



Dynamic Budgets User Guide
for MidYear Blending-YTD &
Avg Run Rate

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**DYNAMIC™**
BUDGETS

User Guide for MidYear Blending-YTD Avg Run Rate



MidYear Blending-YTD &
Average Run Rate: Module
Purpose

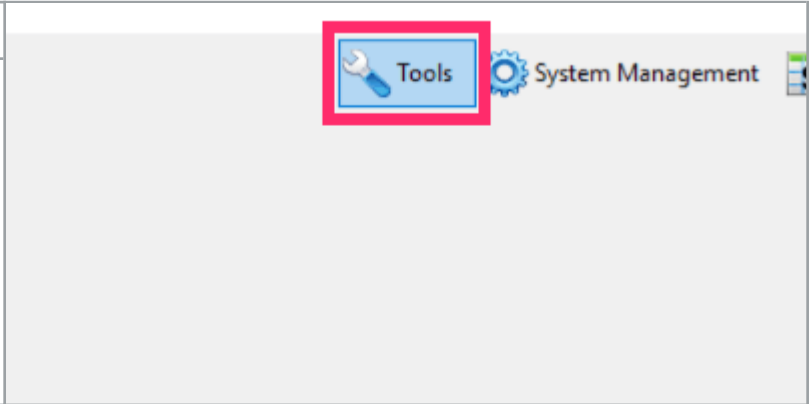
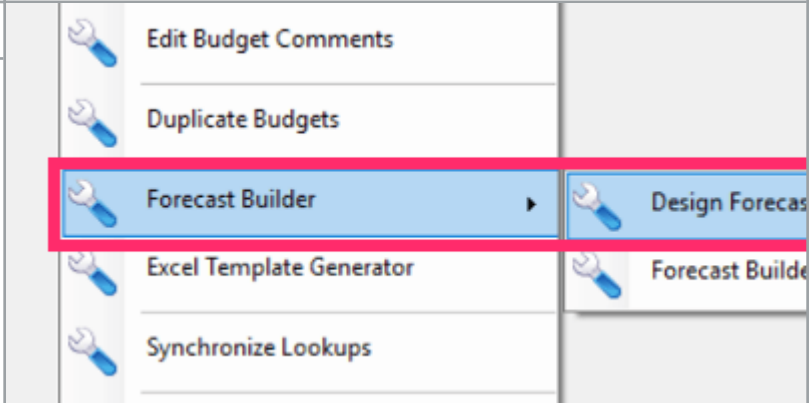
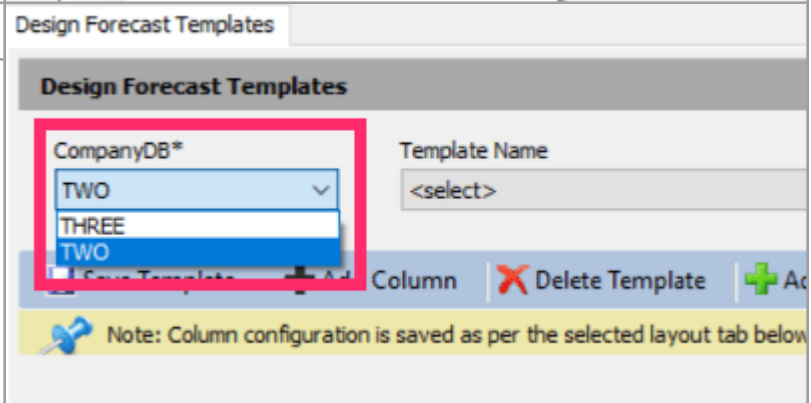
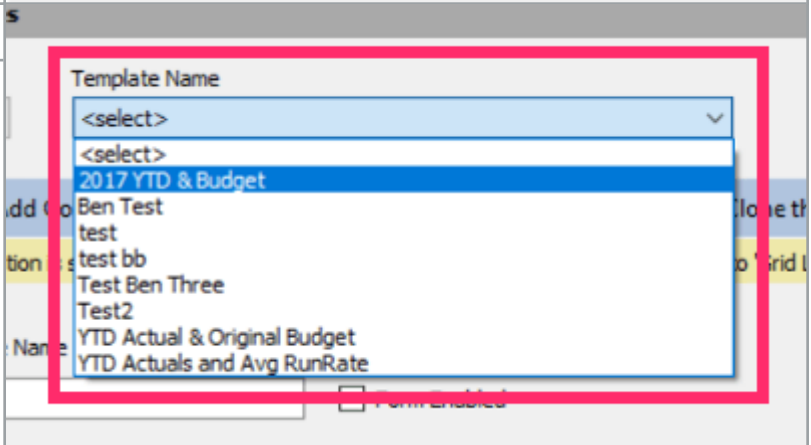
This assumption is based on
current financial information
as a predictor of future
performance. A run rate takes
current performance
information and extends it
over a longer time period.

