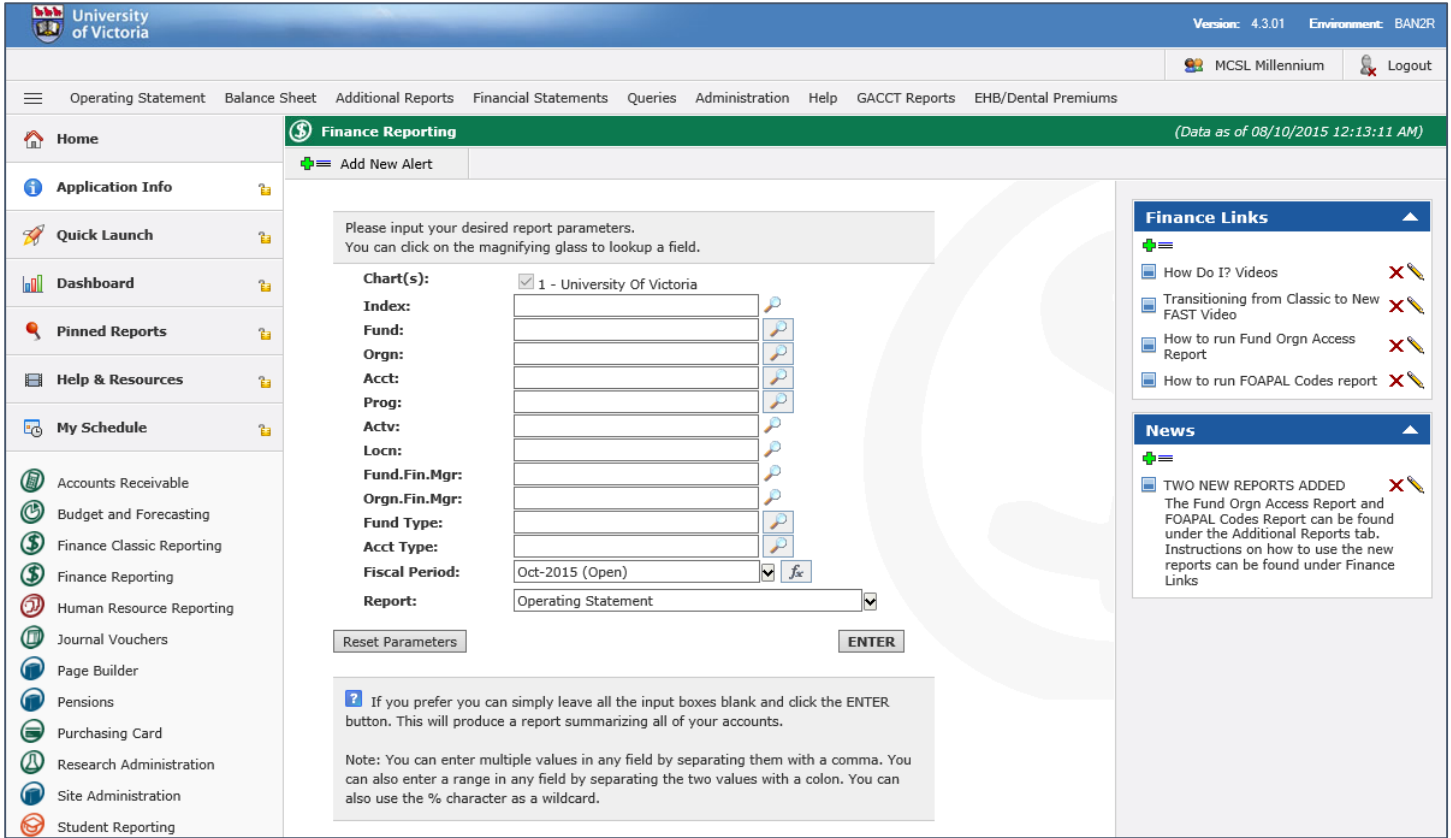


FAST Finance Home Page:

Welcome to FAST Finance Reporting! The following document will provide you with tips and tricks to get you up and running quickly and easily!



The screenshot shows the FAST Finance Reporting interface. At the top, there is a navigation bar with the University of Victoria logo, version information (4.3.01), and environment (BANZR). Below this is a menu with options like Operating Statement, Balance Sheet, and Financial Statements. The main content area is titled "Finance Reporting" and includes a "Please input your desired report parameters" section with fields for Chart(s), Index, Fund, Orgn, Acct, Prog, Actv, Locn, Fund.Fin.Mgr, Orgn.Fin.Mgr, Fund Type, Acct Type, Fiscal Period, and Report. A "Reset Parameters" button and an "ENTER" button are also present. On the right side, there are "Finance Links" and "News" sections. The "Finance Links" section lists various video tutorials, and the "News" section announces the addition of two new reports.



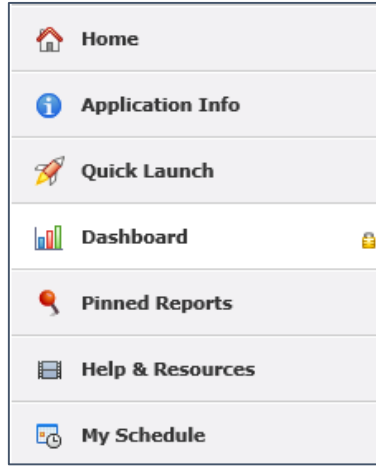
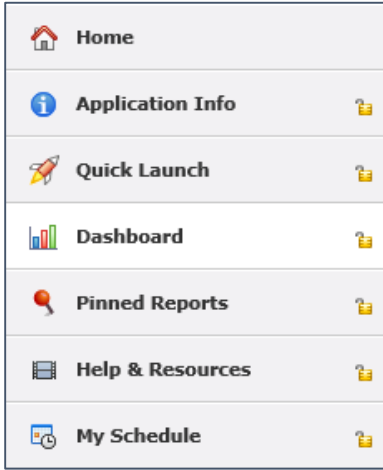
The FAST Tab Strip:

You can make one of the tabs your own personal "default" when opening your FAST Finance Landing Page. Just click to lock the lock!

The newly redesigned **Tab Strip** will persist on every page within FAST. You can now quickly and easily access any tab or any FAST application from any page you are working on.



The new FAST Tab Strip:



It will change from unlocked to locked indicating it is now your personal default; the unlocked icon is also removed from the other tabs.

