

# FAST Reporting and Inquiry User Guide

**CONTENTS**

**GETTING STARTED .....4**

    WHAT IS FAST? ..... 4

    LOGGING IN ..... 4

**MAIN MENU.....5**

    PROFILE..... 5

    CHARTFIELD FILTERS ..... 6

    CHARTFIELD SEARCH OPTIONS ..... 7

        Alphanumeric search ..... 7

        Chartfield listing ..... 7

    FISCAL PERIOD ..... 7

    REPORT OPTIONS ..... 8

        Operating Statement (Default)..... 8

        Research Expense Report..... 8

        Transaction Detail ..... 8

        Accounts Payable Activity..... 8

        Expense Claim Activity ..... 9

**OPERATING STATEMENT.....9**

    INFORMATION FLOW ..... 9

    COLUMN HEADINGS .....10

    REPORT OPTIONS.....11

    FISCAL PERIOD .....11

    SUM BY: DISPLAY OPTION .....12

    DOWNLOAD OPTIONS.....12

    DRILLDOWN EXAMPLE .....13

**TRANSACTION DETAIL .....14**

    WHAT IS THE TRANSACTION DETAIL? .....14

    COLUMN SORT .....14

    SOURCE CODE .....14

**JV AND BT DRILLDOWN.....15**

    ACCESSING JOURNAL VOUCHERS OR BUDGET TRANSFERS .....15

    HEADER INFORMATION .....15

    JOURNAL LINES .....16

**ACCOUNTS PAYABLE & EXPENSE DRILLDOWN.....16**

    ACCESSING ACCOUNTS PAYABLE OR EXPENSE INFORMATION .....16

    DETAILS SCREEN .....17

    DOCUMENT IMAGE .....18

**ENCUMBRANCES.....18**

    WHAT ARE ENCUMBRANCES? .....18

    PURCHASE ORDERS/REQUISITIONS.....18

    TRAVEL ADVANCES .....19

    FACILITIES MANAGEMENT WORK ORDERS .....19

    SALARY AND OTHER JOURNAL ENCUMBRANCES.....20

**APPENDIX 1: SOURCE CODES.....21**



WHAT ARE SOURCE CODES? .....21

**APPENDIX 2: USER CODES.....23**

WHAT ARE USER CODES?.....23

USER CODE FORMAT .....23

WHERE CAN I USE THE CODES?.....23

LIMITATIONS .....24

CREATING USER CODES .....24

# GETTING STARTED

## WHAT IS FAST?

FAST (**F**inancial **A**dministration **S**upport **T**ool) is the web based tool for general finance users to obtain information from the underlying Peoplesoft financial database. SFU has worked extensively with the software company (Millennium Corp) that developed this software to refine it to optimize its utility for general financial users.

On a nightly basis, FAST extracts data from the foundation financial systems for inquiry through FAST. Thus the data is always current to the end of the preceding business day.

FAST is a transaction based program which displays accounts only if there has been a transaction within the current year (or the time period that you are reporting on)

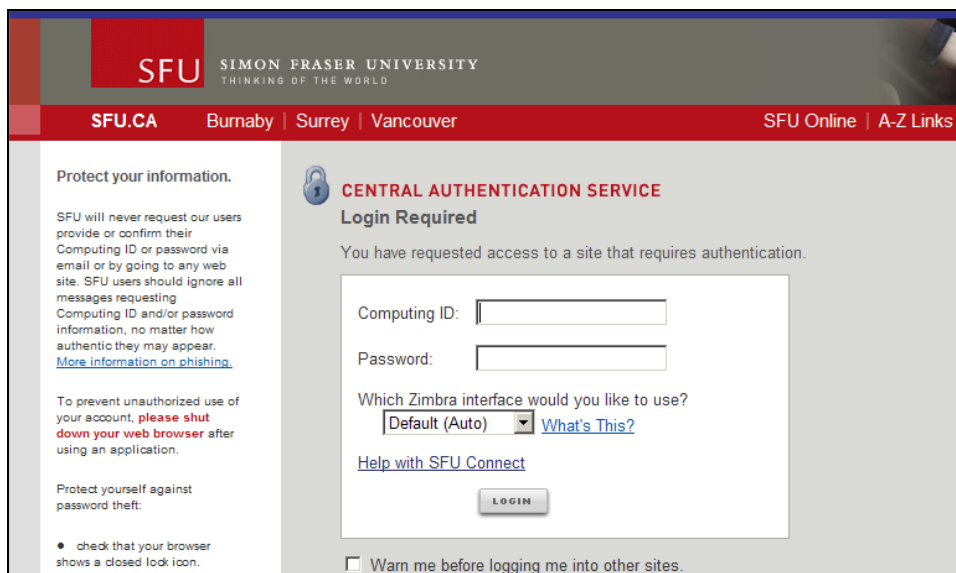
## LOGGING IN



You can log into FAST by typing onto your browser’s address bar:

- fast.sfu.ca
- (no “http://” needed)

When you see the Central Authentication Service screen, type in your SFU computing ID and password to log in.



