



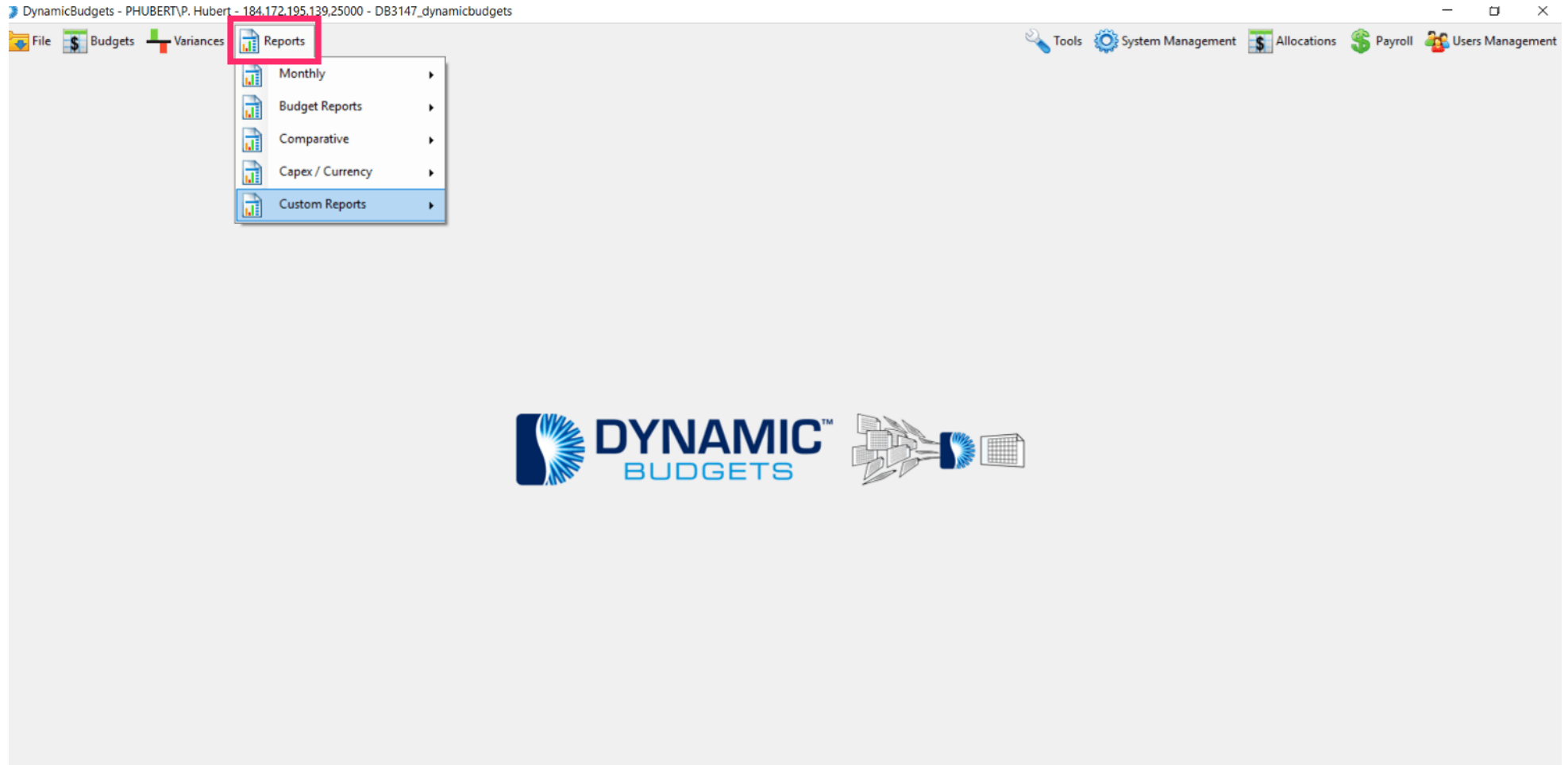
Dynamic Budgets User Guide for Custom Reports



