

zgidwani

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BUDGETS	Dynamic Budgets User Guide for MidYear Blending-YTD & Budget	Ð
User Guid		
for		
MidYear Blending-Y		
	2 MidYear Blending-YTD & Budget: Module Purpose	•
BUDGETS	This assumption is based on current financial information along with budget data to create estimates as a predictor	
MidYear Blending-YT	of future performance.	
<u><i>Purpose:</i></u> This assumption is based of		
information along with budget data to predictor of future performance.		
Tools System Management	Click on Tools.	
		U

## UG-MidYear Blending-YTD & Budget

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	Click on Forecast Builder,	4	Edit Budget Comments
	Design Forecast Templates.		Ouplicate Budgets
			Forecast Builder
			Excel Template Generator Forecast Build
			Synchronize Lookups
Ð	Click on the dropdown menu for CompanyDB.	5	Design Forecast Templates Design Forecast Templates
	In this example, select TWO.		CompanyDB* Two THREE TWO Save Template Add Column C
		6	
Ð	Click on Add New Template.	6	e Name
			The selected layout tab below i.e. if you make changes to 'Grid Layout' tab, ke Add New Template
O	Click in the Forecast Template Name box. Enter the new name of the template. In this example, we will type	7	DB3147_TWO15
	2017 YTD & Budget.		



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O	Click on Add New.	8	-								
								Add New		Cancel	
							L	Addition		Carloci	
	Note: Leave D00 blank with pa	9				THE G	ounger			C	J rom choose
$\overline{\odot}$	Note: Leave P00 blank with no budgetid or fiscal period			Defin	e	Prev	view	Update	Lookups	s Upda	te Budget
	selected unless you have a 13-			-	To de	elete a r	ow. click	the row he	ader to s	select the enti	ire row (one or
	month fiscal period.			Colum	n Posit	ion	Colu	mn Name (s	system)	BudgetID	
	Only define parameters for				1		P00				
	period 1 through period 12.				2		P01				~
	When you save the template				3		P02				
	P00 will not display.			•	4		P03				
		10			ame (s	ystem)	Buage			FISCAI PERIOD	Month / YID
	Click on the BudgetID L dropdown menu. Select a			00							Month
	budget description.			01					~	an	Month
	In this example, select 2017			02			2014	getIDDesc Actual	, î	eb	Month
	Actual.			03			2015		-	lar	Month
			P	04			2016			pr	Month
			P	05			2017		-	lay	Month
			P	06				Budget	-	un	Month
			P	07			PH Bu	-		ul	Month
				08			Test 2	018 Bud	~	ug	Month
				09			-			ер	Month
		11	iew	L L	Jpdate	Lookup	s	Update Bud	get	0.4	Month
	In this example, the books are closed through August		ow, c	lick the r	ow hea	ader to	select th	e entire row	(one or	r multiple) and	l then hit the D
Ŭ	2017. We need to add		C	olumn N	ame (s	system)	) Budge	tID		Fiscal Period	Month / YTD
	budgetid 2017 actual to January through August then		F	200						0	Month
	change the budgetid to 2017		F	201			2017	Actual	~	lan	Month
	Budget for the remaining months in the fiscal period.		F	202						Feb	Month
			F	P03						Mar	Month
	Use Shortcut: Control C, to copy		F	P04						Apr	Month
	сопиотс, ю сору		E	200						May	Month



