



Financial Administration Support Tool
(F.A.S.T.)



Carleton
UNIVERSITY

User Manual

FINANCIAL ADMINISTRATION SUPPORT TOOL

User Manual

Millennium Computer Systems Ltd.
6648 Amwell Drive
Brentwood Bay, BC
Canada, V8M 1A3

Phone: 250 889 5919

Fax: 250 652 4741

www.mcsi.com

Carleton University
1125 Colonel By Drive
Ottawa, Ontario
Canada, K1S 5B6

Phone: 613 520-2600

E-mail: Banner_Finance@carleton.ca

www.carleton.ca

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Introduction

Product Overview

The Financial Administration Support Tool (FAST) is a web based reporting tool that allows financial information to be presented in an easy to read, understand, and navigate interface. FAST can be accessed through any modern web browser, such as Netscape or Internet Explorer version 4 or higher.

FAST provides easy access to the financial data collected and produced by Banner. Banner is an integrated software solution written by SCT (www.sct.com) for student information, advancement, human resources, financial aid, faculty and advisors, and finances. FAST focuses on reporting on data from the finance module of Banner.

Key Features

- Web Based
- Secure
- Easy to access
- Cross Platform
- No client software to install
- Drill down to transaction level detail
- Download to excel
- Multiple Budget
- Comparative and Date Range views of Data
- Filter on any combination of FOAPAL elements

About This Manual

This manual is intended as a brief introduction for new users of FAST. Used as a training and reference manual, the information contained herein offers instructions on how to access information and perform functions in FAST.

Technical users and administrators should look at the Technical Overview document.

The Financial Administration Support Tool

This section of the User Manual outlines some of the core functionality and navigational structure of FAST.

Login

To login into FAST open your browser and go to <http://www.carleton.ca/fast/>. The first screen you will see when accessing FAST is the Login Screen. This is where you enter your Banner User ID and password. Your user ID is your first name concatenated with your last name (*firstnamelastname*). Your password can only be changed in Banner using the GUAPSWD screen. Please change your password from the default password *u_pick_it* if you have not already done so. If you would like more information on how to change your password and access banner please refer to Document 3 *Accessing Banner & Changing Your Password* in the *General Ledger and FAST Reporting Training Documents* (<http://www.carleton.ca/banner/finance/finance.htm>)

FAST - Login - Microsoft Internet Explorer provided by EduNET

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <http://orion.nt.carleton.ca/FAST01/Login.asp?FD=LOGIN&FR=LC&JS=Y&BN=Microsoft%20Internet%20Explorer&BV=4&OS=Win32&RN=56227> Go Links

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FAST System - (Financial Administration Support Tool)

Millennium

Please provide your User ID and Password

User ID:

Password:

ENTER

After you have keyed in your User ID and Password click the enter  button. The main menu will then appear.

Main Menu

When you have successfully logged in, the next screen displayed is the Main Menu. This is where detailed account information can be entered and searched for. If no values are entered, a top-level overview of funds will be displayed for the current period. This is what the Main Menu would look like (assuming the current period was April 2003):

Main Menu - Microsoft Internet Explorer provided by EduNET

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <http://oriole.nt.carleton.ca/FAST01/Prompts.asp?FD=MENU&SDL=N&FR=IV&RN=481138&BV=4&BN=IE&JS=Y> Go Links »

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FAST System - (Financial Administration Support Tool)

FORM: MENU

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

Chart

Fund

Orgn

Acct

Prog

Actv

Locn

Period:

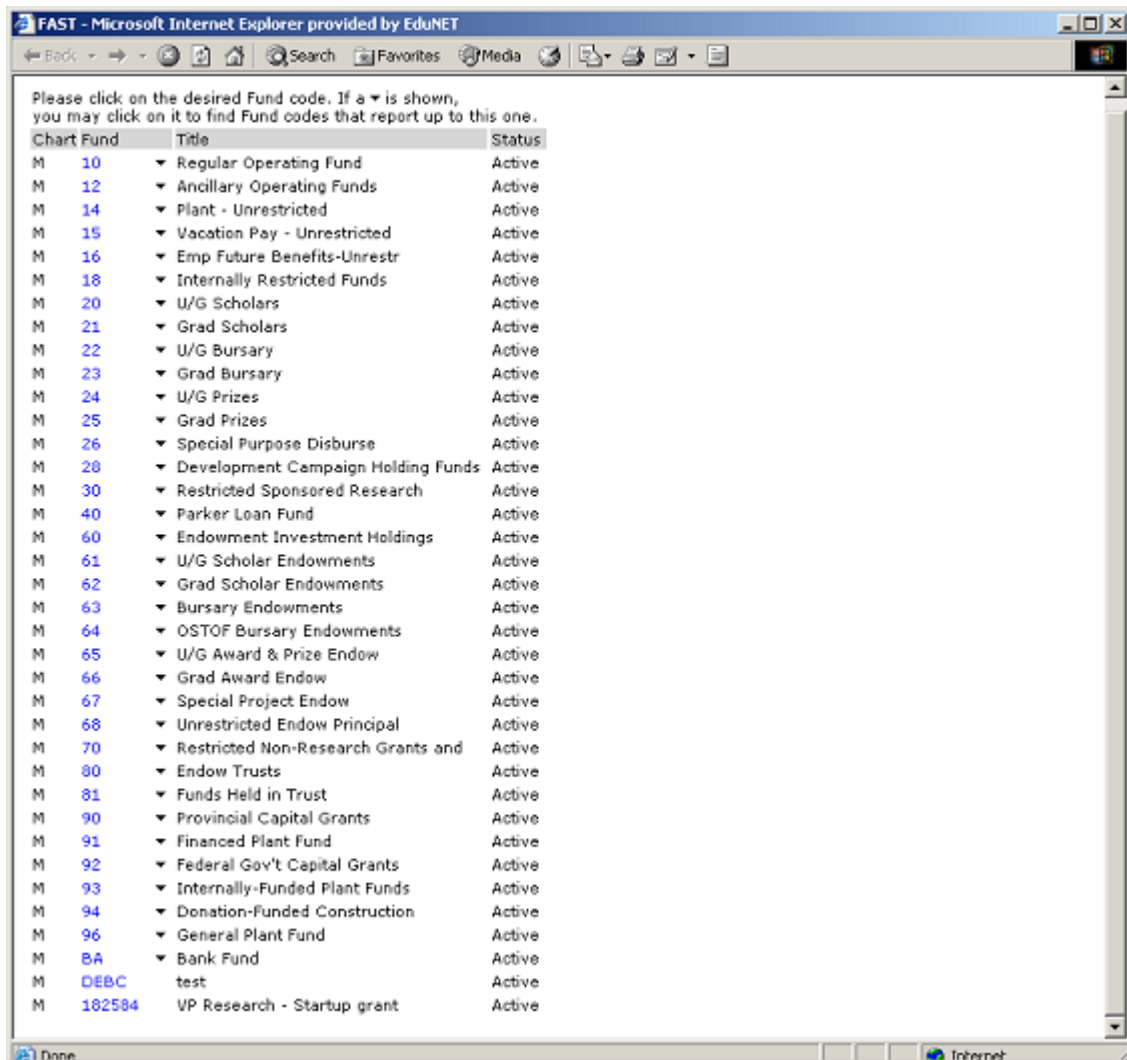
Desired Report:

ENTER

On the main menu you see blank text boxes for each FOAPAL element, and a drop down box for Period and Desired Report selection. If you click on the enter  button at this point you will open the Navigation Screen displaying a top-level overview of funds for the current period.

Selecting a FOAPAL Element

To select on a particular FOAPAL element you can type in the FOAPAL segment number desired in the text box beside the FOAPAL element description or you could use the drill down button . Clicking on the Drill down button will open another screen that will let you select the element you wish.



The screen shot above is a drilled down on Fund codes. Each available fund has a drill down button . Every element with a drill down button  will continue drilling down to the next level of detail until the bottom or entry-level code of the element has been selected. This method of selecting a code is available on all the FOAPAL elements. If you have not selected a code on the main menu screen drilling down is still possible from the Navigation Screen.

