



FAST Applications

Budget and Forecasting User Guide



Updated June 2017

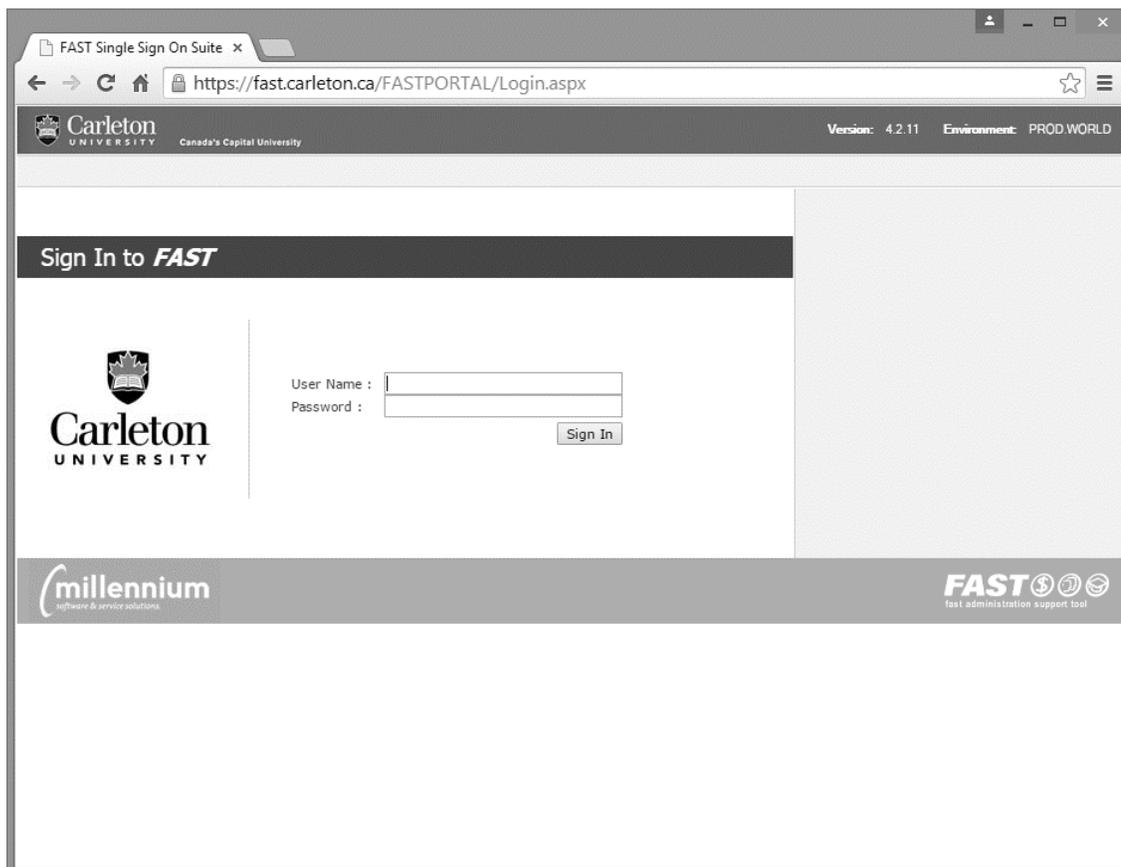
Signing Into FAST

This section will cover:

- How to find and log into FAST
- Your username and password
- How to request access to the system

How to Sign Into FAST and find the Budget and Forecasting Application

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).



