

# FAST Budget – Budget Transfers

## User Guide

### **Millennium FAST**

The user guide was created using FAST Version 4.2.18

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If printing this user guide, please print on both sides of the paper.

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## INTRODUCTION TO FAST

### What is FAST?

FAST is the finance reporting portion of a data warehouse application from Millennium Computer Systems. FAST accesses data from Banner Finance through a data warehouse that is refreshed daily. It allows users to easily query current and historical financial data and produce standard and ad hoc reports.

Reports can be downloaded to excel and PDF. They can also be “pinned” to preserve the selection for future use. The Division of Finance has created a series of standard pinned reports for specific user groups (Budget managers, Executive, etc.).

The data warehouse is refreshed at 5am daily. Accordingly, the information within FAST is essentially from the previous day.

### Access

Access to FAST is provided when Banner Finance access is established. The username and password for FAST is the user’s normal CSU login and will update when passwords are changed.

The online form below needs to be completed by a supervisor, to request access to Banner:

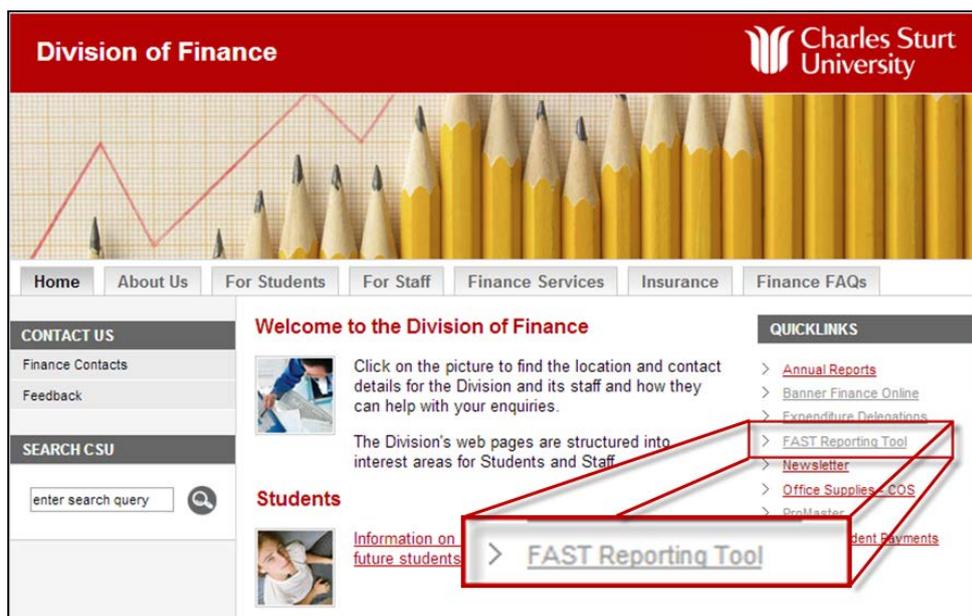
<https://online.csu.edu.au/division/dit/forms/adminis.htm>

### How to login

The quick way is to type [fast.csu.edu.au](http://fast.csu.edu.au) into your internet browser and then bookmark the page that appears.

There is also a link to FAST on the Division of Finance webpage:

