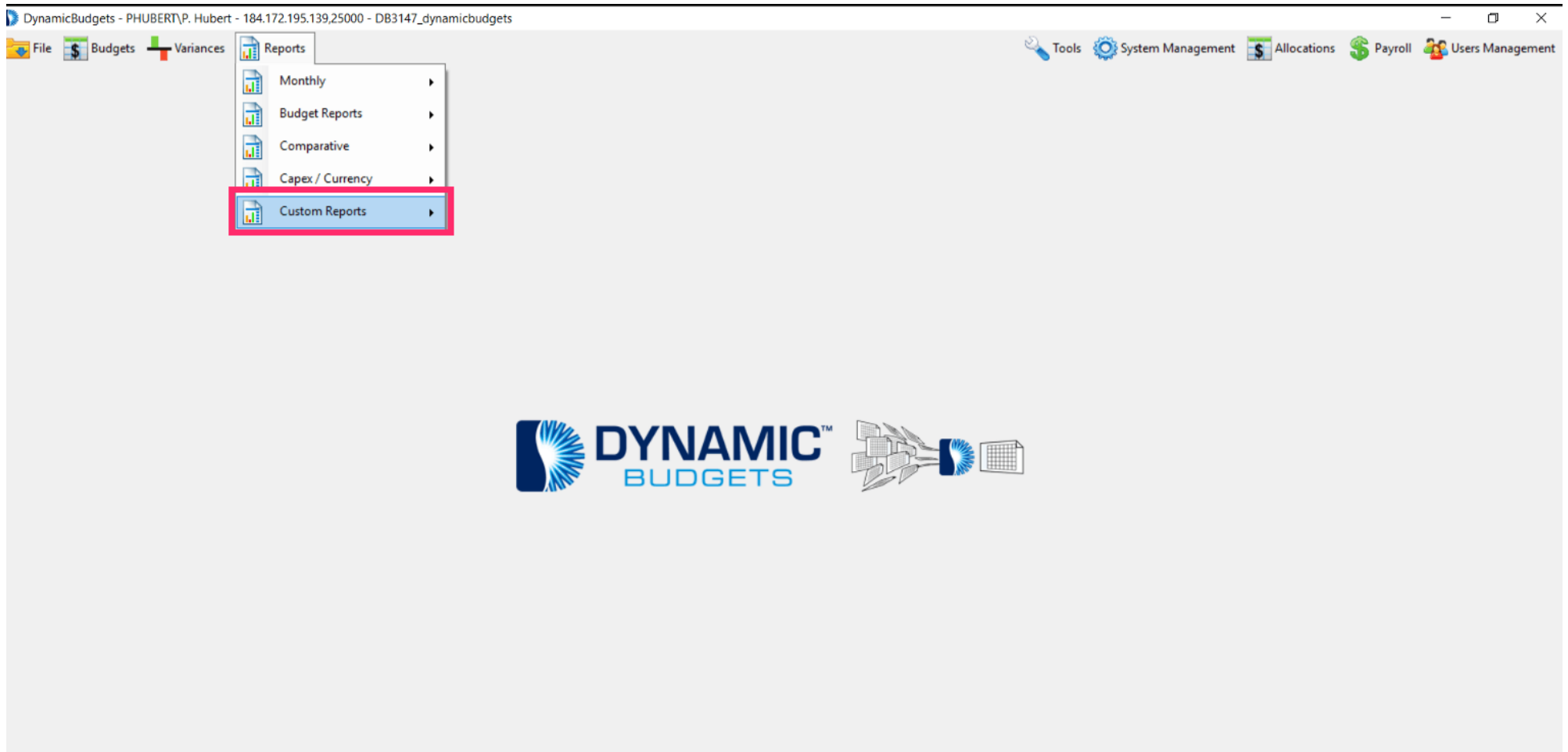Dynamic Budgets User Guide for Custom Report User Access Visibility

