

FAST Budget and Forecasting Budget Development Training Manual

Version Date: October 19, 2015



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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. It also includes the forecasting aspect of budget monitoring. In FAST, there are 4 Budget Development Series which will be used throughout each fiscal year.

Budget Development Series

- Refers to the stage of Budget Development which Memorial is in at a given time.
- There are four budget development series which will be used in FAST
 - Balanced Base Budget
 - Base Budget Request
 - Base Allocation (should we take this out?)
 - Forecast

Budgeting Salaries – Calculation of Fringe Benefits

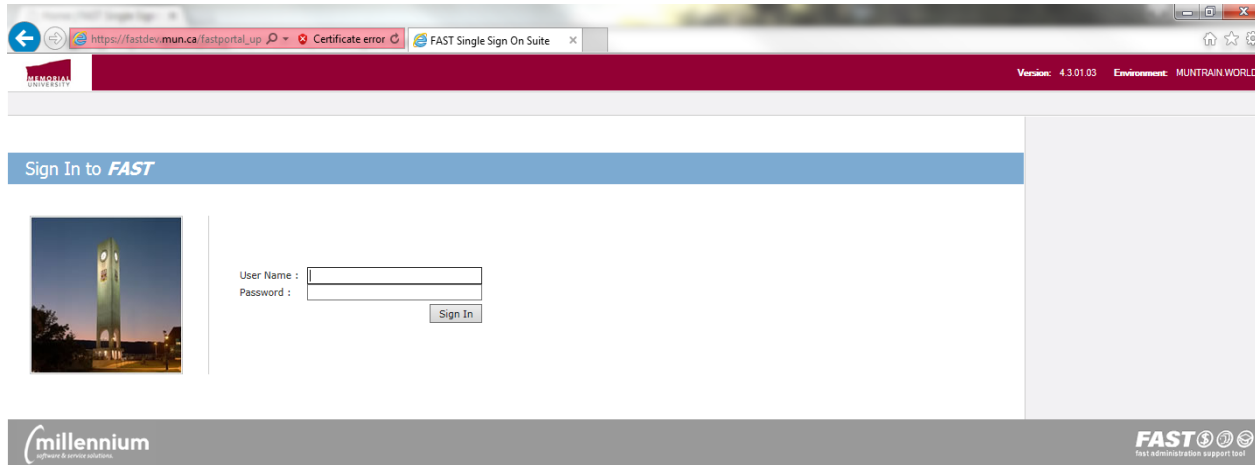
- When an amount is entered for a permanent account code, the benefits calculate and post to 64900 FB Budget Full Time. When an amount is entered for a contractual account code, the benefits calculate and post to 64901 FB Budget Contractual. Accounts 64900 FB Full Time and 64901 FB Budget Contractual 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. For example (*Data as of 03/10/2015 08:26:02 AM*).

Accessing and Signing into FAST

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

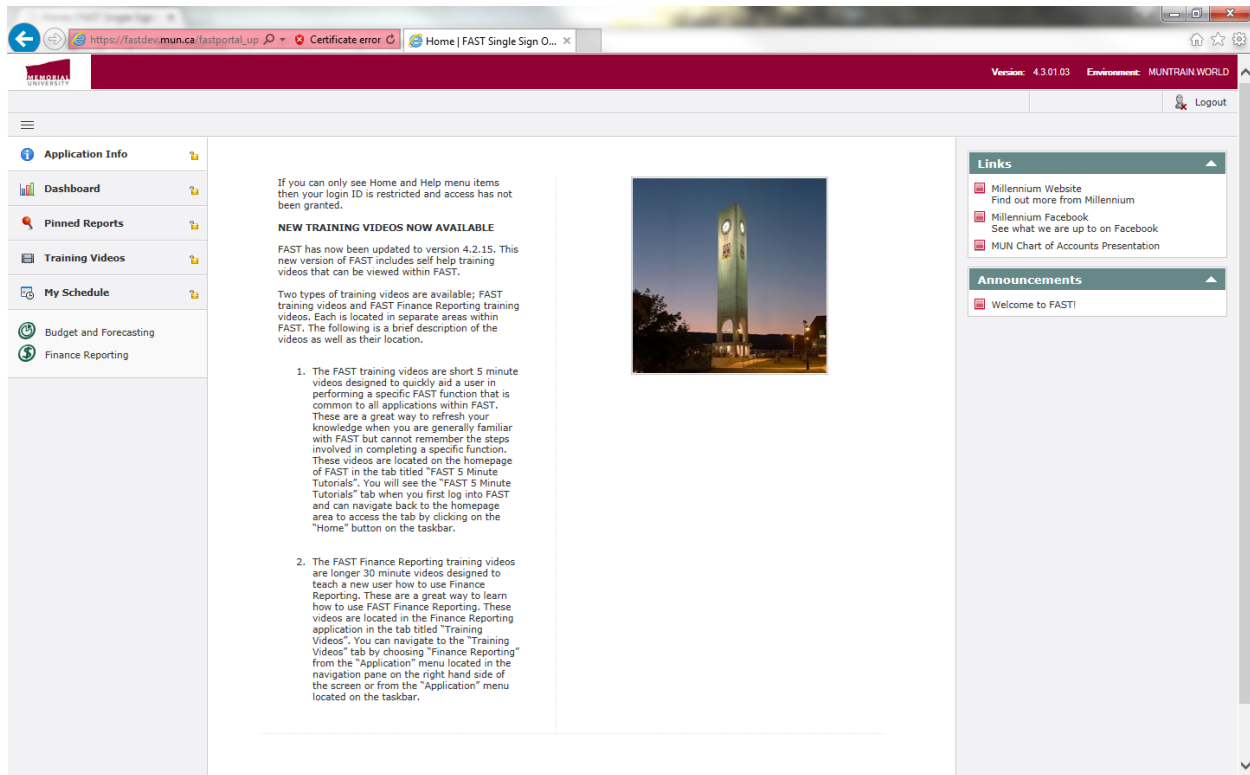


Enter your Banner User Name and Password (if your password has expired, you must change it in Banner before signing into FAST). Click on the **Sign In** block and the Application Screen will appear.

Application Screen

The Application Screen will **appear as shown** below.

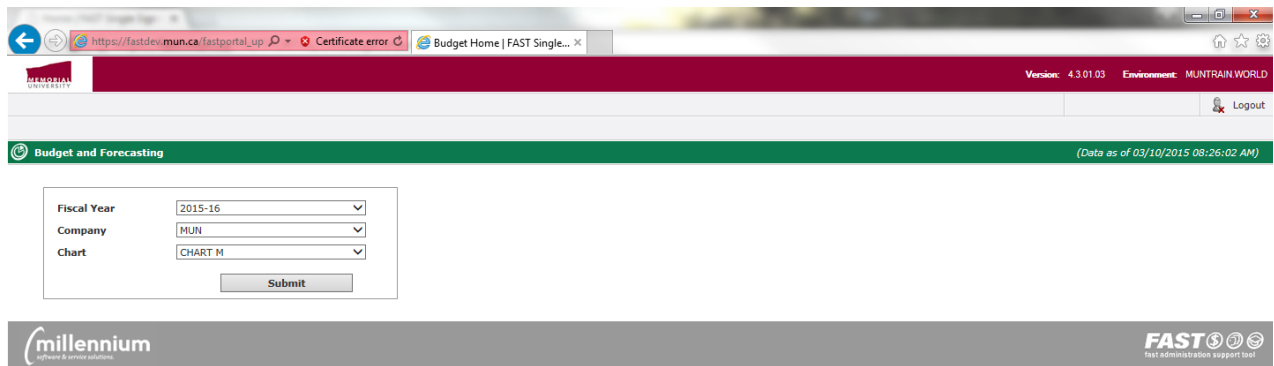
From the Application Screen below, select **Budgeting and Forecasting** from the **Menu** on the **left side** of the screen.



Selecting a Fiscal Year, Company, and Chart

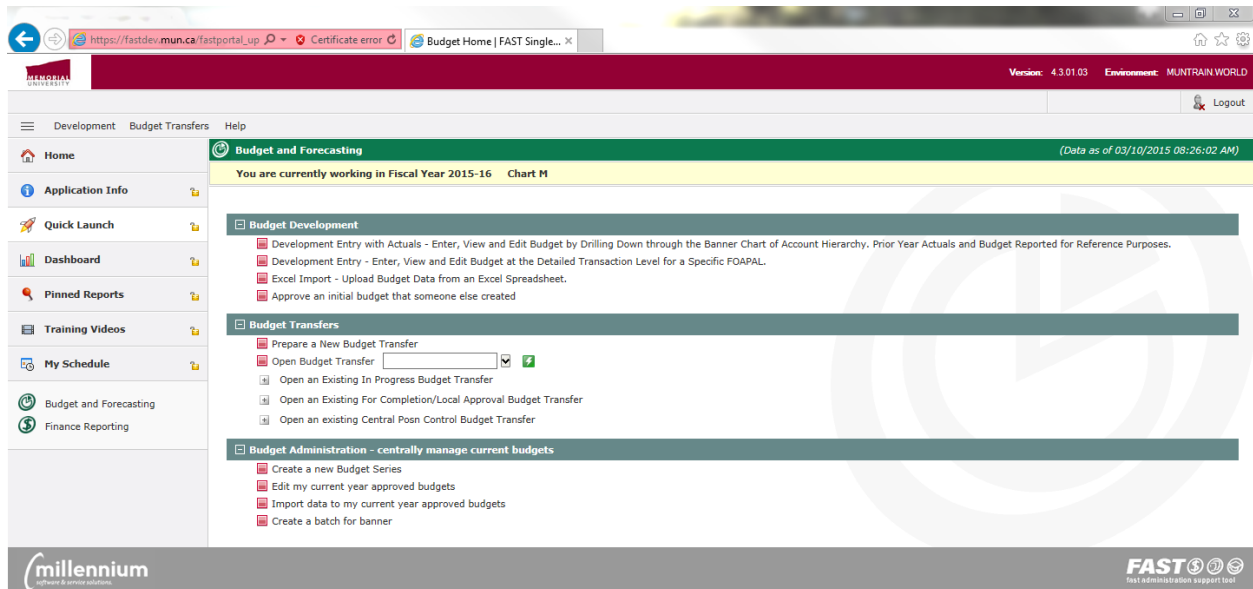
After you open FAST Budget and Forecasting, you are required to select the fiscal year, company, and chart you want to work on.

