FAST Finance General User Guide
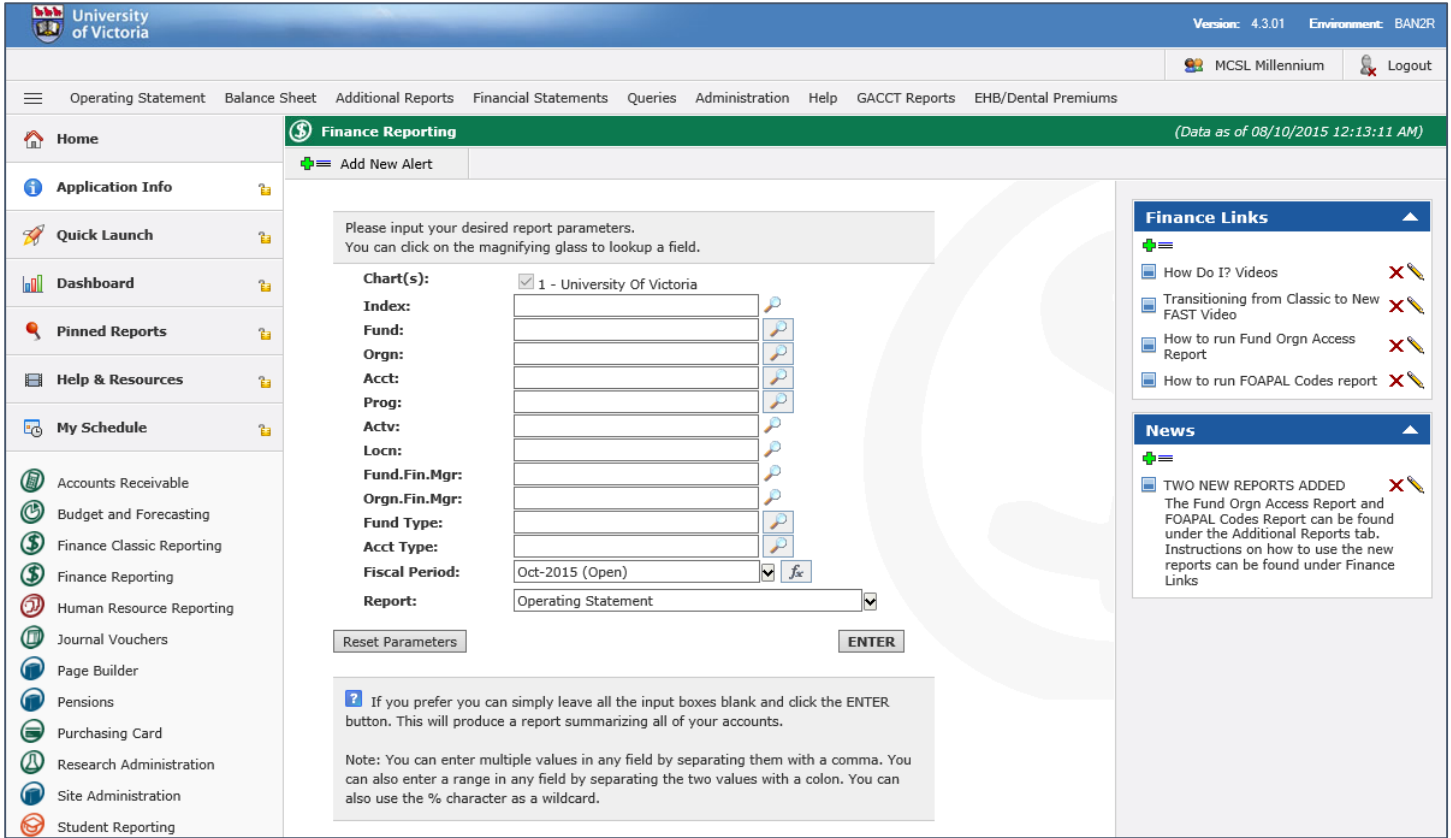
University of Victoria | Accounting Services

FAST Finance Home Page:

Welcome to FAST Finance Reporting! The following document will provide you with tips and tricks to get you up and running quickly and easily!
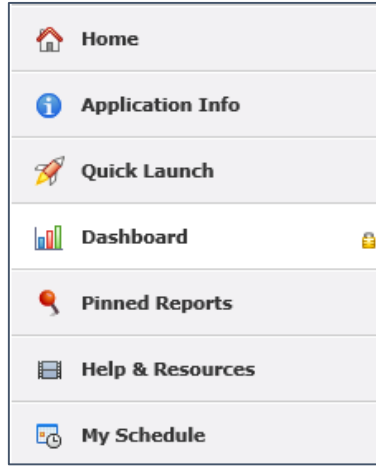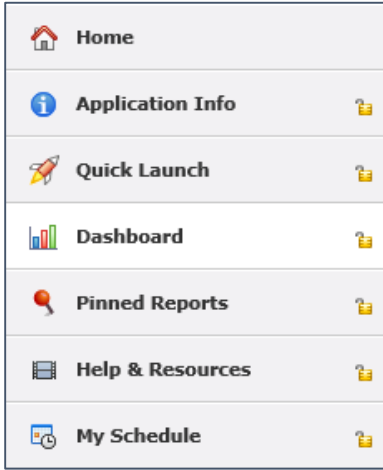

The FAST Tab Strip:

You can make one of the tabs your own personal "default" when opening your FAST Finance Landing Page. Just click to lock the lock!

