

Midyear Reports

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State Reporting > Reports > Midyear

The Midyear reports are used to verify that data in the State Reporting tables is correct for the midyear submission.

Run a report:

❑ Click a report title to generate the report.

Finance Report Group:

- **Actual Detail - XXX0** - Displays data from Maintenance > Mid Year > Finance Actual.
- **Actual Recap - Class/Fund/Yr** - Displays data from Maintenance > Mid Year > Finance Actual.
- **Actual Summary - XX00** - Displays data from Maintenance > Mid Year > Finance Actual.
- **Actual Summary - XXX0** - Displays data from Maintenance > Mid Year > Finance Actual.
- **SSA Actual** - Displays data from Maintenance > Mid Year > SSA Actual.

Organization Report Group:

- **Campus - Prior Year** - Displays data from Maintenance > Organization > Prior Year Campuses.
- **Shared Services - Prior Year** - Displays data from Maintenance > Organization > Prior Year SSA.

Review, save, and/or print the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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