

Comparison Reports

 By Julianne Manning  1 min

To find your **Comparison Reports**, go to **Reports** → **Ledger Reports** → **Comparison**. From here you will see a list of options to choose from.

Monthly Comparison	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a selected month. Select from 8 amount or comparison fields for the current or prior year. Display the Budget to Actual differences as an Amount or Percent. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Quarterly Comparison	Provides similar output as the Monthly Comparison report but for a quarter (3 months) at a time.
Range Comparison	Provides ability to compare Current Year, Last Year, 2 Years Ago, Current YTD, Last YTD, or 2 Years Ago YTD, based on date range. Also provides ability to Show the Average.
Monthly Summary	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a 6-month or 12-month period beginning from a selected date. Transaction, Posting, and Modified beginning dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Ledger to Budget	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a specific date or by date range. Compares actual Amount to Budget amount and calculates the Difference and Percent of Budget used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.