



FAST V4.4 FINANCE REPORTING MODULE TRAINING NOTES

FAST version 4.4
Prepared by Financial Services
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Introduction

About FAST Finance Reporting

FAST (FAST Administration Support Tool) by Millennium Computer Systems is a suite of tools developed specifically for the higher education market. FAST provides web-based reporting that can be accessed wherever there is internet access.

FAST Finance Reporting provides self-service decentralized access to financial information in order to help users monitor their financial/budget status. Information can also be downloaded into Excel or PDF to enable users to further analyze their financial information in order to make better decisions. Information is updated overnight on daily basis from both the Banner Finance and Banner Payroll modules into the FAST database.

Some of the key features of FAST Finance Reporting are:

- financial reports that will allow you to drill down, at all blue highlighted fonts, to transaction details and payroll details
- reports summarized by any field in the Chart of Accounts, and at any level, including drill down/roll up capability of organization details to and from institutional/divisional/departmental levels
- flexible date parameters that allow queries on information within a date range or a specific monthly period (not only limited to current year-to-date information or prior fiscal information as at year-end)
- flexible data parameters that allow queries on any fund/organization/account/program/activity code and/or combination as long as you have been granted access
- comparative and trend reports
- query on documents and document types
- query on invoices
- query on transaction details

FAST utilizes integrated Fund Orgn security set by Banner to ensure that users only see the reports and information to which they have been granted access.

How to Apply for FAST Finance Reporting Access

All information regarding applying for and navigating FAST Finance Reporting can be found at <http://www.kpu.ca/finance/fast>

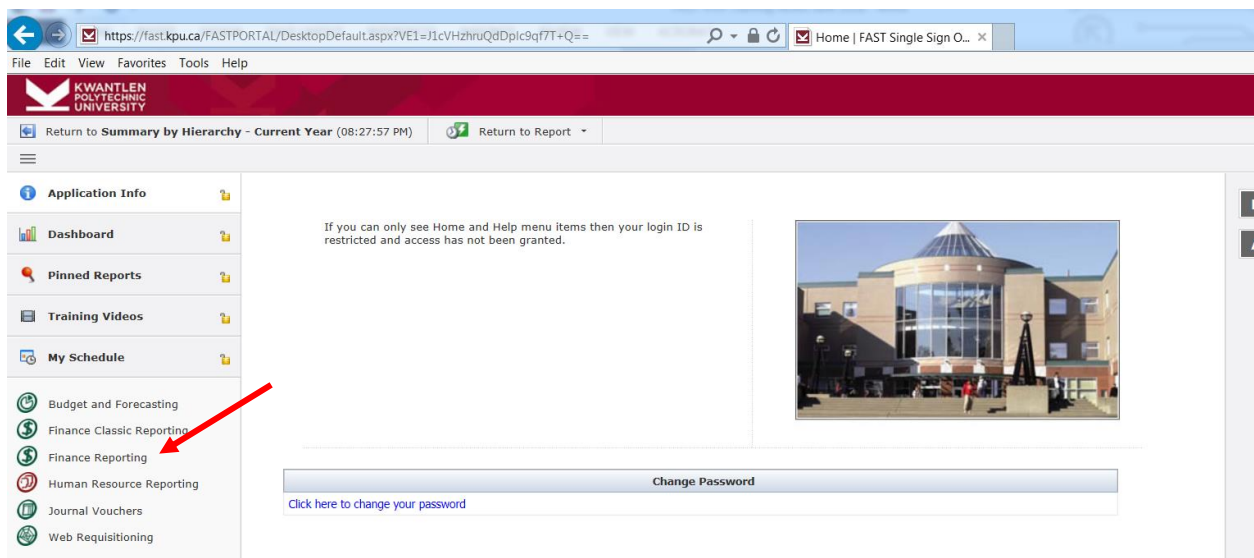
Logging into FAST Finance Reporting

1. Use the following link to access the FAST finance reporting system:

<http://fast.kpu.ca/>

2. If you are having problems logging in to FAST, i.e. forgot/don't know your username/password, please contact IT Service Desk at ServiceDesk@kpu.ca

3. Once logged in click 'Finance Reporting' on the left side of the screen to access your financial information.



FAST Finance Reporting Help Support

In addition to this training guide, there are several other sources available to get support on FAST Finance Reporting:

1. FAST online Help and online tutorials are available on the main menu page of FAST. Also, there are tips noted with “?” icons.

2. Millennium also provides YouTube clips on how to use FAST Finance Reporting at <https://www.youtube.com/user/FASTMCSL>
3. Other related materials can be found on the Financial Services website. <http://www.kpu.ca/finance/fast/support>
 - Chart of Accounts/ FOAPAL Overview. FOAPAL stands for **Fund Orgn Account Program Activity Location**
 - Frequently Used Accounts
 - Salary Review Guidelines
 - Payroll Schedules

If you have any questions or encounter any problems while using FAST Finance Reporting, please e-mail Financial.Reporting@kpu.ca.

General navigation of FAST Finance Reporting

Fund	Title	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Annual Adjusted Budget	Budget Available	Budget Fav/Unfav
100	Operating Fund	10,147	-960,629	-544,417	-1,505,047	-1,579,100	74,053	4.7% F
1009	Op Fund - Future Years Com...	0	0	-80,698	-80,698	0	-80,698	U
105	Internally Funded Projects	0	-78	0	-78	-100	22	21.9% F
500	Operating Fund - Revenue Gen...	0	-40,263	0	-40,263	-10,500	-29,763	283.5% U
		10,147	-1,000,971	-625,116	-1,626,086	-1,589,700	-36,386	2.3% U

