



FAST BUDGET – 2025-26 USER MANUAL

Budget Module - User Manual
Updated for Budget 25/26

Annual Operating Budget Overview
FAST 2025-26 User Manual

A user manual for the **FAST Budget and Forecasting** module that offers instructions on how to access information, perform functions in the module and submit a successful budget.

Prepared by Finance Planning & Reporting
<https://sites.ontariotechu.ca/finance/planning-reporting/planning>

ANNUAL OPERATING BUDGET: OVERVIEW

The Provost and the VP, Administration present the annual operating budget to the Board of Governors every April for the upcoming fiscal year. The annual operating budget presentation reviews the strategic initiatives that have been prioritized, resource allocation decisions and the budgetary assumptions that were used to guide those decisions.

ANNUAL OPERATING BUDGET: PROCESS RESPONSIBILITIES

The annual operating budget is a shared responsibility between Finance and the Provost.

The Financial Planning department manages data collection, analysis and reporting of the budget while the Provost manages the strategic allocation process.

Financial Planning also administers the FAST Budget module, which is used to collect and consolidate all budget data submitted by the University's budget holders.

Through training and ongoing support, Planning assists all departments in planning, implementing, monitoring and controlling their budgets.

Together, Finance and the Provost Office work to ensure Ontario Tech University is fiscally responsible and accountable with its annual operating budget.

Summer: As enrolment for the current year crystalizes, assumptions for the upcoming budget year's revenues are drafted and set the initial overall revenue budget for the next budget cycle.

October: The first draw on the budget total is salaries and benefits. A snapshot of all full-time employees is taken on October 1st and becomes the baseline for the next budget year. After factoring in the future increases for these employees to create a Base Full-time labour budget, the prior year's total Base budget for Part-time labour, Operating Expenses and Capital Expenses are summed to create the initial Base working budget.

December: Each Faculty & support unit will submit their proposed budgets using the FAST Budget module. Individual Faculties and support units may submit requests for additional budget (Asks) whether they be permanent (Base Asks) or temporary (One-Time Only (OTO) Asks).

These budget submissions are consolidated for review and approval.

January: Durham College will present their proposed budget for shared services. This is the final piece of the total Annual Operating Budget. Decisions about Asks will be finalized at this time.

April: The Audit & Finance Committee of the University's Board of Governors will be presented the proposed Annual Operating Budget by the Provost and the VP, Administration. Once approved, it will be loaded into the FAST Reporting module for the new fiscal year.

The following budget guidelines provide a common understanding and framework for the budget process:

- a) All budgets and quarterly calendarization will be completed in the FAST Budget and Forecasting module.
- b) The budget starting point for each unit is their 24/25 Base and approved 24/25 Base asks.

Each unit will be allocated funds to cover committed increases to FT labour which will be captured in the 25/26 P/A Base Ask series.

These increases are:

- i) 2025/26 salary increases*
- ii) 2024/25 In-Year approved hires

* Estimated salary increases for eligible full-time continuing employees are included in starting base budget based on estimates for each employee group (*actual in-year salary increases for each employee compensation group are all subject to approval by Human Resources*)

- d) Payroll information, including employees and their respective annual salary, for academic and support staff continuing employees as well as employee costs charged by Durham College (DC) to Ontario Tech University, are included in the Starting Base budget.
- e) Full-time salary budgets include all approved positions as of November 3, 2024. These are pre-loaded in each unit's Base budget.
- f) Benefit expenses for employees, included in your Starting Base budget, are calculated as follows:
 - i) For employees on the Ontario Tech University payroll:
 - 19-24% for full-time continuing employees, and
 - 11% for limited term contract employees

g) For all areas that generate revenue, update the revenue and corresponding expenses required to generate revenue. All revenue generating units must submit a balanced budget unless approved by the VP, Administration.

h) All budget holders should review their budgets with their respective Vice-President, Dean or delegate prior to submission of the budgets in the FAST Budget module by 5 p.m. on **Thursday December 19th, 2024**

