FAST Budget and Forecasting
Budget Transfers
Training Manual

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FAST Budget and Forecasting
Budget Transfers

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General Information

Once a departmental budget has been balanced and posted to Banner Finance, departments have the ability to transfer budgets between Organization and Account Codes. For example, a reallocation of budgeted funds can be made from Materials and Supplies (Pool Account 700A) to Travel and Hosting (Pool Account 760A) or to Minor Furniture Purchases (Minor Account 70003). Budget Transfers are also used to provide one-time funding from one department to another.

A few points to remember about Budget Transfers:
- Budget Transfers cannot cross Funds (For example, Fund 100001 to Fund 190000 is not permitted).
- Budget Transfers must balance (Debits=Credits) before it can receive final approval from the Budget Office and be posted to Banner Finance and FAST Reporting.
- Budget Transfers are reflected in Adjusted Budget (Original Budget + Budget Transfers = Adjusted Budget).

There are 2 Budget Type Codes which can be used to process Budget Transfers:
- BD01 Base Budget (used only by the Budget Office)
- BD02 Budget Adjustments

* Only the BD02 code is available for selection and use when preparing Budget Transfers in FAST Budget.

Once a Budget Transfer is approved by the Budget Office it is posted to Banner Finance and FAST Reporting and it is reflected in the Adjusted Budget.

A Department cannot Transfer Budget to or from a FOAPAL which they do not have access to.
Accessing and Signing into FAST

Access the FAST system at https://fast.mun.ca/FASTPORTAL. The following sign on screen will appear.

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.
**Application Screen**

The Application Screen will appear as shown below.

From the Application Screen below, select **Budgeting and Forecasting** from the **Menu** on the **left side** of the screen.

![Application Screen Image]
Selecting a Fiscal Year, Company, and Chart

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

1. From the Fiscal Year list, select the budget year you are working on, for example 2011-12.
2. From the Company list, select the company you are creating budgets for (MUN).
3. From the Chart list, select the chart you are working on (CHART M).
4. Click Submit to open the Budget and Forecasting home page and menus.
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 a 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 above) 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.

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

**Budget Development**

- Development Entry with Actuals, Development Entry, Excel Import

**Budget Transfers**

- Prepare a New Budget Transfer, Open Budget Transfer
Budget and Forecasting: Quick Launch: Budget Transfers

Creating the Header Record

1. From the Budget Transfer menu, select the New Budget Transfer option; or click on the Prepare a New Budget Transfer option detailed on the screen.
The following screen will appear:

2. In the **Orgn** box, type or search 📝 for an organization code.
3. Select an **Effective Date**. You can enter the current date by pressing the space bar while in the Effective Date box or you can select the date by clicking on the ⏰ icon next to the Effective Date box.
4. Select a **Budget Series** from the list. For example 2015-16, you will use **2015-16 Budget Transfers**.
5. Select a **Budget Type** from the list. Only enabled budget types are in this list. **Departments should use the BD02 Code**.

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6. Type a meaningful **Description** for the budget transfer. The screen will look like the below.

7. Click **Create**.
The following happens:

- The header record is greyed out.
- The Budget Transfer Number is assigned with a prefix of BT.
- Created By displays your username.
- The Status displays as In Progress.
- Click the New Icon to enter accounting lines.
- Add New Budget Transfer displays in red.

After you have created the header record, you can

- manually add coding to the budget transfer
- return at a later date to add the information
- attach additional information
- import budget transfer data from Excel
FAST Budget and Forecasting
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Manually Adding Detail Line Coding to the Budget Transfer

1. Click the New Icon to open the budget transfer detail line.
2. Add the budget transfer accounting codes (Fund, Orgn, Acct, Prog, Actv, Locn), by doing one of the following (required codes are marked with a red asterisk *):
   - Click to search for the code; or
   - Type the code and press TAB. If the code is invalid, the field will be blank when you press TAB.

   - Fund, Orgn and Acct are mandatory
   - Prog is not required. If you leave it blank, the Banner Default Prog Code will populate when you save the budget transfer line detail.
   - The Acct code is case sensitive. Therefore, if you use a Pool Account, such as 700A, you need to use a capital Letter A.

3. The Employee Code is optional. Leave blank or you can search for Employee.
4. The Position Code is optional. Leave blank or you can search for Position.
5. Add Comments. This is what will appear as a Description in Banner.
6. Leave the FTE box blank as this is used by the Budget Office for Budget by Position.
7. In the Increase or Decrease text box, type an amount.

   - If you use an Account Code for which a Burden Calculation applies (Salary Accounts), an additional budget transfer detail line will automatically populate on the budget transfer with the Calculated Burden amount. You cannot edit, copy or delete this budget transfer detail line.