1. From the **Fiscal Year** list, select the budget year you are working on, *for example 2015-16*.
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.



The screenshot shows a web browser window with the URL https://fastdev.mun.ca/fastportal_up. The page has a red header bar with the Memorial University logo on the left and the text "Version: 4.3.01.03 Environment: MUNTRAIN.WORLD" on the right. Below the header is a green bar with the text "Budget and Forecasting" and "(Data as of 03/10/2015 08:26:02 AM)". The main content area contains a form with three dropdown menus: "Fiscal Year" (selected: 2015-16), "Company" (selected: MUN), and "Chart" (selected: CHART M). Below these menus is a "Submit" button. The footer of the page features the "millennium" logo on the left and the "FAST" logo with the text "fast administration support tool" on the right.

Budget and Forecasting 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 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

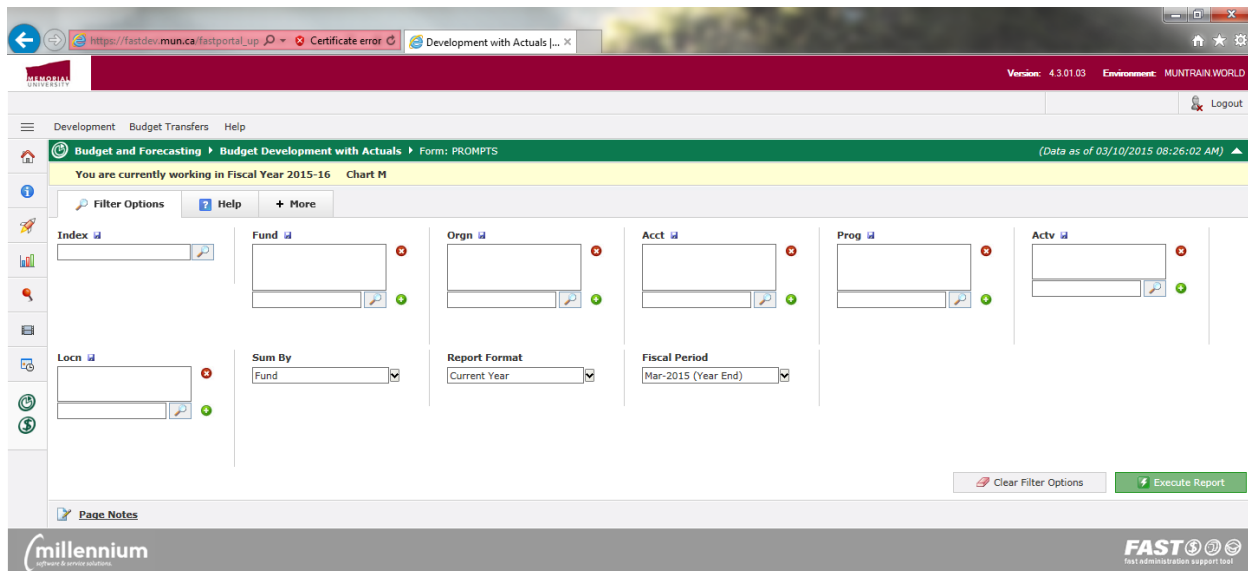
Budget Transfers




- Prepare a New Budget Transfer, Open Budget Transfer

Budget and Forecasting: Development: Quick Launch: Budget Development: Development Entry with Actuals




This option allows you to Enter, View and Edit the budget by drilling down through the Banner Chart Hierarchy. Prior Year Actuals and Budget are reported for reference purposes. You can open the budget development entry form by selecting codes and drilling down through the Operating Statement.

1. From the **Development** menu, click **Development Entry with Actuals** or click on the **Development Entry with Actuals** option detailed on the screen. The following filter options open.




2. Leave the **Index** field blank.
3. For the **FUND, ORGN, ACCT,** and **PROG,** do one of the following:
 - Type the code and press ENTER or click the  icon to add it to the list box.
 - Use the Search option by clicking on the  icon. The codes which you have access to will appear in a box on the screen. Click on the  icon to add the code from the box to the list box.
4. In the **ACTV** and **LOCN** search boxes, you can type or search for the activity and location codes.
5. From the **Sum By** list, select an accounting (FOAPAL) code to sort by.
6. From the **Report Format** list, you can select one of the following:
 - **Current Year** - Data is listed in columns for the following:
 - Actuals – Prior Year less 2 Years (Ex. 2012-13)
 - Actuals – Prior Year less 1 Year (Ex. 2013-14)
 - Actuals – Prior Year (Ex. 2014-15)
 - Budget – Prior Year (Ex. 2014-15)
 - Actual % of Budget – Prior Year (Ex. 2014-15)
 - Variance – Prior Year (Ex. 2014-15)
 - Budget Development – Current Year (Ex. 2015-16)
 - Budget – Prior Year (Ex. 2014-15)
 - Change to Budget (#7 - #8)
 - **Comparative** - Data is listed for four years of Actuals and all enabled budget development series (up to 4).
7. From the **Fiscal Period** list, select the fiscal year you want to view.
8. Click **Execute Report**. Form: BSUMS opens.



- If you click the  icon next to any of the Filter Options, the system will save the filter for the next time you access the screen.
- If you no longer want the selection to be the default, click the  and just the  icon will reappear.

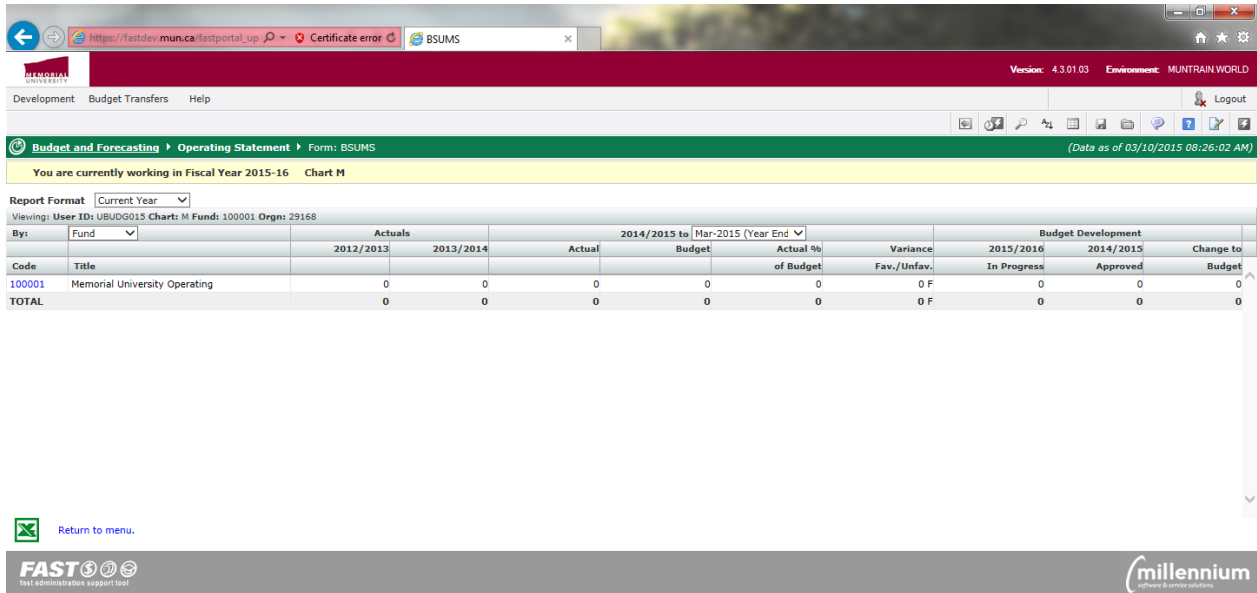


At any time after the Operating Statement opens, you can:

- Click  to export the data to Excel.
- Click **Return to menu** to reopen the filter options.

9. Click a Code with a blue link and continue to drill down to the Budget and Forecasting - Operating Statement page until you get to the account level detail.

