# Financial Automation Submission & Tracking (FAST)

# Helpful Hints and Frequently Asked Questions

## General:

1) **Who should have access to FAST?** The Chief Financial Officer (CMFO) is the Administrator of users within the FAST Portal. The CFO is responsible for maintaining both Officials within each Local Government Unit (LGE) and those Officials requiring access to FAST Portal. The following are the user roles available in FAST:
    a. CFO of LGE
    b. Preparer
    c. Auditor/RMA of record
    d. Auditor Preparer
    e. Tax Collector (Preparer)
    f. Tax Assessor (Preparer)
2) **What if I'm associated to more than one Local Government Unit?** We recommend that individuals maintain unique logins for the local government entities that they are associated with, along with their associated role (i.e., Auditor of record vs. Preparer), to ensure proper delivery of information is submitted and responded to accordingly.
3) **I forgot my username or password. How can I reset it?** Click on the "Forgot Your Password" link located on the sign-in screen. If you forgot your username, contact the DCA Help Desk at helpdesk@dca.nj.gov.
4) **How do I create a new ADS, AFS, Budget or Audit Report?** The Division of Local Government Services will systematically create the new records for each year.
5) **How do I print a copy of my ADS, SDS, AFS, or Budget?** Within each module, go to the Notes, Attachments & Report Generation tab. Click on "Generate Document" button and refresh your screen (this may take a few minutes).
6) **How do I remove/deactivate an associated user or a document?** Contact the DCA Help Desk at helpdesk@dca.nj.gov.

## Annual Debt Statement:

1) **How do I create my Annual Debt Statement?** The Division of Local Government Services will systematically create the new records for each year.
2) **Which years do I select for the Equalized Valuations?** The ADS year you are completing and the prior two years.
3) **When completing the "Computation for Regional and/or Consolidated School District Debt", which amount do I enter in the corresponding "Bonds & Notes for Regional School Purpose?"** Refer to the apportionment of debt amount for the associated LGE you are reporting for after entering your total amount of "Total Serial Bonds Issued" for the entire district.

## Supplemental Debt Statement:

1) **How do I create a Supplemental Debt Statement?** Within the Annual Debt Statement module, refer to the tab "Supplemental Debt Statement".

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2) **How do I submit a Bond Ordinance to the Division as part of my SDS?** Within the Supplemental Debt Statement module, refer to the tab “Notes, Attachments & Report Generation” to attach.

**Annual Financial Statements:**

1) **How do I create my Annual Financial Statement?** The Division of Local Government Services will systematically create the new records for each year.
2) **How do I certify the applicable sections of the AFS?** Within the Annual Financial Statement module, refer to the “Affidavit Cert & Report of Financial Assistance” tab and “create” and assign the associated certifications.
3) **How should I list my Banks Supporting Cash on Deposit**? In the “AFS Other Amount Line Item,” users should include both the fund and the bank name in the same field.
4) **Why does the Reserve for Uncollected Taxes (Sheets 25 & 25a) not display as a part of the AFS?** This computation is now included within the Municipal Budget module and shall be completed when submitting your Introduced Budget.
5) **How do I find FCOA accounts when searching?** Type in the “Fund” designation from the FCOA list provided or use *before a keyword.

**Municipal Budget:**

1) **How do I create my Budget?** The Division of Local Government Services will systematically create the new records for each year.
2) **How do I ensure my officials’ information populates to the generated report?** CFO shall ensure that all “Associated Contacts” reference the current Official.
3) **Why are my rates not calculating on the “Tax Rates” tab?** Ensure all fields are appropriately populated, i.e. “Net Valuation Taxable”.
4) **Why is my Amount to be Raised by Taxation calculating as a negative number?** User must complete the “Reserve for Uncollected Taxes” tab.
5) **How do I submit additional documentation as part of my budget package transmittal?** Within the Budget module, refer to the tab “Notes, Attachments & Report Generation” to attach.

**User-Friendly Budget:**

1) **How do I create my User-Friendly Budget?** The Division of Local Government Services will systematically create the new records for each year.
2) **How do I print a copy of my User-Friendly Budget?** Within the Budget module, go to the Notes, Attachments & Report Generation tab. Click on “Generate UFB Document” button and refresh your screen.
3) **Where do I find the User-Friendly Budget?** Within the Budget module, refer to the tab “User Friendly Budget”.

4) **Why is UFB-2 Revenues Summary missing in the User-Friendly Budget component?** The Revenues Summary information will be included when the UFB report is generated from information in the Budget.
5) **How does my Full and Part-Time employee count populate to UFB-3 Appropriations Summary?** This is accomplished when entering the Appropriation details in the Budget module.
6) **Why is my employee count not populating to UFB-7 Personnel Costs?** This section requires additional user data entry that the Budget Appropriation details does not support (How many department heads/supervisory staff vs. non-supervisory/non-union staff).
7) **Should I represent the Employee Cost Sharing Contribution as a negative or positive amount?** Enter a positive amount; the system knows to subtract this amount.