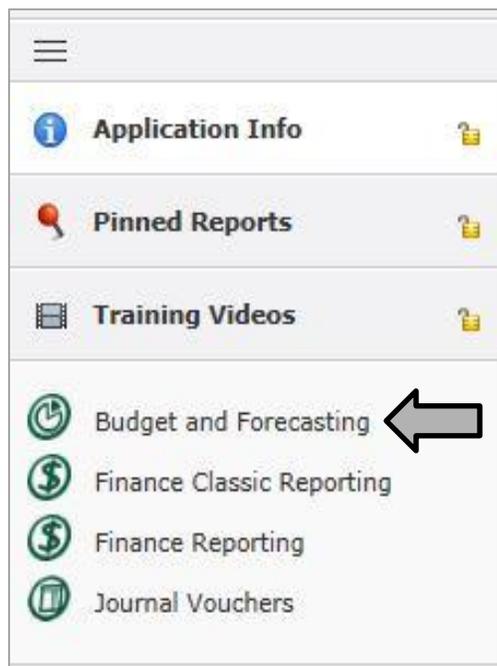
The screenshot shows a web browser window with the address bar displaying <https://fast.carleton.ca/FASTPORTAL/Login.aspx>. The page header includes the Carleton University logo and the text "Canada's Capital University", along with "Version: 4.2.11" and "Environment: PROD WORLD". The main content area features a "Sign In to FAST" header, the Carleton University logo, and a login form with fields for "User Name" and "Password", and a "Sign In" button. The footer contains the "millennium software & service solutions" logo and the "FAST" logo with the text "fast administration support tool".

Logging 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 Home Screen**. The list of the FAST applications that are available to you can be found on this screen. If only the icons are displayed, click the hamburger menu button (i.e. 3 parallel lines) at the top and the menu with the descriptions will open.



If you are unable to log in, you may have encountered one of the following issues:

- The credentials you provided are invalid, either because you entered the wrong user name/password combination, or you have not signed up for MyCarletonOne. Visit <https://myone.carleton.ca> if you experience this issue.
- You do not have access to the FAST Portal. Email financial.systems@carleton.ca to enquire about access.
- Once logged in, if the required application is not listed, you may not have access to the

application. Email financial.systems@carleton.ca to enquire about access.

Remember! Access to FAST Budget and Forecasting is typically granted to employees with financial administrative responsibilities. Access is not automatic, and users must receive training from Financial Services.

Budget Adjustments

This section will cover:

- Purpose and appropriate use of a budget adjustment
- Creating a budget adjustment
- Other document actions and icons
- Submitting a budget adjustment for approval
- Opening and completing an existing budget adjustment
- Checking the status of a budget adjustment

Purpose and Appropriate Use of a Budget Adjustment

A budget is a summary of expected revenues and expenditures for a set period of time. At Carleton University the budget is set at May 1 for the fiscal year May to April. Budget adjustments are used to continually update the budget throughout the year for known expenses. Budgets can be reallocated within a department or transferred from one department to another.

There are two types of budgets: base and fiscal. The base budget represents ongoing University commitments while the fiscal budget represents the short term (i.e. one year) commitments. Adjustments can be made to both the base budget (i.e. for adjustments that are ongoing) and the fiscal budget (i.e. for changes that will only affect the current year).

A budget adjustment must include:

- The date the transaction should be recorded. This date must be in an open accounting period (a period is typically closed, that is transactions cannot be entered, 4 days after the month end),
- Line by line description for the budget adjustment is required
- The accounting string (FOAPAL) for each line item, and
- An increase and/or decrease to the budget.

At Carleton University, budget adjustments are most commonly used for the following:

- reallocating budget within a department
- transferring budget between departments
- within fund 100000 (the University's operating fund)

Budget adjustments **should never** be used for:

- Moving budget from one type (e.g. operating) of fund to another (e.g. special purpose). This can only be done by the Finance Office.
- Adjusting full time salary budgets. This can only be done by the Finance Office.

What is the difference between a journal voucher and a budget adjustment?

A journal voucher is used to create or correct an actual transaction. An actual is a transaction that has occurred in the past. Journal vouchers affect the 'YTD Actual' amount.

A budget adjustment is used to move budget funds from one budget to another. Budget adjustments affect the budget amount (i.e. 'Adjusted Base Budget' or 'Adjusted Fiscal Budget').

