FAST V4.4
FINANCE REPORTING MODULE
TRAINING NOTES

FAST version 4.4
Prepared by Financial Services
June 2018

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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

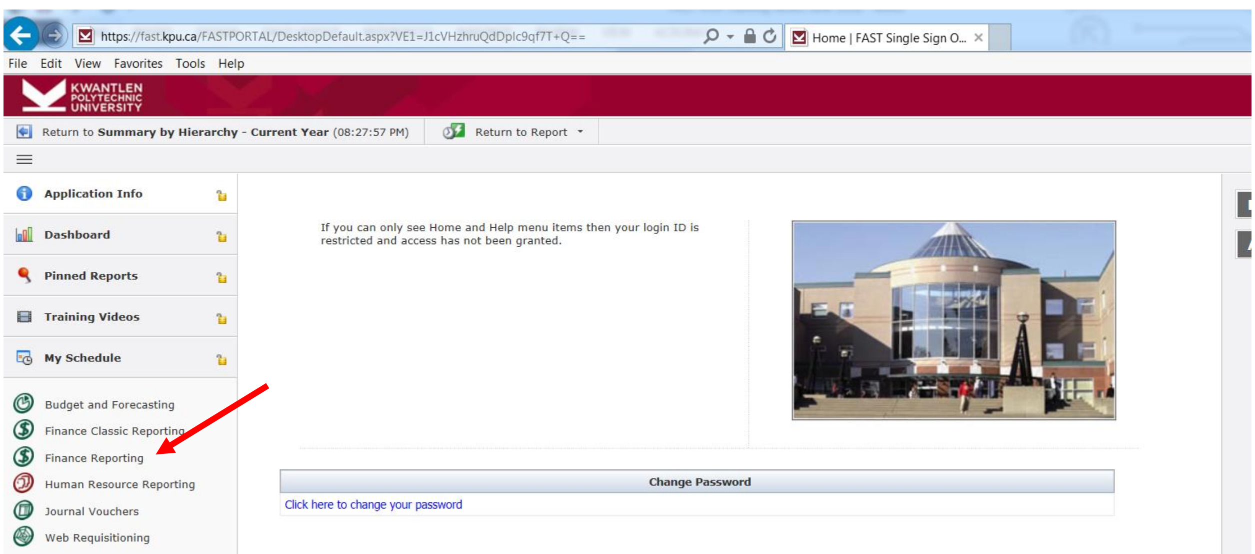
Logging into FAST Finance Reporting

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

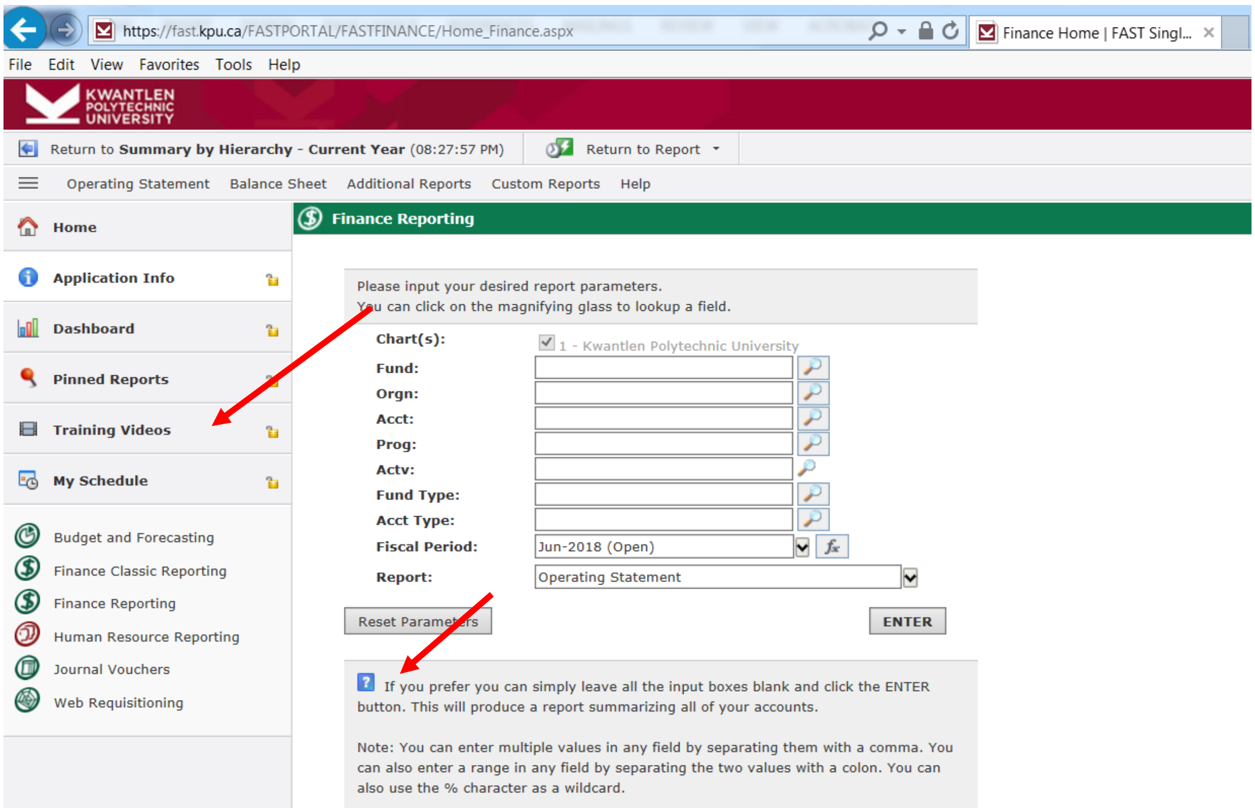
3. Once logged in click 'Finance Reporting' on the left side of the screen to access your financial information.



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.



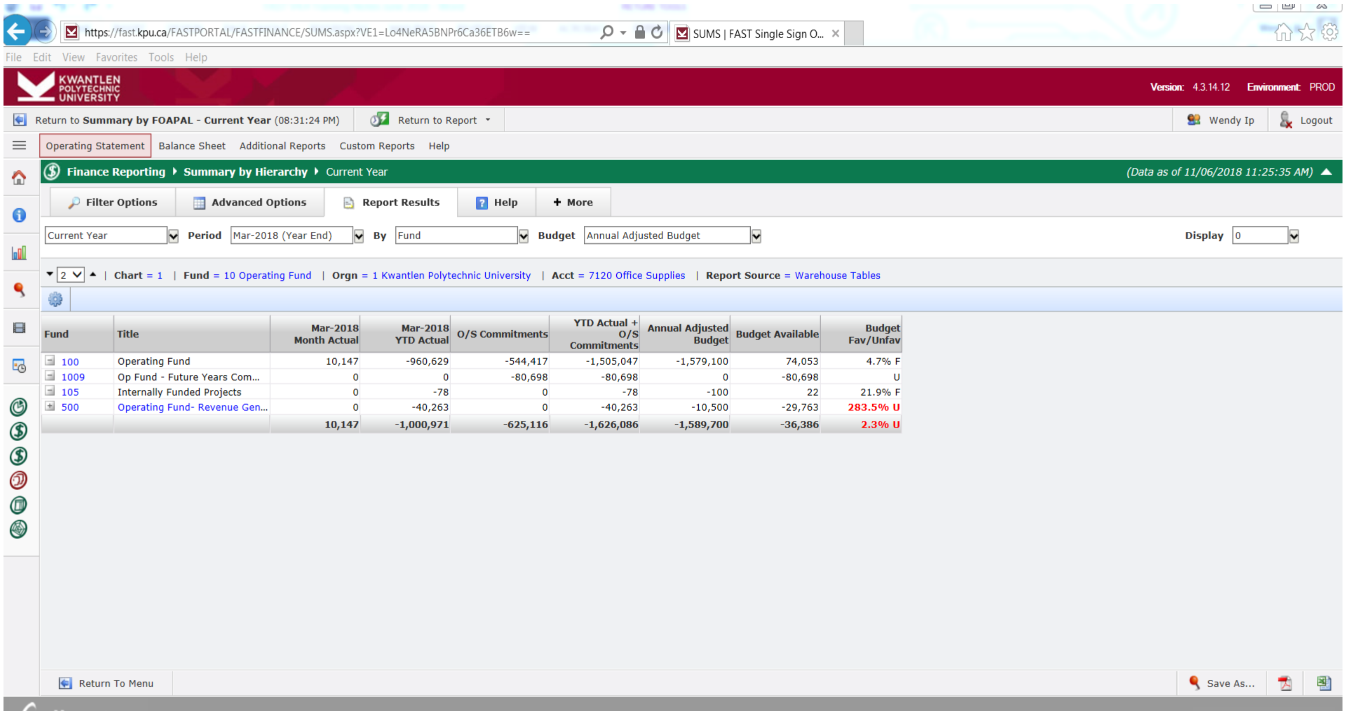
2. Millennium also provides YouTube clips on how to use FAST Finance Reporting at https://www.youtube.com/user/FASTMCSL

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 **F**und **O**rgn **A**ccount **P**rogram **A**ctivity **L**ocation
- 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



Finance Reporting will output a report with the following headings

1. Month Actual – Actual Expenses or Revenues recorded to a particular FOAPAL (**F**und **O**rgn **A**ccount **P**rogram **A**ctivity **L**ocation) combination within the month chosen as the reporting period.

2. YTD Actual – All actual activity (expenses or revenues) recorded to a particular FOAPAL (**F**und **O**rgn **A**ccount **P**rogram **A**ctivity **L**ocation) 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

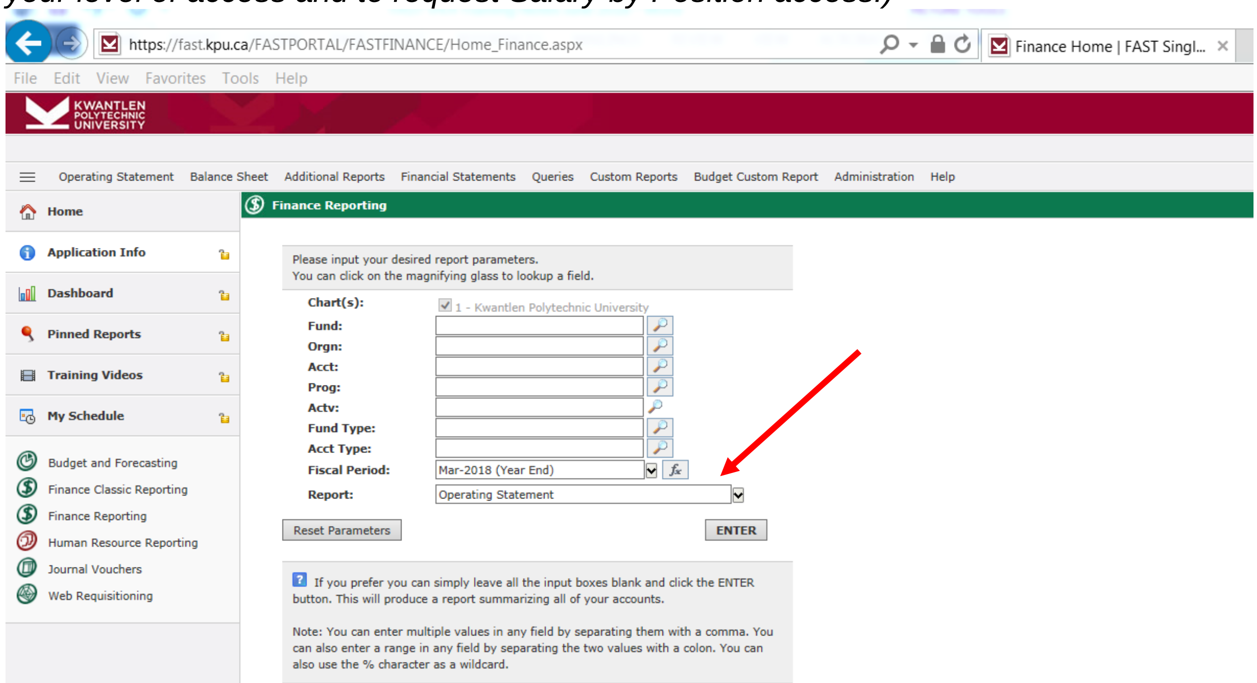
5. Annual Adjusted Budget – Budget allocated to a particular FOAPAL (**F**und **O**rgn **A**ccount **P**rogram **A**ctivity **L**ocation) combination for current fiscal year

