

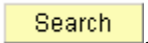



# Ledger Period Comparison Inquiry

This inquiry compares, for any ChartField combination selected, expenditures by account across the selected periods of a fiscal year. A report may be created by downloading the inquiry results to Excel.

| What you do  | What happens/Notes  |
|--|---|
| <p>1. Enter the <b>path</b>:</p> <p><b>General Ledger &gt;<br/>Review Financial Information &gt;<br/>Ledger Period Comparison</b></p>  | <p>The Ledger Period Comparison page is displayed.</p>  |
| <p><b>Ledger Period Comparison</b><br/>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>Inquiry Name: begins with <input type="text"/></p> <p>Search   Clear   Basic Search   Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>   |   |
| <p>2. Click on <b>Search</b> to select a prior inquiry from the Search Results list.</p> <p><b>Search Results</b><br/>View All   First   1-2 of 2   Last</p> <p><b>Inquiry Name</b><br/>LEDGERINQ<br/>LEDGERPER</p> <p><b>OR</b></p> <p>Create a new Inquiry Name by selecting the <b>Add a New Value</b> tab, typing an inquiry name (such as <b>LEDGERINQ</b>) and clicking <b>Add</b>.</p> <p><b>Ledger Period Comparison</b><br/>Find an Existing Value   Add a New Value</p> <p>Inquiry Name: <input type="text" value="Ledgerinq"/></p> <p>Add</p> <p>Find an Existing Value   Add a New Value</p> | <p>The Ledger Period Comparison criteria page is displayed.</p> <p>NOTE: The first time that you run the inquiry, create an Inquiry Name. Then, whenever you run the inquiry in the future, use that Inquiry Name. This is comparable to creating and using a Run Control ID.</p> |

| What you do  | What happens/Notes  |                                     |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
|--|---|-------------------------------------|--|-------------------------|---|-----------------|--|-----------|----------------------|----------------------|----------------------|----------------------|-----------------|------------|-------|------|----------------------|----------------------|-------------------------------------|---------|--|----------------------|---|--|
| <p><b>Ledger Period Comparison</b></p> <p>Select a ledger, fiscal year, currency code, type of amount field and periods. Click on Search to execute the query.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Ledger Criteria</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Inquiry</td> <td style="width: 10%;">*Unit</td> <td style="width: 15%;">*Ledger</td> <td style="width: 10%;">*Year</td> <td style="width: 10%;">*Currency</td> <td style="width: 40%;">*Amount Field</td> </tr> <tr> <td>LEDGERING</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>POSTED_TRAN_AMT</td> </tr> </table> <p> <input type="checkbox"/> Include All Periods      <input type="checkbox"/> Include Closing      <input type="button" value="Search"/> </p> <p><input type="checkbox"/> Include Balance Forward</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Chartfield Criteria</b>      Customize   Find   <input type="button" value="First"/> 1 of 1 <input type="button" value="Last"/></p> <table style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">Chartfield</th> <th style="width: 20%;">Value</th> <th style="width: 20%;">View</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Period Selection</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">*Period</th> <th style="width: 20%;"></th> </tr> <tr> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </table> </div> <div style="margin-top: 10px;"> <p> <input type="button" value="Save"/>    <input type="button" value="Refresh"/>      <input type="button" value="Add"/>    <input type="button" value="Update/Display"/> </p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>Fields marked with an asterisk are required fields:<br/>(Business) Unit, Ledger, Year, Currency, Amount Field.</p> </div> |   | Inquiry                             | *Unit                                    | *Ledger                 | *Year   | *Currency       | *Amount Field  | LEDGERING | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | POSTED_TRAN_AMT | Chartfield | Value | View | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | *Period |  | <input type="text"/> | <input type="button" value="+"/> <input type="button" value="-"/> |  |
| Inquiry  | *Unit   | *Ledger                             | *Year                                    | *Currency               | *Amount Field   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| LEDGERING  | <input type="text"/>  | <input type="text"/>                | <input type="text"/>                     | <input type="text"/>    | POSTED_TRAN_AMT   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| Chartfield   | Value   | View                                |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| <input type="text"/>   | <input type="text"/>  | <input checked="" type="checkbox"/> |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| *Period  |   |                                     |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| <input type="text"/>   | <input type="button" value="+"/> <input type="button" value="-"/>             |                                     |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| <p>3. Enter the data.