**Figure 1: The Central Authentication Service requires your SFU employee computing ID**

## MAIN MENU

**Figure 2: This is the initial screen once you log into FAST**

Once you have logged into FAST, the first screen that you will see is the Main Menu.

The Main Menu will allow you to do the following:

- Review your access profile (page 5)
- Filter the financial information (page 6)
- Search for or get a listing of chartfields (page 7)
- Change the fiscal period to report on (page 7)
- Select from different report options (page 8)

## PROFILE

**Figure 3: Your access profile is your view of the financial data.**

Your FAST profile is located at the lower half of the screen. It will identify the funds, departments, projects and accounts that your user ID has access to. This is

your view of SFU’s financial database. If there are any additions, deletions or corrections required to the profile, send an email to [finshelp@sfu.ca](mailto:finshelp@sfu.ca).

**CHARTFIELD FILTERS**

Please enter desired report parameters:

Fund (2 digits)

Dept (5 digits)

Project (6 digits)

Acct (4 digits)

User1

User2

**Fiscal Period**

**Desired Option**

**Figure 4: The chartfield filters**

If you were to click enter without anything in the filter fields, you would see all the data that you have access to. Depending on your profile, this could be a lot of information. You can filter your report by fund, department, project, account, User 1 & 2 and/or fiscal period.

You can also make use the following options to expand or customize your filter:


Options	Description
Ranges	You can search for a range of values such as Account:5000-5999 for salaries (note no space between the hyphen)
Wildcard	You can use the % symbol as a wildcard such as Department:17% for all Faculty of Science department
Distinct values	You filter by distinct values by placing a comma between each value such as Account 6111,6112,6121,6122 for all your travel accounts

Even if you only have access to one project or department, you can make use of the filters to create revenue, salary or non-salary reports by filtering the account field:

Filter by	Account grouping
4000-4999,87%	Revenues
5%	Salaries
6000-8699	Non-salary expenses

## CHARTFIELD SEARCH OPTIONS

### Alphanumeric search

You can search for a code by clicking on the magnifying glass  and typing in a partial name or code and clicking on Search

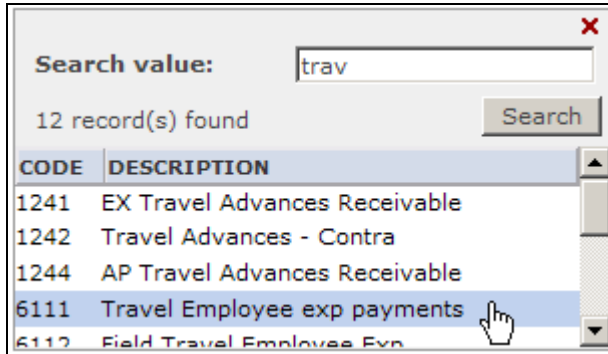



Figure 5: The search screen

### Chartfield listing

For a complete listing of all active codes, click on the drop down arrow . This list is updated during the nightly refresh.

## FISCAL PERIOD

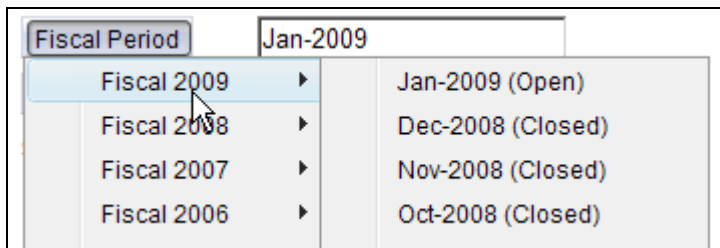
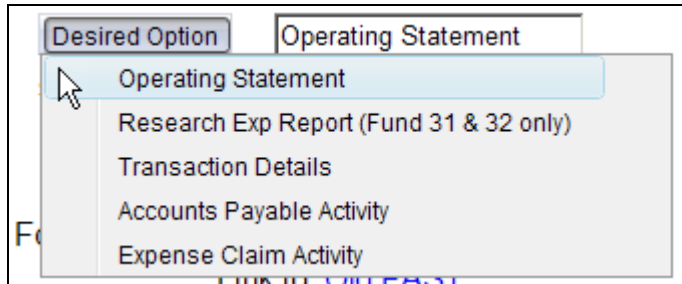


