

Financial Automation Submission & Tracking (FAST)

Fire District Special Items of Revenue User Guide

Access:

There is one “role” in FAST that provides access to the fire district special items revenue section of FAST:

Commissioner / Fire District Official: Individuals with this level access to their fire district automatically have access to the “File Fire District Special Item of Revenue” option in the FAST dropdown menu. **No additional access needs to be requested for the fire district official to access this section of FAST.** If you already have the access to submit your fire district’s budget, your account already has the necessary access to submit a special item of revenue.

New Users (Commissioner of Fire District Official):

New users can register for an account at: <https://njdca.dynamics365portals.us/Account/Login/Register>.

To request access, login to FAST and click “Request Access” in the upper right corner of the screen. Select the option “Request Access to FAST”. On the page that appears, select your fire district, check the role for “Commissioner / Fire District Official”, and submit the request. **All requests for access are confirmed to the most recent budget document and/or the fire district website** Fire district are strongly encouraged to ensure this information is accurate.

Local Government Entity *

Aberdeen Township FD No. 1



Municipalities / Counties Only

Chief Financial Officer

Preparer / Data Entry

RMA of Record

Audit Preparer

Amendment Preparer (159, Emergency, Rider, Petty Cash)

Fire Districts Only

Commissioner / Fire District Official

Fire District Auditor of Record

Authorities Only

Executive Director / Finance Officer

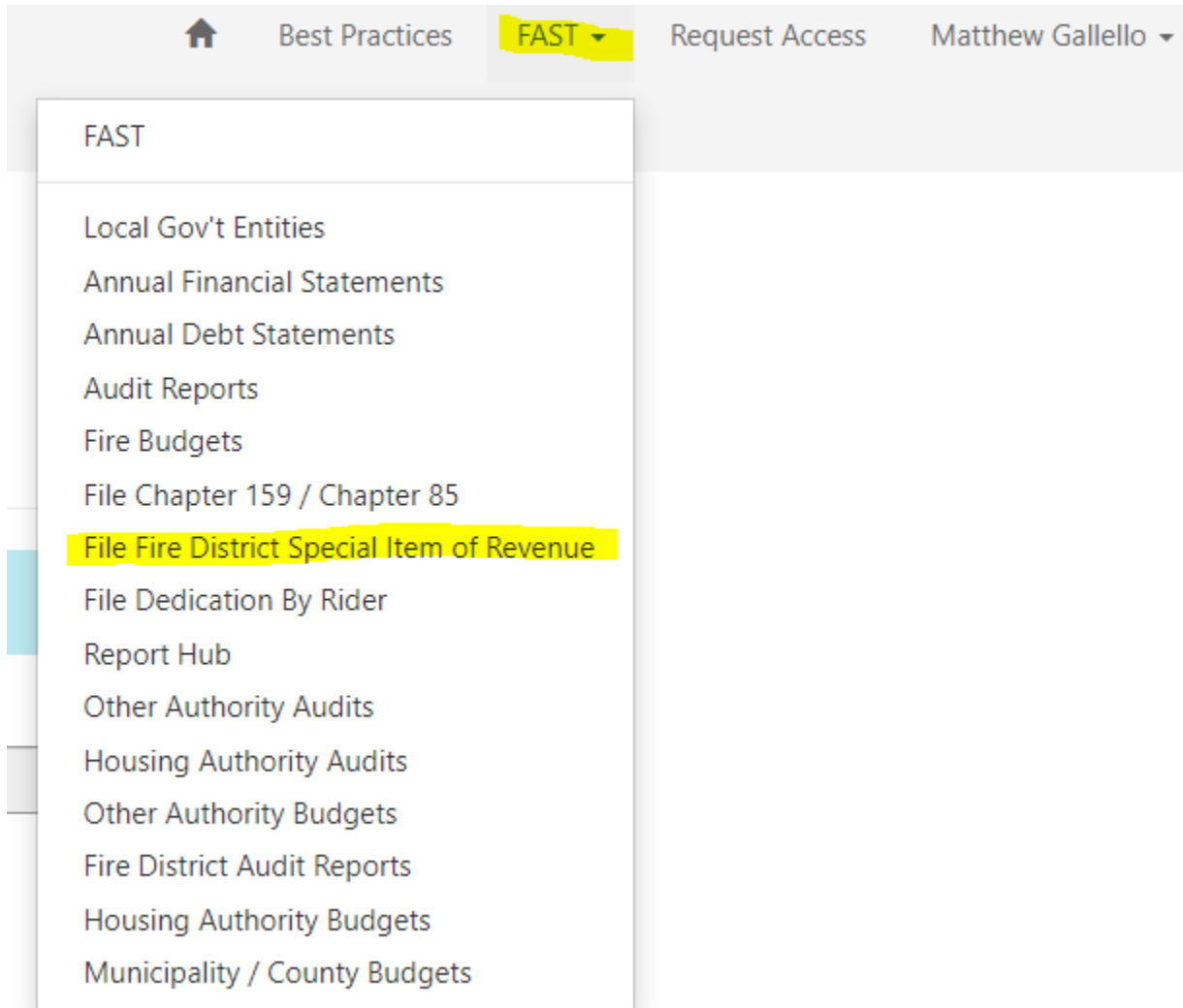
Preparer / Data Entry

Auditor

Submit Request

Creating a Fire District Special Item of Revenue

From the “FAST” dropdown menu, select “File Fire District Special Item of Revenue”. On the screen that appears, click the “File Special Item” button to create a new form.



