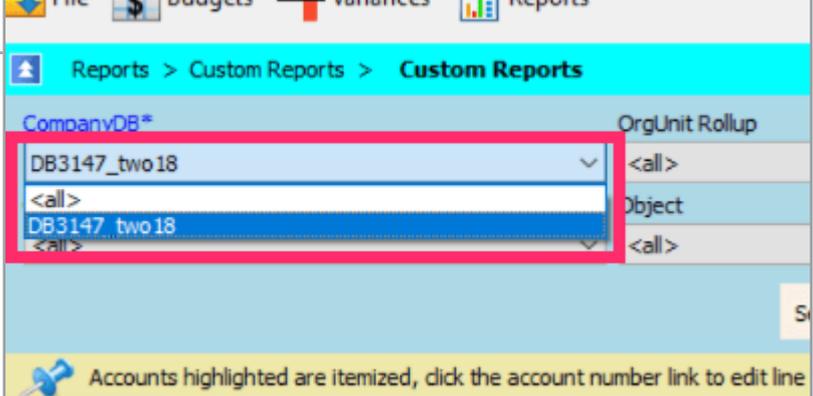
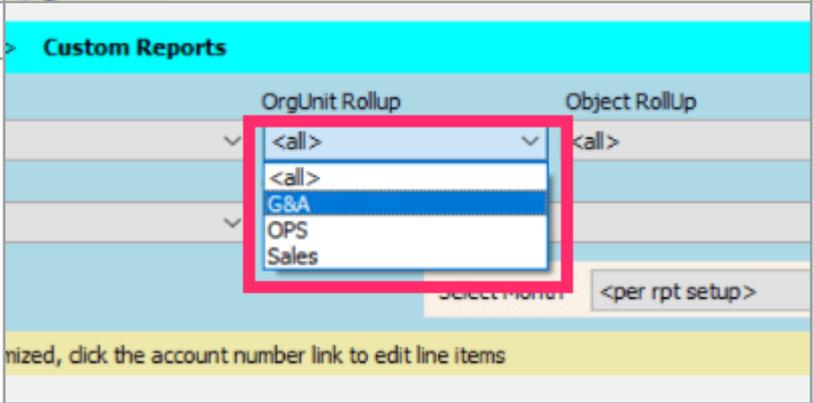
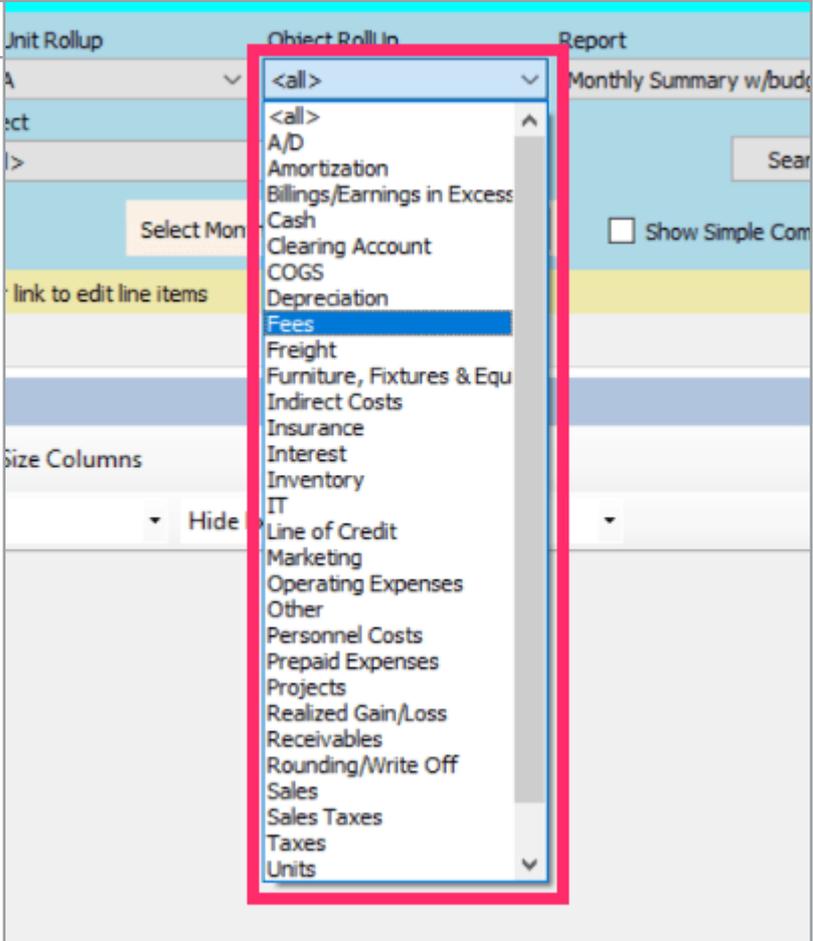