Figure 6: Fiscal periods displays open or closed periods

SFU's fiscal year runs from April 1 to March 31. Each month is a fiscal period. Since FAST is refreshed on a nightly basis, the information in an open period can change on a daily basis. Once a period is closed, however, that period is locked down to prevent any further postings. To select the period that you want to report on, simply hover your mouse over the Fiscal Period icon and select the year and then the period. The default period is the today's month, which, in most cases, is an open period.

**REPORT OPTIONS**



**Figure 7: Report options**

By clicking on the desired option icon, you are presented with a list of five optional reports to choose from.

**Operating Statement (Default)**

The Operating Statement provides the monthly and year to date operating results either by the department, project or any other chartfield that you choose.

The Operating Statement provides the most flexibility in terms of viewing information at a high level and drilling down to the detail.

**Research Expense Report**

For research accounting purposes (fund 30's), the expenditure account range are accounts 0000, 5000-8799. While this account range filter is embedded in some users' profiles (mostly faculty), for others (mostly, departmental assistants), they need to enter this in the menu selection each time they want to view a research report. In order to help those departmental assistants be able to view the research projects in the same way as their faculty, the research expense report was created. This is simply the operating statement with the account filter of 0000, 5000-8799 pre-applied.

**Transaction Detail**

Selecting this option will display the GL transactions for the selected month. Please refer to the section on Transaction detail on page 14 for more details.

Note that you must define either a department or a project in the chartfield filters.

**Accounts Payable Activity**

Selecting this option will display the Accounts Payable transactions for the month selected. Please refer to the section on Accounts Payable & Expense drilldown on page 16 for more details.

Note that you must define either a department or a project in the chartfield filters.

## Expense Claim Activity

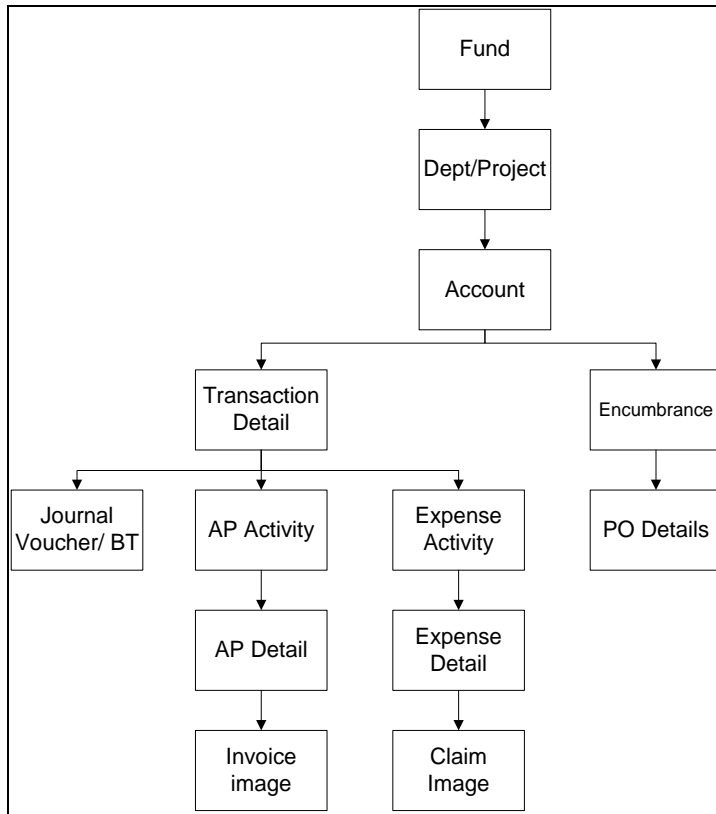
Selecting this option will display the Employee expense claim transactions for the month selected. Please refer to the section on Accounts Payable & Expense drilldown on page 16 for more details.

Note that you must define either a department or a project in the chartfield filters.