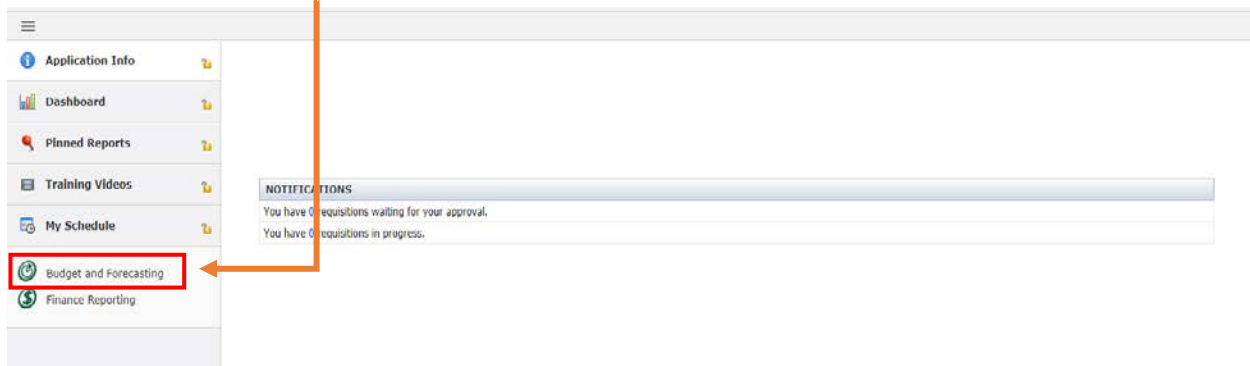
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2025-26 BUDGET: FAST USER MANUAL

VIEWING THE BUDGET SUMMARY REPORT

Login to *FAST* @ <http://fast.ontariotechu.ca>

Select **Budget and Forecasting** from the toolbar on the left side of the screen

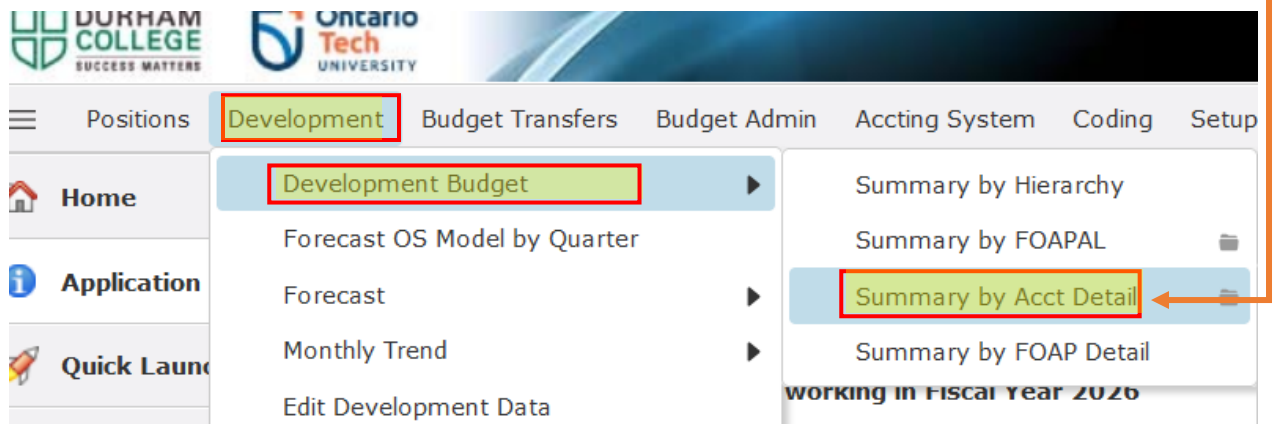


Select Fiscal Year **2026** and Chart **Ontario Tech Chart U**. Click **Submit**.

A screenshot of the FAST application's form for selecting the Fiscal Year and Chart. The form is located in the center of the screen and contains two dropdown menus and a 'Submit' button. The 'Fiscal Year' dropdown menu is set to '2026' and is highlighted with a red rectangular box. An orange arrow points from the text above to this box. The 'Chart' dropdown menu is set to 'Ontario Tech Chart U'. An orange arrow points from the text above to this dropdown. Below the dropdown menus is a 'Submit' button. An orange arrow points from the text above to this button.

