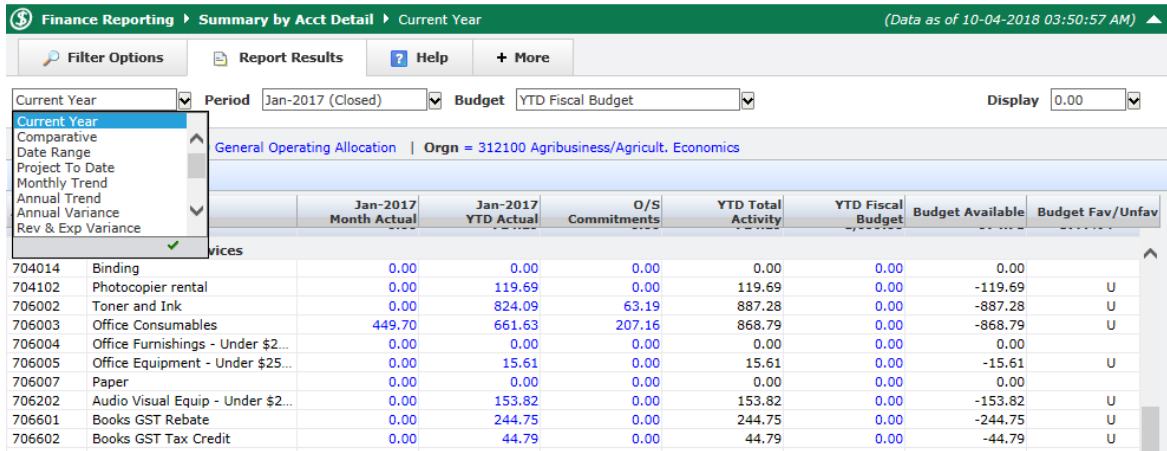
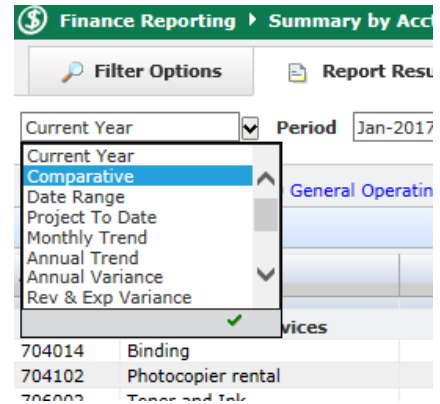


FAST reports provide many different views of the same data. The standard or default view is the **Current Year** report (shown below), which displays year to date.



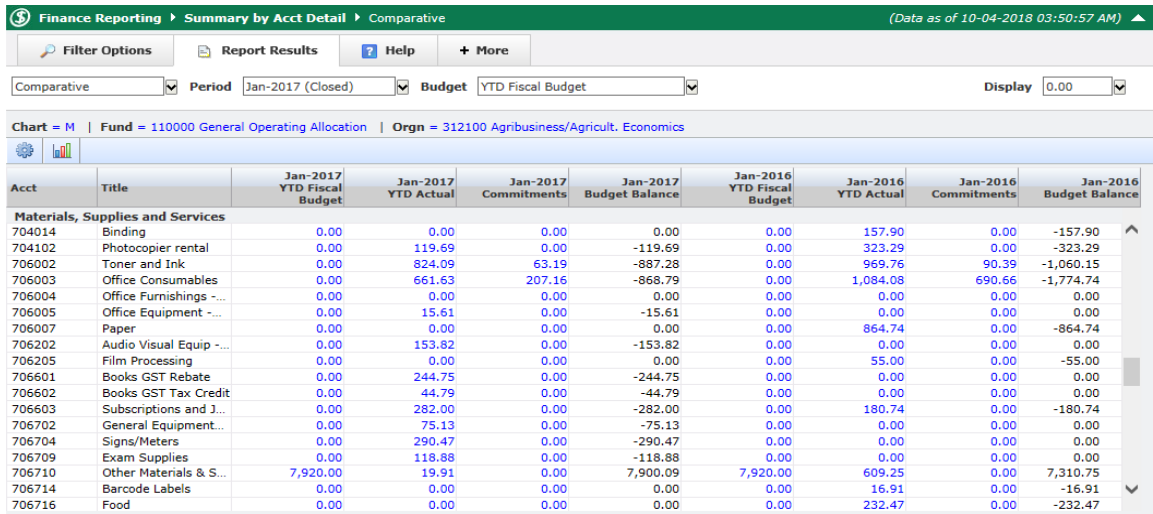
	Jan-2017 Month Actual	Jan-2017 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
704014 Binding	0.00	0.00	0.00	0.00	0.00	0.00	
704102 Photocopier rental	0.00	119.69	0.00	119.69	0.00	-119.69	U
706002 Toner and Ink	0.00	824.09	63.19	887.28	0.00	-887.28	U
706003 Office Consumables	449.70	661.63	207.16	868.79	0.00	-868.79	U
706004 Office Furnishings - Under \$2...	0.00	0.00	0.00	0.00	0.00	0.00	
706005 Office Equipment - Under \$25...	0.00	15.61	0.00	15.61	0.00	-15.61	U
706007 Paper	0.00	0.00	0.00	0.00	0.00	0.00	
706202 Audio Visual Equip - Under \$2...	0.00	153.82	0.00	153.82	0.00	-153.82	U
706601 Books GST Rebate	0.00	244.75	0.00	244.75	0.00	-244.75	U
706602 Books GST Tax Credit	0.00	44.79	0.00	44.79	0.00	-44.79	U

