

Millennium FAST (v4.3.15) Finance

Western Washington University

User
Guide

Notice of Copyright

Copyright © 1998-2017, Millennium Computer Systems Ltd.

All Rights Reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the owner.

Trademarks

Microsoft Excel, Microsoft Word, Microsoft Office, Internet Explorer, and Microsoft Windows are registered trademarks of Microsoft Corporation.

Adobe PDF and Adobe Reader are registered trademarks of Adobe Systems Incorporated.

Banner is a registered trademark of ellucian.

All other systems names and product names appearing in this document are the registered trademarks or trademarks of their respective manufacturers. The trademark (TM) and registered trademark (R) symbols are not indicated throughout this document.

*This workbook is produced with permission from Millennium Computer Systems Ltd. by
Victor Mai*

Business and Financial Systems We welcome your feedback about this document.

Please email or call Sharon Colman at sharon.colman@wwu.edu or (360) 650-3479

Contents

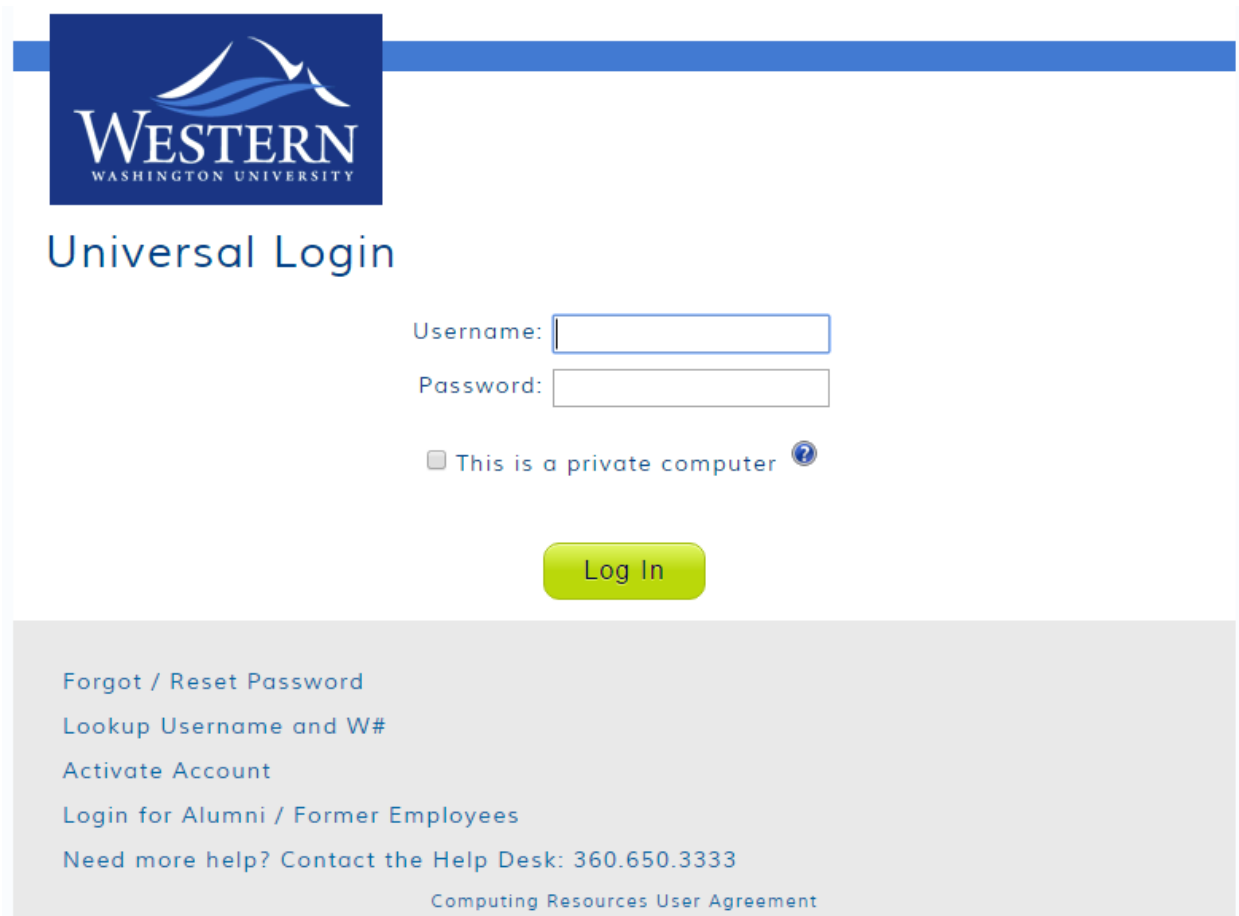
Logging in/ Logging out of FAST	1
Logging into FAST	1
Logging Out of FAST	2
Navigation	2
Navigation Bar	2
Getting to a Report	4
Home/Portal Page	5
Changing your Landing Page	5
Your Profile	6
Global Settings	6
Navigation Bar Option 1 - Application Info	7
Navigation Bar Option 2 - Dashboard	7
To Add Dashboard	8
Manage Dashboard	8
Adding Graphs to the Dashboard	8
Private vs. Public graphs	10
Navigation Bar Option 3 - Pinned Reports	10
Saving your Report as a Pinned Report	10
Pinned Reports on the Finance Reporting Page	11
E-mailing Pinned Reports	12
Navigation bar option 4 – Training Videos	13
Navigation bar option 5 – My Schedule	14
Finance Reporting	15
Getting to Finance Reporting	15
Application Info	15
Parameters	16
Charts(s):	16
Search Boxes:	17
Drop Boxes:	17
Fiscal Period:	20
Report/How to get to a Report:	20
Tips:	21


Dashboard Tab	21
Pinned Reports tab	21
Report Results Page	21
Changing Parameters:.....	23
Changing the Display of your Report:	23
Column Options	23
Drill-down Links.....	24
Saving your current report as a pinned report	24
Save report as a PDF	25
Save report as an Excel file	25
Advanced Options	25
Virtual Columns.....	26
Help Section	28
Online Documentation.....	28
Common Buttons and Symbols.....	28
Filters.....	28
Sticky Filters	30
<i>Appendix 1 -Millennium FAST Finance Reports</i>	<i>1</i>

Logging in/ Logging out of FAST

Logging into FAST

1. Open a new browser
 - a. This can be done by pressing the “Windows Key” in the **lower left-hand corner of the screen** and searching for the name of our browser (ex. Internet Explorer).
2. Go to MyWestern (<https://mywestern.wvu.edu/mywestern/>),
 - a. then select EMPLOYEE and Millennium FAST Finance / HR under Technology Tools
 - b. Alternates:
 - i. https://millfast.admcs.wvu.edu/FastPortal_Prod/DesktopDefault.aspx
 - ii. <http://wp.wvu.edu/hr/2015/09/04/fast-hr-links/> and select “FAST (production)” under the “FAST-HR Links” section
3. When you connect to FAST, the Universal Login Page Opens.
 - a. Enter your **Universal User Name** and **Password** and click **Login**






Universal Login

Username:

Password:

☐ This is a private computer 

[Forgot / Reset Password](#)

[Lookup Username and W#](#)


[Activate Account](#)

[Login for Alumni / Former Employees](#)

[Need more help? Contact the Help Desk: 360.650.3333](#)

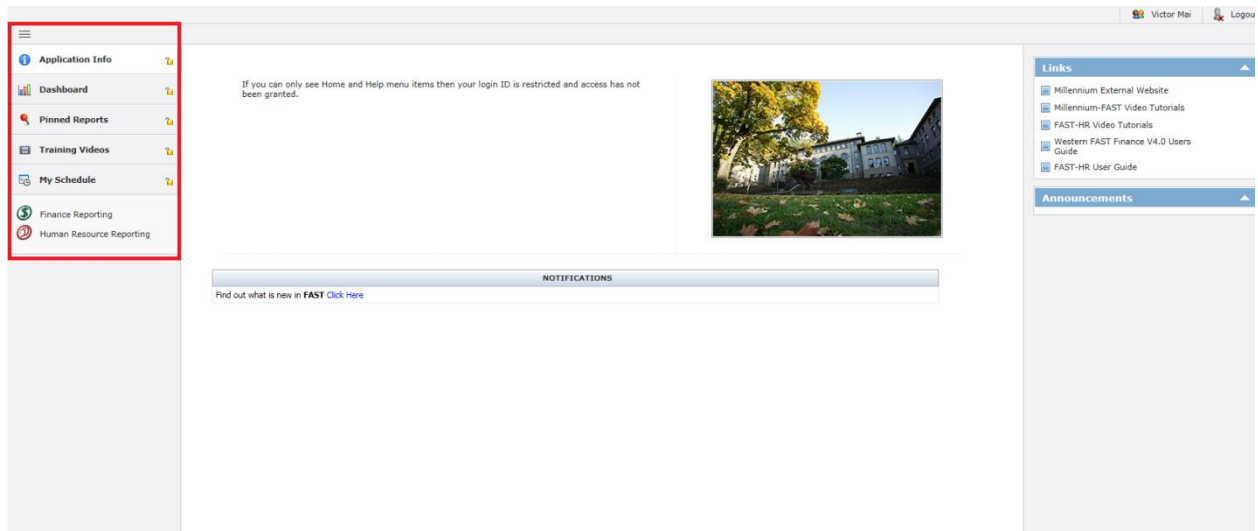
[Computing Resources User Agreement](#)

Logging Out of FAST

You may log out of FAST using the  button located at the top right of the screen. You may also close out your current tab or close your browser entirely.


Navigation

General FAST Page Layout




Navigation Bar

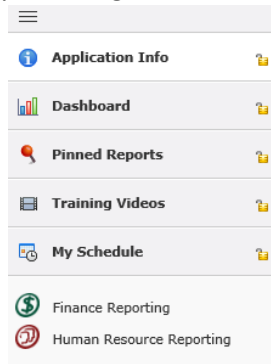
In this version, navigation is handled mostly through the navigation bar to the left of the page. The different pages on the navigation bar will be covered later in the guide.

Note that pressing the  button will take you to the Home/Portal (the page you first see when you access fast) and will not take you to the home page for FAST Finance.

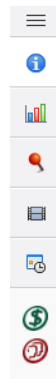
The information for navigation in the FAST Finance Application pertains to both the FAST Portal page and the FAST Finance Page. The difference between the two is that FAST Finance will be able to access reports (which will be covered later in the Guide).


