Report Description

The Monthly Actuals Report provides a mid-level summary of financial data by chartstring. The report includes actual revenue and expense chartstring totals by month, a current fiscal year to date (YTD) total, and a YTD total for the prior two fiscal years. Use this report for analyzing financial activity by month, and/or for comparing current year to prior years’ activity.

Purpose

The Monthly Actuals Report is used for financial review, budgeting/planning activities, and trend analysis by month and/or fiscal year. It is a helpful tool in financial review as it easily highlights transactional patterns and anomalies across months and years. It can be used to confirm transactions or corrections have been posted, and for reviewing sponsored research activity.

Key Information

- Runs for one fiscal year at a time, and displays monthly revenue and expense data. Displays total columns for the current and past two fiscal years.
- Output is limited to revenue and expense account activity, it does not display asset or liability account activity.
- Activity is displayed using natural accounting signs. This means increases to revenue/incoming revenue is displayed as negative (credit) amounts.
- Output will only display chartstrings that had activity in the current, and past two fiscal years.
- Output provides current and prior fiscal years’ totals through the accounting period selected
  - If the total amount of the entire prior fiscal year total is desired, choose accounting period “12-June”.
  - When a future accounting period is selected, the future monthly columns will be zero and will display as “closed”.
  - Data is only available for fiscal year 2014 and later, therefore prior fiscal year totals will be zero for fiscal year 2013 and prior.
- Output is customizable
  - Click on “Rows Totaling Zero” to return chartstrings that had net activity of zero for the current and past two YTD’s, but had monthly (in and out) activity.
  - Sort output by the ChartField of your choice: Department (default), Fund, Account, Program, Site, or Project & Activity.
- When downloading information to excel, choose excel format (not excel data).
### Sample Report Output

*This sample uses default ‘customize output appearance’ prompts*

![Sample Report Output](image)

- **Account Category**: Each individual Account value rolls up into a higher level account grouping with other similar Account values. These groupings are referred to as the Account Category.

- **##-MMM (Open/Closed)**: Month to date actual revenue and expense activity. (Closed) indicates the accounting period is closed, and no further activity can be posted. (Open) indicates the accounting period is open, and additional transactions may be posted.

- **YTD FY## (MMM)**: Total YTD activity for that chartstring, through the accounting period (MMM) selected.

Amounts with a [blue underline](#) are drillable, and will open a new tab containing a more detailed report.

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