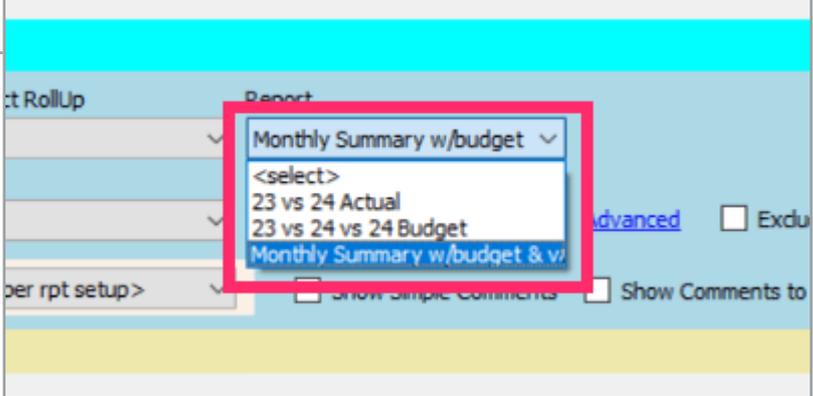
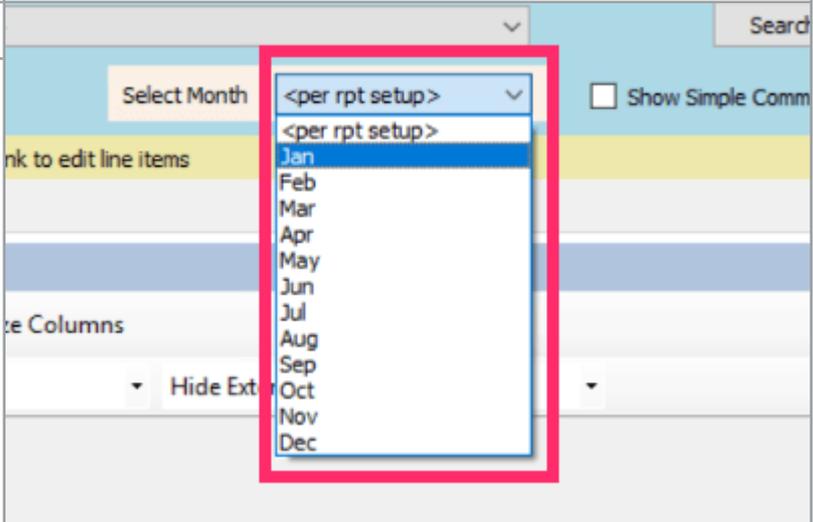
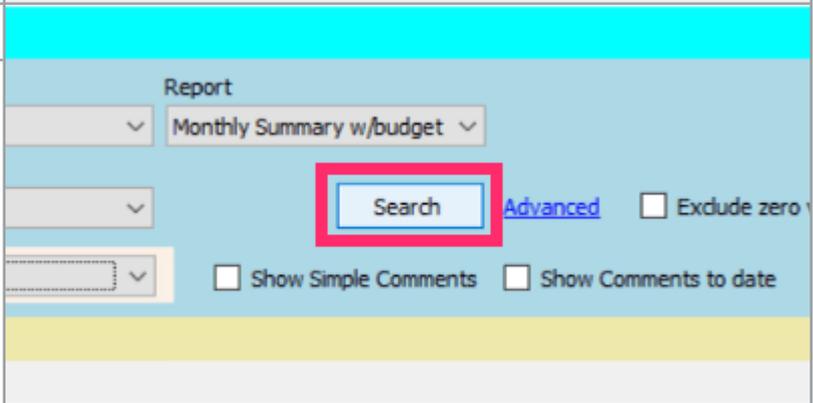


