




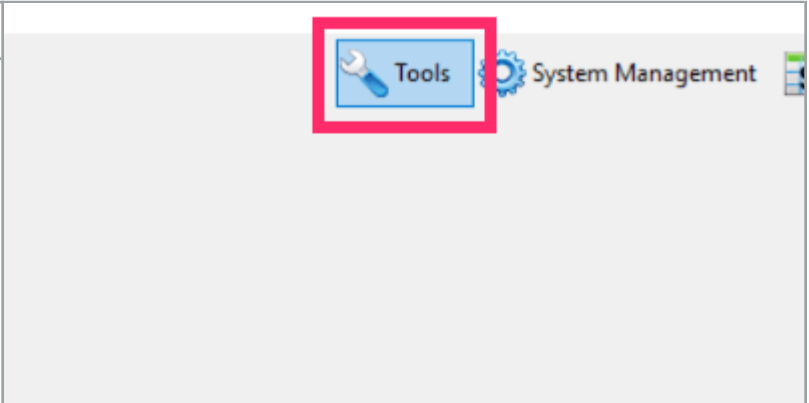
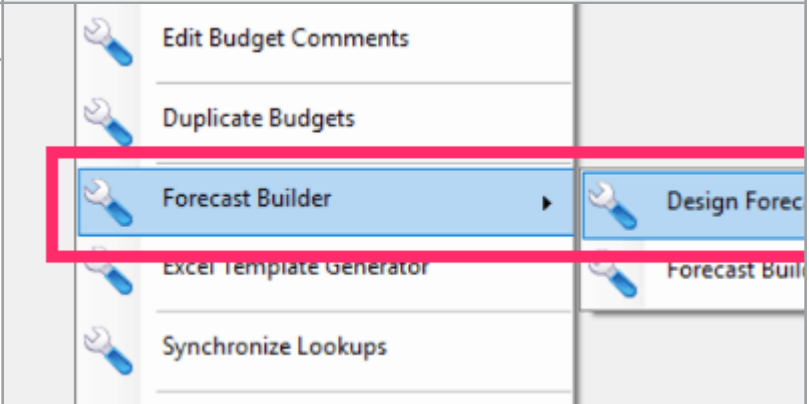
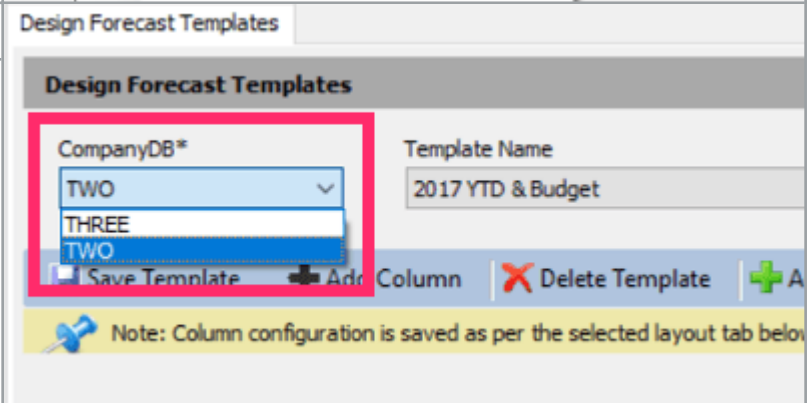
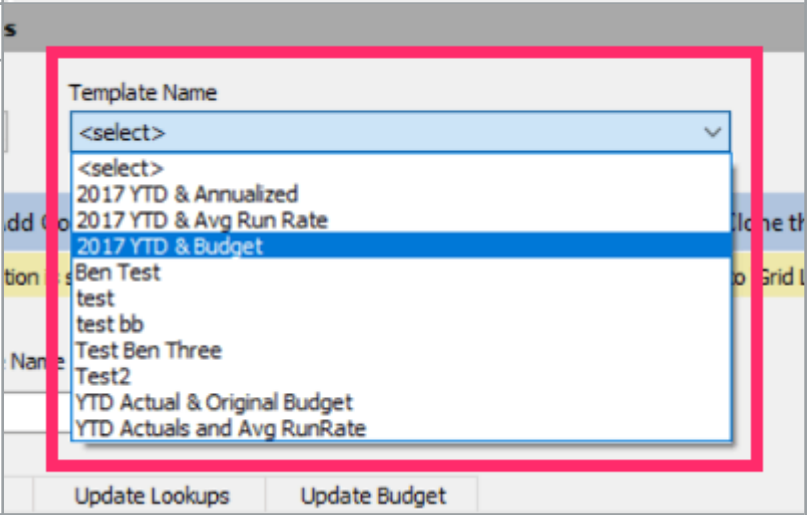