The newly redesigned **Tab Strip** will persist on every page within FAST. You can now quickly and easily access any tab or any FAST application from any page you are working on.

The new FAST Tab Strip:

It will change from unlocked 🔓 to locked 🔒 indicating it is now your personal default; the unlocked icon is also removed from the other tabs.

If you change your mind, just click the 🔒 icon and change your selection as often as you want!

Remember: you can select a different default Tab for your FAST Portal Home Page and for each application within FAST. This will give you quick and easy access to the features and pages in FAST that you use the most often!
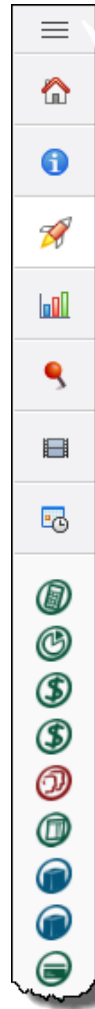
Use the "hamburger" button ☰ to expand or contract the Tab Strip on the page.
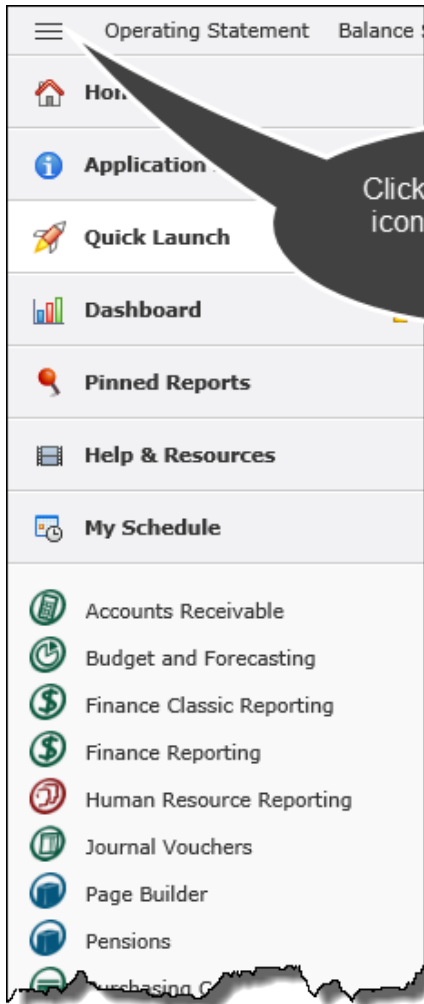
These new vertical Tab Strips will persist on every page within FAST – you can easily navigate from page to page and also hide the Tab Strip to create more room for your reports to display.

University of Victoria | Accounting Services

Legend of commonly used Functions and Tabs:

🔍 Filter Options	Use various Filter Options to narrow and refine your query
📄 Report Results	View results from the selected options – this is your dataset output
? Help	Open online information about the reporting pages
+ More	Select the + More tab to access other tabs and features on your page
🔴 Pinned Reports	Open and manage your Pinned Reports
▦ Advanced Options	Change and manage advanced options for your report columns
📊 Graph	Create a graph for a visual representation of your report data
✎ Administration	Make global changes to labels on a report (**Administrators only**)
⚡ Execute Report	Click to execute or "run" your report
🧽 Clear Filter Options Reset Parameters	Click to clear all filter options on your Filter Options Tab AND Click to clear your Application Info Tab and re-set the page to default status
🔴 Save As...	Save as a Pinned Report
📄 PDF 📊 Excel	Click either to export your data to PDF or Excel Formats
⭐	You have selected a report as a "favourite" in your Pinned Reports library
☰	Hamburger button – used to expand or contract your Tab Strip
🎞 Help & Resources	Resources and Training Videos
🕓 My Schedule	My Schedule Tab – Calendar Control to review your scheduled Pinned Reports

(millennium
software & service solutions.

University of Victoria | Accounting Services

To access your Reports:

To access your main queries, you can select a menu option from the choices on the top of the page to provide a higher level of detail and data summary without having to drill down.

