FAST Applications

User Guide

Signing Into FAST

This section will cover:

- ✓ How to get to FAST
- ✓ Your username and password
- ✓ How to request access to the system

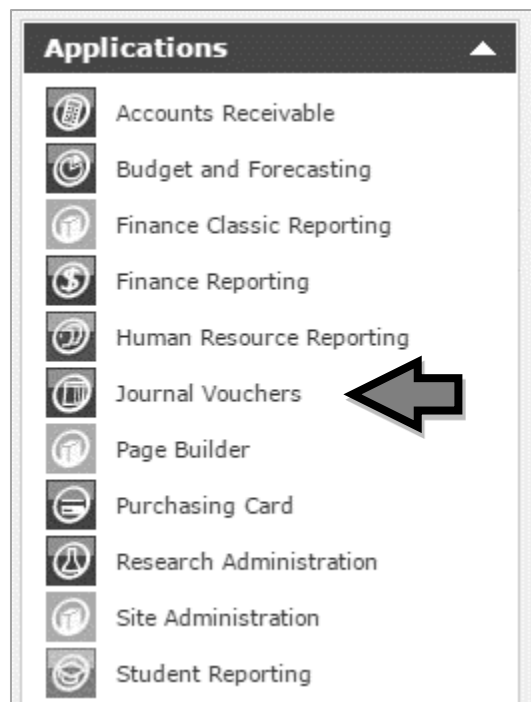## How to Sign In to FAST Journal Vouchers

The portal for all FAST applications is http://www.carleton.ca/fast. It can be accessed at any time, from anywhere, without the use of the Virtual Private Network (VPN).

Log In

To log in, you must supply your **MyCarletonOne** credentials:

Enter your **User Name** and **Password**. Click the **Sign In** button.

Once logged in, you will be directed to the **FAST Dashboard**. Depending on your role, the FAST Dashboard will show up to three tabs.

The list of the FAST applications that are available to you can be found on the right.

If you do not see the application you want to use listed under **Applications**, you do not yet have access to that module. Please email financial_systems@carleton.ca for access.

If you cannot log in, you may have encountered one of the following issues:

- The credentials you provided are invalid, either because you entered the wrong user id/password combination, or you have not signed up for MyCarletonOne. Visit https://myone.carleton.ca if you experience this issue.
- You have successfully authenticated to your MyCarletonOne account, but you do not have access to the FAST Portal. Email financial_systems@carleton.ca if this occurs.

Access to FAST Journal Voucher is typically granted to employees with financial administrative responsibilities. Access is not automatic, and users must receive training from Financial Services.

Journal Vouchers

This section will cover:

- ✔ The purpose and appropriate use of a journal voucher
- ✔ How to create a journal voucher using FAST
- ✔ How to send a journal voucher for approval
- ✔ How to check the status of a journal voucher

Purpose and Appropriate Use of a Journal

A journal voucher is a type of accounting transaction that is used to *move*, *transfer* or *reallocate* an existing accounting transaction or to record an adjustment to the accounting records for updating the financial statements.

A journal transaction must include:

- The date the transaction should be recorded. This must be in an open accounting period,
- An explanation of why the journal is recorded, either on a line by line basis or for the overall document,
- The accounting string (FOAPAL) for each line item,
- debit or credit amount, and
- Any supporting documentation to justify the transaction.

  *All debits and credits in the journal must equal.