Finance Reporting will output a report with the following headings

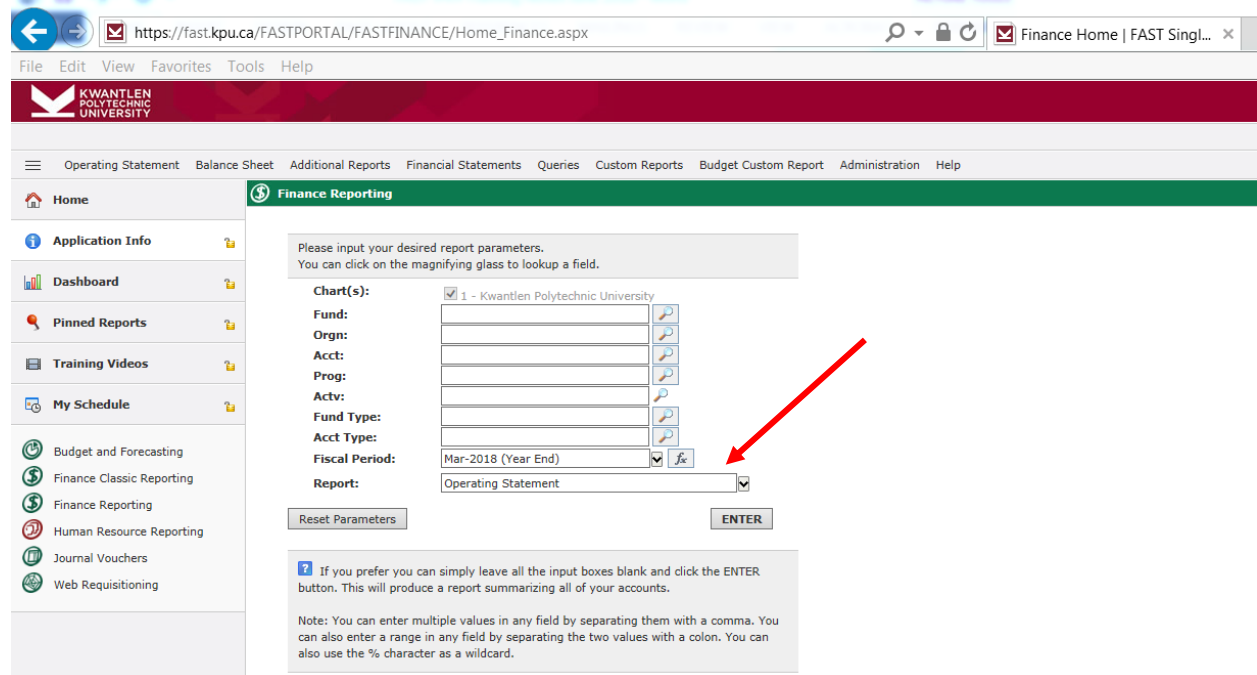
1. Month Actual – Actual Expenses or Revenues recorded to a particular FOAPAL (**Fund Orgn Account Program Activity Location**) combination within the month chosen as the reporting period.
2. YTD Actual – All actual activity (expenses or revenues) recorded to a particular FOAPAL (**Fund Orgn Account Program Activity Location**) combination within current fiscal Year to Date. KPU fiscal year starts on April 1st.
3. O/S Commitments – Outstanding Purchase orders, Web Requisitions (“WebReqs”), Payroll Commitments or Purchase Card purchases not posted as actuals in the GL for either of the following reasons:
 - Goods not received
 - Invoice not received
 - Expected expenses
 - Expense incurred but not posted to GL yet
4. YTD Total Activity – All activity Year to Date calculated as YTD Actual + O/S Commitments

5. Annual Adjusted Budget – Budget allocated to a particular FOAPAL (Fund Orgn Account Program Activity Location) combination for current fiscal year
6. Budget Available – calculated by taking Annual Budget and subtracting YTD Total Activity.

How to Use FAST to Monitor the Financial Status in Your Areas of Responsibility

How to Check Current Operating Budget Available

(IMPORTANT: Only authorized personnel has access to view Salary by Position information. Please contact Financial Reporting team if you have any questions about your level of access and to request Salary by Position access.)



1. In the main menu, enter the organization (Orgn) code you wish to check budget for. If you cannot remember the organization code, click on the magnifying glass to view all the organization codes you have access to. Select the desired fiscal period in the Fiscal Period field and the “Operating Statement” in the Report field. Then click Enter.

2. Your report will show highest level of roll-up based on by Fund level

The screenshot shows the 'Summary by Hierarchy' report for the current year. The 'By' field is set to 'Fund'. The report displays data for Fund 10, 'Operating Fund'. A red arrow points to the 'Fund' dropdown menu in the filter options.

Fund	Title	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Annual Adjusted Budget	Budget Available	Budget Fav/Unfav
10	Operating Fund	0	-180,186	-3,934	-184,120	-214,100	29,980	14% F
		0	-180,186	-3,934	-184,120	-214,100	29,980	14% F

If your initial query was for a higher level organization code (ie: the parent roll-up of your specific org) and you would like to see details for a specific organization (ie: the children of that parent) under it, click the blue organization codes until you see the account balances for the desired organization.

3. To view budget by account, choose “Acct” from the dropdown box in the field By.

The screenshot shows the 'Summary by Hierarchy' report for the current year. The 'By' field is set to 'Acct'. The report displays data for various accounts, including 710 (Supplies), 720 (Repairs and Maintenance), 730 (Leases/Rentals), 740 (Travel and PD), 770 (Communications), and 780 (Fees and Services). A red arrow points to the 'Acct' dropdown menu, and another red arrow points to the '710' account code in the 'Acct' column.

Acct	Title	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Annual Adjusted Budget	Budget Available	Budget Fav/Unfav
710	Supplies	0	11,845	0	11,845	80,000	68,155	85.2% F
	Subtotal	0	11,845	0	11,845	80,000	68,155	85.2% F
720	Repairs and Maintenance	0	12,533	0	12,533	0	-12,533	0% U
	Subtotal	0	12,533	0	12,533	0	-12,533	0% U
730	Leases/Rentals	0	533	0	533	0	-533	0% U
	Subtotal	0	533	0	533	0	-533	0% U
740	Travel and PD	0	13,098	0	13,098	2,400	-10,698	445.7% U
	Subtotal	0	13,098	0	13,098	2,400	-10,698	445.7% U
770	Communications	0	4,267	1,924	6,191	0	-6,191	0% U
	Subtotal	0	4,267	1,924	6,191	0	-6,191	0% U
780	Fees and Services	0	8,016	2,010	10,026	3,500	-6,526	186.5% U
	Subtotal	0	8,016	2,010	10,026	3,500	-6,526	186.5% U

You can click on any blue font numbers in the Acct column to see specific accounts that are rolled up under a Parent account. For example, click on 710 Acct Parent.

- By clicking on 710 Acct Parent at the previous screen, you will see all the Acct Children such as 712, 713 and 714.