The Report View Selection drop-down field in the upper left of the screen, which enables you to change the way you view the data selected.



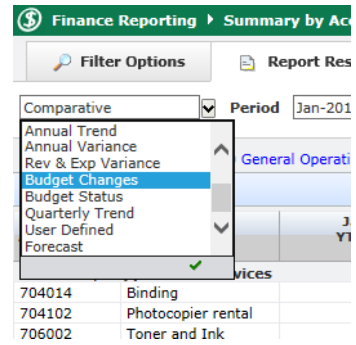
To view a report which compares the period currently selected with the same period last year, select the **Comparative** option:

The resulting report will display:



Acct	Title	Jan-2017 YTD Fiscal Budget	Jan-2017 YTD Actual	Jan-2017 Commitments	Jan-2017 Budget Balance	Jan-2016 YTD Fiscal Budget	Jan-2016 YTD Actual	Jan-2016 Commitments	Jan-2016 Budget Balance
<b>Materials, Supplies and Services</b>									
704014	Binding	0.00	0.00	0.00	0.00	0.00	157.90	0.00	-157.90
704102	Photocopier rental	0.00	119.69	0.00	-119.69	0.00	323.29	0.00	-323.29
706002	Toner and Ink	0.00	824.09	63.19	-887.28	0.00	969.76	90.39	-1,060.15
706003	Office Consumables	0.00	661.63	207.16	-868.79	0.00	1,084.08	690.66	-1,774.74
706004	Office Furnishings - ...	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
706005	Office Equipment - ...	0.00	15.61	0.00	-15.61	0.00	0.00	0.00	0.00
706007	Paper	0.00	0.00	0.00	0.00	0.00	864.74	0.00	-864.74
706202	Audio Visual Equip - ...	0.00	153.82	0.00	-153.82	0.00	0.00	0.00	0.00
706205	Film Processing	0.00	0.00	0.00	0.00	0.00	55.00	0.00	-55.00
706601	Books GST Rebate	0.00	244.75	0.00	-244.75	0.00	0.00	0.00	0.00
706602	Books GST Tax Credit	0.00	44.79	0.00	-44.79	0.00	0.00	0.00	0.00
706603	Subscriptions and J...	0.00	282.00	0.00	-282.00	0.00	180.74	0.00	-180.74
706702	General Equipment...	0.00	75.13	0.00	-75.13	0.00	0.00	0.00	0.00
706704	Signs/Meters	0.00	290.47	0.00	-290.47	0.00	0.00	0.00	0.00
706709	Exam Supplies	0.00	118.88	0.00	-118.88	0.00	0.00	0.00	0.00
706710	Other Materials & S...	7,920.00	19.91	0.00	7,900.09	7,920.00	609.25	0.00	7,310.75
706714	Barcode Labels	0.00	0.00	0.00	0.00	0.00	16.91	0.00	-16.91
706716	Food	0.00	0.00	0.00	0.00	0.00	232.47	0.00	-232.47

To view the budget changes made to your FOP, both fiscal and baseline, select **Budget Changes**.



The following report will appear:

Finance Reporting > Summary by Acct Detail > Budget Changes (Data as of 10-04-2018 03:50:57 AM)

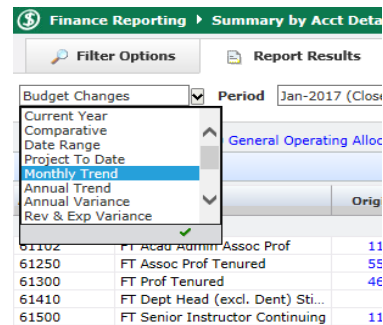
Filter Options Report Results Help + More

Budget Changes Period Jan-2017 (Closed) Display 0.00

Chart = M Fund = 110000 General Operating Allocation | Orgn = 312100 Agribusiness/Agricult. Economics

