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Budget Development Training Manual: Contents

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General Information

Budget Development refers to the steps/process undertaken annually whereby the end result is a budget balanced to the budget as approved by the Board of Regents. The user can input their numbers to balance to the assigned departmental allocation.

Budgeting Salaries – Calculation of Fringe Benefits

- When an amount is entered for a permanent account code, the benefits automatically calculate and post to 64900 FB Budget Full Time. When an amount is entered for a contractual account code, the benefits automatically calculate and post to 64901 FB Budget Contractual. Accounts 64900 FB Full Time and 64901 FB Budget Contractual roll up to the pool account, 640A Employee Benefits.

- The Burden Percentages have been established by the Budget Office based on actual expenditures incurred in the previous fiscal year. The rates are set for each salary and salary pool account and are evaluated annually.

- Departments can adjust the Fringe Benefit Budget by adding positive or negative records to the 64900/64901 Accounts for any Fund and Organization combination.

- As of April 1, 2011, departments are responsible for the Fringe Benefits expenses related to an employee’s salary.

Data Refreshed from Banner

- Actual data reported in FAST is refreshed nightly from Banner.

- The green Information Bar in the FAST System reports the date and time of the data refresh for your reference (e.g. Data as of 18/02/2021 06:01:09 AM).
FAST Access and Sign in

Access the FAST system at [https://fast.mun.ca/FASTPORTAL](https://fast.mun.ca/FASTPORTAL). The following sign in screen will appear.

![Sign In Screen](image)

Enter your Banner User Name and Password (if your password has expired, you must change it in Banner before signing into FAST). Click on the Sign In block and the Application Screen will appear.

*Note:

If your password has expired, you must change it in Banner before signing into FAST.
The Application Screen will appear as shown below.

From the Application Screen below, select **Budgeting and Forecasting** (arrow to indicate) from the **Menu** on the **left side** of the screen.

Click on the Pie Chart shaped button
Select Fiscal Year & Chart

After you open **FAST Budget and Forecasting**, you are required to select the fiscal year and chart you want to work on.

1. From the **Fiscal Year** list, select the budget year you are working on (e.g. 2021 for fiscal 2020-21).

2. From the **Chart** list, select the chart you are working on (**CHART M**).

3. Click **Submit** to open the Budget and Forecasting home page and menus.

*Note:*

The fiscal year will **not** automatically reset to the current fiscal year, the block will show the last fiscal year you viewed. Please ensure you review the fiscal year each time you access Budget and Forecasting.

Budget development entries should only be submitted in the current fiscal year; however, you can view entries completed in previous years by selecting a prior fiscal year on this page.
Home Page and Menu

On the FAST Budget and Forecasting home page, all menus you have been granted access to will display to the left of the Applications menu.

Tabs

There are seven tabs on the FAST Budget and Forecasting home page.

- **Home**: Takes you back to the homepage.
- **Application Info**: Information for FAST Budget and Forecasting specific to MUN.
- **Quick Launch**: Links to pages that you will use on a regular basis. Expand a section and click links or select an item to take you immediately to the page you want to work on.
- **Dashboard**: View and manage graphs and reports that are displayed on your Dashboard.
- **Pinned Reports**: List of saved pinned reports and graphs.
- **Training Videos**: View training videos produced by Millennium.
- **My Schedule**: Schedule Pinned Reports to be produced and sent at specified times.

You can make one of the tabs the default for when you open the FAST Budget and Forecasting home page. Just click the unlock icon 🗝, it changes to aacula indicating it is now the default. The unlock icon 🗝 is then removed from the other tabs. If you no longer want a tab to be the default, click the 🗝 and the six tabs change back to the 🗝 icon.

The FAST Budget and Forecasting home page has a Quick Launch tab (shown below) with links to pages that you will use to develop your departmental budget and prepare budget transfers. You can expand a section and click links or select an item to take you immediately to the page you want to work on.
Home Page and Menu

The following options are detailed on the screen and are available to you:

**Budget Development**
- Development Entry – enter, view and edit budget at the detailed transaction level for a specific FOAPAL

**Budget Transfers**
Prepare a new budget transfer, open a budget transfer, view Status Report
Development Entry

This option allows you to enter, view, and edit the budget at the detailed transaction level. When adding a budget development transaction, you can select accounting codes (Banner FOAPALS), an employee number and position, enter a description, development category, and budget type.