# OPERATING STATEMENT

## INFORMATION FLOW

When you launch the operating statement, the information is presented in a pre-determined order of drilldowns starting with the fund summary:



**Figure 8: The operating statement drilldown screens**

By clicking on the hyperlinked codes or accounts (highlighted in blue), you can drilldown for further detail. Note that FAST will display a department report if you are drilling down on fund 11. It will display a project report if you are drill on any other fund.

**COLUMN HEADINGS**

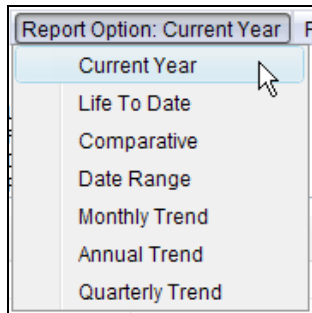
Fund	Description	Budget Original	Budget Adjustments	Total Budget	Jan-2009 Cur Month	Jan-2009 YTD Actuals	O/S Encumb.	Balance Available
11	Operating General (OG)	10,707,897.84	-2,728,898.00	7,978,999.84	280,240.98	5,379,435.13	1,238,716.84	1,360,647.87
12	Operating Designated (OD)	0.00	717,494.49	717,494.49	0.00	1,105.59	16,903.93	699,484.97
13	Internal Research (OR)	0.00	93,176.07	93,176.07	0.00	-4,017.52	0.00	97,193.59
21	Specific Purpose Projects (SP)	0.00	1,123,891.92	1,123,891.92	45,310.10	418,945.12	457,449.12	247,497.68
24	Endowment Income (SE)	0.00	0.00	0.00	0.00	-730.15	0.00	730.15

**Figure 9: An example of a fund operating statement**

The column headings are the same for the first few screens and represent either budget, actual or encumbrance information.

Column	Description
Budget Original	The SFU Senate approved operating budget and any operating fund budget carryforward from the prior year
Budget Adjustment	All budget transfers during the year as well as budget carryforwards for non operating funds
Total Budget	The sum of Budget Original and Budget Adjustments
Current Month	The actual transactions for the current month selected
YTD Actuals	The total actual transactions from the beginning of the fiscal year (April 1) to the current month selected
O/S Encumb.	Commitments not yet expensed including purchase orders and requisitions, salary encumbrances, travel advances, and Facilities Management work order
Balance Available	Balance Available = Total Budget – (YTD Actuals + O/S Encumb)

**REPORT OPTIONS**



**Figure 10: Report Options are located in the upper left of the operating statement**

Report options give you the ability to change the type of report and along with that the information displayed.

Report Option	Description
Current Year	Displays the information for the current fiscal year. This is the default option.
Life to Date	Displays the total dollar amount since the inception of the project. Should only be used on life to date funds (Funds 13, 20's, 30's, 50's and 61)
Comparative	Display information for budgets, actuals, encumbrance and balance available for the current year to date time period and the same time period last year.
Date Range	Allows you to specify the time period by selecting the beginning and ending fiscal period
Monthly Trend	Displays the actuals by month during the fiscal year
Annual Trend	Displays the year to date actuals for this year and the last four years
Quarterly Trend	Displays the actuals by following quarterly time period: Quarter 1: April –June Quarter 2: July – September Quarter 3: October - December Quarter 4: January - March

**FISCAL PERIOD**

You can change the fiscal period of the report at any time simply by select the fiscal period icon and changing the date. There is data as far back as April 2001

**SUM BY: DISPLAY OPTION**





Normally, the operating statement displays the financial data first by fund then by project or department then by account. You can change the way the information is displayed by clicking on the Sum By icon and selecting the chartfield that the information is aggregated by.

Note that you can also sum by User 1 and User 2 code (see Appendix for more information on the User code).

It is also useful to note that when you are in the account summary, in addition, to clicking on the individual dollar amounts, you can click on the totals for more details.

