Historical Actuals Comparison Report (STW-GL-8)

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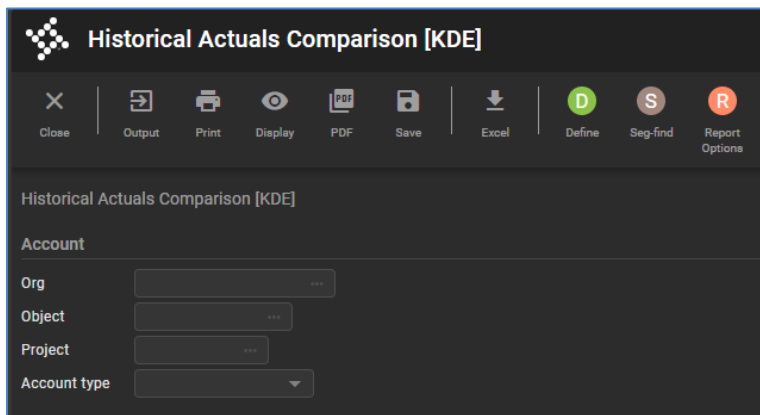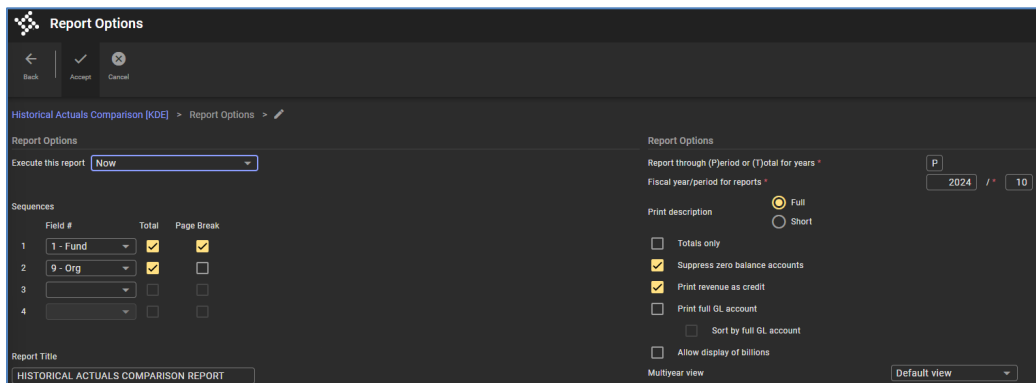
Last Updated March 1, 2024

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:

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.