1. From the Development menu, click Development Entry or click on the Development Entry option detailed on the screen. The following screen appears. You can enter filters here or select Execute Report.

The Development Entry screen which will allow you to Add/View/Edit Budget Entry Records will appear as below:
2. On the top left of the screen, click + New to open the data entry form. The following screen will appear. All fields appearing in red are mandatory (i.e. Dev Series, Fund, Orgn, Acct, DevCty, Description, Amount).

3. In the **Dev Series** search box, choose the relevant Dev Series.

4. In the **FUND** search box, type or search for a fund code.

5. In the **ORGN** search box, type or search for an organization code.

6. In the **ACCT** search box, type or search for an account code.

7. In the **Actv** search box, type or search for an activity code or leave the field blank.

8. In the **Position** search box, type or search for a position or leave the field blank.

9. In the **Position Status** search box, choose a status from the dropdown menu or leave the field blank.
10. In the **Emp #** search box, type or search for an employee number or leave the field blank.

11. In the **EE Class** search box, choose a class from the dropdown menu or leave the field blank.

12. In the **Salary Band** search box, enter the salary band or leave the field blank.

13. In the **Salary Step** search box, enter the salary step or leave the field blank.

14. In the **Position Dept** search box, choose a department from the dropdown menu or leave the field blank.

15. In the **DevCty** search box, choose a development category from the dropdown menu.

16. In the **Description** box, type a description about the transaction.

17. In the **FTE** box, type an FTE amount or leave the field blank.

18. In the **Amount** box, type the amount required for the appropriate FOAPAL.

19. In the **Additional Comments** box, type any additional information or leave the field blank.

20. Click the Save Button ( ) to save the transaction.

**Automatically Populated Fields are:**

- Org Desc
- Acct Desc
- Posn Dec
- Emp Name
- Job Comments
- Created by
- Date Created
- Updated by
- Date Updated
- Transaction Log
From this screen, you can scroll down to:

- Add another budget record by selecting + New.
- Save the report options as a Pinned Report by selecting Save as. This will save the current screen report options under the Pinned Reports tab on the main Budget and Forecasting Screen.
- Create a PDF of the transactions reported on the screen by selecting PDF.
- Export the transactions to Excel by selecting Excel.
- Delete the record by clicking on the Row # and then the X icon.

Draft Entries and Finalization

All of the budget detail information you enter is essentially in draft format. You can edit amounts, FOAPAL information, etc. as required. Draft entries are denoted by a yellow dot in the third column and can be changed by the unit. Entries that have a green dot have been approved by the Budget Office and the unit is unable to make changes (i.e. fringe benefit records, position records, etc.). If an entry is approved but not rolled to Banner, the Budget Office can make changes to the record.

To delete a draft entry entirely, click on the applicable line under the “Row #” column. The “X” icon will appear as red. Click the red X and then click the save icon.
To copy a draft entry, which can be useful when entering data with the same FOAPAL, click on the applicable line under the “Row #” column. The “Copy” icon will become accessible. Click the Copy icon, a new duplicate line will appear, and edit the line as required.

You are also able to create entries through using the auto populate function by clicking the icon. This option will populate fields in the new line based on previous line.

Should you need to delete or edit an entry that has been finalized and rolled to Banner (i.e. a green dot entry), reversing entries will need to be completed and rolled to Banner to amend the incorrect record(s).

When you have completed your budget entries, please contact the Budget Office and they will approve the records and roll them to Banner.
There are alternate ways to view and enter your budget. You can view your overall budget or a budget for a particular org or account by using the Summary by Hierarchy. You can enter budget information by using the Summary by Account. Both options will show the current fiscal year budget in comparison with the budget information for the last three fiscal years.

**Summary by Hierarchy**

There are two ways to view budget information in the Summary by Hierarchy. You can click “View development data by drilling down through GL hierarchy” or you can click Development - Development Budget - Summary by Hierarchy through the grey tool bar. Both options are shown below.

The Summary by Account option begins on Page 16
When accessing the report you are presented with a filter options page. Here you are able to filter by none, one, or more categories. For example, you can view all information for your operating fund, in your roll up org or in a particular org, and/or by an account.

In the search box for the category(ies) you wish to use, type or search for the applicable item.

