How do I change the decimal format in FAST?

You can change the decimal format for all FAST reports that are run By Tree, By GL Code Pivot, and By Account under the Operating Statements menu.

Please note: If you are using FAST reports to complete journal entry recodes you need to use ‘0.00’ in order to recode the correct amount.

You can change the decimal format for these reports by running one of these reports (ex: Statement of Operations Non-Research by account) and changing the value showing in the display drop down box on the top right hand side of the report.

- Selecting ‘0’ will show values on your report with no decimal place rounded to the nearest dollar.

- Selecting ‘0.00’ will show values with 2 decimal places.

- Selecting ‘K’ will show values rounded to the nearest thousand.

Once you change the decimal format for one report that it will become the default for all reports in the Operating Statement menu.