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Budget Transfers Training Manual: Contents

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General Information

Once a departmental budget has been balanced and posted to Banner Finance, departments have the ability to transfer budget funding 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 Organization Code or department to another.

A few points to remember about Budget Transfers:

- Budget Transfers cannot cross funds (e.g. Fund 100001 to Fund 190000 is not permitted). You must complete a Journal Entry if you wish to move a resources from one fund to another.

- Budget Transfers must balance (Increase=Decrease) 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).

- Do not use Account 80990 Interfund Transfers In – Revenue. Please use Account 801A Transfers in its place.

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*

Note:

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 and reflected in Banner and FAST Reporting the following day. A department cannot complete a budget transfer to or from a FOAPAL that they do not have permission to access. The Budget Office will finalize these (see Unbalanced page 21).
FAST Access and Sign in

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

![Sign In Screen]

Enter your Banner User Name and Password. 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 Transfers should only be submitted in the current fiscal year; however, you can view transfers (see Status Report) 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 \(^{\text{\textbullet}}\), it changes to a \(^{\text{\textbullet}}\) indicating it is now the default. The unlock icon \(^{\text{\textbullet}}\) is then removed from the other tabs. If you no longer want a tab to be the default, click the \(^{\text{\textbullet}}\) and the six tabs change back to the \(^{\text{\textbullet}}\) 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

![Budget Development and Budget Transfers]

You are currently working in Fiscal Year 2021 Chart M

- Development Entry - Enter, View and Edit Budget at the Detailed Transaction Level for a Specific FOAPAL.
- Prepare a New Budget Transfer
- Open Budget Transfer
- Open an Existing In Progress Budget Transfer
- Open an Existing For Completion/Local Approval Budget Transfer
Start a Budget Transfer

1. From the Budget Transfers menu, select the New Budget Transfer option; or click on the Prepare a New Budget Transfer option detailed on the screen.

Click either of these
The following screen will appear:

2. In the **Orgn** box, type or search for an organization code. This should be your “from” Orgn – the orgn that the budget is being transferred from (i.e. decreased).

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. If you are completing a Budget Transfer for fiscal year end in April, please ensure the date is March 31, 20XX.

4. Select a **Budget Series** from the list. For example, in the 2021 fiscal year, you will use 2020-21 Budget.

5. Select a **Budget Type** from the list. Only enabled budget types are in this list. Departments should use the BD02 Code.

6. Type a meaningful **Description** for the budget transfer. This should include your Roll-Up Org (e.g. 40B – Humanities and Social Sciences). This will help you, or others in your department, and the Budget Office when searching for particular transfers.

7. Click **Create**.
Keying the Budget Transfer

The following screen appears:
The following happens:

- 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** New icon to enter accounting lines.
- The Attach Additional Information, History, PDF, Excel, Cancel, Copy, Import, Balance, Page Notes and Submit for Approval buttons open.
- Add New Budget Transfer Item 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

These are further detailed in the following sections.
Adding Detail Line Coding

1. Click the New Icon to open the budget transfer detail line.
2. Add the budget transfer accounting codes (Fund, Orgn, Acct, Actv), by doing one of the following (required code search boxes will appear in red):
   - 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, Acct, Comments, Increase and Decrease are mandatory
   - The Acct code is case sensitive. Therefore, if you use a Pool Account, such as 700A, you need to use a capital Letter A.
   - The Program will automatically populate based on the org for the operating funds and the fund for the non-operating funds.

3. The Position Number Code is optional. Leave blank, type in, or search ⬇️ for Position.
4. The Employee Code is optional. Leave blank, type in, or search ⬇️ for Employee.
5. Add Comments. This is what will appear as a Description in Banner.
6. In the Month text box, choose the same month used in the effective date.
7. In the Increase text box, type the amount you wish to increase.
8. In the Decrease text box, type the amount you wish to decrease.

   - 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.

9. 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. Once you add one or more lines with the balancing increase or decrease amounts, 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 also:

- **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 \(x\) Delete Icon and then clicking the \(\square\) Save Icon.

- **Copy** the budget transfer line detail by clicking on the Row # and then clicking the \(\square\) Copy Icon.

- **Undo** a change by clicking the \(\bigoplus\) Undo Icon.

- **Redo** a change by clicking the \(\bigoplus\) Redo Icon.

- **Auto Populate** a budget transfer line by clicking on the Row # and then clicking the \(\bigotimes\) 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
  - Attach PDFs of reports/emails to support the budget transfer especially when completing salary budget transfers. It is important to document which position and employee salary funding is being transferred to/from.

