
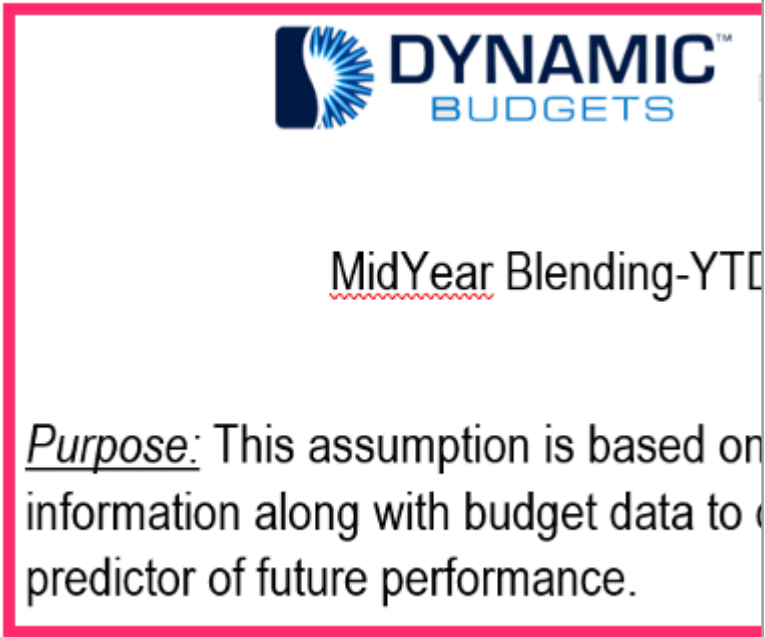
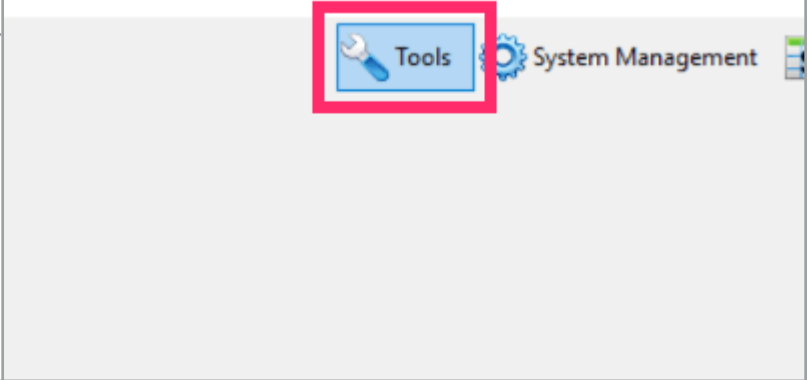
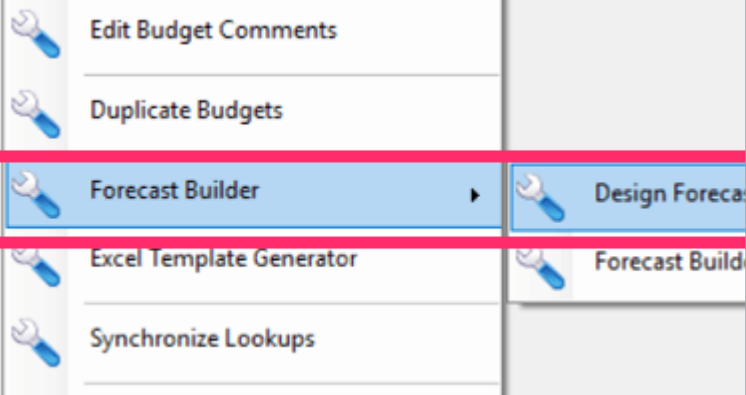