Acct	Title	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Annual Adjusted Budget	Budget Available	Budget Fav/Unfav
Supplies								
712	General Supplies	0	11,845	0	11,845	75,000	63,155	84.2% F
713	Computer Supplies	0	0	0	0	0	0	
714	Library/Classroom Resource S...	0	0	0	0	5,000	5,000	100% F
	Subtotal	0	11,845	0	11,845	80,000	68,155	85.2% F
	Total Expenditures	0	11,845	0	11,845	80,000	68,155	85.2% F
	Total All Expenses	0	11,845	0	11,845	80,000	68,155	85.2% F
	Total Revenues Less Expenses and Transfers	0	-11,845	0	-11,845	-80,000	68,155	85.2% F

- (Note: At the bottom line of “Total Revenues Less Expenses and Transfers”, this line can be confusing looking at the results since this line is calculated by subtracting Total Expenses from Total Revenues. Because most revenues are recorded centrally in centralized Orgn’s, there will usually be negative ending balances showing on this line for your Orgn.)*

The Budget Available column is calculated by subtracting the YTD Total Activity (year-to-date actual + outstanding commitments) from the Annual Adjusted Budget for each account, subtotal and total.

The Budget Fav/Unfav column shows the % of budget remaining which is calculated by taking the Budget Available amount and dividing it by the Annual budget amount for each account.

- To determine if there have been adjustments to your budget amounts, keep clicking on the blue-linked line (ie: 7172 account) to see the budget breakdown. The description of the journal entries (at the 4th screen below) should provide information on the budgeted amounts.

Return to Summary by Hierarchy - Current Year (09:07:00 PM) | Return to Report

Operating Statement | Balance Sheet | Additional Reports | Custom Reports | Help

Finance Reporting > Summary by Hierarchy > Current Year

Filter Options | Advanced Options | Report Results | Help | More

Current Year | Period: Mar-2018 (Year End) | By: Acct | Budget: Annual Adjusted Budget

Chart = 1 | Orgn = // | Acct = 712 General Supplies | Report Source = Warehouse Tables

Acct	Title	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Annual Adjusted Budget	Budget Available	Budget Fav/Unfav
Supplies								
7120	Office Supplies	0	0	0	0	0	0	
7121	Supplies from Bookstore	0	-684	0	-684	0	684	F
7152	First Aid Supplies	0	0	0	0	5,000	5,000	100% F
7172	Emergency Supplies	0	10,941	0	10,941	70,000	59,059	84.4% F
7920	Fixed Assets (Under \$1,000)	0	1,588	0	1,588	0	-1,588	U
	Subtotal	0	11,845	0	11,845	75,000	63,155	84.2% F
	Total Expenditures	0	11,845	0	11,845	75,000	63,155	84.2% F
	Total All Expenses	0	11,845	0	11,845	75,000	63,155	84.2% F
	Total Revenues Less Expenses and Transfers	0	-11,845	0	-11,845	-75,000	63,155	84.2% F

Return to Summary by Hierarchy - Current Year (09:07:17 PM) | Return to Report

Operating Statement | Balance Sheet | Additional Reports | Custom Reports | Help

Finance Reporting > Summary by FOAPAL > Current Year

Filter Options | Report Results | Help | More

Current Year | Period: Mar-2018 (Year End) | By: Fund - Orgn | Budget: Annual Adjusted Budget

Chart = 1 | Orgn = // | Acct = 7172 Emergency Supplies | Report Source = Warehouse Tables

Orgn	Title	Annual Adjusted Budget	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Budget Available	Budget Fav/Unfav
100	Operating Fund	-70,000	0	-10,941	0	-10,941	59,059	84.4% F
	Subtotal 100	-70,000	0	-10,941	0	-10,941	59,059	84.4% F
	Total	-70,000	0	-10,941	0	-10,941	59,059	84.4% F

FAST V4.4 Finance Reporting Training Notes

Return to **Summary by FOAPAL - Current Year** (09:08:17 PM) [Return to Report](#)

Operating Statement Balance Sheet Additional Reports Custom Reports Help

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

Filter Options Report Results Help + More

Current Year Period Mar-2018 (Year End) Budget Annual Adjusted Budget

Chart = 1 | Fund = 100 Operating Fund | Orgn = ██████████ | Acct = 7172 Emergency Supplies | Report Source = Warehouse Tables

Acct	Title	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Annual Adjusted Budget	Budget Available	Budget Fav/Unfav
Supplies 7172	Emergency Supplies	0	10,941	0	10,941	70,000	59,059	84.4% F
	Subtotal	0	10,941	0	10,941	70,000	59,059	84.4% F
	Total Expenditures	0	10,941	0	10,941	70,000	59,059	84.4% F
	Total All Expenses	0	10,941	0	10,941	70,000	59,059	84.4% F
	Total Revenues Less Expenses and Transfers	0	-10,941	0	-10,941	-70,000	59,059	84.4% F

Return to **Summary by Acct Detail - Current Year** (09:09:17 PM) [Return to Report](#)

Operating Statement Balance Sheet Additional Reports Custom Reports Help

Finance Reporting ▶ **Transaction Detail** ▶ FOAPAL Lookup (Budgets)

Filter Options Report Results Help + More

Chart = 1 | Fund = 100 Operating Fund | Orgn = ██████████ | Acct = 7172 Emergency Supplies | Fiscal Period = Mar-2018 (Year End)

Row #	Fund	Orgn	Acct	Prog	Type	Date	Document	Description	Amount
1	100	████████	7172	958	BD02	08/07/2017	BT000521	Shift First Aid Budget to Emergency	70,000.00

- If you want to see the details on actuals instead of budget, click on the blue number in the “xxx YTD Actual” column to drill down to see the listing of transactions. From this list, click on the blue font document number to see the document details related to the specific transactions.

How to Check Current Funds Available for Special Purpose or Research Funds

Since there are currently no budgets entered for Special Purpose Funds and Research Funds, reading your Operating Statement to determine the funds available is different from reading your operating or capital budgets. Another aspect that makes monitoring these funds different is that unused funds carry forward from one year to the next.

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

Chart(s): 1 - Kwantlen Polytechnic University

Fund:

Orgn:

Acct:

Prog:

Actv:

Fund Type:

Acct Type:

Fiscal Period: Mar-2018 (Year End)

Report: Operating Statement

? 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.

1. In the main menu, enter the Fund number of the Special Purpose Fund (SPF) or Research Fund you would like information for, or click on the magnifying glass to view all the funds you have access to.

(Note: If you would like to view all Special Purpose Funds and Research Funds that you have access to, enter Fund 60)

FAST V4.4 Finance Reporting Training Notes

The screenshot displays the FAST V4.4 Finance Reporting interface. The browser address bar shows the URL: <https://fast.kpu.ca/FASTPORTAL/FASTFINANCE/SUMS.aspx?VE1=Lo4NeRA5BNPr6Ca36ETB6w==&V1=D0QL3b>. The page title is "SUMS | FAST Single Sign O...".