At Carleton University, journal vouchers are most commonly used for the following:
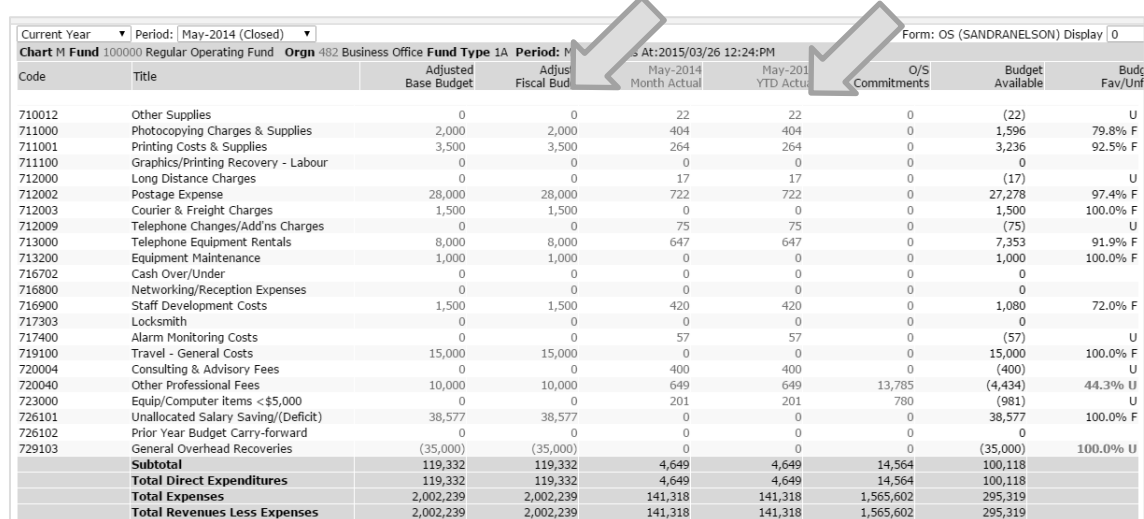
- To correct any error in the accounting string (FOAPAL) elements
- To correct a transaction was previously recorded to the wrong fund, orgn or account
- To add an activity code for fine-grained reporting purposes
- To correct Purchasing Card reconciliation errors or omissions
- To split transactions between various parties
- To charge/recover user fees (where no good or service was performed)

What's the difference between a journal voucher and a budget adjustment?

A journal voucher is used to affect or create an **actual** transaction. An actual is accounting-speak for a number representing an event that occurred in the past.

A budget adjustment is a transaction used to affect the budgeted amount. A **Budget** is a summary of expected revenues and expenditures for a period of time, usually for a fiscal year. At Carleton University, the fiscal year is May to April.

At the end of the fiscal year you can measure what actually happened to what you expected to have happened by comparing your **budget** to your **actuals**.

Current Year ▼	Period: May-2014 (Closed) ▼						Form: OS (SANDRANELSON) Display 0	
Chart M **Fund** 100000 Regular Operating Fund **Orgn** 482 Business Office **Fund Type** 1A **Period:** M ... s At:2015/03/26 12:24:PM								
Code	Title	Adjusted Base Budget	Adjus Fiscal Bud	May-2014 Month Actual	May-201 YTD Actua	O/S Commitments	Budget Available	Budg Fav/Unf
710012	Other Supplies	0	0	22	22	0	(22)	U
711000	Photocopying Charges & Supplies	2,000	2,000	404	404	0	1,596	79.8% F
711001	Printing Costs & Supplies	3,500	3,500	264	264	0	3,236	92.5% F
711100	Graphics/Printing Recovery - Labour	0	0	0	0	0	0	
712000	Long Distance Charges	0	0	17	17	0	(17)	U
712002	Postage Expense	28,000	28,000	722	722	0	27,278	97.4% F
712003	Courier & Freight Charges	1,500	1,500	0	0	0	1,500	100.0% F
712009	Telephone Changes/Add'ns Charges	0	0	75	75	0	(75)	U
713000	Telephone Equipment Rentals	8,000	8,000	647	647	0	7,353	91.9% F
713200	Equipment Maintenance	1,000	1,000	0	0	0	1,000	100.0% F
716702	Cash Over/Under	0	0	0	0	0	0	
716800	Networking/Reception Expenses	0	0	0	0	0	0	
716900	Staff Development Costs	1,500	1,500	420	420	0	1,080	72.0% F
717303	Locksmith	0	0	0	0	0	0	
717400	Alarm Monitoring Costs	0	0	57	57	0	(57)	U
719100	Travel - General Costs	15,000	15,000	0	0	0	15,000	100.0% F
720004	Consulting & Advisory Fees	0	0	400	400	0	(400)	U
720040	Other Professional Fees	10,000	10,000	649	649	13,785	(4,434)	44.3% U
723000	Equip/Computer items <$5,000	0	0	201	201	780	(981)	U
726101	Unallocated Salary Saving/(Deficit)	38,577	38,577	0	0	0	38,577	100.0% F
726102	Prior Year Budget Carry-forward	0	0	0	0	0	0	
729103	General Overhead Recoveries	(35,000)	(35,000)	0	0	0	(35,000)	100.0% U
	Subtotal	119,332	119,332	4,649	4,649	14,564	100,118	
	Total Direct Expenditures	119,332	119,332	4,649	4,649	14,564	100,118	
	Total Expenses	2,002,239	2,002,239	141,318	141,318	1,565,602	295,319	
	Total Revenues Less Expenses	2,002,239	2,002,239	141,318	141,318	1,565,602	295,319	

The table below outlines when to use a journal and when to use a budget adjustment.

| **Journal Voucher**	**Budget Adjustment**
Reallocate a debit or credit in the current year	Reallocate a debit or credit from previous fiscal year(s)
Reallocate a transaction between any accounting string (FOAPAL) element	Adjust budget between any accounting string (FOAPAL) element
Charge/recover user fees with internal account codes	Transfer budget to another operating department
All Funds	Operating Funds only

Note: Transferring budget or "money" between an operating fund and any other type of fund must be requested through Financial Services.

