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1.0 Overview

FAST Reporting can be found at: www.carleton.ca/fast. You will be assigned a user name (typically in the form of firstnamelastname) and a password. The log on screen for the FAST Portal will list all the tools available to you on the right hand side:
2.0 FAST Financial Reporting

To access your financial information, click on the Finance Reporting link, and you will be taken to the main menu for FAST Financial Reporting.

The following fields (or FOAPAL elements) are data-enterable:

- **Fund** – Funds are organized by 6 digit fields. For the most part, you will be using the Operating Fund (Fund 100000) but you may also have Research Funds, Special Purpose Funds or Funds Held in Trust at your disposal. To see a full listing of possible Funds click the down arrow.

- **Orgn** – These codes are used to designate the department. By clicking on the down arrow and clicking on the operating account, you can see the various University Departments. Continue to drill down and you will see multiple levels of detail. When using the Operating account, you will need to know your Org Code in order to see your area’s financial data.

- **Acct** – This designates the Operating Statement or Balance Sheet account. It’s best to leave this blank so that you can see all the financial data presented on the Operating Statement. You can always see the detail of an account by drilling down when in the Operating Statement view.

- **Actv** – Activity codes are used to prepare reporting within a Fund or over a series of accounts. For example, you may assign event expenses within your Orgn an Activity Code if you are
required to report on these expenses separately. Use of Actv codes are not required but if necessary, please contact Finance directly.

• You likely will not be using Prog, Fund Type or Acct Type.
• Period – Select the period for which you wish to view data.
• Desired Option – For now select Operating Statement; other options are covered in section 5.0.

3.0 Financial Reporting Views Available:
Select the Operating Fund (100000), enter your Org and click enter. This screen will highlight the period results at a high-level. Click on your Org number in blue and click on it again. Now you will see your Operating Statement details. You can change the view of these results by changing the first drop down box.

3.1 Current year
This view shows all activity being queried since the beginning of the year up until the Period selected. For example, Current Year and Period Feb-2010 would show all activity from May-2010 until February 2010.

Your operating statement is presented as above. You are still able to change the period if desired. The columns are as follows:

Adjusted Base Budget – This is the ongoing annualized budget adjusted for any base budget changes.
Adjusted Fiscal Budget – This is the ongoing fiscal year budget adjusted for any fiscal budget changes.
Month Actual – This is the activity for the month selected in the period field only.
**YTD Actual** – This is the activity from the beginning of the fiscal year to the period date selected. It’s important to remember the fiscal year runs from May to April.

**OS Commitments** – This shows any encumbrances that have been set up for expenses to be incurred in the future.

**Budget Available** – This shows the net of Fiscal Adjusted Budget less YTD Actual and OS Commitments. It is presented as a % in the Budget Fav/Unfav Column.

### 3.2 Comparative

This view shows data similar to the current view and comparatives for the previous fiscal year.
3.3 Date Range

This view allows you to show data for a specific date range. For example, by selecting Date Range and then selecting Jun-2009 in the From drop down and Sep-2009 in the To drop down, you will see activity only for the June to September, 4 month period.
3.4 Monthly Trend

This view shows all activity for the fiscal year and segregates it by month.
3.5 Annual Trend

This view shows all activity for the last 5 fiscal years
3.6 Annual Variance

This view also shows all activity for the last 5 fiscal years but also shows the budget, actual and commitments for those years. Please note, this view is available only at the summary Fund or Organization level, not at the detailed Account view.
3.7 Budget Status

This view summarizes the Original Base Budget at the beginning of the year and compares it to any adjustments made during the year. It also shows the Original Fiscal Budget and compares it to any adjustments made during the year.

