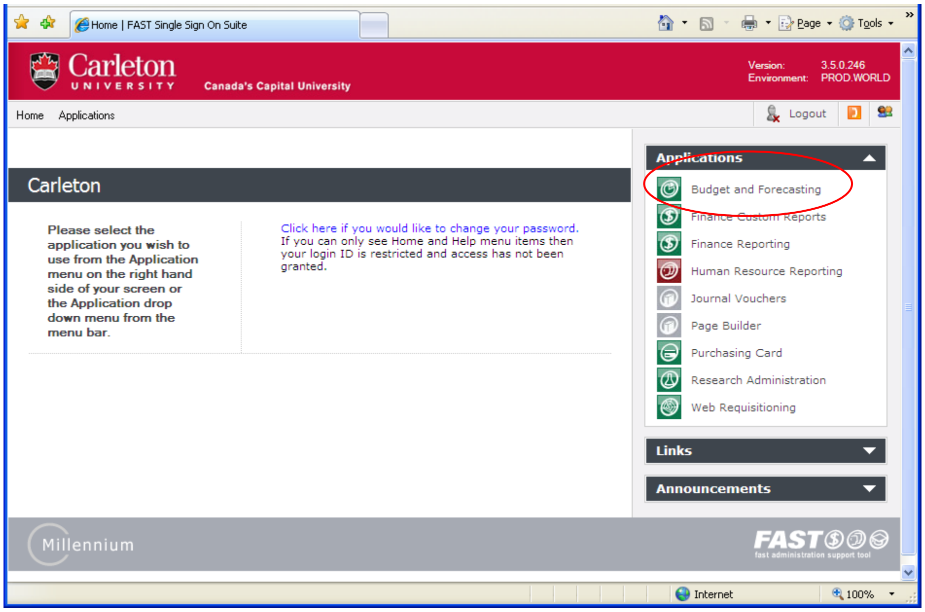
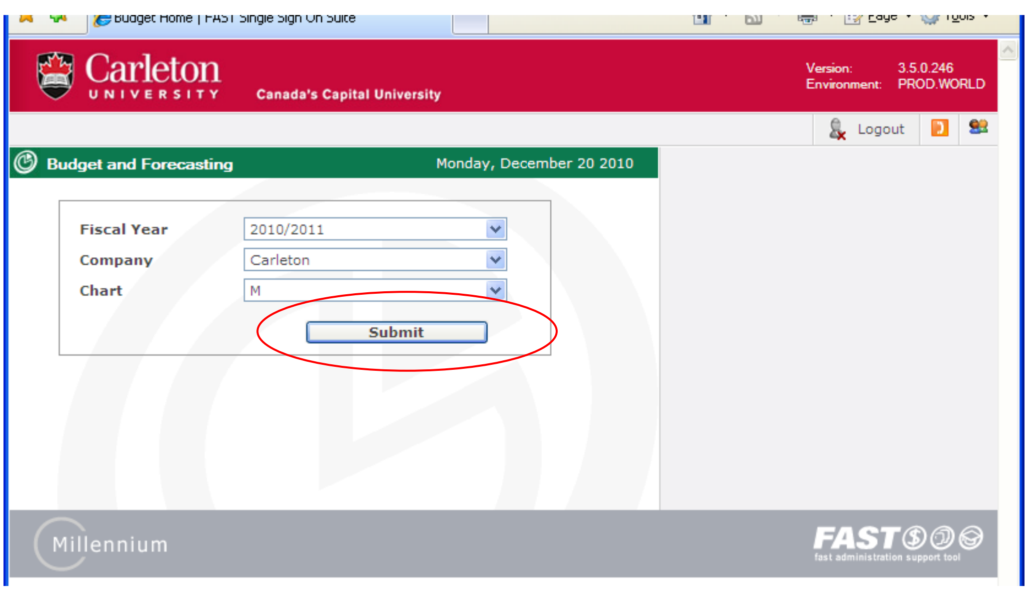
Online Budget Adjustments (BARs) with FAST