You can “minimize” your navigation bar on the left by selecting the  button above the navigation bar.

By selecting that button your navigation bar will go from looking like this:



To looking like this:



Once you have minimized your navigation bar you may select the  button again to expand your navigation bar. What ever you have your navigation bar set to (Minimized vs. Expanded) will be considered the new “default” and

Getting to a Report

Getting to a type of report is the same as it was in the previous version

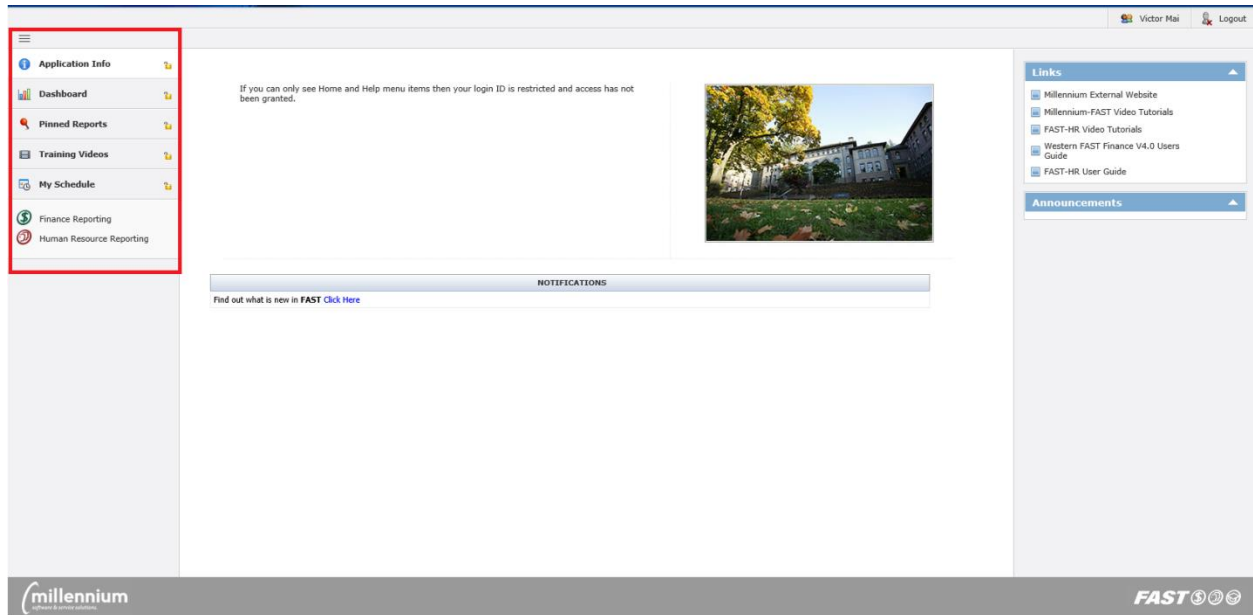
The screenshot displays the 'Finance Reporting' section of a software application. At the top, a navigation bar contains tabs: 'Op Ledger Reports & Trans. Details', 'Budget & Position Reports', 'TEM Reports', 'Look Up', 'Balance Sheet', 'Additional Reports', 'Financial Statements', 'Queries', 'Administration', and 'Help'. The 'Finance Reporting' tab is active, highlighted in green. On the left, a sidebar menu lists 'Home', 'Application Info', 'Dashboard', 'Pinned Reports', 'My Schedule', and 'Finance Reporting' (which is selected). The main content area is titled 'Please input your desired report parameters. You can click on the magnifying glass to lookup a field.' It contains several input fields: 'Chart(s)' with a list of checkboxes for '1 - Western Washington University' (checked), '2 - Western Foundation', '3 - Alumni Association of WWU', '4 - Western Crossing', '8 - Statement RJE', and '9 - Memo Funds-WWU'; 'Index:', 'Fund:', 'Orgn:', 'Acct:', 'Prog:', 'Actv:', 'Locn:', 'Fund.Fin.Mgr:', 'Orgn.Fin.Mgr:', 'Fund Type:', and 'Acct Type:', each followed by a text input field and a magnifying glass icon; 'Fiscal Period:' with a dropdown menu showing 'May-2017 (Open)'; and 'Report:' with a dropdown menu showing 'Operating Statement'. At the bottom of the form are 'Reset Parameters' and 'ENTER' buttons. A red box highlights the 'Report:' dropdown menu.

You can choose to navigate to the type of report using the tabs at the top or you can fill out the parameters you would like and select a report type at bottom of the screen.

Home/Portal Page

Information in this section will remain relevant as you move into the Finance Reporting Application as many aspects of the dashboard, pinned reports, etc. are the same.

When you first access FAST you will be taken to this page.



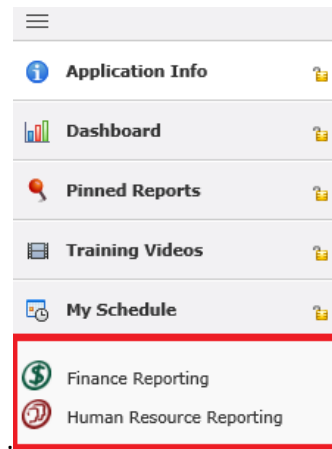
Changing your Landing Page

You can change what page you would like to be your “Home” page by selecting the 📁 button next to one of the 5 options at the top left. After selecting which page you want there will be a 📁 button next to the page you selected, indicating that it is now your default landing page. If you would like to change your default page after already selecting one you can use select the 📁 button to “unlock” it and then you may select another page to be your landing page.

Changing your landing page only changes the default page you are taken to when you access either FAST or FAST finance. It will not change where the 🏠 button takes you when you are in FAST Finance.

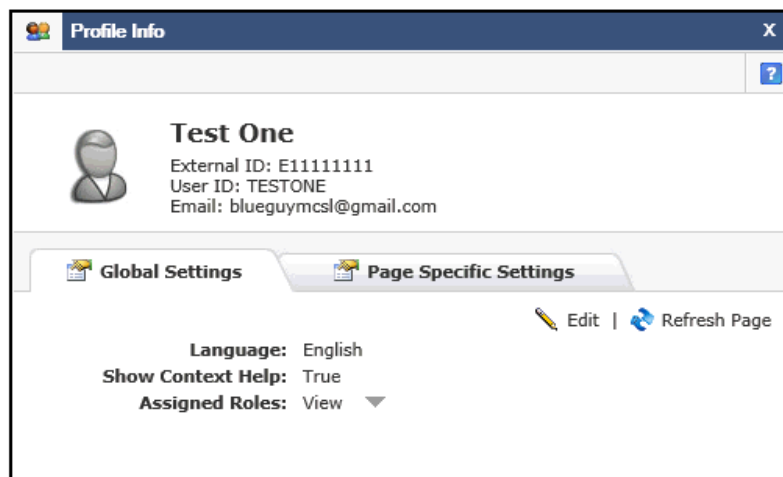
You will also notice that instead of having tabs across the top of the page you have a navigation bar towards the left of the page (indicated by the red box in the above picture). Only in the home page will you not have tabs at the top of the screen.

Below your page tabs you have a list of all of the applications that you can access. This is now the only way to access your applications.




Your Profile


In the top right corner of the page you have a button displaying your name. This is your profile and after selecting that button you will be met with this screen.



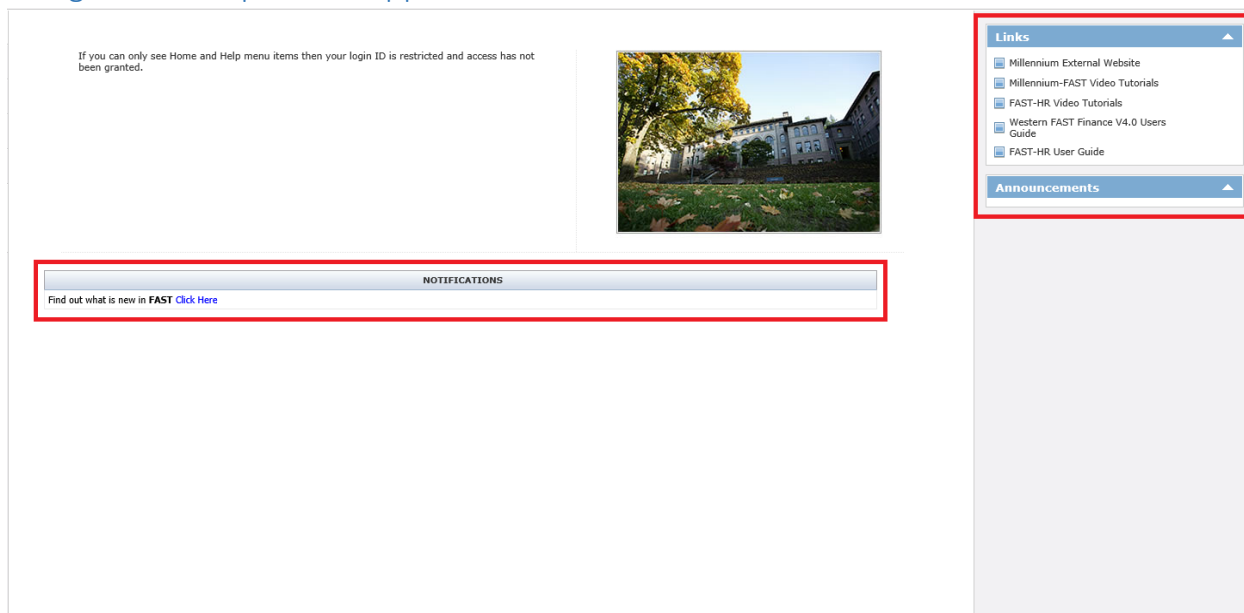
This page will display some of your information including your External ID (W Number), your User ID, and your Email.

Global Settings


Under the Global Settings tab you can select the  **Edit** button to change the settings you have access to.

If you would like additional information on the Profile Info page you can select the  button in the top right-hand corner of the Profile Info page.

Navigation Bar Option 1 - Application Info



On the Application Info Page you can look at your notifications in the center of the page.

On the right side of the page you will find helpful links that your Administrator has posted and announcements. You can minimize and expand each one of these tabs by clicking the  button.

It is recommended that you change your default page to either the Dashboard Page or the Pinned Reports page using the method covered earlier in this guide. However, if you do decide to change your default page please keep in mind that you should check the Application Info page every now and then as your Administrator will post announcements periodically.

