



Dynamic Budgets User Guide for Manage Variances, Legacy Procedure



User Guide for Manage Variances, Legacy Procedure



Purpose: Manage Variances-Legacy Procedure This is a legacy procedure that calculates variances between different data sources. The latest & most flexible procedure for variance calculation is called Custom Variances. See the Custom Variances tutorial.

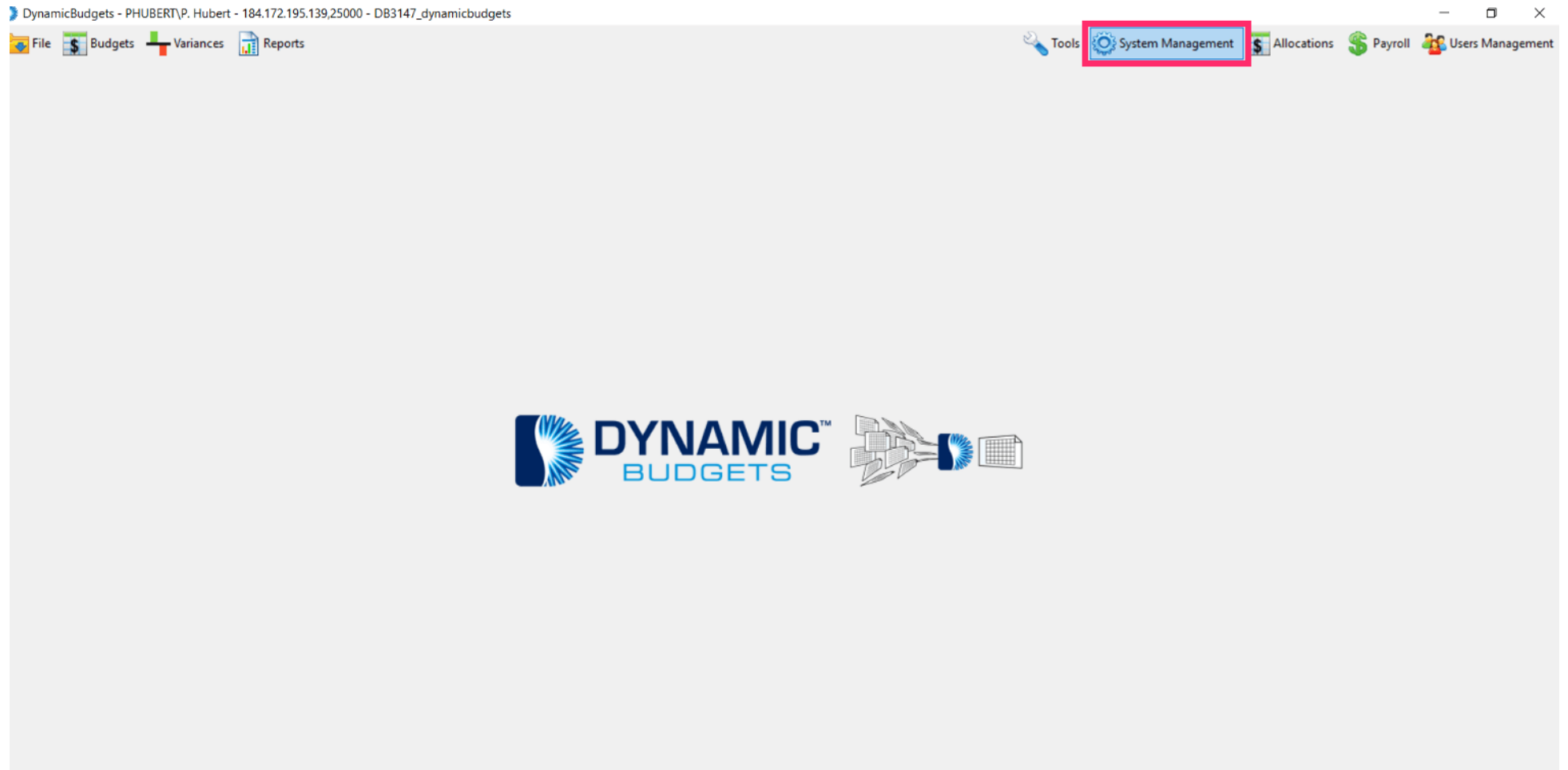


Manage Variances – Legacy Procedure

Purpose: This is a legacy procedure that calculates variances between different data sources. This tab will eventually be removed from this screen. The latest and most flexible procedure for variance calculation is called *Custom Variances*. See the Custom Variances tutorial to view this procedure.

