

FAST Frequently Asked Questions

1. I am trying to log in and it says that my email has been taken.
 - a. Verify that you are trying to access the Production Portal at:
<https://nidca.dynamics365portals.us>
 - b.
 - c.
2. How do you print a copy of your report (ADS, AFS, Budget, SDS) to review prior to submission?
 - a. Under Notes & Attachments there is a “Generate Report” button
3. What “Budget Year” am I selecting if I am doing my Annual Debt for the period Ending 12/31/2017?
 - a. It would be Budget year 2017
4. How do I enter my Deductions on the Annual Debt Statement to get it in the correct categories?

Below is a reference on how to set up Bond records on the page “Deductions Applicable to other Bonds and Notes.” The leftmost bullet points represent the name of each table (in order), followed by indented bullets representing each option set that must be chosen to display and calculate the Bond record.

- (a) Sinking Funds on Hand for Term Bonds
 - ADS Bond Group I = [ii] Deductions Applicable to Other Bonds & Notes
 - ADS Bond Group II = [ii] 1. Amounts held or to be held for the sole purpose of paying general bonds and notes included
 - ADS Bond Group III = [ii-1] (a) Sinking funds on hand for term bonds
- (b) Funds on hand...
 - ADS Bond Group I = [ii] Deductions Applicable to Other Bonds & Notes
 - ADS Bond Group II = [ii] 1. Amounts held or to be held for the sole purpose of paying general bonds and notes included
 - ADS Bond Group III = [ii-1] (b) Funds on hand (including proceeds of bonds and notes help to pay other bonds and notes), in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes
- (c) Estimates proceeds of bonds...
 - ADS Bond Group I = [ii] Deductions Applicable to Other Bonds & Notes
 - ADS Bond Group II = [ii] 1. Amounts held or to be held for the sole purpose of paying general bonds and notes included
 - ADS Bond Group III = [ii-1] (c) Estimated proceeds of binds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes
- (d) Accounts receivable from other public authorities applicable...
 - ADS Bond Group I = [ii] Deductions Applicable to Other Bonds & Notes
 - ADS Bond Group II = [ii] 1. Amounts held or to be held for the sole purpose of paying general bonds and notes included

- ADS Bond Group III = [ii-1] (d) Accounts receivable from other public authorities applicable only to the payment of any part of the gross debt not otherwise deductible
- 5. Refunding Bonds (N.J.S.A. 40A:2-52)
 - ADS Bond Group I = [ii] Deductions Applicable to Other Bonds & Notes
 - ADS Bond Group II = [ii] 5. Refunding Bonds
 - ADS Bond Group III = [BLANK]
- 5. I entered a debt figure but it is not showing up in the applicable area.
 - a. You must select one of EACH of the applicable Group I, II & III category

Regional School Debt Section

Once you have accessed your Annual Debt Statement:

1. From the left-hand navigation:

Summary
Bonds and Notes For Local School
Bonds and Notes Regional School

2. Select Bonds & Notes for Regional School

Bonds and Notes for Regional School Purposes Add

School Name ↑	4 Total of Regional School Bonds and Notes	Total Avg Equalized Valuations Amt	Total Avg Equalized Valuations Pct	APPORTIONMNT OF DEBT: Total Serial Bonds Issued	APPORTIONMNT OF DEBT: Total Temp Bond-Notes Issued	APPORTIONMNT OF DEBT: Total Auth But Not Issued

3. Click the Add – A new window will pop up: Enter Regional School Name as it appears on Equalized table & Gross Debt of the Regional or Consolidated District; Click Save at bottom

Regional School

ADS

ADS Regional School Name

Computation of Regional and/or Consolidated School District Debt

Gross Debt

Total Serial Bonds Issued	Total Temp Bond-Notes Issued	Total Authorized But Not Issued
<input type="text"/>	<input type="text"/>	<input type="text"/>

Totals:

Average Equalized Valuations Amount	Average Equalized Valuations Percent
<input type="text"/>	<input type="text"/>

4. From the Bonds & Notes for Regional School Purposes Click on the drop down for Details and click through:

Bonds and Notes for Regional School Purposes

School Name	4 Total of Regional School Bonds and Notes	Total Avg Equalized Valuations Amt	Total Avg Equalized Valuations Pct	APPORTIONMENT OF DEBT: Total Serial Bonds Issued	APPORTIONMENT OF DEBT: Total Temp Bond-Notes Issued	APPORTIONMENT OF DEBT: Total Auth But Not Issued
Caldwell BK, Caldwell Cons.	0.00	1,504,519,575.86	100.00	25,660,000.00		

Details

5. In the pop up window select “Add” and select the municipalities that make up the Regional or Consolidated District – you must add each one individually:

Add

Municipality	Average Equalized Valuation Amount	Average Equalized Valuation Percent	Apportionment of Debt: Serial Bonds Issued	Apportionment of Debt: Temp Bond-Notes Issued	Apportionment of Debt: Authorized by not issued
Caldwell Borough	1,118,028,032.33	31.9025	25,660,000.00	0.00	0.00
West Caldwell Township	2,386,491,543.33	68.0975	25,660,000.00	0.00	0.00

Totals

6. Then once the apportionment is calculated enter the Applicable Town’s apportionment for the ADS you are working on in the boxes below (Net amount not gross of district):

Bonds and Notes for Regional School Purposes

1. Term Bonds

2. Serial Bonds

(a) Issued (b) Authorized but not issued

3. Temp Bonds

(a) Issued (b) Authorized but not issued

4. Total of Regional School bonds & notes

0.00

Submit **Deactivate**

Click Submit

6. How do I add a contact?

The Portal User with the Web Role of CFO will be able to perform the following Contact Management tasks in the LGE tab of FAST:

- 1) Create a new contact record and associated it with the current LGE



- 2) Link an existing contact record to the current LGE



- 3) Update/Edit an existing contact record that is associated with the current LGE. This is done from the Contact Detail page.

- 4) Unlink a contact from an LGE. Unlinking the contact will disassociate the contact from the current LGE