Report Period Selection

From the main menu the desired reporting period can be selected. Clicking on the drop down box beside will display the closed and open periods in Banner.

Report Period Selection Drop down box

The screenshot shows a web browser window titled "Main Menu - Microsoft Internet Explorer provided by EduNET". The address bar shows the URL: <http://orionle.nt.carleton.ca/FAST04/Prompts.asp?PD=MENUBSDL=NSFR=JVRN=211720&V=46&R=IE&JS=Y>. The page header includes the Carleton University logo and the text "FAST System - (Financial Administration Support Tool)" and "FORM: MENU".

The main content area contains a form with the following fields:

- Chart: [M]
- Fund: []
- Orgn: []
- Acct: []
- Prog: []
- Actv: []
- Locn: []
- Period: [Apr-2003 (Open)]
- Desired Report: []

A red arrow points to the "Period:" drop-down box, which is currently open, displaying a list of reporting periods:

- Apr-2003 (Open)
- Mar-2003 (Open)
- Feb-2003 (Open)
- Jan-2003 (Closed)
- Dec-2002 (Closed)
- Nov-2002 (Closed)
- Oct-2002 (Closed)
- Sep-2002 (Closed)
- Aug-2002 (Closed)
- Jul-2002 (Closed)
- Jun-2002 (Closed)

The "Desired Report:" field is currently empty. A "TER" button is visible next to the "Desired Report:" field.

The reporting period can also be selected from the Navigation Screen.

Report Selection

Using the Drop down box for “Desired Report” users can select between Balance Sheet accounts and Operating Statement Accounts. Most Administrators will be interested in the Operating Statement, which contains Expense and Revenue Accounts. The Operating Statement is the default view.

Desired Report Selection Drop Down Box

FAST System - (Financial Administration Support Tool)

FORM: MENU

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

Chart: [M] ▼

Fund: [] ▼

Orgn: [] ▼

Acct: [] ▼

Prog: [] ▼

Actv: [] ▼

Locn: [] ▼

Period: [Apr 2003 (Open)] ▼

Desired Report: [Operating Statement] ▼

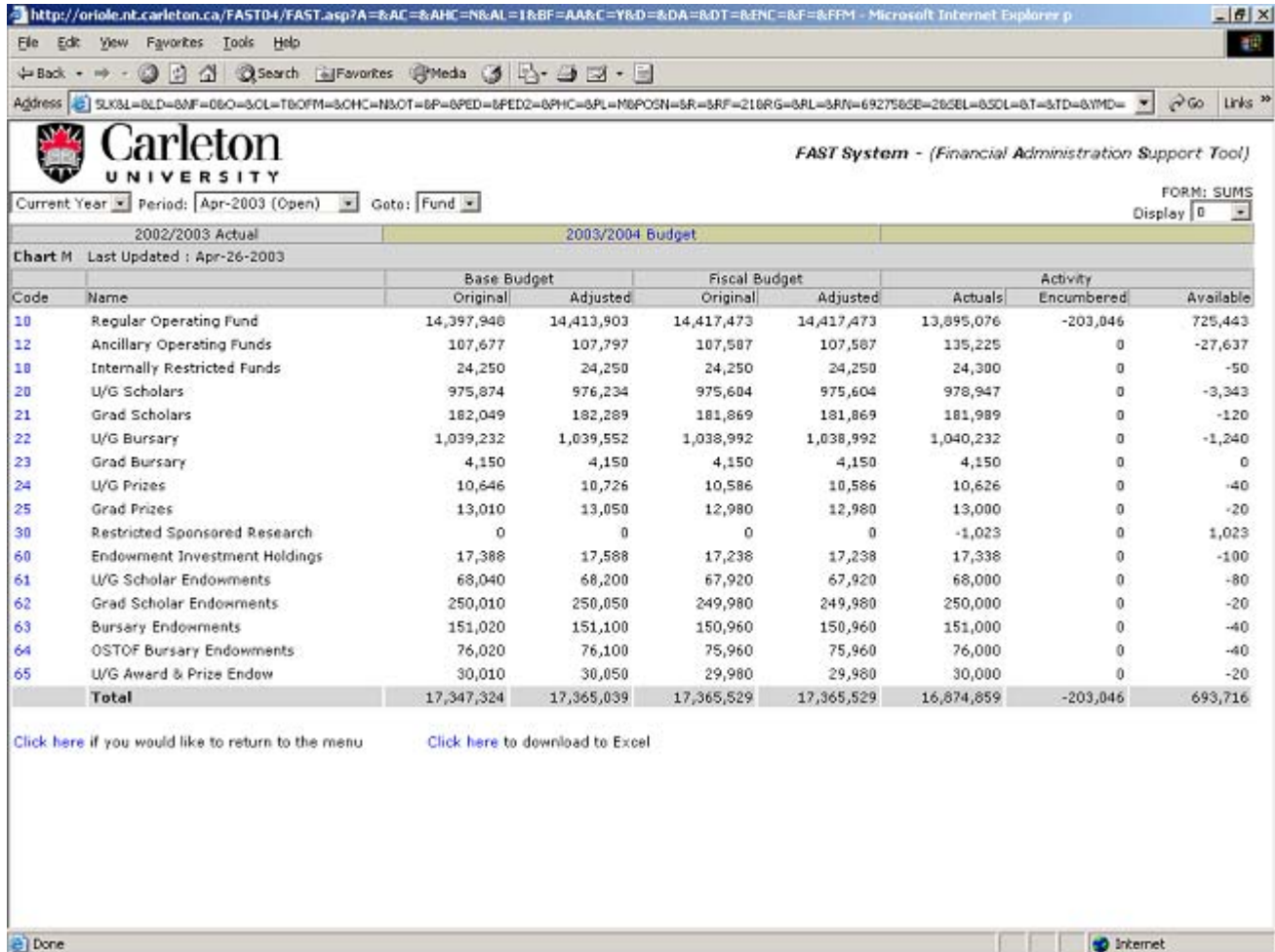
Operating Statement

Balance Sheet

Done

Navigation

Clicking the **ENTER**  button on the Main Menu screen without entering any parameters will bring up an overview of all top level funds for period specified on the main menu. The user can only view the Funds they have been granted view access to in Banner, most likely just the Operating Fund or a few Research Funds. Access is controlled by the user's profile in Banner & is maintained by the Finance Office.



Code	Name	Base Budget		Fiscal Budget		Actuals	Activity	
		Original	Adjusted	Original	Adjusted		Encumbered	Available
10	Regular Operating Fund	14,397,948	14,413,903	14,417,473	14,417,473	13,895,076	-203,046	725,443
12	Ancillary Operating Funds	107,677	107,797	107,587	107,587	135,225	0	-27,637
18	Internally Restricted Funds	24,250	24,250	24,250	24,250	24,300	0	-50
20	U/G Scholars	975,874	976,234	975,604	975,604	978,947	0	-3,343
21	Grad Scholars	182,049	182,289	181,869	181,869	181,989	0	-120
22	U/G Bursary	1,039,232	1,039,552	1,038,992	1,038,992	1,040,232	0	-1,240
23	Grad Bursary	4,150	4,150	4,150	4,150	4,150	0	0
24	U/G Prizes	10,646	10,726	10,586	10,586	10,626	0	-40
25	Grad Prizes	13,010	13,050	12,980	12,980	13,000	0	-20
30	Restricted Sponsored Research	0	0	0	0	-1,023	0	1,023
60	Endowment Investment Holdings	17,388	17,588	17,238	17,238	17,338	0	-100
61	U/G Scholar Endowments	68,040	68,200	67,920	67,920	68,000	0	-80
62	Grad Scholar Endowments	250,010	250,050	249,980	249,980	250,000	0	-20
63	Bursary Endowments	151,020	151,100	150,960	150,960	151,000	0	-40
64	OSTOF Bursary Endowments	76,020	76,100	75,960	75,960	76,000	0	-40
65	U/G Award & Prize Endow	30,010	30,050	29,980	29,980	30,000	0	-20
	Total	17,347,324	17,365,039	17,365,529	17,365,529	16,874,859	-203,046	693,716