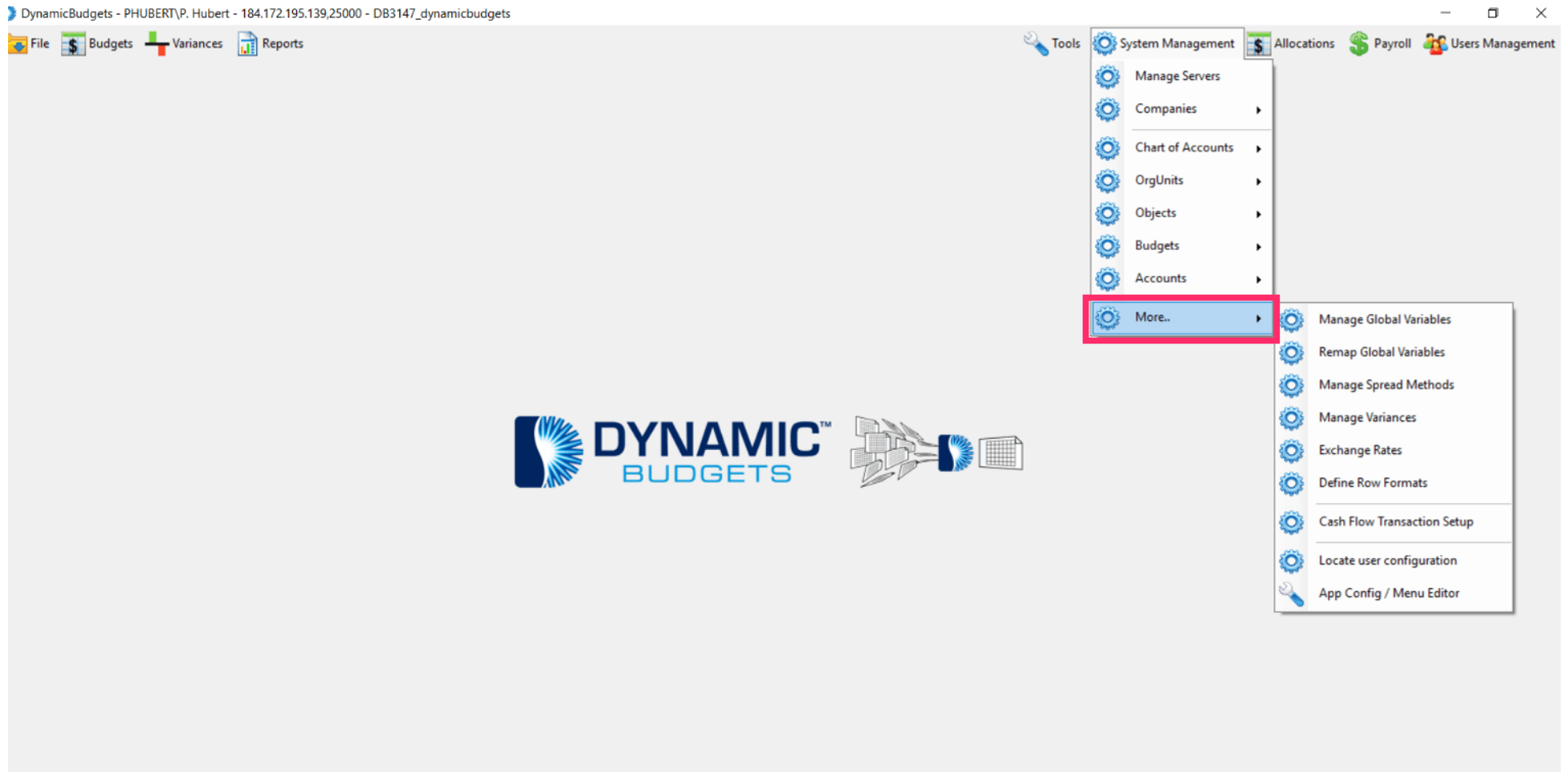


Click on **System Management**.



