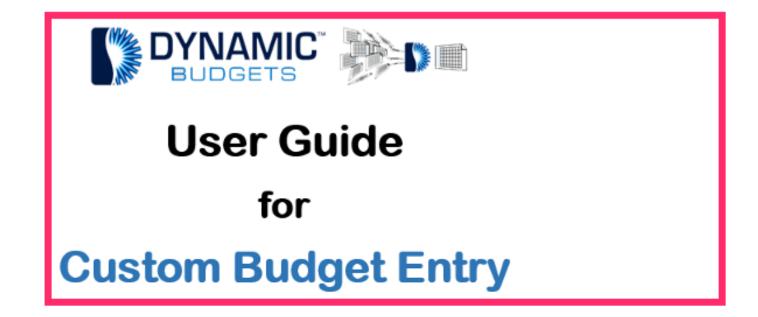


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Dynamic Budgets User Guide for Custom Budget Entry





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• We are going to review how to create a custom budget entry screen. Let's get started. Click on System Management.





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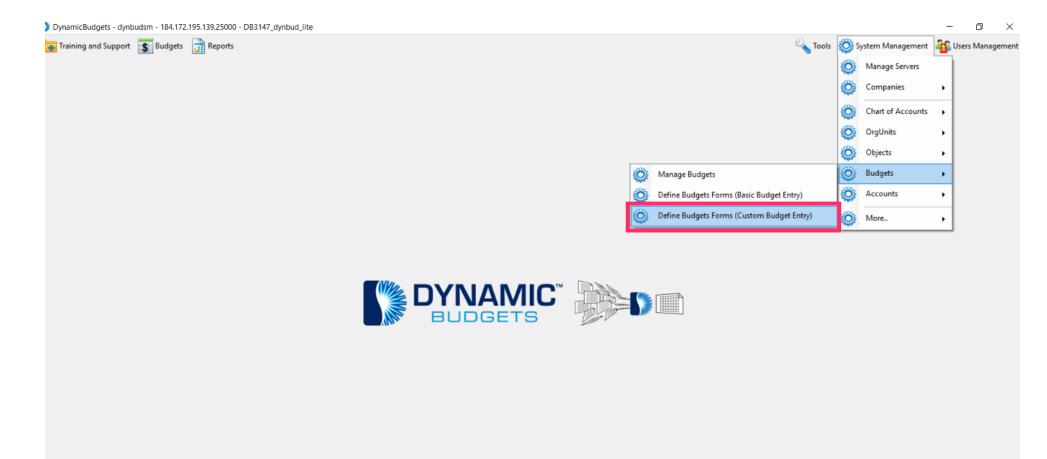
### Click on Budgets.





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### Click on Define Budgets Forms (Custom Budget Entry).





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Note: As a reminder, this path shows you how to get to this screen again. In this example, you would go to the System Management menu, Budgets then Define Budgets Forms (Custom Budget Entry).

DynamicBudgets - dynbudsm - 184.172.195.139,25000 - DB3147_dynbud_lite			- 0 X
Training and Support S Budgets Reports	🔌 Tools	🔅 System Management	as Users Management
System Management > Budgets > Define Budgets Forms (Custom Budget Entry)			0 💌 🗙
CompanyD8*     Form       DB3147_two18        cselect>			
⋥ Save Changes 📰 Add New Column 🗙 Delete Form 🚽 Add New Form 🚽 Clone Form			
Form Name     Primary BudgetID for Add New Form     User access (visibility)     Allow period as input     Exclude zero value accounts       Image: Column Layout     Column Layout     Column Layout     File sign for Variances     Better Worse for CR vs DR Accts)			
Y To delete a row, click the row header to select the entire row (one or multiple) and then hit the Delete Selected button			
Column Position Column Name Data Entry Type BudgetID Fiscal Month / YTD Report Level VarCompCol VarBaseCol VarCommitments NumberFormat Hidden			



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## Click on the CompanyDB dropdown list. Make your selection. In this example, select DB3147\_two18.