<http://www.csu.edu.au/division/finserv>



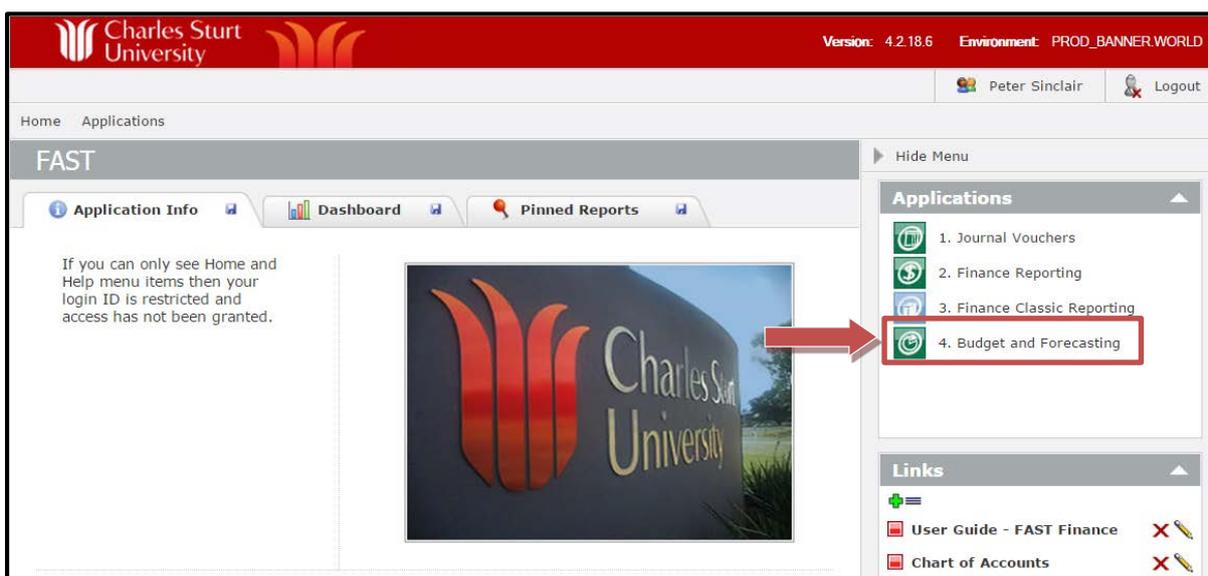
## Logging back in

When there is an immediate need to log back in, click on the Charles Sturt University logo in the top left of the log out screen. This returns the user back to the login page.



## FAST Homepage

Depending on access, the FAST home page may have several application options. This document discusses the “Budget and Forecasting” application. Click the **Budgeting and Forecasting** option.



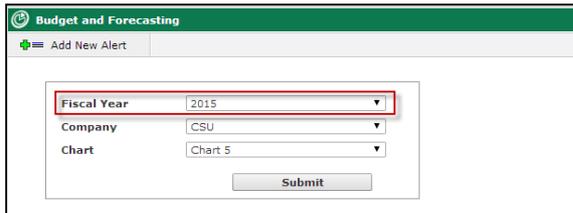
## FAST BUDGET

### Please Note:

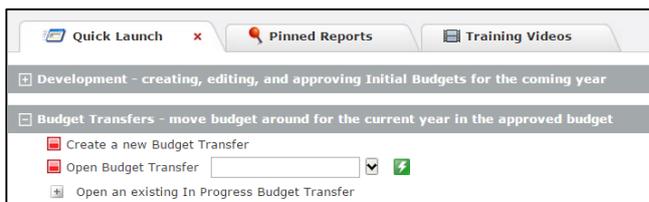
These instructions are for **Budget transfers** not **Funds/Actuals transfers**.

### Opening FAST Budget for Budget Transfers

After opening the Budget module, select the appropriate Fiscal Year from the Drop-down and click the **Submit** button. [Leave the Company (CSU) and Chart (5) set to their default values.]



The next page is the Quick Launch page. The **Budget Transfers** area will already be expanded ready for use.



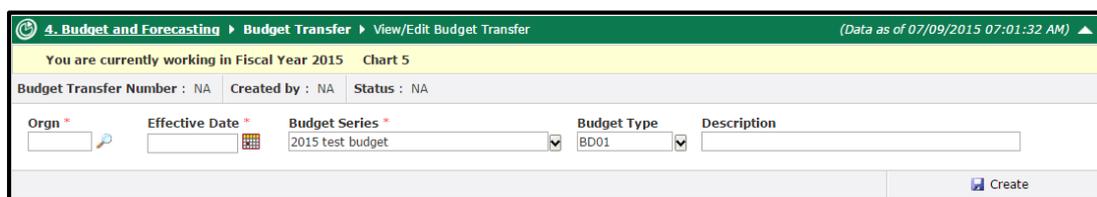
1. **Create a new Budget Transfer:** Hmmm, it does what it says 😊
2. **Open Budget Transfer:** Opens *In-Progress* Budget transfers.

Note: The plus icon  below **Open Budget Transfer** will also display the most recent In-Progress transfers.

## CREATING A NEW BUDGET TRANSFER

To create a new Budget transfer, click the  option from the Budget Transfer Menu.

