

Historical Actuals Comparison Report (STW-GL-8)

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OVERVIEW

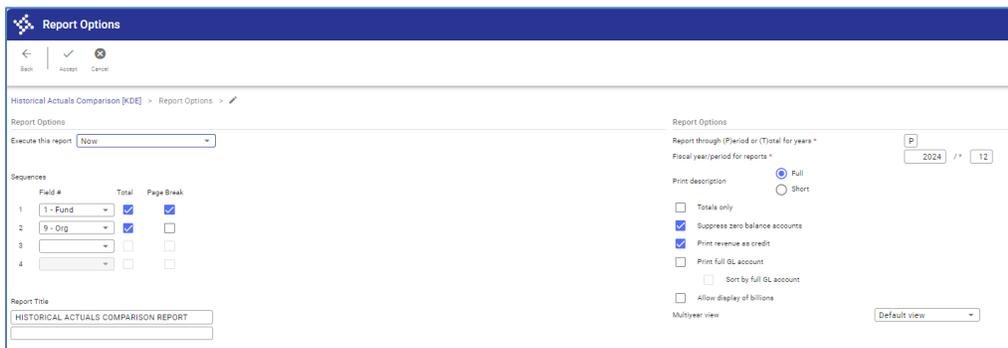
The Historical Actuals Comparison Report provides a comparison of three prior years' activity to the current year activity and revised budget for a specified period. It may be run through the end of the period requested or through the end of the year for the current year or for three prior years.

Select: *Financials > General Ledger Menu > Inquiries & Reports > Historical Actuals Comparison*

The following screen is displayed:



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:



Field #	Total	Page Break
1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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.