Current Year View Example (Fund 100001, Org 29168)



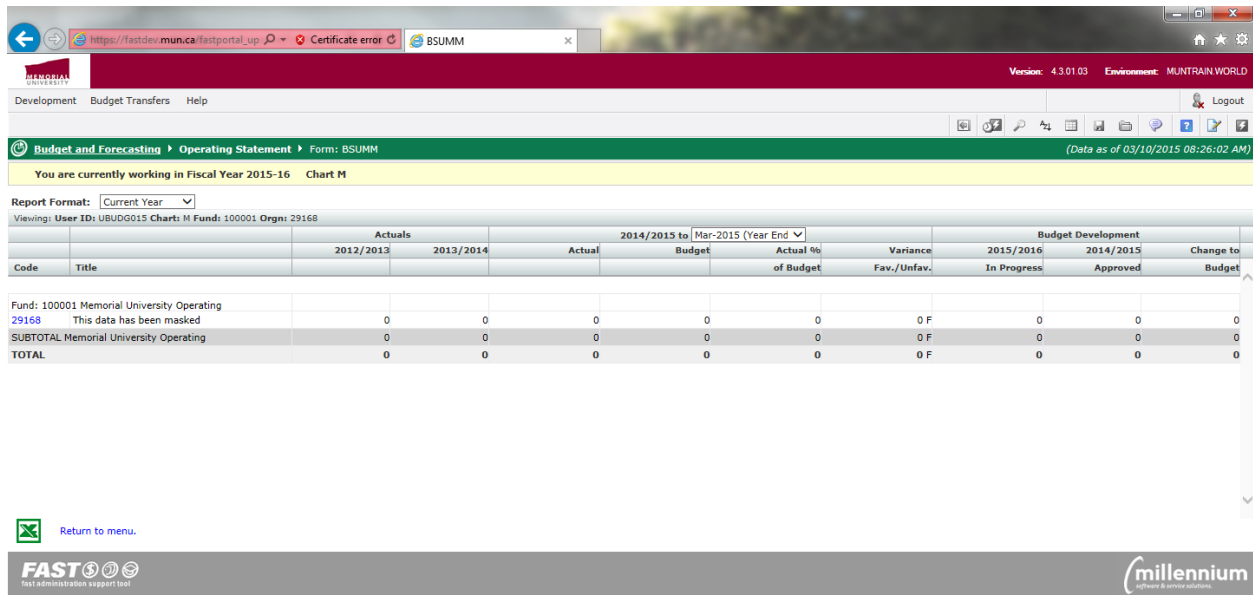
The screenshot displays the FAST Budget and Forecasting web application interface. The browser address bar shows the URL https://fastdev.mun.ca/fastportal_up. The application header includes the Memorial University logo, navigation links (Development, Budget Transfers, Help), and a user profile section with a 'Logout' button. The main content area is titled 'Budget and Forecasting > Operating Statement > Form: BSUMS'. Below this, a yellow banner indicates 'You are currently working in Fiscal Year 2015-16 Chart M'. The 'Report Format' is set to 'Current Year'. The 'Viewing' information shows 'User ID: UBUDG015 Chart: M Fund: 100001 Orgn: 29168'. The table below displays budget data for the current year, with columns for 'Actuals' (2012/2013, 2013/2014), '2014/2015 to Mar-2015 (Year End)', 'Budget', 'Actual % of Budget', 'Variance Fav./Unfav.', 'Budget Development' (2015/2016 In Progress, 2014/2015 Approved), and 'Change to Budget'. The data for Fund 100001 (Memorial University Operating) shows zero values across all columns. A 'Return to menu.' link is visible at the bottom left of the application area.

By:		Actuals		2014/2015 to Mar-2015 (Year End)		Budget Development		Change to		
Code	Title	2012/2013	2013/2014	Actual	Budget	Actual % of Budget	Variance Fav./Unfav.	2015/2016 In Progress	2014/2015 Approved	Budget
100001	Memorial University Operating	0	0	0	0	0	0 F	0	0	0
TOTAL		0	0	0	0	0	0 F	0	0	0



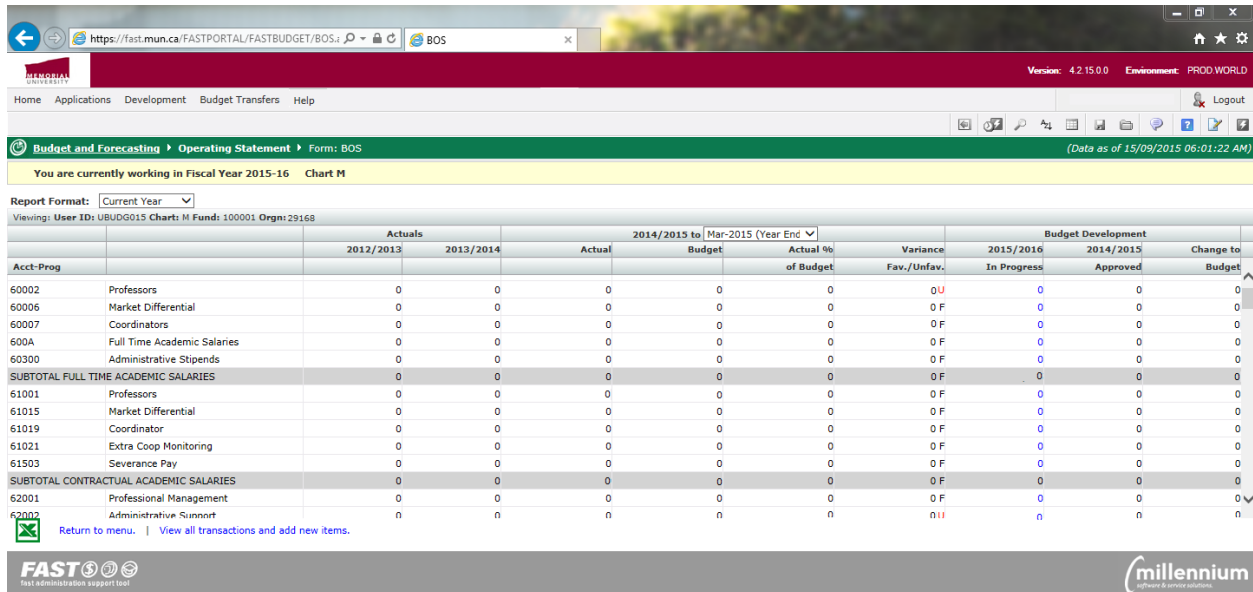
At any time, the Header Line immediately below the Report Format is a 'cookie crumb' that shows the filter options in effect for the page being displayed. In the above Screen, it is reported as "Viewing: **User ID:** UBUDG015 **Chart:** M **Fund:** 100001 **Orgn:** 29168"

Then you click on the 100001 Fund blue link to get the following:



		Actuals		2014/2015 to Mar-2015 (Year End)			Budget Development			
		2012/2013	2013/2014	Actual	Budget	Actual % of Budget	Variance Fav./Unfav.	2015/2016 In Progress	2014/2015 Approved	Change to Budget
Fund: 100001 Memorial University Operating										
29168 This data has been masked		0	0	0	0	0	0 F	0	0	0
SUBTOTAL Memorial University Operating		0	0	0	0	0	0 F	0	0	0
TOTAL		0	0	0	0	0	0 F	0	0	0

When you then click on the 29168 Org blue link, account codes with history for the 29168 Org will display as follows:

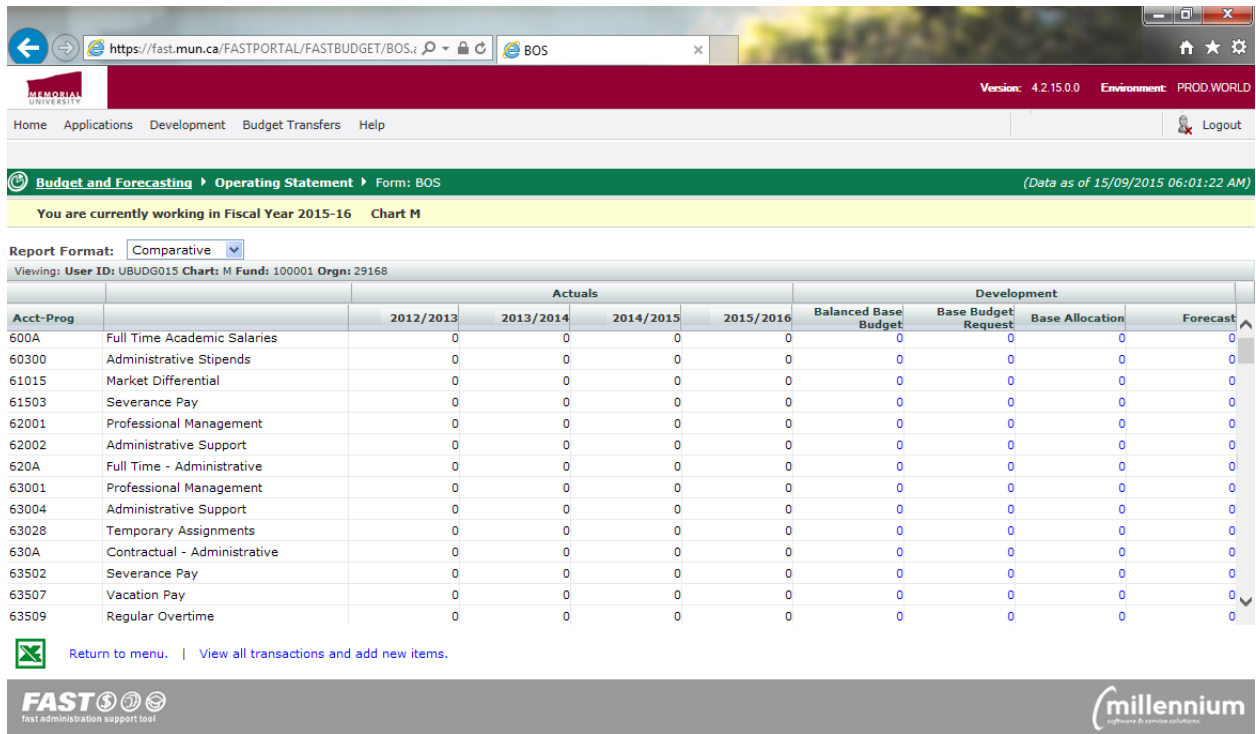


The screenshot shows the FAST Budget and Forecasting interface. The browser address bar displays <https://fast.mun.ca/FASTPORTAL/FASTBUDGET/BOS>. The page header includes the Memorial University logo, the title "FAST Budget and Forecasting Budget Development", and the page number "12". The interface shows the "Budget and Forecasting" section with the "Operating Statement" form. The user is currently working in Fiscal Year 2015-16, Chart M. The report format is set to "Current Year". The viewing user ID is UBUDG015, Chart: M, Fund: 100001, Org: 29168. The table displays account codes, descriptions, and budget data for the 2015-16 fiscal year. The table has columns for "Actuals" (2012/2013, 2013/2014), "Actual", "Budget", "Actual % of Budget", "Variance", "2015/2016 In Progress", "2014/2015 Approved", and "Change to Budget". The table lists various account codes and descriptions, including Professors, Market Differential, Coordinators, Full Time Academic Salaries, Administrative Stipends, SUBTOTAL FULL TIME ACADEMIC SALARIES, Professors, Market Differential, Coordinator, Extra Coop Monitoring, Severance Pay, SUBTOTAL CONTRACTUAL ACADEMIC SALARIES, Professional Management, and Administrative Support. The table shows that all values are 0, indicating no budget activity for these accounts in the 2015-16 fiscal year.

