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

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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.wwu.edu/mywestern/),
   a. then select EMPLOYEE and Millennium FAST Finance / HR under Technology Tools
   b. Alternates:
      ii. http://wp.wwu.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
Logging Out of FAST

You may log out of FAST using the **Logout** 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 **.Home** 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 **Minimize** button above the navigation bar.
By selecting that button your navigation bar will go from looking like this:

![Navigation Bar](image1)

To looking like this:

![Navigation Bar](image2)

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.

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 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 your 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

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 (highlighted above).

Manage Dashboard

Click on the 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.

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 on Dashboard” and click

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


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

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:

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

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.

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.

**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.

**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.

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

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.

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 it 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.
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

![Image of Finance Reporting menu]

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.
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
- Actv
- Locn
- Fund.Fin.Mgr
- Orgn.Fin.Mgr

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

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

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

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 to the above parameters.

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

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.

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 your 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.

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.

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 Dropdown](image)

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

Pressing the button 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.

![Fiscal Period Options](image)

**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.

![Report Selection Dropdown](image)
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: | 3% |
```

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: | 51000:52000 |
```

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: | E354, E357 |
```

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.
Here is a zoomed in view of the tips

You can also click the Help button on any page you are on to look at more help available online.
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).

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.

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.
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 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.

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.
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.
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.

<table>
<thead>
<tr>
<th>Common Buttons and Symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Filter Options" /></td>
</tr>
<tr>
<td><img src="image" alt="Report Results" /></td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
</tr>
<tr>
<td><img src="image" alt="Pinned Reports" /></td>
</tr>
<tr>
<td><img src="image" alt="Advanced Options" /></td>
</tr>
<tr>
<td><img src="image" alt="Graph" /></td>
</tr>
<tr>
<td><img src="image" alt="Download" /></td>
</tr>
<tr>
<td><img src="image" alt="Delete/Add" /></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date Combo box</th>
<th>Current Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop-down list</td>
<td>Address Type</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-search box</td>
<td>Employee ID</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-select list</td>
<td>Home Organization</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator drop-down list</td>
<td></td>
</tr>
<tr>
<td>Search box</td>
<td>Employee ID</td>
</tr>
<tr>
<td>Text box</td>
<td>CRN</td>
</tr>
</tbody>
</table>

[Diagram of filter options with labels for each type: Multi-search box, Multi-select list, Text box, Drop-down list, Operator drop-down list, Save value, Filter functions.]
**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.
### Appendix 1 - Millennium FAST Finance Reports

<table>
<thead>
<tr>
<th>Menu</th>
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**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, Lcn or Act 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, Lcn or Act 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 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.

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**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.

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### 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 in 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.

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### 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.

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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.

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

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This online documentation provides help to users.