

Month for the selected year
 Use Monthly Income Statement by Org L

- x To view your YTD Actuals
- x To view your Period Actuals
- x To view your Current Budget

Prompts	Definition
*Fiscal Year	According to the IRS, a fiscal year consists of 12 consecutive months ending on the last day of any month except December. Ohio University's fiscal year runs from July 1 to June 30. * (Asterisk) indicates this is a required field.
ENT Parent Level SRC Parent Level	The parent level (letter) of the Entity hierarchy.



Using the Monthly Income Statement by Org Level

1. Select Fiscal Year
2. Enter Segment Value or a range of segment values (you must fill out both columns if using segment values).
3. Click Apply.

Monthly Income Statement at Org Level C

4. Current Budget - Budget the Fiscal Year
5. Total Actuals - YTD Actuals for the Fiscal Year
6. Monthly Totals - Period to Date (PTD) Actuals for each Period in the Fiscal Year
7. Clicking the plus (+) or minus (-) sign in the rows of the report will expand or condense the object code levels built into the income statement.

Exporting

If you export to Microsoft Excel, it will maintain the formatting that you see on your screen. To export the data to Microsoft Excel, click Export and then click Excel 2007. Upon confirmation, click OK. To print the report, click Print.