The menu and reports options that you see are based on your roles within the FAST system. For this reason, different staff roles will have access to different reports on the main menu.
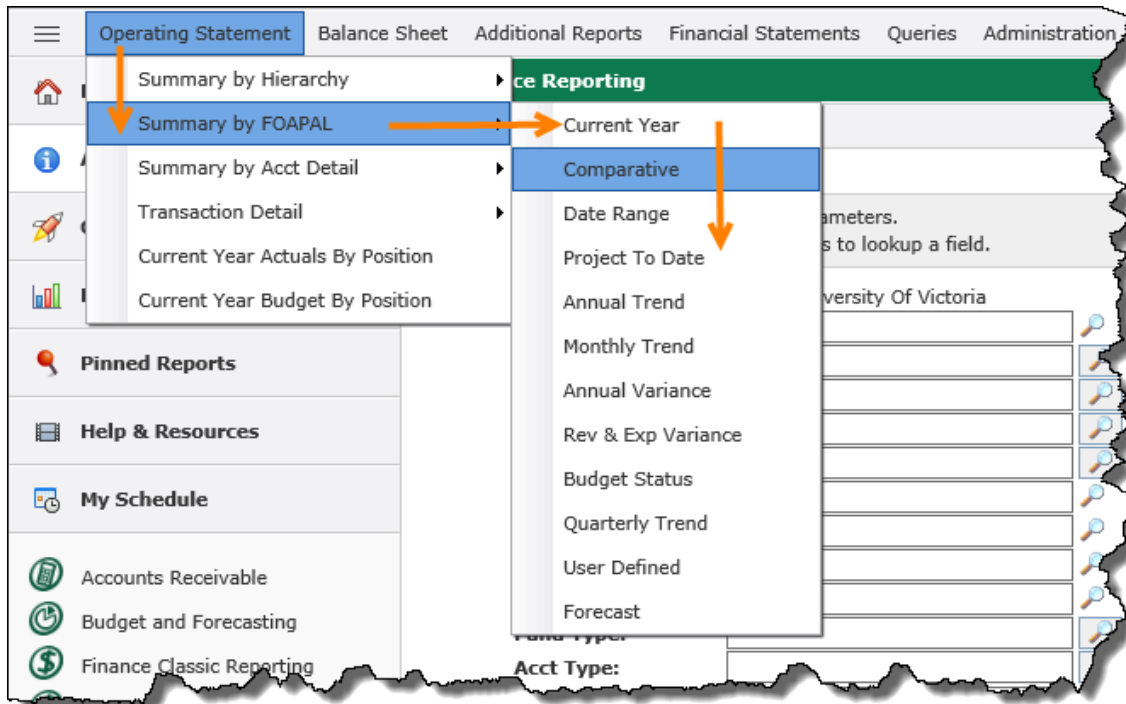
If you prefer, from your **Application Info** Tab, just click **Enter**! This will produce a summarized report of all accounts you have access to based on your own Fund/Orgn security.

University of Victoria | Accounting Services
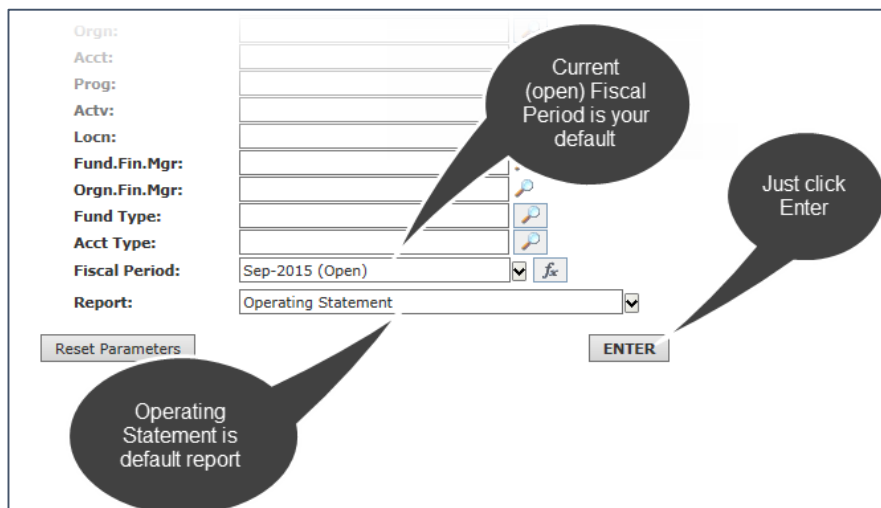
Using the Search Functionality:

Alternatively you can choose to refine your data before executing the report. This is important if you have Master Fund/Orgn security or access to a large number of FOAPALs. To refine your data, simply type in the necessary combination of Fund/Orgn/Acct, etc., select a Report Type, a Fiscal Period and then hit Enter.

Using the search button, can drill down through the hierarchy to find the parent or child records that relate to the search you are trying to execute. If in doubt, selecting the parent code will also bring back all codes that roll up to it, based on your user ID fund/orgn security.

Function-Based Filter options:

Using the Function key [fx] to build a query allows you to avoid hard-coding a point in time in your queries and allows for date-based queries such as "current" Fiscal period or "last" Fiscal period. This is especially important as you begin to create **Pinned Reports**. These reports will update dynamically without the need to modify your fiscal period.

millennium
software & service solutions.