A blank Budget Transfer form will open. The form will initially be displaying the transfer header entry area. The header is essentially a tag for the rest for the Budget Transfer



Name	Description
<b>ORGN</b> <small>[Forms part of the Header record.]</small>	Enter an ORGN code you have access to.
<b>Effective Date</b>	This is the date the Budget will be effective from. <i>HINT: after clicking the into date box, push the spacebar to have the current date appear.</i>
<b>Budget Series</b>	There will be only one Budget series to available to select.

<b>Budget Type</b>	There are six Budget types. You will only need access to BD02, BD03 and BD04. In rare cases you will have access to BD5 and BD6. <b>You cannot have multiple Budget Types in the transfer.</b> <i>[See page 14 for Budget Type descriptions]</i>
<b>Description</b> <small>[Forms part of the Header record.]</small>	Enter a relevant description. Try make this description less than 15 characters.

Click the Create icon . This establishes the Budget Transfer. A Budget Transfer Number will be assigned, the creator and the current status (displayed above the header).

<b>Budget Transfer Number : BT002063</b>	<b>Created by : PESINCLA</b>	<b>Status : In Progress</b>
--	------------------------------	-----------------------------

There are two of ways the Budget transfer information can be entered:

1. Manually or Line by line
2. Uploaded from a template

### 1. Manual Budget transfer entry

After creating the header, the lower section of the Budget transfer form will be displayed.



Clicking the  button creates a new blank transfer line. **All the fields highlighted pink are mandatory.**

Row #	Fund	Orgn	Acct	Prog	Comments	Dev Category	Spreading Model	▼ Income   ▲ Expense	▲ Income   ▼ Expense
--									

- a) Enter the **FUND | ORGN | ACCT | PROG** codes – **All must be entered**
- b) Enter a **Comments** for the particular transfer line (max of 35 Characters)
- c) Skip the **Dev Category** and **Spreading Model**. The Spread Model will be auto-assigned by the system but can be changed if necessary.
- d) The next two fields are how the transfer will be treated. Choose the appropriate column and enter the Amount. If the **Acct** code is an:

	DEBIT	CREDIT
	▼ Income   ▲ Expense	▲ Income   ▼ Expense
Income <b>Acct</b> Code	To decrease ▼ Income	To increase ▲ Income
Expense <b>Acct</b> Code	To increase ▲ Expense	To decrease ▼ Expense

- e) Either click the save button at the end of the row  **OR** click the  button to enter a

Row #	Fund	Orgn	Acct	Prog	Comments	Dev Category	Spreading Model	DEBIT - ▼ Income   ▲ Expense	CREDIT - ▲ Income   ▼ Expense
--	A102	6336	639	0000	Trnsfr from 6336 to 6322			150	0.00

new row. The row can still be edited at any point.

- f) Enter the details for the next line manually or use the Copy button to copy a highlighted row. Additionally, when the **Settings** button  is activated the previous row is automatically copied, after clicking the  button.
- g) Remember to periodically **save** the transfer. This can be done by clicking the either the save button  to the right of the  button or at the end of the transaction row.
- h) When the Transaction is **saved** and **balanced**, a message (**Budget Transfer is balanced.**) is displayed in the bottom right hand corner of the form.

Row #	Fund	Orgn	Acct	Prog	Comments	Dev Category	Spreading Model	▼ Income   ▲ Expense	▲ Income   ▼ Expense	
1	A102	6336	639	0000	Trnsfr from 6336 to 6322		134 - 15 Default Spread	\$150.00	\$0.00	
2	A102	6322	639	0000	Trnsfr from 6336 to 6322		134 - 15 Default Spread	\$0.00	\$150.00	
Records:									\$150.00	\$150.00

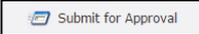
Attach Additional Information Budget Transfer is balanced.

History PDF Cancel Copy Import Balance Submit for Approval

This is an Income transfer from A102-**6336**-639-0000 to A102-**6322**-639-0000. ORGN 6336 has had a decrease in Income and ORGN 6322 has had an increase in Income.

Clicking the Balance button displays the outcome of the transfer at bottom of the screen.