<p>1</p> <p> Dynamic Budgets User Guide for Custom Reports</p>	
<p>2</p> <p> Click on Reports.</p>	
<p>3</p> <p> Click on Custom Reports.</p>	
<p>4</p> <p> Click on Custom Reports again.</p>	

<p>5</p> <p>Click on the CompanyDB dropdown list. Make a selection.</p> <p>For this example, we will select DB3147_two18.</p>	
<p>6</p> <p>Click on the OrgUnit Rollup dropdown list. Make a selection.</p> <p>For this example, we will select G&A.</p>	
<p>7</p> <p>Click on the Object Rollup dropdown list. Make a selection.</p> <p>For this example, we will select Fees.</p>	

<p>8</p> <p>Click on the Report dropdown list. Make a selection.</p> <p>For this example, click on Monthly Summary w/Budget.</p>	 <p>The screenshot shows a dropdown menu for the 'Report' field. The menu is open, displaying several options: '<select>', '23 vs 24 Actual', '23 vs 24 vs 24 Budget', and 'Monthly Summary w/budget & v'. The option 'Monthly Summary w/budget' is highlighted with a blue background. A red box is drawn around the entire dropdown menu.</p>
<p>9</p> <p>Click on the Select Month dropdown list. Make a selection.</p> <p>For this example, we will select Jan.</p>	 <p>The screenshot shows a dropdown menu for the 'Select Month' field. The menu is open, displaying a list of months from 'Jan' to 'Dec'. The month 'Jan' is highlighted with a blue background. A red box is drawn around the entire dropdown menu.</p>
<p>10</p> <p>Click on Search.</p>	 <p>The screenshot shows the 'Search' button highlighted with a red box. The button is located in the bottom right area of the report configuration interface, next to the 'Advanced' link and the 'Exclude zero' checkbox.</p>

11

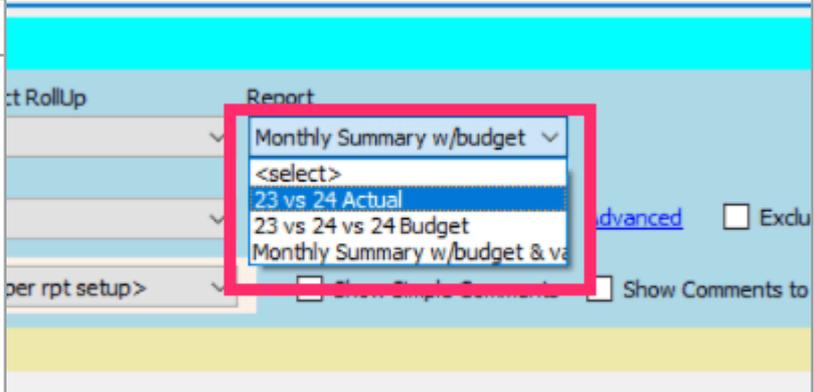
Note: Now you will see the values and format for the report selected.

In this example, we see July actuals, the July budget and the variance.