The function based filter allows you to select a dynamic period rather than a hard-coded point in time

Understanding FAST Filter Options:

There are several different filter option controls and you can use them to minimize, filter and refine the data in your report. It is usually best practice to refine your results in some way so that the data you produce is manageable and targets your intended query. However you also do not want to add too many filters or you run the risk of missing key data.

The types of filter options used for a report depend on the type of data being collected. You can, in most cases, select multiple filter options including Fund, Orgn and Acct codes:

Include as many codes as you like or leave blank for "all"

Type the codes in the lower box or use the search button

Click the + key to include in your report
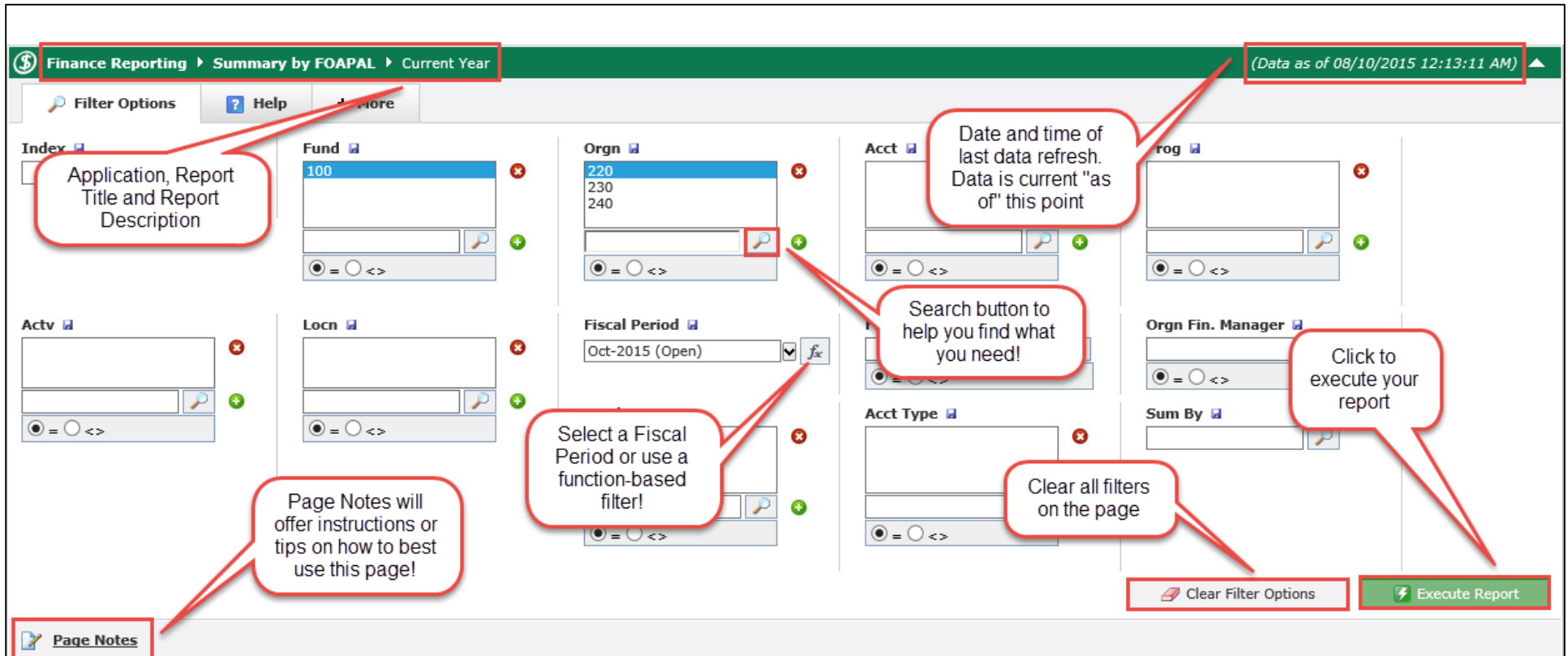
Here are examples of the **filter controls** used in various reporting pages:

- You can narrow the results of your report by selecting one or more filter options. Selecting filter options is optional on more reports but will help refine your results.