This screen has many components that provide the functionality to view FOAPAL elements in many ways. The components that will be explored in this document are:

- The Actual and Budget Tabs
- Message toolbar
- Header bar
- Period Selection
- Report Selection
- Element Selection "GoTo"
- Download to Excel
- Drill down
- Moving back to the Main Menu

Navigation Screen Components

The screenshot shows the FAST System interface with the following components and navigation arrows:

- Report Type**: Points to the top navigation bar.
- Actual Tab**: Points to the 'Actual' tab in the top navigation bar.
- Period Selection**: Points to the 'Period Selection' dropdown menu.
- Element Selection**: Points to the 'Element Selection' dropdown menu.
- Base Budget**: Points to the 'Base Budget' dropdown menu.
- Budget Tab**: Points to the 'Budget' tab in the top navigation bar.
- Fiscal Budget**: Points to the 'Fiscal Budget' dropdown menu.
- Actuals**: Points to the 'Actuals' dropdown menu.
- Encumbered**: Points to the 'Encumbered' dropdown menu.
- Message Tool Bar**: Points to the 'Message' button in the top navigation bar.
- Blue "font" More detail available**: Points to the blue text 'More detail available' in the table header.
- Back to Opening Menu**: Points to the 'Click here if you would like to return to the menu' link.
- Download to Excel**: Points to the 'Click here to download to Excel' link.

The main table displays financial data for the 2002/2003 Actual and 2004 Budget. The table has columns for Code, Base Budget (Original, Adjusted), Fiscal Budget (Original, Adjusted), Actuals, Activity, Encumbered, and Available.

Code	Base Budget		Fiscal Budget		Actuals	Activity	Encumbered	Available
	Original	Adjusted	Original	Adjusted				
10	14,397,948	14,413,903	14,417,473	14,417,473	13,895,076	-203,046	725,443	
12	107,677	107,797	107,587	107,587	135,225	0	-27,637	
18	24,250	24,250	24,250	24,250	24,300	0	-50	
20	975,874	976,234	975,604	975,604	978,947	0	-3,343	
21	182,049	182,289	181,869	181,869	181,989	0	-120	
22	1,039,232	1,039,552	1,038,992	1,038,992	1,040,232	0	-1,240	
23	4,150	4,150	4,150	4,150	4,150	0	0	
24	10,646	10,726	10,586	10,586	10,626	0	-40	
25	13,010	13,050	12,980	12,980	13,000	0	-20	
30	0	0	0	0	-1,023	0	1,023	
60	17,388	17,588	17,238	17,238	17,338	0	-100	
61	68,040	68,200	67,920	67,920	68,000	0	-80	
62	250,010	250,050	249,980	249,980	250,000	0	-20	
63	151,020	151,100	150,960	150,960	151,000	0	-40	
64	76,020	76,100	75,960	75,960	76,000	0	-40	
65	30,010	30,050	29,980	29,980	30,000	0	-20	
Total	17,347,324	17,365,039	17,365,529	17,365,529	16,874,859	-203,046	693,716	

Click [here](#) if you would like to return to the menu

Click [here](#) to download to Excel

The Actual and Budget Tab

When the Navigation Screen is first opened the default view will be the Actual Tab. This is where data can be explored and viewed. The Budget Tab will be used during Budget Development and the functionality behind that tab will be explained in the upcoming Budget Development User Manual.

Budget Tab Screen Used During Budget Development

http://orionet.carleton.ca/FAST04/FAST.asp?A=HTNMMNR&AC=&AHC=&AL=&BF=AA&C=Y&D=&DA=&DT=&ENC=&F= - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Search Favorites Media

Address 03C=8HM3CL=86CFM=8CHC=8OT=8P=8PED=Apr%2D2003&PED2=8PHC=8PL=8POSN=8R=8RF=21&RG=8RL=8RN=42261&SB=2&SBL=8SDL=8ST=8T=8TD=8YMD= Go Links

Carleton UNIVERSITY FAST System - (Financial Administration Support Tool) FORM:

2002/2003 Actual 2003/2004 Budget

Chart M Fund 100000 Orgn 570 Acct 712002 Last Updated : Apr-26-2003

Code	Name	Locked	Base Alloc.	New Base Bud	Base Variance	Fiscal Alloc.	New Fiscal Bud	Fisc. Variance
712002-1800	Postage Expense1	No		0	0		0	0
	SubTotal Direct Expenditures			0	0		0	0
	Total Revenues Less Expenditures			0	0		0	0

Base Allocation

Fiscal Allocation

[Click here if you would like to return to the menu](#) [Click here to download to Excel](#)

Done Internet

The Message Bar

From this Main Navigation screen, a user can drill into the data by clicking on numbers that are highlighted in a **blue font**. As the user drills down into the data the message bar indicates the level of data being viewed. The message bar displays the Fund Org Account and Program level

http://oriole.nt.carleton.ca/FAST04/FAST.asp?FD=05&NF=0&RF=21&RL=&C=Y&F=TMMMM&M&O=BE9&A=&P=&AC=&L=&FY1=NMM&FP1=TM&FY2=NMM&FP2=TT&FL=8&OL=8&RN=59257 - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address ton.ca/FAST04/FAST.asp?FD=05&NF=0&RF=21&RL=&C=Y&F=TMMMM&M&O=BE9&A=&P=&AC=&L=&FY1=NMM&FP1=TM&FY2=NMM&FP2=TT&FL=8&OL=8&RN=59257 Go Links

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FAST System - (Financial Administration Support Tool)

Current Year: Period: Feb-2003 (Open) FORM: OS Display 0

2002/2003 Actual		2003/2004 Budget							
Chart M	Fund 100000 Regular Operating Fund	Orgn 498 Finance Office	Last Updated : Apr-26-2003						
Acct-Prog	Name	Base Budget Original	Adjusted	Fiscal Budget Original	Adjusted	Actuals	Activity Encumbered	Available	
710000-1300	Office Supplies	-13	-73	-143	-143	373	0	-516	
710001-1300	Reference Materials	0	0	0	0	0	0	0	
710012-1300	Other Supplies	0	0	0	0	0	0	0	
711000-1300	Photocopying Charges & Supplies	0	0	0	0	0	0	0	
711001-1300	Printing Costs & Supplies	0	0	0	0	0	0	0	
712000-1300	Long Distance Charges	0	0	0	0	2,000	0	-2,000	
712002-1300	Postage Expense	0	0	0	0	0	0	0	
713000-1300	Telephone Equipment Rentals	0	0	0	0	3,000	0	-3,000	
713001-1300	Computer Lease Costs	0	0	0	0	0	0	0	
713002-1300	Pager/Cell Phone Rental	0	0	0	0	0	0	0	
716900-1300	Staff Development Costs	0	0	0	0	0	0	0	
719100-1300	Conference Travel - General Costs	0	0	0	0	0	0	0	
719700-1300	Accountable Travel Advances	3,550	3,550	480	3,480	3,500	0	-20	
723000-1300	Equipment Purchases < \$5,000	0	0	0	0	0	0	0	
	SubTotal	3,397	3,477	3,337	3,337	8,873	0	-5,536	
	Total Revenues Less Expenditures	-3,397	-3,477	-3,337	-3,337	-8,873	0	5,536	

Click here if you would like to return to the menu Click here to download to Excel

The Message bar above indicates we are viewing Chart M, Fund 100000, Org 498, and the Account and Program Segments are on in the left column.