The interface includes a navigation menu with options: "Return to Summary by Hierarchy - Current Year (09:15:42 PM)", "Return to Report", "Operating Statement", "Balance Sheet", "Additional Reports", "Custom Reports", and "Help".

The main content area is titled "Finance Reporting > Summary by Hierarchy > Current Year". It features several tabs: "Filter Options", "Advanced Options", "Report Results", "Help", and "+ More".

Below the tabs, there are dropdown menus for "Current Year", "Period" (set to "Mar-2018 (Year End)"), "By" (set to "Fund"), and "Budget" (set to "Annual Adjusted Budget").

A breadcrumb trail shows: "5 | Chart = 1 | Fund = 7305 SPF: Fundraising for Library Award | Report Source = Warehouse Tables".

The main data table is as follows:

Fund	Title	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Annual Adjusted Budget	Budget Available	Budget Fav/Unfav
7305	SPF: Fundraising for Library A...	0	593	0	593	0	593	F
		0	593	0	593	0	593	0% F

How to View Transaction Details

1. In the main menu, enter the parameters you wish to get transaction details. At Report field, select “Transaction Details” and then click “Enter” to execute the report.

The screenshot shows a web browser window with the URL https://fast.kpu.ca/FASTPORTAL/FASTFINANCE/Home_Finance.aspx. The page header includes the Kwantlen Polytechnic University logo and navigation links like 'Return to Summary by Hierarchy - Current Year (09:16:27 PM)' and 'Return to Report'. A sidebar on the left contains menu items such as 'Home', 'Application Info', 'Dashboard', 'Pinned Reports', 'Training Videos', 'My Schedule', 'Budget and Forecasting', 'Finance Classic Reporting', 'Finance Reporting', 'Human Resource Reporting', 'Journal Vouchers', and 'Web Requisitioning'. The main content area is titled 'Finance Reporting' and contains a form for configuring report parameters. The form includes fields for 'Chart(s)', 'Fund', 'Orgn', 'Acct', 'Prog', 'Actv', 'Fund Type', 'Acct Type', 'Fiscal Period', and 'Report'. The 'Fiscal Period' is set to 'Mar-2018 (Year End)' and the 'Report' is set to 'Transaction Details'. There are 'Reset Parameters' and 'ENTER' buttons at the bottom of the form. A help box below the form provides instructions: '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.' A note below that states: '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.'

2. Following transaction detail report will be generated, based on the parameters entered in the main menu.

The screenshot shows a web browser window with the URL <https://fast.kpu.ca/FASTPORTAL/FASTFINANCE/TDOS.aspx?VE1=MbBc3Ojbnk=&V1=D0QL3bjEQILQ8sQPbVs>. The page title is "Return to Transactions Details - FOAPAL Lookup (Actuals) (02:53:49 PM)". The interface includes a navigation menu with options like "Operating Statement", "Balance Sheet", "Additional Reports", "Financial Statements", "Queries", "Custom Reports", "Budget Custom Report", and "Administration Help". The main content area displays a table of transactions for the fiscal period from April 2017 to March 2018.

Row #	Fund	Orgn	ORG DESC	Acct	ACCT DESC	Prog	Actv	Lecc	Tran Date	Actv Date	User ID	Document	Description	PO #	Inv./Ref. #	Chk. #	Amount
21	7305	7305	SFF: Fundraising for Library Award	5991	REV:Miscellaneous Income	600			01/03/2018	02/03/2018	YKWIAMGR	F0075240	Library Fundraising		2528176		-0.70
22	7305	7305	SFF: Fundraising for Library Award	5991	REV:Miscellaneous Income	600			27/02/2018	28/02/2018	YKWIAMGR	F0075189	Library Fundraising		2527351		-0.35
23	7305	7305	SFF: Fundraising for Library Award	5991	REV:Miscellaneous Income	600			27/02/2018	28/02/2018	YKWIAMGR	F0075189	Library Fundraising		2527503		-1.00
24	7305	7305	SFF: Fundraising for Library Award	5991	REV:Miscellaneous Income	600			22/02/2018	23/02/2018	YKWIAMGR	F0075163	Library Fundraising		2526439		-0.26
25	7305	7305	SFF: Fundraising for Library Award	5991	REV:Miscellaneous Income	600			19/02/2018	20/02/2018	YKWIAMGR	F0075143	Library Fundraising		2525443		-5.20

How to View Payroll Details

If you have access to view payroll information, there are 3 different ways to view payroll details:

- Using the Operating Statement Desired Option (Finance Reporting)
- Using the Current Year – Actuals by Position Desired Option (Finance Reporting)
- Using the Current Year – Budget by Position Desired Option (Finance Reporting)

Each of these 3 ways to view payroll details will provide different detailed payroll information.

Using the Operating Statement to View Detailed Payroll Information (Finance Reporting)

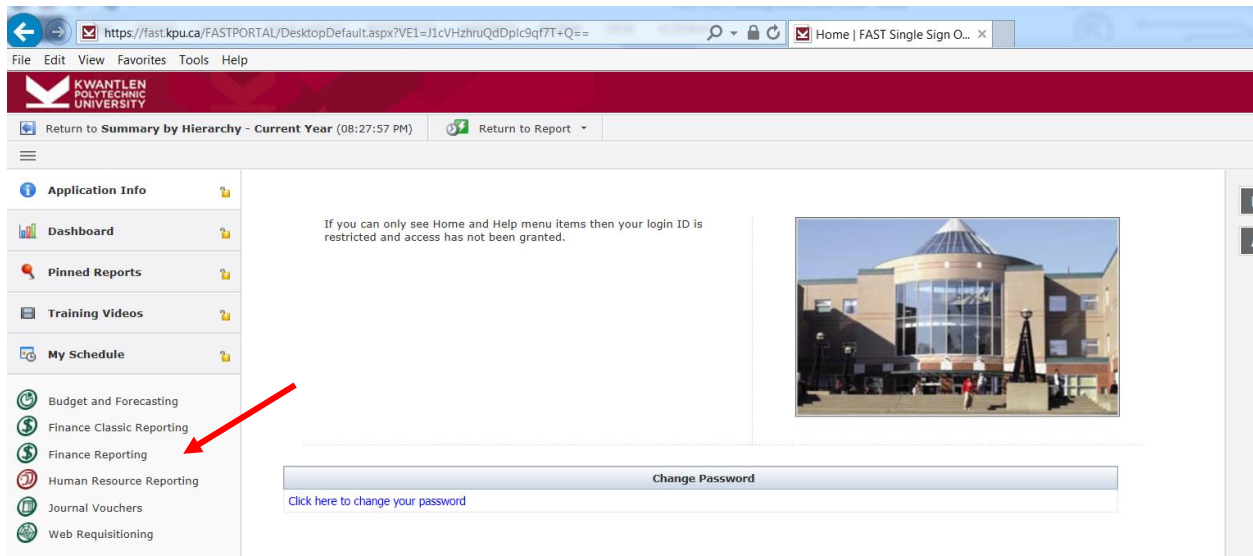
1. If you are using the Operating Statement to view payroll information, you can access the information by:
 - Entering the organization (Orgn) or salary account (or both) in the main menu, drilling down to account level and selecting a salary account to get detailed information by clicking on one of the blue linked amounts
2. Once you get to the lowest (data-enterable) level of organization and salary account, you can drill down further to see all the feeds and journal entries made to that organization and account.