Date Combo Box: Required Date [ ] 📅 ❌ Equal ▼	**Multi-Search Box** (you can choose one or more): Acct [ ] ❌ [ ] 🔍 ➕ ◉ = ○ <>	**Drop-down Search** (you can choose only one): Fiscal Period Aug-2015 (Open) ✕ ▼
Multi-Select List – includes drop-down options (you can select one or more): Chart Click ➕ to add values ➕ ❌	**Search Box** (select one code only): Acct Type [ ] 🔍 ◉ = ○ <>	**Operator drop-down list:** Payments Equal Not Equal Like Not Like
Dynamic Function Button: *fx*	**Include** or **Exclude** from query: [ ] 🔍 ◉ = ○ <> exclude include	Search using a date range: Effective Date [ ] 📅 ❌ [ ] 📅 ❌ Between ▼
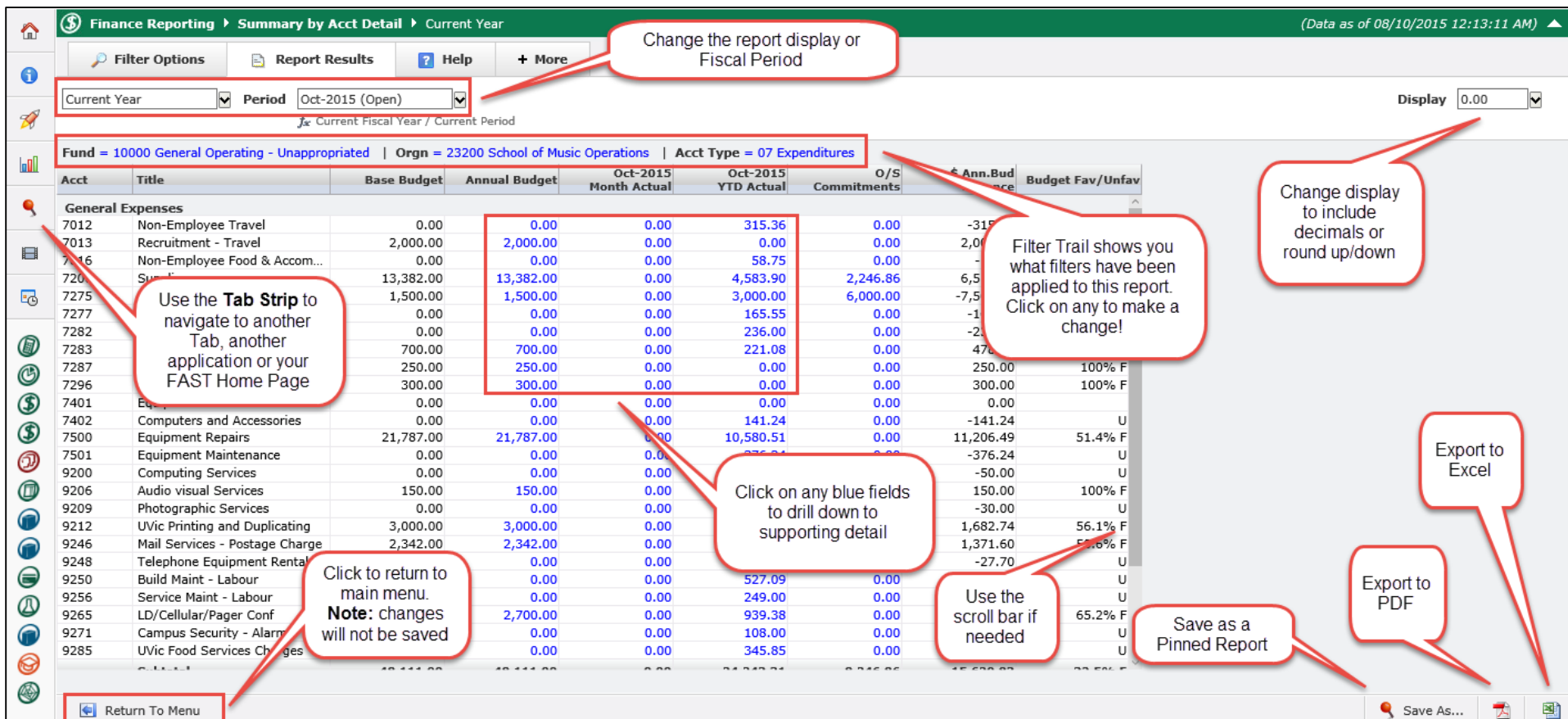
Understanding the **Filter Options** Page:

FAST Finance General User Guide

Understanding your **report data**:

Report Navigational Tips

There are a variety of ways to navigate the reporting pages.

Here are a few tips:

You can also customize and modify the sort order and make changes such as displaying the data by Acct or by Orgn rather than by Fund. In the deeper levels of the GL Hierarchy you can also display (as shown) to order by Fund, then by Orgn, or any other combination of sorting options:

How to <u>Customize</u> your Report Data:

After you select your filter options and run your report, the results page opens. There are several things you can do right on the page to customize and display the data on the reporting page:

To resize column width: Place your cursor between the two headers and drag the column divider to the desired width. This is helpful if the text is cut off in the cell space provided:

Acct	Title	Oct-2014 YTD Fiscal Budget	Oct-2014 YTD Actual
Materials and Supplies			
706710	Other Materials & Sup	7,070,868	78,609
706004	Office Furnishings - U	332,097	22,956
706001	Stationery	71,940	3,066
706202	Audio Visual Equip - U	2,000	4,197
7		70,000	56,969
7		5,000	34,791
7		20,000	3,727
7		12,000	3,857
7		28,939	8,100
706920	Cleaning Equipment -	300	46
706601	Books GST Rebate	5,500	9,062