At the end of the fiscal year you can examine what actually happened by comparing the 'Adjusted Fiscal Budget' column to the 'YTD Actual' column.

To illustrate the above, this is a screen capture from *FAST Finance Classic Reporting*:

Chart M	Orgn	Business Office	Period	As At	Adjusted Base Budget	Adjusted Fiscal Budget	Apr-2007 Month Actual	Apr-2007 YTD Actual	O/S Commitments	Budget Available	Budget Fav/Unfav
1			Apr-2007	2017/02/22 07:32:AM							
Direct Expenditures											
710		Materials & Supplies	46,755	46,755	39,413	79,518	0	(32,763)	70.1% U		
711		Printing & Duplicating	5,000	5,000	0	18,840	0	(13,840)	276.8% U		
712		Communications	51,944	134,944	0	39,372	0	95,572	70.8% F		
713		Equipment Rental & Maintenance	8,000	8,000	0	12,132	0	(4,132)	51.6% U		
716		Other Operational Expenditures	200	200	0	130,632	0	(130,432)	U		
719		Travel	5,700	5,700	0	9,050	0	(3,350)	58.8% U		
720		Professional Fees	10,000	10,000	0	42,882	0	(32,882)	328.8% U		
723		Equipment & Furniture Purchases	0	0	839	5,675	0	(5,675)	U		
726		Budget Allocations	59,127	5,757,066	0	0	0	5,757,066	100.0% F		
729		Internal Cost Allocations	(35,000)	(35,000)	0	(35,000)	0	0	0.0%		
Subtotal			151,726	5,932,665	40,252	303,102	0	5,629,563			
Total Direct Expenditures			151,726	5,932,665	40,252	303,102	0	5,629,563			

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

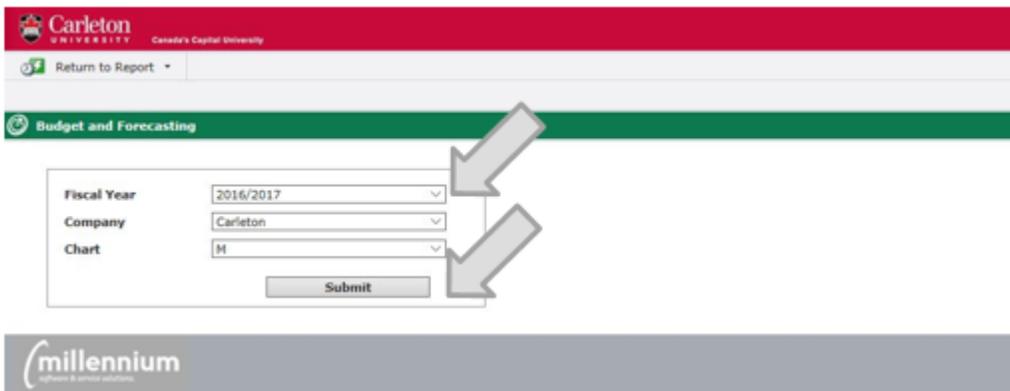
Journal Voucher	Budget Adjustment
Reallocate a transaction recorded in the current year between any FOAPAL element	Adjust budget between any FOAPAL element within the operating fund
Charge/recover internal service fees	Transfer budget to another operating department
All Funds	Operating Funds only (100000)

Remember! Budget transfers between the operating fund (i.e. 100000) and any other type of fund must be requested through Financial Services.

Creating a Budget Adjustment

Once you choose the Budget and Forecasting application, the fiscal year option box will appear. In the 'Fiscal Year' field, confirm that you are in the current fiscal year and click the 'Submit' button.

Remember! Pay particular attention to the 'Fiscal Year' in May when the old year is still open and the new fiscal year has begun.

