



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



# 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.

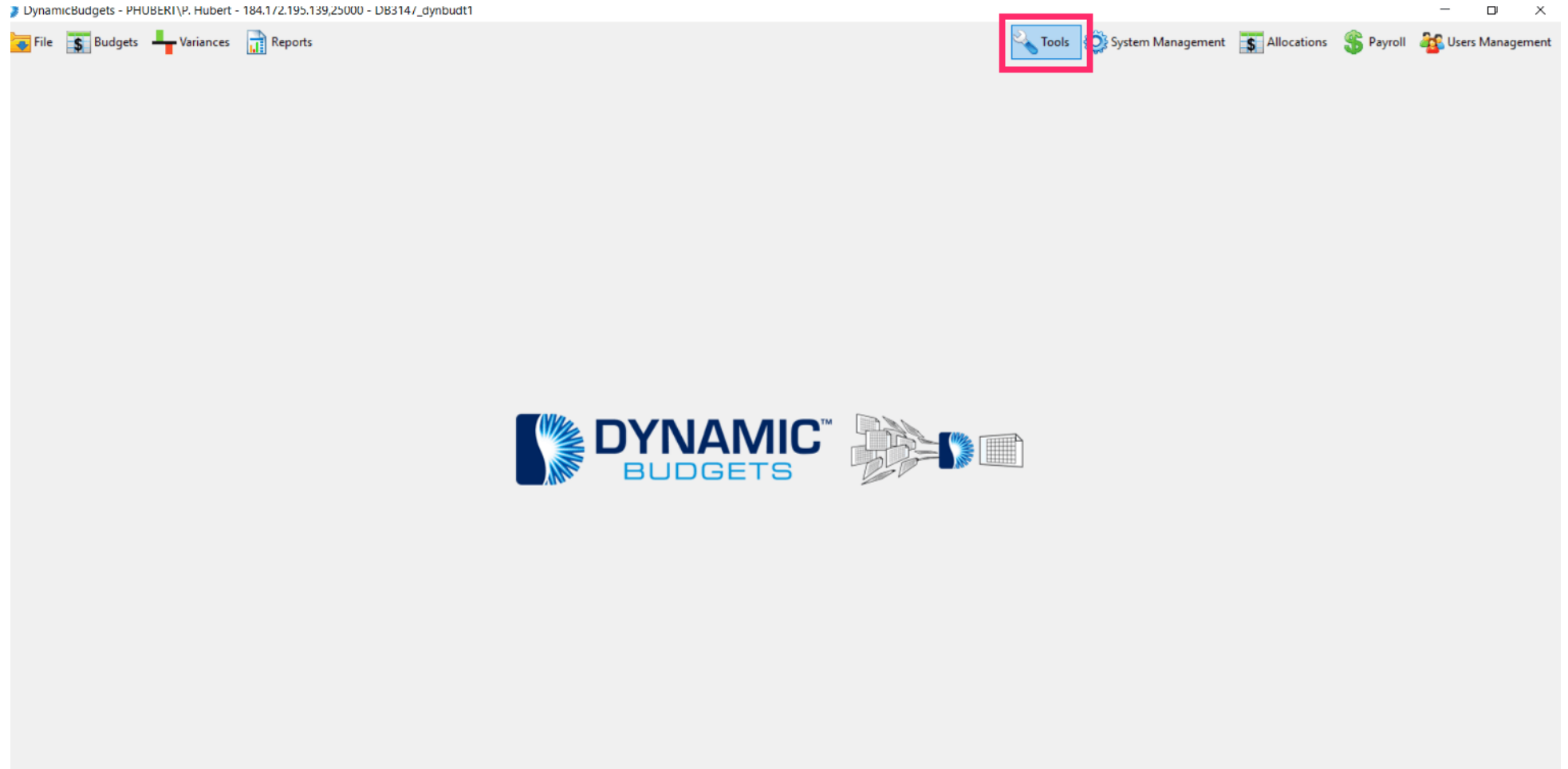


### MidYear Blending-YTD & Prior Year

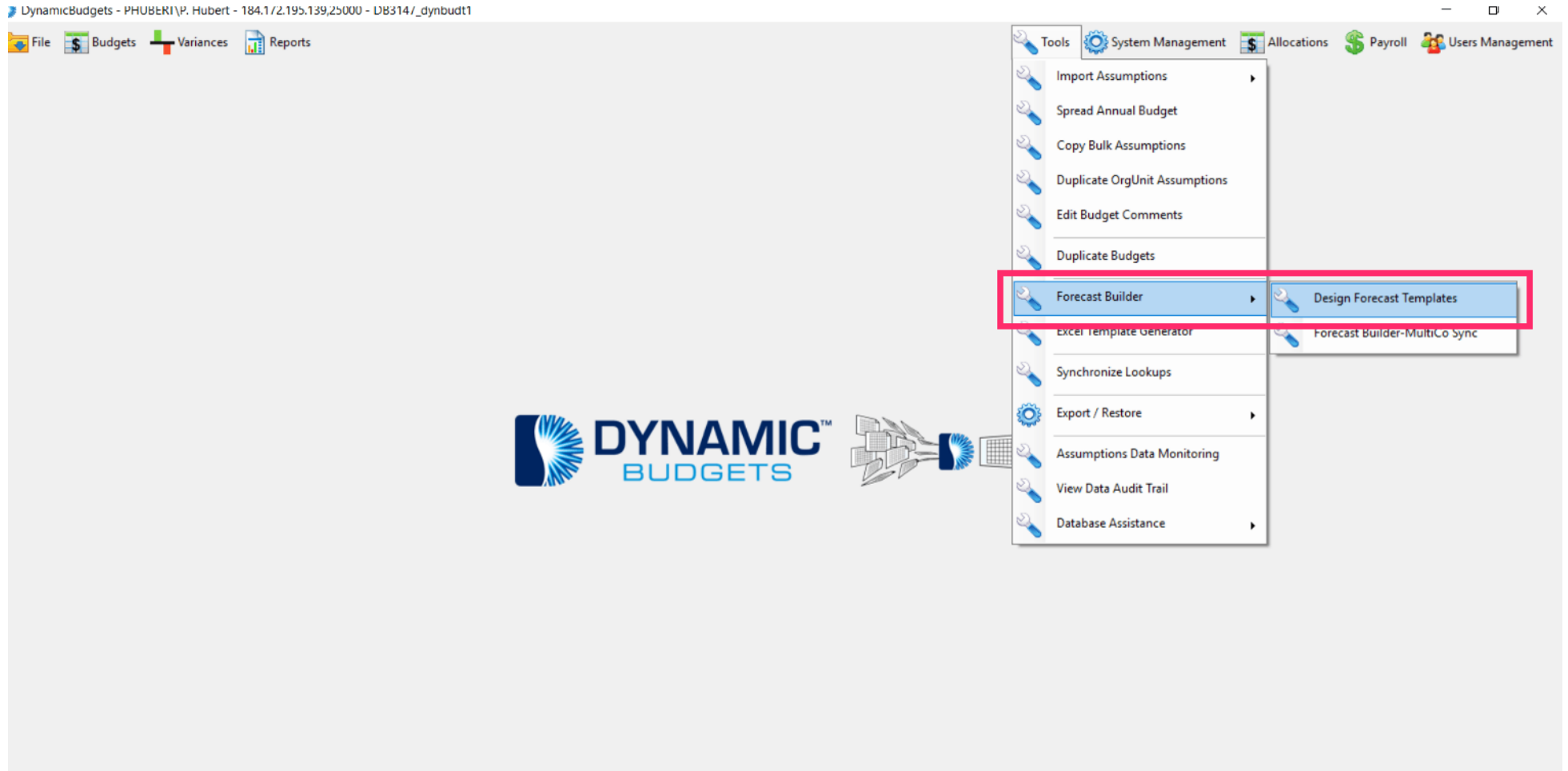
Purpose: This assumption is based on current financial information along with prior year financial information to create estimates as a predictor of future performance.



Click on **Tools**.



Click on **Forecast Builder, Design Forecast Templates.**





Click on the **Company DB** dropdown menu. Select a company. In this example, we will select **TWO**.

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### Design Forecast Templates

CompanyDB\* **TWO** Template Name 2017 YTD & Budget

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 Forecast Template Name

63 2017 YTD & Budget ☒ 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	



Click on the **Template Name** dropdown menu. Select a template. In the example, we will select **2017 YTD & Budget**.

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Design Forecast Templates

Design Forecast Templates

CompanyDB\* TWO

Template Name

- <select>
- <select>
- 2017 YTD & Annualized
- 2017 YTD & Avg Run Rate
- 2017 YTD & Budget
- Ben Test
- test
- test bb
- Test Ben Three
- Test2
- YTD Actual & Original Budget
- YTD Actuals and Avg RunRate

Save Template + Add Note: Column configuration Ben Test test test bb Test Ben Three Test2 YTD Actual & Original Budget YTD Actuals and Avg RunRate

ID Forecast Template Name

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
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Click on **Clone this Template.**

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Design Forecast Templates

**Design Forecast Templates**

CompanyDB\* TWO Template Name 2017 YTD & Budget

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 Forecast Template Name 63 2017 YTD & Budget ☒ 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

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1	P01	2017 Actual	Jan	Month	GLCode	0	
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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	



Click in the Forecast Template Name box. Enter the new name of the template. In this example, we will type **2017 YTD & 2016**.