DynamicBudgets - dynbudsm - 184.172.195.139,25000 - DB3147_dynbud_lite		-	- 0 X
Training and Support 💲 Budgets 📊 Reports	🔌 Tools  🏹 Sy:	rstem Management 🛛 🏭	Users Management
System Management > Budgets > Define Budgets Forms (Custom Budget Entry)			0 ▼ ×
CompanyDB* DB3147_two18 <select></select>			
🚽 Save Changes 📅 Add New Column 🔀 Delete Form 🚽 Add New Form			
Form Name     Primary BudgetID for Add New Form     User access (visibility)     Allow period as input     Exclude zero value accounts       Disabled     Disabled     Image: Comparison of the series of t			
Column Layout			
To delete a row, click the row header to select the entire row (one or multiple) and then hit the Delete Selected button     Column Position     Column Name     Data Entry Type     BudgetID     Fiscal Month     Month / YTD     Report Level     VarCompCol     VarBaseCol     VarCommitments     NumberFormat     Hidden	Background Color		ormulaResolved



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### Click on Add New Form.

DynamicBudgets	- dynbudsm - 184.172.195	.139,25000 - DB3147	_dynbud_lite									– o ×
Training and Su	pport 🛐 Budgets 📊	Reports							🔌 Ta	ools 🔅 Syst	em Management	🚳 Users Management
System Manag	ement > Budgets > <b>Defi</b>	ne Budgets Forms ((	Custom Budget Entry)									🕜 💌 🗙
CompanyDB* DB3147_two18	Form <select></select>			~								
📕 Save Changes	Add New Column	🗙 Delete Form	🚽 Add New Form	n 🔓 Clone Form								
Form Name		Primar	y BudgetID for Add New I	Form User access (visib	dity)	Allow period as input	Exclude zero value a					
No delet	e a row, dick the row header	r to select the entire ro	v (one or multiple) and ther	hit the Delete Selected button								
Column Position	n Column Name	Data Entry Type	BudgetID	Fiscal Month Month / YTD	Report Level	VarCompCol VarBaseCo	ol VarCommitments	NumberFormat H	idden 🗌 Bac	kground Color	Text Color	FormulaResolved



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### Enter the Form Name.

DynamicBudgets - dynbudsm - 184.172.195.139,25000 - DB3147_dynbud_lite	- 0 ×
Training and Support 🛐 Budgets 📊 Reports	🔌 Tools 🛛 🏹 System Management 🛛 🏭 Users Management
System Management > Budgets > Define Budgets Forms (Custom Budget Entry)	0 💌 ×
CompanyDB* Form DB3147_two18	
Save Changes Add New Column X Delete Form Add New Earn Close Form Create new budget form	×
Form Name Primary BudgetID for / Single Company	o value accounts CR vs DR Accts)
Column Layout CompanyDB: DB3147_two18	
You delete a row, click the row header to select the entire row (one or multiple column Position       Form Name* :         Column Position       Column Name       Data Entry Type       BudgetID	itments NumberFormat Hidden BackgroundColor Text Color FormulaResolved
	ave Cancel



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A message will appear, New form created successfully. The form name entered, Actual vs. Budget. Note: If you want to change the name, just type the new name in the white box and click on save changes.

🕽 Dynan	nicBudgets - dynł	oudsm - 184.172.195.139,25000	- DB3147_dynbud_li	te												- 0	$\times$
🔸 Train	ning and Support	S Budgets Reports											2	💊 Tools 💈	🔅 System Management	む Users Mar	agement
Sy:	stem Management	> Budgets > Define Budgets	s Forms (Custom Bu	udget Entry)												0	▼ ×
Compa	nyDB*	Form															
DB314	47_two 18	$\sim$ Actual vs Budget			$\sim$												
📕 Save	e Changes	Add New Column 🛛 🗙 Del	lete Form 🛛 🕂	Add New Form	Clone For	rm											
Actua	l vs Budget # 30	15	Primary BudgetID	for Accounts List *	Us	er access (visi	bility)	Allow per	iod as input [	Exclude zer	ro value accou	nts					
Actual	vs Budget		2018 Actual		~ Ap	pplication User	~	🗌 Flip sign f	for Variances (Bei	tter\Worse for	CR vs DR Acc	ts)					
Colu	umn Layout																
9	no delete a rov	v, dick the row header to select th	e entire row (one or m	ultiple) and then hit	the Delete Sel	lected button											
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	12									Value							
	12							1									
	13									Value							
										Value Value							



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### UG-Custom Budget Entry

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Select the Primary BudgetID for Accounts List from the dropdown list. In this example, we will select 2018 Actual.