8. Do one of the following:
   - To save the budget transfer detail line, click .
   - To create another budget transfer detail like, click the New Icon again.
   The following happens:
   - The first column displays a line number.
   - Budget transfer is not in balance displays in red, and once you add one or more lines with balancing debit or credit amount Budget Transfer is balanced displays in green.
   - The Save, Delete, Copy, Undo, Redo, Auto Populate buttons open above the accounting lines.
A completed balanced Budget Transfer will look like the following:

You can:
- **Edit** the budget transfer line detail by clicking on the field that you wish to edit.
- **Delete** the budget transfer line detail by clicking on the Row # and then clicking the ✗ Delete Icon and then clicking the 保存 Icon.
- **Copy** the budget transfer line detail by clicking on the Row # and then clicking the ☤ Copy Icon.
- **Undo** a change by clicking the ⌃ Undo Icon.
- **Redo** a change by clicking the ⌃ Redo Icon.
- **Auto Populate** a budget transfer line by clicking on the Row # and then clicking the ☤ Auto Populate Icon.

Once you have completed entering the budget transfer line detail, there are multiple options available to you:
- Attach a file to the budget transfer
- Review the history for this budget transfer
- Open the budget transfer in PDF format
- Cancel the budget transfer
- Copy the budget transfer
- Submit the Budget Transfer for approval
- Import (additional) data from an Excel spreadsheet
Attaching a File to the Budget Transfer

1. Click the Attach Additional Information icon. The Attachments section opens listing the Document Reference ID.
2. Click 📄 to attach a file. The Document Reference is filled in and the screen will appear as below.

3. Type any Document Comments.
4. Click Browse and find the Path to the Document on your computer.
5. Select the check box if you want to Make the attachment confidential (so it will not be shared with other systems). It is recommended that you do not select this check box. If you do, the attachment will not be available for your reference in FAST Reporting.
6. Click Upload File. The document is added to the list. Only the first 30 characters of the filename displays.
7. To close the Attachments section, click Hide Attachments or Attach Additional Information.

Options in Attachments dialog box:
- Click the file name if you want to open it.
- Click the small ✗ (on the far right) to delete the file if you no longer want it attached to the record/transaction.
You can only copy a budget transfer that has a status of *In Progress*. The copy icon is disabled when the budget transfer status is other than In Progress.

After you copy the budget transfer, you can edit the data.

**To copy a budget transfer:**
1. On the **Budget Transfer** menu, click **Open | In Progress**, then the budget transfer number.
2. At the bottom, click the copy icon. The page refreshes and the Budget Transfer opens with a new number.
3. In the header record, you can change any of the following:
   - Orgn
   - Effective Date
   - Budget Series
   - Budget Type
   - Description
4. Click **Save Header**.
5. You can do any of the following:
   - Click **New** to add more budget transfer line transactions.
   - Click on the field you wish to edit in order to change budget transfer line transactions.
   - Click on the Row # and then click the Delete Icon and then click the Save Icon to delete a budget transfer line transaction.
Submitting a Budget Transfer for Approval

After you have finished adding the coding for the budget transfer you can submit it to another employee for departmental level approval or directly to the Associate Director, Budgets, Budget Office for final approval. An e-mail is sent to whom you select and the status of the budget transfer is set to Pending Department Approval or Pending Central Approval.

Final Approval for all Budget Transfers is determined by the Associate Director, Budgets, Budget Office.

To submit a budget transfer for approval:
1. Do one of the following:
   - If you have just added coding, continue with Step 2.
   - On the Budget Transfers menu, click Open | In Progress, then the Budget Transfer number.
2. You can click to view the Approval History and any related comments (bottom left).
3. Click Submit for Approval. The following screen appears.

4. To submit the budget transfer for approval, do one of the following:
   - Search for an Employee to approve it.
   - Select the check box to send it directly to Budget Department (Associate Director, Budgets, Budget Office).

- To get a listing of all available users, enter u in the Employee ID field and select the search box.
- The Last Name search option actually searches based on the first name (not Last Name as displayed) and the spelling has to be exact. If you want to search for someone whose first name begins with a B, it is recommended that you enter a B in the Last Name box and press search.
- If the Employee that you want to submit the budget transfer to is not listed, they have not been assigned access. (Contact the Budget Office.)
5. In the text box, you can type **additional comments**.

6. You can click the link to **return to the previous page**, but you must do so before you submit the budget transfer.
7. Click Submit. The Budget Transfer successfully submitted message displays. Click OK to remove the message box.
Editing a Rejected Budget Transfer

After a budget transfer has been submitted for approval, it may be rejected. You will receive an e-mail message advising you of the rejection and budget transfer number. You can then reopen the Budget Transfer, change the coding and/or amounts and resubmit it for approval.

To edit a rejected budget transfer:
1. On the Budget Transfers menu, click Open | Rejected then the Budget Transfer number. The Status displays as Rejected.

At the bottom left, you can click to view the Approval History and any related comments.
2. In the header record, you can change any of the following:
   - ORGN: Click search to find a code.
   - Effective Date: Click the calendar icon to select a different date.
   - Budget Series: Select a different series from the list.
   - Budget Type: Select a different type from the list.
   - Description: Type a different description.