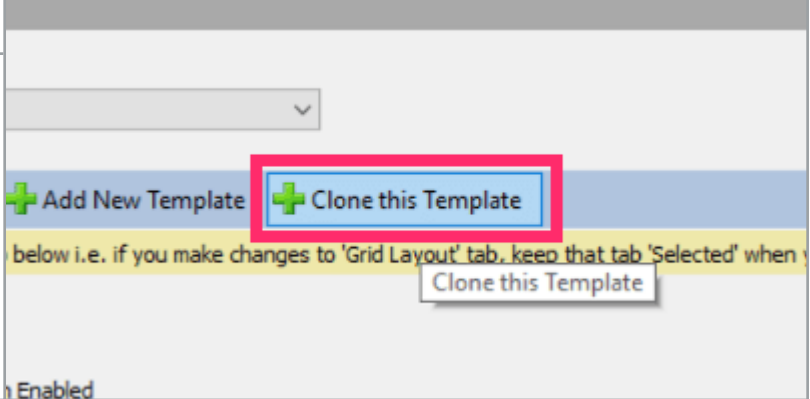
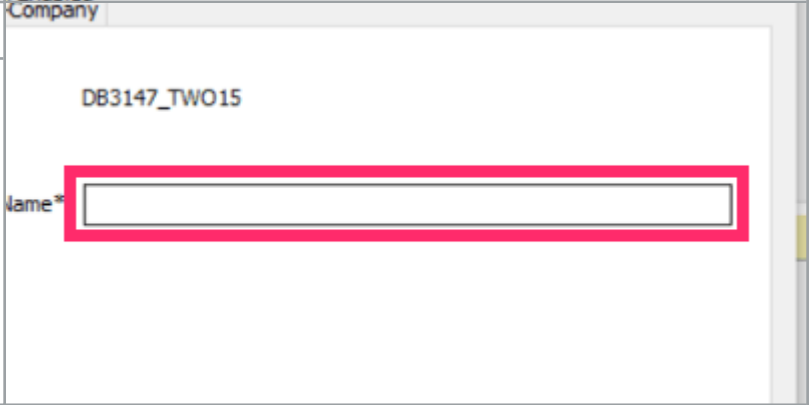
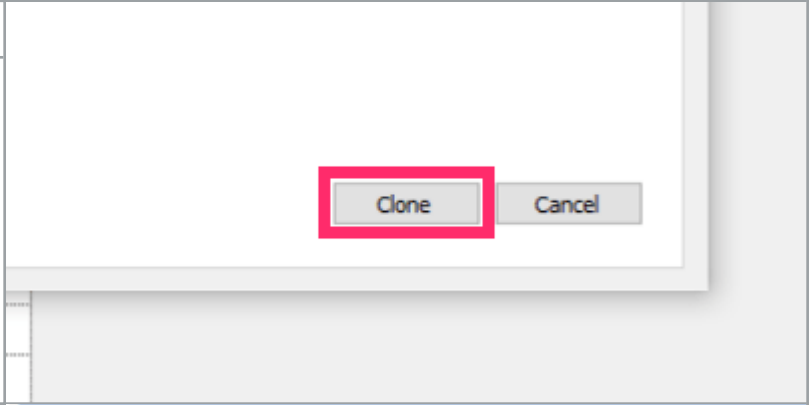
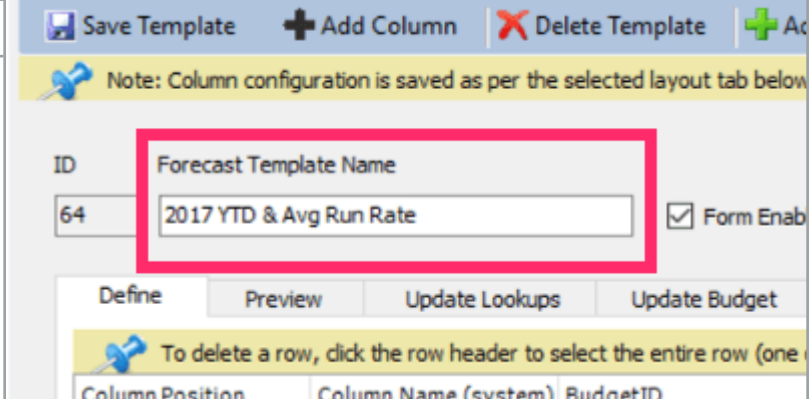
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MidYear Blending-YTD & A

Purpose: This assumption is based on
information as a predictor of future pe
takes current performance information
longer time period. Also, it can be help
performance estimates for companies
for short periods of time, such as less
newly created departments or profit ce

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

<p>7</p> <p>Click on 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 & Avg Run Rate.</p>	
<p>9</p> <p>Now click on Clone.</p>	
<p>10</p> <p>Note: Now you see the Forecast Template name has changed.</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

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	2017 Actual	Month	Month
P05	2017 Actual	May	Month
P06	2017 Actual	Jun	Month
P07	2017 Actual	Jul	Month
P08	2017 Actual	Aug	Month
P09	2017 Budget	Sep	Month
P10	2017 Budget	Oct	Month
P11	2017 Budget	Nov	Month
P12	2017 Budget	Dec	Month