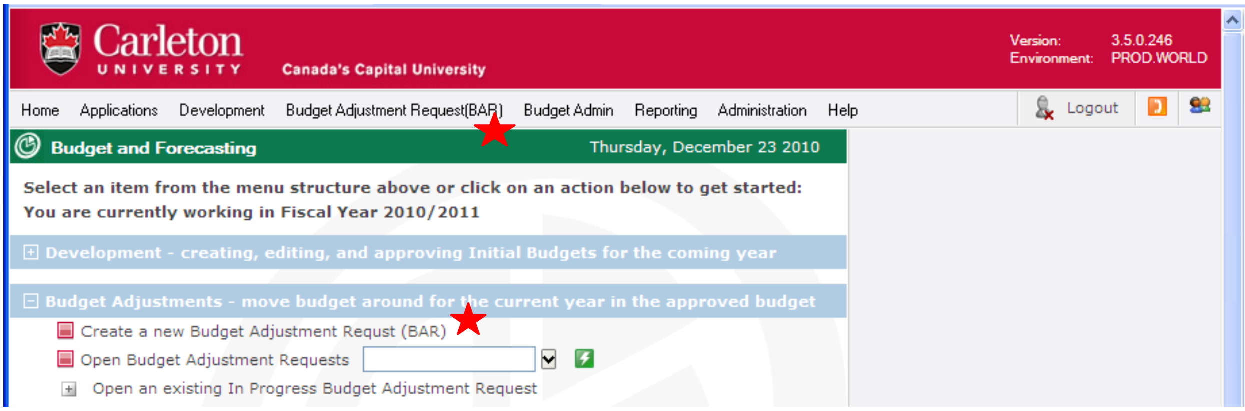
1. Sign onto FAST Portal (www.carleton.ca/fast) with user name (firstnamelastname) and password
2. Select the Budget and Forecasting option from the menu:



3. The fiscal year option box will then appear. Confirm you are in the current fiscal year. The first time you enter it may come up with an older year. Just choose the correct year and hit Submit. It should default to the current year the next time you enter the budget application.

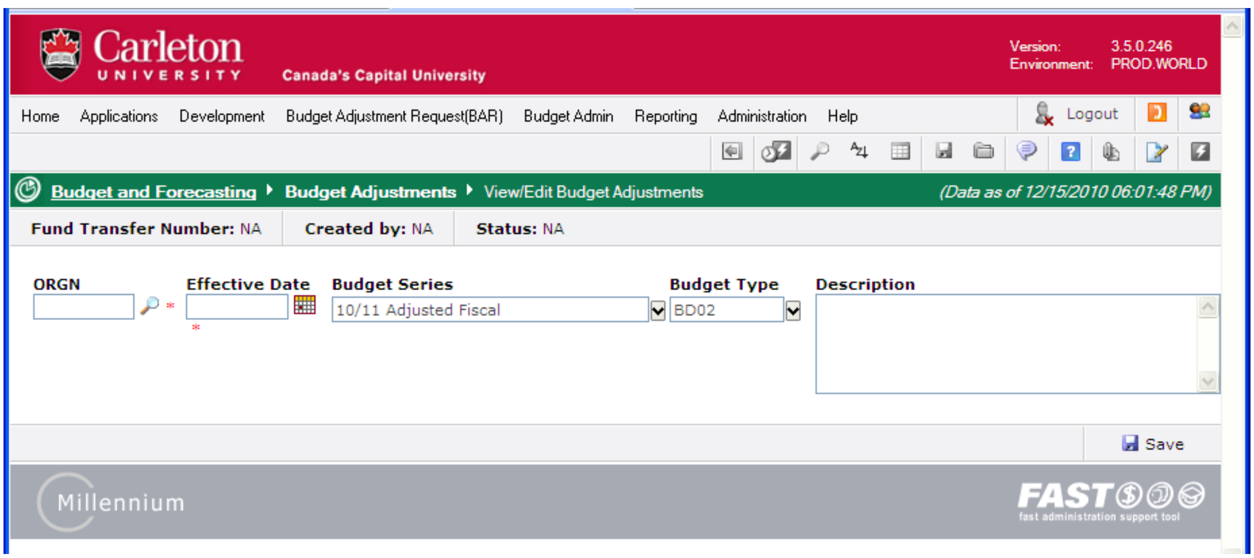


4. To start a new budget adjustment request (BAR), just select the "Create a new Budget Adjustment Request" on the visible options or under the Budget Adjustment Request (BAR) drop down menu.