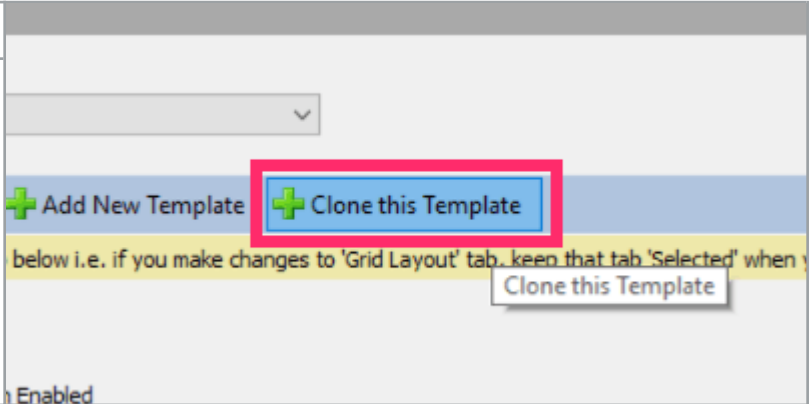
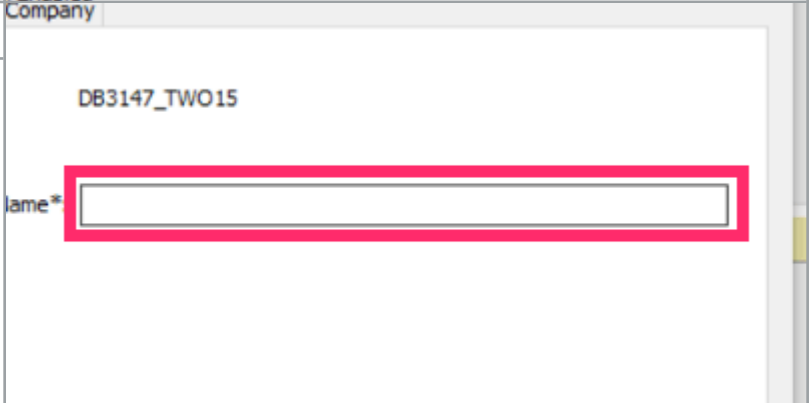
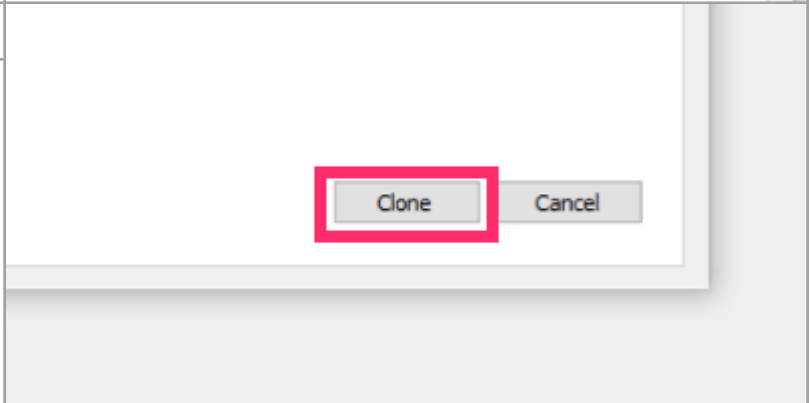
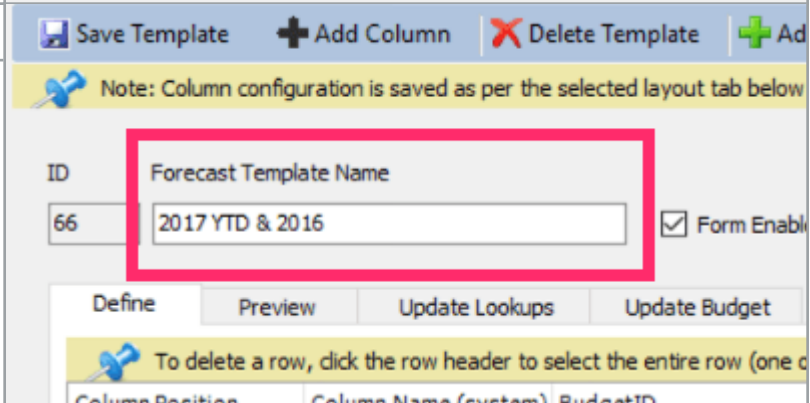