(Note: You can narrow or expand the amount of detail returned by choosing to include either only the current period's information by clicking on the amount under the Current Month Actual column, or including all the information from the beginning of the fiscal year to the current month by clicking on the amount under the YTD Actual column.)

3. Clicking the Feeds will provide a detailed breakdown of payroll information for pay period selected

Using Current Year – Actuals by Position to View Detailed Payroll Information (Finance Reporting)

1. At start menu, select Finance Reporting



2. Enter desired combination of Fund, Orgn, Acct or Prog and select “Current Year Actuals by Position” in Report drop down box

FAST V4.4 Finance Reporting Training Notes

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

Chart(s): 1 - Kwantlen Polytechnic University

Fund:

Orgn:

Acct:

Prog:

Actv:

Fund Type:

Acct Type:

Fiscal Period: Mar-2018 (Year End)

Report: Current Year Actuals By Position

? 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.

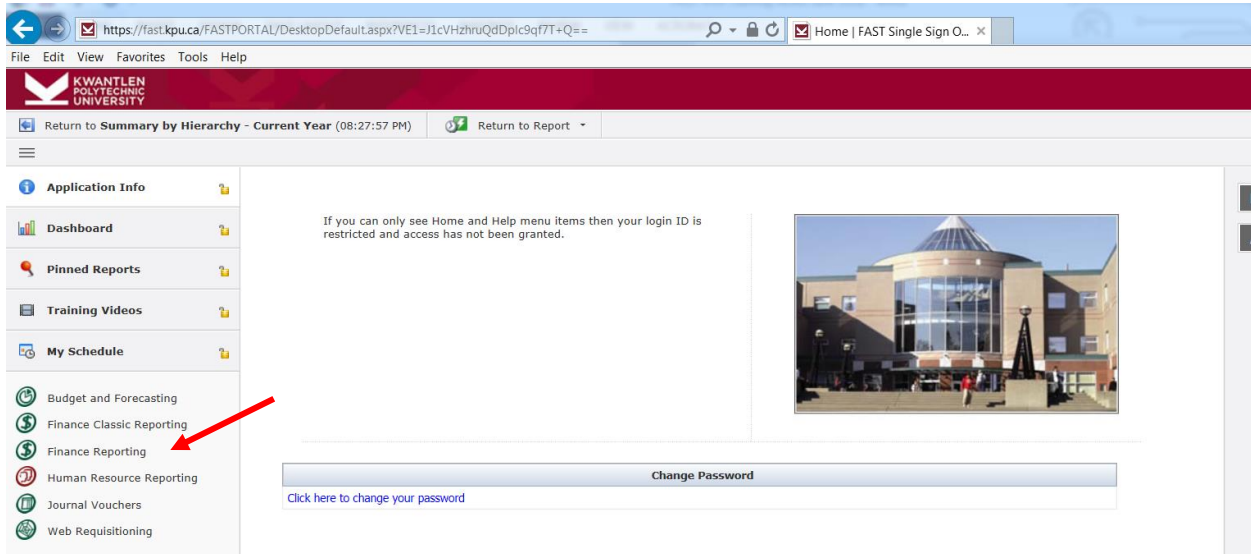
3. A separate line will appear for each combination of employee and position code, grouped by salary account
4. Click on any of the monthly amounts to drill down into detailed breakdown. The information shown will be broken down by earnings type for each feed.

Chart = 1 | Fund = 100 | Orgn = 2 | Acct = 6112 | Prog = 270 | Employee = 100131175 | Position = 968851 | Fiscal Period = Apr-2017

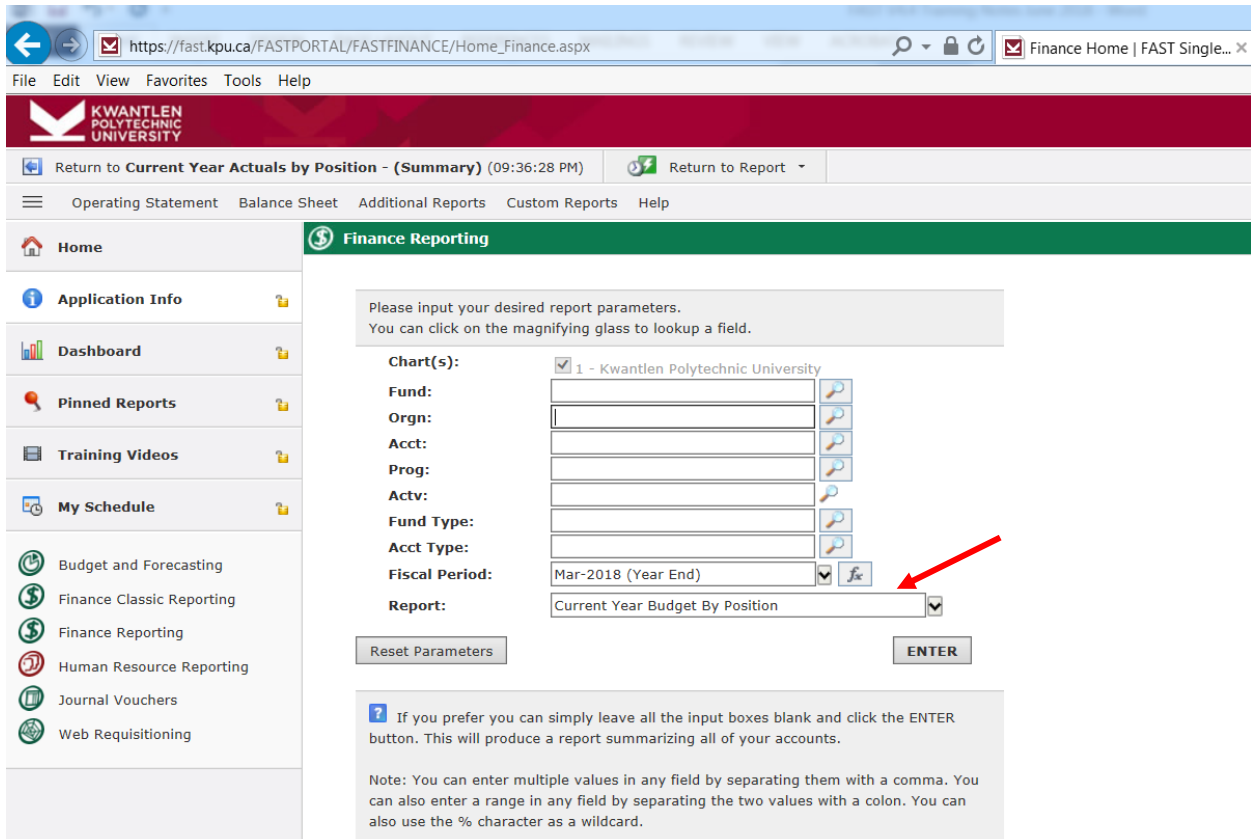
Batch	Date	Fund	Orgn	Acct	Prog	Actv	Employee Number	Name	Posn	Suff	Earnings Type	Rucl	Units	Amount
F0071656	22/04/2017	100		6112	270		100131175	Officer, Loan Sec Payroll (an 00 0	968851	00	BAS	HGNL	69.00	1,820.91
F0071656	22/04/2017	100		6112	270		100131175	Officer, Loan Sec Payroll (an 00 0	968851	00	MED	HGNL	1.00	26.39
Subtotal														1,847.30
F0071534	08/04/2017	100		6112	270		100131175	Officer, Loan Sec Payroll (an 00 0	968851	00	BAS	HGNL	27.25	719.13
F0071534	08/04/2017	100		6112	270		100131175	Officer, Loan Sec Payroll (an 00 0	968851	00	PD3	HGNL	7.75	204.52
Subtotal														923.65
Total														2,770.95