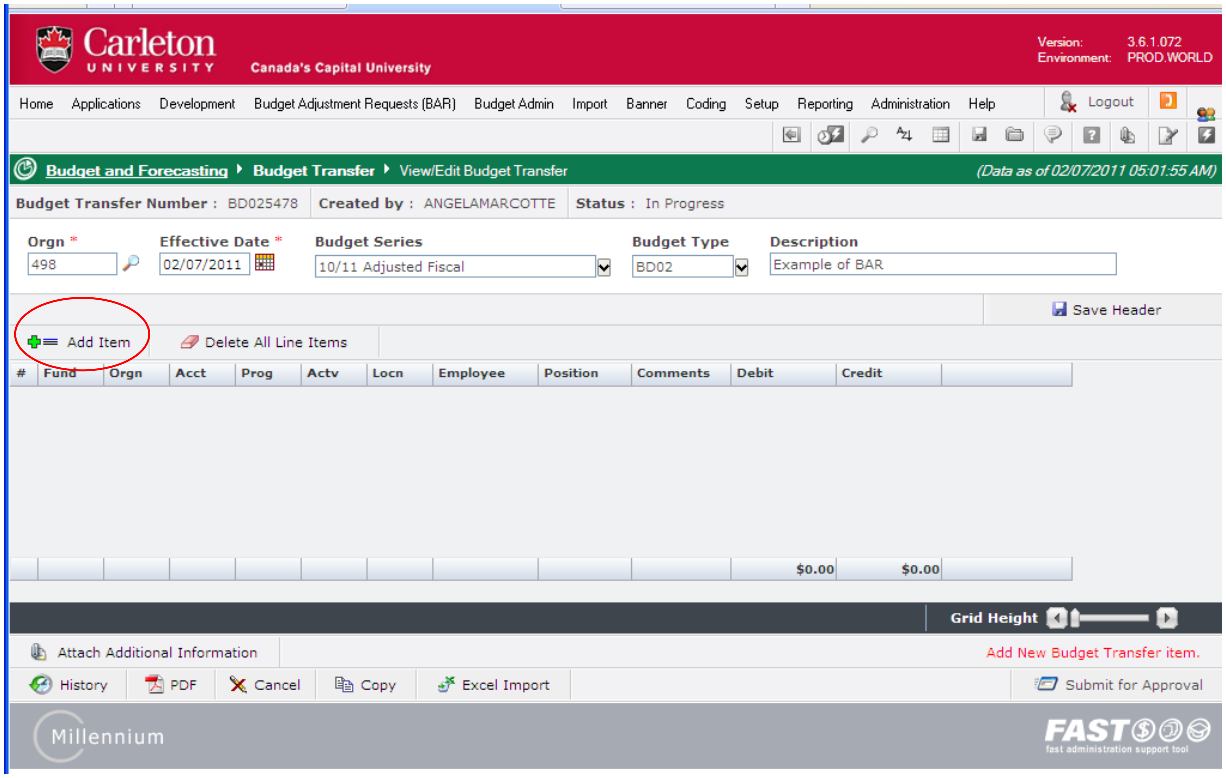
If you have a budget adjustment in process, (ie. You have started it but not yet forwarded it electronically), you will find it under the 'Open' section of the menu.

5. On the following screen, enter your Orgn number (identifies the initiating dept.), the date, and a description to appear on the budget adjustment. You can move from field to field by hitting the tab key.