Dynami	icBudgets - dynb	budsm - 184.172.195.139,2	5000 - DB3147_dy	nbud_lite								- 🗆 ×
🖌 Traini	ng and Support	🔓 Budgets 📊 Rep	orts							A 10	ools 🔅 System Managemen	t 🛛 🏭 Users Manageme
Syst	tem Management	> Budgets > Define Bu	lgets Forms (Cus	tom Budget Entry)								0 -
Compan DB3147	nyDB* 7_two 18	Form     Actual vs Budget			~							
Save	Changes 🛛	Add New Column 🍡	Colete Form	🚽 Add New Form								
Actual	vs Budget # 30 vs Budget mn Layout	015	Primary B	udgetID for Accounts List * ual	User acce Application	n User V	Allow period as input		ero value accounts r CR vs DR Accts)			
Ń	To delete a rov	w, dick the row header to se										
	nn Position	Column Name Data Entry	Type BudgetID	Fiscal Month	Month / YTD Repor	t Level 1st Calc Factor	r 2nd Calc Factor 3rd Calc Fac		_	ndColor Text Color Form	nulaResolved Threshold	
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	2							Value				
	3							Value				
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	7 8 9 10							Value Value Value Value				
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	7 8 9 10 11							Value Value Value Value Value				
	7 8 9 10 11 12							Value Value Value Value Value Value				



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### UG-Custom Budget Entry

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# Select the User Access (visibility) from the dropdown list. In this example, we will select Application User.

	nicBudgets - dynl	budsm - 184.172.195.139	,25000 - DB3147_dy	nbud_lite									- 0	I ×
Traini	ing and Support	t 🛐 Budgets 📊 R	eports							2	Tools 🧔	System Management	🍇 Users Ma	anageme
Sys	tem Management	t > Budgets > Define I	oudgets Forms (Cus	tom Budget Entry)									ଟ	
Compar	nyDB*	Form												
DB314	7_two 18	✓ Actual vs Budg	et		~									
📕 Save	Changes	Add New Column	🗙 Delete Form	-Add New Form	Clone Form	n								
	l vs Budget # 30	015	Primary B	udgetID for Accounts List *	Liser	r access (visibility)	Allow period as input	Exclude ze	ero value accounts					
	vs Budget		2018 Act			olication User 🗸 🗸	Flip sign for Variances	Better\Worse fo	r CR vs DR Accts)					
									,					
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~	To delete a rev	we dick the row header to	elect the entire row (	one or multiple) and then hit	the Delete Celev	stad button								
100	mn Position	Column Name Data Ent					2nd Calc Factor 3rd Calc Fact	or NumberForm	nat Hidden 🗌 Backgroun	d Color Text Color Fo	ormulaResolv	red Threshold		
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	5 6 7							Value Value Value						
	5 6 7 8							Value Value Value Value						
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	5 6 7 8 9 10 11							Value Value Value Value Value Value Value Value						
	5 6 7 8 9 10 11 12							Value Value Value Value Value Value Value Value						



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You have the option to: 1. Allow period as input. We will select this option for this example. 2. Exclude zero value accounts. 3. Flip sign for variances.

Dynamic	Budgets - dynbu	dsm - 184.172.195.139,	,25000 - DB3147_dy	ynbud_lite												-	
Trainin	g and Support	💲 Budgets 📊 Re	eports										2	Tools	System Management	む User	rs Managem
Syste	m Management 🗦	Budgets > Define B	udgets Forms (Cu	stom Budget Entry)													0 💌
Company	DB*	Form															
DB3147_	two 18	Actual vs Budge	et		$\sim$												
Save C	hanges 🔲 🛄	Add New Column	🗙 Delete Form	🚽 Add New Form	👍 Clone Forr	m											
Actual v	s Budget # 301	5	Primary E	BudgetID for Accounts List *	Use	er access (visibilit	y)	Allow per	iod as input	Exdude ze	ro value account	s					
Actual vs	Budget		2018 Act	tual	Ap	plication User	$\sim$	🗌 Flip sign f	for Variances (	Better\Worse for	CR vs DR Accts	)					
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2	To delete a row,	dick the row header to s	elect the entire row (	(one or multiple) and then hit	t the Delete Sele	ected button											
Colum	Position	Column Name Data Entr	ry Type BudgetID	Fiscal Month	Month / YTD	Report Level 1s	t Calc Factor	2nd Calc Factor	3rd Calc Fact	or NumberForm	at Hidden 🗌 E	ackground Color	Text Color Fo	rmulaRe	solved Threshold		
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	3									Value							
	4									Value							
	5									Value							
	6		1							Value							
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	13									Value							
	14									Value							
	15									Value							
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We will review actual vs budget for the current month. Enter the BudgetID (2018 Actual and 2018 Budget), fiscal month (Aug), Month and report level (GLCode).

