


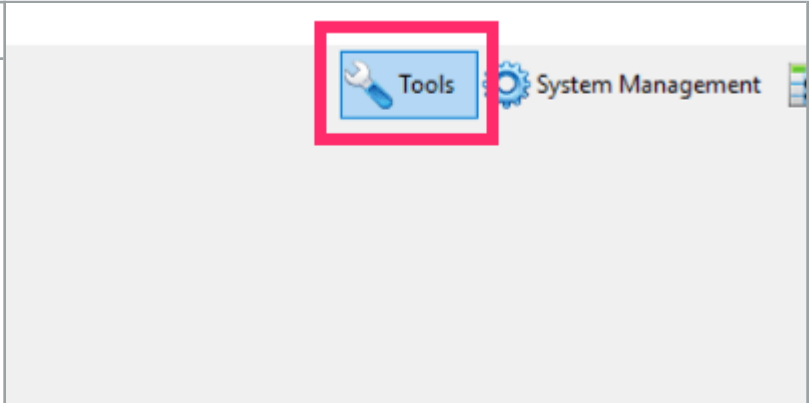
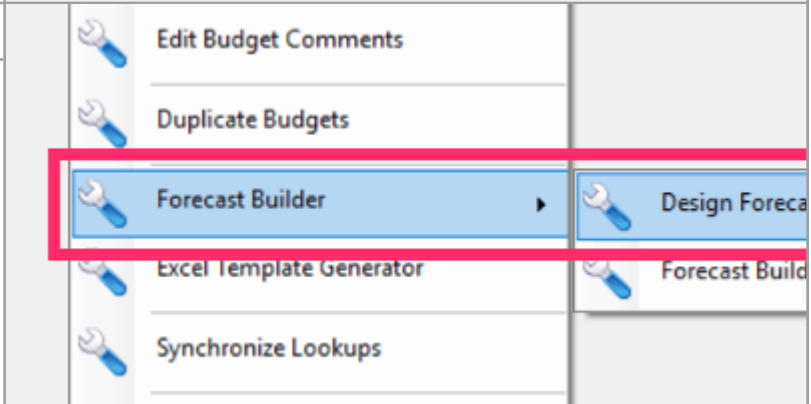
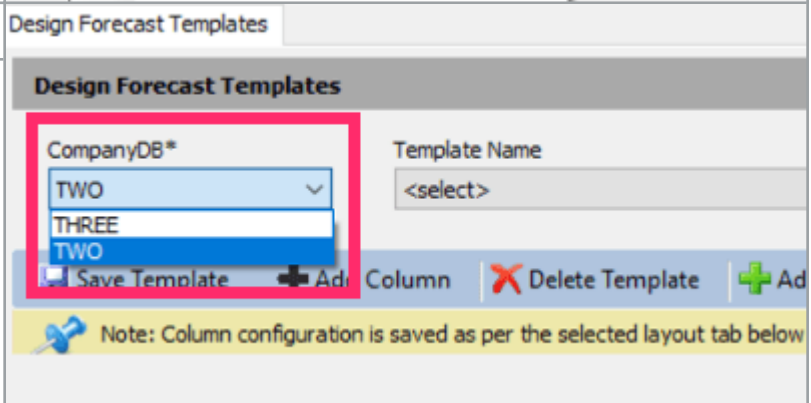
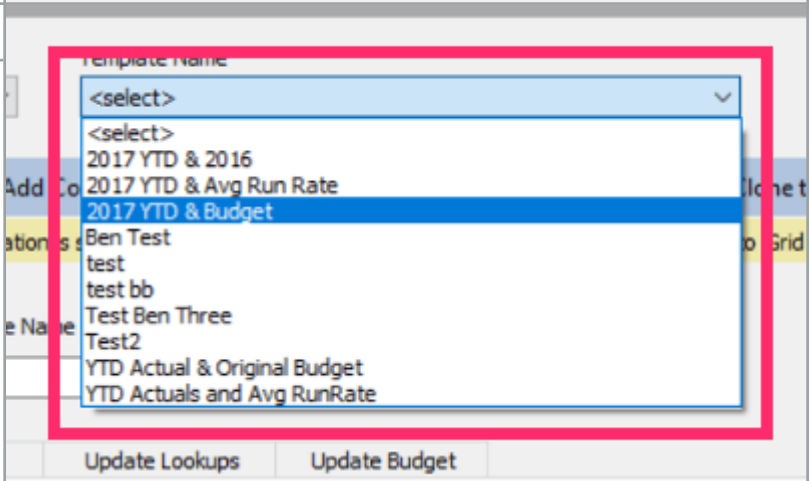