The “Sum By” category allows you to pick the level of detail you will see in the report (e.g. by org or by account). This can also be adjusted within the report as shown below.

Please ensure the Fiscal Period is always 12-Mar. You can save this filter option by clicking the save icon.

When you have selected the filters you’d like, click execute.
Here you can see your budget records for the current year and previous 3 fiscal years. The report will show you base budget and actuals for each year, as well as the variance for the immediately preceding previous year between the adjusted budget and actuals, which may help you identify budget gaps.

By selecting the drop down box with the number 1 you are able to drill down into further account details by selecting 2, 3, etc..

By selecting the drop down box “By” you can view your information at the FOAPAL levels (e.g. by fund, by orgn, by account, etc.).
Summary by Account

In the Summary by Account screen, you can view the information similarly to that in the Summary by Hierarchy; however, this screen is data-enterable, so you can key your budget details. You can view your budget information at the roll-up org level; however, you cannot enter data at this level, you must select a specific data-enterable Orgn.

When accessing the Summary by Account, as shown on Page 12, the Filter Options page will appear. Here you are able to filter by none, one, or more categories. For example, you can view all information for your operating fund, in your roll up Orgn or in a specific Orgn, and/or by an Account.

In the search box for the category(ies) you wish to use, type or search for the applicable item.

When you have selected the filters you need, click execute.
The report will present the information at the detailed account level. Below is a sample of the screen that will appear below:

For any FAST report you can click on any number or detail that is in blue font, which will generally bring you to another screen where you can drill deeper into the information presented. For this screen, if you click on a blue number for a previous year, you will go to a page that holds the backup information relating to that number (e.g. Budget Transfers, Base Budget records). However, when you click on a blue number in the Base Budget column for the current year, there will be a pop up box where you are able to enter in your budget details.
After you have chosen your data-enterable Orgn in the Filter Options, you will enter your budget details for the current fiscal year in the last column to the right, in this case Base Budget 20-21. To do this you click on the blue number for the applicable account level (e.g. 73508) and key your data. Budget details can be entered at the roll up account level when and if required (e.g. 700A).

You are required to key in the “red” fields. If you click “drilldown to detail” in the blue font, you will be brought to the Development Entry page as described above. If you are keying for any of the Salary and Benefit Accounts (600 Series), a popup will appear; however, you will have the option to key additional details such as Position and Employee Number, Salary Band and Step, etc.

When you have completed your entries, you can view your overall budget by using the Summary by Hierarchy as outlined above. This will be useful to determine if your budget is balanced.

*Note:

For Academic units, your PDTER Orgn does not roll into your units roll up Orgn (e.g. 40B); therefore, when you’ve completed your budget entries, your roll up Orgn should be out of balance from your budget allocation by the amount allocated to your PDTER Orgn.
You may have noticed a tab at the top of your reports titled + More. This tab provides a few additional options; however, the main selection you may wish to use here is “Advanced Options”. By clicking on + More and then on Advanced Options (shown below), you are able to alter the columns you are viewing.

You can remove or re-add columns by clicking on the blue check box and then clicking Execute Report. This may be helpful if you only wish to view the current year or the current and immediately prior year for example.
Appendix A: Field Options

Dev Series:

This column will have several options, the majority of which are for Budget Office use only. You will select the line that says “Base Budget” for the current fiscal year. This will be the first choice in the drop down box.

Dev Category:

This column will have several options, the majority of which are for Budget Office use only. The main options you will use are:

- BBRD – Base Budget Reduction: used by the Budget Office.
- BBUD – Base Budget Allocation: used by units for all entries.
- SF02 – Salaries-Faculty (Incr N): used by the Budget Office when keying Faculty salaries for which increases are funded by the unit.
- SF04 – Salaries – Fac Mkt (Incr N): used by the Budget Office when keying Faculty market differentials for which increases are funded by the unit.
- SFLU – Salaries – LUMUN: used by the Budget Office when keying LUMUN salaries.
- SS02 – Salaries-Staff (Incr N): used by the Budget Office when keying Staff salaries for which increases are funded by the unit.
- STIP – Salaries – Stipends: used by the Budget Office when keying Faculty stipends.

Descriptions & Additional Comments:

These fields should be descriptive and meaningful. For example when keying a contractual salary you could state One-time for Project.