🔰 Dynam	nicBudgets - PHU	BERT\P. Hubert - 184.172.19	5.139,25000 - DB3147_c	dynamicbudgets												- 0 ×
😽 File	S Budgets	Variances 📊 Report	5							1	💫 Tools {	🔅 System N	Aanagement 📑	Allocation	s 💲 Payroll	as Users Managemer
Sy:	stem Management	> Budgets > Define Budg	jets Forms (Custom Bu	ıdget Entry)												0 🖬 🛛
Compa DB314	nyDB* 47_two18	← Form Actual vs Budget		~												
🚽 Save	e Changes	Add New Column 🛛 🗙	Delete Form 🚽	Add New Form 🛛 🚽 Clo	ne Form											
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	vs Budget		2018 Actual	~			~	Flip sign for Va	iances (Better\W	/orse for CR vs D	R Accts)					
	-															
Colu	umn Layout															
	To delete a roy	v. click the row beader to selec	t the entire row (one or m	ultiple) and then hit the Del	ete Selected b	utton										
	umn Position	Column Name	Data Entry Type	BudgetID			Report Level	st Calc Factor	2nd Calc Factor	3rd Calc Factor	NumberForm	at Hidden 🗌	Background Colo	or Text Color F	FormulaResolved	Threshold
•	1	Month 2018 Actual	ReadOnly	2018 Actual	Aug	Month	GLCode				Value					
	2	Month 2018 Budget	ReadOnly	2018 Budget	Aug	Month	GLCode				Value					
	3	Month Comments	commenca	2010 Actual	Avy	Pronen	020000		2	1	Value		FFFF80			
	4	Month Comments History	CommentsHistory	2018 Actual	Aug	Month	GLCode	1	2	1	Value					
	5	YTD 2018 Actual	ReadOnly	2018 Actual	Dec	YTD	GLCode				Value					
	6	YTD 2018 Budget	ReadOnly	2018 Budget	Dec	YTD	GLCode				Value					
	7	YTD Comments	Comments	2018 Actual	Dec	YTD	GLCode	5	6	2	Value		80FFFF			
	8	YTD Comments History	CommentsHistory	2018 Actual	Dec	YTD	GLCode	5	6	2	Value					
	9										Value					
	10										Value					
	11										Value					



Enter comments & review comments history. Enter the BudgetID (2018 Actual), fiscal month (Dec), YTD, report level (GLCode), 1st Calc Factor (1) for 2018 Actual, 2nd Calc Factor (2) for 2018 Budget & 3rd Calc Factor (1) for the 1st set of Comments.