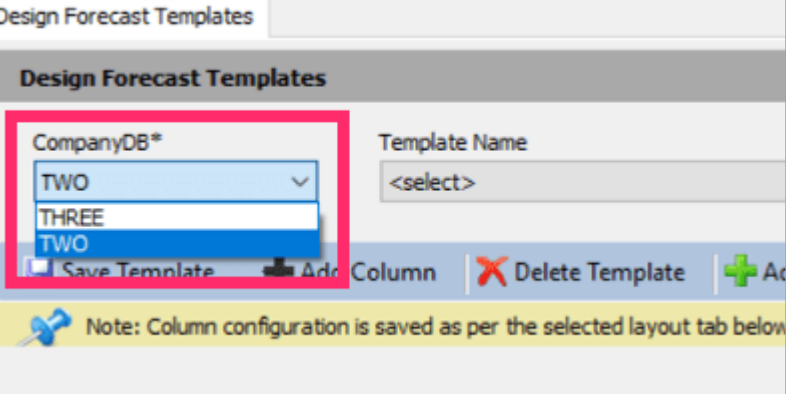
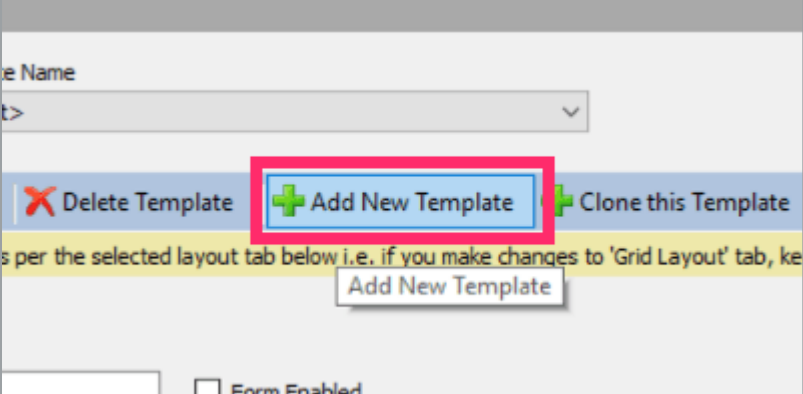
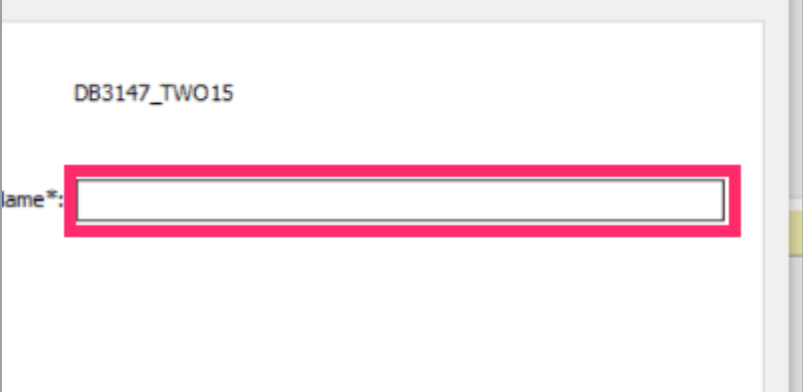