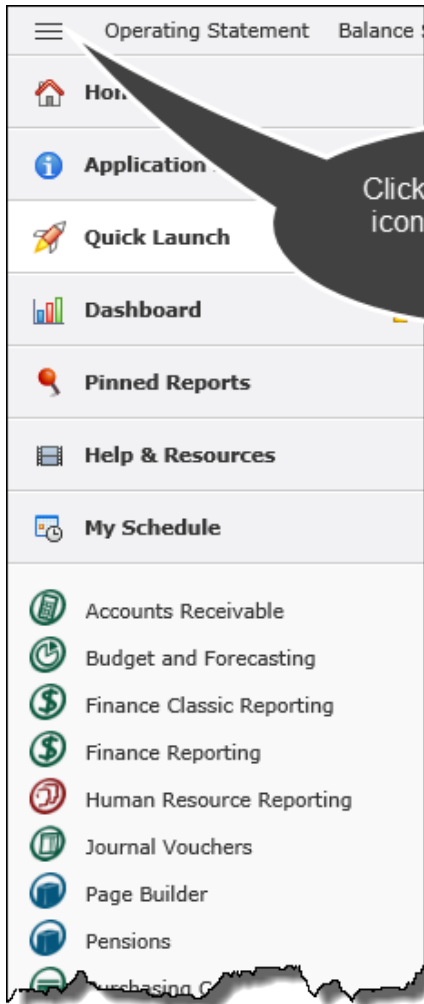
If you change your mind, just click the icon and change your selection as often as you want!

Remember: you can select a different default Tab for your FAST Portal Home Page and for each application within FAST. This will give you quick and easy access to the features and pages in FAST that you use the most often!

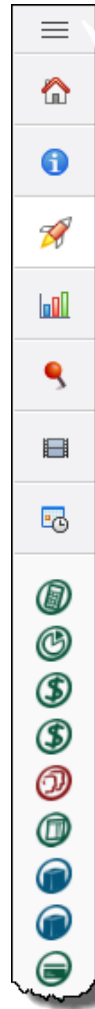


FAST Finance General User Guide

Use the "hamburger" button  to expand or contract the Tab Strip on the page.



Click the "Hamburger" icon to compress the Tab Strip



Click it again to expand!

These new vertical Tab Strips will persist on every page within FAST – you can easily navigate from page to page and also hide the Tab Strip to create more room for your reports to display.



Legend of commonly used Functions and Tabs:

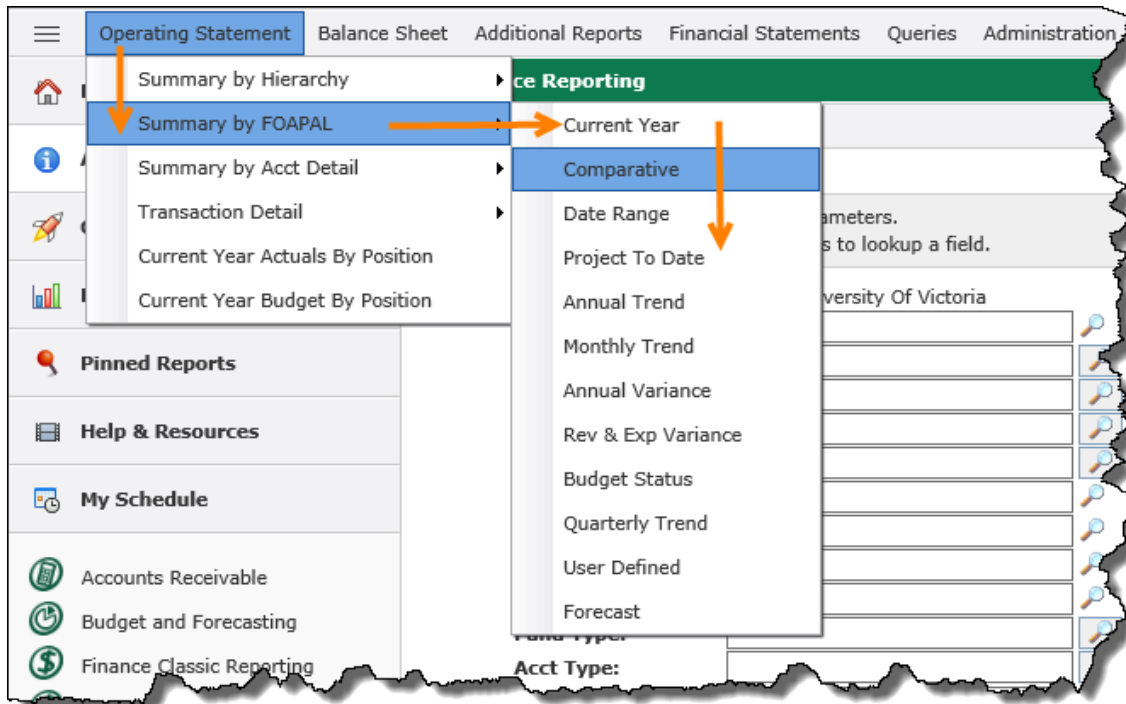
Filter Options	Use various Filter Options to narrow and refine your query
Report Results	View results from the selected options – this is your dataset output
Help	Open online information about the reporting pages
	Select the + More tab to access other tabs and features on your page
Pinned Reports	Open and manage your Pinned Reports
Advanced Options	Change and manage advanced options for your report columns
Graph	Create a graph for a visual representation of your report data
Administration	Make global changes to labels on a report (Administrators only)
	Click to execute or “run” your report
	Click to clear all filter options on your Filter Options Tab AND Click to clear your Application Info Tab and re-set the page to default status
	Save as a Pinned Report
PDF Excel	Click either to export your data to PDF or Excel Formats
	You have selected a report as a “favourite” in your Pinned Reports library
	Hamburger button – used to expand or contract your Tab Strip
Help & Resources	Resources and Training Videos
My Schedule	My Schedule Tab – Calendar Control to review your scheduled Pinned Reports



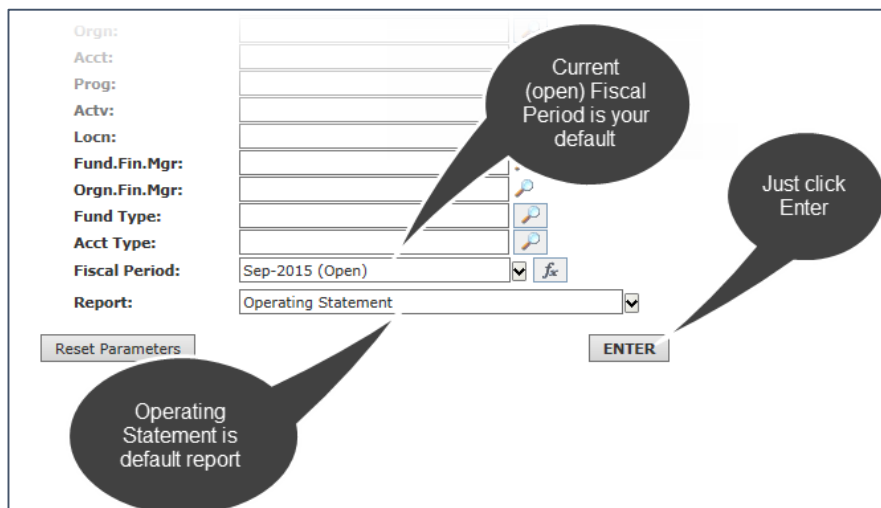
To access your Reports:

To access your main queries, you can select a menu option from the choices on the top of the page to provide a higher level of detail and data summary without having to drill down.