User Guide for Custom Reports

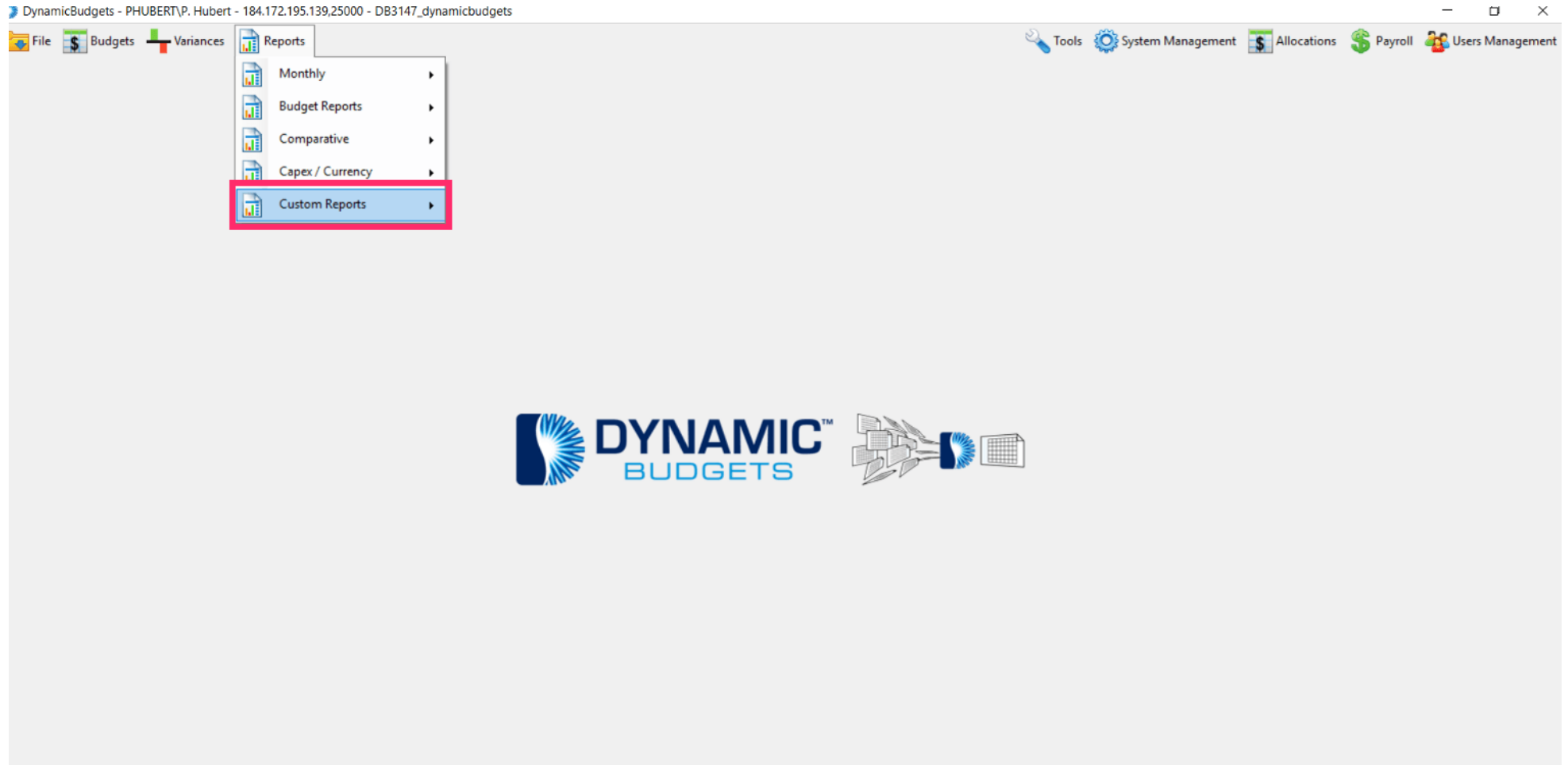


Click on **Reports**.