Using Current Year – Budget by Position to View Detailed Payroll Information (Finance Reporting)

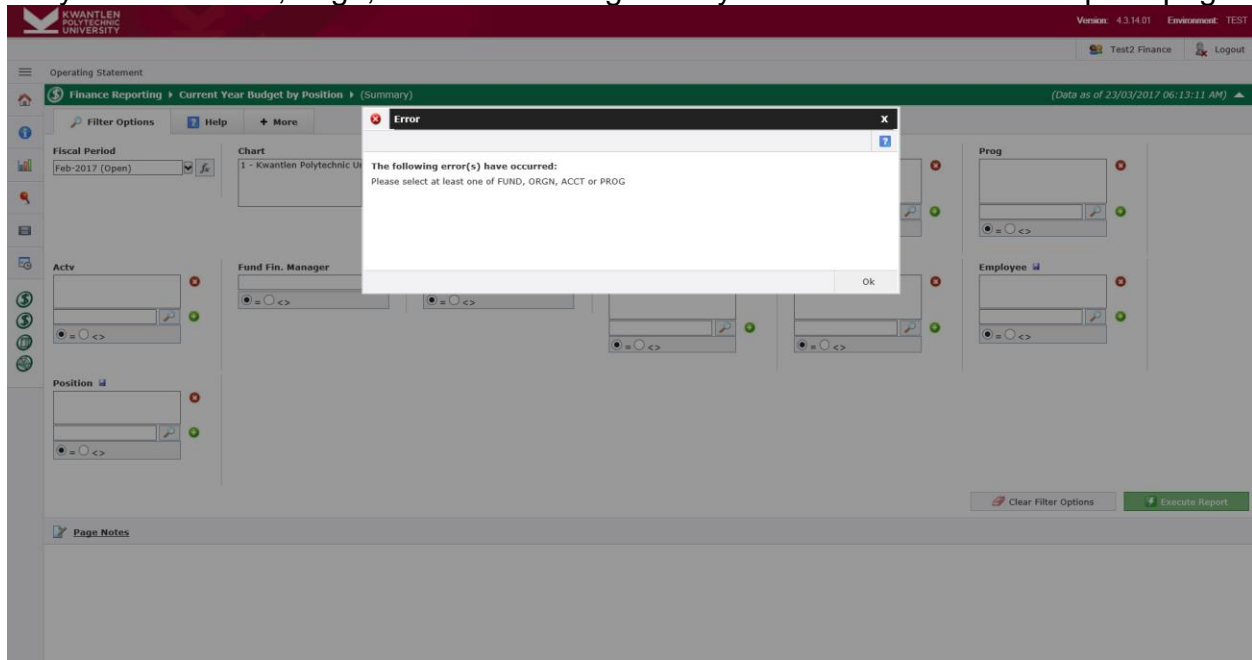
1. At start menu, select Finance Reporting



2. Enter desired combination of Fund, Orgn, Acct or Prog and select “Current Year Budget by Position” in Report drop down box



**If you leave Fund, Orgn, Acct and/or Prog blank you will default to a filter option page.



3. Your results should look similar to the following:

Fund	Orgn	Acct	Prog	Position	Position Title	Employee ID	Name	Original Budget	Adjusted Budget	Actuals	OS Commitment	\$ Budget A
100	5555	6108	921	T55551	Administrative Assistant	711339885	Woods, Tiger	0	0	13,858	0	
							Salary - Staff (Posted Aux w/bens)	0	0	13,858	0	
100	5555	6112	921	555552	Senior Advisor	712545692	Sedin, Henrik	47,000	47,000	42,291	6,287	
100	5555	6112	921	555553	Junior Advisor	812545697	Sedin, Daniel	45,700	45,700	40,173	6,108	
100	5555	6112	921	555551	Administrative Assistant	0	Unallocated	48,300	0	0	0	
100	5555	6112	921	555551	Administrative Assistant	711339890	Johnson, Dustin	0	0	0	0	
100	5555	6112	921	555551	Administrative Assistant	711339895	Fowler, Ricky	0	48,300	18,680	6,287	
100	5555	6112	921	555554	Program Assistant	812545699	Horvat,Bo	0	43,200	30,158	5,784	
100	5555	6112	921	555555	Junior Advisor	812545703	Miller, Ryan	43,200	0	5,060	0	
							Salary - Staff (Regular)	184,200	184,200	136,363	24,466	
100	5555	6134	921	555552	Senior Advisor	712545692	Sedin, Henrik	0	0	19	0	
100	5555	6134	921	555553	Junior Advisor	812545697	Sedin, Daniel	0	0	150	0	
100	5555	6134	921	T55551	Administrative Assistant	711339885	Woods, Tiger	0	0	256	0	
							Salary - Staff Time Off fr OT Bank	0	0	425	0	
							Total	184,200	184,200	150,646	24,466	

Terminology used relating to Salary by Position:

Original Budget – Budget allocated to the position number on April 1 of the fiscal year.

