Dynamic Budgets User Guide for MidYear Blending-YTD & Annualized

MidYear Blending-YTD & Annualized: Module Purpose This assumption is based on current financial information as a predictor of future performance. Annualized assumption takes current performance information & extends it over a longer time period.
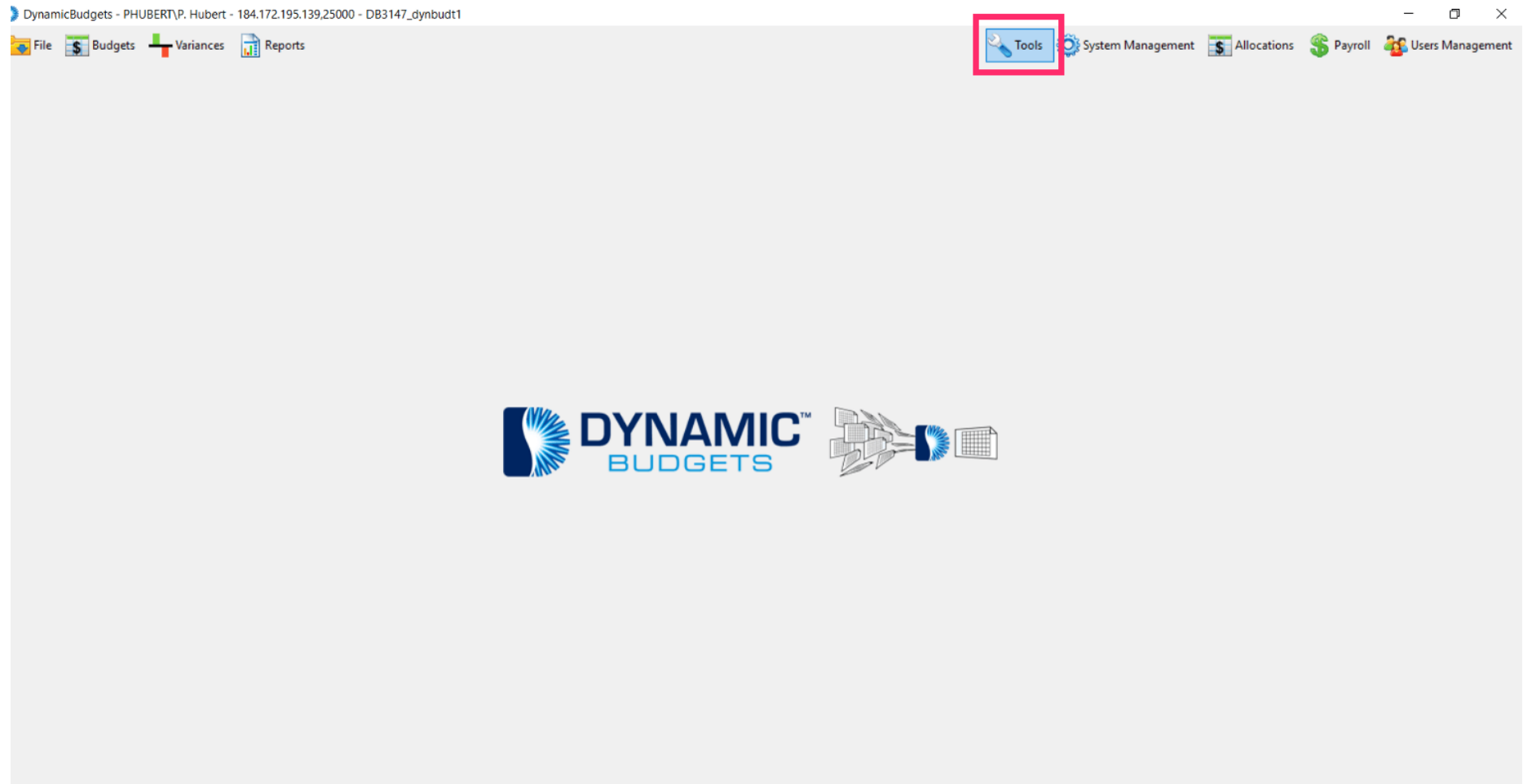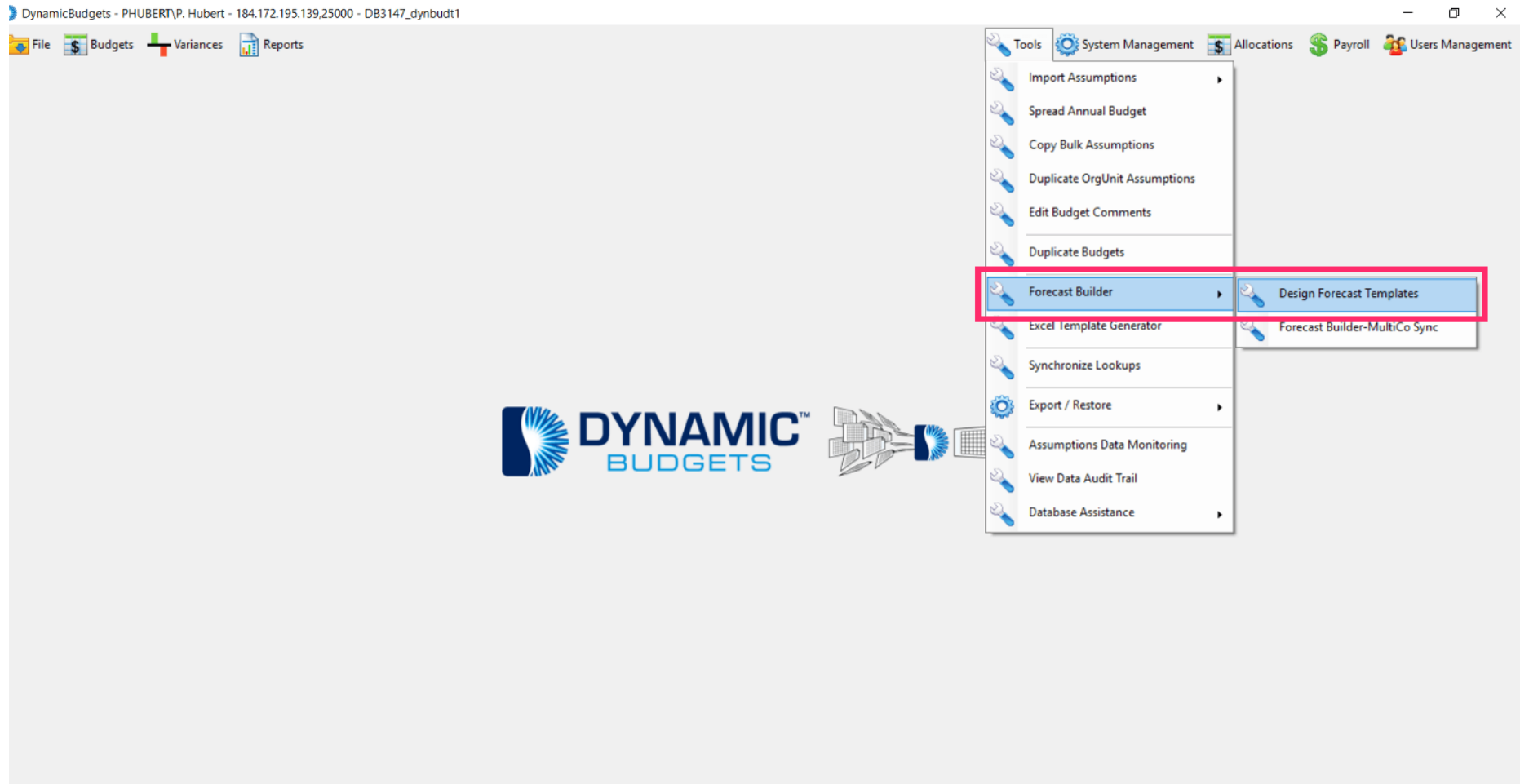