	Jul (A)	Jul (B)	Variance	Aug
	275	275	-	2
	-	-	-	
	5,000	5,000	-	5,0
	10,500	10,500	-	10,5
Administrati	50	100	50	
ccounting	-	-	-	
urchasing/	55	50	(5)	

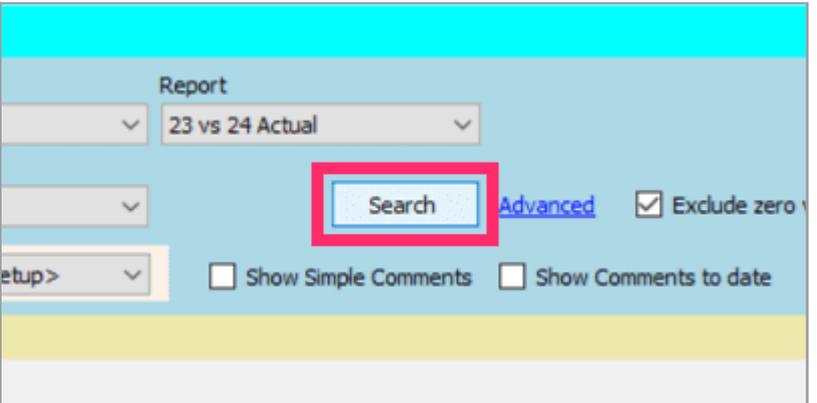
12

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

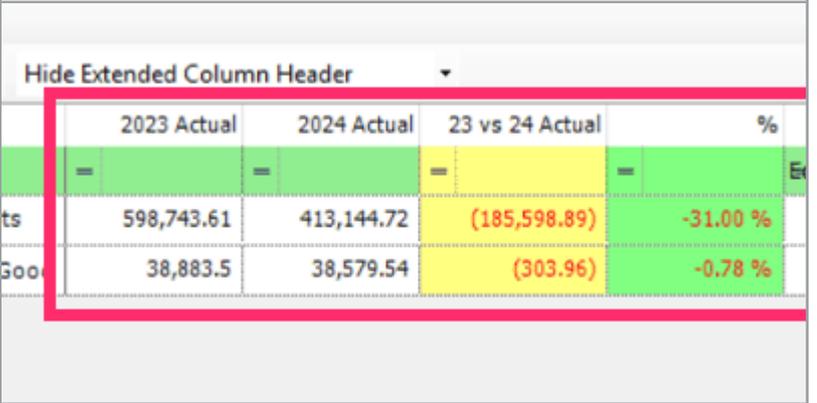


The screenshot shows a dropdown menu for selecting a report. The selected option is "23 vs 24 Actual". Other options include "Monthly Summary w/budget", "23 vs 24 vs 24 Budget", and "Monthly Summary w/budget & va".

