

Financial Automation Submission and Tracking (FAST)

Budget Module – Quick Tips and FAQ

General:

- 1) **Who should have access to FAST?** The Chief Financial Officer of the municipality is the Administrator of the LGE page within the FAST Portal. The CFO is responsible for maintaining contact records and portal user accounts once they have been set up (please see #3 below for creating an account) for all Officials for their Local Government Entity (LGE).
 - a) The following individuals should have access to FAST:
 - a. Chief Financial Officer
 - b. Preparer (Data Entry)
 - c. Registered Municipal Accountant of Record
 - d. Audit Preparer (Audit-only Data Entry)
 - e. Tax Collector (Preparer)
 - f. Tax Assessor (Preparer)
 - g. Municipal Clerk (Preparer)
 - h. Chief Administrative Officer (Preparer)
 - b) The following individuals should have contact records, but are not required to have a user account in FAST as they may not require direct FAST access, but their names are listed on official documents:
 - a. Mayor
 - b. Governing Body Member
 - c. Municipal Attorney

***Please note:** Mayors who serve as the Chief Administrative Officer may require access to the Best Practices Inventory, however, this guide focuses solely on FAST access.

- 2) **What if I am associated to more than one Local Government Unit?** If individuals are the Chief Financial Officer in multiple government units, the Division recommends those individuals maintain a unique login for each of their associated entities. Further, if individuals will need different levels of access to different municipalities (i.e. Data Entry in one LGE and CFO in another), they should maintain separate logins.
- 3) **How do I create an account?** If you need access to FAST as a user, you should register yourself for access: <https://njdca.dynamics365portals.us/Account/Login/Register>. The Chief Financial Officer should not create contact accounts for individuals who need to access the system (with username and password) as they are not able to provide those credentials to new users. If an individual, such as a Governing Body Member, will have their name appear on a document, but will not need access to the system for any reason, the CFO is able to add those individuals as contacts.

- 4) **How do I create my annual documents in FAST (ADS, AFS, Budget, and Audit)?**
The Division of Local Government Services will create the annual financial reporting documents for each year and notify LGEs of their availability.
- 5) **How do I print a copy of my ADS, SDS, Budget, UFB, or AFS?** LGEs can generate reports for any of these documents on the “Notes, Attachments, and Report Generation” tab by clicking “Generate Report.” Currently, there is no report that generates for the Audit module.

Budget Module:

- 1) **What information do I need to enter for the 2019 FAST Budget?**
 - a) The following **2019 Adopted Budget** information should be entered:
 - a. Data Entry Sheet
 - b. Explanatory Statements (3a and 3d only)
 - c. Current Fund Revenues
 - d. Current Fund Appropriations (In and Out of CAPS)
 - e. Dedicated Assessment Budget
 - f. Capital Budget and Capital Improvement Program
 - g. Open Space Trust Fund Budget
 - h. Reserve for Uncollected Taxes and Amount to be Raised
 - i. Utility Budget
 - b) The following information is **not required** for 2019 FAST Budgets:
 - a. Tax Rates tab
 - b. User Friendly Budget
 - c. COLA and Levy CAPS (Hidden on 2019 FAST Budgets)
 - d. Appendix to Budget Statement
 - e. Annual List of Change Orders Approved
- 2) **What are Appropriation Class Codes?** Class Codes are a mechanism for organizing Budget Appropriations within CAPS for FAST Budgets. On the Data Entry Sheet, LGEs can setup their Appropriations Class Codes. When entering their Appropriations, LGEs will select an Appropriation Class Code for each account, as applicable. The assignment of Appropriation Class Codes will roll from one year to the next, and LGEs will only need to adjust Class Codes if the order of their Budget document changes.
- 3) **How do I add an item using the FCOA Codes?** Current Fund Revenues and Appropriations, the Open Space Trust Fund, and Utility Budgets utilize the FCOA Codes. On any of these pages, click the “Add” button to add a new item. On the window that appears, click the magnifying glass logo to select an FCOA Code. Upon selecting a code and entering applicable amounts, click “Save” and the item will be added to the subsection of the page where the “Add” button was clicked.
- 4) **Is there filtering on the FCOA Codes?** Yes. For any subsection that utilizes FCOA Codes, only codes that will actually appear in that section are available for selection. For example, in the “State Aid without Offsetting Appropriations” section of the Revenues

page, only State Aid Revenues (CMPTRA, ETR, etc.) will appear as FCOA Code choices. A complete list of updated codes is available within the FAST Budget module and on the Division's FAST webpage: <https://www.nj.gov/dca/divisions/dlgs/fast.html>.

- 5) **Can I change an existing FCOA Code?** If you need to change an FCOA code and the item will remain in the same subsection, the code should be changed. If the item needs to be moved to a different subsection, it should be deactivated and a the new FCOA code should be added in the correct section.

Please Note: The Division asks that LGEs pay particular attention to the Grants, Public and Private Contributions, and Shared Services accounts that were previously entered as significant updates were made to the existing codes for these sections (both Revenues and Appropriations).

- 6) **How do I complete the Reserve for Uncollected Taxes (RUT)?** Municipalities must complete the RUT schedule, including PY and CY amounts, for all taxing entities, as well as the percent anticipated in the CY for calculating the Amount to be Raised by Taxation. However, should users choose to override this number (using a number greater than the calculated amount above), then 12A allows the option to insert the number to use. The system will calculate the % of RUT based on the number used in 12A and populate on the Appropriations Summary and the Explanatory Statement (Sheet 3). **Note:** The system will prohibit the amount used in 12A to be less that the required amount.
- 7) **How do I submit my 2019 Adopted Budget in FAST?** Only the Chief Financial Officer for each municipality can submit the Budget document in FAST. Choose the "Submit for Review" tab, then, choose the "Submit" button on that page to submit the Budget. Submitted 2019 Budgets will roll into the 2020 Budgets.