Use FAST Reporting

The following selection fields appear at the top of every FAST report screen:

You can use the drop-down lists to choose the data for the report and/or the format of the report.

**Current Year**: Select one of the following to change the format of the Operating Statement:
- **Current Year**: Displays the data for the fiscal year of the selected period.
- **Comparative**: Displays the data for the previous and current fiscal years.
- **Date Range**: Displays all data found between the beginning of the first selected period to the end of the second selected period.

**Period**: Select the desired reporting period for the statement.

**By**: Display the report sorted by the FOAPAL code selected.

**Budget**: Select one of the following to change the data in the Budget column.
- **YTD Fiscal**: Displays the Fiscal budget.
- **YTD Base**: Displays the Base budget.

**Display**: Display dollar amounts as a whole number or decimal.

The Operating Statement also contains the following:

**You Are Viewing** line: Shows which Chart and FOAPAL filters you currently have selected. This line changes whenever you display a different view.

**Last Updated** displays the date of the last update from Banner.
Code: Depending on how you view the report, the code can be any FOAPAL element. Click any blue hyperlink to drill down to the next level of code.

Title: The description for the Code in the first column.

Current Month: The transactional activity for the month selected.

YTD Actual: A total of all transactional activity from April 1 to the month selected. When viewing an Expenditure Account, this column would represent all expenses made to the Account from the beginning of the year to the current period selected.

O/S Commitments: Represents your commitment to purchase something or to pay a salary to someone. It includes items such as outstanding commitments for purchase orders and salary commitments.

YTD Total Activity: A sum of the YTD Actual and the O/S Commitments columns.

YTD Fiscal or YTD Base Budget: The column displays either the Year to Date Fiscal Budget or the Year to Date Base Budget, depending on the type of budget you select from the Budget drop-down field located at the top of the screen.

$ Budget Available: Amount remaining to be spent after YTD Actual Expenses and Commitments have been deducted from the YTD Fiscal or Base Budget.

% Budget Available: Displays an F for a Favourable variance or a U for an Unfavourable variance.
  - Favourable - there are funds left to be spent
  - Unfavourable - overspent

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Current Month</th>
<th>Jan-09 Actual</th>
<th>O/S Commitments</th>
<th>YTD Total Activity</th>
<th>YTD Fiscal Budget</th>
<th>$ Budget Available</th>
<th>% Budget Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>7007</td>
<td>Local Travel</td>
<td>0</td>
<td>112</td>
<td>0</td>
<td>112</td>
<td>0</td>
<td>-112</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>0</td>
<td>112</td>
<td>0</td>
<td>112</td>
<td>0</td>
<td>-112</td>
<td>0</td>
</tr>
<tr>
<td>Printing and Publishing</td>
<td></td>
<td>7041</td>
<td>Copying</td>
<td>0</td>
<td>65</td>
<td>65</td>
<td>0</td>
<td>65</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>0</td>
<td>65</td>
<td>0</td>
<td>65</td>
<td>0</td>
<td>65</td>
<td>0</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
<td>7060 Office Supplies</td>
<td>869</td>
<td>927</td>
<td>0</td>
<td>927</td>
<td>4,580</td>
<td>3,573</td>
</tr>
<tr>
<td></td>
<td>Lab Supplies</td>
<td>482</td>
<td>452</td>
<td>0</td>
<td>452</td>
<td>0</td>
<td>-452</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Other Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>1,220</td>
<td>1,278</td>
<td>0</td>
<td>1,278</td>
<td>22,262</td>
<td>20,994</td>
<td>93.9%</td>
</tr>
</tbody>
</table>