16 Click on **Search**.

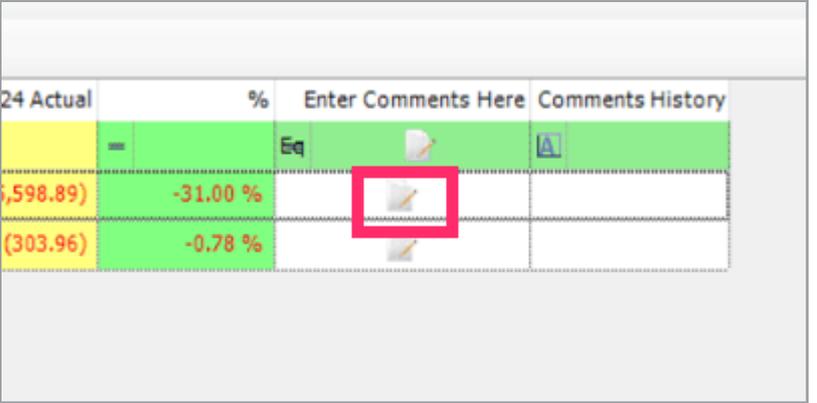


17 Note: All of the zero value accounts are no longer displayed.



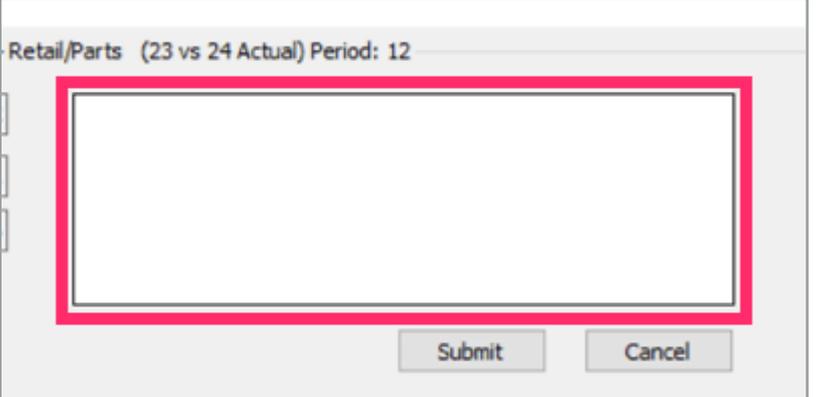
	2023 Actual	2024 Actual	23 vs 24 Actual	%
ts	598,743.61	413,144.72	(185,598.89)	-31.00 %
Good	38,883.5	38,579.54	(303.96)	-0.78 %