Before creating a Journal Voucher…

- If correcting or reallocating a previous transaction, review it in FAST Finance Reporting to ensure that it has not already been corrected.
- Calculate the amount of the journal, net of any taxes and rebates.

Creating a Journal Voucher

To create a journal, click on "Create a new Document" on the Journal Voucher Quick Launch tab.
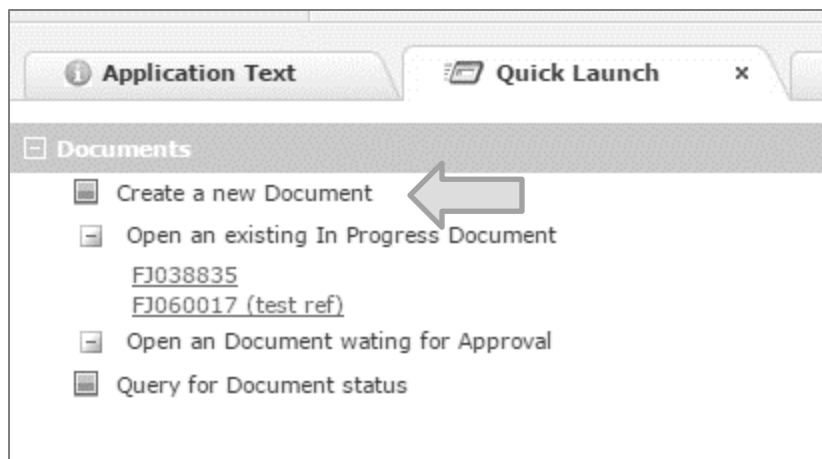
Note: From this tab, you can also open a journal that you started previously, or one that has been sent to you for your review and approval.

You will now be on the **header** of a new journal voucher document.

The Header

Before adding the individual **accounting lines** (an accounting line is the elements of the accounting string (FOAPAL) with the debit/credit), you must complete the required fields in the header which are marked with a red asterisk.

Document (Optional): This field will automatically populate with a pre-numbered code once you click on "Create Document". Journals created through FAST will all start with the prefix **FJ**.

Effective Date*: This is the transaction date for the journal, and will be automatically populated with today's date. You can change the date provided it is in an open accounting period or month.

Journal Type*: The type of journal automatically defaults to **single**. This means the transaction will occur only once. **Auto-reversing** and **Recurring Dates** are journal types that are only available to certain users. Auto-reversing journals are typically used in Financial Services for year-end accruals. Recurring Date journals are often used for repeated, monthly transactions where the amounts and accounting lines are the same each time.

Trans Type: All standard journals are recorded with a transaction type of **JE** (journal entry). This is the default type which ensures that Banner treats the transaction appropriately in the general ledger. (Note: The **ICB** type is reserved for journals created from a FAST Web Requisitioning document.)

Bank Code: Do not use this field. The bank code field is reserved for individuals performing bank reconciliation transactions.

Reference: The reference field is used to identify the original document code to which the journal transaction refers. For example, if you are correcting an accounting string (FOAPAL) element from a previously recorded invoice, enter the invoice document "I" number in the reference field. Once entered into the Reference field, the "I" number in this example becomes searchable in FAST Finance Reporting.

Deposit: Do not use this field.

Description: Enter a general description for the journal, with a maximum limit of 35 characters. This description will be added to each line item in the journal; however, the description can be changed on each line item if desired.

Document Text: Do not use this field.

Once you have completed the required fields, click on the **Create Document** button in the bottom right corner. You can still edit the header information once the document has been created provided you save any changes after you have finished.

The Accounting Details

Once you have created the journal document, the header information will be saved, the document number (FJ#) will be assigned, and the accounting line section will open, putting you on the first line.

The required fields are marked with an asterisk. Using your mouse or **tab** key to move between fields, complete the following for each line of the journal:

Desc*: The description will be populated with the description you entered in the header document. You may update the description if you want to add specific details for the line, up to a limit of 30 characters.