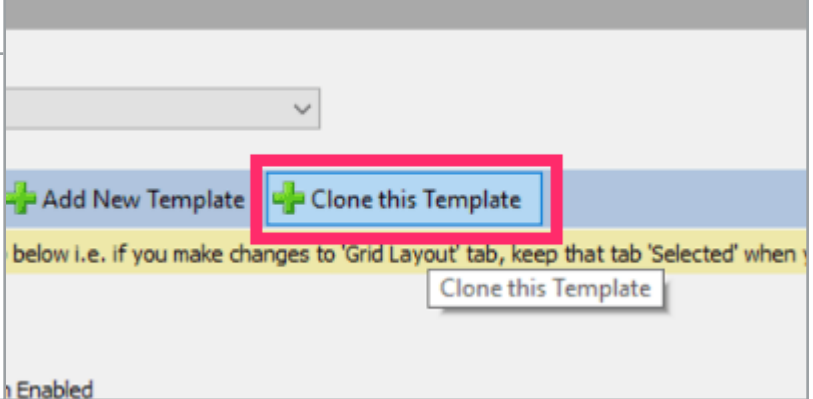
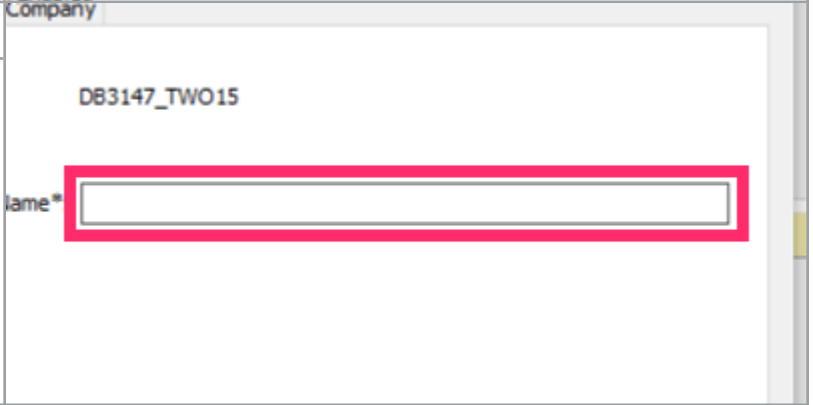
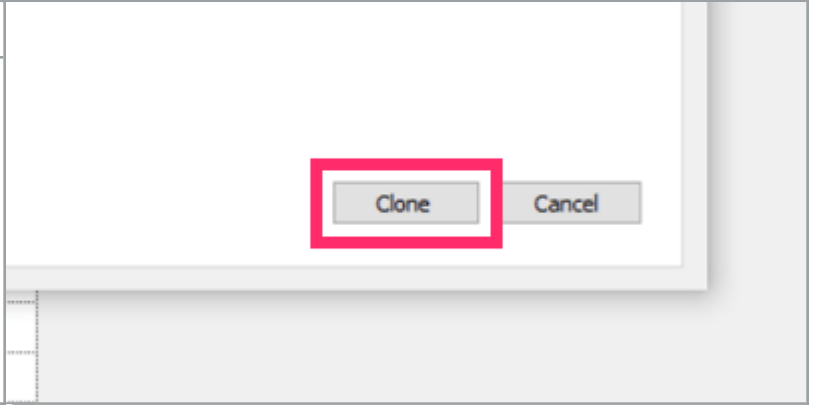
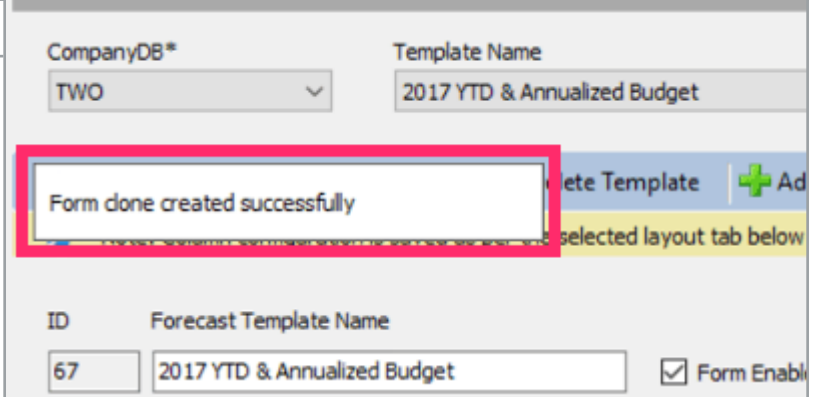