</p> <p>Unit: <b>AKRON</b><br/>                 Ledger: <b>ACTUALS</b><br/>                 Year: Enter the Budget Period. Ex: <b>2007</b><br/>                 Currency: <b>USD</b><br/>                 Amount Field: <b>POSTED_TRAN_AMT</b></p>  |   |                                     |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| <p>4. Click one of the following checkboxes to include the described data.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Include All Periods</td> <td style="padding: 5px;">Includes all twelve periods if selected.</td> </tr> <tr> <td style="padding: 5px;">Include Balance Forward</td> <td style="padding: 5px;">Includes any balances carried forward from the previous period in the totals.</td> </tr> <tr> <td style="padding: 5px;">Include Closing</td> <td style="padding: 5px;">Includes closing adjustments for period 999 in the totals.</td> </tr> </table>   |   | Include All Periods                 | Includes all twelve periods if selected. | Include Balance Forward | Includes any balances carried forward from the previous period in the totals. | Include Closing | Includes closing adjustments for period 999 in the totals. |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| Include All Periods  | Includes all twelve periods if selected.                                      |                                     |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| Include Balance Forward  | Includes any balances carried forward from the previous period in the totals. |                                     |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |
| Include Closing  | Includes closing adjustments for period 999 in the totals.                    |                                     |  |                         |   |                 |  |           |                      |                      |                      |                      |                 |            |       |      |                      |                      |                                     |         |  |                      |   |  |

| What you do   | What happens/Notes  |                                     |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
|---|---|-------------------------------------|------|---------|--|-------------------------------------|------------|----------|-------------------------------------|-----------|-------|-------------------------------------|-------------|------|-------------------------------------|--------------|------|-------------------------------------|------------------|--|--------------------------|---------|--|--------------------------|-----------------|--|--------------------------|--------|--|--|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|----|----------------------------------|----------------------------------|----|----------------------------------|----------------------------------|----|----------------------------------|----------------------------------|---|
| <p><b>Ledger Period Comparison</b></p> <p>Select a ledger, fiscal year, currency code, type of amount field and periods. Click on Search to execute the query.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Ledger Criteria</b></p> <p>Inquiry: LEDGERPER   Unit: AKRON   Ledger: ACTUALS   Year: 2007   Currency: USD   Amount Field: POSTED_TRAN_AMT</p> <p><input checked="" type="checkbox"/> Include All Periods    <input type="checkbox"/> Include Closing</p> <p><input type="checkbox"/> Include Balance Forward</p> <p style="text-align: right;"><input type="button" value="Search"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">ChartField</th> <th style="width: 30%;">Value</th> <th style="width: 10%;">View</th> </tr> </thead> <tbody> <tr><td>Account</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Department</td><td>A0660001</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Fund Code</td><td>10000</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Class Field</td><td>OPER</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Program Code</td><td>1000</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Budget Reference</td><td></td><td><input type="checkbox"/></td></tr> <tr><td>Project</td><td></td><td><input type="checkbox"/></td></tr> <tr><td>Adjustment Type</td><td></td><td><input type="checkbox"/></td></tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Period Selection</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Period</th><th></th><th></th></tr> </thead> <tbody> <tr><td>1</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>2</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>3</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>4</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>5</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>6</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>7</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>8</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>9</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>10</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>11</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> <tr><td>12</td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr> </tbody> </table> </div> | ChartField  | Value                               | View | Account |  | <input checked="" type="checkbox"/> | Department | A0660001 | <input checked="" type="checkbox"/> | Fund Code | 10000 | <input