Also note that each Application Info page will be different depending on which application you are using (Ex. The Human Resources Reporting Application Info Page will be different from Finance Reporting's).

Navigation Bar Option 2 - Dashboard

On the Dashboard, you can display the graphs and grids you created from your FAST reports and data entry pages.

On the FAST home page, you can display graphs for all FAST applications you have access to. On the Finance home page, only graphs for that application are displayed. By default, the graphs and grids will open; if none have been added, then the Manage Dashboard section opens. The graphs use live data and when a FAST application is refreshed, the data in the graphs is refreshed as well.

On the Dashboard, you can:

Manage the Dashboard: Create, add or remove graphs from you Dashboard, set the order you want them to display, run the report for the graph, or view images of them.

View Report or Graph Details: Click the hyperlinked name to run the report the graph was based on. The title is the name you gave the report when you pinned it and may not be the same as the graph title.

Drill down: Move the mouse pointer over any pie slice or bar in a chart to show the value (record count and column used for X axis). Click the drill down and display only that data in your report.

Click PDF icon to open: Open graph in PDF format, with the option to send a colleague or print it.

View different Dashboards: If you have multiple dashboards created you can swap between them using the drop box located at the top of your current dashboard.

To Add Dashboard

When you click on “Dashboard on the navigation bar, the following menu opens up

Add Dashboard

Dashboard Name





Group that can view Dashboard (Optional)

Cancel

Save

To add a Dashboard to your tab, please type the name you would like to call your Dashboard under Dashboard Name and Click the Save button.

Manage Dashboard

Click on the  **Manage Dashboard** button to manage your current dashboard. If you would like to delete your currently selected dashboard click on the  button to delete it. A window will pop up asking you to confirm your choice. If you would like to edit you dashboard’s information click on the  button to edit. If you would like to create another dashboard click on the  button to add another dashboard.

Adding Graphs to the Dashboard

To add graphs to Dashboard, select and run the report you would like to graph and then select the graph tab. Here is where you will select the **Graph Type, Graph Title, X and Y Axis**, and then select **Create Graph**.

Graph Type

Bar Chart

 3D ☐

☐  Normal

☒  Side by Side

☐  Stacked

☐  Horizontal

☐  Horizontal Side by Side

☐  Horizontal Stacked

Group Value

Nov-2015 YTD Actual

Create Graph

Graph Title

↔ X Axis

↔ X Axis Title

↑ Y Axis

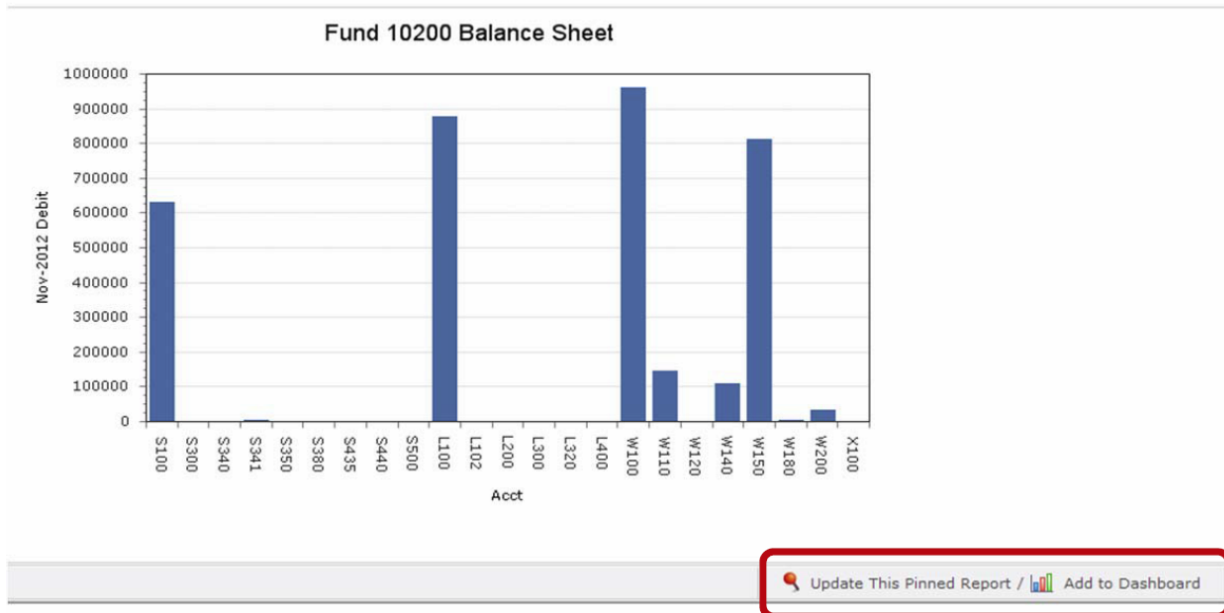
↑ Y Axis Title

Add Series

Series Title

When selecting: “Side by Side”, “Stacked”, “Horizontal Stacked”, you will be able to enter additional “Y” series.

A graph will now be created based on your selections above. At this point, you can “**Save as Pinned Report**” or “**Add to Dashboard**”



If you select “**Add to Dashboard**”, you will get the following menu. Select “**Make Graph Available one Dashboard**” and click

Save As...

Report Name

Description (Optional)

Make Graph Available on Dashboard ☒

Make Grid Available on Dashboard ☐

When you complete the form above and save you will receive this message at the bottom of your screen.

Report pinned successfully at 16-Nov-2015 11:02:31 AM

You should now be able to view your graphs on your Dashboard under **Private Graphs Available**.

Private Graphs Available (1)

[Test Graph \(Actuals by Position\)](#) Finance Reporting

Private vs. Public graphs

Private graphs are graphs you created and pinned. Only you see the graphs in this section. Public Graphs anyone has tagged public for the Finance application. Everyone with access to the application sees the graphs in this section.

Navigation Bar Option 3 - Pinned Reports

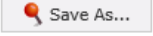

If you use specific report options on a regular basis, you can save them as a Pinned Report. It reduces the amount of time you spend running a report because the filter and advanced options are already set on a Pinned Report.

These are some scenarios where you might want to pin a report:

Scenario	Solution
You use the same filter and/or advanced options on a daily basis	Mark it as My Favorite
You need several staff to run a report on a specific day	Assign the report to a pre-set group
You need to e-mail a report link with confidential information to someone who rarely uses the system	Pin the report, do not save as public, and then click the E-mail report link, check the Execute box
Someone wants to export data into an Excel spreadsheet or a database application	Click the E-mail report link, then check the XML and/or Excel boxes
Someone has requested the report in a printable format	Click the E-mail report link, and then check the PDF box

Saving your Report as a Pinned Report

To save your report options as a Pinned Report:

1. Once you have generated your desired report, click the  button on the displayed report page.
2. Type the **Report Name**
3. Type a **Description** of the Report
4. If you want to make the report public, select **Make Report Public**
5. Next, select **Make Grid Available on Dashboard**
6. Click  to save the Pinned Report



To view the Pinned Report you just created, click on the **Pinned Reports** tab.

Pinned Reports on the Finance Reporting Page

On the Reporting Page, one of the report options is called Pinned Reports. When you click the tab, the list of Pinned Reports opens. There are three sections: My Pinned Reports, Group Pinned Reports and all Public Pinned Reports. All reports are listed by Report Name—what the report was pinned as, and there are options to view information, execute, e-mail, delete, and edit pinned reports.

Filter Options	Report Results	Help	Pinned Reports	+ More						
Report Name	Description	More Info	Execute	PDF	Excel	XML	Email	Dashboard	Delete	Edit
Test Graph										
+ Group Pinned Reports (0)										
+ All Public Pinned Reports (0)										

My Pinned Reports

Reports you have pinned – only you can see the reports in this section.

Grouped Pinned Reports

Reports you share with a specific group (to create a specific group, contact Millennium Admin)

All Public Pinned Reports

Reports that anyone has tagged as public for this reporting page. Everyone with access to the page sees the reports in this section. The Delete and Edits options display only for the reports you pinned.

What you can do with a Pinned Report

Description

Move your mouse over the icon to view a description of the report.

More Info

Move your mouse over the icon to view who created the report, the created date, last executed date, and the number of times the report has been run.

Execute

Click to execute and run the report. The page opens automatically, sets the options, and displays the report.

PDF

Click to open the report in PDF format. The page opens automatically, sets the options, executes the report, and opens a PDF.

Excel

Click to open the report in Excel format. The page opens automatically, sets the options, executes the report, and opens an Excel spreadsheet.

XML

Click to open the report in XML format. The page opens automatically, sets the options, executes the report, and opens the XML code in a browser window.

E-mail

Click to send an e-mail message with the report as a web address link. The links can be to Execute the report, or execute the report and open in PDF, Excel, or XML format.

Dashboard

Click to display the pinned report on your dashboard.

Delete

Click to delete a pinned report if you no longer need it.

Edit

Click to edit a pinned report. You can change the options and/or the name of the pinned report.

E-mailing Pinned Reports

If you have Pinned Reports you want to share, you can e-mail them to other employees within your institution. The reports are sent as links within the e-mail message, one for each format you select. Because the employee you are sending the e-mail to will be prompted to sign in, they must have access to the Finance Application and the menu option for the report. If they do not have access to the Finance application, they will not be able to view the report.


Your list of Pinned Reports can be found on the **Finance Reporting Home Page** on the button labeled **"Pinned Reports"** on the **navigation bar**

Finance Reporting (Data as of 16-Nov-2015 06:30:57 AM)

★ **My Favorite Reports**

You do not currently have any reports marked as favorites.
To create a favorite simply expand one of the lists below and click on the ★ icon and it will become a favorite ★.

Report Name	Page Name	Description	More Info	Execute	PDF	Excel	XML	Email	Dashboard	Favorite	Delete
My Pinned Reports (1)											
★ Actuals by Position - (Summary)											
Group Pinned Reports (0)											
All Public Pinned Reports (3)											
★ Summary by Acct Detail - Current Year											
★ Summary by Hierarchy - Current Year											

To **e-mail** a Pinned Report click on the pinned report under **My Pinned Reports** and click on the report you would like to e-mail. After clicking what report you would like to e-mail, click on the  button that will appear next to your report among other options. The following window will open:

The **From** section defaults to your username's e-mail. You can click the second option and type a different e-mail address.

In the **To** section, type the e-mail address of the person you are sending the report links to.