<div> <div></div> <div>Dynamic Budgets User Guide for MidYear Blending-YTD & Annualized</div> </div> <div>1</div>	<div> <div>  <div> <div>DYNAMIC™</div> <div>BUDGETS</div> </div> </div> <div>  </div> </div> <div> <div>User Guide</div> <div>for</div> <div>MidYear Blending-YTD</div> <div>Annualized</div> </div>
<div> <div></div> <div>MidYear Blending-YTD & Annualized: Module Purpose</div> </div> <div>2</div> <div> <p>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.</p> </div>	<div> <div>  <div> <div>DYNAMIC™</div> <div>BUDGETS</div> </div> </div> <div> <div>MidYear Blending-YTD</div> </div> <div> <div> <div>Purpose:</div> <div>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. When the yearly projection for potential performance is referred to as annualizing.</div> </div> </div> </div>

<p>3</p> <p>Click on Tools.</p>	
<p>4</p> <p>Click on Forecast Builder, Design Forecast Templates.</p>	
<p>5</p> <p>Click on the Company DB dropdown menu. Select a company.</p> <p>In this example, we will select TWO.</p>	
<p>6</p> <p>Click on the Template Name dropdown menu. Select a template.</p> <p>In the example, we will select 2017 YTD & Budget.</p>	

<p>7</p> <p>Click Clone this Template.</p>	
<p>8</p> <p>Click in the Forecast Template Name box. Enter the new name of the template.</p> <p>In this example, we will type 2017 YTD & Annualized Budget.</p>	
<p>9</p> <p>Click on Clone.</p>	
<p>10</p> <p>A message will appear that reads, Form clone created successfully.</p>	

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

11

P07	2017 Actual	Jul	Month
P08	2017 Actual	Aug	Month
P09	2017 Actual	Sep	Month
P10	BudgetIDDesc	Oct	Month
P11	2014 Actual	Nov	Month
P12	2015 Actual	Dec	Month
	2016 Actual		
	2017 Actual		
	2018 Actual		
	2017 Budget		
	PH Budget		

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

12

P08	2017 Actual	Aug	Month
P09	2017 Actual	Sep	Month
P10	2017 Budget	Oct	Month
P11	2017 Budget	Nov	Month
P12	2017 Budget	Dec	Month

Use shortcut:
Control V, to paste

13

P08	2017 Actual	Aug	Month
P09	2017 Actual	Sep	Month
P10	2017 Actual	Oct	Month
P11	2017 Actual	Nov	Month
P12	2017 Actual	Dec	Month