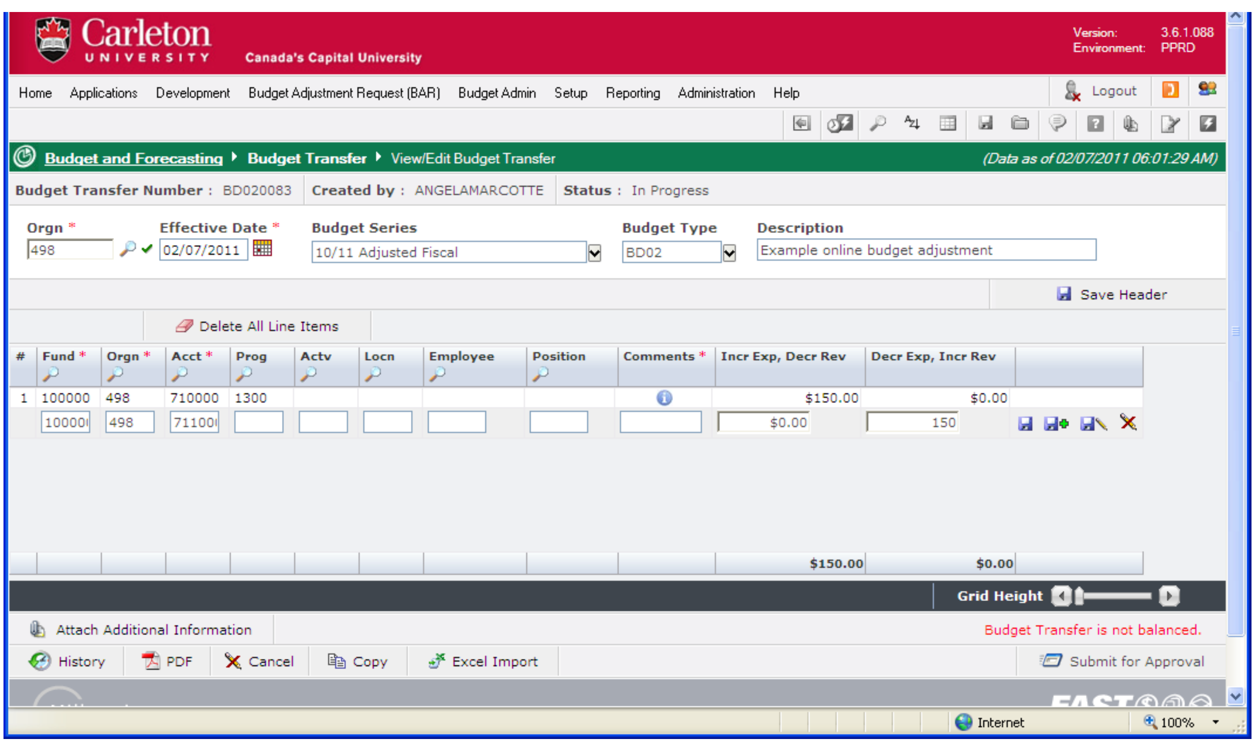


As most BARs are fiscal in nature (ie. One-time adjustments), that is the default for the Budget Series. If you were making a base adjustment, simply click on the arrow for Budget Series and select the Adjusted Base budget series. You do not need to do anything with the Budget Type so just tab over that.

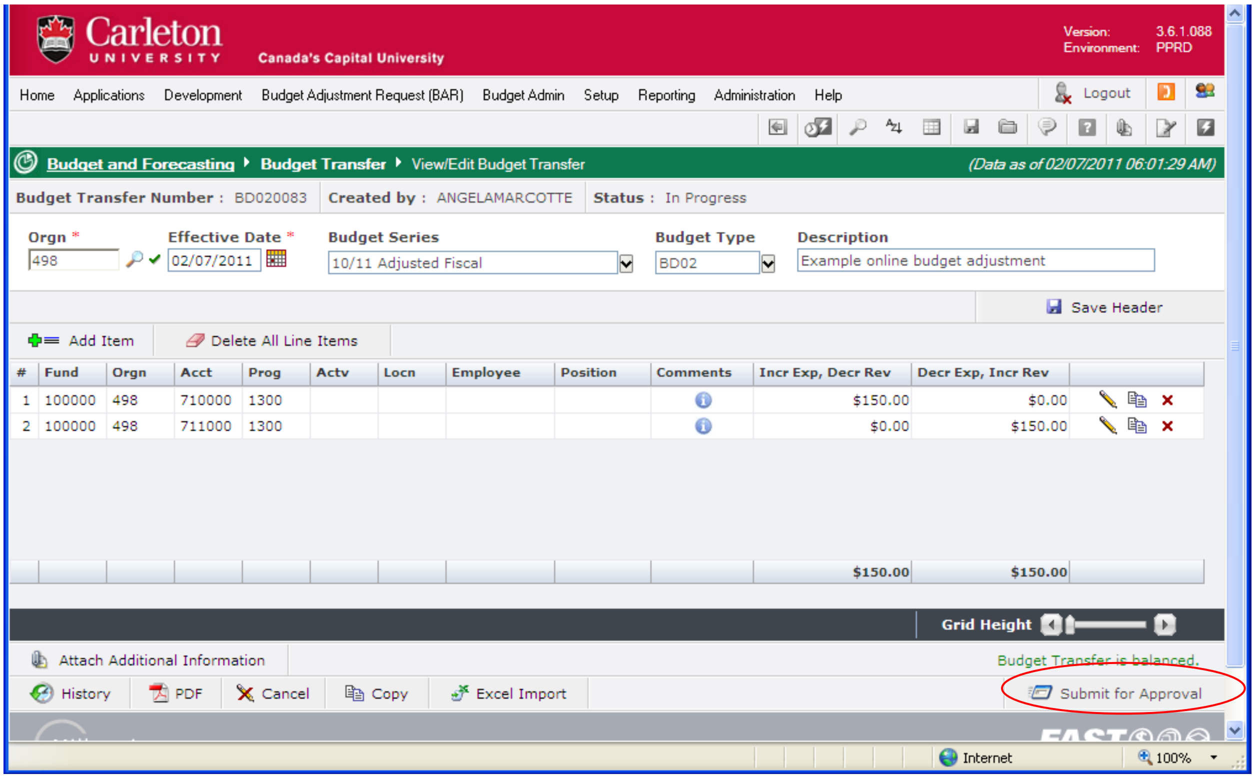
6. Click the Save button to create the new BAR within the system. The information you have saved is called the Header Information. You will now enter the detailed FOAP information and amounts of the budget adjustment in the area just below the main header's Save button. The first line should appear when you hit the Save Header button, but if not, just click the green sign to add a new line.



