In the Main Menu, type in the Fund and Orgn you want to view or leave blank to see all FOAP combinations you are authorized to see.

Select the **Operating Statement** or **Expenditures Only Report** from the **Desired Report** drop-down list.

Select **ENTER** to generate the chosen report.

You can view **FAST** reports with either your Baseline Budget or Fiscal Budget. In the **Budget** drop-down field, choose **YTD Base** to view with Baseline Budget or **YTD Fiscal** to view with Fiscal Budget.