**DOWNLOAD OPTIONS**

As you drill into the various screens, you can choose from the following download options:

Symbol	Description
	Open in pdf format
	Open in pdf format landscape view
	Open in Excel format
	Open in Word format

**DRILLDOWN EXAMPLE**

In this example, if you wanted to see what makes up the balance available of \$1,351,528 in fund 11, simply click on the fund 11 code highlighted in blue

Fund	Description	Budget Original	Budget Adjustments	Total Budget	Jan-2009 Cur.Month	Jan-2009 YTD.Actuals	O/S Encumb.	Balance Available
<a href="#">11</a>	Operating General (OG)	10,707,697.84	-2,728,898.00	7,978,799.84	289,360.12	5,388,554.27	1,238,716.84	1,351,528.73
<a href="#">12</a>	Operating Designated (OD)	0.00	717,494.49	717,494.49	0.00	1,105.59	16,903.93	699,484.97
<a href="#">13</a>	Internal Research (OR)	0.00	93,176.07	93,176.07	0.00	-4,017.52	0.00	97,193.59
<a href="#">21</a>	Specific Purpose Projects (SP)	0.00	1,123,891.92	1,123,891.92	45,310.10	418,945.12	457,449.12	247,497.68
<a href="#">24</a>	Endowment Income (SE)	0.00	0.00	0.00	0.00	-730.15	0.00	730.15
<a href="#">25</a>	Externally Restricted Contract	0.00	487,178.02	487,178.02	0.00	487,178.02	0.00	0.00
<a href="#">29</a>	Other Commitments and Projects	0.00	0.00	0.00	0.00	-2,667.08	0.00	2,667.08
<a href="#">31</a>	Sponsored Research (RS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">52</a>	Capital Cfa (CC)	0.00	0.00	0.00	0.00	-13,027,000.00	0.00	13,027,000.00
<a href="#">59</a>	Capital Sfu (CS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">61</a>	Endowment Principal (EP)	0.00	14,603.13	14,603.13	0.00	0.00	0.00	14,603.13

Fund - Dept	Description	Budget Original	Budget Adjustments	Total Budget	Jan-2009 Cur.Month	Jan-2009 YTD.Actuals	O/S Encumb.	Balance Available
<b>Fund 11</b>	<b>Operating General (OG)</b>							
<a href="#">51111</a>	VPFA Reception Office	867,175.22	117,253.00	984,428.22	27,234.35	492,892.67	118,365.11	373,170.44
<a href="#">52111</a>	Accounting Services	3,132,637.00	-9,250.00	3,123,387.00	133,516.22	2,398,704.28	542,529.53	182,153.19
<a href="#">53111</a>	Budget Office	691,680.82	0.00	691,680.82	22,459.95	437,133.99	108,999.26	145,547.57
<a href="#">54111</a>	Purchasing	958,520.88	0.00	958,520.88	23,888.10	436,854.23	112,460.66	409,205.99
<a href="#">55111</a>	Treasury Office	358,167.50	0.00	358,167.50	9,632.76	220,863.31	52,398.60	84,905.59
<a href="#">56111</a>	Applications and Technology	3,978,215.00	-2,836,901.00	1,141,314.00	40,236.07	836,528.79	208,509.38	96,275.83
<a href="#">56211</a>	AT University	60,385.00	0.00	60,385.00	4,112.81	37,098.57	0.00	23,286.43
<a href="#">56911</a>	AT Renovations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">57111</a>	AVP Financial Services Admin	414,910.96	0.00	414,910.96	12,253.90	262,158.76	53,534.36	99,217.84
<a href="#">58111</a>	Internal Audit	246,005.46	0.00	246,005.46	16,025.96	266,319.67	41,919.94	-62,234.15
<b>Total - All Pages</b>		<b>10,707,697.84</b>	<b>-2,728,898.00</b>	<b>7,978,799.84</b>	<b>289,360.12</b>	<b>5,388,554.27</b>	<b>1,238,716.84</b>	<b>1,351,528.73</b>

Figure 11: Example of drilling down on fund 11

The next screen will display a list of departments that total up to the number that you drilled on

As a general rule, you can drilldown on hyperlinked text (text highlighted in blue)

# TRANSACTION DETAIL

Acct	Project	User1	User2	Title	Tran Date	Doc Number	Description	Reference	Source	Amount
6319				General Office Expenses	2009/01/19	AP00015474	Van Houtte Coffee Services	00332655	AP	26.43
6319				General Office Expenses	2009/01/17	FM00015469	Sales Order#	T802232	FM	129.93
6319				General Office Expenses	2009/01/17	FM00015469	Sales Order#	T802230	FM	389.80
6719				Equipment Rentals General	2009/01/16	AP00015473	Toshiba of Canada Limited	00332223	AP	14.41
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	3.25
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	16.27
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	10.84
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	10.84
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	3.25
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	16.27
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	46.15
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	9.76
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332422	AP	46.15
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332221	AP	9.76
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332221	AP	23.86
6719				Equipment Rentals General	2009/01/16	AP00015463	Toshiba of Canada Limited	00332221	AP	58.17
<b>Total - All Pages</b>										<b>130,912.22</b>

Figure 12: The Transaction Detail report

## WHAT IS THE TRANSACTION DETAIL ?

Depending on whether you click on a budget or actuals column on the operating statement, the transaction detail is either the budget or actuals ledger detail listing all the budget transfers or journal vouchers for the specific fund, department, project and account that you drilled on.