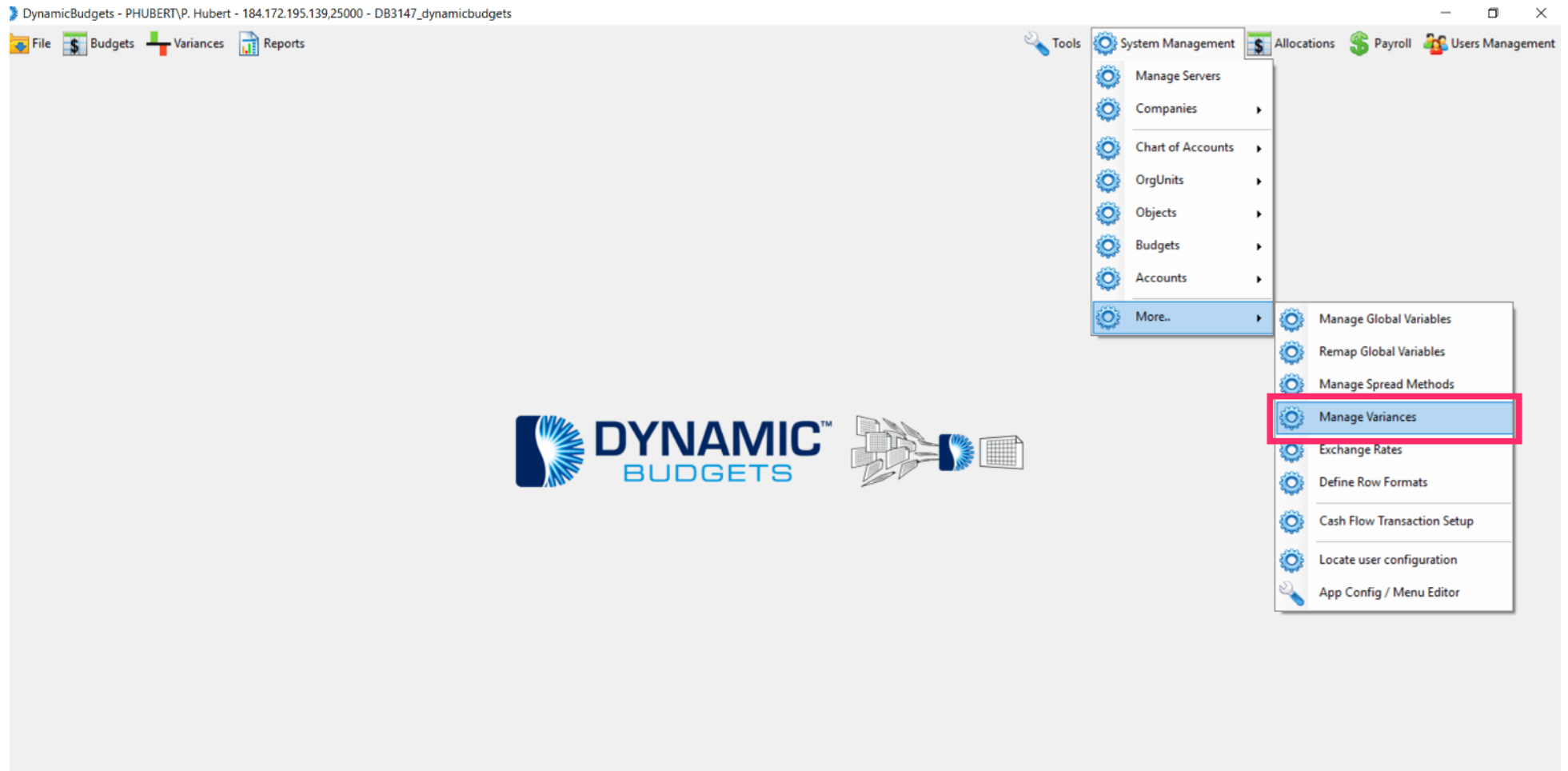


Click on **More.**





Click on **Manage Variances**.