The menu and reports options that you see are based on your roles within the FAST system. For this reason, different staff roles will have access to different reports on the main menu.



If you prefer, from your **Application Info** Tab, just click **Enter!** This will produce a summarized report of all accounts you have access to based on your own Fund/Orgn security.





Using the Search Functionality:


Alternatively you can choose to refine your data before executing the report. This is important if you have Master Fund/Orgn security or access to a large number of FOAPALS. To refine your data, simply type in the necessary combination of Fund/Orgn/Acct, etc., select a Report Type, a Fiscal Period and then hit Enter.

Using the search button, can drill down through the hierarchy to find the parent or child records that relate to the search you are trying to execute. If in doubt, selecting the parent code will also bring back all codes that roll up to it, based on your user ID fund/orgn security.

The screenshot shows a hierarchical tree view of financial codes. The top level is highlighted with a red box and a callout: "Click on an underlined code to go back up a level or the Home to start over". Below it, a list of codes is shown with checkboxes. A callout points to a magnifying glass icon: "Click the magnifying glass to use the search". Another callout points to a specific code: "Select the codes to include in your query". A green arrow points to a button at the bottom: "click to select". A callout points to a plus sign in the tree: "Click the + to expand".

Code	Description	Selected
- 0 - 20 - 230		
230	Faculty of Fine Arts	<input type="checkbox"/>
2300	Office of the Dean - Fine Arts	<input type="checkbox"/>
2305	Fac of Fine Arts - General	<input type="checkbox"/>
2310	Creative Writing	<input checked="" type="checkbox"/>
2315	History In Art	<input type="checkbox"/>
2320	Music	<input checked="" type="checkbox"/>
2330	Theatre	<input checked="" type="checkbox"/>
2335	Visual Arts	<input checked="" type="checkbox"/>

Function-Based Filter options:

Using the Function key  to build a query allows you to avoid hard-coding a point in time in your queries and allows for date-based queries such as "current" Fiscal period or "last" Fiscal period. This is especially important as you begin to create **Pinned Reports**. These reports will update dynamically without the need to modify your fiscal period.



Orgn.Fin.Mgr:

Fund Type:

Acct Type:

Fiscal Period: Oct-2015 (Open) **Current Fiscal Year / Current Period**
 Current Fiscal Year / Last Period
 Current Fiscal Year / Next Period
 Last Fiscal Year End

Report: Operating Statement

Reset

The function based filter allows you to select a dynamic period rather than a hard-coded point in time

Current Fiscal Year / Current Period
 Selects the current Fiscal Period
 /values: 201607

Understanding FAST Filter Options:

There are several different filter option controls and you can use them to minimize, filter and refine the data in your report. It is usually best practice to refine your results in some way so that the data you produce is manageable and targets your intended query. However you also do not want to add too many filters or you run the risk of missing key data.

The types of filter options used for a report depend on the type of data being collected. You can, in most cases, select multiple filter options including Fund, Orgn and Acct codes:

Finance Reporting > Summary by FOAPAL > Current Year

Filter Options Help + More

Index

Fund 100

Orgn 220 230 240 250

Fiscal Period Oct-2015 (Open)

Fund Type

Acct Type

Orgn Fin. M

Sum By

Type the codes in the lower box or use the search button

Include as many codes as you like or leave blank for "all"

Click the + key to include in your report



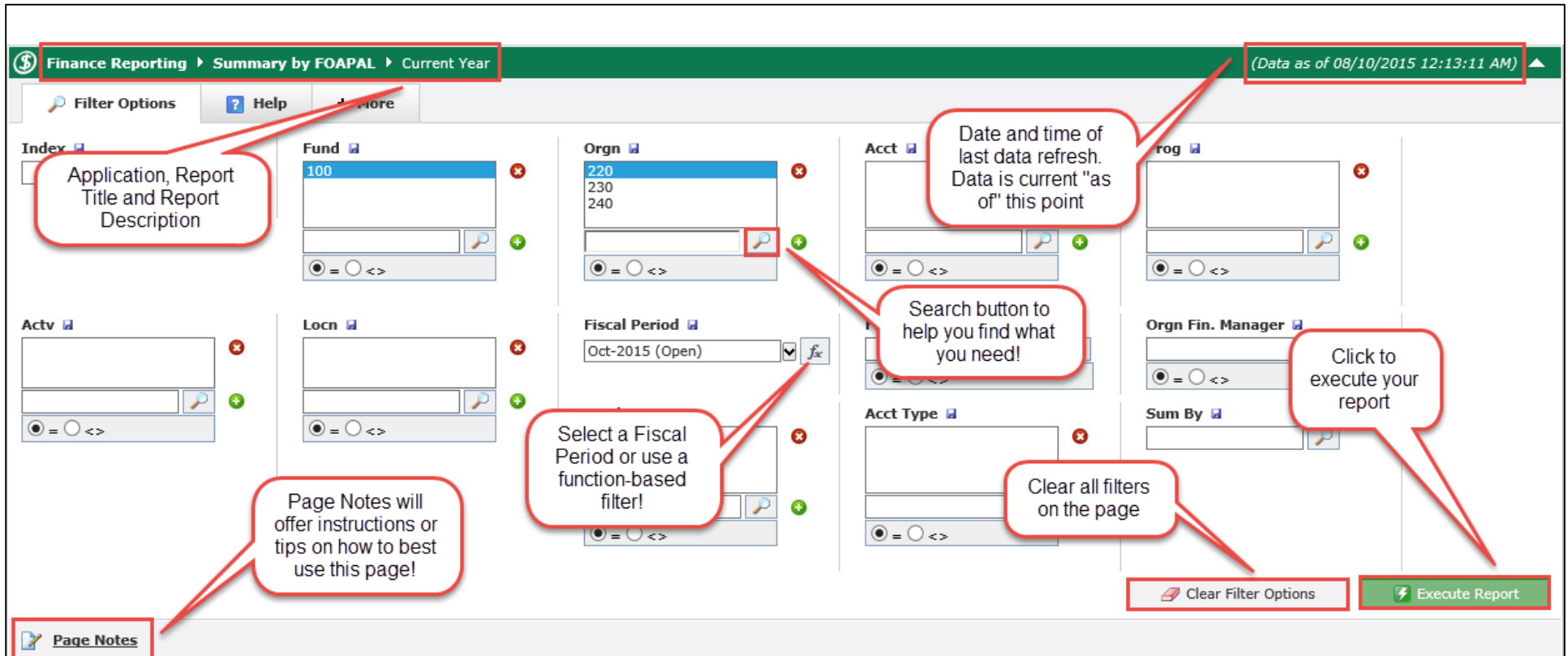
Here are examples of the **filter controls** used in various reporting pages:

- You can narrow the results of your report by selecting one or more filter options. Selecting filter options is optional on more reports but will help refine your results.