Grab the divider bar to widen the columns

To move column order: Simply drag & drop the column to wherever you'd like it to display!

| 014 ual	-2014 al	O/S C	ents	YTD Total Activity	YTD Fiscal Budget	Budget Ava
			YTD Fiscal Budget			
568	104,797,338	-215,131,198	-110,333,860		584,830	-107,749
583	951,913	-30,256,983	-29,305,069		10,509,000	-18,796
0	0	0	0		13,093,830	-13,093
0	-10,140,584	0	-10,140,584		0	-10,140
0	3,880,627	-59,541	3,821,086		0	3,821
0	2,157,784	0	2,157,784		0	2,157
0	125,723	0	125,723		0	125
0	2,587,015	-987,952	1,599,063		0	1,599
0	6,390,273	-1,043,201	5,347,072		0	5,347
0	626	-1,931	-1,304		0	-1
522	938,891	-1,321,633	-382,742		0	-382
0	-88,017	-94,921	-182,938		0	-182
0	0	0	0		0	
513	21,199,761	-16,644,470	4,555,291		104,551	4,450
0	7,070,628	-5,898,115	1,172,513		0	1,172
61	225,254	-938,767	-713,513		0	-711

Customize your Filter Options:

While saving reports as "Pinned Reports" is the only way to save all settings and filter options, you can customize each individual query page by selecting individual filters as YOUR default for THIS report.
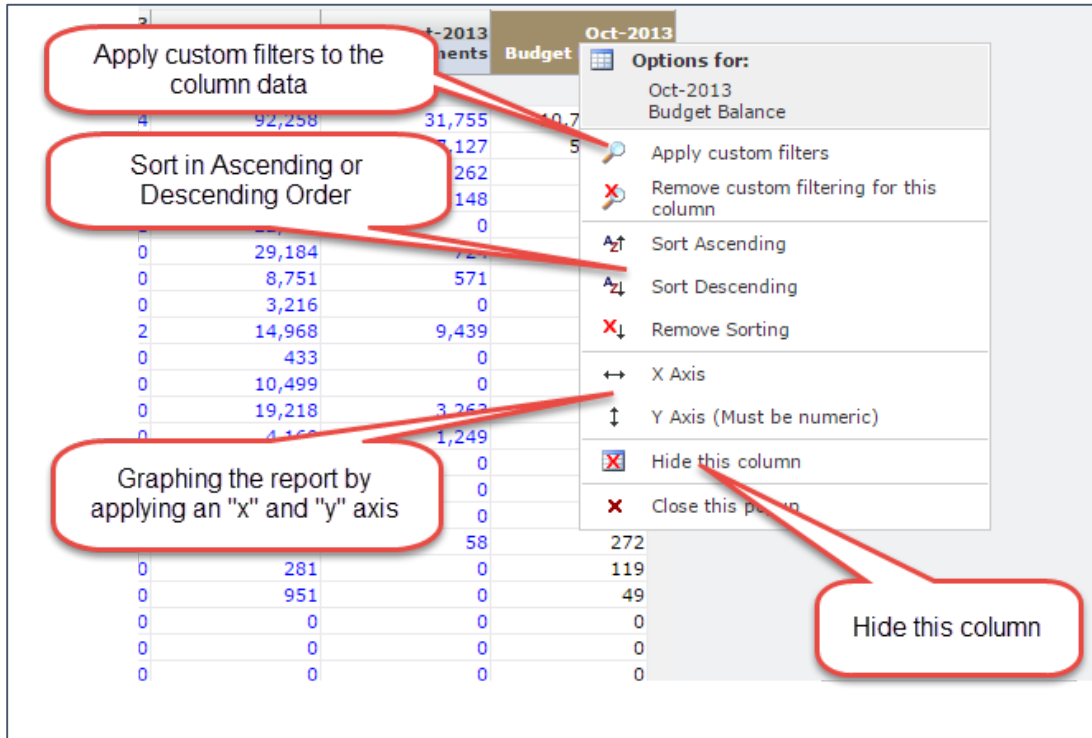
Please note: these settings will apply only to your User ID profile for the selected report.

Click the save button to save your filter option(s) as your personal defaults for this report!
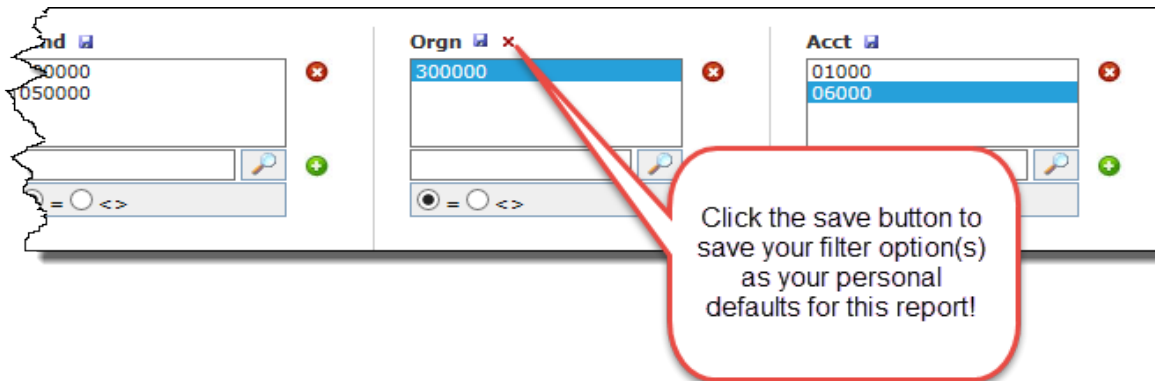
To change or delete: To remove this saved setting, you can click the [×] at any time.