Acct	Title	Original Base	Changes to Base	YTD Adjusted Base	Original Fiscal	Changes to Fiscal	YTD Adjusted Fiscal	YTD Actuals	O/S Commitments	Budget Available
<b>Academic Salaries Pool</b>										
61102	FT Acad Admin Assoc Prof	118,930.00	4,742.00	123,672.00	118,930.00	4,742.00	123,672.00	10,206,960.00	2,041,400.00	118,840.00
61250	FT Assoc Prof Tenured	554,626.00	11,701.00	566,327.00	554,626.00	5,806.00	560,432.00	46,458,949.00	9,438,700.00	145,551.00
61300	FT Prof Tenured	466,279.00	2,873.00	469,152.00	466,279.00	2,873.00	469,152.00	39,096,020.00	7,819,300.00	-120.00
61410	FT Dept Head (excl. Dent) Sti...	5,673.00	0.00	5,673.00	5,673.00	0.00	5,673.00	472,760.00	94,600.00	-60.00
61500	FT Senior Instructor Continuing	113,548.00	0.00	113,548.00	113,548.00	0.00	113,548.00	9,462,340.00	1,892,500.00	-40.00
61532	PT Instructor Sessional	0.00	0.00	0.00	0.00	0.00	0.00	-896,000.00	0.00	896,000.00
63050	Dist. Ed. Instructor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63090	Grader/Marker	0.00	0.00	0.00	0.00	0.00	0.00	367,222.00	0.00	-367,222.00
63110	Instructor	22,110.00	0.00	22,110.00	22,110.00	0.00	22,110.00	1,101,325.00	0.00	1,109,67.00
<b>Subtotal</b>		<b>1,281,166.00</b>	<b>19,316.00</b>	<b>1,300,482.00</b>	<b>1,281,166.00</b>	<b>13,421.00</b>	<b>1,294,587.00</b>	<b>106,269,576.00</b>	<b>21,286,500.00</b>	<b>1,902,6.00</b>

To view a monthly trend report, select **Monthly Trend**.



The report will display:

Finance Reporting > Summary by Acct Detail > Monthly Trend (Data as of 10-04-2018 03:50:57 AM)

Filter Options Report Results Help + More

Monthly Trend Period Jan-2017 (Closed) Budget YTD Fiscal Budget Display 0.00

Chart = M Fund = 110000 General Operating Allocation | Orgn = 312100 Agribusiness/Agricult. Economics

Acct	Title	Apr-2016	May-2016	Jun-2016	Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2017	Year	Budget	Variance
<b>Academic Salaries Pool</b>																
61102	FT Acad Admin Ass...	10,206.96	10,206.96	10,206.96	10,206.96	10,206.96	10,206.96	10,206.96	10,206.96	10,206.96	10,206.96	0.00	0.00	102,069.60	123,672.00	21,602.40
61250	FT Assoc Prof Tenur...	44,253.54	44,253.54	44,253.54	45,218.84	46,218.84	44,956.82	46,262.29	46,706.38	54,271.78	47,193.92	0.00	0.00	464,589.49	560,432.00	95,842.51
61300	FT Prof Tenured	38,856.60	38,856.60	38,856.60	38,856.60	38,856.60	38,856.60	38,856.60	38,856.60	40,891.67	39,096.02	0.00	0.00	390,960.20	469,152.00	78,191.80
61410	FT Dept Head (excl...	472.76	472.76	472.76	472.76	472.76	472.76	472.76	472.76	472.76	472.76	0.00	0.00	4,727.60	5,673.00	945.40
61500	FT Senior Instructor...	9,462.34	9,462.34	9,462.34	9,462.34	9,462.34	9,462.34	9,462.34	9,462.34	9,462.34	9,462.34	0.00	0.00	94,623.40	113,548.00	18,924.60
61532	PT Instructor Sessio...	-8,960.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8,960.00	0.00	8,960.00
63050	Dist. Ed. Instructor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63090	Grader/Marker	129.75	0.00	0.00	0.00	0.00	189.82	1,728.50	906.35	619.65	98.15	0.00	0.00	3,672.22	0.00	-3,672.22
63110	Instructor	11,013.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,013.25	22,110.00	11,096.75
<b>Subtotal</b>		<b>105,435.20</b>	<b>103,252.20</b>	<b>103,252.20</b>	<b>105,217.50</b>	<b>105,217.50</b>	<b>104,145.30</b>	<b>106,889.45</b>	<b>106,731.10</b>	<b>115,925.16</b>	<b>106,530.15</b>	<b>0.00</b>	<b>0.00</b>	<b>1,062,695.76</b>	<b>1,294,587.00</b>	<b>231,891.24</b>