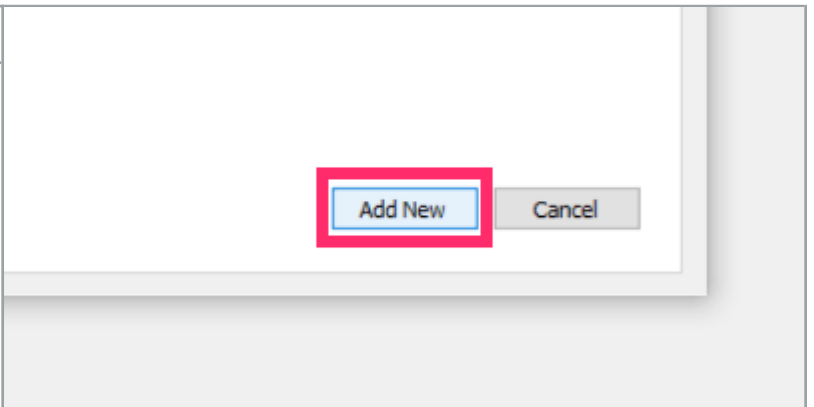



<div data-bbox="124 309 161 360"></div> <div data-bbox="202 304 603 398"><p>Dynamic Budgets User Guide for MidYear Blending-YTD &amp; Budget</p></div>	<div data-bbox="655 277 699 322">1</div> <div data-bbox="734 309 1516 824"></div>
<div data-bbox="119 909 165 960"></div> <div data-bbox="202 904 539 965"><p>MidYear Blending-YTD &amp; Budget: Module Purpose</p></div> <div data-bbox="202 999 614 1160"><p>This assumption is based on current financial information along with budget data to create estimates as a predictor of future performance.</p></div>	<div data-bbox="655 875 699 920">2</div> <div data-bbox="748 907 1516 1541"></div>
<div data-bbox="124 1628 161 1680"></div> <div data-bbox="202 1624 391 1653"><p>Click on <b>Tools</b>.</p></div>	<div data-bbox="655 1597 699 1641">3</div> <div data-bbox="705 1608 1516 1986"></div>

<p>Click on <b>Forecast Builder</b>, <b>Design Forecast Templates</b>.</p>	<p>4</p> 
<p>Click on the dropdown menu for <b>CompanyDB</b>.</p> <p>In this example, select <b>TWO</b>.</p>	<p>5</p> 
<p>Click on <b>Add New Template</b>.</p>	<p>6</p> 
<p>Click in the Forecast Template Name box. <b>Enter the new name of the template</b>.</p> <p>In this example, we will type <b>2017 YTD &amp; Budget</b>.</p>	<p>7</p> 

 Click on **Add New**.

8

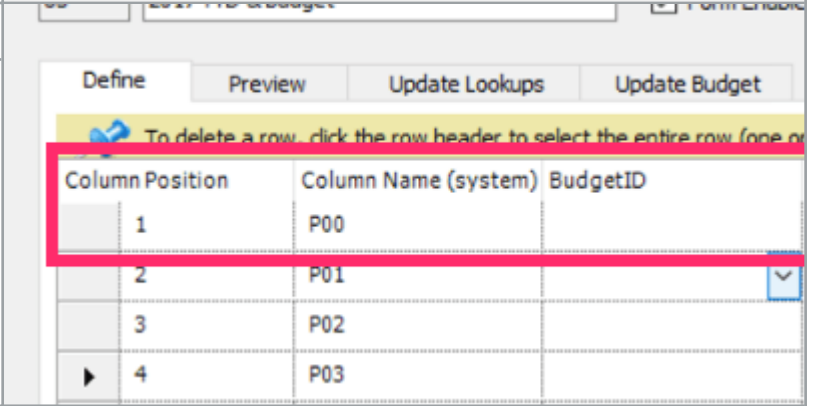



 Note: **Leave P00 blank** with no budgetid or fiscal period selected unless you have a 13-month fiscal period.

Only define parameters for period 1 through period 12.