MidYear Blending-YTD & Annualized

Purpose: This assumption is based on current financial information as a predictor of future performance. Annualized assumption takes current performance information and extends it over a longer time period. When the data is used to create a yearly projection for potential performance, the process is referred to as annualizing.

Click on Tools.

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File | Budgets | Variances | Reports | Tools | System Management | Allocations | Payroll | Users Management

Click on Forecast Builder, Design Forecast Templates.

Click on the Company DB dropdown menu. Select a company. In this example, we will select TWO.

Click on the Template Name dropdown menu. Select a template. In the example, we will select 2017 YTD & Budget.

Click Clone this Template.

Click in the Forecast Template Name box. Enter the new name of the template. In this example, we will type 2017 YTD & Annualized Budget.

Click on Clone.

A message will appear that reads, Form clone created successfully.

In this example, the books are closed through August 2017; therefore we will use the 2017 actual as the budgetid through August 2017. Now, copy the 2017 Actual budgetid to the remaining months in this fiscal period. Use Shortcut: Control C, to copy

Click in the budgetid cell for October, shift, down arrow to capture through December.

Use shortcut: Control V, to paste

Now make August the month for the remaining months in the fiscal period column. Use shortcut: Control C, to copy

Click in the fiscal period cell for September, shift, down arrow to capture through December.

Click on the Month/YTD dropdown menu. Select a forecast method. In this example, select YTD-Avg.

Click in the fiscal period cell for October, shift, down arrow to capture through December.

Use Shortcut: Control V, to paste.

Note: If you are on a grey cell, the change is not final until you move to a white cell. Now Click in a white cell.

Click on Save Template.

A message will appears that reads, Saved changes successfully.

Click on the X to close this screen.

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File   Budgets   Variances   Reports   Tools   System Management   Allocations   Payroll   Users Management

Design Forecast Templates

Design Forecast Templates

CompanyDB*	Template Name
TWO	2017 YTD & Annualized Budget

Save Template   Add Column   Delete Template   Add New Template   Clone this Template

Note: Column configuration is saved as per the selected layout tab below i.e. if you make changes to 'Grid Layout' tab, keep that tab 'Selected' when you hit the Save button

ID	Forecast Template Name	
67	2017 YTD & Annualized Budget	☑ Form Enabled

Define | Preview | Update Lookups | Update Budget

To delete a row, click the row header to select the entire row (one or multiple) and then hit the Delete Selected button

Column Position	Column Name (system)	BudgetID	Fiscal Period	Month / YTD	Report Level	NumberFormat	Threshold
1	P01	2017 Actual	Jan	Month	GLCode	0	
2	P02	2017 Actual	Feb	Month	GLCode	0	
3	P03	2017 Actual	Mar	Month	GLCode	0	
4	P04	2017 Actual	Apr	Month	GLCode	0	
5	P05	2017 Actual	May	Month	GLCode	0	
6	P06	2017 Actual	Jun	Month	GLCode	0	
7	P07	2017 Actual	Jul	Month	GLCode	0	
8	P08	2017 Actual	Aug	Month	GLCode	0	
9	P09	2017 Actual	Aug	YTD-Avg	GLCode	0	
10	P10	2017 Actual	Aug	YTD-Avg	GLCode	0	
11	P11	2017 Actual	Aug	YTD-Avg	GLCode	0	
12	P12	2017 Actual	Aug	YTD-Avg	GLCode	0	

That's It. You're Done.