checked="" type="checkbox"/> | Class Field | OPER | <input checked="" type="checkbox"/> | Program Code | 1000 | <input checked="" type="checkbox"/> | Budget Reference |  | <input type="checkbox"/> | Project |  | <input type="checkbox"/> | Adjustment Type |  | <input type="checkbox"/> | Period |  |  | 1 | <input type="button" value="+"/> | <input type="button" value="-"/> | 2 | <input type="button" value="+"/> | <input type="button" value="-"/> | 3 | <input type="button" value="+"/> | <input type="button" value="-"/> | 4 | <input type="button" value="+"/> | <input type="button" value="-"/> | 5 | <input type="button" value="+"/> | <input type="button" value="-"/> | 6 | <input type="button" value="+"/> | <input type="button" value="-"/> | 7 | <input type="button" value="+"/> | <input type="button" value="-"/> | 8 | <input type="button" value="+"/> | <input type="button" value="-"/> | 9 | <input type="button" value="+"/> | <input type="button" value="-"/> | 10 | <input type="button" value="+"/> | <input type="button" value="-"/> | 11 | <input type="button" value="+"/> | <input type="button" value="-"/> | 12 | <input type="button" value="+"/> | <input type="button" value="-"/> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Use the <b>Search button</b> to access the Ledger Comparison pages.</p> </div> |
| ChartField  | Value   | View                                |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Account   |   | <input checked="" type="checkbox"/> |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Department  | A0660001  | <input checked="" type="checkbox"/> |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Fund Code   | 10000   | <input checked="" type="checkbox"/> |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Class Field   | OPER  | <input checked="" type="checkbox"/> |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Program Code  | 1000  | <input checked="" type="checkbox"/> |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Budget Reference  |   | <input type="checkbox"/>            |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Project   |   | <input type="checkbox"/>            |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Adjustment Type   |   | <input type="checkbox"/>            |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| Period  |   |                                     |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 1   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 2   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 3   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 4   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 5   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 6   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 7   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 8   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 9   | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 10  | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 11  | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| 12  | <input type="button" value="+"/>  | <input type="button" value="-"/>    |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| <p>Use the <b>ChartField Criteria group box</b> to select the ChartFields and ChartField values that you want to appear on the Ledger Period Comparison detail page.</p>  | <p>Click to remove the checkmark from the <b>View</b> box for those ChartFields that you do not want to appear in your inquiry. UA does not use Budget Reference, Project or Adjustment Type.</p>   |                                     |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| <p>Use the <b>Period Selection group box</b> to select the periods you want to use for comparison on the Ledger Period Comparison detail page. To remove a period from the list, select the <b>Delete button</b> <input type="button" value="-"/> for the row and click <b>OK</b> when prompted.</p>  |   |                                     |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |
| <p>5. Select the appropriate ChartField values as the criteria for your inquiry/report.</p> <p><b>NOTE:</b> On campus, people refer to their Budget's number, such as 200704, as an account number. In PeopleSoft 200704 is referred to as a SpeedType or SpeedKey. <u>In PeopleSoft, an Account is a four-digit number that classifies the transaction, such as 5757 (office supplies).</u> Account numbers are listed in Appendices F and G.</p> <p>6. Click  <b>Save</b>. You may need to scroll down to see the Save button.</p>  | <p>To locate the ChartField values that you need:</p> <p>Review the printed copy of the Departmental Budget reports or inquire on the Budget. These values are printed on your Departmental Budget reports and are on the Budget inquiry pages.</p> <p>You also can use the SpeedKey Xref List Report to locate the ChartField values.</p> <p><u>Examples</u> To do the inquiry for:</p> <ol style="list-style-type: none"> <li>a. The entire Mechanical Engineering Department, type <b>A0660%</b> in the Department ChartField.</li> <li>b. A specific department, such as Software Training, type <b>A4756002</b> in the Department ChartField.</li> <li>c. A specific, restricted fund account, type its 5-digit fund number, such as <b>38889</b> as the Fund Code. (The last five digits of the SpeedType are the fund number for restricted funds.)