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

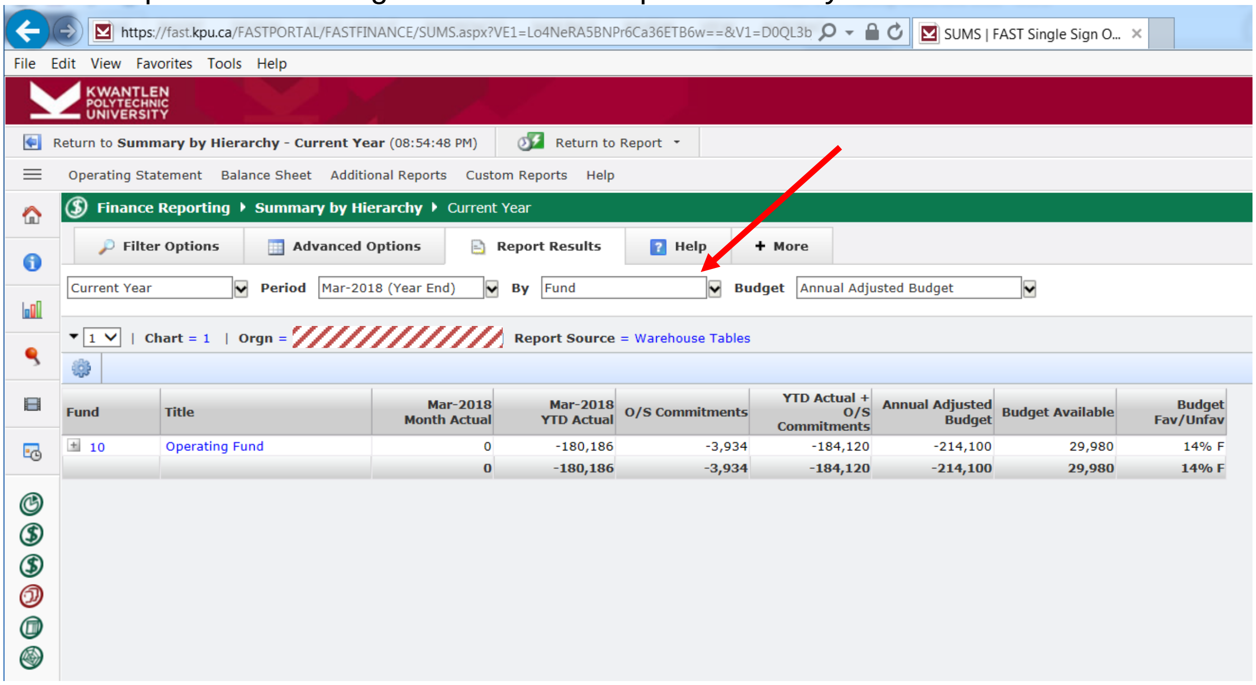
How to Check Current Operating Budget Available

(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.)



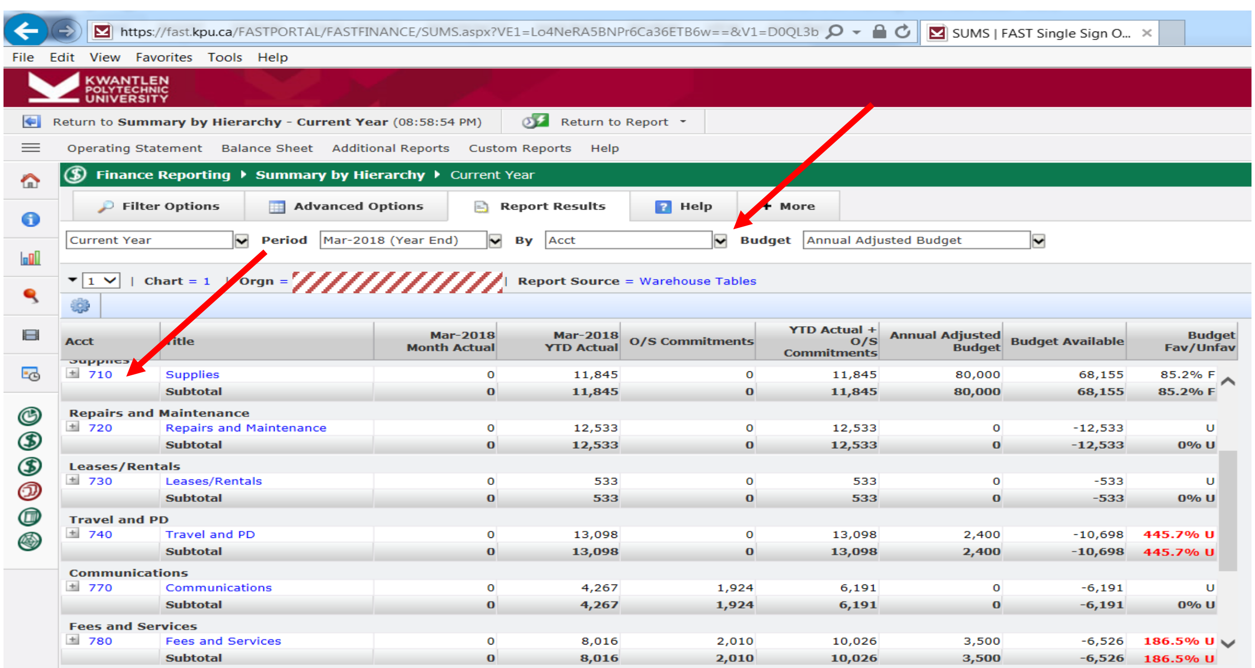
1. In the main menu, enter the organization (Orgn) code you wish to check budget for. If you cannot remember the organization code, click on the magnifying glass to view all the organization codes you have access to. Select the desired fiscal period in the Fiscal Period field and the “Operating Statement”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

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



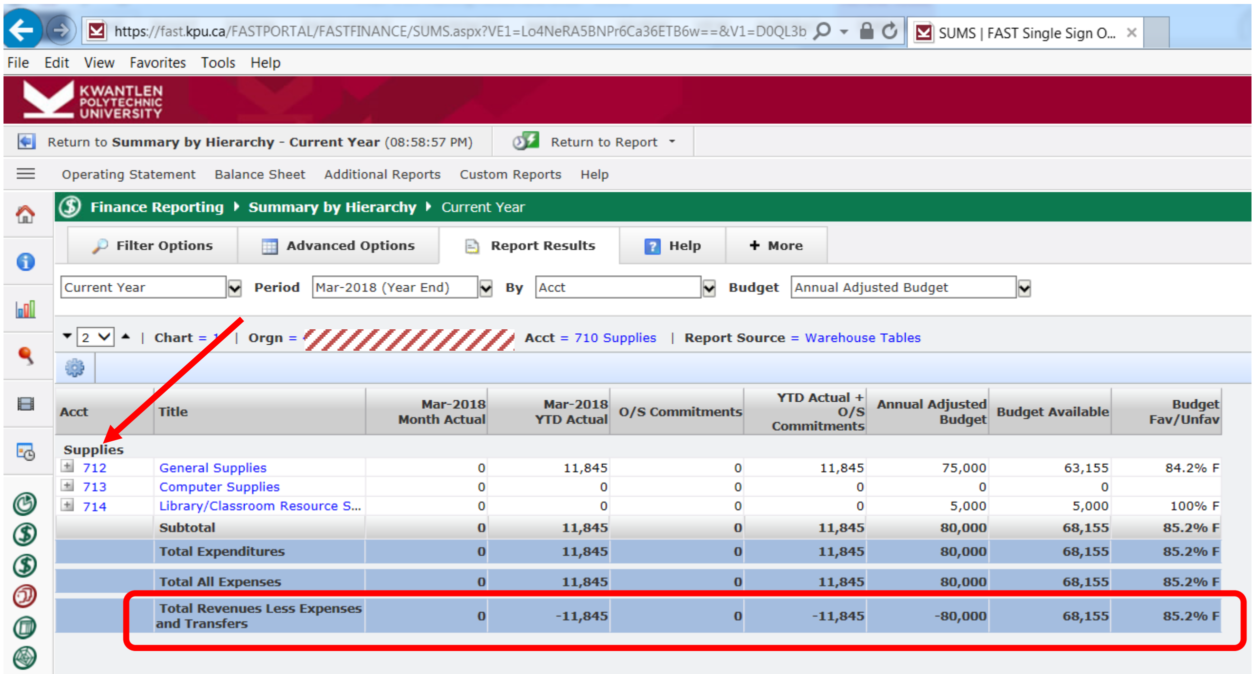
If your initial query was for a higher level organization code (ie: the parent roll-up of your specific org) and you would like to see details for a specific organization (ie: the children of that parent) under it, click the blue organization codes until you see the account balances for the desired organization.

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



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.