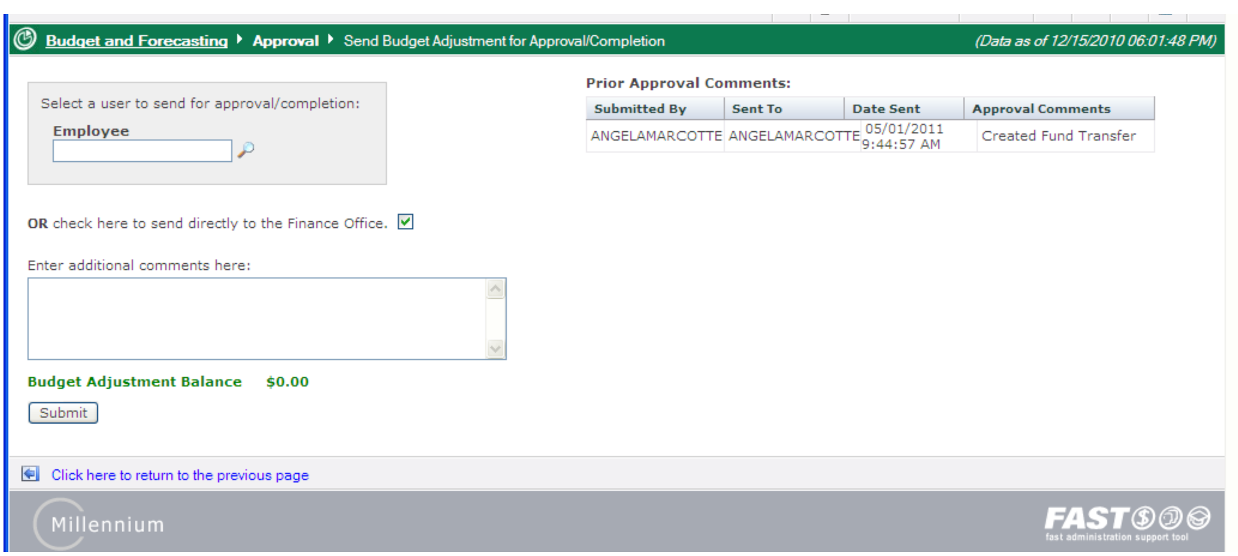
The system provides input areas for the Fund, Org, Acct, Program and Activity code. The Locn field is not used by Carleton, and the Employee and Position fields are for F/T salary adjustments only…so you can ignore these fields. You must input the Fund number (100000 for Operating) and your Org and Account information. You do not need to input the Program code as this will default in once you hit the save button. The only other fields you must input are the comments (just copy it from the head info) and the increase or decrease amount of the account affected in your area. Increases for expense budgets go on the left, the expense account to be decreased goes on the right.