Fund	Orgn	Acct	Prog	Budget Balance	This Transfer	Balance with Transfer	Actuals to Date	Commitment to Date	New Balance
A102	6322	639	0000	\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$150.00
A102	6336	639	0000	\$0.00	-\$150.00	-\$150.00	\$0.00	\$0.00	-\$150.00

- i) When the transfer is unbalanced, an unbalanced message is displayed, e.g. **Budget Transfer is not balanced**. This is a warning and will not stop the transfer from being completed. Occasionally, a Budget transfer might need to be one-sided or out of balance (e.g. to fix an error), which would warrant the use of an unbalanced transfer.
- i) Further records can be added as needed by clicking the  button.
- j) Records can be deleted by highlighting/clicking a row number and pushing the red **X** icon . That row will be deleted from the grid.
- k) When the transfer is finished, it can submitted for Approval  (see Approval process pg. 11).

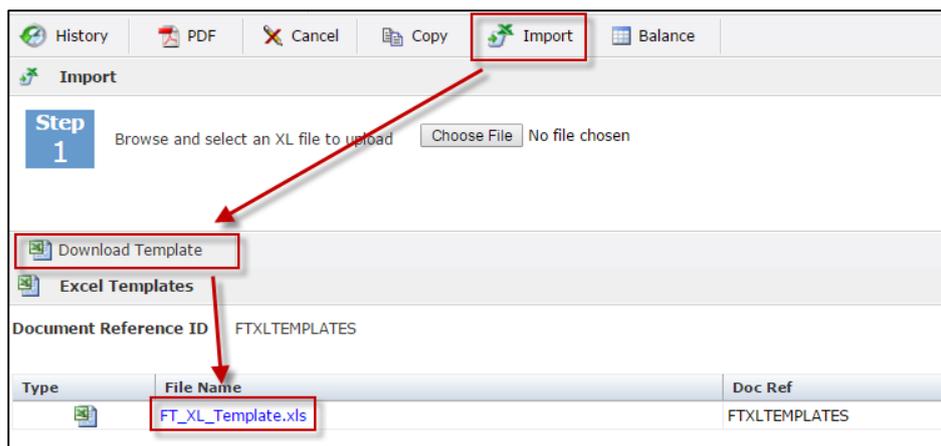
## 2. Uploaded Budget transfer entry

This method involves entering the Budget transfers into an Excel template. The template can be downloaded after the Header has been created and saved (see pg. 6). Click the **Import button**



at the bottom of the page. Then click the Download Template button and click the filename.

This will download the Excel file in which the Budget Transfer is entered. Depending on the computer screen settings, the screen may need to be scrolled-down to locate the **Download Template button** and/or the template file.



After opening the Excel template file, the empty sheet will look like this:

FUND	ORGN	ACCT	PROG	ACTV	LOCN	TXTEMPLOYEENUMBER	TXTPPOSITIONCODE	TXTCOMMENTS	DEBIT	CREDIT
XXXX	XXXX	XXXX	0.00	0.00						

**Do not delete the row that has the XXXX's.** The Budget module needs the row for processing.

Enter each line of the Budget transfer into the template:

1. Enter the FUND | ORGN | ACCT | PROG.
2. Leave the ACTV | LOCN | TXTEMPLOYEENUMBER | TXTPPOSITIONCODE blank
3. Add Comments/Description to the Comments column
4. Add the Budget amount to be transferred into the appropriate DEBIT or CREDIT column.

The table on page 7 can be used as a guide for which amounts need to go into which column.

