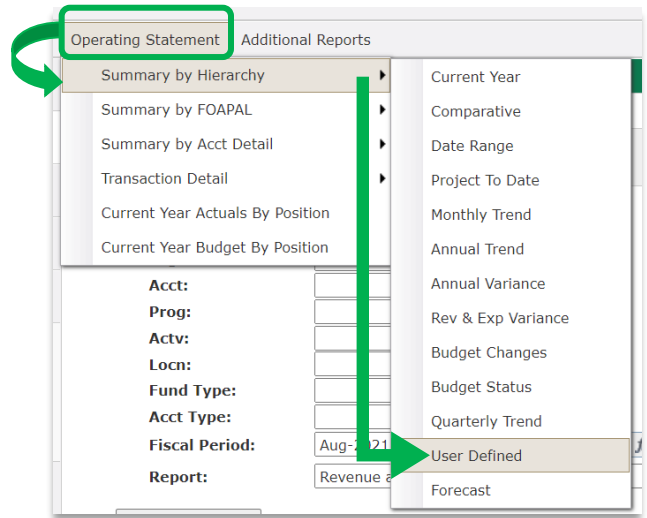


You can create a custom report in FAST by selecting the format **User Defined**. In this format, you can choose the content for the columns in the report and access an additional filter option that allows you to change the symbol from negative to positive for a better visual representation of the Budget Available.

Follow the steps below to create a report using User Defined:

- From the *Operating Statement*, select the view of *Summary by Hierarchy*, *Summary by FOAPAL* or *Summary by Account Detail* then choose **User Defined**.



- You will be redirected to the *Advanced Options* tab of the report to make your adjustments.

Click the pencil icon to edit the column name.

Select the column content from the drop down provided.

Hide a column by clicking the checkbox to remove the checkmark.

Leave the columns checked for them to appear in the report.

Display	Column Name	
<input checked="" type="checkbox"/>	Predecessor	
<input checked="" type="checkbox"/>	Predecessor Title	
<input checked="" type="checkbox"/>	Fund	
<input checked="" type="checkbox"/>	Title	
<input checked="" type="checkbox"/>	YTD Actuals	▼
<input checked="" type="checkbox"/>	Prior YTD Actuals	▼
<input type="checkbox"/>	Total Activity	
<input checked="" type="checkbox"/>	Current Month Actuals	▼
<input checked="" type="checkbox"/>	Previous Month Actuals	▼
<input checked="" type="checkbox"/>	Annual Budget	▼
<input checked="" type="checkbox"/>	YTD Budget	▼
<input checked="" type="checkbox"/>	Adjusted Annual Budget	▼
<input checked="" type="checkbox"/>	Adjusted Annual Budget	▼
<input checked="" type="checkbox"/>	Adjusted Annual Budget	▼
<input checked="" type="checkbox"/>	Adjusted Annual Budget	▼
<input checked="" type="checkbox"/>	Adjusted Annual Budget	▼
<input checked="" type="checkbox"/>	Adjusted Annual Budget	▼
<input checked="" type="checkbox"/>	Adjusted Annual Budget	▼

- Select the *Filter Options* tab to specify the FOAPAL elements to include in the report.
- Click **Execute Report**.

The report will generate with the column content you specified in the *Advanced Options* tab.

Fund	Title	YTD Actuals	Prior YTD Actuals	Total Activity	Current Month Actuals	Previous Month Actuals	Annual Budget	YTD Budget	Adjusted Annual Budget
110	Unrestricted Operating Funds	-1,216,365.17	-1,262,666.81	-2,479,031.98	-155,681.09	-148,014.61	-2,053,880.00	-1,999,185.00	-2,053,880.00
120	Internally Restricted	21,930.41	24,078.59	46,009.00	4,294.25	2,070.21	-45,446.00	-45,446.00	-45,446.00
301	Provincial Government	92,696.95	108,458.13	201,155.08	-10,443.30	164,511.82	0.00	0.00	0.00
302	Business and Industry	-2,180.16	16,785.25	14,605.09	-3,179.86	-3,855.43	0.00	0.00	0.00
303	Foundations Associations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		-1,103,917.97	-1,113,344.84	-2,217,262.81	-173,598.50	14,711.99	-2,099,326.00	-2,044,631.00	-2,099,326.00

An additional filter option is available when using the *Summary by Hierarchy* or *Summary by FOAPAL* in this format. You can use the **Reverse Number Sign** filter to reverse the negative symbol to a positive which will present the Budget Available as a positive number. This change can be useful for providing a clear representation on how much money is left to spend when viewing a high level report.

Follow these steps to add the **Reverse Number Sign** filter:

1. On the *Filter Options* tab, select the **Reverse Number Sign** filter then choose **YES**.
2. Click **Execute Report**.

The report will generate with the negative symbol changed to a positive.

Fund	Title	YTD Actuals	Prior YTD Actuals	Total Activity	Current Month Actuals	Previous Month Actuals	Annual Budget	YTD Budget	Adjusted Annual Budget
110	Unrestricted Operating Funds	1,216,365.17	1,262,666.81	2,479,031.98	155,681.09	148,014.61	2,053,880.00	1,999,185.00	2,053,880.00
120	Internally Restricted	-21,930.41	-24,078.59	-46,009.00	4,294.25	-2,070.21	45,446.00	45,446.00	45,446.00
301	Provincial Government	-92,696.95	-108,458.13	-201,155.08	10,443.30	-164,511.82	0.00	0.00	0.00
302	Business and Industry	2,180.16	-16,785.25	-14,605.09	3,179.86	3,855.43	0.00	0.00	0.00
303	Foundations Associations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		1,103,917.97	1,113,344.84	2,217,262.81	173,598.50	-14,711.99	2,099,326.00	2,044,631.00	2,099,326.00

**Note:** When reports include both revenue and expenditures, one of the elements will always need to include a negative symbol while the other will display as a positive number. The *Reverse Number Sign* option is a great tool when building dashboards or pinned reports that focus only on either revenue or expenditures.