FAST Reporting and Inquiry
User Guide
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GETTING STARTED

What is FAST?

FAST (Financial Administration Support Tool) 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
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 of corrections required to the profile, send an email to finshelp@sfu.ca.

**CHARTFIELD FILTERS**

![Chartfield filters](image)

**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:

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

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:

<table>
<thead>
<tr>
<th>Filter by</th>
<th>Account grouping</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000-4999,87%</td>
<td>Revenues</td>
</tr>
<tr>
<td>5%</td>
<td>Salaries</td>
</tr>
<tr>
<td>6000-8699</td>
<td>Non-salary expenses</td>
</tr>
</tbody>
</table>
**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.

![Search Screen](image)

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**

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**

![Report Options](image)

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 predetermined 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**

![Image of a fund operating statement](image)

**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.

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

<table>
<thead>
<tr>
<th>Report Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year</td>
<td>Displays the information for the current fiscal year. This is the default option.</td>
</tr>
<tr>
<td>Life to Date</td>
<td>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)</td>
</tr>
<tr>
<td>Comparative</td>
<td>Display information for budgets, actuals, encumbrance and balance available for the current year to date time period and the same time period last year.</td>
</tr>
<tr>
<td>Date Range</td>
<td>Allows you to specify the time period by selecting the beginning and ending fiscal period</td>
</tr>
<tr>
<td>Monthly Trend</td>
<td>Displays the actuals by month during the fiscal year</td>
</tr>
<tr>
<td>Annual Trend</td>
<td>Displays the year to date actuals for this year and the last four years</td>
</tr>
<tr>
<td>Quarterly Trend</td>
<td>Displays the actuals by following quarterly time period: Quarter 1: April – June Quarter 2: July – September Quarter 3: October - December Quarter 4: January - March</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📈</td>
<td>Open in pdf format</td>
</tr>
<tr>
<td>📈</td>
<td>Open in pdf format landscape view</td>
</tr>
<tr>
<td>📊</td>
<td>Open in Excel format</td>
</tr>
<tr>
<td>📝</td>
<td>Open in Word format</td>
</tr>
</tbody>
</table>
**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.

![Table of Fund Details](image)

**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

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.

![Journal Voucher Example](image)

**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:

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

---

**Figure 14:** The AP activity screen

**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.
From the AP activity, you can click on the voucher number to drill into the AP Details screen.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP or EX Voucher</td>
<td>This is the voucher ID that is generated when the invoice or claim is entered.</td>
</tr>
<tr>
<td>Vendor or employee name</td>
<td>The name of the vendor or employee paid</td>
</tr>
<tr>
<td>Invoice or travel auth #</td>
<td>The invoice number or travel authorization</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>The date of the invoice or expense claim</td>
</tr>
<tr>
<td>GL coding</td>
<td>The department/project and object code the expense was charged to</td>
</tr>
<tr>
<td>Gross Amount</td>
<td>The total amount of the invoice including all taxes</td>
</tr>
<tr>
<td>GST Recovery</td>
<td>The amount of GST that was refunded (Usually 67% of the original GST amount)</td>
</tr>
<tr>
<td>GL Expense</td>
<td>The amount charge to the account. This is net of any GST recovery</td>
</tr>
</tbody>
</table>

**DETAILS SCREEN**

From the AP activity, you can click on the voucher number to drill into the AP Details screen.

Figure 16: The AP Details screen provide voucher, payment and image options

The AP details screen all the details relating to the voucher and subsequent payment including:

- Invoice number
- Invoice date
- Date the invoice was entered
• 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.

<table>
<thead>
<tr>
<th>Document</th>
<th>Document Date</th>
<th>Vendor / Requisition / Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO 9552</td>
<td>2009-01-10</td>
<td>Menu Systems Inc</td>
<td>5,851.09</td>
</tr>
</tbody>
</table>