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Design Forecast Templates

Design Forecast Templates

CompanyDB\* TWO Template Name 2017 YTD & Budget

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

ID Forecast Template Name

63 2017 YTD & Budget ☒ 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

Column Position	Column Name (system)	BudgetID	Fiscal Period	Month / YTD	Report Level
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4	P04	2017 Actual	Apr	Month	GLCode
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6	P06	2017 Actual	Jun	Month	GLCode
7	P07	2017 Actual	Jul	Month	GLCode
8	P08	2017 Actual	Aug	Month	GLCode
9	P09	2017 Budget	Sep	Month	GLCode
10	P10	2017 Budget	Oct	Month	GLCode
11	P11	2017 Budget	Nov	Month	GLCode
12	P12	2017 Budget	Dec	Month	GLCode

Clone Forecast Template

Single Company Multi-Company

CompanyDB: DB3147\_TWO15

Forecast Template Name\*

Clone Cancel





Click on **Clone**.

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Design Forecast Templates

Design Forecast Templates

CompanyDB\* TWO Template Name 2017 YTD & Budget

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

ID Forecast Template Name

63 2017 YTD & Budget ☒ 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

Column Position	Column Name (system)	BudgetID	Fiscal Period	Month / YTD	Report Level
1	P01	2017 Actual	Jan	Month	GLCode
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4	P04	2017 Actual	Apr	Month	GLCode
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6	P06	2017 Actual	Jun	Month	GLCode
7	P07	2017 Actual	Jul	Month	GLCode
8	P08	2017 Actual	Aug	Month	GLCode
9	P09	2017 Budget	Sep	Month	GLCode
10	P10	2017 Budget	Oct	Month	GLCode
11	P11	2017 Budget	Nov	Month	GLCode
12	P12	2017 Budget	Dec	Month	GLCode

Clone Forecast Template

Single Company Multi-Company

CompanyDB: DB3147\_TWO15

Forecast Template Name\*:

Clone Cancel

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

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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**

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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 Forecast Template Name  
66 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	
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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	2016 Actual	Sep	Month	GLCode	0	
10	P10	BudgetIDDesc	Oct	Month	GLCode	0	
11	P11	2014 Actual	Nov	Month	GLCode	0	
12	P12	2015 Actual	Dec	Month	GLCode	0	

BudgetIDDesc  
2014 Actual  
2015 Actual  
2016 Actual  
2017 Actual  
2018 Actual  
2017 Budget  
PH Budget  
Test 2018 Bud



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

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### 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
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5	P05	2017 Actual	May	Month	GLCode	0	
6	P06	2017 Actual	Jun	Month	GLCode	0	
7	P07	2017 Actual	Jul	Month	GLCode	0	
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10	P10	2017 Budget	Oct	Month	GLCode	0	
11	P11	2017 Budget	Nov	Month	GLCode	0	
12	P12	2017 Budget	Dec	Month	GLCode	0	



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

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### 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

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Define Preview Update Lookups Update Budget

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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	2016 Actual	Sep	Month	GLCode	0	
10	P10	2016 Actual	Oct	Month	GLCode	0	
11	P11	2016 Actual	Nov	Month	GLCode	0	
12	P12	2016 Actual	Dec	Month	GLCode	0	



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.**

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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 Forecast Template Name

66 2017 YTD & 2016 ☒ Form Enabled

Define Preview Update Lookups Update Budget

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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	2016 Actual	Sep	Month	GLCode	0
10	P10	2016 Actual	Oct	Month	GLCode	0
11	P11	2016 Actual	Nov	Month	GLCode	0
12	P12	2016 Actual	Dec	Month	GLCode	0



Click on **Save Template.**

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Design Forecast Templates

**Design Forecast Templates**

CompanyDB\* TWO Template Name 2017 YTD & 2016

**Save Template** + Add Column X 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

Save Template

ID Forecast Template Name

66 2017 YTD & 2016 ☒ Form Enabled

Define Preview Update Lookups Update Budget

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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	2016 Actual	Sep	Month	GLCode	0	
10	P10	2016 Actual	Oct	Month	GLCode	0	
11	P11	2016 Actual	Nov	Month	GLCode	0	
12	P12	2016 Actual	Dec	Month	GLCode	0	



Click on the X to close this screen.

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Design Forecast Templates

**Design Forecast Templates** ? [X]

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 Forecast Template Name

66 2017 YTD & 2016 ☒ Form Enabled

Define Preview Update Lookups Update Budget

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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	2016 Actual	Sep	Month	GLCode	0	
10	P10	2016 Actual	Oct	Month	GLCode	0	
11	P11	2016 Actual	Nov	Month	GLCode	0	
12	P12	2016 Actual	Dec	Month	GLCode	0	





That's It. You're Done.



**That's It. You're Done.**