18 Click on the enter comments here box for row 1.



24 Actual	%	Enter Comments Here	Comments History
-	Eq		
(185,598.89)	-31.00 %		
(303.96)	-0.78 %		

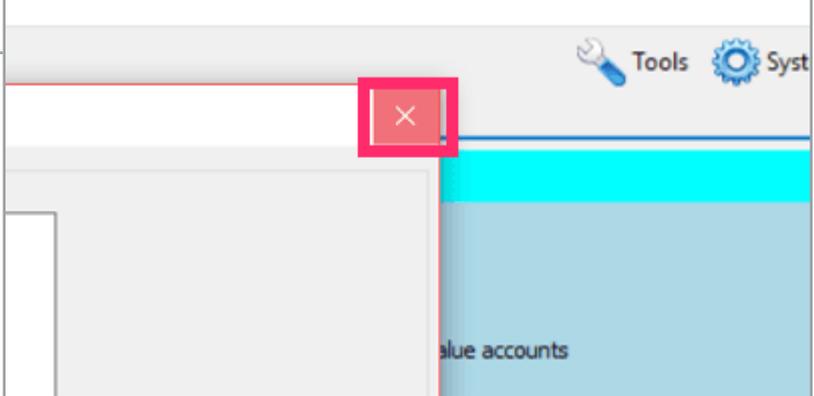
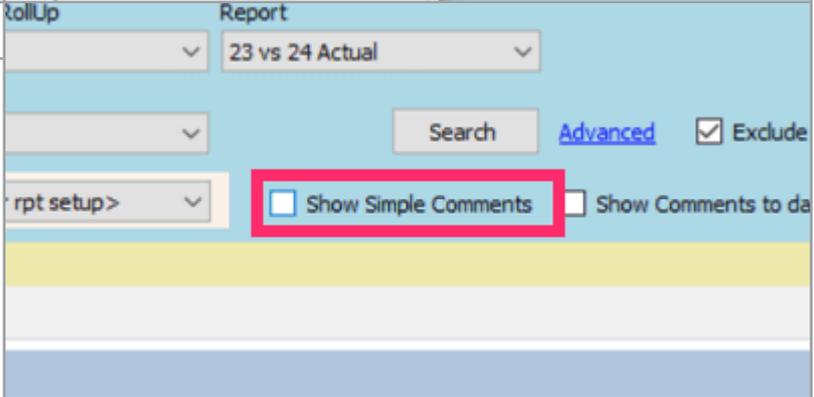
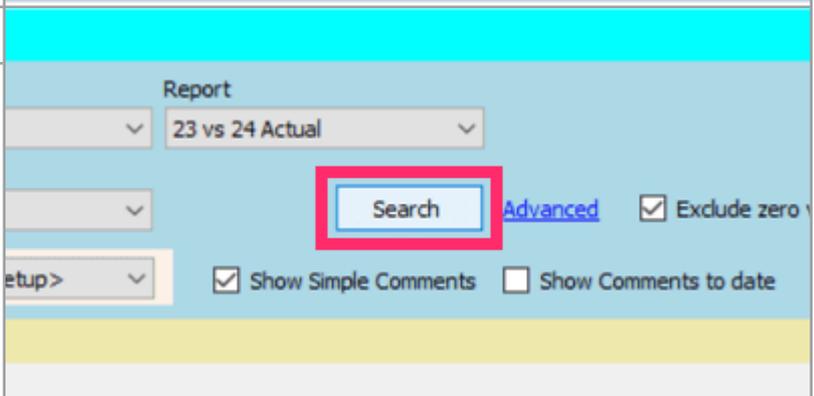
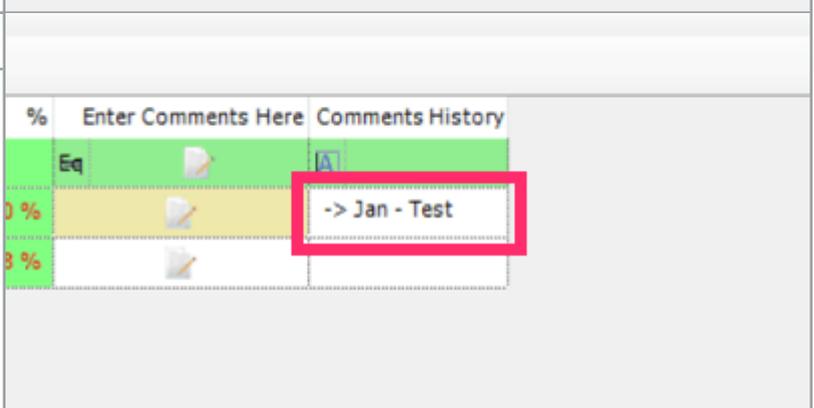
19 A comments window will display.