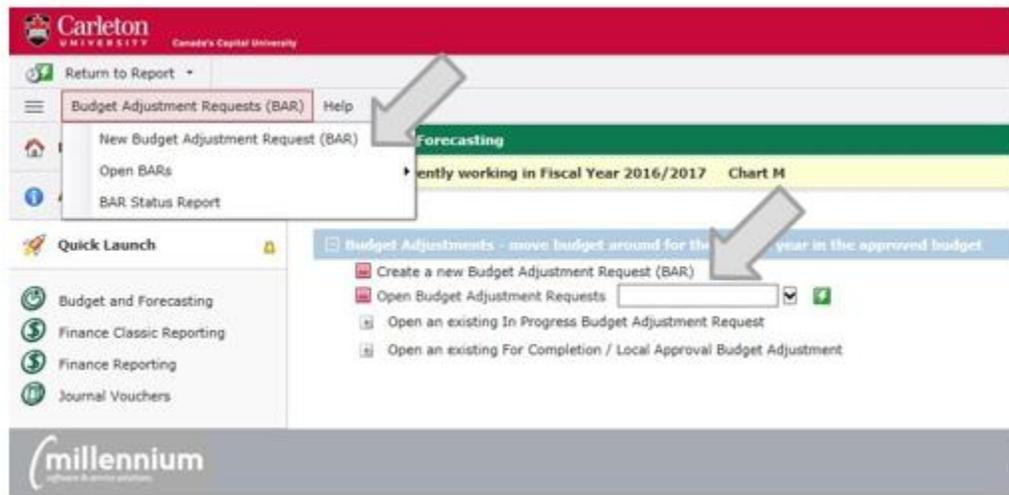


Note: The first time you enter this application, a previous year may be automatically populated in the field. Choose the correct fiscal year from the

drop down menu and click on the 'Submit' button. The next time you enter the application, it will default to the current year.

To begin a **NEW** budget adjustment request (BAR), select the 'Create a New Budget Adjustment Request (BAR)' from the visible options OR from the 'Budget Adjustment Request (BAR)' drop down menu.

Important! If the visible menu does not appear, you must click on the lock icon beside the 'Quick Launch' menu option.



You should now see the header of a new budget adjustment document.

The Header

To begin, you must first complete the header. This is what we call the header:



Orgn: An orgn must be entered. If you do not know the orgn, leave the 'Orgn' field blank and click on the search icon. When the 'ORGN' window opens, leaving the field blank and clicking the 'Search' button returns a list of all orgn to which you have access. Your access is tied to your financial security.

Effective Date: Enter the date of the budget adjustment. This date must be both an open accounting period and must correspond to the fiscal year you chose when you created the budget adjustment (i.e. the date you chose in the first step).

Budget Series: This tab will default to 'Adjusted Fiscal' as most budget adjustments are fiscal in nature (i.e. one-time adjustments). If you are creating a base adjustment click the arrow for budget series and select 'Adjusted Base' budget series. Keep in mind that when you are doing a base budget adjustment you will often need to create a separate fiscal adjustment.

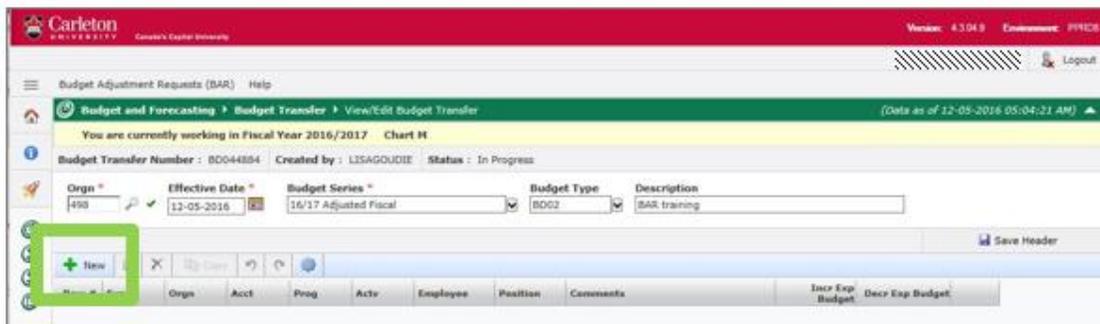
Budget Type: Do not use this field. It will automatically default.