		Actuals		Actual	Budget	Actual % of Budget	Variance	2015/2016 In Progress	2014/2015 Approved	Change to Budget
Acct-Prog		2012/2013	2013/2014				Fav./Unfav.			
60002	Professors	0	0	0	0	0	0 U	0	0	0
60006	Market Differential	0	0	0	0	0	0 F	0	0	0
60007	Coordinators	0	0	0	0	0	0 F	0	0	0
600A	Full Time Academic Salaries	0	0	0	0	0	0 F	0	0	0
60300	Administrative Stipends	0	0	0	0	0	0 F	0	0	0
SUBTOTAL FULL TIME ACADEMIC SALARIES		0	0	0	0	0	0 F	0	0	0
61001	Professors	0	0	0	0	0	0 F	0	0	0
61015	Market Differential	0	0	0	0	0	0 F	0	0	0
61019	Coordinator	0	0	0	0	0	0 F	0	0	0
61021	Extra Coop Monitoring	0	0	0	0	0	0 F	0	0	0
61503	Severance Pay	0	0	0	0	0	0 F	0	0	0
SUBTOTAL CONTRACTUAL ACADEMIC SALARIES		0	0	0	0	0	0 F	0	0	0
62001	Professional Management	0	0	0	0	0	0 F	0	0	0
62002	Administrative Support	0	0	0	0	0	0 U	0	0	0

Return to menu. | View all transactions and add new items.

Comparative View Example (Fund 100001, Org 29168)



Version: 4.2.15.0.0 Environment: PROD WORLD

Home Applications Development Budget Transfers Help

Budget and Forecasting > Operating Statement > Form: BOS (Data as of 15/09/2015 06:01:22 AM)


You are currently working in Fiscal Year 2015-16 Chart M


Report Format:

Viewing: User ID: UBUDG015 Chart: M Fund: 100001 Org: 29168

Acct-Prog		Actuals				Balanced Base Budget	Development			Forecast
		2012/2013	2013/2014	2014/2015	2015/2016		Base Budget Request	Base Allocation		
600A	Full Time Academic Salaries	0	0	0	0	0	0	0	0	0
60300	Administrative Stipends	0	0	0	0	0	0	0	0	0
61015	Market Differential	0	0	0	0	0	0	0	0	0
61503	Severance Pay	0	0	0	0	0	0	0	0	0
62001	Professional Management	0	0	0	0	0	0	0	0	0
62002	Administrative Support	0	0	0	0	0	0	0	0	0
620A	Full Time - Administrative	0	0	0	0	0	0	0	0	0
63001	Professional Management	0	0	0	0	0	0	0	0	0
63004	Administrative Support	0	0	0	0	0	0	0	0	0
63028	Temporary Assignments	0	0	0	0	0	0	0	0	0
630A	Contractual - Administrative	0	0	0	0	0	0	0	0	0
63502	Severance Pay	0	0	0	0	0	0	0	0	0
63507	Vacation Pay	0	0	0	0	0	0	0	0	0
63509	Regular Overtime	0	0	0	0	0	0	0	0	0

[Return to menu.](#) | [View all transactions and add new items.](#)

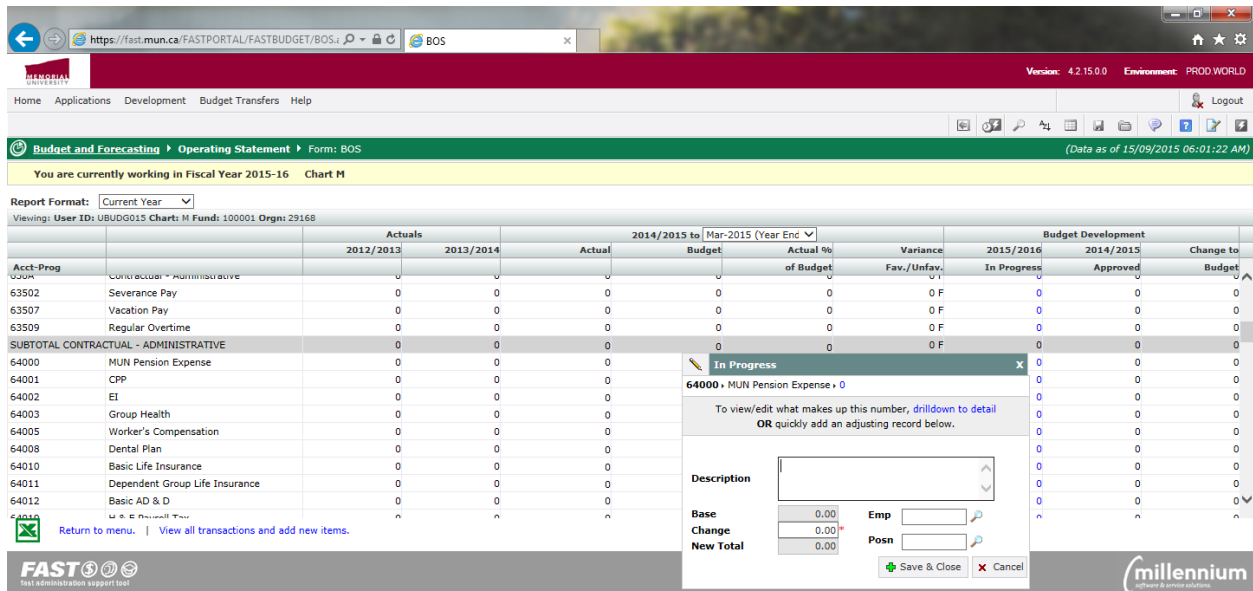
FAST  fast administration support tool

millennium  software & services solutions

10. Click the amount for the code (with a blue link) you want to create budget transactions for.

- Using **Current Year** format: In the **Budget Development** section, in the **In Progress** column, click an amount with a blue hyperlink.
- Using **Comparative** format: In the **Development** section, in any *enabled* budget series, click an amount with a blue hyperlink.

The popup entry form opens and appears like below.



The screenshot shows the FAST Budget and Forecasting interface. The main table displays budget data for the fiscal year 2015-16. A popup entry form is open over the table, allowing users to enter a new budget amount. The form includes fields for Description, Base, Change, and New Total, as well as search boxes for Employee (Emp) and Position (Posn).

		Actuals		2014/2015 to Mar-2015 (Year End)		Budget Development	
		2012/2013	2013/2014	Actual	Budget	Actual % of Budget	2015/2016
Acct-Prog							
63502	Severance Pay	0	0	0	0	0	0
63507	Vacation Pay	0	0	0	0	0	0
63509	Regular Overtime	0	0	0	0	0	0
SUBTOTAL CONTRACTUAL - ADMINISTRATIVE		0	0	0	0	0	0
64000	MUN Pension Expense	0	0	0	0	0	0
64001	CPP	0	0	0	0	0	0
64002	EI	0	0	0	0	0	0
64003	Group Health	0	0	0	0	0	0
64005	Worker's Compensation	0	0	0	0	0	0
64008	Dental Plan	0	0	0	0	0	0
64010	Basic Life Insurance	0	0	0	0	0	0
64011	Dependent Group Life Insurance	0	0	0	0	0	0
64012	Basic AD & D	0	0	0	0	0	0

The popup entry form for item 64000 (MUN Pension Expense) is open. It includes a description field, a base amount of 0.00, a change amount of 0.00, and a new total of 0.00. Search boxes for Employee (Emp) and Position (Posn) are also present.



- Click and hold the title bar to move the popup entry form around.
- Emp** and **Posn** search boxes display and are required only for salary amounts.
- Open the development entry page by clicking the *drilldown to detail* hyperlink or the transaction amount next to the code and description. You will have the option to return this **Operating Statement** page.

- Type a **Description** for the new budget amount.
- Type the new budget amount in the **Change** box.
- Search for an **Employee** or Enter **0**.
- Search for a **Posn** (position) or Enter **0**.