Fund*: Enter the 6 digit fund number. If you do not know the fund number, click on the search icon under the column label. Leaving the Fund field blank and clicking on the search icon will return a list of the funds to which you have access.

Orgn: An Orgn code must be entered when you create a line item for fund 100000 (operating) or an ancillary fund. If you attempt to save this line without the orgn code for these types of funds, an error will prompt you to enter the orgn. If you do not know the orgn number, click on the search icon under the column label. Leaving the Orgn field blank and clicking on the search icon will return a list of the orgns to which you have access.

For all other funds, the orgn will automatically populate when you save the line. If you attempt to change the orgn, it will always change back to the correct orgn code for the type of fund.

Acct*: Enter the 6 digit account code representing the nature of the transaction. If you do not know the account code, click on the search icon under the column label. Leaving the account field blank and clicking on the search icon will return a list of all accounts. For a list of commonly used account codes, visit http://carleton.ca/financialservices/systems/banner/banner-finance/commonly-used-account/.

Prog: The program code will automatically populate when you save the line item.

Actv: The activity code field is optional, and is typically only used in situations where fine-grained reporting is required. Financial Services may have provided you with a specific list of activity codes to use.

Debit/Credit*: For each line, specify whether you are debiting or crediting the general ledger by entering the appropriate amount in the debit or credit column.

To increase an expense account (expense accounts start with a 6 or 7), enter a debit amount. To decrease an expense account, enter a credit amount.

To increase a revenue account (revenue accounts start with a 5), enter a credit. To decrease a revenue account, enter a debit.

For assistance with balance sheet accounts, please contact Financial Services (financial_services@carleton.ca).

When you have completed entering all of the required fields, click on an appropriate action icon.
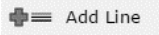
Save the current line.

Save the current line and add another.

Cancel the current line or update.

At any time, you can add a new line by clicking on the ⊞ Add Line button. To edit a line after you have saved it, click on the ✎ button. For more information on FOAPAL elements, visit http://carleton.ca/financialservices/systems/banner/banner-finance/.

Other Document Actions and Icons

Before sending the journal for approval and posting, there are additional actions available in the icon bar at the bottom of the page.

Attach Additional Information: If you have supporting documentation for the transaction, you may upload one or multiple documents. If you do not want the document to be available for viewing in FAST Finance Reporting, click the "Make the attachment confidential" checkbox. Before uploading a document:

- Check the quality of the scan or image.
- Ensure confidential or private information is not stored in the document.
- Ensure the filename is meaningful.
- Do not upload an image of Finance Reporting.
- Do not upload documentation that has already been stored on a previous journal transaction. In this case, simply reference the document number of the previous journal (FJ#) in the Document Notes.

Document Notes: Use this area to elaborate on the purpose of the journal, especially if the description field is not big enough to provide an adequate explanation. These notes will not be viewable in Finance Reporting.

History: The history of who has approved a journal is recorded in this section. Note that once the journal reaches Financial Services and is approved by an individual in the approving unit (see Option 2 in the Submitting a Journal Voucher for Approval section), it is sent for Central Processing and posted by the system.

PDF: Click the **PDF** button to generate a PDF of the journal transaction. Note that all journal transactions are kept in the general ledger history and in FAST Journal Voucher for future reference.

Cancel: Until a journal is posted, it can be cancelled by clicking the cancel button. You will be required to provide a reason for cancelling the transaction, and a cancellation notice will be emailed to you.

Copy: The copy button will allow you to copy the existing journal into a new journal document.

Excel Import: The excel import will allow you to upload a journal provided that it has been saved in the prescribed journal excel template. To download the template, click on the Excel Import button and then the Download Template button. This will download the prescribed template to your desktop. For assistance with this feature, please contact Financial Services (financial_services@carleton.ca).

Submitting a Journal Voucher for Approval

Once you have created the journal document and added at least one accounting line item, you can submit it for approval. Submitting a journal for approval may be done in the following circumstances:

- You have entered "one side" of the transaction and need to send it to another user to add "their side" of the transaction.
- The document is balanced (debits = credits) and it is now ready to send to Financial Services for final approval and posting.