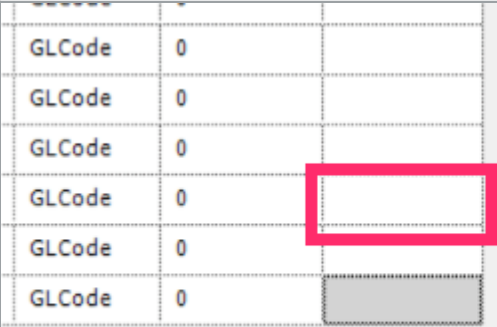

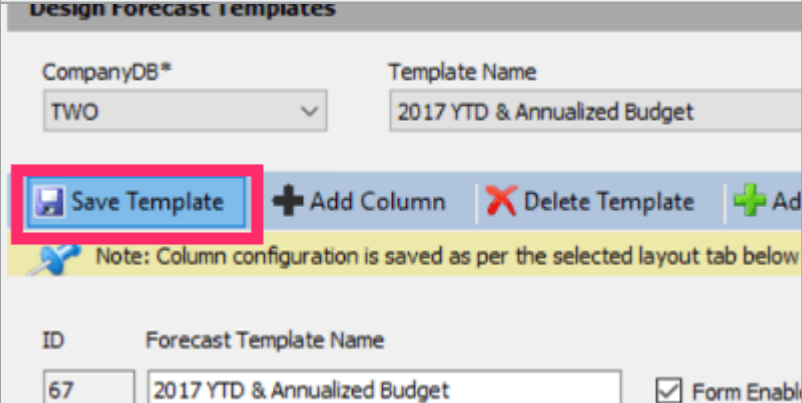

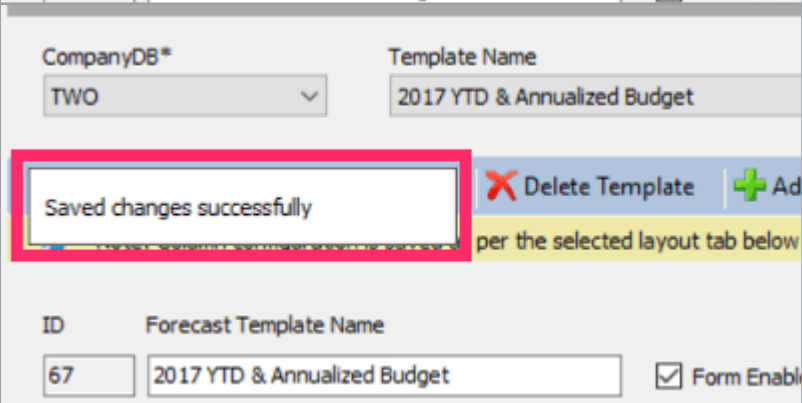

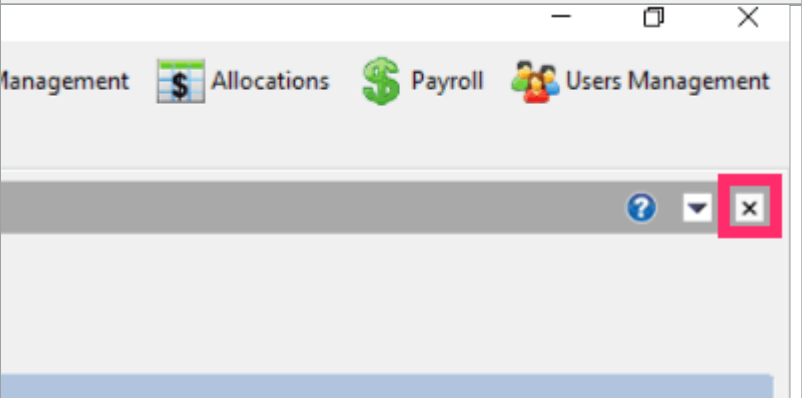
Now make August the month for the remaining months in the fiscal period column.

Use shortcut:
Control C, to copy

14

	2017 Actual	Apr	Month	GLCode	0
	2017 Actual	May	Month	GLCode	0
	2017 Actual	Jun	Month	GLCode	0
	2017 Actual	Jul	Month	GLCode	0
	2017 Actual	Aug	Month	GLCode	0
	2017 Actual	Sep	Month	GLCode	0
	2017 Actual	Oct	Month	GLCode	0
	2017 Actual	Nov	Month	GLCode	0
	2017 Actual	Dec	Month	GLCode	0

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<p> Note: If you are on a grey cell, the change is not final until you move to a white cell.</p> <p>Now Click in a white cell.</p>	19	
<p> Click on Save Template.</p>	20	
<p> A message will appears that reads, Saved changes successfully.</p>	21	
<p> Click on the X to close this screen.</p>	22	



That's It. You're Done.

23



DYNAMIC[™]
BUDGETS



That's It. You're Done.