</li> </ol> |                                     |      |         |  |                                     |            |          |                                     |           |       |                                     |             |      |                                     |              |      |                                     |                  |  |                          |         |  |                          |                 |  |                          |        |  |  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |   |                                  |                                  |    |                                  |                                  |    |                                  |                                  |    |                                  |                                  |   |

| What you do   | What happens/Notes   |         |             |          |                           |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
|---|--|---------|-------------|----------|---------------------------|-----------|-------------------|-----------|-------|---------|------|-----|---------------------------|-----------|---------|------|------|---------|-------|-----------|----------|---|------|-------|----------|------|------|--|------|---|------|-------|----------|------|------|--|--|---|------|-------|----------|------|------|--|--|---|------|-------|----------|------|------|--|--|---|------|-------|----------|------|------|--|--|---|------|-------|----------|------|------|--|--|---|------|-------|----------|------|------|--|--|---|------|-------|----------|------|------|--|--|---|------|-------|----------|------|------|--|--|----|------|-------|----------|------|------|--|-----------|----|------|-------|----------|------|------|--|----------|----|--|--|--|--|------|--|------|----|--|--|--|--|------|--|------|----|--|--|--|--|------|--|----------|----|--|--|--|--|------|--|----------|----|------|-------|----------|------|------|--|------------|
| <p>7. Click on .</p>   | <p>The Ledger Period Comparison detail pages are displayed.</p>  |         |             |          |                           |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| <div style="border: 1px solid black; padding: 5px;"> <p><b>Period Comparison Results</b><br/><b>Ledger Period Comparison</b></p> <p><b>Inquiry Criteria</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Inquiry</th> <th>Unit</th> <th>Ledger</th> <th>Fiscal Year</th> <th>Currency</th> <th>Amount to display</th> </tr> </thead> <tbody> <tr> <td>LEDGERPER</td> <td>AKRON</td> <td>ACTUALS</td> <td>2007</td> <td>USD</td> <td>Posted Transaction Amount</td> </tr> </tbody> </table> <p><b>Description</b><br/>Accounting Period in (1,2,3,4,5,6,7,8,9)</p> <p><b>Currency Details</b><br/>All Amounts in 'USD'</p> <p style="text-align: right;"><a href="#">ChartField Criteria</a></p> <hr/> <p style="text-align: center;"><b>Query Results</b><br/>1 to 25 of 52</p> <hr/> <p>Go To <a href="#">Ledger Compare Criteria</a></p> <p><b>Ledger Comparison</b></p> <p>Period 1,2,3    Period 4,5,6    Period 7,8,9    </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Row Count</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Book Code</th> <th>Period 1</th> </tr> </thead> <tbody> <tr><td>1</td><td>1028</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td>0.00</td></tr> <tr><td>2</td><td>2001</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td></td></tr> <tr><td>3</td><td>2002</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td></td></tr> <tr><td>4</td><td>5001</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td></td></tr> <tr><td>5</td><td>5003</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td></td></tr> <tr><td>6</td><td>5004</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td></td></tr> <tr><td>7</td><td>5005</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td></td></tr> <tr><td>8</td><td>5012</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td></td></tr> <tr><td>9</td><td>5031</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td></td></tr> <tr><td>10</td><td>5041</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td>30,000.00</td></tr> <tr><td>11</td><td>5042</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td>1,500.00</td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td><td>OPER</td><td></td><td>0.00</td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td><td>OPER</td><td></td><td>0.00</td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td><td>OPER</td><td></td><td>1,882.11</td></tr> <tr><td>15</td><td></td><td></td><td></td><td></td><td>OPER</td><td></td><td>1,184.00</td></tr> <tr><td>16</td><td>5401</td><td>10000</td><td>A0660001</td><td>1000</td><td>OPER</td><td></td><td>341,500.00</td></tr> </tbody> </table> </div> |  | Inquiry | Unit        | Ledger   | Fiscal Year               | Currency  | Amount to display | LEDGERPER | AKRON | ACTUALS | 2007 | USD | Posted Transaction Amount | Row Count | Account | Fund | Dept | Program | Class | Book Code | Period 1 | 1 | 1028 | 10000 | A0660001 | 1000 | OPER |  | 0.00 | 2 | 2001 | 10000 | A0660001 | 1000 | OPER |  |  | 3 | 2002 | 10000 | A0660001 | 1000 | OPER |  |  | 4 | 5001 | 10000 | A0660001 | 1000 | OPER |  |  | 5 | 5003 | 10000 | A0660001 | 1000 | OPER |  |  | 6 | 5004 | 10000 | A0660001 | 1000 | OPER |  |  | 7 | 5005 | 10000 | A0660001 | 1000 | OPER |  |  | 8 | 5012 | 10000 | A0660001 | 1000 | OPER |  |  | 9 | 5031 | 10000 | A0660001 | 1000 | OPER |  |  | 10 | 5041 | 10000 | A0660001 | 1000 | OPER |  | 30,000.00 | 11 | 5042 | 10000 | A0660001 | 1000 | OPER |  | 1,500.00 | 12 |  |  |  |  | OPER |  | 0.00 | 13 |  |  |  |  | OPER |  | 0.00 | 14 |  |  |  |  | OPER |  | 1,882.11 | 15 |  |  |  |  | OPER |  | 1,184.00 | 16 | 5401 | 10000 | A0660001 | 1000 | OPER |  | 341,500.00 |