Description: Enter a general description of the budget adjustment. This description will not be automatically carried down to the accounting line/s you will create in the next step.

Once you have completed the required fields, click on the 'Create' button to the right. You can update the header fields any time before it is submitted by clicking on the field. **Remember!** You must save any changes.

The Accounting Details

Once you have created the budget adjustment, the header information will be saved, a document number (BD#) will be assigned, and the accounting line section will open. To enter the first line click the green  button.



The screenshot shows the 'Budget Transfer' form in the application. The header includes 'Carleton University' and 'Version: 4.3.04.9'. The form displays 'Budget Transfer Number: BD044884', 'Created by: LISAGOUDE', and 'Status: In Progress'. The 'Effective Date' is set to '12-05-2016', 'Budget Series' is '16/17 Adjusted Fiscal', 'Budget Type' is 'BD02', and 'Description' is 'BAR training'. A green box highlights the '+ New' button in the bottom left corner of the form.

Using your mouse or the tab key to move between fields, complete the following for each line of the budget adjustment:

Fund: In 'Fund' field, enter 100000.

Orgn: In the 'Orgn' field, enter an orgn. If you do not know the orgn, leave the field blank and click on the search icon .

Acct: In the 'Acct' field, enter the 6-digit account. If you do not know the account, leave the field blank and click on the search icon. For a list of commonly used accounts, visit <http://carleton.ca/financialservices/systems/banner/banner-finance/commonly-used-account/>.

Prog: Leave this field blank. The program will automatically populate when you save the line item.

Actv: The activity field is optional. An activity should only be used in situations where fine-grained reporting is required (i.e. don't put one in just because!).

Employee and Position: Do not use these fields.

Comments: Either copy the description from the header field or enter a new comment for each accounting line.

Incr Exp Budget: For each accounting line, you either have to enter an amount in the 'Incr Exp Budget' or the 'Decr Exp Budget'. Use this field to increase an expense budget or decrease a revenue budget.

Decr Exp Budget: For each accounting line, you either have to enter an amount in the 'Incr Exp Budget' or the 'Decr Exp Budget'. Use this field to decrease an expense budget or increase a revenue budget.

Remember! To completed this step, click on the 'Save edits' button .

There are additional options. Hovering over the icon will provide a description.



Add an additional line/record.



Click on the 'Row #' to highlight it, and then click the 'Delete row' button to delete the highlighted line.



Click on a line to highlight it, and then click the 'Copy' button to copy the highlighted line.



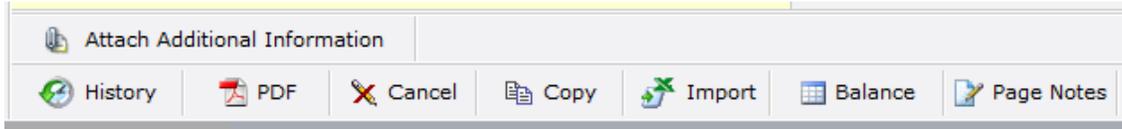
Click on the 'Undo edit' button to erase the last change or 'Redo edit' button to reverse the previous action.

For more information on FOAPAL elements, visit:

- <http://carleton.ca/financialservices/systems/banner/banner-finance/>
- <http://carleton.ca/facts/2015/a-special-tips-from-a-financial-services-insider-series-called-did-somebody-say-foapal/>

Other Document Actions and Icons

Before sending the budget adjustment 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 budget adjustment, you may upload document/s. If you do not want the document to be available for viewing in FAST Finance Classic 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.
- Do not upload screenshots of FAST Finance Classic Reporting.
- Do not upload documentation that has already been stored on a previous BAR or a journal transaction. In this case, simply reference the document number of the previous Bar (BD#) or journal (FJ#) in the description in the header.