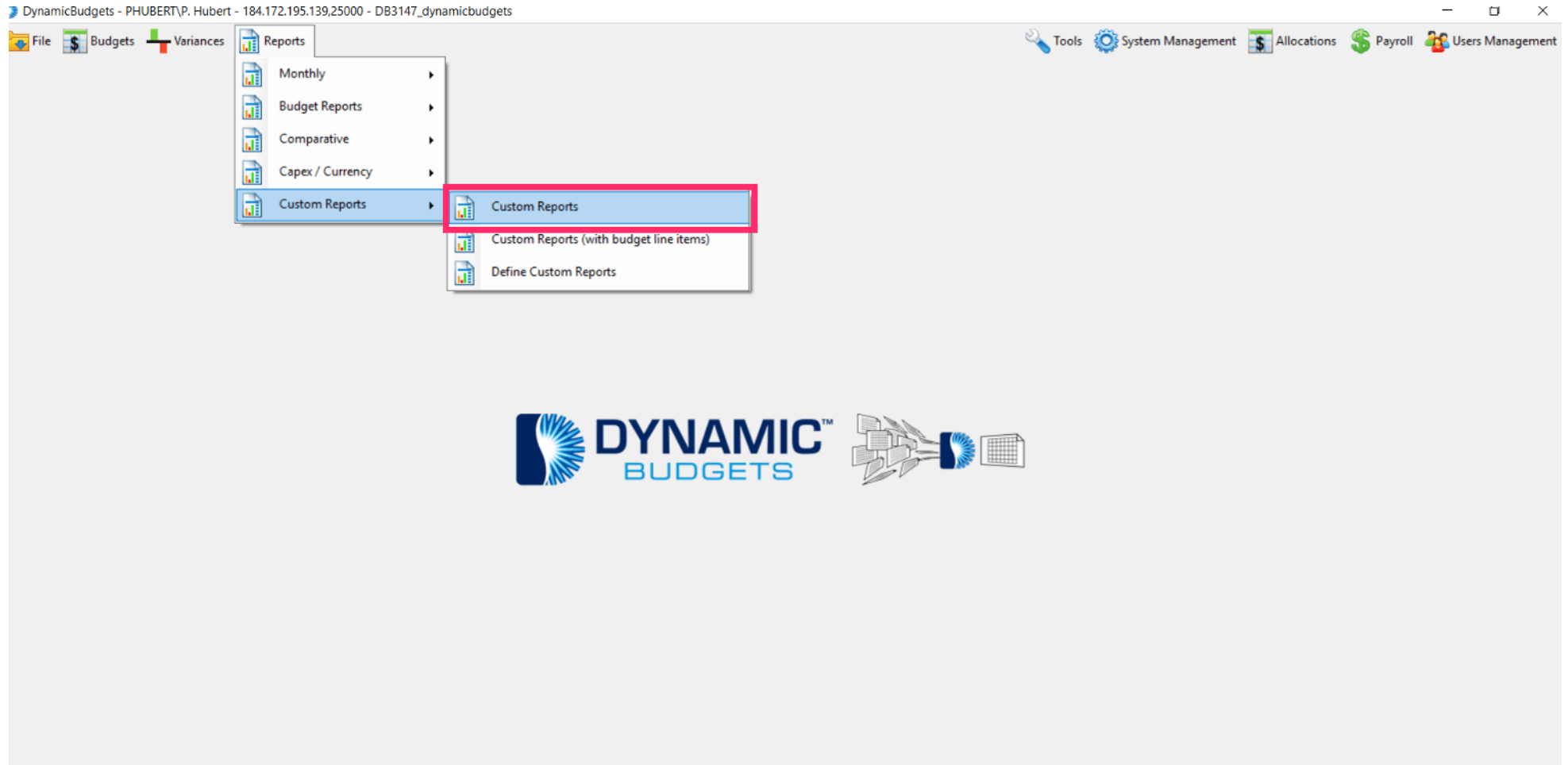


Click on **Custom Reports**.





Click on **Custom Reports** again.





Click on the **CompanyDB** dropdown list. Make a selection. For this example, we will select **DB3147_two18**.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 <all> DB3147_two18 <all> OrgUnit Rollup <all> Object RollUp <all> Report Monthly Summary w/budget

Search Advanced ☐ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: BudgetID:

Print Export to Excel Print to PDF AutoSize Columns A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header



Click on the **OrgUnit Rollup** dropdown list. Make a selection. For this example, we will select **G&A**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup <all> Object RollUp <all> Report Monthly Summary w/budget

OrgUnit <all> Search Advanced ☐ Exclude zero value accounts

Select Month: <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: BudgetID:

Print Export to Excel Print to PDF AutoSize Columns A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header



Click on the **Object Rollup** dropdown list. Make a selection. For this example, we will select **Fees**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup <all> Report Monthly Summary w/budget

OrgUnit <all> Object <all> Search Advanced ☐ Exclude zero value accounts

☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: BudgetID:

Print Export to Excel Print to PDF AutoSize Columns

Display Level 4 Row Format <No Format> Hide

Object Rollup dropdown list:

- <all>
- <all>
- A/D
- Amortization
- Billings/Earnings in Excess
- Cash
- Clearing Account
- COGS
- Depreciation
- Fees**
- Freight
- Furniture, Fixtures & Equ
- Indirect Costs
- Insurance
- Interest
- Inventory
- IT
- Line of Credit
- Marketing
- Operating Expenses
- Other
- Personnel Costs
- Prepaid Expenses
- Projects
- Realized Gain/Loss
- Receivables
- Rounding/Write Off
- Sales
- Sales Taxes
- Taxes
- Units



Click on the **Report** dropdown list. Make a selection. For this example, click on **Monthly Summary w/Budget**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object RollUp Fees Report Monthly Summary w/budget

OrgUnit <all> Object <all> <select> 23 vs 24 Actual 23 vs 24 vs 24 Budget Monthly Summary w/budget & v

Select Month <per rpt setup> Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: BudgetID:

Print Export to Excel Print to PDF AutoSize Columns

Display Level 4 Row Format <No Format> Hide Extended Column Header



Click on the **Select Month** dropdown list. Make a selection. For this example, we will select **Jan.**

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup Fees Report Monthly Summary w/budget

OrgUnit <all> Object <all> Search Advanced ☐ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: BudgetID:

Print Export to Excel Print to PDF AutoSize Columns

Display Level 4 Row Format <No Format> Hide Ext

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec



Click on **Search**.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit Rollup: G&A Object RollUp: Fees Report: Monthly Summary w/budget

OrgUnit: <all> Object: <all> **Search** Advanced ☐ Exclude zero value accounts

Select Month: Jan ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: BudgetID:

Print Export to Excel Print to PDF AutoSize Columns A- A+

Display Level: 4 Row Format: <No Format> Hide Extended Column Header



Note: Now you will see the values and format for the report selected. In this example, we see July actuals, the July budget and the variance.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit Rollup: G&A Object Rollup: Fees Report: Monthly Summary w/budget

OrgUnit: <all> Object: <all> Search Advanced ☐ Exclude zero value accounts

Select Month: Jan ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 7 A- A+

Display Level: 4 Row Format: <No Format> Hide Extended Column Header

AccountNum	AccountDescr	Jul (A)	Jul (B)	Variance	Aug (A)	Aug (B)	Variance	Sep (A)	Sep (B)	Variance	Oct (A)	Oct (B)	Variance
000-6600-00	Bank Fees	275	275	-	275	275	-	275	275	-	275	275	-
000-6720-00	Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-
000-6730-00	Accounting Fees	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-
000-6750-00	Licenses & Fees	10,500	10,500	-	10,500	10,500	-	10,500	10,500	-	10,500	10,500	-
100-6160-00	Dues & Subscriptions - Administrative	50	100	50	50	100	50	50	100	50	50	100	50
200-6160-00	Dues & Subscriptions - Accounting	-	-	-	-	-	-	-	-	-	-	-	-
600-6160-00	Dues & Subscriptions - Purchasing	55	50	(5)	55	50	(5)	55	50	(5)	55	50	(5)

Let's choose a different report, 23 vs. 24 actual.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup Fees Report Monthly Summary w/budget

OrgUnit <all> Object <all> <select> 23 vs 24 Actual 23 vs 24 vs 24 Budget Monthly Summary w/budget & v advanced Exclude zero value accounts

Select Month <per rpt setup> Show Simple Comments Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 7 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	Jul (A)	Jul (B)	Variance	Aug (A)	Aug (B)	Variance	Sep (A)	Sep (B)	Variance	Oct (A)	Oct (B)	Variance
000-6600-00	Bank Fees	-	275	275	-	275	275	-	275	275	-	275	275
000-6720-00	Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-
000-6730-00	Accounting Fees	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000
000-6750-00	Licenses & Fees	-	10,500	10,500	-	10,500	10,500	-	10,500	10,500	-	10,500	10,500
100-6160-00	Dues & Subscriptions - Administrati	-	-	-	-	-	-	-	-	-	-	-	-
200-6160-00	Dues & Subscriptions - Accounting	-	-	-	-	-	-	-	-	-	-	-	-
600-6160-00	Dues & Subscriptions - Purchasing/	-	-	-	-	-	-	-	-	-	-	-	-

Let's choose a different Object Rollup, **COGS**.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup Fees Report 23 vs 24 Actual

OrgUnit <all> Object <all>

Select More

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns

Display Level 4 Row Format <No Format> Hide

AccountNum	AccountDescr	(B)	Variance	Aug (A)	Aug (B)	Variance	Sep (A)	Sep (B)	Variance	Oct (A)	Oct (B)	Variance
000-6600-00	Bank Fees	75	275	-	275	275	-	275	275	-	275	275
000-6720-00	Legal Fees		-	-	-	-	-	-	-	-	-	-
000-6730-00	Accounting Fees	00	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000
000-6750-00	Licenses & Fees	00	10,500	-	10,500	10,500	-	10,500	10,500	-	10,500	10,500
100-6160-00	Dues & Subscriptions - Administrati		-	-	-	-	-	-	-	-	-	-
200-6160-00	Dues & Subscriptions - Accounting		-	-	-	-	-	-	-	-	-	-
600-6160-00	Dues & Subscriptions - Purchasing/		-	-	-	-	-	-	-	-	-	-

Rows: 7 A- A+



Click on **Search**.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit Rollup: G&A Object RollUp: COGS Report: 23 vs 24 Actual