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On the menu bar under **Development**, select **Development Budget**, then **Summary by Acct Detail**

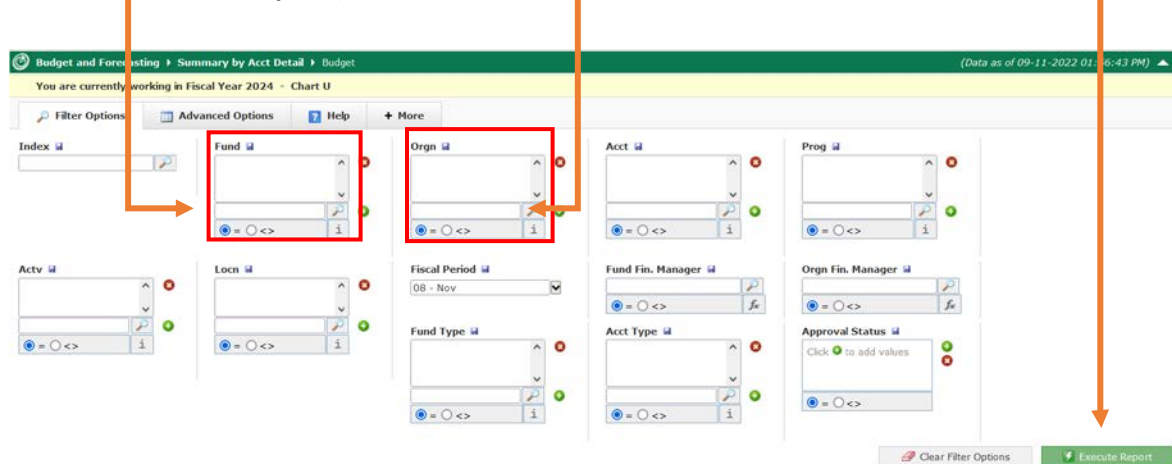


Filter Options:

The Summary report will ask for the Filter Options prior to running the report.

Enter the **Fund** and **Orgn** to be budgeted in their respective fields on the Filter Options screen.

Then, click **Execute Report (or Ctrl+Enter)**



The **Summary by Acct Detail** Report that appears has the following columns:

Fund = 100000 Regular Operating Fund | Orgn = 1223 Financial Planning & Reporting | Fiscal Period = 08 - Nov

Acct	Title	2024 Total Actuals	2025 YTD Actuals	24/25 Total Budget	24/25 Base Budget	25/26 Starting Base	25/26 Rev Gen	25/26 P/A Base Ask	25/26 P/A OTO Ask	25/26 OTO Savings	25/26 Base Ask	25/26 OTO Ask	Total 25/26 Budget	Total 25/26 v Total 24/25	Total 25/26 v 24/25 Base
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Series	Description
2024 Total Actuals	Final Actual Results for fiscal 23/24

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2025 Total Actuals	YTD Actual Results for fiscal 24/25
24/25 Total Budget	Approved 2024/25 Budget incl. Base, Asks and OTO Salary Savings <i>NOTE: This column is for reference purposes only</i>
24/25 Base Budget	Approved 2024/25 Base Budget (All 24/25 OTO items removed) <i>NOTE: This column will be used for balancing PT & OPEX Base expenses</i>
Starting Base 25/26	= Current FT Headcount + Base Budget + Base Asks + In Year Base Adjustments (as of Nov 3, 2024) 24/25 24/25 (PT Salaries, OPEX, Capital)
Rev Gen 25/26	Revenues and expenses fund by Ancillary/Commercial revenues <i>NOTE: FT Labour includes 25/26 Annual Increase</i>
Base Ask (P/A) 25/26	<i>Series locked - All SLT approved base asks already entered</i> <i>NOTE: 25/26 Salary Increases (ie ATB, CDI, Step Progressions, etc) are loaded as P/A Base Asks for all Operating-funded units</i>
OTO Ask (P/A) 25/26	<i>Series locked - All SLT approved OTO asks already entered</i>
OTO Salary Savings 25/26	Labour: Enter all salary savings for FT vacant positions/delayed hires/Leaves (Parental and Research) as well as replacement contract PT expense for backfill (where applicable)
Base Ask 25/26	Revenues and Expenses which are to be added to the Base budget (will continue to future budget years)
OTO Ask 25/26	Revenues and Expenses which are to be added to the 25/26 budget only (will NOT continue to future budget years)
Total 25/26 Budget	=Starting Base + Rev Gen + Base Asks + OTO Asks + OTO Sal Savings
Total 25/26 v Total 24/25	Total 25/26 (all columns) – Total 24/25
25/26 Base v 24/25 Base	= 25/26 Base Budget – 24/25 Base Budget <i>NOTE: Total PT + OPEX expenses must balance to 24/25 Base. Any additional PT & OPEX budget must be OTO or Base Asks*</i> <i>* Revenue-Generating units may increase Base expenses in tandem with increased revenues</i>