Unlike the operating statement where information is summarized, this report lists all the transactions that make up the balance of the account for the fiscal period that you had defined.

## COLUMN SORT

By clicking on a column, you can sort the data by that column criterion. Click first by ascending order and then a second click will sort the data in descending order.

For example, clicking on the dollar column heading once will sort the data from smallest to largest dollar amount and clicking on the dollar column again will sort the data by largest to smallest dollar amount.

## SOURCE CODE

The Journal Source Code identifies the origin of the journal or budget transfer. By knowing this, you will know which department to call in case you have any questions about the transaction. Please refer to Appendix 1: Source Codes on page 21 for a complete listing of the Journal Source Codes

Also note that the Source Code are hyperlinked which means that you can click on the Source Codes to drill down for further detail:

Source Code	Description
AP	Drills into the accounts payable detail including vendor information, payment information and image of the invoice
EX	Drills into the employees expense claim details including employee name, payment information and image of the expense claim
All other codes	Drills into either the journal voucher or the budget transfer

## JV AND BT DRILLDOWN

### ACCESSING JOURNAL VOUCHERS OR BUDGET TRANSFERS

With the exception of AP and EX, when you click on the Journal Source codes, you will drilldown to the complete journal voucher or budget transfer.

<b>Journal ID:</b>	0811022A	<b>Journal Date:</b>	11/30/2008	<b>Source:</b>	FIN	<b>Lines:</b>	2			
<b>Ledger Grp:</b>	ACTUALS	<b>Original Date:</b>	11/30/2008	<b>Status:</b>	P	<b>Posted Date:</b>	12/8/2008			
<b>Reversal:</b>	N	<b>Reversal Date:</b>		<b>Operator ID</b>	ROGERS					
<b>Long Description:</b>										
Line	Fund	Dept	Project	Acct	Accounting Description	User1	User2	Line Description	Ref	Amount
1	11	15211		7292	Operating General (OG) Consulting And Prof Fees			V292093 ACCT	009001	-718.66
2	11	52111		7292	Operating General (OG) Consulting And Prof Fees			V292093 ACCT	009001	718.66

**Figure 13: The JV or BT drilldown**

There are two sections to the JV/BT drilldown:

- The header section
- The journal lines section

### HEADER INFORMATION

The journal header contains the following fields:

Field	Description
Journal ID and Date	These are the key fields that makes this journal unique from all the other journals in the system
Lines	The number of lines in this journal. Depending on the journal, it may contain anywhere from a few lines or a few hundred lines
Posted Date	This is the date that the journal was actually posted which may be different than the journal date
Reversal and Reversal Date	These fields identifies, in some cases, whether and when a journal has been reversed

Operator ID	This identifies who processed the journal. In the case of the spreadsheet journals, this identifies who uploaded the journal.
Long Description	This will contain additional information and in the case of spreadsheet journals, it will likely contain the uploader's name and local, if you have any questions.

**JOURNAL LINES**

These are simply all the journal lines (both debits and credits) that make up the JV or BT. In other words, you can see the “other side of the entry” in addition to what been charged to your account.

Note that positive amounts are debits and negative amounts are credits.

**ACCOUNTS PAYABLE & EXPENSE DRILLDOWN**

**ACCESSING ACCOUNTS PAYABLE OR EXPENSE INFORMATION**

You can access Accounts Payable (AP) or employee expense claim (EX) information in one of three ways:

1. Via the operating statement by going through the series of operating statement drilldowns and then once you have reached the transaction detail, clicking on the AP or EX link
2. Via the transaction detail from the Main Menu and then clicking on the AP or EX link
3. Via the Account Payable Activity or Expense Claim Activity from the Main Menu

AP Voucher	Vendor Name	Invoice	Invoice Date	Description	GL Coding	Gross Amount	GST Recovery	GL Expense
00330591	Van Houtte Coffee Services	13247457-2009	2008/12/08	RENTED EQUIPMENT	11 52111 6319	28.00	0.89	27.11

