

Historical Actuals Comparison

Purpose: Compares current year-to-date to the past three years.

Process

1. Choose **Segment Find** then enter
 - a. Project number = **3xxxx**
 - b. Account Type = **Expense**
 - c. Account Status = **Active**
 - d. Click **Accept**
2. Choose **Report Options** and set similar to below
 - a. Select the **Sequence** of choice
 - i. Report Unit → Budget Check → Object
 - ii. Project → Budget Check → Object
 - b. Set **Report through (P)eriod or (T)otal for years** to P
 - c. Choose the **Fiscal year/period for reports**

Period	Month
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June
13	EOY

Accept

Cancel

Search

Browse
 Query Builder

Add

Update

Delete
 Global-
 Duplicate

Print

Text file
 PDF
 Preview

Excel

Attach

Tools

Report Options

Execute this report Now

Sequences

Field #		Total Page Break	
1	2 - Report Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	5 - Budget Ck	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	11 - Object	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>

Report Title

HISTORICAL ACTUALS COMPARISON REPORT

Report Options

Report through (P)eriod or (T)otal for years P

Fiscal year/period for reports 2019 / 7

Print description Full
 Short

Totals only

Suppress zero balance accounts

Print revenue as credit

Print full GL account

Sort by full GL account

Allow display of billions

Multiyear view Default view