History: Click on the 'History' button to view the approval history of a budget adjustment.

PDF: Click on the 'PDF' button to generate a PDF of the budget adjustment. **Note** that all budget adjustments are kept in FAST Finance Classic Reporting and in the Budget and Forecasting application for future reference.

Import: If you have many accounting lines you may choose to enter them in an Excel spreadsheet. This allows for more flexibility (e.g. copy and pasting on a monthly basis). On the last page of this user guide, the Need Help section will have additional resources.

Balance: Click on the 'Balance' button to view the balance of each FOAPAL before and after the budget adjustment.

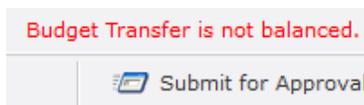
Fund	Orgn	Acct	Budget Balance	This Transfer	Balance with Transfer	Actuals to Date	Commitment to Date	New Balance
100000	██████	710000	\$7,000.00	\$19,000.00	\$26,000.00	\$1,939.23	\$490.98	\$23,569.79

Page Notes: Use this area to elaborate on the purpose of the budget adjustment. These notes cannot be viewed in FAST Finance Classic Reporting.

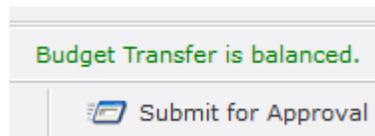
Submitting a Budget Adjustment for Approval

At this point, you have created a budget adjustment (i.e. when you filled out the header and added at least one accounting line item). You can now submit it for approval. Submitting a budget adjustment for approval may be done in the following circumstances:

- You have entered one side of the budget adjustment and need to send it to another user to add their side of the transaction. This will occur as University policy related to financial security will only allow you to enter accounting lines for orgns that you have access to. Note that in this circumstance, the budget adjustment will not be balanced but can still be submitted for approval.



- The budget adjustment is balanced.



Click the 'Submit for Approval' button to proceed. On the next page (screen shot on the next page of this user guide), you will need to choose one of the following options:

Option 1: Send a balanced or unbalanced budget adjustment to another user for completion or review.

Click on the 'select a user to send for approval/completion' radio button. Use the search button  to find the user. Only individuals who have been given access to the Budget and Forecasting application will be listed.

If you frequently send adjustments to the same user, you can add them as a favourite by clicking the 'Add Employee to Favorites' button .

Option 2: Send a balanced budget adjustment to the Finance Office.

Click the 'OR Check Here to Send Directly to the Finance Office' radio button.

Budget and Forecasting Application

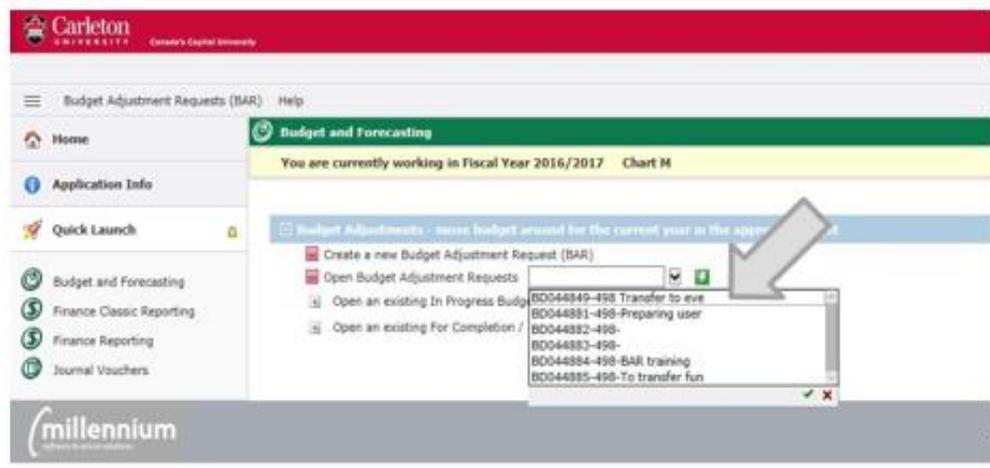
After completing either option 1 or 2, enter any additional comments in the 'Enter additional comments here' (not required) field for the recipient, and click the 'Submit' button.