- **Review the history for this budget transfer**

- **Open the budget transfer in PDF format**

- **Open the budget transfer in Excel format**

- **Cancel the budget transfer**

- **Copy the budget transfer**

- **Import (additional) data from an Excel spreadsheet**

- **Balance shows the financial details of a FOAPAL**

- **Page Notes are entered by the Budget Office to provide comments/instructions for users**

- **Submit the budget transfer for approval**
1. Click the Attach Additional Information icon. The Attachments section opens listing the Document Reference ID.
2. The Document Reference is filled in with the budget transfer number.
3. Type any Document Comments.
4. Click Choose File 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.
6. Click Upload File. Only the first 30 characters of the filename displays.
7. To close the 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 included.
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 anything 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 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 submit directly to the 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.

![Image]

Final approval for all budget transfers is determined by the Director of the Budgeting or designate.

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, select the BT 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.

   ![Screen shot of Submit for Approval]

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.
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 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
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, Actv), do one of the following (required code search boxes will appear in red):
   - 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 **Month** search box, choose a month.

8. In the **Increase** text box, type an amount.

9. In the **Decrease** text box, type an amount.

10. Do one of the following:
    a) To save the transaction, click 📝.
    b) To add another transaction, click 📝 + New.

11. Once you are finished making the required changes, follow the steps for **Submitting for Approval**.
Unbalanced Transfers

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 situations:

1. Department is requesting to transfer to another Department

   - Departments generally only have access to complete budget transfers within their own department. They do not have access to transfer funds to a department or org outside of their area of approval (e.g. Faculty of Science to Facilities Management). In this case, the department can either:

     o complete their unit’s FOAPAL information and send the budget transfer to another unit by searching for the appropriate employee in the Select a user to send for approval/completion field. The designated employee can then fill out their unit’s FOAPAL information and send the Budget Transfer to the Budget Department.

     o complete the side of the transfer indicating where the budget will be transferred from, complete with backup attachments, and submit the transfer to the Budget Office for approval with comments indicating that a transfer to another department is being requested, including that departments FOAPAL information, which would be obtained from the applicable department. The Budget Office can complete the budget transfer line coding with the FOAPAL and approve the Budget Transfer.
You can search for and list budget transfers using report options. You can view all budget transfers for the current fiscal year, check the status of a particular 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.

**Notes:**

- If you leave the filters blank, the report will return all transfers for the fiscal year.
- Budget transfer numbers must include “BT” before the number (e.g. BT01010101).
- Header Orgn is the “from” org code.
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>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Position</th>
<th>Employee</th>
<th>Comments</th>
<th>Spreading Mode</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100001</td>
<td>53004</td>
<td>600A</td>
<td>4101</td>
<td></td>
<td></td>
<td>Budget Transfer Training Documentation</td>
<td>2 - Feb</td>
<td>$10,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>100001</td>
<td>53004</td>
<td>64900</td>
<td>4101</td>
<td></td>
<td></td>
<td>Budget Transfer Training Documentation-600A Academic FT (18'1000)</td>
<td>2 - Feb</td>
<td>$1,800.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>100001</td>
<td>63004</td>
<td>700A</td>
<td>4101</td>
<td></td>
<td></td>
<td>Budget Transfer Training Documentation</td>
<td>2 - Feb</td>
<td>$0.00</td>
<td>$11,800.00</td>
</tr>
</tbody>
</table>

Total: $11,800.00

Approval History:

<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>UBUDG015</td>
<td>UBUDG015</td>
<td>2/19/2021 9:46:22 AM</td>
<td>Created Budget Transfer</td>
</tr>
<tr>
<td>Pending Central Approval</td>
<td>UBUDG015</td>
<td>BUDGETS</td>
<td>2/19/2021 10:34:33 AM</td>
<td>Please approve this budget transfer.</td>
</tr>
<tr>
<td>Rejected</td>
<td>UBUDG008</td>
<td>UBUDG015</td>
<td>2/19/2021 10:39:25 AM</td>
<td>No Budget Available in 700A to transfer</td>
</tr>
<tr>
<td>Pending Central Approval</td>
<td>UBUDG015</td>
<td>BUDGETS</td>
<td>2/19/2021 10:39:25 AM</td>
<td>The account has been corrected. Approved</td>
</tr>
<tr>
<td>Complete</td>
<td>UBUDG008</td>
<td>COMPLETED</td>
<td>2/15/2021 10:39:25 AM</td>
<td></td>
</tr>
</tbody>
</table>