FAST Budget & Forecast Module: User Access Test

1) Please log onto FAST: https://fast.uoit.ca/fastportal/desktopdefault.aspx
2) Click on the Budget & Forecasting link on the left-hand side:

 Budget and Forecasting

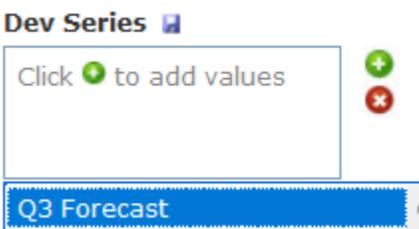3) Ensure the **Fiscal year** is set to **2024** and the **Chart** to '**Ontario Tech Chart U**' and click '**Submit**'

4) Click on 'Development' in the grey menu near the top under the OT logo and select '**Edit Development Data**' :

5) The first large filter box is called '**Dev Series**'. Click the green '+' icon and look for '**Q3 Forecast'**:

6) Select it by double-clicking and then press the green '**Execute Report**' button in the bottom right corner:

 Execute Report

7) If data lines populate (data will only generate for the Orgn data for which the user has access), the User has the correct access to view/edit the Q3 Forecast data:

Row #			Status	Dev Series	Fund ▲	Orgn ▲	Orgn Desc	Acct ▲	Actv	Acct Desc	TOTAL AMOUNT	DESCRIPTION	Spreading ▲
1 ⚠		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	61100		Manager and Staff Non-...	0.00	Q3 Fcst	3 - Q3(10..
2 ⚠		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	61100		Manager and Staff Non-...	0.00	Q3 Fcst	4 - Q4(10..
3 ⚠		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	61101		OPSEU Staff	0.00	Q3 Fcst	3 - Q3(10..
4 ⚠		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	61101		OPSEU Staff	0.00	Q3 Fcst	4 - Q4(10..
5 🔒		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	63040		Benefits Full-Time Emplo...	0.00	Benefit for Q3 Fcst-Non-Union (.2*0)	3 - Q3(10..
6 🔒		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	63040		Benefits Full-Time Emplo...	0.00	Benefit for Q3 Fcst-OPSEU (.2*0)	3 - Q3(10..
7 🔒		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	63040		Benefits Full-Time Emplo...	0.00	Benefit for Q3 Fcst-OPSEU (.2*0)	4 - Q4(10..
8 🔒		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	63040		Benefits Full-Time Emplo...	0.00	Benefit for Q3 Fcst-Non-Union (.2*0)	4 - Q4(10..
9 ⚠		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	71000		Office Supplies	0.00	Q3 Fcst	3 - Q3(10..
10 ⚠		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	71000		Office Supplies	0.00	Q3 Fcst	4 - Q4(10..
11 ⚠		●	Pending	Q3 Forecast	100000	1223	Financial Planning & Rep...	71141		Mobile Phone Expense	0.00	Q3 Fcst	3 - Q3(10..

If no Forecast data populates, please Adam King (adam.king@ontariotechu.ca) ASAP.