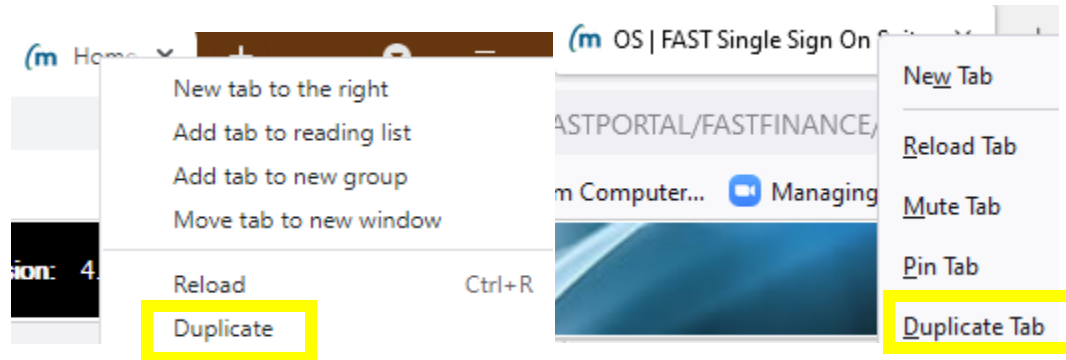
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EDITING BUDGET DATA – EDIT DEVELOPMENT DATA

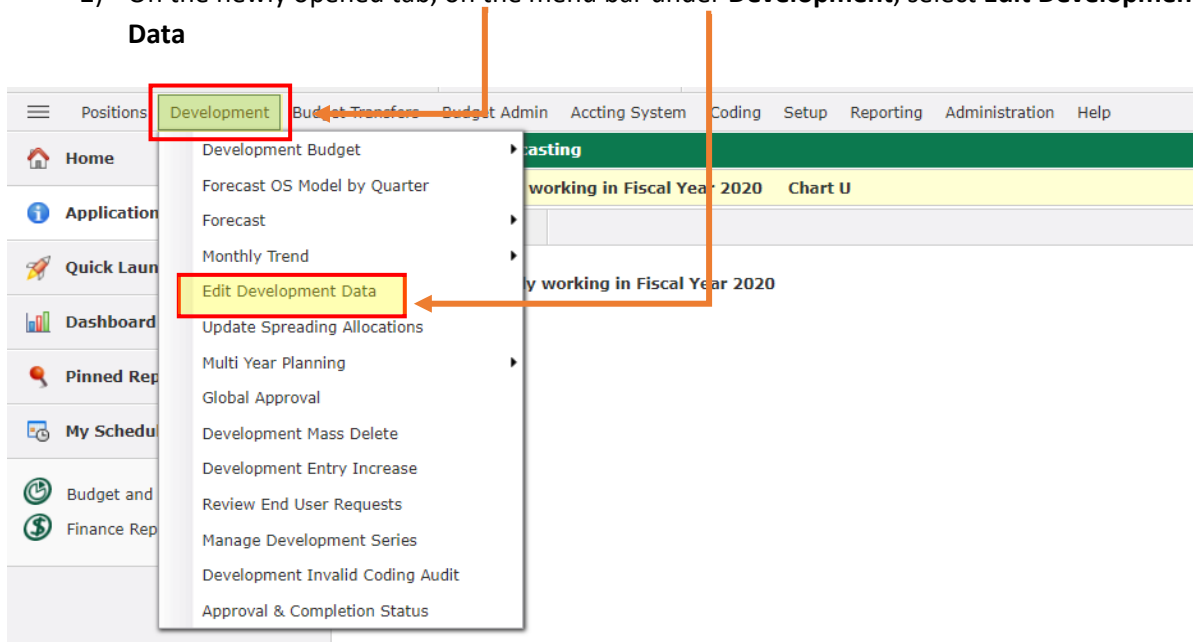
Before you begin, it is recommended that Users edit their budgets using Chrome or Firefox browsers to utilize the 'Duplicate Tab' feature:

Chrome:

Firefox:



- 1) With the Summary Report open, right click the browser tab and select 'Duplicate (Tab)'
- 2) On the newly opened tab, on the menu bar under **Development**, select **Edit Development Data**



- 3) Enter the **Development Series***, **Fund** and **Orgn** to be budgeted in their respective fields on the Filter Options screen. Then, click **Execute Report**.

***IMPORTANT:** The 24/25 Budget data is loaded as a locked series for reference purposes only. When editing data, users are advised to exclude those 2 series to reduce the 'noise' in the data. In the 'Dev Series' Filter Box, select the '<>' icon and then add '24/25 Budget' and '24/25 Base Budget' to the box before executing the report to include only 2025/26 budget data:

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Dev Series

- 24/25 Total Budget (+)
- 24/25 Base Budget (-)

Fund

100000

Orgn

1223

EDITING BUDGET DATA – EDIT, COPY, ADD & DELETE

Prior to editing budget data, Users are encouraged to become familiar with each field in the budget data.

Status: All lines default to 'Pending'. Please ensure any new lines added also have this status.

Development series: Select the series the budget transaction will be assigned to (Starting Base 25/26, Rev Gen 25/26, OTO Savings 25/26, Base Ask 25/26, OTO Ask 25/26)

NOTE: Base Ask (P/A) 25/26 & OTO Ask (P/A) 25/26 are locked and not editable.

Fund, Orgn, Acct: Enter the appropriate Fund, Orgn and Acct codes

Description: Enter a description of the budget transaction (max. 100 characters)

Best Practice: Users are encouraged not to use generic descriptions for their transactions. A detailed description will help users track their assumptions, help the Planning Dept review for accuracy/completeness and will help your Financial Analyst when performing variance analysis throughout the year. A robust description helps everyone!

Spreading: This field allocates the revenue/expense to the fiscal quarter when they are most likely to occur. Select one of the spreading models or enter four separate budget transactions (Q1, Q2, Q3, Q4) for a manual spread

Total amount: The total dollars for the budget line

Row #	Status	Dev Series	Fund	Orgn	Orgn Desc	Acct	Acct Desc	Total Amount	Spreading	Description	Prog	Actv
--	Pending	OTO Ask										

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Emp #/Name, Pos/Posn Desc, FTE: These fields are populated using HR Data as of November 3rd. **Please do not edit these fields.** If you have questions/requests for change, please contact adam.king@ontariotechu.ca

Follow Up Tags: This is a new field for FY23. It is used to track new/updated positions for the past 3 fiscal years. **Users are asked NOT to update this field as it is a reference field only.**

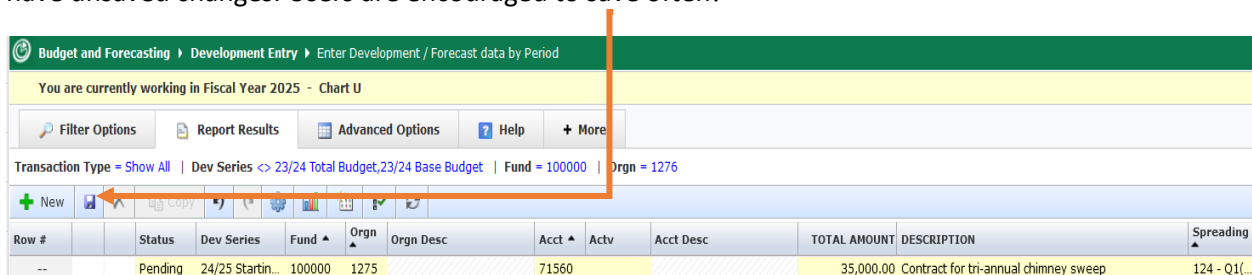
Editing Functions:

EDIT:

After executing the Edit Development Data screen, users will see all budget lines for their selected Fund & Orgn.