5. Using the same data from the previous section, the Budget transfer would look like this in the template:

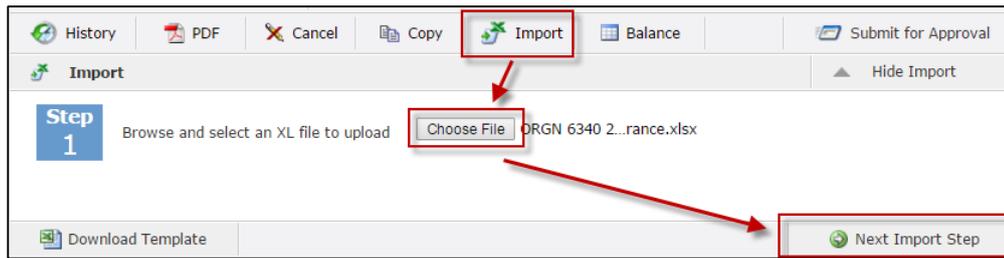
FUND	ORGN	ACCT	PROG	ACTV	LOCN	TXTEMPLOYEENUMBER	TXTPPOSITIONCODE	TXTCOMMENTS	DEBIT	CREDIT
XXXX	XXXX	XXXX	0.00	0.00						
A102	6336	639	0000					Tnsfr from 6336 to 6322	150.00	
A102	6332	639	0000					Tnsfr from 6336 to 6322		150.00

6. Save the Excel template to a known location. The file can be renamed. The sheet/tab can be renamed, but the sheet/tab **cannot** have spaces in the name.
7. Return to FAST Budget and the Transfer that was previously started. If the original page is still open, simply return to that page. Depending how much time has passed, FAST might be required a re-login. Alternatively, follow this sequence:

[Budget Transfers → Open → In Progress]

8. Click the **Import button** . Click **Choose File**, navigate to the saved template (from

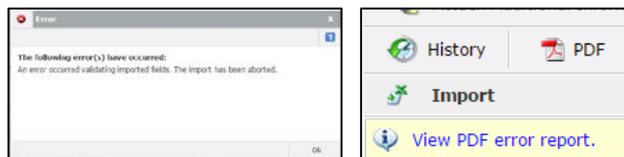
step 6) and select the file.



9. Click the **Next Import Step** button. The Module will then validate the file, if the file is valid the upload will appear in the grid.



- a. An error message will appear if the file contains errors. A pdf file (blue hyperlink) will also be generated, which highlights any issues with the file.



**Excel import errors:**

Item	INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOGN	TXTEMPLOYEEENUMBER	TXTPPOSITIONCODE	TXTCOMMENTS	DEBIT	CREDIT
2		A102	6332	639	0000					Trnsfr from 6336 to 6322	0	150

- b. To fix the errors, open the Excel template and make the necessary changes. Then repeat the upload steps (8 & 9)

10. When successful, the data grid will show the records (in the screen shot below, the same transfer has been entered twice).

Row #	Fund	Orgn	Acct	Prog	Comments	Dev Category	Spreading Model	▼ Income   ▲ Expense	▲ Income   ▼ Expense
1	A102	6336	639	0000	Trnsfr from 6336 to 6322		134 - 15 Default Spread	\$150.00	\$0.00
2	A102	6322	639	0000	Trnsfr from 6336 to 6322		134 - 15 Default Spread	\$0.00	\$150.00
3	A102	6336	639	0000	Trnsfr from 6336 to 6322		134 - 15 Default Spread	\$150.00	\$0.00
4	A102	6322	639	0000	Trnsfr from 6336 to 6322		134 - 15 Default Spread	\$0.00	\$150.00

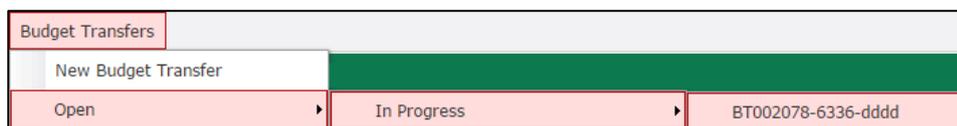
11. Further records can be added as needed, without having to upload the file again.
12. Records can be deleted by highlighting/clicking a row number and pushing the red **X** icon .

13. When the transfer is finished, submit for Approval  (see Approval process pg. 11).

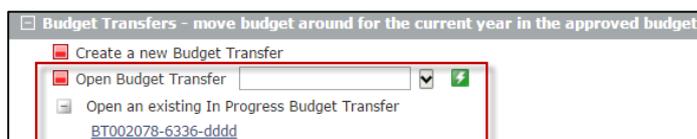
## Partially completing a transfer (In Progress)

A transfer can be started and returned to, as long as the header record has been added and saved (see pg.6). When the header has been saved, to access the saved transfer:

From the top menu choose Budget Transfer → Open → In Progress → choose the transfer from the list. This opens the transfer in its last save state.