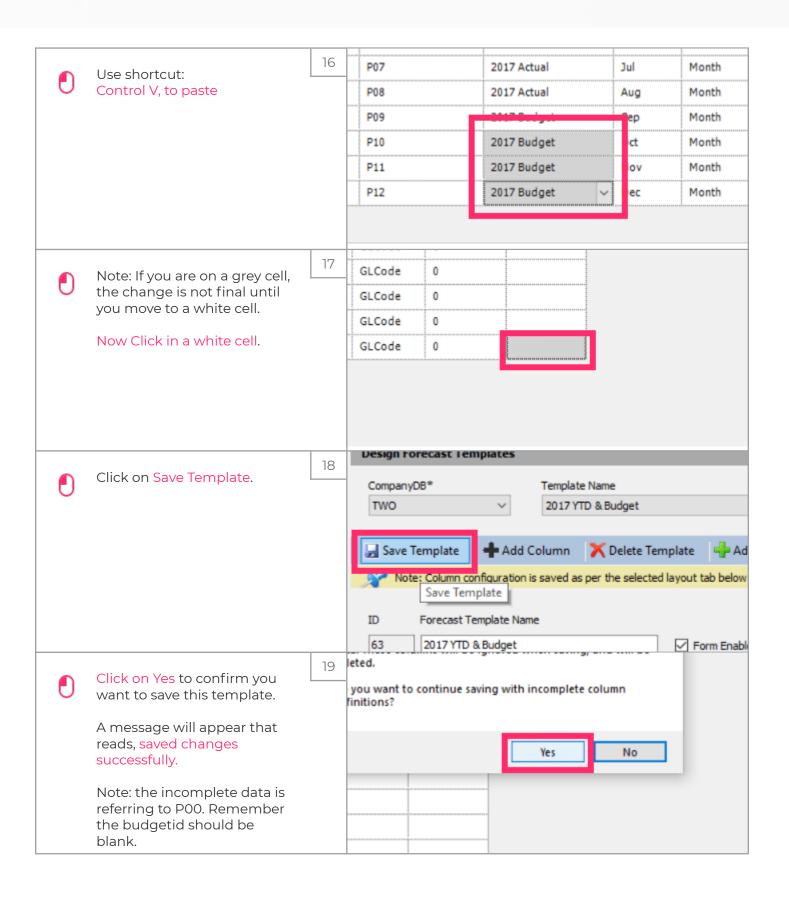
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			1	1		
Click in the budgetid cell for February, shift, down arrow to capture through August.	February, shift, down arrow to	12	P01	2017 Actual	Jan	Month
			P02	~	Feb	Month
	-	P03		Mar	Month	
			P04		Apr	Month
			P05		Мау	Month
			P06		Jun	Month
			P07		Jul	Month
			P08	~	Aug	Month
			P09		Sep	Month
		13	P01	2017 Actual	Jan	Month
	Use shortcut: Control V, to paste		P02	2017 Actual	Feb	Month
Ŭ	Control V, to paste	-	P03	2017 Actual	Mar	Month
		-	P04	2017 Actual	Apr	Month
		-	P05	2017 Actual	May	Month
		-	P06	2017 Actual	Jun	Month
		-	P07	2017 Actual	Jul	Month
		-	P08	2017 Actual	Aug	Month
			P09	2017 Actual •	Sep	Month
		1/	1.02	EOT/ Account	1107	rionen
	Click on the BudgetID dropdown menu. Select a budget description.	14	P06	2017 Actual	Jun	Month
<ul> <li>dropdown menu. Select a budget description.</li> <li>In this example, select 2017</li> <li>Budget for the month of</li> </ul>			P07	2017 Actual	Jul	Month
			P08	2017 Actual	Aug	Month
		P09	2017 Budget 🗸 🗸	Sep	Month	
	September.		P10		Oct	Month
			P11		Nov	Month
			P12		Dec	Month
		15	105	LOTI ACCOUNT		monen
	In this example, the books are closed through August 2017. We need to change the	15	P06	2017 Actual	Jun	Month
2017. We need to budgetid to 2011			P07	2017 Actual	Jul	Month
	budgetid to 2017 Budget for		P08	2017 Actual	Aug	Month
	the remaining months in the fiscal period.		P09	2017 Budget 🗸 🗸	Sep	Month
			P10		Oct	Month
	Use Shortcut: Control C, to copy	-	P11		Nov	Month
		-	P12		Dec	Month

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## UG-MidYear Blending-YTD & Budget

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	Note: P00 row has been removed after you saved the	20		Define	2	Preview	N	Update L	ookups	Updat	e Budget
$\overline{\odot}$				- 🍫	ect the entir	re row (one o					
	template.			Column	Posit	tion	Colur	nn Name (sy	stem) B	udgetID	
					1		P01	*****		2017 Actual	*****
				2	2		P02		1	2017 Actual	
				3	3		P03		1	2017 Actual	
					•		PUT		4	2017 ACCUAI	
				5	5		P05		3	2017 Actual	
		21							-	0	×
	Click on the X to close this screen.	L	lana	gement	\$	Allocatio	ns	💲 Payroll	- <b>25</b> (	Users Mana	agement
								-	_		
				_	-	_	-		-	0	- 62
										0	▼ ×
		22									
	That's It. You're Done.	L							114	Titles No. 1	
						DYI	N٨	AMI		1AL	
					5	BU		GETS		Contraction of the second	<b>b</b>
				Т	'h:	aťs	It	Yo	u'r	e Do	one.
						400					