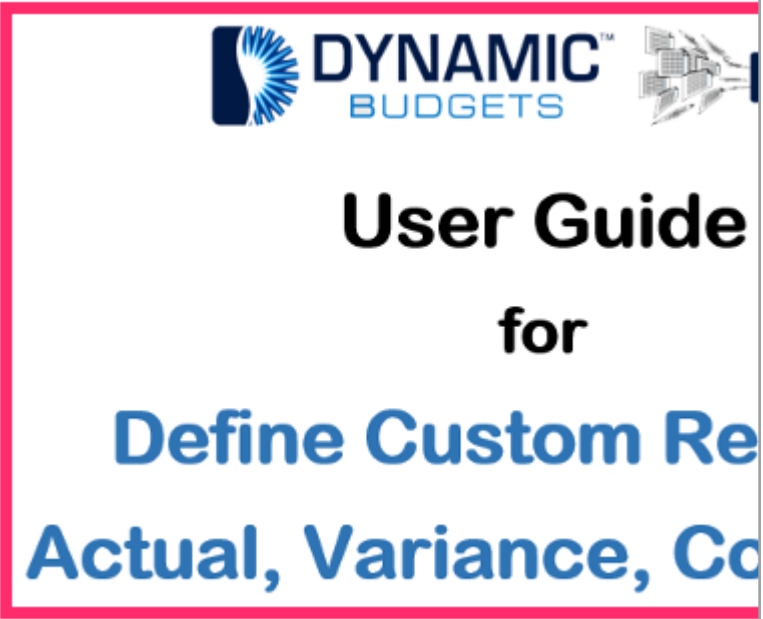



| | |
|--|--|
| <div data-bbox="124 309 161 360"></div> <div data-bbox="202 304 603 398"><p>Dynamic Budgets User Guide for Define Custom Reports- Actual, Variance, Comments</p></div> | <div data-bbox="655 275 707 324">1</div> <div data-bbox="751 309 1517 925"></div> |
| <div data-bbox="119 1014 165 1059"></div> <div data-bbox="202 1003 520 1068"><p>Define Custom Reports Prerequisite Steps</p></div> <div data-bbox="202 1099 616 1294"><p>Make use of the reporting tags 1-10 in manage objects, orgunits and master chart of accounts. This helps with the display of desired accounts for reporting purposes.</p></div> | <div data-bbox="655 974 707 1023">2</div> <div data-bbox="751 1008 1517 1556"></div> |



Purpose: Define Custom Reports

Custom Reports allows you to create custom columns and rows designed by users to include user-specified data leveraging the tags for manage objects, orgunits, and the master chart of accounts.

3



Define Custom R

Purpose: Custom Reports allows you and rows designed by users to include leveraging the tags for manage objects, chart of accounts.



Note: This is an example of the custom report we are about to create named 23 vs 24 Actual. It compares 2023 Actual to 2024 Actual, calculates the variance amount and % with the ability to view comments entered monthly or for the fiscal period.

4


Display Level 4 Row Format <No Format>

| AccountNum | AccountDescr |
|---------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> A | A |
| 000-4110-02 | US Sales - Finished Goods |
| 000-4111-01 | Canadian Sales - Retail/Parts |
| 000-4111-02 | Canadian Sales - Finished Goods |
| 000-4112-01 | AustralAsian Sales - Retail/Parts |
| 000-4112-02 | AustralAsian Sales - Finished Goods |
| 000-4114-01 | Germany Sales - Retail/Parts |
| 000-4114-02 | Germany Sales - Finished Goods |
| 000-4115-01 | United Kingdom Sales - Retail/Parts |
| 000-4115-02 | United Kingdom Sales - Finished Goods |
| 000-4116-01 | South Africa - Retail/Parts |
| 000-4116-02 | South Africa Sales - Finished Goods |