Retail/Parts (23 vs 24 Actual) Period: 12

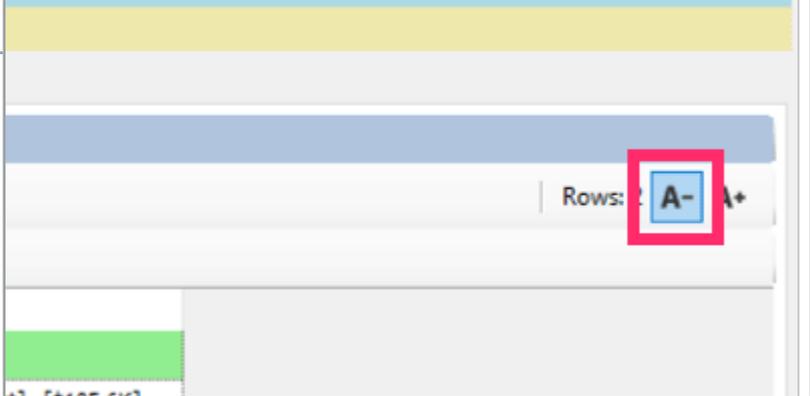
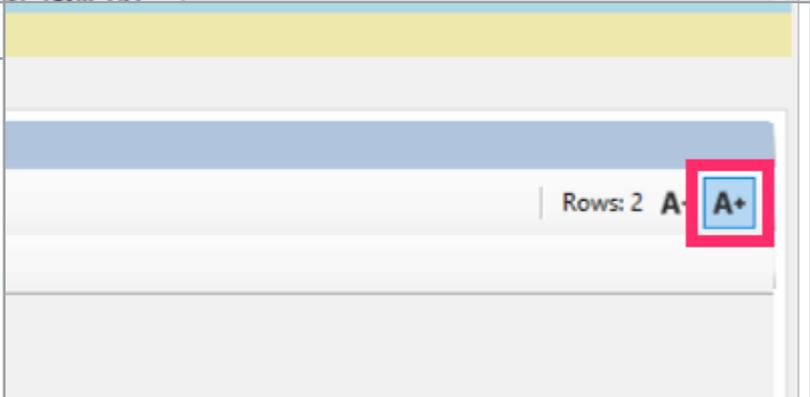
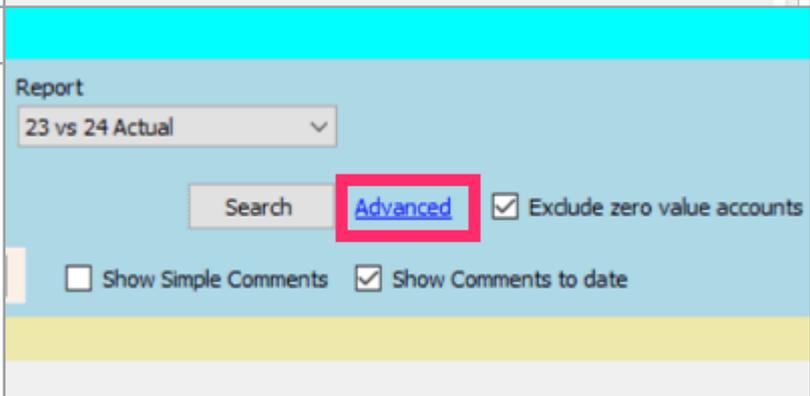
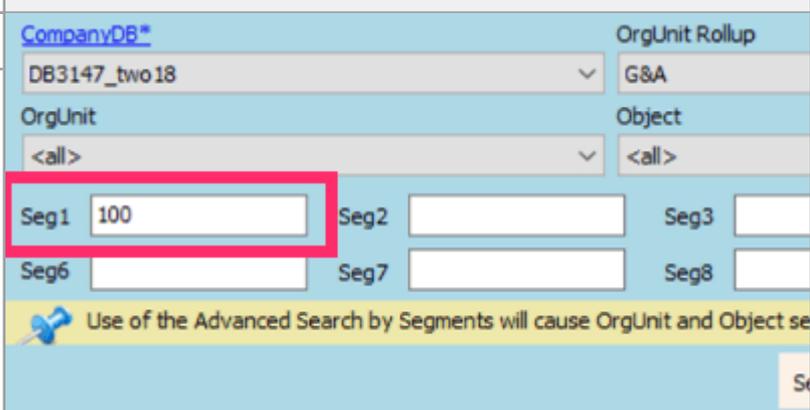
Submit Cancel

 <p>Click in the comment box and type your comment.</p>	20 Retail/Parts (23 vs 24 Actual) Period: 12 <div style="border: 2px solid red; padding: 5px;">Test</div> <div style="text-align: right;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></div>														
 <p>Click on Submit.</p>	21 <div style="border: 2px solid red; padding: 5px; width: 100px; margin: 0 auto;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></div> <p>PDF <input type="checkbox"/> AutoSize Columns</p> <table border="1"><thead><tr><th>PostedBy</th><th>PostedOn</th><th>Period</th><th>Variance</th><th>Variance Pcnt</th><th>Budget1</th><th>Budget1Val</th></tr></thead></table>	PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1	Budget1Val							
PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1	Budget1Val									
 <p>A message will appear that reads, Submitted variance comments successfully.</p>	22 <div style="border: 2px solid red; padding: 5px; text-align: center;">Submitted variance comments successfully</div> <p>Rows: 1 A- A+</p> <table border="1"><thead><tr><th>PostedBy</th><th>PostedOn</th><th>Period</th><th>Variance</th><th>Variance Pcnt</th><th>Budget1</th><th>Budg</th></tr></thead><tbody><tr><td>PHUBE</td><td>3/27/2</td><td>12</td><td>185,598.89</td><td>45</td><td>2024</td><td>41</td></tr></tbody></table>	PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1	Budg	PHUBE	3/27/2	12	185,598.89	45	2024	41
PostedBy	PostedOn	Period	Variance	Variance Pcnt	Budget1	Budg									
PHUBE	3/27/2	12	185,598.89	45	2024	41									
 <p>Note: You can see the comment and the details including posted by, posted on, period, variance, variance %, budgetid.</p>	23 <div style="border: 2px solid red; padding: 5px;"><p>... <input type="button" value="Delete Selected"/> <input type="button" value="Print"/> <input type="button" value="Export to Excel"/> <input type="button" value="Print to PDF"/></p><table border="1"><thead><tr><th>Comments</th><th>Posted</th></tr></thead><tbody><tr><td>▶ Jan - Test</td><td>PHUB</td></tr></tbody></table></div>	Comments	Posted	▶ Jan - Test	PHUB										
Comments	Posted														
▶ Jan - Test	PHUB														