<div></div> <div>Dynamic Budgets User Guide for MidYear Blending-YTD & Prior Year</div> <div>1</div>	<div></div> <div>User Guide for MidYear Blending-YTD Prior Year</div>
<div></div> <div>Midyear Blending-YTD & Prior Year: Module Purpose</div> <div>This assumption is based on current financial information along with prior year financial information to create estimates as a predictor of future performance.</div> <div>2</div>	<div></div> <div>MidYear Blending-YTD</div> <div><u>Purpose:</u> This assumption is based on information along with prior year finan estimates as a predictor of future perf</div>

<p>Click on Tools.</p>	
<p>Click on Forecast Builder, Design Forecast Templates.</p>	
<p>Click on the Company DB dropdown menu. Select a company.</p> <p>In this example, we will select TWO.</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>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 & 2016.</p>	
<p>9</p> <p>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 2016 Actual budgetid to the remaining months in this fiscal period.

Use Shortcut:
Control C, to copy

11

P08	2017 Actual	Aug	Month
P09	2016 Actual	Sep	Month
P10	BudgetIDDesc	Oct	Month
P11	2014 Actual	Nov	Month
P12	2015 Actual	Dec	Month
	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.

12

P08	2017 Actual	Aug	Month
P09	2016 Actual	Sep	Month
P10	2017 Budget	Oct	Month
P11	2017 Budget	Nov	Month
P12	2017 Budget	Dec	Month

Use shortcut:
Control V, to paste

13



P08	2017 Actual	Aug	Month
P09	2016 Actual	Sep	Month
P10	2016 Actual	Oct	Month
P11	2016 Actual	Nov	Month
P12	2016 Actual	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.

14

GLCode	0		
GLCode	0		
GLCode	0		
GLCode	0		
GLCode	0		
GLCode	0		

<div data-bbox="124 309 161 360"></div> <div data-bbox="204 302 518 336">Click on Save Template.</div> <div data-bbox="638 275 687 313">15</div>	<div data-bbox="703 266 1517 667"><p>Design Forecast Templates</p><p>CompanyDB* TWO Template Name 2017 YTD & 2016</p><p>Save Template + Add Column X Delete Template + Add</p><p>Note: Column configuration is saved as per the selected layout tab below</p><p>Save Template</p><p>ID Forecast Template Name</p><p>66 2017 YTD & 2016 <input checked="" type="checkbox"/> Form Enable</p></div>
<div data-bbox="124 710 161 761"></div> <div data-bbox="204 703 552 766">Click on the X to close this screen.</div> <div data-bbox="638 676 687 714">16</div>	<div data-bbox="703 667 1517 1068"><p>Management Allocations Payroll Users Management</p><p></p></div>
<div data-bbox="124 1111 161 1162"></div> <div data-bbox="204 1104 489 1137">That's It. You're Done.</div> <div data-bbox="638 1077 687 1115">17</div>	<div data-bbox="703 1068 1517 1500"><p> </p><p>That's It. You're Done.</p></div>