Adjusted Budget – Changes made to the position number during the current fiscal year. These changes could be both permanent and one time only changes.

Actuals – Actual expenses for the position number incurred current fiscal year to date

O/S Commitments – remaining portion of employee’s salary to be paid to the end of the fiscal year or end of contract agreement.

Budget Available – Adjusted budget less Actuals and O/S Commitments.

“T” Positions: The “T” in front of a position number (example above) represents an individual temporarily backfilling a permanent position.

How to Query for an Invoice

1. In the Main Menu, under Report Option, select Invoice Query and click Enter.

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

Chart(s): 1 - Kwantlen Polytechnic University

Fund:

Orgn:

Acct:

Prog:

Actv:

Fund Type:

Acct Type:

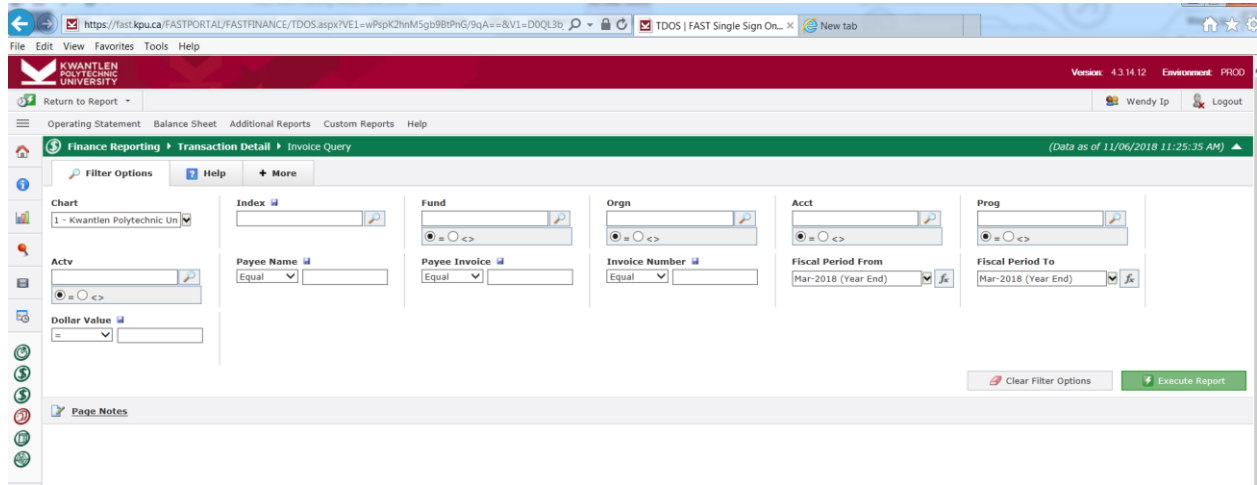
Fiscal Period: Mar-2018 (Year End)

Report: Invoice Query

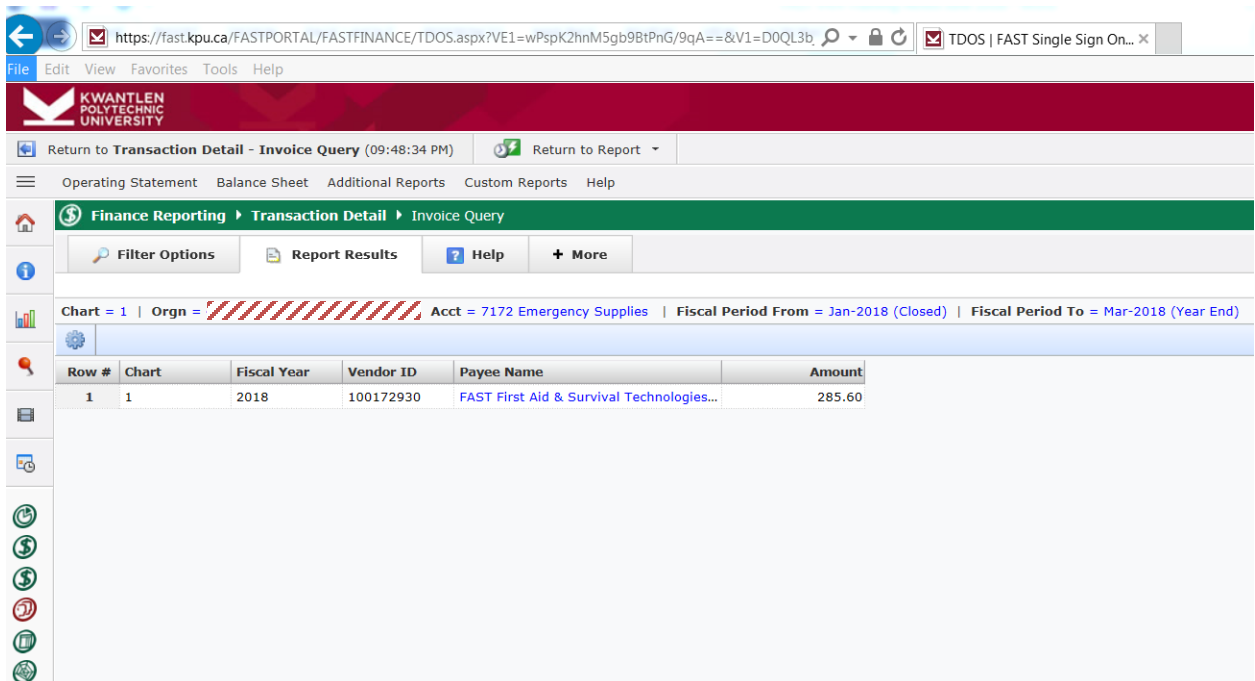
? If you prefer you can simply leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts.

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.

- Here, you can fill in a variety of parameters. All the parameters are optional, with the exception of the date range. However, we suggest at least one optional search criteria be used to lessen the search time.



- FAST will bring up a total of the all vendors within your search criteria.



How to do Document Number Search or Document Type Query

Document Number Search and Document Type Query are under the Report Options in the FAST Main Menu.