The Header Bar

http://oriont.ca/FAST04/FAST.asp?FD=05&NF=0&RF=21&RL=&C=Y&F=TMMMM&D=BE9&A=BP=&AC=&R= - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Address ton.ca/FAST04/FAST.asp?FD=05&NF=0&RF=21&RL=&C=Y&F=TMMMM&D=BE9&A=BP=&AC=&R= Go Links

Carleton UNIVERSITY *FAST System - (Financial Administration Support Tool)*

Current Year: Period: Feb-2003 (Open) FORM: OS Display 0

2002/2003 Actual		2003/2004 Budget							
Chart M	Fund	100000 Regular Operating Fund	Orgn 498 Finance Office	Last Updated : Apr-26-2003					
Acct-Prog	Name	Base Budget		Fiscal Budget		Activity			
		Original	Adjusted	Original	Adjusted	Actuals	Encumbered	Available	
710000-1300	Office Supplies	-113	-73	-143	-143	373	0	-516	
710001-1300	Reference Materials	0	0	0	0	0	0	0	
710012-1300	Other Supplies	0	0	0	0	0	0	0	
711000-1300	Photocopying Charges & Supplies	0	0	0	0	0	0	0	
711001-1300	Printing Costs & Supplies	0	0	0	0	0	0	0	
712000-1300	Long Distance Charges	0	0	0	0	2,000	0	-2,000	
712002-1300	Postage Expense	0	0	0	0	0	0	0	
713000-1300	Telephone Equipment Rentals	0	0	0	0	3,000	0	-3,000	
713001-1300	Computer Lease Costs	0	0	0	0	0	0	0	
713002-1300	Pager/Cell Phone Rental	0	0	0	0	0	0	0	
716900-1300	Staff Development Costs	0	0	0	0	0	0	0	
719100-1300	Conference Travel - General Costs	0	0	0	0	0	0	0	
719700-1300	Accountable Travel Advances	3,510	3,550	3,480	3,480	3,500	0	-20	
723000-1300	Equipment Purchases < \$5,000	0	0	0	0	0	0	0	
	SubTotal	3,397	3,477	3,337	3,337	8,873	0	-5,536	
	Total Revenues Less Expenditures	-3,397	-3,477	-3,337	-3,337	-8,873	0	5,536	

[Click here](#) if you would like to return to the menu [Click here](#) to download to Excel

Header Bar

As the views in the Navigation Screen change, the Header Bar changes to provide descriptions for each column of data being viewed.

Period Selection

FAST System - (Financial Administration Support Tool)

Current Year: 2002/2003 Actual Period: Feb-2003 (Open)

FORM: OS Display: 0

Chart M	Fund	100000 Regular Operating Fund	Orgn 496 Finance Office	Last Updated: Apr-26-2003				
Acct-Prog	Name	Base Budget Original	Adjusted	Fiscal Budget Original	Adjusted	Actuals	Activity Encumbered	Available
710000-1300	Office Supplies	-113	-73	-143	-143	373	0	-516
710001-1300	Reference Materials	0	0	0	0	0	0	0
710012-1300	Other Supplies	0	0	0	0	0	0	0
711000-1300	Photocopying Charges & Supplies	0	0	0	0	0	0	0
711001-1300	Printing Costs & Supplies	0	0	0	0	0	0	0
712000-1300	Long Distance Charges	0	0	0	0	2,000	0	-2,000
712002-1300	Postage Expense	0	0	0	0	0	0	0
713000-1300	Telephone Equipment Rental	0	0	0	0	3,000	0	-3,000
713001-1300	Computer Lease Costs	0	0	0	0	0	0	0
713002-1300	Pager/Cell Phone Rental	0	0	0	0	0	0	0
716900-1300	Staff Development Costs	0	0	0	0	0	0	0
719100-1300	Conference Travel - General Costs	0	0	0	0	0	0	0
719700-1300	Accountable Travel Advances	3,510	3,550	3,480	3,480	3,500	0	-20
723000-1300	Equipment Purchases < \$5,000	0	0	0	0	0	0	0
	SubTotal	3,397	3,477	3,337	3,337	6,873	0	-5,536
	Total Revenues Less Expenditures	-3,397	-3,477	-3,337	-3,337	-6,873	0	5,536

[Click here if you would like to return to the menu](#) [Click here to download to Excel](#)

Period Selection

FAST System - (Financial Administration Support Tool)

Date Range: From: Feb-2003 (Open) To: Mar-2003 (Open) Goto: Fund

FORM: SUMS Display: 0

Code	Title	Period Actual	Commitments	Period Total Activity
10	Regular Operating Fund	-516,705	-207,676	-726,582
12	Ancillary Operating Funds	44,651	0	44,651
18	Internally Restricted Funds	50	0	50
20	U/G Scholars	383	0	383
21	Grad Scholars	0	0	0
22	U/G Bursary	1,080	0	1,080
23	Grad Bursary	0	0	0
24	U/G Prizes	0	0	0
25	Grad Prizes	0	0	0
30	Restricted Sponsored Research	0	0	0
60	Endowment Investment Holdings	0	0	0
61	U/G Scholar Endowments	0	0	0
62	Grad Scholar Endowments	0	0	0
63	Bursary Endowments	0	0	0
64	OSTOP Bursary Endowments	0	0	0
65	U/G Award & Prize Endow	0	0	0
	TOTAL	-472,541	-207,676	-680,418

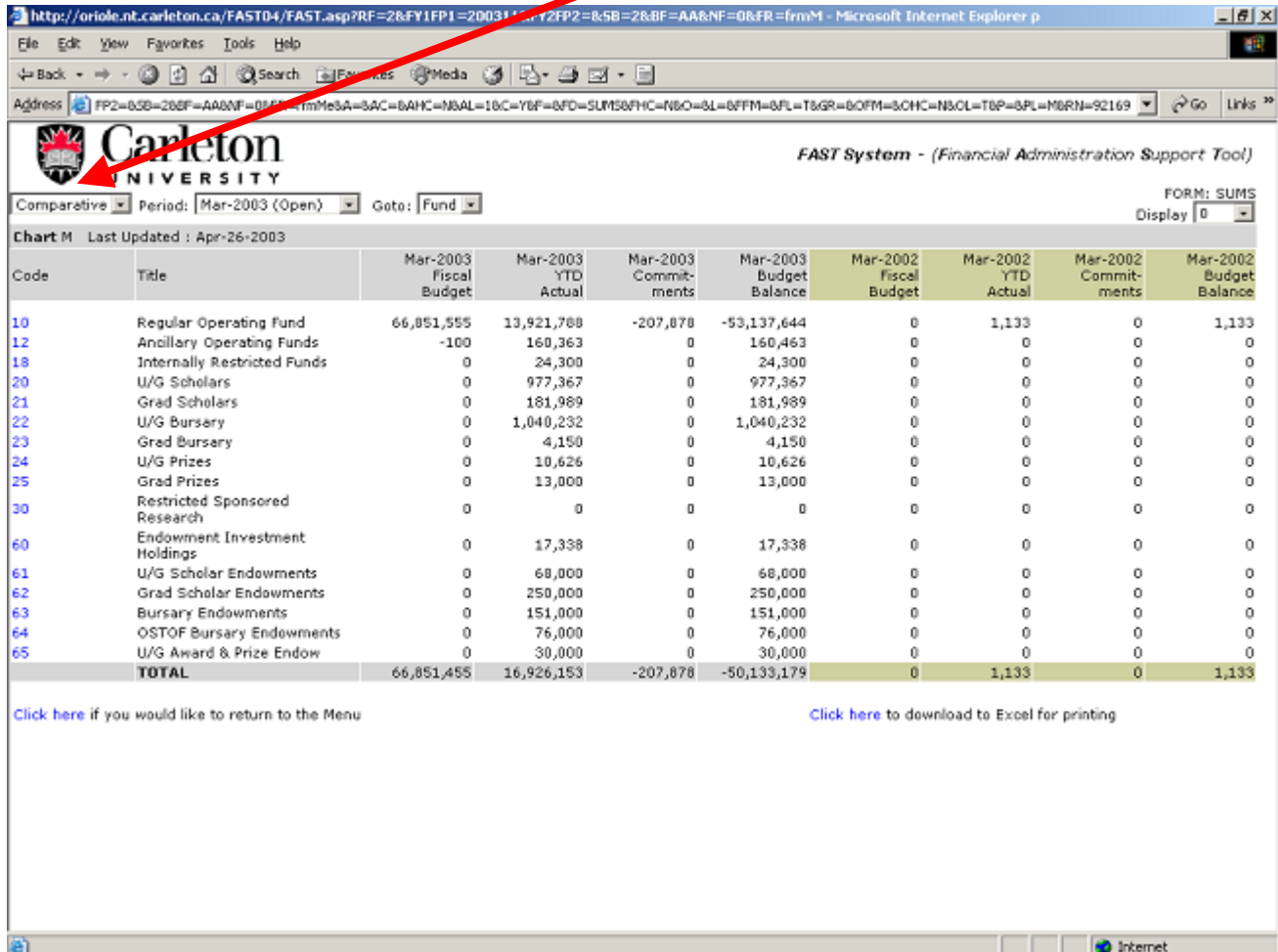
[Click here if you would like to return to the Menu](#) [Click here to download to Excel for printing](#)

In Fast, the reporting period can be selected using a drop down box. The box has all available closed and open periods. The dates are not dependent or restricted on Fiscal or Calendar Year ends. Therefore data from historical and current year-ends can be viewed and compared.