Version: 4.2.15.0.0 Environment: PROD.WORLD

Home Applications Development Budget Transfers Help

Logout

Budget and Forecasting > Operating Statement > Form: BOS (Data as of 15/09/2015 06:01:22 AM)

You are currently working in Fiscal Year 2015-16 Chart M

Report Format: Current Year

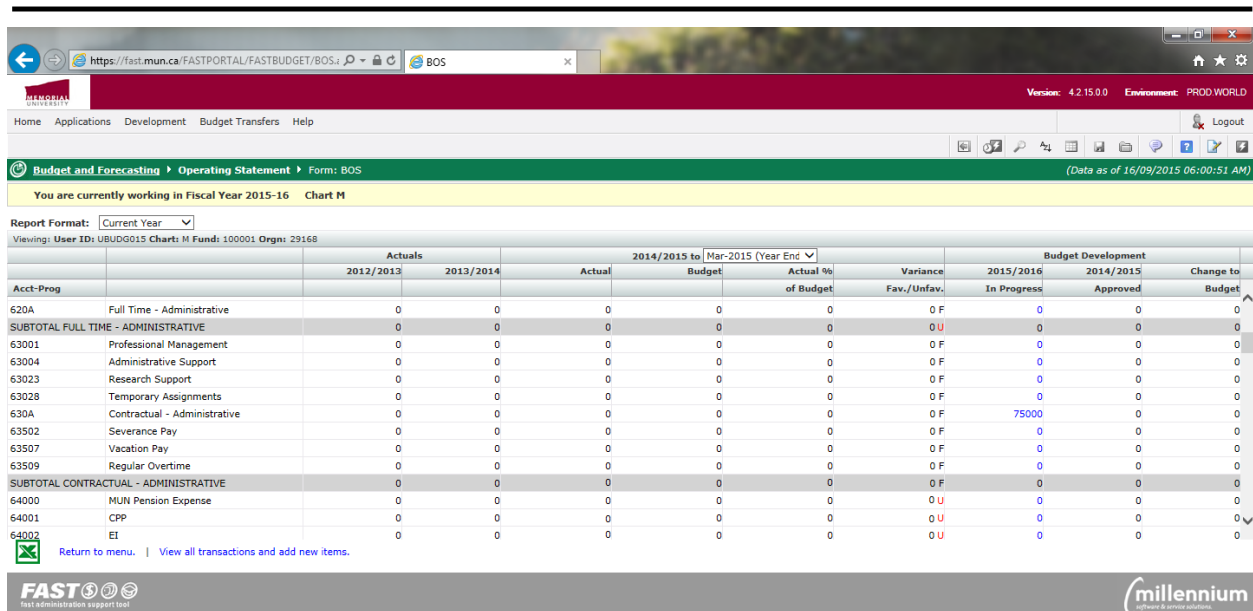
Viewings: User ID: UBUDG015 Chart: M Fund: 100001 Orgn: 29168

Acct-Prog	Description	Actuals		Actual	2014/2015 to Mar-2015 (Year End)		Variance	Budget Development		Change to
		2012/2013	2013/2014		Budget	Actual % of Budget		2015/2016	2014/2015	
63023	Research Support	0	0	0	0	0	0	0	0	0
63028	Temporary Assignments	0	0	0	0	0	0	0	0	0
630A	Contractual - Administrative	0	0	0	0	0	0	0	0	0
63502	Severance Pay	0	0	0	0	0	0	0	0	0
63507	Vacation Pay	0	0	0	0	0	0	0	0	0
63509	Regular Overtime	0	0	0	0	0	0	0	0	0
SUBTOTAL CONTRACTUAL - ADMINISTRATIVE		0	0	0	0	0	0	0	0	0
64000	MUN Pension Expense	0	0	0	0	0	0	0	0	0
64001	CPP	0	0	0	0	0	0	0	0	0
64002	EI	0	0	0	0	0	0	0	0	0
64003	Group Health	0	0	0	0	0	0	0	0	0
64005	Worker's Compensation	0	0	0	0	0	0	0	0	0
64008	Dental Plan	0	0	0	0	0	0	0	0	0
64010	Basic Life Insurance	0	0	0	0	0	0	0	0	0

Return to menu. | View all transactions and add new items.

FAST millennium

15. Click  **Save & Close**. On the Operating Statement form, the budget amount is changed.




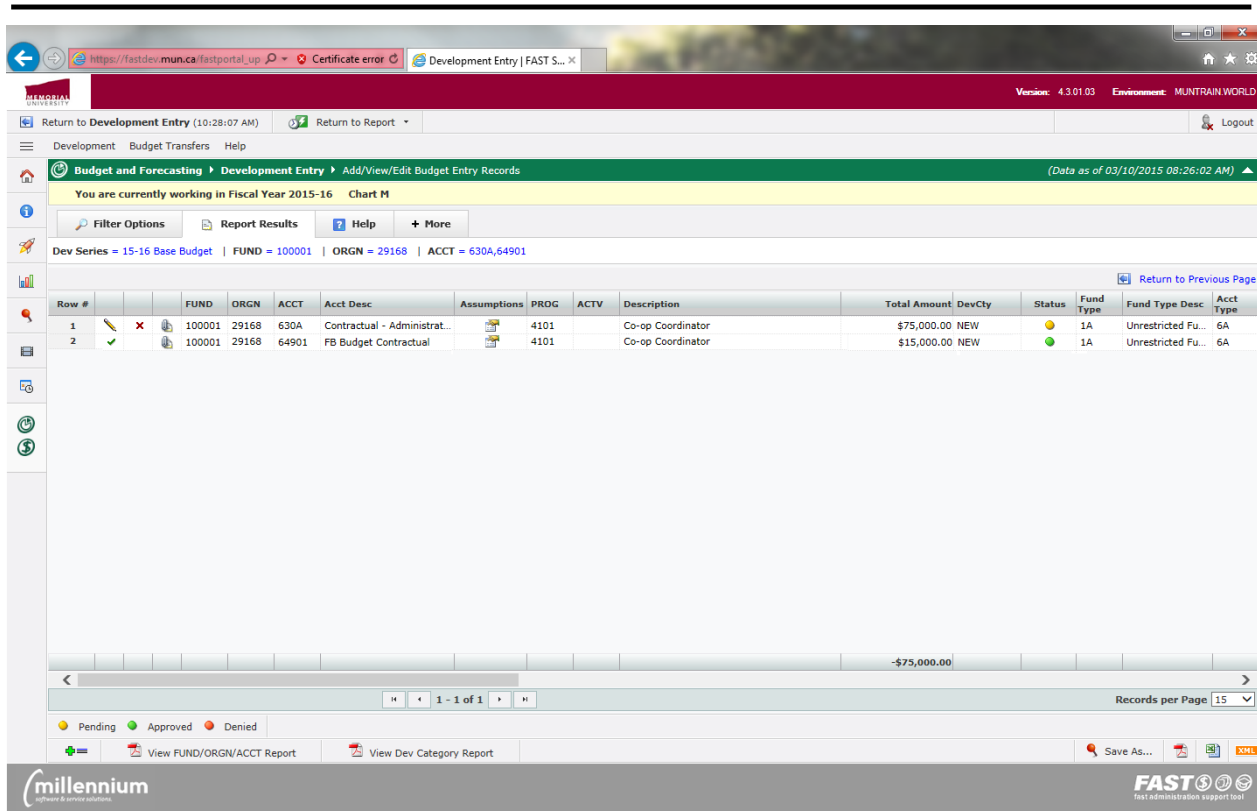
Acct-Prog		Actuals		2014/2015 to Mar-2015 (Year End)			Variance Fav./Unfav.	Budget Development		Change to Budget
		2012/2013	2013/2014	Actual	Budget	Actual % of Budget		2015/2016 In Progress	2014/2015 Approved	
620A	Full Time - Administrative	0	0	0	0	0	0 F	0	0	0
	SUBTOTAL FULL TIME - ADMINISTRATIVE	0	0	0	0	0	0 U	0	0	0
63001	Professional Management	0	0	0	0	0	0 F	0	0	0
63004	Administrative Support	0	0	0	0	0	0 F	0	0	0
63023	Research Support	0	0	0	0	0	0 F	0	0	0
63028	Temporary Assignments	0	0	0	0	0	0 F	0	0	0
630A	Contractual - Administrative	0	0	0	0	0	0 F	75000	0	0
63502	Severance Pay	0	0	0	0	0	0 F	0	0	0
63507	Vacation Pay	0	0	0	0	0	0 F	0	0	0
63509	Regular Overtime	0	0	0	0	0	0 F	0	0	0
	SUBTOTAL CONTRACTUAL - ADMINISTRATIVE	0	0	0	0	0	0 F	0	0	0
64000	MUN Pension Expense	0	0	0	0	0	0 U	0	0	0
64001	CPP	0	0	0	0	0	0 U	0	0	0
64002	EI	0	0	0	0	0	0 U	0	0	0

- If you budget for a Salary Account or Salary Pool Account, a burden (Fringe Benefit) amount will calculate and be posted to **either 64900 FB Budget Full Time or 64901 FB Budget Contractual depending on if the record is entered for a permanent or contractual account code** (same Fund and Org as the entered budget amount).
- This only applies to Fund 100001 MUN Operating and 191000 Grenfell Campus Operating.

16. Continue adding or editing budget development transactions.

17. When you have completed entering budget for this Banner Organization, you can:

- Click  to export the data to Excel,
- Click **Return to menu** to reopen the filter options and enter budget for another Organization, or
- Click **View all transactions and add new items** to view the detailed transactions which you have entered on the screen. The following screen will display.