<p>Date Combo Box:</p> <p>Required Date </p> <p><input type="text"/> </p> <p>Equal </p>	<p>Multi-Search Box (you can choose one or more):</p> <p>Acct </p> <p><input type="text"/> </p> <p><input type="text"/> </p> <p><input checked="" type="radio"/> = <input type="radio"/> <></p>	<p>Drop-down Search (you can choose only one):</p> <p>Fiscal Period </p> <p>Aug-2015 (Open) </p>
<p>Multi-Select List – includes drop-down options (you can select one or more):</p> <p>Chart </p> <p>Click to add values </p>	<p>Search Box (select one code only):</p> <p>Acct Type </p> <p><input type="text"/> </p> <p><input checked="" type="radio"/> = <input type="radio"/> <></p>	<p>Operator drop-down list:</p> <p>Payments </p> <p>Equal </p> <p>Not Equal</p> <p>Like</p> <p>Not Like</p>
<p>Dynamic Function Button:</p> <p></p>	<p>Include or Exclude from query:</p> <p><input checked="" type="radio"/> = <input type="radio"/> <></p> <p> include exclude</p>	<p>Search using a date range:</p> <p>Effective Date </p> <p><input type="text"/> </p> <p><input type="text"/> </p> <p>Between </p>

FAST Finance General User Guide

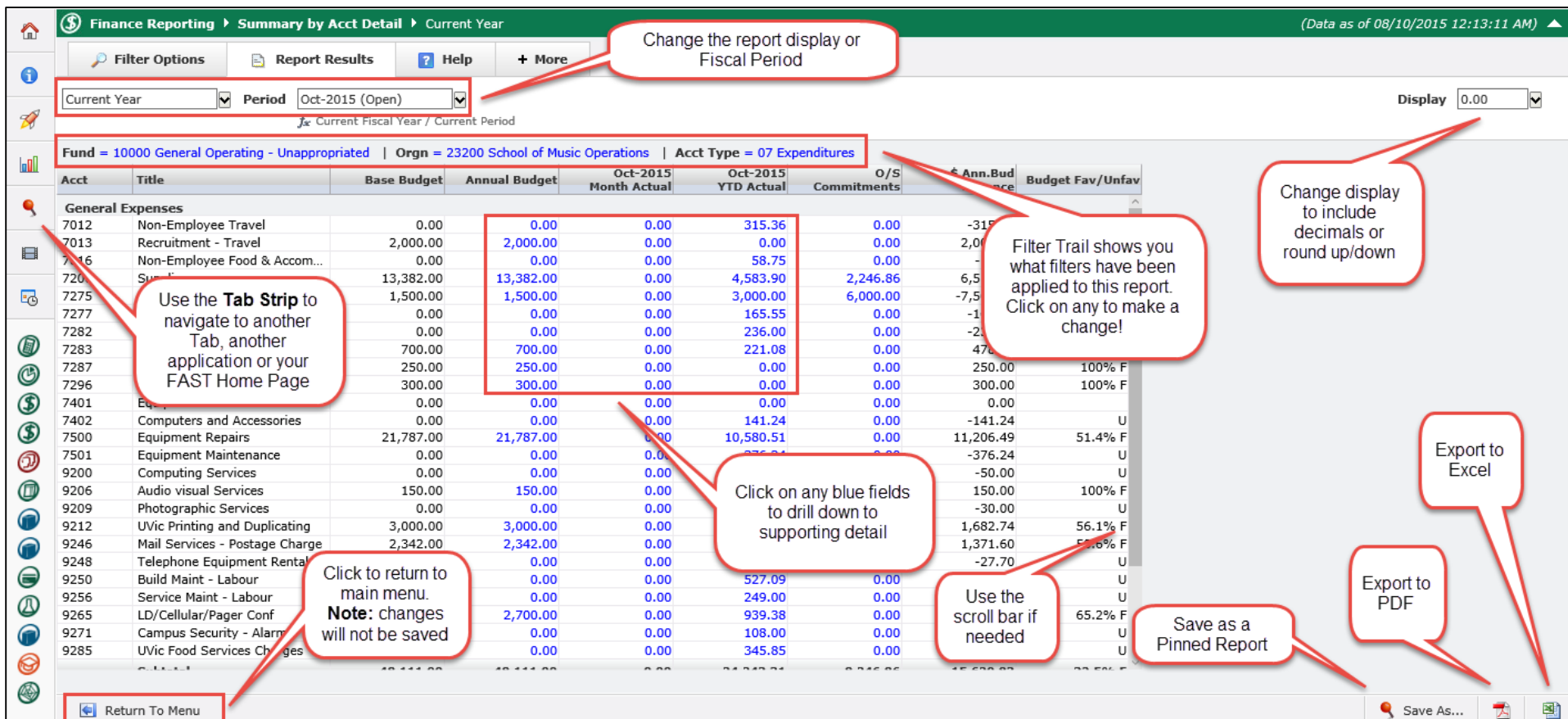
Understanding the **Filter Options** Page:



The screenshot displays the 'Filter Options' page in the FAST Finance system. The page is titled 'Finance Reporting > Summary by FOAPAL > Current Year' and shows a breadcrumb trail. A green bar at the top right indicates the data is as of '08/10/2015 12:13:11 AM'. The page contains several filter sections: 'Index', 'Fund' (with value 100), 'Orgn' (with values 220, 230, 240), 'Acct', 'Actv', 'Locn', 'Fiscal Period' (set to 'Oct-2015 (Open)'), 'Acct Type', 'Orgn Fin. Manager', and 'Sum By'. Each filter section has a search icon and a refresh icon. At the bottom, there are buttons for 'Clear Filter Options' and 'Execute Report'. A 'Page Notes' icon is located in the bottom left corner. Red callouts provide instructions: 'Application, Report Title and Report Description' points to the breadcrumb; 'Date and time of last data refresh. Data is current "as of" this point' points to the top right bar; 'Search button to help you find what you need!' points to the search icon in the 'Orgn' filter; 'Select a Fiscal Period or use a function-based filter!' points to the 'Fiscal Period' dropdown; 'Page Notes will offer instructions or tips on how to best use this page!' points to the 'Page Notes' icon; 'Click to execute your report' points to the 'Execute Report' button; and 'Clear all filters on the page' points to the 'Clear Filter Options' button.