Report Selection

Fast provides many views of the same data. The standard or default view is the "Current Year" view. That view displays year-to-date data for Base Budget, Fiscal Budget, Actual, and Encumbrances.

Below is a comparative view of our data. That is, the period selected versus the same period in the previous year. The columns in the Header Bar have changed and a comparison can be made from any date to the same date from the previous year. The date is selected using the period selection drop down box described above. The report is changed using the [Report Selection drop down box](#).



FAST System - (Financial Administration Support Tool)

FORM: SUMS
Display 0

Chart M Last Updated : Apr-26-2003

Code	Title	Mar-2003 Fiscal Budget	Mar-2003 YTD Actual	Mar-2003 Commit- ments	Mar-2003 Budget Balance	Mar-2002 Fiscal Budget	Mar-2002 YTD Actual	Mar-2002 Commit- ments	Mar-2002 Budget Balance
10	Regular Operating Fund	66,851,555	13,921,788	-207,878	-53,137,644	0	1,133	0	1,133
12	Ancillary Operating Funds	-100	160,363	0	160,463	0	0	0	0
18	Internally Restricted Funds	0	24,300	0	24,300	0	0	0	0
20	U/G Scholars	0	977,367	0	977,367	0	0	0	0
21	Grad Scholars	0	181,989	0	181,989	0	0	0	0
22	U/G Bursary	0	1,040,232	0	1,040,232	0	0	0	0
23	Grad Bursary	0	4,150	0	4,150	0	0	0	0
24	U/G Prizes	0	10,626	0	10,626	0	0	0	0
25	Grad Prizes	0	13,000	0	13,000	0	0	0	0
30	Restricted Sponsored Research	0	0	0	0	0	0	0	0
60	Endowment Investment Holdings	0	17,338	0	17,338	0	0	0	0
61	U/G Scholar Endowments	0	68,000	0	68,000	0	0	0	0
62	Grad Scholar Endowments	0	250,000	0	250,000	0	0	0	0
63	Bursary Endowments	0	151,000	0	151,000	0	0	0	0
64	OSTOF Bursary Endowments	0	76,000	0	76,000	0	0	0	0
65	U/G Award & Prize Endow	0	30,000	0	30,000	0	0	0	0
	TOTAL	66,851,455	16,926,153	-207,878	-50,133,179	0	1,133	0	1,133

[Click here](#) if you would like to return to the Menu

[Click here](#) to download to Excel for printing

The Date Range report is used to view data that is summarized or totaled from transactions between two points in time. To view the reports by date range use the Report Selection box to select *Date Range*, then select a 'From' date and a 'To' date using the period selection drop boxes. The columns in the Header Message bar will change and the Actual, Commitments, and Total Activity data between the specified dates is displayed. Dates that cross Fiscal or Calendar year ends can be selected.

Date Range Report

Report Selection

"From" date selection

"To" date selection

FAST System - (Financial Administration Support Tool)

FORM: SUMS
Display 0

Chart M Last Updated : Apr-26-2003

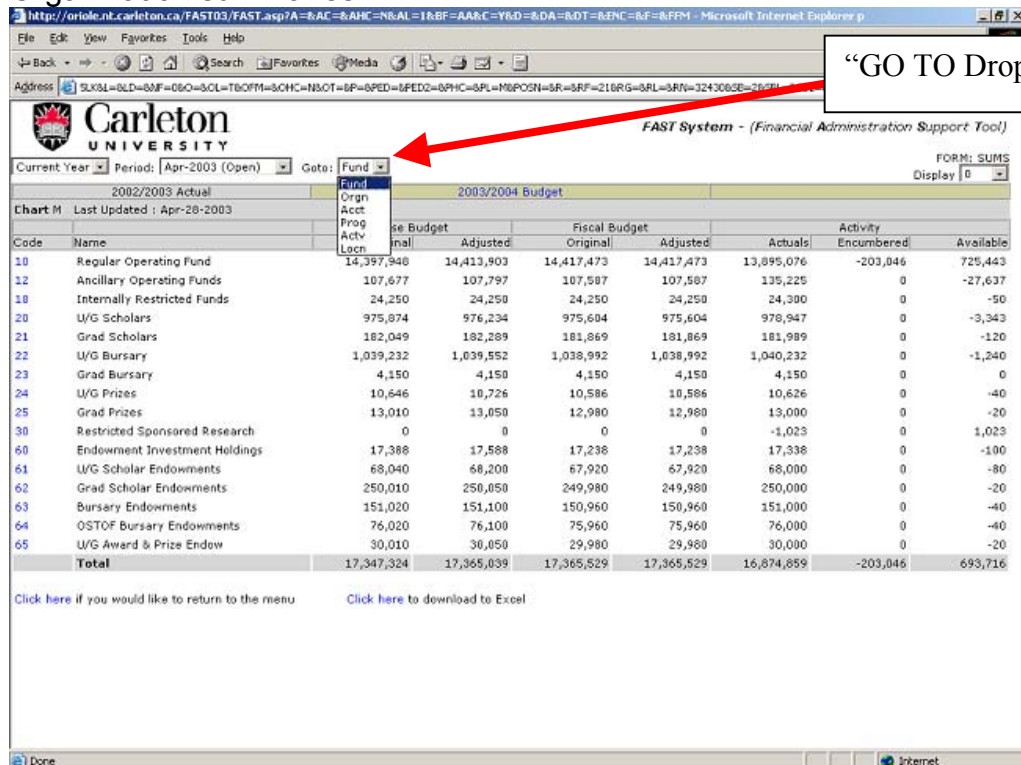
Code	Title	Period Actual	Commitments	Period Total Activity
10	Regular Operating Fund	-518,705	-207,878	-726,582
12	Ancillary Operating Funds	44,651	0	44,651
18	Internally Restricted Funds	50	0	50
20	U/G Scholars	383	0	383
21	Grad Scholars	0	0	0
22	U/G Bursary	1,000	0	1,000
23	Grad Bursary	0	0	0
24	U/G Prizes	0	0	0
25	Grad Prizes	0	0	0
30	Restricted Sponsored Research	0	0	0
60	Endowment Investment Holdings	0	0	0
61	U/G Scholar Endowments	0	0	0
62	Grad Scholar Endowments	0	0	0
63	Bursary Endowments	0	0	0
64	OSTOF Bursary Endowments	0	0	0
65	U/G Award & Prize Endow	0	0	0
TOTAL		-472,541	-207,878	-680,418

[Click here](#) if you would like to return to the Menu

[Click here](#) to download to Excel for printing

The GOTO Drop Down Menu

If a FOAPAL element was not selected in the main menu, the default view in the Navigation Screen will display data by Fund. This can be changed using the "GOTO" drop down selection box. The "GOTO" drop down box will display a menu of the FOAPAL elements, Fund, Org, Account, Program, Activity and Location. Selecting one of the FOAPAL element options will change the view to filter on that selected FOAPAL element. Please note that many administrators will only have access to one Fund, the Operating Fund. As such the view displayed will default to Organization summaries.