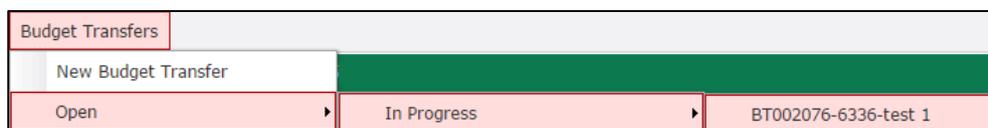
This can also be achieved on the front menu using these two options:



## Cancelling an unapproved transfer

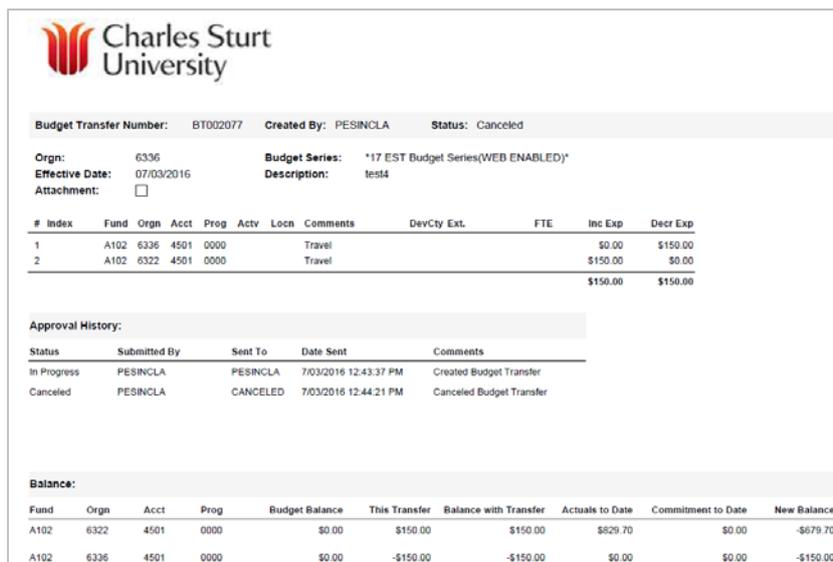
A transfer can be cancelled, if it has not been approved. To cancel a Transfer:

From the top menu choose Budget Transfer → Open → In Progress → choose the transfer from the list.



At the bottom of the screen (third icon from the left) click the Cancel button . A warning will appear, click **OK** to cancel the transfer.

**Please Note:** Once the transfer has been cancelled, it cannot be retrieved. An audit pdf summary can be generated of the cancelled transaction and will display some information. For example:



**Charles Sturt University**

Budget Transfer Number: BT002077 Created By: PESINCLA Status: Canceled

Orgn: 6336 Budget Series: \*17 EST Budget Series(WEB ENABLED)\*  
 Effective Date: 07/03/2016 Description: test4  
 Attachment:

#	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Comments	DevCty Ext.	FTE	Inc Exp	Deer Exp
1		A102	6336	4501	0000			Travel			\$0.00	\$150.00
2		A102	6322	4501	0000			Travel			\$150.00	\$0.00
											\$150.00	\$150.00

**Approval History:**

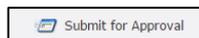
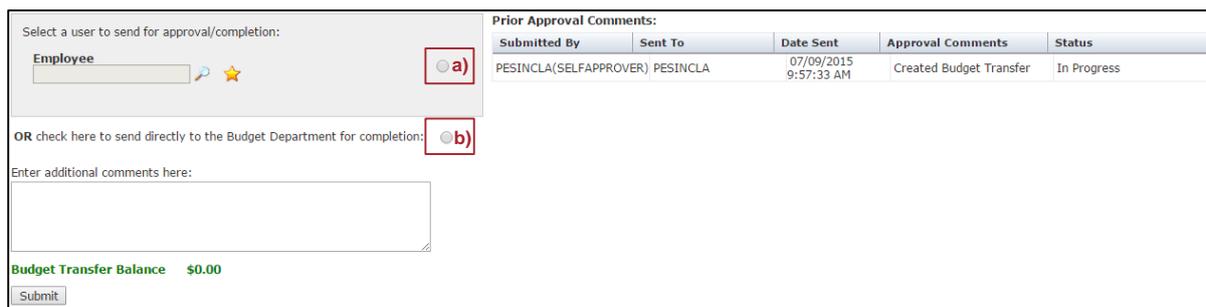
Status	Submitted By	Sent To	Date Sent	Comments
In Progress	PESINCLA	PESINCLA	7/03/2016 12:43:37 PM	Created Budget Transfer
Canceled	PESINCLA	CANCELED	7/03/2016 12:44:21 PM	Canceled Budget Transfer