Note: Make sure the employee you are sending the e-mail to has access to the Finance application and menu option.

Select the check boxes to **Include Links** for one or more of these report formats:

- **Execute:** Executes the report
- **PDF:** Executes the report and opens it in a PDF
- **Excel:** Executes the report and opens it in Excel
- **XML:** Executes the report and Opens in XML format.

Type a Subject Line

Type detailed information in the Body of the message.

Click Send e-mails.

[Navigation bar option 4 – Training Videos](#)

This is where training videos created by Millennium will be stored. These videos cover a wide array of topics that cover many aspects of FAST and not just FAST Finance.

I suggest coming here if you cannot find information on a certain topic and suspect that it is a common topic and would be covered by Millennium.

Note that some of the videos could be out of date or for previous versions of FAST.

Navigation bar option 5 – My Schedule

This is where you would look at your schedule for your Pinned Reports. This is used for when you would like one of your Pinned Reports sent to your inbox at regular intervals.

Once you have saved and pinned a report, you can go to your pinned reports and click the report you would like to schedule. You can then click the “Schedule” button towards the bottom-right hand of the page to bring up the Report Scheduler for that report.

Name : Test Graph

How often : Weekly

Interval : 1 week

Repeated on : ☐ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S

Starts on : [] at 12:00am

Ends : ☒ After [] occurrence(s)
☐ []

Every week at 12:00am

☒ ☐

Cancel Save

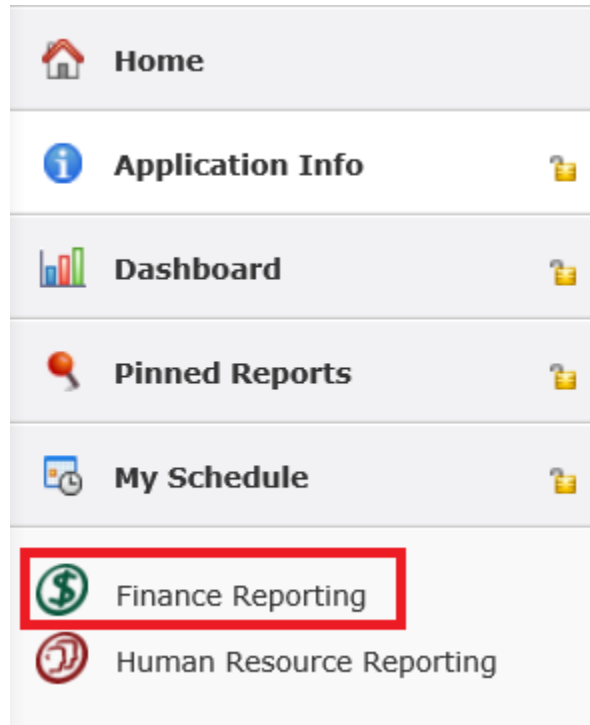
From here, you can set how often you would like your report sent to you, the day and time in which it is sent, and the start and end date of the automated delivery. You may also select which format you would like your report sent to you in.

After scheduling a report you can view your calendar and see all your scheduled reports using the My Schedule button on the navigation bar.

Finance Reporting

Getting to Finance Reporting

Once you have logged into FAST Finance you will be able to select “Finance Reporting” under your list of applications on the navigation bar.



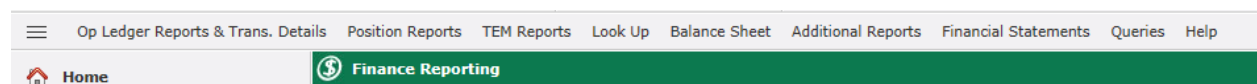
Application Info

This is the default page when you access FAST Finance. The application info tab of the Finance Reporting page contains a series of parameters that you may set in order to narrow the information contained in your report. When entering in your parameters can choose to enter in only one parameter or multiple.

After entering in your parameters you can select what report you would like to use under the “Report” parameter

Report: ▼

You may also use the bar near the top of the screen to navigate to which reports you would like to use.



Each report will usually have multiple options for you to navigate through.

In order to input multiple parameters you must separate each one by commas. You can enter a range in any field by separating the two values with a colon. You can also use the % character as a wildcard.

Finance Reporting

(Data as of 18-Nov-2015 06:19:18 AM)

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

Chart(s):

☒ 1 - Western Washington University
☐ 2 - Western Foundation
☐ 3 - Alumni Association of WWU
☐ 4 - Western Crossing
☐ 8 - Statement RJE
☐ 9 - Memo Funds-WWU

Index:
Fund:
Orgn:
Acct:
Prog:
Actv:
Locn:
Fund.Fin.Mgr:
Orgn.Fin.Mgr:
Fund Type:
Acct Type:
Fiscal Period: Nov-2015 (Open)
Report: Operating Statement

Reset Parameters

ENTER

Finance Links

News

Date of last data refresh. The data you will be looking at will be current as of this date and time.

Parameters

For this page you will be entering up to 5 types of parameters. Here is what each one looks like and how you may search for parameters in each kind.

Charts(s):


- ☒ 1 - Western Washington University
- ☐ 2 - Western Foundation
- ☐ 3 - Alumni Association of WWU
- ☐ 4 - Western Crossing
- ☐ 8 - Statement RJE
- ☐ 9 - Memo Funds-WWU

Chart selection is simply checking and unchecking the boxes displayed above. They will normally be one of the 6 options, but you may also have FAST return data for more than one chart in the same report by selecting multiple charts. When selecting multiple charts results will be broken out by chart, including the normal breakdown by Fund, Orgn, etc.

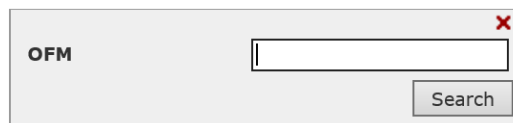
Search Boxes:

The following parameters use a search feature in order for you to find the parameter you are looking for.

Index	Fund.Fin.Mgr
Actv	Orgn.Fin.Mgr
Locn	

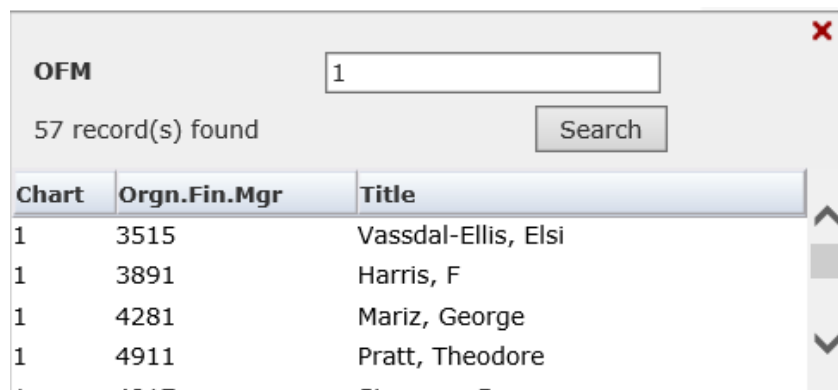
You can access the search function by clicking the  button next the the above parameters.

You will be met with this dialog box after clicking the magnifying glass:



A search dialog box titled "OFM" with a text input field and a "Search" button.

After entering in a value (in this example "1") you will be met with this box



A search results dialog box titled "OFM" showing 57 record(s) found. It contains a table with columns: Chart, Orgn.Fin.Mgr, and Title. The input field contains the value "1".

Chart	Orgn.Fin.Mgr	Title
1	3515	Vassdal-Ellis, Elsi
1	3891	Harris, F
1	4281	Mariz, George
1	4911	Pratt, Theodore


After searching for a value you are given possible options to use in your report. You are able to search using either the title that you are looking for or the parameter you are looking for, in this case it is the "OFM" code.

Note that if you want to enter multiple codes in one parameter you will have to use the search function to find your code and input the code manually.

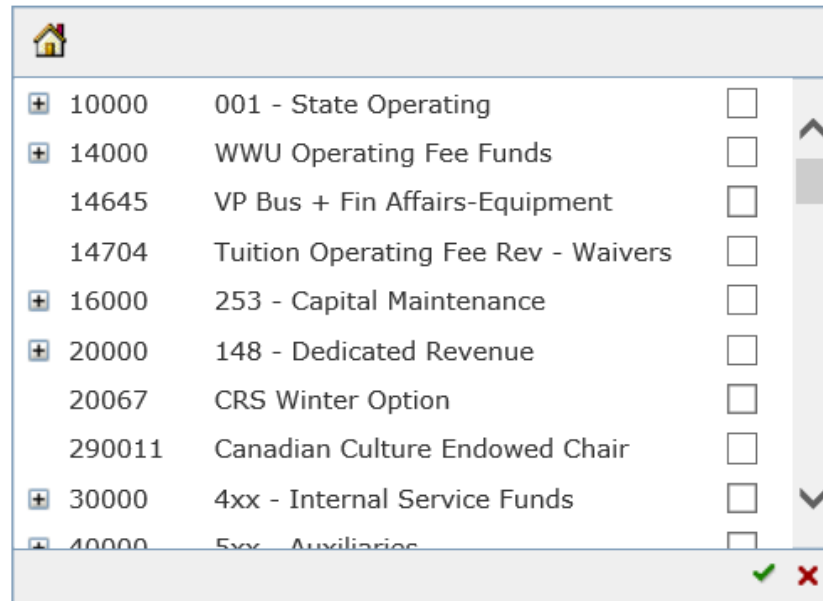
Drop Boxes:

The following parameters use a drop box feature in order for you to find the parameter you are looking for.

Fund	Fund Type
Orgn	Acct Type
Acct	
Prog	

You can access the search function by clicking the  button next the the above parameters.