Note: The system automatically navigates to the Single Company tab.

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System Management > More.. > **Manage Variances**

Single Company Multiple Companies Custom Variances

CompanyDB <all> 2018

Actuals Source Budget Source Variance Format Actual-Budget

Save Variances Config

| ACTNUM | ACTDESCR | Current Month | Quarter | Year To Date | Full Year | Prior Year |
|--------|----------|---|---|---|-----------|---|
| Show | Show | Show | Show | Show | Show | Show |
| | | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | | <input checked="" type="checkbox"/> Notes |



Legacy Procedure steps: Click on the **CompanyDB** dropdown list. Make a selection. In this example, we will select **DB3147_two18**.

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System Management > More... > **Manage Variances**

Single Company Multiple Companies Custom Variances

CompanyDB: <all> 2018

Actuals Source: <all> Budget Source: Variance Format: Actual-Budget

Save Variances Config

| ACTNUM | ACTDESCR | Current Month | Quarter | Year To Date | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| Show | Show | Show | Show | Show | Show | Show |
| <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes |



Click on the **Year** dropdown list. Make a selection. In this example, we will select **2020**.

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Manage Variances Manage Budgets Manage Company Databases Manage Budget Accounts Manage Master Chart of Acc...

System Management > More... > **Manage Variances**

Single Company Multiple Companies Custom Variances

CompanyDB DB3147_two18

Actuals Source Budget Source Variance Format Actual-Budget

ACTNUM ACTDESCR

2018 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022

Quarter Year To Date Full Year Prior Year

Show Show Show Show Show Show

☒ Notes ☒ Notes ☒ Notes ☒ Notes



Click on the **Actuals Source** dropdown list. Make a selection. In this example, we will select **2020 Actual**.

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File Budgets Variances Reports

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System Management > More.. > Manage Variances

Single Company Multiple Companies Custom Variances

CompanyDB DB3147_two18 2020

Actuals Source Budget Source Variance Format

Save Variances Config

| ACTNUM | ACTDESCR | Current Month | Quarter | Year To Date | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| Show | Show | Show | Show | Show | Show | Show |
| <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes |



Click on the **Budget Source** dropdown list. Make a selection. In this example, we will select **2020 Budget**.

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File Budgets Variances Reports

Tools System Management Allocations Payroll Users Management

Manage Variances Manage Budgets Manage Company Databases Manage Budget Accounts Manage Master Chart of Acc...

System Management > More.. > Manage Variances

Single Company Multiple Companies Custom Variances

CompanyDB DB3147_two18 2020

Actuals Source 2020 Actual

Budget Source

Variance Format

2020 Budget

2020 Test

2023 Budget

2024 Budget

Save Variances Config

| ACTNUM | ACTDESCR | Current Month | Quarter | Year To Date | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| Show | Show | Show | Show | Show | Show | Show |
| <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes |



Click on the **Variance Format** dropdown list. Make a selection. In this example, we will select **Actual-Budget**.

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File Budgets Variances Reports

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System Management > More.. > Manage Variances

Single Company Multiple Companies Custom Variances

CompanyDB DB3147_two18 2020

Actuals Source 2020 Actual Budget Source 2020 Budget Save Variances Config

Variance Format Actual-Budget Actual-Budget Budget-Actual

| ACTNUM | ACTDESCR | Current Month | Quarter | Year To Date | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| Show | Show | Show | Show | Show | Show | Show |
| <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes |



Click on **Save Variances Config**. Now you should be able to run the variance report.

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Manage Variances Manage Budgets Manage Company Databases Manage Budget Accounts Manage Master Chart of Acc...

System Management > More... > **Manage Variances**

Single Company Multiple Companies Custom Variances

CompanyDB DB3147_two18 2020

Actuals Source 2020 Actual Budget Source 2020 Budget Variance Format Actual-Budget

Save Variances Config

| ACTNUM | ACTDESCR | Current Month | Quarter | Year To Date | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| Show | Show | Show | Show | Show | Show | Show |
| <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes | <input checked="" type="checkbox"/> Notes |



That's It. You're Done.



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