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Original Base Budget</th>
<th>Adjusted Base Budget</th>
<th>Original Fiscal Budget</th>
<th>Adjusted Fiscal Budget</th>
<th>Apr-2010 YTD Actual</th>
<th>O/I Commitments</th>
<th>Budget Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>710004 Computer Software Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>439</td>
<td>0</td>
<td>(439)</td>
</tr>
<tr>
<td>710012 Other Supplies</td>
<td>13,335</td>
<td>13,335</td>
<td>13,335</td>
<td>13,335</td>
<td>0</td>
<td>0</td>
<td>13,335</td>
</tr>
<tr>
<td>711001 Printing Costs &amp; Supplies</td>
<td>58,575</td>
<td>58,575</td>
<td>58,575</td>
<td>53,670</td>
<td>19,320</td>
<td>0</td>
<td>54,350</td>
</tr>
<tr>
<td>713001 Computer Lease Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>411</td>
<td>0</td>
<td>(411)</td>
</tr>
<tr>
<td>716401 Electronic Media</td>
<td>6,090</td>
<td>6,090</td>
<td>6,090</td>
<td>6,090</td>
<td>0</td>
<td>0</td>
<td>6,090</td>
</tr>
<tr>
<td>Subtotal</td>
<td>78,000</td>
<td>78,000</td>
<td>78,000</td>
<td>73,095</td>
<td>20,170</td>
<td>0</td>
<td>52,928</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>78,000</td>
<td>78,000</td>
<td>78,000</td>
<td>73,095</td>
<td>20,170</td>
<td>0</td>
<td>52,928</td>
</tr>
<tr>
<td>Total Revenues Less Expenses</td>
<td>83,000</td>
<td>83,000</td>
<td>83,000</td>
<td>78,095</td>
<td>20,170</td>
<td>0</td>
<td>57,928</td>
</tr>
</tbody>
</table>

Return To Menu  Download to Excel
3.8 Quarterly Trend

This view shows all activity for the fiscal year by quarter.

3.9 User Defined
This is the most versatile report as it allows you to adjust all parameters and customize your own report. You can adjust the drop downs over each column to customize the report in a multitude of ways. At this time, however, the standard views cover most, if not all, possible variations so it is unlikely you will be using this option.

4.0 Viewing Details

Once you have completed your query and set your report parameters, you can drill down into the detail by clicking on the blue links. It’s important to remember that all blue links are clickable and will take you down into a further level of detail. For non-payroll accounts, clicking on any blue ‘Budget’ figure will give you the details of what makes up that budget total, including the opening budget and any budget adjustments (BARs). By clicking on any ‘Actual’ column (year to date, or monthly), you will see the transactions that have been charged to the account.

The detail for the payroll accounts have an additional level of information called a Position Subledger (PSL). For full-time salary accounts, both budget and actual transactions are coded to the individual person and position. For part-time salaries, budgets are not broken down to the level of the employee but the actual payments are. To view the position subledger for any salary payroll account, simply click on any one of the blue figures in the Budget columns.
It may take a few seconds to get to the next screen as the information is being pulled from the HR system, rather than the Finance system.
Within the PSL, you may still click to get more information. Clicking on the budget amount will provide the details of the budget adjustments made and clicking on the Actuals will provide the details on the dates and amounts paid per payroll run.
5.0 Desired Options

5.1 Operating Statement – Excluding F/T Salaries

This is the same view as the Operating Statement except all Full-Time salary accounts have been omitted.

5.2 Balance Sheet

In the event you have Funds Held In Trust accounts or wish to know the balance of funds available in Special Purpose Funds, you need to refer to the Balance Sheet.

5.3 Balance Sheet – 5 Year-Trend

This view allows you to see the balance sheet of the fund selected for the last 5 years.
5.4 Current Year Actuals by Position

This view summarizes current year actual salaries to date. The data is organized by month. On the home page, you need to enter your Fund and Org otherwise the report will generate for all of your Funds and Org. The report is similar to the position subledger but shows actual by month.
5.5 Position Subledger

This report provides a detailed listing of all salary accounts you have access to, in one view. The report allows users who do not have access to full-time salary accounts the same ability to see the details of all their part-time salary accounts. The report would be useful in reconciling such things as Teaching Assistants and Contract Instructor.
5.6 Document Type Query

This report has been expanded so that in addition viewing Actuals, you can now also view all Budget items.