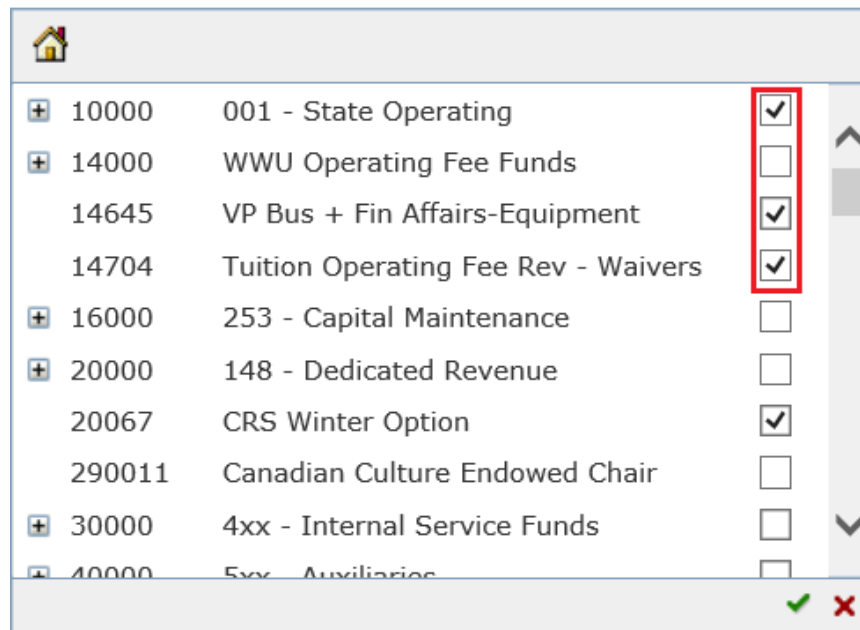
You will be met with this dialog box after clicking the magnifying glass:



Code	Description	Checkbox
+ 10000	001 - State Operating	<input type="checkbox"/>
+ 14000	WWU Operating Fee Funds	<input type="checkbox"/>
14645	VP Bus + Fin Affairs-Equipment	<input type="checkbox"/>
14704	Tuition Operating Fee Rev - Waivers	<input type="checkbox"/>
+ 16000	253 - Capital Maintenance	<input type="checkbox"/>
+ 20000	148 - Dedicated Revenue	<input type="checkbox"/>
20067	CRS Winter Option	<input type="checkbox"/>
290011	Canadian Culture Endowed Chair	<input type="checkbox"/>
+ 30000	4xx - Internal Service Funds	<input type="checkbox"/>
+ 40000	5xx - Auxiliaries	<input type="checkbox"/>

At the bottom right, there are green checkmark and red X buttons.

With the drop box you can select what options you would like added to your report by clicking the boxes on the right. It is also easy to select multiple options by checking multiple boxes, unlike the search function where you have to enter them in manually.

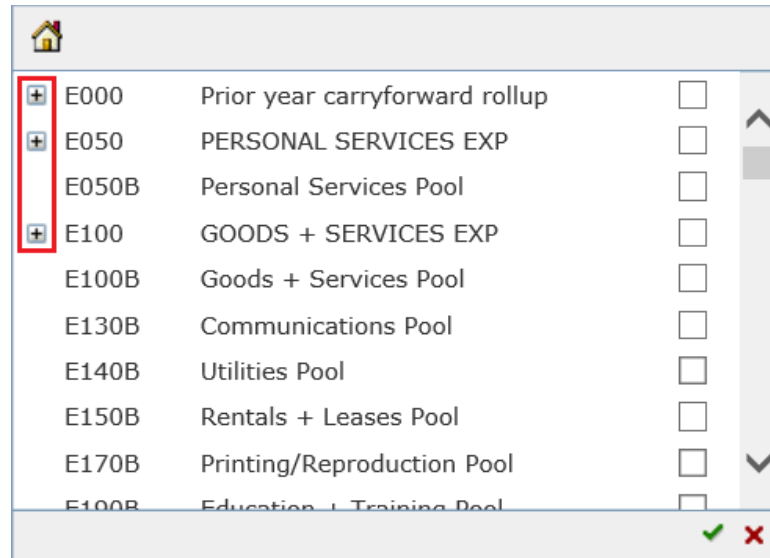


Code	Description	Checkbox
+ 10000	001 - State Operating	<input checked="" type="checkbox"/>
+ 14000	WWU Operating Fee Funds	<input type="checkbox"/>
14645	VP Bus + Fin Affairs-Equipment	<input checked="" type="checkbox"/>
14704	Tuition Operating Fee Rev - Waivers	<input checked="" type="checkbox"/>
+ 16000	253 - Capital Maintenance	<input type="checkbox"/>
+ 20000	148 - Dedicated Revenue	<input type="checkbox"/>
20067	CRS Winter Option	<input checked="" type="checkbox"/>
290011	Canadian Culture Endowed Chair	<input type="checkbox"/>
+ 30000	4xx - Internal Service Funds	<input type="checkbox"/>
+ 40000	5xx - Auxiliaries	<input type="checkbox"/>

At the bottom right, there are green checkmark and red X buttons.

After selecting all the options you would like to add press the green check mark to add your parameters or the red “x” to cancel you selections

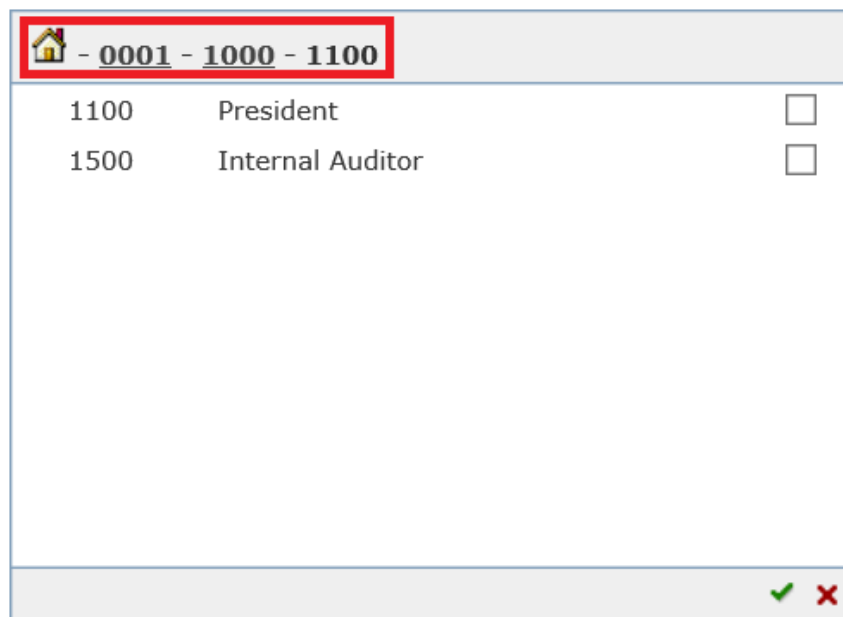
Some choices will have sub-options for you to select which you can access by clicking the plus on the left hand side of an option. You will be able to select which parameters normally and add them in the same way you would with other parameters by confirming them with the green check mark.



A screenshot of a menu interface. At the top is a home icon. Below it is a list of options, each with a small plus icon on the left and a checkbox on the right. The options are: E000 Prior year carryforward rollup, E050 PERSONAL SERVICES EXP, E050B Personal Services Pool, E100 GOODS + SERVICES EXP, E100B Goods + Services Pool, E130B Communications Pool, E140B Utilities Pool, E150B Rentals + Leases Pool, E170B Printing/Reproduction Pool, and E180B Education + Training Pool. A red box highlights the plus icons for E000, E050, and E100. At the bottom right are green checkmark and red X icons.

Option	Description	Checkbox
E000	Prior year carryforward rollup	<input type="checkbox"/>
E050	PERSONAL SERVICES EXP	<input type="checkbox"/>
E050B	Personal Services Pool	<input type="checkbox"/>
E100	GOODS + SERVICES EXP	<input type="checkbox"/>
E100B	Goods + Services Pool	<input type="checkbox"/>
E130B	Communications Pool	<input type="checkbox"/>
E140B	Utilities Pool	<input type="checkbox"/>
E150B	Rentals + Leases Pool	<input type="checkbox"/>
E170B	Printing/Reproduction Pool	<input type="checkbox"/>
E180B	Education + Training Pool	<input type="checkbox"/>

If you go into a sub menu to select some parameters and decide you want to select more from the previous menu you were at you may click the underlined numbers at the top.




A screenshot of a menu interface. At the top is a home icon followed by a breadcrumb trail: - 0001 - 1000 - 1100. The numbers 0001, 1000, and 1100 are underlined. Below this is a list of options, each with a checkbox on the right. The options are: 1100 President and 1500 Internal Auditor. At the bottom right are green checkmark and red X icons.

Option	Description	Checkbox
1100	President	<input type="checkbox"/>
1500	Internal Auditor	<input type="checkbox"/>

The rightmost number is the current menu you are in. The numbers are ordered in the same path you took to get to your current screen. So in this case you would press the underlined “1000” to go to the previous screen you were at and you would select the “0001” to go to the screen before “1000”.

If you would like to go back to the main menu you can click the house icon.

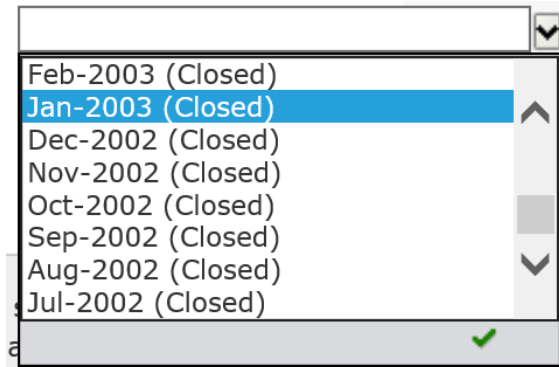
Fiscal Period:


The fiscal period parameter is where you would select what fiscal period you would like your report to be in. The  button will bring down a drop box where you may select which fiscal period you would like.

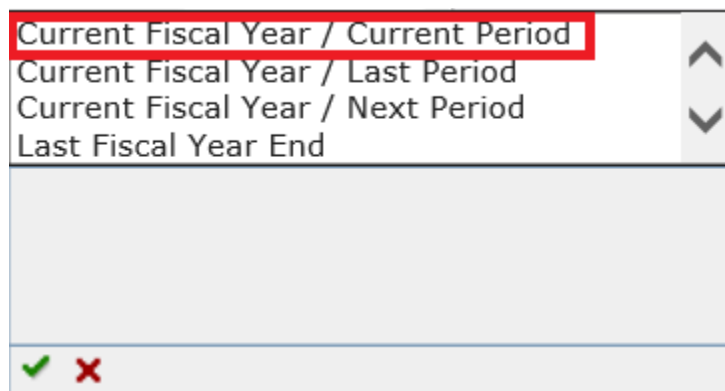
Fiscal Period:


After selecting your option you can confirm it with the green check mark.



Pressing the  will bring up options that will input certain conditions for you based on what you select. For example selecting the option in the red box will give you the current fiscal year and current period for your report.