OrgUnit: <all> Object: <all> **Search** Advanced ☐ Exclude zero value accounts

Select Month: <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 7 A- A+

Display Level: 4 Row Format: <No Format> Hide Extended Column Header

AccountNum	AccountDescr	Jul (A)	Jul (B)	Variance	Aug (A)	Aug (B)	Variance	Sep (A)	Sep (B)	Variance	Oct (A)	Oct (B)	Variance
000-6600-00	Bank Fees	-	275	275	-	275	275	-	275	275	-	275	275
000-6720-00	Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-
000-6730-00	Accounting Fees	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000
000-6750-00	Licenses & Fees	-	10,500	10,500	-	10,500	10,500	-	10,500	10,500	-	10,500	10,500
100-6160-00	Dues & Subscriptions - Administrati	-	-	-	-	-	-	-	-	-	-	-	-
200-6160-00	Dues & Subscriptions - Accounting	-	-	-	-	-	-	-	-	-	-	-	-
600-6160-00	Dues & Subscriptions - Purchasing/	-	-	-	-	-	-	-	-	-	-	-	-



Checkmark **Exclude zero value accounts.**

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☐ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 12 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		
000-4520-01	CoGS - Material	-	-	-	0.00 %		
000-4520-02	CoGS - Material Fixed OH	-	-	-	0.00 %		
000-4520-03	CoGS - Material Var. OH	-	-	-	0.00 %		
000-4520-04	CoGS - Labor	-	-	-	0.00 %		
000-4520-05	CoGS - Labor Fixed OH	-	-	-	0.00 %		
000-4520-06	CoGS - Labor Var. OH	-	-	-	0.00 %		
000-4520-07	CoGS - Machine	-	-	-	0.00 %		
000-4520-08	CoGS - Machine Fixed OH	-	-	-	0.00 %		
000-4520-09	CoGS - Machine Var. OH	-	-	-	0.00 %		
000-4530-01	Cost of Goods Sold/Expense	-	-	-	0.00 %		



Click on **Search**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> **Search** Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 12 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		
000-4520-01	CoGS - Material	-	-	-	0.00 %		
000-4520-02	CoGS - Material Fixed OH	-	-	-	0.00 %		
000-4520-03	CoGS - Material Var. OH	-	-	-	0.00 %		
000-4520-04	CoGS - Labor	-	-	-	0.00 %		
000-4520-05	CoGS - Labor Fixed OH	-	-	-	0.00 %		
000-4520-06	CoGS - Labor Var. OH	-	-	-	0.00 %		
000-4520-07	CoGS - Machine	-	-	-	0.00 %		
000-4520-08	CoGS - Machine Fixed OH	-	-	-	0.00 %		
000-4520-09	CoGS - Machine Var. OH	-	-	-	0.00 %		
000-4530-01	Cost of Goods Sold/Expense	-	-	-	0.00 %		

 Note: All of the zero value accounts are no longer displayed.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit Rollup: G&A Object Rollup: COGS Report: 23 vs 24 Actual

OrgUnit: <all> Object: <all> Search Advanced ☒ Exclude zero value accounts

Select Month: <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level: 4 Row Format: <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		
000-4510-02	Cost of Goods Sold - Finished Goods	38,883.5	38,579.54	(303.96)	-0.78 %		



Click on the enter comments here box for row 1.

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Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit Rollup: G&A Object Rollup: COGS Report: 23 vs 24 Actual

OrgUnit: <all> Object: <all> Search Advanced ☒ Exclude zero value accounts

Select Month: <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date



Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level: 4 Row Format: <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



A comments window will display.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.159,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports

Custom Comments

Post New Comment - DB3147_two18 - Cost of Goods Sold - Retail/Parts (23 vs 24 Actual) Period: 12

BudgetID1: 2024 Actual 413,144.72

BudgetID2: 2023 Actual 598,743.61

Variance / % 185,598.89 45%

000-4510-01 - Cost of Goods Sold - Retail/Parts -

Submit Cancel

Delete Selected Print Export to Excel Print to PDF AutoSize Columns A- A+

Comments	PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1	Budget1Value	Budget2	Budget2Value

Rows: 2 A- A+

Comments History



Click in the comment box and type your comment.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.159,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports

Custom Comments

Post New Comment - DB3147_two18 - Cost of Goods Sold - Retail/Parts (23 vs 24 Actual) Period: 12

BudgetID1:	2024 Actual	413,144.72
BudgetID2:	2023 Actual	598,743.61
Variance / %	185,598.89	45%

000-4510-01 - Cost of Goods Sold - Retail/Parts -

Submit Cancel

Comments

Comments	PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1	Budget1Value	Budget2	Budget2Value

Rows: 2 A- A+

Comments History



Click on **Submit.**

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.159,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports

Custom Comments

Post New Comment - DB3147_two18 - Cost of Goods Sold - Retail/Parts (23 vs 24 Actual) Period: 12