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

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P07	2017 Actual	Jul	Month
P08	2017 Actual	Aug	Month
P09	2017 Budget	Sep	Month
P10	2017 Budget	Oct	Month
P11	2017 Budget	Nov	Month
P12	2017 Budget	Dec	Month

Use Shortcut:
Control V, to paste

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P07	2017 Actual	Jul	Month
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

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	2017 Actual	Month	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



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

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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



Use shortcut: **Control V, to paste**

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2017 Actual	Jul	Month	GLCode	0
2017 Actual	Aug	Month	GLCode	0
2017 Actual	Aug	Month	GLCode	0
2017 Actual	Aug	Month	GLCode	0
2017 Actual	Aug	Month	GLCode	0
2017 Actual	Aug	Month	GLCode	0




Click on the Month/YTD dropdown menu. **Select a forecast method.**

In this example, select YTD-Avg.

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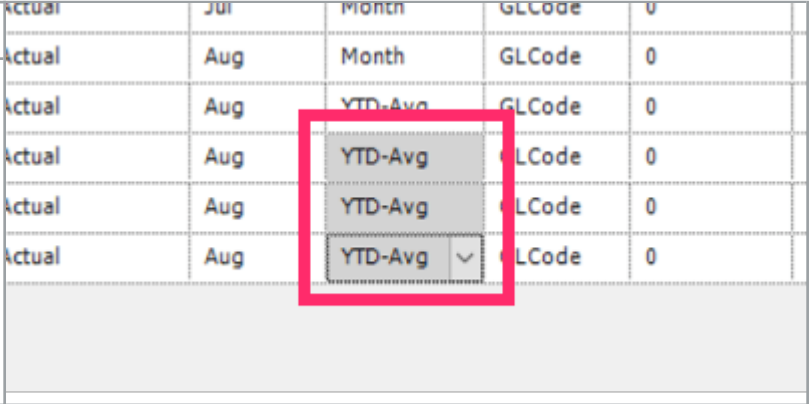



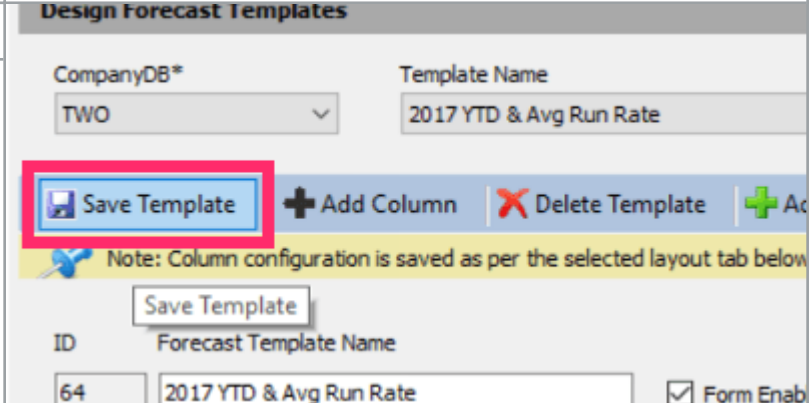

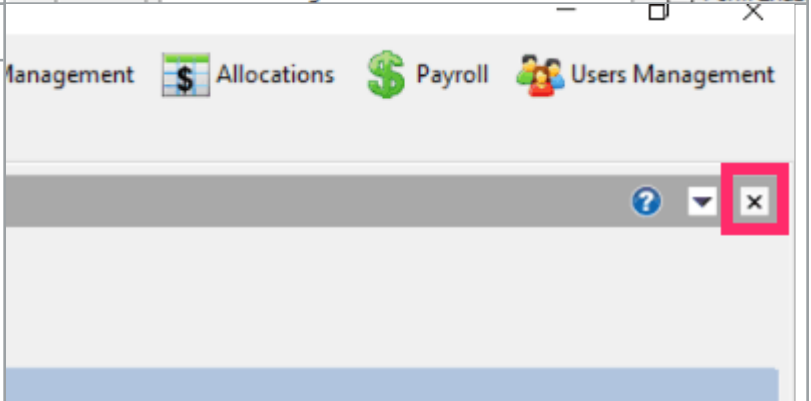
Actual	Jul	Month	GLCode	0
Actual	Aug	Month	GLCode	0
Actual	Aug	YTD-Avg	GLCode	0
Actual	Aug	Name	GLCode	0
Actual	Aug	Month	GLCode	0
Actual	Aug	QTD	GLCode	0
Actual	Aug	YTD	GLCode	0
		YTD-Avg		
		FullYear		



Click in the Month/YTD cell for period 10, **shift, down arrow** to capture through period 12.

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Actual	Jul	Month	GLCode	0
Actual	Aug	Month	GLCode	0
Actual	Aug	YTD-Avg	GLCode	0
Actual	Aug	Month	GLCode	0
Actual	Aug	Month	GLCode	0
Actual	Aug	Month	GLCode	0

<p>19</p> <p> Use shortcut: Control V, to paste</p>	
<p>20</p> <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>	
<p>21</p> <p> Click on Save Template.</p>	
<p>22</p> <p> Click on the X to close this screen.</p>	



That's It. You're Done.

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That's It. You're Done.