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



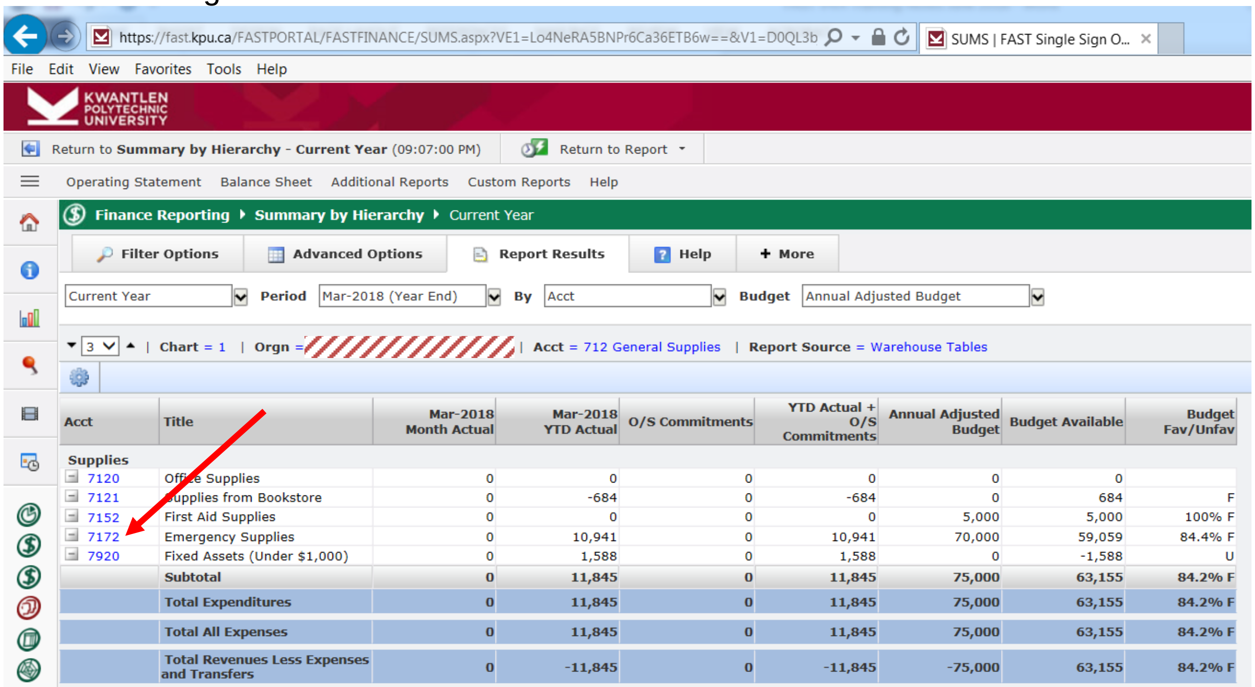
Acct	Title	Mar-2018 Month Actual	Mar-2018 YTD Actual	O/S Commitments	YTD Actual + O/S Commitments	Annual Adjusted Budget	Budget Available	Budget Fav/Unfav
Supplies								
712	General Supplies	0	11,845	0	11,845	75,000	63,155	84.2% F
713	Computer Supplies	0	0	0	0	0	0	
714	Library/Classroom Resource S...	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

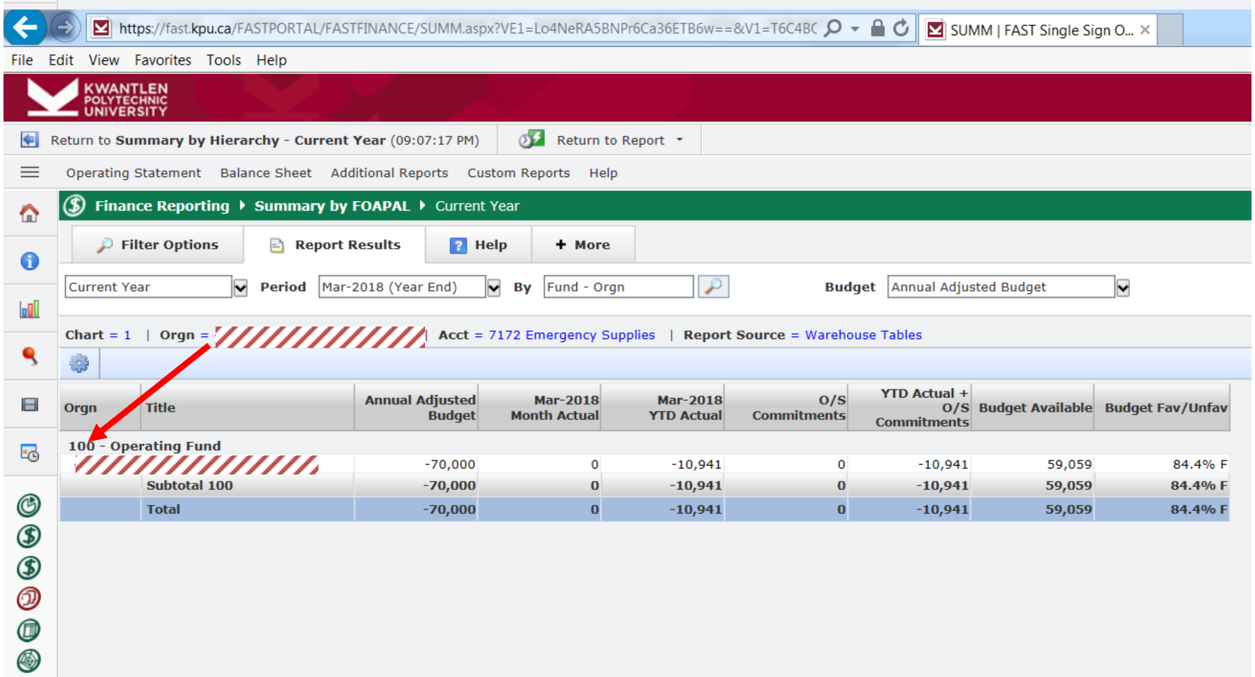
5. *(<u>Note</u>: At the bottom line of “Total Revenues Less Expenses and Transfers”, this line can be confusing looking at the results since this line is calculated by subtracting Total Expenses from Total Revenues. Because most revenues are recorded centrally in centralized Orgn’s, there will usually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

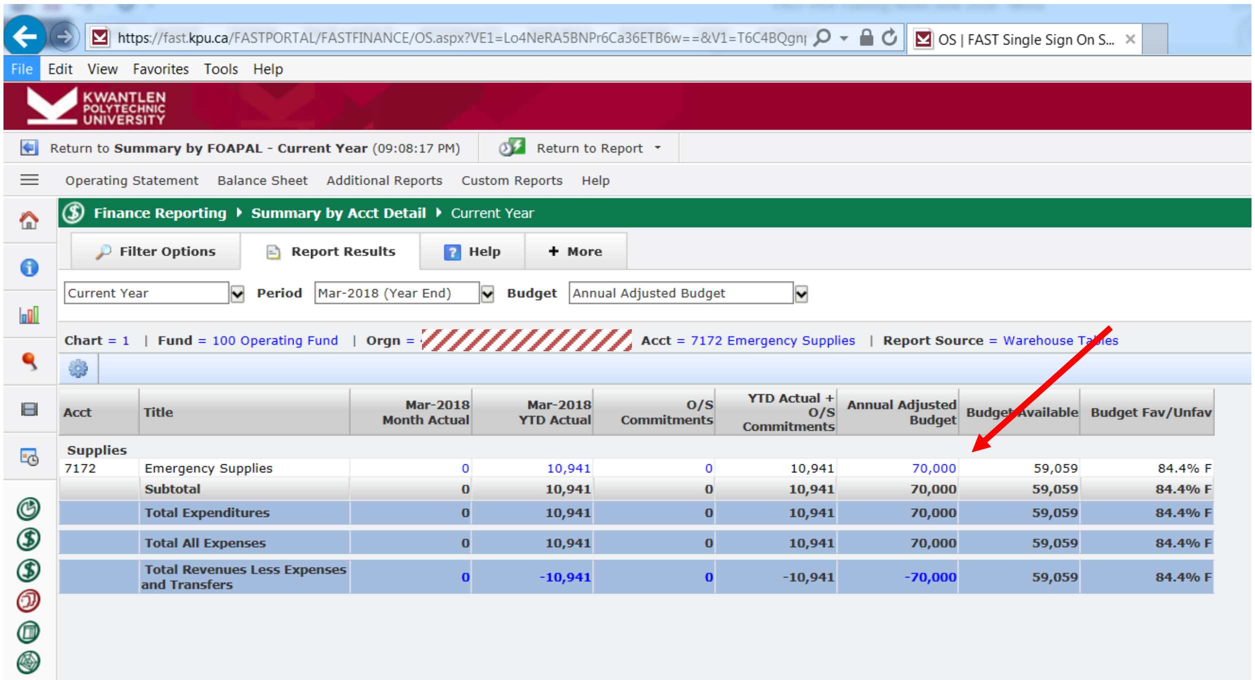
   The Budget Available column is calculated by subtracting the YTD Total Activity (year-to-date actual + outstanding commitments) from the Annual Adjusted Budget for each account, subtotal and total.

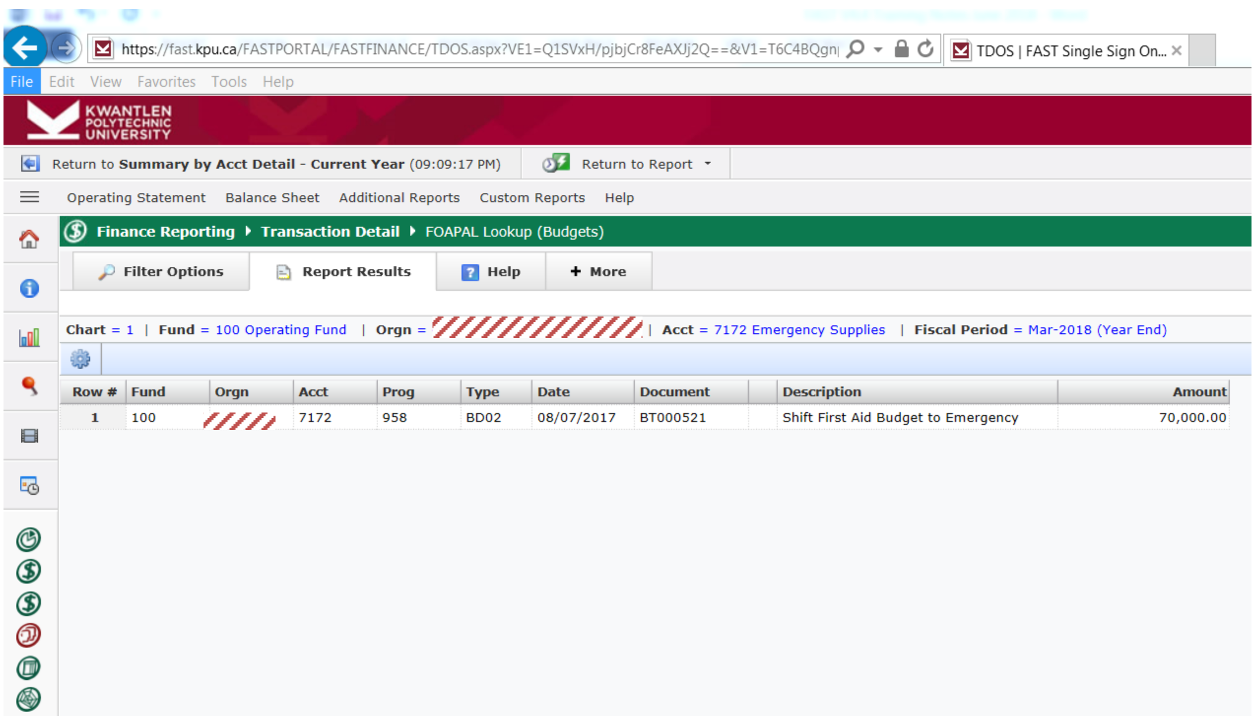
   The Budget Fav/Unfav column shows the % of budget remaining which is calculated by taking the Budget Available amount and dividing it by the Annual budget amount for each account.

6. 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.