FAST Finance General User Guide

Understanding your report data:



Change the report display or Fiscal Period
 Filter Options | Report Results | Help | + More
 Current Year | Period: Oct-2015 (Open) | Display: 0.00

Change display to include decimals or round up/down
 Fund = 10000 General Operating - Unappropriated | Orgn = 23200 School of Music Operations | Acct Type = 07 Expenditures

Acct	Title	Base Budget	Annual Budget	Oct-2015 Month Actual	Oct-2015 YTD Actual	O/S Commitments	\$ Ann. Bud	Budget Fav/Unfav
7012	Non-Employee Travel	0.00	0.00	0.00	315.36	0.00	-315.36	
7013	Recruitment - Travel	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	
7016	Non-Employee Food & Accom...	0.00	0.00	0.00	58.75	0.00	-58.75	
7200	Supplies	13,382.00	13,382.00	0.00	4,583.90	2,246.86	6,588.04	
7275	Supplies	1,500.00	1,500.00	0.00	3,000.00	6,000.00	-7,500.00	
7277	Supplies	0.00	0.00	0.00	165.55	0.00	-165.55	
7282	Supplies	0.00	0.00	0.00	236.00	0.00	-236.00	
7283	Supplies	700.00	700.00	0.00	221.08	0.00	478.92	
7287	Supplies	250.00	250.00	0.00	0.00	0.00	250.00	100% F
7296	Supplies	300.00	300.00	0.00	0.00	0.00	300.00	100% F
7401	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
7402	Computers and Accessories	0.00	0.00	0.00	141.24	0.00	-141.24	U
7500	Equipment Repairs	21,787.00	21,787.00	0.00	10,580.51	0.00	11,206.49	51.4% F
7501	Equipment Maintenance	0.00	0.00	0.00	376.24	0.00	-376.24	U
9200	Computing Services	0.00	0.00	0.00	50.00	0.00	-50.00	U
9206	Audio visual Services	150.00	150.00	0.00	150.00	0.00	150.00	100% F
9209	Photographic Services	0.00	0.00	0.00	30.00	0.00	-30.00	U
9212	UVic Printing and Duplicating	3,000.00	3,000.00	0.00	1,682.74	0.00	1,317.26	56.1% F
9246	Mail Services - Postage Charge	2,342.00	2,342.00	0.00	1,371.60	0.00	1,371.60	58.6% F
9248	Telephone Equipment Rental	0.00	0.00	0.00	27.70	0.00	-27.70	U
9250	Build Maint - Labour	0.00	0.00	0.00	527.09	0.00	-527.09	U
9256	Service Maint - Labour	0.00	0.00	0.00	249.00	0.00	-249.00	U
9265	LD/Cellular/Pager Conf	2,700.00	2,700.00	0.00	939.38	0.00	1,760.62	65.2% F
9271	Campus Security - Alarm	0.00	0.00	0.00	108.00	0.00	-108.00	U
9285	UVic Food Services Charges	0.00	0.00	0.00	345.85	0.00	-345.85	U

Use the Tab Strip to navigate to another Tab, another application or your FAST Home Page
 Return To Menu

Click on any blue fields to drill down to supporting detail

Filter Trail shows you what filters have been applied to this report. Click on any to make a change!

Click to return to main menu. Note: changes will not be saved

Use the scroll bar if needed

Export to Excel
Export to PDF
Save as a Pinned Report

(Data as of 08/10/2015 12:13:11 AM)



Report Navigational Tips

There are a variety of ways to navigate the reporting pages.

Here are a few tips:

Return to Summary by FOAPAL - Current Year (11:19:00 AM) | Return to Report

Operating Statement | Balance Sheet | Additional Reports | Financial Statements | Queries | Administration | Help | GACCT Reports | EHB/Dental Pre

Finance Reporting > Summary by FOAPAL > Current Year

Filter Options | Report Results

Current Year | Period: Oct-2015 (C) | Orgn: | Acct Type: 07 Expenditures

Current Year
Comparative
Date Range
Project To Date
Annual Trend
Monthly Trend
Annual Variance
Rev & Exp Variance

Use this back button instead of your browser's back button

Click to produce a list of reports run today; use as a short-cut to re-run as needed!

Change the page display to another format

	Base Budget	Annual Budget	Oct-2015 Month Actual	Oct-2015 YTD Actual	O/S Commitments
- Unappropriated - General	7.00	0.00	0.00	65,082.20	0.00
- Red Acad Equipmen	0.00	0.00	0.00	37,667.27	17,221.7
25109 Malahat Review	0.00	0.00	0.00	31,073.68	18,6
23200 School of Music Operations	48,111.00	48,111.00	0.00	24,243.31	8,246
					12,297

Notice this column is sorted in descending order

You can also customize and modify the sort order and make changes such as displaying the data by Acct or by Orgn rather than by Fund. In the deeper levels of the GL Hierarchy you can also display (as shown) to order by Fund, then by Orgn, or any other combination of sorting options:

Finance Reporting > Summary by FOAPAL > Comparative

Filter Options | Report Results | Help | + More

Comparative | Period: Oct-2015 (Open) | By: Fund - Orgn

Fund = 100 General Operating | Orgn = 230,250 | Acct Type = 07 Expenditures

This field will show you the current sort order; you can modify this as you need to!

- Fund
- Orgn
- Acct
- Prog
- Actv
- Locn

Orgn	Title	Oct-2015 YTD Actual	Oct-2015 Commitments	Oct-2015 Budget Balance	Ann
10000 - General Operati					
23000	Office of the	13,292.95	993.18	19,735.87	
23002	Fine Arts/Er	0.00	0.00	0.00	
23003	Fine Arts - F	0.00	0.00	0.00	
23005	Fine Arts Co	7,575.46	417.42	-4,618.88	
23006	Fine Arts Spec	0.00	0.00	4,200.00	
23014	Blackstone - Start up	0.00	0.00	0.00	5,000.00
23015	Development Office	2,500.00	1,437.20	1,062.80	696.08
					439.45

How to Customize your Report Data:





After you select your filter options and run your report, the results page opens. There are several things you can do right on the page to customize and display the data on the reporting page:

To resize column width: Place your cursor between the two headers and drag the column divider to the desired width. This is helpful if the text is cut off in the cell space provided:

Acct	Title	Oct-2014 YTD Fiscal Budget	Oct-2014 YTD Actual
Materials and Supplies			
706710	Other Materials & Sup	7,070,868	78,609
706004	Office Furnishings - U	332,097	22,956
706001	Stationery	71,940	3,066
706202	Audio Visual Equip - U	2,000	4,197
706200		70,000	56,969
706201		5,000	34,791
706203		20,000	3,727
706204		12,000	3,857
706205		28,939	8,100
706920	Cleaning Equipment -	300	46
706601	Books GST Rebate	5,500	9,062

Grab the divider bar to widen the columns

To move column order: Simply drag & drop the column to wherever you'd like it to display!