After each line on the right, you have 4 options: you can save and add a line, just save without adding a line, you can delete the line or you can save it and edit the previous line. If you hover your mouse over each icon, it will tell you what the icon means. In the example above, if you click the save icon on the line that was just entered, the status of the Budget Adjustment would change to say it was balanced. The BAR can then be forwarded to the Finance Office for approval:

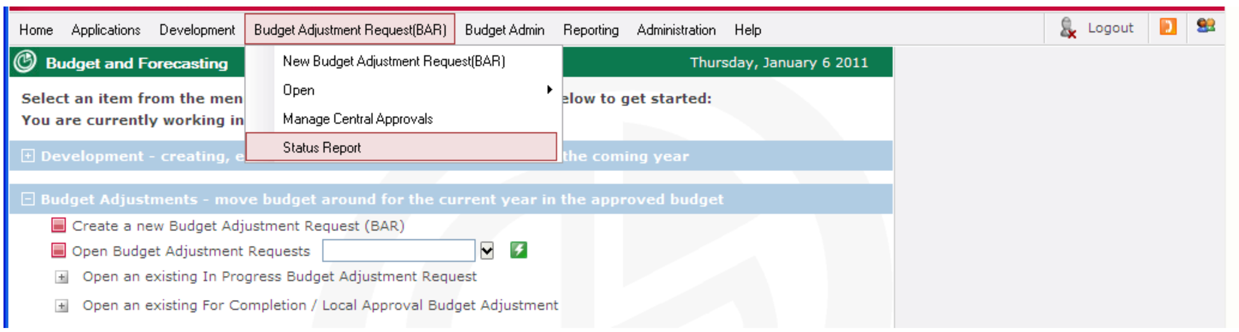


7. Once you select the Submit button, you will then have the option to send it to another employee (if you required approval before submitting to Finance) or you can send it directly to Finance. Once the box for Finance has been ticked, just hit the Submit button.

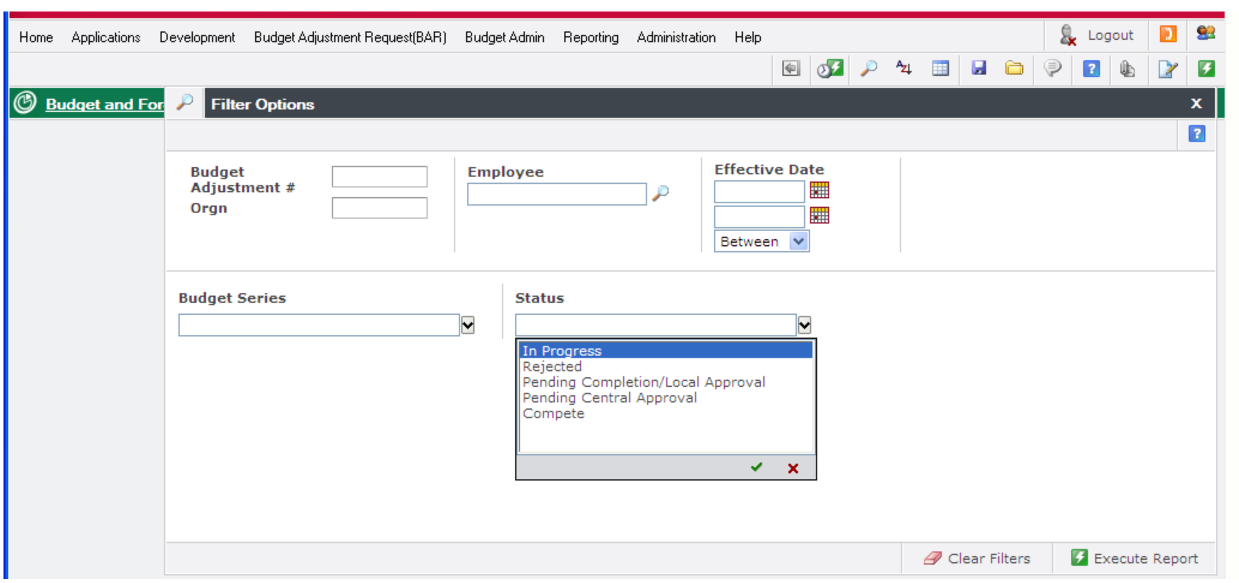


**If you are giving or receiving budget funds from another unit for which you do not have signing authority over, the system will only allow you to input your Fund and Org. You will then have to send the BAR to the person who has signing on the other Org. In these cases, you would just select the employee's name, rather than the Finance Office, and then submit. The person you sent this to would then get an email notifying them that they have a BAR to approve.