| | |
|---|---|
| <p>5</p> <p>Click on Reports</p> | <p>Budgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbu</p> <p>Budgets Variance Reports</p> <p>Reports</p> |
| <p>6</p> <p>Click on Custom Reports, then Define Custom Reports</p> | <p>Custom Reports</p> <p>Custom Reports (with budget line items)</p> <p>Define Custom Reports</p> |
| <p>7</p> <p>Click on the CompanyDB dropdown list. Select a company.</p> <p>For this example, we will select DB3147_two18.</p> | <p>File Budgets Variance Reports</p> <p>Reports > Custom Reports > Define Custom Reports</p> <p>CompanyDB*</p> <p>DB3147_two18</p> <p>DB3147_two18</p> <p>Report</p> <p><select></p> <p>Save Changes Add New Column Delete Report</p> <p>Form Name Primary Budget</p> |
| <p>8</p> <p>Click on Add New Report</p> | <p>Custom Reports</p> <p>Delete Report Add New Report Clone Report</p> <p>Primary BudgetID for Accounts Add New Report</p> <p>Form Enabled</p> |

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12




On row 2, click on the BudgetID dropdown list. Make a selection.

For this example, we will select 2024 Actual.

| | | | | | |
|--|--|--|--|--------------|--|
| | | | | 2023 Actual | |
| | | | | BudgetIDDesc | |
| | | | | 2023 Actual | |
| | | | | 2024 Actual | |
| | | | | Budget 2025 | |
| | | | | Budget 2026 | |
| | | | | Budget 2028 | |
| | | | | Budget 2027 | |
| | | | | Budget 2024 | |

13




Copy the selected BudgetID for rows 1 and 2.

Click in the row 1 cell under BudgetID, shift, down arrow to row 2, then control C (to copy).

| | | | |
|--|-----------------|-------------|---------------------------|
| Accounts Search Filter | | | |
| the row header to select the entire row (one or multiple) and then hit the Delete Se | | | |
| mn Name | Data Entry Type | BudgetID | fiscal Period Month / YTD |
| | | 2023 Actual | |
| | | 2024 Actual | |

14



Paste the selected BudgetID for rows 1 and 2 to Column Name for row 1 and 2.

Click in the row 1 cell under Column Name, then control V (to paste).

| | | | | | | | |
|--|--|-------------|-----------------|-------------|--|------------------------|--|
| Column Layout | | | | Row Layout | | Accounts Search Filter | |
| To delete a row, click the row header to select the entire row (one or | | | | | | | |
| Column Position | | Column Name | Data Entry Type | BudgetID | | | |
| 1 | | 2023 Actual | | 2023 Actual | | | |
| 2 | | 2024 Actual | | 2024 Actual | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

15

On row 1, click on the **Data Entry Type** dropdown list. Make a selection. For this example, we will select **ReadOnly**.

Note: The Data Entry Type menu lists the different types of source data options available.

| To delete a row, click the row header to select the entire row (one or multiple) and then hit the Delete Selected button | | | | |
|--|-------------|-----------------|-------------|---------------|
| Position | Column Name | Data Entry Type | BudgetID | Fiscal Period |
| 1 | 2023 Actual | ReadOnly | 2023 Actual | |
| 2 | 2024 Actual | ReadOnly | 2024 Actual | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |

16

On row 1, copy the Data Entry Type for row 1 to row 2.

Click in the cell under **Data Entry Type**, **Control C** (to copy).

| To delete a row, click the row header to select the entire row (one or multiple) and then hit the Delete Selected button | | | | |
|--|-------------|-----------------|-------------|---------------|
| Position | Column Name | Data Entry Type | BudgetID | Fiscal Period |
| 1 | 2023 Actual | ReadOnly | 2023 Actual | |
| 2 | 2024 Actual | ReadOnly | 2024 Actual | |
| 3 | | | | |
| 4 | | | | |

17

Then click in row 2. Now **Control V** (to paste).


| To delete a row, click the row header to select the entire row (one or multiple) and then hit the Delete Selected button | | | | |
|--|-------------|-----------------|-------------|---------------|
| Position | Column Name | Data Entry Type | BudgetID | Fiscal Period |
| 1 | 2023 Actual | ReadOnly | 2023 Actual | |
| 2 | 2024 Actual | ReadOnly | 2024 Actual | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

18

On row 1, click on the **Fiscal Period** dropdown list. Make a selection (fiscal period/last month).