FAST System - (Financial Administration Support Tool)

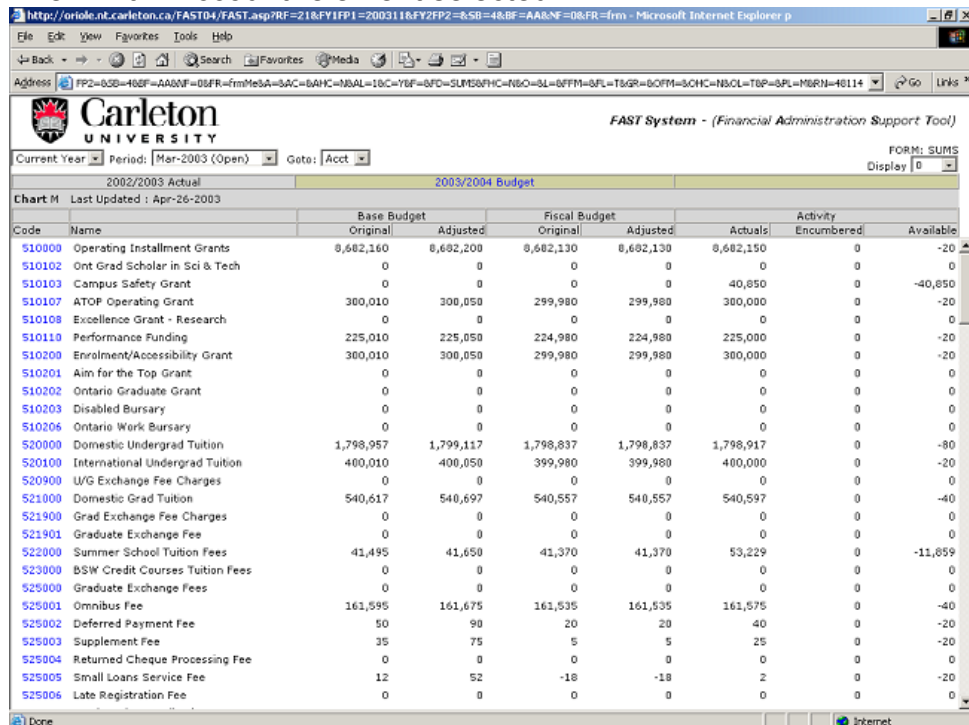
Current Year: Period: Apr-2003 (Open) Goto: Fund

FORM: SUMS Display: 0

Code	Name	Base Budget		Fiscal Budget		Actuals	Activity Encumbered	Available
		Original	Adjusted	Original	Adjusted			
10	Regular Operating Fund	14,397,948	14,413,903	14,417,473	14,417,473	13,895,076	-203,046	725,443
12	Ancillary Operating Funds	107,677	107,797	107,587	107,587	135,225	0	-27,637
18	Internally Restricted Funds	24,250	24,250	24,250	24,250	24,300	0	-50
20	U/G Scholars	975,874	976,234	975,604	975,604	978,947	0	-3,343
21	Grad Scholars	182,049	182,289	181,869	181,869	181,989	0	-120
22	U/G Bursary	1,039,232	1,039,552	1,038,992	1,038,992	1,040,232	0	-1,240
23	Grad Bursary	4,150	4,150	4,150	4,150	4,150	0	0
24	U/G Prizes	10,646	10,726	10,586	10,586	10,626	0	-40
25	Grad Prizes	13,010	13,050	12,980	12,980	13,000	0	-20
30	Restricted Sponsored Research	0	0	0	0	-1,023	0	1,023
60	Endowment Investment Holdings	17,388	17,588	17,238	17,238	17,338	0	-100
61	U/G Scholar Endowments	68,040	68,200	67,920	67,920	68,000	0	-80
62	Grad Scholar Endowments	250,010	250,050	249,980	249,980	250,000	0	-20
63	Bursary Endowments	151,020	151,100	150,960	150,960	151,000	0	-40
64	OSTOF Bursary Endowments	76,020	76,100	75,960	75,960	76,000	0	-40
65	U/G Award & Prize Endow	30,010	30,050	29,980	29,980	30,000	0	-20
	Total	17,347,324	17,365,039	17,365,529	17,365,529	16,874,859	-203,046	693,716

Click here if you would like to return to the menu Click here to download to Excel

View with "Account" element selected.



FAST System - (Financial Administration Support Tool)

Current Year: Period: Mar-2003 (Open) Goto: Acct

FORM: SUMS Display: 0

Code	Name	Base Budget		Fiscal Budget		Actuals	Activity Encumbered	Available
		Original	Adjusted	Original	Adjusted			
S10900	Operating Installment Grants	8,682,160	8,682,200	8,682,130	8,682,130	8,682,150	0	-20
S10102	Ont Grad Scholar in Sci & Tech	0	0	0	0	0	0	0
S10103	Campus Safety Grant	0	0	0	0	40,850	0	-40,850
S10107	ATOP Operating Grant	300,010	300,050	299,980	299,980	300,000	0	-20
S10108	Excellence Grant - Research	0	0	0	0	0	0	0
S10110	Performance Funding	225,010	225,050	224,980	224,980	225,000	0	-20
S10200	Enrolment/Accessibility Grant	300,010	300,050	299,980	299,980	300,000	0	-20
S10201	Aim for the Top Grant	0	0	0	0	0	0	0
S10202	Ontario Graduate Grant	0	0	0	0	0	0	0
S10203	Disabled Bursary	0	0	0	0	0	0	0
S10206	Ontario Work Bursary	0	0	0	0	0	0	0
S20900	Domestic Undergrad Tuition	1,798,957	1,799,117	1,798,837	1,798,837	1,798,917	0	-80
S20100	International Undergrad Tuition	400,010	400,050	399,980	399,980	400,000	0	-20
S20900	U/G Exchange Fee Charges	0	0	0	0	0	0	0
S21000	Domestic Grad Tuition	540,617	540,697	540,557	540,557	540,597	0	-40
S21900	Grad Exchange Fee Charges	0	0	0	0	0	0	0
S21901	Graduate Exchange Fee	0	0	0	0	0	0	0
S22000	Summer School Tuition Fees	41,495	41,650	41,370	41,370	53,229	0	-11,859
S23000	BSW Credit Courses Tuition Fees	0	0	0	0	0	0	0
S25000	Graduate Exchange Fees	0	0	0	0	0	0	0
S25001	Omnibus Fee	161,595	161,675	161,535	161,535	161,575	0	-40
S25002	Deferred Payment Fee	50	90	20	20	40	0	-20
S25003	Supplement Fee	35	75	5	5	25	0	-20
S25004	Returned Cheque Processing Fee	0	0	0	0	0	0	0
S25005	Small Loans Service Fee	12	52	-18	-18	2	0	-20
S25006	Late Registration Fee	0	0	0	0	0	0	0

Downloading to Excel

The FAST reports are very flexible and provide many of the data views required however there are times when downloading data to a spreadsheet is required. Spreadsheets such as Microsoft Excel provide added functionality such as pivot tables that allows the user to manipulate data in countless ways. To download a particular view to Excel simply click on the “[Click here](#)” in the “Click here to download to Excel” statement located at the bottom of the report. This will execute Excel and download your data to the Excel spreadsheet within the Internet Browser. Please note, formulas such as totals and sums are downloaded as values not formulas.