The screenshot shows the FAST V4.4 Finance Reporting interface. The browser address bar displays https://fast.kpu.ca/FASTPORTAL/FASTFINANCE/Home_Finance.aspx. The page title is "Finance Home | FAST Singl...". The navigation menu includes "Return to Transaction Detail - Invoice Query (Details) (09:49:48 PM)" and "Return to Report". The main menu has "Operating Statement", "Balance Sheet", "Additional Reports", "Custom Reports", and "Help". The left sidebar contains "Home", "Application Info", "Dashboard", "Pinned Reports", "Training Videos", "My Schedule", "Budget and Forecasting", "Finance Classic Reporting", "Finance Reporting", "Human Resource Reporting", "Journal Vouchers", and "Web Requisitioning". The main content area is titled "Finance Reporting" and contains the following text: "Please input your desired report parameters. You can click on the magnifying glass to lookup a field." The form fields are: "Chart(s):" with a checked box for "1 - Kwantlen Polytechnic University"; "Fund:", "Orgn:", "Acct:", "Prog:", "Actv:", "Fund Type:", and "Acct Type:" each with an empty input field and a magnifying glass icon; "Fiscal Period:" with a dropdown menu set to "Mar-2018 (Year End)" and a magnifying glass icon; and "Report:" with a dropdown menu set to "Document Number Search". There are "Reset Parameters" and "ENTER" buttons. A help box below the form states: "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." A note below the help box states: "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 screenshot shows the FAST V4.4 Finance Reporting interface. The browser address bar displays https://fast.kpu.ca/FASTPORTAL/FASTFINANCE/Home_Finance.aspx. The page title is "Finance Home | FAST Singl...". The navigation menu includes "Return to Transaction Detail - Invoice Query (Details) (09:49:48 PM)" and "Return to Report". The main menu has "Operating Statement", "Balance Sheet", "Additional Reports", "Custom Reports", and "Help". The left sidebar contains "Home", "Application Info", "Dashboard", "Pinned Reports", "Training Videos", "My Schedule", "Budget and Forecasting", "Finance Classic Reporting", "Finance Reporting", "Human Resource Reporting", "Journal Vouchers", and "Web Requisitioning". The main content area is titled "Finance Reporting" and contains the following text: "Please input your desired report parameters. You can click on the magnifying glass to lookup a field." The form fields are: "Chart(s):" with a checked box for "1 - Kwantlen Polytechnic University"; "Fund:", "Orgn:", "Acct:", "Prog:", "Actv:", "Fund Type:", and "Acct Type:" each with an empty input field and a magnifying glass icon; "Fiscal Period:" with a dropdown menu set to "Mar-2018 (Year End)" and a magnifying glass icon; and "Report:" with a dropdown menu set to "Document Type Query". There are "Reset Parameters" and "ENTER" buttons. A help box below the form states: "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." A note below the help box states: "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."

Document Number Search

1. Document Number Search is similar to invoice query except you are able to query on various types of documents as long as you know part of the document number. Common transaction types and their corresponding document numbers are as follows:

- Feeds – F00xxxxx
- Invoices – ELxxxxxx, DPxxxxxx, CWxxxxxx, I00xxxxx
- Cheques – R0xxxxxx, !0xxxxxx
- Purchase Orders – Cxxxxxxx, Mxxxxxxx, BLxxxxxx, Axxxxxxx
- Requisitions - WRxxxxxx
- Journal Vouchers - FJxxxxxx

2. Wildcards can also be used in Document Number Search. For example, if searching for a Journal Voucher, type 'FJ%', and this will return all documents beginning with an 'FJ'.

Document Type Query

1. Document Type Query can be used if you do not have the specific document number or if you are doing a general document search.

The document types that can be searched are:

- Cheque (not available outside Financial Services)
- Invoice
- Journal Voucher
- Purchase Order
- Requisition

The screenshot displays the 'Document Type Query' interface within the FAST V4.4 Finance Reporting system. The interface is organized into several sections for filtering data:

- Document Number:** A text input field for entering specific document numbers.
- Fiscal Period From:** A dropdown menu currently set to 'Mar-2018 (Year End)'.
- Fiscal Period To:** A dropdown menu for selecting the end of the fiscal period.
- Document Type:** A field with a 'Click to add values' button, used for selecting document types like Cheque, Invoice, etc.
- Dollar Value:** A field for specifying a value range.
- Index:** A field for selecting an index.
- Chart:** A dropdown menu set to '1 - Kwantlen Polytechnic Un...'.
- Fund:** A field for selecting a fund.
- Orgn, Acct, Prog, Actv, Acct Type:** A row of five fields for selecting organizational and account details.

At the bottom of the interface, there are buttons for 'Clear Filter Options' and 'Execute Report'.

2. **IMPORTANT:** When filling out the Beginning and Ending Fiscal Year/Period, please note that it is the Fiscal year and period and not the Calendar year and period.

Kwantlen's fiscal year begins in April and ends in March. April is period 1, March is period 12 and March year-end (including year-end accruals and adjustments) is period 14.

How to View Outstanding Purchase Orders and Requisitions

1. Outstanding Purchase Orders (“PO”) and Requisitions can be viewed in FAST in the Main Menu under Report options.

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

Chart(s): 1 - Kwantlen Polytechnic University

Fund:

Orgn:

Acct:

Prog:

Actv:

Fund Type:

Acct Type:

Fiscal Period: Mar-2018 (Year End)

Report: My Outstanding Purchase Orders and Requisitions

? 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.

2. Choose Fund, Orgn and period to view outstanding PO and requisitions for by inputting the applicable parameters in the Main Menu or leave all parameters blank and query a list of all the outstanding PO and Requisitions issued against any of the Fund and Orgn you have access to.

The amount showing next to the PO is the amount still outstanding, net of any invoices already paid against the PO without factoring any GST rebate received.

Return to Transaction Detail - Invoice Query (Details) (09:49:48 PM) Return to Report

Operating Statement Balance Sheet Additional Reports Custom Reports Help

Finance Reporting Transaction Detail FOAPAL Lookup (Encumbrances)

Filter Options Report Results Help + More

Chart = 1 | Fiscal Period = Mar-2018 (Year End)

Row #	Chart	Fund	Orgn	Acct	Prog	Actv	Document	Date	Vendor/Requisitioner	Outstanding Amount
55	1	100	3330	7754	933		M1403301	02-May-2014	Shaw Cable	738.93

Examples of transaction in outstanding commitments are as follows:

WebReq – requisition, if approved, will become Purchase Order

Purchase Order – commitment to purchase, once invoice is received will become actual expense.

Purchasing Card – expense incurred on PCard, but not posted to GL through batching process.

Payroll Commitments – expected future salary expenses.