For this example, we will select **Dec**.

| To delete a row, click the row header to select the entire row (one or multiple) and then hit the Delete Selected button | | | | |
|--|-------------|-----------------|-------------|---------------|
| Position | Column Name | Data Entry Type | BudgetID | Fiscal Period |
| 1 | 2023 Actual | ReadOnly | 2023 Actual | Dec |
| 2 | 2024 Actual | ReadOnly | 2024 Actual | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |




On row 1, click on the **Month/YTD** dropdown list. Make a selection. For this example, we will select **YTD**.

Note: The Month/YTD menu lists the data sets or data source date range options.

19

row (one or multiple) and then hit the Delete Selected button

| etID | Fiscal Period | Month / YTD | Report Level | 1st Calc Factor | 2nd |
|--------|---------------|--|--------------|-----------------|-----|
| Actual | Dec | <div><div></div><div>Month</div><div>QTD</div><div>YTD</div><div>YTD-Avg</div><div>FullYear</div><div><</div><div></div><div>></div></div> | | | |
| Actual | | | | | |




On row 1, click on the **Report Level** dropdown list. Make a selection. For this example, we will select **GL Code**.

Note: The Report Level menu lists G/L account based, object or object rollup reports options.

20


multiple) and then hit the Delete Selected button

| Fiscal Period | Month / YTD | Report Level | 1st Calc Factor | 2nd Calc Factor |
|---------------|-------------|---|-----------------|-----------------|
| Dec | YTD | <div><div></div><div>GLCode</div><div>Object</div><div>ObjectRollu</div><div><</div><div></div><div>></div></div> | | |



On row 3, under Column Name, **type 23 vs 24 Actual**.

21

 To delete a row, click the row header to select the entire row (one or

| Column Position | Column Name | Data Entry Type | BudgetID |
|-----------------|-----------------|-----------------|-------------|
| 1 | 2023 Actual | ReadOnly | 2023 Actual |
| 2 | 2024 Actual | ReadOnly | 2024 Actual |
| ▶ 3 | 23 vs 24 Actual | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

For this example, we will select **VarianceValue**.

| | | |
|-----------------|--|-------------|
| 2024 Actual | ReadOnly | 2024 Actual |
| 23 vs 24 Actual | <div> <div></div> <div>▼</div> </div> <div> <div>Name</div> <div>ReadOnly</div> <div>VarianceValue</div> <div>VariancePcnt</div> <div>Remaining to Sp</div> <div>CustomCalc</div> <div>Comments</div> <div>CommentsHisto</div> <div> <div><</div> <div></div> <div>></div> </div> </div> | |

23


| Column Position | Column Name | Data Entry Type | BudgetID |
|-----------------|--------------|-----------------|-------------|
| 1 | 2023 Actual | ReadOnly | 2023 Actual |
| 2 | 2024 Actual | ReadOnly | 2024 Actual |
| 3 | 23 vs Actual | VarianceValue | |
| 4 | % | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

For this example, we will select **VariancePcnt**.

24

| 23 vs 24 Actual | Variance\Value |
|-----------------|---|
| % | <div> <div>▼</div> <div> Name ReadOnly VarianceValue VariancePcnt Remaining to Spe CustomCalc Comments CommentsHistory </div> </div> |


25



On row 5, under Column Name, type **Enter Comments Here**

| | | | |
|---|---------------------|---------------|------|
| 2 | 2024 Actual | ReadOnly | 2024 |
| 3 | 23 vs 24 Actual | VarianceValue | |
| 4 | % | VariancePcnt | |
| 5 | Enter Comments Here | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |

26




On row 5, click on the **Data Entry Type** dropdown list. Make a selection.

For this example, we will select **Comments**.

| | | | |
|---|---------------------|---------------|------|
| 2 | 2024 Actual | ReadOnly | 2024 |
| 3 | 23 vs 24 Actual | VarianceValue | |
| 4 | % | VariancePcnt | |
| 5 | Enter Comments Here | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |


27



On row 6, under Column Name, type **Comments History**

| | | | |
|---|---------------------|---------------|------|
| 2 | 2024 Actual | ReadOnly | 2024 |
| 3 | 23 vs 24 Actual | VarianceValue | |
| 4 | % | VariancePcnt | |
| 5 | Enter Comments Here | Comments | |
| 6 | Comments History | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |

28



On row 6, click on the **Data Entry Type** dropdown list. Make a selection.