1		DERI (P. Hubert - 164.172.19.	5.139,25000 - DB3147_d	lynamicbudgets												-	ð
File	\$ Budgets	Variances 📊 Report	5							1	💫 Tools 🕴	🔅 System N	lanagement	\$ Allocations	簧 Payroll	む User	rs Manage
Syste	em Management	> Budgets > Define Budg	ets Forms (Custom Bu	dget Entry)													0 -
ompany DB3147		Form ✓ Actual vs Budget		~													
Save (	Changes 🗌	Add New Column 🛛 🗙	Delete Form 🛛 🛶	Add New Form 🛛 🚽 Clo	ne Form												
ctual v	/s Budget # 30	015	Primary BudgetID	for Accounts List *	User acces	ss (visibility)		Allow period as	input 🗌 Ex	dude zero value	accounts						
ctual v	s Budget		2018 Actual	~	Application	n User	~	] Flip sign for Var	riances (Better\V	Vorse for CR vs D	R Accts)						
	n Layout	w, click the row header to select	1. H														
1				ultiple) and then hit the Dela		utton											
Colum	n Position		Data Entry Type	BudgetID		-	Report Level	1st Calc Factor	2nd Calc Factor	3rd Calc Factor	NumberForm	at Hidden 🗌	Background Co	lor Text Color F	ormulaResolved	Threshold	
Colum	n Position		-			-	Report Level GLCode	1st Calc Factor	2nd Calc Factor	3rd Calc Factor	NumberForm Value	at Hidden 🗌	Background Co	lor Text Color F	ormulaResolved	Threshold	
•	n Position	Column Name	Data Entry Type	BudgetID	Fiscal Month	Month / YTD		1st Calc Factor	2nd Calc Factor	3rd Calc Factor			Background Co	lor Text Color F	ormulaResolved	Threshold	
•	n Position 1	Column Name Month 2018 Actual	Data Entry Type ReadOnly	BudgetID 2018 Actual	Fiscal Month Aug	Month / YTD Month	GLCode	1st Calc Factor	2nd Calc Factor	3rd Calc Factor	Value		Background Co	lor Text Color F	ormulaResolved	Threshold	
•	n Position 1 2	Column Name Month 2018 Actual Month 2018 Budget	Data Entry Type ReadOnly ReadOnly	BudgetID 2018 Actual 2018 Budget	Fiscal Month Aug Aug	Month / YTD Month Month	GLCode GLCode	1st Calc Factor		3rd Calc Factor 1	Value Value			lor Text Color F	ormulaResolved	Threshold	
	n Position 1 2 3	Column Name Month 2018 Actual Month 2018 Budget Month Comments	Data Entry Type ReadOnly ReadOnly Comments	BudgetID 2018 Actual 2018 Budget 2018 Actual	Fiscal Month Aug Aug Aug	Month / YTD Month Month Month	GLCode GLCode GLCode	1st Calc Factor	2	3rd Calc Factor 1	Value Value Value			lor Text Color F	ormulaResolved	Threshold	
	n Position 1 2 3 4	Column Name Month 2018 Actual Month 2018 Budget Month Comments Month Comments History	Data Entry Type ReadOnly ReadOnly Comments CommentsHistory	BudgetID 2018 Actual 2018 Budget 2018 Actual 2018 Actual	Fiscal Month Aug Aug Aug Aug	Month / YTD Month Month Month Month	GLCode GLCode GLCode GLCode GLCode	1st Calc Factor	2	3rd Calc Factor 1 1	Value Value Value Value			lor Text Color F	ormulaResolved	Threshold	
	n Position 1 2 3 4 5	Column Name Month 2018 Actual Month 2018 Budget Month Comments Month Comments History	Data Entry Type ReadOnly ReadOnly Comments CommentsHistory ReadOnly	BudgetID 2018 Actual 2018 Rudget 2018 Actual 2018 Actual 2018 Actual	Fiscal Month Aug Aug Aug Aug Dec	Month / YTD Month Month Month Month	GLCode GLCode GLCode GLCode GLCode	1st Calc Factor	2	3rd Calc Factor 1 1 2	Value Value Value Value Value			lor Text Color F	ormulaResolved	Threshold	
	n Position 1 2 3 4 5 6	Column Name Month 2018 Actual Month 2018 Budget Month Comments Month Comments History TID 2018 Actual YTD 2018 Budget	Data Entry Type ReadOnly BeadOnly Comments CommentsHistory ReadOnly ReadOnly	BudgetID 2018 Actual 2018 Budget 2018 Actual 2018 Actual 2018 Actual 2018 Budget	Fiscal Month Aug Aug Aug Dec Dec	Month / YTD Month Month Month Month YTD	GLCode GLCode GLCode GLCode GLCode GLCode	1	2 2	1	Value Value /alue /alue Value Value		FFFF80	lor Text Color F	ormulaResolved	Threshold	
	n Position 1 2 3 4 5 6 7	Column Name Month 2018 Actual Month 2018 Budget Month Comments Month Comments History 11D 2018 Actual YTD 2018 Budget YTD Comments	Data Entry Type ReadOnly ReadOnly Comments CommentsHistory ReadOnly Comments	BudgetID 2018 Actual 2018 Budget 2018 Actual 2018 Actual 2018 Actual 2018 Budget 2018 Actual	Fiscal Month Aug Aug Aug Dec Dec Dec	Month / YTD Month Month Month YTD YTD	GLCode GLCode GLCode GLCode GLCode GLCode GLCode	1 1 5	2 2 6	1 1 2	Value Value Value Value Value Value Value		FFFF80	lor Text Color F	ormulaResolved	Threshold	
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We will review YTD actual vs budget. Enter the BudgetID (2018 Actual and 2018 Budget), fiscal month (Dec), Month and report level (GLCode).