YTD Fiscal Budget					
2014 Actual	2014 Fiscal	O/S Co ntr	YTD Total Activity	YTD Fiscal Budget	Budget Ava ilability
68	104,797,338	-215,131,198	-110,333,860	104,797,338	-107,749
83	951,913	-30,256,983	-29,305,069	951,913	-18,796
0	0	0	0	13,093,830	-13,093
0	-10,140,584	0	-10,140,584	0	-10,140
0	3,880,627	-59,541	3,821,086	0	3,821
0	2,157,784	0	2,157,784	0	2,157
0	125,723	0	125,723	0	125
0	2,587,015	-987,952	1,599,063	0	1,599
0	6,390,273	-1,043,201	5,347,072	0	5,347
0	626	-1,931	-1,304	0	-1,304
22	938,891	-1,321,633	-382,742	0	-382,742
0	-88,017	-94,921	-182,938	0	-182,938
0	0	0	0	0	0
13	21,199,761	-16,644,470	4,555,291	104,551	4,450
0	7,070,628	-5,898,115	1,172,513	0	1,172
61	225,254	-938,767	-713,513	0	-713,513

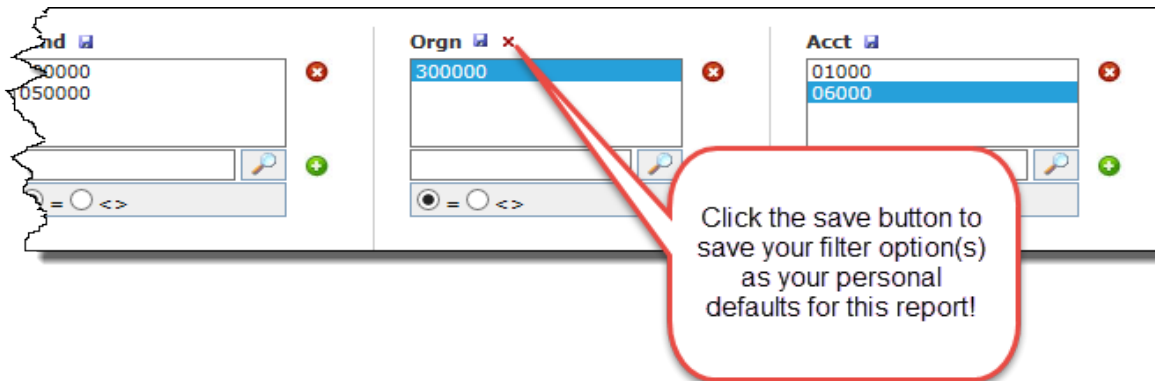
Customize your Filter Options:






While saving reports as “Pinned Reports” is the only way to save all settings and filter options, you can customize each individual query page by selecting individual filters as YOUR default for THIS report.

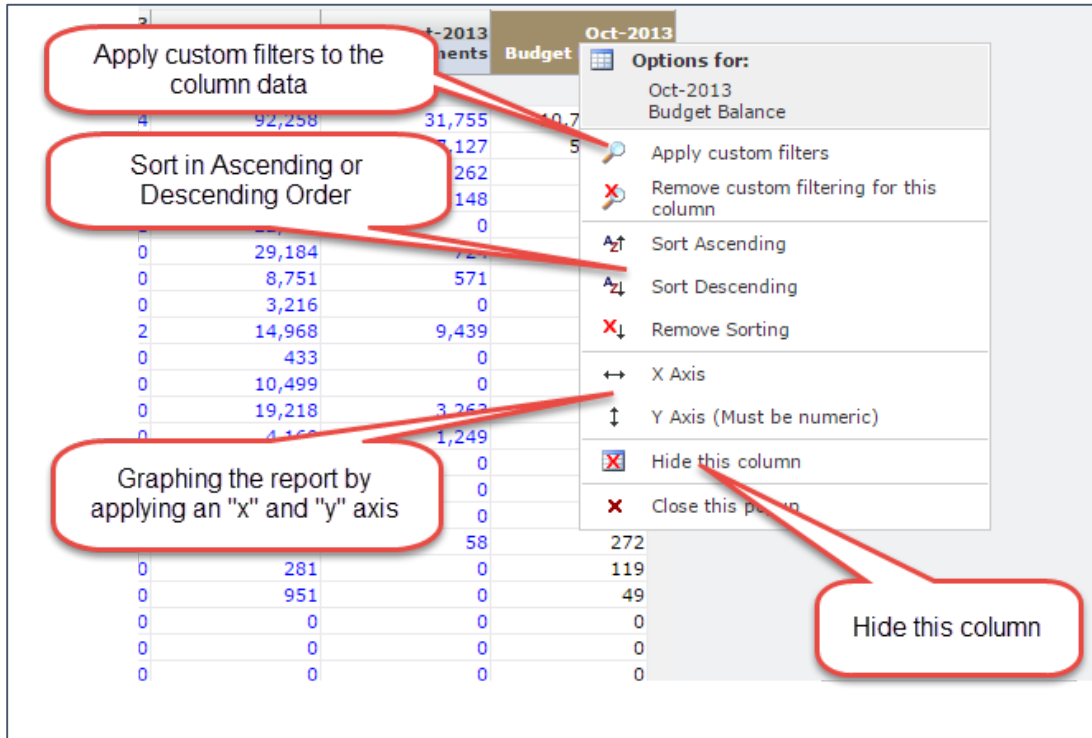
Please note: these settings will apply only to your User ID profile for the selected report.



To change or delete: To remove this saved setting, you can click the  at any time.