BudgetID1:	2024 Actual	413,144.72
BudgetID2:	2023 Actual	598,743.61
Variance / %	185,598.89	45%

000-4510-01 - Cost of Goods Sold - Retail/Parts -

Submit Cancel

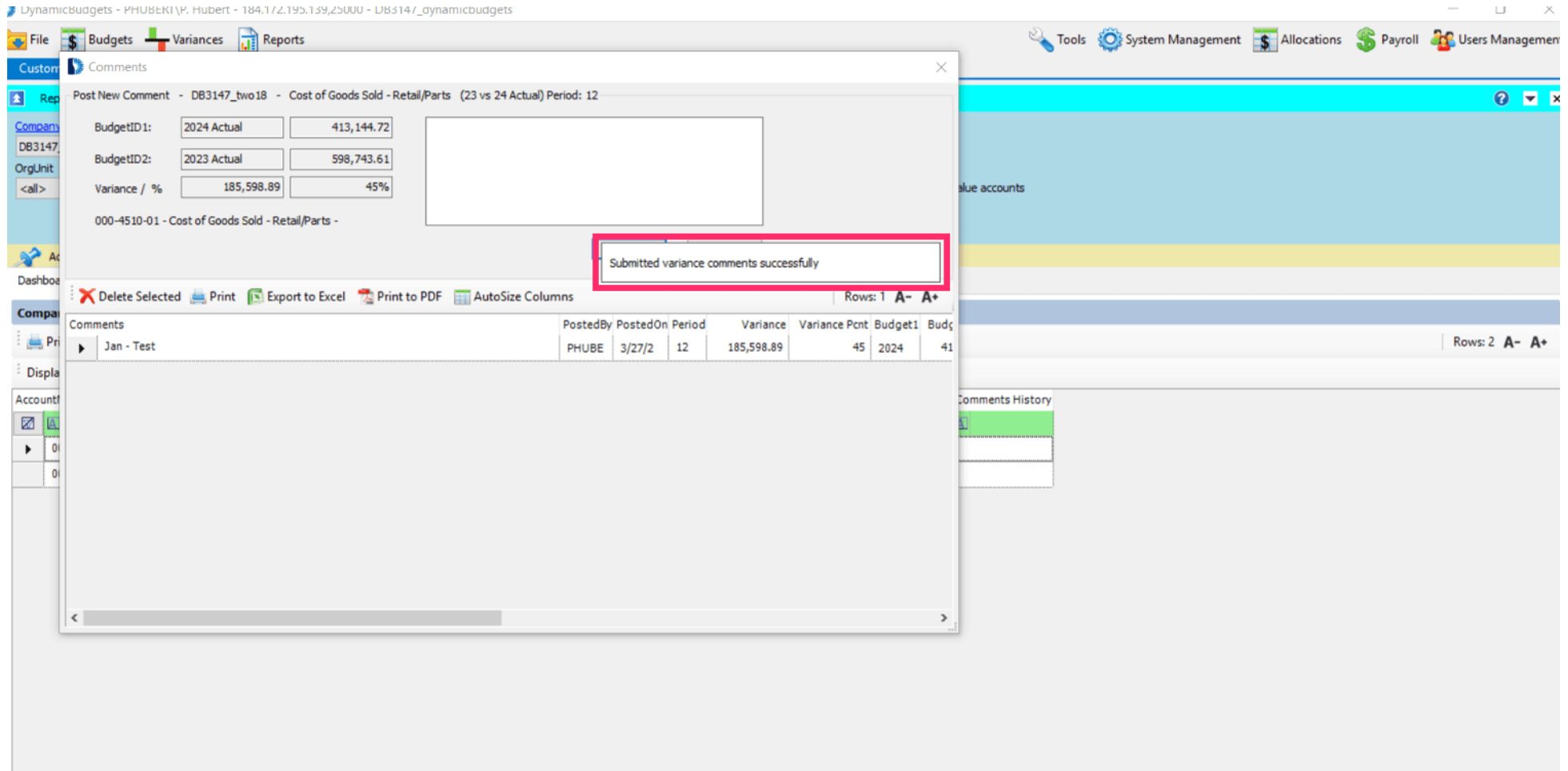
Comments	PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1	Budget1Value	Budget2	Budget2Value

Rows: 2 A- A+

Comments History



A message will appear that reads, Submitted variance comments successfully.