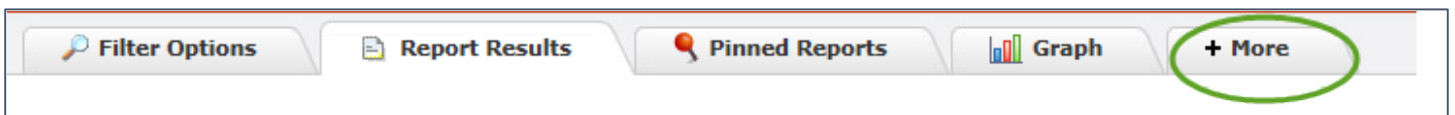Customize each column by clicking on the Column Header to do the following:

On your **+ More** tab:

You will a variety of additional features that you can use to customize your report.

Please note: what you see depends on your User ID roles in the application and on which advanced features have been enabled at your institution and for this reporting page.

University of Victoria | Accounting Services

Find the **Advanced Options Tab**:

Use the **Edit My Tabs** option to change the configuration of your Tabs. Check out the "*How Do I Edit my Tabs?*" video for more info!

You can customize the display, grouping and sort order using your **Advanced Options Tab:**

University of Victoria | Accounting Services

Pinned Reports

Pinned Reports are very powerful and very useful tools and allow you to save your reports that you use the most frequently in an easy to find location so that you will not have to re-create and format the report each time you run it. Saving the report as a Pinned Report will allow you to re-execute the report with a single click and all filter options, advanced features and other modifications will remain intact!

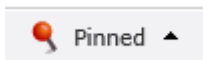When you pin a report to your Favorites, it is pinned to your profile in an easy to access place.

Your pinned reports will not be visible to others; this is for your own personal use unless you save them as "public".

To create or modify a Pinned Report, you will use the following button:

millennium
software & service solutions.

The **Pinned Report** button will provide you with two options:
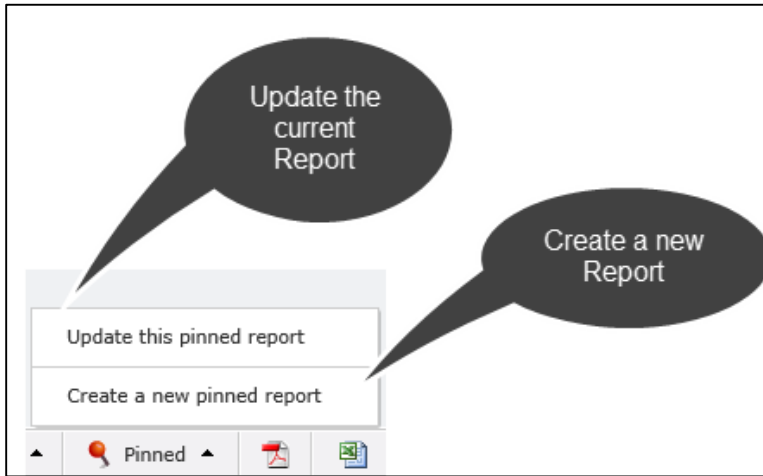
The "**Update**" button acts as a "save" button and over-writes the existing Pinned Report with the new content. You will still be prompted to save; this allow you to change the title if necessary.

Please note: You can only update pinned reports that you created; you cannot update a Public or Group pinned report that you did not build. In these cases, you will see only a Save As button.

The "**Create New**" button acts as a "save as" and will save the content as a NEW Pinned Report.

