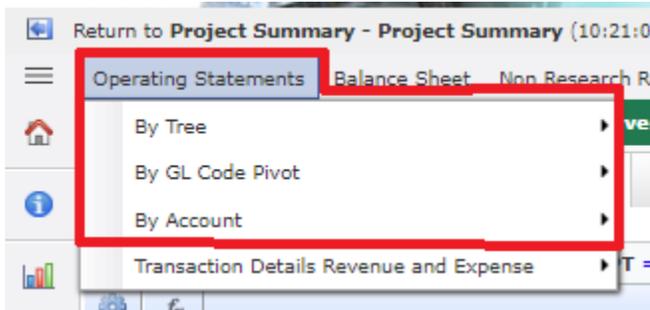


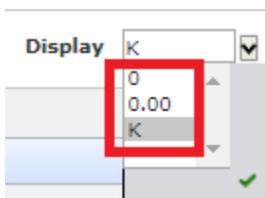
# How do I change the decimal format in FAST?

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.

Contracted Services				
623000	BUD-Contracted Services	0	0	1,873

- Selecting '0.00' will show values with 2 decimal places.

Contracted Services				
623000	BUD-Contracted Services	0.00	0.00	1,872.76

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

Contracted Services				
623000	BUD-Contracted Services	0	0	2

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