Best Practice: Users can filter their results by Dev Series (Starting Base, Asks, etc), Account, Activity Code, etc but are encouraged to keep the filter at the Fund/Orgn level early in the budget process to ensure all budget lines are viewable on the Edit Development Data screen.

When editing existing data, simply click on the field you are seeking to change and it will become editable. Once you have made an edit, the field will be highlighted in yellow to let you know you have unsaved changes. Users are encouraged to save often!



Budget and Forecasting > Development Entry > Enter Development / Forecast data by Period

You are currently working in Fiscal Year 2025 - Chart U

Filter Options | Report Results | Advanced Options | Help | + More

Transaction Type = Show All | Dev Series <> 23/24 Total Budget,23/24 Base Budget | Fund = 100000 | Orgn = 1276

Row #	Status	Dev Series	Fund	Orgn	Orgn Desc	Acct	Actv	Acct Desc	TOTAL AMOUNT	DESCRIPTION	Spreading
--	Pending	24/25 Startin...	100000	1275		71560			35,000.00	Contract for tri-annual chimney sweep	124 - Q1(...)

COPY:

To copy transactions, select the desired row (click on the Row#) then click



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Budget and Forecasting > Development Entry > Enter Development / Forecast data by Period

You are currently working in Fiscal Year 2021 Chart U

Transaction Type = Show All | Dev Series = OTO Ask | Fund = 100000 | Orgn = 1100

Row #	Status	Dev Series	Fund	Orgn	Orgn Desc	Acct	Acct Desc	Total Amount	Spreading	Description	Prog
1	Pending	OTO Ask	100000	1100	Board of Governors	62060	NA - AT - Definite Term	31,000.00	1234 - UOIT Q1(25...	Admin support for department	15
2	Pending	OTO Ask	100000	1100	Board of Governors	71422	Faculty/Staff Recruitment	25,000.00	1234 - UOIT Q1(25...	Internal search for new Chancellor	15
3	Pending	OTO Ask	100000	1100	Board of Governors	74001	Legal Fees	-107,552.00	1234 - UOIT Q1(25...	converted to new position Dispute ...	15
4	Pending	OTO Ask	100000	1100	Board of Governors	74001	Legal Fees	325,000.00	1234 - UOIT Q1(25...	Funds to cover anticipated legal fees	15
5	Pending	OTO Ask	100000	1100	Board of Governors	74001	Legal Fees	350,000.00	1234 - UOIT Q1(25...	Funds to cover anticipated legal fees	15
--	Pending	OTO Ask	100000	1100	Board of Governors	74001	Legal Fees	350,000.00	1234 - UOIT Q1(25...	Funds to cover anticipated legal fees	15

An exact copy of the transaction row will appear as the last row of the dataset. The editable fields will be highlighted in yellow. After saving, the copied row will be sorted back to its account group.

NEW:

To add new rows, click the '+ New' located above the Row# column:

Budget and Forecasting > Development Entry > Enter Development / Forecast data by Period

You are currently working in Fiscal Year 2024 - Chart U

Transaction Type = Show All | Dev Series <> 22/23 Budget,22/23 Base B

+ New

Row #	Status	Dev Series	Fund	Orgn	Orgn Desc

A new row will appear at the bottom of the dataset and all fields will be blank.

Best Practice: Users are encouraged to use the 'Copy' function if they are seeking to add a new line to an existing budgeted account to minimize manual entry.