3. If you make any changes in the header record, you must click Save Header.

4. Click on the field you wish to edit in order to change budget transfer line transactions.

5. To change the accounting codes (Fund, Orgn, Acct, Prog, Actv, Locn), do one of the following (required codes are marked with a red asterisk *):
   - Click on the field you wish to edit and then you can click to search for the code.
   - Type the code and press TAB. If the code is invalid, the field will be blank when you press TAB.

6. Change or add Comments (optional).

7. In the Increase or Decrease text boxes, type the amount.

8. Do one of the following:
   1. To save the transaction, click .
   2. To add another transaction, click New.

9. Once you are finished making the required changes, follow the steps for Submitting a Budget Transfer for Approval.
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Submitting an Unbalanced Budget Transfer for Approval

A Budget Transfer will not receive final approval until it is balanced. However, there are circumstances when a department will send an unbalanced Budget Transfer for additional input and approval. This will occur in the following situation:

1. Department is requesting a Budget Transfer from Carryover.
   - Departments do not have access to the Carryover Orgs in Banner and therefore cannot enter the Carryover Org into the Budget Transfer. In this case, the department will complete the side of the transfer indicating where the budget will be transferred to (or from in the case of a Cumulative Carryover Deficit), submit the transfer to the Budget Office for approval with comments indicating that a transfer from carryover is being requested. The Budget Office will complete the budget transfer line coding with the Carryover FOAPAL and approve the Budget Transfer.
**Status Report**

You can search for and list budget transfers using report options. You can check the status of your budget transfer, open a PDF, attach a file, or change the approver for a budget transfer.

To view a status report:
1. On the **Budget Transfers** menu, click **Status Report**.
2. Select Filter Options and click **Execute Report**. All budget transfers matching your selected filters are in the list.

3. In these columns, you can do the following:
   - **Budget Transfer #**: Click the number to open and view the budget transfer in PDF format.
   - ****: Open the list of attachments or attach a file to a budget transfer; a red asterisk * next to the icon indicates a file is attached to the requisition.
   - **Status**: View the status of your budget transfer.
   - **Approval Queue**: If you are a budget approver and the approver in this column is a blue hyperlink, you can change the approver for the budget transfer. Click the link to go to the Approval page and select a different Employee to approve the budget transfer.
Appendix A: Sample Budget Transfer

<table>
<thead>
<tr>
<th>#</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Loc</th>
<th>Employees</th>
<th>Position</th>
<th>Comments</th>
<th>Dev/Cty</th>
<th>Excl</th>
<th>FTE</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100001</td>
<td>29168</td>
<td>690A</td>
<td>4101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Budget Transfer Training Documentation</td>
<td></td>
<td></td>
<td>0.00</td>
<td>$45,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>100002</td>
<td>29168</td>
<td>69000</td>
<td>4101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Budget Transfer Training Documentation-Academic</td>
<td></td>
<td></td>
<td>0.00</td>
<td>$5,100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>100001</td>
<td>29168</td>
<td>700A</td>
<td>4101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Budget Transfer Training Documentation</td>
<td></td>
<td></td>
<td>0.00</td>
<td>$3,000.00</td>
<td>$63,000.00</td>
</tr>
</tbody>
</table>

$52,100.00  $52,100.00

<table>
<thead>
<tr>
<th>Status</th>
<th>Submitted By</th>
<th>Sent To</th>
<th>Date Sent</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>UENG/0012</td>
<td>UENG/0012</td>
<td>10/19/2015 4:42:25 PM</td>
<td>Created Budget Transfer</td>
</tr>
<tr>
<td>Pending Central Approval</td>
<td>UENG/0012</td>
<td>BUDGETS</td>
<td>10/19/2015 5:07:36 PM</td>
<td>Please approve this transfer to cover the additional salary incurred due to the hiring of Dr. X.</td>
</tr>
<tr>
<td>Rejected</td>
<td>UBUDGD015</td>
<td>UENG/0012</td>
<td>10/19/2015 2:33:22 PM</td>
<td>No budget Available in this account.</td>
</tr>
<tr>
<td>Pending Central Approval</td>
<td>UENG/0012</td>
<td>BUDGETS</td>
<td>10/19/2015 2:40:32 PM</td>
<td>This account has been corrected.</td>
</tr>
<tr>
<td>Complete</td>
<td>UBUDGD015</td>
<td>COMPLETE</td>
<td>10/19/2015 2:40:32 PM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Budget Balance</th>
<th>This Transfer</th>
<th>Balance with Transfer</th>
<th>Actual to Date</th>
<th>Commitment to Date</th>
<th>New Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>100001</td>
<td>29168</td>
<td>690A</td>
<td>$0.00</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$45,000.00</td>
</tr>
<tr>
<td>100001</td>
<td>29168</td>
<td>69000</td>
<td>$0.00</td>
<td>$5,100.00</td>
<td>$5,100.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,100.00</td>
</tr>
<tr>
<td>100001</td>
<td>29168</td>
<td>700A</td>
<td>$0.00</td>
<td>($53,100.00)</td>
<td>($53,100.00)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($53,100.00)</td>
</tr>
</tbody>
</table>