**Figure 14: The AP activity screen**

EX Voucher	Employee	Travel Auth #	Invoice Date	Description	GL Coding	Gross Amount	GST Recovery	GL Expense
0000052298	Finshelp		2008/11/17	W4CAMPUS/PGI/AR...	11 52111 6111	476.00	11.24	464.76
0000052298	Finshelp		2008/11/17	W4CAMPUS/PGI/AR...	11 52111 6111	372.44	12.60	359.84

**Figure 15: The expense activity screen**

The main difference between the two screens is AP has vendor related details and expense claim has employee related details.



- Payment ID (cheque number)
- Payment method (Cheque, electronic funds transfer or wire transfer)
- Address on cheque (only for AP)
- Payment Status
- Reconciled Status (whether the bank has returned the cancelled cheque back to SFU)
- Reconciled Date (the date when the bank has returned the cancelled cheque back to SFU)

**DOCUMENT IMAGE**



If there is a scanned image of the invoice, or expense claim and any supporting documents, then you can click on the camera icon located on the upper right corner of the AP or EX details screen. This will open up the scanned colour images in a pdf file

For more recent invoices, the image may not have been scanned yet. In these cases, contact Accounts Payable

## ENCUMBRANCES

### WHAT ARE ENCUMBRANCES?

Encumbrances are commitments made to pay for good and services but not yet expensed. These include purchase orders and requisitions, salary and other journal encumbrances, travel advances, and Facilities Management work order

### PURCHASE ORDERS/REQUISITIONS

Purchase requisitions and the subsequent purchase orders will create and encumbrance on FAST. As the good or services are received and the invoices are paid, the encumbrance will be liquidated accordingly.

Document	Document Date	Vendor / Requisitioner / Description	Amount
PO 9552	2009-01-10	Menlo Systems Inc	<a href="#">5,851.09</a>

Figure 17: The PO encumbrance summery

Note that the amount is hyperlinked so that you can drill for additional information.

Doc-Line	Budget-Date	Vendor / Requisitioner / Description	49,468.27	0.00	49,468.27
REQ 11508-1	2008-10-08		-49,468.27	55,862.89	6,394.62
PO 9552-2 REQ 11508-1	2008-10-08	Menlo Systems Inc	0.00	-50,011.80	-50,011.80
VCHR 330407 PO 9552-2	2009-01-10	AP Voucher 00330407			

**Figure 18: The PO encumbrance details screen**

This additional screen provides detailed information on the purchase requisition, purchase order and any payments made.

***TRAVEL ADVANCES***

When an advance is issued, the amount is recorded as an encumbrance and the encumbrance is liquidated when the travel is completed and the travel expense claim is submitted

Document	Document Date	Vendor / Requisitioner / Description	Amount
Payroll and Other GL Commitments			
Travel Auth: 4217	2008-11-26	Jolly Roger	744.74

**Figure 19: An example of a travel advance encumbrance**

The travel advances encumbrance displays the travel authorization number, date, the employee name and the amount of the advance

***FACILITIES MANAGEMENT WORK ORDERS***

For larger jobs such as renovations, facilities management will estimate the cost of the job and set that up as an encumbrance. As work is done, FM will record expenses incurred and liquidate the encumbrance by that amount. Once the job is complete, FM will send over a final expense which will liquidate any remaining encumbrance.

### **SALARY AND OTHER JOURNAL ENCUMBRANCES**

Document	Document Date	Vendor / Requisitioner / Description	Amount
Payroll and Other GL Commitments			
PAY0012537	2008-04-28	2007/08 Pay Period 08	41,541.26
PAY0012581	2008-05-01	2007/08 Pay Period 09	-2,209.64
PAY0012733	2008-05-15	2008/09 Pay Period 10	-2,209.64
PAY0012934	2008-05-30	2008/09 Pay Period 11	-2,209.65
PAY0013076	2008-06-10	2008/09 Pay Period 12	-2,209.64
PAY0013240	2008-06-24	2008/09 Pay Period 13	-2,209.64
PAY0013415	2008-07-11	2008/09 Pay Period 14	-988.00
PAY0013601	2008-07-28	2008/09 Pay Period 15	-2,305.08
PAY0013823	2008-08-18	2008/09 Pay Period 16	-2,305.08
PAY0013900	2008-08-25	2008/09 Pay Period 17	-2,305.09
PAY0013979	2008-09-02	2008/09 Pay Period 18	-2,305.08
<b>Total - All Pages</b>			<b>20,284.72</b>

**Figure 20: Salary encumbrances are reduced every pay period**

The HAP (Human Resources, Academic and Payroll) system establishes salary encumbrance by determining total salary costs for continuing positions for the entire year. These amounts are interfaced to the General Ledger at the beginning of the fiscal year. Then after each biweekly pay period, HAP reverses the previous salary encumbrance and recalculates the remaining salary commitment left for the year.