- **Type**: Select either Actuals or Budget.
- **Source**: This should say income statement
- **Document Type**: You can select Journal Voucher, Cheque, Invoice, PO’s, Requisition or All items. If you are searching for Budget Adjustments (ie. Type is set Budget above), then your document type should be All.
- **Date Fields**: Select the fiscal year and Period (remember period 1 is May; Period 12 is April, while Period 14 refers to the April yearend accrual period. Select Period 14 to capture all items for the fiscal year)
- The following fields (Fund, Org, Acct, Prog, Actv) are optional filters for the query. If you do not input anything, the query will search through all Funds and Orgs you have access to.
- Once done, click Submit. The report defaults to displaying ten items per page but you can view the report in its entirety by clicking “Show All Records”. If you prefer to work in Excel, click on “Download to Excel”
5.7 Document Lookup

Document lookup is used to retrieve Journals, Invoices or Feeds. You will need to know the FJ, F or I number exactly before entering it. The results will provide details of how the document was posted.

5.8 FOAPAL Codes

This query allows you to view the Universities Chart of Accounts. You may wish to refer to this if you have an item that is coming from an unfamiliar Org impacting one of your Org’s/Accounts.
5.9 Invoice Query

This query allows you to find specific invoices and how they were applied. Complete as much information as you have to find the item. You can just query all items paid to a specific vendor or you can narrow it down based on amount or period. If you are not sure of the exact spelling of a vendor’s name, you can use the “wildcard” symbol % to assist in the search (eg. Aram% for Aramark).

![Invoice Query Interface](image)

Please type in your search criteria and click the submit button to do a search for invoices from that vendor.

Note the search is case sensitive in the Vendor Name field, however partial names are permitted (e.g. Sim will find Smith, Smithson etc.)

(*) You must provide EITHER a Vendor name or Banner invoice number.
5.10 My Outstanding Purchase Orders & Requisitions

This query allows you to view certain non-payroll commitments that have been initiated but have not been posted to the G/L yet, such as
- Submitted PO’s
- P-Card purchases
- Travel Advances

Before entering this report, you must enter the FUND and/or ORG on the main menu.

These are all items that would be in the OS Commitments column on your Operating Statement (formerly Encumbrance column)
6.0 Budget and Forecasting

In order to prepare a BAR (Budget Adjustment Request) you will need to enter the Budget and Forecasting tool. On the FAST Portal screen select Budget and Forecasting from the menu on the right.
The fiscal year option box will then appear. Confirm you are in the current fiscal year. The first time you enter it may come up with an older year. Just choose the correct year and hit Submit. It should default to the current year the next time you enter the budget application.

To start a new budget adjustment request (BAR), just select the “Create a new Budget Adjustment Request” on the visible options or under the Budget Adjustment Request (BAR) drop down menu.
If you have a budget adjustment in process, (ie. You have started it but not yet forwarded it electronically), you will find it under the ‘Open’ section of the menu.

On the following screen, enter your Orgn number (identifies the initiating dept.), the date, and a description to appear on the budget adjustment. You can move from field to field by hitting the tab key.

As most BARs are fiscal in nature (ie. One-time adjustments), that is the default for the Budget Series. If you were making a base adjustment, simply click on the arrow for Budget Series and select the Adjusted Base budget series. You do not need to do anything with the Budget Type so just tab over that.

Click the Save button to create the new BAR within the system. The information you have saved is called the Header Information. You will now enter the detailed FOAP information and amounts of the budget adjustment in the area just below the main header’s Save button. The first line should appear when you hit the Save Header button, but if not, just click the green sign to add a new line.
The system provides input areas for the Fund, Org, Acct, Program and Activity code. The Locn field is not used by Carleton, and the Employee and Position fields are for F/T salary adjustments only...so you can ignore these fields. You must input the Fund number (100000 for Operating) and your Org and Account information. You do not need to input the Program code as this will default in once you hit the save button. The only other fields you must input are the comments (just copy it from the head info)
and the increase or decrease amount of the account affected in your area. Increases for expense budgets go on the left, the expense account to be decreased goes on the right.