To submit the journal to another user or to Financial Services for review and processing, click on the **Submit for Approval** button in the bottom right hand corner. You will be taken to the document submission page where you will need to choose from three options:

Option 1: To send the journal to another user for completion or review, select the **Search for an Employee to approve this Document** radio button. Click on the 🔍 button to find the person to whom you would like to send the document. Only individuals who have been given access to the Journal Voucher system will be listed. If you do not find the person you are looking for, or are not sure who you should be sending it, contact Financial Services.

Option 2: If your document is in balance and ready for review by Financial Services, select the **Send to a Department** radio button. This will allow you to choose from a list of units within Financial Services. Choose the appropriate department based on the descriptions below.

Ancillary Accounting: The journal voucher you have created contains at least one ancillary fund (ancillary funds start with 12).

Cash Receipts: The journal voucher was created to correct a deposit that contains an error.

Controller's Office: The journal voucher you created contains mostly operating fund or project fund transactions.

Donations & SPURP: The journal voucher you have created contains at least one endowment fund (fund starts with 6) or special purpose fund (fund starts with 26).

Research Accounting: The journal voucher you have created contains at least one research or related fund (research funds start with 18, 3, or 7).

*Other departments within Financial Services are listed; however, these are typically used for transactions generated within Financial Services.

Option 3: Select the **Send for Final Processing** radio button is only available once the document has been sent to a unit within Financial Services. This option will send the journal for automated review (i.e. the effective date and accounting string (FOAPAL)) and posting.

Select either option 1 or 2, enter the appropriate individual or department, add any **additional comments** you would like to convey to the approver and click **Submit**.

Checking the Status of a Journal

You can check the status of your journal by clicking on the **Query for Document Status** option on the quick launch tab, or selecting **Status** from the Documents menu. Either of these actions will take you to the Document Search filter page.

Enter values in any of the filters to perform a search. Leaving the filters blank and clicking on **Execute Report** will return a list of all of the journals you have created, approved, or those containing funds/orgns to which you have access. Using multiple filters will narrow your search results and only list those documents that meet **all** of the filters entered.

Document Number: To search for a specific journal number, use the **Equal** option and type in the full FJ number. You may use the other options, but the results will vary based on the portion of the document number you enter. If you know only the last digits of the number, for example, choose the *Like* option and enter a % sign before the digits. If you know the first digits, enter the digits followed by a % sign. The **%** sign is a wild card that can be used to replace any and all unknown or uncertain values.

Created By: You can search for another user's journals if you have access to the funds/orgns that were used. Enter the Banner ID of that individual (eg. SANDRANELSON), or use a % sign as a wild card for portions of the individual's name. This field is case sensitive and values must be entered in UPPER case.

Approval User: You can search based on who approved the journal document. Enter the Banner ID of that individual (eg. SANDRANELSON), or use a % sign as a wild card for portions of the individual's name. This field is case sensitive and values must be entered in UPPER case.

Description: You can search your history based on the description of the journal, but if you use the **Equal** option, the results will be based on an exact match. Use a % sign as a wild card for portions of the description combined with the **Like** option for the best results. This field is case sensitive.

Effective Date: You can search based on the effective date of a journal. This will provide the best results with a range of dates by using the **Between** option.

Fund: You can search based on one or several funds. Enter the number or search for the fund number, and then click on the **+** button. The results will be based on your security access.

Orgn: You can search based on one or several orgns. Enter the number or search for the orgn number, and then click on the **+** button. The results will be based on your security access.

Acct: You can search based on one or several accounts. Enter the number or search for the account number, and then click on the **+** button.

Document Amount: Use this filter if you are looking for a document of a particular value, but you are unsure of the exact amount. The document amount refers to the total of the debits or the total of the credits.

Once you have entered the desired filters, click on the **Execute Report** button. The results will be displayed in a grid, and can be review on screen or downloaded to PDF or Excel.