Report/How to get to a Report:

Here you can select what kind of report you would like to use with the parameters you have selected by pressing the  button next to the Report: box and selecting your choice.

Tips:

Entering Wildcards

Use the “%” to enter a wildcard value for that parameter. For example, to report on all organization codes that start with “3”, enter “3%” into the Orgn parameter:

Orgn:

Entering Ranges

Use “:” to enter a range of values for that parameter. For example, to report on all fund codes from 51000 to 52000, enter it like this in the fund parameter:

Fund:

Entering Lists

Use “,” to enter a list of values for that parameter. For example, to report on account codes E354 and E357 only, enter it like this in the Acct Parameter:

Acct:

Submitting Your Parameters

After you have selected all of your parameters you can press the enter button finish or press the “Reset Parameters” button to start over and erase your current parameters.

Dashboard Tab

The Dashboard Tab here is extremely similar to the one in the portal page. Please refer back to that section for more information

[Navigation Bar Option 2 - Dashboard](#)

Pinned Reports tab

The Pinned Reports Tab here is extremely similar to the one in the portal page. Please refer back to that section for more information

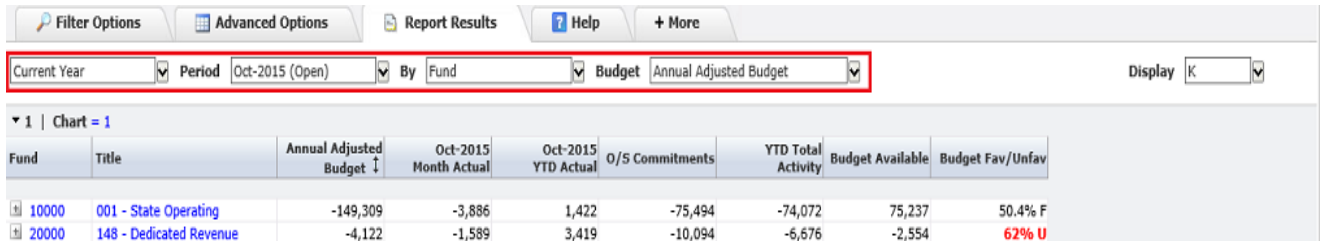
[Navigation Bar Option 3 - Pinned Reports](#)

Report Results Page

When you first get to this page there should be some tips on navigation displayed. The screen should look something like this. This page will display the report that you selected in Finance Reporting and will display data based on the parameters you inputted.

Changing Parameters:

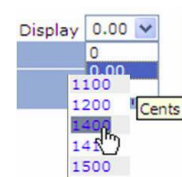
If you would like to change your parameters of a report you have already ran you can return to the Finance Menu using the button located near the bottom of the screen (shown above). You may also use the drop boxes located near the top of the screen (shown below).



▼ 1 | Chart = 1

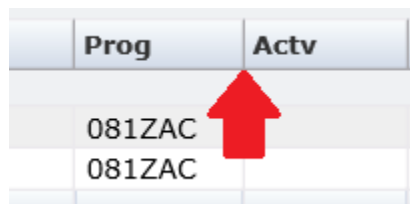
Fund	Title	Annual Adjusted Budget ↓	Oct-2015 Month Actual	Oct-2015 YTD Actual	O/S Commitments	YTD Total Activity	Budget Available	Budget Fav/Unfav
10000	001 - State Operating	-149,309	-3,886	1,422	-75,494	-74,072	75,237	50.4% F
20000	148 - Dedicated Revenue	-4,122	-1,589	3,419	-10,094	-6,676	-2,554	62% U

In some reports, located to the right of the drop boxes where you would change your parameters you have a drop box labeled “Display” where you can change how the numbers in your report are shown. If “0.00” is chosen, amounts will be formatted to show cents. If “0” is chosen, amounts will be rounded to the nearest dollar. If “K” is chosen, amounts will be rounded to the nearest thousand.



Changing the Display of your Report:

If you would like to adjust the size of a column you can adjust the width of a column by dragging the divider bar to the size you would like the column to be.



You can also change the order of your columns by clicking dragging a column header to another position (for example: if you clicking and dragged the “Prog” header to the right of the “Actv” header).

Column Options

When viewing a report you may sort and adjust each column by clicking the column name near the top of the page. After clicking the column name it will bring up a menu with different options for adjusting that column.

Fund	Title	Annual Adjusted Budget
10000	001 - State Operating	-149,309
20000	148 - Dedicated Revenue	-4,122
30000	4xx - Internal Service Funds	-22,573
40000	5xx - Auxiliaries	16,141
50000	145/846 Grants and Contracts	-7,231

Options for:
Annual Adjusted Budget

Sort Ascending

Sort Descending

Remove Sorting

X Axis

Y Axis (Must be numeric)

Hide this column

Close this popup

Sort Ascending – Sorts the data in this column in ascending order. If there are numbers present it will sort based on number first then it will sort based on letter.

Sort Descending – Sorts the data in this column in descending order. If there are numbers present it will sort based on number first then it will sort based on letter.

Remove Sorting – Removes the current sorting filter for this column


Hide this column – Hides the current column from view. If you would like to column to be viewable again you can do this in Advanced Options (covered later in this section).

Close this popup – Closes the current option window. You can also close this window by clicking outside the window.

Drill-down Links

In a report there will normally be blue links (these display a hand cursor when you hover over them). Click on these links to drill down to more detail. If you continue, you will eventually drill down to individual documents.

Saving your current report as a pinned report

Clicking the  Save As... button at the bottom of your report will bring up a page with your current filter options for that report along with a window for you to save the report as a pinned report.



Save As...

Report Name


Description (Optional)

Make Graph Available on Dashboard

Make Grid Available on Dashboard

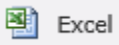
After you enter the name (and description if you would like) you wish to assign to your pinned report you can press the  to save your pinned report or press the  to cancel saving your pinned report.

Save report as a PDF

Clicking the  button will allow you to save or open your report as a PDF. Depending on the browser you are using you will get different ways of receiving your file. For the most part you should receive your file the same way you would if you downloaded any other file. There will also be times where Adobe Reader will open your file automatically.

You can print a report after converting it to a PDF by opening the file wherever you have It saved and navigating to the top-left of the screen and clicking on File. After clicking on File, click on Print to print your report.

Save report as an Excel file

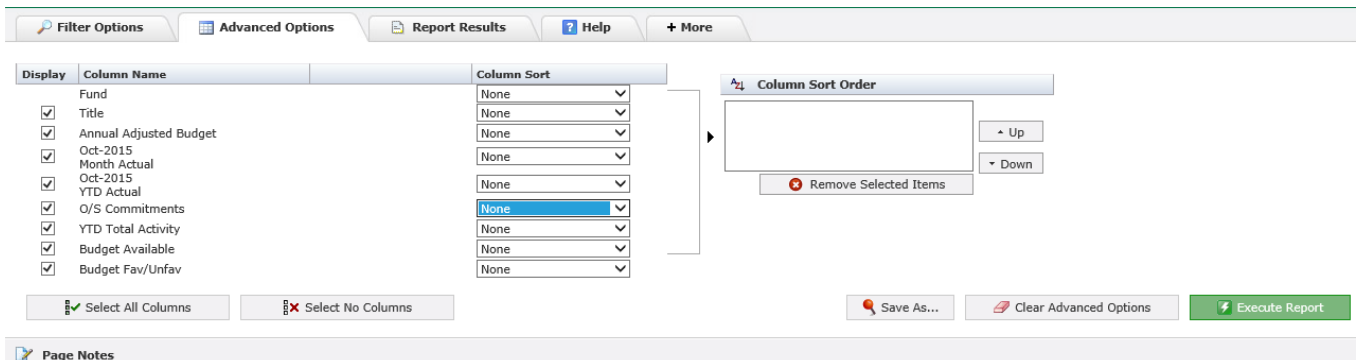
 Most pages display this icon in the bottom right-hand corner. Click on it to export your data to an Excel spreadsheet in the “xls” format. A file download dialog will appear: click on “Open” to open the file, or “Save” to save it to a specified location. Remember, this report will not include formulas, only data.

You can print a report after converting it to an Excel File by opening the file wherever you have it saved and clicking File at the top-left. After clicking file, you can press print to print your report. You can choose to print active sheets or to print from a selection you have made beforehand.

Note: When you open the file, you will see another message warning that the file “...is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source...” The file is not corrupted and is okay to open. Click on “Yes” to open the file.

Advanced Options

From this page you may change various things about how your report is displayed. Most of the things you can do from this page you can also do from the report page itself.



Display	Column Name	Column Sort
<input type="checkbox"/>	Fund	None
<input checked="" type="checkbox"/>	Title	None
<input checked="" type="checkbox"/>	Annual Adjusted Budget	None
<input checked="" type="checkbox"/>	Oct-2015	None
<input checked="" type="checkbox"/>	Month Actual	None
<input checked="" type="checkbox"/>	Oct-2015	None
<input checked="" type="checkbox"/>	YTD Actual	None
<input checked="" type="checkbox"/>	O/S Commitments	None
<input checked="" type="checkbox"/>	YTD Total Activity	None
<input checked="" type="checkbox"/>	Budget Available	None
<input checked="" type="checkbox"/>	Budget Fav/Unfav	None

☒ Select All Columns ☐ Select No Columns

Column Sort Order

Remove Selected Items

Save As... Clear Advanced Options Execute Report

Page Notes

Display:

The left side of the screen there are check boxes that allow you determine which columns you would like to display on the report. You can choose to change the columns displayed by clicking the boxes (checked for display, blank for hide). You can also choose to display all columns by selecting “Select All Columns” or you can choose to hide all columns by selecting “Select No Columns”.

You can also rearrange your report by clicking and dragging the name of the column and moving it to your liking.

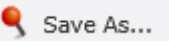
Column Sort:


In these drop boxes you can select how you would that column to be sorted. Each column can be sorted by either Ascending Order or Descending Order.

When you select one or more column sort changes they will be displayed in the box on the right labeled “Column Sort Order”

Here you can change the order of each option by highlighting the option you would like to change and press the “Up” and “Down” keys based on what you would like to do. You can also remove any options you have selected by clicking the “Remove Selected Items” button.

Clicking the  button in the bottom right will clear your Column Sort Order box.

Clicking the  button will save your current report to your pinned reports.

Clicking the  button will execute your current report with the settings you have changed.