Click on Reports.
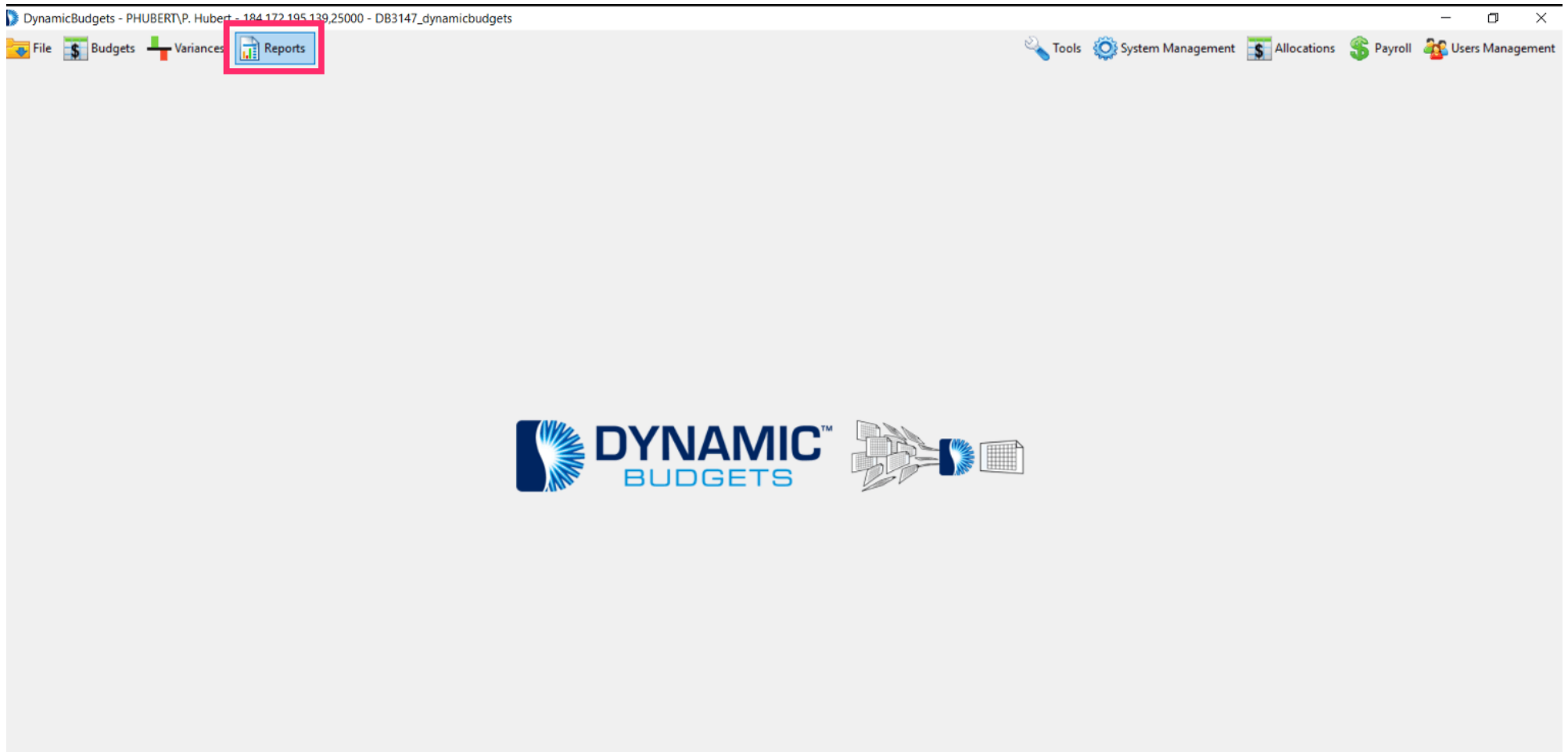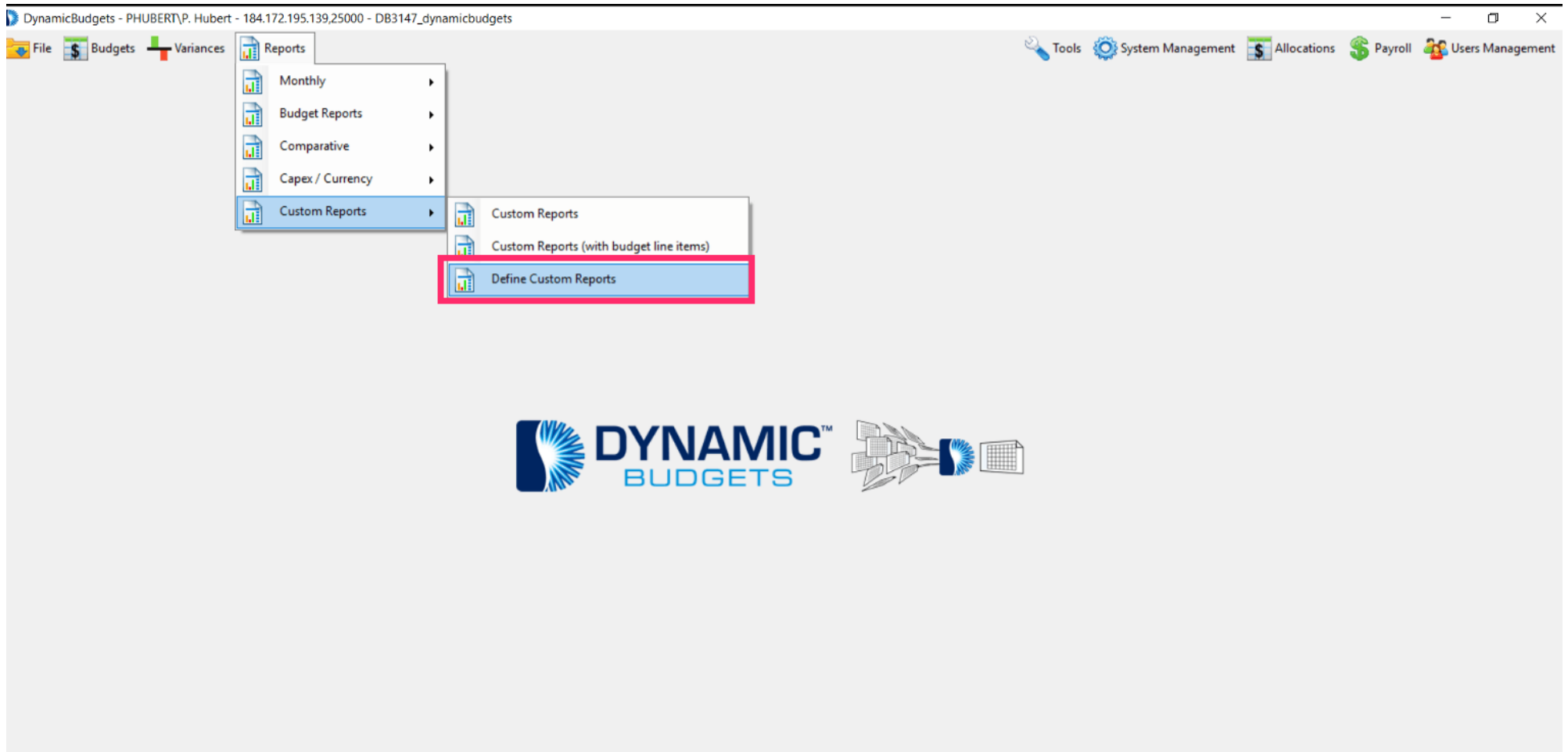
Click on Custom Reports.

Click on Define Custom Reports.

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

Click on the Report dropdown list. Make a selection. In this example, we will select 23 vs 24 Actual.

Click on the User Access dropdown list. Make a selection. You can disable access or allow different levels of user access. This will enable users to see this report.

Click on Save Changes. A message will appear that reads, "Saved changes successfully."

That's It. You're Done.

DYNAMIC BUDGETS

That's It. You're Done.