Financial Automation Submission and Tracking

Search

Name ↑	Resolution #	Budget Year	Resolution Date	Status Reason
(DCA) Galleloville FD No. 1 - - Special Item of Revenue	1234		4/2/2024	Submitted <input type="button" value="v"/>
(DCA) Galleloville FD No. 1 - - Special Item of Revenue	1234	2023	4/1/2024	Approved <input type="button" value="v"/>

On the window that appears, select your fire district, enter your resolution number (if applicable), and the date the resolution was passed by the board of fire commissioners. Once complete, click the “Create” button.

Create

Form *

Special Item of Revenue

Fire District *

Resolution #

Resolution Date *

M/D/YYYY

Create

Once saved, the form will appear on the list of created Special Item of Revenue forms with a “Status Reason” of “Pending Submission”. Click the blue text with the title of the form to open the record.

Name ↑	Resolution #	Budget Year	Resolution Date	Status Reason
(DCA) Galleloville FD No. 1 - - Special Item of Revenue	1234		4/2/2024	Submitted
(DCA) Galleloville FD No. 1 - - Special Item of Revenue	1234	2023	4/1/2024	Approved
(DCA) Galleloville FD No. 1 - - Special Item of Revenue	TEST		3/15/2023	Pending Submission

Completing the Special Item of Revenue Filing Process

After clicking into the form, you will need to enter a Revenue Source, Description, and Amount, an Appropriation Title, Description, and Amount, and any Local Match information.

Revenue Source *	<input type="text"/>	Revenue Amount *	<input type="text"/>
Revenue Description			
<input type="text"/>			
Appropriation Title *	<input type="text"/>	Appropriation Amount	<input type="text"/>
Appropriation Description			
<input type="text"/>			
Local Match	<input type="text"/>	Local Match Amount	<input type="text"/>
Local Match Description			
<input type="text"/>			

Once all information has been entered, upload the certified resolution that was passed by the board of fire commissioners accepting this special item of revenue, along with any additional documentation justifying the receipt of the revenue, such as an award letter for a grant.

Attachments

Filename	Category	Upload Date	Delete
No documents uploaded			
0 uploaded	Upload Certified Resolution		Choose a File
0 uploaded	Upload Supporting Documentation		Choose a File

[Save](#)

Once all information has been entered documents uploaded, navigate to the "Submit for Review" tab on the left side of the screen. Check the box for the certification of electronic transmittal of the form, confirm the contact information listed is that of the CFO or the designee completing the submission, and submit. An email confirmation will be sent to the submitter upon successful filing.

Summary

Submit for Review

Financial Automation Submission and Tracking

(DCA) Gallelloville FD No. 1

Resolution #

TEST

Financial Automation Submission and Tracking

(DCA) Gallelloville FD No. 1

By electronic transmittal of this form, I certify that the information provided is true and correct, and that I am a true resolution and was properly adopted.

By electronic transmittal of this form, I certify that the funding source cited in the resolution meets the statutory requirements and that the resolution is in compliance with the applicable laws and regulations.

Fire District Official (or Designee) *

Matthew Gallelo

Fire District Official (or Designee) Email *

Fire District Official (or Designee) Telephone

Submit

Cancellations:

To cancel an existing special item of revenue, click the “File Special Item of Revenue” button, and change the form to “Cancellation”.

Create

Form *

Cancellation

Fire District *

Resolution #

Resolution Date *

M/D/YYYY

Create

Once the Cancellation form is created, click the blue text with the form title to access it for data entry.

Name ↑	Resolution #	Budget Year	Resolution Date	Status Reason
(DCA) Galleloville FD No. 1 - - Cancellation	TEST		5/1/2024	Pending Submission
(DCA) Galleloville FD No. 1 - - Special Item of Revenue	1234		4/2/2024	Submitted
(DCA) Galleloville FD No. 1 - - Special Item of Revenue View details	1234	2023	4/1/2024	Approved
(DCA) Galleloville FD No. 1 - - Special Item of Revenue	TEST		3/15/2023	Pending Submission

Use the magnifying glass icon to select the special item of revenue that is being cancelled. Enter the amount being cancelled as well. This cancellation will automatically be connected to the original special item of revenue application. Click “Save” after all information has been entered.

Special Item of Revenue to Cancel

(DCA) Galleloville FD No. 1 - - Special Item of Revenue

Cancellation Amount

Original Resolution

Name *

(DCA) Galleloville FD No. 1 - - Special Item of Revenue

Once all information has been entered documents uploaded, navigate to the "Submit for Review" tab on the left side of the screen. Check the box for the certification of electronic transmittal of the form, confirm the contact information listed is that of the CFO or the designee completing the submission, and submit. An email confirmation will be sent to the submitter upon successful filing.

Summary

Submit for Review

Financial Automation Submission and

(DCA) Galleloville FD No. 1

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Fire District Official (or Designee) *

Matthew Gallelo

Fire District Official (or Designee) Email *

Fire District Official (or Designee) Telephone

Submit

Signed Certification Forms and Reports:

Upon approval by Division staff, a "Signed Certification Form" will be generated and listed in the same place the Certified Resolution and Supporting Documentation were uploaded. An email confirmation will also be generated upon approval. In addition to a PDF of the Signed Certification Form, an up-to-date PDF report listing all special item of revenue filings will be generated to the same document repository section.

2004_amendment_2024.pdf	Signed Certification Form	3/12/2024 9:52:01 AM	✕
2004_amendmentsummary_2024.pdf	Amendment Summary	3/12/2024 9:51:50 AM	✕