For this example, we will select **CommentsHistory**.

| | | | |
|---|---------------------|---------------|------|
| 2 | 2024 Actual | ReadOnly | 2024 |
| 3 | 23 vs 24 Actual | VarianceValue | |
| 4 | % | VariancePcnt | |
| 5 | Enter Comments Here | Comments | |
| 6 | Comments History | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |



Copy the selected Fiscal Period, Month/End, Report Level on row 1.

Click in the row 2 cell under Fiscal Period, shift, right arrow, to Report Level, then control C (to copy).

29

[illegible]

Now **shift, down arrow** to row 6.

30

[illegible]

Control V (to paste).

31

| Account | Fiscal Period | Month | YTD | Report Level | 1st Calc Factor | 2nd |
|---------|---------------|-------|-----|--------------|-----------------|-----|
| Actual | Dec | | YTD | GLCode | | |
| Actual | Dec | ▼ | YTD | GLCode | | |
| | Dec | | YTD | GLCode | | |
| | Dec | | YTD | GLCode | | |
| | Dec | | YTD | GLCode | | |
| | Dec | ▼ | YTD | GLCode | | |




On row 3, click on the **1st Calc Factor** dropdown list. Make a selection. For this example, we will select **2**.

Note: The 1st Calc Factor menu lists the row # for the data source to create a formula. 2 in this example represents 2024 Actual.

32

The image shows a spreadsheet with a red rectangular box highlighting a dropdown menu. The dropdown is open, displaying a list of numbers 1 through 7. The first row of the dropdown is highlighted in blue. The dropdown is enclosed in a red rectangular box.




On row 3, click on the **2nd Calc Factor** dropdown list. Make a selection. For this example, we will select **1**.

Note: The 2nd Calc Factor menu lists the row # for the data source to create a formula. 1 in this example represents 2023 Actual.

33

| | | | | |
|--------|---|--|--|-------|
| GLCode | | | | Value |
| GLCode | 2 | | | Value |
| GLCode | | | | Value |
| GLCode | | | | Value |
| GLCode | | | | Value |
| | | | | Value |
| | | | | Value |
| | | | | Value |
| | | | | Value |
| | | | | Value |
| | | | | Value |




On row 3, click on the **3rd Calc Factor** dropdown list. Make a selection. For this example, we will select **1**.

Note: The 3rd Calc Factor menu lists the sets of data created with variances and comments.

34


| | | | | | |
|---|---|--|--|-------|--------------------------|
| | | | | Value | <input type="checkbox"/> |
| 2 | 1 | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |



Note: The 3rd Calc Factor menu is also used for the formula calculation for the "remaining to spend" data entry type option.

35


| | | | | | |
|---|---|--|--|-------|--------------------------|
| | | | | Value | <input type="checkbox"/> |
| 2 | 1 | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |
| | | | | Value | <input type="checkbox"/> |



Copy the cells under 1st Calc Factor, 2nd Calc Factor, 3rd Calc Factor on row 3. Then Control C (to copy).

36


| Report Level | 1st Calc Factor | 2nd Calc Factor | 3rd Calc Factor | NumberFormat |
|--------------|-----------------|-----------------|-----------------|--------------|
| GLCode | | | | Value |
| GLCode | | | | Value |
| GLCode | 2 | 1 | 1 | Value |
| GLCode | | | | Value |
| GLCode | | | | Value |
| GLCode | | | | Value |
| GLCode | | | | Value |



Paste the selected cells. Click in the cell under 1st Calc Factor from row 4. Then shift, down arrow to row 6.

37


| | | | | |
|-----|--------|---|---|---|
| YTD | GLCode | | | |
| YTD | GLCode | 2 | 1 | 1 |
| YTD | GLCode | | | |
| YTD | GLCode | | | |
| YTD | GLCode | | | |
| YTD | GLCode | | | |



Now Control V (to paste).