Row #	Document	Submission				Effective Date	Reverse Date	Posted Date	Created By	Approval Queue	Cancel	Copy	Document Amount
1	FJ000017	0				10/19/2010		10/19/2010	SANDRANELSON				$2,500.00
2	FJ000018	0				10/19/2010		10/19/2010	KEVINMANN				$250.00
3	FJ000019	0				10/20/2010		10/20/2010	ANGELAMARCOTTE				$15,051.28
4	FJ000021	0				10/20/2010		10/20/2010	ANGELAMARCOTTE				$3,260.03
5	FJ000024					10/20/2010			TINADEWAR	CTL			$3,260.03
6	FJ000025	0				10/20/2010		10/20/2010	TINADEWAR				$5,000.00
7	FJ000026	0				10/20/2010		10/20/2010	TINADEWAR				$3,418.33
8	FJ000027	0				10/20/2010		10/20/2010	TINADEWAR				$20,250.55
9	FJ000028	0				10/20/2010		10/20/2010	TINADEWAR				$4,880.83
10	FJ000029	0				10/20/2010		10/20/2010	TINADEWAR				$5,000.00
11	FJ000032	0				10/21/2010		10/22/2010	DOUGLASSAUNDERS				$23.95
12	FJ000033	0				10/21/2010		10/21/2010	TINADEWAR				$100.00
13	FJ000035	0				10/21/2010		10/21/2010	DOUGLASSAUNDERS				$504.01
14	FJ000039	0				10/21/2010		10/21/2010	DOUGLASSAUNDERS				$3,000.00
15	FJ000040	0				10/21/2010		10/22/2010	JAMESMATCHETT				$253,050.00
16	FJ000041	0				10/21/2010		10/21/2010	DOUGLASSAUNDERS				$651.39
17	FJ000042	0				10/21/2010		10/21/2010	KEVINCROSBY				$10,000.00
18	FJ000043	0				10/21/2010		10/22/2010	KEVINCROSBY				$20.00
19	FJ000044	0				10/21/2010		10/21/2010	KEVINCROSBY				$138.77
20	FJ000045	0				11/08/2010		11/08/2010	TINADEWAR				$11,871.81
21	FJ000046	0				11/08/2010		11/08/2010	TINADEWAR				$3,854.55
22	FJ000047	0				10/21/2010		10/21/2010	JENNAROETT				$1,000.00
23	FJ000048	0				10/21/2010		10/22/2010	KEVINCROSBY				$50.00
24	FJ000049	0				10/22/2010		10/22/2010	TINADEWAR				$344.34
25	FJ000050					10/22/2010			KEVINCROSBY				$0.00
Records: 52													$1,477,206.26

Click on the red document number to view the details of the journal, the PDF icon to produce a PDF of the details, or the attachments icon (when marked with an asterisk) to view the related attachments. The remaining columns will provide additional high level details of the document, including the date on which it was posted. If the posting date is blank the journal has not been posted to FAST Finance Reporting. *Note: Allow 24 hours after the posting date before reviewing the document in FAST Finance Reporting.*

If the **Approval Queue** column has a value in it that is blue and underlined, it means that the journal is still awaiting approval with that individual or department. If you need to reclaim the journal to make changes or cancel it before it is approved, click on the blue hyperlink. This will take you to the submission page where you can choose *Return this Document to the Originator for Revision* so that you can send it back to yourself!

Searching for a Journal Voucher in Finance Reporting

To review a journal once it has been posted to FAST Finance Reporting, choose the **Document Lookup** option from the Desired Option list on the main menu and click ENTER.

Document Lookup | Chart(s) selected: M
Enter Document Number(s) (do not use spaces, separate document numbers with ";")

[Submit] [Clear Form]

To search for a specific journal number, enter the exact 8 digit document number. For multiple documents, separate each number with a semi-colon. The **%** sign is a wild card that can be used to replace any and all unknown or uncertain values.

Once you click submit, the system will search the general ledger for the actual posting of the journal transaction and return any matches for the value entered. You may also search based on the value entered in the **Reference** field of the journal.

> Results of this search will be based on your query access of the funds and orgns used in the journal. If you only have *posting* ability on a fund or orgn to create a journal, you will not be able to view it in Finance Reporting.

Approving a Document

If someone has sent you a journal for review or to add the remaining lines of the accounting details, you will receive an email informing you that you have a document for approval. Once logged into FAST Journal Vouchers, you will see the document listed under **Open a Document waiting for Approval** on the quick launch tab.

Clicking on the document will bring you to the details of the journal. To add a line, click on the [Add Line] button. You will not be able to edit the lines that already exist on the journal unless you have access to the funds/orgns on the line items. Add the remaining lines to **balance** the document, and click on **Submit for Approval**. At this stage, you will most often select the *Send to a Department* option, unless you need to *Return it to the Originator*. Select the appropriate department as described in the Submitting a Journal Voucher for Approval section.

Need Help?

For technical issues, email Financial Systems at financial_systems@carleton.ca. For assistance on advanced features, please email the Controller's Office at financial_services@carleton.ca.

Attend a hands-on training session through the Financial Administration Community Training and Solutions Program (FACTS). Email us at facts@carleton.ca or visit www.carleton.ca/facts/cu-events/ for current course offerings.