In the General Ledger, salary encumbrance information, as with salary expenses are recorded at a consolidated level by fund, department, project and account. There are no payroll detail (such as employee name, position, etc) recorded in the GL. For payroll detail, please refer to the Payroll Encumbrance report which is generate through the HAP system

## APPENDIX 1: SOURCE CODES

### WHAT ARE SOURCE CODES?

Source codes as displayed in the transaction detail identifies where the journal entry came from.

The following is a list of the source codes that are active in the system:

Code	Description	Who to contact?
ALO	Allocation	Finance
AP	Accounts Payable Interface	Accounts Payable
BB	Burnaby Bookstore JV File	Bookstore
BCB	Budget Carryforward	Budgets
BH	Bookstore Harbour Centre JV File	Bookstore
BS	Bookstore Surrey JV File	Bookstore
BUD	Original Budget	Budgets
CNV	FASBE Conversion	Finance
CR	Contributor Relations Interface	University Advancement
CS	Central Stores Interface	Central Stores
ES	Electronics Shop JE File	Science Stores
EX	Expenses	Accounts Payable
FIN	Entered by Finance	Finance
FM	Facilities Management Interface	Facilities Management
FND	Finance Deposits	Finance
GS	Glass Shop JV File	Science Stores
MA	Machine Shop JV File	Science Stores
MS	Micro Store Journals	Microcomputer Store
NAN	Nano Imaging Billing	Physics
PAY	Payroll Interface	Payroll
PC	P Card JV File	Accounts Payable
PHY	Physics Liquid Nitrogen Sales	Physics
SF	Student Financials Interface	Student Financials
SS	Science Store Interface	Science Stores

<b>Code</b>	<b>Description</b>	<b>Who to contact?</b>
SSD	Spreadsheet Deposit	Contact the user identified in the journal
SSJ	Spreadsheet Journal	Contact the user identified in the journal
YEC	Year End Close Process	Finance

## APPENDIX 2: USER CODES

### ***WHAT ARE USER CODES?***

Your department is hosting a conference and this involves a variety of different expenses such as office expenses, travel, and equipment rental. Two months into the planning of the conference, your dean comes to you and asks how much has been spent so far. So then you have to go into FAST and look up the transaction details of the various accounts and identify which lines relate to the conference.

If you had a User 1 code created specifically for the conference and ensured that you included that User 1 code on all of your invoices, then it is a simple matter of running a report in FAST filtering for the conference code.

Other examples of uses of User codes include:

- Identifying costs by faculty or courses
- Identifying certain types of recoverable costs
- Distinguishing different types of awards

### ***USER CODE FORMAT***

The required 7 character format of the User 1 and 2 codes is: nnnAAAA

- where nnn = the department number
- and AAAA =any alphanumeric combination up to a max of 4 characters

Also, with each code there is a description (up to a maximum of 30 characters) that can be attached

For example: *172CONF Out of Town Conferences* where 172 indicates Biological Sciences

Once set up then you can code invoices with the User 1 code along with the regular accounting distribution codes eg. 11 -18112 - 6312 - 171CONF

Note that there is one exception for the User 2 code format. The 4 digit SIMS semester codes have already been set up as User 2 code (eg. 1071, 1074, 1077, etc) since these are common codes across all faculties.

### ***WHERE CAN I USE THE CODES?***

The user codes can be used in coding:

- AP invoices,
- purchase requisitions,
- cheque requisitions,
- employee travel and expense,

- and journal entries.

### ***LIMITATIONS***

Unfortunately, due to the limitations of other systems, user codes cannot be used in other areas such as facilities management work orders, payroll, or budgeting.

### ***CREATING USER CODES***

In order to set up User codes, simply send an email request to [finshelp@sfu.ca](mailto:finshelp@sfu.ca). Be sure to include both the code and the description