The screenshot shows the Carleton University Budget and Forecasting Application interface. The header includes the Carleton University logo and the text "Canada's Capital University". The main navigation bar shows "Budget Adjustment Requests (BAR)" and "Help". The breadcrumb trail is "Budget and Forecasting > Approval > Send Budget Adjustment for Approval/Completion". A yellow banner indicates "You are currently working in Fiscal Year 2016/2017 Chart M". The main content area has a section titled "Select a user to send for approval/completion:" with a search box containing "Employee" and a radio button. Below this is an "OR check here to send directly to the Finance Office." with another radio button. A text area labeled "Enter additional comments here:" is present. At the bottom, it shows "Budget Adjustment Balance 0" and a "Submit" button. A footer link says "Click here to return to the previous page".

Opening and Completing an Existing Budget Adjustment

There are two circumstances that require you to complete an existing budget adjustment.

- You have started a budget adjustment but not submitted it. Once you have logged into the application you will see the BD# listed under 'Open an existing in Progress Budget Adjustment Request'. Clicking on the BD# will open the budget adjustment. You can then complete the adjustment and 'Submit for Approval'.



- Someone has sent you a budget adjustment for review or to add the remaining lines of the accounting details. In this case you will receive an email informing you that you have a document for approval. Once logged into the application, you will see the BD# listed under 'Open an existing For Completion/ Local Approval Budget Adjustment'. Clicking on the BD# will open the budget adjustment. To complete the document, add the remaining lines and click on 'Submit for Approval'. At this stage, you will most often select the 'Send directly to Finance Office' radio button, unless you need to 'Return it to the Originator' for revision.

Carleton UNIVERSITY Canada's Capital University

Budget Adjustment Requests (BAR) Help

Home

Application Info

Quick Launch

Budget and Forecasting

Finance Classic Reporting

Finance Reporting

Journal Vouchers

Budget and Forecasting

You are currently working in Fiscal Year 2016/2017 Chart M

Budget Adjustments - move budget around for the current year in the approved budget

- Create a new Budget Adjustment Request (BAR)
- Open Budget Adjustment Requests
- Open an existing In Progress Budget Adjustment Request
- Open an existing For Completion / Local Approval Budget Adjustment

[BD044849-498 Transfer to eve](#)
[BD044910-498 Transfer fundin](#)

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Checking the Status of a Budget Adjustment

You can check the status of your budget adjustment by choosing 'BAR Status Report' from the 'Budget Adjustment Requests (BAR)' drop down menu.

Carleton UNIVERSITY Canada's Capital University

Budget Adjustment Requests (BAR) Help

New Budget Adjustment Request (BAR)

