Instructions to run the SRECNA – CY vs Bud vs PY by Time and FY

In Workspace, double click on the 1.0 Financials, double click on the Statement of Revenues; Expenses; Change in Net Asset (SRECNA) folder, and double click on the SRECNA – CY vs Bud vs PY by Time and FY report. Select the Fiscal_Year you want to review and click “OK”.

You will get a screen that asks you to choose the current month and YTD month you want to review. Click on the magnifying glass next to the “Enter current month:” field.

Select the “$CurrentMth” field on the right side of the screen and click on the arrow pointing to the left. This will clear that period from the selections.
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Click on the “+” button next to the “Time” field to display the “Time” selections.

Click on the “Accounting Period” “+” button and select the Accounting Period you want to review, then click on the arrow pointing to the right to select that period.
Select the field you added on the right side of the screen and click the “OK” button at the bottom to complete your selection.

You now have selected the current month you want to review. Click on the magnifying glass next to the “Enter YTD month:” field to select the YTD month you want to review.
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Select the “$YTDCurrentMth” field on the right side of the screen and click on the arrow pointing to the left. This will clear that period from the selections.

Click on the “+” button next to the “Time” field to display the “Time” selections.

Click on the “YTD” “+” button and select the YTD month you want to review, then click on the arrow pointing to the right to select the period.
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Select the field you added on the right side of the screen and click on the “OK” button at the bottom to complete your selection.

You now have selected the YTD month you want to review. Click the “OK” button to start the report.
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The report will display with the Fiscal Year and periods you selected. You can now review the report and drill down the same way you would in the other reports.

Note:
If you select FY 2003 the Current Year and the Previous Year will be the same. The data in Hyperion Reports only goes back to FY 2003. Please drill down on the FY 2003 Actual columns in this case.

The date on the heading of the report will reflect the date that was chosen for the current month.