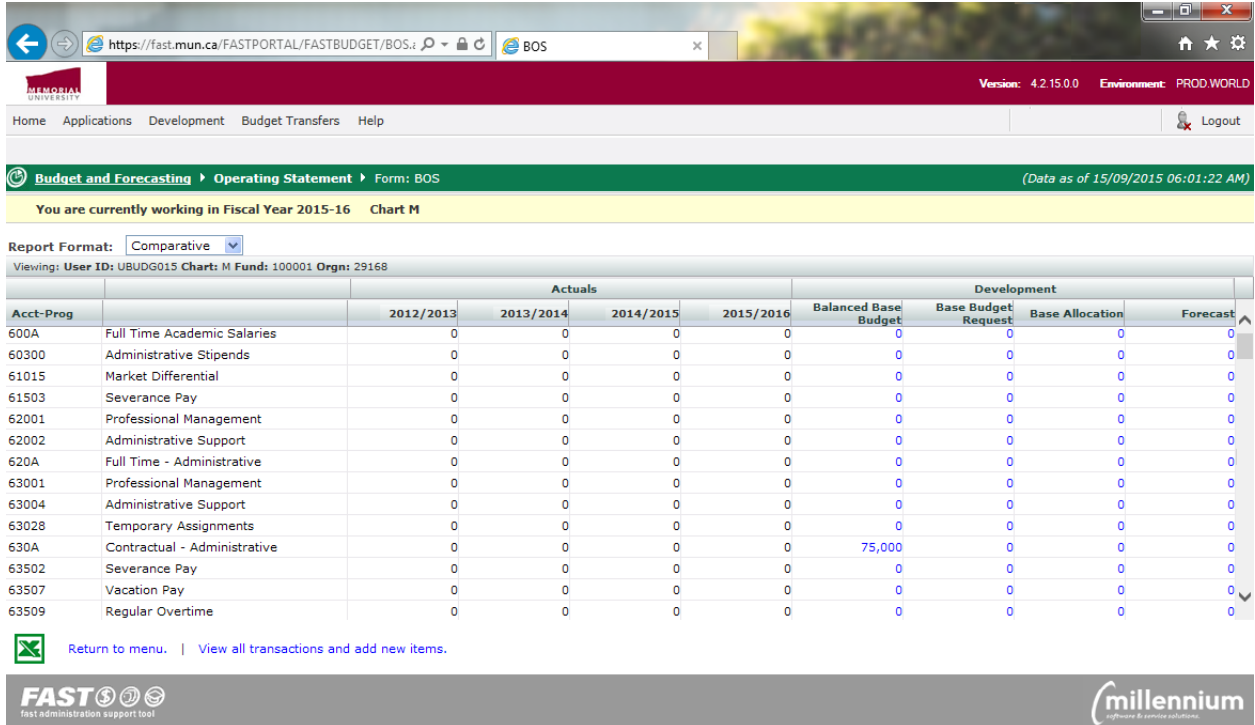


From this screen, you can

- Show Filter Options by selecting the Filter Options Tab.
- View Help Options by selecting the Help Tab.
- View More Options (i.e. Pinned Reports, Advanced Options, Graph, Edit My Tabs) by selecting the More Tab.
- Change the number of Records per Page by selecting the down arrow.
- View the detailed budget (Pending, Approved, Denied)
- Add another Budget record by selecting .
- View a FUND/ORGN/ACCT Report in PDF Format
- View a Dev Category Report.
- Save the Report Options as a Pinned Report by selecting Save as Pinned Report. 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 .
- Export the transactions to Excel by selecting .
- View the Extensible Markup Language (XML) by selecting XML. Not required.
- Return to Previous Page by selecting the Return to Previous Page.

Comparative Year View Example (Fund 100001, Org 29168)

This view has the same functionality as the Current Year View. It just has different data displayed in the columns.



The screenshot displays the FAST Budget and Forecasting web application interface. The browser address bar shows the URL: <https://fast.mun.ca/FASTPORTAL/FASTBUDGET/BOS.a>. The application header includes the Memorial University logo, navigation links (Home, Applications, Development, Budget Transfers, Help), and user information (Version: 4.2.15.0.0, Environment: PROD.WORLD, Logout).

The main content area shows the "Budget and Forecasting" section, specifically the "Operating Statement" for "Form: BOS". A status bar indicates "You are currently working in Fiscal Year 2015-16 Chart M". The "Report Format" is set to "Comparative".

The data table displays the following columns: Acct-Prog, 2012/2013, 2013/2014, 2014/2015, 2015/2016, Balanced Base Budget, Base Budget Request, Base Allocation, and Forecast. The table lists various accounts and their corresponding values for each year.

Acct-Prog	2012/2013	2013/2014	2014/2015	2015/2016	Balanced Base Budget	Base Budget Request	Base Allocation	Forecast
600A Full Time Academic Salaries	0	0	0	0	0	0	0	0
60300 Administrative Stipends	0	0	0	0	0	0	0	0
61015 Market Differential	0	0	0	0	0	0	0	0
61503 Severance Pay	0	0	0	0	0	0	0	0
62001 Professional Management	0	0	0	0	0	0	0	0
62002 Administrative Support	0	0	0	0	0	0	0	0
620A Full Time - Administrative	0	0	0	0	0	0	0	0
63001 Professional Management	0	0	0	0	0	0	0	0
63004 Administrative Support	0	0	0	0	0	0	0	0
63028 Temporary Assignments	0	0	0	0	0	0	0	0
630A Contractual - Administrative	0	0	0	0	75,000	0	0	0
63502 Severance Pay	0	0	0	0	0	0	0	0
63507 Vacation Pay	0	0	0	0	0	0	0	0
63509 Regular Overtime	0	0	0	0	0	0	0	0

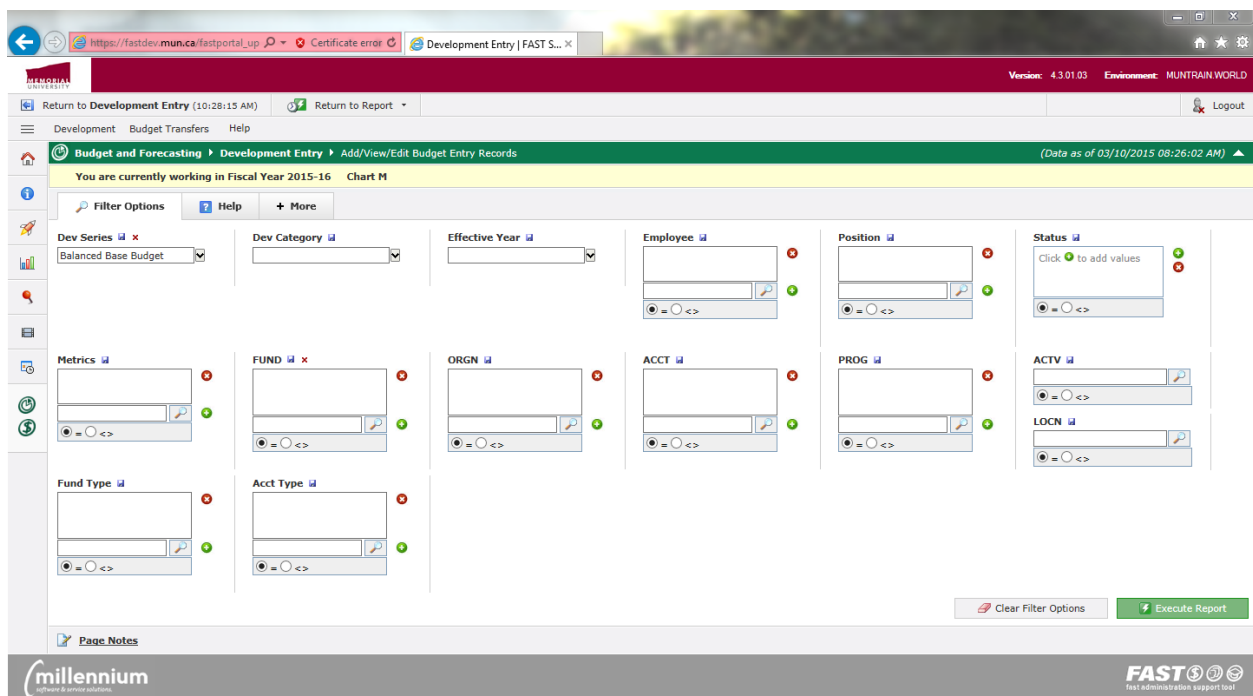
At the bottom of the table, there are links: [Return to menu.](#) and [View all transactions and add new items.](#)

The footer includes the FAST logo (Fast administration support tool) and the millennium logo (millennium software & services solutions).

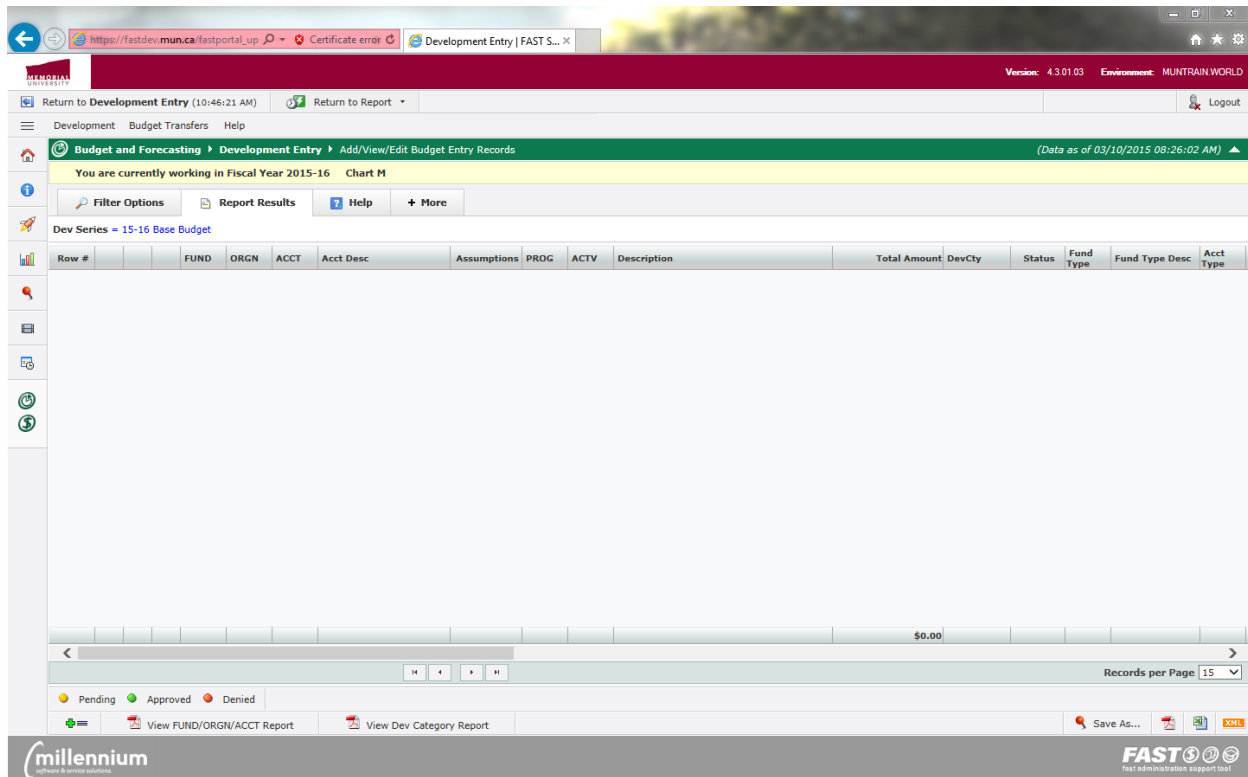
Budget and Forecasting: Development: Quick Launch: Budget Development: Development Entry

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 (in Banner, FOAPAL) codes, an employee number and position, enter a description, select a spreading model, development category, and budget type. You also have the option to use a metric for budget calculations.