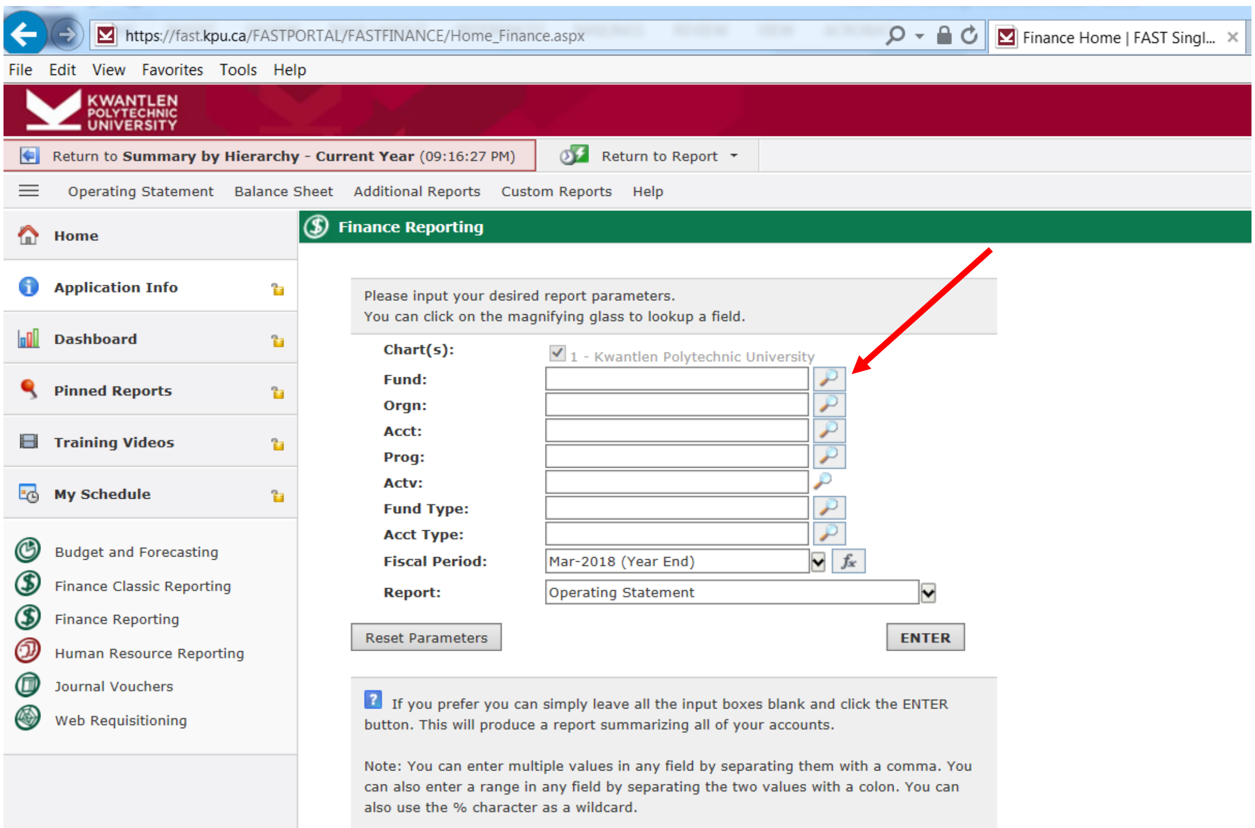




7. If you want to see the details on actuals instead of budget, click on the blue number in the "xxx YTD Actual" column to drill down to see the listing of transactions. From this list, click on the blue font document number to see the document details related to the specific transactions.

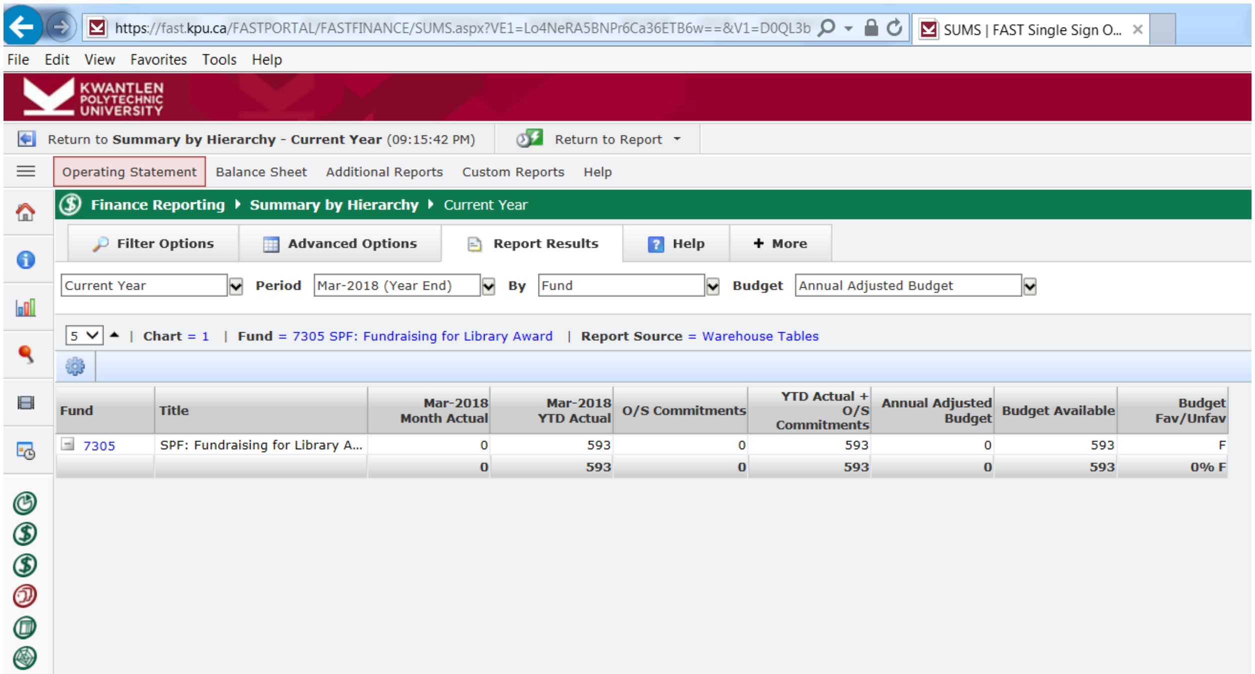
How to Check Current Funds Available for Special Purpose or Research Funds

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.



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.

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


https://fast.kpu.ca/FASTPORTAL/FASTFINANCE/SUMS.aspx?VE1=Lo4NeRA5BNPr6Ca36ETB6w==&V1=D0QL3b
SUMS | FAST Single Sign O...
File Edit View Favorites Tools Help
KWANTLEN POLYTECHNIC UNIVERSITY
Return to Summary by Hierarchy - Current Year (09:15:42 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
Fund
Budget
Annual Adjusted Budget
Chart = 1 | Fund = 7305 SPF: Fundraising for Library Award | Report Source = Warehouse Tables
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...
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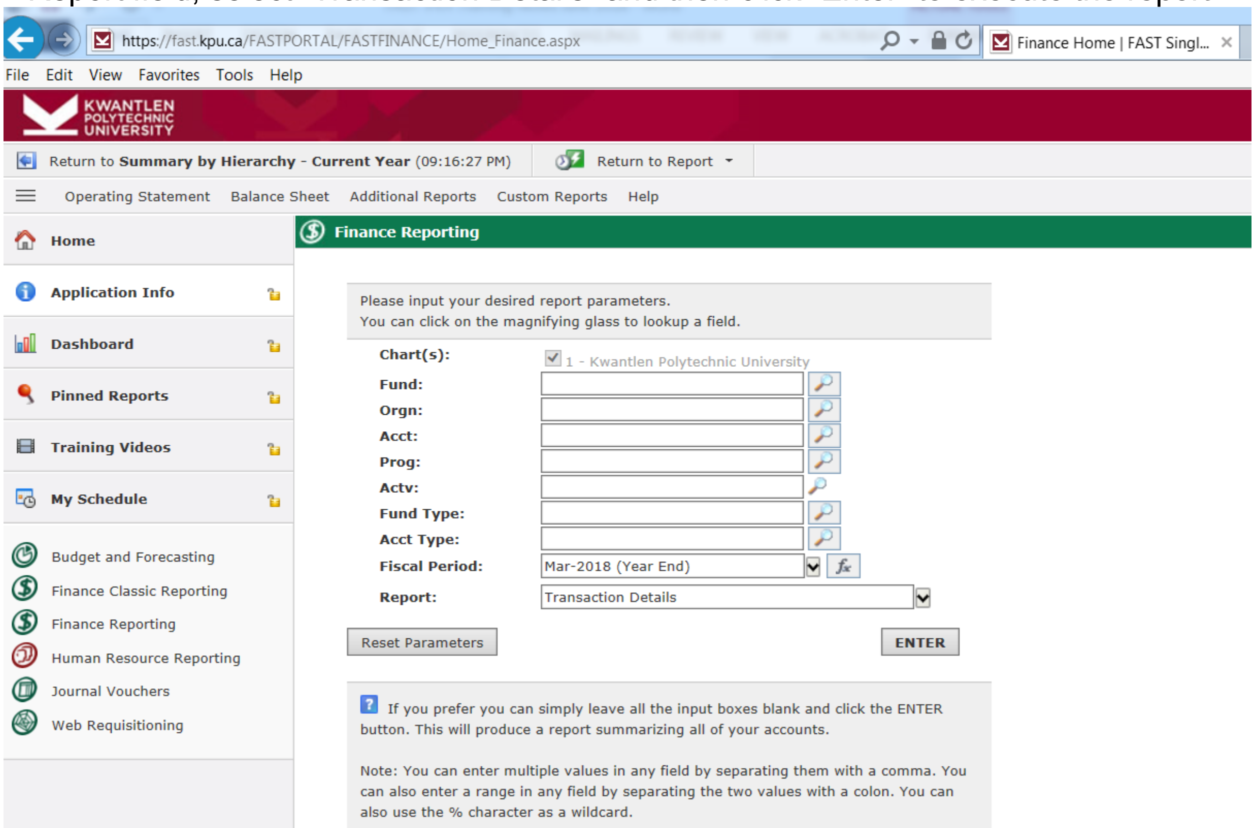
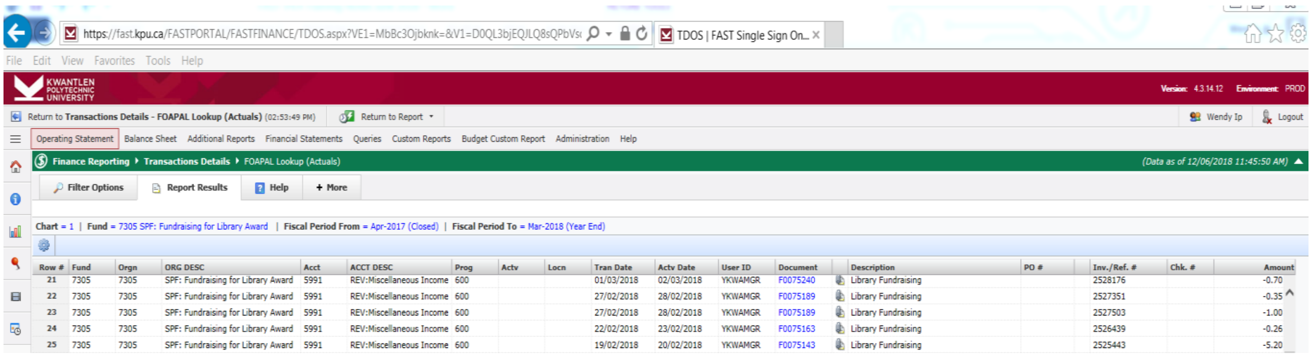
How to View Transaction Details

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.