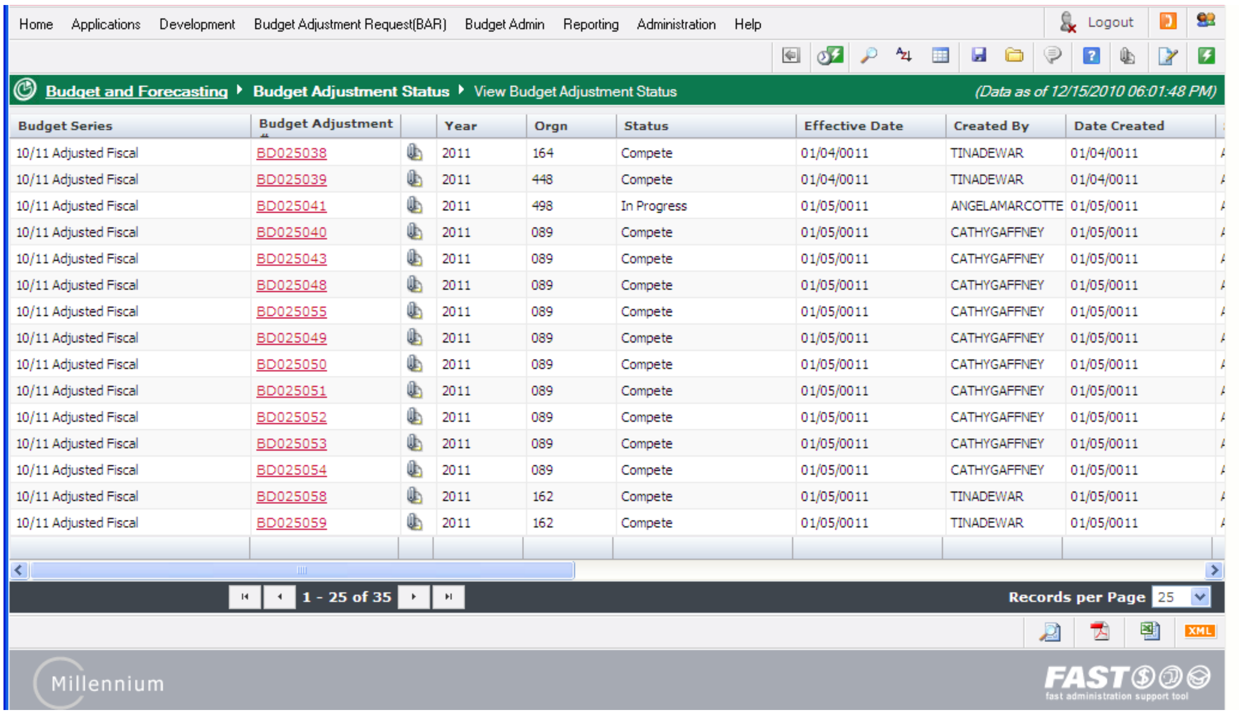
8. You will be able to track any BAR that you have created by using the Status Report. It is found under the Budget Adjustment Request (BAR) menu:



Running the report without any filters will list every BAR you have done since inception of this system. You can filter this information as indicated under the Filter Options. This tool would be very useful when trying to track BARs that are in progress with other people (use the Status option), or to reconcile adjustments that have been processed during a particular month/time period (use the Effective Date 'Between' option):



The results will appear in this format, giving you the status and the ability to click on each adjustment to see the details:



Budget Series	Budget Adjustment		Year	Orgn	Status	Effective Date	Created By	Date Created
10/11 Adjusted Fiscal	BD025038		2011	164	Compete	01/04/0011	TINADEWAR	01/04/0011
10/11 Adjusted Fiscal	BD025039		2011	448	Compete	01/04/0011	TINADEWAR	01/04/0011
10/11 Adjusted Fiscal	BD025041		2011	498	In Progress	01/05/0011	ANGELAMARCOTTE	01/05/0011
10/11 Adjusted Fiscal	BD025040		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025043		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025048		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025055		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025049		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025050		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025051		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025052		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025053		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025054		2011	089	Compete	01/05/0011	CATHYGAFFNEY	01/05/0011
10/11 Adjusted Fiscal	BD025058		2011	162	Compete	01/05/0011	TINADEWAR	01/05/0011
10/11 Adjusted Fiscal	BD025059		2011	162	Compete	01/05/0011	TINADEWAR	01/05/0011

For any questions or assistance, please contact:

Angela Marcotte – ext 8505, or

Tina Dewar – ext 8507