Customize each column by

clicking on the Column Header to do the following:



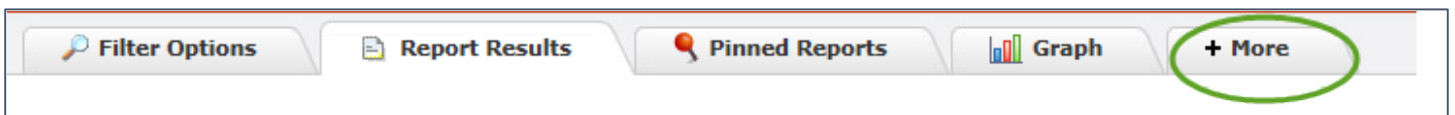
The screenshot shows a data table with columns for 'Oct-2013 Budget' and 'Oct-2013 Budget Balance'. A context menu is open over the 'Oct-2013 Budget' column header. The menu options are:

- Options for: Oct-2013 Budget Balance
- Apply custom filters
- Remove custom filtering for this column
- Sort Ascending
- Sort Descending
- Remove Sorting
- X Axis
- Y Axis (Must be numeric)
- Hide this column
- Close this popup

Red callout boxes highlight the following actions:

- Apply custom filters to the column data
- Sort in Ascending or Descending Order
- Graphing the report by applying an "x" and "y" axis
- Hide this column

On your + **More** tab:



You will a variety of additional features that you can use to customize your report.

Please note: what you see depends on your User ID roles in the application and on which advanced features have been enabled at your institution and for this reporting page.



Find the **Advanced Options Tab**:

Finance Reporting | Summary by FOAPAL | Current Year

Report Results | Filter Options | Pinned Reports | Help | + More

Current Year | Period: Aug-2015 (Open) | By: Fund - Orgn

Chart = G | Fund = 001100 General Fund Operations

Orgn	Title	O/S	Commitments
001100 - General Fund Operations			
110100	PRS Office of the President	0	0
110150	PRS Faculty Athletic Represent...	0	0
110450	PRS Legal Counsel	0	0
110451	PRS EOU Board Support	0	0
115100	PUA-University Advancement...	-1,229	-68,409
		-743	-69,152
			0

Advanced Options | Graph | Administration | Edit My Tabs | Debug Report | Hyperlinks

The order of your tabs and menu items can be customized for each person!

Use the **Edit My Tabs** option to change the configuration of your Tabs. Check out the "How Do I Edit my Tabs?" video for more info!

You can customize the display, grouping and sort order using your **Advanced Options Tab**:

Filter Options | Report Results | Help | **Advanced Options** | + More

Display	Column Name	Group Function	Column Sort
<input checked="" type="checkbox"/>	Fiscal Year		Ascending (ASC)
<input checked="" type="checkbox"/>	Period		Ascending (ASC)
<input type="checkbox"/>	Chart		None
<input checked="" type="checkbox"/>	Fund		None
<input checked="" type="checkbox"/>	Orgn		None
<input checked="" type="checkbox"/>	Acct		None
<input type="checkbox"/>	Prog		None
<input type="checkbox"/>	Actv		None
<input type="checkbox"/>	Locn		None
<input checked="" type="checkbox"/>	Vendor ID		None
<input checked="" type="checkbox"/>	Vendor Name		None
<input checked="" type="checkbox"/>	Count	Count (and Display)	None
<input checked="" type="checkbox"/>	Maximum		None
<input checked="" type="checkbox"/>	Minimum		None
<input type="checkbox"/>			Descending (DESC)

Column Sort Order: Fiscal Year ASC, Period ASC, Total Spend DESC

Select All Columns | Select No Columns

Clear all columns

Select or de-select to display or hide columns

"Group by" displays data in a different way

Apply default sort orders to your column data

Prioritize your sort orders using this box with the "up" and "down" arrows



Pinned Reports

Pinned Reports are very powerful and very useful tools and allow you to save your reports that you use the most frequently in an easy to find location so that you will not have to re-create and format the report each time you run it. Saving the report as a Pinned Report will allow you to re-execute the report with a single click and all filter options, advanced features and other modifications will remain intact!

When you pin a report to your Favorites, it is pinned to your profile in an easy to access place.

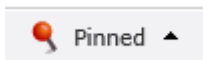
Your pinned reports will not be visible to others; this is for your own personal use unless you save them as "public".

The screenshot shows the 'Finance Reporting' dashboard with a table of reports. Callouts provide the following information:

- Check out report details:** Points to the 'More Info' column.
- Search for a report using part of the title:** Points to the search bar.
- This report is also a graph!** Points to a bar chart icon in the 'Dashboards' column.
- My Favorite Reports:** A red box highlights the 'My Favorite Reports' section.
- Favorites are easy to find!** Points to the star icon in the 'Favorite' column.
- Click the title to execute from your home page!** Points to a report title.
- Export to PDF or Excel!** Points to the PDF and Excel icons in the 'PDF' and 'Excel' columns.
- Email to a colleague!** Points to the email icon in the 'Email' column.
- Tag or un-tag as a "favorite"!** Points to the star icon in the 'Favorite' column.
- Delete - only if you built it!** Points to the trash icon in the 'Delete' column.
- Find Public or Group Pinned reports by drilling down:** Points to the 'All Public Pinned Reports' link.

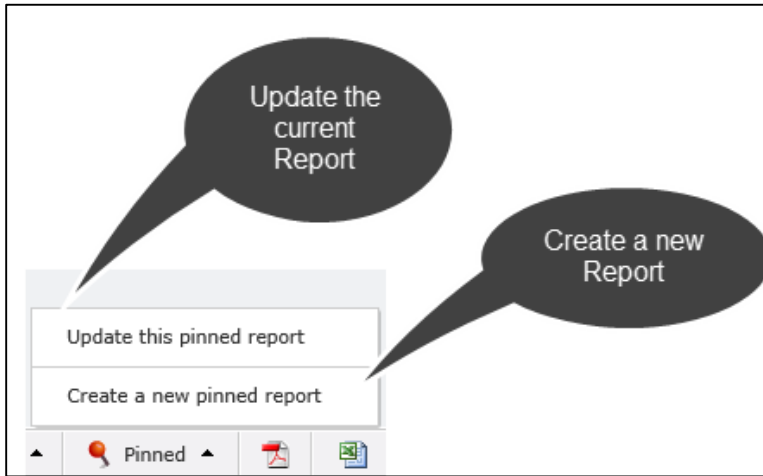
Report Name	Page View	Description	More Info	Execute	PDF	Excel	XML	Email	Dashboards	Favorite	Delete
Check this every day	Summary		[i]	[green lightning]	[PDF]	[Excel]		[email]		[star]	[trash]
Demo report - by Acct	Summary		[i]	[green lightning]	[PDF]	[Excel]		[email]		[star]	[trash]
Expenditures by FUND	Summary		[i]	[green lightning]	[PDF]	[Excel]		[email]	[bar chart]	[star]	[trash]
Expenses by Acct	Summary by Hierarchy		[i]	[green lightning]	[PDF]	[Excel]		[email]	[bar chart]	[star]	[trash]
Payroll Costs	Year Budget by Position		[i]	[green lightning]	[PDF]	[Excel]		[email]		[star]	[trash]