Figure 17: The PO encumbrance summery

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

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**

<table>
<thead>
<tr>
<th>Document</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY0012537</td>
<td>2008-04-23</td>
<td>2007/08 Pay Period 03</td>
<td>41,541.20</td>
</tr>
<tr>
<td>PAY0012581</td>
<td>2008-05-01</td>
<td>2007/08 Pay Period 09</td>
<td>-2,209.64</td>
</tr>
<tr>
<td>PAY0012733</td>
<td>2008-05-15</td>
<td>2008/09 Pay Period 10</td>
<td>-2,209.64</td>
</tr>
<tr>
<td>PAY0012934</td>
<td>2008-05-30</td>
<td>2008/09 Pay Period 11</td>
<td>-2,209.65</td>
</tr>
<tr>
<td>PAY0013075</td>
<td>2008-06-10</td>
<td>2008/09 Pay Period 12</td>
<td>-2,209.64</td>
</tr>
<tr>
<td>PAY0013249</td>
<td>2008-06-24</td>
<td>2008/09 Pay Period 13</td>
<td>-2,209.64</td>
</tr>
<tr>
<td>PAY0013415</td>
<td>2008-07-11</td>
<td>2008/09 Pay Period 14</td>
<td>-998.00</td>
</tr>
<tr>
<td>PAY0013601</td>
<td>2008-07-28</td>
<td>2008/09 Pay Period 15</td>
<td>-2,305.08</td>
</tr>
<tr>
<td>PAY0013623</td>
<td>2008-08-18</td>
<td>2008/09 Pay Period 16</td>
<td>-2,305.08</td>
</tr>
<tr>
<td>PAY0013800</td>
<td>2008-08-25</td>
<td>2008/09 Pay Period 17</td>
<td>-2,305.09</td>
</tr>
<tr>
<td>PAY0013879</td>
<td>2008-09-02</td>
<td>2008/09 Pay Period 18</td>
<td>-2,305.08</td>
</tr>
<tr>
<td><strong>Total - All Pages</strong></td>
<td></td>
<td></td>
<td><strong>20,284.72</strong></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Who to contact?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALO</td>
<td>Allocation</td>
<td>Finance</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable Interface</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>BB</td>
<td>Burnaby Bookstore JV File</td>
<td>Bookstore</td>
</tr>
<tr>
<td>BCB</td>
<td>Budget Carryforward</td>
<td>Budgets</td>
</tr>
<tr>
<td>BH</td>
<td>Bookstore Harbour Centre JV File</td>
<td>Bookstore</td>
</tr>
<tr>
<td>BS</td>
<td>Bookstore Surrey JV File</td>
<td>Bookstore</td>
</tr>
<tr>
<td>BUD</td>
<td>Original Budget</td>
<td>Budgets</td>
</tr>
<tr>
<td>CNV</td>
<td>FASBE Conversion</td>
<td>Finance</td>
</tr>
<tr>
<td>CR</td>
<td>Contributor Relations Interface</td>
<td>University Advancement</td>
</tr>
<tr>
<td>CS</td>
<td>Central Stores Interface</td>
<td>Central Stores</td>
</tr>
<tr>
<td>ES</td>
<td>Electronics Shop JE File</td>
<td>Science Stores</td>
</tr>
<tr>
<td>EX</td>
<td>Expenses</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>FIN</td>
<td>Entered by Finance</td>
<td>Finance</td>
</tr>
<tr>
<td>FM</td>
<td>Facilities Management Interface</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>FND</td>
<td>Finance Deposits</td>
<td>Finance</td>
</tr>
<tr>
<td>GS</td>
<td>Glass Shop JV File</td>
<td>Science Stores</td>
</tr>
<tr>
<td>MA</td>
<td>Machine Shop JV File</td>
<td>Science Stores</td>
</tr>
<tr>
<td>MS</td>
<td>Micro Store Journals</td>
<td>Microcomputer Store</td>
</tr>
<tr>
<td>NAN</td>
<td>Nano Imaging Billing</td>
<td>Physics</td>
</tr>
<tr>
<td>PAY</td>
<td>Payroll Interface</td>
<td>Payroll</td>
</tr>
<tr>
<td>PC</td>
<td>P Card JV File</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>PHY</td>
<td>Physics Liquid Nitrogen Sales</td>
<td>Physics</td>
</tr>
<tr>
<td>SF</td>
<td>Student Financials Interface</td>
<td>Student Financials</td>
</tr>
<tr>
<td>SS</td>
<td>Science Store Interface</td>
<td>Science Stores</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Who to contact</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>SSD</td>
<td>Spreadsheet Deposit</td>
<td>Contact the user identified in the journal</td>
</tr>
<tr>
<td>SSJ</td>
<td>Spreadsheet Journal</td>
<td>Contact the user identified in the journal</td>
</tr>
<tr>
<td>YEC</td>
<td>Year End Close Process</td>
<td>Finance</td>
</tr>
</tbody>
</table>
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. Be sure to include both the code and the description.