DynamicBudgets - PHUBE\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variance Reports

Custom Comments

Post New Comment - DB3147_two18 - Cost of Goods Sold - Retail/Parts (23 vs 24 Actual) Period: 12

BudgetID1: 2024 Actual 413,144.72

BudgetID2: 2023 Actual 598,743.61

Variance / % 185,598.89 45%

000-4510-01 - Cost of Goods Sold - Retail/Parts -

Submitted variance comments successfully

Delete Selected Print Export to Excel Print to PDF AutoSize Columns Rows: 1 A- A+

Comments	PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1	Budget2
Jan - Test	PHUBE	3/27/2	12	185,598.89	45	2024	41

Comments History



Note: You can see the comment and the details including posted by, posted on, period, variance, variance %, budgetid.

DynamicBudgets - PHUBERT\PH. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports

Custom Comments

Post New Comment - DB3147_two18 - Cost of Goods Sold - Retail/Parts (23 vs 24 Actual) Period: 12

BudgetID1: 2024 Actual 413,144.72

BudgetID2: 2023 Actual 598,743.61

Variance / % 185,598.89 45%

000-4510-01 - Cost of Goods Sold - Retail/Parts -

Submit Cancel

Delete Selected Print Export to Excel Print to PDF AutoSize Columns Rows: 1 A- A+

Comments	PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1
Jan - Test	PHUBERT\PH. Hubert	3/27/2018 3:41:28 PM	12	185,598.89	45	2024 Actual

Comments History



Click on the red X to close this window.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports

Tools System Management Allocations Payroll Users Management

Comments

Post New Comment - DB3147_two18 - Cost of Goods Sold - Retail/Parts (23 vs 24 Actual) Period: 12

BudgetID1: 2024 Actual 413,144.72

BudgetID2: 2023 Actual 598,743.61

Variance / % 185,598.89 45%

000-4510-01 - Cost of Goods Sold - Retail/Parts -

Submit Cancel

Delete Selected Print Export to Excel Print to PDF AutoSize Columns Rows: 1 A- A+

Comments	PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1
Jan - Test	PHUBERT\P. Hubert	3/27/2018 3:41:28 PM	12	185,598.89	45	2024 Actual

Comments History



Checkmark **Show Simple Comments.**

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Click on **Search**.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> **Search** Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☒ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		

Note: You can see Simple Comments History with no details.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports

Custom Reports Define Custom Reports

Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☒ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		-> Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Uncheck **Show Simple Comments.**

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports

Custom Reports Define Custom Reports

Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☒ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		-> Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Checkmark **Show Comments to date.**

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports

Custom Reports Define Custom Reports

Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		-> Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Click on **Search**.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> **Search** Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		-> Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Note: You can see the Comments History and details.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit Rollup: G&A Object Rollup: COGS Report: 23 vs 24 Actual

OrgUnit: <all> Object: <all> Search Advanced ☒ Exclude zero value accounts

Select Month: <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level: 4 Row Format: <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		[03/27/2018 15:41] [PHUBERT.P. Hubert] [\$185.6K] Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Click on this dropdown list. Select **Show Extended Column Header**.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit RollUp G&A Object RollUp COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format>

AccountNum	AccountDescr			23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		[03/27/2018 15:41] [PHUBERT.P. Hubert] [\$185.6K] Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		

Hide Extended Column Header
Hide Extended Column Header
Show Extended Column Header



Note: You see the column header details.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object RollUp COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format> Show Extended Column Header

AccountNum	AccountDescr	2023 Actual 2023 Actual Dec YTD	2024 Actual 2024 Actual Dec YTD	23 vs 24 Actual Dec YTD	% Dec YTD	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		[03/27/2018 15:41] [PHUBERT\P. Hubert] [\$185.6K] Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		

Now select **Hide Extended Column Header**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit RollUp G&A Object RollUp COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format>

Show Extended Column Header
Hide Extended Column Header
Show Extended Column Header

AccountNum	AccountDescr	YTD	YTD	23 vs 24 Actual	%	Enter Comments Here	Comments History
		=	=	=	=	Eq	
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		[03/27/2018 15:41] [PHUBERT\P. Hubert] [\$185.6K] Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Note: The column headers details are hidden.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit RollUp G&A Object RollUp COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Select Month <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		[03/27/2018 15:41] [PHUBERT.P. Hubert] [\$185.6K] Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Click on A- to decrease rapidly the magnification image on screen.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit Rollup: G&A Object Rollup: COGS Report: 23 vs 24 Actual

OrgUnit: <all> Object: <all> Search Advanced ☒ Exclude zero value accounts

Select Month: <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: A-

Display Level: 4 Row Format: <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		[03/27/2018 15:41] [PHUBERT\P. Hubert] [\$185.6K] Jan - Test
000-4510-02	Cost of Goods Sold - Finished Good	38,883.5	38,579.54	(303.96)	-0.78 %		



Click on A+ to increase rapidly the magnification image on screen.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit Rollup: G&A Object Rollup: COGS Report: 23 vs 24 Actual