Virtual Columns

“All new style reporting pages - both baseline and custom - now offer end users and administrators the ability to create "virtual" columns! Administrators can create Virtual Columns on a global level for all end users of a report, or end users can create them privately for their own pinned reports.

These virtual columns can be created directly on the reporting page at the time the report is executed. If the column you want to add is a combination of fields that already exist, you no longer need to modify the query or custom report, or request that Millennium add a new column to a baseline report - it's available right at your fingertips!

Virtual Columns can be used to create columns where a formula may be required, such as:

Total = Column A + Column B - Column C

Or they may also be used to combine or concatenate two columns into one, such as:

New Column = (Name, Position Title)"

Millennium Training Video:

<https://videos.sproutvideo.com/playlist/359bd9b714b8/ae3260473c11c205?type=hd&layout=1&selectedcolor=005380&highlightcolor=6cb33f#>

Virtual Column Online Documentation:

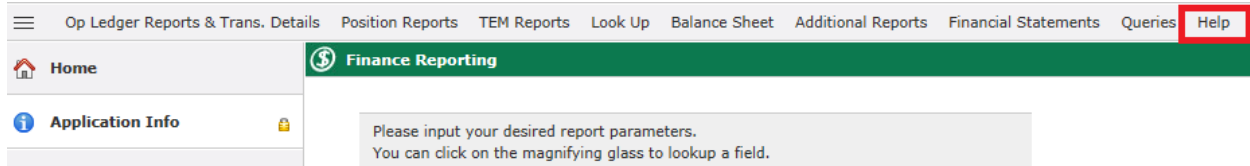
https://millfast.admcs.wvu.edu/FastPortal_Prod/Documentation/1/FASTFINANCE/WebHelp/Us er/Virtual_Columns.htm

Help Section











Online Documentation

Within FAST Finance you have access to online documentation by Millennium on many different topics.

You can get to this documentation after you go into FAST finance and then you can select “Online Documentation” under the help tab towards the top right.



Common Buttons and Symbols

 Filter Options	Brings you to a page where you can narrow your query using different parameters.
 Report Results	Page in which your report is displayed using the parameters you inputted.
 Help	View online documentation about different pages.
 Pinned Reports	View and manage your pinned reports.
 Advanced Options	View advanced options for the report you are looking at.
 Graph	Create a graph using the data from your current report.
 	Download your report as either a PDF (left) or an Excel file (right).
 	Delete (left) or add (right) your current parameter.

Filters

Filters (or parameters) are used to narrow or sort your information when querying data. Usually, the more you have the better. The amount of filters you can change normally depends on the type of report you are looking at. Filters options are optional, but some reports will require that you input some filters as the report will not work otherwise.

In this image, eight different types of filter options are used.

The screenshot shows the 'Filter Options' tab in a software application. It contains several filter sections with different input types highlighted by callouts:

- Multi-search box:** Located under the 'Term' filter.
- Multi-select list:** Located under the 'Campus' filter.
- Text box:** Located under the 'Subj Num' filter.
- Operator drop-down list:** Located under the 'Enrolled' filter.
- Date combo box:** Located under the 'Start Date' filter.
- Drop-down list:** Located under the 'Subj' filter.
- Filter functions:** Located under the 'Instructor' filter.
- Save value:** Located under the 'Schedule Codes' filter.

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

Here is a table of some of the Filters that are available

Date Combo box	
Drop-down list	
Multi-search box	
Multi-select list	
Operator drop-down list	
Search box	
Text box	

Sticky Filters

A Sticky Filter is data that has been used as a filter option on a previous report and is carried over and applied to the same filter options on the current report. Some of the lists are very long and the sticky filters may not be obvious; you might have to scroll down the list to see them. If you do not want to use the sticky filters, you can click the Clear Filters button.

In this example, the filter options for the **Employee Group** multi-search box and **Status** multi-search box were on a previous report, so the data for those filters are carried over to the current report.

Filter Options | Help | + More

Employee ID [Search] [Clear]	Status Active [Clear]	Employee Group AA-Academic Adm [Clear]	Employee Class Click to add values [Clear]	Division/College Click to add values [Clear]
Home Organization Click to add values [Clear]	Bargaining Unit Click to add values [Clear]	Deceased Indicator N - No [Clear]		

[Clear Filter Options] [Execute Report]

Page Notes

Appendix 1 -Millennium FAST Finance Reports

Menu	Menu Option/Description	Report Option/Comments
Op Ledger Reports & Trans. Details	Summary by FOAPAL Summary by Acct Detail Summary by Hierarchy	<ul style="list-style-type: none"> • Current Year • Comparative • Date Range • Project To Date (Grant Report) • Annual Trend • Monthly Trend • Quarterly Trend • Annual Variance • Rev & Exp Variance • User Defined
Op Ledger Reports & Trans. Details	Transaction Detail	<ul style="list-style-type: none"> • Actuals (Operating Ledger Only) • Actuals • Budgets • Encumbrances • Payroll Encumbrances
Position Reports	Actual by Position	
Position Reports	Budget by Position	
Position Reports	Budget vs. Current Jobs	
Position Reports	Position by Budget Labor Distribution	
TEM Reports	TEM – Query	
TEM Reports	TEM – Query by Acct	
TEM Reports	TEM – Approval History	
Look Up	Document Type Query	
Look Up	Document Number Search	
Look Up	Invoice Query	
Balance Sheet	Balance Sheet	
Balance Sheet	Balance Sheet – 5 Year Trend	
Balance Sheet	Trial Balance	
Additional Reports	FOAPAL Codes	
Additional Reports	Fast Index Listing	
Additional Reports	Orgn Listing	
Additional Reports	Fund Listing	
Financial Statements	Financial Statement Editor	
Financial Statements	Financial Statements	
Queries	Query Viewer	
Help	Online Documentation	

Menu	Op Ledger Reports & Trans. Details
------	------------------------------------

Menu Option: Summary by FOAPAL

This allows you to see operating funds summarized by the accounting code. It presents a more detailed level than the Hierarchical view such as by account within an organization or fund. This report uses a single filter to drill down into the data.

Use the dropdown list next to “By” to select a combination of your choice, such as “Fund – Orgn” or “Orgn – Actv”. This allows you to see the same data in a different summarization format.

Menu Option: Summary by Acct Detail

This allows you to see further levels of detail in your data. The data is displayed for each account code and uses two filters to drill down into the detail (For example, filtered by fund code (FUND) and organization code (ORGN)).

Menu Option: Summary by Hierarchy

This allows you to view operating funds summarized by the high level code hierarchical structure such as by Fund, Organization or Account.

Format: Current Year

This format show financial operating information for the selected period and compares the YTD total activity to the selected budget and identifies if budgetary performance is favorable or unfavorable.

Specific fields are annual adjusted budget, month and YTD actuals, O/S commitments, YTD activity, budget available, and the budget favorable/unfavorable indicator.

Format: Comparative

This format shows the comparison of the chosen fiscal period to the same period 1 year prior.

Specific fields are annual adjusted budget, YTD actual, commitments, and budget balance for each of the selected period and previous year.

Format: Date Range

The Date Range format allows you to see the operating actuals for a selected range of dates.

Specific fields are period actual spending, commitments, and period total activity incurred in the specified range of period.

The period range can be selected using the drop down boxes at the top of the report (“Period” and “To”)

Format: Project to Date (Grant Report)

The Project to Date format allows you to see the operating actuals for the selected FOAPAL since its inception.

Specific fields are total budget, month actual, YTD actual, project actuals, commitments, budget balance, and favorable/unfavorable rating incurred in the life of the project or grant.

Format: Monthly Trend

The Monthly Trend format allows you to see the operating actuals on a monthly basis over a fiscal year so that you can more easily spot trends. It also will show the total actual spent over the year, the budget, and variance from budget.

Specific fields are the actual for each month, YTD actual, budget, and variance over the 12 month period.

The monthly period can be selected using the “Period” drop down box at the top of the report.

Format: Quarterly Trend

The Quarterly Trend format allows you to see the operating actuals on a quarterly basis over the past four quarters (YTD) so that you can more easily spot trends. It also will show the YTD total over the year.

Specific fields are the actual per quarter, ending with the selected quarter and the YTD total over the 4 quarter period.

The quarterly period can be selected using the drop down box at the top of the report.

Format: Annual Trend

The Annual Trend format allows you to see the operating actuals on an annual basis over the past five years so that you can more easily spot yearly trends.

Specific fields are the YTD actual for each of the selected and previous 4 years.

In order to see the data for the entire fiscal year for each of the past five years, select a year-end period such as “Jun-2015 (Year End)”.

Format: Annual Variance

The Annual Variance format shows the budget, actuals, commitments, and net variance from budget for the selected YTD period and the previous 4 years so that you can easily spot annual trends.

Specific fields are budget, actuals, commitments, and net variance incurred in the specified period and previous 4 years, based on Year to Date (YTD) data.

The period can be selected using the drop down box at the top of the report.

In order to see the data for the entire fiscal year for each of the past five years, select a year-end period such as "Jun-2015 (Year End)".

Format: Rev & Exp Variance

The Rev & Exp Variance format shows the variance between budget and actual activity for revenue, expense, and contribution during the selected period.

Contribution is the difference between revenue and expense.

Specific fields are budget, actual activity, and % variance with favorable/unfavorable for both revenue and expense, and contribution (net of revenue and expense) for budget, actual activity, and variance (favorable/unfavorable)

The period can be selected using the drop down box at the top of the report.

Format: User Defined

The User Defined format allows you to define the data that you wish to report on.

Columns and the Column sort order can be changed on the Advanced Options tab.

Menu	Op Ledger Reports & Trans. Details ▶ Transaction Detail ▶ FOAPAL Lookup
-------------	--

Menu Option: Transaction Detail

Transaction Detail reports allow you to view the details of individual transactions and to drill down to the supporting journal vouchers, invoices and other supporting documentation. Different formats of the Transaction Details can be opened from the FAST Finance menu. They can also be viewed by drilling down from the Operating Statement summaries or the Balance Sheet. After you open the Transaction Detail, you can drill down further to the Document Details.

Sub-Menu Option: Transaction Detail ▶ FOAPAL Lookup ▶ Actuals (Operating Ledger Only)

Actuals (Operating Ledger Only) shows only revenue, expense, and transfer account codes, compared to the other “Actuals” transaction details which includes balance sheet account codes such as assets and liabilities.

Sub-Menu Option: **Transaction Detail ► FOAPAL Lookup ► Actuals**

This format shows detailed transaction information of actual transactions for the selected G/L Code.