**When you save the template P00 will not display.**

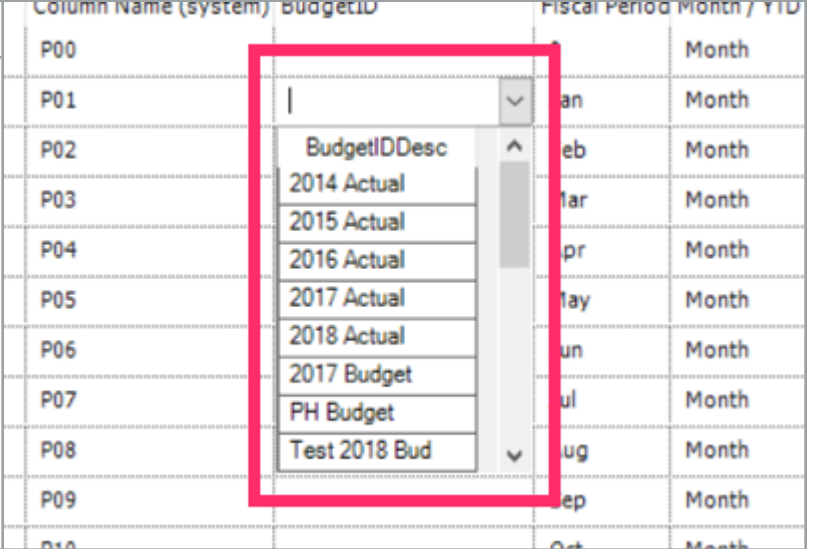
9




 Click on the BudgetID dropdown menu. Select a **budget description**.

In this example, select **2017 Actual**.

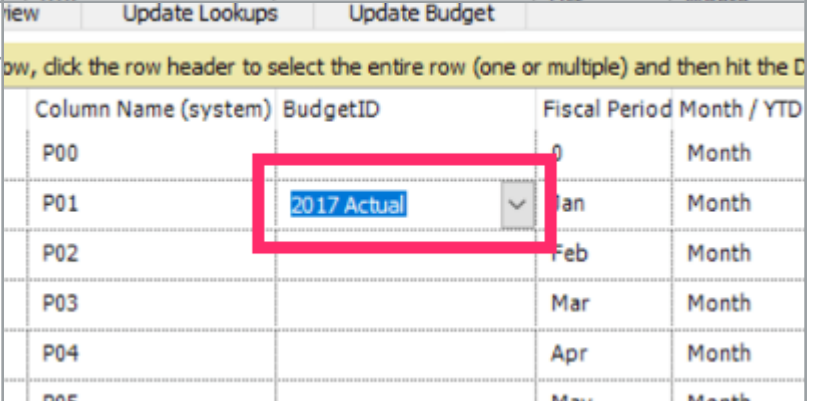
10



 In this example, the books are closed through August 2017. We need to **add budgetid 2017 actual** to January through August then **change the budgetid to 2017 Budget** for the remaining months in the fiscal period.

Use Shortcut:  
**Control C, to copy**

11



Click in the budgetid cell for February, **shift, down arrow** to capture through August.

12

P01	2017 Actual	Jan	Month
P02		Feb	Month
P03		Mar	Month
P04		Apr	Month
P05		May	Month
P06		Jun	Month
P07		Jul	Month
P08		Aug	Month
P09		Sep	Month

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

13

P01	2017 Actual	Jan	Month
P02	2017 Actual	Feb	Month
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		Sep	Month

Click on the BudgetID dropdown menu. Select a **budget description**.

In this example, select **2017 Budget** for the month of September.

14

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

In this example, the books are closed through August 2017. We need to **change the budgetid to 2017 Budget** for the remaining months in the fiscal period.

Use Shortcut:  
**Control C, to copy**

15

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

Use shortcut:  
Control V, to paste

16

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

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.

17

GLCode	0
GLCode	0
GLCode	0
GLCode	0

Click on Save Template.

18

**Design Forecast Templates**

CompanyDB\*

Template Name

TWO

2017 YTD & Budget

Save Template

+ Add Column

X Delete Template

+ Add

Note: Column configuration is saved as per the selected layout tab below

Save Template

ID

Forecast Template Name

63

2017 YTD & Budget

☒ Form Enabled

Click on Yes to confirm you  
want to save this template.

A message will appear that  
reads, saved changes  
successfully.

Note: the incomplete data is  
referring to P00. Remember  
the budgetid should be  
blank.

19

leted.

you want to continue saving with incomplete column  
definitions?

Yes

No

6 of 6