OrgUnit: <all> Object: <all> Search Advanced ☒ Exclude zero value accounts

Select Month: <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A+ 

Display Level: 4 Row Format: <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %		[03/27/2018 15:41] [PHUBERT\P. Hubert] [\$185.6K] Jan - Test
000-4510-02	Cost of Goods Sold - Finished Goods	38,883.5	38,579.54	(303.96)	-0.78 %		



Note: The advanced option is used when customers have long account numbers and want to filter by account segments. Click on **Advanced**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB: DB3147_two18 OrgUnit RollUp: G&A Object RollUp: COGS Report: 23 vs 24 Actual

OrgUnit: <all> Object: <all> Search **Advanced** ☒ Exclude zero value accounts

Select Month: <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 2 A- A+

Display Level: 4 Row Format: <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
000-4510-01	Cost of Goods Sold - Retail/Parts	598,743.61	413,144.72	(185,598.89)	-31.00 %	Eq	[03/27/2018 15:41] [PHUBERT.P. Hubert] [\$185.6K] Jan - Test
000-4510-02	Cost of Goods Sold - Finished Goods	38,883.5	38,579.54	(303.96)	-0.78 %		



In this example, let's filter by **seg1** which is 100. Note: All accounts are displayed for this segment.

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File Budgets Variances Reports

Custom Reports Define Custom Reports

Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Seg1 100 Seg2 Seg3 Seg4 Seg5 Seg6 Seg7 Seg8 Seg9 Seg10

Use of the Advanced Search by Segments will cause OrgUnit and Object selections to be ignored [Clear Segments](#)

Select Month <p rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 15 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
100-5150-00	Employee Benefits - Administration	3,019.85	18,609.64	15,589.79	516.24 %		
100-5170-00	Payroll Taxes - Administration	764.46	6,199.12	5,434.66	710.91 %		
100-6100-00	Training - Administration	1,500	1,500	-	0.00 %		
100-6110-00	Company Car - Administration	297.5	297.5	-	0.00 %		
100-6130-00	Supplies/Hardware - Administration	249.5	249.5	-	0.00 %		
100-6140-00	Supplies/Software - Administration	229	229	-	0.00 %		
100-6150-00	Supplies-Allocated - Administration	243.75	243.75	-	0.00 %		
100-6160-00	Dues & Subscriptions - Administration	50	50	-	0.00 %		
100-6170-00	Repairs & Maintenance - Administration	259.31	259.31	-	0.00 %		
100-6180-00	Rent Expense - Administration	2,787.19	2,787.19	-	0.00 %		



Now, let's filter by **seg2** which is 6100. Note: All accounts are displayed for this segment.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Custom Reports Define Custom Reports

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object RollUp COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Seg1 Seg2 6100 Seg3 Seg4 Seg5 Seg6 Seg7 Seg8 Seg9 Seg10

Use of the Advanced Search by Segments will cause OrgUnit and Object selections to be ignored [Clear Segments](#)

Select Month <per rpt setup> ☐ Show Simple Comments ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 4 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
100-6100-00	Training - Administration	1,500	1,500	-	0.00 %		
200-6100-00	Training - Accounting	500	500	-	0.00 %		
300-6100-00	Training - Sales	1,520	1,520	-	0.00 %		
400-6100-00	Training - Service/Installation	3,570	3,570	-	0.00 %		



Click on the X to close this window.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Custom Reports > Custom Reports

CompanyDB* DB3147_two18 OrgUnit Rollup G&A Object Rollup COGS Report 23 vs 24 Actual

OrgUnit <all> Object <all> Search Advanced ☐ Exclude zero value accounts

Seg1 Seg2 6100 Seg3 Seg4 Seg5
Seg6 Seg7 Seg8 Seg9 Seg10

Use of the Advanced Search by Segments will cause OrgUnit and Object selections to be ignored [Clear Segments](#)

Select Month <per rpt setup> ☐ Show Simple Comments ☐ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard Account Details

CompanyDB: DB3147_two18 BudgetID:

Print Export to Excel Print to PDF AutoSize Columns Rows: 6 A- A+

Display Level 4 Row Format <No Format> Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
100-6100-00	Training - Administration	1,500	1,500	-	0.00 %		History
200-6100-00	Training - Accounting	500	500	-	0.00 %		
300-6100-00	Training - Sales	1,520	1,520	-	0.00 %		
400-6100-00	Training - Service/Installation	3,570	3,570	-	0.00 %		
500-6100-00	Training - Consulting/Training	-	-	-	0.00 %		
600-6100-00	Training - Purchasing/Receiving	-	-	-	0.00 %		



That's It. You're Done.



That's It. You're Done.