Actuals (Operating Ledger Only) shows only revenue, expense, and transfer account codes, compared to the other “Actuals” transaction details which includes balance sheet account codes such as assets and liabilities.

Specific fields are the G/L (general ledger) Codes (or fund, orgn, acct, prog, actv, and locn), transaction and activity dates when the transaction occurred, the authorizing User ID, the description of the transaction detail and link to accompanying documentation, the Purchase Order number (if one exists) and the link to the PO document, invoice or reference number, check number and the transaction amount.

The specific filters are shown directly above the report. The report must be filtered by at least two filter codes selected from Fund, Orgn (Dept ID), Acct, Prog (Project ID), Actv, Locn or Acct Type.

Data can be filtered by: Chart, Index, Fund, Organization (Orgn/Dept ID), Account (Acct), Program (Prog/Project ID), Activity (Actv), Location (Locn), Account type, and the fiscal period as defined by a start date and end date.

Sub-Menu Option: **Transaction Detail ► FOAPAL Lookup ► Budgets**

This format shows detailed transaction information of budget transactions for the selected FOAPAL (fund, orgn, acct, prog, actv, and locn)

Specific fields are the G/L Codes (or FOAPAL codes), transaction type and date, the document ID and link to accompanying documentation (journal voucher), the description of the transaction detail, and the transaction amount.

BD01 and BR01 are the initial permanent (= recurring = base) budget load

BD02 and BR02 are the permanent (= recurring = base) budget adjustments during the fiscal year.

BD04 and BR04 are temporary (= non-recurring = one-time) budget adjustments.

The specific filters are shown directly above the report. The report must be filtered by at least two filter codes selected from Fund, Orgn (Dept ID), Acct, Prog (Project ID), Actv, Locn or Acct Type.

Data can be filtered by: Chart, Index, Fund, Organization (Orgn/Dept ID), Account (Acct), Program (Prog/Project ID), Activity (Actv), Location (Locn), Account type, fiscal period and transaction type.

Sub-Menu Option: **Transaction Detail ► FOAPAL Lookup ► Encumbrances**

This format shows detailed transaction information of encumbrances (commitments to pay) for the selected G/L (or FOAPAL) Code.

Specific fields are the G/L Codes (or FOAPAL codes), the document number and link to supporting documentation, the Purchase Order number (if one exists) and the link to the PO document, invoice or reference number, check number and the transaction amount.

The specific filters are shown directly above the report. The report must be filtered by at least two filter codes selected from Fund, Orgn (Dept ID), Acct, Prog (Project ID), Actv, Locn or Acct Type.

Data can be filtered by: Chart, Index, Fund, Organization (Orgn/Dept ID), Account (Acct), Program (Prog/Project ID), Activity (Actv), Location (Locn), Account type, and the fiscal period as defined by a start date and end date.

Sub-Menu Option: **Transaction Detail ► FOAPAL Lookup ► Payroll Encumbrances**

This format shows detailed transaction information of payroll encumbrances for the selected G/L Code. Payroll encumbrances are the payroll obligations that are payable for the remainder of the fiscal year.

Specific fields are the G/L Codes (or FOAPAL codes), date, the employee ID, employee name, position code and suffix, the type of earnings, any comments and the payroll encumbrance amount.

The specific filters are shown directly above the report. The report must be filtered by at least two filter codes selected from Fund, Orgn (Dept ID), Acct, Prog (Project ID), Actv, Locn or Acct Type.

Data can be filtered by: Chart, Index, Fund, Organization (Orgn/Dept ID), Account (Acct), Program (Prog/Project ID), Activity (Actv), Location (Locn), Account type, and the Fiscal Period.

Menu	Position Reports
------	------------------

Menu Option: **Actuals by Position**

This report shows payroll information for each employee by month for the FOAPAL (fund, orgn, acct, prog, actv, and locn) combination selected.

Specific fields are FOAPAL, position, employee ID, name, each month, and total.

Menu Option: **Budget by Position (Position Reports)**

This report shows position budget and payroll information for each position number and employee for the FOAPAL (fund, orgn, acct, prog, actv, and locn) combination selected.

Specific fields are FOAPAL codes, position, employee ID, name, original budget, adjusted budget, actuals, OS commitment, and \$ budget available.

Menu Option: **Budget vs. Current Jobs**

Compares the budgeted FTE and amount for a position with the current job FTE and amount along with variance. Filter options available to look up by position number and/or WID, in addition to labor distribution budget string.

Menu Option: **Position by Budget Labor Distribution**

Shows the budget labor distribution for each position. Filter options available to look up by position number and/or WID, in addition to labor distribution budget string. Similar to the NBIWBLD form in Banner (no longer available), the report can be used to determine potential position available to a specific funding string.

Menu	TEM Reports
------	-------------

Menu Option: **TEM - Query (TEM Reports)**

The query report was designed for a user who already has a question in mind, need to know what travel Employee X has done? Or I need to follow up on the expenses I just approved? Or can I see if any of my specified employees have submitted any travel requests in the last month?

Once you run the report you will have additional options as drill downs

You will notice that some TAs don't have TRs, this is because travelers have not filled for reimbursement for these TAs.

Clicking the report name will drill down to the Itinerary level. The row with both the TA number and TR number represents the TR's Itinerary while the row with just the TA represents the TA's Itinerary.

Clicking on the TA number will give you a breakdown of the expenses with date and description. Selecting the Estimated Pay Amount for any expense item will give you the breakdown by FOPAL. If there is no funding string available then it is a non-reimbursable expense

Menu Option: **TEM – Query by Acct (TEM Reports)**

Query by Acct was designed as a financial tool for budget authorities to look at the activity on their FOPALs by entering your funding string you can tailor the report to the time range you wish.

Once you have run the report you can drill down on TRs and TAs just as if you had searched them in the TEM - Query report.

The right side of the report shows the name of the user that entered the information (this can be the traveler or the delegate depending on who started the TA/TR) and the amount.

Menu Option: **TEM – Approval History (TEM Reports)**

This report can be run by approver WID, routed to WID, or traveler WID, as well as by Doc Code (TA or TR number) and/or approval status.

Menu	Look Up
------	---------

Menu Option: **Document Type Query (Look Up)**

You can use the Document Lookup tool to display accounting information and solve accounting problems (for example, how many times a purchase order is referenced). After the list opens, you can drill down for detailed information about documents and encumbrance line items.

Specific fields are the document number with a link to the supporting documentation, fiscal year, period and date, the description of the transaction, the transaction type and document reference number, the encumbrance ID with a link to the supporting documentation, G/L Codes (or FOAPAL codes), the outstanding amount and the transaction amount.

The specific filter criteria is shown directly above the report. You can search for a specific document number by entering it into the Document filter field.

Menu Option: **Document Number Search (Look Up)**

Used to look up a specific document. Available filter options are document number and fiscal year. The search result shows the document number, fiscal year, period, date, and debit/credit.

Menu Option: **Invoice Query (Look Up)**

Use the Invoice Query to list transaction details for vendor invoices. You can select specific filter options including, fund, orgn, payee name, payee invoice, invoice number, range of dates, and the dollar value.

After you submit your query, you can drill down to view the detailed line items. Some sites will use the term 'Department ID' in place of Orgn.

Specific fields are the Chart, Fiscal Year, Vendor ID, Payee Name and the transaction amount.

The specific filters are shown directly above the report. The report must be filtered by the Fiscal Period From and Fiscal Period To.

Data can be filtered by by Chart, Index, Fund, Organization (Orgn/Dept ID), Account (Acct), Program (Prog/Project ID), Activity (Actv), Location (Locn), Payee Name, Payee Invoice, Invoice Number, Dollar Value, and the fiscal period as defined by a start date and end date.

Menu	Balance Sheet
-------------	----------------------

Menu Option: **Balance Sheet (Balance Sheet)**

Reports the assets, liabilities, and equity at a specific point in time, such as at the fiscal year end. You can display a high level overview of these reports or select filters to summarize them by account codes or account types. Tip: X101 shows the fund balance at the beginning of each fiscal year, not to confuse with the current fund balance.

Menu Option: **Balance Sheet – 5 Year Trend (Balance Sheet)**

The Five Year Balance Sheet reports the assets, liabilities, and equity at a specific point in time, such as at the fiscal year end, in summary form for this fiscal period and for the same fiscal period during the previous 4 years.

You can display a high level overview of this report or you can select filters to summarize the data by account codes or account types.

Menu Option: **Trial Balance (Balance Sheet)**

The Trial Balance is a listing of the name and balance of each account in the general ledger, showing which accounts have debit balances and which accounts have credit balances. With the FAST Finance Trial Balance report, you can quickly drill down to view details and summarized finance data. You can display a high level overview or select accounting codes to summarize the Trial Balance. You also have the option to drill down and view document details and line items.

Menu	Additional Reports
-------------	---------------------------

Menu Option: **FOAPAL Codes**

The FOAPAL Codes Report provides a listing of all of the codes in the General ledger (or FOAPAL elements).

Select a chart and type of code of your choice in the filter options.

Code listing available for Fund, Orgn, Acct, Prog, Actv, and Locn.

Menu Option: **Fast Index Listing**

This provides a listing of Fast index, title, and FOAPAL String.

Searchable by the fund, orgn, prog, actv, and locn of your choice.

Menu Option: **Orgn Listing**

Lists organization codes for each chart and shows the rollup (parent/child) relationship. Level 2 is the division and Level 3 is the area, such as a college.

Menu Option: **Fund Listing**

This provides a list of Funds and Fund Hierarchy

Searchable by the CHART, DATA ENTRY IND, FUND, FUND FMGR ID, or STATUS IND.

Menu Option: **Fund List with Default ORGN and FM WID**

Menu	Financial Statements
-------------	-----------------------------

Financial Statements gives you many options to customize your income statement and balance sheet accounts. In the financial statement editor, you can create schedules that include income statements, balance sheets, or a combination of both. Schedules include multiple line names and you can include or exclude the codes you want to use. When you are finished, you can build your schedule and drill down to view statement details and transaction summaries.

Please note that the reports available meet the majority of user needs. Consequently, this menu item is not covered during the FAST Finance training sessions. Please refer to the online help from the “Help” for more details, if you would like to learn more about this.

Menu	Queries
-------------	----------------

This allows WWU to create its own reports. Currently, the queries are handled by Business & Financial systems.

Menu	Help
-------------	-------------

This online documentation provides help to users.