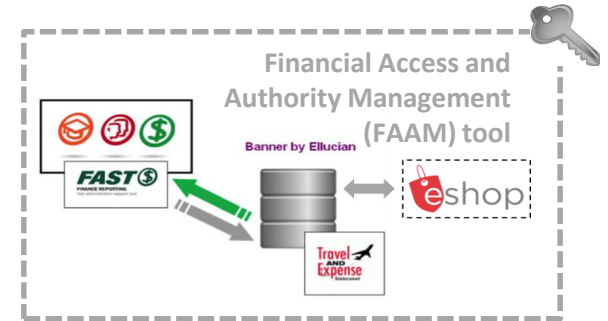
## FAAM is a multipurpose online service to

- Request access to a funding source
- Grant access to a funding source
- Remove access to a funding source
- View what access you have to funding sources



FAST Finance Classic Reporting

# Financial Access and Authority Management (FAAM) Tool



Still have FAAM questions?

Email **[financial.systems@carleton.ca](mailto:financial.systems@carleton.ca)**

Interested in FAAM Tools and Support?

**[www.carleton.ca/FACTS/FAAM](http://www.carleton.ca/FACTS/FAAM)**