Open BARS

BAR Status Report

Forecasting

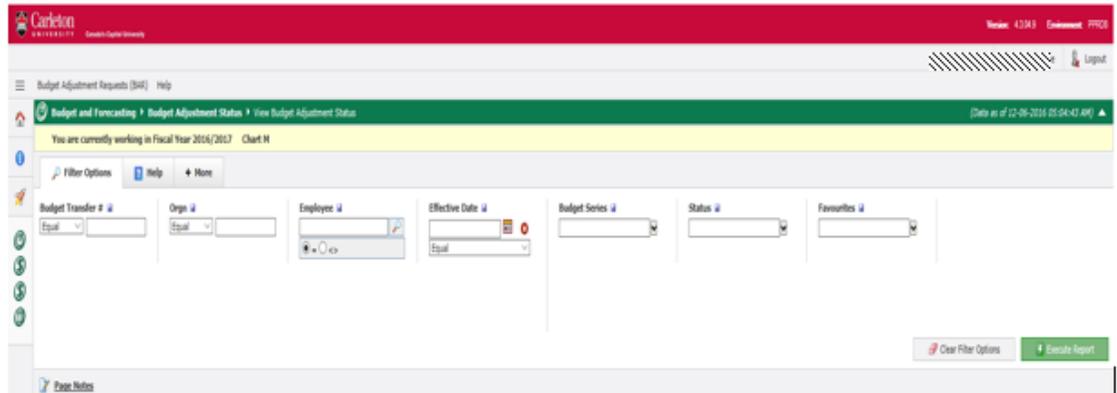
Currently working in Fiscal Year 2016/2017 Chart M

Budget Adjustments - move budget around for the current year in the approved budget

- Create a new Budget Adjustment Request (BAR)
- Open Budget Adjustment Requests
- Open an existing In Progress Budget Adjustment Request
- Open an existing For Completion / Local Approval Budget Adjustment

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Either of these action 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 the 'Execute Report' button will return a list of all of the current year budget adjustments you have created, approved, or those containing 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.



Budget Transfer #: To search for a specific budget adjustment, keep 'Equal' and type in the full BD number. You must use all capitals and no spaces (e.g. BD023565).

Orgn: To search for budget adjustments for a specific orgn, keep 'Equal' and type in the orgn.

Employee: You can search for another user's budget adjustment if you have access to the orgns that were used. Use the search button , and to search by last name.

Effective Date: This is a useful search for finding adjustments that have been processed during a particular month/time period. **Tip:** use the drop down menu and choose **between**.

Budget Series: Select either 'Adjusted Fiscal' or 'Adjusted Base'.

Status: Select budget adjustments that are: In progress, Rejected, Pending Approval, Complete or Cancelled.

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 #	Budget Series	Budget Adjustment #	Parents	Description	Year	Orgn	Status	Effective Date	Created By	Date Created	Submitted By	Approval Open	Date Sent	Approval Comment
1	1617 Adjusted Fiscal	1000000	*	To transfer funds	2017	498	In Progress	12-06-2016	USAGOU01E	12-06-2016	USAGOU01E	USAGOU01E	12-06-2016	Created Budget Tr
2	1617 Adjusted Fiscal	1000000	*	S&B training	2017	498	In Progress	12-05-2016	USAGOU01E	12-05-2016	USAGOU01E	USAGOU01E	12-05-2016	Created Budget Tr

Click on the red document number to view a pdf of the details of the budget adjustment 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 approved for posting. If the Date Central column is blank the budget adjustment has not been posted to FAST Finance Classic Reporting.

Note: Allow 24 hours after the posting date before reviewing the document in FAST Finance Classic Reporting.

Searching for a Budget Adjustment in FAST Finance Classic Reporting

To review a budget adjustment once it has been posted to FAST Finance Classic Reporting, choose 'Finance Classic Reporting' from the main page.

From the 'Desired Option' list, click on the 'Document Lookup' option and click ENTER.

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

Chart: M Use Multiple Charts

Fund:

Orgn:

Acct:

Prog:

Actv:

Fund Type:

Acct Type:

Period: Jan-2017 (Open)

Desired Option: Document Lookup

Help [Click Here For Tutorial](#)

To search for a specific budget adjustment, enter the exact 8-digit document number.

Document Lookup | Chart(s) selected: M

Enter Document Number(s) (do not use spaces, separate document numbers with ";")

BD023465

Submit

Clear Form

Results of this search will be based on your financial access.

Need Help?



For technical issues, email Financial Systems at financial.systems@carleton.ca. For assistance with the FAST Budget Adjustment application 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.