Dynamic Budgets User Guide for MidYear Blending-YTD & Prior Year

Midyear Blending-YTD & Prior Year: Module Purpose This assumption is based on current financial information along with prior year financial information to create estimates as a predictor of future performance.
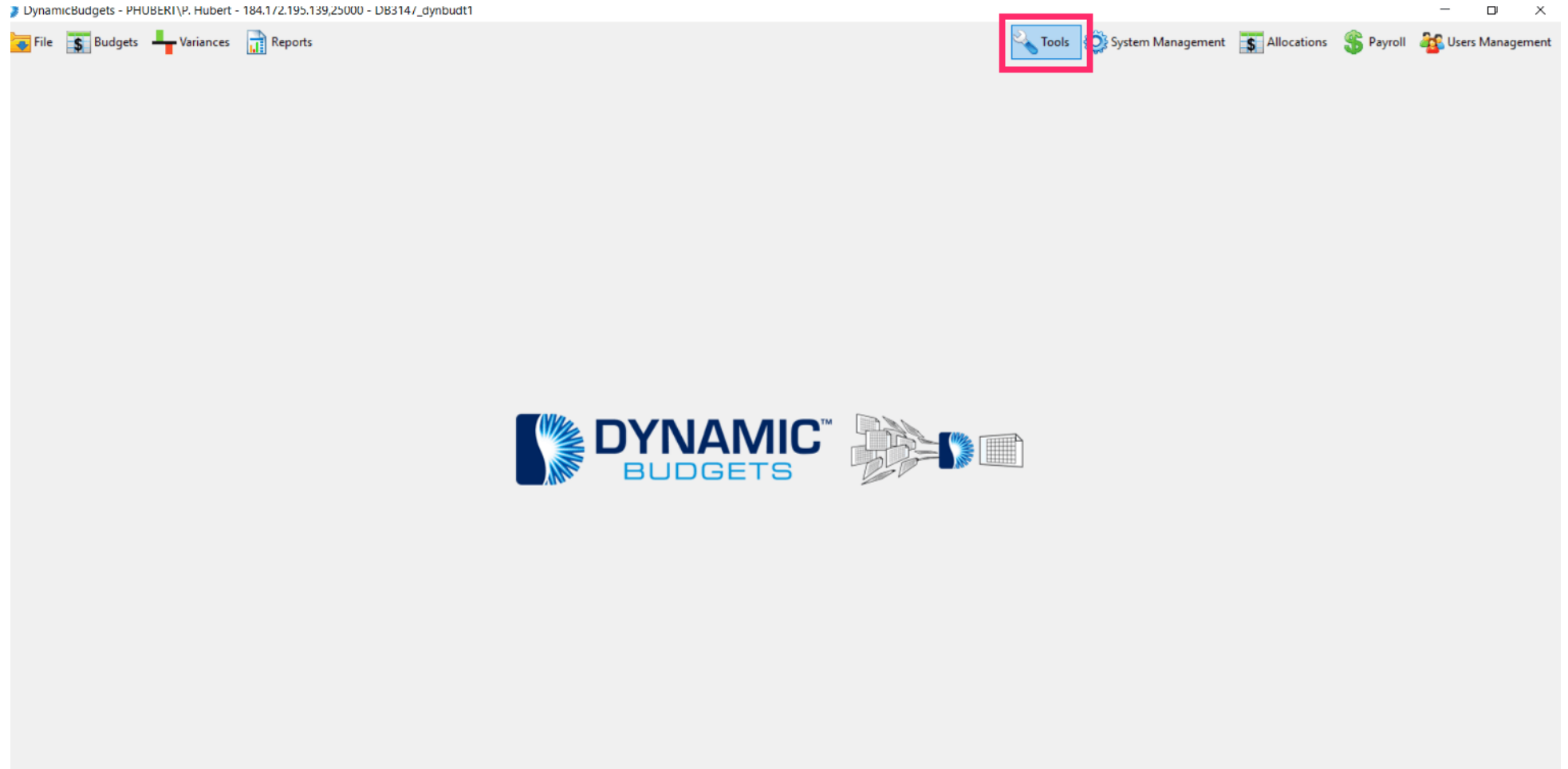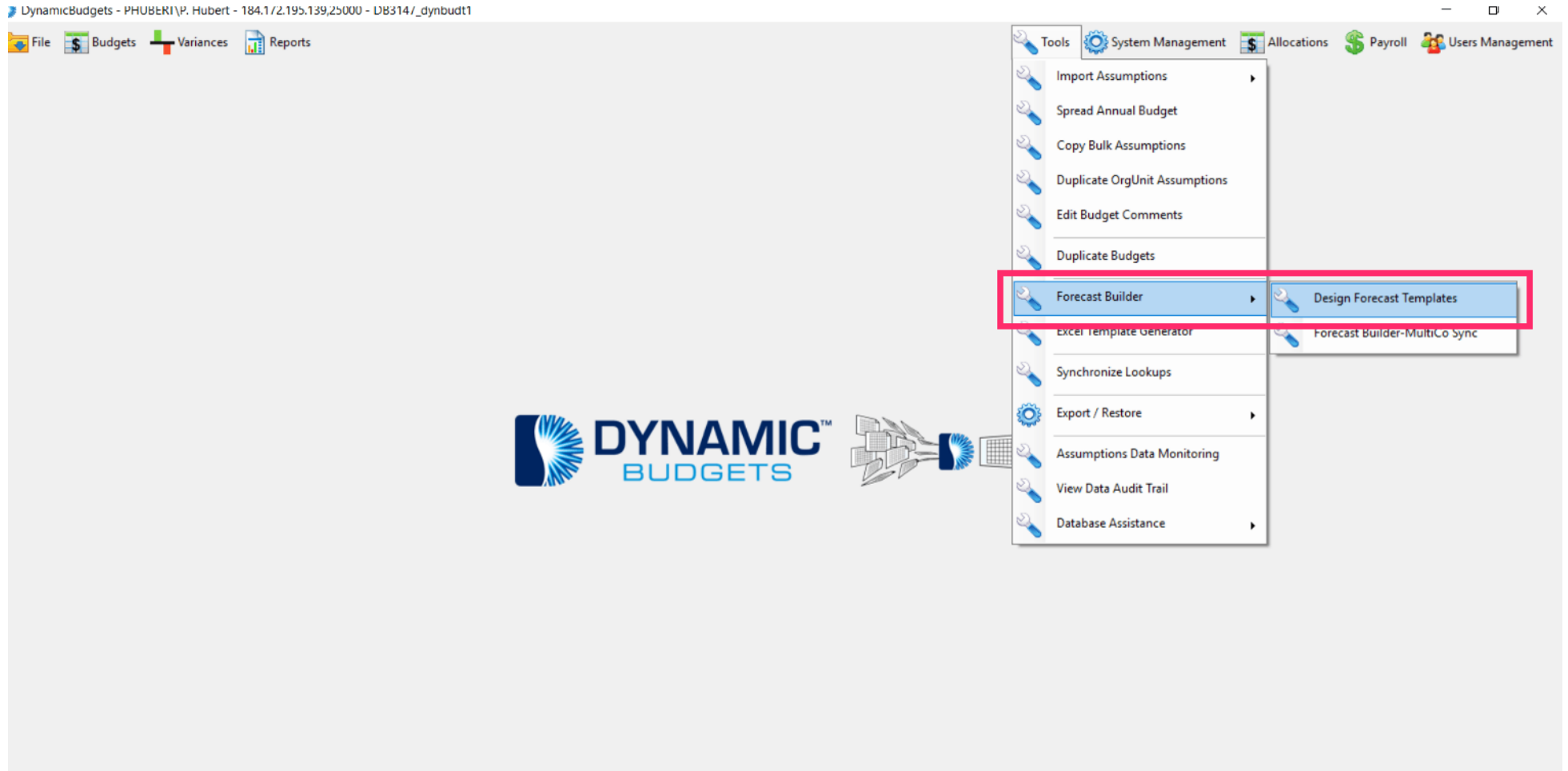
MidYear Blending-YTD & Prior Year

Purpose: This assumption is based on current financial information along with prior year financial information to create estimates as a predictor of future performance.

Click on Tools.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynbudt1

File   Budgets   Variances   Reports   Tools   System Management   Allocations   Payroll   Users Management

DYNAMIC™
BUDGETS

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 on 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 & 2016.

Click on Clone.

Note: Now you see the Forecast Template name has changed.

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

Design Forecast Templates

Design Forecast Templates

CompanyDB*: TWO

Template Name: 2017 YTD & 2016

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: 66

Forecast Template Name: 2017 YTD & 2016   ☑ 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 Budget	Sep	Month	GLCode	0
10	P10	2017 Budget	Oct	Month	GLCode	0
11	P11	2017 Budget	Nov	Month	GLCode	0
12	P12	2017 Budget	Dec	Month	GLCode	0

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 2016 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

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.

Click on the X to close this screen.

That's It. You're Done.