Remember: Tagging your report as a "Favorite" ⭐ on your Pinned Reports Tab will mean it is always available to you with a single click!
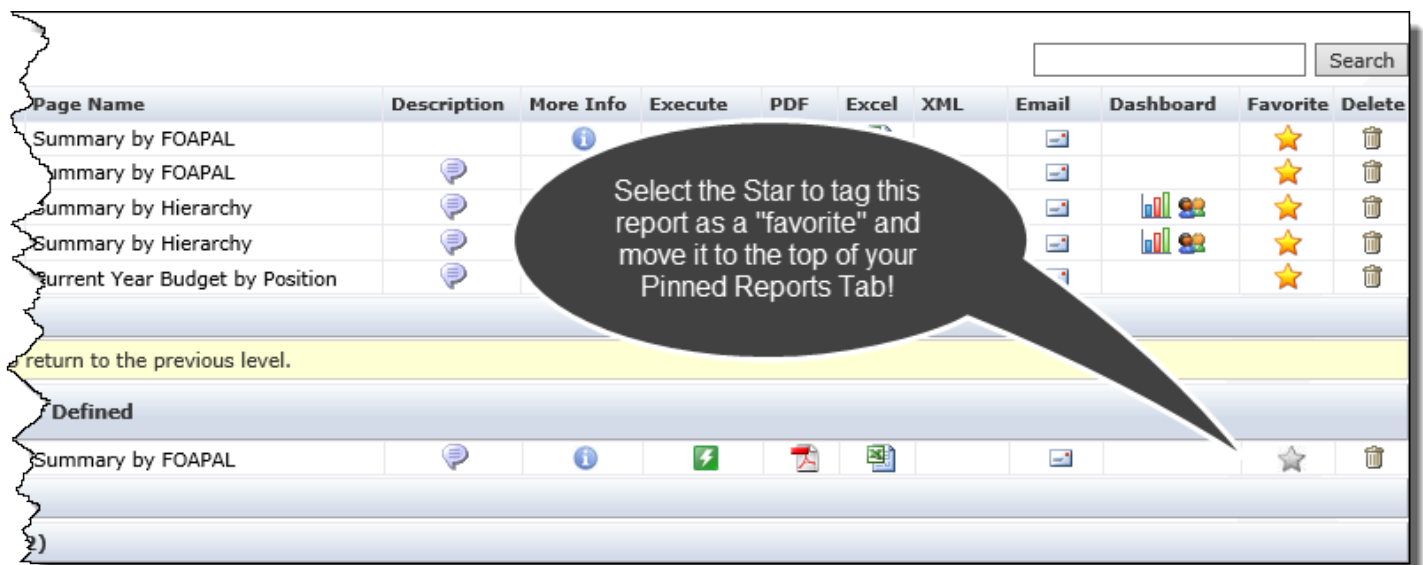
Report Scheduler:

If you would like your Pinned Report to deliver to your inbox at a regularly scheduled interval, use the Report Scheduler tool to set this up!
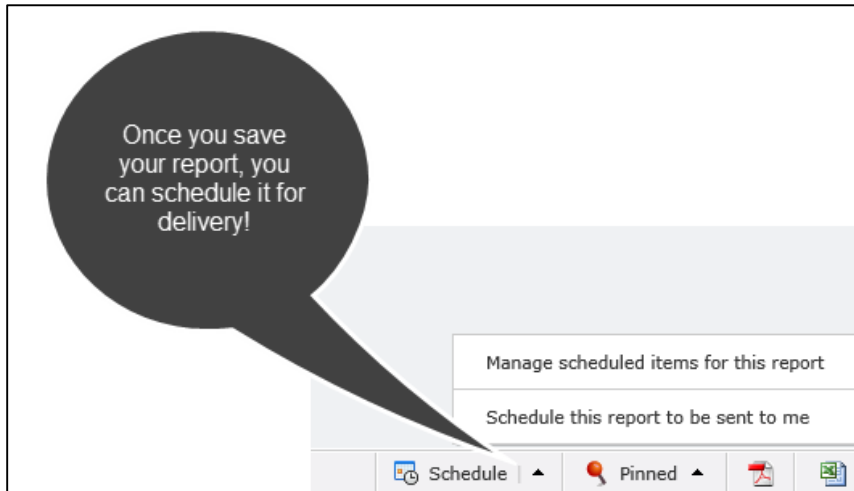
Then select your schedule criteria including frequency, day and time, start and end date and format!

You can then review your scheduled pinned reports in your own personal calendar control using the My Schedule tab – find it along your Tab Strip!

Here are a few scenarios to consider when using **Pinned Reports** in your day-to-day workflow:

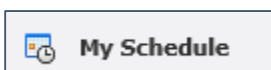| Scenario	Solution
You use the same filter and/or advanced options on a daily basis	Save it as a Pinned Report and mark as a Favorite for quick and easy access
You only want specific employees to see a report	Create a group role and assign the Pinned Report to that group only
You want all employees to be able to see and run the report	Make the report Public – Fund/Orgn security will still be enforced!
You want a visual representation of the data	Create a graph from the report data, save it, and then add the graph to your Dashboard
You need to email a report link with confidential information to someone who rarely uses the system	Pin the report, save as private, and then email the Execute link only. Alternatively, you could email the PDF or Excel output
You want to view the updated results of your Pinned Report every Monday morning when you get to work	Save it as a Pinned Report; use the Report Scheduler to schedule an automated delivery to your inbox every Monday morning
You need to deliver a report to the Dean of each Faculty at the end of each Fiscal Period illustrating current actuals to budget totals	Save it as a Group Pinned Report; use the Admin Report Scheduler to deliver this to each member of the group on the last day of each Fiscal Period