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 the **Execute Report**.



The Development Entry screen which will allow you to Add/View/Edit Budget Entry Records will appear as below:



Return to Development Entry (10:46:21 AM) Return to Report

Development Budget Transfers Help

Budget and Forecasting > Development Entry > Add/View/Edit Budget Entry Records (Data as of 03/10/2015 08:26:02 AM)

You are currently working in Fiscal Year 2015-16 Chart M

Filter Options Report Results Help + More


Dev Series = 15-16 Base Budget

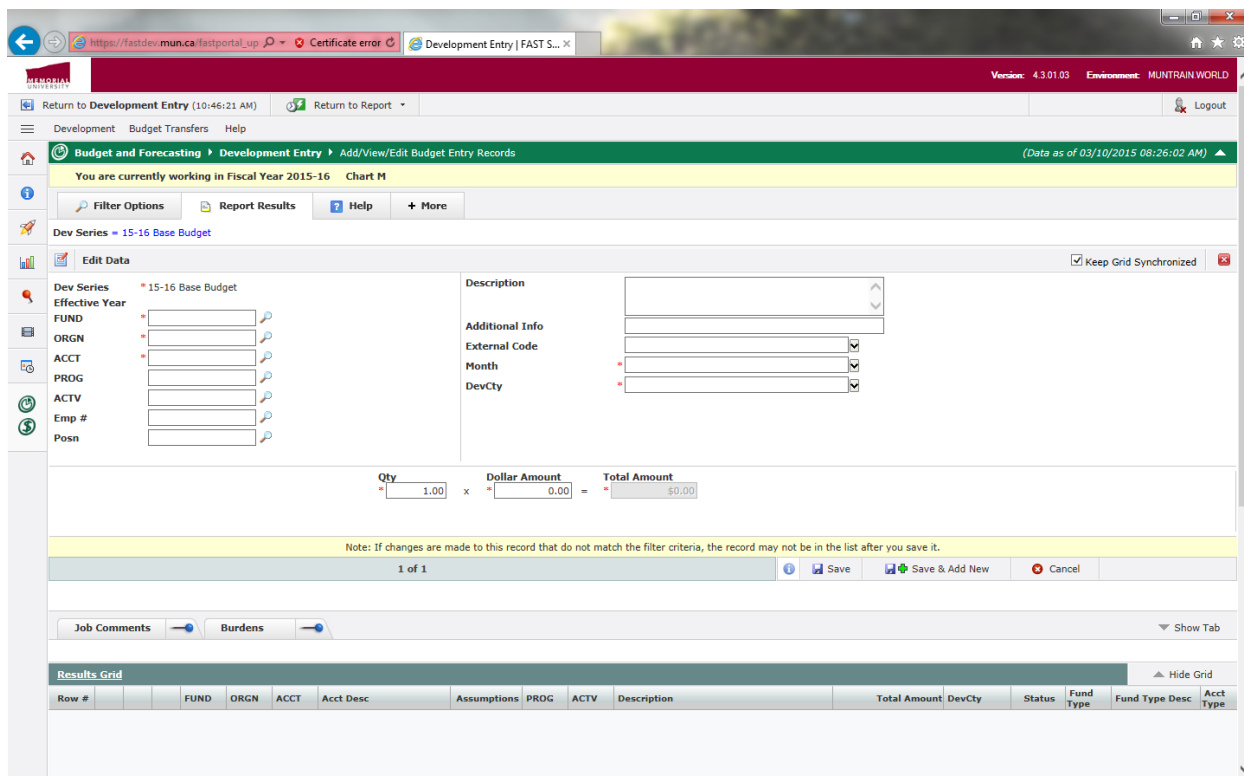
Row #	FUND	ORGN	ACCT	Acct Desc	Assumptions	PRDG	ACTV	Description	Total Amount	DevCty	Status	Fund Type	Fund Type Desc	Acct Type
\$0.00														


Pending Approved Denied

View FUND/ORGN/ACCT Report View Dev Category Report Save As... XSL


millennium FAST

- On the bottom left of the screen, click  Add New Item to open the data entry form. The following screen will appear.





 To save time while editing transactions, you can clear the **Keep the grid synchronized** check box.

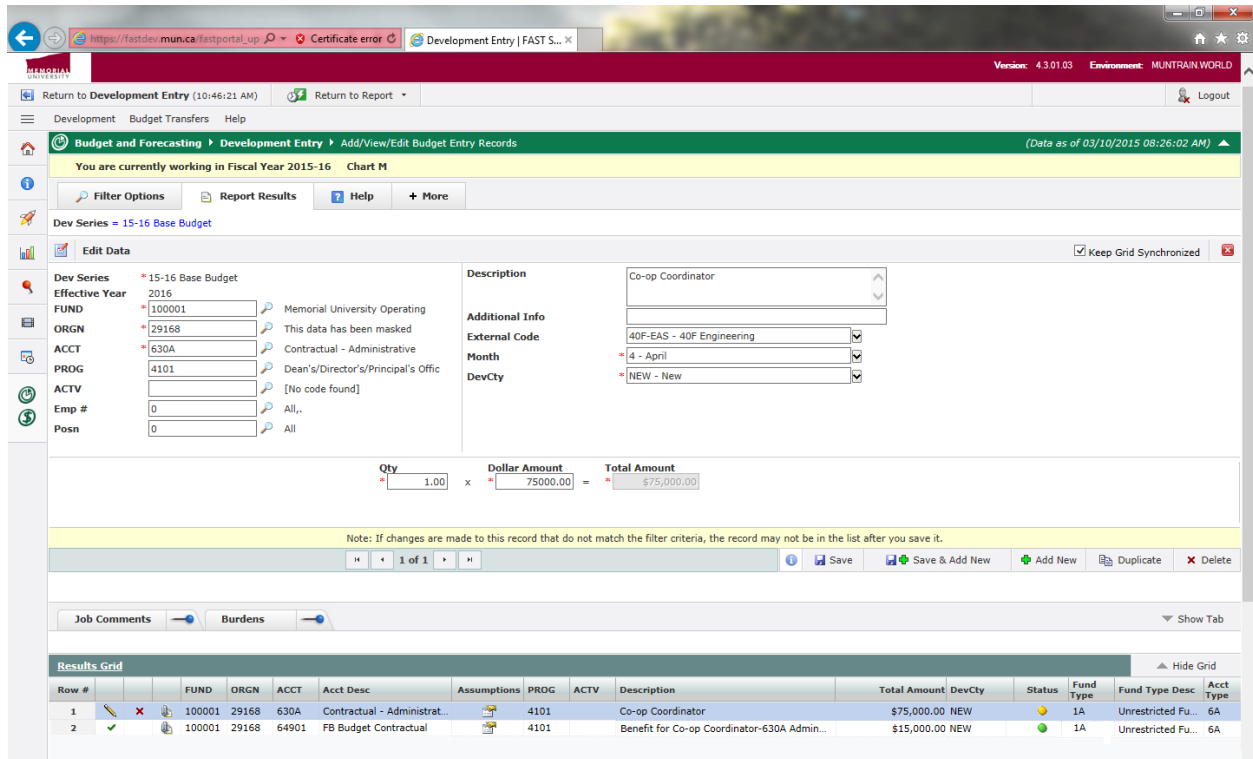
- From the **Dev Series** list under the **Filter Options** tab, select the development series. If you originally filtered on a specific development series, you are limited to adding transactions to that series.

 When you save the transaction, the Effective Year is populated with the development series effective year.

- In the **FUND** search box, type or search for a fund code.
- In the **ORGN** search box, type or search for an organization code.
- In the **ACCT** search box, type or search for an account code.
- In the **PROG** search box, type or search for a program code. **However, if you do not enter a PROG Code, the system will assign the Banner Default PROG for the ORGN used.**
- In the **ACTV** search box, type or search for an activity code.
- In the **Emp #** search box, you can type or search for an employee number or enter 0.
- In the **Posn** search box, you can type or search for an employee position or enter 0.
- In the **Description** box, you can type a description about the transaction.
- In the **Additional Info** box, you can type any additional information you may want to include.
- In the **External Code** box, you can type in the applicable department (i.e. 40F for the Faculty of Engineering).
- From the **Month** list, select a spreading model. For Budget Development, select **4-April**. If the development series is a Forecast, the data in this list is limited to the spreading model that relates to the forecast month.
- In the **DevCty** Box, choose **NEW** to add a new record.
- In the **FTE** Box, enter **zero** as this field is used by the Budget Office for Budget by Position.

1. The **Status** field displays as PENDING.

17. In the **Qty** box, type the quantity for this budget transaction.
18. In the **Dollar Amount** box, type the dollar amount for this budget transaction.
19. Click one of the following buttons:
 -  **Save & Add New:** Save the transaction and add a new one.
 -  **Save:** Save the transaction.



