## Historical Actuals Comparison Report (STW-GL-8)

Office of Education Technology: Division of School Technology Services Questions: <u>eerp@education.ky.gov</u>

Last Updated March 3, 2025

## **OVERVIEW**

The Historical Actuals Comparison Report provides a comparison of three prior years' activity to the current year activity and revised budget for a specified period. It may be run through the end of the period requested or through the end of the year for the current year or for three prior years. Select: Financials > General Ledger Menu > Inquiries & Reports > Historical Actuals Comparison

The following screen is displayed:

×	€		0	Par	8		+	D	S	R
Close	Output	Print	Display	PDF	Save	l <sub>2</sub>	Excel	Define	Seg-find	Report Options
Historical Ac	tuals Co	omparisc	on [KDE]							
Historical Ac Account Org	tuals Co	ompariso	on [KDE]							
Historical Ac Account Org Object	tuals Co	ompariso	on [KDE]							
Historical Ac Account Org Object Project	etuals Co	ompariso	in [KDE]							

- 1. Select the **Define** or **Seg Find** button to enter account criteria.
- 2. Click **Accept** to select the accounts.
- 3. Select the **Report Options** button to display the report options screen:

🔆 Report Options							
Image: Const							
Hatorical Actuals Comparison (RDE) > Report Options > 🖍							
Report Options	Report Options						
Execute this report Now *	Peport through (P)wriod or (T)otal for years *     P       Fiscal year/period for reports *     2024     / *     12						
Sequences Field # Total Page Break	Print description   Print description  Short						
1 1 - Fund 👻 🗹	Totals only						
2 9-0rg V	Suppress zero balance accounts						
3 🔶	Print revenue as credit						
4 • • • •	Print full GL account						
	Sort by full GL account						
Report Title	Allow display of billions						
HISTORICAL ACTUALS COMPARISON REPORT	Multiyear view Default view *						

- 4. Enter the desired report segment numbers for Sequences 1 through 4.
- 5. The **Report Thru (P)eriod or (T)otal for years** determines whether the entire report will reflect activity through the period requested or total for the year requested. The field defaults to **P** to

generate a comparison of activity and revised budget through the period. Enter **T** to generate a comparison report of activity and revised budget for the total year.

6. The **Fiscal Year/Period for reports** field defaults to the current year and period. Enter the desired report year and period for the comparison to prior years' activity.

## The Period field defaults to period 13 when the Report Thru field is T.

EERP will maintain monthly information for the current year and three prior years. If a report is processed for which data is unavailable, the columns will be blank.

- 7. Select the remaining desired report options.
- 8. Click **Accept** to select the report options and return to the previous screen.
- 9. Select an output method to print/view the report.