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



<u>How to View Payroll Details</u>

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

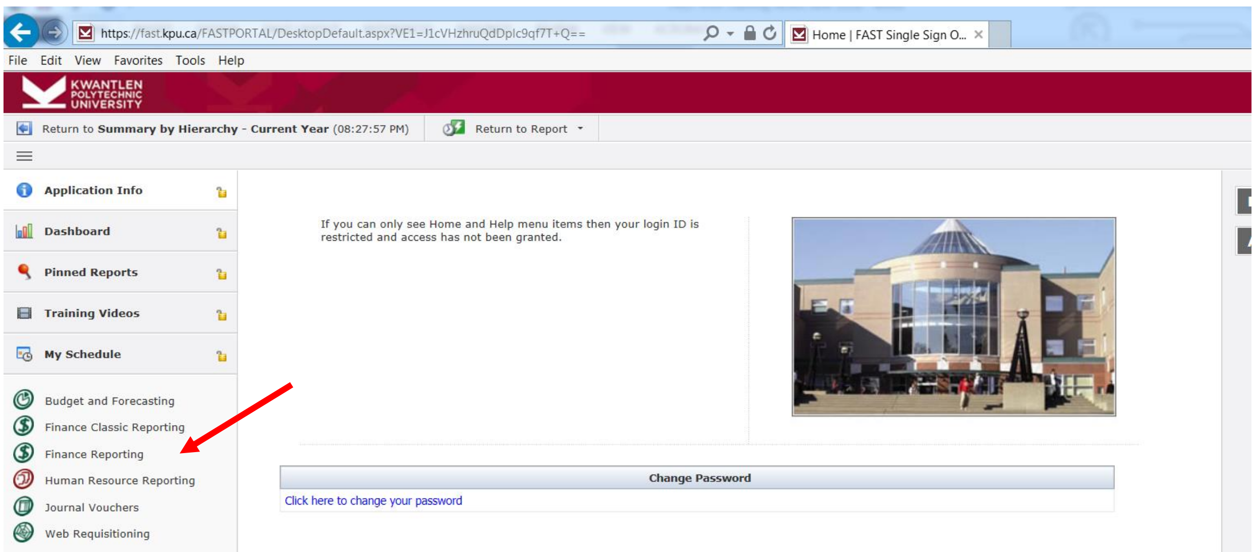
2. Once you get to the lowest (data-enterable) level of organization and salary account, you can drill down further to see all the feeds and journal entries made to that organization and account.

   (<u>Note</u>: 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.)

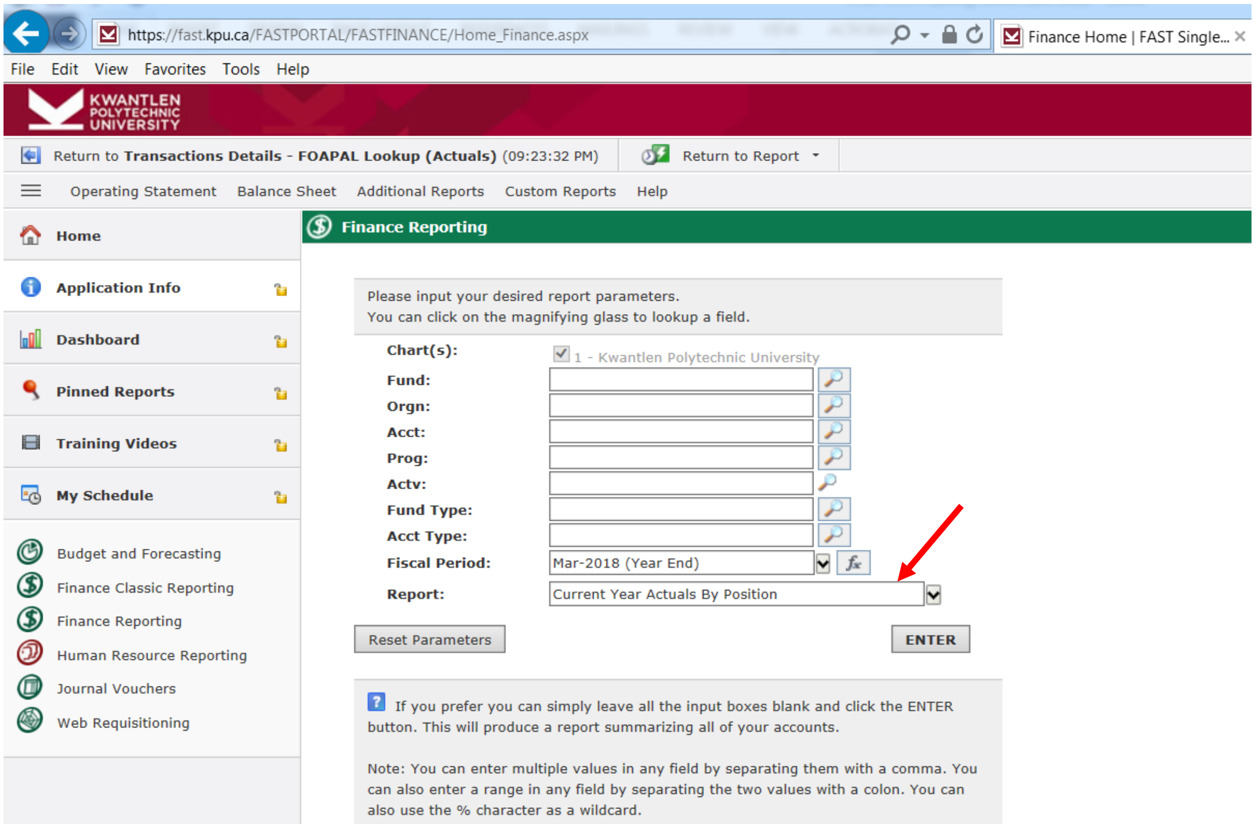
3. Clicking the Feeds will provide a detailed breakdown of payroll information for pay period selected

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

1. At start menu, select Finance Reporting

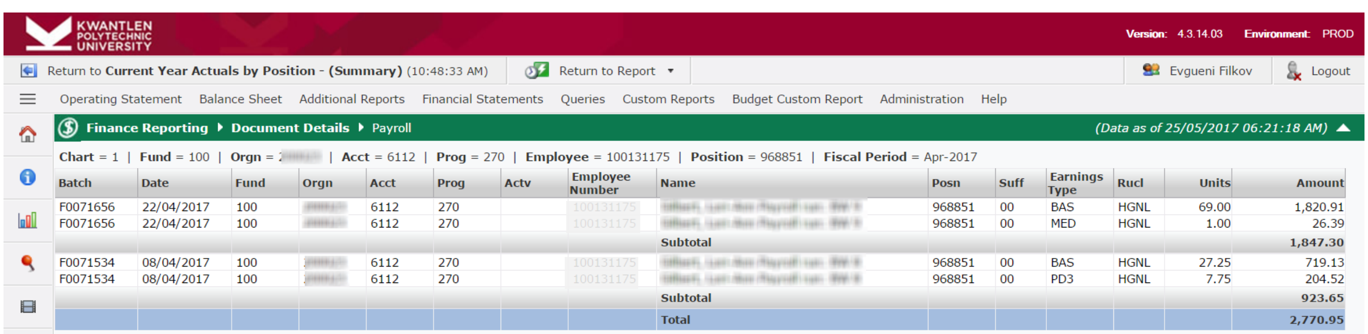


2. Enter desired combination of Fund, Orgn, Acct or Prog and select “Current Year Actuals by Position” in Report drop down box



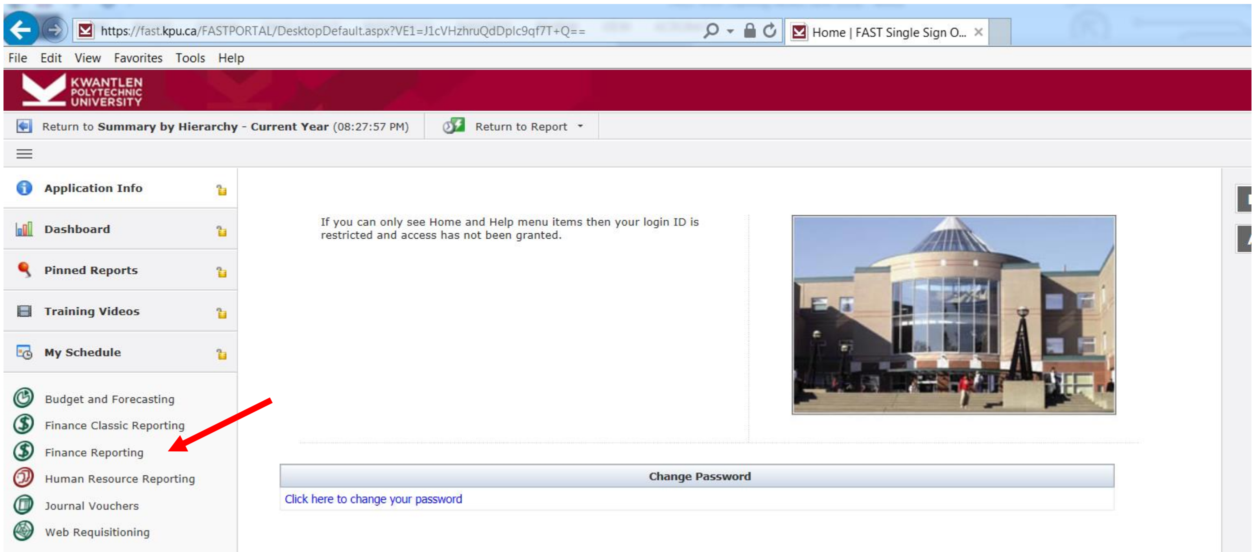
3. A separate line will appear for each combination of employee and position code, grouped by salary account

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.