38

| | | | | |
|--------|---|---|---|-------|
| GLCode | | | | Value |
| GLCode | 2 | 1 | 1 | Value |
| GLCode | 2 | 1 | 1 | Value |
| GLCode | 2 | 1 | 1 | Value |
| GLCode | 2 | 1 | 1 | Value |
| GLCode | | | | Value |
| GLCode | | | | Value |



Double-Click in the cell under background color for row 3.

39

| or NumberFormat | Hidden | <input type="checkbox"/> Background Color | Text Color | FormulaResolved |
|-----------------|--------------------------|---|------------|-------------------|
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | | | (Col2 - Col1) |
| Value | <input type="checkbox"/> | | | (Col-NA - Col-NA) |
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | | | |

In this example, we will select yellow.

The screenshot shows the 'Color' dialog box in Microsoft Word. The 'Basic colors' section is active, displaying a grid of 30 color swatches arranged in 5 rows and 6 columns. A red square highlights the yellow color swatch, which is located in the second row, second column. The dialog box has a title bar with the word 'Color' and a close button (X) in the top right corner. The background shows parts of the Word ribbon, including the 'Clone Report' button and the 'Form Enabled' checkbox.

Dec YTD

Dec YTD

Dec YTD

Dec YTD

Dec YTD

Custom Colors

Define Custom Colors >>

OK Cancel

| or Number-Format | Hidden | Background Color | Text Color | Formula-Resolved |
|------------------|--------------------------|------------------|------------|-------------------|
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | FFFF80 | | (Col2 - Col1) |
| Value | <input type="checkbox"/> | | | (Col-NA - Col-NA) |
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | | | |
| Value | <input type="checkbox"/> | | | |

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To Recap: We have created a custom report named 23 vs 24 Actual. It compares 2023 Actual to 2024 Actual, calculates the variance amount and variance %. You will also be able to view any comments entered monthly or all comments for the fiscal period.




48

| Column Name | Data Entry Type | BudgetID | Fiscal Period | Month |
|---------------------|-----------------|----------|---------------|-------|
| 2023 Actual | ReadOnly | 2023 Act | Dec | YTD |
| 2024 Actual | ReadOnly | 2024 Act | Dec | YTD |
| 23 vs 24 Actual | VarianceValue | | Dec | YTD |
| % | VariancePcnt | | Dec | YTD |
| Enter Comments Here | Comments | | Dec | YTD |
| Comments History | CommentsHistor | | Dec | YTD |



Note: This is the custom report we created named 23 vs 24 Actual. It compares 2023 Actual to 2024 Actual, calculates the variance amount and % with the ability to view comments entered monthly or for the fiscal period.

49

| | | |
|---|---|---|
| Display Level 4 | | Row Format <No Format> |
| AccountNum | | AccountDescr |
|  |  |  |
| | 000-4110-02 | US Sales - Finished Goods |
| | 000-4111-01 | Canadian Sales - Retail/Parts |
| | 000-4111-02 | Canadian Sales - Finished Goods |
| | 000-4112-01 | AustralAsian Sales - Retail/Parts |
| | 000-4112-02 | AustralAsian Sales - Finished Goods |
| | 000-4114-01 | Germany Sales - Retail/Parts |
| | 000-4114-02 | Germany Sales - Finished Goods |
| | 000-4115-01 | United Kingdom Sales - Retail/Parts |
| | 000-4115-02 | United Kingdom Sales - Finished Goods |
| | 000-4116-01 | South Africa - Retail/Parts |



Click on the X to close.

50

| | | | |
|------------|-------------|---------|------------------|
| Management | Allocations | Payroll | Users Management |
| | | | |

| | |
|---|--|
| <div data-bbox="124 311 161 360"></div> <div data-bbox="204 302 489 336"><p>That's It. You're Done.</p></div> | <div data-bbox="652 280 686 311"><p>51</p></div> <div data-bbox="748 309 1514 642"><p>That's It. You're Done.</p></div> |
|---|--|