Version: 4.3.01.03 Environment: MUNIRAN WORLD

Return to Development Entry (10:46:21 AM) Return to Report

Development Budget Transfers Help

Budget and Forecasting Development Entry Add/View/Edit Budget Entry Records (Data as of 03/10/2015 08:26:02 AM)

You are currently working in Fiscal Year 2015-16 Chart M

Filter Options Report Results Help + More

Dev Series = 15-16 Base Budget

Edit Data Keep Grid Synchronized

Dev Series * 15-16 Base Budget
Effective Year 2016
FUND * 100001 Memorial University Operating
ORGN * 29168 This data has been masked
ACCT * 630A Contractual - Administrative
PROG 4101 Dean's/Director's/Principal's Office
ACTV [No code found]
Emp # 0 All
Posn 0 All

Description Co-op Coordinator

Additional Info
External Code 40F-EAS - 40F Engineering
Month 4 - April
DevCty NEW - New

Qty 1.00 x Dollar Amount 75000.00 = Total Amount \$75,000.00




Note: If changes are made to this record that do not match the filter criteria, the record may not be in the list after you save it.

1 of 1 Save Save & Add New Add New Duplicate Delete










Job Comments Burdens Show Tab









Results Grid Hide Grid

Row #	FUND	ORGN	ACCT	Acct Desc	Assumptions	PROG	ACTV	Description	Total Amount	DevCty	Status	Fund Type	Fund Type Desc	Acct Type
1	100001	29168	630A	Contractual - Administrat...		4101		Co-op Coordinator	\$75,000.00	NEW	PENDING	1A	Unrestricted Fu...	6A
2	100001	29168	64901	FB Budget Contractual		4101		Benefit for Co-op Coordinator-630A Admin...	\$15,000.00	NEW	APPROVED	1A	Unrestricted Fu...	6A

20. Click  to close the data entry form.
21. All new transactions are added to the end of the list and have a  Pending status. Calculated Burdens have an  Approved status. You are not able to edit or delete the Approved transactions. However, if you change the salary entered for which the burden is calculated, the resulting burden calculated amount will update **when the screen is refreshed**.

From this screen, you can scroll down to:

- Change the number of Records per Page by selecting the down arrow.
- View the detailed budget ( Pending,  Approved,  Denied).
- Add another Budget record by selecting .
- View a  FUND/ORGN/ACCT Report in PDF Format.
- View a  Dev Category Report. We are currently not using the Development Category Option but you can still run this report.
- Save the Report Options as a Pinned Report by selecting  Save as Pinned Report. This will save the current screen report options under the  Pinned Reports tab on the main Budget and Forecasting Screen.
- Show Report Options by Selecting .

-
- Create a PDF of the Transactions reported on the screen by selecting .
 - Export the transactions to Excel by selecting .
 - View the Extensible Markup Language (XML) by selecting . Not required.
 - **Edit the record by clicking the pencil icon  in the transaction detail line. Delete the record by clicking the X icon  in the transaction detail line.** Attach a file to the budget transaction amount **by clicking** Attachments  in the transaction detail line. The system will guide you through the process after you select the   icon. Do not select the “Make the attachment confidential” option before you upload the file. If you do, the attachment will not be available for your reference in FAST Reporting.

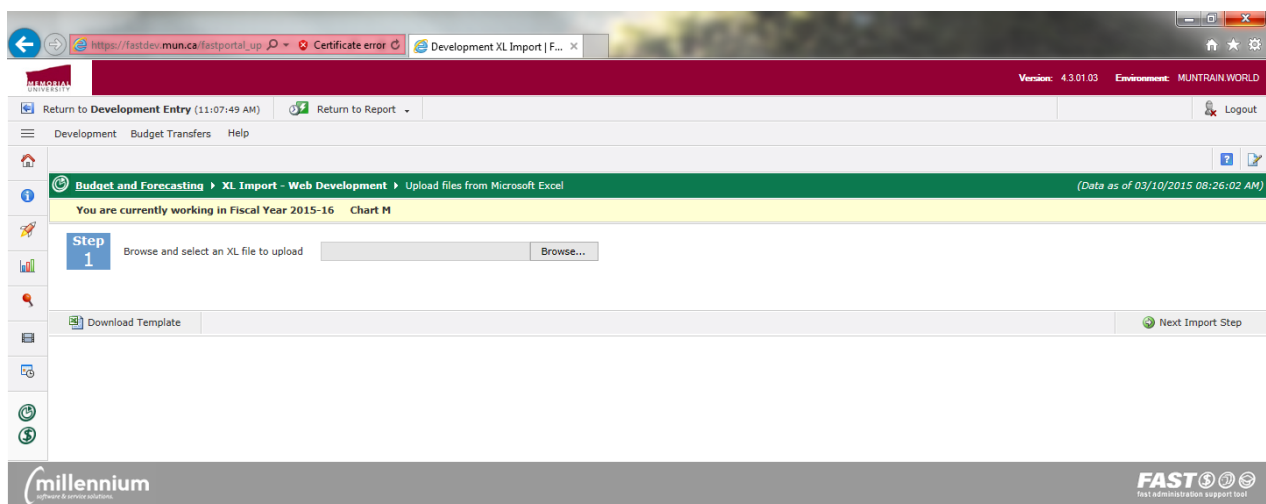
Budget and Forecasting: Development: Quick Launch: Budget Development: Excel Import

This option allows you to import data from an Excel spreadsheet into FAST Budgets. It is a quick and easy process where you download the template, enter your data, and use the wizard to find the Excel file on your computer to import it.

You can download the budget development template to use to import data. The column names are predefined on Row 1 of the spreadsheet; Row 2 is used to ensure the correct data is imported into Excel.

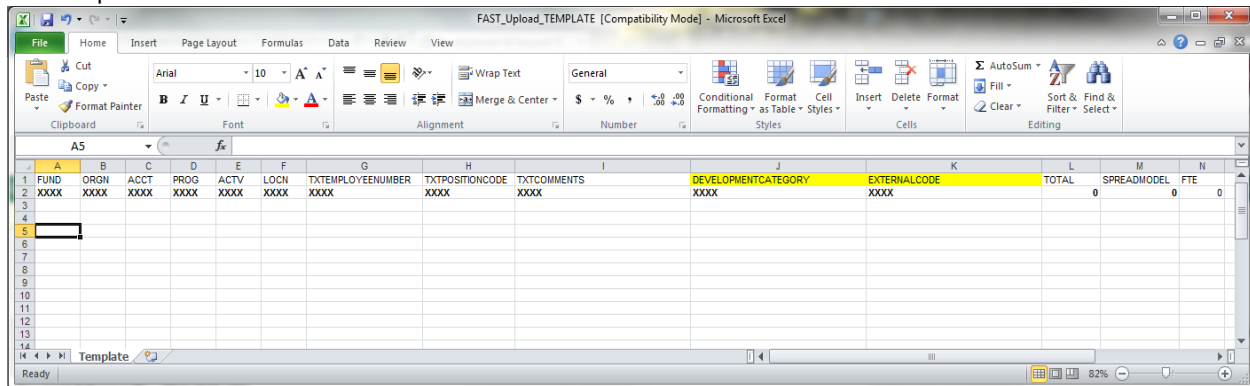
To download the budget development template

1. On the **Development** menu, click **Excel Import**.
2. Click **Download Template**. The dialog box opens with the template.



3. Click the **File Name** for the template and save the file to your computer.

The template will look like the below:



Additional Information:

- Do not modify the column headings or the import will not work.
- When you name your worksheets, make sure you do not include any spaces or special characters.
- When you create your Excel file, make note of the following, otherwise, the import process will not work:
 - FUND is required for every line.
 - ORGN is required for every line.
 - ACCT is required for every line.
 - PROG is not required. The system will assign the Banner Default PROG for the ORGN used.
 - ACTV is not required.
 - LOCN is not required.
 - TXTEMPLOYEENUMBER is required for every salary ACCT (6XXXX) or Salary Pool Account that is used. This can be the Employee Number (if budget is being entered at the employee level) or 0.
 - TXTPOSITIONCODE is required for every salary ACCT (6XXXX) or Salary Pool Account that is used. This can be the position code (if budget is being entered at the position level) or 0.
 - TXTCOMMENTS is required for every line.
 - DEVELOPMENTCATEGORY is used by the Budget Office for Budget by Position and is not required for the Excel Upload.
 - EXTERNALCODE is used by the Budget Office for Budget by Position and is not required for the Excel Upload.
 - TOTAL is required for every line. This is the budgeted amount.
 - SPREADMODEL value to use is 4. This translates into the fourth month – April.
 - FTE is used by the Budget Office for Budget by Position and is not required for the Excel Upload.

To Import Budget Data into FAST

1. On the **Development** menu, click **Excel Import**.
2. Click **Browse** to find the Excel spreadsheet on your computer. The total of the filename and extension cannot be longer than 75 characters.
3. Click **Next Import Step**.
 - If your spreadsheet has multiple worksheets, in Step 2 you select the worksheet then click **Next Import Step**, and in Step 3 you select the development series.
 - If your spreadsheet has one worksheet, in Step 2 you select the development series.
4. Click **Next Import Step**.

If the import is successful, a text box opens saying the *XL Import was completed successfully*. Click the Ok to close the box.

If the import is *NOT* successful, one of these messages opens:

- **The Excel file does not follow the required template. Either download the template, or Modify your file.**
 - a. Click x to close the yellow information bar.*
 - b. Download the template and/or modify your file and try again.*
- **An error occurred validating imported fields. The import has been aborted. View PDF error report.**
 - a. To view the errors, click the link to open the PDF report.*
 - b. Click x to close the yellow information bar.*