DELETE:

To delete transactions, select the row number and then click

Positions Development Budget Transfers Budget Admin Acting System Coding Setup Reporting Administration Help

Budget and Forecasting > Development Entry > Enter Development / Forecast data by Period

You are currently working in Fiscal Year 2021 Chart U

Transaction Type = Show All | Dev Series = OTO Ask | Fund = 100000

X

Row #	Status	Dev Series	Fund	Orgn	Orgn Desc	Acct	Acct Desc	Total Amount	Spreading	Description	Prog
1	Pending	OTO Ask	100000	1100	Board of Governors	62060	NA - AT - Definite Term	31,000.00	1234 - UOIT Q1(25...	Admin support for department	15
2	Pending	OTO Ask	100000	1100	Board of Governors	71422	Faculty/Staff Recruitment	25,000.00	1234 - UOIT Q1(25...	Internal search for new Chancellor	15
3	Pending	OTO Ask	100000	1100	Board of Governors	74001	Legal Fees	-107,552.00	1234 - UOIT Q1(25...	converted to new position Dispute ...	15

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OTO SALARY SAVINGS

All Full-time positions are loaded in the Base budgets at 100% full salary which assumes they will be filled for the entire fiscal year.

The ‘OTO Salary Savings’ development series is used to record the impact of any scenario in which a FT position may be vacant for any period in the 25/26 fiscal year. This includes not only the savings from the temporary FT vacancy but also the unit’s offsetting expense of addressing that vacancy.

Examples of scenarios in which the OTO Salary Savings series would be used:

Delayed Hire – In this scenario, a position is expected to remain vacant for a known period of time. Faculty positions such as TTT & TF typically begin July 1 for example. In this scenario, the unit will enter a negative value equivalent to the portion of the 12 month period the position will be vacant:

Example 1: Assistant Professor – July 1 start date

Dev Series = 24/25 OTO Savings | Fund = 100000 | Orgn = 2300 | Employee = vacant

Dev Series	Fund	Orgn	Orgn Desc	Acct	Actv	Acct Desc	TOTAL AMOUNT	DESCRIPTION	Spreading	Emp #	Emp Name	Pos
24/25 OTO Sa...	100000	2300		61000			-37,500.00	Assistant Professor (July 1 Start)	1 - Q1(10...			IU9767

Maternity/Parental Leave – In this scenario, an employee will be off on a leave for a period of time extending into (or throughout) the fiscal year. In this scenario, it is common for a limited-term contract to be hired for the duration of the leave to backfill the FT employee.

FT Savings – The savings for the employee on parental leave is calculated using the following formula:

Total annual salary ÷ 12 months x # of months of leave within fiscal x 55% x -1

Ex) \$100,000 ÷ 12 x 4.5 months (Apr 1 – Aug 15) x 55% x -1 = (\$20,625)

PT Backfill – The cost of the limited-term contract hired to backfill the FT leave

Ex) \$90,000 annual contract salary ÷ 12 x 5 months (April 1 – August 30) = \$37,500

Example 2: Jane Doe Maternity Leave – 25/26 impact

Show All | Dev Series = 24/25 OTO Savings | Fund = 100000 | Orgn = 3401

Status	Dev Series	Fund	Orgn	Orgn Desc	Acct	Actv	Acct Desc	TOTAL AMOUNT	DESCRIPTION	Spreading
Pending	24/25 OTO Sa...	100000	3401		61101			-20,625.00	D. Smith Pat Leave - Return Date Aug.15/24	12 - Q1(5...
Pending	24/25 OTO Sa...	100000	3401		61101			37,500.00	D. Smith Pat Leave LT Backfill - Contract End Aug.30/24	12 - Q1(5...

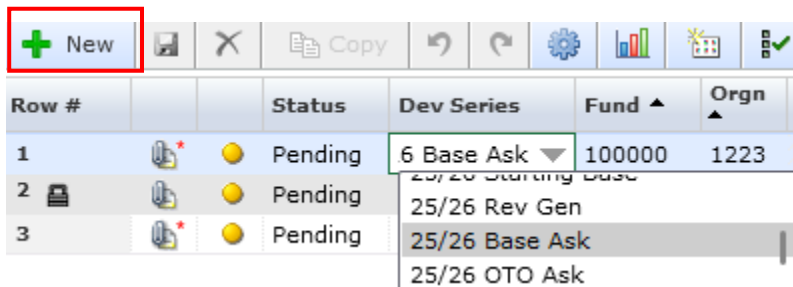
Other examples of OTO Salary Savings include Research Leaves and Secondments. Users are asked to record all in-year salary savings to ensure the most accurate representation of projected labour expenses.