 <p>Click on the red X to close this window.</p>	24										
 <p>Checkmark Show Simple Comments.</p>	25										
 <p>Click on Search.</p>	26										
 <p>Note: You can see Simple Comments History with no details.</p>	27	 <table border="1"><thead><tr><th>%</th><th>Enter Comments Here</th><th>Comments History</th></tr></thead><tbody><tr><td>0 %</td><td>Eq</td><td>-> Jan - Test</td></tr><tr><td>3 %</td><td></td><td></td></tr></tbody></table>	%	Enter Comments Here	Comments History	0 %	Eq	-> Jan - Test	3 %		
%	Enter Comments Here	Comments History									
0 %	Eq	-> Jan - Test									
3 %											

<p>28</p> <p> Uncheck Show Simple Comments.</p>	<p>rollUp Report 23 vs 24 Actual Search Advanced <input checked="" type="checkbox"/> Exclude rpt setup> <input checked="" type="checkbox"/> Show Simple Comments <input type="checkbox"/> Show Comments to date</p>				
<p>29</p> <p> Checkmark Show Comments to date.</p>	<p>4 Actual Search Advanced <input checked="" type="checkbox"/> Exclude zero value accounts Show Simple Comments <input type="checkbox"/> Show Comments to date</p>				
<p>30</p> <p> Click on Search.</p>	<p>Report 23 vs 24 Actual Search Advanced <input checked="" type="checkbox"/> Exclude zero v etup> <input type="checkbox"/> Show Simple Comments <input checked="" type="checkbox"/> Show Comments to date</p>				
<p>31</p> <p> Note: You can see the Comments History and details.</p>	<table border="1"><thead><tr><th>Comments Here</th><th>Comments History</th></tr></thead><tbody><tr><td></td><td>[03/27/2018 15:41] [PHUBERTP. Hubert] [\$185.6K] Jan - Test</td></tr></tbody></table>	Comments Here	Comments History		[03/27/2018 15:41] [PHUBERTP. Hubert] [\$185.6K] Jan - Test
Comments Here	Comments History				
	[03/27/2018 15:41] [PHUBERTP. Hubert] [\$185.6K] Jan - Test				

<p>32</p> <p> Click on this dropdown list. Select Show Extended Column Header.</p>	
<p>33</p> <p> Note: You see the column header details.</p>	
<p>34</p> <p> Now select Hide Extended Column Header.</p>	
<p>35</p> <p> Note: The column headers details are hidden.</p>	

<p> Click on A- to decrease rapidly the magnification image on screen.</p>	36	
<p> Click on A+ to increase rapidly the magnification image on screen.</p>	37	
<p> Note: The advanced option is used when customers have long account numbers and want to filter by account segments.</p> <p>Click on Advanced.</p>	38	
<p> In this example, let's filter by seg1 which is 100.</p> <p>Note: All accounts are displayed for this segment.</p>	39	

<p>40</p> <p> Now, let's filter by seg2 which is 6100.</p> <p>Note: All accounts are displayed for this segment.</p>	<p>myDB* OrgUnit Rollup 47_two18 G&A it Object <all> Seg2 6100 Seg3 Seg7 Seg8 Use of the Advanced Search by Segments will cause OrgUnit and Object selections Select Mo</p>
<p>41</p> <p> Click on the X to close this window.</p>	<p>Management Allocations Payroll Users Management ? [X]</p>
<p>42</p> <p> That's It. You're Done.</p>	<p>DYNAMIC BUDGETS That's It. You're Done.</p>