🐉 Dynam	nicBudgets - PHU	BERT\P. Hubert - 184.172.19	95.139,25000 - DB3147_c	lynamicbudgets												- 0	$\times$
🔶 File	S Budgets	Variances 📊 Report	ts								🔌 Tools	🔅 System N	1anagement	\$ Allocation	s 💲 Payroll	む Users Manag	ement
Sys	stem Management	> Budgets > Define Budg	gets Forms (Custom Bu	idget Entry)												0	××
Compar DB314	nyDB* ł7_two 18	Form ✓ Actual vs Budget		~													
🚽 Save	e Changes	Add New Column 🛛 🗙	Delete Form 🚽	Add New Form 🛛 🛶 Clo	ne Form												
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	umn Layout	v, click the row header to selec	t the entire row (one or m	ultiple) and then hit the Del	ete Selected b	utton											
Colu	imn Position	Column Name	Data Entry Type	BudgetID	Fiscal Month	Month / YTD	Report Level	1st Calc Factor	2nd Calc Factor	3rd Calc Factor	NumberForm	nat Hidden 🗌	Background Col	lor Text Color i	FormulaResolved	Threshold	
•	1	Month 2018 Actual	ReadOnly	2018 Actual	Aug	Month	GLCode				Value						
	2	Month 2018 Budget	ReadOnly	2018 Budget	Aug	Month	GLCode				Value					**************************************	
	3	Month Comments	Comments	2018 Actual	Aug	Month	GLCode	1	2	1	Value		FFFF80				
	4	Month Comments History	CommentsHistory	2018 Actual	Aug	Month	GLCode	1	2	1	Value						
	5	YTD 2018 Actual	ReadOnly	2018 Actual	Dec	YTD	GLCode				Value						
	6	YTD 2018 Budget	ReadOnly	2018 Budget	Dec	YTD	GLCode				Value						
	7	TTD COMMENTS	Comments	2010 ACCUBI	DEC	110	GECOUE	5	6	2	Value		80FFFF				
	8	YTD Comments History	CommentsHistory	2018 Actual	Dec	YTD	GLCode	5	6	2	Value						
	9										Value						
	10										Value						
	11										Value						



Enter YTD comments & review comments history. Enter the BudgetID(2018 Actual), fiscal month (Dec), YTD, report level (GLCode), 1st Calc Factor (5) for 2018 Actual, 2nd Calc Factor (6) for 2018 Budget & 3rd Calc Factor (2) for the 2nd set of Comments.

		5.139,25000 - DB3147_0	uynamicouogets								-0-				_	٥
File 💲 Budgets	Variances 📊 Report	5							1	le Tools	🔅 System N	Management	\$ Allocations	鑬 Payroll	ang User	rs Manag
System Managemen	nt > Budgets > Define Budg	jets Forms (Custom Bi	udget Entry)													0
ompanyDB*	Form															
B3147_two18	✓ Actual vs Budget		$\sim$													
Save Changes	🗌 Add New Column 🛛 🗙	Delete Form 🛛 🚽	Add New Form 🛛 🛶 Clo	ne Form												
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Column Position 1	Column Name Month 2018 Actual	Data Entry Type ReadOnly	BudgetID 2018 Actual	Fiscal Month Aug	Month / YTD Month	GLCode	1st Calc Factor	2nd Calc Factor	3rd Calc Factor	Value		Background C	Color Text Color Fo	rmulaResolved	Threshold	
Column Position 1 2	Column Name Month 2018 Actual Month 2018 Budget	Data Entry Type ReadOnly ReadOnly	BudgetID 2018 Actual 2018 Budget	Fiscal Month Aug Aug	Month / YTD Month Month	GLCode GLCode				Value Value			color Text Color Fo	rmulaResolved	Threshold	
Column Position       1       2       3	Column Name Month 2018 Actual Month 2018 Budget Month Comments	Data Entry Type ReadOnly ReadOnly Comments	BudgetID 2018 Actual 2018 Budget 2018 Actual	Fiscal Month Aug Aug Aug	Month / YTD Month Month Month	GLCode GLCode GLCode	1	2	1	Value Value Value			color Text Color Fo	rmulaResolved	Threshold	
Column Position 1 2 3 4	Column Name Month 2018 Actual Month 2018 Budget Month Comments Month Comments History	Data Entry Type ReadOnly ReadOnly Comments CommentsHistory	BudgetID 2018 Actual 2018 Budget 2018 Actual 2018 Actual	Fiscal Month Aug Aug Aug Aug	Month / YTD Month Month Month Month	GLCode GLCode GLCode GLCode	1	2	1	Value Value Value Value			Color Text Color Fo	rmulaResolved	Threshold	
I         2         3         4         5         5	Column Name Month 2018 Actual Month 2018 Budget Month Comments Month Comments History YTD 2018 Actual	Data Entry Type ReadOnly ReadOnly Comments CommentsHistory ReadOnly	BudgetID 2018 Actual 2018 Budget 2018 Actual 2018 Actual 2018 Actual	Fiscal Month Aug Aug Aug Aug Dec	Month / YTD Month Month Month Month YTD	GLCode GLCode GLCode GLCode GLCode	1	2	1	Value Value Value Value Value			Color Text Color Fo	rmulaResolved	Threshold	
I         2           3         4           5         6	Column Name Month 2018 Actual Month 2018 Budget Month Comments Month Comments History YTD 2018 Actual YTD 2018 Budget	Data Entry Type ReadOnly ReadOnly Comments CommentsHistory ReadOnly ReadOnly	BudgetID 2018 Actual 2018 Budget 2018 Actual 2018 Actual 2018 Actual 2018 Budget	Fiscal Month Aug Aug Aug Aug Dec Dec	Month / YTD Month Month Month Month YTD YTD	GLCode GLCode GLCode GLCode GLCode GLCode	1	2 2	1	Value Value Value Value Value Value		FFFF80	color Text Color Fo	rmulaResolved	Threshold	
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• You have the option to select a color for your data. Just double-click on the cell and make a selection. In this example, we will select colors for the month comments and YTD comments.