To create or modify a Pinned Report, you will use the following button:





The **Pinned Report** button will provide you with two options:

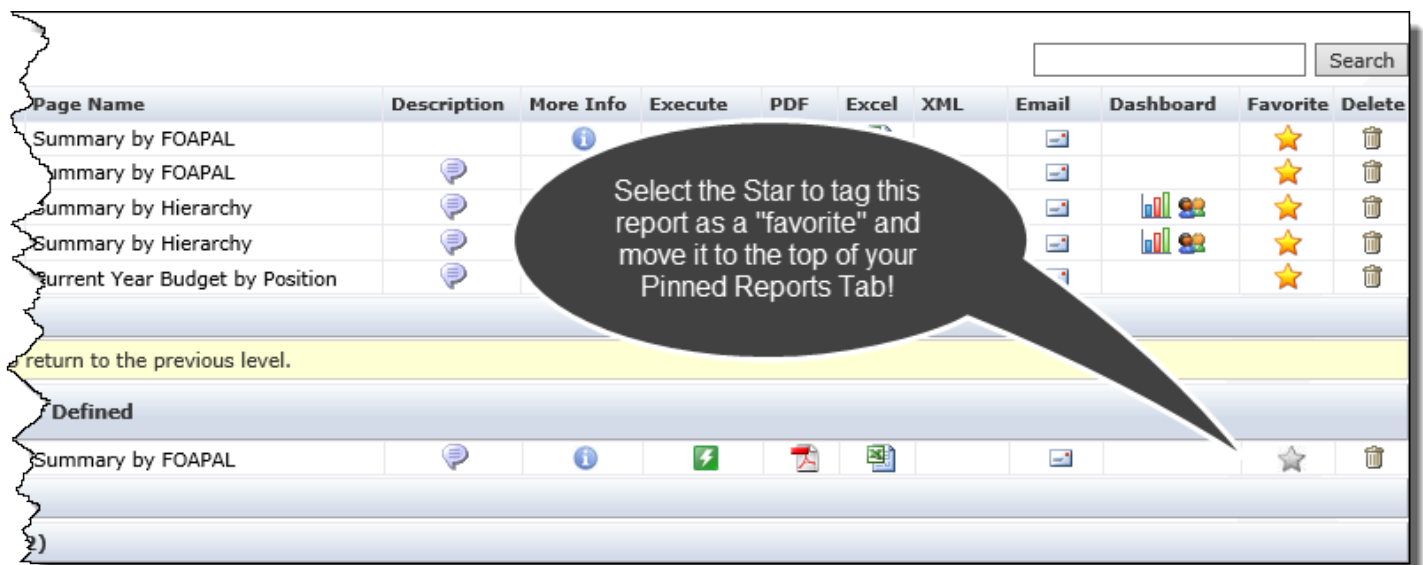


The **Update** button acts as a "save" button and over-writes the existing Pinned Report with the new content. You will still be prompted to save; this allow you to change the title if necessary.

Please note: You can only update pinned reports that you created; you cannot update a Public or Group pinned report that you did not build. In these cases, you will see only a Save As button.

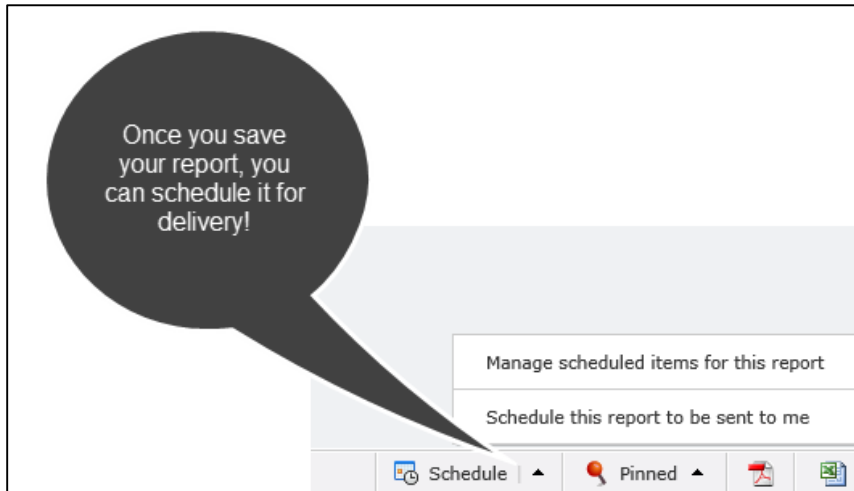
The **Create New** button acts as a "save as" and will save the content as a NEW Pinned Report.

Remember: Tagging your report as a "Favorite"  on your Pinned Reports Tab will mean it is always available to you with a single click!



Report Scheduler:

If you would like your Pinned Report to deliver to your inbox at a regularly scheduled interval, use the Report Scheduler tool to set this up!



Then select your schedule criteria including frequency, day and time, start and end date and format!

Name :

How often :

Interval : week

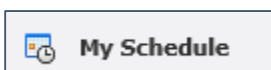
Repeated on : S M T W T F S

Starts on : at

Ends : After occurrence(s)

Every week on Monday at 12:00am starting the week of 12/10/2015 until 31/12/2015

You can then review your scheduled pinned reports in your own personal calendar control using the My Schedule tab – find it along your Tab Strip!





Here are a few scenarios to consider when using **Pinned Reports** in your day-to-day workflow:

Scenario	Solution
You use the same filter and/or advanced options on a daily basis	Save it as a Pinned Report and mark as a Favorite for quick and easy access
You only want specific employees to see a report	Create a group role and assign the Pinned Report to that group only
You want all employees to be able to see and run the report	Make the report Public – Fund/Orgn security will still be enforced!
You want a visual representation of the data	Create a graph from the report data, save it, and then add the graph to your Dashboard
You need to email a report link with confidential information to someone who rarely uses the system	Pin the report, save as private, and then email the Execute link only. Alternatively, you could email the PDF or Excel output
You want to view the updated results of your Pinned Report every Monday morning when you get to work	Save it as a Pinned Report; use the Report Scheduler to schedule an automated delivery to your inbox every Monday morning
You need to deliver a report to the Dean of each Faculty at the end of each Fiscal Period illustrating current actuals to budget totals	Save it as a Group Pinned Report; use the Admin Report Scheduler to deliver this to each member of the group on the last day of each Fiscal Period