<table>
<thead>
<tr>
<th>#</th>
<th>Fund</th>
<th>Org</th>
<th>Act</th>
<th>Prag</th>
<th>Actv</th>
<th>Loca</th>
<th>Employee</th>
<th>Position</th>
<th>Comments</th>
<th>Incr Exp</th>
<th>Incr Rev</th>
<th>Dscr Exp</th>
<th>Dscr Rev</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100009</td>
<td>498</td>
<td>710000</td>
<td>1300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$150.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>Example online budget adjustment</td>
</tr>
<tr>
<td></td>
<td>100009</td>
<td>498</td>
<td>710000</td>
<td>1300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
<td>$9.00</td>
<td>$150.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

After each line on the right, you have 4 options: you can save and add a line, just save without adding a line, you can delete the line or you can save it and edit the previous line. If you hover your mouse over each icon, it will tell you what the icon means. In the example above, if you click the save icon on the line that was just entered, the status of the Budget Adjustment would change to say it was balanced. The BAR can then be forwarded to the Finance Office for approval.
Once you select the Submit button, you will then have the option to send it to another employee (if you required approval before submitting to Finance) or you can send it directly to Finance. Once the box for Finance has been ticked, just hit the Submit button
N.B. - If you are giving or receiving budget funds from another unit for which you do not have signing authority over, the system will only allow you to input your Fund and Org. You will then have to send the BAR to the person who has signing on the other Org. In these cases, you would just select the employee’s name, rather than the Finance Office, and then submit. The person you sent this to would then get an email notifying them that they have a BAR to approve.

You will be able to track any BAR that you have created or approved by using the Status Report. It is found under the Budget Adjustment Request (BAR) menu:
Running the report without any filters will list every BAR you have done since inception of this system. You can filter this information as indicated under the Filter Options. This tool would be very useful when trying to track BARs that are in progress with other people (use the Status option), or to reconcile adjustments that have been processed during a particular month/time period (use the Effective Date ‘Between’ option):

The results will appear in this format, giving you the status and the ability to click on each adjustment to see the details:
<table>
<thead>
<tr>
<th>Budget Series</th>
<th>Budget Adjustment</th>
<th>Year</th>
<th>Org</th>
<th>Status</th>
<th>Effective Date</th>
<th>Created By</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 Adjusted Fiscal</td>
<td>BN0235334</td>
<td>2011</td>
<td>064</td>
<td>Complete</td>
<td>01/04/0011</td>
<td>TIJADEVAR</td>
<td>01/04/0011</td>
</tr>
<tr>
<td>2011 Adjusted Fiscal</td>
<td>BN0235339</td>
<td>2011</td>
<td>440</td>
<td>Complete</td>
<td>02/04/0011</td>
<td>TIJADEVAR</td>
<td>02/04/0011</td>
</tr>
<tr>
<td>2011 Adjusted Fiscal</td>
<td>BN0235444</td>
<td>2011</td>
<td>440</td>
<td>In Progress</td>
<td>01/03/0011</td>
<td>ANGELA HARRIOTTE</td>
<td>01/03/0011</td>
</tr>
<tr>
<td>2011 Adjusted Fiscal</td>
<td>BN0235440</td>
<td>2011</td>
<td>089</td>
<td>Complete</td>
<td>01/03/0011</td>
<td>CATHY GIFFREY</td>
<td>01/03/0011</td>
</tr>
<tr>
<td>2011 Adjusted Fiscal</td>
<td>BN0235443</td>
<td>2011</td>
<td>089</td>
<td>Complete</td>
<td>01/03/0011</td>
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<td>2011</td>
<td>089</td>
<td>Complete</td>
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<td>089</td>
<td>Complete</td>
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<td>01/03/0011</td>
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<tr>
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<td>089</td>
<td>Complete</td>
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<td>089</td>
<td>Complete</td>
<td>01/03/0011</td>
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<tr>
<td>2011 Adjusted Fiscal</td>
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<td>2011</td>
<td>089</td>
<td>Complete</td>
<td>01/03/0011</td>
<td>CATHY GIFFREY</td>
<td>01/03/0011</td>
</tr>
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<td>2011</td>
<td>089</td>
<td>Complete</td>
<td>01/03/0011</td>
<td>CATHY GIFFREY</td>
<td>01/03/0011</td>
</tr>
<tr>
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<td>2011</td>
<td>089</td>
<td>Complete</td>
<td>01/03/0011</td>
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<td>01/03/0011</td>
</tr>
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<td>089</td>
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<td>089</td>
<td>Complete</td>
<td>01/03/0011</td>
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<td>089</td>
<td>Complete</td>
<td>01/03/0011</td>
<td>CATHY GIFFREY</td>
<td>01/03/0011</td>
</tr>
</tbody>
</table>