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Y To delete a r	row, click the row header to select	t the entire row (one or m Data Entry Type	ultiple) and then hit the Dele BudgetID			Penort Level	1st Calc Factor	2nd Calc Eartor	3rd Calc Factor	NumberFor	mat Hidden []	BackgroundCol	or lext Color Fr	ormulaResolved	Threshold
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### Click on Save Changes.

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	4	Month Comments History	CommentsHistory	2018 Actual	Aug	Month	GLCode	1	2	1	Value						
	5	YTD 2018 Actual	ReadOnly	2018 Actual	Dec	YTD	GLCode				Value						
	6	YTD 2018 Budget	ReadOnly	2018 Budget	Dec	YTD	GLCode				Value						
	7	YTD Comments	Comments	2018 Actual	Dec	YTD	GLCode	5	6	2	Value		80FFFF				
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Now let's look at the Custom Budget Entry screen. Click on Budgets.



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### UG-Custom Budget Entry

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Click on the CompanyDB dropdown list. Make your selection. In this example, select DB3147\_two18.

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Budgets > Custom Budget Entry					0 <b>▼</b> ×
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Click on the OrgUnit & Object Rollup dropdown lists. Make your selection. In this example, select all for both.

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Click on the Form dropdown list. Make your selection. In this example, we will select the form we just created which is named Actual vs. Budget.

😽 File 🏾 🛐 Budgets 斗 Varian	ices Reports				💫 Tools 🔅 System Management	\$ Allocations	💲 Payroll 🛛 🍇 Users Management
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### Click on the OrgUnit dropdown list. Make your selection. In this example, select all.

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### Click on the Object dropdown list. Make your selection. In this example, select all.

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CompanyD8*         OrgUnit Rollup         Object Rollup         Form           D83147_two18 <al>         Actual vs Budget</al>	
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### UG-Custom Budget Entry

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### Click on Search.

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Now you see the Custom Budget Entry screen we created which reviews the month actual & budget along with comments & comments history as well as YTD actual & budget along with YTD comments & comments history.

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۲	000-1140-00	Savings	-	-				-	-	2				
	000-4100-00	Sales	-	-				-	-					
	000-4110-01	US Sales - Retail/Parts	-	-				-	-	2				
	000-4110-02	US Sales - Finished Goods	-	-				-	-	2				
	000-4111-01	Canadian Sales - Retail/Parts	-	-	D-			-	-	D2				
	000-4111-02	Canadian Sales - Finished Goods	-	-				-	-	2				
	000-4112-01	AustralAsian Sales - Retail/Parts	-	-				-	-	 }				
	000-4112-02	AustralAsian Sales - Finished Good	-	-				-	-	2				
	000-4114-01	Germany Sales - Retail/Parts	-	-				-	-	2				
	000-4114-02	Germany Sales - Finished Goods	-	-				-	-	2				
	000-4115-01	United Kingdom Sales - Retail/Part	-	-				-	-	 				
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That's It. You're Done.



## That's It. You're Done.