Dynamic Budgets User Guide for Custom Report User Access Visibility	1	**DYNAMIC BUDGETS** User Guide for **Custom Report User Access Visibilit**
Click on Reports.	2	:Budgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbu $ Budgets — Variances / Reports
Click on Custom Reports.	3	Budget Reports ▶ / Comparative ▶ / Capex / Currency ▶ / Custom Reports ▶

4 | Click on Define Custom Reports.

Custom Reports
Custom Reports (with budget line items)
Define Custom Reports

5 | Click on the CompanyDB dropdown list. Make a selection.

In this example, we will select DB3147_two18.

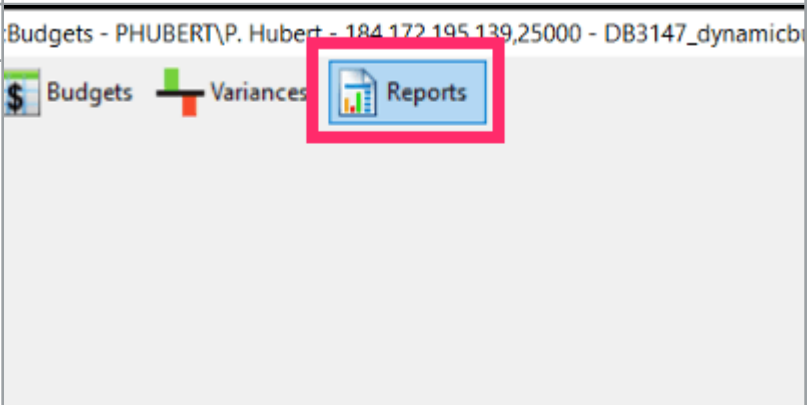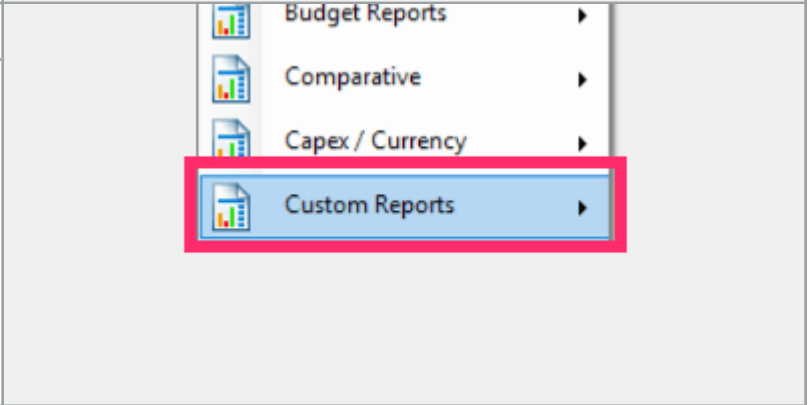Reports > Custom Reports > **Define Custom Reports**

CompanyDB*
DB3147_two18
DB3147_two18

Report
<select>

Save Changes   Add New Column   Delete Report

Form Name   Primary Budge

6 | Click on the Report dropdown list. Make a selection.

In this example, we will select 23 vs 24 Actual.

rts > **Define Custom Reports**

Report
<select>
<select>
23 vs 24 Actual
23 vs 24 vs 24 Budget
Monthly Summary w/budget & variances 2324

Primary BudgetID for Accounts List *

7 | 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.

Accounts List *   User access (visibility)   Allow period as

Administrator - Restricted
Disabled
Application User
Administrator - Restricted
Administrator - Unrestricted
System Manager

Flip sign for Vari

) and then hit the Dele

:ID   Fiscal   Report Level   1st Calc Factor 2nd
Actual   Dec   YTD   GLCode

8

Click on Save Changes.

A message will appear that reads, "Saved changes successfully."

Reports > Custom Reports > Define Custom Reports

CompanyDB*
DB3147_two18

Report
23 vs 24 Actual

Save Changes | Add New Column | Delete Report

23 vs   Save Changes

23 vs 24 Actual

Primary BudgetI
2024 Actual

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That's It. You're Done.

DYNAMIC ™ **BUDGETS**

That's It. You're Done.