FAST System - (Financial Administration Support Tool)

Current Year: 2003/2004 Budget

Chart M Fund 100000 Regular Operating Fund Orgn 498 Finance Office Last Updated: Apr-26-2003

Acct-Prog	Name	Base Budget		Fiscal Budget		Activity		
		Original	Adjusted	Original	Adjusted	Actuals	Encumbered	Available
710000-1300	Office Supplies	-113	-73	-143	-143	373	0	-516
710001-1300	Reference Materials	0	0	0	0	0	0	0
710012-1300	Other Supplies	0	0	0	0	0	0	0
711000-1300	Photocopying Charges & Supplies	0	0	0	0	0	0	0
711001-1300	Printing Costs & Supplies	0	0	0	0	0	0	0
712000-1300	Long Distance Charges	0	0	0	0	2,000	0	-2,000
712002-1300	Postage Expense	0	0	0	0	0	0	0
713000-1300	Telephone Equipment Rentals	0	0	0	0	3,000	0	-3,000
713001-1300	Computer Lease Costs	0	0	0	0	0	0	0
713002-1300	Pager/Cell Phone Rental	0	0	0	0	0	0	0
716900-1300	Staff Development Costs	0	0	0	0	0	0	0
719100-1300	Conference Travel - General Costs	0	0	0	0	0	0	0
719700-1300	Accountable Travel Advances	3,510	3,550	3,480	3,480	3,500	0	-20
723000-1300	Equipment Purchases < \$5,000	0	0	0	0	0	0	0
	SubTotal	3,397	3,477	3,337	3,337	8,873	0	-5,536
	Total Revenues Less Expenditures	-3,397	-3,477	-3,337	-3,337	-8,873	0	5,536

[Click here](#) if you would like to return to the menu [Click here](#) to download to Excel

Download to Excel “[Click Here](#)”

Once your data has been downloaded you should save this file in a directory and re-execute the file using Excel to fully utilize Excel's features.

Drilling Down on data

There are many layers to Banner data, starting from a high level Fund overview down to a specific transaction. To drill down from a high level, clicking on any of the numbers in a **blue font** will display that data at the next level down, until you get down to the final transaction level. At the transaction level, clicking on the Header Message Bar will re-sort the data based on the column selected. The data can be sorted in either ascending or descending order by re-clicking on the column. If there are a large number of transactions displayed, the desired number of transactions displayed per page can be set by the user.

Transaction level view

Clicking on any Column re-sorts data

Records Per Page

Transaction Summary - Paged - Microsoft Internet Explorer provided by EduNET

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://orionle.nt.carleton.ca/FAST04/TDOS_2.asp

Carleton UNIVERSITY

FAST System - (Financial Administration Support Tool)

FORM: TDOS

Chart M Fund 100000 Orgn 498 Last Updated Apr-26-2003

Records per page: 10

Acct	AcctName	Actv	Locn	Date	Document	Description	Requisition	PO	Invoice	Cheque	Amount
710000	Office Supplies	----	----	2003/02/05	J0000141	Leader Procurement Services Inc.		1217-001			517.50
710000	Office Supplies	----	----	2003/02/05	J0000141	GST		1217-001			-21.11
710000	Office Supplies	----	----	2002/10/31	J0000047	test with TS					-123.00
710700	Accountable Travel Advances	----	----	2002/12/21	J0000095	T. Sullivan travel advance					3,500.00
712000	Long Distance Charges	----	----	2003/02/01	J0000111	Testing parking transaction & trs					2,000.00
713000	Telephone Equipment Rentals	----	----	2003/02/01	J0000111	Testing parking transaction & trs					3,000.00
										Rev. Less Exp.	-8,873.39

< Previous Next > Show All Records

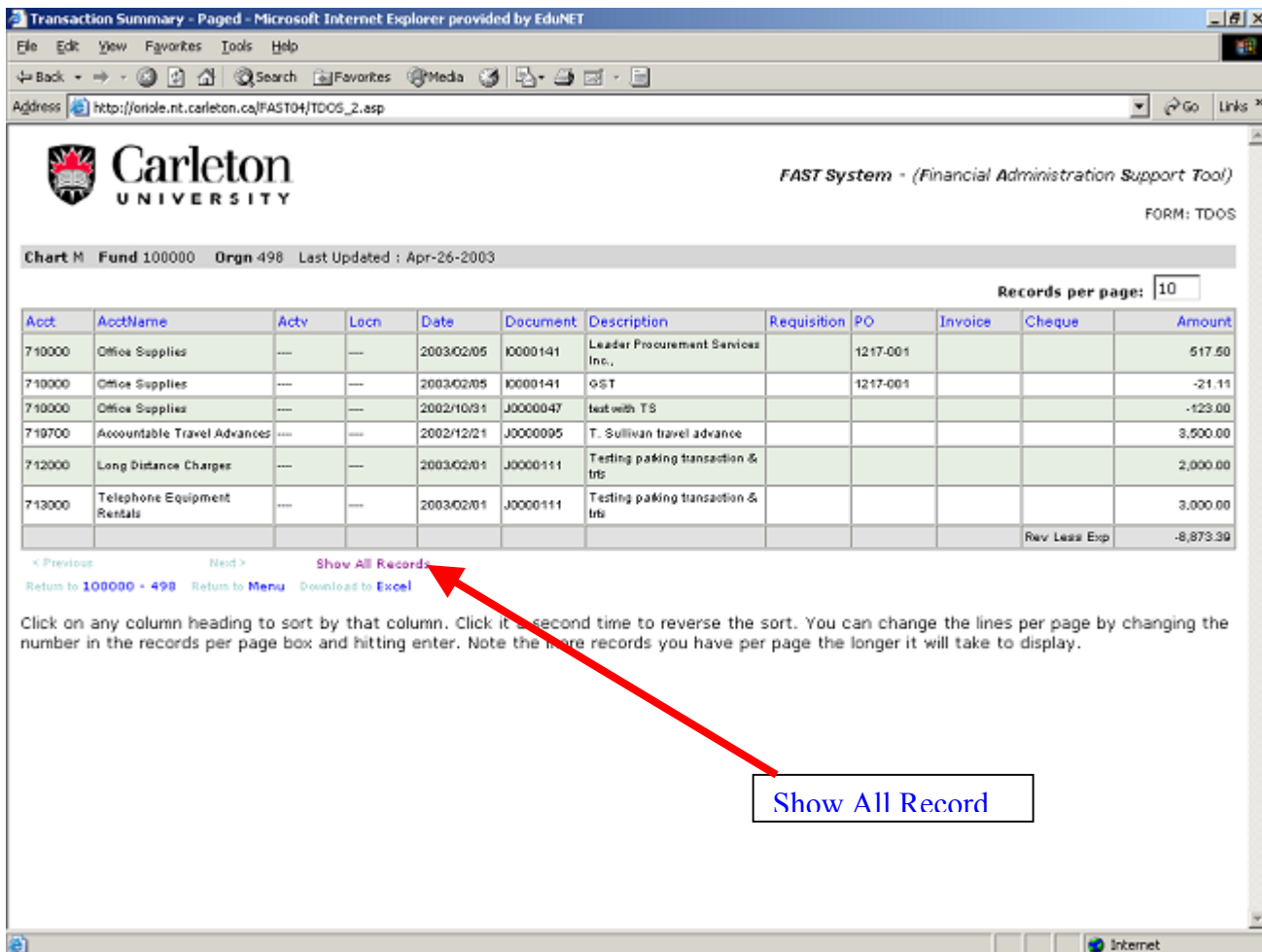
Return to 100000 - 498 Return to Menu Download to Excel

Click on any column heading to sort by that column. Click it a second time to reverse the sort. You can change the lines per page by changing the number in the records per page box and hitting enter. Note the more records you have per page the longer it will take to display.

Internet

Viewing Transaction Level detail over multiple Accounts

To view all transactions that have been charged to a particular Fund-Org combination, start by viewing the summary screen as shown on page 19 in the Downloading to Excel section. You can select the entire year-to-date or a particular month by changing the Period selection. Clicking on the [Actuals](#) will display all transactions that have been charged to the Accounts for the period selected. Initially it will display 10 records per page but all records can be displayed by clicking on the [Show All Records](#).



Transaction Summary - Paged - Microsoft Internet Explorer provided by EduNET

FAST System - (Financial Administration Support Tool)

FORM: TDOS

Chart M Fund 100000 Orgn 498 Last Updated : Apr-26-2003

Records per page: 10

Acct	AcctName	Actv	Locn	Date	Document	Description	Requisition	PO	Invoice	Cheque	Amount
710000	Office Supplies	----	----	2003/02/05	J000141	Leader Procurement Services Inc.,		1217-001			517.50
710000	Office Supplies	----	----	2003/02/05	J000141	OST		1217-001			-21.11
710000	Office Supplies	----	----	2002/10/31	J000047	test with TS					-123.00
710700	Accountable Travel Advances	----	----	2002/12/21	J000095	T. Sullivan travel advance					3,500.00
712000	Long Distance Charges	----	----	2003/02/01	J0000111	Testing parking transaction & trs					2,000.00
713000	Telephone Equipment Rentals	----	----	2003/02/01	J0000111	Testing parking transaction & trs					3,000.00
										Rev Less Exp	-8,873.39

< Previous Next > [Show All Records](#)

[Return to 100000 - 498](#) [Return to Menu](#) [Download to Excel](#)

Click on any column heading to sort by that column. Click it a second time to reverse the sort. You can change the lines per page by changing the number in the records per page box and hitting enter. Note the more records you have per page the longer it will take to display.