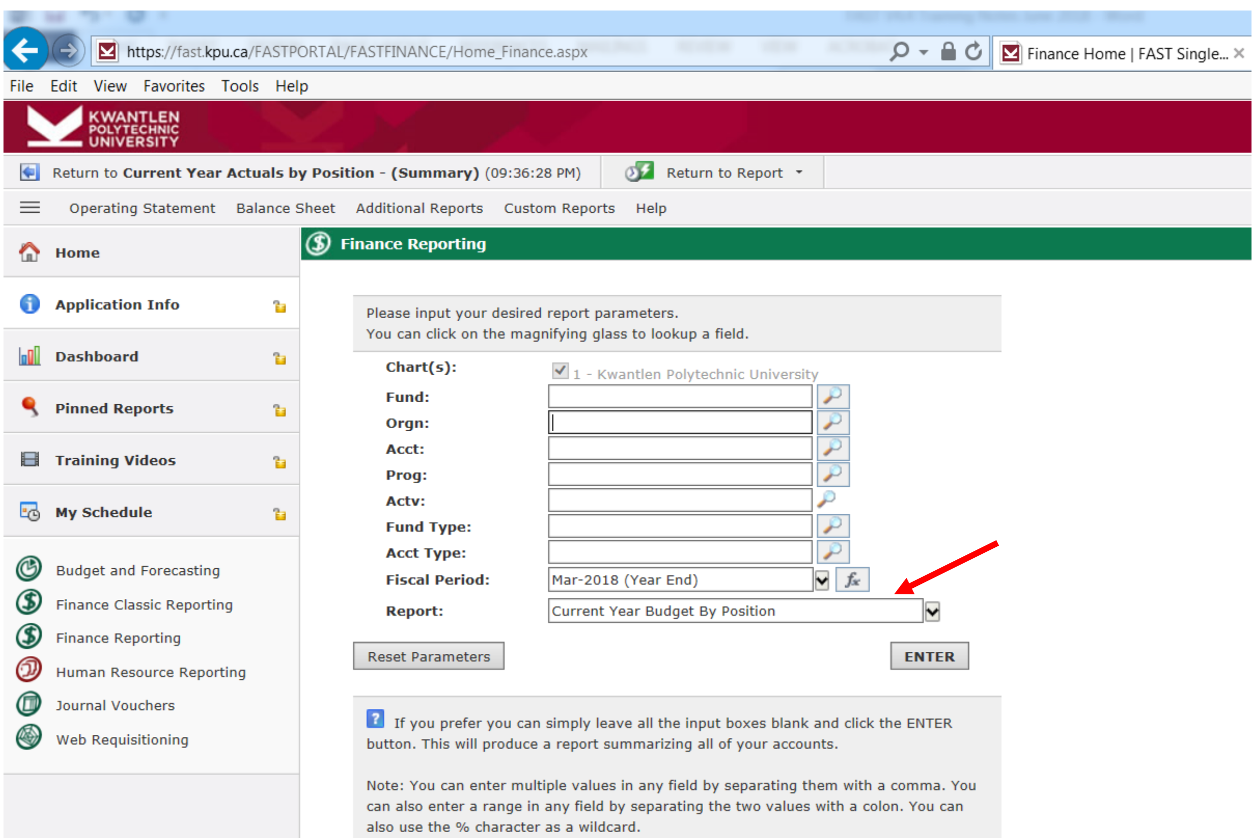


Using Current Year – Budget by Position to View Detailed Payroll Information (Finance Reporting)

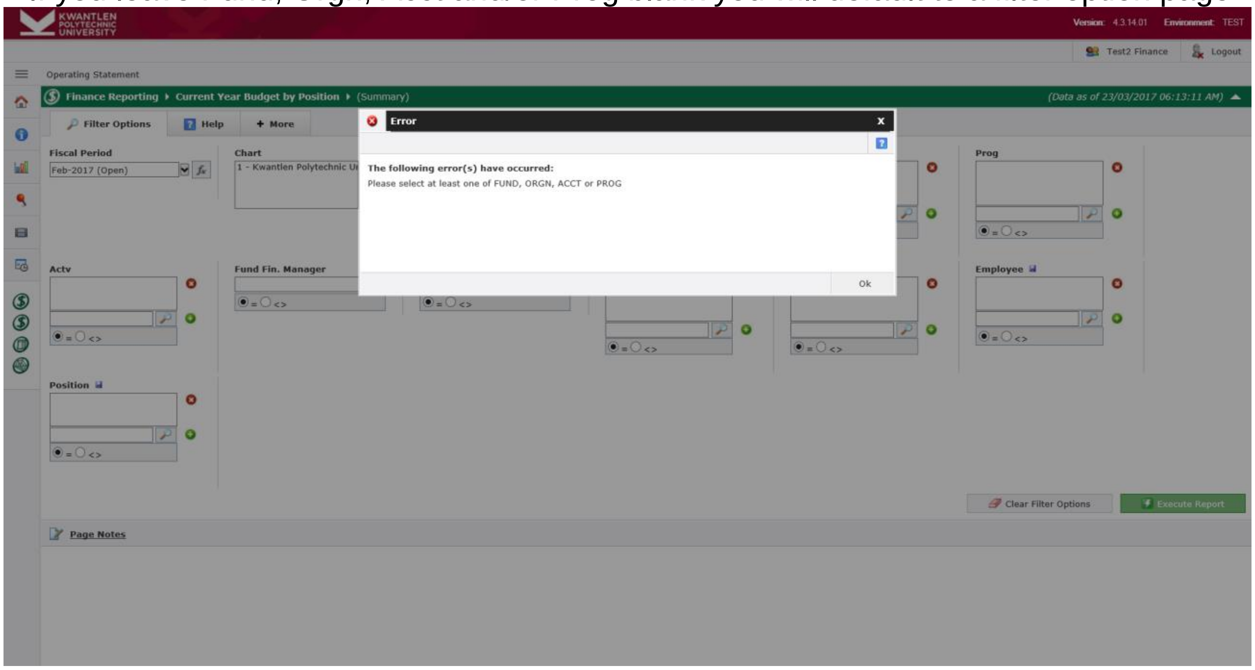
1. At start menu, select Finance Reporting



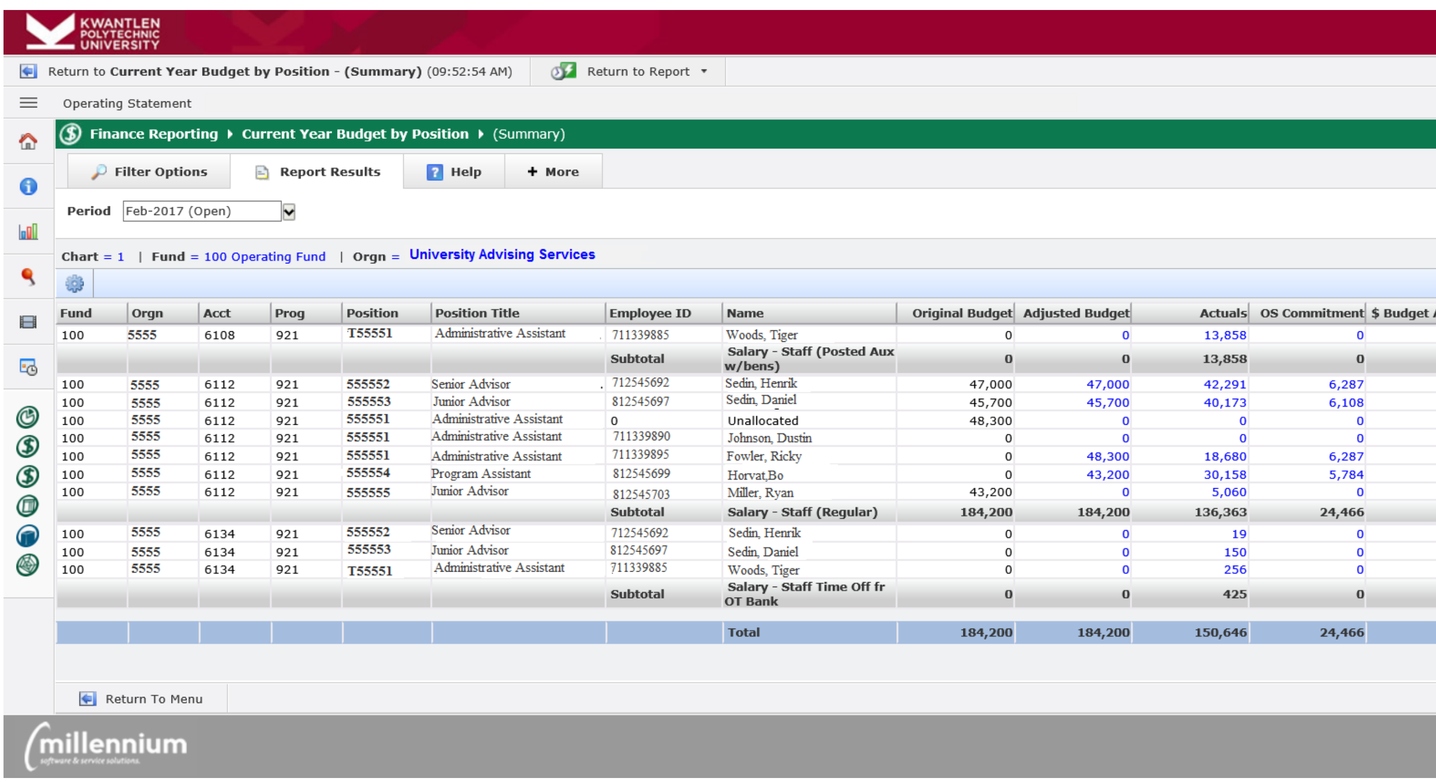
2. Enter desired combination of Fund, Orgn, Acct or Prog and select “Current Year Budget by Position” in Report drop down box



**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:



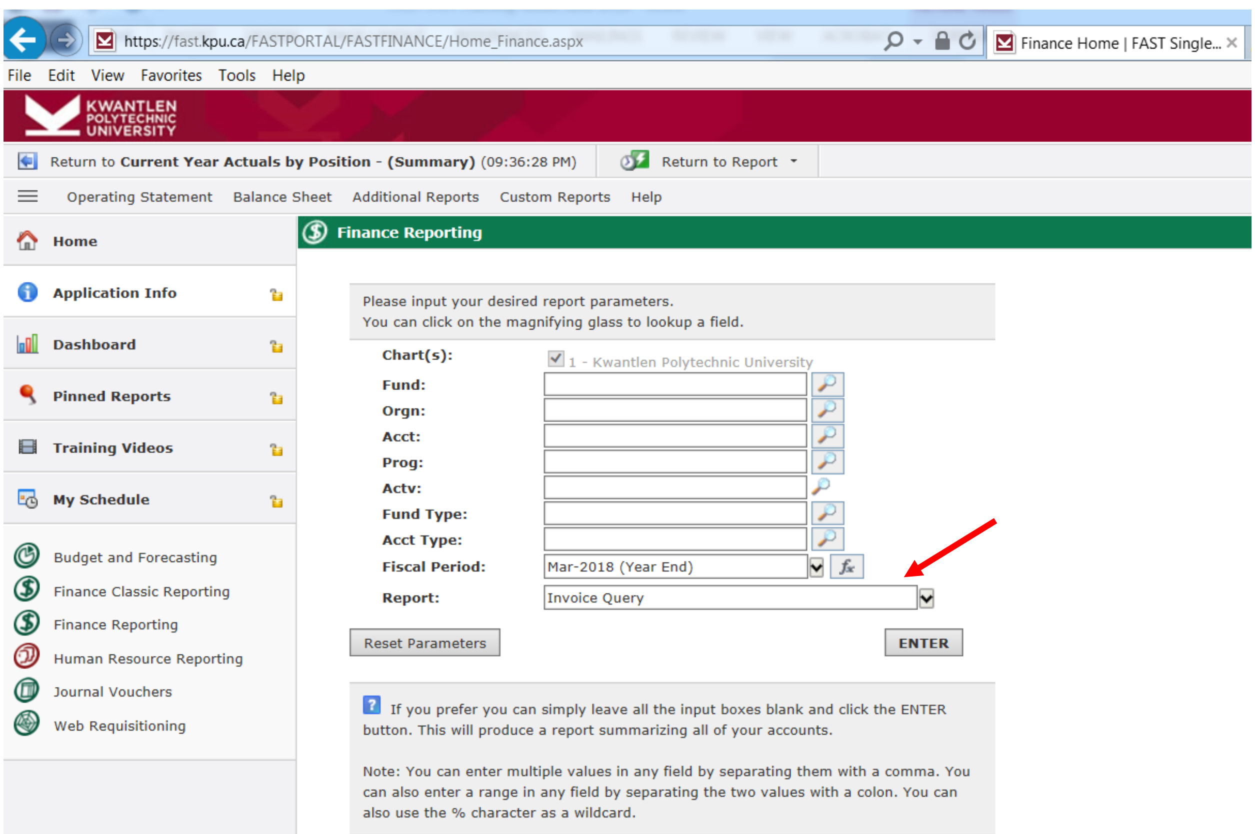
Fund	Orgn	Acct	Prog	Position	Position Title	Employee ID	Name	Original Budget	Adjusted Budget	Actuals	OS Commitment	$ Budget A
100	5555	6108	921	T55551	Administrative Assistant	711339885	Woods, Tiger	0	0	13,858	0	
						Subtotal	Salary - Staff (Posted Aux w/bens)	0	0	13,858	0	
100	5555	6112	921	555552	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	
						Subtotal	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	
						Subtotal	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:

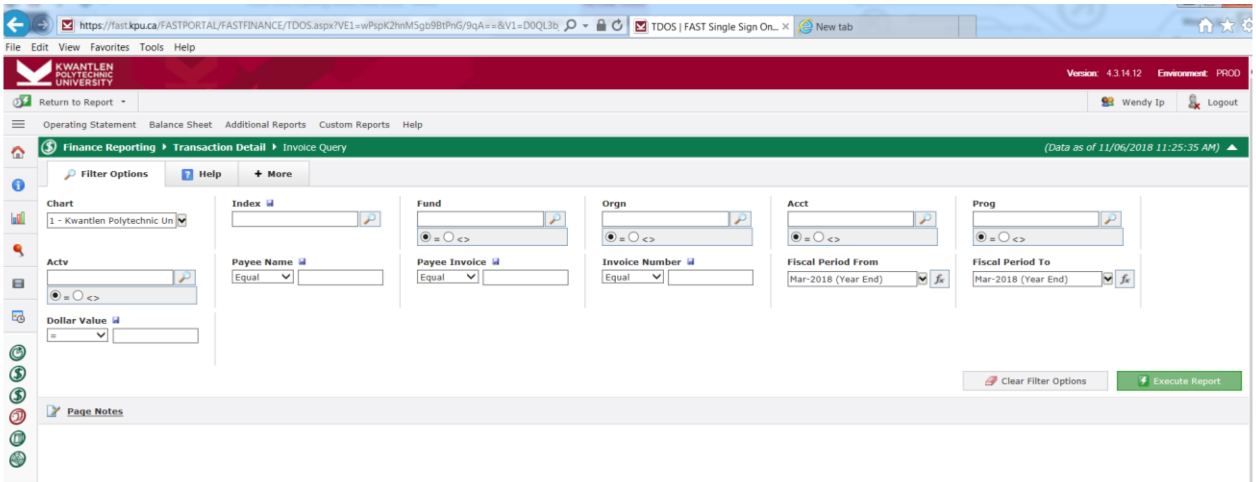
Original Budget – Budget allocated to the position number on April 1 of the fiscal year.
Adjusted Budget – Changes made to the position number during the current fiscal year. These changes could be both permanent and one time only changes.
Actuals – Actual expenses for the position number incurred current 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

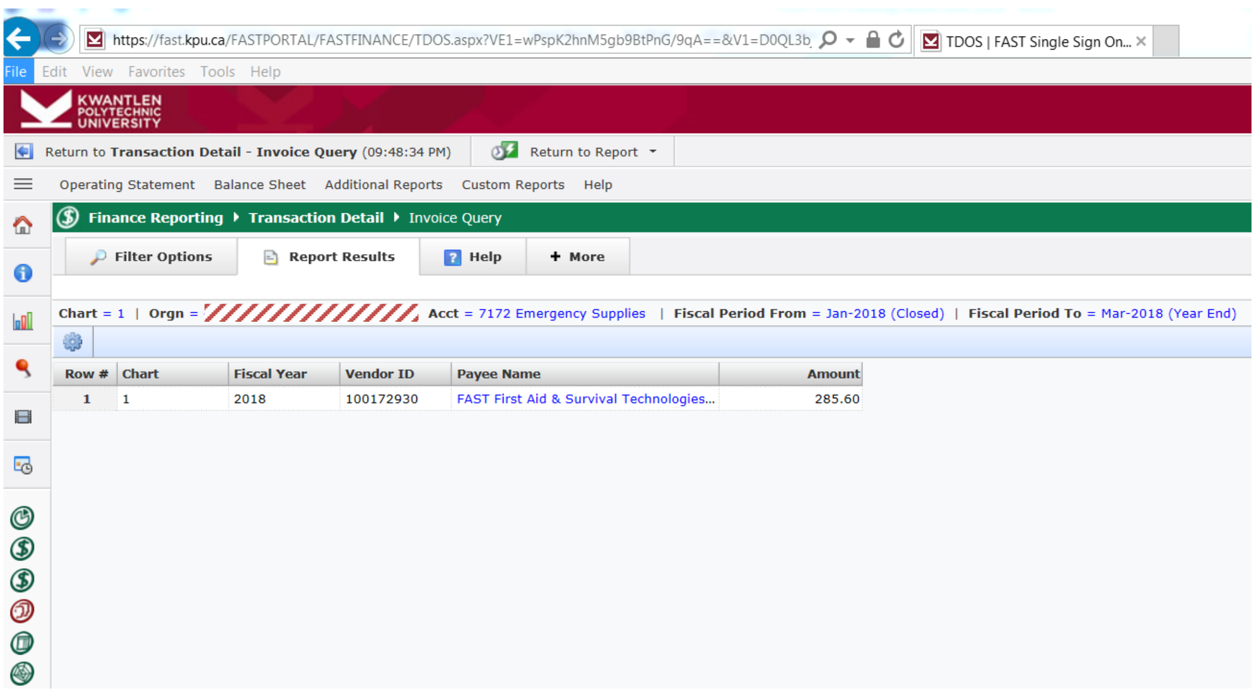
1. In the Main Menu, under Report Option, select Invoice Query and click Enter.



2. 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.

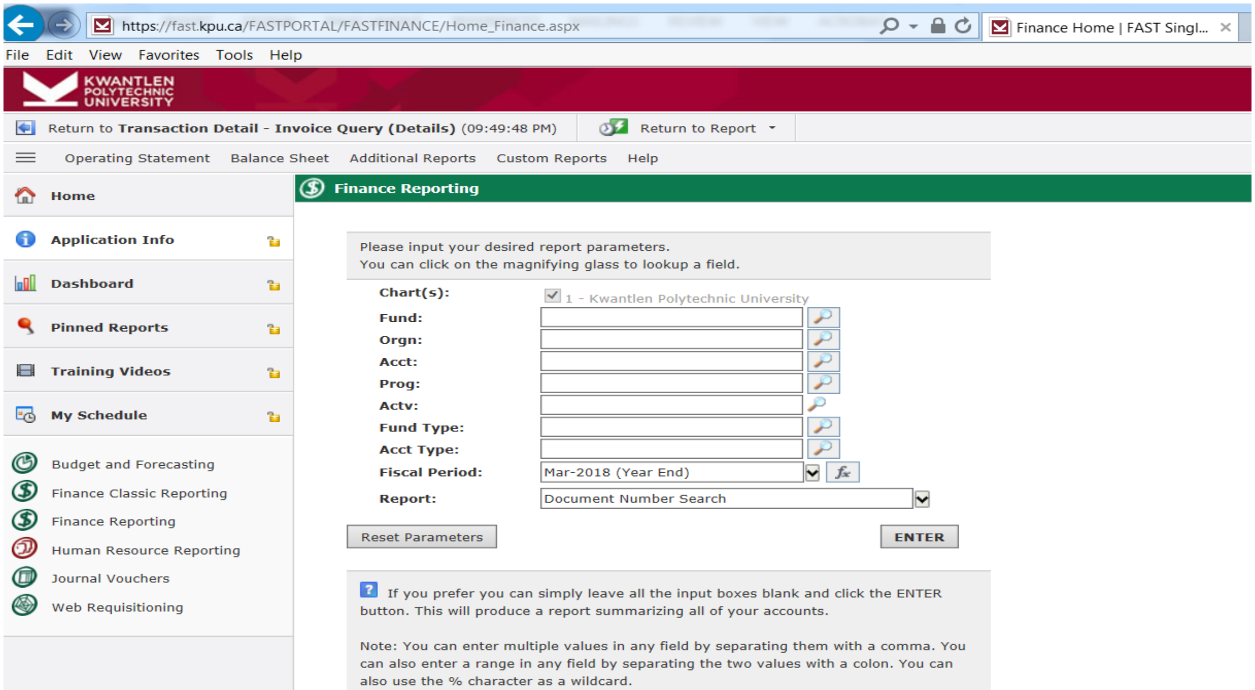


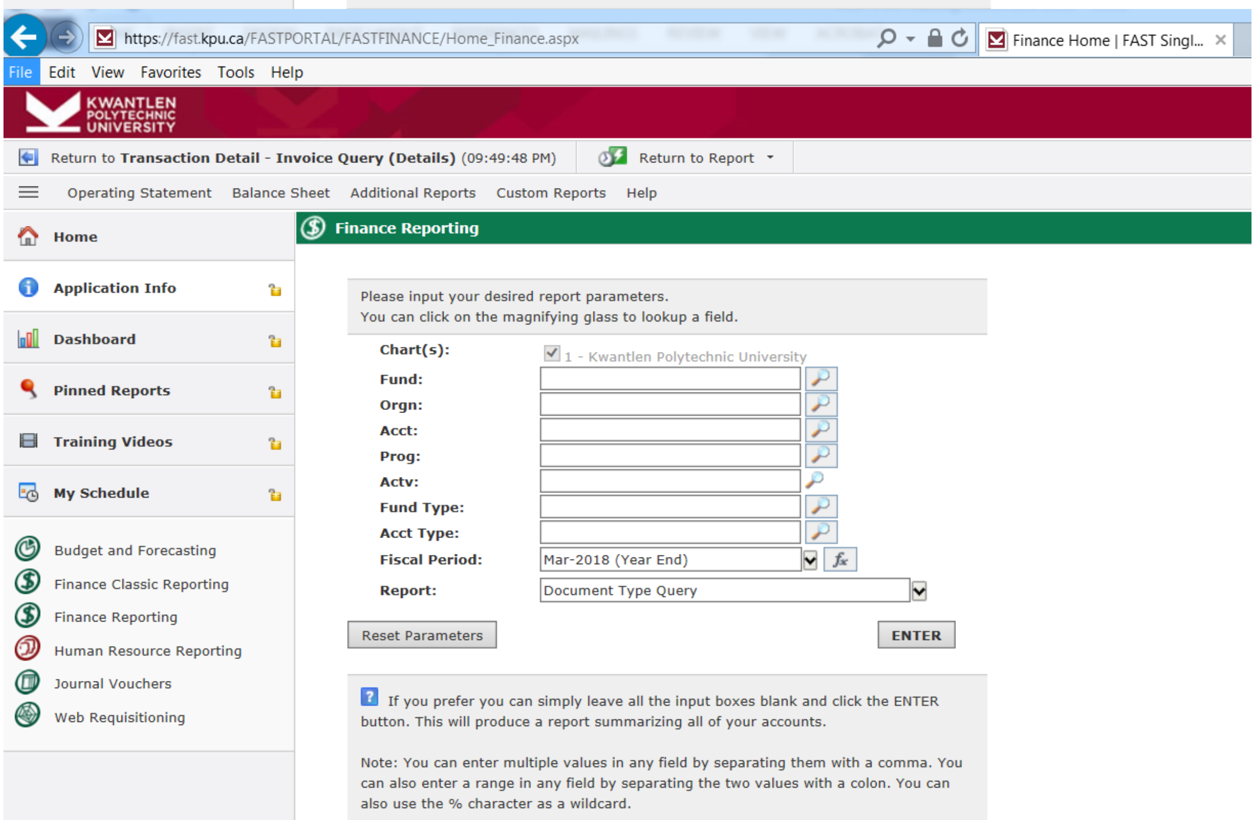
3. FAST will bring up a total of the all vendors within your search criteria.