**Balance:**

Fund	Orgn	Acct	Prog	Budget Balance	This Transfer	Balance with Transfer	Actuals to Date	Commitment to Date	New Balance
A102	6322	4501	0000	\$0.00	\$150.00	\$150.00	\$829.70	\$0.00	-\$679.70
A102	6336	4501	0000	\$0.00	-\$150.00	-\$150.00	\$0.00	\$0.00	-\$150.00

## Submitting for Approval

When the Budget transfer is ready to go, click the **Submit for Approval** button

Select a user to send for approval/completion:

Employee    **a)**

OR check here to send directly to the Budget Department for completion:  **b)**

Enter additional comments here:

Budget Transfer Balance \$0.00

**Prior Approval Comments:**

Submitted By	Sent To	Date Sent	Approval Comments	Status
PESINCLA(SELFAPPROVER)	PESINCLA	07/09/2015 9:57:33 AM	Created Budget Transfer	In Progress

The approval can be sent to:

- a) **A manager** for approval (the manager will also need to have access to FAST Budget. If they don't have access you can request access through [Budget@csu.edu.au](mailto:Budget@csu.edu.au)) by entering the manager's employee number or by searching for their name using the magnifying glass.
- b) Alternatively, the request can be sent straight to Finance by selecting the **directly to the Budget Department** option.

Please add some brief notes into the **Additional Comments** section outlining the reason for the Budget Transfer.

After clicking Submit, an email will be sent to the approver letting them know there is a Budget transfer waiting for approval. Once the Budget has been approved or rejected, another email will be sent notifying that whether the Budget Transfer has been approved or rejected.

## Rejected transfer

When a Budget transfer is rejected, either click the link in the email to open FAST Budget or navigate to FAST Budget.

Open the rejected transfer (Budget Transfers → Open → Rejected) and make any necessary changes. Then resubmit the transfer for approval using the same process outlined in the previous section.

## After the Budget has been approved

When the Budget has been approved by all parties, it is then put into the overnight processing. The transfer should appear in Banner and FAST overnight.

## Reversing an approved transfer

The only way to reverse an approved transfer is to submit another Budget Transfer, which will reverse what has already been approved. For example, this is a reversal of the budget transfer below:

### Initial Transfer | increasing travel expense

Row #	Fund	Orgn	Acct	Prog	Comments	Dev Category	Spreading Model	▼ Income   ▲ Expense	▲ Income   ▼ Expense
1	A102	6336	45	0000	Travel to Mexico		132 - 15 NonSal DIV	\$4,500.00	\$0.00

### Submit a second transfer to reverse | decreasing the travel expense

Row #	Fund	Orgn	Acct	Prog	Comments	Dev Category	Spreading Model	▼ Income   ▲ Expense	▲ Income   ▼ Expense
1	A102	6336	45	0000	Travel to Mexico - Reversal		132 - 15 NonSal DIV	\$0.00	\$4,500.00

This will result in a zero balance in this account that can be drilled into with Finance Reporting, showing the transactions.

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### Budget Types and Codes (e.g. BD01, BD02, etc.)

CODE	DESCRIPTION	
BD01	Approved Original <b>Permanent</b> Budget	<b>Permanent Budget</b>
BD02	Adjustments to <b>Permanent</b> Budget	
BD03	Approved <b>Temporary</b> Budget	<b>Temporary Budget</b>
BD04	Adjustments to <b>Temporary</b> Budget	
BD5	Approved <b>Temporary Budget (Multi-Year items)</b>	<b>Temporary Budget</b>
BD6	Adjustments to <b>Temporary Budget (Multi-Year items)</b>	<b>Multiple years</b>