| Inquiry   | Unit   | Ledger  | Fiscal Year | Currency | Amount to display         |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| LEDGERPER   | AKRON  | ACTUALS | 2007        | USD      | Posted Transaction Amount |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| Row Count   | Account  | Fund    | Dept        | Program  | Class                     | Book Code | Period 1          |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 1   | 1028   | 10000   | A0660001    | 1000     | OPER                      |           | 0.00              |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 2   | 2001   | 10000   | A0660001    | 1000     | OPER                      |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 3   | 2002   | 10000   | A0660001    | 1000     | OPER                      |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 4   | 5001   | 10000   | A0660001    | 1000     | OPER                      |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 5   | 5003   | 10000   | A0660001    | 1000     | OPER                      |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 6   | 5004   | 10000   | A0660001    | 1000     | OPER                      |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 7   | 5005   | 10000   | A0660001    | 1000     | OPER                      |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 8   | 5012   | 10000   | A0660001    | 1000     | OPER                      |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 9   | 5031   | 10000   | A0660001    | 1000     | OPER                      |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 10  | 5041   | 10000   | A0660001    | 1000     | OPER                      |           | 30,000.00         |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 11  | 5042   | 10000   | A0660001    | 1000     | OPER                      |           | 1,500.00          |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 12  |  |         |             |          | OPER                      |           | 0.00              |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 13  |  |         |             |          | OPER                      |           | 0.00              |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 14  |  |         |             |          | OPER                      |           | 1,882.11          |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 15  |  |         |             |          | OPER                      |           | 1,184.00          |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| 16  | 5401   | 10000   | A0660001    | 1000     | OPER                      |           | 341,500.00        |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| <p>8. Click on the <b>Show all Columns</b>  to view all the periods that you requested.</p>  | <p>In this example, periods 1-12 are shown.</p> <p>This is an important step if you want to download the data to Excel, because the Download icon only downloads the data that is visible on the page.</p> |         |             |          |                           |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |
| <p>9. Use the <b>Download icon</b>  to send the data for all periods to an Excel spreadsheet.</p> <p>You may need to scroll to the right to view and select the Download icon.</p>   | <p>A sample of the first page of this report is shown on the next page of these instructions.</p> <p>The data can be downloaded 25 rows at a time.</p>   |         |             |          |                           |           |                   |           |       |         |      |     |                           |           |         |      |      |         |       |           |          |   |      |       |          |      |      |  |      |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |   |      |       |          |      |      |  |  |    |      |       |          |      |      |  |           |    |      |       |          |      |      |  |          |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |      |    |  |  |  |  |      |  |          |    |  |  |  |  |      |  |          |    |      |       |          |      |      |  |            |

| What you do   | What happens/Notes                                       |
|---|--|
|   |  |
| 10. If there are more than 25 rows of data, you need to click on the Query Results view buttons to scroll to the next page of data and use the Download icon again. |  |
| 11. Once all the data is downloaded to Excel, copy and past all the rows to one of the worksheets.  |  |
| 12. Format, manipulate, save and/or print the inquiry report in Excel.<br><br>Then, close Excel.  |  |
| 13. In the PeopleSoft window of the Internet Explorer, click on the <a href="#">Ledger Compare Criteria</a> link.   | The Ledger Period Comparison criteria page is displayed. |