[Show All Record](#)

Once all records are displayed, download the detail into an Excel spreadsheet using the process described above. Once the Excel spreadsheet has been re-executed using Excel, the first line of the downloaded data should be deleted as it is just the descriptor of what was downloaded. You should then select the entire spreadsheet by clicking on the upper left-hand corner cell that resides at the intersection of the Excel Columns and Rows. Then follow the steps below to add subtotals.

Adding Subtotals in Excel

Steps to Add Subtotals

1. Click on the DATA menu
2. Select and Click on Subtotals...
 - a. Function Box is then displayed
3. Select the options required in the Function box. Example
 - a. At each change in
 - i. Acct.
 - b. Use function
 - i. Sum
 - c. Add Subtotal to
 - i. Amount
4. Click the OK Button

The screenshot shows the 'Subtotal' dialog box with the following settings:

- At each change in: **Acct**
- Use function: **Sum**
- Add subtotal to: ☒ Invoice, ☒ Cheque, ☒ Amount
- ☒ Replace current subtotals
- ☐ Page break between groups
- ☒ Summary below data

Buttons: Remove All, OK, Cancel

Following the options above would give a line break at a every change in account with a grand total at the bottom.

Acct	AcctName	Actv	Locn	Date	Document	Description	Requisition	PO	Invoice	Cheque	Amount
710000	Office Supplies	...	...	2002/04/23	J0000166	test again					-123
710000	Office Supplies	...	...	2002/04/23	J0000167	TEST 3					517.5
710000	Office Supplies	...	...	2002/04/23	J0000168	TEST 4					-211
710000	Office Supplies	...	...	2002/04/23	J0000169	test 5					50
710000	Office Supplies	...	...	2002/04/23	J0000170	Graphics Printing Costs					100
710000	Office Supplies	...	...	2002/04/23	J0000171	Testing parking transaction & trfs					2,000.00
710000	Office Supplies	...	...	2002/04/23	J0000172	Testing reference number					145
710000	Office Supplies	...	...	2002/04/23	J0000173	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000174	TEST 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000175	test reallo					50
710000	Office Supplies	...	...	2002/04/23	J0000176	test again					65
710000	Office Supplies	...	...	2002/04/23	J0000177	TEST 3					50
710000	Office Supplies	...	...	2002/04/23	J0000178	TEST 4					50
710000	Office Supplies	...	...	2002/04/23	J0000179	test 5					50
710000	Office Supplies	...	...	2002/04/23	J0000180	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000181	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000182	TEST 3					-185
710000	Office Supplies	...	...	2002/04/23	J0000183	TEST 4					-250
710000	Office Supplies	...	...	2002/04/23	J0000184	TEST 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000185	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000186	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000187	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000188	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000189	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000190	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000191	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000192	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000193	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000194	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000195	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000196	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000197	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000198	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000199	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000200	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000201	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000202	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000203	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000204	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000205	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000206	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000207	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000208	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000209	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000210	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000211	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000212	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000213	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000214	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000215	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000216	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000217	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000218	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000219	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000220	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000221	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000222	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000223	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000224	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000225	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000226	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000227	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000228	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000229	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000230	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000231	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000232	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000233	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000234	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000235	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000236	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000237	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000238	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000239	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000240	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000241	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000242	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000243	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000244	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000245	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000246	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000247	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000248	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000249	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000250	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000251	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000252	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000253	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000254	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000255	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000256	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000257	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000258	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000259	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000260	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000261	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000262	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000263	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000264	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000265	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000266	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000267	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000268	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000269	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000270	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000271	test again					-65
710000	Office Supplies	...	...	2002/04/23	J0000272	TEST 3					-50
710000	Office Supplies	...	...	2002/04/23	J0000273	TEST 4					-50
710000	Office Supplies	...	...	2002/04/23	J0000274	test 5					-50
710000	Office Supplies	...	...	2002/04/23	J0000275	test reallo					-50
710000	Office Supplies	...	...	2002/04/23	J0000276	test again					-65</

Getting back to the Main menu

After drilling down and changing views number times the user may wish to restart the session. To get back to the Main Menu click the “[Click here](#)” in the “Click here if you would like to return to the menu” statement location on the bottom left side of the report you are viewing.

FAST System - (Financial Administration Support Tool)

Current Year: 2002/2003 Actual | Period: Feb-2003 (Open) | FORM: OS | Display: 0

Chart M Fund 100000 Regular Operating Fund Orgn 490 Finance Office Last Updated: Apr-26-2003

Acct-Prog	Name	Base Budget		Fiscal Budget		Actuals	Activity Encumbered	Available
		Original	Adjusted	Original	Adjusted			
710000-1300	Office Supplies	-113	-73	-143	-143	373	0	-516
710001-1300	Reference Materials	0	0	0	0	0	0	0
710012-1300	Other Supplies	0	0	0	0	0	0	0
711000-1300	Photocopying Charges & Supplies	0	0	0	0	0	0	0
711001-1300	Printing Costs & Supplies	0	0	0	0	0	0	0
712000-1300	Long Distance Charges	0	0	0	0	2,000	0	-2,000
712002-1300	Postage Expense	0	0	0	0	0	0	0
713000-1300	Telephone Equipment Rentals	0	0	0	0	3,000	0	-3,000
713001-1300	Computer Lease Costs	0	0	0	0	0	0	0
713002-1300	Pager/Cell Phone Rental	0	0	0	0	0	0	0
714900-1300	Staff Development Costs	0	0	0	0	0	0	0
719100-1300	Conference Travel - General Costs	0	0	0	0	0	0	0
719700-1300	Accountable Travel Advances	3,510	3,550	3,480	3,480	3,500	0	-20
723000-1300	Equipment Purchases < \$5,000	0	0	0	0	0	0	0
	SubTotal	3,397	3,477	3,337	3,337	8,873	0	-5,536
	Total Revenues Less Expenditures	-3,397	-3,477	-3,337	-3,337	-8,873	0	5,536

[Click here](#) if you would like to return to the menu [Click here](#) to download to Excel

Clicking here moves you to the screen below.

Main Menu - Microsoft Internet Explorer provided by EduNET

FAST System - (Financial Administration Support Tool)

FORM: MENU

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

Chart: M

Fund: ▼

Orgn: ▼

Acct: ▼

Prog: ▼

Actv: ▼

Locn: ▼

Period: Apr-2003 (Open) ▼

Desired Report: Operating Statement ▼

ENTER

Troubleshooting

Error Messages

The most common error encountered with FAST is misspelling your user ID or password. Please ensure that you have typed both in correctly, and that the Caps Lock on your keyboard is off.

In the unlikely event that you receive an error message, please contact your System Administrator on site, and/or contact the Help Desk.

You can correspond with the Help Desk

By phone: (613) 520-3830

Email: ccs_admin_it_support@carleton.ca

Web: <http://apps.carleton.ca/ccs/contact.asp>

Their normal hours of operation are Monday to Friday from 8:00am to 4:30 pm.

Feedback / Support / Contact Information

Please feel free to contact the Banner Finance Team if you have any suggestions, feedback, or questions. Demonstrations and in depth user training seminars are available by request.

Please address all correspondence to:

Jean-Charles Côté, CGA

Banner Finance Project Manager

Voice: 613-520-2600 ext. 8531

Email: mailto:Banner_Finance@carleton.ca

Web: <http://www.carleton.ca/banner/finance/finance.htm>