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.

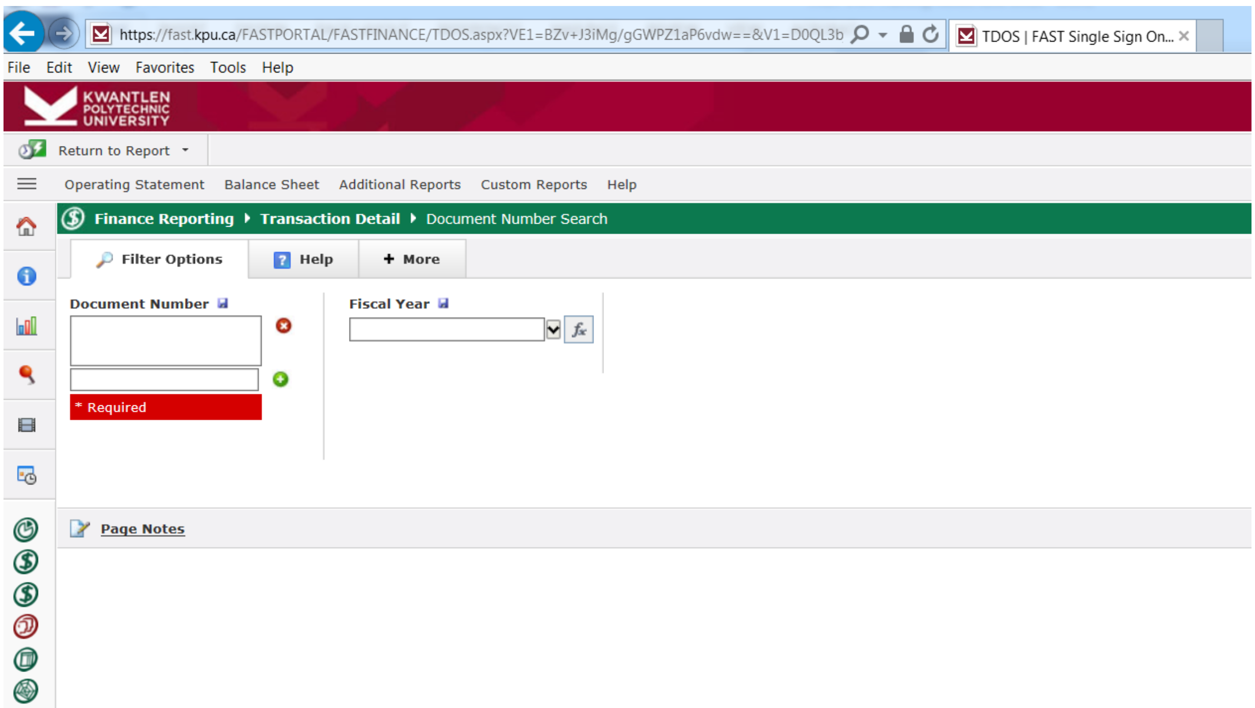




Document Number Search

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

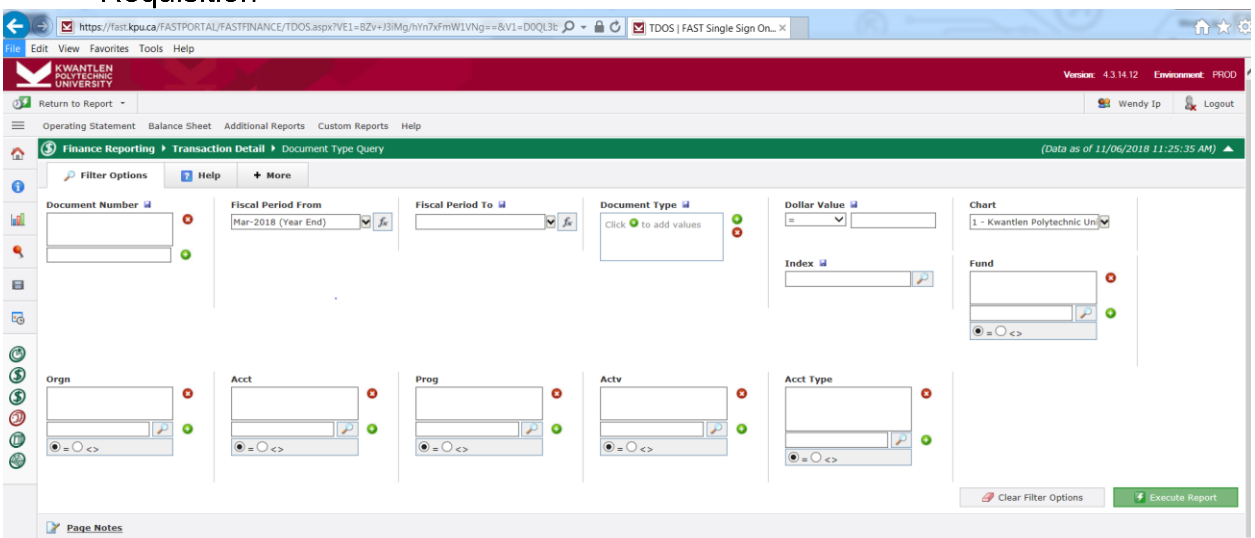


2. Wildcards can also be used in Document Number Search. For example, if searching for a Journal Voucher, type ‘FJ%’, and this will return all documents beginning with an ‘FJ’.

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

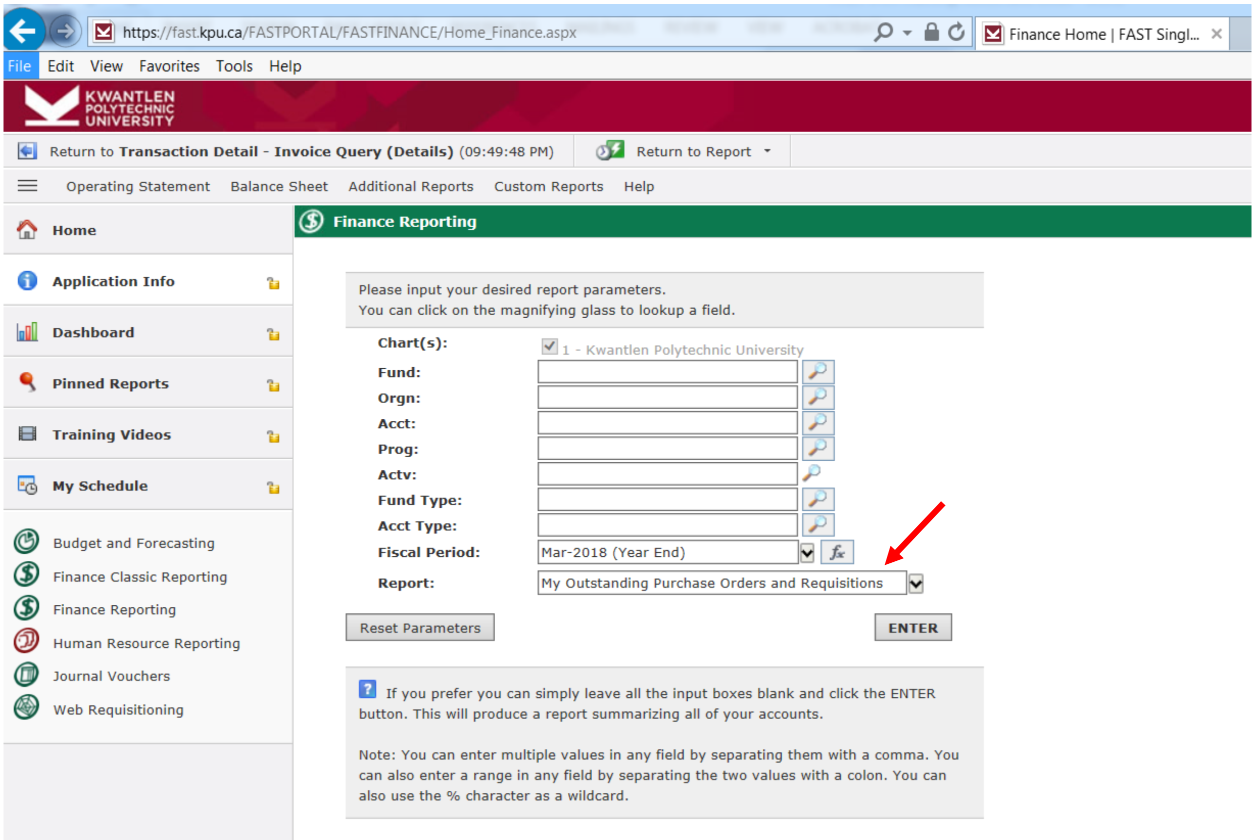


2. *IMPORTANT:* When filling out the Beginning and Ending Fiscal Year/Period, please note that it is the Fiscal year and period and not the Calendar year and period.

   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.

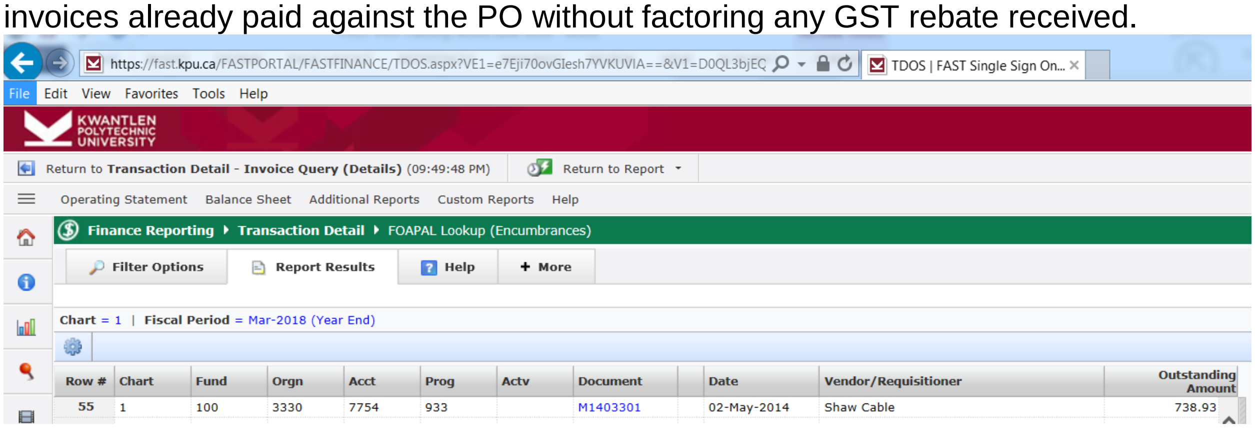
How to View Outstanding Purchase Orders and Requisitions

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



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.



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.