For units that are requesting additional funds in the 25/26 budget, there are two different Ask Series:

- 1) Base Ask: Approved Base Asks will appear in 25/26 and will move to Starting Base in future years
- 2) OTO Ask: Approved OTO (One Time Only) Asks will appear in 25/26 only

The Ask process in FAST is the same for both Series:

- 1) Click the '+ NEW' button to create a new line
- 2) Select either 'Base Ask 25/26' or 'OTO Ask 25/26' in the **Dev Series** drop-down



- 3) Enter **Fund/Orgn/Account/Total Amount**
- 4) **Description:** These Descriptions will be submitted to the Budget Working Group (along with the transactions) for review post-submission. Please submit a clear and concise (max 50 words) description of the Ask.

NOTE: The Ask description must begin with the numerical value corresponding to the priority of the ask for the requesting unit


Ex) Top priority ask description:

'1 – TTT, Mechantronics. Position required to support increased enrolment in the program'

- 5) **Save** the Transaction
- 6) Ask Template: Complete the **2025-26 BASE_OTO Ask Request Template** (Form included in Kickoff Meeting materials)
- 7) Attach completed Template by clicking the paperclip icon:

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Transaction Type = Show All | Dev Series = 24/25 OTO Ask,24/25 Base Ask | Fund = 100000 | Orgn = 3401

Row #	Status	Dev Series	Fund	Orgn	Orgn Desc	Acct	Actv	Acct Desc	TOTAL AMOUNT	DESCRIPTION	Sp
1		Pending	24/25 OTO Ask	100000	3401	Records and Registration	71400	Travel (Transportation)	10,000.00	Registrar Conference in Catalina (July 2024)	1

Select 'Choose Files' to select the Ask Template from your computer and then click 'Upload Document' to complete the upload


Add New Document

Document Reference: DEVENTRY6338318

Document Comments:

Select Document:


Choose your files or drag them here.

2025-26 BASE_OTO Ask Request Template.xlsx application/vnd.openxmlformats-officedocument.spreadsheetml.sheet 14 KB 

Make the attachment confidential (so it will not be shared with other systems).

NOTE: Units are asked to include all Asks in a single Ask Template file with unique tabs for each ask. Therefore, only 1 copy of the template needs to be uploaded to FAST and should be attached to the #1 priority ask.

Once uploaded successfully, a red asterisk will appear on the paperclip icon:

Status	Dev Series
 Pending	25/26 Base

The Ask is now completed and will be submitted for review upon submission of the budget.

SUBMITTING BUDGET

Once users have completed their budget entry, the submission process is as follows:

No later than 5 p.m. on December 21st, users are to send an email to:

Adam King: adam.king@ontariotechu.ca

Copying:

- 1) Unit Dean/ VP/ Director
- 2) Budget Analyst Bessie Zhang: bei.zhang@ontariotechu.ca

NOTE: There is no 'Submit' button in FAST. All saved data will be locked and consolidated on December 19th after 5p.m.

Date Approved: November 14, 2024

Prepared for: Budget 2025/26

Questions?

Adam.king@ontariotechu.ca

<https://sites.ontariotechu.ca/finance/planning-reporting/planning/budget.php>

APPENDIX A: FREQUENTLY USED ICONS IN BUDGET



Icon	Function
	Add a line
	Save change
	Delete selection
	Copy selection
	Undo change
	Redo change
	Grid settings (auto populate, virtual columns, grid columns, grid entry)
	Create graph from data
	Export to PDF file
	Export to Excel file
	More excel options: export data to Excel, import data (upload) from Excel, download Excel upload template
	Export to CSV Excel file
	Export to XML file